

Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001:2015 Certified Institution

Sector- 22, Rohini, Delhi- 110086, India



CRITERION 1



1.2 ACADEMIC FLEXIBILITY

Metric 1.2.1



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Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA www.maims.ac.in

Academic Year 2020-21

Summary Report of Value Added Courses

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Director
Maharaja Agrasen Institute
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Under the Aegis of IQAC Skill Enhancement Certificate Course

Ms Excel- 1.0

February-May 2021

Report

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

Date: 14th September 2020-8^h 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

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.

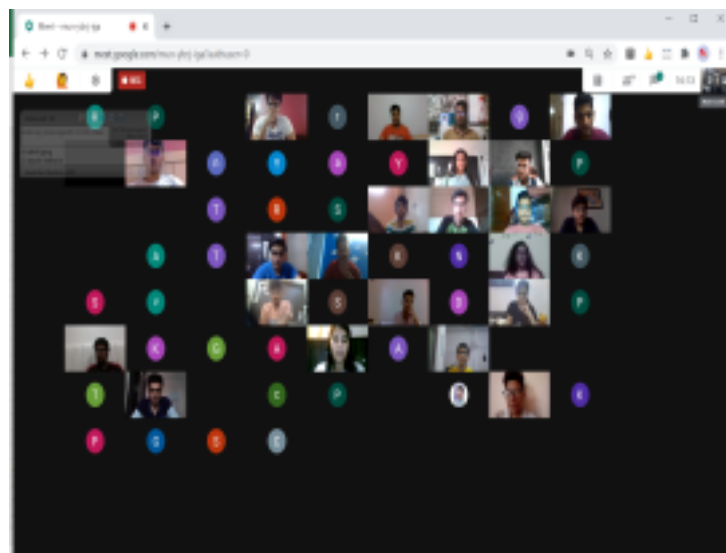
Faculty Conveners:

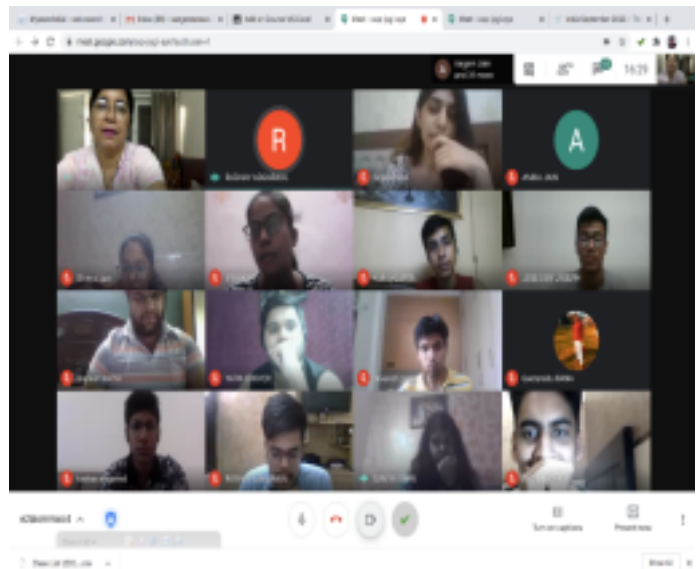
- **Ms. Neetu Agarwal, Assistant Professor - Business Administration**
- **Ms. Sarita Garg Associate Professor - Business Administration**

Three toppers of the Course:

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

Glimpses






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Skill Enhancement Certificate Course “Business Applications of MS Excel 2.0” February-June 2021

Topic: Business Application of MS Excel 2.0 (Skill Enhancement Certificate Course)

Date: 17th February 2021-12th June 2021

Time: 4:00 PM to 5:30 PM

Venue: GMeet

Beneficiaries with number: 176

Number of Batches: 2 (91+85)

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 2.0-Advanced for our students benefit. The add on 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.

It was the 30 hours training program. The course was divided into 7 sessions and each session was taken by different faculty members. Each session comprised of 3 classes and 7 feedback forms were filled by students. At the end of each session there was an assignment to assess the understanding level of the students. And there were two quizzes conducted one in the middle of the course and secondly, after completion of all sessions a final quiz was conducted.

It was a great learning experience for the students as well as for the faculty. Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashmi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 again by Ms. Shruti Sharma, Session 6 by Ms. Sarita Garg and session 7 by Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters namely, Attendance, feedback forms, Assignments and Quizzes. Total 124 students across the country have registered for this course and it is worth mentioning that 33 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

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Khurana (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

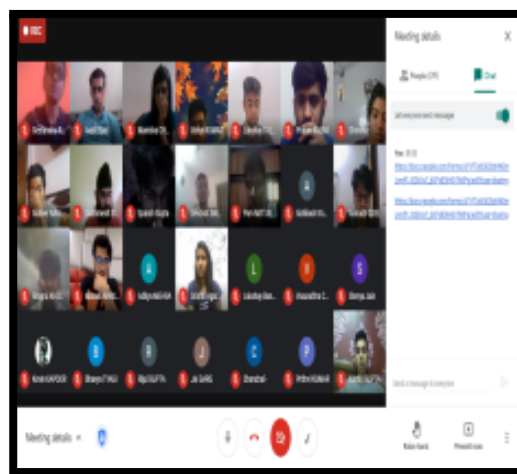
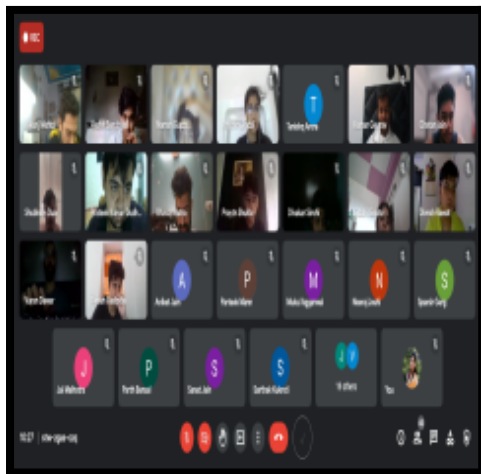
Faculty Conveners:

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

Three toppers of the Course:

1. **om Arora 15014701719**
2. **Ayush Bindra 36114701719**
3. **Shaswat Gupta 00461101719**

Glimpses





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Under the Aegis of IQAC Skill Enhancement Certificate Course

Data Analytics- 1.0

February-May 2021

Report

Topic: Data Analytics 1.0 (Skill Enhancement Certificate Course)

Date: 19th February 2021-30th May 2021

Time: 4:00 PM to 5:30 PM

Venue: GMeet

Beneficiaries with number: 177

Number of Batches: 2 (90+87)

Data Analytics is the need of an hour. In this dynamic & ever-changing environment, predicting the future has become more relevant, especially with the availability of enormous amount of data. Excel & SPSS (Statistical Package for Social Sciences) are the prominent tools in data analytics. They help generating meaningful results from the data by the application of various statistical methods with ease. Many companies have now been looking for a skilled professional, who understand the research methodology, statistical techniques, data presentation & working on statistical software. Thus, it encouraged the seasoned faculty of MAIMS to design a skill enhancement course in data analytics using Excel & SPSS for final year students. The Add on was conducted on G-meet Platform.

This Certification Course was the initiative taken under the aegis of IQAC in association with Think Quest Club for students of MAIMS. The prime objective of the course was to equip the students with the basics of research methodology & various quantitative data analysis techniques. Excel & SPSS had been used to conduct various statistical tests and make an inference about the data. Specifically, the course covered in-depth lessons for advance excel commands, formulas, charts/plots followed by descriptive analysis, parametric & nonparametric tests, correlation, regression, normality and factor analysis. A total of 177 students enrolled in the course. The course was conducted in two batches. The course was of 30 hours, divided in 20 sessions of one & half hour each. Every session was followed with a practical assignment related to it. After the completion of the week (2 sessions), a feedback form was floated to get the viewpoint of the

students. A total of 10 such feedback forms were filled by the students. The students were assessed based on the assignment submitted, MCQ test on Excel and MCQ test on SPSS.

It was a great learning experience for the students as well as for the faculty. The sessions were conducted by Prof. (Dr.) Vijay Kumar Khurana, Dr. Parul Kumar, Dr. Bharti Chaudhary, Dr. Sumedha Dutta, Ms. Shilpee Aggarwal, Ms. Preeti Bansal, Mr. Inderpal Singh, and Mr. Nakul Anand. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments, and quizzes. The credit for this ambitious initiative goes to Prof. Vijay Kr. Khurana (HOD, Business Administration) & his team, who worked under the able guidance of the Prof. Ravi Kumar Gupta, Director MAIMS. Their constant support and encouragement helped in successful accomplishment of this program. The valedictory session of the certificate course was held on 22nd June 2021 and qualifying students were felicitated.

Convener –Dr. Parul Kumar, Senior Assistant Professor

About the Course

Courses on research methodology are often well packed with methods and techniques of data analyses, ‘but’ with limited understanding of the logic underlying the various techniques, methods, and research design. Keeping this challenge in mind, the present course has been designed for students who keen to do research & data analysis in the years to come. The students will learn how data analysts describe, predict, and make informed business decisions in the specific areas of marketing, human resources, finance, and operations. Analytics talent demand is much more than the available skilled supply. The students would be able to become employable in this fast-growing new age field by demonstrating the skills learnt through this course.

Excel & SPSS had been used to conduct various statistical tests and make an inference about the data. Specifically, the course covered in-depth lessons for advance excel commands, formulas, charts/plots followed by descriptive analysis, parametric & nonparametric tests, correlation, regression, normality, and factor analysis. Many companies have now been looking for a skilled professional, who understand the research methodology, statistical techniques, data presentation & working on statistical software. Thus, this course would build the data analysis skills among the students.

