



NIRMALA COLLEGE MUVATTUPUZHA

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661

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FOURTH CYCLE NAAC ACCREDITATION 2019

CRITERION 1

CURRICULAR ASPECTS

1.1.2. Number of certificate/diploma program introduced during last five years

MSOECC17

CERTIFICATE COURSE-MS OFFICE AND EQUATION EDITOR

Submitteditto



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CRITERION 1

CURRICULAR ASPECTS

MSOECC17 CERTIFICATE COURSE-MS OFFICE AND EQUATION EDITOR

1. SYLLABUS
2. STUDENTS LIST
3. ATTENDANCE REGISTER
4. ASSESSMENT PROCEDURE
5. SUMMARY REPORTS
6. CERTIFICATE
7. BROCHURE
8. MINUTES

CERTIFICATE COURSE IN MATHEMATICS

MMC001: Ms office And Equation Editor

Module 1: 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

Module 2: Ms. Excel

- Spreadsheet basics
- Working with functions & formulas
- Modifying worksheets with colour & auto formats
- Graphically representing data: Charts & Graphs
- Speeding data entry: Using Data Forms
- Analysing data: Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

Module 3: Ms. Power Point

- Opening, viewing, creating, and printing slides
- Using slide transitions
- Graphically representing data: Charts & Graphs

Module 4: 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


Module 5: Equation Editor

CERTIFICATE COURSE IN
MMC001: Ms office And Equation Editor

2017-2018 BATCH	
1	ALEENA VINU
2	AMAL SHAJU
3	ANJU VS
4	APARNA RAJEEV
5	BONNY GEORGE
6	CHIKKU RAMANAN
7	DENIS JOSE
8	DONA MATHEW
9	HRIDYA GEORGE
10	MARIA JOSE
11	MEENU KB
12	MERIN SHANTY
13	ROSEMARY JAIC
14	SALIMA PA
15	TONY JACOB
16	ABIJITH RAVI
17	AMALA PS
18	AMALU ANTONY
19	ANJO JENUS
20	ANN MARIA JOY
21	ANNA ELDBHOSE
22	BIBINA SHAJAHAN
23	DONA BIJU
24	ELSA BENNY
25	GILMY JOSE
26	HANNAN ANSAR
27	JOBIN THOMAS
28	MALAVIKA B
29	MARIA GEORGE
30	SHARON ROY
31	SHAUN JOSHY
32	SILPA GEORGE
33	SONIYA KURIAN
34	THERES BABY
35	TINCY M LAIJU
36	TINU K GEORGE
37	ANU SINU
38	ASHMI JOSE
39	SURUMI SHAJI
40	SHERRY JOSE
41	SWALIHA PA

CERTIFICATE COURSE IN
MMC001: Ms office And Equation Editor

42	DEEPA SHAJI
43	DEEPAK SREE UTHRU K
44	EMY ELDHOSE
45	HARIKRISHNAN AG
46	CAROLINE THERESE
47	AMEENA SUBAIR
48	AMALU ABRAHAM
49	SHEFIN THOMAS
50	SHAMEEJA M GULAM


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2018-2019 BATCH	
1	BEEMA HASHMI ASHRAF
2	DIVYA RAJAN
3	DIYA THOMAS
4	GOPIKA K SHIBU
5	LAKSHMI VIJAYAN
6	LISNA VINCENT
7	MINNU MATHEW
8	NIMMY JOHNSON
9	POOJA K PILLAI
10	SANDRA P S
11	SUHAILA M H
12	TINCY GEORGE
13	ALBIN THOMAS
14	ALEN PETER
15	JENCY JOSE
16	SANDRA SAJI
17	SONU JOSEPH
18	YADHUKRISHNA R
19	ACHU JOHN
20	ALFINA V S
21	AMALA XAVI
22	AMINA SUBAIR
23	ANN THERES PAUL
24	ASWATHY SUMESH
25	BISTA BIJO
26	DONA MATHEW
27	ELIZABETH ANN JAISON
28	ELIZABETH MATHEW
29	FATHIMA SULTHANA K .R
30	GIYA BABY
31	IRENE JOHN
32	JISSA MARIYA JOSEPH
33	MIYA MARIYA MARTIN
34	NAJIYA N.A
35	NAVYA SUNIL
36	NEERAJA A R
37	PITTY MARIYA BENIDICT
38	SHERIN CHACKOCHAN
39	DEEPTHY BIJU
40	PAVITHRA BYJU

