

**PATRICIAN COLLEGE OF ARTS AND SCIENCE, CHENNAI****Department of Mathematics & Department of Psychology**

&

TAMILNADU ADVANCED TECHNICAL INSTITUTE, CHENNAI**POST PROGRAMME REPORT**

Virtual Technical Training Program conducted at
Patrician College of Arts and Science through ZOOM Platform
by Tamil Nadu Advanced Technical Training Institute

1. COURSE NAME : WORDPRESS**2. INSTITUTE NAME & ADDRESS:**

Tamilnadu Advanced Technical Training Institute, No:42/25, Gee Gee Complex,
2nd Floor, Anna Salai, Chennai - 600 002.

3. NO.OF CANDIDATES ADMITTED:

Department of Mathematics – 57 Students

Department of Psychology – 78 Students

4. DURATION: 15 days (30hrs)**5. PROGRAM DATE:** 25th January to 13th February 2021**PATRICIAN COLLEGE OF ARTS AND SCIENCE:**

Patrician College of Arts and Science, established in 2001, is a Christian minority co-educational self-financing institution affiliated to the University of Madras. It was instituted by the Brothers of St. Patrick, a congregation established by Bishop Daniel Delany on 2nd February 1808, in Ireland. With a noble spirit to serve humanity, the Patrician Brothers stepped into the vocation of educating the youth to free them from the bonds of ignorance. With their

exceptional skill in leadership, governance and the strong hand of the Almighty, the congregation has established schools & colleges throughout the world. In consonance with the philosophy of Brothers' congregation, the college aims at providing quality education to the youth of today with utmost sincerity.

To facilitate this, the management has been keen in building the faculty with qualified teachers, pooling in resources from different platforms, and installing state-of-the-art infrastructural facilities. Moreover, they back up students with a number of support services on and off campus. Along with curricular and co-curricular activities, they constantly insist that a sense of social conscience has to be instilled in the minds of students. In view of this, several outreach programmes are conducted wherein students enthusiastically participate and do a better service. **TAMILNADU ADVANCED TECHNICAL TRAINING INSTITUTE (TATTI)**

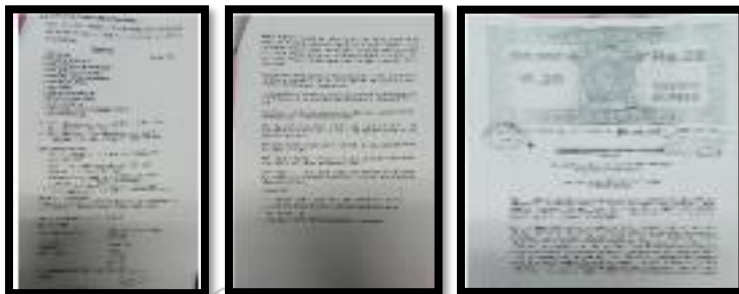
An ISO 9001:2015 Certified Institution, TATTI was established in the year 1985 to assist and implement futuristic careers to students and offering tailor-made programs for students to carry through in their desired domain.

At, TATTI we express a strong desire to molding students into strong independent individuals and guide them to tackle the industrial requirements as per today's need and also to implement and adapt to the latest technologies in today's world.

TATTI boasts of expertise trainers, educationalists' and industrial leaders on its team who offer their first-hand experiences along with interactive training. Our goal is to help achieve 100% placement for students and give them all the tools they would need before they embark on their professional journey.

MOU COPY:

DEPARTMENT OF MATHEMATICS



DEPARTMENT OF PSYCHOLOGY



MOU SIGN PHOTOS



WORDPRESS

ABOUT THE COURSE:

Word Press is basically a website creation platform and also a content management system. Word Press is open source based software which is used to make a website according to any kind. This course covers the concepts such as fundamental concept of Word Press, creating a website, link, creating a domain page etc.

**ABOUT THE INSTRUCTOR:**

The session was handled by **Mr. Rajsekhar**. He is a Word Press professional trainer who has 5 years of experience in the field of Website creating also trained more number of students in this.

ASSESSMENT:

On the last day of the program (13th February 2021) the assessment was held virtually for students to test the subject knowledge of the course. The assessment was evaluated with grade and certificates were issued.

14 DAYS ATTENDANCE QR:

FEEDBACK:

Timestamp	Name	Mobile No	Email id	Department	Class with	How Satis	How was t	Was the s	Was the p	Any Suggestion
2021/02/15 11:4	Chathurm	9.96E+09	d19py005	Psycholog	2nd year	Satisfied	4	Maybe	Yes	
2021/02/15 11:4	blesy babi	7.47E+09	blesybab	psycholog	3rd year	Satisfied	5	Yes	Yes	
2021/02/15 11:4	Madhumil	7.36E+09	madhulux	Bsc Psychi	3rd year	Satisfied	4	Yes	Yes	No
2021/02/15 11:4	Blessy Var	8.22E+09	blesyvak	Psycholog	2nd yr	Satisfied	4	Yes	Yes	
2021/02/15 11:4	mohita	8.25E+09	d19py023	b.sc psych	2nd year	Very Satis	4	Yes	Yes	-
2021/02/15 11:4	Mahalakshi	9.36E+09	mahalakshi	Bscmaths	2nd year	Very Satis	1	No	Yes	No
2021/02/15 11:4	Adhwaithe	8.06E+09	adhwaithe	Bsc Psychi	2nd year	Satisfied	4	Maybe	Yes	
2021/02/15 11:4	Sainath	9.88E+09	sainathshi	Psycholog	2nd year	Satisfied	4	Yes	Yes	
2021/02/15 11:4	Asha, K. A	7.09E+09	ashaentor	Psycholog	III year	Satisfied	4	Yes	Yes	
2021/02/15 11:4	Gayathri.F	6.38E+09	rgayuu20C	Bsc.Psychi	Third year	Satisfied	4	Yes	Yes	
2021/02/15 11:4	Hansini Je	9.84E+09	hansithdd	Psycholog	III	Neutral	5	Yes	Yes	
2021/02/15 11:4	Usha J	7.3E+09	ushajayas	Bsc.psychi	3rd yr	Satisfied	4	Yes	Yes	
2021/02/15 11:4	RAMYA, R	9.84E+09	ramyahen	psycholog	BSC 3YEA	Satisfied	4	Maybe	Yes	NA
2021/02/15 11:4	SINDUJA J	9.18E+09	d18py033	Psycholog	3rd Year S	Very Satis	5	Yes	Yes	No suggestions
2021/02/15 11:4	Chaitra J	9.19E+09	d18py012	BSC PSYCH	Third year	Satisfied	4	Yes	Yes	
2021/02/15 11:4	Ishwarya J	9.96E+09	ishwaryar	B.Sc Math	Second ye	Very Satis	5	Yes	Yes	
2021/02/15 11:4	Varshini N	6.38E+09	d19py038	Bsc.Psychi	2nd Year	Satisfied	4	Yes	Yes	The class was informative.
2021/02/15 11:4	Ajitha	9.09E+09	ajithagopi	Psycholog	3rd yr	Satisfied	5	Yes	Yes	No
2021/02/15 11:4	K R Hanus	6.37E+09	30joys@g	Bsc psychi	2nd year	Very Satis	5	Yes	Yes	That's was so useful and relavent session, Had an great session
2021/02/15 11:4	Chithralef	7.9E+09	Chithralef	Bsc psychi	Bsc psychi	Very Satis	5	Yes	Yes	
2021/02/15 11:4	DEEKSHA	9E+09	deekshan	PSYCHOLC	3YEAR BSC	Satisfied	4	Maybe	Yes	na
2021/02/15 11:4	K R Hanus	6.37E+09	30joys@g	Bsc psychi	2nd year	Very Satis	5	Yes	Yes	That's was so useful and relavent session, Had an great session
2021/02/15 11:4	Divya Mol	7.67E+09	divyamoh	Psycholog	II Year	Very Satis	5	Yes	Yes	No suggestions, Great teacher.
2021/02/15 11:4	Natalia Sa	9.84E+09	nataliaant	B Sc. Psycl	3rd year	Satisfied	4	Yes	Yes	
2021/02/15 11:4	KUSHMEE	9.88E+09	kushmeet	BSC. PSYC	2 YEAR	Neutral	3	Yes	Yes	No
2021/02/15 11:5	SHARON E	6.38E+09	bsharon3	psycholog	bsc 3year	Satisfied	4	Maybe	Yes	na
2021/02/15 12:0	Subashini	9.09E+09	Subashini	Psycholog	B.sc 2nd y	Very Satis	5	Yes	Yes	He is very good in their teaching and clarifying the doubts
2021/02/15 12:0	Mohamm	8.94E+09	thalthamol	Bsc psychi	2nd year	Satisfied	4	Yes	Yes	

