

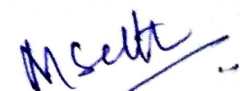



G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE
(For Women)

AUTONOMOUS
Shaikpet, Hyderabad – 500104
Department of CSE
Faculty Development Program on
“Inhouse training program on MS OFFICE”
From 20/11/2021 to 18/12/2021

S.No	Name of the document	Status
1.	Proposal by the Coordinator/Convenor to Principal along with budget, and permission for the venue.	YES
2.	Programme schedule	YES
3.	Circular	YES
4.	Registration/Attendance of the participants	YES
5.	Certificates (sample)	YES
6.	All participants filled Feedback, analysis – action	YES
7.	One page photos with atleast 6 with description as per the format	YES
8.	Budget utilisation sheet	YES
9.	Single page report as per the format	YES


Workshop Coordinator


Dept HOD


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Shaikpet, Hyderabad - 500 104

Date:09/11/2021

From

Dr.M.Seetha

HOD, CSE Dept.,

GNITS

To,

The Principal,

GNITS.

Sub: Request letter for permission to conduct in-house training program on MS Office for Programmers / Technical Staff of all departments - Reg.

This is to inform you all that the Departments of CSE & IT are organizing 24 Hrs. of in-house training program on MS Office for Programmers / Technical Staff of all departments. The training is aimed to provide expertize in creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

Hence all the Heads of Department are requested to send the names 50% of Programmers / Technical Staff to undergo training in 1st spell by 17/11/2021 to Principal's Office Thanking You Sir.

M. Seetha
HOD CSE

[Signature]
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Shaikpet, Hyderabad - 500 104

**G. NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE
(For Women)**

**Schedule for In-House Training Program
(Programmers / Technical Staff)**

Scheduled Dates: 20/11/2021, 27/11/2021, 4/12/2021, 18/12/2021, Timings:1:00PM to 4:00PM on all days.

Contents:

Week – 1: MS word (3 Hrs.(Theory & Practical))

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles for different templates
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge
- **Assignment**

(4Hrs.)

Week – 2: MS Excel (3 Hrs.(Theory & Practical))

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color & autoformats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets
- **Assignment**

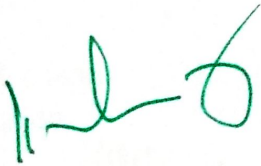
(4Hrs.)

Week – 3: MS Power Point (3 Hrs.(Theory & Practical))

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data: Charts & Graphs
- Creating Professional Slide for Presentation.
- **Assignment**

(4Hrs.)

Week – 4: Assessment (3 Hrs.)


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HOD CSE

GNITS	MR/CIR/09
CIRCULAR	DEPARTMENT: PRINCIPAL'S OFFICE
To : The HODs - with a request to do the needful	Date: 16/11/2021

CIRCULAR

This is to inform that, the Departments of CSE & IT are organizing 24 Hrs. of in-house training program on MS Office for Programmers / Technical Staff of all departments. The training is aimed to provide expertise in creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

Hence all the Heads of Departments, are requested to send the names of 50% of Programmers / Technical Staff to undergo training in 1st spell by 17/11/2021 to Principal's Office (**Scheduled Dates: 20/11/2021, 27/11/2021, 4/12/2021, 18/12/2021, Timings: 1:00PM to 4:00PM on all days**) and remaining 50% of programmers in 2nd Spell (dates will be intimated later).

Contents:

Week - 1: MS word (3 Hrs.(Theory & Practical))

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles for different templates
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge
- **Assignment (4Hrs.)**

Week - 2: MS Excel (3 Hrs.(Theory & Practical))

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color & autoformats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets
- **Assignment (4Hrs.)**

Week - 3: MS Power Point (3 Hrs.(Theory & Practical))

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data: Charts & Graphs
- Creating Professional Slide for Presentation.
- **Assignment (4Hrs.)**

Week - 4: Assessment (3 Hrs.)

