

Dayananda Sagar College of Arts, Science and Commerce
Kumaraswamy Layout, Bangalore-560078

Report of the Event Conducted

Department: MBA-BU

Date: 010.07.2025

Sl. No.	Particulars	Event related Details			
1.	Event*	Workshop			
2.	Title of the Event	A workshop about Basics of MS-Excel			
3.	Date	10 th & 17 th July 2025			
4.	Time	11.00pm to 1.00pm			
5.	Venue	MBA class room			
6.	Resource Person 1	Dr. Subbulakshmi Somu			
7.					
8.	Topics Covered	Introduction, uses ,applications & calculations			
9.	Resource Person 2	NIL			
10.	Topics covered	NIL			
11.	No. Faculty Participants	Internal:	NIL	External:	NIL
12.	No. Student Participants	Internal:	56	External:	NIL
13.	Faculty Coordinator/s	Full Name: Prof.Tejaswini L K Department: MBA-BU Designation: Asst. Professor			
14.	Student Coordinator/s	Full Name: Mohammad Usman Register No P03CJ23M015003 Course, Semester & Section: MBA 2 nd B		Full Name: Vaishnavi Sudhan Register No: P03CJ23M015182 Course, Semester & Section: MBA 2nd B	
15.	Total Expenditure (Details to be enclosed)	NIL			
16.	Sponsors and Amount (if any)	NIL			
17.	Agenda of the Event (Attach a copy)	NIL			
18.	Report uploaded on college website? If yes, give details:	yes			

S. No.	Particulars	Event related Details
19.	Report sent to media? If yes, give details:	NO
20.	Report uploaded in Social Media? If yes, give details:	https://www.facebook.com/photo/?fbid=1328269825583998&set=pcb.1328270055583975
21.	Certificates Printed? (Attach a copy**)	No.
22.	Feedback Collected? (Attach a copy**)	Yes.
23.	Attendance Sheet Attached? *	Yes. (Copy Attached)
24.	Summary of the Event (Minimum 100 words)	<p>The hands on MS-Excel workshop is conducted for 2nd semester MBA A section. The purpose is to excel the students with basics of Microsoft Excel. Two days 2hours session is conducted for 1st year MBA students. Students were enthusiastic, actively participated & learned well. More than 55 students participated & benefitted. As a part of application based teaching on Technology for management subject the workshop is conducted. Overall feedback about workshop was excellent. Ms-Excel is a spreadsheet application that allows users to organize, manipulate, and present data in various formats. It is a part of the Microsoft 365 and Microsoft Office suites of software.</p> <p>Here are some features of Microsoft Excel:</p> <ul style="list-style-type: none"> • Calculation capabilities: • Graphing tools: • Visual Basic for Applications (VBA): • Data visualization: • Excel for the web:
25.	Photographs of the Event	Yes.

Notes:

* Seminar / Workshop / Symposium / Conference / Cultural Fest / Quiz / Sports / Literature Fest, etc.


** Format Copy need to be attached and hard copy need to be filed

* Original sheet need to be filed and scanned copy should be attached

PS:


❖ Whichever column is not applicable, write as NA.

❖ If the nothing is done / gained / spent, write as No/Nil.

