

**DEPARTMENT OF
COMPUTER SCIENCE**

ADD-ON COURSE

IN

**“BASICS OF COMPUTER &
COMPUTER APPLICATIONS”**

2020-2021



H.K.E. SOCIETY'S
SMT. VEERAMMA GANGASIRI DEGREE COLLEGE
FOR WOMEN, GULBARGA - 585 102
NAAC- ACCREDITED "A" GRADE (3rd Cycle)
Affiliated to Akkamahadevi Women's University, Vijayapura
Department Of Computer Science

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S. G. Gounhalli
IOAC Coordinator
Smt. Veeramma Gangasiri
College for Women
Kalaburagi - 585 102

Princip
Dept. of Computer Science
Smt. V. G. Women's College
GULBARGA

Principal
PRINCIPAL
Smt. Veeramma Gangasiri
College for Women
Kalaburagi - 585 102



Date: 12/02/2021

To,

The Principal,
Smt. V G Women's Degree College,
Kalaburagi,

**Sub: Request to conduct Add-On Course in
"Basics of Computer and Computer Applications"**

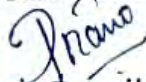
Respected Sir,

As the HOD of Department of Computer Science, I would like to request for your permission and support to conduct an Add-On Course in "**Basics of Computer and Computer Applications**" for B.Sc/B.A/BBA/B.Com III Sem Students from 19th Feb 2021 to 12th March, 2021. The Syllabus was framed for 40 hours (20hr theory + 20hr Practical).

Please find attached timetable and syllabus for the Add-On course and is duly signed by BOS members.

Thanking You Sir,

Yours faithfully,


Smt. Premila S. Toran
HOD
Dept. of Computer Science
Smt. V.G. Womens College
Dept. of Computer Science

Permitted to conduct ADD-ON COURSE in "Basics of
Computers and Computer Applications"

S.G. Gounhall
IQAC Co-ordinator
Smt. V.G. Women's Degree College
KALABURAGI


12.2.2021
PRINCIPAL
Smt. V.G. Degree College for Women
KALABURAGI



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Department of Computer Science



To,
Asma Nikhat

Date: 10/02/2021

Asst. Prof.
Department of Computer Science,
Govt. College (Autonomous)
Kalaburagi.

**Sub: Request to act as a Member, Board of Studies, for Add-On
Course in "Basics of Computer & Computer Applications".**

Respected Madam,

With respect to the above cited subject we the Staff members of
Computer Science Department, request you to act as a Member, Board of
Studies for Add-On Course in "**Basics of Computer and Computer
Applications**". For this I request you to accept and join the meeting to give
your valuable suggestions.

Kindly do the needful.

With warm regards,

Yours sincerely,

Premila
Course Coordinator

Smt. Premila S. Toran

HOD, Dept. of Computer Science

S.G. Gombali

IQAC Co-ordinator

Smt. V.G. Women's Degree College
KALABURAGI

[Signature]

PRINCIPAL

Smt. V.G. Degree College for Women,
KALABURAGI.



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Department of Computer Science

To,
Asma Nikhat
Asst. Prof.
Department of Computer Science,
Govt. College (Autonomous)
Kalaburagi.

Date: 10/02/2021

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Respected Madam,

With respect to the above cited subject we the Staff members of Computer Science Department, request you to act as a Member, Board of Studies for Add-On Course in "**Basics of Computer and Computer Applications**". For this I request you to accept and join the meeting to give your valuable suggestions.

Kindly do the needful.

With warm regards,

Yours sincerely,

Course Coordinator
Smt. Premila S. Toran
HOD, Dept. of Computer Science

Accepted to be a
Member of BOS.
12/2/2021.

S.G. Gomballi
IQAC Co-ordinator
Smt. V.G. Women's Degree College
KALABURAGI.

PRINCIPAL
Smt. V.G. Degree College for Women,
KALABURAGI.



