BRCM Group of Institutions, Bahal

Dist: Bhiwani- Haryana 127028

Training & Placement Cell
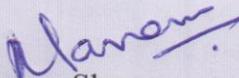
BRCM /T&P/2015-16/03B   Date: 025/09/2016

Dear All,

Sub: Two Days Training on Advanced Excel

We are pleased to inform you that we are going to organize **Two days Training on Advanced Excel** from **4-5-Oct-2016** at BRCM CET & the Venue will be Central Computer Lab.

With Regards,

Naveen Sheoran
In Charge T & P

WORKSHOP AGENDA

Program hours: 9:00 AM - 4:00 PM

DAY 1

Session 1: Time-saving techniques

- How to format large blocks of cells quickly and efficiently with the power of Format Painter
- Make your titles and headings stand out by using the Merge and Center formatting feature
- How to fill out an entire column of data using the new Flash Fill tool
- Why and how to create relationships between tables
- How to quickly create custom AutoFilters to view your data the way you want to and how to take advantage of the search filter
- Simple techniques to connect to a variety of data sources, such as SQL Server®, Windows Azure™ Marketplace and others and import data into Excel

Session 2: Designing forms and formatting

- How to create stunning 3-D effects with your cells and implement artistic effects on images in your worksheets
- Using templates to create your worksheet can have you finished and on to the next project in a fraction of the time
- How to use Excel to quickly create professional-looking forms in minutes (not hours!)
- How to implement conditional formatting, take advantage of icon sets and improved data labels and a dozen other formatting tips and techniques for making your data stand out
- How to add control items to your worksheets, including combo boxes, list boxes, option buttons and many others

Session 3: Data analysis and formulas

- How to take advantage of the Quick Analysis tool to get instant data analysis
- Using the Goal Seek function to help determine how to get your desired result
- How to utilize the new functions added to Excel
- How slicers can now also filter data in Excel tables, query tables and other data tables in addition to PivotTables
- How to use the Scenario tool to do a what-if analysis

Session 4: Advanced charting and graphing functions

- How to quickly create a basic chart with a single keystroke
- Use pictures to create exciting charts that are even more descriptive than typical line and bar charts
- How to insert a Sparkline into a cell to instantly reveal patterns in your data
- The best way to visualize your data in a chart by using Recommended Charts
- The changes to the Chart ribbon and how to create a combo chart

DAY 2

Session 1: Getting the most out of PivotTable and PivotChart reports

- The ins and outs of Excel PivotTable and PivotChart reports, including how to create a stand-alone PivotChart
- How to quickly drill down, drill up and cross drill in your PivotTable without having to go back to your source data to identify specific information
- Use the new Recommended PivotTables feature to have Excel recommend different ways to summarize your data
- Create PivotTables based on multiple tables
- How to change your PivotTable field settings to a variety of options such as average, minimum, maximum or even custom settings

Session 2: Maximizing the power of Excel with VBA and macros

- A simple tool for learning VBA syntax, including how to reference specific cells, a range of cells, worksheets and more
- How to use loops to repeat commands multiple times
- View and modify modules, forms and other worksheet code using the Project Explorer and Visual Basic Editor
- How to write conditional If/Then statements in your code that can be used to execute other functions, control program flow, allow user input and perform many other functions
- How to create and use your own custom functions

Session 3: Excel and the Internet

- How to get continuously updated data from a Web site into a worksheet
- Creating a macro that will update a chart published to a Web page at regular intervals
- How to embed worksheet data in a Web page
- Save time with the Excel Web Data add-in feature by using Web page data as a data source in your spreadsheet
- How to utilize the new features of Excel to share files and work with other people

Session 4: Validating and securing your data

- How to lock values and formulas in your Excel worksheets
- Track down mistakes in your worksheet using the Formula Auditing tools
- How to use the Trust Center settings to manage Excel security
- How to share your Excel workbook and not worry about someone making changes that'll ruin your work
- How to use Data Validation to make sure the data going into any cell meets the criteria you've specified

Training Evaluation Form

Date: 5/10/2016

Title and location of training: _TRAINING On Advanced Excel—Central Computer Lab_

Trainer: _Mr P. Rajos_

Instructions: Please indicate your level of agreement with the statements listed below in #1-11.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	✓	O	O	O	O
2. Participation and interaction were encouraged.	O	✓	O	O	O
3. The topics covered were relevant to me.	✓	O	O	O	O
4. The content was organized and easy to follow.	✓	O	O	O	O
5. The materials distributed were helpful.	✓	O	O	O	O
6. This training experience will be useful in my work.	✓	O	O	O	O
7. The trainer was knowledgeable about the training topics.	✓	O	O	O	O
8. The trainer was well prepared.	✓	O	O	O	O
9. The training objectives were met.	✓	O	O	O	O
10. The time allotted for the training was sufficient.	✓	O	O	O	O
11. The meeting room and facilities were adequate and comfortable.	✓	O	O	O	O

