

Avinashilingam Institute for Home Science and Higher Education for Women



**AIU – Avinashilingam Institute –
Academic and Administrative Development Centre
(AIU-AI-AADC)**

organizes

III Short Term Capacity Building Programme for the year 2024

on

Excel Data Mastery: Advanced Analysis & Reporting



Mode : Online



Via Google Meet

25.04.2024 to 27.04.2024

**Demonstrations
Hands-on Sessions
Activities**

ABOUT THE INSTITUTE

Avinashilingam Institute for Home Science and Higher Education for Women - the epitome of higher education is one of the premier institutions in India well known for its commitment towards the empowerment of women through value based and holistic education. The institute follows educational ideals of Sri Ramakrishna, Holy Mother Sri Saradamani Devi, Swami Vivekananda and Mahatma Gandhiji. The institute is one of the significant contributions of Padma Bhushan, Dr. T. S. Avinashilingam, an illustrious educationist, freedom-fighter and Gandhian and Dr. Rajammal P. Devadas, the world- renowned nutritionist.

The Institute had its humble beginning in the year 1957 as Sri Avinashilingam Home Science College for Women and has been conferred the Deemed to be University by MHRD in 1988. Few of the recent accolades of the Institute includes: A++ with CGPA of 3.65/4 by NAAC; 81st Rank in NIRF, 5th Rank under the category of 'University & Deemed to be University (Govt. & Govt. Aided) Technical' in ARIIA - 2021.

Presently, the institution is progressing towards 'beyond-excellence' under the able guidance and leadership of Dr.T. S. K. Meenakshi Sundaram, Managing Trustee and Chancellor, Dr. V. Bharathi Harishankar, Vice Chancellor and Dr. S. Kowsalya, Registrar.



ABOUT THE ASSOCIATION OF INDIAN UNIVERSITIES

Association of Indian Universities (AIU) is an apex inter university representative body of universities and other higher education institutions in the country. Established in 1925 as the Inter University Board (IUB) of India, it acquired its legal status as a registered society in 1967 under the Societies Registration Act 1860 and was rechristened as Association of Indian Universities (AIU) in 1973. AIU is the second oldest university association in the world next to the Association of Commonwealth Universities which was established in 1913.

It has the distinct feature of having the largest network of universities and other HEIs under its ambit with 1002 Members which includes 16 Associate Members of Foreign Countries. The membership of AIU includes all types of universities e.g., Conventional Universities, Open Universities, Deemed to be Universities, State Universities, Central Universities, Private Universities and Institutes of National Importance.

In addition to Indian Universities, Universities / Institutes from Bangladesh, Bhutan, Republic of Kazakhstan, Malaysia, Mauritius, Nepal, Thailand, United Arab Emirates and United Kingdom are its Associate Members. Since its inception AIU has played a very significant role in the development of Education in the Country.

Some of the eminent scholars and visionary leaders like Dr Sarvepalli Radhakrishnan, Dr Shyama Prasad Mukherjee, Dr Zakir Hussain, Sir. A L. Mudaliar have given leadership to AIU. During such a long journey, AIU has carved a niche for itself by serving the Ministry of Education, Govt. of India as a research-based policy advisory body. Being an apex institution, it constitutes an integral part of all major decision-making committees and commissions in the country.

As an academic 'think tank' organization, AIU supports the Government as research-based policy advisory body with the wider mandate of taking up research projects on higher education policy and capacity building. It also acts as a bureau of information on higher education; liaise with international bodies and universities for internationalization of Indian higher education among many others. The Vision of AIU is to emerge as a dynamic service and apex advisory organization in India by undertaking initiatives and programmes which could strengthen and popularize Indian higher education as leading-edge system in the world and promote greater national and international collaboration in Higher Education, Research, Extension, Sports, Youth and Cultural Activities.

It is bestowed with the mission of promoting and representing the Indian Universities and other higher education institutions through strong liaison with the government and National/International organizations, sister associations world over and establish liaison between/among universities through active support, cooperation and coordination among the member universities and all its stakeholders for quality education, research and other academics and extension activities.



ABOUT THE CENTRE

AIU–Avinashilingam Institute - Academic and Administrative Development Centre (AIU-AI-AADC) has been initiated by the institute in association with Association of Indian Universities (AIU) as a step towards training the human resources of higher education institutions. The specific objectives of the centre are:

- **Facilitate learning through Performance Improvement Programmes for different groups (Administrators/Teaching Faculty/Non-Teaching Research Scholars/Technical Personnel) towards progression based on their career stages.**
- **Enable continuous learning through rigorous need-based training sessions**
- **Sensitize stakeholders on recent developments in higher education system in the country and across the world.**
- **Equip academic / administrative / technical / information personnel with the requisite skills on ICT to handle their work effectively.**
- **Develop integrity and professional ethics among higher education personnel.**
- **Strengthen the human capital of the country with right attitude, skills, and knowledge**



VISION

To facilitate value-based transition towards changing higher education ecosystem through continuous capacity building.



MISSION

To impart ICT enabled training to human resources of higher education institutions thereby preparing themselves towards Education 5.0.

ABOUT THE PROGRAMME

In the modern landscape of higher education, data has become a cornerstone for decision-making and innovation. From student enrollment trends to research outcomes, the ability to effectively analyze and interpret data is crucial for enhancing institutional performance and fostering growth. However, many non-teaching staff members, system administrators, laboratory assistants, research scholars, and even teaching staff across various domains often lack the advanced Excel skills necessary to harness the full potential of data.

