



**Dr. D. Y. PATIL EDUCATIONAL FEDERATION**  
**Dr. D. Y. Patil Institute of Management and Entrepreneur Development**  
**Approved by AICTE, Affiliated to SPPU Pune**

Address: - Sr. No. 27/A/1/2C, Near Talegaon Railway Station, Towards HP Service Station, Varale, Talegaon, Pune, Maharashtra 410507. **Website:** dypatilef.com. dypatilimed.com **E- mail-** director.dypimed@dypatilef.com

**Dr. D. Y. Patil**  
Founder Dr. D Y Patil Group

**Dr. Sushant Patil**  
President

**Dr. Priyanka A. Singh**  
Director

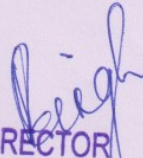
**CRITERION VI**  
**GOVERNANCE**  
**LEADERSHIP & MANAGEMENT**

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

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1.	Summary year wise
2.	List of Teaching staff attended FDP Year wise
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4.	Reports of FDP conducted for Teaching Staff
5.	Reports of FDP conducted for Non- Teaching Staff
6.	Certificates of FDP attended
7.	Annual Report Highlighting the FDP and Training Program



  
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**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty Development Programmes (FDP), professional development /administrative training programs during the last five years**

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number of teaching Faculty Attended FDP	17	14	11	14	6

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number of Non-Teaching Staff Attended Training Program	11	9	5	9	7

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number of Non-Teaching Staff During the Year	19	12	12	9	7



*Priyanka Singh*  
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## Part II Staff Development

## Details of Faculty Members attended FDP (Internal/External)

S. No.	Name of the participant	FDP / professional development / administrative training program	Dates
1	Dr. Rajesh Jha	Building A culture for Long Success	8th to 12th April 2019
2	Prof. Pankaj Shewale	Building A culture for Long Success	8th to 12th April 2019
3	Prof. Ravi Chourasiya	Building A culture for Long Success	8th to 12th April 2019
4	Prof. Ratiaknt Ray	Building A culture for Long Success	8th to 12th April 2019
5	Prof. Sachin Bidave	Building A culture for Long Success	8th to 12th April 2019
6	Prof. Sachin Thool	Building A culture for Long Success	8th to 12th April 2019

## List of Administrative Staff Attended Training program

S. No.	Name of the Staff	Title of Administrative Training	Dates
1	Ms. Sandya Prabhu	Excel for Administrative work	11th to 15th June 2019
2	Ms. Sulochana Wayal	Excel for Administrative work	11th to 15th June 2019
3	Mr. Rahul Deomare	Excel for Administrative work	11th to 15th June 2019
4	Mrs. Deepali Sunil Bhutale	Excel for Administrative work	11th to 15th June 2019
5	Mrs. Gauri Anant Kawathale	Excel for Administrative work	11th to 15th June 2019
6	Mr. Pranav Shinde	Excel for Administrative work	11th to 15th June 2019







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NEAR, SURVEY NO. 130, MUMBAI-BANGALORE HIGHWAY, BHUMKAR CHOWK, WAKAD,  
PUNE, MAHARASHTRA 411057

## CERTIFICATE OF PARTICIPATION



THIS IS TO CERTIFY THAT MR/MRS/MS

FROM Prof. Sachin Thool

DYPIMED Jalgaon Dabliade.

HAS PARTICIPATED AND SUCCESSFULLY COMPLETED 5-DAYS FDP ON  
THE THEME "BUILDING A CULTURE FOR LONG SUCCESS" CONDUCTED  
FROM 8TH APRIL TO 12TH APRIL 2019

THIS CERTIFICATE WAS AWARDED BY:

*Dadur*

COORDINATOR

Co-ordinator-Directo  
IBMR, Pune.

*R...*

DIRECTOR

Director  
IBMR, PUNE-57



*Diagh*

DIRECTOR

DR.D.Y.P.I.M.E.D.

