

03.02.2022

From

The Head of the Department,
School Of Architecture,
BIHER,
Chennai.

To

The Director,
School Of Architecture,
BIHER,
Chennai.

Respected Sir,

SUBJECT:Regarding the permission for conducting value added course.

As the Head of the department, School of Architecture, I would like to request you to give us the permission for conducting value added course on "DOCUMENTATION THROUGH MS OFFICE AND LATEX" in school of architecture, BIHER from 21.02.2022 to 17.03.2022.

It will be important for all students in the Department to attend the Value added course to enhance the professional skill. In addition, the course will ensure that information delivered to students is standardized.

Thank you for your consideration. I look forward for your response soon.



Thanks and Regards,

(Mohamed Farook Ali)

10.02.2022

CIRCULAR

The School of Architecture, Bharath Institute of Higher Education and Research has planned to conduct a certification value added course on "DOCUMENTATION ON MS OFFICE AND LATEX" for the benefit of II and III year students. This course is scheduled from 21.02.2022 for 30 hours which includes theory and practical. The timings are 4:00 PM to 5:30 PM from Monday to Friday and 9:00 AM to 10:30 AM on Saturday.

For registrations, students can contact the following faculty members who are assigned to handle the course.

S.NO	Name of the Faculty	Designation
1	Hemalatha	Assistant Professor
2	Sachin Kumar	Assistant Professor

All Registered Students must attend all the classes without fail. Students who are completed the course successfully can only get the course certificate.



Head of the Department

Copy: Vice chancellor

Registrar

Dean(Engg) /Dean Arts/Dean Science/Dean law/Dean Agri/All Deans/AO

All HoDs/FM/Website/Office File/Notice Boards

BARVAC– CERTIFICATE COURSE ON DOCUMENTATION THROUGH MS OFFICE AND LATEX

OBJECTIVES

Ms. Office course trains students how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

SYLLABUS

Ms. word → Creating, editing, saving and printing text documents → Font and paragraph formatting → Simple character formatting → Inserting tables, smart art, page breaks → Using lists and styles → Working with images → Using Spelling and Grammar check → Understanding document properties → Mail Merge Ms. Excel → Spreadsheet basics → Creating, editing, saving and printing spreadsheets → Working with functions & formulas → Modifying worksheets with color&autoformats → Graphically representing data : Charts & Graphs → Speeding data entry : Using Data Forms → Analyzing data : Data Menu, Subtotal, Filtering Data → Formatting worksheets → Securing & Protecting spreadsheets Ms. Power Point → Opening, viewing, creating, and printing slides → Applying auto layouts → Adding custom animation → Using slide transitions → Graphically representing data : Charts & Graphs → Creating Professional Slide for Presentation. Internet → Understanding how to search/Google → bookmarking and Going to a specific website → Copy and paste Internet content into your word file and emails → Understanding social media platforms such as Facebook & Many more → learn with best practices

**LIST OF STUDENTS - VALUE ADDED COURSE - CERTIFICATE COURSE ON DOCUMENTATION THROUGH MS OFFICE AND LATEX**

S.NO	REGISTER NUMBER	NAME OF THE STUDENT
1	U17AR002	ASHWIN S
2	U17AR003	HARSH JAIN V
3	U17AR004	RAAKESH .
4	U17AR005	HARIHARAN R
5	U17AR006	KAUSHIK M
6	U17AR008	DINESH KUMAR S
7	U17AR009	CHERAN S
8	U17AR010	DINESH R
9	U17AR012	MALAVIKA P
10	U17AR013	DHARANI KUMAR M
11	U17AR015	JULURI PARDHASARADHI
12	U17AR016	TATIREDDY PEDDA KASI REDDY .
13	U17AR018	RANJITH KUMAR R
14	U17AR019	AJITHA K
15	U17AR020	SURYA PRAKASH S
16	U17AR021	MONISHA K
17	U17AR022	CHALLA SAI TEJA .
18	U17AR023	PRAVEEN ROSHAN K M S
19	U17AR024	IJAZ AHAMED B
20	U17AR025	BOMMEPALLE CHANDRASEKHAR REDDY .



