

# 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

Sector- 22, Rohini, Delhi- 110086, India



## CRITERION 1



## 1.2 ACADEMIC FLEXIBILITY

### *Metric 1.2.1*



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Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA [www.maims.ac.in](http://www.maims.ac.in)

**Academic Year 2018-19**

## Summary Report of Value Added Course

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### Skill Enhancement Certificate Course

“Basics of MS Excel”

13 August-30 October 2018

## REPORT

Excel is the most effective tool for managing and analyzing data of all kinds. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for improving the sophistication of data reporting and analysis. Its numerous advantages motivate the IT faculty at MAIMS to create a certificate course on Business Applications of MS Excel -Basics for our students' benefit.

This Certificate Course was the initiative for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Excel used in business. The course focused on in-depth Excel courses, including how to use various Excel formulas, tables, and charts to manage small to large-scale corporate processes. Each Microsoft Excel training session emphasized time-saving tactics, as well as discovering previously "programmer-only" capabilities. Along with this practical and usable training, students also learnt how to integrate their work within the Office “family” for achieving greater results.

Two batches of students were formed to provide them more attention for each session. The course was divided into 20 sessions and each session was taken by different faculty members. The registration for the course started from 6th August 2018. The classes began from 13th August 2018 which ended on 30th October 2018. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline and the venue for the same was Lab 1. The timing of the classes was 3:00 pm to 4:30 pm. 120 students registered themselves with this course. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions.

It was a great learning experience for the students as well as for the faculty. Sessions were taken by Ms. Sarita Garg, Ms. Neetu Agarwal, Dr. Sushila Gupta, Dr. Sangeeta Rawal, Ms. Shruti Sharma and Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 40 students across the country have registered for this course and it is worth mentioning that all have 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. The credit for this ambitious initiative goes to Prof. M.K Bhat, Director, MAIMS and Dr. Vijay Kr.



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Khurana (Chief Coordinator) and his team. Their constant support and encouragement helped in the successful accomplishment of this program.

### Faculty Conveners:

- Ms. Neetu Agarwal, Assistant Professor - Business Administration

### List of Top Performers of the Certificate Course

Name	Institute
ABHINAV GUPTA	MAIMS
GAURAV CHAWLA	MAIMS
SHUBHAM TAYAL	MAIMS
ASHWIN MATHEW STANLEY	MAIMS
AYUSHI KHARE	MAIMS

  
Director  
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### Skill Enhancement Certificate Course

“Intermediate Level MS Excel ”

10 December 2018- 18 February 2019

## REPORT

Excel is the most effective tool for managing and analyzing data of all kinds. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for improving the sophistication of data reporting and analysis. Its numerous advantages motivate IT faculty at MAIMS to create a certificate course on Business Applications of MS Excel- Intermediate for our students' benefit.

This Certificate Course was the initiative for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Excel used in business. The course focused on in-depth Excel courses, including how to use various Excel formulas, tables, and charts to manage small to large-scale corporate processes. Each Microsoft Excel training session emphasized time-saving tactics, as well as discovering previously "programmer-only" capabilities. Along with this practical and usable training, students also learnt how to integrate their work within the Office “family” for achieving greater results.

Two batches of students were formed to provide them more attention for each session. The course was divided into 20 sessions and each session was taken by different faculty members. The registration for the course started from 3rd December 2018. The classes began from 10th December 2018 which ended on 18th February 2019. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline and the venue for the same was Lab 1. The timing of the classes was 3:00 pm to 4:30 pm. 120 students registered themselves with this course. Feedback forms were filled by students. At the end of each session there was an assignment to assess the understanding level of the students. And there were two quizzes conducted one in the middle of the course and secondly, after completion of all sessions a final quiz was conducted.

