

Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP 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 <u>www.maims.ac.in</u>

Skill Enhancement Course on Advance Excel

February - April 2020

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MAIMS **Department of Business** Administration

Under the Aegis of IQAC

Skill

Enhancement **Certificate Course**

on

Advanced Excel

FEBRUARY – APRIL, 2020 4:00PM-5:30PM Date of Commencement: 10th February 2020



Highlights

Maharaja Agrasen Institute of Management Studies

(Established by Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University, Delhi

Recognized U/s 2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution www.maims.ac.in

Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003); Office Phone: 8448186947

Courses offered: BBA, B. Com(H), BA(Eco), BA(JMC), **BA(LLB)**, **BBA(LLB)**

- 30 hours training on various advanced **Excel Functions**
- Applying pivot table to analyze large volumes of data.
- Producing high quality dynamic charts for data presentations.

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• Various Statistical Analysis functions.





MAIMS De Maharaja Agrasen Institute of Managemet Studies Sec - 22 Rohini, Delhi-86

Who Can attend?

- This Skill Enhancement Certificate Course would be beneficial for undergraduate students for enhancing their data analysis skills.
- Limited seats are available on first cum first served basis.
- There will be no fees.
- Top 5 Performers will get Certificate of Merit.
- A certificate will be provided to the participants who successfully complete the course.

| | Contents of the Course |
|------------|--|
| Lecture | Topics |
| <u>No.</u> | <u>ropics</u> |
| 1 | Ranges and Dates |
| 1 | Ranges and Dates |
| 2 | Page Formatting, Basic Excel Formulas and functions |
| 3 | Auto fill and custom lists |
| 4 | Appending Tables |
| 5 | Conditional Logic |
| 6 | Conditional aggregation: Count, count if, count ifs, sum if, sum ifs, count blank, sum product, average if |
| 7 | Conditional Formatting |
| 8 | Group, Sort, Filter and AutoFilter Worksheet Data |
| 9 | Introduction to Dynamic Arrays |
| 10 | Text Functions; Statistical Functions |
| 11 | Mathematical Functions and Date Functions |
| 12 | Financial functions and their applications related to Excel (Present and future values) |
| 13 | Data Consolidation and Data Validation |
| 14 | VLOOKUP, Match, Index and Indirect |
| 15 | Creating data entry forms in Excel |
| 16 | Linking data between worksheets, views |
| 17 | Pivot Tables |
| | |



| 18 | What if analysis and summarizing scenarios |
|----|--|
| 19 | Recording Macros |
| 20 | Class Solvers |

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Requirements for Issue of Certificate

- 80% or more attendance.
- Submission of solutions/answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

Registration & Certifications

- Number of Seats: Limited seats are available on first cum first served basis.
- Registration Fees Non-Refundable (per person):

| Dates | For External Participants | For Internal Participants |
|--------------------------------|---------------------------|---------------------------|
| Upto 7 th Feb 2020 | ₹2000/- | ₹200/- |
| After 7 th Feb 2020 | ₹2500/- | ₹250/- |

- **Cash Prizes of** ₹500/- each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

Payment Details

| Through Paytm | |
|-----------------------|-----------------|
| Account Holder's Name | Ms. Sarita Garg |
| Mobile No. | 9811418667 |

Patrons

Prof. (Dr.) S.K Garg (Director General, MAIMS) Prof. (Dr.) G.P Govil (Advisor, MATES) Prof. (Dr.) M.K Bhat (Director, MAIMS)





Program Head

Dr. Manoj Verma (HOD, Business Administration) Convenor

Ms. Sarita Garg (Assistant Professor, Business Administration) Co-Convenor

Dr. Sangeeta Rawal (Assistant Professor, Business Administration) Resource Persons

Ms. Sarita Garg (Assistant Professor, Business Administration)

Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

Dr. Deepak Dagar (Assistant Professor, Business Administration)

Dr. Sushila Gupta (Assistant Professor, Business Administration)

Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

Ms. Rashi Aggarwal (Assistant Professor, Business Administration)

Ms. Shruti Sharma (Assistant Professor, Business Administration)

Director Maharaja Agrasen Institute of Managemet Studies Sec. 22. Rohini, Delhi-86