Objectives of the Course:

- Application of Research Methodology
- Understanding of different types of data
- Able to describe, predict & make informed decisions
- Application in the specific areas of marketing, human resources, finance, and operations. Quantitative Data Analysis

Course Outcomes:

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

Course content

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

Lec. No.	Topics	Resource Person
1	Types of Data- Nominal, ordinal, ratio & interval	Prof. V.K. Khurana
2	Filter – Number and Text filters, data filters	Ms. Shilpee Aggarwal
3	Sorting – Sort by colour, reverse list and randomize list	Dr. Bharti Chaudhary
4	Conditional Formatting – Manage rules, data bars, colour scales	Mr. Inderpal Singh
5	Tables – Structured references, table styles and quick analysis	Ms. Preeti Bansal
6	Cleaning Data in Excel - removing duplicates, use of min & max	Dr. Sumedha Dutta
7	Data Screening through Descriptive Analysis	Mr. Nakul Anand
8	Use of Graphs – trend lines, Histogram, multiple axis graph	Dr. Bharti
9	Pivot Table	Chaudhary Dr. Parul Kumar
10	Frequency distribution	Ms. Shilpee
11	Hypothesis testing – t test and z test	Aggarwal Dr. Sumedha Dutta

12	ANOVA	Mr. Nakul Anand
13	Correlation & Regression	Ms. Preeti Bansal
14	Working in SPSS: Entering data, variable labels, value labels	Mr. Nakul Anand
15	Chart Creation Basics - box plot, histogram, PP plots	Mr. Inderpal Singh
16	Descriptive Analysis & Crosstabulation	Ms. Shilpee Aggarwal
17	Mann Whitney Test, Wilcoxon test	Dr. Sumedha Dutta
18	T-test & ANOVA	Dr. Bharti Chaudhary

19	Correlation & Regression	Ms. Preeti Bansal
20	Exploratory Factor Analysis	Dr. Parul Kumar

Course Implementation Summary

The certification course was conducted from 19 February 2021 to 30 May 2021 via the online platform of Google Meet. The duration of the course was 30 hours along with the two MCQ quizzes & 20 assignments. Each class consists of a one & a half hour session along with the videos, a practice exercise, a quiz, and a reference guide. Classes were scheduled for twice a week. Following are the criteria based on which students are eligible for the certification:

- Attending regular classes using laptop.
- Submission of all Assignments.
- Participation in all Quizzes.
- Submission of the feedback form on timely basis.

Three toppers of the Course:

1. Roma Madan 03714721619
2. Ritika Singhal 02714788819
3. Vishal Aggarwal 04161188818

Glimpses of the Event




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Skill Enhancement Certificate Course on “Contemporary Practices in Management 1.0” February 2021-June 2021

Topic: Contemporary Practices in Management 1.0 (Skill Enhancement Certificate Course)

Date: 18th February 2021-2nd June 2021

Time: 4:00 PM to 5:30 PM

Venue: GMeet

Beneficiaries with number: 182

Number of Batches: 2 (100+82)

Maharaja Agrasen Institute of Management Studies, Department of Business Administration, under the aegis of IQAC started a Skill Enhancement Certificate Course on ‘Contemporary Practices in Management’. The course was started for 2nd and 3rd-year undergraduate students of MAIMS. The add on course was conducted on GMeet platform. A total of 182 students registered for the Course. The Inaugural session for the Skill Enhancement Certificate was held on February 17, 2021. The sessions started from February 18, 2021 and ended on June 02, 2021. With 20 sessions of 1.5 hours each, the course was of 30 hours duration in total.

With business education at an inflection point, we must strive to equip future leaders with competence and confidence to address emerging global business and social challenges. With this objective in mind, the layout of Skill Enhancement Certificate Course on ‘Contemporary Practices in Management’ was made meticulously. There were sessions on whistle blowing, transaction analysis, crisis management, social media marketing, societal marketing, loan amortization schedule...to name a few. The knowledge of these sessions will help our students to become dynamic, resourceful and proficient managers of tomorrow.

The certificate course was headed by Prof. (Dr.) Vijay Kumar Khurana, Head, Department of Business Administration. The course was convened by Dr. Sumedha Dutta, Associate Professor, Department of Business Administration and Ms. Riya Sharma, Associate Professor, Department of Business Administration. Ten faculty members from the Department acted as the resource person for the course covering various topics of management as per their expertise. 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 quizzes after every topic. Criteria of certification is threefold i.e., Attendance, Feedback form and Completion of multiple-choice question quizzes on time. The pedagogy followed is in coherence with the current requirements in order to bring out the best in the students to be successful managers. All the qualifying 100 students were given certificates of completion. We are confident that our current curriculum has enabled the overall development of budding managers to come up with the expectations of the corporate world. Our heartfelt gratitude to Prof. (Dr.) Vijay Kumar Khurana, Head, Department of Business Administration who worked under the stewardship of Prof. (Dr.) S. K. Garg, Director General, MAIMS and Prof. (Dr.) Ravi Kumar Gupta, Director, MAIMS. Their unwavering sustenance and inspiration helped in fruitful completion of this course.


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Three toppers of the Course:

- 1. Tanishk Pratap Singh 04414702418**
- 2. Ritika Kohli 03661102418**
- 3. Somansh Arora 13661101720**



Dr. Sumedha Dutta



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Under the Aegis of IQAC Skill Enhancement Certificate Course Derivatives Beginner Module October-December 2020

Report

Topic: Derivatives Beginner Module (Skill Enhancement Certificate Course)

Date: 18th October 2020-20th December 2020

Time: 9:00 AM to 11:00 AM

Venue: GMeet

Beneficiaries with number: 100

Number of Batches: 1 (100)

“It’s not how much money you make, but how much money you keep, how hard it works for you, and how many generations you keep it for.” –Robert Kiyosaki

Finance is always of great importance, be it in a business or in one’s everyday life. People confront financial crisis and need to tackle financial risks on a daily basis. Financial derivatives are ubiquitous in global capital markets. This introductory course on the topic of derivatives covered the fundamental knowledge the students needed to know about derivatives. Students obtained a sophisticated understanding of valuation methods; tools for quantifying, hedging, and speculating on risk; advanced derivatives pricing approaches adaptable to valuing new products and important facts about the world’s largest financial markets. They learnt to differentiate between forward, futures, options, and swaps contracts. The students also worked on practical examples in Excel to calculate the profits/losses for each type of contracts.

The first session on basics of Stock market equip the students with the mechanism of working of stock markets in India. In further Sessions the emphasize was on the various types of contract in the derivative market which familiarize them with the pragmatism aspect of the said market along with the speculation, hedging and arbitrage process which is the integral part of the market. Further the equity analysis adds more value to the students while making sound investment and career in the concerned field.

The constant support and encouragement of the Prof. (Dr.) V. K. Khurana, Head, Department of Business Administration and Dr. Manju Gupta, Head, Department Of Commerce under the stewardship of Prof. (Dr.) S. K. Garg, Director General, MAIMS, Prof. (Dr.) G. P. Govil,

Advisor, MATES and Prof.(Dr.) Ravi Kr. Gupta, Director, MAIMS helped in successful accomplishment of this program.

Course Outcomes:

1. After the completion of this course students learnt the nuances related to Stock Market and its functioning.
2. Students understand the jargons used in the financial industry.
3. Students understood the usage of derivatives and where to apply them.

Three toppers of the Course:

- | | |
|---------------------------|--------------------|
| 1. Riya Maheshwari | 08261101718 |
| 2. Sarthak Kukreti | 36261101718 |
| 3. Daksh Malik | 00614788820 |

Ms. Kajal Mittal


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Under the Aegis of IQAC

Value added Course on

Legal Drafting

February-August 2021

Topic: Data Analytics 1.0 (Skill Enhancement Certificate Course)

Date: 25th February 2021-6th August 2021

Time: 4:00 PM to 6:00 PM

Venue: GMeet

Beneficiaries with number: 154

Number of Batches: 2 (90+87)

VALUE ADDED COURSE ON LEGAL DRAFTING

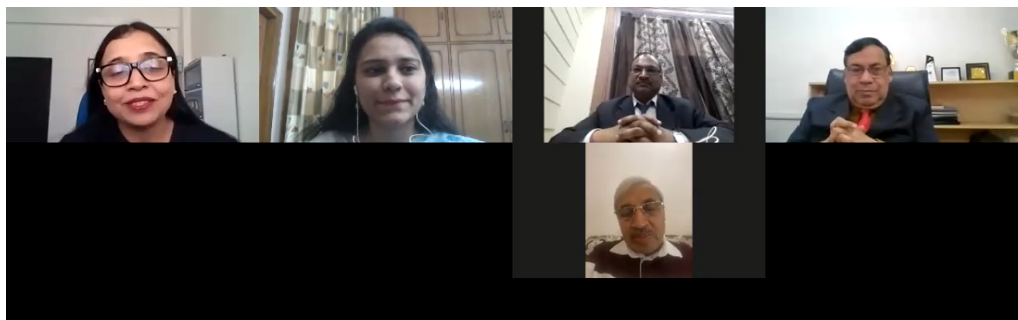
INAUGURAL

Date: 25.02.2021

The Inauguration of MAIMS 1st Value Added Course on Legal Drafting took place on February 25, 2021. The welcome address was given by **Prof. (Dr.) S.K. Garg**, Director General, MAIMS, followed by words of wisdom from **Prof. (Dr.) Ravi Kumar Gupta**, Director, MAIMS, and **Prof. (Dr.) Rajni Malhotra Dhingra**, Principal, Department of Law, MAIMS. The respected guests blessed the Faculty and Student Members for their initiative in starting the 1st Value Added Course for the students of Department of Law. Our esteemed guests were accorded Vote of Thanks by **Dr. Praveen Kumar Gupta**, Head, Department of Law, MAIMS.

The team of Faculty Coordinators, **Mr. Shridul Gupta**, **Dr. Nisha Dhanraj Dewani**, **Ms. Aarushi Agarwal**, and **Ms. Kriti Johri** along with the Student Coordinators, **Palak Tyagi**,

Ritvik Bhardwaj, Shalini Kashyap, Dipanita Singh and Vibhor Tewari coordinated in the smooth organization and conduct of different sessions of the value added course.

