



**Centurion**  
**UNIVERSITY**

*Shaping Lives...*  
*Empowering Communities...*

Faculty Development Programme on  
**Ms Office Suite**

<b>No. of participants</b>	: 60
<b>Date</b>	: 04-05-2019
<b>Venue</b>	: Room No. 03, Madhusudhan Block
<b>Resource Person</b>	: Dr. Amiya Singh, Dean SoVET

**About Session:**

The session was addressed by Dr. Amiya Singh, Dean SoVET **Dr. Amiya Singh** brings 10 years of experience in the Education, Research, Development sector. He has worked in multiple development projects with internal and external stock holding/partnerships. Grassroots innovation and Community Development have always been his passion. His efforts in recent years have focused more on his vision to create a robust academic ecosystem integrating Skill Development, Innovation, Employability and Entrepreneurship, Wellbeing.

Microsoft Office is one of the most used software worldwide. Microsoft Office has many products, mainly Microsoft Word, Microsoft PowerPoint & Microsoft Excel. In this workshop, all three products are covered.

Microsoft Word is used for writing books, letters, resumes, applications, or any other documentation work. Microsoft Powerpoint is used to present the data summary in the form of slides. Microsoft Excel is used for calculations, data analyzation & data consolidation. This Microsoft Office course is a complete guide to all three above-mentioned MS office products. In this course of Microsoft office, you will be able to learn the all above-mentioned uses of Microsoft Word, Microsoft PowerPoint & Microsoft Excel.



# Centurion University of Technology and Management



**Faculty Development Program  
On**

**MS Office Suite Orientation Program  
Resource Person: Dr. Amiya Singh**

**04-05-2019**

**CUTM, Bhubaneswar, Odisha**



## List of Participants

### Centurion University of Technology and Management

MS Office Suite Orientation Program

Dr. Amiya Singh

Dean SOVET, Centurion University of Technology and Management  
Bhubaneswar Campus

Date -04 May 2019

Sl No	Name	Department
1	Premakanta Mohanty	Office Assistant
2	Sukanta Kumar Sahoo	Office Assistant
3	Snehaparava Das	Lab. Assistant
4	Keshab Chandra Parida	Office Attendant
5	Tapan Kumar Sahoo	Coordinator
6	Sushree Mohapatra	Data Entry Operator
7	Krushna Chandra Sahoo	Coordinator
8	Suchismita Swain	Assistant Manager
9	Sushree Sangita Sahoo	Data Entry Operator
10	Jitendra Kumar Bastia	Examination Assistant
11	Sisir Kumar Padhiary	Examination Assistant
12	Narmada Kumari Nayak	Examination Assistant
13	Bandana Sahoo	Data Entry Operator
14	Sanjaya Kumar Muduli	Data Entry Operator
15	Lokesh Ray	Manager(Placement)
16	Mrutyunjaya Behera	Development
17	Sangram Keshari Dash	(Placement)
18	Gayatree Rout	Training
19	Sujata Bachi	Attendant (Library)
20	Manas Ranjan Rout	Assistant Librarian
21	Hemanta Kumar Barik	Assistant Librarian
22	Aswini Kumar Kumar Biswal	Assistant Librarian
23	Pravat Kumar Jena	Attendant (Library)
24	Sudhansu Sekhar Mohanty	Attendant (Library)
25	Satyapira Sahoo	Academic Assistant
26	Subhansu Sekhar Mohanty	Office Assistant
27	Dilip Kumar Ghadei	Office Assistant
28	Tusharkant Behera	Data Entry Operator
29	Krushna Chandra Maharana	Office Assistant
30	Sasmita Barik	Office Assistant
31	Sangram Keshari Mohanty	Sr. Executive Assistant

32	Surya Rasmi Dash	Admission Officer
33	Gopal Krishna Panda	Admission Officer
34	Ganesh Dakua	Admission Officer
35	Basant Kumar Maharana	Admission Officer
36	Manish Kumar	Admission Officer
37	Srustidhar Behera	Admission Officer
38	Ghanashyam Jena	Admission Officer
39	Bharat Chandra Sethi	Admission Officer
40	Anadi Charan Biswal	Attendant
41	Rashmibala Mohanta	Data entry operator
42	Nanda Nandan Biswal	Admission Officer
43	Bidhu Bhusan Sahu	Admission Officer
44	Subhalipsa Das	Lab. Assistant
45	R Trinath Rao	Lab. Attendant
46	Rasmi Prakash Swain	Lab. Assistant
47	Bijay Kumar Paikary	Lab. Assistant
48	Ambuja Kumar Biswal	Lab. Technician
49	Sabyasachi Mohanty	Project Trainer
50	Sandhyarani Sahoo	Lab. Assistant
51	Binayak Samantaray	Lab. Attendant
52	Smarajit Mohanty	Lab. Assistant
53	Manas Ranjan Maharana	Lab. Attendant
54	Santanu Kumar Sutar	Research Assistant
55	Bulu Nahak	Lab. Assistant
56	Manas Ranjan Sahoo	Lab. Assistant
57	Akshaya Kumar Sahoo	Lab. Attendant
58	Prasana Kumar Routray	Lab. Attendant
59	Ashok Kumar Giri	Attendant
60	Sanjay Kumar Nayak	DEO

Signature

*K.V.D. Purkayastha*

FDP Co-ordinator

*Prasanta*

Dr. Prasanta Ku. Mohanty  
Dean Academic