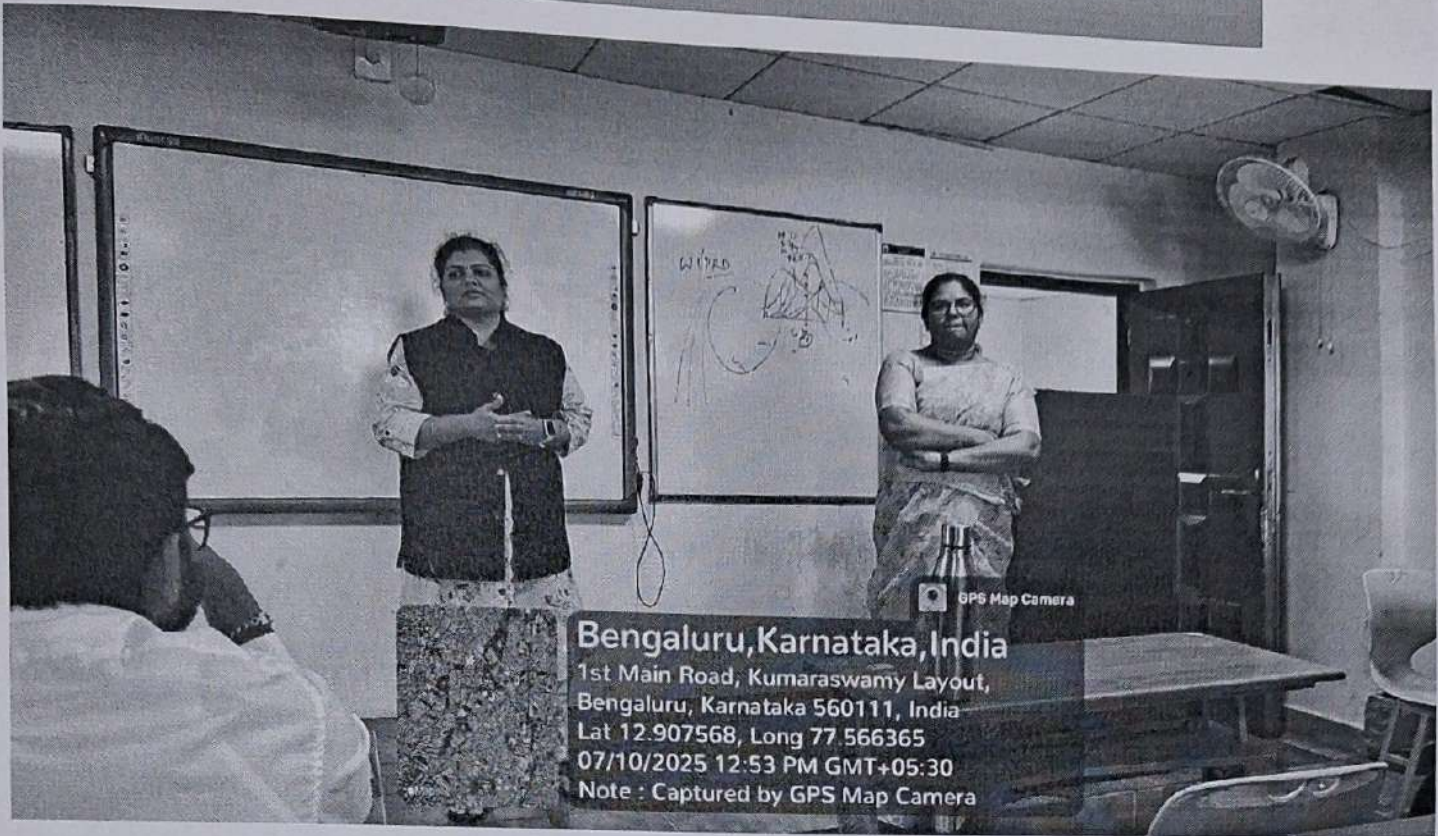

Event Coordinator


Director


IQAC-Coordinator


Principal

PHOTOGRAPHS



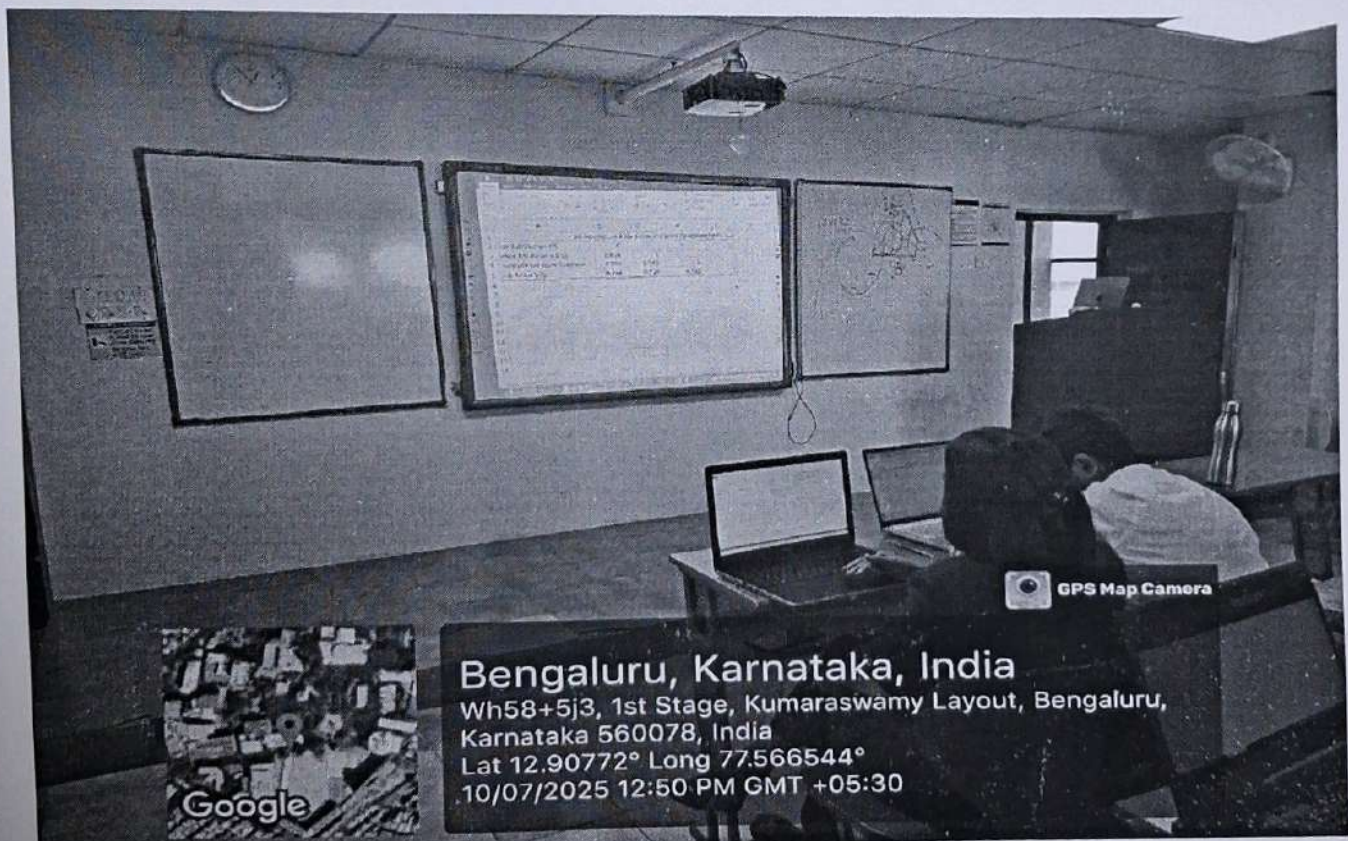
Coordinator's introduction about the workshop