It was a great learning experience for the students as well as for the faculty. Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 again by Ms. Shruti Sharma, Session 6 by Ms. Sarita Garg and session 7 by Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters namely, Attendance, feedback forms, Assignments and Quizzes. Total 120 students across the country have registered for this course and have 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. The credit for this ambitious initiative goes to Prof. M.K Bhat, Director, MAIMS and Dr. Vijay Khurana (Chief



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Coodinator) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

### List of Top Performers of the Certificate Course

Name	Institute
SHAIFALI BAGGA	MAIMS
MOKSHA GARG	MAIMS
KANIKA GUPTA	MAIMS
RUHI SALHOTRA	MAIMS
PRIYANSHI JAIN	MAIMS

  
Director  
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### Skill Enhancement Certificate Course

“ Advanced MS Excel”

(11 March-6 May 2019)

### REPORT

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This Certificate Course was the initiative taken for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Excel used in business. The course focused on in-depth Excel courses, including how to use various Excel formulas, tables, and charts to manage small to large-scale corporate processes. Each Microsoft Excel training session emphasized time-saving tactics, as well as discovering previously "programmer-only" capabilities. Along with this practical and usable training, students also learnt how to integrate their work within the Office “family” for achieving greater results.

Two batches of students were formed to provide them more attention for each session. The course was divided into 20 sessions and each session was taken by different faculty members. The registration for the course started from 6th March 2019. The classes began from 11 March 2019 which ended on 6th May 2019. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline and the venue for the same was Lab 1. The timing of the classes was 3:00 pm to 4:30 pm. 120 students registered themselves with this course. The course was divided into 7 sessions and each session was taken by different faculty members. Each session consisted of 3 classes and 7 feedback forms were filled by students. At the end of each session there was an assignment to assess the understanding level of the students. And there were two quizzes conducted one in the middle of the course and secondly, after completion of all sessions a final quiz was conducted.

It was a great learning experience for the students as well as for the faculty. Session 1 was taken by Dr. Sangeeta Rawal, Session 2 and Session 3 by Ms. Rashmi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 again by Ms. Shruti Sharma, Session 6 by Ms. Sarita Garg and session 7 by Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters namely, Attendance, feedback forms, Assignments and Quizzes. Total 120 students across the country have registered for this course and have qualified all the above stated parameters.



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### Faculty Conveners:

- Ms. Sarita Garg Assistant Professor - Business Administration
- Dr. Sangeeta Rawal Assistant Professor - Business Administration

### List of Top Performers of the Certificate Course

Name	Institute
AKHIL JAIN	MAIMS
BHUPESH MEPAL	MAIMS
ABHISHEK BANSAL	MAIMS
GOPAL ANAND	MAIMS
DHRUV BANYAL	MAIMS

Director  
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## Value Added Course on

## “Financial Markets”

January-March 2019

### Report

Maharaja Agrasen Institute of Management Studies started a Student Training Programme “Financial Markets”. The course was started for the undergraduate students of MAIMS and other institutes. Registration for the same began on 1st January, 2019 and classes started from 1st January, 2019 and ended on 25 March, 2019. With 20 sessions of 1.5 hours each, the course was of 30 hours duration in total.

This course is aimed at introduced to the basics of the financial market and learn about the importance of financial markets in the world of trading, need for the stock market, the fluctuation of stock price caused due to the selling and buying of stocks, the concept of stock exchange will be covered, need for bonds was generated, the role they play in the world of trading, different types of bonds, basics of Forex Markets, followed by the different types of forex markets such as Spot Forex Markets, Forward Forex Markets, and Futures Forex Markets.

The certificate course was headed and convened by Dr. Manju Gupta, faculty MAIMS. Five Internal faculty members namely Dr. Manju Gupta, faculty MAIMS, Dr. Rachna Jain, faculty, MAIMS, Mr. Nakul Anand, faculty, MAIMS, Ms. Rachita Aggarwal, faculty, MAIMS, and Ms. Sanampreet Sharma, faculty, MAIMS acted as the resource person for the course covering various topics of Financial Markets as per their expertise. In total 120 students registered for the course.

The course was conducted in 2 batches because of 120 students.

The course had been started with the Introduction to Financial Markets, then moved to Trading Process, Price Fluctuations, and discussed Bond Market, Types of Bonds, Forex Markets, Trading in Forex Markets, FinTech: Future of Finance, Financial Models, Derivative Markets, Futures, Services in Financial Markets, Trends in Stock Markets, Financial Crisis, Financial Inclusion

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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 financial markets. The credit for this initiative goes to Prof. M K Bhat, Director, MAIMS. Their constant support and encouragement helped in the successful accomplishment of this course.

