



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society &
Affiliated to Guru Gobind Singh Indraprastha University)



SOUVENIR

CERTIFICATE COURSE ON BUSINESS APPLICATIONS OF MS EXCEL



Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, India
www.maims.ac.in



Maharaja Agrasen Technical Education Society (MATES), New Delhi

Dr. Nand Kishore Garg
Founder & Chief Advisor, MATES
Chancellor, Maharaja Agrasen Univeristy, Baddi, HP



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Prof. (Dr.) Ravi Kumar Gupta- Director	Prof. (Dr.) S. S. Deswal- Dean (Academics)	Sh. Suresh Gupta- Project In-charge	Sh. J R Mani Tripathi CAO (Accounts)

Message from

Dr. Nand Kishore Garg
Founder Chairman & Chief Advisor, MATES



"Never let your dreams die. If you have a vision, make it happen no matter how many attempts it takes."

These words by Swami Vivekanand perfectly describe our aim at Maharaja Agrasen Institute of Management Studies. Beyond providing a sound education, we wish to provide our students a holistic learning experience for life. Our aim is to teach students to LEARN, not just STUDY. Hence, we strive to travel beyond the boundaries of mere books. We have realized that the future is abstract and unknown but the youth in our hands are real and can be molded.

Dear students, "You are the nation-builders. You are the movers of technology. You are the agents of change." It is our fervent hope that the time that you spend in this course "Business Applications of MS-Excel" would enable you to equip with data managing and analytical skills. The knowledge that you will gain, the fine qualities that you imbibe and the technical skills that you learn to apply will be your major contribution to your parents, to society, and to the nation.

We invest our trust on you. You are our safe source and we bank all our efforts on you. We create not the future instead we craft you for the future. There are strong challenges to great efforts but, always remember, great effort bears the sweet fruit of success. On this day, I extend my best wishes to the rank holders and the organizing team and wish you achieve more laurels.

"You don't have to be great to start, but you have to start to be great."

Best wishes.

A handwritten signature in black ink, appearing to read 'Dr. Nand Kishore Garg'. The signature is stylized and somewhat cursive, with a long, sweeping underline that ends in a small loop.

Dr. Nand Kishore Garg

Message from

Prof. (Dr.) S.K. Garg
Director General, MAIMS



Add-on courses always provide students exposure to a broad variety of research interests and faculty deeply engaged with practice and policy. Students develop strong theoretical foundations through coursework areas and receive training in highly specialized research methods. At MAIMS we encouraged the students of BBA and B.Com(H) to enroll in the Add-on Excel Course. This is a great initiative taken under the Aegis of IQAC.

Knowledge of Excel has become the integral part of every business and job. So, a comprehensive and an in-depth knowledge of Excel is extremely essential to work efficiently and effectively in the corporate world.

It is very appreciable that MAIMS computer faculty put in extra effort to impart additional knowledge to the students. Prof. (Dr.) Vijay Kumar Khurana (HOD, Business Administration) and Dr. Manju Gupta (HOD, Commerce) were the guiding force behind the success of this initiative.

Congratulations to the entire Add-on Excel team for achieving grand success in this course.

A handwritten signature in black ink, appearing to read 'S.K. Garg', written in a cursive style.

Prof. (Dr.) S.K. Garg

Message from

**Prof. (Dr.) G.P. Govil
Advisor, MATES**



This certificate course is intended for anyone who seeks to develop one of the most critical and fundamental digital skills today. Spreadsheet software remains one of the most ubiquitous pieces of software used in workplaces across the world. Learning to confidently operate this software means adding a highly asset to your employability portfolio. In the United States alone, millions of job advertisements requiring Excel skills are posted every day. Certificate course on Business Applications on Excel shows that digital skills lead to higher income and better employment opportunities. At a time when digital skills jobs are growing much faster than non-digital jobs, completing this course will position you way ahead of others.

In this Course, learners develop advanced Excel Skills for Business. The best way to learn Excel is to use Excel. In this course, learners will solve a broad range of business problems as they apply the Excel skills and techniques they learn along the way. Excel workbooks, quizzes, and challenges provide countless opportunities to practice and use spreadsheet software in a variety of business contexts. In addition, learners have mastered the skills needed to validate data and prevent errors in spreadsheets, apply advanced formulas and conditional logic to help make decisions and create spreadsheets that help forecast and model data.

