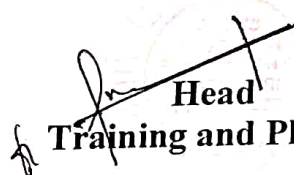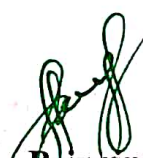# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY
Shobhavana Campus, Mijar, Moodbidri, D.K – 574225
Phone: 08258-262725, Fax: 08258-262726

TRAINING AND PLACEMENT CELL

Scheme and Syllabus

Session	Session Topic
Day1: Forenoon (Hands-on)	**Module 1: Microsoft Word** Text, Paragraph and Page Formatting, Adding bullets and Numbering, Inserting symbols and special characters, watermarks, Inserting the date and time functions, Inserting table, Picture, Clipart, and Header & Footer.
Day1: Afternoon (Hands-on)	**Module 2: Microsoft Excel** Working with Cells, Rows, and Columns, Formatting Data and Cells, Working with Formulas and Built-in Functions, Creating charts and worksheets
Day2: Forenoon (Hands-on)	**Module 3: Microsoft PowerPoint** PowerPoint Basics, Create Presentations, Insert and Modify Text, Work with Graphics and Media,Final Preparations and Deliver a Presentation, Animations and running/playing the slides.
Day2: Afternoon	**Module 4: Practice Session** Exercise sessions on Microsoft Word, Excel and PowerPoint.

Head
Training and Placement

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DEPARTMENT OF BUSINESS ADMINISTRATION

Syllabus for "Introduction to MS-Office" By Mr. Sayesh

Date	Sl.No	Introduction to MS-Office
27-11-2017 (09:00AM-01:00PM)	1	Understanding some unique features in Microsoft word
	2	How to work with Microsoft word (set a working folder; create a new document, etc.)
	3	Inserting symbols and special characters
	4	Inserting the date and time functions
	5	Adding bullets and Numbering
	6	How to insert Paragraph spacing
	7	How to align text
	8	How to cut & paste/ Drag & drop a document
	9	How to close your document
	10	How to exit Microsoft word
	11	How to do line spacing (e.g. Double line or single line spacing)
	12	How to insert pictures
	13	How to insert Header & Footer
	14	How to divide the document into column
	15	How to insert tables
		Microsoft excel
27-11-2017 (01:00PM-05:00PM)	1	Introduction to MS excel (Spread sheet)
	2	How to add a work sheet
	3	How to hide and unhide workbook & worksheet
	4	How to group a sheet
28-11-2017 (09:00AM-01:00PM)	5	How to ungroup a sheet
	6	Understanding the functions of the worksheet special keys
	7	How to select cell rows & columns
	8	How to protect work book or work sheet
	9	How to use formula operators
	10	Understanding errors that affect a cell
	11	How to centralize labels
	12	How to add comment to a cell
	13	How to enter data in a spread sheet
	14	How to work with charts
	15	Procedures to create a chart
		Microsoft PowerPoint
28-11-2017 (01:00PM-05:00PM)	1	Creating slides
	2	Typing data in slides
	3	Animations and running/playing the slides

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Department of Electronics and Communication Engineering

Scheme and Syllabus

Semester: 4th semester

Trainer: Mr. Aneesh Jain M. V., Dept. of ECE, AIET, Mijar.

#	Topic	Session schedule
1.	**Module-1:** Introduction/ overview on MEMS and COMSOL Multiphysics.	Session-1 Fore noon (4 hours) 31/01/2018
2.	**Module-2:** Briefing of step by step procedure for simulation.	Session-2 Afternoon (3 hours) 31/01/2018
3.	**Module-3:** Modelling and simulation of Modelling of a 3D Inductor.	Session-3 Fore noon (4 hours) 01/02/2018
4.	**Module-4:** Modelling and simulation of Microresistor Beam.	Session-4 Afternoon (3 hours) 01/02/2018
5.	**Module-5:** Modelling and simulation of Piezoelectric Energy Harvester.	Session-5 Fore noon (4 hours) 02/02/2018
6.	**Module-6:** Modelling and simulation of Capacitive Pressure Sensor.	Session-6 Afternoon (2 hours) 02/02/2018

Total Duration: 20 hours

Faculty

HOD

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DEPARTMENT OF CIVIL ENGINEERING

