KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL – REPORT

Name of the Value Added Course	**ADVANCED EXCEL**
Course code	**19VCCAE**
Course Coordinator	**Mrs. JEEVITHA P.** Assistant Professor, Department of Commerce CA
Date	Starting Date: 08.07.2019 Ending Date: 25.09.2019
Duration of the Course	40 Hours
Total participants Enrolled	30
Successfully Completed	30
Type of Assessment	Descriptive (Practical)
Course Outcome	On Completion of this course the students will be able to • Understand the basic concepts of Ms-Excel. • Solve the mathematical concepts by various Ms-Excel Functions. • Create and edit a Pivot Table and Chart. • Create, Inspect and Modify a recorded macros in Excel.
Outcome Attainment	29 out of 30 Students scored above **60%** of Marks

Feedback Question Analysis – Questions Asked

Q. No.	Parameters
Q1	The Course content was in line with my expectations
Q2	General content of the Course
Q3	The Course provided additional knowledge and skill
Q4	Well-designed Practical sessions
Q5	Schedule of the classes and other relevant details have been informed promptly
Q6	Course materials provided were useful
Q7	Provides scope for self-employment and fulfills the industrial needs

Dr. N. RAMAN
PRINCIPAL,
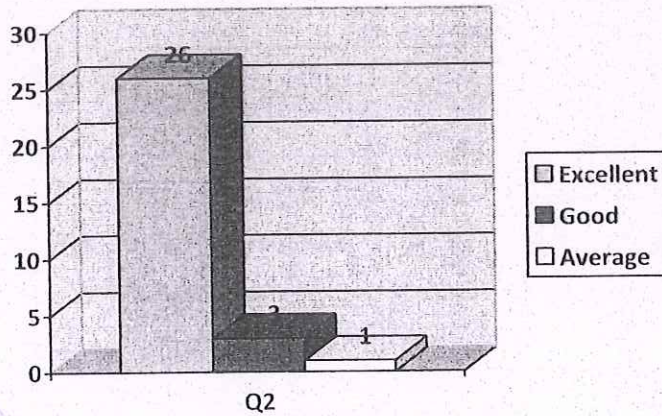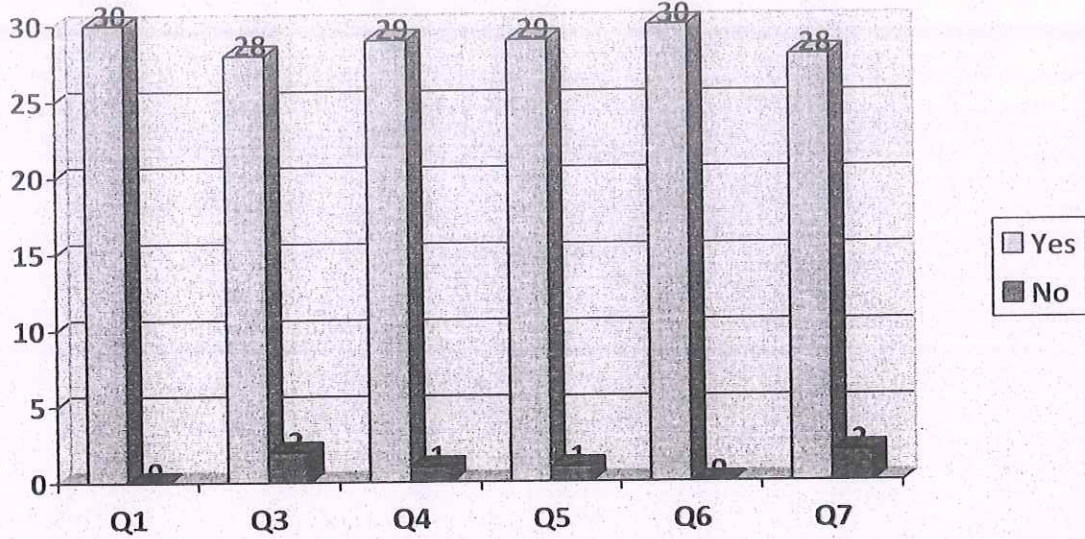KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

FEEDBACK RATINGS

Bar chart showing Yes/No responses for Q1, Q3, Q4, Q5, Q6, Q7:
- Q1: Yes 30, No 0
- Q3: Yes 28, No 2
- Q4: Yes 29, No 1
- Q5: Yes 29, No 1
- Q6: Yes 30, No 0
- Q7: Yes 28, No 2

Bar chart for Q2 showing Excellent 26, Good 3, Average 1

Course Coordinator

Head of the Department

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Principal
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

VALUE ADDED COURSE (2019- 2020) – PROPOSAL

Date: 18.02.2019

Submitted to the Principal

We are planning to conduct a Value Added Course titled "**19VCCAE - ADVANCED EXCEL** " for all Department Students. The course will be benefitting the students for their career and placement activities. We kindly request you to grant permission for conducting the same.

COURSE DETAILS:

Name of the Course	19VCCAE - Advanced Excel.	
Duration of the Course	40 Hours	
Conducting Department	Commerce CA	
Course Coordinator(s)	**Ms. JEEVITHA.P** Assistant Professor, Commerce CA	
Assessment Type (Total : 100 Marks)	**Paper - I** **Section A** Practical Examination (2 x 50 =100 Marks)	-

OUTCOMES:

On Completion of this course the students will be able to

- ❖ Understand the basic concepts of Ms-Excel.
- ❖ Solve the mathematical concepts by various Ms-Excel Functions.
- ❖ Create and edit a Pivot Table and Chart.
- ❖ Create, Inspect and Modify a recorded macros in Excel.

