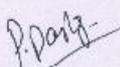




VALUE ADDED COURSE
SHORT TERM CERTIFICATION COURSE ON-
ADVANCED EXCEL FOR CORPORATES
COMMENCEMENT NOTIFICATION OF THE COURSE:

	ARKA JAIN University Jharkhand	
SCHOOL OF COMMERCE & MANAGEMENT		
Department of Management		
<u>NOTICE</u>		
Ref No: AJU/SCoM/DoM/2025/1167	Date: 18.10.2025	
Department of Management (BBA) is organizing a " Short-Term Certification Course on Advanced Excel for Corporates " as a part of Value-Added Programme.		
The course will be conducted at AJU Campus, Computer Lab Block F, It is open for all Faculty members and students of ARKA JAIN University. It is a 30 hours Value Added Course		
The enrollment details, eligibility criteria and further details are mentioned in the enclosed poster and Brochure.		
Course Coordinators: Dr. Sudeshna Sarkar & Dr. Vijyata		
Date	29 th October, 2025 onwards	
Time	10:00 am to 12:00 pm	
Venue	Computer Lab, Block F, AJU Campus	
		
Dr. Pompei Das Sengupta Asst. Dean (UG) School of Commerce and Management Assistant Dean (UG) School of Commerce and Management Arka Jain University, Jharkhand		
<u>Copy for the information:</u>		
1. PS to the Vice-Chancellor		
2. PS to the Director		
3. PS to the Registrar		
4. Controller of Examinations		
5. In charge Web services for Website Updation		
6. Notice Board		
7. Guard File		
Page 1 of 1		



ARKA JAIN
University
Jharkhand



BROCHURE OF THE COURSE:



ARKA JAIN
University
Jharkhand



DEPARTMENT OF MANAGEMENT (BBA)
SCHOOL OF COMMERCE & MANAGEMENT

SHORT-TERM CERTIFICATION COURSE ON

ADVANCED EXCEL

STARTING FROM 29/10/25

Fees : INR 150/-

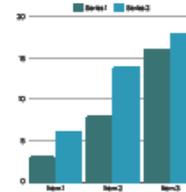
30 HRS OF LAB TRAINING

CONVENER:
DR POMPI DAS SENGUPTA
COORDINATORS:
DR VIJYATA
DR SUDESHNA SARKAR

Registration Link : <https://forms.gle/kfe32CMBat43NqZo9>



Table of CONTENTS



Module 01

Advanced Excel Functions and Formulas

- Lookup functions (VLOOKUP, HLOOKUP, XLOOKUP)
- Logical functions (IF, AND, OR, NOT)
- Mathematical functions (SUMPRODUCT, AVERAGEIF, COUNTIFS)
- Text functions (CONCATENATE, MID, LEFT, RIGHT)
- Date and time functions (NOW, TODAY, YEAR, MONTH, DAY)

Module 02

Pivot Tables and Pivot Charts

- Creating and formatting PivotTables
- Adding calculated fields and measures to PivotTables
- Creating Pivot Charts from PivotTables
- Slicing and dicing PivotTables and Pivot Charts

Module 03

Data Visualization

- Chart types and how to choose the right chart for your data
- Chart formatting tips and tricks
- Creating interactive dashboards and reports

Module 04

Macros and VBA

- What are macros and how to use them
- Recording and editing macros
- Writing custom Excel functions using VBA

Module 05

Case Studies

Apply the skills you have learned to solve real-world problems using Excel

Coordinators:

DR VIJYATA ;MS SUDESHNA SARKAR



SCHEDULE OF THE COURSE

Start Date	29th October, 2025
End Date	3 rd December, 2025
Timings	P0: 00 am to P2:00 pm
Venue	Computer Lab, Block F

OBJECTIVES

The primary objectives of the Value-Added Course were:

- To equip students with **advanced Excel functionalities** used in corporate and business environments.
- To develop students' skills in **data handling, analysis, and visualization**.
- To familiarize learners with **formula-based automation and logical functions** for business reporting.

DETAILS:

The Department of Commerce and Management organized a Value-Added Course titled “**Advanced Excel for Corporates**” with the objective of enhancing students’ practical and analytical skills required in corporate environments. The course was designed to provide hands-on exposure to advanced spreadsheet tools widely used in finance, analytics, operations, and business decision-making.

The program commenced on **29th October 2025** and concluded on **3rd December 2025**, and was conducted in the **Computer Lab, Block F**. The course was coordinated and delivered by **Ms. Sudeshna Sarkar and Ms. Vijyata**, faculty members of the department.