(More questions on back →)

12. What did you like most about this training?

Traing Content and Trainer knowledge

13. What aspects of the training could be improved?

Timing must be more

14. How do you hope to change your practice as a result of this training?

It help in research work. Help us to analyse through Excel sheets

15. What additional adult ESL trainings would you like to have in the future?

Word & PPT

16. Please share other comments or expand on previous responses here:

No comments

Thank you for your feedback!

2

BRCM College of Engineering & Technology, Bahal

CERTIFICATE OF PARTICIPATION

This certificate is awarded to

MR. SHELEJ KHERA

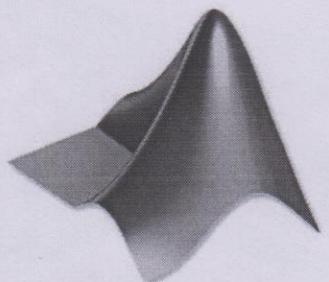For participating in

TWO DAYS WORKSHOP ON ADVANCED EXCEL

_____
Signature

Date4-5 Oct– 2016

_____
Signature

Date 4-5 Oct– 2016

WORKSHOP

ON

MATLAB

(A LANGUAGE FOR ENGINEERS & SCIENTISTS)

Mechanical Engineering Department successfully conducted a one day workshop; titled **"MATLAB: A Language for Engineers and Scientists"** on 3rd April, 2017, for knowledge enrichment of students.

The inaugural session was graced with the presence of Mr. A.K. Saini, the expert talk deliverer for the whole one day program. Mr. Saini, a young and dynamic academic professional from Punjab University SSG Regional Centre Hoshiarpur, was welcomed with a floral bouquet by Dr. Arabinda Sharma (Principal, BRCM CET); followed by a welcome speech of Mr. Sunil (Assistant Prof., ME Department and workshop coordinator).
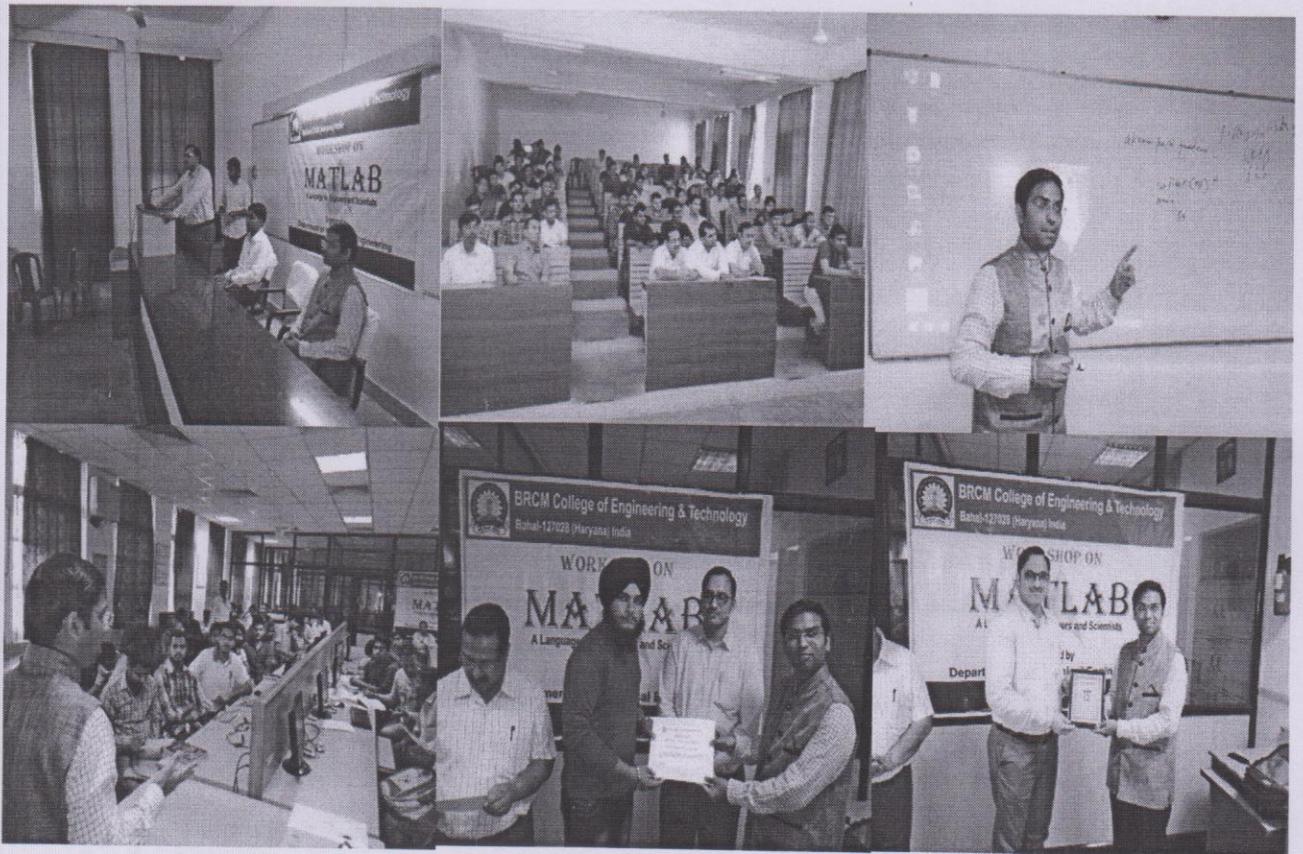
The workshop commenced with a few energetic and motivational words by Mr. Saini to over 60 participants. Not only the importance and applications of MATLAB were highlighted, but various fundamental modules of MATLAB were also discussed. The first session emphasized on basic introduction, command window, array generation and manipulations, operations with vectors and matrices, built-in functions & variables, output formats, variable handling commands and string assignments to variables etc.