Course Coordinator

Head of the Department

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)

Principal
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107,

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107,

DEPARTMENT OF COMMERCE CA

VALUE ADDED COURSE(2019 - 2020) – CIRCULAR

Date: 18.06.2019

Ref. No.: **KASC-AE/COMCA/VAC/2019-20/01**

It is informed that Value Added Course on "19VCCAE-ADVANCED EXCEL" will be conducted from **08.07.2019 (Monday). Registration will be on First-Come First-Serve basis.** Students are asked to enroll your names for the above mentioned course after the counseling sessions on the respective dates as follows.

III Year	II Year	I Year
Counseling date : 25.06.2019 (FN)	Counseling date : 25.06.2019 (AN)	Counseling date : 01.07.2019

HoDs and respective Department Staff Members are instructed to follow-up the same. Your whole hearted co-operation is needed to conduct the sessions in a gentle manner.

Total instruction Hours	: 40 Hours
Course Coordinator	: **Ms. JEEVITHA.P**
	Assistant Professor/Commerce CA
Mail-id	: kasccommerceca@gmail.com

Head of the Department

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

Copy to:

All Department Notice Board

Principal

PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

ERODE - 638 107

KASC ACADEMY OF EXCELLENCE

DEPARTMENT OF COMMERCE (CA)

Academic Year 2019-2020

VALUE ADDED COURSE ON

ADVANCED EXCEL

COURSE CONTENT

- Introduction to MS-Excel
- Functions
- Conditional Formatting and Data Sorting and Filtering
- Pivot Tables and Pivot Charts
- Macros

COURSE OUTCOME

- Understand the basic concepts of Ms-Excel.
- Solve the mathematical concepts by various Ms-Excel Functions.
- Create and edit a Pivot Table and Chart.
- Create, Inspect and Modify a recorded macros in Excel.
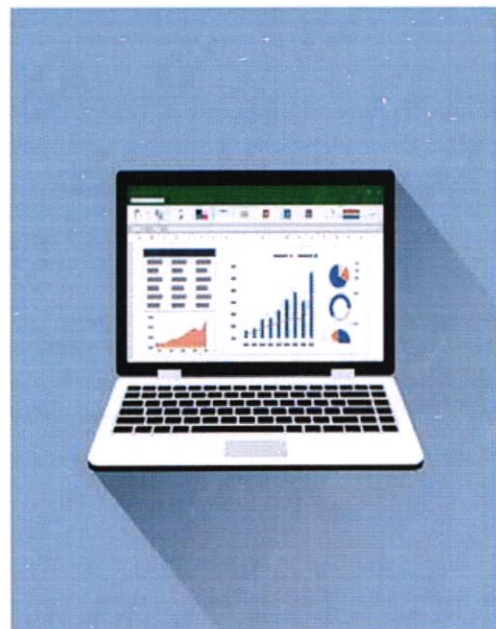
FOR WHOM

All the UG Students

COURSE DURATION

Theory - 20 Hours
Practical - 20 Hours

COORDINATOR

Ms.P.JEEVITHA
Assistant Professor
Department of Commerce (CA)

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107

KONGU
Assuring the Best

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

VALUE ADDED COURSE – SYLLABUS

19VCCAE - ADVANCED EXCEL

Course Objective: To impart the knowledge of advanced excel.

UNIT I	Introduction to MS Excel	8 Hours
Introduction to MS Excel, Quick review on MS Excel Options, Ribbon, Sheets- Saving Excel File as PDF - Using Excel Shortcuts with Full List of Shortcuts - Copy, Cut, Paste, Hide, Unhide, and Link the Data in Rows, Columns and Sheet - Using Paste Special Options -Formatting Cells, Rows, Columns and Sheets.		
UNIT II	Functions	8 Hours
Lookup and Reference Functions- Logical Function-Date and Time Functions-Information Functions-Math and Trigonometry Functions-Statistical Functions-Text Functions.		
UNIT III	Conditional Formatting and Data Sorting and Filtering	8 Hours
Conditional Formatting- Multiple Cell Rules-Color Scales - Icon Sets - Creating New Rules and Managing Existing Rules-Sorting Data A-Z and Z-A-Using Filters to Sort Data-Advance Filtering Options.		
UNIT IV	Pivot Tables and Pivot Charts	8 Hours
Creating Pivot Tables- Using Pivot Table Options-Changing and Updating Data Range-Formatting Pivot Table and Making Dynamic Pivot Tables- Creating Pivot Charts-Types of Pivot Charts and Their Usage-Formatting Pivot Charts and Making Dynamic Pivot Charts.		
UNIT V	Macros	8 Hours
Macro Security- Recording a Macro- Assign a Macro to a Button or Shape- Run a Macro upon Opening a Workbook- Inspect and Modify a Macro		
	Total Hours	40 Hours

Reference Books

- Microsoft excel 2013- Microsoft excel 2013
- Microsoft excel 2013 –Wiley
- Microsoft excel 2013- Microsoft excel 2013
- Ms-Office 2000 – Joycee Cox

Course Outcome: On Completion of this course the students will be able to

- Understand the basic concepts of Ms-Excel.
- Know the mathematical concepts by various Ms-Excel Functions.
- Create and edit a Pivot Table and Chart.
- Create, Inspect and Modify a recorded macros in Excel.

