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Report on

"TRAINING ON DATA MANAGEMENT AND EXCEL CERTIFICATE"



Department of Human Resource

Quality Assurance and Skill Development Center

Presents

Training

Data Management and Excel Certificate

RESOURCE PERSON

Mr. Vinay K MIS Trainer Bengaluru, India



Dr. Sanjeev SharmaDean- QASDC

V. Manjula
Director – Human Resource



17th Dec 2022



9:30 AM to 4:30 PM



SHAHEED HEMU KALANI BLOCK (LAB-2)

Day		Doto	Time:	Time:
L	Day	Date	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

Mr.K N Swamy Ms.Kavitha B R	DESIGNATION Administrator	MOBILE NO	SIGNATUR
	Administrator	Contract to the contract of th	
Ms.Kavitha B R	radiffilistrator	9900076772	
	Sr.Office Executive	7829560293	
Ms.Manjula Suresh	Office Executive	9448065199	
Ms.Shilpa S	Account executive		100
Ms.Prapulla	Account executive		
Ms.Gauri Pendse	Office Executive	THE RESERVE THE PARTY OF THE PA	
Ms.Chaithra M B	PA to Principal		Chathan
Ms.Leelavathi S	Office Executive		Om
Ms.Divya V			
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Ms.Sindhuja C	Office Executive		
Ms Angel Mary	Office Executive		Ace
Mr Arun Singh M C	PROCESS CONTRACTOR		No.
Ms Asha Jaychandra	Office Executive		Allaland
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1.	ANNAMOLE GEORGE	ACCOUNTS EXE	9902302861	AL
2	KOMALA . K.C	St. Accounts For	9/11/103000	10
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5)	-Haushitha. P	ECE- Lob Instructor	7676508218	11=1200
6)	SHILPA DECA	HR - ADMIN	9538063898	Landerer
7)	Aswathi Prasael	ASSE Librarian		TEMPS.
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9')	Seetharandy	Lab ASST NHER	9880266945	- I CNOR
10)	Mohan Raj. P	Lab Instructor	998041544	Volte
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12	S. USha Devi		876277283	Charten
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Dr Sanjeev Sharma
Professor and Dean - QASDC
New Horizon College of Engineering
Ring Road, Bellandur Post,
Road-Burru - 560 103

NEW HORIZON EDUCATIONAL INSTITUTION Department of HR and Office of Dean-QASDC

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Control Control			Time: 9:30	AM - 4:30 PM
SL.NO	- 14 KITAK2	DESIGNATION	MOBILE NO	SIGNATURE
34	Mr Sanjay Kumar Nag	Sr. Office Executive	8013494929	Sayloy hr Mul
35	Ms Shashikala M S	Office Executive	9590777704	Shortee
36	Ms Sheeba	Principal - P.A	8217275689	Rube 8
37	Ms Shubha Thakur	Office Executive	9741516566	Blubstra
38	Ms Suji M V	Office Executive	9739524633	Sur
39	Ms Suma Sambrani	Office Executive	9740453936	(Ssambany) 2/22
40	Mr Suresh K	J D Assistant	9902219758	4/
41	Mr Thomas Joseph	Sr. Office Executive	9535512525	That
42	Ms Usha Devi, S	Sr. Office Executive	7760596455	319
43	Mrs Shilpa Rani R	Account executive	9538847400	021
44	Ms Tejashwini M	Admin Executive	7899990189	Telashwining
45	Ms Vidhyashree V	Front office exective	9148868502	dies
46	Mr.Muniraja H	Administrator	9986404873	14
47	Ms.Anuradha MS	Senior Office Executive	9448002941	Aun
48	Ms.Anitha Ramachandran	Office Executive	9738646656	With
49	Ms.Jyothibala Rupa	Office Executive	9845899545	Pre.
50	Ms.Divya Ramesh	Asst Office Executive	8088472411	DizeRomen
51	Mr. SANJAY M	Administrator	9886516693	West =
52	Ms. G POORNIMA.	HR	9731149141	68
53	Ms ARCHANA P S	Account executive	9740209830	
54	Ms. ABHIRAMI. C	Admin Executive		disail-C
55	Ms BHAVANA G	Admin Executive	9886737337	Risade
56	Ms Chitra	Transport Incharge	9591972137	4
57	Ms Honey Rani	Front office exective	6366250867	le fin
58	Ms Latha B N	Senior Office Executive	9611991250	Tab.
59	Mr. Satyanarayan Rao	Senior Office Executive	9663815235	Page
60	Mr Soumya Ravi	Senior Accounts Executiv	9742487718	
61	MR Uday Kumar K	Junior Office Executive	9066479609	reder .
62	Uma Maheshwari	Senior Office Executive	9035155112	Agd 741
63	Uma Rajendran	HOD - Accounts	9900599552	
64	Ms. Hima Bindu	Sr HR Executive	8970306393	28-74-111
65	Ms. Rama Prabha	Sr HR Executive	8884415004	Dry

