

**SHORT TERM/
VALUE ADDED
PROGRAMMES
ORGANIZED**

Value Added/ Short-Term Courses

S.NO.	DETAIL	DATE
1	VAC on AI	22/07/2024- 22nd Aug 2024
2	Advanced Excel and Power BI	24th-july to 5th Aug 2024
3	Value Added Course for Staff on Excel and Advanced Excel	29-Jul-3rd Aug 2024
4	Advanced Excel and Career Readiness	5th Sep 2024
5	VAC for Staff on Excel and Advanced Excel	16th -20th September, 2024
6	Video Editing & TV Production	3-15th Jan 2025
7	TV Production	3-15th Jan 2025
8	Advanced Photoshop	3-15th Jan 2025
9	Web Designing	6-14th January 2025
10	Value Added Course for Faculty on Advanced Excel, Power BI & SQL	21st January, 2025
11	Mobile App Development	17th January 2025
12	VAC on Full Stack Web Designing	6th-14th Feb 2025


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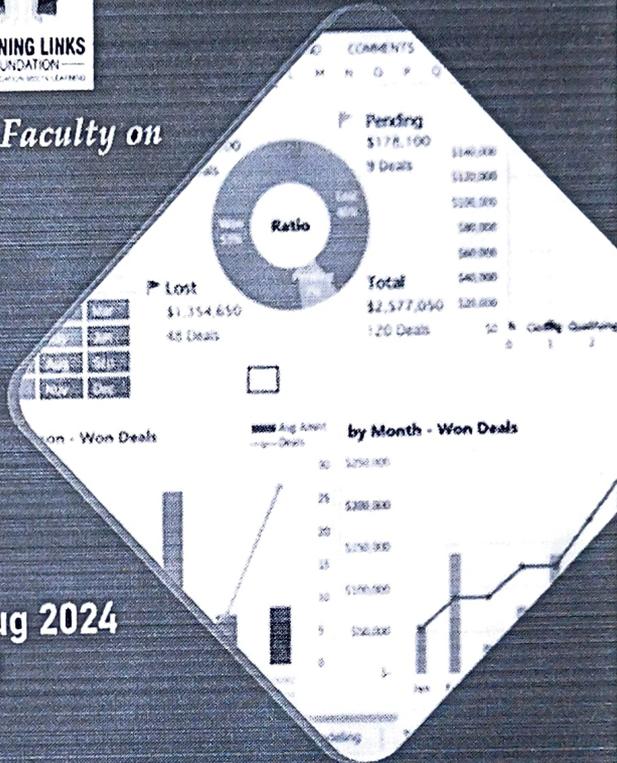
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Value Added Course for Faculty on

EXCEL AND ADVANCED EXCEL



29th Jul - 3rd Aug 2024
10:00AM - 12:00PM

Computer Lab
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Value Added Course (VAC) on Excel and Advanced Excel

Date: 29th July to 3rd Aug 2024

Time: 10:00 AM – 12:00 PM

Venue: Computer Lab, Block A

Organized by: Learning Link Foundation (LLF)

Introduction:

The **Learning Link Foundation (LLF)** organized a **Value Added Course (VAC)** for faculty members on **Excel and Advanced Excel** from 14th July to 19th July 2024. The program was designed to strengthen the data handling, analytical, and reporting capabilities of the faculty through practical sessions on Microsoft Excel. The training covered a wide range of topics from fundamental tools to advanced functions- including formulas, pivot tables, charts, data visualization, and automation techniques.

Learning Outcomes:

By the end of the course, participants were able to:

- Apply essential Excel functions such as VLOOKUP, HLOOKUP, and IF statements for data analysis.
- Develop interactive reports and dashboards using PivotTables and PivotCharts.
- Clean, sort, and filter large datasets efficiently.
- Utilize conditional formatting and macros for automation and enhanced accuracy.
- Improve efficiency through the use of Excel shortcuts and data management tools.

Beneficiaries:

The faculty members from various departments were the primary beneficiaries of this course. They gained hands-on experience in applying Excel tools for academic, research, and administrative purposes, resulting in improved productivity and data accuracy.

Conclusion:

The Value Added Course on Excel and Advanced Excel by Learning Link Foundation (LLF) was highly successful and well-received by all participants. It provided an excellent opportunity for faculty development, encouraging a data-driven and technology-enabled approach to teaching and institutional management. The initiative reflects the institution's commitment to continuous learning and digital empowerment.


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Value Added Course for Staff on Excel and Advanced Excel

Date: 16th – 20th September 2024

Time: 10:00 AM to 1:00 PM

Venue: Conference Room, Trinity Institute of Professional Studies, Dwarka

Organised by: IQAC, Trinity Institute of Professional Studies

Conducted by: Learning Link Foundation

Introduction:

A *Value Added Course on Excel and Advanced Excel* was organised for the staff members of Trinity Institute of Professional Studies, Dwarka, under the aegis of the Internal Quality Assurance Cell (IQAC) from 16th to 20th September 2024. The course was conducted by *Learning Link Foundation*, a reputed organisation known for delivering skill-based and corporate training programs. The primary objective of the course was to enhance the data management, analytical, and reporting skills of staff members by familiarising them with the practical applications of Excel.

