



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Affiliated to VTU, Belagavi; Approved by AICTE, New Delhi; Recognized by Government of Karnataka)

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Ref: AIET/2017-18/IQAC/BoS/05/13

Date: 09-06-2017

## OFFICE ORDER

To,

Prof. Gurudatta S.....

Dept. of MBA.....

AIET, Mijar.....

**SUB: Syllabus/Curriculum for the certification course...Reg.**

Dear Prof. Gurudatta S.....,

As per the recommendation of BoS, Master of Business Administration  
you are hereby requested to develop the curriculum for the certification  
course titled, "Working with Microsoft Office".....

.....  
which will be held during the academic year 2017-18 for the students of  
Master of Business Administration.....

  
Principal  
PRINCIPAL

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

Copy to:

1. IQAC Coordinator,
2. HoD, MBA.....