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FROM Prof. Sachin Bidare

DYPTMER Talegaon Dabhade

HAS PARTICIPATED AND SUCCESSFULLY COMPLETED 5-DAYS FDP ON  
THE THEME "BUILDING A CULTURE FOR LONG SUCCESS" CONDUCTED  
FROM 8TH APRIL TO 12TH APRIL 2019

THIS CERTIFICATE WAS AWARDED BY:

*Dadavil*

COORDINATOR

Co-ordinator Director  
I.B.M.R. Pune.



*P. ...*

DIRECTOR

Director  
ICMR, PUNE-57.



*Dr. D. Y. P. I. M. E. D.*

DIRECTOR

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FROM Prof. Ratikant Ray

DYPINDER Talegaon Dabhadre

HAS PARTICIPATED AND SUCCESSFULLY COMPLETED 5-DAYS FDP ON  
THE THEME "BUILDING A CULTURE FOR LONG SUCCESS" CONDUCTED  
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*Dadasaheb*

COORDINATOR  
Co-ordinator Director  
I.B.M.R. Pune



*R...*

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Director  
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FROM Prof. Ravi chounasiya

D.Y.P.I.M.E.D. Jalegaon Dabhadre

HAS PARTICIPATED AND SUCCESSFULLY COMPLETED 5-DAYS FDP ON THE THEME "BUILDING A CULTURE FOR LONG SUCCESS" CONDUCTED FROM 8TH APRIL TO 12TH APRIL 2019

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Co-ordinator Director  
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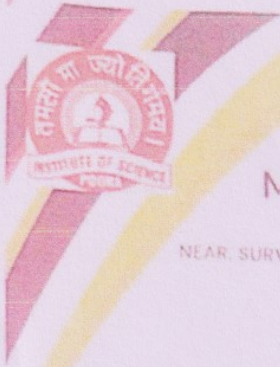
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THIS IS TO CERTIFY THAT MR/MRS/MS

FROM Prof. Pankaj Showale

DR. P. M. D. Jalegaon Dabhande

HAS PARTICIPATED AND SUCCESSFULLY COMPLETED 5-DAYS FDP ON  
THE THEME "BUILDING A CULTURE FOR LONG SUCCESS" CONDUCTED  
FROM 8TH APRIL TO 12TH APRIL 2019

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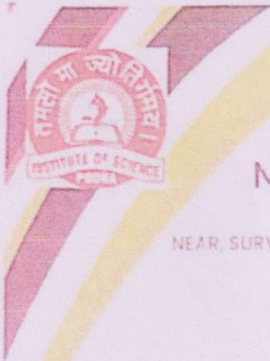
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FROM

*Dr. Rajesh Sha*

*DYPIMERD Talegaon Dabhade*

HAS PARTICIPATED AND SUCCESSFULLY COMPLETED 5-DAYS FDP ON  
THE THEME "BUILDING A CULTURE FOR LONG SUCCESS" CONDUCTED  
FROM 8TH APRIL TO 12TH APRIL 2019

THIS CERTIFICATE WAS AWARDED BY:

*Daduril*

COORDINATOR  
Co-ordinator Director  
I.B.M.R. Pune.

*R. Sha*

DIRECTOR  
Director  
I.B.M.R. PUNE-67



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*Schedule of Administrative Training Program*

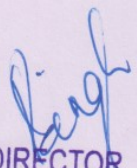
*Excel for Administrative Work*

Sr. No	Content	Day
1	Basic Excel Proficiency	11th June
2	Data Organization and Management	12th June
3	Advanced Formulas and Functions	13th June
4	Data Analysis and Visualization	14th June
5	Data Security and Collaboration	15th June

**List of Administrative Staff attended Training:**

Sr. No	Name of the Staff
1	Ms. Sandya Prabhu
2	Ms. Sulochana Wayal
3	Mr. Rahul Deomare
4	Mrs. Deepali Sunil Bhutale
5	Mrs. Gauri Anant Kawathale
6	Mr. Pranav Shinde
7	Mrs. Seema Joshi



  
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*Report of Administrative Training Program*

# *Excel for Administrative Work*

*Date: 11th to 15th June 2019*

*Resource Person: Dr. Sheena Abraham*

**Introduction:**

In the dynamic landscape of administrative work, proficiency in Microsoft Excel is a crucial skill. Recognizing this, the training program was designed to empower administrative professionals with the knowledge and expertise needed to leverage Excel for various tasks, ranging from data management to complex analysis.