Course

The five-day training program covered both foundational and advanced Excel functionalities. Trainers from Learning Link Foundation used a hands-on approach, enabling participants to practice directly on datasets and scenarios relevant to academic and administrative work.

Overview:

The course modules included:

- **Basic Excel Operations:** Cell formatting, formulas, sorting, and filtering
- **Data Handling:** Use of conditional formatting, data validation, and pivot tables
- **Advanced Functions:** VLOOKUP, HLOOKUP, INDEX-MATCH, and logical functions
- **Data Visualization:** Creating charts and dashboards
- **Automation:** Introduction to macros and data analysis tools

Learning Outcomes:

Participants gained a strong understanding of Excel's analytical capabilities and its role in streamlining institutional processes. They learned to efficiently manage large datasets, perform automated calculations, and create visually appealing reports and dashboards. The training enhanced productivity and encouraged data-driven decision-making across departments.

Beneficiaries:

The course benefited non-teaching and administrative staff from all departments, including Accounts, Examination, Admission, and Academic Support. Their active participation throughout the sessions reflected a keen interest in improving their digital proficiency.

Conclusion:

The *Value-Added Course on Excel and Advanced Excel* successfully achieved its goal of empowering the staff members of Trinity Institute of Professional Studies with essential data-


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handling and analytical skills. Conducted by *Learning Link Foundation* under the guidance of IQAC, the program contributed significantly to institutional capacity building and the promotion of a culture of continuous learning and professional growth.

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Report on 40 hour Advanced Excel, Power BI, & SQL

The CS & IT department of Trinity Institute of Advanced Studies, Dwarka organised a 40 Value added course on Advanced Excel, Power BI, & SQL for the 2nd and 3rd year BCA students. This venture was a joint collaboration of Trinity institute and Anudip Foundation in partnership with E&Y as part of their skill enhancement drive. The participant students were given orientation about the course on 21st January 2025 by the resource person from Anudip Foundation.

The Value Added Course on Advanced Excel, Power BI, and SQL with Soft Skills was organized to enhance the technical competency and employability skills of BCA students. Conducted in collaboration with Anudip Foundation, the 40-hour course focused on developing the students' abilities in data analysis, business intelligence, and database management, visualisation along with essential professional communication and teamwork skills. The sessions were designed with a balanced mix of hands-on practice, conceptual learning, and real-world case studies and capstone project. Through this course, students were exposed to industry-standard tools and techniques used for data-driven decision-making. At the end of the course, the final assessment was taken by representatives from E&Y.

The details of the course are as follows:

Date: 10/02/2025 to 04/03/2025

Time: 6:00PM -8:00PM

Mode: Online

Resource Person: Mr. Akhiljeet, Senior Faculty(Anudip)

Beneficiaries: 2nd & 3rd Year students of BCA

No. of registered students: 58

Learning outcomes:

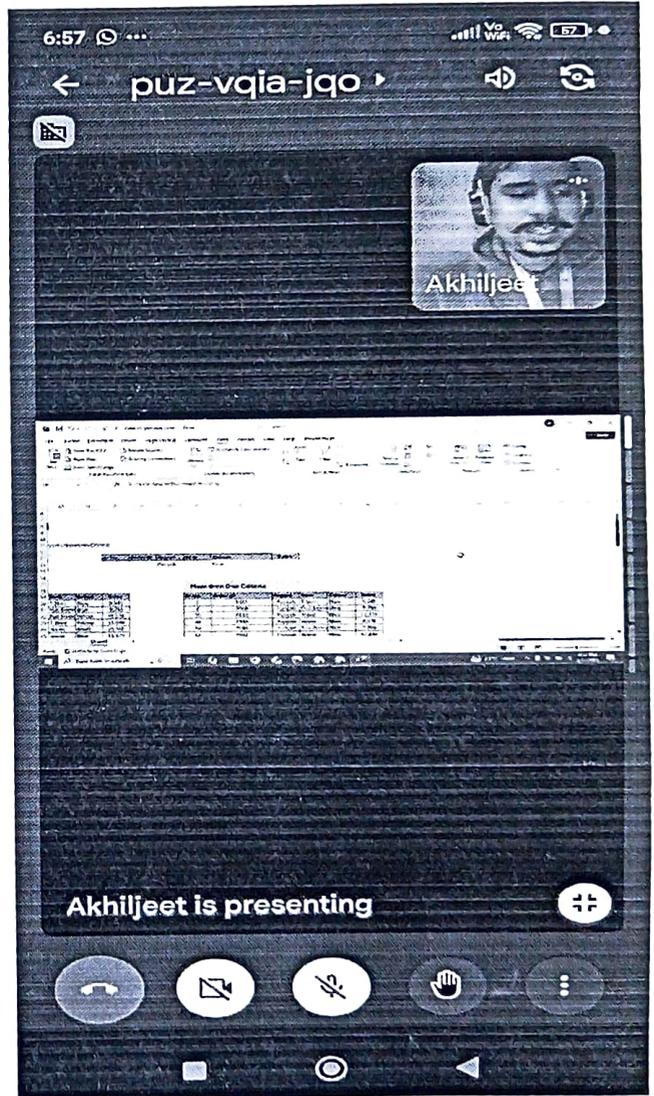
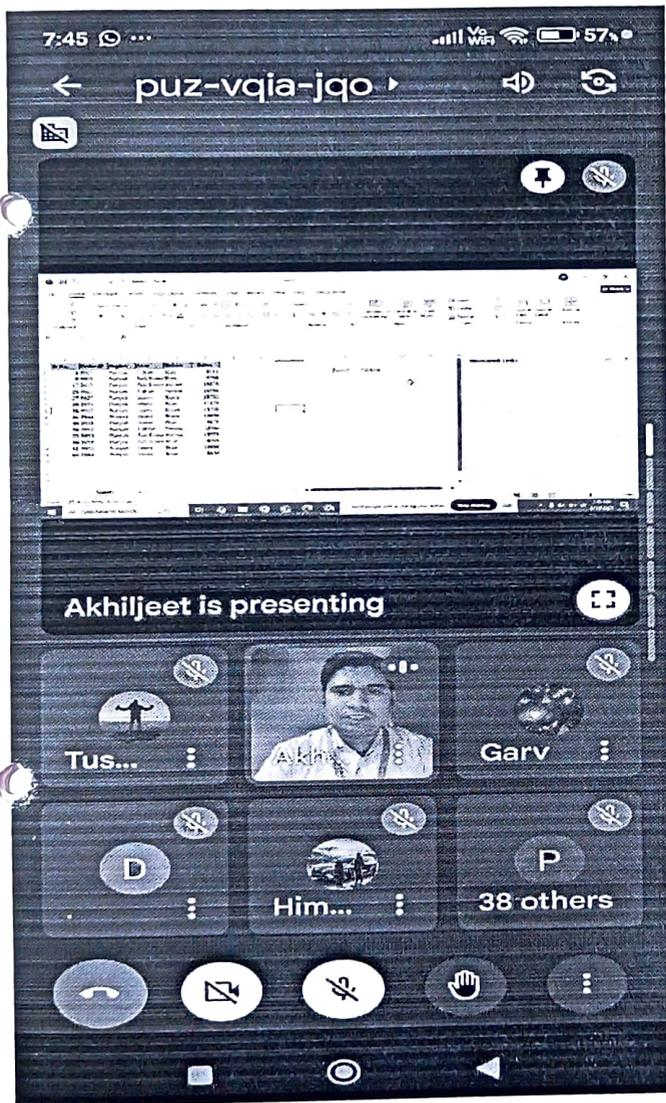
The students got the opportunity to learn and grasp the following:

- Apply advanced Excel features such as formulas, functions, PivotTables, and data visualization tools to manage and analyze large datasets effectively.
- Worked on datasets to analyse for key findings.
- Create interactive dashboards and reports using Power BI, integrating multiple data sources and applying DAX expressions for meaningful insights.
- Design and query relational databases using SQL, including data retrieval, filtering, aggregation, and joining tables for analytical purposes.
- Integrate Excel, Power BI, and SQL to perform comprehensive data analytics and generate professional, data-driven solutions for real-world business scenarios.
- Develop problem-solving and analytical thinking skills through hands-on projects and case studies related to data handling and reporting.
- Communicate analytical findings effectively through clear visual presentations and technical documentation.
- Demonstrate essential soft skills such as teamwork, time management, adaptability, and professional communication suitable for IT and corporate environments.

