



"Shri Gajanan Maharaj Prasanna"

P. R. Pote Patil Edu. & Welf. Trust's, Group of Institutions, College of Engineering & Management, Amravati

Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra)

0721-2530342 44. 2530089 Fax No.: 0721- 2530341 Email: prpotepatilcollege@gmail.com, website: www.prpatilcollege.org

(Recognized by AICTE, New Delhi & Affiliated to SGBAU, Amravati)

Ref: PRPCOEM/


Date:

Date: 1/12/17

Circular

All the Non-Teaching staff are hereby informed that a Two Days Workshop conducted on the topic MS Office at P.R. Pote College of Engineering & Management Amravati from 04 December 2017 to 05 December 2017 organised by Department of Electronics & Telecommunication Engineering.


H.O.D. (EXTC Dept.)
P.R. Pote (Patil) College of Engg. & Management
Amravati.


Principal
P. R. Pote (Patil) Edu. & Welfare Trust,
Group of Institution's
College of Engg. & Management
Kathora Road, AMRAVATI.

Flyer of Event: Two Days Workshop on MS Office

The flyer is for a "Two Days Workshop on MS Office" held at P. R. Pote Patil College of Engineering and Management, Amravati. The college is part of the Department of Electronics & Telecommunication Engineering. The flyer features the Microsoft Office logo and the text "Microsoft Office". It also includes the names of the organizers, Dr. D. D. Chaudhary and Dr. D. D. Chaudhary, and the date of the event, 15/07/2017. The flyer is set against a background of a grid pattern.

P. R. Pote Patil college of Engineering and Management, Amravati
Department of Electronics & Telecommunication Engineering

Two Days Workshop on MS Office

Microsoft Office

Dr. D. D. Chaudhary
Organizer

Dr. D. D. Chaudhary
Organizer

15/07/2017



**P. R. Pote (Patil) Educational and Welfare Trust's, Group of Institutions,
College of Engineering and Management, Amravati**

Report

On

Two Days Workshop on

"Two days workshop on MS-Office"

Organized on

4th - 5th, December 2017

At

P. R. Pote (Patil) Educational and Welfare Trust's, Group of Institutions,

College of Engineering and Management

**DEPARTMENT OF ELECTRONICS & TELECOMMUNICATION
ENGINEERING**

REPORT

Workshop Convener: - Prof. R. D. Ghongade (HOD EXTC Dept.)

Workshop Coordinator: - Prof. R. D. Sushir

Organized by: - Department of Electronics and Telecommunication

About Workshop

The workshop on Two days workshop on MS-Office was held at EXTC Department, PRPCEM Amravati on 4th – 5th, December 2017. To promote innovation and to provide knowledge about advancement in creating documents, for lab assistance, where they can prepare the documents, Department of Electronics & Telecommunication Engineering regularly organizes workshops and seminars to upgrade knowledge and build advanced skills among the lab assistance of Engineering.

Department organized two sessions of Two days' Two days workshop on MS-Office on 4th – 5th, December 2017 at DSP Lab. All lab assistance was guided in brief about MS-Office. The sessions on both the days were for hands- on practical formatting. The total 6 participants have participated in this workshop. The participants were from department of Electronics & Telecommunication Enggg.

During these two days, MS office virtual classroom was briefly explained by Prof. R. D. Sushir. The very first session of day-1 commenced with the welcome address given by Prof. R. D. Ghongade. The session was spread over first half of session I and it provided the insights MS WINDOWS, COMPUTER BASICS: Computer Basic, Creating Folder, Paint• Directories, input units, Output unit• Central Processing Units,• What is hard ware, what is Soft ware• Windows short cut keys•

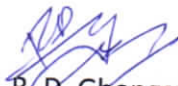
The second half of session I continued With Module 1: Text Basics, Module 2: Text Formatting and saving file, Module 3: Working with Objects, Module 4: Header & Footers, Module 5: Working with bullets and numbered lists, Module 6: Tables, Module 7: Styles and Content, Module 8: Merging Documents, Module 9: Sharing and Maintaining Document, Module 10: Proofing the document, Module 11: Printing,

The second day of workshop was planned to provide hands on experience and introduction to MS EXCEL MS POWERPOINT INTERNET & E-MAIL followed by Q&A session.

