MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

ADD-ON CERTIFICATION COURSE ON
ADVANCED EXCEL
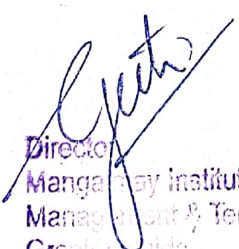
From

$6^{th} - 24^{th}$ January, 2020

Convener : Ms. Prachi Aggarwal, Asst. Professor, MIMT

For MBA 2nd Year

Resource Person

Mr. Jayant Chakraborti,
TDF Consultant

www.mimt.org | Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India

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Date: 2nd January 2020

NOTICE

This is to inform all MBA 4th Semester students that an Add-on Certification" **Advanced Excel**" is organized on 06th- 24th January 2020. The activity convener is Ms. Prachi Aggarwal, Faculty, MIMT.

It is mandatory for the students register for the add-on and be in formals.

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MIMT

Annexure:

Syllabus

Schedule

CC to:

Head of Department

All Faculty members

All Students

Notice Board/ Digital Platform

Office File

SYLLABUS

ADVANCED EXCELCERTIFICATION COURSE

Course Code: MMAC04

Learning Objectives:

This Advanced Microsoft Excel training course is designed for students to gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

Duration: 30 hours

Course Outline:

- **Advanced Excel Course - Overview of the Basics of Excel**

☐Customizing common options in Excel

☐Absolute and relative cells

☐Protecting and un-protecting worksheets and cells

- **Advanced Excel Course - Working with Functions**

☐ Writing conditional expressions (using IF)

☐ Using logical functions (AND, OR, NOT)

☐ Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)

☐ VlookUP with Exact Match, Approximate Match

☐ Nested VlookUP with Exact Match

☐ VlookUP with Tables, Dynamic Ranges

☐ Nested VlookUP with Exact Match

☐ Using VLookUP to consolidate Data from Multiple Sheets

- **Advanced Excel Course - Data Validations**

☐ Specifying a valid range of values for a cell

☐ Specifying a list of valid values for a cell

☐ Specifying custom validations based on formula for a cell

- **Advanced Excel Course - Sorting and Filtering Data**

☐ Sorting tables

☐ Using multiple-level sorting

☐ Using custom sorting

☐ Filtering data for selected view (AutoFilter)

☐ Using advanced filter options

- **Creating Pivot Tables**

☐ Formatting and customizing Pivot tables

☐ Using advanced options of Pivot tables

☐ Pivot charts

☐ Consolidating data from multiple sheets and files using Pivot tables

☐ Using external data sources

☐ Using data consolidation feature to consolidate data

☐ Viewing Subtotal under Pivot

- **Advanced Excel Course - Data Validations**

☐ Specifying a valid range of values for a cell

☐ Specifying a list of valid values for a cell

☐ Specifying custom validations based on formula for a cell

- **Advanced Excel Course - Charts**

☐ Using Charts

☐ Formatting Charts

☐ Using 3D Graphs

☐ Using Bar and Line Chart together

☐ Using Secondary Axis in Graphs

☐ Sharing Charts with PowerPoint / MS Word, Dynamically

☐ (Data Modified in Excel, Chart would automatically get updated)

- **Advanced Excel Course - Working with Reports**

☐ Creating subtotals

☐ Multiple-level subtotals

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SCHEDULE "ADVANCED EXCEL"

Session	Content	Session Timing	Date
1.	**Advanced Excel Course - Overview of the Basics of Excel** • Customizing common options in Excel • Absolute and relative cells • Protecting and un-protecting worksheets and cells	3 pm to 5 pm	6 Jan, 2020
2.	**Logical Functions** • If function • How to fix errors -if errors • Nested if • Complex if and or function	3 pm to 5 pm	7 Jan, 2020
3.	**Logical Functions** • Using logical functions (AND, OR, NOT) • Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)	3 pm to 5 pm	8 Jan, 2020
4.	**Advanced Excel Course - Working with Functions** • VlookUP with Exact Match, Approximate Match • Nested VlookUP with Exact Match • VlookUP with Tables, Dynamic Ranges	3 pm to 5 pm	9 Jan, 2020
5.	**Advanced Excel Course - Working with Functions** • Nested VlookUP with Exact Match • Using VLookUP to consolidate Data from Multiple Sheets	3 pm to 5 pm	10 Jan, 2020
6.	**Advanced Excel Course - Data Validations** • Specifying a valid range of values for a cell • Specifying a list of valid values for a cell • Specifying custom validations based on formula for a cell	3 pm to 5 pm	13 Jan, 2020
7.	**Advanced Excel Course - Sorting and Filtering Data** • Sorting tables • Using multiple-level sorting	3 pm to 5 pm	14 Jan, 2020

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	• Using custom sorting		
8.	**Advanced Excel Course - Sorting and Filtering Data** • Filtering data for selected view (AutoFilter) • Using advanced filter options	3 pm to 5 pm	15 Jan, 2020
9.	**Creating Pivot Tables** • Formatting and customizing Pivot tables • Using advanced options of Pivot tables • Pivot charts	3 pm to 5 pm	16 Jan, 2020
10.	**Creating Pivot Tables** • Consolidating data from multiple sheets and files using Pivot tables • Using external data sources • Using data consolidation feature to consolidate data • Viewing Subtotal under Pivot	3 pm to 5 pm	17 Jan, 2020
11.	**Advanced Excel Course - Data Validations** • Specifying a valid range of values for a cell • Specifying a list of valid values for a cell • Specifying custom validations based on formula for a cell	3 pm to 5 pm	20 Jan, 2020
12.	**Advanced Excel Course - Charts** • Using Charts • Formatting Charts • Using 3D Graphs	3 pm to 5 pm	21 Jan, 2020
13.	**Advanced Excel Course - Charts** • Using Bar and Line Chart together • Using Secondary Axis in Graphs • Sharing Charts with PowerPoint / MS Word, Dynamically • (Data Modified in Excel, Chart would automatically get updated)	3 pm to 5 pm	22 Jan, 2020
14.	**Advanced Excel Course - Working with Reports** • Creating subtotals • Multiple-level subtotals	3 pm to 5 pm	23 Jan, 2020
15.	**Advanced Excel Course - Working with Reports**	3 pm to 5 pm	24 Jan, 2020

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ADD-ON

ADVANCED EXCEL

Duration: 30 Hours

Date	6th – 24th January, 2020
Venue	Seminar Hall
Organized by	MIMT Department
Expert	Mr. Jayant Chakraborty, Trainer, TDF Consultant
Beneficiary	MBA 4th Semester (67 Students)
Convenor	Ms. Prachi Aggarwal, Asst. Professor, MIMT
Objective	The Workshop was organized with the aim of providing hands-on experience to the students, on analyzing raw data, using MS Excel tools.
Content	Management Department, MIMT organized a 30-hour certification on "Advanced Excel". The resource person started his session with a basic introduction to MS Excel. Data for all the session was beforehand shared with all the students. With that data, he explained various concepts such as logical functions, VlookUP, sorting & filtering the data, etc. He also taught about Pivot table creation, displaying graphs from pivot tables, using filters to get the appropriate graphs, grouping data, single dimension comparison and two-dimension data comparison. These techniques were practically demonstrated by the Trainer, and the students were asked to create their own pivot tables and use command taught by him using the data that had been shared with them.
	Day 1: The resource person gave the overview of MS Excel. The session was started with basics of MS excel so that students feel comfortable to do excel at advanced level. In this session, students learn customizing common options in Excel, Absolute and relative cells and protecting and un-protecting worksheets and cells.
	Day 2: Students learn about logical functions such as if function, how to fix errors-if error, nested if, and complex if and or function. This hand-on session was highly informative for students.
	Day 3: In this session, Resource person continue the logical functions and students learn about logical functions (AND, OR, NOT), and lookup and reference functions (VLOOKUP, HLOOKUP, MATCH,

INDEX).

Day 4: The Day was started with advanced excel course. This session covers VlookUP with Exact Match, Approximate Match. Nested VlookUP with Exact Match, and VlookUP with Tables, Dynamic Ranges.

