



NEWS BULLETIN

GCU's Computer Centre Elevates Indian Air Force Staff Proficiency with Data Handling Training



AZARA, December 20: In a significant stride towards enhancing the proficiency of civilian staff within the Indian Air Force, the Computer Centre at GCU conducted a comprehensive Corporate Training on Office Automation and Data Handling. The training held from 4th to 15th December 2023, aimed to empower participants with essential skills in utilizing modern office automation tools and effective data handling techniques. The primary objective of the training program was to equip Indian Air Force civilian staff with the necessary skills and knowledge to streamline work processes and enhance productivity through the use of modern office automation software. The training took place at Computer Lab III, Department of Computer Science and Engineering (CSE), with experienced trainers including Mrs. Rubi Kalita, Mrs. Mridushmita Baruah, and Mrs. Nayana Deka. The event was coordinated by Mr. Dipjyoti Deka. The training program accounted on the topics "Introduction to Office Automation Tools" where the participants delved into MS Office Suite, Google Workspace, and other relevant applications, "Data Handling Techniques" that included data organization and management, security and privacy measures, and effective data analysis using software tools and also conducted Practical Sessions and Workshops delivering hands-on experience, case studies, practical exercises and interactive Q&A sessions. The training program received positive feedback from participants, with notable achievements such as enhanced proficiency in office automation tools, improved data handling skills, increased awareness and implementation of data security measures, and heightened confidence in utilizing various software applications in daily tasks. Based on participant feedback, recommendations included follow-up sessions or advanced training modules to further enhance skills and periodic refresher courses to keep participants updated with the latest advancements in office automation and data handling. The training contributed significantly to the professional development of participants, empowering them to make more substantial contributions within their roles. This initiative aligns with GCU's commitment to fostering continuous learning and skill development, ultimately benefiting the Indian Air Force civilian staff and ensuring their readiness for evolving challenges in the digital era.



Indian Air Force personnel engrossed in data handling training.



Certificate distribution ceremony.