Ref. No. KVSCOS/2021/12

Date: 13-01-2021

NOTICE

Subject: Value Added Courses

This is to inform to First Year students (2020 batch) of department of Computer Application that the following courses as a Value Added Course have been introduced for your knowledge enhancement.

Attending of this courses is beneficial to you all. So you are suggested to register yourself for the same at earliest and attend the course as per the given time schedule.

SNO	NAME OF THE COURSE	COURSE CODE	NAM OF THE FACULTY	DATES	TIMING
1	Office Automation Tools	VAC-101	Mr. Himanshu	20-01-2021 to 05-02-2021	3.00 pm to 4.00 pm daily

Copy to:

1. Dean KVSCOS for Information
2. Subject Teacher & Class Coordinator
3. Notice board: For students Information

Dr. Shashiraj Teotia
HOD-CA (KVSCOS)
Deptt. of Computer Application
Faculty of Science
S.V.S.U., MEERUT

Registrar
Swami Vivekanand
Subharti University
MEERUT

REGISTRATION FORM /INFORMATION BROUCHERE
Value Added Course (Office Automation Tools-VAC-101)
in
Department of Computer Application

Name:..

EnrolmentNo...

Program:..

Sem & Year...

Batch :...................... ....

Contact No./Mobile:...............................

E-mail:...

Course Opted:..

Course Code:...

Signature with date:...............................

CONTACT FOR REGISTRATION

Mr. Himanshu
Assistant Professor
Keral Verma Subharti College of Science
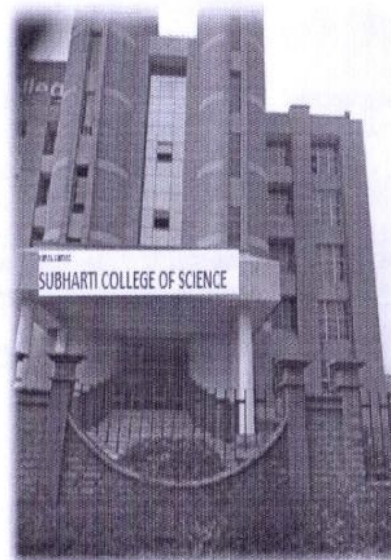Swami VivekanandSubharti University (SVSU), Meerut (UP)

ABOUT THE COURSE

This Course is used to digitally create, store, manipulate, and relay office information and data, needed for accomplishing basic tasks and goals. ... Office automation systems help in optimizing the existing office procedures by saving time, money and human efforts. The term 'office automation' refers to a combination of computer hardware, software, and network connection, made available to simplify and automate a variety of office operations, such as inventory management, facility management, accounting, email, and word processing. It is used to digitally create, store, manipulate, and relay office information and data, needed for accomplishing basic tasks and goals.

Organised by
Department of Computer Application
Keral Verma Subharti College of Science
Swami Vivekanand Subharti University
Meerut. UP. India

SUBHARTI COLLEGE OF SCIENCE

Head
Deptt. of Computer Application
Faculty of Science
S.V.S.U., MEERUT

Registrar
Swami Vivekanand
Subharti University
MEERUT

<div align="center">

Syllabus
Value Added Course

OFFICE AUTOMATION TOOLS (VAC-101)

Odd Sem

</div>

Objectives: The objective of the course is to introduce the concepts of computer applications for the efficient use of office technology in a business environment

UNIT –I   **6 hrs**

Microsoft Word 2013: Starting Word, The Ribbon, Basic Text Formatting Tools, Adding Images, Adding Tables, Saving Your Wok, Printing Your Work.

UNIT –II   **5 hrs**

PowerPoint 2013: Starting PowerPoint, The Ribbon, Designing a Slide, saving Your Work, Printing Your Work, Giving Presentations.

UNIT –III   **5 hrs**

Microsoft Excel 2013: Starting Excel, What is Spreadsheet? , The Ribbon, Entering Data, using Formulas, Formatting Data, Adding Chart, Saving Your Work, Printing Your Work.

