



AMET

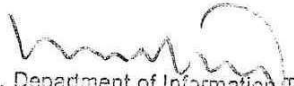
ACADEMY OF MARITIME EDUCATION AND TRAINING
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)

DEPARTMENT OF INFORMATION TECHNOLOGY

VALUE ADDED COURSE DETAIL

ACADEMIC YEAR-2019 - 20

1	Course Name	Excel Basic
2	Course offered by	Department Of Information Technology
3	Co-Ordinator	Dr K.Komathy
4	Instructor	Mr Dharma Prakash, Top Freshers
5	Branch	BBA., B.Com., MBA
6	Class	I,II & III Years
7	Number of Students per batch	444 Students
8	Duration	3 Months
9	No. of Hrs /Week	30 Hrs
10	Prerequisite	Nil
11	Course Brochure	Copies Attached
12	About the Course	The course is targeted towards employability of maritime students to Excel.
13	Course Objective	To enable them to work on Excel as well as train the students structuring & presenting data.
14	Course Outcome	After completion of the course, the students will be able To get hands-on experience to make awesome Excel workbooks.
15	Topics Covered	Syllabus Attached
16	Learning References	Web link attached
17	Assessment Method	Mini Projects
18	Attendance Sheet	Copies Attached
19	Photograph	Copies Attached
20	Certificate Copies	Copies Attached
21	Feedback About The Course	Copies Attached
22	Action Taken Report	Copies Attached


HEAD, Department of Information Technology
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be University u/s 3 of UGC Act 1956)
135, East Coast Road,
Kanathur - 603112, Chennai, India.
Ph: 91-44-27472157/904/155, Fax: +91-44-27472804
E-mail: amet@vsnl.com
Website: ametindia.com. www.ametuniv.ac.in

TOPICS TO BE COVERED

Session No	Topics to be Covered	Session Duration in Hours
1.	Creating a New Workbook - Navigating in Excel - Moving the Cell Pointer - Using Excel Menus - Using Excel Toolbars: Hiding, Displaying, and Moving Toolbars	2
2.	Entering Values in a Worksheet and Selecting a Cell Range - Previewing and Printing a Worksheet - Getting Help from the Office Assistant - Saving a Workbook & Reopening a saved workbook.	2
3.	Formatting a Worksheet - Creating Headers, Footers, and Page Numbers - Adjusting Page Margins and Orientation - Adding Print Titles and Gridlines, rows to repeat at top of each page	2
4.	Formatting Fonts & Values - Adjusting Row Height and Column Width - Changing Cell Alignment - Adding Borders - Applying Colors and Patterns - Using the Format Painter - Using AutoFormat - Merging Cells, Rotating Text, and using Autofill	2
5.	Managing your workbooks - Switching Between Sheets in a Workbook - Inserting and Deleting Worksheets - Renaming and Moving	2
6.	Worksheets - Protecting a Workbook - Hiding Columns, Rows and Sheets - Splitting and Freezing a Window - Inserting Page Breaks - Advanced Printing Options	2
7.	Editing a Workbook - Entering Data Values and using - AutoComplete - Editing, Clearing, and Replacing Cell Contents - Cutting, Copying, and Pasting Cells	2
8.	Moving and Copying Cells with Drag and Drop - Collecting and Pasting Multiple Items - Using the Paste Special Command - Inserting and Deleting Cells, Rows, and Columns	2
9.	Using Undo, Redo, and Repeat - Checking Your Spelling - Finding and Replacing Information - Inserting Cell Comments	2
10.	Formulas - Creating a basic Formula - Use the Function Wizard, Common functions(AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT)	2
11.	Application to Engineering Data	2
12.	Nested functions, Name cells, ranges, constants - Relative, Absolute, Mixed cell references: >, <, = operators - Logical functions using IF, AND, OR, NOT.	2
13.	Working with the Forms Menu - Sorting, Subtotaling & Filtering Data - Copy & Paste Filtered Records - Using Data Validation	2
14.	Charts - Formatting and Editing Objects in a Chart - Changing a Chart's Source Data - Adding Titles, Gridlines, and a Data Table - Formatting a Data Series and Chart Axis - Annotating a Chart - Selecting and Saving a Custom Chart - Using Fill Effects - Mapping Data - Modifying a Map.	2
15.	Application to Engineering Data	2
TOTAL DURATION OF THE COURSE		30 Hours

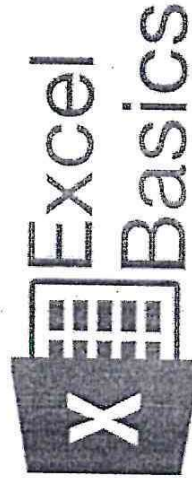


VALUE ADDED COURSE - 2019 - 20

On

EXCEL BASICS

July to November 2019



Organized by

DEPARTMENT OF INFORMATION TECHNOLOGY

&

TOP FRESHERS TECHNOLOGIES PVT. LTD,

CHENNAI.



