



# SRI BHARATHI

ENGINEERING COLLEGE FOR WOMEN

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Kaikkurichi, Pudukkottai -622 303

[www.sbec.edu.in](http://www.sbec.edu.in)

## NAAC DOCUMENTS



Quality Indicator Frame Work

Criterion – 1

CURRICULAR ASPECTS

Submitted by

**IQAC**

**Internal Quality Assurance Cell**

Sri Bharathi Engineering College for Women



## SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

KAIKKURUCHI, PUDUKOTTAI – 622 303

DEPARTMENT OF SCIENCE AND HUMANITIES

**ACADEMIC YEAR 2022-2023 / ODD SEMESTER**

### **1.2 Academic Flexibility (30)**

**1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

AND

**1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years**

<b>VAC Title:</b>	<b>MICROSOFT PROFICIENCY</b>				
<b>Resource Person:</b>	<b>Mr.Prem Kumar B.E., Software Trainer, Notus Soft solution.</b>				
<b>Date of conduct from :</b>	<b>12.12.2022</b>	<b>To:</b>	<b>16.12.2022</b>	<b>Duration:</b>	<b>30 Hours</b>
<b>Organized Department :</b>	<b>SCIENCE AND HUMANITIES</b>				
<b>Participant Year:</b>	<b>1</b>	<b>Semester:</b>	<b>ODD</b>	<b>No. of Students Registered :</b>	<b>115</b>
<b>Venue:</b>	<b>Auditorium , SBECW</b>				

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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

## DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2022-2023 / ODD SEMESTER

Date: 06 /12 /2022

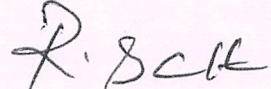
### DEPARTMENT CIRCULAR

It is planned to conduct Value added course offered by the Department of Science and Humanities for all First year students on “**Microsoft Proficiency**” in association with **Notus Soft Solution** from 12.12.2022 to 16.12.2022. Certificate will be issued to the eligible participants at the end of the course. The resource person details are shown in the following table.

S.No.	Name of the Course	Resource Person
1.	Microsoft Proficiency	<b>Mr.Prem Kumar B.E.,</b> Software Trainer, Notus Soft solution.

Cc:

- Principal's Office
- IQAC Coordinator
- Class In charges – I Years (All Departments)
- I-year Students(Civil,ECE,EEE,CSE)
- Notice Board

  
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KAIKKURICHI  
PUDUKKOTTAI - 622 303.

  
**Dr S.THILAGAVATHI M.E.,Ph.D.,**  
PRINCIPAL  
SRI BHARATHI ENGINEERING  
COLLEGE FOR WOMEN  
Kaikkurichi - 622 303, Pudukkottai DL.



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ACADEMIC YEAR 2022-2023 / ODD SEMESTER


Value Added Course on “MICROSOFT PROFICIENCY”

## SYLLABUS

S.NO	TOPIC COVERED	DURATION (in hours)	DATE
1	Managing Your PC and MS Outlook Managing Your PC	2	12.12.2022
2	MS Outlook Management	1	12.12.2022
3	Creating a Professional Email Image	3	12.12.2022
4	Navigating Word	3	13.12.2022
5	Navigating the applications Customization Creating a word document	1	13.12.2022
6	Inserting a picture Inserting a table Editing a table	2	13.12.2022
7	Navigating Excel	2	14.12.2022
8	Navigating the applications customization Creating a workbook	2	14.12.2022
9	Using Quick Fill Auto Sum, Basic Formula's and General Formatting	2	14.12.2022
10	Creating a PowerPoint Presentation	3	15.12.2022
11	Using layout to organize content Animation	3	15.12.2022
12	Database Management with MS-Access	3	16.12.2022
13	Basics Working with Database Objects	3	16.12.2022
<b>Total Hours</b>		30	

  
VAC Coordinator

  
D. S. THILAGAVATHI M.E., Ph.D.,  
PRINCIPAL  
SRI BHARATHI ENGINEERING  
COLLEGE FOR WOMEN  
Kaikkurichi - 622 303, Pudukkottai Dt.

  
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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2022-2023 (ODD SEM)

STUDENTS PARTICIPATION LIST-VAC PROGRAM

## MICROSOFT PROFICIENCY

S.NO	ROLL.NO	NAME OF THE STUDENT	YEAR/BRANCH
1	22CE01	ABINAYA.M	I/CIVIL
2	22CE02	AFRA SHAHIN.S	I/CIVIL
3	22CE03	ANUSHA.D	I/CIVIL
4	22CE04	ARIYANACHI.K	I/CIVIL
5	22CE05	GAYATHRI.S	I/CIVIL
6	22CE06	HASAPRIYA.S	I/CIVIL
7	22CE07	KALANDAR SEIHA.J	I/CIVIL
8	22CE08	KESIYA.X	I/CIVIL
9	22CE09	LISI OVIYA MONEY.P	I/CIVIL
10	22CE10	LOGASRI.S	I/CIVIL
11	22CE11	MADHUMITHA.K	I/CIVIL
12	22CE12	MAHALAKSHMI.S	I/CIVIL
13	22CE14	MEENAKSHI.K	I/CIVIL
14	22CE15	PAPITHASRI.M	I/CIVIL
15	22CE16	RAJALAKSHMI.K	I/CIVIL
16	22CE17	RAMPRIYA.M	I/CIVIL
17	22CE18	SEETHALAKSHMI.M	I/CIVIL
18	22CE19	SOBANA.R	I/CIVIL
19	22CE20	VINOTHINI.S	I/CIVIL

**S.THILAGAVATHI M.E., Ph.D.,**

PRINCIPAL

**SRI BHARATHI ENGINEERING  
COLLEGE FOR WOMEN**

Kaikkurichi - 622 303, Pudukkottai Dt.

