

## **ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY**

(Unit of Alva's Education Foundation (R), Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE,  
New Delhi. Recognized by Government of Karnataka.

**Accredited with A+ by NAAC**

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka

Ph: 08258-262725; Mob:722262724,7026262725,mail:principalaiet08@gmail.com

# **A REPORT ON "CERTIFICATE PROGRAM IN INFORMATION & COMMUNICATIONS TECHNOLOGY COURSE"**

**2023-24**

REPORT ON CERTIFICATE COURSE IN ICT



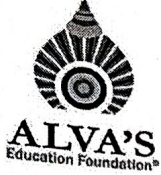
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## PG DEPARTMENT OF BUSINESS ADMINISTRATION

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| 1.     | Minutes of the meeting                                                     |
| 2.     | Approval copy from the Governing Council member (Management) and principal |
| 3.     | Circular to the students                                                   |
| 4.     | Registered Student list for the Certificate/Diploma Programs.              |
| 5.     | Lesson Plan for ICT                                                        |
| 6.     | Attendance Details of the students for all the hours.                      |
| 7.     | Certificate copy                                                           |
| 8.     | Report of the Event                                                        |





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**PG DEPARTMENT OF BUSINESS ADMINISTRATION**

Date : 03-05-2024

The Principal

Alva's Institute of Engineering and Technology

Mijar - 574225

Respected Sir,

**Subject: Permission to conduct ICT Classes for I year MBA students.**

I hereby kindly request you to grant us permission to conduct "ICT Classes" by KEONICS,  
Govt. of Karnataka Enterprises, Moodbidri from 5th May 2024 for I Year MBA students.

Thanking you.

HOD

PG Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
Mijar - 574225

PRINCIPAL

Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225

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Govt. of Karnataka Enterpr

**PG DEPARTMENT OF BUSINESS ADMINISTRATION**

Date: 02-03-2024

To

IQAC Chairman  
Alva's Institute of Engineering and Technology  
Mijar - 574225

Respected Sir

**Subject: Permission to conduct ICT Classes for I year MBA students.**

I hereby kindly request you to grant us permission to conduct "ICT Classes" by KEONICS, Govt. of Karnataka Enterprises, Moodbidri from 11<sup>th</sup> March 2024 for I Year MBA students. Enclosed herewith the details of the course.

Thanking you.

Yours sincerely

PRINCIPAL

Alva's Institute of Engg. & Technology,  
Mijar. MOODBIDRI - 574 225, D.K





Govt. of Karnataka Enterprise



Greeting From KEONICS ಯುವ.Com

Dear Sir/Madam

Thanks a lot for the opportunity to present a proposal on E finance. Training at college campus.

**Contents In: E FINANCE**

- Microsoft Excel & Advance Excel
- Tally Prime With GST
- Payroll

**Duration: 72 Hours**

- Fees : 1600 Per Student
- Classes : Based On College Management

**Contact Point for this proposal**

Mrs Harinakshi Shetty

Contact: 9535567391, 8123880524

**Registered Office:**

Keonics yuva.com, 2<sup>nd</sup> floor, Karkera complex, Near Bus stand ,Moodbidri: 574227. Mob: 9535567391  
harinakshi.shetty9@gmail.com

