Shiv Chhatrapati Shikshan Sanstha's

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

Department of Computer Science

A) A Summary Report of the Activity

1) Title of the Programme:	"Training Program for Female Faculty" on the occasion of International Women's Day 2023 Theme: "DigitAll: Innovation and Technology for Gender Equality"
2) Name of Organizing Department/Unit:	Department of Computer Science and Internal Complaint Committee
3) Name of the Coordinator(s)/ Convener(s)/ Organizer(s) of the Program:	Dr. Renuka Londhe Head, Department of Computer Science Dr. K. G. Maske ICC, Presiding Officer
4) Date(s) of the Programme:	03rd March 2023 to 10th March 2023 Time: 5:30PM to 6:30PM
5) Venue/Mode:	Department of Computer Science
6) Target Group:	Female Faculties from Science, Commerce and Arts

7) Number of participants: 11		Male	Female	Total
A separate list with signatures be maintained in the department/Unit)	Teaching Staff	00	11	11
	Non-Teaching Staff	00	00	00
	Students	00	00	00

8) Name(s) and details of Resource Person(s), if any:	Ms. Dhanshri Sharma Ms. Pooja Laturiya Ms. Sunita Jadhav Ms. Humera Maniyar (Asst. Professor, RSM, Latur)
9) Total Expenditure for the Programme:	Nil
10) Source of Funding:	Nil

B) Report

i. Title

"Training Program for Female Faculty" on the occasion of International Women's Day 2023

Theme: "DigitAll: Innovation and Technology for Gender Equality"

ii. Introduction

International Women's Day is an annual event where people across the globe celebrate women's achievements, raise awareness about gender discrimination and take action to drive gender equality. The theme for IWD23, is 'DigitALL: Innovation and technology for gender equality'. Taking into account the theme of IWD23, department of computer science and Internal Complaint Committee (ICC) of our college jointly organized "Training Program for Female Faculty" on ICT based Hands-on Training. Training was conducted in the Department of Computer Science and 11 participants were attended it.

iii. Objectives of the Training Program:

- To promote creativity through Information and Communication Technology.
- To do effective use of MS -word, Power Point and Excel applications
- To encourage to educational resources using computers.
- To do effective use of Google drives to store and access their data.

iv. Details of Participants: 11 Female Faculties of Science, Commerce and Arts participated in the Training Program.

v. Brief Summary of Event:

- Seven Days Training Programme for Female Faculties is arranged on the occasion of International Women's Day 2023 with the theme of "DigitAll: Innovation and Technology for Gender Equality"

- **Day 1 & 2:** On the first two days Ms. Dhanshri Sharma & Ms. Pooja Laturiya taught how to create suitable and attractive documentation in MS- Word. Also gave the practical implementation on various formatting tools, mail merge etc.

- **Day 3 & 4:** How to create power point presentations with animation using Power Point was taught by Ms. Humera Maniyar on 3rd Day. On the 4th day practical implementation on Power Point Screen: Screen Layout and Views, Presentation was given by Ms. Sunita Jadhav.

- **Day 5 & 6:** Fifth and Sixth days were utilized to cover MS-Excel application. How to create a graph, Marksheet, Timetable etc. were taught by Ms. Pooja and Dhanshri. Also, they demonstrated all the shortcut keys used in MS-Excel.

- **Day 7:** On this day operating of all the Google Applications such as Google Docs, Google Sheets, Google Drive etc. were taught by the Ms. Dhanshri Sharma. and Ms. Pooja Laturiya taught creation of Google Forms.

- After completion of Training program i.e. on 11th March 2023 Examination was Conducted for all the participants.

vi. Conclusion, with Feedback on the Programme

- All the faculties became more aware by understanding the use of MS Word for Documentation, MS Power Point for Preparing Presentation and MS Excel for Visualizing the data in the form of graphs and charts.

- This Program helped them to do preparation for the teaching in creative way.

