



Govt. Nirbhay Singh Patel Science College, Indore

ONE-WEEK SHORT TERM TRAINING PROGRAMME On Fundamentals of MS Office: With Hands-On Session for Faculty and Supporting Staff (19th – 23rd December 2022)

Report

A one-week training programme on “**Fundamentals of MS Office: With Hands-On Session**” was organised under the aegis of Department of Computer and IQAC for the teaching and non-teaching staff members to optimise the efficiency of the staff and create a tech savvy environment in the institute.

PROGRAM COVERAGE
All session will be hands-on live training

Day 1 (19/12/2022):
• Basic - MS PowerPoint - (3:00 pm- 4:00 pm)
• Advance - MS PowerPoint- (4:00 pm- 5:00 pm)

Day 2 (20/12/2022):
• Basic - MS Excel - (3:00 pm- 4:00 pm)
• Advance - MS Excel - (4:00 pm- 5:00 pm)

Day 3 (21/12/2022):
• Basic - MS Word- (3:00 pm- 4:00 pm)
• Advance - MS Word- (4:00 pm- 5:00 pm)

Day 4 (22/12/2022):
• Basic - Google Drive - (3:00 pm- 4:00 pm)
• Advance - Google Drive - (4:00 pm- 5:00 pm)

Day 5 (23/12/2022):
• Basic and advance topics - Google Classroom - (3:00 pm- 4:00 pm)
• Valedictory Session - (4:00 pm - 5:00 pm)

Chief Patron
Dr. Kiran Bala Saluja
Additional Director, Department of Higher Education, Govt. of M.P.

Shri. Narendra Strohya
President, Jan Bhagdan Samiti, GNSPSC, Indore

Patron
Dr. Madhu Tiwari
Principal

Advisory Board
Dr. R. K. Dixit
Dr. Manoj Khare
Dr. Prihi Bhatt
Dr. Sanchita Shrivastav
Dr. Kirati Tiwari
Dr. Anjula Poras
Dr. Vikas Koshik
Dr. Nidhibala Jain

Convener
Dr. Sanjay Jain

Organizing Secretary
Dr. Shobha Chaturvedi

Organizing Committee
Prof. Kalpana Sonwane
Prof. Swati Joshi
Prof. Deepika Jain
Prof. Pooja Guljarwa
Prof. Bhoopendra Singh
Prof. Deepak Yadav

RESOURCE PERSONS:

- DR. SAGAR SEN
- DR. DEVENDRA PARMAR
- PROF. VIKAS SHARMA
- PROF. DEVENDRA PAWAR

ABOUT PROGRAM
Microsoft Office helps simplify basic office tasks and improve work productivity. Each application is designed to address specific tasks, such as word processing, data management, making presentations and organizing emails. The objective of the programme is to impart awareness of the advanced options existing in MS Word & Excel & Power Point and how to fully realize the usefulness of those advanced options

CONTACT US
Govt. Nirbhay Singh Patel Science College
Indore, MP, India
Phone Number: 86260-8260, 94250-70036
Email: gnspsc@gmail.com
Website: www.gnspsc.ac.in
Register: <https://forms.gle/SX1Gn0Wp5K7Hs7>

A ONE-WEEK SHORT TERM TRAINING PROGRAMME
19th - 23rd December 2022
on
Fundamentals of MS Office: With Hands-On Session for Faculty and Supporting Staff

This one-week FDP has received very good response from the various educational institutes. Total number of registered participants is 70 from different states of India. The program was organised in blended mode viz online and offline. Complete teaching and non-teaching staff as well as many other participants from various parts of India have taken part in this training program, belonging different educational institutes viz.:

1. Mic college of technology, Kanchikacherla
2. SRMIST, Chennai
3. Andhra university, Vizag
4. DVR& Dr HS MIC College of Technology, Vijayawada
5. Govt girls college, katni
6. Apcon India, Katni
7. Mekalsuta college, Dindori
8. Govt. M. H. College of H. Sc. and Science for Women, Jabalpur (M.P)
9. Govt. Nirbhay Singh Patel science college, Indore
10. SMS Govt. Model Science College Gwalior
11. Govt PG College, Neemuch
12. PIEMR, Indore
13. Govt (Model, Autonomous) Holkar Science College, Indore
14. Government Science College, Jabalpur
15. Govt. M.L.B. Girls P.G. College Indore
16. Aps University Rewa MP, Rewa
17. Government Adarsh College, Jhabua
18. Government Girls College, Mandsaur
19. Government degree college, Prithvipur
20. Christian Eminent College, Indore
21. Govt. P. G. College, Guna
22. Bhagat Singh Govt PG College, Jaora, Dist Ratlam

