

REPORT ON CAPACITY BUILDING PROGRAM ON MS EXCEL

Department of Mathematics

GOVERNMENT COLLEGE(A)
RAJAHUMUNDRY College (Autonomous)

06-05-2025

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Chapter 1

MINUTES

Summary of Key Decisions

- Program scheduled from 29-04-2025 to 05-05-2025.
- Two sessions per day: 10:00 AM–1:00 PM and 2:00 PM–5:00 PM.
- Topics aligned with internship and placement needs .

GOVERNMENT COLLEGE, RAJAHMUNDRY

(An Autonomous institution since 2000)

DEPARTMENT OF MATHEMATICS

Affiliated to Adikavi Nannaya University Accredited by NAAC @ A⁺

Y -Junction, Central Prison Road, Rajahmundry.

Email: mathematicsdepartment@grjy.ac.in

Contact: 9666664242

Ref No.: Math/Dept/2025/46

Date: 25/04/2025

NOTICE

Subject:

Staff Meeting Regarding the Planning of a Capacity Building Program

A staff meeting is scheduled to discuss the planning and execution of a Capacity Building Program aimed at providing hands-on training in Microsoft Excel to the staff and students . This program is essential for the successful implementation of the Short-term (8-week) Internship Opportunity through CID – Data Entry and Analysis Project for the Fourth Semester students of B.Sc. Honours Mathematics and B.Sc. Honours Computational Mathematics, admitted in the academic year 2023–2024.

The details are as follows:

- Date: 26/04/2025
- Time: 10:30 AM – 11:30 AM
- Venue: Room No 213, Budha Bhavan, Mathematics Department Room
- Chairperson: G Chandrasekhar ,Lecturer-in-Charge of the Department

AGENDA

The following points will be discussed in the meeting:

1. Objectives and expected outcomes of the Capacity Building Program.
2. Identification of faculty coordinators and resource persons for the training sessions.
3. Scheduling and duration of the hands-on Excel training.
4. Selection of relevant topics and modules in Excel to align with internship requirements.
5. Resource allocation: Computer labs, software availability, and required logistics.
6. Integration of the program with the 8-week Short-term Internship.
7. Assessment methods and certification criteria for students.
8. Finalization of program structure and submission to the department for approval.

Guidelines for Faculty Members:

Faculty members are strongly urged to attend the meeting without fail, as this meeting will shape the direction and organization of internships for the students in the upcoming semester. Your

presence is crucial for finalizing plans that directly affect our students' academic and professional growth. For any clarifications, don't hesitate to get in touch with the undersigned.

G Chandrasekhar
Lecturer-in-Charge
Department of Mathematics

Copy to:

1. The Principal – For Approval & Record
2. IQAC Coordinator – For Documentation as per NAAC Guidelines
3. Administrative Office
4. Department Notice Board – For Faculty Reference
5. Jawahar Knowledge Center
6. All Concerned Faculty Members
 - (a) Dr. D V N S Murthy
 - (b) Dr. Ch Srinivasulu
 - (c) Mrs. I Lakshmi Gayathri
 - (d) Mr. K Janardhana Rao
 - (e) Mr. G Sekhar Babu
 - (f) Mr. M Rajeev
 - (g) Dr. K Naveen
 - (h) Dr. M Sajani Lavanya
 - (i) Mr. G Sudhakar

(j) Mr. K Rajasekhar

(k) Mr. S .S. Bhargava

(l) Mrs.N.V. Malathi

(m) Mrs.Y. Vijayalakshmi

(n) Ms. Md Fathima Sulthana

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Email: mathematicsdepartment@gerjy.ac.in

Contact: 9666664242

RefNo. : Math/Dept/2025/46/A

Date : 26/04/2025

MINUTES OF THE DEPARTMENTAL STAFF MEETING

1. Meeting Details

- **Date:** 23/03/2025
- **Time:** 10:30 AM – 11:30 AM
- **Venue:** Mathematics Department Conference Room
- **Chairperson:** Mr. G Chandrasekhar, Lecturer-in-Charge of the Department.