Top three positions were occupied by following students:

1. PRINCE KUNAL 6314701718
2. SAMIKSHA TIWARI 8861101718
3. SHIVAM MURGHAI 2161188817

**Dr. Manju Gupta**

**[Convener]**

Director  
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## Value Added Course on Research Methodology on Legal Skills and Communication

(15th January- 26th February 2018)

Department of Law, Maharaja Agrasen Institute of Management Studies conducted a Value-Added Course on **Research Methodology on Legal Skills and Communication** for the students of BALLB from 15<sup>th</sup> January – 26<sup>th</sup> February 2018 under the Coordinatorship of Ms. Purnima Gupta. The registrations were started from 22nd December 2018. The Value-Added Course was conducted during the regular classes only including 15 sessions from 2:30- 4:30 PM. These 30 hrs covered all the main areas of research in detail. The classes of Value-Added Course were conducted in offline mode. There were 125 participants in total. The content of the course was designed carefully in order to accommodate the needs and urge of research. During the course, the subjects mentioned in the schedule were taught, and tried to make the participants understand the basics of each subject.

The first five lectures, first Module taking research, kinds of research, methods and methodology were delivered by Dr. Praveen Kumar Gupta. Second Modul based on Research Gap and Hypothesis was delivered by Ms. Nisha Dhanraj Dewani where she focused on the framing of the hypothesis along with the important tools for conducting the research. She also highlighted the criteria of a good literature review and research gap. The third Module was based on Qualitative and Quantitative Methods, led by Dr. Nirdosh Kumar where he discussed in detail the criteria of both the methods and uses for academics. He focused that statistics, data interpretation, and tabulation of facts providing the research a healthier understanding. He simultaneously addressed the tools and techniques useful in the area of Qualitative research. The Fourth Modul based on Data Collection was led by Ms. Purnima Gupta. These five hours were devoted exclusively towards the collection of data methods taking various studies in a practical manner. The sessions taken up by her were very inclusive and helped the participants to learn about the basics of research. The Fifth and Sixth Modules were led by Mr. Shridul Gupta, based on Sampling Techniques and Copyright Plagiarism where the speaker highlighted various sampling methods for conducting research and field

studies. The session was overwhelmed by the practical session taken on Plagiarism and copyright violation. This VAC on Research was really informative and productive in order to train participants in the area of field study. This VAC course provided participants with knowledge and training aspects in relation to their curriculum also. The audience communicated their queries to the speakers which were handled by the erudite and knowledgeable insights of speakers during the sessions. The sessions were really helpful to inform the students about the basics of research, methods and methodology along with data collection techniques. The participants appreciated the efforts of the speakers and urged the sessions like pilot and Action study session in the next course.

Top three positions were occupied by following students:

1. DISHA MOITRA 35214703817
2. DEVESH VAISH 2814703817
3. NIKITA GUPTA 50114703817

  
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## Department of Law, MAIMS

### **Add-On Course on Financial Literacy for budding Law Professionals**

**17<sup>th</sup> September – 12<sup>th</sup> November 2018**

### **Physical Mode (30 hours Course)**

#### **Detailed Report on Add-on Certification Course on Financial Literacy for Budding Law Professionals**

##### **Day 1**

##### **Report on the Workshop on Financial Literacy for Budding Law Professionals**

The workshop on Financial Literacy for Budding Law Professionals was held on the premises of MAIMS and was attended by a large number of students. The theme of the workshop was to educate participants about various investment options in banks and the associated risks and returns.

Two batches of students were formed to provide them more attention for each session. The course was divided into 15 sessions and each session was taken by different faculty members. The registration for the course started from 10th September 2018. The classes began from 17th September 2018 which ended on 12 November 2019. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline and the venue for the same was Lab 1. The timing of the classes was 2:30 pm to 4:30 pm. 120 students registered themselves with this course. The feedback forms were filled by students following every session. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions.

The expert speaker for the workshop was Dr. Ankit Goel, who is well-versed in the subject of finance and Taxation. Dr. Goel started the session by giving a brief overview of the importance of financial literacy and why it is essential for budding law professionals to be aware of various investment options. The main focus of the workshop was on various investment options in banks such as Fixed Deposits (FDs), Saving Accounts, and their features, risks, and returns. Dr. Goel explained the concept of Fixed Deposits and how they work, their tenure, interest rates, and the penalty for premature withdrawal. He also spoke about the advantages and disadvantages of FDs as an investment option. Dr. Goel also discussed the risks and returns associated with each investment option and how to choose the right investment option based on individual financial goals and risk tolerance.



