



Audyogik Tantra Shikshan Sanstha's  
**Institute of Industrial and Computer Management and Research (IICMR)**  
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## **Criterion 1.2 – Academic Flexibility**

**Key Indicator - 1.2.1: Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

### **Metric 1.2.1**

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

**Reports of Certifications Offered**

## Academic Year 2018-2019

### Certification in Advanced Excel

**MBA @ IICMR**  
**Value Added Certification**  
**Advance Excel**  
**Report**

Ref.: IICMR/MBA/2018-19/VAC-AdvanceExcel/

**Introduction:**

The value added certification of "Advance Excel" was conducted by Ms. Pooja Kapure and Mr. Sunil Bhise for students of MBA 2<sup>nd</sup> year at IICMR. The session was conducted in a format of 8 sessions of 2 hours. Topics covered in session was different uses of excel, Conditional formatting, Advance sort and filter options, pivot table and pivot chart, data validation, scenario and goal seek, financial functions, lookup, hyperlinks and also different shortcuts and formulas. The session helped students to understand the use of excel in the upcoming business environment.

**Objectives:**

- To understand different functions used in excel
- To understand and use the excel tool
- To make students learn and practice the different functions of excel

**Schedule**

Sr. No.	Date	Day	Time	Venue
1	04/09/18	Tuesday	1.30pm to 4.30 pm	LAB
2	18/09/18	Tuesday	1.30pm to 4.30 pm	LAB
3	21/09/18	Friday	1.30pm to 4.30 pm	LAB
4	25/09/18	Tuesday	1.30pm to 5.30 pm	LAB
5	26/09/18	Wednesday	1.30pm to 4.30 pm	LAB



6	28/09/18	Friday	1.30pm to 4.30 pm	
7	29/09/18	Saturday	1.30pm to 3.30 pm	LAB
8	09/10/18	Tuesday	1.30pm to 4.30 pm	LAB

Day 1: 4<sup>th</sup> September 2018 –

On the very first day of the certification students learned the different shortcuts and formulas which are used in excel. Students also learned preparation of simple charts.

Day 2: 18<sup>th</sup> September 2018 –

In this session the concepts covered were conditional formatting and its types. The assignment was given and solved by the students in the session itself.

Day 3: 21<sup>st</sup> September 2018 –

In this session students learned to use the different chart tools and sort and filter function for effective presentation of data and to get the expected data from excel.

Day 4: 25<sup>th</sup> September 2018 –

In this session students learned the use of sparkline and different paint tools as well as preparation of pivot table and charts.

Day 5: 26<sup>th</sup> September 2018

In this session students solved the assignment of pivot table and learned the concept of data validation.

Day 6: 28<sup>th</sup> September 2018 –

In this session students learned the concept of scenario management and vlookup function

Day 7: 29<sup>th</sup> September 2018 –

In this session students learned to prepare the bill with the calculation of discount.

Day 8: 9<sup>th</sup> October 2018 –

In this session all the financial concepts such as calculation of future value, present value, PMT, IPMT, PPMT, different rates, depreciation by various methods and NPV is practiced by the students.



**Outcomes:**

1. Use of excel by the students has increased
2. Students understood the different functions of excel which were new to them.
3. Students used these functions for their sip project report preparation.



## Certification in Business English



ATSS's, Pune  
MBA@IICMR

Date - 27<sup>th</sup> October 2018

Ref.no: IICMR/MBA/2018-19/BUSINESS ENGLISH

### Report BUSINESS ENGLISH

MBA @ IICMR conducted Business English sessions for the MBA I Sem students to provide guidance in Basic English and express it in reading. The objectives of the course were;

- To enhance written communication skills during answering questions and projects.
- To use oral communication effectively during interview and discussion.

Trainer: Ms.Mrinali Gholap

Duration: 20<sup>th</sup> August to 22<sup>nd</sup> October 2018

Time: 3.30pm to 4.30pm

The course comprised of 10 sessions. The following content were covered.

#### Course Content:

Part 1: Basics of Business English

- A. Introduction to Business English-Tense ,Prepositions
- B. Basic vocabulary and sentence construction

Part 2: Basic grammar -writing skills

- A. Noun, Pronoun, Adjective, Verb , Articles, Conjunction, Punctuation.
- B. Grammar usage in sentences, mood of the sentence.



g. Formal and informal letter writing

Unit 05:

Presentation

- ↳ Certification duration:
- The certification started on 15<sup>th</sup> January 2019 and completed by 12<sup>th</sup> April 2019.
  - The duration of the course was 10 hours.

- ↳ Methodology of training:
- The sessions focused on applied and practical methods by using the following concepts:

- Brainstorming
- Presentation
- Dividing the large group into small groups and given these small groups specific tasks as report writing, listening activities etc.
- Collective interactions.
- Audio and video
- Discussion in groups
- Practical exercises, individually and collectively.

- ↳ Positive aspect of the training:
- The participants were interested and enthusiastic by the way session was conducted.
  - The relationships among the participants were in harmony.
  - Students improved their Communication skills, time management, presentation skills etc

- ↳ Challenges in training
- There were very few hours for practice. As there were only 10 hours assigned, modality to involve more students into practical exercises was not fully applied.

- ↳ Feedback Analysis:



4. The main goal for this certification was:

- To have basic grammatical knowledge, since they are graduates.
- To help the students improve their proficiency in English.
- To attain basic proficiency in all the four language skills, namely listening, speaking, reading and writing (LSRW).

