

P G Department of Commerce
Add on course –MS EXCEL

Naipunnya

To reach the unreachable

Date of event: 18th August 2022

Faculty In-charge: Jissmol Varghese



REPORT

Microsoft Office Specialist: Excel Associate is a global certification program which demonstrates competency in the fundamentals of excel. An individual earning this certification has proven competency at an industry associate-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Excel and can complete tasks independently. The Training and certification program was started on 18th August 2022 for the BCOM and BBA students. The objective of the program was to make the students industry ready. As far as the students is concerned, it was for the first time they were undergoing hands-on practical Add- on training. The greatest obstacle faced throughout the training program was connectivity and student engagement, as the entire course was conducted through an online platform. The initial phase of the training was quite challenging for the students due to the nature of the topic, which generally requires a high level of concentration. The students were required to pay attention to the topics, and each topic were given due importance and time, to help them register the concepts in their minds, and apply them practically in their systems to obtain results. Most of the students were highly committed, except those who failed to meet such expectations. The entire training was conducted in a Google Meet Platform and few classes in offline mode, which enabled us to track the students accurately, at the same time clearing their doubts by remotely accessing their system. After the successful completion of the 30 hours training program, we conducted two rounds of revision and practice sessions. For better learning and tracking, we also used Google classroom as an LMS. The mock tests were carried out, through an automated assessment solution developed by us. The mock tests were conducted to given an outlook of the original Microsoft examination, which helped them rectify their mistakes. Unlike the previous batches, five rounds of revisions and mock tests had to be conducted at the end of the course for this batch.

The certification program was completed on 31st December 2021. This time the training duration extended more than usual time because of the student's semester examinations. Throughout the certification program, we make sure to given enough revision and practice to the students. We have conducted a number of mock tests for their practice and to increase their speed. Even though it was a 30-hour program, we took more than 40 hours to complete the training. The training was provided to the students by allocating sufficient time, to each topic


Prepared by,


Ms. Jissmol Varghese
(Faculty Coordinator)

Verified by,


Dr. Mathew Jose K
(HoD, PG Department of Commerce)

Approved by,


Rev. Fr. Dr. Paulachan KJ
(Principal)



കേരളം കേരള KERALA

DN 012993

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into as of 1st November 2022 ("Effective Date") KVI Analytics 40 / 6133, 3rd Floor, Lalan Towers, Banerji Road, High Court Junction, Cochin - 682 031, India (hereinafter referred to as "KVI Analytics" which expression shall unless repugnant to the context shall mean and include its successors and assigns) AND NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY, DEPARTMENT OF COMMERCE, an educational institution incorporated as *Trust* and having its office at Pongam, Koratty (E), Thrissur, Kerala - 680308, India (hereinafter referred to as the "College" which expression shall unless repugnant to the context shall mean and include its successors and permitted assigns) KVI Analytics and college are hereinafter collectively referred as "Parties" and individually as a "Party"

WHEREAS KVI Analytics (First Party) is an educational and business consultancy, operating towards the vision of a data-driven business culture, that assists in effective decision making in corporate-organisation and facilitate this through a series of need-based interventions involving consultancy, research and training. The KVI Analytics is also an Authorised Testing Centre for Microsoft and Certipart.

No. 1276 /01.11.2022 / Rs.100-



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DN 012994

WHEREAS NAI PUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY, DEPARTMENT OF COMMERCE (Second Party) Pongam, Koratty, is a project of the Archdiocese of Ernakulam-Angamally

AND WHEREAS pursuant to discussions, the Parties have decided to lay down the terms of their understanding regarding Industry Oriented Advanced Excel Training Program and Microsoft Certification.

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. This MoU is effective from the Effective Date and shall remain in force for a period of two Years.
2. The Second Party desired to deliver Industry oriented Training and Microsoft Certification to students of Commerce (B.com.M.com) and Management department (BBA) Students of college and approached first party to facilitate the Training and Certification process
3. The Second Party requested to conduct the training Batch by batch and the same has been approved by the First party

No. 17007 / 01.11.2022 / Rs.100/-
KVI Anshulesh Ernakulam





Infrastructure and Technical Requirement

- The Second Party has the responsibility to provide all Infrastructure and Technical requirement for conducting **Training and Execution of the Microsoft Examination and industry orientation** in the place of second Party.
 - The second Part has to provide all the infrastructure and support from the system administrator for the successful execution of the program. (System configuration: 1.8 Ghz processor, 2 GB Ram, Windows 10 or above, MS Office 2019 With high speed internet)
 - The test will be conducting in the presence of The Test Centre Administrator (TCA)
 - The entire participant should have laptop/desktop with Ms. Office 2019
- First part has the right to inspect all the System and install the required software for the smooth functioning of the training and examination.

Training and Certification process:-

- Both the parties mutually agreed to conduct **Microsoft Excel (Excel and Excel 2019): Data Analysis, Manipulation, and Presentation; Exam Code (MO-200)**.

- One batch of training, practice, and examination can complete in 30Hours.

8 FEES & PAYMENT TERMS:

- In consideration of the rights granted and services provide, the second party shall pay an amount of **Rs. 2400.00+ Applicable GST**(rupees two thousand four hundred only for each student for the training and Certification.
 - All sums due under this MoU will be paid within 5 days from the date of invoice from **KVJ Analytics**.
 - All amounts payable under this MoU shall be exclusive of all taxes and levies.
 - The Payment shall be in advance in favor of the **KVJ Analytics**, payable at **Cochin**.
- The course certificate is issued by the Certiport and the same shall be and distributed by batch wise and First party will be responsible for the issue of certificate.



10. Either party may terminate the MoU with a prior written notice of 30 days to the other Party, without any reason.
11. The loss occurred if any in case of termination shall be borne by the party who is at fault.
12. KVI Analytics shall not be liable in any event for any special, consequential, incidental, or indirect damages arising out of or in connection with this MoU. To the extent permitted under law, KVI Analytics expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to any implied warranties of merchantability, fitness for a particular purpose, accuracy and completeness of the Content, Methodology, Courses, software, and any warranty relating to the Content being free from any errors.
13. This MoU shall be governed by and construed in all respects in accordance with the laws of India and shall be subject to exclusive jurisdiction of the Courts in Ernakulam, India. Any dispute and/or difference arising out of or pertaining to this MoU, shall first be resolved by the Parties through negotiations, failing which, the same shall be referred for arbitration.
14. Stamp duty and other taxes and levies on this 'MoU' shall be borne by the First Party.

