



FDP MS- Office

Resource Person: Dr. Soumik Ray

Asst. Prof. MSSoA, Agricultural Statistics

No. of Students and/or Faculty Participated: 35

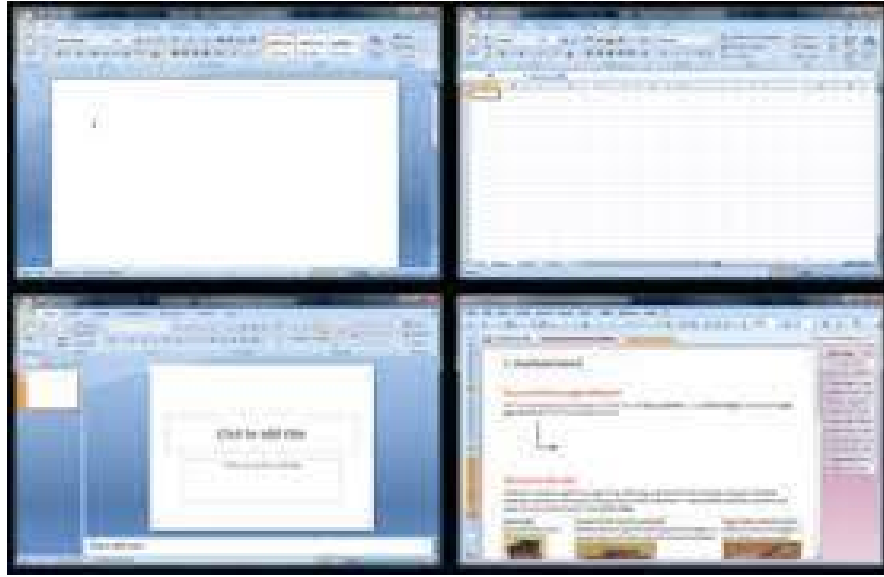
Date: 27.11.2020

The session was addressed by Dr. Soumik Ray, Assistant professor, Agricultural Statistics then it carried on with introduction on the MS- office app and later the features of MS word, MS excel were discussed

Objective: To train in the following-

- To know how to use and be Proficient in important Microsoft Office Programs.
- To be able to create documents for Printing and Sharing.
- To be able to create and share Presentations.
- To be able to manage and store data in a Spreadsheet.

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Participants list

1	Chitta Ranjan Pattanayak	Sr. Manager (HR & Admin.)
2	Monalisha Ghosh	General Manager(Partnership)
3	Golaka Martha	Attendant
4	Subhasis Routray	Manager Operation
5	Sujan Singh	Office Assistant
6	Manas Ranjan Nayak	Office Assistant
7	Sudhansu Mohapatra	Supervisor (Administration)
8	Dillip Kumar Lala	Assistant Manager (Project)
9	Binay Kumar Singh	Supervisor
10	Chandan Mohanty	System Assistant
11	Ajaya Kumar Sahoo	Office Manager
12	Kushmanjali Mohapatra	Attendant
13	Bidyadhar Pradhan	Office Assistant
14	Hullash Sahoo	Attendant
15	Ranjana Sahoo	Attendant

16	Pranati Dei	Attendant
17	Ullasini Routray	Attendant
18	Dhruba Ram Mishra	Attendant
19	Bishika Giri	Attendant
20	Ranjita Mangaraj	Attendant
21	Pramod Kumar Dash	Administrative Associate
22	Chandra Sekhar Jena	Assistant Manager (HR)
23	Sasmita Parida	Executive Assistant
24	Bijan Kumar Das	Executive Assistant
25	Prasant Kumar Nayak	Office Attender
26	Nabin Kumar Dash	Sr. Manager (Hospitality & Students Relation)
27	Subhendra Baliyarsingh	Manager (Project & Maintenance)
28	Debasish Panda	Comptroller of Finance
29	Jagannath Patro	Chief Accounts Officer
30	Jiten Rout	Asst. Manager
31	Indrajit Tarai	Manager Accounts
32	Prakash Chandra Mishra	Accountant
33	Shishir Kumar Dash	Accountant
34	Prasanta Kumar Pradhan	Assistant
35	Binayak Sahu	Accounts Executive



Dr. Prasanta Ku. Mohanty
Dean Academic



Prof. KVD Prakash
Dean - IIE & HRD