

Gokhale Education Society's
SMRK-BK-AK Mahila Mahavidyalaya, Nashik.

EVENT REPORT

Name of the Programme	Training workshop for office staff
Day and Date	Saturday, 1 st October 2022
Organising Committee/Department (Mention Collaborating Agency)	Internal Quality Assurance Cell (IQAC) in collaboration with Computer Department
Time	3 p.m.
Topic /Theme	“Basic Excel with formulae used for database”
Resource Person/s	Mr. Rahul Mandlik, R. H. Sapat College of Engineering , Nashik
No. of staff attended the Programme	12 office staff
Brief Summary	<p>The Internal Quality Assurance Cell (IQAC) in collaboration with Department of Computer organize a Training Workshop on “Basic Excel with formulae used for Database” for all administrative Office Staff of the College. The Guest lecture held on, 1st October 2022 in presence of 12 office staff members.</p> <p>The resource person was Mr. Rahul Mandlik, R. H. Sapat College of Engineering , Nashik. The lecture was started with Presidential speech by Dr. N.B.Songirkar, Co-ordinator of IQAC. Mr. Rahul Mandlik addressed the Audience. His speech was followed by Introduction of the Subject Excel and the practical on Excel Formulae software. Office staff members had some queries and Sir practically guide them on how to resolve the queries. He covered the following topics:</p> <ul style="list-style-type: none">• Sum• If• Percentage• Subtraction• Multiplication• Division• DATE• Array• COUNT• AVERAGE• SUMIF• TRIM• LEFT, MID and RIGHT• VLOOKUP• RANDOMIZE <p>The preparation of Guest lecture is done under the guidance of Prin. Dr. Mrs. Deepti Deshpande, Principal of our college. The guest</p>

lecture concluded with vote of thanks offered by Mrs. Manisha Joshi, Head-Computer Department. Mrs. Praneta Nikumbh Achored the session.

Signature of the
Committee In-charge/
HOD

Mrs. M. P. Joshi
Head, Computer
Department

Dr. N.B. Songirkar
IQAC Co-ordinator

Dr. Mrs. D.P. Deshpande
Principal

(Attach Photograph)

A Training Workshop on “Basic Excel with formulae used for Database”

