



**KJ'S EDUCATIONAL INSTITUTES**  
**TRINITY COLLEGE OF ENGINEERING AND RESEARCH PUNE**  
(Accredited by NAAC with B++ Grade Approved by AICTE & Affiliated to SPPU, Pune)  
Sr. No. 25 & 27, Near. Khadi Machine Chowk, Kondhwa Annexe, Pune-48, Maharashtra

**DEPARTMENT OF INFORMATION TECHNOLOGY**

APF-18B  
Issue No.:01  
Revision No: 0  
Rev. Date: 17/12/2018

**Permission letter**

*Academic Year: 2022-23*

*Semester-II*

*Date: 14<sup>th</sup> April 2023*

To,  
The Principal,  
TCOER, Pune


**Subject: Request for granting permission for conduction of three days Guest Lecture on Microsoft Excel and Data Visualization from 18<sup>th</sup> April 2023 to 20<sup>th</sup> April 2023.**

Respected Sir,

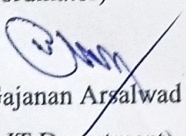
With due respect it is to inform you that IT department is keen to conduct a **Guest Lecture on Microsoft Excel and Data Visualization from 18 April 2023 to 20 April 2023 for non-teaching staff.** This lecture will be conducted for 3 days its session will be commencing from 11:30 am – 1:00 pm in SE classroom at IT Department.

Kindly approve the same.

Thanks & Regards

  
Prof. Richa Agarwal

(Asst. Professor & Coordinator)

  
For Approval: Prof. Gajanan Arsalwad  
(HOD, IT Department)





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**DEPARTMENT OF INFORMATION TECHNOLOGY**

APF-18A	<b>Invitation Letter</b> <b>Guest Lecture on Microsoft Excel and Data Visualization</b>	Academic Year: 2022-23
Issue No.:01		Semester -II
Revision No: 0		
Rev. Date: 17/12/2018		

**INVITATION LETTER**

Date: 15<sup>th</sup> April 2023

To,

Mr. Anwar Shaikh,  
Sabil Informatics, Pune

**Subject:** Invitation as a resource person for **three days Guest Lecture on Microsoft Excel and Data Visualization from 18<sup>th</sup> April 2023 to 20<sup>th</sup> April 2023 from 11:30 am – 1:00 pm.**

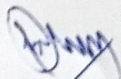
Respected Sir,

On behalf of TCOER- (Department of Information Technology) Pune, we would like to invite you as a resource person for **three days Guest Lecture scheduled from 11:30 am – 1:00 pm on Microsoft Excel and Data Visualization from 18<sup>th</sup> April 2023 to 20<sup>th</sup> April 2023.**

Your expertise and experience will be an excellent addition for development of our students as well as faculties. We will look forward for hearing and learning from your experience. We look forward to your positive response.

Thanking You.



  
Prof. Gajanan Arsalwad  
(HOD, IT Department)





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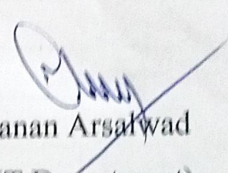
Sr. No. 25 & 27, Near. Khadi Machine Chowk, Kondhwa Annexe, Pune-48, Maharashtra

**DEPARTMENT OF INFORMATION TECHNOLOGY**

APF-18C	<b>Notice of Event</b> <b>Guest Lecture on Microsoft Excel and Data Visualization</b>	Academic Year: 2022-23
Issue No.:01		Semester-II
Revision No: 0		
Rev. Date: 17/12/2018		

Date: 17<sup>th</sup> April 2021

All staff are hereby informed that a Guest Lecture is scheduled on Microsoft Excel and Data Visualization is scheduled from 18<sup>th</sup> April 2023 to 20<sup>th</sup> April 2023 at the IT Department. This course will be enhancing the technical knowledge, skills of people, the sessions of which are scheduled from 11:30 am to 1:00 pm in SE classroom. All are requested to join the same.

  
Prof. Gajanan Arsalwad  
(HOD, IT Department)





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## DEPARTMENT OF INFORMATION TECHNOLOGY

APF-18F

Issue No.:01

Revision No: 0

Rev. Date: 17/12/2018

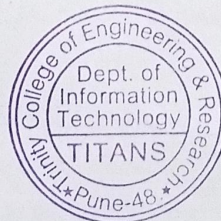
### Participant Attendance Guest Lecture on Office Suite

