

Pathamuttom
28.12.2019

From

Baiju K. Samuel
Asst. Manager and Executive Secretary to the Principal
Saintgits College of Applied Sciences, Pathamuttom

To

The Principal
Saintgits College of Applied Sciences, Pathamuttom

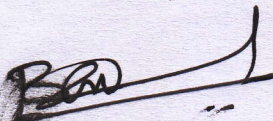
Sir

Sub:- Request to get sanction for conducting training session-Reg:-

This is to request you to kindly give sanction to conduct a training program for administrative staff on the subject " Google Sheet creation and advanced data collection" on 03.01.2020 in the computer laboratory. Asst. Prof Tabin Thomas of Department of Computer Science and Engineering, Saintgits College of Engineering agreed to take the classes.

Kindly give sanction for the same.

Thanking you,



(Baiju K. Samuel)



PRINCIPAL
Saintgits College of Applied Sciences
Kottukulam Hills, Pathamuttom P. O.
Kottayam-686 532, Kerala



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30.12.2019


NOTICE

There will be a training programme on "Google Sheet creation and advanced data collection" on 03.01.2020 from 9.30 a.m. to 1.00 p.m. All the non-teaching staff members may attend the program without fail. Asst. Prof. Tibin Thomas, Department of Computer Science and Engineering, Saintgits College of Engineering will lead the session.

Date : 03.01.2020

Time : 9.30 am to 1.00 pm

Venue: Computer Laboratory


Prof. M. C. Joseph
Principal

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Pathamuttom
31.12.2019

From

Baiju K. Samuel
Asst. Manager and Executive Secretary to the Principal
Saintgits College of Applied Sciences, Pathamuttom

To

The Principal
Saintgits College of Applied Sciences, Pathamuttom

Sir

Sub:- Request to get sanction for budget for training session-Reg:-

Ref: Your sanction dated 28.12.2019

With reference to the above, I would like to request you to sanction the below budget for the smooth conduct of the training program for administrative staff on the subject" Google Sheet creation and advanced data collection" on 03.01.2020 in the computer laboratory.

Sl. No.	Item	Amount	Remarks	Total
1	Tea /Coffee-Morning	10	6 Nos.	60
2	Snacks (morning)	10	6 Nos.	60
Total				120

Kindly approve

Thanking you,



(Baiju K. Samuel)

smeeep
PRINCIPAL
Saintgits College of Applied Sciences
Kottukulam Hills, Pathamuttom P.O.
Kottayam-686 532, Kerala





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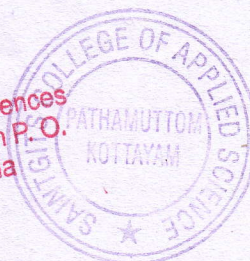
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Profile of the Resource Person



Asst. Prof. Tibin Thomas is working in Saintgits College of Engineering. Now he is working as the Senior Assistant Professor in Department of Computer science and Engineering, Saintgits College of Engineering. He is from Pala, Kottayam. He has 5 years of experience in teaching field. Asst. Prof. Tibin Thomas is a Bachelor of technology in Computer Science and Engineering and Master of Technology in Computer Science and Information System.


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Training on "Google Sheet creation and advanced data collection"

Program Schedule

Date : 03.01.2020

Time : 9.30 a.m.

Venue : Computer Laboratory

1. Silent Prayer
2. Introduction of the trainer : Prof. M. C. Joseph
3. Training session : Asst. Prof. Tibin Thomas,
Department of CSE
Saintgits College of Engineering
4. Vote of thanks (1.00 p.m.) : Baiju K. Samuel
Asst. Manager and
Executive Secretary to Principal

Prof. M. C. Joseph
PRINCIPAL

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REPORT ON TRAINING OF ADMINISTRATIVE STAFF 2019-20

A training programme for administrative staff was conducted on 03.01.2020 in "Google Sheet creation and advanced data collection". Asst. Prof. Tibin Thomas, Department of Computer Application, Saintgits College of Engineering took the session. Prof. M. C. Joseph, Principal, Saintgits College of Applied Sciences, introduced the trainer to the administrative staff and Mr. Baiju K. Samuel, Asst. Manager and Executive Secretary to The Principal, Saintgits College of Applied Sciences, delivered the vote of thanks.

This training was conducted in the computer lab of the college. The extensive use of the Google sheet was explained along with a practical session. Various aspects of data collection, was explained. The session helped to improve the quality of administration.

