POORNIMA
COLLEGE OF ENGINEERING

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

A Report on Five days Short Term Training Program

- **TITLE AND DURATION:** Five Days STTP Program "Hands-on Session of Microsoft Tool "for Teaching Assistant from 13th to 17th November 2017.
- **SPONSORS:** Poornima College of Engineering, Jaipur.
- **SUPPORTERS:** N/A.
- **ORGANIZERS:** Computer Engineering Department.
- **OBJECTIVES:**
  - To be proficient in important Microsoft Office programs.
  - To be able to create documents for printing and sharing.To be able to create and share presentations.
- **EXPECTED OUTCOMES:**
  - Learners will be able to claim proficiency in Word and PowerPoint.
  - Learners will able to independently create professional-looking documents and Presentations.
  - Learners will be familiar with some advanced Word and PowerPoint functions.
  - Learners will understand how to use Word and PowerPoint in a variety of professional, Educational, and personal situations.
- **BROCHURE/POSTER/LEAFLET/FLYER:**

POORNIMA
COLLEGE OF ENGINEERING

Five Days STTP Program
on
"Hands-on Session of Microsoft Tool"
November 13-17, 2017

Organize By
Department of Computer Engineering
Poornima College of Engineering (PCE),Jaipur
(Rajasthan)

ABOUT THE PROGRAM

Poornima College of Engineering (PCE), under the aegis of its Department of Computer Engineering conducting a "STTP Program on Hands-on Session of Microsoft Tool" for Teaching Assistant November 13-17, 2017. MS Office is an efficient tool for managing Businesses in sectors like Financial Companies (Banks& Insurance), IT, Healthcare, Manufacturing, Presentation, Documents and many more. As a powerful tool for work efficiency and effectiveness, knowledge of Excel can lead to a competitive advantage in the job market. This STTP program comprised of several interdependent modules/sessions each focusing on different functionalities of MS Office.

ABOUT INSTITUTE

Poornima College of Engineering is to provide quality education ,highly qualified and dedicated faculty members and created a physical environment that supports teaching, learning, and research. Our achievements are well reflected in excellent results, placements and successful careers. Its hope you will enjoy using the website and utilize the information available on it in a productive way. We very cordially invite you to visit our campuses and see for yourself how PGC is different and in seventeen years of operation it has emerged as unique Poornima Brand with excellent reputation in professional education in engineering and technology.

Eligibility

The programme is open to Departments imparting technical education are entitled for the grant. Coordinator must be a full time regular faculty with adequate experience in teaching and research with publications.

ABOUT DEPARTMENT

The Department of Computer Engineering was established in July 2000. It administers bachelor's programs in Computer Engineering, as well as master's degree programs in Computer Science. The department's strengths include its high faculty-to-student ratio, state of the art facilities, renowned faculty, strong focus on undergraduate education balanced with leading-edge research, and emphasis on leadership, service and ethics. The Department aims at imparting quality education and strives to quench the thirst for knowledge. The Department lays emphasis on theoretical and practical aspects of subjects taught viz. Computer Technologies.

PATRON

Dr. O. P. Sharma
Director,
Poornima College of Engineering

COORDINATORS

Dr. Ajay Khunteta
Head of Department, CE

Venue
Department of Computer Engineering,
AF Lab 07B

Organized By:

Department of Computer Engineering
Poornima College of Engineering,
Jaipur (Rajasthan)

Office

Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

➢ PROGRAM SCHEDULE:

Poornima College of Engineering (PCE), under the aegis of its Department of Computer Engineering conducted a "STTP Program on Hands-on Session of Microsoft Tool" for Teaching Assistant from 13th November 2017 to 17th November 2017. MS Office is an efficient tool for managing Businesses in sectors like Financial Companies (Banks& Insurance), IT, Healthcare, Manufacturing, Presentation, Documents and many more. As a powerful tool for work efficiency and effectiveness, knowledge of Excel can lead to a competitive advantage in the job market. This STTP program comprised of several interdependent modules/sessions each focusing on different functionalities of MS Office.

➢ COURSE CONTENTS:

- Microsoft Word: Helps users in creating text documents.
- Microsoft Excel: Creates simple to complex data/numerical spreadsheets.
- Microsoft PowerPoint: Stand-alone application for creating professional multimedia presentations.
- Microsoft Access: Database management application.
- Microsoft Publisher: Introductory application for creating and publishing marketing Materials.

