# EVENT CIRCULAR, BROUCHER AND REPORT 2021-2022



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

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu Mobile: 9842102628, 7373002628 Website: www.psyec.edu.in Email: info@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/21-22/TP-01

### **CIRCULAR**

Date: 10.3.2022

The Department of Artificial Intelligence and Data Science organize five-days training program on "Basic Computer Skills" from 14.03.2022 to 18.03.2022 in the Seminar Hall. All the Non-Teaching staff members are asked to attend to the program without fail.



#### Copy to

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

Dr. R. RAJA M.E., Ph.D., PRINCIPAL PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE Arasanoor, Thirumansolai P.O-630 58 Sivagangai Dist, Tamil Nagu



# Pandian Saraswathi Yadav Engineeering College

# DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

# "Basic Computer Skills"

# **Our Programs**

- Data Handling
- Google Form
- Excel Tools



>>>>> 10.00am-1.00pm





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# FIVE DAYS TRAINING PROGRAM ON BASIC COMPUTER SKILLS Attendance Sheet

S.No	Name of the participant	14.03.2022	15.03.2022	16.03.2022	17.03.2022	18.03.2022
1	Ms.S.Selvi	3. Selvi	8. selvi	3. Telui	3. selen	S. Selvi
2	Mr.V.Mahadevan	"rost.	1. holy.	1. hazzy.		N. Holle.
3	Mr.S.Adhikani	s. Adrit	S. Pollit	S. Polty.	S. मर्भाभे .	S. Potty.
4	Ms.S.Suganya	Sugarga	S-Swganya	S. Sugarga	S-sugarya	8. Sagary
5	Mr.R.Manikandan	O.ron /	D. Ham	S'ron ,	D. Hong	b. hand
6	Mr.S.Karuppaiah	harufet.	Craw	KarupA	c. Karof	s. Karp#
7	Mr.C.Sudhakarn	c. qualing	Sudha	c. Judha	Sudha	c. Sudho
8	Mr.R.S.Palanivel	8. plan		8. palani	8. palani	8. Poloni
9	Mr.M.Vaithiya Lingam	V. Vaithiy.	v. valted.	V. Vaitly.	Vivaithi	v. vaithi
10	Ms.K.Pavithra	k.pain.	k-pavy	k-pard-	K-pary.	k. panj
11	Ms.K.Bavadharani	2. Baraja	k. Baraj	k. Bart	x. Barg	K-Barey.
12	Mr.A.Muthuraman	Matthew	A. Liuttan	Aruthu		Attution
13	Mr.P.Murugesan	D MILLY.	p. Mury	p. murg.	P. Mury.	p. Margu
14	Mr.T.Maruthupandian	. No Pa	(1800P)	Marten	Chafe.	Thate
15	Mr.M.Palaniyappan	D. Dolar Por	W. Spanish	W. by Galler	~~ /	4. Sabr
16	Mr.S.James	S.James	8-James	S.James	S.Jamu	S:Janu
17	Mr.S.Muthupandi	and punt	Lay upandi	3 my man.	Jud word	8-July Jan
8	Mr.M.Pandian	M. Pardi	M. Pardin	M. Dardi	M. Pardii	M. Pard



PRINCIPAL

Dr. R. RAJA M.E., Ph.D.,
PRINCIPAL
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rasanoor, Thirumansolai P.O-630 66
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#### REPORT

Five Days Training Program on Basic Computer Skills

Venue: Seminar Hall

Date: 14.03.2022 to 18.03.2022

Our college organized the 'Training Program on Basic Computer Skills' for five days to all the Non-Teaching and Administrative staff. The program discussed on Basic computer skills include understanding how to navigate the operating system, using word processing software for writing documents, creating and managing spreadsheets, sending and receiving emails, browsing the internet, and basic file management such as creating folders and organizing files. All the sessions were very effective.



Outcomes of the programme are as follows:

- The participants learned how to handle the data of thousands of students like fees, roll numbers, internal assessment, admission etc.
- By learning the advanced tools of excel they learned how to do result analysis.

Arasanoor Thirumansolai P

630581 Sivagangal Di

 Exposing to the apps like Google meet, Google form, zoom they can now work even during the pandemic situation.

• They learnt, how to use google form to collect the data regarding feedback, subject optional form.

Dr. R. RAJA M.B., Ph.D.,
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#### Feedback Form

#### TRAINING PROGRAM ON BASIC COMPUTER SKILLS

Date: 14.03.2022 to 18.03.2022

Name: A. Multiwaman.

S. No	Questionaries'	Excellent	Good	Average	Poor
1	Did the structure present the content clearly?	~			
2	How was the training Session?		V	1	
3	The session is useful to upgrade yourself		~	2	
4	How effectively the resource person handled the session?	F = 1	~ ·		
5	How would value the overall experience of the program?	~	1	-10	



Dr. R. RAJA M.E., Ph.D.,
PRINCIPAL
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ENGINEERING COLL.
rasanoor, Thirumansolal P.O. 630 50
Sivagangai Dist Tamil May



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#### Feedback Form

### TRAINING PROGRAM ON BASIC COMPUTER SKILLS

Date: 14.03.2022 to 18.03.2022

Name: J. Maruthupandian.