The "Excel Data Mastery: Advanced Analysis and Reporting" programme addresses this gap by providing a comprehensive learning experience tailored to the unique needs of higher education institutions. Over the course of three days, participants will immerse themselves in an intensive curriculum designed to elevate their Excel proficiency to new heights.



The programme's context is rooted in empowering participants with the tools and techniques required to navigate the complexities of modern data analysis and reporting. By delving into advanced Excel features such as pivot tables, macros, and data visualization tools, participants will learn how to transform raw data into actionable insights. Additionally, the programme emphasizes practical application, ensuring that participants can immediately apply their newfound skills to their roles within higher education institutions.



Through a combination of interactive sessions, hands-on exercises, and collaborative discussions, participants will not only enhance their individual skill sets but also contribute to a collective culture of data-driven decision-making within their respective institutions. Ultimately, the programme aims to equip participants with the confidence and competence to excel in their roles and drive positive change through data mastery.

OBJECTIVES

- Empower participants with advanced Excel skills for efficient data analysis and reporting.
- Provide hands-on experience with techniques for handling large datasets effectively.
- Equip participants with strategies for creating dynamic and visually compelling reports.
- Explore advanced Excel functionalities such as pivot tables, macros, and data visualization tools.
- Foster a collaborative learning environment to share best practices and insights among participants.
- Enable participants to apply their newfound skills directly to their roles within higher education institutions.



TARGET PARTICIPANTS

- The non-teaching staff of higher education institutions (administrators, clerical staff, etc.)
- System administrators responsible for data management and analysis
- Laboratory assistants involved in data collection and analysis
- Research scholars seeking to enhance their data analysis skills

Duration : 25.04.24 to 27.04.24

(3 Days Programme)

Time : 9:30 am to 4:45 pm

Note : E-certificates will be issued upon successful completion of programs, with attendance, feedback, and assessment submissions being mandatory.

PROGRAMME SCHEDULE

Day 1: Date: 25.04.2024

Power Query

- Basics of Power Query
- Cleaning and Transformation Process
- Fetching Data From PDF Documents
- Fetching Data From Online Web Sources

Day 2: Date: 26.04.2024

Pivot

- Introduction to Pivot Table and Creating a Basic Pivot Table
- Grouping
- Sorting and Filtering
- Data Crunching using Pivot Table and Graphs

Day 3: Date: 27.04.2024

Advanced Analytical Tools

- Dynamic Array Functions
- What-If Analysis -- Goal Seek and Sensitivity Analysis
- What -If Analysis – Scenario Manager
- Creating Dynamic Charts and Graphs

RESOURCE PERSONS



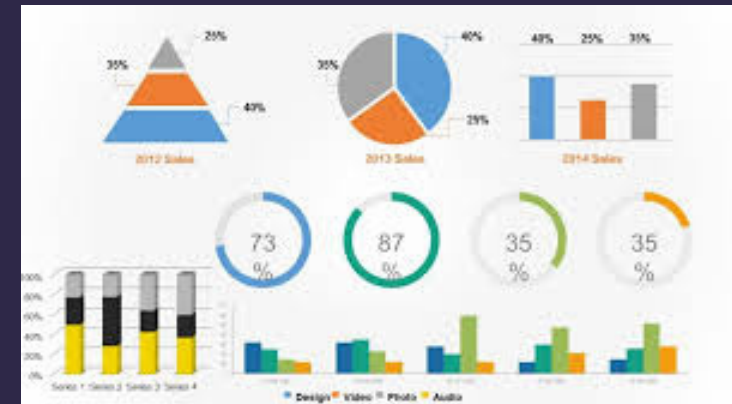
Dr. S. Murugappan
Professor & Director,
School of Management Studies
Bannari Amman Institute of Technology Erode.



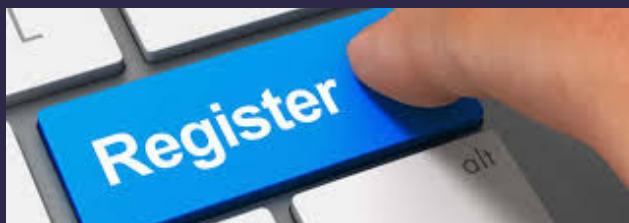
Dr. P. Kamala Kannan
Founder and Director
School of Business Intelligence, Salem



Thamizharasu C
Manager - Strategic projects
Quadrassystems.net (India) Private Limited



REGISTRATION



REGISTRATION LINK :

<https://forms.gle/2ZyAoxNizN5K6Cfz7>

REGISTRATION FEE : Rs. 300

PAYMENT DETAILS

BANK ACCOUNT DETAILS

Account Name : Avinashilingam Institute for Home Science and Higher Education for Women

Name of the Bank : Indian Bank

Bank Account Number : 6010310202

IFSC Code : IDIB000A005

SWIFT Code : IDIBINBBCBE

AI ADVISORS

Dr. T. S. K. MEENAKSHISUNDARAM, Managing Trustee & Chancellor



Dr. V. BHARATHI HARISHANKAR, Vice Chancellor



Dr. H. Indu, Registrar i/c



AIU ADVISORS

Dr. PANKAJ MITTAL, Secretary General, AIU



Dr. AMARENDRA PANI, Joint Director & Head, Research Division, AIU



PROGRAMME COORDINATOR

Dr. K. RAMYA

Nodal Officer



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