



SHARDA
UNIVERSITY

Beyond Boundaries

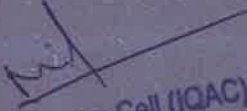
Internal Quality Assurance Cell

Capacity Building/Training Programme

Advance Excel

11th January 2021

Virtual Mode


Internal Quality Assurance Cell (IQAC)
SHARDA UNIVERSITY
Plot No. 32-34, Knowledge Park - III
Greater Noida-201306

5

Programme, Objective, Convener, Coordinator and Speaker



Event Name: Capacity Building/Training Program on Advance Excel
Organizer: Internal Quality Assurance Cell in association with Sharda Skill
Event Date: 11th January 2021
Time: 10:30 AM
Objective: Empowering the talent through basic MS-Excel features, advance MS-Excel, automation of process and procedure, big data analysis, preparation of bar & pie charts etc.

Convener:

Prof. VPS Arora, Advisor to Vice-Chancellor
Mr. Dheeraj Sharma, Director, Sharda Skills

Coordinators:

Mr. Firoz Khan, IQAC

Supporting Team

Mr. Amarjeet Singh
Mr. Gaurav Srivastava

Speaker/ Resource Person:

Mr. Prasenjit Sinha, Sharda Skills

Co-Speaker

Mr. Rajender Singh


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Training Program



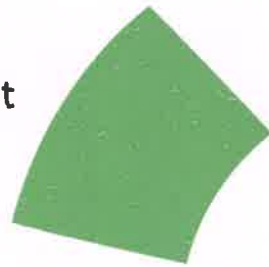
SESSION NO	TRAINING TOPIC	STATUS
1	MS EXCEL – ADVANCED (Part-1)	COMPLETED on 11 th January 2021


