

Report of Activity **under MOU**

(Signed between Vidyamani Skill Pvt. Ltd. & Eshan College of Engineering)

Name of Activity:

A two days' special workshop under MOU has been conducted by Department of Computer Science & Engineering of Eshan College of Engineering and Vidyamani Skill Pvt. Ltd on the topic "***Basic IT Skills for Professionals***".

Date of Activity: 16th December– 17th December 2021

The workshop was intended to provide IT professional skills to the students. Changing business focus and resulting changes to job requirements are prompting workers to pick up new skills to ensure that they prepare not only for today but for an ever-changing future. The purpose to plan the workshop was to provide hands on practice of various office automation tools.

There was no preliminary requirement to attend the workshop.

Objectives of Activity:

1. Use of Office automation tools like MS Office, Libre etc. in effective manner.
2. Development of documentation and presentation skills.
3. Use of tools like Google Analytics, Google Workspace and Teamviewer.
4. To improve employable skills in the students.

Outcomes of the activity:

- To meet out employment challenges and fulfill the gap between industrial requirement and professional skills of freshers.
- Understand the main features of MS office.
- Able to prepare interactive presentation slides.
- Students learnt to work on collaborative environment.
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Summary of Activity:

On day one, The workshop was inaugurated by Dr. Pankaj Sharma, Director. The welcome speech was given by Mr. Vyom Kulshreshtha, Head, CSE. The Team of Vidyamani Skills Pvt. Ltd. was invited as resource persons for this workshop. They emphasized on improving the IT

skills besides the domain skills to become employable. Basic office automation tools for presentation and documentation were

On day two, the trainers demonstrated various analytical and collaborative tools like Google Analytics, Team Viewer.

The workshop concluded with a final session where HOD of department and Coordinator shared their experience during the workshop and thanked the expert team of Vidyamani Skills for their efforts.

A vote of thanks was proposed by Mr. H. K. Sharma, AP. He paid his sincere regards to the resource persons from Vidyamani Skills and the College management to organize the workshop.



HoD, Computer Science & Engineering

This activity was organized under the Memorandum of Undersigning (MOU) signed between two organizations. It strengthens the collaborative initiatives undertaken by these two organizations.

