KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), ERODE - 638 107
DEPARTMENT OF COMPUTER TECHNOLOGY AND INFORMATION TECHNOLOGY

Date: 03.03.2021

SUBMITTED TO THE CORRESPONDENT FOR FAVOUR OF APPROVAL PLEASE:

Respected Sir,

Sub: Requesting permission for workshop on "Office Automation"- Reg.

We would like to bring to the kind notice of the Correspondent that our department has planned to conduct a workshop on "Office Automation" for our first year B.Sc.(CT) and B.Sc.(IT) students on 20.03.2021. Hence we request the Correspondent to kindly give us permission for the same.

C. 03/03/21

STAFF INCHARGE
[C. KALAIVANI]

H.O.D.   03/03/21   A.O.   3/3/2021
(S. MURUGANANTHAM)   PRINCIPAL

CORRESPONDENT

KONGU ARTS AND SCIENCE COLLEGE
(Autonomous)
Erode-638 107

DEPARTMENT OF COMPUTER TECHNOLOGY AND INFORMATION TECHNOLOGY

Date: 18.03.2021

PROGRAMME ANNOUNCEMENT

Name of the Programme	:	Workshop on Office Automation
Class	:	I B.Sc. (Computer Technology) & I B.Sc. (Information Technology)
Date	:	20.03.2021
Venue	:	CT & IT Lab
Time	:	9.30 AM – 04.15 PM
Resource Person	:	Dr. P.Kalarani Ms. C.Kalaivani

Head of the Department

Workshop on Office Automation

20.03.2021

KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS),

ERODE-638 107

DEPARTMENT OF COMPUTER TECHNOLOGY AND INFORMATION TECHNOLOGY

Workshop on Office Automation

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Head of the Department

A workshop on "Office Automation" was conducted by Dr. P. Kalarani and Ms.C.Kalaivani, Assistant Professors, Department of Computer Technology and Information Technology, Kongu Arts and Science College (Autonomous), Erode on 20.03.2021 for the first year B.Sc. Computer Technology and B.Sc. Information Technology students. The purpose of the workshop is to make the students to learn the essential skills needed to create, edit and print professional looking documents using text and tables using MS-Office. The MS-Excel helps the students to use spreadsheets effectively. The students will come to know how to use cell data, format data, create worksheets, analyze data, understand, apply and create formulas for calculations etc.., Totally 65 students participated in this programme.

Name of the Programme: Workshop on Office Automation　　　　**Date: 20.03.2021**

S.No	Reg.No	Name	CLASS	STATUS
1	20UCOT001	CHANTHRU G	I B.Sc.(Computer Technology)	– ABsent –
2	20UCOT002	DHAYANATHI M	I B.Sc.(Computer Technology)	/
3	20UCOT003	JANANI R	I B.Sc.(Computer Technology)	/
4	20UCOT004	JEEVAGAN N	I B.Sc.(Computer Technology)	/
5	20UCOT005	KAVIYA B P	I B.Sc.(Computer Technology)	/
6	20UCOT006	MADESHWARAN S	I B.Sc.(Computer Technology)	/
7	20UCOT007	MIRUNALINI S	I B.Sc.(Computer Technology)	/
8	20UCOT008	MOHAMMED AGIL M	I B.Sc.(Computer Technology)	/
9	20UCOT009	MOHANA PRIYA K	I B.Sc.(Computer Technology)	/
10	20UCOT010	NANDHINI M	I B.Sc.(Computer Technology)	/
11	20UCOT011	NAVEEN M	I B.Sc.(Computer Technology)	/
12	20UCOT012	PHARITHIVEL A B	I B.Sc.(Computer Technology)	/
13	20UCOT013	SANJAI S	I B.Sc.(Computer Technology)	/
14	20UCOT014	SHOBIKA K	I B.Sc.(Computer Technology)	/
15	20UCOT015	SNEGHA T	I B.Sc.(Computer Technology)	/
16	20UCOT016	SOWMIYA A	I B.Sc.(Computer Technology)	/
17	20UCOT017	SUMI A	I B.Sc.(Computer Technology)	/
18	20UCOT018	THRISHIK SANJAY W.B	I B.Sc.(Computer Technology)	/
19	20UCOT019	UDHAYAKUMAR D	I B.Sc.(Computer Technology)	/
20	20UCIT001	ABHISHEK M	I B.Sc.(Information Technology)	/
21	20UCIT002	ALLWYN PRAKASH A S	I B.Sc.(Information Technology)	– Absent –
22	20UCIT003	ASHOK P	I B.Sc.(Information Technology)	/
23	20UCIT004	ASVIKAA S S	I B.Sc.(Information Technology)	/
24	20UCIT005	BARANEETHARAN G	I B.Sc.(Information Technology)	/
25	20UCIT006	BRUNDHA S	I B.Sc.(Information Technology)	/
26	20UCIT007	DHANUKUMAR T	I B.Sc.(Information Technology)	/
27	20UCIT008	DHANUSUYA T	I B.Sc.(Information Technology)	/
28	20UCIT009	DHINAKARAN S P	I B.Sc.(Information Technology)	/
29	20UCIT010	DIVAKAR P	I B.Sc.(Information Technology)	/
30	20UCIT011	GOKULNATH V	I B.Sc.(Information Technology)	/
31	20UCIT012	GOWSIYA R	I B.Sc.(Information Technology)	/
32	20UCIT013	HARIHARAN C	I B.Sc.(Information Technology)	/

