



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
Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA
Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Report: Add On Course on Basics of Research

Theme: Add On Course on Basics of Research

Organizing Department: Commerce Department

Head of Department: Prof. Dr. Manju Gupta

Student Beneficiary: 48

Convenor: Dr. Anil Kumar Goyal

Date: April 18, 2023 – June 9, 2023

Time: 2:30 pm – 4:00 pm

Resource Persons: Prof. Dr. Manju Gupta, Dr. Anil Kr Goyal, Dr. Rachna Jain, Dr. Geetanjali Gupta, Mr. Praveen Kumar Singh, Ms. Taranpreet Kaur, Dr. Rachita Aggarwal, Dr. Kamal Gupta, Dr. Sakshi Gupta, Dr. Sheetal Badesra, Ms. Shreya Garg, Ms. Divisha Gupta, Ms. Durga Aryal.

OBJECTIVES OF VALUE-ADDED COURSE

- To explore and work with various Google tools.
- To acquire knowledge about various Open Education Resources available.
- To explore the magic of analyzing data using Excel.
- Become well-versed with the excel quick access tool bar and cell styling tools.
- Master various intermediate Excel functions.

REPORT

Maharaja Agrasen Institute of Management Studies, Department of Commerce under the aegis of IQAC started a Add on Course “Basics of Excel”. The course was started for the undergraduate students of MAIMS and other institutes. Registration for the same began on 31st March, 2023 and classes started from 18th April, 2023 and ended on 9th June, 2023. 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 Excel: 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 the fields.

The certificate course was headed by Dr. Manju Gupta, Professor & Head, Department of Commerce. The course was convened by Dr. Anil Kumar Goyal, Associate Professor, Department of Commerce. Thirteen internal faculties namely Prof. Dr. Manju Gupta, Dr. Anil Kr Goyal, Dr. Rachna Jain, Dr. Geetanjali Gupta, Mr. Praveen Kumar Singh, Ms. Taranpreet Kaur, Dr. Rachita Aggarwal, Dr. Kamal Gupta, Dr. Sakshi Gupta, Dr. Sheetal Badesra, Ms. Shreya Garg, Ms. Divisha Gupta & Ms. Durga Aryal were the resource persons for the course covering various topics of research as per their expertise. Course was delivered in physical mode. In total 48 students registered for the course. 38 students successfully completed 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 quizzes after every topic. Criteria of certification is threefold i.e., Attendance, Feedback form and Completion of multiple-choice question quizzes that were conducted from time to time and one final comprehensive test conducted on 9th June, 2023.



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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 spread sheets, 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. Topics were chosen keeping in mind the requirements of students in further studies and research. Almost all the topics were covered by using Ms Excel. Practice questions were given to students in class so as to give those hands on experience on data.

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.) Rajni Malhotra Dhingra, Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this course.

The valedictory session was held on 13th June 2023. The certificate of appreciation was given to the top three position holders. The first position was secured by Khushi Gupta, B. Com (Hons.) 1st Semester; the Second position was secured by Naman Gupta, B. Com (Hons.) 1st Semester; Third position was secured by Shubham Goel, B. Com (Hons.) 1st Semester.

LEARNING OUTCOME:

- Use of other Google tools for effectively managing their academic activities
- Creating Mind Mapping Charts for decision making.
- Apply advanced formulas in Excel to lay data in readiness for analysis
- Use advanced techniques in Excel for report visualizations
- Leverage on various methodologies in Excel of summarizing data



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GLIMPSES OF THE SESSION

Dr. Anil Kumar Goyal, Convener & Resource Person, Associate Professor, Department of Commerce Delivering Session



Dr. Rachna Jain, Resource Person, Associate Professor, Department of Commerce, Delivering Session





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**Dr. Manju Gupta HoD, Ms. Divisha Gupta and Ms. Shreya Garg, Resource Persons,
Assistant Professor, Department of Commerce, Delivering a joint Session**



Valedictory Session on 13th June 2023