15. Exam Objective and other details described below.

Microsoft Excel (Excel and Excel 2019): Exam MO-200

The Microsoft Office Specialist: Excel Associate Certification demonstrates competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. The exam covers:

the ability to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

Objective Domains

Manage Worksheets and Workbooks

- Import data into workbooks
 - Import data from .txt files
 - Import data from .csv files



- Navigate within workbooks
 - Modify page setup
 - Adjust row height and column width
 - Customize headers and footers
- Customize options and views
 - Modify page setup
 - Adjust row height and column width
 - Customize headers and footers
- Customize options and views
 - Customize the Quick Access toolbar
 - Display and modify workbook content in different views
 - Freeze worksheet rows and columns
 - Change window views
 - Modify basic workbook properties
 - Display formulas
- Configure content for collaboration
 - Set a print area
 - Save workbooks in alternative file formats
 - Configure print settings
 - Inspect workbooks for issues

Manage data cells and ranges

- Manipulate data in worksheets
 - Paste data by using special paste options
 - Fill cells by using Auto Fill
 - Insert and delete multiple columns or rows
 - Insert and delete cells
- Format cells and ranges
 - Merge and unmerge cells
 - Modify cell alignment, orientation, and indentation
 - Format cells by using Format Painter
 - Wrap text within cells
 - Apply number formats
 - Apply cell formats from the Format Cells dialog box
 - Apply cell styles
 - Clear cell formatting



Switch between rows and columns in source data
Add and modify chart elements

- **Format charts**
 - Apply chart layouts
 - Apply chart styles
 - Add alternative text to charts for accessibility

Advanced Excel For Analytics includes

- **Data Consolidation**
- **Model Building**
- **Advance Pivot**
- **Dashboard**

IN WITNESS WHEREOF THE PARTIES THROUGH THEIR DULY AUTHORISED REPRESENTATIVES HAVE SIGNED THIS MoU.

KVJ ANALYTICS

By

Name: Prasanna Thomas

Title: CEO

Date: 1.11.2022



NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY, DEPARTMENT OF COMMERCE

By

Name: P. Dr. PAULACHAN K.J.
Principal

Title: Principal

Date: 1.11.2022



Brochure



KVJ Analytics

Microsoft Excel Certification

Excel



30 Hours training

Training | Certification | Industry Orientation












 **NAIPUNNYA**
INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY (NIMIT)
(Affiliated to the University of Calicut, Accredited by NAAC with B++ ISO 9001-2015 Certified)



Screenshot Online classes














Close **Participants (22)**

-  **Anjana Antony** (ma)
-  **Strategist Jomon** (Host)
-  **Veena CMA** (Co-host)
-  **Albin Antony**
-  **Albin philip**
-  **Christeena John**
-  **Don Johnson**
-  **GINAY KRISHNA P G**
-  **Joel Joseph**
-  **Joepaul Pullockaran**
-  **Joviyo**

Invite



Close **Participants (22)**

-  **Libiya Baby**
-  **Manuel**
-  **Meera Pauly**
-  **Meghna Thomson**
-  **Nimisha James**
-  **Rose Mary Joy**
-  **Sredha Babu**
-  **VAISHNAV PP**
-  **Vani Murali**
-  **Ann**
-  **Greenal Jose**

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Participants (30)

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|  | Nimisha James |  |  | > |
|  | Richard Sabu |  |  | > |
|  | Rose Mary Joy |  |  | > |
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|  | Sredha Babu |  |  | > |
|  | VAISHNAV PP |  |  | > |
|  | Vani Murali |  |  | > |
|  | Ann |  | | > |
|  | Austin Paulgy |  | | > |
|  | Joel Joseph |  | | > |

Invite



Offline classes



www.nai.ac.in, Naipunnya Nagar, Karatty, Kerala 680308, India

Karukutty
Kerala
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| 1 | Abhijith P M | 55% | P | A | P |
| 2 | Abhishek Gopakumar | 60% | A | P | A |
| 3 | Adithya Gopakumar | 75% | P | P | A |
| 4 | Adithyan t mano | 40% | P | P | A |
| 5 | Agnus jo simon | 95% | A | P | P |
| 6 | Alswarya soman | 40% | P | P | A |
| 7 | Ajil paulachan | 80% | P | P | P |
| 8 | Akhilkrishna V.U | 80% | A | P | P |
| 9 | Akshay Arun | 60% | A | A | A |
| 10 | Alan sabu panketh | 75% | P | A | P |
| 11 | Aldrin John Varghese | 65% | P | A | P |
| 12 | Aleena Biju | 40% | A | A | P |
| 13 | Aleena Jobi | 15% | A | A | A |
| 14 | Alfred Joseph | 85% | P | P | A |
| 15 | Alvin Biju | 25% | P | A | A |
| 16 | Alwin Linto | 20% | A | A | A |
| 17 | Amal Jose | 55% | A | A | A |
| 18 | Amal Premchand | 45% | P | P | P |
| 19 | AMAL TS VATTOLY | 80% | A | P | P |
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| 21 | Anatt Joseph | 60% | A | P | P |
| 22 | Ancy Antu | 75% | P | P | P |
| 23 | Ancy Mary Antoo | 100% | P | P | P |
| 24 | Angel Mariya Joby | 65% | A | P | P |
| 25 | Anil jose | 55% | A | A | A |
| 26 | Ann Maria Antu | 60% | P | P | A |
| 27 | ANN MARIYA MARTIN | 55% | P | P | A |
| 28 | Ann sabu | 100% | P | P | P |
| 29 | Annmaria jose | 75% | A | P | A |
| 30 | Ansa Jaison | 60% | P | P | P |
| 31 | Antony Shaju | 45% | A | A | P |
| 32 | Arun P Avarachan | 75% | P | P | P |
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| 36 | Athul Krishna | 75% | P | P | A |
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| 38 | C M Fathima Rosmin | 100% | P | P | P |
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Naipunnya