➢ CONTENTS COVERED:

Mr. Manish Choubisa Trainer from MECSOFT Technology, Jaipur discussed about applications and basic concepts of MS Office. He also delivered all those point that is mention in the course contents.

➢ INAUGURAL SESSION:

POORNIMA
COLLEGE OF ENGINEERING

Five Days STTP Programme on
Hands-on
Session of Microsoft Tool
for
Teaching Assistant
13.11.2017 to 17.11.2017

Took place in presence of Participants and eminent guests Dr. O.P. Sharma, Director-Principal, Poornima College of Engineering.

Dr. Ajay Khunteta HOD, CSE, Poornima College of Engineering welcomes everyone and briefed everyone about the STTP Program.

Welcome speech was delivered by Dr. O.P. Sharma, Director, PCE. The vote of thanks proposed by Dr. Ajay Khunteta, Head Department of Computer Engineering, PCE.

Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

Q- Sheet Inaugural Session

Date:-13/11/2017 Time:-09:30-11:30 AM

S. No	Activity	Duration	Time
1.	Reporting and Registration of Delegates	30 Min	09:30 am-10:00 am
2.	Welcome of Dignitaries by the anchors	05 Min	01:00 am-10:05 am
3.	Request the dignitaries for lighting of lamp (Parallel Sarasvati Vandana)	05 Min	10:05 am-10:10 am
4.	Welcome address by Dr. O.P. Sharma, Director, Poornima College of Engineering	5 Min	10:10 am-10:15 am
5.	Group Photograph	5 Min	0:15am-10:20 am
6.	High Tea	10 Min	10:20am-10:30 am
7.	Introduction of MS Office Mr. Manish Choubisa Trainer from MECSOFT Technology, Jaipur	1 Hour	10:30-11:30am

- **DETAILS OF RESOURCE PERSONS:**

  Mr. Manish Choubisa Trainer from MECSOFT Technology, Jaipur

- **GLIPMSES OF CONDUCTION:**

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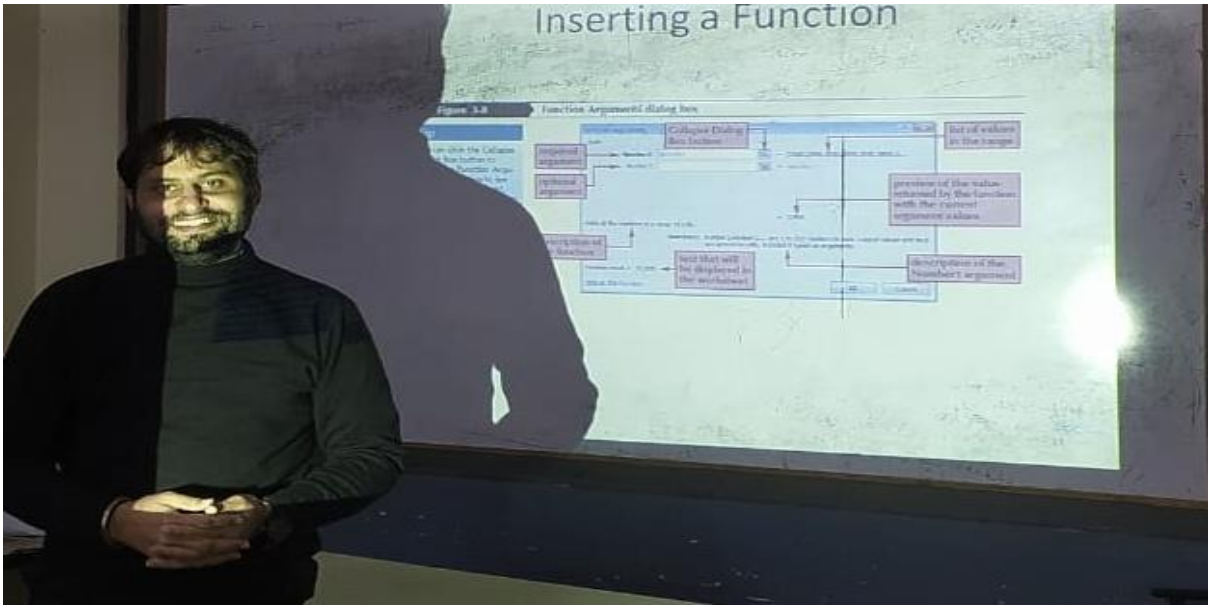

