



**MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES**  
(A Unit of Maharaja Agrasen Technical Education Society)  
Affiliated to GGS IP University; Recognized u/s 2(f) of UGC  
Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution  
Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi -110086, INDIA. [www.maims.ac.in](http://www.maims.ac.in)

**DEPARTMENT OF BUSINESS ADMINISTRATION, MAIMS**

**VALEDICTORY SESSION**  
**Skill Enhancement Certificate Course**  
**“Business Applications of MS Excel-3.0”**  
**10<sup>th</sup> September 2021**

**REPORT**

The Department of Business Administration, MAIMS, under the aegis of IQAC and in association with PCJ School of Management, Maharaja Agrasen University, Baddi, HP, organized the Valedictory Session of Certificate course on “Business Applications of MS Excel-3.0” on Friday, September 10, 2021, at 3:00 PM to acknowledge and confer certificates to the Top Ranker and Other Candidates who successfully completed the course, and also to resource persons involved in this course.

The event was conducted on an online mode using Zoom Platform, which marked the gracious presence of Prof. (Dr.) Ravi Kr. Gupta, Director, MAIMS. The program head, top rankers and resource persons were also present. The Chief Guest of the event was Prof. (Dr.) Vishal Kumar, Dean-Research and Director-PCJ School of Management, MAU, Baddi, HP. The Alumnus Guest of the event was Mr. Ankit Sharma, Branch Manager, ICICI Securities, Ltd.

The event began with the divine invocation of Sarasvati Vandana. Thereafter, Ms. Sarita Garg, Associate Professor, MAIMS delivered the opening address. In her address, she articulated that the additional courses always provide students exposure to a broad variety of skills and research tools and connect with faculty deeply engaged with practice and policy. Knowledge of MS Excel has become the integral part of every business and job. So, a comprehensive and an in-depth knowledge of MS Excel is extremely essential to work efficiently and effectively in the corporate world.

Next, Prof. (Dr.) Vijay Kumar Khurana, HOD, Business Administration in his theme address focused on the importance of life-long learning. He said how important it is for the students to work hard during their student life, by picking up skills in technology, core courses, and personal effectiveness for being ahead of the league in career. He also advised students to take pride in the work they do.

Finally, Prof. (Dr.) Ravi Kr. Gupta, Director, MAIMS, expressed his appreciation to the team for organizing this certificate course on “Business Applications of MS Excel-3.0”. He said despite 2020-21 being a year of crisis, it has turned to be a landmark year for MAIMS with so many events planned and executed successfully during this year. He again congratulated the organizing team of this certificate course. He expressed heartfelt congratulations and blessings for the top rankers of the course and the other successful candidates.



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Moving Further, due to some constraints of professional parameters the Chief guest Prof. (Dr.) Vishal Kumar was not able to mark his presence in the event, so he sent his blessings to the organizing team and the top performers of this course. He expressed his happiness on the success of the course and congratulated the top rankers and the students who successfully completed the course.

Then our Alumnus Mr. Ankit Sharma focused on the importance of MS Excel in daily and business lives such as calculating monthly expenses, budgeting & goal setting, students tackling their syllabus and various other things that most people do in casual ways rather than following simple tools that provide concrete shapes. He also said using Excel can enhance understanding of content within a graphic presentation of the information; it provides a visual representation of data that makes it easier to analyze. Excel reduces the difficulty of plotting data and allows students a means for interpreting the data.

Following this, Ms. Neetu Agarwal, Convener, Certificate course on “Business Applications of MS Excel-3.0” presented the report of this course, detailing the number of registrations, Allocation of the faculties for this course, Quizzes, Feedback Forms, Final Exam to assess the understanding level of the students. She also mentioned the criteria based on which the students had given the certificates. There were 94 registrations in the beginning. Certificates of Completion were awarded to 69 students only who successfully qualified on all four parameters, namely, attendance, participation through feedback, assignments, and MCQ tests. After the report, the souvenir of “Business Application of MS Excel-3.0” was released in the event.

Then there was the sharing of experiences by the top performers of this certificate course namely, Mr. Sagar Bhatia from MAIMS and Ms. Kanishka Sharma from Janki Devi Memorial College in which they shared experiences regarding their journey while doing this course. At the end, the event was concluded by Dr. Sushila Gupta, Assistant Professor, giving the vote of thanks.

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**Faculty Conveners:**

- **Ms. Neetu Agarwal, Assistant Professor - Business Administration**
- **Ms. Sarita Garg Associate Professor - Business Administration**

**List of Cash Award Winners and Top Performers of the Certificate Course**

Name	Program / Discipline	Institute
Mr. Sagar Bhatia	BBA	MAIMS (Cash Award Rs 500/-)
Ms. Muskan Yadav	BBA	MAIMS (Cash Award Rs 500/-)



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Ms. Kanishka Sharma	B. Com	Janki Devi Memorial College (Cash Award Rs 500/-)
Ms. Nishtha Yogi	BBA	Banarsidas Chandiwala Institute of Professional Studies (Cash Award Rs 500/-)
Mr. Nipun Chadha	BBA	MAIMS
Mr. Himanshu Aggarwal	BBA	MAIMS
Ms. Janvi Dubey	BBA	MAIMS
Ms. Tanya Gupta	B.Com (H)	Kasturi Ram College of Higher Education
Mr. Kunal Jain	BBA	JIMS Engineering Management Technical Campus
Ms. Umang Bansal	B.Com	Maharaja Agrasen University

### Souvenir of the Certificate Course





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### Glimpses of the Valedictory Program

The image shows a Zoom meeting interface. The top portion displays a presentation slide with the following text:

- VALEDICTORY PROGRAMME**
- Skill Enhancement Course
- Business Applications of MS Excel 3.0
- XCELLENCE AWARDS FUNCTION: BBA Batch 2019-22**
- Department of Business Administration
- Maharaja Agrasen Institute of Management Studies

The slide also features the MAIMS logo. Above the slide, a notification states "2 people entered the waiting room". The Zoom meeting controls at the bottom show a grid of 25 participants, including names like Vijay Kumar Khurana, Neeetu Agarwal, Sushila Gupta, Rashika Bansal, Simran Gambhir, Usha Nair, Sagar Bhatia (MAIMS), Kanishka Sharma, ANKIT SHARMA, Rishabh Jain 3E, Harshit Sadhwani, Akshat BBA, MAIMS Delhi IN, Sanam Sharma, Nipun Chadha, meenakshi, meenakshi, sumedha dutta, Shweta Rastogi, Devansh, Anshika mangla, Shweta Rastogi, Devansh, Saeed Ahmad, Nishtha Yogi, Harshit Wadhwa 3E, Shikha Sharma, and Abhishek Grover. The Zoom interface also shows recording status, search bar, and system tray information.