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|------|-----------------------|--------------------|-----------|-----------|-------------------|--|--------------------------|--------------------------|----------------------------|-------------------------------|-------------------------|---------------------------|--------------------------|-----------------------------|-----------------------|-------|---------|-------------|------------|----------|--------|-------|
| | | | | | | | Valu | ie Ada | ded Co | ourse : | Adva | nced | Excel | | | | | | | | | |
| - | | | 12/2-2010 | 14/2/2010 | 10.000 | a road | 112220 | ta transi | | BATCH | | A stocy. | assal | 10.2020 | 1/1-2020 | 10000 | 11 2020 | o state e o | 3/1/202021 | 11202027 | 1/2030 | once. |
| 5.No | Norme all Nueders | Exercitescel No | | | | | | | | | | | | | | | | | | 0.0122 | po | 3/302 |
| 1 | SHEALANSEI CLIPTA | 46414101111 | P | 8 | AB | 9 | P | 8 | 9 | 8 | 9 | 8 | 9 | BA | 9 | P | 9 | 9 | 8 | 9 | 8 | P |
| 2 | NABIR CHAIDIA | - | 8 | P | 8 | 8 | P | AB | 9 | 8 | 3 | 8 | 9 | 2 | 8 | AB | 9 | 9 | 8 | P | 9 | SA |
| 1 | DIRSHANT | 86614781717 | 8 | P | 2 | 8 | P | 8 | 8 | 8 | P | AB | 8 | 9 | 9 | 9 | 8 | 9 | 2 | 9 | | ę. |
| 4 | ARCHIT VCHRA | 45714791717 | 8 | 8 | AB | 8 | 8 | 9 | 8 | P | P | 8 | 8 | 8 | 9 | P | P | P | AB | 9 | P | P |
| 3 | AROEA | -40814701717 | R | 9 | 8 | 8 | 8 | R | AB | 3 | 9 | 8 | 8 | P | P | 9 | 9 | 3 | P | 9 | | AB |
| | SHRESHETH CHILABRA | -45914791717 | 8 | P | 3 | 9 | 9 | 9 | 9 | 8 | P | 8 | AB | P | 9 | 9 | 9 | 8 | 9 | 8 | P | 9 |
| | AASTIIA | 90114701717 | 8 | 8 | 9 | AB | 8 | P | 9 | 5 | 8 | 9 | 9 | 9 | P | 2 | 9 | 9 | AB | 9 | P | 9 |
| 8 | BHAS'YA JAIN | 36234791713 | 8 | 8 | 9 | 9 | 9 | 8 | A3 | 3 | 8 | 9 | 9 | 9 | 9 | 8 | 9 | P | 3 | 9 | AB. | P |
| | DHEUY NAVXAR | 3031458:717 | P | 8 | SA | 9 | 8 | 9 | P | P | P | 8 | P | 8 | 9 | P | P | 2 | 8 | 2 | 5 | P |
| 10 | DD/YAM 5AKHL/IA | 10414703737 | 2 | 8 | 8 | 8 | 8 | AB | 9 | 2 | P | 9 | 9 | AB | 8 | P | 9 | 9 | P | 3 | P | 9 |
| ti. | HETESH JAIN | 58514701711 | 8 | 9 | 8 | 8 | P | 9 | AB | 8 | 8 | 9 | 9 | P | 9 | AB | 9 | 8 | 9 | AB | 5 | 5 |
| 12 | THARKAR | 36614301713 | 2 | 8 | 8A | 8 | 8 | R | 8 | 9 | 8 | 9 | AB | 9 | 8 | 9 | 9 | 9 | D | P | AB | 5 |
| 13 | KARAN DUGAR | 38714391713 | 8 | R | 3 | 9 | 9 | 5A | 9 | 9 | 8 | 8 | 8 | 9 | 8 | AB | 8 | P | 8 | 9 | 5 | 5 |
| 14 | BOHAN KAAMEA | 30814341311 | 8 | P | 8 | 9 | 2 | Q | BA | 9 | 8 | 9 | 8 | 9 | 8 | 9 | P | 8A | 9 | 9 | 2 | Ĵ |
| 15 | ANKUB UKIPTA | 50914781711 | 3 | BA | 9 | P | 8 | 12 | 8 | P | P | 8 | 6 | 7 | P | 5 | 3 | P | 9 | 6A | 9 | 13 |
| 16 | EXMMAY GUPTA | 53114781717 | 30 | 8 | 8 | 3 | P | FA | 8 | 9 | 8 | 8 | AB | 9 | 9 | 8 | 3 | AB | P | 6 | 3 | A |
| 17 | AHHDRAV | 65214781217 | R | 9 | AB | 9 | 8 | 8 | P | AB | 9 | 8 | P | 9 | 6 | 5 | 9 | 9 | 9 | P | 6 | 8 |
| 18 | AV12500 GOYAL | staistertit | 0 | 8 | 9 | R | 9 | 9 | P | Ð | AB | P | R | 8 | P | 9 | 9 | 5 | 0 | 9 | AB | 2 |
| 19 | GUPTA | 4541878171 | D | P | P | 8 | P | 8 | 9 | 9 | 9 | AB | 9 | 9 9 | P | 9 | 9 | P | AB | 2 | 9 | P |
| 70 | CHINARIA | 4111470177 | 5 | 8 | EA I | 9 8 | 8 | P | 9 | 9 | 6A | P | P | P | - | 1 | P | 10 | 9 | 8 | 6A | P |
| 100 | DO/YANSHU | 4545420171 | P | 2 | 9 | P | 9 | P | P | P | P | F | 9 | P | P | 1.1 | R | 51 | 17 | P | P | 13 |
| 23 | REDSH NIGADIA | et1040070 | 5 | P | P | P | SA I | 8 | P | 1 | q q | P | P | P | 9 | AF | P | | 11 | £ 1 | 1 8 | 13 |

