



DR. M. L. DHAWALE MEMORIAL
HOMOEOPATHIC INSTITUTE

Opp. S.T. Workshop, Palghar-Boisar Road, Palghar 401 404. • Tel : 02525-256932/33 • Fax : 02525-257019
(Recognized by the Central council of Homoeopathy, New Delhi and
Maharashtra University of Health Sciences, Nashik)

FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Use of online platform

Subject: Google meet

Trainer: Dr KeyurVakharia (Digital media coordinator)

Venue: Auditorium

Date: 13/08/2021

Time: 1-2 PM

Training process included the following:

























1. Knowing whereabouts of google meet in gmail account.
2. Acquaintance to the google meet settings.
3. Scheduling and setting up a meeting on google meet.
4. Starting a google meet.
5. Operating the google meet control panel – starting microphone and camera, learning nuances of screen sharing.
6. Managing participants – admitting them to the meeting, managing their microphone and video access, managing their screen sharing access.
7. A successful session is defined as a session that starts and ends on time, runs without any technical problems respect to the steps enumerated in the training process.

Learning outcome:

- Schedule meeting on google meet from gmail account.
- Sending invite to participants.
- Admitting participants when meeting starts.
- Managing video and audio of participants.
- Screen sharing.
- Group chat.
- Ending meeting.



List of teachers attended 2021:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Sunita Nikumbh	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr Mansi Surati	Psychiatry	
6.	Dr Tanvir Sheikh	Psychiatry	
7.	Dr Anoop Nigwekar	Repertory	
8.	Dr Prashant Tamboli	Repertory	
9.	Dr Devangini Broker	Repertory	
10.	Dr Nikunjani	Repertory	
11.	Dr Anand Kapse	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr Mehvish Dandoti	Organon	
14.	Dr Chandrasekhar Goda	Paediatrics	
15.	Dr Nikita Mehta	Paediatrics	
16.	Dr Omkar Anavkar	Paediatrics	
17.	Dr Bhavik Parekh	Materia medica	
18.	Dr Vivek Kadam	Materia medica	
19.	Dr Akshatha Nayak	Materia medica	
20.	Dr Shama Rao	Medicine	
21.	Dr C.B. Jain	Medicine	
22.	Dr Harshla Sarvagod	Medicine	
23.	Dr Sonam Tiwari	Medicine	
24.	Dr Namrata Pandey	Medicine	



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh

Venue: Auditorium

Date: 27/10/2021

Time: 1-2 PM

MODULE 3: Basics of Excel

- Opening Microsoft excel interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Making legends
- Alignment, wrap text, merge cells.
- Insert, delete rows and columns, borders.
- Fill series, autofill, autosum functions.
- Inserting charts.
- Save excel in folder.

Learning outcome:

- Ability to make an excel sheet.
- Make legends.
- Format cells using alignment, wrapping text,
- Save presentation in folder.



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh
Venue: Auditorium
Date:08/10/2021
Time: 1-2 PM

MODULE 2: Basics of Powerpoint



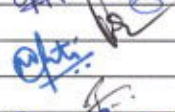
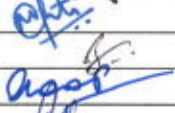
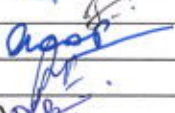



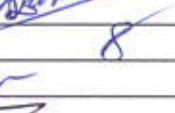
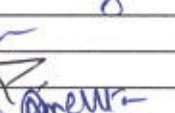
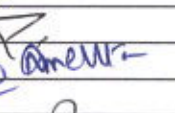
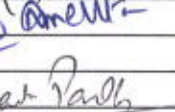
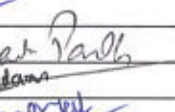
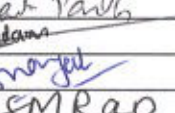
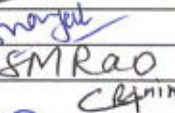
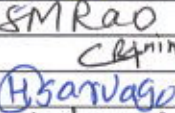
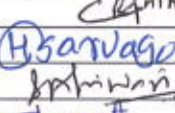
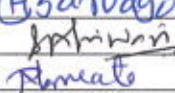
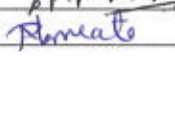




- Opening Microsoft powerpoint interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Inserting new slides
- Change of slide layout according to requirement.
- Inserting shapes, images in the slide.
- Adding animation to the slides.
- Use of smart art and inserting tables in the slides.
- Slide show process.
- Saving the power point in folder.

Learning outcome:

- Ability to make a powerpoint presentation.
- Aligning content content, use of appropriate font and font size.
- Inserting tables.
- Change slide layout according to requirement.
- Add new slides, animations, smartart, shapes.
- Save presentation in folder.



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3.	Dr Rajesh Yadav	Psychiatry	
4.	Dr Mansi Surati	Psychiatry	
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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh

Venue: Auditorium

Date: 01/10/2021

Time: 1-2 PM

MODULE 1: Basics of Word document

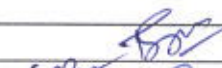


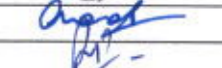



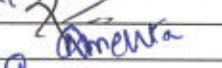
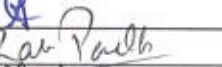
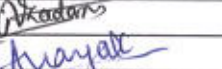
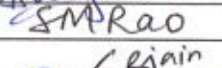
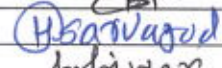











- Opening Microsoft word interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Aligning paragraphs, different font, changing size of fonts, changing color of fonts.
- Making text bold, italics, underlining texts and how to undo it.
- Use of highlighter.
- Inserting tables in word document.
- Numbering or bulleting a list.
- Inserting shapes in word document.
- Changing page layout.
- Adding references and citations, changing reference styles.
- Reviewing: how to add/read comments, changing tracks, accepting/ rejecting comments.
- Save word document in folder.

