



**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
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# **PROFESSIONAL DEVELOPMENT PROGRAMME FOR NON TEACHING STAFF**

## **REPORT**

**on**

## **EXCEL USING MS EXCEL**

Resource Person

**Dr M CHANDRAKUMAR PETER  
ASSISTANT PROFESSOR  
DEPARTMENT OF SOFTWARE ENGINEERING  
PMIST**

Organized by

**CENTRE FOR HUMAN RESOURCE DEVELOPMENT  
PMIST**

**Date: 11.2.2023**

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## Objectives of the Programme

Professional Development Programme on Excel using MS Excel was conducted for Non-Teaching Staff based on the training need analysis with the support of the Head of the Departments.

The primary objective of the programme was to provide hands-on experience to participants in using MS Excel. The secondary objectives were:

- ✓ To understand the basics of MS Excel
- ✓ To learn about usage of shortcut keys
- ✓ To apply formula for simple calculations

## Invitation



PROFESSIONAL DEVELOPMENT  
PROGRAMME FOR NON TEACHING

**EXCEL USING  
MS EXCEL**

Date: 11.02.2023 | Time : 10am  
Venue: CADD Lab, TB-II

Resource Person  
**Dr. M. CHANDRA KUMAR PETER**  
Assistant Professor (SG)  
Department of Software Engineering  
Periyar Maniammai Institute of Science & Technology

Organized by : Centre for Human Resource Development

PERIYAR MANIAMMAI INSTITUTE  
OF SCIENCE & TECHNOLOGY  
(Deemed to be University)  
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Tamil Nadu India

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[www.pmu.edu](http://www.pmu.edu)  
dirhrd@pmu.edu

Convener  
**Dr. J. SATHYAPRIYA**  
Director - CHRD  
+91 7708559695

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Gmail

in:sent Excel using MS Excel



Active



99%

Mail

Chat

Spaces

Meet



10 of 11



Centre for Human Resource Development CHRD <dirhrd@pmu.edu>  
to pmiststaff, anburaj, Velusamy, Registrar, Dean, deans, heads

Thu, Feb 9, 6:21AM

Dear Sir/Madam,

Centre for Human Resource Development organizes a Professional Development Programme for Non Teaching Staff "Excel using MS Excel" on 11.02.2023 at 10am in CAOD Lab, TB-II.

Resource Person:

Dr.M.Chandra Kumar Peter  
Assistant Professor (SG)  
Department of Software Engineering  
PMIST

List of participants are attached herewith. Kindly attend the programme without fail.

Encl: Poster & Participants List

Thanking you

Dr. Sathyapriya J <sup>Ph.D</sup>  
Director (i/c)

Centre for Human Resource Development



## Centre for Human Resource Development

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## PROGRAMME SCHEDULE

### Professional Development Programme for Non-Teaching Staff

**Date: 11<sup>th</sup> February 2023**

**Venue: CADD Lab, TB-II**

10 A.M.	Welcome Address by Dr.Sathyapriya J, Director (i/c) / CHRD
10.05 A.M.	Introduction to MS Excel and Demonstration by Dr.M.Chandrakumar Peter, Department of Software Engineering, PMIST
11.30 A.M.	Tea Break
11.40 A.M.	Session Continuation
12.50 P.M.	Feedback Session
1.00 P.M.	Vote of Thanks

# Professional Development Programme

## "Excel using MS Excel"

Grippo  
Page No. \_\_\_\_\_  
Date: / /

Date: 11/02/2023

S.No.	Name of the Participant	Designation / Department	Signature
1.	R. Parvathi	Lab/Asst / EET/SSICA	[Signature]
2.	R. Vaishnavi	Junior Asst / Commerce	R. Vaishy
3.	V. Thennmozhi	Lab Asst / Biotech	[Signature]
4.	C. Yamunabai	Junior Asst / Library	[Signature] 11/02/23
5.	M. Svaranjan	Technical Asst / EEE	[Signature]
6.	K. Vembu Lakshmi	Lib. Asst / CSAS	[Signature]
7.	K. Virekaranandan	Assistant Lib Librarian	[Signature]
8.	K. Dorothy	Mathematics JRI Asst	[Signature]
9.	K. S. CHITHRA	Technical Assistant / Civil	[Signature]
10.	B. Raghavi	Tech. Asst / Chemistry	B. P. J.
11.	T. Femin	Placement / CIII	T. Lee
12.	R. MADHUMITHA	Technical Assistant / Physics	R. Malhotra
13.	V. KEERTHIKA	J.A / Dean FHSYO	[Signature] 11/02/2023
14.	A. Anomali	Jr. Asst / CEPT	A. Anam
15.	M. Jansi Rami	Lib Asst (DAO)	M. An
16.	J. Rajagovind	Tech Asst	[Signature]
17.	N. Mithal	Dean Acad. Lab	[Signature]
18.	R. Siran	Lab/Asst (Mech)	[Signature]
19.	h. Rathiga	OA CHRD	[Signature]

