

## SCHOOL OF ELECTRICAL ENGINEERING

Value Added Courses (2019 -2020)

### Certificate Course on Best Office Automation Tools

#### Course Objective

To provide in-depth training in the use of Office Automation packages, internet and intranet tools, web hosting etc. Essential for a modern office for day-to-day office management, and e-governance. The course also helps candidates to get acquainted with IT and Cyber laws, Taxes, Financial rules to be followed in public and private offices.

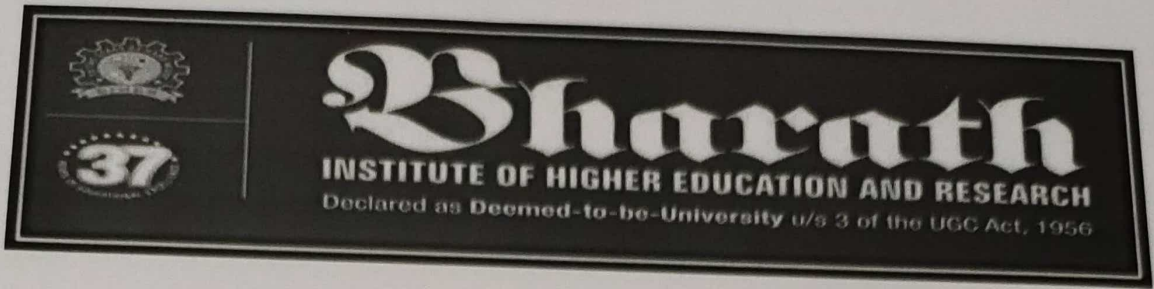
#### **Resource Persons:**

1. Dr.S.Arulselvi
2. Ms.M.Sowmiya Manoj
3. Ms.S.Saravana

#### **Convener:**

**Dr.M.Sangeetha**

**HOD/ECE**



Requisition Letter

Date: 05.02.2020

From

The HOD,  
ECE Department,  
Bharath Institute of Higher Education and Research,  
Selaiyur, Chennai.

To

The Dean Engineering,  
Bharath Institute of Higher Education and Research,  
Selaiyur, Chennai.

Respected Sir,

SUB: Requisition for conducting Value Added Course-Regd

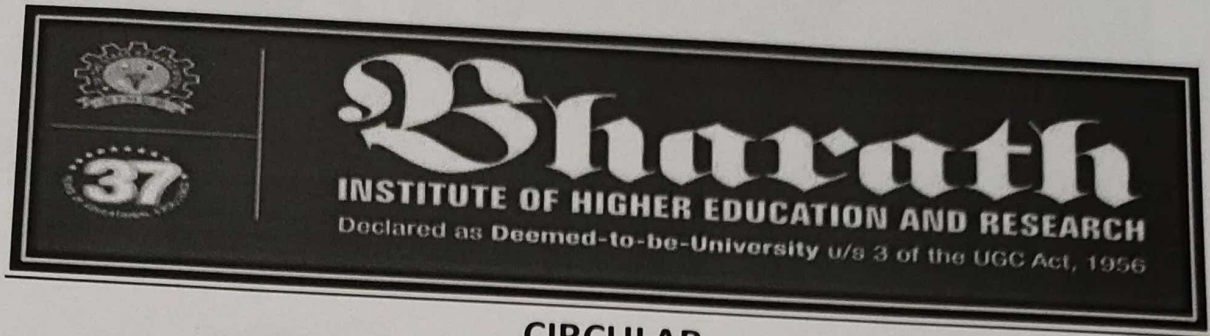
School of Electrical Engineering has planned to conduct Value added Course on “**Certificate Course on Best Office Automation Tools**” on 02.03.2020. In this regard, we kindly request you to grant permission for the same.

Thanking you

HOD/ECE

Dean Engineering





**CIRCULAR**

**SCHOOL OF ELECTRICAL ENGINEERING**

**Date: 19.02.2020**

The course on “**Certificate Course on Best Office Automation Tools**” is planned by the School of Electrical Engineering which commences on 02-03-2020 (Monday). In this regard, the students are requested to give their will to the Course Coordinator. It is instructed to actively participate and get benefit for the certified course.

