



Mahajana Education Society ®
Education To Excel

**POOJA BHAGAVAT MEMORIAL MAHAJANA EDUCATION
CENTRE (AUTONOMOUS)**

PG WING OF SBRR MAHAJANA FIRST GRADE COLLEGE

Affiliated to University of Mysore,
Accredited by NAAC with 'A' Grade
KRS Road, Mysore – 16

HR Club

**Department of Studies in Business Administration
Organizes Two-days International Workshop on**

“Use of Excel for Managing Human Resources”



Speaker:

Dr. Koteswara Rao Vemavarapu
Lecturer, Bahrain Training Institute

Date: 5/02/2021 and 6/02/2021

Platform: Microsoft Teams

Registration fee: Rs. 100/-

About Mahajana Education Society

The origin of Mahajana Education Society dates back to the most turbulent times in the history of India and to the peak of the Nation's Independent Movement under the leadership of Gandhiji. It was at this critical juncture that public spirited mysoreans such as Amble Subramania Iyer, Agaram Surya Narayan Pandit, G Ranganna, M N Jois and M N Ramachandra gathered to produce a single solution and established the Mahajana High School on June 30th 1937. Mahajana Education Society is an institution that is well past its Platinum Jubilee. Mahajana Post Graduation Centre is an exclusive PG wing of SBRR Mahajana First Grade College. The centre happens to be the largest PG Centre affiliated to University of Mysore. It was established in July 2003 with the Motto "Enter to Learn, Depart to Serve" the centre is affiliated to University of Mysore and offers post graduation in the areas of direct relevance and value to the current generation of students through 14 disciplines and is poised to start new courses in the years to come.

About the Department

The department of studies in Business Administration was started in 2004 at Pooja Bhagavat Memorial Mahajana Education Centre considering the growing needs of the business world. The department emphasize on student centric activity and follows the case method of imparting professional education backed by Classroom lectures, industry visits, extensive field based research, seminars, group exercises, role plays and discussions. The value added curriculum practiced at our campus has been effective in creating professional expertise and leadership qualities among our graduates. These programs include internship in industries, exposure to International Arena projects, software lessons, Community Development and Entrepreneurship Training. The MBA department offers specialisations in three functional areas:- Human Resource Management, Marketing Management and Financial Management. The MBA program has become autonomous from the academic year 2019-20.

About the Speaker

Dr. Koteswara Rao Vemavarapu, has been working as a Lecturer in Commercial Studies Division, Bahrain Training Institute (BTI), Ministry of Education, Kingdom of Bahrain since 2006. He has over 20 years of teaching experience and five years of industry experience. He had worked in India and Maldives before joining Bahrain Training Institute.

About the Workshop

The development of effective managers and good management practices begins with proper education and training. The purpose of this workshop is to provide hands-on-experience on the usage of MS-Excel in managing the Human Resource Management of an organization. The content of the workshop will include application of MS-Excel into the functional areas of HR like HR Planning, Recruitment and Selection, Performance Management, Training and Development, Rewards and Compensation, Health and safety, Employee well-being and Diversity Management.

Who can participate?

UG/PG Students, Academicians, Research Scholars(HR), HR Professionals

Content of the Workshop

- Simplify HR data entry – Autofill, Custom Lists, Flash Fill and drop-down list.
- Use of Data validations for minimizing errors in data entry
- Examining HR data using different functions (date and time, text, maths, statistical, logical and lookup).
- Analysing HR data using data analysis like Sorting and Filtering & Conditional Formatting
- Creation of Charts and Graphs
- Use of pivot tables to summarize and derive information out of the HR data
- Make HR Dashboards
- Create / Use HR templates
- Using Working with Large Worksheets, Multiple Worksheets and Workbooks
- Sharing and Protecting Workbooks

Payment Details

Name: Mahajana Education Society

A/C no: 165501000000838

Bank: Indian overseas bank

Branch: MES Complex, Jayalakshmipuram, Mysore

IFSC: IOBA0001655

Dates to Remember

Last date of Registration	28/01/2021
Date of Workshop (Day-1)	05/01/2021
Date of Workshop (Day-2)	06/01/2021

Organising Secretaries of HR Club

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Program Schedule

Session 1	5/02/2021	10.30 am – 12.30 pm
Session 2	5/02/2021	1.30 pm – 3.30 pm
Session 3	6/02/2021	10.30 am – 12.30 pm

Note for Participants

1. Participants must have a computer desktop/laptop to attend the workshop.
2. Microsoft Teams log in ID and Password will be given to the participants by the organizers.
3. All the further updates will be posted in whatsapp group and will be sent through E-mail.
4. E-certificates and workshop materials will be provided to the participants

Registration link:

<https://forms.gle/ofzQds8UU4Wn7GMH7>

Chief Patron

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