2. Attendees:

- (a) Mr. G Chandrasekhar
- (b) Dr. D V N S Murthy
- (c) Dr. Ch Srinivasulu
- (d) Mrs.I Lakshmi Gayathri
- (e) Mr. K Janardhana Rao
- (f) Mr. G Sekhar Babu
- (g) Mr. M Rajeev
- (h) Dr. K Naveen
- (i) Dr. M Sajani Lavanya
- (j) Mr. G Sudhakar
- (k) Mr. K Rajasekhar
- (l) Mr. S .S. Bhargava

- (m) Mrs.N.V. Malathi
- (n) Mrs.Y. Vijayalakshmi
- (o) Ms. Md Fathima Sulthana
- (p) Dr Harinadh Reddy ,JKC Coordinator special Invitee
- (q) M Kiran Kumar, JKC Mentor, Special Invitee

3. Objective of the Meeting

The objective of this meeting is to formulate a comprehensive plan for conducting a Capacity Building Program focused on hands-on practice in Microsoft Excel to students and staff. The training is intended to equip students along with staff with essential spreadsheet skills necessary for the effective execution of the Short-term (8-week) Internship,(Internship Opportunity through CID – Data Entry and Analysis Project) which is part of the curriculum for the Fourth Semester students of B.Sc. Honours Mathematics and B.Sc. Honours Computational Mathematics (2023–2024 admitted batch). The meeting will also aim to finalize the structure, content, and resource allocation for the smooth implementation of the program.

4. Agenda points

- (a) Approval of Previous Meeting Minutes (General)
- (b) Objectives and expected outcomes of the Capacity Building Program.
- (c) Identification of faculty coordinators and resource persons for the training sessions.
- (d) Scheduling and duration of the hands-on Excel training.
- (e) Selection of relevant topics and modules in Excel to align with internship requirements.
- (f) Resource allocation: Computer labs, software availability, and required logistics.
- (g) Assessment methods and certification criteria for students.
- (h) Finalization of program structure and submission to the department for approval.

5. Discussion & Resolutions

- (a) **Agenda Point:** Approval of Previous Meeting Minutes

Discussion:The minutes of the last meeting held on 10/03/2025 were reviewed and approved without modifications.

Resolution:The minutes of previous meeting were unanimously accepted.

- (b) **Agenda Point:** Objectives and expected outcomes of the Capacity Building Program.

Discussion: The members unanimously agreed that Fourth Semester students of B.Sc. Honours Mathematics and Computational Mathematics require a structured hands-on training in Microsoft Excel to enhance their data analysis and reporting skills. It was emphasized that such training is crucial not only for their upcoming 8-week internship but also for building employable skills in spreadsheet-based computation, data visualization, and basic automation tasks. The need to align training outcomes with real-time industry and academic expectations was also discussed.

Resolution: It was resolved that the Capacity Building Program will be designed with a strong focus on practical sessions. The program will aim to equip students with essential Excel skills—ranging from data entry, formulae, and charts to pivot tables and macros—which are directly applicable to their short-term internships. The learning outcomes will be clearly defined, and the program will conclude with a practical assessment and student presentation to ensure that the intended skills have been effectively acquired.

- (c) **Agenda Point:** Identification of faculty coordinators and resource persons.

Discussion: Faculty members with expertise in Excel were considered for handling sessions during the program. The members identified Mr. M. Rajeev, Mr. Y. Rajasekhar, Dr. K. Naveen, and Dr. D. Sajani Lavanya, Ms. Md. Fathima Sultana, as having substantial proficiency in Excel. Additionally, Mr. M. Kiran Kumar, Mentor in the Placement Cell were nominated as internal resource persons.

Resolution: It was resolved that the following faculty members were confirmed as resource persons: Mr. M. Rajeev, Mr. Y. Rajasekhar, Dr. K. Naveen, Dr. D. Sajani Lavanya, Ms. Md. Fathima Sultana and Mr. M. Kiran Kumar.

Assigned to: Dr. D V S Murthy is appointed as overall Coordinator of the program

Timeline: The program shall commence by 29/04/2025

- (d) **Agenda Point:** Scheduling and duration of the hands-on Excel training.