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Vijayapura



ADD-ON COURSE
IN
"BASICS OF COMPUTER AND COMPUTER APPLICATIONS"

ORGANISED BY DEPARTMENT OF COMPUTER SCIENCE

From 19th Feb 2021 to 12th March, 2021

INAUGURATION

On 19th Feb 2021

Chief Guest

Dr. Ramesh Patil

Principal, GET'S Degree College, Kalaburagi

Presided by

Dr. Rajendra Konda

Principal

Special Invitees

Dr. Shivraj Gounalli

IQAC Coordinator

Dr. Farzana Zabeen

NAAC Coordinator

Time: 1.30 PM

Venue: Auditorium Hall

YOU ARE CORDIALLY INVITED

Organizers

Smt. Sapna Sherikar..

Smt. Smita Patil,

Smt. Shweta Kote

IQAC Co-ordinator

Smt. V.G. Women's Degree College,
KALABURAGI

Course Coordinator

Smt. Premila S Toran

Principal

Smt. V.G. Degree College for Women,
KALABURAGI

ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಶ್ರೀಮತಿ ವೀರಮ್ಮ ಗಂಗಾಸಿರಿ ಪದವಿ ಮಹಿಳಾ
ಮಹಾವಿದ್ಯಾಲಯ ಹಾಗೂ ಸ್ನಾತಕೋತ್ತರ ಕೇಂದ್ರ
ಕಲಬುರಗಿ - 585 102 ಕರ್ನಾಟಕ



Hyderabad Karnataka Education Society's
Smt. Veeramma Gangasiri
Degree College & P.G. Centre for Women
Kalaburagi - 585 102

Affiliated to Karnataka State Akkamahadevi Women's University, Vijayapura - NAAC Accredited 'A' Grade (3rd Cycle)
UGC 2(f) & 12(B) - E-mail : hkesvgwgc1965@rediffmail.com - website : www.vgcollege.in ☎ : 08472 - 220374

Ref. No. HKES/SVGWCK/



Date : 16/02/2021

To,

Dr. Ramesh Patil,
Principal,
GET'S Degree College, Kalaburagi

Respected Sir,

**Sub: Request to be a Chief Guest for the Inauguration of
Add-On Course by Dept. of Computer Science reg...**

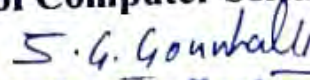
With reference to the above cited subject, I request your kind self to be Chief Guest of the Inaugural function of Add-On Course in "Basics of Computer and Computer Applications" on 19th Feb 2021 at 1.30 PM for B.Sc/BA/BBA/B.Com III Sem Students organized by the Department of Computer Science.


Your acceptance & gracious presence is awaited.

Thanking You,


Course Coordinator,

Smt. Premila S. Toran
Dept. of Computer Science


IQAC Co-ordinator
Smt. V.G. Women's Degree College,
KALABURAGI


PRINCIPAL
Smt. V.G. Degree College for Women
KALABURAGI

ಹೈದರಾಬಾದ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯು

ಶ್ರೀಮತಿ ವೀರಮ್ಮ ಗಂಗಸಿರಿ ಮಹಿಳಾ ಪದವಿ ಮಹಾವಿದ್ಯಾಲಯ

ಕಲಬುರ್ಗಿ - ೫೮೫ ೧೦೨. ಕರ್ನಾಟಕ

Hyderabad Karnataka Education Society's

Smt. Veeramma Gangasiri Degree College for Women,

GULBARGA - 585 102 - Karnataka

NAAC ACCREDITED "A" GRADE

e-mail hkesvgwgcg1965@rediffmail.com - website : www.vgcollege.org

Affiliated to Karnataka State Women University, Bijapur : (O) 220374. Fax : (08472) 220374.

Ref. No : HKES/SVGWCG/



Date : 17/02/2021

To,

Dr. Ramesh Patil,
Principal,

GET'S Degree College, Kalaburagi


Respected Sir,

Sub: Request to be a Chief Guest for the Inauguration of Add-On Course by Dept. of Computer Science reg...

With reference to the above cited subject, I request your kind self to be Chief Guest of the Inaugural function of Add-On Course in "Basics of Computer and Computer Applications" on 19th Feb 2021 at 1.30 PM for B.Sc/BA/BBA/B.Com III Sem Students organized by the Department of Computer Science.

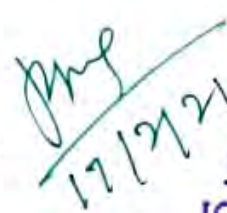
Your acceptance & gracious presence is awaited.