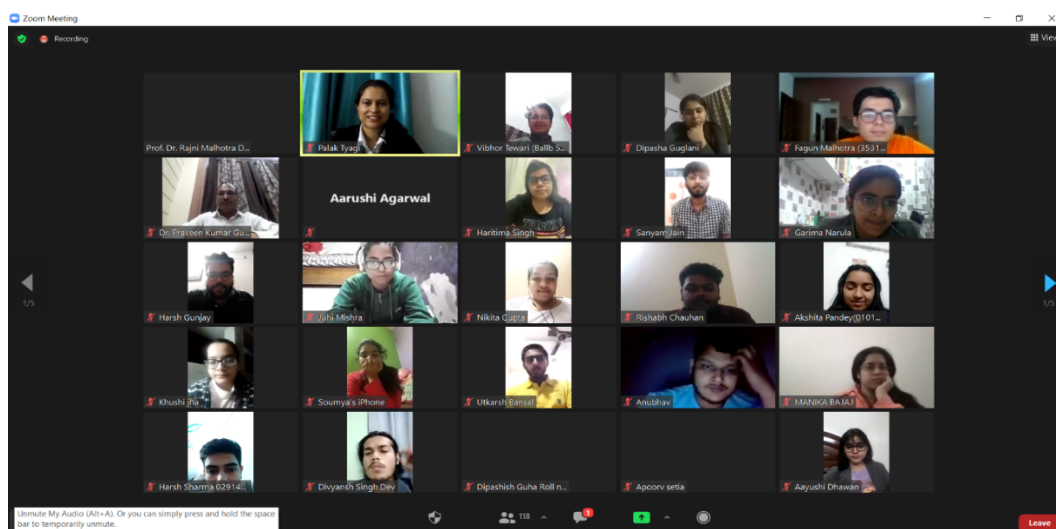


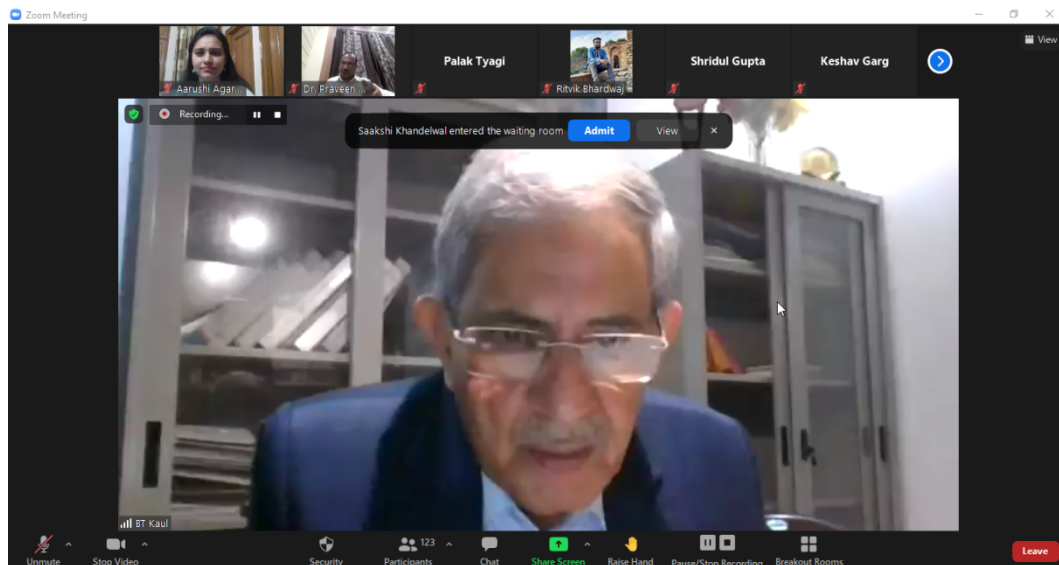
SESSION – 1, MODULE - I

Date: 25.02.2021

Speaker: Prof. Dr. B.T. Kaul

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Prof. Dr. B.T. Kaul** sir. Dr. Kaul is an academic and legal expert has been a practicing Advocate in the Hon'ble Supreme Court of India for about 41 years. In February 2014, he was appointed by the Hon'ble High Court of Delhi to head the Delhi Judicial Academy as its Chairperson. The topic for the session was **“First Information Report (F.I.R) and Quashing of F.I.R.”**, on which sir elaborated thoroughly, by touching on the landmark judgments related to F.I.R. and drawing a comparison between personal liberty and the fundamental rights enshrined under articles 14, 19, 21, and 22 of the Constitution of India. The session concluded with Dr. Rajni Malhotra Dhingra, Principal, Department of Law, extending a warm vote of thanks to Prof. Dr. B.T. Kaul sir.





SESSION – 2, MODULE - I

Date: 26.02.2021

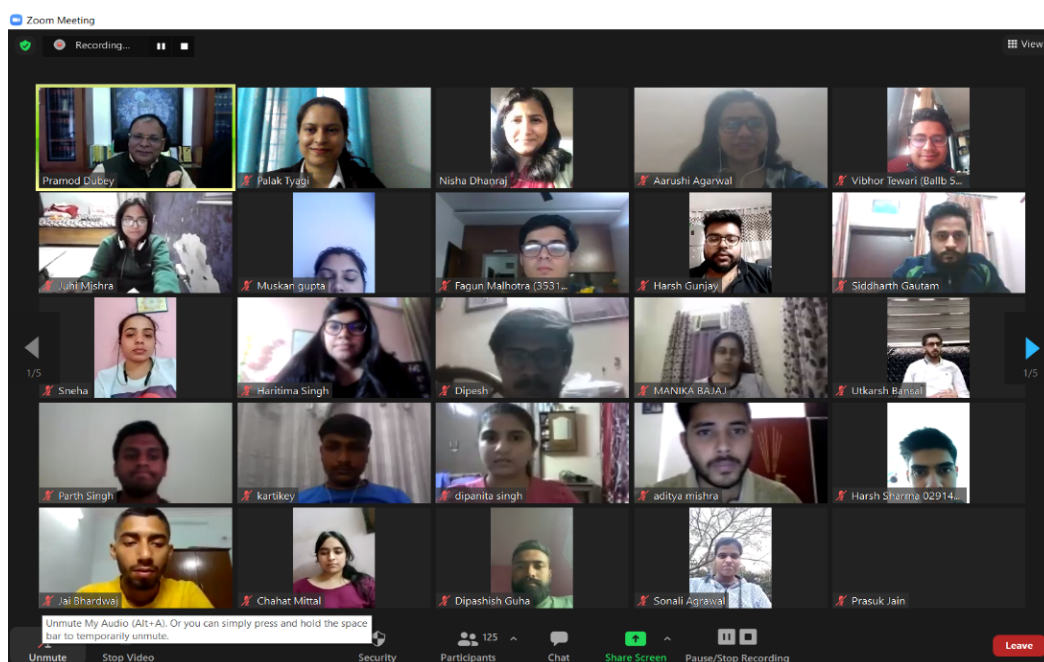
Speaker: Mr. Pramod Kumar

Dubey

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Mr. Pramod Kumar Dubey**. Mr. Dubey has been practicing as an independent lawyer, specialising in anti-corruption cases, white-collar crimes, economic offences cases, and criminal offences involving the FEMA and MACOCA. The topic for the session was **“Bail Application, Anticipatory Bail Application, and Complaint for Dishonour of Cheque”**, on which sir elaborated thoroughly, by touching on the landmark judgments related to anticipatory bail. Sir then went on to explain and elaborate on Section 138 of Negotiable Instruments Act, 1881, which deal exclusively with the notice for dishonour of cheque.

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SESSION – 3, MODULE - II

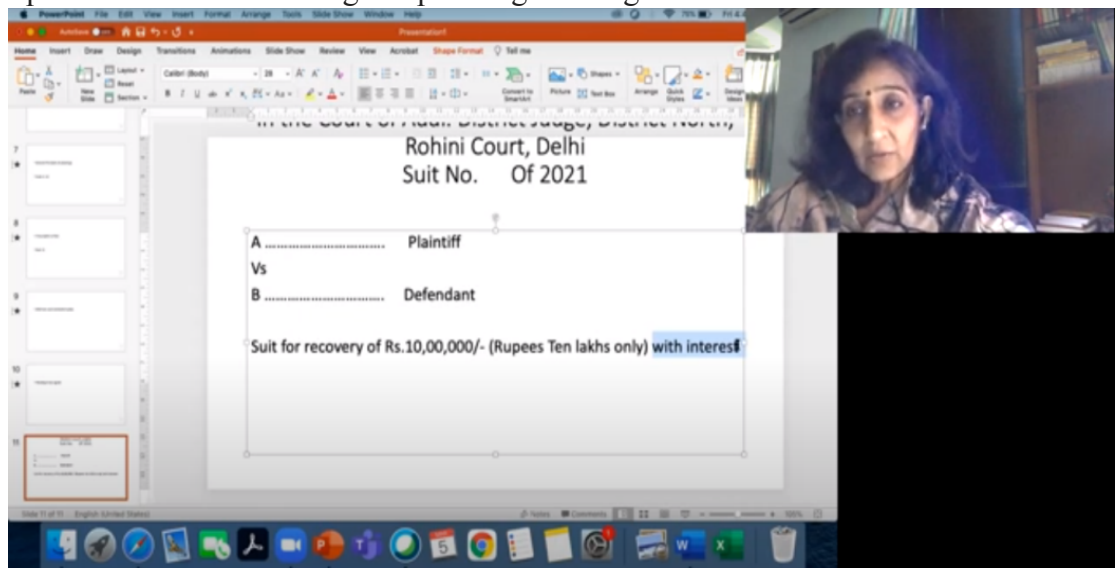
Date: 06.03.2021

Speaker: Ms. Monika

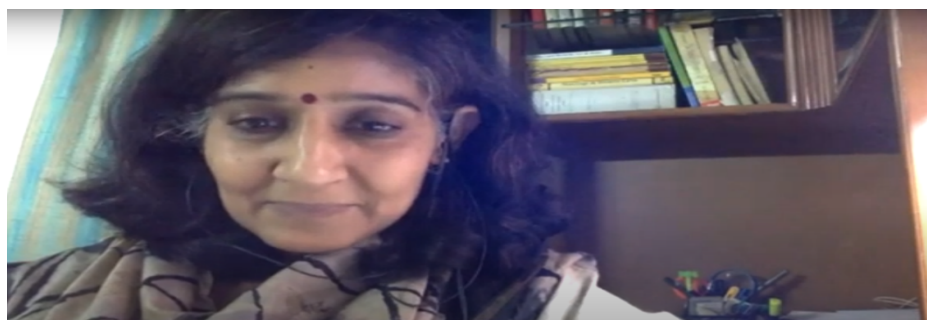
Srivastava

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Ms. Monika Srivastava**, an expert in the matrimonial and consumer protection disputes, a trained mediator and author of various popular books including “The Code of Civil Procedure 1908; published in 2010 was the resource person for the third session. The topic for the session was **“Drafting of Civil Proceedings”**. Ma’am started the session by explaining about the pleadings. She extensively discussed about the importance, objective

and purpose of the pleadings. She explained about the four golden fundamentals of pleadings and the rules surrounding it which was an eye opener for all. Lastly, ma'am gave a step-by-step lesson on the drafting of pleadings through an interactive session with the



participants.




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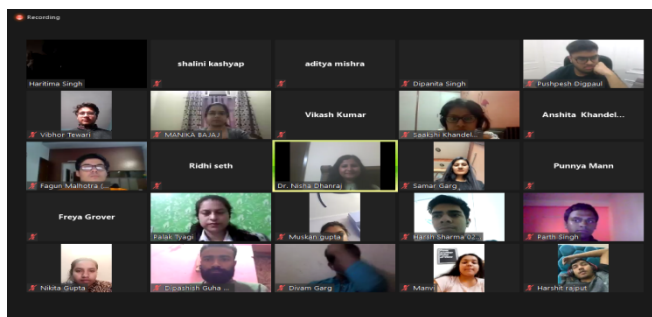
SESSION – 4, MODULE - II

Date: 07.03.2021

Speaker: Mr. Anupam

Srivastava

Mr. Anupam Srivastava, who is a practicing lawyer since 1991 and currently the managing partner of The Chambers of Law (TCL) India, was the expert resource person for the fourth session that was held on 7th of March 2021. Sir initiated the fourth session by discussing about the three types of jurisdiction for a recovery suit. While giving his speech sir also mentioned about the bare acts and the high court rules that are crucial for a lawyer practicing in courts. As regards to current trends, he talked about the methods one should adopt while searching for case laws on the internet. Sir, told us briefly about the appeal, review, and revision petition. Further, he talked about written statement and told us why it was necessary to specifically deny every averment. Sir ended the session by quoting a line wherein he said “Drafting is a work of art, and you have to be an artist to succeed in this”.