HOD - CSE

To circulate among the Technical Staff / Programmers
M. Kastur
16/11/2021

[Signature]
PRINCIPAL 16/11/21

[Signature]
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Shaikpet, Hyderabad - 500 104

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(AUTONOMOUS) (for Women)
Department of CSE

In House Training Programme – I Spell on 20th Nov 2021 @1:00 PM – 4:00PM.

Sl.No.	Staff Name	ID	Department	e_mail Id	Phone No.
1 ✓	S. SWIAPNA PRIYA	12055	IT	Sipligunj Swapna@gmail.com	9177535113
2 ✓	P. Sridevi	4088	ECE	Sridevi.p.03@gmail.com	9848341285
3 ✓	L. Poorna Kumari	4026	ECE	lankapurnakumari@gmail.com	9440500516
4 ✓	Divya	17015	ECE	divyasuresh@gnits.ac.in	8686619503
5 ✓	Varuna	17042	ECE	varuna9@gmail.com	9849928892
6	Emerald	6026	HEM	emerald@gnits.ac.in emeraldgnits@gmail.com	9293926091
7 ✓	P. Kavitha	6043	BS	gnitskavitha@gmail.com	9392436070
8 ✓	S. Sridevi	2018	EEE	Sainid006.10273@gmail.com	9866984819
9 ✓	B. Shashidhar	2085	EEE	shashidhar.benneth@gmail.com	9668540491
10 ✓	M. P. Edward Kumar	2086	EEE	mpedwardkumar@gmail.com	8019398525
11 ✓	G. Sravanthi	5126	CSE	sravanthi.sharmukh@gmail.com	9059374936
12 ✓	P. L. Priyanka	12091	IT	Priya.junika@gmail.com	9908670496
13 ✓	B. Rajani	12098	CST	rajanimsr.b@gmail.com	7674907772
14 ✓	L. Roja Rani	12087	IT	Lrojarani@gmail.com	8374927301
15 ✓	K. Subhashini	4060	ETM	Subhashinikante@gmail.com	9948891761
16 ✓	D. Jayavani	4028	ETM	SaiJayavani@gmail.com	9491040575
17	M. Kamala	1103	Library	kamalamandha69@gmail.com	9866044312
18	L. Nagammai	1102	Library	mani.lanamma@gmail.com	9966626879
19	C. Raj Kiran Yadav	12038	CSE	srkyadav@gnits.ac.in	9963447352
20					

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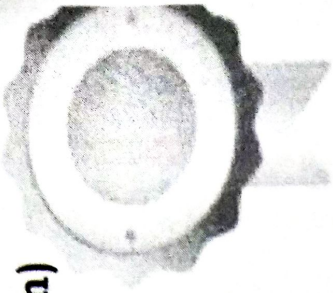
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Department of CSE

In House Training Programme – I Spell on 27th Nov 2021 @1:00 PM – 4:00PM.

Sl.No.	Staff Name	ID	Department	e_mail Id	Phone No.
1	L. Pooma Kumari	4026	ECE	lankapoomakumari	9440500516 8555818319
2	P. Sridevi	4088	ECE	sridevi.p.03@gmail.com	9848341285
3	Divya	17015	ECE	divyasuresh@gnits.ac.in	8106115051
4	K.L. Valunakumari	17045	ECE	vaana9@gmail.com	9849928892
5	L. Nagamaac	1102	Library	mani, langana9@gmail.com	996626879
6	M. Kamala	1103		Kamalamandha69@gmail.com	9866044318
7	P. Kavitha	6043	BS	gnitskavitha@gmail.com	9392436070
8	B. Rajani	12098	IT	rajaninrsc.0@gmail.com	9100174874
9	G. Sravanthi	5126	CSD	sravanthishanmuck@gmail.com	9059374936
10	L. Roja Rani	12087	IT	rojarani@gmail.com	8374927301
11	D. Sathavani	4028	ETE	sathavani@gmail.com	9491040375
12	K. Subhashini	4060	ETE	subhashinikante@gmail.com	9948891761
13	M.P. Edward kumar	2086	EEE	mpedwardkumar@gmail.com	8019398525
14	B. shashidhar	2085	EEE	shashidharbanoth@gmail.com	9618540491
15	S. Sainikumar	2018	EEE	Sainikumar.10273@gmail.com	9866982819
16	U. Lakshmi	5116	CSE	uppalapati lakshmi@gmail.com	8897948911
17	P. Pushpalathi	12017	CSE	pushpalathiputha@gmail.com	9618592470
18	G. Sandhya	12032	CSE	Sandhya@gnits.ac.in	7981706004
19	S. Swapna priya	12055	IT	Sipligani Swapna@gmail.com	9177535113
20					

