	Type of Course : Value Added Course	
ourse Code: VACA202	Title: Office Automation	Duration: 40hrs
ourse offered to- BCA ^a year, B.Sc. (H) CS 1 ^a car	Course Coordinator: Mr. Kushal Johari	
Course Overview	This VAC(Value Added Course) is offered by the Faculty of modules to complete this course, upon completion you will be added course you will learn how to use MS Office application professional-quality documents, store, organize and analyze and functions and create dynamic slide presentations with anim more. This course is for all the students studying in the Facu- following are the details.	awarded a Certificate. In this value ons in office work such as creating information, arithmetic operations mation, narration, images, and much
Course Prerequisites	Interest to learn ,Laptop	A CONTRACT OF A CONTRACT
Objectives	 Learn how to use MS office applications in offi Creating professional quality documents, storin Analyzing information, performing Arithmetic Creating dynamic slide presentations with anim To be able to create documents for printing and 	g, organizing operations and functions nation narration and images
Course Outcome	 Master in MS office applications Being able to format text, paragraphs and docu Generate productivity-related images like chart Students will be able to claim proficiency in W Students will understand how to use Word and professional, educational, and personal situation 	ts and graphs /ord and PowerPoint PowerPoint in a variety of ms
	 Students will able to independently create protopresentations Evaluate and interpret the results from the data 	essional-looking documents and
Module No.	presentations	No. of hours
Madala I	presentations Evaluate and interpret the results from the data Module Title MS word I	No. of hours (per module)
Module I Text Basics, Text Forma	Presentations Evaluate and interpret the results from the data Module Title	No. of hours (per module)
Module I Text Basics, Text Forma numbered lists	presentations Evaluate and interpret the results from the data Module Title MS word I dting and saving file , Working with Objects , Header & Footer MS word II	No. of hours (per module) 4 rs , Working with bullets and
Module I Text Basics, Text Forma numbered lists	presentations Evaluate and interpret the results from the data Module Title MS word I	No. of hours (per module) 4 rs , Working with bullets and
Module I Text Basics, Text Forma numbered lists Module II Tables , Styles and Cont	presentations Evaluate and interpret the results from the data Module Title MS word I mting and saving file , Working with Objects , Header & Footer MS word II ent , Merging Documents , Sharing and Maintaining Document MS Excel	No. of hours (per module) 4 rs , Working with bullets and 4 rt , Proofing the document , Printing 20
Module I Text Basics, Text Forma numbered lists Module II Tables , Styles and Cont Module III Introduction to Excel , Create Effective Char	presentations Evaluate and interpret the results from the data Module Title MS word I mting and saving file , Working with Objects , Header & Footer MS word II ment , Merging Documents , Sharing and Maintaining Document	No. of hours (per module) 4 rs , Working with bullets and 4 rt , Proofing the document , Printing 20 tions , Sort and Filter Data with Exc
Module I Text Basics, Text Forma numbered lists Module II Tables , Styles and Cont Module III Introduction to Excel , Create Effective Char	Presentations Evaluate and interpret the results from the data Module Title MS word I ming and saving file , Working with Objects , Header & Footer MS word II ment , Merging Documents , Sharing and Maintaining Document MS Excel Formatting excel work book, Perform Calculations with Funct ts to Present Data Visually , Analyze Data Using PivotTables	No. of hours (per module) 4 rs , Working with bullets and 4 rt , Proofing the document , Printing 20 tions , Sort and Filter Data with Exc
Module I Text Basics, Text Forma numbered lists Module II Tables , Styles and Cont Module III Introduction to Excel , , Create Effective Char Sharing the work book Module IV	Presentations Evaluate and interpret the results from the data Module Title MS word I MS word I MS word II MS word II MS word II MS word II MS sharing and Maintaining Document MS Excel Formatting excel work book, Perform Calculations with Funct ts to Present Data Visually , Analyze Data Using PivotTables a t, Use Macros to Automate Tasks, Proofing and Printing	No. of hours (per module) 4 rs , Working with bullets and 4 it , Proofing the document , Printing 20 tions , Sort and Filter Data with Exc and Pivot Charts , Protecting and 12 vith bullets and numbering , Working
Module I Text Basics, Text Forma numbered lists Module II Tables , Styles and Cont Module III Introduction to Excel , , Create Effective Char Sharing the work book Module IV Setting Up PowerPoint I with Objects , Hyperlini	Presentations Evaluate and interpret the results from the data Module Title MS word I MS word I MS word II MS word II MS excel MS Excel Formatting excel work book, Perform Calculations with Funct ths to Present Data Visually , Analyze Data Using PivotTables a t, Use Macros to Automate Tasks, Proofing and Printing MS Power Point Environment, Creating slides and applying themes, Working w ks and Action Buttons , Working With Movies and Sounds , U	No. of hours (per module) 4 rs , Working with bullets and 4 it , Proofing the document , Printing 20 tions , Sort and Filter Data with Exc and Pivot Charts , Protecting and 12 vith bullets and numbering , Working
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Module I Text Basics, Text Forma numbered lists Module II Tables , Styles and Cont Module III Introduction to Excel , , Create Effective Char Sharing the work book Module IV Setting Up PowerPoint I with Objects , Hyperlini	Presentations Evaluate and interpret the results from the data Module Title MS word I MS word I MS word II MS word II MS reging Documents , Sharing and Maintaining Document MS Excel Formatting excel work book, Perform Calculations with Funct ts to Present Data Visually , Analyze Data Using PivotTables J. Use Macros to Automate Tasks, Proofing and Printing MS Power Point Environment, Creating slides and applying themes, Working w ks and Action Buttons , Working With Movies and Sounds , U Applications	No. of hours (per module) 4 rs , Working with bullets and 4 it , Proofing the document , Printing 20 tions , Sort and Filter Data with Exc and Pivot Charts , Protecting and 12 vith bullets and numbering , Working

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Animation and Slide Transition, slide Master , Slide show option , Proofing and Printing

Text Books	Learn Microsoft Office 2019: A comprehensive guide to getting started with world, por er point, excel ,access and outlook by Linda Foulkes
Reference Books	"Microsoft office 365 and 2019 introductory" by Shelly Cashman Series
Mode of Evaluation	Quizzes, Class Test

Head Department of Computer Applications Faculty of Computer Applications Invertis University, Bareilly (UP)

Deen Academics Faculty of Computer Applications Invertis University, Bareilly IUPI

Registrar' Invertis University Bareilly



Department of Computer Applications

02 Nov 2020

CIRCULAR

VALUE ADDED COURSE (Office Automation)- BCA, B.Sc.(H)CS

Students of BCA and B.Sc.(H) CS^{1st} year are hereby informed that value added course "Office Automation" is scheduled from 18th November 2020 in your respective classroom, Academic Block-III.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- · Key Speaker: Mr. Kushal Johari
- Duration: 2 hrs

Program Overview:

The objective of this course is to develop automation skills of students who are ready to deal with complex transactions in the computing world and are able to maintain automation as per the requirement.

