



**SACRED  
HEART  
COLLEGE**  
Autonomous



Thevara, Kochi 682 013, Kerala, India, Tel: 0484-2663380, 2870500  
Email: office@shcollege.ac.in; www.shcollege.ac.in

## ORIENTATION ON WORD PROCESSING & EXCEL

The IQAC of the college is organizing an orientation programme for the administrative staff on Word Processing and Excel. The programme is aimed at making the administrative staff well-versed in important office tools.

**Resource Person** : **Mr. Sebastian Panakkal**  
**Date** : **20 June 2017, Tuesday**  
**Time** : **3.00 to 5.00 pm**  
**Venue** : **Chavara IT Centre**

All the administrative staff should attend the programme.

Date : 16-06-2017

Place: Thevara

  
PRINCIPAL



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**SACRED HEART COLLEGE, THEVARA**

**Training Programme on Word Processing & EXCEL**

**REPORT**

**Date: 20 June 2017**

**Time: 3.00 pm to 5.00 pm**

IQAC of Sacred Heart College, Thevara organized a training program on word processing and EXCEL for the non-teaching staff on 20 June 2017 in the Chavara IT Centre. The program was aimed at enriching the administrative staff with useful software knowledge. The resource person for the program was Mr. Sebastian Panakal. The resource person is an experienced trainer of various IT tools and e-teaching.

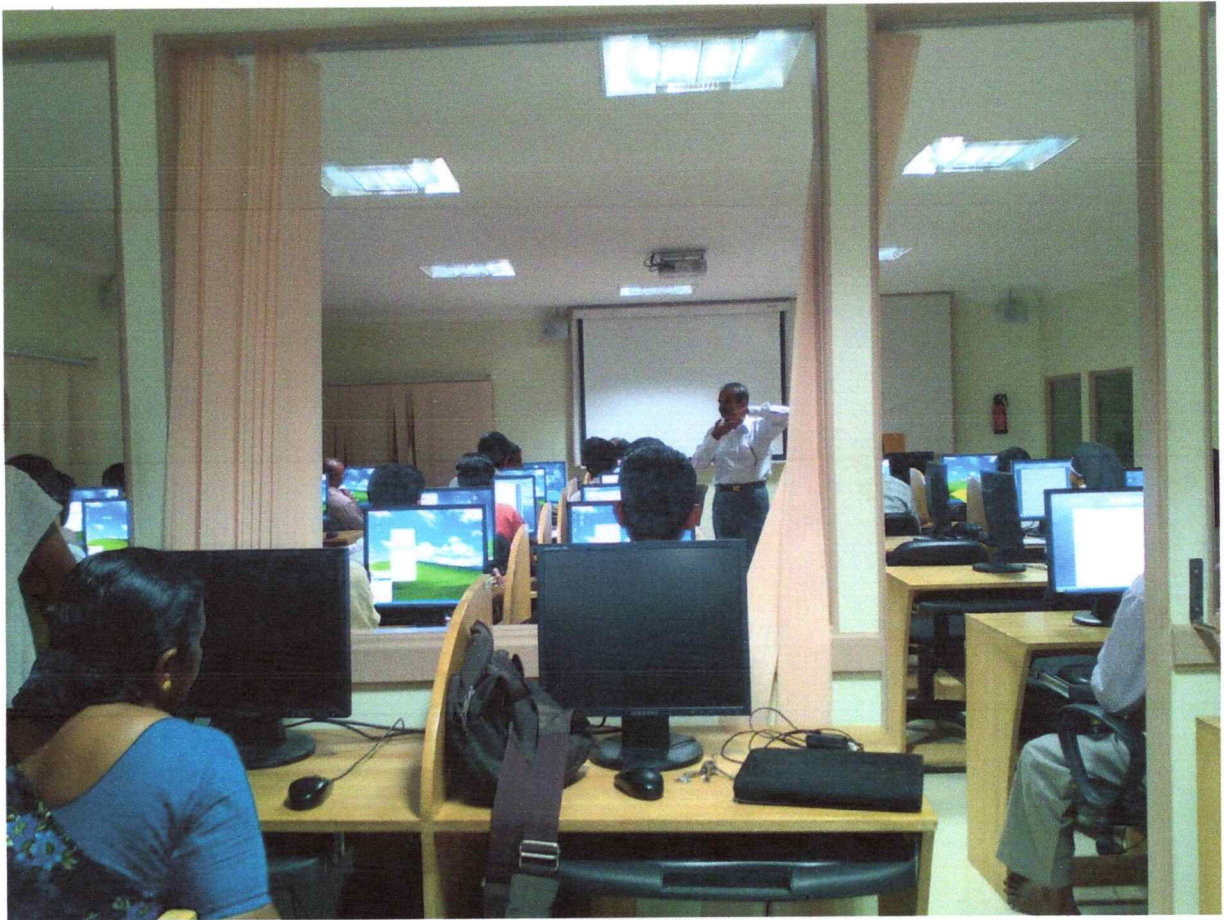
The program started with a silent prayer. Dr. K.M Johnson, IQAC coordinator of Sacred Heart College, Thevara welcomed the participants and the resource person. He introduced the resource person and spoke about the context of conducting the program...

