

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001. Email ID - sdtk@rediffmail.comTel.: (0251) 2733108

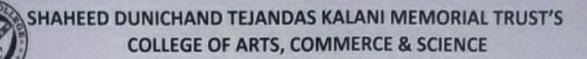
DATE - 11/11/2020

#### NOTICE

This is hereby inform that our college is organizing FDP on "PERSONAL DEVELOPMENT. This FDP is designed for Non Teaching staff. This FDP will be conducted by Mrs. Pranali Patil I.T Co-ordinator from Bharat College. This FDP will held from 18<sup>th</sup> to 20<sup>th</sup> November 2020 for 3 days. All the staff are requested to attend the same.

Degree College College

Dr. M.H. Patil I/C Principal



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001. Email ID - sdtk@rediffmail.comTel.: (0251) 2733108

# Two Page Summary Report ON FDP - 'PERSONAL DEVELOPMENT'

College organised Faculty Development Programme on the title 'PERSONAL DEVELOPMENT' for the non teaching staff Dated from 18<sup>th</sup> November 2020 to 20<sup>th</sup> November 2020 for 3 days. The Speaker of this FDP is Mrs. Pranali Patil I.T Co-ordinator from Bharat College. This FDP Program was held at our college IT Lab by 10.00am

The college conducted an FDP on personal development for non-teaching staff to help them enhance their personal and professional skills. The FDP was included various sessions on topics such as self-awareness, goal setting, time management, and stress management.

The FDP was conducted by experienced trainers and experts in the field of personal development. The participants were encouraged to actively participate in the sessions and apply the skills learned in their daily work.

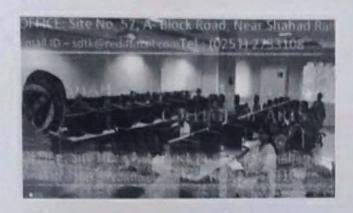
The sessions were interactive and included activities, exercises, and discussions to help the participants identify their strengths, weaknesses, and areas of improvement. The trainers provided personalized feedback to each participant to help them develop a plan of action for their personal and professional growth.

At the end of the FDP, the participants were evaluated through a feedback form to assess the effectiveness of the program. The feedback was positive, with the majority of the participants stating that they had learned valuable skills and techniques that they could apply in their personal and professional lives.

Overall, the college-organized FDP on personal development for nonteaching staff was a success, with the participants gaining valuable insights and skills that would help them in their personal and professional growth.



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001. Email ID – sdtk@rediffmail.comTel.: (0251) 2733108



Dr. M.H.Patil I/C Principal





OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID – sdtk@rediffmail.comTel.: (0251) 2733108

#### FDP - 'PERSONAL DEVELOPMENT'

#### 18th November 2020 - 20th November 2020

| Sr.No | Name of Non-<br>Teaching staff | 18 <sup>th</sup> | 19 <sup>th</sup> | 20 <sup>th</sup> |  |
|-------|--------------------------------|------------------|------------------|------------------|--|
| 1     | Mr.Chetan Chaoudhary           | Chetan           | Chetan           | ehe tan          |  |
| 2     | Mr.Shahul Waghmare             | She              | 81               | Sho              |  |
| 3     | Mrs.Shweta Bhambhare           | Shweta           | Shweta           | shweta           |  |
| 4     | Mrs.Seema Chauhan              | Shweta           | Sin              | Sem              |  |
| 5     | Mr.Suresh Ahuja                | 8                | #-               | 8                |  |
| 6     | Mr.Dinkar Dhakre               | Prinkar          | Arinkar .        | Orinkar          |  |
| 7     | Mrs.Prema Nagdev               | Billoff          | Markey           | BAHyada          |  |

Degree College

Dr. M.H.Patil I/C Principal



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID - sdtk@rediffmail.comTel.: (0251) 2733108

DATE - 11/11/2020

To, Mrs. Pranali Patil Bharat College, Badlapur (W)

#### Letter of Invitation

Dear Sir/Madam,

I hope this letter finds you well. I am writing to extend an invitation for you to speak at our upcoming event on the topic of "Personal Development". We believe that your expertise in this field and your experience as a speaker would make you an excellent addition to our event.

