

MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES



A Unit of Maharaja Agrasen Technical Education Society Affiliated by GGSIP University,
Recognised u/s 2(f) of UGC
Approved by Bar Council of India; ISO 9001:2015 Certified Institution
Courses Offered: BBA, B.Com(H), B.A (H) Eco, BA (JMC), BA LLB, BBA LLB
Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi- 110086, INDIA www.maims.ac.in

Courses offered: BBA, B.Com(H), BA(H) Economics, BA(JMC), BALLB(H), BBALLB(H), LLM

DEPARTMENT OF LAW **Under the Aegis of IQAC** **Presents** **Skill Enhancement** **Certificate Course**

On

Hands-on MS Excel to 'Excel in Professional Life': Basic to Advance

05 December 2023 - 16 January 2024

Mode: Online (Zoom Platform)



Registration Link:

<https://forms.gle/XRW7xrWKhSUC4hsw7>



ABOUT MAHARAJA AGRASEN TECHNICAL EDUCATION SOCIETY

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well-known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor-MATES, Chancellor-MAU, Three Times MLA- Delhi Vidhan Sabha) has been a significant source of inspiration and motivation for achieving the aims and goals of the society.



ABOUT MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The Institute has attained distinct position in running BBA, B.Com (H), BA (H) Eco, BA(JMC), BALLB (Hons.) and BBA LLB (Hons.) programmes affiliated with Guru Gobind Singh Indraprastha University, Delhi. The Institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. Over the years MAIMS has grown into a premier centre of excellence and has made its niche in the areas of teaching, research, consultancy, and corporate development.

ABOUT DEPARTMENT OF LAW, MAIMS



The Department of Law was established in 2017 by introducing a five-year integrated BALL.B degree course. Established as a unit of the Maharaja Agrasen Institute of Management Studies, the Department aims to provide quality education with a professional approach to the budding legal professionals. Entry to the five-year course is through the rankings of the CLAT (Common Law Aptitude Test). There is a total intake of 120 students in BA LL.B. stream and 120 students in BBA LL.B stream every year. Higher education imparts in-depth knowledge and understanding so as to advance the students to new frontiers of knowledge. In order to open more avenues MAIMS, Department of Law introduced LLM (Master of Law) in Intellectual Property Rights from this year. The Department is equipped with requisite facilities like Moot Court, Legal Services Clinic, etc., as stipulated by the Bar Council of India. It has a mix of senior seasoned faculty as well as young and dynamic faculty.



Maharaja Agrasen Technical Education Society (MATES), New Delhi



Dr. Nand Kishore Garg
 Founder & Chief Advisor, MATES
 Chancellor, Maharaja Agrasen University, Baddi, HP

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GOVERNING BODY

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FOUNDER CHAIRMAN AND CHIEF
ADVISOR, MATES

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PROF. (DR.) S.K. GARG
Director General, MAIMS

PATRON

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ADVISOR

DR. PRAVEEN KUMAR GUPTA
Head, Department of Law

ORGANISERS

MS. RITIKA BHATIA

Assistant professor

Convenor (VAC)

DR. ANKIT GOEL

Associate Professor

Co-Convenor (VAC)

ABOUT THE SKILL ENHANCEMENT CERTIFICATE COURSE

It has become vital to keep ourselves well-versed in the fast-changing environment of jobs and also with the skills one required at each stage. There are certain tools which are in evergreen demand and are widely used in all types of jobs and businesses and MS Excel is one of them. MS Excel is a widely used tool whose various functions and formulas are used to track and manage the data-driven projects in small as well as in large organizations. This value added course will help you develop a thorough understanding of MS Excel and explore its abundant features and utility in day to day working.

PURPOSE AND OBJECTIVES OF THE COURSE

This course includes important aspect like: -

- From the fundamentals to the most advanced features, this course covers maximum areas one need to know about Excel
- Learn how to write formulas (be it finance, logical, mathematical, statistical or daily use working etc) quickly and easily to make every day working easy.
- Build P&L statement and Balance Sheet from raw data
- Build financial model from scratch
- Easily build Excel dashboards to filter, display and analyze your data
- Creating professional graphs and various charts from data
- Learning tips and tricks about Excel, as well as Excel secrets and shortcuts

WHO SHOULD ATTEND?

Students from various programs like:

MBA, PGDM, BBA, M.Com., B.Com., BALLB, BBALLB, BA(H) Economics, BA(JMC), Any other course

REGISTRATION DETAILS

REGISTRATION FEES – Rs 249/- (For MAIMS)

Outside MAIMS – Rs 299/-

LAST DATE FOR REGISTRATION – 4 December 2023

Registration Link:

https://forms.gle/XRW7xrWKhSUc4hsw_7

PAYMENT DETAILS

Mode of payment Through PAYTM

Renee Arora

Paytm No. - 8810227894

Cash Prizes (Winners)

First – Rs. 1101

Second – Rs. 701

Third – Rs. 501

Certificate of Participation will be given to all the Registered participants subject to fulfilling the attendance criteria of 70% above and securing minimum 40% in the quiz to be held on the last day.