SAMPLE CERTIFICATE:


**PATRICIAN COLLEGE OF ARTS AND SCIENCE, CHENNAI****Department of BCA (Shift I & II) & BSC CS (Shift I & II)**

&

TAMILNADU ADVANCED TECHNICAL INSTITUTE, CHENNAI**POST PROGRAMME REPORT**

Virtual Technical Training Program conducted at

Patrician College of Arts and Science through ZOOM Platform

by Tamil Nadu Advanced Technical Training Institute

1. COURSE NAME : ETHICAL HACKING AND CYBER SECURITY 2.**2. INSTITUTE NAME & ADDRESS:**

Tamilnadu Advanced Technical Training Institute, No: 42/25, Gee Gee Complex, 2nd
Floor, Anna Salai, Chennai 600 002

3. NO. OF CANDIDATES ADMITTED:

Department of BCA Shift I - 99 Students
Department of BCA Shift II – 49 Students
Department of BSC Shift I – 45 Students
Department of BSC Shift II – 46 Students

4. DURATION: 15 days (30hrs)**5. PROGRAM DATE:** 28th January to 18th February 2021

ETHICAL HACKING AND CYBER SECURITY

ABOUT THE COURSE:

Ethical hacking is generally a process involves an authorized attempt of gaining the unauthorized access to another system, application or data whereas Cyber Security is a process of securing the networks, devices or programs by the unauthorized access through technology. This course covers ethical hacking, fundamentals of hacking, cyber attack, types of cyber attack and so forth were taught.



ABOUT THE INSTRUCTOR:

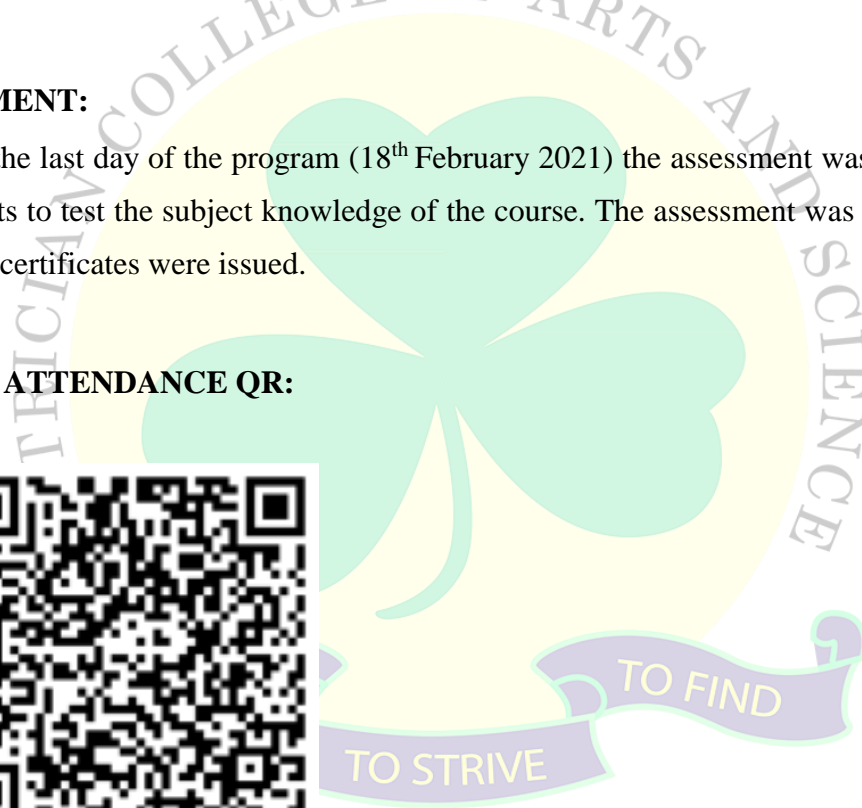
The session was jointly handled by Prof. Anthony Sebastine and Lenin.

Prof. Anthony Sebastine has 6 years of experience in this domain. He has conducted many training programs for students. He is proficient in the field of Ethical hacking.

Mr. Lenin has 5 years of experience. He has trained much number of students in various domains. He is a specialist in the field of Ethical hacking and cyber security.

ASSESSMENT:

On the last day of the program (18th February 2021) the assessment was held virtually for students to test the subject knowledge of the course. The assessment was evaluated with grade and certificates were issued.

14 DAYS ATTENDANCE QR:

FEEDBACK:

[illegible]

SAMPLE CERTIFICATE:





PATRICIAN COLLEGE OF ARTS AND SCIENCE, CHENNAI
Department of Commerce (B.Com General), (B.Com AF)
& (B.Com CS) Shift II
&

TAMILNADU ADVANCED TECHNICAL INSTITUTE, CHENNAI

POST PROGRAMME REPORT

Virtual Technical Training Program conducted at Patrician College of Arts and
Science through ZOOM Platform
by Tamilnadu Advanced Technical Training Institute

1. COURSE NAME : LOGISTICS AND SHIPPING MANAGEMENT 2.

2. INSTITUTE NAME & ADDRESS:

Tamilnadu Advanced Technical Training Institute, No:42/25, Gee Gee Complex,
2nd Floor, Anna Salai, Chennai 600 002

3. NO. OF CANDIDATES ADMITTED:

Department of Commerce

(B.Com General) Shift-II- 125 Students.

(B.Com AF) Shift-II- 111 Students.

(B.Com CS) Shift II – 121 Students.

4. DURATION: 15 days(30hrs)

5. PROGRAM DATE: 18th January to 5th February 2021

LOGISTICS AND SHIPPING MANAGEMENT

ABOUT THE COURSE:

Logistics management is a task which is done within the organization whereas Shipping Management involves the activities of planning, organizing and execution of transporting the goods and services to the particular place at the right time. This course covers the basic fundamentals of logistics, shipping management, Inventory management and so forth through an informative presentation and videos.



ABOUT THE INSTRUCTOR:

The session was handled by **Mr. Mohammad Faisal** who has over 6 years of experience in teaching field. He is a cognoscente person in the field of logistics and shipping management.

ASSESSMENT:

On the last day of the program (05th February 2021) the assessment was held virtually for students to test the subject knowledge of the course. The assessment was evaluated with grade and certificates were issued.

14 DAYS ATTENDANCE QR Code:



Feedback:

Time/sem	Name	Mobile Number	Email id	Department	Class with	How Satis	How was it	Was the a	Was the p	Any Suggestion
2021/02/04	rajesh	7207031511	rajesh@patrician.ac.in	Accounting	Satisfied	4	Yes	Yes	Yes	Faculty was teaching and very informative...that was good gain knowledge.
2021/02/04	ABHIRAM	7550332153	abhiram3@patrician.ac.in	Corporate	Satisfied	4	Yes	Yes	Yes	Use full good helpful in future good presentation and all good idea get it from this logistics pls send any job good companies for accountants students for placement in logistics refer
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Accounting	Logistics an	Very Satisf	5	Yes	Yes	Impress Robert sir class were impression others classes were neutral
2021/02/04	Shreya	9840357679	shreya@patrician.ac.in	Accounting	Logistics an	Very Satisf	5	Yes	Yes	Impress Robert sir class were impression others classes were neutral
2021/02/04	Arjun	7358835711	arjun@patrician.ac.in	Commerce	Satisfied	5	Yes	Yes	Yes	All good
2021/02/04	ANITHA	9841087235	anitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	Extremely good
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	I thing your teaching useful for all the student
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	Good teaching
2021/02/04	Sanjay	987588513	sanjay@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	Very good, thank you sir and madam
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	For the last time I'm using zoom meeting so its hard to control but the teaching is really good
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	No suggestions
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	Can take students to the any logistics company and show them how was the management is running for one day of this program this help everyone to understand easily about the logistics and supply chain management
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	It is useful for learning and fast gathered many information from this course
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	This course are useful for me and best teaching for this class
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	Nothing negative
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	Trainers are done a great job
2021/02/04	Pranitha	9840357679	pranitha@patrician.ac.in	Commerce	Satisfied	4	Yes	Yes	Yes	Trainers teaching their lesson in good