The second session started after a short tea break. In this session, Mr. Saini threw light upon need and importance of script files in MATLAB. The creation, saving and running of script files were discussed with proper hands-on by participants. Besides, various variable assignment methods along with important output commands were also discussed in detail.

The third and last technical session of the day commenced after lunch break. Mr. A.K. Saini delivered his presentation on 2-D plots in MATLAB. Various possible commands of important plots were discussed with examples. Plotting of multiple plots within same plot and

on the same page was discussed. Formatting of the plot was also covered in detail in this session. The climax phase of workshop realized the importance, creation and calling of user defined functions in MATLAB as function files.

The contents discussed in the workshop and the way, they were presented by Mr. A.K. Saini, *were highly appreciated by the participants. The closing ceremony of the workshop was* accomplished by an enthusiastic speech of Mr. Saini. Certificates were presented by Dr. Arabinda Sharma, Sh. Shelej Khera and Mr. A.K. Saini to all the participants of this workshop. The valedictory session was observed by presenting a token of love to Mr. Saini by Dr. Arabinda Sharma, followed by the vote of thanks by Mr. Sunil.

Faculty Development Programme
On
"Pedagogy for Effective Teaching and Learning"
23rd - 24th April, 2018

Globalization, changing demographics and technological advancements are some of the key driving forces of the future. Our students will have to be prepared to face these challenges and seize the opportunities brought about by these forces. In 21st century, students use educational technologies to apply knowledge to new situations, analyze information, collaborate, solve problems, take risk and make decisions. So the education should be structured as outcome based which develop certain critical core competencies such as collaboration, digital literacy, critical thinking, problem-solving and self-learning etc. It should be interdisciplinary, project-based, research-driven and connected to the community – local, state, national and global. Thus, the responsibility of a technical institute is to create and sustain a community of learning in which students acquire knowledge and learn to apply it professionally with due consideration for ethical, ecological, and economic issues. In short, providing knowledge-based technological services, and building national capabilities in science, technology, humanities, management, education and research to satisfy the needs of society and the industry are equally important and demanding.

BRCM CET under the banner of Indian Society for Technical Education (ISTE) successfully organized two days Faculty Development Programme on **"Pedagogy for Effective Teaching and Learning"** during April 23-24, 2018. Around 50 delegates from BRCM CET Bahal, GDC Memorial PG College Bahal, NIT Kurukshetra, GJU S&T Hisar, Govt. Senior Secondary School, Kaithal, Northen Engineering College Delhi, Maharishi Ved Vyas Engineering College, Yamunanagar and KVMT Engineering College Siwani attended the FDP. Distinguished Speakers, Dr. Tamali Bhattacharyya, Consultant, TLC BITS Pilani, Dr. Manoj Kumar Soni, Associate Professor, Mechanical Engineering Department, BITS Pilani and Dr. Arabinda Sharma, Principal BRCM CET graced the inaugural ceremony of this FDP. Keynote lectures were delivered by experts from BITS Pilani.

