Shobana Vasudevan
Digitally signed by Shobana Vasudevan
Date: 2024.04.01 15:46:09 +05'30'

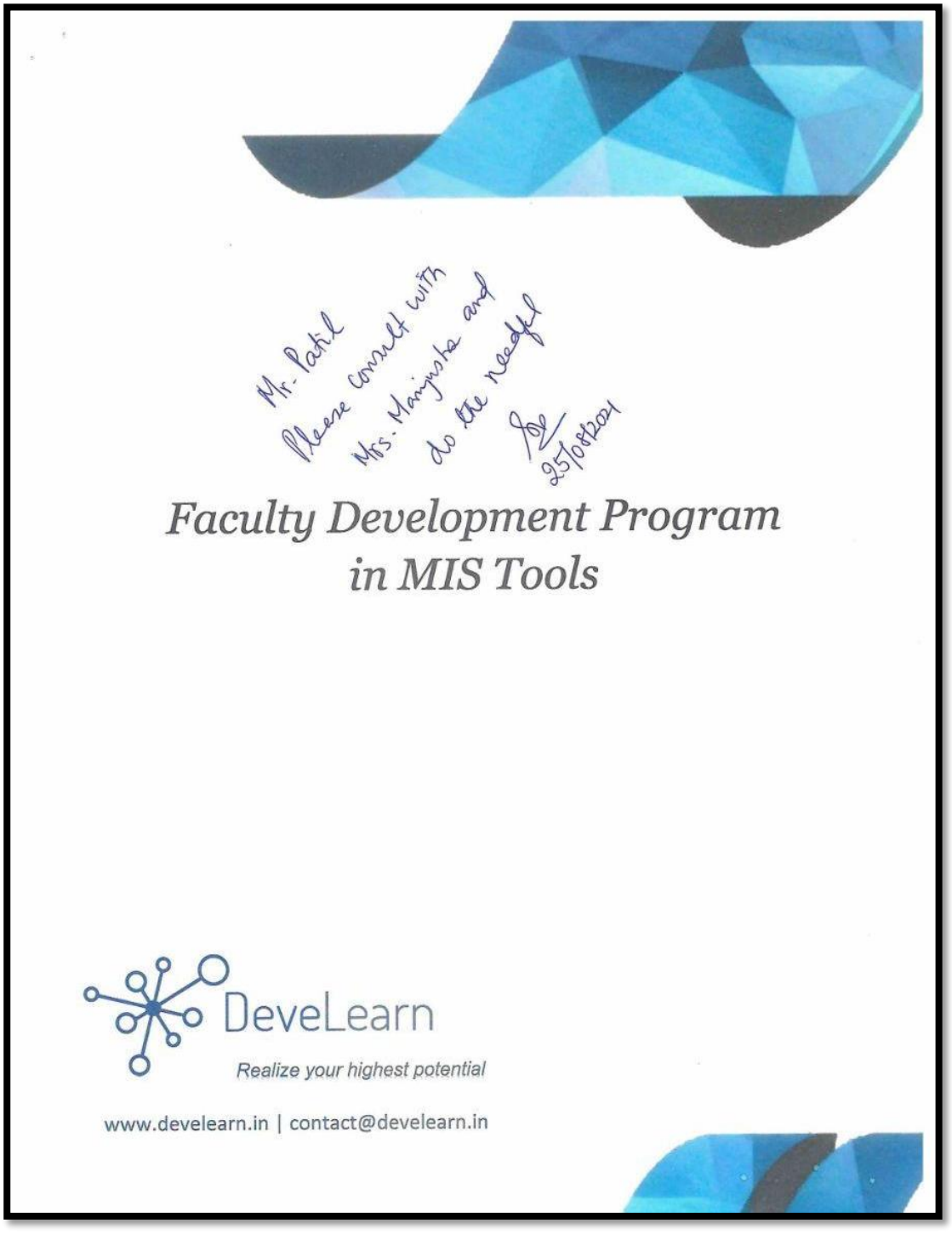
शिक्षण प्रसारक मंडळी, पुणे
R. A. Podar College of Commerce & Economics
AUTONOMOUS
Matunga, Mumbai - 400 019
An 'A+' Institution as Accredited by NAAC
Certified as 'Best College' by University of Mumbai
Tel.: 2414 3178 • Fax: 2414 1964 • E-mail: info@rapodar.ac.in
Website : www.rapodar.ac.in

6.5.3 IQAC Collaborative Initiatives (2021-22)

Sr No	Name of the Event	Date	Collaborative Agency
1	FDP - Orientation Kick-off MS Office and Internet Productivity tools	28th January to 5th February, 2022	R. A Podar College of Commerce and Economics- RUSA 2.0 in collaboration with Develearn
2	TED TALKS	6th February, 2022	TED
3	Yoga day	21st June, 2022	S.P.Mandali Pune
4	Bhoomiputri - Future of work	17th August, 2021	Women Development Cell x Kadamba Foundation
5	Need and importance of Health Insurance	17th September, 2021	Bunts Sangha's Anna Leela College
6	Service Marketing	17th September, 2021	Guru Nanak Khalsa College of Arts, Science & Commerce (Autonomous, Bunts Sangha's Anna Leela College & Lala Lajpat Rai College of Commerce
7	Information Technology in Business Management I	18th September, 2021	Bunts Sangha's Anna Leela College
8	E-Commerce and Digital Marketing	18th September, 2021	Guru Nanak Khalsa College of Arts, Science & Commerce (Autonomous, & Bunts Sangha's Anna Leela College
9	Business Planning and Entrepreneurial Management	20th September, 2021	Lala Lajpat Rai College, Bunts Sangha Anna Leela College, Guru Nanak Khalsa College Commerce
10	E-Commerce and Digital Marketing	21st September, 2021	Bunts Sangha's Anna Leela College & Guru Nanak Khalsa College of Arts, Science & Commerce (Autonomous
11	International Admission Tips	21st September, 2021	Lala Lajpat Rai College

12	Environmental Management: The Entrepreneurial Route	23rd September, 2021	Bunts Sangha's Anna Leela College & Guru Nanak Khalsa College of Arts, Science & Commerce (Autonomous
13	Equity and Debt Markets, Commodities and Derivatives Markets	24th September, 2021	Lala Lajpat Rai College, Guru Nanak Khalsa College Commerce
14	Understanding the functioning of Capital Markets	24th September, 2021	Lala Lajpat Rai College, Guru Nanak Khalsa College Commerce
15	Consumer Behaviour, Recruitment and Selection, Sales and Distribution Management	25th September, 2021	Bunts Sangha's Anna Leela College

Brochure for FDP - Orientation Kick-off MS Office and Internet Productivity tools as on 28th January- 5th February, 2022 by with R. A Podar College of Commerce and Economics- RUSA 2.0 in collaboration with Develearn



DeveLearr

Introduction to Develearn

Develearn is an education and career development organization established by a team of academics & industry professionals with the vision of providing high-quality & tailored education in *IT and advanced Computer Science*. **Mentored by IIT-ians and PhD scholars**, our teaching curriculum is constantly kept up to date with the fast-paced advances in *Data Science and Artificial Intelligence*. Our biggest goal is to bring advanced education to the masses and prepare every student entering the workforce with the industry-relevant skills to give them a competitive edge against global talent.