Day 5: Resource person stared the session with another logical functions of advanced excel. Students did some practice on logical function which were taught in previous session. Later on, resource person proceeded with other functions of advanced excel such as NestedVlookUP with Exact Match and Using VLookUP to consolidate Data from Multiple Sheets.

Day 6: Day 6th was on data validation. Resource person covered various aspects of data validation such as Specifying a valid range of values for a cell, Specifying a list of valid values for a cell, etc.

Day 7: In this session, resource person discussed sorting and filtering function. He also discussed the usefulness of this function and how this function do work big data as well.

Day 8: In this session, resource person continuing sorting and filtering of data and student learn about auto-filtering and advance filter options in MS Advanced Excel.

Day 9: The students learn about pivot tables in Day 9 of the program. Resource person taught about formatting and customizing pivot table in Excel sheet.

Day 10: In this session, students learn about consolidating data from multiple sheets and files using pivot tables, use of external data sources for creating pivot table, use of data consolidation feature to consolidate data, and viewing subtotal under pivot table.

Day 11: The Day was on data validations. In this session, various methods were taught to students to validate the data.

Day 12: In this session, students learn about charts in Excel. This hand-on session, students create various charts, learn about the chart formatting. Resource person also discussed 3D graphs and how to create and use them in the reports.

	Day 13: In this session, resource person taught various functions of charts such as use of Bar and Line Chart together, use of secondary axis in graphs, and sharing charts with PowerPoint / MS Word.
	Day 14: In this session, resource person discussed about reports making and presentation of results.
	Day 15: Last day of the program was dedicated to report writing and presentation of results in detail. After that, Q&A session was there in which various queries were taken up by the resource person.
Outcome of Activity	It wasa comprehensive learning event, which made students ready to put this amazing software to work for fabulous results. More importantly, this program would help them immensely in their analytical study of both primary and secondary data collected, and in the easy tabulation, analysis and presentation of their data in their project reports.

LIST OF BENEFICIARIES

S.NO	NAME
1	AAKASH SUNAR
2	ABHIJEET KUMAR
3	ABHISHEK KUMAR DUBEY
4	ABHISHEK SHARMA
5	ABHISHEK THAPA
6	AKSHARA CHAUHAN
7	AKSHAY MANGAL
8	AMAN ANIKIT
9	AMIT KUMAR
10	ANKIT TIWARI
11	ANKUR LOHIYA

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12	ANKUSH MAHESWARI
13	ANUJ KUMAR JHA
14	ARPITA RAJ
15	ARPITA SHARMA
16	ATUL SINGH
17	BHUPINDER SINGH
18	DEEPAK KUMAR MISHRA
19	FIZA SIDDIQUI
20	GAURAV
21	GIFTEDSON BAGH
22	JAIPRAKASH SHARMA
23	KM NEHA GUPTA
24	KM PRIYANKA NAGER
25	MANISH KUMAR
26	MD SHAHNEYAZ ALAM
27	MITRANJAN KUMAR PASWAN
28	MOHAMMAD SHADAB
29	MOHD RASHID
30	MONIKA CHAUHAN
31	MRINAL ANAND
32	NIRMALA GARIYA
33	NUKUL YADAV
34	PHARUKH

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35	PRACHI ANAND
36	PRAKASH JHA
37	PRAVIN KUMAR SINGH
38	PRIYESH KUMAR
39	PRIYESH RAJ
40	RAJESH KUMAR MISHRA
41	SADARE ALAM
42	SANJEET CHANDRA BORO
43	SARIKA
44	SHARAD SIROHI
45	SHILPA
46	SHIVAM GAUTAM
47	SHIVANGI SINGH
48	SHIVANI
49	SHIVANI TYAGI
50	SHRUTI ARORA
51	SHUBHAM SHARMA
52	SHUBHAM SHARMA
53	SHWETA BHARDWAJ
54	SIMRAN KHANNA
55	SNEHA SINGH
56	SUBHAM KUMAR
57	SUDHANSHU KUMAR
58	SUJEET KUMAR TIWARI

59	SUMIT KUMAR
60	SUPRIYA KUMARI
61	SWATI
62	SWEETY KUMARI
63	TAPESH KUMAR
64	TARUN KUMAR
65	TAUHID ANSARI
66	VIVEK SINGH
67	YOGESH KUMAR

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in association with **TF**

CERTIFICATE

Certified that Mr./Ms. ___ ANUJ KUMAR JHA _____ of

MBA Program (Batch 2018-20) of Mangalmay Institute of Management & Technology, Greater Noida

has successfully completed 30 Hours Add-On Certification Program on **ADVANCED EXCEL** conducted

from 06th Jan, 2020 to 24th Jan, 2020.

Prof. (Dr.) Tushar Kanti
DIRECTOR
Mangalmay Institute of
Management & Technology

Ms. Prachi Aggarwal
CONVENER
Mangalmay Institute of
Management & Technology

Director
Mangalmay Institute of
Management & Technology
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MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

CERTIFICATION COURSE ON

DIGITAL MARKETING

From

19th Aug. – 9th Sept., 2019

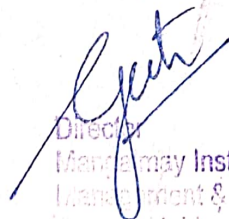Convener : Dr. Munish K. Tiwari, Associate Professor, MIMT

For MBA 1st Year

Resource Person

MR. AKASH GUPTA

Trainer, Alliance

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Date: 16st August, 2019

Notice

This is to inform all MBA 1st semester students that certification course **"Digital Marketing"** will commence from 19th August - 9th September, 2019 in Seminar Hall. It is mandatory for students to attend the certification course.

Dr. Munish K. Tiwari will be the convenor of this program.

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Annexure:
Syllabus
Schedule

CC to:
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All Faculty members
All Students
Notice Board/ Digital Platform
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SYLLABUS

DIGITAL MARKETING

Course Code: MMAC02

Duration: 32 Hours

Module 1

- Introduction to Digital Marketing
- Marketing Platforms- Organic and Paid Digital Marketing

Module 2

- Website & Search Engine introduction
- How to create a website
- Hosting and Domain
- Different platforms for website creation
- Search engine and functionality: Google, Bing, Yahoo

Module 3

- MISC Tools
- Google Webmaster Tools
- Site Map Creators
- Browser-based analysis tools
- Page Rank tools
- Dead links identification tools
- Open site explorer Domain
- Quick sprout

Module 4

- Lead Management & Digital Marketing
- Web to lead forms
- Web to case forms
- Lead generation techniques
- Inbuilt tools for Digital Marketing
- Group posting on Social Media platforms

Module 5

- SEO – Search Engine Optimization
- SEM – Search Engine Marketing
- Social Media Marketing/Optimization- Email Marketing
- Website Designing and Development
- Google AdWords
- Campaign Management
- PPC Advertising

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Schedule

"Digital Marketing"

Session	Content	Session Timing	Date
1.	**Module 1** • Introduction to Digital Marketing • Marketing Platforms- Organic and Paid Digital Marketing	3 pm to 5 pm	19th Aug, 2019
2.	**Module 2** • Website & Search Engine introduction • How to create a website	3 pm to 5 pm	20th Aug, 2019
3.	**Module 2** • Hosting and Domain • Different platforms for website creation	3 pm to 5 pm	21st Aug, 2019
4.	**Module 2** • Search engine and functionality: Google, Bing, Yahoo	3 pm to 5 pm	22nd Aug, 2019
5.	**Module 3** • MISC Tools	3 pm to 5 pm	23rd Aug, 2019
6.	**Module 3** • Google Webmaster Tools	3 pm to 5 pm	26th Aug, 2019
7.	**Module 3** • Site Map Creators • Browser-based analysis tools	3 pm to 5 pm	27th Aug, 2019
8.	**Module 3** • Page Rank tools • Dead links identification tools	3 pm to 5 pm	28th Aug, 2019
9.	**Module 3** • Open site explorer Domain • Quick sprout	3 pm to 5 pm	29th Aug, 2019
10.	**Module 4** • Lead Management & Digital Marketing • Web to lead forms	3 pm to 5 pm	30th Aug, 2019
11.	**Module 4** • Web to case forms • Lead generation techniques	3 pm to 5 pm	2nd Sept, 2019
12.	**Module 4** • Inbuilt tools for Digital Marketing • Group posting on Social Media	3 pm to 5 pm	3rd Sept, 2019

