



LY CROSS COLLEGE, AGARTALA

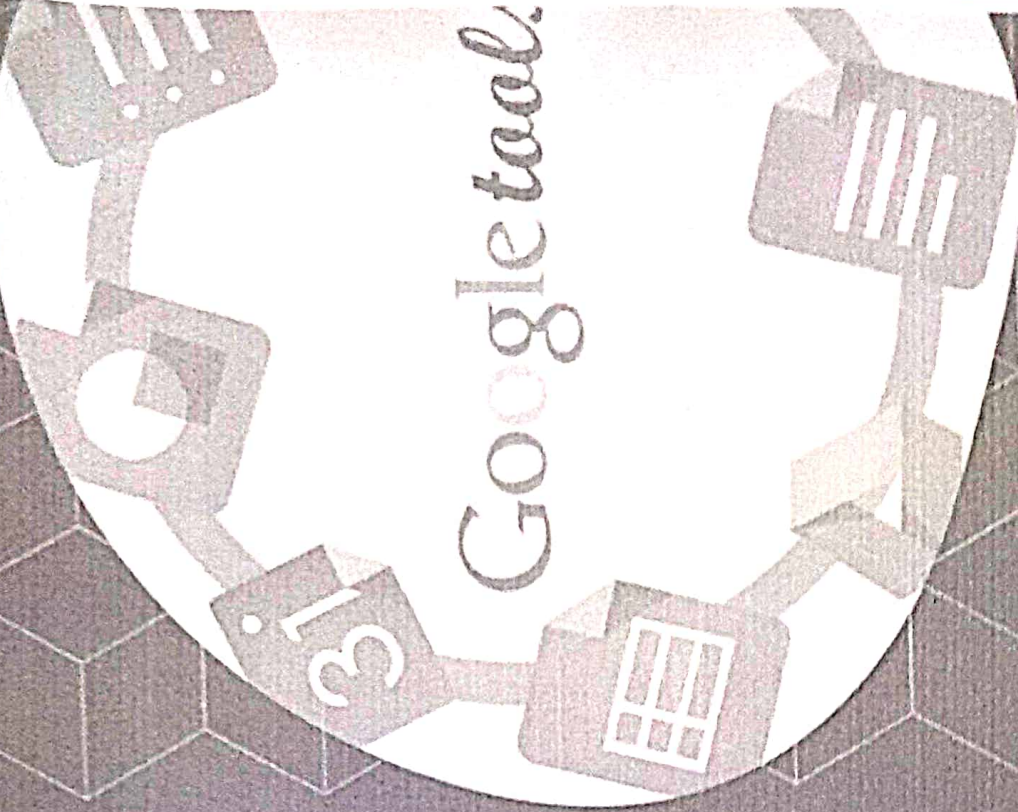
# WORKSHOP ON GOOGLE & MICROSOFT OFFICE TOOLS

29 & 30 NOVEMBER 2022

ORGANIZED BY

IT CLUB

Google







# HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A' GRADE

Tripura University Reg. Code: 17

Jubatara, P.O. Lembucherra, Tripura West Pin-799210

Phone: 0381-2915930, +91 9402315672

email- principalhccag@gmail.com

Web: www.holycrosscollege.in

"Educating hearts and minds"

To

The Principal  
Holy Cross College, Agartala  
West Tripura

Subject: Requesting permission to organise a workshop on Google and Microsoft Office Tools for students.

Respected Father,

With all due respect and humble submission, we the members of IT Club would like to request your support and permission to conduct a workshop on Google and Microsoft Office tools. There is a need that has been identified of keeping the students up to date with the new demands in the academic curriculum. Most students have no knowledge or training in this curriculum. Therefore, we believe this is the perfect opportunity for the IT Club to conduct this workshop.

We have planned to organise the workshop on 29th and 30th of November 2022. Most preferably we need G-4 (Computer Lab) to be the venue for the workshop because it has a big hall and enough space to accommodate all the participants that will be invited. The participants will be students of 5th semester from all the departments, it is important to inculcate these necessary skills in the students to prepare them for their upcoming academic endeavour.

Therefore, I hope and pray that you will be kind enough to grant our application and give us permission to organise this workshop.

