ABOUT INSTITUTION:

Global Institute of Engineering and Technology, Hyderabad, Telangana is affiliated to JNTUH & approved by AICTE. GIET was established in the year 2006 with a vision To produce technologically skilled Engineers of world class competency to address global challenges. GIET nurtures and supports a unique system of education structure on values and combines the tenets of the academic excellence with corporate professionalism. The primary objective at Global Institute of Engineering and Technology is to impart quality education which leads to quality living. Located at Moinabad, the sprawling campus spread over 28 acres of lush greenery creates the most conducive environment for education. GIET offers undergraduate programmes in ECE, EEE, CSE, CE, ME, AI & ML* and postgraduate programmes Embedded Systems & Structural Engineering.

The system of education at Global Institute of Engineering & Technology grooms the students to rise into professionals and leaders of high academic caliber with unblemished character. Dedicated, experienced and qualified faculty help in honing the skills of students at early level of their learning.

ABOUT THE DEPARTMENT:

The Department has the necessary infrastructural facilities required for imparting high-quality education and the department is fully structured to meet the contemporary needs of the industry. Imparting high-quality education is supported by well qualified and experienced faculty; further support is extended by technically skilled and competent programmers. Seminars, Workshops and Technical Symposia are conducted in the department to keep faculty and students updated with the latest developments in various technologies. The students in the department are moulded into competent software professionals, to face the challenges of the IT sector.

ABOUT THE FDP:

Advanced. Understanding how to use OneNote and InfoPath are considered advanced skills for Microsoft Office, as is creating databases in Access. Customizing animated presentations in PowerPoint is considered advanced, as is using Excel for custom financial forms or tracking changes between shared documents in Word.Depending on various methods and technologies from the intersection of machine learning, database management, and statistics, professionals in data mining have devoted their careers to better understanding how to process and make conclusions from the huge amount of data, but what are the methods they use to make it happen?

TOPICS TO BE COVERED:

- Creating spreadsheet Creating tables
- Creating pivot tables
- Running and creating macros
- Data analysis
- Data visualization
- Validating data
- Creating documents
- Managing tables of content
- Preparing documents for print
- Proofreading and editing copy
- Creating slideshows
- Embedding video and images

Below are the means to help you with your self-reflection, self-verification:

1. **Attendance:** This FDP Course will be on Hands on. Participation in all the sessions is desirable to get all the proposals being put forth.

2. **Assignments:** There will be session wise Assignments which need to be submitted.

3. **Certificate:** It will be issued at the end of the Course.

4. **Feedback:** It should be submitted on the Last day

ORGANIZING COMMITTEE:

Chief Patron:

Mr.K.M.Arifuddin
B.A. LLM
Secretary MEWS

Patrons:
1. Mr.K.M.Minhajuddin
MBA
Director-GPC
2. Mr. K M Fasihuddin,
M.Tech
Deputy Director GPC

Co-Patrons:
1. Prof. Ravindra Tiwari,
Ph.D
Dean-GPC
2. Prof.VVVS.Murthy,
Ph.D
Principal GIET
3. Mr.G.Ahmed Zeeshan
BE., M.Tech., (Ph.D)., LMISTE
Co ordinator IQAC

Coordinator: Mr. Teja Goud
Asst.Prof, Dept of CSE

Committee Members:
1. Dr. Venkata Naga Ramesh — Prof, Dept. of CSE
2. Mr. Syed Mazharuddin — Assoc.Prof, Head Dept. of CSE
3. Mrs.Lakshmi Lavanya Tumu — Assoc.Prof, Dept.of CSE
4. Ms.Noore Ilahi — Asst.Prof,Dept of CSE
5. Mrs.Rayees Fathima — Asst.Prof,Dept of CSE
6. Mr.Mohd.Sirajuddin — Asst.Prof,Dept of CSE
7. Mr. Teja Goud — Asst. Prof,Dept. of CSE
8. Mr. Monachary — Asst.Prof, Dept. of CSE
9. Mr. G.M.Subhani — Asst.Prof, Dept. of CSE
10. Ms. Rishitha — Asst.Prof, Dept. of CSE
11. Mr.Y.Maheshwar Reddy — Asst.Prof, Dept. of CSE
12. Ms. G.Mounika — Asst.Prof, Dept. of CSE
13. Mrs. N.Tulasi — Asst.Prof, Dept. of CSE
14. Mr.Ch.Vijaya Lakshmi — Asst.Prof, Dept. of CSE
15. Mrs. M.Shirisha — Asst.Prof, Dept. of CSE
16. Mrs.Shefali singh — Asst.Prof,Dept of CSE

How to Apply:

Interested teaching faculty are required to fill Registration Form it is available with the Coordinator.

