



# **ST. ANNE'S DEGREE COLLEGE FOR WOMEN**

Permanently Affiliated to Bengaluru City University  
Recognized by UGC under Section 2(f), Accredited with 'A' Grade by NAAC  
ISO 9001:2015 Certified Institution  
#23, Cambridge Road, Halasuru, Bangalore- 560008



## **CRITERION I -CURRICULARASPECTS**

### **1.2 Academic Flexibility**

#### **1.2.2 How many Add on / Certificate programs are added during the year**



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## CRITERION I - CURRICULAR ASPECTS

### 1.2.2 Brochure or any other document relating to Add on /Certificate programs

#### CHECKLIST

Sl. No	Particulars
1.	MOU's
2.	Syllabus
3.	Attendance
4.	Time table

# MOU'S



## MEMORANDUM OF UNDERSTANDING

BETWEEN

St ANNE's Degree COLLEGE for Women, BANGALORE

AND

Tech Braintree Pvt Ltd,



## MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (the "MoU") is entered on this day 29th April, 2020 (The "Effective Date") between St Anne's Degree College for Women at Bangalore (Hereinafter referred to as "St Anne's College") having its office at #23, Cambridge Road, Halasuru, Bangalore – 560 008 OF THE FIRST PART represented by, Secretary -Society of Sisters of St. Anne, Rev. Sr. Margaret Julie and Tech Braintree Pvt Ltd H.O Nithyanand Enclave # 29 Behind Ashwini Choultry, Srirampura 2<sup>nd</sup> stage Mysore-570023 (hereafter referred as "Tech Braintree ") OF THE SECOND PART, represented by Mr. Samson , its Vice President.

St Anne's college and Tech Braintree are individually referred to as "Party" and collectively as the "Parties".

WHEREAS, by way of this MoU and any other agreement that the Parties may enter into subsequently, the Parties have agreed to jointly conduct activities related to Manpower Development (Training) in the area of Business Analytics.

WHEREAS, St Anne's degree college is one of the leading academic institution. The Society of sisters of St. Anne was started by a young widow Thatipathri Gnanamma in the year 1863 with a small school at Kilacheri-Tamilnadu. Today it's a large center of education with multiple disciplines of BCom, BBM, BCA, B.A, B.Sc and MBA been taught. Hence, the students from multi discipline can leverage from this MOU

WHEREAS, TechBraintree Pvt Ltd a consulting and services provider in sales, marketing, channels and training. As a part of Student development program Tech Braintree has Designed Business Analytics course using SAS Tool, Descriptive and Predictive specifically designed for colleges and Universities

In pursuance of the aforesaid, the Parties hereto wish to record under this Memorandum of Understanding (MoU), the terms of their mutual understanding.

### NOW THEREFORE THE PARTIES HERETO AGREE AS UNDER:

1. That this Memorandum of Understanding will be for a period of 1 (one) years (2020 -2021) with effect from the date of signing of this MoU (the "Term"). On the expiry of the said Term, the Parties may renew this MoU for a further period of 2 (two) years, with mutual written consent.

2. The roles and responsibilities of the Parties during the course of this collaboration shall broadly include the following aspects:

#### a. Education & Training

i. Tech Braintree would conduct the following courses for the students of St Anne's College, Bangalore.

  
Sr. Margaret Julie  
SECRETARY

  
TECHBRAINTREE PVT. LTD.  
MYSORE



Think Creative, Use Innovation. Analytics using Base SAS/Financial Analytics/ Data Analytics

2. Big Data Concepts
3. Personality Development Program
4. Advanced Excel
5. Banking / Aptitude Training
6. Big data using Hadoop.

ii. Total hours (above mentioned course) – 70 hrs.

Tech Braintree training hours – 30 hrs. (10 Days continuous)

Laboratory practice – 30 hrs. (To be conducted by St Anne's faculty post completion of Tech Braintree training hours)

Venue: College Campus. ECourseware and Certificate – Tech Braintree.

iii. The training to be conducted for all the final year students of St Anne's Degree College, across all discipline. Total Number of students to undergo training 350 (Each year). There may be a Variation in the students Number, it may increase or Decrease.

Batch size: 60 students per batch.

Total Number of students to undergo training 350. (Each year). There may be a Variation in the students Number, it may increase or Decrease.

Fees: INR 6500/- inclusive of tax per student. (INR Six thousand five hundred only per student).

St Anne's college to issue a Single Purchase order with 100% payment in advance to Tech Braintree (Post collection of fees from Students).

The Purchase Order value INR                    /- ( INR )

St Anne's college to schedule the batches in consultation with Tech Braintree

iv. Features of this program:

- E Courseware from SAS Corp U.S.A.
- Certificate from Tech Braintree.
- SAS Certified Trainers.
- SAS Case Studies.
- Placement Assistance.

b. Any other area of mutual interest that may be decided by the Parties, from time to time

Corporate Office :

MRN Arcade, # 106/1, Madhuvana Layout, Cambridge Road, HSR Layout, LIC Colony, Srirampura 2nd Stage, MYSORE - 570023 Ph: 0821, 2363555, 7337722125

  
SECRETARY  
St. Anne's Degree College for Women

  
TECHBRAINTREE PVT. LTD.  
MYSORE



3. Both Parties agree that all decisions between Tech Braintree and St Anne's college shall be carried out after mutual discussion, agreement and written consent.
4. Both Tech Braintree and St Anne's college agree to respect and abide by each other's regulations, policies, stipulation and shall observe good commercial practice.
5. This MoU can be terminated by either of the Parties by giving the other Party three months written notice. It is clarified that during the period of notice, the Parties shall be bound by the terms and conditions of this MoU and shall fulfill all outstanding obligations.
6. Each Party agrees to nominate a qualified representative from the appropriate domain and the nominated representatives shall work as team for an effective liaison and successful implementation of this MoU.
7. Any Dispute arising out of or in connection to this MoU shall be finally and exclusively settled by arbitration in Bangalore, India through arbitration by a sole arbitrator who shall be appointed jointly by the Parties through mutual agreement. The arbitration proceedings shall be conducted in accordance with the Arbitration and Conciliation Act, 1996. If the parties are unable to appoint the sole arbitrator within 7 days of a request being issued for such appointment by a party, then each party shall appoint one arbitrator and the two arbitrators shall jointly appoint a third arbitrator. The arbitration award shall be final and binding on the parties. Judgment upon the award rendered may be entered in any court having jurisdiction, or application may be made to such court for a judicial recognition of the award or an order of enforcement thereof, as the case may be. In the event of any one or more of the provisions contained in this MoU being waived, modified or altered, none of the other provisions hereof shall in any way be affected or impaired thereby. If any of the provisions of this MoU become invalid, illegal or unenforceable in any respects under any applicable law, the validity, legality and enforceability of the remaining provisions shall not in any way be effected or impaired.
8. This MoU supersedes all prior understandings, if any, between the Parties concerning the subject hereof.
9. No amendments to the MoU shall be valid unless executed in writing and signed by both Parties.
10. That this Agreement shall in all respects be interpreted, enforced and governed under the laws of India.
11. Notices under this MoU shall be in writing and will take effect from receipt at the address as notified by each Party. Delivery can be made through post/email/courier against a written confirmation of receipt. Designation of the authorized representative of each Party, their respective addresses and other contacts are given herein below:

  
Sr. SECRETARY

  
TECHBRAINTREE PVT. LT.  
MYSORE

(a) **SAMUEL KALPAL (SAMSON)**

Tech Braintree Pvt Ltd H.O Nithyanand Enclave  
# 29 behind Ashwini Choultry, Srirampura 2<sup>nd</sup> stage  
Mysore-570023.

(b) **Rev. Sr. Margaret Julie.**

Secretary Society of sisters of St Anne.  
#23, Cambridge Road, Halasuru, Bangalore – 560 008.


IN WITNESS WHEREOF the Parties hereto have carefully gone through the contents of the Memorandum of Understanding (MoU) and have signed and put their seals on the aforesaid MoU and agreed to abide by the terms and conditions as laid down therein in totality have signed this MoU as of the day and year first above written.

**Signatories:**

1. **For Tech Braintree Pvt. Ltd.**

  
Represented by Mr. **SAMUEL KALPAL** MYSORE

2. **For St Anne's college degree college for women.**


  
Represented by Rev. **SR. Margaret Julie**  
SECRETARY

**Witness:** St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru,  
Bengaluru - 560 008.

1. **Mr Rakesh**

  
Technical Head, Tech Braintree Pvt. Ltd.

2. **Mr. Anil Kumar, M (MCA, MBA)**

  
Prof. St Anne's Degree College for Women.



## St. Anne's Degree College for Women

# 23, Cambridge Road, Halasuru, Bangalore - 560 008. Tel. +91-80-2554 4454 Fax: +91-80-2555 5014

### MEMORANDUM OF UNDERSTANDING

Between

St. Anne's Degree College for Women

And

DR. S.R. CHANDRASHEKAR INSTITUTE OF SPEECH AND HEARING

This agreement is entered into at Bangalore on 30<sup>th</sup> January, 2021, by and between: St. Anne's Degree college for women, #23, Cambridge Road, Halasuru, Bengaluru-560008, offering BSc in Rehabilitation'science.

And

Dr. S.R. Chandrashekar institute of speech and hearing, Hennur Road, Lingarajapuram, Bengaluru-560084, which is a rehabilitation centre and an educational institution offering both UG and PG programs in Speech and Hearing.

#### Purpose

With the object of forming a mutually beneficial collaborative relationship in the broad area academics – exchange of students, St. Anne's Degree college for women and Dr.S.R. Chandrashekar institute of speech and hearing individually also party and collectively the parties, enter into the following Memorandum of understanding (MoU)

#### 1. Specifics of co-operation

Specific co-operation project is as follows:

- The students of 2<sup>nd</sup> year BSc Rehabilitation science shall be sent to Dr. S.R. Chandrashekar institute of speech and hearing every 4<sup>th</sup> semester for their internships for a period of three month (weekly once according to the timetable and schedule of the semester).
- The students would be graded for their performance during the internship, and the same shall be sent to St. Anne's Degree College for women for their practical evaluation.
- The students from the department of rehabilitation science, St. Anne's Degree College for women, will also be taking up the add on Certificate course in **CLINICAL MANAGEMENT OF LEARNING DISABILITY (30HRS)**- this course will be taken by the final year students during their 6<sup>th</sup> semester.