The event will be held on 18<sup>th</sup> November 2020 to 20<sup>st</sup> November 2020 at 10.00 a.m at SDT Kalani college IT Lab. The purpose of the event is to provide our non teaching staff with an in-depth understanding of Personal Development, techniques, and functions that can help them improve their Personality. Your expertise will help our attendees to gain a better understanding of themselves and how they can be used to analyze and present skill effectively.

We would be honoured if you could be a part of this event and deliver your knowledge on the topic of "Personal Development".

We look forward to hearing from you soon and hope that you will accept our invitation.

Thanking you,

Yours truly,



Alth

Dr. M.H. Patil

I/C Principal



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID - sdtk@rediffmail.comTel.: (0251) 2733108

DATE-24/11/2020

To, Mrs. Pranali Patil Bharat College, Badlapur (W)

Letter of Appreciation

Dear Sir/Madam,

I am writing to express my sincere appreciation for the speech you delivered at our recent event on "Personal Development". Your insights into the speech were extremely valuable to our audience, and your presentation was both informative and engaging.

The feedback we received from the attendees has been overwhelmingly positive, with many of them commenting on how your speech helped them to gain a better understanding more effectively. Your expertise in this field was evident throughout your speech, and your willingness to share your knowledge and experiences with our audience was greatly appreciated.

Thank you once again for your excellent speech, and we wish you all the best for your future endeavours.

Thanking You, Yours Truly,



Dr. M.H. Patil



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001. Email ID – sdtk@rediffmail.comTel.: (0251) 2733108

DATE-01/11/2018

To, Mrs.Neha Patil Bharat College, Badlapur (W)

#### Letter of Invitation

Dear Sir/Madam,

I hope this letter finds you well. I am writing to extend an invitation for you to speak at our upcoming event on the topic of "Soft Skill". We believe that your expertise in this field and your experience as a speaker would make you an excellent addition to our event.

The event will be held on 19<sup>th</sup> November 2018 to 21<sup>st</sup> November 2018 at 11.00 a.m at SDT Kalani college IT Lab. The purpose of the event is to provide our non teaching staff with an in-depth understanding of Soft skill, techniques, and functions that can help them improve their Knowledge. Your expertise will help our attendees to gain a better understanding of the various tools and functions available in it and how they can be used to analyze and present skill effectively.

We would be honoured if you could be a part of this event and deliver your knowledge on the topic of "Soft Skill".

We look forward to hearing from you soon and hope that you will accept our invitation.

Thanking you,

Yours truly,



Barrethije

Mrs.Bhavika Makhija
I/C Principal

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001. Email ID – sdtk@rediffmail.comTel.: (0251) 2733108

DATE - 01/11/2018

#### NOTICE

This is hereby inform that our college is organizing FDP on "SOFT SKILLS'. This FDP is designed for Non Teaching staff to Enhance their interpersonal and communications skills. FDP will be conducted by Mrs. Neha Patil IT H.O.D at Bharat College. This FDP held from 19<sup>th</sup> November 2018 to 21<sup>st</sup> November 2018. All the staff are requested to attend the same and register their names before 12nd November 2018.



Barrekang

Mrs.Bhavika Makhija (I/C Principal)

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001. Email ID – sdtk@rediffmail.comTel.: (0251) 2733108

## Two Page Summary Report ON FDP - 'SOFT SKILLS'

College organised Faculty Development Programme on the topic 'Soft Skills' for the non teaching staff The Speaker of the FDP is Mrs. Neha Patil IT Coordinator at Bharat College. This is for non-teaching staff with the aim of enhancing their interpersonal and communication skills. The FDP was conducted over a period of three days and included various sessions on topics such as effective communication, time management, teamwork, and stress management. This FDP Program was held at our college IT Lab Dated on 19<sup>th</sup> November 2018 to 21<sup>st</sup> November 2018 by 11.00am

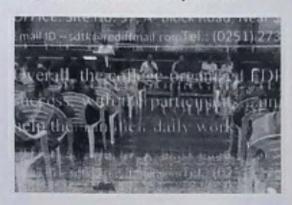
The FDP was conducted by experienced trainers and experts in the field of soft skills development. The participants were encouraged to actively participate in the sessions and apply the skills learned in their daily work.

