



Vishnu Waman Thakur Charitable Trust's

VIVA Institute of Management & Research

(Approved by AICTE, DTE, and Affiliated to University of Mumbai)

Shri. Hitendra V.Thakur

President

Ms. Aparna P. Thakur

Secretary

Dr. Hiresuh Luhar

Director

Certification Course on Advanced Excel for Management (FY- AEM24)

Certification Course Approved by Institute

Evaluation and Assessment Criteria

- 1. To appear in the final examination 80 % attendance in the course is necessary.**
- 2. To appear in the final examination assignment work should be completed.**
- 3. Evaluation will be weighed as per the below table.**

Final Examination	Theory	20
	Practical	50
Assignments/Projects		20
Attendance		10