| 21 | ARORA | 4281400111 | 9 | P | 94 | P | 8 | 9 | P | 9 | 9 | 9 | AB | 9 | 9 | 9 | 9 | 9 | Þ | AB | q | 9 |
|-----|---------------------|---------------|------|------|----|------|----|-----|----|-----|-----|------|------|----|------|-----|----|-----|----|----|------|----|
| 24 | ARIUN AGARWAL | 104100111 | 8 | 9 | 8 | 9 | AB | P | P | P | 9 | 9 | q | 7 | P | P | 9 | A.B | 2 | 8 | 9 | P |
| 28 | AVUSE0 MAGOO | see14103737 | P | 9 | 9 | 9 | 3 | 9 | g | P | AB | P | 2 | P | \$ | P | 9 | 9 | 3 | 5 | P | 9 |
| 26 | NIMPSH GLUPTA | 00104701712 | R | 8 | 6A | 9 | R | 8 | 8 | 9 | q | 9 | A.B | 9 | P | q | 9 | 9 | P | 3 | AB. | P |
| 21 | SERVERU GOVEL | 00333301711 | 9 | 8 | P | P | 9 | 9 | 8 | 9 | 8 | AB | 8 | 9 | 8 | B.A | 9 | ÷ | 9 | 9 | 9 | P |
| 78 | ANKURIKAI | 06314281217 | 9 | 8 | à | 8 | AB | 8 | 9 | 9 | 8 | P | 8 | P | P | 9 | 8 | AB | 9 | p | P | 9 |
| 24 | ADITI AGRAWAL | 66414780/117 | P | 8 | 3 | 8 | P | Q | P | 9 | AB | P | 8 | P | 9 | 8 | 8 | 8 | 9 | 9 | A.B | P |
| 10 | AAYUSH GARG | *** | 9 | 8 | P | Q | q | 9 | 3 | P | P | 8 | P | 2 | AR | D | P | 7 | 8 | P | Q | AB |
| \$1 | HARSH | 902-0701716 | P | P | P | P | P | P | AB | 9 | 8 | 2 | 8 | g | 7 | Ð | AB | Q. | 2 | P | P | 2 |
| 12 | RAJELL GARG | 90314701715 | 2 | 9 | P | 3 | 2 | 3 | P | P | G-A | ę | P | 2 | P | 2 | 9 | P | 2 | Q | AB | P |
| 33 | VARUN | 99414701718 | R | 8 | 2 | P.P | | P | \$ | Q | P | 9 | P | q | 9 | P | Q | 2 | P | ð | P | D |
| 34 | ANKIT DUTTA | - 101101717 | P | 2 | P | 9 | 9 | AA | \$ | 9 | P | P | A.P. | P | 9 | 0 | 9 | AB | D | 0 | 0 | P |
| 15 | ANSHUMAN NABANG | WINGTH | 2 | AA | P | P | D | D | P | P | P | P | 2 | P | P | Ð | P | D | 3 | D | AR | 9 |
| 1 | ANUPAM | Switzho LL | | 1.12 | | - 2. | × | -Ke | | | - | - | | - | | | | | - | | | |
| 36 | BINGH NEHRA | 1051101717 | P | P | 9 | 9 | AB | 8 | 8 | 9 | 5 | P | 6 | P | P | 9 | P | 8 | AB | P | 9 | P |
| 37 | ARYAN BAJ SINGH | insmith | 9 | P | 9 | P | 9 | 6 | 3 | P | 9 | 5 | P | P | P | P | P | 5 | 9 | 3 | A.B | 9 |