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

ACADEMIC YEAR : 2019- 2020

19VCCAE - ADVANCED EXCEL - FINAL ENROLMENT LIST

S. No.	REG. NO.	NAME OF THE STUDENT	CLASS
1	18UCBI052	SUKANYAA D	II BCOM (BANKING & INSURANCE)
2	18UCBI059	VIDHYASABARI V	II BCOM (BANKING & INSURANCE)
3	18UCCA071	ARUNKUMAR S	II BCOM (CA)
4	18UCCA082	INDHIRAYUGESH S	II BCOM (CA)
5	18UCCA091	KEERTHI VASAN K	II BCOM (CA)
6	18UCCA096	MANI S	II BCOM (CA)
7	18UCCA098	MOHAMMED FASARUL S	II BCOM (CA)
8	18UCCA103	PRAVEEN L	II BCOM (CA)
9	18UCCA104	PRAVEEN S	II BCOM (CA)
10	18UCCA105	PRIYADHARSAN G	II BCOM (CA)
11	18UCCA107	PUGAZHENTHI S	II BCOM (CA)
12	18UCCA108	RAGUL S	II BCOM (CA)
13	18UCCA114	SARAN KARTHIK A S	II BCOM (CA)
14	18UCCA118	SIBIVERSHAN D T	II BCOM (CA)
15	18UCCA124	SUDHAKAR S	II BCOM (CA)
16	18UCCA125	SUDHARSHAN M	II BCOM (CA)
17	18UCCA130	THIYAGARAJAN M	II BCOM (CA)
18	19UCBI027	KALAISELVAN K	II BCOM (BANKING & INSURANCE)
19	19UCBI047	SEDHUMADHAVAN R	II BCOM (BANKING & INSURANCE)
20	19UCBI057	VIMAL RAJ S K	II BCOM (BANKING & INSURANCE)
21	19UCCA008	ERAMA ATHITHYAN B	I BCOM (CA)
22	19UCCA034	POTHIRAJARAM A	I BCOM (CA)
23	19UCOM005	BHAVADHARSHINI R	I BCOM
24	19UCOM020	HEMALATHA B	I BCOM
25	19UCOM034	PAVITHRA J	I BCOM

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA
ACADEMIC YEAR : 2019- 2020

19VCCAE - ADVANCED EXCEL - FINAL ENROLMENT LIST

S. No.	REG. NO.	NAME OF THE STUDENT	CLASS
26	19UCOM040	RITHEEKA B	I BCOM
27	19UCOM050	SIVA BALAJI S K	I BCOM
28	19UCOM093	PREKSHA J	I BCOM
29	19UCOM098	RIYANSHI AGARWAL R	I BCOM
30	19UCOM105	SHIVANI DHARIWAL	I BCOM

Course Coordinator

Head of the Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

Principal
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

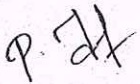(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)
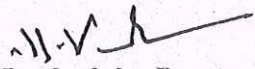
ERODE – 638 107

DEPARTMENT OF COMMERCE CA

ACADEMIC YEAR : 2019- 2020

SCHEDULE FOR THE VALUE ADDED COURSE

19VCCAE - ADVANCED EXCEL

S. No.	Date	Time	Topics Covered	Theory Hours	Lab Hours
1	08.07.19	3.20-4.20	Introduction to MS-Excel, Quick review on options, Ribbon		1
2	09.07.19	3.20-4.20	Saving Excel as PDF, Shortcut Keys, Cut, Copy, Paste, Hide, Unhide		1
3	10.07.19	3.20-4.20	Menu Bar		1
4	11.07.19	3.20-4.20	Functions, Paste Special, Formatting Cells, Rows ,Columns , Sheets	1	
5	12.07.19	3.20-4.20	Insert Chart, Images, Grouping and Ungrouping	1	
6	15.07.19	3.20-4.20	Link the data in Row, Columns and Sheets	1	
7	16.07.19	3.20-4.20	Practical on hyper linking data	1	
8	17.07.19	3.20-4.20	Practical on Formatting cell on newspaper	1	
9	18.07.19	3.20-4.20	Lookup and Reference Functions.		1
10	19.07.19	3.20-4.20	Logical Function-Date and Time Functions		1
11	22.07.19	3.20-4.20	Information Functions		1
12	31.07.19	3.20-4.20	Math and Trigonometry Functions		1
13	01.08.19	3.20-4.20	Statistical Functions		1
14	02.08.19	3.20-4.20	Text Functions	1	
15	06.08.19	3.20-4.20	Practical on H lookup, V lookup		1
16	07.08.19	3.20-4.20	To find out Mean, median, mode		1
17	08.08.19	3.20-4.20	introduction to Conditional Formatting and its importance		1
18	09.08.19	3.20-4.20	Application of Multiple Rules , Color Scales		1
19	13.08.19	3.20-4.20	Usage of Icon Sets – Creation of New Rules	1	
20	14.08.19	3.20-4.20	Managing existing rules , Do and Don'ts in Formatting	1	
21	16.08.19	3.20-4.20	Sorting of Data , A to Z and Z to A sorting . Custom Filters	1	
22	17.08.19	3.20-4.20	Data Filtering – Advance Filtering Options	1	
23	19.08.19	3.20-4.20	Practical on sorting of data		
24	20.08.19	3.20-4.20	Practical on filtering of data		
25	21.08.19	3.20-4.20	Creating Pivot table and using its options with examples		