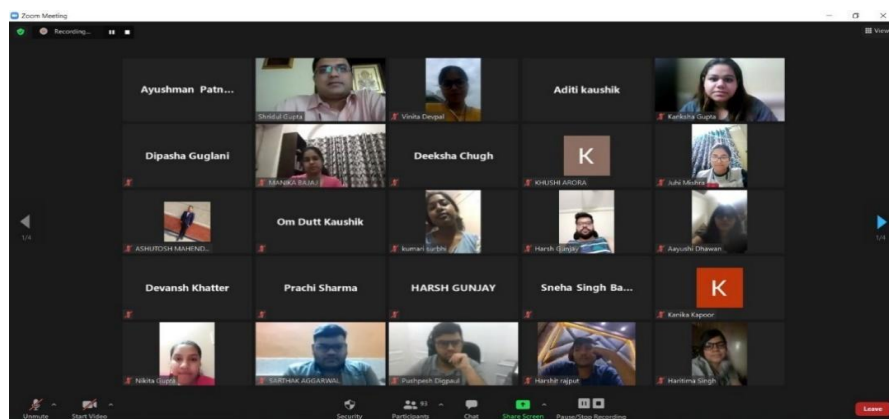
SESSION – 5, MODULE - III

Date: 12.03.2021

Speaker: Prof. Dr. Ritu Gupta

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Prof. Dr. Ritu Gupta**. She is a Professor of Law at National Law University, Delhi and has a teaching experience of 17 years. She specialises in the Law of Contract and Banking Law. She has also been conferred with the ‘REX Karamveer Global Fellowship and Karamveer Chakra Award’ in March 2015 for her outstanding contribution to women empowerment. The topic for the session was “**Drafting a Limited Liability Partnership Contract**” on which ma’am elaborated thoroughly, while discussing the essentials of Limited

Liability Partnership Contract. She explained how such contracts are drafted, by sharing a reference document with the students.



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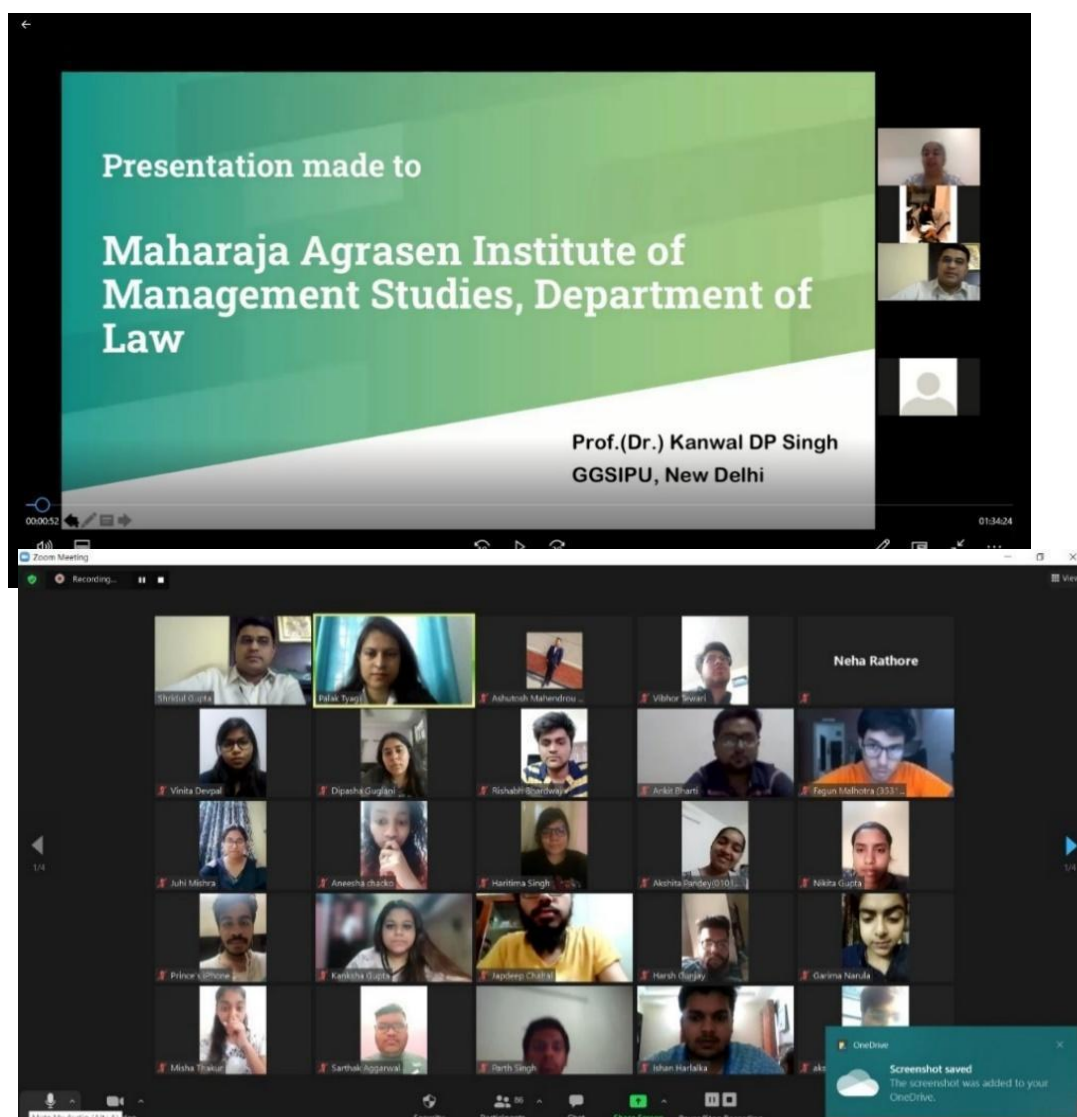


SESSION – 6, MODULE - III

Date: 13.03.2021

Speaker: Prof. Dr. Kanwal D P Singh

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Prof. Dr. Kanwal D P Singh**. Her experience in the field of academics is nothing short of daunting, with 42 published research papers (7 in international journals, 29 in national journals, and 6 chapters in edited books). She also has 6 articles in magazines, 23 paper presentations, and 28 instances of being the keynote speaker/chairperson in summits and conferences to her credit. The topic for the session was **“Suit for Specific performance & Recovery of Damages in case of Breach of Contract, and Petition for Eviction of Tenant”** on which ma'am elaborated thoroughly by discussing the essentials of both the suit and the petition. She explained how such legal documents are drafted, while also enlightening the students on the different headings and sub-headings that go into such documents.

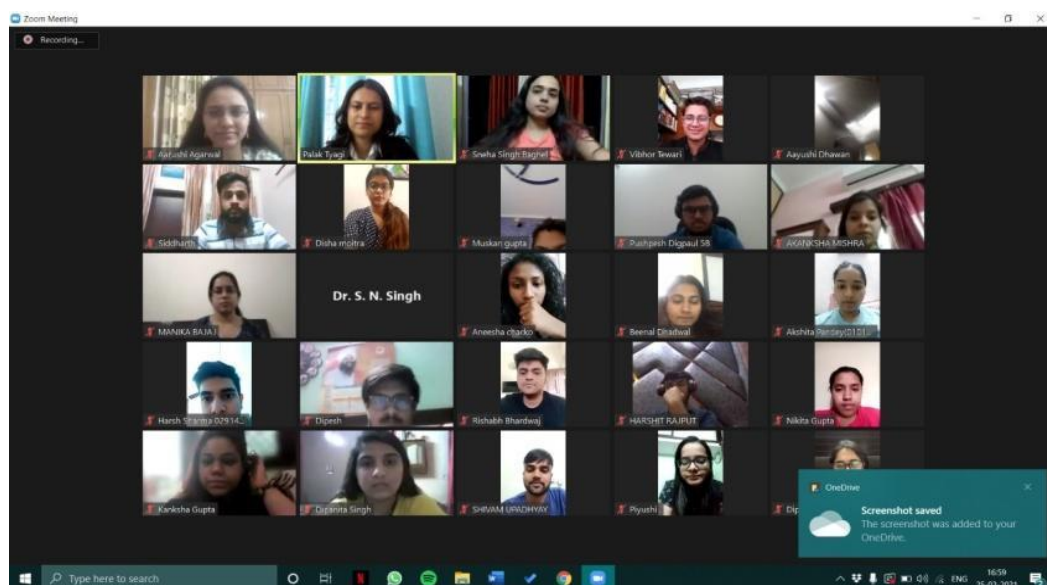


SESSION – 7, MODULE - IV

Date: 25.03.2021

Speaker: Prof. Dr. S.N. Singh

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Prof. Dr. S.N. Singh**. Prof. Singh is considered to be one of the longest-serving professors of law in the Faculty of Law, University of Delhi. He has an experience of almost 37 years under his belt. Currently, sir is a practicing lawyer in the Hon'ble Supreme Court with an experience of 10 plus years. The topic for the session was **“Drafting of writs and Special Leave Petition.”** Sir, started the session by discussing about the various grounds on which a writ petition can be filed. He explained elaborately about the contents of the writ petition and the relevant documents to be submitted with it. He stressed on the idea of using alternative remedy available to solve the dispute rather than approaching the court directly.



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SESSION – 8, MODULE - IV

Date: 26.03.2021

Speaker: Mr. Ashok Agarwal

The informative and insightful session started with the introduction of the esteemed speaker for the day, **Mr. Ashok Agarwal**. Mr Agarwal, a practicing lawyer since 1976, is known for his untiring efforts to make good schooling and health facilities available to the poor. His P.I.L.s filed through “Social Jurist” – an NGO run by him have played a significant role in bringing changes in admission irregularities and lack of basic amenities in State run schools. The topic for the session was “**Drafting of Public Interest Litigation.**” Sir started the session by discussing about few case laws. Through these cases sir explained in brief about the meaning, and ingredients of PIL. Further sir briefed about the contents of PIL and the importance of thoroughly investigating the matter before filing a PIL in the court. At the end of the session, a Question-Answer session was held, where a number of doubts of the participants were cleared.