# St. Anne's Degree College for Women

# 23, Cambridge Road Halasuru Bangalore - 560 008 Tel +91-80-2554 4454 Fax +91-80-2555 5014

- The students from the department of rehabilitation science, St. Anne's Degree College for women, will also be taking up the add on certificate course in **SIGN LANGUAGE (30HRS)**- this course will be taken by the second-year students during their 4<sup>th</sup> semester.
- 2. Financial Arrangements
- St. Anne's Degree College for women will pay to Dr. S.R. Chandrashekar institute of speech and hearing the fees for the internship as mutually agreed by both the institutions.  
The payment details for the certificate course are as follows:
  1. The payment for the certificate course in sign language (30I4RS) will be Rs.1500 per student plus GST.
  2. The payment for the certificate course iii clinical management of learning disability will be Rs.1500 per student plus GST.
  3. The payment for the internship program would be Rs.1500 per student plus GST respectively.

### 3. General Coordinators

Each party shall designate a member to oversee and facilitate the implementation of any agreement arising out of this MoU. These institutions are:

for St. Anne's Degree College for Women for Dr.S.R. Chandrashekar institute of speech and hearing

Principal/Director

Principal,/Director

E-mail: [annescolllege@Email.com](mailto:annescolllege@Email.com)

Email: [dr.srcish Wgmail.com](mailto:dr.srcish Wgmail.com)

Phone number: 080 25544454

Phone number: 080 25460405

### 4. Liability

Except for loss or damages caused through gross negligence or intent, the parties shall have no liability to each other hereafter.

### 5. Legal Relationship

This MoU, shall be constructed as a statement of purpose to promote a genuine and mutually beneficial collaboration between the parties. Nothing in this MoU shall create any legal relationship between the parties.

### 6. Commencement, Renewal, Termination

This MoU will be effective from the date of the last signature hereto and will remain in force for a time period of three (3) years, with a possibility for renewal at the end of the three year period,



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subject to the parties written agreement. Either party may terminate this MoU by giving six (6) months' notice in writing to the other party.

This MoU has been drawn up in two (2) original copies in the English language, each party receiving one duly signed copy hereof.

for St. Anne's Degree College for Women

*Nisla Joseph*

Principal/Director

Place: Bengaluru

Date: 7/4/21

**PRINCIPAL**  
**St. Anne's Degree College**  
**For Women**  
# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008.

for Dr.S.R. Chandrashekar institute of  
speech and hearing

*Rashmi G. Bhat*

Principal/Director

Place: Bengaluru

Date: 7.4.21

Principal  
Dr. S.R. Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Lingarajapuram,  
Bangalore - 560 084



# St. Anne's Degree College for Women

Permanently Affiliated to Bengaluru Central University  
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#23, Cambridge Road, Halasuru, Bangalore-08

## Department of Commerce

### Circular

15<sup>th</sup> March 2021

The students of I B.com are hereby informed that Value Added Programme for the academic year 2020-2021 is scheduled from 17<sup>th</sup> March 2021 to 25<sup>th</sup> March 2021.

**Timings:** 12:45 pm to 3:30 pm

**“Attendance is Compulsory”**

*Anulle*

**HOD**

**Department of Commerce**

**Head of the Department**  
**Department of Commerce**  
**St. Anne's Degree College for Women**  
#23, Cambridge Road, Halasuru  
Bengaluru - 560 008

*Nisile Joseph*

**Principal**

**St. Anne's Degree College**  
**For Women**  
# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008.



# St. Anne's Degree College for Women

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## Department of Commerce

### Circular

1<sup>st</sup> August 2020

The students of III B.com are hereby informed that Value Added Programme for the academic year 2020-2021 is scheduled from 3<sup>rd</sup> August 2020 to 28<sup>th</sup> August 2020.

**Timings:** Morning Session 11:00 am to 12:00 pm  
Afternoon Session 2:30 pm to 3:30 pm

**"Attendance is Compulsory"**

**HOD**

**Department of Commerce**

**Head of the Department:**  
Department of Commerce  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru  
Bengaluru - 560 008

**Principal**

**Principal**  
St. Anne's Degree College  
For Women  
# 23, Cambridge Road, Halasuru  
Bangalore - 560 008.

**Department of Commerce**

**Add-on Programme**

**for**

**I<sup>st</sup> semester B.Com**

# ADD-ON SYLLABUS

**B.COM/BBA/BA**

## **CHAPTER 1- GETTING ACQUAINTED WITH EXCEL**

- 1.1- About Excel
- 1.2- The Excel Environment
- 1.3- The Title Bar
- 1.4- The Ribbon
- 1.5- Scroll Bars
- 1.6- The Microsoft Office Button
- 1.7- The Quick Access Toolbar
- 1.8- The Formula Bar
- 1.9- The Workbook Window
- 1.10- The Status Bar
- 1.11- The Workbook View Buttons
- 1.12- The Zoom Slider
- 1.13- The Mini Toolbar
- 1.14- Keyboard Shortcuts

## **CHAPTER 2- CREATING BASIC WORK- BOOKS**

- 2.1- Creating New Workbooks
- 2.2- Saving Workbooks
- 2.3- Closing Workbooks
- 2.4- Opening Workbooks
- 2.5- Selecting Cells
- 2.6- Entering Text into Cells
- 2.7- Entering Numbers into Cells
- 2.8- AutoComplete
- 2.9- Pick from Drop-Down List
- 2.10- Using the “Window” Command Group
- 2.11- Switching to Full Screen View
- 2.12- Renaming Workbooks
- 2.13- Working with Excel File Formats

## **CHAPTER 3- USING RANGES**

- 3.1- Selecting Ranges
- 3.2- Ranged Data
- 3.3- Using AutoFill

## **CHAPTER 4- CREATING FORMULAS**

- 4.1- Ranged Formula Syntax
- 4.2- Simple Formula Syntax
- 4.3- Writing Formulas
- 4.4- Using AutoSum
- 4.5- Inserting Functions
- 4.6- Editing a Range
- 4.7- Formula AutoCorrect
- 4.8- AutoCalculate

## **CHAPTER 5- COPYING & PASTING FORMU- LAS**

- 5.1- Relative References and Absolute References
- 5.2- Cutting, Copying & Pasting Data
- 5.3- Auto Filling
- 5.4- The Undo Button
- 5.5- The Redo Button

## **CHAPTER 6- COLUMNS & ROWS**

- 6.1- Selecting Columns and Rows
- 6.2- Adjusting Column Width and Row Height
- 6.3- Hiding and Unhiding Columns and Rows
- 6.4- Inserting and Deleting Columns and Rows

## **CHAPTER 7- FORMATTING WORKSHEETS**

- 7.1- Formatting Cells
- 7.2- The Format Cells Dialog Box
- 7.3- Clearing All Formatting from Cells
- 7.4- Copying All Formatting from Cells to Another Area

## **CHAPTER 8- WORKSHEET TOOLS**

- 8.1- Moving between Worksheets
- 8.2- Selecting Multiple Worksheets
- 8.3- Inserting and Deleting Worksheets
- 8.4- Renaming Worksheets
- 8.5- Coloring Worksheet Tabs
- 8.6- Copying or Moving Worksheets

## **CHAPTER 9- SETTING WORKSHEET LAY- OUT**

- 9.1- Using Page Break Preview
- 9.2- Using the Page Layout View
- 9.3- The Page Setup Dialog Box

## **CHAPTER 10- PRINTING WORKSHEETS**

10.1- Using Print Preview

10.2- Printing Worksheets

## **CHAPTER 11- HELPING YOURSELF**

11.1- Using Excel Help

## **CHAPTER 12- 3D FORMULAS**

12.1- Creating 3D Formulas

12.2- 3D Formula Syntax

12.3- Creating 3D Range References

## **CHAPTER 13- NAMED RANGES**

13.1- Naming Ranges

13.2- Creating Names from Headings

13.3- Moving to a Named Range

13.4- Using Named Ranges in Formulas

13.5- Naming 3D Ranges

13.6- Managing Named Ranges

## **CHAPTER 14- CONDITIONAL FORMATTING AND CELL STYLES**

14.1- Conditional Formatting

14.2- Finding Cells with Conditional Formatting

14.3- Clearing Conditional Formatting

14.4- Using Table and Cell Styles

## **CHAPTER 15- PASTE SPECIAL**

15.1- Using Paste Special

15.2- Pasting Linked Formulas

## **CHAPTER 16- SHARING WORKBOOKS**

16.1- Sharing Workbooks

16.2- Highlighting Changes

16.3- Reviewing Changes

16.4- Using Comments

16.5- Compare and Merge Workbooks

## **CHAPTER 17- AUDITING WORKSHEETS**

17.1- Auditing Worksheets

17.2- Tracing Precedent and Dependent Cells

17.3- Tracing Errors

- 17.4- Error Checking
- 17.5- Using the Watch Window
- 17.6- Cell Validation

## **CHAPTER 18- OUTLINING WORKSHEETS**

- 18.1 Using Outlines
- 18.2 Applying and Removing Outlines

## **CHAPTER 19- CONSOLIDATING WORK- SHEETS**

- 19.1- Consolidating Data

## **CHAPTER 20- CREATING WORKSHEET CHARTS**

- 20.1- Creating Charts
- 20.2- Selecting Charts and Chart Elements
- 20.3- Moving and Resizing Charts
- 20.4- Changing the Chart Type
- 20.5- Changing the Data Range
- 20.6- Switching Column and Row Data
- 20.7- Choosing a Chart Layout
- 20.8- Choosing a Chart Style
- 20.9- Printing Charts
- 20.10- Deleting Charts

## **CHAPTER 21- EDITING AND FORMATTING CHARTS**

- 21.1- Formatting Chart Objects
- 21.2- Inserting Objects into a Chart
- 21.3- Changing Chart Labels
- 21.4- Changing Axes Display
- 21.5- Changing the Chart Background
- 21.6- Applying Chart Analysis Lines
- 21.7- Naming Charts
- 21.8- Applying Shape Styles to Chart Elements
- 21.9- Applying WordArt Styles to Chart Elements
- 21.10- Saving Custom Chart Templates

## **CHAPTER 22- PIVOTTABLES**

- 22.1- Creating PivotTables and PivotCharts
- 22.2- Manipulating a PivotTable
- 22.3- Changing Calculated Value Fields
- 22.4- Applying PivotTable Styles
- 22.5- Creating a PivotChart

- 22.6- Setting PivotTable Options
- 22.7- Sorting and Filtering PivotTable Data

### **CHAPTER 23- TABLES**

- 23.1- Creating a Table
- 23.2- Adding and Editing Records
- 23.3- Inserting Records and Fields
- 23.4- Deleting Records and Fields