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)
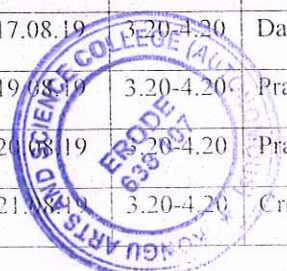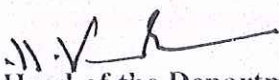
ERODE – 638 107

DEPARTMENT OF COMMERCE CA

ACADEMIC YEAR : 2021- 2022

SCHEDULE FOR THE VALUE ADDED COURSE

19VCCAE - ADVANCED EXCEL - ATTENDANCE

S. No.	Date	Time	Topics Covered	Theory Hours	Lab Hours
26	04.09.19	3.20-4.20	Changing and Updating Data Range Pivot Table with example		1
27	06.09.19	3.20-4.20	Formatting Pivot Table and Making Dynamic Pivot Tables with example		1
28	07.09.19	3.20-4.20	Create Pivot Charts and types of Chart	1	
29	09.09.19	3.20-4.20	Formatting Chart and updating Chart	1	
30	10.09.19	3.20-4.20	Making Dynamic Pivot table and Chart	1	
31	12.09.19	3.20-4.20	To Create a Pivot table and update the values	1	
32	13.09.19	3.20-4.20	To Create a Pivot Chart and update the values		1
33	16.09.19	3.20-4.20	Introduction to Macros	1	
34	17.09.19	3.20-4.20	Macro Security	1	
35	19.09.19	3.20-4.20	Recording a Macro in a Worksheet	1	
36	20.09.19	3.20-4.20	Assign a Macro to a Button or Shape		1
37	21.09.19	3.20-4.20	Run a Macro upon opening a workbook		1
38	23.09.19	3.20-4.20	Inspect and modify a Macro	1	
39	24.09.19	3.20-4.20	Practical on Macro security , recording and run a macro upon a worksheet		1
40	25.09.19	3.20-4.20	Practical on assign a macro to a button or shape, modification on macros.	1	
			Total	20	20
			Total Hours (Theory + Lab)	**40 Hours**	

Assessment Date & Time	: 27.09.2019 & 10:00 am to 01:00 pm
Type Of Assessment	: Practical Questions

Course Coordinator

Head of the Department

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

Principal
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.
Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL - ATTENDANCE

S. No.	REG. NO.	NAME	08.07.19 3.20-4.20	09.07.19 3.20-4.20	10.07.19 3.20-4.20	11.07.19 3.20-4.20	12.07.19 3.20-4.20	15.07.19 3.20-4.20	16.07.19 3.20-4.20	17.07.19 3.20-4.20	18.07.19 3.20-4.20	19.07.19 3.20-4.20
1	18UCB1052	SUKANYAA D	1	1	1	a	1	1	1	1	1	1
2	18UCB1059	VIDHYASABARI V	1	1	1	1	1	1	1	1	1	1
3	18UCCA071	ARUNKUMAR S	1	1	1	1	1	1	1	1	1	1
4	18UCCA082	INDHIRAYUGESH S	1	1	1	1	1	1	1	1	1	1
5	18UCCA091	KEERTHI VASAN K	a	1	1	1	1	a	1	1	1	1
6	18UCCA096	MANI S	1	1	1	1	1	1	1	1	1	1
7	18UCCA098	MOHAMMED FASARUL S	1	1	1	1	1	1	1	1	1	1
8	18UCCA103	PRAVEEN L	a	1	1	1	1	1	1	1	1	1
9	18UCCA104	PRAVEEN S	1	1	1	1	1	1	1	1	1	1
10	18UCCA105	PRIYADHARSAN G	1	1	1	1	1	1	1	1	1	1
11	18UCCA107	PUGAZHENTHI S	1	1	1	1	1	1	1	1	1	1
12	18UCCA108	RAGUL S	1	1	1	1	1	a	1	a	1	1
13	18UCCA114	SARAN KARTHIK A S	1	1	1	1	1	a	a	1	1	1
14	18UCCA118	SIBIVERSHAN D T	1	1	1	1	1	1	a	1	a	a
15	18UCCA124	SUDHAKAR S	1	a	a	1	1	1	1	1	1	1
16	18UCCA125	SUDHARSHAN M	1	1	1	1	1	1	1	1	1	1
17	18UCCA130	THIYAGARAJAN M	1	1	1	1	1	1	1	1	1	1
18	19UCB1027	KALAISELVAN K	1	1	1	1	1	1	1	1	1	1
19	19UCB1047	SEDHUMADHAVAN R	1	1	1	1	1	1	1	1	1	1
20	19UCB1057	VIMAL RAJ S K	1	1	1	1	1	1	1	1	1	1
21	19UCCA008	ERAMA ATHITHYAN B	1	1	1	1	1	1	1	1	1	1
22	19UCCA034	POTHIRAJARAM A	1	1	1	1	1	1	1	1	1	1
23	19UCOM005	BHAVADHARSHINI R	1	1	1	1	1	a	1	1	1	1
24	19UCOM020	HEMALATHA B	1	1	1	1	1	1	1	1	1	1
25	19UCOM034	PAVITHRA J	1	1	1	1	1	1	1	1	1	1

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.
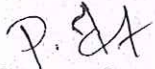
KONGU ARTS AND SCIENCE COLLEGE

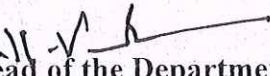(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL - ATTENDANCE