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ACADEMIC YEAR-2019 - 20

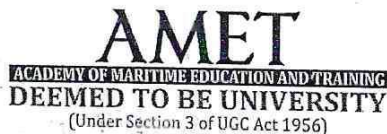
Attendance Details

Course Name : Excel Basic

Name of the Dept : MBA

Year / Sem / Group : 1st / 1st / 1st

S.No	Roll No	Name Of the Students	7/08/2019	14/08/2019	20/08/2019	27/08/2019	5/09/2019	12/09/2019	17/09/2019	23/09/2019	27/09/2019	04/10/2019	12/10/2019	17/10/2019	23/10/2019	29/10/2019	4/11/2019	7/11/2019
1	MBA1094	ANAND BABU	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/
2	MBA1095	ANTO SHARON E	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/	/
3	MBA1096	ARAVIND A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	MBA1098	ASHWIN.C	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	MBA1100	BHUVANESH.K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	MBA1102	DEEPAK V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	MBA1106	EBENEZER JEBASEEL	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	MBA1110	HARI.V	/	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/
9	MBA1114	JAMSITH AHMED J	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	MBA1120	Keerthivasan.T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	MBA1121	LOKESH d	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	MBA1122	MACVIN WILVAN D SOUZA	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/
13	MBA1124	MOHAMED AKSAN S	/	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/
14	MBA1128	NANDHA KUMAR G	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	MBA1129	NAVEEN KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	MBA1130	NELSON	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	MBA1132	NITHIN S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	MBA1134	PRAMILA	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/
19	MBA1136	PRATHIBA P	/	/	/	/	/	A	/	/	/	/	/	/	A	/	/	/
20	MBA1137	PUSHPESH PRABHU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	MBA1138	RAM NARAYANAN.M.R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	MBA1139	RAMAMOORTHY S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	MBA1140	RANGARAJAN. N	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	MBA1143	RUBESWAR B	/	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/



Course Name : Excel Basic
Name of the Dept : MBA
Year / Sem / Group : 1st / 1st / 2nd

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ACADEMIC YEAR-2019 - 20
Attendance Details

Course Name : Excel Basic

Name of the Dept : MBA

Year / Sem / Group : 2nd / 3rd / 1st

S.No	Roll No	Name Of the Students	7/08/2019	14/08/2019	20/08/2019	27/08/2019	5/09/2019	12/09/2019	17/09/2019	23/09/2019	24/09/2019	04/10/2019	12/10/2019	14/10/2019	23/10/2019	29/10/2019	4/11/2019	07/11/2019
1	MBA1022	AKASH K	/	/	/	/	/	/	/	/	/	A	/	/	/	/	/	/
2	MBA1023	ALIFA GAFFAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	MBA1024	AMIT YADAV	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/
4	MBA1025	ARAVINTHAN K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	MBA1026	BALAJI S	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	MBA1027	BILAL BIN ASARAF	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	MBA1028	CLEMENT NIKHIL DSOUZA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	MBA1029	DINESH S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	MBA1030	FAIZAL AHAMED R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	MBA1033	KAUSHICK A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	A
11	MBA1034	LINGESHWARAN G	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	MBA1035	MANISHA M	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/	/
13	MBA1036	MITHUNRAJ D	/	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/
14	MBA1037	MYTHREYEE H	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	MBA1038	NARENDERAN S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	MBA1039	PONRAJ R	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/
17	MBA1041	RESHMA JENIFER A	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/
18	MBA1042	SAIVIGNESH R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	MBA1044	SATHYAMOORTHY V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	MBA1045	SHYAM SUNDAR R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	MBA1046	SUGUMAR D	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	MBA1047	TONY VARGHESE	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	MBA1048	VASANTH KUMAR K	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/
24	MBA1049	VIJAY A	/	/	/	/	/	/	/	/	/	A	/	/	/	/	/	/



