



Hyderabad Karnataka Education Society's
SMT. VEERAMMA GANGASIRI COLLEGE FOR WOMEN
(Affiliated to Karnataka State Akkamahadevi Women's University, Vijayapura)
KALABURAGI-585102 – Karnataka – INDIA



DEPARTMENT OF COMMERCE & MANAGEMENT

CERTIFICATE COURSE

IN

IT ESSENTIALS

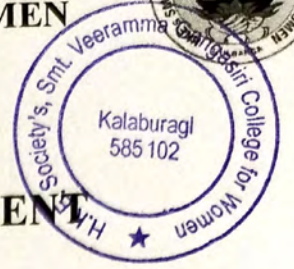
2021-22



Hyderabad Karnataka Education Society's
SMT. VEERAMMA GANGASIRI COLLEGE FOR WOMEN

(Affiliated to Karnataka State Akkamahadevi Women's University, Vijayapura)

KALABURAGI-585102 – Karnataka – INDIA



DEPARTMENT OF COMMERCE & MANAGEMENT

CERTIFICATE COURSE IN IT ESSENTIALS 2021-22

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S. G. Gounbali

IOAC Coordinator
Smt. Veeramma Gangasiri
College for Women
Kalaburagi - 585102

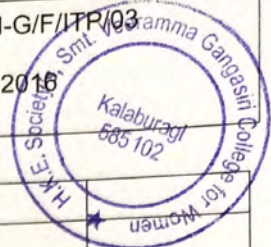
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PRINCIPAL
Smt. Veeramma Gangasiri
College for Women
Kalaburagi - 585102



QUALITY SYSTEM PROCEDURE

TITLE : Lesson plan

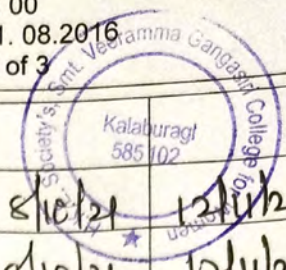
RE.NO: KGTTI-G/F/ITP/03
REV.NO : 00
DATE: 01.08.2016
Page : 1 of 3



Course	IT-ESSENTIAL	Duration	90 hrs.		
Subject	IT-ESSENTIAL	Per Day	2 hrs.		
DAY	TOPIC			Planned Date	Completed Date
1.	INTRO & ADMINISTRIVIA Chap 1 - Introduction to Personal Computer			8/10/2021	12/11/2021
2.	INTRO & ADMINISTRIVIA Chap 1 - Introduction to Personal Computer			8/10/2021	12/11/2021
3.	EXAM			8/10/21	12/11/21
4.	Chap 2 - Safe Lab Procedures			8/10/21	12/11/21
5.	Disk Utilities, Safety Guidelines			8/10/21	12/11/21
6.	EXAM			8/10/21	12/11/21
7.	Chap 3 -Assembling & Disassembly			8/10/21	12/11/21
8.	Installing the all computer parts			8/10/21	12/11/21
9.	Chap 3 -Assembling & Disassembly Installing the all computer parts			8/10/21	12/11/21
10.	EXAM			8/10/21	12/11/21
11.	Chap 4 - Preventive Maintainance			8/10/21	12/11/21
12.	Chap 5 - Operating Systems Installing Operating systems			8/10/21	12/11/21
13.	Chap 5 - Operating Systems Installing Operating systems			8/10/21	12/11/21
14.	Application installation			8/10/21	12/11/21
15.	Backup & Restore			8/10/21	12/11/21
16.	EXAM			8/10/21	12/11/21
17.	Chap 6- Fundamentals Of laptop & portable Devices Assembly of Laptop			8/10/21	12/11/21

