



GOVERNMENT COLLEGE KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA, 671123

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NAAC 3RD CYCLE ACCREDITATION

**Add on Course in MS Office
and
Data Entry in Arabic**



GOVERNMENT COLLEGE KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA 671123

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Applications invited

Add-on Course in MS Office and Data Entry in Arabic

Offered by:

PG Department of Arabic
Government College Kasaragod

Duration: 30 hours

Content : Word Processing & Presentation in Arabic

Admission limited to final year UG & PG students of the
Department of Arabic

Classes Start on : Wednesday, 01-08-2018




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KASARAGOD



ADD ON COURSE IN
MS OFFICE AND DATA ENTRY IN ARABIC
(2018-19)

PG Dept. of Arabic, Govt. College Kasaragod

Enrolment List

Sl.No.	Name	Class
1	AMINATH SHABANU T S	II year MA Arabic
2	AYISHATH SABIRA K K	II year MA Arabic
3	FASEELATH THABSHEERA A P	II year MA Arabic
4	FATHIMATH RAHEEBA FARVEEN	II year MA Arabic
5	JASEENA A M	II year MA Arabic
6	JASMIN A	II year MA Arabic
7	KHADEEJATH THABSHEERA C M	II year MA Arabic
8	MARIYAMBI B	II year MA Arabic
9	RAHMATH RIFVANA A A	II year MA Arabic
10	RUMANA C H	II year MA Arabic
11	SAFWANA N K	II year MA Arabic
12	SEMEENA T S	II year MA Arabic
13	SHANA NASREEN B A	II year MA Arabic
14	MURSHID K U	II year MA Arabic
15	AISHATH SHAHANA T	II year MA Arabic
16	ANNATHBI U S	III year BA Arabic
17	FATHIMATH ANSHEEDA K H	III year BA Arabic
18	FATHIMATH ARIFA K	III year BA Arabic
19	FATHIMATH ASNIFA U A	III year BA Arabic
20	FATHIMATH MAJIDA	III year BA Arabic
21	FATHIMATH SHABANA S M	III year BA Arabic
22	FATHIMATH SHAMEEMA YASMIN	III year BA Arabic
23	HAJIRA SANIMA C M	III year BA Arabic
24	KADEEJATH REYYANA K G	III year BA Arabic
25	KHADEEJATH SHAHINA C A	III year BA Arabic
26	MARIYAM RUSHAIDA SHIRIN A P	III year BA Arabic
27	MURSHEEDA P M	III year BA Arabic
28	NABEESATHUL MISSRIYA P M	III year BA Arabic
29	SULAIKATH IRFANA P A	III year BA Arabic
30	LUKMANUL HAKEEM K	III year BA Arabic



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**GOVERNMENT COLLEGE KASARAGOD
PG & RESEARCH DEPARTMENT OF ARABIC**

**Prospectus & Syllabus of
Add-on Course in Ms office & Data entry in Arabic**

Name of the course : Ms office & Data entry in Arabic

Objective of the Course : Learn the essential skills in MS Word, Excel and PowerPoint

Duration of the Course : 30 hours

The Add on Course in Ms office & Data entry in Arabic shall be provided to final year UG & PG students with the aim of preparing them to acquire skill in MS office. At the end of the course an examination will be conducted. Marks obtained by the candidate both in practical and written examinations will be considered for the final results. To pass the examination the candidate must secure at least 40% of the aggregate marks both in practical and written examinations. A certificate will be issued by the the Department to the candidate who has been declared successful at the examination.

Outline of Course

Module 1:

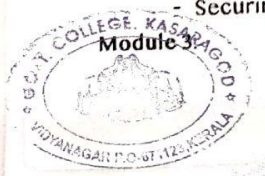
. Microsoft word

- English and Arabic typewriting
- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Understanding document properties
- Mail Merge

Module 2:

. Microsoft Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Formatting worksheets
- Securing & Protecting spreadsheets




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Microsoft Power Point

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Creating Professional Slide for Presentation.

Scheme of the Examination

Written Examination. : 25 Marks

Practical Examination : 25 Marks




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A Report on the

Add-on Course in MS Office and Data Entry in Arabic 2018-19

Department of Arabic conducted an Add-on Course in MS Office and Data Entry in Arabic in 2018-19 academic year.

Objectives of the course:

The objective of the course was to equip the students with the essential skills in word-processing, presentation and other tasks using the MS Word, MS Excel and PowerPoint.

A total number of 30 hours of classes were imparted as part of the course. Apart from the faculty members of the department, some external experts also took part as guest lecturers. A total number of 30 students benefited from the course.

Outcome:

A two hour long practical examination was conducted at the end of the course to evaluate the level of skills acquired by the participants from the course. From the analysis of the result, it was revealed that the program was successful in equipping the participants with the skills and talents envisaged from the course. All participants were able to complete the tasks given to them within the stipulated time.