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### Day 2

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

Dr. Goel began the session by highlighting the importance of financial literacy. The main focus of the workshop was on various investment options in post office schemes such as National Savings Certificate (NSC), Time Deposits (TD), Public Provident Fund (PPF), and Recurring Deposits (RD).

Dr. Goel explained the features, risks, and returns associated with each investment option in detail. He discussed the NSC, TD, PPF its features such as tax benefits, fixed rate of interest, and low risk, and how it can be used as a long-term investment option. Dr. Goel emphasized the importance of diversifying investments and not putting all the eggs in one basket. He also discussed the need to choose the right investment option based on individual financial goals and risk tolerance.

The workshop was highly informative and well-received by the participants. Dr. Goel's expertise and clear explanation of the various investment options in post office schemes made it an enjoyable and educational experience for all attendees.

### Day 3

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

On Day 3, Dr. Goel began the session by discussing the need for insurance and the importance of financial literacy in this regard. He explained that insurance products are essential to protect against various financial risks such as death, disability, and illness. The speaker then went on to talk about various types of insurance products, including life insurance, health insurance, and property insurance. He highlighted the features, benefits, and drawbacks of each type of insurance and emphasized the importance of choosing the right insurance product based on individual needs and financial goals. The speaker then went on to talk about the risks associated with insurance products, including market risk, credit risk, and interest rate risk. He emphasized the importance of understanding these risks and considering them when choosing insurance products. The workshop was highly informative and well-received by the participants. Dr. Goel's expertise and clear explanation of insurance products and their features, benefits, and risks made it an enjoyable and educational experience for all attendees.

### Day 4

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

Dr. Goel began the session by explaining that mutual funds are investment vehicles that pool money from multiple investors to invest in a diversified portfolio of stocks, bonds, and other securities. The speaker then went on to talk about various types of mutual fund schemes,





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including equity funds, debt funds, and hybrid funds. He highlighted the features, benefits, and drawbacks of each type of mutual fund and emphasized the importance of choosing the right mutual fund scheme based on individual financial goals and risk tolerance. Dr. Goel also discussed the concept of return on investment and the risks associated with mutual funds. He explained that mutual funds can provide attractive returns over the long term, but also come with market risks. He emphasized the importance of understanding these risks and considering them when choosing mutual funds.

### Day 5

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

Dr. Goel began the session by discussing the importance of financial literacy and the need for budding law professionals to understand the National Pension System and its role in retirement planning. He explained that the NPS is a government-sponsored pension scheme that allows individuals to save for their retirement years and provides a regular source of income after retirement. The speaker then went on to talk about the features of the NPS, including the types of investment options available, the tax benefits, and the process for enrolling and contributing to the scheme. He emphasized the importance of starting to save for retirement at an early age and the benefits of using the NPS as a retirement savings tool. Dr. Goel also discussed the returns and risks associated with the NPS. He explained that the NPS is a long-term investment vehicle and the returns are subject to market risks. He emphasized the importance of understanding these risks and considering them when making investment decisions. The speaker then went on to discuss the need for the NPS as a retirement savings tool. He explained that the NPS provides a regular source of income after retirement, which is essential for a comfortable life in old age. He emphasized the importance of planning for retirement and starting to save early to ensure a secure financial future.

### Day 6

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

On day 6 the speaker for the workshop was Dr. Ankit Goel, an expert in finance and retirement planning. Dr. Goel started by discussing the importance of financial literacy and the need for budding law professionals to understand various retirement products available in India and how to select them for proper retirement planning. He explained that retirement planning is an essential aspect of financial planning, and individuals should start planning for retirement as early as possible. The speaker then went on to discuss various retirement products available in India, including the National Pension System (NPS), provident fund (PF), employee provident fund (EPF), and annuity plans. He highlighted the features, benefits, and drawbacks of each product and emphasized the importance of choosing the right retirement product based on individual financial goals and risk tolerance. The speaker at the last went on to discuss how to



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select the right retirement product for proper retirement planning. He explained the importance of conducting research for more analysis.

### Day 7

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

The workshop on Financial Literacy for Budding Law Professionals was held at the MAIMS premises and aimed to educate participants about the ATAL Pension system and its returns, risks, and importance for retirement planning. The speaker for the workshop was Dr. Ankit Goel, an expert in finance and retirement planning.

