



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved University) GURGAON, Delhi-NCR

Faculty of Commerce and Management

D/VC/2315  
7/10/22

Ref. No.: SGTU/FCAM/DO/2022/1160

The Vice Chancellor  
SGT University, Gurugram

Date: 06-10-2022

Through

The Office of Registrar  
SGT University, Gurugram

### Proposal for Workshop on Advanced Excel

Respected Sir,

Most respectfully I would like to state that we wish to organize a workshop on "Advanced Excel" for our BBA Analytics 1<sup>st</sup> and 2<sup>nd</sup> year students. The workshop will be useful for the students for their career. We wish to organize the same on 8<sup>th</sup> October 2022 [9:30 am to 03:30pm].

The budget of the workshop is as follows:

Sr. No.	Particular	Amount
1	Refreshment [11:00am & 02:30pm for 25 members] [25*2*40]	Rs 2000/-
	<b>Total</b>	<b>Rs 2000/-</b>

Kindly approve the budget and grant us the permission to conduct the workshop.

Thanks & regards

*Sunil Kumar Verma*  
06/10/2022  
Dr. Sunil Kumar Verma  
Associate Professor  
Faculty of Commerce & Management  
SGT University, Gurugram  
Email: [sunilkumar.verma@sgtuniversity.org](mailto:sunilkumar.verma@sgtuniversity.org)  
Mobile: 07247321995

*To The Registrar  
Request for your kind permission*

*Dean*  
Faculty of Commerce & Management  
SGT University  
Budhera, Gurugram  
06/10/2022

*May be considered & approved please*

*Dear FCAM*

*Registrar*  
SGT University,  
Budhera, Gurugram  
7/10/22

*Registrar*

*Vice-Chancellor*  
SGT University,  
Budhera, Gurugram-122505  
7/10/22

# Requisition Form

Request for Y/N	Flex & Banner No	Photo (Still/video) Yes	Vehicle No	Other -
Name of the faculty FCAM		Event title Workshop on Advanced Excel		
Name of the Department FCAM		Event date & time 8/10/2022 (9:30am to 3:30pm)		
Name of the coordinator Dr. Sunil Kumar		Venue details Computer Lab (117-A-Block)		
Contact no. of the coordinator 7240321995		No. of guests 25		
E-mail ID of the coordinator sunilkumar.verma@sgtuniversity.org				

### Requirement Details

#### Printing & Promotion (Tick against the requirement)

i Design type	<input checked="" type="checkbox"/> Flex	<input type="checkbox"/> Banner
ii Whether design proposal attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii Size Required	_____	
iv Estimated Cost	_____	
v Quantity Required	_____	

#### Photo / Video (Tick against the requirement)

i Photography	<input checked="" type="checkbox"/> Still	<input type="checkbox"/> Video
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#### Vehicle Detail

i Type of Vehicle	_____		
ii Estimated Cost	_____		
iii No of passengers	_____		
iv Whether any luggage (Y/N)	_____		
v Details of journey	Pick-up point: _____	Drop point: _____	
vi Time	From: _____	To: _____	
vii Purpose of duty	Office <input type="checkbox"/>	regular Trip <input type="checkbox"/>	Other <input type="checkbox"/>

#### Accommodation / meal

Type of accommodation	_____	meal (Y/N)	_____
Estimated Cost	_____	Estimated Cost	_____
Duration	From _____	To _____	_____

#### Other

please check the items required wrt the above event along with quantity

Item	Y/N	Qty	Description ( If any)	Estimated Cost
Memento	/	/		
Sapling	/	/		
Bouquet	/	/		
Decorations	/	/		
projector	/	/		
Speaker	/	/		
Screen	/	/		
Mike	/	/		
high Tea	Yes	25+25	25 in morning (11:00am & 25 including at 2:30pm)	
Lunch	/	/		
Honorarium	/	/		

Total

Cost: \_\_\_\_\_

#### Assigning Details

	Designing	Photo/Video	Vehicle	Others
Name of the assignment:				
Assigned to:				
Department:				
Contact number:				

Date of submission 06/10/22

Signature of Dean  
Faculty of Commerce & Management

Signature of Coordinator  
6/10/2022

Essential guidelines

- 1) This requisition shall be raised seven days prior to the event.
- 2) In case the event is rescheduled, postponed or cancelled, kindly intimate the concerned department immediately.