23. Govt College, Patharia Damoh

24. Govt.College, Lanji, Balaghat (MP)

Registrations_Fundamentals of MS Office - Excel (Product Activation Failed)										
File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do										
B3 Ms.										
	A	B	C	D	E	F	G	H	I	
1	Timestamp	Title	Full Name	Designation	University / College / Ir City	State	Country		Email ID:	Please
2	12-17-2022 17:50:54	Dr.	Vikas Kaushik	Sports officer	Government Nirbhay S Indore	MADHYA PRADESH	India		vikas19681968@gmail	Yes
3	12-17-2022 17:51:19	Ms.	Ayushi goyal	LDC	Gov nirbhay singh pat Indore	Madhya Pradesh	India		Ayushi23goyal29@gmail	Yes
4	12-17-2022 17:58:48	Ms.	Anchala Mishra	Computer Operator	Govt. Nirbhay Singh pa Indore	M.P.	India		anchalamishra859@gmail	Yes
5	12-17-2022 18:21:54	Prof.	Kalpna Sonawane	Guest Faculty	Govt. Nirbhay Singh P Indore	Madhya Pradesh	India		KalpnaSonawane150	Yes
6	12-17-2022 18:27:12	Prof.	Rupali bhamoliua	Guest faculty	Gov. Nirbhay singh pat Indore	Mp	India		gehlotrupali23@gmail	Yes
7	12-17-2022 19:36:30	Prof. (Dr.)	Shobha Chaturvedi	Associate professor	Govt. Nirbhay Singh Pa Indore	Madhya Pradesh	Indore		shobha_chaturvedi@y	Yes
8	12-17-2022 20:15:31	Prof.	Indubala sharma	Librarian	Govt nirbhayasingh pat Indore	Madhya Pradesh	India		indu.16sharma@gmail	Yes
9	12-17-2022 20:30:43	Mr.	Gopal Koushal	Lab Technician	Govt. Nirbhay singh pa Indore	Madhya pradesh	India		torpedo1503@gmail	Yes
10	12-17-2022 22:22:53	Prof.	Kusum Nanoriya	Professor	Govt Nirbhay Singh Pa INDORE	MADHYA PRADESH	INDIA		kusumnaniya@gmail	Yes
11	12-18-2022 16:24:25	Dr.	Ankita Mishra	Assistant Professor	Govt Motilal Vigyan M:Bhopal	Madhya Pradesh	India		ankitac17@gmail	Yes
12	12-18-2022 16:49:37	Prof. (Dr.)	Kirti Tiwari Dube	Asstt. Prof.	College Indore	Madhya Pradesh	India		dube10kirti@gmail	Yes
13	12-18-2022 16:52:39	Dr.	Kirti Tiwari Dube	Asstt. Prof.	College Indore	Madhya Pradesh	India		dube10kirti@gmail	Yes
14	12-18-2022 17:02:36	Dr.	Anjula Poras	Associate professor	Govt. Nirbhay Singh Pa Indore	Madhya Pradesh	India		anjulaporas@gmail	Yes
15	12-18-2022 18:31:15	Prof.	Jyoti Jaiswal	Assistant Professor	Govt. Nirbhay Singh P Indore	M.P.	India		jjyotijaiswal300@gmail	Yes
16	12-18-2022 21:48:46	Dr.	G sai chaitanya Kuma	Associate Professor	DVR& DR.HS MIC Coll VUJAYAWADA	ANDHRA PRADESH	India		sajintuhphd@gmail	Yes
17	12-18-2022 21:52:41	Mr.	Praveen Gupta	Assistant professor	ITM UNIVERSITY GW.Gwalior	MADHYA PRADESH	India		Praveengupta.cse@itm	Yes
18	12-18-2022 21:59:24	Mr.	Jayant mishra	Guest Faculty	Govt madhav science Ujjain	Madhya pradesh	India		jayant0410@rediffmail	Yes
