

GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION

OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA :: HYDERABAD

Sub: Technical Education – T & P Section – Nomination call for – Centre for Information Technology (CIT) – Physical Training Program of 2021-22 – “**Data Analysis Using Spreadsheet (Ms-Excel)**” from 26.04.2021 to 28.04.2021 under State Category being conducted by Dr. MCRHRDI, Hyderabad – Reg.

Ref: Lr. No. T2/CIT/150/2021, Dt. 25.03.2021 from The Director General (FAC) & Spl. CS to Govt. of Telangana, Dr.MCRHRDI, Hyderabad received through mail.

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Vide reference cited above, the Director General, Dr. MCRHRDI, Hyderabad requested this office to send the nominations of the participants for Physical Training Program “**Data Analysis Using Spreadsheet (Ms-Excel)**” scheduled from 26.04.2021 to 28.04.2021 under State Category.

Sl. No.	Name of Course	Duration	Last date for submission of nominations	Name of the Course coordinator	Level and type of Participants
1.	<b>“Data Analysis Using Spreadsheet (Ms-Excel)”</b>	26.04.2021 to 28.04.2021	17.04.2021	Md.Khadeer, Faculty-IT, Mobile : 9908124626 Email: cit@mcrhrdi.gov.in	Gazetted / Non Gazetted Officers

In this connection, the Principals of all Government Polytechnics are hereby informed to forward nominations for above Physical Training Program in the prescribed form enclosed (Annexure-II) and send to this office through mail ID: [adtrg.ts@gmail.com](mailto:adtrg.ts@gmail.com) on or before 17.04.2021. This program is "Optional residential". Boarding and lodging will be provided in the Institute Hostels. Please do not relieve the nominees, unless confirmation is received from the Institute (Dr. MCRHRD, Hyderabad). For any queries, the officers can contact Sri. Md.Khadeer, Faculty-IT & Course Coordinator, Contact No. 9908124626, Email: [cit@mcrhrdi.gov.in](mailto:cit@mcrhrdi.gov.in)

The receipt of this memo shall be acknowledged.  
(This has the approval of the CTE, Telangana)

Signature valid

Digitally signed by A SWAMY  
Date: 2021.04.16 13:13:37 IST  
Reason: Approved

For COMMISSIONER

To  
The Principals of all Govt. Polytechnics under control of the Department of Technical Education, Telangana.  
Copy to the Secretary, SBTET, T.S., Hyderabad.



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA  
GOVERNMENT OF TELANGANA**

Road No.25, Jubilee Hills, Hyderabad - 500 033, Fax: 040 - 23557584

From  
Director General (FAC) &  
Spl.CS to Govt.,  
Dr.MCR HRDIT,  
Hyderabad

To,  
All the District Magistrates &  
District Collectors of Telangana &  
Head of Departments of Telangana

**Letter No.T2/CIT/150/2021, Dated: 25-3-2021**

Sir/Madam,

Sub: Dr. MCR HRD Institute of Telangana–Centre for Information Technology (CIT) - Training Program of 2021-22 - "**Data Analysis Using Spreadsheet (Ms-Excel)**" from 26-04-2021 to 28-04-2021 under State Category – Nominations invited – Reg.

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I wish to inform that Dr.MCRHRDI, is conducting a three day **Physical Training Program** under state category on "**Data Analysis Using Spreadsheet (Ms-Excel)**" from 26-04-2021 to 28-04-2021.

In this regard, nominations are requested from your department for the above said training program. Please send nominations to Md.Khadeer, Dr. MCR HRD Institute, Road No.25, Jubilee Hills, Hyderabad-500169, Tel. 040-23548487 Ext.119/220 or Fax: 040-23543459 or email: [cit@mcrhrdi.gov.in](mailto:cit@mcrhrdi.gov.in).

We invite nominations from your Department for the above program. Nominations may please be sent in the prescribed form enclosed (Annexure II) on or before **19-04-2021**. Early communication of nominations will facilitate this Institute to make the necessary pre-training arrangements.

While nominating officers for this program we request you to keep in view the following:

- Officers retiring in next 12 months are discouraged to attend.
- Officers who have basic knowledge of Ms-Excel may only be nominated.

Necessary instructions may be given to the concerned officer dealing with training in your Department/ District to contact the Course Coordinator for any further information. **This program is "Optional residential".** Boarding and lodging will be provided in the Institute Hostels. **Please do not relieve the nominees, unless confirmation is received from the Institute.**

In case of any clarification, the Course Co-ordinator (Sri Md.Khadeer, Mobile No: 9908124626) can be contacted.

