



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 Business Applications of MS-Excel 1.0

September– December 2020

Index

S.no	Content	Page no.
1	Brochure-Course Curriculum	5
2	Assessment Procedure	6
3	Participants cum Attendance list	8-16
4	Report with course outcome	17-19
5	Sample Certificate	20


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





MAIMS

**Department of Business
Administration**

Under the Aegis of IQAC

**In Association with
PCJ School of Management
Maharaja Agrasen University,
Baddi, HP**

**Skill Enhancement
Certificate Course on
Business Applications of
MS Excel 1.0-Basics**

September-December 2020

3:00PM - 4:30PM

Commencement Date: Monday, 14th Sep 2020



MS OFFICE EXCEL

[Click to Register](#)

For any queries:
①8368247175, 9811418667

Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society)

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

ISO 9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22,

Rohini, Delhi-110086 India (Est. 2003)

Office Phone: 8448186947

www.maims.ac.in

**Courses offered: BBA, B Com(H), BA(H) Economics, BAJMC,
BALLB, BBALLB**

Highlights

- 30 hours training on various Basic level Excel Functions
- Applying pivot table to analyze large volumes of data.
- Producing high quality dynamic charts for data presentations.
- Various Statistical Analysis functions.
- Online Classes Via



MAIMS Delhi IN



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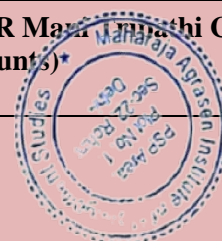
Maharaja Agrasen Technical Education Society (MATES), New Delhi



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

Chairman		Executive Chairman	
Sh. Vineet Kumar Gupta		Sh. S.P.Aggarwal, IAS	
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Prof. (Dr.) G. P. Govil		Prof. (Dr.) N. K. Kakkar	
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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 Maya Laxmi Kapahi CAO (Accounts)

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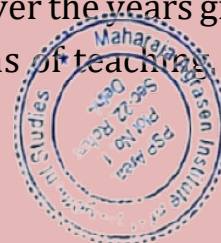
About Maharaja Agrasen Technical Education Society

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) programs 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 centre of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

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Course Description

- **Course Name:** “Business Applications of MS-Excel 1.0-Basics”
- **Course Objectives:** This MS Excel certificate course has been designed to introduce Students to the basic commands, functions, and capabilities of Microsoft Excel used in business. This course will help Students to understand and utilize the various functions of MS Excel and enable the students to become more efficient in the workplace. This excel course is very practical and interactive. During the session, each Student will work through exercises and practice using the various Excel features covered during the course.
- **Commencement Date:** Monday, 14th September 2020

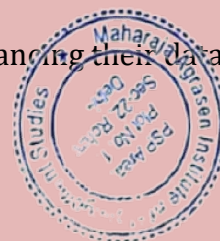
Contents of the Course

<u>Lect. No.</u>	<u>Topics</u>
1	Examine spreadsheet concepts
2	Create, open and view a workbook.
3	Enter and edit data.
4	Modify a worksheet and workbook.
5	Work with cell references.
6	Ranges and Dates
7	Page Formatting, Basic Excel Formulas and functions
8	Auto fill and custom lists
9	Introduction to Tables
10	Conditional Logic
11	Conditional aggregation
12	Conditional Formatting
13	Group, Sort, Filter and AutoFilter Worksheet Data
14	Formatting Charts
15	Text Functions; Statistical Functions
16	Mathematical Functions and Date Functions
17	Financial functions
18	Data Consolidation and Data Validation
19	VLOOKUP and HLOOKUP Basics
20	Creating data entry forms in Excel

Who Can attend?

- This Skill Enhancement Certificate Course would be beneficial for students for enhancing their data analysis skills.


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Registration & Certifications

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

Dates	For External Participants	For Internal Participants
Upto 14 th Sep 2020	₹2000/-	₹100/-
After 14 th Sep 2020	₹2500/-	₹200/-

- **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.

