



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

RAAKCET/PRINCIPAL/CIR/FEB 2023

Date: 03.02.2023

### CIRCULAR

I am pleased to inform you that our esteemed college is organizing an Administrative Training Program on "Technology and Software Applications for Administrative Task" will be held from 07.02.2023 to 09.02.2023. All non-teaching staffs are asked to participate in the training program

Dr. S. SEENUVASAMURTHI, M.E., Ph.D.,  
PRINCIPAL

RAAK College of Engineering & Techno  
No:1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110

Circulation to:

1. All Faculty Members and Staff Members
2. All HODs

Copy to:

1. All HODs
2. Office



Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL

RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



# RAAK

**COLLEGE OF ENGINEERING AND TECHNOLOGY**  
(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

## SCHEDULE FOR ADMINISTRATIVE TRAINING PROGRAMME – NON TEACHING

TECHNOLOGY AND SOFTWARE APPLICATIONS FOR ADMINISTRATIVE TASK

07<sup>th</sup> Feb 2023 to 09<sup>th</sup> Feb 2023.

### Program Schedule:

S.No	Date	Topic	Session	Speaker	Venue
Day 1	07.02.2023	Introduction to Administrative Technology	I	Mr.G. Krishnakumar	RAAKCET Seminar Hall
			II	Dr.J.Jayakrishnan	
		Office Productivity Tools (Ex: MS Office, Google Workspace)	III	Dr.J.Jayakrishnan	
Day 2	08.02.2023	Document Management Systems	I	Dr.A.Ananth	
			II	Dr.A.Ananth	
		Data Management and Spreadsheet Applications	III	Mr.G. Krishnakumar	



Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

Day 3	09.02.2023	Cloud Storage and File Sharing Solutions	I	Mr.R.V. Ravichandran
			II	Mr.R.V. Ravichandran
		Automation Tools for Administrative Tasks	III	Dr.J.Jayakrishnan

Schedule of the Day : First Session : 09.00 AM – 11.00 AM; Tea Break : 11.00 AM – 11.15 AM  
Second Session : 11.15 AM – 1.15 PM; Lunch Break : 1.15 PM – 2.00 PM; Third Session : 2.00 PM – 4.00 PM.



  
Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

### FDP Report on Technology and Software Applications for Administrative Tasks

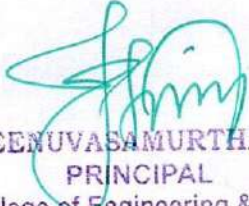
<b>Institution Name</b>	RAAK College of Engineering and Technology
<b>Date of Event</b>	07 <sup>th</sup> Feb 2023 to 09 <sup>th</sup> Feb 2023.
<b>Event Category</b>	Administrative Training Program – Non Teaching
<b>Topic</b>	Technology and Software Applications for Administrative Task
<b>Guest Name</b>	<ul style="list-style-type: none"><li>• Mr.G. Krishnakumar</li><li>• Dr.J.Jayakrishnan</li><li>• Dr.A.Ananth</li><li>• Mr.R.V. Ravichandran</li></ul>

#### Brief Report :

##### Overview

The Faculty Development Program (FDP) on Technology and Software Applications for Administrative Tasks was designed to enhance the technological proficiency of administrative staff. In an increasingly digital world, the efficient use of technology and software is essential for managing administrative tasks effectively. This program focused on introducing participants to essential administrative technologies, productivity tools, data management systems, and automation solutions. Through hands-on workshops, demonstrations, and collaborative activities, participants gained practical skills to improve their workflow and productivity.



  
Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

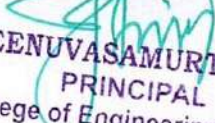
### Objectives of the FDP

1. To provide an understanding of essential administrative technologies and their applications.
2. To enhance proficiency in office productivity tools and document management systems.
3. To improve skills in data management, cloud storage, and file sharing.
4. To explore automation tools that streamline administrative tasks and increase efficiency.