CERTIFICATE COURSE IN
MMC001: Ms office And Equation Editor

41	ASHIN GEORGE
42	ANSAL SALIM
43	GOPIKA S
44	JISTY SUNNY
45	FAHEEMA KHADIR
46	AKSHAY GEORGE
47	ATHIRA ASHOKAN
48	ROSHNA P MUHAMMED
49	SIVANANDU CHANDRABOSE
50	BASIMA KB



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2017 - 2018

S.No.	Name	02-06-2017	03-06-2017	23-06-2017	24-06-2017	05-09-2017	06-09-2017	26-09-2017	27-09-2017 ³	28-09-2017	29-09-2017
1	Aleena Vinu	X	X	X	X	a	X	X	X	X	a
2	Amal Shaji	X	X	X	X	X	X	X	a	X	X
3	Anji VS	X	X	a	X	X	X	X	X	X	X
4	Aparna Rajeev	X	a	X	X	X	X	a	X	a	X
5	Bonny George	X	X	X	X	X	X	X	X	X	X
6	Chikku Ramanan	X	a	X	a	X	X	X	X	X	X
7	Denis Jose	X	X	X	X	a	X	X	X	X	X
8	Dona Mathew	X	X	a	X	X	a	X	X	X	a
9	Haidya George	X	X	X	X	X	X	X	a	X	X
10	Maria Jose	X	X	X	X	a	X	X	X	a	X
11	Meenu KB	X	X	X	X	X	X	X	X	X	X
12	Merin Shanty	X	X	X	X	X	X	a	X	X	X
13	Rosemary Sai	X	a	X	X	X	a	X	X	X	X
14	Salma P.A	X	X	X	X	X	X	X	X	X	X
15	Tommy Jacob	X	X	X	X	X	X	X	X	X	X
16	Abijith Ravi	X	X	X	a	X	X	a	X	X	X
17	Amala PS	a	X	X	X	X	X	X	X	a	X
18	Amaly Antony	X	X	X	X	X	X	X	X	X	a
19	Anjo Senus	X	X	a	X	X	X	a	X	X	X
20	Ann Maria Joy	X	X	X	X	a	X	X	a	X	X
21	Anna Eldhose	X	X	X	X	a	X	X	X	X	X
22	Bibina Shajahan	a	X	X	X	X	X	X	X	X	X
23	Dona Biji	X	X	X	X	X	a	a	X	X	X
24	Elsa Benny	X	X	X	X	X	X	X	X	X	X
25	Gilmy Jose	X	a	X	X	X	X	X	X	X	X
26	Hannan Ansar	X	X	X	X	X	X	X	X	X	X
27	Jobin Thomas	X	X	X	X	X	X	a	X	X	a
28	Malavika B	X	X	X	X	X	a	X	X	X	a
29	Maria George	X	X	a	X	X	X	X	X	a	X
30	Shaeron Roy	a	X	X	X	X	X	X	a	X	X
31	Shaun Joshy	X	X	X	X	X	a	X	X	X	X

8/08 - 1/05

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Sl.No	Name	04-10-2017	05-10-2017	06-10-2017	07-10-2017	08-10-2017	09-10-2017	10-10-2017	11-10-2017	12-10-2017	13-10-2017
32	Silpa George	X	X	X	X	X	X	X	a	X	a
33	Soniya Kurian	X	X	X	a	X	X	a	X	X	X
34	Theres Baby	X	X	X	X	X	X	X	X	X	X
35	Tincy M Laju	X	X	q	X	X	X	X	X	X	X
36	Tinu K George	a	X	X	X	X	X	X	X	X	X
37	Anu Snu	X	X	X	a	a	X	X	X	X	X
38	Ashmi Jose	X	X	X	X	X	a	X	X	X	X
39	Suramy Shaji	X	q	X	X	X	X	X	X	X	a
40	Sherry Jose	q	X	X	X	X	X	X	X	q	X
41	Swalaha P. A	X	X	X	a	X	X	X	X	X	X
42	Deepa Shaji	X	X	X	X	X	X	X	q	X	X
43	Deepak Sree Uthru K	X	X	X	X	X	X	X	X	X	X
44	Smy Eldhose	X	X	X	X	X	a	X	X	X	X
45	Hari Krishnan A G	q	X	X	X	X	X	a	X	X	a
46	Caroline Theres	X	X	X	X	X	X	X	X	X	X
47	Amuna Subair	X	X	q	X	a	X	a	X	X	X
48	Amalu Abraham	Y	X	X	X	X	X	X	q	X	X
49	Shebin Thomas	a	X	X	X	X	X	X	X	X	X
50	Shameeja M Gulam	X	a	X	X	X	X	X	X	q	X