Students from **Semester I, III, and V** actively participated in the program. A consolidated attendance sheet was maintained, indicating regular engagement by a large number of students across all sessions. Several students demonstrated **high attendance percentages (above 70–90%)**, reflecting sustained interest and commitment. A few participants recorded full or near-full attendance, indicating strong motivation to acquire advanced technical skills.

OUTCOMES OF THE COURSE

The Value-Added Course achieved its intended learning and developmental goals. The key outcomes were: Students gained **working proficiency in advanced Excel tools**. It Improved ability to analyse and present data professionally. It Enhanced confidence in handling real-world corporate datasets. It Increased awareness of industry expectations and digital skill requirements. It Strengthened employability skills and career readiness. It Positive student engagement and satisfaction, as reflected in feedback analysis.

ENROLLMENT LIST

VALUE ADDED COURSE REGISTRAION STUDENTS LIST

Sr.No	Enroll No.	Student Name	Course	Program	Faculty Name	Reg. Date	Semester	Admission Batch
P	AJU/220556	IFRA FATMA	24MGTP05 - Advanced Excel for Corporates	BBA	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	V	2022-2023
2	AJU/230507	AYUSH KUMAR	24MGTP05 - Advanced Excel for Corporates	BBA	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	V	2023-2024
3	AJU/230577	SHEEZAN RASHID	24MGTP05 - Advanced Excel for Corporates	BBA	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	V	2023-2024
4	AJU/230765	ASTAMI DAS	24MGTP05 - Advanced Excel for Corporates	BBA	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	V	2023-2024
5	AJU/230769	TAJVEER SINGH	24MGTP05 - Advanced Excel for Corporates	BBA	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	V	2023-2024

6	AJU/2308 97	GARIMA MAHATO3	24MGTP 05 - Advanced Excel for Corporates	BBA	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	202 5- P2- P0	V	2023- 2024
7	AJU/2309 57	SRISTI KUMARI	24MGTP 05 - Advanced Excel for Corporates	BBA	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	202 5- P2- P0	V	2023- 2024
8	AJU/2309 88	AANYA	24MGTP 05 - Advanced Excel for Corporates	BBA	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	202 5- P2- P0	V	2023- 2024

VALUE ADDED COURSE REGISTRAION STUDENTS LIST

Sr.No	Enroll No.	Student Name	Course	Program	Faculty Name	Reg. Date	Semester	Admission Batch
9	AJU/23P0 P9	ARIBASIDDIQUI	24MGTP 05 - Advanced Excel for Corporates	BBA	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	202 5- P2- P0	V	2023- 2024
P0	AJU/23P4 93	PAYALKUMARI	24MGTP 05 - Advanced Excel for Corporates	BBA	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	202 5- P2- P0	V	2023- 2024
PP	AJU/23P5 46	RIYAJHA	24MGTP 05 - Advanced	BBA	SUDESHNA SARKAR, Vijyata,	202 5-	V	2023- 2024

			d Excel for Corporat es		SUDESH NA SARKAR, Vijyata	P2- P0		
P2	Aju/23P5 50	BABAI DANDAP AT	24MGTP 05 - Advance d Excel for Corporat es	BBA	SUDESHNA SARKAR, Vijyata, SUDESH NA SARKAR, Vijyata	202 5- P2- P0	V	2023- 2024
P3	AJU/23P5 53	KAJAL DANDAP AT	24MGTP 05 - Advance d Excel for Corporat es	BBA	SUDESHNA SARKAR, Vijyata, SUDESH NA SARKAR, Vijyata	202 5- P2- P0	V	2023- 2024
P4	AJU/2407 87	AMRIT PAL SINGH	24MGTP 05 - Advance d Excel for Corporat es	BBA	SUDESHNA SARKAR, Vijyata, SUDESH NA SARKAR, Vijyata	202 5- P2- P0	III	2024- 2025
P5	AJU/24P5 39	DIVYA KUMARI BAJPAI	24MGTP 05 - Advance d Excel for Corporat es	B.COM (H)	SUDESHNA SARKAR, Vijyata, SUDESH NA SARKAR, Vijyata	202 5- P2- P0	III	2024- 2025
P6	AJU/242P 47	SHUBHA M KUMAR	24MGTP 05 - Advance d Excel for Corporat es	BBA	SUDESHNA SARKAR, Vijyata, SUDESH NA SARKAR, Vijyata	202 5- P2- P0	III	2024- 2025

