

**G.T.N. ARTS COLLEGE (Autonomous), Dindigul - 5**

[Affiliated to Madurai Kamaraj University]

[Accredited with 'B' Grade by NAAC]



**“Microsoft Office  
as  
Automation Tool”**

Organized by

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

On

**08.01.2022 (Saturday)**

Venue: Seminar Hall



**G.T.N. ARTS COLLEGE (AUTONOMOUS)  
DINDIGUL -5**

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**Internal Quality Assurance Cell  
(In Pursuit of Holistic Excellence)**

**Circular - Non-Teaching Staff**

**Date: 06.01.2022**

**IQAC/No.16/2021-2022**

IQAC has planned to conduct a One-day Non-Teaching Staff Development Programme on “Microsoft Office as Autonomous Tool” on 08<sup>th</sup> January 2022 in the Seminar Hall at 10:30 am.

**IQAC-COORDINATOR  
(Dr. M. MUTHUMARI)**

**PRINCIPAL  
(Dr. P. BALAGURUSAMY)**

**Circular to:** i) All Non-Teaching Staff Members (Aided & SSP)

**Copy to:** Academic Director & Vice Principal (SSP)

**Submitted to:** The Secretary and Correspondent



# G.T.N. ARTS COLLEGE (Autonomous)

G.T.N. Nagar, Karur Road, DINDIGUL - 624 005

## Internal Quality Assurance Cell [IQAC] One-Day Non-Teaching Staff Development Programme On

“Microsoft Office as Automation Tool”  
on 08<sup>th</sup> January 2022

Attendance Sheet

Sl. No.	Name of the Staff	Signature
1	Thiru. R. Natarajan	R. Natarajan
2	Thiru. R. Varatharajan	R. Varatharajan
3	Thiru. S. Arun Kumar	S. Arun Kumar
4	Thiru. S. Suresh	S. Suresh
5	Thiru. T. Kumaresan	T. Kumaresan
6	Thiru. P. Saravanan	P. Saravanan
7	Thiru. P. Senthil Kumar	P. Senthil Kumar
8	Thiru. N. Suresh	N. Suresh
9	Thiru. S. Navaneetham	S. Navaneetham
10	Tmt. A. Geetha	A. Geetha
11	Thiru. J. Karthic	J. Karthic
12	Thiru. V. Krishnan	V. Krishnan
13	Thiru. K. Gopinath	K. Gopinath
14	Thiru. P. Murugesan	P. Murugesan
15	Thiru. R. Karthik	R. Karthik
16	Thiru. R. Saravanapandi	R. Saravanapandi
17	Thiru. B. Chandrasekar	B. Chandrasekar
18	Thiru. G. Arunkumar	G. Arunkumar
19	Thiru. P. Manivannan	P. Manivannan
20	Tmt. P. Kavitha Malar	P. Kavitha Malar
21	Thiru. S. R. Aswinkumar	S. R. Aswinkumar

22	Thiru. P.M. Venkadesh	P.M. Venkadesh
23	Thiru. T. Balakumar	T. Balakumar
24	Tmt. T. Mareeswari	T. Mari
25	Thiru. S. Saravanakumar	S. Saravanakumar
26	Thiru. M. Max Prabakaran	M. Max Prabakaran
27	Selvi. S. Shobana	ML
28	Thiru. M. Nelson Dass	M. Nelson Dass
29	Tmt. M. Iswariya	M. Iswariya
30	Thiru. R. Karthik	R. Karthik
31	Thiru. S. Vinithkumar	S. Vinithkumar
32	Thiru. K. Syed Abuthahir	K. Syed Abuthahir
33	Mr. R. Senthil	R. Senthil
34	Mr. K. PalPandi	K. PalPandi
35	Miss.T.Elakkiya	T. Elakkiya
36	Mrs.B.Jothimani	B. Jothimani
37	Mrs. G.Lakshmi	G. Lakshmi
38	Miss.A.Christine Felsia Mary	A. Christine Felsia Mary
39	Mr.S.Anbu Selvan	S. Anbu Selvan
40	Mr. A. Velmurugan	A. Velmurugan
41	Mr. G. Navaneethakrishnan	G. Navaneethakrishnan
42	Mr.A.Murugan	A. Murugan

43 Mr. R. Sangeetha

R. Sangeetha

## Internal Quality Assurance Cell (IQAC)

### “Microsoft Office as Automation Tool”

On  
08.01.2022

#### PHOTOS

Welcome Address: Dr. M. Muthumari, Coordinator - IQAC



Presidential Address: Dr. P. Balagurusamy, Principal



**Resource Person: Dr. S. Saravanan, Co-Coordinator, IQAC**



**Participants**



**Report on one –day NTS Enrichment Programme  
On  
“Microsoft Office as Automation Tool”**

**Date: 08.01.2022**

**Venue: Seminar Hall**

IQAC has organized a One-day Enrichment Programme for Non-Teaching Staff of GTNAC.

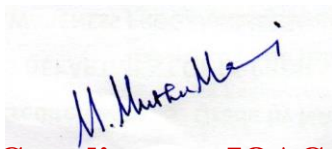
The programme commenced with prayer song. **Dr. M. Muthumari**, Coordinator-IQAC welcomed the gathering and made a brief outline about the programme. **Dr. P. Balagurusamy**, Principal elaborated on the need and importance of MS-Office as a basic tool in office automation and also mentioned about the roles of non-teaching staff in maintaining records pertaining to students and records related to UGC and the way of documentation.

**Dr. S. Saravanan**, Associate Professor of Physics and Co-coordinator, IQAC demonstrated about the various facilities available in MS-Word, MS-Excel and MS-PowerPoint with selected examples. Further, he clarified some specific doubts raised by the participants.

**Dr. D. Srivenidevi**, Assistant Professor in History and Criterion – 6 Convener proposed the vote of thanks.

About 42 Non-teaching Staff attended and benefitted from this programme.

The programme closed with the National Anthem.



**Coordinator - IQAC  
(Dr. M. Muthumari)**



**Principal  
(Dr. P. Balagurusamy)**