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Sl.no	Name	04-10-2017	05-10-2017	06-10-2017	07-10-2017	08-10-2017	09-10-2017	10-10-2017	11-10-2017	12-10-2017			
1.	Aleena Vinu	X	X	X	X	X	X	X	X	a	a	a	
2.	Amal Shaju	X	X	X	X	X	X	X	X	X	X	X	
3.	Anju VS	X	X	X	X	X	X	X	X	X	X	X	
4.	Aparna Rajeev	X	X	a	X	X	X	X	X	X	X	X	
5.	Benny George	X	X	X	X	X	X	X	a	X	X	X	
6.	Chikku Ramanan	X	X	X	X	X	X	X	X	X	a	X	
7.	Denis Jose	X	X	X	X	X	X	X	X	X	X	a	
8.	Dona Mathew	X	X	X	X	X	X	X	X	a	X	X	
9.	Hridya George	X	X	X	X	X	X	X	X	X	X	X	
10.	Maria Jose	X	X	X	X	X	X	X	X	X	a	X	X
11.	Meenu K.B	q	X	X	X	X	X	X	X	X	X	X	X
12.	Merin Shanty	X	X	a	X	X	X	X	X	q	X	X	X
13.	Rosemary Jaic	X	X	X	X	X	X	X	a	a	X	a	X
14.	Salima P.A	X	X	X	a	X	X	X	X	X	X	X	X
15.	Tony Jacob	X	X	X	X	X	X	X	X	X	X	X	X
16.	Abijith Ravi	X	X	X	X	X	X	X	X	X	X	X	a
17.	Amala P.S	X	X	X	X	X	X	X	X	X	X	X	X
18.	Amalu Antony	X	X	X	X	X	X	X	X	X	X	X	X
19.	Anjo Jenus	q	X	a	X	X	X	X	X	X	X	X	X
20.	Annmaria Joy	X	X	X	X	X	X	X	a	X	X	X	X
21.	Anna Eldhose	X	X	X	X	X	X	X	X	X	X	X	X
22.	Bibina Shajahan	X	X	X	X	X	X	X	X	X	q	X	X
23.	Dona Biju	X	X	X	X	X	X	X	X	X	X	a	a
24.	Elsa Benny	X	X	a	X	X	X	X	X	X	X	X	X
25.	Gilmy Jose	X	X	X	X	X	X	X	X	X	X	X	X
26.	Hannan Ansar	X	X	X	q	X	X	X	X	X	X	X	X
27.	Jobin Thomas	X	X	X	X	X	X	X	X	X	X	X	X
28.	Malavika B	X	X	X	X	X	X	X	X	q	X	X	X
29.	Maria George	X	X	X	X	X	X	X	a	X	X	X	X
30.	Sharon Roy	q	X	X	X	X	X	X	X	X	X	X	X
31.	Shaun Joshy	q	X	X	X	X	X	X	X	X	q	X	a

S/No	Name	23/10/18	24/10/18	25/10/18	26/10/18	27/10/18	30/10/18	31/10/18	1/11/18	2/11/18	3/11/18
32	Jissa Maria Joseph	x	x	x	x	x	x	x	x	x	x
33	Miya Mariya Martin	a	x	x	x	x	x	x	x	x	x
34	Nadeya N. A	a	x	x	x	x	x	x	a	x	x
35	Navya Sunil	x	x	x	x	x	x	x	x	x	x
36	Aleeraja A.R.	x	x	x	x	x	x	x	x	x	x
37	Pitty Mariya Benedid	a	x	x	x	x	x	x	x	a	a
38	Sherin Chackochan	x	x	x	x	x	x	x	x	x	x
39	Deepthi Biju	x	x	x	x	x	x	x	x	x	x
40	Pawitbra Byju	x	x	x	x	x	x	x	x	x	x
41	Ashin George	a	x	x	x	x	x	x	x	x	x
42	Amsal Salim	x	x	x	x	x	x	x	x	x	x
43	Gopika S	x	x	x	x	x	x	x	x	x	x
44	Jisty Sunny	x	x	x	x	x	x	x	x	x	x
45	Faheema Khadie	x	x	a	x	x	x	x	x	x	x
46	Akshay George	x	x	x	a	x	x	x	x	x	x
47	Ashira Ashokan	x	x	x	x	x	x	x	x	x	x
48	Rashma P Mubammed	a	x	x	x	x	x	x	x	x	x
49	Sivansudu Chandrabose	a	x	x	x	x	x	x	x	x	x
50	Basuna K.B.	x	x	x	x	x	a	x	x	x	x