19	12-18-2022 22:25:47	Prof.	Raviprakash Joshi	Guest Faculty	Swami Vivekanand Go Ratlam	MADHYA PRADESH	India		joshi.raviprakash98@gmail	Yes
20	12-18-2022 22:26:51	Ms.	Archana Joshi	Guest Faculty	Govt college Ratlam Ratlam	Madhya Pradesh	India		joshi.raviprakash98@gmail	Yes
21	12-18-2022 22:27:02	Dr.	Ankita Mishra	Assistant Professor	Govt. M. V. M. College Bhopal	MADHYA PRADESH	INDIA		ankitac17@gmail	Yes
22	12-18-2022 22:36:33	Ms.	Aarti Chouksey	Faculty	Govt. M. H. College jal jalbalpur	madhya pradesh	india		aartichouksey5	Yes
23	12-18-2022 22:38:47	Ms.	Aarti Chouksey	Faculty	Govt. M. H. College jal jalbalpur	madhya pradesh	india		aartichouksey5@gmail	Yes
24	12-18-2022 22:46:37	Ms.	Bhanita mazumdar	Subject teacher(assan	kumar bhaskar varma Nalbari	Assam	India		bhanitamazumdar55@gmail	Yes
25	12-18-2022 22:52:41	Ms.	MAYA HANOTIA	Alithi kanyalay sahaya	Govt.nirbhay singh pa Indore	Madhya pradesh	India		Mayahantotia2009@gmail	Yes
26	12-18-2022 23:05:48	Dr.	Ramyadevi	Assistant professor	SRMIST Chennai	Tamilnadu	India		ramyadeviresearch@gmail	Yes
27	12-18-2022 23:11:14	Dr.	Krishna Kumar Nagwa	Guest faculty	Swami Vivekanand Go Narsinghpur	Madhya Pradesh	Bharat		kknag1c@gmail	Yes
28	12-18-2022 23:13:14	Ms.	Suchitra sadaphale	Computer operator	Govt. nirbhay Singh P Indore	Mp	Indian		suchitaom@gmail	Yes
29	12-18-2022 23:15:33	Dr.	Krishna Kumar Nagwa	Guest faculty	Swami Vivekanand Go Narsinghpur	Madhya Pradesh	Bharat		kknag1c@gmail	Yes
30	12-18-2022 23:45:52	Dr.	G. Sriram	Assist professor	Andhra university Vizag	Andhrapradesh	India		ram.gopalam@gmail	Yes
31	12-19-2022 0:04:38	Mr.	Ravi Pawar	Guest Faculty (Compu	Rajmata Scindia Govt. Chhindwara	Madhya Pradesh	India		aravipawar@gmail	Yes
32	12-19-2022 5:49:02	Mr.	Srawan Nath	Assistant Professor	JECRC University Jaipur	Rajasthan	India		srawan.nath@jecrc	Yes
33	12-19-2022 6:01:43	Ms.	Kiranmai MVSV	Assistant Professor	C CSE Dept, UCEK, JNTU Kakinada	Andhra Pradesh	India		mallikiran@gmail	Yes
34	12-19-2022 7:54:12	Ms.	Pooja Gulganwa	Guest Faculty	Govt. Nirbhay Singh P Indore	Madhya Pradesh	India		Poojagulganwa410@gmail	Yes
35	12-19-2022 8:11:08	Mr.	Bhoopendra Singh	Guest Faculty	Govt. Nirbhay Singh P Indore	MP	India		bhoopendrasingh2013@gmail	Yes
36	12-19-2022 8:20:54	Ms.	Anuja Dakre	Asst prof	Govt Nirbhay Singh P Indore	MP	India		gnpspcphysics@gmail	Yes
37	12-19-2022 8:30:30	Mr.	Viaav Mahiva	Office A	Govt Nirbhay Singh Pa Indore City	Madhya Pradesh	India		viaavmahiva1985@gmail	Yes