S. No	Questionaries' -	Excellent	Good	Average	Poor
1	Did the structure present the content clearly?	V			1 711,72 m
2	How was the training Session?	~			
3	The session is useful to upgrade yourself	20,102.2	~		
4	How effectively the resource person handled the session?	~			
5	How would value the overall experience of the program?				



PRINCIPAL
PANDIAN SARASWATHI YAP
ENGINEERING COLIL
PASANCOR, Thirumansolai P.G-630...
Sivagangai Dist Tamil 8





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	Mr. S.	MITTH	DANDI	10	13 ACSI	STAN

HAS PARTICIPATED IN FIVE DAYS TRAINING PROGRAM	ON
BASIC COMPUTER SKULS	
ORGANIZED BY DEPARTHENT OF COMPUTER SCIENCE AND	ENGINE FRING
HELD FROM 14.03.2022 TD 18.03.2022	









THIS IS TO CERTIFY THAT

Mr. P. MUNEESWARAN, LAB ASSISTANT

Convener



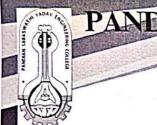




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Mr. M.	PANDIAN	LAB ASSISTANT	

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ORGANIZED BY	DEPARTME	UT DE CO	MPUTER.	SCIENCE AND	ENGINEERING
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ARASANOOR, THIRUMANSOLAI (PO), SIVAGANGAI DT



### CERTIFICATE OF PARTICIPATION

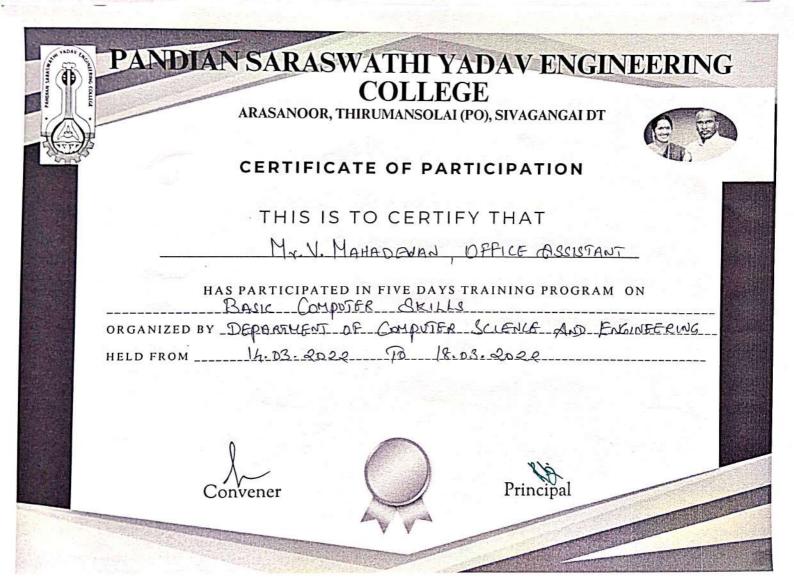
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Mr. S. JAMES	LAR ASSISTANT	
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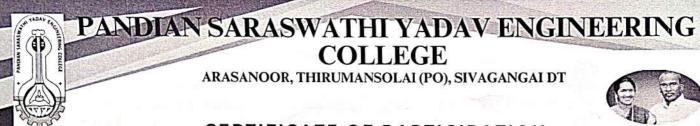


THIS IS TO CERTIFY THAT

Mr. S. NAGENDRAN, LAB ASSISTANT

HA	S PARTICIPATED IN FIVE DAYS TRAINING PROGRAM ON	
OPGANIZED BY	BASIC COMPUTER SKILLS DEPARTHENT OF COMPUTER SCIENCE AND ENGINEE	FRING
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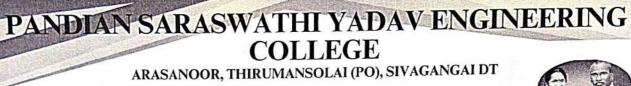


THIS IS TO CERTIFY THAT
Mr. K. SUNDARRATAN, LAB ASSISTANT

HAS PARTICIPATED IN FIVE DAYS TRAINING PROGRAM ON BASIC COMPUTER SKILLS	
ORGANIZED BY DEPARTMENT OF COMPUTER SCUENCE AND ENGINEERING	
HELD FROM 14.03. 2022 TO 18.03. 2022	









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Mr.	P. 1	PANDIAN.	LAB	ASSISTANT
111.	1.	HADIAN,	AHD	4.35

HAS PARTICIPATED IN FIVE DAYS TRAINING PROGRAM ON  BASIC COMPUTER SKILLS
ORGANIZED BY DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
HELD FROM 14.03.2022 To 18.03.2029









