

REPORT  
ON  
**ONE WEEK FACULTY DEVELOPMENT PROGRAMME**  
ON  
**"USE OF MICROSOFT EXCEL IN RESEARCH"**  
10<sup>TH</sup> to 16<sup>TH</sup> 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 3<sup>rd</sup> 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”

10<sup>TH</sup> to 16<sup>TH</sup> 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 10<sup>th</sup> to 16<sup>th</sup> 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. Prithvi*  
IQAC Coordinator  
College of Non-Conventional  
Vocational Courses for Women  
Kollapur, 2020.



## 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*  
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 College, Kolhapur

*A. Hiremath*





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



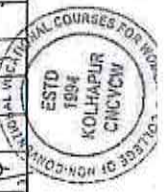
*A. P. W. S. S.*



**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 10<sup>th</sup> to 16<sup>th</sup> 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	Present	Present	Present	Present	Present	Present	Present
2.	Mrs. Jyoti Hiremath	Present	Present	Present	Present	Present	Present	Present
3.	Mr. Adarsh Chavan	Present	Present	Present	Present	Present	Present	Present
4.	Mrs. Pradnya Kapdi	Present	Present	Present	Present	Present	Present	Present
5.	Mrs. Archana Patil	Present	Present	Present	Present	Present	Present	Present
6.	Mrs. Ashwini Raibagkar	Present	Present	Present	Present	Present	Present	Present
7.	Mrs. Shweta Patil	Present	Present	Present	Present	Present	Present	Present
8.	Mrs. Nilam Jirage	Present	Present	Absent	Present	Present	Present	Present
9.	Mr. Amarr Mestry	Present	Present	Present	Present	Present	Present	Present
10.	Ms. Nirali Gilbile	Present	Present	Absent	Present	Present	Present	Present
11.	Mrs. Samruddhi Chitnis	Present	Present	Present	Present	Present	Present	Present
12.	Ms. Shamal Pawar	Present	Present	Present	Present	Present	Present	Present
13.	Ms. Rugveda Topkar	Present	Present	Present	Present	Present	Present	Present
14.	Ms. Anagha Raut	Absent	Absent	Absent	Absent	Absent	Absent	Absent
15.	Ms. Priyanka Magadum	Present	Present	Present	Present	Present	Present	Present
16.	Mr. Raghunath Topkar	Present	Present	Present	Present	Present	Present	Present
17.	Ms. Dhanashri Kamble	Present	Absent	Present	Present	Present	Present	Present
18.	Mrs. Shilpa Ghevade	Present	Present	Present	Present	Present	Present	Present
19.	Mrs. Anuradha Bhosale	Present	Present	Present	Present	Present	Present	Present
20.	Mrs. Anuradha Kumthar	Absent	Absent	Absent	Absent	Absent	Absent	Absent
21.	Mr. Vishalraj Patil	Present	Present	Present	Present	Present	Present	Present

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



Final

## College of Non-Conventional Vocational Courses for Women, Kolhapur

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

An Initiative by IQAC

From 10<sup>th</sup> to 16<sup>th</sup> December 2020

### FDP Schedule

Date and Day	Time	Particulars
10 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> December 2020 Sunday	12.00 noon to 5.00 pm	Day 4 Session I – Mr. Sachin Jagtap, Asst. Professor, CSIBER
14 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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

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









Annexure - 4

**E**

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**C**



CSIBER TRUST'S  
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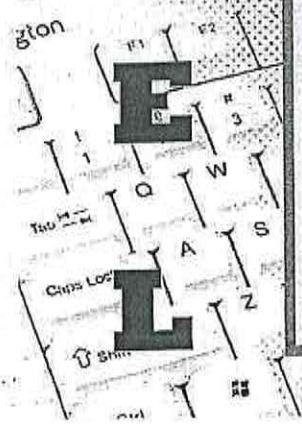
**IQAC Coordinator**  
College of Non Conventional  
Vocational Courses for Women

**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 10<sup>nd</sup> - 16<sup>th</sup> December 2020.

**Mrs. P. P. Kapdi**  
Organizing Secretary

**DR. A. R. KULKARNI**  
PRINCIPAL



E

X

C



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FOR WOMEN, CNCVCW, KOLHAPUR.

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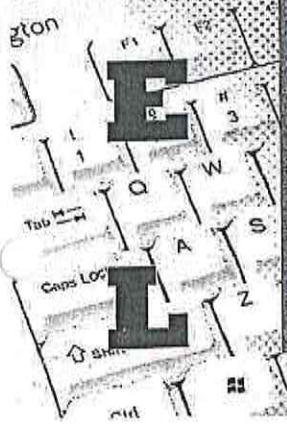
CERTIFICATE

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 10<sup>th</sup> to 16<sup>th</sup> December 2020.

*P. P. Kapdi*  
Mrs. P. P. Kapdi  
Organizing Secretary

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

*A. R. 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 (3<sup>rd</sup> 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 10<sup>th</sup> to 16<sup>th</sup> 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 10<sup>th</sup> 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*  
Mrs. Jyoti Hiremath  
IQAC Coordinator

*Qab*  
8/12/2020  
*Jyoti Hiremath*  
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 10<sup>th</sup> to 16<sup>th</sup> 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 14<sup>th</sup> 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

  
Mrs. Jyoti Hiremath  
IQAC Coordinator  
College of Non Conventional  
Vocational Courses for Women,  
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Ph.No.:(0231) 2535405

Dr. 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 10<sup>th</sup> to 16<sup>th</sup> 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 10<sup>th</sup> to 16<sup>th</sup> December 2020 at 3.00 pm.

We request you to kindly accept the invitation and oblige.

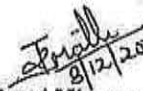
Thanking you.


Yours Faithfully

  
Mrs. Pradnya Kapdi  
Organising Secretary

Received by  




  
Mrs. Jyoti Hiremath  
IQAC Coordinator

  
IQAC Coordinator  
College of Non Conventional  
Vocational Courses for Women,  
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Ph.No.:(0231) 2535405

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.

Internal Quality Assurance Cell (IQAC) of CNCVCW has organized One Week Faculty Development Program on "Use of Microsoft Excel in Research" from 10<sup>th</sup> to 16<sup>th</sup> 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 12<sup>th</sup> 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

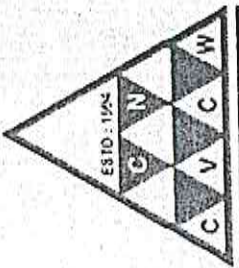


*Jyoti Hiremath*  
8/12/2020  
Mrs. Jyoti Hiremath  
IQAC Coordinator

*Received*  
*Shruti Jamsandekar*

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





CSIBER TRUST'S

COLLEGE OF NON-CONVENTIONAL VOCATIONAL  
COURSES FOR WOMEN, KOLHAPUR.

अस्मिन्: अद्योगिनी निर्माते ।

KOLHAPUR

One Day workshop on

# INTELLECTUAL PROPERTY RIGHTS (IPR)

Organised by  
IQAC

*Nikita Patil*

This certificate is awarded to Mr / Ms ----- college who has participated in one day  
of *Dept. BMM. CNSVCW* ----- workshop on Intellectual Property Rights (IPR) Organised by IQAC held on  
13th February 2020.

*Hiremath*

Mrs. J R. Hiremath  
IQAC Coordinator  
CNCVCW, Kolhapur

*Dr. A. R. Kulkarni*

Dr A. R. Kulkarni  
Principal,  
CNCVCW, Kolhapur

Sample Certificate