



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

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 2018-19



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

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Departmental Academic Calendar 2018-19

Sn	Tentative Date	Activity
1.	07-06-2018	Subject Allocation Meeting
2.	14-06-2018	Department Meeting on different activities
3.	09-07-2018	Department Meeting
4.	01-08-2018	Commencement of Odd Semester Classes
5.	27-08-2018	Guest Talk
6.	06-09-2018 08-09-2018	IA-I
7.	13-09-2018	Result Analysis Meeting
8.	15-09-2018	Meeting to discuss on Coaching Classes
9.	18-09-2018	Guest Talk
10.	15-10-2018 17-10-2018	IA-II
11.	22-10-2018	Result Analysis Meeting
12.	26-11-2018 28-11-2018	IA III
13.	04-12-2018	Result Analysis Meeting
14.	05-12-2018 29-12-2018	Final Theory Exams
15.	03-01-2019 16-02-2019	Project Work
16.	07-01-2019	Subject Allocation meeting
17.	18-02-2019	Commencement of Even Semester Classes for 4 th Sem
18.	25-02-2019	Commencement of Even Semester Classes for 2 nd Sem
19.	12-03-2019	Guest Talk
20.	01-03-2019 03-03-2019	IA-I for 4 th Sem and 2 nd Sem
21.	08-03-2019	Result Analysis
22.	02-05-2019 04-05-2019	IA-II for 4 th Sem
23.	09-05-2019	Result Analysis
24.	09-05-2019 11-05-2019	IA- II for 2 nd Sem
25.	13-05-2019	Guest talk
26.	29-05-2019 31-05-2019	IA –III for 4 th Sem
27.	01-06-2019	Last working day for 4 th Sem
28.	03-06-2019 28-06-2019	Final theory Exams for 4 th Sem
29.	04-06-2019	Result Analysis
30.	13-06-2019 15-06-2019	IA- III for 2 nd Sem
31.	17-06-2019	Last working day for 2 nd Sem




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32.	19-06-2019	Result Analysis
33.	20-06-2019 04-07-2019	Final theory Exams for 2 nd Sem


Head of the Department

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Dept. of Business Administration
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DEPARTMENT OF BUSINESS ADMINISTRATION

Minutes of the Meeting

Certification Programmes

Date: - 20th June 2018

1. Department Faculty, HOD discussed the various certification programmes
 - i) Microsoft Office
 - 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
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. & Technology,
MIJAR, MOODBIDRI - 574 225, D.K



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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 "25th Oct 2018 to May 2019"**

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

Thanking you


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


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



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ABOUT VTU, BELAGAVI

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. Jnana 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.

AIET, MOODBIDRI

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.

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.

DEPARTMENT OF MBA

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.

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.

ABOUT MICROSOFT OFFICE 2013 COURSE

After the completion of course students will be able to create and manage Professional Documents Using Word 2013.

Present and Manage Data Effectively Using Excel 2013

Create and Manage Presentations Using office PowerPoint 2013

Communicate and manage tasks, contacts and Appointments using outlook 2013

COURSE CONTENT

1. Creating professional documents using Word 2013
2. Management and archival of documents
3. Working with an Excel 2013 worksheet
4. Modifying and formatting a worksheet
5. Performing calculations using Excel 2013
6. Developing a workbook and printing workbook contents
7. Presenting data using charts
8. Creating and managing presentation using Power Point 2013
9. Communicate and manage tasks, contacts and appointments using Outlook 2013

Modules:-

- Working with Microsoft Word
- Working with Microsoft Excel
- Working with Microsoft Power Point
- Working with Microsoft Outlook

RESOURCE PERSON

1. Iyothe, Trainer, Rural Computer Training Academy, Moodbidri
2. Swathi, Trainer, Rural Computer Training Academy



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Letter of Acceptance

I am pleased to accept your request for a certification course on Microsoft Office 2013 from 25th October 2018 to 31st May 2019 to the MBA students.

