



CAMBRIDGE INSTITUTE OF TECHNOLOGY

(Run and managed by Cambridge Trust of India)

(Approved by AICTE New Delhi, Govt. of India and

Affiliated to Jharkhand University of Technology, Ranchi)

DEPARTMENT OF TRAINING & PLACEMENTS (T&P)

Ref. No. CIT(R)/T&P/2022/143

Date: 23/12/2022

NOTICE

(Training on ADVANCE EXCEL for the MBA students)

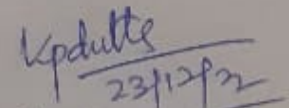
The one-week/40 hours in-house training on ADVANCE EXCEL will be held during 4 – 11 January 2023 in offline mode for the 2K21 and 2K22 Batch students of MBA. The training will start at 9.45 am and will continue till 5.00 pm on daily basis (except non-working days) at the **Computer Center**, Ground Floor, Visveswaraya Building with tea and lunch breaks in between (however tea/lunch will not be provided by the organisers). ADVANCE EXCEL is a very important and critical tool for effective business management including project management, performance reporting, academic research, account management, program management, operation management, strategic planning, data evaluation and many more.

The entire training will be coordinated and supervised by the MBA Department under the guidance of the concerned HOD. The said department will be responsible for the proper management of the venue, attendance (pre-lunch-and post-lunch) and resources through necessary coordination with the HOD (CSE) wherever applicable. In case of any assistance, they may reach to the T&P Officials. The HOD(MBA) is further requested to submit a brief training report as well as attendance sheet to the T&P Office post completion of the training. The exact schedule is attached as ANNEXURE 1 for information.

The students who have their own laptops are suggested to come with the same for better results. The presence of the students is mandatory in every session of the training. In case, any student fails to attend this training, no further training on ADVANCE EXCEL will be organised for these batches.

The students who will successfully complete the training will be awarded with the certificate of completion after submission of feedback in prescribed format.

CC: Secretary/Treasurer/Joint Secretary/Principal/Advisor/DF/CAF/Director (T&P)/Dean
(Academic)/HOD(MBA/CSE)/Notice Boards/Website


(Dr. K P Dutta)

Professor In-Charge (T&P)