**Course Coordinator: G.Kanagavalli**

**Contact No: 9551485989**

**Email id : kanagavalli.ece@bharathuniv.ac.in**

**(Dr.M.Sangeetha)  
HOD/ECE**

To,  
Copy to ECE Department,  
Copy to EEE Department,  
Department Notice Board



**SCHOOL OF ELECTRICAL ENGINEERING**

**Certificate Course on Best Office Automation Tools**

**SCHEDULE**

**Contact Hours: 32 hrs**

DATE	SESSION	Contact Hours	TOPICS	Resource person
02-03-2020	FN	9.00 am to 12.30 pm	Components of the Office Automation Examination System: Registration System: To register the candidate for examination .	Dr.S.Arulselvi
	AN	1.30 pm to 4 pm	Question pattern: To prepare Question paper of 50 marks	Ms.S.Saravana
03-03-2020	FN	9.00 am to 12.30 pm	Examination System: We manage the examination process by taking the candidate signatures along with the left hand thumb impression.	Dr.S.Arulselvi
	AN	1.30 pm to 4 pm	Result processing system: The examination paper are evaluated physically by the faculties and then rechecked and examined again by Higher Authorities.	Ms. M.Sowmiya Manoj
04-03-2020	FN	9.00 am to 12.30 pm	Provide end to end security and the examination paper seal is opened prior to the examination time.	Ms.S.Saravana
	AN	1.30 pm to 4 pm	It conducts examination on candidates that are enrolled in given session. The students can again reappear right after the results are out	Ms. M.Sowmiya Manoj
05-03-2020	FN	9.00 am to 12.30 pm	Learn use of Computer - Identify the types of computer and its application Learn Componenets of computer system	Dr.S.Arulselvi
	AN	1.30 pm to 5 pm	Explain concept of Hardware and Software, types of software available. Also about data, how it is stored	Ms.S.Saravana



06-03-2020	FN	9.00 am to 12.30 pm	Follow basics of Operating System and its types Know the use of GUI OS. How to use menus, shortcuts and other accessories in OS, to manage files in OS Execute the procedure to decorate the web pages.	Ms. M.Sowmiya Manoj
	AN	1.30 pm to 5 pm	Follow the procedure to understand Word processing Learn to create a document and apply various manipulation techniques on that document Explain Formatting the text, table manipulation and how to create a letter	Ms.S.Saravana

**VALUE ADDED COURSE**  
**SCHOOL OF ELECTRICAL ENGINEERING**  
**Certificate Course on Best Office Automation Tools**

**List of Participants**

**Date: 02.03.2020**

S.NO	REG.NO	NAME OF STUDENT
1.	U16EC003	PINJARI REHMAN VALI BASHA .
2.	U16EC004	HARIHARAN M
3.	U16EC005	POTLADURTHI SREENIVASA TEJA .
4.	U16EC006	PRIYANGAA T
5.	U16EC007	THIMMIGARI SAIWARDHAN SAIWARDHAN
6.	U16EC008	BORA GANESH GANESH
7.	U16EC009	MUNTA PRAVEEN KUMAR .
8.	U16EC010	mathiukhonang .
9.	U16EC012	SANGAVI B
10.	U16EC013	ANCHA KRISHNA REDDY .
11.	U16EC014	BUGUDI RAMU RAMU
12.	U16EC015	GANJI BHARATHCHANDRA BHARATHCHANDRA
13.	U16EC016	KATIKERI VENKATESH VENKATESH
14.	U16EC017	KOWSALYA K
15.	U16EC018	UNNAM SIVA KRISHNA .
16.	U16EC020	RAUSHAN KUMAR .

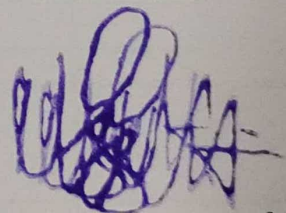


17.	U16EC021	ALIVELI CHARAN SAI .
18.	U16EC022	BASIMALLA MARK RATNA BOSE .
19.	U16EC023	THATIKONDA PREM SAI .
20.	U16EC024	DASINENI ANUSHA ANUSHA
21.	U16EC025	KOLLUMALLA SHYAM NAGA SRI KIRAN
22.	U16EC027	HIMAVANTH J P
23.	U16EC028	THIRIVEEDI SUBBAMMA SUBBAMMA
24.	U16EC029	PEMMASANI KAVYA KAVYA
25.	U16EC030	KAMASANI JYOTHI PRAKASH REDDY .
26.	U16EC031	PEDINEEDI NAGARJUNA
27.	U16EC032	YANAMALA SREEKANTH REDDY .
28.	U16EC033	MOTE KEERTHI KEERTHI
29.	U16EC034	ADDALA KRISHNA VAMSI .
30.	U16EC035	GOKARAJU AJAY BABU .
31.	U16EC036	MANE CHANDRAKANTH CHANDRAKANTH
32.	U16EC037	SANNUTHI VINAY NAGA PRANEETH .
33.	U16EC038	TELLAMEKALA PRADEEP KUMAR .
34.	U16EC039	MATTAPALLI SAI SRIKANTH YADAV .
35.	U16EC040	PULI NAGANATH REDDY .
36.	U16EC041	KOTTRA ANUSHA GOUD .
37.	U16EC042	RADHAKRISHNA K

