

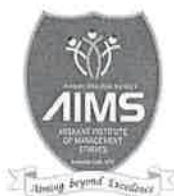
Anekant Education Society's
Anekant Institute of Management Studies (AIMS)

Course: M S Excel for Manager [Sem. III] [A.Y. 2022-2022]

Index

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AIMS – Baramati

Vision:

To develop multidimensional business leaders through the blend of value based, techno-powered and skill intensive management education

Mission:

To inculcate life skills in students through proactive involvement of all stakeholders to lead in the dynamic business environment

Objectives:

- To provide world class technological and academic infrastructure to facilitate intellectual transactions and enhanced technology know how.
- To establish the collaborations with national and international Corporates, NGO's, Academic Institutions and Government establishments for student grooming.
- To develop business research acumen in students to cater real-time solutions.
- To instil contemporary skills in students to lead the businesses with sustainability approach
- To inculcate universal values in students for social wellbeing.



Academic Policy 2022-2023

The Curricular Delivery is the mainstay of the institute's Academic and Administrative process. Anekant Institute of Management Studies (AIMS) is a teaching institute affiliated to Savitribai Phule Pune University, Pune and follows its legal framework for legitimizing its academic and administrative processes.

Planning:

1. Institute plans for the academic committee meeting, scheduled before the start of the session. The syllabus review, course allocation, workload allocation, course file content, comprehensive concurrent evaluation plan, academic calendar. The important points related to Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs), Course Outcomes (COs), comprises the points of discussion of the meeting.
2. The main focus is on the preparation of teaching plans for the allotted courses. The teaching plan contains methodology of teaching, detailing regular sessions and presentations on reading materials, assignments and class tests.
3. Institute plan for an orientation program for newly admitted students at the start of the actual academic session. The program helps students familiarize with institute academic culture, administrative practices, syllabus review, Outcome Based Education (OBE) system, curriculum plan, examination pattern, code of conduct, industry requirement.
4. Planning for industrial Visits (local and out of state), expert talks, events and activities in which experts from industry and academics participate in our curriculum delivery process to bridge the gap between industry and academia.
5. Planning for allotment of mentors to students and development of Mentor-Mentee system for student competency development and Guide allocation for Project internships, issues in academics, as well as administration, is practiced.

Implementation:

University has designed Choice Based Credit System (CBCS) and Grading System Outcome Based Education pattern which Institute follows in its curriculum.

1. Institute follows a cafeteria approach by providing Generic Core/Elective subjects every semester. The students have the flexibility to choose any one specialization from specializations offered in the university syllabus. The students are well explained in the orientation program about the specialization offered.
2. The delivery of course sessions carried out as per time table. Faculty adopts the advanced teaching methodology in delivery of course sessions. Faculty focuses on quality delivery and encourages student's active participation in the entire curriculum, curricular and extracurricular activities. This is reflected in the course files as evidence of institute teaching pedagogy.



Anekant Institute of Management Studies, Baramati

Approved by DTE, Gov. of Maharashtra, AICTE & Affiliated to SPPU

Academic Calendar-SEM-I & III (A. Y. 2022-23)

November						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10th-14th	Commencement of SEM-I & SEM-III Resp.
18th	Library Orientation
19th	MBA-I Orientation & Code of Conduct Awareness
23rd	Commencement of VCL Sessions
25th-26th	Learner Level Assessment
26th	Guest Lecture
28th	Commencement of Ad-on Courses
30th	Academic Review Meeting

December						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3rd	Local Industrial Visit
5th-10th	Comprehensive Concurrent Evaluation-I Submission
10th	Career Counselling Session
17th	Competative Examination Session
20th	International Human Solidarity Day
20th	Extension and outreach programs
24th	Incubation Centre Activity
21th-24th	Comprehensive Concurrent Evaluation-II Submission

January						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6th-7th	Conference
10th	SIP Internal Viva
9th-14th	Comprehensive Concurrent Evaluation-II Submission
13th-14th	Intaglio Series
21st	Guest Lecture
23rd-28th	Comprehensive Concurrent Evaluation-III Submission
27-28th	Local Industrial Visit-2
30 & 31st	Sports Days
31st	Academic Review Meeting