Certificates were distributed to all those who successfully completed the course.




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**ADD ON COURSE IN
MS OFFICE AND DATA ENTRY IN ARABIC
(2018-19)**

PG Dept. of Arabic, Govt. College Kasaragod
Attendance Register

Sl. No.	Name	1/8/18	4/8/18	11/8/18	18/8/18	25/8/18	1/9/18	8/9/18	15/9/18	22/9/18	29/9/18	6/10/18	13/10/18	20/10/18	27/10/18	3/11/18	10/11/18	17/11/18	24/11/18	1/12/18	8/12/18	15/12/18	22/12/18	29/12/18	5/1/19	12/1/19	19/1/19	26/1/19	2/2/19	9/2/19	16/2/19	23/2/19	1/3/19	8/3/19	15/3/19	22/3/19	29/3/19	5/4/19	12/4/19	19/4/19	26/4/19	3/5/19	10/5/19	17/5/19	24/5/19	31/5/19	7/6/19	14/6/19	21/6/19	28/6/19	5/7/19	12/7/19	19/7/19	26/7/19	2/8/19	9/8/19	16/8/19	23/8/19	30/8/19	6/9/19	13/9/19	20/9/19	27/9/19	4/10/19	11/10/19	18/10/19	25/10/19	1/11/19	8/11/19	15/11/19	22/11/19	29/11/19	6/12/19	13/12/19	20/12/19	27/12/19	3/1/20	10/1/20	17/1/20	24/1/20	31/1/20	7/2/20	14/2/20	21/2/20	28/2/20	6/3/20	13/3/20	20/3/20	27/3/20	3/4/20	10/4/20	17/4/20	24/4/20	1/5/20	8/5/20	15/5/20	22/5/20	29/5/20	5/6/20	12/6/20	19/6/20	26/6/20	3/7/20	10/7/20	17/7/20	24/7/20	31/7/20	7/8/20	14/8/20	21/8/20	28/8/20	4/9/20	11/9/20	18/9/20	25/9/20	1/10/20	8/10/20	15/10/20	22/10/20	29/10/20	5/11/20	12/11/20	19/11/20	26/11/20	3/12/20	10/12/20	17/12/20	24/12/20	31/12/20	7/1/21	14/1/21	21/1/21	28/1/21	4/2/21	11/2/21	18/2/21	25/2/21	3/3/21	10/3/21	17/3/21	24/3/21	31/3/21	7/4/21	14/4/21	21/4/21	28/4/21	5/5/21	12/5/21	19/5/21	26/5/21	1/6/21	8/6/21	15/6/21	22/6/21	29/6/21	6/7/21	13/7/21	20/7/21	27/7/21	3/8/21	10/8/21	17/8/21	24/8/21	31/8/21	7/9/21	14/9/21	21/9/21	28/9/21	5/10/21	12/10/21	19/10/21	26/10/21	1/11/21	8/11/21	15/11/21	22/11/21	29/11/21	6/12/21	13/12/21	20/12/21	27/12/21	3/1/22	10/1/22	17/1/22	24/1/22	31/1/22	7/2/22	14/2/22	21/2/22	28/2/22	6/3/22	13/3/22	20/3/22	27/3/22	3/4/22	10/4/22	17/4/22	24/4/22	1/5/22	8/5/22	15/5/22	22/5/22	29/5/22	5/6/22	12/6/22	19/6/22	26/6/22	3/7/22	10/7/22	17/7/22	24/7/22	31/7/22	7/8/22	14/8/22	21/8/22	28/8/22	4/9/22	11/9/22	18/9/22	25/9/22	1/10/22	8/10/22	15/10/22	22/10/22	29/10/22	5/11/22	12/11/22	19/11/22	26/11/22	3/12/22	10/12/22	17/12/22	24/12/22	31/12/22	7/1/23	14/1/23	21/1/23	28/1/23	4/2/23	11/2/23	18/2/23	25/2/23	3/3/23	10/3/23	17/3/23	24/3/23	31/3/23	7/4/23	14/4/23	21/4/23	28/4/23	5/5/23	12/5/23	19/5/23	26/5/23	1/6/23	8/6/23	15/6/23	22/6/23	29/6/23	6/7/23	13/7/23	20/7/23	27/7/23	3/8/23	10/8/23	17/8/23	24/8/23	31/8/23	7/9/23	14/9/23	21/9/23	28/9/23	5/10/23	12/10/23	19/10/23	26/10/23	1/11/23	8/11/23	15/11/23	22/11/23	29/11/23	6/12/23	13/12/23	20/12/23	27/12/23	3/1/24	10/1/24	17/1/24	24/1/24	31/1/24	7/2/24	14/2/24	21/2/24	28/2/24	6/3/24	13/3/24	20/3/24	27/3/24	3/4/24	10/4/24	17/4/24	