DAYANANDASAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

ShavigeMalleshwara Hills, Kaumarswamy Layout, Bangalore-560111

Internal Quality Assurance Cell (IQAC) Cell

Report on Microsoft Office Training to DSCASC Non-Teaching Staff

Department: MBA-BU   **Date: 15/03/2020**

Sl. No.	Particulars	Event related Details			
1.	Event*	Microsoft Office Training to DSCASC Non-Teaching Staff			
2.	Title of the Event	Microsoft Office Training to DSCASC Non-Teaching Staff			
3.	Date	11 February 2020 - 12 March 2020			
4.	Time	2.30 PM – 4 PM			
5.	Venue	Computer Lab, Ground Floor, Building #17			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr. Dharmendra Rao Jadav V, Sr. Manager, IQAC, DSCASC			
7.	Topics Covered	Microsoft PowerPoint, Microsoft Word and Microsoft Excel			
8.	Resource Person 2 Details** (Profile to be enclosed)	NA			
9.	Topics Covered	NA			
10.	No. Faculty Participants(Enclose a copy of names with signatures)	Internal:	19	External:	NA
11.	No. Student Participants (Enclose a copyof names with signatures)	Internal:	0	External:	NA
12.	Faculty Coordinator/s	Mr. Gurunath, IQAC Coordinator, DSCASC			
13.	Student Coordinator/s	NA			
14.	Total Expenditure (Details to be enclosed)	NA			
15.	Sponsors and Amount (if any)	NA			
16.	Agenda of the Event (Enclose a copy)	Hands on workshop on Basic and Intermediate usage.			
17.	Report uploaded on college website? If yes, give details:	NA			
18.	Report sent to media? If yes, give details:	No			

No.	Particulars	Event related Details
19.	Report uploaded in Social Media? If yes, give details:	No
20.	Certificates Printed? (Enclose a copy***)	Yes
21.	Feedback Collected? (Enclose a copy***)	No
22.	Summary of the Event (Minimum 100 words)	Hands on workshop on Basic and Intermediate usage of Microsoft PowerPoint, Microsoft Word and Microsoft Excel to the Non-teaching staff of DSCASC. A 12-hour training on the said topic is provided to the 19 of our non-teaching Staff.
23.	Photographs of the Event	Attached

Trainer / Resource person   IQAC Coordinator   Principal

Year : 20 (9 - 20 2-0   Semester : Odd / Even

Name of the Teacher : DHARMENDRA RAO JADAV. V

Designation   : Sr. Manager

Department   : IQAC

Course & Sem   Subject Code

MS OFFICE TRAINING

	Initials at the End of the			
	1st Month	2nd Month	3rd Month	Semester
Staff				
HOD/ Co-ordinator				
Director / Principal				

MS OFFICE TRAINING

ATTENDANCE

2019-20
2 Hr. Session
Total hours = 2×8 = 16 hrs.

Sl. No.	Reg. No.	Name	11/2 1	12/2 2	18/2 3	19/2 4	20/2 5	5/3 6	11/3 7	12/3 8	9	10	Attn % Avg 11	12	13	14
1		Lakshmi. V. R.	P	P	A	P	P	A	A	A						
2		Sunitha. A	P	A	A	A	A	A	A	A						
3		Elvin Premalatha	P	A	A	A	A	A	A	A						
4		Guru Basavaraj. M	P	A	A	A	A	A	A	A						
5		Priyanka. S	P	P	A	P	A	A	A	A						
6		Malathi. M. A	P	A	A	A	P	A	A	A						
7		Kamala. R	A	W	W	W	A	W	W	W						
8		Veena Kadari Narayan	P	A	A	A	A	A	A	A						
9		Pradanna kumar H.K	P	A	X	A	A	A	A	A						
10		Sanjay. H. R	P	A	A	A	A	A	A	A						
11		Nagaraj B. R	P	A	A	A	A	A	A	A						
12		Ravi Kala. M	P	P	P	P	P	P	P	P						
13		Varun kumar P. Burli	V	V	V	V	V	V	A	A						
14		Srinivas. H. T	A	A	A	A	A	A	A	A						
15		Sanjeev kumar. H.	A	P	P	A	A	A	A	A						
16		Shruthi. R	A	A	sh	sh	sh	sh	A	sh						
17		Kavitha. S	A	A	A	A	A	A	A	A						
18		Sunil. M. K.	A	A	A	A	A	A	A	A						
19		Manu	A	P	A	A	P	A	A	P						
20																
21																
22																
23																
24																
25																
	No. of Abs		6	4	4	7	7	6	9	8						
	Initials															

