MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("**MOU**") is entered into as of 31st October 2022 ("**Effective Date**") The Strategist 40 / 6133, 3rd Floor, Lalan Towers, Banerji Road, High Court Junction, Cochin - 682 031., India (hereinafter referred to as "Strategist" which expression shall unless repugnant to the context shall mean and include its successors and assigns) AND St.Joseph's Business School, an educational institution incorporated as *Trust* and having its office at St. Joseph's College of Engineering & Technology Palai, Choondacherry P.O., Kottayam District, Kerala ,India (hereinafter referred to as the "**College**" which expression shall unless repugnant to the context shall mean and include its successors and permitted assigns). Strategist and college are hereinafter collectively referred as "**Parties**" and individually as a "**Party**".

WHEREAS Strategist (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 Strategist is also an Authorised Testing Centre for Microsoft and Certiport.

WHEREAS St.Joseph's Business School (Second Party) of St. Joseph's College of Engineering & Technology Palai, Choondacherry P.O., Kottayam District, Kerala. is a project of the Archdiocese of Palai-Kottayam.

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:

Ajith K. Thomas, BHM, MBA, Ph.D.
Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

1. This MoU is effective from the Effective Date and shall remain in force for a period of three Year.

2. The Second Party desired to deliver Industry oriented **Training and Microsoft Certification to MBA Students of St.Joseph's Business School** 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.

Infrastructure and Technical Requirement

4. 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 7 or above, MS Office 2019/2021. 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 2019/2021.

5. 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:-

6. Both the parties mutually agreed to conduct **Microsoft Excel (Excel and Excel Expert 2019):**

   Exam Code (MO-201).

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

8. **FEES & PAYMENT TERMS:**

Ajith K. Thomas, BHM, MBA, Ph.D.
Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

- In consideration of the rights granted and services provide, the second party shall pay an amount of Rs.3000+GST (rupees three thousand 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 strategist.

- All amounts payable under this MoU shall be exclusive of all taxes and levies.

- The Payment shall be in advance in favor of the Strategist, payable at Cochin.

9. 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. Strategist 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, Strategist 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.

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Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

Microsoft Excel Expert: Exam MO-201

The Microsoft Office Specialist: Excel Expert Certification demonstrates competency in creating, managing, and distributing professional spreadsheets for a variety of specialized purposes and situations. The exam covers the ability to customize Excel environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules. An individual earning this certification has approximately 30 hours of instruction and hands-on experience with the product, has proven competency at an industry expert-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Excel at an expert-level and can complete tasks independently.

Objective Domains

- Manage workbooks options and settings
- Manage and format Data
- C reate Advanced Formulas ans Macros
- Manage Advanced Chart and Tables

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.

Ajith K. Thomas, BHM, MBA, Ph.D.
Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

Strategist
Data Analytics | Consulting | Training

Gain the competitive edge

FOR THE STRATEGIST

By

Name: Tomon Joseph

Title: CEO

Date: 31 oct 2022

FOR ST.JOSEPH'S BUSINESS SCHOOL

By

Name:

31/04/22

Ajith K. Thomas, BHM, MBA, Ph.D.

Title: Professor, Head and Dean, St. Joseph's Business School

St. Joseph's College of Engineering & Technology, Palai

Date: Choondacherry P.O., Kerala - 686 579

MEMORANDUM OF UNDERSTANDING
IN EDUCATION
BETWEEN

ST. JOSEPH'S BUSINESS SCHOOL
ST. JOSEPH'S COLLEGE OF ENGINEERING & TECHNOLOGY PALAI, CHOONDACHERRY
AND

THE STRATEGIST

Prof.(Dr.) Ajith Thomas, Professor & head, St. Joseph's Business School and Mr. Jomon Joseph, CEO, The Strategist, agrees to this Memorandum of Understanding.

St.Joseph's Business School and The strategists group and (hereinafter referred to as "Sides") Noting the importance of Ms. Excel training in management education and realizing the potential benefits students can receive by mastering Excel tools and techniques have reached the following understanding.

FIRST - OBJECTIVE AND PRINCIPLES

1. This Memorandum of Understanding (hereinafter referred to as the "MOU") intends to set out the general principles of mutual cooperation in the field of education, according to which the Sides may jointly identify areas of mutual interest and carry out cooperative activities on the basis of reciprocity and mutual benefit.

2. This MOU will be carried out within the framework of the laws and regulations of the country and is not intended to create any legally binding rights or obligations.

SECOND - GOALS AND FORMS OF COOPERATION:

The signing institutions agree to provide opportunity, as appropriate, for the following activities towards the completion of the objective of this MOU.

1. The Sides will encourage the following cooperative activities, in particular:
   (a) Providing a training during the induction program to students in Analytics.
   (b) Training students in Spreadsheet management techniques
   (c) Providing session to students based on various functional areas opted by them during the second year of their course

2. The exchange and professional development of scholars and faculty.

3. Joint conferences, exhibitions and symposia on matters of mutual interest

4. Other forms of cooperation in mutually determined and targeted areas, for example Financial management

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Data Analytics | Consulting | Training

THIRD - IMPLEMENTATION OF THE MEMORANDUM OF UNDERSTANDING:

The objectives of the MOU will be implemented and regulated in the following manner:

1. Based upon the principles of respect for each other's independence and of mutual benefit, the sides will carry out the following activities:

    a) Joint research activities

    b) Exchange of professors/research scholars/staff
    c) Exchange of students
    d) Exchange of academic materials, publications, and information

2. The Sides will establish a coordinator for policy dialogue to regularly exchange information and experience on education challenges and reforms, and to identify priorities for bilateral Cooperation in the field of education. In order to carry out the activities, a detailed plan is to be formed after consultation between the two institutions.

3. The cost of cooperative activities will be decided as and when agreed by both the parties.

4. The Sides will consult together upon request of either side regarding any matter relating to the terms of this MOU and will endeavor jointly in a spirit of cooperation and mutual trust to resolve any difficulties or misunderstandings which may arise.

FOURTH - DURATION AND RECINDENCE OF MOU

1. This MOU will come into effect on the date of signature.

2. This MOU will remain in effect for an initial period of three(3) years and can be extended for

Successive periods of one (1) year, unless either side notifies the other side, in writing, of its Intention to terminate this MOU at least three (3) months before the expiry date of the relevant Period.

3. The agreement may be revised or terminated upon mutual consultation and consent.

4. This MOU may be amended by mutual written consent of the Sides.

SIGNED in duplicate on the date.

For St.Joseph's Business School

Ajith K. Thomas, BHM, MBA, Ph.D.
Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

For The Strategist

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("**MOU**") is entered into as of 28th October 2019 ("**Effective Date**") The Strategist 40 / 6133, 3rd Floor, Lalan Towers, Banerji Road, High Court Junction, Cochin - 682 031., India (hereinafter referred to as "Strategist" which expression shall unless repugnant to the context shall mean and include its successors and assigns) AND St.Joseph's Business School, an educational institution incorporated as *Trust* and having its office at St. Joseph's College of Engineering & Technology Palai, Choondacherry P.O., Kottayam District, Kerala ,India (hereinafter referred to as the "**College**" which expression shall unless repugnant to the context shall mean and include its successors and permitted assigns). Strategist and college are hereinafter collectively referred as "**Parties**" and individually as a "**Party**".

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   - 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 7 or above, MS Office 2016/2019. 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 2019/2021.

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Training and Certification process:-

6. Both the parties mutually agreed to conduct **Microsoft Excel (Excel and Excel Expert 2019):**

   Data **Analysis, Manipulation, and Presentation; Exam Code (MO-200).**

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

8. **FEES & PAYMENT TERMS:**

Ajith K. Thomas, BHM, MBA, Ph.D.
Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

- In consideration of the rights granted and services provide, the second party shall pay an amount of Rs.2400.00 (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 strategist.