Shree

S/No	Name	4/11/18	5/11/18	6/11/18	7/11/18	8/11/18	11/11/18	13/11/18	14/11/18	15/11/18	22/11/18
1	Beenuwa Hasthini Asmal	x	x	x	x	x	x	x	x	x	x
2	Divyee Rajan	x	x	x	x	x	x	x	x	x	x
3	Diyee Thomas	x	x	x	x	x	x	x	x	x	x
4	Gopika K. Shibu	x	x	x	x	x	x	x	x	x	x
5	Lakshmi Vijayan	x	x	x	x	x	x	x	x	x	x
6	Lisnu Vincent	x	x	x	x	x	x	x	x	x	x
7	Minnu Mathew	x	x	x	x	x	x	x	x	x	x
8	Nimmy Johnson	x	x	x	x	x	x	x	x	x	a
9	Pooja K Pillai	x	x	x	x	x	x	x	x	x	x
10	Sandra P.S	x	a	x	x	a	x	x	x	x	x
11	Subarida N.H	x	x	x	x	x	x	x	x	x	x
12	Timmy George	x	x	x	a	x	x	x	a	x	x
13	Albin Thomas	x	x	x	x	x	a	x	x	x	x
14	Alan Peter	x	x	x	x	x	x	x	x	x	x
15	Jerney Jose	x	x	x	x	x	x	x	x	x	x
16	Sandra Saji	x	x	x	x	x	x	x	x	x	x
17	Sonu Joseph	x	x	x	x	x	x	x	x	x	x
18	Yadhu Karishnana R.	x	x	x	x	x	x	x	x	x	x
19	Achu John	x	x	x	x	x	a	x	x	x	x
20	Alfina V.S	x	x	x	x	x	x	a	x	a	x
21	Amala Xavi	x	x	a	x	x	x	x	x	x	x
22	Aminu Subair	x	x	x	x	x	x	x	x	x	x
23	Ann Theresau Paul	x	a	x	x	x	x	x	x	x	x
24	Aswathy Suresh	x	x	x	x	x	x	x	x	x	x
25	Bisita Biju	x	x	x	x	a	x	x	x	x	x
26	Dorsu Mathew	x	x	x	x	x	x	x	x	x	x
27	Elizabeth Ann Johnson	x	x	x	a	x	a	x	x	x	x
28	Elizabeth Mathew	x	x	x	x	x	x	x	x	x	a
29	Fathima Sulthana K.R	x	x	x	x	x	x	x	x	x	x
30	Giyee Baby	x	x	x	x	x	x	x	x	x	x
31	Ivene John	x	x	x	x	x	x	x	x	x	x
32		x	x	a	x	x	x	a	x	x	x

S.No	Name	4/11/18	5/11/18	6/11/18	7/11/18	8/11/18	11/11/18	13/11/18	14/11/18	15/11/18	16/11/18
32	Jissu Maria Joseph	X	X	X	X	X	X	X	X	X	X
33	Miya Mariya Martin	X	X	X	X	X	X	X	X	X	X
34	Nadiya N.A	X	X	X	X	X	X	X	X	X	X
35	Navya Sunil	X	X	X	X	X	X	X	X	X	X
36	Neeraja A.R	X	X	X	X	X	X	X	X	X	X
37	Pitty Mariya Benedict	X	X	X	X	X	X	X	X	X	X
38	Shari Chackochan	X	X	X	0	X	X	X	X	X	X
39	Deepthi Biju	X	X	X	X	X	0	X	X	X	X
40	Pavithraa Biju	X	X	X	X	X	X	X	X	X	X
41	Ashin George	X	X	X	0	X	X	X	X	X	X
42	Ansal Sabim	X	X	X	X	X	X	X	X	X	X
43	Crupika S	X	X	0	X	X	0	X	X	X	X
44	Jisty Sunny	X	X	X	X	X	X	X	0	X	X
45	Fauheemou Khadija	X	X	X	X	X	X	X	X	X	X
46	Akshay George	0	X	X	X	X	X	X	X	0	X
47	Athira Ashokan	X	X	0	X	X	0	X	X	X	X
48	Reshma P Mubammad	X	X	X	X	X	X	X	X	X	X
49	Sivawardhu Chandrabhan	X	X	X	X	X	X	X	X	X	X
50	Basuna K.B	X	X	X	X	X	X	X	X	X	X

