

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



Maharaja Agrasen Institute of Management Studies

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

Academic Year 2021-2022

Summary Report of Value Added Courses

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





MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)
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Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution
Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Complete Report

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

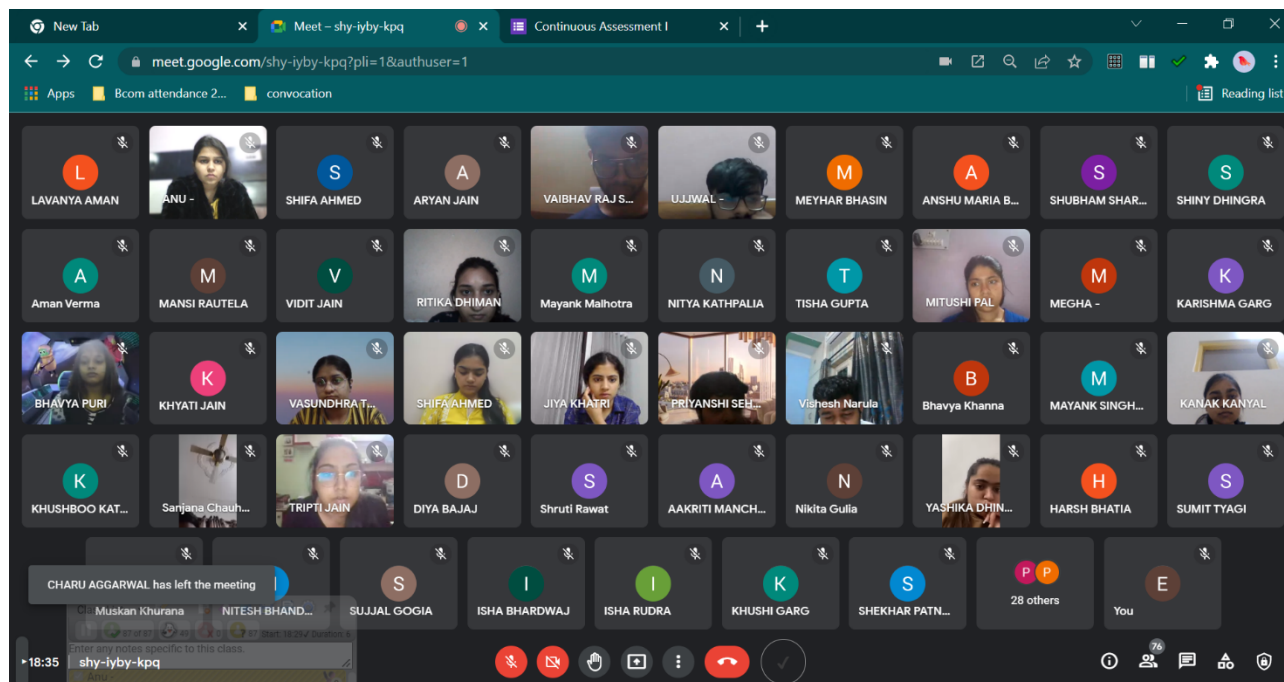
Maharaja Agrasen Institute of Management Studies, Department of Economics under the aegis of IQAC started 30 hours Skill Enhancement Certificate Course on “Computer Applications in Economics & Business”. The course was designed for the 2nd and 3rd year undergraduate students of Department of Economics,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

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

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

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

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



Three toppers of the Course:

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

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**Skill Enhancement Certificate Course
“Business Applications of MS Excel 4.0-Advanced”
4th May 2022-29th June 2022**

REPORT

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 4.0-Advanced for our students' benefit.

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.

The registration for the course started from 18th April 2023. The classes began from 4th May 2022 which ended on 29th June 2022. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline. The timing of the classes was 3:30 pm to 5:30 pm. The feedback forms were filled by students following every session. 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. The course was divided into multiple sessions and each session was taken by different faculty members.

A batch of students were formed to provide them more attention for each session. It was a 30 hour training program. The course was divided into 7 sessions and each session was taken by different faculty members. Each session consisted 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 Ms. Meenakshi Gupta, 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. Meenakshi Gupta, 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 177 students across the country have registered for this course. 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.) Rajni Malhotra Dhingra, Director, MAIMS and Dr. Manoj Verma (HOD, Business Administration) and his team. Their constant support and encouragement helped in the successful accomplishment of this program.

Convenor of the Course were:

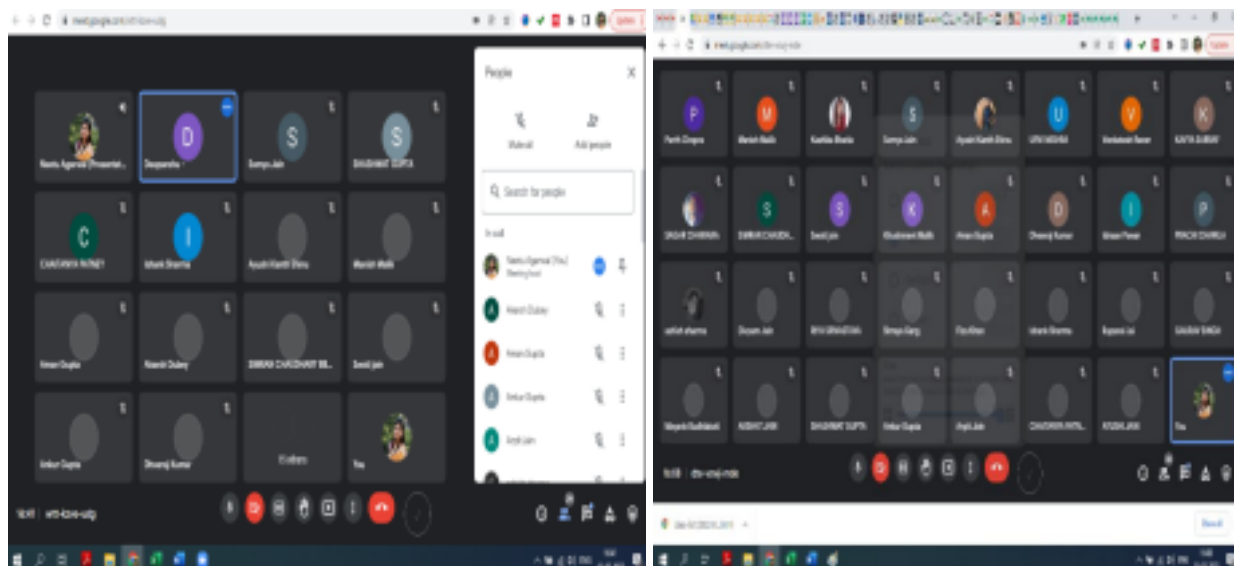
Ms. Neetu Agarwal, Assistant Professor - Business Administration •

Ms. Sarita Garg Associate Professor - Business Administration

List of Top Performers of the Certificate Course

Name	Institute
Manish Malik	AIRSR
Riya Shrivastava	MAIMS
Chaitanya Patney	MAIMS
Ishank Sharma	MAIMS
Akarsh Dubey	MAIMS

Glimpses



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Skill Enhancement Certificate Course **Accounting Software for Business** **9th August -7th October 2021**

Report

From basic invoicing and billing, to tax calculations and project management, accounting software is an essential tool for everyone's business' financial data. It also helps manage clients, reconcile bank accounts, and generate insightful financial reports that help your business grow smoothly and continuously. Using accounting software helps companies to use the resources in their accounting departments efficiently, and can reduce costly bookkeeping mistakes. Many companies have now been looking for a skilled professional, who possess knowledge of accounting software, data presentation & working on payroll services. Thus, it encouraged the seasoned faculty of MAIMS to design a skill enhancement course on accounting software for pursuing graduation students.

This Certification Course was the initiative taken under the aegis of IQAC in association with PCJ school of management and the course was started for all the undergraduate students across the country. Prime objective of the course was to equip the students with the basics of financial recording data in accounting software. Specifically, the course covered in-depth lessons for recording vouchers, creating ledgers, creation of stock groups and generating financial reports. A total of 186 students enrolled in the course. The course was of 30 hours, divided in 20 sessions of one & half hour each. The mode of the course was Online and all the classes were conducted via Google Meet. The timings of the classes were 3:00pm - 4:30pm. Two batches were formed for convenience. The classes of Batch 1 were conducted on Monday, Wednesday and Friday and on the other hand the classes of Batch 2 were conducted on Tuesday, Thursday and Saturday. The valedictory for the course was conducted on 7th October 2021.


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Every session was followed with a practical assignment related to it. After the completion of the week (3 sessions), a feedback form was floated to get the viewpoint of the students. A total of 7 such feedback forms were filled by the students. The students were assessed based on the assignment submitted, MCQ test.

It was a great learning experience for the students as well as for the faculty. The sessions were conducted by Mr. Inderpal Singh, Dr. Preeti Bansal, Dr. Ekta Dargan, Dr. Anitha.G, Ms Anu Goyal, Mr. Nakul Anand and Dr. Monica Sharma. 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 Prof. Ravi Kumar Gupta. Director, MAIMS. Their constant support and encouragement helped in the successful accomplishment of this program.

***Convener – Mr. Inderpal Singh, Associate Professor**

**** Co- Convener- Dr. Ekta Dargan, Sr. Assistant Professor**

About the Course

This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. Online Tally course is practical and interactive. During the session, each Student will work through exercises and practice using the various Tally features covered during the course.

Using accounting software can help you save time and money, and offer you valuable insight into your business. If you choose the package carefully, investing in a computerized accounting system can be one of the best decisions you can make for your business. There are many benefits of accounting software like simple data entry, fast processes, automation of reports and analysis, automation of tasks, reduction of errors and integration with other systems. Many companies have now been looking for a skilled professional, who possess knowledge of accounting software, data presentation & working on payroll services. The students would be able to become employable in this fast-growing new age field by demonstrating the skills learnt through this course.

Objectives of the Course:

- Grasp keyboard shortcuts to improve speed and efficiency.

- Become well-versed with the accounting software shortcuts
- Master various intermediate and advanced accounting software functions.
- Produce high quality & dynamic reports for data presentations.
- Able to reconcile bank statement and print financial statements

Course content:

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

S.No	Topic	Resource Person
1	Introduction to Accounting, Tally Installation and Company Creation	Mr. Inderpal Singh
2	Creation/Alteration of ledgers/Multiple Ledgers/Groups/Multiple Groups	Mr. Inderpal Singh
3	Ledger Creation with Trial Balance	Dr. Preeti Bansal
4	Types of Accounting Vouchers in Tally	Dr. Preeti Bansal
5	Journal Entries with Day Book	Dr. Preeti Bansal
6	Trial Balance with Transactions	Dr.Anitha. G
7	Bank Reconciliation in Tally	Dr.Anitha. G
8	Creation of Financial Reports	Dr.Anitha. G
9	Creation of Inventory Masters	Dr.Ekta Dargan
10	Unit of Measure and Recording Stock Items	Dr.Ekta Dargan
11	Godown Creation with practical example	Dr.Ekta Dargan
12	Understanding Ratio Analysis	Dr.Monica Sharma
13	Payroll Services in Tally	Dr.Monica Sharma
14	Tally With GST	Dr.Monica Sharma
15	Inventory Management with GST	Mr.Nakul Anand
16	Taxation System with GST	Mr.Nakul Anand
17	Advance Features in Tally	Mr.Nakul Anand

18	Printing & Housekeeping, Backup & Restore, Tally Vault	Ms Anu Goyal
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19	Exporting and Inporting Data in Tally and Short-cuts	Ms. Anu Goyal
20	Overall Exercise	Ms Anu Goyal

Course Outcomes:

- Students will be able to analyze and work with financial data and generating financial reports.
- Students will also be able use the software with working of GST
- Students will be able to use the software for payroll services
- Students will also be able to use the software for invoicing

The certification course was conducted from August 09, 2021 to October 07, 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 thrice a week.

Following is 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.

