



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodbidri, D.K – 574225

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18-08-2017

Report on “Hands on session on let’s learn MS-Office: ICT Tool”

A training session on **MS Office** was conducted for the second year students of all departments.. For all the departments the hands on session was conducted on the 11th and 12th of August 2017.

The focus goal of the MS Office programme was to capacitate the students in the three basic Microsoft office software applications to enhance operational effectiveness in their various academic activities (Windows, Microsoft word and Microsoft excel).

The staff coordinators and trainers of the hands on training conducted on the respective dates, were as follows

Department	Staff Coordinator
COMPUTER SCIENCE & ENGINEERING	Mr. Sayeesh
CIVIL ENGINEERING	Mr. Ramesh Rao B
ELECTRONICS & COMMUNICATION ENGINEERING	Mr. Santhosh S
INFORMATION SCIENCE & ENGINEERING	Mr. Sharan Lionel Pais
MECHANICAL ENGINEERING	Mr. Hemanth Suvarna
MBA	Mr. Sayeesh

Objectives of the program:

The following are the highlighted Objectives of the program:

- Enhance the basics of writing journal papers and project reports which is a requirement in UG programmes.

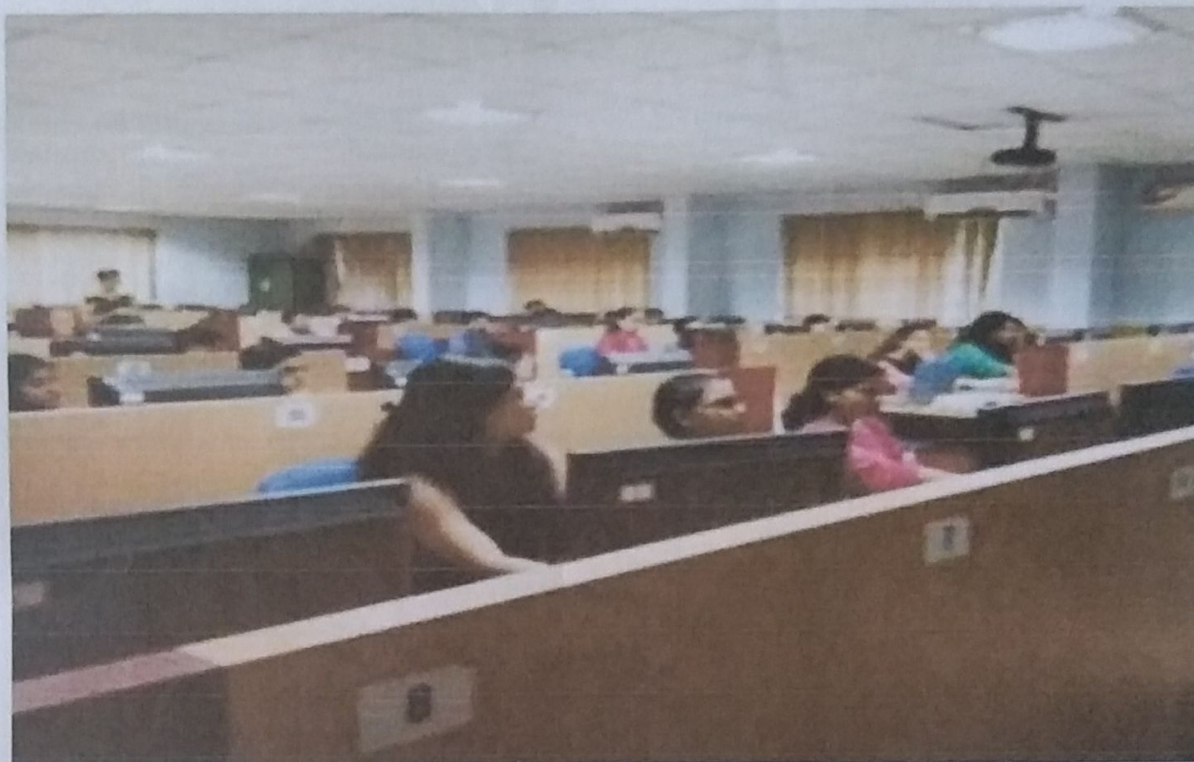


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- Helps in Managing documents using advanced skills in Microsoft Office to create, edit and produce better documents.
- Enhance the presentation skills for their seminars and project works.