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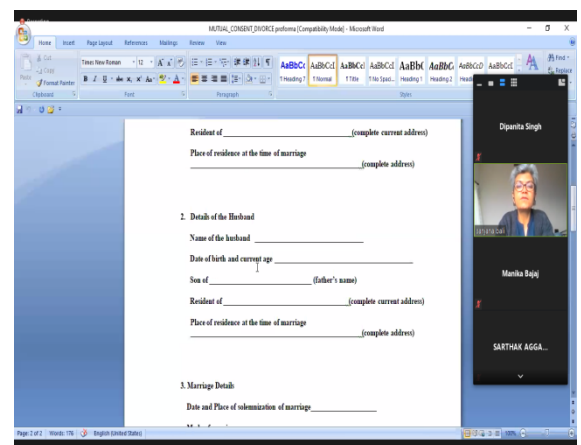
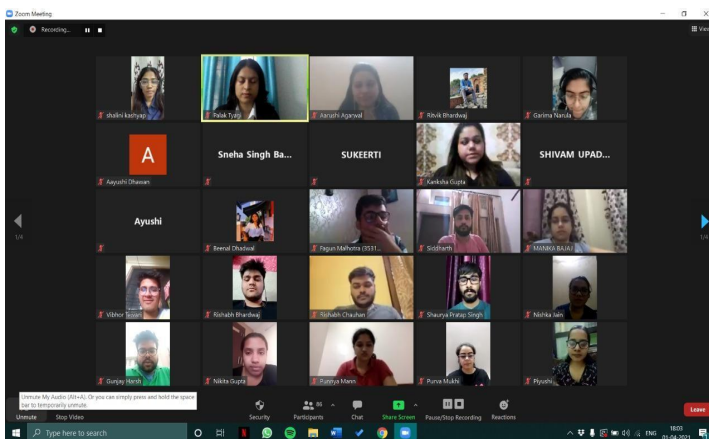


SESSION – 9, MODULE - V

Date: 01.04.2021

Speaker: Ms. Sanjana Bali

A very learning & interactive Session in **Module V entitled Deeds & Wills** was held on **1st April 2021**. The Session covered the legal documents of **Partnership Deed & Sale Deed**. The Session was held by eminent speaker **Ms. Sanjana Bali** who is an Advocate and a trained mediator and has over 25 years of experience in litigation. She is also a visiting Faculty in various Universities. The Session started with a brief overview of the law governing the legal documents, specimen of Sale Deed, explanation of various covenants included in the Sale deed, specimen of Partnership Deed, key features of a partnership including mutual agency, several key terms & conditions generally included in the partnership deed. The session ended with questions inquisitive questions from participants.



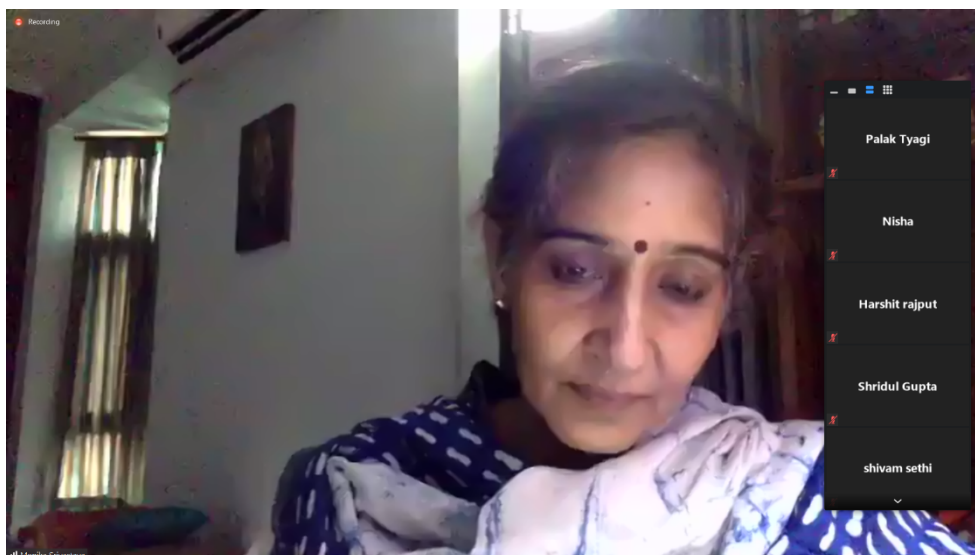
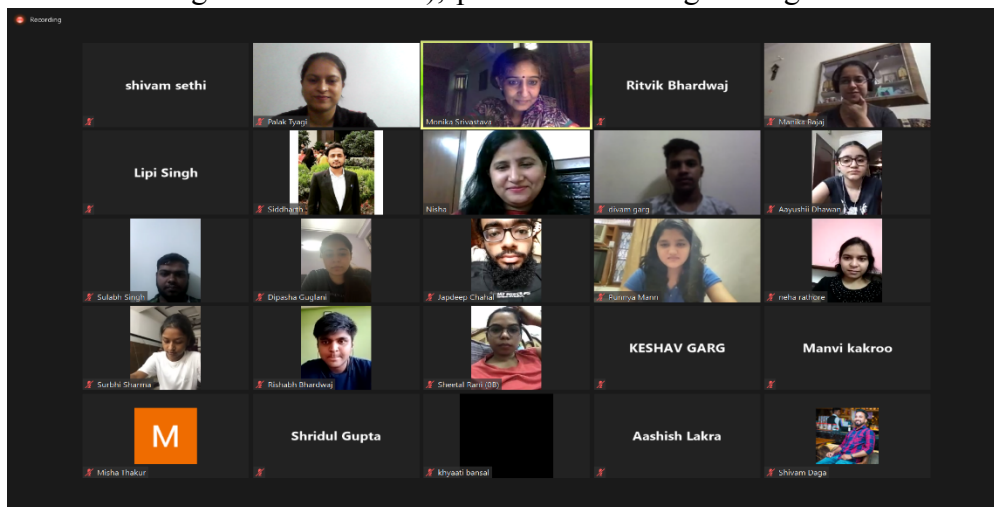
SESSION – 10, MODULE - V

Date: 26.07.2021
Srivastava

Speaker: Ms. Monika

The 10th Session in the Vth Module of VALUE ADDED COURSE ON LEGAL DRAFTING, was conducted on the topic “Deeds and Will”. Ms. Monika Srivastava is a

practicing advocate with an expertise in the matrimonial and consumer protection disputes. She is a trained mediator and author of various popular books such as “The Code Of Civil Procedure 1908”; Published In 2010 And “Guide To Right To Fair Compensation And Transparency In Land Acquisition, Rehabilitation And Resettlement Act, 2013”. the session commenced with explanation of the meaning of the legal term Will, different kinds of will, various requirements of will like Legal Capacity (The person making the will must be of sound mind at the time of the creation of the will), Voluntary Intent (a testator must execute a will voluntarily) requirement of Witnesses. At least two witnesses need to attest that they saw the testator sign his or her will), provisions relating to Registration of a will, drafting of a will.



SESSION – 11, MODULE - VI

Date: 29.04.2021

Speaker: Ms. Sanjana Bali

Session 11 of **Module VI** entitled **Important Petitions** covered the topics of **Petition for Divorce by Mutual Consent and Complaint under Consumer Protection Act, 1986** held by eminent speaker **Ms. Sanjana Bali** who is an Advocate and a trained mediator and has over 25 years of experience in litigation. The Session started with overview of drafting of a Consumer petition, key provisions including Jurisdiction, contents of such petition, specimen of a Consumer Petition highlighting the header of the complaint followed by the introduction of the contesting parties, body of the complaint highlighting several key provisions including the relief sought from the consumer forum. The learned speaker also requested and catered to the questions from the enthusiastic participants pertaining to drafting of Consumer petition. The Session also witnessed the drafting of petition for Divorce by Mutual Consent. The speaker highlighted that ‘The World has changed, life has changed, marriages have changed, people coming together to stay married have also changed. Marriages break up today because of incompatibility and incompatibility is not a recognized ground.’ Ms. Bali also shared a detailed standard format which can be of use to fetch information from client for drafting the petition. She also explained about the mandatory documents which need to be filed along with the Mutual Divorce petition.

Resident of _____ **(complete current address)**

Place of residence at the time of marriage _____ **(complete address)**

2. Details of the Husband

Name of the husband _____

Date of birth and current age _____

Son of _____ **(father's name)**

Resident of _____ **(complete current address)**

Place of residence at the time of marriage _____ **(complete address)**

3. Marriage Details

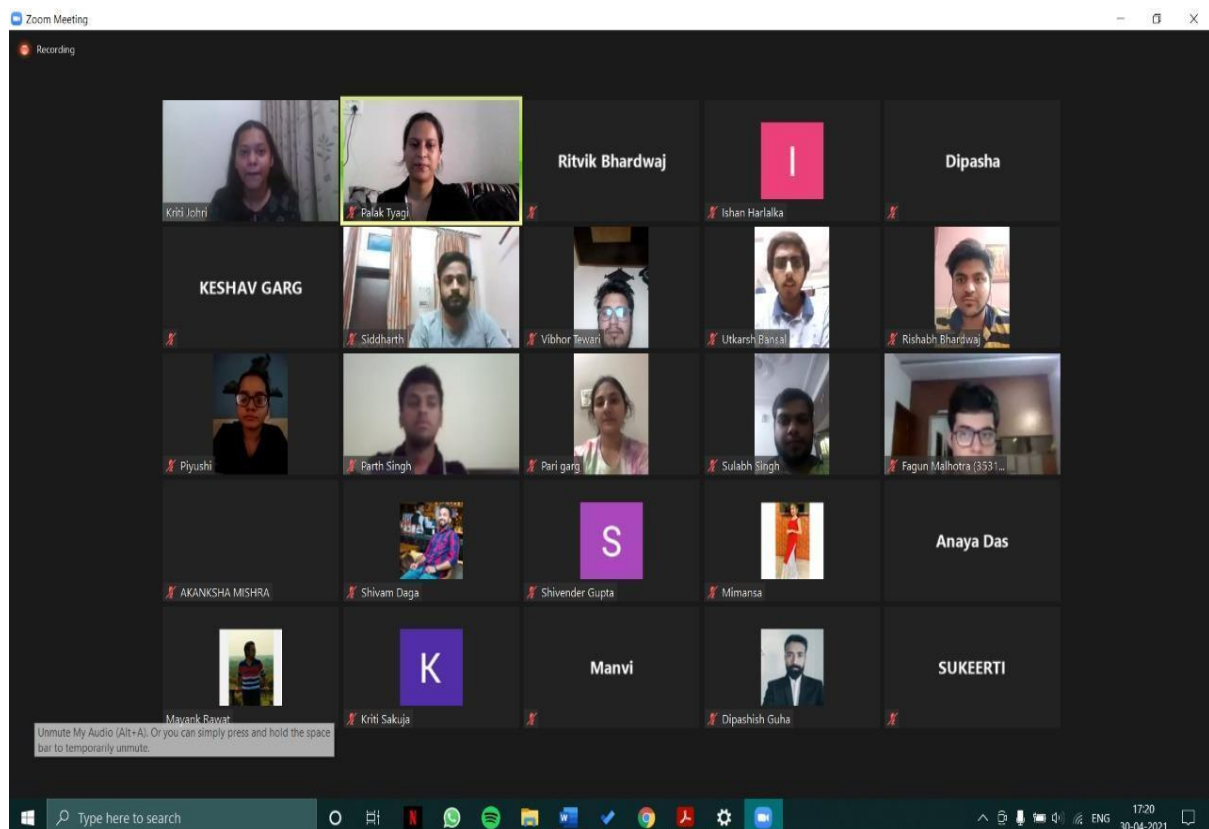
Date and Place of solemnization of marriage _____