Thanking You,


Course Coordinator,

Smt. Premila S. Toran
Dept. of Computer Science


PRINCIPAL


17/2/21
S.G. Gounhalli
IQAC Co-ordinator
Smt. V.G. Women's Degree College
KALABURAGI



H.K.E. SOCIETY'S
SMT. VEERAMMA GANGASIRI DEGREE COLLEGE AND
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NAAC- ACCREDITED "A" GRADE (3rd Cycle)
Affiliated to Karnataka State Akkamahadevi Women's
University, Vijayapura

DEPARTMENT OF COMPUTER SCIENCE

Date: 10/02/2021

Time: 1:30 to 2:30 PM

Place: Computer Lab



Attendees: Smt. Premila Toran, Smt. Sapna Sherikar, Miss. Smita Patil, Smt. Shweta Kote

Minutes of Meeting

1. Decision was taken to start Add-On Course on course in "Basics of Computer and Computer Applications" for all III semester students.

Action: Smt Premila Toran to get permission from the principal.

2. Board of Studies: Member selection was completed by selecting Smt. Premila Toran as a chairman, Smt. Asma Nikhat Asst Prof Govt.College(A), Kalaburagi, Smt. Sapna Sherikar, Miss. Smita Patil, Smt. Shweta Kote. Smt.V.G Degree College for Women, Kalaburagi as members. Temporary Syllabus was framed by the staff

- Action: i. Selected members to be notified.
ii. Staff was asked to frame the syllabus

1. Smt. Premila Toran

2. Smt. Sapna Sherikar

3. Miss. Smita Patil

4. Smt. Shweta Kote

Premila Toran
Sapna Sherikar
Smita Patil
Shweta Kote

S.G. Gounbali
IQAC Co-ordinator
Smt. V.G. Woman's Degree College
KALABURAGI

Premila Toran
Dept. of Computer Science
Smt. V. G. Womens College,
GULBARGA

Asma Nikhat
PRINCIPAL
Smt. V.G. Degree College for Women,
KALABURAGI



H.K.E. SOCIETY'S
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 University, Vijayapura

DEPARTMENT OF COMPUTER SCIENCE

Date: 12 /02/2021

Time: 1:30 to 2:00 PM

Place: Computer Lab

Attendees: Smt. Premila Toran, Asma Nikhat, Smt. Sapna Sherikar, Miss. Smita Patil,
 Smt. Shweta Kote

Minutes of Meeting

1. Acceptance letter was received from the external BOS member.
2. Syllabus was finalized to be of a total of 40 hours with 20 hours theory and 20 hours practical with the approval of BOS Chairman and Members
 Action: None.
3. Add-On Course Fee amount was decided, student notification poster for display on notice board was created.
 Action: Smt. Sapna Sherikar was prepared the notice.
4. Course Inauguration function Date, Time & Chief Guest was finalised
 Action: Date- 19/2/2021, Time-1.30 PM & Chief Guest : Dr. Ramesh Patil, Principal GET'S Degree College, Kalaburagi

1. Smt. Premila Toran

Premila

2. Asma Nikhat

3. Smt. Sapna Sherikar

Sapna

4. Miss. Smita Patil

Smita

5. Smt. Shweta Kote

Shweta

Smt. V.G. Women's Degree College
 IQAC Co-ordinator
 Smt. V.G. Women's Degree College
 - KALABURAGI

Premila
 Dept. of Computer Science
 Smt. V. G. Womens College
 GULBARGA.

Principal
 PRINCIPAL
 Smt. V.G. Degree College for Women,
 KALABURAGI



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University, Vijayapura
DEPARTMENT OF COMPUTER SCIENCE

Date : 15/03/2021

Time : 1:30 to 2:30 PM

Place : Computer Lab

Attendees: Smt. Premila Toran, Smt. Sapna Sherikar, Miss. Smita Patil, Smt. Shweta Kote


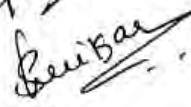


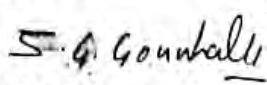
Minutes of Meeting

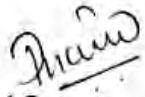
1. Since the Add-On course syllabus was completed , as a part of this we need to conduct the examination and take the feedback from the students.
2. Decided to conduct the exam on 18/03/2021 at 11.00 am in Room No. 6


Action: Smt. Shweta Kote was asked to frame the Question Paper

3. The Valedictory function for the course was decided on 19/03/2021 at 12.30 pm jointly with History Department in New Hall. The Chief guest for this function will be Prof. S. R. Hatti (Rtd. Principal /Smt. V. G. Degree College, Kalaburagi) and Guest of Honour will be Prof. Asma Nikhat, Dept. of CS, Govt. College (A), Kalaburagi. Decided to distribute the Certificates.