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Microsoft Excel Expert (Excel and Excel 2019): Exam MO-201

The Microsoft Office Specialist: Excel Expert 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

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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

- Define and reference named ranges

  Define a named range

  Name a table

- Summarize data visually

  Insert Sparklines

  Apply built-in conditional formatting

  Remove conditional formatting

Manage tables and table data

- Create and format tables

  Create Excel tables from cell ranges

- Apply table styles

- Convert tables to cell ranges

- Modify tables

  Add or remove table rows and columns

  Configure table style options

  Insert and configure total rows

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- Filter and sort table data

  Filter records

  Sort data by multiple columns

Perform operations by using formulas and functions

- Insert references

  Insert relative, absolute, and mixed references

  Reference named ranges and named tables in formulas

- Calculate and transform datas

  Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions

  Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions

  Perform conditional operations by using the IF() function

- Format and modify text

  Format text by using RIGHT(), LEFT(), and MID() functions

  Format text by using UPPER(), LOWER(), and LEN() functions

  Format text by using the CONCAT() and TEXTJOIN() functions

Manage charts

  Create charts

  Create chart sheets

- Modify charts

  Add data series to charts

  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**

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Strategist | Gain the competitive edge
Data Analytics | Consulting | Training

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

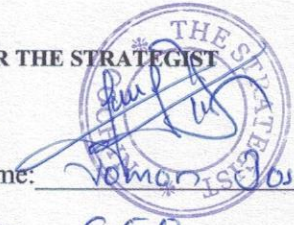FOR THE STRATEGIST

By

Name: Vaman Joseph

Title: CEO

Date: 28/oct/2019

FOR ST.JOSEPH'S BUSINESS SCHOOL

By

Name: Ajith K. Thomas, BHM, MBA, Ph.D.

Title: Professor, Head and Dean, St. Joseph's Business School St. Joseph's College of Engineering & Technology, Palai Choondacherry P.O., Kerala - 686 579

Date: 28/oct/2019

MEMORANDUM OF UNDERSTANDING
IN EDUCATION
BETWEEN

ST. JOSEPH'S BUSINESS SCHOOL
ST. JOSEPH'S COLLEGE OF ENGINEERING & TECHNOLOGY PALAI, CHOONDACHERRY
AND

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3. The agreement may be revised or terminated upon mutual consultation and consent.

4. This MOU may be amended by mutual written consent of the Sides.

SIGNED in duplicate on the date.

For St.Joseph's Business School

Ajith K. Thomas, BHM, MBA, Ph.D.
Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

For The Strategist

St.Joseph's College of Engg.&Tech. Palai -

M/s The Strategist ---Cochin
Ledger Account

1-Apr-2018 to 31-Mar-2024

Date	Particulars	Vch Type	Vch No./Excise Inv.No.	Debit	Credit
10-2-2020	Dr (as per details)	Journal	502		84,240.00
	M.B.A A/C Advance	93,600.00 Dr			
	T.D.S Professional	9,360.00 Cr			
	Invoice No. 100050620026 dt 15-01-2020 - -Paid for training fee of Microsoft Certification & Advanced trainig for MBA T2 studenbts --(39 students @ Rs.2400/-)				
	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 1002237 Being given in connection with conducting Microsoft Excel Certification programme for MBA T2 students (39 students @ Rs.2400/- each)	Bank Payment	BP/1537	84,240.00	
				84,240.00	84,240.00
21-2-2022	Dr (as per details)	Journal	384		95,040.00
	M.B.A A/C Advance	1,05,600.00 Dr			
	T.D.S Professional	10,560.00 Cr			
	Invoice No. 100050922001 dt 02-01-2022 - -Paid for training fee of Microsoft Certification & Advanced trainig for MBA S3 studenbts --(44 students @ Rs.2400/-)				
	Cr South Indian Bank OD A/C No.0708081000000001 Ch.No 1005945 Being given in connection with conducting Microsoft Excel Certification programme for MBA S3 students (44 students @ Rs.2400/- each)	Bank Payment	BP/1272	95,040.00	
				1,79,280.00	1,79,280.00

St.Joseph's College of Engg.&Tech. Palai -

M/s KVJ Analytics -- Kochi
Ledger Account

1-Apr-2018 to 24-Mar-2024

Date	Particulars	Vch Type	Vch No./Excise Inv.No.	Debit	Credit
23-1-2023	**Dr** (as per details)	Journal	576		1,23,120.00
	M.B.A A/C Advance	1,34,520.00 Dr			
	T.D.S Professional	11,400.00 Cr			
	In.No KVJ/B2C/22-23/008 dt 12-12-22 — Exp. incurred for microsoft excel Expert training & Certification for 38 Studntes (38 *3000+GST 18%)				
	Cr South Indian Bank OD A/C No.07080810000000001 1008676 being amt given for five day workshop on microsoft excel expert certification programme from 2-11-22 to 25 -11-22	Bank Payment	BP/1546	1,23,120.00	
				1,23,120.00	1,23,120.00

ST. JOSEPH'S
COLLEGE OF ENGINEERING AND TECHNOLOGY,
-PALAI-

To : Principal, SJCET

   Through Head, Department of MBA

From : Dr. Soumya Varghese

In the capacity of : Faculty Co-ordinator

DATE : 21/2/2021 to 26/2/2021

SUBJECT : Five Day Certified Value Added Programme

Dear Sir,

The department of MBA is planning to orgnaise a five Day Workshop on Microsoft Excel Expert Certification Programme from 22/11/2022 to 25/11/2022.

Total No: of Students participating the programme : 38 students (S3 :2021-2023 MBA Batch)

Cost of training, examination and certification per student: Rs.3000+GST (18%) = Rs.540

Net cost per student =Rs. 3540

The expected cost for the entire programme : **Rs. 1, 34, 520** (ie: 3540*38 students)

Food for the trainer from the college canteen, dinner from St. Thomas Hostel and accommodation in the faculty guest house is also required.

In connection with the programme we request your approval to organize the same and to make the programme a grand success.

Thanking You,

Name: Dr. Soumya Varghese

Signature:

Approve/ Reject

To The Principal
- Recommended VAC
- The training leads to microsoft Certification
- Part of MBA@SJBS

we may fare tion the above amount of Rs. 1,34,520/-
from the recurring expenses budget
send obtain utilysation Certificate

Ajith K. Thomas, BHM, MBA, Ph.D.
Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

Students Registered and Participated in the Excel 2019 Expert Programme
MBA 2021-23 BATCH

#	Name	#	Name
1	ABHILASH P. V.	26	KRUPA MARIUM EBY
2	ABHIRAMI P HARI	27	MAIMOL ROBERT
3	ABHIRAMI P MUKUNDAN	28	MIDHIN TOM
4	ALAN JOSEPH	29	NAVYA ALISA SUNIL
5	ALBIN BENNY	30	PETER PAUL MATHEW
6	ALBIN GEORGE	31	PRATHEEK ZACHARIAH GEORGE
7	ALEXIS MATHEW JOSEPH	32	RAMYA MARY JOHN
8	ALPHA EMMANUEL	33	RINTOO BIJU
9	AMAL BABY	34	ROSE MARY JOSE
10	ANAKHA P	35	ROSMI BABU
11	ANJALY VINCENT	36	SONAMOL JOSEPH
12	ANJA MARIA VARGHESE	37	SURAJ SURESH
13	ANTONY XAVIER	38	SWEETY ANN JOSHY
14	ARJUN PRAKASH K		
15	ASNA ALI		
16	BENITTA BABU		
17	BINTO BILSON		
18	BRISTO XAVIER		
19	DEEPA THOBIAS		
20	DEEPAK AJITHKUMAR M K		
21	DIVYA VARGHESE		
22	DONIYA THOMAS		
23	JAYADEV R		
24	JOYAL ANTO		
25	JOYAL K.S		

Ajith K. Thomas, BHM, MBA, Ph.D.
Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

Managed by the **Catholic Diocese of Palai** • Approved by AICTE • Affiliated to APJ Abdul Kalam Technological University, Kerala

An ISO 9001:2015 Certified College • Choondacherry P.O., Palai Pin 685579, Kerala, India
Phone: +91 4822 239700, 239301, 239302 • principal@sjcetpalai.ac.in • www.sjcetpalai.ac.in

SJCET
PALAI

KVJ Analytics

Microsoft Excel Expert Training Report
SJCET - Palai

38

Total Students

29

Passed Students

Degree

B.Com / BBA — 26
BSC — 8
BA — 2
B-Tech — 2
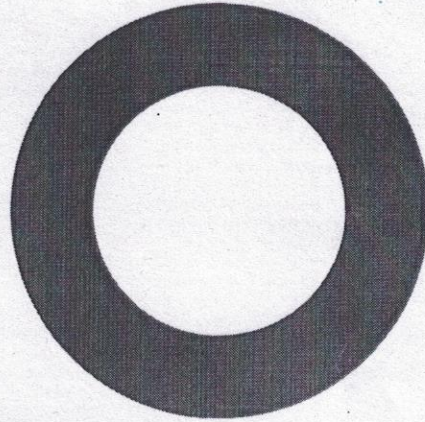
No. of Students by Learned Excel Before
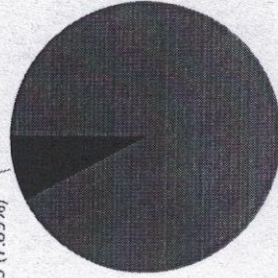
Have you learned E...
- No
- Yes