LIST OF STUDENTS - VALUE ADDED COURSE - CERTIFICATE COURSE ON DOCUMENTATION THROUGH MS OFFICE AND LATEX

S.NO	REGISTER NUMBER	NAME OF THE STUDENT
21	U17AR026	SURYA K M
22	U17AR027	DEEPTHI K R
23	U17AR028	VIJAY KRISHNA S
24	U17AR029	SAMMIAH M
25	U17AR501	HAJRAAH M
26	U15AR46	DHANUSH KUMAR P
27	U16AR001	KISHAN I
28	U16AR002	SOWMIYA K
29	U16AR003	THANUJA SHARON M
30	U16AR004	RUFEENA B
31	U16AR007	GONUGUNIKA AJAY KUMAR
32	U16AR008	DAMALACHERUVU BHANU TEJA REDDY
33	U16AR009	ANU R
34	U16AR011	SETHUPATHY D
35	U16AR012	ABDUL KALAM M H


COURSE COORDINATOR


HEAD OF THE DEPARTMENT

CERTIFICATE COURSE ON DOCUMENTATION THROUGH MS OFFICE AND LATEX

LESSON PLAN

TOTAL HOURS-33

FACULTY NAME - SHEHNAZ MUBEEN

DATE	DAY	HOURS	T/P	DESCRIPTION
21-02-2022		1.5	THEORY	Ms. Word- Creating, editing, saving and printing text documents
22-02-2022		1.5	THEORY	Font and paragraph formatting Inserting tables, smart art, page breaks
23-02-2022		1.5	THEORY	Simple character formatting ,Inserting tables, smart art, page breaks
24-02-2022		1.5	THEORY	Using lists and styles
25-02-2022		1.5	THEORY	Working with images
27-02-2022		1.5	THEORY	Using Spelling and Grammar check, Understanding document properties and Mail Merge
28-02-2022		1.5	THEORY	Ms. Excel-Spreadsheet basics
01-03-2022		1.5	THEORY	Creating, editing, saving and printing spreadsheets, Working with functions & formulas
02-03-2022		1.5	THEORY	Modifying worksheets with color & autoformats
03-03-2022		1.5	THEORY	Graphically representing data : Charts & Graphs, Speeding data entry : Using Data Forms
04-03-2022		1.5	THEORY	Graphically representing data : Charts & Graphs, Speeding data entry : Using Data Forms
06-03-2022		1.5	THEORY	Analyzing data : Data Menu, Subtotal, Filtering Data
07-03-2022		1.5	THEORY	Formatting worksheets , Securing & Protecting spreadsheets
08-03-2022		1.5	THEORY	Ms. Power Point - Opening, viewing, creating, and printing slides
09-03-2022		1.5	THEORY	Applying auto layouts, Adding custom animation, Using slide transitions, Graphically representing data : Charts &
10-03-2022		1.5	THEORY	Applying auto layouts, Adding custom animation, Using slide transitions, Graphically representing data : Charts &
11-03-2022		1.5	THEORY	Creating Professional Slide for Presentation.
13-03-2022		1.5	THEORY	Creating Professional Slide for Presentation.
14-03-2022		1.5	THEORY	bookmarking and Going to a specific website
15-03-2022		1.5	THEORY	Copy and paste Internet content into your word file and emails
16-03-2022		1.5	THEORY	Understanding social media platforms such as Facebook & Many more
17-03-2022		1.5	THEORY	learn with best practices


 COURSE COORDINATORS


 HEAD OF THE DEPARTMENT

CERTIFICATE COURSE ON DOCUMENTATION THROUGH MS OFFICE AND LATEX

DATE- 21.02.2022 to 17.03.2022

RESOURCE – Indian Institute of Computer Technology

IICT Chromepet is a Chennai based complete training academy with strong placement Support. IT Training provided by software professionals with rich industry experience since 2003.

Our core training Services includes IT Training, Certification Training, personality Development, interview preparation, corporate training programs and consulting services. Our training courses are latest in demand and high-quality, we provide training in real-time with excellent training lab and affordable cost.

IICT Chromepet has built Training network of real-time MNC working professionals across multiple training courses to provide job oriented and low-cost training courses using a state-of-art classroom training facilities.

Our Training professionals are equipped to deliver training programs based on the students objectives. Our structured and proven approach to education helps every student to achieve their goal. We give more practice and exercise to our students equips their knowledge in practical manner.

COURSE FEEDBACK FORM

Academic Year	2021-2022									
Course Code										
Course Title	Documentation through MS office & latex									
Number of Credits	3									
I. Information on the Respondent: (Tick (✓) Appropriately)										
1. Percentage of classes attended										
0-20		20-40		40-60		60-80	✓	80-100		
2. Number of hours per week spent on the course (Other than lecture hours)										
0-2		2-4		4-6		6-8	✓	8-10		
3. Preparation for the course by the student:										
(i)	Have done part of this course earlier									
(ii) ✓	Has adequate prior exposure to the prerequisites									
(iii)	Had to pickup relevant additional topics through concurrent study									
(iv)	Have no exposure to the background material									
4. The expectations for taking the course by the student are:										
(a)	Enhance by skill base in the area of specializations									
(b)	Get exposed to a relevant subject									
(c) ✓	Curiosity									
(d)	Better Employment Opportunity									
(e)	Complete Course requirements									
(f)	To Improve CGPA									