Learning outcome:

- Ability to make a word document.
- Aligning word content, use of appropriate font and font size.
- Inserting tables.
- Change page layout according to requirement.
- Add referencing and citations.
- Read and add comments.
- Save word document in folder.



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FACULTY DEVELOPMENT PROGRAMME REPORT

Subject: Conducting video lectures (FWD talks)
Trainer: Dr Keyur Vakharia (Digital media coordinator)
Venue: Auditorium
Date: 03/09/2021
Time: 1-2PM

Training process included the following:

1. How to make content for video lectures, keeping in mind the engagement duration of the audience. Time duration to be between 20-30 minutes' duration.
2. How to engage audience – proper body language, hand gestures, eye level, volume and tone of voice.
3. Creative and specific slides relating to the topic.
4. The content should be original, with scientificity and adherent to Hahnemannian principles.
5. Presenter should impart clinical thinking; diagnosis should demonstrate the results.
6. Valid and adequate conclusions to be made.

Learning outcome:

- Create original, scientific, creative content for presentation.
- Self-conduct in the video lecture- body language, eye level, volume and tone of voice.
- Practice content beforehand to avoid fumbles.
- Summary of take away from the lecture.
- Addressing to the Q and A section.



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Use of online platform

Subject: Zoom meeting

Trainer: Dr Keyur (Digital media coordinator)

Venue: Auditorium

Date: 27/08/2021

Time: 1-2 PM

Training process included the following:

1. Knowing how to create an account on www.zoom.us
2. Acquaintance to the zoom ecosystem which includes the following sections a. Meetings, b. Meeting settings c. Recordings and d. Recording settings
3. Scheduling and setting up a meeting on zoom
4. Starting a zoom meeting.
5. Getting acquainted to meeting and recording settings on zoom account
6. Operating the zoom meeting control panel – starting microphone and camera, starting cloud recording/recording on computer, learning nuances of screen sharing.
7. Creating, pre-assigning and managing breakout rooms before and during a meeting.
8. Managing participants – admitting them to the meeting, managing their microphone and video access, managing their screen sharing access and assigning participants to breakout rooms during zoom meetings.
9. A successful session is defined as a session that starts and ends on time, runs without any technical problems respect to the steps enumerated in the training process.
10. Check all pre scheduled meetings before scheduling a new meeting to avoid confusion and overlap of meetings. The same can be ascertained by checking all pre scheduled meeting under the 'Meetings' section of the zoom account.

Learning outcome:




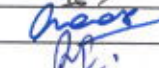

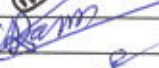
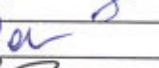
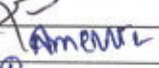
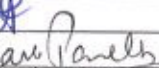
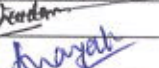
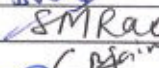
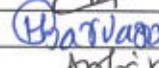
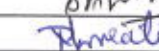











- Creating account on Zoom.
- Schedule meeting on zoom.
- Sending invite to participants.
- Admitting participants when meeting starts.
- Managing video and audio of participants.

- Group chat.
- Ending meeting.



Dr Bipin Jain
(Principal)

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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Use of online platform

Subject: Google meet

Trainer: Dr KeyurVakharia Digital media coordinator

Venue: Online mode (zoom)

Date: 12/05/2020

Time: 9:00 PM

Training process included the following:

1. Knowing whereabouts of google meet in gmail account.
2. Acquaintance to the google meet settings.
3. Scheduling and setting up a meeting on google meet.
4. Starting a google meet.
5. Operating the google meet control panel – starting microphone and camera, learning nuances of screen sharing.
6. Managing participants – admitting them to the meeting, managing their microphone and video access, managing their screen sharing access.
7. A successful session is defined as a session that starts and ends on time, runs without any technical problems respect to the steps enumerated in the training process.

Learning outcome:

- Schedule meeting on google meet from gmail account.
- Sending invite to participants.
- Admitting participants when meeting starts.
- Managing video and audio of participants.
- Screen sharing.
- Group chat.
- Ending meeting.



List of teachers attended 2020:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Sunita Nikumbh	Psychiatry	
4.	Dr Gayatri Patel	Psychiatry	
5.	Dr Rajesh Yadav	Psychiatry	
6.	Dr Mansi Surati	Psychiatry	
7.	Dr Anoop Nigwekar	Repertory	
8.	Dr Prashant Tamboli	Repertory	
9.	Dr Devangini Broker	Repertory	
10.	Dr Nikunjani	Repertory	
11.	Dr Anand Kapse	Organon	
12.	Dr Sunil Bhalinge	Organon	
13.	Dr Sachin Junagade	Organon	
14.	Dr Mehvish Dandoti	Organon	
15.	Dr Chandrasekhar Goda	Peadiatrics	
16.	Dr K.P. Pandya	Peadiatrics	
17.	Dr Omkar Anavkar	Peadiatrics	
18.	Dr Nandan Daptardar	Peadiatrics	
19.	Dr Bhavik Parekh	Materia medica	
20.	Dr Vivek Kadam	Materia medica	
21.	Dr Akshatha Nayak	Materia medica	
22.	Dr Shama Rao	Medicine	
23.	Dr C.B. Jain	Medicine	
24.	Dr Harshla Sarvagod	Medicine	
25.	Dr Sonam Tiwari	Medicine	



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh
Venue: Online mode (Zoom)
Date: 23/10/2020
Time: 9 PM

MODULE 3: Basics of Excel

- Opening Microsoft excel interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Making legends
- Alignment, wrap text, merge cells.
- Insert, delete rows and columns, borders.
- Fill series, autofill, autosum functions.
- Inserting charts.
- Save excel in folder.