3 (7.89%)
35 (92.11%)

No. of Students Have Laptop

Do you have c... ● Yes

38 (100%)

No. Students by Gender
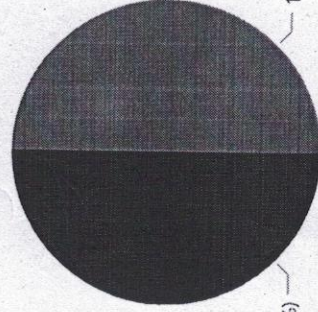
Gender
- Female
- Male

19 (50%)
19 (50%)

Exam Result

Top 5 Students

Student	Score
Peter Paul Mat...	970
Sonamol Joseph	953
Joyal Ks	930
Abhirami P Hari	910
Alan Joseph	910

Final Result

Result	No. of Students
Passed	29
Failed	9

Pass %

76.32%

0.00% – 100.00%

Final Exam Mark

Histogram count vs X

X values: 125, 250, 375, 501, 626, 751, 876, 1001

Students Progress

Final Stage

Final Stage

A — 29
B — 9

No. of Students (0, 10, 20, 30)

Stage 2

Stage 2

A — 14
B — 10
C — 14

No. of Students (0, 5, 10)
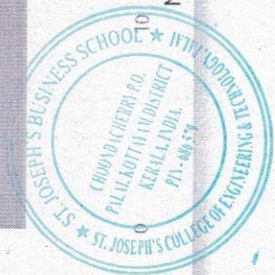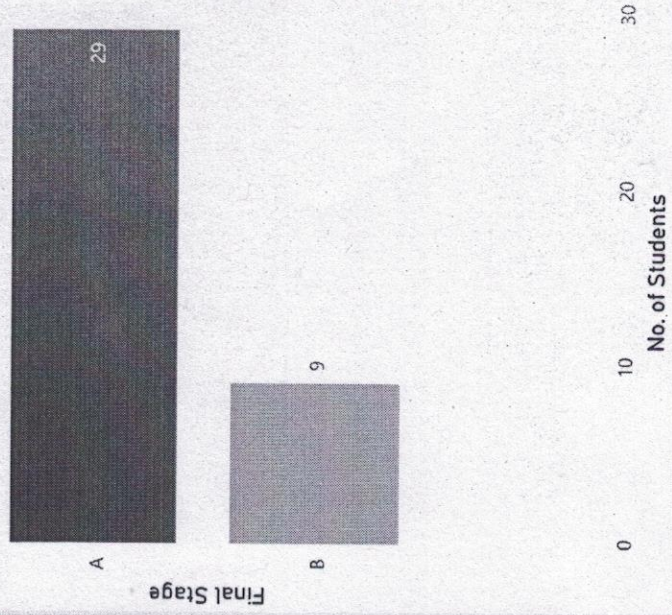
Stage 1

Stage 1

A — 4
B — 6
C — 28

No. of Students (0, 10, 20)
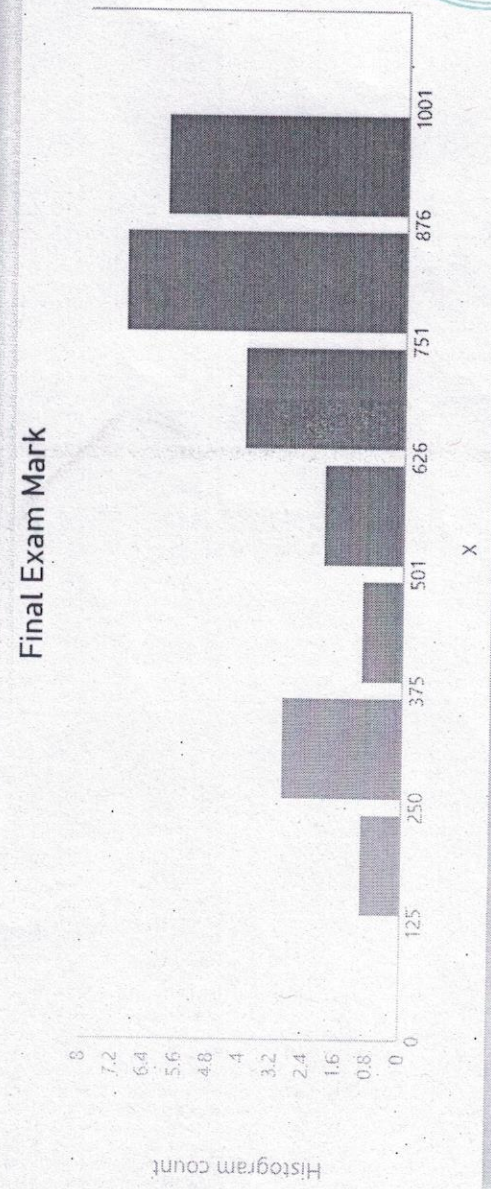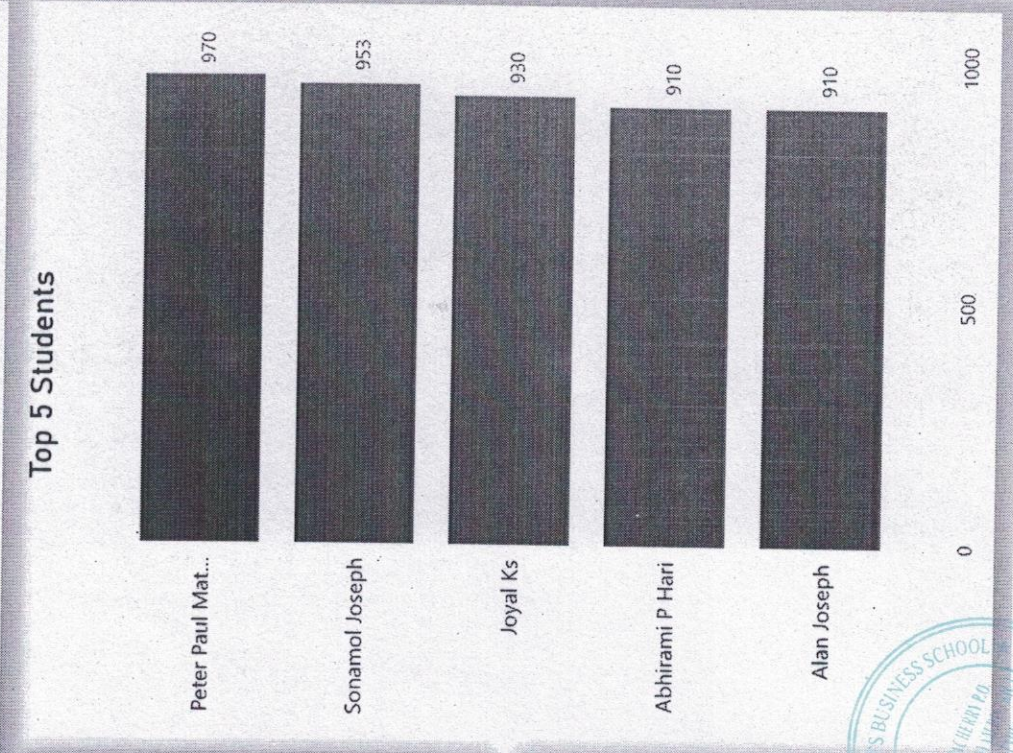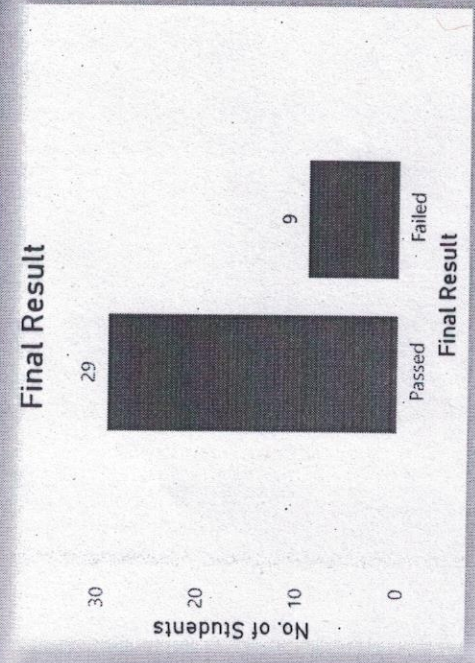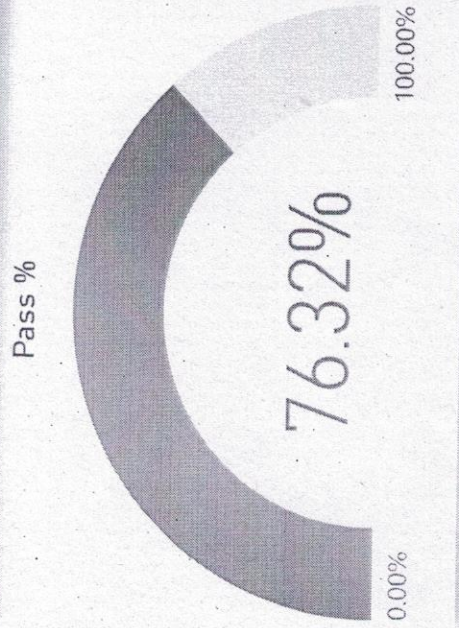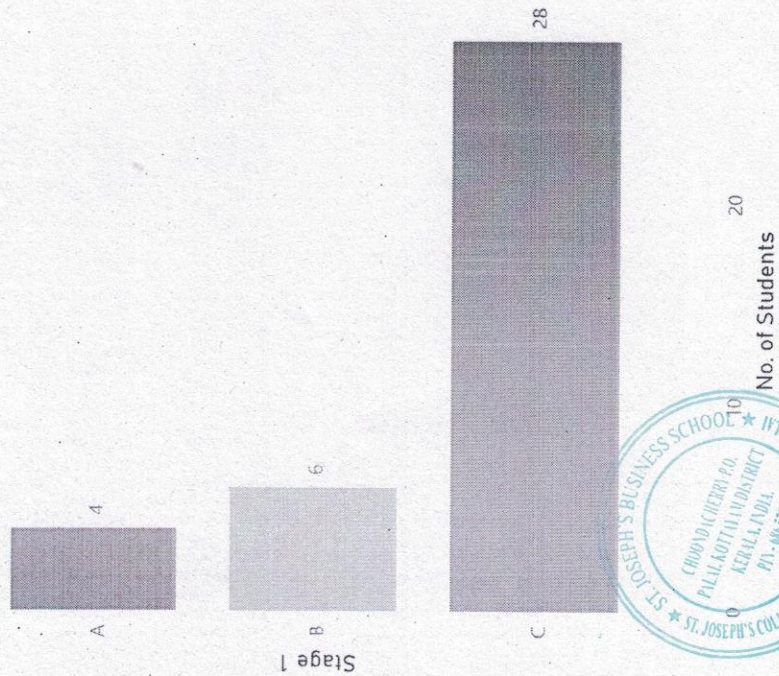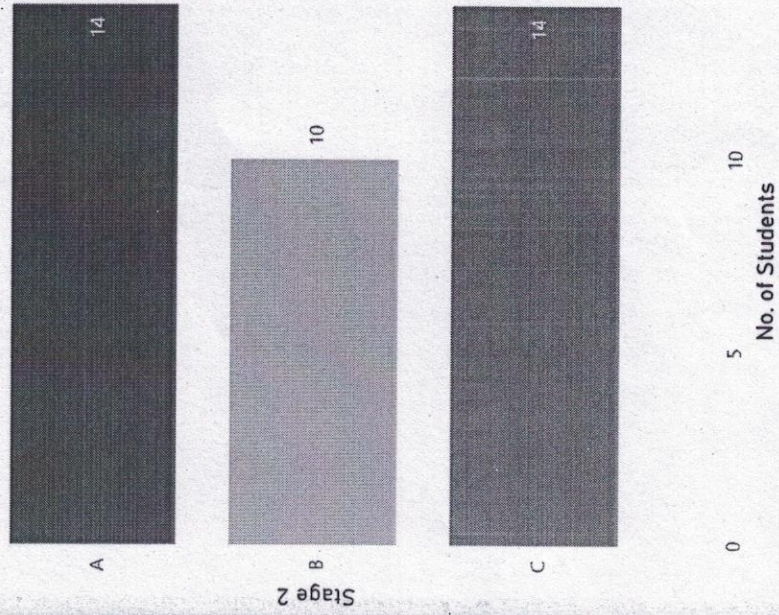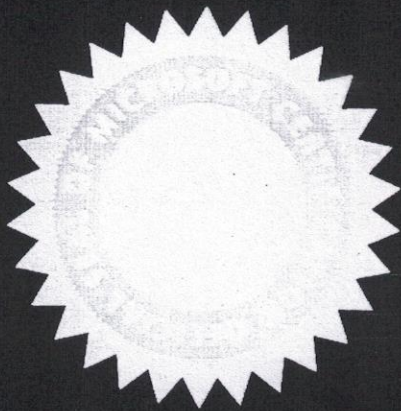
Microsoft Office Specialist

