



**G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE**

**AUTONOMOUS (For Women)**


**Shaikpet, Hyderabad – 500104**

**Department of CSE**

**"In- House 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.	Invitation to the resource person	YES
3.	Acceptance along with the bio-data	YES
4.	Poster/brochure/Banner (Not photo)	YES
5.	Programme schedule	YES
6.	Circular	YES
7.	Registration/Attendance of the participants	YES
8.	Certificates (sample)	YES
9.	All participants filled Feedback, analysis – action	YES
10.	Resource person filled Feedback – plan of action	YES
11.	One page photos with atleast 6 with description as per the format	YES
12.	Budget utilisation sheet	YES
13.	Press note/Newspaper publication	YES
14.	Single page report as per the format	YES

  
Workshop Coordinator

  
HOD CSE

G. Narayanamma Institute of  
Technology & Science (For Women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104.

6

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 1<sup>st</sup> spell by 17/11/2021 to Principal's Office Thanking You Sir.

*Meetha*  
HOD-CSE

*[Signature]*  
PRINCIPAL  
G.Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shakhpur, Warangal - 500 104



G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE (For Women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad – 500104

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

**Invitation**

Date: 10/11/2021

To  
Mrs M. Sridevi,  
Assistant Professor, IT,  
GNITS.

Subject: In-house training program on “MS Office for Programmers/Technical Staff” -Resource person- request for acceptance-Reg.

Sir,

This is to bring to your kind notice that the department of CSE, GNITS is organizing In-house training program on “MS Office for Programmers/Technical Staff” at GNITS, Hyderabad. We would like to take your help in getting deep practical knowledge on MS Office. It is our immense pleasure to invite you as resource person for the above mentioned workshop. Please accept our invitation and share your technical knowledge to our technical staff. Please do needful.

Thanking You,

Yours faithfully

K. Gnana Prasuna  
Workshop Coordinator

PRINCIPAL  
G. Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104



**G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE (For Women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad – 500104**

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**Acceptance**

Date: 11/11/2021

To  
The Coordinator,  
GNITS,  
Hyderabad.

Subject: Acceptance for resource person intimation-reg.

Sir,

I am very much happy to receive your initiation as resource person for the In-house training program planned at GNITS. As I am passionate to teach MS Office for Programmers/Technical Staff and professionals, I hereby convey my acceptance to attend for the In-house training program on MS Office from 20-11-2021 to 18-12-2021.

The session will be consisting of theory and practical classes. Hence it is requested to note my acceptance and make necessary arrangements for smooth conduction of workshop.

Thanking You,

Mrs M. Sridevi

PRINCIPAL  
G. Narayanamma Institute of  
Technology & Science (For Women)  
Shaikpet, Hyderabad - 500104

Name  
Designation  
Qualification  
Experience  
Areas of Interest  
E-mail  
Phone No.

M. Sridevi  
Assistant Professor  
M.Tech  
8 yrs  
Data Mining, Big data  
sridevi.maddi@gmail.com  
040-29565856 Extn: 328



*Handwritten notes in blue ink, partially illegible.*

Name  
Designation  
Qualification  
Experience  
Areas of Interest  
E-mail  
Phone No.

Mrs. K. Gnana Prasuna  
Assistant Professor  
M.Tech  
7 Years + 13 Years Others  
Image Processing, DS  
gnanaprasuna@gnints.ac.in  
040-29565856 Extn: 319



*Handwritten signature in green ink.*

**PRINCIPAL**  
G.Narayanamma Institute of  
Technology & Science (for woman)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104

# ONLINE FACULTY DEVELOPMENT PROGRAMME (FDP) ON In-house training program on MS Office

(20 November – 18<sup>th</sup> December 2021)

Organised by

G. Narayanamma Institute of Technology and Science (Autonomous), Hyderabad



### About the FDP:

The FDP is to give an introduction and insight into one of the most important Microsoft Office is a software which was developed by Microsoft. This Office suite comprises various applications which form the core of computer usage in today's world. It provides to users to create texted documents, tables, spread sheets, presentation etc., It helps how Users prepare documents very easy and sophisticated manner.