Dr. Ankit Goel began the session by discussing the importance of financial literacy and the need for budding law professionals to understand the ATAL Pension system. He explained that retirement planning is an essential aspect of financial planning, and individuals should start planning for retirement as early as possible. The speaker then went on to discuss the ATAL Pension system in detail, highlighting its features, benefits, and drawbacks. He explained how the ATAL Pension system works, the types of pension plans offered, and the contribution and vesting rules. Dr. Goel also discussed the returns and risks associated with the ATAL Pension system. He explained that the ATAL Pension system is a long-term investment vehicle and the returns are subject to market risks. He emphasized the importance of understanding these risks and considering them when making investment decisions.

### Day 8

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

The workshop on Financial Literacy for Budding Law Professionals was held at the MAIMS premises and aimed to educate participants about the need for Term Insurance and Health Insurance and their features. The speaker for the workshop was Dr. Ankit Goel, an expert in finance and insurance. Session started by discussing the importance of financial literacy and the need for budding law professionals to understand the importance of insurance. He explained that insurance is a critical aspect of financial planning and is essential to secure the financial future of individuals and their families.

The speaker then went on to discuss Term Insurance in detail, highlighting its features, benefits, and drawbacks. He explained how Term Insurance works, the types of policies offered, and the factors to consider when choosing the right policy. He emphasized the importance of choosing the right policy based on individual financial goals and risk tolerance.

Dr. Goel also discussed Health Insurance, explaining the importance of having adequate health insurance coverage to cover medical expenses in case of unexpected illnesses or accidents. He highlighted the features of health insurance policies, including coverage, premium, and benefits, and discussed the factors to consider when choosing the right policy.



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### Day 9

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

On Day 9, expert Dr. Ankit explained that investing in the stock market can help individuals build wealth over time and achieve their financial goals. He explained the basics of the stock market, including the types of companies that are publicly traded and the types of stocks that are available for investment. He discussed the importance of researching stocks before investing and provided tips on how to identify promising investment opportunities. He also discussed the importance of having a demat and trading account for investing in the stock market. He explained how these accounts work and how they can help individuals manage their investments more easily and efficiently. He emphasized the importance of choosing a reputable and trustworthy broker to open the accounts with. The speaker also provided tips on how to diversify one's portfolio and manage risk when investing in the stock market. He discussed the importance of having a long-term investment strategy and avoiding impulsive investment decisions.

### Day 10

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

The workshop on Financial Literacy for Budding Law Professionals was held at the MAIMS premises and aimed to educate participants about derivatives, futures, and options. The speaker for the workshop was Dr. Ankit Goel, an expert in finance and investment. Dr. Goel began the session by introducing the concept of derivatives and their role in financial markets. He explained that derivatives are financial instruments that derive their value from an underlying asset, such as a stock or commodity. He then went on to discuss futures and options, two common types of derivatives. The speaker provided a detailed explanation of how futures and options work and how they can be used for hedging risk. He discussed the importance of understanding the risks associated with these investment vehicles and emphasized the need for caution when investing in derivatives. Dr. Goel also provided tips on how to invest in derivatives, including the importance of researching the underlying assets and understanding the terms of the contract. He discussed the importance of having a solid investment strategy and avoiding impulsive investment decisions.

### Day 11

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

Dr. Goel began the session by introducing the concept of alternative investment options and their growing popularity in recent times. He explained that alternative investment options refer to investments that are different from traditional investments such as stocks, bonds, and mutual funds. He discussed the various alternative investment options available, including real estate,



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commodities, and private equity, among others. The speaker provided a detailed explanation of the benefits and risks associated with alternative investment options. He discussed the importance of diversifying one's investment portfolio and how alternative investment options can help achieve this goal. He emphasized the need for caution when investing in alternative investment options and the importance of researching the underlying assets and understanding the terms of the investment.

### Day 12

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

On Day 12 of the ongoing workshop. Dr. Goel began the session by introducing the topic of taxation and its impact on investments. He explained that taxes can play a significant role in the performance of an investment and must be taken into consideration when making investment decisions. He discussed the various taxes that apply to different types of investments, including income tax, capital gains tax, and securities transaction tax, among others. The speaker provided a detailed explanation of the tax implications of different investment options, such as stocks, bonds, mutual funds, and real estate. He discussed the tax benefits and drawbacks of each type of investment and how to minimize the tax impact on one's investments. Dr. Goel also provided tips on how to plan for taxes when making investment decisions. He discussed the importance of keeping accurate records of investment transactions and knowing the tax laws applicable to one's investments. He emphasized the need for seeking professional advice when dealing with taxes and investments.