S.No	Reg.No	Name	CLASS	STATUS
33	20UCIT014	JAGADESH S	I B.Sc.(Information Technology)	/
34	20UCIT015	KANAGALAKSHMI S	I B.Sc.(Information Technology)	/
35	20UCIT016	KARTHIKEYAN S	I B.Sc.(Information Technology)	/
36	20UCIT017	KATHIRVEL K	I B.Sc.(Information Technology)	/
37	20UCIT018	MALARVIZHI V	I B.Sc.(Information Technology)	/
38	20UCIT019	MOHANAPRASATH R	I B.Sc.(Information Technology)	/
39	20UCIT020	MOHANAPRIYA S	I B.Sc.(Information Technology)	/
40	20UCIT021	MOHANRAJ M	I B.Sc.(Information Technology)	/
41	20UCIT022	MOHANRAJ P	I B.Sc.(Information Technology)	/
42	20UCIT023	MUKILA M K	I B.Sc.(Information Technology)	/
43	20UCIT024	NAVEEN KUMAR T	I B.Sc.(Information Technology)	/
44	20UCIT025	PAVISH KUMAR S	I B.Sc.(Information Technology)	/
45	20UCIT026	PRAGADEESHWARAN T	I B.Sc.(Information Technology)	/
46	20UCIT027	PRAGALYA M	I B.Sc.(Information Technology)	/
47	20UCIT028	PRAVEEN KUMAR S	I B.Sc.(Information Technology)	/
48	20UCIT029	RASIGA P	I B.Sc.(Information Technology)	/
49	20UCIT030	RUBIKA K S	I B.Sc.(Information Technology)	/
50	20UCIT031	SABARINATHAN G	I B.Sc.(Information Technology)	/
51	20UCIT032	SANJEEV K	I B.Sc.(Information Technology)	/
52	20UCIT033	SANTHOSH P S	I B.Sc.(Information Technology)	/
53	20UCIT034	SARATHI K	I B.Sc.(Information Technology)	/
54	20UCIT035	SATHEESH KUMAR T	I B.Sc.(Information Technology)	/
55	20UCIT036	SAURATHI S K	I B.Sc.(Information Technology)	/
56	20UCIT037	SHARNIKA S	I B.Sc.(Information Technology)	/
57	20UCIT038	SHASHWATH P	I B.Sc.(Information Technology)	/
58	20UCIT039	SIVA AKSHAYA K	I B.Sc.(Information Technology)	/
59	20UCIT040	SRINITHI S	I B.Sc.(Information Technology)	/
60	20UCIT041	SRINITHISH B	I B.Sc.(Information Technology)	/
61	20UCIT042	SRUTHI A	I B.Sc.(Information Technology)	Absent
62	20UCIT043	SUJA A K	I B.Sc.(Information Technology)	/
63	20UCIT044	THARANI RAJAN S	I B.Sc.(Information Technology)	/
64	20UCIT045	THARANIKA B	I B.Sc.(Information Technology)	/
65	20UCIT046	VENGATESH K	I B.Sc.(Information Technology)	/
66	20UCIT047	VENKATESH R	I B.Sc.(Information Technology)	/
67	20UCIT048	VISHNUBALAN N	I B.Sc.(Information Technology)	/

1. P. Kup
2. C. lesit

Staff In charge
1. Assistant Professor,
Department of Computer Technology
2. and Information Technology
Kongu Arts and Science (autonomous),
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Head of the Department
Head of the Department,
Department of Computer Te
and Information Te
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