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Attendance Details

Course Name : Excel Basic

Name of the Dept : MBA

Year / Sem / Group : 2nd / 3rd / 2nd[illegible]

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ACADEMIC YEAR-2019 - 20
Attendance Details

Course Name : Excel Basic

Name of the Dept : BBA

Year / Sem / Group : 1st / 1st / 1st

[illegible]

25	BBA0477	PAUL JOHNSON	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26	BBA0479	PRAVEEN KUMAR T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	BBA0481	RAJAT CHADGAL	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28	BBA0483	RAKESH K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29	BBA0485	RITHWIK ANAND	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
30	BBA0487	S SANJAY KISHORE	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
31	BBA0489	SANDHIYADEVI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
32	BBA0491	SHAJU RAJAN.P	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/
33	BBA0493	SREEJA S	/	/	A	/	/	/	/	/	/	/	A	/	/	/	/
34	BBA0495	SUNDAR SOLOMON	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
35	BBA0499	VASANTHAPRIYA I	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/
36	BBA0501	VISHWA B	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/
37	BBA0503	ABDUL HAMEED .M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Note: One Entry Consider As 2 Hours

Handwritten Signature
HEAD, Department of Information Technology
ACADEMY OF MARITIME EDUCATION AND TRAINING
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Kannur - 606112, Chennai, India.
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1	BBA0430	ABDUL RAHMAN N M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	BBA0432	AKASH G	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	BBA0434	AKSHARA	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/
4	BBA0436	ARAVIND P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	BBA0438	ARUN KUMAR K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	BBA0440	ARUNKUMAR K	/	/	/	/	/	/	/	/	A	/	/	/	/	/	/	/
7	BBA0442	ASHWIN V	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/	/
8	BBA0444	BALU KRISHNA B R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	BBA0446	DEKISH C DALLIN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	BBA0448	DEVANARAYANAN S	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/	/
11	BBA0450	GODSON JACOB	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	BBA0452	GOKULS	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/
13	BBA0454	HAKKIM AZMAL HAROON V S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	BBA0456	ILYAS THABIN	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	BBA0458	JANAROHIT R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	BBA0460	JISHIN VIKSHO R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	BBA0462	KEERTHIVAS M D	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	BBA0464	LEHA TANUSRI B S	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/
19	BBA0466	MAANASHVEE	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/	A
20	BBA0468	MARIA RACHEL	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	BBA0470	MOHAMED MUSHRAF S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	BBA0472	MOHAMMED WASEEM	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	BBA0474	NIMMANA GOURAV	/	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/

25	BBA0478	POOJA A	/	/	/	/	/	A	/	/	/	/	/	/	/	/	A
26	BBA0480	PRAVEEN V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	BBA0482	RAJESH R M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28	BBA0484	RISHOK JODRA.J	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29	BBA0486	ROHITH R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
30	BBA0488	SAHIB	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
31	BBA0490	SESHATHRI D	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
32	BBA0492	SHANMUGARAM G L	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/
33	BBA0494	STANIC T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
34	BBA0496	SYED ALI FAIZEL S M.	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/
35	BBA0498	THEYBORAL JOHNSI A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
36	BBA0500	VISHVA S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
37	BBA0502	Vyshak Nair	/	/	/	/	/	/	/	/	/	A	/	/	/	/	/
38	BBA0504	AMALKRISHNA.B	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Note: One Entry Consider As 2 Hours


HEAD, Department of Information Technology
ACADEMY OF DISTANCE EDUCATION AND TRAINING
 (Declared as Deemed to be University u/s 3 of UGC Act. 1956)
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 Website: ametindia.com. www.ametuniv.ac.in



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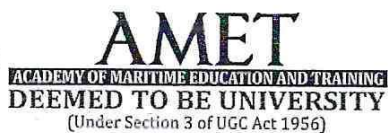
Name of the Dept : BBA