Department of Computer Application Faculty of Computer Applications Invertis University, Bareilly (UP)

Mr. Jitendra Choudhary

(HOD)



- suity of Computer Application varia University, Raraily (101

Invertis University



OFFICE AUTOMATION

ORGANISED BY: FACULTY OF COMPUTER APPLICATIONS



DATE 18 Nov 2020 to 16 Dec 2020



TIME 03 PM TO OMM

Head Department of Computer Applications Faculty of Computer Applications

HOD MR. JITENDRA CHOUDHARY

> Registrar Invertis University Bareilly

SPEAKER MR. KUSHAL JOHARI

Dean Academics Faculty of Computer Applications Invertis University, Bereilly (UP)



COURSE OVERVIEW

The objective of this course is to use MS Office application in Office work such as professional quality documents, store, organise & analyze information & create dynamic slide presentation with animations, images.

> Department of Computer Applications Faculty of Computer Applications Invertis University, Bareilly (UP)

HOD MR. JITENDRA CHOUDHARY

Invertis University Registrar Bareilly

SPEAKER MR. KUSHAL JOHARI

Dean Academics Faculty of Computer Applications Invertis University, Bistolity (3P)

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SNo	Name	Course	Student ID	Year	10	19	20	23	21.	20	200	20	₽ 	12	2	<u>ec</u>	en In	0	10	10	11	14	10	
1	BADAL MAHESHWARI	BCA	BC2019099	2020-21	ρ	A	p	A	P	25	26 A	11 D	0	2 A	5	0	0	A	0	A	D	A	P	P
2	RHYTHIMA PANDEY	BCA	BC2020002	2020-21	0	A	P	P	0	0	0	D	0	þ	0	A	P	P	P	A	P	D	0	Ď
3	MUBUSHRA REIIMAN	BCA	BC2020003	2020-21	P	A	P	P	ρ	P	0	A	A	P	D	P	A	C	P	P	P	p	n	þ
4	ANUVANSHIKA DIXIT	BCA	BC2020005	2020-21	P	ρ	P	p	ρ	P	6	P	P	D	P	A	P	P	p	A	ρ	P	p	A
5	KAJAL SHARMA	ВСА	BC2020006	2020-21	A	P	D	A	A	P	P	À	P	ρ	P	P	P	p	A	P	p	p	0	P
6	SHIVANSH SHARMA	BCA	BC2020007	2020-21	ρ	P	ρ	A	A	p	ρ	ρ	A	p	P	P	p	P	P	P	P	À	P	P
7	VIKRAM PAL	BCA	BC2020008	2020-21	p	P	A	ρ	A	p	P	P	P	p	P	p	p	p	P	A	P	P	P	P
8	SAGAR GUPTA	BCA	BC2020009	2020-21	P	9	ρ	ρ	P	P	P	A	P	P	p	A	P	P	p	A	ρ	ρ	P	P
9	ABHISHEK GUPTA	BCA	BC2020010	2020-21	P	ρ	P	p	A	p	P	p	ρ	ρ	A	P	P	p	A	A	P	P	P	P
10	ANUBIIAV PAL	BCA	BC2020011	2020-21	A	ρ	p	p	A	þ	ρ	A	G	ρ	p	A	A	A	P	ρ	P	P	P	p
11	DEEP PAL SINGH	BCA	BC2020012	2020-21	A	P	P	P	P	A	P	ρ	P	P	A	P	P	P	P	P	P	P	P	P
12	AMAN KUMAR	BCA	BC2020013	2020-21	ρ	A	p	P	P	P	A	P	P	A	P	P	A	P	P	ρ	P	P	P	ρ
13	ANSHUL KUMAR	BCA	BC2020014	2020-21	Ρ	ρ	A	P	P	P	P	P	ρ	ρ	P	P	P	P	P	P	P	P	A	P
14	AMIT TRIPATHI	BCA	BC2020015	2020-21	ρ	ρ	ρ	A	P	P	P	ρ	ρ	ρ	P	A	A	P	P	P	P	P	P	P
15	AAYUSH GUPTA	BCA	BC2020016	2020-21	ρ	P	P	ρ	P	6	ρ	ρ	ρ	P	A	P	P	A	0	P	ρ	P	ρ	P
16	RITU SAXENA	BCA	BC2020017	2020-21	P	P	P	ρ	ρ	P	P	P	Ρ	6	ρ	P	0	P	P	P	P	P	A	P
17	RITIKA GUPTA	BCA	BC2020018	2020-21	P	ρ	A	ρ	P	P	(-)	ρ	ρ	ρ	A	P	P	P	P	P	A	A	P	Ρ
18	MANSI YADAV	BCA	BC2020019	2020-21	ρ	P	P	ρ	P	p	P	ρ	P	P	A	P	P	0	A	A	P	A	P	P
19	SANDEEP KUMAR GANGWAR	BCA	BC2020020	2020-21	ρ	р	P	P	A	P	p	ρ	A	P	P	6	12	P	A	р	A	11	2	9
20	PRASHANT VERMA	BCA	BC2020021	2020-21	A	P	p	P	$\hat{\rho}$	ρ	P	A	ρ	ρ	P	P	P	P	P	P	Р	P	1	P
21	ABHAY PRATAP SINGH TOMAR	BCA	BC2020022	2020-21	ρ	p	ρ	A	P	p	ρ	P	<u></u>	P	9	P	P	P	P	P	A	Ľ	P	P
22	DEVESH KUMAR SINGH BAGHEL	BCA	BC2020023	2020-21	P	ρ	A	P	P	9	P	ρ	P	P	P	17	1	P	4	P	P	Y	P	P
23	HARSHIT SINGH	BCA	BC2020024	2020-21	P	ρ	9	11	9	P	p	P	0	P	4	P	R	M	2	12	P	Ľ	2	9
24	NISHKARSH ARYA	BCA	BC2020025	2020-21	A	P	P	ρ	<u>ρ</u>	9	<u>ρ</u>	-	P	<u>p</u>	2	P	ρ	1	2	P	P	P	- 11	p
25	JAGAT SINGH	BCA	BC2020026	2020-21	P	1-1	P	P 0	20		5	P	14	~	2	5	1	P	P	P	H	P		A
26		BCA	BC2020027	2020-21	P	р Р	ρ	PA	P	A	9	P	P P	PA	P	r O	P	P	10	P	P	-	A	P
27		BCA BCA	BC2020028 BC2020029	2020-21	-	p	P	P	P	A	P	P	0	0	$\frac{T}{0}$	PA	p	D	P	P	D	71	P	A
28		BCA	BC2020030	2020-21	P	A	P	p	P	A	P	D	P	Б	0	1 A	A	P	P	P	p	1	P	Б
29	BHARAT KUMAR GUPTA	BCA	BC2020031	2020-21	D	P	0	A	P	P	p	ρ	-	A	P	A	Ó	1	D	p	à	5	D	ᅯ
30	ISHIKA JAISWAL	всл	BC2020032	2020-21	ρ	6	A	ρ	p	À	P	P	P	p	à	P	4	p	P	p	b	A	p	p
31		BCA	BC2020033	2020-21	ρ	ρ	-	A	ρ	ρ	0	ρ	1	P	P	þ	p	P	P	0	p	ρt	pt	P
32		BCA	BC2020034	2020-21	ρ	P	ρ	P	ρ	A	ρ	ρ	p	A	p	P	p	P	À	P	p	pt	þ	p
34		BCA	BC2020035	2020-21	ρ	P	P	A	P	ρ	p	p	p	p	(-)	9	p	p	P	p	p	A	-	A.
35		BCA	BC2020036	2020-21	P	P	P	P	p	Ā	P	P	A	p	p	P	p	P	À	p	P	P	P	A
36		ВСА	BC2020037	2020-21	P	P	p	A	ρ	ρ	P	p	P	A	þ	P	p	p	P	P	n	p	A	ρ
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Head Department of Computer Applications Faculty of Computer Application: Invertis University, Barnuy II