Yours faithfully  
Course Coordinator

(Md.Khadeer)

**Encl : Annexure. I & II**

**Programme Details**  
(to be filled by the Course Coordinator)

<b>S.No.</b>	<b>Item of Program</b>	<b>Details</b>
1	Title of the Program	<b>Data Analysis Using Spreadsheet</b>
2	Duration	3 days
3	Dates	<b>26-04-2021 to 28-04-2021</b>
4	Aim	To Impart knowledge & skills in spreadsheet (Excel).
5	Level of Participants	Gazetted / Non Gazetted Officers
6	Last date for receipt of nominations	<b>19-04-2021</b>
7	Name & Designation of the Course Coordinator	<b>Md.Khadeer,</b> Faculty-IT
8	Contact details of the Course Coordinator (Land line with extension no., mobile number and e-mail ID)	Dr. MCR HRD IT Road No.25, Jubilee Hills Hyderabad - 500 033 Phone No: 23557583, 23548487,Extn: 220 Mobile : +91 9908124626 Email: <a href="mailto:cit@mcrhrdi.gov.in">cit@mcrhrdi.gov.in</a>

**Nomination Form**

<b>S.No.</b>	<b>Item</b>	<b>Details</b>
1	Name of the nominated	
2	Date of Birth	
3	Designation in present post	
4	Cadre	
5	Academic qualifications	
6	Professional qualifications	
7	Whether hostel accommodation required? (Y/N)	
8	Expectation from this course	
9	Contact No./ WhatsApp Number	
<b>To be filled by the sponsoring authority</b>		
Certified that		
a)	The particulars given above are correct	
b)	Due care has been taken about the training needs of the officer nominated with reference to his/her present/future duties vis-à-vis contents of the course	
c)	The officer, if nomination is confirmed, will be relieved on full time basis to attend the training programme.	
<b>Address for communication to the Nominating authority</b>		
	Name	
	Full postal Address	
	Landline No.	
	Fax No.	
	Mobile No.	
	WhatsApp Number	
	E-mail ID	
Signature of Nominating Authority with Seal		
	Reference No. of the Nominating authority	

# **STANDARD OPERATING PROCEDURE(SOP)**

## **FOR CLASS ROOM TRAINING**

1. Observance of Social Distancing, Wearing of masks and other COVID related protocols, as prescribed by the Central/ State/ District Health Authorities from time to time will be adhered to.
2. Class rooms, hostels, corridors, lobbies, common areas and wash rooms etc. will be thoroughly cleaned / sanitized.
3. Touch free hand liquid sanitizers will be placed at class rooms, hostels, common areas etc.
4. Participating Officers will be requested to download Arogya Setu App.
5. A functional Medical Clinic / Center with the presence of qualified Doctors and Nursing staff will be available
6. Separate Hostel rooms will be allocated
7. Sufficient Ventilation will be ensured in the class rooms. Air Conditioners will be sanitized. There will be sufficient time gaps between the sessions.
8. Basic Screening including Temperature scan will be carried out on daily basis for all the officers attending classes.



**Dr. Marri Channa Reddy Human Resource Development  
Institute of Telangana  
Road No.25, Jubilee Hills, Hyderabad-500 033**



**Training Program on  
Data Analysis using Spreadsheet(Ms-Excel)  
(26<sup>th</sup> to 28<sup>th</sup> April, 2021)**

**Introduction:**

This program is designed for Government Officials who have prior knowledge of Microsoft Excel, and who would like to learn advanced features of Microsoft Excel that help in improving their efficiency in creating and managing worksheets, analyzing data, creating reports and automating various tasks.

**Aim:**

To prepare consolidated reports, analyse data like a professional and bring efficiency in day to day's work environment.

**Training Objectives**

At the end of the training, the participants will be able to:

1. Work with advanced functions
2. Work with conditional formatting
3. Organize and analyze large volume of data
4. Generate various reports
5. Create and use defined names in a workbook
6. Work with logical function in excel
7. Use a variety of data validation techniques
8. Use a range of lookup and reference functions
9. Create summaries in your spreadsheets using subtotals
10. Understand and create simple pivot tables
11. Construct and operate pivot tables using some of the more advanced techniques

12. Import data into excel and export data from excel
13. Create and use a range of controls in a worksheet
14. Create recorded macros in excel
15. Import data into excel and export data from excel

**Who should attend:**

Government Officials with prior knowledge of Microsoft Excel.

**Duration:** 3 days

**Methodology:**

The training is conducted using practical exercises which requires full time commitment of the participants. It consists of lecture with presentations and hands on exercises.

**Faculty:**

Faculty from Centre for Information Technology of Dr. MCR HRD Institute.

**Contact Details :**

**Course Director:**

**Smt. Sridevi Ayaluri**

Director (IT & e-Learning) & Head


**Course Coordinator:**

**Sri Md Khadeer**

Faculty-IT

e-Mail : khadeer@mchrddi.gov.in

 +91 9908124626

 +91 40 23547334 Ext.119

**- : Venue :-**



Dr. MCR HRD Institute of Telangana