

**REPORT
ON
ONE WEEK FACULTY DEVELOPMENT PROGRAMME
ON
"USE OF MICROSOFT EXCEL IN RESEARCH"
10TH to 16TH December 2020**



An IQAC Initiative



CSIBER TRUST'S

**College of Non-Conventional Vocational
Courses for Women, CNCVCW, Kolhapur**

Accredited by NAAC with 'B' Grade in 3rd cycle (CGPA- 2.79)

Chief Patron: Dr. R. A. Shinde
Managing Trustee and Secretary, CSIBER.
CA. H. R. Shinde, CSIBER.
Trustee Member,

Convener: Dr. A. R. Kulkarni
Principal, CNCVCW.

IQAC Coordinator: Mrs. J. R. Hiremath

Organising Secretary: Mrs. P.P. Kapdi

Organising Committee: Ar. Amarr Mestry, HOD Interior Design.
Mrs A. S. Raibaghkar, I/c HOD Food Technology.
Mr Adarsh Chavan, Asst Prof, Fashion Design.
Mr Raghunath Topkar, Asst Prof, Multimedia.
Ms Shamal Powar, Asst Prof, Commerce.
Ms P. Magdum, Asst Prof, Environment Studies.



**ONE WEEK FACULTY DEVELOPMENT PROGRAMME
ON**

“USE OF MICROSOFT EXCEL IN RESEARCH”

10TH to 16TH December 2020

An IQAC Initiative

One week faculty development programme in ‘Use of Microsoft Excel in Research’ was organized by IQAC for Teaching and Non-teaching staff of the college from 10th to 16th December 2020. The one week FDP programme provided participants a comprehensive understanding of “USE OF MICROSOFT EXCEL IN RESEARCH” and conducting hands on training in Excel, Data analysis, Data validation, Data Visualization, Analysis tool pack to have fruitful conclusion. The programme was designed to be generic in nature to satisfy the needs of the faculty pursuing research in any field. This was a unique FDP where teaching staff, Clerical staff and attendant were enrolled to undergo training as a part of Capacity Building. This can be one of the best practice. The notice of the same was circulated four days before the programme. (Annexure 1).

Objectives of the programme:

- To explicate the participants about Microsoft excel in research.
- To adopt the functions of Excel components.
- To learn entering and editing data, formatting data & cell, create & modify charts, including built in functions.
- To study the functions of Data analysis and Statistical data analysis.

Course Content:

- Keynote on Importance of research and use of Excel.
- Data Analysis and Business Module through Excel
- Exploratory Data Analysis (EDA).
- Advanced Conditional Formatting, Working with basic Excel.
- Use of Excel in Data Mining.
- Basic Data Analysis.
- Excellence in Research
- Validating Data, Data Visualization using excel.
- Importing and exporting data. Installing an analysis tool pack.
- Statistical Analysis using excel.

About the participants:

There were total 20 participants from teaching and non-teaching faculty (Annexure 2).

J. Math
IQAC Coordinator
College of Non-Conventional
Vocational Courses for Women
Koinapur, 20004.



Eminent Speakers:

Details of experts faculty members as Resource Person for FDP with brief profile:
Annexure 3

Sr No	Name
1	Dr. C. S. Dalvi Director, CSIBER, Kolhapur
2	Mr. Sachin Jagtap Asst. Professor, Business Management Department (MBA), CSIBER, Kolhapur
3	Dr. Mrs. Rajani Kamat Associate Professor, Computers Studies Department (MCA), CSIBER, Kolhapur
4	Mrs. Shruti Jamsadekar Asst. Professor, Computers Studies Department (MCA), CSIBER, Kolhapur
5	Dr. Babu Zakariah Associate professor, Social Welfare Department, CSIBER, Kolhapur

Inaugural Session:

Dr. C. S. Dalvi, Director, CSIBER was the chief guest, Dr A R Kulkarni Principal was the President of the inaugural function, Mrs. Jyoti R. Hiremath, IQAC Coordinator, Mrs. Pradnya P. Kapdi, Organizing secretary played a major role in this ceremony. All the participants along with invited faculty members and guest were also present during the inauguration of FDP. As per the tradition of CNCVCW the FDP was e-inaugurated.

