



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 MS –Excel & IT Applications 8th September-27th October,2021

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Director
Maharaja Agrasen Institute
of Management Studies
Sector 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

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), B.A. Eco. (H), 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

“MS Excel and IT Applications”

Timings: 3:00-4:30 PM

Date of Commencement: 8 September 2021

Key Highlights:

- ✚ Hands on online training via Gmeet.
- ✚ Training on Google Tools and other open source application
- ✚ Able to work with large volumes of data of different areas such as Finance, Marketing, Sales, etc.
- ✚ Certification of Completion
- ✚ Cash prize for top three Students

REGISTER NOW!!

Last date for registration: Sept 6th, 2021



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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.) S. K.Garg- Director General	Prof. (Dr.) Neelam Sharma- Director	Prof. (Dr.) R. K. Gupta- Vice Chancellor -	Sh. B. L.Mahajan- Director
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 MAIMS

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 Eco (H), 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 premier Centre 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 IT Applications which are widely used by individuals and corporates to keep a track of their valuable information. The programme will focus on three major areas i.e., Google tools, Open Education Resources and MS-Excel. Google plays an important role in education by enhancing efficiency, productivity of students. Its apps and services foster a higher degree of collaboration, empower students and level the playing field for all. OER has been shown to increase student learning while breaking down barriers of affordability and accessibility. Researchers found that students in courses that used OER more frequently had better grades.

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 acts as a critical tool.

Course Objectives

The main objective of the course is:

- To explore and work with various Google tools.
- To learn the basics of R programming.
- To acquire knowledge about various Open Education Resources available.
- To learn the art of making online animated videos and mind mapping charts.
- To explore the magic of analyzing data using Advanced Excel
- Become well-versed with the excel quick access tool bar and cell styling tools
- Master various intermediate and advanced Excel functions

Course Outcomes

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

- Using Google sites for creating their own blogs or website.
- Use of other Google tools for effectively managing their academic activities
- Utilizing the features of R Programming for carrying out Research work.
- Creating Mind Mapping Charts for decision making.
- Apply advanced formulas in Excel to lay data in readiness for analysis
- Use advanced techniques in Excel for report visualizations
- Leverage on various methodologies in Excel of summarizing data

Patrons

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

Program Head

- Prof. (Dr.) Manju Gupta , HOD & Professor, Department of Commerce, MAIMS

Program Details

- Commencement date: 8th Sept 2021.
- There will be minimum 20 Sessions of 1 hour 30 minutes each.
- There will be 3 Sessions per week on every Monday, Wednesday and Friday.
- Class timings will be 3:00 pm – 4:30 pm.
- At the end of every week, a feedback will be collected.
- Minimum 80% attendance is required to obtain the certificate.
- For every Module, at least one practical assignment will be given to students, which they will have to solve and submit/upload within 2 days.
- 2 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.

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.
- 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 and Cash prize.

Registration

Last Date of Registration: Sept 6th, 2021

Registration Fee: Rs. 200/- (For External Participants)

Rs. 100/- (For Internal Participants)

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



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

2. Through Paytm/UPI

Account Holder's Name: Maharaja Agrasen Institute of Management Studies/Anil Kumar
Mobile No. 8448186940

Resource Persons

1. Prof. (Dr.) Manju Gupta, HOD, Department of Commerce
2. Mr. Praveen Kr. Singh, Convener, Assistant Professor, Department of Commerce
3. Ms. Rachita Aggarwal, Co - Convener Assistant Professor, Department of Commerce
4. Dr. Rachna Jain, Associate Professor, Department of Commerce
5. Dr. Geetanjali Gupta, Assistant Professor, Department of Commerce
6. Ms. Taranpreet Kaur, Assistant Professor, Department of Commerce
7. Ms. Kajal Mittal, Assistant Professor, Department of Commerce
8. Ms. Divisha Gupta, Assistant Professor, Department of Commerce

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

- 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: Animated Video Creation

- Creating Animated Video through Rainforest.

MODULE 6: Mind Mapping Tools

- Creating Mind Mapping charts

MODULE 7: R Programming Basics

- Learning the basics of R Programming Software

MODULE 8: Open Educational Resources

- Exploring Different Open-Source Educational Resources.