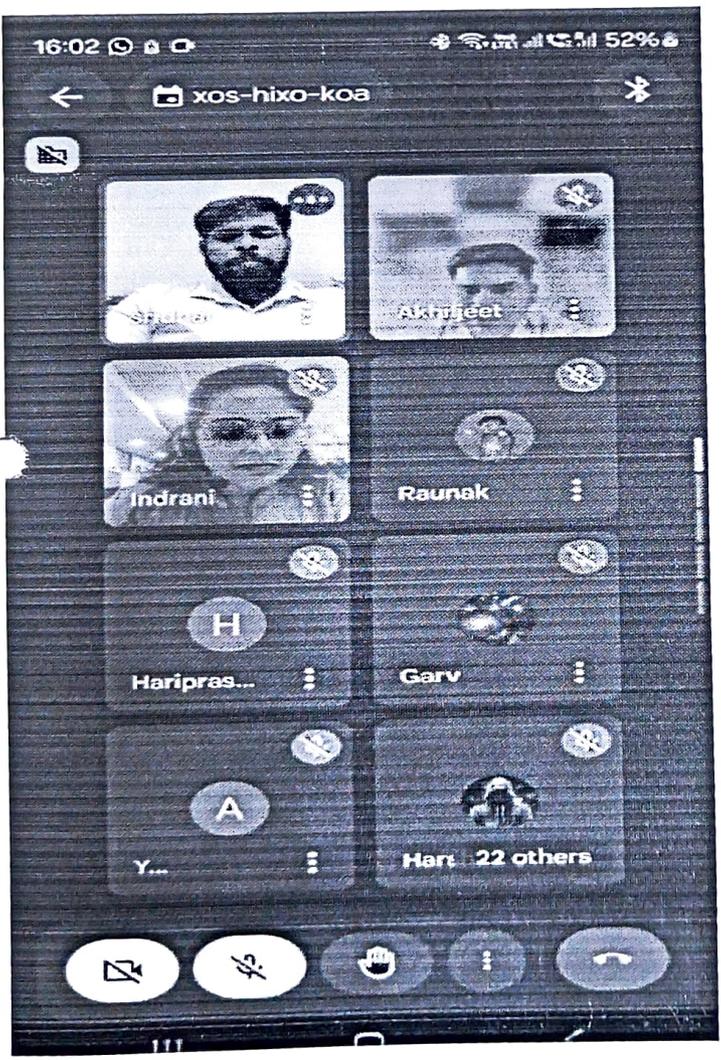
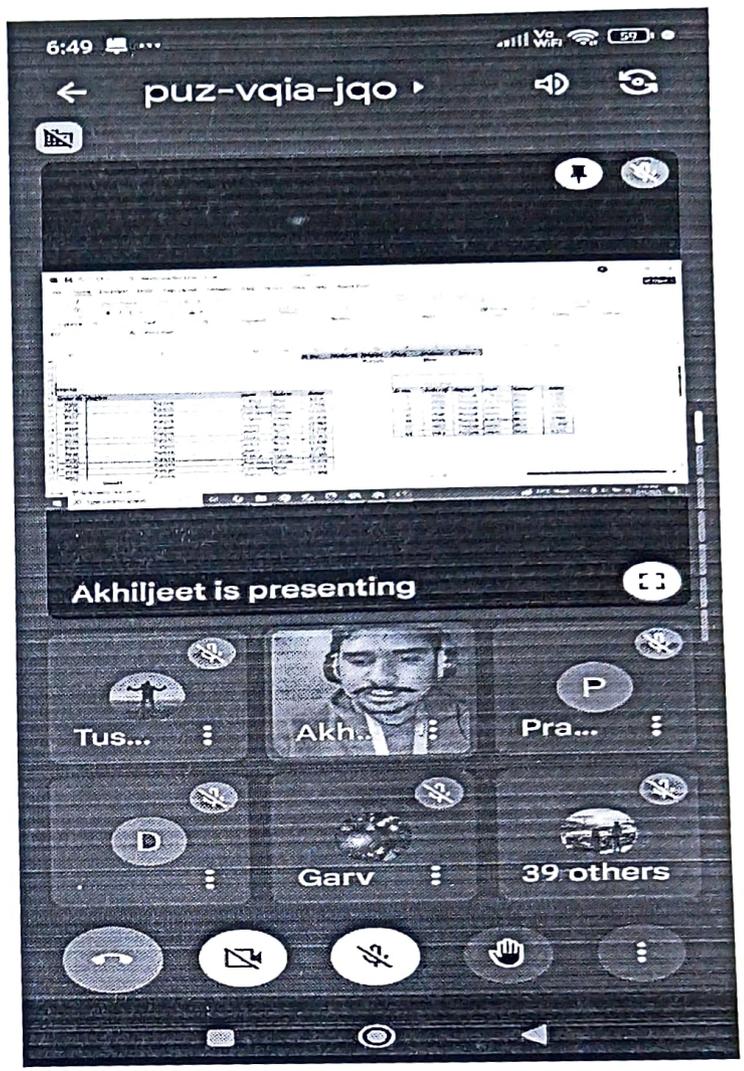
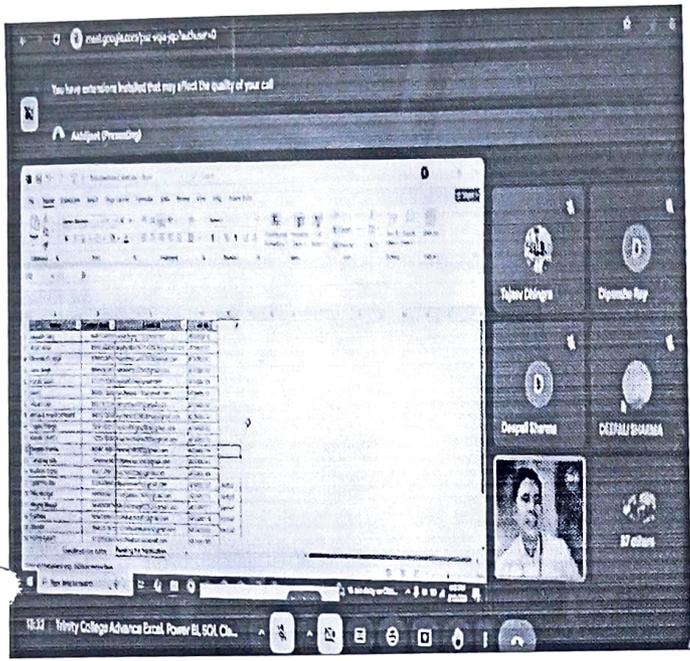

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The completion of the course was marked by the assessment by the personnel from Ernst & Young on the last day of the course. The certificates to the successfully completed candidates were distributed during the inaugural ceremony of the vocational course on 24th July 2025.

