Report
on
Staff Development Programme

A staff development programme on Excel was organized by IQAC from 31st January, 2022 to 04th February, 2022.

This training programme was intended for the non-teaching staff of the college. Effective usage of excel can improve the productivity at the work place. Identifying the often used excel operations and practicing them will save time and get things done with ease.. The following key functions were taught in excel based on the work requirements the participants in the attendance.

1. Data Formatting
2. Math, text and conditional formulae
3. Data validation and conditional formatting
4. Data analysis using pivot tables
5. Merging of worksheets and linking of workbooks.

Program Schedule

Program	Staff Development Program on EXCEL
Date	31st January, 2022 to 04th February, 2022
Venue	Lab 1, Ground Floor, New B.Tech
Resource Person	Mr. Brajesh Raj & Mr. R.K. Tomar
No. Of Participants	19

Photographs of the event

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