Research for the UNWINDING



| No | Full Name | Batch | Final Exam Mark | Final Re |
|----|----------------------|----------------------------|-----------------|-----------|
| 1 | Abhijith P.M | B.COM Finance B | 925 | Passed |
| 2 | Abhishek Gopakumar | B.COM Computer Application | 906 | Passed |
| 3 | Adithya Gopakumar | B.COM Computer Application | 725 | Passed |
| 4 | Adithyan t manoj | B.COM Computer Application | 825 | Passed |
| 5 | Agnus jo simon | BBA | 718 | Passed |
| 6 | Aiswarya soman | B.COM Computer Application | 478 | Failed |
| 7 | Ajil paulachan | B.COM Computer Application | 850 | Passed |
| 8 | Akhilkrishna V.U | B.COM Computer Application | 825 | Passed |
| 9 | Akshay Arun | B.COM Finance A | 875 | Passed |
| 10 | Alan sabu panketh | B.COM Computer Application | 887 | Passed |
| 11 | Aldrin John Varghese | B.COM Computer Application | 850 | Passed |
| 12 | Aleena Biju | BBA | | Not Atten |
| 13 | Aleena Jobi | B.COM Finance A | 825 | Passed |
| 14 | Alfred Joseph | B.COM Co-operation | 812 | Passed |
| 15 | Alvin Biju | BBA | | Not Atten |
| 16 | Alwin Linto | B.COM Finance B | 831 | Passed |
| 17 | Amal Jose | B.COM Computer Application | 850 | Passed |
| 18 | Amal Premchand | BBA | 900 | Passed |
| 19 | AMAL TS VATTOLY | B.COM Computer Application | 478 | Failed |
| 20 | Amaldev PM | B.COM Finance A | 900 | Passed |
| 21 | Anatt Joseph | B.COM Finance A | 906 | Passed |
| 22 | Ancy Antu | B.COM Finance B | 626 | Failed |
| 23 | Ancy Mary Antoo | B.COM Finance A | 812 | Passed |
| 24 | Angel Mariya Joby | B.COM Finance A | 60 | Failed |
| 25 | Anil jose | B.COM Co-operation | 405 | Failed |
| 26 | Ann Maria Antu | B.COM Computer Application | | Not Atten |
| 27 | ANN MARIYA MARTIN | B.COM Finance A | 775 | Passed |
| 28 | Ann sabu | B.COM Computer Application | 750 | Passed |
| 29 | Ann mariya jose | B.COM Co-operation | 700 | Passed |
| 30 | Ansa Jaison | B.COM Finance B | 515 | Failed |
| 31 | Antony Shaju | B.COM Computer Application | 700 | Passed |
| 32 | Arun P Avarachan | B.COM Finance B | 975 | Passed |
| 33 | Arya Joshy | B.COM Computer Application | 639 | Failed |
| 34 | Aswathy k.s | B.COM Finance B | 442 | Failed |
| 35 | Athul Joy | BBA | | Not Atten |
| 36 | Athul Krishna | B.COM Finance A | 925 | Passed |
| 37 | Athulya Paul | B.COM Finance B | 975 | Passed |
| 38 | C M Fathima Rosmin | B.COM Finance B | 975 | Passed |
| 39 | C Rahul | B.COM Computer Application | 626 | Failed |
| 40 | Chinchu joy | B.COM Finance B | 868 | Passed |
| 41 | Christin M S | B.COM Computer Application | 868 | Passed |
| 42 | Daniel Joy | B.COM Computer Application | 552 | Failed |
| 43 | Deen Mariya Paul | B.COM Co-operation | 725 | Passed |

| | | | | |
|----|------------------------|----------------------------|-----|-----------|
| 44 | DIYA JAYACHANDRAN | B.COM Finance B | | Not Atten |
| 45 | Don alex | B.COM Computer Application | 515 | Failed |
| 46 | Dona Anna Varghese | B.COM Co-operation | 793 | Passed |
| 47 | Edvin Jaison | B.COM Finance B | 831 | Passed |
| 48 | Fedric Jino | B.COM Finance A | 900 | Passed |
| 49 | Gloria Shajan | B.COM Finance B | | Not Atten |
| 50 | Gopika Rajan | B.COM Finance A | 73 | Failed |
| 51 | Hariprasad | B.COM Finance A | 831 | Passed |
| 52 | Hiba Shaji | B.COM Finance B | 850 | Passed |
| 53 | Hyacinth Joy | B.COM Finance A | 900 | Passed |
| 54 | Jackson thomas | B.COM Finance A | 639 | Failed |
| 55 | Jerin soyan | B.COM Finance B | 850 | Passed |
| 56 | Jesna joy | B.COM Computer Application | 478 | Failed |
| 57 | Joe paul Johny | B.COM Computer Application | 825 | Passed |
| 58 | Joel baby | B.COM Finance A | 793 | Passed |
| 59 | Joel Jaison | B.COM Computer Application | 887 | Passed |
| 60 | Joel KJ | B.COM Computer Application | 850 | Passed |
| 61 | Joel Kundilil siju | BBA | | Not Atten |
| 62 | K. A Leeanto | BBA | 663 | Failed |
| 63 | Liwin Davis | B.COM Finance B | | Not Atten |
| 64 | Loyal Benny | B.COM Computer Application | 350 | Failed |
| 65 | M Fathima Safic | B.COM Finance B | 950 | Passed |
| 66 | Maria Saju I | B.COM Computer Application | 756 | Passed |
| 67 | Mariya kurian | B.COM Finance B | 950 | Passed |
| 68 | Melvin Stanley | B.COM Finance B | 868 | Passed |
| 69 | Merin James | BBA | 725 | Passed |
| 70 | Namith jose | BBA | 875 | Passed |
| 71 | Nima Rose Davis | B.COM Finance B | 478 | Failed |
| 72 | Paul Febin Jose | B.COM Finance B | 925 | Passed |
| 73 | Paul K Binoy | B.COM Finance B | 304 | Failed |
| 74 | Pranav Sanjay Kurup | B.COM Finance B | 875 | Passed |
| 75 | Rahul M | B.COM Finance B | 257 | Failed |
| 76 | Rony Thankachan | B.COM Computer Application | 800 | Passed |
| 77 | Samuel s varghese | B.COM Finance B | 121 | Failed |
| 78 | SANDHRA ANTU | B.COM Finance B | 950 | Passed |
| 79 | Sangeeth S. Kumar | B.COM Finance B | 825 | Passed |
| 80 | Sebin P Sebastian | B.COM Finance B | 925 | Passed |
| 81 | Serin Joy | B.COM Finance A | 669 | Failed |
| 82 | Sinoj Sunil Kattikaran | BBA | 900 | Passed |
| 83 | Sona Symon | B.COM Finance B | 950 | Passed |
| 84 | Sonnet Johnson | B.COM Computer Application | 800 | Passed |
| 85 | Sreekutty T.R | B.COM Computer Application | 213 | Failed |
| 86 | Sreelakshmi Ullas | BBA | | Not Atten |
| 87 | Stalin | B.COM Computer Application | 800 | Passed |
| 88 | Thesna Mariya Shaiju | B.COM Finance B | 110 | Failed |
| 89 | Vishal Tojo | B.COM Computer Application | 900 | Passed |

| | | | | |
|-----|---------------------|----------------------------|-----|--------|
| 90 | Vishnumaya PA | BBA | 793 | Passed |
| 91 | WINNY GRAISON | BBA | 750 | Passed |
| 92 | Devpriya Devassy K | B.COM Finance A | 639 | Failed |
| 93 | Anet Antony | B.COM Finance A | 825 | Passed |
| 94 | Anjana Pradeep | B.COM Finance B | 825 | Passed |
| 95 | Gilsa TV | B.COM Computer Application | 812 | Passed |
| 96 | Jullyat Jojo | B.COM Finance A | 486 | Failed |
| 97 | Christina Sebastian | | 962 | Passed |
| 98 | Rosemary Sabu | | 850 | Passed |
| 99 | Abhiya.k.Martin | | 725 | Passed |
| 100 | C Rahul | B.COM Computer Application | 925 | Passed |