| 38 | ASRISH SEMWAL | 1261101211 | 8 | P | 9 | 9 | P | AR. | 9 | P | 9 | 3 | P | AB | P | 9 | 5 | 9 | P | 9 | 9 | 10 |
| 34 | NAWAZ | 156100717 | 9 | P | P | 3 | 8 | 9 | 9 | AB | 6 | 9 | P | P | 8 | AB. | P | 5 | 5 | 5 | 9 | 7 |
| 40 | AZISHAY JAZN | 1441101717 | 8 | P | P | P | 9 | P | 3 | 9 | 8 | AB | 9 | P | 9 | P | P | P | 8 | AB | 6 | P |
| 41 | ANBLAL ANEIA | 1541101717 | 9 | P | 9 | 8 | 9 | P | 6A | 8 | 9 | 9 | 9 | q | 9 | AB. | P | 9 | Ð | 9 | 8 | P |
| 42 | CRARU NANDA | 1661101717 | P | 9 | 9 | 9 | 9 | 8 | 9 | P | 9 | P | 5 | P | 6 | 9 | 9 | 9 | 8 | 8 | AB. | 1 |
| 43 | CHINMAE DUTT | 1761101717 | P | 5 | 9 | 8 | 9 | 8 | 9 | 8 | 8 | P | 9 | 9 | AB | 9 | 9 | 9 | 9 | 9 | 8 | 9 |
| - | DEEBAK GUPTA | 184110/722 | 8 | P | 9 | 9 | 3 | 9 | AB | 9 | 2 | 9 | AB | 9 | 9 | P | 9 | 2 | P | 2 | 9 | F |
| 45 | DEEWANSH USALIAN | 1981101717 | 8 | 9 | 3 | 9 | P | 8 | 9 | 8 | 8 | 9 | 9 | P | AA . | 9 | \$ | 9 | 9 | P | 8 | 2 |
| 36 | D(5/) SANPAL | 2061101717 | 2 | 8 | 8 | 8 | 9 | 9 | 0 | 3 | 90 | P | AB | P | P | P | 9 | 6A | 9 | P | P | 1 |
| 47 | DRIOKKAR TYAGI | 2161380717 | 8 | 0 | 2 | 8 | P | 8 | P | 8 | 9 | 8 | P | 9 | P | 2 | 9 | 9 | 9 | 8 | AR | 3 |
| | ERANSH BEARDWAD | 2.2261481717 | P | P | P | 8 | 9 | P | 9 | AB | P | 8 | Ð | 9 | 9 | Air | 9 | P | 9 | P | P | 9 |
| 48 | GATENOKA | Adding of the | 2 | 0 | 0 | 2 | 0 | | | | | 6 | 6 | 0 | | | 1 | 0 | 2 | | - | 1 |
| 49 | KUMAR. VERMA | 2161047217 | - 32 | 6 | P | 1 | 6 | P | AB | P | 6 | 9 | 9 | 9 | AB | 6 | P | 9 | ¢ | 4 | 6 | - |
| 50 | ABORA | 2401001711 | P | P | 8 | 3 | 3 | 9 | 9 | 9 | 8 | A.B. | 9 | P | P | - | P | 2 | 9 | A3 | 1.00 | Ŧ |
| 24 | EHATRI: | 11710 PAR | P | P | 8 | 9 | 2 | 8 | 9 | P | 9 | P | 9 | AB | | 9 | P | 6 | 8 | 8 | 9 | 18 |
| 12 | HINAANSI-6 | 3661101717 | P | 3 | P | 5 | 19 | P | P | F.A | P | P | 7 | - | 9 | - | | 6 | A | - | | - |
| 51 | HIMANSHU. | TROPPLET | P | P | 8 | P | P | P | 9 | P | 9 | 9 | A-B | P | P | 9 | 9 | P | 9 | P | 3 | 1 |