### **CHAPTER 24- SORTING DATA**

- 24.1- Sorting Data
- 24.2- Custom Sort Orders

### **CHAPTER 25- FILTERING DATA**

- 25.1- Using AutoFilters
- 25.2- Using the Top 10 AutoFilter
- 25.3- Applying a Custom AutoFilter
- 25.4- Creating Advanced Filters
- 25.5- Applying Multiple Criteria
- 25.6- Using Complex Criteria
- 25.7- Copying Filtered Results to a New Location
- 25.8- Using Database Functions

### **CHAPTER 26- USING WHAT-IF ANALYSIS**

- 26.1- Using Data Tables
- 26.2- Using Scenario Manager
- 26.3- Using Goal Seek

### **CHAPTER 27- TABLE-RELATED FUNCTIONS**

- 27.1- The Hlookup and Vlookup Functions
- 27.2- Using the IF, AND, and OR Functions

### **CHAPTER 28- SECURITY FEATURES**

- 28.1- Unlocking Cells
- 28.2- Worksheet Protectio
- 28.3- Workbook Protection
- 28.4- Password Protecting Excel Files

### **CHAPTER 29- MAKING MACROS**

- 29.1- Recording Macros
- 29.2- Running and Deleting Recorded Macros
- 29.3- The Personal Macro Workbook

**Value Added Programme  
2020 – 2021**

➤ **EXCEL**

For the academic year 2020-2021, value added programme was organised for the 1<sup>st</sup> semester B.Com students from 17<sup>th</sup> March 2021 to 25<sup>th</sup> March 2021, between 12:45 pm to 3:30 pm in computer lab-1. The total strength of the programme was 134 students which is inclusive of both 'A' & 'B' section. The resource person for the add on course was Mr. Anil Kumar. The topics covered during the session were - introduction to Excel Screen/Excel App, Short cuts in excel, Chart and its types for reporting, Character functions, Data functions, Logical functions, Numeric Functions, Statistical functions, Financial Functions, Pivot table, Look up functions, V-lookup, H-lookup, Data validations, Data Analysis, Conditional formatting, Filters and advanced filters.

**Time Table**

**I B.Com/ I BBA**

Start Date	End Date	Course Title	Venue	Course	Timing
17-03-2021	20-03-2021	Excel	PG Lab	I BCom B	12:45 pm to 3:30 pm
22-03-2021	25-03-2021	Excel	PG Lab	I BCom A	12:45 pm to 3:30 pm
26-03-2021	29-03-2021	Excel	PG Lab	I BBA	12:45 pm to 3:30 pm



*Anulla*

**Head of the Department**  
Department of Commerce  
St. Anne's Degree College for Women  
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Bengaluru - 560 008

*Nishe. Joseph*

**PRINCIPAL**  
St. Anne's Degree College  
For Women  
# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008.



SL. NO	NAME OF THE STUDENT	17/03/2021			18/03/2021			19/03/2021			22/03/2021			23/03/2021			24/03/2021			25/03/2021			
		H1	H2	H3	H1	H2	H3	H1	H2	H3	H1	H2	H3	H1	H2	H3	H1	H2	H3	H1	H2	H3	
6	Amreen Banu.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	Amul Sophia.I	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	Ankitha.N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	Arul Sweety.A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	
10	Ashu Celina	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11	Ashwini .M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	Ashwini.V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13	Bhavya.N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	
14	Bindu.B.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15	Bindhu.K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16	Boomika.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17	Bumika.T	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18	Chaithra.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19	Chamundi.R.K	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20	Charulatha.R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
21	Daffina David	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22	Dharani Rayavarapu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23	Dharshini.S.L	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24	Divyashree.R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25	Divyashree.V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P











SL. NO	NAME OF THE STUDENT	17/03/2021			18/03/2021			19/03/2021			22/03/2021			23/03/2021			24/03/2021			25/03/2021		
		H1	H2	H3	H1	H2	H3	H1	H2	H3	H1	H2	H3	H1	H2	H3	H1	H2	H3	H1	H2	H3
129	Varsha.T	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
130	Vidhya Krishnan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
131	Vijayalakshmi.A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A
132	Vijayalakshmi.V	A	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A
133	Vinetha.M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
134	Yamini.J	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
135	Shreya S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

### PROFILE OF THE TRAINER

Name: Mr. Anil Kumar

Qualification: MBA. (Ph.D)

Designation: Assistant Professor.

Company's Name and Address:

St. Anne's Degree College for women.

Trainer's Signature

Anula

Head of the Department

Department of Commerce

St. Anne's Degree College for Women

#23, Cambridge Road, Halasuru

Bengaluru - 560 005

Nisha Joseph

PRINCIPAL

St. Anne's Degree College

For Women

# 23, Cambridge Road, Halasuru,

Bangalore - 560 005.

# **Department of commerce**

**Add-on programme  
for  
III<sup>rd</sup> semester B.com**

### 1. Value added programme:

For the academic year 2020-2021, value added course was organized for the 3rd semester B.Com students through online mode which was conducted via Zoom video conferencing app. The programme was organized from 3rd August 2020 to 28th August 2020. Two hours of class was scheduled every day from Monday to Friday; morning session from 11am to 12pm and afternoon session from 2:30 pm to 3:30 pm. The resource persons for the add on course were Mr. Raghavendra.N and Mr. Anil Kumar.

Mr. Raghavendra N, Master trainer and Director, took over the morning sessions of the programme. He is considered to be silicon city's No.1 trainer and motivator. He is often featured in Print & Visual Media, as he does Creative consultations to TV, Films & Radio. He has also Conceptualized and Quiz mastered more than 300 Mind Game Quizzes for Schools, Colleges & Corporate companies. With over 15 years of training experience has successfully conducted 'Soft Skills for Success' program in more than 1000 Institutions. During the sessions he trained the students on various methods, techniques/tricks to solve puzzles, aptitude test and also simple math techniques to solve aptitude questions. This session was very much helpful to the students, since it imparted the students with skills to crack the aptitude test which is inevitable in today's competitive exams of different streams.

Mr. Anil Kumar., MBA(PhD.), Assistant professor, PG Department of Commerce, took over the afternoon sessions of the programme. He trained the students on basic technical skills with regards to MS Excel. The topics covered by him were - Introduction to Excel, basics, functions, formulas, shortcuts and graphical representation in Excel. Major focus was given on formulas and shortcuts used in Excel, in order to make the process of using spreadsheet more easier and simpler. It is very much important for the students, to not only upgrade their knowledge on computer skills but also to survive in a competitive technical era.

*Anilk*  
Head of the Department  
Department of Commerce  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru  
Bengaluru - 560 008

*Nishe. Joseph*  
PRINCIPAL  
St. Anne's Degree College  
For Women  
# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008



























**PROFILE OF THE TRAINER**

Name: Mr. Anil Kumar

Qualification: MBA (Ph.D)

Designation: Assistant Professor

Company's Name and Address:

St. Anne's Degree College for Women

Trainer's Signature

Anula  
Head of the Department  
Department of Commerce  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru  
Bengaluru - 560 008

Nishe Joseph

PRINCIPAL  
St. Anne's Degree College  
For Women  
# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008.



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Halasuru, Bangalore-560008



## Department of Business Administration

### Value Added Programme - 2020-2021

#### Advanced Excel

Advanced Excel programme is offered to develop the data management skills of students. 18 students of 1 year BBA were enrolled for the program. The sessions were conducted for 40 hours. The sessions were conducted by Mr. Anil Kumar, Placement officer, St. Anne's Degree College for Women, Halasuru.

**HOD**

**Head of the Department**  
**Dept. of Business Administration**  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru  
Bangalore - 560 008



**Principal**

**PRINCIPAL**  
**St. Anne's Degree College**  
**For Women**  
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Bangalore - 560 008.



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#23, Cambridge Road, Halasuru, Bangalore- 560008

### **Department of Business Administration** **Circular**

*25<sup>th</sup> April 2021*

The students of I BBA are hereby informed that Value Added programme for the academic year 2020-2021 is scheduled from 2<sup>nd</sup> March 2021

**Title of the Programme: Advanced Excel**

**“Attendance is compulsory”**

*Archi S*  
**HOD**

**Head of the Department**  
**Dept. of Business Administration**  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru  
Bengaluru - 560 008

*Noble Joseph*  
**Principal**

**PRINCIPAL**  
**St. Anne's Degree College**  
**For Women**  
# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008.

# ADD-ON SYLLABUS

**B.COM/BBA/BA**

## **CHAPTER 1- GETTING ACQUAINTED WITH EXCEL**

- 1.1- About Excel
- 1.2- The Excel Environment
- 1.3- The Title Bar
- 1.4- The Ribbon
- 1.5- Scroll Bars
- 1.6- The Microsoft Office Button
- 1.7- The Quick Access Toolbar
- 1.8- The Formula Bar
- 1.9- The Workbook Window
- 1.10- The Status Bar
- 1.11- The Workbook View Buttons
- 1.12- The Zoom Slider
- 1.13- The Mini Toolbar
- 1.14- Keyboard Shortcuts

## **CHAPTER 2- CREATING BASIC WORK- BOOKS**

- 2.1- Creating New Workbooks
- 2.2- Saving Workbooks
- 2.3- Closing Workbooks
- 2.4- Opening Workbooks
- 2.5- Selecting Cells
- 2.6- Entering Text into Cells
- 2.7- Entering Numbers into Cells
- 2.8- AutoComplete
- 2.9- Pick from Drop-Down List
- 2.10- Using the “Window” Command Group
- 2.11- Switching to Full Screen View
- 2.12- Renaming Workbooks
- 2.13- Working with Excel File Formats

## **CHAPTER 3- USING RANGES**

- 3.1- Selecting Ranges
- 3.2- Ranged Data
- 3.3- Using AutoFill

## **CHAPTER 4- CREATING FORMULAS**

- 4.1- Ranged Formula Syntax
- 4.2- Simple Formula Syntax
- 4.3- Writing Formulas
- 4.4- Using AutoSum
- 4.5- Inserting Functions
- 4.6- Editing a Range
- 4.7- Formula AutoCorrect
- 4.8- AutoCalculate

## **CHAPTER 5- COPYING & PASTING FORMU- LAS**

- 5.1- Relative References and Absolute References
- 5.2- Cutting, Copying & Pasting Data
- 5.3- Auto Filling
- 5.4- The Undo Button
- 5.5- The Redo Button

## **CHAPTER 6- COLUMNS & ROWS**

- 6.1- Selecting Columns and Rows
- 6.2- Adjusting Column Width and Row Height
- 6.3- Hiding and Unhiding Columns and Rows
- 6.4- Inserting and Deleting Columns and Rows

## **CHAPTER 7- FORMATTING WORKSHEETS**

- 7.1- Formatting Cells
- 7.2- The Format Cells Dialog Box
- 7.3- Clearing All Formatting from Cells
- 7.4- Copying All Formatting from Cells to Another Area