Resource person conducting the session



Student's practice in the session



Demonstration of calculations



Team work



Dr. Subbulakshmi Somu
Associate Professor,
Dayananda Sagar College of Arts, Science and Commerce

Dr. Subbulakshmi Somu is an Associate Professor at Dayananda Sagar College of Arts, Science and Commerce and post-doctoral researcher at Putra Business School, Malaysia. With a strong academic background, she holds a Ph.D. in Human Resource Management from Annamalai University, Chidambaram, Master's degree in Business Administration from Anna University, Chennai, where she was a university rank holder. Additionally, she has completed her M.Sc. in IT from Madras University and is also NET qualified. Her research areas include Strategic Human Resource Management, Leadership, DEI and Entrepreneurship. She has presented her research papers at prestigious national and international conferences, where she received accolades for her outstanding work, including best paper awards. She published in ABDC ranked, Scopus-indexed and peer-reviewed UGC-approved journals. She is an esteemed reviewer for the Academy of Management (AOM) and various other journals of international repute. She also holds the distinction of being a certified Mendeley advisor by Elsevier, UK, reflecting her expertise in reference management and high-quality publishing. She has conducted numerous Faculty Development Programs (FDPs) and workshops for faculties and research scholars across the country. As a MOOC instructor, Dr. Subbulakshmi is actively engaged in facilitating the course "HR Analytics Using Excel," available on the SWAYAM platform by Ministry of Education, India. Her course received 8544 registrations in January 2024 semester and 6140 registrations in current June semester.

Date: 7.07.2025

CIRCULAR

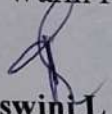
All the MBA students of 2nd semester A, section are hereby informed that the Department is organizing a workshop on Basics of Ms-excel. All the students are hereby informed to follow attend

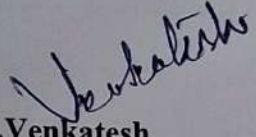
Title of the workshop: **Basics of Ms-excel**

Semester & section	Date	Time
IInd semester A section	10 th July	11.00 to 1.00pm
IInd semester A section	24 th July	11.00 to 1.00pm

Note: 1. Laptop with Ms-excel is mandatory
2. Formal dress code is mandatory

With Warm Regards,


Tejaswini L K
Co-ordinator


Dr. B. R. Venkatesh
Director-MBA (BU)

DIVYA.M
MBA 'A' sec
2nd sem

A workshop on MS-Excel

10/07/2025

FEEDBACK

The Excel sessions was highly informative and well structured. It effectively introduced both features of Excel.

Clear explanations were given of basic Excel functions which will be very useful for maintaining records.

