



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

REPORT

On

EFFECTIVE POWER POINT PRESENTATION

Resource Person

**Dr.M. SHARMILA BEGUM
ASSOCIATE PROFESSOR & HEAD
DEPARTMENT OF COMPUTER SCIENCE ENGINEERING
PMIST**

Organized by

**CENTRE FOR HUMAN RESOURCE DEVELOPMENT
PMIST**

Date: 29.03.2023

TABLE OF CONTENT

S.No	CONTENT
1	Objectives of the Programme
2	Invitation
3	Brochure
4	Programme E-mail Circulation Copy
5	Resource Person E-mail Communication Copy
6	Programme Schedule
7	Attendance Report
8	List of Participants
9	Programme Report
10	Certificate Copy
11	Geotagged Photos of the Event
12	Google Registration Form
13	Feedback Form Compiled
14	Cumulative Feedback Report
15	Outcomes of the Programme

Objectives of the Programme

Centre for Human Resource Development organized Professional Development Programme for Non-Teaching Staff Effective Powerpoint Presentation on 29th March 2023.

The objectives of the programme were:

1. To understand the basics of powerpoint.
2. To learn the various features in using colour and font themes.
3. To learn including audio and video in the PPT.
4. To learn the tips to make an effective PPT.

ACCREDITATIONS & RANKINGS



Centre for Human Resource Development

Professional Development Programme for Non-Teaching Staff

EFFECTIVE POWERPOINT PRESENTATION



Resource Person
Dr. M. Sharmila Begum
Associate Professor & Head
Computer Science & Engineering

29.03.2023 | CSE Lab, PKC First Floor | 2.30 - 4.30 P.M.

PERIYAR MANIAMMAI INSTITUTE
OF SCIENCE & TECHNOLOGY
(Deemed to be University)
Periyar Nagar, Vallam, Thanjavur

For more details visit
www.pmu.edu
dirhrd@pmu.edu

Convener
Dr Sathyapriya J
Director - CHR

Gmail interface showing an email from Centre for Human Resource Development (CHRD) regarding a Professional Development Programme (PDP) for Non-Teaching Staff titled "Effective Powerpoint Presentation" on 29.03.2023. The email includes details about the program's location (CSE Lab, PKC First Floor) and time (2.30 P.M. - 4.30 P.M.). It also mentions that participants' lists and posters are attached and that participants should assemble before 2.25 P.M. The sender is Dr. Sathyapriya J, Director (i/c) of CHRD.

PDP for Non-Teaching Staff "Effective Powerpoint Presentation" on 29.03.2023

Centre for Human Resource Development CHRD <dirhrd@pmu.edu>
to pmiststaff

Mon, Mar 27, 2:12 PM

Dear Sir/Madam,


Centre for Human Resource Development organizes a Professional Development Programme for Non-Teaching Staff "Effective Powerpoint Presentation" on 29.03.2023 at CSE Lab, PKC First Floor from 2.30 P.M. - 4.30 P.M.

The participants list and poster are attached to this email.

The participants in the list are requested to assemble before 2.25 P.M. in the venue.

Thanking you

Dr. Sathyapriya J Ph.D
Director (i/c)
Centre for Human Resource Development



Centre for Human Resource Development

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**PERIYAR
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Date: 20.03.2023

To

Dr.M.Sharmila Begum

Associate Professor & Head

Department of Computer Science and Engineering

PMIST

Dear Madam

Sub: Invitation to be the resource person on 29.03.2023 - reg.

Centre for Human Resource Development is organizing a Professional Development Programme for Non-Teaching Staff "**Effective Powerpoint Presentation**" on **29.03.2023**.

You are requested to be the resource person for the programme and share your intellectuals by providing hands on training for the participants.

Thanking you

Sathyapriya
Dr.SATHYAPRIYA 20/3/2023

DIRECTOR

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

PROFESSIONAL DEVELOPMENT PROGRAMME FOR NON-TEACHING STAFF

Effective Powerpoint Presentation

29th March 2023

Programme Schedule

29.03.2023	2.30 P.M. – 3.30. P.M.	Training Demonstration by Dr.M.Sharmila Begum, Associate Professor & Head, CSE
	3.30 P.M. – 3.40 P.M.	Refreshment Break
	3.40 P.M. – 4.30 P.M.	Training Demonstration by Dr.M.Sharmila Begum, Associate Professor & Head, CSE

PDP

Page No.

Date

Date: 29/03/2023

Venue: Lufei Campus Lab.