## **CHAPTER 8- WORKSHEET TOOLS**

- 8.1- Moving between Worksheets
- 8.2- Selecting Multiple Worksheets
- 8.3- Inserting and Deleting Worksheets
- 8.4- Renaming Worksheets
- 8.5- Coloring Worksheet Tabs
- 8.6- Copying or Moving Worksheets

## **CHAPTER 9- SETTING WORKSHEET LAY- OUT**

- 9.1- Using Page Break Preview
- 9.2- Using the Page Layout View
- 9.3- The Page Setup Dialog Box

## **CHAPTER 10- PRINTING WORKSHEETS**

10.1- Using Print Preview

10.2- Printing Worksheets

## **CHAPTER 11- HELPING YOURSELF**

11.1- Using Excel Help

## **CHAPTER 12- 3D FORMULAS**

12.1- Creating 3D Formulas

12.2- 3D Formula Syntax

12.3- Creating 3D Range References

## **CHAPTER 13- NAMED RANGES**

13.1- Naming Ranges

13.2- Creating Names from Headings

13.3- Moving to a Named Range

13.4- Using Named Ranges in Formulas

13.5- Naming 3D Ranges

13.6- Managing Named Ranges

## **CHAPTER 14- CONDITIONAL FORMATTING AND CELL STYLES**

14.1- Conditional Formatting

14.2- Finding Cells with Conditional Formatting

14.3- Clearing Conditional Formatting

14.4- Using Table and Cell Styles

## **CHAPTER 15- PASTE SPECIAL**

15.1- Using Paste Special

15.2- Pasting Linked Formulas

## **CHAPTER 16- SHARING WORKBOOKS**

16.1- Sharing Workbooks

16.2- Highlighting Changes

16.3- Reviewing Changes

16.4- Using Comments

16.5- Compare and Merge Workbooks

## **CHAPTER 17- AUDITING WORKSHEETS**

17.1- Auditing Worksheets

17.2- Tracing Precedent and Dependent Cells

17.3- Tracing Errors

- 17.4- Error Checking
- 17.5- Using the Watch Window
- 17.6- Cell Validation

## **CHAPTER 18- OUTLINING WORKSHEETS**

- 18.1 Using Outlines
- 18.2 Applying and Removing Outlines

## **CHAPTER 19- CONSOLIDATING WORK- SHEETS**

- 19.1- Consolidating Data

## **CHAPTER 20- CREATING WORKSHEET CHARTS**

- 20.1- Creating Charts
- 20.2- Selecting Charts and Chart Elements
- 20.3- Moving and Resizing Charts
- 20.4- Changing the Chart Type
- 20.5- Changing the Data Range
- 20.6- Switching Column and Row Data
- 20.7- Choosing a Chart Layout
- 20.8- Choosing a Chart Style
- 20.9- Printing Charts
- 20.10- Deleting Charts

## **CHAPTER 21- EDITING AND FORMATTING CHARTS**

- 21.1- Formatting Chart Objects
- 21.2- Inserting Objects into a Chart
- 21.3- Changing Chart Labels
- 21.4- Changing Axes Display
- 21.5- Changing the Chart Background
- 21.6- Applying Chart Analysis Lines
- 21.7- Naming Charts
- 21.8- Applying Shape Styles to Chart Elements
- 21.9- Applying WordArt Styles to Chart Elements
- 21.10- Saving Custom Chart Templates

## **CHAPTER 22- PIVOTTABLES**

- 22.1- Creating PivotTables and PivotCharts
- 22.2- Manipulating a PivotTable
- 22.3- Changing Calculated Value Fields
- 22.4- Applying PivotTable Styles
- 22.5- Creating a PivotChart

- 22.6- Setting PivotTable Options
- 22.7- Sorting and Filtering PivotTable Data

### **CHAPTER 23- TABLES**

- 23.1- Creating a Table
- 23.2- Adding and Editing Records
- 23.3- Inserting Records and Fields
- 23.4- Deleting Records and Fields

### **CHAPTER 24- SORTING DATA**

- 24.1- Sorting Data
- 24.2- Custom Sort Orders

### **CHAPTER 25- FILTERING DATA**

- 25.1- Using AutoFilters
- 25.2- Using the Top 10 AutoFilter
- 25.3- Applying a Custom AutoFilter
- 25.4- Creating Advanced Filters
- 25.5- Applying Multiple Criteria
- 25.6- Using Complex Criteria
- 25.7- Copying Filtered Results to a New Location
- 25.8- Using Database Functions

### **CHAPTER 26- USING WHAT-IF ANALYSIS**

- 26.1- Using Data Tables
- 26.2- Using Scenario Manager
- 26.3- Using Goal Seek

### **CHAPTER 27- TABLE-RELATED FUNCTIONS**

- 27.1- The Hlookup and Vlookup Functions
- 27.2- Using the IF, AND, and OR Functions

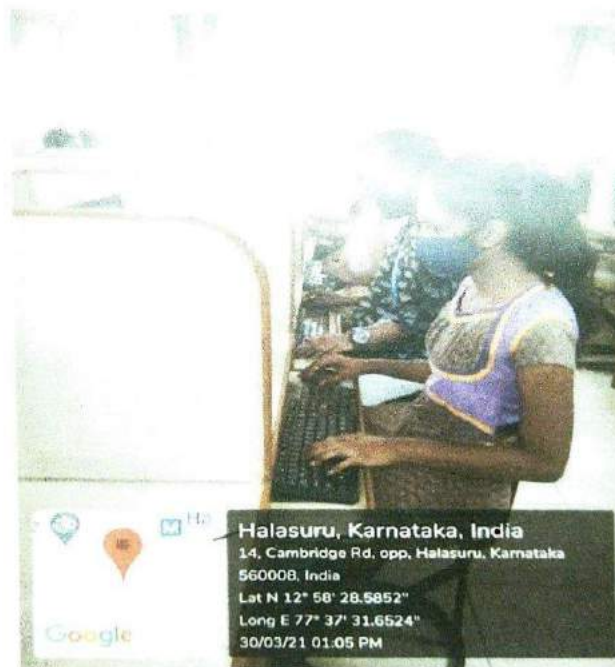
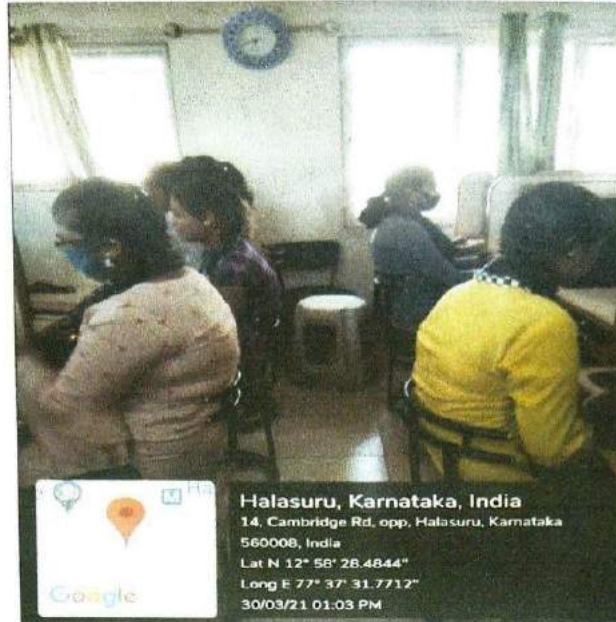
### **CHAPTER 28- SECURITY FEATURES**

- 28.1- Unlocking Cells
- 28.2- Worksheet Protection
- 28.3- Workbook Protection
- 28.4- Password Protecting Excel Files

### **CHAPTER 29- MAKING MACROS**

- 29.1- Recording Macros
- 29.2- Running and Deleting Recorded Macros
- 29.3- The Personal Macro Workbook

**Advanced Excel-VAP**



*Ar.Mi.S*  
**HOD**

**Department of Business Administration**

**Head of the Department**  
**Dept. of Business Administration**  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru  
Bengaluru - 560 008

*Nisile. Joseph*  
**Principal**

**PRINCIPAL**  
**St. Anne's Degree College**  
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Halasuru, Bengaluru - 560008



## ADVANCED EXCEL ATTENDANCE SHEET

Academic Year: 2020-2021

Program Name: BBA

Class: I BBA

Semester: I

Total Number of Students Enrolled: 18

Date: 4<sup>th</sup> March 2021

Time: 12-3

Duration (Hours): 3hr

SL. NO	NAME OF THE STUDENT	4 <sup>th</sup> March 2021			5 <sup>th</sup> March 2021			6 <sup>th</sup> March 2021			7 <sup>th</sup> March 2021			8 <sup>th</sup> March 2021			Signature
		H1	H2	H3	H1	H2	H3	H1	H2	H3	H1	H2	H3	H1	H2	H3	
1.	Ashmita Rai	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Asi	
2.	Ashwini.K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Ashwini	
3.	Ayesha Khanum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Ayesha Khanum	
4.	Brinda.C.R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Brinda.C.R	
5.	Charulatha.S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Charulatha	
6.	Hanish Jacob	A	1	2	3	4	5	6	7	8	9	10	11	12	13	Hanish Jacob	
7.	Jannet Mary.G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Jannet Mary.G	
8.	Kavya.R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Kavya.R	

9.	Mary Sophiya.W	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	9
10.	Pavithra.S	1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14
11.	Pavithra Shivalingam	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	14
12.	Ramya.M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	14
13.	Shakthishwari.B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15
14.	Shiney Sunitha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	14
15.	Swathi.K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	14
16.	Thokala Devika	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	14
17.	Vaishnavi.S.M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	14
18.	Varsheeni Ganesh	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	14
Trainer's Name		Anil Kumar M															
Trainer's signature		Anil Kumar															

**PROFILE OF THE TRAINER**

**Name:** Anil Kumar M  
**Qualification:** MCA, MBA  
**Designation:** Technical Head  
**Company's Name and Address:** CTBT  
**Trainer's Signature:** Anil Kumar

**Head of the Department**  
 Dept. of Business Administration  
 St. Anne's Degree College for Women  
 #23, Cambridge Road, Halasuru  
 Bengaluru - 560 008



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Halasuru, Bengaluru - 560008