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	platforms		
13.	**Module 5** • SEO – Search Engine Optimization • SEM – Search Engine Marketing	3 pm to 5 pm	4th Sept. 2019
14.	**Module 5** • Social Media Marketing/Optimization- Email Marketing	3 pm to 5 pm	5th Sept. 2019
15.	**Module 5** • Website Designing and Development • Google AdWords	3 pm to 5 pm	6th Sept. 2019
16.	**Module 5** • Campaign Management • PPC Advertising	3 pm to 5 pm	9th Sept. 2019

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Report

Name of Activity	Certification Course "Digital Marketing"
Date	19th Aug – 9th Sep, 2019 (32 Hours)
Venue	Seminar Hall, MIMT
Organized by	Management Department
Name of Expert	Mr. Akash Gupta, Trainer, Alliance
Beneficiary	MBA 1st Sem (124 students)
Activity -Convener	Dr. Munish Kr. Tiwari, Asst. Professor, MIMT
Objective	This course aims to provide real time knowledge and skills pertaining to insightful knowledge and training on various aspects of Digital Marketing and enabling participants in taking informed and effective decision in the areas of Digital Marketing.
Content	With the focus of imparting digital marketing concepts, channels and job opportunities to students, MIMT conducted a 32-hours Certification Course "Digital Marketing" for MBA 1st semester students from 19th Aug – 9th Sep, 2019. The main aim is to educate, train and make students ready for any job role in digital marketing industry. The motive of this initiative is to provide students a perfect platform for gaining hands on experience and exposure to every aspect of digital marketing.
	Initially, the certification course went through the important aspects such as digital marketing fundamentals, website creation, search engine optimization, social media marketing, email marketing and analytics. And then, the course proposed ways to setting up Facebook page and Google AdWords account, and installing and creating reports from Google Analytics. A details report of all the session days is given below:
	Day 1: Resource person started the session with discussion on Digital marketing and various marketing platforms both organic and paid.
	Day 2: On day 2, session was started with Module 2. In this session, resource person introduced the students with various aspects of websites and search engines. The working and functionality of search engine was discussed and demonstrated. In this session, resource person also taught the students the process of creation of a website.
	Day 3: Continuing the previous topic related to creation of a website, resource person discussed various aspects of website creation such as hosting, domain, and different platforms for website creation.
	Day 4: Continuing the Model 2, the various search engines such as Google, Bing, Yahoo was discussed with students. How these search engine helps in digital marketing was also discussed in the session.

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Day 5: On day 5, resource person started Module 3 and discussed various miscellaneous online tools such as Disqus. WhoIsHosting. Google Translate, Google URL Shortener, share link generator. etc. which are very useful in digital marketing.

Day 6: The session with started with another tool of digital marketing. Students were acquainted with Google webmaster tools. Resource person discussed the useful of this tool. Search Console tools and reports were also discussed, and resource person highlight how these tools help in measuring site's Search traffic and performance. fix issues, and make website shine in Google Search results.

Day 7: In this session, resource person discussed features and usefulness of site map creators and browser-based analysis tools. **Day 8:** On day 8, resource person discussed other tools of digital marketing. These are page rank tools and dead links identification tools.

Day 9: On day 9, the resource person discussed open site explorer domain and quick sprout. Few queries were also taken by resource person related to previous sessions.

Day 10: The session was started with discussion on lead management and digital marketing.

Day 11: In this session, resource person discussed and demonstrate web to case forms and lead generation techniques. Various tools of lead generation techniques were discussed by resource person.

Day 12: On day 12, resource person discussed various inbuilt tools for digital marketing. He further discussed how group posting is useful on social media platforms.

Day 13: Topics of today's session were search engine optimization, and search engine marketing. Resource person demonstrate the examples of SEO and SEM.

Day 14: In this session, resource person shared his knowledge on social media marketing. Students got to know the how marketing has changed in the era of digitalization and social media. Resource person further discussed the optimization through e-mail marketing.

Day 15: This session covered very interesting topic which was website designing and development and Google Adwords. In session was hand-on session. In this session, students were given a chance to design a website in Photoshop - from scratch. Resource person discussed how students can use strategies to generate passive income that builds over time.

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	Day 16: In this session, resource person discussed few case studies in which students learnt about campaign management and PPC advertising. The day were ended with query handling session. A total of 124 MBA 1st semester students attended the certification course. In future, IQAC Cell has planned to conduct more digital marketing seminars or certification courses in the college to aware students about the job opportunities lying begging in the digital marketing sector.
Outcome of Activity	On successful completion of the course students will be able to demonstrate cognitive knowledge of the skills required in conducting online research and research on online markets. Besides, comprehend the importance of conversion and working with digital relationship marketing

LIST OF BENEFICIARIES

S. No.	Student Name
1	ROBIN KUMAR
2	AASHISH KUMAR
3	ABHINAV KUMAR PANDEY
4	ABHINAV MANI TIWARI
5	ABHISHEK GAUTAM
6	ABHISHEK GUPTA
7	ABHISHEK KUMAR SHANDILYA
8	ABHISHEK KUMAR SHARMA
9	ADARSH SINGH RAJPUT
10	ADITYA KUMAR
11	AHMAR HUSAIN
12	AMAN KUMAR JHA
13	AMIT KUMAR
14	AMITESH KUMAR PANDEY
15	ANCHAL KUMARI
16	ANDRITA SHARMA
17	ANGELA GEORGE
18	ANIL KUMAR
19	ANJALI
20	ANKIT KUMAR
21	ANOUSHKA GARG
22	ANSHUL KUMAR
23	ANSU KUMARI
24	ANUBHAV SUTRADHAR
25	ANUWARYA ROY

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26	ARIF KHAN
27	ARTI PAL
28	ARYAN SRIVASTAVA
29	ASHU SHARMA
30	ASHVANI KUMAR SINGH
31	ATUL JAGADEESAN
32	AVINASH
33	BHARTI CHAUHAN
34	BHAWANI
35	DEEKSHA GUPTA
36	DEEPAK KUMAR
37	DHAN BAHADUR THAPA
38	DHANBIR KUMAR
39	DHEERAJ KUMAR
40	EKHLAS PARWEEN
41	FOZIA KHAN
42	GAJENDRA SINGH
43	GAURAV KUMAR SINGH
44	GHANSHYAM SHARMA
45	HARSH BHATI
46	HIMANSHU GUPTA
47	JAYANT KUMAR SACHAN
48	JITENDRA SINGH RATHORE
49	JYOTI
50	KAMAL KAPOOR
51	KAPIL YADAV
52	KARTIKEY GUPTA
53	KHUSHBOO BHARDWAJ
54	KISHAN KUMAR
55	LALIT MOHAN BHARDWAJ
56	MAHIMA PATHAK
57	MASADUR RAHAMAN
58	MD ARISH TASLIM
59	MD RAJA KHAN
60	MOHD ZISHAN SALMANI
61	MOSAM ALI
62	MRITYUNJAY KUMAR
63	MUSKAAN GUPTA
64	NAVNEET NANDAN
65	NEELAM
66	NEHA SHARMA
67	NIKHIL SINGH
68	NIKHIL SUBHASH GUPTA
69	NILA NISHALIKA
70	NISHANT SINGH YADAV

