



**TWO WEEKS CAPACITY BUILDING PROGRAMME FOR RESEARCH SCHOLARS IN SOCIAL SCIENCE: DATA ANALYSIS USING EXCEL**

Course Dates: (Tentative)

6 December – 18 December 2021

**Organised by**

**CoE in Human Capital Development**

UtkalUniversity,Bhubaneswar-751004,

Odisha,India

**WEBSITE:**

[www.utkaluniversity.nic.in](http://www.utkaluniversity.nic.in)

**Important Dates:**

Last date of receipt of application:  
20November2021

Selection to be communicated:  
22November2021

Confirmationbythecandidatetodatewithpayment:26November2021

Course dates:  
29 November -  
11December2021

## Overview of the Course

Keeping in perspective the need for quality research and utilizing modern statistical tools for handling research data in most efficient manner the proposed Course aims to provide the resources and know-how for the benefit of the students pursuing research. Data analysis is a process used by researchers for reducing data to a story and interpreting it to derive insights. The data analysis process helps in reducing a large chunk of data into smaller fragments, which makes sense. Three essential things take place during the data analysis process — the first data organization. Summarization and categorization together contribute to becoming the second known method used for data reduction. It helps in finding patterns and themes in the data for easy identification and linking. Third and the last way is data analysis – researchers do it in both top-down or bottom-up fashion. Excel is everywhere. It's the go-to analysis tool and spreadsheet software for many business users. With Tableau, it is even more powerful, with a drag-and-drop approach to visual analysis, Tableau makes exploring Excel data faster and easier. You can ask and answer questions as you go, instead of running separate reports or cross-tabs for every question. Tableau visualizations are interactive and highly shareable, helping everyone in your business get answers.

## Objectives of the Course

Following are the main objectives of the proposed Course:

- To acquaint the research scholars with the basics of Excel.
- To expose them to the new concepts in Excel.
- To acquaint research scholars with appropriate selection of

## ORGANISING COMMITTEE

### Patron:

Professor S. Acharya  
Vice-Chancellor

### Advisor:

Professor N. N. Das  
Coordinator, WB  
project, UU

### Convener:

Prof. Mitali Chinara

### Course Director:

Dr. Madhuchhanda Mohanty  
Dr. Alok Ranjan Behera

### Pedagogy of the Course:

1. Lecture Method
2. Hands-on experience of Excel

### Resource Persons:

The resource persons from different premier institutions will deliver the expertise in the training Course.

### Venue of the Course:

gallery 'C',  
New Arts Block,  
Department of A&A Economics,  
Utkal University, Vani Vihar,  
Bhubaneswar

appropriate tools to analyse the data in excel.

- To train the participants on the use of Excel technique in data analysis in the field of social sciences.
- To provide hands on training for the use of Excel for analysis of different types of data.
- To give each and every participant a practical experience of conducting excel and to undertake data analysis on the same to come up with appropriate results.

## Brief Summary of Course Content

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1. Introduction to different elements in excel
2. Creating effective spread sheet (Design of spread sheet )
3. Creating effective spread sheet (Design of spread sheet)
4. Popular tools in excel
5. Popular tools in excel
6. Data Analysis
7. Creating dynamic report
8. Excel Add-in
9. Worksheet Auditing (Data cleaning)
10. Data Visualization
11. Advanced formula on excel function
12. Data entry & survey form design
13. Some popular tricks in excel

## Eligibility

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All students pursuing PhD in any recognized Indian university/research institute from any branch of Social Sciences may send their application for this training Course.

The candidates should have basic knowledge of statistics and computer application. And must have personal laptop for hands on training.

Classes will be held in the afternoon for 3 hours during the course for two weeks.

## Intake

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The maximum intake for the Course shall be 30. Those who have attended any such type of program during the last one year should not apply. Leave is not allowed during the training period. The participants shall be selected for the Course on the basis of recommendation of the guide/HoD. The participants are required to bring their own Laptops to get hands-on experience on the statistical software in the Course.

#### CONTACT DETAILS:

**Dr. Alok Ranjan Behera**

Cocoordinator, CoE in Human  
Capital

Development, Utkal University, Vani

Vihar Bhubaneswar – 751004

Odisha, India

E-mail: coehcd@gmail.com

Mobile: +919439196280/

## Application Procedure

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Interested candidates may apply to Course Director along with **duly filled registration form on or before 4 November 2021**. Registration form is enclosed with the brochure. Registration form can also be downloaded from the link given. The registration form to Course Director both in hard and soft copies duly forwarded by their PhD supervisor /Head of the Department with following enclosures:

1. Duly filled in prescribed Registration Form
2. Brief CV of the applicant

## Registration Fee, TA and Accommodation

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There is a registration fee for the Course of Rs. 500. Boarding and lodging facilities are not available for the participants. Travelling allowances are also not allowed.

## About the University

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Utkal University (NAAC 'A+' accredited), Bhubaneswar is the 17<sup>th</sup> oldest University of India and the Mother University of the state of Odisha. Being established in 1943, it caters to the learning needs of about 1.5 crore people belonging to nine districts of the state. It is a teaching-cum-research university offering 27 full-fledged regular Post-Graduate Departments and 17 Self Financing programs within the campus. The Centre of Excellence in Human Capital Development is a Centre funded by the World Bank Odisha Higher Education Programme for Equity and Excellence established with the objective of enhancing the quality of human capital.

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SCHOLARS IN SOCIAL SCIENCE: DATA ANALYSIS USING EXCEL**



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Utkal University, Vani Vihar, Bhubaneswar, Odisha-751004**

**REGISTRATION FORM**

1.	Program	Two Weeks Capacity Building Programme For Research Scholars in Social Science: Data Analysis Using Excel
2.	Duration of the Course	06 December – 18 December, 2021
3.	Name	
4.	Name of the department	
5.	Specify your Master degree subject	
6.	Which course you are in	M. Phil or PhD
7.	Name of the supervisor	
8.	If PhD, mention your registration number	
9.	Address for Communication with E-mail Id & Mobile Number	
10.	Have you attended any research methodology course earlier (Specify the date)	
14.	Any Other relevant Information which will help us for the selection of your candidature	

The above information filled by me is true to the best of my knowledge and belief.

**Signature of Participant**

**Signature of HOD/Supervisor**

Please  
Mail duly completed form with all documents to  
**Co-Ordinator, CoE in Human Capital  
Development**, Utkal University,  
Vani Vihar, Bhubaneswar, Odisha-754004  
Mobile: +919439196280; E-mail: [coehcd@gmail.com](mailto:coehcd@gmail.com)