ROSMY BABU

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

Excel 2019 Expert

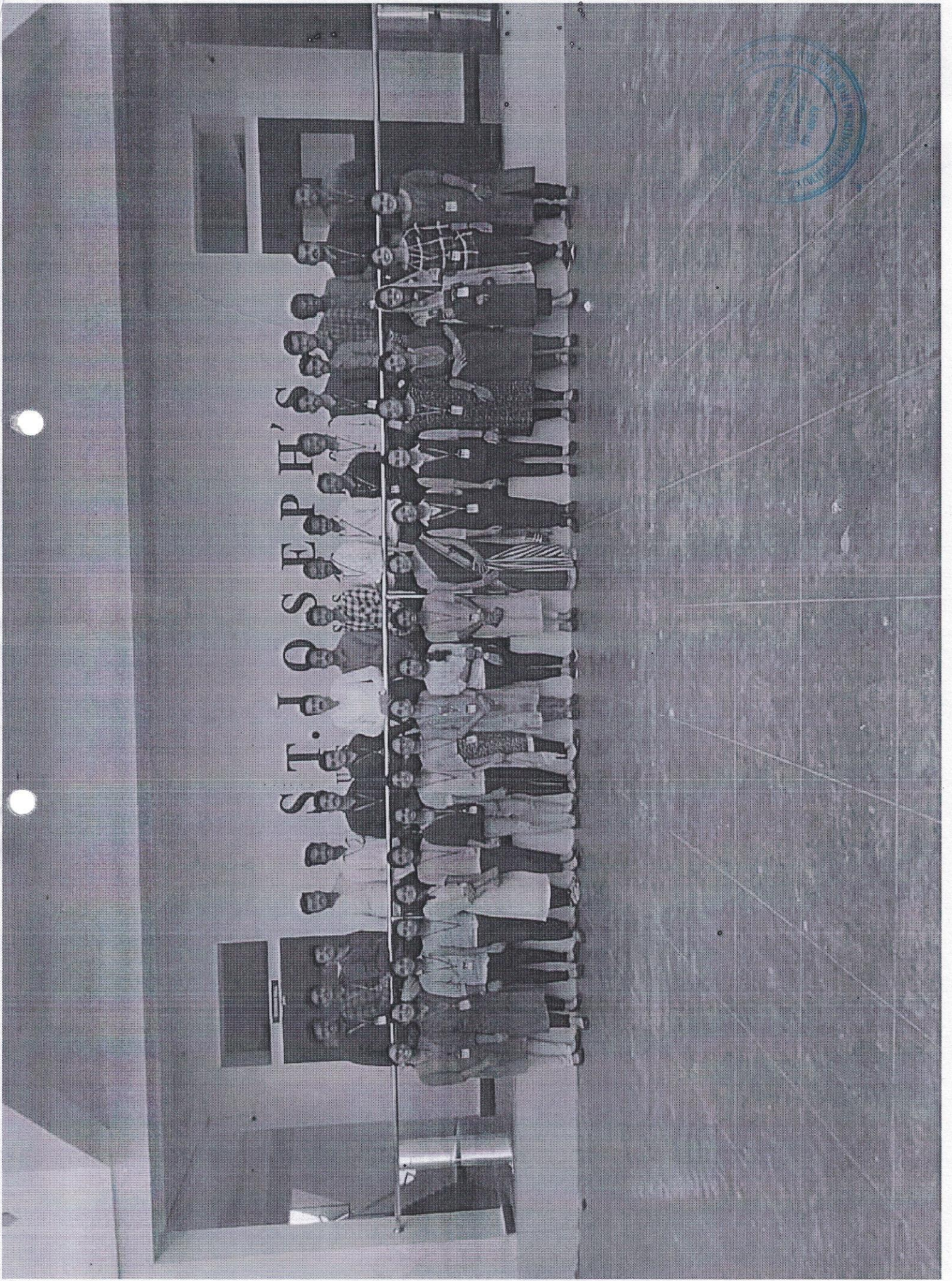Date of achievement: November 28, 2022

verify.certiport.com   hR2Q-4TVK

Excel 2019 Expert

Satya Nadella
Chief Executive Officer

Microsoft

JOMON JOSEPH

Mob: 9961813730 ,
Email: info@thestrategist.co.in

Highlights

More than15 years of experience in Training Finance and Data Visualisation.