Bank Account / Paytm Details for Payment

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

Registration Form Link

- After making payment, please fill the registration form using below link
<https://forms.gle/ZejZeBLakoDnVSQNA>

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.

Patrons

Prof. (Dr.) S. K. Garg
Director General, MAIMS

Prof. (Dr.) G. P. Govil
Advisor, MATES

Prof. R. K. Gupta
Vice-Chancellor, MAU

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

Prof. (Dr.) Vishal Kumar
Dean Research & Director,
PCJ School of Management, MAU

Chief Coordinator

Prof. (Dr.) Vijay Kr. Khurana (HOD, Business Administration)

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Resource Persons

- Ms. Neetu Agarwal, Convener (Assistant Professor, Business Administration) (8368247175)
- Ms. Sarita Bansal Garg, Convener (Associate Professor, Business Administration) (9811418667)
- Dr. Deepak Dagar (Assistant Professor, Business Administration)
- Dr. Sushila Gupta (Assistant Professor, Business Administration)
- Ms. Rashi Aggarwal (Assistant Professor, Business Administration)
- Ms. Shruti Sharma (Assistant Professor, Business Administration)
- Dr. Sangeeta Rawal (Assistant Professor, Business Administration)
- Dr. Geetanjali Gupta (Assistant Professor, Department of Commerce)
- Ms. Kamna Vaid (Assistant Professor, Department of Economics)

“Excellence is not an exception; it is a prevailing attitude.” — Colin Powell



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Value Added Course on: Business Application of Ms Excel 1.0

S.No	Name	Enrollment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
			14/9/2020	16/9/2020	18/9/2020	21/9/2020	23/9/2020	25/9/2020	28/9/2020	30/9/2020	10-5-2020	10-7-2020	14/10/2020	16/10/2020	21/10/2020	23/10/2020	11-2-2020	11-6-2020	16/11/2020	18/11/2020	23/11/2020	12-7-2020
1	Aayush Pandey	00261101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
2	Abhigyan	00361101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
3	Abhishek Jindal	00461101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
4	Aditya	00561101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
5	Aditya Tanwar	00661101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
6	Aditya Vikram A	00761101720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
7	Akash Tewari	00861101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
8	Akshat Dhawan	01314701720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
9	Akshat Jain	01414701720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
10	Akshita Vaid	01514701720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
11	Alan Sebastian	00961101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
12	Aman Goyal	01061101720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
13	Amandeep Singh	01614701720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
14	Amisha Jain	01161101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
15	Amogh Sawhney	01714701720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
16	Anand Mishra	01814701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
17	Aniket Khemka	01261101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
18	Anirudh Raj	01914701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
19	Anirudh Sharma	01361101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
20	Anish Bhateja	02014701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
21	Anish Sachdeva	01461101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
22	Anshika Jain	02114701720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
23	Aritra Paul	02214701720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P

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24	Aryan Gupta	02314701720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
25	Aryan Pasricha	02414701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
26	Ashish Gupta	02514701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
27	Atul Kumar Singh	02614701720	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P
28	Ayush Kathit	02714701720	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
29	Bhavya Kumar	02814701720	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P	P
30	Chanchal	02914701720	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
31	Deepthi Kapoor	03014701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
32	Devangna	03114701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
33	Devansh Singhal	03214701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
34	Devesh Agarwal	03314701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
35	Dhaaram Dev Chharia	03414701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
36	Dhruv Bansal	03514701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
37	Dhruv Juneja	03614701720	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P
38	Ivan	05814701720	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
39	Janvi Dubey	05914701720	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P	P
40	Jordan Philips	06014701720	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
41	Kanika Rathore	06114701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
42	Kanu Priya	06214701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
43	Kartik Mathur	06314701720	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P
44	Kasvi Mal	06414701720	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
45	Manya Babbar	07814701720	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P	P
46	Mayank Barana	07914701720	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
47	Mehul Singh Rawat	08014701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
48	Mitali Gupta	08114701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
49	Muskan Yadav	08214701720	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P