## ADVANCED EXCEL ATTENDANCE SHEET

Academic Year: 2020-2021

Program Name: BBA

Class: I BBA

Semester: I

27<sup>th</sup> March 2021

Date: 30<sup>th</sup> March 2021

Time: 12-3

Duration (Hours): 3 hours

Total Number of Students Enrolled: 18

SL. NO	NAME OF THE STUDENT	27 <sup>th</sup> March 2021				30 <sup>th</sup> March 2021				Signature
		H1	H2	H3	H4	H1	H2	H3	H4	
1.	Ashmita Rai	1	2	3	4	5	6	7	Ashmita Rai	
2.	Ashwini K	1	2	3	4	5	6	a	Ashwini	
3.	Ayesha Khanum	1	2	3	4	a	5	6	Ayesha Khanum	
4.	Brinda C.R	1	2	3	4	5	a	6	Brinda C.R	
5.	Charulatha	1	2	3	4	a	5	6	Charulatha	
6.	Hanish Jacob	1	2	3	4	5	6	7	Hanish Jacob	
7.	Jannet Mary.G	1	2	3	4	5	6	a	Jannet Mary.G	

8.	Kavya.R	1	2	3	4	5	6	a	Kavya.R
9.	Mary Sophiya.W	1	2	3	4	5	6	7	Mary
10.	Pavithra.S	1	2	3	4	5	6	7	Pavithra.S
11.	Pavithra Shivalingam	1	2	3	a	4	5	6	Pavithra
12.	Ramya.M	1	2	3	4	5	6	7	Ramya
13.	Shakthishwari.B	1	2	3	4	5	a	6	Shakthishwari.B
14.	Shiney Sunitha	1	2	3	4	5	6	7	Shiney
15.	Swathi.K	1	2	3	4	5	a	6	K. Swathi
16.	Thokala Devika	1	2	3	4	5	6	7	T. Devika
17.	Vaishnavi.S.M	1	a	2	3	4	5	6	Vaishnavi.S.M.
18.	Varsheeni Ganesh	1	2	3	4	5	6	7	Varsheeni
Trainer's Name		Ail		Ail		Ail		Ail	
Trainer's signature		Ail		Ail		Ail		Ail	

**PROFILE OF THE TRAINER**

Name: Ail Kumar M

Qualification: MCA, MBA

Designation: Technical Head

Company's Name and Address: TIST

Trainer's Signature: 



Head of the Department  
 Dept. of Business Administration  
 St. Anne's Degree College for Women  
 #23, Cambridge Road, Halasuru  
 Bengaluru - 560 008



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Halasuru, Bangalore-560008



## Department of Business Administration

### Value Added Programme - 2020-2021

#### Advanced Excel

Advanced Excel programme is offered to develop the data management skills of students. 23 students of II year BBA were enrolled for the program. The sessions were conducted for 20 hours. The sessions were conducted by Mr. Anil Kumar, Placement officer, St. Anne's Degree College for Women, Halasuru.

**HOD**

Head of the Department  
Dept. of Business Administration  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru  
Bangaluru - 560 008



**Principal**

**PRINCIPAL**  
St. Anne's Degree College  
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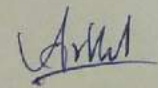
## Department of Business Administration Circular

25<sup>th</sup> July 2021

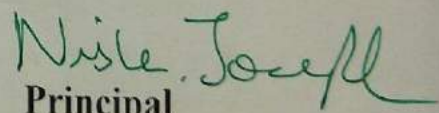
The students of II BBA are hereby informed that Value Added programme for the academic year 2020-2021 is scheduled from 3<sup>rd</sup> August 2021

Title of the Programme: Advanced Excel

“Attendance is compulsory”

  
HOD

Head of the Department  
Dept. of Business Administration  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru - 560 008  
Bangalore - 560 008

  
Principal

PRINCIPAL  
St. Anne's Degree College  
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# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008.

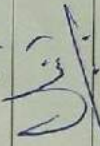


7.	Muskan.S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Number	
8.	Noor Nehar Zaman	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	10
9.	P.Aishwarya	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	P.Aishwarya
10.	Prathiba.K	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	P.Aishwarya
11.	Preethi.CH	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	P.Aishwarya
12.	Rachel Veronica.M	1	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Ramiza
13.	Rakshita.M	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Rakshitha.M
14.	Ramiza Begum	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	Ramiza
15.	Sathya.V	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	Sathya.V
16.	Sadiya Thasleem	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	Sadiya
17.	Sujatha.S	A	A	A	A	A	1	A	A	A	A	A	A	A	A	A	A	A	A	Sujatha
18.	Sulaikha Jasmon	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	Sulaikha
19.	Tanya Tripathi	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	Tanya
20.	Thasleem Nasreem	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	Thasleem
21.	Tejaswini.DR	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	Tejaswini
22.	Veronica.SJ	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	Veronica
23.	Vijaya lakshmi.P	1	2	3	4	5	6	7	8	9	10	10	10	10	10	10	10	10	10	Vijaya
Trainer Name		Aishwarya																		
Trainer signature		Aishwarya																		

## VALUE ADDED PROGRAMME ATTENDANCE SHEET

Advanced Excel: Continued

SL. NO	NAME OF THE STUDENT	17 <sup>th</sup> Aug	18 <sup>th</sup> Aug	19 <sup>th</sup> Aug	20 <sup>th</sup> Aug	21 <sup>th</sup> Aug	24 <sup>th</sup> Aug	25 <sup>th</sup> Aug	26 <sup>th</sup> Aug	27 <sup>th</sup> Aug	28 <sup>th</sup> Aug	Signature
1	Aishwarya.R	A	A	A	A	A	A	A	A	A	A	Aishwarya
2	Ganavi.M	7	8	9	10	11	12	13	14	15	16	GANAVI.M
3	Hema shree	11	12	13	14	15	16	17	18	19	20	Hemashree.S
4	Jessica.P	9	A	10	11	12	A	13	14	15	16	Jessica.P
5	Keerthana .R	11	12	13	14	15	16	17	18	19	20	Keerthana.R
6	Leema.S	1	2	A	A	A	3	A	A	A	A	Leema.S
7	Muskan.S	A	A	A	A	A	A	A	A	A	A	Muskan
8	Noor Nehar Zaman	A	11	A	11	12	13	14	15	16	17	Shahana
9	P.Aishwarya	10	11	12	13	14	15	16	17	18	19	P.Aishwarya
10	Prathiba.K	11	A	A	11	12	13	14	15	16	17	Prathi
11	Preethi.CH	6	7	A	A	A	A	A	8	9	10	Preethi
12	Rachel Veronica.M	A	A	A	A	A	A	A	A	A	A	Rachel Veronica.M
13	Rakshita.M	A	A	A	A	A	A	A	A	A	A	Rakshita.M
14	Ramiza Begum	10	A	11	12	13	14	15	16	17	18	Ramiza
15	Sathya.V	A	A	A	A	6	A	7	A	A	A	Sathya
16	Sadiya Thasleem	11	12	13	14	15	16	17	18	19	20	Sadiya

17	Sujatha.S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Sujatha
18	Sulaikha Jasmon	11	12	13	14	15	16	17	18	19	20									
19	Tanya Tripathi	11	12	13	14	15	16	17	18	19	20									
20	Thasleem Nasreem	11	12	13	14	15	16	17	18	19	20									Thasleem
21	Tejaswini.DR	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Tejaswini
22	Veronica.SJ	11	10	11	12	13	14	15	16	17										Veronica
23	Vijaya lakshmi.P	A	5	6	A	7	8	A	9	10	11									Vijaya
Trainer Name		Anil																		
Trainer signature																				

### PROFILE OF THE TRAINER

Name:

Anil Kumar M

Qualification:

MCA, MBA

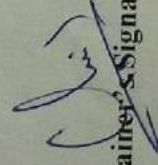
Designation:

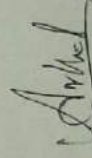
Technical Head

Company's Name and Address:

CTBT Mysore / Bangalore

Trainer's Signature





Head of the Department  
Dept. of Business Administration  
St. Anne's Degree College for Women  
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**Halasuru, Bangalore-560008**



## Department of Business Administration

Value Added Programme - 2020-2021

### Advanced Excel

Advanced Excel programme is offered to develop the data management skills of students. 23 students of II year BBA were enrolled for the program. The sessions were conducted for 20 hours. The sessions were conducted by Mr. Anil Kumar, Placement officer, St. Anne's Degree College for Women, Halasuru.

**HOD**

Head of the Department  
Dept. of Business Administration  
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#23, Cambridge Road, Halasuru  
Bangaluru - 560 008



**Principal**

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## Department of Business Administration Circular

25<sup>th</sup> July 2021

The students of II BBA are hereby informed that Value Added programme for the academic year 2020-2021 is scheduled from 3<sup>rd</sup> August 2021

**Title of the Programme:** Advanced Excel

**“Attendance is compulsory”**


**HOD**

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Dept. of Business Administration  
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**Principal**

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Bangalore - 560 008.



7.	Muskan.S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Number
8.	Noor Nehar Zaman	1	2	3	4	5	6	7	8	9	10									<del>10</del>
9.	P.Aishwarya	1	2	3	4	5	6	7	8	9	10									P.Aishwarya
10.	Prathiba.K	1	2	3	4	5	6	7	8	9	10									<del>10</del>
11.	Preethi.CH	1	2	3	4	5	6	7	8	9	10									<del>10</del>
12.	Rachel Veronica.M	1	A	A	A	A	A	A	A	A	A									<del>10</del>
13.	Rakshita.M	A	A	A	A	A	A	A	A	A	A									<del>10</del>
14.	Ramiza Begum	1	2	3	4	5	6	7	8	9	10									<del>10</del>
15.	Sathya.V	1	2	3	4	5	6	7	8	9	10									<del>10</del>
16.	Sadiya Thasleem	1	2	3	4	5	6	7	8	9	10									<del>10</del>
17.	Sujatha.S	A	A	A	A	A	1	A	A	A	A									<del>10</del>
18.	Sulaikha Jasmon	1	2	3	4	5	6	7	8	9	10									<del>10</del>
19.	Tanya Tripathi	1	2	3	4	5	6	7	8	9	10									<del>10</del>
20.	Thasleem Nasreem	1	2	3	4	5	6	7	8	9	10									<del>10</del>
21.	Tejaswini.DR	1	2	3	4	5	6	7	8	9	10									<del>10</del>
22.	Veronica.SJ	1	2	3	4	5	6	7	8	9	10									<del>10</del>
23.	Vijaya lakshmi.P	1	2	3	4	5	6	7	8	9	10									<del>10</del>
Trainer Name		Aishwarya																		
Trainer signature																				