Subject: E FINANCE

Hours: 72

TOPICS

| Sl. No | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Hours |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1      | <b>Microsoft Excel</b> <ul style="list-style-type: none"><li>• Working with Formulas</li><li>• Text Formatting</li><li>• Excel IF</li><li>• Excel Worksheet</li><li>• Excel Calculation</li><li>• Excel Fill Handle</li><li>• Auto filter and Advance filter</li><li>• Goal seek</li><li>• Scenarios</li><li>• Creating Formats</li><li>• Working with DATA Tools</li><li>• Project Work with all tools</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5     |
| 2      | <b>Microsoft Advance Excel</b> <ul style="list-style-type: none"><li>• Using Formula and Add subtract and multiply and division</li><li>• Excel sum if</li><li>• Excel vlookup &amp; hlookup</li><li>• What is Pivot Table</li><li>• Find &amp; Remove Duplicates</li><li>• Create drop-down List</li><li>• Conditional formatting</li><li>• Using Sub total</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 7     |
| 10     | <b>Tally. Prime</b> <ul style="list-style-type: none"><li>• Introduction to Tally. Prime</li><li>• Creation of Company</li><li>• Selection, Shutting, Altering Company &amp; Shortcut Keys</li><li>• Accounting Principles</li><li>• Groups &amp; Ledgers</li><li>• Discussion about Journal Entries</li><li>• Creation of Groups &amp; ledgers</li><li>• Editing &amp; Deleting Ledgers</li><li>• Vouchers</li><li>• Entering Vouchers</li><li>• Editing &amp; Deleting Vouchers</li><li>• Introduction about Accounts With Inventory</li><li>• Creation of Ledgers</li><li>• Creation of Stocks</li><li>• Introduction to GST</li><li>• Enabling GST</li><li>• Setting GST Rates for Items</li><li>• Setting GST TIN No to Party Ledgers</li><li>• Creation of GST Ledgers (CGST, SGST, IGST)</li><li>• Transactions of Purchase &amp; Sales Returns</li><li>• Transaction of Entering Last year Balance Sheet</li><li>• Transaction of Adjustment of Stocks</li><li>• Transaction for Manufacturing Products</li><li>• Transactions of Orders</li><li>• Maintaining Go downs</li><li>• Maintaining Actuarial&amp; Billed Qty</li></ul> | 60    |



|             |                                                                                                                                                                                                                                                                                                                                                                    |    |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|             | <ul style="list-style-type: none"> <li>• Maintaining Interest Calculation</li> <li>• Salary Report Generating through Payroll</li> <li>• Reports Checking <ul style="list-style-type: none"> <li>○ Balance Sheet</li> <li>○ Profit &amp; Loss</li> <li>○ Trial Balance</li> <li>○ Daybook</li> <li>○ Tax Reports</li> <li>○ Payroll Reports</li> </ul> </li> </ul> |    |
| Total Hours |                                                                                                                                                                                                                                                                                                                                                                    | 72 |

  
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PG Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
Mijar - 574225



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### PG DEPARTMENT OF BUSINESS ADMINISTRATION

AIET/MBA/ID/178

04-03-2024

#### CIRCULAR

It is hereby informed to all the I semester MBA students that there will be "ICT" classes by KEONICS, Govt. of Karnataka Enterprises, Moodbidri from 5<sup>th</sup> March 2024 for I year MBA students.

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#### Copy to

- Notice Board
- Class Circulation
- Online Circulation





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## PG DEPARTMENT OF BUSINESS ADMINISTRATION

### Syllabus : E FINANCE

Hours: 72

#### TOPICS

| Sl. No | Description                                                                                                                                                                                                                                                                                                                                                                                                       | Hours |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1      | <b>Microsoft Excel</b> <ul style="list-style-type: none"><li>• Working with Formulas</li><li>• Text Formatting</li><li>• Excel IF</li><li>• Excel Worksheet</li><li>• Excel Calculation</li><li>• Excel Fill Handle</li><li>• Auto filter and Advance filter</li><li>• Goal seek</li><li>• Scenarios</li><li>• Creating Formats</li><li>• Working with DATA Tools</li><li>• Project Work with all tools</li></ul> | 5     |
| 2      | <b>Microsoft Advance Excel</b> <ul style="list-style-type: none"><li>• Using Formula and Add subtract and multiply and division</li><li>• Excel sum if</li><li>• Excel vlookup &amp; hlookup</li><li>• What is Pivot Table</li><li>• Find &amp; Remove Duplicates</li><li>• Create drop-down List</li><li>• Conditional formatting</li><li>• Using Sub total</li></ul>                                            | 7     |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 10 | <b>Tally. Prime</b> <ul style="list-style-type: none"> <li>• Introduction to Tally. Prime</li> <li>• Creation of Company</li> <li>• Selection, Shutting, Altering Company &amp; Shortcut Keys</li> <li>• Accounting Principles</li> <li>• Groups &amp; Ledgers</li> <li>• Discussion about Journal Entries</li> <li>• Creation of Groups &amp; ledgers</li> <li>• Editing &amp; Deleting Ledgers</li> <li>• Vouchers</li> <li>• Entering Vouchers</li> <li>• Editing &amp; Deleting Vouchers</li> <li>• Introduction about Accounts With Inventory</li> <li>• Creation of Ledgers</li> <li>• Creation of Stocks</li> <li>• Introduction to GST</li> <li>• Enabling GST</li> <li>• Setting GST Rates for Items</li> <li>• Setting GST TIN No to Party Ledgers</li> <li>• Creation of GST Ledgers (CGST, SGST, IGST)</li> <li>• Transactions of Purchase &amp; Sales Returns</li> <li>• Transaction of Entering Last year Balance Sheet</li> <li>• Transaction of Adjustment of Stocks</li> <li>• Transaction for Manufacturing Products</li> <li>• Transactions of Orders</li> <li>• Maintaining Go downs</li> <li>• Maintaining Actuarial &amp; Billed Qty</li> </ul> | 60 |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|





