



One week workshop cum training program for non-teaching staff

Organized by

Training and Personality Development cell, IQAC, Tezpur College

Day 1: Digital Literacy

Day 2: Office communication

Day 3: Office Automation

Day 4: Financial Literacy and AI in day to day work

Day 5: Roles & Responsibilities

5-9 May, 2025

Venue:
ID
Choudhury
Conference
Hall,
Tezpur
College

Time:
3pm