Action: Invitation was sent to the Guest

1. Smt. Premila Toran 
2. Smt. Sapna Sherikar 
3. Miss. Smita Patil 
4. Smt. Shweta Kote  
IQAC Co-ordinator
Smt. V.G. Women's Degree College,
KALABURAGI


Dept. of Computer Science
Smt. V. G. Womens College,
GULBARGA.


PRINCIPAL
Smt. V.G. Degree College for Women,
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Department of Computer Science

ADD-ON COURSE IN "BASICS OF COMPUTER AND COMPUTER APPLICATIONS"

OBJECTIVE: The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course, one should be able to acquire the basic knowledge on computer and the non-cs student is able to use the computer.

This basic computer course will provide the student with an understanding of the most popular, current technologies used at home and in the workplace. You will become computer literate in this hands-on course while you learn to access, create, save and manage documents. We demystify terminology and impart best practice skills for productive and secure use of hardware and software.

OUTCOMES

By the end of this course, you should be able to:

- Appropriately start up and shut down your computer
- Navigate the operating system and start applications
- How to operate the elements of a computer
- Perform operations on the computer
- Perform basic functions of file management
- Perform basic functions in a word processor
- Create, edit and format documents using a word processor
- Manage print settings and print documents
- Creation of ppt, preparation of slides, presentation of slide and show
- Add a graphic to a presentation.
- Create and manipulate simple slide shows with outlines and notes.
- Create slide presentations that include text, graphics, animation, and transitions.

Use design layouts and templates for presentations.



COURSE DURATION:

40 Hours. (Theory: 20 hrs + Practical: 20 hrs.)

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

S.NO	CHAPTER	THEORY HOURS	PRACTICAL HOURS
1	UNIT-1: Introduction to Computers	4	
2	UNIT-2: MS-Word	8	10
3	UNIT-3: MS-PowerPoint	8	10
TOTAL HOURS		20	20

SYLLABUS OUTLINE

UNIT-1: INTRODUCTION TO COMPUTERS:

Definition of Computers, Characteristics of computer, Classification of Computers. Fundamental Block diagram of Computer: CPU, Input devices, Output devices, **Software:** Definition of Software and Hardware, Types of Software-System software, Application software and Utility software. Computer Languages: Definition, types of Programming languages, **Windows:** Introduction to Windows, Starting Windows, Desk Top, Task Bar, icons, working with files and folders-creating, deleting, opening, finding, copying, moving and renaming files and folders.

UNIT-2: MS-WORD:

Overview of Word Processing, characteristics, Parts of word window, Opening, creating, cut, copy and paste. print and print preview. Find and Replace, Header & Footer, save & save as, Change Case Borders and shading, Bullets & Numbering, spelling and Grammar, Paragraph setting, Word count, Tables – Inserting, Filing & Formatting a table, inserting shapes, clipart, pictures and important shortcut keys, Mail Merge – Meaning, Advantages, Creating merged letters.

Princip

S.G. Gounbali

Princip

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

PRINCIPAL
Smt. Veeramma Gangasiri
College for Women
Kalaburagi - 585 102








UNIT-3: MS-POWERPOINT:

Introduction, Features, Application of MS PowerPoint. Parts of MS PowerPoint window, menus & toolbars, Creating Design templates & Blank Presentation, Slide show Saving, Opening & Closing a Presentation, Inserting, Editing & Deleting slides, Types of Slides, Slide layouts, Slide background, Slide views, Formatting a Presentation- Adding Styles, Colour, Gradient fills, arranging objects, adding headers and Footers, Insert and modify tables and charts, Add sound and video to a slide presentation, insert clipart images and shapes to slides, Insert and edit animations and slide transitions, Printing Handouts.