Mrs. Pradnya P. Kapdi, Organising secretary welcomed the gathering. Mrs. Jyoti R. Hiremath, IQAC Coordinator, had briefed about the FDP and its importance. She explained the various outcomes of the programme. He also gave a brief outline of the programme and requested to all the participants to enrich their knowledge from this FDP by effective participation.

Dr. A. R. Kulkarni Principal gave a brief about the college and the various activities conducted in the college. He also highlighted the various achievements of the college.

Dr. C. S. Dalvi, Director, CSIBER Chief guest and the Keynote addressee of the programme highlighted the need of research and use of excel in the research work. He also briefed about the Artificial intelligence (AI) and how it has captured the young generation of this world.

Jyoti R. Hiremath

IQAC Coordinator
College of Non Conventional
Vocational Courses for Women,
Kolhapur-416004.



Mrs Pradnya P Kapdi, Organising secretary first wel the chief guest and presented the vote of thanks for the inaugural function.



e- Inauguration of FDP by the Chief Guest Dr. C. S. Dalavi, Director, CSIBER

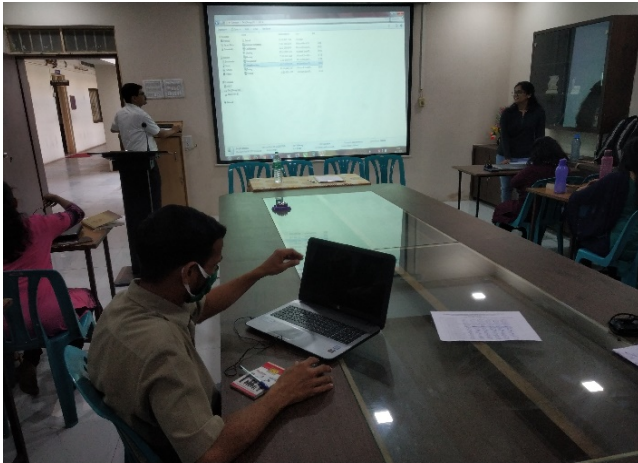


Briefing of Objectives of the FDP
Mrs. J. R. Hiremath IQAC Coordinator

Highlighting activities of College
Dr.A. R. Kulkarni Sir, Principle
CNCVCW, CSIBER Coollege, Kolhapur

Arjun





Key Resource person Asst. Prof. Sachin H. Jagtap,
Asst Prof, Business Management Department,
CSIBER, Kolhapur



Dr. Mrs. Rajani Kamat Asso. Prof.,
Computer Studies Department,
CSIBER, Kolhapur



Dr. Babu Zakariah, Associate Professor, Social Welfare Department, CSIBER



A. K. Kulkarni

College of Non-Conventional Vocational Courses for Women, Kolhapur

Attendance of One Week FDP on "Use of Microsoft Excel in Research"

An Initiative by IQAC

From 10th to 16th December 2020

Sr. No.	Name of the Staff	10/12/2020	11/12/2020	12/12/2020	13/12/2020	14/12/2020	15/12/2020	16/12/2020
1.	Dr. A.R. Kulkarni	Free	Free	Free	Free	Free	Free	Free
2.	Mrs. Jyoti Hiremath	Free	Free	Free	Free	Free	Free	Free
3.	Mr. Adarsh Chavan	Free	Free	Free	Free	Free	Free	Free
4.	Mrs. Pradnya Kapdi	Free	Free	Free	Free	Free	Free	Free
5.	Mrs. Archana Patil	Free	Free	Free	Free	Free	Free	Free
6.	Mrs. Ashwini Raibagkar	Free	Free	Free	Free	Free	Free	Free
7.	Mrs Shweta Patil	Free	Free	Free	Free	Free	Free	Free
8.	Mrs. Nilam Jirage	Absent	Absent	Absent	Absent	Absent	Absent	Absent
9.	Mr. Amar Mestry	Free	Free	Free	Free	Free	Free	Free
10.	Ms. Nirali Gilbile	Free	Free	Free	Free	Free	Free	Free
11.	Mrs. Samruddhi Chitnis	Free	Free	Free	Free	Free	Free	Free
12.	Ms. Shamal Pawar	Free	Free	Free	Free	Free	Free	Free
13.	Ms. Rugveda Topkar	Free	Free	Free	Free	Free	Free	Free
14.	Ms. Anagha Raut	Free	Free	Free	Free	Free	Free	Free
15.	Ms. Priyanka Magadum	Free	Free	Free	Free	Free	Free	Free
16.	Mr. Raghunath Topkar	Free	Free	Free	Free	Free	Free	Free
17.	Ms. Dhanashri Kamble	Free	Free	Free	Free	Free	Free	Free
18.	Mrs. Shilpa Ghevade	Free	Free	Free	Free	Free	Free	Free
19.	Mrs. Anuradha Bhosale	Free	Free	Free	Free	Free	Free	Free
20.	Mrs. Anuradha Kumbhar	Absent	Absent	Absent	Absent	Absent	Absent	Absent
21.	Mr. Vishalraj Patil	Free	Free	Free	Free	Free	Free	Free