It has increased our confidence in using Excel for academic purposes. It was highly beneficial.

me: T.P Hanok
USN: P03CJ24M015084 - 'A' sec

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17/07/2025

Feedback On Excel workshop

Windows Microsoft Excel is a tool which was done in the Excel workshop. the whole workshop was led by "Dr. Subbalakshmi Somu" the entire class was quite energetic and enthusiastic in learning new ways in managing excel workshop by enabling Data analysis

the entire class was eagerly waited for this opportunity to learn and to use the tool in solving by using Regression and correlation techniques and the interpretations below the designated tables

Actively engaging session made the excel workshop and thus the entire workshop is successful and prudent

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MBA 'A' Sec
2nd Sem

Date _____
Page _____

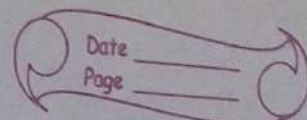
10/07/2025

Feedback on Excel workshop

The Excel workshop was highly informative and engaging. The trainer explained even complex features in a simple and easy-to-understand manner. It was a great opportunity to enhance Excel skills and learn tips that can be applied in daily work. Overall, an excellent learning experience."

MBA
2nd

'A' Sec
Sem.



Feed back on MS-Excel Workshop 17/07/2025

"The Excel workshop was an excellent learning experience. It covered not only essential Excel functions but also advanced topics like regression & correlation, which were explained in a very clear & practical manner. The trainer used real-life examples & hands-on exercises, making the concepts easy to understand. The session greatly enhanced my confidence in using Excel for data analysis & decision-making. Overall, it was a very informative & engaging workshop."

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE & COMMERCE

Department of MBA – BU

Workshop on MS-Excel

10th July 2025: 11.00AM TO 1.00PM

SL.NO	NAME	USN	SIGNATURE
1	P03CJ24M015002	Yashwanth simha N	
2	P03CJ24M015003	Mohammed Usman G	
3	P03CJ24M015009	K Rashi	
4	P03CJ24M015011	Maniraj K V	
5	P03CJ24M015026	Srivalli M S	
6	P03CJ24M015027	Surya L	
7	P03CJ24M015031	Bhavana S J	
8	P03CJ24M015032	Gowtham G	
9	P03CJ24M015033	Darshan K	
10	P03CJ24M015034	Thanuja M R	
11	P03CJ24M015036	Vikas M S	
12	P03CJ24M015050	Basava Prabhu K	
13	P03CJ24M015052	Naveed M	
14	P03CJ24M015053	Santosh	
15	P03CJ24M015055	Madan S	
16	P03CJ24M015056	Bhamy Aakash Shenoy	
17	P03CJ24M015057	Gokul T	
18	P03CJ24M015062	Hemavathi N	
19	P03CJ24M015063	Anusha R	
20	P03CJ24M015064	Pratheek shetty HJ	
21	P03CJ24M015065	Kavana HM	
22	P03CJ24M015067	Adil Ramajani asab Mayar	
23	P03CJ24M015068	Rahul M	
24	P03CJ24M015071	Vineet Santosh Vernekar	
25	P03CJ24M015072	Sahana A	
26	P03CJ24M015073	Lisha M	
27	P03CJ24M015075	Pavan Shivanand Motekar	
28	P03CJ24M015081	T P Hanok	
29	P03CJ24M015084	Bhavik P Rathod	
30	P03CJ24M015098	Shreyas Hari Hara Prasad B R	
31	P03CJ24M015099	Nishika B D	
32	P03CJ24M015102	Sandeep M	

33	P03CJ24M015104	Chandana S R	Chandana. S. R.
34	P03CJ24M015105	B N Yogendra Hombali	Yogendra
35	P03CJ24M015107	Charishma Suresh P	Charishma
36	P03CJ24M015121	Manish R	
37	P03CJ24M015125	Priyanka P	Priyanka
38	P03CJ24M015138	Likith K	Likith
39	P03CJ24M015140	Ashwatham Iranna Chavadi	Ashwathi
40	P03CJ24M015142	Darshan B P	Darshan
41	P03CJ24M015147	Nagaraj Naik	Nagaraj
42	P03CJ24M015181	Vinayak Kalyanashetti	Vinayak
43	P03CJ24M015182	Vyshnavi Sudhan SM	Vyshnavi
44	P03CJ24M015183	G Pavan Joshua	G Pavan
45	P03CJ24M015184	Meghana M S	Meghana
46	P03CJ24M015185	Keerthana P	
47	P03CJ24M015187	Divya M	Divya
48	P03CJ24M015188	S Sindhu Singh	Sindhu
49	P03CJ24M015190	Dayan gowda A H	
50	P03CJ24M015191	Bhagyashree Ganji	Bhagyashree
51	P03CJ24M015192	Tejaswini V Telagavi	Tejaswini
52	P03CJ24M015193	Sowmya K	Sowmya
53	P03CJ24M015203	Karishma Taj R	Karishma
54	P03CJ24M015205	Karthik Gowda M	Karthik
55	P03CJ24M015207	Puneeth Raju R	Puneeth
56	P03CJ24M015210	Subramani k j	Subramani
57	P03CJ24M015219	Nishchitha K C	Nishchitha
58	P03CJ24M015243	Ankita Acharya	Ankita
59	P03CJ24M015244	ath Chandra	