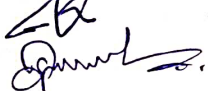
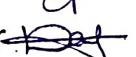


IQAC MEETING REPORT ON PROFESSIONAL/ADMINISTRATIVE PROGRAM FOR TEACHING/ NON-TEACHING STAFF

The meeting was held on 21-11-2022 at 3.30pm in Principal Chamber under the Chairmanship of Principal Prof. Mushtaque K. Shaikh Chairman IQAC.

The following IQAC members were present.

1) Prof. M.K. Shaikh	Principal/IQAC Chairman	
2) Prof. S.A. Indikar	Member	
3) Prof. B.H. Nadaf	Member	
4) Dr. D.S. Prabhu	Member	
5) Prof. R.S. Nayak	Member	
6) Mr. Kaleemulla	Member	
7) Mr. Afzal Jamadar	Member	
8) Prof. Damodar Naik	Member	
9) Mr. Syed Qamar	Member	

IQAC Coordinator Prof. S.A. Indikar welcomed all the members and briefed them about the academic activities & suggested to organize one-week professional training program for teaching & non teaching staff. Principal & IQAC members expressed their appreciation & satisfaction about the activities of IQAC.

In the meeting the following resolutions were formed.

- 1) Organize one week professional development crash course in Microsoft Power Point for teaching staff and crash course on MS excel for non-teaching staff in the first & second week of December-2022. In association with KEONICS Yuva.com Bhatkal.
- 2) Syllabus for both the program was discussed & finalized with the help of Computer Department.
- 3) Discussed and approved that all the junior staff & interested Teaching staff who did not know Microsoft Power Point can compulsory attend the program.
- 4) All non-teaching staff of our college & sister institution staff are to be informed to attend the MS excel crash course.

The meeting ended with vote of thanks by Prof. B.H. Nadaf.


IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & P.G. Centre
Bhatkal




PRINCIPAL
Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL-581 320

M/S GEMINI INFOWAYS

KEONICS ಯುವ.COM

Computer Training Centre

II Floor, Victor Gomes Building, Near Govt. Hospital, Bhatkal. Cell :9964719251

Ref: Other/02/2022-2023

26-11-2022

From
Sudarshan
Centre Head
KEONICS Yuva.com
Bhatkal-581320

To
The Principal
Anjuman Arts, Science & Commerce College
Bhatkal-581320

Subject: Conduct of Professional Development Program.

Sir,

With regard to the above subject and your official request we are pleased to conduct Professional Development Program on MS Power Point for teaching staff and administrative training program on MS excel for non-teaching staff in your reputed institution on 2-12-2022 to 08-12-2022 and 12-12-2022 to 18-12-2022 respectively.

Thanks for inviting us.

Many Thanks and regards.


Centre Head/Manager

KEONICS ಯುವ.COM

II Floor, Victor Gomes Building
Near Govt. Hospital, Bhatkal - 581 320
Cell : 9964719251



1. Manage Workbook Options and Settings
 - 1.1. Create Worksheets and Workbooks
 - Create a workbook
 - Import data from a delimited text file
 - Add a worksheet to an existing workbook
 - Copy and move a worksheet
 - 1.2. Navigate in Worksheets and Workbooks
 - Search for data within a workbook
 - Navigate to a named cell, range, or workbook element
 - Insert and remove hyperlinks
 - 1.3. Format Worksheets and Workbooks
 - Change worksheet tab color
 - Rename a worksheet
 - Change worksheet order
 - Insert and delete columns or rows
 - Change workbook themes
 - Adjust row height and column width
 - Insert headers and footers
 - 1.4. Customize Options and Views for Worksheets and Workbooks
 - Hide or unhide worksheets
 - Hide or unhide columns and rows
 - Customize the Quick Access toolbar
 - Modify document properties
 - Display formulas
 - 1.5. Configure Worksheets and Workbooks for Distribution
 - Inspect a workbook for hidden properties or personal information
 - Inspect a workbook for accessibility issues
 - Inspect a workbook for compatibility issues