Year / Sem / Group : 2nd / 3rd / 1st

S.No	Roll No	Name Of the Students	5.8.19	9.8.19	17.8.19	22.8.19	3.9.19	9.9.19	14.9.19	19.9.19	25.9.19	1.10.19	10.10.19	15.10.19	21.10.19	25.10.19	31.10.19	5.11.19
1	BBA0308	ABDULKALAM M M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	BBA0309	ABINAYA R	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	A
3	BBA0310	AJIN K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	BBA0311	AKASH RAJ V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	BBA0312	AKSHAYJITH.T	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/	/
6	BBA0313	AMANDA THOMAS B	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/
7	BBA0315	ANEESH A S	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/	/
8	BBA0316	ANVAR H	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	BBA0317	ARUL JYOTHI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	BBA0318	RAJGURU ASHISH SATISH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	BBA0319	ATHUL K	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/
12	BBA0320	BAPPU RAPHAEL	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	BBA0321	BHAVANI G	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	BBA0322	CHANDRAMOWLI B	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	BBA0323	DAKSHAN S	/	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/
16	BBA0324	DHEERAJ G	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	BBA0325	EBINSHA Y M	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/
18	BBA0326	GANESH E	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	BBA0327	GUHAN S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	BBA0328	HAJAY S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	BBA0329	HARISH K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	BBA0330	JAPHETH TITUS KUMAR G	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/
23	BBA0331	JESHWIN P J SALOM	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/

25	BBA0333	MAKWANA KASHYAP HIREN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26	BBA0334	KIRAN KUMAR R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	BBA0335	RAGESH M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28	BBA0336	MAJEED SHAHEN S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29	BBA0337	MANOJ M	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
30	BBA0338	MELWIN KURIAKOSE SABU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
31	BBA0339	MOHAMED HANIFUDEEN S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
32	BBA0340	MOHAMED NAYEEM F	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
33	BBA0341	MOHAMMED IMRAN A	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/	/
34	BBA0342	MOHAMMED THAHIR S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
35	BBA0343	NAVEEN PRAKASH S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
36	BBA0344	NOAH V	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/	A	/
37	BBA0345	RAJESH R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
38	BBA0346	RIFFAIDEEN A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
39	BBA0347	ROHITH D	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
40	BBA0348	SAI CHARAN AMANCHARLA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
41	BBA0349	S SAMUEL KNIGHT	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
42	BBA0350	SANJAY KUMAR K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
43	BBA0351	SARUN KUMAR V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
44	BBA0352	SELLESH BABU S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
45	BBA0353	SNEHA SMRITI MINZ	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
46	BBA0354	SRINIVASAN A	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/
47	BBA0355	SUSHIL GUPTA M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
48	BBA0356	THENNARASI T	/	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/
49	BBA0357	VIMAL KUMAR R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
50	BBA0358	MODI VIRAJ SHAILESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
51	BBA0359	VISHNU A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
52	BBA0360	VYSAKH T NARAYANAN	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/
53	BBA0377	DHAKATE RISHIKA KRISHNA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
54	BBA0408	SUGANDH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
55	BBA0416	ARUN NARAYAN SHARMA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
56	BBA0417	KEERTHAPRIYA R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
57	BBA0421	S MOHANA PRIYA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
58	BBA0422	YUTHISH P	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/
59	BBA0423	MUHAMMED MUFLIH K M T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Note: One Entry Consider As 2 Hours



VALUE ADDED COURSE
DEPARTMENT OF INFORMATION TECHNOLOGY
ACADEMIC YEAR-2019 – 20

[illegible]

[illegible]



AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)