**DIRECTOR**  
 Centre for Human Resource Development,  
 Periyar Manjamma Institute of  
 Science & Technology,  
 (Deemed to be University),  
 Thanjavur, Tamil Nadu

## Participant Count

Female	17
Male	02
<b>Total</b>	<b>19</b>

## Programme Report

Centre for Human Resource Development organized Professional Development Programme for Non Teaching Staff Excel using MS Excel on 11.02.2023 at CADD Lab, TB-II Block.

Dr.M.Chandrakumar Peter, Assistant Professor (SG), Department of Software Engineering, PMIST was the resource person. The programme started with a welcome note by Dr.Sathyapriya J, Director (i/c), Centre for Human Resource Development. The participants were given hands on training in using MS Excel. The basics of MS Excel, various shortcut keys, simple formula applications were taught and trained. Simple exercises were given to the participants to understand the nuances of MS Excel. Nineteen participants working as Junior Assistant, Lab Assistant and Technical Assistant in various departments were benefitted in this programme.

Dr.Sathyapriya J, Director (i/c), Centre for Human Resource Development organized and coordinated the FDP.



## SAMPLE CERTIFICATES



**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Democratize Education!  
Government Order No. 3 of 1992 Act 1994 - 1994 Act 1994  
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**Centre for Human Resource Development (CHRD)**

**Professional Development Programme**

**CERTIFICATE**

OF PARTICIPATION

THIS IS TO CERTIFY THAT

**MEENAKSHIN** Lab Assistant

has actively participated in the Professional Development Programme on

**EXCEL USING MS EXCEL**

organized by the Centre for Human Resource Development (CHRD) for the non-teaching staff of Periyar Maniammai Institute of Science & Technology (PMIST) held on 11.02.2023.

**Dr. J. SATHYAPRIYA**  
Director - CHRD

**Dr. A. GEORGE**  
Dean - Academic

**Dr. P.K. SRIVIDHYA**  
Registrar





**PERIYAR  
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INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University)  
Government Order No. 147132/2014, 1988 - 1989, 1982/83, 1981/82  
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**Centre for Human Resource Development (CHRD)**

**Professional Development Programme**

**CERTIFICATE**

OF PARTICIPATION

THIS IS TO CERTIFY THAT

**THENMOZHI V** Lab Assistant  
has actively participated in the Professional Development Programme on  
**EXCEL USING MS EXCEL**

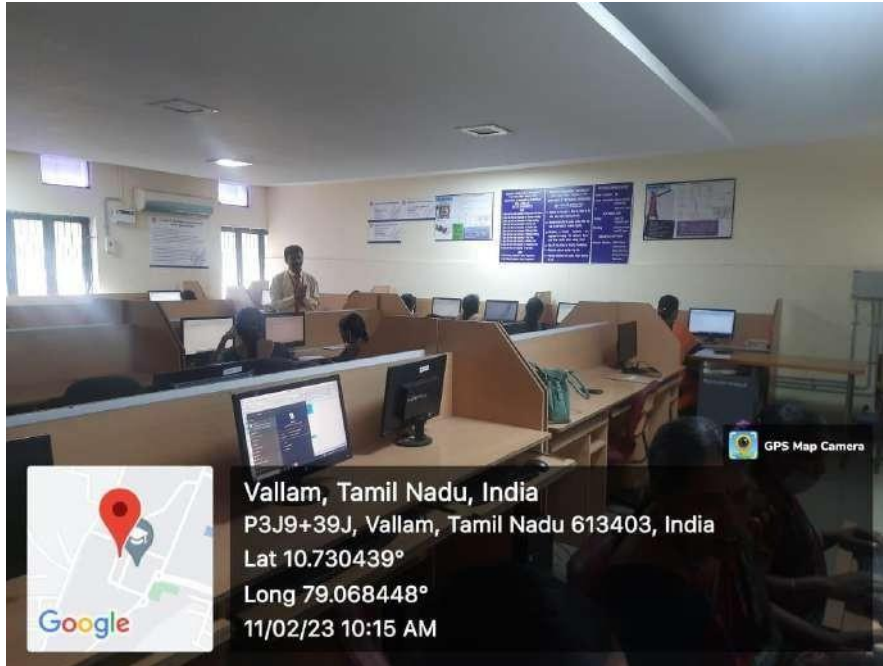
organized by the Centre for Human Resource Development (CHRD) for the non-teaching staff of  
Periyar Maniammai Institute of Science & Technology (PMIST) held on 11.02.2023.

