

ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

Shobhavana Campus, Mijar – 574225, Moodbidri.

Dakshina Kannada Karnataka, India.



A REPORT ON “WORKING WITH MICROSOFT OFFICE COURSE” FOR THE ACADEMIC YEAR 2017-18

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Alva's Institute of Engineering and Technology
Shobhavana Campus, Mijar, Moodbidri
Phone: 08258-262725, Fax: 08258-262726
Department of Business Administration (MBA)

Departmental Academic Calendar 2017-18

Sn	Tentative Date	Activity
1.	08-06-2017	Subject Allocation Meeting
2.	13-06-2017	Department Meeting on different activities
3.	10-07-2017	Department Meeting
4.	21-08-2017	Commencement of Odd Semester Classes
5.	11-09-2017	Guest Talk
6.	26-09-2017 28-09-2017	IA-I
7.	03-10-2017	Result Analysis Meeting
8.	05-10-2017	Meeting to discuss on Coaching Classes
9.	19-10-2017	Guest Talk
10.	02-11-2017 04-11-2017	IA-II
11.	09-11-2017	Result Analysis Meeting
12.	04-12-2017 06-12-2017	IA III
13.	08-12-2017	Result Analysis Meeting
14.	13-12-2017 10-01-2018	Final Theory Exams
15.	15-01-2018 24-03-2018	Project Work
16.	08-01-2018	Subject Allocation meeting
17.	10-02-2018	Commencement of Even Semester Classes for II Sem
18.	01-03-2018	Guest Talk
19.	26-03-2018 28-03-2018	IA-I for 2 nd Sem
20.	04-04-2018	Result Analysis
21.	26-04-2018 28-04-2018	IA-II for 2 nd Sem
22.	02-05-2018	Result Analysis
23.	12-05-2018	Guest talk
24.	03-05-2018 05-05-2018	IA-I for 4 th Sem
25.	11-5-2018	Result Analysis
26.	17-05-2018 19-05-2018	IA III for 2 nd Sem
27.	23-05-2018	Result Analysis
28.	31-05-2018	Last working day for 2 nd Sem



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29.	04-06-2018 06-06-2018	IA -II for 4 th Sem
30.	12-06-2018	Result Analysis
31.	05-07-2018 07-07-2018	IA -III for 4 th Sem
32.	10-07-2018	Result Analysis
33.	13-07-2018	Last working day for 4 th Sem


Head of the Department

DEAN
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MIJAR - 574 225

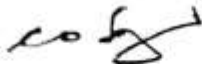
DEPARTMENT OF BUSINESS ADMINISTRATION

Minutes of the Meeting

Certification Programmes

Date: - 20th June 2017

1. Department Faculty, HOD discussed the various certification programmes
 - i) Microsoft Office 2013
 - ii) Business English Certification
 - iii) SAP
 - iv) GST
2. Analysed the Industry Academic Gap
3. Based on the analysis in the meeting it was decided to conduct following certification programmes
 - i) Microsoft Office 2013
 - ii) Business English Certification
 - iii) GST
4. Minutes copy has sent to Principal and Management for the final approval



**Dean MBA
DEAN**

**Dept. of Business Administration
Alva's Institute of Engg. & Technology
MIJAR - 574 225**



**Principal
PRINCIPAL**

**Alva's Institute of Engg. & Tech
MIJAR - 574 22**

APPROVAL LETTER

To,
The Principal,
AIET, Moodbidri


Respected Sir,

Sub: - Approval for Organising Certification course Working with Microsoft Office 2013.

With reference to the subject cited above, I would like to bring to your kind notice that, the Department is planning to host a Certification Program on **Working with Microsoft Office 2013 from "13th Oct 2017 to 23 Feb 2018"**

Kindly consider the above request and approve the same for further proceedings.

Thanking you Sir.