I congratulate all of participants who have put in their best efforts to be a part of this certificate course – Business Applications of MS Excel.

With Blessings.

A handwritten signature in black ink, appearing to be 'Govil', written over a horizontal line.

Prof. (Dr.) G. P. Govil

Message from

**Prof. (Dr.) Ravi Kumar Gupta
Director, MAIMS**



It is a feeling of colossal pleasure and happiness to see overwhelmed participation from students for this Certificate Course. “Excellence and Values” are our guiding principles which are reflected in every activity of the Institute.

For years MAIMS has been educating and transforming our students as responsible citizens and leaders of corporates. This transformation is helping our students to shape themselves in all the fronts - academically, socially, and personally. This Add-on Course on “Business Applications in MS Excel” will help them to have a niche in the corporate world as MS Excel is a critical skill for employees hoping to climb to the top themselves. It is one application that is a must for most of the corporate jobs and business groups. Apart from course studies, continual training and advancement with such courses will enable them to get hold of valuable job opportunities.

It gives me great pleasure to congratulate all the participants and resource persons of Maharaja Agrasen Institute of Management Studies, MAIMS for successful completion of this Add on Certificate course on “Business Applications in MS Excel” organized under the aegis of IQAC. Together we will grow and make each other proud!

Wishing all the students good luck and success!

A handwritten signature in black ink, appearing to read 'Ravi Kumar Gupta'. The signature is fluid and cursive, with a large initial 'R'.

Prof. (Dr.) Ravi Kumar Gupta

Report

Certificate Course on Business Applications of MS-Excel

This Course was the very successful initiative taken under the aegis of IQAC for second year students of BBA and B. Com(H). It was designed in a manner that students can easily learn and practice Excel functions - from basic to advance ones. We started with a limited team for a small group of students. However, in just few classes student participation increased tremendously and so we divided the group in to two groups to accommodate every student. The basic objective of the course was to introduce Students to the basic commands, useful functions, and capabilities of Microsoft Excel used in business.

Course was divided into 3 sessions and each session was taken by different faculty members. In each session there were 10 classes 3 feedback forms filled by students. At the end of each session there was a quiz to assess the understanding of the students. And, after completion of all the sessions a combined final quiz was conducted from all the sessions. It was a great learning experience for the students as well as for the faculty.

In Group One, Session 1 was taken by Ms. Kamna Vaid, Session 2 by Ms. Neetu Agarwal and Session 3 by Dr. Sushila Gupta. Similarly, in Group Two, Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Shruti Sharma and Session 3 by Dr. Geetanjali Gupta.

Certificates were given only to those students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quiz. It is worth mentioning that most of the students qualified all the above stated parameters.

Such programs always give an edge to the students when it comes to working in the corporate world. Knowledge of excel has become the essential part of every business and job. So, a comprehensive and an in-depth knowledge of excel is essential to compete effectively in the jobs.

The credit for this ambitious initiative goes to Prof. Vijay Kumar Khurana (HOD, Business Administration) and Dr Manju Gupta (HOD, Commerce) who worked under the able guidance of the Prof. Ravi Kumar Gupta, Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this program.

About the Program

MS Excel is most widely used software by individuals and corporate industry to keep track of their valuable information. MS Excel offer a great assistance to companies who desperately need to update their financial and employee data in order to analyze their productivity and revenue. The ability to organize, calculate and evaluate quantitative data is an important skill needed today in many fields. Moreover, it acts as a critical tool due to extensive application in business and managerial decision-making process.

This course was designed to enable students to understand and utilize the various functions of MS Excel, so that they become more efficient in their respective workplaces. Knowledge of MS Excel is a pre-requisite for many jobs. It has both business and research applications. Certification details can be mentioned in resume which can provide some edge at the time of seeking placement. As a part of this program, it helps students in experiential learning. Corona pandemic has pushed digital change to newer heights. Learning this tool, will help individuals to navigate smoothly through this fast-changing world.

Therefore, MS Excel has been considered as the first step in the journey of software learning. It was designed to be more practical & interactive oriented, where students had hands-on experience on working with spreadsheets. In this Program, we brought the important features of MS Excel, along with an overview of how to use the program, its benefits and other important elements. Computer Awareness is an integral part of the syllabus for major competitive exams and questions from MS Excel are usually asked in competitive exams.