Naipunnya

Completion Report on Microsoft Excel Training and Certification

Name of the college Naipunnya Institute of Management and
Information Technology Pongam, Koratty, Thrissur
Kerala, Pin: 680308

Name of the Add On Provider The Strategist
Microsoft Authorised Testing Centre
High Court Jn, Cochin, Pin: 682031

Name of the Program Exam MD-200: Microsoft Excel
Excel and Excel 2019

Name of the Department Department of Commerce

HOD Dr. Mathew Jose K Add On Coordinator Ms.
Jissmol Varghese

Trainers Jomon Joseph, Microsoft Certified Master
Christy Johns, Data Analyst
Ajay Thomas, Data Analyst

Microsoft Office Specialist Excel Associate is a US based certification program

which demonstrates competency in the fundamentals of excel. An individual earning this certification has proven competency at an industry associate-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Excel and can complete tasks independently.

We started the certification program on 06 September 2022 at Naipunnya Institute of Management and Information Technology. The objective of the program was to make the students industry ready. For effective results, the program was conducted in online mode with student tracking and engagement system. By doing so, we were able to give due attention to each student, helping us to monitor their progress.

As far as the students is concerned, it was for the first time they were undergoing hands-on practical Add-on training.

The initial phase of the training was quite challenging for the students due to the nature of the topic, which generally requires a high level of concentration, The students were required to pay attention to the topics, and each topic were given due importance and time, to help them register the concepts in their minds, and apply them practically in their systems to obtain results. All the students, who attended the certification program were highly committed.

After the successful completion of the training program, we conducted revisions

and practice sessions.

The mock tests were carried out, through an automated assessment solution



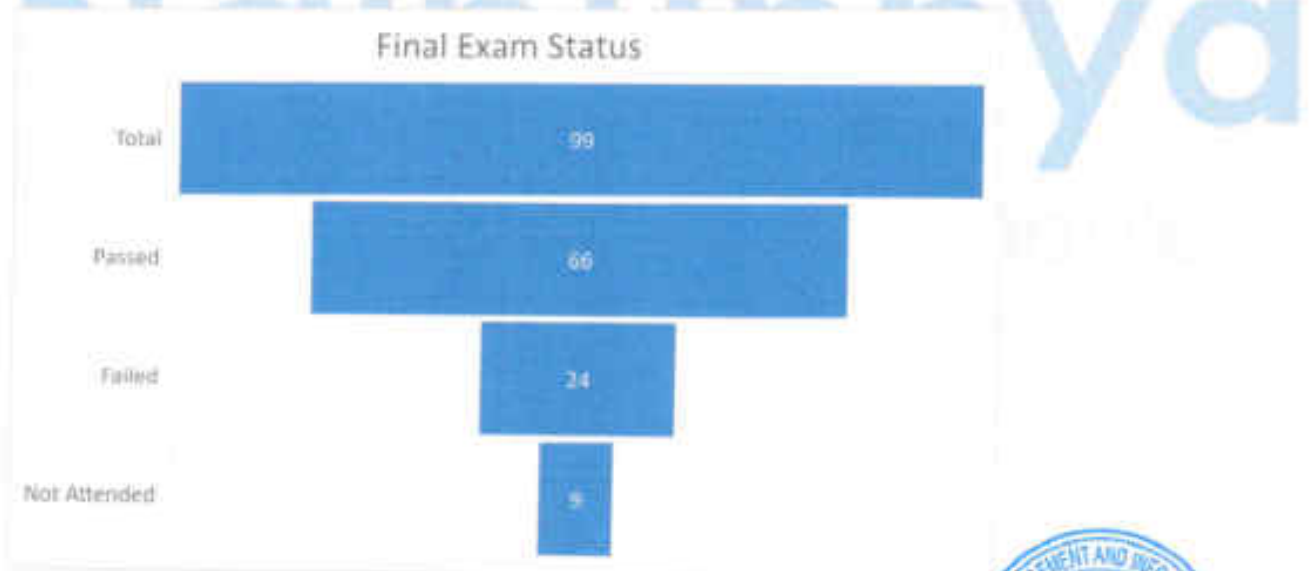
Strategist Gain the competitive edge
Data Analytics | Consulting | Training

developed by us. The mock tests were conducted to give an outlook of the original Microsoft examination, which helped them rectify their mistakes.

Three mock tests were given to the students at the end of the course for their better understanding. The execution of final exam was challenging as we conducted examination in six session. The outcome of the examination was very satisfactory. However, there were a very few students who failed to clear the examination successfully. The overall performance of the students was up to the mark and appreciable.

The Outcome

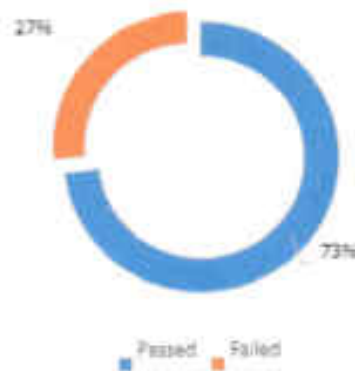
Total 99 students participated in our Add On program. Out of those 66 students passed the exam successfully, 24 students failed, and 9 students did not attend the exam.



Overall participation Outlook

The percentage of students who passed the examination is 73% and those who failed is 27%.