### Major Course Contents:

1. Introduction to MS-word.
2. Introduction to MS-Excel.
3. Introduction to MS-Power Point.
4. Introduction to MS-Access
5. Introduction to MS-Outlook.
6. Introduction to MS-OneNote

### Faculty conducting this programme:

The programme will be conducted by the faculty members Academicians in the concerned field are invited to participate in the program. Speakers from industries are also expected to deliver as part of the course.

### Registration Fee Particulars:

Faculty and Research Scholars	No Fee
Industry Participants	No Fee

Participants need to pay the Registration Fee Online using the following details

### How to apply:

Participants are required to fill the online registration form by clicking on the following link:

<https://forms.gle/g1qt12au1ZhwZarpZ>

### Selection Criteria:

Selection will be done based on first-come-first-serve basis to a maximum number of 60 (sixty). Additionally, 10 participants from industry are allowed to participate. The list of selected participants will be intimated through e-mail. In case a candidate is not selected, the DD will be sent back. Candidates will be issued satisfactory certificates on successful completion of the course. Reservations are followed for selecting candidates as per GOI norms.

### Important Dates:

Last date (Application & DD)	17.11.2021
Selection List by E- mail	18.11.2021
Duration	20.11.2021 to 18.12.2021

### About GNITS:

G. Narayanamma Institute of Technology & Science (GNITS), Hyderabad, a leading Engineering college for women, was founded by late Mr G. Pulla Reddy in 1997, with an objective to provide quality education in Engineering. GNITS received UGC Autonomous status for 10 years from 2018 and is affiliated to Jawaharlal Nehru Technological University (JNTU-H), Hyderabad with accreditation from NAAC, NBA and ISO certified. GNITS offers 8 B.Tech and 5 M.Tech programmes with 2640 students enrolled in B.Tech stream and 180 in M.Tech stream. First college in India to establish Apple Lab inaugurated by Tim Cook. Its excellent infrastructure provides

opportunity for students to excel and secure placements in top MNC's on par with NITs, IITs & IIITs.

### About CSE:

The Department of CSE offers two new programmes under B.Tech CSE with specialization in AI & ML and Data Science. The department has 9 doctorates & 24 pursuing Ph.D from reputed universities. Two research centres are established one for IOT and another for AI & ML with AICTE-MODROB funds. Quality research papers & 5 patents are published by various faculty. 95% of eligible students from CSE are placed in top MNC's with the highest pay package of 45 lakhs.

*Handwritten signature*

PRIN<sup>TRNS</sup>  
G. Narayanamma Institute of  
Technology & Science (for women)  
AUTONOMOUS  
Shaikpet, Hyderabad - 500 104

ONLINE FACULTY DEVELOPMENT PROGRAMME (FDP) ON  
In-house training program on MS Office  
(20 November - 10<sup>th</sup> December 2021)

Organised by

G. Narayanamma Institute of Technology and Science (Autonomous), Hyderabad



1. Name :
2. Designation :
3. Institution :
4. Email :
5. Mobile No :
- 6.

Reference No:
Amount:
Bank :
Date:

7. Address for Correspondence:
8. Educational Qualification:
9. Subjects taught so far:
10. No. of refresher courses/workshops attended:
11. Experience (in years):  
Teaching:    Research:    Industry:
12. Do you belong to SC/ST :    YES /NO  
(If yes, please specify and attach a copy of

**Declaration**

The information provided is true to the best of my knowledge. If selected, I agree to abide by the rules and regulations of the FDP and shall attend the course for the entire duration. I also undertake the responsibility to inform the Coordinator in case, I am unable to attend the course.

Date \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_  
(Please attach a copy of this declaration to claim the concession)

**SPONSORSHIP CERTIFICATE**

Dr. /Mr. /Ms. .... is an employee of our Institute/Organization and is hereby sponsored to participate in the FDP on "In-house training program on MS-Office", during 20<sup>th</sup> November - 10<sup>th</sup> December, 2021 at G. Narayanamma Institute of Technology and Science, Hyderabad.