No.	Name of the participant	Design./Dept.	Signature
1	S. Prizil Kurishy	Tech. Asst / Aerospace	S. Prizil
2	R. Selvi	Tech. Asst / ECE	R. Selvi
3	M. R. Jayanthi	Tech. Asst / FM / ECE	M. R. Jayanthi
4	P. Jhanu Selvi	Tech. Asst / ECE	P. Jhanu Selvi
5	S. Jayanthi	Tech. Asst / ECE	S. Jayanthi
6	M. Sivabharani	Tech. Asst / EEE	M. Sivabharani
7	V. KEERTHIGA	J. Asst / FISH O	V. Keerthiga
8	B. Raganvi	Tech. Asst / Chem	B. Raganvi
9	M. P. Namasudhan	Lab. Asst / CMC	M. P. Namasudhan
10	Ms. C. Gomathi	Lab. Asst / CSA	C. Gomathi
11	R. Siran	Lab. Asst / Mech	R. Siran
12	K. S. CHITHRA	Tech. Asst / Civil	K. S. Chithra
13	V. Thennmozhi	Lab. Asst	V. Thennmozhi
14	P. Parvathi	Lab. Asst - V / Decn / EEE	P. Parvathi
15	M. Jansi Rani	ITP operator / PDP	M. Jansi Rani
16	R. AKALYA	Tech. Asst / Edu	R. Akalya
17	R. MADHUMITHA	Tech. Asst / Thy	R. Madhumitha
18	P. BHUVANESWARI	SGI - Assistant	P. Bhuvaneshwari
19	A. Gnanani	Jr. Asst / CPT	A. Gnanani
20	I. Mercy	Jr. Asst / RO	I. Mercy
21	J. Swetha	Jr. Asst / RO	J. Swetha

S. Althyayya. J

DIRECTOR

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

Participant Count

Female	19
Male	02
Total	21

Programme report

Centre for Human Resource Development organized Professional Development Programme for Non-Teaching Staff Effective Powerpoint Presentation on 29th March 2023. Dr.Sathyapriya J, Director (i/c), Centre for Human Resource Development delivered welcome address and introduced the resource person.

Dr.M.Sharmila Begum, Associate Professor & Head, Department of Computer Science and Engineering was the resource person. She explained the basics of preparing a powerpoint presentation and also highlighted the usage of various fonts and colour themes. She also demonstrated the addition of audio and video file in the PPT to make the presentation more effective.

Dr.Sathyapriya J, Director (i/c), Centre for Human Resource Development coordinated the programme. Twenty One participants attended the programme and gained hands on training in PPT preparation.



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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

EFFECTIVE POWERPOINT PRESENTATION

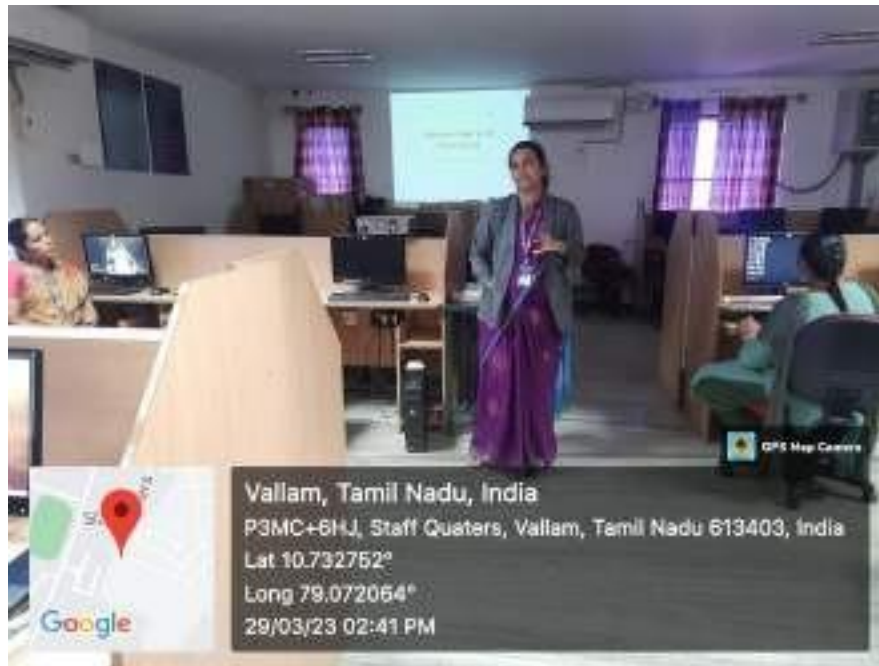
organized by the Centre for Human Resource Development (CHRD) for the non-teaching staff of
Periyar Maniammai Institute of Science & Technology (PMIST) held on 29.03.2023.