Thanking You

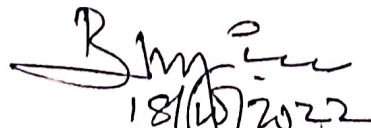
Date- 18/10/2022

IT Club Members-

1. Mandrita Saha, Assistant Professor, Department of Commerce
2. Joel L. Darlong, Assistant Professor, Department of Sociology
3. Genesis Debbarma, Assistant Professor, Department of Sociology
4. Sriparna Roy, Assistant Professor, Department of Bachelor of Business Administration

Yours faithfully

Mandrita Saha  
Genesis Debbarma  
Joel Kalenghama Darlong

  
18/10/2022  
PRINCIPAL  
HOLY CROSS COLLEGE  
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## NOTICE

Date: 20/10/22

This is to inform all the students of Holy Cross College, Agartala that there will be a Workshop on 29th and 30th November 2022, organized by IT Club in the room F1-8 at 01:00 pm.

In this regard all the students are requested to avail yourselves with this great opportunity to upgrade yourselves with the Google and Microsoft Office Tools.

  
20/10/2022  
Principal

Holy Cross College  
Jubatara, Lembucherra  
Tripura (W), Agartala

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AGARTALA





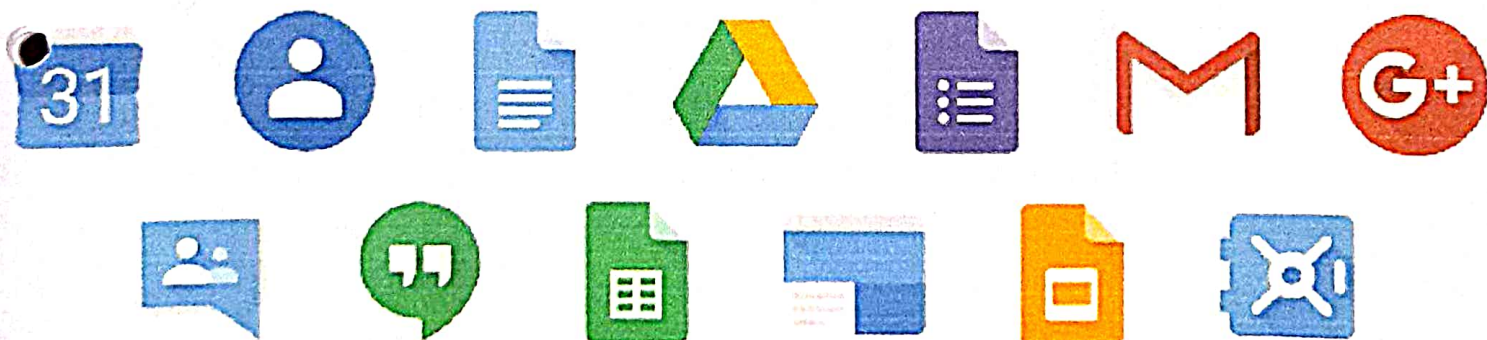
**HOLY CROSS COLLEGE, AGARTALA**

ORGANIZED BY

**IT CLUB**

DATE- 29 & 30 NOVEMBER, 2022

# WORKSHOP ON GOOGLE & MICROSOFT OFFICE TOOLS



CLICK BELOW  
TO

**REGISTER NOW**

## **IT CLUB MEMBERS**

- Mandrita Saha
- Joel L. Darlong
- Sriparna Roy
- Genesis Debbarma



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## A Report on Google and Microsoft Office Tools

**Day 1:** A Workshop was organized on Google and Microsoft Office Tools by IT Club, Holy Cross College, Agartala on 29<sup>th</sup> and 30<sup>th</sup> of November 2022. All the members of IT Club have actively participated and thereafter the 1<sup>st</sup> Session has been taken over by Mr. Genesis Debbarna, Assistant Professor, Department of Sociology on the topic Google Drive on 29<sup>th</sup> of November 2022. 18 students participated on the 1<sup>st</sup> Day of Workshop. The students were given the task for practice so that they can have better knowledge and idea about Google Drive. The students interacted and asked about their doubts which was easily clarified by the members of IT Club. Finally, the session was concluded with collection of feedback for the 1<sup>st</sup> session from the students through Google Form.

**Day 2:** On 30<sup>th</sup> of November 2022, the 2<sup>nd</sup> session has been organized with 19 students by the members of IT Club and the 2<sup>nd</sup> day of session has been taken over by Miss Mandrita Saha, Assistant Professor, Department of Commerce on the topic Microsoft Excel. The students have practised for the same and cleared their doubts easily. With these two days workshop the students have come across Microsoft Excel tools and how to utilize it which will help them in their future endeavour. The session was concluded with collection of feedback from students through Google Form followed by the Vote of Thanks.