Signature of Head of Institution  
(with seal)

**Convenor/Advisory Member**

**Dr M Seetha Prof and Head CSE**

**Address for correspondence**

Post your application form to

**Head Department of CSE**

G Narayanamma Institute of Technology and Science,  
Shailpet, Hyderabad, Telangana, INDIA-500104

It is requested to all the delegates, after completion of application form and the payment details, the screenshot of payment and scanned application form has to be uploaded in the following online registration link.

**Registration Link:**

<https://forms.gle/g1qtJ2auJZhwZarpZ>

**For more enquiries please contact co ordinators:**

**Mrs. Gnana Prasuna Asst. Professor CSE**

Ph: 7093701392

**Mrs. M Sridevi Asst. Professor in IT**

Email: fdp.cse@gnits.ac.in

**Coordinators**

**Mrs. Gnana Prasuna** Department of CSE

**Mrs. M Sridevi** Department of IT

G. Narayanamma Institute of Technology and  
Science

Hyderabad, Telangana -500104

Email: sharada@gnits.ac.in

Ph. No: 07093701392

**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.)**

  
**PRINCIPAL**  
G. Narayamma Institute of  
Technology & Science (for women)  
(Autonomous)  
Shafiqpet, Hyderabad - 500 104

  
**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 1<sup>st</sup> 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 2<sup>nd</sup> 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  
of the Technical  
Staff / Programmers  
MS Office  
16/11/2021

PRINCIPAL

PRINCIPAL  
G. Narayanamma Institute of  
Technology & Science (for women)  
Ward No. 1, 2, 3  
Shalipet, Hyderabad - 500 104

**G. NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE**  
(AUTONOMOUS) (for Women)  
Department of CSE

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


Sl.No.	Staff Name	ID	Department	e_mail Id	Phone No.
1 ✓	S. SWAPNA PRIYA	12055	IT	SipligunjSwapna@gmail.com	9177535113
2 ✓	P. Sridevi	4088	ECE	Sridevi.p03@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 emerald@gnits.ac.in	9293926091
7 ✓	P. Karitha	6043	BS	gnitskaritha@gmail.com	9392436070
8 ✓	S. Sathish Kumar	2018	EEE	Sathishkumar.10273@gmail.com	9866984819
9 ✓	B. Shashidhar	2085	EEE	shashidhar.banath@gmail.com	9618540491
10 ✓	M.P. Edward Kumar	2086	EEE	mpedwardkumar@gmail.com	8019298525
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	rajanimec.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	kamalamaandha69@gmail.com	9866044318
18	L. Nagammai	1102	Library	nani.lammam@gmail.com	9966126879
19	C. Rajkumar Yadav	12038	CSE	91K.yadav@gnits.ac.in	9963447355
20					

PRINCIPAL  
G. Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104

**G. NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE**  
(AUTONOMOUS) (for Women)  
Department of CSE

**In House Training Programme – I Spell on 27<sup>th</sup> Nov 2021 @1:00 PM – 4:00PM.**

Sl.No.	Staff Name	ID	Department	e_mail Id	Phone No.
1	L. Poorna Kumari	4026	ECE	lankapurna.kumari	9440500516 8555818319
2	P. Sridevi	4088	ECE	sridevi.p.03@gmail.com	9848341285
3	Divya	A015	ECE	divyasuresh@gnits.ac.in	8106115051
4	K.L. Varuna Kumari	A045	ECE	varuna9@gmail.com	9849928892
5	L. Nagamaa	1102	Library	mani.langanu@gmail.com	9966626879
6	M. Kamala	1103		Kamalammaudha@gmail.com	9866044318
7	P. Kavitha	6043	BS	gnitskavitha@gmail.com	9392436072
8	B. Rajani	12098	IT	rajani.rsc@gmail.com	9100174874
9	G. Sravanthi	5126	CSD	sravanthi.shanmuck@gmail.com	9059374936
10	L. Roja Rani	12057	IT	rojarani@gmail.com	8374927301
11	D. Sathavani	4028	ETE	sathavani@gmail.com	9491040375
12	K. Subhashini	4060	ETE	subhashini.kante@gmail.com	9948891786
13	M.P. Edward Kumar	2086	EEE	mpedwardkumar@gmail.com	8019398545
14	B. Shashidhar	2085	EEE	shashidharbanath@gmail.com	9618540491
15	S. Sainik	2018	EEE	sainik@gmail.com	9866984819
16	U. Lakshmi	5116	CSE	upalapati.lakshmi@gmail.com	8897948911
17	P. Pushtpalathi	12017	CSE	pushtpalathiputh@gmail.com	9618592470
18	G. Sandhya	12032	CSE	Sandhya@gnits.ac.in	7981706004
19	S. Swapna Priya	12055	IT	SipliganjSwapna@gmail.com	9177535113
20					