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Greater Noida - 201306

Criteria for Evaluation



Excellent



Average



Below Average

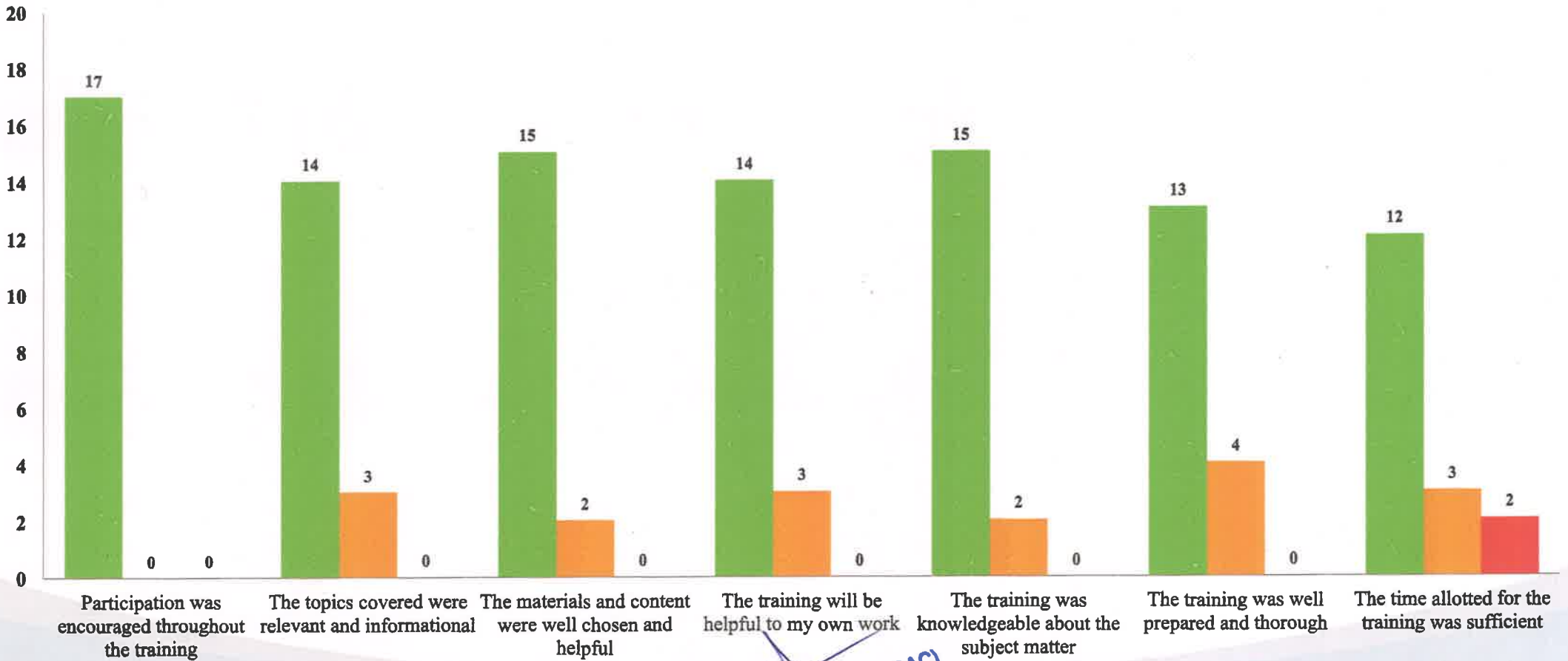



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Likert Scale Graph (Session Feedback)



■ Excellent
 ■ Average
 ■ Below Average

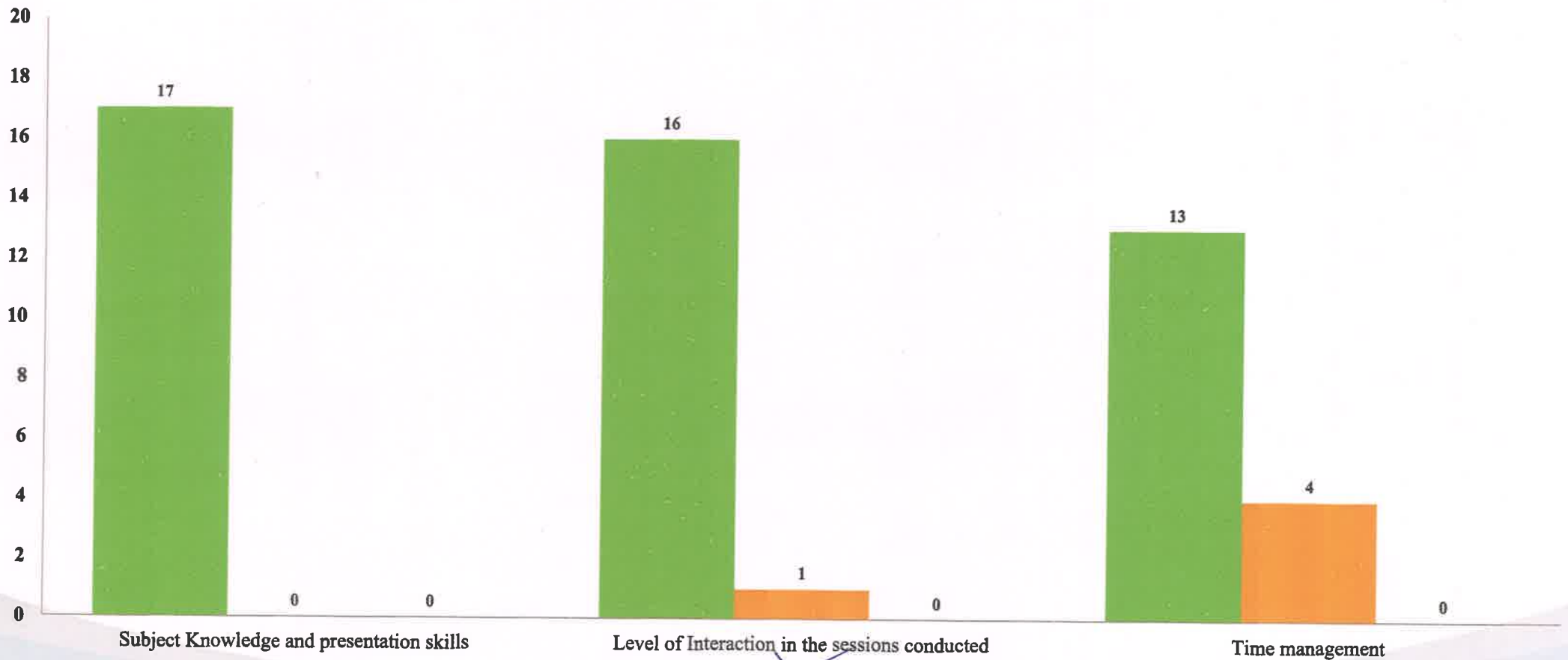


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Likert Scale Graph (Resource Person Feedback)