MK Registrar Invertis University Bareilly

Dean Academics Faculty of Computer Applications Invertis University, Bareilly (UP)

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3AVUSILALSWALICCICCURST130-31CCPP <td></td> <td></td> <td>BCA</td> <td>BC2020039</td> <td>2020-21</td> <td>P</td> <td>1</td> <td>. P</td> <td>P.</td> <td>P.</td> <td>P</td> <td>A</td> <td>A</td> <td>P</td> <td>P</td> <td>F</td> <td>1.P</td> <td>A</td> <td>.P</td> <td>PIF</td> <td>? 5</td> <td>?(</td> <td>PF</td> <td>A</td> <td>P</td> <td>平</td>			BCA	BC2020039	2020-21	P	1	. P	P.	P.	P	A	A	P	P	F	1.P	A	.P	PIF	? 5	?(PF	A	P	平
93VX08I JASWALInc.Inc. 2020842010-1110 \mathcal{Q} \mathcal			BCA	BC2020040	2020-21	P	F	A	P	P	6	P	A	P	P	P	A	P	F) [71	7 (·	JF	96	2
41RUMAL VERMA100 <td>39</td> <td>AYUSIIJAISWAL</td> <td>BCA</td> <td>BC2020041</td> <td>2020-21</td> <td>P</td> <td>P</td> <td>p</td> <td>p</td> <td>P</td> <td>A</td> <td>A</td> <td>P</td> <td>P</td> <td>P</td> <td>A</td> <td>P</td> <td>P</td> <td>ſ</td> <td>PF</td> <td>PIE</td> <td>21</td> <td>DA</td> <td>P</td> <td></td> <td>-</td>	39	AYUSIIJAISWAL	BCA	BC2020041	2020-21	P	P	p	p	P	A	A	P	P	P	A	P	P	ſ	PF	PIE	21	DA	P		-
4PARTERSBIVASTAVADCLAUGUJUNIALPPP </td <td>40</td> <td>KIIYATI MISHRA</td> <td>BCA</td> <td>BC2020042</td> <td>2020-21</td> <td>P</td> <td>P</td> <td>P</td> <td>P</td> <td>A</td> <td>A</td> <td>P</td> <td>A</td> <td>P</td> <td>P</td> <td>P</td> <td>P</td> <td>P</td> <td>Ĩ-</td> <td>PF</td> <td>26</td> <td>PF</td> <td>PF</td> <td>A</td> <td>C</td> <td>5</td>	40	KIIYATI MISHRA	BCA	BC2020042	2020-21	P	P	P	P	A	A	P	A	P	P	P	P	P	Ĩ-	PF	26	PF	PF	A	C	5
4RIMI SACARREAUC380445302-31 P	41	KUNAL VERMA	ВСА	BC2020043	2020-21	P	F	A	P	P	A	P	P	P	À	A	p	ρ	F	A	P	AF	2 P	2 F	10	5
40BILL SACARBCABC280995202-31 \mathcal{O}	42	PRATEEK SRIVASTAVA	ВСА	BC2020044	2020-21	P	A	P	P	P	P	P	P	P	P	A	P	A	A	F) F	pli	PA	TP	P	5
44MANNYA SINGHIECAIBCA20006203-21APPP	43	RIMI SAGAR	BCA	BC2020045	2020-21	ρ	1	P	p	A	P	P	P	P	P	p	p	0	9	00	p	F	7 .	1	1p	1
46SACIIIN GANGWARICAIICA </td <td>.44</td> <td></td> <td>BCA</td> <td>BC2020046</td> <td>2020-21</td> <td>A</td> <td>¢</td> <td>P</td> <td>P</td> <td>P</td> <td>A</td> <td>P</td> <td>P</td> <td>À</td> <td>p</td> <td>A</td> <td>P</td> <td>P</td> <td>p</td> <td>P</td> <td>r</td> <td>N F</td> <td>210</td> <td>1</td> <td>p</td> <td>1</td>	.44		BCA	BC2020046	2020-21	A	¢	P	P	P	A	P	P	À	p	A	P	P	p	P	r	N F	210	1	p	1
44MAXALGUPTADCADC202085V2D-11DDPP <td>45</td> <td>VANSH GANGWAR</td> <td>BCA</td> <td>BC2020047</td> <td>2020-24</td> <td>A</td> <td>F</td> <td>90</td> <td>P</td> <td>P</td> <td>A</td> <td>P</td> <td>FP</td> <td>P</td> <td>P</td> <td>A</td> <td>P</td> <td>A</td> <td>A</td> <td>f</td> <td></td> <td></td> <td>>F</td> <td>F</td> <td></td> <td>1</td>	45	VANSH GANGWAR	BCA	BC2020047	2020-24	A	F	90	P	P	A	P	FP	P	P	A	P	A	A	f			>F	F		1
47NAXALGUTABCABC202069SOB51 \mathcal{O} <	46	SACHIN GANGWAR	BCA	BC2020048	2020-21	A	K	pp	P	A	-	A	İP	P	P	A	A	A	p	p	Ŕ	7h	Σĺρ	Th	p	
48 AVGIT GUTTA BCA BC230595 2010-11 P P A A P P A A P P A A P P	47	PAYAL GUPTA	BCA	BC2020049	2020-21	10	ſ	A	p	ρ	A	P	ĺρ	P	p	P	p		F	16	16		A	ÍP	In	
40CURAR SINCIIBCABC20209512020-21 P A P P P A P P P A P P P A P <td>48</td> <td>AYUSII GUPTA</td> <td>BCA</td> <td>BC2020050</td> <td>2020-21</td> <td>P</td> <td>f</td> <td>p</td> <td>P</td> <td>A</td> <td>A</td> <td>P</td> <td>p</td> <td>A</td> <td>ρ</td> <td>A</td> <td>A</td> <td></td> <td>P</td> <td>0</td> <td></td> <td></td> <td>$\frac{1}{2}$</td> <td>) C</td> <td>A.</td> <td>1</td>	48	AYUSII GUPTA	BCA	BC2020050	2020-21	P	f	p	P	A	A	P	p	A	ρ	A	A		P	0			$\frac{1}{2}$) C	A.	1
SiVEDANT MISIBABCABC2020051DEALPP </td <td>49</td> <td>GURJAP SINGII</td> <td>BCA</td> <td>BC2020051</td> <td>2020-21</td> <td>P</td> <td>A</td> <td>P</td> <td>P</td> <td>ρ</td> <td>1</td> <td>ρ</td> <td>F</td> <td>P</td> <td>0</td> <td>P</td> <td>P</td> <td>0</td> <td>Δ</td> <td>1</td> <td>t</td> <td>$\frac{1}{6}$</td> <td>ŻÈ</td> <td>1A</td> <td>Ø</td> <td>1</td>	49	GURJAP SINGII	BCA	BC2020051	2020-21	P	A	P	P	ρ	1	ρ	F	P	0	P	P	0	Δ	1	t	$\frac{1}{6}$	ŻÈ	1A	Ø	1
31 VEDANT NISIRA BCA BCA BC2020053 282-21 P	50	MOHD. SHADAB ALI	BCA	BC2020052	2020-21	p	F	A	P	à	ρ	P	A	A	D	p	A	ρ	p	1C		F	57	ťó	p	1
12 RAIIUL GANGWAR BCA BC2020954 2010-21 D P	51	VEDANT MISHRA	BCA	BC2020053	2020-21	P	P	P	p	A	A	p	ρ	P	p	A	p	p	p	D	A	C	n	P	1c	5
34MANSI GANGWARBCABC20300552010-21PPP	52	RAHUL GANGWAR	BCA	BC2020054	2020-21	p	F		ρ	ρ	P	ρ	þ	Ø	Ď	A	A	D	b	D	0	16	10	to	6	1
Inc.I	53	KARAN SAXENA	BCA	BC2020055	2020-21	P	P	0	P	À	þ	P	D	p	2	n	A	D	P	E C				In	D	
56 RAVI KUNLAR BCA BC2020058 2020-21 P P A P P A P P A P P A P P A P P A P P P A P P P A P P P A P P P A P P P A P P P A P P P A P P P A P P P A P P P A P P P A P P P A P P P A P P P P A P <th< td=""><td>54</td><td>MANSI GANGWAR</td><td>BCA</td><td>BC2020056</td><td>2020-21</td><td>p</td><td>P</td><td></td><td>D</td><td>ρ</td><td>0</td><td>p</td><td>P</td><td>P</td><td>A</td><td>D</td><td>p</td><td>A</td><td>n</td><td>C</td><td>1C</td><td></td><td>Ta</td><td>D</td><td>In</td><td>1</td></th<>	54	MANSI GANGWAR	BCA	BC2020056	2020-21	p	P		D	ρ	0	p	P	P	A	D	p	A	n	C	1C		Ta	D	In	1