Discussion: The staff discussed the need for an intensive yet focused training program that enables students to progressively build Excel skills relevant for their short-term internships. A 5-day schedule was proposed with two sessions per day (10:00 AM – 1:00 PM and 2:00 PM – 5:00 PM), allowing sufficient time for hands-on learning and application. Topics were carefully sequenced from fundamental to advanced features in Excel.

Resolution: It was resolved that the program will follow a 5-day format, with each day comprising two intensive sessions: a 3-hour forenoon session and a 3-hour afternoon session, totaling 6 hours of hands-on training per day.

Resolution: A 5-day, 6-hour per day , 3-hour in FN session, 3-hour in AN session format was finalized.

- (e) **Agenda Point:** Selection of relevant topics and modules in Excel.

Discussion: The committee emphasized the need to align the training modules with the requirements of the upcoming short-term internships. It was agreed that the program should begin with foundational skills in Excel and progress toward more advanced features relevant to data analysis and reporting tasks. Suggested modules include: Excel basics, formulas and functions, data management, charts, pivot tables, logical and lookup functions, and an introductory session on macros. A final session would include a hands-on mini-project simulating internship-style work, followed by assessment and feedback. Topics will be finalized based on input from experienced faculty and the placement cell team.

Resolution: The tentative topics were identified and scheduled into a 5-day plan as given hereunder. Final adjustments will be made after further consultation with the placement cell coordinator and faculty experts.

Tentative Schedule for Capacity Building Program on Excel

Day	Session Time	Topic	Handled by
Day 1	10:00 AM – 1:00 PM	Introduction to Excel: Data Entry, Formatting, Basic Navigation	M. Rajeev
	2:00 PM – 5:00 PM	Working with Formulas and Functions: SUM, AVERAGE, IF, COUNTIF, etc.	Md. Fathima Sultana
Day 2	10:00 AM – 1:00 PM	Data Sorting, Filtering, and Data Validation Techniques	Mr. Y. Rajasekhar
	2:00 PM – 5:00 PM	Conditional Formatting and Basic Charts (Bar, Line, Pie)	Dr. K. Naveen
Day 3	10:00 AM – 1:00 PM	Introduction to Pivot Tables and Pivot Charts	Dr. D. Sajani Lavanya
	2:00 PM – 5:00 PM	Working with Multiple Worksheets, Cell Referencing (Absolute vs. Relative)	Mr. M. Kiran Kumar
Day 4	10:00 AM – 1:00 PM	Logical and Lookup Functions: AND, OR, VLOOKUP, HLOOKUP, MATCH	Mr. M. Kiran Kumar
	2:00 PM – 5:00 PM	Introduction to Basic Macros and Automating Tasks in Excel	Md. Fathima Sultana
Day 5	10:00 AM – 1:00 PM	Mini-Project: Data Analysis Case Study using Excel	M. Rajeev
	2:00 PM – 5:00 PM	Practical Assessment + Feedback + Valedictory Session	Dr. Harinadh Reddy

Timeline: Considering the ongoing examinations, the Capacity Building Program is scheduled to be conducted on the following dates: **29th and 30th April 2025, and 3rd to 5th May 2025.**

(f) **Agenda Point:** Resource allocation: labs, software, logistics.

Discussion: Availability of JKC Lab, ELL Lab, Maths-Stat lab, Robotics lab and required software licenses were discussed.

Resolution: JKC Lab, ELL Lab, Maths-Stat lab, Robotics lab were reserved; required logistics and licenses will be arranged.

Assigned to: Dr Harinadh Reddy, JKC Coordinator

Timeline: 28-04-2025

(g) **Agenda Point:** Assessment methods and certification.

Discussion: Suggested methods include practical tests and project submissions.

Resolution: Final assessment will be via an offline practical test, followed by certificate distribution.

Assigned to: Dr.Harinadh Reddy ,JKC Coordinator

Timeline: 10/05/2025

(h) **Agenda Point:** Finalization of the program structure and submission.

