



**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 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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MIJAR – 574 225



PRINCIPAL
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