Total Sessions: 20 of 1.5 hour each




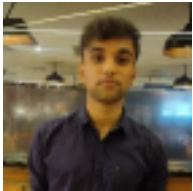
Total number of enrolled students: 81


Total number of students certified: 81

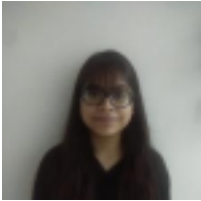


Top Performers of the Course


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	<p>Ms. Dishika Aggarwal BBA Student MAIMS Aggregate Score: 94.37% (Cash Prize Rs. 500/-)</p>
	<p>Mr. Jagrit Jain BBA Student MAIMS Aggregate Score: 90.45 % (Cash Prize Rs. 500/-)</p>
	<p>Mr. Shubham Gupta BBA Student MAIMS Aggregate Score: 89.37 % (Cash Prize Rs. 500/-)</p>
	<p>Mr. Tushar Garg BBA Student IITM Aggregate Score: 87.50 % (Cash Prize Rs. 500/-)</p>

	<p>Ms Lavanya Sharma BBA Student MAIMS Aggregate Score: 86.60%</p>
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	<p>Ms Kasvi BBA Student MAIMS Aggregate Score: 85.92 %</p>
	<p>Mr. Devansh Gupta BBA Student MAIMS Aggregate Score: 85.87 %</p>
	<p>Mr. Aryaman Tomar BBA Student MAIMS Aggregate Score: 85.34 %</p>



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Under the Aegis of IQAC

Skill Enhancement Certificate Course **Accounting Software for Business 2.0** **24th May-7th July 2022**

Report

From basic invoicing and billing, to tax calculations and project management, accounting software is an essential tool for everyone's business' financial data. It also helps manage clients, reconcile bank accounts, and generate insightful financial reports that help your business grow smoothly and continuously. Using accounting software helps companies to use the resources in their accounting departments efficiently, and can reduce costly bookkeeping mistakes. Many companies have now been looking for a skilled professional, who possess knowledge of accounting software, data presentation & working on payroll services. Thus, it encouraged the seasoned faculty of MAIMS to design a skill enhancement course on accounting software for pursuing graduation students.

This Certification Course was the second initiative taken under the aegis of IQAC in association with PCJ school of management and the course was started for all the undergraduate students across the country. Prime objective of the course was to equip the students with the basics of financial recording data in accounting software. Specifically, the course covered in-depth lessons for recording vouchers, creating ledgers, creation of stock groups and generating financial reports. A total of 182 students enrolled in the course. The course was of 30 hours, divided in 20 sessions of one & half hour each. Registrations started from 16th may. Every session was followed with a practical assignment related to it. After the completion of the week (3 sessions), a feedback form was floated to get the viewpoint of the students. The students were assessed based on the assignment submitted, MCQ test, Attendance and feedback forms submitted..

It was a great learning experience for the students as well as for the faculty. The sessions were conducted by Mr. Inderpal Singh, Dr. Preeti Bansal, Dr. Ekta Dargan, Dr. Anitha.G, Ms Anu Goyal, Dr. Ankit Goel and Dr. Monica Sharma. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms,

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assignments, and quizzes.

The credit for this ambitious initiative goes to Dr. Manoj Verma (HOD, Business Administration) & his team, who worked under the able guidance of the Prof.(Dr.) Rajini Malhotra Dhingra, Director, MAIMS. Their constant support and encouragement helped in the successful accomplishment of this program.

***Convener – Mr. Inderpal Singh, Associate Professor**

**** Co- Convener- Dr. Ekta Dargan, Sr. Assistant Professor**

About the Course

This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. Online Tally course is practical and interactive. During the session, each Student will work through exercises and practice using the various Tally features covered during the course.

Using accounting software can help you save time and money, and offer you valuable insight into your business. If you choose the package carefully, investing in a computerized accounting system can be one of the best decisions you can make for your business. There are many benefits of accounting software like simple data entry, fast processes, automation of reports and analysis, automation of tasks, reduction of errors and integration with other systems. Many companies have now been looking for a skilled professional, who possess knowledge of accounting software, data presentation & working on payroll services. The students would be able to become employable in this fast-growing new age field by demonstrating the skills learnt through this course.

Objectives of the Course:

- Grasp keyboard shortcuts to improve speed and efficiency.
- Become well-versed with the accounting software shortcuts
- Master various intermediate and advanced accounting software functions.
- Produce high quality & dynamic reports for data presentations.
- Able to reconcile bank statement and print financial statements

Course content:

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

S.No	Topic	Resource Person
1	Recapitulation of Accounting Concepts	Mr. Inderpal Singh

2	Principles, Concepts and Conventions of Accounting	Mr. Inderpal Singh
3	Recording advanced business transactions in Journal	Dr. Preeti Bansal
4	Recording advanced business transactions in Ledger and Trial Balance	Dr. Preeti Bansal
5	Recording advanced business transactions in subsidiary books	Dr. Preeti Bansal
6	Advanced Bank Reconciliation in Tally	Dr.Anitha. G
7	Preparation of Final Accounts-I	Dr.Anitha. G
8	Preparation of Final Accounts-II	Dr.Anitha. G
9	Understanding advanced Inventory Management	Dr.Ekta Dargan
10	Creation of Inventory Vouchers-I	Dr.Ekta Dargan
11	Creation of Inventory Vouchers-II	Dr.Ekta Dargan
12	Understanding Financial Statements	Dr.Monica Sharma
13	Banking	Dr.Monica Sharma
14	Cost Centre and Cost Categories	Dr.Monica Sharma
15	Order Processing	Dr.Ankit Goel
16	Depreciation	Dr.Ankit Goel
17	Accounting for Joint Venture	Dr.Ankit Goel
18	Accounting With GST	Ms Anu Goyal
19	Accounting With GST with examples	Ms Anu Goyal
20	Overall Exercise	Ms Anu Goyal

Course Outcomes:

- Students will be able to analyze and work with financial data and generating financial reports.
- Students will also be able use the software with working of GST
- Students will be able to use the software for payroll services
- Students will also be able to use the software for invoicing

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The certification course was conducted from May 24th , 2022 to July 7th , 2022 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 thrice a week.

Following is the criteria based on which students are eligible for the certification:


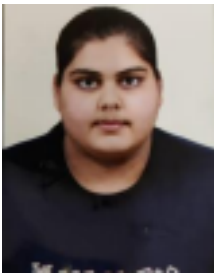


- Attending regular classes using a laptop.
- Submission of all Assignments.
- Participation in all Quizzes.
- Submission of the feedback form on a timely basis.

Total Sessions: 20 of 1.5 hour each

Total number of enrolled students: 182

Total number of students certified: 182

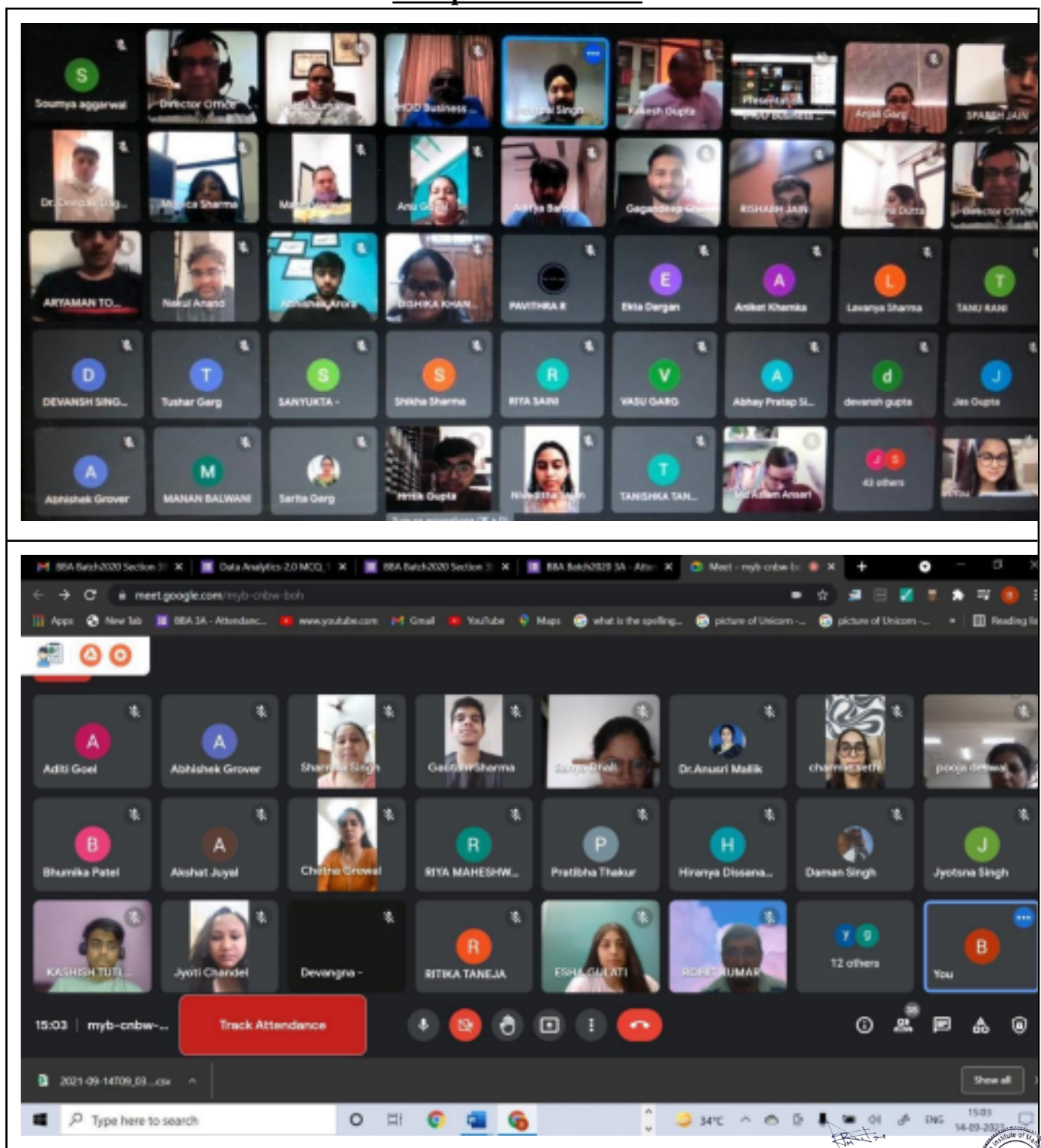
Top Performers of the Course

	<p>Ms. Rashi Aggarwal BBA Student MAIMS Aggregate Score: 77% (Cash Prize Rs. 500/-)</p>
	<p>Ms. Sanya Gupta BBA Student MAIMS Aggregate Score: 76 % (Cash Prize Rs. 500/-)</p>
	<p>Ms. Fiza Khan BBA Student MAIMS Aggregate Score: 74 % (Cash Prize Rs. 500/-)</p> <div data-bbox="1145 1738 1295 1845">  Director Maharaja Agrasen Institute of Management Studies Sector-22, Rohini, Delhi-86 </div>
	<p>Mr. Gaurav Singh BBA Student MAIMS Aggregate Score: 73%</p>



	Ms Parineeta BBA Student MAIMS Aggregate Score: 71 %
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Glimpses of the Event



Zoom Meeting

LIVE on Camera Live Streaming Service

Participants (38)

Find a participant

Indeep Singh (Co-host, me)

Meenakshi Gupta (Host)

Rakesh Caji (Co-host)

AADITYA GUPTA (Co-host)

Charu Mohla (Co-host)

Director MAMS (Co-host)

Dr. Sushila Gupta (Co-host)

Sanam Sharma (Co-host)

Santhak Sodhi (Co-host)

Saanya Karan saun... (Co-host)

Shagun mitta (Co-host)

Vijay Kumar Khurana (Co-host)

Abhishek Grover

Meenakshi Gupta

Kapil Pandey

AADITYA GUPTA

Dr. Bala Dargan

Share Screen

Record

Reactions

Apps

More

Leave

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3:12 PM

10/11/2021

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Complete Report

Academic Session	:	2021 -22
Programme	:	Skill Enhancement Certificate Course
Topic	:	Computer Applications in Economics
Date	:	5th January-31st March 2022
Programme Head	:	Dr. Sanjay Kumar Mangla
Faculty Convener	:	Ms. Kamna Vaid
Faculty Co- Convener	:	Ms. Nikita Jain
Total Hours	:	30
Beneficiaries with number	:	174
Number of Batches	:	2 (90+84)
Time	:	2:30 to 4:00 PM

Maharaja Agrasen Institute of Management Studies, Department of Economics under the aegis of IQAC started 30 hours Skill Enhancement Certificate Course on “Computer Applications in Economics”. The course was designed for the 1st year undergraduate students of Department of Economics, MAIMS from January 2022.