**Registration should be done on or before
03/12/2017**
Limited Registrations First Come First Serve
Note: There is no registration fee for FDP.

Office Advance Skills
On Microsoft Office

WHO SHOULD ATTEND?

The program is designed for Non-Teaching Faculty working in Institutions offering Technical Education.

For any query regarding this programme, please contact the following persons.

Ms.Teja Goud,
Coordinator
Assistant Professor, Dept. of CSE
GIET, Hyderabad
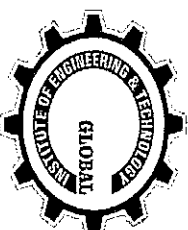Mobile: +91 9162730567
Email: iqac.giet.u6@gmail.com

Mrs. M. Shirisha
Assistant Professor, Dept. of CSE
GIET ,Hyderabad
Mobile: +91 6303966928

GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY

A One Week Faculty Development Programme
On
"Advanced Microsoft Office Skills: With Hands-On Session for Supporting Staff"
(04th -09th Dec 2017)

Organized by
**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY**
(Approved by AICTE & Affiliated to JNTUH)
Recognized under section 2(f) of UGC Act 1956
An ISO 9001:2015 Certified Institution
Chilkur (V), Moinabad (M), RR Dist - TS
Phone No: +91-9985-359-601
+91-879-010-1015 , +91 99592 50205
E-mail: principal.giet.u6@gmail.com

GLOBAL INSTITUTE OF ENGINEERING &TECHNOLOGY
(Approved by AICTE & Affiliated to JNTUH)
Survey No. 179, Chilkur (V), Moinabad (M), Ranga Reddy Dist. TS.
Phone: 8790101015 / 9985096961
e-mail: principal.giet.u6@gmail.com

JNTUH Code(U6)   CIVIL – CSE – MECH – ECE – EEE – MBA – M.Tech.   EAMCET Code– GLOB

Department of Computer Science and Engineering

Mr.Syed Mazharuddin
B.Tech.,M.Tech.,(PhD)
Assistant Professor & Head

Lr.No: CSE/STAFF/FDP-AMSSS/2017/11/01

Date: 21/11/2017

To

The Principal
GIET

Sir,
   Sub: Hosting a One Week Faculty Development Programme on Advanced Microsoft skills for Supporting
Staff – Reg.

The Department of Computer Science Engineering is planning to host a One Week Faculty Development
Programme on **Advanced Microsoft office skills for supporting staff: With Hands-On Session for
Supporting Staff** from 04/12/2017 to 09/12/2017 in Room No. 65.

Kindly accord approval so as to make necessary arrangements for hosting a One Week Faculty Development
Programme on Advanced Microsoft skills for Supporting Staff.

      Thanking you.

OK
Permitted

HEAD
Department of Computer~~HEAD~~e & Eng
Global Institute of Engineering & Technolo
Chilkur (V)., Moinabad (M)., R.R. Dist.T.S.-5015

GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Mr.Syed Mazharuddin
B.Tech.,M.Tech.,(PhD)
Assistant Professor & Head

Date: 23/11/2017

Circular

The Department of Computer Science and Engineering is hosting a One Week Faculty Development Programme on **"Advanced Microsoft office skills for supporting staff: With Hands-On Session for Supporting Staff"** for the Faculty in Room No. 65 from 04th Dec - 09th Dec 2017. All the Faculty are hereby informed to register for the course on or before 04th Dec 2017. The Coordinator for the course is Mr.Teja Goud Assistant Professor and Department of CSE.