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MIJAR - 574 225



Principal
PRINCIPAL
AIET's Institute of Engg. & Technol
MIJAR, MOODBIDRI - 574 225, K



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DEPARTMENT OF MBA	ABOUT VTO, BELAGAVI	COURSE CONTENT
<p>The department was established in the year 2009. Known for understanding the dynamism in the business world, the department conducted a variety of innovative programmes this year. The programmes were chalked out in such a manner that they not only proved beneficial for students in their academics, a new horizon of knowledge opened up for the students.</p> <p>The department offers three specializations, Human Resources, Marketing and Finance. Students can also enroll in value-added certification courses of the three specializations. For the overall development of the students, there are classes in Soft-skills, Aptitude Training, English Enhancement, Newspaper Analysis, Computers and grooming- etiquette sessions. The main aim of these courses is to transform theory into reality.</p>	<p>ABOUT VTO, BELAGAVI</p> <p>Visvesvaraya Technological University is a collegiate public state university in Karnataka State, India. It was established by the Government of Karnataka. The university is named after M. Visvesvaraya from Karnataka, the only engineer to be awarded a "Bharat Ratna", the highest civilian award in India. Inna Sangama, Belagavi is the headquarters of VTU. Additionally, the university has three regional centers in Bangalore, Gulbarga and Mysore. VTU is one of the largest universities in India with 212 colleges affiliated to it with an intake capacity of over 467,100 undergraduate students and 12,666 postgraduate students. The university encompasses technical and management fields which offer 30 undergraduate and 71 postgraduate courses. It has around 1800 PhD candidates. VTU has 13 QIP centers and 17 extension centers in its affiliated colleges offering postgraduate courses. It has around 2,305 departments recognized as research centers which are spread across its affiliated institutions in cities of Karnataka.</p>	<p>1. Creating professional documents using Word 2013</p> <p>2. Management and archival of documents</p> <p>3. Working with an Excel 2013 worksheet</p> <p>4. Modifying and formatting a worksheet</p> <p>5. Performing calculations using Excel 2013</p> <p>6. Developing a workbook and printing workbook contents</p> <p>7. Presenting data using charts</p> <p>8. Creating and managing presentation using Power Point 2013</p> <p>9. Communicate and manage tasks, contacts and appointments using Outlook 2013</p> <p>Modules:-</p> <p>Working with Microsoft Word</p> <p>Working with Microsoft Excel</p> <p>Working with Microsoft Power Point</p> <p>Working with Microsoft Outlook</p>
<p>ABOUT MICROSOFT OFFICE 2013 COURSE</p> <p>After the completion of course students will be able to create and manage Professional Documents Using Word 2013.</p> <p>Present and Manage Data Effectively Using Excel 2013</p> <p>Create and Manage Presentations Using office PowerPoint 2013</p> <p>Communicate and manage tasks, contacts and Appointments using outlook 2013</p>	<p>AIET, MOODBIDRI</p> <p>Alva's Education Foundation (AEF) established in 1995 with the vision of our Chairman Dr. M. Mohan Alva has succeeded in making Moodbidri, an Educational hub in the South Canara Region, with more than 25000 students pursuing various courses ranging from primary school to post-graduate courses in social sciences, pure sciences, engineering and management. There are 21 institutions functioning under the Alva's Education Foundation.</p> <p>Alva's Institute of Engineering and Technology, Moodbidri is a Premier Engineering Institute of Alva's Education Foundation, established in the year 2008. The college is certified to the ISO 9001: 2008 standards. The Institute offers top quality education in five under graduate programs in Engineering- Computer Science, Civil, Electronics & Communications, Information Science, and Mechanical Engineering- Three Post Graduate programs- Master of Technology in Thermal Power Engineering, Computer Science & Engineering, VLSI Design Embedded System and Master of Business Administration.</p>	<p>RESOURCE PERSON</p> <p>1. Sneha S Acharya Trainer NIIT</p> <p>2. Chaitra Acharya Trainer NIIT</p>

Letter of Acceptance

I am pleased to accept your request for a certification course on Working with Microsoft Office 2013 from 13th October 2017 to 23rd Feb 2018 to the MBA students.