The sessions were interactive and included activities, role plays, and case studies to help the participants understand the practical application of soft skills in their work. The trainers provided personalized feedback to each participant to help them identify their strengths and weaknesses and work on improving them.

At the end of the FDP, the participants were evaluated through a feedback form to assess the effectiveness of the program. The feedback was overwhelmingly positive, with the majority of the participants stating that they had learned valuable skills and techniques that they could apply in their work.

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001. Email ID – sdtk@rediffmail.comTel.: (0251) 2733108

Overall, the college-organized FDP on soft skills for non-teaching staff was a success, with the participants gaining valuable insights and skills that would help them in their daily work.



Panerhite

Mrs.Bhavika Makhija (I/C Principal)



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID – sdtk@rediffmail.com

Tel.: (0251) 2733108

#### FDP on "SOFT SKILLS"

### 19th November 2018 - 21st November 2018

| Sr.No | Name of Non-<br>Teaching staff |          |         | 21 <sup>th</sup> |  |  |
|-------|--------------------------------|----------|---------|------------------|--|--|
| 1     | Ms.Poonam Bhatia               | Poonam   | Poonam  | Poonan           |  |  |
| 2     | Mr.Vishnu A Tandale            | VIAN     | 加致      | 777              |  |  |
| 3     | Ms.Geeta Rajusth               | Geeta    | erceta  | laceta           |  |  |
| 4     | Mrs.Sangeeta<br>R.Kajaniya     | Cangerte | Rargata |                  |  |  |
| 5     | Ms.Sangeeta Rambirth           | Sym      | Enger   | Super            |  |  |
| 6     | Mr.Baburao Ingle               | 10       | And I   | 12               |  |  |
| 7     | Mrs.Seema Chouhan              | Sam      | 8mm     | 8enn             |  |  |



Barrethite

Mrs.Bhavika Makhija (I/C Principal)



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID - sdtk@rediffmail.comTel.: (0251) 2733108

DATE-25/11/2018

To, Mrs.Neha Patil Bharat College, Badlapur (W)

Letter of Appreciation

Dear Sir/Madam.

I am writing to express my sincere appreciation for the speech you delivered at our recent event on "Soft Skill". Your insights into the speech were extremely valuable to our audience, and your presentation was both informative and engaging.

The feedback we received from the attendees has been overwhelmingly positive, with many of them commenting on how your speech helped them to gain a better understanding more effectively. Your expertise in this field was evident throughout your speech, and your willingness to share your knowledge and experiences with our audience was greatly appreciated.

Thank you once again for your excellent speech, and we wish you all the best for your future endeavours.

Thanking You,

Yours Truly,



Barrathije

Mrs.Bhavika Makhija
I/C Principal

S.D.T. Kalani Memorial Trust's College of Arts. College & Science Ulhaunaya: 421001.



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID - sdtk@rediffmail.com

Tel.: (0251) 2733108

DATE: 11/11/2021

To, Mrs. Vaishali Khachane S.I.C.E.S College, Ambernath (W)

#### Letter of Invitation

Dear Sir/Madam,

I hope this letter finds you well. I am writing to extend an invitation for you to speak at our upcoming event on the topic of "Modern Office Management". We believe that your expertise in this field and your experience as a speaker would make you an excellent addition to our event.

The event will be held on 15th November 2021 to 17th November 2021 at 11.00 a.m at SDT Kalani college IT Lab. The purpose of the event is to provide our non teaching staff with an in-depth understanding of office management, techniques, and functions that can help them improve their knowledge. Your expertise will help our attendees to gain a better understanding of office tricks and how they can be used to analyze and present skill effectively.

We would be honoured if you could be a part of this event and deliver your knowledge on the topic of "Modern office Management".

We look forward to hearing from you soon and hope that you will accept our invitation.