SAMPLE CERTIFICATE:





**PATRICIAN COLLEGE OF ARTS AND SCIENCE,
CHENNAI**

Department of BA English & BBA

&

TAMILNADU ADVANCED TECHNICAL INSTITUTE, CHENNAI

POST PROGRAMME REPORT

Virtual Technical Training Program conducted at Patrician College of
Arts and Science through ZOOM Platform
by Tamilnadu Advanced Technical Training Institute

1. COURSE NAME : DIGITAL MARKETING

2. INSTITUTE NAME & ADDRESS:

Tamilnadu Advanced Technical Training Institute, No:42/25, Gee Gee
Complex, 2nd Floor, Anna Salai, Chennai 600 002

3. NO.OF CANDIDATES ADMITTED:

Department of BA English – 111 Students

Department of Management BBA – 137 Students

4. DURATION: 15 days (30hrs)

5. PROGRAM DATE: 1st February to 19th February 2021

MOU COPY:



MOU SIGNED PHOTOS:

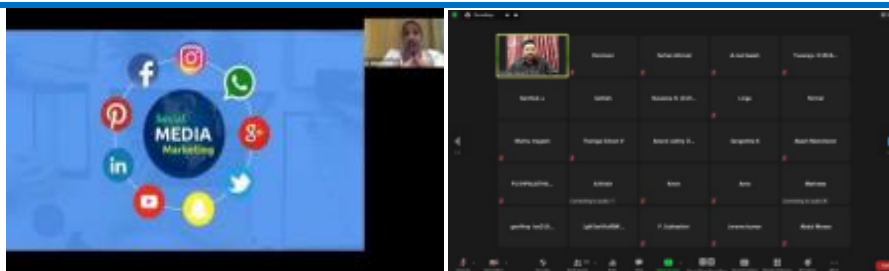


DIGITAL MARKETING

ABOUT THE COURSE:

Digital Marketing is marketing strategy done through internet to reach the customers. It is done through email, content marketing, social media etc. Search engine optimization, pay per click are some of the tools used in digital marketing. This course covers basics of digital marketing, Email marketing, social media marketing etc.





ABOUT THE INSTRUCTOR:

The session was handled by **Dr. Eniyathenral** (Global Relation Officer – TATTI) an expert in the field of Digital Marketing, Entrepreneurship and so forth. She has over 6 years of teaching experience and also trained many students in various fields through training programs.

ASSESSMENT:

On the last day of the program (19th February 2021) the assessment was held virtually for students to test the subject knowledge of the course. The assessment was evaluated with grade and certificates were issued.

SAMPLE CERTIFICATE:



14 DAYS ATTENDANCE QR CODE:



FEEDBACK:

Timestamp Name	Mobile Number	Email Id:	What was How was t	Was the s	Was the p	Whether t	Any Suggestion
2021/02/03 Makhesh Hariharan	70102 61132	makhesh.	Very good	5 Yes	Yes	Yes	No suggestions
2021/02/03 Russell Samuel	9789073374	Ruzzellisa	Very good	5 Yes	Yes	Yes	
2021/02/03 Hussain Deesawala	7358727982	hussainde	Very good	5 Yes	Yes	Yes	
2021/02/03 ALOYSIUS ANTONY MICHAEL	9551191871	aloyisium	Very good	5 Yes	Yes	Yes	
2021/02/03 Abdul Kadir Madraswala	9840738720	madraswa	Very good	4 Yes	Yes	Yes	
2021/02/03 Sneha	9952817381	Snehabeu	Good	3 Yes	Yes	Yes	Nothing
2021/02/03 Subhashree S.	6374672412	shreesm5	Very good	5 Yes	Yes	Yes	None
2021/02/03 Beril hena R	7305902327	berilhena	Good	4 Yes	Yes	Yes	Can do some more presentation during class
2021/02/03 Gayathri R S	9445487479	gayathri	Very good	5 Yes	Yes	Yes	Use more presentations please.
2021/02/03 Jenifwr	Jenifer.B.R	joycejen1	Good	4 Yes	Yes	Yes	Nope
2021/02/03 Praisely Ruban	6382835335	praiselyru	Very good	5 Yes	Yes	Yes	
2021/02/03 D SAM	7358467049	dsamj005	Very good	5 Maybe	Yes	Yes	Awesome Stuff
2021/02/03 Divakar	7550135750	divakarda	Very good	5 Yes	Yes	Yes	
2021/02/03 Gaurav Marak	9150727508	christowm	Very good	5 Yes	Yes	Yes	
2021/02/03 Milind Sunny	7560862254	milindsun	Very good	4 Yes	Yes	Yes	
2021/02/03 Jason John Anthony Jude Rozario	9176110818	jasonjair0	Very good	4 Yes	Yes	Yes	No
2021/02/03 Tejas	9789902798	prakyat.ra	Very good	5 Yes	Yes	Yes	No
2021/02/03 Sasikaran	6382501041	sasiharan	Good	4 Yes	Yes	Yes	
2021/02/03 Keerthana G	7401539760	Kekeg158	Good	4 Yes	Yes	Yes	
2021/02/03 Yugastin packia prathap F	9360730660	bro.yugas	Very good	5 Yes	Yes	Yes	It was an outstanding session
2021/02/03 B.SATHYA	6374160699	Shathiyab	Very good	1 Yes	Yes	Yes	
2021/02/03 Rose Mary . I	8939176483	rosemary	Very good	5 Yes	Yes	Yes	Nil
2021/02/03 D. AJAY KARTHI	9790931720	ajaykarthi	Very good	5 Yes	Yes	Yes	Nothing
2021/02/03 Nathanael Gnanamuthu	9840711534	nathanael	Good	4 Yes	Yes	Yes	None, it's all good.



CERTIFICATE COURSE
ON
PSYCHOSOCIAL COMPETENCIES
FOR
SOCIAL WORKERS

Resource Person : Ms. Ezhil Meena P.M.

Beneficiaries : BSW II Yr Students

No of Students : 44

PSYCHOSOCIAL COMPETENCIES FOR SOCIAL WORKERS
TIME TABLE





DAY	DATE	TOPIC	ACTIVITY
1	01.06.2020	Self-awareness Ideal self and real self Mindfulness	Photography- mindfulness Questions to ask self
2	02.06.2020	Building confidence and self- esteem: Cause of low self-esteem Ways to overcome	Template for reflection Complimenting self
3	03.06.2020	Coping with stress and anxiety Mental and physical exercises to deal with negative emotions	Peer sharing/art
4	04.06.2020	Happiness model – Martin Seligman Building positivity	Tree of life Gratitude journaling
5	05.06.2020	Interpersonal relationship skills	Resolving an interpersonal conflict or disturbance
6	08.06.2020	Verbal and non-verbal communication	Communication games
7	09.06.2020	Emotional intelligence and empathy	Video
8	10..6.2020	Assertiveness	Role Play
9	11.06.2020	Decision-making and goal-setting	Collage- vision board
10	12.06.2020	Over-coming procrastination	PPT

Objective of the Program:

The objectives of the program were the following:

1. To help students of social work to understand skills needed for working with people/people skills
2. To help the practitioners to look at themselves and identify any of the characteristics needed to be changed before working with people
3. To help us distinguish the many factors of human relationships that affect everyday life
4. To acquire some life skills.