2. Apply Custom Data Formats and Layouts

2.1. Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation

2.2. Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

2.3. Create and Modify Custom Workbook Elements

- Create and modify simple macros
- Insert and configure form controls

3. Create Tables

3.1. Create and Manage Tables

- Create an Excel table from a cell range
- Convert a table to a cell range
- Add or remove table rows and columns

3.2. Manage Table Styles and Options

- Apply styles to tables
- Configure table style options
- Insert total rows

3.3. Filter and Sort a Table

- Filter records
- Sort data by multiple columns
- Change sort order
- Remove duplicate records

4. Perform Operations with Formulas and Functions

4.1. Summarize Data by using Functions

- Insert references
- Perform calculations by using the SUM function
- Perform calculations by using MIN and MAX functions
- Perform calculations by using the COUNT function
- Perform calculations by using the AVERAGE function

4.2. Perform Conditional Operations by using Functions

- Perform logical operations by using the IF function
- Perform logical operations by using the SUMIF function
- Perform logical operations by using the AVERAGEIF function
- Perform statistical operations by using the COUNTIF function

4.3. Format and Modify Text by using Functions

- Format text by using RIGHT, LEFT, and MID functions
- Format text by using UPPER, LOWER, and PROPER functions
- Format text by using the CONCATENATE function



5. Create Charts and Objects

5.1. Create Charts

- Create a new chart
- Add additional data series
- Switch between rows and columns in source data
- Analyze data by using Quick Analysis

5.2. Format Charts

- Resize charts
- Add and modify chart elements
- Apply chart layouts and styles
- Move charts to a chart sheet

5.3. Insert and Format Objects

- Insert text boxes and shapes
- Insert images
- Modify object properties
- Add alternative text to objects for accessibility

6. Manage Workbook Options and Settings

6.1. Manage Workbooks

- Save a workbook as a template
- Enable macros in a workbook
- Display hidden ribbon tabs

6.2. Manage Workbook Review Restrict editing

- Protect a worksheet
- Configure formula calculation options
- Protect workbook structure
- Manage workbook versions
- Encrypt a workbook with a password

7. Apply Custom Data Formats and Layouts

7.1. Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation



7.2. Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules



7.3. Create and Modify Custom Workbook Elements

- Create custom color formats
- Create and modify cell styles
- Create and modify custom themes
- Create and modify simple macros
- Insert and configure form controls

7.4. Prepare a Workbook for Internationalization

- Display data in multiple international formats
- Apply international currency formats
- Manage multiple options for +Body and +Heading fonts

8. Create Advanced Formulas

8.1. Apply Functions in Formulas

- Perform logical operations by using AND, OR, and NOT functions
- Perform logical operations by using nested functions
- Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions

8.2. Look up data by using Functions

- Look up data by using the VLOOKUP function
- Look up data by using the HLOOKUP function

8.3. Apply Advanced Date and Time Functions

- Reference the date and time by using the NOW and TODAY functions
- Serialize numbers by using date and time functions

8.4. Perform Data Analysis and Business Intelligence

- Import, transform, combine, display, and connect to data
- Consolidate data
- Perform what-if analysis by using Goal Seek and Scenario Manager
- Calculate data by using financial functions

8.5. Troubleshoot Formulas

- Trace precedence and dependence
- Monitor cells and formulas by using the Watch Window

8.6. Define Named Ranges and Objects

- Name cells
- Name data ranges
- Name tables
- Manage named ranges and objects

9. Create Advanced Charts and Tables

9.1. Create and Manage PivotTables

- Create PivotTables
- Modify field selections and options
- Create slicers
- Group PivotTable data
- Add calculated fields
- Format data

9.2. Create and Manage Pivot Charts

- Create PivotCharts
- Manipulate options in existing PivotCharts
- Apply styles to PivotCharts
- Drill down into PivotChart details




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BHATKAL-581 320

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science

Administrative Training programme on M.S. Excel
Time Table for the academic year 2022-23

Days	Timings	Room No.
06	03:00pm to 05:00pm	P.G. Computer Lab


Course Coordinator


IQAC Coordinator


Principal
Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL-581 320



PROFILE OF RESOURCE PERSON

Mrs. Shobha Damodar Naik,
W/o. Damodar Naik
Honnavar Taluk. (UK)
At: Kulimane, Po: Idagunji,
E-mail: shobhanaik@gmail.com
Cell No: +91 9663893645

Education Qualification:

- BBA At: Govt. First Grade College Bhatkal
- Diploma in Computer Financial Accounting Course at: Keonics Yuva.Com Bhatkal
- Completed Client Server Programming (CSP) from APTECH Computer Education, Bhatkal.