| 54 | HINDOCHA. | 2851991711 | P | 9 | 2 | 2 | AR | D | D | 2 | D | 0 | D | 0.5 | <i>a</i> | D | P | P | 5 | D | 5 | 6 |
|----|-------------------|------------|---|----|----|-----|----|-----|------|-----|--------|---|-----|-----|----------|-----|---|---|-----|------|---|----|
| 55 | KAUSHAL SINGIL | 360101717 | 2 | 2 | \$ | P | 2 | 0.2 | D | 0 | n | 7 | 2 | PIB | 2 | 2 | 0 | 2 | 0.2 | D | 2 | 5 |
| 56 | KAUSTAN SAHA | 101101217 | P | P | 9 | 2 | 2 | 3 | 2 | 5.0 | v o | 7 | 1 | 1 | P | 0 | 0 | 0 | 0 | 2 | 0 | P |
| 57 | KUSHAN KEDIA | 1351101517 | 2 | \$ | D | 6.2 | 2 | P | G | P | D | 0 | 7 | A D | G | 5.0 | P | 5 | 5 | 0 | D | 2 |
| 58 | KETAN AROKA | Meiniter | P | p | D | D | D | 2.2 | 3 | 5 | 5 | 7 | 6.0 | 1 | 3 | 1.0 | 0 | 0 | 2 | 0.0 | 0 | 0 |
| 59 | KHUSH NRAEMA | 3461001717 | 8 | 8 | 8 | 53 | P | 5 | 8 | Q | 6.6 | P | D H | 4 | D | 22 | D | 0 | 2 | 0111 | D | P |
| 60 | KIRTI MIN | 3561101212 | P | 8 | P | P | 8 | P | A.2. | ą. | 4 | 0 | 3 | D | 0 | D | D | P | P | Ð | à | AA |