Objectives of the Course:

- Grasp keyboard shortcuts to improve speed and efficiency.
- Become well-versed with the excel quick access toolbar and cell styling tools.
- Master various intermediate and advanced Excel functions.
- Produce high quality & dynamic charts for data presentations.
- Learn and apply Pivot Table to analyze large volumes of data.

Benefits of Advanced MS Excel:

- Data analysis using excel is considered top priority for organizations these days as it can help to achieve a higher return on investment.
- Learning Excel will help in performing complex computations and reporting effortlessly.
- It is utilized in almost every office in the world, thus offers a great scope.
- It is highly used in decision making and analysis tool that represents valuable data into the graphical form.
- It helps in predicting the decision, budget and revenues while establishing business that could save an abundance of money.

Course content:

This course is organized into 30 sessions as per details below:

Session 1: Introduction

- Introduction
- Interface
- Tab and Ribbons
- Document Windows
- Navigation Tips
- Office Button and Save

Session 2: Entering, Editing and Formatting Data

- Introduction
- Paste
- Paste Special
- Undo and Redo
- Moving, Finding, and Replacing a Value
- Cell Styles Entering Data
- Fonts, Fills and Alignment
- Cut, Copy, and
- Comments

Session 3: Formatting Numbers

- Introduction
- Currency Format
- Format Painter
- Formatting Dates/ Dates functions
- Custom and Special Formats

Session 4: Managing Worksheets

- Introduction
- Naming and Moving Worksheets
- Copying Worksheets
- Adding, Deleting and Hiding Worksheets
- Grouping Worksheets
- Moving, Copying, Deleting and Hiding Grouped Worksheets

Session 5: Modifying Rows and Columns and Understanding Formulas

- Introduction
- Using Operations
- Creating Formulas
- AutoSum Common Formulas Searching for Formulas Copying Formulas Using Relative and Absolute References

Session 6: Ranges and Dates

- Introduction
- Cell Names

- Named Ranges
- Formulas with Cell Names
- Date Formulas

Session 7: Referencing Formulas

- Introduction
- Multiple Sheet References
- Consolidating Data - With or Without Links
- Trace the Precedents and Dependents
- Using the Watch Window

Session 8: Changing Views

- Introduction
- Workbook Views
- Show/Hide
- Zoom Features
- Freeze Panes
- Split Windows
- Viewing Multiple Windows
- Minimize The Ribbon
- Worksheet Backgrounds
- Watermarks

Session 9: AutoFill and Custom Lists

- Introduction
- AutoFill a Series
- AutoFill Non-Adjacent Cells
- AutoFill on Multiple Sheets
- Creating Custom Lists
- Series Formatting

Session 10: Quiz

Session 11: Conditional Formatting

- Introduction
- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Custom Formatting Rule

Session 12: Tables

- Introduction
- Insert a Table and Style Options
- Add Rows and Columns
- Perform a Function in a Table

Session 13: Data Tools

- Introduction
- Data Validation
- Drop-Down Lists
- Removing Duplicates
- Text To Columns
- Goal Seek
- Scenario Manager

Session 14: Lookups

- Introduction
- VLOOKUP
- HLOOKUP

Session 15: Conditional Logic

- Introduction
- If Statement, Nested If
- And, Or, Not

Session 16: Statistical Functions

- Introduction
- Average, Averageif, Averageifs
- Count functions
- Stdev, Rank
- Mean, median, mode etc.

Session 17: Text functions

- Introduction
- Upper, Lower, Middle
- Left, Mid, Right
- Trim, Len, Exact
- Concatenate
- Find, Substitute

Session 18: Mathematical functions

- Introduction
- Sum, Sum if, Sumifs, Sum product
- Fact, exp, GCD, Power
- Rand, Floor, Ceiling etc.