- Digitization in Women leads to creativity, develops critical thinking and enhance their performance at the workplace.

vii. Any Appendix if necessary: Attendance sheet is attached

Date: 15.03.2023

HoD
Head
Dept. of Computer Science
Rajarshi Shahu Mahavidyalaya, Latur

Presiding Officer, ICC

Principal
PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

C) Photographs:

Ms. Laturiya Pooja explaining the creation of Mark sheet using MS-Excel	Faculties from Science, Commerce and Arts attending the training program
Ms. Jadhav Sunita teaching layouts of Power Point Presentation	Ms. Maniyar Humera presenting Animation using Power Point Presentation

Ms. Jadhav Sunita describing the formatting texts

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Day	Date	Name of the Trainer	Topic
1	03/03/2023	Ms. D. V. Sharma Ms. Pooja Laturiya	**MS Word:** Word Menus, Tool bar **Assignment 1**
2	04/03/2023	Ms. D. V. Sharma Ms. Pooja Laturiya	Formatting a Document, Tables, Mail Merge, **Assignment 2**
3	06/03/2023	Ms S. M. Jadhav Ms. H. F. Maniyar	**MS Power Point:** Creating slide show with animations **Assignment 3**
4	07/03/2023	Ms S. M. Jadhav Ms. H. F. Maniyar	Power point screen: screen layout and Views, Presentation **Assignment 4**
5	08/03/2023	Ms. Pooja Laturiya Ms. D. V. Sharma	**MS Excel:** Worksheet basics, Toolbars and Menus **Assignment 5**
6	09/03/2023	Ms. P. S. Laturiya Ms. D. V. Sharma	Keyboard shortcuts, working with formula & cell referencing **Assignment 6**
7	10/03/2023	Ms. D. V. Sharma Ms. Pooja Laturiya	**Google APPs:** Google Docs, Google Sheets, Google Forms, Google Drive **Assignment 7**
8	11/03/2023	Examination	

Time: 05:30 PM to 06:30 PM

Venue: B.Voc. LAB (Computer Science Department)

Head of the Department

(Computer Science)

Head
Dept. of Computer Science
Rajarshi Shahu Mahavidyalaya, Latur

ICC Presiding Officer

Principal
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Attendance Sheet

Sr. No.	Name of The Participant	Day-1 03/03/2023	Day-2 04/03/2023	Day-3 06/03/2023	Day-4 07/03/2023	Day-5 08/03/2023	Day-6 09/03/2023	Day-7 10/03/2023	Day-8 11/03/2023
1	Ms. Dhanshri Jagtap	*sign*	*sign*	*sign*	—	*sign*	*sign*	—	*sign*
2	Sayali Samudre	*sign*	*sign*	—	*sign*	*sign*	*sign*	*sign*	*sign*
3	Ms. P.S. Masbe Patil	*sign*	*sign*	*sign*	*sign*	—	—	*sign*	—
4	Miss. P.V. kumbhar	*sign*	*sign*	*sign*	—	*sign*	*sign*	—	*sign*
5	Mrs. V.V Gurav (Muljc)	*sign*	*sign*	*sign*	*sign*	*sign*	—	—	*sign*
6	Miss. S.N. Bagwan	*sign*	—	*sign*	*sign*	—	*sign*	*sign*	*sign*
7	Miss. J.M. Shaikh	*sign*	*sign*	—	*sign*	*sign*	—	*sign*	*sign*
8	Miss. A.S. Jagtap	*sign*	*sign*	*sign*	*sign*	*sign*	—	*sign*	*sign*
9	Miss. K.S. Chaikwad	*sign*	—	*sign*	—	*sign*	*sign*	*sign*	*sign*
10	Miss S.S. Kale	*sign*	*sign*	—	*sign*	*sign*	—	*sign*	*sign*
11	Miss. P.D. Kulkarni	*sign*	—	*sign*	—	*sign*	*sign*	*sign*	*sign*

Head of Dept. Computer Science

ICC Presiding officer

Principal

Head
Dept. of Computer Science
Rajarshi Shahu Mahavidyalaya, Latur

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