



Marathwada MitraMandal's  
**INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING**  
**(IMERT), Pune**  
S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar,  
Pune – 411052



## **1.2.1 Number of Add on/Certification/Value Added Program offered during the last five Years**

Brochures/Notices and  
Syllabus of Certifications  
Offered by Institution



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## Brochures/Notices and Syllabus Index

### Academic Year 2019-20

Sr. No.	Particulars
1	Advanced Derivatives Strategies
2	Industrial Relations & Performance Management
3	Advanced MS Excel
4	Soft Skills for Managerial Effectiveness
5	Finance Foundation Course

# MM's Institute of Management Education Research and Training



## Advanced Derivatives Strategies Certificate

**Title: Advanced Derivatives Strategies Certificate**

**Subtitle: Master Complex Derivatives Concepts and Strategies**

**Program Overview:**

- Brief description of the certificate program
- Learning objectives and outcomes

**Course Curriculum:**

- List of courses or modules included in the program, such as:
  - Advanced Options Pricing and Volatility
  - Futures and Forwards Strategies
  - Swaps and Credit Derivatives
  - Exotic Options and Structured Products
  - Risk Management and Hedging

**Key Features:**

- Expert instruction from industry professionals
- Hands-on training with real-world examples
- Interactive sessions and group discussions
- Comprehensive course materials and resources
- Certificate of completion from a recognized institution

**Who Should Enroll:**

- Target audience, such as:
  - Finance professionals
  - Investment bankers
  - Portfolio managers
  - Risk managers
  - Quantitative analysts

**Starting From 10-09-2019**

**visit :- <https://mmimert.edu.in/>**

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**JOIN OUR PROFESSIONAL CERTIFICATE**

# MM'S INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING

## IR & PM CERTIFICATION

Title: Industrial Relations and Performance Management Certificate

Subtitle: Enhance Your Skills in Managing Workplace Relationships and Performance

Program Overview:

- Brief description of the certificate program
- Learning objectives and outcomes

Course Curriculum:

- List of courses or modules included in the program, such as:
  - Industrial Relations and Labor Laws
  - Collective Bargaining and Negotiation
  - Conflict Resolution and Grievance Handling
  - Performance Management and Appraisal
  - Employee Engagement and Motivation

Key Features:

- Expert instruction from industry professionals
- Practical training with case studies and group discussions
- Comprehensive course materials and resources
- Certificate of completion from a recognized institution
- Networking opportunities with HR professionals

[HTTPS://MMIMERT.EDU.IN/](https://mmimert.edu.in/)  
STARTING FROM 15-11-2019





## Advanced Ms Excel Certification for MBA Students

- Enhance your skills in data analysis and visualization
- Demonstrate your expertise to employers

### Microsoft Excel Certification

Content:

- 1. Data Analysis & Visualization:**
  - PivotTables and PivotCharts
  - Power BI integration
  - Advanced charting and graphing
- 2. Formula Mastery:**
  - Advanced formulas and functions (INDEX/MATCH, XLOOKUP, etc.)
  - Array formulas and formula optimization
- 3. Data Management & Modeling:**
  - Data validation and conditional formatting
  - Advanced data manipulation (Power Query, etc.)
  - Data modeling and scenario planning
- 4. Automation & Macros:**
  - Recording and editing macros
  - VBA programming basics
  - Automating tasks and workflows
- 5. Advanced Topics:**
  - Power Pivot and Power BI
  - DAX formulas and calculations
  - Advanced statistical analysis and forecasting
- 6. Best Practices & Troubleshooting:**
  - Optimizing performance and efficiency
  - D
  - A



### The details of Certifications

#### Course Outline

- - Course Outline:
- - Excel fundamentals
- - Data analysis and visualization
- - Pivot tables and dashboards
- - Macros and automation

#### Who should Attend

- - Professionals seeking to enhance their data analysis skills
- - Students looking to boost their employability
- - Anyone seeking to improve their Excel skills

**Starting From  
11th Sep. 2019**





# MM'S IMERT

## SOFT SKILLS FOR MANAGERIAL EFFECTIVENESS

Course Objectives: -

- Develop self-awareness and emotional intelligence
- Improve communication and interpersonal skills
- Enhance leadership and team management abilities
- Build conflict resolution and negotiation skills
- Develop adaptability and time management skills



**Starting from  
5-02-2020**

**MORE INFORMATION**



797266 3041

<https://mmimert.edu.in>

# MM'S IMERT

## FINANCE FOUNDATION COURSE

Course Objectives:

- Understand the basics of finance and financial management
- Learn financial analysis and decision-making techniques
- Develop skills in financial planning and budgeting
- Understand financial markets and instruments
- Apply financial concepts to real-world.