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

The certificate course was headed by Dr. Sanjay Kumar Mangla, Associate Professor & Head, Department of Economics. The convener as well as resource person of the course was Ms. Kamna Vaid, Assistant Professor, Department of Economics. The co-convener as well as resource person of the course was Ms. Nikita Jain, Assistant Professor, Department of Economics. In total 55 students registered for the course and all the students successfully completed the course. Criteria of certification was threefold i.e., Attendance, Feedback form and Completion of examination consisting of objective and subjective questions at the end of course.

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

to Dr. Sanjay Kumar Mangla, Associate Professor & Head, Department of Economics who worked under the able guidance of Prof. (Dr.) Ravi Kumar Gupta, Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this course.

Three toppers of the Course:

1. Charu Aggarwal 01361121621
2. Lakshay Jindal 09561101719
3. Rishabh Jain 10114701719



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DEPARTMENT OF LAW
VALUE-ADDED COURSE
ON
FUNDAMENTALS OF SOCIAL SCIENCE WITH SPECIAL REFERENCE TO LAW

Date: 11th October 2021-5th Jan 2022

Time: 2:30 PM to 4:30 PM

Venue: 9th Block Seminar Room

Number of Participants: 94

Batches: 2

Toppers: 1. Ayushi Thakral, 2. Satwik Karan, 3. Smridhi Saral

Convenor: Dr. Nirdosh Kumar

Department of Law, Maharaja Agrasen Institute of Management Studies conducted a Value Added Course on Fundamentals of Social Science with Special Reference to Law for the students of BALLB First Semester, Academic Year (2021-2022) from 11th October 2021-5th January 2022 under the Convenorship of Dr. Nirdosh Kumar. This was a maiden initiative of the department to Value Added the gap between subjects studied at Senior Secondary level and the subjects they would be studying in BALLB. The Value Added Course was conducted before commencement of the classes of BALLB in five subjects i.e. Sociology, History, Political Science, Economics and Legal English. The Resource persons for the aforementioned subjects were Dr. Nirdosh Kumar, Dr. Anuradha Asthana Singh, Dr. Vinay Kumar Bhatnagar, Ms. Ritika Bhatia and Ms. Saumya Sharma respectively. Besides, a SCC Online session and Value Added Course Exam were also conducted in online mode. The resource person for SCC Online session was Mr. Chetan Singh Gill, a Master Trainer and Sr. Manager Training at SCC Online.

The classes of Value Added Course were conducted in offline mode. Total 94 students of BALLB attended the course. The content of the course was designed separately for each

subject keeping course curriculum of BALLB in the focus. During the course above mentioned subjects were taught and tried to make the students understand about basic of each subject. Apart from this, an online session of Two hours was conducted on using SCC Online services. Besides, an online test of Two hours (50 MCQ Question) was conducted to measure performance and level (Slow/Advanced) of the students. After completion of the course, a feedback form was shared with the students to get their views on content taught in each subjects, and on subject knowledge, presentation quality, and communication skills of the resource persons.

Value Added Course Photographs



Figure 1



Figure 2



Figure 3: SCC Online Session by Chetan Singh Gill

Feedback by Students



Samridhi Saral (BALLB, 1 B)

The course was very interesting and captivating. Even though I was already acquainted with the subjects I was still able to learn a lot more and interact with the teachers. The teachers briefly explained the subjects and the professional skill development activities needed in future. The course helped us to get a better idea of the profession we have chosen for our life as well as an assurance that MAIMS is one of the best choices we have made as a student.



Prabhleen Kaur (BALLB, 1B)

The course organized for us in our first week here at MAIMS was a very good initiative. I felt welcomed by the faculty members here. Especially being from a commerce background it was a major concern for me how I'll be able to adjust with the new stream and the arts subjects but the course really helped us in starting to familiarize with subjects before actually commencing the semester. The teachers taught us the basic foundation of subjects, how things work, what is expected and what we are supposed to do. I felt this gave us the time to adjust with the new course and environment as well. I'm thankful to the faculty members for their efforts with us.



Khushi Goel (BALLB, 1A)

The course provided by Maharaja Agrasen Institute of Management Studies(MAIMS) to first-year law students helped us a lot, as students from different educational backgrounds as I am from commerce background and didn't know much about other humanities topics and subjects. The classes taken by faculty were very interactive and knowledgeable which is a must appreciable. Sociology by Dr Nirdosh Kumar helps us to understand the subject as it is new to everyone in our class and he helped us in making the subject easier to understand.

Economics by Ms. Ritika Bhatia : she firmly helped students by presenting us certain amazing facts and made the economics subject more interesting for each and everyone.

History by Dr. Anuradha Asthana Singh: she made us understand the importance of history and why we need to this subject and made us curious that how can we study history with curiosity. additionally course helped us to understand the importance of history in law field.

Political Science by Dr. V K Bhatnagar: He introduced us with our Indian constitution and discussed the topics of democracy which was quite interesting.

In order to conclude the course I would like to thank the faculty of Maims for introducing and making us understand the new subjects.

Thank you.



Jaskeerat Kaushik (BALLB, 1A)

I would like to share my honest opinion on the course taken up for student this year. I myself, belonging to commerce background, found it very useful, as subjects such as History, Sociology, Political Science were new for me. So the purpose of the “course” was very successful in its true terms, as it d the gap for everybody. We didn't feel unprepared or helpless as to what is going on around us. This initiative by the department of law, MAIMS was worth. As now since the onset of actual Course we know what’s ahead and what do we have to achieve.



Ishita Bobal (BALLB, 1A)

It was a very good initiative by the esteemed college to organize such a course to make students familiar with the subjects and make themselves comfortable in the very new environment. MAIMS is the only college in IPU which I think took this initiative and we as students really appreciate it. Overall the teachers were cooperative with a good hold on subject knowledge and made the students comfortable with the subjects.

As we know teacher’s work is to make sure that students get to understand the concepts with clarity and it was very well seen in the faculty of MAIMS. The class mentor was very cooperative with every issue and helped to get us familiar with the MAIMS family

I am really glad I got the chance to join such an institution.



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

A Unit of Maharaja Agrasen Technical Education Society

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

Recognized by Bar Council of India; ISO 9001: 201 Certified Institution

“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

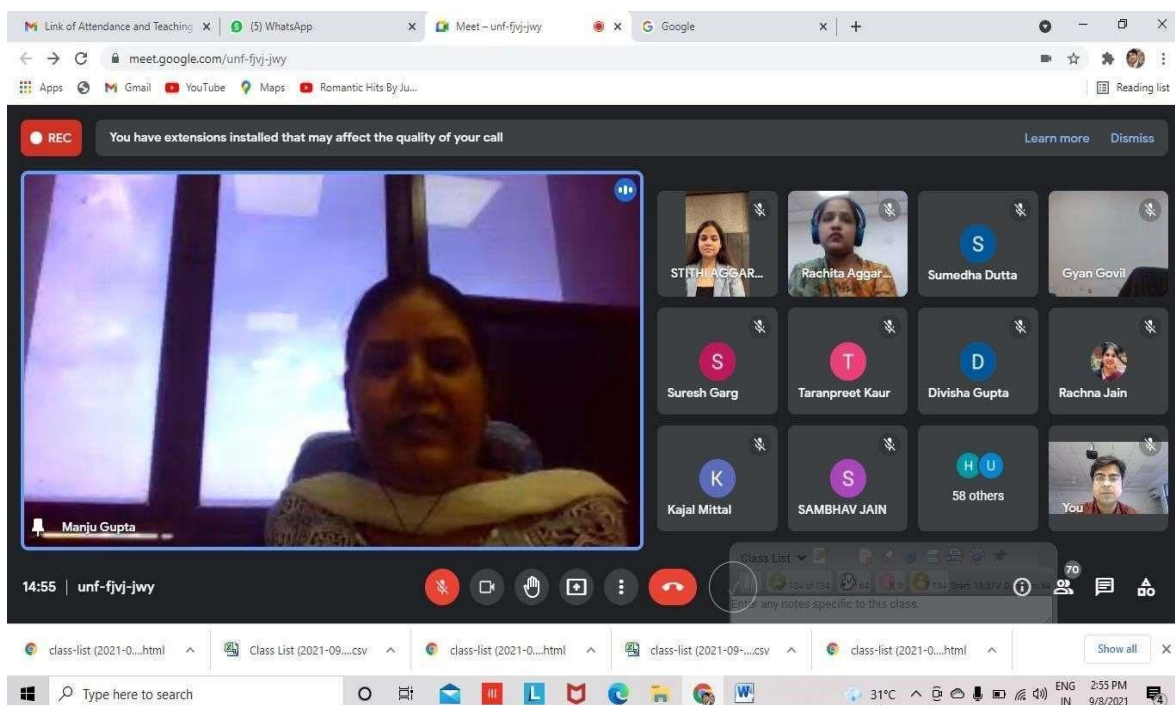
Among the tools for analyzing and managing valuable information of all types, MS Excel and Google tools are considered to be the most effective. It is widely used in several management functions. With this dynamic tool users have a variety of options for both making the process more straightforward and 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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Department of Law

Value Added Course

on

Principles of Contract

Academic Year: 2021-22

Course Duration: 15th December 2021 – 12th May 2022

Total Participants: 96

Time: 1:30 PM to 3:30 PM

Venue: Gmeet

Batches: 1

Convenor: Mr. Shridul Gupta

Toppers: 1. MIMANSA

2. SHUBHI VERMA

3. AYUSH KUMAR JAISWAL

A Value Added Course on **Principles of Contract** was conducted by Dept. of Law, MAIMS from 15th December 2021 – 12th May 2022. The sessions were very informative covering different aspects of contract and the value added course was a huge success. Detailed session wise report is as follows:

Session-I

Speaker-Mr. Anand Kumar Mishra

The maiden session was conducted by Mr. Anand Vikas Mishra. He is currently posted in Advocacy division of Competition Commission of India (CCI) as Joint Director. The topic for the session was Principles Governing a Tender and its Alignment with the Contract Law, which was elaborated thoroughly by discussing the landmark judgments relating to CCI and drawing the comparison between the invitation to the offer and the offer with the help of section 2(1) of the Indian Contract Act 1872, and the provisions of Competition Commission Act 2002. He also expounded the difference between the agreement in the Indian Contract Act, 1872 and the agreement in the Competition Commission Act

2002. The session concluded with Prof. (Dr.) Rajni Malhotra Dhingra, Principal, Department of law



extending a warm vote of thanks to the session speaker.

Session-II

Speaker- Dr. Anant Vijay Maria

On second day the informative and insightful session started with the enthusiastic welcome of the esteemed speaker for the day **Dr. Anant Vijay Maria** by Dr. Praveen Kumar Gupta, HOD, Department of Law, MAIMS. The speaker was introduced by Ms. Arunima, faculty member, Department of Law. Dr. Anant has completed his Legum Baccalaureus from the Delhi University. He is a practicing advocate in the Hon'ble Supreme Court of India. He has done his Masters from NLU Delhi and is practicing in the various commercial tribunals and High courts of the country as well. The topic for the session was **“Enforcement of Commercial Contractual Rights & Obligations through the Writ Jurisdiction”**. He took the stage by asking some basic questions from the luminous students and then elaborated it deeply by touching the real-life company's example and the recent high-profile cases. He coached students the difference between the remedy as arbitration and the Writ petition for the breach of the Contract with the assistance of section 79, 80, 81 of the CPC and article 229 of the Constitution. He guided the students as to how they can analyze the effective remedy for the breach of contract. The session concluded with Prof. (Dr.) Rajni Malhotra Dhingra, Principal, Department of Law, extending a warm vote of thanks to Dr. Anant Vijay Maria.

