



**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: 201 Certified Institution

“योगः कर्मसु कौशलम्” Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi -110086, INDIA [www.maims.ac.in](http://www.maims.ac.in)

**Department of Commerce**  
**Under the Aegis of IQAC**  
**Student Training Programme**

**on**

**Data Analysis using MS Excel & Python**

**Date: 16th March 2022 – 3rd June 2022**

**Time: 3:00 PM to 4:30 PM**

**Venue: Gmeet**

**Number of Participants: 138**

**Batches: 2**

**Toppers: 1. Shweta Gupta, 2. Sejal Jindal, 3. Harris Mudgal**

**Convenor: Dr. Anil Kumar Goyal**

Maharaja Agrasen Institute of Management Studies, Department of Commerce under the aegis of IQAC conducted a Student Training Programme on “Data Analysis using MS Excel & Python”. The course was started for the undergraduate students of MAIMS and other institutes. Registration for the same began on 1<sup>st</sup> March, 2022 and classes started from 16th March, 2022 and ended on 3<sup>rd</sup> June, 2022. With 20 sessions of 1.5 hours each, the course was of 30 hours duration in total.

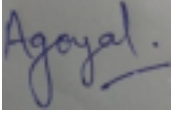
This course is aimed at exposing participants to the use of Python: the open-source application and Google tools which can help them to enhance their IT Skills. It will also enhance their ability to organize, calculate and evaluate quantitative data on MS - Excel. It is an important skill needed today in all fields.

The certificate course was headed by Prof(Dr). Manju Gupta, Head, Department of

Commerce. The course was convened by Dr. Anil Kumar Goyal, Associate Professor, Department of Commerce. Ten Internal faculty members namely Prof(Dr). Manju Gupta, Dr. Anil Kumar Goyal, Dr. Rachna Jain, Dr. Geetanjali Gupta, Mr. Praveen Kumar Singh, Ms. Taranpreet Kaur, Ms. Rachita Agarwal, Dr. Kamal Gupta, Ms. Kajal Mittal & Ms. Divisha Gupta acted as the resource person for the course covering various topics of research as per their expertise. Google meet was the online platform chosen for the conduct of classes. In total 138 students (out of which 5 students were from other institutes) registered for the course. At the end of every topic, students were required to fill a feedback form. They were also required to participate in a short multiple choice question quiz after every topic. Criteria of certification is threefold i.e., Attendance, Feedback form and Completion of multiple-choice question quizzes that were conducted from time to time and one final comprehensive test conducted on 7<sup>th</sup> June, 2022.

The course had been started with the basic research topics like working with google forms and google docs, sorting of data, creation of response sheets, data cleaning, working with spreadsheets, lookup and reference functions, financial functions, working with reports, paste special techniques and covered advanced topics like conditional formatting, it moved to financial statement analysis, descriptive analysis and correlation, chi-square, regression, T-Test, ANOVA and also covered exploratory data analysis using Python and ended on website design in google sites. Topics were chosen keeping in mind the requirements of students in further studies and research. Almost all the topics were covered by using both the software - Ms Excel and Python. Practice questions were given to students in class so as to give them hands-on experience on data. In total 3 session were taken by Ms. Rachita Aggarwal, 2 sessions by Ms. Kajal Mittal, 2 sessions by Ms. Divisha Gupta, 2 sessions by Ms. Taranpreet Kaur, 2 sessions by Dr. Rachna Jain, 2 sessions by Dr. Geetanjali Gupta, 2 sessions by Dr. Kamal Gupta, 1 session by Prof. (Dr.) Manju Gupta, 1 session by Dr. Anil Kumar Goyal, 2 session by Mr. Praveen Kumar Singh and 1 by Dr. Sunil Kumar Yadav (External Resource Person).

Such courses provide expert guidance to students & help 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 Prof. (Dr.) Manju Gupta, Chief Coordinator of the Programme and Head, Department of Commerce who worked under the able guidance of Prof. (Dr.) Ravi Kumar Gupta, Director, MAIMS. Their constant support and encouragement helped in the successful accomplishment of this course.



**Dr. Anil Kumar Goyal**

**[Convener, Associate Professor, Department of Commerce]**