

**BASELIUS COLLEGE, KOTTAYAM**

**MICROSOFT OFFICE  
SPECIALIST  
(MX EXCEL)**

**SUPPORTING DOCUMENTS**

1. Brochure
2. Syllabus
3. Student List
4. Certificates
5. MoU

# **BASELIUS COLLEGE, KOTTAYAM**

## **DEPARTMENT OF COMMERCE**

Add on course offered:

**Microsoft office specialist**

**(MX Excel)**

**2017-18**

Contact:

Ph: 9995107330

email: [baseliuscommerce@gmail.com](mailto:baseliuscommerce@gmail.com)



Note: Admission opened only to Baselius College students

Post Graduate Department of Commerce

Baselius College, Kottayam

Microsoft Online Examination for Excel

List of Students

1. Melvin George
2. Melvin Mathew
3. Shyam Jose
4. Aileen Susam Joseph
5. Amalu Das
6. Neenu Abraham
7. Athira Kunjumon
8. Irene Susan Mathew
9. Pooja P Viju
10. Neethu Anna Chacko
11. Raveena S D
12. Divya T B



*Baselius*  
10.1.2018

# Microsoft Office Specialist

MELVIN GEORGE KURISHUMMOOTTIL

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: January 15, 2018  
verfiy.certipoint.com 9Qd8-sFwd



Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Microsoft Office Specialist

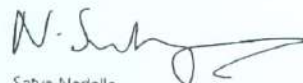
MELVIN MATHEWS

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: January 15, 2018  
verify.certipoint.com wduDG-HauN



Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Microsoft Office Specialist

SHYAM JOSE

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: January 15, 2018  
verify.certipoint.com 9QdP-sFwd



Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Microsoft Office Specialist

AILEEN SUSAN JOSEPH

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: January 15, 2018  
verify.certipoint.com EMOX-DTpK

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Microsoft Office Specialist

AMALU DAS

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: January 15, 2018  
verify.certipoint.com wduDD-HauN

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



# Microsoft Office Specialist

NEENU ABRAHAM

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: January 15, 2018  
verify.certipoint.com EMO4-DTpK



Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Microsoft Office Specialist

**ATHIRA KUNJUMON**

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

**Office Excel® 2013**

Office Excel® 2013

Date of achievement: January 15, 2018  
verify.certipoint.com wuwAF-45H4

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Microsoft Office Specialist

**IRIEN SUSAN MATHEW**

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

**Office Excel® 2013**

Office Excel® 2013

Date of achievement: January 22, 2018  
verify.certipoint.com Gmrv-4TYS



Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Microsoft Office Specialist

POOJA P VIJU

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: January 22, 2018  
verify.certipoint.com wukUF-45H4



Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Microsoft Office Specialist

NEETHU ANNA CHACKO

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: January 22, 2018  
verify.certipoint.com 9GEo-sFwd

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Microsoft Office Specialist

RAVEENA S D

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: January 22, 2018  
verify.certipoint.com 9GEK-sFwd



Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Microsoft Office Specialist

DIVYA T B

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office Excel® 2013

Office Excel® 2013

Date of achievement: January 22, 2018  
verify.certipoint.com wukU4-45H4

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist



കേരളം കേരल KERALA

BS 962120

**THIS AGREEMENT IS MADE ON THE 10<sup>th</sup> Day of January 2018 BETWEEN** BASELIUS College, having its office at Kottayam, represented by its Principal, Dr.Jancey Thomas, herein after called the First Party (which expression shall include their successors, assigns and administrators) OF THE ONE PART

AND

M/s ENBRIDG Institute of Management & Technology, Kottayam, a Partnership Firm with its office at 2<sup>nd</sup> Floor, Matteethra Arcade, Baker Jn. Kottayam -1, represented by its Finance Manager, Miss. RohiniUnnikrishnan (hereinafter referred to as the 'Second Party') OF THE OTHER PART

Where as the Second Party has approached the First Party and submitted a proposal for conducting online Exam & Certification of Microsoft office Specialist for the students at Baselius College Kottayam, and the First Party has accordingly accepted the proposal submitted by the Second Party based on which both the parties hereby agreed to conduct the above said programs under the terms and conditions laid down in this agreement.

Whereas the First Party and the Second Party consider it necessary, and in the best interest of the parties to reduce such terms and conditions to writing on a stamped paper.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS: -

1. Both the Parties agreed that the **Exam & Certification Fee** for the students in the college shall be at a concessional rate of Rs.2000/- (Two Thousand Only) for Microsoft Office Specialist Online Exam & Certification.

*[Signature]*

*[Signature]*

*[Signature]*

Page 1 of 2

SUNIL ABRAHAM  
Lic. No. C1, 7013/91  
Stamp Vendor  
Nagampadom, Kottayam




17348 ENBRIDG Institute of  
Management & Technology  
09-01-18 Baker Junction  
Kottayam



2. The venue will be second party's spaces.
3. The fees would be made to the Second Party in two installments of which the first installment shall be 50% of the actual cost and that shall be paid before conducting the warm up classes and the remaining 50% shall be paid after the exam completion.
4. The exams are scheduled to be conducted on 13<sup>th</sup> January 2018.
5. The responsibility, of collection of fees from the students shall be with the First Party and handing over the same to the second party, within the agreed time frame.
6. The first party will be liable to pay the fees for the total number of students whose details are placed in the Appendix to this Annexure, irrespective of whether they attend the Exam or not.
7. Under any circumstances, if an Exam cannot be conducted on a given day, the same will be informed by the first party to the second party at least two days in advance and vice versa, and in such an event, this has to be compensated by giving extra time on another day.
8. The certificate of the successfully completed students will be provided as per the given schedule :-
  - a) Soft copies within 7 days of exam
  - b) Printed Certificates within 60 days of exam

IN WITNESS WHERE OF the parties above mentioned hereby sign this agreement in duplicate the day and the year first above written in the presence of the following witnesses.

First Party:  
Name & Signature:

  
Principal In-Charge  
Baselius College  
Kottayam

Second Party: ENBRIDG

Name & Signature:

  
ROHINI UNNIKRISHNAN  


Two Witnesses:

ANANTHA KRISHNAN THANKAL.C  
CARICKAL, EREZHA SOOTH  
CHETTIKULANGARA.P.O