Regards,



Ms. Sneha S. Acharya

Trainer, NIIT, Mangalore

Letter of Acceptance

I am pleased to accept your request for a certification course on Working with Microsoft Office 2013 from 13th October 2017 to 23rd Feb 2018 to the MBA students.

Regards,



Ms. Chaitra Acharya

Trainer, NIIT, Mangalore



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Circular

The Department of Business Administration is happy to announce that the department is organizing a Certification Program on **"Working with Microsoft Office 2013"** from **"13th Oct 2017 to 23 Feb 2018"** in association with NIIT Mangalore. In this regard, it is hereby informed to all the registered candidates to attend the sessions as per the mentioned schedule.

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Department of Business Administration (MBA)

Student Registration for Working with Microsoft Office 2013		
SL. No.	USN	Name of the student
1	4AL17MBA01	ABDUL MAHSHEED
2	4AL17MBA02	ABHILASH SHETTY
3	4AL17MBA03	ABHISHEK P
4	4AL17MBA04	ABHISHEK K
5	4AL17MBA05	AKSHAYA
6	4AL17MBA06	ANANTH KUMAR N
7	4AL17MBA07	ANISHA RODRIGUES
8	4AL17MBA08	APOORVA
9	4AL17MBA09	ARUN KUMAR A
10	4AL17MBA10	CHAITHRA C
11	4AL17MBA11	DHEERAJ M
12	4AL17MBA12	DILIP KUMAR J
13	4AL17MBA13	GAJENDRA C M
14	4AL17MBA14	JUNAID K
15	4AL17MBA15	LAXMI BASAVARAJ ONKAR
16	4AL17MBA16	MAYUR MUNNOLIMATH
17	4AL17MBA17	MEGHANA VENKATESH
18	4AL17MBA18	MOHAMMED HASIR P
19	4AL17MBA19	MUNIRAJU M
20	4AL17MBA20	MUSTHafa
21	4AL17MBA21	N B ARPITHA
22	4AL17MBA22	NISCHITHA S V
23	4AL17MBA23	PHILIP SIGEON M
24	4AL17MBA24	POOJA
25	4AL17MBA25	PRASANNA M S
26	4AL17MBA26	PRATHIKSHA SALIAN
27	4AL17MBA27	RAGHU NAIK
28	4AL17MBA28	SANTHOSH D
29	4AL17MBA30	SHETTY AISHWARYA JAYARAMA
30	4AL17MBA31	SHETTY DIKSHA DAYANAND
31	4AL17MBA32	SHETTY NIDHISHRI KRISHNA
32	4AL17MBA33	SHETTY PUSHPARAJ MAHABAL
33	4AL17MBA34	SHREE RAKSHA SHETTY
34	4AL17MBA35	SHREEKANTH
35	4AL17MBA36	SHREEVIDYA
36	4AL17MBA37	SHREYA
37	4AL17MBA38	SHRIRAKSHA
38	4AL17MBA39	SHUBHAM RAI
39	4AL17MBA40	SPANDANA K S
40	4AL17MBA41	SUVEEKSHA SHETTY
41	4AL17MBA42	THIRTHAPADA R ALEMANE
42	4AL17MBA43	TRUPTHI RAI A
43	4AL17MBA45	VAISHNAVI B N
44	4AL17MBA46	VENU K
45	4AL17MBA48	VINAY K A
46	4AL17MBA49	VINDHYA S M