We specialize in training students and faculty of engineering institutions in upcoming technologies from the ground up. Our approach goes simply beyond the online education model by augmenting it with live mentoring throughout the process. Each concept is built upon by **live classes** in which the students learn via **hands-on coding**. The students can personally get their doubts cleared by the mentor and their peers through our online platform. Finally, we make **all our courseware available** to them so that they can brush up their skills anytime in the future.

The technologies that will power the products of the future, are themselves powered by the minds of the next generation. We at Develearn aim to be a platform to guide our students to realize their highest potential and stay ahead of the curve.

About the FDP:

We are well within the information age and *Computer literacy* is now an essential skill to meet any employability standards for all but blue-collar jobs. Our elder generation workforce which did not graduate in the same technological climate as today, cannot be expected to be as adept to using programs that teenagers consider *Common Sense*. This sense is in fact, not common and a formal re-skilling of personnel will empower them to confidently use and exploit all the tools at their disposal for their jobs. This upgradation starts from the core of all Office Tasks in any organisation, Data & Document creation/analysis/management. This brings us to the package course on Management Information Systems (MIS) that Develearn has optimized for office administration tasks. Further, for the expedited learning of Faculty members who are already using these products to some extent, our program is made to demonstrate the uncommon & useful techniques which are never formally taught in any schooling institution that will help them make the best use of their tools and minimize time spent on administrative tasks.

Note: Throughout the course, faculty are required to have their own laptops/personal computers with a stable internet connection. If the college can provide access to their computer lab, arrangements on conduct session on campus can also be arranged. All content & teaching material shall be provided by Develearn.

DeveLearr

Course Outcomes:

By the end of this program, teachers will get a firm hold on the fundamental tools & tricks that will help them raise their daily productivity through practical hands-on examples and practice. You will also be able to start with Django web framework and Flask framework to develop web sites and web services.

A program with 16 hours of live learning will build up on the following:

1) MS Word: Formatting, View Control, Professional Document Creation
2) MS Excel: Data Management, Formulae & Mathematics, Basic Data Analysis
3) Advanced Excel: Introduction to VBA & Excel Macros
4) MS PowerPoint: Creating beautiful Presentations & effective templates/tools & tricks
5) Internet Productivity Tools: Learn all the various Google Tools that help ease the burden of manual labour on the faculty on a daily basis.

Target audience:

Faculties of all backgrounds regardless of stream or subject will find these tools useful in their day-to-day activities and benefit from the rise in productivity as a result of the same.

Program Curriculum:

Duration: 16 Hours of live sessions covered over **8 Days.**

Session/Subject	Objective	Content

Day - 1: MS Word (1/2)	How to open create write and format documents	• Home Tab
		  • Clipboard & Editing
		  • Fonts, Paragraph
		• Insert Tab
		  • Pages & Tables
		  • Illustrations & Links
		  • Comments
		  • Headers & Footers
		  • Text & Symbols
		• Design Tab
		  • Page Background
		• Page Layout Tab
		  • Page Setup
		  • Paragraph
		  • Arrange

Day - 2: MS Word (2/2)	Learn Mail merge, different views to view a page, spell	• References Tab • Table of Contents

		• Mailings Tab
		  • Create and start mail merge
		  • Write & Insert Fields
		  • Preview Results
		• Review
		  • Proofing & Speech
		  • Accessibility & Language
		  • Comments
		  • Tracking Changes
		• View
		  • Views
		  • Show & Zoom

Day - 3: MS Excel (1/3)	Create navigate and format worksheets	• Home Tab
		  • Clipboard & Fonts
		  • Alignment
		  • Numbers & Styles
		  • Cell & Cell editing
		• Insert Tab
		  • Tables & Charts
		  • Sparklines
		  • Filters, Links, Comments
		• Page Layout Tab
		  • Page setup
		  • Scale to Fit
		  • Sheet Options
		  • Arrange

Day - 4: MS Excel (2/3)	Utilize Cell ranges and references in formulas and functions	• Formulas Tab
		  • Text
		  • Date time
		  • Math, Trig & Logical
		• View Tab
		  • Workbook Views
		  • Show & Zoom
		  • Windows
		  • Basic Macros

Day - 5: MS Excel (3/3)	Data Analysis in MS Excel	• Data Validation Tab
		  • Data Tools
		  • Forecast & Outline
		• Review Tab
		  • Proofing
		  • Accessibility & Insights
		  • Language & Comments

Day - 6: MS PowerPoint (1/2)	How to create presentation and design and arrange slides	• Home Tab
		  • Slides
		  • Font
		• Insert Tab
		  • Slides & Tables
		  • Images & Illustrations
		  • Media
		• Design Tab
		  • Themes
		  • Variants
		  • Customize
		• Transition Tab

Day - 7: MS PowerPoint (2/2)	How to add animation and set slide show	• Animation Tab
		• Slide Show
		  • Start Slide Show
		  • Set Up
		• Review
		• View
		  • Presentation Views
		  • Master Views
		  • Show & Zoom
		  • Color/grayscale
		  • Window

Day - 8: Internet Productivity Tools	Information about mail and other Google tools	• Internet
		  • Gmail
		  • Drive
		  • Calendar
		  • Photos
		  • Docs, Sheets and PPT
		  • Google Contacts
		  • Google Forms
		  • Google Hangout

Final Test	**Final Assessment**	**Final Examination**

EVALUATION:

1) A small written exam shall be conducted online to test the understanding of the participants at the end of the program. This is entirely optional and can be conducted only upon the discretion of the college.

