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 www.maims.ac.in

Skill Enhancement Course on Data Analytics

August – October 2019

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

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
Maharaja Agrasen Chowk, Sector-22,Rohini, Delhi-110086India(Est. 2003);www.maims.ac.in
Courses offered: BBA, B.Com (H), B.A. Eco. (H), BA (JMC), BALLB & BBALLB

MAIMS

is organizing.

Skill Enhancement Certificate Course

On

Data Analytics

(Aug'2019 – Oct'2019)

Cash Prize for Top Performers

Key Takeaways

- Understanding Basics of Research

- Application of Research Methodology

- Understanding of different types of data

- Able to describe, predict & make decisions.

- Application in the specific areas of marketing, human resources, finance, and operations.

Time: 3:00 PM - 4:30 PM
Date of Commencement: 16 August 2019

For queries, mail us on:
bhartimaims@gmail.com

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

Programme Head: Prof. (Dr.) Vijay Kr. Khurana Convener. Dr. Bharti Chaudhary
Co-Convener: Ms. Shilpee Aggarwal

Course Description

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 keen to do understand the basic concepts of research & data analysis in the years to come. The students will learn basics of research and how data analysts describe, predict, and make informed business decisions in the specific areas of marketing, human resources, finance, and operations. The students would be able to become employable in this fast-growing new age field by demonstrating the skills learnt through this course. Excel had been used to conduct various statistical tests and make an inference about the data. Specifically, the course covered in-depth lessons on basic concepts of research, hypothesis formulation, sampling and data collection followed by descriptive analysis, literature review . Thus, this course would build research skills among the students.

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Schedule

Lec. No.	Topics	Resource Person
1	Introduction to Data Analytics	Prof. V.K. Khurana
2	Data Analytics: Importance & overview	Ms. Shilpee Aggarwal
3	Types of Data Analytics	Dr. Bharti Chaudhary
4	Descriptive Analytics	Mr. Inderpal Singh
5	Predictive Analytics	Ms. Preeti Bansal
6	Data Analytics Benefits: Decision-making	Ms. Sumedha Dutta
7	Data cleaning & preparation in Excel	Mr. Nakul Anand
8	Use of Graphs – trend lines, Histogram, multiple axis graph in Excel	Dr. Bharti Chaudhary
9	Analyzing data with Pivot Table (Excel)	Dr. Parul Kumar
10	Data Validation	Ms. Shilpee Aggarwal
11	Vlook & Hlook up	Ms. Sumedha Dutta
12	Frequency distribution	Mr. Nakul Anand
13	Analyzing data with Pivot Table (Excel)	Ms. Preeti Bansal
14	Frequency distribution	Mr. Nakul Anand
15	Hypothesis testing – t test and z test	Mr. Inderpal Singh
16	Working with Distributions (Normal, Binomial, Poisson), Population and Sample Data	Ms. Shilpee Aggarwal
17	Normal Distribution	Dr. Sumedha Dutta
18	Hypothesis Testing	Dr. Bharti Chaudhary
19	Advance Excel functions	Ms. Preeti Bansal
20	Interpretation of Data	Dr. Parul Kumar

Hands on experience on basics of research.
Participants must make arrangement for their own software.

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Registration

Category	Fees till August 10, 2019
External Participant	INR 2500/-
Free for Internal Participant	

Limited seats on first cum first

Who should attend?

Research Scholars, Early Researchers, Students – Undergraduate& Postgraduate, Research Enthusiastic.

Bank Account / Paytm Details for Payment			
IMPS/NEFT		**Paytm/UPI**	
Account Holder's Name	Maharaja Agrasen Institute of Management Studies	**Name**	Maharaja Agrasen Institute of Management Studies/ **Anil Kumar**
Bank Name	Union Bank of India	**Mobile No.**	8448186940
Account Number	394502010059876		
Account Type	Savings Account		
IFSC	UBIN0560421		
*UTR/Ref. No. & Screenshot of payment to be uploaded for completing the registration form			

Requirements for Issue of Certificate

80% or more attendance
Submission of solutions/answers of all assignments
Submission of weekly feedbacks
Good performance in all MCQ test

Cash Prizes: INR 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 participants who successfully complete the course.