February						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1st-10th	Internal Examinations
11th	Prepratory Leave
13th	Conclusion of Session
20th	Social Justice Day
26th	Republic day celebration
30th	Academic Review Meeting

March						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Color	Activities
	Academic Activities
	Co-Curricular Activities
	Placement & Student Support
	Club Activities


Dr.D. P. More
Academic Coordinator

Dr. M. A. Lahori
Director






Anekant Education Society's
Anekant Institute of Management Studies (AIMS)
Baramati

Date: 22/12/2022

NOTICE

All MBA II year students are hereby informed that, Institute is starting Certificate Course in M S Excle for Managers from Friday, 26/11/2022. The course is institute based and comes under the umbrella of Add On Course. The last date for registration of course is Sat. 24/12/2022. The course is free of cost. Kindly contact the undersigned for the registration of the course.


Course Faculty
Dr. D. P. More



Anekant Education Society's
Anekant Institute of Management Studies (AIMS)
Baramati

Date: 25/11/2022


NOTICE

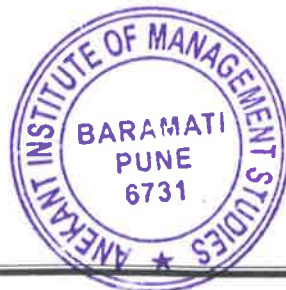
This is to notify, following students of MBA II had registered their names seeking admission to Certificate Course in M S Excel for Managers.

Roll Number	Name of the Student	Roll Number	Name of the Student
88	Aishwarya Popat Nalage	92	Pawar Devendra Ashok
34	Dugad Rutuja Rahul	78	Aniket Mandlik
27	Dagale Tejaswini Santoshkumar	61	Kadam Akshata Hanumant
93	Komal Tanaji Pawar	23	Aayushkar Chavan
68	Khomane Sonali Satish	94	Prakash Ambadas Pawar
79	Abhijeet Sayaji Mane	14	Bhong Kirti Tukaram
87	Nagawade Sagar Mahadev	47	Haspe Rutuja Namdev
85	Mulani Asif Sikandar	52	Kiran Jadhav
13	Bhokare Ankita Kumar	65	Omkar Khalate
16	Bhosale Ankita Ananta		
118	Takale Aditya Dilip		
105	Rutuja Sangale		

We hereby inform the above students that their admission to this course is confirmed.

The classes will be conducted twice a week on Friday and Saturday from 4.30 PM to 5.30 PM.


Dr. D. P. More
Course Teacher



**Anekant Education Society's
Anekant Institute of Management Studies (AIMS)**

Syllabus

Course Title: M S Excel for Managers

Type of Course: Add On

Class: MBA II [Sem III]

Total Marks: 50

Concurrent Evaluation: 50; Learning Sessions: 20; Tutorials & Practical Sessions: 10 [5+5]

Course Objective:

The course will provide learners with an enhanced learning on Intellectual Property Rights

What students will learn:

CO1. Demonstrating the basic mechanics and navigation of an Excel spreadsheet

CO2. Formatting techniques and presentation styles

CO3. Learning the use and utility of functions and formulas on excel spreadsheet

CO4. Working knowledge of organizing and displaying large amounts and complex data

CO5. Using clip art to enhance ideas and information in Excel worksheets.

CO6. Understanding the need and use of using Excel templates

Unit No	Contents
1	Getting Started with Excel, Performing Calculations in an Excel Worksheet Create Formulas in a Worksheet, Insert Functions in a Worksheet
2	Reuse Formulas , Modifying an Excel Worksheet Edit Worksheet Data Find and Replace Data, Manipulate Worksheet Elements
3	Modifying the Appearance of a Worksheet, Apply Font Properties Add Borders and Colors to Cells, Align Content in a Cell
4	Apply Number Formatting, Apply Cell Styles Managing an Excel Workbook, Manage Worksheets
5	View Worksheets and Workbooks, Printing Excel Workbooks Define the Page Layout, Print a Workbook



**Anekant Education Society's
Anekant Institute of Management Studies (AIMS)**

Lesson Plan

1. **Course Title:** MS Excle for Managers
2. **Type of Course:** Add On
3. **Class:** MBA II [Sem III]
4. **Academic Year:** 2021-2022
5. **Name of Faculty:** Dr. D. P. More
6. **Session Allotment:** 1 Hour a Session and 2 Sessions Per Week
7. **Methodology of Teaching:** Theory and Practicle