Glimpses from the course:

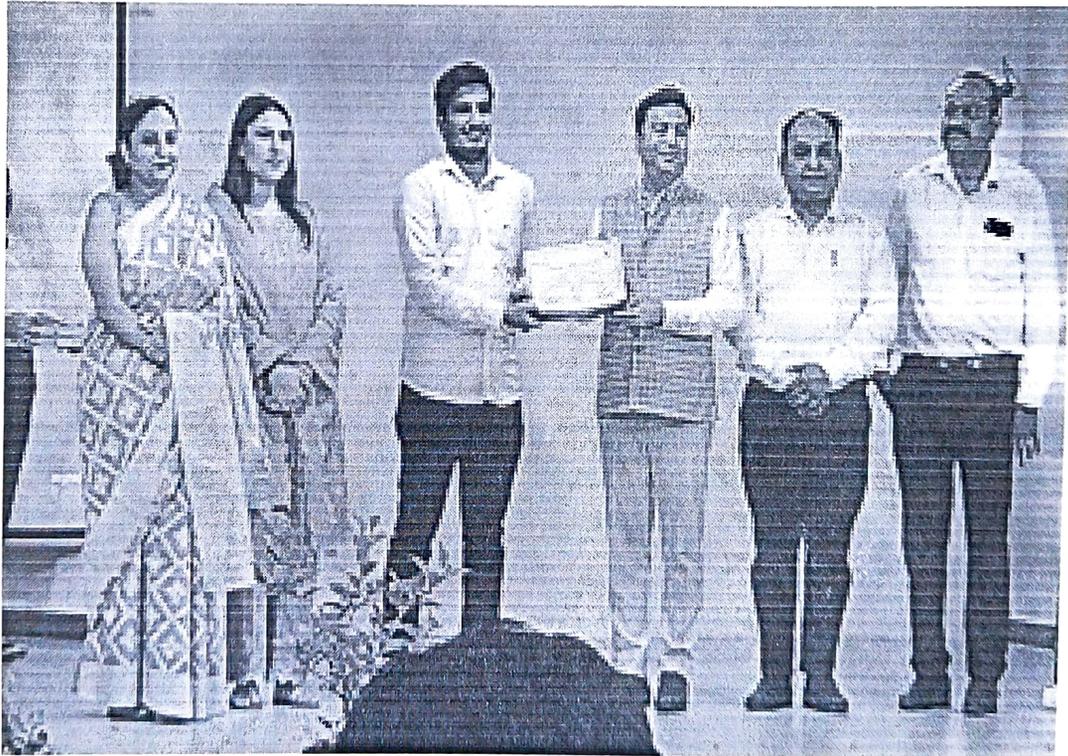


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Glimpse from Certificate distribution ceremony:



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Report on Seminar on Advanced Excel, Power BI, & SQL

The CS & IT department of Trinity Institute of Advanced Studies, Dwarka organised a seminar on the topic of Advanced Excel, Power BI, & SQL for BCA students on 21st January, 2025. The seminar was handled by Anudip Foundation in collaboration with E&Y as part of their skill enhancement drive. The event aimed to orient the attendee students on the career prospects by enhancing skill in the domain of Advanced Excel, Power BI, and SQL. The details are as follows:

Venue: MPH, TIPS, Dwarka

Time: 1:30PM -2:30PM

Resource Person: Mr. Akhiljeet, Senior Faculty(Anudip)

Beneficiaries: 2nd & 3rd Year students of BCA

Learning Outcome:

- Demonstrated key aspects of Excel and its use; highlighted the importance of Power BI and SQL in analytics.
- Anudip Foundation will be providing a 40 hour long value added course to the students.
- Placement opportunity for final year students after successful completion of the course.
- Internship facility for 2nd year students after successful completion of the course

The event highlighted the importance of upskilling by students to explore the career landscape available in front of the younger minds. Towards the end of the event the director encouraged and motivated the attendee students to join and register for the value added course and take the opportunity at maximum level. The event concludes with felicitation of the resource person from Anudip by the director, Prof(Dr.) Ashutosh Agarwal.


