



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 Certificate Course

Computer Applications in Economics & Business

11th October-11th December 2021

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





DEPARTMENT OF ECONOMICS

Under the Aegis of IQAC

Skill Enhancement Certificate Course

on

Computer Applications in Economics & Business

October 11, 2021 to December 11, 2021

Timings: 2:30-4:00PM

Commencement Date: 11 Oct 2021



Maharaja Agrasen Institute of Management Studies

(A Unit of 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(H)Eco., BA (JMC), BALLB & BBALLB

Highlights

- Fundamentals of Computer Applications in Economics
- Online Training on Google Tools, MSEXcel, MS Word and MS PowerPoint via Gmeet





Register [HERE](#)
Latest by October 9, 2021



Maharaja Agrasen Technical Education Society (MATES), New Delhi

Dr. Nand Kishore Garg
Founder & Chief Advisor, MATES
Chancellor, Maharaja Agrasen University, Baddi, HP



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Prof. (Dr.) Ravi Kumar Gupta- Director	Prof. (Dr.) S.S. Deswal -Dean (Academics)	Sh. Suresh Gupta -Project Director	Sh. J R Mani Tripathi -CAO(Accounts)



Maharaja Agrasen Institute of Management Studies

Education and Educators have always played an instrumental role in the development and advancement of society and humankind. We are living in an era of rapid change, with global expansion of skills and expertise in a variety of fields. The role of education has shifted from rote memorization to proactive learning. We at MAIMS are conscious of these needs and are continuously striving to attain them.

As part of our commitment to being at the forefront of education, we collaborate with and maintain excellent relationships with industry and leading corporate houses for training and internship opportunities. This gives our students an edge over others, which is reflected in our year after year high placement rates.

At MAIMS, we inspire dreams, galvanise actions, and define the vision for tomorrow. Our enthusiasm knows no bounds and our dedication to take education to new heights is indeed strong.

About the Department of Economics

The Department of Economics is one of the youngest departments of MAIMS, established in 2017. It offers Undergraduate Degree Programme i.e. BA (H) Economics. Currently, there are six faculty members in the department who either hold doctoral degrees or are pursuing it.

The department offers a blend of theoretical and applied knowledge of Economics supplemented with quantitative methods to its students along with immense opportunities beyond academics. Under the aegis of Arthanomics Club, students are encouraged to organize and participate in all the educational and extracurricular activities which help them to enhance their understanding, creativity and interdisciplinary approach towards learning.

Further, the department offers a unique opportunity to its faculty and students for undertaking quality research and runs its bi-annual peer reviewed referred research journal i.e. MAIMS Economic Journal. The department keeps on organizing International Conferences, Faculty Development Programmes, Workshops, Skill Enhancement Certificate Courses among the others from time to time to enhance learning of faculty as well as students.

About the Skill Enhancement Certificate Course

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

Google provides you with a wide range of tools that will help participants to increase your efficiency and productivity. Google tools covered in this skill enhancement course will help participants to better collaborate and organize their tasks and data and empower them to work in all the fields of their interest.

MS Office is the most widely used tool for documenting and organizing information, delivering presentations, as well as processing data in offices environments across the globe. It has been designed to be user friendly, interactive and powerful, which drastically helps increase users' productivity within the office environment.

Both the applications are going to help participants in enhancing their IT skills, decision making and better understanding of the data.

Objective of the Course

The Skill Enhancement Certificate Course "Computer Applications in Economics & Business" aims at imparting theoretical and practical knowledge on Google Tools such as Google drive, Google Forms, Google Sites, Google Docs, Google Scholar and MS Office applications such as MS Excel, MS Word and MS PowerPoint.

Course Outcomes

After completion of the course, participants will be able to:

CO1: Collate and analyze data effectively.

CO2: Apply Google tools for undertaking their activities related to research and academics.

CO3: Apply Google scholar to write research papers/ projects.

CO4: Create customized website.

CO5: Apply advanced MS Excel formulas for report visualizations and decision making.

CO6: Format and edit MS Word documents.

Who Should Join the Course?

The Skill Enhancement Certificate Course would be beneficial for students and researchers for enhancing their document preparation and research writing skills.

A certificate of completion will be provided to the eligible participants.

Program Details

- Commencement date: October 11, 2021.
- There will be minimum 20 Sessions of 1 hour 30 minutes each.
- There will be 2 Sessions per week on every Monday and Friday.
- Class timings will be 2:30 pm – 4:00 pm.
- Minimum 75% attendance is required to be eligible for certificate.
- For every Module, at least one practical assignment will be given to participants, which is required to be submit/upload within 2 days.

Evaluation of the Course

- Mid-term comprehensive MCQ based Skill Assessment Test of one-hour duration will be conducted.
- A final comprehensive MCQ assessment Skill Assessment Test of one-hour duration will be held at the end of the course.

Course Content

Session No.	Details of topics with sub topics
Session 1	Introduction to important Google tools and how to use them. <ul style="list-style-type: none"> • Google Drive • Google Docs • Google Translate
Session 2	Important Tools for a Researcher <ul style="list-style-type: none"> • Google Sites • Google Scholar
Session 3	Google Forms
Session 4	Introduction to MS Excel <ul style="list-style-type: none"> • Introduction to all the Ribbon Tabs. • Introduction to all keyboard short cut keys.
Session 5	Advanced Paste Special techniques <ul style="list-style-type: none"> • Paste Formulas • Paste Formats • Paste Validations • Transpose Tables Cell References <ul style="list-style-type: none"> • Relative, Absolute and Mixed Referencing
Session 6	Sorting and Filtering Data <ul style="list-style-type: none"> • Using multiple-level sorting • Custom sorting • Filtering data for selected view (AutoFilter) • Using advanced filter options
Session 7	Working with templates and Managing Worksheets <ul style="list-style-type: none"> • Naming and Moving Worksheets • Copying Worksheets • Adding, Deleting and Hiding Worksheets • Grouping Worksheets • Using templates for standardisation of worksheets Collaboration and Protecting Data <ul style="list-style-type: none"> • Inserting Hyperlinks • Sharing a Workbook • Track Changes • Accept/Reject Changes • Protecting Workbooks • Unlocking Cells
Session 8	Conditional Formatting <ul style="list-style-type: none"> • Highlight Cells Rules • Top/Bottom Rules • Data Bars • Color Scales • Custom Formatting Rule
Session 9	Data Validations <ul style="list-style-type: none"> • Specifying a valid range of values for a cell • Specifying a list of valid values for a cell • Specifying custom validations based on formula for a cell
Session 10	Conditional Logic <ul style="list-style-type: none"> • If Statement, Nested If

	<ul style="list-style-type: none"> • And, Or , Not • Sumif, Sumifs • Averageif, Averageifs • Countif & Countifs
Session 11	Assessment Test
Session 12	Lookup and reference functions and Formula Auditing <ul style="list-style-type: none"> • VLOOKUP • HLOOKUP • MATCH, INDEX • Trace cells • Watch and evaluate formulas
Session 13	Mathematical and Date functions
Session 14	Text functions & Statistical Functions
Session 15	Working with Reports <ul style="list-style-type: none"> • Creating subtotals • Multiple-level subtotals • Pivot tables • Pivot charts
Session 16	Charts <ul style="list-style-type: none"> • Chart Types • Update Charts • Formatting Charts • Using Slicers • Manage Primary and Secondary Axis
Session 17	What if analysis <ul style="list-style-type: none"> • Goal Seek • Data Tables • Scenario Manager • Solver Tool
Session 18	Working with MS Word <ul style="list-style-type: none"> • All tabs of MS Word • Formatting of documents
Session 19	Working with Pages on MS Word <ul style="list-style-type: none"> • Different layouts of a Word page • Settings of word page <ul style="list-style-type: none"> ○ Print settings of a page ○ Introduction ○ Page Orientation ○ Page Breaks ○ Print Area ○ Margins ○ Print Titles ○ Headers and Footers ○ Scaling • All the tabs related to page settings and views of a page
Session 20	Working with MS PowerPoint <ul style="list-style-type: none"> • Creating slides • Managing Sections • Editing & Formatting Presentations
Session 21	Working with Multimedia & Sharing Presentations in different formats
Session 22	Final Assessment Test

Registration Details

Last Date of Registration: October 9, 2021

Registration Fee: Rs. 200/-

Registration Link: <https://forms.gle/cJbwDpGhkSZphJW39>

**** UTR/Ref. No. & screenshot of payment to be uploaded for completing the registration**

Payment Modes:

1. Through IMPS/NEFT

Account Holder's Name: Maharaja Agrasen Institute of Management Studies

Bank Name:	Union Bank of India
Bank Account No.	394502010059876
Account Type:	Savings Account
IFSC/NEFT Code:	UBIN0560421

2. Through Paytm/UPI: Account Holder's Name: Maharaja Agrasen Institute of Management Studies/Anil Kumar

Mobile No: 8448186940

Patrons

- Prof. (Dr.) S.K Garg, Director General, MAIMS
- Prof. (Dr.) G.P Govil, Advisor, MATES
- Prof. (Dr.) Ravi K. Gupta, Director, MAIMS

Organizing Team & Resource Persons

- Dr. Sanjay Kumar Mangla, Associate Professor & Head, Department of Economics – **Program Head**
- Ms. Kamna Vaid, Assistant Professor, Department of Economics – **Convener**
- Ms. Nikita Jain, Assistant Professor, Department of Economics - **Co-Convener**

Contact Details: Ms. Kamna Vaid

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Value Added Course on: SKILL ENHANCEMENT CERTIFICATE COURSE ON 'COMPUTER APPLICATION IN ECONOMICS AND BUSINESS'

BATCH I																						
			Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
S.No	Name	Enrollment No.	11-10-21	18-10-21	18-10-21	23-10-21	25-10-21	27-10-21	29-10-21	3-11-21	5-11-21	8-11-21	12-11-21	15-11-21	17-11-21	27-11-21	24-11-21	26-11-21	29-11-21	3-12-21	6-12-21	10-12-21
1	Aashish Jain	00114701820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Aadya Sharma	09261102421	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
3	Aakriti Manchanda	02714721621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Aakshu Mittal	11261102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
5	Aanchal Saluja	02614702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Aarav Lohia	00214701820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Aarush Chaudhan	02914702421	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
8	Ashay Gerg	00314701820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Ashay Solanki	02214702419	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P
10	ANUSHK Sharma	00414702420	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	ANVA Bhardwaj	00514702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Aditi Bhardwaj	00414701820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Aditi Kaushik	00514701820	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
14	Aditya Roy Choudhary	00514702421	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
15	Aditya Sharma	00614701820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Akanksha	00714701819	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
17	Akanksha Mishra	00514701819	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P

Director
Maharaja Agrasen Institute
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Sector-22, Rohini, Delhi-86

18	Akshat	00714703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Anam Sharma	00814703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Amar Rajpuro	00814703819	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
21	Anand Kumar	019147221621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Anant Rohatgi	00914703820	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
23	Ananya Gulati	09861102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Ananya Sharma	01914702421	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P
25	Ananya Sharma	01014703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Ananya Singh	01114703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Aniket Chauhan	03014721621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Anisha Ramachandran	00614702420	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
29	Anjana Das	01061102419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	Ankit Hejaj	01261102419	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	Ansh Kukreti	12561102421	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
32	Ansh Mahajan	00714702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	Anshika Madan	11161102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	Anshu Maria Binoy	011147221620	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
35	Anubhav Goyal	012147221620	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
36	Anushka Panbar	01961102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
37	Anushreya Jeevanandur	031147221621	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
38	Archie Walu	013147221620	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	Arham Umami	014147221620	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P


Director
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40	Aryon Clough	06061102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	Arnav Pratap Singh	01361102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	Arya Sharma	01514721620	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	Aryon Jain	01614721620	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
44	Aryon Narang	01714721620	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	Ashura Singh	13061102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	Adish Kumar	02014702419	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P
47	Ashmeet Kaur	00861102419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	Arav Sajan	01714702419	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
49	Ayush Kohli	01861102421	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
50	Bhavna Khanna	35314721621	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
51	Bhavna Tomar	00914702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	Bhav Patel	11461102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	Bhumika Beldi	01014702421	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
54	Bhumika Sharma	14261102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	Bhupasha Rawat	01814721620	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	Chandita Goyal	35214721621	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
57	Daksh Setia	00614702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	Deepali Chaurasia	00814702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	Deepasha Jain	01314702419	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P
60	Devang	01561102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	Devanshi Doo Singh	00914702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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BATCH II

S.No	Name	Enrolment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
			12-10-21	14-10-21	16-10-21	21-10-21	23-10-21	26-10-21	28-10-21	30-11-21	2-11-21	9-11-21	11-11-21	13-11-21	16-11-21	18-11-21	20-11-21	23-11-21	25-11-21	27-12-21	4-12-21	11-12-21
93	Jinisha Kapoor	02114702421	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
94	Joel Mathew Jacob	02814702421	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P
95	Jyoti	14461102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
96	Kabir Bchl	35214788820	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
97	Kanak Bhardwaj	00614702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
98	Karishma Singh	03414721621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
99	Kartik Katyal	07161102421	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
100	Kavsa Jain	02214702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
101	Kenny Sikri	00914702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
102	Khushboo Katoch	02714721620	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
103	Khushi Aggarwal	02514702421	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P
104	Khushi Garg	02814721620	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
105	Khushi Khandwal	09161102421	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
106	Khushi Sharma	11561102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
107	Khvati Dhir	02861102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P

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108	Krishan Thapar	01161102421	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
109	Krishna Pandey	02461102421	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
110	Kriti Jain	10561102421	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A
111	Kritika Singh	35161102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
112	Kahruj Shokeen	00514702419	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
113	Kahruj Verma	02914721620	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
114	Kunal Adhikari	02714702421	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
115	Kunal Sharma	35314788820	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
116	Lakshya Kaushik	05061102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
117	Madhav Mathur	01614702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
118	Mannat Arora	01314702421	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
119	Manvi Maletha	05461102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
120	Maulik Seth	35114721621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
121	Mavank Singh	01661102419	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
122	Mudit Kumar	00114703819	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
123	Muskan Mittal	00814702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
124	Nandini Singh	07061102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
125	Nandini Singhal	00561102419	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
126	Nawaal Shaab	01161102419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
127	Nibha Jain	01514702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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128	Niharika Sisodia	13161102421	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
129	Nikita Arora	01214702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
130	Nilesh Sethi	00714702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
131	Nehru Gupta	07961102421	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
132	Paawani Panva	02414702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
133	Pandhi	02314702421	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
134	Pratibha Sharma	00414702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
135	Priva Dhardway	04861102421	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
136	Rahul Juneja	35414788820	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
137	Rahul Kumar	00961102419	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
138	Raj Tripathi	10161102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
139	Rhythm Singh	03061102421	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
140	Rishika Mangal	01114702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
141	Ritik Chauhan	01814702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
142	Rout Sawhney	01714702421	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
143	Rupansh Kumar	00661102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
144	Sahil Dahiya	02061102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
145	Sahil Mehta	00561102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
146	Sakshi Jadhav	14361102421	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
147	Sania Gursain	13661102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P


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148	Sanjmyet Singh	01014702419	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
149	Samana Chauhan	03314721621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
150	Sania Perveen	10861102421	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
151	Sejal Sethi	00661102419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
152	Shakshi Negi	02114702419	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
153	Shardul Singh	01614702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
154	Sheetal Prajapati	00214703819	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
155	Shivam Camma	10261102421	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
156	Shobhit Girotra	00714702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
157	Shreya Garg	00761102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
158	Shruti Garg	01461102419	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
159	Siddhant Vashishth	14961102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
160	Siddharth	00314703819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
161	Spanshita Goyal	01414702421	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
162	Suraj Chadha	00461102419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
163	Suryansh Sachar	35514788#20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
164	Swati Sharma	01214702419	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
165	Tanish Aggarwal	03214721621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
166	Tanishqa Bhadoria	09661102421	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
167	Tanvi Khanna	07861102421	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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164	Tanya Gupta	05014702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
165	Tushar Sami	14061102421	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
170	Vaibhav Gautam	05014700020	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
171	Vansh Garg	35614700020	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
172	Vanshika Anand	01361102419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
173	Vedant Bhargava	05114700020	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
174	Vedha Gupta	00614703419	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P
175	Vedvi Jain	01314711621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
176	Vedvi Raghav	05114700020	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
177	Vijay Kumar Bhatnagar	05114700020	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
178	Vijayant Singh	14161102421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
179	Vijay Dhanwan	35261102421	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
180	Vinay Joshi	01761102419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
181	Vish Divedi	01561102419	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
182	Vish Sharma	08061102421	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P



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Complete Report

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

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

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

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

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

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



Three toppers of the Course:

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


Director
 Maharaja Agrasen Institute
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 Sector 22, Rohini, Delhi-86



Sample Certificate:

Skill Enhancement Certificate Course
Computer Applications in Economics & Business
Date : 11th October-11th December 2021

Computer Application in Economics and Business




Director
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