

4th Quarter

4th Quarter Non-Academic Staff Training						
Module	Corporate Etiquettes & Manners (Batch 1 & 2)	Handling Customers and Complaints (Batch 1&2)	Managing Work Place (Batch 1& 2)	Semi-Skilled and Unskilled	Communication Skills (Non-Academic Staff)	Total
Department	Officers & Senior Officers	Officers & Senior Officers	Managerial Level's	Office Boys, Lift Operator & Security Guard	Officers & Senior Officers	
Column1	Column2	Column3	Column4	Column5	Column6	Column7
Accounts office	3	0	1	0	2	6
Administration/Security/Office Boy/Lift operator	1	0	1	33	4	39
Admissions Office	3	0	0	0	3	6
Centre for Professional Excellence	0	0	0	0	3	3
Policy Planning & Implementation	0	0	1	0	0	1
Centre for Professional Studies	0	3	3	0	1	7
CSO	0	0	1	0	0	1
Policy Planning & Implementation	0	0	1	0	0	1
Directorate of Academics/ Library	1	4	3	0	5	13
Examinations Office	2	6	2	0	3	13
Faculty of Humanities and Social Science	0	1	0	0	3	4
Faculty of Engineering	18	10	0	0	3	31
Faculty of Language & Literature	0	2	0	0	3	5
Faculty of Management Studies	0	3	0	0	4	7
Faculty of Pharmacy	2	4	3	0	2	11
Faculty of Science & Technology	0	0	5	0	1	6
Faculty of Media & Mass Communication	2	0	2	0	2	6
Faculty of Law	0	0	0	0	2	2
Faculty of Information Technology	0	0	0	0	2	2
Communications Department	0	0	0	0	4	4
Pro-Rector Office	0	0	0	0	1	1
HR Department	0	0	2	0	2	4
GSO Office	0	0	0	0	2	2
IT Department	18	9	5	0	0	32
Quality Enhancement Cell	2	2	2	0	4	10
ORIC	0	2	0	0	0	2
Registrar Office	1	0	2	0	1	4
Student Affairs Department	1	0	0	0	0	1
Student Service Centre	0	0	1	0	3	4
VIS	1	0	0	0	1	2
MIS	0	0	1	0	1	2
Total :	55	46	36	33	62	232
Grand Total :						232