HEAD
Department of Computer Science & Engg.
Global Institute of Engineering & Technology
Chilkur (V)., Moinabad (M)., R.R. Dist.T.S.-501504

Cc to:
Principal
Mentors
Training & Placement Cell
Notice board
File

GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY

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Survey No. 179, Chilkur (V), Moinabad (M), Ranga Reddy Dist. TS.
Phone: 08417-252233 / 253021
e-mail: principal.giet.u6@gmail.com

JNTUH Code(U6)   CIVIL – CSE – MECH – ECE – EEE – MBA – M.Tech.   EAMCET Code– GLOB

DEPARTMENT OF COMPUTER SCIENCEAND ENGINEERING
A One WeekFDP
On
Advanced Microsoft Office Skills : With Hands on Session for Supporting Staff
(04th-09th Dec,2017)
PROGRAMME SCHEDULE

	TIME	SESSION	SPEAKER
Day 1	02:00 PM - 03:00 PM	Inaguration	Mr. Syed Mazharuddin, Associate Professor CSE Dept,Head,GIET
	03:00 PM - 04:00 PM	Advanced Concepts of MS Word	Mr.K.Monachary Assistant Professor CSE Dept,GIET
	TIME	SESSION	SPEAKER
Day 2	02:00 PM - 04:00 PM	Basics of MS Excel	Ms.P.Rishitha Assistant Professor CSE Dept,GIET
	TIME	SESSION	SPEAKER
Day 3	02:00 PM - 4:00 PM	Advanced Concepts of MS Excel Part-1	Mr.G.Venkataraman Reddy Assistant Professor CSE Dept,GIET
	TIME	SESSION	SPEAKER
Day 4	02:00 PM - 4:00 PM	Advanced Concepts of MS Excel Part-2	Mr.N.Tulasi Assistant Professor CSE Dept,GIET
	TIME	SESSION	SPEAKER
Day 5	02:00 PM - 4:00 PM	Advanced Concepts of MS PowerPoint	Mr.G.Mounika Assistant Professor CSE Dept,GIET
	TIME	SESSION	SPEAKER
Day 6	02:00 PM - 4:00 PM	Document Automation using G Suite	Mr.K.Monachary Assistant Professor CSE Dept,GIET
	TIME	SESSION	SPEAKER
	04:00 PM -05:00 PM	Valedictory	

Teja
Coordinator
Mr.TejaGoud
Assistant Professor
Department of CSE

GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

A One Week Faculty Development Programme
On
Advanced Microsoft Office Skills: With Hands-On Session for Supporting Staff
(04th-09th Dec, 2017)
LIST OF PARTICIPANTS

S. NO	NAME OF THE PARTICIPANT	DESIGNATION
1	Mr. Syed Arif Hussain	Accountant
2	Mr. P. Suresh	A.O.
3	Mr. Shaik Abdul Jabbar	Office Asst.
4	Mr. Imran Khan	Accountant
5	Mr. Venkata Reddy . R	Librarian
6	Mr. Mahmood Ali	Office Asst.
7	Mr. Shaik Mohammed	R.O
8	Mr. Abdul Muqtadir	System Admin.
9	Mr. Khaja Moinuddin	Lab Asst.
10	Mr. Syed Asadullah Quadari	ECE Lab Asst.
11	Mr. Mohd Abdul Moyeed	CSE Lab Asst.
12	Mr. V. Sudhakar	MECH Lab Asst.
13	Mr. K. Priya Sagar	CSE Lab Asst.
14	Mr. K. Krishna	office Asst.
15	Mr. Mohammed Younus	Physical Director
16	Mr. M. Rajagopal	EEE Lab Asst.
17	Mr. G.Narsing Rao	Lab Asst. (Mech.)
18	Mr. K. Prashanth Kumar	Lab Asst. (Mech.)
19	Mr. J. Sainath	Exam Branch
20	Mr. G. Sai Ram	Lab Asst. (Civil）
21	Mr. MD. Sarfaraz	Lab Asst. (CIVIL)

Teja.
Coordinator
Mr. Teja Goud
Assistant Proffesor
Department of CSE

GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY
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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
A One Week Faculty Development Programme
On
"Advanced Microsoft Office Skills: With Hands-On Session for Supporting Staff"
(04th-09thDec, 2017)
REGISTRATION FORM
(Please Fill in CAPITAL LETTERS)

Name   : VENKAT REDDY. R

Designation   : LIBRARIAN

Department   : LIBRARY

E-mail   : venkatreddyravula7@gmail.com

Phone No   : 8008307080

Signature of Participant

For Office use only

Approved/ Not Approved

Signature of Coordinator

GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY
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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
A One Week Faculty Development Programme
On
"Advanced Microsoft Office Skills: With Hands-On Session for Supporting Staff"
(04th-09th Dec, 2017)
REGISTRATION FORM
(Please Fill in CAPITAL LETTERS)

Name   : Md. Mahamood Al.

Designation   : Office Asst.

Department   : Admin.

