The five days online workshop on ICT Tools & Techniques for non-teaching staff have been organized by Computer Science Department on 22-10-2021 to 26-10-2021 in Aggarwal College, Ballabgarh. The objective of this workshop is to enhance IT Skills of non teaching staff. The workshop was organized under the guidance of Principal, Dr. Krishan Kant Gupta. On fourth day Ms. Nidhi Sharma from computer Science Department gave training of brochure making. She also explain many techniques to make brochure. The non teaching staff also showed their enthusiasm and had an Interactive session in this workshop and asked questions and got satisfactory answers from experts. The whole event was coordinatey by Dr. Sachin Garg. Principal Dr. Krishan Kant Gupta has given assurance that these kinds of workshop will be organized in college from time to time so that non teaching staff can enhance their knowledge and aware with new technologies.