DeveLearr

Course Conduction

Teaching Methodology

- The program is typically conducted online where each attendee shall get access to their very own online dashboard once they are registered. However, Offline instruction can also be arranged on Campus grounds given adequate computer and teaching infrastructure is arranged.
- Develearn shall conduct live teaching sessions including instruction of theory and live hands-on practice through streaming apps included in the online dashboard.

Program Logistics

- Total teaching time: **16 hours**
- Number of live sessions: **8**
- Spacing between sessions can be adjusted for to run from **8 Days** to as long as **16 Days**.
- Breakdown of a live session: **Total time 2 hours**
  - Scheduled topic instruction: **60%**
  - Live programming/practice time: **40%**
  - Doubt solving & assignments: **10%**
- The expected size of registrations for the course shall be 40 - 50 Faculty.

Payment Terms

- The joint cost for this course is evaluated at **Rs. 2,000/- (+ GST) per faculty**.
- The payment can be completed in full upon completion of the 8 Days of the program. Develearn shall submit Digital and Physical invoices for the same in accordance with procedures.
  - Certificates shall be delivered to the Faculty upon successful completion of the Program.

Contact us:

Dr. Sanjay Kadam (founder & Director)

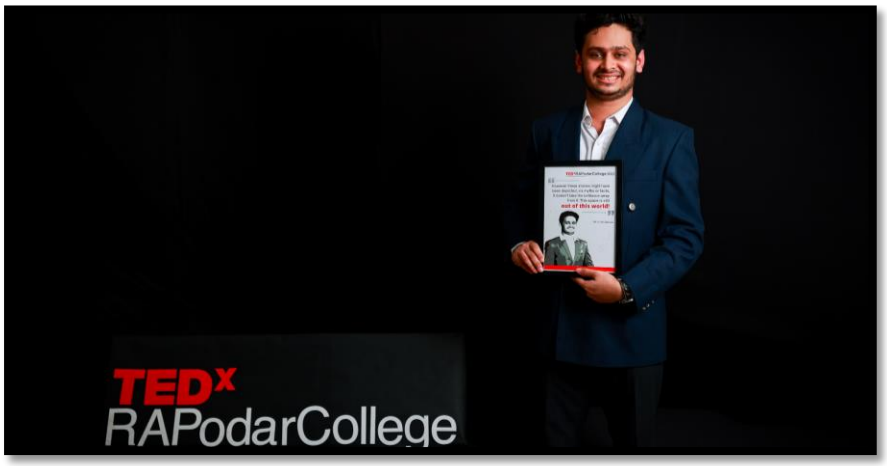
Tel: +91 – 99 – 6711 – 8298

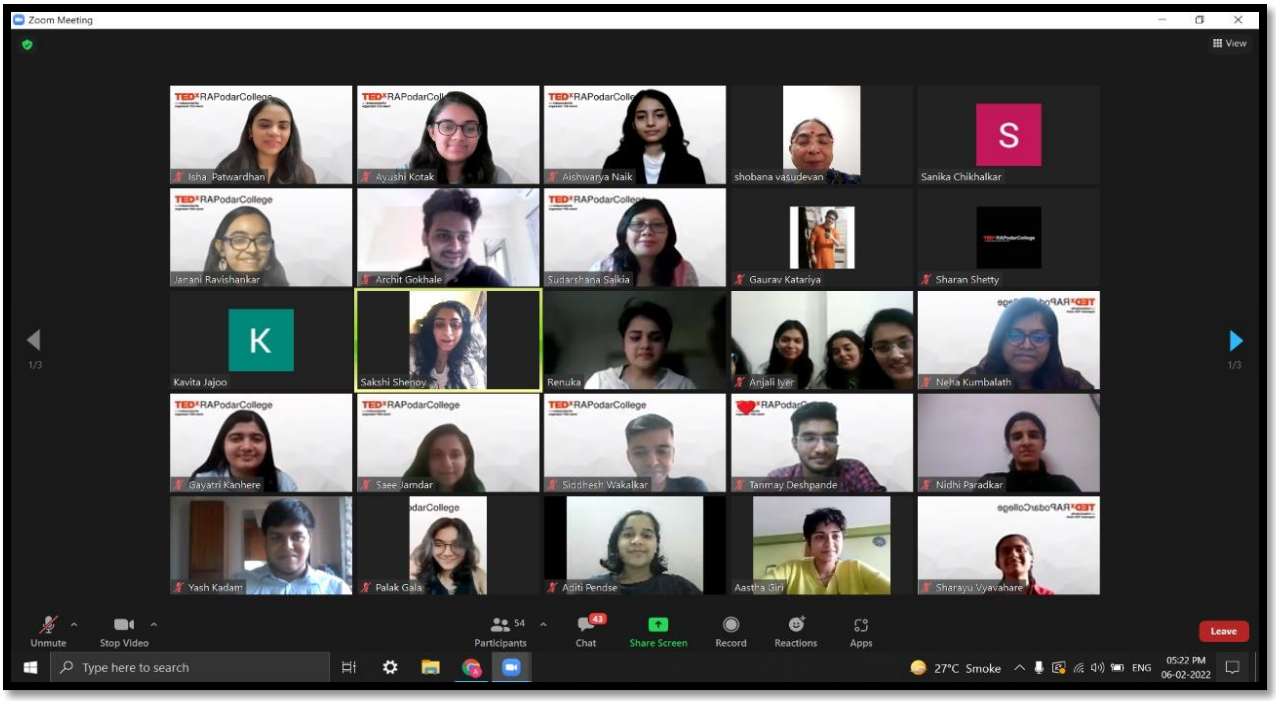
Toll free: 1800 – 210 – 2989

Email: contact@develearn.in Web: develearn.in

R. A. Podar College
of Commerce &
Economics (Autonomous)
under RUSA 2.0 is organising
Faculty Development
Program in MS Office
Suite & Productivity Tools
A 10 day Workshop on practical
skills to enhance your efficiency
and get more done.
Date: 27/01/2022
Time: 4 pm - 5 pm
Platform: Google Meet
Link: meet.google.com/ica-rvcv-vrv
DeveLearn
For more details:
Develearn
Hotline: 93210 72677
1800 210 2989
Email: contact@develearn.in