**Dr. J. SATHYAPRIYA**  
Director - CHRD

**Dr. A. GEORGE**  
Dean - Academic

**Dr. P.K. SRIVIDHYA**  
Registrar

## Geotagged Photos



*Dr.M.Chandrakumar Peter demonstrating the basics of MS Excel*



*Participants executing simple calculations in MS Excel*

# PDP Feedback - Excel using MS Excel - 11.02.2023

\* Indicates required question

---

1. Email \*

---

2. Name of the Participant \*

---

3. Designation \*

---

4. Department \*

---

5. The objectives of the PDP were clearly explained by CHRDR \*

*Mark only one oval.*

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

6. The PDP provided hands on experience in using MS Excel \*

*Mark only one oval.*

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

7. The objectives of the PDP were met \*

*Mark only one oval.*

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

8. CHRD provided proper infrastructure and training aids for smooth conduct of the PDP \*

*Mark only one oval.*

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

9. The resource person effectively demonstrated and made us enjoy attending the session \*

*Mark only one oval.*

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

10. The PDP was well organized and coordinated by CHRDR \*

*Mark only one oval.*

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

11. Interested to attend many sessions in future \*

*Mark only one oval.*

- Yes
- No
-

# PDP Feedback - Excel using MS Excel - 11.02.2023

13 responses

[Publish analytics](#)

Name of the Participant

13 responses

VIVEKANANDAN K

M sivaranjani

T.Femina Meenakshi

K.J.CHITHRA

K.VEMBULAKSHM

I C YAMUNABAI

R. MADHUMITHA

J.Rajagowri

rathika k

S.Malathi

KEERTHIGA V

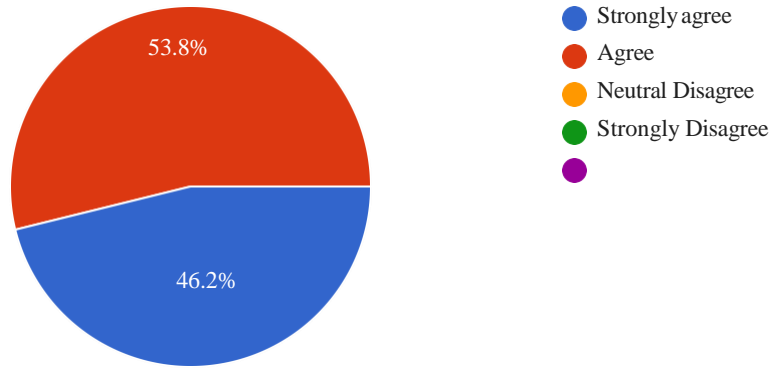
Thenmozhi V



### The PDP provided hands on experience in using MS Excel

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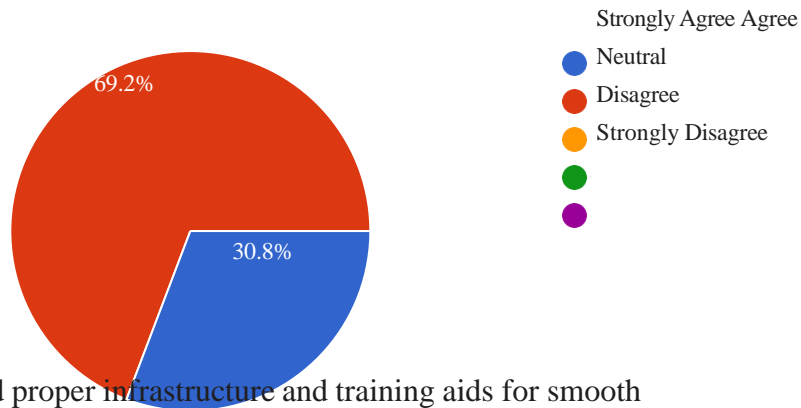
13 responses