20	22EC01	AASHA.G	I/ECE
21	22EC02	ABITHA.S	I/ECE
22	22EC04	AGALYA.G	I/ECE
23	22EC05	AKSHAYA.A	I/ECE
24	22EC06	AMIRTHA.S	I/ECE
25	22EC07	ATHISHTA.V	I/ECE
26	22EC08	BIRUNTHA.B	I/ECE
27	22EC09	DHANALAKSHMI.P	I/ECE
28	22EC10	DHARANI.T	I/ECE
29	22EC11	GUNADHARSHINI.N	I/ECE
30	22EC12	KALANDHAR HAZEENA.S	I/ECE
31	22CS13	KIRTHIKA.S	I/ECE
32	22EC14	MADHUMITHA.S	I/ECE
33	22EC15	MALATHI.B	I/ECE
34	22EC16	MOHANAPRIYA.S	I/ECE
35	22EC17	MYTHILI.A	I/ECE
36	22EC18	NANTHINI.R	I/ECE
37	22EC19	PAVITHA.T	I/ECE
38	22EC20	PAVITHIRA.M	I/ECE
39	22EC21	PORKODI.M	I/ECE
40	22EC22	PRIYANKA.C	I/ECE
41	22EC23	RAGAVI.R	I/ECE
42	22EC24	RAIHANA BANU.M	I/ECE
43	22EC25	RAKZANA.R	I/ECE
44	22EC26	RAMYAKRISHNAN.S	I/ECE
45	22EC27	SAJINA.S	I/ECE
46	22EC28	SAJITHA.S	I/ECE

Dr. **S.THILAGAVATHI M.E., Ph.D.,**  
PRINCIPAL

**SRI BHARATHI ENGINEERING  
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47	22EC29	SHALINI.M	I/ECE
48	22EC30	SHANMATHI.M	I/ECE
49	22EC31	SINDHU.M	I/ECE
50	22EC32	SRINITHI.S	I/ECE
51	22EC33	SUGANA.A	I/ECE
52	22EC34	SWETHA.S	I/ECE
53	22EC35	VIJAYADURGA.S	I/ECE
54	22EC36	YOGESHWARI.D	I/ECE
55	22EE01	ASANIYA BEGAM.H	I/EEE
56	22EE02	HEMALATHA.G	I/EEE
57	22EE04	NANDHINI.K	I/EEE
58	22EE05	PUGALARASI.T	I/EEE
59	22EE06	SAMNI.K	I/EEE
60	22EE07	SHYAMINI.S	I/EEE
61	22EE08	SIVAPRADEEPA.J	I/EEE
62	22CS01	ABINAYA.E	I/CSE
63	22CS02	ABIRAMI.C	I/CSE
64	22CS03	AJITHA.M	I/CSE
65	22CS04	AKSHAYA.M	I/CSE
66	22CS05	ANANTHI.K	I/CSE
67	22CS06	ASIYA.A	I/CSE
68	22CS07	ATCHAYA.B	I/CSE
69	22CS08	BARJUSHFATHIMA.P	I/CSE
70	22CS09	BAVADHARANI.S	I/CSE
71	22CS10	DEVADHARSHINI.P	I/CSE
72	22CS11	DEVI SRI.R	I/CSE
73	22CS12	DHANALAKSHMI.G	I/CSE

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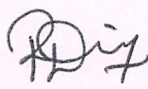
74	22CS13	DHANASRI.E	I/CSE
75	22CS14	FEMINA.M	I/CSE
76	22CS15	GOMATHI.P	I/CSE
77	22CS16	GOPIKA SRI.Y	I/CSE
78	22CS17	INBA.M	I/CSE
79	22CS18	ISHWARYA.S	I/CSE
80	22CS19	JAMEELA.M.A	I/CSE
81	22CS20	JEEVITHA.S	I/CSE
82	22CS21	KAVIPRIYA.S	I/CSE
83	22CS22	KAVIYAPRIYA.P	I/CSE
84	22CS23	KAVIYARASI.M	I/CSE
85	22CS24	KEERTHANA.S(9.10.2004)	I/CSE
86	22CS25	KEERTHANA.S (29.8.2005)	I/CSE
87	22CS26	KRISHNAVENI.C	I/CSE
88	22CS27	LAKSHMI PRIYA.D	I/CSE
89	22CS28	LALITHAMBIGAI.K	I/CSE
90	22CS29	LATHIKA.G	I/CSE
91	22CS30	MADHUMITHRA.D	I/CSE
92	22CS31	MAHALAKSHMI.K	I/CSE
93	22CS32	MANIMEGALAI.V	I/CSE
94	22CS33	MANJULA.R	I/CSE
95	22CS34	MEENAKUMARI.K	I/CSE
96	22CS35	NANDHINI PRIYA.N	I/CSE
97	22CS36	POORANI.S	I/CSE
98	22CS37	PRADEEPA.P	I/CSE
99	22CS38	PRIYADARSHINI.K	I/CSE
100	22CS39	PRIYADHARSHINI.D	I/CSE