E-mail   : mahamadali078@gmail.com

Phone No   : 9603528526

Signature of Participant

For Office use only

Approved/ Not Approved

Signature of Coordinator

GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY

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Department of Computer Science and Engineering
A One Week Faculty Development Programme
on
"Advanced Microsoft Office Skills: With Hands-On Session for Supporting Staff"
(04th –19th Dec, 2017)

FACULTY ATTENDANCE SHEET

S.No	Name of the Participant	Designation	Signatures												
			Day-1 (04/05/2017)		Day-2 (05/05/2017)		Day-3 (06/05/2017)		Day-4 (07/05/2017)		Day-5 (08/05/2017)		Day-6 (09/05/2017)	
			FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
1	Mr. Syed Arif Hussain	Accountant												
2	Mr. P. Suresh	A.O.												
3	Mr. Shaik Abdul Jabbar	Office Asst.												
4	Mr. Imran Khan	Accountant												
5	Mr.R Venkata Reddy	Librarian												

Teja.
Coordinator

Head of the Department
Department of Computer Science & Engg.
Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M)., R.R. Dist.T.S.-501504

Principal
Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M)
R. R. Dist

GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY

Department of Computer Science and Engineering

A One Week Faculty Development Programme

on

"Advanced Microsoft Office Skills: With Hands-On Session for Supporting Staff"

(04th -19th Dec, 2017)

FACULTY ATTENDANCE SHEET

S.No	Name of the Participant	Designation	Signatures											
			Day-1 (04/05/2017)		Day-2 (05/05/2017)		Day-3 (06/05/2017)		Day-4 (07/05/2017)		Day-5 (08/05/2017)		Day-6 (09/05/2017)	
			FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
6	Mr. Mahmood Ali	Office Asst.												
7	Mr. Shaik Mohammed	R.O												
8	Mr. Abdul Muqtadir	System Admin.												
9	Mr. Khaja Moinuddin	Lab Asst.												

Coordinator

Head of the Department

Principal

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Department of Computer Science and Engineering
A One Week Faculty Development Programme
on

"Advanced Microsoft Office Skills: With Hands-On Session for Supporting Staff"
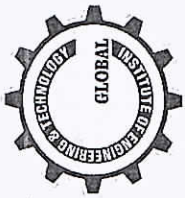
(04th -19th Dec, 2017)

FACULTY ATTENDANCE SHEET

S.No	Name of the Participant	Designation		Signatures											
				Day-1 (04/05/2017)		Day-2 (05/05/2017)		Day-3 (06/05/2017)		Day-4 (07/05/2017)		Day-5 (08/05/2017)		Day-6 (09/05/2017)	
				FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
10	Mr. Syed Asadullah Quadari	ECE	Lab Asst.												
11	Mr. Mohd Abdul Moyeed	CSE	Lab Asst.												
12	Mr. V. Sudhakar	MECH	Lab Asst.												
13	Mr. K. Priya Sagar	CSE	Lab Asst.												

Coordinator

Head of the Department

Department of Computer Science & Engg
Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M), R.R. Dist.T.S.-501504

Principal
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Department of Computer Science and Engineering

A One Week Faculty Development Programme

on

"Advanced Microsoft Office Skills: With Hands-On Session for Supporting Staff"

(14th -19th May, 2018)

FACULTY ATTENDANCE SHEET

S.No	Name of the Participant	Designation	Day-1 (04/12/2017) FN	Day-1 (04/12/2017) AN	Day-2 (05/12/2017) FN	Day-2 (05/12/2017) AN	Day-3 (06/12/2017) FN	Day-3 (06/12/2017) AN	Day-4 (07/12/2017) FN	Day-4 (07/12/2017) AN	Day-5 (08/12/2017) FN	Day-5 (08/12/2017) AN	Day-6 (09/12/2017) FN	Day-6 (09/12/2017) AN
14	Mr. K. Krishna	office Asst.	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*
15	Mr. Mohammed Younus	Physical Director	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*
16	Mr. M. Rajagopal	EEE Lab Asst.	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*
17	Mr. G.Narsing Rao	Lab Asst. (Mech.)	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*
18	Mr. K. Prashanth Kumar	Lab Asst. (Mech.)	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*	*sign*

Signatures

Coordinator

Head of the Department

Department of Computer Science & Engg.
Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M), R.R. Dist. TS.