37 RABUL BCA BC202005 200-11 P	55	RAJESH KUMAR	BCA	BC2020057	2020-21	p	P	A	D	p	A	þ	A	p	D	P	b	n	$\frac{n}{0}$	A	0	0	0	0	n	1
57RAHULBCABC20200592020-21PAPPPAAPPPPAAPPPPAAPPPPAAPPP <t< td=""><td>56</td><td>RAVI KUMAR</td><td>BCA</td><td>BC2020058</td><td>2020-21</td><td>p</td><td>P</td><td>D</td><td>n</td><td>Ò</td><td>n</td><td>þ</td><td>P</td><td>0</td><td>D</td><td>D</td><td>b</td><td>A</td><td>D</td><td>0</td><td>n</td><td>F</td><td></td><td>F</td><td>1-1 n</td><td></td></t<>	56	RAVI KUMAR	BCA	BC2020058	2020-21	p	P	D	n	Ò	n	þ	P	0	D	D	b	A	D	0	n	F		F	1-1 n	
58SAMARTH GUPTABCABC2020662020-21AAPP	57	RAHUL	BCA	BC2020059	2020-21	P		D	-	P	D	P	A	n	A	5	p	D	D	6	6	1r	P	R	1-1	
99 CHAKSHU AGARWAL BCA BC2020061 2020-21 A P	58	SAMARTH GUPTA	BCA	BC2020060	2020-21	A	n	Ø	0	0	5	þ	p	D	D	D	D	P	n	1-	P	r D	10	5	5	
60 ANSILVEER SINGH BCA BC 2020062 2020-21 P P A P	59	CHAKSHU AGARWAL	BCA	BC2020061	2020-21	1-	P	1	A	D	P	P	p	P	b	p	~		P	P	D	D	P	2	P O	1
61 ADITVA VADAV BCA BC2020063 2020-21 P <t< td=""><td>60</td><td>ANSHVEER SINGH</td><td>BCA</td><td>BC2020062</td><td>2020-21</td><td>10</td><td>p</td><td>A</td><td>P</td><td>P</td><td>1</td><td>Δ.</td><td>Þ</td><td>P</td><td>P</td><td>5</td><td>p</td><td>D</td><td>0</td><td>P</td><td>0</td><td>In In</td><td>1</td><td>10</td><td>P</td><td></td></t<>	60	ANSHVEER SINGH	BCA	BC2020062	2020-21	10	p	A	P	P	1	Δ.	Þ	P	P	5	p	D	0	P	0	In In	1	10	P	
62 ABHAY PATHAK BCA BC2020064 2020-21 P P A P <t< td=""><td>61</td><td>ADITYA YADAV</td><td>BCA</td><td>BC2020063</td><td>2020-21</td><td>P</td><td>p</td><td>D</td><td>p</td><td>A</td><td>P</td><td>ρ</td><td>p</td><td>D</td><td>p</td><td>P</td><td>p</td><td>1</td><td>1</td><td>p</td><td>P</td><td>A</td><td>1</td><td>6</td><td>P</td><td></td></t<>	61	ADITYA YADAV	BCA	BC2020063	2020-21	P	p	D	p	A	P	ρ	p	D	p	P	p	1	1	p	P	A	1	6	P	
63 ANSIIUL GOSWAMI BCA BC2020065 2020-21 P	62	АВНАЧ РАТНАК	BCA	BC2020064	2020-21	P	p	P	A	D	þ	p	p	Þ	p	1	0		D	b	P	0	10	D	1	
64 MOHAMMED SHAHNAWAZ BCA BC2020066 2020-21 P	63	ANSHUL GOSWAMI	BCA	BC2020065	2020-21	ρ	p	p	n	p	0	p	P	p	p	P	D	-	5	0	P	TA	5	F	P	
65 AMAN CILAUDHARY IICA BC2020067 2020-21 P	64	MOHAMMED SHAHNAWAZ	BCA	BC2020066	2020-21	þ	-	P	A	-	22227	-1	p	p	P	p	P	p	1	p	0	A	D	D	H O	
66 PRAVESHIKA SINCH BCA BC2020068 2020-21 P	65	AMAN CHAUDHARY	BCA	BC2020067	2020-21	P	n	P	P	P	01	A	p	A	P	P	p	p	A	N	1	0	6	0	P	
67 MUNEESH PAL BCA BC2020069 2020-21 P <th< td=""><td>66</td><td>PRAVESHIKA SINGH</td><td>BCA</td><td>BC2020068</td><td>2020-21</td><td>p</td><td>P</td><td>A</td><td>P</td><td>p</td><td>h</td><td>P</td><td>-</td><td>ρt</td><td>-</td><td>1</td><td></td><td>0</td><td>A</td><td></td><td>A</td><td>0</td><td>V</td><td>r</td><td>1</td><td></td></th<>	66	PRAVESHIKA SINGH	BCA	BC2020068	2020-21	p	P	A	P	p	h	P	-	ρt	-	1		0	A		A	0	V	r	1	
68 SACHIN GANGWAR BCA BC2020070 2020-21 A P P A P P A P P A P P A P P A P P A P P A P P A P	67	MUNEESH PAL	BCA	BC2020069	2020-21	P	P	P	P	-	P	P	A	A	p	P	P	P	A	P	n	A	6	1	$\frac{1}{0}$	
69 AASTHA BANSAL BCA BC2020071 2020-21 P <	68	SACHIN GANGWAR	BCA	BC2020070	2020-21	A	P	-	P	n	P	p	A	P	n	b	a	ð	A	0	1	H C	F		5	
70 RITIK DIXIT BCA BC2020072 2020-21 P <th< td=""><td>69</td><td>ASTHA BANSAL</td><td>BCA</td><td>BC2020071</td><td>2020-21</td><td>P</td><td>P</td><td>p</td><td>1</td><td>7</td><td>p</td><td>A</td><td>ρ</td><td>-</td><td>-</td><td>p</td><td></td><td>5</td><td>D</td><td>D</td><td>0</td><td>0</td><td>1</td><td>-</td><td>P</td><td></td></th<>	69	ASTHA BANSAL	BCA	BC2020071	2020-21	P	P	p	1	7	p	A	ρ	-	-	p		5	D	D	0	0	1	-	P	
71 HARDIK GOEL BCA BC2020073 2020-21 P <td< td=""><td>70 I</td><td>RITIK DIXIT</td><td>BCA</td><td>BC2020072</td><td>2020-21</td><td>P</td><td>p</td><td>P</td><td></td><td>at</td><td>-</td><td>p</td><td>þ</td><td>P</td><td>p</td><td>p</td><td></td><td>p</td><td>p</td><td>P</td><td>0</td><td>I I</td><td>FI D</td><td>1</td><td>0</td><td></td></td<>	70 I	RITIK DIXIT	BCA	BC2020072	2020-21	P	p	P		at	-	p	þ	P	p	p		p	p	P	0	I I	FI D	1	0	
72 UJJWAL UPADIIYAYA BCA BC2020074 2020-21 P P A P	71 1	IARDIK GOEL	BCA	BC2020073	2020-21	A	ρ		0	-	0	p	P	P	P	P	p,	1		0	0	FI	L C	A	A	
73 FAIZAN MANSOORI BCA BC2020075 2020-21 P N P	72 1	JJJWAL UPADIIYAYA	BCA	BC2020074	2020-21	P	ρ	0		-	A	A		þ	p	p	þľ,		n	1	$\frac{\Gamma}{\Omega}$	0	17	붠	Ц	
74 RITESH SAXENA BCA BC2020076 2020-21 P P A P P P P P P 75 DEVANG DILAWAN BCA BC2020076 2020-21 P <td>73 F</td> <td>AIZAN MANSOORI</td> <td>BCA</td> <td>BC2020075</td> <td>2020-21</td> <td>P</td> <td>n</td> <td>0</td> <td>0</td> <td></td> <td>P</td> <td>p</td> <td>P</td> <td>b</td> <td>þ</td> <td>p</td> <td>o'</td> <td>0</td> <td>1</td> <td>n</td> <td>Ľ</td> <td>P</td> <td>P</td> <td>P</td> <td>Å</td> <td></td>	73 F	AIZAN MANSOORI	BCA	BC2020075	2020-21	P	n	0	0		P	p	P	b	þ	p	o'	0	1	n	Ľ	P	P	P	Å	
75 DEVANG DILAWAN BCA BC2020077 2020-21 PPPAAPPPPPPPPAAAPA 76 AADITYA GANGWAR BCA BC2020078 2020-21 PPPAPPPAAPPPAAPPPAAPPPAAPP	74 1	RITESH SAXENA	BCA	BC2020076	2020-21	pt	p	p.	A	1	DI	b	h	p	p	b			H	H	Б	E	P	P	R	
76 AADITYA GANGWAR BCA BC2020078 202021 PPPAPPPAAPP	75 I	DEVANG DILAWAN	BCA	BC2020077		P	p	P	n	pt	5	P	p		6	0	DI	H	0	5	1	E	М	FI	P	
	76	ADITYA GANGWAR	BCA	BC2020078	2020-21	p	D	d	n	0	0	4	1	H	0	0	5	1	P	K	H	A	A	P	F1	
		Λ.Λ	-			N	М	17	/11	1	1	11	11		1	P	1	FIL	Ľ	P	LF	n	A	P	P	