MS Office Training Session in ECE Department
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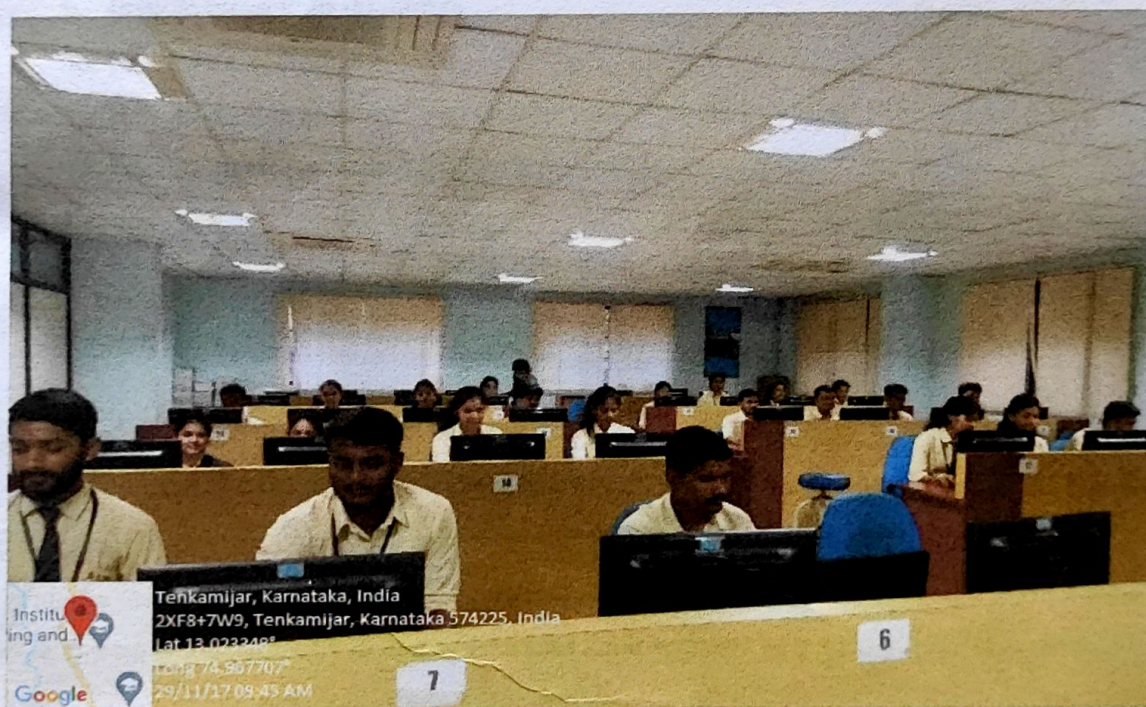


29-11-2017

Report on “Introduction to Microsoft Office”

A two-day program on “**Introduction to MS-Office**” was conducted for the First year MBA students by **Mr. Sayeesh** on the 28th and 29th November 2017. The main aim of the program was to introduce the students to MS-Office software tools which is useful in academics and business activities.

Microsoft Office has become a leading platform to drive productivity at home and in the workplace. Whether it's managing email in Outlook, or building analysis spreadsheets in Excel, Office has made carrying out many computer-based tasks easier for all of us.



INTRODUCTION TO MS OFFICE BY MR. SAYEESH

Microsoft Word

This is the most basic of all skills. It involves typing basically, but when using computers, it deviates a little from the common typewriter. The best of word processing is that you can modify with ease any part of the text you entered. The word processing is the minimum one should know because it will be used in each and every application of computer.



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Below is the summary of the practical issues dealt with regards Microsoft word:

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

One will also need to use a spreadsheet of excel sheet for computing. This is a must in any presentation and knowing the basics on how to use and read a spreadsheet will be extremely helpful. As with others, this too will require a lot of hands-on practice and a little theory to master. Below is the summary of the main issues dealt with in the training during the process:

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
5. How to ungroup a sheet
6. Understanding the functions of the worksheet special keys
7. How to select cell rows & columns



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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
16. Understanding the types of chart and their functions
17. How to work with data base entries
18. How to manage the data base
19. Introduction to MS Excel applications
20. Understanding the advantage of using an electronic spreadsheet

Microsoft PowerPoint

PowerPoint is a complete presentation graphics package. It gives everything needed to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing and presentation management tools – all designed to use and learn.

Below is the summary of the main concepts dealt with in the training during the process:

1. Creating slides
2. Typing data in slides
3. Animations and running/playing the slides

The total of 185 students were benefited from the session




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Department of Electronics and Communication Engineering

A Brief Report

COMSOL Multiphysics Simulation tool for MEMS application

Date: 31/01/2018 to 02/02/2018.

Venue: MEMS Lab.