Session 19: Formatting Charts

- Introduction
- Chart Styles
- Chart Layouts
- Add Labels
- Axis Options
- Chart Title
- Legends
- Data Labels

Session 20: Quiz

Session 21: Adding Graphics to Spreadsheets

- Introduction
- Insert Pictures
- Modifying Pictures
- Insert Shapes
- Insert SmartArt
- Apply Themes
- Arrange

Session 22: Outline, Sort, Filter, and Subtotal

- Introduction
- Group and Ungroup
- Sort Data
- Sort Multiple Levels
- Filter Data
- Advanced Filter
- Conditional Sorting and Filtering
- Sorting with Custom Lists
- Subtotal

Session 23: PivotTables

- Introduction
- Creating PivotTables
- Choosing Fields
- PivotTable Layout
- Filtering PivotTables
- Modifying PivotTable Data
- Pivot Charts

Session 24: Protecting Data

- Introduction
- Workbook Passwords
- Protecting Workbooks
- Unlocking Cells

Session 25: Collaboration

- Introduction
- Document Properties
- Inserting Hyperlinks
- Sharing a Workbook
- Track Changes
- Accept/Reject Changes
- Mark as Final

Session 26: Printing

- Introduction
- Page Orientation
- Page Breaks
- Print Area
- Margins
- Print Titles
- Headers and Footers
- Scaling
- Sheet Options
- Creating a Business invoice

Session 27: Saving a Workbook

- Introduction
- Save As Previous Version
- AutoRecover Save Options
- Templates
- Save As PDF
- Save As Web Page
- Macro-Enabled Workbook

Session 28: Macros

- Introduction and Macro Security
- Recording a Macro
- Assign a macro to a button or shape.
- Run a Macro upon Opening a Workbook.
- How to Inspect and Modify a Macro

Session29: Quiz

Session 30: Doubt class

Overall Assessment

Course Outcomes:

- After this Course Microsoft Excel skill of students will be moved to the next level. Students will learn shortcuts, tips and tricks of Microsoft Excel.
- Students will be able to analyze and work with large data sets and manage workbooks.
- Students will also be able to review strategies to manage list or database data using filtering, sorting, sub-totaling and validations, charts will be generated and formatted and then a chart template will be created to save time.
- With pivot tables students will be able to summarize list or database data and students will also be able to create simple macros to automate repetitive tasks.

The certification course of Business Applications of MS- Excel, was conducted from 14 September 2020 to 8 December 2020 via the online platform of Google Meet. The duration of the course was 30 hours along with the final examination. Each class consists of a one-hour session along with the videos, a practice exercise, a quiz, and a reference guide.

Classes were scheduled for thrice a week for one hour each. Due to the good response from students, two groups were formed. Following is the criteria based on which students are eligible for the certification:

- Attending regular classes using laptop.
- Submission of all Assignments.
- Participation in all Quizzes.
- Submission of the feedback form on timely basis.

Program Heads



Prof. (Dr.) Vijay Kr. Khurana
Professor, IQAC Coordinator
Head of Department, Business Administration
Experience: 35+ years
Area of Specialization: Finance, Business
Management, Project Management



Dr. Manju Gupta
Associate Professor
Head of Department, Commerce
Experience: 20+ years
Area of Specialization: Finance and
Accounting

Convener & Resource Person of the Program



Ms. Neetu Agarwal
Assistant Professor
Department of Business Administration
Experience: 7+ years
Area of Specialization: Machine Learning &
Artificial Intelligence

Resource Persons



Dr. Sangeeta Rawal

Assistant Professor
Department of Business Administration
Experience: 20+ years
Area of Specialization: Database Management,
E-commerce, Information System for
Management



Dr. Geetanjali Gupta

Assistant Professor
Department of Commerce
Experience: 18 years-Industry and Academia.
Area of specialization: Database Management,
E-commerce



Dr. Sushila Gupta

Assistant Professor
Department of Business Administration
Experience: 27+ years - Industry and Academia.
Area of specialization: Database Management
Adhoc network, web-designing and e-commerce.



Ms. Kamna Vaid

Assistant Professor
Department of Commerce
Experience: 12+ years- Industry and Academia.
Area of Specialization: Artificial Intelligence,
Machine Learning, Database Management



Ms. Shruti Sharma

Assistant Professor
Department of Business Administration
Experience: 12+ years
Area of Specialization: Computer Science

Technical Support



Mr. Praveen Kumar Singh

Assistant Professor
Department of Commerce
Experience: 12+ years
Area of Specialization: Artificial Intelligence,
Machine Learning

Top Rankers



Ms. Nikita Gupta
Bachelor of Business Administration
Enrollment No: 07314701719
Aggregate Score: 92.7 %



Mr. Shiva Sachdeva
Bachelor of Business Administration
Enrollment No: 09214701719
Aggregate Score: 92.1 %