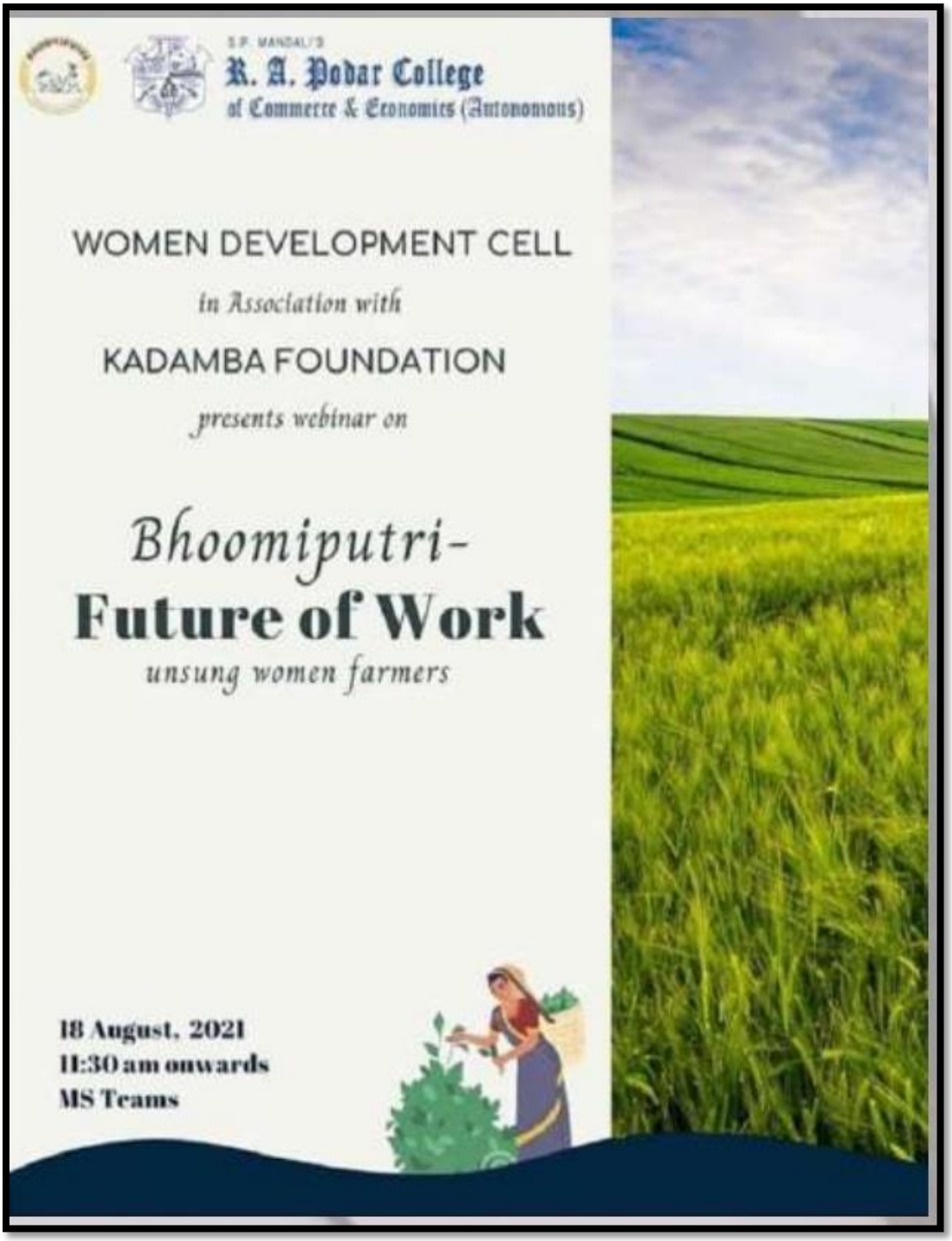
TED in collaboration with R.A. Podar College of Commerce & Economics (Autonomous) as on 6th February, 2022