VALUE ADDED COURSE
DEPARTMENT OF INFORMATION TECHNOLOGY
ACADEMIC YEAR-2019 - 20
Attendance Details

Course Name : Excel Basic

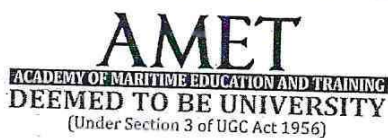
Name of the Dept : BBA

Year / Sem / Group : 3rd / 5th / 1st

S.No	Roll No	Name Of the Students	6.8.19	13.8.19	19.8.19	26.8.19	4.9.19	11.9.19	16.9.19	20.9.19	26.9.19	3.10.19	31.10.19	16.10.19	1.11.19	28.10.19	4.11.19
1	BBA0191	AASISHSHA R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	BBA0193	ABIN GEORGE	/	/	/	/	/	/	/	/	/	/	/	/	A	/	/
3	BBA0195	ABITHARAN R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	BBA0197	AGHIN JOSEPH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	BBA0199	AJAY KRISHNAN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	BBA0201	AKASH S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	BBA0203	ANGEL REVALINA RANI A	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/
8	BBA0205	ANUVIND KRISHNA V	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/
9	BBA0207	ASISH L LIBIN	/	/	/	A	/	/	/	/	/	/	/	/	/	/	/
10	BBA0209	DIWAN ATIF FARUKH	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	BBA0211	BENISH J GABRIEL	/	/	/	/	/	/	/	A	/	/	/	/	/	/	/
12	BBA0213	CHETHAN C V	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/
13	BBA0215	WS DEVU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	BBA0217	FARHAN AHMED	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	BBA0219	M GAUTAM KISHORE	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/
16	BBA0221	GOKULKUMAAR V K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	BBA0223	GOPU KRISHNAN G	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	BBA0225	GRACIA STELLRIN M	/	/	/	/	/	/	/	/	/	A	/	/	/	/	/
19	BBA0227	HARESH R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	BBA0229	IYYAPPAN G	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	BBA0231	JANARTHANAN H	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	BBA0233	JOSSHI.C.M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	BBA0235	KANNVY	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	BBA0237	KAUSSHIK J	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/

26	BBA0241	MANIKANDAN M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	BBA0243	MODI HARSHIL JAGDISH	/	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/
28	BBA0245	MOHAMED BILAL M J	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29	BBA0247	MOHAMED IMRAN H	/	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/
30	BBA0249	MOHAMED RIYAS S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
31	BBA0251	MOHAMMED MUSTAJAB	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
32	BBA0253	MUKIL P	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/	/
33	BBA0255	NAVEEN R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
34	BBA0257	NIKASH ROY L	/	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/
35	BBA0259	ADAPA PRASANNA PRABHAVATHI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
36	BBA0261	PRAVEEN S	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
37	BBA0263	RAJAGOPAL T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
38	BBA0265	RANJITH KUMAR R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
39	BBA0267	ROBIN S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
40	BBA0269	ROSHAN VARKEY	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
41	BBA0273	SAMEER K V	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
42	BBA0275	SATHISHKUMAR S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
43	BBA0277	SEENIVASAN S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
44	BBA0279	SHILU MATHEW	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
45	BBA0281	SIDHARTH S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
46	BBA0283	SIVA GANESH P V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
47	BBA0285	STEVE VARGHESE MATHEW	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
48	BBA0287	SUHAIL AHAMED A H	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
49	BBA0289	SUSHMITHA R	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
50	BBA0291	TINU THOMAS S	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/	/	/
51	BBA0293	VIGNESH B	/	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/
52	BBA0295	VIVEKANANDAN E	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
53	BBA0297	NAATRAYSAN.M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
54	BBA0301	VENKATESH PRASANTH L	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
55	BBA0302	MUHAMMED ASHIQU	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/
56	BBA0305	N.VIGNESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
57	BBA0306	OSMAN ALI OSMAN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
58	BBA0307	LIBAN ABDULAH AFI	/	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/

Note: One Entry Consider As 2 Hours



Attendance Details

Course Name : Excel Basic

Name of the Dept : BBA

Year / Sem / Group : 3rd / 5th / 2nd

[illegible]

26	BBA0240	LALITH KUMAR O	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	BBA0242	MEGHA V	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28	BBA0244	MOHAMED ASFAQ ALI M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29	BBA0246	MOHAMED HIMRAN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
30	BBA0250	MOHAMED EJAS M A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
31	BBA0252	MUHMED BASHID M	/	/	/	A	/	/	/	/	/	/	/	/	/	/	/
32	BBA0254	NAVEEN M	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/
33	BBA0256	V NAVEEN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
34	BBA0258	PRABHAKARAN K	/	A	/	/	/	/	/	/	/	/	/	/	/	/	/
35	BBA0260	PRAVEEN KUMAR S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
36	BBA0262	RAGUL P	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
37	BBA0266	RANJITH KUMAR G	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/
38	BBA0268	ROKESH RAM A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
39	BBA0270	RUPESH SINGH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
40	BBA0272	SAM SUNDAR T	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
41	BBA0274	SAMPATRAO NIKHILRAJU GOVINDRAJU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
42	BBA0276	SEDHUMADHAVAN M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
43	BBA0280	SIBIN SANJAY J	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/
44	BBA0282	SIDHU VAISHNAV	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
45	BBA0284	SRIRAM R J	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/
46	BBA0286	SUDHARSAN D	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
47	BBA0288	SUSANTH K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
48	BBA0290	TENNETI NAGA RAJAN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
49	BBA0292	CHOURASIA TUSHAR SURAJ	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
50	BBA0294	VIJAY M	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/
51	BBA0296	MOHAMED SALEEM A M	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/
52	BBA0298	SANJAI THOMAS A D	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
53	BBA0300	SRIRAM A	/	/	A	/	/	/	/	/	/	/	A	/	/	/	/
54	BBA0304	CAESAR STEVEN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
55	RBBA0114	AKSHALS	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Note: One Entry Consider As 2 Hours



AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)

VALUE ADDED COURSE
DEPARTMENT OF INFORMATION TECHNOLOGY
ACADEMIC YEAR-2019 - 20
Attendance Details

Course Name : Excel Basic

Name of the Dept : B.Com

Year / Sem / Group : 1st / 1st / 1st

S.No	Roll No	Name Of the Students	7/06/2019	14/08/2019	20/08/2019	27/08/2019	5/09/2019	12/09/2019	19/09/2019	23/09/2019	04/10/2019	12/10/2019	27/10/2019	23/10/2019	29/10/2019	04/11/2019	11/11/2019
1	LCA048	ABDUL KAISAR	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/
2	LCA049	ABINIESH.S	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/
3	LCA050	ABISHEK KUMAR C	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	LCA053	JAGADISH S	/	/	/	/	/	/	/	/	/	/	/	/	/	A	/
5	LCA054	JASMINE H	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/
6	LCA056	K BHARAT MANIGANDAN	/	/	/	A	/	/	/	/	/	/	/	/	/	/	/
7	LCA058	MOHAMED RAMZHY.P	/	/	/	/	/	/	/	/	/	/	/	A	/	/	/
8	LCA062	SACHIN C	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/
9	LCA063	SOWMIYA K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	LCA065	SUMITH D	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/
11	LCA068	VIJAS MAJIN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	LCA069	VISHAL S K	/	/	/	/	/	/	A	/	/	/	/	/	/	/	/
13	LCA070	WAHID A	/	/	A	/	/	/	/	/	/	/	/	/	/	/	/

Note: One Entry Consider As 2 Hours


HEAD, Department of Information Technology
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be University u/s 3 of UGC Act, 1956)
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Kanathur - 603112, Chennai, India.
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E-mail: amet@vsnl.com
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AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)

VALUE ADDED COURSE
DEPARTMENT OF INFORMATION TECHNOLOGY
ACADEMIC YEAR-2019 - 20
Attendance Details

Course Name : Excel Basic

Name of the Dept : B.Com

Year / Sem / Group : 2nd / 3rd / 1st

S.No	Roll No	Name Of the Students	07/8/2019	14/08/2019	20/08/2019	27/8/2019	5/9/2019	12/9/2019	19/9/2019	26/09/2019	3/10/2019	10/10/2019	17/10/2019	24/10/2019	31/10/2019	07/11/2019
1	LCA021	ABHINAV C PADMANABHAN	A	/	/	/	/	/	/	/	/	/	/	/	/	/
2	LCA022	ABRAHAM DAVID	/	/	/	/	/	/	/	/	/	/	/	/	/	A
3	LCA023	ADHHYIR SWAME DUTT	/	/	/	/	/	/	A	/	/	/	/	/	/	/
4	LCA024	AJUMUDEEN J	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	LCA025	ATHEEQ AHAMED M A	/	/	/	/	/	/	/	/	/	/	A	/	/	/
6	LCA026	DEEPAK KUMAR M	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	LCA028	JOSHUA ALFRED M	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	LCA029	KARAN RAJ V	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	LCA030	MOHAMED ERFAN H S	/	/	A	/	/	/	/	/	/	/	/	/	/	/
10	LCA031	MOHAMED FAYAZ T	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	LCA032	MOHAMED RIYAS H	/	/	/	A	/	/	/	/	/	/	/	/	/	/
12	LCA033	MOHAMEED DULFIGHAR A	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	LCA034	PRABU R	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	LCA036	SANTHOSH KUMAR B	/	/	/	/	A	/	/	/	/	/	/	/	/	/
15	LCA038	SHANMUGAVEL T	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	LCA039	SIVA BHARATHAN R	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	LCA040	SRI VENKATA PRAGATHEESH A	/	/	A	/	/	/	/	/	/	/	/	/	/	/
18	LCA042	VARUN RAMAKRISHNAN	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	LCA044	DHANALAKSHMI G	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	LCA045	MADHU PRIYA L	/	/	/	/	/	/	/	A	/	/	/	/	/	/
21	LCA046	MUKESH BABU M	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	LCA047	YUSUF SIDDIQ J A	/	/	/	/	/	/	/	/	/	/	/	A	/	/