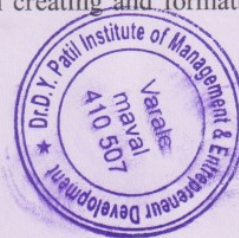
**Objective:**

The primary objective of the administrative training program was to equip administrative professionals with advanced Excel skills to enhance efficiency, accuracy, and productivity in their daily tasks. The training aimed to provide a comprehensive understanding of Excel functions and features specifically tailored to administrative responsibilities.

**Highlights:**

**Basic Excel Proficiency:**

- Objective: Ensure participants have a solid foundation in basic Excel functions.
- Participants received hands-on training in creating and formatting spreadsheets, entering data, and using basic formulas.



*Signature*  
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**Data Organization and Management:**

- Objective: Improve participants' ability to efficiently organize and manage data.
- Training sessions focused on sorting and filtering data, using tables, and implementing data validation techniques.

**Advanced Formulas and Functions:**

- Objective: Enhance participants' proficiency in using advanced Excel formulas and functions.
- In-depth training covered functions such as VLOOKUP, HLOOKUP, INDEX-MATCH, and complex nested formulas.

**Data Analysis and Visualization:**

- Objective: Enable participants to perform data analysis and create meaningful visualizations.
- Training included pivot tables, charts, and advanced data visualization techniques to aid decision-making.

**Data Security and Collaboration:**

- Objective: Educate participants on ensuring data security and facilitating collaborative work.
- Sessions covered password protection, data encryption, and collaborative features like sharing and tracking changes.

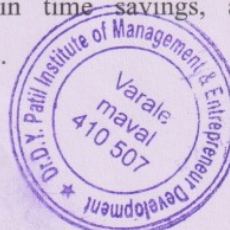
**Outcomes:**

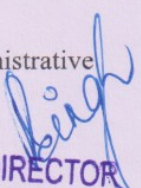
**Improved Data Accuracy:**

- Participants reported a significant improvement in data accuracy, attributed to enhanced data management skills.

**Increased Efficiency:**

- Automation and macro usage resulted in time savings, allowing administrative professionals to focus on more strategic tasks.



  
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**Enhanced Decision-Making:**

- Advanced data analysis skills empowered participants to derive actionable insights from data, contributing to more informed decision-making.

**Streamlined Processes:**

- The ability to handle large datasets and use advanced functions streamlined administrative processes, reducing manual effort and potential errors.

**Challenges and Solutions:**

- Identified challenges included resistance to change and concerns about the learning curve.
- Strategies for overcoming resistance involved providing ongoing support, resources, and demonstrating the immediate benefits of applying learned Excel skills in daily tasks.

**Conclusion:**

The Excel for Administrative Work training program successfully achieved its objective of equipping administrative professionals with advanced Excel skills. The outcomes, including improved data accuracy, increased efficiency, and enhanced decision-making, highlighted the practical applicability of the training.

In conclusion, the program not only addressed the immediate needs of administrative professionals but also positioned them to adapt to the evolving demands of their roles. The newfound Excel proficiency is expected to contribute positively to the efficiency and effectiveness of administrative functions within the organization. The commitment of the participants to ongoing skill development indicates a positive trajectory for continued success in administrative roles.

**Coordinator**



**Director**

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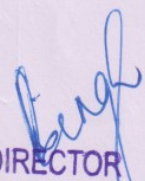


**EXCEL FOR  
ADMINISTRATION**

**ADMINISTRATIVE TRAINING PROGRAM**

**11TH TO 15TH JUNE 2019**



  
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**Development**



**Certificate of Participation**

This certificate is awarded to

*mrs. Subochara wayal.*

For attending a Faculty Development Program on  
**Excel for Administrative work**  
Organized by **DYPIMED** dated 11-15 JUNE 2019

*[Signature]*  
**Coordinator**



*[Signature]*  
**DIRECTOR**  
**DR.D.Y.P.I.M.E.D.**

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