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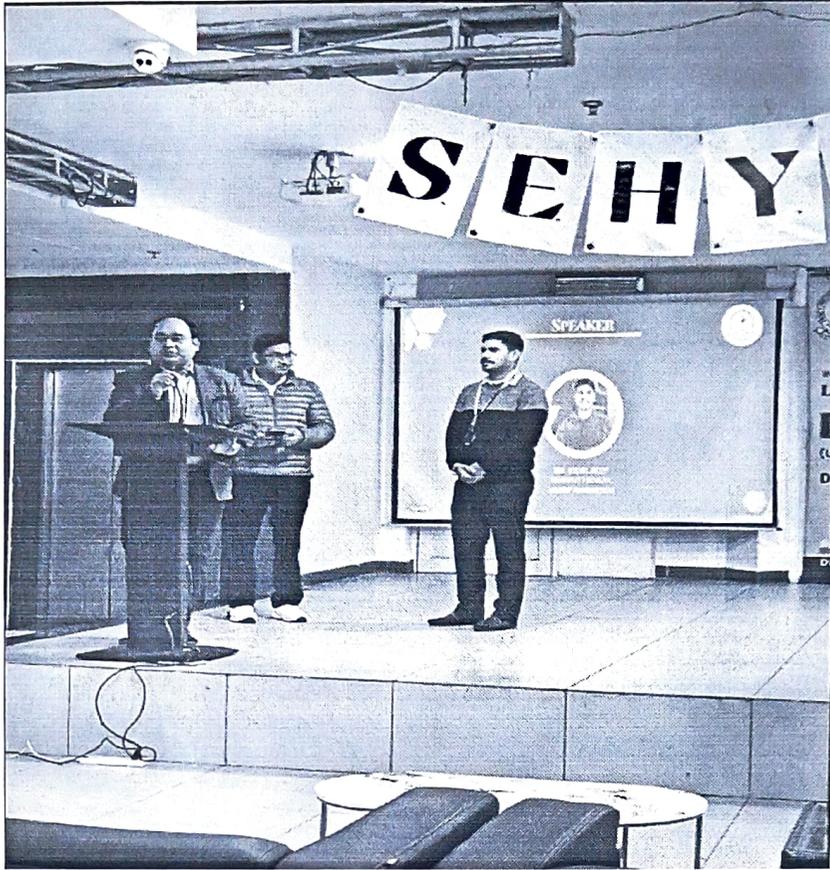
Glimpses:



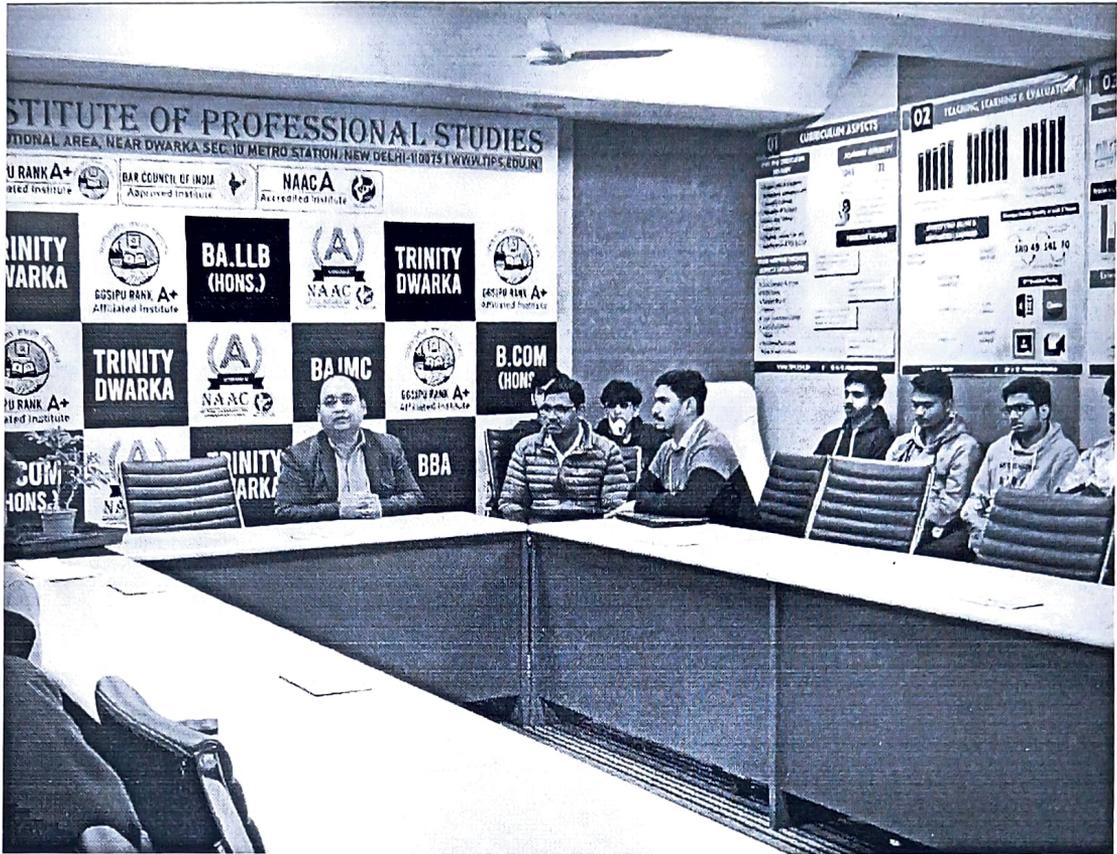
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Report on 30 hour Value Added Course on Web Designing

The CS & IT department of Trinity Institute of Professional Studies organised a 30 hour long Value Added Course for the 1st year BCA students. This course was designed to equip participants with a comprehensive set of skills in web design and development, and multimedia creation.