VALUE ADDED COURSE REGISTRAION STUDENTS LIST



Sr.No	Enroll No.	Student Name	Course	Program	Faculty Name	Reg. Date	Semester	Admission Batch
P7	AJU/250964	ROHIT KUMAR	24MGT P05 - Advanced Excel for Corporates	BBA-H&R	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	I	2025-2026
P8	AJU/25P46	JAYDEEP SHAW	24MGT P05 - Advanced Excel for Corporates	BBA-CM-H&R	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	I	2025-2026
P9	AJU/25P5P	AYUSH KUMAR VERMA	24MGT P05 - Advanced Excel for Corporates	BBA-DM-H&R	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	I	2025-2026
20	AJU/25P70	HARPREET KAUR	24MGT P05 - Advanced Excel for Corporates	BBA-DM-H&R	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	I	2025-2026
2P	AJU/25P2P7	SRITAM KUMAR MAHAPATRA	24MGT P05 - Advanced Excel for Corporates	BBA-H&R	SUDESHNA SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	I	2025-2026

22	AJU/25P 26P	NAITIK CHANDRAV ANSI	24MGT P05 - Advance d Excel for Corpora tes	BBA- H&R	SUDESHN A SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026
23	AJU/25P 276	AATISH PRIYAM	24MGT P05 - Advance d Excel for Corpora tes	BBA- DM- H& R	SUDESHN A SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026
24	AJU/25P 277	RONIT MODI	24MGT P05 - Advance d Excel for Corpora tes	BBA- H&R	SUDESHN A SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026

VALUE ADDED COURSE REGISTRAION STUDENTS LIST

Sr.No	Enroll No.	Student Name	Course	Program	Faculty Name	Reg. Date	Semester	Admission Batch
25	AJU/25P 278	ROHIT CHANDR A DAS	24MGTP 05 - Advance d Excel for Corpora tes	BBA- H&R	SUDESHNA SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026
26	AJU/25P 308	SRISHTY SINGHEL	24MGTP 05 - Advance d Excel for Corpora tes	BBA- DM- H& R	SUDESHNA SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026

27	AJU/25P 32P	SHREYA KUMARI	24MGTP 05 - Advance d Excel for Corpora tes	BBA- H&R	SUDESHNA SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026
28	AJU/25P 497	ELAM FATMA	24MGTP 05 - Advance d Excel for Corpora tes	BBA- DM- H& R	SUDESHNA SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026
29	AJU/25P 544	TANISHA KUMARI	24MGTP 05 - Advance d Excel for Corpora tes	BBA- DM- H& R	SUDESHNA SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026
30	AJU/25P 783	ANUSHK A	24MGTP 05 - Advance d Excel for Corpora tes	BBA- DM- H& R	SUDESHNA SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026
3P	AJU/25P 882	MONALIS HA MANDAL	24MGTP 05 - Advance d Excel for Corpora tes	BBA- DM- H& R	SUDESHNA SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026
32	AJU/25P 884	AARTI KALUNDI A	24MGTP 05 - Advance d Excel for Corpora tes	BBA- H&R	SUDESHNA SARKAR, Vijyata, SUDES HNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026

VALUE ADDED COURSE REGISTRAION STUDENTS LIST

Sr.No	Enroll No.	Student Name	Course	Program	Faculty Name	Reg. Date	Semester	Admission Batch
33	AJU/25P9P2	MANISHA	24MGT P05 - Advanced Excel for Corporates	BBA-DM-H&R	SUDESHN A SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	I	2025-2026
34	AJU/252063	ROSHITA	24MGT P05 - Advanced Excel for Corporates	BBA-DM-H&R	SUDESHN A SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	I	2025-2026
35	AJU/252PP7	AYUSH KUMAR MUKHI	24MGT P05 - Advanced Excel for Corporates	BBA-H&R	SUDESHN A SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	I	2025-2026
36	AJU/252P26	ANIQUA ZULFA	24MGT P05 - Advanced Excel for Corporates	BBA-DM-H&R	SUDESHN A SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	I	2025-2026
37	AJU/252P69	PIYUSH CHANDRA	24MGT P05 - Advanced Excel for Corporates	BBA-H&R	SUDESHN A SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	2025-P2-P0	I	2025-2026

38	AJU/252 307	SUBHAM MAJUMDAR	24MGT P05 - Advanced Excel for Corporates	BBA- DM- H& R	SUDESHN A SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026
39	AJU/252 338	SANIYA KUMARI	24MGT P05 - Advanced Excel for Corporates	BBA- H&R	SUDESHN A SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026
40	AJU/252 750	BINIT	24MGT P05 - Advanced Excel for Corporates	BBA- DM- H& R	SUDESHN A SARKAR, Vijyata, SUDESHNA SARKAR, Vijyata	202 5- P2- P0	I	2025- 2026