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50	Aashish Nukhra	00161101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
51	Ankit Kumar	01561101720	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
52	Anmol Rathin	01661101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
53	Anmol Vazu	01761101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
54	Ansh Banwari	01861101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
55	Ansh Bhojarya	01961101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
56	Ansh Verma	02061101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
57	Aryan Gera	03261101720	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
58	Aryan Khosla	03361101720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
59	Aryan Thakur	03461101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
60	Aryan Vashist	03561101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
61	Ayush Gupta	03661101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
62	Ayush Jain	03761101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
63	Bhaskar Uday Kala	03861101720	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
64	Bhavy Aggarwal	03961101720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
65	Bhavya Gautam	04061101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
66	Bhavya Sarin	04161101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
67	Bhumi Sardana	04261101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
68	Charvi Chandak	04361101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
69	Chesta Singh	04461101720	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
70	Chirag Arora	04561101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
71	Chirag Khatter	04661101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
72	Devang Verma	04761101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
73	Divyansh Gaba	04861101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
74	Elion Jose	04961101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
75	Gagandeep Kaur Dhaul	05061101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P


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76	Gangadeep Malik	05161101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
77	Garv Mohan	05261101720	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
78	Geurang Jain	05361101720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
79	Gaurav Sharma	05461101720	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
80	Harsh	05561101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
81	Harshak Jain	05661101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
82	Harshit Wadhwa	05761101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
83	Harshita Khandelwal	05861101720	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
84	Hiten Mantala	05961101720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
85	Ishika Garg	06061101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P
86	Kirat Singh Sodhi	06514701720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
87	Kritika Gupta	06614701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
88	Kunal Kumar	06714701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
89	Kunal Sharma	06814701720	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
90	Kunal Tanwar	06914701720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	A	P	P	P
91	Kushagra	07014701720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
92	Kushal Jain	07114701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
93	Kushal Jain	07214701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
94	Lakshay Kumar	07314701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
95	Lakshit Bhalla	07414701720	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
96	Levanya Pahuja	07514701720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	A	P	P	P
97	Lovish Aggarwal	07614701720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
98	Mahi Jindal	07714701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P



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Value Added Course on: Business Application of Ms Excel 1.0																						
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
			15/9/2020	17/9/2020	19/9/2020	22/9/2020	24/9/2020	26/9/2020	10-6-2020	10-8-2020	13/10/2020	15/10/2020	20/10/2020	22/10/2020	11-3-2020	11-5-2020	11-7-2020	17/11/2020	19/11/2020	24/11/2020	12-5-2020	12-6-2020
99	Ishita Jindal	06161101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
100	Jai Sharma	06261101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
101	Jalaj Dhall	06361101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
102	Jasmeet Marwah	06461101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
103	Jayesh Bansal	06561101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
104	Kartikay Sam	06661101720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
105	Kartikaya Mishra	06761101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
106	Khushal	06861101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
107	Khushal Shah	06961101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
108	Kinshuk Sharma	07061101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
109	Kirti Negi	07161101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
110	Kishan Kumar	07261101720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
111	Krishnav Gupta	07361101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
112	Kriti Huria	07461101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
113	Kushaan Kataria	07561101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
114	Lakshay Goel	07661101720	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
115	Lucky Mounya	07761101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
116	Madhav Wadhwa	07861101720	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
117	Maheep Singh Ahluwalia	07961101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P