Registrations_Fundamentals of MS Office - Excel (Product Activation Failed)										
File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do										
B3 Ms.										
	A	B	C	D	E	F	G	H	I	
1	Timestamp	Title	Full Name	Designation	University / College / Ir City	State	Country		Email ID:	Please
38	12-19-2022 9:02:47	Dr.	NEETU SHARMA	ASSISTANT PROFES	GOVT. MOTILAL VIG BHPAL	MADHYA PRADESH	India		neetu.vishu@gmail	Yes
39	12-19-2022 9:25:51	Dr.	Kirti Dube	Asstt Prof.	College Indore	Madhya Pradesh	India		dube10kirti@gmail	Yes
40	12-19-2022 9:26:24	Dr.	Sriram Gopalam	assistant professor	Andhra university vizag	Andhra Pradesh	India		ram.gopalam@gmail	Yes
41	12-19-2022 9:38:21	Prof. (Dr.)	Sanjay jain	Professor	GOVT. N.S.P.SCIENC INDORE	Madhya Pradesh	India		prof.sanjay64@gmail	Yes
42	12-19-2022 10:02:16	Ms.	Twinkle Solanki	Assistant Professor	Govt. Nirbhay Singh P Indore	Madhya Pradesh	India		twinklesolanki611@gmail	Yes
43	12-19-2022 10:30:10	Prof.	Suresh Jat	Guest Faculty	Government College S Agar Malwa	Madhyapradesh	India		sureshjat.cs@gmail	Yes
44	12-19-2022 11:43:02	Dr.	DR. NIDHI BALA JAIN	ASSISTANT PROFES	Govt. N S P Sc. Coll Indore	Madhya Pradesh	India		nidhi.bjain@gmail	Yes
45	12-19-2022 11:46:31	Mr.	Pankaj Mahiya	Lab Technician	Govt Nirbhay Singh Pa Indore	Madhya Pradesh	India		pankajmahiya2@gmail	Yes
46	12-19-2022 11:57:51	Mr.	Deepak Kumar Malak	Assistant professor	Govt Degree college TITIMARNI	MP	India		malakardeepak80@gmail	Yes
47	12-19-2022 12:23:11	Dr.	Sharda Singh	Assistant Professor	Govt Nirbhay Singh Pa INDORE	Madhya Prad	Madhya Pradesh		sharda.singh408@gmail	Yes
48	12-19-2022 12:24:13	Dr.	Dr. Suresh sarothiya	Assistant professor	Go.Nirbhay Singh pat Indore	M.p	India		sureshsarothiya@gmail	Yes
49	12-19-2022 12:36:53	Dr.	Madhu Tiwari	Professor	Govt Nirbhay Singh C Indore	MADHYA PRADESH	India		madhu26938@gmail	Yes
50	12-19-2022 13:02:07	Ms.	Swati Joshi	Guest Faculty	Govt. Nirbhay Singh P Indore	Madhya Pradesh	India		gnpspcswati0910@gmail	Yes
51	12-19-2022 13:31:49	Ms.	KALPANA GOUR	Faculty	Govt. M.H. College of Jabalpur	Madhya Pradesh	India		2020startwinkle@gmail	Yes
52	12-19-2022 13:46:58	Mr.	Ajay Joshi	Lab Attendant	Govt Nirbhay Singh Pa Indore	Madhya Pradesh	India		ajayjoshi369@gmail	Yes
53	12-19-2022 14:16:05	Mr.	Amit bhalse	Lab Technician	Govt. nirbhay singh pa Indore	M. P	India		amitbhalse15dec@gmail	Yes
54	12-19-2022 14:22:13	Ms.	Vandana panwar	Staff	Gnpspc Indore	M.P.	India		vpanwar1994@gmail	Yes
55	12-19-2022 14:33:12	Dr.	Vikas Kaushik	Sports officer	Government Nirbhay S Indore	MADHYA PRADESH	India		vikas19681968@gmail	Yes
56	12-19-2022 14:36:13	Prof.	Rupali bhamoliya	Guest faculty	Gov nirbhay singh pat Indore	M.p.	India		gehlotrupali23@gmail	Yes
57	12-19-2022 14:44:56	Mr.	Ritesh Verma	Lab attende	Govt.nirbhay singh pa Indore	M.p	India		Vermantesh1967@gmail	Yes
58	12-19-2022 14:47:50	Prof. (Dr.)	Dr Manoj Khare	Professor	GNSPSC Indore	M P	India		manojkhare54@gmail	Yes
59	12-19-2022 14:53:44	Dr.	Nayma Siddiqui	Assistant Professor	Govt. Nirbhay Singh P Indore	Madhya Pradesh	India		nayma.sid@gmail	Yes
60	12-19-2022 15:28:05	Dr.	Mahendra Singh Tadw	Assistant Professor	Government Degree Ci Timarni	Madhya Pradesh	India		mahendrasinghtadwal	Yes
61	12-19-2022 15:45:18	Prof.	Anup Chaturvedi	Assistant Professor	Indore Indore	Madhya Pradesh	India		anupchaturvedi2@gmail	Yes
62	12-19-2022 15:49:14	Dr.	Sanchita shrivastava	Associate professor	Govt nirbhay Singh Pa Indore	M.P.	India		proshrivastava24@gmail	Yes
63	12-19-2022 15:51:54	Ms.	Priyanka vishwakarma	Faculty	Govt. M.h. college Jabalpur	M.P	India		Priyankavishwa505@gmail	Yes
64	12-19-2022 15:53:11	Ms.	Pragati patel	Faculty	Govt mh college Jabalpur	Madhyapradesh	India		pragatipatel.dec@gmail	Yes
65	12-20-2022 14:51:45	Prof.	Rani Puranik	Visiting faculty	Govt Nirbhay Singh Pa Indore	M.P.	India		puranikrani@gmail	Yes
66	12-20-2022 14:51:56	Ms.	Priya Jat	Lab technician	Govt nirbhay singh pat Indore	Mp	India		priyajat160@gmail	Yes
67	12-21-2022 23:36:52	Ms.	Renu Tiwari	Faculty	DAVV INDORE	MADHYA PRADESH	India		renudivedi689@gmail	Yes
68	12-22-2022 21:51:11	Mr.	Sunil Kumar Sharma	Faculty of Computer S	Govt.College Piprai (A:Piprai (Ashoknagar)	M.P.	India		drsunkumar308@gmail	Yes
69	12-22-2022 22:32:25	Ms.	SONIYA KASHYAP	Guest faculty	Govt girls college kati Katni	Madhya Pradesh	India		Soniya84ktn@gmail	Yes
70	12-23-2022 16:17:57	Prof.	Deepika	Pro deepika jain	Govt.nirbhay Singh Pa Indore	MP	India		deepj124@gmail	Yes
71	12-29-2022 21:08:53	Ms.	R Nithya Devi	Mathematics Teacher	Sri Chaitanya Techno Mangalore	Karnataka	India		nithya.thams@gmail	Yes