S. No.	REG. NO.	NAME	08.07.19 3.20-4.20	09.07.19 3.20-4.20	10.07.19 3.20-4.20	11.07.19 3.20-4.20	12.07.19 3.20-4.20	15.07.19 3.20-4.20	16.07.19 3.20-4.20	17.07.19 3.20-4.20	18.07.19 3.20-4.20	19.07.19 3.20-4.20
26	19UCOM040	RITHEEKA B	/	/	/	/	/	/	/	/	/	/
27	19UCOM050	SIVA BALAJI S K	/	/	/	/	/	a	a	/	/	/
28	19UCOM093	PREKSHA J	/	/	/	/	/	a	/	/	/	/
29	19UCOM098	RIYANSHI AGARWAL R	a	/	/	/	/	a	/	/	/	/
30	19UCOM105	SHIVANI DHARIWAL	/	/	/	/	/	a	/	/	/	/
	Faculty Handling the Class		PJ P·J	PJ P·J	PJ P·J	PJ P·J	MS	MS	PJ P·J	MS	MS	MS

PJ - Mrs. P.Jeevitha

MS – Mr.M.Sathish

Course Coordinator

Head of the Department

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

Principal
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL - ATTENDANCE

S. No	REG. NO.	NAME	22.07.19 3.20-4.20	31.07.19 3.20-4.20	01.08.19 3.20-4.20	02.08.19 3.20-4.20	06.08.19 3.20-4.20	07.08.19 3.20-4.20	08.08.19 3.20-4.20	09.08.19 3.20-4.20	13.08.19 3.20-4.20	14.08.19 3.20-4.20
1	18UCBI05	SUKANYAA D	/	/	/	/	/	/	/	/	/	/
2	18UCBI05	VIDHYASABARI	/	/	/	/	/	/	a	/	/	/
3	18UCCA07	ARUNKUMAR S	/	/	/	a	/	/	/	a	a	a
4	18UCCA08	INDHIRAYUGESH	/	/	/	/	/	/	/	/	/	/
5	18UCCA09	KEERTHI VASAN	/	/	/	/	/	/	/	/	/	/
6	18UCCA09	MANI S	/	/	/	/	/	/	/	/	/	/
7	18UCCA09	MOHAMMED	/	/	/	/	/	/	/	/	/	/
8	18UCCA10	PRAVEEN L	/	a	/	/	/	/	/	/	/	a
9	18UCCA10	PRAVEEN S	/	/	a	a	/	/	/	/	/	/
10	18UCCA10	PRIYADHARSAN	/	/	/	/	/	/	/	a	a	/
11	18UCCA10	PUGAZHENTHI S	/	/	/	/	/	/	/	a	a	/
12	18UCCA10	RAGUL S	/	/	/	/	/	/	/	/	/	/
13	18UCCA11	SARAN KARTHIK	/	/	/	/	a	/	/	/	a	/
14	18UCCA11	SIBIVERSHAN D	/	/	/	a	/	/	/	/	a	/
15	18UCCA12	SUDHAKAR S	/	/	/	/	/	/	/	/	a	/
16	18UCCA12	SUDHARSHAN M	/	/	/	/	/	/	/	/	/	/
17	18UCCA13	THIYAGARAJAN	a	a	/	a	/	/	/	/	/	/
18	19UCBI02	KALAISELVAN K	/	/	/	/	/	/	/	/	/	/
19	19UCBI04	SEDHUMADHAV	/	/	/	/	/	/	/	/	/	/
20	19UCBI05	VIMAL RAJ S K	/	/	/	/	/	/	/	/	/	/
21	19UCCA00	ERAMA	/	/	/	/	/	/	/	/	/	/
22	19UCCA03	POTHIRAJARAM	/	/	/	/	/	/	/	/	/	/
23	19UCOM0	BHAVADHARSHI	/	/	/	/	/	/	/	/	/	/
24	19UCOM0	HEMALATHA B	/	/	/	/	/	/	/	/	/	/
25	19UCOM0	PAVITHRA J	/	/	/	/	/	/	/	/	a	a

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL - ATTENDANCE

S. No.	REG. NO.	NAME	22.07.19 3.20-4.20	31.07.19 3.20-4.20	01.08.19 3.20-4.20	02.08.19 3.20-4.20	06.08.19 3.20-4.20	07.08.19 3.20-4.20	08.08.19 3.20-4.20	09.08.19 3.20-4.20	13.08.19 3.20-4.20	14.08.19 3.20-4.20
26	19UCOM040	RITHEEKA B	/	/	/	/	/	/	/	/	/	/
27	19UCOM050	SIVA BALAJI S K	/	a	a	/	/	/	/	/	/	/
28	19UCOM093	PREKSHA J	/	/	/	a	/	/	/	/	/	/
29	19UCOM098	RIYANSHI AGARWAL R	/	/	/	/	/	/	/	/	a	/
30	19UCOM105	SHIVANI DHARIWAL	/	/	/	/	/	/	/	/	a	/
	Faculty Handling the Class		MS	PJ	MS	MS	PJ	PJ	GKP	GKP	GKP	GKP

MS – Mr. M.Sathish

PJ – Ms. P.Jeevitha

GKP - Mr. G.K.Prabhu

Course Coordinator

Head of the Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

Principal
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.
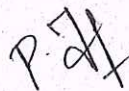
KONGU ARTS AND SCIENCE COLLEGE

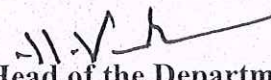(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL - ATTENDANCE