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### PG DEPARTMENT OF BUSINESS ADMINISTRATION

|                    |                                                                                                                                                                                                                                                                                                                                                       |           |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                    | <ul style="list-style-type: none"><li>• Maintaining Interest Calculation</li><li>• Salary Report Generating through Payroll</li><li>• Reports Checking<ul style="list-style-type: none"><li>○ Balance Sheet</li><li>○ Profit &amp; Loss</li><li>○ Trial Balance</li><li>○ Daybook</li><li>○ Tax Reports</li><li>○ Payroll Reports</li></ul></li></ul> |           |
| <b>Total Hours</b> |                                                                                                                                                                                                                                                                                                                                                       | <b>72</b> |



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### **PG DEPARTMENT OF BUSINESS ADMINISTRATION**

#### **Report on ICT-2023-24**

##### **"E -Finance"**

PG Department of Business Administration conducts a value added course on ICT "E Finance" was conducted for the First year and second year MBA students by Keonics computer training centre, Moodbidri. The main aim of the program was to introduce the students to Contents In: E FINANCE • Microsoft Excel & Advance Excel • Tally Prime With GST • Payroll software tools which is useful in accounting, business analysis, marketing or coding. In fact, knowledge of Microsoft and tally usage is one of the basic requirements for most of the job profiles. The landscape of business and industry is continuously evolving. Organisations, right from their design, to their supply chains, are facing innovation disruptions from technology every day. The current pandemic has only pushed this into force with remote working and excessive dependence on data analytics. Therefore, it becomes essential for business leadership and management to inculcate a basic understanding of technical tools.

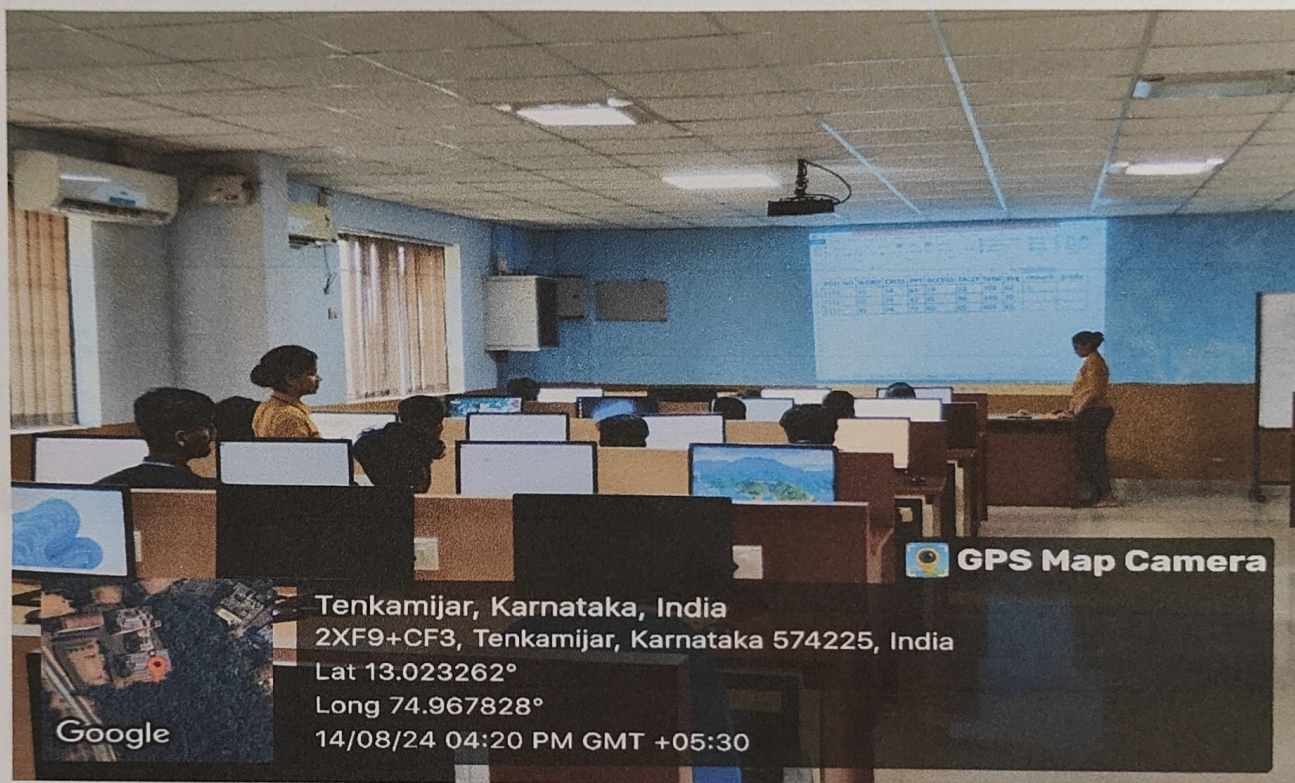
Tally is an accounting software package that can help with business accounting, financial analysis, and preparing balance sheets. Tally is used by small and medium-sized businesses. Tally skills are valuable for roles in accounting and finance, and can significantly enhance job prospects.