II. About the Course Information on the Respondent: (Tick (✓) Appropriately)																			
Depth of Coverage																			
UG level		✓		Graduate level				Advance level											
Standard of test and assignments																			
High				Normal		✓		Easy											
				A		B		C		D		E							
Coverage of the syllabus						✓													
Organization of the Course				✓															
Emphasis on fundamentals						✓													
Emphasis of fundamentals				✓															
Coverage of modern/advanced topics						✓													
Availability of text books/study materials						✓													
Usefulness of tests and assignments				✓															
Overall rating of the Course						✓													
What benefit you derived from the course?				✓															
About the Instructor: Information on the Respondent: (Tick (✓) Appropriately)																			
				A		B		C		D		E							
1.	Pace of the Teaching/lecture					✓													
2.	Comment of the Subject							✓											
3.	Clarity of expression							✓											
4.	Level of preparation			✓															
5.	Level of interaction					✓													
6.	Accessibility outside the class			✓															
7.	Others (please specify					✓													
A: Excellent				B: Very Good				C: Good				D: Satisfactory				E: Poor			



TIMETABLE- VALUE ADDED COURSE -CERTIFICATE COURSE ON DOCUMENTATION THROUGH MS OFFICE AND LATEX

DAY	9.00 - 10.30	4.00 - 5.30
MONDAY		MS OFFICE AND LATEX
TUESDAY		MS OFFICE AND LATEX
WEDNESDAY		MS OFFICE AND LATEX
THURSDAY		MS OFFICE AND LATEX
FRIDAY		MS OFFICE AND LATEX
SATURDAY	MS OFFICE AND LATEX	

COURSE COORDINATORS -
HEMALATHA
SACHIN KUMAR

HEAD OF THE DEPARTMENT



SCHOOL OF
ARCHITECTURE

ATTENDANCE N-VALUE ADDED COURSE - CERTIFICATE COURSE ON DOCUMENTATION THROUGH MS OFFICE AND LATEX

ATTENDANCE % - VALUE ADDED COURSE - CERTIFICATE COURSE ON VETINARY MEDICINE																										
S.NO	NAME OF THE STUDENT	21-02-2022	22-02-2022	23-02-2022	24-02-2022	25-02-2022	27-02-2022	28-03-2022	01-04-2022	02-04-2022	03-04-2022	04-04-2022	06-04-2022	07-04-2022	08-04-2022	09-04-2022	10-04-2022	11-04-2022	13-04-2022	14-04-2022	15-04-2022	16-04-2022	17-04-2022	ATT %		
1	ASHWIN S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	82	
2	HARSH JAIN V	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	77	
3	RAJASEKH	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	95	
4	NARHARAN R	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	95	
5	KAUSHIK M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	82	
6	DINESH KUMAR S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	88	
7	CHEBARI S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
8	DINESH R	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	91	
9	MALANIPRA P	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	91	
10	DHARAN KUMAR M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	73	
11	JALUR PANDHARADHI	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	55	
12	TATREDDY PEDDA KASI REDDY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	77	
13	MANITH KUMAR R	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
14	ANITHA K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	55	
15	SURYA PRABASH S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	77	
16	MAHESHA K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	91	
17	CHALLA SRI TEJA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
18	PRAYESH ROSHAN K M S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
19	UJAZ AHAMMED B	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
20	BOMMAREPALLE CHANDRASEKHAR REDDY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	95	
21	SURYA K M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	91	
22	DEEPTHI K S	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
23	ADARSH KUNAL P	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
24	SARANYA M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	91	
25	HARIDHAN M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	81	
26	DHANUSH KUNAL P	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	73	
27	NEHANI	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	91	
28	SOWANNA K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	91	
29	TIJANUJA SHARON M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	95	
30	RUPEENA B	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	77	
31	GORU GUNIGA ANJULINAR	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
32	DHARACHERUVU BHARU TEJA REDDY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
33	ANUR	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
34	SETHUPATHI Q	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	
35	ABDUL KALAM M H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	85	

COORDINATOR

HEAD OF THE DEPARTMENT

SCHOOL OF
ARCHITECTURE



Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(An Institute Approved for the University of the South of India (U.S.I.)

CERTIFICATE OF PARTICIPATION

This certificate is presented to

HARIHARAN R

For actively participating in the value added course on **"DOCUMENTATION
THROUGH MS OFFICE AND LATEX"** Conducted by School of Architecture,
BIHER from 21.02.2022 to 17.03.2022.

COURSE COORDINATORS

HEAD OF THE DEPARTMENT

CERTIFICATE COURSE ON DOCUMENTATION THROUGH MS OFFICE AND LATEX

DATE- 21.02.2022 to 17.03.2022



VALUE ADDED COURSE ON MS OFFICE AND LATEX