



# Brindavan College of Engineering

Dwarakanagar, Bagalur Main Road, Yelahanka, Bengaluru - 560063

Affiliated to VTU Belagavi, Approved by AICTE, New Delhi, India

Accredited 'A' level by NAAC

20.21 - 22

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## One-Day Skill Development Workshop for Non-Teaching Staff

Brindavan college of Engineering organizing One-Day Skill Development Workshop for Non-Teaching Staff on 16<sup>th</sup> December 2021. The workshop envisioned to give hands-on training on MS-Word, MS-Excel, Typing Master, and Gmail Essentials to the participants. The workshop began with a welcome note by the Principal, Dr.Rajashkar patal. Further, Principal told participants the importance of such workshop for career advancement. The workshop was taken up in two sessions. Assistant Professor, Meena kumari K S, and Padmavathi HG Associate Professor from Dept. computer science engineering, were the resource persons for the morning session and evening session respectively.

First session began at 9.30 am, where Meena kumari K S started the session by giving an overview of the hands-on training and made them aware about the various software tools available, which can add on more speed, accuracy and efficiency in their typing skills. She made the participants comfortable with typing tutor software and made them learn the basic techniques by having hands-on experience on the actual software so that they can use the keyboard efficiently and get familiar with the dynamics of keyboard environment. She gave them various tips about how to use fingers on keyboard so they can type or edit the content quickly. She also emphasized on usage of various keyboard shortcuts, which can be beneficial to avoid unnecessary delay in work. Further, Meena kumari K S gave them hands-on training on how to use MS-Excel for carrying out basic calculations, data entry, formatting and report generation. At the end of the first session, she explained the participants about creating Gmail account, essentials of email, and various functionalities of Google Drive. She also gave few suggestions on how to have regular backup and save daily official work periodically in case of system crash or any other technical failure.

Second session commenced at 2.00 p.m. sharp. Padmavathi HG welcomed the participants, and made them familiar with MS Word environment. Main attention was given on creation of quality documents and formatting/aligning the document content. She made them work on creation/editing of tables, working with basic formulas on the table content, and text wrapping and alignment within the table. Further, she demonstrated various paragraph alignment tools and features that can make the document readable. Participants were taught how to insert images in





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the document, how to edit the inserted graphics, how to wrap the text around the graphics and usage of watermarks in the document. Finally, Padmavathi HG gave them hands-on training on different techniques of Mail Merge.

All the participants enthusiastically worked on the assigned task throughout the workshop. They were very much involved in learning and trying out the features and got their doubts clarified.

The workshop came to an end at 5.00 p.m, with a positive feedback from all the participants.

*Padma*

Faculty- coordinator

Prof.Padmavathi HG

*Meena Kumari KS*

Convenor

Prof.Meena Kumari KS  
Head of the Department  
Department of CSE  
Brindavan College of Engineering  
Dwarkaranagar, Bagalur Main Road  
Yelahanka, Bangalore - 63.





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## Notice

All the non –Teaching staff members are here by informed that the Department of computer science and Engineering organizing on day work shop on One-Day Skill Development Workshop for Non-Teaching Staff on 16/12/2021.all they are requested to register their name to workshop coordinator before 14 /12/2021.

Faculty- coordinator

Prof.Padmavathi HG

Convenor

Prof.Meena Kumari KS

Head of the Department

Department of CSE

Brindavan College of Engineering

Dwarkanagar, Bagalur Main Road

Yelahanka, Bangalore - 63.





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## One-Day Skill Development Workshop for Non-Teaching Staff

One-Day Skill Development Workshop for Non-Teaching Staff on 16/12/2021

SL.NO	Name	Signature
01	ABHOKA Rm	
02	Bhanupriya.k	
03	Sweetha	
04	Aswathi Jibi	 20/10/22
05	Srilakshmi	
06	Dada peer	
07	Nilima Kumari	
08	ROJA.B	
09	Shinalede. A	
10	Radha.D	
11	KRISHNAPPA.	
<hr/>		
12	Pallavi V.S	
<hr/>		
<hr/>		
13	R.Shivarani	
14	Dileepkumar.G.	





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## Certificate of Participation

*This is to certify that **Mr. Ashoka R M**, of Brindavan College of Engineering has successfully participated in one day **Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.***

**Coordinator**  
**Padmavati HG**  
 Associate Professor, CSE

**Convener**  
**Meena Kumari K S**  
 HOD - CSE

**Principal**  
 Brindavan College of Engineering  
 Bangalore-560 063

**Principal**  
**Dr Rajashekar Patil**





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## Certificate of Participation

*This is to certify that Mrs. Bhanu Priya, of Brindavan College of Engineering has successfully participated in one day Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.*

**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
Meena Kumari K S  
HOD - CSE

**Principal**  
Brindavan College of Engineering  
Bangalore-560 063

**Principal**  
Dr. Rajashekar Patil



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## Certificate of Participation

*This is to certify that Mrs. Swetha, of Brindavan College of Engineering has successfully participated in one day Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.*

**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
Meena Kumari K S  
HOD - CSE

**Principal**  
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## Certificate of Participation

*This is to certify that Mrs. Aswathi Jibi, of Brindavan College of Engineering has successfully participated in one day Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.*

**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
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## Certificate of Participation

*This is to certify that Ms. Srilakshmi, of Brindavan College of Engineering has successfully participated in one day Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.*

**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
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**Principal**  
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## Certificate of Participation

*This is to certify that **Mr. Dadapeer**, of Brindavan College of Engineering has successfully participated in one day **Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.***

**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
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**Principal**  
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## Certificate of Participation

*This is to certify that **Ms. Nilima Kumari**, of Brindavan College of Engineering has successfully participated in one day Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.*

**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
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## Certificate of Participation

*This is to certify that **Ms. Roja B**, of Brindavan College of Engineering has successfully participated in one day Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.*

**Coordinator**  
Padmavati HG  
Associate Professor, CSE

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## Certificate of Participation

*This is to certify that Mrs. Shivaleela S, of Brindavan College of Engineering has successfully participated in one day Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.*

**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
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*This is to certify that Mrs. Radha D, of Brindavan College of Engineering has successfully participated in one day Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.*

**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
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## Certificate of Participation

*This is to certify that **Mr. Krishnappa**, of Brindavan College of Engineering has successfully participated in one day **Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.***

**Coordinator**

Padmavati HG  
Associate Professor, CSE

**Convener**

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## Certificate of Participation

*This is to certify that **Ms. Pallavi V.S.**, of Brindavan College of Engineering has successfully participated in one day Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.*

**Coordinator**

**Padmavati HG**  
Associate Professor, CSE

**Convener**

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*This is to certify that Mr. Shivaram.R., of Brindavan College of Engineering has successfully participated in one day Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.*

**Coordinator**  
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*This is to certify that **Mr. Dileep Kumar**, of Brindavan College of Engineering has successfully participated in one day **Skill Development workshop for Non-teaching staff held in Brindavan College of Engineering on 16/12/2021.***

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