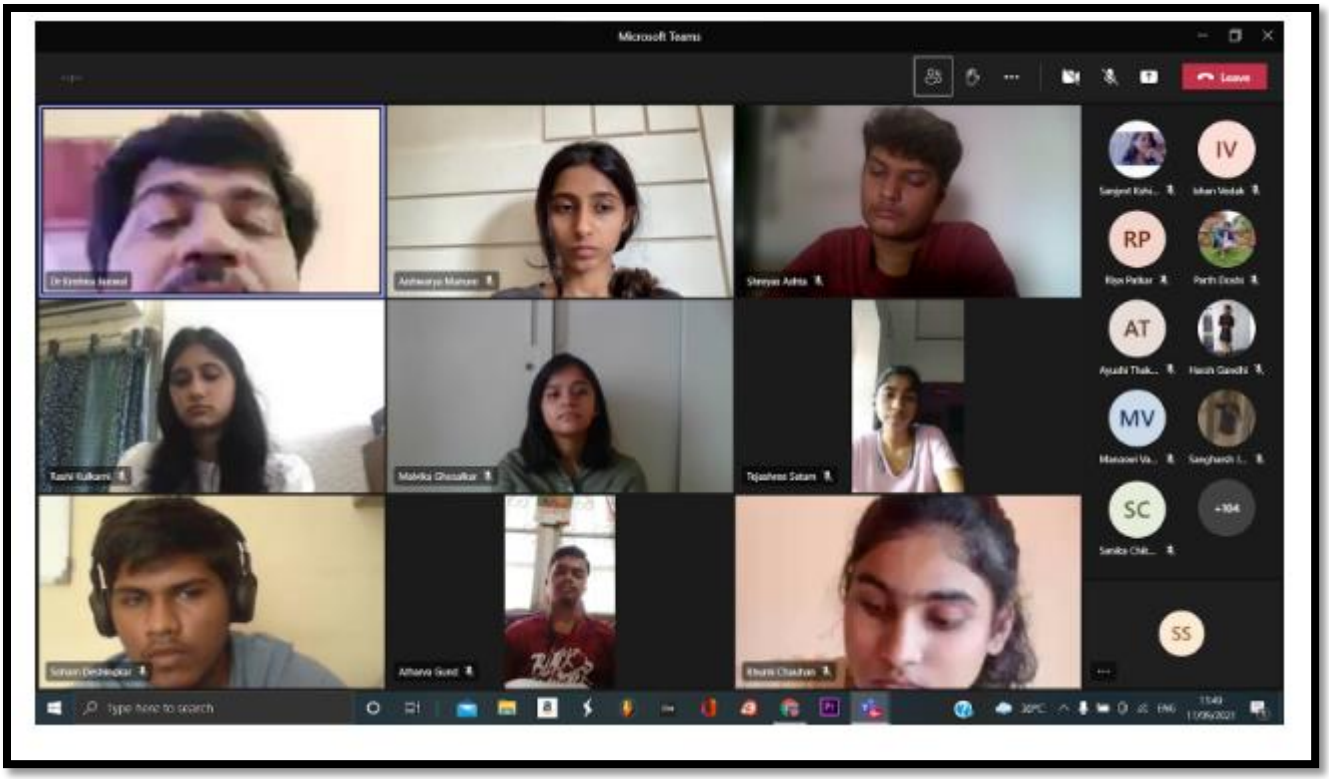

Zoom Meeting
View
Isha Patwardhan
Ayushi Kotak
Aishwarya Naik
shobana vasudevan
Sanika Chikhalkar
Janani Ravishankar
Archit Gokhale
Sudarshana Saikia
Gaurav Katariya
Sharan Shetty
Kavita Jajoo
Sakshi Shenoy
Renuka
Anjali Iyer
Neha Kumbalath
Gayatri Kanhere
Saee Jamdar
Siddhesh Wakalkar
Tanmay Deshpande
Nidhi Paradkar
Yash Kadam
Palak Gala
Aditi Pendse
Aastha Giri
Sharayu Vyavahare
Unmute
Stop Video
Participants
Chat
Share Screen
Record
Reactions
Apps
Leave
Type here to search
27°C Smoke
ENG
05:22 PM
06-02-2022

Yoga day as on 21st June, 2022

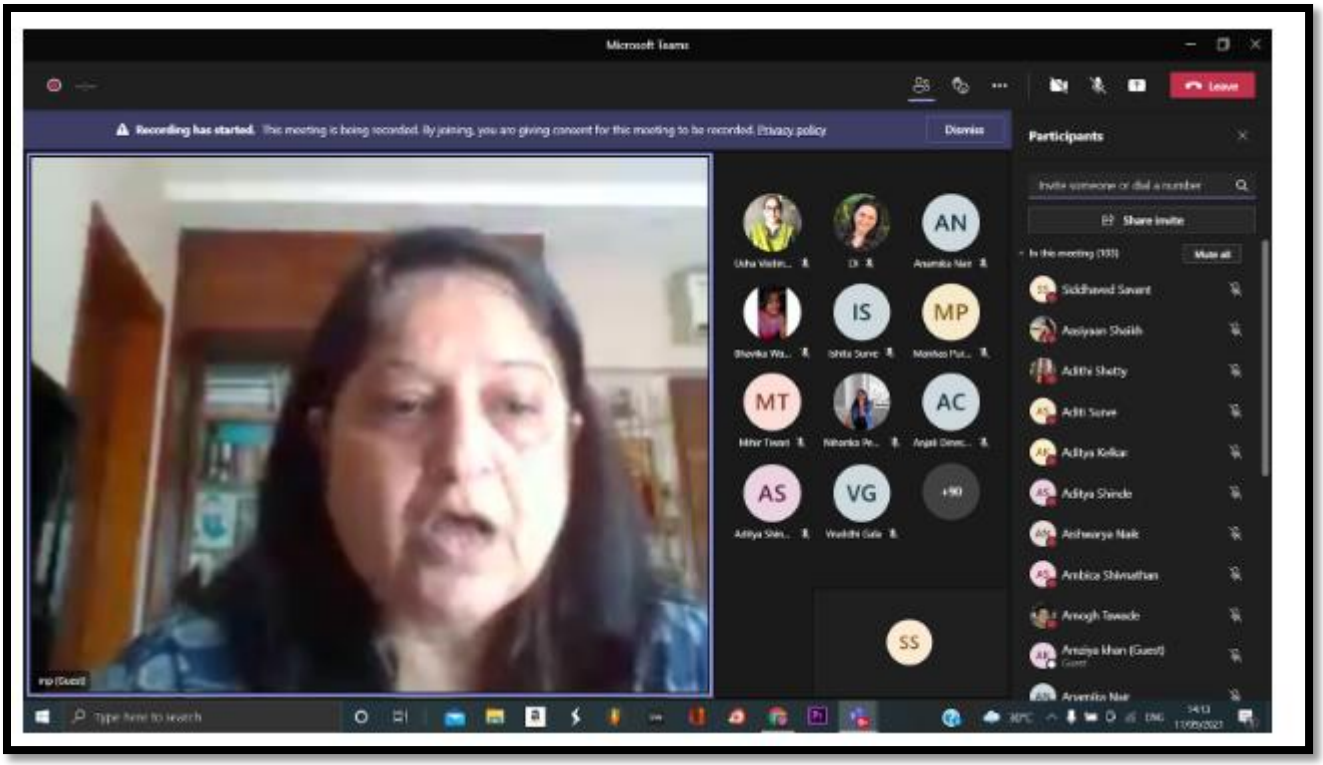
Bhoomiputri - Future of work with Women Development Cell x Kadamba Foundation as on 18th August, 2021



Need and Importance of Health Insurance with Bunts Sangha's Anna Leela College as on 17th September, 2021