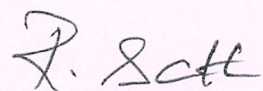
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101	22CS40	ROHINI.N	I/CSE
102	22CS41	SABITHA.S	I/CSE
103	22CS42	SANIYAASIME.M	I/CSE
104	22CS43	SARULEKHA.M	I/CSE
105	22CS45	SATHIYA.A	I/CSE
106	22CS46	SATHYA.S	I/CSE
107	22CS47	SHANMUGAPRIYA.K	I/CSE
108	22CS49	SIVAHARISHNI.S	I/CSE
109	22CS51	SUNDHARI.S	I/CSE
110	22CS52	SWETHA.A	I/CSE
111	22CS53	SWETHA.S	I/CSE
112	22CS54	UMAMAHESHWARI.K	I/CSE
113	22CS55	VAISHNAVI.V	I/CSE
114	22CS56	VISHALINI.R	I/CSE
115	22CS57	YUVASRI.S	I/CSE

  
VAC Coordinator

  
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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2022-2023 (ODD SEM)

## ATTENDANCE SHEET FOR VALUE ADDED COURSE- MICROSOFT PROFICIENCY

S. NO	ROLL.NO	NAME OF THE STUDENT	YEAR/ BRANCH	DATE: 12.12.22		DATE: 13.12.22		DATE: 14.12.22		DATE: 15.12.22		DATE: 16.12.22		NO OF SESSIONS ATTENDED	SIGNATURE OF THE STUDENT
				FN	AN	FN	AN	FN	AN	FN	AN	FN	AN		
				1	22CE01	ABINAYA.M	I-CIVIL	/	/	/	/	/	/		
2	22CE02	AFRA SHAHIN.S	I-CIVIL	/	/	/	/	a	a	/	/	/	/	08	S.AfraShahin
3	22CE03	ANUSHA.D	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	D.Anusha
4	22CE04	ARIYANACHI.K	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	K.Ariyanachi
5	22CE05	GAYATHRI.S	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	S.Gayathri
6	22CE06	HASAPRIYA.S	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	S.Hasapriya
7	22CE07	KALANDAR SEIHA.J	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	S.Kaladar
8	22CE08	KESIYA.X	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	X.Kesiyu
9	22CE09	LISI OVIYA MONEY.P	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	P.Lisi
10	22CE10	LOGASRI.S	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	S.Logasri
11	22CE11	MADHUMITHA.K	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	K.Madu
12	22CE12	MADHUSATHILAGAVATHI M.E., Ph.D., PRINCIPAL SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN Kaikkurichi - 622 303, Pudukkottai Dt.	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	S.Madhulatha

13	22CE14	MEENAKSHI.K	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	K. Meenakshi
14	22CE15	PAPITHASRI.M	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	M. Parthi
15	22CE16	RAJALAKSHMI.K	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	K. Rajal
16	22CE17	RAMPRIYA.M	I-CIVIL	/	/	/	/	/	/	a	a	/	/	08	M. Rama
17	22CE18	SEETHALAKSHMI.M	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	M. Seethalak
18	22CE19	SOBANA.R	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	R. Sobana
19	22CE20	VINOTHINI.S	I-CIVIL	/	/	/	/	/	/	/	/	/	/	10	S. Vinothi
20	22EC01	AASHA.G	I-ECE	/	/	/	/	/	/	/	/	/	/	10	G. Aasha
21	22EC02	ABITHA.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	S. Abitha
22	22EC04	AGALYA.G	I-ECE	/	/	a	a	/	/	/	/	/	/	08	G. Agalya
23	22EC05	AKSHAYA.A	I-ECE	/	/	/	/	/	/	/	/	/	/	10	A. Akshaya
24	22EC06	AMIRTHA.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	S. Amirtha
25	22EC07	ATHISHTA.V	I-ECE	/	/	/	/	/	/	/	/	/	/	10	Athista.V
26	22EC08	BIRUNTHA.B	I-ECE	/	/	/	/	/	/	/	/	/	/	10	Biruntha.V
27	22EC09	DHANALAKSHMI.P	I-ECE	/	/	/	/	/	/	/	/	/	/	10	P. Dhana
28	22EC10	DHARANI.T	I-ECE	/	/	/	/	/	/	/	/	/	/	10	T. Dhara
29	22EC11	GUNADHARSHINI.N	I-ECE	/	/	/	/	/	/	/	/	/	/	10	N. Gunad
30	22EC12	KALANDHAR HAZEENA.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	S. Kalan
31	22CS13	KIRTHIKA.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	S. Kirthi
32	22EC14	MADHUMITHA.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	S. Madhu
33	22EC15	MALATHI.B	I-ECE	/	/	/	/	/	/	/	/	/	/	10	B. Malathi

Dr. S. THILAGAVATHI M.E., Ph.D.,  
 MALATHI.B PRINCIPAL  
 SRI BHARATHI ENGINEERING  
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 Kaikkurchi - 622 303, Pudukkottai Dt.