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| and the second | | 」 四 王 | | Re | (4 A cognia | k unit ffiliate ted by | of Ma d to G Bar C fice: 8 | haraj GSIP ounci 44818 | a Agra Unive I of In 36947, | sen Te rsity; dia; IS , 8448 | E OF N echnic Recog 50 900 18695 | al Edu nized 1: 20 0 ww | ucatio I u/s 2 15 Cer /w.ma | n Soc (f) of rtified | iety) UGC I Instit | | 6 | | | | | |
|----------------|-----------------------------|--------------|-----------|-----------|-------------------|------------------------------|-------------------------------------|---------------------------------|--------------------------------------|---------------------------------------|--|----------------------------------|--------------------------------------|----------------------------|--------------------------|----------|-------|-----------|----------|----------|---------|---------------------------------------|
| | _ | | _ | | | | Valu | ie Ado | | | : Adva | nced | Excel | | | | _ | | | _ | | - |
| _ | | 1 | 11/2 2010 | Distantia | V1/1800 | 18.2.1979 | 101.0010 | 13.377834 | | BATC | H 2 19330063 | - anon | success 1 | lane e | 212530 | 413 2020 | 15200 | 91/201001 | 11/2020 | 13313024 | (3/2620 | |
| | Name of | Tradent | 1.121.21 | | 1 | | | | | | | 10110 | | | | - | - | | - | - | | D D D D D D D D D D D D D D D D D D D |
| S.No. | Staten Kitissena | No. | Ð | 2 | D | \$ | AB | 5 | Ð | 0 | P | P | D | 2 | 6A | 9 | P | 2 | P | P | P | P |
| 1 | GARG KRITI | 946101717 | D | | - <u>6.</u> | | | 5 | 5 | .X. | 1 | 4 | F | 1 | | | 1 | | | | | n |
| 7 | CHAUDHAR | 3761101717 | 1 | P | P | 9 | P | P | AB | 9 | 9 | 9 | P | P | P | P | A.B | 5 | 5 | 9 | 9 | 6 |
| 3 | LAKSHAT SHARMA | 5861001717 | P | P | 9 | 9 | P | 8 | 9 | £ | P | P | AB | 9 | P | 8 | 9 | P | P | P | 9 | P |
| 4 | MANAV GBU | 9961101717 | P | P | P | 9 | ¢. | A.B. | q | 9 | 9 | 9 | 8 | 9 | 8 | P | 9 | 8 | AR | P | P | 9 |
| 3 | MAYANK. DALAL | 4061001712 | 9 | P | 8 | 8 | 9 | 9 | 0 | 9 | A.A | 9 | 9 | 9 | P | 9 | 8 | P | P | 2 | AB | 5 |
| | AASHNA JAJN | 111788812 | 8 | 8 | P | P | 9 | AB | 9 | 9 | q | P | 9 | q | q | AB | 9 | 9 | P | P | 9 | 9 |
| 7 | ADARSH AGGARWAL | 214700017 | 8 | 9 | 9 | 9 | 9 | 9 | 9 | P | 9 | P. | A.B. | P | Q | 9 | P | P | P | 2 | P | 9 |
| | AFURA AGARWAL | 414165517 | 8 | 9 | 9 | 9 | A.B | 8 | 8 | 9 | 9 | 9 | P | 9 | 9 | 9 | 2 | p | <i>b</i> | 9 | P | A8 |
| | ASHONEET BANDAN | SIATERALT | P | 9 | 2 | P | 9 | P | AB | Q. | g | Q | 9 | 9 | 8 | 9 | AB | 9 | P | P | P | P |
| 10 | AVUSTICIAN | 014799817 | 9 | 9 | 9 | 9 | P | P | 9 | 9 | P | AB | P | P. | 9 | 9 | 8 | P | R | AB | 9 | 9 |
| | SHARMA | 714198917 | P | 9 | 8 | 2 | A.B | Þ | 9 | 0 | P | 9 | 9 | 8 | P | 9 | 9 | 9 | P | P | 9 | P |
| 12 | AUNAL MITTIG | Stalmake? | P | P | P | 8 | 9 | 5 | B-A | 9 | 9 | 8 | 9 | 9 | P | 9 | 9 | 2 | AB | 9 | Q | 5 |
| 10 | MAVANE KAIN | 914788917 | P | 2 | P | Þ | P | 9 | P | P | 9 | AB | 9 | P | P | D | P | 9 | P | P | AR | 3 |
| 14 | MONIT GUPTS | 1011-0788557 | \$ | P | p | D | 5 | A-R | 9 | p | P | D | P | P | P | q l | 2 | P | P | 9 | 8 | 8 |
| 15 | MOESO | Unietzenit | 0 | 2 | 9 | Q | 9 | P | P | A | - | P | P | P | P | 9 | P | P | P | \$ | 2 | 3 |
| 10 | PRIVANSI | 1214768017 | 8 | 9 | 9 | P | 9 | 2 | 8 | 9 | 9 | P | A.A | 9 | P | P | - | D | P | 9 | P | A |
| 12 | RAGIDAN | 1314188811 | P | 2 | P | 2 | AB | 9 | P | P | g | P | P | P | 9 | P | P | 9 | P | D | AB | 1 |
| 18 | RAHER. | 1414759811 | P | 0 | 2 | P | P | P | 9.9 | 9 | \$ | 9 | Ø | P | 12 | P | 1 3 | | P | A-B | P | 3 |
| 19 | ID(DA) RITVE | 1514280011 | P | \$ | 0 | D | AB | R | 1.1.1.1 | 9 | 9 | p | P | p | D | + + | 12 | 1 2 | P | 2 | D | 12 |
| | SET II ROOM | | p | 0 | \$ | 2 | P | T | - | (b | D | p | 1 | + + | - | P | + | | 12 | AB | 1 | 17 |
| 29 | SALIBOTRA SAGAR RATHI | 1014200017 | D | 2 | b | 0 | p | p | P | 9 | 9.9 | 1 | - | 1.0 | P | + | P | AP | - | P | a l | |
| 22 | SAHIL BANSAL | 1714200011 | D | D | D | q | 14 | | 0 | P | P | 6 | 1 p | 3 | D | 0 | AR | | a p | D | 0 | |