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

FOREWORD

This report intends to brief about the initiative taken by Alva's Institute of Engineering & Technology, Moodbidri for the Electronics and Communication Engineering students during 31/01/2018 to 02/02/2018, for the enhancement of simulation application in Electronics and Communication Engineering streams. The trainer of the hands-on sessions is Mr. Aneesh Jain M V from the Electronics and Communication Engineering Department.

PROCEEDING OF THE PROGRAM

The sessions were organised for a total duration of 20 Hrs. The sessions are scheduled for a period of three days on 31/01/2018 to 02/02/2018. In each session interested 2nd year ECE students were given the opportunity to practice on COMSOL Multiphysics tool. As its advanced software with wide application some the application related to specific related to electronics were discussed. The sessions started with an introduction/ overview on MEMS and COMSOL Multiphysics, Briefing of step by step procedure for simulation, Modelling and simulation of Basic parallel plate capacitor to find capacitance, Modelling and simulation of Modelling of a 3D Inductor, Modelling and simulation of Microresistor Beam, Modelling and simulation of Piezoelectric Energy Harvester, Modelling and simulation of Capacitive Pressure Sensor.



of Piezoelectric Energy Harvester, Modelling and simulation of Capacitive Pressure Sensor.

The sessions were conducted at Electronics and Communication Engineering MEMS Lab for 4th semester students of ECE department for a period of three days by Mr. Aneesh Jain M V.

CONCLUSION

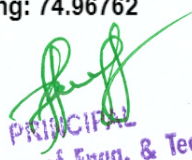
The program on COMSOL Multiphysics Simulation tool for MEMS application for electronics engineering application gave the students the upper edge in the simulation design field. The motto of the program was successfully achieved by the students 4th Sem AIET. We would like to thank the Principal, AIET and Management of AEF for consistent support and encouragement. A special thanks note for the efforts put by faculty incharge, Mr. Aneesh Jain M V, Department of ECE, AIET, Mijar.

PHOTO



COMSOL Training session conducted by Prof. Aneesh Jain M V

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DEPARTMENT OF CIVIL ENGINEERING

REPORT ON SCILAB FOR COMPUTATIONAL ENGINEERING APPLICATION

Date: 07 Feb 2018 to 9 Feb 2018

Venue: CAAD Lab

FOREWORD

This report intends to brief about the initiative taken by Alva's Institute of Engineering & Technology, Moodbidri for the Civil and Mechanical Engineering students during 07 Feb 2018 to 9 Feb 2018, for the enhancement of computational application in their respective Engineering streams. The training incharge of the programme is Prof. Surendra for the Civil Engineering Department.

PROCEEDING OF THE PROGRAM

The sessions were organised for a total duration of 20 Hrs. The sessions are scheduled for a period of three days on 07 Feb 2018 to 9 Feb 2018. In each session the Civil and Mechanical Engineering Students were given the opportunity to practice on Scilab. As it's a open source software the application has wide application some the application related to specific related to the respective stream of Engineering were discussed. The sessions started with a basic Introduction including Installation of the software Scilab, Basic Operators and further it covered topics like Functions, Loops, Conditional statements, 2D, 3D data and it's plotting, Data plotting.

In Civil Engineering CAD Lab the sessions were conducted for 6th semester interested students of Civil and Mechanical engineering for a period of three days by Prof. Surendra.



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DEPARTMENT OF CIVIL ENGINEERING

CONCLUSION

The program on scilab for computational engineering application gave the students the upper edge in the computational design field. The motto of the program was successfully achieved by all the students of Mechanical and Civil Engineering students of 6 Sem AIET. We would like to thank the Principal, AIET and Management of AEF for consistent support and encouragement. A special thanks note for the efforts put by faculty incharges, Prof. Surendra, Civil Engineering department AIET.

PHOTOS



Scilab Training session by Prof. Surendra P

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DEPARTMENT OF MECHANICAL ENGINEERING

REPORT ON hands-on session on "Quickstart into Computational Fluid Dynamics using OpenFOAM

Date: 12th, 14th, and 15th Feb 2018

Venue: CAMD Lab

Trainer: Prof. Kiran C H

FOREWORD

This report intends to brief about the initiative taken by Alva's Institute of Engineering & Technology, Moodbidri for the Mechanical Engineering students on 12th, 14th, and 15th Feb 2018, for the enhancement of computational application in Mechanical Engineering streams. The trainer of the hands-on sessions is Prof. Kiran C H from the Mechanical Engineering Department.