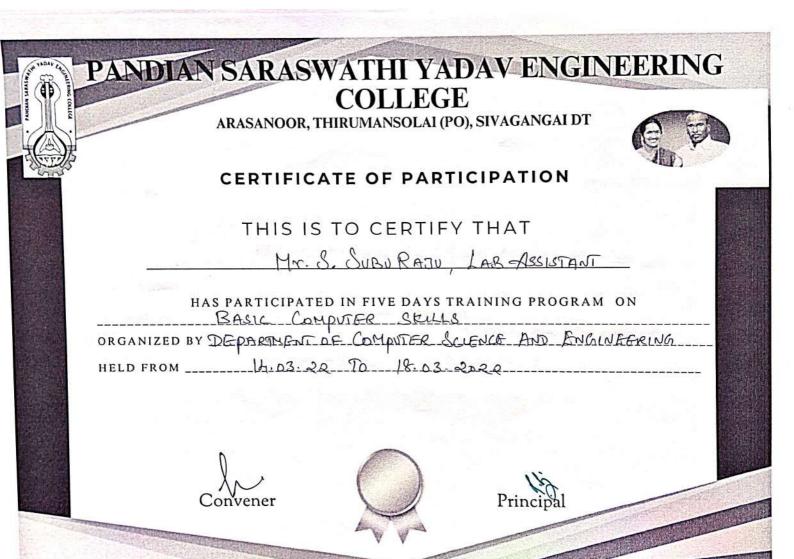
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Mr. M.	PALPANDI	LAB	ASSISTANT	

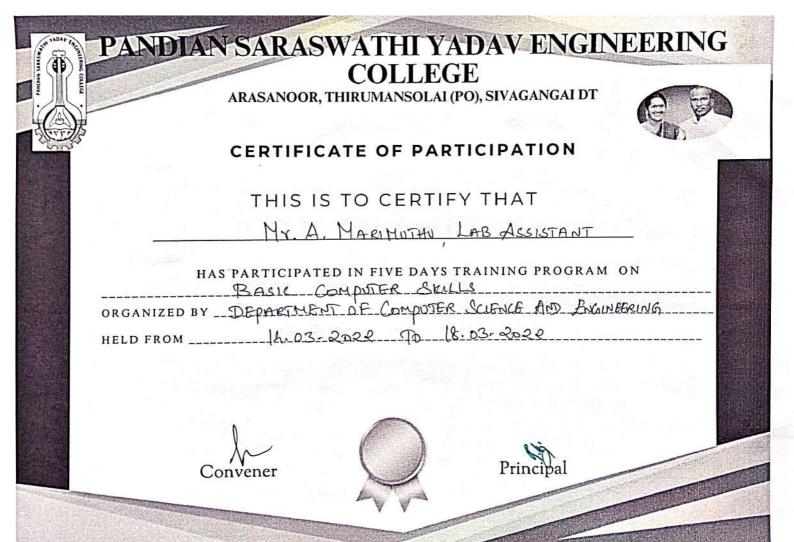
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ARASANOOR, THIRUMANSOLAI (PO), SIVAGANGAI DT



# CERTIFICATE OF PARTICIPATION

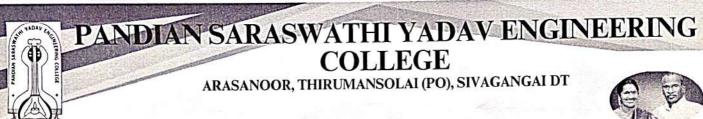
THIS IS TO CERTIFY THAT

Mr. A. BALAMURUGAN LAB ARSISTANT

HAS PARTICIPATED IN FIVE DAYS TRAINING PROGRAM ON BASIC COMPUTER SKILLS ORGANIZED BY DEPORTHENT OF COMPUTER SCIENCE AND ENGINEERING

Convener



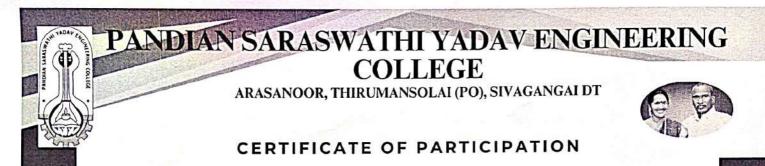




THIS IS TO CERTIFY THAT	
Mr. K. VIJAYARAJOLU, LAB ASCISTANT	

НА	S PARTICIPATED IN FIVE DAYS TRAINING PROGRAM ON
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ORGANIZED BY	DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
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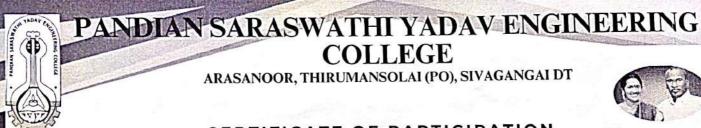
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	HAS PARTICIPATED IN FIVE DAYS TRAINING PROGRAM ON
	BASIC COMPUTER SKILLS
	BY DEPARTMENT OF COMPUTER SCIENCE AND PUBLINEERING
HELD FROM	14. D3. 2022 To 18.D3. 2022

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