Academic Year:2022-23

Semester: II

Date: 18/04/2023

Date	18/04/2023	19/04/2023	20/04/2023
Sr. No	Name of the Staff		
1.	Mr. Khandagale Siddharth Bhagwat	<i>[Signature]</i>	<i>[Signature]</i>
2.	Mrs. Attar Nasim Mohiddin	<i>[Signature]</i>	<i>[Signature]</i>
3.	Mrs. Madhuri Santosh Gaikwad	<i>[Signature]</i>	<i>[Signature]</i>
4.	Mr. Lole Nitin Shantaram.	<i>[Signature]</i>	<i>[Signature]</i>
5.	Mr. Lonkar Manoj Ashok	<i>[Signature]</i>	<i>[Signature]</i>
6.	Mr. Limhan Santosh Sadu.	<i>[Signature]</i>	<i>[Signature]</i>
7.	Mrs. Pawar Anita Adikrao.	<i>[Signature]</i>	<i>[Signature]</i>
8.	Mr. Akbar Attar	<i>[Signature]</i>	<i>[Signature]</i>
9.	Ms. Srushti Hindurao Kapare	<i>[Signature]</i>	<i>[Signature]</i>
10.	Mr. Bhone Santosh Shankar.	<i>[Signature]</i>	<i>[Signature]</i>
11.	Mr. Sankpal Mahesh Laxman.	<i>[Signature]</i>	<i>[Signature]</i>
12.	Mr. Wable Nilesh Shivaji.	<i>[Signature]</i>	<i>[Signature]</i>
13.	Mr. Laxman Namdev Kamble	<i>[Signature]</i>	<i>[Signature]</i>
14.	Mr. Badadhe Balasaheb Ramchandra	<i>[Signature]</i>	<i>[Signature]</i>
15.	Mr. Sakate Ravindra Ratnakar.	<i>[Signature]</i>	<i>[Signature]</i>
16.	Mr. Unmesh Arun Barge	<i>[Signature]</i>	<i>[Signature]</i>
17.	Mr. Shinde Sameer Chandrakant.	<i>[Signature]</i>	<i>[Signature]</i>



Prof. Gajanan Anandwad  
(HOD, IT Department)



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### DEPARTMENT OF INFORMATION TECHNOLOGY

APF-18G

Issue No.:01

Revision No: 0

Rev. Date: 17/12/2018

### Guest Lecture on Microsoft Excel and Data Visualization

Academic Year:2022-23

Semester: II

Date : 20/04/2023

Name of Participant	Nitesh S. Wable
Contact No.	8888834434

Kindly Fill up the appropriate criteria by marking (✓) or (X) in the respective cell given in the following table -

Sr. No.	Parameters	Excellent (4)	Very Good (3)	Good (2)	Satisfactory (1)
1	Content Relevance	✓			
2	Trainer Knowledge		✓		
3	Curriculum of Guest Lecture		✓		
4	Session Delivery		✓		
5	Overall Conduction		✓		

*Nitesh S. Wable*  
Name & Signature of Participant





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**DEPARTMENT OF INFORMATION TECHNOLOGY**

APF-18G  
Issue No.:01  
Revision No: 0  
Rev. Date: 17/12/2018

**Guest Lecture on Microsoft Excel and  
Data Visualization**

Academic Year:2022-23


Semester: II

Date : 20/04/2023

Name of Participant	Umesh Barge
Contact No.	

Kindly Fill up the appropriate criteria by marking (✓) or (X) in the respective cell given in the following table -

Sr. No.	Parameters	Excellent (4)	Very Good (3)	Good (2)	Satisfactory (1)
1	Content Relevance	✓			
2	Trainer Knowledge	✓			
3	Curriculum of Guest Lecture	✓			
4	Session Delivery	✓			
5	Overall Conduction	✓			

  
Name & Signature of Participant





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### DEPARTMENT OF INFORMATION TECHNOLOGY

APF-18D  
Issue No.:01  
Revision No: 0  
Rev. Date:  
17/12/2018

#### Summary Report Guest Lecture- Microsoft Excel and Data Visualization

Academic Year:2022-23

Semester -II

Date:21<sup>st</sup> April 2023

A three days Guest Lecture was scheduled from 11:30 am – 1:00 pm on Microsoft Excel and Data Visualization from 18<sup>th</sup> April 2023 to 20<sup>th</sup> April 2023 at IT Department, TCOER.

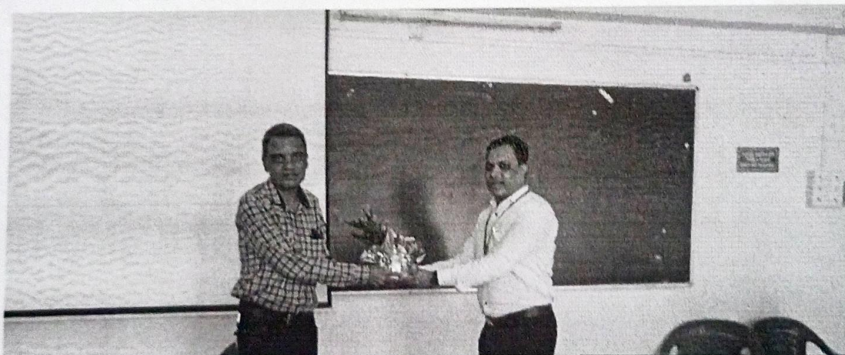
Date: 18<sup>th</sup> April 2023 - 20<sup>th</sup> April 2023

Time: 11:30 am – 1:00 pm

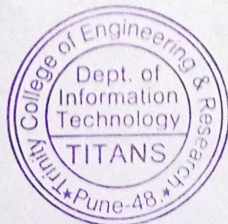
Venue: SE classroom

Number of participants:17

Speaker: Mr. Anwar Shaikh, Sabil Informatics Pune



The session was conducted by Mr. Anwar Shaikh from Sabil Informatics, Pune who covered topics about different concepts of Microsoft Excel and Data Visualization Techniques. The session was attended by nearly 17 participants and they had been benefited by the expertise and the contents delivered in the lecture.



Prof. Gajanan Arsalwad  
(HOD, IT Department)