Sample Certificates

CERTIFICATE
OF COMPLETION

Dayananda Sagar College of Arts, Science and Commerce
Internal Quality Assessment Cell - IQAC

This is to certify that

MRS. ELVIN PREMALATHA

has Successfully Completed the MS Office Training from
11th February 2020 to 12th March 2020

Mr. Dharmendra Rao Jadav V
Trainer

Prof. Gurunath R
IQAC Coordinator

Dr. Nagaraj Shenoy
Principal

CERTIFICATE
OF COMPLETION

Dayananda Sagar College of Arts, Science and Commerce
Internal Quality Assessment Cell - IQAC

This is to certify that

MRS. SHRUTHI R

has Successfully Completed the MS Office Training from
11th February 2020 to 12th March 2020

Mr. Dharmendra Rao Jadav V
Trainer

Prof. Gurunath R
IQAC Coordinator

Dr. Nagaraj Shenoy
Principal

CERTIFICATE
OF COMPLETION

Dayananda Sagar College of Arts, Science and Commerce
Internal Quality Assessment Cell - IQAC

This is to certify that

MR. GURUBASAVARAJA M

has Successfully Completed the MS Office Training from
11th February 2020 to 12th March 2020

Mr. Dharmendra Rao Jadav V
Trainer

Prof. Gurunath R
IQAC Coordinator

Dr. Nagaraj Shenoy
Principal

CERTIFICATE
OF COMPLETION

Dayananda Sagar College of Arts, Science and Commerce
Internal Quality Assessment Cell - IQAC

This is to certify that

MR. VARUN KUMAR P BURLI

has Successfully Completed the MS Office Training from
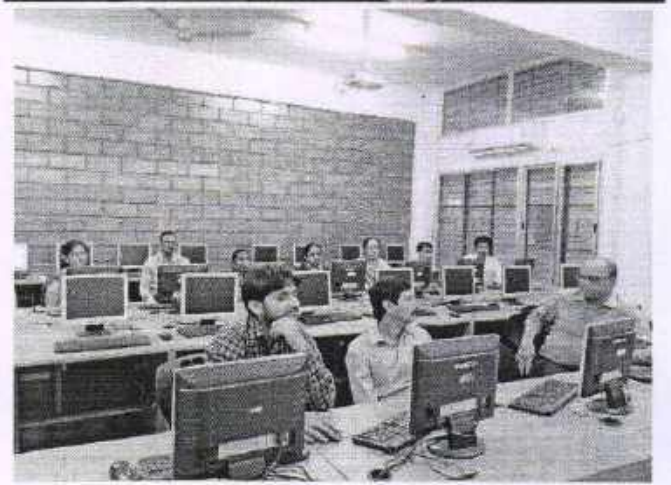11th February 2020 to 12th March 2020

Mr. Dharmendra Rao Jadav V
Trainer

Prof. Gurunath R
IQAC Coordinator

Dr. Nagaraj Shenoy
Principal

Internal Quality Assurance Cell
Bengaluru
560 111
DSCASC

Photographs

Dayananda Sagar College of Arts, Science and Commerce

Internal Quality Assurance Cell

MS-Office Syllabus for Non-Teaching Training

Word

1. Creating and Editing a Word Document
2. Creating a Research Paper
3. Creating a Resume Using a Wizard and a Cover Letter with a Table
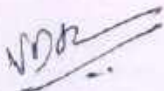4. Web Feature: Creating Web Pages Using Word •

Excel

1. Creating a Worksheet and an Embedded Chart
2. Formulas, Functions, Formatting, and Web Queries 3. What-If Analysis, Charting, and Working with Large Worksheets
4. Pivot and Lookup Tables

Access

1. Introduction to database
2. Creating and Using a Database
3. Querying a Database Using the Select Query Window
4. Maintaining a Database Using the Design and Update Features of Access
5.

PowerPoint

1. Using a Design Template and Text Slide Layout to Create a Presentation
2. Using the Outline Tab and Clip Art to Create a Slide Show
3. Web Feature: Creating a Presentation on the Web Using PowerPoint

Trainer   **IQAC Coordinator**   **Principal**