

Audyogik Tantra Shikshan Sanstha's Institute of Industrial and Computer Management and Research (IICMR) Approved by AICTE, Permanently Affiliated to SP Pune University, Recognized by DTE, Government of Maharashtra, NAAC Re-accredited



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 2nd 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
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6	28/09/18	1 and a strengthere		
7	29/09/18	Friday	1.30pm to 4.30 pm	1.00
8	09/10/18	Saturday	1.30pm to 3.30 pm	LAB
-24. 1	03/10/18	Tuesday	1.30pm to 4.30 pm	LAB
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Day 1: 4th 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: 18th 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" 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: 25th 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" September 2018

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

Day 6: 28th September 2018 -

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

Day 7: 29th September 2018 -

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

Day 8: 9th 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@HCMR

Date - 27th 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: 20th August to 22nd October 2018

Time: 3.30pm to 4.30pm

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

Course Content:

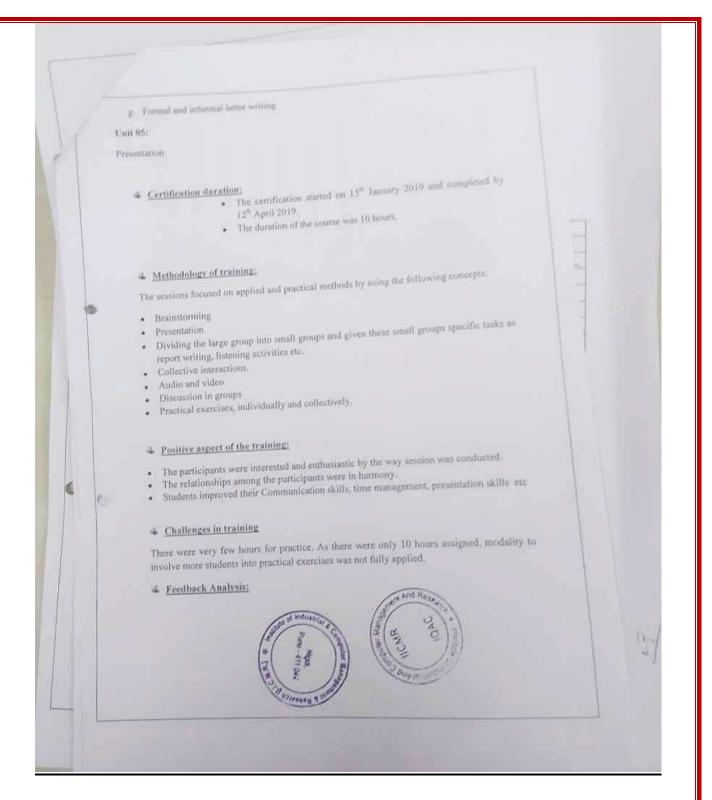
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Part I: Basics of Business English

- 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.



- 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:

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 precis writing
- e. Coherence and cohesiveness
- f. Note Making

Part 3: English for the real spoken world

- A. Everyday communication Introduction, shopping, marting Broods, traveling, 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 topids during debates and discussions. Students also enjoyed the experience of understanding the basis grammar and writing skills.







Adv. Manisha Kulkami HOD, MBA@IICMR

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Dr. Abhay Kalkarei Director, IICMR

Certification in Advanced Business English



ATSS's, Pune MBA@IICMR

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

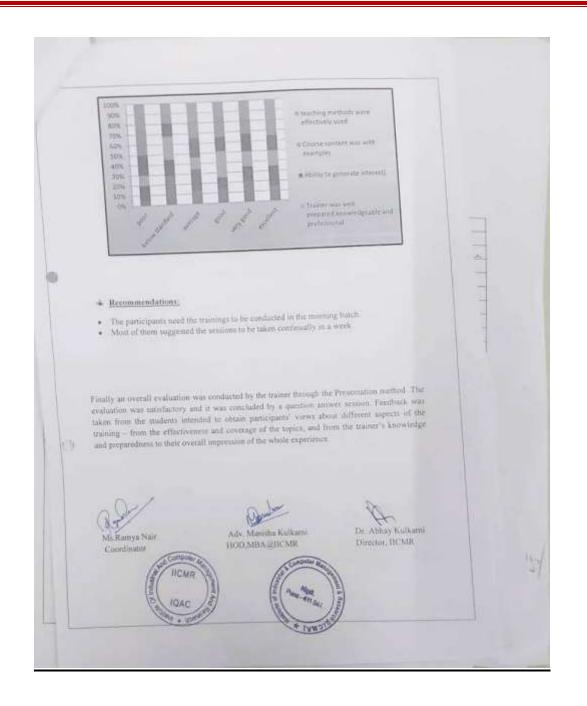
Report

Certification in Advanced Business English Academic Year: 2018-2019

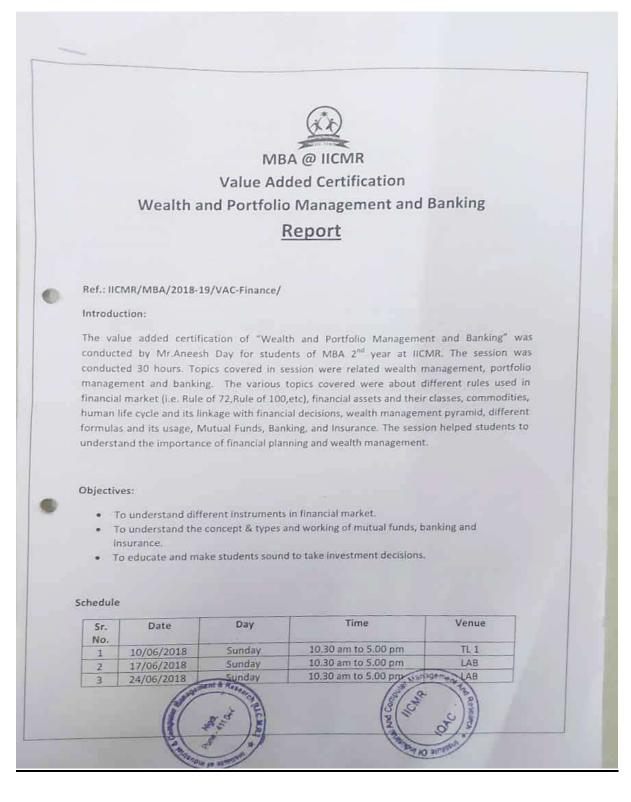
Date - 15th April 2019

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





Certification in Wealth and Portfolio Management and Banking



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	06/09/2018	Thursday	10.30 am to 5.00 pm	71.4
6	19/09/2018	Madana		11.1
		Wednesday	10.30 am to 5.00 pm	TL1

Day 1: 10th 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 2:17th June 2018 -

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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: 24th 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 and learned to read and understand the analysis.

Day 4: 5th 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: 6th 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: 19th 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.

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Outcomes:

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- Students' awareness about Financial Market and products has been increased.
 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

Prepared by Ma Vidhya Hittalmani Coordinator

Checked by Adv. Manisha Kulkami HOD MBAGHCMR

Ellam Approved by Dr. Abhay Kulkarri Director, IICMR