Course Overview:

This course provides a comprehensive introduction to the fundamentals of finance, covering key concepts, principles, and techniques in financial management.

**STARTING FROM 23-09-2019**

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Date:- 08-09-2019

## Notice for MBA-II Finance Students

We are pleased to announce the commencement of **Advanced Derivatives Strategies Certificate** starting from 10-09-2019. The details of the course are as follows:

Date: - 10-09-2019

Time: - 10.30am to 05.30pm Venue:

IMERT Finance Classroom

Attendance is mandatory for All students

Prof. Praful Sarangdhar  
Prepared by

Dr. Jitendra Bhandari  
Approved by





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Date: - 12-11-2019

### Notice for MBA-II HR Students

We are pleased to announce the commencement of **Industrial Relations & Performance Management** Certificate starting from 15-11-2019. The details of the course are as follows:

Date: - 15-11-2019

Time: - 10.30am to 12.30pm

Venue: IMERT HR Classroom

Attendance is mandatory for All students

Prof. Vivekanand Gaikwad  
Prepared by

Dr. Jitendra Bhandari  
Approved by



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Date:- 06-09-2019

## Notice for MBA-I Students

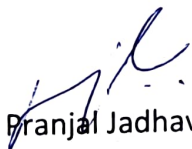
We are pleased to announce the commencement of **Advanced MS Excel Certificate** starting from 10-09-2019. The details of the course are as follows:

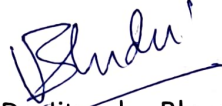
Date:- 11-09-2019

Time:- 10.30am to 12.30pm

Venue: IMERT Computer Lab

Attendance is mandatory for All students

  
Prof. Pranjal Jadhav  
Prepared by

  
Dr. Jitendra Bhandari  
Approved by



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Date:- 02-02-2020

## Notice for MBA-I Students

We are pleased to announce the commencement of Soft Skills for Managerial Effectiveness Certificate starting from 5-02-2020. The details of the course are as follows:

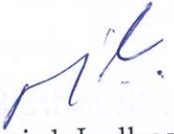
Date:- 5-02-2020

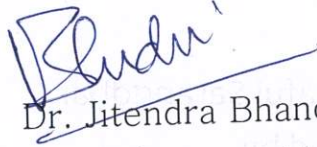
Time:- 10.30am to

12.30pm Venue: IMERT

Seminar Hall

Attendance is mandatory for All students

  
Prof. Pranjal Jadhav  
Prepared by

  
Dr. Jitendra Bhandari  
Approved by



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Date:- 20-09-2019

## Notice for MBA-II Finance Students

We are pleased to announce the commencement of **Finance Foundation Course Certificate** starting from 23-09-2019. The details of the course are as follows:

Date: - 23-09-2019

Time: - 10.30am to 02.30pm Venue:

IMERT Finance Classroom

Attendance is mandatory for All students

Prof. Praful Sarangdhar  
Prepared by

Dr. Jitendra Bhandari  
Approved by



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## **Syllabus of the Advanced Derivatives Strategies**

The syllabus of the Advanced) Derivatives Strategies certificate includes the following topics:

- Derivatives and Quantitative Fundamentals
- Fundamentals of Equity Futures
- Investment with Equity Futures
- Interest Rate Futures
- Black-Scholes Option Pricing Model
- Option Greeks
- Currency Futures and Options
- Swaps
- Embedded Options in Debt Instruments
- Credit Risk and Derivatives

The course aims to provide comprehensive knowledge of derivatives and advanced techniques of valuation of securities and derivative products.

### **Fundamentals of Equity Futures**

- A. Contracts B. C. D. E. F. G. H. I. Selection Criteria •••• Stock Selection Criteria Criteria for Continued Eligibility of Stock Criteria for Re-inclusion of Excluded Stocks Index Selection Criteria Price Steps and Price Bands for Contracts Quantity Freeze for Futures Contracts Novation Margins Daily Mark-to-Market Settlement Final Settlement Cost of Carry
- B. J. K. L. Determining Stock Futures Price (without Dividend) Determining Stock Futures Price (with Dividend) Determining Index Futures Price (without Dividend) M. Determining Index Futures Price (with Dividend) N. Cash & Carry Arbitrage O. P. Q. R. Reverse Cash & Carry Arbitrage Convergence of Spot & Futures Contango & Backwardation Cost of Carry - Commodities



