School of Civil Engineering

"Two day workshop on MS Office skills for non teaching staff "Report

Date of Event: 07-06-2024 & 08-06-2024

Venue: CAD Lab, 210, SMVB

Academic Year: 2023-24

School of Civil Engineering
REVA University,
Rukmini Knoweledge Park,
Kattigenahalli, Yelahanka,
Bengaluru-560064

REVA University Vision: REVA University aspires to become an innovative university by developing excellent human resources with leadership qualities, ethical and moral values, research culture and innovative skills through higher education of global standards.

REVA University Mission:

- To create excellent infrastructure facilities and state-of-the-art laboratories and incubation centers
- To provide student-centric learning environment through innovative pedagogy and education reforms
- To encourage research and entrepreneurship through collaborations and extension activities
- To promote industry-institute partnerships and share knowledge for innovation and development
- To organize society development programs for knowledge enhancement in thrust areas
- To enhance leadership qualities among the youth and enrich personality traits, promote patriotism and moral values

School of Civil Engineering

Vision: To produce young engineers of Caliber, who would be committed to their profession with ethics, will be able to contribute to Civil Engineering and allied fields in optimizing usage of resources globally making the world more eco-friendly to live in.

Mission:

- To make the school a centre of excellence for training the undergraduate students.
- To promote involvement of staff and students in research and advanced training.
- To develop good understanding skills in student communities about Civil Engineering, ethical practices, automation design and society need centric teaching and learning and imparting value addition skills.

Contents

Section:1
Permission letter

To,   30-05-2024

Director,

School of Civil Engineering,

REVA University.

From,

Venkatesh Wadki,

Assistant Professor,

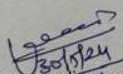School of Civil Engineering,

REVA University.

Subject: Request for Permission to Conduct MS Office Skills Workshop for Non-Teaching Staff

Respected madam,

In line with our commitment to upskill our non-teaching staff with current technological tools, I am writing to seek your permission to conduct two workshops focused on MS Office skills. These workshops are scheduled to take place on the 7th and 8th of June, 2024.

The objective of these workshops is to enhance the proficiency of our non-teaching staff in using MS Office applications, thereby improving their productivity and efficiency in their respective roles.

I kindly request your approval to proceed with these workshops and your support in this initiative to upskill our non-teaching staff.

Program coordinator   Director

Section:2

Brochure and Banner

Steering Committee

Dr. R. C. Biradar
Pro Vice Chancellor, REVA University

Dr. Bhavana B.
Director, School of Civil Engineering

Conveners

Mr. Avinash S Deshpande
Assistant Professor, School of Civil Engineering

Mr. Madhu K. A.
Assistant Professor, School of Civil Engineering

Mr. Venkatesh Wadki
Assistant Professor, School of Civil Engineering

Resource Team

Internal Faculties
School of Civil Engineering

About REVA University, Bengaluru, India

REVA University is a State Private University established in Karnataka State under the Government of Karnataka Act No. 13 in the year 2012 in Bengaluru, the IT capital of India. REVA University, recognised by the University Grants Commission (UGC) and approved by the All India Council for Technical Education (AICTE), has an A+ grade from NAAC.

REVA University prides itself in contributing to every student's holistic development. The University currently offers 38 full-time undergraduate programmes, 33 full-time postgraduate programmes, 20 PhD programmes, and certification and diploma programmes. The University offers programmes in Engineering, Architecture, Science and Technology, Commerce, Management Studies, Law, Arts & Humanities, and Performing Arts.

Courses are offered in Certificate/Diploma and Post Graduate Diploma too. REVA University facilitates research leading to a Doctoral Degree in all disciplines. The programmes offered by REVA University are well-planned and designed based on methodical analysis and research with emphasis on knowledge assimilation, practical applications, hands-on training, global and industrial relevance, and their social significance.

About the School of Civil Engineering

The School of Civil Engineering is headed by highly experienced Professor and is supported by well qualified faculty members. The school has the state-of-art classrooms and well-equipped laboratories. It offers B. Tech and M. Tech programs in various specialized streams. The school also has research program leading to doctoral degree. The curriculum of both graduate and post graduate degree programs have been designed to bridge the gap between industry – academia and hence they are industry application oriented. The B. Tech program aims to prepare human resources to play a leading role in the competitive construction field and excel in their endeavours. The Master's Degree programs focus on research and design in the core areas such as Computer Aided Structural Engineering, Transportation Engineering and Management and Construction Technology and Management to supplement and create a sustainable world and to enhance the global quality of life by adopting enhanced techniques of design and application. This is reflected in various core subjects offered within the program. Currently Civil Engineering teaching was limited to planning, analysis, design, and execution of different types of infrastructure like buildings, roads, bridges, dams and power plants. However, due to increase of technological sophistication and demand for higher living standards geared up by economic growth and concerns about environmental impact have changed the scope of Civil Engineering. The challenges of today's Civil Engineering infrastructure are much more complex and interdependencies between resources. Even though there are many institutions in the country which are producing Civil Engineers, there is acute shortage of quality Civil Engineers.