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Patrons

Advisor

Prof. (Dr.) M.K Bhat

Director, MAIMS

Chief Coordinator

Prof. (Dr.) Vijay Kumar Khurana

Professor – Business Administration

Resource Persons

Dr. Manoj Verma, HOD,Assistant Professor – Business Administration

Dr. Bharti Chaudhary, Convener & Assistant Professor – Business Administration

Ms. Shilpee Aggarwal, Co- Convener & Assistant Professor – Business Administration

Ms. Sumedha Dutta, Assistant Professor – Business Administration

Dr. Deepak Dagar, Assistant Professor – Business Administration

Ms. Shilpee Aggarwal, Assistant Professor – Business Administration

Mr. Inderpal Singh, Assistant Professor – Business Administration

Ms. Preeti Bansal, Assistant Professor – Business Administration

Mr. Nakul Anand, Assistant Professor – Business Administration

For further queries mail us:bhartimaims@gmail.com

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Value Added Course: DATA ANALYTICS

BATCH 1

S No	Name of Student	Enrollment No.	16/8/2019	19/8/2019	21/8/2019	23/8/2019	26/8/2019	28/8/2019	30/8/2019	2/9/2019	4/9/2019	6/9/2019	9/9/2019	11/9/2019	13/9/2019	16/9/2019	18/9/2019	20/9/2019	23/9/2019	25/9/2019	27/9/2019	30/9/2019
1	ANUJ PATIL	21472t617	A.N	A.P	A.P	A.P	A.P	A.P	A.P	A.P			A.P	A.P	A.P	A.P	A.P	A.P	A.P	A.P	A.P	A.P
2	RAM UTKARSH DAS	51472t617	R.D	R.D	R.D	R.D	R.D	R.D	R.D		R.D	R.D	R.D	R.P	R.D	R.D	R.D	R.D	R.D	R.D	R.D	R.D
3	MAYANK KUMAR	101472t617	m.K	m.K	m.K	m.K	m.K	m.K	m.K			m.K	m.K	m.K	m.K	m.K	m.K	m.K	m.K	m.K	m.K	m.K
4	GAURAV KHATTAR	181472t617	G.K	G.K	G.K	G.K	G.K	G.K		G.K	G.K	G.K	G.K	G.K	G.K	G.K	G.K	G.K			G.K	G.K
5	RASHIL GUGNANI	211472t617	R.G	R.G	R.G	R.G	R.G	R.G		R.G	R.G	R.G	R.G	R.G	R.G	R.G	R.G	R.G	R.G	R.G	R.G	R.G
6	SAKSHI GUPTA	231472t617	S.G	S.G	S.G	S.G	S.G	S.G		S.G		S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G
7	SHRIYAM PASWAL	301472t617	S.P	S.P	S.P	S.P	S.P	S.P	S.P	:	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P
8	PRERNA GAMBHIR	311472t617	P.G	P.G	P.G	P.G	P.G	P.G	P.G			P.G	P.G	P.G	P.G	P.G	P.G	P.G	P.G	P.G	P.G	P.G
9	SALONI ARORA	321472t617	S.A	S.A	S.A	S.A	S.A	S.A		S.A		S.A	S.A	S.A	S.A	S.A	S.A	S.A	S.A	S.A	S.A	S.A
10	SIDDHANT SOLANKI	341472t617		·	S.S		S.S	S.S	S.S	S.S	S.S	S.S		S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	
11	UTKARSH	381472t617	U	U	U	U	U	U				U	U	U	U	U	U	U	U	U	U	U
12	GURLEEN KAUR GILL	401472t617	G.K	G.K	G.K			G.S	G.S	G.K	G.S	G.K	G.K	G.K	G.K		G.K	G.K	G.K	G.K	G.K	G.K
13	SANDEEP SHARMA	411472t617	S.S	S.S	·	S.S	S.S			S.S	S.S	S.S	S.S		S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S
14	SHAIFALI BAGGA	421472t617	S.S		S.S	S.S	S.S	S.S	S.B		S.B	S.B	S.B	S.B	S.B	S.B	S.B	S.B	S.B	S.B	S.B	S.B
15	SANCHIT VIJAY	431472t617	S.V	S.V		S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	
16	SANCHIT KHOSLA	441472t617	S.K	S.K			S.K		S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K		S.K	S.K	S.K	S.K	S.K
17	DEEPANSHU SAGAR	451472t617	D.S	D.S	D.S	D.S		D.S	D.S	D.S	D.S	D.S			D.S			D.S	D.S	D.S	D.S	D.S
18	SHASHANK AGARWAL	461472t617	S.A		S.A		S.A	S.A	S.A	S.A		S.A	S.A	S.A	S.A	S.A	S.A		S.A	S.A	S.A	
19	SAUMYA NAGPAL	471472t617	S.N	S.N	S.N	S.N	S.N	S.N	S.N	S.N		S.N		S.N	S.N	S.N	S.N	S.N		S.N	S.N	
20	TANVI SACHDEVA	491472t617	T.S	T.S	T.S	T.S	T.S		T.S		T.S		T.S	T.S	T.S	T.S	T.S	T.S	T.S	T.S	T.S	T.S
21	RAJAT MISHRA	501472t617	R.m	R.m		R.m		R.m	R.m	R.m	R.m	R.m	R.m	R.m	R.m	R.m	R.m	R.m	R.m	R.m	R.m	
22	RAYAM JOSHI	511472t617	R.S	R.S	R.S		R.S		R.S	R.S	R.S	R.S	R.S	R.S			R.S	R.S	R.S	R.S	R.S	R.S
23	MANAS BOGRA	531472t617	m.B	m.B	m.B	m.B	m.B	m.B	m.B		m.B		m.B	m.B	m.B	m.B	m.B	m.B	m.B	m.B	m.B	m.B

