

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

EVENT REPORT

Name of the Programme	Guidance Lecture	
Day and Date	Saturday, 13 th September , 2025	
Organising Committee/Department (Mention Collaborating Agency)	The Internal Quality Assurance Cell and Department of Computer	
Time	02:00 p.m. to 03.30 p.m.	
Topic /Theme	<u>"Practical Excel with GPT: A Training for Administrative work"</u>	
Resource Person/s	Mrs. Manisha Joshi , Incharge, Department of Computer Mrs.Hema Deshmukh	
No. of Staff attended the Programme	15	
Brief Summary	<p>The lecture held on, 13th September, 2025 in presence of 15 Staffs.</p> <p>At the beginning of the Lecture, The resource person Mrs.Manisha Joshi introduced about AI Technology used in Administrative_work. She took brief overview of the AI Tools. She was enlightened about the Role of AI Technology in administrative_work for efficient and fast work.</p> <p>The information about GPTEXCEL –Ai Tool was given to staff members. She was discussed different topics which covered in the lecture. She covered following topics:</p> <ul style="list-style-type: none">• Template using table creation• Formula generator• Excel functions to prompt AI• REGEX Formula.• Data Analytics Tools• Chart generator• AI Excel tools <p>The lecture was continued with practice of different formulas and templates. Mrs. Hema Deshmukh guided to staff. She had done the demo practical. The preparation of Guidance lecture is done under the guidance of respected Principal Dr. Mrs.Sandhya Khedekar, Vice principal Prof. Dr. Nitin Songirkar sir. The guidance lecture concluded with vote of thanks offered by Mr. M.P.Khare.</p>	
Signature of the Committee In-charge/ HOD	 Mrs. Manisha Joshi Incharge, Computer Department	 Dr. Ashlesha Kulkarni Asst.Incharge –IQACCommittee
Signature of the Authorities	 Prof. Dr. N.B. Songirkar Vice Principal, Head, Faculty of Commerce and Management	 Dr. Mrs. Sandhya Khedekar Principal

(Attach Photograph)