CONTENT OF THE PROGRAM: TOPICS COVERED

1. Introduction to Psychosocial Competencies
 - Self-awareness
 - Ideal vs Real self
2. Self-esteem
 - Causes of low self-esteem
 - Ways to boost self-esteem
 - Self-compassion
3. Stress and anxiety
 - Hans Selye model of stress
 - Types of stressors
 - Symptoms of stress
 - Long term effects
 - Coping with stress and anxiety
4. Scientific theory of happiness
 - Learned helplessness and learned optimism
 - Explanatory styles
 - Seligman's PERMA model
5. Emotional Intelligence
 - Importance of emotional intelligence
 - Self-awareness
 - Self-regulation
 - Motivation
 - Empathy
 - Social Skills and assertiveness

6. Resilience
 - Importance of resilience
 - Traits of a resilient person
 - Increasing resilience
7. Relationship skills
 - Strokes – Transactional analysis
 - Types of strokes
 - Stroke filters
 - Drama triangle
 - Winner's triangle
8. Attachment
 - Types of attachment styles
 - Core skills for healthy relationships
 - Character Strengths – 24 VIA classification
9. Time structuring
 - Withdrawal
 - Rituals
 - Activity
 - Psychological games
 - Intimacy
 - Goal setting
 - SMART goals





Patrician College of Arts and Science

Adyar, Chennai – 600 020



DEPARTMENT OF SOCIALWORK

BACHELORS OF SOCIAL WORK 2019-2022 Batch

CERTIFICATE COURSE: __MS OFFICE TRAINING

DATE: 22.04.2021 to 10.05.2021

TIMINGS: 3pm to 5 pm

Total No of Hours: 30 hours

Mode: Online Through Microsoft Teams



Patrician College of Arts and Science
A Christian Minority Institution
Affiliated to the University of Madras & Reaccredited 'A+' Grade by NAAC in 2021.
5 Star Rating by Innovation Cell, MOE, Govt. of India
Canal Bank Road, Gandhi Nagar, Adyar, Chennai - 600020.



The Department of Social Work



CERTIFICATE COURSE
ON BASICS OF COMPUTER

22.04.2021 - 03.05.2021
30 Hours

Dr. Sindhu Sivan Head-Dept. of Social Work	Dr. Usha George Principal	Dr. Fatima Vasanth Academic Director	Rev Bro.S.Arokiaaraj Director & Secretary
--	-------------------------------------	--	---

INDEX

S.NO	PARTICULARS	PAGE NO
1	INTRODUCTION	7
2	COURSE OBJECTIVES	2
3	COURSE MODULE	3
4	COURSE CONTENT	4
5	COURSE OUTCOME	6
6	FEEDBACK FROM STUDENTS	7

COURSE OBJECTIVES

1. To Provide knowledge about the Microsoft Office Softwares such as Word, PowerPoint and Excel to the students
2. To impart knowledge on Internet and its usage in Windows
3. To teach the students the importance of computers and its usage in any kind of job.
4. To enable the students to use computers for their basic and educational needs.

**COURSE MODULE**

SL.NO	DATE	TOPIC	Duration in Hours
1	22.04.2021	Introduction about NSIC &Ms Word	3
2	23.04.2021	Ms Word – Home	3
3	24.04.2021	Ms Word – Home & Insert	3
4	26.04.2021	Ms Word – Insert & page layout	3
5	27.04.2021	Ms Word – Page layout	3
6	28.04.2021	Ms Excel - Introduction	3
7	29.04.2021	Ms Excel - Tools	3
8	30.04.2021	Ms Excel - Functions	3
9	01.05.2021	Ms PowerPoint - Introduction	3
10	03.05.2021	Ms PowerPoint - Functions	3

COURSE CONTENT**Day 1****Date: 22.04.2021****Course Topic: Introduction about NSIC &Ms Word**

Course Content: The resources person gave an introduction about their organization and he also gave an introduction about. He said what all the things students are going to learn in the

certificate course and what all the topics the students are going to learn. Then we started our first topic on the first day of class. It was an introduction class about Ms Word and who students should download it, what are its uses etc. This was the first day of class.

Day 2

Date: 23.04.2021

Course Topic: Ms Word – Home

Course Content: On day two of the course Ms Word home tab. The trainer taught the students how to use clipboard, Font and paragraph. It was very useful to learn the basics of Ms Word. He also taught us about how to use copy, cut and paste. Where and how to change the Font style, high light, bold, italic in the Font are. At the end of the session he taught us about the paragraph which is in the home tab and how to use it and where to use it. It was good to learn about the basic things in Ms Word.

Day 3

Date: 24.04.2021

Course Topic: Ms Word – Home & Insert

Course Content: At the beginning of the third day the trainer revised what was thought in before class and cleared doubts of the students. Then started the session counting the home tab styles. Heading, changing styles and editing. The resources person also did it as an experience in the same Ms Sheet and in the insert bar he taught us about pages, table and illustration. He also gave us a demo on how to use tables, pictures, smart art, shapes and charts and also told the difference. This is what students learnt on the third day of the class.

Day 4

Date: 26.04.2021

Course Topic: Ms Word – Insert & page layout

Course Content: On the fourth day of the class the trainer revised about the home tab and what all the students learnt on day three. He also told students about the shortcut keys which students can use while doing Ms Word. He continues the class in insert tab like links, header and footer,

Text and symbols. He also taught us about the word art and how to do math equations in Ms Word. In the page layout tab students learnt about themes which were very useful for us to work in Ms Word.

Day 5**Date: 27.05.2021****Course Topic: Ms Word – Page layout**

Course Content: On the fifth day of the class students totally finished the Page layout tab and students also revised about inserting what students studied in the last class and students asked our doubts. Page setup, page background, and paragraph and arrange. Students learnt different things like margins, size, columns, page colours and borders, watermark, indent, spacing etc. are the whole thing which students learnt about different things and also explained each and every single little thing.

Day 6**Date: 28.04.2021****Course Topic: Ms Excel – Introduction**

Course Content: On this topic the trainer introduced students Microsoft Excel is a spreadsheet program used to record and analyse numerical and statistical data. Microsoft Excel provides multiple features to perform various operations like calculations, pivot tables, graph tools, macro programming, etc.

Day 7**Date: 29.04.2021****Course Topic: Ms Excel – Tools**

Course Content: In this topic trainer taught the trainees Excel is a handy software that can be used to store and organize many data sets. Using its features and formulas, you can also use the tool to make sense of your data. For example, you could use a spreadsheet to track data and automatically see sums, averages and totals.

Day 8

Date: 30.04.2021

Course Topic: Ms Excel – Functions

Course Content: This day the trainer taught the SUM Function. The sum function is the most used function when it comes to computing data on Excel

The TEXT Function

The VLOOKUP Function

The AVERAGE Function

The CONCATENATE Function

Day 9

Date: 01.05.2021

Course Topic: Ms Postudentsr point – Introduction

Course Content: The trainees were taught about Microsoft PowerPoint is a professional presentation program that allows the user to create "presentation slides" that can be displayed on the computer screen or through a projector that is plugged into the computer.

Day 10

Date: 03.05.2021

Course Topic: Ms Postudentsr point - Functions

Course Content: The functions were taught by the trainer PowerPoint is a presentation program that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the Ribbon, Quick Access Toolbar, and Backstage view.

COURSE OUTCOME:

1. The students learnt Microsoft Office Softwares such as Word, PowerPoint and Excel.
2. The students gained knowledge on internet and its usage in Windows
3. The students came to know about the importance of computers and its usage which can be used in any kind of job.

FEEDBACK:

- This course is entirely a useful one especially in this lockdown period a career helping thing is being taught. And each and every topic is interesting.
- Angeline BSW II year
- All things were useful the trainer was perfect and he did an excellent thing in teaching the subject in which he taught in understanding manner
- Sri Bsw 2year
- Mostly all the topics were interesting. that word was my favourite one and excelled also other than that everything was nice the trainer was teaching in an understandable way.
- Dilip kumar BSW II year
- All the sessions are worth attending. The trainer gave valuable points and also the way to install Office 365 is really a big thing.
- Ananth krishnan BSW I yr
- The trainer kept all the session energetic in nowhere the students got bored he gave important points and few tips regarding the lesson.
- Robin Sanjay bsw 2 year

ABOUT THE ORGANISATION



NATIONAL SMALL INDUSTRIES CORPORATION

National Small Industries Corporation (NSIC), is an ISO 9001:2015 certified Government of India Enterprise under Ministry of Micro, Small and Medium Enterprises (MSME). NSIC has been working to promote, aid and foster the growth of micro, small and medium enterprises in the country. NSIC operates through country wide network of offices and Technical Centres in the Country. In addition, NSIC has set up Training cum Incubation Centre managed by professional manpostudents.