Thanking you,

Yours truly,

Oscies College of Aris, College of Aris,

Dr. M.H. Patil



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID – sdtk@rediffmail.com Tel.: (0251) 2733108

DATE: 11/11/2021

#### NOTICE

This is hereby inform that our college is organizing FDP on "MODERN OFFICE MANAGEMENT". This FDP will be conducted by Mrs. Vaishali Khachane C.S Co-ordinator in S.I.C.E.S College. The FDP is designed for Non Teaching staff. This FDP will be conducted from 15<sup>th</sup> November 2021 to 17<sup>th</sup> November 2021 for 3 days. All the staff are requested to attend the same.

Her

Dr.M.H.Patil I/C Principal



S.D.T. Kalani Memorial Trust's College of Arts, Communicate & Science Ulhasnagar-431001.

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID - sdtk@rediffmail.com

Tel.: (0251) 2733108

# Two Page Summary Report ON FDP - 'MODERN OFFICE MANAGEMENT'

College organised Faculty Development Programme on 'Modern Office Management' for the non teaching staff Dated from 15th November 2021 to 17th November 2021 for 3 days. Speaker of this FDP Mrs. Vaishali Khachane C.S Co-ordinator in S.I.C.E.S College. This FDP Program was held at our college IT Lab by 11.00am

The faculty development program on 'modern office management' was arranged for non-teaching staff with the aim of improving their skills and knowledge in managing office tasks and responsibilities. The program covered various topics related to office management, such as time management, communication skills, and record keeping.

The program was structured into several sessions, which were led by experienced professionals in the field of office management. The speakers provided practical tips and strategies for managing daily office tasks efficiently and effectively.

During the program, participants were introduced to various software and tools for office management, such as project management software, email management tools, and cloud-based storage systems. The participants were also trained on how to use these tools and software to streamline their work and improve productivity.

Overall, the faculty development program on modern office management was well received by the non-teaching staff who participated in it. They found the program to be informative, practical, and useful in their day-to-day work. The program was successful in achieving its goal of enhancing the skills and knowledge of non-teaching staff in modern office management.

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID - sdtk@rediffmail.com

Tel.: (0251) 2733108



Dr. M.H.Patil (I/C Principal)

S.D.T. Kalani Memorial Trust's College of Arts, Communice & Science Ulhasnaga: 421001.



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.
Email ID – sdtk@rediffmail.com Tel.: (0251) 2733108

#### FDP ON ' MODERN OFFICE MANAGEMENT'

### 15th November 2021 - 17th November 2021

| Sr.No | Name of Non-<br>Teaching staff |          | 16 <sup>th</sup> | 17 <sup>th</sup> |  |
|-------|--------------------------------|----------|------------------|------------------|--|
| 1     | Mrs.Vedika Sunny<br>Kataria    | VS.      | K                | VE               |  |
| 2     | Mr.Shahul Waghmare             | She      | Stop             | She              |  |
| 3     | Ms. Sangeeta R.<br>Kajaniya    | Bargerta | Largerta         | Languete         |  |
| 4     | Mr. Tiwari Ramakant            | P        | P                | (P)              |  |
| 5     | Mrs.Vidisha Thawani            | nothman. | Nothman,         | vahum            |  |
| 6     | Ms.Nikki Kishna                | Nicki    | N. loti          | Nick             |  |
| 7     | Ms.Veena Tejwani               | Veina    | Veina            | Vegna            |  |
| 8     | Mr.Suresh Ahuja                | 8        | *                | 2                |  |
| 9     | Ms.Seema Chauhan               | Som      | 8mm              | Som              |  |
| 10    | Mr.Sudhir Nagdev               | Sudhir   | sudhir           | Sudhir           |  |



HALL

Dr.M.H.Patil

I/C Principal

Principal

S.D.T. Kalani Memorial Trust's

College of Arts, Commerce & Science

Ulhasnagar-421001.

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID – sdtk@rediffmail.com

Tel.: (0251) 2733108

Date-20/11/2021

To, Mrs.Vaishali Kachane S.I.C.E.S College, Ambernath(W)

Letter of Appreciation

Dear Sir/Madam.