Regards,

Ms. Jyothi

Trainer, Rural Computer Training Academy, Moodbidri



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Department of Business Administration (MBA)

Letter of Acceptance

I am pleased to accept your request for a certification course on Microsoft Office 2013 from 25th October 2018 to 31st May 2019 to the MBA students.

Regards,


Ms. Swathi


Trainer, Rural Computer Training Academy, Moodbidri



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Circular

The Department of Business Administration is happy to announce that the department is organizing a Certification Program on "**Microsoft Office**" from "**25th Oct 2018 to May 2019**" in association with Unique Training Centre, Moodbidri. In this regard, it is hereby informed to all the registered candidates to attend the sessions as per the mentioned schedule.


Dean, MBA
Dept. of Business Administration
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**Student Registration - Microsoft Office 2013 Certification course
by Unique Training Centre**

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DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)

Name List - Section A

Sl. No.	USN	Student Name
1	4AL18MBA02	ABHISHEK H D
2	4AL18MBA06	AFNAN SALEEM BAJI
3	4AL18MBA09	ANUSHA
4	4AL18MBA11	ASHWATH H D
5	4AL18MBA12	ASHWINI ASHOK NAIK
6	4AL18MBA13	ASHWITHA
7	4AL18MBA16	CHANDRAKANTHA
8	4AL18MBA17	DEEKSHA S HEGDE
9	4AL18MBA19	DEEKSHITHA G S
10	4AL18MBA20	DEEPIKA M
11	4AL18MBA25	GEETHA M
12	4AL18MBA27	HARI KRISHNAN
13	4AL18MBA28	HARSHITA GOUDAR
14	4AL18MBA30	HEMAPRASADA T
15	4AL18MBA31	JAGADISH H N
16	4AL18MBA36	LOHITH KUMAR H K
17	4AL18MBA38	MADHURA MANJUNATHA SHETTY
18	4AL18MBA40	MANISHA K SHETTY
19	4AL18MBA42	MEGHANA N R
20	4AL18MBA43	NAGARAJ PRABHAKAR SHETTI
21	4AL18MBA45	NANDISH N
22	4AL18MBA46	NATHASHA HEGDE
23	4AL18MBA49	PRAKHYATH B
24	4AL18MBA53	RACKSON RICKY RODRIGUES
25	4AL18MBA55	RAJESHWARI VS
26	4AL18MBA56	RAKSHA KAVA
27	4AL18MBA58	RATHAN B N
28	4AL18MBA59	ROLWIN WILSTON CARLO
29	4AL18MBA60	RUCHITH A
30	4AL18MBA61	S S SHWETHA
31	4AL18MBA63	SAMPATH
32	4AL18MBA64	SANTHOSH KUMAR K C
33	4AL18MBA67	SHARATH NAYAK
34	4AL18MBA68	SHIVANI HEGDE
35	4AL18MBA69	SHRADDHA C SHETTY
36	4AL18MBA72	SHUBHAVI
37	4AL18MBA73	SONIC RAI
38	4AL18MBA75	SRILAXMI BHAT
39	4AL18MBA76	SUBHIKSHA JAIN
40	4AL18MBA77	SUBRAHMANYA MADEV HEGDE
41	4AL18MBA80	SUNIL KUMAR B V
42	4AL18MBA81	SUPRIYA ANNAYYA NAIK
43	4AL18MBA82	SUSHMITHA D
44	4AL18MBA86	VIDYA T


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DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)