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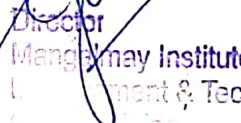Management & Technology
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71	NISHITA SINGH
72	NITESH KUSHWAHA
73	PANKAJ KUMAR
74	PINKU SHARMA
75	POOJA KUMARI
76	PRACHI RANE
77	PRASHANT SHARMA
78	PRAVEEN KUMAR SINGH
79	RAGHUNATH SHARMA
80	RAJA KUMAR
81	RAJANIKANT KUMAR
82	RAJU KUMAR RAMEKBAL CHAURASIYA
83	RAKESH KUMAR
84	RAKESH KUMAR GANDHI
85	RASHI MITTAL
86	RASHMI KUMARI
87	RAUSHAN KUMAR
88	RAZAUR RAB
89	RENU
90	RISHABH GUPTA
91	RISHIKA
92	RISHUKA SINGH
93	ROHIT JHA
94	RUCHIKA KUMARI
95	S GELI GREEMA NAYAK
96	SAGAR
97	SAHIL BHATI
98	SAKET AGARWAL
99	SAKET KUMAR
100	SAMEEN
101	SAURABH KUMAR
102	SERVER KHAN
103	SHAHNAWAZ ALAM
104	SHARIQUE HUSSAIN
105	SHASHANK KUMAR
106	SHASHI KUMAR
107	SHASHWATI DAS
108	SHIKHA KUSHWAHA
109	SHIVAM SHARMA
110	SHREYA KESHRI
111	SHUBHANJALI VERMA
112	SHUMESH RAY
113	SUMAYYA KHATOON
114	SUSHIL PANDIT
115	TAMANNA BHALLA

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116	TANVI MATHUR
117	TOOBA KHAN
118	VIKAS
119	VIKASH PAL
120	VISHNU KESHARI
121	VISHWANATH JHA
122	YASHI MEHROTRA
123	YATANVEER
124	ZAKIR HUSSAIN

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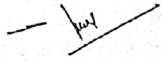

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Knowledge Park-II, Greater Noida (U.P.)
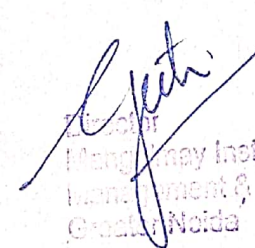
in association with

CERTIFICATE

Certified that Mr./Ms. _____ ABHINAV MANI TIWARI _____ of

MBA Program (Batch 2019-21) of Mangalmay Institute of Management & Technology, Greater Noida

has successfully completed **32** Hours Add-On Certification Program on **DIGITAL MARKETING**

conducted from 19th Aug, 2019 to 09th Sep, 2019.

Prof. (Dr.) Tushar Kanti
DIRECTOR
Mangalmay Institute of
Management & Technology

Dr. Munish Kumar Tiwari
CONVENER
Mangalmay Institute of
Management & Technology

MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

CERTIFICATION PROGRAM ON
FRENCH

From

16th Sept. – 05th Nov., 2019 in MBA 1st Year Classroom, MIMT

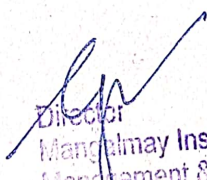### Convener : Ms. Pooja Goel

For MBA 1st Semester

Resource Person

MS. APARNA

Trainer, French Language

www.mimt.org | Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India

Director
Mangalmay Institute of
Management & Technology
Greater Noida

Date: 13th September, 2019

NOTICE

This is to inform all MBA 1st semester students that Certification Program **"French"** will be organized from **16th September – 5th November, 2019**. It is mandatory for all students to attend it.

Ms. Pooja Goel will be the convenor of this activity.

Director

MIMT

Annexure:

Syllabus

Schedule

CC to:

Head of Department

All Faculty members

All Students

Notice Board/Digital Platform

Office File

Syllabus
Foreign Language
FRENCH – Level-1

Duration: 30 Hours   **Course Code: MMAC06**

Course Objectives

- The Objective of the course is to make MBA students learn the fundamentals of French Language for Level (1) out of 6 levels using selected readings, videos, interactive exercises, and case studies.

Module 1

Personal Subject Pronoun, Tonique Pronouns, Present Tense-State, Description, Common verbs: be, have, do, to be called, ER Verbs: to live, to work, to talk…, Verb: to understand (I and You forms),

Module 2

Conditional for politeness (I would like to), Interrogation (the 3 forms), Interrogative words: Do you, What do you)

Module 3

Interrogative pronouns: Where, When, How much, Interrogative adjectives (what), It is/ This is/ Here is, Definite and Indefinite articles, Zero article for professions, Cardinal numbers

Module 4

Demonstrative adjectives, Masculine/Feminine & Singular/Plural Agreement of Adjectives (for nationalities), Some descriptive adjectives (big, small,...), Position of adjectives, Affirmative and Negative sentences, Negation (not), Possessive 's to show belonging, Possessive

Module 5

Adjectives, Partit if articles (of the Adverbs of quantity (a few, a lot), uncountable, countable, Impersonal 'it' for the weather, Expression of time (now, this morning, tomorrow), Expression of time(days, months, seasons, year), Expression of Place : go to/come from + a city or country: live in + a city or country, There is/ There are, Connectors: and, or, but

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Greater Noida

SCHEDULE

Session	Content	Session Timing	Date
1.	**Unit 1** • Personal Subject Pronoun	3 pm to 4 pm	16th Sept, 2019
2.	**Unit 1** • Tonique Pronouns	3 pm to 4 pm	17th Sept, 2019
3.	**Unit 1** • Present Tense-State • Conjugations • Description	3 pm to 4 pm	18th Sept, 2019
4.	**Unit 1** • Common verbs: be, have, do, to be called,	3 pm to 4 pm	19th Sept, 2019
5.	**Unit 1** • ER Verbs: to live, to work, to talk…	3 pm to 4 pm	20th Sept, 2019
6.	**Unit 1** • Verb: to understand (I and You forms)	3 pm to 4 pm	23rd Sept, 2019
7.	**Unit 2** • Conditional for politeness (I would like to)	3 pm to 4 pm	24th Sept, 2019
8.	**Unit 2** • Interrogation (the 3 forms)	3 pm to 4 pm	25th Sept, 2019
9.	**Unit 2** • Interrogative words: Do you, (What do you)	3 pm to 4 pm	26th Sept, 2019
10.	**Unit 3** • Interrogative pronouns: Where, When, How much	3 pm to 4 pm	27th Sept, 2019
11.	**Unit 3** • adjectives (what), It is/ This is/ Here is	3 pm to 4 pm	30th Sept, 2019
12.	**Unit 3** • Definite and Indefinite articles	3 pm to 4 pm	1st Oct, 2019
13.	**Unit 3** • Zero article for professions	3 pm to 4 pm	3rd Oct, 2019
14.	**Unit 3** • Cardinal numbers	3 pm to 4 pm	4th Oct, 2019

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15.	Unit 4 • Demonstrative adjectives	3 pm to 4 pm	9th Oct, 2019
16.	Unit 4 • Masculine/Feminine • Singular/Plural	3 pm to 4 pm	10th Oct, 2019
17.	Unit 4 • Agreement of Adjectives (for nationalities)	3 pm to 4 pm	11th Oct, 2019
18.	Unit 4 • Some descriptive adjectives (big, small,...)	3 pm to 4 pm	14th Oct, 2019
19.	Unit 4 • Position of adjectives	3 pm to 4 pm	15th Oct, 2019
20.	Unit 4 • Affirmative and Negative sentences	3 pm to 4 pm	16th Oct, 2019
21.	Unit 4 • Negation (not), Possessive to show belonging,	3 pm to 4 pm	18th Oct, 2019
22.	Unit 5 • Possessive Adjectives	3 pm to 4 pm	21st Oct, 2019
23.	Unit 5 • Partitive Articles (of the)	3 pm to 4 pm	22nd Oct, 2019
24.	Unit 5 • Adverbs of quantity (a few, a lot), uncountable, countable	3 pm to 4 pm	23rd Oct, 2019
25.	Unit 5 • Impersonal verb 'it' for the weather/climate condition	3 pm to 4 pm	24th Oct, 2019
26.	Unit 5 • Expression of time (now, this morning, tomorrow)	3 pm to 4 pm	30th Oct, 2019
27.	Unit 5 • Expression of time (days, months, seasons, year)	3 pm to 4 pm	31st Oct, 2019
28.	Unit 5 • Expression of Place: go to/come from + a city	3 pm to 4 pm	1st Nov, 2019
29.	Unit 5 • Expression of Place: country; live in + a city or country,	3 pm to 4 pm	4th Nov, 2019
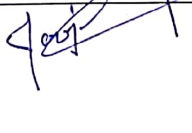
30.	Unit 5	3 pm to 4 pm	5th Nov. 2019
	• There is/ There are		
	• Connectors: and, or, but		

Report

Name of Activity	Certification Program "French"
Date	16th September – 5th November, 2019 (30-hours)
Venue	MBA 1st year classroom, MIMT
Organized by	Management Department
Name of Expert	Ms. Aparna, Trainer, French Language
Beneficiary	MBA 1stSemester (124 Students)
Activity -Convener	Ms. Pooja Goel, Asst. Professor, MIMT
Objective	The objective was to introduce students to the basics of the French Language. It focuses on conversational French and the everyday use of the language.
Content	This add-on course was designed for the true beginners aiming at enabling the students to communicate in a variety of everyday situations, working on their grammar and vocabulary altogether. The resource person of the course was Ms. Aparna.

