



UNITED INSTITUTE OF TECHNOLOGY
(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)
(Certified by ISO 9001:2015)
Periyanaickanpalayam, Coimbatore – 641020
www.uit.ac.in

Administrative training programme

(2018-2019)





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Report on Word Processing

Word processing software can easily create, edit, store, and print text documents such as letters, memoranda, forms, employee performance evaluations (such as those in Appendix A), proposals, reports, security surveys (such as those in Appendix B), general security checklists, security manuals, books, articles, press releases, and speeches. A professional-looking document can be easily created and readily updated when necessary.

The length of created documents is limited only by the storage capabilities of the computer, which are enormous. Also, if multiple copies of a working document exist, changes to it should be promptly communicated to all persons who use the document. Specialized software, using network features, can be programmed to automatically route changes to those who need to know about updates.

Duration of the programme: The event lasted One day. This is in keeping with the time constraints of the Non-Teaching staff members.

Participants: 24 Non-Teaching staff.

Resource Persons: The programme was more hands-on and practise-oriented. The program's resource people were from UIT. Dr.M.Kannan, Head/ECE, Kathir College of Engineering was the resource person for the programme.

Mode: The programme was conducted in face to face mode.

Date: The event took place on June 25, 2018.

Venue: The programme was organized in the Seminar Hall.

Event coordinator: Mrs. K.P.Narmatha, AP/ CSE,


Dr. S. RAMKUMAR M.E., Ph.D.,
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United Institute of Technology
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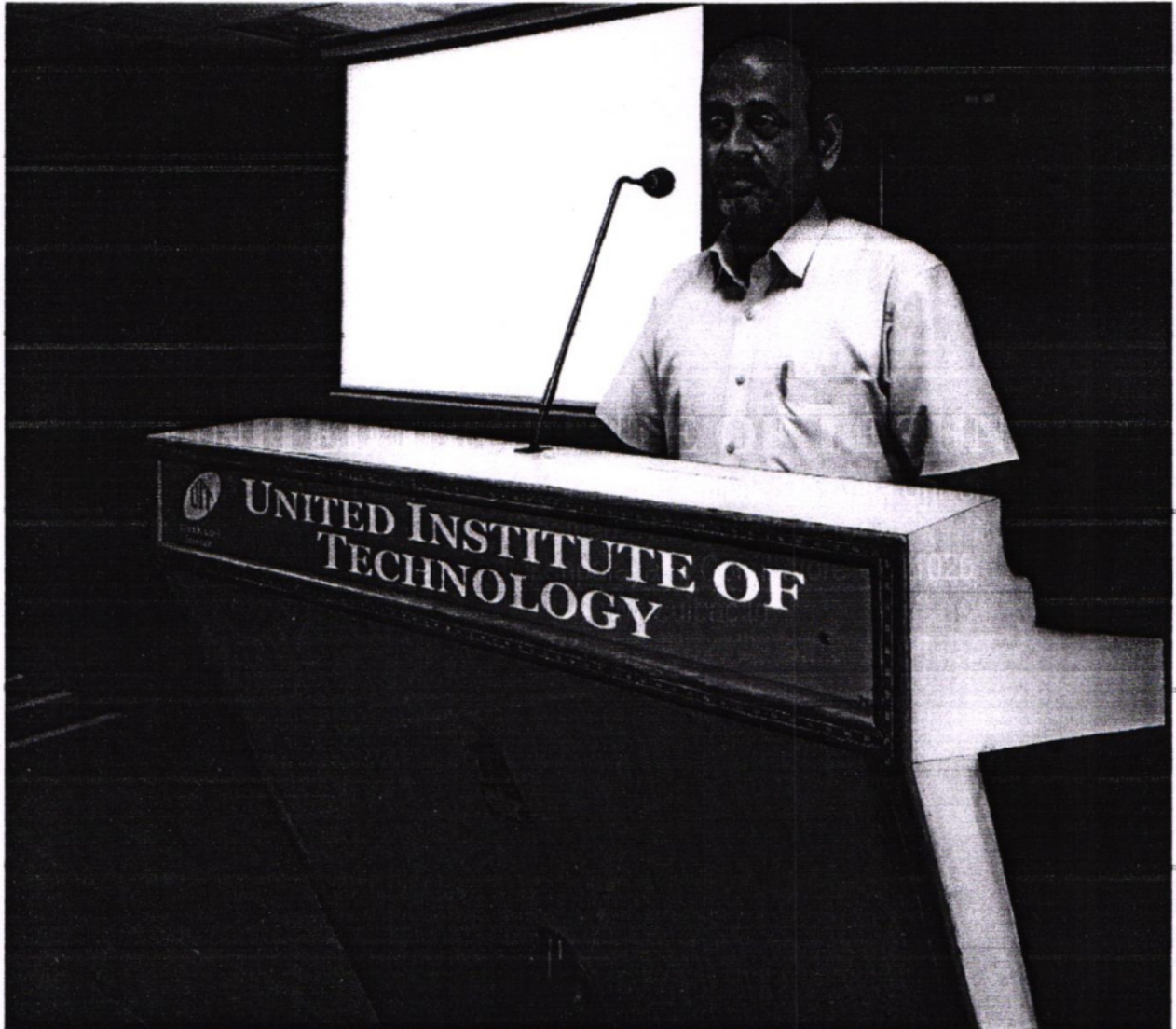
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Non-Teaching Staff participated in Word Processing.

