

PATRONS

Hon. Shri. Hitendra V.Thakur

President, VIVA Trust

Ms. Aparna P. Thakur

Secretary, VIVA Trust

CONVENOR

Dr. Arun Kumar

Principal

COORDINATOR

Prof. Karishma Raut

(IQAC Co-ordinator)

IQAC COMMITTEE

Prof. Archana Ingle

Dr. Deepak M. Sajnekar **Prof. Chandani Patel**

Dr. Trupti Patil **Prof. Swapnil Raut**

PROGRAM COMMITTEE

Mr. Jaydeep Chavan **Mr. Santosh Raut**

Mr. Amit Darge **Mr. Dinesh Ugle**

TOPICS COVERED

- Advanced Excel
- Tally

REGISTRATION

Last date of online Registration
23rd June 2023



VISHNU WAMAN THAKUR CHARITABLE TRUST'S
VIVA INSTITUTE OF TECHNOLOGY
APPROVED BY AICTE, NEW DELHI, DTE, GOVT. OF MAHARASHTRA AND AFFILIATED TO THE
UNIVERSITY OF MUMBAI
AT. SHIRGAON, POST VIRAR, TAL. VASAI, DIST. PALGHAR -401 305 TEL: 7770002544
Website: www.viva-technology.org

University of Mumbai approved
One Week Administrative Development Program
On

SKILL DEVELOPMENT THROUGH ADVANCE SOFTWARE TOOLS

(26th June to 1st July 2023)



Organized
by

INTERNAL QUALITY ASSURANCE CELL (IQAC)

VIVA INSTITUTE OF TECHNOLOGY

PROGRAM OBJECTIVE

A student's development would only be complete if all of the facilitators in his immediate environment helped him succeed academically, practically, and administratively. Therefore, in addition to the teaching staff, the non-teaching staff also has a crucial role to play. As the demand for high-quality education grows, it is becoming increasingly necessary to provide a complete education not only to the teaching faculty but also to the supporting staff for administrative and lab functions. Hence, the One-Week Administrative Development Program is envisioned to give hands-on training in Advanced Excel, Tally, and other essentials to the participants.

ABOUT INSTITUTE

VIVA Institute of Technology was established in 2009 with a definite mission to raise the standard of the Institute above the benchmark level by providing students with advanced knowledge and the latest technology in their chosen discipline, tapping their hidden and obvious potential, and molding them into good and responsible citizens by playing a meaningful role in industry and society. The Institute is approved by AICTE, New Delhi, and DTE, Government of Maharashtra State, and affiliated with the University of Mumbai. The main objective of the Institute is to promote education at all levels.

ABOUT IQAC

The Internal Quality Assurance Cell of VIVA Institute of Technology integrates itself into the institution's structure and works to achieve the objectives of quality improvement. The main objective of the IQAC is to create a framework for consciously, consistently, and catalytically improving institutions' overall performance. The IQAC committee of the college works to promote quality education by enhancing the academic and administrative performance of the institution. The primary duty of the IQAC committee is to establish a quality culture for the institution for intentional and continuous improvement. The Committee aims to internalize a quality ambience and institutionalize best practices in order to advance the technological growth of the institution.

RESOURCE PERSONS

- **Mr.Saurav Singh**
Antraweb Technologies Pvt. Ltd. , Andheri(w)
- **Mr. Ketan Rabhadia**
Asst. Professor
VIVA Institute of Management & Research