MODULE 9: 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 10: 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 11: 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 12: 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 13: Conditional Logic

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

MODULE 14: Look Up and Reference Functions

- VLOOKUP
- HLOOKUP
- Match and Index

MODULE 15: Mathematical and Date functions

MODULE 16: Text functions & Statistical Functions

MODULE 17: Working with Reports

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



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Value Added Course on: Student Training Programme on "MS-Excel & IT"

S. No.	Name	Enrolment No.	9-8-21	9-10-21	13-9-21	15-9-21	17-9-21	20-9-21	22-9-21	24-9-21	27-9-21	29-9-21	10-1-21	10-4-21	10-6-21	10-8-21	10-11-21	13-10-21	15-10-21	18-10-21	20-10-21	22-10-21
1	Ishika Aggarwal	35161188819	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
2	Vedant Agarwal	5161188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Yash Goel	5261188820	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
4	Yash Singhal	5361188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Shubh Mittal	35561188819	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
6	Kashish Arora	35661188819	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Avi Bansal	35261188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Manav Aggarwal	35361188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Ishan Aggarwal	35461188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Sambhav Jain	35561188820	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P
11	Jahnvi Kalra	2461102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Jaspreet Kaur	2561102420	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
13	Karan Joshi	2661102420	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
14	Karmanya Punhani	2761102420	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
15	Kartik Hutta	2861102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P

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16	Keshav Mishra	2961102420	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Khushbu Bhaskar	3061102420	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
18	Tarivar	5061102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
19	Tusshar Singh	5161102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
20	Vineet Jain	5261102420	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
21	Yagyens Sharma	5361102420	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
22	Nishtha Jain	50161102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Abhay Solanki	2214702419	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
24	Pyush Dhoundiyal	2314702419	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
25	Raghav Sharma	2414702419	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
26	Pulkit Bansal	2514702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Aditi Rathi	2614702419	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
28	Muskaan Dudeja	2714702419	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
29	Ashna Vig	514702418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	Atharv Chaturvedi	614702418	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
31	Bharti	714702418	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
32	Bhavya Chadha	814702418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	Muskan Rana	2714702418	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
34	Muskan Sharma	2814702418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Director

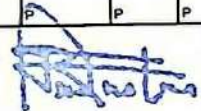
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35	Naman Dhingra	2914702418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
36	Payal Pawar	3014702418	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	Arushi Singhal	761102418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	Ayushi Khare	861102418	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
39	Ayushi Suval	961102418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	Shobha Makkar	4161102418	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
41	Shubhangi Aggarwal	4261102418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	Smarpita Sachdewa	4361102418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	Tanmay Naskar	4461102418	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	Tryon Sengupta	4561102418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	Utkarsh Nautiyal	4661102418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	Vernica Wadhawan	4761102418	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
47	Yogesh Kumar	4861102418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
48	Shubham Paul	8214703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	Shubham Singh	8314703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	Siddhant Tanwer	8414703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	Simran Gulia	8514703820	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
52	Vishal Chaudhary	10114703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	Vrinda Taneja	10214703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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54	Yashika Verma	10314703820	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
55	Yukti Sharma	10414703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	Anshul Gupta	35414701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
57	Ayushi Arya	35514701720	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
58	Dhruv Taval	35614701720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
59	Ishika Bansal	35714701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	Keshav Gupta	35814701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	Khushi Narang	35914701720	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
62	Laksh Bhatia	36014701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	Maanya Bisht	36114701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
64	Aaditya Aggarwal	35114701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	Agam Talwar	35214701720	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
66	Ansh Goyal	35314701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	Shubh Jain	4514788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
68	Simran Gandhi	4614788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	Srishti Gupta	4714788820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	Aarjav Jain	161188820	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
71	Aayush Gupta	261188820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	Yug Mongia	5461188820	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P

73	Vansh Iatan	35161188820	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	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
75	Srishti	4414702420	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P
76	Steve James	4514702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
77	Sundaram Singh	4614702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
78	Prerna Jain	3761102420	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P
79	Rishita Sharma	3861102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
80	Ritika madaan	3961102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
81	Sanya vinayak	4061102420	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



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82	Salvam Thakur	4161102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
83	Rishika Mangal	1114702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
84	Swati Sharma	1214702419	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
85	Deepasha Jain	1314702419	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P
86	Gaurang Goel	1414702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
87	Rishabh Singhal	3914702419	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
88	Akshat Gupta	4014702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
89	Avush Singhal	4114702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
90	Manan Prabhakar	4214702419	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
91	Sanjeev Kumar Singh	4314702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
92	Rishita Joshi	4414702419	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
93	Sanjay Singh	4514702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
94	Ali Khan	4614702419	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
95	Deepanshi Gupta	4714702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
96	Garima Rana	4814702419	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
97	Lakshita Jain	4914702419	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
98	Tushar Sethi	5014702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
99	Shreya Basia	5114702419	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
100	Vinayak Sharma	3061102419	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P