Learning outcome:

- Ability to make an excel sheet.
- Make legends.
- Format cells using alignment, wrapping text,
- Save presentation in folder.



List of teachers attended 2020:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr Mansi Surati	Psychiatry	
6.	Dr AnoopNigwekar	Repertory	
7.	Dr Prashant Tamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr MehvishDandoti	Organon	
14.	Dr Chandrasekhar Goda	Peadiatrics	
15.	Dr K.P.Pandya	Peadiatrics	
16.	Dr OmkarAnavkar	Peadiatrics	
17.	Dr NandanDaptardar	Peadiatrics	
18.	Dr Bhavik Parekh	Materia medica	
19.	Dr VivekKadam	Materia medica	
20.	Dr AkshathaNayak	Materia medica	
21.	Dr Shama Rao	Medicine	
22.	Dr C.B. Jain	Medicine	
23.	Dr HarshlaSarvagod	Medicine	
24.	Dr Sonam Tiwari	Medicine	



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office


Trainer: Dr Sunita Nikumbh
Venue: Online mode (Zoom)
Date: 16/10/2020
Time: 9 PM

MODULE 2: Basics of Powerpoint

- Opening Microsoft powerpoint interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Inserting new slides
- Change of slide layout according to requirement.
- Inserting shapes, images in the slide.
- Adding animation to the slides.
- Use of smart art and inserting tables in the slides.
- Slide show process.
- Saving the power point in folder.

Learning outcome:

- Ability to make a powerpoint presentation.
- Aligning content content, use of appropriate font and font size.
- Inserting tables.
- Change slide layout according to requirement.
- Add new slides, animations, smartart, shapes.
- Save presentation in folder.



Dr Bipin Jain
(Principal)

List of teachers attended 2020:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr Mansi Surati	Psychiatry	
6.	Dr AnoopNigwekar	Repertory	
7.	Dr Prashant Tamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr MehvishDandoti	Organon	
14.	Dr Chandrasekhar Goda	Peadiatrics	
15.	Dr K.P.Pandya	Peadiatrics	
16.	Dr OmkarAnavkar	Peadiatrics	
17.	Dr NandanDaptardar	Peadiatrics	
18.	Dr Bhavik Parekh	Materia medica	
19.	Dr VivekKadam	Materia medica	
20.	Dr AkshathaNayak	Materia medica	
21.	Dr Shama Rao	Medicine	
22.	Dr C.B. Jain	Medicine	
23.	Dr HarshlaSarvagod	Medicine	
24.	Dr Sonam Tiwari	Medicine	



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh
Venue: Online mode (zoom)
Date: 04/10/2020
Time: 9 PM

MODULE 1: Basics of Word document

- Opening Microsoft word interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Aligning paragraphs, different font, changing size of fonts, changing color of fonts.
- Making text bold, italics, underlining texts and how to undo it.
- Use of highlighter.
- Inserting tables in word document.
- Numbering or bulleting a list.
- Inserting shapes in word document.
- Changing page layout.
- Adding references and citations, changing reference styles.
- Reviewing: how to add/read comments, changing tracks, accepting/ rejecting comments.
- Save word document in folder.

Learning outcome:

- Ability to make a word document.
- Aligning word content, use of appropriate font and font size.
- Inserting tables.
- Change page layout according to requirement.
- Add referencing and citations.
- Read and add comments.
- Save word document in folder.



List of teachers attended 2020:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr Mansi Surati	Psychiatry	
6.	Dr AnoopNigwekar	Repertory	
7.	Dr Prashant Tamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr MehvishDandoti	Organon	
14.	Dr Chandrasekhar Goda	Peadiatrics	
15.	Dr K.P.Pandya	Peadiatrics	
16.	Dr OmkarAnavkar	Peadiatrics	
17.	Dr NandanDaptardar	Peadiatrics	
18.	Dr Bhavik Parekh	Materia medica	
19.	Dr VivekKadam	Materia medica	
20.	Dr AkshathaNayak	Materia medica	
21.	Dr Shama Rao	Medicine	
22.	Dr C.B. Jain	Medicine	
23.	Dr HarshlaSarvagod	Medicine	
24.	Dr Sonam Tiwari	Medicine	



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FACULTY DEVELOPMENT PROGRAMME REPORT

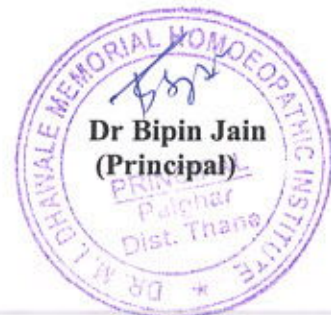
Subject: Conducting video lectures (FWD talks)
Trainer: Dr KeyurVakharia(Digital media coordinator)
Venue: Online mode (zoom)
Date: 19/05/2020
Time: 9 PM

Training process included the following:

1. How to make content for video lectures, keeping in mind the engagement duration of the audience.
Time duration to be between 20-30 minutes' duration.
2. How to engage audience – proper body language, hand gestures, eye level, volume and tone of voice.
3. Creative and specific slides relating to the topic.
4. The content should be original, with scientificity and adherent to Hahnemannian principles.
5. Presenter should impart clinical thinking; diagnosis should demonstrate the results.
6. Valid and adequate conclusions to be made.

