



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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

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13-08-2018

Report on “Hands on session on Let’s Work with Microsoft Office”

A training session on **MS Office** was conducted for the second year students of all departments. For circuit branches it was conducted on the 3rd and 4th of August, 2018 and for CV and ME department it was conducted on the 6th and 7th of August, 2018.

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. Abhijith S

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.
- Helps in Managing documents using advanced skills in Microsoft Office to create, edit and produce better documents.

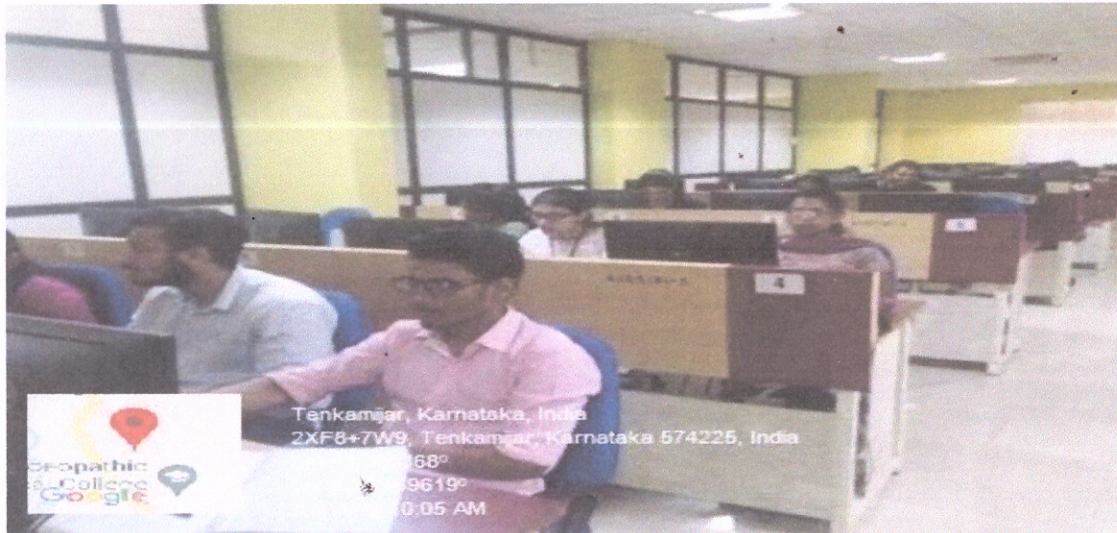


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- Helps in Managing documents using advanced skills in Microsoft Office to create, edit and produce better documents.
- Enhance the presentation skills for their seminars and project works.



MS Office Training Session in CSE Department



MS Office Training Session in CV Department


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20-11-2018

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 19th and 20th November 2018. 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
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



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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 87 students were benefited from the session

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DEPARTMENT OF MECHANICAL ENGINEERING

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

Date: 04th Feb 2019 to 06th Feb 2019

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 during 04th Feb 2019 to 06th Feb 2019, 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 04th Feb 2019 to 06th Feb 2019. In each session interested 3rd year Mechanical students were given the opportunity to practice on OpenFOAM. As it's an open source software with wide application some applications 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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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.

PHOTOS



OpenFOAM Training session conducted by Prof. Kiran C H


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DEPARTMENT OF CIVIL ENGINEERING

REPORT ON SCILAB FOR COMPUTATIONAL ENGINEERING APPLICATION

Date: 07 Feb 2019 to 9 Feb 2019

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 2019 to 9 Feb 2019, 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 2019 to 9 Feb 2019. 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 conducted by Prof. Surendra P


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Training and Placement Department

21-02-2019

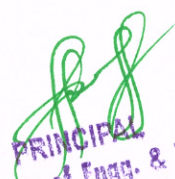
Report on "Let's Learn LaTeX"