Namatha
Event Coordinator

[Signature]
IQAC Coordinator

[Signature]
Principal

[Signature]
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UIT/QP/2018-2019/02


CIRCULAR

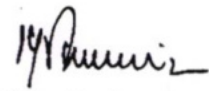
22.06.2018

This is to inform that IQAC Cell of United Institute of Technology in association with Department of Computer Science and Engineering is organising a Programme on "Word Processing" for the non-teaching Staff members on June 25, 2018. The session will be handled by Dr.M.Kannan, Head/ECE, Kathir College of Engineering, Coimbatore.

Venue: Seminar Hall


Time: 10 a.m.

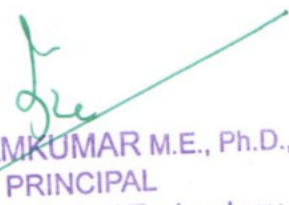

IQAC Coordinator


Principal

To
All HODs to inform all faculty members

Copy to:
The Chairman for kind information.
File.


Principal
United Institute of Technology
Coimbatore - 641 020.


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IQAC Cell in association with

Department of Computer science and Engineering

Organize

A

one day training programme on

Word Processing


on

25-06-2018

Resource Person

Dr.M.KANNAN
Head/ECE

Kathir College of Engineering
Coimbatore


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DR. SANKHAR ME, Ph.D.,
United Institute of Technology
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Attendance Sheet

Programme Name: Word Processing

Date: 25-06-2018

Venue : Seminar Hall

S.NO	NAME OF THE NON TEACHING STAFF	SIGNATURE
1.	Mr. KARUPPASAMY M	Karuppasamy
2.	Mr. KUPPURAJ S	KUPPURAJ
3.	Mr. NARENDIRAN U	Nallu
4.	Mrs. ANITHA V	Anitha
5.	Mr. GIRI PRASANTH S	Giri Prasanth
6.	Mr. LAKSHMANA KUMAR S	Laksh
7.	Mr. PRAVEEN RAJESH B	Praveen
8.	Mr. MUKESH C	Mukesh
9.	Mr. VIJAYAKUMAR S	Vijay
10.	Mr. KARTHIKEYAN K	Karthikeyan
11.	Mr. RANGARAJ P	Rangaraj
12.	Mr. LOGANATHAN N	Loganathan
13.	Mr. NITHISHKUMAR R	Nithish
14.	Mr. DEVENDRAN R	Devendra
15.	Mr. KISHORE KUMAR M	Kishore
16.	Mr. BUVANESHWARAN P	Buvanesh
17.	Mr. RAVINDRAN K	Ravindra
18.	Mr. GANGADHARAN K	Gangadharan
19.	Mr. SURESH BABU S	Suresh
20.	Mrs. VINOOTHINI S	Vinothini

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21.	Mr. BAVANITHAN P	<i>Bavan</i>
22.	Mrs. UMAMAHESWARI R	<i>Umam</i>
23.	Mr. SIVASUBRAMANIAM S	<i>Sivan</i>
24.	Mr. KRISHNAN J	<i>Krishnan</i>

Dr. S. RAMKUMAR M.E., Ph.D.,
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Event Coordinator

IQAC Coordinator

Principal



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Date: 25.06.2018

FEEDBACK FORM

Programme Name: Word Processing

Venue : Seminar Hall

Participant Name: KISHORE KUMAR.M

Designation: LAB TECHNICIAN

Feedback about the programme:

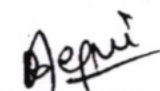
Excellent Very good Good Moderate Fair

Any comments and suggestions for further improvements: -

* Explained very easy about word, excel etc...


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Signature of the Participant



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Date: 25.06.2018

FEEDBACK FORM

Programme Name: Word Processing

Venue : Seminar Hall

Participant Name: Anitha.V

Designation: Lab Technician

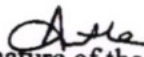
Feedback about the programme: Good

Excellent Very good Good Moderate Fair

Any comments and suggestions for further improvements: -

We need lot of practical classes


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Signature of the Participant



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CERTIFICATE OF PARTICIPATION

This is to certify that **Mrs. R. SASIKALA** has participated in one-day training programme on **WORD PROCESSING** which was conducted by IQAC Cell in association with Department of Computer Science and Engineering on 25.06.2018 at United Institute of Technology, Coimbatore.

Mrs. P. Sindhuja
Event Coordinator

Mr. C. Saravanamurthi
IQAC, Coordinator

Dr. S. RAMKUMAR M.E., Ph.D.,
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Dr. K. S. Amirthagadeswaran
Principal



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CERTIFICATE OF PARTICIPATION

This is to certify that **Mr. U.NARENDHIRAN** has participated in one-day training programme on **WORD PROCESSING** which was conducted by IQAC Cell in association with Department of Computer Science and Engineering on 25.06.2018 at United Institute of Technology, Coimbatore.

Mrs. P. Sindhuja
Event Coordinator

Mr. C. Saravanamurthi
IQAC, Coordinator

Dr. S. RAMKUMAR M.E., Ph.D.,
PRINCIPAL
United Institute of Technology
Periyanaickenpalayam, Coimbatore - 20

Dr. K. S. Amirthagadeswaran
Principal