



A

Report on

## "TRAINING ON DATA MANAGEMENT AND EXCEL CERTIFICATE"



**Department of Human Resource**

&

**Quality Assurance and Skill Development Center**

*Presents*

### **Training on Data Management and Excel Certificate**

#### **RESOURCE PERSON**

**Mr. Vinay K**  
MIS Trainer  
Bengaluru, India



**Dr. Sanjeev Sharma**  
Dean- QASDC

**V. Manjula**  
Director – Human Resource



**17<sup>th</sup> Dec  
2022**



**9:30 AM to  
4:30 PM**



**SHAHEED HEMU  
KALANI BLOCK (LAB-2)**

Day	Date	Time:	Time:
		9:30 a.m. to 1:15 p.m.	2:00 p.m. to 4:30 p.m.
1	17:12:22	BASIC FORMULA OF EXCEL	ADVANCE FORMULA

The Department of Human Resources, in collaboration with Quality Assurance and Skill Development Center, organised "Training on Data Management and Excel Certificate" for NHEI's administrative staff. On December 17, 2022, participants in this programme learned the fundamentals of Excel as well as more complex Excel formulas with a focus on data management. The participants now have a better understanding of excel training.



## Felicitation to Resource Person by Dr.Gurulakshmi (Associate professor)





## Attendance: (FN)

### NEW HORIZON EDUCATIONAL INSTITUTION

#### Department of HR and Office of Dean-QASDC

#### Attendance Sheet - FN

Name of Event: Training on Data Management and Excel Certificate

Venue: SHAHEED HEMU KALANI BLOCK (LAB-2)

Date: 17.12.2022

Time: 9:30 AM - 4:30 PM

SL.NO	NAME	DESIGNATION	MOBILE NO	SIGNATURE
1	Mr.K N Swamy	Administrator	9900076772	
2	Ms.Kavitha B R	Sr.Office Executive	7829560293	
3	Ms.Manjula Suresh	Office Executive	9448065199	
4	Ms.Shilpa S	Account executive	9164000647	
5	Ms.Prapulla	Account executive	7829602222	
6	Ms.Gauri Pendse	Office Executive	8050260697	
7	Ms.Chaithra M B	PA to Principal	8762772831	Chaithra
8	Ms.Leelavathi S	Office Executive	9980977397	
9	Ms.Divya V	PA to Principal	8050622269	
10	Ms.Susheela S	Sr.Office Executive	9342874438	Susheela
11	Ms.Monisha V	Office Executive	9986427373	Monisha
12	Ms.Shwetha S	Office Executive	9739462564	Shwetha
13	Ms.Kavitha Kumari C	Front office executive	8618252624	
14	Ms.Sindhuja C	Office Executive	7892581684	
15	Ms Angel Mary	Office Executive	9880085904	Angel
16	Mr Arun Singh M C	Office Executive	9035701856	Arun
17	Ms Asha Jaychandra	Office Executive	9538149925	Asha Jaychandra
18	Ms Asiya Sulthana	Asst. Registrar	9740010523	Asiya
19	Ms Bindu K Y	Sr. Office Executive	8197978621	Bindu
20	Ms Chandralekha K	Sr. Office Executive	9343718859	Chandralekha
21	Ms Jyothi P	Office Executive	6363053371	Jyothi
22	Mr Krishna	Office Executive	9901302210	Krishna
23	Ms Lepakshi Devi	Sr. Office Executive	7760521312	Lepakshi
24	Ms Mala Shree M	Office Executive	9036651127	Mala
25	Ms Mallika K	Office Executive	9535479633	Mallika
26	Ms Monika Devi	Office Executive	7338116333	Monika
27	Ms Pooja H	Office Executive	6364228859	Pooja H
28	Mr Rajesh H R	Asst. Registrar	9916581752	Rajesh
29	Mr Raveendra Hanapur	Asst. Office Executive	8095528204	Raveendra
30	Ms Remya	Office Executive	9632459928	Remya
31	Ms Roopa J M	Sr. Office Executive	9844559648	Roopa J M
32	Mr Sandesh S U	Office Executive	9686674546	Sandesh
33	Ms Sangeetha	Office Executive	8861092221	Sangeetha