SESSION – 12, MODULE - VI

Date: 30.04.2021

Speaker: Ms. Sanjana Bali

Session 12 in **Module VI entitled Important Petitions** covered drafting of Petition **for Motor Accident Claims**. The speaker **Ms. Sanjana Bali** is an Advocate and a trained mediator and has over 25 years of experience in litigation. She is also a visiting Faculty in various Universities. The Session started with the questions from the erstwhile session on drafting of mutual divorce petition. The eminent speaker then proceeded with the next part of the session pertaining to motor vehicle claim petition highlighting the background and basis of filing the same. Ms. Bali also shared with the participants a specimen petition filed before the Motor Accident Claims Tribunal highlighting the required tabular standard format which accompanies the filing of this petition including all personal details of the victim, salary drawn (if any), reasons why these details are necessary, jurisdiction, nature of injuries sustained, expenses incurred in treatment, prayer, amongst other key provisions. She also highlighted the list of documents which are compulsorily required to be filed as per the Motor Vehicles Act. The session ended with curious participants resolving their queries from the eminent speaker.



SESSION – 13, MODULE - VII

Date: 06.05.2021

Speaker: Mr. Brij Bhushan

Gupta

Session 13 of **Module VII** entitled **Arbitration** was held by learned speaker **Mr. Brij Bhushan Gupta, Sr. Advocate** covering the topics of Drafting an application for the appointment of an Arbitrator and filing of Statement of Claim and Defence. The eminent speaker, Mr. Brij Bhushan Gupta is a Sr. Advocate practicing in Supreme Court of India, High Courts since 1985. Sir has also served as Additional Standing Counsel for NDMC, Standing Counsel for Delhi Pollution Control Committee and has also participated and presented papers in several National and International Seminars, Conferences & Workshops. The Session commenced with highlighting the importance of Arbitration in litigation because practically every contract has an Arbitration clause, emphasizing the background of this legislation, as over the years, so many steps have been taken by the Legislature to ensure that this alternate dispute redressal forum could be made more effective, more cost friendly, and less time consuming. The speaker explained in detail the key points in drafting of Application for appointment of Arbitrator which is made before a Judicial authority. These include stating the very basis of facts leading to dispute between the parties, whether the dispute is covered within the scope of arbitration agreement, concept of referability & concept of arbitrability, question pertaining to different forms of jurisdiction amongst several key provisions. The speaker explained the drafting of Statement of claim and defense.

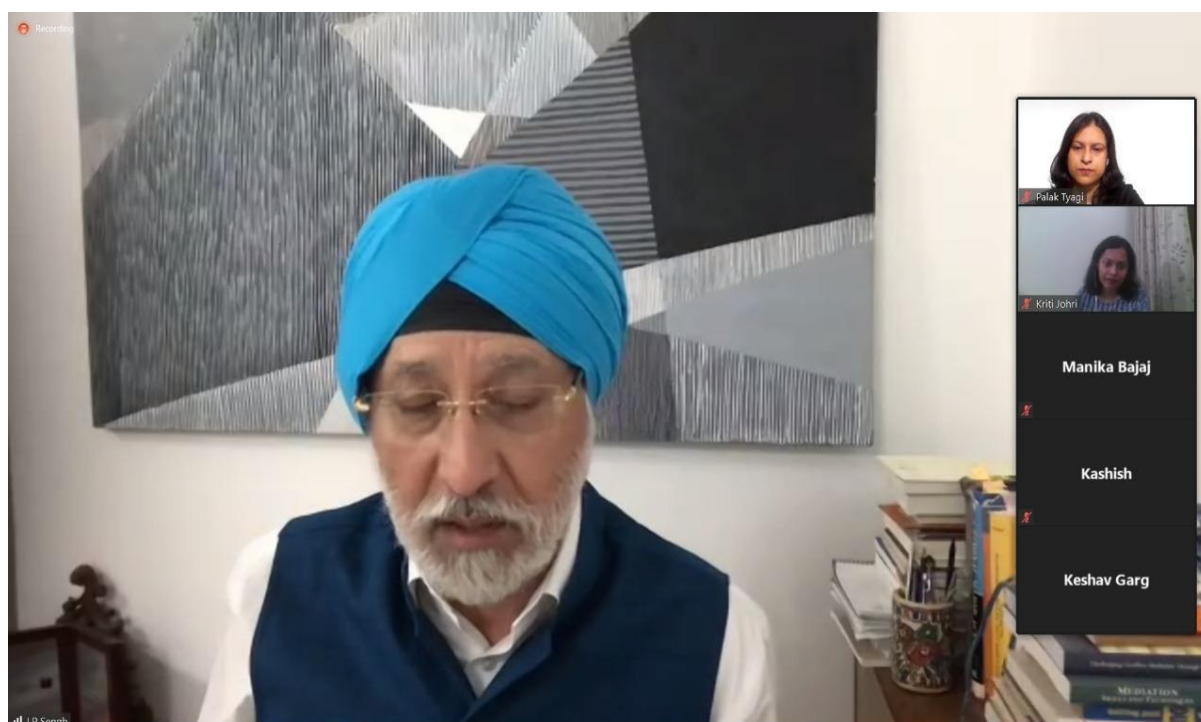


SESSION – 14, MODULE - VII

Date: 07.05.2021

Speaker: Mr. J.P Sengh

Session 14 of **Module VII** entitled **Arbitration** was held on **7th May 2021** by learned speaker, **Mr. J.P Sengh, Sr. Advocate**. The Session covered the topics of Drafting an appeal against interim award or to set aside an arbitral award and also the Drafting of Execution Petition for the enforcement of the Arbitral Award. The eminent speaker of the Session was Mr. J.P Sengh, Sr. Advocate. Sir is an accomplished civil, commercial and arbitration lawyer and also a trained mediator having an experience of over 40 years. He is also the founder organizing secretary of Samadhan, Delhi High Court Mediation and Conciliation centre and has been part of training programs of mediator held within India and abroad. Sir is also the Secretary general of Maadhyam – International Council for Conflict Resolution. The Session started with introductory remarks by Sir that ‘Drafting is both an Art as well as a profession. Its actually the foundation of the entire case. In fact, 1st step in the Art of Advocacy is drafting of a pleading. Drafting helps to streamline your thoughts and comes by experience. One needs to know the law on the subject and the relief available and use simple language. Sir than referred to the key provisions of Arbitration law and Judgment dealing with the filing of application to set aside the arbitral award, grounds upon which courts can be approached to set aside the arbitral award, law concerning the enforcement of arbitral award. Sir than proceeded to take up the queries from the inquisitive participants.



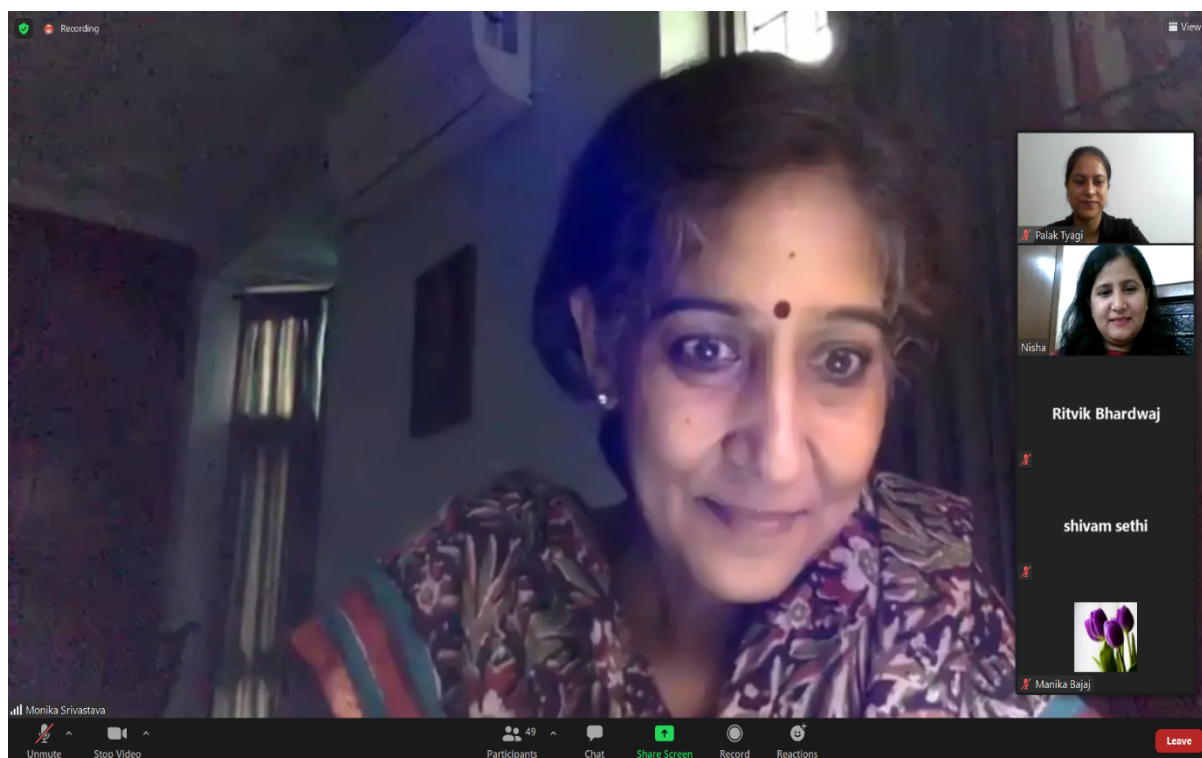
Extra Session -1 (SESSION – 15), MODULE - II

Date: 27.07.2021

Speaker: Ms. Monika Srivastava

The 15th session of the Value Added Course was held on the topics “**Appeal, Review and Revision Petition**”. **Ms. Monika Srivastava** was the esteemed speaker for the day. Ma’am is a Campus Law Center alumnus whose experience as a lawyer, mediator, author as well as a law teacher is truly inspiring. She’s an expert in matrimonial and consumer protection disputes. She’s also a trained mediator who has authored various popular books such as the Code of Civil Procedure 1908, guide to right to fair compensation and transparency in land acquisition, rehabilitation and resettlement act 2013. Ma’am has also assisted in editing of the 16th edition of Mulla’s Code of Civil Procedure Code, 1908.