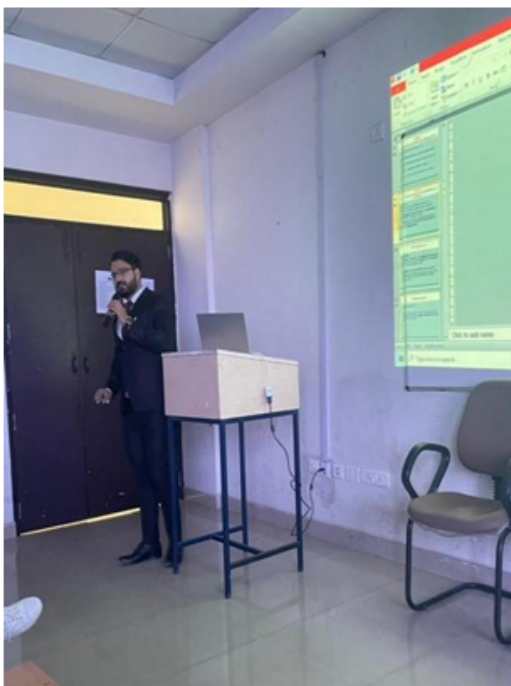
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Session-III

Speaker- Mr. Vinay Pandey

The third knowledgeable and interesting session was started with the introduction of expert speaker, **Mr. Vinay Pandey** by Dr. Swati Bajaj Seth. He is a mainstream litigation lawyer who practices primarily on the civil original side, before the honorable High Court of Delhi. Mr. Pandey has represented government entities viz Delhi development authority, mahanagar telephone nigram limited; central warehousing corporation. The speaker was extended a very warm welcome by Dr. Praveen Kumar Gupta, HOD, Department of Law, MAIMS. He elaborated on the session topic **Quasi Contract – A Sobriquet to Valid, Binding & Enforceable Contracts**. He introduced with the basic introduction of law of contract with essentials of formation of a valid contract. He differentiated between an agreement and a contract. He also explained the concept of Quasi Contract and gave a detailed information about Sections 68, 69, 70, 71 and 72 of Indian Contract Act, 1872 which deals with Quasi Contract and ended the discussion by giving all the pertinent information about the topic. The session concluded with extending a warm vote of thanks to the honorable speaker Mr. Vinay Pandey.



SESSION IV

SPEAKER- Mr. TARUN GAUR

The fourth informative and insightful session started with the introduction of the esteemed speaker for the day, Mr. **Tarun Gaur** by Dr. Praveen Kumar Gupta, HOD, Department of Law. He is an Advocate practising in areas of Anticipatory Bail, Arbitration, Bankruptcy / Insolvency, Breach of Contract, Civil, Corporate, Criminal, Cyber Crime, Media and Entertainment. The topic for the session was '**DEFAULT REMEDIES FOR MITIGATING THE DAMAGES RESULTED TO DISAPPOINTED PROMISEE.**' He started the session with the basics of contracts and different types of contracts. He explained about the nature of different types of contracts. Also, he discussed the importance of networking in law field. He explained every default remedies available in the aforesaid topic with landmark case laws. He explained elaborately about the following remedies: specific performance, injunction, compensation for loss or damage. Moreover, he stressed upon the section 74, 75, 221 and 231 of the Indian contract Act, 1872. The session ended with inquisitive questions from participants. The session concluded with extending a warm vote of thanks to the honorable speaker



SESSION-V

Speaker- Dr. Anant Vijay Maria

The 5th insightful and informative value-added course's session on "principle of contract" started with the introduction of the learned speaker **Dr. Anant Vijay maria**. The session started by introducing the guest speaker with brief preface. Dr. Anant Vijay Maria is an advocate in Hon'ble Supreme Court and has done his LL.M from National Law University and has practiced for several years in Supreme Court as well as in High Court of Delhi. Dr. Maria was presented with a memento as a token of appreciation. The topic for the session was *REMEDIES FOR BREACH OF CONFIDENCE VIS-A-VIS DIFFERENT FACETS OF INTELLECTUAL PROPERTY RIGHTS*. Dr. Maria started the session with the basic questions to know about the understanding of students of the topic. He delineated the meaning of confidentiality in aspect of law as well as gave the illustration of different companies who kept their information nonpublic and made contract with their workers to keep trade secret undisclosed from outside the boundaries. Speaker gave the illustration of iPhone patent with the number of patents. Several sections of different laws such as competition act, Indian Constitutional Law, Indian contract act, were discussed to bring clarity of the content. After covering all the facets of the content, Dr. Anant notified the stylish remedy after violating the contract of confidentiality in divergent situations. At the end of the event the doubts and queries of the students were addressed. At the end of the session, eyes of the students were glistening with satisfaction. The session was concluded by giving vote of thanks to the guest speaker.



Session-VI

Speaker-Adv. Sanyam Khetrapal

The sixth informative and insightful value-added session on principles of contract was held by esteemed speaker, Mr. Sanyam Khetrapal. Sir was presented with the memento with the applauses of the students to make this session memorable. Sanyam sir is a practicing advocate in Delhi High Court and has expertise in the field of contract law. The session was started with the introduction of essential ingredients of contract as mentioned in the Indian Contract act, 1872. Sir asked question from the students about the suitable remedy of every breach of contract in different cases then also explained their answers. Speaker stressed upon the practicality of the topic instead of giving one-way theoretical lecture. He discussed several real-life cases which he dealt with in his tenure with reference to the topic i.e. *BREACH OF CONFIDENTIALITY IN A DATA CENTRIC CONTRACTUAL RELATIONSHIP*. Sir gave numerous examples regarding the concept of confidentiality of information by a company. Several other concepts such as Doctrine of severability, one sided contract, partnership deed were vividly discussed. Sanyam sir deliberated over both the sides i.e. employee and employer contract and how in real life the situation is dealt with. The session ended with the inquisitive questions which were also answered by sir. The session was concluded by extending a warm vote of thanks to the honorable guest as well as the students for patiently and actively attending the session.



Session-VII

Speaker- AMISH AGGARWALA

The knowledgeable and interesting session was started with the Introduction of honorable speaker **AMISH AGGARWALA** by Ms. Ritika Bhatia. Sir is a practicing lawyer with litigating experience of almost over a decade. He is very popular for his Instagram videos. The warm welcome of our speaker was done by Ms. Arunima Bansal, Asst. Professor, MAIMS. Speaker gave introduction to us about the topic ***MUNDANE PROBLEMS OF MORAL VIRTUES IN VERBAL CONTRACTS***. He started with giving introduction about What is Oral/Verbal contract? He also gave us a detailed information of Section 10 of Law of Contract, conditions like Section 10 does not prohibit Oral/ Verbal Agreements. He also explained Section 92 of Evidence Act i.e. No oral Testimony and brief about Commercial Transactions. At last, he gave example of oral agreement and ended the discussion by giving all the information about the topic and by clearing all the doubts of students. At the end of the session the faces of the students were glimmering with the joy. The session concluded with the extending a warm vote of thanks to the honorable speaker **AMISH AGGARWALA** by Ms. Arunima Bansal, Faculty member, Department of Law, MAIMS.



Session-VIII

Speaker- Adv Meghraj

The informative and insightful 8th session of value-added course on principle of contract was held on Wednesday at 1:30 p.m. The guest speaker was **Adv. Meghraj** and topic for the event was **confronting the challenges of electronic contracts**. Ms. Arunima Bansal, Assistant Professor, Department of Law, MAIMS welcomed the esteemed guest and gave prelude about the honorable speaker of the day. Firstly, the speaker was felicitated with a memento by Mr. Mukesh Kalwani, Faculty member, Dept. of Law, MAIMS. Currently, Meghraj sir is working as an assistant professor in University of Delhi and has done immense work in academia as well as in industry. Sir started the topic with introductory remarks and explained the basic elements which constitute a valid contract. Formation of contract is very common because in everyday life, every person makes several contracts. The difference between traditional and e-contract was concisely explained and the types, medium or sources of e-contract were discussed. The provisions of the Information technology act 2000, with the help of e-contract were explained by Sir. At the end of the session, Sir delineated the pros and cons of e-contract as well as he told how the e-contracts became important with flow of time. Sir took all the doubts of the students about the content. Faces of the students were glittering in the end of the session because they learned a lot from the valuable session. The session ended with the vote of thanks to the guest by Ms. Arunima ma'am. The feedback was also taken from the students about the session.



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SESSION-IX

Speaker – Adv. Nishant Shankar

The informative and insightful 9th session of Value-Added Course on Principle of Contract was started by giving introduction of esteemed speaker **Advocate Nishant Shankar** by Ms. Arunima Bansal, Assistant Professor, Dept. of Law, MAIMS. The speaker was felicitated by Ms. Madhura Ma'am, Faculty member, Dept. of Law, MAIMS. Sir was first generation lawyer in his family. The Topic for the session was **OBLIAGATIONS ARISING OUT OF QUANTUM MERUIT CLAIMS - WHETHER IN JUSTICE OR WITHIN JUSTICE**. Speaker started the session first by telling the basic difference between IN & WITHIN. Then sir moved to the topic and gave a brief introduction about Quantum Merit. Sir told about the Quasi contract and essential of quasi contract. Sir discussed Section 70 of Indian Contract Act, 1872 i.e. Quantum Meruit. He also discussed the Section 65 of Indian Contract Act, 1872 under instances of Quantum Meruit, suits arising from Quantum Meruit. Sir discussed various case laws and judgements which defined the Quantum Meruit and cases related to Quasi Contract. Sir asked the questions from students and then at last sir took the doubt clearing session and clarified the all the doubts of the students which was asked by the students and the faces of the students were very glittering and joyful at the end of the session. The session ended by giving vote of thanks to the guest by Ms. Arunima Bansal Ma'am.



SESSION-X

Speaker- Dr. Tavleen Kaur Khurana

The insightful and informative session of Value-added course on principles of contract was taken by **Dr. Tavleen Kaur Khurana**, Assistant Professor, Northcap University, Gurugram. Ma'am holds the distinction of being a gold medalist in Human rights law in her LLM program and received the award from the Hon'ble CJI Deepak Mishra. The topic for the event was **“Judging the standards of unconscionability in the standard form contracts”**. Ms. Arunima Bansal, Assistant professor, Mains warmly welcomed the judge and Dr. Swati Bajaj, Assistant Professor, Dept. of law felicitated the judge by presenting a sapling. Dr. Tavleen ma'am started the session with the basic questions such as essentials of contract and the introduction of standard form of contract with examples. Ma'am explained the meaning of exclusive clause and the types of exclusive clauses (Jurisdiction, liability and time period) Pros and cos (ambiguity) of the standard contract were discussed as well as the evolving remedies with the help of case laws were elucidated by ma'am. Case laws including Pawan Alloys and Casting Pvt. Ltd, U.P. State Electricity, Lily white vs Mannu Swami, Sheik Mohamed Rathor vs British India Steam Navigation co ltd. Were vividly discussed. In last few minutes ma'am took all the questions of the students. Vote of thanks was given by Ms. Arunima Bansal who wholeheartedly thanked the guest for giving their precious time or to flourish the knowledge of the student with their marvelous knowledge and experience.