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Event/Activities under Academic Association  
Pre-Event / Completion Report (Tick the  
appropriate one)

#	Scope	Description
1	Faculty	Faculty Of Commerce and Management (FCAM)
2	Name of Academic Association	Analytics Association
3	Title of the Event/Activity	Data Preparation Workshop EXCEL
4	Objective of the event	In order to prepare raw data for further processing and analysis.
5	Date – Time/Duration	25 <sup>th</sup> February 2023 - 9:00a.m to 1:00pm
6	Place/Venue	A-Block, 2 <sup>nd</sup> floor, Room No.-209
7	Name of Faculty Coordinator	Dr. Sunil Kumar Verma, Mr. Nitin Sharma
8	Name of Students' Organizer(s) <sup>*1</sup>	Manvi Tyagi, Harshit Mehta, Chinmaya Loomba, Shivam Dalal
9	Brief Report of the event <sup>*2</sup> (Should not exceed 500 words)	<b>Analytics Association</b> of Faculty of Commerce and Management Department conducted a workshop on the topic " <b>Data Preparation</b> ". The workshop Expert was <b>Dr. Sunil Kumar Verma</b> and Faculty coordinator <b>Mr. Nitin Sharma</b> . The workshop was held in A-Block, Room No. 209 with the presence of 45 students. This was the first workshop organized by analytics association. This workshop was not limited to any specific course, both under graduates and post graduates of FCAM were given the opportunity to attend this workshop. The students learned and practiced some important excel functions and topics like finding outliers through visual charts, splitting data, text spaces, list wise blank deletions, using pivot table, finding answers to the questionnaires, using conditional formatting and using Text-to-columns. The mentors provided the questionnaire to understand the overview of the workshop. This workshop helped students in collecting, cleaning, labelling raw data into a suitable form and exploring it. More accurate and practical knowledge of data analysis and excel was provided. This initiation by analytics association was reviewed optimistically by students as well as faculty. With the efforts of both advisors and student coordinators of analytics association, this was concluded positively and successfully.
10	Role of participating students	Hands on performing of data preparation functioning.
11	Expected outcome as understood by the students (Bullet points –max of 3-5 points)	<ul style="list-style-type: none"><li>• Proper use of split data.</li><li>• Managing with outliers and list wise deletion.</li><li>• Answering queries of questionnaires using pivot table.</li><li>• Learning about Conditional formatting and Text-to-Columns.</li></ul>
12	Suggestions/Remarks	N/A

