

Tarun Kumar Gupta

From: IIHMRU Academics
Sent: 15 July 2023 15:31
To: MBAHM27; MBAPM14; MBADM2
Cc: Hem K. Bhargava; Dr. Mahender Kumar; Saurabh Kumar; Himadri Sinha
Subject: Selection for value-added courses

Dear Students,

Greetings from IIHMR University!

Explore the value-added courses that are relevant to your chosen career path. Look for courses that can provide you with specialized knowledge or skills.

You are hereby requested to choose the one out of the six specializations offered by the University in click on the below link: <https://forms.office.com/r/gpTdtmzqsv>

Final confirmation regarding this, will be shared with you after reviewing the entire selection.

Last date of submission is **July 18, 2023, at 12.00PM.**

Best Wishes,
Academics

From: IIHMRU Academics
Sent: 27 July 2023 17:28
To: MBAHM27 HEM; MBAHM27 HOM; MBAPM14; MBADM2
Cc: Hem K. Bhargava; Dr. Mahender Kumar; Saurabh Kumar; Himadri Sinha; Sonal Mishra; Baishakhi Roy
Subject: Classroom venue for the value-added courses schedule from July 28, 2023

Dear Students,

Kindly note the below classroom venue for the value-added courses schedule from Friday July 28, 2023.
The class timings will be from 10:00 AM to 05:00 PM.
This is for your information.

S.no	Value Added Courses	Faculty Coordinator	Venue/Room Number
1	Statistical Package for Social Sciences (SPSS)	Dr. Arindam Das	LH-08 (Second Floor)
2	Advance Excel	Mr. Manoj Soni	LH-11 (Second Floor)
3	Statistics with STATA	Mr. Ashish Bandhu	T-01 (Ground Floor)
4	Block Chain for Healthcare	Dr. Ashok Peepliwal	LH-09 (Ground Floor)
5	Data Analytics Techniques	Mr. Rahul Sharma	LH-12 (Second Floor)
6	Data Analysis and Visualization	Dr. Anupam Mehrotra	LH-16 (IT Auditorium)

Best Wishes
Academics


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Near Sanganer Airport, Jaipur-302029

VAC

Advanced Excel

Start date: July 28, 2023

End date: September 15, 2023

Course recipients: Students chosen MS Excel to learn.

Number of students: Approx 50 (varying class to class)

Day of the week: Friday

Course objectives:

The objective of this course is to learn data management skills using MS Excel covering a project cycle starting from database development, data management and finally data analysis.

Course content:

- Understanding MS Excel Environment
 - Graphical user interface
 - Tabs and command/tool available in tabs
- Database development
 - Preparing a database structure for a given project
 - Applying data validation rules on different type of fields/questions
- Database validation
 - Checking whether database is working as per project requirements
 - Getting ready the database for production
- Data management
 - Data entry
 - Preparing data for analysis
 - Protecting specific data cells
 - Protecting entire data
 - Pasting the contents in different ways
- Data analysis
 - Conditional formatting
 - Sorting
 - Filtering
 - Pivot Table
 - Basic functions such as sum, count, functions with less arguments
 - Advanced functions such as Vlookup, cascading of ifs
 - Data analysis tool pack
 - Creating charts
 - Different data management skills


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About the classes:

All classes are mostly practical after briefing theory session. First day students were given a PPT presentations which is shared with students. Students have prepared a WhatsApp group in which practical assignments are shared on each day.

Assessment:

Assessment can be done on two basis

- Observation about student learning in class and doing given assignments
- Final assignment on last day (September 15, 2023) through a online survey

If academic division thinks a different way of assessment, that can also be taken in to consideration.