I am writing to express my sincere appreciation for the speech you delivered at our recent event on "Modern Office Management". Your insights into the latest trends and best practices in office management were extremely valuable to our audience, and your presentation was both informative and engaging.

The feedback we received from the attendees has been overwhelmingly positive, with many of them commenting on how your speech helped them to gain a better understanding of how they can manage their offices more effectively.

Your expertise in the field of office management was evident throughout your speech, and your willingness to share your knowledge and experiences with our audience was greatly appreciated. Your presence and contribution made the event a great success, and we are grateful for your support.

Thank you once again for your excellent speech, and we wish you all the best for your future endeavors.

Thanking You,

Yours Truly,

Degrae Colin

Dr.M.H.Patil I/C Principal

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID – sdtk@rediffmail.com Tel.: (0251) 2733108

DATE -01/08/2019

To, Mr. Wendrich Sor Vedanta College, Vithalwadi(W)

#### Letter of Invitation

Dear Sir/Madam,

I hope this letter finds you well. I am writing to extend an invitation for you to speak at our upcoming event on the topic of "Tally ERP 9". We believe that your expertise in the field of accounting software and your experience as a speaker would make you an excellent addition to our event.

The event will be held on 4th November to 8th November at 10.00am at SDT kalani college. The purpose of the event is to provide our audience with an in-depth understanding of the various features and functions of Tally ERP 9 that can help them manage their business operations more effectively.

As a renowned speaker in the field of accounting software, we believe that your insights into the various features and functions of Tally ERP 9 will be valuable to our audience. Your expertise will help our attendees to gain a better understanding of the software and how it can be used to manage their business operations more effectively. We would be honored if you could be a part of this event and deliver a session on the topic of "Tally ERP 9".

We look forward to hearing from you soon and hope that you will accept our invitation.

Thanking you,

Yours truly,

Mr.M.H.Patil

I/C Principal

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID – sdtk@rediffmail.com Tel.: (0251) 2733108

DATE -01/08/2019

#### NOTICE

This is hereby inform that our college is organizing FDP on "TALLY ERP 9. This FDP is designed for Non Teaching staff to provide them with the knowledge of Tally software. This FDP will be conducted by Mr. Wendrich Sor IT H.O.D from Vedanta College. This will held on 4th November 2019 to 8th November 2019 .All the staff are requested to attend the same.



Mr.M.H.Patil (I/C Principal)

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.
Email ID – sdtk@rediffmail.com
Tel.: (0251) 2733108

# Two Page Summary Report ON FDP - 'TALLY ERP 9 SOFTWARE'

College organised Faculty Development Programme on Tally ERP 9' for the non teaching staff This FDP will be conducted by Mr. Wendrich Sor IT H.O.D from Vedanta College. This will held from 4th November 2019 to 8th November 2019 at our college IT Lab.

The faculty development program on Tally ERP 9 was arranged for non-teaching staff with the aim of improving their skills and knowledge in using the Tally ERP 9 software. The program covered various topics related to Tally ERP 9, such as creating and maintaining company accounts, generating invoices and bills, managing inventory, and creating financial reports.

The program was structured into several sessions, which were led by experienced professionals in the field of Tally ERP 9. The speakers provided practical tips and strategies for using the software efficiently and effectively.

During the program, participants were introduced to the various features of Tally ERP 9, including its accounting, inventory, and payroll management capabilities. They were also trained on how to use the software to create and manage financial reports, such as balance sheets and profit and loss statements.

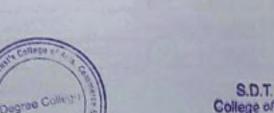
The program was well received by the non-teaching staff who participated in it. They found the program to be informative, practical, and useful in their day-to-day work. The program was successful in achieving its goal of enhancing the skills and knowledge of non-teaching staff in Tally ERP 9, and equipping them with the tools they need to effectively manage company accounts and finances.

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID – sdtk@rediffmail.com.