In the technical session Mr. Sebastian explained about the various existing word processing software such as Google docs, Microsoft word pad etc. He then gave a detailed tutorial on the widely used word processing software "Microsoft Word". He explained the various components, features and advantages of Microsoft word processing software and urged the participants to explore the various applications in the software. The second part of the session dealt with the application of MS-EXCEL. The utilities of EXCEL were demonstrated by the Mr. Saju.

The participants were asked to prepare sample documents in word and excel format.

Mr. A. L. Thomas, Superintendent, Sacred Heart College, Thevara appreciated IQAC for organizing such program and on behalf of the administrative staff proposed vote of thanks to the resource person and the organizing committee.

PHOTO:



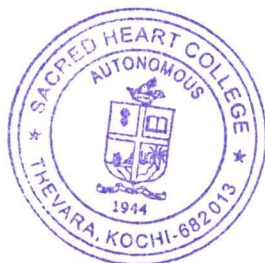
**Mr. Sebastian Panakkal during the Training Session on Word and EXCEL  
(20/06/2017)**

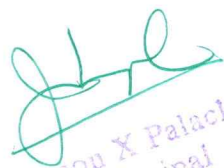
**INTERNAL QUALITY ASSUARANCE CELL (IQAC)**  
**SACRED HEART COLLEGE, THEVARA**

**Training Programme on Word Processing & EXCEL**  
**20-06-2017**

**LIST OF PARTICIPANTS**

1. Mr. Joseph K. J.
2. Mr. Saju A. J.
3. Mr. Jose Mathew
4. Mr. Jude T. V.
5. Mr. Lukose K. J.
6. Mr. Johnson S. V.
7. Mr. Reji Joseph
8. Mr. Davies K. T.
9. Mr. Paulose Joseph
10. Mr. Paul K. A
11. Mr. M. V. Sebastian
12. Mr. Bamdev Sharma
13. Mr. Netra Bahadur Chetri
14. Mr. T. A. Babu
15. Mr. Johnson M C
16. Mr. Binoy Antony
17. Mrs. Simla K V
18. Mr. K. J Kuriakose
19. Mr. V. T. John
20. Mr. Priju Joseph



  
Dr. Johnson X Palackappan  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013



**SACRED  
HEART  
COLLEGE**  
Autonomous



Thevara, Kochi 682 013, Kerala, India, Tel: 0484-2663380, 2870500  
Email: office@shcollege.ac.in; www.shcollege.ac.in

## TRAINING ON ADMINISTRATIVE SOFTWARE

The IQAC of the college is organizing a training programme on administrative software. The programme is aimed at making the administrative staff well-versed in the applications of administrative software.

**Resource Person** : **Mr. Shifas K. B.**  
**Date** : **21 May 2018**  
**Time** : **3.00 to 5.00 pm**  
**Venue** : **Hadrian Hall**

All the administrative staff should attend the programme.

Date : 18-05-2018

Place: Thevara

  
PRINCIPAL



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**SACRED HEART COLLEGE, THEVARA**

