

DEPARTMENT OF MATHEMATICS
DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



REPORT
ON
ADD-ON COURSE
in
INTERNET AND MICROSOFT OFFICE

(Conducted for I DC students)

Academic Year: 2018-19



*Deva Matha College
Kuravilangad, Kottayam,
Kerala - 686633*

Add-on Course in MS OFFICE AND INTERNET

Duration: 30 hours

Number of students enrolled: 32

Course coordinator: Anju T Thomas

SUMMARY REPORT - MS OFFICE AND INTERNET

The Department of Mathematics has offered Add-On course on MS OFFICE AND INTERNET for UG students of the college. 32 students from various departments participated in the programme. The duration of the course was 30 hours, 28 hrs of theory and practical in 4 days and exam of 2 hrs . The course covered basics of MS Word, MS PowerPoint and MS Excel. Ms. Thushara Nair was the instructor. The course helped students to improve their soft skill.

Course Objectives

- Create and edit documents
- Create slides and powerpoint presentations
- Work with data in spreadsheets
- Give an idea on World Wide Web

Syllabus

Module 1- MS WORD(9hrs.)

- Introduction
- Saving, opening, closing and printing
- Arranging text on a page
- Using fonts effectively
- Clip Art - creating Word Art
- Working with table
- Using mail merge to create form letters
- Adding headers and footers



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Module 2 - MS POWERPOINT(9hrs.)

- Creating a simple presentation
- Working with wizards and templates
- Adding text
- Starting new slide
- Saving presentation
- Applying slide effects and animation

Module 3 - MS EXCEL(10hrs.)

- Introduction
- Workbook, Worksheets and cells
- Using the formula bar
- Using auto calculate
- Editing a cell using data fill
- Writing formula
- Freezing cells
- Renaming worksheet
- Excel charts
- Centering a heading
- Changing row/column height/width
- World Wide Web

Course Outcome

- Create, edit and work in a word document.
- Create PowerPoint presentations and posters.
- Create and apply functions in excel sheets
- Improves soft skills

Mode of Evaluation

Attendance and Examination



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LIST OF STUDENTS

Class No.	Name	Department
316	Anumol T. Sebastian	Botany
318	Arathykrishna K. M	Botany
308	Dayamol Jose	Botany
323	Devu Vinod	Botany
328	Krishna Manoj	Botany
331	Ritty Joseph	Botany
218	Amal A V	Chemistry
220	Anand Agnel Saji	Chemistry
224	Remgeeth N Nair	Chemistry
841	Arya C K	Commerce
513	Adithyan R	Economics
515	Alan Jain	Economics
501	Arjun S	Economics
534	Arunima Anilkumar	Economics
543	Lini Lal	Economics
523	Naveen Philhip	Economics
502	Pete Mathew	Economics
524	Rijo K George	Economics
625	Abhirami Ravi	English
636	Biji Benny	English
623	Joyal Joji	English
26	Anjali Rajesh	Mathematics
27	Kiran Mathew	Mathematics



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34	Neema Thomas	Mathematics
24	Sanish Santhosh	Mathematics
129	Rinza Alphy Abraham	Physics
131	Sreelakshmi K V	Physics
455	Anakha Sajeev	Zoology
440	Avani Anil	Zoology
415	Gayathri R Nair	Zoology
448	Parvathy Sivan	Zoology
417	Rehana Saji	Zoology

Attendance Sheet



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Attendance of participants - MS Office and Internet - 1/3/2019

