

Meanings

Curious (adjective) – eager to know

Goodies (noun) – something tasty to eat

Companion (noun) – friend or colleague

Mousetrap (noun) – a device used to catch mice in the house

Cluck (verb) – to make a sound with the tongue (like a chicken or a hen)

Exclaim (verb) – to say something with strong emotion

Grave (adjective) – serious; important

Consequence (noun) – interest; concern

Grunt (verb) – to make a low, throaty sound (like a pig)

Sympathetically (adverb) – comfortably; understandingly

Expectantly (adverb) – hopefully

Snort (verb) – to make a loud, explosive sound through the nose

Bellow (verb) – roar; talk very loudly

Hoof (noun) – foot of an animal

Shatter (verb) – break into small pieces

Venomous (adjective) – poisonous

Hatchet (noun) – small axe

Ingredient (noun) – item

To butcher (verb) – to kill; to slaughter

Slaughter (verb) – to kill; to butcher

Funeral (noun) – a ceremony held after a person's death

Roam (verb) – to wander; to move or travel around

Whose problem is it?

One day a little mouse, who lived in a farm, saw the farmer and his wife opening a parcel that had been delivered by courier.

Curious, he peered greedily to see what goodies had been delivered. He was aghast to discover that the package contained not food, but a mousetrap!

He ran to the farm yard to warn his companions. "Beware! The farmer has ordered a mousetrap! There is a mousetrap in the house now!"

The chicken clucked and exclaimed, "Mr Mouse, I can tell you that this trap is of grave concern to you, but it is of no consequence to me at all. I cannot be bothered with it."

The mouse then turned to pig. The pig grunted sympathetically and said, "I am so sorry Mr. Mouse, but the trap is not likely to harm me. However, as a friend, I would like to advise you to be careful."

The mouse looked at the bull expectantly, but the bull just snorted and bellowed, "If I lay even one hoof on the trap, the trap will shatter!"

Everyone laughed heartily at the joke. The poor mouse returned to the house, dejected and depressed.

That night the sound of the mousetrap snapping loudly echoed throughout the house. The farmer's wife rushed to see who was caught. It was dark, so she could not see that the prey was a venomous snake, whose tail was caught in the trap. The snake lashed out blindly and bit the farmer's wife!

The venom spread all over her body and she broke into a fever. The farmer knew that the best way to treat fever was with chicken soup. He took his hatchet to the farmyard to get the soup's main ingredient – the chicken!

Over the next few days, the wife got sicker. Neighbours, friends and relatives visited her round the clock and the farmer had to feed them all – so he was forced to butcher the pig.

Eventually, the farmer's wife got worse and died. The farmer had to slaughter the bull to feed all the people who came to the funeral.

The mouse continued to roam around the house freely.

Date: 18-06-2019

To,

Mr.Mutha

Head-Training & Placement

Ashoka Business School

Sub: Employability and Soft Skills Training for students of your Institute.

Dear Madam,

Greetings!

We are pleased to introduce the Naandi Foundation – Mahindra Pride Classroom Skilling Project. A unique CSR initiative - Naandi Foundation will train, skill and help place the final year students of your college as part of their mission to skill and make employable the young men and women across the country at absolutely no cost to the college or the student.

Please find below a brief on the project.

Naandi, which in Sanskrit means a new beginning, is one of the largest and fastest growing social sector organisations in India working to make poverty history by skilling and empowering the youth of India. This is a CSR initiative of the Mahindra & Mahindra group of companies.

Naandi set up its first Mahindra Pride School (MPS) in early 2007, in support of the Government mandate for affirmative action, to empower youth from socially disadvantaged sections of society by providing livelihood training, to enable them to gain employment based on their skills.

MPS has several modules that help in enhancing the students' personality, general awareness, grooming and communication skills in English, life skills and knowledge of computer applications. The life skills component of the training module completely transforms the students into confident, determined, goal oriented youth; a personality shift essential for them to pursue successful careers in the sectors of their choice.

In a bid to consistently improve and reach out to a larger audience Naandi Foundation now strives to forge new tie-ups with Universities, Colleges, ITI's and other institutions as part of our Off-Campus project. In 2018-19 we have completed employability skills training for almost 1,19,411 students in 14 states.

We would like to implement our training in your institution based on the following terms and conditions: -

- a.) We intend to train the Final year students of your college in multiple batches of 50 students each as per the list to be communicated by you.
- b.) This will be a 40 hour program so will run for 20 days or till we complete 40hours per batch. So please prepare a detailed schedule to enable us to book the trainers.
- c.) You will assign a coordinator for this project who will engage with the coordinator of Naandi.
- d.) You will have to share the student and placement data with us to quantify impact and we will be happy to introduce you to new employers.

Commercials:

Naandi Foundation shall conduct the training and placement assistance entirely free of charge as part of CSR from the Mahindra & Mahindra Group through their Mahindra Pride Schools.

The colleges will provide the premises, computer labs, electricity, LCD projectors, stationery, printed work sheets and other standard infrastructure.

We sincerely hope that this program will go a long way in contributing to the skilling target of India and we look forward to an early response and a long association with you.

Yours sincerely,

Seema Bhagwat

State Head – Maharashtra.

9921949850/7030925474

Mahindra Pride Classrooms.

Ground Floor, Sham Saran Complex, Survey no.372, C.T.S. No.17/2F, 3,4,5,7, Lane 1 B, Koregaon Park, Pune -411001.

Naandi Foundation

502, Trendset Towers, Road no 2, Banjara Hills, Hyderabad, Telangana, India -500034.

Phone no: 040-23556491/92. Email : info@naandi.org . Website: www.naandi.org



Mahindra
PRIDE CLASSROOM

ABOUT MAHINDRA PRIDE CLASSROOMS

The Mahindra Pride School is an urban livelihood CSR initiative of the Mahindra and Mahindra Group of Companies. Its vision is: "To mainstream socially and economically disadvantaged youth, through the process of skill-development training, so as to make them employable in the organised private sector".