Microsoft Certified Master

Visiting Faculty for Various Institutions in India and Abroad

Experience

CEO, The Strategist, Cochin.

Partner, KVJ Analytics, Cochin.

CORE MEMBER, Oorjja, An ecosystem for differently abled Community.

Career History

Sykes & Ray Equities India Ltd. Mumbai, India

CENTRE HEAD, Financial Planning Academy Mumbai.

Head - Equity Research: Period: 1st August 2007 to 30th October 2011.

Equity Research Analyst: Period: 16th February 2006 – 31st August 2007.

QUALIFICATION

MBA (Specialization: - Finance) Full time, 2006," First-class with Distinction" From, Anna University, Chennai.
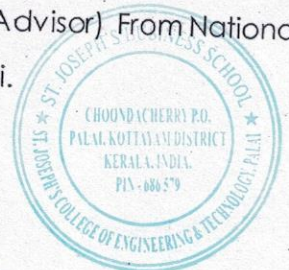
M.COM (Specialization: - Finance) Full time, 2003, "First Class" From Sacred Heart College Cochin, M.G University, Kerala.

CPFA (Certified Personal Financial Advisor) From National Institute of Security Market, Mumbai.

Business consultant and modeling expert with an excellent track record of having delivered substantial value to a wide variety of institutions in the public and private sectors and academia. Consulting assignments primarily include business model design, data analytics & visualization, learning content development and financial planning.

Area of Expertise

- Implementation of Data Visualisation in Retail sector using Power BI.
  http://www.jaleelholdings.com
- Implementation Training for Data Visualisation in Banking and Financial Services Sector
  https://www.manappuram.com/
- Business Intelligence in Pharma Sector
  https://pharmaconindia.com/
- Data Analysis, for
  http://www.vkcgroup.com/

St. Joseph's College of Engineering and Technology

TRAINING PROPOSAL

Training and Certification

Jomon Joseph 10/20/22 Strategist

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

Course Category: Add-on

Instructor: Jomon Joseph & Team

Duration : 30 Hours

Certification : Microsoft

Cost of training per student: Rs.2400 + GST.

Course Description

This Program measures 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.

2.Course Objectives

The main goal of the workshop is to provide

- Tools and techniques to learn corporate practices & reinforcing decision-making skill.
- These programs will help to improve the practical knowledge of the aspirant
- It helps to analyse data, create models, and generate insights.

3.Learning Outcomes

- Manage worksheets and workbooks
- Manage data cells and ranges
- Manage tables and table data
- Perform operations by using formulas and functions
- Manage charts and Chart patterns
- Consolidate and convert data into information

1

4.Pre-requisites

Every Student must have a computer with Microsoft office with Office 2016/2019.

5. Readings

Recommended websites and Data Source

1. http://www.thestrategist.co.in/excel-category/1

2. https://support.microsoft.com/en-us/training

3.Videos

Course Design

Foundation Program in Excel

- Input Management

- Fill Series

- Scope Of Referencing

- Cell Management

- Sheet Management

- File Management

- Copy Paste Professionally

- Link with other tools

- Basic Formulas

- Formatting

- Logical Thinking in Excel

- Logical Conditions

- Conditional Formatting

- Sort and Filter

- Name Manager

- Customisation of Options

- Text to columns

- Data Validation

- Page Formatting

- Table Formatting

- Data Visualization

Module 1. 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

Module 2 .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

- Define and reference named ranges

    Define a named range

    Name a table

- Summarize data visually

    Insert Sparklines

    Apply built-in conditional formatting

    Remove conditional formatting

Module 3.Manage tables and table data

- Create and format tables

    Create Excel tables from cell ranges

    Apply table styles

    Convert tables to cell ranges

- Modify tables

  Add or remove table rows and columns

  Configure table style options

  Insert and configure total rows

- Filter and sort table data

  Filter records

  Sort data by multiple columns

Module 4.Perform operations by using formulas and functions

- Insert references

  Insert relative, absolute, and mixed references

  Reference named ranges and named tables in formulas

- Calculate and transform datas

  Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions

  Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions

  Perform conditional operations by using the IF() function

- Format and modify text

  Format text by using RIGHT(), LEFT(), and MID() functions

  Format text by using UPPER(), LOWER(), and LEN() functions

  Format text by using the CONCAT() and TEXTJOIN() functions

Module 5.Manage charts

  Create charts

  Create chart sheets

- Modify charts

  Add data series to charts

  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

6.Mock exam and Final Exam

7.Pedagogy

This program uses student collaboration tools, Student engagement Gamification, Quiz, Videos, hands on training,Industry orientation module wise testing and Entire

8.Evaluation Pattern

- Assignment
- Three levels of Mock Test

Final Test

Microsoft Excel Expert (Microsoft 365 Apps and Office 2019): Exam MO-201

Instructor: Jomon Joseph

Course Category: Add-on

Duration : 30 Hours

Cost of training per student: Rs.3000 + GST.

Certificate issued By : Microsoft

Course Description

The Microsoft Office Excel Expert Certification demonstrates competency in creating, managing, and distributing professional spreadsheets for a variety of specialized purposes and situations. The exam covers the ability to customize Excel environments to meet project

needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules.

An individual earning this certification has approximately30 hours of instruction and hands-on experience with the product, has proven competency at an industry expert-level and is ready to enter the job market. They can demonstrate the correct application of the principal features of Excel at an expert-level and can complete tasks independently.

Pre-requisites

Every Student must have a computer with Microsoft office with Office 2019.

Excel expert exam preparation and certification training – 30   hours.

Excel Expert Course content

Manage workbook options and settings

Manage workbooks

copy macros between workbooks

- reference data in other workbooks
- enable macros in a workbook
- manage workbook versions

Prepare workbooks for collaboration restrict editing

- protect worksheets and cell ranges
- protect workbook structure
- configure formula calculation options
- manage comments

Use and configure language options

- configure editing and display languages
- use language-specific features

Manage and format data

Fill cells based on existing data

- fill cells by using Flash Fill
- fill cells by using advanced Fill Series options

Format and validate data

create custom number formats

- configure data validation
- group and ungroup data
- calculate data by inserting subtotals and totals
- remove duplicate records

Apply advanced conditional formatting and filtering

- create custom conditional formatting rules
- create conditional formatting rules that use formulas
- manage conditional formatting rules

Create advanced formulas and macros

Perform logical operations in formulas

perform logical operations by using nested functions including the IF(), IFS(), SWITCH(), SUMIF(), AVERAGEIF(), COUNTIF(), SUMIFS(), AVERAGEIFS(), COUNTIFS(), MAXIFS(), MINIFS(), AND(), OR(), and NOT() functions

Look up data by using functions

look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions

Use advanced date and time functions

- reference date and time by using the NOW() and TODAY() functions
- calculate dates by using the WEEKDAY() and WORKDAY() functions

Perform data analysis

- summarize data from multiple ranges by using the Consolidate feature
- perform what-if analysis by using Goal Seek and Scenario Manager
- forecast data by using the AND(), IF(), and NPER() functions
- calculate financial data by using the PMT() function

Troubleshoot formulas

- trace precedence and dependence
- monitor cells and formulas by using the Watch Window
- validate formulas by using error checking rules
- evaluate formulas

Create and modify simple macros

- record simple macros
- name simple macros
- edit simple macros

Manage advanced charts and tables

Create and modify advanced charts

- create and modify dual axis charts
- create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts

Create and modify PivotTables

- create PivotTables
- modify field selections and options
- create slicers
- group PivotTable data
- add calculated fields
- format data

Create and modify Pivot Charts

- create Pivot Charts

- manipulate options in existing Pivot Charts
- apply styles to Pivot Charts
- drill down into PivotChart details

Pedagogy

This program uses student collaboration tools, Student engagement Gamification, Quiz, Videos, hands on training and Industry orientation module .