REVA UNIVERSITY
Bengaluru, India

Two-day Workshop on
MS Office Skills
7th & 8th June, 2024

Organised by
School of Civil Engineering

Rukmini Knowledge Park,
Kattigenahalli, Yelahanka, Bengaluru-560064
Phone: +91-80-6622 6622, Fax: +91-80-2847 8539

Rukmini Educational
Charitable Trust

www.reva.edu.in

About Workshop

In today's digital age, proficiency in Microsoft Office applications has become a fundamental skill for success in the workplace, education, and beyond. Whether you're a professional, a student, or someone looking to enhance their computer literacy, mastering MS Office can be a game-changer. MS Office is accessible in 35 different languages and is supported by most Linux, Windows, and Mac variants. It consists of Word, Access, OneNote Excel, PowerPoint, Outlook, and Publisher applications. MS Office was initially developed to automate the physical office work with a collection of purpose-built applications. In conclusion, learning Microsoft Office applications is a valuable investment in anyone's personal and professional development. These skills open doors to opportunities, enhance your productivity and improve overall digital literacy. Whether a student aiming for academic success or a professional striving for career advancement, Microsoft Office proficiency is a skill that will serve well in a wide range of endeavours.

Learning objectives

1. **Enhanced Productivity:** Learning MS Office helps individuals work more efficiently and accomplish tasks in less time. Features like templates, auto-correct, and advanced formatting tools in Word, Excel, and PowerPoint can significantly boost productivity.

2. **Professional Communication:** Microsoft Outlook enables polished email communication, while Word and PowerPoint facilitate the creation of professional documents and presentations. These skills are essential for a successful career.

3. **Collaborative Work:** Microsoft Office 365 offers collaborative features, allowing teams to work together in real-time on documents, spreadsheets, and presentations.

4. **Automation and Efficiency:** Macros in Excel and Word help automate repetitive tasks, improving accuracy and reducing the chances of errors.

5. **Enhanced Creativity:** PowerPoint offers creative opportunities for designing engaging presentations, while Word and Publisher allow for brochure and flyer creation.

6. **Lifelong Learning:** MS Office applications are constantly evolving. By learning and keeping up with updates, a person remain adaptable and marketable throughout the career.

REGISTRATION DETAILS

Registration Fees: No registration fee

Contact Deatils

Mr. Avinash S. Deshpande
Email Id: avin.deshpande@reva.edu.in@reva.edu.in
Mobile No.: 9902906372

Mr. Rakesh H.
Email Id: rakesh.h@reva.edu.in
Mobile No.: 9740149150

Two-day Workshop on
MS Office Skills
for Non-teaching Staff
7th & 8th June 2024

Name:..

Designation:...

Dept:...

Institution:..

Address:..

....

Mobile:...

Email id:...

Date: Signature & Seal of
                        Principal / HOD

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Section:3

Brief report of event

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The School of Civil Engineering at REVA University organized a two-day workshop on MS Office skills for the non-teaching staff on 7th and 8th June 2024. This workshop was designed to enhance the computer literacy and efficiency of the non-teaching staff by equipping them with essential MS Office skills. The event was well-structured and received positive feedback from the participants.

Day 1: 7th June 2024

Inauguration and Introduction

The workshop commenced with an inaugural session led by Avinash Deshpande and Director, School of Civil Engineering Dr. Bhavana B emphasized the importance of digital literacy in today's professional environment and encouraged participants to make the most of this opportunity.

Session 1: MS Word   (Prof. Venkatesh Wadki)

The first session focused on MS Word, covering basic to advanced features. Participants learned how to create, format, and manage documents efficiently. The session included hands-on exercises on using templates, styles, and various formatting tools to enhance document presentation.

Key Topics Covered:

- Document creation and formatting
- Using templates and styles
- Inserting and formatting tables and images
- Advanced features like mail merge and track changes

Session 2: MS Excel   (Prof. Madhu K A)

The afternoon session was dedicated to MS Excel. Participants were introduced to the powerful features of Excel that aid in data management and analysis. The training included practical

exercises on creating and manipulating spreadsheets, using formulas and functions, and generating charts and graphs.

