

TIME TABLE FOR THE SHORT TREM COURSE (15-11-2016 to 20-12-2016)

DATE	DAY	NAME OF FACULTY ENGAGING THE CLASS	TIME
15/11/16	FRIDAY	MR	3.30-4.30
18/11/16	MONDAY	SH	8.30-9.30 3.30-4.30
19/11/16	TUESDAY	SR	8.30-9.30 3.30-4.30
20/11/16	WEDNESDAY	MR	3.30 – 4.30
22/11/16	FRIDAY	SH	8.30-9.30 3.30-4.30
23/11/16	SATURDAY	MR	9.30-12.30 1.30-3.30
25/11/16	MONDAY	SR	8.30-9.30 3.30-4.30
28/11/16	THURSDAY	MR	8.30-9.30 3.30-4.30
2/12/16	THURSDAY	SH	8.30-9.30 3.30-4.30
4/12/16	WEDNESDAY	SR	8.30-9.30 3.30-9.30
6/12/16	FRIDAY	MR	8.30-9.30 3.30-4.30
7/12/16	SATURDAY	SR	9.30-12.30 1.30-3.30
9/12/16	MONDAY	SH	3.30-4.30
10/12/16	TUESDAY	SR	8.30-9.30 3.30-4.30
11/12/16	WEDNESDAY	SH	8.30-9.30 3.30-4.30
13/12/16	FRIDAY	MR	8.30-9.30 3.30-4.30
14/12/16	SATURDAY	SH	9.30-12.30 1.30-3.30

MR:MUJEEB RAHMAN

SH:MUHAMMED SAHL

SR:SHAREEKATH KP

Dept. of Computer Science
MES Keveeyam College
Self Financing Programme
VALANCHERY



STUDENT ATTENDANCE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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 MES Kaveeyam College

 Valancherry

 Date: _____

 Dept. of Computer College

 MES Kaveeyam Programme

 Self Financing Programme

 VALANCHERRY



Name:

Roll. No.....

MES KEVEEYAM COLLEGE VALANCHERY
CC/BCA/41-BASICS OF COMPUTERS AND OFFICE AUTOMATION

2016-2017

Time : $1\frac{1}{2}$ Hrs

Maximum Marks:40

PART A

Answer all questions(5 ×1=5)

1. WAN stands for
2. It is possible to sent mails to more than one person usingfeature.
3. ISDN stands for.....
4. A printed document is calledcopy
5. The system software is called.....

PART B

Answer all questions(5 ×2=10)

1. How LAN differ from WAN?
2. What is workbook in MS Excel?
3. What is slide transition in power point
4. Define cut,copy, and paste
5. What do you mean by template

PART C

Answer any 3 questions

(3 ×5=15)

6. Write short note on programming languages
7. Explain mail merge
8. Explain four mathematical function available in MS Excel
9. Explain word art

PART D

Answer any one of the following questions(1 ×10=10)

10. Differentiate Application software and system software
11. Explain how to create a new presentation?explain different presentation slide views in powerpoint

Dept. of Computer Science
MES Keveeyam College
Self Financing Programme
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STUDENTS MARK LIST(2016-2017)

Roll No	Name	Test (40)	Practical(20)	Total (60)	Grade	Certificate number
164101	NAFLA JAMAL.P	35	18	53	A	CC/BCA/41-01
164102	P.T. FATHIMA AMEERA SANA	39	20	59	A	CC/BCA/41-02
164103	RISMITH M.T	28	18	46	B	CC/BCA/41-03
164104	ASHEEQ NAZIM PALLITHODIYIL	36	20	56	A	CC/BCA/41-04
164105	C V VIGNESH	35	18	53	A	CC/BCA/41-05
164106	VISHNU.R. CHANDRAN	37	18	55	A	CC/BCA/41-06
164107	YADHU KRISHNAN. A R	38	19	57	A	CC/BCA/41-07
164108	ANUPAMA V	39	20	59	A	CC/BCA/41-08
164109	ASWATHI K	32	15	47	B	CC/BCA/41-09
164110	GAYATHRI M	36	19	55	A	CC/BCA/41-10
164111	MASHHOODHA P	39	20	59	A	CC/BCA/41-11
164112	AKSHAI MENON	39	20	59	A	CC/BCA/41-12
164113	ARUN P	36	19	55	A	CC/BCA/41-13
164114	JANISH K	35	20	55	A	CC/BCA/41-14
164115	MOHAMED NOUFAL.K.M	36	20	56	A	CC/BCA/41-15
164116	MOHAMMAD SABEEH C.K	37	19	56	A	CC/BCA/41-16
164117	MOHAMMED AFNAN P.P	29	17	46	B	CC/BCA/41-17
164118	MOHAMMED FAHEEM JAVID	35	20	55	A	CC/BCA/41-18
164119	MOHAMMED SHAMEEM M	38	20	58	A	CC/BCA/41-19
164120	MOHAMMED SHEBIN K	39	20	59	A	CC/BCA/41-20
164121	MOHAMMED SHIHABUL HAQUE	35	20	55	A	CC/BCA/41-21
164122	RAMEESH UMMER K	35	20	55	A	CC/BCA/41-22
A grade :80% and above; B grade :60-79%;C grade:40-59%;D grade:below 40%						