Microsoft Teams
Leave
IV
RP
AT
MV
SC
+104
SS
type here to search

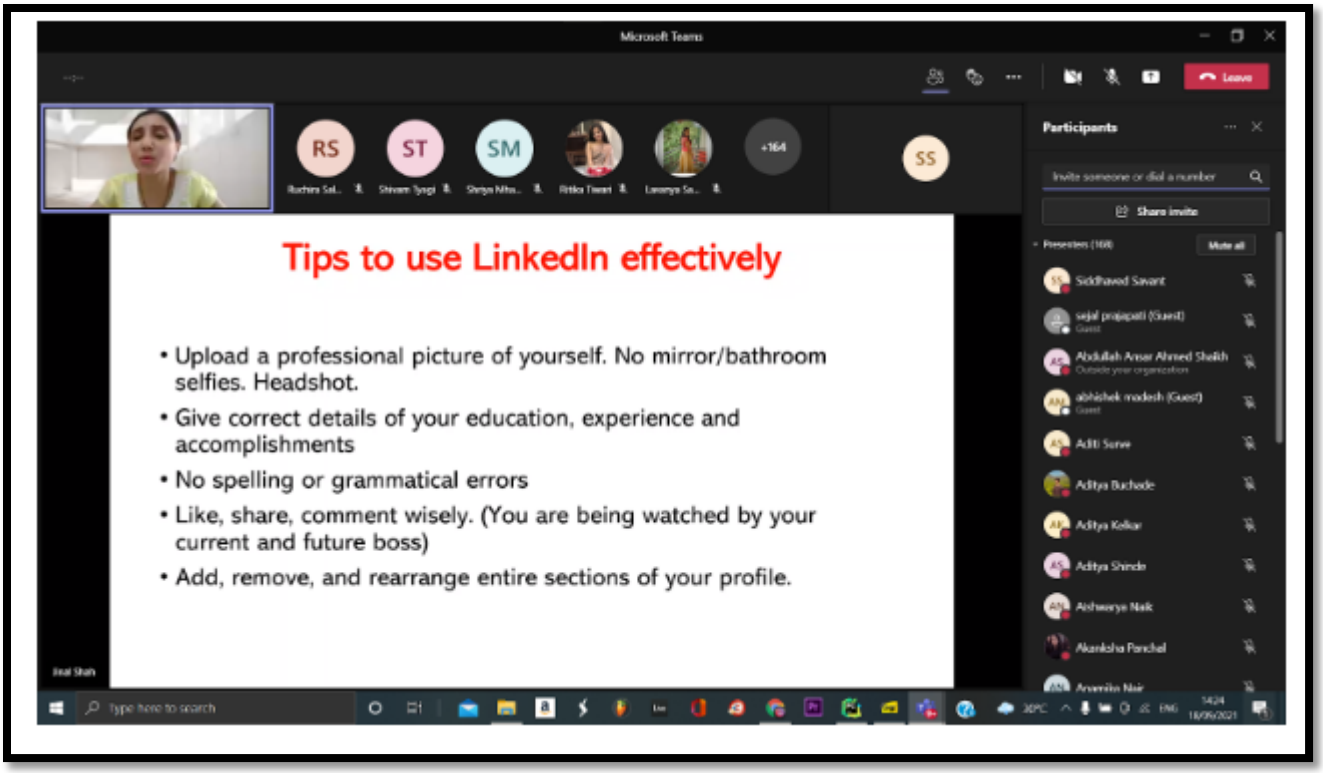
Service Marketing with Guru Nanak Khalsa College of Arts, Science & Commerce (Autonomous), Bunts Sangha's Anna Leela College &Lala Lajpat Rai College of Commerce as on 17th September, 2021


Microsoft Teams
Leave
Recording has started. This meeting is being recorded. By joining, you are giving consent for this meeting to be recorded. Privacy policy
Dismiss
Participants
Share invite
Mute all
AN
IS
MP
MT
AC
AS
VG
SS
Siddhavid Savant
Aasiyaan Shaikh
Aditi Shetty
Aditi Surve
Aditya Kelkar
Aditya Shinde
Ambica Shivnathan
Amogh Tawade
Anamika Nair

Information Technology in Business Management I with Bunts Sangha's Anna Leela College as on 18th September, 2021

Microsoft Teams
Leave
Participants
Share invite
Components of Information Systems
Data
You can think of data as a collection of facts. For example, your street address, the city you live in, and your phone number are all pieces of data. Like software, data is also intangible. By themselves, pieces of data are not really very useful. But aggregated, indexed, and organized together into a database, data can become a powerful tool for businesses.
03
01
02
Hardware
Information systems hardware is the part of an information system you can touch – the physical components of the technology. Computers, keyboards, disk drives, iPads, and flash drives are all examples of information systems hardware.
Software
Software is a set of instructions that tells the hardware what to do. Two main categories being operating-system software, which makes the hardware usable, and application software, which does something useful.
Examples of operating systems include Microsoft Windows or ios
© 2020 | KS Insights | All Rights Reserved.
Siddhaved Savant
Aadish Garg
Aafaf Ayaz Asim Shaikh
Aaiyaan Shaikh
Abu Huzaifa Abdul Alim Khan
Aditi Shetty
Adnan Akhtar
Akash Ramadhinkar Chauhan

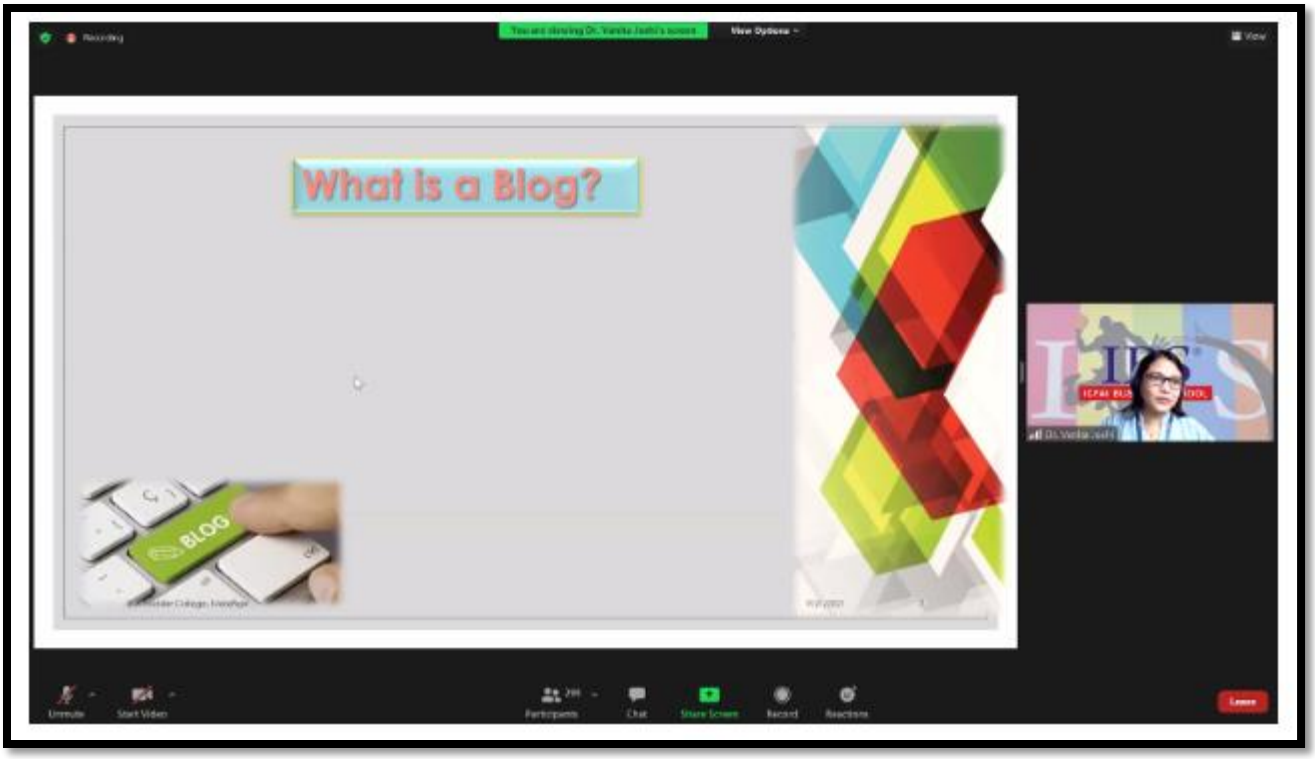
E-Commerce and Digital Marketing with Guru Nanak Khalsa College of Arts, Science & Commerce (Autonomous) & Bunts Sangha's Anna Leela College as on 18th September, 2021


