



**Konkan Education Society's
Anandibai Pradhan Science College,
Nagothane, District-Raigad (Maharashtra)**

**Number of professional development /administrative training
programs organized by the institution for teaching and non-
teaching staff**

**Number of professional development /administrative training programs
organized by the institution for teaching and non-teaching staff**

Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
01/02/2022 to 12/03/2022	A course in advanced excel	A course in advanced excel	21
25/07/2020 to 25/07/2020	Use of Microsoft Teams app, Zoom App, Google Meet app and Google Classroom for Online teaching	-	27
08-10-2020 to 08-10-2020	How to conduct Online Test, Mock Test	-	27





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Professional development /administrative training
programs organized by the institution for teaching and
non-teaching staff during the year

A course in Advanced Excel

1. Syllabus of the Course: -Attached
2. List of Participants: -List is attached

Notice

All the staff members are hereby informed that Department of CS/IT is going to start a one-month **course in Advanced Excel** in the college from the academic year 2021-22. Staff members may have requested to give their names to Course coordinator **Mrs. Sonal Patil** on or before 31/01/2022.

The lectures and practicals of this course will start from 01/02/2022 onwards in the CS/IT department.




Principal
Dr. Sandesh S. Guray
K.E. Anandibai Pradhan Science College
Nagothane, Dist. Raigad (M.S.)

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Department of Computer Science & Information Technology

Date: -31/01/2022


Notice

Time Table for a Course in Advanced Excel


(01/02/2022 to 12/03/2022)

Days→ Time↓	Mon	Tue	Wed	Thu	Fri	Sat
3.00.to 4.00 pm	-----	-----	-----	Theory	Theory	Theory
3.00 to 4.00 pm	Practical	Practical	Practical	-----	-----	-----


Course Coordinator
Mrs. Sonal Patil


H.O.D.CS/IT
Mrs. Nilam Mahale




Principal
Dr. Sandesh S. Gurav
PRINCIPAL
K.E.S. A. P Science College
Nagothane, Dist. Raigad (M.S.)



Objective of the Course

- Learn how to THINK like Excel, and write powerful and dynamic Excel formulas from scratch
- Automate, streamline, and completely revolutionize your workflow with Excel
- Master unique tips & techniques that you won't find in ANY other course, guaranteed
- Explore fun, interactive, and highly effective demos from a best-selling Excel instructor
- Get LIFETIME access to project files, quizzes, homework exercises, and 1-on-1 expert support
- Write advanced conditional, text, date and lookup functions, including XLOOKUP & Dynamic Arrays

Course Outcome

It's time to show Excel who's boss. Whether you're starting from square one or aspiring to become an absolute Excel power user, you've come to the right place.

This course will give you a deep understanding of the advanced Excel formulas and functions that transform Excel from a basic spreadsheet program into a dynamic and powerful analytics tool.

While most Excel courses focus on simply *what* each formula does, hands-on, contextual examples designed to showcase *why* these formulas are awesome and *how* they can be applied in a number of ways. I will not train you to regurgitate functions and formula syntax; I will teach you how to THINK like Excel.

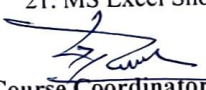
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Department of Computer Science & Information Technology


A course in Advanced Excel

Syllabus of the Course

1. All About Fill Option
2. ADVANCE SORT
3. Paste Special
4. Advance Filter
5. TEXT function
6. Logical function
7. Math's & Trig Functions
8. Database function
9. Statistical Function
10. Lookup & Reference Function
11. Transpose
12. Factorial
13. Decimal to Binary Conversion
14. Date & Time Function
15. Financial function
16. Pivote TABLE
17. INVOICE SHEET
18. STOCK MAINTAIN
19. Attendance Sheet
20. Advance Excel Charts
21. MS Excel Shortcut Keys


Course Coordinator
Mrs. Sonal Patil


H.O.D.CS/IT
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List of Staff Members Enrolled for a Course in Advanced Excel