Name List - Section B

Sl. No.	USN	Student Name
1	4AL18MBA01	A R PAVITHRA
2	4AL18MBA03	ACHARYA ROOPESH RAMACHANDRA
3	4AL18MBA04	ADARSH D
4	4AL18MBA05	AFNAN AHMED SHEIKH
5	4AL18MBA07	ANITHA A
6	4AL18MBA08	ANJALY ANIRUDHAN
7	4AL18MBA10	ARCHANA
8	4AL18MBA14	BASAVADARSHAN G N
9	4AL18MBA15	BHARATH M
10	4AL18MBA18	DEEKSHITH KUMAR
11	4AL18MBA21	DEVAGI M
12	4AL18MBA22	DHANUSH
13	4AL18MBA23	DHEERAJ
14	4AL18MBA25	GEETHA M
15	4AL18MBA26	GOWTHAM K N
16	4AL18MBA29	HEMANTHA MANJUNATHA NAIK
17	4AL18MBA32	JOVITA NORONHA
18	4AL18MBA33	JYOTHI
19	4AL18MBA34	K NIKHIL
20	4AL18MBA35	KIRAN B GOUDAR
21	4AL18MBA37	M SATVIK HEBBAR
22	4AL18MBA39	MAHENDRA G M
23	4AL18MBA41	MANJUNATHA
24	4AL18MBA44	NAGASHREE G H
25	4AL18MBA47	PALLAVI S K
26	4AL18MBA48	POOJA DEVADIGA
27	4AL18MBA50	PRAKYATH SHETTY N
28	4AL18MBA51	PRAMOD BHAT
29	4AL18MBA52	PRAVEEN B JALI
30	4AL18MBA54	RAJESHA T
31	4AL18MBA57	RAMYA K
32	4AL18MBA62	SAMAD
33	4AL18MBA65	SATHYA A
34	4AL18MBA66	SEEMA H K
35	4AL18MBA70	SHREYA JAIN
36	4AL18MBA71	SHREYAS R
37	4AL18MBA74	SPOORTHY R
38	4AL18MBA78	SUDHAKAR N
39	4AL18MBA79	SUKSHITHA
40	4AL18MBA83	SUSHMITHA L
41	4AL18MBA84	SUSHMITHA M
42	4AL18MBA85	SWAROOP RENJALA
43	4AL18MBA87	VIDYASHREE
44	4AL18MBA88	VIJAY KUMAR


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Dept. of Business Administration
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Mijar - 5



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ATTENDANCE CUM INTERNAL																															
Subject																															
Date / Month	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	31
Name	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	31
Abhishek HD	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	31
Aghwan Saleem Boyi	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	31
Anusha	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	31
Ashwath HD	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	31
Ashwini Ashok Nark	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	31
Ashwini	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	31
Chandrabhantha	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	31
Deeksha Hegde	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	31
Deekshit G.S	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	31
Deepika 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	31
Geetha 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	31
Hari Krishnan	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	31
Harshita Gowdan	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	31
Hemprasad T	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	31
Jagadeesh H.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	31
Lalitha Kumar	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	31
Madhura Marjuna	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	31
Manish K 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	31
Meghana NR	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	31
Naganaj Prabhakar	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	31
Nandish 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	31
Nathasha Hegde	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	31
Prakhyath B	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	31
Rakshan Ricky Rodriguez	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	31
Rajeshwari VS	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	31
Raksha kava	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	31
Rathan BN	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	31
Salvin Wilston Carlo	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	31



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Roll No.	Date / Month	Name	Subject				Test				Final				Total			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Abhishek HD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Ajman Saleem Boye	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Arusha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Ashwathi HD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Ashwini Ashok Nark	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Ashwitha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Chandrakantha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Deeksha Hegde	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Deekshitha G.S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Deepika M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Geetha M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Hari krishnan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Harshika Gowdan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Hemaprasad T	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Jagadeesh H.N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Lalitha Kumar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Madhura Magesh	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Manish K Shetty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Meghana NR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Nagaraj Prabhakar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Nandish N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Natasha Hegde	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Prakhyath B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Rachson Ricky Rodriguez	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Rajeshwari VS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Raksha kava	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Rathan BN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

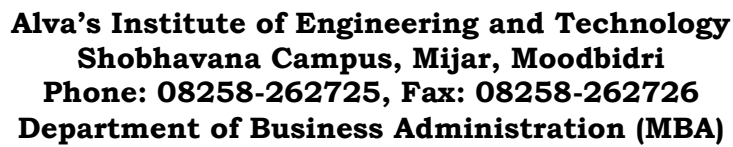


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**ALVA'S INSTITUTE OF ENGINEERING
AND TECHNOLOGY**
MIJAR, MOODBIDRI - 574 225