34	22EC16	MOHANAPRIYA.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	Moanapriya
35	22EC17	MYTHILIA	I-ECE	/	/	/	/	/	/	/	/	/	/	10	Mythili
36	22EC18	NANTHINI.R	I-ECE	/	/	/	/	/	/	/	/	/	/	10	R.Nanthini
37	22EC19	PAVITHA.T	I-ECE	/	/	/	/	/	/	/	/	/	/	10	T.Pavitha
38	22EC20	PAVITHIRA.M	I-ECE	/	/	/	/	/	/	/	/	/	/	10	M.Pavithira
39	22EC21	PORKODI.M	I-ECE	/	/	/	/	/	/	/	/	/	/	10	P.Mj.M
40	22EC22	PRIYANKA.C	I-ECE	/	/	/	/	/	/	/	/	/	/	10	C.Priyanka
41	22EC23	RAGAVI.R	I-ECE	/	/	/	/	/	/	/	/	/	/	10	R. Ragavi
42	22EC24	RAIHANA BANU.M	I-ECE	/	/	/	/	/	/	/	/	/	/	10	Raihana
43	22EC25	RAKZANA.R	I-ECE	/	/	/	/	/	/	/	/	/	/	10	R.Rakzana
44	22EC26	RAMYAKRISHNAN.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	Ramyakrishna
45	22EC27	SAJINA.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	Sajina
46	22EC28	SAJITHA.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	Sajitha
47	22EC29	SHALINI.M	I-ECE	/	/	/	/	/	/	/	/	/	/	10	M.Shalini
48	22EC30	SHANMATHI.M	I-ECE	/	/	/	/	/	/	/	/	/	/	10	M.S.
49	22EC31	SINDHU.M	I-ECE	/	/	/	/	a	a	/	/	/	/	08	Sindhu
50	22EC32	SRINITHI.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	S.Srinithi
51	22EC33	SUGANA.A	I-ECE	/	/	/	/	/	/	/	/	/	/	10	A.Sugana
52	22EC34	SWETHA.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	Swetha
53	22EC35	VIJAYADURGA.S	I-ECE	/	/	/	/	/	/	/	/	/	/	10	S.Vijayadurga
54	22EC36	YOGESHWARI.D	I-ECE	/	/	/	/	/	/	/	/	/	/	10	D.yogeshwari

Dr. S. THILAGAVATHI M.E., Ph.D.,

PRINCIPAL  
SRI BHARATHI ENGINEERING  
COLLEGE FOR WOMEN  
Kaikkurchi - 622 303, Pudukkottai Dt.

55	22EE01	ASANIYA BEGAM.H	I-EEE	/	/	/	/	/	/	/	/	/	/	10	H.Asanigab
56	22EE02	HEMALATHA.G	I-EEE	/	/	/	/	/	/	/	/	/	/	10	G. Hemalatha
57	22EE04	NANDHINI.K	I-EEE	/	/	/	/	/	/	/	/	/	/	10	K. Nandhini
58	22EE05	PUGALARASI.T	I-EEE	/	/	/	/	/	/	/	/	/	/	10	T. Pugarsi
59	22EE06	SAMNI.K	I-EEE	/	/	/	/	/	/	/	/	/	/	10	K. Samni
60	22EE07	SHYAMINI.S	I-EEE	/	/	/	/	/	/	/	/	/	/	10	S. Shyamini
61	22EE08	SIVAPRADEEPA.J	I-EEE	/	/	a	a	/	/	/	/	/	/	08	J. Sivapradeepa
62	22CS01	ABINAYA.E	I-CSE	/	/	/	/	/	/	/	/	/	/	10	E. Abinaya
63	22CS02	ABIRAMI.C	I-CSE	/	/	/	/	/	/	/	/	/	/	10	C. Abirami
64	22CS03	AJITHA.M	I-CSE	/	/	/	/	/	/	/	/	/	/	10	M. Ajitha
65	22CS04	AKSHAYA.M	I-CSE	/	/	/	/	/	/	/	/	/	/	10	M. Akshaya
66	22CS05	ANANTHI.K	I-CSE	/	/	/	/	/	/	/	/	/	/	10	K. Ananthi
67	22CS06	ASIYA.A	I-CSE	/	/	/	/	/	/	/	/	/	/	10	A. Asiya
68	22CS07	ATCHAYA.B	I-CSE	/	/	/	/	/	/	/	/	/	/	10	B. Atchaya
69	22CS08	BARJUSHFATHIMA.P	I-CSE	/	/	/	/	/	/	/	/	/	/	10	P. Barjushfathima
70	22CS09	BAVADHARANI.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Bavadharani
71	22CS10	DEVADHARSHINI.P	I-CSE	/	/	/	/	/	/	/	/	/	/	10	P. Devadharshini
72	22CS11	DEVI SRI.R	I-CSE	/	/	/	/	/	/	/	/	/	/	10	R. Devissri
73	22CS12	DHANALAKSHMI.G	I-CSE	/	/	/	/	/	/	/	/	/	/	10	G. Dhanalakshmi
74	22CS13	DHANASRI.E	I-CSE	/	/	/	/	/	/	/	/	/	/	10	E. Dhanasri
75	22CS14	FEMINA.M	I-CSE	/	/	/	/	/	/	/	/	/	/	10	M. Femina