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47	4AL17MBA50	VINOD BANKAPURA
48	4AL17MBA51	VINOD KUMAR
49	4AL17MBA52	VIVINA SAMITHA PAIS
50	4AL17MBA53	SINDHU A
51	4LV17MBA01	ANSHWARYA KOTIAN
52	4LV17MBA02	AKHILESH
53	4LV17MBA03	ANVESH M SHETTY
54	4LV17MBA04	ASHRITHA
55	4LV17MBA05	BHAT SOWMYASHREE MAHABALA
56	4LV17MBA06	CHAITRA V
57	4LV17MBA07	FRANKY BAPTIST FALLEIRA
58	4LV17MBA08	GANESH S
59	4LV17MBA09	HARSHA M G
60	4LV17MBA11	IMRAN AHMAD
61	4LV17MBA12	JEEVITHA M T
62	4LV17MBA13	JOYSON FRANKLEN CORDA
63	4LV17MBA14	JYOTHI
64	4LV17MBA15	KAVYA S
65	4LV17MBA16	KAVYASHREE T S
66	4LV17MBA17	KIRAN
67	4LV17MBA18	KIRAN POOJARY
68	4LV17MBA19	KOWSHIK
69	4LV17MBA20	KULDEEP
70	4LV17MBA21	MANOJ A M
71	4LV17MBA22	MARINA REESHA FERNANDES
72	4LV17MBA23	NAVEEN GOWDA
73	4LV17MBA24	NIKHIL JOHN MENDONCA
74	4LV17MBA25	NIRIKSHA R SHETTY
75	4LV17MBA26	POOJA J T
76	4LV17MBA27	POOJA RAJU NAIK
77	4LV17MBA28	POOJARY RAKSHIT
78	4LV17MBA29	PRAJWAL
79	4LV17MBA30	PRAMILA KRISHNA ACHARI
80	4LV17MBA31	PRASHANTH NAIK
81	4LV17MBA32	PRATHEEK JAIN
82	4LV17MBA33	PREM FELSON SEQUEIRA
83	4LV17MBA34	PUNEETH L N
84	4LV17MBA35	RAGHAVENDRA PRABHU V
85	4LV17MBA36	RANJITA NAGARAJ NAIK
86	4LV17MBA37	RANJITH KUMAR J SHETTY
87	4LV17MBA38	SANDEEP SHETTY
88	4LV17MBA39	SANGRAM SHIVAJI PATIL
89	4LV17MBA40	SANTHOSH P S
90	4LV17MBA41	SHANKAR V UMARANE
91	4LV17MBA42	SHAUN WINSTON PEREIRA
92	4LV17MBA43	SHIVARANJINI M S
93	4LV17MBA44	SHREYA SHETTY
94	4LV17MBA45	SIMONA MASCARENHAS
95	4LV17MBA46	SPOORTHY S BHAT
96	4LV17MBA47	SUKESHA
97	4LV17MBA48	SURAJ S SALIAN
98	4LV17MBA49	SUSHMITA
99	4LV17MBA50	SUSHMITHA
100	4LV17MBA51	THAMEEZ
101	4LV17MBA52	VASANTHA NAYAK

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Sl.No.	USN	Names	Attendance																													
1	4AL17MBA01	ABDUL MAHSHEED	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
2	4AL17MBA02	ABHILASH SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
3	4AL17MBA03	ABHISHEK P	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
4	4AL17MBA04	ABHISHEK K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
5	4AL17MBA05	AKSHAYA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
6	4AL17MBA06	ANANTH KUMAR N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
7	4AL17MBA07	ANISHA RODRIGUES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
8	4AL17MBA08	APOORVA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
9	4AL17MBA09	ARUN KUMAR A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
10	4AL17MBA10	CHAITRA C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
11	4AL17MBA11	DHEERAJ M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
12	4AL17MBA12	DILIP KUMAR J	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
13	4AL17MBA13	GAJENDRA C M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
14	4AL17MBA14	JUNAJD K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
15	4AL17MBA15	LAXMI BASAVARAJ	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
16	4AL17MBA16	MAYUR MUNNOLIMATH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
17	4AL17MBA17	MEGHANA VENKATESH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
18	4AL17MBA18	MOHAMMED HASIR P	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
19	4AL17MBA19	MUNIRAJ M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
20	4AL17MBA20	MUSTHAFA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
21	4AL17MBA21	N B ARPITHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
22	4AL17MBA22	NISCHITHA S V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23	4AL17MBA23	PHILIP SIGEON M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
24	4AL17MBA24	POOJA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