Subject :

Date / Month	25/10	26/10	27/10	28/10	29/10	30/10	31/10	1/11	2/11	3/11	4/11	5/11	6/11	7/11	8/11	9/11	10/11	11/11	12/11	13/11	14/11	15/11	16/11	17/11	18/11	19/11	20/11	21/11	22/11	23/11	24/11	25/11	26/11	27/11	28/11	29/11	30/11			
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Sampath	5	5	5	5	5	1	1	2	3	3	4	5	6	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		
Santhosh kumar	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Sharath Nayak	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Shivam Hegde	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Shradolha S Shetty	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Shubhavi	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Sonic Rai	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Subhiksha Jain	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Subramanya Madan	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Sumit kumar ^{Hegde} BV	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Supriya Aravind Naik	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Sushmita D	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Vidya T	1	2	2	3	4	4	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Laxmi	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	31	32	33	34	35	36	37	38	39	40



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		1										2														
		1/2					3/4					1/2					3/4									
		1/2	3/4	1/2	3/4	1/2	3/4	1/2	3/4	1/2	3/4	1/2	3/4	1/2	3/4	1/2	3/4	1/2	3/4	1/2	3/4					
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26	a	a	a	a	a	a	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
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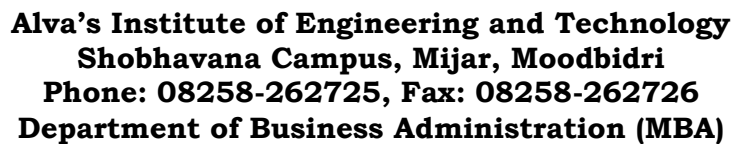
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ATTENDANCE CUM INTERNAL

AND TECHNOLOGY
MOODBIDRI - 574 225

Subject :

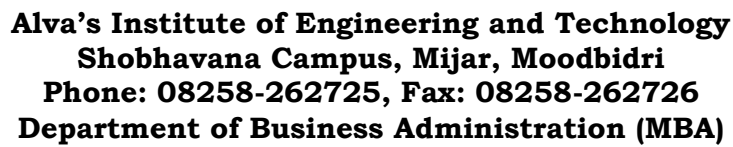
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Ajman Ahmed Sheikh	1	2	2	3	4	4	4	5	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
AR Pavithra	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
A Sathya	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Adarsh D	1	2	2	3	4	5	6	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Amitha A	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Anjaly Anirudhan	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Archana	1	2	2	3	4	5	6	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Basavadhanshan	1	2	2	3	4	5	6	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Bharathi M	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Deekshitha kumar	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Devagi M	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Dhanush	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Dheeraj	1	2	2	3	4	5	6	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Greetia	1	2	2	3	4	5	6	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Gowtham K.N	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Hemantha Manjunatha Naik	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Jovitha Noronha	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Jyothi	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Anhanya Ramesh	1	2	2	3	4	5	6	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
kiran Basanagowda	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Mahendra	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Adarsh D	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

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MIJAR															MOODBIDRI - 574 225															
ATTENDANCE CUM INTERNAL															Subject :															
Date / Month															17/12															
Name	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
Nagashree G.H	1	2	2	3	4	4	5	6	7	7	7	7	10	11	12	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Dallavi S.K	1	2	2	3	4	4	5	6	7	7	7	7	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Pooja Desai	1	2	2	3	4	4	5	5	6	6	7	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Prakruti Shetty	1	2	2	2	2	2	2	2	2	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Pranav Bhat	1	2	2	2	3	3	4	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Praveen B. Salli	1	2	2	3	4	4	5	5	6	7	7	7	8	9	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Rajesh T	1	2	2	2	3	3	4	5	6	7	7	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Ramya K	1	2	2	2	3	3	4	5	6	7	7	7	8	9	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Nikhil K	1	2	2	3	4	4	5	5	6	7	7	7	8	9	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Samar	1	2	2	3	4	4	5	6	7	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Satish Hebbar M	1	2	2	3	4	5	6	7	7	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Seema HK	1	2	2	2	3	3	4	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Shruthi Jain	1	2	2	3	4	4	5	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Shruthi R	1	2	2	3	4	4	5	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Spoorthi R	1	2	2	3	4	4	5	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Sudhakar N	1	2	2	2	3	3	4	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Sukshita	1	2	2	3	4	4	5	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Sushmita L	1	2	2	3	4	4	5	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Sushmita M	1	2	2	3	4	4	5	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Swaroop Benjala	1	2	2	3	4	4	5	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Vijay Kumar	1	2	2	3	4	4	5	5	6	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Vidhuashree	1	2	2	3	4	5	5	6	7	7	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25