### Day 13

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

On this Day 13, Dr. Ankit Goel educated the participants about various 21st century investment options suitable for all age groups and their risk-bearing capacity. He emphasized the importance of investing early in life and diversifying one's investment portfolio according to their risk tolerance and financial goals. The participants learned about various investment options, including equity, fixed income, alternative investments, and real estate. They also got to understand the concept of asset allocation and the importance of reviewing one's investment portfolio regularly. Dr. Ankit Goel explained the need for investing in multiple asset classes to minimize the overall portfolio risk and maximize the returns. He also advised the participants to consider their investment goals, risk tolerance, and the time horizon for each investment. The workshop was highly informative and useful for the budding law professionals in gaining knowledge about various investment options and their features. The participants appreciated the



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insights provided by Dr. Ankit Goel and left the workshop with a better understanding of the financial world.

### Day 14

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

A workshop was held in the premise of MAIMS on the theme of Financial Literacy for budding Law Professional, where expert speaker Dr. Ankit Goel educated the participants on the use of Microsoft Excel to plan their money. The workshop was a great success and received positive feedback from the participants. Dr. Ankit Goel, an expert in the field of finance, shared his insights and expertise on how Microsoft Excel can be used as a tool for personal finance management. He explained the various functions and features of Excel that can be used to track expenses, create budgets, and analyze investments. He also demonstrated how to use Excel for financial forecasting and goal setting. The participants were highly impressed by the speaker's knowledge and the practical examples he provided. They learned how Excel can be used as an effective tool to manage their finances and plan for their financial future. The workshop was well-received and participants found it very informative and useful. They appreciated the speaker's approachable and engaging style and the practical insights they received on how to use Excel for personal finance management. Overall, the workshop was a great success and the participants left with a better understanding of how to use Excel to plan their money and achieve their financial goals. They expressed gratitude to Dr. Ankit Goel for sharing his knowledge and expertise on this important topic.

### Day 15

#### Report on the Workshop on Financial Literacy for Budding Law Professionals

The main focus on the last day of the workshop was on reading and using various financial reports to make informed financial decisions. Dr. Ankit Goel explained how these reports provide valuable insights into a company's financial performance, growth prospects, and overall stability. He also provided practical tips on how to read and interpret these reports, and what key metrics to look for when evaluating a company's financial health. Dr. Ankit Goel also spoke about the importance of using Excel to plan one's money. He explained how the use of Excel spreadsheets can help individuals to keep track of their income and expenses, set financial goals, and monitor their progress towards achieving these goals. Participants were taught how to create simple spreadsheets to manage their finances and make informed investment decisions. The workshop was well received by the participants, who appreciated the practical and hands-on approach of the speaker. The participants found the session informative and insightful, and were grateful for the opportunity to learn from an experienced professional.

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S.No.	Topics
1	Bank FDs/Express FD: Risk & Return
2	Post office: NSC, TD, PPF
3	Insurance Products and its Real Return
4	Investing in Mutual Funds
5	National Pension System
6	Retirement Planning
7	Atal Pension Yojna
8	Health Insurance & Term Insurance
9	Share Market/Demat Account/ Choice of Broker(Discount/Full time)
10	Derivatives
11	Alternative Investing: New Trends
12	Taxation Aspect on all types of Investment
13	21st Century Investment options





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14	Use of EXCEL to plan your money
15	Reading and use of Various Reports to take financial decisions

Top three positions were occupied by following students:

1. ABHISHEK 314703818
2. AMAN WALIA 1114703818
3. PALLAV SHARMA 35414703817

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## **Skill Enhancement Certificate Course “WORK SMARTER WITH MS POWERPOINT” September 2018 – November 2018**

### **REPORT**

MS PowerPoint is one of the most widely used presentation applications to present all information and business ideas, proposals, and other business communications across the various commercial, business, and domestic activities of human life. Its use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for record keeping and future reference. This is the motivation behind the creation of this skill enhancement certification course, keeping in mind its importance, effectiveness, and utility to the masses, including students, faculty, and other stakeholders in the academia.