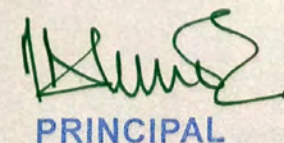
S.G. Gounhalli
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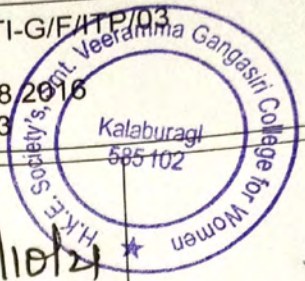


	Assembly of Laptop		
18.	Assembly of Laptop	8/10/21	12/11/21
19.	EXAM	8/10/21	12/11/21
20.	Chap 7 - Fundamentals of Printers & scanners Installing the Printers	8/10/21	12/11/21
21.	Chap 7 - Fundamentals of Printers & scanners Installing the Printers	8/10/21	12/11/21
22.	EXAM	8/10/21	12/11/21
23.	Chap 8 - Fundamentals of Network Types of Network, Cables, Connectors, IP Address	8/10/21	12/11/21
24.	EXAM	8/10/21	12/11/21
25.	Chap 8 - Fundamentals of Network Types of Network, Cables, Connectors, IP Address	8/10/21	12/11/21
26.	Remote Desktop Connection	8/10/21	12/11/21
27.	Remote Desktop Connection	8/10/21	12/11/21
28.	Windows remote Assistance	8/10/21	12/11/21
29.	EXAM	8/10/21	12/11/21
30.	Chap 9 - Fundamentals of Security Installing Antivirus Software	8/10/21	12/11/21
31.	Chap 9 - Fundamentals of Security Installing Antivirus Software	8/10/21	12/11/21
32.	EXAM	8/10/21	12/11/21
33.	Chap 10 - Communication Skills	8/10/21	12/11/21
34.	Chap 10 - Communication Skills	8/10/21	12/11/21
35.	EXAM	8/10/21	12/11/21

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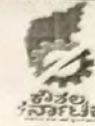
36.	Chap 11 - The IT Professional The IT Professional	8/10/21	
37.	Chap 11 - The IT Professional The IT Professional	8/10/21	12/11/21
38.	EXAM	8/10/21	12/11/21
39.	Chap 12 - Advanced Troubleshooting Troubleshooting	8/10/21	12/11/21
40.	Chap 12 - Advanced Troubleshooting EXAM	8/10/21	12/11/21
41.	Chap13 -Mobile devices Laptop & mobile Devices	8/10/21	12/11/21
42.	EXAM	8/10/21	12/11/21
43.	Chap14 -Security	8/10/21	12/11/21
44.	EXAM		
45.	EXAM and Closing day		

S.G. Gounhali
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[Signature]
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 KALABURAGI - 585 102.



KARNATAKA GERMAN TECHNICAL TRAINING INSTITUTE (KALABURAGI)
TITLE: "BATCH START INTIMATION"



REF. NO.: KGTI/GT/2018/SMKKY/01
 REV. NO.: 0
 DATE: 02.07.2018
 Page: 1 of 1
 Kalaburagi
 585 102
 H.K.E. Society's Smt. Veeramma Gangasiri College for Women
 MD. HUSSAIN
 12-11-2021

CHEM	KGMSDCMKKY	COURSE NAME	COMPUTER Essentials		TIMINGS				
DATE OF COMMENCEMENT		BATCH CODE	08.10.2021		10:00 AM	2:00 PM	DATE OF END		
SL No	REGISTER NO.	STUDENT NAME	AADHAR CARD NO.	QUALIFICATION	CONTACT NUMBER	GENDER	CATEGORY	STUDENT SIGNATURE	
1	405 SAF 176731	VIJAYLAXMI	619882345250	PUC	8431454930	F	OBC	Vijaylaxmi	
2	405 SAF 176709	SUPRIYA	933919466993	SSC	7619529002	F	OBC	Supriya	
3	410 SAF 176703	VIDYA	569264424985	PUC	9886554886	F	OBC	Vidya	
4	409 SAF 176686	GOURI M DEVARMANI	806354759903	PUC	7353350531	F	OBC	Gouri M.D.	
5	414 SAF 176660	ISHWARI	617696980597	SSC	9448922800	F	OBC	Ishwari	
6	412 SAF 176650	BHAGYAVANTI	783262701130	SSC	7760805923	F	OBC	Bhagyavanti	
7	406 SAF 176643	UMRA NAUREEN	985855527081	PUC	9535082683	F	Minority	Umra Naureen	
8	401 SAF 176570	MIZBA KHUTEJA	355773668278	PUC	9886663104	F	Minority	Mizba Khuteja	
9	402 SAF 176737	BENAZIR PATEL	840733084790	PUC	8431882916	F	Minority	Benazir Patel	