IQAC Coordinator
 College of Non Conventional
 Vocational Courses for Women
 Kolhapur-416004.

Free



College of Non-Conventional Vocational Courses for Women, Kolhapur

One Week FDP on "Use of Microsoft Excel in Research"

An Initiative by IQAC

From 10th to 16th December 2020

FDP Schedule

Date and Day	Time	Particulars
10 th December 2020 Thursday	11.00 am to 12.00 noon	Inauguration
	12.00 noon to 5.00 pm	Day 1 Session I – Dr. C. S. Dalvi, Director, CSIBER Session II – Data Analysis And Business Module Through Excel Mr. Sachin Jagtap, Asst. Professor, CSIBER
11 th December 2020 Friday	12.00 noon to 5.00 pm	Day 2 Session I – Exploratory Data Analysis (EDA) Case Studies in Excel Dr. Rajani Kamath, CSIBER, Kolhapur Session II – Advanced conditional Formatting, Working with Basic Excel Mr. Sachin Jagtap, Asst. Professor, CSIBER
12 th December 2020 Saturday	12.00 noon to 5.00 pm	Day 3 Session I – Excel at Data Mining Mrs. Shruti Jamsandekar, CSIBER, Kolhapur Session II – Basic Data Analysis Mr. Sachin Jagtap, Asst. Professor, CSIBER
13 th December 2020 Sunday	12.00 noon to 5.00 pm	Day 4 Session I – Mr. Sachin Jagtap, Asst. Professor, CSIBER
14 th December 2020 Monday	12.00 noon to 5.00 pm	Day 5 Session I – How to Use in Excel in Research Dr. Babu Zakaria, CSIBER Session II – Validating Data, Data visualization using Excel Mr. Sachin Jagtap, Asst. Professor, CSIBER
15 th December 2020 Tuesday	12.00 noon to 5.00 pm	Day 6 Session I – Importing and exporting data, Installing an analysis tool pack Mr. Sachin Jagtap, Asst. Professor, CSIBER
16 th December 2020 Wednesday	12.00 noon to 4.00 pm	Day 7 Session I – Statistical Analysis using excel Mr. Sachin Jagtap, Asst. Professor, CSIBER
	4.00 pm to 5.00 pm	Valedictory Function

J. J. J.

IQAC Coordinator
College of Non Conventional
Vocational Courses for Women,
Kolhapur-416004.



College of Non-Conventional Vocational Courses for Women, Kolhapur

One Week FDP on "Use of Microsoft Excel in Research"