Mission: “To promote and support Micro, Small & Medium Enterprises (MSMEs) Sector” by providing integrated support services encompassing Marketing, Technology, Finance and other services.

Vision: “To be a premier Organization fostering the growth of Micro, Small and Medium Enterprises (MSMEs) Sector”.

Incubation of unemployed youth for setting up of New Micro & Small enterprises

This programme facilitates setting up of new enterprises all over the country by creating self-employment opportunities for the unemployed persons. The objective of this scheme is to facilitate establishment of new small enterprises by way of providing integrated services in the areas of training for entrepreneurial skill development, selection of small projects, preparation of

project profiles/reports, identification and sourcing of plant, machinery and equipments, facilitating sanction of credit facility and providing other support services in order to boost the development of small enterprises in manufacturing and services sectors.

Incubation of unemployed youth for setting up of New Micro & Small enterprises

This programme facilitates setting up of new enterprises all over the country by creating self-employment opportunities for the unemployed persons. The objective of this scheme is to facilitate establishment of new small enterprises by way of providing integrated services in the areas of training for entrepreneurial skill development, selection of small projects, preparation of project profiles/reports, identification and sourcing of plant, machinery and equipments, facilitating sanction of credit facility and providing other support services in order to boost the development of small enterprises in manufacturing and services sectors.

RESOURCE PERSON PROFILE

Name: Mr. Gopinath. D

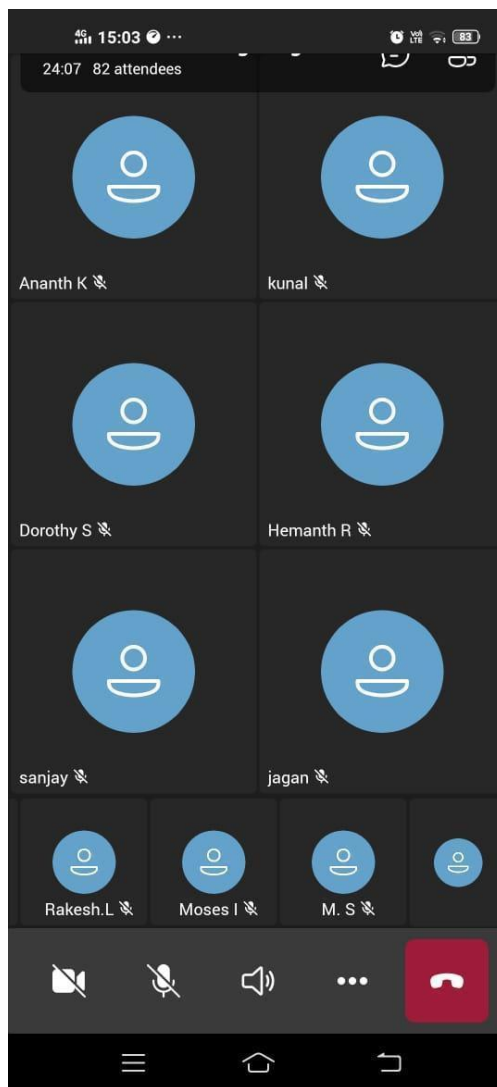
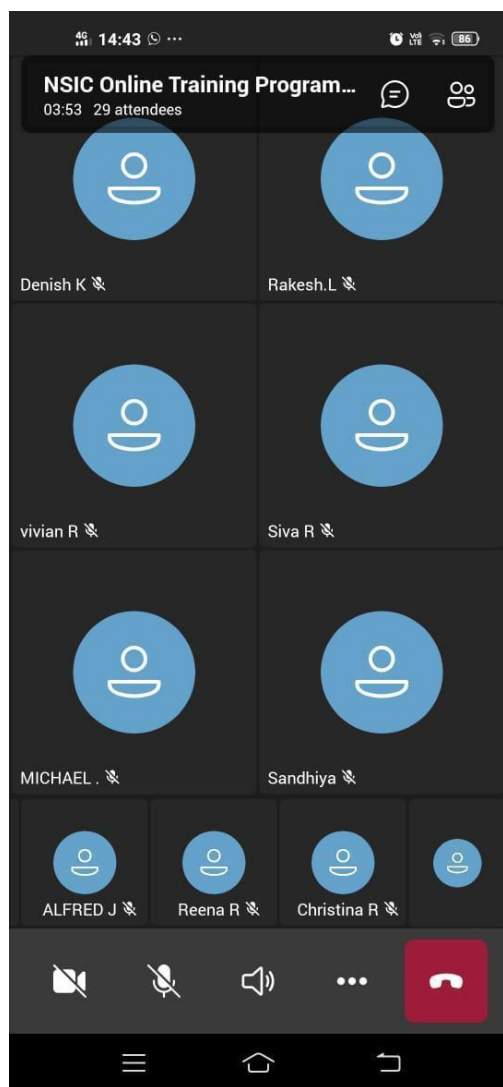
Qualification – BE in Electronics and Communication Engineering

Technical Knowledge- Operating System: Windows , HTML, JavaScript,, C, C++, python , Artificial Intelligence, Machine Learning, Networking

Work Experience- 3 years

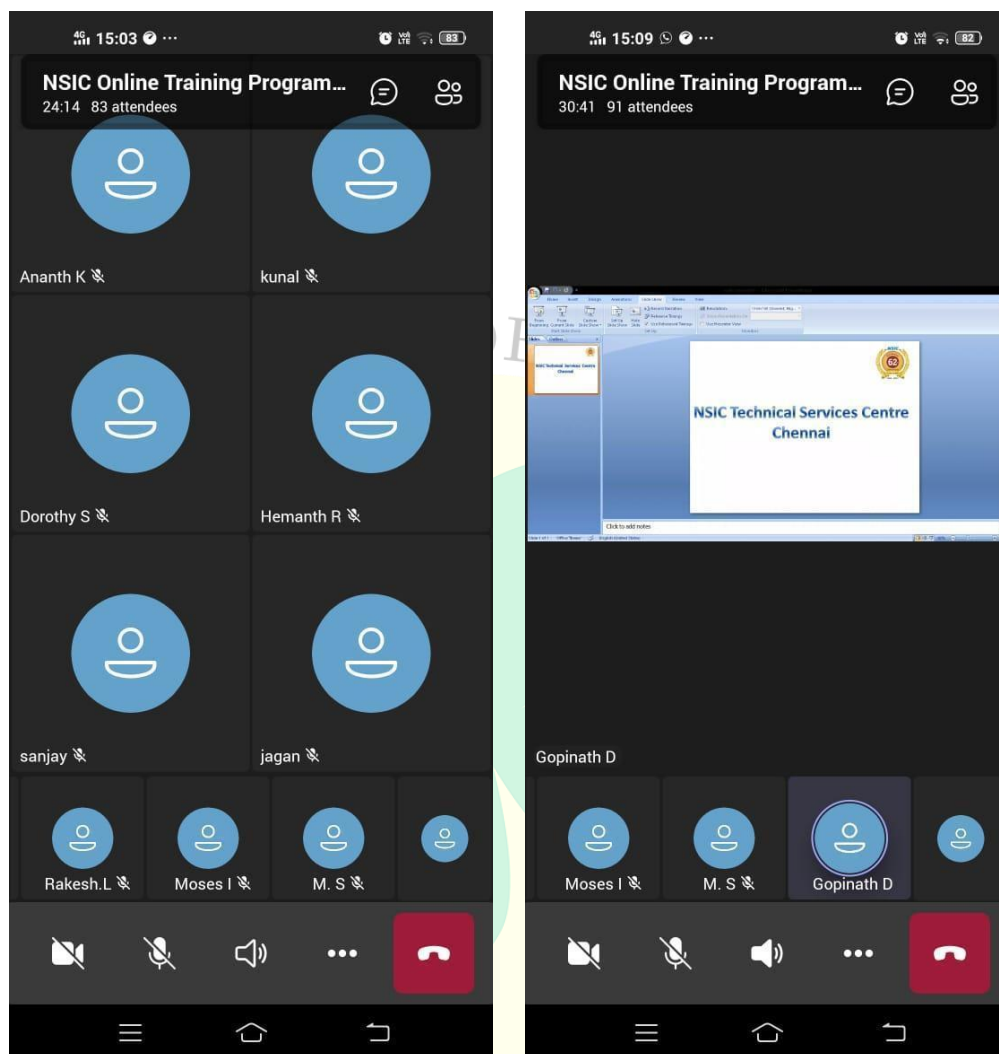
- Working as a guest faculty in NSIC. Handled Java, Internet of Things, Micro Soft Office, Computer, Hardware Maintenance and Networking , photoshop, CorelDRAW. Entrepreneurship development
- Membership: International Association of Engineers
- Projects Carried Out
- Industrial project on. Artificial Intelligence based Flexi Robotic Arm,
- Contact - 8608080234