Day 1: The course began with the learning how to introduce themselves in the French language. Later on, resource person discussed personal subject pronoun.

Day 2: This session was focuses on French figures, weekdays, and months along with the knowledge about French phonetics. Continuing the previous session, the resource person discussed about Tonique pronouns.

Day 3: Though emphasis was made on communicating in French, the students were taught how to form French conjugations besides teaching the formation of sentences.

Day 4: The session was taken on common verbs. And resource person taught students about use of be, have, do, to, be called in the sentence.

Day 5: The resource person began the session with ER verbs. Apart from the knowledge about the language, the research person played few educational clips on French language.

Day 6: The resource person in this session discussed about verbs and use of verb in different sentence. For this, exercise sheets were also

shared with the students for better understanding of verbs.

Day 7: In this session, the resource person handled some queries related to previous sessions. Later on, she discussed how to form sentence with 'I would like to' in the sentence.

Day 8: In this session, resource person discussed the concept of interrogation in French Language and how to form interrogative sentences.

Day 9: The resource person continued with interrogative sentences in this session. Students were taught about few more interrogative words.

Day 10: Students were taught about the interrogative pronouns such as where, when, how much, etc. The resource person also showed few clips on communication in French language using interrogative words.

Day 11: In this session, resource person discussed the use of adjectives in the formation of sentences in French language.

Day 12: The session was begun with practice of interrogative sentences. Later, resource person discussed definite and indefinite articles.

Day 13: The resource person discussed the zero article and its classification for phantom articles. And also discussed the rule applies to professions.
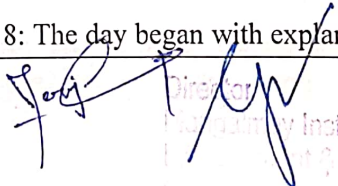
Day 14: In this session, the resource person discussed with students the cardinal numbers in French. And how to use them in written form.

Day 15: The resource person discussed all the French demonstrative adjectives: ce, cet, ces, cette with students. She explained how these are used to point out specific things. Some exercise sheets were distributed to students for better understanding of the concept.

Day 16: The resource person discussed the rule of Masculine/Feminine Singular/Plural in French language.

Day 17: In this session, resource person discussed the rules related to Agreement of Adjectives and various rule while framing a sentence with it such as how to use articles before nationalities in French, etc.

Day 18: The day began with explanation of descriptive adjectives. And

resource person shared list of few descriptive adjectives with students.

Day 19: in this session, the resource person discussed Position of adjectives. A short movie was also played during session on conversion in French language.

Day 20: This session was dedicated to Affirmative and Negative sentences. An exercise was planned by the resource person which helped students to understand the concept.

Day 21: The session was on Possession, Possessive Pronouns. The resource person discussed the rule and use of apostrophe in French language.

Day 22: In this session, the resource person discussed French possessive adjectives. The students were provided with notes on classification and some worksheets for practice.

Day 23: In this session, the resource person discussed various partitive articles in French. The use of du, de la, de l', and des was discussed with students.

Day 24: The resource person discussed Adverbs of quantity such as a few, a lot, uncountable, countable with students. Later, the session was open for discussion.

Day 25: The session was on impersonal verb and resource person discussed use of 'it' to explain weather conditions and various sentence formation on weather and climate.

Day 26: This session was on Expression of time. The resource person discussed the use of now, this morning, tomorrow, etc. with students.

Day 27: The resource person continues the concept of Expression of time and concepts related to days, months, seasons, year was discussed with students. An exercise sheet was also shared with students regarding Expression of time concept.

Day 28 & 29: The next session was on Expression of Place. The resource person discussed with students the various ways to address a country or place in French.

Day 30: The resource person shared a list of connectorsin French Language for smooth speech.At last, the certification course

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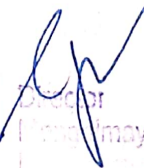
	waswrapped-up with the highlighting of the vocabulary and queries from the students.
Outcome of Activity	It enabled the students to recognize and distinguish sounds, improve pronunciation and gradually obtain more natural expression.

LIST OF BENEFICIARIES

S. No.	Student Name
1	ROBIN KUMAR
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14	AMITESH KUMAR PANDEY
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16	ANDRITA SHARMA
17	ANGELA GEORGE
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19	ANJALI
20	ANKIT KUMAR
21	ANOUSHKA GARG
22	ANSHUL KUMAR
23	ANSU KUMARI
24	ANUBHAV SUTRADHAR
25	ANUWARYA ROY
26	ARIF KHAN
27	ARTI PAL
28	ARYAN SRIVASTAVA
29	ASHU SHARMA
30	ASHVANI KUMAR SINGH
31	ATUL JAGADEESAN
32	AVINASH
33	BHARTI CHAUHAN
34	BHAWANI
35	DEEKSHA GUPTA

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Management & Technology

36	DEEPAK KUMAR
37	DHAN BAHADUR THAPA
38	DHANBIR KUMAR
39	DHEERAJ KUMAR
40	EKHLAS PARWEEN
41	FOZIA KHAN
42	GAJENDRA SINGH
43	GAURAV KUMAR SINGH
44	GHANSHYAM SHARMA
45	HARSH BHATI
46	HIMANSHU GUPTA
47	JAYANT KUMAR SACHAN
48	JITENDRA SINGH RATHORE
49	JYOTI
50	KAMAL KAPOOR
51	KAPIL YADAV
52	KARTIKEY GUPTA
53	KHUSHBOO BHARDWAJ
54	KISHAN KUMAR
55	LALIT MOHAN BHARDWAJ
56	MAHIMA PATHAK
57	MASADUR RAHAMAN
58	MD ARISH TASLIM
59	MD RAJA KHAN
60	MOHD ZISHAN SALMANI
61	MOSAM ALI
62	MRITYUNJAY KUMAR
63	MUSKAAN GUPTA
64	NAVNEET NANDAN
65	NEELAM
66	NEHA SHARMA
67	NIKHIL SINGH
68	NIKHIL SUBHASH GUPTA
69	NILA NISHALIKA
70	NISHANT SINGH YADAV
71	NISHITA SINGH
72	NITESH KUSHWAHA
73	PANKAJ KUMAR
74	PINKU SHARMA
75	POOJA KUMARI
76	PRACHI RANE
77	PRASHANT SHARMA
78	PRAVEEN KUMAR SINGH
79	RAGHUNATH SHARMA
80	RAJA KUMAR

81	RAJANIKANT KUMAR
82	RAJU KUMAR RAMEKBAL CHAURASIYA
83	RAKESH KUMAR
84	RAKESH KUMAR GANDHI
85	RASHI MITTAL
86	RASHMI KUMARI
87	RAUSHAN KUMAR
88	RAZAUR RAB
89	RENU
90	RISHABH GUPTA
91	RISHIKA
92	RISHUKA SINGH
93	ROHIT JHA
94	RUCHIKA KUMARI
95	S GELI GREEMA NAYAK
96	SAGAR
97	SAHIL BHATI
98	SAKET AGARWAL
99	SAKET KUMAR
100	SAMEEN
101	SAURABH KUMAR
102	SERVER KHAN
103	SHAHNAWAZ ALAM
104	SHARIQUE HUSSAIN
105	SHASHANK KUMAR
106	SHASHI KUMAR
107	SHASHWATI DAS
108	SHIKHA KUSHWAHA
109	SHIVAM SHARMA
110	SHREYA KESHRI
111	SHUBHANJALI VERMA
112	SHUMESH RAY
113	SUMAYYA KHATOON
114	SUSHIL PANDIT
115	TAMANNA BHALLA
116	TANVI MATHUR
117	TOOBA KHAN
118	VIKAS
119	VIKASH PAL
120	VISHNU KESHARI
121	VISHWANATH JHA
122	YASHI MEHROTRA
123	YATANVEER
124	ZAKIR HUSSAIN

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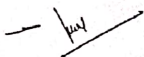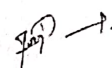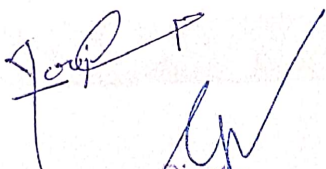## MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

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Knowledge Park-II, Greater Noida (U.P.)