Computer Skills:

Operating System known	: M.S DOS, M.S Windows, LINUX
Basics of computers	: Computer Fundamentals, M S OFFICE (M S Word, MS Excel, M S PowerPoint, M S Access), Internet & E-mail.
Designing	: PageMaker, Photoshop, Corel-DRAW
Accountings	: Basic of Accounts, Tally
Programming Known	: C, Visual Basic
Kannada Software's	: Nudi, Baraha and shreelipi etc.
Hardware	: System Assembling, Software Installation, Trouble - - Shooting & Networking solutions.

Experience: 7 Years of Working Experience in Teaching

- Presently working at Keonics Yuva.Com, Bhatkal, as a Centre Incharge cum Faculty.

Hobbies:

Playing games like Carom, Chess, Cricket etc., Listening FM & Music, Watching TV, Reading Books, Novels & Computer Designing Work Etc,

ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE, BHATKAL
Administrative Training Programm
Course Name : Crash Course on Microsoft Excel

Sl. No.	Name of faculty	12-12-2022	13-12-2022	14-12-2022	15-12-2022	17-12-2022	18-12-2022
1	Mr. Sayed Qamar						
2	Mr. Mustaq Ahmed						
3	Mr. Jayadeep Sinda						
4	Mr. Vinod Shetty						
5	Mr. Muzammil						
6	Mr. Mohammed Mujaddique Jubbar						
7	Mr. Abdulla Danish						
8	Mr. Durgappa Devadiga						Absent
9	Mr. Mohammed Nabeem						
10	Mr. Mohammad Saleem						

HOD CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & P.G. Centre
Bhatkal

Principal



AHM's

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
DEPARTMENT OF COMPUTER SCIENCE

Name of the Course: Administrative training program on MS excel for non teaching staff

Name of the Department: Computer Science

Number of staff enrolled: 10

IQAC Meeting Date: 21-11-2022

Start Date of the Course: 12-12-2022

End date of the Course: 18-12-2022

In association with KEONICS the department of Computer Science organized 6-days administrative training program on MS excel. For all non teaching staff of our institution and sister institutions from 12-12-2022 to 18-12-2022. The training was held every day from 3pm to 5pm. The non teaching staffs were participated and benefited to use MS excel in their day-to-day work. The program ended with the distribution of certificate to the participants.

Course Outcome:

- The course was conducted to improve the computer skills in non teaching staff.
- The non teaching staff acquires skill of creating work sheets and work books etc.
- They learned effective usage of Microsoft excels in their routine work.


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A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC



This is to certify that Mr/Miss Muzammil of Anjuman A.S.C. college, Bhatkal
with register No. 05 has successfully completed Administrative Training Program
Course on M.S. Excel in Co-ordination with Keonics, Bhatkal, during 12-12-2022 to 18-12-2022.

Shobha

Miss Shobha Damodar Naik
Dept. of Computer Science

S.A. Indikar

Prof. S.A. Indikar
IQAC Co-Ordinator

Mushtaque K. Shaikh

Prof. Mushtaque K. Shaikh
Principal

A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

CERTIFICATE

This is to certify that Mr/Miss Duegappa Devadiga of Anjuman PU college, Bhatkal
with register No. 08 has successfully completed Administrative Training Program
Course on M.S. Excel in Co-ordination with Keonics, Bhatkal, during 12-12-2022 to 18-12-2022.

Shobha

Miss Shobha Damodar Naik
Dept. of Computer Science

S.A. Indikar

Prof. S.A. Indikar
IQAC Co-Ordinator

Mushtaque K. Shaikh

Prof. Mushtaque K. Shaikh
Principal