SCREENSHOTS OF THE ONLINE CERTIFICATE COURSE

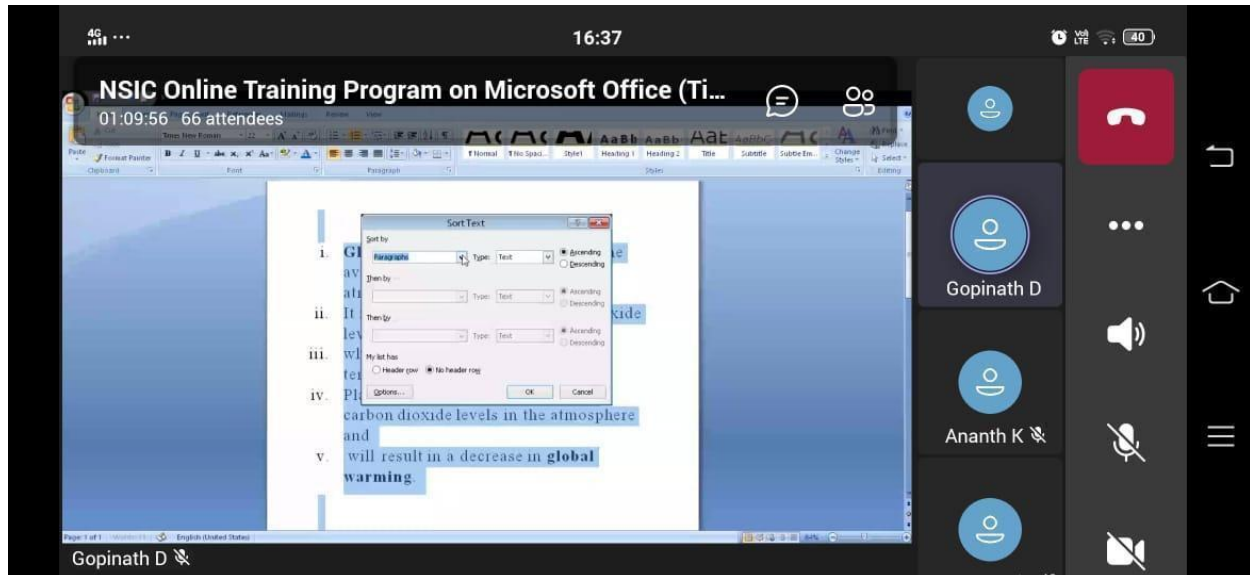


POSITIVE

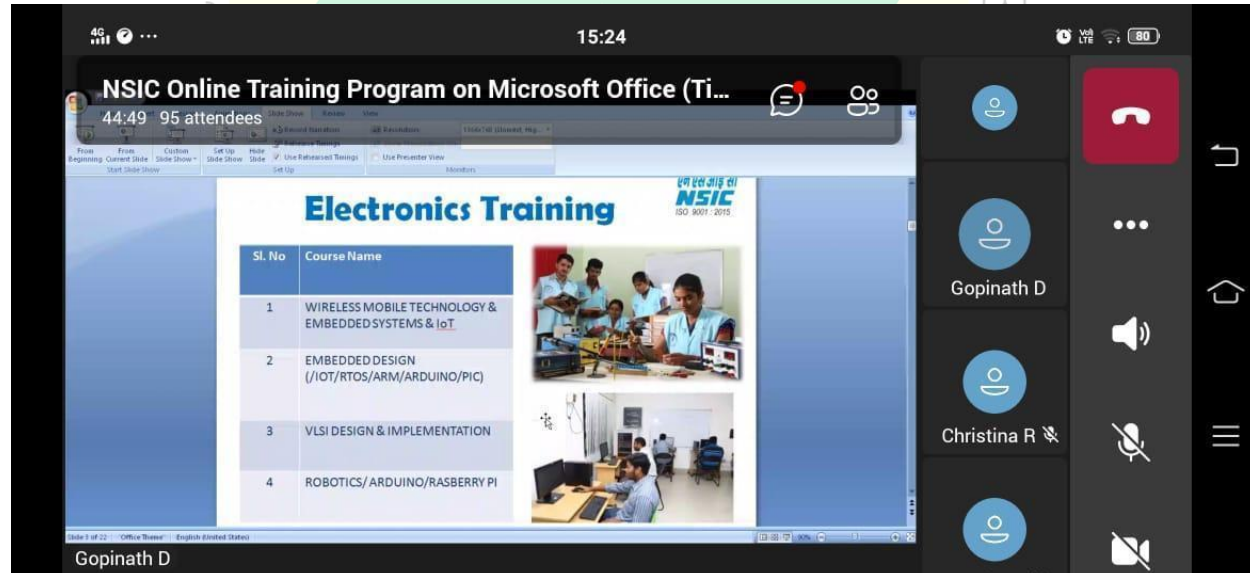
Students attending the Certificate Course



Resource Person Explains about the Word Document



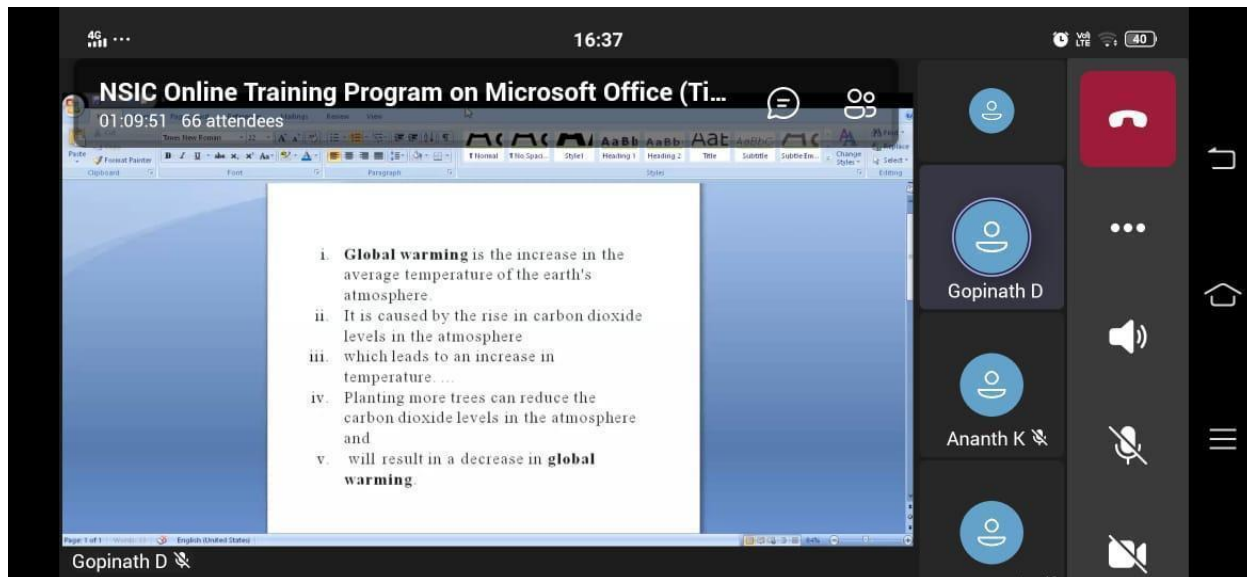
Mr Gopinath explained about the Electronics Training in NSIC



