



## National Law University Delhi (IQAC)

Dated: -30<sup>th</sup> May, 2023

### Circular

Subject: Advance MS Excel Training Session and Administrative Training Programme for Non-Teaching Staff under the aegis of IQAC, NLU Delhi on 31<sup>st</sup> May, 2023

This is inform you that the Internal Quality Assurance Cell (IQAC), NLU Delhi is organizing an Advance MS Excel Training Session and Administrative Training Programme including detailed explanation and practical hands-on specifically designed for the non-teaching staff of the University members on 31 May 2023 at Library Research Room and Library Information Research Centre at 2:30 p.m. to 4:30 p.m. The training aims to enhance skills in using MS Excel and provide valuable administrative training that will contribute to professional growth and efficiency in the daily office work.

All non-teaching staff members are required to attend the programme.

Examination Department Staff members are exempted to attend the programme due to ongoing Examination of Students



Dr. Priya Rai  
IQAC Coordinator

*Mawr*  
*30/05/2023*  
Registrar

Copy to

Office for Vice Chancellor for information  
Office of Registrar for Information  
Joint Registrar for Information  
All Non-teaching Staff