24/4/24	1/5/24	8/5/24	15/5/24	22/5/24	29/5/24	5/6/24	12/6/24	19/6/24	26/6/24	3/7/24	10/7/24	17/7/24	24/7/24	31/7/24	7/8/24	14/8/24	21/8/24	28/8/24	4/9/24	11/9/24	18/9/24	25/9/24	1/10/24	8/10/24	15/10/24	22/10/24	29/10/24	5/11/24	12/11/24	19/11/24	26/11/24	3/12/24	10/12/24	17/12/24	24/12/24	31/12/24	7/1/25	14/1/25	21/1/25	28/1/25	4/2/25	11/2/25	18/2/25	25/2/25	3/3/25	10/3/25	17/3/25	24/3/25	31/3/25	7/4/25	14/4/25	21/4/25	28/4/25	5/5/25	12/5/25	19/5/25	26/5/25	1/6/25	8/6/25	15/6/25	22/6/25	29/6/25	6/7/25	13/7/25	20/7/25	27/7/25	3/8/25	10/8/25	17/8/25	24/8/25	31/8/25	7/9/25	14/9/25	21/9/25	28/9/25	5/10/25	12/10/25	19/10/25	26/10/25	1/11/25	8/11/25	15/11/25	22/11/25	29/11/25	6/12/25	13/12/25	20/12/25	27/12/25	3/1/26	10/1/26	17/1/26	24/1/26	31/1/26	7/2/26	14/2/26	21/2/26	28/2/26	6/3/26	13/3/26	20/3/26	27/3/26	3/4/26	10/4/26	17/4/26	24/4/26	1/5/26	8/5/26	15/5/26	22/5/26	29/5/26	5/6/26	12/6/26	19/6/26	26/6/26	3/7/26	10/7/26	17/7/26	24/7/26	31/7/26	7/8/26	14/8/26	21/8/26	28/8/26	4/9/26	11/9/26	18/9/26	25/9/26	1/10/26	8/10/26	15/10/26	22/10/26	29/10/26	5/11/26	12/11/26	19/11/26	26/11/26	3/12/26	10/12/26	17/12/26	24/12/26	31/12/26	7/1/27	14/1/27	21/1/27	28/1/27	4/2/27	11/2/27	18/2/27	25/2/27	3/3/27	10/3/27	17/3/27	24/3/27	31/3/27	7/4/27	14/4/27	21/4/27	28/4/27	5/5/27	12/5/27	19/5/27	26/5/27	1/6/27	8/6/27	15/6/27	22/6/27	29/6/27	6/7/27	13/7/27	20/7/27	27/7/27	3/8/27	10/8/27	17/8/27	24/8/27	31/8/27	7/9/27	14/9/27	21/9/27	28/9/27	5/10/27	12/10/27	19/10/27	26/10/27	1/11/27	8/11/27	15/11/27	22/11/27	29/11/27	6/12/27	13/12/27	20/12/27	27/12/27	3/1/28	10/1/28	17/1/28	24/1/28	31/1/28	7/2/28	14/2/28	21/2/28	28/2/28	6/3/28	13/3/28	20/3/28	27/3/28	3/4/28	10/4/28	17/4/28	24/4/28	1/5/28	8/5/28	15/5/28	22/5/28	29/5/28	5/6/28	12/6/28	19/6/28	26/6/28	3/7/28	10/7/28	17/7/28	24/7/28	31/7/28	7/8/28	14/8/28	21/8/28	28/8/28	4/9/28	11/9/28	18/9/28	25/9/28	1/10/28	8/10/28	15/10/28	22/10/28	29/10/28	5/11/28	12/11/28	19/11/28	26/11/28	3/12/28	10/12/28	17/12/28	24/12/28	31/12/28	7/1/29	14/1/29	21/1/29	28/1/29	4/2/29	11/2/29	18/2/29	25/2/29	3/3/29	10/3/29	17/3/29	24/3/29	31/3/29	7/4/29	14/4/29	21/4/29	28/4/29	5/5/29	12/5/29	19/5/29	26/5/29	1/6/29	8/6/29	15/6/29	22/6/29	29/6/29	6/7/29	13/7/29	20/7/29	27/7/29	3/8/29	10/8/29	17/8/29	24/8/29	31/8/29	7/9/29	14/9/29	21/9/29	28/9/29	5/10/29	12/10/29	19/10/29	26/10/29	1/11/29	8/11/29	15/11/29	22/11/29	29/11/29	6/12/29	13/12/29	20/12/29	27/12/29	3/1/30	10/1/30	17/1/30	24/1/30	31/1/30	7/2/30	14/2/30	21/2/30	28/2/30	6/3/30	13/3/30	20/3/30	27/3/30	3/4/30	10/4/30	17/4/30	24/4/30	1/5/30	8/5/30	15/5/30	22/5/30	29/5/30	5/6/30	12/6/30	19/6/30	2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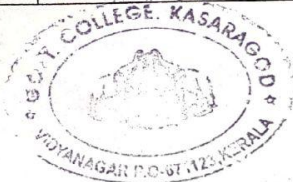