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Industrial Relations & PM Syllabus Syllabus
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Unit	Description in detail
<b>1</b>	<b>Overview of Industrial Relations</b> Concept of Industrial Relations - Nature of Industrial Relations Objective of Industrial Relations - Parties of Industrial Relations
<b>2</b>	<b>Trade Unionism</b> Origin and growth – Unions after independence – Concept, objectives and functions of Trade Union – Role of Trade Union in collective bargaining – Problems of Trade Union
<b>3</b>	<b>Workers Participation in Management</b> Meaning of Workers Participation in Management – Collective Bargaining, meaning, nature and methods – ILO and its role – Tripartite approach in industrial relations
<b>4</b>	<b>Labour legislations</b> Payment of Wage Act – Workmen's Compensations Act – Importance provisions of Employees' State Insurance Act – Employees provident Fund Act – Maternity Benefit Act



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**Course Title: Advanced MS Excel Certification**

**Course Overview:** This course is designed to equip participants with advanced skills in using Microsoft Excel for data analysis, visualization, and reporting.

**Course Objectives:**

- Master advanced formulas and functions
- Create and manage complex worksheets and workbooks
- Perform advanced data analysis and visualization
- Use Power Query, Power Pivot, and DAX formulas
- Create dashboards and reports

**Course Outline:**

**Module 1: Advanced Formulas and Functions**

- Index-Match and VLOOKUP functions
- XLOOKUP and XMATCH functions
- Advanced IF functions and nested logic
- Using arrays and array formulas

**Module 2: Complex Worksheet Management**

- Creating and managing multiple worksheets and workbooks
- Using names and references
- Advanced data validation and formatting

**Module 3: Advanced Data Analysis**

- Using Power Query for data manipulation and analysis
- Creating and managing Power Pivot models
- Using DAX formulas for data analysis

**Module 4: Data Visualization and Reporting**

- Creating advanced charts and tables
- Using Conditional Formatting and Icon Sets
- Creating dashboards and reports

**Module 5: Advanced Excel Techniques**

- Using macros and VBA programming
- Advanced data modeling and forecasting
- Using Excel add-ins and plugins



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## **Course Title: Soft Skills for Managerial Effectiveness**

**Course Overview:** This course is designed to equip managers with essential soft skills to enhance their leadership effectiveness, communication, and interpersonal skills.

### **Course Objectives:**

- Develop self-awareness and emotional intelligence
- Improve communication and interpersonal skills
- Enhance leadership and team management abilities
- Build conflict resolution and negotiation skills
- Develop adaptability and time management skills

### **Course Outline:**

#### **Module 1: Self-Awareness and Emotional Intelligence**

- Understanding personal strengths and weaknesses
- Emotional intelligence and empathy
- Building self-awareness and personal growth

#### **Module 2: Effective Communication**

- Verbal and non-verbal communication skills
- Active listening and feedback techniques
- Conflict resolution and negotiation skills

#### **Module 3: Leadership and Team Management**

- Leadership styles and approaches
- Building and managing high-performing teams
- Delegation and empowerment techniques

#### **Module 4: Interpersonal Skills and Building Relationships**

- Building trust and rapport with team members
- Effective networking and collaboration
- Managing conflict and difficult conversations

#### **Module 5: Adaptability and Time Management**

- Managing change and ambiguity
- Prioritizing tasks and managing time effectively
- Building resilience and stress management





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## **Certificate Title: Finance Foundation Course**

**Course Overview:** This course provides a comprehensive introduction to the fundamentals of finance, covering key concepts, principles, and techniques in financial management.

### **Course Objectives:**

- Understand the basics of finance and financial management
- Learn financial analysis and decision-making techniques
- Develop skills in financial planning and budgeting
- Understand financial markets and instruments
- Apply financial concepts to real-world scenarios

### **Course Outline:**

#### **Module 1: Introduction to Finance**

- Definition and scope of finance
- Financial management functions
- Financial markets and institutions

#### **Module 2: Financial Analysis**

- Financial statement analysis (balance sheet, income statement, cash flow)
- Ratio analysis and interpretation
- Financial performance evaluation

#### **Module 3: Financial Management**

- Time value of money
- Risk and return
- Asset allocation and diversification

#### **Module 4: Financial Planning and Budgeting**

- Financial goal-setting and planning
- Budgeting and forecasting
- Capital budgeting and decision-making

#### **Module 5: Financial Markets and Instruments**

- Money market and capital market
- Stocks, bonds, and other securities
- Derivatives and alternative investments