SESSION XI

SPEAKER- Dr. SURBHI KAPOOR

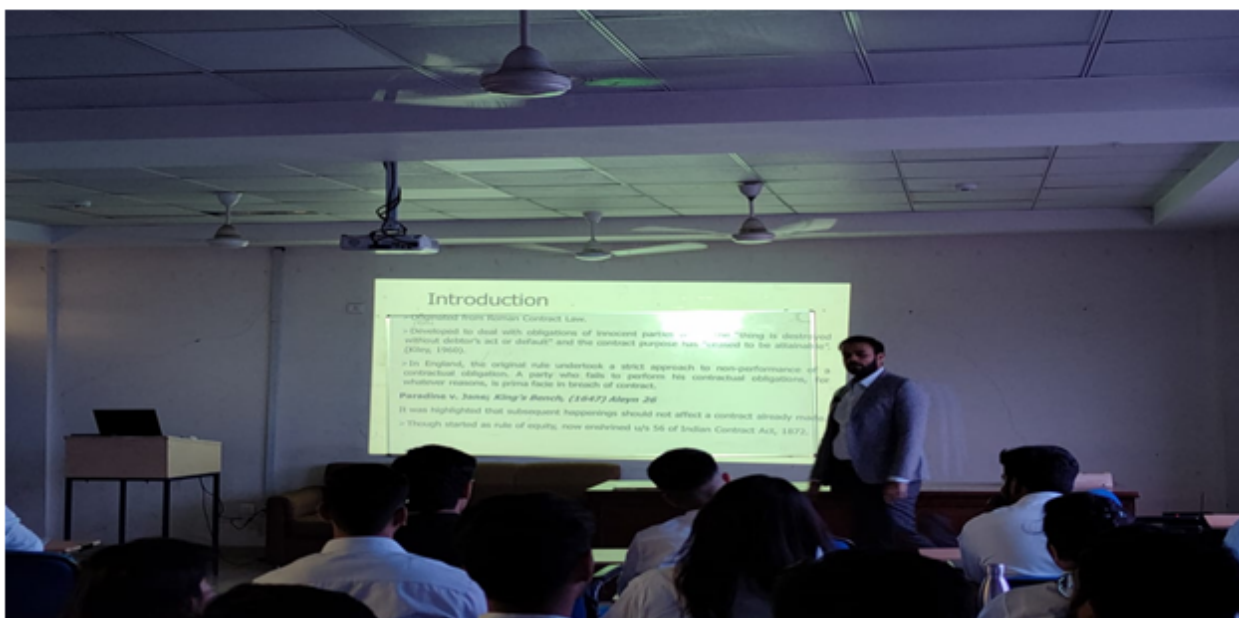
The 11th knowledgeable and informative session of Value-Added Course on Principle of Contract was started by the introduction of speaker **Dr. SURBHI KAPOOR** by Ms. Arunima Bansal, Assistant Professor, Dept. of Law, MAIMS. The topic for 11th session was '**Judicial Redress in the realm of International Contracts**'. The speaker was presented with a memento by Dr. Swati Bajaj Seth, faculty member of MAIMS, Law Department. Dr. Surbhi Kapoor is currently working as an academic researcher with Ministry of Corporate Affairs and Food Safety and Standard Authority of India. She started the session firstly by telling the hierarchy of courts, after that she deliberated upon the topic. She talked about the basics of contract with the examples and judicial hierarchy of courts redress. Then she focused on the point when the contract became International Contract and about multilateral and bilateral contracts. She discussed about the elements that characterize International Contract and mainly the laws which are applicable on the this and the competent courts. After this she pointed on the part that the parties have full freedom to decide as to which country law will be applicable to the contract. At last, she gave the concluding remarks about the topic. At the end she clarified all the doubts of the students. The session ended by giving vote of thanks by Ms. Arunima Bansal.



Session XII

SPEAKER: Adv. Tarun Gaur

The informative and insightful 12th session started with the introduction of the esteemed speaker for the day, Advocate Mr. TARUN GAUR by Ms. Arunima Gupta, Asst. Professor, Department of Law, followed by felicitation by Dr. Swati Bajaj Seth, Asst. Professor, Department of Law. Sir's practicing areas include Anticipatory Bail, Arbitration, Bankruptcy / Insolvency, Breach of Contract, Civil, Corporate, Criminal, Cyber Crime, Media and Entertainment, Start-up. The topic for the session was **'FRUSTRATING THE REASONS BEHIND FRUSTRATION OF CONTRACTS IN COSMOPOLITAN WORLD.'** Sir started the session with the basics of contracts and different types of contracts. He explained the nature of different types of contracts. Also, he discussed what we mean by the frustration of the contract with help of some landmark judgments. He explained elaborately what steps are taken after the frustration of the contract. The session ended with inquisitive questions from participants which were well answered by the sir. The session was concluded by Ms. Aastha, Asst. Professor, Department of law who extending a warm vote of thanks to the honourable speaker.



SESSION XIII

Speaker- Dr. Shivani Verma

The informative and insightful 13th session of value-added course on principles of contract was held on the topic **'Formation of the contract in the vicissitudes of ever-changing regulatory landscape'.**

Honorable guest of the session was **Dr. Shivani Verma**, Assistant Prof., Faculty of Law, University of Delhi. Ms. Arunima Bansal warmly welcomed the guest and vividly gave her introduction. She felicitated the esteemed speaker with a memento. Dr. Shivani Verma ma'am started the topic with basic introduction of formulation of the contract and the essential elements which constitutes the basic structure of the contract as well as glimpses of law of estoppel. Ma'am delineated the Marketplace, the paradigm shift which occurred due to several reason such as globalization, competition, digitalization etc. Reflection of market practice and trends were discussed with the example of LLP and partnership. Ma'am vividly explained how LLP evolved and came in existence due to some loopholes in the partnership act. Acts such as Arbitration and Conciliation Act 1996, Consumer Protection Act, Information Technology Act, 2000, Multi-state Co- operative Societies Act, 2006 and several others were discussed by Ma'am. Cases such as MS Diamond vs Deputy State Tax Commissioner 2019, State of Madras vs Gannon Dunkerley & Co. (Madras) Lmt. 1958, Trimex International FME vs Vedanta Aluminum Limited India 2010 were discussed. In the last few minutes, the doubts were taken and solved by ma'am. Ms. Arunima Bansal whole heartedly thanked ma'am for taking time out of her busy schedule to guide the students and to boost the knowledge of the students about the topic. Ms. Ritika Bhatia ma'am, Assistant Professor, Department of Law took the valuable feedback of the students about the topic.

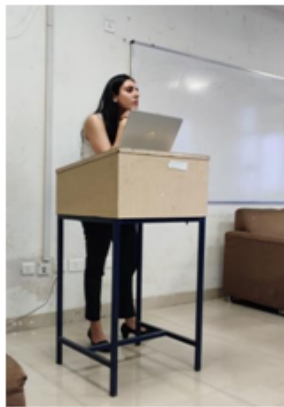


SESSION- XIV

Speaker- Ms. Kanika Tandon

The informative and insightful 14th session of Value-added session on principle of contract was held on the topic '**GARDEN VARIETY PRINCIPLES IN CONTRACT ON COMMUNICATION OF**

ACCEPTANCE’. Ms. Arunima Bansal ma’am warmly welcomed the esteemed speaker and gave prelude about the honorable speaker of the day. Firstly, the speaker was felicitated with the memento by Ms. Aastha Narula, Assistant professor, Department of law. Currently Ms. Kanika is a senior associate at Desai & Diwanji, Delhi. Ma’am started the topic with the basic elements of contract which constitute a valid contract, Further, she explained about basic elements of acceptance and the sections which defines acceptance. Ma’am elucidated the types of acceptance with real-life examples. In the last few minutes ma’am solved the doubts of the students. Ms. Arunima Bansal Ma’am whole heartedly thanked ma’am for giving their valuable time and to boost the knowledge of the students. The feedback of the session was taken by Ms. Ritika Bhatia ma’am, faculty member of Maims, Department of law.



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SESSION- XV

Speaker- Ms. HEENA MONGIA

The informative and interesting 15th session of Value-Added Course on Principle of Contract started with introduction of hon’ble speaker **Ms. HEENA MONGIA** by Ms. Arunima Bansal, Assistant professor, Department of Law. The Speaker was felicitated by Ms. Ritika Bhatia, Assistant professor,

MAIMS, Law Department. Guest Speaker is a matrimonial lawyer and she is also taking lectures in VIPS Institute, GGSIPU. The Topic for the 15th session of Value-Added Course was **DIVESTMENT OF FREE CONSENT TO UNFREE CONSENT IN ONLINE CONTRACTS**. Speaker started the session by brief introduction of Online contract and she also gave the example of E- Contract i.e., UBER & OLA example and talked about implied consent specially in case of E-contract. She then explained the difference between contract and E-contract with the help of example. Then she explained the essential conditions for contract and categories of E- contract. She also deliberated upon the recognition of E-contract. Ma'am discussed Section 65B, Section 10, Section 2, Section 5, 13, 85c of Informative and Technology Act. Then she explained the concept of consent with the help of examples and case laws. Then ma'am took doubts from the students and clarified all the doubts at the end of the session. Ms. Arunima Bansal ma'am gave the vote of thanks to the guest speaker.





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Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, INDIA; www.maims.ac.in**

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March 19, 2022 - May 14, 2022

Report

Data Analytics is the need of the hour. In this dynamic & ever-changing environment, predicting the future has become more relevant, especially with the availability of enormous amounts of data. Excel & SPSS (Statistical Package for Social Sciences) are the prominent tools in data analytics. They help generate 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 understands 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.

This Certification Course was the initiative taken under the aegis of IQAC in association with the course was started in association with PCJ School of Management, Maharaja Agrasen University, Baddi, HP for all the Research scholars, faculty & undergraduate students across the country. 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 advanced excel commands, formulas, charts/plots followed by descriptive analysis, parametric & nonparametric tests, correlation, regression, normality, and factor analysis. A total of 176 completed the course. The course was of 30 hours, divided in 20 online sessions of one & half hour each on Google Meet. Every session was followed with a practical assignment related to it. After the completion of the week



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(3 sessions), a feedback form was floated to get the viewpoint of the students. The sessions were held in two batches. Batch 1 was run on Monday, Wednesday, Friday and Batch 2 was run on Tuesday, Thursday, Saturday. A total of 21 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. Bharti Chaudhary, Dr. Sumedha Dutta, Dr. Shilpee Aggarwal, Dr. Preeti Bansal, Dr. Deepak Dagar, Mr. Inderpal Singh, Dr. Usha Nair, Ms. Anu Goyal and Ms. Shruti Yadav. 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.

***Convener – Dr. Bharti Chaudhary, Associate Professor**

**** Co- Convener- Dr. Shilpee Chaudhary, Associate 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 are 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

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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 understands the research methodology, statistical techniques, data presentation & working on statistical software.

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 content:

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

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 advanced knowledge of Excel & SPSS, they can easily start their careers as research analysts or data analysts.

The certification course was conducted from March 19, 2022 to May 14, 2022 via the online platform of Google Meet. The registration of the event started from 7th March 2022. 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 thrice a week.

Following is the criteria based on which students are eligible for the certification: ● Attending regular classes using laptop.