This Certificate Course was the initiative taken for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft PowerPoint used in business and various professional purposes. The course focused on in-depth coverage and teaching various tabs on the Microsoft PowerPoint document. The details of all the functions and features of each tab were covered with the special focus on the practical application and relevance of each one of it, followed by the hands-on practice.

Two batches of students were formed to provide them more attention for each session. The course was divided into 20 sessions and each session was taken by different faculty members. The registration for the course started from 15th September 2018. The classes began from 17th September 2018 which ended on 30th November 2018. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline and the venue for the same was Lab 1. The timing of the classes was 3:00 pm to 4:30 pm. 120 students registered themselves with this course. The feedback forms were filled by students following every session. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions.

It was a great learning experience for the students as well as for the faculty. Sessions were taken by Ms. Rashi Aggarwal, Dr. Sushila Gupta, Dr. Sangeeta Rawal, Ms Neetu Aggarwal and Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 120 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters.

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Top three positions were occupied by following students:

1. ARNAV GAUTAM 1514701718
2. SATVIK MITTAL 8014701718
3. MAYANK BANSAL 5514701716

  
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## **Skill Enhancement Certificate Course**

### **“Business Applications of MS Word”**

**December 2018 – February 2019**

## **REPORT**

MS Word is one of the most widely used document applications to document all information across the various commercial, business, and domestic activities of human life. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for record keeping. This is the motivation behind the creation of this skill enhancement certification course, keeping in mind its importance, effectiveness, and utility to the masses, including students, faculty, and other stakeholders in the academia.

This Certificate Course was the initiative taken for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Word used in business and various professional purposes. The course focused on in-depth coverage and teaching various tabs on the Microsoft word document. The details of all the functions and features of each tab were covered with the special focus on the practical application and relevance of each one of it, followed by the hands-on practice.

Two batches of students were formed to provide them more attention for each session. The course was divided into 20 sessions and each session was taken by different faculty members. The registration for the course started from 10th December 2018. The classes began from 17th December 2018 which ended on 28th February 2019.



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The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline and the venue for the same was Lab 1. The timing of the classes was 3:00 pm to 4:30 pm. 130 students registered themselves with this course. The feedback forms were filled by students following every session. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions.

It was a great learning experience for the students as well as for the faculty. 5 Sessions were taken by Ms. Rashi Aggarwal, 6 Sessions were taken by Dr. Sushila Gupta, 4 Sessions were taken by Dr. Sangeeta Rawal, and 5 Sessions were taken by Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 120 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters.

Top three positions were occupied by following students:

1. NIKUNJ GUPTA 5614701718
2. KARTIK SAINI 3614701717
3. KUHU ARORA 5461101716

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**Skill Enhancement Certificate Course**

**Data Analytics**

**13 August- 15 October, 2018**

**Report**

Data Analytics is the need of the hour. In this dynamic & ever-changing environment, predicting the future has become more relevant, especially with the availability of enormous amounts of data. Excel & SPSS (Statistical Package for Social Sciences) are the prominent tools in data analytics. They help generate meaningful results from the data by the application of various statistical methods with ease. Many companies have now been looking for a skilled professional, who understands the research methodology, statistical techniques, data presentation & working on statistical software. Thus, it encouraged the seasoned faculty of MAIMS to design a skill enhancement course in data analytics using Excel & SPSS for final year students.

This Certification Course was started for all the students of MAIMS, Research scholars, faculty & undergraduate students across the country. The prime objective of the course was to equip the students with the basics of research methodology & various quantitative data analysis techniques. Excel & SPSS had been used to conduct various statistical tests and make an inference about the data. Specifically, the course covered in-depth lessons for advanced excel commands, formulas, charts/plots followed by descriptive analysis, parametric & nonparametric tests, correlation, regression, normality, and factor analysis. A total of 130 students completed the course. The course was of 30 hours, divided in 20 sessions of one & half hour each. Every session was followed with a practical assignment related to it. After the completion of the week (2 sessions), a feedback form was floated to get the viewpoint of the students. A total of 10 such feedback forms were filled by the students. The students were assessed based on the assignment submitted, MCQ test on Excel and MCQ test on SPSS.

Registrations were opened from August 6, 2018 and the venue for the event was Lab 1.



