

**EVENT CIRCULAR,
BROUCHER AND REPORT
2021-2022**



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/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.



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Dr. R. RAJA M.E., Ph.D.,
PRINCIPAL
PANDIAN SARASWATHI YADAV
ENGINEERING COLLEGE
Arasanoor, Thirumansolai P.O-630 561
Sivagangai Dist, Tamil Nadu



Pandian Saraswathi Yadav Engineering College

DEPARTMENT OF ARTIFICIAL INTELLIGENCE
AND DATA SCIENCE

“Basic Computer Skills”

Our Programs

- ✓ Data Handling
- ✓ Google Form
- ✓ Excel Tools

➤➤➤➤ 14.March to
18.March.2022

➤➤➤➤ 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	S. Selvi	S. Selvi	S. Selvi	S. Selvi	S. Selvi
2	Mr.V.Mahadevan	V. Math	V. Math	V. Math	V. Math	V. Math
3	Mr.S.Adhikani	S. Adhik	S. Adhik	S. Adhik	S. Adhik	S. Adhik
4	Ms.S.Suganya	S. Suganya	S. Suganya	S. Suganya	S. Suganya	S. Suganya
5	Mr.R.Manikandan	R. Mani	R. Mani	R. Mani	R. Mani	R. Mani
6	Mr.S.Karuppaiah	S. Karup	S. Karup	S. Karup	S. Karup	S. Karup
7	Mr.C.Sudhakarn	C. Sudha	C. Sudha	C. Sudha	C. Sudha	C. Sudha
8	Mr.R.S.Palanivel	B. Palani	B. Palani	B. Palani	B. Palani	B. Palani
9	Mr.M.Vaithiya Lingam	V. Vaitthy	V. Vaitthy	V. Vaitthy	V. Vaitthy	V. Vaitthy
10	Ms.K.Pavithra	K. Pavith	K. Pavith	K. Pavith	K. Pavith	K. Pavith
11	Ms.K.Bavadharani	K. Bava	K. Bava	K. Bava	K. Bava	K. Bava
12	Mr.A.Muthuraman	A. Muthu	A. Muthu	A. Muthu	A. Muthu	A. Muthu
13	Mr.P.Murugesan	P. Murg	P. Murg	P. Murg	P. Murg	P. Murg
14	Mr.T.Maruthupandian	T. Maru	T. Maru	T. Maru	T. Maru	T. Maru
15	Mr.M.Palaniyappan	M. Palaniyappan	M. Palaniyappan	M. Palaniyappan	M. Palaniyappan	M. Palaniyappan
16	Mr.S.James	S. James	S. James	S. James	S. James	S. James
17	Mr.S.Muthupandi	S. Muthupandi	S. Muthupandi	S. Muthupandi	S. Muthupandi	S. Muthupandi
18	Mr.M.Pandian	M. Pandian	M. Pandian	M. Pandian	M. Pandian	M. Pandian



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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.
- 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.



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Feedback Form


TRAINING PROGRAM ON BASIC COMPUTER SKILLS

Date : 14.03.2022 to 18.03.2022

Name: A. Muthuraman.

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?	✓			




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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?	✓			
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?	✓			




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CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT

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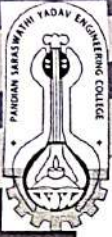
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Mr. V. MAHADEWAN, OFFICE ASSISTANT

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Ms. R.S. PALANIVEL, LAB ASSISTANT

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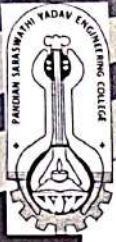
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