

**Non Academic Staff Training**  
**2nd Quarter , (April till June, 2022)**

Module	Corporate Etiquettes & Manners Trainer:Syeda Ayesha Noor	Corporate Etiquettes & Manners Trainer:Syeda Ayesha Noor (FASS)	Managing Work Place Trainer: (Dr Talha Zubair and Dr Farooq Tariq Butt-FOMS)	Total
	(Batch 1)	(Batch 2)	(Batch 1& 2)	
Department	Officers & Senior	Officers & Senior Office	Managerial Level's	
Accounts office	0	1	2	3
Administration/ Security	2	1	3	6
Admissions Office	2	2	3	7
Marketing	0	0	4	4
Centre for Professional Studies	1	2	0	3
Directorate of Academics	2	0	2	4
ELC Department	2	0	0	2
Examinations Office	2	2	2	6
Faculty of Arts & Social Sciences	0	2	0	2
Faculty of Engineering	3	0	2	5
Faculty of Information Technology	1	2	4	7
Faculty of Management Studies	0	0	2	2
Faculty of Law	1	1	0	2
Faculty of Sciences	0	1	1	2
Faculty of Media & Mass Comm.	0	1	1	2
GSO Office	1	1	2	4
HR Department	0	1	3	4
IT Department	1	2	11	14
Quality Enhancement Cell	1	1	1	3
Registrar Office	2	0	1	3
Student Affairs Department	2	0	3	5
Student Service Centre	2	2	3	7
VIS	1	0	0	1
MIS	0	0	1	1
Library	2	3	0	5
Total :	28	25	51	104
			<b>Grand Total :</b>	<b>104</b>