Discussion: A consolidated document is to be submitted for departmental and administrative approval.

Resolution: Proposal will be compiled and submitted to the Principal.

Assigned to: Dr Ch Srinivasulu

Timeline: 27/04/2024

6. **Conclusion** The staff meeting concluded with a unanimous agreement on the structure, schedule, and resource allocation for the Capacity Building Program on Excel. Faculty members expressed strong commitment towards ensuring effective hands-on training aligned with the internship requirements of B.Sc. Honours Mathematics and Computational Mathematics students. All action points were assigned with clear timelines. The program aims to equip students with practical Excel skills essential for data analysis and reporting during their 8-week internship. The finalized schedule and resource persons list will be submitted to the department for final approval.

7. Next Meeting Details

- Date: 28/0/2025
- Time: 10:30 AM
- Venue: Mathematics Department Room

8. Draft of Minutes prepared by

Dr.Ch. Srinivasulu
Senior Faculty Member

9. Minutes Approved by

Mr G Chandrasekhar
Lecturer-in-charge

10. Distribution of Minutes

Copies of the minutes submitted to:

- (a) Principal / Head of Institution
- (b) Institutional Internal Quality Assurance Cell (IQAC)
- (c) Academic Cell
- (d) JKC

Copies of the minutes have been shared with:

- (e) Administrative Office
- (f) All Faculty Members
 - i. Mr. G Chandrasekhar
 - ii. Dr. D V N S Murthy
 - iii. Dr. Ch Srinivasulu
 - iv. Mrs.I Lakshmi Gayathri
 - v. Mr. K Janardhana Rao
 - vi. Mr. G Sekhar Babu
 - vii. Mr. M Rajeev
 - viii. Dr. K Naveen
 - ix. Dr. M Sajani Lavanya
 - x. Mr. G Sudhakar
 - xi. Mr. K Rajasekhar
 - xii. Mr. S .S. Bhargava
 - xiii. Mrs.N.V. Malathi
 - xiv. Mrs.Y. Vijayalakshmi
 - xv. Ms. Md Fathima Sulthana

Chapter 2

INTIMATION TO PRINCIPAL

GOVERNMENT COLLEGE (A), RAJAHMUNDRY
DEPARTMENT OF MATHEMATICS

April 26th, 2025

G Chandrasekhar
Lecturer-in-Charge
Department of Mathematics
Phone: 9666664242
Email:mathematicsdepartment@@gcrjy.ac.in

The Principal
Govt.College(A)
Rajahmundry

Respected Sir,

Subject:GCRJY-Dept of Mathematics-Capacity Building Program on Excel- request to issue permission-reg.

Reference:Staff resolutions of Department of Mathematics dated:26-04-2025

I would like to submit that the Department of Mathematics resolved to Plan to conduct a Capacity Building Program for the hands on practice on excel which is needed for and execution of Short-term/8-week Internship (Internship opportunity through CID Data Entry and Analysis Project) for Fourth Semester Students of B.Sc Honours Mathematics and B.Sc Honours Computational Mathematics(2023–24 Admitted Batch) along with the staff.Hence I request you to permit the Department to proceed in this regard .Thank you, Sir.

Yours faithfully,

G. CHANDRASEKHAR

Chapter 3

CIRCULAR

GOVERNMENT COLLEGE, RAJAHMUNDRY

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DEPARTMENT OF MATHEMATICS

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Y -Junction, Central Prison Road, Rajahmundry.

Email: mathematicsdepartment@grjy.ac.in

Contact: 9666664242

RefNo. : Math/Dept/2025/45/B

Date : 26/04/2025

CIRCULAR

This is to inform all stakeholders that the **Department of Mathematics** is organizing a **Capacity Building Program on Excel (Hands-on Training)** for the students of **B.Sc. Honours Mathematics and B.Sc. Honours Computational Mathematics (2023–24 Batch)**. This program is designed to build spreadsheet proficiency and enhance data analysis skills essential for their **IV Semester Short-term Internship**.