MIJAF MOODBIDRI - 574 225

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Subject: Microsoft Word

Marks : 50

Hour: 2

I. Type the below paragraph

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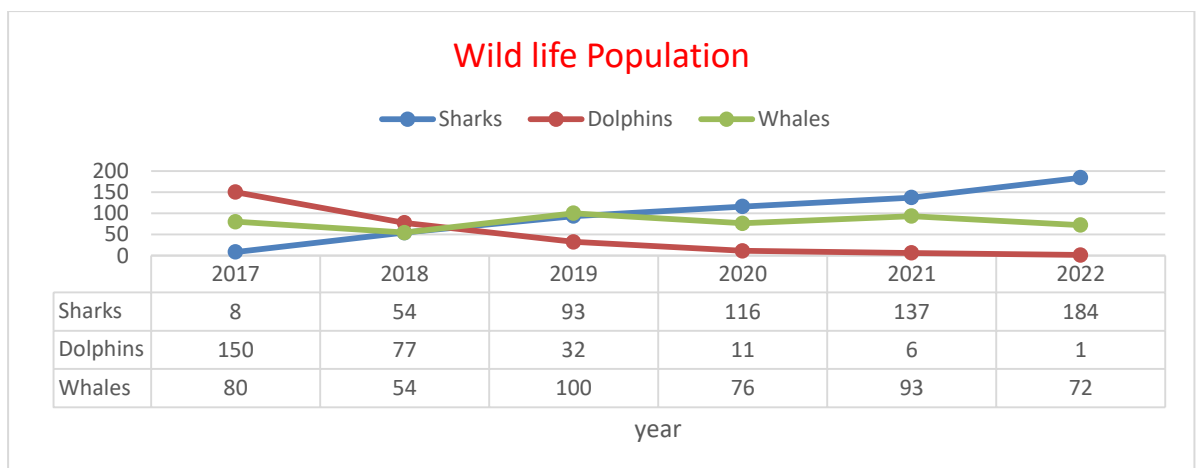
Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

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.

1. 2.0 line spacing for 1st Paragraph
2. Insert watermark "UNIQUE"
3. The left and right margins are to be brought in by 1.2cm and 2.4cm respectively
4. Apply double line border at the top of the paragraph
5. Insert "MS word Exam" as Header and page number in Footer
6. Highlight Second line of the first paragraph
7. Protect your document (Password : UNIQUE)

II. Create the Line chart

10x1=10





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III. Create the below Table

24x1=24

Vinsys IT Services (I) Pvt.Ltd.

Add:28/11+12,'Shivaji Niketan',Tejas Housing Soc.,Near Mantri Park, Behind Dhondiba Sutar Bus Stand,Kothrud,Pune-411,029 Maharashtra,India