PROCEEDING OF THE PROGRAM

The sessions were organised for a total duration of 20 Hrs. The sessions are scheduled for a period of three days on 12th, 14th, and 15th Feb 2018. In each session interested 3rd year Mechanical students were given the opportunity to practice on OpenFOAM. As it's a open source software with wide application some the application related to specific related to Computational Fluid Dynamics were discussed. The sessions started with a basic Introduction including Installation of the software, Introduction of the project InsightCAE, Graphical postprocessing using Paraview, Build OpenFOAM simulations from scratch Direction to more complex tasks and simulations.

The sessions were conducted at Mechanical Engineering CAMD Lab for 6th semester students of Mechanical Engineering for a period of three days by Prof. Kiran C H.


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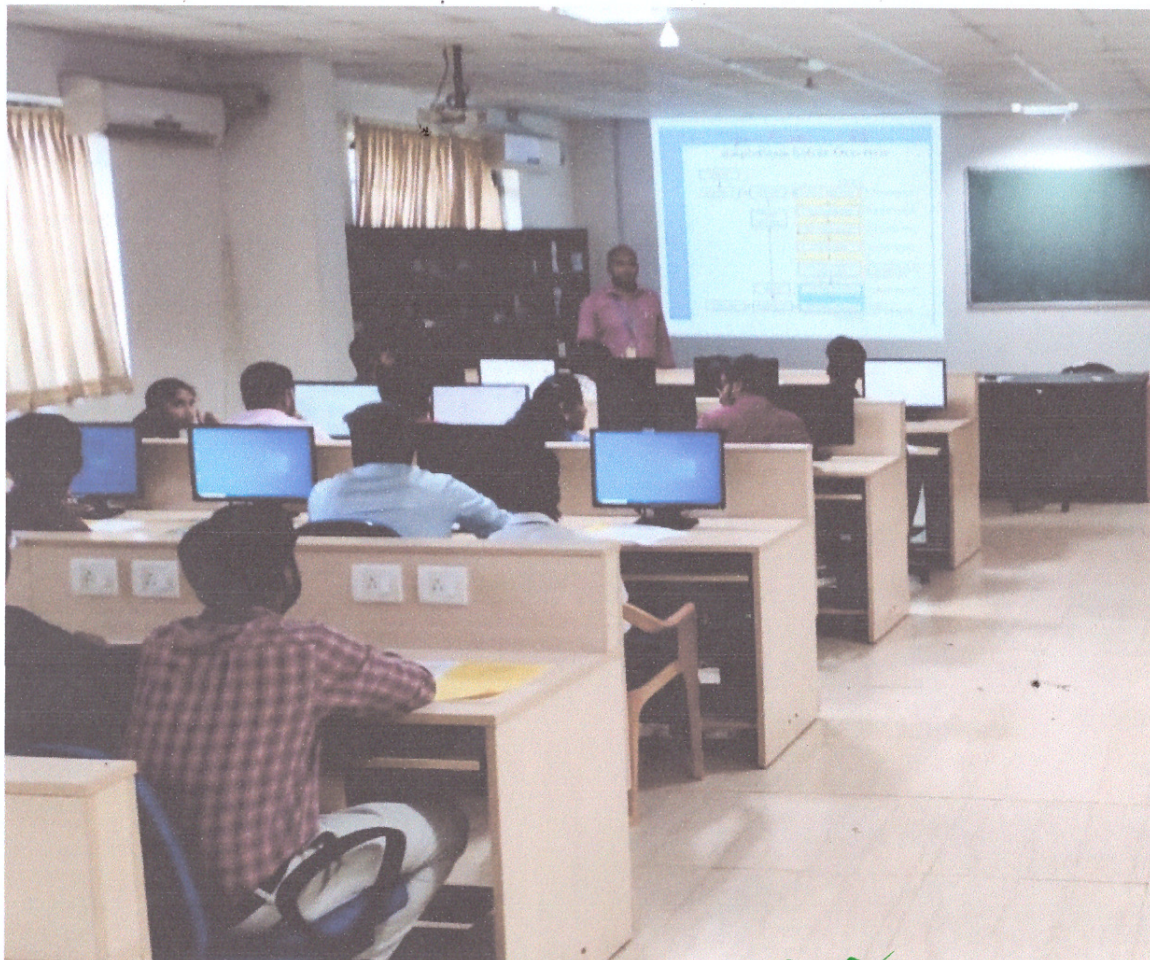
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DEPARTMENT OF MECHANICAL ENGINEERING

CONCLUSION

The program on Quickstart into Computational Fluid Dynamics using OpenFOAM for computational engineering application in fluid flow analysis gave the students the upper edge in the computational design field. The motto of the program was successfully achieved by all the students 6th Sem AIET. We would like to thank the Principal, AIET and Management of AEF for consistent support and encouragement. A special thanks note for the efforts put by faculty incharges, Prof. Kiran C H, Mechanical Engineering department AIET.