Program Details:

- **Duration:** 5 Days
- **Dates:** 29/04/2025 to 30/04/2025 and 03/05/2025 to 05/05/2025
- **Timings:** 10:00 AM – 1:00 PM and 2:00 PM – 5:00 PM
- **Venue:** JKC Lab, ELL Lab, Math-Stat Lab, Robotics Lab
- **Mode:** Hands-on Practical Sessions

Tentative Schedule for Capacity Building Program on Excel

Day	Session Time	Topic	Handled by
Day 1	10:00 AM – 1:00 PM	Introduction to Excel: Data Entry, Formatting, Basic Navigation	M. Rajeev
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Day 5	10:00 AM – 1:00 PM	Mini-Project: Data Analysis Case Study using Excel	M. Rajeev
	2:00 PM – 5:00 PM	Practical Assessment + Feedback + Valedictory Session	Dr. Harinadh Reddy

All students are expected to attend all sessions promptly and participate actively. Attendance is compulsory, and certificates will be awarded based on performance.

For queries, contact **Dr. D V S Murthy**, Program Coordinator.

G Chandrasekhar

Lecturer-in-Charge,
Department of Mathematics

Copy to:

1. The Principal – For Approval & Record
2. IQAC Coordinator – For Documentation as per NAAC Guidelines

3. JKC
4. Administrative Office
5. Department Notice Board – For Faculty Reference
6. Whats App Groups of the stake holders & Website
7. All Concerned Faculty Members
 - (a) Dr. D V N S Murthy
 - (b) Dr. Ch Srinivasulu
 - (c) Mrs.I Lakshmi Gayathri
 - (d) Mr. K Janardhana Rao
 - (e) Mr. G Sekhar Babu
 - (f) Mr. M Rajeev
 - (g) Dr. K Naveen
 - (h) Dr. M Sajani Lavanya
 - (i) Mr. G Sudhakar
 - (j) Mr. K Rajasekhar
 - (k) Mr. S .S. Bhargava
 - (l) Mrs.N.V. Malathi
 - (m) Mrs.Y. Vijayalakshmi
 - (n) Ms. Md Fathima Sulthana
 - (o) Class Representative BSC Hons Maths Fourth semester
 - (p) Class Representative BSC Computational Maths Fourth semester

Chapter 4

BRIEF NOTE ON CAPACITY BUILDING PROGRAM

Title

Capacity Building Program on Microsoft Excel for Internship and Employability Readiness

Aim

To equip undergraduate students with essential skills in Microsoft Excel for effective data handling, analysis, and presentation, thereby enhancing their readiness for internships and future employment.

Objectives

- To introduce students to the basic and advanced features of Microsoft Excel.
- To train students in using Excel for real-world data entry, validation, formatting, and visualization.
- To integrate Excel training with the academic internship component.
- To develop student confidence in using spreadsheet tools for professional applications.
- To align student skills with employer expectations in data-driven roles.

Expected Outcomes

- Students will acquire hands-on experience in Excel-based data analysis and reporting.
- Students will be able to create, manage, and analyze data sets using functions, charts, and pivot tables.
- Students will demonstrate improved internship and workplace readiness.
- A structured assessment and certification mechanism will validate the skills acquired.
- The program will foster academic-industry linkage through practice-oriented learning.

Chapter 5

CVs OF RESOURCE PERSONS

1. RAJEEV

- Msc IIT Bombay
- 13 Acturies PAPERS Cleared
- NET QUALIFIED IN MATHS
- SENIOR LECTURER
-
-
-
-

2. RAJASEKHAR

-
-
-
-
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-
-

3. LAVANYA

Chapter 6

SYNOPSIS OF THE TOPICS

This Capacity Building Program was carefully structured to provide progressive, hands-on training in Microsoft Excel. The sessions were aligned with internship tasks and industry expectations. Each topic was selected to build on the previous one, resulting in comprehensive skill development.