25	4A117MBA25	PRASANNA M S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
26	4A117MBA26	PRATHIKSHA SALIAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
27	4A117MBA27	RAGHU NAIK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
28	4A117MBA28	SANTHOSH D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
29	4A117MBA30	SHETTY AISHWARYA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	JAYARAMA																				
30	4A117MBA31	SHETTY DIKSHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	DAYANAND																				
31	4A117MBA32	SHETTY NIDHISHRI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	KRISHNA																				
32	4A117MBA33	SHETTY PUSHPARAJ	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	MAHABAL																				
33	4A117MBA34	SHREE RAKSHA SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
34	4A117MBA35	SHREEKANTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
35	4A117MBA36	SHREEVIDYA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
36	4A117MBA37	SHREYA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
37	4A117MBA38	SHRIKAKSHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
38	4A117MBA39	SHUBHAM RAI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
39	4A117MBA40	SPANDANA K S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
40	4A117MBA41	SUVEEKSHA SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	THIRTHAPADA R																				
41	4A117MBA42	ALEMANE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
42	4A117MBA43	TRIPTHI RAI A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
43	4A117MBA45	VAISHNAVI B N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
44	4A117MBA46	VENU K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
45	4A117MBA48	VINAY K A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
46	4A117MBA49	VINDHYA S M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
47	4A117MBA50	VINOD BANKAPURA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
48	4A117MBA51	VINOD KUMAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
49	4A117MBA52	VINNA SAMITHA PAIS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
50	4A117MBA53	SINDHU A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
51	4A117MBA01	AISHWARYA KOTIAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
52	4A117MBA02	AKHILESH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
53	4A117MBA03	ANVESH M SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

54	4LV17MBA04	ASHRITHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		BHAT SOWMYASHREE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
55	4LV17MBA05	MAHABALA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		CHAITRA V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
56	4LV17MBA06	FRANKY BAPTIST	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		FALLERA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
57	4LV17MBA07	GANESH S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		HARSHA M G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
58	4LV17MBA08	IMRAN AHMAD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		JEEVITHA M T	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
59	4LV17MBA09	JOYSON FRANKLEN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		CORDA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
60	4LV17MBA10	JOYTHI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		KAHYA S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
61	4LV17MBA11	KAHYASHREE T S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		KIRAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
62	4LV17MBA12	KIRAN POOLARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		KOWSHIK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
63	4LV17MBA13	KULDEEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		MANOJ A M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
64	4LV17MBA14	MARINA REESHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		FERNANDES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
65	4LV17MBA15	NAVEEN GOWDA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		NIKHIL JOHN MENDONCA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
66	4LV17MBA16	NIKISHA R SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		POOJA IT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
67	4LV17MBA17	POOJA RAU NAIK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		POOJARY RAKSHIT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
68	4LV17MBA18	PRAIWAAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		PRAMILA KRISHNA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
69	4LV17MBA19	ACHARI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		PRASHANTH NAIK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
70	4LV17MBA20	PRAATHEEK JAIN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

82	4LV17MBA33	PREMI FELSON SEQUEIRA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
83	4LV17MBA34	PUNEETH L N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
84	4LV17MBA35	RAGHAVENDRA PRABHU V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
85	4LV17MBA36	RANJITA NAGARAJ NAIK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
86	4LV17MBA37	RANJITH KUMAR J SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
87	4LV17MBA38	SANDEEP SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
88	4LV17MBA39	SANGRAM SHIVAJI PATIL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
89	4LV17MBA40	SANTHOSH P S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
90	4LV17MBA41	SHANKAR V UMARANE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
91	4LV17MBA42	SHAUN WINSTON PEREIRA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
92	4LV17MBA43	SHIVARAJINI M S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
93	4LV17MBA44	SHREYA SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
94	4LV17MBA45	SIMONA MASCARENHAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
95	4LV17MBA46	SPOORATHI S BHAT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
96	4LV17MBA47	SUKESHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
97	4LV17MBA48	SURAJ S SALIAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
98	4LV17MBA49	SUSHMITA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
99	4LV17MBA50	SUSHMITHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
100	4LV17MBA51	THAMEEZ	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
101	4LV17MBA52	VASANTHA NAYAK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