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77	SHIVANI KUMARI	ВСА	BC2020079	2020-21	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
78	ASHISH GANGWAR	BCA	BC2020080	2020-21	P	A	p	A	P	P	A	P	P	A	P	P	p	P	P	A	P	P	P	A
79	NISIICHAY WADHVA	ВСА	BC2020081	2020-21	A	D	p.	P	P	P	p	A	P	P	P	A	p	P	P	P	P	P	P	P
80	VASHU TEWARI	ВСА	BC2020082	2020-21	p	P	A	P	A	P	P	P	P	n	p	p	p	P	A	P	P	A	P	P
81	APAR SINGII	BCA	BC2020083	2020-21	A	P	p	P	ρ	P	P	P	P	P	P	p	P	P	P	P	P	P	P	P
82	AJAY KUMAR	ВСА	BC2020084	2020-21	p	A	p	P	P	p	p	P	P	P	A	P.	P	A	P	P	P	P	A	P
83	SHIVANGI SHARMA	BCA	BC2020085	2020-21	p	P	p	p	P	P	A	p	P	P	P	P	P	P	P	P	P	P	P	P
84	AKASII BABU	BCA	BC2020086	2020-21	P	p	p	P	p	A	P	P	P	P	P	A	P	P	P	A	P	A	P	P
85	MEENAKSHI YADAV	BCA	BC2020087	2020-21	P	A	P	A	ρ	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
86	PRASHANT GANGWAR	BCA	BC2020088	-2020-21	P	P	P	P	p	P	A	P	P	H	P	p	P	P	P	P	P	P	P	P
87	SHIVAM CHAUHAN	BCA	BC2020089	2020-21	P	0	P	P	P	P	P	A	P	P	P	P	P	P	A	P	A	P	P	P
88	RISHABII SINGII	BCA	BC2020090	2020-21	0	p	ρ	ρ	p	P	ρ	A	P	P	P	A	P	P	P	P	p	P	P	P
89	PANKAJ KUMAR	BCA	BC2020091	2020-21	A	P	P	P	A	P	p	P	P	P	A	P	P	P	P	A	P	A	P	P
90	MUSKAN	BCA	BC2020092	2020-21	P	P	ρ	P	P	ρ	P	P	A	P	P	P	P	A	P	P	A	P	P	Ð
91	ARYAN GUPTA	BCA	BC2020093	2020-21	P	A	P	P	P	A	P	P	P	P	P	P	p	P	P	P	P	P	P	P
92	INZMAM ANSARI	BCA	BC2020094	2020-21	P	P	P	p	ρ	P	P	P	A	ρ	P	p	P	P	A	P	P	ρ	A	P
93	PRIYA RANI	BCA	BC2020095	2020-21	A	P	P	ρ	P	P	ρ	P	P	p	P	A	P	P	P	P	A	P	P	P
94	SUMIT SINGI	BCA	BC2020096	2020-21	P	P	A	P	A	P	P	P	P	A	P	P	P	P	P	A	ρ	P	P	P
95	ASIIISII KAUR SACHDEVA	ВСА	BC2020097	2020-21	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P
96	ANKUR GANGWAR	ВСА	BC2020098	2020-21	A	p	P	P	P	P	P	P	p	P	A	P	P	P	P	P	ρ	P	P	P
97	VIKAS SINGH	BCA	BC2020099	2020-21	P	p	P	p	A	P	P	P	P	-	P	P	p	p	P	P	P	A	P	P
98	ANSHIKA SAXENA	BCA	BC2020100	2020-21	P	A	P	P	ρ	P	P	P	P	ρ	P	P	0	P	P	ρ	A	P	P	P
99	SANYA SAXENA	BCA	BC2020101	2020-21	P	P	P	P	P	P	P	P	A	ρ	p	A	P	P	P	P	P	P	P	P
100	АКЅНАТ РАТПАК	BCA	BC2020102	2020-21	P	P	P	P	P	P	ρ	P	A	PI	2	P	P	P	P	P	P	P	P	A
101	ABHISHEK SHARMA	BCA	BC2020103	2020-21	P	P	p	A	P	P	P	P	P	P	P	P	P	A	P	P	ρ	Р	P	P
102	SOBIIIT PATIIAK	BCA	BC2020104	2020-21	A	P	P	P	P	P	P	P	P	P	1	P	P	Ρ	P	P	A	P	P	P
103	ANURAG KATHERIYA	BCA	BC2020105	2020-21	P	P	P	P	P	4	P	P	P	P	P	PI	P	ρ	A	P	P	P	P	P
104	DEVYANSH CHAMOLI	BCA	BC2020106	2020-21	P	A	P	P	P	P	ρ	P	P	PI	P	P	P	P	P	9	P	P	1	ρ
105	ANIKA MAHESHWARI	ВСА	BC2020108	2020-21	P	P	P	P	A	ρ	P	P	P	PI	2	A	P	0	PI	P	P	P	P	P
106	SURYA PRAKASH SINGH	BCA	BC2020109	2020-21	P	P	Р	P	P	P	P	P	PI	01	0	P	P	P.	A	P	P	P	P	P
107	NISHA KUMARI	BCA	BC2020110	2020-2,1	ρ	A	P	P	P/	4	р	P	P	P	P.	p_{μ}	1	P	P	P	A			P
108	UJJWAL KUMAR	ВСА	BC2020111	2020-21	P	ρ	P	P	ρ	P	PI	ρ	A		P	PI	2	P	P	P	P	<u>P</u>	P	P
109	ARCHIT DIXIT	BCA	BC2020112	2020-21	P	P	P	P	p	P	1	P/	41	PI	2	p	<u>p</u>	9	ρμ	el	P	P		A
110	SHUBHAM VERMA	BCA	BC2020113	2020-21	P	P	ρ	P	A	P,	P	p	P	01	2	PI	ρ	ρ	p	P	P	ρ	P	P
111	UTSAV AGARWAL	BCA	BC2020114	2020-21	P	P	P	P	P4	P	ρ	P	PI	11	2	P/	71	ρ	P	4	P.	p		P
112	RASHID KHAN	ВСА	BC2020115	2020-21		P	P	P .	AL.	P	ρ	ρ	P	21	2	P	Рļ	P	24	P	P	1 1		P
113	FANISHKA VARSHNEY	ВСА	BC2020116	2020-21	P	P	P	-	P	P	P	P	e I	- 1-	A /	01		P	All	2	M	-	Pf	
114	SARTHAK PARASHARI	всл	BC2020117	2020-21			P	Pi	P	p	p/	D	P /	1	P	P	β	PI	P .	P	1	-	-	ρ
115	ASHISH SHARMA	BCA	BC2020118	2020-21	P	P	P	P	P	ρ	P	P	PH	Pl	11	P	P	P	2	P	P	-	P	P
116	APOORV YADAV	BCA	BC2020119	2020-21	A	P	P	PI	P	P	P	P	PI	0	P	P/	9	ρ	P	P	P	P	PI	р
	give				y	6	/	/	-	en		,							6	}				