\*1 List of Students Participated

\*2 Add photographs with captions

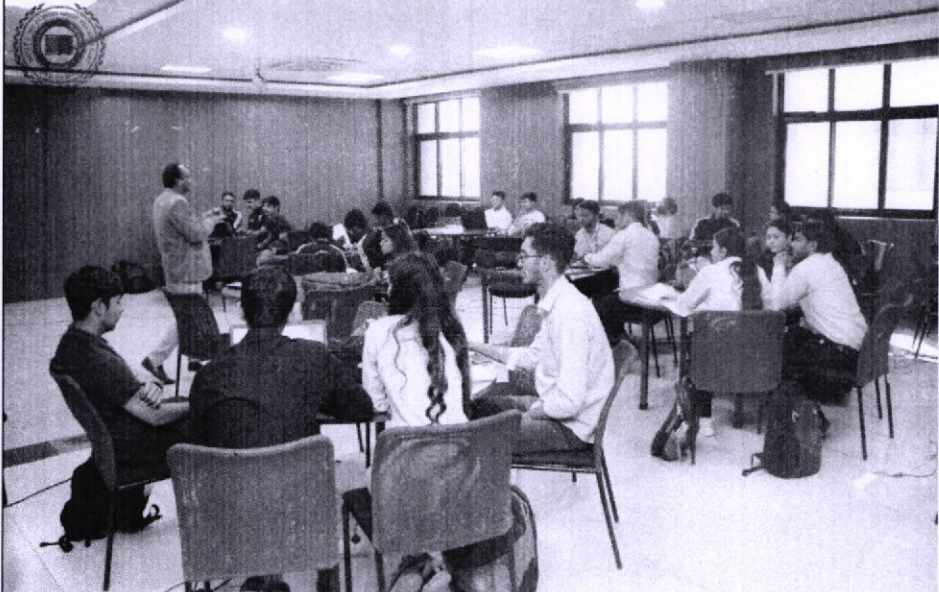
\*1 List of Students Participated

#	Name of Participating Student	Registration #	Department	UG/PG	Semester
1	Manvi Tyagi	220617007	FCAM	UG	2 <sup>nd</sup>
2	Chinmaya Loomba	220617002	FCAM	UG	2 <sup>nd</sup>
3	Harshit Mehta	210617004	FCAM	UG	4 <sup>th</sup>
4	Shivam Dalal	210617009	FCAM	UG	2 <sup>nd</sup>
5	Nandini Singh	220617005	FCAM	UG	2 <sup>nd</sup>
6	Jasmine Kaur	220617016	FCAM	UG	2 <sup>nd</sup>
7	Nitin	220617003	FCAM	UG	2 <sup>nd</sup>
8	Pratham	220617004	FCAM	UG	2 <sup>nd</sup>
9	Kapil Yadav	220617015	FCAM	UG	2 <sup>nd</sup>
10	Shubh Malik	220617017	FCAM	UG	2 <sup>nd</sup>
11	Puneet	210617014	FCAM	UG	4 <sup>th</sup>
12	Jyoti Kumari	220617006	FCAM	UG	2 <sup>nd</sup>
13	Harsh Phalswal	220617008	FCAM	UG	2 <sup>nd</sup>
14	Gargi Pandey	220617013	FCAM	UG	2 <sup>nd</sup>
15	Ankur Yadav	210604068	FCAM	UG	4 <sup>th</sup>
16	Sourav Dhatwalia	210604009	FCAM	UG	4 <sup>th</sup>
17	Priyanshi	220604087	FCAM	UG	2 <sup>nd</sup>
18	Satayanand	220607013	FCAM	UG	6 <sup>th</sup>
19	Arun	210604048	FCAM	UG	4 <sup>th</sup>
20	Shivani Maurya	210604013	FCAM	UG	4 <sup>th</sup>
21	Damador	210611014	FCAM	UG	4 <sup>th</sup>
22	Nidhi Pal	210611015	FCAM	UG	4 <sup>th</sup>
23	Anubhav Walia	210617018	FCAM	UG	2 <sup>nd</sup>
24	Sachin Kumar	210611020	FCAM	UG	4 <sup>th</sup>
25	Nitish Kumar	210611007	FCAM	UG	4 <sup>th</sup>
26	Rohit Yadav	220617010	FCAM	UG	2 <sup>nd</sup>
27	Vedant Batra	220607014	FCAM	UG	2 <sup>nd</sup>
28	Nikhil Arora	220604042	FCAM	UG	2 <sup>nd</sup>
29	Sunny Singh	210604058	FCAM	UG	4 <sup>th</sup>
30	Priti Yadav	200607010	FCAM	UG	6 <sup>th</sup>
31	Riya Punia	210604036	FCAM	UG	4 <sup>th</sup>
32	Samridhi	210604019	FCAM	UG	4 <sup>th</sup>
33	Upender Thakur	210617001	FCAM	UG	4 <sup>th</sup>
34	Nikhil Bhardwaj	210617011	FCAM	UG	4 <sup>th</sup>
35	Tanisha Pathak	220612009	FCAM	PG	2 <sup>nd</sup>