Months in Semester	Module No. (as per Syllabus)	Topics Titles	No. of Sessions allotted (One Hour a Session)
Nov	1	Getting Started with Excel, Performing Calculations in an Excel Worksheet	2
		Create Formulas in a Worksheet, Insert Functions in a Worksheet	2
	2	Reuse Formulas , Modifying an Excel Worksheet Edit Worksheet Data	2
Dec		Find and Replace Data, Manipulate Worksheet Elements	2
	3	Modifying the Appearance of a Worksheet, Apply Font Properties	2
		Add Borders and Colors to Cells, Align Content in a Cell	2
Jan	4	Apply Number Formatting, Apply Cell Styles	2
		Managing an Excel Workbook, Manage Worksheets	2
	5	View Worksheets and Workbooks, Printing Excel Workbooks	2
		Define the Page Layout, Print a Workbook	2

Total Sessions - 20


Name & Signature of Faculty: Dr. D. P. More



Anekant Institute of Management Studies (AIMS) Baramati

Attendance Report

Subject: M S Excle for Managers Code: Add on Course

Course Teacher: Dr. D. P. More A Y: 2022-23 SEM-III

Roll No	Student Name	Total Lectures	Present	Absent	Percentage
13	Bhokare Ankita Kumar	21	16	5	76.19
14	Bhong Kirti Tukaram	21	16	5	76.19
16	Bhosale Ankita Ananta	21	15	6	71.43
23	Aaayushkar Chavan	21	13	8	61.90
27	Dagale Tejaswini Santoshkumar	21	15	6	71.43
34	Dugad Rutuja Rahul	21	14	7	66.67
47	Haspe Rutuja Namdev	21	16	5	76.19
52	Kiran Jadhav	21	17	4	80.95
61	Kadam Akshata Hanumant	21	14	7	66.67
65	Omkar Khalate	21	18	3	85.71
68	Khomane Sonali Satish	21	14	7	66.67
78	Aniket Mandlik	21	17	4	80.95
79	Abhijeet Sayaji Mane	21	13	8	61.90
85	Mulani Asif Sikandar	21	15	6	71.43
87	Nagawade Sagar Mahadev	21	14	7	66.67
88	Aishwarya Popat Nalage	21	15	6	71.43
92	Pawar Devendra Ashok	21	14	7	66.67
93	Komal Tanaji Pawar	21	17	4	80.95
94	Prakash Ambadas Pawar	21	13	8	61.90
105	Rutuja Sangale	21	17	4	80.95
118	Takale Aditya Dilip	21	16	5	76.19

Course Teacher: Dr. D. P. More



Anekant Education Society's
ANEKANT INSTITUTE OF MANAGEMENT STUDIES (AIMS)

MBA I- Sem. I (A.Y. 2021-2022)

Course Completion Report

1. Course Title: *MS Excel for Managers*
2. Type of Course: Add On
3. Class: MBA II [Semester *II*]
4. Days: Friday & Saturday.
5. Time: 4:30 PM to 5:30 PM
6. Course Completion Status: Completed

Sr. No.	Date	Course Module No.	Topic Title	Attendance in Class on Date
1	24/06	1	Getting Started with Excel,	10
2	25/06		Performing Calculations in an Excel Worksheet	12
3	01/07		Create Formulas in a Worksheet,	8
4	02/07		Insert Functions in a Worksheet	11
5	08/07	2	Reuse Formulas	8
6	09/07		Modifying an Excel Worksheet Edit Worksheet Data	10
7	15/07		Find and Replace Data,	8
8	16/07		Manipulate Worksheet Elements	10
9	22/07	3	Modifying the Appearance of a Worksheet,	12
10	23/07		Apply Font Properties	8
11	29/07		Add Borders and Colors to Cells	11
12	29/07		Align Content in a Cell	10
13	30/07	4	Apply Number Formatting	12
14	05/07		Apply Cell Styles	9
15	06/07		Managing an Excel Workbook,	11
16	12/07		Manage Worksheets	8
17	13/07	5	View Worksheets and Workbooks,	10
18	19/07		Printing Excel Workbooks	9
19	20/07		Define the Page Layout,	9
20	28/08		Print a Workbook	9
21	28/08		Practical	11