Excel is a computer software program that can be useful for graphing, calculation, data representation, and pivot tables. Excel skills are essential for finance professionals and are considered to be more important than an MBA for a management career



Payroll Salary Report Generating through Payroll helps in Reports Checking Balance

Sheet Profit & Loss Trial Balance Daybook Tax Report

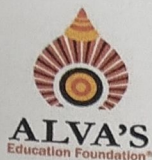


**First Year MBA students undergoing ICT training**

**Outcome:**

- This comprehensive Tally Prime course will equip you with the knowledge and skills needed to manage your business finances efficiently and navigate the complexities of the Indian Goods and Services Tax (GST) regime.
- By offering a course on Tally Prime, we ensure that our learners are prepared to meet the demands of the job market and work effectively in real-world scenarios
- The understanding on GST ,Taxation under GST Calculating the tax amount Meeting tax obligations: Filing GST returns electronically Leveraging technology for GST Practical GST administration: Applying GST knowledge in action





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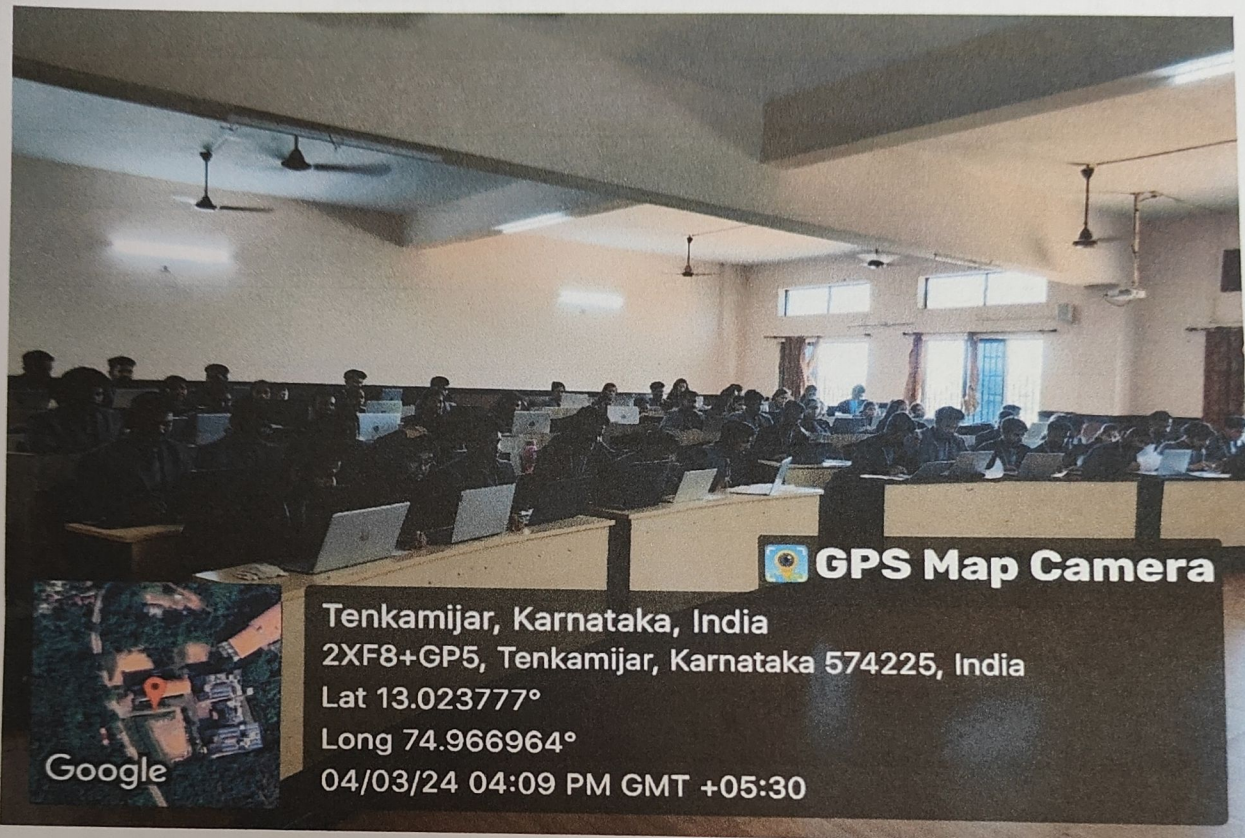
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**PG DEPARTMENT OF BUSINESS ADMINISTRATION**