VENDOR DETAIL FORM

Name of the Vendor	Vasanth Poojary		
Contact Person	Vasanth Poojary	Date	10/3/2017
Telephone No(with STD Code)	123456789	Credit Period	
Mobile No.	123456789		
Vendor address	Vasanth Poojary		
	Marnad		
	Land Mark		
Vendor Type(Pvt.Ltd./Proprietor/ partnership/HUF/LLP)			
Email Id		Vpmmoodbidri@gmail.com	
Bank details(attach copy of cancelled cheque)			
Account in the name of	Vasanth Poojary	Bank Account No	123456789
Banker's name	HDFC	IFSC/NET Code	HDFC12345
	Swift code		
Branch Name	Electronic City	Account Type(SB/Current/CC/OD)	SB
Bank Address	HDFC Bank Moodbidri		
Proof to be Attached			
PAN No	BUOPP3067	Service Tax Reg .no	
TIN No.		VAT/CST No	
GST TIN	29abcde4970c1z4		
Are Mandatory Field			
For Vinsys IT Services(i)Pvt.Ltd		Signature of the Vendor	
Authorized Signatory		Authorized Signatory	



Subject: Microsoft Excel

Marks : 100

Hour: 2

I. Create the following table

15x1=15

Items	MRP.Rs	Tax(Y/N)	Tax Rate	Total Amount
Samsung	10000	Y		
Onida	7800	N		
Sansui	6000	Y		
Lg	15000	Y		
Sony	20000	N		
Samsung	15000	N		
Lg	8500	Y		
Samsung	12000	N		

1. If Tax is yes then calculate 12.5% tax on MRP. Rs Otherwise nil
2. Calculate the total amount of items
3. Count only tax items
4. Count only non tax items
5. Find the total of only "SAMSUNG" Items
6. Set the total amount of column to the decimal place of 2
7. Insert today's date using formula at the first row
8. Find the length of the text "SANSUI"
9. Convert the text "Samsung" to Capital Letters

II. Create the chart using the below table

5x1=5

Items	Salesman	Unitsold
Close up	Rohan	50
Lux	Vishal	85
Santhoor	Shriraj	74
Rexona	Akshay	74
Dove	Arjun	85
Nirma	Manav	90
Vivel	HEmanth	63

1. Insert the heading of the chart "PRODUCT SALES"
2. Insert the x axis title "SALES MAN" and Y axis title "UNIT SOLD"
3. Show data table below the chart
4. Place the legend in bottom



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III. Create the following and find the total & grand total marks Using Menu 5x1=5

Name	Subject	Marks
Arun	M.S Word	54
Arun	M.S Excel	53
Arun	M.S Ppt	89
Arun	M.S Access	96
Dinesh	M.S Word	65
Dinesh	M.S Excel	68
Dinesh	M.S Ppt	89
Dinesh	M.S Access	64
Nandu	M.S Word	62
Nandu	M.S Excel	58
Nandu	M.S Ppt	94
Nandu	M.S Access	56

IV. Apply conditional Formatting for the following 5x1=5

Items	MRP.Rs	Tax(Y/N)	Tax Rate	Total Amount
Samsung	10000	Y		
Onida	7800	N		
Sansui	6000	Y		
Lg	15000	Y		
Sony	20000	N		
Samsung	15000	N		
Lg	8500	Y		
Samsung	12000	N		

V. Two Marks Questions 2x7=14

- Insert the link between two files
- Apply Auto format to the above table of question III
- Change the name of your sheet
- Gove borders to the above table of question I
- Rotate the column heading of the question II to 45⁰
- Protect your worksheet (note: Password must be UNIQUE)
- Copy the table of question IV and display only Samsung Items
- Insert the background image to you worksheet
- Sort the table of question I content to ascending order



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

20x1=20

(10 Marks for pivot chart and 10 marks for pivot chart)

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

VII. Create a below database

5x1=5

Agent	Sales	Commission Rate	Commission
HARISH	5000	5.0%	
RAVI	2500	3.0%	
MADAV	4300	4.0%	
GIRISH	2300	2.5%	

In the above worksheet, the sales made by different agents, the commission rate is given. Now calculate the commission received by each agent. And Ravi demands to get the commission amount of Rs.100. To give him the commission 100, by taking into account the same sales made by him, what will be the commission rate be....?