## VALUE ADDED PROGRAMME ATTENDANCE SHEET

Advanced Excel: Continued

SL. NO	NAME OF THE STUDENT	17 <sup>th</sup> Aug	18 <sup>th</sup> Aug	19 <sup>th</sup> Aug	20 <sup>th</sup> Aug	21 <sup>th</sup> Aug	24 <sup>th</sup> Aug	25 <sup>th</sup> Aug	26 <sup>th</sup> Aug	27 <sup>th</sup> Aug	28 <sup>th</sup> Aug	Signature
1	Aishwarya.R	A	A	A	A	A	A	A	A	A	A	Aishwarya
2	Ganavi.M	7	8	9	10	11	12	13	14	15	16	Ganavi.M
3	Hema shree	11	12	13	14	15	16	17	18	19	20	Hemashree.S
4	Jessica.P	9	A	10	11	12	A	13	14	15	16	Jessica.P
5	Keerthana .R	11	12	13	14	15	16	17	18	19	20	Keerthana.R
6	Leema.S	1	2	A	A	A	3	A	A	A	A	Leema.S
7	Muskan.S	A	A	A	A	A	A	A	A	A	A	Muskan
8	Noor Nehar Zaman	A	11	A	11	12	13	14	15	16	17	Noor Nehar Zaman
9	P.Aishwarya	10	11	12	13	14	15	16	17	18	19	P.Aishwarya
10	Prathiba.K	11	A	A	11	12	13	14	15	16	17	Prathiba.K
11	Preethi.CH	6	7	A	A	A	A	A	8	9	10	Preethi.CH
12	Rachel Veronica.M	A	A	A	A	A	A	A	A	A	A	Rachel Veronica.M
13	Rakshita.M	A	A	A	A	A	A	A	A	A	A	Rakshita.M
14	Ramiza Begum	10	A	11	12	13	14	15	16	17	18	Ramiza Begum
15	Sathya.V	A	A	A	A	6	A	7	A	A	A	Sathya.V
16	Sadiya Thasleem	11	12	13	14	15	16	17	18	19	20	Sadiya Thasleem

17	Sujatha.S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	<i>Sujatha</i>
18	Sulaikha.Jasmon	11	12	13	14	15	16	17	18	19	20										<i>[Signature]</i>
19	Tanya.Tripathi	11	12	13	14	15	16	17	18	19	20										<i>[Signature]</i>
20	Thasleem.Nasreem	11	12	13	14	15	16	17	18	19	20										<i>Thasleem</i>
21	Tejaswini.DR	A	A	A	A	A	A	A	A	A	A										<i>Tejaswini</i>
22	Veronica.SJ	11	10	11	12	13	14	15	16	17											<i>[Signature]</i>
23	Vijaya.lakshmi.P	A	5	6	7	8	9	10	11												<i>[Signature]</i>
Trainer Name		<i>Anil</i>																			
Trainer signature		<i>[Signature]</i>																			

### PROFILE OF THE TRAINER

Name: *Anil Kumar M*

Qualification: *MCA, MBA*

Designation: *Technical Head*

Company's Name and Address:

*CTBT Mysore / Bangalore*

Trainer's Signature

*[Signature]*

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Year 2020-2021

## ADD ON PROGRAM

Course	Date	Topic	Resource Person	No of Students attended
III BCA	03.08.2020 to 03.09.2020	Python Program	Mr.RintuPradhan Senior Analyst, Fortis Analytics, TBT	31
IIBCA	03.08.2020 to 03.09.2020	Python Program	Mr.RintuPradhan Senior Analyst, Fortis Analytics, TBT	25

### **PYTHON Programming**

After completing the course, the Students will be able to understand why Python is a useful scripting language for developers and also will gain knowledge in the following

- Design and program Python applications.
- How to use lists, tuples, and dictionaries in Python programs.
- To identify Python object types.
- Use indexing and slicing to access data in Python programs.
- Define the structure and components of a Python program.
- Write loops and decision statements, write functions and pass arguments
- Build and package Python modules for reusability.
- Read and write files in Python.
- Oops concepts, Database and multithreading

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## DEPARTMENT OF COMPUTER APPLICATION


### Time Table for 2020-21

#### ADD ON PROGRAM

Timings	Class	Mode	Trainer's Name	Program
8.30-10.00am	II BCA	Online (Zoom Platform)	Mr Rintu	Python
8.30-10.00am	III BCA			

  
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# ADD-ON SYLLABUS

BCA/BSC (PMC)

## PYTHON Programming

- ✚ Completing the course, the students will be able to understand why Python is a useful scripting language for developers and also will gain knowledge in the following
- ✚ Design and program Python applications.
- ✚ How to use lists, tuples, and dictionaries in Python programs.
- ✚ To identify Python object types.
- ✚ Use indexing and slicing to access data in Python programs.
- ✚ Define the structure and components of a Python program.
- ✚ Write loops and decision statements, write functions and pass arguments
- ✚ Build and package Python modules for reusability.
- ✚ Read and write files in Python.
- ✚ Oops concepts, Database and multithreading

## Python Syllabus

### Core Python

#### Introduction

- ✓ History
- ✓ Features
- ✓ Setting up path
- ✓ Working with Python
- ✓ Basic Syntax
- ✓ Variable and Data Types
- ✓ Operator

#### Conditional Statements

- ✓ If
- ✓ If- else
- ✓ Nested if-else

## Functions

- ✓ Defining a function
- ✓ Calling a function
- ✓ Types of functions
- ✓ Function Arguments
- ✓ Anonymous functions
- ✓ Global and local variables

## Modules

- ✓ Importing module
- ✓ Math module
- ✓ Random module
- ✓ Packages
- ✓ Composition

## Input-Output

- ✓ Printing on screen
- ✓ Reading data from keyboard
- ✓ Opening and closing file
- ✓ Reading and writing files
- ✓ Functions

## Exception Handling

- ✓ Exception
- ✓ Exception Handling
- ✓ Except clause
- ✓ Try ? finally clause
- ✓ User Defined Exceptions

## Advance Python

### OOPs concept

#### Class and object

- ✓ Attributes
- ✓ Inheritance
- ✓ Overloading
- ✓ Overriding
- ✓ Data hiding

## Looping

- ✓ For
- ✓ While
- ✓ Nested loops

## Control Statements

- ✓ Break
- ✓ Continue
- ✓ Pass

## String Manipulation

- ✓ Accessing Strings
- ✓ Basic Operations
- ✓ String slices
- ✓ Function and Methods

## Lists

- ✓ Introduction
- ✓ Accessing list
- ✓ Operations
- ✓ Working with lists
- ✓ Function and Methods

## Tuple

- ✓ Introduction
- ✓ Accessing tuples
- ✓ Operations
- ✓ Working
- ✓ Functions and Methods

## Dictionaries

- ✓ Introduction
- ✓ Accessing values in dictionaries
- ✓ Working with dictionaries
- ✓ Properties
- ✓ Functions

## Regular expressions

- ✓ Match function
- ✓ Search function
- ✓ Matching VS Searching
- ✓ Modifiers
- ✓ Patterns

## CGI

- ✓ Introduction
- ✓ Architecture
- ✓ CGI environment variable
- ✓ GET and POST methods
- ✓ Cookies
- ✓ File upload

## Database

- ✓ Introduction
- ✓ Connections
- ✓ Executing queries
- ✓ Transactions
- ✓ Handling error

## Multithreading

- ✓ Thread
- ✓ Starting a thread
- ✓ Threading module
- ✓ Synchronizing threads
- ✓ Multithreaded Priority Queue

## R Learning Outcomes:

After successful completion of the course students should be able to

- Understand the basics in R programming in terms of constructs, control statements, string functions
- Understand the use of R for Big Data analytics
- Learn to apply R programming for Text processing
- Able to appreciate and apply the R programming from a statistical perspective



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## ADD ON PROGRAM ATTENDANCE SHEET

Academic Year: 2020-21

Program Name: BCA

Class: II BCA

Semester: III

Add On Program Name: Python Program

Date: 03-08-2020 to 03-09-2020

Time: 8:30am to 10:00am

Duration (Hours): 30

Total Number of Students Enrolled:

Register Number	Name of the Student	3/8	4/8	5/8	6/8	7/8	8/8	9/8	10/8	11/8	12/8	13/8	14/8	17/8	18/8	19/8	20/8	21/8	22/8	23/8	24/8	25/8	26/8	27/8	28/8	29/8	30/8	31/8	1/9	2/9	3/9
R1919601	Angel P	1	2	3	3	4	5	6	7	8	8	9	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
R1919602	Anithya S M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
R1919603	Apoonva S B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
R1919605	Ashika G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

R1919606	Chetali C Dumbali	1	2	0	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
R1919607	Deepa K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919609	Harshitha R K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919610	Harshitha V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919611	Hindumathi S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919613	Kutejathul Kubra	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919614	MaimoonaFathima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919616	Pooja B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919617	Priyanka H P	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919618	Rakshitha J N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919619	Sandhya S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919620	Shabana I	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919621	Shivaranjini	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919622	Shree Krupa Raj	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919623	Shresha L	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
R1919624	Shyla P	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

R1919625	Sri Lekha R	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	0		
R1919626	Stephy Laura A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
R1919627	Swetha V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
R1919628	Vijayalakshmi R	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
R1919629	Yogitha S P	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	

**PROFILE OF THE TRAINER**

**Name:** MR. RINTU PADMA MATHAN  
**Qualification:** MCA  
**Designation:** SENIOR ANALYST  
**Company's Name and Address:**

*NP*  
 Head of the department  
 Department of Computer Science  
 St. Anne's Degree College  
 Hatasuru, Bangalore - 560 008



*Rintu*  
 Trainer's signature

*Nisla Joseph*  
 PRINCIPAL  
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 # 23, Cambridge Road, Hatasuru,  
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## BACHELOR OF SCIENCE(PMC)

### NOTICE

Date: 29<sup>th</sup> July 2020

### ADD ON PROGRAMME

This is to inform all students that ADD ON PROGRAMME will be conducted from 3<sup>rd</sup> August 2020 to 3<sup>rd</sup> September 2020. Attendance is compulsory. For further details contact the undersigned.

**HOD**

Head of the Department

Bachelor of Science [PMC]

**St. Anne's Degree College For Women**

Halasuru, Bangalore - 560 008.

**Principal**

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## Bachelor of Science (PMC)

Academic Year 2020-2021

### ADD ON PROGRAM

Course	Date	Topic	Resource Person	No. of Students attended
III B.SC(PMC)	03.08.2020 To 03.09.2020	Python Program	Mr.Rintu Pradhan, Senior Analyst, Fortis Analytics, TBT	14
II B.SC(PMC)	03.08.2020 To 03.09.2020	Python Program	Mr.Rintu Pradhan, Senior Analyst, Fortis Analytics, TBT	18


### PROGRAM NAME: PYTHON PROGRAMMING

After completing the course, the Students will be able to understand why Python is a useful scripting language for developers and also will gain knowledge in the following

- Design and program Python applications.
- How to use lists, tuples, and dictionaries in Python programs.
- To identify Python object types.
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- Define the structure and components of a Python program.
- Write loops and decision statements, write functions and pass arguments.
- Build and package Python modules for reusability.
- Read and write files in Python.
- Oops concepts, Database and multithreading.