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#	Name	ID
24	APOORVA SHARMA	5414721617
25	BHUMIKA CHITKARA	5614721617
26	NANCY SHARMA	5814721617
27	KIRTI SHARMA	5914721617
28	ANKUR OTHIWAL	1314701716
29	ABHISHEK	314701717
30	ADITYA AIRAN	414701717
31	AKANCHHA	514701717
32	AMAN JOSHUA LAL	614701717
33	ARNAV SHARMA	1014701717
34	BHAVYA NAHATA	1214701717
35	BHUMIKA DHINGRA	1314701717
36	BISHWAJEET SINGH	1414701717
37	DEEP BANSAL	1614701717
38	DEEPAK SINGH	1714701717
39	DEEPALI DODEJA	1814701717
40	DIVYA KOTWAL	2014701717
41	DIVYAM GOEL	2114701717
42	GAUTAM MEHTA	2214701717
43	HANISH GURNANI	2314701717
44	HARRY	2414701717
45	HARSH AUGUSTINE KUJUR	2514701717
46	KARTIK SHARMA	42514701717
47	ABHISHEK SHARMA	43114701717
48	HARSH AGGARWAL	43214701717
49	ARHAM JAIN	43314701717
50	ANANYA GUPTA	43414701717
51	NAMAN SHARMA	43514701717
52	AKSHAY YADAV	43614701717
53	LAKSHAY KHURANA	43714701717
54	FAZIL ZAIDI	43814701717

	Name	Enrollment No.																					
55	PANKHI AGGARWAL	43914701717																					
56	SHIVAM SAHNI	44014701717																					
57	GARVIT PASRIJA	44214701717																					
58	HIMANSHU ROY	44314701717																					
59	VASU KOHLI	44414701717																					
60	ANANT TAYAL	44514701717																					
61	CHARAT GOEL	44614701717																					
62	RAHUL GUPTA	44714701717																					
63	SALONI JAIN	44914701717																					

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Value Added Course: DATA ANALYTICS
BATCH 2