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118	Mahma Jain	08061101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
119	Manan Balwari	08161101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P
120	Manav Chouhan	08261101720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
121	Mohit Jindal	08361101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
122	Naman Bindal	08461101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
123	Namita Jain	08561101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
124	Nandini Singhal	08661101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
125	Nayraa Sethi	08761101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P
126	Nia Jain	08861101720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
127	Nikhil Kukreja	08961101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
128	Nikhil Mishra	09061101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
129	Palak Gupta	09161101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
130	Parshotam Singh Bhalla	09261101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
131	Pavleen Kaur Nayyar	09361101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
132	Pawan Pandey	09461101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
133	Prabhmehar Kakkar	09561101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
134	Pragun Tanwar	09661101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
135	Prateek Singhal	09761101720	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P
136	Pratham Dhawan	09861101720	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
137	Pratham Painuly	09961101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
138	Pratham Rana	10061101720	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P


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139	Prerit Huria	10161101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
140	Prisha Pugia	10261101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
141	Prithvijit	10361101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
142	Priyanshu Gupta	10461101720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
143	Pummy Singh	10561101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
144	Raghav Gupta	10661101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
145	Raghav Madan	10761101720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
146	Rahul Nanda	10861101720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
147	Rashika Bansal	10961101720	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
148	Raunak Madan	11061101720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
149	Rijul Jain	11161101720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
150	Naman Khandelwal	08314701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
151	Nikhil Bargujar	08414701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
152	Nityam Rai	08514701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
153	Palak Katyal	08614701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
154	Paras Jain	08714701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
155	Piyush Pandey	08814701720	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P
156	Prachi Gupta	08914701720	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
157	Prakash Kumar	09014701720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	A	P	P	P	P
158	Pranav Sharma	09114701720	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
159	Prishita Mittal	09614701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P


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160	Priyal Jindal	09714701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
161	Pushpraj Goutam	09814701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
162	Radhika Aggarwal	09914701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
163	Radhika Chawla	10014701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
164	Raghav Johar	10114701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
165	Raghav Verma	10214701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
166	Rahul Rohtagi	10314701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
167	Reeva Gupta	10414701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
168	Rishabh Jain	11261101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
169	Rishabh Sati	10514701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
170	Rishi Raj Mishra	10614701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
171	Ritudheepkaur	10714701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
172	Riya Saini	10814701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
173	Riya Srivastava	10914701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
174	Rohan Bhardwaj	11014701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
175	Rohan Mago	11361101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
176	Romit Gogia	11114701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
177	Sagar Narwal	11214701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
178	Sahil Gupta	11314701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
179	Sahil Verma	11414701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
180	Saksham Jain	11514701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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181	Saksham Monga	11614701720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
182	Samridhi Jain	11714701720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
183	Sanchita Arora	11814701720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	A	P	P	P	P
184	Sanskar Aggarwal	11914701720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
185	Saswat Parhi	12014701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
186	Saumya Puri	12114701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
187	Saurabh Pauriyal	12214701720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
188	Shakti Singh Geur	12314701720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	A	P	P	P	P
189	Shaurya Singh Mahra	12414701720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
190	Shivam	12514701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
191	Shivansh Samar	12614701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
192	Simran Mehta	12714701720	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
193	Sneha Arya	12814701720	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
194	Spansh Jain	12914701720	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	A	P	P	P	P
195	Suvansh Manik	13014701720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
196	Tanishka Tanwar	13114701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
197	Tannu	13214701720	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
198	Tannu Garg	13314701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P



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Under the Aegis of IQAC Skill Enhancement Certificate Course Ms Excel- 1.0

1

Report

Topic: Ms. Excel 1.0 (Skill Enhancement Certificate Course)

Date: 14th September 2020-8th December 2020

Time: 3:00 PM to 4:30 PM

Venue: GMeet

Beneficiaries with number: 198

Number of Batches: 2 (98+100)

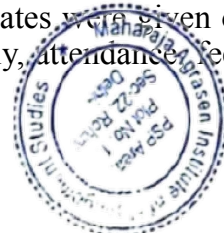
Excel is the most effective tool for managing and analyzing data of all kinds. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for improving the sophistication of data reporting and analysis. Its numerous advantages motivate IT faculty at MAIMS to create a certificate course on Business Applications of MS Excel 1.0-Basics for our students benefit. The Course was conducted on G-meet Platform.

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. The course was divided into 3 sessions and each session was taken by different faculty members. Each session comprised of 10 classes and 3 feedback forms were filled by students. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions.

It was a great learning experience for the students as well as for the faculty. In Group One, Session 1 was taken by Ms. Kamna Vaid, Session 2 by Ms. Neetu Agarwal and Session 3 by Dr. Sushila Gupta. Similarly, in Group Two, Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Shruti Sharma and Session 3 by Dr. Geetanjali Gupta. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback

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forms, assignments and Quizzes. Total 151 students across the country have registered for this course and it is worth mentioning that 61 students 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. (Dr.) Ravi Gupta, Director, MAIMS and Dr. Vijay Khurana (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

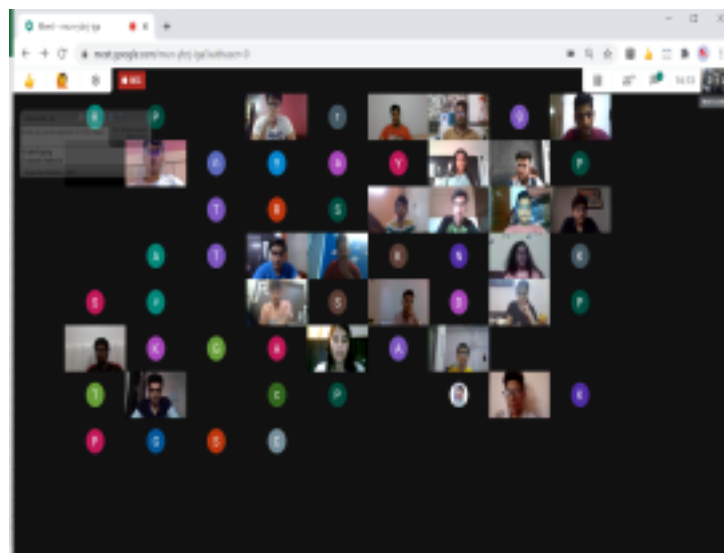
Faculty Conveners:

- **Ms. Neetu Agarwal, Assistant Professor - Business Administration**
- **Ms. Sarita Garg Associate Professor - Business Administration**

Three toppers of the Course:

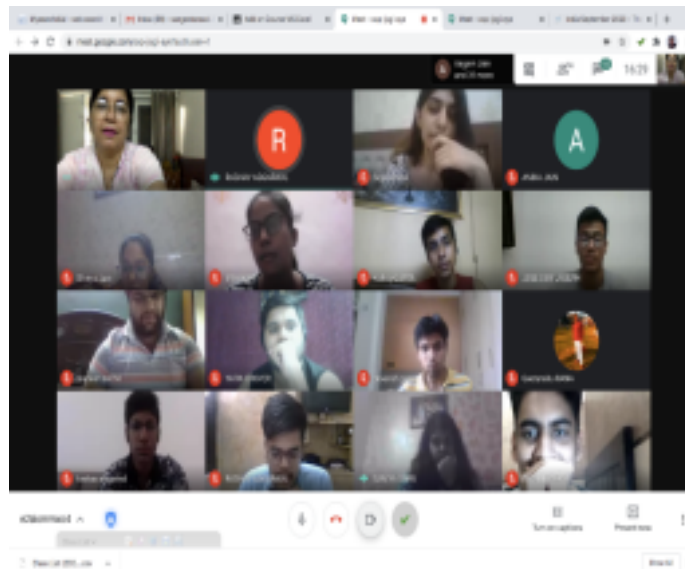
- 1. Deepti Kapoor 03014701720**
- 2. Kritika Gupta 06614701720**
- 3. Nikhil Mishra 09061101720**

Glimpses




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Sample Certificate:

Certificate Course on Business Application of Ms Excel 1.0-Basic




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