Sr. No.	Name of the Staff Member	Teaching / Non-teaching Staff
1	Dr. Satish D. Patil	Teaching
2	Prof. Dr. Dinesh V. Bhagat	Teaching
3	Prof. Dr. Shrikrishna D. Tupare	Teaching
4	Dr. (Mrs.) P. Nirmala Jyothi	Teaching
5	Mr. Jayesh V. Patil	Teaching
6	Dr. Vijay S. Chavan	Teaching
7	Dr. Vilas R. Jadhavar	Teaching
8	Dr. (Mrs.) Smita S. Choudhari	Teaching
9	Dr. (Mrs.) Smita T. Morbale	Teaching
10	Dr. Vikas S. Shinde	Teaching
11	Dr. Manohar D. Shirsath	Teaching
12	Mr. Hemant F. Jadhav	Teaching
13	Mrs. Chaitrali S. Patil	Teaching
14	Mrs. Poonam D. Joshi	Teaching
15	Miss. Shital S. Take	Teaching
16	Mrs. Shraddha A. Salunke	Teaching
17	Miss. Pratiksha N. Mhatre	Teaching
18	Mrs. Jyoti Pramod Patil	Non-teaching
19	Mr. Vikas H. Narawade	Non-teaching
20	Mrs. Megha S. Bhalekar	Non-teaching
21	Dr. Deepak K. Tiwalekar	Non-teaching


Course Coordinator
Mrs. Sonal Patil


H.O.D. CS/IT
Mrs. Nilam Mahale




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**Activity Report
Academic Year 2020-21**

Name of the Activity	:	Use of Microsoft teams App, Zoom App, Google Meets App and Google Classroom for Online Teaching
Name of the Organizing Department/Committee	:	Internal Quality Assurance Cell
Organized in collaboration with	:	-
Name of Resource Person(s)	:	Mr. Hemant F.Jadhav
Date	:	25/7/2020 at Time:-5:00 pm to 6:30 pm.
Venue	:	Through Online.
Number of beneficiaries	:	27
Aim(s)	:	To train the facilities regarding use of Microsoft teams App, Zoom App, Google Meets App and Google Classroom for Online Teaching
Outcome(s)	:	Facilities become familiar of Microsoft teams App, Zoom App, Google Meets App and Google Classroom for Online Teaching




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**Activity Report
Academic Year 2020-21**

Name of the Activity	:	How to Conduct Online Tests
Name of the Organizing Department/Committee	:	Internal Quality Assurance Cell
Organized in collaboration with	:	-
Name of Resource Person(s)	:	Mrs.Nilam V.Mahale
Date	:	10/8/2020 at Time:-11:00 am to 12:30 pm.
Venue	:	Through Online.
Number of beneficiaries	:	27
Aim(s)	:	To train the facilities for conduction of online tests.
Outcome(s)	:	Facilities become familiar for creation of question papers using Google form, settings of add-ons and creation of link, submission of link to students and generation of spreadsheets for evaluation.




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**List of the Faculty Members
Academic Year: 2020-21**

Sr. No.	Name of the Faculty Member	Department	Designation
1	Dr. Sandesh S. Gurav	Physics	Principal
2	Dr. Mrs. Kurra Sarada	Botany	Associate Professor
3	Dr. Satish D. Patil	Chemistry	Associate Professor
4	Dr. Dinesh V. Bhagat	Chemistry	Professor
5	Dr. Shrikrishna D. Tupare	Chemistry	Professor
6	Dr. Mrs. P. Nirmala Jyothi	Zoology	Assistant Professor
7	Mr. Jayesh V. Patil	Chemistry	Assistant Professor
8	Dr. Vijay S. Chavan	Botany	Associate Professor
9	Dr. Vilas R. Jadhavar	Chemistry	Assistant Professor
10	Mrs. Smita S. Choudhari	Chemistry	Assistant Professor
11	Dr. Smita T. Morbale	Chemistry	Assistant Professor
12	Mr. Vikas S. Shinde	Physics	Assistant Professor
13	Dr. Manohar D. Shirsath	Chemistry	Assistant Professor
14	Mr. Hemant F. Jadhav	Library	Librarian
15	Mrs. Nilam V. Mahale	Information Technology	Assistant Professor
16	Miss. Tejashree V. Patil	Computer Science	Assistant Professor
17	Miss. Asmita S. Patil	Information Technology	Assistant Professor
18	Mrs. Priyanka G. Pawar	Computer Science	Assistant Professor
19	Miss. Ashwini U. Chavan	Information Technology	Assistant Professor
20	Mrs. Chaitrali S. Patil	Chemistry	Assistant Professor
21	Mrs. Poonam D. Joshi	Chemistry	Assistant Professor
22	Miss. Shital S. Take	Chemistry	Assistant Professor
23	Mr. Yatin Y. Mhatre	Physics	Assistant Professor
24	Mr. Vijay S. Devkate	Mathematics	Assistant Professor
25	Mr. Amrut S. Vaidya	Mathematics	Assistant Professor
26	Mrs. Pragati M. Bhorapi	Zoology	Assistant Professor
27	Mrs. Shraddha A. Salunke	Chemistry	Assistant Professor




Principal

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