Total Sessions Taken during Semester: 21

Name & Signature of Faculty: Dr. D. P. More





Anekant Education Society's
Anekant Institute of Managements Studies (AIMS)

Course Title: M S Excel for Managers

Course Duration: 21 Sessions

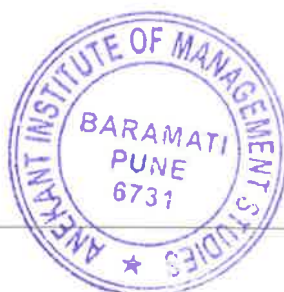
Class: MBA II Sem. IV (A.Y 2021-2022)

Number of Students Enrolled: 21

Feedback Analysis

Sr. #	Parameters	Average	Rank
1	Syllabus Content	1.9	6
2	Size of Syllabus in terms of the Duration of the Course	2.4	5
3	Effectiveness of Discussions initiated	3.6	3
4	Relevance of Case Studies	3.1	4
5	Time Management	3.7	2
6	Duration & Time of Course	1.6	7
7	Usefulness of Course [Self Development, Learning etc.]	3.9	1
Overall Ratings		3.05	

Name & Signature of Faculty: Prof. Dr. D. P. More





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Phone : (02112) 227299 Website: www.aimsaramati.org Contact us: director@aimsaramati.org

Certificate of Completion

This is to certify that

~~~~~  
*With Roll Number ~~~~*  
~~~~~

has successfully completed the

Certificate Course in M S Excel for Managers
at AIMS, Baramati from 26/11/2022 to 28/01/2023 in Academic Year (2022-2023)

FACULTY

ACADEMIC COORDINATOR

DIRECTOR





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Certificate of Completion

This is to certify that
Bhokare Ankita Kumar
13
has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

This is to certify that
Bhong Kirti Tukaram
14
has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

This is to certify that
Bhosale Ankita Ananta
16
has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

This is to certify that
Aaayushkar Phavan
23

has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)


COURSE TEACHER




DIRECTOR



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Certificate of Completion

Do hereby certify that
Dagale Santoshkumar

BARAMATI
PUNE
413102



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Phone : (02112) 227299 Website: www.aimsbaramati.org Contact us: director@aimsbaramati.org

Certificate of Completion

This is to certify that
Dugad Rutuja Rahul
34
has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

*This is to certify that
Haspe Rutuja Hamdev
47
has successfully completed the*

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

This is to certify that

Xiran Jadhav

52

has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

This is to certify that
Kadam Akshata Hanumanant
61
has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

This is to certify that

Omkar Khalate

65

has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

This is to certify that
Zhomane Sonali Satish
68
has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

This is to certify that

Aniket Mandlik

78

has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

This is to certify that
Abhijeet Sayaji Mane
79
has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Phone : (02112) 227299 Website: www.aimsbaramati.org Contact us: director@aimsbaramati.org

Certificate of Completion

This is to certify that
Mulani Asif Sikandar
85

has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Phone :(02112) 227299 Website: www.aimsbaramati.org Contact us: director@aimsbaramati.org

Certificate of Completion

This is to certify that
Nagawade Sagar Mahadev
87
has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Phone : (02112) 227299 Website: www.aimsaramati.org Contact us: director@aimsaramati.org

Certificate of Completion

This is to certify that
Aishwarya Lopat Halage
88
has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



ANEKANT EDUCATION SOCIETY'S

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Phone : (02112) 227299 Website: www.aimsaramati.org Contact us: director@aimsaramati.org

Certificate of Completion

This is to certify that
Pawar Devendra Ashok
92
has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

This is to certify that
Nomal Tanaji Lawar
93
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Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR



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Certificate of Completion

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94
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Certificate of Completion

This is to certify that
Rutuja Sangale
105
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Certificate Course in MS Excel for Managers
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Certificate of Completion

This is to certify that
Takale Aditya Dilip
118

has successfully completed the

Certificate Course in MS Excel for Managers
at AIMS, Baramati from 08/12/2021 to 16/03/2022 in Academic Year (2022-2023)

COURSE TEACHER



DIRECTOR