Sl. No	Course Name
1	WIRELESS MOBILE TECHNOLOGY & EMBEDDED SYSTEMS & IoT
2	EMBEDDED DESIGN (/IOT/RTOS/ARM/ARDUINO/PIC)
3	VLSI DESIGN & IMPLEMENTATION
4	ROBOTICS/ ARDUINO/RASBERRY PI



Resource Person Explaining on Ms Office



LIST OF PARTICIPANTS FOR THE CERTIFICATE COURSE





S.No	Department Number	NAME
1	D20SW001	AJAY BHARADWAJ D
2	D20SW002	CHRISTINA RAJATHI J V
3	D20SW003	EMMANUEL Y
4	D20SW004	GUNASEKARAN M
5	D20SW005	HEMANTH RAJ.R
6	D20SW006	JAGANAVI M
7	D20SW007	JAYALAKSHMI S
8	D20SW008	JEEVITHA P
9	D20SW009	KARAN KUMAR S
10	D20SW010	KUNAL RAJ P.M
11	D20SW011	LEO REENAL J
12	D20SW012	MARTHAL V
13	D20SW013	MOHAMMED SHAJAHAN M
14	D20SW014	MONIKA S
15	D20SW015	MOSES IMMANUEL J
16	D20SW016	NIRUBAN CHAKRAVARTHY Y
17	D20SW017	PRAISELIN R
18	D20SW018	RAMESH PRABHU
19	D20SW019	REPUDI KAMAL
20	D20SW020	SANDHIYA R
21	D20SW022	SANJAY
22	D20SW023	SHYAMHARISH
23	D20SW024	SIVA RANJAN J
24	D20SW026	SRI RANGA SAI G



25	D20SW027	THARUN DANIEL. S
26	D20SW028	THEJAS M
27	D20SW030	VENKATESH PANDY R
28	D20SW031	VIVIAN RAJ C
29	D20SW032	YOGITH J P
30	D20SW033	AKSHAYA J
31	D20SW034	DENISH K
32	D20SW035	HARI KRISHNA PRASAD
33	D20SW036	SAMUVEL V
34	D20SW037	SYED FAIZAL
35	D20SW038	AUSTIN.
36	D20SW039	ALFRED KENNEDY.J
37	D20SW040	KAVI PRIYAN A K
38	D20SW041	E.MARKE ALEX
39	D20SW042	MYTHILI.P
40	D19SW001	AARTHI M
41	D19SW002	AKASH J
42	D19SW003	ALEX A
43	D19SW004	AMALA RUBAN.A
44	D19SW005	ANGELIN RIA D
45	D19SW006	ARUN KUMAR S
46	D19SW007	CHANAKIYAA S
47	D19SW010	DAVID JONATHAN JUDE
48	D19SW011	DEEPIKA H
49	D19SW012	DILIPKUMARAN A



50	D19SW013	DOROTHY SHEEBA M
51	D19SW014	HARI BAALAJI A L
52	D19SW015	IMMANUVEL DILIPAN A
53	D19SW016	JAGAN. A
54	D19SW017	JAYASRI M
55	D19SW018	KEERTHIVASAN.S
56	D19SW019	KIRUBAKARA DOSS C
57	D19SW020	KRISHNAKANTH A
58	D19SW021	Leema Elizabeth S
59	D19SW022	LISHA REINA I
60	D19SW023	MICHAEL BRITTO A
61	D19SW024	MOHAN R
62	D19SW025	Nancy J
63	D19SW026	NIGIN ISAAC I
64	D19SW027	PRADEEP KUMAR V
65	D19SW028	RAGOTHAMAN V
66	D19SW029	RAKESH .L
67	D19SW030	REON VELENTINO BROWNE
68	D19SW031	Reshma
69	D19SW032	ROBIN SANJAY D
70	D19SW033	ROHI BENNY HINN
71	D19SW034	SIVA KUMAR P
72	D19SW035	SIVANESH M
73	D19SW036	SIVASHANMUGAM G
74	D19SW037	Sri S



75	D19SW038	STEPHEN JAISINGH. S
76	D19SW039	SUGANYA J
77	D19SW040	Swetha J
78	D19SW041	TILAN DERRICK. A
79	D19SW042	UDHAYA KUMAR R
80	D19SW043	Vignesh R
81	D19SW044	Divya Bharathi A
82	D19SW045	PAUL KLUSENER
83	D18SW001	ANNAMALAI M
84	D18SW002	ANTHONY SABASTIN E
85	D18SW003	ARAVINDAN A
86	D18SW004	ARAVIND N E
87	D18SW005	ARIFUL ISLAM
88	D18SW006	ARUL YOVAN H
89	D18SW007	AYNEKKIA A
90	D18SW008	BHARATH PRABAKAR S
91	D18SW009	BLESSON LEVI D
92	D18SW010	CHIRAK D
93	D18SW011	DEEPIKA R
94	D18SW013	FATHIMA SAMEEHA A
95	D18SW014	HRISHABH SHASHANK TOPPO
96	D18SW015	JOSHUA GODWIN SAMUEL G
97	D18SW016	KALPANA N
98	D18SW017	KAVIARASAN K
99	D18SW018	KISHORE GANTH M S



100	D18SW019	MAHIMA CHADHA
101	D18SW020	MANOJ V
102	D18SW021	MAYUR AMRISH S
103	D18SW022	MITFORD MARK JEFFRIES
104	D18SW023	MUSKAN THAPA MANGAR
105	D18SW024	SUNDARAM NANDA KUMAR
106	D18SW026	NIKASH D
107	D18SW027	NITHIN JESBELL J
108	D18SW029	PATRICK SAGAYA RAJ P
109	D18SW030	PRASANTH KUMAR A
110	D18SW031	PRAVEEN G
111	D18SW033	PRIYANKA M
112	D18SW035	SAMUEL JACOB L
113	D18SW036	SANJAY PRIYAN M
114	D18SW037	SARAN KUMAR R
115	D18SW039	SHANMUGAPRIYA. V
116	D18SW040	SHIVANI J
117	D18SW041	SIVA PRASHANTH P
118	D18SW042	SNEHA PAUL
119	D18SW045	TAMILALAGAN M
120	D18SW046	VARSHINI R
121	D18SW047	VENKATESH G
122	D18SW048	VIJAY U
123	D18SW049	VINOTHRAJ STANLEY F
124	D18SW050	KALE ANKITA



125	D18SW051	RICKY MARTIN A
-----	----------	----------------

ATTENDANCE



S.No	Department Number	NAME	2 2 . 0 4 . 2 0 2 1	2 3 . 0 4 . 2 0 2 1	2 3 . 0 4 . 2 0 2 1	2 4 . 0 4 . 2 0 2 1	2 4 . 0 4 . 2 0 2 1	2 6 . 0 4 . 2 0 2 1	2 7 . 0 4 . 2 0 2 1	2 8 . 0 4 . 2 0 2 1	2 9 . 0 4 . 2 0 2 1	3 0 . 0 4 . 2 0 2 1	0 1 . 0 5 . 2 0 2 1	0 3 . 0 5 . 2 0 2 1
1	D20SW001	AJAY BHARADW AJ D	A	P	P	P	P	P	P	P	P	P	P	P
2	D20SW002	CHRISTIN A RAJATHI J V	P	P	A	P	P	P	P	P	P	P	P	P
3	D20SW003	EMMANUE L Y	P	P	P	P	A	P	P	P	P	P	P	P
4	D20SW004	GUNASEK ARAN M	P	P	P	P	P	P	P	P	A	P	P	P
5	D20SW005	HEMANTH RAJ.R	P	P	P	P	A	P	P	P	A	P	P	P
6	D20SW006	JAGANAVI M	P	P	P	P	P	P	P	P	P	P	P	P
7	D20SW007	JAYALAKS HMI S	P	P	A	P	P	P	P	P	A	P	P	P
8	D20SW008	JEEVITHA P	P	P	P	P	P	P	P	P	P	P	P	P
9	D20SW009	KARAN KUMAR S	P	P	P	P	P	P	A	P	P	P	P	P
10	D20SW010	KUNAL RAJ P.M	P	P	P	P	P	P	P	P	P	P	P	P
11	D20SW011	LEO REENAL J	P	P	P	A	P	P	P	P	A	P	P	P