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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	1
7	Ms.Chaithra M B	PA to Principal	8762772831	Charletona
8	Ms.Leelavathi S	Office Executive	9980977397	
9	Ms.Divya V	PA to Principal	8050622269	0
10	Ms.Susheela S	Sr.Office Executive	9342874438	Seestale-S
11	Ms.Monisha V	Office Executive	9986427373	House
12	Ms.Shwetha S	Office Executive	9739462564	dusto-5
13	Ms.Kavitha Kumari C	Front office exective	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	A84
17	Ms Asha Jaychandra	Office Executive	9538149925	
18	Ms Asiya Sulthana	Asst. Registrar	9740010523	dere
19	Ms Bindu K Y	Sr. Office Executive	8197978621	defind
20	Ms Chandralekha K	Sr. Office Executive	9343718859	1
21	Ms Jyothi P	Office Executive	6363053371	Jyothist.
22	Mr Krishna	Office Executive	9901302210	
23	Ms Lepakshi Devi	Sr. Office Executive	7760521312	A.
24	Ms Mala Shree M	Office Executive	9036651127	The state of the s
25	Ms Mallika K	Office Executive	9535479633	less
26	Ms Monika Devi	Office Executive	7338116333	
27	Ms Pooja H	Office Executive	6364228859	Goja
28	Mr Rajesh H R	Asst. Registrar	9916581752	
29	Mr Raveendra Hanapur	Asst. Office Executive	8095528204	" Ped
30	Ms Remya	Office Executive	9632459928	Remite
31	Ms Roopa J M	Sr. Office Executive	9844559648	Loom
32	Mr Sandesh S U	Office Executive	9686674546	Caro
33	Ms Sangeetha	Office Executive	8861092221	triv

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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	Britis			
69	Ms. Ranjana	HR - Executive	9844231639	1.1			
70	Ms. Manjula Jadhav	Secretary	7829509109	Mhad			
71	Ms. Anadeshwari	Secretary	7406142167	79 7			

Dean- QASDC

Dr Sanjeev Sharma
Professor and Dean - QASDC
Hew Horizon College of Engineering
Ring Road, Bellandur Post,
F. Sharts - 580, 103

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DENTO		DESIGNATION	MOBILE NO	SIGNATURE			
2)	MOHAN RAJIP	Lab Instructor					
3)	Shankaranan 1.1	limanian	9844808912	850			
(y)	Seetharamy-V	Lab Asst NHEL	9880266945				
(A)	Harshitha P	Jah SuffrentisEC	#676508213	The			
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Dr Sanjeev Sharma
Professor and Dean - QASDC
New Horizon College of Engineering
Ring Road, Bellandur Post,
Bengaluru – 560 103

Feedback:



Department of HR and Office of Dean-QASDC FEEDBACK FORM

We would like to seek your valuable feedback on the <u>DATA MANAGEMENT AND EXCEL CERTIFICATE</u> training that you have just attended on the <u>17th of December 2022</u>. 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.

PARAMETERS	1	2	3	4	5
. The major intended purpose of the workshop was met.					\square
. There was clarity in the content					\\ \\ \
. My understanding of the concepts were clear					
. The content was appropriately presented					
i. The plans outlined for implementation and follow-up were carried out as scheduled.					M
Adequate time and structure were provided for question and answer session					V
7. The presenter's communication ability enhanced the quality of the session					Y
 Active involvement of all participants was encouraged and valued 					P
 The answers the facilitator gave to the participant's questions was clear and to the point 					
 This workshop has given me insights about my current skill levels 					□ ¹
 Application of the learning's from the work shop to the work setting would be easy for me. 					□"
This workshop learning is applicable in real situations. This workshop will enhance my effectiveness in the					₽
workplace. On a scale of 1-3, (1- Disagree, 2- Don't know, 3- Agree)					
14. I was satisfied with the administration arrangements: © Venue © Timing of the session © Seating arrangements	0000			,	



Department of HR and Office of Dean-QASDC FEEDBACK FORM

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 Active involvement of all participants was encouraged and valued 					4
 The answers the facilitator gave to the participant's questions was clear and to the point 					
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14. I was satisfied with the administration arrangements: o Venue o Timing of the session o Seating arrangements o Refreshments			यववव		
Your suggestion to improve such sessions? Some M. Any Additional Comments.	D#S(clane	3 26	g.ce.s.r.	Thank You!!!

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.