1. Introduction to Microsoft Excel

- Overview of Excel interface
- Workbook and worksheet basics
- Data entry and cell formatting
- File management and templates

2. Formulas and Functions

- Basic arithmetic operations
- Common functions: SUM, AVERAGE, IF, COUNTIF, MAX, MIN
- Relative, absolute, and mixed cell referencing

3. Data Handling and Validation

- Sorting and filtering data
- Data validation tools (dropdown lists, error alerts)
- Removing duplicates and text-to-columns

4. Conditional Formatting and Charting

- Applying rules for cell formatting
- Highlighting trends and exceptions

- Creating basic charts: Bar, Line, Pie
- Customizing chart elements and layouts

5. **Pivot Tables and Pivot Charts**

- Summarizing large datasets
- Filtering and grouping data in pivot tables
- Creating interactive dashboards

6. **Advanced Excel Features**

- Logical functions: AND, OR, IFERROR
- Lookup functions: VLOOKUP, HLOOKUP, INDEX, MATCH
- Working with multiple worksheets and linking data

7. **Introduction to Macros**

- Recording simple macros
- Automating repetitive tasks
- Understanding macro security

8. **Mini Project and Assessment**

- Case study: Data analysis project using Excel
- Practical test to assess skill acquisition
- Feedback and interaction session

Chapter 7

PROGRAM SCHEDULE

Tentative Schedule for Capacity Building Program on Excel

Day	Session Time	Topic	Handled by
Day 1	10:00 AM – 1:00 PM	Introduction to Excel: Data Entry, Formatting, Basic Navigation	M. Rajeev
	2:00 PM – 5:00 PM	Working with Formulas and Functions: SUM, AVERAGE, IF, COUNTIF, etc.	Md. Fathima Sultana
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	2:00 PM – 5:00 PM	Practical Assessment + Feedback + Valedictory Session	Dr. Harinadh Reddy

Chapter 8

PARTICIPANTS

S.No	Reg.No.	NAME OF THE STUDENT
1	22324703	SAYYAD MAHABOOB JOHNY
2	22324704	PRAGALLAPATI ANUSHA
3	22324705	GUDLA VASU
4	22324708	BORA SRAVANI
5	22324709	VEMULAPUDI DEVA KARTHIK
6	22324712	KALUMULA KUMARI
7	22324713	PIEPURI YASASWINI
8	22324714	BOGGA KALYANI
9	22324715	AMARASETTI BHAVANI
10	22324716	MANGALAPATI AKHIL

Table 8.1: Mentors Team: G Chandrasekhar& Mr G Sudhakar

S.NO	REGD.NO	NAME OF THE STUDENT
11	22324718	DADI V V GOPALAKRISHNA
12	22324719	VANJAM LAKSHMI PRASANNA
13	22324720	MATTA ADITYA
14	22324722	CHUKKA NAVYA LAKSHMI
15	22324723	MADAKAM SREEJA
16	22324724	BETHALA V A MUTYALA RAO
17	22324725	KURAM SUBBA LAXMI
18	22324726	DONGA BHUVANESWARI
19	22324728	VELCHURI DEVI MANASA
20	22324732	KOTA LOKESH

Table 8.2: Mentors Team:Dr. D.V.N.S Murthy & Mr S.S.R. Bhargava

S.No	Reg.No.	NAME OF THE STUDENT
21	22324734	GOLAKOTI SIDDU VINAY KUMAR
22	22324735	KURIKURI JAGADEESWARI
23	22324736	PUPPALA RATNA KUMARI
24	22324737	KOMMARI RAMYA
25	22324738	BATHULA BHARGAVI
26	22324739	VALLI RAMA VEERA DURGA BHAVANI
27	22324740	TURRAM HARSHA VARDHINI
28	22324741	DUNDU GAYATRI KUMARI
29	22324742	NAKKA NAGA SAI VEERA MANIKANTA DEVI
30	22324743	NIMMAKAYALA JAYA VIGNESH

Table 8.3: Mentors Team:Mr M Rajeev & Mrs. N.V. Malathi

S.No	Reg.No.	NAME OF THE STUDENT
31	22324744	VELPURI BHAGYA LAKSHMI
32	22324747	ADARI CHELLA RATNAM
33	22324748	MEKA GANESH KUMAR
34	22324749	MULAPARTHI BHAVANI
35	22324750	AYISETTI SAI KIRAN
36	22324752	NELLI PRIYA SANJANA
37	22324754	PAYAM SHIVA KUMARI
38	22324757	PUVVALA VIDYASAGAR
39	22324760	BAGULA TARUN GOPAL
40	22324764	BARRE PUJITHA RANI