S. No.	REG. NO.	NAME	16.08.19 3.20-4.20	17.08.19 3.20-4.20	19.08.19 3.20-4.20	20.08.19 3.20-4.20	21.08.19 3.20-4.20	04.09.19 3.20-4.20	06.09.19 3.20-4.20	07.09.19 3.20-4.20	09.09.19 3.20-4.20	10.09.19 3.20-4.20
1	18UCBI052	SUKANYAA D	/	/	/	/	/	/	/	/	/	/
2	18UCBI059	VIDHYASABARI	/	/	/	/	/	/	/	/	/	/
3	18UCCA071	ARUNKUMAR S	/	/	/	/	/	/	/	/	/	/
4	18UCCA082	INDHIRAYUGES	/	/	/	/	/	/	/	/	/	/
5	18UCCA091	KEERTHI	/	/	/	/	/	/	/	a	a	/
6	18UCCA096	MANI S	/	/	/	/	a	/	/	/	/	/
7	18UCCA098	MOHAMMED	/	/	/	/	/	/	a	/	/	/
8	18UCCA103	PRAVEEN L	a	/	/	/	/	a	/	/	/	/
9	18UCCA104	PRAVEEN S	/	/	/	/	/	/	/	/	/	/
10	18UCCA105	PRIYADHARSAN	/	/	/	/	/	/	/	/	/	/
11	18UCCA107	PUGAZHENTHI S	/	/	a	/	/	/	a	/	d	/
12	18UCCA108	RAGUL S	/	/	/	/	/	/	/	a	/	/
13	18UCCA114	SARAN	/	/	a	/	/	/	/	/	/	/
14	18UCCA118	SIBIVERSHAN D	a	/	/	/	/	/	/	/	/	/
15	18UCCA124	SUDHAKAR S	a	/	/	/	/	a	/	/	/	/
16	18UCCA125	SUDHARSHAN	/	/	/	/	/	/	/	/	/	/
17	18UCCA130	THIYAGARAJAN	/	/	/	/	/	/	/	/	/	/
18	19UCBI027	KALAISELVAN	/	/	/	/	/	/	/	/	/	/
19	19UCBI047	SEDHUMADHAV	/	/	/	/	/	/	/	/	/	/
20	19UCBI057	VIMAL RAJ S K	/	/	/	/	/	/	/	/	/	/
21	19UCCA008	ERAMA	/	/	/	/	/	/	/	/	/	/
22	19UCCA034	POTHIRAJARAM	/	/	/	/	/	a	/	/	/	/
23	19UCOM005	BHAVADHARSH	/	/	/	/	/	/	/	/	/	/
24	19UCOM020	HEMALATHA B	/	/	/	/	/	/	/	/	/	/
25	19UCOM034	PAVITHRA J	a	a	/	/	/	/	/	/	/	/

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL - ATTENDANCE

S. No	REG. NO.	NAME	16.08.19 3.20-4.20	17.08.19 3.20-4.20	19.08.19 3.20-4.20	20.08.19 3.20-4.20	21.08.19 3.20-4.20	04.09.19 3.20-4.20	06.09.19 3.20-4.20	07.09.19 3.20-4.20	09.09.19 3.20-4.20	10.09.19 3.20-4.20
26	19UCOM040	RITHEEKA B	/	/	/	/	/	/	/	/	/	/
27	19UCOM050	SIVA BALAJI S K	/	a	a	/	/	/	a	a	/	/
28	19UCOM093	PREKSHA J	/	/	/	/	/	/	/	/	a	/
29	19UCOM098	RIYANSHI	/	a	/	/	/	/	/	/	/	/
30	19UCOM105	SHIVANI	/	/	/	/	/	/	/	/	/	/
	Faculty Handling the Class		GKP	PKM	GKP	GKP	GKP	NPN	PKM	PKM	PKM	PKM

PKM – Mrs.P.K.Mangaiyarkarasi

NPN – Mrs. N.PriyaNandhini

GKP – Mr.G.K.Prabhu

Course Coordinator

Head of the Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

Principal
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

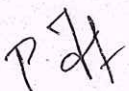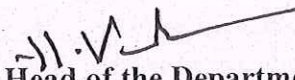(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL - ATTENDANCE