An Initiative by IQAC

10th December 2020

FDP Inaugural Schedule

2.00 pm to 2.05 pm	Welcome of the Guest and Resource Person	Mrs. Pradnya Kapdi Orgnasing Secretary
2.05 pm to 2.10 pm	e-Inauguration of the FDP	Chief Guest – Dr. C. S. Dalvi, Director, CSIBER
2.10 pm to 2.15 pm	Felicitation of Chief Guest	Dr. A. R. Kulkarni Principal, CNCVCW
2.15 pm to 2.20 pm	Brief Introduction of the FDP	Mrs. Jyoti R. Hiremath IQAC Coordinator, CNCVCW
2.20 pm to 2.30 pm	Brief Introduction of the College	Dr. A. R. Kulkarni Principal, CNCVCW
2.30 pm to 2.55 pm	Key Note Address by the Chief Guest	Chief Guest – Dr. C. S. Dalvi, Director, CSIBER
2.55 pm to 3.00 pm	Vote of Thanks	Mrs. Pradnya Kapdi Orgnasing Secretary

P. Malles
IQAC Coordinator
College of Non Conventional
Vocational Courses for Women,
Kolhapur-416004.



**College of Non-Conventional Vocational Courses for
Women, Kolhapur**
One Week FDP on "Use of Microsoft Excel in Research"
An Initiative by IQAC
16th December 2020
FDP Valedictory Schedule

4.00 pm to 4.05 pm	Welcome of the Guest	Mrs. Pradnya Kapdi Orgnasing Secretary
4.05 pm to 4.07 pm	Felicitation of Chief Guest	Dr. A. R. Kulkarni Principal, CNCVCW
4.07 pm to 4.10 pm	Felicitation of Guest of Honour	Mrs. Jyoti R. Hiremath IQAC Coordinator, CNCVCW
4.10 pm to 4.15 pm	Review of the FDP	Mrs. Jyoti R. Hiremath IQAC Coordinator, CNCVCW
4.15 pm to 4.25 pm	Brief Introduction of the College	Dr. A. R. Kulkarni Principal, CNCVCW
4.25 pm to 4.35	Feedback	Participants
4.35 pm to 4.45 pm	Address by the Chief Guest	Chief Guest – Dr. A. K. Sahoo Coordinator, Dept. of Technology, Shivaji University, Kolhapur
4.45 pm to 4.50 pm	Address by the Guest of Honour	Guest of Honour – Mrs. Pratibha Dixit, Prashasakiya Adhikari, Joint Director Higher Education, Kolhapur
4.50 pm to 4.55 pm	Certificate Distribution	
4.55 pm to 5.00 pm	Vote of Thanks	Mrs. Pradnya Kapdi Orgnasing Secretary

Pradnya
IQAC Coordinator
College of Non Conventional
Vocational Courses for Women,
Kolhapur-416004.



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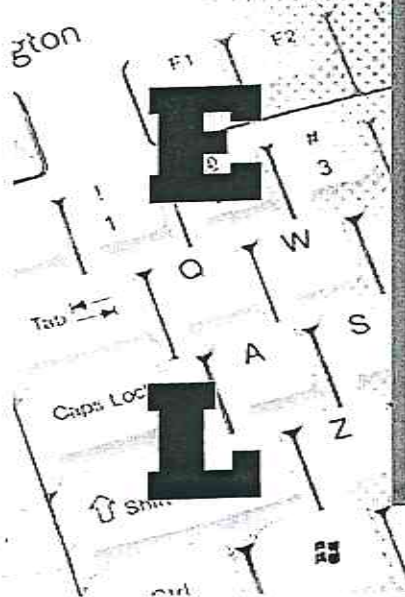
IQAC Coordinator
College of Non Conventional
Vocational Courses for Women
Kolhapur

CERTIFICATE

This is to certify that _____ from the
Department of _____ has completed in the one week
Faculty Development Programme (FDP) on "Use of Microsoft Excel in Research"
organised by Internal Quality Assurance Cell (IQAC), from 10nd - 16th December 2020.