Dept. of Computer Science
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TIME TABLE FOR THE SHORT TREM COURSE (15-11-2017 to 20-12-2017)

DATE	DAY	NAME OF FACULTY ENGAGING THE CLASS	TIME
8/11/17	FRIDAY	AJ	3.30-4.30
11/11/17	MONDAY	AM	8.30-9.30 3.30-4.30
19/11/17	TUESDAY	SH	8.30-9.30 3.30-4.30
20/11/17	WEDNESDAY	AJ	3.30 – 4.30
22/11/17	FRIDAY	AM	8.30-9.30 3.30-4.30
23/11/17	SATURDAY	AJ	9.30-12.30 1.30-3.30
25/11/17	MONDAY	SH	8.30-9.30 3.30-4.30
28/11/17	THURSDAY	AJ	8.30-9.30 3.30-4.30
2/12/17	THURSDAY	AM	8.30-9.30 3.30-4.30
4/12/17	WEDNESDAY	SH	8.30-9.30 3.30-9.30
6/12/17	FRIDAY	AJ	8.30-9.30 3.30-4.30
7/12/17	SATURDAY	SH	9.30-12.30 1.30-3.30
9/12/17	MONDAY	AM	3.30-4.30
10/12/17	TUESDAY	SH	8.30-9.30 3.30-4.30
11/12/17	WEDNESDAY	AM	8.30-9.30 3.30-4.30
13/12/17	FRIDAY	AJ	8.30-9.30 3.30-4.30
14/12/17	SATURDAY	AM	9.30-12.30 1.30-3.30

SH:SHINU

AJ:Abdul Jabbar

AM:Abdul Muhaimin

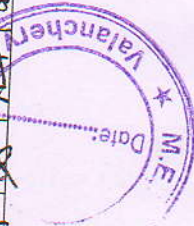
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 MES Keveeyam College
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SHORT TERM COURSE ON BASICS OF COMPUTERS AND OFFICE AUTOMATION(2017-2018)

SI NO	ROLL NO.	NAME OF THE STUDENT	STUDENT ATTENDANCE													
			November							December						
			8	11	14	19	20	22	23	25	28	02	04	06	07	09
1	174101	Aman Abdul Malik	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	174102	Fasla Saneen	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	174103	Lugman Ck	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	174104	Mohamed Roghan Pu	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	174105	Mohammed Basheer	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	174106	Mohammed Basad C	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	174107	Muhammed Shiyad C	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	174108	Muhammed Suhaib V	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	174109	Adul P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	174110	Mohammed Afzal K	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	174111	Sadiq hydarab k	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	174112	Fathima Mubashir P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	174113	Ajay Das TH	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	174114	Atish M	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	174115	Arul Das PP	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	174116	Mohammed Arul M	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	174117	Muhammed Rashid	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	174118	Muhsin Shah C.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	174119	Nithin kishna KP	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	174120	Salleemul Anas K	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	174121	Suney P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	174122	Adithya S	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	174123	Nandana.P.	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Teachers signature																

Dept. of Computer Science
MES Kuvempu College
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Name:

Roll. No.....

MES KEVEEYAM COLLEGE VALANCHERY
CC/BCA/41-BASICS OF COMPUTERS AND OFFICE AUTOMATION

2017-2018

Time : $1\frac{1}{2}$ Hrs

Maximum Marks:40

PART A

Answer all questions(5 ×1=5)

1. The brain of the computer is
2. The currently selected cell in excel is known as.....
3. Wordprocessor is an example for.....software
4. The network used to share information across several building is
5.is an optical storage device

PART B

Answer all questions(5 ×2=10)

1. How can insert tables in MS word
2. Explain different types of computers
3. Define operating system
4. Write a note on LAN and WAN

PART C

Answer any 3 questions

(3 ×5=15)