Ref. No. KVSCOS/CA/2021/15

Date: 10-02-2021

Report of Value Added Course

In the previous sequence of Value Added Courses and as per the current market scenario as well as the guidelines of UGC, we have been started the following Value Added Course for the students of Department of Computer Application. 48 Students of First Year (2020 Batch) have been enrolled in the same course. The Course has been run in Blended Mode. All the Enrolled students have successfully completed the course.

1. Office Automation Tools (VAC-101)

As per the guidelines, these courses are of 16 hours only. The courses have been started from 20-01-2021 and the course completion date was 05-02-2021. The courses have been successfully completed.

Now I am submitting the complete report of the courses included, Course Broucher, Syllabus, and Attendence Sheet.
Thanking You

Enclousers:

1. Course Brochure
2. Syllabus
3. Attendance Sheet of Students (Online with Screen Shots)
4. Certificate for Reference

Dr. Shashiraj Teotia
HOD-CA (KVSCOS)
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Faculty of S
. V.S.U.

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Department of Computer Application
Keral Verma Subharti College of Science
SWAMI VIVEKANAND SUBHARTI UNIVERSITY
(Established under U P. Govt. Act no. 29 of 2008 and approved under section 2(I) of UGC Act 1956)
Ph. 0121-2439578, 2439052 ,3058031. 3056032; Telefax: 0121

Ref. No. KVSCOS/CA/2021/15

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LIST OF ENROLLED STUDENTS
VALUE ADDED COURSE
January/February: 2020-21

NAME OF COURSE	NAME OF FACULTY	SEMESTER
Office Automation Tools (VAC-101)	Mr. Himanshu	Odd Sem
Course Duration	**Mode of Teaching**	**Course Schedule**
16 Hours	Blended Mode	20 Jan-2021 to 05-02-2021 3.00 pm to 4.00 pm (Daily)

SNO	ENROLMENT NO	NAME OF STUDENTS	NAME OF PROGRAM/YEAR
1.	2006000033938	ABHISHEK GAHLOT	BCA-I Year
2.	2006000033939	JAYESH RANJAN	BCA-I Year
3.	2006000033941	NISCHAL CHOUDHARY	BCA-I Year
4.	2006000033942	UTKARSH UPADHYAY	BCA-I Year
5.	2006000033943	MD AFTABRAZA	BCA-I Year
6.	2006000035639	DIVYANSH PUNDIR	BCA-I Year
7.	2006000035643	AKASH ARYA	BCA-I Year
8.	2006000035644	GAUTAM CHAUHAN	BCA-I Year
9.	2006000035645	AYUSH KHANNA	BCA-I Year
10.	2006000035646	DEV BHARDWAJ	BCA-I Year
11.	2006000035706	LUV	BCA-I Year
12.	2006000035707	MANISH KUMAR	BCA-I Year
13.	2006000035708	VASUNDHRA	BCA-I Year
14.	2006000035709	ANAS KHAN	BCA-I Year
15.	2006000035747	ASHISH CHAUDHARY	BCA-I Year
16.	2006000050224	ABHISHEK SINGH	BCA-I Year
17.	2006000050231	AKSHAY KUMAR	BCA-I Year
18.	2006000050232	AKSHAY PURI	BCA-I Year
19.	2006000050233	ARCHIT NIRWAL	BCA-I Year
20.	2006000050235	ARYAN NIRWAL	BCA-I Year
21.	2006000050236	ATUL PAWAR	BCA-I Year
22.	2006000050237	HARSH PANCHAL	BCA-I Year
23.	2006000050238	MOHD MURSALEEM	BCA-I Year
24.	2006000050239	NIKETA NIRWAL	BCA-I Year
25.	2006000050240	NISHA	BCA-I Year
26.	2006000050241	NISHANT GIRI	BCA-I Year
27.	2006000050242	NITIN SAINI	BCA-I Year
28.	2006000050243	RIYA TOMAR	BCA-I Year