Evaluation Pattern

- Assignment
- Mock Test
- Final Test

Microsoft PowerPoint (Microsoft 365 Apps and Office 2019): Exam MO-300

Instructor: Jomon Joseph

Course Category: Add-on

Duration : 30 Hours

Cost of training per student: Rs.2500 + GST.

Certificate issued By : Microsoft

Course Description

The Microsoft Office Specialist: PowerPoint Associate Certification demonstrates competency to create, edit, and enhance presentations and slideshows. The exam covers the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations. Presentation examples include professional-grade sales presentations, employee training

instructional materials, and kiosk slideshows. An individual earning this certification has approximately 30 hours of instruction and hands-on experience with the product, 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 PowerPoint and can complete tasks independently.

Manage Presentations

Modify slide masters, handout masters, and note masters

Change presentation options and views

Configure print settings for presentations

Manage Presentations

Configure and present slide shows

Prepare presentations for collaboration

Manage Slides

Insert slides

Modify slides

Order and group slides

Insert and Format Text, Shapes, and Images

Format text

Insert links

Insert and Format Text, Shapes, and Images

Insert and format images

Insert and format graphic elements

Order and group objects on slides

Insert and Format Text, Shapes, and Images

Format text

Insert links

Insert Tables, Charts, SmartArt, 3D Models, and Media

Insert and format tables

Insert and modify charts

Insert and format SmartArt graphics

Insert and modify 3D models

Insert and manage media

Apply Transitions and Animations

Apply and configure slide transitions

Animate slide content

Set timing for transitions

Pedagogy

This program uses student collaboration tools, Student engagement Gamification, Quiz, Videos, hands on training and Industry orientation module .

Evaluation Pattern

- Assignment
- Mock Test
- Final Test

Data Analytics & Visualisation

Instructor: Jomon Joseph

Course Category: Add-on

Duration : 30 Hours

Rate Per Participant :Rs3500 + GST

Certificate issued By : Strategist

Course Description

Data and visual analytics are in demand skill which will help the participants to analyse and visualizing data. This These programs will help to improve the practical knowledge of the student and help to analyse data, create models, and generate insights. It will further train you in extending your skills to industry strength analytics using the Microsoft Excel, Power BI, Tableau and Foundation of Analytics Training is hands-on, with participants working along with instructors, learning within the context of real world, practical examples.

Course Prerequisite

No background in programming required for participants

The entire participant should have laptop with windows 10

Participant should have Following Software

- Power BI Desktop

- Ms Office 2016 and Above

- Power BI

Course Objectives

The main goal of the workshop is to provide

- The course provides the foundation to become a data scientist
- These programs will help to improve the practical knowledge of the aspirant
- These programs will help to create industry orientation in Analytics and visualization

Learning Outcomes

- Learn how to pre-process data

- Use Advanced Excel tools to manage Data

- How to Apply statistics in real life use cases

- How to integrate statistics for solving management problems

- How to Clean, Merge and append data using DAX

- Learn How to use visualization tools like Power BI and Tableau

Module-wise topics

Module 1.

Data Analysis using Excel

- Introduction to Excel

- Excel for data Analysis

- Learn how to use advanced Formatting to streamline your workflow in Excel

- Data Consolidation using Formulas and Functions

- Power of pivot table

- Model Building and Automation

- Build dynamic dashboards in Excel

Module 2.

Data visualization -Power BI

- Power of Visualization
- Understand Power BI Desktop
- Data Cleaning
- Flow and Navigation
- Query Editor Various Applications
- Calculation of columns and measures (DAX)
- Creating Power BI Table Relationships
- Build stunning Dashboards
- Developing Dashboard and story

Module 3.

Analytics using Python & Excel

- Understand the fundamentals of statistics
- Learn how to work with different types of data
- How to connect statistics with real life
- Make data driven decisions using statistics
- Data analysis Tool pack
- Works from different domains

Pedagogy

This program uses Lecture, student collaboration tools, Self-Leaning modules, Group learning works and gamification

Evaluation Pattern

- Assignment
- Mini Project

THANK YOU

KVJ Analytics,3rd Floor ,Lalan Towers,High Court Jn,

Cochin - 682 031.Kerala,India

Phone: 0484 - 4059310,

Mobile: +91 9072226090 & +91 9961813730, Email: info@thestrategist.co.in

Website: www.thestrategist.co.in

GSTIN : 32BIDPK3118B1Z2

ST.JOSEPH'S
COLLEGE OF ENGINEERING AND TECHNOLOGY,
-PALAI-

To : Principal, SJCET

Through Head, Department of MBA

From : Soumya Varghese

In the capacity of : Faculty Co-ordinator

DATE : 22/2/2021 to26/2/2021

SUBJECT : Five Day Certified Value Added Programme

Dear Sir,

The department of MBA is planning to orgnaise a five Day Workshop on Microsoft Excel Certification Programme from 22/2/2021 to 26/2/2021. — Semester 1 MBA

Total No: of Students participating the programme : 44 students (S1 MBA)

Cost of training, examination and certification per student: Rs.2400

The expected cost for the entire programme : Rs.1, 10,600/-

- (Rs. 1,05,600/- ie: 2400*44 students)
- Rs.5000/- (Food for the trainer from the college canteen and accommodation in the faculty guest house)

In connection with the programme we request your approval to organize the same and to make the programme a grand success.

Thanking You,

Name: Ms. Soumya Varghese

Signature:

Approve/ Reject

Note: The proposed amount (Rs.2400/-) is same as that of Last year.

[Handwritten top right] Due to serious pandemic situation the event is Postponed to a date (convenient to the RP) as situation eases, out Ideally the event shall be altered offline.
16/03/2021

Situation updated Postponed further
20/10/21

Program Confirmed for 7th to 10th Dec 2021 by RP.
02/12/2021

[Handwritten date near top] 11/02/21

ST. JOSEPH'S
COLLEGE OF ENGINEERING AND TECHNOLOGY,
-PALAI-

To   : Principal, SJCET

                                Through Head, Department of MBA

From   : Soumya Varghese

In the capacity of   : Faculty Co-ordinator

DATE   : 7/12/2021 to 10/12/2/2021.

SUBJECT   : Five Day Certified Value Added Programme

AJITH K. THOMAS, BHM, MBA, Ph.D.
PROFESSOR AND HEAD
DEPARTMENT OF MANAGEMENT STUDIES
St. JOSEPH'S COLLEGE OF ENGG. & TECHNOLOGY
PALAI - 686 579, KERALA, INDIA; +91 9446 354373

02/Dec/2021

Dear Sir,

In connection with Microsoft Excel Certification Programme from 7/12/2021 to 10/12/2/2021 we are in need of following facilities /requirements.

1. Breakfast (8.45am), Tea and snacks (10.30 am and 3.30pm) and Dinner from the college hostel.

2. Accommodation in the Faulty guest room for the trainer (1 person) during 7/12/2021 to 10/12/2021.

3. Mineral water (7 bottles)

Thanking You,

Name: Ms. Soumya Varghese

Signature:

Approve/ Reject

The event was approved earlier and the dates above are selected based on availability of RP.

Requests -- Interoffice

Cc: The Bursar — Point no - 2 & 3 arrangements (as already spok

The chief warden — Point No. 1

ST.JOSEPH'S
COLLEGE OF ENGINEERING AND TECHNOLOGY,
-PALAI-

To : Principal, SJCET

Through Head, Department of MBA

From : Soumya Varghese

In the capacity of : Faculty Co-ordinator

DATE : 7/12/2021 to 10/12/2/2021.

SUBJECT : Five Day Certified Value Added Programme

AJITH K. THOMAS, BHM, MBA, Ph.D.
PROFESSOR AND HEAD
DEPARTMENT OF MANAGEMENT STUDIES
St. JOSEPH'S COLLEGE OF ENGG. & TECHNOLOGY
PALAI - 686 579, KERALA, INDIA; +91 9446 354373

02 Dec 2021

Dear Sir,

In connection with Microsoft Excel Certification Programme from 7/12/2021 to 10/12/2/2021 we are in need of following facilities /requirements.

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2. Accommodation in the Faulty guest room for the trainer (1 person) during 7/12/2021 to 10/12/2021.

3. Mineral water (7 bottles)

Thanking You,

Name: Ms. Soumya Varghese

Signature:

Approve/ Reject

The event was approved earlier and the dates above are selected based on availability of RP.