A two day program on "Let's Learn LaTeX" was conducted for all the final year students. 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, and 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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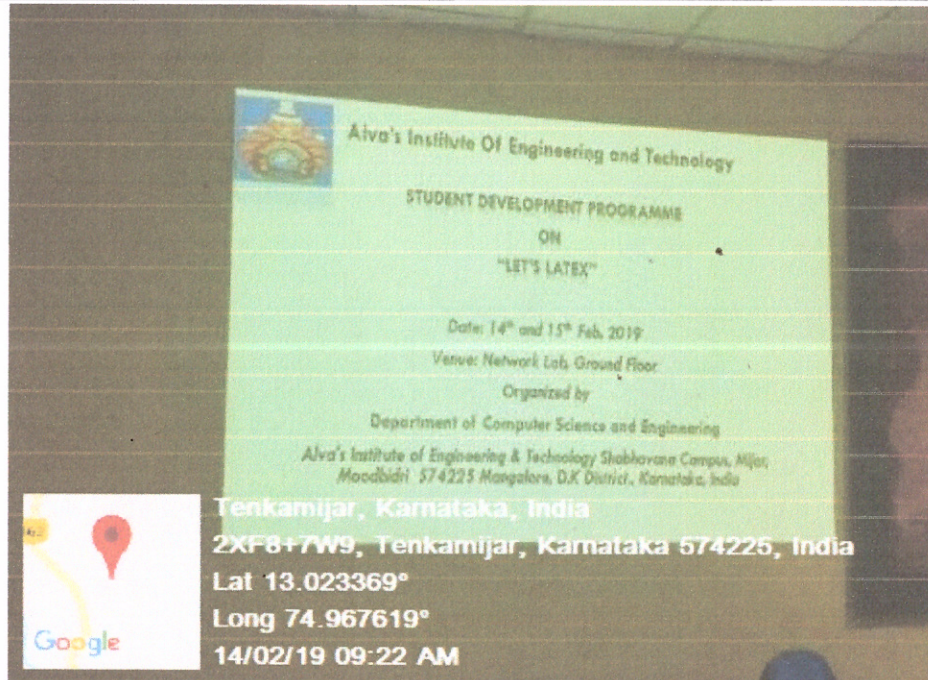


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Latex Training Session



Latex Training Session in ECE Department

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Training and Placement Department



Latex Training Session in CSE Department


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DEPARTMENT OF ELECTRONIC & COMMUNICATION ENGINEERING

Department of Electronics and Communication Engineering

A Brief Report

COMSOL Multiphysics Simulation tool for MEMS application

Date: 18/02/2019 to 20/02/2019.

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 18/02/2019 to 20/02/2019, 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 18/02/2019 to 20/02/2019. 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 Induction Currents from Circular Coils, Modelling and simulation of Frequency Domain Modelling of a Capacitor,



