

Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)

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

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

Sector- 22, Rohini, Delhi- 110086, India



CRITERION 1



1.2 ACADEMIC FLEXIBILITY

Metric 1.2.1



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Academic Year 2017-18

Summary Report of Value Added Courses

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Skill Enhancement Certificate Course

“Basics of Ms- Excel”

Academic Year: 2017-18 Course Duration: 14 August – 5 October 2017

Total Participants: 120 (Two Batches)

Mode: Offline

Venue: Lab 1

Time: 3:00 PM-4:30 PM

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 -Basics for our students benefit.

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

It was a great learning experience for the students as well as for the faculty. Session 1 was taken by Ms. Kamna Vaid, Session 2 by Ms. Neetu Agarwal and Session 3 by Dr. Sushila Gupta, Session 4 was taken by Dr. Sangeeta Rawal, Session 5 by Ms. Shruti Sharma and Session 6 by Dr. Geetanjali Gupta. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 120

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students across the country have registered for this course and it is worth mentioning that all 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. M.K Bhat, Director, MAIMS and Dr. Vijay Kr. Khurana (Chief Coordinator) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

List of Top Performers of the Certificate Course

Name	Institute
Sahil Garg 36061101717	MAIMS
Utkarsh 03814721617	MAIMS
Shriyam Palwal 03014721617	MAIMS

The credit for this initiative goes to the able guidance of Prof. (Dr.) M. K. Bhat, Director, MAIMS. His constant support and encouragement helped in the successful accomplishment of this course.



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Skill Enhancement Certificate Course “Intermediate Level Excel”

Academic Year: 2017-18 Course Duration: 20 November 2017 –31 January 2018

Total Participants: 120 (Two Batches)

Mode: Offline

Venue: Lab 1

Time: 3:30 PM-4:30 PM

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- Intermediate for our students benefit.

This Certificate Course was the initiative taken 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. Certificates were given only to such students who successfully qualified all the four parameters namely, Attendance, feedback forms, Assignments and Quizzes. Total 120 students across the country have registered for this course and have qualified all the above stated parameters.

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List of Top Performers of the Certificate Course

Name	Institute
Ashi Mittal 01614701716	MAIMS
Riya Pahuja 03214702416	MAIMS
Riya Shokeen 03314702416	MAIMS

The credit for this initiative goes to the able guidance of Prof. (Dr.) M. K. Bhat, Director, MAIMS. His constant support and encouragement helped in the successful accomplishment of this course.



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Skill Enhancement Certificate Course

“ Advanced MS Excel”

Academic Year: 2017-18 Course Duration: 21 February 2018 – 26 April 2018

Total Participants: 120 (Two Batches)

Mode: Offline

Venue: Lab 1

Time: 4:00 PM-5:30 PM

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 -Advanced for our students' benefit.

This Certificate Course was the initiative taken for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Excel used in business. The course focused on in-depth Excel courses, including how to use various Excel formulas, tables, and charts to manage small to large-scale corporate processes. Each Microsoft Excel training session emphasized time-saving tactics, as well as discovering previously "programmer-only" capabilities. Along with this practical and usable training, students also learnt how to integrate their work within the Office “family” for achieving greater results.

Two batches of students were formed to provide them more attention for each session. It was a 30 hours (20 Sessions of 1.5 hours) 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 Dr. Sangeeta Rawal, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashmi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 again by Ms. Shruti Sharma, Session 6 by Ms. Sarita Garg and session 7 by Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters namely, Attendance, feedback forms,



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Assignments and Quizzes. Total 120 students across the country have registered for this course and 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. M.K Bhat, Director, MAIMS and his team. Their constant support and encouragement helped in the successful accomplishment of this program.

List of Top Performers of the Certificate Course

Name	Institute
Amit Goyal 01561101715	MAIMS
Jai Bhatia 01161188815	MAIMS
Mohit 02614788815	MAIMS

The credit for this initiative goes to the able guidance of Prof. (Dr.) M. K. Bhat, Director, MAIMS. His constant support and encouragement helped in the successful accomplishment of this course.


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Data Analytics

Academic Year: 2017-18 Course Duration: 16 August 2017 – 25 October 2017

Total Participants: 125 (Two Batches)

Mode: Offline

Venue: Lab 1

Time: 3:00 PM-4:30 PM

Report

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 on Introduction to Research Methodology.

This Certification Course was the initiative taken for all the students of MAIMS, Research scholars, faculty & undergraduate students across the country. 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



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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 125 students completed the course. The course was of 30 hours, divided in 20 online sessions of one & half hour. 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, Ms. 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(Dr.). M. K Bhat, Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this program.

***Convener – Dr. Bharti Chaudhary, Assistant 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



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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 Outcomes:

- Students will be able to analyze 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 August 16, 2017 to October 25, 2017 in the MAIMS's campus. The duration of the course was 30 hours along with the two MCQ quizzes & 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.