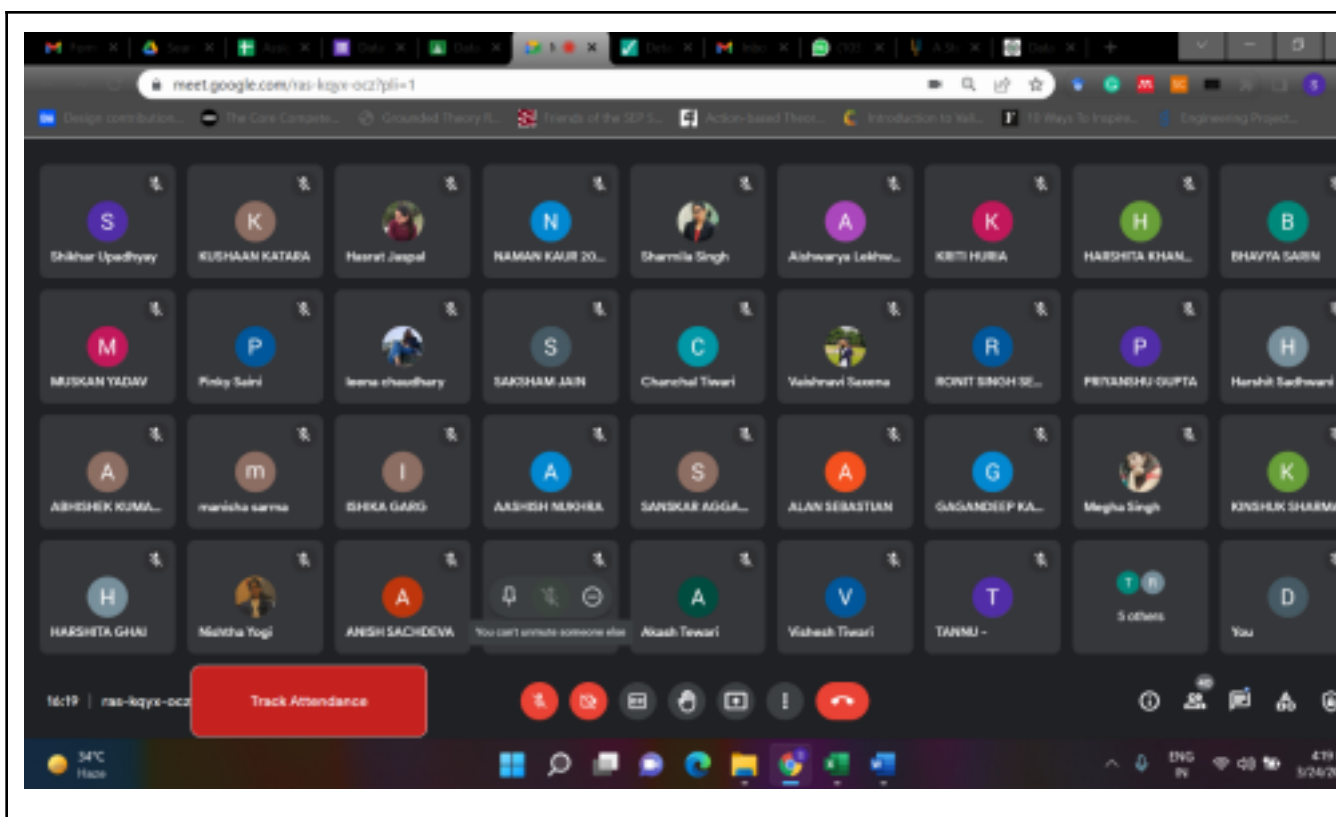
- Submission of all Assignments.
- Participation in all Quizzes.
- Submission of the feedback form on a timely basis.

Total Sessions: 20 of 1.5 hour each

Time of the sessions: 3:30PM to 4:30PM

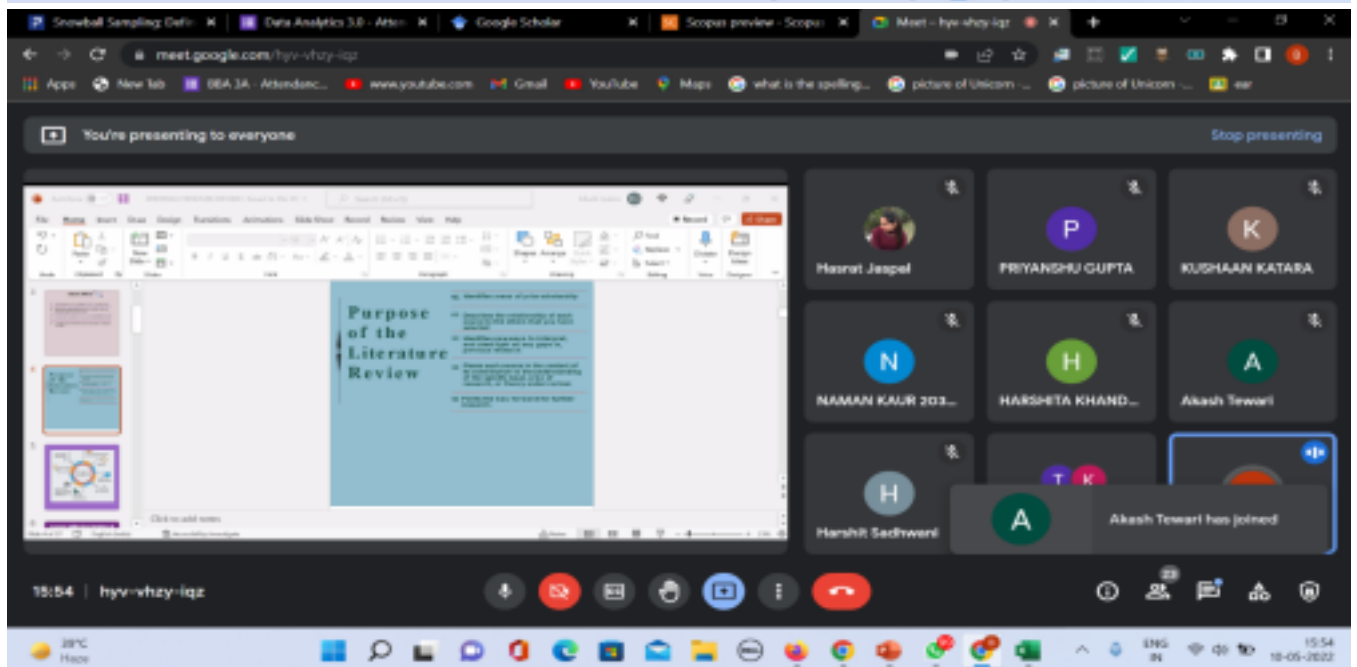
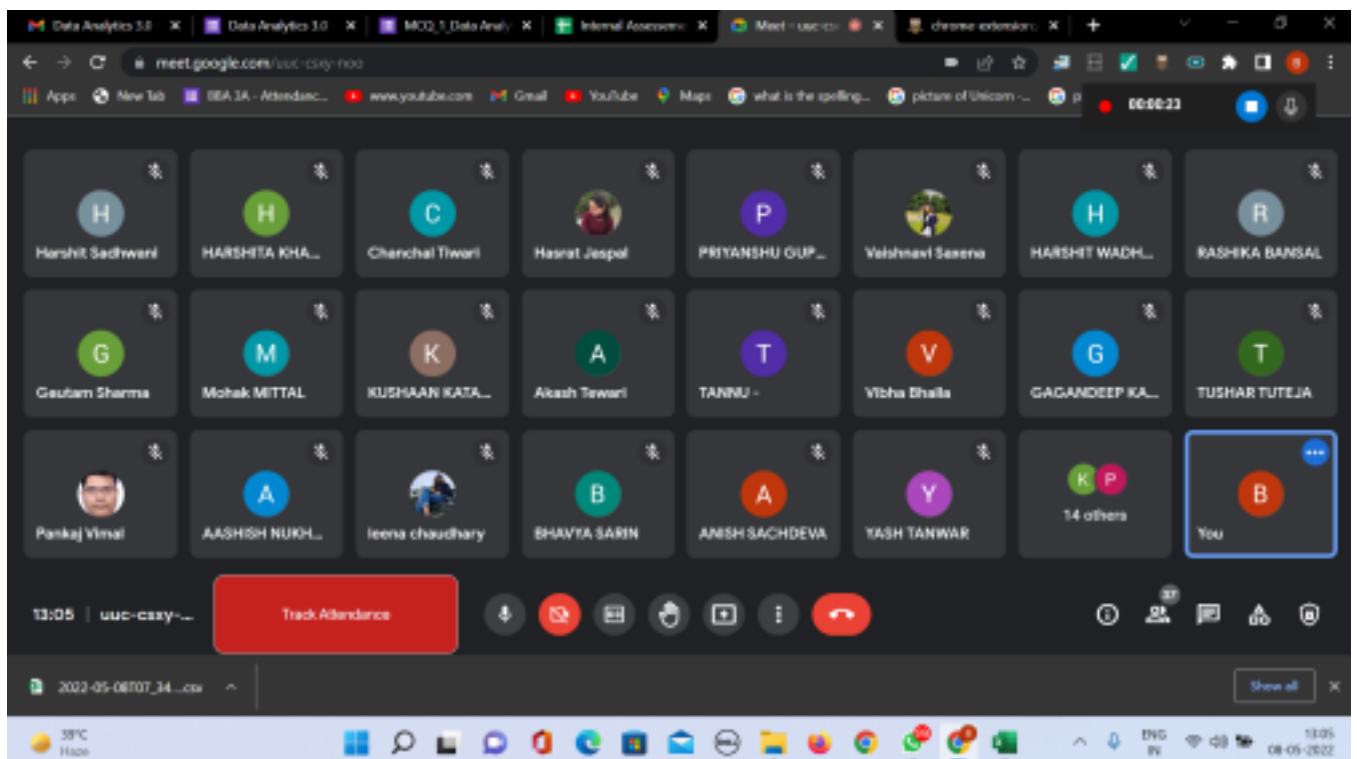
Total number of students completed the course:176

Glimpses of the Event



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Department of Law

Academic Year: 2021-22

Session: April – June 2022

Value Added Course

Research Methodology and Soft Skills Development Course Report

Today's teaching and learning experience calls for emphasis on innovative and original thinking which requires enabling students to harness their creativity and develop new perspectives and effective ways of presenting and communicating their ideas. With this aim and foresight, the Department of Law presents a Value-Added Course on **Research Methodology and Soft Skills Development** which was designed to help students to develop communication competence and research know-how. The course not only introduced students to ethical study and application of the process of research which in turn encourages critical thinking and problem-solving abilities in students, necessary for achieving the highest standards of quality in scholarship but also additionally the emphasis on soft skills included the development of oral and written communication skills, focusing on cultivating better and effective ways of and interpretation and presentation. In this way, the objective of this Value Added Course was to build research know how and communication competence in prospective Lawyers as well as equip them with the basic skills required for a variety of practical applications of communication such as applying for a job, writing reports and proposals.

Total Number of students who participated in the VAAC was 120, all 120 students completed the course successfully.

Total Duration of the course was 30 Hours.

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The course began on 4th of April 2022 and comprised of ten topics which were carefully curated to impart students with the basics of research methodology as well as equipping them with variety of practical applications of communication.

Topic 1 : Session one, gave the students a basic introduction to the topic Research Methodology, and how necessary training in the directions can help them develop disciplined thinking or a 'bent of mind' to observe the field objectively gathering material /data, participation in the field work when required, and also training in techniques for the collection of data appropriate to particular problems, in the use of statistics, questionnaires and controlled experimentation and in recording evidence, sorting it out and interpreting it. The students were familiarised with how the knowledge of research methodology is helpful in various fields such as government or business administration, community development and social work where persons are increasingly called upon to evaluate and use research results for action.

Topic 2: this session, Titled introduction to Legal Research, was directed towards explaining to the students the meaning, nature, objective and purpose of conducting legal research. It involves a systematic search of legal materials, statutory, subsidiary and judicial pronouncements. For making advancement in the science of law, one needs to go into the 'underlying principles or reasons of the law'. These activities warrant a systematic approach. Thus, the term 'legal research' takes into its ambit 'a systematic finding' or 'ascertaining' law' on the identified topic or in the given area as well as 'an inquiry' into 'law'

Session three, was an Introduction to different methods of legal research like doctrinal research, empirical research, quantitative research, qualitative research, sample survey, case study etc.

Topic 3: Session four, consecutively introduced to the students the actual process and methodology of research, from formulating a research problem, to doing an extensive literature review to developing a working hypothesis /tentative assumption made in order to draw out and test its logical or empirical consequences, procedures for acquiring and analysing/interpretation of data and finally arriving at conclusions and findings.

Topic 4: Concluded the series of lectures on Research Methodology, the last topic discussed was research ethics, sensitising the students to the importance of ethics in research, the attempts was to make students understand the social relevance of conducting research and the ethical and moral responsibility attached to it. The students we re familiarised with the guidelines of authoring research documents, formatting and paraphrasing summarising and citation strategies to avoid plagiarism and maintain originality throughout the research process.