Principal
Global Institute of Engg. & Tech
Chilkur (V), Moinabad (M)
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Department of Computer Science and Engineering

A One Week Faculty Development Programme

on

"Advanced Microsoft Office Skills: With Hands-On Session for Supporting Staff"

(14th –19th May, 2018)

FACULTY ATTENDANCE SHEET

S.No	Name of the Participant	Designation	Day-1 (04/12/2017)		Day-2 (05/12/2017)		Day-3 (06/12/2017)		Day-4 (07/12/2017)		Day-5 (08/12/2017)		Day-6 (09/12/2017)	
			FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
19	Mr. J. Sainath	Exam Branch												
20	Mr. G. Sai Ram	Lab Asst. (Civil)												
21	Mr. MD. Sarfaraz	Lab Asst. (CIVIL)												

Signatures

Coordinator

Head of the Department
Department of Computer Science & Engg
Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M), R.R. Dist.T.S.-501504

Principal In-charge
Global Institute of Engg. & Tech
Chilkur (V), Moinabad (M)
R. R. Dist

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
A One Week Faculty Development Programme
On
"Advanced Microsoft Office Skills : With Hands on Session for Supporting Staff"
(04th -09th Dec, 2017)

FEEDBACK FORM

Please valuate your rating of the course by placing a tick in the appropriate box.

1. Poor 2. Satisfactory 3. Good 4. Very good 5. Excellent

Department: Computer Science & Engineering **Date:** 09-12-2017

ASPECTS	RATING				
	Excellent 5	Very good 4	Good 3	Satisfactory 2	Poor 1
Relevance of contents	✓				
Trainer was knowledgeable and skillful		✓			
Quality of input provided					
Quality of presentations	✓				
Adherence to the time schedule	✓				
Opportunity given to participant to clear doubts	✓				
Identify ways to build on current skills and knowledge	✓				
Overall learning experience	✓				

How has the course enhanced your skills or understanding of this topic?

Good

Specify problems faced by you during the course?

Excellent.

A REPORT
on
A ONE-WEEK FACULTY DEVELOPMENT PROGRAMME
On
"Advanced Microsoft Office Skills: With Hands-On Session for Supporting Staff"

Global Institute of Engineering and Technology has organized **A One Week Faculty Development Programme** on "**Advanced Microsoft office skills for supporting staff: With Hands-On Session for Supporting Staff**" from **04th– 09th Dec 2017.** This   program was organized by **Department of   CSE** and have received an overwhelming response with more than 50 registrations from all the departments of our college. Out of them, we have shortlisted only 21 participants by giving more preference to the Record Assistants and LabAssistants.

Inauguration:

FDP was inaugurated on 04/12/2017 by Mr.Syed Mazharuddin, **Assistant Professor and HOD, CSE Department and Convener of FDP** along with the **Resource Persons, Mr. K.Monachary, Ms. P.Rishitha, Mr.G.VenkataRamana Reddy, Ms.N.Tulasi** and **Coordinator of FDP, Mr. TejaGoud Assistant Professor, CSE Department.**

Mr. TejaGoud, Coordinator of FDP, has welcomed all the delegates andparticipants to the FDP. In his speech, Mr.TejaGoud has highlighted the main objective and importance of this FDP. Along with this, he gave a brief intro about how the selection process has done and why we have given preference to the record assistants and lab assistants.

In his Inaugural Speech, **our HOD, Syed Mazharuddin,** gave his insights about the MSOffice Tool.And,headed that the technology has been evolved from Manual Documents to the Automated Documents using MSWord, Excel and PowerPoint. So,everyone should get knowledge on this to manage the documents in the departments easily and effectively.

Day 1:

Topic:Advanced Concepts of MSWord

Resource Person:Mr.K.Monachary,CSE Department, GIET

      Our Resource Person, **Mr. K.Monachary,** started his lecture by giving clear insights on how the documents are useful in the department. Then he started his session by giving clear lecture on basics and advanced concepts of document writing. Also, he stated the graphics such as images,3D Shapes insertions, etc in the Word.

Day 2:

Topic:Basics of MSExcel

Resource Person: Ms.P.Rishitha, CSE Department, GIET

      Our Resource Person, **Ms.P.Rishitha,** started his lecture by giving clear insights on the usage of Excel in the Departments. Then he started his lecture by giving insights on the basics of Excel and the different concepts such as formatting, conditions, filters, sorting etc.