S. No.	REG. NO.	NAME	12.09.19 3.20-4.20	13.09.19 3.20-4.20	16.09.19 3.20-4.20	17.09.19 3.20-4.20	19.09.19 3.20-4.20	20.09.19 3.20-4.20	21.09.19 3.20-4.20	23.09.19 3.20-4.20	24.09.19 3.20-4.20	25.09.19 3.20-4.20
1	18UCBI052	SUKANYAA D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	18UCBI059	VIDHYASABARI V	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	18UCCA071	ARUNKUMAR S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	18UCCA082	INDHIRAYUGESH S	✓	✓	a	✓	✓	✓	✓	a	✓	✓
5	18UCCA091	KEERTHI VASAN K	✓	✓	✓	✓	✓	✓	✓	✓	✓	a
6	18UCCA096	MANI S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	18UCCA098	MOHAMMED	✓	✓	✓	✓	✓	✓	a	✓	✓	a
8	18UCCA103	PRAVEEN L	✓	✓	✓	✓	✓	✓	a	✓	✓	✓
9	18UCCA104	PRAVEEN S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	18UCCA105	PRIYADHARSAN G	✓	✓	✓	✓	✓	✓	a	✓	✓	a
11	18UCCA107	PUGAZHENTHI S	✓	✓	✓	✓	✓	✓	a	✓	✓	a
12	18UCCA108	RAGUL S	✓	✓	✓	✓	✓	✓	a	✓	✓	✓
13	18UCCA114	SARAN KARTHIK A	✓	a	✓	a	✓	✓	✓	a	✓	a
14	18UCCA118	SIBIVERSHAN D T	✓	✓	✓	✓	✓	✓	✓	a	✓	a
15	18UCCA124	SUDHAKAR S	✓	✓	✓	✓	✓	✓	a	✓	✓	✓
16	18UCCA125	SUDHARSHAN M	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	18UCCA130	THIYAGARAJAN M	✓	✓	✓	✓	✓	✓	a	✓	✓	a
18	19UCBI027	KALAISELVAN K	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	19UCBI047	SEDHUMADHAVAN	✓	✓	✓	a	✓	✓	✓	✓	✓	✓
20	19UCBI057	VIMAL RAJ S K	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21	19UCCA008	ERAMA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22	19UCCA034	POTHIRAJARAM A	✓	✓	✓	✓	✓	✓	✓	✓	✓	a
23	19UCOM005	BHAVADHARSHINI	✓	✓	✓	a	✓	✓	✓	✓	✓	✓
24	19UCOM020	HEMALATHA B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25	19UCOM034	PAVITHRA J	✓	✓	✓	✓	✓	✓	✓	a	✓	✓

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL - ATTENDANCE

S. No	REG. NO.	NAME	12.09.19 3.20-4.20	13.09.19 3.20-4.20	16.09.19 3.20-4.20	17.09.19 3.20-4.20	19.09.19 3.20-4.20	20.09.19 3.20-4.20	21.09.19 3.20-4.20	23.09.19 3.20-4.20	24.09.19 3.20-4.20	25.09.19 3.20-4.20
26	19UCOM040	RITHEEKA B	/	/	/	/	/	/	/	/	/	/
27	19UCOM050	SIVA BALAJI	/	/	a	/	/	/	/	/	/	/
28	19UCOM093	PREKSHA J	/	/	/	a	/	/	/	/	/	/
29	19UCOM098	RIYANSHI	/	/	/	a	/	/	/	/	/	/
30	19UCOM105	SHIVANI	/	/	/	a	/	/	/	/	/	/
Faculty Handling the Class			NPN NP	NPN NP	PKM	PKM	PKM	NPN	NPN NP	NPN NP	NPN NP	NPN NP

PKM - Mr. P.K.Mangaiyarkarasi

ST - Ms. N.PriyaNandhini

Course Coordinator

Head of the Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

Principal
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL – QUESTION PAPER

Max :Marks : 100

1. Open an Excel workbook.
   a) Create a timetable of your class.   b)Modify the width of a column.
   c) Insert a column between column A and column B, then insert a row between row 3 and row 4.
   d) Delete a column or a row.   e) Move a column or row.
   f) Try using the Text Wrap command on a cell range.   g) Try merging some cells together.

2. Open an Excel workbook.
   a) Analyse the business performance using Purchase, Sales and Profit.
   b) Use worksheet data to create a chart.
   c) Change the chart layout.
   d) Apply a chart style.
   e) Move the chart.

3. The following data represents the temperature measurements recorded every 4 hours for a patient, for five days period of time. Frame the table and perform the following operations.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
4:00	38	38.2	38.6	39.1	37.8
8:00	37.3	38.3	38.7	38.8	37.6
12:00	37	38	38.8	38.6	37.4
16:00	37.4	38.1	39	38.4	37.4
20:00	37.6	38.3	39.1	38.2	37.2
0:00	38	38.5	39.4	38	36.8

   a) Compute the total value for the temperatures recorded on Monday.
   b) Compute the mean value for the temperatures recorded on Tuesday.
   c) Find out the Maximum temperature recorded on Wednesday.
   d) Find out the Minimum temperature recorded on Thursday.
   e) Find out the most repeated temperature recorded on Friday.

4. Type the following text and perform the following operations.

   > Kongu Arts and Science College (Autonomous), Erode.

   a) Find the length of the string.
   b) Find the position of letter 'a' in the string.
   c) Print the text in Upper Case.
   d) Extract the first 5 letters and display it.
   e) Replace 'e' with 'f' and display the string.

5. Create a table "Student Mark Statement" in Ms-Excel with the fields - Reg.No. Name, Tamil, English, Maths, Science, Social science, Total, Average, Result. Highlight the fail marks using the conditional formatting method.

6. Crate a payroll table in Ms-Excel with the fields – Employee No., Name of the employee, Designation, DOJ, Salary. Sort the table using employee number in descending order and filter the employee whose salary is greater than Rs.10000.

7. Create pivot table and update records.

8. Create pivot chart using pivot table.

9. Record and run the macro with formatting functions.

10. Assign the macro to a button for clear particular cells.
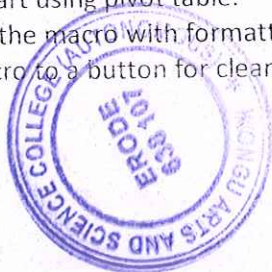
Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL – MARK STATEMENT