FRONT OFFICE

S.G. Gounhali
IQAC Coordinator
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 KALABURAGI - 585 102.

MANAGER/DIRECTOR

KGTTI-Kalaburagi
Monthly Basic Attendance Report
01-Nov-2021 To 17-Nov-2021



Department		KK_IH02_45																	P A L H HP W W							
No	Code	Student Name	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov	07-Nov	08-Nov	09-Nov	10-Nov	11-Nov	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov							
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed							
1	401	Mizba Kuteja	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	1	0	0	0	3	0
2	402	Benazir Patel	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
3	405	Vijaylaxmi	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
4	410	Vidya	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
5	412	Bhagyavanti	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
6	414	Ishwari	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
7	415	Supriya	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
8	406	Umra Naureen	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
9	409	Gouri m devarmani	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0



S.G. Gounbali
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Smt. Veeramma Gangasiri
College for Women
Kalaburagi - 585 102

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KALABURAGI - 585 102.

KGTTI-Kalaburagi
 Monthly Basic Attendance Report
 08-Oct-2021 To 31-Oct-2021



Department		KK-IH02-45																															
No	Code	Student Name	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct	30-Oct	31-Oct	P	A	L	H	H	W	W
			Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun							
1	401	Mizba Kuteja	P	P	WO	P	P	HO	HO	HO	HO	WO	P	P	HO	P	P	A	WO	P	P	P	A	P	P	WO	12	3	0	5	0	4	0
2	402	Benazir Patel	P	P	WO	P	P	HO	HO	HO	HO	WO	P	P	HO	P	P	A	WO	A	P	P	P	P	P	WO	12	3	0	5	0	4	0
3	405	Vijaylaxmi	P	P	WO	P	P	HO	HO	HO	HO	WO	P	P	HO	P	P	A	WO	P	P	P	P	P	P	WO	13	2	0	5	0	4	0
4	406	Umra Naureen	P	P	WO	P	P	HO	HO	HO	HO	WO	P	P	HO	P	A	A	WO	P	P	P	P	P	P	WO	10	8	0	0	0	3	0
5	409	Gouri M Devarmani	P	P	WO	P	P	HO	HO	HO	HO	WO	A	P	HO	P	P	P	WO	P	P	P	P	P	P	WO	9	7	0	0	0	3	0
6	410	Vidya	P	P	WO	P	P	HO	HO	HO	HO	WO	P	A	HO	P	P	A	WO	P	P	P	P	P	P	WO	12	3	0	5	0	4	0
7	412	Bhagyavanti	P	P	WO	P	P	HO	HO	HO	HO	WO	A	A	HO	A	P	A	WO	P	P	P	A	P	P	WO	9	6	0	5	0	4	0
8	414	Ishwari	P	P	WO	A	P	HO	HO	HO	HO	WO	A	A	HO	A	A	A	WO	A	P	P	P	P	P	WO	8	7	0	5	0	4	0
9	415	Supriya	P	P	WO	P	P	HO	HO	HO	HO	WO	A	P	HO	P	P	A	WO	A	P	A	P	P	P	WO	10	5	0	5	0	4	0



S.G. Gounbali
 IQAC Coordinator
 Smt. Veeramma Gangasiri
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 Kalaburagi - 585 102

[Signature]
 PRINCIPAL
 Smt. Veeramma Gangasiri College for Women
 KALABURAGI - 585 102.



