

### IQAC recommendation

IQAC, Vivekananda College, Thakurpukur, met on 14/Sept/2021, to envisage, formulate and design Add-On Courses, beyond prescribed Curriculum

A. It was decided that all the departments of Humanities, Science and Commerce would design and formulate 30 hour Add-On Courses for the session 2021-22, Academic calendar, as per UGC guidelines.

B. It was decided that the Departments would be free to choose the Courses on the basis of their (subject) relevance, practicality and feasibility.

C. It was decided that the Departments would have a Course Coordinator, who would design the Course and Course materials, in consultation with all teachers of the Department.

D. It was decided that each Department would design its own format; and could follow a blended mode of instruction.

E. It was decided that the Departments would be encouraged to use and utilize their own resources while formulating the Add-On Courses, rather than relying on Outsourcing.

F. IQAC would send its recommendations to the Principal/TIC for perusal and implementation.

  
14/09/21  
Co-ordinator  
IQAC  
Vivekananda College  
Kolkata-700 063



# VIVEKANANDA COLLEGE

(GOVT. SPONSORED) (NAAC ACCREDITED GRADE 'A')

Ref. No. ....

Date 21/9/21

## Notice

It is hereby notified that Vivekananda College, Thakurpukur, will offer Add-On Courses to All Honours students for the Academic year 2021- 22.

Each Department will offer an Add-On Course as per UGC guidelines. Each Course will be structured & overseen by a Course Coordinator, selected from the respective Department. Departmental Heads are requested to take up the matter on an urgent basis.

*thp*  
21/9/21

Principal  
Vivekananda College  
Thakurpukur, Kol-63

## Notice

Date: 03/09/21

A meeting will be held on 06/09/21 (Monday) at 6 p.m. in Google

Meet on the following Agenda:-

- i) Academic Plan for Odd Semester
- ii) Routine for Odd Semester
- iii) Academic Plan for 'Add on Course' on Excel & MINITAB
- iv) Miscellaneous

*Nitikanla Mukherjee*  
HOD  
[Dept. Of Statistics] 03/09/21

VIVEKANANDA COLLEGE, THAKURPUKUR

DEPARTMENT OF STATISTICS

Resolution of the Departmental Meeting held on 06/09/2021

A. Teachers present in the Meeting:

- i) Prof. Nilkanta Mukherjee
- ii) Prof. Sutapa Biswas
- iii) Prof. Riddhi Das Majumder

B. Minutes of the Meeting:

- i) In the departmental meeting, all the teachers of our department unanimously decided that the honours students would be offered a 30 hrs. Add-On Course on "DATA ANALYTICS USING EXCEL/MINITAB" (30 hours).
- ii) It was also decided in the meeting that Prof. Nilkanta Mukherjee of Dept. of Statistics would be the Course Coordinator for the Add-On Course.
- iii) The course structure of the Add-On Course submitted by Prof. Nilkanta Mukherjee was accepted by all the teachers of the Department.
- iv) Certificates would be given to each student at the successful completion of the course.

Nilkanta Mukherjee  
HOD 06/09/2021  
[Dept. Of Statistics]

*Sm*  
6/9/21

*Rdm*  
6/9/21

**DEPARTMENT OF STATISTICS**  
**Syllabus of value-added course**

**on**

**“DATA ANALYTICS USING EXCEL/MINITAB” (30 hours)**

**Unit-1: A Brief Introduction to Excel [5L-5 Hours]**

- ❖ Defining the need for Excel
- ❖ Exploring the New and Enhanced Features of Excel 2010
- ❖ Understanding Workbooks and Worksheets
- ❖ Starting Microsoft Excel 2010 Application

**Unit-2: Working with Charts, Smart Art Graphics & Sparklines [5L-5 Hours]**

- ❖ Understanding different types of Charts
- ❖ Working with Smart Art Graphics
- ❖ Understanding Sparklines

**Unit-3: Visualizing Data using Conditional Formatting, Sorting & Filtering Data [5L-5 Hours]**

- ❖ Understanding Conditional Formatting
- ❖ Understanding Sorting & Filtering

**Unit-4: Working with Formulas & Functions [5L-5 Hours]**

- ❖ Defining The Basic Concepts used in Formulas
- ❖ Defining The Basic Concepts used in a Function
- ❖ Working with Mathematical & Statistical Functions
- ❖ Working with Logical Functions

**MINITAB: [10 Hours]**

- Introduction of MINITAB as a helping tool in Data Analysis.
- Data visualization techniques using MINITAB.
- Time Series Analysis using MINITAB.
- Analysis of Variance using MINITAB.

**Mode of Evaluation: Exam/Assignment**

It will be discussed in detail later on.

**Special Opportunity:**

Doing Project on real life data.

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## **LESSON PLAN OF DATA ANALYSIS USING EXCEL/MINITAB**

Resource Person: Prof. Nilkanta Mukherjee

Sl no.	Topic (using EXCEL)	No. of Classes
1	Introduction, Data Cleaning Outlier detection	1
2	Data Visualization, Data Classification	1
3	Descriptive Statistics & their practical justifications	2
4	Report writing Techniques	1

Resource Person: Prof. Riddhi Das Majumdar

Sl no.	Topic (Theoretical Concept)	No. of Classes
1	Introduction to Statistical Inference	1
2	Constructions of Null Hypothesis, Alternative Hypothesis Critical region, P-Value based conclusions.	1
3	Non-Parametric Testing	1
4	Different types of Testing Techniques based on different Types of objectives.	1

Resource Person: Prof. Sutapa Biswas

Sl no.	Topic (using MINITAB)	No. of Classes
1	Different types of Component Analysis in Time Series	2
2	Relation between Longitudinal Data & Time Series Data	2
3	Stochastic approach in Time Series Analysis such as MA(q), AR(p), ARMA, ARIMA etc.	3
4	Data Driven conclusion writing of Time Series Data.	3

Resource Person: Prof. Nilkanta Mukherjee

Sl no.	Topic	No. of Classes
1	Introduction to MINITAB	2
2	Data description, Group comparison, ANOVA	3
3	Multiple Regression	4
4	Logistic Regression	2

Examination will be held at the end program