Mr. Geetanshu Rana
Bachelor of Business Administration
Enrollment No: 01814701719
Aggregate Score :91.6 %



Mr. Aayush Kathuria
Bachelor of Business Administration
Enrollment No: 00861101719
Aggregate Score: 91.4 %



Mr. Jose Siby Joseph
Bachelor of Commerce (Hons.)
Enrollment No: 00814701719
Aggregate Score: 91.2 %



Ms. Tripti Garg
Bachelor of Commerce (Hons.)
Enrollment No: 02814788819
Aggregate Score: 91.2 %



Ms. Gurveen kaur
Bachelor of Business Administration
Enrollment No: 07614701719
Aggregate Score: 90.8 %



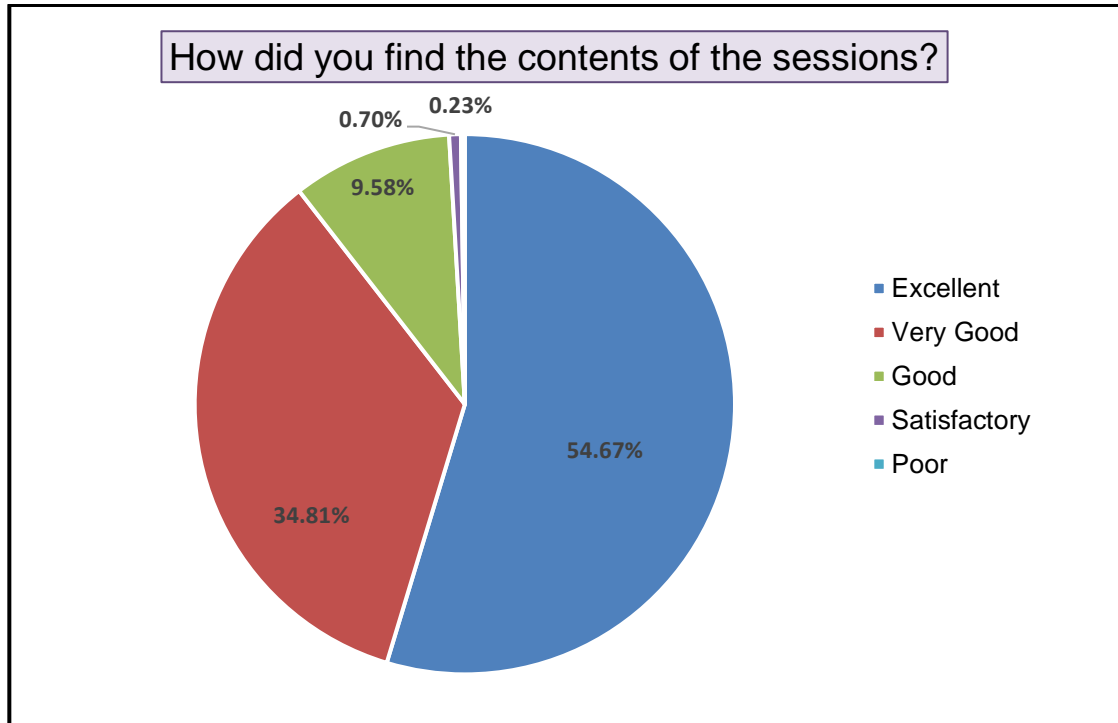
Ms. Muskan Singhal
Bachelor of Commerce (Hons.)
Enrollment No: 35214788819
Aggregate Score: 90 %