  
**PRINCIPAL**  
 G. Narayanamma Institute of  
 Technology & Science (for women)  
 (AUTONOMOUS)  
 Shalipet, Hyderabad - 500 104



## **G. Narayanamma Institute of Technology & Science**

**(Autonomous)**

**(For women)**

Approved by AICTE, New Delhi & Affiliated to JNTU, Hyderabad, Accredited by NBA & NAACAn ISO 1990120 certified institution.

### **CERTIFICATE OF PARTICIPATION**

This is to certify that

\_\_\_\_\_ has actively participated in "In House Training Program on MS Office" from 20-11-2021 to 18-12-2021 organized by Department of Computer Science and Engineering, G. Narayanamma Institute of Technology & Science, Shaikpet, Hyderabad.

*Handwritten signature in blue ink*

PRINCIPAL  
COORDINATORS  
G. Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104

\_\_\_\_\_  
Dr.M.Seetha  
PROF.& HOD.CSE

\_\_\_\_\_  
Dr. K. Ramesh Reddy  
PRINCIPAL



## G. Narayanamma Institute of Technology & Science

(Autonomous)

(For women)

Approved by AICTE, New Delhi & Affiliated to JNTU, Hyderabad, Accredited by NBA & NAAC/Can ISO 1990120 certified institution.

### CERTIFICATE OF PARTICIPATION

This is to certify that

Mrs.G.Sandhya

has actively participated in "In House Training Program on MS Office"

from 20-11-2021 to 18-12-2021 organized by Department of Computer Science and Engineering,

G. Narayanamma Institute of Technology & Science, Shaikpet, Hyderabad.

COORDINATORS

Dr.M.Seetha  
PROF.& HOD,CSE

Dr. K. Ramesh Reddy  
PRINCIPAL

PRINCIPAL  
G. Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104

# 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

PRINCIPAL  
G. Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104

3. The program/ session were delivered clearly? \*

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

4. Class participation and Interaction was encouraged? \*

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

5. Adequate time is provided for discussions and assignments? \*

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



PRINCIPAL  
G. Narayanamma Institute of  
Technology & Sciences (for women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 074

6. Resources/Equipment \*

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

7. Approachability of the trainer \*

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

8. Exercises & Assessments \*

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

  
PRINCIPAL  
G. Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shalkpet, Hyderabad - 500 104



9. How do you rate the training overall? \*

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

10. What aspects of the training could be improved? \*

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)