Learning outcome:

- Create original, scientific, creative content for presentation.
- Self-conduct in the video lecture- body language, eye level, volume and tone of voice.
- Practice content beforehand to avoid fumbles.
- Summary of take away from the lecture.
- Addressing to the Q and A section.



List of teachers attended 2020:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Sunita Nikumbh	Psychiatry	
4.	Dr Gayatri Patel	Psychiatry	
5.	Dr Rajesh Yadav	Psychiatry	
6.	Dr Mansi Surati	Psychiatry	
7.	Dr Anoop Nigwekar	Repertory	
8.	Dr Prashant Tamboli	Repertory	
9.	Dr Devangini Broker	Repertory	
10.	Dr Nikunjani	Repertory	
11.	Dr Anand Kapse	Organon	
12.	Dr Sunil Bhalinge	Organon	
13.	Dr Sachin Junagade	Organon	
14.	Dr Mehvish Dandoti	Organon	
15.	Dr Chandrasekhar Goda	Peadiatrics	
16.	Dr K.P. Pandya	Peadiatrics	
17.	Dr Omkar Anavkar	Peadiatrics	
18.	Dr Nandan Daptardar	Peadiatrics	
19.	Dr Bhavik Parekh	Materia medica	
20.	Dr Vivek Kadam	Materia medica	
21.	Dr Akshatha Nayak	Materia medica	
22.	Dr Shama Rao	Medicine	
23.	Dr C.B. Jain	Medicine	
24.	Dr Harshla Sarvagod	Medicine	
25.	Dr Sonam Tiwari	Medicine	



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Use of online platform

Subject: Zoom meeting

Trainer: Dr KeyurVakharia (Digital media coordinator)

Venue: Online mode (zoom)

Date: 05/05/2020

Time: 9 PM

Training process included the following:

1. Knowing how to create an account on www.zoom.us
2. Acquaintance to the zoom ecosystem which includes the following sections a. Meetings, b. Meeting settings c. Recordings and d. Recording settings
3. Scheduling and setting up a meeting on zoom
4. Starting a zoom meeting.
5. Getting acquainted to meeting and recording settings on zoom account
6. Operating the zoom meeting control panel – starting microphone and camera, starting cloud recording/recording on computer, learning nuances of screen sharing.
7. Creating, pre-assigning and managing breakout rooms before and during a meeting.
8. Managing participants – admitting them to the meeting, managing their microphone and video access, managing their screen sharing access and assigning participants to breakout rooms during zoom meetings.
9. A successful session is defined as a session that starts and ends on time, runs without any technical problems respect to the steps enumerated in the training process.
10. Check all pre scheduled meetings before scheduling a new meeting to avoid confusion and overlap of meetings. The same can be ascertained by checking all pre scheduled meeting under the 'Meetings' section of the zoom account.

Learning outcome:

- Creating account on Zoom.
- Schedule meeting on zoom.
- Sending invite to participants.
- Admitting participants when meeting starts.
- Managing video and audio of participants.

- Group chat.
- Ending meeting.



List of teachers attended 2020:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Sunita Nikumbh	Psychiatry	
4.	Dr Gayatri Patel	Psychiatry	
5.	Dr Rajesh Yadav	Psychiatry	
6.	Dr Mansi Surati	Psychiatry	
7.	Dr Anoop Nigwekar	Repertory	
8.	Dr Prashant Tamboli	Repertory	
9.	Dr Devangini Broker	Repertory	
10.	Dr Nikunjani	Repertory	
11.	Dr Anand Kapse	Organon	
12.	Dr Sunil Bhalinge	Organon	
13.	Dr Sachin Junagade	Organon	
14.	Dr Mehvish Dandoti	Organon	
15.	Dr Chandrasekhar Goda	Peadiatrics	
16.	Dr K.P. Pandya	Peadiatrics	
17.	Dr Omkar Anavkar	Peadiatrics	
18.	Dr Nandan Daptardar	Peadiatrics	
19.	Dr Bhavik Parekh	Materia medica	
20.	Dr Vivek Kadam	Materia medica	
21.	Dr Akshatha Nayak	Materia medica	
22.	Dr Shama Rao	Medicine	
23.	Dr C.B. Jain	Medicine	
24.	Dr Harshla Sarvagod	Medicine	
25.	Dr Sonam Tiwari	Medicine	



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

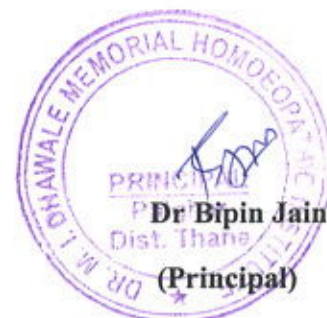
Trainer: Dr Sunita Nikumbh
Venue: Auditorium
Date: 04/10/2019
Time: 1-2 PM

MODULE 3: Basics of Excel

- Opening Microsoft excel interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Making legends
- Alignment, wrap text, merge cells.
- Insert, delete rows and columns, borders.
- Fill series, autofill, autosum functions.
- Inserting charts.
- Save excel in folder.

Learning outcome:

- Ability to make an excel sheet.
- Make legends.
- Format cells using alignment, wrapping text,
- Save presentation in folder.