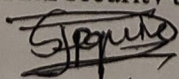


Second year MBA students undergoing ICT training

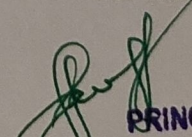
- Microsoft Excel and advance excel is a spreadsheet program that is primarily used to store and make sense of large chunks of data. From sorting the data to performing basic operations, to performing higher-level operations — there's a lot that Excel offers to its users.

With a working knowledge of MS Excel, students will be able to organise and manipulate a large amount of data which can be otherwise time-consuming, mundane and difficult to do. Excel has, over the years, grown to become the skill that manifolds increase one's chances of securing a job. If you're a fresher with knowledge of Excel, you can start your career as an analyst. All in all, MS Excel is a pretty nifty tool — one that has empowered students for years and continues to do so.

- GST is a comprehensive indirect tax that was designed to bring indirect taxation under one umbrella. More importantly, it is going to eliminate the cascading effect of tax that was evident earlier. Cascading tax effect can be best described as 'Tax on Tax'. Designed to simplify the way you work, TallyPrime is your one-stop solution from accounting to GST compliance. A software that is amazingly simple to learn, Tally brings unmatched speed, uncompromising security and utmost flexibility to your business processes.

  
HOD

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Alva's Institute of Engg. & Technology  
Mijar. MOODBIDRI - 574 225, D.K





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I Year MBA 2023-2024

| SL.NO | USN        | NAME                       | SECTION | 29/03 | 01/04 | 15/04 | 22/04 | 27/05 | 14/06 | 21/06 | 28/06 | 19/08 | 26/08 | 02/09 | 09/09 |  |  |  |
|-------|------------|----------------------------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|--|--|
| 1     | 4AL23BA001 | AADARSH V                  | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 2     | 4AL23BA003 | ABHISHEK SUNIL MAGDUM      | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 3     | 4AL23BA011 | AKSHAY ACHARYA             | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 4     | 4AL23BA026 | ASHWITHA ALVA A            | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 5     | 4AL23BA027 | AVANTHIKA K                | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 6     | 4AL23BA036 | DAVID LAWRENCE R           | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 7     | 4AL23BA041 | DHANYA PATIL BC            | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 8     | 4AL23BA045 | NAGAVENI N                 | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 9     | 4AL23BA051 | HEMAVATHI A M              | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 10    | 4AL23BA059 | KARTHIK                    | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 11    | 4AL23BA068 | KOUSHAL RAO T J            | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 12    | 4AL23BA071 | LAKSHA V SHETTY            | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 13    | 4AL23BA076 | MERVIN J KENNEDY           | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 14    | 4AL23BA077 | MONISHA                    | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 15    | 4AL23BA093 | POOJARY DEEKSHITA AITHAPPA | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 16    | 4AL23BA104 | PRIYANKA.P                 | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 17    | 4AL23BA104 | PRIYANKA.P                 | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 18    | 4AL23BA105 | PUNITH KUMAR U             | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 19    | 4AL23BA107 | RADHIKA M                  | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 20    | 4AL23BA108 | RAKSHITH V SHETTY          | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 21    | 4AL23BA119 | RUTHU B K                  | A       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |



|    |            |                      |   |   |   |   |   |   |   |   |   |   |    |    |    |  |  |  |
|----|------------|----------------------|---|---|---|---|---|---|---|---|---|---|----|----|----|--|--|--|
| 22 | 4AL23BA125 | SATHWIK K JAIN       | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 23 | 4AL23BA128 | SHARMILA             | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 24 | 4AL23BA131 | SHETTY RASHMI JAYRAM | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 25 | 4AL23BA137 | SHRAVYA N            | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 26 | 4AL23BA146 | SHWETHA SHENOY       | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 27 | 4AL23BA158 | SURAKSHA.S.RAI       | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 28 | 4AL23BA165 | U K DEEKSHITH        | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 29 | 4AL23BA170 | VIDHISHA             | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 30 | 4AL23BA174 | VINITHA NAYAK        | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 31 | 4AL23BA175 | VIRAJ V ACHARYA      | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |

Haushat

ICT Coordinator.



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I Year MBA 2023-2024

PG DEPARTMENT OF BUSINESS ADMINISTRATION

| SLNO | USN        | NAME               | SECTION | 03<br>04 | 10<br>04 | 17<br>04 | 24<br>04 | 08/<br>05 | 15/<br>05 | 22/<br>05 | 29/<br>05 | 01/<br>08 | 08/<br>08 | 22/<br>08 | 29/<br>09 |  |  |  |
|------|------------|--------------------|---------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|
| 1    | 4AL23BA017 | ANKITH KUMAR B     | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | A         |  |  |  |
| 2    | 4AL23BA033 | CHARAN PATEL H.M   | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | A         | 9         | 10        | 11        |  |  |  |
| 3    | 4AL23BA034 | CHIRAG SHETTY      | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 4    | 4AL23BA036 | NISHANTH           | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 5    | 4AL23BA039 | DHANUSHA HEGDE     | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | A         | 8         | 9         | 10        | 11        |  |  |  |
| 6    | 4AL23BA043 | DINESH             | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 7    | 4AL23BA047 | SHAMPRASAD         | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 8    | 4AL23BA052 | HITHESH S ACHARYA  | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | A         | 9         | 10        | 11        |  |  |  |
| 9    | 4AL23BA053 | JAYALAXMI          | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 10   | 4AL23BA057 | K SHREYA           | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 11   | 4AL23BA063 | KAVYA              | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 12   | 4AL23BA070 | KRUTHIKA T Y       | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | A         | 10        | 11        | 12        |  |  |  |
| 13   | 4AL23BA073 | MANDARA            | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 14   | 4AL23BA079 | NAMITHA BHAT       | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 15   | 4AL23BA081 | NAMRATA ACHARYA    | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 16   | 4AL23BA083 | NATARAJ            | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 17   | 4AL23BA089 | OSWIN PETER LEWIS  | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 18   | 4AL23BA090 | P N THEJAS         | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 19   | 4AL23BA092 | POOJA              | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |
| 20   | 4AL23BA097 | PRAKYATH M SUVARNA | B       | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        |  |  |  |