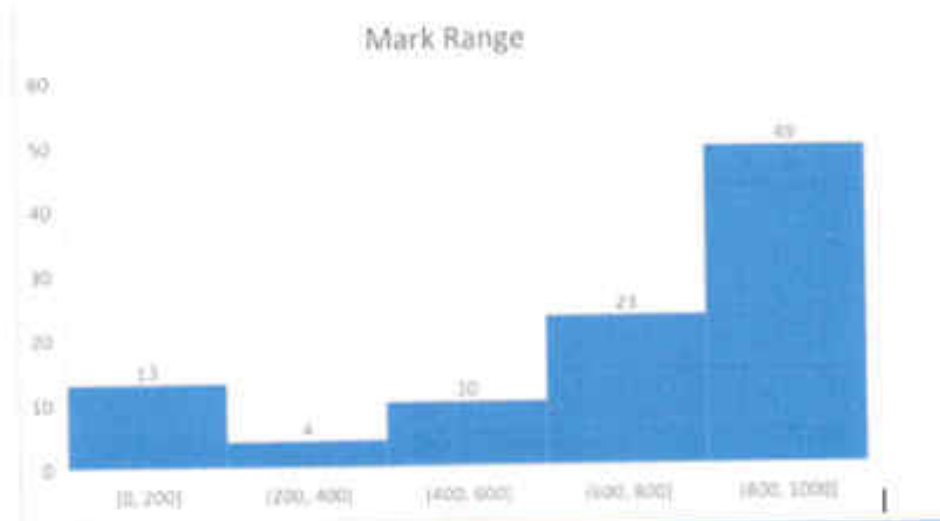
Result



Naipunnya

Mark Range

Out of the 90 students who attended the examination, 49 students scored in the range of 800 to 1000, 23 students scored in the range of 600 to 800, 10 students scored in the range of 400 to 600 and 17 students scored Below 400.

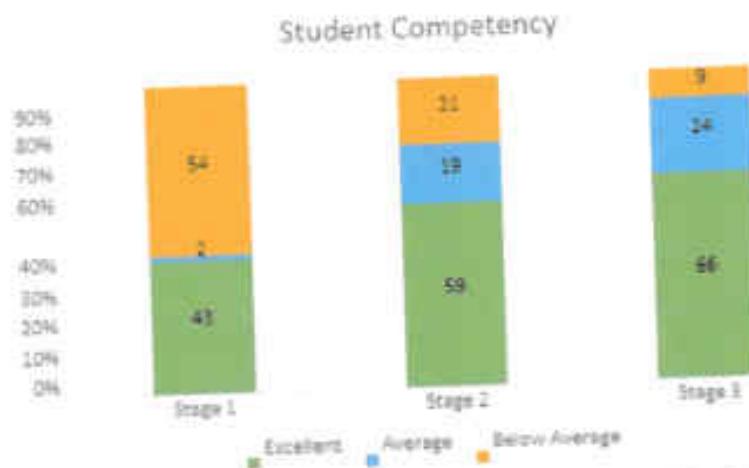


Student Competency

We divided the entire program into three stages. During the first stage it came to our notice that 43 students showcased excellent performance, while the remaining are either average or below average. After realising that majority of the students are average or below average, we have paid more attention to improve their performance and bring them into the excellent category. We provided more practice sessions and works, due to which we managed to increase the number of students in the excellent category to 59 in stage 2 and 66 in stage 3. Only 9 students ended up in the below average category in the final stage.

| Stages | Excellent | Average | Below Average |
|--------|-----------|---------|---------------|
|--------|-----------|---------|---------------|

| | | | |
|---------|----|----|----|
| Stage 1 | 43 | 2 | 54 |
| Stage 2 | 59 | 19 | 21 |
| Stage 3 | 66 | 24 | 9 |

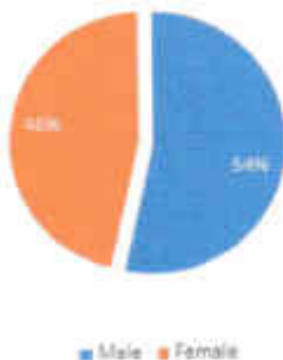


Gender wise result analysis

Out of the 99 students, 54% of them were male and 46% were female.

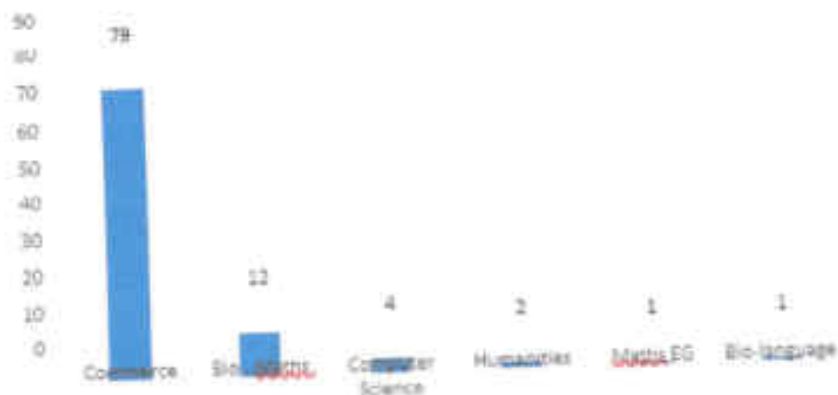


Gender



Students and Plus Two

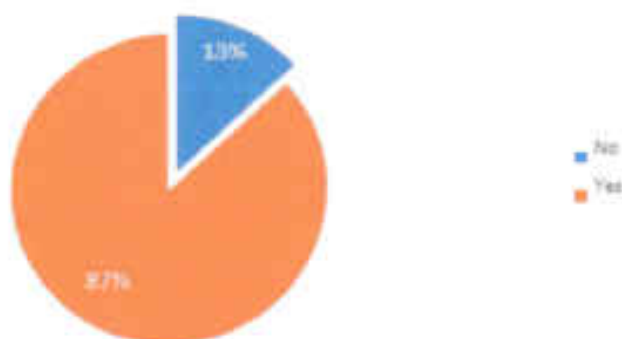
From out of the 99 students who attended the certification program, most of the students were from Commerce. There were 79 students from Commerce, 12 students from Bio - Maths, 4 students from Computer Science and the rest of them belonged to other streams.



Availability of Laptops

Out of the 99 students, 87% of them had laptops, while the rest of the 13% did not have their own laptops.

Availability of Laptop



Excel knowledge prior to the training program

A certain number of students who attended the training program, 37% had prior excel knowledge. Out of the total students who attended the examination, 76 of the students

had learned excel before and the rest 72 students had no previous knowledge of excel. The students who had learned excel before could learn the topic quickly.