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-	the second division in				_																			
117	ANKIT VERMA	BCA	HC2020120	2020-21	P	A	P	A	p	p	P	P	A	P	P	P	P	A	P	In	P	P	1	P
118	AYUSHI GUFTA	BCA	BC2020121	2020-21	A	P	P	P	p	P	A	A	P	P	0	0	0	D	A	0	TA	0	P	p
119	SHWETA RAJPUT	BCA	BC2020122	2020-21	P	P	P	n	p	A	p	P	P	A	p	n	A	D	P	p	p	D	5	D
120	VASII ARORA	BCA	BC2020123	2020-21	P	p	A	p	p	p	n	5	p	D	0	D	P	p	0	5	0	D	0	E
121	AKASH KUMAR SINGH 🕚	BCA	BC2020124	2020-21	p	n	P	P	n	p	p	D	P	P	n	P	0	0	n	P	P	0	P	0
122	ASAD KHAN	BCA	BC2020125	2020-21	P	P	P	P	p	A	n	P	P	0	0	0	0	A	P	A	D	P	0	P
123	SHIVANI NEGI · .	BCA	BC2020126	2020-21	p	P	A	A	p	D	P	P	P	r A	0	P	0	P	1	P	r_	D	A	0
124	FRIYANSHI JOHRI	BCA	BC2020127	2020-21	A	p	D	p	p	~	D	6	P	p	P	D	0	P	D	D	P	P	P	P
125	DIPALI GUPTA	BCA	BC2020128	2020-21	P	A	0	P	p	D	1	P	A	D	P	P	P	0	n	p	0	D	D	P
126	UTKARSH BHASKAR	BCA	BC2020130	2020-21	D	P	A	p	A	p	P	0	p	P	0	1	0	1 A	A	0	0	0	P	D
127	SHUBIN JAISWAL	BCA	BC2021001	2020-21	P	0	D.	1	P	n	p	n	P	P	P	0	P	0	P	n	P	P	P	D
128	NAKSHIRA ANAND	BCA	BC2021002	2020-21	p	P	P	P	D	n N	r A	P	0	0	0	6	D	D	0	0	A	0	5	P
129	SHALU KATIYAR	BCA	BC2021089	2020-21	A	p	P	P	p		D	0	P	D	P	n	n	P	Ľ.	a	P	P	P	n
130	TANMAY KUSHWAHA	BCA	BC2021208	2020-21	P	D	p	0		D	D	P	0	0	2	P	D	P	D	D	n	0	0	0
131	TEJENDRA SINGH	BCA	11112020051	2020-21	A	A	P	D	P	p	p	A	D	P	0	P	P	n	D	0	\overline{p}	0	P	0
132	KARTIK MISHRA	BCA	BPN12020004	2020-21	P	0	P	6	0	0	p	P	P	0	0	P	$\frac{r}{\rho}$	D	PA	0	D	D	5	P
133	SANJEET SINGI	BCA	BSCA2020042	2020-21	P	P	A	p	p	P	A	P	D	1	A	p	P	P	1	P	0	0	6	P
NO). of Students	Piec	erent		A	5	2	3	5	1	1	ich,	2	10	3	3	1	3	B	2	2	1	2	10
	4				Nº.	1	1,	V I	10-1	15	1.	1-1		1	10-1	0	101	0	1	-	101	10	<u>~</u>	1.