■ Excellent ■ Average ■ Below Average



[Signature]
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Greater Noida-201306

Comments and Suggestion (Given by Participants)



- ❖ Overall Training was very fruitful. I suggest some more advance excel feature like Mail Merge, Index, Match, Pivot Table, VBA, Macros etc. which is frequently used in student data
- ❖ These type of training should be repeated regularly
- ❖ This training session was much more helpful me to do the work easily.
- ❖ Very helpful program.
- ❖ Would request to conduct more program on topic like tally, google forms, sheets, PPT.
- ❖ Please conduct frequently
- ❖ Will wait for the next session
- ❖ More tool utilization in Excel & Word
- ❖ It was excellent
- ❖ Valuable talk
- ❖ Chart preparation, Advance formula, need to be added more

me
Internal Quality Assurance Cell (IQAC)
SHARDA UNIVERSITY
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Greater Noida-201306

Participants Attendance Sheet



Participants (26)

Find a participant

AS	amarjeet si... (Me, participant ID: 541800)		
A	IQAC (Host)		
PS	Prasenjit Sinh... (Co-host)		
FK	Firoz Khan IQAC (Co-host)		
KT	KC Tiwari		
A	Admin		
AK	Anju kamal		
AB	Anuj Batham		
B	Bajjnath Maurya (SUSET Executi...		
BM	Braj Mohan		
D	Deepti(SBS)		
DR	Desh Ratan		
GG	Gaurav Gaur		
HS	Harshit Singh		

Invite

Raise Hand

Participants (26)

Find a participant

GG	Gaurav Gaur		
HS	Harshit Singh		
JJ	Juhi Jain		
N	Niraj		
	Rajesh Kumar (SUSET Executive ...		
RA	Rizwan Ahmad		
SL	SBS LIBRARY		
S	Sharda		
S	shishant		
SA	Simi afroz		
VS	Vaibhav Sharma		
AK	Abhishek Kumar		
S	Sharda		
S	sharda		

Invite

Raise Hand

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Questionnaire (Online Feedback From)



Feedback Form (Re-Scheduled)

Training Program (11th January 2021)

- * Advance Excel
- * PowerPoint Presentation
- * Google Drive

This form is automatically collecting email addresses for Sharda University users. [Change settings](#)

Employee Name *

Short answer text

Department/School Name *

Short answer text

Mobile No

Short answer text

Signature
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Greater Noida-201306

Please select the appropriate option for the following statements *

	Excellent	Average	Below Average
Participation was encour...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The topics covered were ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The materials and conte...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The training will be helpf...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The training was knowle...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The training was well pre...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The time allotted for the ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

For Resource Person/Speaker *

	Excellent	Average	Below Average
Subject Knowledge and ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Level of interaction in th...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Expectation/Suggestions (if any)

Long answer text

Certificate Issued (Format)



IQAC

CERTIFICATE OF COMPLETION

This is to certify that

*Mr./Ms. **{{full name}}** has successfully
completed the capacity building/training programme on
Advance Excel PowerPoint Presentation and Google Drive
organised by Internal Quality assurance Cell in association with Sharda Skill at
Sharda University on 11th January 2021.*

*Prof. V.P.S. Arora
Advisor to Vice-Chancellor*

*Mr. Dheeraj Sharma
Director, Sharda Skills*

*Internal Quality Assurance Cell (IQAC)
SHARDA UNIVERSITY
Plot No. 32-34, Knowledge Park - III
Greater Noida-201306*

Thanks

Internal Quality Assurance Cell (IQAC)
SHARDA UNIVERSITY
Plot No. 10, Knowledge Park - III
Greater Noida, U.P. - 201306