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**CERTIFICATE COURSE
ON
MS OFFICE AND EQUATION EDITOR
ASSESSMENT PROCEDURE**

assessment	credit
practical examination	2
attendance	1
assignment	2

- A practical examination after the completion of the course.
- For appearing the exam students should have minimum 75 percent attendance.
- Students have to submit three assignments and best of two is taken.
- The total credit is 5. 2 for practical examination and assignment each and 1 for attendance.


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MS Office and Equation Editor-certificate course

Summary report (2017-2018 Batch)

Effective teachers optimize the potential of technology to develop students understanding level, stimulate their interest and increase their proficiency in Mathematics. When we use technology strategically, they can provide greater access to mathematics for all students.

As a part of this, the mathematics department of Nirmala College Muvattupuzha conducted a certificate course on MS Office and Equation Editor. The duration of the course was 30 hours. The course started on 2nd August 2017. The aim of the course is to make the students familiar with the use of MS Office and Equation Editor. The course was given to 50 students. The classes were arranged from 3.30 pm to 4.30 pm. Professor Saji Joseph was the co-ordinator of the programme. A practical examination was conducted after the completion of the course and certificates were distributed.


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MS Office and Equation Editor-certificate course

Summary report (2018-2019)

Certificate course on MS Office and Equation editor which was started in 2017 was a great success.

The second-year degree students were the beneficiaries of the course in the academic year 2018-19. The duration of the course was 30 hours. For the smooth functioning of the course the classes were arranged from 3.30 pm to 4.30 pm on every working days.

In this year we started our course on October 1st. At the completion of the course, we conducted a practical exam for the students and certificates were distributed to the students who have passed the exam.


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DEPARTMENT OF MATHEMATICS
Nirmala College, Muvattupuzha


CERTIFICATE COURSE IN MS OFFICE AND EQUATION EDITOR

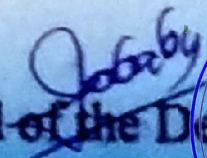
Certificate


This is to certify that Mr./Ms..... *Navya Sunil* has
successfully completed Certificate Course on MS Office and Equation Editor
organized by Department of Mathematics
Nirmala College, Muvattupuzha during the academic year 2018-19

Date:

Place:


Coordinator


Head of the Department



Office



Excel



OneNote



Outlook



Word



PowerPoint

NIRMALA COLLEGE MUVATTUPUZHA
DEPARTMENT OF MATHEMATICS

CERTIFICATE COURSE

MS OFFICE AND EQUATION EDITOR

Staff Coordinator:
Prof. SAJI JOSEPH
ASSOCIATE PROFESSOR
MOB: 9447302680

Commencement of the course: 02nd August 2017

Maximum intake: 50

The minutes of the staff meeting meeting on
30/5/17

- Main agenda: Planning of the new academic year
Analysis of the result of the last batch
Decisions taken: Time table for the new academic year 2017-18 is drafted. The following teachers are assigned as tutor of different classes.

I M - Nirmala George

II M - Saji Joseph

III M - Soni Sebastian

IV M - Apsara Francis

V M - Lakshmi Babu

- The final year student have done a very good performance with a good no. of A+ grades (32), A- grades-18. Pass Percentage 89.7. HOD
- He congratulated the teachers for the good results in the year 2017. Also decided to start a certificate course on "EQUATION EDITOR AND MS OFFICE" in this year

~~He~~ Soni Sebastian ~~Joseph~~

Saji Joseph ~~Joseph~~

Nirmala George ~~Joseph~~

Baby Joseph ~~Joseph~~

Apsara Francis ~~Joseph~~

Meara Rose Joseph ~~Joseph~~

Lakshmi Babu ~~Joseph~~

Joseph