Challenges:

- Number of students varying (in and out) makes them to reconnect the topic which he/she missed.
- Pace of learning
- Not all students have individual laptop

Reference document:

- Examples and PPT shared with students
- Documentation available on Microsoft Site
- Google
- <https://www.guru99.com/excel-tutorials.html>


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Day 1: Understanding MS Excel Environment & Database Development (6hrs, 3 Sessions)

- 10:00 AM - 11:30 AM → Introduction to MS Excel (*Overview, Interface, Shortcuts*)
- 11:30 AM - 1:00 PM → Creating a Database Structure (*Project-Based Learning*)
- Lunch Break (1:00 PM - 2:00 PM)
- 2:00 PM - 5:00 PM → Applying Data Validation Rules (*Dropdowns, Custom Rules*)

Day 2: Database Validation & Initial Data Management (6hrs, 3 Sessions)

- 10:00 AM - 11:30 AM → Checking Database Functionality (*Practical Testing & Debugging*)
- 11:30 AM - 1:00 PM → Data Entry Techniques (*Speed Optimization & Shortcuts*)
- Lunch Break (1:00 PM - 2:00 PM)
- 2:00 PM - 5:00 PM → Protecting Specific Cells & Entire Sheets (*Password & Permissions*)

Day 3: Data Management & Conditional Formatting (6hrs, 3 Sessions)

- 10:00 AM - 11:30 AM → Conditional Formatting Basics (*Rules, Color Scales, Data Bars*)
- 11:30 AM - 1:00 PM → Advanced Conditional Formatting (*Formula-Based Formatting*)
- Lunch Break (1:00 PM - 2:00 PM)
- 2:00 PM - 5:00 PM → Sorting & Filtering Data (*Single & Multi-Level Sorting, Custom Filters*)

Day 4: Data Analysis & Basic Functions (6hrs, 3 Sessions)

- 10:00 AM - 11:30 AM → Applying Basic Functions (*SUM, COUNT, AVERAGE, MIN, MAX, etc.*)
- 11:30 AM - 1:00 PM → Advanced Functions (*VLOOKUP, HLOOKUP, IF Statements*)
- Lunch Break (1:00 PM - 2:00 PM)
- 2:00 PM - 5:00 PM → Logical Functions (*AND, OR, NOT, Nested IFs*)

Day 5: Advanced Data Analysis & Charting (6hrs, 4 Sessions)

- 10:00 AM - 11:30 AM → Introduction to Data Analysis Tool Pack (*Overview & Installation*)
- 11:30 AM - 1:00 PM → Using Data Analysis Tools (*Descriptive Statistics, Regression, etc.*)
- Lunch Break (1:00 PM - 2:00 PM)

- **2:00 PM - 3:00 PM** → Creating & Customizing Charts (*Bar, Line, Pie, Combo Charts, etc.*)
 - **3:00 PM - 5:00 PM** → Creating & Customizing Charts (*Bar, Line, Pie, Combo Charts, etc.*)
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Day 6: Data Visualization & Reporting (6hrs, 4 Sessions)

- **10:00 AM - 11:30 AM** → Advanced Charting Techniques (*Sparklines, Trendlines, Heatmaps*)
 - **11:30 AM - 1:00 PM** → Data Visualization Best Practices (*Choosing the Right Chart & Storytelling*)
 - **Lunch Break (1:00 PM - 2:00 PM)**
 - **2:00 PM - 3:00 PM** → Introduction to Pivot Tables (*Creating & Customizing Reports*)
 - **3:00 PM - 5:00 PM** → Introduction to Pivot Tables (*Creating & Customizing Reports*)
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Day 7: Excel Automation & Macros (6hrs, 4 Sessions)

- **10:00 AM - 11:30 AM** → Introduction to Macros (*Recording & Running Macros*)
 - **11:30 AM - 1:00 PM** → Automating Tasks with VBA (*Basic Scripting & Custom Macros*)
 - **Lunch Break (1:00 PM - 2:00 PM)**
 - **2:00 PM - 3:00 PM** → Practical Applications of Macros (*Building a Small Automation Project*)
 - **3:00 PM - 5:00 PM** → Practical Applications of Macros (*Building a Small Automation Project*)
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Day 8: Final Review, Project Work & Assessment (6hrs, 4 Sessions)