Requests — Interoffice

CC: The Bursar — Point No - 2 & 3 arrangements (as already spoken)
The chief warden — Point No. 1

ST. JOSEPH'S
COLLEGE OF ENGINEERING AND TECHNOLOGY,
- P A L A I -

To   : The Principal, SJCET, and Palai

                            Through Head of the Department - MBA

From   : Soumya Varghese

In the capacity of   : Faculty coordinator

DATE   : 16/2/2022

SUBJECT   : Five Day Certified Value Added Programme

Reference   : Discussion by HOD

AJITH K. THOMAS, BHM, MBA, Ph.D.
PROFESSOR AND HEAD
DEPARTMENT OF MANAGEMENT STUDIES
St. JOSEPH'S COLLEGE OF ENGG. & TECHNOLOGY
PALAI - 686 579, KERALA, INDIA; +91 9446 354373

Dear Sir,

A Five Day Workshop on Microsoft Excel Certification Programme was organized for the S3 MBA students during 7/12/2022 to 11/12/2022

Kindly do the needful to settle the payment

Sl. No.	Particulars	Amount
1	Invoice Enclosed (2400*44)	Rs.1,05,600/-
2	Food for the trainer from St. Thomas College Hostel (Rs. 40*3 days) Acccount number: 0708053000000018 (St.Thomas hostel, Mess account) Bank: South Indian Bank Choondacherry	Rs.120/-
	Total	Rs.1,05,720/-

Thanking You,

Name: Soumya Varghese

Signature:

Approve/Reject

Students Registered and Participated in the Microsoft Excel Certification Programme
MBA 2020-22 BATCH

SL No	Name		SL No	Name
1	ABHIJITH SABU		26	JOE MERIN JOSEPH
2	ABIN JOSE		27	KIRAN B THACHAMPURAM
3	AJO SEBASTIAN		28	MEGHA MATHEW
4	ALAN GIGI		29	MINNA MARIAM KOSHY
5	ALAN JOSE		30	NAKSHATHRA S
6	AMRITHA KRISHNAN R P		31	NEENA KURIAN
7	ANANDHU SABU		32	NIMMY GEORGE
8	ANANTHAN KARTHA U		33	PINKY JOSEPH
9	ANGEL JOSE		34	RAHUL VISWANATHAN
10	ANITHA SHEEBA SAJU		35	RENJITHA JOHNSON
11	ATHIRA SAJAN		36	RITTO MANI
12	BAGHYALAKSHMI C S		37	RIYA SIBY
13	BINSO P. JOHN		38	SHIKHA ANN RAJ
14	CYRIL MON S		39	SINDHYA BENNY
15	DEEPU DILEEP		40	SNEHA S
16	DEVASIACHAN ANTONY		41	SONA BABU
17	DEVIKA S KUMAR		42	TEENA RAICHEL THOMAS
18	ELIZABETH JOSE		43	VARGHESE AKHIL SANTHOSH
19	FEMI TOMY		44	ZIA ZAMEEN
20	FREDY JOY			
21	GEORGE JOSEPH			
22	HANNA ANN JOY			
23	JEFFIN GEORGE PALAKEEL			
24	JINO ROBERT			
25	JISMY C JOSE			

Ajith K. Thomas, BHM, MBA, Ph.D.
Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

Managed by the **Catholic Diocese of Palai** • Approved by AICTE • Affiliated to APJ Abdul Kalam Technological University, Kerala

An ISO 9001:2015 Certified College • Choondacherry P.O., Palai Pin 685579, Kerala, India
Phone: +91 4822 239700, 239301, 239302 • principal@sjcetpalai.ac.in • www.sjcetpalai.ac.in

SJCET
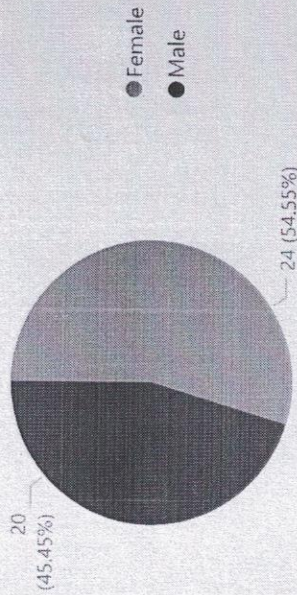P A L A I

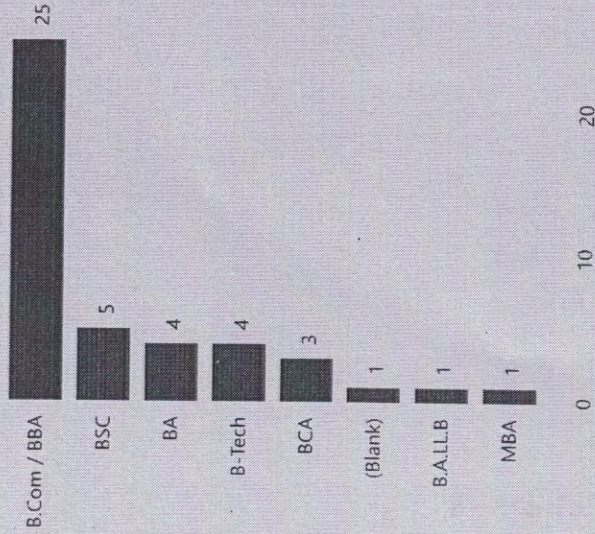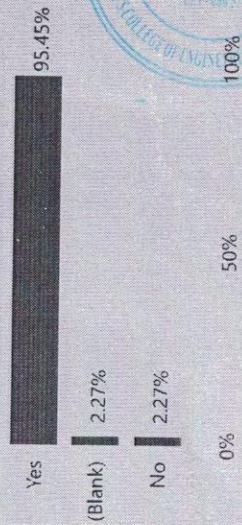# MS Excel Training - SJCET

Top 5 students

Student	Score
MINNA MARIAM KOSHY	1000
ALAN JOSE	981
ATHIRA SAJAN	950
SHIKHA ANN RAJ	943
Abin Jose	925
Jismy C. Jose	925
TEENA RAICHEL THOMAS	925

Final Exam Status

44 — Passed

No of Students learned excel before this training

- 35 (81.4%) Yes
- 8 (18.6%) No

Total Students

44

Passed Students

44

Degree

Degree	Count
B.Com / BBA	25
BSC	5
BA	4
B-Tech	4
BCA	3
(Blank)	1
B.A LLB	1
MBA	1

Gender

- 24 (54.55%) Male
- 20 (45.45%) Female

No. of Students have Laptop / computer

Yes	95.45%
(Blank)	2.27%
No	2.27%

Pass %

100.00%
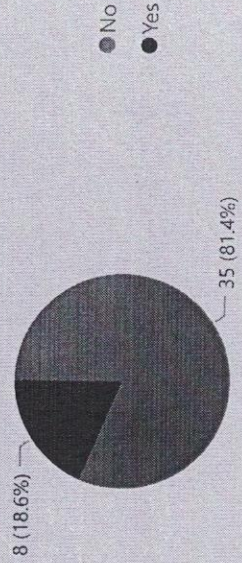
Final Status with other Metrics

Final Status - Learned Excel before this training

Final Status ● Passed
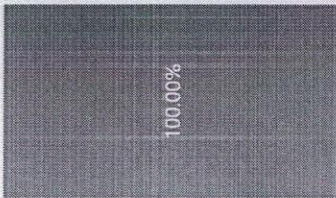
	Yes	No
100%	100.00%	100.00%
50%		
0%		
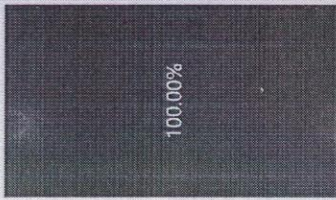
Final Status - Have Laptop

Final Status ● Passed
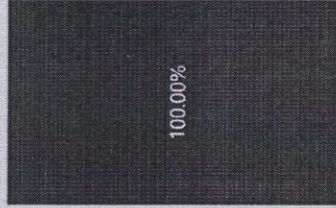
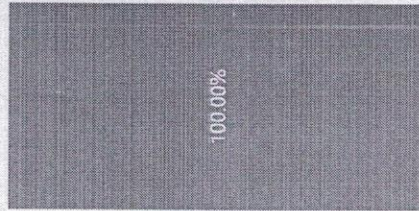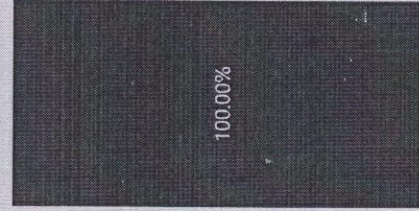|	Yes	No
100%	100.00%	100.00%
50%		
0%		
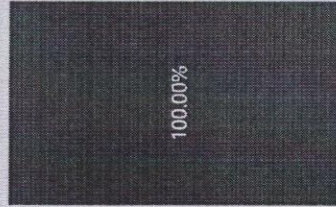
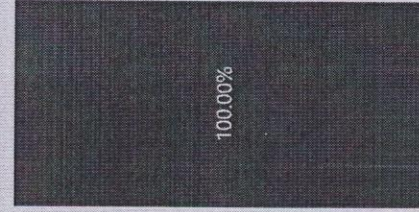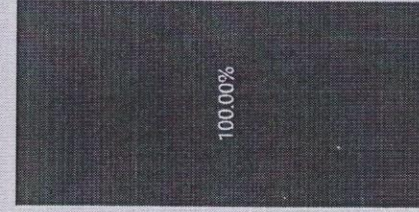## Final Status With Degree