DEPT. of Business Ad
Alva's Institute of Engg
MIAR - 5

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co to

100%



Alva's Institute of Engineering and Technology
Shobhavana Campus, Mijar, Moodbidri
Phone: 08258-262725, Fax: 08258-262726
Department of Business Administration (MBA)

Question Paper

1. Create below letter and create mail merge document of min 5 Members 20x1=20

From,

To

Dear _____,

It will be a great pleasure if you attend the birthday party of our 1st Child Chaitra on 14th June 2018. We want to make the day very special for her.

I hope for your presence on birthday, to make her feel happy.

Thanking You

Yours truly,

2. Type Below paragraph 20 Marks

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

- i) 2.0 line spacing for 1st Paragraph
- ii) Insert watermark "UNIQUE"
- iii) The left and right margins are to be brought in by 1.2cm and 2.4cm respectively
- iv) Apply double line border at the top of the paragraph

- v) Insert "MS word Exam" as Header and page number in Footer
- vi) Highlight Second line of the first paragraph
- vii) Protect your document (Password : UNIQUE)

3. Create the following table

25 Marks

Item Code	Units	Price
SAM001	10	15000.00
ONI002	12	18000.00
SAN003	13	13000.00
SAM001	8	12000.00
BPL004	20	10000.00
SAN003	15	8000.00
ONI002	10	14000.00
SAM001	19	15000.00

1. Calculate Total Sales
2. Calculate Highest, Lowest and Average Sales
3. Calculate the commission given to salesman for each item, depending on the sales value of each item

Sales	Commission
Less than 100000	0
100000-150000	2% of Sales
Above 150000	5% of Sales

4. Create a below database and prepare Pivot table and chart for it

15 Marks

NAME	SUBJECT	MARKS
KRISHNA	WORD	74
KRISHNA	EXCEL	89
KRISHNA	POWERPOINT	52
KRISHNA	ACCESS	65
DINESH	WORD	74
DINESH	EXCEL	89
DINESH	POWERPOINT	52
DINESH	ACCESS	65
RENUKA	WORD	74
RENUKA	EXCEL	89



Alva's Institute of Engineering and Technology
Shobhavana Campus, Mijar, Moodbidri
Phone: 08258-262725, Fax: 08258-262726
Department of Business Administration (MBA)

FEEDBACK FORM

WORKING WITH MICROSOFT OFFICE 2013

For the following areas, please indicate your rating from 1 to 5:
1=strongly Disagree 2=Disagree 3=neither agree nor disagree 4=Agree 5=strongly Agree

SN	Topics	1	2	3	4	5
A.	Content					
1	I am able to create and Manage Professional Documents Using Word 2013					
2	Understood Basic concepts of MS office 2013					
3	Present and Manage Data Effectively Using Excel 2013					
4	I am able to Create and Manage Presentations Using office PowerPoint 2013					
5	I can effectively Communicate and manage tasks, contacts and Appointments using outlook 2013					
B	Presentation					
6	Trainer has good knowledge					
7	Trainer has good presentation style					
8	Trainer covered syllabus clearly					
9	Trainer responded well to questions					
10	Trainer facilitated interactions among participants well					
C. How could this course be improved?						
D. Any other suggestions?						

The Academic Council of NIIT certifies that
Abhishek
has successfully completed a 2 credit course titled
Working with Microsoft Office 2013
and has found his performance to be
Average.

Given under our hand and seal on March 21, 2018 at New Delhi, India.