Table 8.4: Mentors Team: Dr S Lavanya & Mrs.Y Vijayalakshmi

S.No	Reg.No.	NAME OF THE STUDENT
41	22324765	LAKKONDA NIRUPAMA
42	22324801	GANDHAM SRINIVAS
43	22324802	MULLA DEEPAK KUMAR
44	22324803	PALLEBOYINA VEERENDRA
45	22324804	NAKKA S V VENKATA REDDY
46	22324805	NUNE VINAY SAIKUMAR
47	22324806	TURISALA ARJUN
48	22324808	KONETI JAGRUTHI
49	22324809	NAMBURI PAVITHRA
50	22324810	MODHUKURI VARA LAKSHMI

Table 8.5: Mentors Team: Mr K Janardhana Rao & Miss. Md. Fathima Sulthana

S.No	Reg.No.	NAME OF THE STUDENT
51	22324812	KELLA DHANUSH
52	22324813	DONDAPATI VYSHALI
53	22324815	RAVALASALA KUMAR
54	22324817	PALABAI VENKATA SIVA SA
55	22324818	MANURI MOHAN SRI KONDALA RAO
56	22324819	VELPURI SRAVANI
57	22324820	SOURIPILLI JASHNAVI SIRI
58	22324822	GOLTHI MURALI
59	22324823	SITA SIRI
60	22324824	AKULA NAGENDRA

Table 8.6: Mentors Team: Mrs.Gayathri & Y Rajasekhar

S.No	Reg.No.	Name of the Student
61	22324826	PINNINTI DHANUNJAYA
62	22324827	PILLI AKHILA
63	22324828	SHEIK REHAMAN BIBI
64	22324829	JUDALA DALARAM
65	22324830	YALAMANCHILI SIVAKRISHNA
66	22324831	PILLI SIVA KESAVA MURTHY

Table 8.7: Mentors Team: Mr G Sekhar Babu & Dr K Naveen

Chapter 9

FEEDBACK

Student Feedback

The Capacity Building Program received overwhelmingly positive feedback from the participants. A structured feedback form was distributed on the final day, assessing the program across multiple dimensions including content relevance, clarity of instruction, hands-on practice, and overall satisfaction.

- **95%** of the participants rated the training sessions as “*Very Good*” or “*Excellent*”.
- **90%** appreciated the progression of topics from basics to advanced features, which helped build a strong conceptual foundation.
- **92%** felt confident in applying Excel skills to real-life internship or academic tasks after attending the program.
- **Feedback highlights:**
 - “The pace was ideal and instructors were very approachable.”
 - “I never thought Excel could do so much — pivot tables and lookup functions were a revelation.”
 - “Hands-on practice made all the difference; I feel well-prepared for internship data work.”
 - “The mini-project gave a real-world perspective. A very useful and well-organized program.”
- Participants also suggested topics like advanced data visualization and dashboard creation for future workshops.

The feedback collected serves as a strong validation of the need for such capacity-building programs and encourages the department to offer similar hands-on training modules in the future.

Teacher Feedback

The faculty members who attended the Capacity Building Program on Microsoft Excel expressed positive feedback regarding the relevance, quality, and practical utility of the sessions. The following are summarized reflections and evaluations collected through structured feedback forms and informal interactions:

Overall Feedback Summary

- The training was well-organized and methodically planned, providing a gradual build-up from basic to advanced Excel operations.
- Faculty appreciated the hands-on nature of the sessions and found the exercises closely aligned with real-life teaching and research data tasks.
- The inclusion of modules such as Pivot Tables, Lookup Functions, and Conditional Formatting were found to be particularly valuable.
- Many faculty participants noted an increase in confidence to handle student data, research analysis, and administrative tasks more efficiently using Excel.