On the inaugural day of the event Prof. Sagar Sen has taken sessions on the topic - PowerPoint and Animation.

On the 2nd day Dr. Dipti Chouhan and Dr. Jay Jain took sessions on the topic - Excel and Word.



Inauguration Function preceded by first session by subject expert Dr. Sagar Sen



Training in session (Offline Participants)



Group photo of Principal, Invited Expert, Convener and all staff members

On the third day Prof. Devendra Pawar and Prof. Vikas Sharma had sessions on the topic - Advanced features of Ms EXcel.



S.no	Name	Roll No	Maths	Science	Hindi	Total	Percentage	Ranking
1	AAA	101	49	48	48	145	96.67	1
2	BBB	102	34	43	44	121	80.67	2
3	CCC	103	41	28	30	99	66.00	3
4	DDD	104	21	46	49	116	77.33	4
5	EEE	105	24	28	29	81	54.00	5
6	AAA	106	42	21	27	90	60.00	6
7	BBB	107	29	49	25	103	68.67	7
8	CCC	108	45	48	22	115	76.67	8
9	DDD	109	22	37	35	94	62.67	9
10	EEE	110	28	49	39	116	77.33	10
11	AAA	111	33	20	39	92	61.33	11
12	BBB	112	43	35	33	111	74.00	12
13	CCC	113	27	21	21	69	46.00	13

Blended mode viz online and offline

On the fourth day Dr. Dilip Gupta and Dr. Piyush Choudhary took sessions on the topic - Advanced Feature and Animation in PowerPoint.

On the fifth day Dr. Neha Gupta has taken the session on the topic - Advanced Features of MS Word, Outlook and Teams.

The certificates were issued to all registered participants after submission of feedback by them. This one-week FDP has received very good response from the all participants of various educational institutes.