### The objectives of the PDP were met

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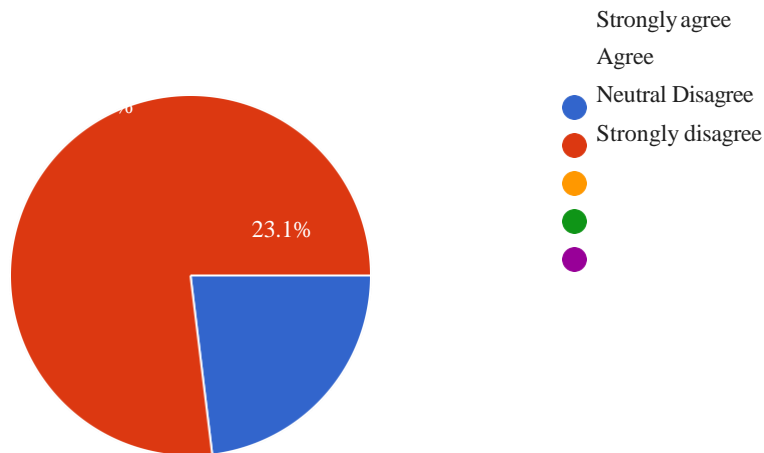
13 responses



### CHRD provided proper infrastructure and training aids for smooth conduct of the PDP

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13 responses

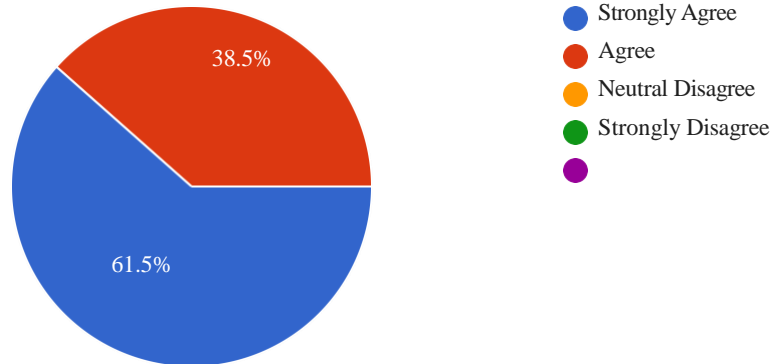




The resource person effectively demonstrated and made us enjoy attending the session

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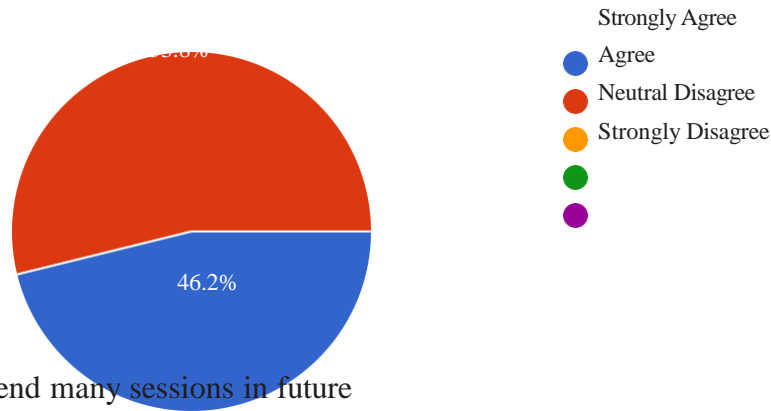
13 responses



The PDP was well organized and coordinated by CHR D

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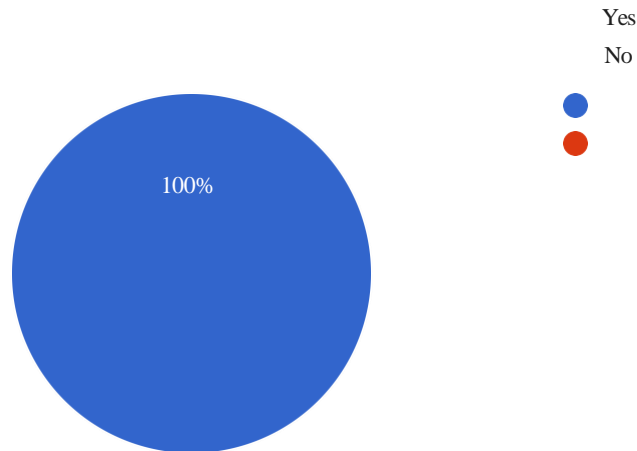
13 responses



Interested to attend many sessions in future

 Copy

13 responses



## **Outcomes of the Programme**

The outcomes of the Professional Development Programme for Non Teaching Staff Excel using MS Excel are as follows:

- ✓ Understood the basics of MS Excel.
- ✓ Able to use the shortcut keys effectively in MS Excel.
- ✓ Learnt to apply formula for simple calculations in MS Excel.