Prohika

Registrar
NIIT Academic Council

Sangeeta Nandan

Member
NIIT Academic Council



Student Registration No : R181155100212

Performance in the range of:

Percentage	Letter Grade	Legend
81 - 100	A	Outstanding
71 - 80.99	B	Excellent
61 - 70.99	B	Good
51 - 60.99	B	Fair
40 - 50.99	C	Average



Certificate No : 18AF777773734

For Academic Policy, Programs and Equivalence details, please refer to www.NIIT.com/academics
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Report of the Event

The department of Business Administration has organized a 40 hours Certification program on "Working with Microsoft Office" from 13th Oct 2017 to 23 Feb 2018 in association with NIIT, Mangalore. Programme emphasized on students computer skill development.



DEAN
Dept. of Business Administration
Alva's Institute of Engg. & Technology
MIJAR - 574 225



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY
Shobhavana Campus, Mijar, Moodbidri, D.K - 574225
08258-262725, Fax: 08258-262730
DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)

TO WHOMSOEVER IT MAY CONCERN

Our sincere appreciation and gratitude to Ms. Sneha S Acharya, trainer, NIIT, Mangalore for conducting Working with Microsoft Office 2013 certification course from 13th October 2017 to 23rd Feb 2018.

Working with Microsoft Office 2013 certification course really helped our students to enhance their computer skills.

We wish her success in her future endeavours.

Best regards,


Date: **Dean MBA** administrator
Alva's Institute of Engg. & Technology
Moodbidri - 574 225



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY
Shobhavana Campus, Mijar, Moodbidri, D.K - 574225
08258-262725, Fax: 08258-262726
DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)

CERTIFICATE

This is to certify that Ms. Sneha S Acharya, trainer, NIFT, Mangalore has conducted certification programme on Working with Microsoft Office 2013 from 13th October 2017 to 23rd Feb 2018 for MBA students.


Dept. of Dean MBA
Alva's Institute of Engineering & Technology
Moodbidri - 574 225



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY
Shobhavana Campus, Mijar, Moodbidri, D.K - 574225
08258-262725, Fax: 08258-262726
DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)

TO WHOMSOEVER IT MAY CONCERN

Our sincere appreciation and gratitude to Ms. Chaitra Acharya, trainer, NIIT, Mangalore for conducting Working with Microsoft Office 2013 certification course from 13th October 2017 to 23rd Feb 2018.

Working with Microsoft Office 2013 certification course really helped our students to enhance their computer skills.

We wish her success in her future endeavours.

Best regards,

DEAN
Department of Business Administration
Alva's Institute of Engg. & Technology
Dean MBA - 574 225



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY
Shobhavana Campus, Mijar, Moodbidri, D.K - 574225
08258-262725, Fax: 08258-262726
DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)

CERTIFICATE

This is to certify that Ms. Chaitra Acharya, trainer, NIIT, Mangalore has conducted certification programme on Working with Microsoft Office 2013 from 13th October 2017 to 23rd Feb 2018 for MBA students.


Dean MBA

DEAN
Dept. of Business Administration
Alva's Institute of Engg. & Technology
MIJAR - 574 225



**REPORT ON OUTCOME OF CERTIFICATE COURSES CONDUCTED IN THE
YEAR 2017-18**

BUSINESS ENGLISH CERTIFICATION COURSE – 04.10.2017 TO 05.05.2018

1. After the certification program, students skills in spoken English and grammar improved noticeably.
2. Students were able to prepare reports and texts for circulation among limited groups.
3. Students wrote business letters and prepared official communications.

WORKING WITH MICROSOFT OFFICE COURSE" -13.10.2017 TO 23.02.2018

1. Students were able to prepare professional documents using Microsoft word.
2. Students were able to develop workbook and print workbook contents.
3. Students prepared PowerPoint presentation using variety of designs and patterns.

CERTIFICATION COURSE ON GST 06.10.2017 TO 18.06.2018

1. Students learnt the provisions of GST Act and the implications of the new tax regime.
2. Students understood the concept of inward supply and outward supply and the GST payments.

DEAN

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