In the last 10 years, the 8 Mahindra Pride Schools across India have trained and placed over 22,000 young people from socially and economically disadvantaged communities by providing them with end-to-end vocational training and employment.

The Mahindra Pride team strongly believes that basic education is not enough when students step out into the world. It is imperative for young adults to be equipped with essential life skills and soft skills. While certain skills may be acquired through everyday experience at home, school or college, they are not sufficient to adequately equip the youth in today's complex society.

Realising the necessity and urgency of reaching out to many more students and young adults, who live in the interiors of our vast country, Mahindra Pride School has extended its expertise through its institutional skilling initiative - **The Mahindra Pride Classroom.**



Mahindra Pride Classrooms - Locations



AMBIKA T. 2017 ALUM, TRAINEE WITH APPOLO DIMORA



"I was born with a speech impairment and as a result could never develop the confidence and ambition to excel. Because of my father's long battle with cancer my family could never support my education. MPC turned out to be the brightest ray of hope in my dark and gloomy life by transforming my today and tomorrow, for the better."

KANMANI, 2016 ALUM, FINANCE ASSOCIATE, HEWLETT PACKARD

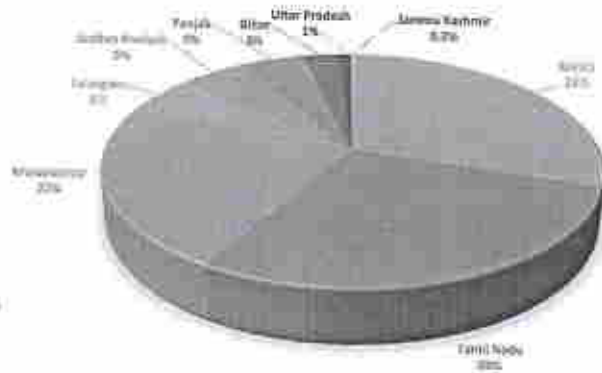


"From selling flowers at Marina Beach, Chennai, Kanmani has transformed into a Financial Associate in HP BPO at Chennai."

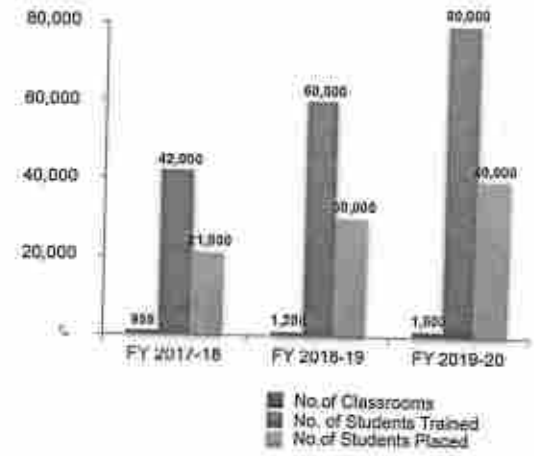


FACTS

STATE-WISE SPLIT OF MAHINDRA PRIDE CLASSROOMS



MAHINDRA PRIDE CLASSROOMS EXPANSION PLAN TILL FY 2020



200+ Employer Partners

JOB UTSAV A MAHINDRA PRIDE INITIATIVE

Let's celebrate jobs through our annual event called "Job Utsav". The Utsav is to be held between 25th December and 31st March at a cluster level. Job Utsav brings together employees from various sectors from across the country. Pride Classrooms, in our endeavour promise a great talent pool.



Rise for Good

C. Sankar Dasgupta
A. V. Venkatesh
Mahindra Group
10001000000

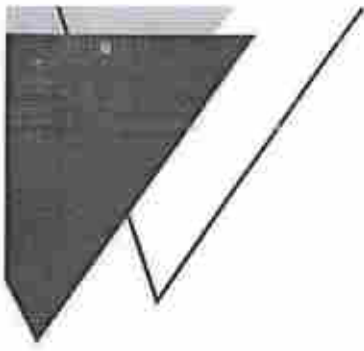


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MAHINDRA PRIDE
Group





Metamorphosis Training Consultants

Annexure

Program Objective and Overview: Learning to confidently operate MS Excel means adding a highly valuable asset to your employability portfolio. Across the globe, millions of job advertisements requiring Excel skills are posted every day. At a time when digital skills jobs are growing much faster than non-digital jobs, completing this course will position you ahead of others.

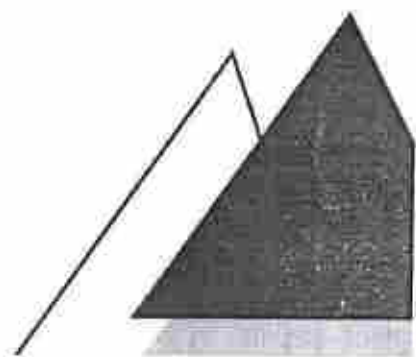
➤ **Modern Businesses** are imperative of technology.

➤ **Modern Business Managers** are supposed to be acquainted with Spread Sheet and its use in data collation

➤ **Advanced Excel Module** covers extensively all the aspects of Data Collation, which further help to understand Analytics.

➤ **This Course** will help participants in fairly understanding tables, properties, macros, pivot tables and many more features.

➤ **Frequent Quizzes and Dummy Data for Analysis** in most important feature for this course.





Inter Office Communication

RefNo. : ABS/IOC/2019-20/	Date: 5/12/2019
To, CA Swapnaja Prabhune Manager – A/c & Finance AEF, Wadala, Nashik	From : Dr Mrs Sarita Dhawale
	Through: Dr Vikas Gaundare Director (I/c), ABS
Subject: Requirement of advance for Jan 2020, Certificate course of Adv Excel Workshop	

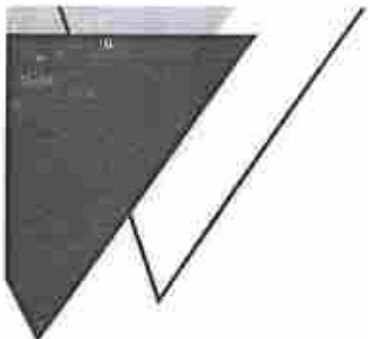
Respected Madam,

With reference to above subject, we would require of Rs. **1,05,902.00** /- (Rupees One Lakh, Five Thousand, Nine hundred & Two Rs Only) as Course fee for 98 students and 20 Staff commencing from 04.01.2020 to 16.02.2020. The tentative details of expenses are as follows.

Sr. No.	Particulars	Amount (Rs.)
1	Certificate Course Fees = Rs. 999 per students X Rs 98 (Cheque)	97902.00
2	Lunch Facility for Trainer/Instructor	6000.00
3	Misc. Expenses	2000.00
	Total	1,05,902.00

Kindly accept and approve above amount as students have already paid 1000 Rs each for the said course at the time of admission .This will be conducted under MOU signed with Metamorphosis and the cheque would be under the name of :

Dr Mrs Sarita Dhawale, Workshop Coordinator	
Dr Vikas Gaundare Director (I/c), ABS	
Mrs Ketaki R. Dhavale Executive Budget (AEF)	
Dr. Wasudco Bhende Administrator, AEF	
Dr. D. M. Gujarathi – Director (HE), AEF	
CA Mrs Swapnaja Prabhune Manager – A/c & Finance, AEF	



Metamorphosis Training Consultants

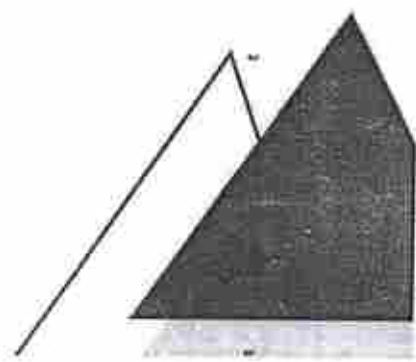
Excel Skills Course Name: for Business – Foundational

Foundational Module: 2 Weeks for 2 Batches (Saturday and Sunday)

Total Duration: 12 Hours for Each Batch

Course Fees: Rs 1500 per Student (For 2 Batches of 60 Students Each)

1. Excel Skills for Business: Foundational - I		
a	Critical Core of Excel	Foundational features of Excel, Basic terminology, navigational controls
b	Performing calculations	Learn how to write them, use them to perform calculations and understand the different cell references
c	Formatting	Several formatting tools like font formatting, borders, alignment, number formatting, as well as the Excel styles and themes
d	Working with Data	Find data with Filter and Sort, retrieve and change data using Find and Replace, and use Conditional Formatting to highlight specific data
e	Printing	Learn how you can optimise your spreadsheet for printing by managing margins, orientation, headers & footers, and more.
f	Charts	Creating and modifying charts in Excel
2. Excel Skills for Business: Foundational -II		
a	Working with Multiple Worksheets & Workbooks	Learn to combine data, manage datasets and perform calculations across multiple sources.
b	Text and Date Functions	You will be an expert in Date and Text functions.
c	Tables	Tables, tables, tables. Start with creating, formatting and managing tables and then move on to sorting and filtering tables to get the data
d	Pivot Tables, Charts and Slicers	Create and modify Pivot Tables to solve a variety of business problems



- b. A participative approach
- c. A laissez faire approach
- d. A directive approach





Metamorphosis Training Consultants

Excel Skills Course Name: for Business – Advanced

Advance Module: 2 Weeks for 2 Batches (Saturday and Sunday)

Total Duration: 12 Hours for Each Batch

Course Fees: Rs 1500 per Student (For 2 Batches of 60 Students Each)

3. Excel Skills for Business: Advance III	
a Data Validation	Applying data validation, basic and advanced conditional formatting
b Conditional Logic	Concept of conditional logic in formulas. We will look at nested IF functions to evaluate data.
c Automating Lookups	This module introduces you to functions like CHOOSE, VLOOKUP, INDEX, MATCH and other dynamic lookups
d Formula Auditing and Protection	How to check for errors, trace precedents and dependents, resolve circular references, and finally, protect your worksheets and workbooks from further harm
4. Excel Skills for Business: Advance IV	
a Data Analysis & Modelling	Learn to model different scenarios based on Input, assumptions and/or outcomes.
b Recording Macros	you will be able to identify the uses of macros, as well as create, edit and manage them to increase your efficiency.
c Data Visualization & Building Professional Dashboards	Learn how to visualise data through graphs and charts, create data models, and add interactivity.

About The Trainer: This Course has been designed and will be delivered by a very senior Head of a Global Organization. He has worked with several multinational organizations in different capacities and has a highly impeccable record.

Currently he heads a Global Governance Position for a U.S. Based Company and Operates from Pune.

- c. Both a & b
 - d. None of above
08. Integrity in the context of leadership refers to
- a. Honesty and experience
 - b. Skill and knowledge
 - c. Moral character and honesty
 - d. None of above
09. Sensitivity and cultural awareness for leadership skills require
- a. Cultural bonding
 - b. Cultural imaging
 - c. Cultural Flexibility
 - d. Sensitivity analysis
10. Trust opens doors of employees in sharing their
- a. Knowledge
 - b. Risk
 - c. Conflicts
 - d. None of the above
11. Leadership styles can have influence on
- a. Organizational culture
 - b. Organizational structure
 - c. Both a & b
 - d. None of above
12. The relationship between leaders and followers is known as
- a. Initiation
 - b. Consideration
 - c. Relationship structure
 - d. None of above
13. Theory X and Theory Y was given by
- a. Herzberg
 - b. Minzberg
 - c. McGregor
 - d. Taylor
14. Theory Y is
- a. Psychodynamic style of leadership
 - b. Humanistic style of leadership
 - c. Existential style of leadership
 - d. Behavioral style of leadership
15. In Ohio state study Initiating structure is
- a. A supportive approach

To,
Ashoka Business School
Nashik

**Proposal for
“Certificate Programs”
For MBA students**



Manvesh Services
23rd Nov 22



COORDINATOR
Internal Quality Assurance Cell
Ashoka Business School, Nashik





Manvesh Services

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Contact: 8007963010, 8668850491

Certificate Program

BACKGROUND:

"At the end of the day you bet on people, not strategies"

Lorry Bossidy, Founder COO, General Electric

Co-author for "Execution"

"Knowledge is process of piling up, wisdom lies in their simplification"

Martin Luther King

The world is changing fast. To keep self-updated with changing phases is challenging for every student. For Management student understanding the study, theories and management principles is not enough. They need to challenge themselves to make sure that they can apply them as 'Competency'.

On one side the faculties are taking efforts to make sure the students should understand the teaching while on the other side student want the crisp and particular things which they can use in their job. They are eager to learn for earning better. The topics in the syllabus are defined in such a way that the student should understand the structure of the management work. However the fundamentals which are tough in the management school expected to be applied in day today work as managerial position.

The master degree students need opportunity to apply these theories. The surveys from NCERT, AICTE and most of the educational stalwart claims that the syllabus is not enough as it is not developing the expected employability of the students. Management students till have better employability than other fields. However there is lot of areas to improve.

As correctly demonstrated by Lozlo Bock, CHRO from Google – 'Select the candidate for attitude.' They give the opportunity to the selected candidate to choose the project he is interested to work with. This gives them responsibility and every time they need to excel to achieve the best results. However, every candidate may not get opportunity to work with company like google. So they need to prepare themselves for challenges which may come up in the job.

In my work while working in HR where I could get the opportunity to conduct interview from apprentice to CEO of the company, we could notice the candidates are missing very common and basic skills. Just acquiring the information can make them information rich, however until the information is used in specific way it will not be converted into knowledge. Even at higher level recruiting organization expect a sensible decision form which can help organization to grow- This is outcome of wisdom.

Wisdom is always termed as white feather in the crown. The wisdom comes only after experience, mistakes and learning lessons from it.

On this background the major question is,

'How to prepare children for this new world expectations?'



100
100

100

100

100
100
100



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Current situation and challenges

Considering current situation students along with curriculum the students need go for other courses to enhance their skills. They need to update themselves for the requirement of the industries. The challenges which can grouped as bellow

- 1 out of 4 management student is employable, India Today survey Jul 22
- Management education needs to continuously evolve to ensure learners obtain the skills that are required by an ever-changing and demanding industry –prof Indarpal Singh, Skill Development, Universal Business School, Mumbai
- HE graduates are not sufficiently equipped with the relevant skills to be entrepreneurial, they experience difficulties in contributing to society in a meaningful way. - Tomlinson (2008) and Pitan (2017) in SAGE Journal
- Design of programs and activities that will enhance the development of the relevant knowledge and skills is necessary
- Closing the global skills gap could add US\$11.5 trillion to the global GDP by 2028 as stated in telegraph India
- 77% of industry leaders believe that the fresh management student will leave the job within a year.

Even when we do the survey there were observations from industries like

- Students lack basics of the subject, related skill and knowledge
- They could not cope with team dynamics
- They could not sustain the work load
- They lack application of theories they have learned
- They lack creativity

On the other had when students were asked about their expectation, they reveals

- Need good work environment
- Enjoy the job with least pressure
- Less work hours
- Simplified work

The challenges are many and so are the solutions. Management schools need to know / research own challenges and find solutions which can be applied to get the results.







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Proposed Solutions: -

Being in HR we may not be able to cater the solution to all challenges, we have decided to come up with solutions for the challenges management students are facing in HR. With our own experience in industries and based on evaluation during the interview we could sense students from HR expected to know things which we categorize into four areas. These are four certificate courses we run at our institute. More than 100 students are benefited till date in last 2 years. We are pleased to tell that all of them were placed based on the knowledge after completing the course.

The four areas are

- *Salary and payroll Management*
- *Recruitment Management*
- *Learning and Development Management*
- *Talent Management*

We propose complete salary management Course which will include details as below

Salary and Payroll (14 Hours)

- How to calculate salary? What are the components of salary structure? How they are linked with different laws?
- How to put the record on place? What are statutory returns? How to do it? Actual hands on for statutory return filing
- What to do to avoid mistakes?
- What are common policies and how they are followed at work?

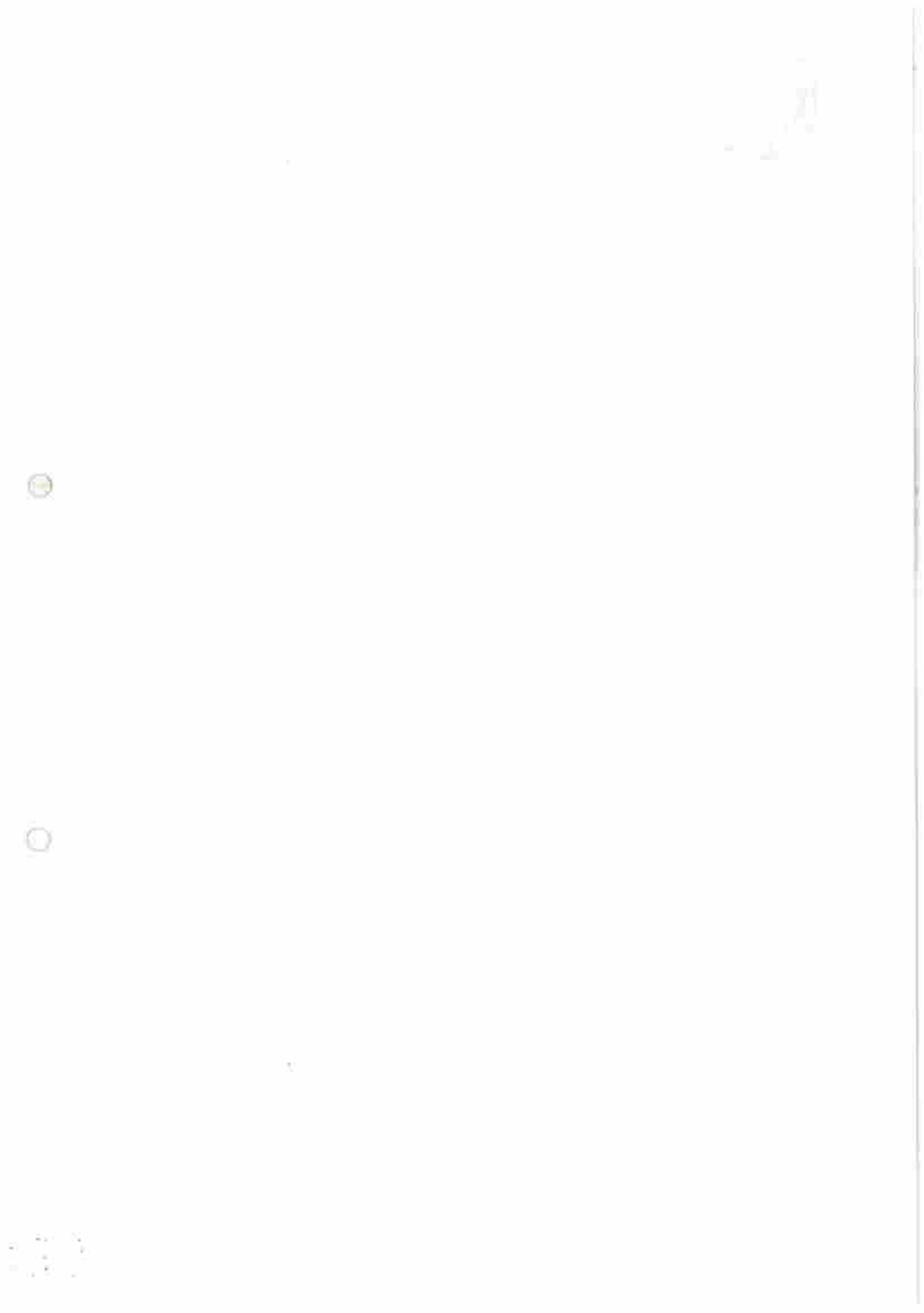
Apart from that we will have session which will cover real life cases demonstrating the application of theories learned in the following areas

Recruitment management (04 Hours, 2 sessions) may extend hence request for evening time
Detail case study of a Company expanding its plant at different location need to recruit whole team. Your team of all HR students recruited for this job. Prepare execution plan with all formats, documents, interview evaluation, offer, appointment, induction, confirmation assessment.

Learning and Development management (04 Hours, 2 Sessions)

Nashik based BPO recruited a team of 50 people in the organization. The interview evaluation summary attached herewith. Organisation wants to do complete training need identification, organize training, do evaluation of training and prepare report for the same. A team of MBA-HR is hired for doing this activity. Organisation details are attached along with job description & expectation from this team.







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It is also found that the last batch recruited, there are concerns raised from customers about their way of talking and handling critical situation. Prepare module to assure result oriented training.

Talent Management (04 Hours)

An organization involved in manufacturing of plastic molding parts for electrical vehicle decided to identify critical talent in the company based on the performance evaluation and organization function. Company wants to set up different development criteria than traditional training for their best performers, average performers and bottom line performers. A team of MBA-HR hired to do this job. The company details are given herewith. Identify the critical talents, based on performance evaluation data identify the low performer, average performer and best performers. Define the talent development plan for the same.

Career Aspiration™ Session (02 Hours)

Job Readiness™ Session (02 Hours)

Total Session Hours (30Hours)

Annexure 1 Attached

Execution Strategy

- The Salary Management course will be completed within 7 sessions, 2hrs. each. We propose them to be continuous. After completion of syllabus there will be doubt clearing session for 2Hours. Student should ask specific questions. This session will not be charged.
- Each course contain exercises which students must complete to get the Certificate
- Only after the student complete the course we propose them to various companies for recruitment.
- Until they get recruitment they can work with us on minimum stipend if they are ready to work as per our job description.

Faculties & Experts:

- **Mangesh Bhanage**- B.E.(Mech), MBA-HRM, PGDCC
- Proprietor, Consultant, Corporate Trainer, Internationally certified strategy consultant, Certified BBSC Consultant, Certified Career Counselor with 20+ Yrs exp.
He will visit the organisation once in a week. In between he will be in contact on call for notes, observations to help in implementing the interventions.







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Financials:

MANVESH SERVICES will charge on per student per course basis. The charges per student per course will be Rs. 3,500/-

- Taxes if any will be extra
- Travel outside not included
- The payment should be done in advance against Performa invoice

Professional Ethics:

- Once the proposal is approved, both parties will stick to the commitment.
- The notes provided is material of Manvesh Services and should not be photocopied without our permission
- The placement of the students is based on various parameters. We can assure the knowledge in the subject matter and it is based on student's efforts only. About attitude the recruitment authority is sole judge.
- We will not issue the certificate if the student don't complete the assignments.
- The time for the session will be either Saturday or after-working hours
- All student should have laptop with them during the session

Note:

- We request you to make the students available on time. We will start session on time.
- Students should be encouraged for learning if possible by giving certain benefits/rewards for successful completion of this intervention. We request separate fund location for these things.
- MANVESH SERVICES hereby assures you that the data provided to us will be treated as confidential.
- The formats shared by MANVESH SERVICES are custom make to order and may not match with other company formats.





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Annexure 1

Sr.no.	Topic	Hrs
1	Basics of Salary	0.5
2	Functions of Time Office	1
3	Basic Salary Parameters	0.5
4	What is CTC?	0.5
5	Legal Side of Salary /Laws applicable & what they say?	1
6	Fixation of salary for the employee	0.5
7	Calculating payable days for the salary	1
8	Calculating Bonus	1
9	Calculating LTA, Festival Allowance, Medical Allowance annual benefits	0.5
10	Preparing full and final for employee	1
11	Salary Checklist	0.5
12	Processing Salary	0.5
13	Preparing PF, ESIC, PT, MLWF etc. reports	1
14	Online submissions	1
15	Salary related returns	0.5
16	Salary records	0.5
17	MIS for Management	1
18	Other Statutory returns	0.5
19	Resolving salary-related grievances	0.5
20	Extended support from HR	0.5
21	Recruitment Session 1	2
22	Recruitment Session 2	2
23	Talent Management Session 1	2
24	Talent Management Session 2	2
25	Learning and Development Management Session 1	2
26	Learning and Development Management Session 2	2
27	Career Aspiration™	2
28	Job Readiness Session	2
	Total Hours	30







Jupipy Software's LLP

15, Saraswati Heights, Khode Nagar, Nashik 422006

Contact +91 9324062053, +91 8421559109

Letter of Business Proposal

13/03/2023

To,
The Director,
Ashoka Business School,
Nashik – 422009

Dear Sir,

I am writing to propose to conduct a series of Various **Business Analytics courses with Python & Data Science along with ML & AI**. As you are aware business analytics has become integral part of the modern business world.

We, **Jupipy Software's LLP**, specialize in providing educational training in Business Analytics with Data science. We have designed a comprehensive Business Analytics courses that covers various aspects of subject.

Our proposal is to conduct a series of sessions over the period of ten weeks. The session will be conducted by our experienced trainer who will cover the course content using **real world examples, assignments and case studies with practical knowledge of subject**.

We look forward to discussing this proposal with you further. Thank you for your time and consideration.

Sincerely,

Ganesh Pathak

Jupipy Software's LLP





Course Details

1. Python with Tableau / Microsoft Power BI

Duration	: 35 Hours
Fees	: 500 Rs / per student.
Internship	: Free of cost
Project	: Free of cost
Mode	: Online + Offline

First interaction with python basics

- Indents and comments
- take input from user and challenge
- input challenge solution
- getting started with variables in python
- numbers and strings basics in python
- Lists and tuples basics in python
- Dictionary in python

Operations in Python

- Arithmetic and comparison operators in python
- Logical operations in python
- Membership and identity operations in python

Conditionals and loops

- Introduction to conditionals
- Design a rating system in python
- While - Getting started with loops in python
- First step to read documentation
- For loop in python
- Break keyword in python loops
- continue and pass keywords in python

Functions Files and Exceptions

- getting started with functions in python
- Multiple arguments in python
- lambda in python
- design custom modules in python



- Find the day assignment in python
- Main method and file handling in python
- Exception handling

Python challenges for fun

- Prime number and challenges
- range of prime numbers
- finding factorials
- Get matrix input and print it

Object Oriented programming in python

- Introduction to class
- objects and constructor in python
- Getters and setters in python
- Inheritance from Samsung to iphone
- Method overriding in python

Pandas Tutorial

- Pandas Intro
- Pandas Getting Started
- Pandas Series
- Pandas DataFrames
- Pandas Read CSV
- Pandas Read JSON
- Pandas Analyzing Data

Cleaning Data

- Cleaning Data
- Cleaning Empty Cells
- Cleaning Wrong Format
- Cleaning Wrong Data
- Removing Duplicate

NumPy Tutorial

- NumPy - Introduction
- NumPy - Environment
- NumPy - Ndarray Object
- NumPy - Data Types
- NumPy - Array Attributes

- NumPy - Array Creation Routines
- NumPy - Array from Existing Data
- Array From Numerical Ranges
- NumPy - Indexing & Slicing
- NumPy - Advanced Indexing
- NumPy - Broadcasting
- NumPy - Iterating Over Array
- NumPy - Array Manipulation

Tableau

Tableau

- Tableau - Introduction and Architecture
- Tableau suite and system requirements
- Tableau architecture and Why Tableau
- Tableau installation

Data in Tableau

- Datatypes and Desktop UI
- Live vs Extract connection
- Dimensions, Measures, Continuous and Discrete

Sets in Tableau

- Sets in Tableau

Sorting, Filtering

- Sorting and Filtering
- Advanced filtering

Parameters

- Parameters in Tableau

A few basics

- Hide, Unhide, Rename, Copy, Split

Groups, Folders and Hierarchies

- Groups and Folders
- Hierarchies



Marks Card

- Marks card, Part 1
- Marks card, Part 2

Views

- Views in Tableau

Formatting in Tableau

- Formatting - Font
- Formatting - Alignment, Shading
- Formatting - Border, Lines, Fields, Title, Caption

Charts in Tableau - Part 1

- Charts' Introduction
- Bar (Column) Charts
- Pie Charts
- Treemap
- Packed bubbles

Charts in Tableau - Part 2

- Wordmaps or Wordclouds
- Bins and Histogram
- Line Charts
- Scatter Plot
- Text tables
- Maps
- Dual Axes charts, Part 1
- Dual Axes charts, Part 2

Conditional formatting

- Conditional formatting, Part 1
- Conditional formatting, Part 2

Table Calculations and Pareto

- Table calculations
- Running total and Pareto Chart

Microsoft Power BI

Introduction

- Introduction to Power BI
- Download, Install and Update Features in Power BI

Basic Charts in Power BI

- Basic Charts in Power BI Desktop
- Column Chart in Power BI
- Stacked Column Chart in Power BI
- Pie Chart in Power BI
- Donut Chart in Power BI
- Funnel Chart in Power BI
- Ribbon Chart
- Include and Exclude
- Export data from Visual

Working with Maps

- Maps in Power BI
- Creating a Map in Power BI
- Filled Map
- Map with Pie Chart
- Formatting in Map
- Change Background in Map
- Map of India in Power BI
- Map of Australia in Power BI

Tables and Matrix in Power BI

- Table and Matrix in Power BI
- Creating a Table in Power BI
- Formatting a Table
- Conditional Formatting in Table
- Aggregation in Table
- Matrix in Power BI
- Conditional Formatting in Matrix
- Hierarchies in Matrix
- Sub-Total and Total in Matrix
- Number Formatting in Table



Other Charts in Power BI

- Other Charts in Power BI
- Line Chart in Power BI
- Drill Down in Line Chart
- Area Chart in Power BI
- Line vs Column Chart in Power BI
- Scatter Plot in Power BI
- Waterfall Chart in Power BI
- TreeMap in Power BI
- Gauge Chart in Power BI

Cards and Filters

- Cards and Filters in Power BI
- Number Card
- Text Card
- Formatting of Text Card
- Date Card
- Date Card (Relative Filtering)
- Multi-Row Card
- Filter on Visual
- Filter on This Page
- Filter on All Pages
- Drillthrough in Power BI

Slicers in Power BI

- Slicers in Power BI
- Text Slicers in Power BI
- Formatting a Text Slicer
- Date Slicers in Power BI
- Formatting a Date Slicer
- Number Slicers in Power BI

Objects in Power BI

- Insert Image in Power BI
- Insert Text in Power BI
- Insert Shapes in Power BI
- Insert Buttons in Power BI
- Web URL Action in Power BI
- Page Navigation Action in Power BI

- Bookmark Action in Power BI
- Drillthrough Action in Power BI

Power Query - Text Functions

- Text Functions in Power Query (Power BI)
- Merge Columns in Power Query (Power BI)
- Split and Trim in Power Query (Power BI)
- Upper, Lower and ProperCase in Power Query (Power BI)
- Prefix and Suffix in Power Query (Power BI)
- Left, Right and Mid Functions in Power Query (Power BI)
- Extract Text with Delimiters

Power Query - Number Functions

- Number Functions in Power Query (Power BI)
- Basic Number Functions in Power Query (Power BI)
- Percentage, Percent Of, Modulo in Power Query (Power BI)
- Round Functions in Power Query (Power BI)
- IsEven, IsODD, Sign in Power Query (Power BI)

Power Query - Conditional Columns

- Conditional Column and Column from example in Power BI
- Column from examples in Power BI - Split Text
- Column from examples in Power BI - Merge Columns
- Column from Examples in Power BI - Date
- Column from Examples in Power BI - Alphanumeric
- Conditional Column in Power BI - One Column
- Conditional Column in Power BI - two columns
- Conditional Column in Power BI - Compare two columns
- Conditional Column in Power BI - on Dates





Course Details

1. Data Science with Machine Learning using Python

Duration	: 35 Hours
Fees	: 550 Rs / per student
Internship	: Free of cost
Project	: Free of cost
Mode	: Online + Offline

First interaction with python basics

- Overview, Python Features, Basic Syntax
- Variable Types, Basic Operators,
- decision making, Loops,
- Python Data Structures - Lists and Tuples, Sets
Dictionaries, Date & time
- Functions, Scope of Variables, Function overloading, Operator overloading, Objects and Classes.

Working with Data in Python:

- Reading files with Open, writing files with Open, loading data with Pandas, working with and saving with Pandas,
- Array oriented Programming with Numpy, Data cleaning and preparation, Plotting and Visualization, data Aggregation and Group Operations.

Supervised Machine Learning

Machine Learning Module 1

- Introduction of machine learning
- Difference between Supervised, Unsupervised & Semi-supervised
- Linear Regression Mathematical Institution
- Linear Regression assumption.
- OLS
- Different Training methodology
- Train, Test, Validation Split
- Hands-on linear regression in python from scratch



- Complete hands-on with scikit learn
- Overfitting & Underfitting
- Ridge Regression
- Lasso Regression
- Elastic Net Regression
- Polynomial Regression
- Logistics regression
- Difference between Linear Regression and Logistic Regression
- Performance matrix
- Confusion matrix
- Precision, Recall, ROC, AUC Curve
- F-beta Score

Machine Learning Module 2

- SVR(support vector regressor)
- SVC(support vector classifier)
- SVM(Support vector machine)
- KNN Classifier
- KNN Regressor
- K Nearest Neighbour

Machine Learning Module 3

- Decision Tree Classifier
- Decision tree Regressor
- Cross Validation
- Bias vs Variance
- Ensemble approach
- Bagging
- Boosting

Unsupervised Machine Learning

- Introduction to K-Means Clustering
- Hard K-Means clustering
- Soft K-Means clustering
- Visualizing Each Step of K-Means
- How to Choose K value
- Advantages and Disadvantages of K-Means Clustering
- Examples of where K-Means can fail

- How to Evaluate a Clustering algorithm
- Silhouette Coefficient
- Dunn's Index
- Python implementation using K-Means on Real Data
- Real-time Clustering Application

Data Science

- Introduction to data science,
- why learn Data Science, Applications of Data Science, The Data Science Lifecycle,
- Data Scientist's Toolbox, Types of Data, Structured, semi-structured, Unstructured Data, Problems with unstructured data,
- Data sources, Open Data, Social Media Data, Multimodal Data, standard datasets, Data Formats,
- Role of statistics in data science, Descriptive statistics, Measuring the Frequency,
- Measuring the Central Tendency: Mean, Median, and Mode, Measuring the Dispersion: Range, Standard deviation, Variance, Interquartile Range, Inferential statistics, Hypothesis testing, Multiple hypothesis testing
- Introduction & Descriptive Statistics- In this module, you will learn about the fundamentals of descriptive statistics, which include mean, median, mode, variance, and standard deviation.
- Introduction to Probability Distributions- In this module, we will cover various distributions and understand pdf, pmf and cdf
- Data Preprocessing: Data Objects and Attribute Types: What Is an Attribute? Nominal, Binary, Ordinal Attributes, Numeric Attributes, Discrete versus Continuous Attributes
- Missing Entries, NULLs, Huge Outliers, Out Artificial EofDate Data, ntries,
- Irregular Spacings, Formatting Issues Irregular between Different Tables/Columns,
- Extra Whitespace, Irregular Capitalization, Inconsistent Delimiters, Irregular NULL Format, Invalid Characters, Incompatible Datetimes
- Data Visualization: Introduction to Exploratory Data Analysis, Data visualization and visual encoding,
- Data visualization libraries, Basic data visualization tools, Histograms, Bar charts/graphs, Scatter plots, Line charts, Area plots



Pie charts, Donut charts, Specialized data visualization tools,
Boxplots, Bubble plots, Heat map, Dendrogram, Venn diagram,

Learning

Course Details

1. Big Data Analytics , Internet of Things (IOT) and Artificial Intelligence

Duration	: 35 Hours
Fees	: 550 Rs / per student
Internship	: Free of cost
Project	: Free of cost
Mode	: Online + Offline

Introduction to Artificial Intelligence:

- What is AI, AI and related fields, AI techniques.
- Defining AI problems as a State Space Search: example Production Systems, Search and Control Strategies, Problem Characteristics
- Heuristic Search Techniques: Hill Climbing, Best First Search, Problem Reduction, Constraint Satisfaction, Mean-Ends Analysis.
- Approaches to Knowledge Representation, Knowledge representation using Propositional and Predicate logic, Conversion to clause form, Resolution in Propositional logic, Unification algorithm
- Statistical Reasoning: Probability and Bayes' theorem, Certainty factor: Rule-based Systems, Bayesian Network, Dempster -Shafer Theory.

Big Data Analytics

- Types of Data Structured, semi-structured, Unstructured Data,
- Problems with unstructured data, Data sources, Open Data, Social Media Data, Multimodal Data, standard datasets,
- Data Formats, Integers, Floats, Text Data, Text Files, Dense Numerical Arrays, Compressed or Archived Data, CSV Files, JSON Files
- Statistical Data Analysis: Role of statistics in data science, Descriptive statistics,



- Measuring the Frequency, Measuring the Central Tendency: Mean, Median, and Mode, Measuring the Dispersion: Range, Standard deviation, Variance,
- Interquartile Range, Inferential statistics, Hypothesis testing, Multiple hypothesis testing
- Data Pre-processing: Data Objects and Attribute Types: What Is an Attribute? Nominal, Binary, Ordinal Attributes, Numeric Attributes, Discrete versus Continuous Attributes,
- Data Quality: Why Pre-process the Data? Data munging/wrangling operations, Cleaning Data
- Data Visualization: Introduction to Exploratory Data Analysis, Data visualization and visual encoding
- Data visualization libraries, Basic data visualization tools, Histograms, Bar charts/graphs, Scatter plots, Line charts, Area plots, Pie charts

Internet of Things (IoT)

- Fundamentals of IoT: Basic Concepts of IoT, Architecture, Interaction with the Internet
- Microcontroller Fundamental and Programming: System on Chip, Microcontrollers, Programming Microcontrollers
- Introduction to Raspberry PI, Installation, GPIO, Interfacing, Programming. Features Of Python.
- Introduction to Cloud Computing: Introduction to Cloud Computing, Cloud based Architecture, SaaS, PaaS and IaaS, Benefits risk and challenges of cloud computing platforms and services,
- Introduction to cloud based IoT Platforms like IBM, Bluemix
- Arduino Interface: Arduino Ethernet Interface Connect Arduino using the Ethernet, Arduino Ethernet Library
- IoT Application and Case study: Application of IoT and Case studies: Home Automation, Smart Parking, Water Management, Agriculture, Citizen Safety.

ASHOKA BUSINESS SCHOOL

2023-24

PROPOSAL

ADVANCED EXCEL CERTIFICATION CERTIFICATE PROGRAM

Under

**CURRICULUM ENRICHMENT THROUGH CERTIFICATE DESIGN & AND
DEVELOPMENT FOR STUDENTS.**

INTRODUCTION:

The Certificate Course in Advanced Excel is designed to provide participants with in-depth knowledge and practical skills in using Microsoft Excel for data analysis, automation, and advanced functions. This course aims to equip individuals with the ability to efficiently manipulate data, create complex formulas, perform data analysis, and automate tasks using Excel's advanced features

Certificate programs in the **Advance Excel Certificate Program** are quite focused, most can be earned in less than one semester. Certificate programs are open to either guest students or students enrolled as part of a degree-granting program.

Need: The students learning management subjects should be well-trained in excel as per the industry demand.

Scope:	Technical Skills
Purpose:	To relate theory knowledge and practical knowledge and their applications. Certification in a specific program.

OBJECTIVES OF EVENT:

1. To Train students in advance in Excel as per the industry demand.
2. To provide students insight into current trends and technical practices in the industry.
3. To provide opportunities for to students get practical exposure through certification courses.
4. To get specialized in a specific technical course/Program.
5. To make student's profiles strong to compete with industry needs.

Proposed SSI (%AGE): 85%

Participants: MBA I Students (126)