Prof. M. C. Joseph

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Training course Feed Back form

Thank you for participating the training program on "Google Sheet creation and advanced data collection". In order to improve our training course. We ask you to fill in this feed form.

Basic information

Name : MIDHUN. CR
Department : LIBRARY
Subject name : Google Sheet creation & advanced data collection
Name of the trainer : Asst-Prof. Tibin Thomas
Date of training : 3/1/2020

Criteria	Strongly agree 5 marks	Agree 3 marks	Disagree 2 marks	Strongly disagree 1 marks	Not applicable
Training was relevant to my needs	✓				
Length of the training was sufficient		✓			
Content was well organised	✓				
Questions were encouraged	✓				
Instructions were and understandable	✓				
Training met my expectation		✓			
The presenter and presentations were effective	✓				

What did you enjoy most today:

General Comments: Valuable, good

31/35

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Training course Feed Back form

Thank you for participating the training program on "Google Sheet creation and advanced data collection". In order to improve our training course. We ask you to fill in this feed form.

Basic information

Name : VINITHA RAJAN
Department : OFFICE
Subject name : Google Sheet creation and advanced data collection
Name of the trainer : Asst. Prof. Robin Thomas
Date of training : 3/01/2020

Criteria	Strongly agree 5 marks	Agree 3 marks	Disagree 2 marks	Strongly disagree 1 marks	Not applicable
Training was relevant to my needs	✓	✓			
Length of the training was sufficient				✓	
Content was well organised		✓			
Questions were encouraged			✓		
Instructions were and understandable	✓				
Training met my expectation					
The presenter and presentations were effective	✓				

What did you enjoy most today:

General Comments: Good

24/35

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Training course Feed Back form

Thank you for participating the training program on "Google Sheet creation and advanced data collection". In order to improve our training course. We ask you to fill in this feed form.

Basic information

Name : Timmy George
Department : Office
Subject name : Google Sheet Creation and Advanced Data Collection
Name of the trainer : Asst. Prof. Tibio Thomas
Date of training : 03/01/2020

Criteria	Strongly agree 5 marks	Agree 3 marks	Disagree 2 marks	Strongly disagree 1 marks	Not applicable
Training was relevant to my needs	✓				
Length of the training was sufficient	✓				
Content was well organised	✓				
Questions were encouraged	✓				
Instructions were and understandable	✓				
Training met my expectation		✓			
The presenter and presentations were effective	✓				

What did you enjoy most today:

General Comments: Excellent

33

35

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Training course Feed Back form

Thank you for participating the training program on "Google Sheet creation and advanced data collection". In order to improve our training course. We ask you to fill in this feed form.

Basic information

Name : Brij K- Samuel
Department : Office
Subject name : Google Sheet creation and advanced data collection
Name of the trainer : Asst. Prof. Tabin Thomas
Date of training : 03/01/2020

Criteria	Strongly agree 5 marks	Agree 3 marks	Disagree 2 marks	Strongly disagree 1 marks	Not applicable
Training was relevant to my needs	<input checked="" type="checkbox"/>				
Length of the training was sufficient	<input checked="" type="checkbox"/>				
Content was well organised	<input checked="" type="checkbox"/>				
Questions were encouraged	<input checked="" type="checkbox"/>				
Instructions were and understandable	<input checked="" type="checkbox"/>				
Training met my expectation	<input checked="" type="checkbox"/>				
The presenter and presentations were effective	<input checked="" type="checkbox"/>				

What did you enjoy most today: Trainer

General Comments: Very good and effective

35/35

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Training course Feed Back form

Thank you for participating the training program on "Google Sheet creation and advanced data collection". In order to improve our training course. We ask you to fill in this feed form.

Basic information

Name : JENCY MERIN JOY
Department : SCAS-Office
Subject name : Google Sheet Creation and advanced data collection
Name of the trainer : TIBIN THOMAS (Asst. Prof.)
Date of training : 03-01-2020

Criteria	Strongly agree 5 marks	Agree 3 marks	Disagree 2 marks	Strongly disagree 1 marks	Not applicable
Training was relevant to my needs	✓				
Length of the training was sufficient	✓				
Content was well organised		✓			
Questions were encouraged		✓			
Instructions were and understandable		✓			
Training met my expectation		✓			
The presenter and presentations were effective		✓			

What did you enjoy most today:

General Comments: Very Good

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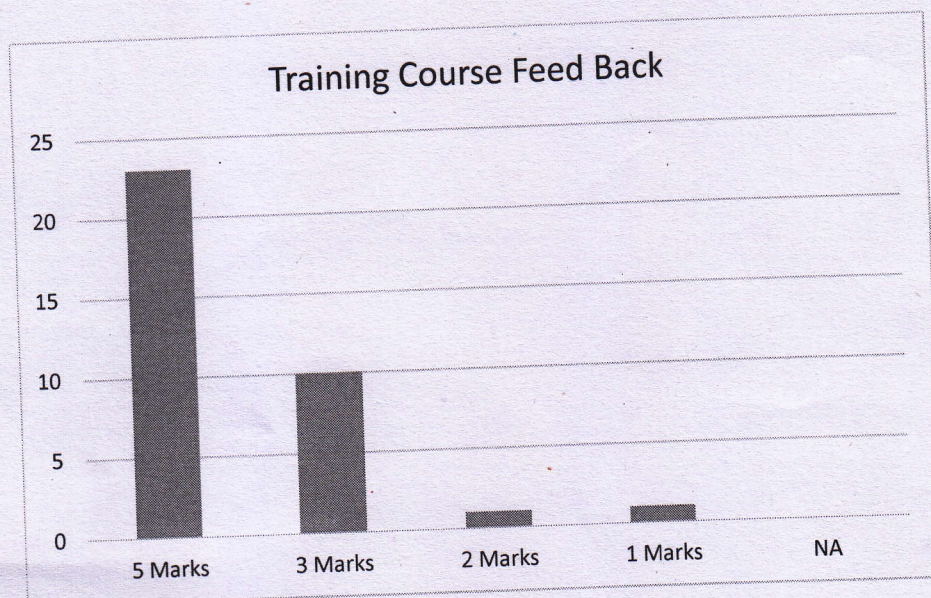
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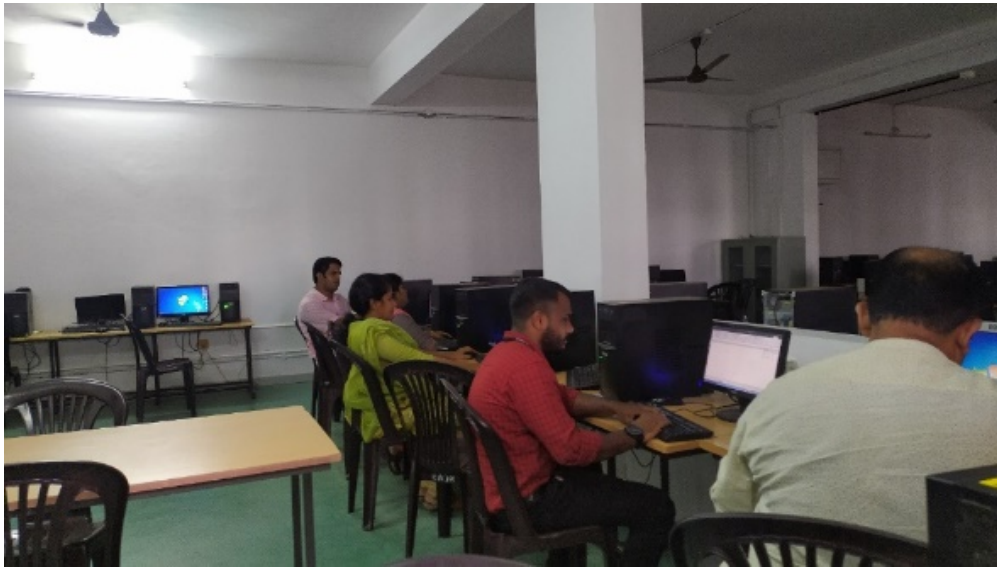
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TRAINING COURSE FEEDBACK FORM
 Training program on
"Google Sheet creation and advanced data collection"
 03.01.2020

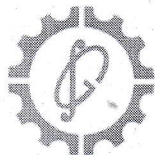
SL. No.	Marks obtained				
	5 Marks	3 Marks	2 Marks	1 Marks	NA
1	5 Marks	3 Marks	2 Marks	1 Marks	NA
2	23	10	1	1	0



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List of Participants

Administrative staff Training Program 2019-20

1. Baiju K. Samuel
2. Jency Merin Joy
3. Timmy George
4. Midhun C R
5. Vinitha Rajan