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VIII. Create a following worksheet

20x1=20

KASTHURBA MEDICAL HOSPITAL								
PATIENT	DEPT	WARD	ADMISSION	DISCHARGE	NO.OF DAYS	ROOM RENT	FEES	AMOUNT
Sneha	SKIN	Special	1-Jan-99	10-Jan-99	10	1250	1200	2450
Shiv	EYE	Special	2-Feb-99	2-Feb-99	1	125	900	1025
Raju	EAR	Special	2-Jan-99	2-Mar-99	60	7500	800	8300
Keerthi	NOSE	General	1-Jan-99	5-Jan-99	5	250	2100	2350
Harish	EAR	General	4-Feb-99	5-Feb-99	2	100	1350	1450
Barthesh	SKIN	General	22-Feb-99	28-Feb-99	7	350	2500	2850
Jayalakshmi	EYE	General	3-Mar-99	31-Mar-99	29	1450	2000	3450
Shirin	EAR	Special	10-Mar-99	5-May-99	57	7125	4150	11275
Sanjay	SKIN	Special	18-Mar-99	1-Apr-99	15	1875	3100	4975

Create a list box For Dept and the Option Buttons for WARD to get the total room rent, and fees collected from each ward in the department

IX. Copy the table VIII and then separate the Patients details having different department

5x1=5

X. Create a folder in d: and save your file inside the folder naming as Exam

2x1=2



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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?						



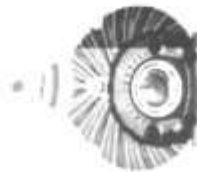
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ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

MOODBIDRI

A Unit of Alva's Education Foundation®
(Affiliated to VTU, Belagavi and Approved by A.I.C.T.E., New Delhi)
Shobhavana Campus, Mijar, Moodbidri DK Karnataka-574225

DEPARTMENT OF BUSINESS ADMINISTRATION



Certificate

This is to certify that Mr./Ms.....bearing the
'U.S.N' from has attended
the Certification Programme on " Working with Microsoft
Office 2013" from 25th October 2018 to 31st May 2019.

Coordinator

Dean MBA
DEAN

Principal
AIET Moodbidri

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

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



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Report of the Event

The department of Business Administration has organized a 40 hours Certification program on "Microsoft Office" from 25th October 2018 to May 2019 in association with Unique Training Centre, Moodbidri. Programme emphasized on students computer skill development.

Dean MBA
DEAN

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



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TO WHOMSOEVER IT MAY CONCERN

Our sincere appreciation and gratitude to Ms. Jyothi, Trainer, Rural Computer Training Academy, Moodbidri for conducting Microsoft Office 2013 certification course from 25th October 2018 to 31st May 2019.

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 MBA

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CERTIFICATE

This is to certify that, Ms.Jyothi, Trainer, Rural Computer Training Academy, Moodbidri has conducted certification programme on Microsoft Office 2013 from 25th October 2018 to 31st May 2019 for MBA students.

Dean MBA
(CONF)

Dept. of Business Administration
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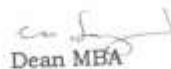
TO WHOMSOEVER IT MAY CONCERN

Our sincere appreciation and gratitude to Ms. Swathi, Trainer, Rural Computer Training Academy, Moodbidri for conducting Microsoft Office 2013 certification course from 25th October 2018 to 31st May 2019.

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 MBA

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**Alva's Institute of Engineering and Technology,
Mijar, Moodbidri, Mangalore
POST GRADUATE DEPARTMENT OF BUSINESS ADMINISTRATION**

**REPORT ON OUTCOME OF CERTIFICATE COURSES CONDUCTED IN THE
YEAR 2018-19**

**ADVANCED DIPLOMA IN PAYROLL, TALLY, GST, ACCOUNTS"– 04.09.2018 TO
18.04.2019**


1. Students were familiarised with the preparation of Financial Statements using TALLY software.
2. Students were introduced to the calculation of IGST, CGST and SGST and its payments.
3. Students learnt the concept of supply and its various types.

WORKING WITH MICROSOFT OFFICE COURSE" -25.10.2018 TO 23.5.2019

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.


DEAN

**Dept. of Business Administration
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MIJAR – 574 225**


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