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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
			9-9-21	9-11-21	14-9-21	16-9-21	18-9-21	21-9-21	23-9-21	25-9-21	28-9-21	30-9-21	2-10-21	10-5-21	10-7-21	10-9-21	10-12-21	14-10-21	16-10-21	19-10-21	####	23-10-21
101	Palak Sadh	3161102419	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
102	Vivek Raj	3261102419	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
103	Muskan Manwani	3361102419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
104	Khushi Kumar	3461102419	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P
105	Bhavika Sabharwal	3561102419	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
106	Priyanshu Navani	3661102419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
107	Sanskar Bathla	3761102419	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P
108	Pranshu Bharadwaj	3861102419	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
109	Nitva Gupta	35261102419	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
110	Bhavesh Jain	35361102419	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
111	Utsav Gaur	35461102419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
112	Abhinav	35561102419	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
113	Pragya Yadav	3114702418	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
114	Priyansha Malik	3214702418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
115	Riya Bhakuni	3314702418	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P

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116	Riya Gulati	3414702418	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
117	Saakshi Jain	3514702418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
118	Sarvam Bansal	3614702418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
119	Saurav Negi	3714702418	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
120	Sayesha Jain	3814702418	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P
121	Shaurya Sharma	3914702418	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
122	Aastha	161102418	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
123	Achint Kaur	261102418	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P
124	Aditya Gautam	361102418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
125	Aniket Sharma	461102418	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
126	Ankit Kumar	561102418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
127	Arpit Mittal	661102418	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
128	Geetika Sharma	1061102418	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
129	Hardik Garg	1161102418	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
130	Harsh Rana	1261102418	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
131	Inshta Sharma	1361102418	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
132	Puneet	6214703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
133	Puneet Kumar Barua	6314703820	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
134	Rachit Chandra	6414703820	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P


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135	Raghav Sharma	6514703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
136	Rajat Singh	6614703820	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
137	Rhea Chudha	6714703820	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
138	Riddhi Bishit	6814703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
139	Rishabh Chaudhan	6914703820	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P
140	Satvik Gaur	7914703820	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
141	Shivaansh Harit	8014703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
142	Shobhit Sharma	8114703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
143	Sonali Agrawal	8614703820	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
144	Sonika Singla	8714703820	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
145	Sourmya Tiwari	8814703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
146	Spansh Sharma	8914703820	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P
147	Vanshika Jain	9614703820	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
148	Vanshika Joon	9714703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
149	Vidhu Nimker	9814703820	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
150	Vinita	9914703820	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
151	Vinita Sejwal	10014703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
152	Kuhu Sharma	10514703820	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
153	Naman Saraswat	50114703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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154	Suvansh Chawla	36014703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
155	Urvi Malhotra	36114703820	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
156	Deepanshu Schirawat	35414703820	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
157	Chirag Bansal	35314703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
158	Naveen Swami	35614703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
159	Naveen Dhivania	36214703820	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
160	Rohan Garg	35814703820	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
161	Riya Bansal	35714703820	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
162	Shubham Devrani	35914703820	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
163	Vansh Paul	9414703819	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
164	Mukul	9514703819	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P


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

DEPARTMENT OF COMMERCE
Skill Enhancement Certificate Course
on
MS Excel and IT Applications