  
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Bachelor of Science [PMC]  
St. Anne's Degree College For Women  
Halasuru, Bangalore - 560 008.



  
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# 23, Cambridge Road, Halasuru,  
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## Bachelor of Science (PMC)

Academic Year 2020-2021

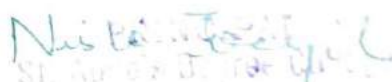
### ADD ON PROGRAM

#### TIME TABLE

Timings	Class	Mode	Trainer's Name	Program
8:30 – 10:00am	III B.Sc(PMC)	Online (Zoom Platform)	Mr. Rintu	Python Program
8:30 – 10:00am	III B.Sc(PMC)			

  
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# ADD-ON SYLLABUS

BCA/BSC (PMC)

## PYTHON Programming

- ✚ Completing the course, the students will be able to understand why Python is a useful scripting language for developers and also will gain knowledge in the following
- ✚ Design and program Python applications.
- ✚ How to use lists, tuples, and dictionaries in Python programs.
- ✚ To identify Python object types.
- ✚ Use indexing and slicing to access data in Python programs.
- ✚ Define the structure and components of a Python program.
- ✚ Write loops and decision statements, write functions and pass arguments
- ✚ Build and package Python modules for reusability.
- ✚ Read and write files in Python.
- ✚ Oops concepts, Database and multithreading

## Python Syllabus

### Core Python

#### Introduction

- ✓ History
- ✓ Features
- ✓ Setting up path
- ✓ Working with Python
- ✓ Basic Syntax
- ✓ Variable and Data Types
- ✓ Operator

#### Conditional Statements

- ✓ If
- ✓ If- else
- ✓ Nested if-else

## Functions

- ✓ Defining a function
- ✓ Calling a function
- ✓ Types of functions
- ✓ Function Arguments
- ✓ Anonymous functions
- ✓ Global and local variables

## Modules

- ✓ Importing module
- ✓ Math module
- ✓ Random module
- ✓ Packages
- ✓ Composition

## Input-Output

- ✓ Printing on screen
- ✓ Reading data from keyboard
- ✓ Opening and closing file
- ✓ Reading and writing files
- ✓ Functions

## Exception Handling

- ✓ Exception
- ✓ Exception Handling
- ✓ Except clause
- ✓ Try ? finally clause
- ✓ User Defined Exceptions

## Advance Python

### OOPs concept

#### Class and object

- ✓ Attributes
- ✓ Inheritance
- ✓ Overloading
- ✓ Overriding
- ✓ Data hiding

## Looping

- ✓ For
- ✓ While
- ✓ Nested loops

## Control Statements

- ✓ Break
- ✓ Continue
- ✓ Pass

## String Manipulation

- ✓ Accessing Strings
- ✓ Basic Operations
- ✓ String slices
- ✓ Function and Methods

## Lists

- ✓ Introduction
- ✓ Accessing list
- ✓ Operations
- ✓ Working with lists
- ✓ Function and Methods

## Tuple

- ✓ Introduction
- ✓ Accessing tuples
- ✓ Operations
- ✓ Working
- ✓ Functions and Methods

## Dictionaries

- ✓ Introduction
- ✓ Accessing values in dictionaries
- ✓ Working with dictionaries
- ✓ Properties
- ✓ Functions

## Regular expressions

- ✓ Match function
- ✓ Search function
- ✓ Matching VS Searching
- ✓ Modifiers
- ✓ Patterns

## CGI

- ✓ Introduction
- ✓ Architecture
- ✓ CGI environment variable
- ✓ GET and POST methods
- ✓ Cookies
- ✓ File upload

## Database

- ✓ Introduction
- ✓ Connections
- ✓ Executing queries
- ✓ Transactions
- ✓ Handling error

## Multithreading

- ✓ Thread
- ✓ Starting a thread
- ✓ Threading module
- ✓ Synchronizing threads
- ✓ Multithreaded Priority Queue

## R Learning Outcomes:

After successful completion of the course students should be able to

- Understand the basics in R programming in terms of constructs, control statements, string functions
- Understand the use of R for Big Data analytics
- Learn to apply R programming for Text processing
- Able to appreciate and apply the R programming from a statistical perspective



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## ADD ON PROGRAM ATTENDANCE SHEET

Academic Year: 2020-21

Program Name: B.Sc(PMC)

Class: III B.Sc

Semester: V

Add On Program Name: Python Program

Total Number of Students Enrolled: 14

Date: 03-08-2020 to 03-09-2020

Time: 8:30am to 10:00am

Duration (Hours): 30

REGISTER NUMBER	NAME OF THE STUDENT	3/8	4/8	5/8	6/8	7/8	10/8	11/8	12/8	13/8	14/8	17/8	18/8	19/8	20/8	21/8	22/8	23/8	24/8	25/8	26/8	27/8	28/8	29/8	30/8	31/8	1/9	2/9	3/9	
S1816601	Aishwarya D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
S1816602	Architha K	1	2	3	4	5	A	6	A	7	8	9	10	11	12	13	14	15	16	17	18	A	A	19	20	21	22	23	24	
S1816604	Chandrakala A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
S1816605	Jessy E	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
S1816606	Monisha B	A	A	1	2	3	4	5	6	7	8	9	A	A	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	
S1816607	Monisha S	A	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	A	A	19	20	21	22	23	24	

S1816608	Nithya Priya	1	A	2	3	4	5	A	6	7	8	9	A	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24
S1816609	Pavithra C	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
S1816610	Pooja K	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
S1816611	Radha M	A	1	2	A	3	4	5	6	7	8	9	A	10	11	12	A	13	14	15	A	16	17	18	19	20	21	22	23
S1816612	Rasika K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1816614	Shalu A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1816615	Shreesha S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1816617	Vinutha S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

**PROFILE OF THE TRAINER**

**Name:** RINTU PRADHAN

**Qualification:**

**Designation:** DATA ANALYST

**Company's Name and Address:**

FORTIS IT Solutions Pvt Ltd.

**Trainer's signature**



Head of the Department  
Bachelor of Science (PMC)  
St. Anne's Degree College For Women  
Malasuru, Bangalore - 560 008.



*Nithya* PRINCIPAL - *all*  
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## ADD ON PROGRAM ATTENDANCE SHEET

Academic Year: 2020-21

Program Name: B.Sc(PMC)

Class: II B.Sc

Semester: III

Add On Program Name: Python Program

Total Number of Students Enrolled: 18

Date: 03-08-2020 to 03-09-2020

Time: 8:30am to 10:00am

Duration (Hours): 30

REGISTER NUMBER	NAME OF THE STUDENT	3/8	4/8	5/8	6/8	7/8	10/8	11/8	12/8	13/8	14/8	17/8	18/8	19/8	20/8	21/8	22/8	23/8	24/8	25/8	26/8	27/8	28/8	29/8	30/8	31/8	1/9	2/9	3/9
S1916601	Afrin Jennisha A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1916602	Angel Cindrella	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27
S1916603	Anjali Kumari	1	A	2	3	4	5	6	7	A	8	9	10	A	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24
S1916604	Anushiya Mary	1	A	A	2	3	A	A	4	5	6	7	8	9	10	11	12	13	A	A	14	15	16	17	18	19	A	20	21

S1916605	Arockya Sneha. D R	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
S1916606	Bhagyashree P. Kalagati	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1916607	Dharini R S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1916608	Faiza Kouser	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1916609	Jayashree M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1916610	Lavanya A	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26
S1916611	Madeeha Firdouse	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1916612	Maria Bharathi	1	2	A	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
S1916613	Maria Dianna Princy	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1916614	Niveditha V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1916615	Rehana Begum	1	2	3	4	5	6	7	8	A	A	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
S1916616	Sangeetha K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1916617	Sushma Maria Christina	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
S1916618	Thuraka Mahitha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

## PROFILE OF THE TRAINER

Name: RINTU PRADHAN

Qualification:

Designation: DATA ANALYST


Company's Name and Address:

FORTIS IT Solutions Pvt. Ltd

  
Trainer's signature

  
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## DEPARTMENT OF HUMANITIES

### CIRCULAR

22<sup>nd</sup> March 2021

The students of I and II BA are hereby informed that the **EXCEL ADD-ON PROGRAMME** for the academic year 2020-2021 is scheduled from 25<sup>th</sup> March 2021 onwards.

Timings: 9.00 AM to 11 AM



**"Attendance is compulsory"**

*Abut Fadel*  
HOD

Head of the Department  
Department of Humanities  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru  
Bengaluru - 560 008

*Nisla Souph*  
PRINCIPAL

PRINCIPAL  
St. Anne's Degree College  
For Women  
# 23, Cambridge Road, Halasuru  
Bengaluru - 560 008.

# **ADD-ON SYLLABUS**

## **B.COM/BBA/BA**

### **CHAPTER 1- GETTING ACQUAINTED WITH EXCEL**

- 1.1- About Excel
- 1.2- The Excel Environment
- 1.3- The Title Bar
- 1.4- The Ribbon
- 1.5- Scroll Bars
- 1.6- The Microsoft Office Button
- 1.7- The Quick Access Toolbar
- 1.8- The Formula Bar
- 1.9- The Workbook Window
- 1.10- The Status Bar
- 1.11- The Workbook View Buttons
- 1.12- The Zoom Slider
- 1.13- The Mini Toolbar
- 1.14- Keyboard Shortcuts

### **CHAPTER 2- CREATING BASIC WORK- BOOKS**

- 2.1- Creating New Workbooks
- 2.2- Saving Workbooks
- 2.3- Closing Workbooks
- 2.4- Opening Workbooks
- 2.5- Selecting Cells
- 2.6- Entering Text into Cells
- 2.7- Entering Numbers into Cells
- 2.8- AutoComplete
- 2.9- Pick from Drop-Down List
- 2.10- Using the “Window” Command Group
- 2.11- Switching to Full Screen View
- 2.12- Renaming Workbooks
- 2.13- Working with Excel File Formats

### **CHAPTER 3- USING RANGES**

- 3.1- Selecting Ranges
- 3.2- Ranged Data
- 3.3- Using AutoFill

## **CHAPTER 4- CREATING FORMULAS**

- 4.1- Ranged Formula Syntax
- 4.2- Simple Formula Syntax
- 4.3- Writing Formulas
- 4.4- Using AutoSum
- 4.5- Inserting Functions
- 4.6- Editing a Range
- 4.7- Formula AutoCorrect
- 4.8- AutoCalculate