QUALITY SYSTEM PROCEDURE

TITLE: LIST OF STUDENETS ADMITED

RE.NO : KGTTI-G/F/ITP/01

REV.NO : 00

DATE : 01.06.2013

Page : 1 of 1



KGMSDC_IH02_68

FACULTY	MD NIYAJUDDIN	LAB	IT LAB 03
TIMINGS	10:00 TO 02:00	COURSE	IH02
PLANNED TO COMPLETE ON : 12-11-21			

LIST OF STUDENTS

SL. NO	NAME	FATHER NAME	GENDER	CATEGORY	Fee Receipt No	Ist Installment Due Date	IInd Installment Due Date.	IIIrd Installment Due Date 20% ON After Placement
1 403	VANITA DANDOTI	SURVASHAKANAPPA DANDOTI	F	SC		5,000		
2 404	HEERA BAI	SHEKHAR	F	SC		5,000		
3 407	MEGHANA	PARASHURAM	F	SC		5,000		
4 408	NIKITA	SURYAKANT RATHOD	F	SC		5,000		
5 413	PREETI	BABURAO	F	SC		5,000		
6 417	SHEETAL	RAMESH PAWAR	F	SC		5,000		
7 411	VIDYA	BHEEMARAO S DODDAMANI	F	SC		5,000		
						35,000	-	-

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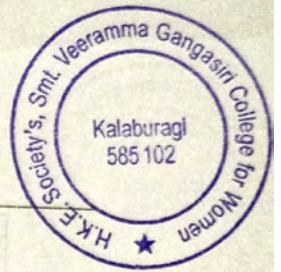
S.G. Gounbali

IQAC Coordinator
Smt. Veeramma Gangasiri
College for Women
Kalaburagi - 585 102

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Smt. Veeramma Gangasiri College for Women
KALABURAGI - 585 102.

KGTTI-Kalaburagi
 Monthly Basic Attendance Report
 01-Nov-2021 To 17-Nov-2021



Department KGMSDC-IH02-68			01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov	07-Nov	08-Nov	09-Nov	10-Nov	11-Nov	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	P	A	L	H	H	W	W
No	Code	Student Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed							
1	403	Vanita Dandoti	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P							
2	407	Meghna	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	1	0	0	0	3	0
3	408	Nikita	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
4	411	Vidya	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
5	413	Preeti	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
6	417	Sheetal	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
7	404	Heera Bai	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	14	0	0	0	0	3	0
																				14	0	0	0	0	3	0

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KGTTI-Kalaburagi
Monthly Basic Attendance Report
 08-Oct-2021 To 31-Oct-2021

