

**EVENT CIRCULAR,
BROUCHER AND REPORT
2019-2020**



PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu
Mobile : 9842102628, 7373002628 Email: info@psyec.edu.in Website : www.psyec.edu.in

City Office : 10, Pandian Saraswathi St, Sivagami Nagar, Narayanapuram, Madurai - 625 014. Telefax- 0452 2682338, Mobile : 98423-02628

Ref: PSYEC/CIR/staff/even/2019-20/TP-01

CIRCULAR

Date: 06.02.2020

The Department of Computer Science Engineering organize five-days training program on "Hands on Training on MS Excel" from to 10.2.2020 to 14.02.2020 in the Seminar Hall. All the Non-Teaching staff members are asked to attend to the program without fail.



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2. All HODs
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PRINCIPAL

Dr. R. RAJA M.L., Ph.D.,
PRINCIPAL
PANDIAN SARASWATHI YADAV
ENGINEERING COLLEGE
Arasanoor, Thirumansolai P.O-630 56
Sivagangai Dist. Tamil Nadu



**PANDIAN
SARASWATHI
YADAV
ENGINEERING
COLLEGE**

**Departement of
Computer Science
Engineering**

**“Hands on
Training on MS
Excel”**



**Resource Person
DR.K.R.PREMALATHA**



10.00am - 01:00pm



10.FEB-14.FEB.2020

More Information :

   | www.psyec.edu.in



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FIVE DAYS TRAINING PROGRAM ON HANDS ON TRAINING ON MS EXCEL

Attendance Sheet

S.No	Name of the participant	10.2.2020	11.02.2020	12.02.2020	13.02.2020	14.02.2020
1	Ms.S.Selvi	S.Selvi	S.Selvi	S.Selvi	S.Selvi	S.Selvi
2	Mr.S.Gokulraja	S.Gokulraja	S.Gokulraja	S.Gokulraja	S.Gokulraja	S.Gokulraja
3	Mr.R.S.Palanivel	R.S.Palanivel	R.S.Palanivel	R.S.Palanivel	R.S.Palanivel	R.S.Palanivel
4	Mr.K.Vijayarajulu	K.Vijayarajulu	K.Vijayarajulu	K.Vijayarajulu	K.Vijayarajulu	K.Vijayarajulu
5	Mr.A.Balamurugan	A.Balamurugan	A.Balamurugan	A.Balamurugan	A.Balamurugan	A.Balamurugan
6	Mr.P.Kamatchi Rajan	P.Kamatchi Rajan	P.Kamatchi Rajan	P.Kamatchi Rajan	P.Kamatchi Rajan	P.Kamatchi Rajan
7	Mr.A.Marimuthu	A.Marimuthu	A.Marimuthu	A.Marimuthu	A.Marimuthu	A.Marimuthu
8	Mr.S.Suburaju	S.Suburaju	S.Suburaju	S.Suburaju	S.Suburaju	S.Suburaju
9	Mr.A.Gopal	A.Gopal	A.Gopal	A.Gopal	A.Gopal	A.Gopal
10	Mr.M.Palpandi	M.Palpandi	M.Palpandi	M.Palpandi	M.Palpandi	M.Palpandi
11	Mr.P.Pandian	P.Pandian	P.Pandian	P.Pandian	P.Pandian	P.Pandian
12	Mr.Mahadevan	Mahadevan	Mahadevan	Mahadevan	Mahadevan	Mahadevan
13	Mr.K.Sundarrajan	K.Sundarrajan	K.Sundarrajan	K.Sundarrajan	K.Sundarrajan	K.Sundarrajan
14	Mr.James	James	James	James	James	James
15	Mr.N.Lakshmanan	N.Lakshmanan	N.Lakshmanan	N.Lakshmanan	N.Lakshmanan	N.Lakshmanan

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Feedback Form

TRAINING PROGRAM ON HANDS ON TRAINING ON MS EXCEL

Date : 10.2.2020 to 14.02.2020

Name: *V. Mahadevan*

S.No	Questionaries'	Excellent	Good	Average	Poor
1	Did the structure present the content clearly?	✓			
2	How was the training Session?	✓			
3	The session is useful to upgrade yourself		✓		
4	How effectively the resource person handled the session?		✓		
5	How would value the overall experience of the program?	✓			



DR. R. RAJA MO. P.D.
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Feedback Form

TRAINING PROGRAM ON HANDS ON TRAINING ON MS EXCEL

Date : 10.2.2020 to 14.02.2020

Name: *S. Muthupandi*

S. No	Questionaries'	Excellent	Good	Average	Poor
1	Did the structure present the content clearly?	✓			
2	How was the training Session?	✓			
3	The session is useful to upgrade yourself	✓			
4	How effectively the resource person handled the session?		✓		
5	How would value the overall experience of the program?	✓			



[Signature]
Dr. R. RAJA MURUGAN
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Sivagangai Dist Tamil Na



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REPORT

Five Days Training Program on Hands on Training on MS Excel

Date: 10.2.2020 to 14.02.2020

Venue: Seminar Hall

Time: 10.00am-1.00pm

Our college organized the 'Training Program on Hands on Training on MS Excel for five days to all the Non-Teaching and Administrative staff. The program session is conducted by Dr.K.R.Premalatha, Head of the Department, Department of Computer Science and Engineering in order to make the trainees to know the basics of Excel. We should walk through new skills and let you write the actual formulas and tap out the keyboard shortcuts to build muscle memory and learn by doing.