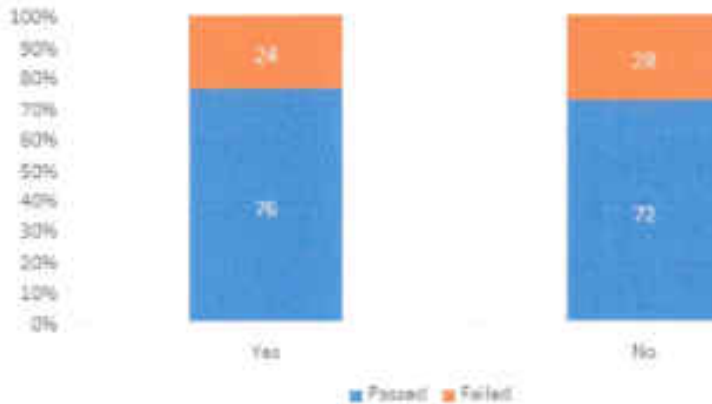


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Final result based on prior Excel Knowledge

The percentage of students with prior excel knowledge who cleared the examination is 76 and the percentage of the students with no such knowledge is 72. While only 24 students with previous knowledge failed, almost 28 students with no excel knowledge failed.

Final Result based on Prior Excel Knowledge



Final result based on availability of Laptop.

A comparison of the results of students who have a laptop and who don't, has been represented through a graph below. Out of the total students who have a laptop, the percentage of students who passed the examination is 75 and who failed is 25. Among the students with no laptop, the percentage of students who passed is 64 and those who failed is 36. The pass percentage of students with a laptop is comparatively higher than those without a laptop.

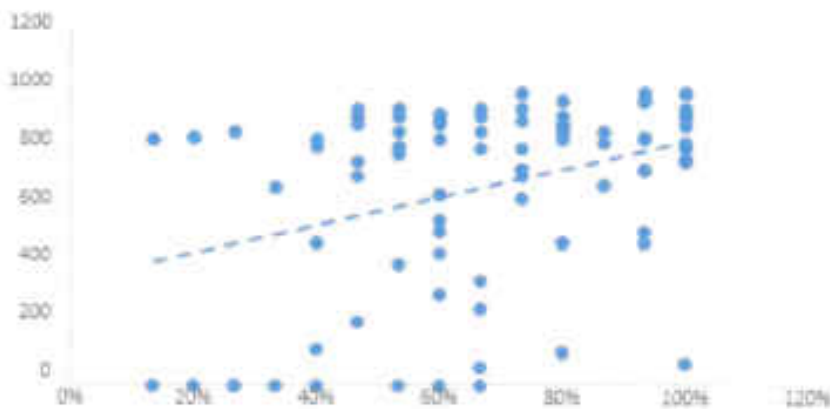
Final Result based on Availability of Laptop



Attendance % v/s Final Exam Mark

The below scatter plot shows the correlation between the Attendance % and the final examination marks of the student.

Attendance % v/s Final Exam Mark

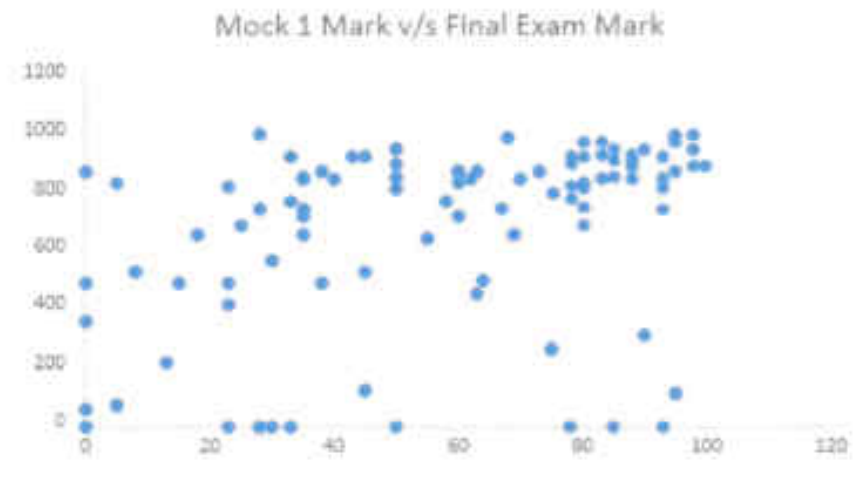


Mock 1 V/s Final Exam Mark

The below scatter plot shows the correlation between the mock test 1 marks and the final examination marks of the students. The blue scatter plots represent the



marks of students who attended both mock test 1 and the final examination.

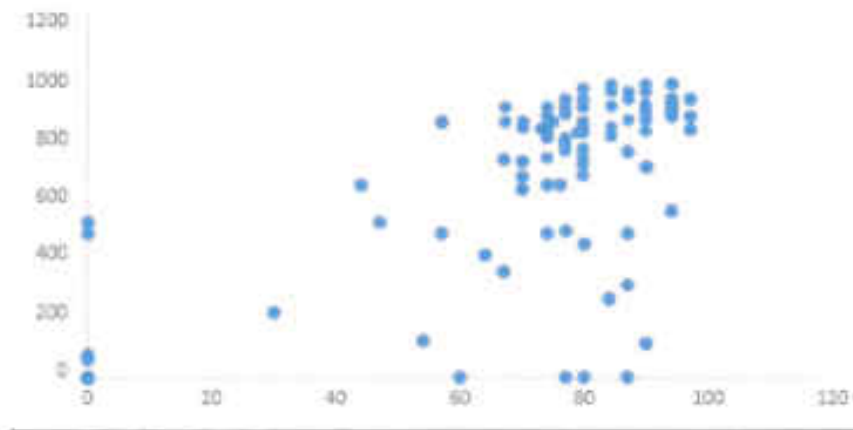


Mock test 2 Vs Final Exam Mark

The below scatter plot shows the correlation between the mock test 2 marks and the final examination marks of the students. All the students attended mock test

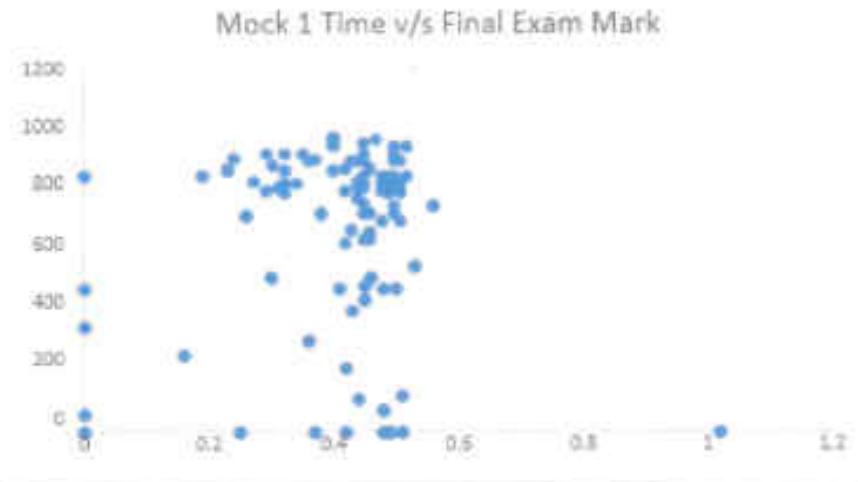
2. The blue scatter plots represent the marks of students who attended both mock test 1 and the final examination.

