



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)
Affiliated to GGSIP University; Recognized u/s 2(f) of UGC
Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution
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Complete Report

Academic Session	:	2021 -22
Programme	:	Skill Enhancement Certificate Course
Date	:	11th October-11th December 2021
Topic	:	Computer Applications in Economics & Business
Programme Head	:	Dr. Sanjay Kumar Mangla
Faculty Convener	:	Ms. Kamna Vaid
Faculty Co- Convener	:	Ms. Nikita Jain
Total Hours	:	30
Beneficiaries with number	:	182
Number of Batches	:	2 (92+90)
Time	:	2:30 to 4:00 PM

Maharaja Agrasen Institute of Management Studies, Department of Economics under the aegis of IQAC started 30 hours Skill Enhancement Certificate Course on “Computer Applications in Economics & Business”. The course was designed for the 2nd and 3rd year undergraduate students of Department of Economics, MAIMS from October 2021.

Being in the era of online world, this course is designed to meet the industry requirements, which will help students to enhance their productivity and collaboration. This course will provide hands on training on Google Tools and Microsoft Office applications like Word, Excel and PowerPoint which is the most widely used computer software packages. These applications are important no matter what Industry one works in, these applications are going to be in use on regular basis.

The certificate course was headed by Dr. Sanjay Kumar Mangla, Associate Professor & Head, Department of Economics. The convener as well as resource person of the course was Ms. Kamna Vaid, Assistant Professor, Department of Economics. The co-convener as well as resource person of the course was Ms. Nikita Jain, Assistant Professor, Department of Economics. In total 60 students registered for the course and all the students successfully completed the course. Criteria of certification was threefold i.e., Attendance, Feedback form and Completion of examination consisting of objective and subjective questions at the end of course.

The course covered the hands-on training on various Google Tools, Google Forms, MS Excel, MS Word, and MS Power Point. Topics were chosen keeping in mind the requirements of students in further studies and research. Such courses provide expert guidance to students & helps them in building their resume. It gives them an edge over others when it comes to working in the corporate world. It helps the students in acquainting themselves with fundamentals of research and data analysis. The credit for this initiative goes to Dr. Sanjay Kumar Mangla, Associate Professor & Head, Department of Economics who worked under

the able guidance of Prof. (Dr.) Ravi Kumar Gupta, Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this course.



Three toppers of the Course:

1. Nandini Singh 07061102421
2. Nandini Singhal 00561102419
3. Deepasha Jain 01314702419