Mrs. P. P. Kapdi
Organizing Secretary

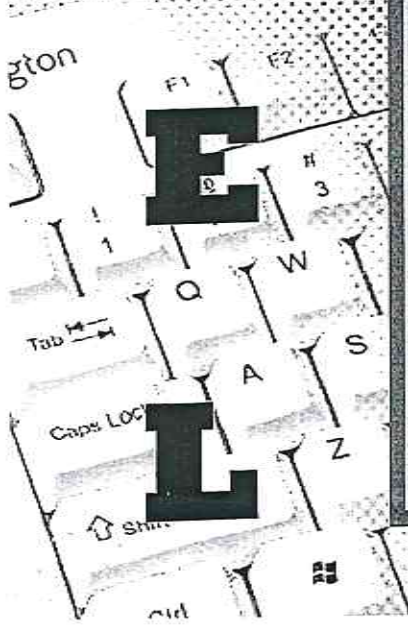
DR. A. R. KULKARNI
PRINCIPAL



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IQAC Coordinator
College of Non Conventional Vocational Courses for Women

CERTIFICATE											

This is to certify that Dr. Rajani Kamath, Associate Professor, CSIBER has worked as a Resource Person in the one week Faculty Development Programme (FDP) on "Exploratory Data Analysis (EDA) Case Studies in Excel" organised by Internal Quality Assurance Cell (IQAC), from 10th to 16th December 2020.

Kapdi
Mrs. P. P. Kapdi
Organizing Secretary

Hiremath
Mrs. J. R. Hiremath
IQAC CO-ORDINATOR

A. Kulkarni
DR. A. R. KULKARNI
PRINCIPAL



Website: www.cncvcw.edu.in

Ph.No.:(0231) 2535405

CHH.SHAHU INSTITUTE OF BUSINESS EDUCATION & RESEARCH TRUST'S
COLLEGE OF NON-CONVENTIONAL VOCATIONAL COURSES FOR WOMEN

University Road, Kolhapur - 416 004
Accredited by NAAC with B Grade (3rd Cycle)

Dr. R. A. SHINDE
Secretary & Managing Trustee

No: CNCVCW/2020-21/2398

Date: 08/12/2020

To,

Dr. C. S. Dalvi,
Director,
CSIBER, Kolhapur

Subject: Letter of Invitation as Chief Guest

Sir,

This is to bring to kind notice that our college is offering Professional Degrees such as B.Sc. (Food Technology & Management), B.A. (Dress Making & Fashion Coordination), B.I.D. (Bachelor in Interior Design), B.A. (Multimedia), B.Sc. (Environment Science), B.Com (Bank Management) and PG Diploma in Nutrition & Dietetics affiliated to Shivaji University since 1994. The objectives for these programmes are women empowerment and skill development.


Internal Quality Assurance Cell (IQAC) of CNCVCW has organized One Week Faculty Development Program on "Use of Microsoft Excel in Research" from 10th to 16th December 2020.

It is our privilege and honour to invite you as a Chief Guest for this One Week Faculty Development Program on "Use of Microsoft Excel in Research" on 10th December 2020 at 2.00 pm.

We request you to kindly accept the invitation and oblige.



Thanking you.

Yours Faithfully


Mrs. Pradnya Kapdi
Organising Secretary




Mrs. Jyoti Hiremath
IQAC Coordinator


8/12/2020

IQAC Coordinator
College of Non Conventional
Vocational Courses for Women,
Kolhapur-416004.





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Dr. R. A. SHINDE
Secretary & Managing Trustee

No: CNCVCW/2020-21/2398

Date: 08/12/2020

To,

Dr. Babu Zakaria,
CSIBER, Kolhapur

Subject: Letter of Invitation as Resource Person

Sir,

This is to bring to kind notice that our college is offering Professional Degrees such as B.Sc. (Food Technology & Management), B.A. (Dress Making & Fashion Coordination), B.I.D. (Bachelor in Interior Design), B.A. (Multimedia), B.Sc. (Environment Science), B.Com (Bank Management) and PG Diploma in Nutrition & Dietetics affiliated to Shivaji University since 1994. The objectives for these programmes are women empowerment and skill development.

Internal Quality Assurance Cell (IQAC) of CNCVCW has organized One Week Faculty Development Program on "Use of Microsoft Excel in Research" from 10th to 16th December 2020.

It is our privilege and honour to invite you as a resource person for this One Week Faculty Development Program on "Use of Microsoft Excel in Research" on 14th December 2020 at 2.00 pm.

We request you to kindly accept the invitation and oblige.

Thanking you.