Mock 2 Mark v/s Final Exam Mark



Mock Test 1 time Vs Final Exam

The below scatter plot shows the correlation between the time taken to complete mock test 1 and the final examination marks. The red scatter plots represent the students who did not attend mock test 1. The blue scatter plots represent the correlation between the time taken and the marks of the students who attended both mock test 1 and the final examination.

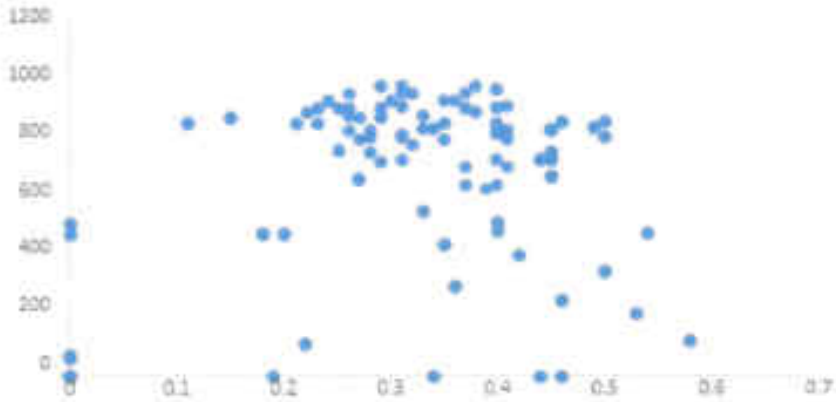


Mock Test 2-time Vs Final Exam

The below scatter plot shows the correlation between the time taken to complete mock test 2 and the final examination marks. The red scatter plots represent the students who did not attend mock test 2. The blue scatter plots represent the correlation between the time taken and the marks of the students who attended

both mock test 2 and the final examination.

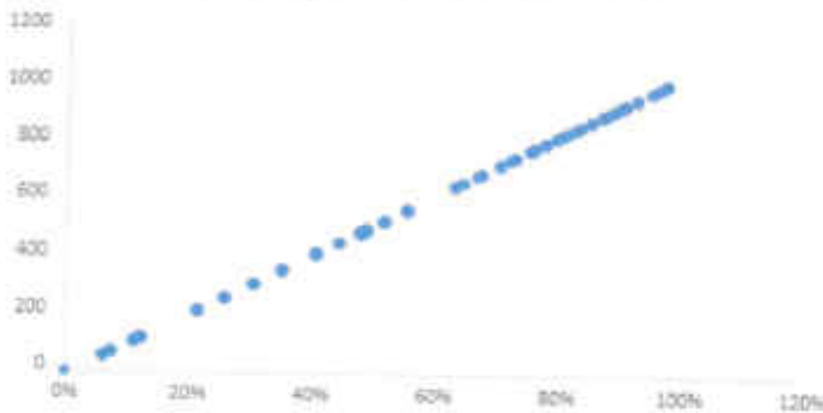
Mock 2 v/s Final Exam Mark



Gamification v/s Final Exam Mark

The below scatter plot represents a correlation between the final marks of the students and the marks scored by them for Gamification session.

Gamification v/s Final Exam Mark



| No | Full Name | Final Exam | Final Result |
|----|----------------------|------------|--------------|
| | | Mark | |
| 1 | Abhijith P M | 925 | Passed |
| 2 | Abhishek Gopakumar | 906 | Passed |
| 3 | Adithya Gopakumar | 725 | Passed |
| 4 | Adithyan T Manoj | 825 | Passed |
| 5 | Agnus Jo Simon | 718 | Passed |
| 6 | Aiswarya Soman | 478 | Failed |
| 7 | Ajil Paulachan | 850 | Passed |
| 8 | Akhilkrishna V. U | 825 | Passed |
| 9 | Akshay Arun | 875 | Passed |
| 10 | Alan Sabu Panketh | 887 | Passed |
| 11 | Aldrin John Varghese | 850 | Passed |
| 12 | Aleena Biju | 0 | Not Attended |
| 13 | Aleena Jobi | 825 | Passed |
| 14 | Alfred Joseph | 812 | Passed |
| 15 | Alvin Biju | 0 | Not Attended |
| 16 | Alwin Linto | 831 | Passed |
| 17 | Amal Jose | 850 | Passed |
| 18 | Amal Premchand | 900 | Passed |
| 19 | Amal Ts Vattoly | 478 | Failed |
| 20 | Amaldev Pm | 900 | Passed |
| 21 | Anatt Joseph | 906 | Passed |
| 22 | Ancy Antu | 626 | Failed |
| 23 | Ancy Mary Antoo | 812 | Passed |
| 24 | Angel Mariya Joby | 60 | Failed |
| 25 | Anil Jose | 405 | Failed |
| 26 | Ann Maria Antu | 0 | Not Attended |
| 27 | Ann Mariya Martin | 775 | Passed |



| | | | |
|----|--------------------|-----|--------------|
| 28 | Ann Sabu | 750 | Passed |
| 29 | Annmariya Jose | 700 | Passed |
| 30 | Ansa Jaison | 515 | Failed |
| 31 | Antony Shaju | 700 | Passed |
| 32 | Arun P Avarachan | 975 | Passed |
| 33 | Arya Joshy | 639 | Failed |
| 34 | Aswathy K. S | 442 | Failed |
| 35 | Athul Joy | 0 | Not Attended |
| 36 | Athul Krishna | 925 | Passed |
| 37 | Athulya Paul | 975 | Passed |
| 38 | C M Fathima Rosmin | 975 | Passed |
| 39 | C Rahul | 925 | Passed |
| 40 | Chinchu Joy | 868 | Passed |
| 41 | Christin M S | 868 | Passed |
| 42 | Daniel Joy | 552 | Failed |
| 43 | Deen Mariya Paul | 725 | Passed |
| 44 | Diya Jayachandran | 0 | Not Attended |
| 45 | Don Alex | 515 | Failed |
| 46 | Dona Anna Varghese | 793 | Passed |
| 47 | Edvin Jaison | 831 | Passed |
| 48 | Fedric Jino | 900 | Passed |
| 49 | Gloria Shajan | 0 | Not Attended |
| 50 | Gopika Rajan | 73 | Failed |
| 51 | Hariprasad | 831 | Passed |
| 52 | Hiba Shaji | 850 | Passed |
| 53 | Hyacinth Joy | 900 | Passed |
| 54 | Jackson Thomas | 639 | Failed |
| 55 | Jerin Soyan | 850 | Passed |
| 56 | Jesna Joy | 478 | Failed |
| 57 | Joe Paul Johny | 825 | Passed |