Dr. J. SATHYAPRIYA
Director - CHRD

Dr. A. GEORGE
Dean - Academic

Dr. P.K. SRIVIDHYA
Registrar

Geotagged Photo



Dr.M.Sharmila Begum, Associate Professor & Head, CSA delivering session on EffectivePowerpoint Presentation



Participants attending the session



CENTRE FOR HUMAN RESOURCE DEVELOPMENT

Professional Development Programme for Non-Teaching Staff

Effective Powerpoint Presentation

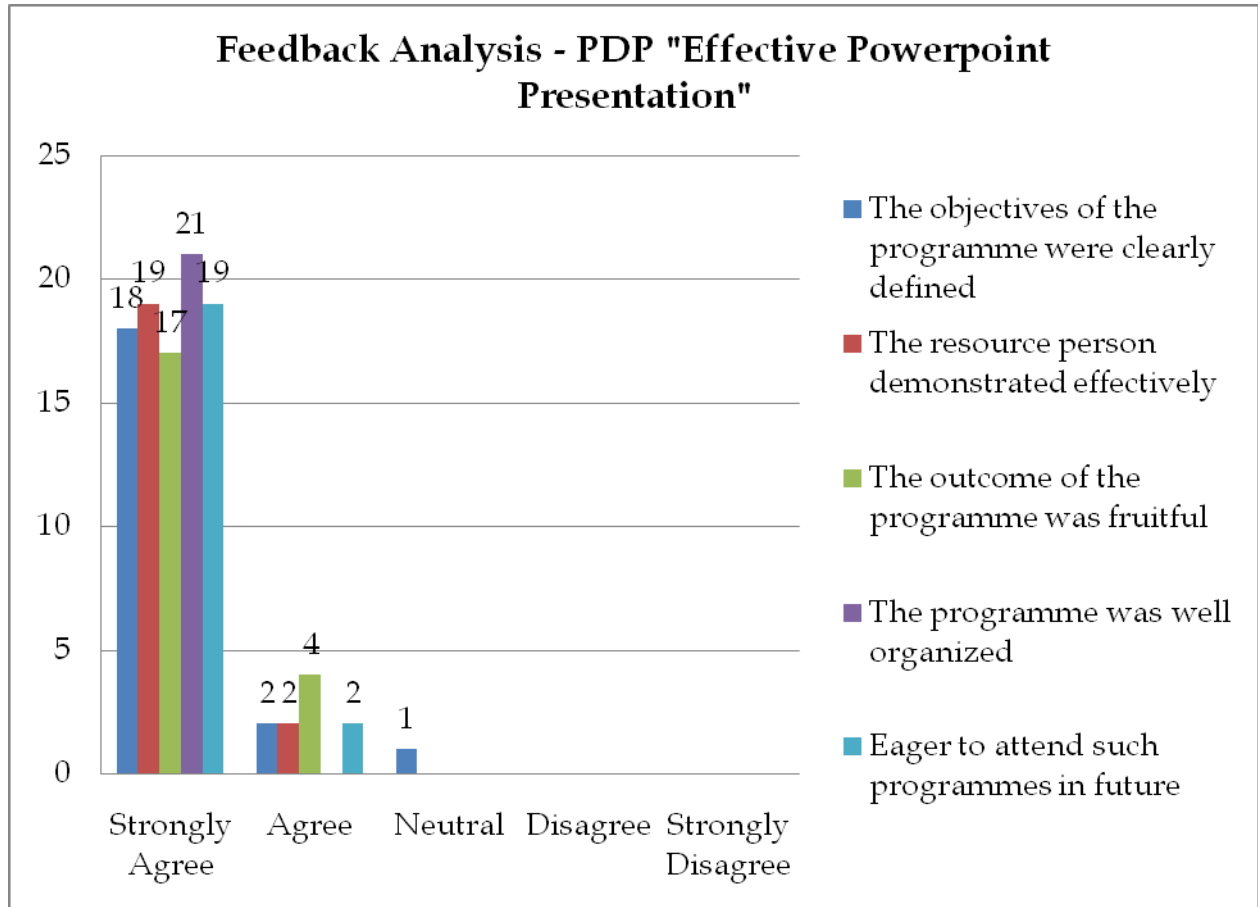
Date: 29.03.2023

Venue: Super Computer Lab, PKC

FEEDBACK FORM

S.No.	Feedback Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives of the programme were clearly defined					
2	The resource person demonstrated effectively					
3	The outcome of the programme was fruitful					
4	The programme was well organized					
5	Eager to attend such programmes in future					

Feedback Analysis



Outcomes of the Programme

1. Learnt the basics of powerpoint.
2. Learnt various features in using colour and font themes.
3. Learnt including audio and video in the PPT.
4. Learnt the tips to make an effective PPT.