Microsoft Teams
Tips to use LinkedIn effectively
• Upload a professional picture of yourself. No mirror/bathroom selfies. Headshot.
• Give correct details of your education, experience and accomplishments
• No spelling or grammatical errors
• Like, share, comment wisely. (You are being watched by your current and future boss)
• Add, remove, and rearrange entire sections of your profile.
Participants

Business Planning and Entrepreneurial Management with Lala Lajpat Rai College, Bunts Sangha Anna Leela College, Guru Nanak Khalsa College Commerce as on 20th September, 2021

Microsoft Teams
Leave
Participants
Share invite
FOUR insights
1
Why do they invest ?
What do they look for while investing?
2
3
What would they like to avoid while investing?
4
When do they invest ?
Sushil Mungekar
Siddhawed Savant
Aadish Garg
Aanya Dhotre
Aasiyaan Shaikh
Abdullah Ansar Ahmed Shaikh
Aishwarya Haldankar
Akshata Bade
Ameen Moosa Sayyed
Ambika Shivnathan
Type here to search

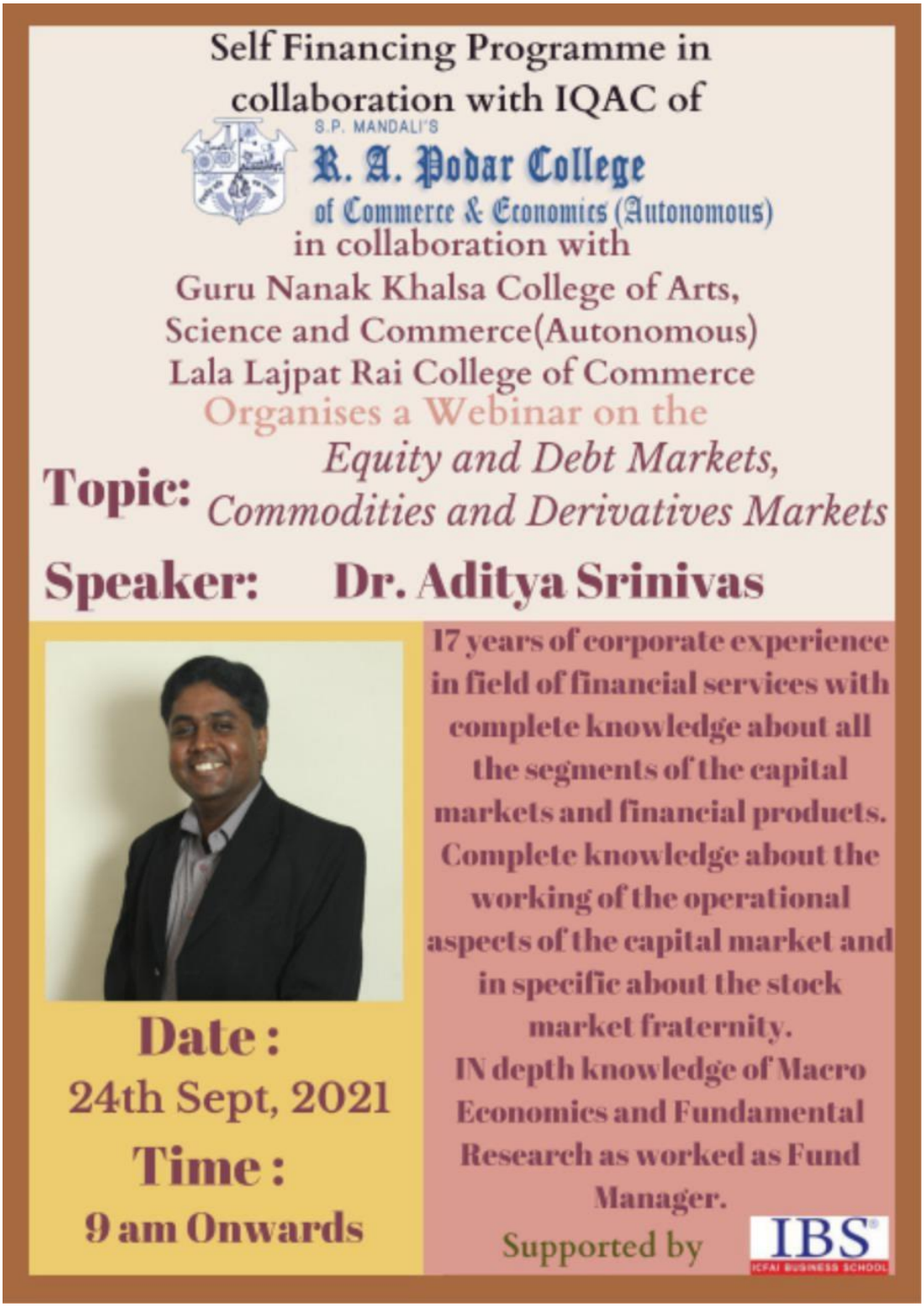
E-Commerce and Digital Marketing with Guru Nanak Khalsa College of Arts, Science & Commerce (Autonomous), & Bunts Sangha's Anna Leela College as on 18th September, 2021

