



**MAHARASHTRA
MAHAVIDYALAYA, NILANGA**

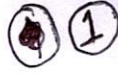
Criterion III

Research, Innovations & Extension

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Metric: 3.2.2.1

2018-23



EST. 1970



MAHARASHTRA SHIKSHAN SAMITTI'S

MAHARASHTRA MAHAVIDYALAYA, NILANGA

(Arts, Commerce, Science, Information Technology & Vocational)

Re-Accredited "B+" Grade (CGPA-2.62)
NILANGA - 413521 Dist. Latur (Maharashtra State)



DR. M.N. KOLPUKE
M.Sc. Ph.D.(Zoology)
Principal

During The Year 2018-19

"One Day Workshop on Use of Advance Excel for Office Use"

Organized by the Department of BCA

Name of the Activity	Date	Time	Venue	No. of Students Present/Participated
One Day Workshop on Use of Advance Excel for Office Use	02-07-2018	10.00Am to 03.00Pm	Lab No. 10	10

Objectives of the Activity:

- Skill Enhancement:** To enhance participants' skills in using Excel for various office tasks.
- Efficiency Improvement:** To improve efficiency and productivity by teaching advanced features and techniques.
- Data Analysis:** To enable participants to effectively analyze data using advanced Excel functions.
- Reporting:** To teach how to create professional and informative reports using Excel.
- Automation:** To introduce automation techniques such as macros and VBA (Visual Basic for Applications) to streamline repetitive tasks.
- Visualization:** To learn how to create compelling visualizations such as charts and graphs for better data presentation.
- Problem Solving:** To equip participants with problem-solving skills using complex Excel functions and scenarios.
- Collaboration:** To understand collaborative tools and techniques within Excel for team projects.

Brief Report:

One Day Workshop on Use of Advanced Excel for Office Use

On 02/07/2018, MMN College hosted a highly beneficial One Day Workshop on the Use of Advanced Excel for Office Use, under the able guidance of Dr. M. N. Kolpuke, Principal of MMN College. The workshop featured Mr. D. S. Kiwde from the Department of BCA as the resource person, delivering insightful sessions aimed at enhancing participants' proficiency in Excel for various office applications. Dr. C. J. Kadam, HOD of Physics,

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inaugurated the workshop, emphasizing the workshop's relevance in today's workplace dynamics and the importance of mastering advanced Excel skills. Dr. Kolpuke, in his presidential address, underscored the college's commitment to continuous professional development and applauded the initiative to equip participants with practical skills vital for their professional growth.

Throughout the day, participants engaged actively in hands-on exercises and interactive sessions conducted by Mr. Kiwde. Topics covered included advanced Excel functions, data analysis techniques, automation using macros and VBA, and effective report generation. The workshop not only equipped participants with technical expertise but also fostered a collaborative learning environment where participants could exchange ideas and best practices.


Dr. A. M. Mulajkar delivered the vote of thanks, expressing gratitude to all contributors and participants for their enthusiasm and active participation. He highlighted the workshop's success in meeting its objectives of enhancing participants' Excel proficiency and providing them with practical skills applicable to their daily office tasks.

In conclusion, the One Day Workshop on the Use of Advanced Excel for Office Use at MMN College was a resounding success, empowering participants with enhanced skills and knowledge essential for modern office environments. The event exemplified MMN College's commitment to promoting continuous learning and professional development among its faculty and staff, ensuring they remain adept in leveraging technology for enhanced productivity and efficiency.

Outcomes of the Activity:

1. **Improved Efficiency:** Participants should be able to perform tasks in Excel more quickly and efficiently, thanks to the advanced techniques learned during the workshop.
2. **Enhanced Data Analysis Skills:** Participants will gain the ability to analyze data more effectively using advanced functions and tools in Excel, leading to better decision-making.
3. **Professional Reporting:** Participants should be able to create more professional and visually appealing reports and presentations using Excel's advanced features for data visualization and formatting.
4. **Automation Abilities:** Participants will understand how to automate repetitive tasks using macros and VBA, reducing manual effort and improving productivity.
5. **Problem-Solving Capability:** Participants will be better equipped to solve complex problems using Excel, leveraging advanced functions and formulas.
6. **Collaboration Skills:** Participants will learn how to collaborate more effectively with colleagues on Excel projects, using features such as shared workbooks and commenting.
7. **Customization Knowledge:** Participants will have the knowledge to customize Excel to better suit their specific office needs, optimizing their use of the software.
8. **Confidence:** Participants should feel more confident in using Excel for a variety of tasks, knowing they have mastered advanced techniques that are directly applicable to their work.




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DR. M. N. KOLPUKE
M.sc. Ph.d.(Zoology)

Principal

Re-accredited by NAAC with "B" Grade (CGPA 2.62)

Programme

"One Day Workshop on Use of Advance Excel for Office Use"

Date:02/07/2018

Inaugural Programme

Chair Person : Dr. M. N. Kolpuke, Principal, M. M. N.
Resource Person : Mr. D. S. Kiwde, MMN
Presence : Dr. C. J. Kadam

Talk:

Inaugural Speech : Dr. C. J. Kadam
Key Note Address : Mr. D. S. Kiwde, MMN
Presidential Address : Dr. M. N. Kolpuke, Principal, M. M. N.
Vote of thanks : Dr. A. M. Muljkar



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Notice

Date: 29/06/2018

All the non-teaching staff of the college hereby informed to attend One Day Workshop on "Use of Advance Excel for Office Use."

The said workshop is organized by the Research Promotion Committee of the college.

Date: 02/07/2018

Time: 10 AM to 3:00 PM

Venue: Lab-No. 10

D. S. Ch.

Principal
Maharashtra Mahavidyalaya
Nilanga-413521 Dist. Latur





Maharashtra Mahavidyalaya, Nilanga Organized

One Day Workshop on

Use of Advance Excel for Office Use

Organized by

Research Promotion Committee

Date: 02/07/2018





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One Day Workshop on use of Advance Excel for Non-Teaching Staff

Attendance Sheet

Date: 02/07/2018

Name	Signature	Name	Signature
Non Teaching Staff			
Mr. S. S. Mane		Mr. M. B. Shinde	
Mr. P. V. Patil		Mr. G. V. Wakle	
Mr. D. G. Mane			
Mr. A. V. Jadhav			
Mr. R. B. Londhe			
Mr. V. J. Deshmukh			
Mr. S.G. Torsalle			
Mr. N. K. Gadiwan			

Principal

Maharashtra Mahavidyalaya
Nilanga-413521 Dist. Latur



DR.AMM