



Dr. V. P. SHETKARI SHIKSHAN MANDAL'S
**PADMABHOOSHAN VASANTRAODADA PATIL INSTITUTE
OF TECHNOLOGY, BUDHGAON (SANGLI)**
● **DEGREE WING [EN - 6269]** ●



TAL. MIRAJ, DIST. SANGLI - 410 304 STATE : MAHARASHTRA (INDIA).

APPROVED BY AICTE NEW DELHI & RECOGNIZED BY GOVERNMENT OF MAHARASHTRA, AFFILIATED TO D. DATU LONERE

Ref No: PVP/MECH-FDP/

/2023-24

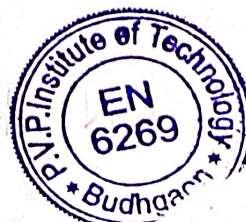
Date : 1 Dec, 2023

Circular

It is informed to all the non teaching staff that Dept of Mechanical Engineering will organise an online FDP for Non-Teaching Staff on the Use of Excel and Microsoft Word. In line with our ongoing efforts to enhance the skills and productivity of our non-teaching staff, we are pleased to announce a 5-day **Faculty Development Program (FDP)** on the effective use of **Microsoft Excel and Microsoft Word**. The program aims to equip staff with essential technical skills to improve their daily operations and contribute to the efficient functioning of our institution.

Program Details:

- **Dates:** 15 Dec, 2023 to 19 Dec, 2023
- **Mode:** Online s
- **Time:** 11:00 to 12:00 pm
- **Contents:**
 - **Day 1:** Introduction to Microsoft Word - Basic Features and Formatting
 - **Day 2:** Advanced Microsoft Word - Mail Merge, Table of Contents, and Templates
 - **Day 3:** Introduction to Microsoft Excel - Data Entry, Formatting, and Basic Formulas
 - **Day 4:** Advanced Microsoft Excel - Pivot Tables, Charts, and Data Analysis Tools
 - **Day 5:** Integrating Excel and Word for Enhanced Productivity



Web-Site : www.pvpitsangli.edu.in
E-mail : degreeprincipal@gmail.com

Office : (0233) : 2366246
2366397, 2366398
Fax : 2366185



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Objectives:

- To familiarise participants with the basic and advanced features of Microsoft Excel and Word.
- To improve the efficiency of document creation, data management, and reporting tasks.
- To enhance participants' ability to use these tools effectively in their daily administrative duties.

Attendance:

Participants are expected to attend all sessions for the full duration. A certificate of participation will be awarded to those who complete the program.

We encourage all non-teaching staff to take advantage of this opportunity to enhance their technical skills and contribute more effectively to the institution's goals.

For any queries, please contact Mr. Amarsinh Patil , 8975151400

Dr. P P Awate

HoD, Mechanical Engg. Dept

Dr. B S Patil

PRINCIPAL



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Date: 12 Dec, 2023

Notice

This is to inform all non-teaching staff that a **Faculty Development Program (FDP)** on the use of **Microsoft Excel and Microsoft Word** will be held from **15th December to 19th December 2023**. The sessions will be conducted online and aim to enhance your skills in using these essential software tools.

Program Schedule:

- **Dates:** 15th to 19th December 2023
- **Mode:** Online
- **Time:** 11:00 to 12:00 pm

Please ensure your attendance for the full duration of the program. Further details and the registration link will be shared shortly.

Dr. P P Awate

HOD, Mechanical Engg. Dept



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Ref No: PVP/MECH-FDP/INV/ /2023-24

Date : 1 Dec, 2023

INVITATION LETTER

To,

Mr. Sawan Wani

Asst. Professor , Dept of Mechanical Engg.

PVPIT, Budhgaon (Sangli)

Subject: Invitation to be a Resource Person for an FDP on Excel and Word

We are pleased to invite you to be a **Resource Person** for our **Faculty Development Program (FDP)** on **Microsoft Excel and Microsoft Word**, scheduled to be held online from **15th to 19th December 2023**. The FDP is organised for our non-teaching staff to enhance their proficiency in using these essential tools for daily operations and administrative tasks.

We believe that your expertise and vast experience in the field of **Excel and Word** will greatly benefit the participants. Your contribution to the sessions will be invaluable in enriching their knowledge and skills, allowing them to perform more effectively in their roles.

We look forward to your positive response and to collaborating with you on this exciting initiative.

Yours sincerely,

Dr. P P Awate

HOD, Mechanical Engg. Dept





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Ref No: PVP/MECH-FDP/APPR/

/2023-24

Date : 20 Dec, 2023

APPRECIATION LETTER

To,

Mr. Sawan Wani

Asst. Professor , Dept of Mechanical Engg.