| 21 | RANDGIF BARING | 0414106617 | P | P | 8 | 8 | A.P. | \overline{g} | 9 | P | 9 | q | 9 | P | A-B | 9 | 9 | P | 0 | 9 | P | 9 |
|-----|-------------------------|----------------------|---|-----|-----|----|------|----------------|---------------|------|-----|--------|------|-------|-----|----|----------|-----|-----|-----|----|----|
| 24 | GAUE | 2111248810 | 9 | 9 | 2 | P | 9 | P | B.A | 9 | 9 | Ţ | q | 9 | 9 | 9 | Q | 9 | A-B | 9 | P | P |
| 25 | SADIOP MALLIN | 2214788817 | 8 | P | q | 8 | 9 | 8 | g | 8 | P | A.R | 9 | 9 | P | P | 9 | 9 | 9 | 9 | P | P |
| 26 | TARSIN GOEL | 2314785657 | P | P | P | P | 9 | A.B | P | 9 | 8 | P | 9 | 9 | 8 | 9 | 9 | 9 | 9 | A.B | P | P |
| 71 | TEMAS CHHADWAL | 3414755517 | P | P | P | 9 | AR | P | D | 3 | 0 | Ø | A.B | 2 | 9 | 9 | P | P | D | P | P | P |
| 28 | LUDRAE KUMAR | 3414788517 | P | 4 | 2 | Q | 8 | Q. | D | Q | AR | p | 9 | p | Ø | D | 5 | P | P | D | P | P |
| 24 | VERANSIE | 2914758417 | D | P | 9 | P | 9 | Q | 9 | D | G | P | P | AR | P | 2 | 0 | D | P | 8 | P | P |
| 10 | AMAAN | AFFECT BASE | D | P | P | P | 0 | A-B | 9 | P | P | P | P | D | 2 | Q | p | A.B | P | q | P | P |
| H | BELAVYA FRATAP | | P | 9 | P | \$ | Þ | 9 | \$ | 9 | P | 2 | 0.2. | 9 | P | P | P | D | P | P | p | P |
| 1 | SINGH SAKSHAM | 11214755117 | P | P | 2 | D | P | 2 | 2 | 1.1 | P | | PTD | 1.1.1 | | | - | 2 | D | D | P | P |
| 47 | GLIPTA MIRNANGI | 111147K8AU7 | D | D | 5 | D | AR | P | 0 | A.B. | | Q Q | P | 8 | P | P | A-B P | D | P | - | D | D |
| 33 | JAISWAL VAIBUAY | 101141605)7 | D | P | P | | | | | | 5 | | - | | | 1 | | - | - | E A | | - |
| 34 | SANENA ROHAN | 10486561420 | | D | _ | 9 | 9 | 9 | 9 | 8 | A.B | 9 | 9 | 9 | 8 | 9 | 9 | 6 | P | 9 | 5 | 5 |
| 15 | NUCLAR | 46114786817 | P | | 9 | P | A-B | 9 | 8 | 9 | P | P | 8 | 9 | P | P | 8 | 9 | 9 | P | · | 8 |
| 36 | GUPTA | 10010001 | 5 | 2 | 9 | P | 2 | 8 | - | AB | 8 | 9 | 9 | P | 9 | 9 | 8 | P | 6 | 9 | 7 | P |
| 37 | CHAUMAN | 340.00017 | 9 | P | 5 | 6 | 8 | 5 | 9 | 6 | 9 | 8 | 8 | 8 | 6 | 8 | P | AB | 6 | P | P | Ð |
| 3.6 | RADIORE | 2100100317 | 8 | P | 5 | 9 | P | P.A | 9 | 8 | P | 8 | 9 | 9 | 8 | 5 | £ | 9 | P | A.B | 9 | 6 |
| 39 | SHARMA SIDDHARDS | 366108017 | 5 | P | 5 | P | 9 | 8 | 9 | A.B | 9 | 8 | 8 | P | 9 | 9 | A-B | P | P | 9 | 8 | 9 |
| 40 | TER | 3/41586813 | 9 | 6 | 8 | 6 | 8 | 5 | 9 | 6 | P | 5 | A-P | 9 | F | 9 | P | Þ | P | 2 | q | P |
| 45 | S2KUNDER SCURAVH | 2001006517 | 5 | P | P | 8 | 8 | A.3 | 9 | 9 | 9 | 8 | 9 | 15 | 5 | 8 | 9 | 8 | P | AB | P | 5 |
| 42 | SHARMA | 299100311 | P | P | 2 | P | 9 | 9 | 8 | A.B | R | P | 9 | 8 | 9 | P | 9 | 8 | 9 | 9 | 9 | P |
| 43 | SINGH | 1011280117 | P | P | 8 | P | AB | 8 | 2 | 8 | 8 | P | P | AR | 8 2 | P | Ŧ | q p | 7 | Q | 9 | 9 |
| 34 | YARUN SHARMA YASH | 3141188817 | 8 | P | P | P | 8 | 8 | 8 | 8 | A.B | 9 | 9 | 9 | P | P | P | 9 | P | A B | P | 7 |
| i5 | VARDILAN GUPTA | 12611100117 | 2 | 9 | þ | 9 | P | 9 | 9 | 9 | 9 | 9 | A | S P | 9 | 9 | ą | A.B | P | P | 9 | P |
| 10 | GOLI | VOLUMENT. | P | 8 | P | P | 9 | 8 | \mathcal{B} | B.A | 9 | P | 9 | 9 | P | 8 | 9 | 8 | D | P | D | 1 |
| 47 | AVUSR GOEL | 15 201108017 | P | P | 8 | R | 9 | 8 | 8 | 9 | 8 | AP | 9 | 8 | p | 9 | D | 2 | P | 0 | P | \$ |
| 42 | HISAVYA. JADI | 15361101017 | 9 | 9 | P | P | 8 | F | 2 | P | R | P | P | A | 9 1 | 12 | P | D | P | D | P | A |
| 14 | MARRAK GUPDA | 35461388817 | P | P | P | D | AB | p | 1 | 8 | R | 8 | P | P | P | AR | 1 | 1 | Q Q | D | P | H |
| 30 | SAMSAR IsiN | 115811E6817 | D | 8 | D | p | 2 | P | AA | P | P | 3 | 2 | Þ | D | D | D | D | 10 | 0 | D | |
| 31 | SUPERIOR | Treasurer | 2 | 8 A | P | P | 2 | 17 | | 8 | 2 | 2 | A | 1 | 9 9 | 2 | P | 12 | A | A | - | + |
| 51 | SARANSHI WADDWA | 0016110881) | P | 2 | 1 2 | P | P | A | | 1 | g | 1 | 1 1 | 1.0 | 2 2 | 1 | 1 | 1 | - | 12 | 20 | + |
| | 18VYASSII | and the state of the | D | P | P | D | P | p q | - | 1 1 | 1 | - | - | - | 203 | - | 1 1 | 1 3 | 1 8 | T | 1 | 5 |