Topic 5: This Session was Lab and Reading related Activities and involved reading different types of texts for different purposes with focus on and Emphasis on correct pronunciation interpretation and inference.

Topic 6: This session focussed on developing the students' presentation Skills to equip them with techniques to orally present arguments during debates and discussions both inside or outside of the courtroom , this involved teaching them how to plan and prepare reading and presentational material, organizing the data to suit the audience and context; connecting with the audience during presentation as well as projecting a positive image while speaking.

Topic 7 and Topic 8: These two sessions focussed on teaching students the basics of technical writing, all the aspects involved in formal writing and basic Writing Applications and formats: Memorandums and Informal Format and Formal Format.

Topic 9: Session nine, was on, mootng skills and Client Counselling, in this session the students mootng skills were brushed up, students were divided into groups and assigned different positions as well as familiarised with stimulated court setting, provided application-based questions, case scenarios and asked to argue on varied points. Similarly students were taught effective counselling strategies with the help of scenarios and examples from real experiences. Students were taught communication skills, listening, and comprehension all required for an effective counselling session.

Topic 10: Session ten was on Legal Ethics and Court Craft, the final session, session twelve, introduced to the students the topic court craft and legal ethics. Students were taught how legal ethics were a code of conduct meant to regulate the behaviour of a practising legal professionals towards the court, the presiding judge, his client and the opposing party in a court room setting. Students were taught how ethics is a fundamental prerequisite in any profession and not just the legal profession. Thus on a general note Ethics basically denotes human behaviour and their standard of moralities. A lawyer or an advocate must obey certain professional codes with regard to the standards of fair dealing with the client and also includes the standard of confidentiality required between them and uphold the self-possession. Students were also taught the essentials of court craft and pre trial preparations, the various stages before the, after and during the commencement of a trial.




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Department of Journalism and Mass Communication

Under the aegis of IQAC, MAIMS

3 months add-on Virtual certificate course on

Creative Thinking, Design Structure, and Critical Problem-Solving

Date: 29th January-23rd March 2022

Time: 4:00 PM to 6:00 PM

Venue: Gmeet

Number of Participants: 25

Batches: 1

Toppers: 1. Raghav Sharma 2. Shivam Kumar 3. Srishti

Convenor: Dr. Nidhi Chaudhary

A **Virtual Add-On course** was organized for three months by the Department of Journalism and Mass Communication of Maharaja Agrasen Institute of Management Studies. The Inaugural Ceremony took place on 29th January 2022 on the meet and was full of enthusiastic people, 25 students who registered for the virtual add on course and all the faculty members of the department of journalism and mass communication.

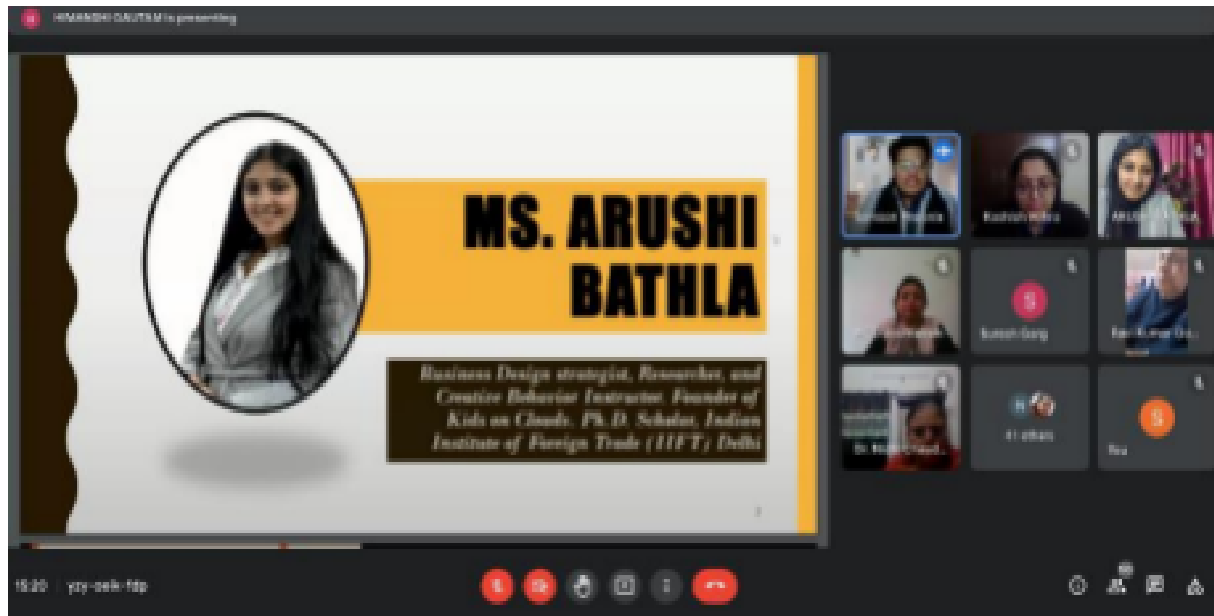
In the Inaugural Session, our eminent dignitaries of the college namely **Prof. (Dr.) Ravi Kumar Gupta**, Director, Maharaja Agrasen Institute of Management Studies, and **Dr S.K.Garg**, Director General, Maharaja Agrasen Institute of Management Studies encouraged everyone by giving their best wishes for the online course. **Dr Nidhi Chaudhry**, Faculty coordinator, Add-on course conveyed her heartiest welcome to **Prof. (Dr.) Vinita Gupta**, HOD, Department of Journalism and Mass Communication and the Resource Person, **Ms Arushi Bathla**, a PhD scholar with the Indian Institute of Foreign Trade.

Prof. (Dr.) Vinita Gupta encouraged students to be creative and share her experience in the field of media she showed willingness towards this new course and told everyone that they should recognize this opportunity. After that, The resource person **Ms Arushi Bathla** used videos to introduce the course and the course module and told students how she was going to evaluate all the details in the **16 Modules program**. Ms Arushi Bathla shared with students what creativity means, in response to which many students answered very enthusiastically.

The introduction session began with the module, which had the first session in which **Ms Arushi Bathla** made **FOUR TEAMS: TEAM GREEN, TEAM MUSTARD, TEAM YELLOW, and TEAM BLUE**. Ms Arushi Bathla assigned tasks to teams and students of all four teams come-up with brilliant ideas, it was a wonderful interactive session, every student

was interacting with **Ms Arushi Bathla**. The students who participated showed excellent responses to which the resource person was immensely happy.

Everyone present in the session was very delighted. In the end, **Dr Nidhi Chaudhary** Assistant professor, Maharaja Agrasen Institute of Management Studies ended the session by thanking everyone and acknowledging the organization teams, resource person, and special guests to have this wonderful session and went on a credit note.



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MODULE 2

2nd February 2022, the second day of the add on the course started with the kind words of Ms Arushi Bathla she gave a task to each team on the topic of creativity as critical thinking where the main focus was on creative thinking in Music. Team orange did well. At the end of the session, the coach conducted a minute breather with everyone.

MODULE 3

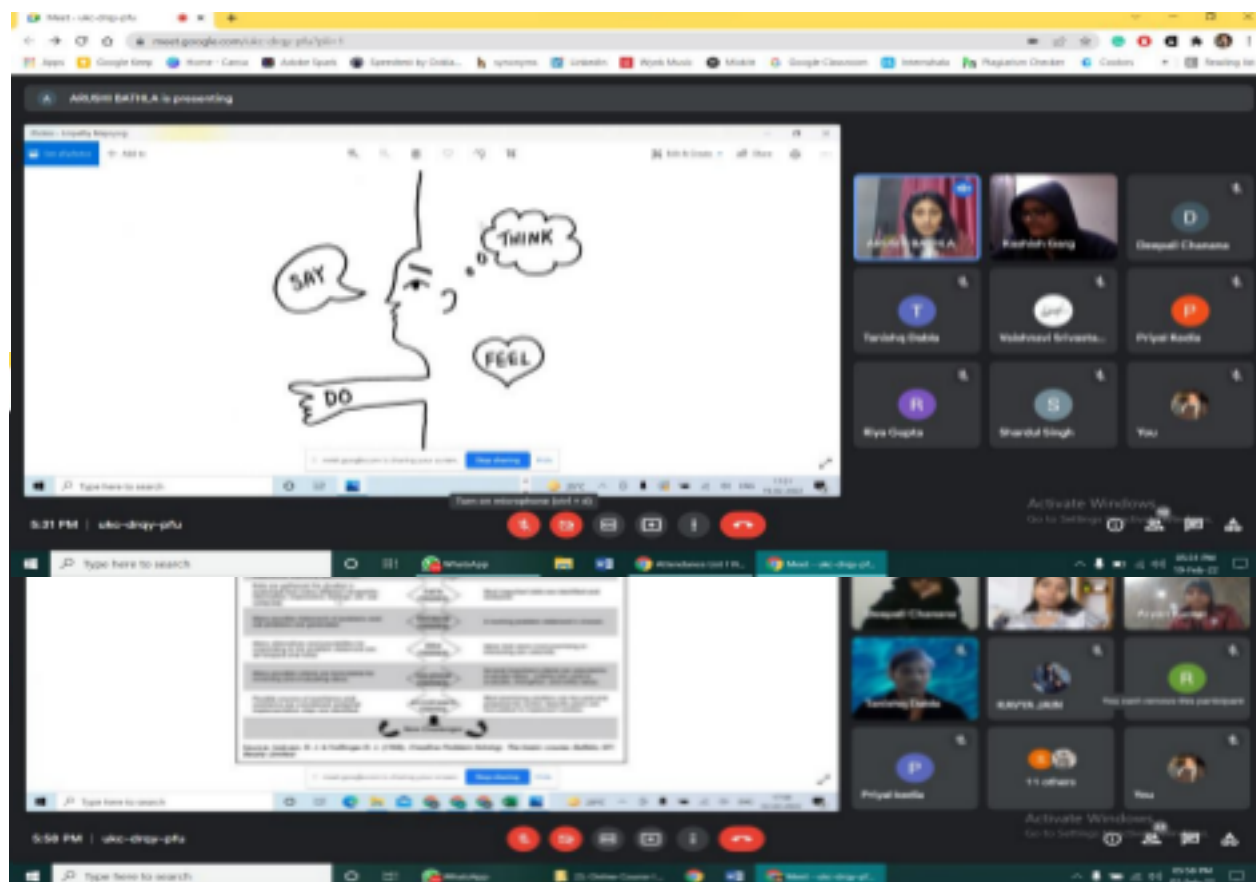
5th February 2022, the third session started with enormous motivation from the coach again this time the session's focus was on Using De Bono's Six Thinking Hats Model to Teach Critical Thinking and Problem-Solving Skills Essential for Success in the 21st Century Economy the coach gave a task to the teams to create a budget for their company according to their idea and every team did it well.


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MODULE 4

9th February 2022, this time the evening started with a great session on the topic of Objective finding, fact-finding and problem-solving. Team blue did well. At the end of the session, the coach conducted a minute breather with everyone. They all showed their creativity and brainstorming skills.



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MODULE 5

12th February 2022, creativity triggers when you brainstorm ideas with your team so was the evening's topic all the teams brainstorm and come up with ideas to create a company they choose their topics according to their will and work on those topics throughout the rest of the sessions each team made a hypothetical company and plan their entire circuit.

MODULE 6

19th February 2022, all the teams work on their topics create their work and showcase it to the coach they talk to people to know their viewpoint on their companies ideas then they take feedback from their coach and correct it in the session and it was very interactive. At the end of the session, the coach conducted a minute breather with everyone.

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MODULE 7

26th February 2022, the session started with a fresh start. Team orange explained their idea and how they want it to grow. They gave detailed research to the coach on how they are going to generate income from this idea. All the teams were asked to have a talk with their friends and find out their views on their company idea.