The course was inaugurated with the welcome and motivating address by the **Director, Prof.(Dr.) Ashutosh Agrawal** on 6th January. The special invitee representatives from Anudip Foundation **Ms. Kiran**, and **Mohammad Nisar**, addressed the gathering with inspiring words and elaborated the significance of taking up the course. Their speeches motivated the students and emphasized the importance of professional development in today's competitive world.

The details of the course are as follows:

Resource Person: Mr. Bhupendra Mehra, Senior faculty, Anudip Foundation

Date: 6-14th January, 2025

Time: 10:00-12:30 and 1:00- 3:30

Venue: Room No.407

Beneficiaries: BCA 1st year students

Day wise overview of the course:

First day(6-01-2025):

The resource person, Mr. Bhupendra Mehra, the trainer from Anudip, delivered an engaging presentation, where he introduced **IBM (International Business Machines Corporation)** and its significance in the field of technology and innovation. He shared valuable insights into the company's contributions and how its programs are designed to empower students and professionals alike.

He started the session by introducing, **Kick Resume** and **Novo Resume**, two highly effective tools for creating outstanding resumes. These platforms, as explained by Mr. Mehra, help individuals build resumes that meet international standards, enhancing their chances of securing better opportunities.

The trainer also covered crucial aspects of career building, including:

- How to prepare and crack interviews confidently.
- Techniques to review interview performances for continuous improvement.
- Insights into employee salaries, roles, and expectations in the industry.

A moment of pride for all attendees was the announcement of achieving the **IBM International Business Certificate in Web Development**. This certificate, earned through dedicated effort, encompasses training in professional communication, web development, and mastering interview skills.

Second day(7-01-2025):

A comprehensive session on **Web Development Basics** was conducted by **Mr. Bhupendra**. The session aimed to equip participants with foundational knowledge of web development concepts, tools, and practices essential for creating modern websites.



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Key Highlights of the Session

1. Introduction to Web Development

Mr. Bhupendra initiated the session by explaining the core elements of web development, focusing on the roles of HTML, CSS, and JavaScript. The basics of front-end and back-end development were also covered, providing a holistic view of the field.

2. MCQ Quiz for Interactive Learning

To make the session more engaging, an **MCQ quiz** was conducted, testing participants on key web development concepts. The quiz was not only an interactive activity but also a means to clarify doubts and solidify understanding.

3. Features of Visual Studio Code (VS Code)

The session delved into the features of **Visual Studio Code**, a popular code editor. Mr. Bhupendra highlighted the following features:

- User-friendly interface and customization.
- Extensions for enhanced productivity (e.g., Prettier, Live Server).
- Integration with Git for seamless version control.

4. VS Code Shortcuts

To enhance productivity, Mr. Bhupendra shared various **VS Code shortcuts**, including:

- **Ctrl + P**: Quick file navigation.
- **Ctrl + Shift + F**: Search across the project.
- **Alt + Arrow Keys**: Move lines of code up or down.
- **Ctrl + /**: Toggle comments on selected lines.

The session was highly interactive, blending theoretical knowledge with practical demonstrations. Mr. Bhupendra's teaching approach made the complex concepts of web development accessible and engaging. The session also familiarized participants with efficient coding tools like VS Code and its shortcuts, fostering productivity.

Third day(8-01-2025):

The session was on the **Introduction to HTML and CSS** and how to access **Visual Studio Code (VS Code)**. The session aimed to provide foundational knowledge about web development and familiarize students with essential tools.

Session Details

1. Introduction to HTML and CSS:

- Mr. Bhupendra explained the basics of HTML structure, including tags, elements, and attributes.
- He also introduced CSS and demonstrated how to style HTML elements effectively using inline, internal, and external stylesheets.

2. Accessing Visual Studio Code:

- A step-by-step guide on downloading, installing, and setting up VS Code.
- Mr. Bhupendra also covered the process of creating and editing HTML and CSS files in VS Code.

The session provided a solid introduction to web development for beginners. Students gained hands-on experience in setting up a development environment and creating basic web pages.

Fourth day(9-01-2025):


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The session was conducted by Mr. Bhupendra, covering topics with practical learning exercises. It began with an introduction to ordered lists, unordered lists, and definition lists. Mr. Bhupendra Sir explained their purposes and demonstrated how to create each type of list in HTML.

Topics Covered:

1. Ordered List, Unordered List, and Definition List:

- Mr. Bhupendra Sir introduced and explained how to create and use:
 - **Ordered Lists (ol):** Used to display items in a sequential or numbered order.
 - **Unordered Lists (ul):** Used for displaying bullet-pointed lists.
 - **Definition Lists (dl):** Used to define terms and their descriptions.
- Practical examples of each list were demonstrated.

2. Anchor Tag () and CSS Styling:

- He taught the purpose and use of the anchor tag for creating hyperlinks.
- Basic CSS properties were introduced to style lists and links, such as:
 - Changing colors.
 - Adjusting fonts.
 - Adding hover effects to links.

3. Interactive Project: Switch On/Off Bulb Using JavaScript:

- A hands-on project was taught where students created an interactive web application to switch a bulb on and off.
- The project involved:
 - Using HTML for structure.
 - CSS for styling the interface.
 - JavaScript for implementing the toggle functionality.