76	22CS15	GOMATHI.P	I-CSE	/	/	/	/	/	/	/	/	/	/	10	P.Gomathi
77	22CS16	GOPIKA SRI.Y	I-CSE	/	/	/	/	/	/	/	/	/	/	10	Y. Gopriya
78	22CS17	INBA.M	I-CSE	/	/	/	/	/	/	/	/	/	/	10	M. Inba
79	22CS18	ISHWARYA.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Ishu
80	22CS19	JAMEELA.M.A	I-CSE	/	/	/	/	/	/	/	/	/	/	10	M.A Jameela
81	22CS20	JEEVITHA.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Jeevitha
82	22CS21	KAVIPRIYA.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Kavipriya
83	22CS22	KAVIYAPRIYA.P	I-CSE	/	/	/	/	/	/	/	/	/	/	10	P. Kaviyapriya
84	22CS23	KAVIYARASI.M	I-CSE	/	/	/	/	/	/	/	/	/	/	10	M. Kaviyarasi
85	22CS24	KEERTHANA.S(9.10.2004)	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Keerthana
86	22CS25	KEERTHANA.S (29.8.2005)	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Keerthana
87	22CS26	KRISHNAVENI.C	I-CSE	/	/	/	/	/	/	/	/	/	/	10	C. Krishnaveni
88	22CS27	LAKSHMI PRIYA.D	I-CSE	/	/	/	/	/	/	/	/	/	/	10	Lakshmi P.D.
89	22CS28	LALITHAMBIGAI.K	I-CSE	/	/	/	/	/	/	/	/	/	/	10	Lalitha K.
90	22CS29	LATHIKA.G	I-CSE	a	a	/	/	/	/	/	/	/	/	08	LATHIKA G.
91	22CS30	MADHUMITHRA.D	I-CSE	/	/	/	/	/	/	/	/	/	/	10	D. Madhumithra
92	22CS31	MAHALAKSHMI.K	I-CSE	/	/	/	/	/	/	/	/	/	/	10	Maha Lakshmi K.
93	22CS32	MANIMEGALAI.V	I-CSE	/	/	/	/	/	/	/	/	/	/	10	V. Manimegala
94	22CS33	MANJULA.R	I-CSE	/	/	/	/	/	/	/	/	/	/	10	R. Manjula
95	22CS34	MEENAKUMARI.K	I-CSE	/	/	/	/	/	/	/	/	/	/	10	K. Meenakumari
96	22CS35	NANDHINI PRIYA.N	I-CSE	/	/	/	/	/	/	/	/	/	/	10	N. Nandhini

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 PRINCIPAL  
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97	22CS36	POORANI.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. poorani
98	22CS37	PRADEEPA.P	I-CSE	/	/	/	/	/	/	/	/	/	/	10	P. Pradeepa
99	22CS38	PRIYADARSHINI.K	I-CSE	/	/	/	/	/	/	/	/	/	/	10	K. Priya
100	22CS39	PRIYADHARSHINI.D	I-CSE	/	/	/	/	/	/	/	/	/	/	10	D. Priya
101	22CS40	ROHINI.N	I-CSE	/	/	/	/	/	/	/	/	/	/	10	N. Rohini
102	22CS41	SABITHA.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Sabitha
103	22CS42	SANIYAASIME.M	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Sanjaya
104	22CS43	SARULEKHA.M	I-CSE	/	/	/	/	/	/	/	/	/	/	10	M. Sarulekha
105	22CS45	SATHIYA.A	I-CSE	/	/	/	/	/	/	/	/	/	/	10	Sathya A
106	22CS46	SATHYA.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Sathya
107	22CS47	SHANMUGAPRIYA.K	I-CSE	/	/	/	/	/	/	/	/	/	/	10	K. Shanmuga
108	22CS49	SIVAHARISHNI.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Sivaharishni
109	22CS51	SUNDHARI.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Sundha
110	22CS52	SWETHA.A	I-CSE	/	/	/	/	/	/	/	/	/	/	10	A.S.S.
111	22CS53	SWETHA.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Swetha
112	22CS54	UMAMAHESHWARI.K	I-CSE	/	/	/	/	/	/	/	/	/	/	10	K. umamaheshwari
113	22CS55	VAISHNAVI.V	I-CSE	/	/	/	/	/	/	/	/	/	/	10	V. Vaishnavi
114	22CS56	VISHALINI.R	I-CSE	/	/	/	/	/	/	/	/	/	/	10	R. Vishalini
115	22CS57	YUVASRI.S	I-CSE	/	/	/	/	/	/	/	/	/	/	10	S. Yuvan

VAC Coordinator

**Dr S.THILAGAVATHI M.E., Ph.D.,**  
**PRINCIPAL**  
**SRI BHARATHI ENGINEERING**  
**COLLEGE FOR WOMEN**  
**Kaikkurchi - 622 303, Pudukkottai Dt.**

**R. S. L. H**  
**HOD/SS&H**  
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**KAIKKURICHI**



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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

## Report on Value Added Course

Title:	MICROSOFT PROFICIENCY				
Resource Person:	Mr.Prem Kumar B.E., Software Trainer, Notus Soft solution.				
Date of conduct from :	12.12.2022	To:	16.12.2022	Duration:	30 Hours
Organized Department :	SCIENCE AND HUMANITIES				
Participant Year:	I(CIVIL, CSE,EEE ,ECE)	Semester:	ODD	No. of Students Registered :	115
Venue:	Auditorium				

### Outcome of Value Added Course (VAC)

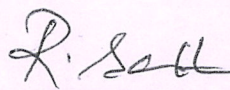
#### At the end of the VAC course the student can able to

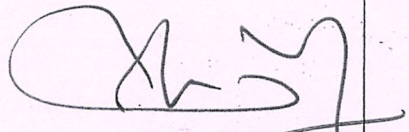
- Manage your MS Outlook files by using tools such as archiving, storage folders and message rules.
- Create a word document and navigate your way around the basic applications.
- Create an excel workbook and navigate your way around the basic applications.
- Create a professional email signature and learn how to edit and update it with important and timely company information.
- Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures

### Assessment Process

- Students securing **more than 60% on total score** and secured more than 75% in attendance is eligible to receive the certificate for the VAC course conducted
- Total Score = (0.5 \*Attendance in VAC out of 100 percentage + 0.5 \*Test mark in VAC out of 100 marks)

  
VAC Coordinator

  
HoD/S&H  
HOD / S&H

  
Principal  
**PRINCIPAL**

  
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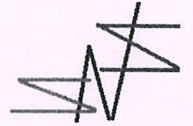
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PUDUKKOTTAI - 622 303.