Registrar
Swami Vivekanand
Subharti University
MEERUT

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29.	2006000050282	KAMLESH GUPTA	BCA-I Year
30.	2006000050283	NAVNEET RAJ	BCA-I Year
31.	2006000050437	SANDHYA	BCA-I Year
32.	P-33246	BSOENG KIM	BCA-I Year
33.	2006000035640	ANUBHAV SAINI	B.Sc.(CS)-I Year
34.	2006000035755	ARVIND PRATAP SINGH	B.Sc.(CS)-I Year
35.	2006000050284	FAIZAN ANWAR	B.Sc.(CS)-I Year
36.	2006000050318	PRIYANSHU SHARMA	B.Sc.(CS)-I Year
37.	2006000050319	PRIYANSHU YADAV	B.Sc.(CS)-I Year
38.	2006000050320	ROHAN YADAV	B.Sc.(CS)-I Year
39.	2006000050321	TUSHAR	B.Sc.(CS)-I Year
40.	2006000050322	YASH BANA	B.Sc.(CS)-I Year
41.	1706010001020	AAKASH CHOUDHARY	MCA-I Year
42.	1706010001310	NEHA CHAUHAN	MCA-I Year
43.	2001000050359	DIVYATA RAWAL	MCA-I Year
44.	2001000050360	MEGHA	MCA-I Year
45.	2001000033852	KM. SHIKHA	MCA-I Year
46.	2001000033945	KM PRIYA RANI	MCA-I Year
47.	2001000035626	ANUBHAV VERMA	MCA-I Year
48.	2001000035699	ANSHUL KUMAR	MCA-I Year

Registrar
Swami Vivekanand
Subharti University
MEERUT

Department of Computer Application
Keral Verma Subharti College of Science
Attendecne Sheet of Value Added Courses Year 2020-21

	Name of The Course			Office Automation Tools (VAC-101)																	
	Name of the faculty			Mr. Himanshu																	