List of teachers attended 2019:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr Mansi Surati	Psychiatry	
6.	Dr AnoopNigwekar	Repertory	
7.	Dr Prashant Tamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr Chandrasekhar Goda	Peadiatrics	
14.	Dr K.P.Pandya	Peadiatrics	
15.	Dr OmkarAnavkar	Peadiatrics	
16.	Dr NandanDaptardar	Peadiatrics	
17.	Dr Bhavik Parekh	Materia medica	
18.	Dr VivekKadam	Materia medica	
19.	Dr Shama Rao	Medicine	
20.	Dr C.B. Jain	Medicine	
21.	Dr HarshlaSarvagod	Medicine	
22.	Dr Sonam Mishra	Medicine	

Handwritten signatures in blue ink corresponding to the rows in the table. The signatures are: Dr. Manoj Patel, Dr. Gayatri Patel, Dr. Rajesh Yadav, Dr. Mansi Surati, Dr. Anoop Nigwekar, Dr. Prashant Tamboli, Dr. Devangini Broker, Dr. Nikunj Jani, Dr. Anand Kapse, Dr. Sunil Bhalinge, Dr. Sachin Junagade, Dr. Chandrasekhar Goda, Dr. K.P. Pandya, Dr. Omkar Anavkar, Dr. Nandan Daptardar, Dr. Bhavik Parekh, Dr. Vivek Kadam, Dr. Shama Rao, Dr. C.B. Jain, Dr. Harshla Sarvagod, and Dr. Sonam Mishra.



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh
Venue: Auditorium
Date: 11/10/2019
Time: 1-2 PM

MODULE 2: Basics of Powerpoint

- Opening Microsoft powerpoint interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Inserting new slides
- Change of slide layout according to requirement.
- Inserting shapes, images in the slide.
- Adding animation to the slides.
- Use of smart art and inserting tables in the slides.
- Slide show process.
- Saving the power point in folder.

Learning outcome:

- Ability to make a powerpoint presentation.
- Aligning content content, use of appropriate font and font size.
- Inserting tables.
- Change slide layout according to requirement.
- Add new slides, animations, smartart, shapes.
- Save presentation in folder.



Dr Bipin Jain

(Principal)

List of teachers attended 2019:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr Mansi Surati	Psychiatry	
6.	Dr AnoopNigwekar	Repertory	
7.	Dr Prashant Tamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr Chandrasekhar Goda	Peadiatrics	
14.	Dr K.P.Pandya	Peadiatrics	
15.	Dr OmkarAnavkar	Peadiatrics	
16.	Dr NandanDaptardar	Peadiatrics	
17.	Dr Bhavik Parekh	Materia medica	
18.	Dr VivekKadam	Materia medica	
19.	Dr Shama Rao	Medicine	
20.	Dr C.B. Jain	Medicine	
21.	Dr HarshlaSarvagod	Medicine	
22.	Dr Sonam Mishra	Medicine	

Handwritten signatures and initials in blue ink are present in the right column of the table, corresponding to the rows. Some signatures are clearly legible, such as 'SM Rao' for row 19 and 'C.B. Jain' for row 20. Other signatures are more stylized or partially obscured.



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh

Venue: Auditorium

Date: 18/10/2019

Time: 1-2 PM

MODULE 1: Basics of Word document

- Opening Microsoft word interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Aligning paragraphs, different font, changing size of fonts, changing color of fonts.
- Making text bold, italics, underlining texts and how to undo it.
- Use of highlighter.
- Inserting tables in word document.
- Numbering or bulleting a list.
- Inserting shapes in word document.
- Changing page layout.
- Adding references and citations, changing reference styles.
- Reviewing: how to add/read comments, changing tracks, accepting/ rejecting comments.
- Save word document in folder.

Learning outcome:

- Ability to make a word document.
- Aligning word content, use of appropriate font and font size.
- Inserting tables.
- Change page layout according to requirement.
- Add referencing and citations.
- Read and add comments.
- Save word document in folder.



List of teachers attended 2019:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr Mansi Surati	Psychiatry	
6.	Dr AnoopNigwekar	Repertory	
7.	Dr Prashant Tamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr Chandrasekhar Goda	Peadiatrics	
14.	Dr K.P.Pandya	Peadiatrics	
15.	Dr OmkarAnavkar	Peadiatrics	
16.	Dr NandanDaptardar	Peadiatrics	
17.	Dr Bhavik Parekh	Materia medica	
18.	Dr VivekKadam	Materia medica	
19.	Dr Shama Rao	Medicine	
20.	Dr C.B. Jain	Medicine	
21.	Dr HarshlaSarvagod	Medicine	
22.	Dr Sonam Mishra	Medicine	

Handwritten signatures in blue ink are present in the rightmost column of the table, corresponding to the names of the teachers listed. The signatures are: Dr. K. K. K. K., Dr. Mansi Surati, Dr. Anoop Nigwekar, Dr. Prashant Tamboli, Dr. Devangini Broker, Dr. Nikunj Jani, Dr. Anand Kapse, Dr. Sunil Bhalinge, Dr. Sachin Junagade, Dr. Chandrasekhar Goda, Dr. K. P. Pandya, Dr. Omkar Anavkar, Dr. Nandan Daptardar, Dr. Bhavik Parekh, Dr. Vivek Kadam, Dr. Shama Rao, Dr. C. B. Jain, Dr. Harshla Sarvagod, and Dr. Sonam Mishra.