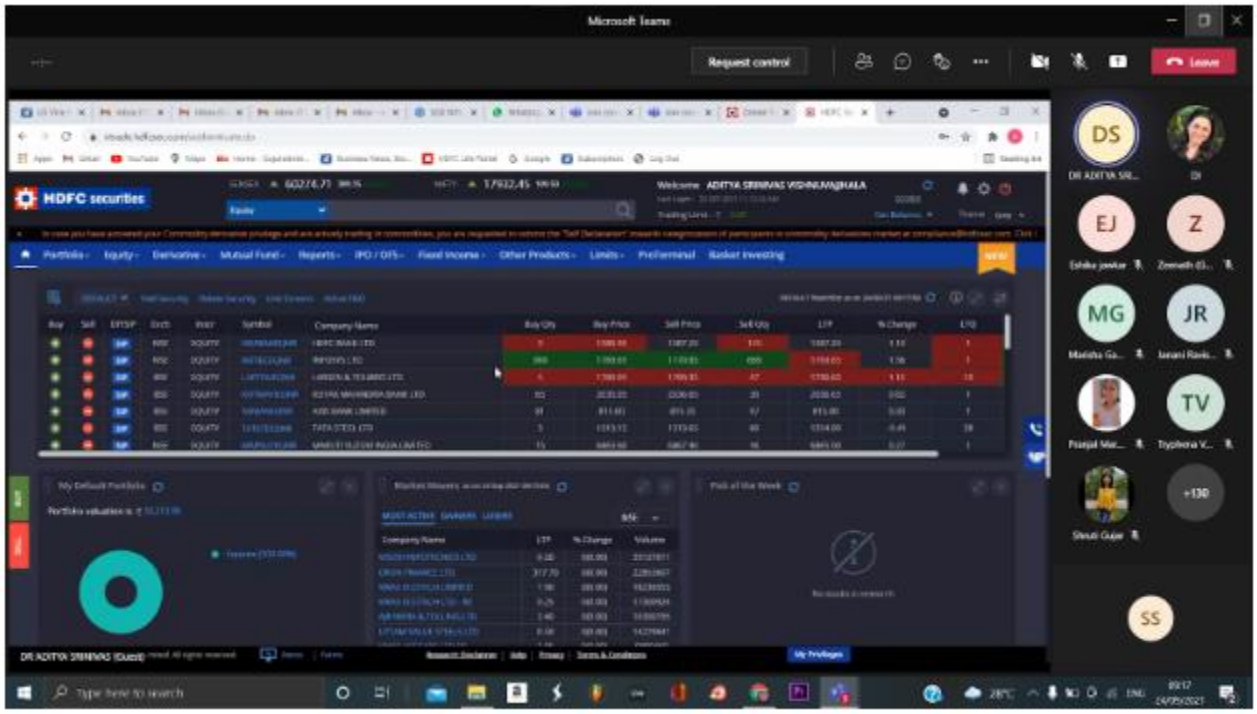

What is a Blog?
BLOG

Environmental Management: The Entrepreneurial Route with Lala Lajpat Rai College, Bunts Sangha Anna Leela College, Guru Nanak Khalsa College Commerce as on 23rd September, 2021

Microsoft Teams
Leave
PD
SD
+202
SS
Participants
Where does Waste come from?
Waste comes from most things we do. The food and drinks we consume, the transport we use, the stuff we buy – everything has waste as a part of its production. Waste is the left over bits that are not a part of the final product we buy or use.
In nature, there is NO waste. Everything is used & reused by something else
Type here to search

Equity and Debt Markets, Commodities and Derivatives Markets with Lala Lajpat Rai College, Guru Nanak Khalsa College Commerce as on 24th September, 2021

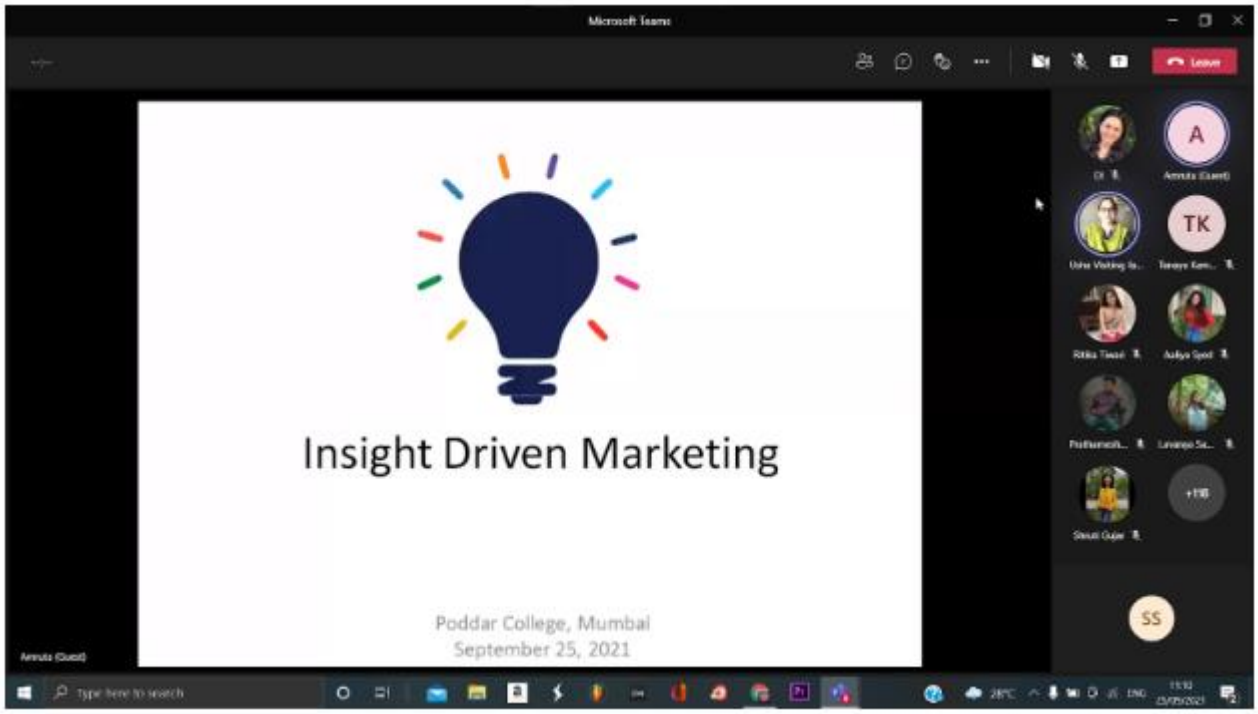



Microsoft Teams
Request control
Leave
HDFC securities
DS
EJ
Z
MG
JR
TV
+130
SS

Understanding the functioning of Capital Markets with Lala Lajpat Rai College,Guru Nanak Khalsa College Commerce as on 24th September, 2021

Microsoft Teams
Leave
NS
KT
JR
DP
SK
AH
YM
RP
VK
SK
+145
SS

Consumer Behavior, Recruitment and Selection, Sales and Distribution Management with Bunts Sangha's Anna Leela College as on 25th September, 2021



****

Shobana Vasudevan

Digitally signed by Shobana Vasudevan
Date: 2024.04.01 15:46:34 +05'30'