### Topics Discussed

- **Introduction to Administrative Technology:** Provided an overview of the various technologies used in administrative tasks. Discussed the importance of staying updated with technological advancements to improve efficiency and productivity in administrative roles.
- **Office Productivity Tools:** Explained on essential productivity tools such as MS Office and Google Workspace. Participants learned advanced features of word processing, spreadsheet management, and presentation software to enhance their daily work activities.
- **Document Management Systems:** Explored systems for organizing, storing, and retrieving documents efficiently. Discussed best practices for document management, including version control, security, and accessibility.
- **Data Management and Spreadsheet Applications:** Covered advanced data management techniques using spreadsheet applications like Microsoft Excel and Google Sheets. Participants learned data analysis, pivot tables, data visualization, and formulas to manage and interpret data effectively.



  
Dr. S. SEENUVASAMURTHI, M.E., Ph.C.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110.



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

- **Cloud Storage and File Sharing Solutions:** Discussed cloud storage options such as Google Drive, Dropbox, and OneDrive. Participants learned how to use these tools for secure file storage, sharing, and collaboration, ensuring data accessibility from anywhere.
- **Automation Tools for Administrative Tasks:** Introduced automation tools and software that can streamline repetitive administrative tasks. Discussed tools like Zapier, IFTTT, and automated scheduling systems, demonstrating how to set up workflows that save time and reduce manual effort.

### Outcomes of the FDP

Participants reported significant improvements in their technological skills and confidence in using various software applications for administrative tasks. Faculty members expressed increased proficiency in office productivity tools, data management, and document handling. The program facilitated a deeper understanding of cloud storage solutions and their benefits for secure and efficient file management. Participants appreciated the introduction to automation tools, recognizing their potential to streamline workflows and increase efficiency. The hands-on approach and practical exercises ensured that participants could immediately apply what they learned in their daily tasks, enhancing overall productivity and effectiveness.



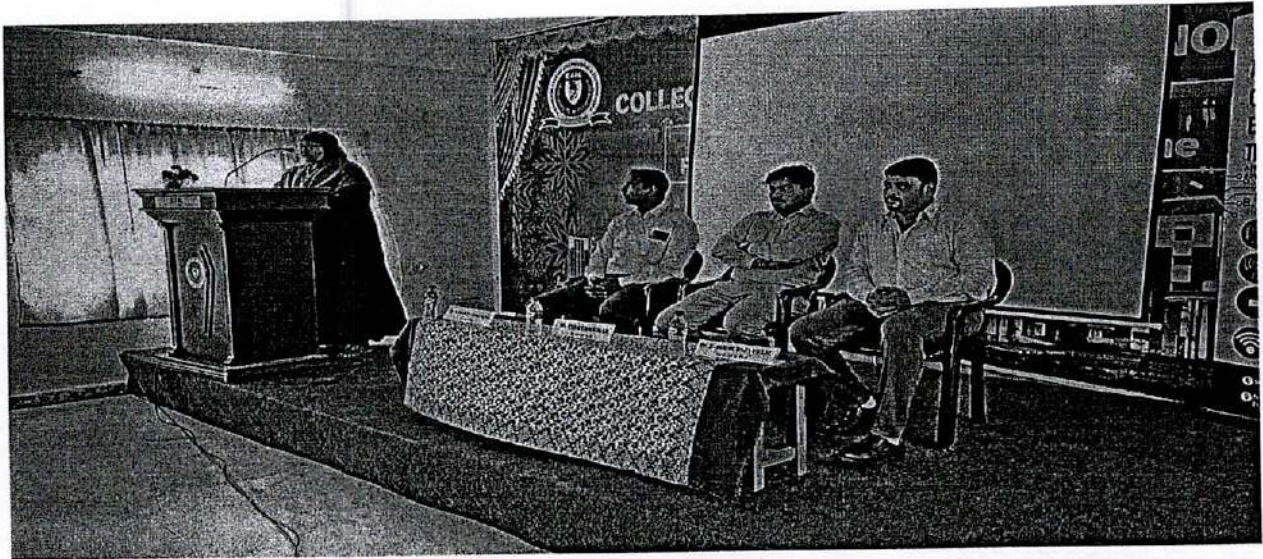
  
Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110.