- **10:00 AM - 11:30 AM** → Recap of Key Learnings & Q&A Session
 - **11:30 AM - 1:00 PM** → Real-World Excel Case Studies (*Applying Skills to a Business Scenario*)
 - **Lunch Break (1:00 PM - 2:00 PM)**
 - **2:00 PM - 3:00 PM** → Hands-on Project Work (*Each Student Works on an Excel Challenge*)
 - **3:00 PM - 5:00 PM** → Hands-on Project Work (*Each Student Works on an Excel Challenge*)
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Serial No.	Admission ID	Student Name	Course	Program	Batch	Period	Total Sessions	Total Present	Total Absent	Present Percentage
1	IIHMR-U/01/2022-24/1470	Archana Jangid	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	26	2	93%
2	IIHMR-U/01/2022-24/1487	Chanchal Sharma	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	22	6	79%
3	IIHMR-U/01/2022-24/1561	Pilla Sai Mounika	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	16	12	57%
4	IIHMR-U/01/2022-24/1488	Chandan Kumar	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	26	2	93%
5	IIHMR-U/01/2022-24/1451	Aishwarya Juniwal	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	0	28	0%
6	IIHMR-U/01/2022-24/1447	Abhishek Raghav	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	25	3	89%
7	IIHMR-U/01/2022-24/1559	P.R. SUSHMALATHA	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	26	2	93%
8	IIHMR-U/01/2022-24/1599	Saumya Kabra	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	25	3	89.29%
9	IIHMR-U/01/2022-24/1540	Manya Saraswat	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	25	3	89.29%
10	IIHMR-U/01/2022-24/1635	Surbhi Jain	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	8	20	28.57%
11	IIHMR-U/01/2022-24/1482	Yashvi Agarwal	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	22	6	78.57%
12	IIHMR-U/01/2022-24/1492	Devesh Rajbahadur Varma	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	0	28	0%
13	IIHMR-U/01/2022-24/1485	Bavaji Pranaya	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	16	12	57.14%
14	IIHMR-U/01/2022-24/1584	Rincy Reji	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	23	5	82.14%
15	IIHMR-U/01/2022-24/1543	Meragani Venkata Vasavi Sowjanya	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	25	3	89.29%
16	IIHMR-U/01/2022-24/1608	Shikha Mehta	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	22	6	78.57%
17	IIHMR-U/01/2022-24/1587	Ritika Bhattacharya	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	22	6	78.57%
18	IIHMR-U/01/2022-24/1631	Suneet Mukherjee	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	8	20	28.57%
19	IIHMR-U/01/2022-24/1639	Swati Saha	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	25	3	89.29%
20	IIHMR-U/01/2022-24/1652	Vikas Saini	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	6	22	21.43%
21	IIHMR-U/01/2022-24/1579	Rashi Mohan Shirke	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	13	15	46.43%
22	IIHMR-U/01/2022-24/1513	Hitendra Nath Baro	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	25	3	89.29%
23	IIHMR-U/01/2022-24/1531	Koushik Roy	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	24	4	85.71%
24	IIHMR-U/01/2022-24/1478	Ashok Sharma	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	23	5	82.14%
25	IIHMR-U/01/2022-24/1565	Prashu Jain	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	23	5	82.14%
26	IIHMR-U/01/2022-24/1490	Debmalya Chatterjee	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	13	15	46.43%
27	IIHMR-U/01/2022-24/1497	Dolly Sulakhe	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	11	17	39.29%
28	IIHMR-U/01/2022-24/1594	Sanjana Kaira	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	26	2	92.86%
29	IIHMR-U/01/2022-24/1586	Rishabh Yadav	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	19	9	67.86%
30	IIHMR-U/01/2022-24/1550	Nayonika Singh	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	0	28	0%
31	IIHMR-U/01/2021-23/1440	Varsha Sharma	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	25	3	89.29%
32	IIHMR-U/02/2022-24/0403	Manpreet Singh	Advance Excel	MBA (Hospital and Health Management)	27 Batch (2022-24)	Term-4	28	26	2	92.86%
33	IIHMR-U/02/2022-24/0432	Sanket Surendra Khutade	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	26	2	93%
34	IIHMR-U/02/2022-24/0414	Nitisha Nitin Patil	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	26	2	92.86%
35	IIHMR-U/02/2022-24/0389	Himanshu Deepak Sane	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	23	5	82.14%
36	IIHMR-U/02/2022-24/0377	Bhushan Mahendra Pawar	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	24	4	85.71%
37	IIHMR-U/02/2022-24/0382	Dipanshu Meval	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	4	24	14.29%
38	IIHMR-U/02/2022-24/0373	Anubhav Barik	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	4	24	14.29%
39	IIHMR-U/02/2022-24/0452	Suman Rituraj	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	0	28	0%
40	IIHMR-U/02/2022-24/0394	Keshavanand Pawar	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	5	23	17.86%
41	IIHMR-U/02/2022-24/0416	Pariminder Singh	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	11	17	39.29%
42	IIHMR-U/02/2022-24/0412	Nikunj Talwaria	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	12	16	42.86%
43	IIHMR-U/02/2022-24/0393	Kaushik Baban Singh	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	13	15	46.43%
44	IIHMR-U/02/2022-24/0448	Sonika Tanwar	Advance Excel	MBA (Pharmaceutical Management)	14 Batch (2022-24)	Term-4	28	11	17	39.29%
45	IIHMR-U/10/2022-24/0035	Rashmi Sunku	Advance Excel	MBA (Development Management)	02 Batch (2022-24)	Term-4	28	25	3	89.29%
46	IIHMR-U/10/2022-24/0033	Pragya Gupta	Advance Excel	MBA (Development Management)	02 Batch (2022-24)	Term-4	28	24	4	86%
47	IIHMR-U/10/2022-24/0027	Keshav Laxman Gabhale	Advance Excel	MBA (Development Management)	02 Batch (2022-24)	Term-4	28	16	12	57%
48	IIHMR-U/10/2022-24/0026	Geetanjali Gota	Advance Excel	MBA (Development Management)	02 Batch (2022-24)	Term-4	28	21	7	75%
49	IIHMR-U/10/2022-24/0030	KULDEEP MUNDA	Advance Excel	MBA (Development Management)	02 Batch (2022-24)	Term-4	28	21	7	75%
50	IIHMR-U/10/2022-24/0032	Panneshwari	Advance Excel	MBA (Development Management)	02 Batch (2022-24)	Term-4	28	22	6	78.57%



