



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

(Approved by AICTE, DTE & Affiliated to University of Mumbai)
(NAAC Accredited)

Staff Development Programme

On

“SOFTWARE PROGRAMS”

From 9/02/2022 to 11/02/2022

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About AIMS

At Atharva, we believe in creating value through continuous effort to build up future managers. AIMS started with merely 25 students in 2003, which is now ranging to a strength of 300 students per year under our flagship programs affiliated to University of Mumbai viz. Masters in Management Studies(MMS) and three years MMS Program for working executives in Finance, Marketing & HR. AIMS has set quite a few benchmarks in the industry and across the nation by introducing the corporate concept of Mentor-Mentee Program, Stock Market Simulation Program, IT Awareness Programme 'IT Talks', E-Cell, Leadership Talks, Alumni Speaks, Expert Talks, International Research Conferences and Live Projects with reputed brands.

About SDP

The teaching staff members focus on delivering educational content and instruction; non-teaching staff members provide essential support services that are vital for the overall operation and effectiveness of the organization. The staff development program is conducted to foster the growth, learning, and professional development of employees within the organization. It plays a crucial role in enhancing individual skills, improving job performance, and supporting the overall success of the organization. Following are the key objectives of the present staff development program.

Objectives

- To enhance the skills and knowledge of employees in specific job-related skills and technical expertise.
- To Increase employee productivity and performance by providing them with the necessary tools, resources, and knowledge to excel in their roles.

- To Nurture a learning culture by promoting continuous learning and professional development, and create an environment where employees are encouraged to acquire latest know-how and skills, share insights and best practices, and collaborate with their colleagues.
- To bring adoptability to changing educational sector trends that can help institute stay competitive by ensuring that staff is equipped with the latest knowledge and skills. This objective involves keeping employees updated on emerging trends, technologies, and best practices relevant to their roles.

DESCRIPTION

The Non-teaching Staff Members of Atharva Institute of Management Studies attended a 3 day workshop on MS Excel, industry leading spreadsheet software program, from February 9th, 2022. This workshop was conducted by Prof. Priyanka Kumari, HOD-IT.

The workshop started with a brief introduction to the significance of Excel in our day-to day life and how it can make our data handling and analysis better. The hands-on were provided on various advanced topics like Data Validation, Pivot, Conditional Formatting, Lookup etc.

The workshop was highly praised for its interactive nature and practical learning. Around 15 staff members from AIMS and ASB gained deep insights and know-how of the Excel tool.

ATTENDEES:

Staff members of Admin Department, Library and IT lab assistants attended this SDP

PRAKASH BHATKAR	EXAM CLARK
PRATHAMESH RAMESH THAKUR	ADMIN ASST.
PRIYANKA GOSAVI	ASST. LIBRARIAN
NEETA DESHPANDE	ADMIN ASST.
SACHIN BIDWE	LAB ASST.
SONI JAY SINGH	TRAINING & PLACEMENT EXE.
POOJA KSHATRIYA	ADMINISTRATIVE OFFICER
SUHAG GURAV	ADMIN ASST.
KISHORI KALE	ACCOUNTANT

Picture Gallery











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CERTIFICATE OF COMPLETION

This is to certify that

Mr. / Ms. PRASHANT MATAI

Advanced MS Excel course

conducted during the month of February, 2022 by Atharva School of Business
with B grade (65 %)



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CERTIFICATE OF COMPLETION

This is to certify that

Mr. / Ms. HIMALI KOLI

Advanced MS Excel course

conducted during the month of February, 2022 by Atharva School of Business
with O grade (90 %)



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CERTIFICATE OF COMPLETION

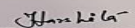
This is to certify that

Mr. / Ms. INDIRA VANJARE

Advanced MS Excel course

conducted during the month of February, 2022 by Atharva School of Business
with O grade (85 %)


Prof. Priyanka Kumari
Program Coordinator


Dr. Harshita Kumar
Director