Key Topics Covered:

- Spreadsheet creation and navigation
- Basic and advanced formulas and functions
- Data sorting, filtering, and validation
- Creating and customizing charts and graphs

Day 2: 8th June 2024

Session 3: MS PowerPoint (Prof. Aviansh Deshpande)

The second day began with a session on MS PowerPoint. Participants learned how to create compelling presentations using various design and animation features. The session also covered tips and tricks for delivering effective presentations.

Key Topics Covered:

- Slide creation and layout design
- Inserting multimedia elements (images, videos, audio)
- Applying animations and transitions
- Tips for effective presentation delivery

Session 4: MS Outlook and Collaborative Tools (Prof. Venkatesh Wadki)

The final session covered MS Outlook and the collaborative features of Office 365. Participants were trained on managing emails, calendars, and contacts efficiently using Outlook. Additionally, the session explored the collaborative tools in Office 365, such as real-time document editing and sharing.

Key Topics Covered:

- Email management and organization
- Calendar scheduling and meeting management
- Using contacts and task management features

- Collaboration with Office 365 tools (OneDrive, SharePoint)

Conclusion

The workshop concluded with a feedback session where participants expressed their appreciation for the comprehensive training provided. The hands-on approach and practical exercises were particularly well-received. Certificates of participation were distributed, and the facilitators thanked everyone for their enthusiastic participation.

Learning Outcomes

The workshop successfully achieved its objectives by:

1. Enhancing the productivity and efficiency of the non-teaching staff.
2. Equipping participants with the skills to create professional documents, spreadsheets, and presentations.
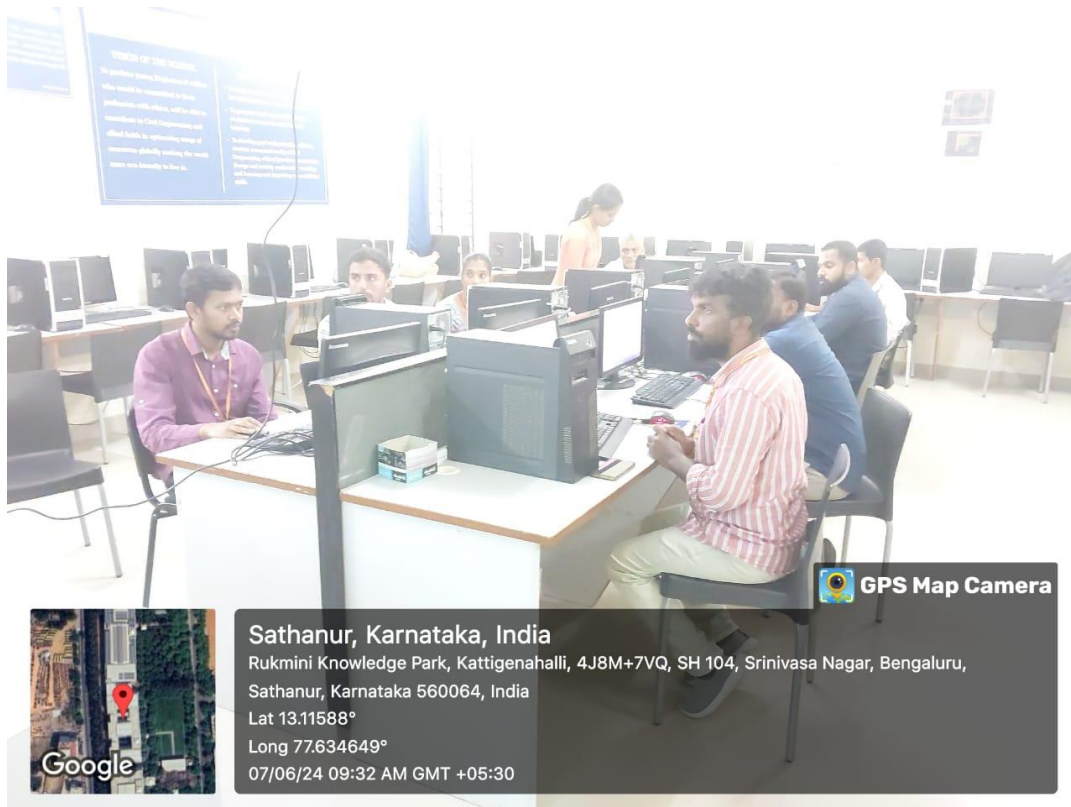3. Improving communication and collaboration through the use of MS Office tools.