For further queries contact:

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ritikabhatia.faculty@maims.ac.in

Dr. Ankit Goel
Associate Professor
+91 9634451240

ankitgoel.faculty@maims.ac.in

Schedule

S.No.	Topics Timings- 2:00 PM to 4:00 PM(Includes handson practice sessions)
1	Making Familiar with Basics of Excel
2	Explore functions in Excel for making Daily work Easy
3	Finance Functions for making Investment decisions
4	Finance Functions
5	Mathematical Functions for everyday Data handling
6	Statistical Functions for everyday Data handling
7	Accounting Functions
8	Charts & Pivot Tables
9	Logical Functions
10	Advance Excel
11	Preparation of Financial Statements
12	Financial Modelling
13	Financial Modelling(continued)
14	Dashboard: Marketing/HR/Finance
15	Quiz & Valedictory Session

ORGANISING TEAM

FACULTY COORDINATORS



Ms. Ritika Bhatia
Assistant Professor
Convenor



Dr. Ankit Goel
Associate Professor
Co-Convenor

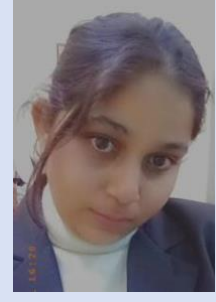
STUDENT COORDINATORS



Shubhi Verma



Renee Arora



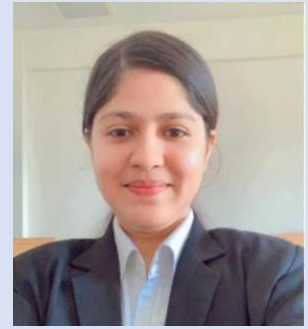
Beauty Singh



Dipesh Chawla



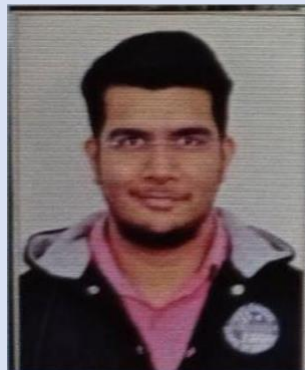
Jitesh Mittal



Ayushi Thakral



Khushi Arvind



Naman Sondhi



Aditi Agarwal

**Winners – of “Do it Yourself: Managing, Planning
& Filing Personal Income Tax”
‘TAXATION’ Value Added Course
(22nd August 2022 – 09th September 2022)**



RADHIKA AGGARWAL
BBA, MAIMS
1st Winner – Rs. 1101



Shreya Arora
BBA LLB, MAIMS
2nd Winner – Rs. 701



Anmol Gupta
BA LLB, MAIMS
3rd Winner – Rs. 601



Dr. Mini Jain
Asst. Prof., GLA University
1st Quiz Qualifier
Rs. 501



Keshav Goel
BBA LLB, MAIMS
2nd Quiz Qualifier
Rs. 401



Shivanshi Aggarwal
BA LLB, MAIMS
3rd Quiz Qualifier
Rs. 301



Harsh Gupta
MBA++, Mangalamay Institute
4th Quiz Qualifier
Rs. 201



Yash Makhija
MBA++, Mangalamay Institute
5th Quiz Qualifier
Rs. 101



Kr. Neha Singh
MBA++, Mangalamay Institute
Most Active Participant
Rs. 1100

About the Resource Person



Dr. Ankit Goel is presently working as an Associate Professor of Accounts, Finance & Taxation in Maharaja Agrasen Institute of Management Studies, New Delhi. He has over twelve years of teaching and research experience. Dr. Goel has obtained his doctorate in Finance from Jiwaji University (NAAC Accredited 'A' Grade State University), Gwalior and Master in Business Administration (MBA) from Apeejay Institute & M.com. from B.R. Ambedkar university. He has qualified UGC-NET-JRF in Commerce and UGC NET in Management. His research areas include Mutual Funds, Personal Finance and Taxation. He is an active trainer in the domain of Excel, Tally Prime, Taxation, Investment Ideas, Financial Modelling and has previously conducted many workshops on the same at national level. His research has been published in many well-known international and national journals. Also, he has presented many research papers on themes of mutual fund, personal finance and Indian Taxation system in national and international conferences. He is also a certified Tax Return Preparer by Government of India.



Dr. Gaurav Dawar is an Assistant Professor of Finance at Christ (Deemed to be University) having more than 12 years of experience in academia. He is an alumnus of Delhi Technological University and has published 5 papers in ABDC and Scopus indexed Journals. His area of interest includes corporate finance, business sustainability practices for small and medium enterprises.



Dr. Nikhil Kaushik is working as an Assistant Professor - Finance in AIT Management, Chandigarh University. He is a FPM in finance Kurukshetra from IIFM, Bhopal and has done MBA (Finance & Marketing) from NIT, He has 4 years of academic experience and 3 years of industry experience. He cleared econometric courses titled Macroeconometric Forecasting and Econometrics: Methods & Applications from International Monetary Fund and Erasmus University Rotterdam respectively. He has conducted several MDPs, FDPs and Workshops for senior Banking & Finance officers, academicians and students. His academic interests include corporate finance, financial econometrics and developing new learning tools in finance education.