Scheme and Syllabus

Semester: 6th Semester

Faculty In-charge Civil department: Prof. Surendra

Session No	Session Topic
Session 1 Fore Noon (4 Hrs)	Module 1: **Introduction to Scilab** Installation of the software Scilab, Basic Operators
Session 2 After Noon (3 Hrs)	Module 2: Syntax Basic syntax, Built in functions, Handling these data structures using built in functions.
Session 3 Fore Noon (4 Hrs)	Module 3: **Programming** Functions, Loops, Conditional statements, Handling .sci files. Exercise problems
Session 4 After Noon (3 Hrs)	Module 3: Programming Functions, Loops, Conditional statements, Handling .sci files. Exercise problems
Session 5 Fore Noon (4 Hrs)	Module 4: **Graphics handling** 2D, 3D data and its plotting, Data plotting. Exercise problems
Session 6 After Noon (2 Hrs)	Module 4: **Graphics handling** 2D, 3D data and its plotting, Data plotting. Exercise problems

TOTAL DURATION: 20 Hrs

Staff Coordinator

HOD
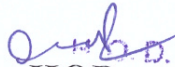
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Scheme and Syllabus

Semester: 6th Semester

Faculty Trainer Mechanical department: Prof. Kiran C H

Session No	Session Topic
Session 1 Fore Noon (4 Hrs)	**Module 1:** **Introduction to OpenFOAM** Possibilities for CFD with free software, Installation and multicore usage of OpenFOAM
Session 2 After Noon (3 Hrs)	**Module 2:** Usage of Insight CAE's GUI to run simulations fully automated on two examples: 1) Object in a wind tunnel, determination of resistance 2) Internal flow through valve, determination of pressure loss
Session 3 Fore Noon (4 Hrs)	**Module 3:** **Graphical postprocessing using Paraview** Concept of Paraview, Load OpenFOAM results, Extract section planes, surface contours, isosurfaces, streamlines
Session 4 After Noon (3 Hrs)	**Module 4:** **Build OpenFOAM simulations from scratch** Build OpenFOAM simulations from scratch Using InsightCAE's Case Builder for easy and fast case setup, including:creation of configuration for snappyHexMesh with graphical preview, creation of reasonable Finite-Volume schemes and solution settings,
Session 5 Fore Noon (4 Hrs)	**Module 4:** **Build OpenFOAM simulations from scratch** Build OpenFOAM simulations from scratch Using InsightCAE's Case Builder for easy and fast case setup, including:setting initial and boundary conditions using Case Builder, turbulence modelling (RANS/LES/DES) setup, settings for parallelized simulations
Session 6 After Noon (2 Hrs)	**Module 5:** **Direction to more complex tasks and simulations** Free surface, mesh refinement, complex geometries (mesh import/snappyHexMesh), Process integration and automatization

TOTAL DURATION: 20 Hrs

Staff Trainer

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Syllabus for **GST Administration** by Mr. Ganesh Rao

Date & Time	Sl.No	Topic
9 MAY 2018 (9:00am-1:00pm)	1	Background, History, Constitutional Provision for Indian tax system, structure of Indian tax system. Public finance, public expenditure and public revenue. Principle and objectives of taxations in the modern welfare governments. Indian tax structure, different types of taxes- taxes under indirect tax family in India, methods of taxations, tax reforms and recent tax reforms committees and its recommendations and fiscal discipline.
9 MAY 2018 (2:00am-5:00pm)	2	Tax reforms and GST in India, Constitutional Background, GST Bills, Central and State Financial relations, Finance commissions, Salient features of GST, Tax compliance, GST administrative structure both central and state level, Advantages of GST, Impact of GST on Economy, Governments, manufacturers, dealers and consumers, ECommerce and GST, GST-Issues, challenges and problems.- case laws.
10 MAY 2018 (9:00am-1:00pm) (2:00am-5:00pm)	3	Taxes under GST- levy and incidence of GST, Value of Tax event, Rates and Schedules, CGST, SGST, IGST, Criteria for GST, GST on Exports, Imports and SEZ supplies input credit, Payment of Taxes, Returns Filling, Assessment and Audit of Accounts, under GST, GST refund, Appeals and Revision, Prosecution and Appellate Tribunals, problems on GST- State, Central and Integrated Taxes- Total Income, Tax Liability and available Tax credits -Case studies.

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