Sno	Enrolment Number	Name of Students	Name of Program	Lec-1	Lect-2	Lect-3	Lect-4	Lect-5	Lect-6	Lect-7	Lect-8	Lect-9	Lect-10	Lect-11	Lect-12	Lect-13	Lect-14	Lect-15	Lect-16	Total	%Age of Lecture
			Date>>>	20-Jan	21-Jan	22-Jan	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	30-Jan	31-Jan	01-Feb	02-Feb	03-Feb	04-Feb	05-Feb	
1	2006000033938	ABHISHEK GAHLOT	BCA-I Year	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	14	88
2	2006000033939	JAYESH RANJAN	BCA-I Year	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	14	88
3	2006000033941	NISCHAL CHOUDHARY	BCA-I Year	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	14	88
4	2006000033942	UTKARSH UPADHYAY	BCA-I Year	P	P	P	A	A	P	P	A	A	P	A	P	P	P	P	P	11	69
5	2006000033943	MD AFTABRAZA	BCA-I Year	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	15	94
6	2006000035639	DIVYANSH PUNDIR	BCA-I Year	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	14	88
7	2006000035643	AKASH ARYA	BCA-I Year	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	14	88
8	2006000035644	GAUTAM CHAUHAN	BCA-I Year	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	14	88
9	2006000035645	AYUSH KHANNA	BCA-I Year	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	15	94
10	2006000035646	DEV BHARDWAJ	BCA-I Year	P	P	P	A	P	P	P	P	P	A	P	A	P	P	A	P	12	75
11	2006000035706	LUV	BCA-I Year	P	P	P	P	P	P	P	A	P	A	P	A	P	P	A	P	12	75
12	2006000035707	MANISH KUMAR	BCA-I Year	P	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	13	81
13	2006000035708	VASUNDHRA	BCA-I Year	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	15	94
14	2006000035709	ANAS KHAN	BCA-I Year	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	14	88
15	2006000035747	ASHISH CHAUDHARY	BCA-I Year	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	15	94
16	2006000050224	ABHISHEK SINGH	BCA-I Year	P	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	13	81
17	2006000050231	AKSHAY KUMAR	BCA-I Year	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	15	94
18	2006000050232	AKSHAY PURI	BCA-I Year	P	P	P	P	A	P	A	A	P	P	A	P	P	P	P	P	12	75
19	2006000050233	ARCHIT NIRWAL	BCA-I Year	P	P	P	A	A	P	A	A	A	P	P	P	P	P	P	P	12	75
20	2006000050235	ARYAN NIRWAL	BCA-I Year	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	13	81
21	2006000050236	ATUL PAWAR	BCA-I Year	P	P	P	P	P	P	P	P	P	P	P	A	P	A	A	P	13	81
22	2006000050237	HARSH PANCHAL	BCA-I Year	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	14	88
23	2006000050238	MOHD MURSALEEM	BCA-I Year	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	15	94
24	2006000050239	NIKETA NIRWAL	BCA-I Year	P	P	P	P	P	P	A	P	P	A	P	A	P	P	A	P	12	75
25	2006000050240	NISHA	BCA-I Year	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	15	94
26	2006000050241	NISHANT GIRI	BCA-I Year	P	P	P	A	A	P	A	P	P	P	P	P	P	P	P	P	13	81
27	2006000050242	NITIN SAINI	BCA-I Year	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	15	94
28	2006000050243	RIYA TOMAR	BCA-I Year	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	15	94
29	2006000050282	KAMLESH GUPTA	BCA-I Year	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	15	94
30	2006000050283	NAVNEET RAJ	BCA-I Year	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	13	81
31	2006000050437	SANDHYA	BCA-I Year	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	13	81
32	P-33246	BSOENG KIM	BCA-I Year	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	14	88
33	2006000035640	ANUBHAV SAINI	B.Sc.(CS)-I Year	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	14	88
34	2006000035755	ARVIND PRATAP SINGH	B.Sc.(CS)-I Year	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	14	88
35	2006000050284	FAIZAN ANWAR	B.Sc.(CS)-I Year	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	15	94
36	2006000050318	PRIYANSHU SHARMA	B.Sc.(CS)-I Year	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	15	94
37	2006000050319	PRIYANSHU YADAV	B.Sc.(CS)-I Year	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	15	94
38	2006000050320	ROHAN YADAV	B.Sc.(CS)-I Year	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	15	94
39	2006000050321	TUSHAR	B.Sc.(CS)-I Year	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	15	94
40	2006000050322	YASH BANA	B.Sc.(CS)-I Year	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	15	94
41	1706010001020	AAKASH CHOUDHARY	MCA-I Year	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	14	88
42	1706010001310	NEHA CHAUHAN	MCA-I Year	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	14	88
43	2001000050359	DIVYATA RAWAL	MCA-I Year	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	14	88
44	2001000050360	MEGHA	MCA-I Year	P	P	P	P	P	A	P	P	P	P	A	P	P	A	P	P	13	81
45	2001000033852	KM. SHIKHA	MCA-I Year	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15	94
46	2001000033945	KM PRIYA RANI	MCA-I Year	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	15	94
47	2001000035626	ANUBHAV VERMA	MCA-I Year	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	14	88
48	2001000035699	ANSHUL KUMAR	MCA-I Year	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	14	88

Keral Verma Subharti College of Science

(A Constituent college of Swami Vivkanand Subharti University Meerut)

Certificate of Completion

This is to certified that Mr. /Ms. **Nikita Nirwal** , Enrolment No: 2006000050239 of BCA-2020-21 batch has been successfully completed the 16 hours Value Added Course , named as **"Office Automation Tools (VAC-101)** Duration from   **20-01-2021 to 05-02-2021.**

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