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Department of Business Administration

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

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

Total Sessions: 20 of 1.5 hour each

Total number of students certified: 125

The List of toppers of the course are

1. Akshay Rathee 00514702415
2. Ashit Rajan 00714702415
3. Yash Garg 40614701717


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Department of Law

Academic Year: 2017-18
December 2017

Course Duration: 1st September – 5th

Total Participants: 126

Mode: Offline

Speakers: Mr. Shridul Gupta, Ms. Purnima Gupta, Mr. Mayank Tyagi

An Add-on-Course on Basics of Indian Contract Act, 1872 was organized by the Department of Law, MAIMS from 1st September 2017– 5th December 2017.

The sessions in the Course were conducted by:

Mr. Shridul Gupta, Assistant Professor, Dept. of Law, MAIMS

Ms. Purnima Gupta, Assistant Professor, Dept. of Law, MAIMS

Mr. Mayank Tyagi, Assistant Professor, Dept. of Law, MAIMS

The areas which were taught included Formation of Contract, Free' Consent in Online Contracts, Electronic Contracts, Standard Form Contracts, Writ Jurisdiction in Contracts, Verbal Contracts, Communication of Acceptance, Remedies in case of Breach of Contract, Principles governing Tender, Quasi Contract, Quantum Meruit, International Contracts, Frustration of Contracts, Contract vis-à-vis Different Facets of Intellectual Property Rights, Special Contracts.

Elaborate sessions were held by discussing the landmark judgments relating to Indian Contract Act, 1872. At the end of every sessions students were asked to ask questions from the session speaker to clarify their doubts. Students were also given pivotal training as to what should be the ideal ingredients in a Contract. They were also guided as to how they can analyze the effective remedy in case of a breach of contract. Other notable basic learning included the prime

difference between an Agreement and a Contract, different types of commercial contracts, necessity of confidentiality in contracts, validity of oral agreements, law of evidence vis-à-vis contracts, difference between traditional form of contract and electronic contracts, Formation, Enforcement and Validity of International Contracts.

At the end of course, assignments were also given to students to assess their knowledge that they had gained from the add on course. The Course was a huge success and imparted wisdom to students regarding one of the crucial legal aspect i.e. Contracting.


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Skill Enhancement Certificate Course “WORK SMARTER WITH MS POWERPOINT”

Academic Year: 2017-18 Course Duration: 18st September 2017 – 30th November 2017

Total Participants: 120 (Two Batches)

Mode: Offline

Venue: Lab 1

Time: 2:30 PM-4:00 PM

REPORT

MS PowerPoint is one of the most widely used presentation applications to present all information and business ideas, proposals, and other business communications across the various commercial, business, and domestic activities of human life. Its 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 record keeping and future reference. This is the motivation behind the creation of this skill enhancement certification course, keeping in mind its importance, effectiveness, and utility to the masses, including students, faculty, and other stakeholders in the academia.

This Certificate Course was the initiative taken for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft PowerPoint used in business and various professional purposes. The course focused on in-depth coverage and teaching various tabs on the Microsoft PowerPoint document. The details of all the functions and features of each tab were covered with the special focus on the practical application and relevance of each one of it, followed by the hands-on practice.

Multiple batches of students were formed to provide them more attention for each session. The course was divided into multiple sessions and each session was taken by different faculty members. 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.

It was a great learning experience for the students as well as for the faculty. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 120 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters.

The List of toppers of the course are

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1. Aakash Aggarawal 35114702415
2. Aman Garg 35161101715
3. Vishal Kumar 04614712417

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Skill Enhancement Certificate Course “Business Applications of MS Word”

Academic Year: 2017-18 Course Duration: 20 November 2017 – 31 January 2018

Total Participants: 150 (Three Batches)

Mode: Offline

Venue: Lab 1 for Batch 1 and 2 and Lab 2 for Batch 3

Time: 3:00 PM-4:30 PM

REPORT

MS Word is one of the most widely used document applications to document all information across the various commercial, business, and domestic activities of human life. 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 record keeping. This is the motivation behind the creation of this skill enhancement certification course, keeping in mind its importance, effectiveness, and utility to the masses, including students, faculty, and other stakeholders in the academia.

This Certificate Course was the initiative taken for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Word used in business and various professional purposes. The course focused on in-depth coverage and teaching various tabs on the Microsoft word document. The details of all the functions and features of each tab were covered with the special focus on the practical application and relevance of each one of it, followed by the hands-on practice.

Multiple batches of students were formed to provide them more attention for each session. The course was divided into multiple sessions and each session was taken by different faculty member. 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.

It was a great learning experience for the students as well as for the faculty. Session 1 was taken by Ms. Rashi Aggarwal, Session 2 by Dr. Sushila Gupta, Session 3 was taken by Dr. Sangeeta Rawal, and Session 4 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 150 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters.



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The List of toppers of the course are

1. Preeti 02714712417
2. Sahil Verma 03214712417
3. Anshul Jain 42114701716

The credit for this initiative goes to the able guidance of Prof. (Dr.) M. K. Bhat, Director, MAIMS. His constant support and encouragement helped in the successful accomplishment of this course.

Dr. Sangeeta Rawal, Assistant Professor

Convenor


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