Day 3:

Topic: Advanced Concepts of MSExcel Part-1

Resource Person: Mr.G.VenkataRamana Reddy, CSE Department, GIET

      Our Resource Person, **Mr.G.VenkataRamana Reddy,** started his lecture by giving clear insights on the previous day topic. Then he started his session by giving clear lecture on advanced concepts of Excel for performing different mathematical operations, searching, sorting etc. Also, he stated the graphics such as images, 3D Shapes insertions, etc in the Excel.

Day4:

Topic:Advanced Concepts of MSExcelPart-2

Resource Person:Ms.N.Tulasi, CSE Department, GIET

Our Resource Person, Ms.N.Tulasi, started his lecture by giving clear insights on the previous day topic. Then he started his session by giving clear lecture on advanced concepts of Excel for performing important operations such as VLOOK UP, LOOKUP, Data Transfer between Sheets, Forms Creation, Security etc.

<u>Day5</u>

Topic: Concepts of MSPowerPoint

Resource Person: Ms.G. Mounika, CSE Department,GIET

Our Resource Person, **Ms.G.Mounika** started his lecture by giving clear insights on the MS PowerPoint. Then he started his session by giving clear lecture on how the presentation must prepare, slides should be organized, videos can be added, animations to the content etc. has been delivered.

<u>Day6:19/12/2017</u>

Topic :Document Automation using GSuite

Resource Person: Mr.K.Monachary, CSE Department,GIET

Our Resource Person, **Mr. K.Monachary**, started his lecture by giving clear insights on the importance of Document Automation. Then he started his lecture and gave insights on Google Forms, collecting and sharing the data using Google Sheets, One Drive usage for file transfer and sharing.

<u>Valedictory Session:</u>

On the Valedictory Session, **our Principal, Dr.V.V.S Murthy,** joined the session as a Chief Guest along with **Mr.Syed Mazharuddin, Associate Professor and HOD, CSE Department and Convener of FDP** and the **Resource Persons, Mr.K.Monachary, Ms. P.Rishitha, Mrs. G.Mounika, Mr.G.VenkataRamana Reddy and Coordinator of FDP, Mr. TejaGoud, Assistant Professor,CSE Department.**

Dr. V.V.S.Murty, Principal, GIET, in his valedictory addressing, thanked every participant of FDP and he thanked our Resource Persons, Mr.K.Monachary, Ms. G.Mounika,Mrs.N.Tulasi,Ms.Rishitha and Mr. Venkata rammana Reddy for taking their 6 days of time to our FDP and congratulated the Program Convener Mr.SyedMazharuddin and Coordinator Mrs. Teja Goud for organizing the FDP in a successful manner. Further, he appreciated all the Teaching and Non-Teaching Staff Members of CSE Department for promoting such kind of development programme for the supporting staff.

At the end of the valedictory session, vote of thanks was given by **Mr.TejaGoud, Coordinator of the FDP** in which he has been paid his gratitude towards all the participants who has spared their valuable time for attending this FDP. He also expressed the gratitude to the Resource Persons, Principal,Head of the Department and Management for giving this valuable opportunity for our participants and sharing their knowledge to them.

Nevertheless, he has given thanks to our Principal, Dr.VVV.S.Murthy and Mr.Syed Mazharuddin, HOD, CSE Department, "We are highly thankful to the Principal and Head of the Department for giving a chance to organize this FDP in our campus and hope we will find the support in future also for organizing such kind ofactivities."

<u>Feedback from the Participants:</u>

The feedback of the participants was very positive and motivational for the organizers. The participants felt very happy for conducting the FDP on MS Office which is very useful for them in Day-to-Day activities. They have learned a lot on MS Office in both theoretical and practical manner. They said that this program was very useful and helpful for them in their works and career also. All the participants appreciated the sessions by our ResourcePerson and the arrangements made by the organizers.

Coordinator	Convener	Principal
(Mr.TejaGoud)	(Mr.Syed Mazharuddin)	(Dr.V.V.S.Murthy)

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

A One Week Faculty Development Program
On
Advanced Microsoft Office Skills

(04th – 09th Dec 2017)

CERTIFICATE OF PARTICIPATION

This is to certify that Ms./Mr. _____ IMRAN KHAN _____ has actively participated in One Week Faculty Development Program on "Advanced Microsoft Office Skills" held from 04th Dec 2017 to 09th Dec 2017 at Global Institute of Engineering and Technology.

Mr.Teja Goud
Coordinator

Mr.Syed Mazharuddin
Head of the Department

Dr.VVVS.Murthy
Principal