



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

Student Training Programme Data Analysis using MS Excel & Python 16th March 2022 – 3rd June 2022

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





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(A unit of Maharaja Agrasen Technical Education Society)

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Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA

Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Courses offered: BBA, B.Com(H), BA(H) Economics, BA(JMC), BALLB, BBALLB



Department of Commerce

Under the Aegis of IQAC and In Association with
PCJ School of Management,

**Maharaja Agrasen University,
Baddi, HP**

**Student Training Programme
on**

**“Data Analysis using Excel
and Python”**

March-May 2022

Starting on March 16, 2022

Key Highlights:

- ✚ Application based training
- ✚ Able to work with large volumes of data of different areas
- ✚ Data Analysis using excel and python on Finance, Marketing, Sales data
- ✚ Certification of Completion
- ✚ Certificate of Excellence for top three Students

REGISTER NOW!!

Last date for registration: March 12th, 2022



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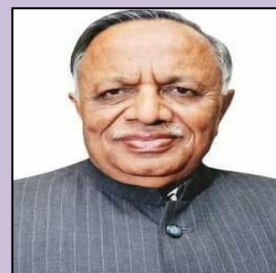
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Maharaja Agrasen Technical Education Society (MATES), New Delhi



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)



About Maharaja Agrasen Technical Education Society

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well – known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor – MATES, Chancellor – MAU, three times MLA – Delhi Vidhan Sabha) has been a significant source of inspiration and motivation for achieving the aims and goals of the society.

About Maharaja Agrasen Institute of Management Studies

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B. Com (H), BA (H) Eco., BA (JMC), BALLB (integrated) and BBALLB (integrated) programmes affiliated with Guru Gobind Singh Indraprastha University, Delhi. The institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premiere center of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

About the course

This course is aimed at exposing participants to various data analysis tools and their applications which are widely used by individuals and corporate to keep a track of their valuable information. The programme will focus on three major areas i.e., Google tools, Python and MS-Excel. Google plays an important role in education by enhancing efficiency, productivity of students. Its apps and services foster higher degree of collaboration, empower students and level the playing field for all.

MS Excel offers a great assistance to companies who desperately need to update their financial and employee's data to analyze their productivity and revenues. The ability to organize, calculate and evaluate quantitative data is an important skill needed today in many fields. Moreover, they are commonly used in business and managerial decision-making, which means it act as a critical tool.

In this course the students will also be exposed to analysis of financial statements which is very essential part of industry work. Focus will also be on the development of website and exploratory data analysis using Python. Students will also learn to analyse different datasets for research work.

Course Objectives

The main objective of the course is:

- To explore and work with various Google tools.
- To learn the basics and advanced level of MS Excel.
- To learn application of statistical techniques like T-Test, ANOVA for Hypothesis Testing, Correlation and Regression.
- To learn how to analyse Financial Statement.
- To learn Data Analysis Using Python

Course Outcomes

At the end of the course, participants should be able to:

- Using Google sites for creating their own blogs or website.
- Application of basic and advanced techniques in Excel.
- Will be able to analyse different data sets using statistical techniques.
- Will be able to analyse the financial statements using software.
- Will be able to analyse data on Python

Program Details

- Commencement date: 16th March 2022.
- There will be minimum 20 Sessions of 90 Minute each.
- There will be 3 Sessions per week on every Monday, Wednesday and Saturday.
- Class timings will be 3:00 pm – 4:30 pm.
- At the end of every week, a feedback will be collected.
- Minimum 75% attendance is required to obtain the certificate.
- Practical assignment will be given to students, which they will have to solve and submit/upload within 2 days.
- A final comprehensive MCQ assessment Skill Assessment Test of one-hour duration will be held at the end of the course.

Who can attend?

- The Student training programme would enable the students to become more efficient in using different IT Applications and MS Excel for their academic and research work. Any student of Commerce and Management from MAIMS/MAU/MAIT and from other intuitions will be eligible to attend the program.
- Limited seats are available on first cum first served basis.

Certification

- Certificate of Completion will be issued to successful students.
- Top 3 performers of the program will be awarded Certificate of Excellence.

Course Content

The course is organized in modules and each module covers a reasonable content to enable participants connect and progress successively in the next modules.

MODULE 1: Working with Google Forms

- Google Forms Creation
- Creating Sections
- Quiz Creation through forms
- Different types of questions in Google forms.
- Sharing Google forms
- Working with responses

MODULE 2: Google Docs

- Creating Google Docs
- Voice Typing
- Editing and Formatting in Google Docs
- Translation
- Sharing Google Docs

MODULE 3: Google Sites and Data Analysis using Python

- Creating your own site at Google
- Adding Content
- Modifying

MODULE 4: Managing Google Drive

- Creating and Managing Google Drive
- Exploring Different Functions
- Uploading and Sharing data through drive.

MODULE 5: Introduction, Advanced Paste Special techniques

- An overview of the screen, navigation and basic spreadsheet concepts
- Various selection techniques
- Shortcut Keys
- Customizing the Ribbon
- Using and Customizing AutoCorrect
- Changing Excel's Default Options
- Paste Formulas
- Paste Validations
- Transpose Tables

MODULE 6: Cell References, Sorting and Filtering Data

- Relative and absolute addressing
- Using multiple-level sorting
- Custom sorting
- Filtering data for selected view (AutoFilter)
- Using advanced filter options

MODULE 7: Working with templates and Managing Worksheets

- Naming and Moving Worksheets
- Copying Worksheets
- Saving worksheets in different formats
- Adding, Deleting and Hiding Worksheets
- Grouping Worksheets
- Moving, Copying, Deleting and Hiding Grouped Worksheets
- Designing the structure of a template
- Using templates for standardization of worksheets

MODULE 8: Conditional Formatting and Data Validations

- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Custom Formatting Rule
- 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

MODULE 9: Conditional Logic

- If Statement, Nested If
- And, Or, Not
- Sumif, Sumifs
- Averageif, Averageifs
- Countif & Countifs

MODULE 10: Look Up and Reference Functions

- VLOOKUP
- HLOOKUP
- Match and Index

MODULE 11: Mathematical and Date functions

- Application of Mathematical Formula
- Application of Finance Formula
- Date Function

MODULE 12: Working with Reports

- Creating subtotals
- Multiple-level subtotals
- Creating Pivot tables
- Filtering Pivot Tables
- Pivot charts

MODULE 13: Financial Statement Analysis

- Analysis of Balance Sheet
- Analysis of P&L Account
- Analysis of Cash Flow Statement

MODULE 14: Descriptive Analysis

- Mean, Median, Mode
- Skewness and kurtosis
- Normality of Data

MODULE 15: Statistical Tools and Techniques

- T-Test
- ANOVA
- Correlation
- Regression

Organizing Team

Mentors

Prof. (Dr.) Ravi Kumar Gupta
Director,
Maharaja Agrasen Institute
of Management Studies

Prof. A. K. Vasishtha
Director,
PCJ School of Management,
Maharaja Agrasen University, Baddi

Chief Coordinator

Prof. (Dr.) Manju Gupta
(HOD, Deptt. Of Commerce)

Convener

Dr. Anil Kumar Goyal
Associate Professor
Department of Commerce

Resource Persons

1. Dr. Anil Kumar Goyal, Associate Professor, Convener, Department of Commerce
2. Dr. Rachna Jain, Associate Professor, Department of Commerce
3. Dr. Geetanjali Gupta, Assistant Professor, Department of Commerce
4. Mr. Praveen Kr. Singh, Assistant Professor, Department of Commerce
5. Dr. Kamal Gupta, Assistant Professor, Department of Commerce
6. Ms. Rachita Aggarwal, Assistant Professor, Department of Commerce
7. Ms. Taranpreet Kaur, Assistant Professor, Department of Commerce
8. Ms. Kajal Mittal, Assistant Professor, Department of Commerce
9. Ms. Divisha Gupta, Assistant Professor, Department of Commerce

Registration

Last Date of Registration: Mar 12th, 2022

Registration Fee: Rs. 2500/- (For External Participants)

Rs. 100/- (For Internal Participants)

Registration Link: <https://forms.gle/JqDrQNGxZ2J29nEX8>

Payment Through: Paytm

Name: Taranpreet Kaur
Mobile No. 8860618315

For more details feel free to contact:
Dr. Anil Kumar Goyal
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+91-8800605830



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Value Added Course on: STUDENT TRAINING PROGRAM ON DATA ANALYSIS USING EXCEL AND PYTHON

BATCH I

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
			16-3-22	21-3-22	23-3-22	25-3-22	28-3-22	30-3-22	1-4-22	8-4-22	22-4-22	6-5-22	11-5-22	13-5-22	18-5-22	20-5-22	23-5-22	25-5-22	27-5-22	30-5-22	1-6-22	3-6-22
1	AADIT SYAL	35414701719	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P
2	AAGAM JAIN	13414701719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
3	AARYAN CHOUDHARY	14414701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
4	ADIT RAJESH CHAUDHRY	12514701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	ADITI GOEL	36714701719	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
6	ADITYA BANSAL	35661101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	AKSHAT SEMWAL	12861101719	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
8	AKSHIT AGGARWAL	35114703520	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
9	AKSHIT JAIN	35914701719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	AKSHITA SHARMA	12714701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	AMARDEEP CHOUDHARY	12661101719	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
12	AMIT KUMAR GUPTA	14061101719	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
13	ANCHIT GUPTA	12961101719	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
14	ANIKJA JAIN	13961101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	ANJALI GARG	35561101719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P

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36	GAURAV GOYAL	16014701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	GAUTAM SHARMA	11714701719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
38	HAARIS NAZEER	13814701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	HARKIRAT SINGH NARULA	11514701719	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
40	HARRIS MUDGAL	35414701520	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	HARSHIT BHASIN	14761101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	HARSHIT SHARMA	11361101719	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	ISHAAN GUPTA	36614701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A
44	ISHAN AGGARWAL	35461188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	ISHAN JAIN	35961101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	JAGRIT JAIN	14314701719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A
47	JITYA TANEJA	14861101719	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
48	JYOTI GARG	15161101719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	KASHISH MEHRA	12214701719	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P
50	KASHISH TUTLANI	14961101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	KESHAV AGGARWAL	35461101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	KHUSHI TAMTA	14614701719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	KIRTI ARORA	12461101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
54	KUNAL GOYAL	12261101719	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
55	KUSHAAN MENDIRATTA	11314701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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57	LAKSHY BANSAL	35114701719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
58	LAKSHYA GUPTA	12761101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	LAVANYA SHARMA	12314701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	MANAN KAKKAR	11814701719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	MANAV AGGARWAL	35361188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
62	MANAV KHURANA	14361101719	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
63	MANNAN PARASHAR	12061101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	MANRAJ SINGH HANDA	11214701719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
65	MANSI SINGHAL	13314701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	MANYA RASTOGI	13914701719	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
67	MAYANK SABOO	11414701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	MOHAK GUPTA	35761101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	MOHIT NAGPAL	13161101719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
70	MUSKAN BANSAL	35261101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
71	NAMAN NARULA	13861101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	NAMIT ANAND	35714701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
72	NANDIT SHARMA	11561101719	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P



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3	NAVNEET KAUR SABHARWAL	36314701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	NAVYA GOYAL	35661188820	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
75	NEHAL ANAND	11914701719	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
76	NIKUNJ GUPTA	12161101719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
77	NISHANT GULATI	35861101719	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
78	NITISH ASWANI	14514701719	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
79	PAARTH SHARMA	12361101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
80	PALAK	13014701719	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
81	PIYUSH AGARWAL	11861101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
82	PRATEEK PRADEEP YADA	15261101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
83	PRIYANSHI RAWAT	35161101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
84	RAGHAV DEMBLA	11661101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
85	RAGHAV MALHOTRA	36161101719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
86	RAHUL AGARWAL	14714701719	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
87	RAHUL RAJ	11361101719	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
88	RISHAB JINDAL	35214701719	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
89	SABUR SAIFI	00161188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
90	SACHIN BHAKAR	35514703520	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
91	SACHIN KUMAR	13714701719	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P
92	SAHIL KAUSHIK	13114701719	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
			17-3-22	22-3-22	24-3-22	26-3-22	29-3-22	31-3-22	2-4-22	9-4-22	23-4-22	30-4-22	10-5-22	12-5-22	17-5-22	19-5-22	21-5-22	24-5-22	26-5-22	28-5-22	31-5-22	2-6-22
93	SAKSHAM GOEL	35814701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
94	SAKSHAM SACHIDEVA	13514701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
95	SAMHRAV JAIN	35561188820	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
96	SANA GUPTA	36814701719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
97	SANCHIT GULATI	14261101719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P
98	SANCHIT GUPTA	36514701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
99	SARTHA CHAWLA	35514768819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
100	SAURISH BHEL	14814701719	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
101	SEJAL JINDAL	12814701719	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
102	SILAGUN SHARMA	35614703520	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
103	SILABRYA KHOSLA	04161188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
104	SIREYA JAIN	35614701719	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
105	SIREYASH JAIN	12914701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
106	SIBUTI GOEL	04261188820	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
107	SHUBHAM PUSHP	14661101719	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
108	SHWETA GUPTA	14461101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
109	SIDDHANT BANSAL	11614701719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
110	SIDDHANT CHAWLA	04361188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P

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



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

A Unit of Maharaja Agrasen Technical Education Society

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“योगः कर्मसु कौशलम्” Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi -110086, INDIA www.maims.ac.in

Department of Commerce
Under the Aegis of IQAC
Student Training Programme
on
Data Analysis using MS Excel & Python

Date: 16th March 2022 – 3rd June 2022

Time: 3:00 PM to 4:30 PM

Venue: Gmeet

Number of Participants: 138

Batches: 2

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

Convenor: Dr. Anil Kumar Goyal

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

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

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

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

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

Such courses provide expert guidance to students & help them in building their resume. It gives them an edge over others when it comes to working in the corporate world. It helps the students in acquainting themselves with fundamentals of research and data analysis. The credit for this initiative goes to Prof. (Dr.) Manju Gupta, Chief Coordinator of the Programme and Head, Department of Commerce who worked under the able guidance of Prof. (Dr.) Ravi Kumar Gupta, Director, MAIMS. Their constant support and encouragement helped in the successful accomplishment of this course.

Agoyal.

Dr. Anil Kumar Goyal

[Convener, Associate Professor, Department of Commerce]


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



Sample Certificate:

**Student Training Programme
Data Analysis using MS Excel & Python
16th March 2022 – 3rd June 2022**

Students training Program on Data Analysis using Excel & Python




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