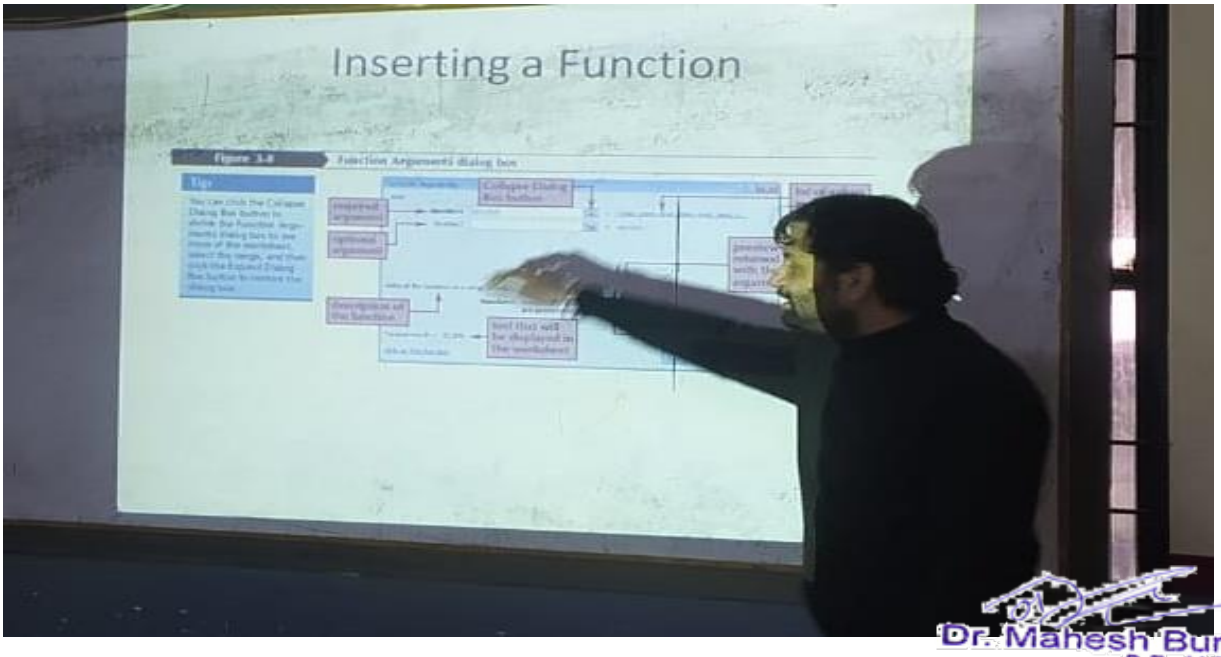

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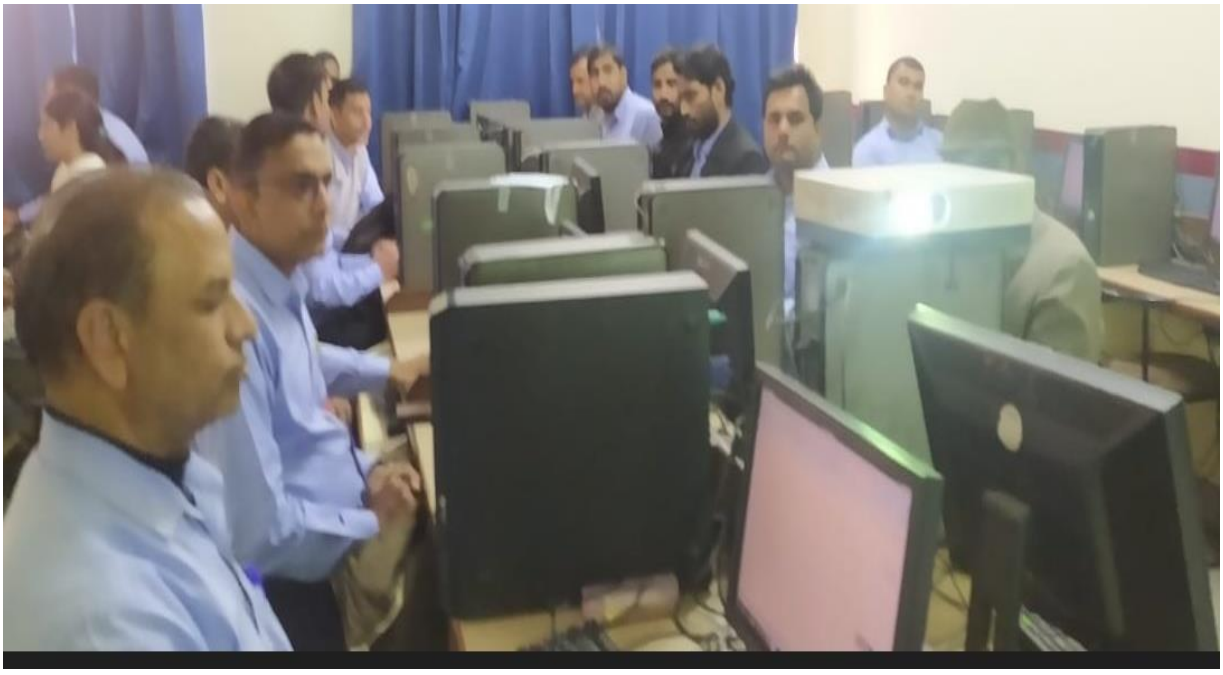
➢ CONTENT DELIVERY/PRACTICAL SESSIONS:



➢ VALEDICTORYSESSIONS:

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4.	Welcome address by **Dr. O.P. Sharma**, Director, Poornima College of Engineering	5 Min	10:10 am-10:15 am

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5.	Group Photograph	5 Min	0:15am-10:20 am
6.	High Tea	10 Min	10:20am-10:30 am

➢ LIST OF PARTICIPANTS:

S.No.	Emp. ID.	Name
1	4888	Mr. Abhishek Ramswaroop Verma
2	5499	Mr. Sunil Kr. Sain
3	5441	Mr. Balveer Singh
4	5578	Mr. Chandra Mohan Sharma
5	5360	Mr. Neeraj Pareek
6	4704	Ms. Surabhi Verma
7	5290	Mr. Dharmendra Bairwa
8	5579	Mr. Ramavatar Balai
9	1404	Mr. Jagdish Narayan Yadav
10	5119	Mr. Mahendra Kumar Bairwa
11	5191	Mr. Rameshwar Kholia
12	3813	Mr. Mahavir Singh Shekhawat
13	3574	Mr. Deepak Gupta
14	2703	Mr. Devendra Kumar Mittal
15	4829	Mr. Shashi Prakash Sharma
16	5014	Mr. Narender
17	5232	Mr. Ramgovind Pachauri
18	5630	Mr. Mukesh Kumar Arora
19	4111	Mr. Ashish Kumar Jangid
20	5628	Mr. Suresh Sharma
21	5230	Mr. Dinesh Kumar Sharma
22	5369	Mr. Khemraj Lakhara
23	5668	Mr. Pushpendra Singh
24	5576	Mr. Lovekush Sharma
25	5238	Mr. Deepak Kumar Mangal
26	5580	Mr. Ravi Kumar
27	2778	Ms. Neha Nigam
28	4892	Mr. Jaiprakash Tiwari
29	5840	Ms. Kanchan Sharma

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30	3317	Mr. Trilok Chand Soni
31	5146	Mr. Chainsukh Morodia
32	2308	Mr. Trimesh Kumar
33	5015	Mr. Sanjay Singh
34	5591	Mr. Vishal Saini
35	5413	Mr. Manish Saini
36	4216	Mr. Hanuman Prasad Khoral
37	5865	Mr. Suneel Kumar Sharma
38	5318	Mr. Jitendra Kumar Atal
39	5597	Mr. Shubham Singh
40	3081	Mr. Chanchal Kumar Sharma
41	4461	Mr. Ashish Kumar Sharma
42	3237	Mr. Yadram Saini
43	4388	Mr. Ritesh Sharma
44	5569	Mr. Brakbhan Singh
45	5590	Mr. Rajveer Singh Shekhawat
46	4849	Mr. Deepak Kumar Patel

➢ FEEDBACK ANALYSIS:

The feedback of the participants was very positive and motivational for the organizers. The participants felt very happy for conducting the STTP on Hands-on Session of Microsoft Tool which is very useful for them in Day-to-Day activities. They have learned a lot on MS Office in both theoretical and practical manner. They said that this program was very useful and helpful for them in their works and career also. All the participants appreciated the sessions by our Resource Person and the arrangements made by the organizers.

➢ SWOT ANALYSIS:

- Ability to Run Multiple Applications in a Browser
- Better User Interface
- Enhanced User Experience
- Difficult to Maintain
- Data Security

➢ BUDGET&ACTUALS: N/A

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