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_				- Value Added Course Course - Office Automation																		_	_	
_	Course - Office Automation Course Code - VACA202																							
_	Duration - 40 hrs																							
-	×				-		1000	NO		5	_	>	4	_	_	_	De	EC	_	_			_	
S.No	Name	Cearse	Student ID	Year	18	19	20	23	L	25	26	27	1	2	3	4	17	18	9	10	In	114	15	li
1	SHIKHAR SAMANT	B.Sc(H)CS	BCSS2020001	2820-21	1	P	A	P	P	P	A	P	P	Ρ	ρ	A	P	P	A	P	P	ρ	P	
2	BHUPENDRA KUMAR	B.Se(H)CS	BCSS2020002	2820-21	P	P	P	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	1
3	NAVNEET KAUR	B.Sc(H)CS	BCSS2020003	2820-21	P	A	P	PI	P	A	P	P	A	P	A	P	P	P	P	P	P	A	P	ŀ
4	HARSEDEEP KAUR	B_Sc(H)CS	BCSS2420004	2820-21	A	P	A	P	A	P	A	A	P	A	P	P	P	P	P	P	P	P	P	1
5	ADITYA KUMAR	B_Sq(H)CS	BCSS2020045	2820-21	P	P	P	P	A	P	A	P	P	P	A	P	P	A	P	P	P	A	P	F
6	VAISHNAVI TIWARI	B.Sc(H)CS	BCSS2020006	2820-21	P	A	P	P	P	A	P.	A	P	P	P	P	P	P	P	P	A	P	P	
7	NITANSHI DIXIT	B.Sc(H)CS	BCSS2020007	2820-21	A	P	P	A	P	P	P	P	P	P	A	P	P	p	A	A	P	A	P	P
8	AKASH KUMAR YADAV	B.Sc(H)CS	BCSS2420148	2020-21	P	P	A	P	P	P	A	PI	P	P	P	P	P	P	P	P	P	P	A	P
9	MAHI RAJPAL	B.Sc(H)CS	BCSS2020009	2020-21	P	A	P	P	A	PI	PI	PI	P	P	P	A	P	A	P	A	P	P	P	f
15	PRATISHTHA SAXENA	B.Sc(H)CS	BCSS2020010	2020-21	P	PI	A	AL	PI	P	PI	P	A	A	P	P	P	p	P	P	A	A	P	P
11	MINTU GANGWAR	B.Sc(H)CS	BCSS2020011	2020-21	P	PI	P	P	P	AI	A	P	P	P	P	A	P	P	P	P	P	P	A	P
12	PRINCE PANDEY	B.Sc(H)CS	BCSS2020012	2020-21	A	P	P	PI	P	P	P	A	P	PI	91	PI	P	P	A	P	P	P	P	F
IJ	ABHINAV CHAUHAN	B.Sc(H)CS	BCSS2020013	2020-21	P	P	P	P	A	P	P	A	PI	PI	P	P	P	P	A	A	P	A	P	P
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Head