Ma’am started the session by explaining the meaning of appeal, review and Revision petition. Mam also explained the process of drafting of an appeal through an illustration. She also stated the difference between RFA (regular first appeal) and FAO (first appeal against order. Ma’am also explained the drafting of a revision petition. She concluded the session by explaining the review petition.

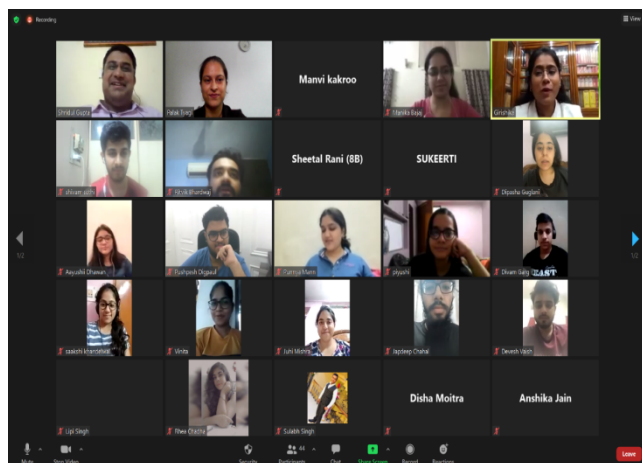


Extra Session -2 (SESSION – 16), MODULE - II

Date: 28.07.2021

Speaker: Dr. Girishika Singla

The 16th Session of the Value Added Course was held on the topics **F.I.R** and **Quashing of F.I.R**. Dr. Girishika is an Advocate on record with over 10 years of experience of practicing in the bar. She was a gold medallist at her law school and also holds an LL.M and Ph.D degree. Dr. Girishika commenced the session with the explanation of meaning of F.I.R, Cognizable offence, Quashing of F.I.R u/s 482 Cr. PC, Withdrawal of F.I.R. She proceeded to explain how a Petition to Quash an F.I.R is to be drafted. The session was very interactive with numerous questions asked by the participants and getting their inquisitive queries resolved from the vivid replies from the speaker.



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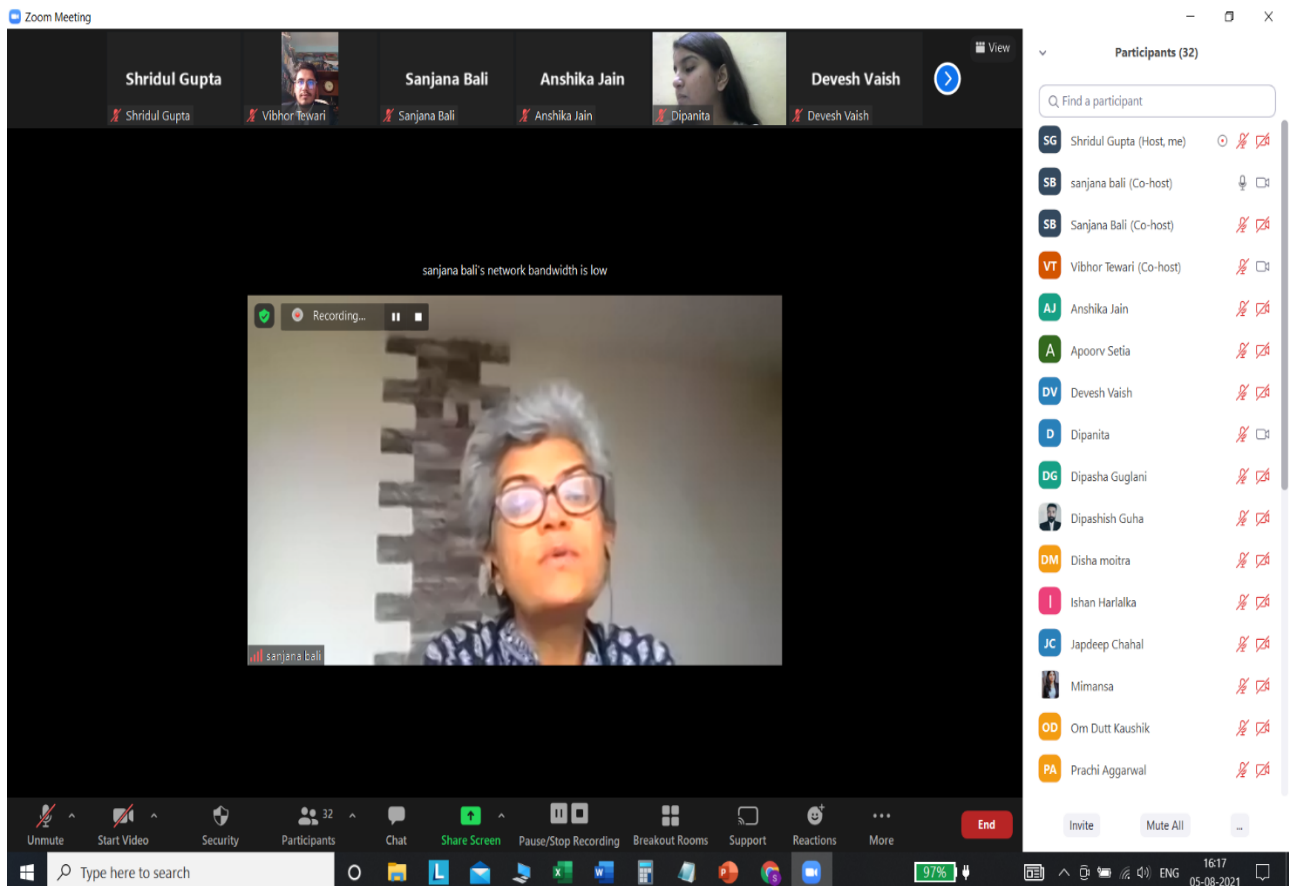
Extra Session -3 (SESSION – 17), MODULE - IV

Date: 05.08.2021

Speaker: Ms. Sanjana Bali

The 17th Session of the Value Added Course was held on the topics **WRIT, P.I.L and S.L.P.**

The Session was held by eminent speaker Ms. Sanjana Bali. The speaker **Ms. Sanjana Bali** is an Advocate and a trained mediator and has over 25 years of experience in litigation. She is also a visiting Faculty in various Universities. Ms. Bali explained the difference between a Writ petition filed under Art. 32 & 226, Kinds of Writ petitions (Habeas Corpus, Mandamus, Certiorari, Prohibition & Quo Warranto), Format of Drafting a Writ petition including chronological order of events, Grounds of Filing a Writ petition, Questions of Law, Prayer, Difference between Additional relief and alternative relief, Affidavit and Counter-Affidavit.



Extra Session -4 (SESSION – 18), MODULE - IV

Date: 06.08.2021

Speaker: Ms. Sanjana Bali

The 18th Session of the Value Added Course continued on the topics **WRIT, P.I.L and Special Leave Petition (S.L.P)**. The Session was held by eminent speaker Ms. Sanjana Bali. The speaker **Ms. Sanjana Bali** is an Advocate and a trained mediator and has over 25 years of experience in litigation. She is also a visiting Faculty in various Universities. Ms. Bali explained the concept of Special Leave Petition in detail, powers of the Hon'ble Supreme Court of India under which an S.L.P can be entertained, Grounds of Filing an S.L.P, limitation period, court fee, certified copies, Drafting of an S.L.P including the Synopsis, Factual Matrix, Questions of Law.


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Three toppers of the Course:

1. Ankita Singh 01714703820
2. Nakul Taneja 05614703820
3. Kavish Behl 03714703818


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

**Under the Aegis of IQAC
Skill Enhancement Certificate Course
Basics of Industrial Research & Analysis
March-August 2021**

Report

Date	:	1st March 2021-31st August 2021
Programme	:	Skill Enhancement Certificate Course
Topic	:	Basics of Industrial Research & Analysis
Convenor	:	Dr. Sanjay Kumar Mangla
Faculty Coordinators:		Ms. Nikita Jain, Ms. Diksha Goel & Dr. Gaurav Aggarwal
Time Period	:	March 01, 2021 – August 31, 2021
Total Hours	:	30
Time	:	3:00 PM to 4:30 PM
Venue	:	GMeet

Number of Beneficiaries : 156

Number of Batches : 2 (100+56)

Research is essential to explore unknowns allows to view the world from different perspective. To groom the research aptitude of our students before they enter the industry as professionals, Department of Economics, Maharaja Agrasen Institute of Management Studies under the aegis of IQAC organized *Skill Enhancement Certificate Course on Basics of Industrial Research and Analysis*.

The Skill Enhancement Certificate Course “Basics of Industrial Research and Analysis” aimed at imparting theoretical and practical knowledge on preparation of an industrial research report which proves to be a useful document for industrialists, policy makers and all other stakeholders to take appropriate decisions. It was a 30 hours training program on industrial research, analysis and report writing. It includes Industrial Data Search and Data Preparation and Presentation for analysis.

The convener of the program was Dr. Sanjay Kumar Mangla Associate Professor & Head, Department of Economics. The Co conveners were Ms. Nikita Jain, Assistant Professor, Department of Economics and Ms. Diksha Goel, Assistant Professor, Department of Economics. The resource person were internal faculties of Department of Economics as well as external speakers were called upon to deliver the lecture. Dr. Satyendra Pratap Singh, Professor, Alliance School of Business, Alliance University delivered few lectures on financial ratios which helps to analyse the performance of industry.

With the blessings of our founder Chairman, Dr. Nand Kishore Garg Inauguration of Skill Enhancement Certificate Course took place on Monday, March 1, 2021, 3:30 PM – 4:30 PM in both online and offline mode. The occasion saw the presence of some esteem dignitaries including Chief Guest - Prof. (Dr.) Neelam Sharma, Director, MAIT, Guest of Honour – Prof. (Dr.) S. S. Deswal, Dean (Academics), MAIT, Prof. (Dr.) S. K. Garg, Director General, MAIMS, Dr. Ravi Kumar Gupta, Director, MAIMS and Dr. Anjali Tandon, Associate Professor, Institute for Studies in Industrial Development, Delhi. The event started with the introductory Remarks by Ms. Diksha Goel followed by presentation by Ms. Nikita Jain about the Course and Profile of Participants.