## **CHAPTER 5- COPYING & PASTING FORMU- LAS**

- 5.1- Relative References and Absolute References
- 5.2- Cutting, Copying & Pasting Data
- 5.3- Auto Filling
- 5.4- The Undo Button
- 5.5- The Redo Button

## **CHAPTER 6- COLUMNS & ROWS**

- 6.1- Selecting Columns and Rows
- 6.2- Adjusting Column Width and Row Height
- 6.3- Hiding and Unhiding Columns and Rows
- 6.4- Inserting and Deleting Columns and Rows

## **CHAPTER 7- FORMATTING WORKSHEETS**

- 7.1- Formatting Cells
- 7.2- The Format Cells Dialog Box
- 7.3- Clearing All Formatting from Cells
- 7.4- Copying All Formatting from Cells to Another Area

## **CHAPTER 8- WORKSHEET TOOLS**

- 8.1- Moving between Worksheets
- 8.2- Selecting Multiple Worksheets
- 8.3- Inserting and Deleting Worksheets
- 8.4- Renaming Worksheets
- 8.5- Coloring Worksheet Tabs
- 8.6- Copying or Moving Worksheets

## **CHAPTER 9- SETTING WORKSHEET LAY- OUT**

- 9.1- Using Page Break Preview
- 9.2- Using the Page Layout View
- 9.3- The Page Setup Dialog Box

## **CHAPTER 10- PRINTING WORKSHEETS**

- 10.1- Using Print Preview
- 10.2- Printing Worksheets

## **CHAPTER 11- HELPING YOURSELF**

- 11.1- Using Excel Help

## **CHAPTER 12- 3D FORMULAS**

- 12.1- Creating 3D Formulas
- 12.2- 3D Formula Syntax
- 12.3- Creating 3D Range References

## **CHAPTER 13- NAMED RANGES**

- 13.1- Naming Ranges
- 13.2- Creating Names from Headings
- 13.3- Moving to a Named Range
- 13.4- Using Named Ranges in Formulas
- 13.5- Naming 3D Ranges
- 13.6- Managing Named Ranges

## **CHAPTER 14- CONDITIONAL FORMATTING AND CELL STYLES**

- 14.1- Conditional Formatting
- 14.2- Finding Cells with Conditional Formatting
- 14.3- Clearing Conditional Formatting
- 14.4- Using Table and Cell Styles

## **CHAPTER 15- PASTE SPECIAL**

- 15.1- Using Paste Special
- 15.2- Pasting Linked Formulas

## **CHAPTER 16- SHARING WORKBOOKS**

- 16.1- Sharing Workbooks
- 16.2- Highlighting Changes
- 16.3- Reviewing Changes
- 16.4- Using Comments
- 16.5- Compare and Merge Workbooks

## **CHAPTER 17- AUDITING WORKSHEETS**

- 17.1- Auditing Worksheets
- 17.2- Tracing Precedent and Dependent Cells
- 17.3- Tracing Errors

- 17.4- Error Checking
- 17.5- Using the Watch Window
- 17.6- Cell Validation

## **CHAPTER 18- OUTLINING WORKSHEETS**

- 18.1 Using Outlines
- 18.2 Applying and Removing Outlines

## **CHAPTER 19- CONSOLIDATING WORK- SHEETS**

- 19.1- Consolidating Data

## **CHAPTER 20- CREATING WORKSHEET CHARTS**

- 20.1- Creating Charts
- 20.2- Selecting Charts and Chart Elements
- 20.3- Moving and Resizing Charts
- 20.4- Changing the Chart Type
- 20.5- Changing the Data Range
- 20.6- Switching Column and Row Data
- 20.7- Choosing a Chart Layout
- 20.8- Choosing a Chart Style
- 20.9- Printing Charts
- 20.10- Deleting Charts

## **CHAPTER 21- EDITING AND FORMATTING CHARTS**

- 21.1- Formatting Chart Objects
- 21.2- Inserting Objects into a Chart
- 21.3- Changing Chart Labels
- 21.4- Changing Axes Display
- 21.5- Changing the Chart Background
- 21.6- Applying Chart Analysis Lines
- 21.7- Naming Charts
- 21.8- Applying Shape Styles to Chart Elements
- 21.9- Applying WordArt Styles to Chart Elements
- 21.10- Saving Custom Chart Templates

## **CHAPTER 22- PIVOTTABLES**

- 22.1- Creating PivotTables and PivotCharts
- 22.2- Manipulating a PivotTable
- 22.3- Changing Calculated Value Fields
- 22.4- Applying PivotTable Styles
- 22.5- Creating a PivotChart

- 22.6- Setting PivotTable Options
- 22.7- Sorting and Filtering PivotTable Data

### **CHAPTER 23- TABLES**

- 23.1- Creating a Table
- 23.2- Adding and Editing Records
- 23.3- Inserting Records and Fields
- 23.4- Deleting Records and Fields

### **CHAPTER 24- SORTING DATA**

- 24.1- Sorting Data
- 24.2- Custom Sort Orders

### **CHAPTER 25- FILTERING DATA**

- 25.1- Using AutoFilters
- 25.2- Using the Top 10 AutoFilter
- 25.3- Applying a Custom AutoFilter
- 25.4- Creating Advanced Filters
- 25.5- Applying Multiple Criteria
- 25.6- Using Complex Criteria
- 25.7- Copying Filtered Results to a New Location
- 25.8- Using Database Functions

### **CHAPTER 26- USING WHAT-IF ANALYSIS**

- 26.1- Using Data Tables
- 26.2- Using Scenario Manager
- 26.3- Using Goal Seek

### **CHAPTER 27- TABLE-RELATED FUNCTIONS**

- 27.1- The Hlookup and Vlookup Functions
- 27.2- Using the IF, AND, and OR Functions

### **CHAPTER 28- SECURITY FEATURES**

- 28.1- Unlocking Cells
- 28.2- Worksheet Protectio
- 28.3- Workbook Protection
- 28.4- Password Protecting Excel Files

### **CHAPTER 29- MAKING MACROS**

- 29.1- Recording Macros
- 29.2- Running and Deleting Recorded Macros
- 29.3- The Personal Macro Workbook



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## DEPARTMENT OF HUMANITIES

### CIRCULAR

22<sup>nd</sup> March 2021

The students of I and II BA are hereby informed that the **EXCEL ADD-ON PROGRAMME** for the academic year 2020-2021 is scheduled from 25<sup>th</sup> March 2021 onwards.

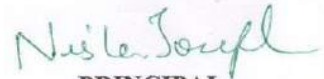
Timings: 9.00 AM to 11 AM



**"Attendance is compulsory"**

  
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**Department of Humanities**  
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# ST. ANNE'S DEGREE COLLEGE



## ADD-ON PROGRAMME

Academic Year: 2020-2021

Name of the Trainer: Mr. Anil  
 Program Name: EXCEL  
 Class: I BA

Date: 25-03-2021  
 Durations: 15 Days  
 (Hours: 2 Hours per day)

Total Number of Students Enrolled: 15

SL.NO	REG.NO	NAMES	DAY 01		DAY 02		DAY 03		DAY 04		DAY 05		DAY 06		DAY 07		DAY 08		DAY 09		DAY 10		DAY 11		DAY 12		DAY 13		DAY 14		DAY 15		
			H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	
1	A2019601	AKSHATHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	A2019602	AMMUR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	A2019603	CLAUDIA THOMAS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4	A2019604	HEMI ASHA P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	A2019605	JENNIFER. I	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	A2019606	MADEEHA FATHIMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	A2019607	MARIA SHALINI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	A2019608	MONICA. R	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	A2019609	MONICA. S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	A2019610	NAVYA RANI. V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	A2019611	ROSANTI SOREN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	A2019612	SHREESHA. A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	A2019613	SINDHU M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	A2019614	SREE RANJINT R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	A2019615	SUCHITHRA. S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



*Abhishek*  
 HOD  
 TRAINER

*Nisile Soepl*  
 PRINCIPAL

Head of the Department  
 Department of Humanities  
 St. Anne's Degree College for Women  
 #23, Cambridge Road, Halasuru  
 Bangalore - 560 008

St. Anne's Degree College  
 For Women  
 # 23, Cambridge Road, Halasuru,  
 Bangalore - 560 008.



## ST. ANNE'S DEGREE COLLEGE FOR WOMEN

Permanently Affiliated to Bengaluru City University  
Recognized by UGC under Section (2f), Accredited with 'A' Grade by NAAC,  
ISO 9001: 2015 Certified Institution  
Halasuru, Bengaluru - 560008



### DEPARTMENT OF HUMANITIES

### CIRCULAR

24<sup>th</sup> August 2020

The students of III BA are hereby informed that the **SAS ADD-ON PROGRAMME** for the academic year 2020-2021 is scheduled from 28<sup>th</sup> August 2020 onwards.

Timings: 9.00 AM to 11 AM



“Attendance is compulsory”

HOD

Head of the Department  
Department of Humanities  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru,  
Bengaluru - 560 008

PRINCIPAL

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For Women

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Bengaluru - 560 008



# ST. ANNE'S DEGREE COLLEGE



## ADD-ON PROGRAMME

Academic Year: 2020-2021

Name of the Trainer: Mr. Anil  
Program Name: SAS  
Class: III BA

Date: 28-08-2020  
Durations: 15 Days  
(Hours: 2 Hours per day)

Total Number of Students Enrolled: 12

SL.NO	REG.NO	NAMES	DAY 01		DAY 02		DAY 03		DAY 04		DAY 05		DAY 06		DAY 07		DAY 08		DAY 09		DAY 10		DAY 11		DAY 12		DAY 13		DAY 14		DAY 15					
			H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2				
1	A1819601	AISHWARYA V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
2	A1819602	ANNY NANCY DAVID	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	A1819603	ARCHANA P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	A1819604	CHRISTWINI GODWIN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	A1819605	DIVYA P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	M APARNA	M APARNA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	MARY VERONICA R	MARY VERONICA R	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	PARMESWARI M	PARMESWARI M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	POOJA S K	POOJA S K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	SANILA GANESHAN	SANILA GANESHAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	SHALINI V	SHALINI V	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	SRAVANI K R	SRAVANI K R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



*Albert Selvan*  
Head of the Department  
Department of Humanities  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru  
Bengaluru - 560 008

*Anil*  
TRAINER

*Wile Joseph*  
PRINCIPAL  
St. Anne's Degree College  
For Women  
# 23, Cambridge Road, Halasuru,  
Bengaluru - 560 008.