



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S

BHIWAPUR MAHAVIDYALAYA

BHIWAPUR DIST. NAGPUR- 441201

ACCREDITED WITH GRADE 'B' (CGPA-2.54) BY NAAC, BENGALURU
ISO-9001:2015

AFFILIATED TO RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR
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Tel: 07106-232349

ACTIVITY REPORT

ACADEMIC SESSION	2016-2017
ORGANIZER	Bhiwapur Mahavidyalaya
NAME OF THE ACTIVITY WITH TITLE	Exploring Microsoft Office (Criteria-VI 6.3.2 Professional Development / Administrative Training Programme)
DATE OF ACTIVITY	18/06/2016
MODE OF ACTIVITY	Offline
ORGANIZING COMMITTEE	Criteria VI and Internal Quality Assurance Cell
PROGRAMME COORDINATOR	Asst. Prof. Dr. Mangesh Kadu
COMMITTEE MEMBERS	Asst. Prof. Dr. Anita Mahawadiwar
NUMBER OF STUDENTS / BENEFICIARIES PARTICIPATED	10



BRIEF REPORT

The Internal Quality Assurance Cell of our Institution organized one 'Administrative Development Training Programme' on 18/06/2016 for the Staff Members of our Institution. In this Training Programme inputs were given to the Staff Members of the College on Exploring new avenues of Microsoft Office. The Training Programme was organized by NAAC Criteria-VI, under the aegis of Internal Quality Assurance Cell of our Institution. The Training Programme was exclusively organized for the Staff Members of our Institution aiming to promote the application of Microsoft Office at workplace. The training was given by one of our Non-teaching Staff Members, Mr. Amol Bhagat. He briefed the trainee teaching staff on all basic information about using Microsoft Office at workplace and provided hands on training to the Staff Members. During the Training Programme, Staff Members learned various techniques to handle the upgraded versions of Microsoft Office Tools like MS Words, MS Excel and MS PowerPoint.

Teaching Staff Members were prominently present for the programme.

PROGRAMME OBJECTIVES

- To provide Computer Training to the Staff Members.
- To make the participants handy with Microsoft Office.
- To improve confidence among the Staff Members in



	<p>the application of Advanced Technology.</p> <ul style="list-style-type: none"> • To create awareness among the Staff Members about the application of Microsoft Office. • To familiarize the Staff Members with the use of Microsoft office. • To familiarize Staff Members with the use of MS Office tools like MS Word, MS Excel and MS Power Point.
<p>PROGRAMME OUTCOMES</p>	<ul style="list-style-type: none"> • Provided Computer Training to the Staff Members. • Made the participants handy with Microsoft Office. • Improved confidence among the Staff Members in the application of Advanced Technology. • Created awareness among the Staff Members about the application of Microsoft Office. • Staff Members became familiar with the use of Microsoft office. <p>Staff Members became familiar with the use of MS Office tools like MS Word, MS Excel and MS Power Point.</p>



**PHOTO GALLERY
WITH CAPTIONS**

Bhiwapur Mahavidyalaya

Bhiwapur, Dist - Nagpur - 441201

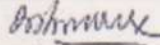


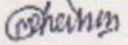
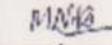
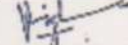
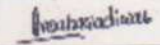


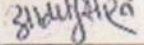
Committee for Criteria - VI 6.3.2

Professional Development / Administrative Training Programme Teaching

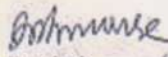
One Day Training Programme on Exploring Microsoft Office

Date: 18th June 2016

Attendance List

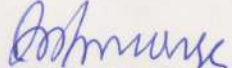
Sr. No.	Name	Signature
1.	Dr. Jobi George	
2.	Dr. Sunil K. Shinde	
3.	Dr. Mangesh V. Kadu	
4.	Dr. Motiraj Chavhan	
5.	Dr. Madhukar Nandanwar	
6.	Dr. Vijay Dighore	
7.	Dr. Anita V. Mahawadiwar	
8.	Dr. Rajesh Bahurupi	
9.	Asst. Prof. Someshwar Wasekar	
10.	Asst. Prof. Aditya Sarwe	




Principal
Bhiwapur Mahavidyalaya,
Bhiwapur

List of Faculty Members who attended Training Programme.




Principal
Bhiwapur Mahavidyalaya,
Bhiwapur