

20.06.2017

From

Mr.M.Jeganathan
(Faculty – Incharge, Centre for Skill Development)
Assistant Professor
Department of Mathematics
Karpagam University
Coimbatore – 21

To

The Director - IQAC
Karpagam University
Coimbatore – 21

Respected Sir

Sub: Workshop on “Computer Operations (MS Office)” – Report submission – reg.

As per the communication received from the Director, IQAC, and the Centre for Skill Development, Karpagam University conducted two-day workshop on “Computer Operations (MS Office)” for the Non-Teaching Staff of our University on 8th and 9th of June 2017.

The report for the workshop is enclosed herewith for your kind perusal.

Thanking You

Yours sincerely

(M.Jeganathan)

Enclosure:

1. Report of the Event (Workshop)

**A Report on Two-day workshop organized
by Centre for Skill Development on “Computer Operations (MS Office)
for the Non-Teaching Staff of Karpagam University.**

As per the communication received from the Director, IQAC, the Centre for Skill Development, Karpagam University conducted two-day workshop on “Computer Operations (MS Office)” for the Non-Teaching Staff of our University on 8th and 9th of June 2017. Totally 43 Non-Teaching Staff members participated from various departments of our University.

The details of the topics covered by the resource persons are furnished below.

Date	Session	Topics Covered	Resource Person
08.06.17	FN	Working with MS Word	G.Manivasagam, Department of Computer Science, Applications and IT,
08.06.17	AN	Working with MS Excel	M.Jeganathan, Department of Mathematics.
09.06.17	FN	Working with MS PowerPoint	B.Bharathi, Department of Computer Science, Applications and IT,
09.06.17	AN	Practice Exercise by the Participants (Charts, Tables and Calculations)	All the three.

The feedback from the participants reveals that they were very much satisfied with the workshop. Moreover around fifty percent of the participants expressed their interest to learn the next (advanced) level of the programe.

Mr.M.Jeganathan
(Faculty – Incharge, Centre for Skill Development)
Assistant Professor
Department of Mathematics
Karpagam University
Coimbatore – 21

05.06.2017

From

Mr.M.Jeganathan
(Faculty – Incharge, Centre for Skill Development)
Assistant Professor
Department of Mathematics
Karpagam University
Coimbatore – 21

To

The Registrar
Karpagam University
Coimbatore – 21

Through
The Director - IQAC
Karpagam University
Coimbatore – 21

Respected Sir

Sub: Seeking permission to conduct a workshop on “Computer Operations (MS Office)” – reg.

The Centre for Skill Development, Karpagam University is planning to conduct two-day workshop on “Computer Operations (MS Office)” for the Non-Teaching Staff (62 participants) of our university on 8th and 9th of June 2017 as per the communication received from the Director, IQAC.

An expenditure of Rs. 5300 (Five Thousand Three Hundred only) is budgeted as given below:

S.No.	Particulars	Budgeted Amount in Rs.
1	Certificate for the participants (65 Numbers)	750.00
2	Tea and Snacks (Rs.25 per day per head) 25X65X2	3250.00
3	Materials and Exercise for the participants	1300.00
		5300.00

Kindly grant approval and sanction Rs. 5,300 (Five Thousand Three Hundred only) for conducting the workshop.

Thanking You

Yours Sincerely

(M.Jeganathan)

Enclosures:

2. Copy of the Communication received from the Director – IQAC
3. List of participants (62 Non-Teaching Staff)
4. Program Schedule for Two days in two sections (31 participants in each section)



Centre for Skill Development Karpagam University

Karpagam Academy of Higher Education

(Deemed University Established Under Section 3 of UGC Act 1956)
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E mail ID: info@karpagam.com Website: www.kahedu.edu.in

A Report on Two-day workshop organized by Centre for Skill Development on “Computer Operations (MS Office) for the Non-Teaching Staff of Karpagam University.

As per the communication received from the Director, IQAC, the Centre for Skill Development, Karpagam University conducted two-day workshop on “Computer Operations (MS Office)” for the Non-Teaching Staff of our University on 8th and 9th of June 2017. Totally 43 Non-Teaching Staff members participated from various departments of our University.

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(Faculty – Incharge, Centre for Skill Development)
Assistant Professor
Department of Mathematics
Karpagam University
Coimbatore – 21

**Two-day workshop on “Computer Operations (MS Office)”
for the Non-Teaching Staff of Karpagam University.**

Programme Schedule

Date / Day	Session	Section I	Section II
08.06.17 / Day 1	FN	Working with MS Word – by G.M	Working with MS Excel – by M.J
08.06.17 / Day 1	AN	Working with MS Excel – by M.J	Working with MS Word – by G.M
09.06.17 / Day 2	FN	Working with MS PowerPoint – by G.M	Working with MS PowerPoint – by M.J
09.06.17 / Day 2	AN	Practice Exercise by the Participants – by G.M	Practice Exercise by the Participants – by B.B

Resource Persons

1. M.J - M.Jeganathan, Department of Mathematics, Karpagam University
2. G.M - G.Manivasagam, Department of Computer Science, Applications and Information Technology, Karpagam University
3. B.B - B.Bharathi, Department of Computer Science, Applications and Information Technology, Karpagam University

Venue :

For Section I – B Block Computer Lab

For Section II – Library Block Communication Lab