4. Course Contents:

**Unit 01:**

Students should be given practice in listening to the sounds of the language to be able to recognize them, to distinguish between them to mark stress and recognize and use the right intonation in sentences

**Unit 02:**

Speaking skills may be developed through working on the following:

- a. Understanding paralinguistic (voice quality, volume, pace, voice modulation, articulation, pronunciation, etc.) attributes
- b. Describing objects/situations/people
- c. Individual/Group activities
- d. Extempore, debate etc.
- e. Just a Minute (JAM) Sessions

**Unit 03:**

Reading skills may be developed through working on the following:

- a. Skimming the text
- b. Reading and understanding of textual materials:
- c. Identifying the topic sentence
- d. Inferring vocabulary (Use of Dictionary/Glossary/ Listing Jargons) and contextual meaning

**Unit 04:**

Basic skills of simple and short composition

- a. Writing sentences
- b. Techniques of creative writing
- c. Use of appropriate vocabulary
- d. Paragraph, essay and précis writing
- e. Coherence and cohesiveness
- f. Note Making



Part 3: English for the real spoken world

- A. Everyday communication - Introduction, shopping, meeting friends, travelling, telephonic communication, negotiation, etc.

Part 4: Business Letters and Reports

- A. Introduction to business letters, Types of business letter, Layout of business letter  
B. Reports: definition & purpose, reports writing

Part 5: Public speaking

- A. Discussion  
B. Email correspondence, spell check  
C. Presentation

Students have improved the confidence in public speaking by giving them various topics during debates and discussions. Students also enjoyed the experience of understanding the basic grammar and writing skills.



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Coordinator

Adv. Manisha Kulkarni  
HOD, MBA@IICMR

Dr. Abhay Kulkarni  
Director, IICMR





## Certification in Advanced Business English



ATSS's, Pune  
MBA@IICMR

Ref.no: IICMR/MBA/2018-19/BUSINESS ENGLISH/

### Report

#### Certification in Advanced Business English Academic Year: 2018-2019

Date - 15<sup>th</sup> April 2019

- ⚡ Name of the Certification: Certification in Advanced Business English
- ⚡ Name of the Trainer: Ms.Gitanjali Thite
- ⚡ Venue: TI 02
- ⚡ Dates: 15<sup>th</sup> January 2019 to 12<sup>th</sup> April 2019
- ⚡ Total Participants: 97
- ⚡ Duration total: 10 hours
- ⚡ Timings: 2.30 pm to 3.30 pm





➤ Recommendations:

- The participants need the trainings to be conducted in the morning batch.
- Most of them suggested the sessions to be taken continually in a week.

Finally an overall evaluation was conducted by the trainer through the Presentation method. The evaluation was satisfactory and it was concluded by a question answer session. Feedback was taken from the students intended to obtain participants' views about different aspects of the training – from the effectiveness and coverage of the topics, and from the trainer's knowledge and preparedness to their overall impression of the whole experience.

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45

## Certification in Wealth and Portfolio Management and Banking



MBA @ IICMR

### Value Added Certification Wealth and Portfolio Management and Banking Report

Ref.: IICMR/MBA/2018-19/VAC-Finance/

#### Introduction:

The value added certification of "Wealth and Portfolio Management and Banking" was conducted by Mr. Aneesh Day for students of MBA 2<sup>nd</sup> year at IICMR. The session was conducted 30 hours. Topics covered in session were related wealth management, portfolio management and banking. The various topics covered were about different rules used in financial market (i.e. Rule of 72, Rule of 100, etc), financial assets and their classes, commodities, human life cycle and its linkage with financial decisions, wealth management pyramid, different formulas and its usage, Mutual Funds, Banking, and Insurance. The session helped students to understand the importance of financial planning and wealth management.

#### Objectives:

- To understand different instruments in financial market.
- To understand the concept & types and working of mutual funds, banking and insurance.
- To educate and make students sound to take investment decisions.

#### Schedule

Sr. No.	Date	Day	Time	Venue
1	10/06/2018	Sunday	10.30 am to 5.00 pm	TL-1
2	17/06/2018	Sunday	10.30 am to 5.00 pm	LAB
3	24/06/2018	Sunday	10.30 am to 5.00 pm	LAB



4	05/09/2018	Wednesday	10.30 am to 5.00 pm	TL 1
5	06/09/2018	Thursday	10.30 am to 5.00 pm	TL 1
6	19/09/2018	Wednesday	10.30 am to 5.00 pm	TL 1

Day 1: 10<sup>th</sup> June 2018 –

On the very first day of the certification students learned the basic concepts which are used in the financial market. Students also learned different rules, assets and asset classes, products and commodities in the financial market

Day 2: 17<sup>th</sup> June 2018 –

In this session the concepts covered were Human life cycle and its relevance to financial requirements and financial decisions, needs of financial planning, limitations of financial planning, wealth management pyramid, and different formulas such as future value, present value, NPV, IRR.

Day 3: 24<sup>th</sup> June 2018 –

In this session students learned the detailed concept of mutual fund, its types and different mutual funds which were trading in the market. Practical analysis of the mutual fund is also shown by the trainer where students used the website [www.valueresearchonline.com](http://www.valueresearchonline.com) and learned to read and understand the analysis.

Day 4: 5<sup>th</sup> September 2018 –

In this session students learned about the effect of taxation on different mutual funds and investments, difference between dividend and growth option, different ratios used for analysis of mutual funds, etc.

Day 5: 6<sup>th</sup> September 2018

In this session the concepts covered were Insurance & Banking under which the students learned about types of insurance policies, websites for analysis and decision making, types of banks, how banks work, different terminologies used in banking

Day 6: 19<sup>th</sup> September 2018 –

Evaluation:

Evaluation is done in three different types i.e MCQs, Personal Interview and Group Discussion which was conducted by the trainer Mr.Aneesh Day.



**Outcomes:**

1. Students' awareness about Financial Market and products has been increased.
2. Students understood about financial planning and investments
3. Students understood different types of mutual funds and importance of investments.
4. Few students started investing in SIP

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