MODULE 8 TO MODULE 11

27th February 2022 to 6th March 2022, these sessions were allotted to the teams for growing their skills to create and explore the possibility of growth of an idea as a business for which all the teams talk to many people and interact with the coach and learn new things such as how to solve the critical problem by using creative thinking in these sessions all the teamwork on their ideas and researcher all the data based on some techniques that coach teaches them during the sessions and they all apply their previous knowledge to grow their business.

MODULE 12

12th March 2022, this evening started with a warm welcome of our guest **Mr Aditya Goel** founder and CEO of QuirkyByte Media. A successful media entertainment portal running and changing Hollywood Media in India since 2015. He also co-founded Greenbrew Green Coffee back in 2016. He shares his way of using creative thinking in the field of media and how one can explore creative thinking in any field. It was a very fruitful and interactive session.

MODULE 13

13th March 2022, this evening started with welcoming our honourable guest **Mr Anubhav Srivastava** He is a Sales Leader, a Keynote speaker, and an Ex Consultants He has authored and published two fiction and one poetry book that have broken multiple records on Amazon India. He has also given innovative TED Talks so far, namely 'The Juggling Showman and 'The Subtle Art of balance ' he has a very interactive session with all the students. He explains so many techniques that he uses during his journey and has a great fun session with participants.

MODULE 14 & 15

19th and 20th March 2022, in these sessions participant, finalizes their work for the final project report all the teams work on their ideas and finalizes their strategies and business model and discuss them with a coach all the teams came up with a beautiful idea and team orange came up with the idea of a company that help old people and give them business all

the other team also come up with a great idea.

VALEDICTORY SESSION

Delhi, 23rd March 2022: A **Virtual Add-On course** was organized for three months by the Department of Journalism and Mass Communication of Maharaja Agrasen Institute of Management Studies. The valedictory session took place on 22nd April 2022 at seminar hall, 9th block Maharaja Agrasen Institute of Management Studies and was full of enthusiastic people, students who registered for the virtual add on course and all the faculty members of the department of journalism and mass communication are present there.

In the valedictory Session, our eminent dignitaries of the college namely **Prof. (Dr.) Ravi Kumar Gupta**, Director, Maharaja Agrasen Institute of Management Studies, and **Dr S.K.Garg**, Director General, Maharaja Agrasen Institute of Management Studies congratulates everyone

for competing this add on course by giving their best wishes. **Dr Nidhi Chaudhry**, Faculty coordinator, Add-on course conveyed her heartiest welcome to **Prof. (Dr.) Vinita Gupta**, HOD, Department of Journalism and Mass Communication and the Resource Person, **Ms Arushi Bathla**, a PhD. A scholar with the Indian Institute of Foreign Trade.

Prof. (Dr.) Vinita Gupta encouraged students by quoting some beautiful poems and sharing her experience with students. After that, The resource person **Ms Arushi Bathla** thanked all the faculty to be there for her and showed gratitude towards the children and felt glad that they performed very well throughout the sessions. **Ms Arushi Bathla** shared her experience with students and asks them to be always willing to learn.

After this welcome session **Prof. (Dr.) Vinita Gupta** and **Dr Nidhi Chaudhry** gave saplings to our special guest's director **Prof. (Dr.) Ravi Kumar Gupta** distributes certificates to participants and the organizing team. Then the teams presented their presentation in front of all the dignitaries after which **Ms Arushi Bathla** distribute to teams according to their performance during the entire 3-month course.

Everyone present in the session was very delighted. In the end, **Dr Nidhi Chaudhary** Assistant professor, Maharaja Agrasen Institute of Management Studies ended the session by thanking everyone and acknowledging the organization teams, resource person, and special guests to have this wonderful session and went on a credit note.


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Department of Commerce
Under the Aegis of IQAC
Student Training Programme
on

Data Analysis using MS Excel & Python

Date: 16th March 2022 – 3rd June 2022

Time: 3:00 PM to 4:30 PM

Venue: Gmeet

Number of Participants: 138

Batches: 2

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

Convenor: Dr. Anil Kumar Goyal

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

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

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

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

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

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

Agoyal.

Dr. Anil Kumar Goyal

[Convener, Associate Professor, Department of Commerce]


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Contemporary Practices in Management 2.0

2nd September-21st October 2021

To enable the students to feel enthused, empowered and ready for the external environment Maharaja Agrasen Institute of Management studies continuously strives to deliver Skill Enhancement program that aim at Experiential learning. In the same endeavor, The Department of Business Administration, MAIMS under the aegis of conducted the Skill Enhancement Certificate Course “Contemporary Practices in Management 2.0” which aimed at imparting theoretical and practical knowledge on modern management practices in the field of Management. A total of 192 students registered for the Course and hence two batches were made for providing great concentration to each student. The add on was conducted on GMeet platform. The course was for undergraduate students of MAIMS and other colleges. The Inaugural session for the Skill Enhancement Certificate was held on September 2, 2021. The course comprised of 21 sessions of 90 minutes each conducted from September to October, 2021. The valedictory of the course was conducted on 21st October 2021.

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. 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 co-convened by Ms. Riya Sharma, Associate Professor, Department of Business Administration and Dr. Charu Mohla, Associate Professor, Department of Business Administration. Faculty members from the Department of Business Administration acted as the resource person. At the end of every topic, students were required to fill a feedback form. They were also required to participate in a short multiple choice question quiz after every topic. Criteria of certification is threefold i.e., Attendance, Feedback form and Completion of multiple-choice question quizzes on time. All the qualifying 192 students were given certificates of completion.

We are confident that our current curriculum has enabled the overall development of budding managers. Our heartfelt gratitude to Prof. (Dr.) Vijay Kumar Khurana, Head, Department of Business Administration and his team 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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The top three performers of the course were

1. Aastha Aggarwal
2. Abhipray Parashar
3. Aishwarya Vasdev



Dr. Sumedha Dutta



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Skill Enhancement Certificate Course “Business Applications of MS Excel 3.0-Basics” 13th July-3th September 2021

Topic: **Business Applications of MS Excel 3.0-Basics**

Date: 13th July 2021-3rd September 2021

Time: 3:00 PM to 4:30 PM

Venue: GMeet

Beneficiaries with number: 164

Number of Batches: 2 (85+79)

The Department of Business Administration, MAIMS, under the aegis of IQAC and in association with PCJ School of Management, Maharaja Agrasen University, Baddi, HP, organized the Certificate course on “Business Applications of MS Excel 3.0-Basics”. 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 MS Excel for our students benefit.

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.

A batch of students were formed to provide them more attention for each session. 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. In Group One, Session 1 was taken by Ms. Meenakshi Gupta, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashmi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 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

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successfully qualified all the four parameters namely, Attendance, feedback forms, Assignments and Quizzes. Total 94 students across the country have registered for this course and it is worth mentioning that 68 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. Ravi Kumar Gupta, Director, MAIMS and Prof. Vijay Kr. 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**

Souvenir of the Certificate Course



Three toppers of the Course:

- | | |
|-----------------|-------------|
| 1. Sujat Jain | 36514701720 |
| 2. Anshul Gupta | 35414701720 |
| 3. Laksh Bhatia | 36014701720 |

Glimpses

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Maharaja Agrasen Institute of Management Studies

A Unit of Maharaja Agrasen Technical Education Society
Affiliated to GGS IP University; Recognized u/s 2(f) of UGC
Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution
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Under the Aegis of IQAC

Skill Enhancement Certificate Course

Data Analytics 2.0

13th July-3rd September 2021

Research allows students to find the right solutions to key issues by providing facts that will help them to analyze the problem, testing the feasibility and finding better solutions to the challenges. Basics of the research are 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. Many companies have now been looking for a skilled professional, who understand the basics of research and data presentation. Thus, it encouraged the seasoned faculty of MAIMS to design a skill enhancement course in data analytics on basics of research.

This Certification Course was the initiative taken under the aegis of IQAC in association with ThinkQuest Club and for the course was started for all the Research scholars, faculty & undergraduate students across the country. students of MAIMS. The prime objective of the course was to equip the students with the basics of research to make an inference about the data. Specifically, the course covered in-depth lessons Basics of Research, Research Problem, Research Design, Hypothesis Formulation, Qualitative Methods in Research, Quantitative Methods in Research, Sampling Methods, Methods of Data Collection, Tools & Techniques of Data Collection, Data Analysis, Research Proposal, Review of Literature, Scaling, Measurement, Reliability & Validity, Primary & Secondary Data, Survey Method, Case Study Method, Data Processing, Presentation of Research, Citation pattern and Plagiarism. A total of 185 students completed the course and two batches were formed for convenience. The course was of 30 hours, divided in 20 online sessions of one & half hour each on Google Meet. 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 Basics of Research.

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.

***Convener – Dr. Bharti Chaudhary, Associate Professor**

**** Co- Convener- Dr. Shilpee Chaudhary, Associate Professor**

About the Course

Courses on research methodology are often well packed with Basics of Research, ‘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 in the years to come. The students will learn how 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.

Objectives of the Course:

- Basics of the research
 - Understanding of different types of data collection methods
 - Able to describe, predict & make informed decisions.
 - Application in the specific areas of marketing, human resources, finance, and operations.
- Quantitative and qualitative methods in research

Course content:

This course is organized into 21 sessions as per details below:

S.No	Topic	Resource Person
1	Basics of Research	Prof . V.K. Khurana
2	Research Problem	Ms. Shilpee Aggarwal
3	Research Design	Dr. Bharti Chaudhary
4	Hypothesis Formulation	Mr. Inderpal Singh
5	Qualitative Methods in Research	Dr. Bharti Chaudhary
6	Quantitative Methods in Research	Dr.SumedhaDutta
7	Sampling Methods	Mr. Nakul Anand
8	Methods of Data Collection	Ms. Preeti Bansal
9	Tools & Techniques of Data Collection	Dr.DeepakDagar
10	Data Analysis	Ms. Shilpee Aggarwal
11	Research Proposal	Dr.DeepakDagar
12	Review of Literature	Dr.Sumedha Dutta
13	Scaling	Mr.Nakul Anand
14	Measurement	Ms.Preeti Bansal
15	Reliability & Validity	Mr.Nakul Anand
16	Primary & Secondary Data	Mr. Inderpal Singh
17	Survey Method	Ms. Shilpee Aggarwal

18	Case Study Method	Ms. Sumedha Dutta
19	Data Processing	Dr. Bharti Chaudhary
20	Presentation of Research	Ms. Preeti Bansal
21	Citation pattern and Plagiarism	Dr. Bharti Chaudhary

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.

The certification course was conducted from July 13, 2021 to September 3, 2021 via the online platform of Google Meet. The duration of the course was 31.5 hours along with the two MCQ quizzes & 21 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 thrice a week.





Following is 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.

Total Sessions: 21 of 1.5 hour each

Total number of students certified: 185

Top Performers of the Course

	<p>Ms. Neelam Basera Research Scholar G.B. Pant University Pantnagar, Uttarakhand Aggregate Score: 80% (Cash Prize Rs. 500/-)</p>
	<p>Ms. Sakshi Garg BBA Student MAIMS Aggregate Score: 79.0 % (Cash Prize Rs. 500/-)</p>
	<p>Ms. Esha Gulati BBA Student MAIMS Aggregate Score: 77.6 % (Cash Prize Rs. 500/-)</p>
	<p>Ms. Smriti Shukla Research Scholar Symbiosis International University Aggregate Score: 77 % (Cash Prize Rs. 500/-)</p>
	<p>Lopamudra Bhattacharjee Research Scholar University of Calcutta Aggregate Score: 76 %</p>

	Dr. Anusri Mallik Faculty IGNOU Aggregate Score: 76 %
	Ms. Ritika Taneja BBA Student MAIMS Aggregate Score: 74.6 %
	Dr. Pratibha Thakur Faculty Kalindi College, DU Aggregate Score: 73.5 %

	Ms. Aditi Goel BBA Student MAIMS Aggregate Score: 72 %
	Ms. Anshika Batla Student MAIMS Aggregate Score: