

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.

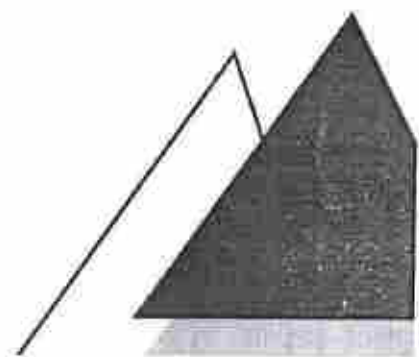
➤ **Modern Businesses** are imperative of technology.

➤ **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	

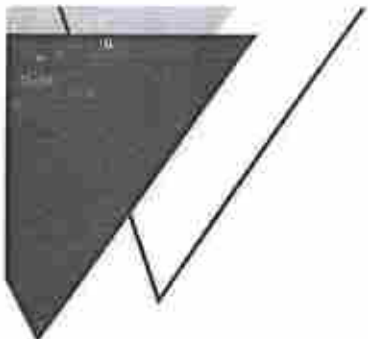
Respected Madam,

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	



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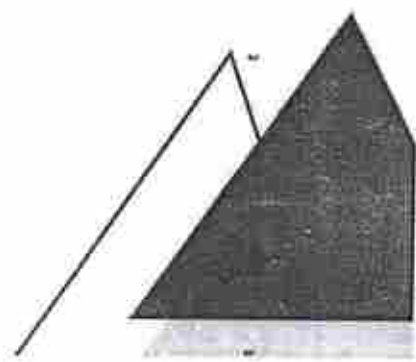
Excel Skills Course Name: for Business – Foundational

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





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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

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

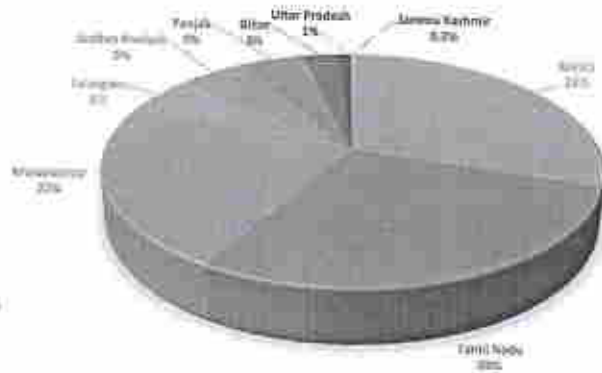


"From selling flowers at Marina Beach, Chennai, Kanmani has transformed into a Financial Associate in HP BPO at Chennai."

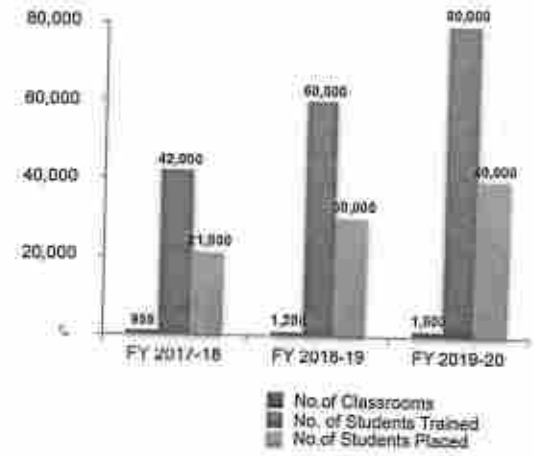


FACTS

STATE-WISE SPLIT OF MAHINDRA PRIDE CLASSROOMS



MAHINDRA PRIDE CLASSROOMS EXPANSION PLAN TILL FY 2020



Super Auto Forge



DELPHI-TVS



SAINT-GOBAIN



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
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MAHINDRA PRIDE
Group