The outcome of this 2 days' workshop:

1. Participants will gain valuable insights of MS office.
2. Participants will learn the basic documentation.


The Workshop came to an end with a participants experience & group photo session.


Prof. R.D. Ghongade
H.O.D. (EXTC Dept.)
H.O.D.
P.R.Pote (Patil) College of Engg. & Management
Amravati.

Photographs from Work-shop



Participants performing the Assignments.
on dated 04/12/17



H.O.D. (EXTC Dept.)
P.R.Pote (Patil) College of Engg. & Management
Amravati.

P. R. POTE (PATIL), COLLEGE OF ENGINEERING & MANAGEMENT, AMRAVATI
Department of Electronics and Telecommunication Engineering.

Session 2017-18

Name of professional development program	Number of teacher attended	Date and Duration
"Two days workshop on MS-Office"	6	4th – 5th, December 2017

Sr. No.	Name of the Staff	Remark
1	Mr. Ramdas Kolhe	Resoln.
2	Mr. Vivek Dhaskat	Vivek
3	Mr. Rushikesh Kadu	K. Kadu
4	Mr. Mahesh Tayde	Mahesh Tayde
5	Mr. Ankush Ghormade	Ankush Ghormade
6	Mr. Amit Baitule	Amit Baitule

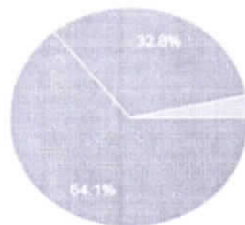

Prof. R. D. Ghongade
H.O.D. (H.O.D. Dept.)
P.R. Pote (Patil) College of Engg. & Management
Amravati.

Feedback Analysis

Feedback:

1. The experience of the session was.

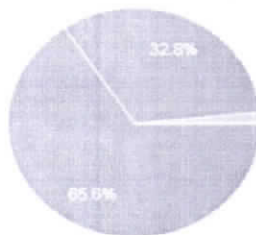
64 responses



● Completely Satisfying
● Satisfying
● Average
● Not Satisfying

2. How was the Content delivered ?

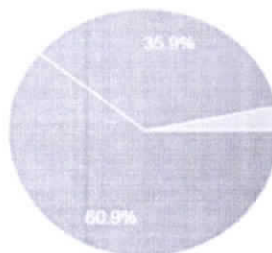
64 responses



● Completely Satisfying
● Satisfying
● Average
● Not Satisfying

3. How was the event Structure ?

64 responses

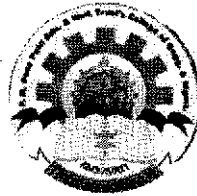


● Completely Satisfying
● Satisfying
● Average
● Not Satisfying

Principal
R.R. Pote (Patil) Edu. & Welfare Trust's
Group of Institution's
College of Engg. & Management
Kathora Road, AMRAVATI.

H.O.D. (EXTC Dept.)
P.R. Pote (Patil) College of Engg. & Management
Amravati.

**P. R. Pote (Patil) Education & Welfare Trust's, Group of Institutions,
College of Engineering & Management, Amravati**



Certificate

This is to certify that
Mr. Rushikesh Kadu
Attended a two days workshop on
"Two days workshop on MS-Office"
During 4th - 5th, December 2017

Organized By
Department of Electronics and Telecommunication Engineering

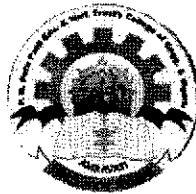
A handwritten signature in black ink, appearing to be 'R.D. Ghongade'.

Prof. R. D. Ghongade
HOD E&TC Engg. Dept Principal

A handwritten signature in black ink, appearing to be 'S.D. Wakde'.

Dr. S. D. Wakde

P. R. Pote (Patil) Education & Welfare Trust's, Group of Institutions,
College of Engineering & Management, Amravati



Certificate

This is to certify that

Mr. Mahesh Tayde

Attended a two days workshop on

"Two days workshop on MS-Office"

During 4th - 5th, December 2017

Organized By

Department of Electronics and Telecommunication Engineering

Prof. R. D. Ghongade

HOD E&TC Engg. Dept Principal

Dr. S. D. Wakde