S. NO.	REG.NO.	Practical - I	RESULT	GRADE
1	18UCBI052	65	PASS	B⁺
2	18UCBI059	66	PASS	B⁺
3	18UCCA071	85	PASS	A⁺
4	18UCCA082	63	PASS	B⁺
5	18UCCA091	80	PASS	A⁺
6	18UCCA096	66	PASS	B⁺
7	18UCCA098	88	PASS	A⁺
8	18UCCA103	85	PASS	A⁺
9	18UCCA104	83	PASS	A⁺
10	18UCCA105	83	PASS	A⁺
11	18UCCA107	70	PASS	A
12	18UCCA108	98	PASS	A⁺⁺
13	18UCCA114	65	PASS	B⁺
14	18UCCA118	70	PASS	A
15	18UCCA124	80	PASS	A⁺
16	18UCCA125	80	PASS	A⁺
17	18UCCA130	75	PASS	A
18	19UCBI027	68	PASS	B⁺
19	19UCBI047	60	PASS	B⁺
20	19UCBI057	58	PASS	B
21	19UCCA008	60	PASS	B⁺
22	19UCCA034	78	PASS	A
23	19UCOM005	60	PASS	B⁺
24	19UCOM020	65	PASS	B⁺
25	19UCOM034	98	PASS	A⁺⁺

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL – MARK STATEMENT

S.NO.	REG.NO.	PRACTICAL - 1	RESULT	GRADE
26	19UCOM040	60	PASS	B+
27	19UCOM050	62	PASS	B+
28	19UCOM093	70	PASS	A
29	19UCOM098	80	PASS	A+
30	19UCOM105	76	PASS	A

90-100	A++ - Outstanding		60-69	B+ - Good
80-89	A+ - Excellent		50-59	B - Average
70-79	A - Very Good		40-49	C - Satisfactory

Course Coordinator

Head of the Department

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

Principal
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL – STUDENTS FEEDBACK

Name of the Student	
Register Number	
Department	
Year	

Parameters	Yes	No	
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant details have been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfills the industrial needs	Yes	No	

Student Signature

Dr. N. RAMAN
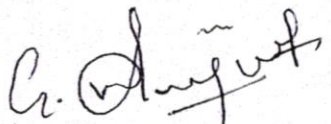PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL – STUDENTS FEEDBACK

Name of the Student	G. PRIYADHARSAN
Register Number	18 UCCA105
Department	II. B.COM (CA) - B
Year	2019 - 2020

Parameters	Yes	No	
The Course content was in line with my expectations	Yes ✓	No	
General content of the Course	Excellent ✓	Good	Average
The Course provided additional knowledge and skill	Yes ✓	No	
Well-designed Practical sessions	Yes ✓	No	
Schedule of the classes and other relevant details have been informed promptly	Yes ✓	No	
Course materials provided were useful	Yes ✓	No	
Provides scope for self-employment and fulfills the industrial needs	Yes ✓	No	

Student Signature

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

19VCCAE - ADVANCED EXCEL – STUDENTS FEEDBACK

Name of the Student	A. POTHI RAJA RAM
Register Number	19UCCA034
Department	I - B.Com(CA) - 'A'
Year	2019 - 2020

Parameters	Yes	No	
The Course content was in line with my expectations	Yes ✓	No	
General content of the Course	Excellent ✓	Good	Average
The Course provided additional knowledge and skill	Yes	No ✓	
Well-designed Practical sessions	Yes ✓	No	
Schedule of the classes and other relevant details have been informed promptly	Yes ✓	No	
Course materials provided were useful	Yes ✓	No	
Provides scope for self-employment and fulfills the industrial needs	Yes ✓	No	

Student Signature

Dr. N. RAMAN
PRINCIPAL.
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM ERODE - 638 107

KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)
Approved by UGC & AICTE, New Delhi & Re-accredited by NAAC
An ISO 9001:2015 Certified Institution
DBT STAR College Scheme
ERODE - 638 107

Since 1994

200667

KASC ACADEMY OF EXCELLENCE

⇜ Certificate ⇝

This Certificate is awarded to

PRAVEEN S

II B.COM (CA)

for the successful completion of the Certificate Course in

ADVANCED EXCEL

with A+ Grade conducted by the

Department of Commerce with Computer Applications

during the Academic Year 2019 -2020

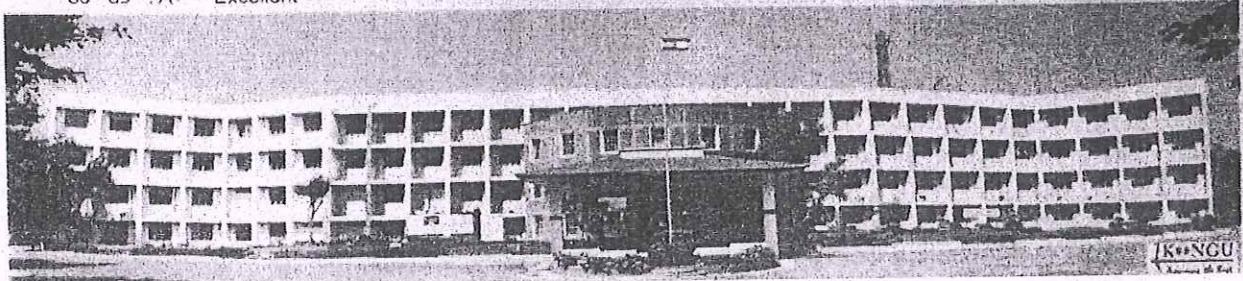| Course Coordinator	Convenor Academy of Excellence	Principal	Correspondent

90 - 100 : A++ - Outstanding	70 - 79 : A - Very Good	50 - 59 : B - Average
80 - 89 : A+ - Excellent	60 - 69 : B+ - Good	40 - 49 : C - Satisfactory

Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.