Department of Computer Applications Faculty of Computer Applications Invertis University, Bareilly (UF)

Dean Academics Foculty of Computer Application Invertis University, Bareilly (UP)

Registrar Invertis University Bareilly





















Head of the Department Head Department of Computer Applications Faculty of Computer Application Invertis University, Bareily, JUP	is awarded to Mr./Ms. Deep P: <u>DA</u> Year/Semester <u>I SEM1</u> completing a value added course <u>MATION</u> <u>MATION</u> tment of <u>COMPUTER APPLIC</u> <u>18 November 2020-16 December</u>	INVERSITY BARELLY INVERSITY BARELLY
Course Coordinator	I Singh STER 020	RSE ITY













INVERSITY BAREILLY during offered by Department of for successfully completing a value added course of Program BCA Year/Semester OFFICE AUTOMATION This Certificate is awarded to Mr./Ms. Head of the Department Department of Computer Applications Faculty of Computer Applications wertis University, Bareilly (UP: INVERTIS UNIVERSITY CERTIFICATE OF VALUE ADDED COURSE Head 18 November 2020- 16 December 2020 COMPUTER APPLICATIONS nvertis University STOLIN SEMESTER Mansi Yadav Course Coordinator - with of Chine uter in the I in the ויזייתו לאיצד. פייני י in no - J





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Head Department of Computer Applications Faculty of Computer Applications Invertis University, Bareilly IUP1 Invertis University, Bareilly IUP1 Dean Academics Invertis University, Bareilly IUP1 Barbilly Invertis University, Bareilly IUP1 Invertis University, Bareilly IUP1 Invertis University, Bareilly IUP1 Invertis University, Bareilly IUP1 Invertis University, Bareilly IUP1	during <u>18 November 2020- 16 December 2020</u> Me Head of the Department L. Course Coordinator	This Certificate is awarded to Mr./Ms. Deepak of Program BCA Year/Semester I SEMESTER for successfully completing a value added course OFFICE AUTOMATION OFFICE AUTOMATION offered by Department of COMPUTER APPLICATIONS	CERTIFICATE OF VALUE ADDED COURSE	UNIVERSITY BAREILY





















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Head of the Department Head Department of Computer Applications Faculty of Computer Applications Invertis, University, Bareilly (UP)	This Certificate is awarded to Mr./Ms.	INVERTIS UNIV CERTIFICATE OF VALUE ADD
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