Tel.: (0251) 2733108





Mr.M.H.Patil (I/C Principal)

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID - sdtk@rediffmail.com

Tel.: (0251) 2733108

#### FDP ON 'TALLY ERP 9 SOFTWARE'

4th November 2019 - 8th November 2019

| Sr.No | Name of Non-Teaching staff/Peons | 4 <sup>th</sup> | 5 <sup>th</sup> | 6 <sup>th</sup> | 7 <sup>th</sup> | 8 <sup>th</sup> |
|-------|----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 1     | Mrs.Rajashri Chetan Wadekar      | duc             | PY              | Rest.           | Rec             | 25              |
| 2     | Ms.Geeta Rajusth                 | Gut             | 11015           | Part            | ende            | Crests          |
| 3     | Mrs.Vishnu Tandale               | WASL            | MAL             | THE             | MAL             | WAL.            |
| 5     | Mr. Baburao Ingle                | To              | W               | lace            | 10              | Vie             |
| 5     | Ms.Madhu Karra                   | madhu           | madhu           | madhu           | madh            | madhy           |
| 6     | Ms.Mamta Wadhwani                | M               | M               | No              | 0               | M               |

Degree College:

Mr.M.H.Patil (I/C Principal)

Principal
S.D.T. Kalant Memorial Trust's
College of Arts, Commorce & Sounce
Uthashayar 421061.



NO.

# SHAHEED DUNICHAND TEJANDAS KALANI MEMORIAL TRUST'S COLLEGE OF ARTS, COMMERCE & SCIENCE

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID - sdtk@rediffmail.comTel.: (0251) 2733108

DATE -10/08/2019

To, Mr. Wendrich Sor Vedanta College, Vithalwadi(W)

Letter of Appreciation

Dear Sir/Madam.

I am writing to express my sincere appreciation for the session you conducted at our recent event on "Tally ERP 9". Your insights into the various features and functions of Tally ERP 9 were extremely valuable to our staff, and your presentation was both informative and engaging.

The feedback we received from the attendees has been overwhelmingly positive, with many of them commenting on how your speech helped them to gain a better understanding of how they can use Tally ERP 9 to manage their business operations more effectively.

Your expertise in the field of Tally ERP 9 was evident throughout your speech, and your willingness to share your knowledge and experiences with our audience was greatly appreciated.

Thank you once again for your excellent speech, and we wish you all the best for your future endeavors

Thanking You,

Yours Truly,



Mason

Mr.M.H.Patil

I/C Principal



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID – sdtk@rediffmail.com Tel.: (0251) 2733108

To, Mrs. Ashwini Patil Kamladevi College, Vithalwadi(W)

#### Letter of Invitation

Dear Sir/Madam,

I hope this letter finds you well. I am writing to extend an invitation for you to speak at our upcoming event on the topic of "Advanced Excel". We believe that your expertise in the field of data analysis and your experience as a speaker would make you an excellent addition to our event.

The event will be held on 30<sup>th</sup> October 2017 to 3<sup>rd</sup> November 2017 at 10.00 a.m at SDT Kalani college. The purpose of the event is to provide our non teaching staff with an in-depth understanding of advanced Excel tools, techniques, and functions that can help them improve their data analysis skills.

As a renowned speaker in the field of data analysis, we believe that your insights into the advanced features of Excel will be valuable to our audience. Your expertise will help our attendees to gain a better understanding of the various tools and functions available in Excel and how they can be used to analyze and present data effectively.

We would be honored if you could be a part of this event and deliver your knowledge on the topic of "Advanced Excel".

We look forward to hearing from you soon and hope that you will accept our invitation.

Thanking you,

Yours truly,



MrsiBhavika Makhija



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

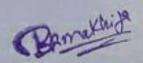
Tel.: (0251) 2733108

DATE - 25/10/2017

#### NOTICE

This is hereby inform that our college is organizing FDP on "ADVANCED EXCEL". This FDP is designed for Non Teaching staff who want to gain knowledge about excel. This FDP will be conducted by Mrs. Ashwini Patil IT Co-ordinator from Kamladevi College. She has extensive knowledge and expertise in this field. This FDP will held from 30th October 2017 to 3rd November 2017 for 5 days. All the staff are requested to attend the same.