Note: One Entry Consider As 2 Hours

HEAD, Department of Information Technology
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VALUE ADDED COURSE
DEPARTMENT OF INFORMATION TECHNOLOGY
ACADEMIC YEAR-2019 - 20
Attendance Details

Course Name : Excel Basic

Name of the Dept : B.Com

Year / Sem / Group : 3rd / 5th / 1st

S.No	Roll No	Name Of the Students	07/8/2019	14/8/2019	20/8/2019	27/8/2019	03/9/2019	10/9/2019	17/9/2019	23/9/2019	27/9/2019	04/10/2019	12/10/2019	17/10/2019	23/10/2019	29/10/2019	06/11/2019	07/11/2019
1	LCA007	MONISA.S	/	/	A	/	/	/	/	A	/	/	/	/	A	/	/	/
2	LCA008	ALDRIN SHAIN DOMINIC	/	/	/	/	/	/	/	/	/	/	/	/	/	/	A	A
3	LCA009	ARAVINDA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	LCA010	ASHWINSHIBU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	LCA011	GNANAPRAKASH.K	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/	/
6	LCA012	JITHIN JOSEPH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	LCA013	MANIKANDAN.C	/	/	/	/	/	/	/	/	/	/	A	/	/	/	/	/
8	LCA014	MOHAMED ASHIK A S	/	/	/	/	/	A	/	/	/	/	/	/	/	/	/	/
9	LCA015	MOHAMMED AARIF S	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	LCA016	MOHAMMED VASEEM N	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	LCA017	MUTHUKUMAR J	A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	LCA018	SANJAYVIGNESH A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	LCA019	Y SEKHAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	LCA020L	NITESH K	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Note: One Entry Consider as 2 Hours


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E-mail: amet@vsnl.com
Website: ametindia.com. www.ametuniv.ac.in

Learning References

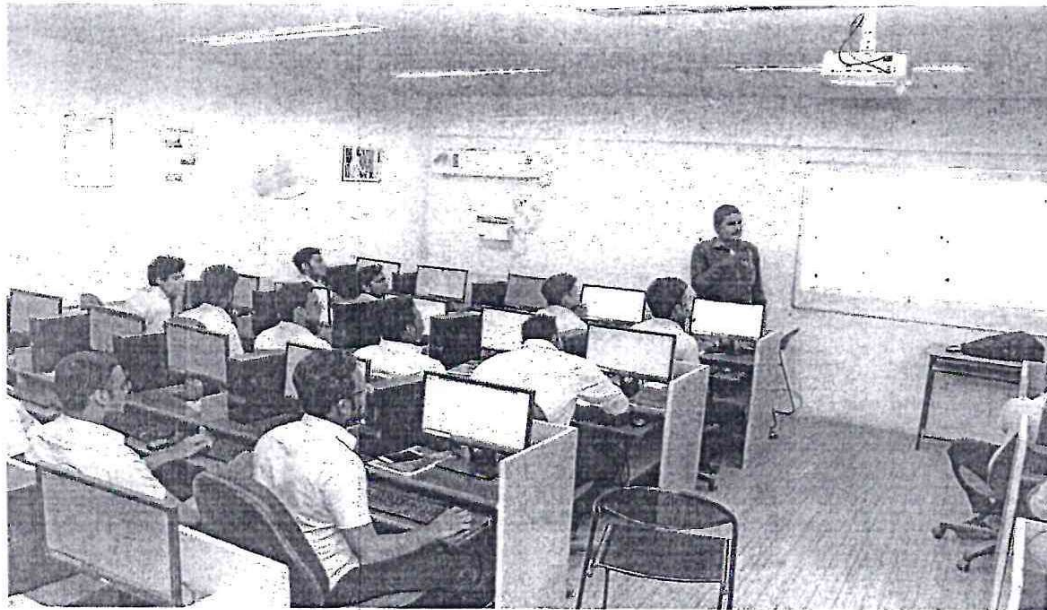
1. Excel Basics In 30 Minutes (2nd Edition): The beginner's guide to Microsoft Excel and Google Sheets Jan 2015
2. <https://www.udemy.com/course/useful-excel-for-beginners/>
3. <https://www.coursera.org/learn/excel-essentials>
4. <https://www.excel-easy.com/basics.html>
5. <https://www.tutorialspoint.com/excel/index.htm>
6. <https://spreadsheeto.com/how-to-use-excel/>
7. <https://www.guru99.com/excel-tutorials.html>