5. Explain macros
6. Differentiate between hardware and software
7. What is word art?How can you add word Art in word document
8. Explain the different parts of word window and views in MS word

PART D

Answer any one of the following questions(1 ×10=10)

9. Explain the advanced features and utility of power point
10. Explain the steps to insert graphics and charts in power point

Signature
**Dept. of Computer Science
MES Keveeyam College
Self Financing Programme
VALANCHERY**



STUDENTS MARK LIST(2017-2018)

Roll No	Name	Test (40)	Practical (20)	Total (60)	Grade	Certificate number
174101	AMAN ABDUL MALIK. K.P	38	20	58	A	CC/BCA/41-23
174102	JASIR SANEEN	32	20	52	A	CC/BCA/41-24
174103	LUQMAN CK	35	20	55	A	CC/BCA/41-25
174104	MOHAMED ROSHAN PU	36	20	56	A	CC/BCA/41-26
174105	MOHAMMED BASHEER CM	30	15	45	B	CC/BCA/41-27
174106	MUHAMMED SAVAD C	31	16	47	B	CC/BCA/41-28
174107	MUHAMMED SHIYAD C	39	18	57	A	CC/BCA/41-29
174108	MUHAMMED SUHAIB V	35	18	53	A	CC/BCA/41-30
174109	AJUL P	30	17	47	B	CC/BCA/41-31
174110	MOHAMMED AFSAL K	37	19	56	A	CC/BCA/41-32
174111	SADIQ HYDARALI KK	38	19	57	A	CC/BCA/41-33
174112	FATHIMA MUBASHIRA P	39	20	59	A	CC/BCA/41-34
174113	AJAY DAS TH	35	20	55	A	CC/BCA/41-35
174114	AJITH M	35	20	55	A	CC/BCA/41-36
174115	ATHUL DAS PP	36	20	56	A	CC/BCA/41-37
174116	MOHAMMED AJMAL M	39	20	59	A	CC/BCA/41-38
174117	MUHAMMED RASHID	37	19	56	A	CC/BCA/41-39
174118	MUHSIN SHAH CP	35	20	55	A	CC/BCA/41-40
174119	NITHIN KRISHNA KP	32	15	47	B	CC/BCA/41-41
174120	SALEEMUL AJNAS K	39	20	59	A	CC/BCA/41-42
174121	SUNOJ P	37	18	55	A	CC/BCA/41-43
174122	ADITHYA S	37	19	56	A	CC/BCA/41-44
174123	NANDANA P	29	16	45	B	CC/BCA/41-45
A grade :80% and above; B grade :60-79%;C grade:40-59%;D grade:below 40%						

Sun
 Dept. of Computer Science
 MES Keveeyam College
 Self Financing Programme
 VALANCHERY



TIME TABLE FOR THE SHORT TREM COURSE (15-11-2018 to 20-12-2018)

DATE	DAY	NAME OF FACULTY ENGAGING THE CLASS	TIME
15/11/18	FRIDAY	AJ	3.30-4.30
18/11/18	MONDAY	AM	8.30-9.30 3.30-4.30
19/11/18	TUESDAY	LR	8.30-9.30 3.30-4.30
20/11/18	WEDNESDAY	AJ	3.30 - 4.30
22/11/18	FRIDAY	AM	8.30-9.30 3.30-4.30
23/11/18	SATURDAY	AJ	9.30-12.30 1.30-3.30
25/11/18	MONDAY	LR	8.30-9.30 3.30-4.30
28/11/18	THURSDAY	AJ	8.30-9.30 3.30-4.30
2/12/18	THURSDAY	AM	8.30-9.30 3.30-4.30
4/12/18	WEDNESDAY	LR	8.30-9.30 3.30-9.30
6/12/18	FRIDAY	AJ	8.30-9.30 3.30-4.30
7/12/18	SATURDAY	LR	9.30-12.30 1.30-3.30
9/12/18	MONDAY	AM	3.30-4.30
10/12/18	TUESDAY	LR	8.30-9.30 3.30-4.30
11/12/18	WEDNESDAY	AM	8.30-9.30 3.30-4.30
13/12/18	FRIDAY	AJ	8.30-9.30 3.30-4.30
14/12/18	SATURDAY	AM	9.30-12.30 1.30-3.30
20/12/18	WEDNESDAY	EVALUATION	3.30-4.30

AJ:Abdul Jabbar

AM:Abdul Muhaimin

LR:Lijitha Raju



SHORT TERM COURSE ON BASICS OF COMPUTERS AND OFFICE AUTOMATION(2018-2019)