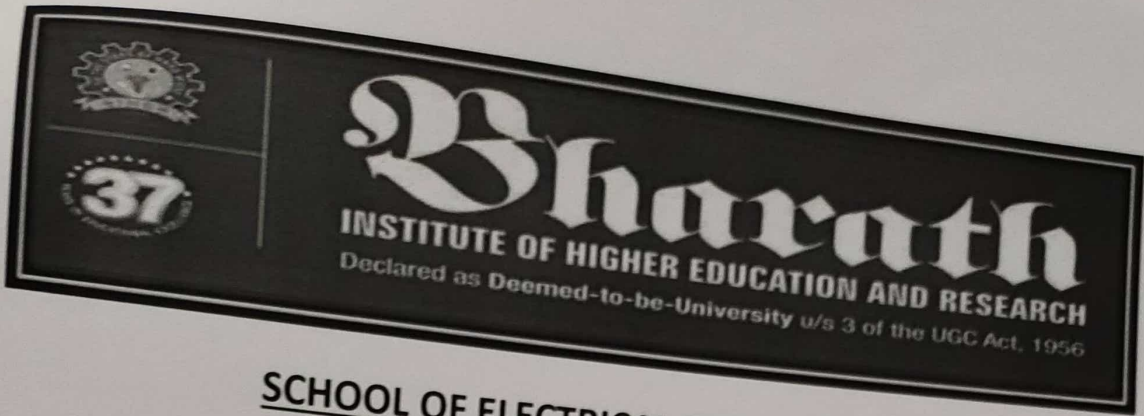
38.	U16EC043	KAPULURI MARUTHI RAO .
39.	U16EC044	RAMPRASATH T
40.	U16EC045	KAPULURI VENKATESWARLU
41.	U16EC047	VEMULA SIVA SANKAR VARAPRASAD .
42.	U16EC085	AJITH A K
43.	U16EC513	BUSETTY LIKITHESH
44.	U16EC701	RAHUL K
45.	U16EC702	ESWARCHANDRA PRASAD T
46.	U16EC048	GUDLURU SUMANTH
47.	U16EC049	KUCHULA SAIKUMAR REDDY
48.	U16EC050	KOTA VENKATA SIVA PRASAD REDDY
49.	U16EC051	GANGASANI SAI NANDA GOPAL REDDY
50.	U16EC052	POKALA SUDHARSHAN REDDY .
51.	U16EC053	CHINTALA GANESH
52.	U16EC054	TAMATAM HARSHAK REDDY .
53.	U16EC055	DURGAPRASAD M
54.	U16EC056	YANDRA SAI VENKAT .
55.	U16EC057	AKASH KUMAR C
56.	U16EC058	BHASHAKARLA GOPIKRISHNA
57.	U16EC059	MADDIBOINA GIRI BABU .
58.	U16EC060	MASANAM TARUN
59.	U16EC061	ANIL KUMAR N E
60.	U16EC062	KALLURI RAMA KSRISHNA .



61.	U16EC063	YALAMANDALA SANDHYA
62.	U16EC064	RACHARLA VENKATNARAYAN
63.	U16EC065	MAHESH .
64.	U16EC066	MARAMREDDY MURALI MOHAN .
65.	U16EC067	JIJARAPU SHIVA
66.	U16EC068	DINESH D
67.	U16EC069	BURLA MALLIKHARJUNA REDDY .
68.	U16EC070	KATNAM SAIKUMAR .
69.	U16EC071	YANAMALA VASU
70.	U16EC074	DEMIREDDY NARASA REDDY .
71.	U16EC075	MANGISHETTI RAVALI
72.	U16EC076	KOMMINENI DHARANI
73.	U16EC077	KAVALA HARI HARSHAVARDHAN .
74.	U16EC078	VEMULA BHARATH
75.	U16EC079	POTHURAJU VENKATA NAGA SUBRAMANYAM .