Sl. No	Roll No	Name of the student	Department	Signature
1.	316	Anamol T. Sebastian	Botany	<i>Anamol</i>
2.	318	Arathykrishna K. M.	Botany	<i>Arathy</i>
3.	308	Dayamol Jose	Botany	- Absent -
4.	323	Devu Vinod	Botany	<i>Devu</i>
5.	328	Krishna Manoj	Botany	<i>Krishna</i>
6.	331	Ritty Joseph	Botany	<i>Ritty</i>
7.	218	Amal A.V	Chemistry	<i>Amal</i>
8.	220	Anand Agnel Saji	Chemistry	<i>Anand</i>
9.	224	Ramgeeth N Nair	Chemistry	<i>Ramgeeth</i>
10.	841	Arya C.K	Commerce	<i>Arya</i>
11.	513	Adithyan R	Economics	<i>Adithyan</i>
12.	515	Alan Jain	Economics	<i>Alan</i>
13.	501	Arjun S	Economics	<i>Arjun</i>
14.	534	Arunima Anilkumar	Economics	<i>Arunima</i>
15.	543	Lim Lai	Economics	<i>Lim</i>
16.	525	Navene Phillip	Economics	<i>Navene</i>
17.	502	Pety Mathew	Economics	<i>Pety</i>
18.	524	Rijo K. George	Economics	<i>Rijo</i>
19.	625	Abhirami Ravi	English	- Absent -
20.	636	Biju Benny	English	<i>Biju</i>
21.	623	Joyal Jiji	English	<i>Joyal</i>
22.	26	Anjali Rajesh	Mathematics	<i>Anjali</i>
23.	22	Karica Mathese	Mathematics	<i>Karica</i>
24.	34	Neerha Thomas	Mathematics	<i>Neerha</i>
25.	24	Sansh Sushobh	Mathematics	<i>Sansh</i>
26.	129	Rinza Alphy Abraham	Physics	<i>Rinza</i>
27.	131	Sreelakshmi K.V	Physics	<i>Sreelakshmi</i>
28.	435	Arukhya Sajeev	Zoology	<i>Arukhya</i>
29.	440	Arant Arul	Zoology	<i>Arant</i>
30.	415	Aradhya R. Nair	Zoology	<i>Aradhya</i>
31.		Parvathi Aron	Zoology	<i>Parvathi</i>
32.			Zoology	<i>Aradhya</i>

Seal of the Government / Agency

Name(s) & Signature(s) of the Coordinator(s)



Deva Matha College
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Attendance of participants - MS Office and Internet - 2/3/2019

Sl. No	Roll No	Name of the student	Department	Signature
1.	316	Anumol T. Sebastian	Botany	<i>Anumol</i>
2.	318	Arathykrishna K. M	Botany	<i>Arathy</i>
3.	308	Dayamol Jose	Botany	- Absent -
4.	323	Deva Vinod	Botany	<i>Deva</i>
5.	328	Krishna Manoj	Botany	<i>Krishna</i>
6.	331	Ritty Joseph	Botany	<i>Ritty</i>
7.	218	Amal A V	Chemistry	<i>Amal</i>
8.	220	Anand Agnel Saji	Chemistry	<i>Anand</i>
9.	224	Remeeth N Nair	Chemistry	<i>Remeeth</i>
10.	841	Arya C K	Commerce	<i>Arya</i>
11.	513	Adithyan R	Economics	<i>Adithyan</i>
12.	515	Alan Jain	Economics	<i>Alan</i>
13.	501	Arjun S	Economics	<i>Arjun</i>
14.	534	Ananika Anilkumar	Economics	<i>Ananika</i>
15.	543	Lini Lal	Economics	<i>Lini</i>
16.	523	Naveen Philip	Economics	<i>Naveen</i>
17.	502	Pete Mathew	Economics	<i>Pete</i>
18.	524	Rijo K George	Economics	<i>Rijo</i>
19.	625	Abhirami Ravi	English	<i>Abhirami</i>
20.	636	Biji Benny	English	<i>Biji</i>
21.	623	Joyal Joji	English	<i>Joyal</i>
22.	26	Anjali Rajesh	Mathematics	<i>Anjali</i>
23.	22	Kiran Mathew	Mathematics	<i>Kiran</i>
24.	34	Nazma Thomas	Mathematics	<i>Nazma</i>
25.	24	Sanish Santhosh	Mathematics	<i>Sanish</i>
26.	129	Rinza A/phy Abraham	Physics	<i>Rinza</i>
27.	131	Sreelakshmi R. V	Physics	<i>Sreelakshmi</i>
28.	455	Anakha Sajeev	Zoology	<i>Anakha</i>
29.	440	Anil	Zoology	<i>Anil</i>
30.	440	Gayathri R Nair	Zoology	<i>Gayathri</i>
31.	440	Parvathy Sivan	Zoology	<i>Parvathy</i>
32.	440	Rehana Saji	Zoology	<i>Rehana</i>

Head of the Organizing Unit / Agency

Anumol T. Sebastian
Name(s) & Signature(s) of the Coordinator(s)



Deva Matha College
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Attendance of participants - MS Office and Internet - 14/6/2019 (2018-19 academic year)