Generated On: 17-Nov-2021 12:22 PM

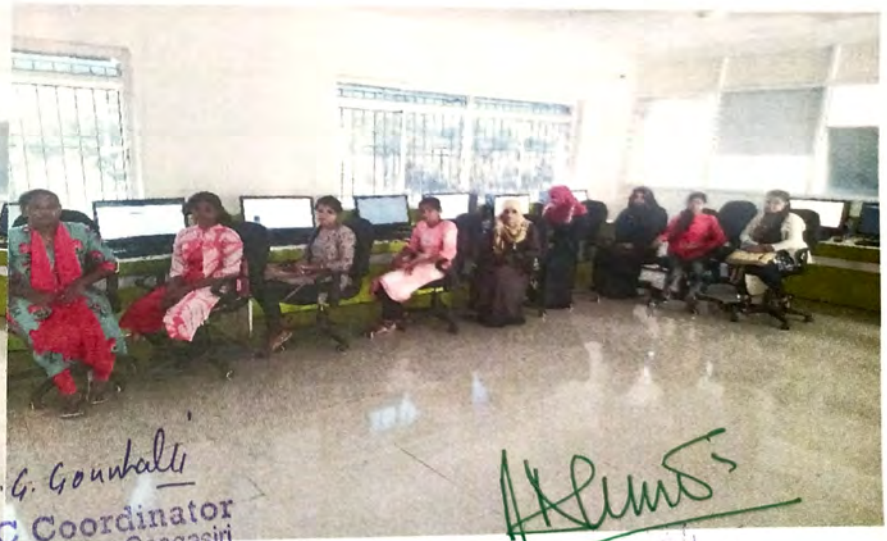


Department		KGMSDC-IH02-68																				P	A	L	H	HP	WO	WOP					
No	Code	Student Name	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct	30-Oct	31-Oct							
			Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun							
1	403	Vanita Dandoti	P	P	WO	P	P	HO	HO	HO	HO	WO	P	P	HO	P	P	A	WO	P	P	P	A	P	P	WO	13	2	0	5	0	4	0
2	407	Meghna	P	P	WO	P	P	HO	HO	HO	HO	WO	P	P	HO	P	P	A	WO	P	P	P	P	A	A	WO	12	3	0	5	0	4	0
3	408	Nikita	P	P	WO	P	P	HO	HO	HO	HO	WO	P	P	HO	A	P	A	WO	P	P	P	P	P	A	WO	12	3	0	5	0	4	0
4	411	Vidya	P	P	WO	P	P	HO	HO	HO	HO	WO	P	P	HO	P	P	A	WO	P	P	P	P	P	P	WO	14	1	0	5	0	4	0
5	413	Preeti	P	P	WO	P	P	HO	HO	HO	HO	WO	A	P	HO	A	P	A	WO	P	P	P	A	P	A	WO	10	5	0	5	0	4	0
6	417	Sheetal	P	P	WO	P	P	HO	HO	HO	HO	WO	A	P	HO	A	A	A	WO	P	P	P	P	P	P	WO	10	5	0	5	0	4	0
7	404	Heera Bai	P	P	WO	P	P	HO	HO	HO	HO	WO	A	P	HO	A	A	A	WO	P	P	P	P	P	P	WO	10	5	0	5	0	4	0



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Kalaburagi - 585 102



KARNATAKA GERMAN TECHNICAL TRAINING INSTITUTE-KALABURAGI



CERTIFICATE

Sl. No : **26479**

This is to certify that

VIJAYLAXMI

has successfully completed a training programme under CMKKY in



CISCO – IT Essentials: PC Hardware & Software

He / She exhibited the following skills and competencies :

- Describe the components of a personal computer.
- Protect themselves, equipment and the environment from accidents, damage, and contamination.
- Perform a step-by-step assembly of a desktop computer.
- Install and navigate an Operating System.
- Upgrade or replace components of a laptop, printer or scanner based on customer needs.
- Configure computers to attach to an existing network.
- Perform preventive maintenance and basic troubleshooting

Course Duration:

08-10-21 To 12-11-21

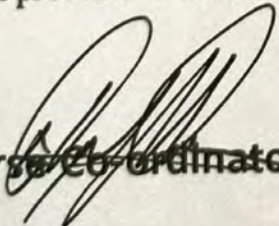
SAF1176731

Batch Code:

KK-IH02-45

Certificate No:

IH02/12/21/45/10472


Course Co-ordinator


Director

Project Promoted by

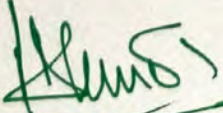
Technical Consultancy by



GOVERNMENT OF KARNATAKA

giz International Services

S.G. Gounbali
IOFC Coordinator


PRINCIPAL

Near Chandrashekar Patil Stadium
Behind Judicial Quarters, Rajapur Rd
Kalaburagi - 585103
Phone: 08472-252111
Web: www.kgtti.com/gulbarga