[illegible]



41	D19SW002	AKASH J	P	P	P	P	P	P	P	P	P	P	P	P
42	D19SW003	ALEX A	P	P	P	P	P	P	P	P	P	P	P	P
43	D19SW004	AMALA RUBAN.A	P	P	P	P	P	P	P	P	P	P	P	P
44	D19SW005	ANGELIN RIA D	P	P	P	A	P	P	P	P	A	P	P	P
45	D19SW006	ARUN KUMAR S	P	P	P	P	P	P	P	P	P	P	P	P
46	D19SW007	CHANA K I YAA S	P	P	P	P	P	P	P	P	P	P	P	P
47	D19SW010	DAVID JONATHAN JUDE	P	P	P	P	P	P	P	P	P	P	P	P
48	D19SW011	DEEPIKA H	P	P	P	P	P	P	P	P	P	P	P	P
49	D19SW012	DILIPKUMARAN A	P	P	P	P	P	P	P	P	P	P	P	P
50	D19SW013	DOROTHY SHEEBA M	P	P	P	P	P	P	P	P	P	P	P	P
51	D19SW014	HARI BAALAJI A L	P	P	P	P	P	P	P	P	P	P	P	P
52	D19SW015	IMMANUEL DILIPAN A	P	P	P	P	P	P	P	P	P	P	P	P
53	D19SW016	JAGAN. A	A	P	P	P	P	P	P	P	P	P	P	P
54	D19SW017	JAYASRI M	P	P	P	P	P	P	P	P	P	P	P	P
55	D19SW018	KEERTHIVASAN.S	P	P	P	P	A	P	P	P	P	P	P	P

[illegible]



71	D19SW034	SIVA KUMAR P	P	P	P	P	A	P	P	P	P	P	P	P
72	D19SW035	SIVANESH M	P	P	P	P	P	P	P	P	P	P	P	P
73	D19SW036	SIVASHAN MUGAM G	P	P	P	P	P	P	P	P	A	P	P	P
74	D19SW037	Sri S	P	P	P	P	P	P	P	P	P	P	P	P
75	D19SW038	STEPHEN JAISINGH. S	P	P	A	P	P	P	P	P	P	P	P	P
76	D19SW039	SUGANYA J	P	P	P	P	P	P	P	P	P	P	P	P
77	D19SW040	Swetha J	P	P	P	P	P	P	P	P	P	P	P	P
78	D19SW041	TILAN DERRICK. A	P	P	P	P	P	P	P	P	P	P	P	P
79	D19SW042	UDHAYA KUMAR R	P	P	P	A	P	P	P	P	A	P	P	P
80	D19SW043	Vignesh R	P	P	P	P	P	P	P	P	P	P	P	P
81	D19SW044	Divya Bharathi A	A	P	P	P	P	P	P	P	P	P	P	P
82	D19SW045	PAUL KLUSENER	P	P	P	P	P	P	P	P	P	P	P	P
83	D18SW001	ANNAMAL AI M	P	P	P	P	A	P	P	P	P	P	P	P
84	D18SW002	ANTHONY SABASTIN E	P	P	P	P	P	P	P	P	P	P	P	P
85	D18SW003	ARAVIND AN A	P	P	P	P	P	P	P	P	A	P	P	P




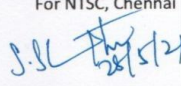
86	D18SW004	ARAVIND N E	P	P	P	P	P	P	P	P	P	P	P	P	P
87	D18SW005	ARIFUL ISLAM	P	P	A	P	P	P	P	P	P	P	P	P	P
88	D18SW006	ARUL YOVAN H	P	P	P	P	P	P	P	P	P	P	P	P	P
89	D18SW007	AYNEKKI A A	P	P	P	P	P	P	P	P	P	P	P	P	P
90	D18SW008	BHARATH PRABAKA R S	P	P	P	P	P	P	P	P	P	P	P	P	P
91	D18SW009	BLESSON LEVI D	P	P	P	A	P	P	P	P	A	P	P	P	P
92	D18SW010	CHIRAK D	P	P	P	P	P	P	P	P	P	P	P	P	P
93	D18SW011	DEEPIKA R	A	P	P	P	A	P	P	P	P	P	P	P	P
94	D18SW013	FATHIMA SAMEEHA A	P	P	P	P	P	P	P	P	P	P	P	P	P
95	D18SW014	HRISHABH SHASHAN K TOPPO	P	P	P	P	A	P	P	P	P	P	P	P	P
96	D18SW015	JOSHUA GODWIN SAMUEL G	P	P	P	P	P	P	P	P	P	A	P	P	P
97	D18SW016	KALPANA N	P	P	P	P	P	P	P	P	A	P	P	P	P
98	D18SW017	KAVIARAS AN K	P	P	P	P	P	P	P	P	P	P	P	P	P
99	D18SW018	KISHORE GANTH M S	P	P	A	P	P	P	P	P	P	A	P	P	P

[illegible]



114	D18SW037	SARAN KUMAR R	P	P	P	A	P	P	P	P	A	P	P	P
115	D18SW039	SHANMUG APRIYA. V	P	P	P	P	P	P	P	P	P	P	P	P
116	D18SW040	SHIVANI J	P	P	P	P	P	P	P	P	P	P	P	P
117	D18SW041	SIVA PRASHAN TH P	A	P	P	P	P	P	P	P	P	P	P	P
118	D18SW042	SNEHA PAUL	P	P	P	P	P	P	P	P	P	A	P	P
119	D18SW045	TAMILALA GAN M	P	P	P	P	A	P	P	P	P	P	P	P
120	D18SW046	VARSHINI R	P	A	P	P	P	P	P	P	P	P	P	P
121	D18SW047	VENKATE SH G	P	P	P	P	P	P	P	P	A	P	P	P
122	D18SW048	VIJAY U	P	P	P	P	P	P	P	P	P	P	P	P
123	D18SW049	VINOTHRA J STANLEY F	P	P	A	P	P	P	P	P	P	P	P	P
124	D18SW050	KALE ANKITA	P	P	P	P	P	A	P	P	P	P	P	P
125	D18SW051	RICKY MARTIN A	P	P	P	P	P	P	P	P	P	P	P	P
			P	P	P	P	P	P	P	P	P	P	P	P
			P	P	P	A	P	P	P	P	A	P	P	P



 THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED TECHNICAL SERVICES CENTRE (A Government of India Enterprise) Sector B-24, Guindy Industrial Estate, Ekkaduthangal, Chennai -32. Ph: 044- 22252335/6/7 E-mail: ntscche@nsic.co.in				
INVOICE				
To The Principal, Patrician College of Arts and Science, 3, Canal Bank Rd, Gandhi Nagar, Adyar, Chennai - 600 020 Your Ref no: Email dated 21.04.2021		Invoice. No. NTSC(C)/Training 04/2021/ 13 Date 28.05.2021 GST No 33AACT0686N420 PAN No AAAC0686N Bank Details: A/C Name: NATIONAL SMALL INDS CORPN LTD ACCOUNT NO: 6570 0021 0000 4827 Bank: Punjab National Bank IFSC Code: PUNB0657000		
Sl. No	Description	No of Students	Rate (INR)	Amount (INR)
1	Training Fee (Dept of Social Worker - BSW) MS Office and EDP	125 nos.	250.00	31,250.00
		Total		Rs.31,250.00
		GST 18%		Rs.5,625.00
		Grand Total		Rs.36,875.00
(INR Thirty Six Thousand Eight Hundred and Seventy Five Only)				
For NTSC, Chennai  Dy. General Manager				

Signature of the Coordinator



Ms.RAICHEL DIANA

Signature of the HOD



DR. SINDHU SIVAN

SAMPLE CERTIFICATES