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KAIKKURICHI - 622 303.  
PUDUKKOTTAI DISTRICT





Notus Soft Solution



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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

## Certificate of Completion

This is to certify that Ms. ABINAYA.M I Year *CIVIL* has completed her Value-added program regarding *Microsoft Proficiency* for a period of 5 days from 12.12.2022 to 16.12.2022

*Authorised Signature*

NOTUS SOFT SOLUTION

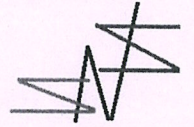
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*Principal*

SBECW



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## Certificate of Completion

This is to certify that Ms. DHARANI.T I Year *ECE* has  
completed her Value-added program regarding *Microsoft*  
*Proficiency* for a period of 5 days from 12.12.2022 to 16.12.2022

*Authorised Signature*

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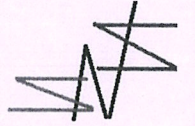
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## Certificate of Completion

This is to certify that Ms. SAMNI.K I Year *EEE* has  
completed her Value-added program regarding *Microsoft*  
*Proficiency* for a period of 5 days from 12.12.2022 to 16.12.2022

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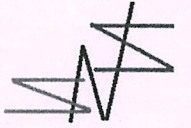
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## Certificate of Completion

This is to certify that Ms. KAVIPRIYA.S I Year *CSE* has  
completed her Value-added program regarding *Microsoft*  
*Proficiency* for a period of 5 days from 12.12.2022 to 16.12.2022

*Authorised Signature*

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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2022-2023 / ODD SEMESTER

Value Added Course on “Microsoft Proficiency”

## MCQ QUESTIONS (25X1=25 Marks)

- Microsoft Word, Microsoft Excel, and Microsoft PowerPoint are the part of?
  - Microsoft Office Suite
  - Microsoft Windows
  - Mac OS X
  - None of these
- In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are
  - .jpg files and .gif files
  - wav files and .jpg files
  - wav files and .gif files
  - .wav files and .mid files
- To add or change a shadow, point to \_\_\_\_\_ button, and then click the shadow that you want.
  - Rotate
  - Flip
  - Shadow
  - Highlight
- To justify the selected text, the shortcut key is
  - Ctrl + I
  - Ctrl + J
  - Ctrl + U
  - Ctrl + L
- From which menu you can insert Header and Footer?
  - Insert Menu
  - View Menu
  - Format menu
  - Tools Menu
- \_\_\_\_\_ option from clipboard is used to move data from one place to another in a document.
  - Copy & Paste
  - Cut & Paste
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- Name the button in the picture?
  - Font Color
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  - Highlighter tool
- Bullets and Numbering is in \_\_\_\_\_ tab.
  - Home tab
  - Insert tab
  - PageLayout tab
  - View tab
- Pressing F8 key for three times selects
  - A word
  - A sentence
  - A paragraph
  - Entire document
- Which of the following is graphics solution for Word Processors?
  - Clipart
  - WordArt
  - Drop Cap
  - All of above

  
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11. Thesaurus tool in MS Word is used for
- Spelling suggestions
  - Grammar options
  - Synonyms and Antonyms words
  - All of above
12. Which of the following is not valid version of MS Office?
- Office XP
  - Office Vista
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13. Background color or effects applied on a document is not visible in
- Web layout view
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15. Which of the following tool enables you to add text to a slide without using the standard placeholders?
- Text tool box
  - Line tool
  - Drawing tool
  - Auto shapes tool
16. A \_\_\_\_\_ is a presentation that you can create to display your personal or business photographs.
- PowerPoint Clipart
  - PowerPoint WordArt
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  - All of these
17. When you enter text in a cell in Excel. It also appears in the
- Status bar
  - Formula bar
  - Row heading
  - Name box
18. The view that puts a blue line around each page that would be printed is the
- Split view
  - Page break preview
  - Print preview
  - Normal view
19. Cuts the selected cells
- Ctrl + X
  - Ctrl + C
  - Ctrl + V
  - Ctrl + B
20. Press the \_\_\_\_\_ key to move the insertion point to the first cell in a row in Excel.
- Page Up
  - Page Down
  - Home
  - Tab
21. Which dialog box is for setting the page size?
- Paragraph dialog box
  - Page Setting dialog box
  - Setting Page dialog box
  - Page Setup dialog box
22. What is a set of unified design elements that provides a look for your document by using color, fonts and graphics?

- a) Font face  
c) Line spacing
- b) Theme  
d) Hyperlink
23. Where can you change the vertical alignment?  
a) Formatting toolbar  
c) Page Setup dialog box
- b) Paragraph dialog box  
d) Standard toolbar
24. In Word, the mailing list is known as the \_\_\_\_\_.  
a) Data sheet  
c) Data source
- b) Source  
d) Sheet
25. An excel workbook is a collection of  
a) Workbooks  
c) Charts
- b) Worksheets  
d) Worksheets and charts



**Dr. S. THILAGAVATHI M.E., Ph.D.,**  
PRINCIPAL  
SRI BHARATHI ENGINEERING  
COLLEGE FOR WOMEN  
Kalkkurchi - 622 303, Pudukkottai Dt.