Yours Faithfully

Mrs. Pradnya Kapdi
Organising Secretary



Mrs. Jyoti Hiremath
IQAC Coordinator

Received

IQAC Coordinator
College of Non Conventional
Vocational Courses for Women,
Kolhapur-416004.



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Dr. R. A. SHINDE
Secretary & Managing Trustee

No: CNCVCW/2020-21/2398

Date: 08/12/2020

To,

Dr. Rajani Kamath,
CSIBER, Kolhapur

Subject: Letter of Invitation as Resource Person

Sir,

This is to bring to kind notice that our college is offering Professional Degrees such as B.Sc. (Food Technology & Management), B.A. (Dress Making & Fashion Coordination), B.I.D. (Bachelor in Interior Design), B.A. (Multimedia), B.Sc. (Environment Science), B.Com (Bank Management) and PG Diploma in Nutrition & Dietetics affiliated to Shivaji University since 1994. The objectives for these programmes are women empowerment and skill development.


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It is our privilege and honour to invite you as a resource person for this One Week Faculty Development Program on "Use of Microsoft Excel in Research" on 11th December 2020 at 2.00 pm.

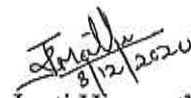
We request you to kindly accept the invitation and oblige.

Thanking you.

Yours Faithfully


Mrs. Pradnya Kapdi
Organising Secretary




Mrs. Jyoti Hiremath
IQAC Coordinator

Received.


8/12/2020


IQAC Coordinator
College of Non Conventional
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Dx. R. A. SHINDE
Secretary & Managing Trustee

No: CNCVCW/2020-21/2398

Date: 08/12/2020

To,

Mr. Sachin Jagtap,
CSIBER, Kolhapur

Subject: Letter of Invitation as Resource Person

Sir,

This is to bring to kind notice that our college is offering Professional Degrees such as B.Sc. (Food Technology & Management), B.A. (Dress Making & Fashion Coordination), B.I.D. (Bachelor in Interior Design), B.A. (Multimedia), B.Sc. (Environment Science), B.Com (Bank Management) and PG Diploma in Nutrition & Dietetics affiliated to Shivaji University since 1994. The objectives for these programmes are women empowerment and skill development.


Internal Quality Assurance Cell (IQAC) of CNCVCW has organized One Week Faculty Development Program on "Use of Microsoft Excel in Research" from 10th to 16th December 2020.


It is our privilege and honour to invite you as a resource person for this One Week Faculty Development Program on "Use of Microsoft Excel in Research" from 10th to 16th December 2020 at 3.00 pm.

We request you to kindly accept the invitation and oblige.


Thanking you.


Yours Faithfully


Mrs. Pradnya Kapdi
Organising Secretary

Received by





Mrs. Jyoti Hiremath
IQAC Coordinator


IQAC Coordinator
College of Non Conventional
Vocational Courses for Women,
Kolhapur-416004.





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Dr. R. A. SHINDE
Secretary & Managing Trustee

No: CNCVCW/2020-21/2398

Date: 08/12/2020

To,

Mrs. Shruti Jamsandekar,
CSIBER, Kolhapur

Subject: Letter of Invitation as Resource Person

Sir,

This is to bring to kind notice that our college is offering Professional Degrees such as B.Sc. (Food Technology & Management), B.A. (Dress Making & Fashion Coordination), B.I.D. (Bachelor in Interior Design), B.A. (Multimedia), B.Sc. (Environment Science), B.Com (Bank Management) and PG Diploma in Nutrition & Dietetics affiliated to Shivaji University since 1994. The objectives for these programmes are women empowerment and skill development.

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It is our privilege and honour to invite you as a resource person for this One Week Faculty Development Program on "Use of Microsoft Excel in Research" on 12th December 2020 at 2.00 pm.

We request you to kindly accept the invitation and oblige.

Thanking you.

Yours Faithfully

Kapdi

Mrs. Pradnya Kapdi
Organising Secretary



Jyoti Hiremath
8/12/2020

Mrs. Jyoti Hiremath
IQAC Coordinator

*Received
Shruti Jamsandekar*

Jyoti

IQAC Coordinator
College of Non Conventional
Vocational Courses for Women,
Kolhapur-416004.