  
(Dr.M.Sangeetha)

HOD/ECE



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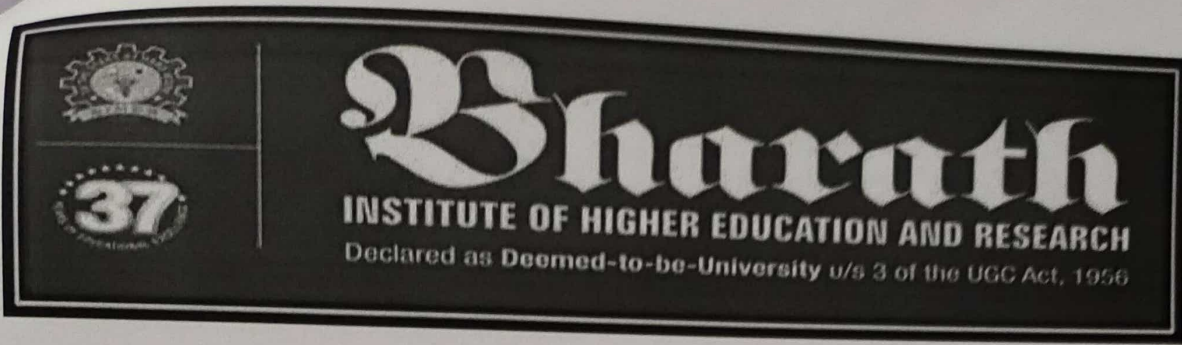
**FEED BACK FORM**

Date: 6/3/2019

Name	YANDRA SAI VENKAT				
Register number	U16EC056				
	Poor	Fair	Good	Very Good	Excellent
Overall Program				✓	
The Speaker					✓
Audio, Visual Aids Technology used				✓	
Presentation hand outs				✓	

Yandra Sai Venkat  
Student Signature





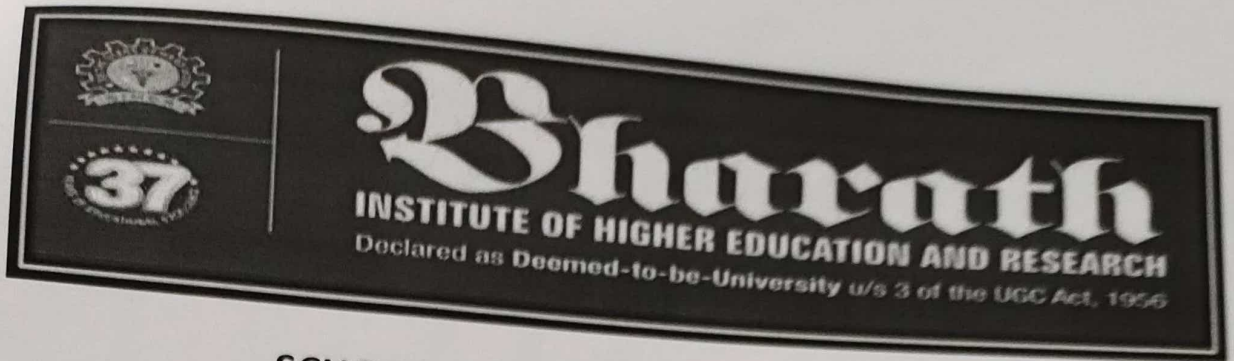
**SCHOOL OF ELECTRICAL ENGINEERING**

**VALUE ADDED COURSE**

**Certificate Course on Best Office Automation Tools**

FEED BACK FORM		Date: 6/3/2019			
Name	RADHAKRISHNA.K				
Register number	U16EC042				
	Poor	Fair	Good	Very Good	Excellent
Overall Program				✓	
The Speaker				✓	
Audio, Visual Aids Technology used					✓
Presentation hand outs				✓	

  
Student Signature



## SCHOOL OF ELECTRICAL ENGINEERING

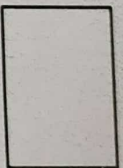
Course on "Certificate Course on Best Office Automation Tools" dated on 02.03.2020 conducted by school of Electrical Engineering







**BIHER**  
INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)




SCHOOL OF ELECTRICAL ENGINEERING

## CERTIFICATE OF PARTICIPATION

This is to certify that Mr/Ms. **HARIHARAN M** has attended Values added

Course on "Certificate Course on Best Office Automation Tools" Organized  
by the school of Electrical Engineering, BIHER conducted from 02.03.2020 to  
06-03-2020.



Ms.G.KANAGAVALLI

COURSE COORDINATOR



Dr.M.SANGGEETHA  
CONVENOR