Google Forms

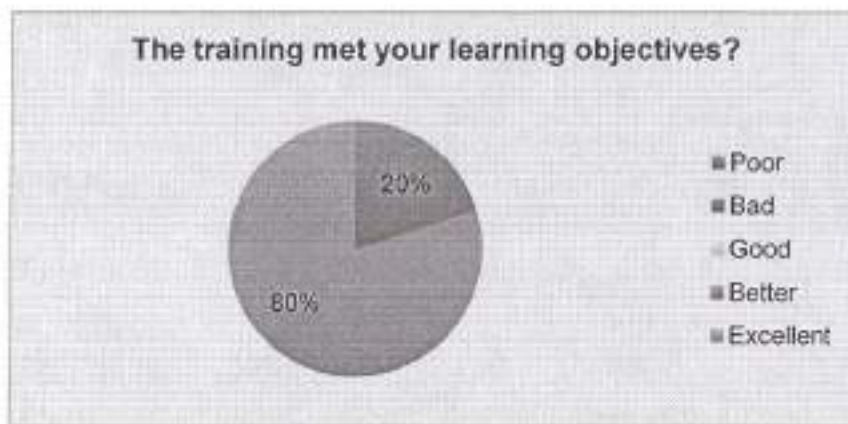


**PRINCIPAL**  
G. Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500062

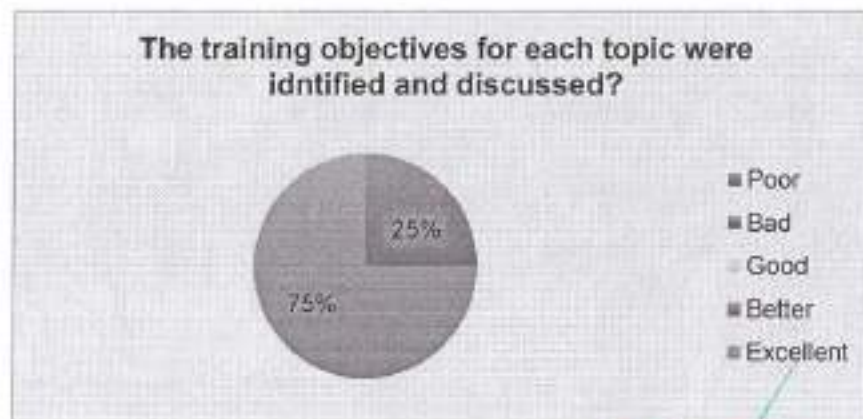
Timestamp	Email Address	1. The training met your learning objectives?	2. The training objectives for each topic were identified and discussed?	3. The program sessions were delivered clearly?	4. Class participation and interaction was encouraged?	4. Adequate time is provided for discussions and assignments?	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	divyasuresh@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	sudhakarank@gnits.ac.in	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	The training can be much more better if the session was enough with more examples by increasing the no. of classes.
12/28/2021 22:44:27	spiganaravonia@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 ODP, programming languages etc.
12/28/2021 8:12:26	indev.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	nagalakshmi@gnits.ac.in	Agree	Agree	Agree	Agree	Agree	Neutral	Strongly agree	Agree	Strongly agree	
12/29/2021 10:40:35	vikasv@gnits.ac.in	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 differed from one lab to another
12/29/2021 11:04:55	karmala.madhu@gnits.ac.in	Agree	Agree	Agree	Strongly agree	Strongly agree	Strongly agree	Agree	Agree	Strongly agree	All these they are trained specially MS Word Excel
12/29/2021 11:22:36	sriwanthshankar@gmail.com	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Nil
12/29/2021 11:23:55	ankaparamakrishnan@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 13:42:30	sratharabharathi@gmail.com	Strongly agree	Agree	Agree	Agree	Agree	Agree	Strongly agree	Strongly agree	Strongly agree	All good
12/29/2021 13:57:03	emeral@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	kojare@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

**G. NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE  
(AUTONOMOUS) (For Women)  
Department of CSE  
In-house training program on MS Office  
Feed back Analysis**