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(AUTONOMOUS)
Shaikpet, Hyderabad - 500 104

G. Narayanamma Institute of Technology & Science
Autonomous (For Women)



Certificate of Participation

This is to certify that Mr./Ms. _____
of the _____ Department has participated in

“In-house Training Program on MS Office” from 20th Nov’21 – 18th Dec’21
in association with Departments of CSE / IT, **G.Narayanamma Institute
of Technology and Science**, Shaikpet Hyderabad.

kel
G. Narayanamma Institute of
Technology & Science (For Women)
Shaikpet Hyderabad - 500030
Dr. J. Ravi Prakash Reddy
HOD IT
GNITS, Hyderabad.

Dr. M. Seetha
HOD CSE
GNITS, Hyderabad.

Dr. K. Ramesh Redd
Principal
GNITS, Hyderabad.

In-House Training Feedback form

Organized by Departments of CSE & IT

snehakandukuru1993@gmail.com Switch accounts



*Required

Email *


Your email address

1. The training met your learning objectives? *

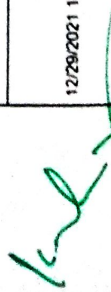
- Disagree
- Neutral
- Agree
- Strongly agree

2. The training objectives for each topic were identified and discussed? *

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree


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Timestamp	Email Address	1. The training met your learning objectives?	2. The training objectives for each topic were identified and discussed?	3. The program/ session were delivered clearly?	4. Class participation and interaction was encouraged?	5. Adequate time is provided for discussions and assignments?	6. Resources/ Equipment	7. Approachability of the trainer	8. Exercises & Assessment	9. How do you rate the training overall?	10. What aspects of the training could be improved?
12/28/2021 20:52:13	dhyaresh@gnits.ac.in	Agree	Agree	Strongly agree	Strongly agree	Strongly agree	Agree	Strongly agree	Strongly agree	Strongly agree	everything fine
12/28/2021 22:39:10	subhashnikante@gmail.com	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	The training can be much more better if the session was in depth with more examples by increasing the no. of classes.
12/28/2021 22:44:27	sipiganjswapna@gmail.com	Neutral	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	1. Different types of Formulas have to be explained in Excel. 2. New version of MS.Office. 3. Please Conduct training programs in DTP, programming languages etc.
12/29/2021 8:12:26	sndevi.p.03@gmail.com	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Training was satisfactory
12/29/2021 9:28:04	pryanka11@gnits.ac.in	Agree	Agree	Agree	Agree	Agree	Strongly agree	Strongly agree	Neutral	Agree	Need More options and commands in Ms-Excel
12/29/2021 9:51:58	pulgitakavithapulgilla@gmail.com	Agree	Agree	Agree	Agree	Agree	Neutral	Strongly agree	Agree	Strongly agree	
12/29/2021 10:49:35	varuna9@gmail.com	Strongly agree	Agree	Agree	Strongly agree	Strongly agree	Strongly agree	Agree	Strongly agree	Strongly agree	Overall program was good but the versions of the software offered from one lab to another
12/29/2021 11:04:55	kamalamandha69@gmail.com	Agree	Agree	Agree	Strongly agree	Strongly agree	Strongly agree	Agree	Agree	Strongly agree	All those they are trained specially MS Word Excel
12/29/2021 11:22:36	srajanishannukh@gmail.com	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Nil
12/29/2021 11:33:55	lankapumakumari@gmail.com	Agree	Agree	Strongly agree	Strongly agree	Strongly agree	Agree	Strongly agree	Strongly agree	Agree	If more time to learn things, everything good
12/29/2021 13:42:35	shashidharbanoth@gmail.com	Strongly agree	Agree	Agree	Agree	Agree	Agree	Strongly agree	Strongly agree	Strongly agree	All good
12/29/2021 13:57:03	emerald@gnits.ac.in	Agree	Strongly agree	Strongly agree	Agree	Agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	We have adequate resources in our campus. If we focus to utilize in a proper way then it will be useful
12/29/2021 14:07:48	kojara@gmail.com	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	over all sessions are good