Hon'ble. Prof. (Dr.) S K Garg joined us on Zoom and welcomed all eminent guests. In his speech he elaborated on importance of industrial research for critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. Further, Prof. (Dr.) Ravi Kumar Gupta, Director, MAIMS gave a short message extending his warm wishes for successful completion of course and well appreciated the efforts taken by department for offering the course to students.

Moving ahead, our Guest Speaker – Dr. Anjali Tandon, Associate Professor, Institute for Studies in Industrial Development, Delhi address the gathering with her vast experience in Industry. She mentioned that an industry analysis report is a document that evaluates a given industry and the companies involved in it. Often included as part of a business plan and policy document, an industry analysis report seeks to establish how your company can gain an advantage in an industry by understanding the industry's history, trends, competitors, products, and customer bases. The Programme concluded up with the Vote of thanks by Dr. Gaurav Aggarwal, Associate Professor, MAIMS. In his speech, he urged the participants to take the course with due seriousness and attend all the classes regularly.

In total 156 students registered for the course. They are from different courses like B.A. (H) Economics, BBA and B. Com. All the participants successfully completed the course. Criteria of certification is threefold i.e., Attendance, Feedback form and Completion of two continuous

assessment & industrial report at the end of course. The classes of the course began from April 11, 2021 and continued till August 24, 2021. The content of the course includes:

Module 1: Industry – An essential component of economy

Module 2: Industrial Data Search

Module 3: Data Preparation and Presentation for Analysis

Module 4: Industrial Analysis and Research Report

In the first module, participants were taught the importance of industry as an essential component of economy. It further focused on understanding the classification and importance of an industry in an economy. In second module, the participants were taught to analyse key performance indicators of an industry and extract industrial data from various databases such as International, National and State and Local. In the third module, the participants were able to learn evaluating the industrial data and present it graphically using MS Excel. Finally in last module, students were taught how to write industrial research report by analysing infographics of industry.

The course went in all success with great learning experience for participants as well as for resource persons. 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.

Three toppers of the Course:

- | | |
|-------------------------|--------------------|
| 1. Dev Singhal | 35761101720 |
| 2. Tushar Sharma | 36614701720 |
| 3. Divyam Bansal | 02861101719 |


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Zoom Meeting 40-Minutes

Recording...

Participants (29)

Find a participant

Ishan

KHUSHI GARG

Lipika Agrawal

Mayank Singhal

Mitali Sharma

Pranav Singh verma

prasuk jain

Prateek Yadav

Pratham dhawan

Ishan

Saloni Arora

sakshi Vashisht

ASHISH

Pranav Singh ve...

KHUSHI GARG

Mitali Sharma

Diksha Goel

Arya Sharma

Pratham dhawan

Ishan

Saloni Arora

Harshil pratap B...

Divyam Bansal

anishka maggo

Diya bajaj

CHIRAG JAIN

Unmute

Start Video

Security

Participants

Chat

Share Screen

Pause/Stop Recording

Reactions

End

Thanks a lot for sharing.

Thanks for the mail.

Thanks a lot.

Send

34°C Light rain

15:50 19-06-2021

Zoom Meeting

Recording...

Participants (26)

Find a participant

Nikita Jain (Host, me)

Dr. S P Singh

Diya bajaj

Harshil pratap BBA6A

Malvika Lal

Priyanshu sharma

Sahil Kukreja

Shaifali

Tanishka Solanki

AKSHAT GUPTA

Aman Verma

prasuk jain

Prateek Yadav

Tisha Gupta

Mayank Singhal

sakshi Vashisht

ASHISH

Pranav Singh ve...

KHUSHI GARG

anishka maggo

Mitali Sharma

Diksha Goel

Arya Sharma

Pratham dhawan

Google Forms 2

Daily Student Attendance Form (BAECO 2nd Semester) April 2021 - July 2021 - Date of Plan *DD16

English (India)

English (India) keyboard

To switch input methods, press Windows key+Space.

15:40 19-06-2021

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Under the Aegis of IQAC Skill Enhancement Certificate Course

“Jamovi Software”

May - June 2021

Report

Topic: **Jamovi Software**

Date: 3rd May 2021 to 30 June 2021

Time: 3:00 PM to 5:00 PM

Venue: GMeet

Beneficiaries with number: **335**

Number of Batches: 4 (100+100+80+55)

Maharaja Agrasen Institute of Management Studies, Department of Business Administration under the aegis of IQAC started a Skill Enhancement Certificate Course on ‘Jamovi’. The course was started for 2nd year undergraduate students of MAIMS.

The sessions started from April, 2021 and ended in the month of June, 2021. With 16 sessions of one hour each, the course was of 16 hours duration in total. Every modern business requires Research and Development department for forecasting early and future business opportunities. Research has a significant role in managerial decision-making process. The information that the management requires helps in making decisions that are more precise and more relatable. With this objective in mind, the layout of Skill Enhancement Certificate Course on ‘jamovi’ was made meticulously. There were sessions on basic commands of the software, descriptive analysis, t-test and other statistical techniques of data analysis scheduled. The knowledge of these sessions will help our students to become dynamic, resourceful and proficient managers of tomorrow.

The certificate course was headed by Prof. (Dr.) Vijay Kumar Khurana, Head, Department of Business Administration. The course was convened by Dr. Bharti Chaudhary, Associate Professor, Department of Business Administration and convened by Dr. Parul Kumar, Senior Assistant Professor, Department of Business Administration.

Three faculty members from the Department of Business Administration acted as the resource person for the course covering various topics of data analysis as per their expertise. 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 at the end of the course. Criteria of certification is three fold i.e., Attendance, Class Performance, Quality of Assignments & Assessment (Multiple Choice Questions). The pedagogy followed is in

Coherence with the current requirements in order to bring out the best in the students to be successful managers. It is strongly believed that course curriculum has enabled the overall development of budding researchers to come up with the expectations of the corporate world. Our heartfelt gratitude to Prof. (Dr.) Vijay Kumar Khurana, Head, Department of Business Administration who worked under the stewardship of Prof. (Dr.) S.K.Garg, Director General, MAIMS and Prof.(Dr.) Ravi Kumar Gupta, Director, MAIMS. Their unwavering sustenance and inspiration helped in fruitful completion of this course.

Faculty Conveners

- **Dr. Bharti Chaudhary, Associate Professor**
- **Dr. Shilpee Aggarwal, Associate Professor**
- **Ms. Anu Goyal, Assistant Professor**

About the Jamovi Course

Knowledge is power, as the saying goes. Conducting thorough research in business is an excellent strategy to learn more about your market, customers and competition. With that information in hand, you can make innovative and well-thought-out decisions to help grow your business. To adapt to the changing business environment, the students need to have contemporary and the most relevant knowledge and skills.

This course aimed to provide students with an overview of imparting practical knowledge on most recent software as a result of technological advancements in the field of Research Analysis. The course helped students to learn the various aspect of research, identification and use of various statistical test using ‘Jamovi’ software. Also, it developed the expertise and enhanced their critical thinking skills as well as analytical skills.

Objective of the Course

- To impart practical knowledge on most recent software as a result of technological advancements in the field of Research Analysis.
- To understand the various aspect of research, identification and use of various statistical test using ‘Jamovi’ software.

Course Outcomes

CO1: Evaluate the appropriate quantitative methodologies like survey or content analysis and experimental research of real-world problems.

CO2: Describe the best possible approaches to quantitative research using various analytical tools on Jamovi.

CO3: Examine the possible solutions of real- world problems by application or research techniques and procedures.

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Contents of the Course

S.No	Topic
1	Basic Commands of the Software
2	Survey Plots
3	Basic Commands of the Software
4	Survey Plots
5	Anova: One way& Two way
6	Regression
7	Descriptive Analysis
8	T-test
9	Correlation
10	Factor Analysis & Reliability Analysis

Three toppers of the Course:

1. **Moksh Marwah** **04914701718**
2. **Srishti Singhal** **36714701718**


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



3. Malvika Lal

03014721620


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)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution

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

Skill Enhancement Certificate Course on “Quantitative Research and Analysis Using MS Excel and SPSS” February 2021-May 2021

Topic: Quantitative Research and Analysis Using MS Excel and SPSS (Skill Enhancement Certificate Course)

Date: 22nd February 2021-31st May 2021

Time: 3:00 PM to 4:30 PM

Venue: GMeet

Beneficiaries with number: 166

Number of Batches: 2 (80+86)

Maharaja Agrasen Institute of Management Studies, Department of Commerce under the aegis of IQAC started a Skill Enhancement Certificate Course on “Quantitative Research and Analysis using MS Excel and SPSS”. The course was started for the 3rd year undergraduate students of MAIMS. Registration for the same began on 9th February 2021 and classes started from 22nd February, 2021 and ended on 31st May, 2021. With 20 sessions of 1.5 hours each, the course was of 30 hours duration in total.

The basic aim of the course was to demystify the web of knowledge surrounding research methods, focusing particularly on business research with statistical tools and techniques. The course will acquaint the learners with the fundamentals of research and data analysis, the ultimate aim of which is to equip the participants with superior research skills. This will enable them to not only publish high quality research papers in reputed journals, but will also allow them to become well-rounded business professionals.

The certificate course was headed by Dr. Manju Gupta, Professor & Head, Department of Commerce. The course was convened by Dr. Rachna Jain, Associate Professor, Department of Commerce. Seven faculty members namely Dr. Nisha Jindal, Dr. Rachna Jain, Ms. Taranpreet Kaur, Ms. Rachita Agarwal, Ms. Sumati Kohli, 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. 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 quizzes 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.

The course had been started with the basic research topics like Types of Data, Entering data in SPSS, Data Cleaning, Data Screening and Descriptive Statistics. Then, Advance research statistical tools & techniques were also covered like Cross Tabulation, Use of Graphs,

Hypothesis testing, ANOVA, Correlation, Simple Regression, Multiple Regression, Chi-square test, Mann- Whitney test, Kruskal Wallis Test and Factor Analysis. 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 – SPSS and Ms Excel. Practice questions were given to students in class so as to give those hands on experience on data. In total 3 session were taken by Ms. Kajal Mittal, 3 sessions by Ms. Sumati Kohli, 3 sessions by Ms. Rachita Aggarwal, 3 sessions by Ms. Taranpreet Kaur, 4 sessions by Dr. Rachna Jain, 3 sessions by Dr. Nisha Jindal and 1 by Ms. Divisha Gupta.

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 Dr. Manju Gupta, Program 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 successful accomplishment of this course.

Three toppers of the Course:

- 1. Pratyaksh Gupta 09414701720**
- 2. Yash Chopra 13261101718**
- 3. Avi 35614788819**



Dr. Rachna Jain

[Convener, Associate Professor, Department of Commerce]



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