It was a great learning experience for the students as well as for the faculty. The sessions were conducted by Prof. (Dr.) Vijay Kumar Khurana, Dr. Parul Kumar, Dr. Bharti Chaudhary, Mr. Sumedha Dutta, Ms. Shilpee Aggarwal, Ms. Preeti Bansal, Mr. Inderpal Singh, and Mr. Nakul Anand. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments, and quizzes.

The credit for this ambitious initiative goes to Prof.(Dr.) M. K Bhat, Director, MAIMS. Their constant support and encouragement helped in the successful accomplishment of this program.

**\*Convener – Dr. Bharti Chaudhary, Assistant Professor**

### **About the Course**

Courses on research methodology are often well packed with methods and techniques of data analyses, ‘but’ with limited understanding of the logic underlying the various techniques, methods, and research design. Keeping this challenge in mind, the present course has been designed for students who are keen to do research & data analysis in the years to come. The students will learn how data analysts describe, predict, and make informed business decisions in the specific areas of marketing, human resources, finance, and operations. Analytics talent demand is much more than the available skilled supply. The students would be able to become employable in this fast-growing new age field by demonstrating the skills learnt through this course.

Excel & SPSS had been used to conduct various statistical tests and make an inference about the data. Specifically, the course covered in-depth lessons for advance excel commands, formulas, charts/plots followed by descriptive analysis, parametric & nonparametric tests, correlation, regression, normality, and factor analysis. Many companies have now been looking for a skilled professional, who understands the research methodology, statistical techniques, data presentation

& working on statistical software. Thus, this course would build the data analysis skills among the students.

### **Objectives of the Course:**

- Application of Research Methodology.
- Understanding of different types of data.
- Able to describe, predict & make informed decisions.
- Application in the specific areas of marketing, human resources, finance, and operations.
- Quantitative Data Analysis.

### **Course content:**

This course is organized into 21 sessions as per details below:

S.No	Topic	Resource Person
1	Types of Data- Nominal, ordinal, ratio & interval	Prof. V.K. Khurana
2	Filter -Number and Text filters, data filters	Ms. Shilpee Aggarwal
3	Sorting -Sort by colour, reverse list and randomize list	Dr. Bharti Chaudhary
4	Conditional Formatting — Manage, rules, data bars, colour scales	Mr. Inderpal Singh
5	Use of Graphs — trend lines, Histogram, multiple axis graph	Ms. Bharti Chaudhary
6	Cleaning Data in Excel - removing, use of min & max	Ms. Sumedha Dutta
7	Data Screening through Descriptive Analysis	Mr. Nakul Anand
8	Tables — Structured references, table styles and quick analysis, duplicates	Ms. Preeti Bansal
9	Macros	Dr. Deepak Dagar
10	Frequency distribution	Ms. Shilpee Aggarwal
11	Pivot Table	Dr. Deepak Dagar
12	Hypothesis testing — t test and z test	Ms. Sumedha Dutta
13	ANOVA	Mr. Nakul Anand
14	Correlation & Regression	Ms. Preeti Bansal
15	Working in SPSS: Entering data, variable labels, value labels	Mr. Nakul Anand
16	Chart Creation Basics - box plot, histogram, PP plots	Mr. Inderpal Singh

17	Descriptive Analysis & Crosstabulation	Ms. Shilpee Aggarwal
18	Mann Whitney Test, Wilcoxon test	Ms. Sumedha Dutta
19	T-test & ANOVA	Dr. Bharti Chaudhary
20	Correlation & Regression	Ms. Preeti Bansal

### **Course Outcomes:**

- Students will be able to analyze and work with large data sets and make meaningful interpretations.
- Students will also be able to apply correct statistical tests on different types of data
- Students will be able to add value to their research projects.
- With advanced knowledge of Excel & SPSS, they can easily start their careers as research analysts or data analysts.

The certification course was conducted from August 13, 2018 to October 15, 2018 in MAIMS's campus. The duration of the course was 30 hours along with the two MCQ quizzes & 20 assignments. Each class consists of a one & a half hour session along with the videos, a practice exercise, a quiz, and a reference guide.



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Following is the criteria based on which students are eligible for the certification:

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

Total Sessions: 20 of 1.5 hour each

Total number of students completed the course: 130

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Top three positions were occupied by following students:

1. ARNAV GAUTAM 1514701718
2. ANKIT SEHGAL 44314701718
3. ADIT KHOSLA 40414788816