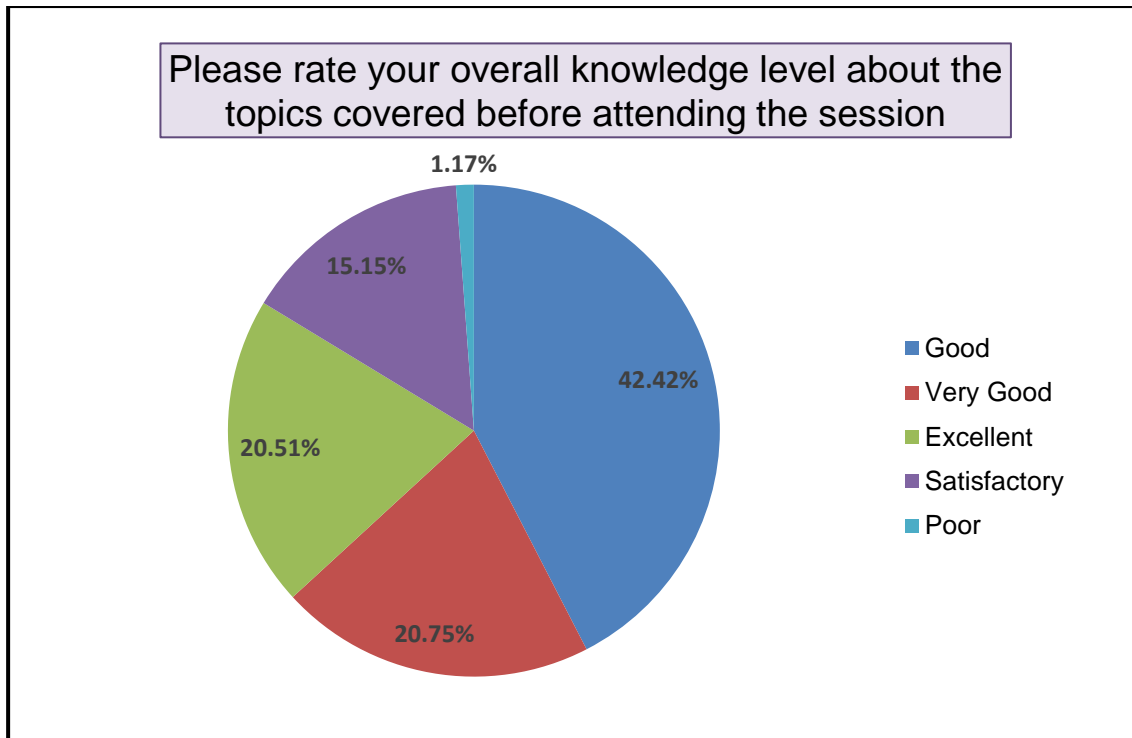
Mr. Amit Kumar Gupta
Bachelor of Business Administration
Enrollment No:14061101719
Aggregate Score: 90 %

Feedback Analysis

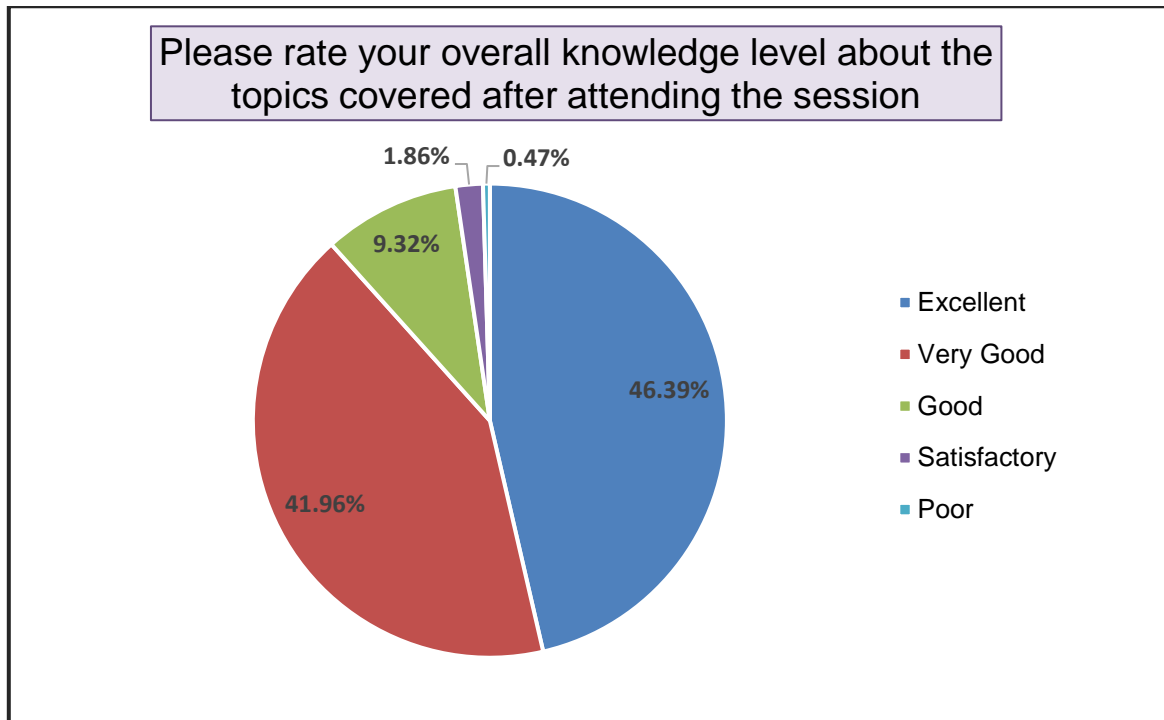
1. Contents of the Sessions.



