# EVENT CIRCULAR, BROUCHER AND REPORT 2019-2020



(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, Madural - 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.



PRINCIPAL

Copy to

- 1. Principal
- 2. All HODs
- 3. Office
- 4. All File

OLK. RAJA M.L., Ph.D., PRINCIPAL PANDIAN SARASWATHI YADAV

ENGINEERING COLLEGE Arasanoor, Thirumansolai P.O-630 56 Sivagangai Dist. Tamil Nagu



Departement of Computer Science Engineering

"Hands on Training on MS Excel"



( 10.00am - 01:00pm



10.FEB-14.FEB.2020

**More Information:** 

**② ③ ● |** 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	C. Solui	Qal	C. Sulm	P Sulm	S. Seni
2	Mr.S.Gokulraja	Caleur	C & Serb	8 Gold	3. July	g. Jud
3	Mr.R.S.Palanivel	R8.4	D-SR-	R-S-1	p. 276	p.Str
4	Mr.K.Vijayarajulu	Kolmen	1c-en	2.W-	K. ~~	Jam
5	Mr.A.Balamurugan	Quim	D. Zulum	D'Edm	P. Pelm	D. Delm
6	Mr.P.Kamatchi Rajan	8. Cre	D-19	php	Elento	furd
7	Mr.A.Marimuthu	A Newsen	J. Munde	I mul	g. whome	Finan
8	Mr.S.Suburaju	3 Sur	2.8	S. In	f.f	8.2
9	Mr.A.Gopal	Afgl	ARA	AGL	A. Gul	AGUL
10	Mr.M.Palpandi	N. S. Ja	N. T. B.	RAPO I	NE	NEEN
11	Mr.P.Pandian	P.R.du	p. p.d.	p.p.h	P. fr	P.R.
12	Mr.Mahadevan	Nobadeur	Mahadem	mahadan	mahe dam	Meladow
13	Mr.K.Sundarrajan	18/ X	12.180	K84	XON	FSM
14	Mr.James	lau	20	200	Jen	Serve
15	Mr.N.Lakshmanan	Nul	NH	NA	N.Lefa	a-Lef

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Dr. R. RAJA M.E., Ph.D.,

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PANDIAN SARASWATHI YADAV

ENGINEERING COLLEGE

Arasanoor, Thirumansulai P.O-630 =

Sivagangai Dist, Tamil Nadu



(Approximately AICTE & Affinalish to Anna University, Cheronal)

Madural Sivagangai Highway Arasanser Thrumaneolal Poet Sivagangai Dt 630 561, Taminadu Moolle 9843103838 f373003838 Email Info@payes edu in Website www.payes.edu.in

City Office 10, Pandian Saraswathi St. Sivagami Nagar, Narayanapuram, Madurai - 525 014, Talefay- 0452 2582338, Mobile : 95425-92528

#### 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?	/			

C Shades Fully 3

Dr. R., ICA JA ME DED PRINCIPAL PANDIAN SARASWATHI YADAV ENGINETAINC ( ULI LG) Alabandor, Incomanbolar PU-630 36 Stvayanyor Dist, Ismil Naco



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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. Muthupanch.

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



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PASSANDOR, Thirumansolai P.O-630.
Sivagangai Dist Tamil No.



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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. Yadev Dr. R. R. A. J. A. M.E., Ph.D.,

Arasanoor

630561

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Dr. R. RAJA M.E., Ph.D.,
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#### CERTIFICATE OF PARTICIPATION

	This is to certify that
	Mr. S. MUTHOPANDI, LORASSISTANT
has participa	ted in Five Days Training Program on HANDS ON TRAINING ON HIS EXCEL
organized by	DEDMETHENT OF COMPUTER SCIENCE AND ENLINEERING
	10.00, 2020 To 4.02, 2020

Convener.





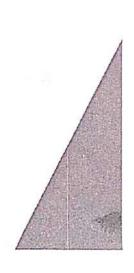


#### CERTIFICATE OF PARTICIPATION

	11115 15 10	certify that	
	Mr. S. Jaye	25 LAB ASSISTANT	ī
has participated in Five Day	s Training Program on HANDS	S ON TRAINING ON MS E	XCEL
organized by DEPARI	HENT OF COMPUTER	SCIENCE AND ENGINEER	RLNG
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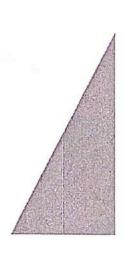


#### CERTIFICATE OF PARTICIPATION

This is to certify that
MY. V. MAHADEVAN DEFICE ASSISTANT
nas participated in Five Days Training Program on HANDS DN TRAINING ON MS EXCEL
Organized by DEPARTHENT OF COMPUTER SCIENCE & ENGINEERING
neld from 10-02-2020 To 14-02, 2020

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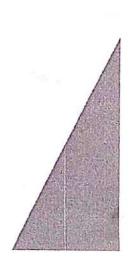