Final Status ● Passed
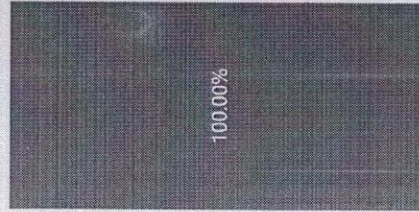
	B.Com / BBA	BSC	BA	B-Tech	BCA	B.A.LL.B	MBA
100%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
50%							
0%							

Microsoft Office Specialist

OFFICIAL SEAL OF MICROSOFT CERTIFICATION
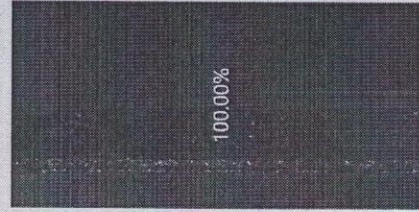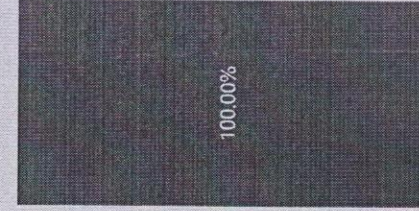
SHIKHA ANN RAJ

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

Excel Associate

Excel and Excel 2019

Satya Nadella
Chief Executive Officer

Date of achievement: December 10, 2021

verify.certiport.com   yyCA-uTLm

Microsoft

Students Participated in the Microsoft Excel Certification Programme.

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
-PALAI-

To   : Dr. Joby P.P

              Professor & Head, Computer Science & Engineering Department, SJCET- Palai

              Through Head, St. Joseph's Business School   ~~signature~~
                                                            02/12/2019

From   : Soumya Varghese •

In the capacity of   : faculty coordinator for the certified programmes

DATE   : 3/12/2019 to 7/12/2019

SUBJECT   : Value added certified training programme (5 days)

Reference   : Discussion with Principal and HOD with regard to certified programmes.

Dear Sir,

The department of MBA is organizing a workshop on micro soft excel from 9.00 am to 4.30 pm for the second trimester MBA students during 3/12/2019 to 7/12/2019.

In connection with the programme, we request your approval on availing the following facilities:

- DBIII CS Computer Lab
- Projector
- Audio and video system
- Total number of students participating in the programme: 40 students

Thanking You,
Name: Soumya Varghes
Signature:

....
Approve/ Reject

The programme may be conducted
on 3rd, 4th, 5th & 7th in Graphics Lab.

On 06.12.19, an Online Examination is being
conducted in our campus. So Lab will not be
available on that day.
                                              02/12/19

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY.
-PALAI-

To   : The Principal, SJCET, Palai

Through Head, Department of MBA

30/11/2019

From   : Soumya Varghese

In the capacity of   : Faculty coordinator for the training programmes

DATE   : 3/12/2019 to 7/12/2019

SUBJECT   : Five day Certified Value Added Programme

Reference   : Discussion with HOD

Dear Sir,

The department of MBA is planning to organize a Five Day Workshop on Microsoft Excel Certification Programme from 3/12/2019 to 7/12/2019 for the T2 trimester MBA students.

Maxium seating capacity for the programme : 40 students
The rate for the student   : Rs.2,400 (for training and online exam and certificate) ✓

The expected cost for the entire programme : 1,00,000/-Including food and accommodation for the trainers for five days

In connection with the programme, we request your approval to organize the same and to make the programme a grand success.

- Food and fee for the programme
- Total no: of participant's : 40 students (T2MBA)

Thanking You,

Name:

Signature:

To
EAO
Permitted

Approve/ Reject 30/11/19

- Same rate negotiated as last year.
- lastyr - 4 days this year 5 days.
- mandatory, industry, Placement oriented value added course
- request approval

The fees for the above value add exam has already been collected, Hence
Head approved
may be approved

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
-PALAI-

To   : Dr. Dr. T.D Jainendrakumar

Professor & Head, MCA Dept

SJCET- Palai

Through Head, St. Joseph's Business School

From   : Soumya Varghese

In the capacity of   : faculty coordinator for the certified programmes

DATE   : 5/12/2019 (AN) and 9th and 10th of December 2019

SUBJECT   : Value added certified training programme

Reference   : Discussion with Principal and HOD with regard to certified programmes.

Dear Sir,

The department of MBA is organizing a workshop on micro soft excel from 9.00 am to 4.30 pm for the second trimester MBA students.

We would like to avail the main block MCA computer lab Inorder to conduct the mock test and online exam during 5/12/2019 (AN) and 9th and 10th of December 2019

Hence we request your approval on availing the following facilities:

- Main Block MCA Computer Lab
- Total number of students participating in the programme: 40 students

Thanking You,

Name: Soumya Varghese

....

Approve/ Reject

5/1/19

(HOD-MCA)

Mathew

5/12/2019

for HOD - MBA

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

Students Registered and Participated in the Microsoft Excel Certification Programme
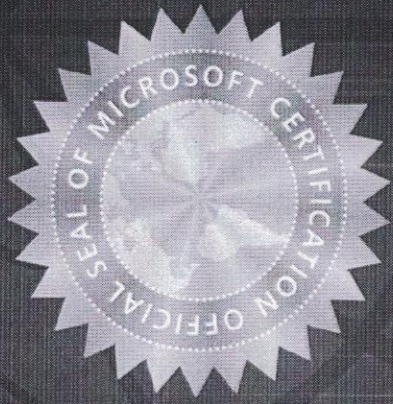**MBA 2019-21 BATCH**

SL No	Name	SL No	Name
1	ABHISHEK JOSE	21	DHEERAJ D
2	ABIN JOSE	22	ELBIN JOHN
3	AJIL JOHN	23	GOWTHAM KRISHNA R
4	AKHILNATH U	24	JAIS JOHN
5	ALBIN BABY	25	JEROM JOHN
6	ALBIN JAMES	26	JERRY JAISON
7	ALBIN JOHN	27	JITHIN J JOSE
8	ALU THOMAS	28	JOSE CYRIAC
9	AMAL GEORGE	29	KEERTHI B
10	AMALA GEORGE	30	RESHMA RAJESH
11	ANILA JOSEPH	31	RICHU MANUEL K
12	ANILKUMAR PB	32	RIYA TERES TOM
13	ARCHANA ABRAHAM	33	SAJMI SAKEER
14	ASHY BRIJIT JOSEPH	34	SHABIT SHAJI
15	ATHULYA RAJ N	35	SHALOM SHAJI
16	BIBIN JOSEPH	36	SNEHA JOY
17	BRISTO B BENNY	37	THERESE GEORGE
18	CRISTINA VINO	38	TREESA JOSEPH
19	DEEPAK ROY		
20	DEEPAK TOMY		

Ajith K. Thomas, BHM, MBA, Ph.D.
Professor, Head and Dean, St. Joseph's Business School
St. Joseph's College of Engineering & Technology, Palai
Choondacherry P.O., Kerala - 686 579

Microsoft Office Specialist

Office Excel® 2016

Microsoft
Office Specialist

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

KEERTHI B

Office Excel® 2016

Date of achievement: December 10, 2019

verify.certiport.com   eXnr-4TCm

Satya Nadella
Chief Executive Officer

OFFICIAL SEAL OF MICROSOFT CERTIFICATION

KVJ Analytics

02-03-2022

TO WHOM IT MAY CONCERN

This is to certify that Mr. Binso P John has been employed as intern in KVJ Analytics from 27/12/2021 to 15/02/2022.

During his time with our company, Mr. Binso P John has remained dedicated and loyal to his work and responsibilities. He was sincere, hardworking, punctual, thorough professional and a keen learner.

His contributions to the organization will always be appreciated and we wish him all the best in his future endeavours.

For KVJ Analytics,

Authorised Signatory