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FACULTY DEVELOPMENT PROGRAMME REPORT

Subject: Conducting video lectures (FWD talks)

Trainer: Dr KeyurVakharia

Venue: Auditorium

Date: 06/12/2019

Time:1-2PM

Training process included the following:

1. How to make content for video lectures, keeping in mind the engagement duration of the audience.
Time duration to be between 20-30 minutes' duration.
2. How to engage audience – proper body language, hand gestures, eye level, volume and tone of voice.
3. Creative and specific slides relating to the topic.
4. The content should be original, with scientificity and adherent to Hahnemannian principles.
5. Presenter should impart clinical thinking; diagnosis should demonstrate the results.
6. Valid and adequate conclusions to be made.

Learning outcome:

- Create original, scientific, creative content for presentation.
- Self-conduct in the video lecture- body language, eye level, volume and tone of voice.
- Practice content beforehand to avoid fumbles.
- Summary of take away from the lecture.
- Addressing to the Q and A section.



List of teachers attended 2019:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	<i>M. K. Patel</i>
3.	Dr Sunita Nikumbh	Psychiatry	<i>S. Nikumbh</i>
4.	Dr Gayatri Patel	Psychiatry	<i>G. Patel</i>
5.	Dr Rajesh Yadav	Psychiatry	<i>R. Yadav</i>
6.	Dr Mansi Surati	Psychiatry	<i>M. Surati</i>
7.	Dr Anoop Nigwekar	Repertory	<i>A. Nigwekar</i>
8.	Dr Prashant Tamboli	Repertory	<i>P. Tamboli</i>
9.	Dr Devangini Broker	Repertory	<i>D. Broker</i>
10.	Dr Nikunjani	Repertory	<i>N. Jani</i>
11.	Dr Anand Kapse	Organon	<i>A. Kapse</i>
12.	Dr Sunil Bhalinge	Organon	<i>S. Bhalinge</i>
13.	Dr Sachin Junagade	Organon	<i>S. Junagade</i>
14.	Dr Chandrasekhar Goda	Peadiatrics	<i>C. Goda</i>
15.	Dr K.P. Pandya	Peadiatrics	<i>K. Pandya</i>
16.	Dr Omkar Anavkar	Peadiatrics	<i>O. Anavkar</i>
17.	Dr Nandan Daptardar	Peadiatrics	<i>N. Daptardar</i>
18.	Dr Bhavik Parekh	Materia medica	<i>B. Parekh</i>
19.	Dr Vivek Kadam	Materia medica	<i>V. Kadam</i>
20.	Dr Shama Rao	Medicine	<i>S. Rao</i>
21.	Dr C.B. Jain	Medicine	<i>C. Jain</i>
22.	Dr Harshla Sarvagod	Medicine	<i>H. Sarvagod</i>
23.	Dr Sonam Mishra	Medicine	<i>S. Mishra</i>



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

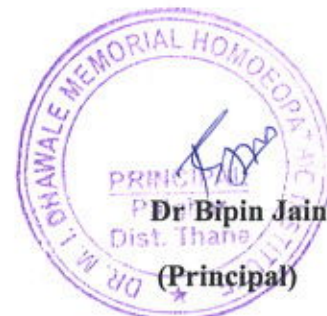
Trainer: Dr Sunita Nikumbh
Venue: Auditorium
Date: 04/10/2019
Time: 1-2 PM

MODULE 3: Basics of Excel

- Opening Microsoft excel interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Making legends
- Alignment, wrap text, merge cells.
- Insert, delete rows and columns, borders.
- Fill series, autofill, autosum functions.
- Inserting charts.
- Save excel in folder.

Learning outcome:

- Ability to make an excel sheet.
- Make legends.
- Format cells using alignment, wrapping text,
- Save presentation in folder.



List of teachers attended 2019:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr Mansi Surati	Psychiatry	
6.	Dr AnoopNigwekar	Repertory	
7.	Dr Prashant Tamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr Chandrasekhar Goda	Peadiatrics	
14.	Dr K.P.Pandya	Peadiatrics	
15.	Dr OmkarAnavkar	Peadiatrics	
16.	Dr NandanDaptardar	Peadiatrics	
17.	Dr Bhavik Parekh	Materia medica	
18.	Dr VivekKadam	Materia medica	
19.	Dr Shama Rao	Medicine	
20.	Dr C.B. Jain	Medicine	
21.	Dr HarshlaSarvagod	Medicine	
22.	Dr Sonam Mishra	Medicine	

Handwritten signatures in blue ink corresponding to the rows in the table. The signatures are: Dr. Manoj Patel, Dr. Gayatri Patel, Dr. Rajesh Yadav, Dr. Mansi Surati, Dr. Anoop Nigwekar, Dr. Prashant Tamboli, Dr. Devangini Broker, Dr. Nikunjani, Dr. Anand Kapse, Dr. Sunil Bhalinge, Dr. Sachin Junagade, Dr. Chandrasekhar Goda, Dr. K.P. Pandya, Dr. Omkar Anavkar, Dr. Nandan Daptardar, Dr. Bhavik Parekh, Dr. Vivek Kadam, Dr. Shama Rao, Dr. C.B. Jain, Dr. Harshla Sarvagod, and Dr. Sonam Mishra.



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh
Venue: Auditorium
Date: 11/10/2019
Time: 1-2 PM

MODULE 2: Basics of Powerpoint

- Opening Microsoft powerpoint interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Inserting new slides
- Change of slide layout according to requirement.
- Inserting shapes, images in the slide.
- Adding animation to the slides.
- Use of smart art and inserting tables in the slides.
- Slide show process.
- Saving the power point in folder.