CERTIFICATE

Certified that Mr./Ms. ___ AASHISH KUMAR _____ of

MBA Program (Batch 2019-21) of Mangalmay Institute of Management & Technology, Greater Noida

has successfully completed **30** Hours Add-On Certification Program on **French Language**

conducted from 16th Sep, 2019 to 05th Nov, 2019.

Prof. (Dr.) Tushar Kanti
DIRECTOR
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Management & Technology
Greater Noida

MANGALMAY

INSTITUTE OF MANGAMENT & TECHNOLOGY

CERTIFICATION PROGRAM

SIX SIGMA GREEN BELT

From

13th January to 22nd January, 2020

Convener : Dr. Priyanka Srivastav, Asst. Professor

For MBA IInd Semester

Resource Person

Ms. Bharti Goel I Mr. Deepak Goel

(Edu4sure)

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Director
Mangalmay Institute of
Management & Technology
Greater Noida

Date: 9th January, 2020

NOTICE

This is to inform all MBA 2nd semester students thatcertification program **"Six Sigma Green Belt"** will be organized from 13th-22nd January, 2020 in Seminar Hall, MIMT. It is mandatory for all the 2nd Semester students to attend the online program, syllabus, and schedule along with the link will be attached.

Dr. Priyanka Srivastav will be the convener of this program.

Director

MIMT

Annexure:

Syllabus

Schedule

CC to:

Head of Department

All Faculty members

All Students

Notice Board

Office File

Syllabus of Six Sigma

Content of Module

Course Code: MMAC01

Module 1: Six Sigma and Organizational Goals

- Lean principles in six sigma
- Design for six sigma methodology

Module 2: Define Phase

- Project Identification
- Project Management Basics
- Management and Planning Tool
- Business results for project

Module 3: Measure Phase

- Process Analysis and Documentation
- Probability and Statistics
- Collecting and Summarizing Data
- Statistically Distribution
- Measurement System Analysis
- Process and Performance Capability

Module 4: Analyse Phase

- Hypothesis Testing
- Exploratory Data Analysis

Module 5: Improve Phase

- Design of Experiments (DOE)
- Root Cause Analysis
- Lean Tools

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- Selecting a solution

Module 6: Control Phase

- Statistical Process Control (SPC)

- Control Plan

- Lean Tools of Process Control

SCHEDULE 'SIX SIGMA GREEN BELT'

Session	Content	Session Timings	Date
1.	Module 1: Six Sigma and Organizational Goals • Lean principles in six sigma • Design for six sigma methodology	2 pm to 5 pm	13th Jan, 2020
2.	Module 2: Define phase • Project Identification • Project Management Basics • Management and Planning Tool • Business results for project	2 pm to 5 pm	14th Jan, 2020
3.	Module 3: Measure Phase • Process Analysis and Documentation • Probability and Statistics • Collecting and Summarizing Data • Statistically Distribution • Process and Performance Capability	1 pm to 3 pm 3.30 pm to 5.30 pm	15th Jan, 2020
4.	Module 4: Analyse phase • Hypothesis Testing	1 pm to 3 pm 3.30 pm to 5.30 pm	16th Jan, 2020
5.	Module 4: Analyse phase • Exploratory Data Analysis	2 pm to 4 pm 3.30 to 5.30 pm	17th Jan, 2020
6.	Module 5: Improve Phase • Design of Experiments (DOE) • Root Cause Analysis	2 pm to 5 pm	18st Jan, 2020
7.	Module 5: Improve Phase • Lean Tools	2 pm to 5 pm	20th Jan, 2020
8.	Module 5: Improve Phase • Selecting a solution Export & Import Remote Access	2 pm to 5 pm	21rd Jan, 2020
9.	Module 6: Control phase • Statistical Process Control (SPC) • Control Plan • Lean Tools of Process Control	2 pm to 5 pm	22nd Jan, 2020

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Greater Noida

Report

Name of Activity	Certification Program "Six Sigma Green Belt" (30 Hours)
Date	13th January –22nd January, 2020
Venue	MIMT, Seminar Hall
Organized by	Management Department
Name of Expert	Ms. Bharti Goel (Edu4sure) & Mr. Deepak Goel (Edu4sure)
Beneficiary	MBA 2nd Semester (124 Students)
Activity -Convener	Dr. Priyanka Srivastav, Asst. Professor, MIMT
Objective	The 30-hours certification program aimed to focus on having knowledge and usage of three software i.e., Companion, Minitab 18 and SigmaXL which gave the students a practical hand on for the theory part they will learn.
Content	In yet another great step taken by the management at Mangalmay Institute of Management and Technology, by providing the students an opportunity of getting trained on the lean six sigma course. Ms. Bharti Goel (Edu4sure) & Mr. Deepak Goel (Edu4sure) shared his expertise knowledge and gave the students real world exposure in 30-hour of certification program. Two batches of 62 students each were created. As more and more students are opting for the MBA course and quickly plan to enter into the increasingly competitive work force which makes it necessary for the students to learn to drive process improvement projects using Lean Six Sigma methodology, which is the main pillar of any great success. This includes the trends in hiring, how they compete and cope to their likely competition for available positions and where the industry itself is headed. Day 1: In this session, resource person discussed Six Sigma and its importance in attaining organizational goals. Day 2: The Day was started with discussion on "Define Phase" of Six Sigma. In this session, resource person discussed project identification and project management basics. Day 3: Continuing the "Define Phase", the resource person discussed with students about management and planning tool and the business results for project. Day 4: In this session, the resource person discussed "Measure Phase" of the Six Sigma. Process analysis and documentation was discussed in detail with students. Day 5: In this session, resource person hands over some exercise sheets to students which were related to probability and statistics. Day 6: In this session, various methods of data collection and

summarizing were discussed. Resource person gave demonstration on excel how one can easily summarize the data.

Day 7: In this session, resource person discussed process and performance capability with students. Further, he elaborated that how an organization can improve process and performance capability using six sigma.

Day 8: This session was on hypothesis testing. In this session, resource person discussed various hypothesis testing techniques.

Day 9: The resource person discussed various exploratory data analysis techniques with students. This session with hand-on session.

Day 10: This session was on "Improve Phase" of Six Sigma. In this session, resource person discussed design of experiments with students. He elaborated this structured approach for collecting data and making inferences.

Day 11: In this session, resource person, discussed about the Root Cause Analysis and various Root Cause Analysis tools for effective problem solving.

Day 12: On this session, another improvement tool "Lean Tools" were discussed with students. Resource person discussed various tools which helps the organization to control quality.

Day 13: The session was on improvement phase of Six Sigma. In this session, resource person discussed how to select an optimum solution to the problem. Further, Export & Import Remote Access was also discussed.

Day 14: In this session, resource person discussed about the statistical process control. He discussed SPC tools and procedures can help an organization to monitor process behaviour, discover issues in internal systems, and find solutions for production issues.

Day 15: At the end, resource person discussed various lean tools for process improvement. Besides their usability in different situations were also discussed. The session was closed with Q&A round.