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 Shakti Colony, Madhav Nagar, Hyderabad - 500 104



GPS Map Camera

Hyderabad, Telangana, India

DEGREE BLOCK, G NARAYANAMMA INSTITUTE OF TECHNOLOGY AND SCIENCE, Ambedkar Nagar, Film Nagar, Hyderabad, Telangana 500033,

India

Lat 17.411889°

Long 78.398516°

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Hyderabad 500034

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**Budget Utilization Sheet of
"In-House Training Program on MS Office"**

Date: 22/12/2021.

To,
The Principal,
GNITS,
Hyderabad.

Sub: Expenditure Details of "In-House Training Program on MS Office".

Dear Sir,

Department of Computer Science and Engineering has conducted a 5 day workshop on Cyber Forensics and Cyber Security in association with Indian Servers PVT Ltd., 20th Nov 2021 to 18th Dec 2021.

The Following are the details of money Collected and Expenditures:

1. Amount Sanctioned from College- Zero
2. Money Collected -Zero
3. Money Spent-Zero
 - a.) Remuneration Details-Zero
 - b.) Honorarium to GNITS Coordinator-Zero
 - c.) Honorarium to Indian Servers PVT Ltd., Coordinator-Zero
4. Money spent by GNITS for Inauguration-Zero

COORDINATORS:

Mrs. M. Sridevi, IT Dept.


Asst.Prof, GNITS.

Mrs. K Gnana Prasuna, CSE Dept.

Asst.Prof, GNITS


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HOD CSE



**G. NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE
(For Women)**

Departments of CSE & IT

27-12-2021

Report

In-house Training Program on MS Office

(Scheduled Dates: 20/11/2021, 27/11/2021, 4/12/2021, 18/12/2021)

Collaboration Agency: Self

Number of Participants: 20

About Resource Persons: Mrs. M. Sridevi, Assistant Professor, IT Dept., with 10 years of academic experience/ Subjects like PPS, MFCS, DCCN, IT Workshop were taught.
Mrs. K. Gnana Prasuna, Assistant Professor, CSE Dept., with 10 years of academic experience/Subjects like PPS, DSC, IT WORKSHOP, were taught.

About Workshop: Departments of CSE & IT have organized 24 Hrs. of in-house training program on MS Office for Programmers / Technical Staff of all departments. The training is aimed to provide expertise in creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively. 20 Participants from all departments had attended the training session. In Week - 1: MS word, Week - 2: MS Excel, Week - 3: MS Power Point, were discussed as per schedule and participants were provided with hands on session. Week - 4: Conducted assessment and 20 participants had participated.

Outcomes: The basic knowledge gained by this In-house training program will definitely help the Programmers / Technical Staff, to get new ideas in creating professional-quality documents; store, organize and analyse information; arithmetic operations and functions; and create dynamic slide presentations



No of participants benefitted:

20

Overall Feedback:

80% of participants gave feedback that the sessions were useful and informative while remaining 20% gave that number of training hours can be increased.

Coordinators

Mrs. M. Sridevi,
Asst. Prof., IT Dept.
Mrs. K. Gnana Prasuna,
Asst. Prof., CSE Dept.

HOD IT

Dr. I. Ravi Prakash Reddy

HOD, CSE

Dr. M. Seetha

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Shaikpet, Hyderabad - 500 104