



V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Re-accredited with 'A' Grade (3rd Cycle) by NAAC

VIRUDHUNAGAR - 626 001



Internal Quality Assurance Cell

Professional Development Programme

for Non-Teaching Faculty

Resource Person

Dr.E.Synthiya Judith Gnanaselvi

Assistant Professor

Department of Computer Applications(UG)

V.V.Vanniaperumal College for Women

Virudhunagar



Date :
12.01.2023

Time:
1.30 p.m -3.30 p.m



Venue :
Common Lab-II

Topic: MS-Excel

Mrs.K.Kasthuri
Organiser

Dr.S.Cinthana
IQAC Coordinator

Dr.S.M.Meena Rani
Principal



V.V.VANNIAPERUMAL COLLEGE FOR WOMEN
(Belonging to Virudhunagar Hindu Nadars)
An Autonomous Institution Affiliated to Madurai Kamaraj University
Re-accredited with 'A' Grade (3rd cycle) by NAAC
Virudhunagar - 626 001



INTERNAL QUALITY ASSURANCE CELL




Date: 05.01.2023

CIRCULAR

The Internal Quality Assurance Cell of our College has planned to organize a **Professional Development Programme** for Non-Teaching Faculty on 12.01.2023 from 1.30 p.m to 3.30 p.m.

Topic	:	MS-Excel
Resource Person	:	Dr.E.Synthiya Judith Gnanaselvi, Assistant Professor, Department of Computer Applications(UG), V.V.Vanniaperumal College for Women, Virudhunagar.
Time	:	1.30 p.m – 3.30 p.m
Venue	:	Common Lab - II


Organiser


05/01/2023
IQAC Coordinator


PRINCIPAL



V.V.VANNIAPERUMAL COLLEGE FOR WOMEN
(Belonging to Virudhunagar Hindu Nadars)
An Autonomous Institution Affiliated to Madurai Kamaraj University
Re-accredited with 'A' Grade (3rd cycle) by NAAC
Virudhunagar - 626 001



INTERNAL QUALITY ASSURANCE CELL



Report on

Professional Development Programme for the Non-Teaching faculty

The Internal Quality Assurance cell of our college organized a Professional Development Programme for the Non-teaching faculty of our college on "MS-Excel" on 12.01.2023. The resource person Dr.E.Synthiya Judith Gnanaselvi, Assistant Professor, Department of Computer Applications(UG), V.V.Vanniaperumal College for Women, Virudhunagar trained Non – Teaching faculty members for data entry and data analysis in Excel. She explained how to design and manage spreadsheets, generate and customize charts. She demonstrated the use of EXCEL functionalities and report generation based on our specifications. 27 of our Non-Teaching faculty members attended the training. There was an interaction session at the end of the training programme with the non-teaching faculty members and their doubts were clarified.





H. K. A.
Staff-in-charge

S. A. S.
IQAC Coordinator



List of Participants

S.No	Name	Department
1	Mrs.C.Radhika, M.A., M.Phil.	Maths (R) C.Radhika
2	Mrs.P.Sasikala, B.A.	Common Lab I P.Sasikala
3	Mrs.J.Anbu Selvi, M.com., B.Ed., B.L.I.S.,	Common Lab II J.Anbusekhi
4	Mrs.A.Seenu, D.F.N.A.	Physics (R) A.Seenu
5	Ms.D.Francis Reeta Mary, M.Sc.	Physics (R) D.Francis Reeta
6	Mrs.J.Sandhiya Catherine, M.Sc.	Physics (SF) J.Sandhiya
7	Mrs.R.Gayathri, B.com.	Physics (SF) R.Gayathri
8	Mrs.P.Perumalakkal.	Chemistry P.Perumalakkal
9	Mrs.S.Pandiammal.	Chemistry S.Pandiammal
10	Mrs.K.Nandhini, B.com	Chemistry K.Nandhini
11	Mrs.M.Pandiammal, B.Sc.	(PG) Chemistry M.Pandiammal
12	Mrs.S.Yamuna Devi, B.Sc.	Zoology S.Yamuna Devi
13	Mrs.I.Uma Devi.	Zoology I.Uma Devi
14	Mrs.A.Arulmary, D.M.L.T	Bio -Chemistry A.Arulmary
15	Mrs.M.Kaliswari.	Bio -Chemistry M.Kaliswari
16	Mrs.K.Ramalakshmi.	Micro Biology K.Ramalakshmi
17	Mrs.R.Yogeswari, D.C.P.	Bio Technology R.Yogeswari
18	Mrs.B.Porselvi, B.Sc.	Botany B.Porselvi
19	Mrs.R.Karthigai Selvi, M.Com.	Commerce R.Karthigai Selvi
20	Mrs.S.Nagamani, D.C.D.D.M.	Costume Design S.Nagamani
21	Mrs.T.Vijayakumari.	Homescience T.Vijayakumari
22	Mrs.A.Mareeswari.	Homescience A.Mareeswari
23	Mrs.R.Yogamathi, B.A., H.D.C.A.	Computer Science(R) R.Yogamathi
24	Mrs.M.Mareeswari.	Computer Science(SF) M.Mareeswari
25	Mrs.R.Sivaganga, B.E.	Information Technology R.Sivaganga
26	Mrs.G.Sri Devi, B.B.A.	MCA G.Sri Devi
27	Ms.G.Sundari, M.Com.	MBA G.Sundari