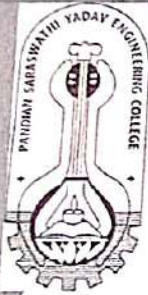
. The training is for beginners is suitable for individuals or teams who are new to formatting spreadsheets or organizing and analyzing data. The session moves on to understand that what the trainee's basic knowledge on computer and then further she explains how to open excel, create new excel, short cut keys, Alignment, saving, naming the document, italics, highlighter, styles, font size, inserting shapes, charts and icons in the document.



The session is organized in a useful manner to the encourages the trainee's get well equipped in doing MS Excel. Further work in excel will be done by the individual trainee in the work place by doing on their hands. Stimulus in given in the training session, the responses will get through their work while they do it by themselves. This session is the new beginning to open up their computer skills in advanced technology.



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ARASANOOR, THIRUMANSOLAI (PO), SIVAGANGAI DT



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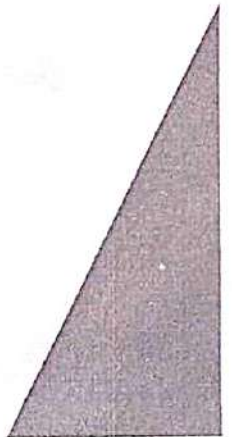
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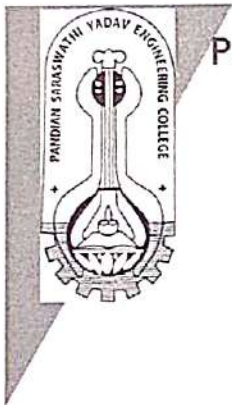
----- Ms. S. MUTHUPANDI, LAB ASSISTANT -----
has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL
organized by DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
held from 10.02.2020 TO 14.02.2020 -----


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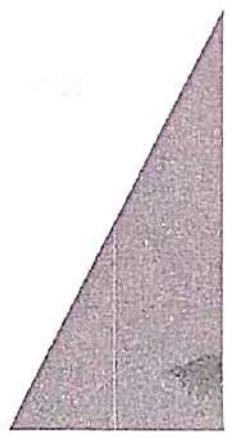
----- Mr. S. James ----- LAB ASSISTANT -----

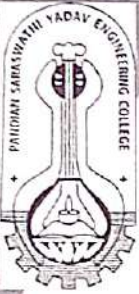
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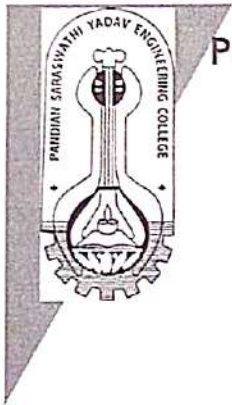
This is to certify that

----- Mr. V. MAHADEVAN ----- OFFICE ASSISTANT
has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL
organized by DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
held from 10.02.2020 To 14.02.2020 -----


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This is to certify that

----- Mr. N. Lakshmanan, Lab Assistant -----
has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL
organized by DEPARTMENT OF SCIENCE AND ENGINEERING
held from 10.02.2020 to 16.02.2020


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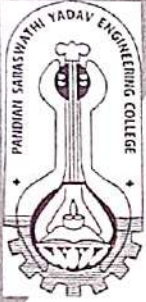
This is to certify that

----- Mr. S. NAGENDRAN ----- LAB ASSISTANT
has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL
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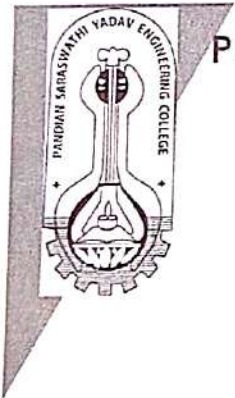
This is to certify that

----- Mr. P. KAMATCHI RAJAN LAB ASSISTANT
has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL
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held from 10.02.2020 To 14.02.2020-----


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This is to certify that

----- Mr. A. BALAMURUGAN, LAB ASSISTANT

has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL

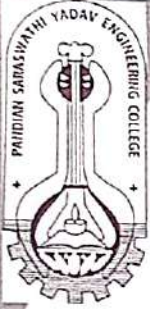
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This is to certify that

----- Mr. R. S. PALANIVEL -----, LAB ASSISTANT

has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL

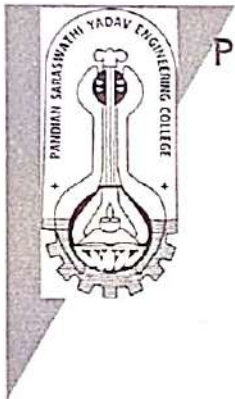
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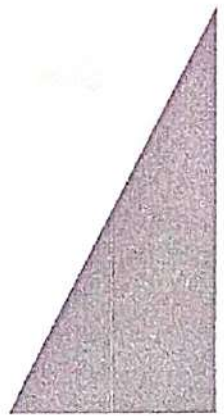
----- Mr. S. Gokul Raja, Lab Assistant -----