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34	Mr Sanjay Kumar Nag	Sr. Office Executive	8013494929	Sanjay K. Nag
35	Ms Shashikala M S	Office Executive	9590777704	Shashikala
36	Ms Sheeba	Principal - P.A	8217275689	Sheeba
37	Ms Shubha Thakur	Office Executive	9741516566	Shubha
38	Ms Suji M V	Office Executive	9739524633	Suji
39	Ms Suma Sambrani	Office Executive	9740453936	Suma Sambrani
40	Mr Suresh K	J D Assistant	9902219758	Suresh
41	Mr Thomas Joseph	Sr. Office Executive	9535512525	Thomas
42	Ms Usha Devi, S	Sr. Office Executive	7760596455	Usha
43	Mrs Shilpa Rani R	Account executive	9538847400	Shilpa
44	Ms Tejashwini M	Admin Executive	7899990189	Tejashwini
45	Ms Vidhyashree V	Front office executive	9148868502	Vidhyashree
46	Mr.Muniraja H	Administrator	9986404873	Muniraja
47	Ms.Anuradha MS	Senior Office Executive	9448002941	Anuradha
48	Ms.Anitha Ramachandran	Office Executive	9738646656	Anitha
49	Ms.Jyothibala Rupa	Office Executive	9845899545	Jyothibala
50	Ms.Divya Ramesh	Asst Office Executive	8088472411	Divya
51	Mr. SANJAY M	Administrator	9886516693	Sanjay
52	Ms. G POORNIMA.	HR	9731149141	G Poornima
53	Ms ARCHANA P S	Account executive	9740209830	Archana
54	Ms. ABHIRAMI. C	Admin Executive	9113949357	Abhirami
55	Ms BHAVANA G	Admin Executive	9886737337	Bhavana
56	Ms Chitra	Transport Incharge	9591972137	Chitra
57	Ms Honey Rani	Front office executive	6366250867	Honey
58	Ms Latha B N	Senior Office Executive	9611991250	Latha
59	Mr. Satyanarayan Rao	Senior Office Executive	9663815235	Satyanarayan
60	Mr Soumya Ravi	Senior Accounts Executive	9742487718	Soumya
61	MR Uday Kumar K	Junior Office Executive	9066479609	Uday
62	Uma Maheshwari	Senior Office Executive	9035155112	Uma
63	Uma Rajendran	HOD - Accounts	9900599552	Uma
64	Ms. Hima Bindu	Sr HR Executive	8970306393	Hima
65	Ms. Rama Prabha	Sr HR Executive	8884415004	Rama

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64	Ms. Hima Bindu	Sr HR Executive	8970306393	Hima Bindu
65	Ms. Rama Prabha	Sr HR Executive	8884415004	Rama Prabha

Ms. Swarnnarajshree

NHPS Inventory  
Incharge

6363931578

B2



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SL.NO	NAME	DESIGNATION	MOBILE NO	SIGNATURE
66	Ms. Divya	Manager	9035152545	
67	Ms. Deepa	HR - Generalist	9880183316	
68	Ms. Bindu Menon	Sr HR Executive	9845919395	<i>Bindu</i>
69	Ms. Ranjana	HR - Executive	9844231639	
70	Ms. Manjula Jadhav	Secretary	7829509109	<i>Manjula</i>
71	Ms. Anadeshwari	Secretary	7406142167	

**Dean- QASDC**

*Sanjeev Sharma*  
Dr. Sanjeev Sharma  
Professor and Dean - QASDC  
New Horizon College of Engineering  
Ring Road, Bellandur Post,  
Bangalore - 560 103





## Feedback:



### Department of HR and Office of Dean-QASDC FEEDBACK FORM

We would like to seek your valuable feedback on the DATA MANAGEMENT AND EXCEL CERTIFICATE training that you have just attended on the 17<sup>th</sup> of December 2022. Your feedback will give us insights and provide assistance to improve our sessions in the future. Please indicate your score for the points mentioned below where. Ratings are from 1-5 (1. Strongly Disagree 2. Disagree 3. Can't say 4. Agree 5. Strongly agree)

PARAMETERS	1	2	3	4	5
1. The major intended purpose of the workshop was met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. There was clarity in the content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. My understanding of the concepts were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. The content was appropriately presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. The plans outlined for implementation and follow-up were carried out as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Adequate time and structure were provided for question and answer session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. The presenter's communication ability enhanced the quality of the session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Active involvement of all participants was encouraged and valued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. The answers the facilitator gave to the participant's questions was clear and to the point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. This workshop has given me insights about my current skill levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Application of the learning's from the work shop to the work setting would be easy for me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. This workshop learning is applicable in real situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. This workshop will enhance my effectiveness in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On a scale of 1- 3, (1- Disagree, 2- Don't know, 3- Agree)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. I was satisfied with the administration arrangements:					
o Venue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
o Timing of the session	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
o Seating arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
o Refreshments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Your suggestion to improve such sessions? Excellent  
Any Additional Comments.....

Thank You!!!



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## FEEDBACK FORM

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5. The plans outlined for implementation and follow-up were carried out as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Adequate time and structure were provided for question and answer session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. The presenter's communication ability enhanced the quality of the session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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o Seating arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
o Refreshments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Your suggestion to improve such sessions? Some more classes requested  
Any Additional Comments.....

Thank You!!!

*[Signature]*



**Key Outcomes:**

1. Participants were able to gain the knowledge of basic and advance Ms-Excel from training to enhance their skills.
2. Additional session likewise is required.