Learning outcome:

- Ability to make a powerpoint presentation.
- Aligning content content, use of appropriate font and font size.
- Inserting tables.
- Change slide layout according to requirement.
- Add new slides, animations, smartart, shapes.
- Save presentation in folder.



Dr Bipin Jain

(Principal)

List of teachers attended 2019:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr Mansi Surati	Psychiatry	
6.	Dr AnoopNigwekar	Repertory	
7.	Dr Prashant Tamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr Chandrasekhar Goda	Peadiatrics	
14.	Dr K.P.Pandya	Peadiatrics	
15.	Dr OmkarAnavkar	Peadiatrics	
16.	Dr NandanDaptardar	Peadiatrics	
17.	Dr Bhavik Parekh	Materia medica	
18.	Dr VivekKadam	Materia medica	
19.	Dr Shama Rao	Medicine	
20.	Dr C.B. Jain	Medicine	
21.	Dr HarshlaSarvagod	Medicine	
22.	Dr Sonam Mishra	Medicine	

Handwritten signatures and initials in blue ink are present in the right column of the table, corresponding to the rows. Some legible signatures include: n. k. k. k., M. k. k., D. P. B., N. k. k., S. M. R., C. B. J., H. S. S., and S. M. I.



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh

Venue: Auditorium

Date: 18/10/2019

Time: 1-2 PM

MODULE 1: Basics of Word document

- Opening Microsoft word interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Aligning paragraphs, different font, changing size of fonts, changing color of fonts.
- Making text bold, italics, underlining texts and how to undo it.
- Use of highlighter.
- Inserting tables in word document.
- Numbering or bulleting a list.
- Inserting shapes in word document.
- Changing page layout.
- Adding references and citations, changing reference styles.
- Reviewing: how to add/read comments, changing tracks, accepting/ rejecting comments.
- Save word document in folder.

Learning outcome:

- Ability to make a word document.
- Aligning word content, use of appropriate font and font size.
- Inserting tables.
- Change page layout according to requirement.
- Add referencing and citations.
- Read and add comments.
- Save word document in folder.



List of teachers attended 2019:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr Mansi Surati	Psychiatry	
6.	Dr AnoopNigwekar	Repertory	
7.	Dr Prashant Tamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr Chandrasekhar Goda	Peadiatrics	
14.	Dr K.P.Pandya	Peadiatrics	
15.	Dr OmkarAnavkar	Peadiatrics	
16.	Dr NandanDaptardar	Peadiatrics	
17.	Dr Bhavik Parekh	Materia medica	
18.	Dr VivekKadam	Materia medica	
19.	Dr Shama Rao	Medicine	
20.	Dr C.B. Jain	Medicine	
21.	Dr HarshlaSarvagod	Medicine	
22.	Dr Sonam Mishra	Medicine	

Handwritten signatures and initials in blue ink are present in the right column of the table, corresponding to the rows. Some signatures are clearly legible, such as 'SM Rao' for row 19 and 'Harshla Sarvagod' for row 21. Other signatures are more stylized or partially obscured.



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FACULTY DEVELOPMENT PROGRAMME REPORT

Subject: Conducting video lectures (FWD talks)

Trainer: Dr KeyurVakharia

Venue: Auditorium

Date: 06/12/2019

Time:1-2PM

Training process included the following:

1. How to make content for video lectures, keeping in mind the engagement duration of the audience.
Time duration to be between 20-30 minutes' duration.
2. How to engage audience – proper body language, hand gestures, eye level, volume and tone of voice.
3. Creative and specific slides relating to the topic.
4. The content should be original, with scientificity and adherent to Hahnemannian principles.
5. Presenter should impart clinical thinking; diagnosis should demonstrate the results.
6. Valid and adequate conclusions to be made.

Learning outcome:

- Create original, scientific, creative content for presentation.
- Self-conduct in the video lecture- body language, eye level, volume and tone of voice.
- Practice content beforehand to avoid fumbles.
- Summary of take away from the lecture.
- Addressing to the Q and A section.



List of teachers attended 2019:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	<i>M. K. Patel</i>
3.	Dr Sunita Nikumbh	Psychiatry	<i>S. Nikumbh</i>
4.	Dr Gayatri Patel	Psychiatry	<i>G. Patel</i>
5.	Dr Rajesh Yadav	Psychiatry	<i>R. Yadav</i>
6.	Dr Mansi Surati	Psychiatry	<i>M. Surati</i>
7.	Dr Anoop Nigwekar	Repertory	<i>A. Nigwekar</i>
8.	Dr Prashant Tamboli	Repertory	<i>P. Tamboli</i>
9.	Dr Devangini Broker	Repertory	<i>D. Broker</i>
10.	Dr Nikunjani	Repertory	<i>N. Jani</i>
11.	Dr Anand Kapse	Organon	<i>A. Kapse</i>
12.	Dr Sunil Bhalinge	Organon	<i>S. Bhalinge</i>
13.	Dr Sachin Junagade	Organon	<i>S. Junagade</i>
14.	Dr Chandrasekhar Goda	Pediatrics	<i>C. Goda</i>
15.	Dr K.P. Pandya	Pediatrics	<i>K. Pandya</i>
16.	Dr Omkar Anavkar	Pediatrics	<i>O. Anavkar</i>
17.	Dr Nandan Daptardar	Pediatrics	<i>N. Daptardar</i>
18.	Dr Bhavik Parekh	Materia medica	<i>B. Parekh</i>
19.	Dr Vivek Kadam	Materia medica	<i>V. Kadam</i>
20.	Dr Shama Rao	Medicine	<i>S. Rao</i>
21.	Dr C.B. Jain	Medicine	<i>C. Jain</i>
22.	Dr Harshla Sarvagod	Medicine	<i>H. Sarvagod</i>
23.	Dr Sonam Mishra	Medicine	<i>S. Mishra</i>



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PRINCIPAL

DR. BIPIN S. JAIN

M.D. (Hom.), MBA (Ed. Mgt.)

FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh

Venue: Auditorium

Date: 16/11/2018

Time: 1-2 PM

MODULE 3: Basics of Excel

- Opening Microsoft excel interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Making legends
- Alignment, wrap text, merge cells.
- Insert, delete rows and columns, borders.
- Fill series, autofill, autosum functions.
- Inserting charts.
- Save excel in folder.

Learning outcome:

- Ability to make an excel sheet.
- Make legends.
- Format cells using alignment, wrapping text,
- Save presentation in folder.



List of teachers attended 2018:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr AnoopNigwekar	Repertory	
6.	Dr Prashant Tamboli	Repertory	
7.	Dr MadhaviTamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10	Dr AnandKapse	Organon	
11	Dr Sunil Bhalinge	Organon	
12	Dr Sachin Junagade	Organon	
13	Dr Chandrasekhar Goda	Peadiatrics	
14	Dr K.P.Pandya	Peadiatrics	
15	Dr OmkarAnavkar	Peadiatrics	
16	Dr Bhavik Parekh	Materia medica	
17	Dr VivekKadam	Materia medica	
18	Dr Shama Rao	Medicine	
19	Dr C.B. Jain	Medicine	
20	Dr Naziyabee Shaikh	Medicine	
21	Dr HarshlaSarvagod	Medicine	



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh

Venue: Auditorium

Date: 23/11/2018

Time: 1-2 PM

MODULE 2: Basics of Powerpoint

- Opening Microsoft powerpoint interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Inserting new slides
- Change of slide layout according to requirement.
- Inserting shapes, images in the slide.
- Adding animation to the slides.
- Use of smart art and inserting tables in the slides.
- Slide show process.
- Saving the power point in folder.

Learning outcome:

- Ability to make a powerpoint presentation.
- Aligning content content, use of appropriate font and font size.
- Inserting tables.
- Change slide layout according to requirement.
- Add new slides, animations, smartart, shapes.
- Save presentation in folder.



List of teachers attended 2018:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr AnoopNigwekar	Repertory	
6.	Dr Prashant Tamboli	Repertory	
7.	Dr MadhaviTamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr Chandrasekhar Goda	Peadiatrics	
14.	Dr K.P.Pandya	Peadiatrics	
15.	Dr OmkarAnavkar	Peadiatrics	
16.	Dr NandanDaptardar	Peadiatrics	
17.	Dr Bhavik Parekh	Materia medica	
18.	Dr VivekKadam	Materia medica	
19.	Dr Shama Rao	Medicine	
20.	Dr C.B. Jain	Medicine	
21.	Dr Naziyabee Shaikh	Medicine	
22.	Dr HarshlaSarvagod	Medicine	



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FACULTY DEVELOPMENT PROGRAMME REPORT

TOPIC: Microsoft office

Trainer: Dr Sunita Nikumbh

Venue: Auditorium

Date: 30/11/2018

Time: 1-2 PM

MODULE 1: Basics of Word document

- Opening Microsoft word interface.
- Selecting appropriate template according to the requirement.
- Introduction to quick access bar and ribbon.
- Aligning paragraphs, different font, changing size of fonts, changing color of fonts.
- Making text bold, italics, underlining texts and how to undo it.
- Use of highlighter.
- Inserting tables in word document.
- Numbering or bulleting a list.
- Inserting shapes in word document.
- Changing page layout.
- Adding references and citations, changing reference styles.
- Reviewing: how to add/read comments, changing tracks, accepting/ rejecting comments.
- Save word document in folder.

Learning outcome:

- Ability to make a word document.
- Aligning word content, use of appropriate font and font size.
- Inserting tables.
- Change page layout according to requirement.
- Add referencing and citations.
- Read and add comments.
- Save word document in folder.



List of teachers attended 2018:

Sr No.	NAME OF TEACHER	DEPARTMENT	SIGNATURE
1.	Dr Bipin Jain	Materia medica	
2.	Dr Manoj Patel	Psychiatry	
3.	Dr Gayatri Patel	Psychiatry	
4.	Dr Rajesh Yadav	Psychiatry	
5.	Dr AnoopNigwekar	Repertory	
6.	Dr Prashant Tamboli	Repertory	
7.	Dr MadhaviTamboli	Repertory	
8.	Dr Devangini Broker	Repertory	
9.	Dr NikunjJani	Repertory	
10.	Dr AnandKapse	Organon	
11.	Dr Sunil Bhalinge	Organon	
12.	Dr Sachin Junagade	Organon	
13.	Dr Chandrasekhar Goda	Peadiatrics	
14.	Dr K.P.Pandya	Peadiatrics	
15.	Dr OmkarAnavkar	Peadiatrics	
16.	Dr NandanDaptardar	Peadiatrics	
17.	Dr Bhavik Parekh	Materia medica	
18.	Dr VivekKadam	Materia medica	
19.	Dr Shama Rao	Medicine	
20.	Dr C.B. Jain	Medicine	
21.	Dr Naziyabee Shaikh	Medicine	
22.	Dr HarshlaSarvagod	Medicine	