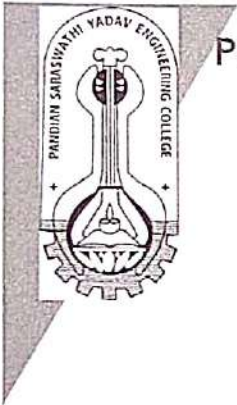
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This is to certify that

----- MS. S. SELVI, LAB ASSISTANT -----

has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL

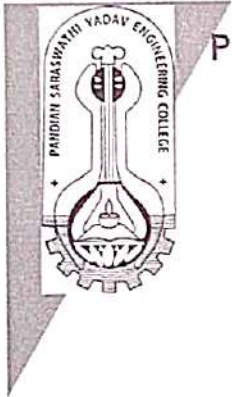
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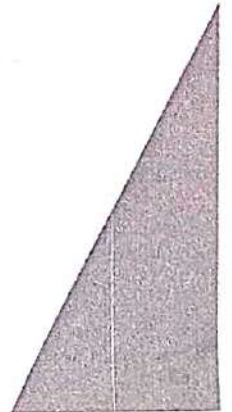
----- Mr. K. Sundarajan, Lab Assistant -----

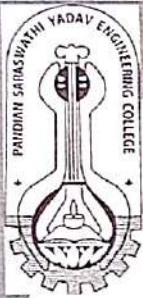
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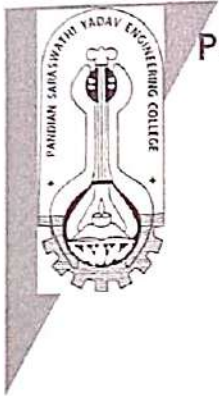
This is to certify that

----- MR. K. VISAYA RAJULU ----- LAB ASSISTANT
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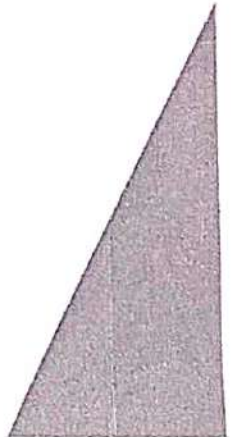
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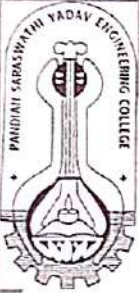
----- Mr. A. MARIMUTHU -----, LAB ASSISTANT
has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL
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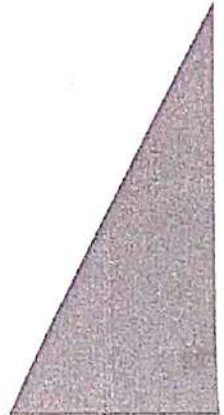
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----- Mr. A. GOPAL , LAB ASSISTANT -----

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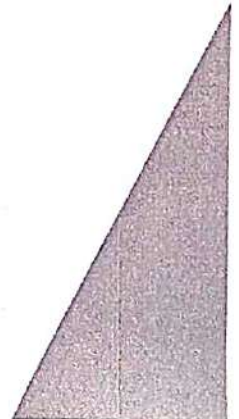
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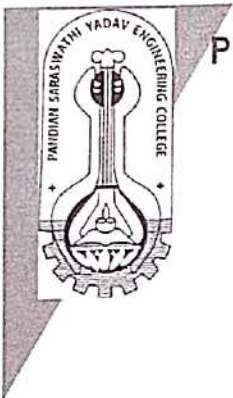
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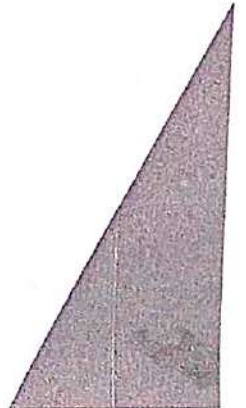
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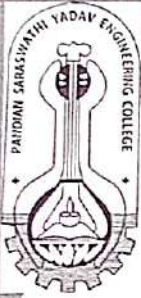
----- Mr. M. Palpandi, LAB ASSISTANT -----
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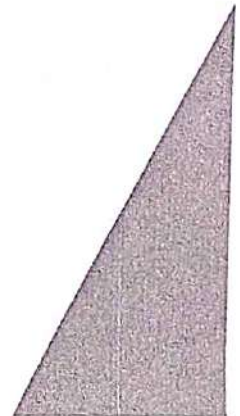
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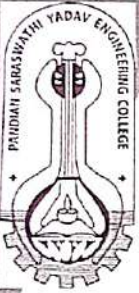
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This is to certify that

----- Mr. P. Muneeshwaran, LAB ASSISTANT

has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL

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CERTIFICATE

This is to certify that Mr. M. Pandian, Lab Assistant
has participated in Five Days Training Program on Hands on Training on MS Excel
organized by Department of Computer Science and Engineering
held from 10.02.2020 to 14.02.2020


Convener




Principal