### **Members of IT Club:**

1. Miss Mandrita Saha
2. Mr. Genesis Debbarna
3. Mrs Sriparna Roy
4. Mr. Joel Lalengthiala Darlong

### **Report Prepared By:**

Mr. Genesis Debbarna and Miss Mandrita Saha

*Mandrita Saha*  
14/12/2022

*Genesis Debbarna*  
14/12/22

*for 14/12/22*

*[Signature]*  
PRINCIPAL  
HOLY CROSS COLLEGE  
AGARTALA





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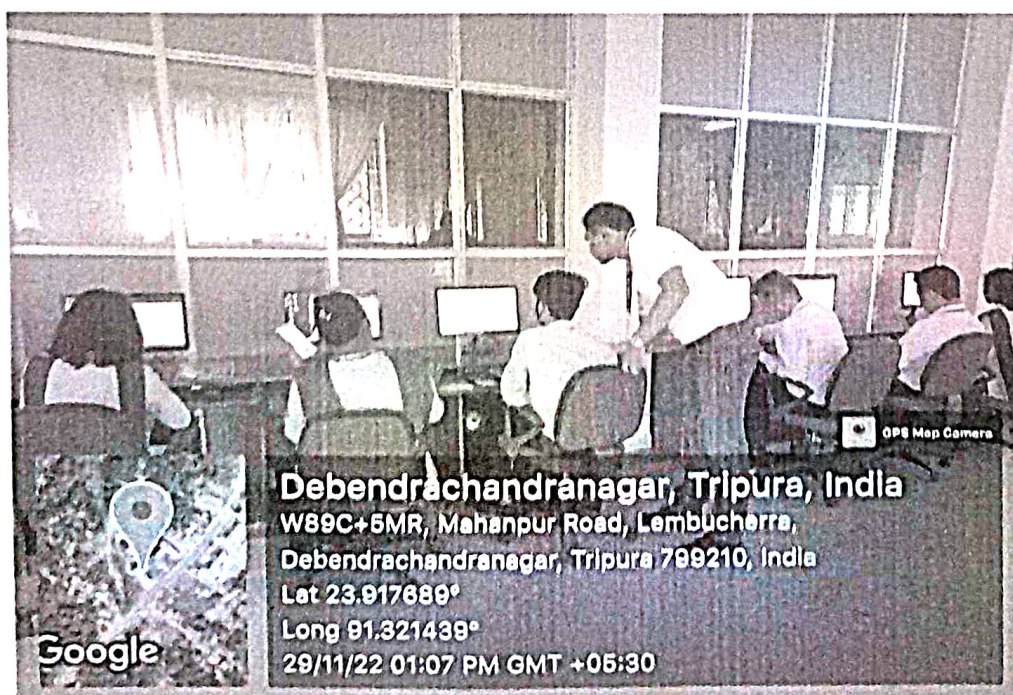
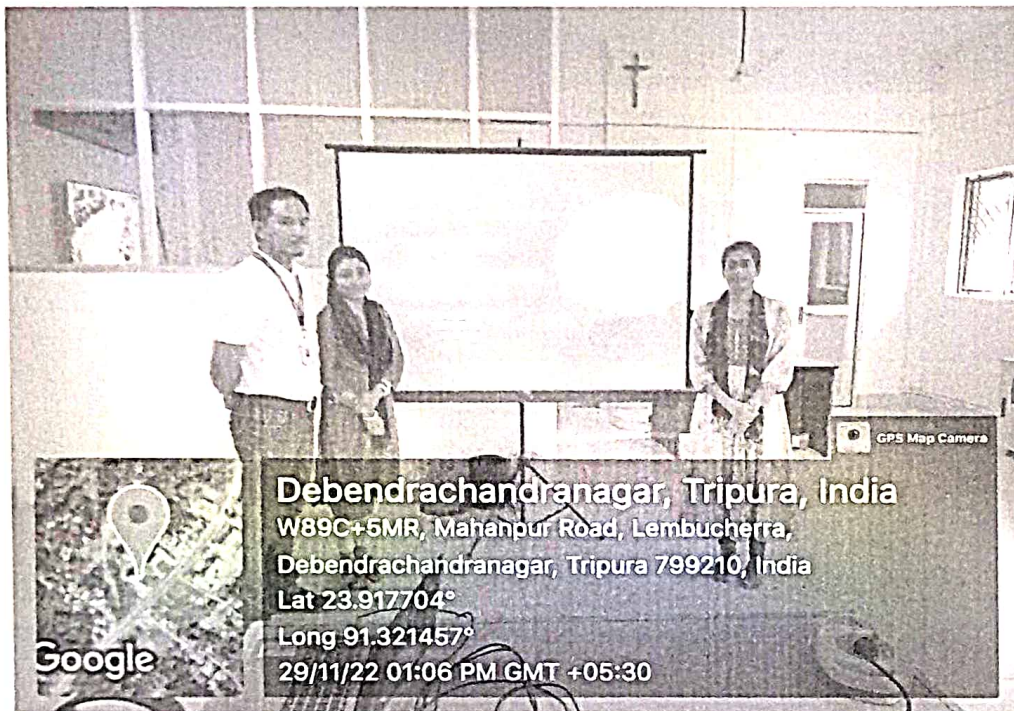
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Day 1:







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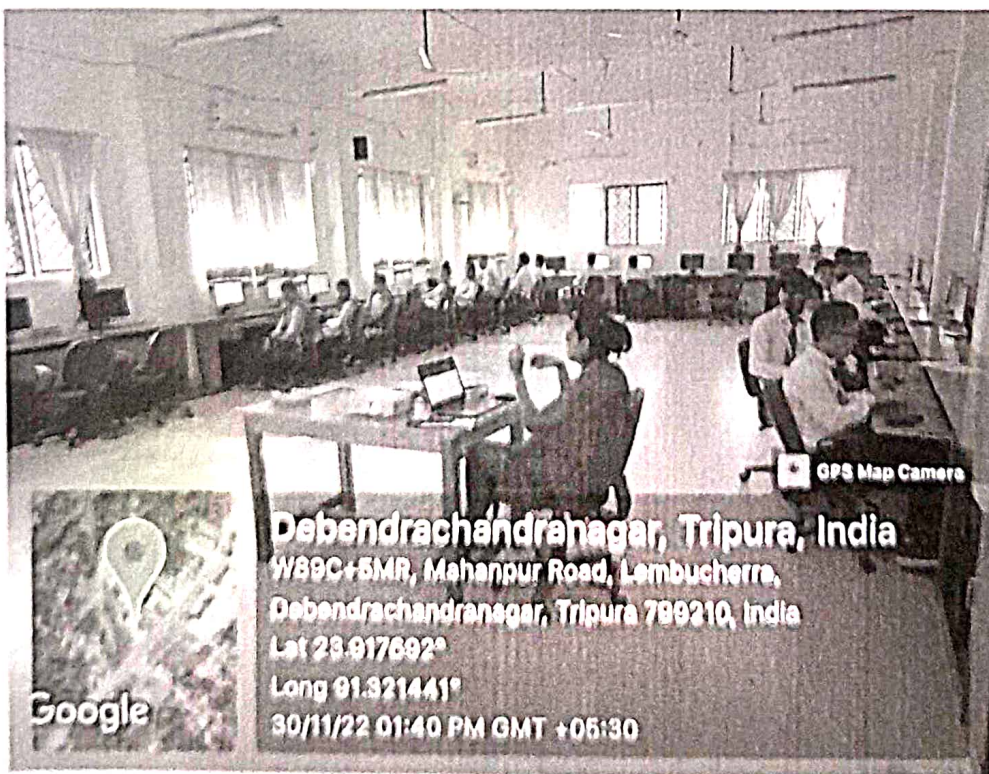
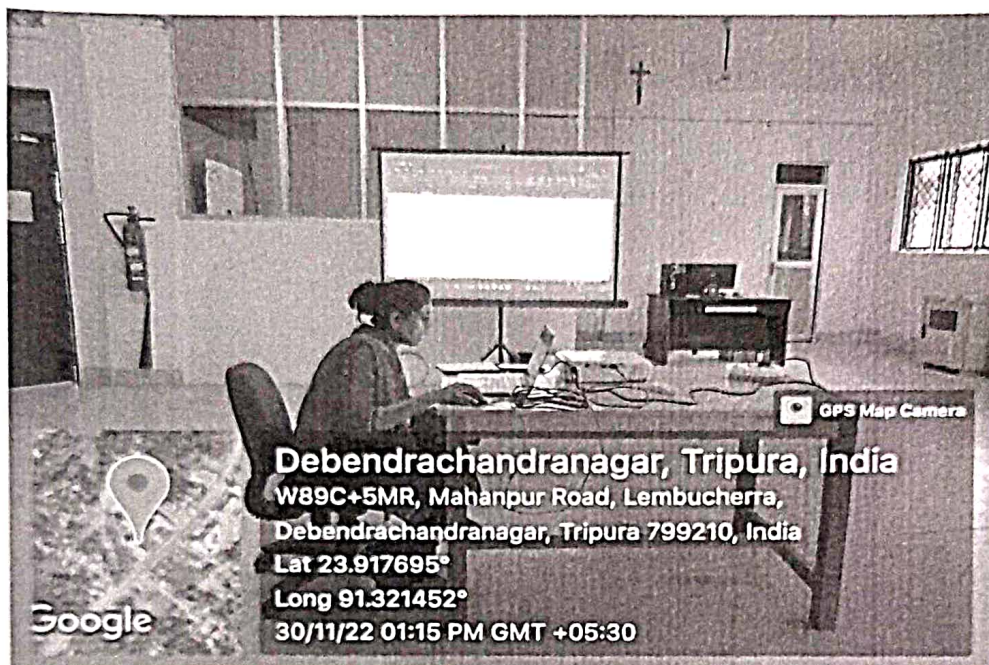
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Day 2:





## A Workshop on Google and Microsoft Office Tools

### Feedback/Attendance

Day-1 (29/11/2022)

SL	Name	Department	College roll no.	Comment/remark
1	Bocholong debbarma	Bsc general	522	Learned a lot about Google drive
2	MAYOOKH CHAKRABORTY	ZOOLOGY DEPARTMENT	310	Nil
3	Ojaswini Jamatia	Botany	2015000880	Nice experience
4	Sipriyan Barla	Political science	188	It was very useful.
5	Tanuja Tripura	BSC general	526	Good
6	Snigdha Roy	B.SC (gen)	2014000481	It was fun
7	Fransiska Kido	BA Elective	272	It was very helpful I learnt new things.
8	Chongmari debbarma	B. Com(h)	2017000123	Good
9	Menila Kalai	Commerce	127	Excellent
10	Pushpita Das	Commerce	128	Excellent class
11	Megha majumder	Bcom(h)	2017000133	Interesting classes
12	Niha Ghosh	Commerce	154	It was good. Learnt new things with the help of IT
13	Diptanu Das	Commerce	133	Excellent
14	Baisali Sutradhar	Commerce	122	Excellent class work
15	Netaji Debbarma	Bsc General	528	Present
16	Chiranjit Das	B.com(h)	2017000153	Nice class
17	Megha majumder	Bcom(H)	2017000126	Excelent class
18	Khakchang Tripura	Botany	11	Interesting

Saha  
01/12/22



### Day-2 (30/11/2022)

Sl	Name	Department	College Roll no.	Comments/Remarks
1	Kunal Bhaumik	B.COM HONS	135	Good
2	Megha majumder	Bcom(H)	2017000126	Good
3	Bocholong debbarma	Bsc general	522	Present
4	Tanmoy Deb	B.com(H)	2017000152	Good
5	Menila Kalai	Commerce	127	Excellent
6	John Vianey Thyrniang	Political science	176	Good
7	Pushpita Das	Commerce	128	Good cla
8	Diptanu das	Bcom(h)	2017000133	Excelent
9	Sipriyan Barla	Political Science	188	It was very useful.
10	Phordian Rynjah	Political science (H)	183	Good
11	Rajib Datta	Commerce	143	Excellent
12	Niha Ghosh	Commerce	154	A good experience and get a better knowledge to use the IT
13	Pynshai Lang Thongni	English department	39	Helpful
14	Sapratik Debbarma	Bsc General	521	Fun learning session from Mam Mandrita & Sir Genesis
15	Netaji Debbarma	Bsc General	528	Present
16	Baisali Sutradhar	Commerce	122	Good class
17	Khakchang Tripura	Botany	11	Great
18	Chiranjit Das	B.com (h)	2017000153	Nice
19	MAYOOKH CHAKRABORTY	ZOOLOGY	310	It was really a wonderful session

Sahar  
01/12/22