At the inaugural function Shri Sunil Baloda, Assistant Professor Mechanical Engineering Department and Coordinator of the FDP introduced distinguished speakers and gave details of the various technical sessions of FDP. He also highlighted the importance of the theme of the FDP in the context of modern teaching aids and role of teacher in catering the needs of students in 21st Century. Principal Dr. Arabinda Sharma in his presidential address highlighted the importance of Pedagogy in teaching and learning. He also welcomed distinguished speakers for accepting the proposal for conducting FDP at BRCM CET. The FDP Coordinator and Assistant Professor Mechanical Engineering Department Shri Sandeep Chauhan proposed vote of thanks at the conclusion of the inaugural function.

The technical sessions of FDP were well attended and technical deliberations were very lively. The first technical lecture was delivered by Dr. Manoj Kumar Soni, Associate Professor, Mechanical Engineering Department, BITS Pilani. Dr. Soni apprised the audience with Washington accord and NBA Guidelines. In this lecture, Dr. Soni emphasized on importance of accreditation for Engineering Institutes, role of industries in curriculum design and also highlighted the benefits of NBA Accreditation. In second and third session, Dr. Tamali Bhattacharyya focused on Outcome based education, domains of learning like affective domain, psychomotor domain and cognitive domain. Using Blooms Taxonomy, Dr. Bhattacharyya discussed how to write course objectives including performance, condition and criterion component with numerous examples. Dr. Bhattacharyya also put some light on constructive alignment. In fourth session, both invited speakers demonstrated pedagogy frame work for developing course objectives. In this session, participants practiced how to design course objectives of their respective domains. During this session, both the invited speakers guided the participants for developing course objectives.

In the fifth session on day 2, Dr. Tamali Bhattacharyya focused on learning approach: assessment and evaluation. In this session, she highlighted methods of learning, how to assess and evaluate the learner. Dr. Bhattacharyya also emphasized on types of learner such as surface learner, achiever and deep learner. In sixth session, Dr. Soni narrated the concept of active learning and cooperative learning. In active learning, Dr. Soni enlightened about various approaches of active learning, purpose of active learning and improving lectures. In cooperative learning, Dr. Soni emphasized on musketeers of team building and benefits of cooperative learning. In the last session, both distinguished speakers facilitated the participants to develop

question paper and then discussed whether the problem statement designed by the participants justifies the course objectives or not. To conclude this FDP, a panel discussion was conducted. In the closing ceremony, Dr. S.K. Sinha, Director, BRCM Education Society honored distinguished speakers by presenting a Memento and felicitated the organizers for successfully conducting two days Faculty Development Programme at BRCM CET premises. Director, BRCM Education Society, Dr. S.K. Sinha, esteemed speakers Dr. Tamali Bhattacharyya, Dr. Manoj Kumar Soni and Principal BRCM CET, Dr. Arabinda Sharma distributed certificates to the participants. At the end, Vote of Thanks was proposed by Shri Sandeep Chauhan. The detailed schedule of FDP is given below:

SCHEDULE OF FDP

Day 1: 23rd April, 2018

ET	Topic	Expert	Time
	Registration		08:30—09:00 AM
	Inaugural		09:00—09:15 AM
1	Washington Accord and NBA Guidelines	MS	09:15—10:15 AM
	Tea Break		10:15—10:30 AM
2	Outcome Based Education	TB	10:30—12:30 PM
	Lunch		12:30—01:30 PM
3	Pedagogic framework demonstration …develop Your course	TB, MS	01:30—02:30 PM
	Tea Break		02:30—02:45 PM
4	Discussion	TB, MS	02:45—04:45 PM

Day 2: 24th April, 2018

ET	Topic	Expert	Time
5	Learning Approach: Assessment and Evaluation	TB	09:00—10:30 AM
	Tea		10:30—10:45 AM
6	Active learning and Cooperative Learning	MS	10:45—01:00 PM
	Lunch		01:00—02:00 PM
7	Develop your question paper: discussion	TB, MS	02:00—04:00 PM
	Certificate Distribution		04:00—04:30 PM
	Tea		04:30—04:45 PM

*ET: Expert Talk, TB: Dr. Tamali Bhattacharya, MS: Dr. Manoj Soni

This course aptly provided guidance to the participants to undertake and complete the following tasks at reasonable levels of proficiency:

- Identify and write down appropriate outcome based course, module and unit objectives of her / his courses based on Bloom's Taxonomy
- Develop / select appropriate test items for all outcome based objectives for both Summative and Formative evaluation.
- Plan an outcome-based curriculum document to meet NBA and Washington Accord requirements.