Select Feedback Statements

Dr. M. Rajeev: "This program has greatly enhanced my functional understanding of Excel. I now plan to integrate it into project assessments."

Md. Fathima Sultana: "The logical functions and macros sessions were eye-openers. They simplified several time-consuming tasks."

Mr. Y. Rajasekhar: "The training bridged the gap between theoretical exposure and practical data handling skills. Very relevant for both teaching and placement mentoring."

Dr. K. Naveen: "I especially appreciated the clarity of the resource persons and the structure of the mini-project work."

Dr. D. Sajani Lavanya: "Very beneficial program. I would recommend similar advanced-level workshops in the future."

Suggestions for Improvement

- Request for a follow-up session focusing exclusively on Excel Macros and Visual Basic for Applications (VBA).
- Introduction of subject-specific case studies (e.g., statistical analysis for science faculty).
- Consider providing video recordings of the sessions for post-program reference.

Overall, the program was highly appreciated and contributed meaningfully to faculty capacity enhancement.

Chapter 10

MODEL CERTIFICATE

Chapter 11

PICTURES AND NEWS CLIPINGS

The following images capture key moments from the Capacity Building Program on MS Excel:



Figure 11.1: Inauguration of the Program

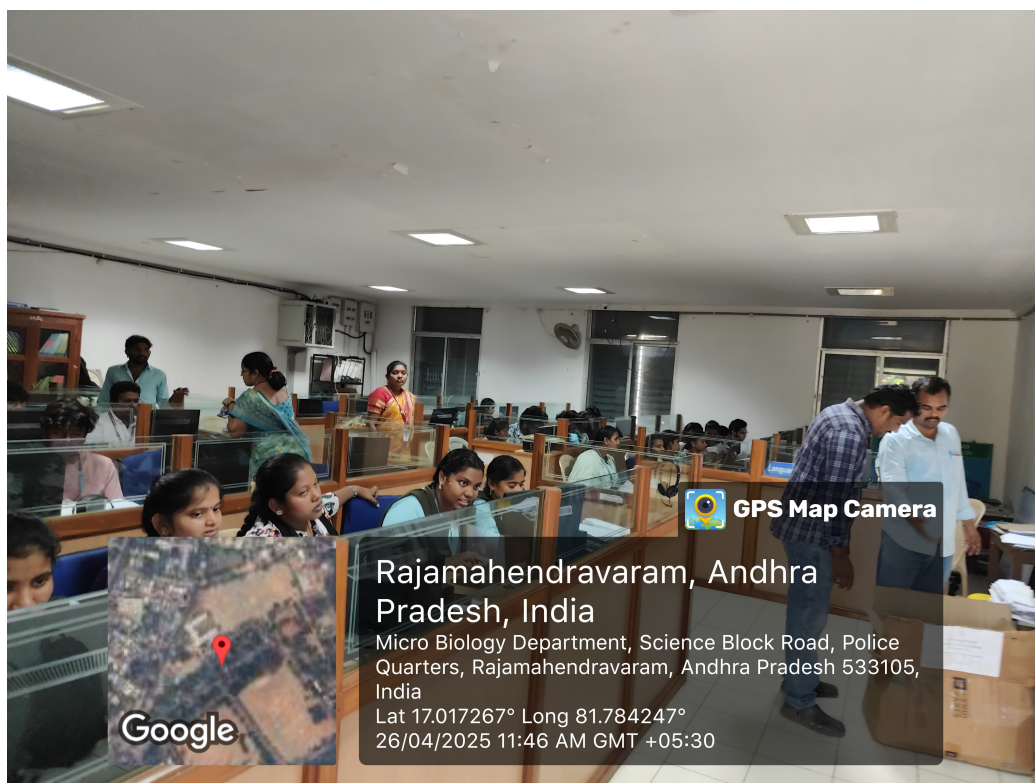


Figure 11.2: Hands-on Excel Training Session



Figure 11.3: Hands-on Excel Training Session



Figure 11.4: Hands-on Excel Training Session



Figure 11.5: Valedictory Session and Certificate Distribution