Sl. No	Roll No	Name of the student	Department	Signature
1.	316	Amunol T. Sebastian	Botany	<i>[Signature]</i>
2.	318	Arathykriahna K. M	Botany	<i>[Signature]</i>
3.	308	Dayamol Jose	Botany	- Absent -
4.	323	Devu Vinod	Botany	<i>[Signature]</i>
5.	328	Krishna Manoj	Botany	<i>[Signature]</i>
6.	331	Ritty Joseph	Botany	- Absent -
7.	218	Amal A V	Chemistry	<i>[Signature]</i>
8.	220	Anand Agnel Saji	Chemistry	<i>[Signature]</i>
9.	224	Rameeth N Nair	Chemistry	- Absent -
10.	841	Arya C K	Commerce	<i>[Signature]</i>
11.	513	Adithyan R	Economics	- Absent -
12.	515	Alan Jain	Economics	<i>[Signature]</i>
13.	501	Arjun S	Economics	<i>[Signature]</i>
14.	534	Arumma Anilkumar	Economics	<i>[Signature]</i>
15.	543	Lini Lal	Economics	<i>[Signature]</i>
16.	523	Naveen Philip	Economics	<i>[Signature]</i>
17.	502	Pete Mathew	Economics	- Absent -
18.	524	Rijo K George	Economics	<i>[Signature]</i>
19.	625	Abhirami Ravi	English	<i>[Signature]</i>
20.	636	Biji Benny	English	<i>[Signature]</i>
21.	623	Joyal Joji	English	- Absent -
22.	26	Anjali Rajesh	Mathematics	<i>[Signature]</i>
23.	22	Kiran Mathew	Mathematics	<i>[Signature]</i>
24.	34	Neema Thomas	Mathematics	<i>[Signature]</i>
25.	24	Sanish Santhosh	Mathematics	- Absent -
26.	129	Rinza Alphy Abraham	Physics	<i>[Signature]</i>
27.	131	Sreelakshmi K V	Physics	<i>[Signature]</i>
28.	455	Anakia Sajeev	Zoology	<i>[Signature]</i>
29.	440	<i>[Signature]</i>	Zoology	<i>[Signature]</i>
30.	415	Gayathri R N	Zoology	<i>[Signature]</i>
31.	448	Parvathy Siva	Zoology	<i>[Signature]</i>
32.	417	Rubana Saje	Zoology	<i>[Signature]</i>



Seal of the Organizing Unit / Agency

Name(s) & Signature(s) of the Coordinator

[Signature]



Deva Matha College
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Attendance of participants - MS Office and Internet - 15/6/2019 (2018-19 academic year)

	Roll No	Name of the student	Department	Signature
1.	316	Anumol T. Sebastian	Botany	<i>Anumol</i>
2.	318	Arathykrishna K. M	Botany	<i>A.K.M</i>
3.	308	Dayamol Jose	Botany	- Absent -
4.	323	Devu Vinod	Botany	<i>Devu</i>
5.	328	Krishna Manoj	Botany	<i>Krishna</i>
6.	331	Ritty Joseph	Botany	- Absent -
7.	218	Amal A V	Chemistry	- Absent -
8.	220	Anand Agnel Saji	Chemistry	- Absent -
9.	224	Remgeeth N Nair	Chemistry	- Absent -
10.	841	Arya C K	Commerce	<i>Arya</i>
11.	513	Adithyan R	Economics	<i>Adithyan</i>
12.	515	Alan Jain	Economics	<i>Alan</i>
13.	501	Arjun S	Economics	<i>Arjun</i>
14.	534	Arunima Anilkumar	Economics	<i>Arunima</i>
15.	543	Lini Lal	Economics	<i>Lini</i>
16.	523	Naveen Phillip	Economics	<i>Naveen</i>
17.	502	Pete Mathew	Economics	<i>Pete</i>
18.	524	Rijo K George	Economics	<i>Rijo</i>
19.	625	Abhirami Ravi	English	<i>Abhirami</i>
20.	636	Biji Benny	English	<i>Biji</i>
21.	623	Joyal Joji	English	- Absent -
22.	26	Anjali Rajesh	Mathematics	- Absent -
23.	22	Kiran Mathew	Mathematics	- Absent -
24.	34	Neema Thomas	Mathematics	- Absent -
25.	24	Sanish Sunbosh	Mathematics	- Absent -
26.	129	Rinza Alphy Abraham	Physics	<i>Rinza</i>
27.	131	Sreelakshmi K V	Physics	<i>Sreelakshmi</i>
28.	455	Anakha Sajeer	Zoology	- Absent -
29.	440	Anni Anil	Zoology	<i>Anni</i>
30.	41	Gayathri R Nair	Zoology	<i>Gayathri</i>
31.	42	Paryathi Sivan	Zoology	<i>Paryathi</i>
32.	43	Rehana Noor	Zoology	<i>Rehana</i>

Signature of the Organizing Unit / Agency: _____
Name(s) & Signature(s) of the Coordinator(s): _____



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FEEDBACK- ADD ON- MS OFFICE AND INTERNET (2018-19)