Row Labels	
Poor	
Bad	
Good	
Better	4
Excellent	16
<b>Total</b>	<b>20</b>
	20

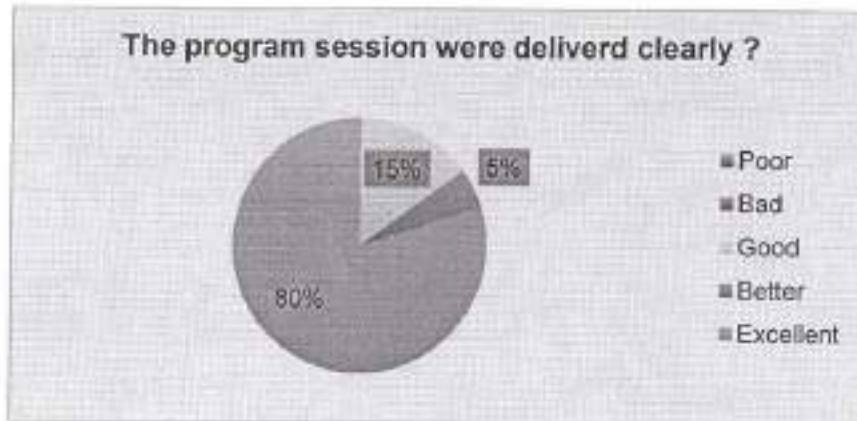


Row Labels	
Poor	
Bad	
Good	
Better	5
Excellent	15
<b>Total</b>	<b>20</b>
	20

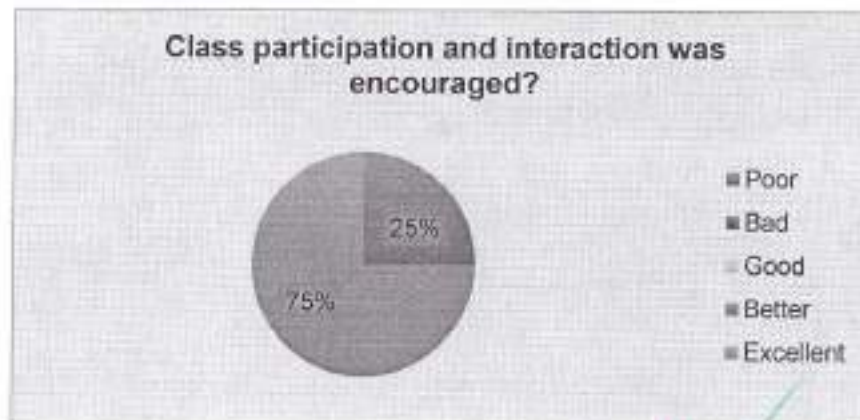


*KLB*  
PRINCIPAL  
G. Narayanaamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Hyderabad - 500 104

Row Labels	
Poor	
Bad	
Good	3
Better	1
Excellent	16
<b>Total</b>	<b>20</b>
	20



Row Labels	
Poor	
Bad	
Good	
Better	
Excellent	5
<b>Total</b>	<b>15</b>
	20
	20

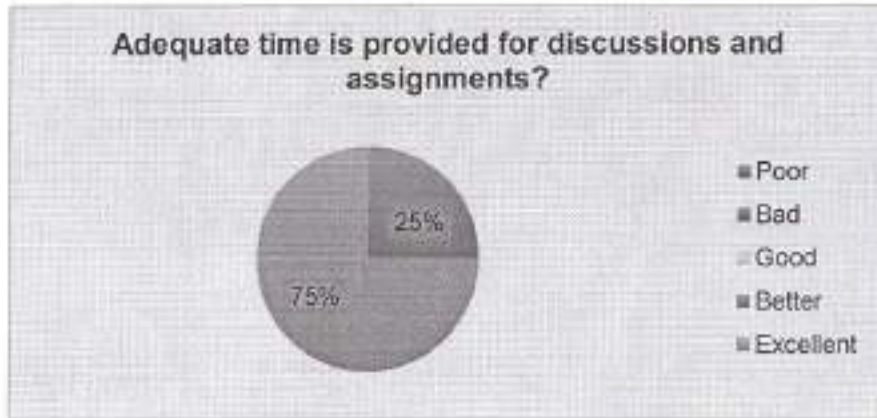


*Handwritten signature in blue ink*

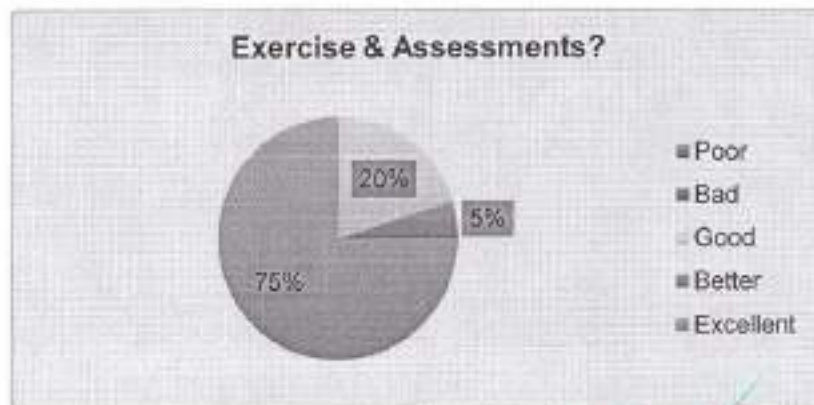
**PRINCIPAL**  
 G. Narayanamma Institute of  
 Technology & Science (for women)  
 (AICTE Approved)