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**DEPARTMENT OF SCIENCE AND HUMANITIES**  
**ACADEMIC YEAR 2022-2023 / ODD SEMESTER**

Value Added Course on “Microsoft Proficiency”

**MCQ ANSWER KEY**

1	a	6	b	11	c	16	c	21	d
2	d	7	d	12	b	17	b	22	b
3	c	8	a	13	d	18	b	23	c
4	b	9	b	14	d	19	a	24	c
5	a	10	a	15	a	20	c	25	d

  
VAC Coordinator

  
Dr. **S.THILAGAVATHI M.E., Ph.D.,**  
PRINCIPAL  
SRI BHARATHI ENGINEERING  
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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2022-2023 / ODD SEMESTER

Name of the Student : D. Anusha

Year/Sem : I/I

AU Register Number : 22CE03

Department : Civil

Value Added Course on "Microsoft Proficiency"

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b) Insert tab  
c) Pagelayout tab  
d) View tab


22  
25  
107

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Dr. S. THILAGAVATHI M.E., Ph.D.,  
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# SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2022-2023 / ODD SEMESTER

Name of the Student : S. MADHUMITHA

Year/Sem : I/I

AU Register Number : 22EC14

Department : ECE

Value Added Course on "Microsoft Proficiency"

## MCQ QUESTIONS (25X1=25 Marks)

- Microsoft Word, Microsoft Excel, and Microsoft PowerPoint are the part of?  
a) Microsoft Office Suite ✓ b) Microsoft Windows  
c) Mac OS X d) None of these
- In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are  
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c) wav files and .gif files ✓ d) .wav files and .mid files
- To add or change a shadow, point to \_\_\_\_\_ button, and then click the shadow that you want.  
a) Rotate ✓ b) Flip  
c) Shadow ✓ d) Highlight
- To justify the selected text, the shortcut key is  
a) Ctrl + I b) Ctrl + J ✓  
c) Ctrl + U d) Ctrl + L
- From which menu you can insert Header and Footer?  
a) Insert Menu ✓ b) View Menu  
c) Format menu d) Tools Menu
- \_\_\_\_\_ option from clipboard is used to move data from one place to another in a document.  
a) Copy & Paste b) Cut & Paste ✓  
c) Bold d) Justify
- Name the button in the picture?  
a) Font Color b) Fill Color ✓  
c) Page Color d) Highlighter tool ✓
- Bullets and Numbering is in \_\_\_\_\_ tab.  
a) Home tab ✓ b) Insert tab  
c) Pagelayout tab d) View tab

20  
25  
PT

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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2022-2023 / ODD SEMESTER

Name of the Student : S. SHYAMINI

Year/Sem : I / I

AU Register Number : 22EE07

Department : EEE

Value Added Course on "Microsoft Proficiency"

## MCQ QUESTIONS (25X1=25 Marks)

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24  
25

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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2022-2023 / ODD SEMESTER

Name of the Student : *Devi Sri R*

Year/Sem : *I I*

AU Register Number : *22CS11*

Department : *CSF*

Value Added Course on “Microsoft Proficiency”

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*20*  
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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2022-2023 (ODD SEM)

MARK SHEET FOR VALUE ADDED COURSE- MICROSOFT PROFICIENCY

S.NO	ROLL.NO	NAME OF THE STUDENT	YEAR/ BRANCH	ATTENDANCE DETAILS		VAC-MCQ TEST		OVERALL MARK(100) (50% of A + 50% of B)
				No of Sessions Attended	Attendance Mark(100) (A)	No of Correct Answers	MCQ Mark(100) (B)	
1.	22CE01	ABINAYA.M	I/CIVIL	10	100	20	80	90
2.	22CE02	AFRA SHAHIN.S	I/CIVIL	8	80	19	76	78
3.	22CE03	ANUSHA.D	I/CIVIL	10	100	22	88	94
4.	22CE04	ARIYANACHIL.K	I/CIVIL	10	100	24	96	98
5.	22CE05	GAYATHRI.S	I/CIVIL	10	100	23	92	96
6.	22CE06	HASAPRIYA.S	I/CIVIL	10	100	20	80	90
7.	22CE07	KALANDAR SEIHA.J	I/CIVIL	10	100	20	80	90
8.	22CE08	KESIYA.X	I/CIVIL	10	100	19	76	88
9.	22CE09	LISI OVIYA MONEY.P	I/CIVIL	10	100	20	80	90
10.	22CE10	LOGASRI.S	I/CIVIL	10	100	19	76	88
11.	22CE11	MADHUMITHA.K	I/CIVIL	10	100	23	92	96
12.	22CE12	MAHALAKSHMI.S	I/CIVIL	10	100	18	72	86
13.	22CE14	MEENAKSHI.K	I/CIVIL	10	100	22	88	94