The session was highly interactive and informative. Students learned essential web development techniques and gained practical experience by implementing a project.

Fifth Day(10-01-2025):

The project involves designing and creating animations in GIF format, focusing on visual storytelling, dynamic content creation, and technical precision. It emphasizes the integration of creative and technical skills for professional growth.

Objectives:

To design and create animations in GIF format that effectively convey ideas and concepts through engaging visual content.

Methodology:

- Tools Used: Adobe Photoshop, Canva, or similar animation tools.


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- Steps:

1. Draft a storyboard to outline the animation concept.
2. Design individual frames or sequences for the animation.
3. Compile frames into a GIF format using animation tools.
4. Add transitions, effects, and optimize the GIF for smooth playback.

Applications

- Digital marketing campaigns to create engaging advertisements.
- Social media content to enhance audience engagement.
- Educational visuals to simplify complex topics through animations.
- Entertainment industry, including gaming and promotional videos.

The GIF animation project under the IBM Skill Development Program demonstrates the significance of combining technical proficiency with creativity. By exploring tools for animation design and execution, the project equips learners with skills essential for the modern digital landscape, highlighting its applications in marketing, education, and entertainment.

Sixth day(13-01-2025):

The sixth day sees the overall guidance by the trainer for developing a project using the various topics and tools covered so far. The Web Development Fundamentals and Advanced Techniques used are as follows. Core concepts covered included:

- **HTML (HyperText Markup Language):** Participants learned to structure web pages using HTML tags, creating the foundational framework for web content. This included understanding the hierarchy of elements, semantic HTML, and best practices for accessibility.
 - **CSS (Cascading Style Sheets):** Building upon HTML, participants delved into CSS, learning to style web pages with colors, fonts, layouts, and visual effects. Key concepts covered included:
 - **CSS Box Model:** Understanding how elements are rendered and styled within the browser.
 - **CSS Selectors:** Targeting specific elements to apply styles precisely.
 - **Flexbox and Grid Layout:** Learning to create responsive and flexible layouts for web pages.
 - **CSS Animations:** Exploring the creation of dynamic and engaging web elements using CSS animations, including keyframe animations and transitions.
 - **JavaScript Fundamentals:** The program introduced participants to the fundamentals of JavaScript, the scripting language that brings interactivity to web pages. Key concepts included:
 - **Variables and Data Types:** Understanding how to store and manipulate data within JavaScript.
 - **Control Flow:** Learning to control the flow of execution using conditional statements and loops.
 - **Functions:** Creating reusable blocks of code to perform specific tasks.
 - **Event Handling:** Responding to user interactions with web pages using event listeners. Interactive Logo Design and Social Media Icon Development. A significant portion of the program focused on visual design and communication.
- Participants learned:**


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- **Interactive Logo Design:** Principles of effective logo design, including colour theory, typography, and visual hierarchy. Participants practiced creating visually appealing logos with interactive elements, such as hover effects and animations.
- **Social Media Icon Development:** The program emphasized the importance of visually consistent and engaging social media icons. Participants learned to design and optimize social media icons using CSS, focusing on best practices for responsive design and cross-platform compatibility.

Resume Building and Career Development:

Recognizing the importance of professional development, the program included a dedicated module on resume building and career preparation.

- **Craft Compelling Resumes:** Utilize resume-building tools like Kickresume, Ambition Box, Canva, and Zety to create professional and ATS-friendly resumes.
- **Tailor Resumes to Specific Roles:** Learn to tailor resumes to specific job descriptions and industry requirements, highlighting relevant skills and experiences.
- **Master Interview Skills:** Develop effective interview preparation strategies, including researching potential employers, practicing common interview questions, and analyzing
- **Industry Insights:** Gain insights into the hiring process, industry expectations, and career paths in the digital domain.

GIF Animation Project:

A significant component of the program was the GIF animation project. Participants were tasked with designing and creating original animations in GIF format using tools like Adobe Photoshop and Canva. This project provided a valuable opportunity for participants to:

- **Apply Theoretical Knowledge:** Apply the concepts learned in web development and design to a practical project.
- **Develop Creativity and Innovation:** Explore their creative potential and develop unique animation concepts.
- **Enhance Technical Skills:** Master the use of animation tools and software to create high-quality GIFs.
- **Project Management:** Manage the animation creation process effectively, from concept development to final output.

Seventh & Closing Day(14-01-2025):

The day starts with the presentation of projects developed by the participant students. The trainer, resource person, Mr. Bhupendra Mehra was felicitated by Prof.(Dr.) Sandhya Maitra. She expressed the importance of such value added course in shaping the career of the students in future. She also encouraged students to participate and attend such courses and congratulated the students on successful completion of the course.

Impact and Conclusion:

The IBM Skill Development Program at Trinity Institute of Dwarka proved to be a transformative experience for participants. The combination of theoretical instruction, hands-on exercises, and industry insights equipped them with a strong foundation in web

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development, design, and digital media creation. The program fostered critical thinking, problem-solving, and collaborative skills, empowering participants to thrive in the dynamic digital landscape.

Glimpses from the Event:



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