PVPIT, Budhagaon (Sangli)

Subject: Appreciation for the Invitation to be a Resource Person

Dear Mr. Wani,

On behalf of Dept of Mechanical Engg., I would like to extend our heartfelt appreciation for your invaluable contribution as a **Resource Person** for our **Faculty Development Program (FDP)** on **Microsoft Excel and Microsoft Word**, held online from **15th to 19th December 2023**.

Your expertise, knowledge, and effective delivery of the sessions were truly appreciated by all participants. The insights and skills you shared have significantly enhanced the proficiency of our non-teaching staff in using these essential tools for their daily administrative tasks.

We are grateful for the time and effort you dedicated to this initiative and for sharing your expertise to make this program a success. Your contribution played a crucial role in achieving the objectives of the FDP, and we hope to have the privilege of working with you again in the future.

Once again, thank you for being a part of this initiative. We look forward to future collaborations.

Dr. R P Awate

HOD, Mechanical Engg. Dept



One Week Online Faculty Development Program for non Teaching Faculty On

“Power Up Your Productivity”

(Excel and Word Workshop)

15th to 19th December 2023



Organized by

Department of Mechanical Engineering

Dr. V.P.S.S.M.'s

**Padmabhooshan Vasantraodada Patil
Institute of Technology,
Budhgaon.**

Tal-Miraj, Dist. - Sangli 416304
(Maharashtra)

ABOUT THE INSTITUTE

The Padmabhooshan Vasantraodada Patil Institute of Technology, Budhgaon, Sangli, is a renowned and leading institute in western Maharashtra, established in 1983 by the Late, Dr. Vasantraodada Patil, Ex. Chief Minister, Maharashtra state and Ex. Governor, Rajasthan. The institute is progressing under able leadership of Chairman Hon. Shri Vishaldada Patil and Trustee Hon. Shri Amitdada Patil, Shetkari Shikshan Mandal, Sangli. The institute is dedicated to development and welfare of the students and society, particularly rural and suburban area.

The institute is affiliated to Dr. Babasaheb Ambedkar Technological University (DBATU), Lonere, approved by AICTE, Delhi, and recognized by DTE, Maharashtra. The institute runs 9 undergraduate, 5 Post graduate and 7 diploma courses.

ABOUT THE PROGRAM

This 5-day online FDP is designed to empower non-teaching staff with essential Microsoft Excel and Word skills. Participants will learn how to efficiently create professional documents, manage data effectively, and automate tasks, ultimately enhancing productivity and streamlining workflows.

OBJECTIVES

1. To familiarise participants with the basic and advanced features of Microsoft Excel and Word.
2. To improve the efficiency of document creation, data management, and reporting tasks.
3. To enhance participants ability to use these tools effectively in their daily administrative duties.

SPEAKER

Prof. S. A, Wani
Assistant Professor
PVPIT Budhgaon

CHIEF PATRONS

Hon. Shri. Vishaldada Prakashbapu Patil (MP)
Chairman, Dr. V.P.S.S.M, Sangli.

Hon. Shri. Amitdada V. Patil
Trustee, Dr. V.P.S.S.M, Sangli.

Hon. Shri. P.L. Rajput
Chairman, Governing Council, PVPIT

Hon. Shri. A. B. Magdum
Secretary, Dr. V.P.S.S.M, Sangli.

Dr. B. S. Patil
Principal, PVPIT

CONVENER

Dr. Pankaj P. Awate
Head, Mechanical Engg Dept.

COORDINATORS

Prof. A. S. Patil
Assistant Professor
PVPIT, Budhgaon

ORGANIZING COMMITTEE

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Prof. P. S. Pol	Mrs. S. P. Mane
Dr. M. L. Harugade	Mrs. S. P. Shinde
Prof. S. J. Adsul	Prof. K. D. Ghatage
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Prof. S. S. Gunjate	Prof. N. P. Anbole
Prof. S. S. Mane	Prof. S. M. Gheji

FOR REGISTRATION

Contact- Prof. A. S. Patil 9422639103

LINK FOR REGISTRATION

<https://forms.gle/ebQx4uRBDGI Tjc9Z7>

Date of registration: 1st to 14th December 2023

Title: **Power Up Your Productivity”** (Excel and Word Workshop)

Program Details:

- Dates: 15 Dec, 2023 to 19 Dec,2023
- Mode: Online
- Time: 11:00 to 12:00 pm

Date	Time	Topic
15 Dec, 2023	11:00 AM - 12:00 PM	Introduction to Microsoft Word: Basic Features and Formatting
16 Dec, 2023	11:00 AM - 12:00 PM	Advanced Microsoft Word: Mail Merge, Table of Contents, and Templates
17 Dec, 2023	11:00 AM - 12:00 PM	Introduction to Microsoft Excel: Data Entry, Formatting, and Basic Formulas
18 Dec, 2023	11:00 AM - 12:00 PM	Advanced Microsoft Excel: Pivot Tables, Charts, and Data Analysis Tools
19 Dec, 2023	11:00 AM - 12:00 PM	Integrating Excel and Word for Enhanced Productivity