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DEPARTMENT OF ELECTRONIC & COMMUNICATION ENGINEERING

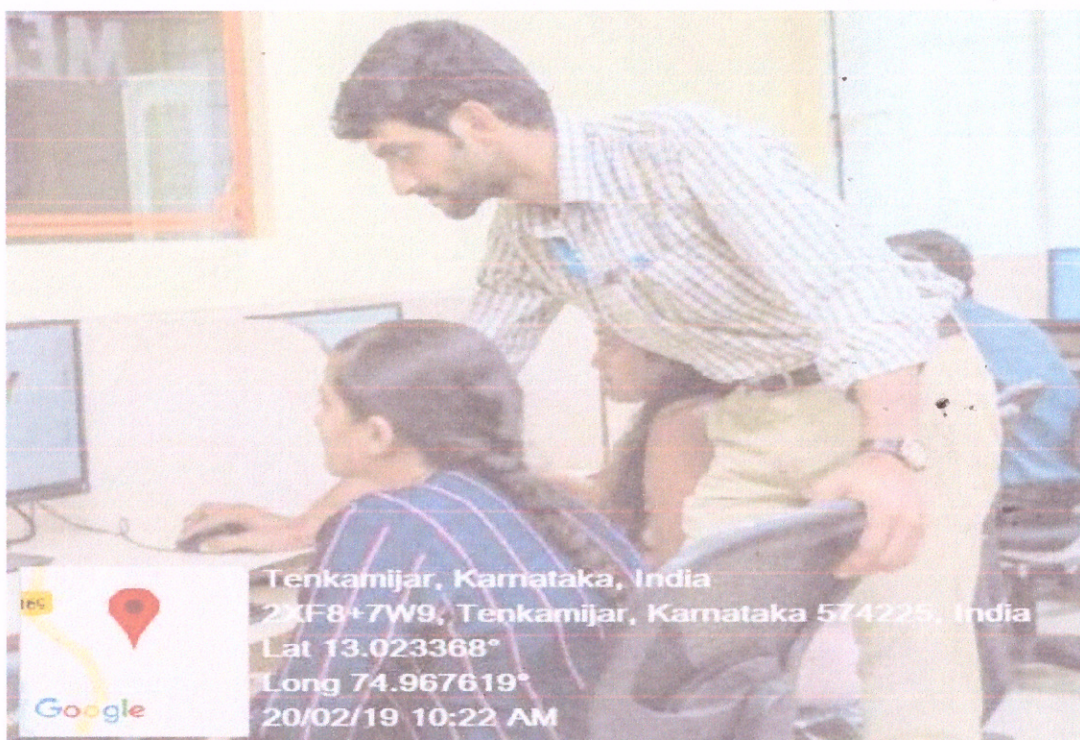
Moving Magnet, Modelling and simulation of Computation of losses in a three-phase power transformer.

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 by Prof. Aneesh Jain M V


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DEPARTMENT OF BUSINESS ADMINISTRATION

Report: Two-Day Technical Session on HR Analytics

23.11. 2018

On 21.11.2018 & 22.11.2018 by Mr. Ashok D'Souza, Lead Analyst, MResult Services Pvt. Ltd. Mangalore conducted a technical session for II semester MBA students and faculty. The resource person informed them on the value of HR Analytics, the commonly used software in industries and the visualization techniques and how to use them.



TECHNICAL SESSION ON HR ANALYTICS BY MR. ASHOK D'SOUZA

He trained the students on Current churn rate, Attrition by department, Attrition by estimated commute time, scheduled maintenance windows for system patching, security updates, and AWS infrastructure management, Number of final rounds to offer, Offer acceptance rate, Statistical analysis of employee engagement survey data, Discriminate analysis to identify the needs of



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different segments within the organization, Factor analysis to correlate engagement initiatives with retention and productivity, Inform testing of new ideas to measure lift in engagement

The total of 87 students were benefited from the session

Outcome:

1. Students learned different types of tools used in HR analytics and their uses.
2. Application of HR analytics was explained by various examples.

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DEPARTMENT OF BUSINESS ADMINISTRATION

Report: Two Day Technical session on GST Regime and Its Implications

20th May, 2019

Two day technical session was organized on 18th & 19th May 2019 by the department to create an awareness of the new GST regime and its implications to all concerned for 4th semester of MBA students. Mr.Flenil D'Souza, Chartered Accountant, Nithin J. Shetty & Co., Mangalore a budding tax expert in Mangalore was the resource person. Since GST is part of their syllabus it helped them immensely to learn the practical implications of GST.



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PG Department of Business Administration
Cordially invites you to a
TECHNICAL SESSION
on
GOODS AND SERVICES TAX (GST)
Resource Person: Mr. Flenil D'Souza, Chartered Accountant
Nitin J. Shetty & Co. Mangalore
Time: 9.00am to 12.00noon Place: MBA Seminar Hall Date: 18 May, 2019



TECHNICAL SESSION ON GST REGIME AND ITS IMPLICATIONS BY MR. FLENIL D'SOUZA



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Outcomes:

- Students got to know the change in the tax structure from current system to the proposed system.
- Understood the need and overview of GST Tax law.
- Participants were enhanced on the implications of GST on various industries.
- Participants gained knowledge about registration, levy of tax and returns under GST

The total of 83 students were benefited from the session


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