Shaligram, ... 520 104

Row Labels	
Poor	
Bad	
Good	
Better	5
Excellent	15
<b>Total</b>	<b>20</b>



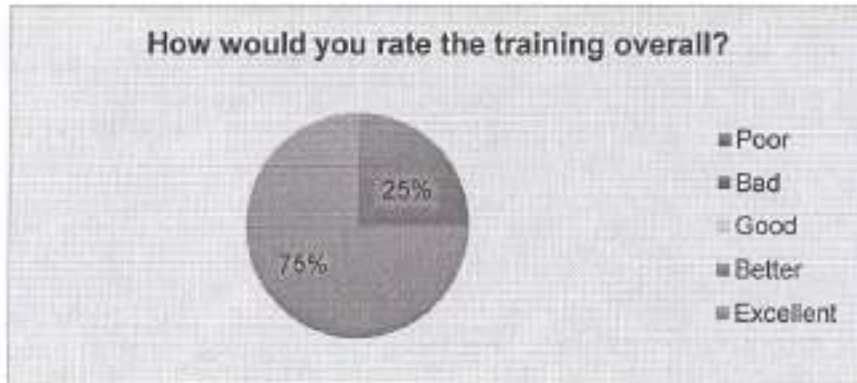
Row Labels	
Poor	
Bad	
Good	4
Better	1
Excellent	15
<b>Total</b>	<b>20</b>



*Handwritten signature in blue ink.*

**PRINCIPAL**  
 Aravonamma Institute of  
 Health Science (for woman)  
 (AHS)

Row Labels	
Poor	
Bad	
Good	
Better	5
Excellent	15
<b>Total</b>	<b>20</b>



126

**PRINCIPAL**  
G. Narayanamma Institute of  
Technology & Science (for women)  
[AUTOMATICALLY GENERATED]  
Shalisham, Hyderabad - 500 104



## G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE

(For Women) (AUTONOMOUS)  
Shaikpet, Hyderabad – 500104  
Department of CSE

### Action Taken on FDP “In House Training Program On MS Office”

Held from 20-11-2021 to 18-12-2021

**Actions Taken:**After conducting an in-depth analysis of the feedback received for our Faculty Development Program (FDP), we found that the assignments and overall rating were slightly below our expectations. To address this concern and ensure a more enriching learning experience for our participants, we have decided to take decisive actions. Moving forward, we will be transitioning the FDP to an offline mode. This change aims to foster better engagement and interaction among participants, providing them with a more conducive environment for learning and collaboration. Additionally, we will be incorporating valuable insights from the feedback into the course content and structure, tailoring it to meet the specific needs and preferences of our participants. By implementing these actions, we are confident that the FDP will witness significant improvements, enabling us to better support the professional growth and development of our faculty members. We are excited about this positive change and look forward to the enhanced outcomes it will bring.

PRINCIPAL  
G. Narayanamma Institute of  
Technology & Science (for woman)

500104



# G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE

(AUTONOMOUS)

(For Women)

Shaikpet, Hyderabad – 500104

Department of CSE

**In-house training program on MS Office**

## FEEDBACK

Keynote Speaker Name : **Mrs M. Sridevi, Department of IT, GNITS**

Topic : **MS Office**

Date : **18-12-2021**

1.How would you rate the usefulness of the content?

Excellent  Very Good  Good  Satisfactory

2.How would you rate the resource person's Knowledge?

Excellent  Very Good  Good  Satisfactory

3.Do you feel the session is useful for acquiring knowledge and skills?

Yes  NO

4.The presentation was well organized & held my attention.


Yes  NO

5.What is the best idea you have learnt that you plan to use in future?

6.Do you have any other suggestions or comments?

No

\*\*\*\*\* Thank you very much for your participation \*\*\*\*\*

  
G. Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104



**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., 20<sup>th</sup> Nov 2021 to 18<sup>th</sup> 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

*M. Sridevi*  
**HOD CSE**

**COORDINATORS:**

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

  
**PRINCIPAL**  
G. Narayanamma Institute of  
Technology & Science (for women)  
WATRODIPURAM  
Shaikpet, Hyderabad - 500 104



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

PRINCIPAL

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

Shakrathur, Hyderabad - 500 084