Outcome of Activity	It infuses a spike of excellence and self-discipline in the students. Six Sigma is beneficial to students because it will help prepare them for leadership roles when they enter the business world.

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Knowledge Park-II, Greater Noida (U.P.)

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12	AMAN KUMAR JHA
13	AMIT KUMAR
14	AMITESH KUMAR PANDEY
15	ANCHAL KUMARI
16	ANDRITA SHARMA
17	ANGELA GEORGE
18	ANIL KUMAR
19	ANJALI
20	ANKIT KUMAR
21	ANOUSHKA GARG
22	ANSHUL KUMAR
23	ANSU KUMARI
24	ANUBHAV SUTRADHAR
25	ANUWARYA ROY
26	ARIF KHAN
27	ARTI PAL
28	ARYAN SRIVASTAVA
29	ASHU SHARMA
30	ASHVANI KUMAR SINGH
31	ATUL JAGADEESAN
32	AVINASH
33	BHARTI CHAUHAN
34	BHAWANI
35	DEEKSHA GUPTA
36	DEEPAK KUMAR
37	DHAN BAHADUR THAPA
38	DHANBIR KUMAR
39	DHEERAJ KUMAR
40	EKHLAS PARWEEN
41	FOZIA KHAN
42	GAJENDRA SINGH
43	GAURAV KUMAR SINGH

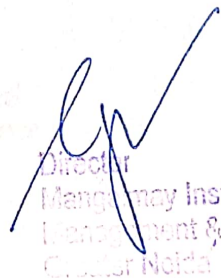Director
Mangalmay Institute of
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Greater Noida

44	GHANSHYAM SHARMA
45	HARSH BHATI
46	HIMANSHU GUPTA
47	JAYANT KUMAR SACHAN
48	JITENDRA SINGH RATHORE
49	JYOTI
50	KAMAL KAPOOR
51	KAPIL YADAV
52	KARTIKEY GUPTA
53	KHUSHBOO BHARDWAJ
54	KISHAN KUMAR
55	LALIT MOHAN BHARDWAJ
56	MAHIMA PATHAK
57	MASADUR RAHAMAN
58	MD ARISH TASLIM
59	MD RAJA KHAN
60	MOHD ZISHAN SALMANI
61	MOSAM ALI
62	MRITYUNJAY KUMAR
63	MUSKAAN GUPTA
64	NAVNEET NANDAN
65	NEELAM
66	NEHA SHARMA
67	NIKHIL SINGH
68	NIKHIL SUBHASH GUPTA
69	NILA NISHALIKA
70	NISHANT SINGH YADAV
71	NISHITA SINGH
72	NITESH KUSHWAHA
73	PANKAJ KUMAR
74	PINKU SHARMA
75	POOJA KUMARI
76	PRACHI RANE
77	PRASHANT SHARMA
78	PRAVEEN KUMAR SINGH
79	RAGHUNATH SHARMA
80	RAJA KUMAR
81	RAJANIKANT KUMAR
82	RAJU KUMAR RAMEKBAL CHAURASIYA
83	RAKESH KUMAR
84	RAKESH KUMAR GANDHI
85	RASHI MITTAL
86	RASHMI KUMARI
87	RAUSHAN KUMAR
88	RAZAUR RAB

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89	RENU
90	RISHABH GUPTA
91	RISHIKA
92	RISHUKA SINGH
93	ROHIT JHA
94	RUCHIKA KUMARI
95	S GELI GREEMA NAYAK
96	SAGAR
97	SAHIL BHATI
98	SAKET AGARWAL
99	SAKET KUMAR
100	SAMEEN
101	SAURABH KUMAR
102	SERVER KHAN
103	SHAHNAWAZ ALAM
104	SHARIQUE HUSSAIN
105	SHASHANK KUMAR
106	SHASHI KUMAR
107	SHASHWATI DAS
108	SHIKHA KUSHWAHA
109	SHIVAM SHARMA
110	SHREYA KESHRI
111	SHUBHANJALI VERMA
112	SHUMESH RAY
113	SUMAYYA KHATOON
114	SUSHIL PANDIT
115	TAMANNA BHALLA
116	TANVI MATHUR
117	TOOBA KHAN
118	VIKAS
119	VIKASH PAL
120	VISHNU KESHARI
121	VISHWANATH JHA
122	YASHI MEHROTRA
123	YATANVEER
124	ZAKIR HUSSAIN

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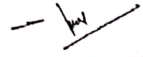Greater Noida

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CERTIFICATE

Certified that Mr./Ms. _____BHARTI CHAUHAN_____ of

MBA Program (Batch 2019-21) of Mangalmay Institute of Management & Technology, Greater Noida

has successfully completed **30** Hours Add-On Certification Program on **SIX SIGMA GREEN BELT**

conducted from **13" Jan, 2020** to **22" Jan, 2020.**

Prof. (Dr.) Tushar Kanti
DIRECTOR
Mangalmay Institute of
Management & Technology

Ms. Priyanka Srivastav
CONVENER
Mangalmay Institute of
Management & Technology

Director
Mangalmay Institute of
Management & Technology
Greater Noida

MANGALMAY
INSTITUTE OF MANGAMENT & TECHNOLOGY

CERTIFICATION PROGRAM

"SPSS"

From

4th Nov – 22nd November 2019 (30 Hours)

Convener : Dr. Jaspreet Kaur, Asst. Professor, MIMT

For MBA IIIrd Semester

Resource Person

Mr. JAYANT CHAKRABORTY
Trainer, TDF Consultant

www.mimt.org | Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India

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SYLLABUS

SPSS

Course Code: MMAC05

Duration: 30 hours

SPSS and Functions:

- An Overview of SPSS
- Mouse and keyboard processing, frequently - used dialog boxes
- Editing output
- Printing results
- Creating and editing a data file

Managing Data:

1. Listing cases, replacing missing values, computing new variables,
2. Recording variables, exploring data, selecting cases, sorting cases, merging files

Graphs

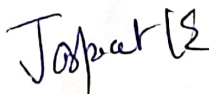- Creating and editing graphs and charts

Frequencies:

- Frequencies, Bar charts, Histograms, Percentiles

Descriptive Statistics:

- Measures of central tendency, variability
- Deviation from normality, size, and stability
- Cross Tabulation and chi-square analyses
- The means Procedure
- Bivariate Correlation, Partial Correlations, and the correlation matrix
- The T-test procedure: Independent –samples, paired samples, and one sample Tests
- The one-way ANOVA procedure: One way analysis of variance,
- General Linear model: Two-way analysis of variance
- General Linear model:
  - i) Three-way analysis of variance and the influence of covariates

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ii) Simple Linear Regression
iii) Multiple regression analysis
iv) Multidimensional scaling
v) Factor analysis
vi) Cluster analysis

SCHEDULE

Session	Content	Session Timing	Date
1.	**SPSS and Functions:** • An Overview of SPSS • Mouse and keyboard processing, frequently - used dialog boxes • Editing output • Printing results • Creating and editing a data file	3 pm to 5 pm	4th Nov, 2019
2.	**Managing Data:** • Listing cases, replacing missing values, computing new variables, • Recording variables, exploring data, selecting cases, sorting cases, merging files	3 pm to 5 pm	5th Nov, 2019
3.	**Graphs** • Creating and editing graphs and charts	3 pm to 5 pm	6th Nov, 2019
4.	**Frequencies:** • Frequencies • Bar charts	3 pm to 5 pm	7th Nov, 2019
5.	**Frequencies:** • Histograms • Percentiles	3 pm to 5 pm	8th Nov, 2019
6.	**Descriptive Statistics:** • Measures of central tendency, variability • Deviation from normality, size and stability	3 pm to 5 pm	11th Nov, 2019
7.	• Cross Tabulation and chi-square analyses • The means Procedure	3 pm to 5 pm	12th Nov, 2019