| 54 | BRITACTIK BITAGAT | 4014-1154817 | 8 | 9 | P | 9 | AB | R | 9 | P | P | P | 9 | 9 | P | P | P | P | 9 | 9 | P | A-B |
|----|------------------------|----------------------------|---|---|---|---|----|---|-----|---|-----|----|---|---|---|---|-----|---|----|----|---|-----|
| 55 | MANAS DWDVEDI | 464a (155561) ⁴ | 9 | 9 | p | P | 9 | P | 9 | P | P | 8 | P | 9 | P | P | A-B | 9 | P | P | 8 | P |
| 56 | MAYANK RAJ | 40501193817 | 9 | 9 | 9 | P | 9 | 8 | AB | 9 | P | P | 9 | 7 | q | 9 | P | P | AB | 9 | 9 | 9 |
| 57 | SUMIT-VATS | 40761188817 | 9 | 8 | 9 | P | 8 | 9 | 9 | 9 | A B | 9 | Q | P | 2 | P | 9 | 9 | P | 9 | P | AB |
| 58 | CHIRANBEE VEKARNAJE | STATIONIT. | 8 | q | P | 2 | 8 | 6 | AR | 9 | 9 | 9 | P | 9 | P | 9 | P | P | P | AR | 9 | P |
| | DEVANSH GALR | 914712417 | D | P | 9 | P | P | 9 | 2 | 8 | 9 | AB | ą | p | P | P | P | P | P | Þ | 9 | A-B |
| 60 | EKANSHU | 1054712417 | P | Q | 9 | P | 9 | 9 | P-B | 9 | P | P | P | 9 | 9 | 9 | P | 9 | P | 2 | 0 | 12 |



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Skill Enhancement Certificate Course "Advanced Excel" (10th February-30th April 2020) 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 -Advanced for our students benefit.

This Certificate Course was the initiative taken under the aegis of IQAC 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. It was the 30 hours training program. 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. The timing of the classes was 4:00 pm to 5:30 pm. The registration for course started from 02nd February 2020. The classes began from 12th February 2020 which ended on 30th March 2020. The valedictory of the course was conducted on 30th April 2020.

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 course was divided into multiple sessions and each session was taken by different faculty members.

The course was divided into 7 sessions and each session was taken by different faculty members. Each session comprised 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.





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It was a great learning experience for the students as well as for the faculty. Following faculty members acted as the resource person of the course Ms. Sarita Garg, Ms. Sangeeta Rawal, Dr. Deepak Dagar, Dr. Sushila Gupta, Dr. Sangeeta Rawal, Ms. Rashi Agarwal, Ms. Shruti Sharma. 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. Manoj Verma (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

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 |
|-----------------|-----------|
| ABHINAV BANSAL | MAIMS |
| ASHISH SEMWAL | MAIMS |
| KRITI CHAUDHARY | MAIMS |



Sample Certificate:



Skill Enhancement Course on Business Applications on Business Application of Ms- Excel-Advanced