2. Overall knowledge level about the topics covered before attending the Sessions.



3. Overall knowledge level about the topics covered after attending the Sessions.



List of Successful Candidates

S.No.	Name of Students	Course	Enrolment number	Mail-ID
1	Aagam Jain	BBA	13414701719	aagamjain.13414701719@maims.ac.in
2	Aakriti Garg	BBA	04861101719	aakritigarg.04861101719@maims.ac.in
3	Aayush Kathuria	BBA	00861101719	aayushkathuria.00861101719@maims.ac.in
4	Aditi Goel	BBA	01361101719	aditigoel.01361101719@maims.ac.in
5	Aditi Goel	BBA	36714701719	aditigoel.36714701719@maims.ac.in
6	Akshit Bansal	B.Com.(Hons.)	01914788819	akshitbansal.01914788819@maims.ac.in
7	Amit Kumar Gupta	BBA	14061101719	amitgupta.14061101719@maims.ac.in
8	Anika Jain	BBA	13961101719	anikajain.13961101719@maims.ac.in
9	Ansh Srivastava	BBA	11961101719	anshsrivastava.11961101719@maims.ac.in
10	Anshika Batla	BBA	02114701719	anshikabatla.02114701719@maims.ac.in
11	Chirag Arora	B.Com.(Hons.)	03414788819	chiragarora.03414788819@maims.ac.in
12	Chirag Gagneja	B.Com.(Hons.)	35114788819	chiraggagneja.35114788819@maims.ac.in
13	Chirag Negi	B.Com.(Hons.)	03914788819	chiragnegi.03914788819@maims.ac.in
14	Devansh Gupta	BBA	07914701719	devanshgupta.07914701719@maims.ac.in
15	Dhruv Chitkara	BBA	36261101719	dhruvchitkara.36261101719@maims.ac.in
16	Gautam Sharma	BBA	11714701719	gautamsharma.11714701719@maims.ac.in
17	Geetanshu Rana	BBA	01814701719	geetanshurana.01814701719@maims.ac.in
18	Gurveen Kaur	BBA	07614701719	gurveenkaur.07614701719@maims.ac.in
19	Harshit Sadhwani	BBA	7561101719	harshitsadhwani.07561101719@maims.ac.in
20	Ishika Aggarwal	B.Com.(Hons.)	35161188819	ishikaaggarwal.35161188819@maims.ac.in
21	Jose Siby Joseph	B.Com.(Hons.)	00814788819	josesibyjoseph.00814788819@maims.ac.in
22	Jyoti Garg	BBA	15161101719	jjyotigarg.15161101719@maims.ac.in
23	Kanishka Dhasmana	BBA	08014701719	kanishkadhasmana.08014701719@maims.ac.in
24	Kashish Arora	B.Com.(Hons.)	35661188819	kashisharora.35661188819@maims.ac.in
25	Khushi Bansal	B.Com.(Hons.)	35414788819	khushibansal.35414788819@maims.ac.in
26	Kushaan Mendiratta	BBA	11314701719	kushaanmendiratta.11314701719@maims.ac.in
27	Mahima Soni	BBA	8961101719	mahimasoni.08961101719@maims.ac.in
28	Malabika Jena	BBA	03261101719	malabikajena.03261101719@maims.ac.in
29	Manisha	BBA	00514701719	manisha.00514701719@maims.ac.in
30	Manya Bisht	BBA	04261101719	manyabisht.04261101719@maims.ac.in
31	Manya Rastogi	BBA	13914701719	manyarastogi.13914701719@maims.ac.in
32	Minakshi	B.Com.(Hons.)	02614788819	minakshi.02614788819@maims.ac.in
33	Mohit Nagpal	BBA	13161101719	mohitnagpal.13161101719@maims.ac.in
34	Monika Meena	B.Com.(Hons.)	01114788819	monikameena.01114788819@maims.ac.in
35	Muskan Singhal	B.Com.(Hons.)	35214788819	muskansinghal.35214788819@maims.ac.in
36	Nikita Gupta	BBA	07314701719	nikitagupta.07314701719@maims.ac.in
37	Nikunj Gupta	BBA	12161101719	nikunjgupta.12161101719@maims.ac.in
38	Parth Bansal	BBA	10361101719	parthbansal.10361101719@maims.ac.in
39	Piyush Gandhi	B.Com.(Hons.)	04314788819	piyushgandhi.04314788819@maims.ac.in
40	Ringrui KhungurBoro	BBA	01314701719	ringruikhungurboro.01314701719@maims.ac.in