**ADD ON COURSE IN
MS OFFICE AND DATA ENTRY IN ARABIC
(2018-19)**

PG Dept. of Arabic, Govt. College Kasaragod

Attendance Register

Sl. No.	Name	11/21/18	13/01/18	13/05/18	13/09/18	13/09/18	13/09/18	23/01/18	23/01/18	23/01/18	23/01/18
1	AMINATH SHABANU T S	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
2	AYISHATH SABIRA K K	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr
3	FASEELATH THABSHEERA A P	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
4	FATHIMATH RAHEEBA FARVEEN	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
5	JASEENA A M	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
6	JASMIN A	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
7	KHADEEJATH THABSHEERA C M	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
8	MARIYAMBI B	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
9	RAHMATH RIFVANA A A	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
10	RUMANA C H	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
11	SAFWANA N K	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
12	SEMEENA T S	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
13	SHANA NASREEN B A	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
14	MURSHID K U	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
15	AISHATH SHAHANA T	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
16	ANNATHBI U S	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
17	FATHIMATH ANSHEEDA K H	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
18	FATHIMATH ARIFA K	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
19	FATHIMATH ASNIFA U A	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
20	FATHIMATH MAJIDA	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
21	FATHIMATH SHABANA S M	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
22	FATHIMATH SHAMEEMA YASMIN	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
23	HAJIRA SANIMA C M	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
24	KADEEJATH REYYANA K G	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
25	KHADEEJATH SHAHINA C A	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
26	MARIYAM RUSHAIDA SHIRIN A P	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
27	MURSHEEDA P M	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
28	NABEESATHUL MISSRIYA P M	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
29	SULAIKATH IRFANA P A	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd
30	LUKMANUL HAKEEM K	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd	Prd



Principal
Government College
Kasaragod



ADD ON COURSE IN
MS OFFICE AND DATA ENTRY IN ARABIC
(2018-19)
PG Dept. of Arabic, Govt. College Kasaragod
Attendance Register

Sl. No.	Name	05/07/18	07/07/18	09/07/18	11/07/18	13/07/18	15/07/18	17/07/18	19/07/18	21/07/18	23/07/18	25/07/18	27/07/18	29/07/18	31/07/18
1	AMINATH SHABANU T S	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
2	AYISHATH SABIRA K K	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
3	FASEELATH THABSHEERA A P	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
4	FATHIMATH RAHEEBA FARVEEN	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
5	JASEENA A M	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
6	JASMIN A	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
7	KHADEEJATH THABSHEERA C M	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
8	MARIYAMBI B	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
9	RAHMATH RIFVANA A A	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
10	RUMANA C H	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
11	SAFWANA N K	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
12	SEMEENA T S	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
13	SHANA NASREEN B A	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
14	MURSHID K U	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
15	AISHATH SHAHANA T	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
16	ANNATHIBI U S	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
17	FATHIMATH ANSHEEDA K H	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
18	FATHIMATH ARIFA K	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
19	FATHIMATH ASNIFA U A	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
20	FATHIMATH MAJIDA	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
21	FATHIMATH SHABANA S M	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
22	FATHIMATH SHAMEEMA YASMIN	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
23	HAJIRA SANIMA C M	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
24	KADEEJATH REYYANA K G	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
25	KHADEEJATH SHAHINA C A	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
26	MARIYAM RUSHAIDA SHIRIN A P	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
27	MURSHEEDA P M	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
28	NABEESATHUL MISSRIYA P M	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
29	SULAIKATH IRFANA P A	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att
30	LUKMANUL HAKEEM K	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att	Att



PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD

PG DEPARTMENT OF ARABIC
Government College Kasaragod
Vidyanagar PO, Kasaragod Dt, Kerala, PIN: 671123

CERTIFICATE

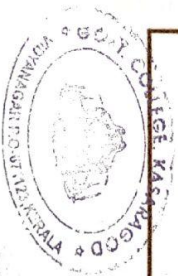
This is to certify that Mr./Mrs.
has successfully completed a 30-hour Add-on Course in MS Office and Data
Entry in Arabic , offered by the Department of Arabic, Govt College Kasaragod,
from.....to.....

Place :

Date :

Head of the
Department of Arabic

Coordinator



PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD



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