Date: - 12/06/2018

Notice

All the Office staff members are hereby informed that, one-day Workshop on MS-Office is scheduled on 13th January 2018 in Seminar Hall (Ground Floor).
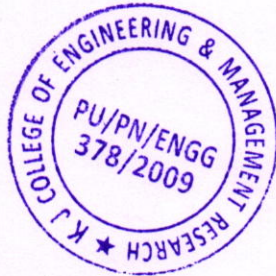
Kindly note the same.

Dr. Suhas S. Khot

Principal, KJCOEMR

Cc to:

1. Admin (to inform office staff)

2. Library

Dr. Suhas S. Khot
Principal
K J College of Engineering &
Management Research
No. 25 & 27, Kondhwa-Saswad Road
Khadey Ghat, Pune - 48.

MS- Office Training

(13TH January 18)

Department of Computer Engineering organized a training session of MS Office for all the Nonteaching-Staff of K. J. College of Engineering and Management Research Pune, on 13th January 2018 by Mr. Nagaraju Bogiri.

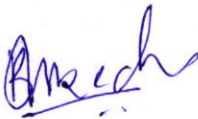Venue: New Computer Center
Date: 13th January 2018
Time: 10:00am to 1:00pm

Points Covered in the Training:

1. Introduction of MS-Office
2. To create documents, presentations, and spreadsheets

Program Outcomes:

1. Staff Learned how to insert tables, charts, and smart art in documents.
2. Staff Learned how to create documents, presentations, and spreadsheets.

Mrs. Ranjana Kedar

Coordinator

Prof. D. C. Mehetre

HoD

Computer Engineering Department

Dr. Suhas S. Khot
Principal
K J College of Engineering &
Management Research

K J Educational Institute's
K J College of Engineering and Management Research, Pune
Department Of Computer Engineering
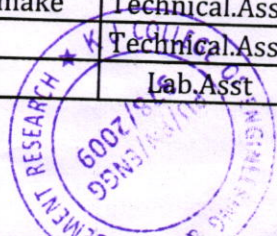
Academic Year 2017-18 (Sem-II)
MS Office Training for Non-Teaching on 13 January 2018

Duration: 10 AM to 1 PM   Venue: Computer Centre

Staff Attendance

Sr. No	Staff Name	Designation	Department	Sign
1	Mr. Sandip Pralhad Panchbhai	O S	Admin	
2	Mr. Avinash Sandipani Kamble	Sr. Clerk	Admin	
3	Mr. Dinesh Kisanrao Chandgude	Jr. Clerk	Admin	
4	Mr. Nilesh Vilas Bhoite	Jr. Clerk	Admin	
5	Mrs. Sadhana S. Ghumatkar	Jr. Clerk	Admin	
6	Mr.Sunil B. Gabhale	Jr. Clerk	Admin	
7	Ms.Vidya Subhash Memane	Office Assistant	Admin	
8	Mr. Sachin Keshav Kashid	Sr. Accountant	Accountant	
9	Mr. Mahesh Ashok Takawale	Jr. Accountant	Accountant	
10	Mr. Nikhil Ravindra Shinde	Jr. Accountant	Accountant	
11	Mrs. Vaishali H. Patil	Librarian	Library	
12	Mr.Santosh Baban Bhapkar	Jr. Clerk	Library	
13	Mr. Amol Shivaji Dere	Workshop. Assistant.	Mechanical	
14	Mr. Vishal A. Saste	Workshop. Assistant.	Mechanical	
15	Mr. Tanaji J. Pawar	Welder	Mechanical	
16	Mr. Abhijeet B. Akade	Lab.Asst	Mechanical	
17	Mr.Madhukar Vishnu Mane	Lab.Asst	Computer	
18	Mr.Sagar Uttam Katake	Lab.Asst	Computer	
19	Mr.Ganesh Popat Kumbhar	Lab.Asst	Civil	
20	Mr. Mahesh Bhimrao Bhosale	Tech Asst	Civil	
21	Ms.Swapnali Shamrao Dhumake	Technical.Asst.	E & TC	
22	Ms. Pallavi S. Phadtare	Technical.Asst.	Electrical	
23	Mr. Santosh A. Badade	Lab.Asst	Electrical	