S.No.	Name of Students	Course	Enrolment number	Mail-ID
41	Ritika Singhal	B.Com.(Hons.)	02714788819	ritikasinghal.02714788819@mains.ac.in
42	Saniya Garg	B.Com.(Hons.)	03514788819	saniyagarg.03514788819@mains.ac.in
43	Sejal Jindal	BBA	12814701719	sejaljindal.12814701719@mains.ac.in
44	Shiva Sachdeva	BBA	09214701719	shivasachdeva.09214701719@mains.ac.in
45	Shivi Wigh	BBA	1061101719	shiviwigh.01061101719@mains.ac.in
46	Shreya Jain	BBA	35614701719	shreyajain.35614701719@mains.ac.in
47	Shubham Gupta	BBA	10414701719	shubhamgupta.10414701719@mains.ac.in
48	Shubham Jindal	B.Com.(Hons.)	00314788819	shubhamjindal.00314788819@mains.ac.in
49	Sumit Nagpal	B.Com.(Hons.)	03314788819	sumitnagpal.03314788819@mains.ac.in
50	Suraj Chand	BBA	07861101719	surajchand.07861101719@mains.ac.in
51	Tanu Rani	BBA	11761101719	tanurani.11761101719@mains.ac.in
52	Tanvi Dhingra	B.Com.(Hons.)	01414788819	tanvidhingra.01414788819@mains.ac.in
53	Tanvi Gupta	BBA	06714701719	tanvigupta.06714701719@mains.ac.in
54	Tripti Garg	B.Com.(Hons.)	02814788819	triptigarg.02814788819@mains.ac.in
55	Vaishali mittal	BBA	02361101719	vaishalimittal.02361101719@mains.ac.in
56	Varun Prakash	BBA	6961101719	varunprakash.06961101719@mains.ac.in
57	Vasu Singhal	BBA	01861101719	vasusinghal.01861101719@mains.ac.in
58	Vishesh Vatni	BBA	03214701719	visheshvatni.03214701719@mains.ac.in
59	Vrinda Bhasin	BBA	00214701719	vrindabhasin.00214701719@mains.ac.in
60	Yash Gosain	BBA	02661101719	yashgosain.02661101719@mains.ac.in
61	Yash Jain	BBA	04461101719	yashjain.04461101719@mains.ac.in



**UNDER THE AEGIS OF IQAC
CERTIFICATE COURSE ON
BUSINESS APPLICATIONS OF MS-EXCEL**

**BBA & B.COM(H)
Tuesday, December 29, 2020**

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Administration**

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Business
Administration**



**Dr. Sangeeta Rawal
Assistant Professor,
Business
Administration**



**Dr. Geetanjali
Gupta
Assistant Professor,
Commerce**



**Dr. Sushila Gupta
Assistant Professor,
Business
Administration**



**Ms. Kamna Vaid
Assistant Professor,
Commerce**



**Ms. Shruti Sharma
Assistant Professor,
Business
Administration**



Maharaja Agrasen Institute of Management Studies, MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The Society comprises of a group of educationists, eminent industrialists and people of high repute from different walks of life. The Society has got success in establishing institutions of repute in the areas of Management, Law, Engineering, Commerce and Journalism etc.

The Institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. The institute has been graded in 'A' category by the fee regulatory committee of the government of the NCT of Delhi and Joint Assessment team of the Government of NCT of Delhi and Guru Gobind Singh Indraprastha University.

MAIMS has over the years grown into a premier centre of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.