S No	Name of Student	Enrollment No.
1	SARANSH GUPTA	45014701717
2	RAHUL JAISWAL	45114701717
3	RICKY BHATIA	35514788818
4	SAGAR GARG	35614788818
5	VINAYAK TULSIYAN	40214788818
6	RISHABH GUPTA	40514788818
7	RAMAN TAYAL	40614788818
8	SHREYA GUPTA	40714788818
9	MUKUL BANSAL	40814788818
10	DHRUV GUPTA	40914788818
11	TUSHAR CHAUDHARY	41014788818
12	SHUBHAM GUPTA	41114788818
13	ATUL KHURANA	41214788818
14	NIYATI KHULBE	41514788818
15	SHOBHIT JAIN	41414788818
16	HIMANSHI SHARMA	41614788818
17	RIYA GARG	41714788818
18	JYOTIKA BANGA	75118881?
19	KANIKA GUPTA	86118881?
20	KHUSHI BHATIA	96118881?
21	KUNAL GUPTA	10611888817
22	LAKSHAY BANSAL	11611888817
23	LAKSHYA GUPTA	12611888817

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#	Name	ID
24	MANAV BHARDWAJ	1361188817
25	MOHIT KUMAR	1461188817
26	MONTI DABAS	1561188817
27	MRINAL DHAMIJA	1661188817
28	NAVDEEP SINGH	1761188817
29	SANYAM BHANSALI	1861188817
30	SARTHAK KOHLI	1961188817
31	SHIVAM MISHRA	2061188817
32	SHIVAM MURGHAI	2161188817
33	SHIVANSHU AGGARWAL	2261188817
34	GAURAV	1114712417
35	HARDIK AGGARWAL	1214712417
36	ISHAN KUMAR	1314712417
37	KABIR MAHENDRU	1414712417
38	KANIKA SHARMA	1514712417
39	KASHMIRA SACHDEVA	1614712417
40	KUBER JAIN	1714712417
41	LEHAR GUPTA	1834712417
42	MALLIKA KHURANA	1914712417
43	MAMTA JOSHI	2014712417
44	MAYANK ARORA	2114712417
45	MISHI VARSHNEY	2214712417
46	MUSKAAN MADAAN	2314712417
47	PALLAVI	2414712417
48	PARMEET KAUR	2514712417
49	PARTH HANS	2614712417
50	PREETI	2714712417
51	PRIYA GUPTA	2814712417
52	RADHIKA CHUGH	2914712417
53	RAHUL SATIJA	3014712417
54	SANSKAR KAPOOR	3314721619

#	Name	Roll No																					
55	SHRUTI GARG	3314721619	S	S	S	S	S	S	S	S			S	S	S	S	S	S	S	S	S	S
56	BHAVIT KHATRI	3414721619	B	B	B	B	B	B	B		D	B	B	B		B	B	B	B	B	B	B
57	ARJUN SINGH	3514721620				A	A	A			P	A	A		P	P	A	A	A	A	A	A
58	PARUL JINDAL	3514721617	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	AAKANSHA GOEL	5014721617	A		A	A	A	A		A	A	A	A	A	A	A	A	A	A	A	A	A
60	KARTIK	5014721617	K	K	K	K	K	K	K	K	K	K		K	K	K	K	K	K	K	K	K
61	MIMAMSA SINGH	5014721617	m	m	m	m	m	m	M	M	M	m	M	M	M	m	m	m	m	m	m	m
62	LAKSHIT GUPTA	6014721617	L	L	L	L	L	L	L	L	L	L	L	C	L	L	L	L	L	L	L	L

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Skill Enhancement Certificate Course
Introduction to Data Analytics (using Excel)
16th August-31st October, 2019

Report

Data Analytics courses will give insights into how to apply data and analytics principles in business. Learning analytics, data visualization, and data science methodologies through this course will make students capable of driving better business decisions and ROI. It will help them in generating meaningful results from the data by the application of various statistical methods with ease. Thus, it encouraged the seasoned faculty of MAIMS to design a skill enhancement course in data analytics using Excel for all the Students of MAIMS.

This Certification Course was the initiative of Department of Business Administration for students of MAIMS. The prime objective of the course was to equip the students with the basics of research methodology & various quantitative data analysis techniques. Excel had been used to conduct various statistical tests and make an inference about the data. A total of 125 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.

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, Ms. 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.

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The credit for this ambitious initiative goes to Dr. Manoj Verma (HOD, Business Administration) & his team, who worked under the able guidance of the Prof. M. K Bhat Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this program.

*Convener – Dr. Parul Kumar, Senior 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 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 had been used to conduct various statistical tests and make an inference about the data. Specifically, the course covered in-depth lessons for Introduction to Data Analytics, Data Analytics: Importance & overview, Types of Data Analytics, Descriptive Analytics, Predictive Analytics, Data Analytics Benefits: Decision-making, Data cleaning & preparation in Excel, Use of Graphs – trend lines, Histogram, multiple axis graph in Excel, Analyzing data with Pivot Table (Excel), Data Validation ,Vlook & Hlook up, Frequency distribution, Analyzing data with Pivot Table (Excel), Frequency distribution, Hypothesis testing – t test and z test, Working with Distributions (Normal, Binomial, Poisson), Population and Sample Data, Normal Distribution ,Hypothesis Testing, Advance Excel functions & Interpretation of Data. Many companies have now been looking for a skilled professional, who understand the research methodology, statistical techniques, data presentation & working on statistical software. Thus, this course would build the data analysis skills among the students.

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Objectives of the Course:

- Basics of Data analytics using Excel
- 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.

Course content:

This course is organized into 20 sessions as per details below:

Lec. No.	Topics	Resource Person
1	Introduction to Data Analytics	Prof. V.K. Khurana
2	Data Analytics: Importance & overview	Ms. Shilpee Aggarwal
3	Types of Data Analytics	Dr. Bharti Chaudhary
4	Descriptive Analytics	Mr. Inderpal Singh
5	Predictive Analytics	Ms. Preeti Bansal
6	Data Analytics Benefits: Decision-making	Ms. Sumedha Dutta
7	Data cleaning & preparation in Excel	Mr. Nakul Anand
8	Use of Graphs – trend lines, Histogram, multiple axis graph in Excel	Dr. Bharti Chaudhary
9	Analyzing data with Pivot Table (Excel)	Dr. Parul Kumar
10	Data Validation	Ms. Shilpee Aggarwal
11	Vlook & Hlook up	Ms. Sumedha Dutta
12	Frequency distribution	Mr. Nakul Anand
13	Analyzing data with Pivot Table (Excel)	Ms. Preeti Bansal
14	Frequency distribution	Mr. Nakul Anand
15	Hypothesis testing – t test and z test	Mr. Inderpal Singh

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16	Working with Distributions (Normal, Binomial, Poisson), Population and Sample Data	Ms. Shilpee Aggarwal
17	Normal Distribution	Dr. Sumedha Dutta
18	Hypothesis Testing	Dr. Bharti Chaudhary
19	Advance Excel functions	Ms. Preeti Bansal
20	Interpretation of Data	Dr. Parul Kumar

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Course Outcomes:

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

The certification course was conducted from August 16, 2019 to September, 30, 2019 in MAIMS 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. The course was conducted in 2 batches because of 125 students. 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 timings of the classes were 3:00 pm to 4:30 pm. The valedictory of the course was conducted on 31st Ocyober 2019.

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.

Total Sessions: 20 of 1.5 hour each
Total number of enrolled students: 125
Total number of students certified: 125

List of Top Performers of the Certificate Course

Name	Institute
NIYATI KHULBE	MAIMS
HARSH AUGUSTINE KUJUR	MAIMS
APOORVA SHARMA	MAIMS

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

Sample Certificate:

Skill Enhancement Course on Data Analytics

Maharaja Agrasen Institute of Management Studies
(A unit of Maharaja Agrasen Technical Education Society)
Affiliated to Guru Gobind Singh Indraprastha University, Delhi
Recognized u/s 2(f) of UGC & by Bar Council of India & ISO 9001: 2015 Certified Institution
Sector 22, Rohini, Delhi -110086, India   www.maims.ac.in

Department of Business Administration

Skill Enhancement Certificate Course
On
Data Analytics
(16ᵗʰ Aug'2019 - 30ᵗʰ Oct'2019)

Certificate of Completion

is presented to

Sanchit Vijay

Department of Business Administration

For successfully completing **Skill Enhancement Certificate Course on Data Analytics** organized by the
Department of Business Administration, MAIMS, Delhi from **16ᵗʰ August- 30ᵗʰ October 2019.**

Ms. Shilpee Aggarwal   Dr. Bharti Chowdhary   Prof. (Dr.) Vijay Kr. Khurana
Co-convenor   Convenor   , Chief Coordinator
Assistant Professor   Department of Business Administration

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