Section:4
Geo tagged photos

Director addressing about the event

Prof. Madhu K A taking a session

Participants practicing the assignment given

Group photo after the event

Section:5
Outcome of the event

Enhanced Productivity: Learning MS Office helps individuals work more efficiently and accomplish tasks in less time. Features like templates, autocorrect, and advanced formatting tools in Word, Excel, and PowerPoint can significantly boost productivity.

Professional Communication: Microsoft Outlook enables polished email communication, while Word and PowerPoint facilitate the creation of professional documents and presentations. These skills are essential for a successful career.

Collaborative Work: Microsoft Office 365 offers collaborative features, allowing teams to work together in real-time on documents, spreadsheets, and presentations.

Automation and Efficiency: Macros in Excel and Word help automate repetitive tasks, improving accuracy and reducing the chances of errors.

Enhanced Creativity: PowerPoint offers creative opportunities for designing engaging presentations, while Word and Publisher allow for brochure and flyer creation.

Lifelong Learning: MS Office applications are constantly evolving. By learning and keeping up with updates, a person remain adaptable and marketable throughout the career.

Section:6
Participants list

REVA UNIVERSITY
Bengaluru, India

School of Civil Engineering
Workshop on "MS office skills" for non teaching staff
Attendance Sheet

Sl.No	Name	Designation	7th June 2024		8th June 2024	
			9:00 am to 12:00 pm	1:00 pm to 4:00 pm	9:00 am to 12:00 pm	1:00 pm to 4:00 pm
			Signature	Signature	Signature	Signature
1	Mr.Rakesh.H	Clerk				
2	Mr.Suresh.A.V	Foreman				
3	Raju.M	Instructor				
4	Mr. K Gopal Raju	Instructor				
5	Ms.Monika M	Instructor				
6	Mr. Arun Kumar	Instructor				
7	Mr. Sudarsan Kumar	Mechanic				
8	Mr.Ambareesh G S	Mechanic				
9	Mr.Shreedhar	Attender				
10	Mrs. Devi	Attender				
11	Mr. Muttanna D	Attender				

08/06/2024
Workshop Co-ordinator

8/6/24
IQAC Head

8/6/24
Director- School of CE

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Section:7

Certificate sample

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Section:8
Feedback

How satisfied are you with the overall workshop experience?	4.5 ★ ★ ★ ★ ⯪ 0% 0% 0% 42% 57%
How relevant and useful was the content covered during the workshop?	4.2 ★ ★ ★ ★ ☆ 0% 0% 14% 42% 42%
How would you rate the effectiveness of the instructors in delivering the material?	4.4 ★ ★ ★ ★ ⯪ 0% 0% 0% 57% 42%
How well was the workshop organized in terms of schedule, materials, and venue?	4.4 ★ ★ ★ ★ ⯪ 0% 0% 14% 28% 57%
How helpful were the hands-on activities and practical exercises in understanding the topics?	4.2 ★ ★ ★ ★ ☆ 0% 0% 0% 71% 28%
How confident are you in applying the skills learned during the workshop to your daily tasks?	4.1 ★ ★ ★ ★ ☆ 0% 0% 14% 57% 28%

Section:9
Feedback analysis

Most participants were highly satisfied with the overall workshop. Participants found the content covered during the workshop to be highly relevant and useful. The instructors were rated highly for their effectiveness in delivering the material. The workshop was well-organized in terms of schedule, materials, and venue. The hands-on activities and practical exercises were found to be helpful in understanding the topics. Participants expressed confidence in applying the skills learned during the workshop to their daily tasks.

Based on the feedback, the following actions will be implemented:

1. **Enhance Content Applicability**: Incorporate more practical examples and case studies that relate directly to the participants' roles to improve the relevance and applicability of the workshop content.

2. **Instructor Development**: Provide ongoing professional development for instructors to keep them updated with the latest teaching methods and technological advancements in MS Office applications.

3. **Increase Hands-on Activities**: Expand the number of practical exercises and hands-on activities to provide participants with more opportunities to practice and refine their skills during the workshop.

4. **Continuous Improvement in Organization**: Maintain the high standards of organization while seeking feedback from participants on any potential improvements in logistics, scheduling, or materials.

5. **Post-Workshop Support**: Implement a follow-up mechanism to check in with participants after a few months to assess the long-term impact of the workshop and provide additional support or refresher sessions as needed.

Prepared and documented by IQAC	Approved by Director
	Director School of Civil Engineering Reva University, Rukmini Knowledge Park, Yelahanka, Bangalore-560 064.