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY


(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution



### Conclusion

The FDP on Technology and Software Applications for Administrative Tasks provided valuable insights and practical skills for administrative staff at RAAK College of Engineering and Technology. By focusing on essential technologies, productivity tools, and automation solutions, the program equipped participants with the knowledge and skills necessary to manage administrative tasks more efficiently. The emphasis on practical applications and real-world scenarios ensured that staff members are well-prepared to leverage technology to improve their workflow, ultimately contributing to a more efficient and productive administrative environment.

  
COORDINATOR

  
Dr. S. SEENUPRINCY, M.E., Ph.D.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No:1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



  
Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

### ADMINISTRATIVE TRAINING PROGRAMME ATTENDANCE TOPICS: Technology and Software Applications for Administrative Task

S.NO	NAME OF THE FACULTY	DESIGNATION	7.2.2023	8.2.2023	9.2.2023
1	Mr. SYED MOHDEEN. S	OFFICE SUPERINTENDENT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	Mrs. SIVAGAMI. D	ACCOUNTANT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	Mrs. ANITHA. B	OFFICE ASSISTANT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	Mr. SARAVANAVEL. G	OFFICE ASSISTANT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	Mrs. BANUPRIYA. A	OFFICE ASSISTANT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	Mrs. SURIYA. E	OFFICE ASSISTANT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	Mr. GNANAVEL. M	LAB ASSISTANT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	Mr. B. BALACHANDAR	LIBRARIAN	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	Mr. S. VIGESH	PHYSICAL DIRECTOR	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	Mrs. ANITHA	OFFICE ASSISTANCE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	Mr. SUDHAKARAN S	GARDENER DRIVER	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	Mrs. ALAMELUS	GARDENER	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	Mrs. NIRMALA	ACCOUNTS	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	Mr. LIYYAHATHALIC	LAB ASSISTANT/CSE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

*[Signature]*

PROGRAM COORDINATOR

DR. S. SEENVASAMURTHI, M.E., Ph.C.

PRINCIPAL

RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 112

*[Signature]*  
HOD







# RAAK

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

## CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. BANUPRIYA. A, OFFICE ASSISTANT has actively participated in three days Administrative Training Program on “Technology and Software Applications for Administrative Task” organized by RAAK College of Engineering and Technology from 07. 02. 2023 to 09. 02. 2023.

*J. Reed*  
CO COORDINATOR

*[Signature]*  
COORDINATOR

*[Signature]*  
PRINCIPAL



Dr. S. SELNOVAASAGAN, M.Tech., Ph.D.

PRINCIPAL

RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



**RAAK**

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

## CERTIFICATE OF PARTICIPATION

This is to certify that Mr. SARAVANAVEL. G, OFFICE ASSISTANT has actively participated in three days Administrative Training Program on “Technology and Software Applications for Administrative Task” organized by RAAK College of Engineering and Technology from 07. 02. 2023 to 09. 02. 2023.

*J. Reddy*  
CO COORDINATOR

*[Signature]*  
COORDINATOR

*[Signature]*  
PRINCIPAL



*[Signature]*  
Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL

RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthampet Post,  
Puducherry - 605 110



# RAAK

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

## CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. ANITHA. B, OFFICE ASSISTANT has actively participated in three days Administrative Training Program on “Technology and Software Applications for Administrative Task” organized by RAAK College of Engineering and Technology from 07. 02. 2023 to 09. 02. 2023.

*A. Regal*  
CO COORDINATOR

*[Signature]*  
COORDINATOR

*[Signature]*  
PRINCIPAL



*[Signature]*  
DR. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL

RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



# RAAK

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

## CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. SURRYA. E, OFFICE ASSISTANT has actively participated in three days Administrative Training Program on “Technology and Software Applications for Administrative Task” organized by RAAK College of Engineering and Technology from 07. 02. 2023 to 09. 02. 2023.




CO COORDINATOR



COORDINATOR



PRINCIPAL

  
Dr. S. SEENDUVASAMURTHI, M.E., Ph.D.

PRINCIPAL

RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110

