



**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(f) of UGC Act 1956)  
Ph. 0121-2439578, 2439052, 3058031, 3056032; Telefax: 0121

Ref. No. KVFO5/2019/17

Date: 11-09-2019

**NOTICE**

**Subject: Value Added Courses**

This is to inform to all the students of BCA & B.Sc. (CS), that the following courses as a Value Added Course have been introduced for your knowledge enhancement.

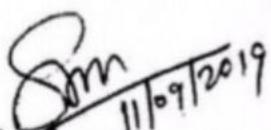
Attending of these courses is beneficial to all students. So all students are suggested to register yourself for the same at earliest.

SNO	NAME OF THE COURSE	COURSE CODE	NAM OF THE FACULTY	DATES	TIMING
1	Office tools	VAC-101	Mr. Neeraj Pratap	15-09-2019 to 31-10-2019	Friday to Saturday 12.30 pm to 2.00 pm
2	Software Installation	VAC-301	Mr. Shashiraj Teotia	15-09-2019 to 31-10-2019	Wednesday 2.00 pm to 4.00
3	Software Project Management	VAC-501	Mr. Sanjeev Panwar	15-09-2019 to 31-10-2019	Friday to Saturday 1.30 pm - 2.30 pm

Copy to:

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

  
Registrar  
Swami Vivekanand  
Subharti University  
MEERUT

  
11/09/2019  
Mr. Shashiraj Teotia  
HOD-CA (KVSCOS)

**Complete Syllabus of Office Tools**

**VAC-101**

**Course: BCA & B.Sc.(CS)-I year (I sem)**

**Total: 16 hrs**

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

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

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



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Ref. No. KVFOS/2019/22

Date: 22-12-2019

## Report on Value Added Course

In the sequences of value added courses in the Department of Computer Application, following courses has been started.

1. Office Tools (BCA & B.Sc.(CS)-2019 batch
2. Software Installation (BCA & B.Sc.(CS)-2018 batch
3. SPM (Software Project management) BCA & B.Sc.(CS) 2017 batch

These courses start on 15-09-2019 .The complete session has been handed by Mr. Neeraj Pratap singh, Mr. Shashiraj Teotia, & Mr. Sanjeev Panwar respectively.

Students felt that these value added courses were very much useful for them and they got the basic idea for developing Networks topologies, Android Application and Website designing. It is planned to extend these value added course as compulsory or elective courses in the next semester with advance features in detail.



*Sanjeev Panwar*  
Dept. of Computer Application



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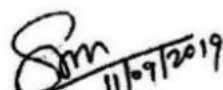
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**Value Added Course on**  
**Office Tools (VAC-101) 2019-2020**

**List of Participants**

S. No.	Name of Students	S. No.	Name of Students
1	Aadarsh Kumar	37	Raju Ranjan Kumar
2	Abdul Danish Khan	38	Raushan Kumar Misra
3	Akash Singh	39	Rishab Kumar
4	Ankit Kumar	40	Ritesh Kumar
5	Anshika Jindal	41	Ritu Mittal
6	Anurag Rana	42	Rohit Kumar
7	Arif Raja	43	Rohit Singh
8	Arjun	44	Sagar Singh
9	Aryan Kaushik	45	Saheba Naseem
10	Ashish Sharma	46	Sanjeev Kumar
11	Ayushi Baisoya	47	Shahnawaz
12	Bilal	48	Shrayanshi
13	Chandan Kumar	49	Sony Sudarshan
14	Chandrasen Kushwaha	50	Sudhanshu
15	Dansih Tomar	51	Sufiyan Taj
16	Dhanraj Kumar	52	Tanushree Sharma
17	Eliphas Masuka	53	Tausif
18	Gagan Deep Singh	54	Tushar Attri
19	Gagan Kumar Paswan	55	Ujjwal Singh
20	Gaurav Kumar	56	Ujjwal Tomar
21	Gaurav Kumar	57	Vedwati
22	Gourav Choudhary	58	Km Jyoti
23	Hanu Tyagi	59	Km Renu Pujari
24	Hemant Arora	60	Mohd Asif
25	Himanshu Kumar	61	Saksham Singh
26	Ishu Duhoon	62	Supriya
27	Kartikey Kamboj	63	Tushar Kapoor
28	Kunal Lamba	64	Arti
29	Manish Rana	65	Ishita Jain
30	Manisha Gupta	66	Mukul Pratap
31	Md. Jahangir	67	Nikita
32	Md. Rahman	68	Parvez Khan
33	Mohd Athar	69	Priyanshu Yadav
34	Mohit Kumar	70	Shivam
35	Piyush Kamboj	71	Shivani Garg
36	Rajesh Kumar	72	Shubham Rana
		73	Tushar Gautam

  
Registrar  
Swami Vivekanand  
Subharti University  
MEERUT

  
Mr. Shashiraj Teotin  
HOD-CA (KVSCOS)

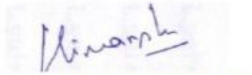
# **Keral Verma Subharti College of Science**

*(A Constituent college of Swami Vivekanand Subharti University Meerut)*



## **CERTIFICATE OF COMPLETION**

This is to certified that Mr. /Ms. *HIMANSHU KUMAR* s/o, d/o *NEERAJ KUMAR* of *BCA- I SEM* has been successfully completed the *30 hours Value Added Course* , named as. *OFFICE TOOLS* Duration from *15-09-2019 to 30-10-2019*

  
**CLASS COORDINATOR**

  
**HOD-COMPUTER APPLICATION**