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8.	• Bivariate Correlation • Partial Correlations and the correlation matrix	3 pm to 5 pm	13th Nov, 2019
9.	• The T-test procedure • Independent – samples, paired samples, and one sample Tests	3 pm to 5 pm	14th Nov, 2019
10.	• The one-way AMARCHA procedure: One way analysis of variance	3 pm to 5 pm	15th Nov, 2019
11.	• General Linear model: Two-way analysis of variance • Three-way analysis of variance and the influence of covariates	3 pm to 5 pm	18th Nov, 2019
12.	• Simple Linear Regression • Multiple regression analysis	3 pm to 5 pm	19th Nov, 2019
13.	• Multidimensional scaling • Factor analysis	3 pm to 5 pm	20th Nov, 2019
14.	• Cluster analysis	3 pm to 5 pm	21st Nov, 2019
15.	Test and Final Assessment	3 pm to 5 pm	22nd Nov, 2019

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Report

Name of Activity	"SPSS" Training Program
Date	4th Nov – 22nd November 2019 (30 Hours)
Venue	MIMT, Seminar Hall
Organized by	Management Department
Name of Expert	Mr. Jayant Chakraborti, Trainer, TDF Consultant
Participated by	MBA 3rd Sem (95 students)
Activity -Convener	Dr. Jaspreet Kaur, Asst. Professor, MIMT
Objective	The aim of the program is to enable the students to have the knowledge of SPSS software and understand when and what type of statistical method to use on SPSS.
Content	With the initiative of Management Department, MIMT, Greater Noida has organized a 30-hours SPSS Training Program for MBA 3rd semester students. The students got an opportunity of gaining knowledge and practical exposure to the SPSS software under the guidance of Mr. Jayant from TDF CONSULTANT.
	To address challenges and opportunities in the field of research, and to help researchers conduct research in an accurate and meaningful way, numerous software products have been developed. SPSS is one of the most popular software used by researchers widely as SPSS has enabled academicians and students to obtain valuable information from the data. Basic knowledge of SPSS is vital for all users before they proceed to surveys and data analysis. The report of each day is given below:
	Day 1: The Day 1 starts with introducing students with the SPSS. The resource person discussed about the various functions of the SPSS with students. The expert explained the primary stages of research and steps in research process.
	Day 2: In this session, the resource person discussed how to manage data in excel and SPSS. And how to import data from Excel to SPSS. The resource person covered topics such listing cases, replacing missing values, computing new variables, recording variables, exploring data, selecting cases, sorting cases, and merging files.
	Day 3: On day 3, the resource person discussed about creating and editing graphs and charts. And how to import those charts and diagram in Excel.
	Day 4: In this session, students learn about calculation of frequencies in

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SPSS and various command for frequencies.

Day 5: The session started with queries handling, and then resource person discussed about histogram and percentiles in SPSS.

Day 6: The day 6th was dedicated to descriptive analysis. The resource person provided data to students, and they did hand-on session.

Day 7: In this session, students learn about Cross Tabulation and chi-square analyses and means procedure.

Day 8: In this session, resource person discussed about correlation analysis. He further discussed about the use of correlation analysis. The focus was on Bivariate Correlation and Partial Correlations and the correlation matrix.

Day 9: In the subsequent sessions he dealt with development and types of hypotheses. Further, the expert discussed parametric and non- parametric tests for testing hypothesis. The day was dedicated to another important techniques for data analysis. In this session, the resource person discussed independent samples T-test, paired samples T-test, and one sample T-test with students.
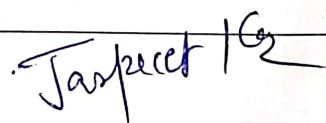
Day 10: In this session, the students learn about another hypothesis testing technique. The session was on One-way Analysis of Variance (ANOVA). Again, it was hands-on session and students did practice on data provided by resource person.

Day 11: On day 11th, the resource person discussed about general linear model: Two-way analysis of variance and Three-way analysis of variance and the influence of covariates. The session also discussed applicability of various forms of ANOVA in different situation.

Day 12: In this session, the resource person elaborated on multivariate analysis and dealt with co-relation and regression analysis using SPSS. The day was started with basics of Regression. Resource person discussed the assumptions of regression also. In this session, resource person discussed Simple Linear Regression and Multiple Regression Analysis.

Day 13: In this session, the resource person discussed about the Multidimensional scaling and Exploratory Factor Analysis. Students were also learnt about the various measures and types of variables.

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	Day 14: In this session, another multidimensional technique was discussed. Resource person discussed cluster analysis and its applicability in the marketing research. He also discussed the reporting of cluster analysis results. He then had one to one session with the participants and addressed their queries.
	Day 15: On the last day of the course, an assessment test was scheduled.
	This 30-hours certification course was for beginners with little or no experience in SPSS for Windows who want to acquire the knowledge on getting started with SPSS.
Outcome of Activity	The students learned how to define research problems and to develop a suitable methodology to address the key issues. It will enable them to understand the need for using appropriate statistical tools in research.

LIST OF BENEFICIARIES

S.NO	NAME
1	AAKASH SUNAR
2	ABDULLAH MASOOD
3	ABHIJEET KUMAR
4	ABHIMANYU KUMAR
5	ABHISHEK SHARMA
6	ABHISHEK THAPA
7	ABHISHEK KUMAR DUBEY
8	ADARSH KAUSHIK
9	ADEEB QAMAR
10	AKSHARA CHAUHAN
11	AKSHAY MANGAL

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12	AMAN ANIKIT
13	AMIT KUMAR
14	AMIT KUMAR
15	ANKIT TIWARI
16	ANKUR LOHIYA
17	ANKUSH MAHESWARI
18	ANUJ KUMAR JHA
19	ARPITA RAJ
20	ARPITA SHARMA
21	ATUL SINGH
22	BHUPINDER SINGH
23	DEEP MOHINI SINGH
24	DEEPAK KUMAR MISHRA
25	ETIKA SRIVASTAVA
26	FIZA SIDDIQUI
27	GAURAV
28	GAUTAM KUMAR JHA
29	GIFTEDSON BAGH
30	HAMID AL REKIBUDDIN AHMED
31	HASRAT ALI
32	JAIPRAKASH SHARMA

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33	KANNU PRIYA
34	KATYAYNI SHARMA
35	KM NAMRTA SINGH
36	KM NEHA GUPTA
37	KM PRIYANKA NAGER
38	KM SAPNA BANSAL
39	MANISH KUMAR
40	MD ATHAR JAWAID
41	MD SALAMATULLAH AARFI
42	MD SHAHNEYAZ ALAM
43	MITRANJAN KUMAR PASWAN
44	MOHAMMAD ADNAN
45	MOHAMMAD SHADAB
46	MOHD RASHID
47	MONIKA CHAUHAN
48	MRINAL ANAND
49	MUKUL CHANDRA JOSHI
50	NIDHI CHARAK
51	NIRANJAN KUMAR
52	NIRMALA GARIYA
53	NOYAMI BAGH

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54	NUKUL YADAV
55	PHARUKH
56	POOJA SONI
57	PRACHI ANAND
58	PRAKASH JHA
59	PRAVIN KUMAR SINGH
60	PRIYESH KUMAR
61	PRIYESH RAJ
62	RAHUL KUMAR
63	RAJDEEP SONKAR
64	SADARE ALAM
65	SAGAR TIWARI
66	SANJAY SINGH SAIJARI
67	SANJEET CHANDRA BORO
68	SANTOSH KUMAR VERMA
69	SARIKA
70	SHARAD SIROHI
71	SHAZEB KHAN
72	SHILPA
73	SHIVAM GAUTAM
74	SHIVANGI SINGH

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75	SHIVANI
76	SHIVANI TYAGI
77	SHRUTI ARORA
78	SHUBHAM SHARMA
79	SHUBHAM SHARMA
80	SHWETA BHARDWAJ
81	SIMRAN KHANNA
82	SNEHA SINGH
83	SUBHAM KUMAR
84	SUDHANSHU KUMAR
85	SUJEET KUMAR TIWARI
86	SUMIT KUMAR
87	SUPRIYA KUMARI
88	SWATI
89	SWEETY KUMARI
90	TAPESH KUMAR
91	TARUN KUMAR
92	TAUHID ANSARI
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94	VIVEK SINGH
95	YOGESH KUMAR

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