



DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Hands on Training “Office Automation” for School Students

Date: 04.06.2021 & 05.06.2021

Program Details:

A two day Online Hands on Training on the topic “Office Automation” was organized by the Department of Electrical and Electronics Engineering, Ramco Institute of Technology, Rajapalayam for school students. The main objective of this course is to create and educate the importance of MS Office and Photoshop study among the student community. The faculty members Dr. K. Karthikeyan, ASP/EEE, Mr. E. Thangam, AP(SG)/EEE and Ms. S. Sharmila Kumari, AP/EEEE from Department of Electrical and Electronics Engineering were handled all the sessions on various topics which are related to MS Office and Photoshop. The total no. of participants registered was 122 out of which 19 students studying +2, 23 students studying +1, 15 students studying 10th, and 65 participants were pursuing 7th, 8th, 9th, and diploma. The entire course was divided into two days of four sessions each. Students were requested to watch the recorded video lectures which were sent to them through Whatsapp and quiz was conducted at the end of each day. All the sessions were interactive where students raised their doubts and a precise explanation was given by the faculty members. The overall feedback of the program was good and participants told that they enjoyed the course thoroughly and were eagerly looking forward to participating in similar programs in the future. Finally, the participants were distributed with the certificates.

Participant Details:

Total no. of participant registered: **122**

- No. of +2 participant registered: 19
- No. of +1 participant registered: 23
- No. of 10th Participant registered: 15
- No. of other participant registered: 65 (VII, VIII, IX, Diploma students)

Resource Person Details:

<i>Date</i>	<i>Time</i>	<i>Content</i>	<i>Resource Person</i>
04.06.2021	11.00 AM to 12.30 PM	MS Excel Basics – Tutorial <i>Excel Basics - Part -</i> <i>I: https://youtu.be/KA5il9vHVSs</i> <i>Excel Basics - Part -</i> <i>II: https://youtu.be/IKMHWJDRUc</i> <i>Excel Basics - Part -</i> <i>III: https://youtu.be/-2Pt5TSRIB4</i>	Dr. K. Karthikeyan, ASP- EEE

		<i>Excel Basics - Part - IV: https://youtu.be/MJjainZ28uQ</i>	
	2.00 PM to 04.00 PM	MS Word and Presentation Basics – Tutorial https://youtu.be/PjoAq09RN00	Ms. S. Sharmila Kumari AP- EEE
05.06.2021	11.00 AM to 01.00 PM	Adobe Photoshop Basics-Tutorial <i>Adobe photoshop Basics Tutorial - Part I</i> https://youtu.be/EGniw5EYugQ <i>Adobe Photoshop Basics- Tutorial - Part II</i> https://youtu.be/qNdfQyh6v2Q	Mr. E. Thangam AP(SG)- EEE
	3.00PM to 3.30PM	Online Quiz – MS Office and Adobe Photoshop	Dr. K. Karthikeyan, ASP-EEE Ms. S. Sharmila Kumari AP-EEE Mr. E. Thangam AP(SG)- EEE

Online Quiz Assessment Link:

Online quiz link: <https://forms.gle/wxuTiyjbAPkCFr7i7>

Brochure Template:

RAMCO INSTITUTE OF TECHNOLOGY RAJAPALAYAM

Approved by AICTE, New Delhi & Affiliated by Anna University
Accredited by NAAC & An ISO 9001:2015 Certified Institute

Department of Electrical and Electronics Engineering
Organizing
Hands on Training "Office Automation"

Admission Open

TNEA CODE 4678

04 & 05 JUNE 2021

Free Registration
Register Now
Link: <https://forms.gle/g11vJNEyyXrALLUV6>

E-certificate will be provided
9003457185
8903496654
hodeee@ritrjpm.ac.in

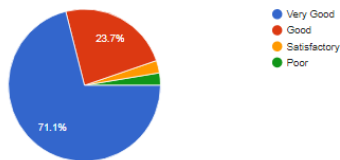
Co-ordinators: Dr. K. Karthikeyan, ASP/EEE, Mr. E. Thangam, AP(SG)/EEE, Ms. S. Sharmila Kumari, AP/EEE
Convener: Dr. S. Kannan, Professor & Head
Patron: Dr. S. Rajakarunakaran, Vice Principal
Chief Patron: Dr. L. Ganesan, Principal

Certificate Template:

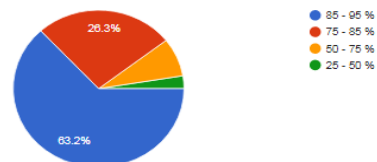


Feedback Report:

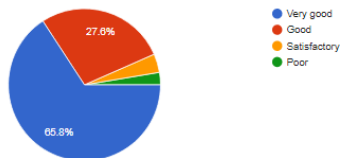
How do you feel about the programme / course content?
 76 responses



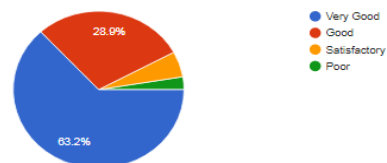
To what extent you have improved your knowledge / skills after attending the programme?
 76 responses



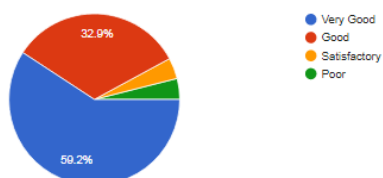
How do you rate the lecture sessions / presentations?
 76 responses



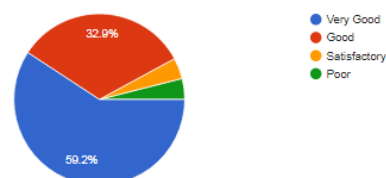
How do you rate the timely communication in all aspects of the programme? (if relevant)
 76 responses



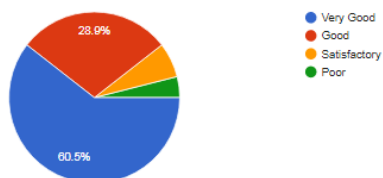
How do you rate the quality of course material given to you?
 76 responses



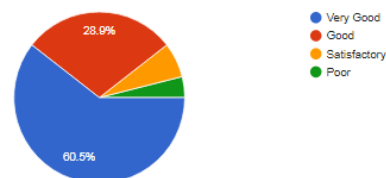
How do you rate the quality of course material given to you?
 76 responses



How do you rate the usefulness of programme in improving your skills?
 76 responses



How do you rate the usefulness of programme in improving your skills?
 76 responses



Co-ordinators

Dr.K.Karthikeyan
 ASP-EEE
 Mr. E. Thangam
 AP(SG)-EEE
 Ms.S.Sharmila Kumari
 AP-EEE

Convener

Dr. S. Kannan
 HoD-EEE

Patron

Dr. S. Rajakarunakaran
 Vice-principal – RIT

Chief Patron

Dr. L. Ganesan
 Principal – RIT