**Training Programme on Administrative Software**

**REPORT**

**Date: 21 May 2018**

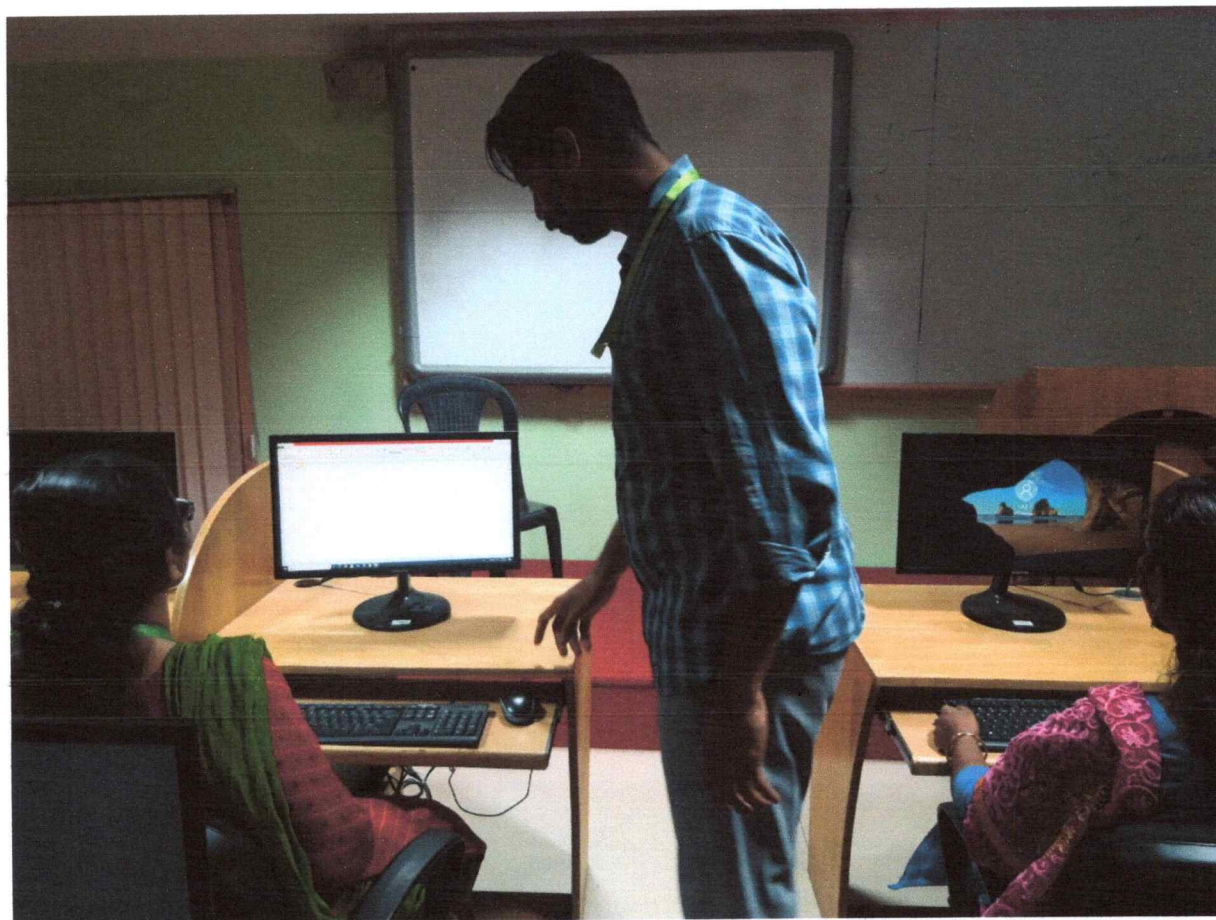
**Time: 3.00 pm to 5.00 pm**

**IQAC of Sacred Heart College organized training programme on administrative software for the non-teaching staff. The objective of the program was to familiarize the staff about the operation of the administrative software. The college has an automated administrative process. The role of administrative staff has become more significant in handling the office process with the introduction of the software. The IQAC organized the training program in the light of the automation process.**

**Technical expert of the software Mr. Shifas A A led the training programme. He introduced all the fields in the software and explained various drop-down menu. Then the participants were given a hands-on experience in entering all the necessary data by a mock process.**

**Superintendent Mr. K. J. Joseph proposed the vote of thanks.**

**PHOTO**



**Mr. Shifas A A leading the Training on Administrative Software (21/05/2018)**

**INTERNAL QUALITY ASSUARANCE CELL (IQAC)**

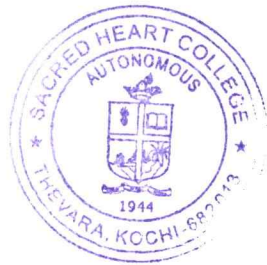
**SACRED HEART COLLEGE, THEVARA**


**TRAINING ON ADMINISTRATIVE SOFTWARE**

**21 May 2018**

**LIST OF PARTICIPANTS**

1. Mr. Joseph K. J.
2. Mr. Saju A. J.
3. Mr. Jose Mathew
4. Mr. Jude T. V.
5. Mr. Lukose K. J.
6. Mr. Johnson S. V.
7. Mr. Reji Joseph
8. Mr. Davies K. T.
9. Mr. Paulose Joseph
10. Mr. Paul K. A
11. Mr. M. V. Sebastian
12. Mrs. Divya Vinayan
13. Mr. George Thaddeus
14. Mr. Babu T A



  
Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013