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**KILAGAVATHI M.E. Ph.D.  
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14.	22CE15	PAPITHASRI.M	I/CIVIL	10	100	21	84	92
15.	22CE16	RAJALAKSHMI.K	I/CIVIL	10	100	21	84	92
16.	22CE17	RAMPRIYA.M	I/CIVIL	8	80	20	80	80
17.	22CE18	SEETHALAKSHMI.M	I/CIVIL	10	100	20	80	90
18.	22CE19	SOBANA.R	I/CIVIL	10	100	22	88	94
19.	22CE20	VINOTHINI.S	I/CIVIL	10	100	17	68	84
20.	22EC01	AASHA.G	I/ECE	10	100	20	80	90
21.	22EC02	ABITHA.S	I/ECE	10	100	21	84	92
22.	22EC04	AGALYA.G	I/ECE	8	80	19	76	78
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27.	22EC09	DHANALAKSHMI.P	I/ECE	10	100	24	96	98
28.	22EC10	DHARANI.T	I/ECE	10	100	18	72	86
29.	22EC11	GUNADHARSHINI.N	I/ECE	10	100	19	76	88
30.	22EC12	KALANDHAR HAZEENA.S	I/ECE	10	100	20	80	90
31.	22CS13	KIRTHIKA.S	I/ECE	10	100	21	84	92
32.	22EC14	MADHUMITHA.S	I/ECE	10	100	20	80	90
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36.	22EC18	NANTHINI.R	I/ECE	10	100	22	88	94
37.	22EC19	PAVITHA.T	I/ECE	10	100	23	92	96
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40.	22EC22	PRIYANKA.C	I/ECE	10	100	19	76	88
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76.	22CS15	GOMATHI.P	I/CSE	10	100	12	48	74
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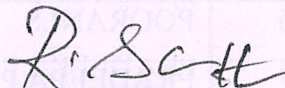
80.	22CS19	JAMEELA.M.A	I/CSE	10	100	11	44	72
81.	22CS20	JEEVITHA.S	I/CSE	10	100	17	68	84
82.	22CS21	KAVIPRIYA.S	I/CSE	10	100	14	56	78
83.	22CS22	KAVIYAPRIYA.P	I/CSE	10	100	14	56	78
84.	22CS23	KAVIYARASI.M	I/CSE	10	100	12	48	74
85.	22CS24	KEERTHANA.S(9.10.2004)	I/CSE	10	100	18	72	86
86.	22CS25	KEERTHANA.S (29.8.2005)	I/CSE	10	100	16	64	82
87.	22CS26	KRISHNAVENI.C	I/CSE	10	100	14	56	78
88.	22CS27	LAKSHMI PRIYA.D	I/CSE	10	100	11	44	72
89.	22CS28	LALITHAMBIGAI.K	I/CSE	10	100	19	76	88
90.	22CS29	LATHIKA.G	I/CSE	8	80	14	56	68
91.	22CS30	MADHUMITHRA.D	I/CSE	10	100	16	64	82
92.	22CS31	MAHALAKSHMI.K	I/CSE	10	100	12	48	74
93.	22CS32	MANIMEGALAI.V	I/CSE	10	100	13	52	76
94.	22CS33	MANJULA.R	I/CSE	10	100	18	72	86
95.	22CS34	MEENAKUMARI.K	I/CSE	10	100	17	68	84
96.	22CS35	NANDHINI PRIYA.N	I/CSE	10	100	21	84	92
97.	22CS36	POORANI.S	I/CSE	10	100	20	80	90
98.	22CS37	PRADEEPA.P	I/CSE	10	100	16	64	82
99.	22CS38	PRIYADARSHINI.K	I/CSE	10	100	18	72	86
100.	22CS39	PRIYADHARSHINI.D	I/CSE	10	100	13	52	76
101.	22CS40	ROHINI.N	I/CSE	10	100	17	68	84

  
**S. S. THILAGAVATHI M.E., P.H.D.,**  
 PRINCIPAL  
**SRI BHARATHI ENGINEERING**  
**COLLEGE FOR WOMEN**  
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102.	22CS41	SABITHA.S	I/CSE	10	100	12	48	74
103.	22CS42	SANIYAASIME.M	I/CSE	10	100	15	60	80
104.	22CS43	SARULEKHA.M	I/CSE	10	100	14	56	78
105.	22CS45	SATHIYA.A	I/CSE	10	100	13	52	76
106.	22CS46	SATHYA.S	I/CSE	10	100	17	68	84
107.	22CS47	SHANMUGAPRIYA.K	I/CSE	10	100	15	60	80
108.	22CS49	SIVAHARISHNILS	I/CSE	10	100	14	56	78
109.	22CS51	SUNDHARI.S	I/CSE	10	100	15	60	80
110.	22CS52	SWETHA.A	I/CSE	10	100	17	68	84
111.	22CS53	SWETHA.S	I/CSE	10	100	18	72	86
112.	22CS54	UMAMAHESHWARI.K	I/CSE	10	100	19	76	88
113.	22CS55	VAISHNAVI.V	I/CSE	10	100	14	56	78
114.	22CS56	VISHALINI.R	I/CSE	10	100	16	64	82
115.	22CS57	YUVASRI.S	I/CSE	10	100	17	68	84

  
VAC Coordinator

  
Dr. S.THILAGAVATHI M.E., Ph.D.,  
PRINCIPAL  
SRI BHARATHI ENGINEERING  
COLLEGE FOR WOMEN  
Kaikkurichi - 622 303, Pudukkottai Dt.

  
HoD/S&H  
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SRI BHARATHI ENGINEERING  
COLLEGE FOR WOMEN  
KAIKKURICHI  
PUDUKKOTTAI - 622 303.