PHOTO



OpenFOAM Training session conducted by Prof. Kiran C H
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Training and Placement Department

18-02-2018

Report on “LaTeX Training”

A training session on **LaTeX** was conducted for the second year students of all departments. For CSE and ISE department it was conducted on the 9th and 10th of February, 2018. The training for ECE department was conducted on the 12th and 13th February 2018. For Mechanical department it was conducted on the 10th and 11th of February, 2018 and Civil department it was conducted on the 3rd and 4th of February.

The session started with an introduction to the LaTeX tool, basics and installation. This was followed by basics on the LaTeX environments and packages. The resource person then demonstrated the commands required to write a document with respect to sections, paragraphs, equations, table indexing, tables, figures, references, cross references and more, along with hands-on training for the students.

The next session was on research/review paper writing and publishing where the resource person discussed about scientific communication, good manuscript for an international journal and the key characteristics of writing a paper and paper organization. Plagiarism, Journal Impact factor and the submission process and also delivered a brief introduction to Thesis writing.

Day 2 was a hands-on session on LaTeX for documentation. The session started with introduction of latex, document creation using Kile software. He highlighted the usage of library function, style files, frames, tables, images, figures, mathematical equations, matrix. The preparation of presentation slides using LaTeX was also briefed upon.

The program concluded on a good note on identifying project interests, believing what we can do, planning and scheduling to achieve project milestones.



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Training and Placement Department



Latex Training Session in ECE Department
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Latex Training Session in CSE Department
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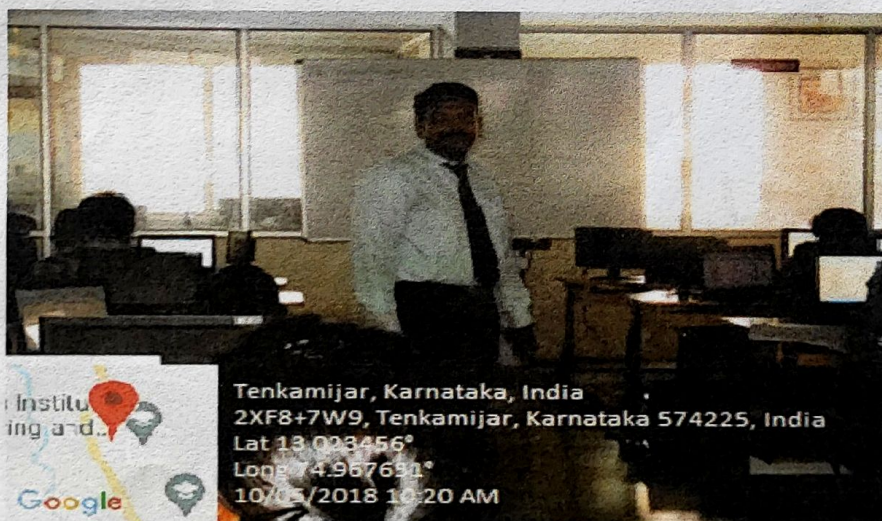
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DEPARTMENT OF BUSINESS ADMINISTRATION

Report :Two day training program on GST Administration

12-May-2018

A technical session cum awareness program on implementation of GST was organized on the 9th & 10th May , 2018 for 4th Semester students of MBA students by Mr. GANESH RAO, 11 years of work experience in Payroll calculations for 5 companies and also working as a Payroll, Finance & Accounts Trainer. A special presentation on the implementation of GST was delivered depicting its implications and future taxations. This session aimed at ensuring that each participant should go with enriched knowledge of this new tax legislation. Trainer detailed insights into GST framework and its implementation in India. Various aspects related to GST compliance like Registration, Input tax Credit and return filing were discussed in detail with the help of computers. The workshop ended with the question answer session where students were able to discuss their queries with the trainers.



TRAINING PROGRAM ON GST ADMINISTRATION BY MR. GANESH RAO

Outcome:

- Understand various concepts of Goods & Service Tax
- Understand the impact of new regulation on various sectors and kind of changes needed to be done
- Gain an insight on the recording and analyzing the transactions for compliance under GST
- Getting familiar with the technology and the flow of return filing under GST



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- Gain an insight on the recording and analyzing the transactions for compliance under GST
- Getting familiar with the technology and the flow of return filing under GST
- Hands on understanding of doing entire compliance screen by screen

The total of 87 students were benefited from the session

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