



**TECNIA INSTITUTE OF ADVANCED STUDIES**

**GRADE "A" INSTITUTE**

Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to GGSIP University  
Recognized Under Sec. 2(f) of UGC Act 1956

**INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085**

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**Department of Management Sciences**  
**(Session: 2023-24)**

Ref: TIAS/2023-24/MBA/ACAD/VAC/101

Dated: 18/09/2023

**NOTICE**

**Subject: Certificate Course in Data Analytics using Excel**

With reference to the approval of Departmental Academic Committee (Ref. No. TIAS/DMS/DAC/2023-24/49, Agenda No. 7 dated on 14-08-2023) of Department Management Sciences for MBA Program on the subject mentioned above, to enrich the curriculum of MBA program it was recommended the Certificate Course in Data Analytics using Excel scheduled to commence w.e.f 25/09/2023 on Monday and Tuesday- 3.00pm-3.50pm

The detail scheduled of the same is as under:

S.No.	Course offered	Name of the Resource Person	Beneficiary	Day & Time	Venue
1.	Certificate Course in Data Analytics using Excel	Mr. Piyush Kumar	TIAS Students	Monday and Tuesday- 3.00pm-3.50 pm	Room no.- 1408

**Note:**

1. Interested students can register for the course in the office of HoD MBA up to the closing hrs of 29/09/2023.
2. The Course classes will be held on every Monday and Tuesday at 3:00 pm to 3:50 pm w.e.f 25/09/2024
3. Students are required to attain minimum 75% for the submission of his candidature for assessment.
4. Assessment will be held based on viva voice and written/ practical examination.

Annexures -

1: Brochure

2: Course Contents

**Ms. Shradha Jain**

**VAC Coordinator**

CC to:

Dean Academics

IQAC

ITC Head for updation of the website

**Dr. Pooja Sharma**

**Head of Department**

**HoD**

**MBA-TIAS**

**Dr. Ajay Kumar**

**Director TIAS**

Director

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