



**Jagannath International Management School**  
MOR, Pocket-105, Kalkaji, New Delhi-110019  
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)  
Accredited by National Assessment and Accreditation Council (NAAC)

Summary Report (AE)

### SUMMARY REPORT

#### ADVANCE EXCEL- VALUE ADDED COURSE

Vivekananda Infotech Pvt. Ltd. in collaboration with Jagannath International Management School, Kalkaji conducted an Advance Excel Value added course for the students of BBA Sixth semester, from the month of January 2025 onwards. This course was intended to enhance the student's overall understanding of Advance Excel. The duration of the course was 30 hours which started from 8th January 2025.

Advance Excel is a certification program aimed at upgrading skills and building competency. The goal of this course was to empower learners to become proficient Excel users capable of leveraging the software's capabilities to enhance productivity, streamline workflows, and perform data analysis effectively in various professional settings. The Advanced Excel Value- Added Course is designed to enhance participants' proficiency in Microsoft Excel through hands-on learning of advanced tools and functions. This course covers complex formulas, data analysis techniques, PivotTables, Power Query, and dynamic dashboards. Ideal for professionals seeking to streamline workflows and make data-driven decisions, this course equips learners with practical skills to leverage Excel's full potential in business environments.

The trainer Dr. Ruchi Singhal gave a thorough insight about the concept of Advance Excel. She engaged the learners in Advance Excel tools and Function along with the significance of each one of them through the various activities have helped meet not only the course objectives but outcomes as well.

Assessment Of the Course was done on the Basis on Hands on Assignment to Practice Advance Excel Functions and as part of the Assessment Test, students were asked to answer 40 questions on Advanced Excel via Google Forms. Concepts from theory as well as practical were covered to assess the overall understanding of the student. The students were given 45-50 minutes to answer the questions and scores were recorded.

**Total No. of students in receipt of certificate includes 42 from BBA VI Morning**

**Total No. of students in receipt of certificate includes 33 from BBA VI Evening.**

Dr. Ruchi Singhal



**Jagannath International Management School**  
MOR, Pocket-105, Kalkaji, New Delhi-110019  
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)  
Accredited by National Assessment and Accreditation Council (NAAC)

### SUMMARY REPORT

#### ADVANCE EXCEL- VALUE ADDED COURSE

Vivekananda Infotech Pvt. Ltd. in collaboration with Jagannath International Management School, Kalkaji conducted an Advance Excel Value added course for the students of BCom. (H) Sixth semester, from the month of January 2025 onwards. This course was intended to enhance the student's overall understanding of Advance Excel. The duration of the course was 30 hours which started from 8th January 2025.

Advance Excel is a certification program aimed at upgrading skills and building competency. The goal of this course was to empower learners to become proficient Excel users capable of leveraging the software's capabilities to enhance productivity, streamline workflows, and perform data analysis effectively in various professional settings. The Advanced Excel Value- Added Course is designed to enhance participants' proficiency in Microsoft Excel through hands-on learning of advanced tools and functions. This course covers complex formulas, data analysis techniques, PivotTables, Power Query, and dynamic dashboards. Ideal for professionals seeking to streamline workflows and make data-driven decisions, this course equips learners with practical skills to leverage Excel's full potential in business environments.

The trainer Dr. Ruchi Singhal gave a thorough insight about the concept of Advance Excel. She engaged the learners in Advance Excel tools and Function along with the significance of each one of them through the various activities have helped meet not only the course objectives but outcomes as well.

Assessment Of the Course was done on the Basis on Hands on Assignment to Practice Advance Excel Functions and as part of the Assessment Test, students were asked to answer 40 questions on Advanced Excel via Google Forms. Concepts from theory as well as practical were covered to assess the overall understanding of the student. The students were given 45-50 minutes to answer the questions and scores were recorded

**Total no. of students in receipt of certificate from B.com(H) VI Morning is 41 students**

**Total no. of students in receipt of certificate from B.com(H) VI Evening is 39 students**

**Dr. Ruchi Singhal**  
Trainer

**Dr. Prashant Kumar**  
HOD Bcom (H)

**SUMMARY REPORT**

**NCFM Mutual Funds: A Beginner's Module**

NSE Academy's Certification in Financial Markets (NCFM) course was conducted as a value-added course for the students of BCOM (H) Fourth semester, from the month of January 2025 onwards. This course was intended to enhance the student's overall. The duration of the course was 30 hours which started from 8<sup>th</sup> January 2025.

NCFM is an online certification program aimed at upgrading skills and building competency. The program has a widespread reach with testing centres present at more than 150+ locations across the country. The NCFM offers certifications ranging from the Foundation, Intermediate and Advanced. One can register for the NCFM through website [www.nseindia.com](http://www.nseindia.com) once registered, a candidate is allotted a unique NCFM registration number along with an online login ID and can avail of facilities like SMS alerts, online payment, checking of test schedules, online enrolment, profile update etc. through their login ID.

The trainer **Dr. Deeksha Arora** gave a thorough insight about the concept of **Mutual Funds**. She addressed the various aspects of the market along with the significance of each one of them.

Total no. of students in receipt of certificate is 6.

*Deeksha*  
Course Trainer

(Dr. Deeksha Arora)

*Prashant Kumar*  
HOD

(Dr. Prashant Kumar)





## Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

### SUMMARY REPORT

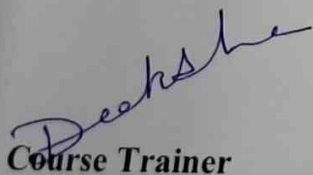
#### NCFM Mutual Funds: A Beginner's Module

NSE Academy's Certification in Financial Markets (NCFM) course was conducted as a value-added course for the students of BBA Fourth semester, from the month of January 2025 onwards. This course was intended to enhance the student's overall. The duration of the course was 30 hours which started from 8<sup>th</sup> January 2025.

NCFM is an online certification program aimed at upgrading skills and building competency. The program has a widespread reach with testing centres present at more than 150+ locations across the country. The NCFM offers certifications ranging from the Foundation, Intermediate and Advanced. One can register for the NCFM through website [www.nseindia.com](http://www.nseindia.com) once registered, a candidate is allotted a unique NCFM registration number along with an online login ID and can avail of facilities like SMS alerts, online payment, checking of test schedules, online enrolment, profile update etc. through their login ID.

The trainer **Dr. Deeksha Arora** gave a thorough insight about the concept of **Mutual Funds**. She addressed the various aspects of the market along with the significance of each one of them.

Total no. of students in receipt of certificate is 7.



Course Trainer

(Dr. Deeksha Arora)



HOD

(Dr. Ruchi Srivastava)