



**Knowledge Network of
Indian Institute of Technology, Gandhinagar
Under TEQIP-II Initiative (MHRD, Govt. of Gujarat)**

Skill Development Workshop for Staff

Date: 28 - 30 September 2016 (3-days)
Venue: IIT Gandhinagar, Palaj Campus
**Target group: Non-Teaching Staff & Teaching Staff involved in
Dealing with administrative roles.**
Time: 9.30 AM on 28th September 2016
Register At: www.iitgn.ac.in/kn
Registration Deadline: 23rd September 2016

RTI Act 2005 plays a vital role for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. The workshop aims to cover the outline idea of the RTI Act 2005 with its intricacies and guidelines about the role of designated public authorities involved to deal with the RTI related matters.

Application of methods and procedure in organizations dates back to early civilization. The efficiency of any organization, to a large extent, depends on evolution of adequate processes and procedures and the ability of its employees to follow them. Accordingly, the efficiency of persons handling official correspondence in an organization can be judged by their ability to dispose of the matters with speed, following the procedures prescribed for the purpose. The objective of this topic is to update the staff on latest office procedures.

Formulas make Excel smart. Without them, Excel is just a data keeping tool. But by using formulas, you can crunch data, analyze it and get answers to most complex questions. While anyone can use a simple SUM or IF formula, an advanced user of it would be able to seamlessly write & combine formulas like SUMIFS, SUMPRODUCT, INDEX, MATCH, LOOKUP formulas. Apart from knowing the formulas, advanced Excel users know how to debug them, audit them and how to use which formula for which occasion (and they also know few alternatives for any given formula problem). This workshop focuses on how to use excel into a more dynamic and efficient way to help save time by analyzing the data and creating more productive results.