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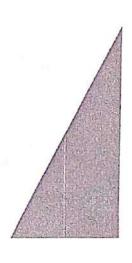


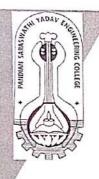
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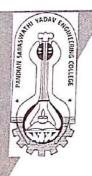
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This is to certify that

7.
Mr. P. KAMATCHI ROJAN LAB ASSISTANT
nas participated in Five Days Training Program on HANDS ON TRAINING ON IS EXCEL
Organized by SEPARTMENT OF COMPUTER SCHENCE AND ENGINEERING
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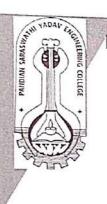


#### CERTIFICATE OF PARTICIPATION

This is to certify that
Mr. A. BALAMURUGAN, LAB AGSISTANT
has participated in Five Days Training Program on HANDS DN TRAINING DN HS EXCEL
OF COMPUTER SCIENCE AND ENGINEERING
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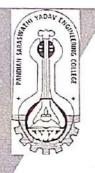
## CERTIFICATE OF PARTICIPATION

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
Organized by DEPARTHENT OF COMPUTER SCIENCE AND ENGINFERING
held from 10.02, 20 To 14.02, 20

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#### CERTIFICATE OF PARTICIPATION

This is to certify that
Mr. S. GLOKULRAJA, LOB ASSISTANT
has participated in Five Days Training Program on HA ஹ _ DO TRAINING DO MS EXCEL
organized by DEPARTHENT OF COMPUTER SCIENCE AND ENGINEERING
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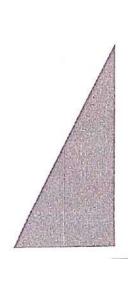


#### CERTIFICATE OF PARTICIPATION

This is to certify that	
Ms. S. SELVI, LAB ASSISTANT	
has participated in Five Days Training Program on HANDS ON TRAINING ON MS FXCE	!
Organized by DEPARTHENT OF COMPUTER SCIENCE AND ENGINEERING	
held from 10.02, 2020 To 14.02, 2020	

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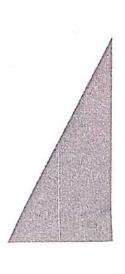


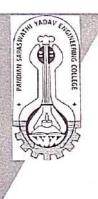
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Mr. K. SUNDARRAJON, LAB ASSISTANT
nas participated in Five Days Training Program on HANDS ON TRAINING ON 116 EXCEL
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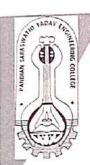


#### CERTIFICATE OF PARTICIPATION

inis is to certify that
MY. K. VIJAYA PAJOLU LAB ASSISTANT
nas participated in Five Days Training Program on HANDS ON TRAINING ON HS EXCEL
Organized by DEPARTMENT OF COMPUTER SCLENCE AND ENGINEERING
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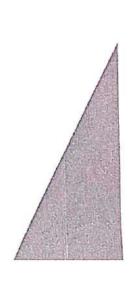
## CERTIFICATE OF PARTICIPATION

This is to certify that

Mr. A. MARIMUTHU - LAR ASSISTANT
has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL
organized by DEPARTHENT OF COMPUTER SCIENCE AND ENGINEERING
held from 10.02, 2020 To 14.02, 2020

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Tills is to sertify that
Mr. S. SURURAJU, LAB-ASSISTANT
has participated in Five Days Training Program on HAMS DN TRAINING ON TS EXCEL
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held from 10.02, 2020 To 14, 02, 2020

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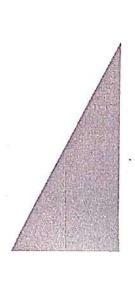


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This is to certify that	
Mr. A. Gopal Las Assistant	
nas participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL	9
OF COMPUTER SCIENCE AND ENGINEERING	5
reld from 10.02, 2020 TO 14.02, 2020	

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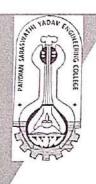


#### CERTIFICATE OF PARTICIPATION

This is to certify that
Mr. M. PALPANDI, LAB ASSISTANT
has participated in Five Days Training Program on HANDS ON TRAINING ON MS EXCEL
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held from10.02.2020 To 14.02.2020

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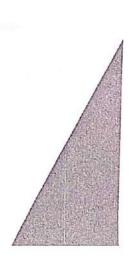


#### CERTIFICATE OF PARTICIPATION

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Mr. P. PANDIAN LAB XSISTANT
has participated in Five Days Training Program on HANDS and TRAINLUG DN MS EXCEL
Organized by DEPARTHENT OF COMPUTER SCIENCE AND ENGINEERING
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#### CERTIFICATE OF PARTICIPATION

This is to certify that
Mr. P. MUNEFSHWARAD LAB ASSISTANT
has participated in Five Days Training Program on HANDS DA TRAINING ON MS ISCEL
OFBANIZED BY DEPARTHENT OF COMPUTER SCIENCE AND ENGINEERING
neld from 10.02.2020 To 14.02.2020

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