|    |            |                   |   |   |   |   |   |   |   |   |   |   |    |    |    |  |  |  |
|----|------------|-------------------|---|---|---|---|---|---|---|---|---|---|----|----|----|--|--|--|
| 21 | 4AL23BA099 | PRATHVI P         | B | 1 | 2 | 3 | 4 | 5 | 6 | A | 7 | 8 | 9  | 10 | 11 |  |  |  |
| 22 | 4AL23BA100 | PRATHYAKSHA       | B | 1 | 2 | 3 | A | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 |  |  |  |
| 23 | 4AL23BA101 | PREETHAM          | B | 1 | 2 | A | A | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 |  |  |  |
| 24 | 4AL23BA102 | PREETHI HP        | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 25 | 4AL23BA106 | PUNYA K           | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 26 | 4AL23BA112 | RASHMI PRIYA N    | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 27 | 4AL23BA117 | REVAN PINTO       | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 28 | 4AL23BA120 | SANJANA GOVARDHAN | B | 1 | A | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 |  |  |  |
| 29 | 4AL23BA134 | SHRAVAN           | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 30 | 4AL23BA135 | SHRAVYA ALVA      | B | 1 | 2 | 3 | 4 | A | 5 | 6 | A | 7 | 8  | 9  | 10 |  |  |  |
| 31 | 4AL23BA138 | SHRESHTA PJ       | B | 1 | 2 | 3 | 4 | A | 5 | 6 | 7 | 8 | 9  | 10 | 11 |  |  |  |
| 32 | 4AL23BA141 | SHRIKANTTA RAO    | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 33 | 4AL23BA143 | SHRIVATSA         | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 34 | 4AL23BA153 | SUJAN S GAMASKAR  | B | 1 | 2 | 3 | 4 | 5 | 6 | A | 7 | 8 | 9  | 10 | 11 |  |  |  |
| 35 | 4AL23BA167 | VAISHNAVI B SETTY | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 36 | 4AL23BA172 | VIKIL SHETTY      | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 37 | 4AL23BA178 | YASHRAJ           | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 38 | 4AL23BA179 | YASHASWINI B.R    | B | 1 | 2 | 3 | 4 | 5 | 6 | A | 7 | 8 | 9  | 10 | 12 |  |  |  |
| 39 | 4AL23BA180 | YASHWIN           | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |

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ICT Coordinator





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I Year MBA 2023-2024

PG DEPARTMENT OF BUSINESS ADMINISTRATION

| SL.NO | USN        | NAME                   | SECTION | 20/03 | 05/04 | 12/04 | 19/04 | 10/05 | 17/05 | 24/05 | 02/06 | 09/06 | 16/06 | 07/07 | 14/07 |  |  |  |
|-------|------------|------------------------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|--|--|
| 1     | 4AL23BA006 | AJITHA                 | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 2     | 4AL23BA008 | AKSHATA BHUMAR         | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | A     | 11    |  |  |  |
| 3     | 4AL23BA009 | AKSHATHA               | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 4     | 4AL23BA016 | ANANYA SARASWATHI      | C       | 1     | A     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    |  |  |  |
| 5     | 4AL23BA018 | ANUJNA M               | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 6     | 4AL23BA025 | ASHWIN M NAIR          | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | A     |  |  |  |
| 7     | 4AL23BA030 | BHRAMARI S J           | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 8     | 4AL23BA031 | BHUVAN S KUMAR BIRADAR | C       | 1     | 2     | 3     | A     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    |  |  |  |
| 9     | 4AL23BA032 | CHANNAVEER             | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | A     | 10    | 11    |  |  |  |
| 10    | 4AL23BA035 | DARSHAN B S            | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 11    | 4AL23BA037 | DEEPAK P NAYAK         | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | A     | 9     | 10    | 11    |  |  |  |
| 12    | 4AL23BA038 | DHANUSH K S            | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 13    | 4AL23BA042 | DHEERAJ                | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 14    | 4AL23BA049 | HARSHITH KUMAR         | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 15    | 4AL23BA054 | JITHESH R D            | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 16    | 4AL23BA056 | K R VIVEK              | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 17    | 4AL23BA058 | K SWATHI SHENOY        | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | A     | 8     | 9     | 10    | 11    |  |  |  |
| 18    | 4AL23BA062 | KARUNYA                | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |
| 19    | 4AL23BA074 | MANJUNATHA H J         | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | A     | 9     | 10    | 11    |  |  |  |
| 20    | 4AL23BA080 | NAMITHA MARIA A        | C       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    |  |  |  |

