

Amrutvahini Institute of Management and Business Administration,
Nashik Pune Highway, Amrutnagar, Sangamner, Dist: Ahmednagar,
State: Maharashtra PIN 422608

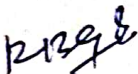
05/01/2023

All the MBA students hereby informed that the institute is going to conduct two value added programs of 30 hours each during the month of Jan 2023 to May 2023. Those interested students should enroll their name with their respective class teacher upto Jan 15, 2023. The Details of the course are as given below:


Certified Value Added Courses : 1] AIMBA001 Essential Soft Skills for Managers
2] AIMBA003 Basic to Advance Excel for Data Analysis
Duration: 30 Hours (Theory+ Practical]

Teaching Methodology: Lecture+ Presentation+ Workshop + Practice sessions+ Home Assignment

Kindly note.


Dr. R.B. Gawali
Coordinator-Learning & Development




Dr. B.M. Londhe
Director, AIMBA

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15/05/2023

Certified Value Added Program: Basics to Advanced Excel for Data Analysis

Value Added Course :AIMBA003 Basics to Advanced Excel for Data Analysis
Dates: 02/02/2023 to 15/05/2023
Target Audience: MBA Students
Venue: Seminar Hall

Resource Persons:

Arun Rajput, Founder & Director, Ajay Infotech, Microsoft Certified Training Centre, Aurangabad
Shaila Wayal, Microsoft Certified Trainer
Dr. N.N. Dighe, Asst. Professor
Teaching Pedagogy: A blend of presentations, practical sessions, home assignments, video lectures, and interactive workshops.

This 30 hours intensive program empowered MBA students with the skills and knowledge needed to leverage Excel's full potential for data analysis. Designed by industry experts and seasoned educators, the program covered a comprehensive range of topics, from foundational basics to advanced techniques.

Key Skills Developed:

Data Management and Manipulation: Importing, cleaning, and organizing data from various sources.

Formula Creation and Application: Mastering a multitude of formulas, functions, and shortcuts for efficient data analysis.

Data Visualization and Charts: Creating impactful charts and graphs to communicate insights effectively.

Pivot Tables and Power Query: Utilizing powerful tools for data summarization, aggregation, and exploration.

Statistical Analysis and Modeling: Performing basic statistical analysis and building forecasting models.

Business Intelligence and Case Studies: Applying learned skills to real-world business scenarios through case studies and hands-on projects.

Learning Outcomes:



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29/04/2023

Report on Value Added Program conducted on “Essentials of Soft Skills for Managers”

Certified Value Added Program: AIMBA001 Essentials of Soft Skills for Managers

Dates: 01/02/2023 to 30/04/2023

Target Audience: MBA Students

Resource Persons:

Siddarth Prabhakar, Founder and Director, Celebrity School, Mumbai

Dr. N.S. Jondhale, Asst. Professor

Training Mode: A blend of workshops, lectures, role-plays, management games, and presentations.

This 30 hours intensive program equipped MBA students with essential soft skills crucial for successful management careers. Designed by industry experts, the program focused on developing essential skills in the following areas:

Communication Skills: Effective communication, both written and verbal, active listening, non-verbal communication, assertiveness.

Leadership Skills: Motivating and inspiring teams, setting goals and objectives, delegation, conflict resolution, decision-making.

Teamwork and Collaboration: Building trust and rapport, fostering open communication, conflict resolution within teams, managing diverse personalities.

Interpersonal Skills: Building and maintaining positive relationships, empathy, emotional intelligence, negotiation skills.

Problem-Solving and Critical Thinking: Analytical skills, creative problem-solving, identifying and evaluating solutions, risk management.

Time Management and Organization: Prioritization, setting deadlines, managing workload, delegating effectively.

Business Etiquette and Professionalism: Presentation skills, professional conduct, dress code, communication etiquette.

Key Learnings:

Participants explored the importance of soft skills in leadership and managerial roles. They gained practical tools and techniques for enhancing their communication, teamwork, and problem-solving skills.



Certificate of Completion

This is to certify that

Ms Mandlik Gayatri Avinash

has successfully completed 30 hours Add on / Value Added Certificate Program on
"BASIC TO ADVANCE EXCEL FOR DATA ANALYSIS"

During 02/02/2023 to 15/05/2023

Jointly Conducted by

AJAY INFOTECH, CH. SAMBHAJINAGAR

AND

**"AMRUTVAHINI INSTITUTE OF MANAGEMENT &
BUSINESS ADMINISTRATION, SANGAMNER"**

Date : 15/05/2023 | Place : Sangamner



Authorised Testing Center for
Microsoft Certification

AJAY INFOTECH
Founder & Managing Director

Dr. B.M. LONDHE
Director, AIMBA, Sangamner





Certificate of Completion

This is to certify that

Mr Dighe Shriram Sambhaji

has successfully completed 30 hours Add on / Value Added Certificate Program on
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Rajput
AJAY INFOTECH

Founder & Managing Director

Dr. B.M. Londhe
Dr. B.M. LONDHE
Director, AIMBA, Sangamner





Certificate of Completion

This is to certify that

Ms Tulika Phatangare

has successfully completed 30 hours Add on / Value Added Certificate Program on
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Founder & Managing Director

Dr.B.M. LONDHE

Director, AIMBA, Sangamner





Certificate of Completion

This is to certify that



Mr Bhalchim Amol Ramchandra

has successfully completed 30 hours Add on / Value Added Certificate Program on

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AJAY INFOTECH

Founder & Managing Director

Dr.B.M. LONDHE

Director, AIMBA, Sangamner





Certificate of Completion

This is to certify that

Ms Kanawade Nisha Sahebrao

has successfully completed 30 hours Add on / Value Added Certificate Program on

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