1. Class No.	2. Name.	3. Department	4. How do you rate the course as a whole?	5. How do you rate the resource person?	6. How do you rate the usefulness of this course?
316	Anumol T. Sebastian	Botany	5	5	5
318	Arathykrishna K. M	Botany	5	5	5
308	Dayamol Jose	Botany	5	4	5
323	DevuVinod	Botany	5	5	5
328	Krishna Manoj	Botany	5	5	5
331	Ritty Joseph	Botany	5	5	5
218	Amal A V	Chemistry	5	4	5
220	AnandAgnelSaji	Chemistry	5	5	5
224	Remgeeth N Nair	Chemistry	5	5	5
841	Arya C K	Commerce	5	5	5
513	Adithyan R	Economics	5	5	5
515	Alan Jain	Economics	5	4	5
501	Arjun S	Economics	5	5	5
534	ArunimaAnilkumar	Economics	5	5	5
543	LiniLal	Economics	5	4	5
523	Naveen Philhip	Economics	5	5	5
502	Pete Mathew	Economics	5	5	5
524	Rijo K George	Economics	5	5	5
625	Abhirami Ravi	English	5	5	5
636	Biji Benny	English	5	5	5
623	JoyalJoji	English	5	5	5
26	Anjali Rajesh	Mathematics	5	5	5



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34	Neema Thomas	Mathematics	5	5	5
24	SanishSanthosh	Mathematics	5	5	5
129	RinzaAlphy Abraham	Physics	5	5	5
131	Sreelakshmi K V	Physics	5	5	5
455	AnakhaSajeev	Zoology	5	5	5
440	Avani Anil	Zoology	5	5	5
415	Gayathri R Nair	Zoology	5	5	5
448	Parvathy Sivan	Zoology	5	5	5
417	RehanaSaji	Zoology	5	5	5

Exam Marklist

1. Class No.	2. Name.	3. Department	Mark
316	Anumol T. Sebastian	Botany	98
318	Arathykrishna K. M	Botany	98
308	Dayamol Jose	Botany	absent
323	DevuVinod	Botany	80
328	Krishna Manoj	Botany	90
331	Ritty Joseph	Botany	absent
218	Amal A V	Chemistry	absent
220	AnandAgnelSaji	Chemistry	absent
224	Remgeeth N Nair	Chemistry	absent
841	Arya C K	Commerce	92



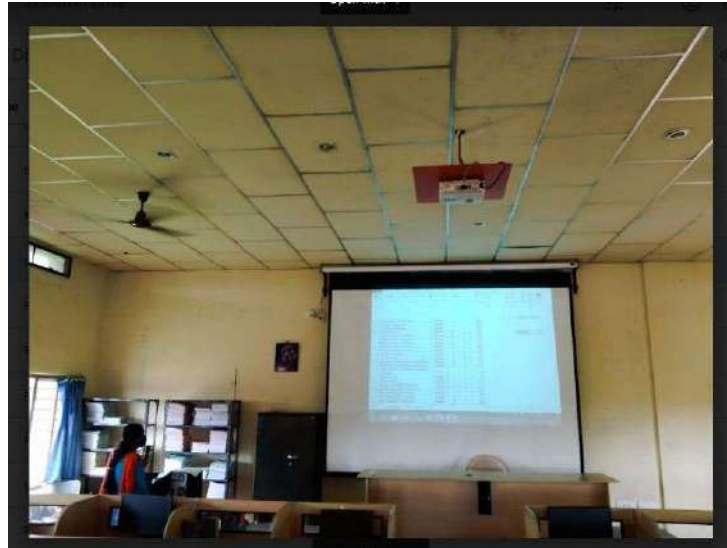
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515	Alan Jain	Economics	80
501	Arjun S	Economics	85
534	ArunimaAnilkumar	Economics	88
543	LiniLal	Economics	90
523	Naveen Philhip	Economics	95
502	Pete Mathew	Economics	85
524	Rijo K George	Economics	absent
625	Abhirami Ravi	English	98
636	Biji Benny	English	92
623	JoyalJoji	English	absent
26	Anjali Rajesh	Mathematics	absent
22	Kiran Mathew	Mathematics	absent
34	Neema Thomas	Mathematics	absent
24	SanishSanthosh	Mathematics	absent
129	Rinza Alphy Abraham	Physics	92
131	Sreelakshmi K V	Physics	70
455	Anakha Sajeev	Zoology	70
440	Avani Anil	Zoology	95
415	Gayathri R Nair	Zoology	92
448	Parvathy Sivan	Zoology	85
417	RehanaSaji	Zoology	78



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Kerala - 686633

Photos



Sample Certificate



Amithad hew
 Principal
 Deva Matha College
 Kuravilangad - 686 633



Anju

Add on co-ordinator: Anju T Thomas