36	Ritik Gahlot	220609018	FCAM	PG	2 <sup>nd</sup>
37	Deepanshu	220609006	FCAM	PG	2 <sup>nd</sup>
38	Muskaan Chauhan	210609031	FCAM	PG	4 <sup>th</sup>
39	Isha Sharma	210609036	FCAM	PG	4 <sup>th</sup>
40	Jatin Sharma	210609028	FCAM	PG	4 <sup>th</sup>
41	Varun Gautam	210609035	FCAM	PG	4 <sup>th</sup>
42	Gouransh Panghal	210617012	FCAM	UG	2 <sup>nd</sup>
43	Bhawna	210604029	FCAM	UG	4 <sup>th</sup>
44	Prashant Tayal	220609030	FCAM	PG	2 <sup>nd</sup>
45	Harish Kumar	220607011	FCAM	UG	2 <sup>nd</sup>
46	Harshit Kumar	210611018	FCAM	UG	4 <sup>th</sup>

Photographs of the students attending the workshop and participating in hands on session

\*2 Add photographs with captions (Total 7 photographs including 2 geo tagged)

#	Insert Photographs/Images
1	

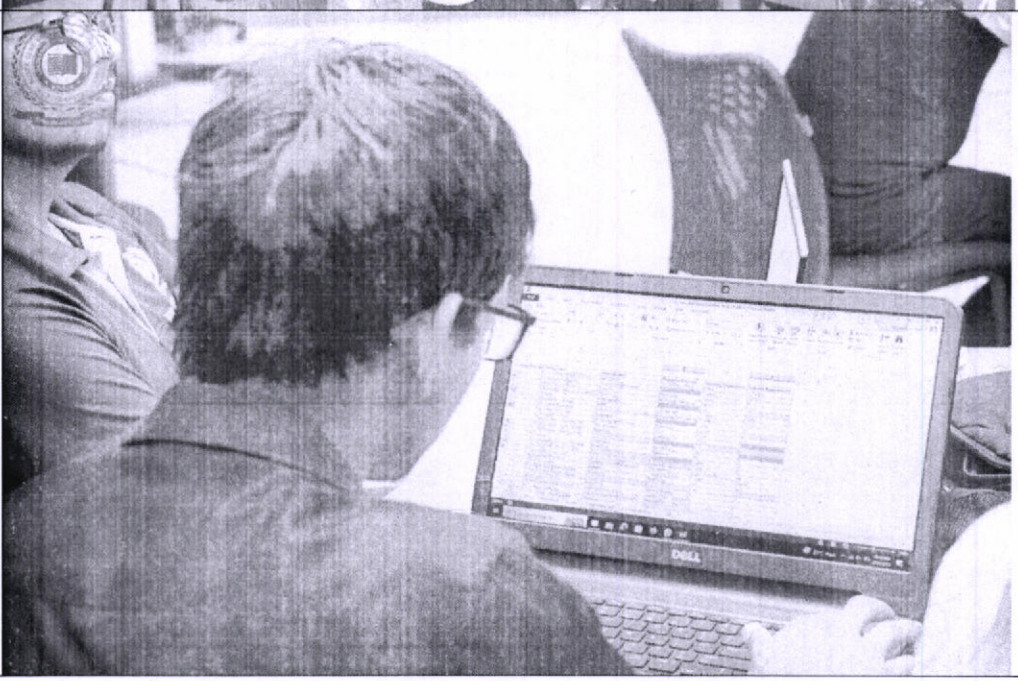
2



3



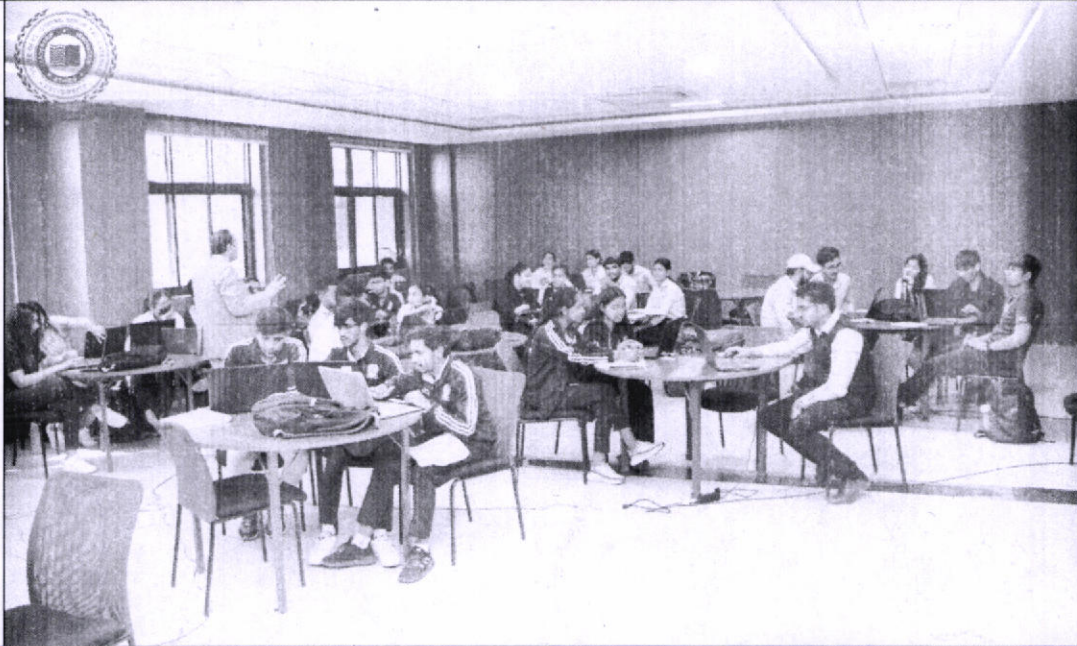
4



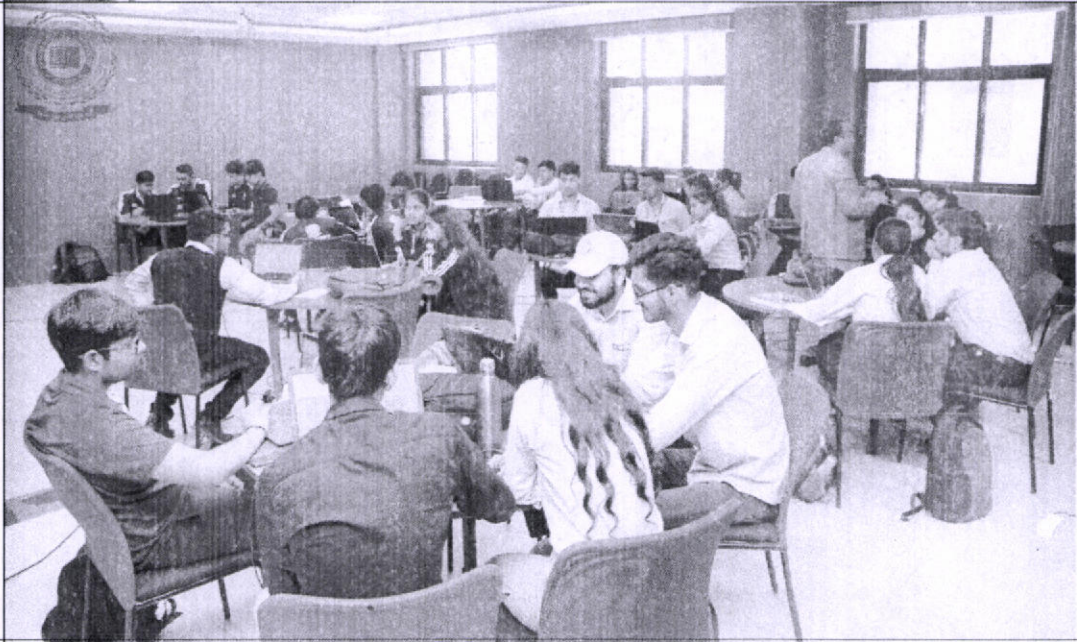
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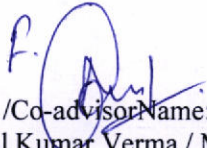


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Advisor /Co-advisor Name:  
Dr. Sunil Kumar Verma / Mr. Nitin Sharma  
Date: 25<sup>th</sup> February 2023

Please mail the filled information to: ACADEMIC ASSOCIATION ([acad.assoc@sgtuniversity.org](mailto:acad.assoc@sgtuniversity.org)).  
Send the

- 'Pre-Event Report' at least a week before the event date
- For 'Completion Report' send the report within a week of the event conducted
- 200 words for media to be attached