VALUE ADDED COURSE DETAIL

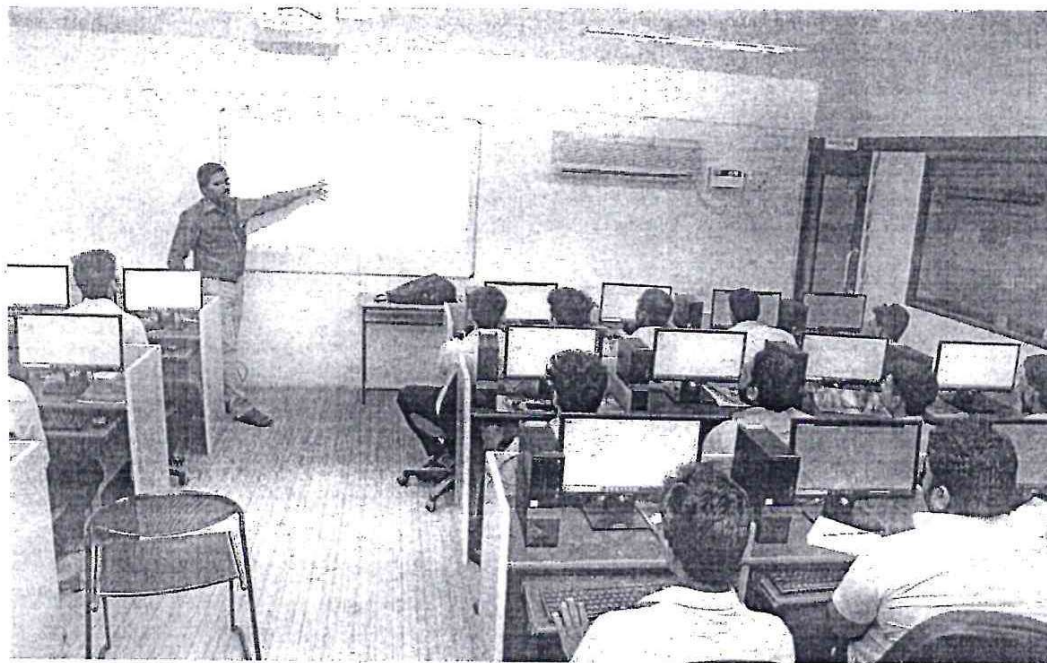
ACADEMIC YEAR-2019 - 20

EXCEL BASICS

Venue: IT LAB



Trainer Mr Dharma Prakash handled the session and students were actively participated



Trainer Mr Dharma Prakash demonstrate the HTML tags



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Certificate

.....ARAVIND:A.....

.B.com, STATISTICS & COMPUTER APPLICATIONS, II YEAR, AMET.....

has participated in the Value Added Program on
Web Design / Excel Basic / Excel Advanced for 30 hours

with Outstanding / Excellent / Above Average performance at AMET, Chennai.


Training Coordinator
Top Freshers




Registrar
AMET



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VALUE ADDED COURSE DETAIL
DEPARTMENT OF INFORMATION TECHNOLOGY

ACADEMIC YEAR-2019 – 20

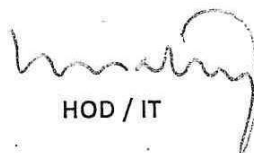
Course Name : Excel Basic

ACTION TAKEN REPORT

FEEDBACK: POINTS SCORED (Out of 10) = 9/10

ACTION TAKEN

Based on the feedback analysis, the students gave a positive statement about the value added course on Excel basic. The students were asked more Advanced Excel courses (include Pivot tables and data analysis) in this regards we are planning to introduce above mentioned courses forth coming semesters.


HOD / IT

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CATEGORY-WISE POINTS DISTRIBUTION (on a scale of 10)					
POINTS RANGE					
10 - 9	:	Excellent	8.9 - 7.5	:	Satisfactory
					Below 7.4
					Needs Counseling