VALUE ADDED COURSE REGISTRATION STUDENTS LIST

Sr.No	Enroll No.	Student Name	Course	Program	Faculty Name	Reg. Date	Semester	Admission Batch
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ATTENDANCE SHEET (Compiled Sheet):

Consolidated Attendance : Value Added Courses for the Year 2025-2026

Course Name :Advanced Excel for Corporates

Sr.No	Enrollment No	Sem	Name	Total Classes	Total Attendance	Attendance %
P	AJU/220556	V	IFRA FATMA	30	8	26.67
2	AJU/230507	V	AYUSH KUMAR	30	52	P73.33
3	AJU/230577	V	SHEEZAN RASHID	30	54	P80.00

4	AJU/230765	V	ASTAMI DAS	30	46	P53.33
5	AJU/230769	V	TAJVEER SINGH	30	52	P73.33
6	AJU/230897	V	GARIMA MAHATO3	30	52	P73.33
7	AJU/230957	V	SRISTI KUMARI	30	P0	33.33
8	AJU/230988	V	AANYA	30	40	P33.33
9	AJU/23P0P9	V	ARIBA SIDDIQUI	30	P2	40.00
P0	AJU/23P493	V	PAYAL KUMARI	30	P0	33.33
PP	AJU/23P546	V	RIYA JHA	30	36	P20.00
P2	Aju/23P550	V	BABAI DANDAPAT	30	28	93.33
P3	AJU/23P553	V	KAJAL DANDAPAT	30	20	66.67
P4	AJU/240787	III	AMRIT PAL SINGH	30	0	0.00
P5	AJU/24P539	III	DIVYA KUMARI BAJPAI	30	P2	40.00
P6	AJU/242P47	III	SHUBHAM KUMAR	30	2	6.67
P7	AJU/250964	I	ROHIT KUMAR	30	2	6.67
P8	AJU/25PP46	I	JAYDEEP SHAW	30	24	80.00
P9	AJU/25PP5P	I	AYUSH KUMAR VERMA	30	4	P3.33
20	AJU/25PP70	I	HARPREET KAUR	30	2	6.67
2P	AJU/25P2P7	I	SRITAM KUMAR MAHAPATRA	30	56	P86.67
22	AJU/25P26P	I	NAITIK CHANDRAVANSI	30	52	P73.33
23	AJU/25P276	I	AATISH PRIYAM	30	P2	40.00

Date:PP/P2/2025

P

24	AJU/25P277	I	RONIT MODI	30	30	P00.00
25	AJU/25P278	I	ROHIT CHANDRA DAS	30	50	P66.67
26	AJU/25P308	I	SRISHTY SINGHEL	30	32	P06.67
27	AJU/25P32P	I	SHREYA KUMARI	30	52	P73.33



28	AJU/25P497	I	ELAM FATMA	30	36	P20.00
29	AJU/25P544	I	TANISHA KUMARI	30	36	P20.00
30	AJU/25P783	I	ANUSHKA	30	34	PP3.33
3P	AJU/25P882	I	MONALISHA MANDAL	30	P8	60.00
32	AJU/25P884	I	AARTI KALUNDIA	30	46	P53.33
33	AJU/25P9P2	I	MANISHA	30	48	P60.00
34	AJU/252063	I	ROSHITA	30	42	P40.00
35	AJU/252PP7	I	AYUSH KUMAR MUKHI	30	6	20.00
36	AJU/252P26	I	ANIQUA ZULFA	30	20	66.67
37	AJU/252P69	I	PIYUSH CHANDRA	30	54	P80.00
38	AJU/252307	I	SUBHAM MAJUMDAR	30	6	20.00
39	AJU/252338	I	SANIYA KUMARI	30	38	P26.67
40	AJU/252750	I	BINIT	30	0	0.00

Date:PP/P2/2025



EXAM NOTIFICATION:



Jharkhand

SCHOOL OF COMMERCE & MANAGEMENT

Department of Management

NOTICE

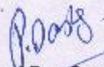
Ref No: AJU/SCoM/DoM/2025/1167(A) Date: 20.11.2025

EXAM NOTICE

Department of Management (BBA), is conducting a Final Test on "Short Term Certification Course in Advanced Excel for Corporates 2.0" for the registered students.

Date: 03rd December 2025.
Day: Wednesday
Venue: Computer Lab, Block F
Time: 09:00 AM to 12:00 AM

The students must report 10 minutes before the scheduled time.
The passing marks for the theory test is 50%. It is thereby advised to the students to appear for the same on time.


