

# WORKSHOP

**R.M.K. COLLEGE OF ENGINEERING AND TECHNOLOGY**  
(AUTONOMOUS)  
Affiliated to Anna University, Chennai / Approved by AICTE / New Delhi  
Accredited by AACSB with A Grade / A Like / India UG Programs are Scrutinized by UGC, New Delhi  
R.S.M. Nagar, Paduvoyal, Gummidipoondi Taluk, Thiruvallur District - 601 206.

Department of Artificial Intelligence and Data Science  
Organizes  
Workshop on

**Office Automation Tools**

Monday, 27th Dec, 2021 | 10:00 AM to 12:00 Noon | DEO & Office Staff - RMKCET  
Venue: III / Floor Computer Lab

**Organizing Committee**

Smt. Manjula Munirathnam Chair Person	Shri. R. S. Munirathnam Founder & Chairman	Shri. R. Jothi Reddy Director	Shri. R. M. Kishore Vice - Chairman
Shri. Yalamanda Pradeep Secretary	Dr. Durgadevi Pradeep Vice - Chairperson	Smt. Sowmya Kishore Trustee	Dr. M.S. Palarichamy Advisor
Shri T. Pitchandi Advisor	Shri V. Manoharan Advisor	Dr. K. Ramer Principal	Dr. K. Sivarani Dean Research
			Dr. B Prabhavathi Laxmi Assoc. Prof. & Head(A) & DS

Coordinators: Mr. L. Maria Michael Visuwasam, Ms. T. Karpagam  
For further details visit [www.rmkcet.ac.in](http://www.rmkcet.ac.in)



## OFFICE TOOLS AUTOMATION

**Mr. L. Maria Michael Visuwasam**  
**Ms. T. Karpagam**

**Monday, 27-Dec-2021**

**RMKCET: Data Entry Operators, Office Staff**