Certification of Completion

This certifies that

Aishwarya Juniwal

Master of Business Administration (Hospital and Health Management)

2022-24

has successfully completed Value Added Course (VAC) on

Advance Excel

Conducted during **July-September, 2023**, accumulating a total of 48 hours

with Grade O

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: April 22, 2024

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Certification of Completion

This certifies that

Abhishek Raghav

Master of Business Administration (Hospital and Health Management)

2022-24

has successfully completed Value Added Course (VAC) on

Advance Excel

Conducted during **July-September, 2023**, accumulating a total of 48 hours
with **Grade O**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: April 22, 2024



Certification of Completion

This certifies that

Ashok Sharma

Master of Business Administration (Hospital and Health Management)

2022-24

has successfully completed Value Added Course (VAC) on

Advance Excel

Conducted during **July-September, 2023**, accumulating a total of 48 hours
with **Grade O**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: April 22, 2024

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Certification of Completion

This certifies that

Ayushi Agarwal

Master of Business Administration (Hospital and Health Management)

2022-24

has successfully completed Value Added Course (VAC) on

Advance Excel

Conducted during **July-September, 2023**, accumulating a total of 48 hours
with **Grade B**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Date of issue: April 22, 2024

Dr. P.R. Sodani
President

Registrar
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1, Prabhu Dayal Marg
Near Sanganeer Airport, Jaipur - 302029



Certification of Completion

This certifies that

Bavaji Pranaya

Master of Business Administration (Hospital and Health Management)

2022-24

has successfully completed Value Added Course (VAC) on

Advance Excel

Conducted during **July-September, 2023**, accumulating a total of 48 hours
with **Grade O**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: April 22, 2024