Dr. Pompi Das Sengupta
Asst. Dean (UG)
School of Commerce & Management
Assistant Dean (UG)
School of Commerce and Management
Arka Jain University, Jharkhand

Copy for the information:

1. PS to the Vice-Chancellor
2. PS to the Director
3. PS to the Registrar
4. Controller of Examinations
5. In charge Web services for Website Updation
6. Notice Board
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Page 1 of 1

RESULT NOTIFICATION:



SCHOOL OF COMMERCE & MANAGEMENT

Department of ManagementNOTICE

Ref No: AJU/SCoM/DoM/2025/1167(B)

Date: 05.12.2025

Course Completion Notice

List of students qualified in the Final Assessment Test on Short Term Certification Course in Advanced Excel for Corporates.

2025-26 Result: Short Term Certification Course in Advanced Excel for Corporates

Sl. No.	Enrollment No	Semester	Student Name	Department
1	AJU/251912	I	Manisha	BBA
2	AJU/251321	I	Shreya Kumari	BBA
3	AJU/251217	I	Sritam Kumar Mahapatra	BBA
4	AJU/252338	I	Saniya Kumari	BBA
5	AJU/252126	I	Aniqua Zulfa	BBA
6	AJU/251497	I	Elam Fatma	BBA
7	AJU/251882	I	Monalisha Mandal	BBA
8	AJU/251277	I	Ronit Modi	BBA
9	AJU/251261	I	Naitik Chandravansi	BBA
10	AJU/251146	I	Jaydeep Shaw	BBA
11	AJU/251276	I	Aatish Pryam	BBA
12	AJU/251308	I	Srishty Singhel	BBA
13	AJU/251278	I	Rohit Chandra Das	BBA
14	AJU/252063	I	Roshita	BBA
15	AJU/251884	I	Aarti Kaundia	BBA
16	AJU/241539	III	Divya Kumari Bapai	B.COM (H)

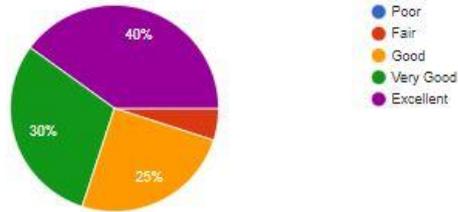
FEEDBACK ANALYSIS OF THE COURSE:

STUDENT FEEDBACK ANALYSIS:

The instructor explained the topic clearly and used Relevant examples

Copy chart

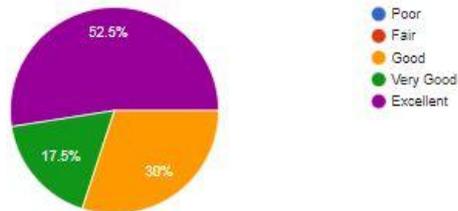
40 responses



The lecture was interactive and felt engaged

Copy chart

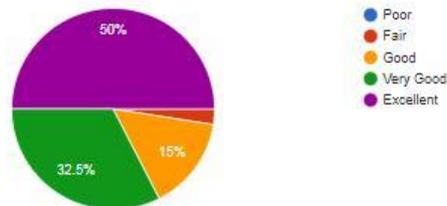
40 responses



Speaker positively influenced my view towards the topic

Copy chart

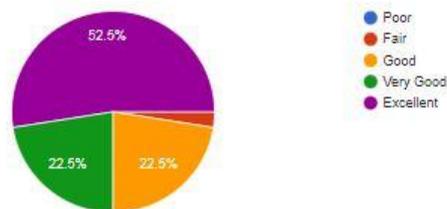
40 responses



In future, I would like to attend the lectures from the speaker

Copy chart

40 responses





CERTIFICATE FOR THE COURSE:



CERTIFICATE OF APPRECIATION

This certificate is presented to

Elam Fatma

For successful **completion** of 30 hour Short Term Certification Course
titled "**Advanced Excel for Corporates**"

Sudeshna
Course Coordinator

Srijaya
Course Coordinator

Prady
Assistant Dean(SCOM)

5th Dec, 2025
Date





CERTIFICATE OF APPRECIATION

This certificate is presented to

Saniya Kumari

For successful **completion** of 30 hour Short Term Certification Course
titled "**Advanced Excel for Corporates**"

Sudeshna
Course Coordinator

Sijaya
Course Coordinator

Pooja
Assistant Dean(SCOM)

5th Dec, 2025
Date



PHOTOS OF THE COURSE:**Fig.1- Resource Person addressing the students**



Fig.2- Students attending the session



Fig.3- Students being felicitated by the students