SI NO	ROLL NO.	NAME OF THE STUDENT	STUDENT ATTENDANCE													
			November							December						
			15	18	19	20	21	22	23	25	29	02	04	06	07	09
1	184101	Faseela P.S	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	184102	Suhana Shrin.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	184103	Shanil babu P.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	184104	Fathima harsha	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	184105	Nitha	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	184106	Seetha Nairin V.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	184107	Seetha P.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	184108	Seetha Shrin	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	184109	Subashitha.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	184110	Abdul haseeb CV	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	184111	Adarsh K.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	184112	Ajay Raj M	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	184113	Basil.K	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	184114	Bijith.P.P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	184115	Govind S	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	184116	Atin AP	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	184117	Muhammed Mubashir	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	184118	Muhammed Nihal	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	184119	Shameel	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	184120	Shyam M	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	184121	Vishnu N.V	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	184122	Vysakh.S.	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Teachers signature





Name:

Roll. No.....

MES KEVEEYAM COLLEGE VALANCHERY
CC/BCA/41-BASICS OF COMPUTERS AND OFFICE AUTOMATION

2018-2019

Time : $1\frac{1}{2}$ Hrs

Maximum Marks:40

PART A

Answer all questions(5 ×1=5)

1. Linux is an example for
2. LAN stands for
3.is a high level language
4. The network used to share information across several building is
5.is an optical storage device

PART B

Answer all questions(5 ×2=10)

1. Explain macros
2. What you mean by hardware?
3. Explain different programming languages
4. Define operating system
5. Write a note on LAN and WAN

PART C

Answer any 3 questions

(3 ×5=15)

6. Write notes on any 4 input devices
7. Explain mail merge
8. Differentiate between hardware and software
9. How can send a mail.

PART D

Answer any one of the following questions(1 ×10=10)

10. Explain different secondary storage devices
11. Write steps to create a word document



STUDENTS MARK LIST(2018-2019)

Roll No	Name	Test(40)	Practical(20)	Total (60)	Grade	Certificate number
184101	FASEELA.PS	35	20	55	A	CC/BCA/41-46
184102	SUHANA SHERIN.P	36	20	56	A	CC/BCA/41-47
184103	SHAMIL BABU.PP	36	20	56	A	CC/BCA/41-48
184104	FATHIMA HARSHA	38	20	58	A	CC/BCA/41-49
184105	NITHA	37	18	55	A	CC/BCA/41-50
184106	SAFNA NASRIN.VP	37	18	55	A	CC/BCA/41-51
184107	SAFNA.PP	39	18	57	A	CC/BCA/41-52
184108	SAHLA SHIRIN	35	18	53	A	CC/BCA/41-53
184109	SUKRITHA.K	35	20	55	A	CC/BCA/41-54
184110	ABDUL HASEEB.CV	36	19	55	A	CC/BCA/41-55
184111	ADARSH.KP	38	19	57	A	CC/BCA/41-56
184112	AJAY RAJ.M	39	20	59	A	CC/BCA/41-57
184113	BAZIL.K	36	19	55	A	CC/BCA/41-58
184114	BIJITH.PP	35	20	55	A	CC/BCA/41-59
184115	GOVIND.S	36	20	56	A	CC/BCA/41-60
184116	JITHIN.JP	37	19	56	A	CC/BCA/41-61
184117	MOHAMED MUBARIS.K	37	19	56	A	CC/BCA/41-62
184118	MOHAMED NIHAL	35	20	55	A	CC/BCA/41-63
184119	SHANIL	38	20	58	A	CC/BCA/41-64
184120	SHYAM.M	39	20	59	A	CC/BCA/41-65
184121	VISHNU.N.V	37	18	55	A	CC/BCA/41-66
184122	VYSAKH.S	37	19	56	A	CC/BCA/41-67

A grade :80% and above; B grade :60-79%;C grade:40-59%;D grade:below 40%

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MES KEVEEYAM COLLEGE VALANCHERY



Malappuram-Kerala
(NAAC Accredited with 'A' Grade)
Phone: 0494 -2642670, www.meskvcollege.org,
Email:principal@meskvcollege.org

No cc/BcA/41-46 Certificate

This is to certify that the following candidate has successfully completed the certificate course *Basics of Computers and office automation* conducted by Department of *Computer Application* during the academic year *2018-2019*

Name *Faseela.P.S*
Programme and Semester *B.C.A. 1st Sem*
College Enrolment No *184101*
Grade Awarded *A*



Place : Valanchery

Date : *26/12/2018*

Principal