|    |            |                               |   |   |   |   |   |   |   |   |   |   |    |    |    |  |  |  |
|----|------------|-------------------------------|---|---|---|---|---|---|---|---|---|---|----|----|----|--|--|--|
| 21 | 4AL23BA085 | NIKITHA D                     | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 22 | 4AL23BA088 | NITISH PARASHURAM DODAWAD     | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |    |  |  |  |
| 23 | 4AL23BA091 | PAVANEETH KUMAR               | C | 1 | A | A | 2 | 3 | 4 | 5 | 6 | 7 | 8  | 9  | 10 |  |  |  |
| 24 | 4AL23BA095 | PRAHITH P SHETTY              | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 25 | 4AL23BA096 | PRAJWAL                       | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 26 | 4AL23BA098 | PRANAY SHETTY                 | C | 1 | 2 | 3 | A | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 |  |  |  |
| 27 | 4AL23BA103 | PREKSHA B SHETTY              | C | 1 | 2 | 3 | A | 4 | 5 | 6 | 7 | 8 | 9  | A  | 10 |  |  |  |
| 28 | 4AL23BA109 | RAKSHITHA K S                 | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 29 | 4AL23BA114 | RASHMITHA                     | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 30 | 4AL23BA115 | RATHAN KUMAR                  | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 31 | 4AL23BA116 | RESHMA                        | C | 1 | A | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 |  |  |  |
| 32 | 4AL23BA118 | ROHITH                        | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 33 | 4AL23BA122 | SANJUKTHA SHETTY              | C | 1 | 2 | 3 | 4 | A | 5 | 6 | 7 | 8 | 9  | 10 | 11 |  |  |  |
| 34 | 4AL23BA124 | SANKIRAN                      | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | A | 8 | 9  | 10 | 11 |  |  |  |
| 35 | 4AL23BA126 | SHANTANU B POOJARY            | C | 1 | A | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 |  |  |  |
| 36 | 4AL23BA127 | SHARANYA H V                  | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 37 | 4AL23BA133 | SHRAJAN B KANCHAN             | C | 1 | 2 | 3 | A | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 |  |  |  |
| 38 | 4AL23BA147 | SINDHU RAGUPATHI BHAT         | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
| 39 | 4AL23BA150 | SRINIDHI                      | C | 1 | 2 | 3 | 4 | 5 | 6 | A | 7 | 8 | 9  | 10 | 11 |  |  |  |
|    | 4AL23BA152 | SUJAN M P                     | C | 1 | 2 | 3 | A | A | 4 | 5 | 6 | 7 | 8  | 9  | 10 |  |  |  |
|    | 4AL23BA159 | SUSHAN S SHETTY               | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
|    | 4AL23BA164 | TILAK                         | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
|    | 4AL23BA166 | VAISHNAVI                     | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |  |
|    | 4AL23BA171 | VIGNESH                       | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | A  | 10 | 11 |  |  |  |
|    | 4AL23BA173 | VINAYAK HANAMANTHRAO KULKARNI | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | A  | A  | 10 |  |  |  |

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ICT Coordinator.

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### PG DEPARTMENT OF BUSINESS ADMINISTRATION

Your feedback is essential for the PG Department of Business Administration, AIET to ensure that, we are meeting your educational needs. We would appreciate if you could take a few minutes to share your opinions with us so we can serve you better.

Training Topic: ICT

Date: 10/05/2024

Trainer: Keonics training

| Sl No. | Particulars                                                                                                       | Strongly Agree | Agree | Indifferent | Disagree | Strongly Disagree |
|--------|-------------------------------------------------------------------------------------------------------------------|----------------|-------|-------------|----------|-------------------|
| 1.     | The presentation was related to the topic quoted                                                                  |                | ✓     |             |          |                   |
| 2.     | The topic was presented in an organized manner                                                                    |                |       | ✓           |          |                   |
| 3.     | The program was well planned within the allotted time                                                             |                |       | ✓           |          |                   |
| 4.     | The Speaker was knowledgeable on the topic                                                                        |                |       | ✓           |          |                   |
| 5.     | The speaker was a good communicator                                                                               |                | ✓     |             |          |                   |
| 6.     | I will recommend this speaker to handle topics in our programme                                                   |                | ✓     |             |          |                   |
| 7.     | I would be interested in attending a follow-up, more advanced presentations on this same subject/topic in future. | ✓              |       |             |          |                   |

**Thank You!**

4AL22BA079





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In Association with



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(ISO 9001: 2015 Certified)

(Franchisee of KEONICS)



This is to certify that

**CIONA VILCEETA PEREIRA**

Register No. 4AL22BA017 has successfully completed the Course of  
E-FINANCE during the period between 15-03-2023 to 20-07-2023 (72 Hours)

Conducted by

Study Centre: Shri Deviprasad Computer Training Centre, Moodbidri

Date: 03-09-2023

**Training Centre Head**  
Shri Deviprasad Computer  
Training Center

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PG Department of Business  
Administration

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