Date: 8th September 2021 -27th October 2021

Time: 3:00 PM to 4:30 PM

Venue: Gmeet

Number of Participants: 164

Batches: 2

Toppers: 1. Kashish Arora, 2. Jahnvi Kalia, 3. Priyanshu Navani

Convenor: Mr. Praveen Kumar Singh

Co-Convenor: Ms. Rachita Aggarwal

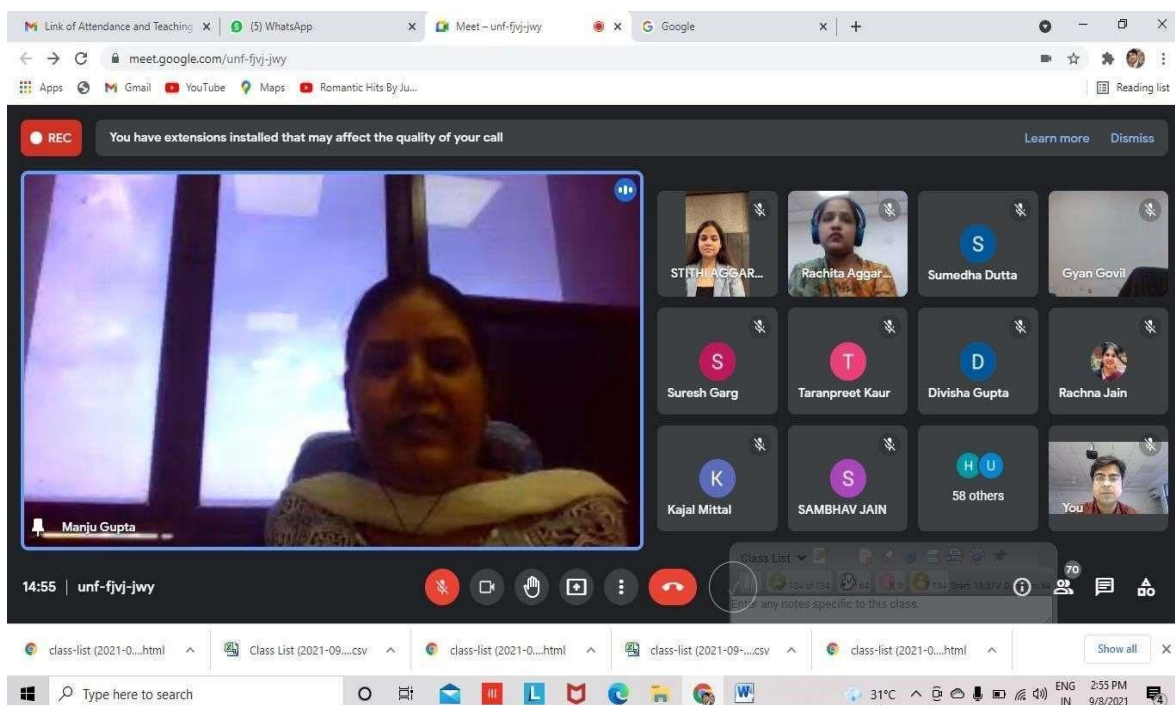
Among the tools for analyzing and managing valuable information of all types, MS Excel and Google tools are considered to be the most effective. It is widely used in several management functions. With this dynamic tool users have a variety of options for both making the process more straightforward and improving the sophistication of data reporting and analysis. MS Excel and Google Tools are used by many organizations and businesses all over the world. Aside from that, the use of open educational resources has shown to increase student learning by removing barriers of affordability and accessibility. Having excel skills, Google tools and open educational resources becomes a most desirable qualification on a resume. In response to the numerous benefits MS Excel, Google tools and OER brings, faculties of Department of Commerce created a course on the subject for students' benefit.

Under the aegis of the IQAC and in association with PCJ School of Management, the course was organized for under graduate students. There were 164 registrations in total. The focus of this course was to introduce students to the most commonly used commands, functions, and capabilities of Microsoft Excel to manage small to large scale business process, work with Google Tools for effectively managing academic activities, understand R programming for research work, create a mind mapping chart for decision making and learn about open educational resources.

Course sessions were divided into 20 sessions, with each session taught by a different faculty member. Each session consisted of 1.5 hours of class and a feedback form. The students were given an assignment at the end of each session to assess their understanding level and there were three MCQ tests conducted, the first after six sessions, the second after twelve sessions, and the final MCQ after all sessions were completed.

For the students as well as the faculty, it was a great learning experience. Certificates were awarded to those students who met all four criteria's, namely Attendance, Feedback forms, Assignments and Quizzes. The fact is that many students qualified under all of the above criteria.

Students in such programs have a distinct advantage when it comes to working in corporate environments. The credit for this ambitious undertaking goes to Prof. (Dr.) Manju Gupta (HOD, Commerce) and her team who worked under the guidance of Prof. (Dr) Ravi Kumar Gupta, Director, MAIMS. This program would not have been successful without their constant support and encouragement.




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Link of Attendance and Teaching | (5) WhatsApp | Meet - unf-fvj-jwy | Google

meet.google.com/unf-fvj-jwy

Apps | Gmail | YouTube | Maps | Romantic Hits By Ju...

REC You have extensions installed that may affect the quality of your call Learn more Dismiss

Gyan Govil

14:47 | unf-fvj-jwy

Class List

STITH AGGAR... | Sumedha Dutta | Manjula Gupta | Suresh Garg

Rachita Aggar... | Taranpreet Kaur | Divisha Gupta | Rachna Jain

Kajal Mittal | Geetanjali Gupta | 58 others

class-list (2021-0-...html) | Class List (2021-09-...csv) | class-list (2021-0-...html) | class-list (2021-09-...csv) | class-list (2021-0-...html) | Show all

Type here to search

31°C | ENG IN | 2:47 PM 9/8/2021

Link of Attendance and Teaching | (5) WhatsApp | Meet - unf-fvj-jwy | Google

meet.google.com/unf-fvj-jwy

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Sumedha Dutta

14:53 | unf-fvj-jwy

Class List

STITH AGGAR... | Gyan Govil | Manjula Gupta | Suresh Garg

Rachita Aggar... | Taranpreet Kaur | Divisha Gupta | Rachna Jain

Kajal Mittal | SAJAL - | 58 others

class-list (2021-0-...html) | Class List (2021-09-...csv) | class-list (2021-0-...html) | class-list (2021-09-...csv) | class-list (2021-0-...html) | Show all

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**Student Training Programme
MS –Excel & IT Applications
8th September-27th October,2021**

Student Training Programme on " MS-Excel & IT Applications"




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