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Approved by AICTE New Delhi, DTE (Govt. of Maharashtra) and affiliated to Dr. BATU, Lonere (Raigad). **DTE Code: 2533**

Department of Electronics Engineering (VLSI Design & Technology)

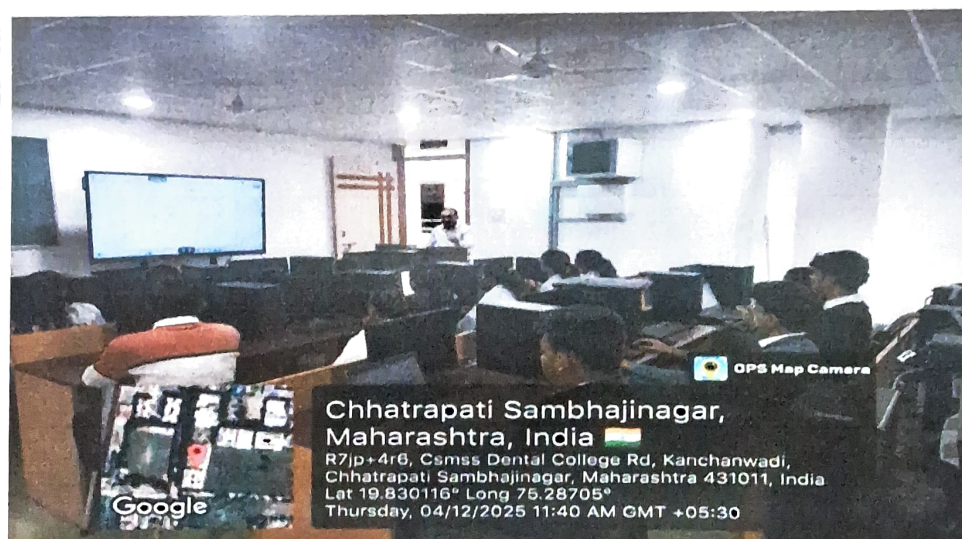
Research & Development Cell (R&DC) Activity Report

Name of the event:	Awareness Program on "Microsoft Office Skills Training for Student Project Documentation"
Date of the event:	04 th December 2025
Organized by:	Department of Electronics Engineering (VLSI Design & Technology) of CSMSS Chh. Shahu College of Engineering
In Collaboration with:	Research & Development Cell of CSMSS Chh. Shahu College of Engineering
Under the Initiative:	Research & Development Cell of CSMSS Chh. Shahu College of Engineering
Speaker:	Mr. Ganesh G. Patil Assistant Professor, CSMSS Chh. Shahu College of Engineering
Target Audience:	1) First-year students of Department of Electronics Engineering (VLSI Design & Technology). 2) Second-year students of Department of Electronics Engineering (VLSI Design & Technology).
Venue / Platform / Mode:	Offline Mode (Smart Classroom)
Coordinator:	Dr. Jitesh Shinde & Mr. Ganesh G. Patil
Objective:	<ul style="list-style-type: none"> To ensure students can produce high-quality, standardized documentation for their Mini Projects by effectively utilizing the features of Microsoft Office.
Overview	This around 1.5-hour training session was conducted to instruct students on the essential steps and proper formatting guidelines required for drafting their Mini Project Reports. It provided hands-on guidance on utilizing key Microsoft Office features (like heading styles, tables, and figure captions) to produce professional documentation.
Participation	The students of first year and second year of Department of Electronics Engineering (VLSI Design & Technology) participated in the session, demonstrating high levels of interest and engagement. 50
Fees:	No fees to attend the program. It was an Awareness Program.
Key Outcomes:	<ul style="list-style-type: none"> The key outcome is that students now have a fair knowledge in applying the required report structure and formatting standards for their Mini Projects using Microsoft Office, resulting in professional and standardized documentation. Participants became aware of significance of publication of


	<p>research articles in a conference or journal, google scholar, citation count, and others.</p> <ul style="list-style-type: none"> • A Q&A segment allowed students and faculties to clarify their doubts directly with experts.
Feedback & Suggestions:	Students expressed keen interest in applying the knowledge in mini project and other related activities.
Conclusion:	The session was highly informative and served as a steppingstone for third-year and second year students to understand and explore the importance of Microsoft Office Skills for project documentation





Photo:




 Dr. J. R. Shinde & Mr. G. G. Patil
 Dept. R&DC Member &
 Coordinators


 Dr. S. J. Honade
 HoD (EE-VLSI
 D&T)


 Dr. Y. H. Bhosale
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