Bhavika makhija I/C Principal



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID – sdtk@rediffmail.com

Tel.: (0251) 2733108

### Two Page Summary Report ON

#### FDP ON 'ADVANCED EXCEL'

College organized Faculty Development Programme on the topic 'Advanced Excel' for the non teaching staff. Speaker of the FDP was Mrs. Ashwini Patil IT Co-ordinator in Kamladevi College. She has extensive knowledge and expertise in this field. Dated of this FDP from 30th October 2017 to 3rd November 2017 for 5 days, at our college IT Lab.

The college organized an FDP on advanced excel for non-teaching staff to help them improve their proficiency in using excel for data analysis and management. The FDP was conducted over a period of five days and included various sessions on topics such as data validation, pivot tables, macros, and advanced formulas.

The FDP was conducted by experienced trainers and experts in the field of excel. The participants were provided with hands-on training and encouraged to actively participate in the sessions and apply the skills learned in their daily work.

The sessions were interactive and included practical exercises and case studies to help the participants understand the practical application of advanced excel skills. The trainers provided personalized feedback to each participant to help them identify their strengths and weaknesses and work on improving them.



OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001.

Email ID – sdtk@rediffmail.com Tel.: (0251) 2733108

At the end of the FDP, the participants were evaluated through a feedback form to assess the effectiveness of the program. The feedback was positive, with the majority of the participants stating that they had learned valuable skills and techniques that they could apply in their work.



Overall, the college-organized FDP on advanced excel for non-teaching staff was a success, with the participants gaining valuable insights and skills that would help them in their daily work of data analysis and management.



Mrs.Bhavika Makhija (I/C Principal)

Banekhije

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001. Email ID - sdtk@rediffmail.com Tel.: (0251) 2733108

#### FDP ON 'ADVANCED EXCEL'

#### 30th October 2017 - 3rd November 2017

| Sr.No | Name of Non-Teaching staff/Peons | 30 <sup>th</sup> | 31st    | 1st    | 2 <sup>nd</sup> | 3rd    |
|-------|----------------------------------|------------------|---------|--------|-----------------|--------|
| 1     | Mrs.Prerna Nagdev                | Myde             | Perhaps | Madyal | Mayol.          | Maple  |
| 2     | Mr.Shahul Waghmare               | Sahul            | Stat    | Sohu   | Capil           | Sohu   |
| 3     | Mr.Vishnu Tandale                | VIAL             | MA      | TIME   | VIAL.           | VIN    |
| 4     | Mrs.Kavita Kalwankan             | Kavite           | Xavito  | Kovita | Xavita          | Kovita |
| 5     | Ms.Monica Lulla                  | M                | (M)     | (M)    | W               | 0      |
| 6     | Ms.Mamta Wadhwani                | Manta            | Manto   | Mamte  | Monto           | Mamta  |
| 7     | Ms.Madhu karra                   | madhu            | madhy   | madhu  | madhy           | madhy  |

Mrs.Bhavika Makhija (I/C Principal)



# SHAHEED DUNICHAND TEJANDAS KALANI MEMORIAL TRUST'S

OFFICE: Site No. 57, A- Block Road, Near Shahad Railway Station, Ulhasnagar-421001, Tel.: (0251) 2733108 Email ID - sdtk@rediffmail.com

Mrs. Ashwini Patil Kamaladevi College, Vithalwadi(W)

Letter of Appreciation

Dear Sir/Madam,

I am writing to express my sincere appreciation for the speech you delivered at our recent event on "Advanced Excel". Your insights into the various tools and functions available in Excel were extremely valuable to our audience, and your presentation was both informative and engaging.

The feedback we received from the attendees has been overwhelmingly positive, with many of them commenting on how your speech helped them to gain a better understanding of how they can use Excel to analyze and present data more effectively.

Your expertise in the field of data analysis was evident throughout your speech, and your willingness to share your knowledge and experiences with our audience was greatly appreciated.

Thank you once again for your excellent speech, and we wish you all the best for your future endeavors

Thanking You,

Yours Truly,

Degree College

Mrs.Bhavika-Makhija