| | | | |
|----|--------------------|-----|--------------|
| 58 | Joel Baby | 793 | Passed |
| 59 | Joel Jaison | 887 | Passed |
| 60 | Joel Kj | 850 | Passed |
| 61 | Joel Kundilil Siju | 0 | Not Attended |
| 62 | K. A Leeanto | 663 | Failed |

| | | | |
|----|------------------------|-----|--------------|
| 63 | Liwin Davis | 0 | Not Attended |
| 64 | Loyal Benny | 350 | Failed |
| 65 | M Fathima Safic | 950 | Passed |
| 66 | Maria Saju I | 756 | Passed |
| 67 | Mariya Kurian | 950 | Passed |
| 68 | Melvin Stanley | 868 | Passed |
| 69 | Merin James | 725 | Passed |
| 70 | Namith Jose | 875 | Passed |
| 71 | Nima Rose Davis | 478 | Failed |
| 72 | Paul Febin Jose | 925 | Passed |
| 73 | Paul K Binoy | 304 | Failed |
| 74 | Pranav Sanjay Kurup | 875 | Passed |
| 75 | Rahul M | 257 | Failed |
| 76 | Rony Thankachan | 800 | Passed |
| 77 | Samuel S Varghese | 121 | Failed |
| 78 | Sandhra Antu | 950 | Passed |
| 79 | Sangeeth S. Kumar | 825 | Passed |
| 80 | Sebin P Sebastian | 925 | Passed |
| 81 | Serin Joy | 669 | Failed |
| 82 | Sinoj Sunil Kattikaran | 900 | Passed |
| 83 | Sona Symon | 950 | Passed |
| 84 | Sonnet Johnson | 800 | Passed |
| 85 | Sreekutty T. R | 213 | Failed |
| 86 | Sreelakshmi Ullas | 0 | Not Attended |

| | | | |
|----|----------------------|-----|--------|
| 87 | Stalin | 800 | Passed |
| 88 | Thesna Mariya Shaiju | 110 | Failed |
| 89 | Vishal Tojo | 900 | Passed |
| 90 | Vishnumaya Pa | 793 | Passed |
| 91 | Winny Graison | 750 | Passed |
| 92 | Devpriya Devassy K | 639 | Failed |
| 93 | Anet Antony | 825 | Passed |
| 94 | Anjana Pradeep | 825 | Passed |
| 95 | Gilsa TV | 812 | Passed |
| 96 | Juliyat Jojo | 486 | Failed |
| 97 | Christina Sebastian | 962 | Passed |
| 98 | Abhiya.k.Martin | 725 | Passed |
| 99 | Rosemary Sabu | 850 | Passed |

Feedback

| Name | Feedback |
|------------------|--|
| Rony Thankachan | It is useful for my future and the training was so good |
| C Rahul | It was a good section |
| Stalin | Poli sanam |
| Athul Krishna ps | It is very good . It is very useful for our future |
| Christin M S | It was great |
| Amal Jose | ??? |
| ANN SABU | It was the wonderful training and practice about excel.and was able learn more about excel |
| Alan sabu | It was a wonderful class and the tutors helps us to understand excel very well . |
| Gilsa TV | Very informative |
| Joel KJ | It's very effective training program |
| Fedric jino | It is useful in our future career. Clearly defined. |

| | |
|------------------|---|
| Adithya | |
| Gopakumar | Good |
| C Rahul | I was a good section |
| Akhilkrishna V U | It was good |
| Aldrin John | |
| Varghese | Good |
| Antony Shaju | Very good |
| Ann Mariya | |
| Martin | Informative |
| Merin James | Good |
| Ajil Paulachan | Overall the program was good |
| Hiba Shaji | It was a very informative and useful training that was provided |
| Anjana Pradeep | It was a great experience in attending the course even though it was for a short period of time. |
| Agnus jo simon | It was good training |
| Aleena Jobi | It was good |
| Jerin soyan | Good |
| JOEPAUL JOHNY | The training program helped to improve our excel skills. Trainers were efficient and cooperated very flexibility. Overall the program was excellent and truly appreciable |
| Namith jose | Excellent |
| Maria saju | Interactive classes. |
| SONA SYMON | Excellent |
| Arun P Avarachan | Wasn't much useful for me earlier with the videos, but the practice sessions before the exam helped me get really good score |
| Joel Jaison | It was very good and useful. |
| Abhijith P M | Nice |



Feedback



C Rahul

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: March 22, 2023
www.microsoft.com wyl24H3mP


N. Suby
Chief Executive Officer



| | |
|------------------|---|
| Joel baby | Sooper class |
| Adithyan t manoj | It was very helpful. |
| C M Fathima | Good |
| Rosmin | |
| Athulya Paul | Excellent |
| Vishnumaya P A | Nice section |
| Chinchu Joy | Excellent |
| Edvin Jaison | Good |
| Anatt Joseph | Very good training program |
| Anet Antony | It was good and i gained a lot of knowledge through it. |
| Ancy Mary Antoo | It was very good |
| Hyacinth Joy | It was an Excellent training program |
| Mariya Kurian | Excellent |
| ANSA JAISON | Good |

Conclusion

The certification program was completed on 31 March 2023. Throughout the certification program, we made sure to give enough revision and practice to the students. We have conducted several mock tests for their practice and to increase their speed. The training was provided to the students by allocating sufficient time, to each topic. The support and cooperation of the students made our endeavour a huge success.

Regarding final exam we had to administer it in six different stages, rather than in one stretch. We have administered the final exam in six different stages, rather than in one stretch, as we allowed students to take the exam whenever we observed sufficient

improvement in their performance. Finally the outcome of the examination was very satisfactory.

We wish to express my sincere gratitude to the management for providing this project once again. We would like to extend my thanks to the HOD Dr. Mathew Jose K, and Vice Principal (Academics) Ms. Teresa Vareed Parackal add on coordinator Ms. Jissmol Varghese for their sensible guidance and support. Finally, our hearty congratulation to all the students who secured the certification.

For Team Strategist

Jomon Joseph

CEO, The Strategist

Naipunnya®

By Action The Universities



Rosemary Sabu

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Exam 2019

Date of achievement: March 24, 2023
www.comptia.com 25Pb-sFpk


Saju Sabitu
Chief Executive Officer



Naipunnya Institute of Management & Information Technology