Suggested Books:

1. Microsoft Office by Sanjay Saxena
2. V. Rajaraman: Fundamentals of Computers, PHI, 4th Edition, 1989.
3. Alexis Leon and Mathews Leon: Introduction to Computers, Leon Vikas, 1999
4. Microsoft Office 2007 Professional
5. Shobha Hangirke, Computer Application for Business.

BOS MEMBERS

- | | | | |
|--|---|----------|---|
| 1. Smt. Premila S. Toran | : | Chairman |  |
| Smt. V. G Degree College for Women, Kalaburagi | | | Dept. of Computer Science
Smt. V. G. Womens College,
GULBARGA. |
| 2. Smt. Asma Nikhat | : | Member |  |
| Asst.Prof. Dept. of Computer Science | | | |
| Govt. College (A), Kalaburagi | | | |
| 3. Smt. Sapna Sherikar | : | Member |  |
| Smt. V. G Degree College for Women, Kalaburagi | | | |
| 4. Miss. Smita Patil | : | Member |  |
| Smt. V. G Degree College for Women, Kalaburagi | | | |
| 5. Smt. Shweta Kote | : | Member |  |
| Smt. V. G Degree College for Women, Kalaburagi | | | |

IQAC Co-ordinator
Smt. V.G. Women's Degree College,
KALABURAGI.


PRINCIPAL
Smt. V.G. Degree College for Women,
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University, Vijayapura
DEPARTMENT OF COMPUTER SCIENCE

Date: 13/02/2021

NOTICE

All the III Semester students are hereby informed to enroll your name for the Add-On Course in "Basics of Computer and Computer Applications" to be conducted by the Department of Computer Science from 19th Feb 2021 to 12th March 2021. Enrollment fees for the course is Rs 100 /-.

HOD

Department of Computer Science

Dept. of Computer Science
Smt. V.G. Womens College,
GULBARGA.

S.G. Gounhalli
IQAC Co-ordinator
Smt. V.G. Women's Degree College,
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H.K.E'S SOCIETY'S.
SMT. VEERAMMA GANGASIRI DEGREE COLLEGE FOR WOMEN, KALABURAGI
DEPARTMENT OF COMPUTER SCIENCE

TIME TABLE FOR ADD ON COURSE 2020-2021

W.E.F 19.02.2021

DAYS/TIME	8-9 AM	9-10 AM	10-11 AM	11-12 NOON	12-1 PM	1-1.30 PM	1.30-2.30 PM	2.30-5.30 PM
MON	THEORY/ PRACTICAL					I N T E R V A L		
TUE	THEORY							
WED	THEORY/ PRACTICAL							
THU	THEORY							
FRI	THEORY							
SAT	THEORY/ PRACTICAL							
SUN		THEORY / PRACTICAL						

Principo
HOD

Dept. of Computer Science
 Smt. V. G. Womens College,

S.G. Gomballi
IQAC Co-ordinator
 Smt. V.G. Women's Degree Coll.,
 KALABURAGI.

Principo
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Department of Computer Science

ADD-ON COURSE STUDENT LIST FOR THE YEAR 2020-2021

SL.NO	REG NO	NAME	COMBINATION	MOBILE NO
1	S1916003	AISHWARYA C	PME	8088358234
2	S1916017	AMITA S N	PMCS	9964174590
3	S1916026	ANKITA MALLAPPA	PMCS	7204145857
4	S1916032	ARPITA B P	PMCS	8088375706
5	S1916033	ARPITA A K	PMCS	8147516136
6	S1916045	BHAGYASHREE A J	PMCS	8073517190
7	S1916048	BHAGYASHREE N	PMCS	8904106684
8	S1916053	BHUMIKA	PMCS	9611922978
9	S1916061	DANESHWARI	PCM	6364401981
10	S1916067	GOWRI	PMCS	8618030369
11	S1916079	JYOTHI S N	PME	7349111906
12	S1916088	MADHAVI	PCM	8971185007
13	S1916092	MADIHA	PME	9620411701
14	S1916095	MAMATA	PMCS	9538102014
15	S1916096	MEGHANA	PMCS	9880462091
16	S1916113	NIKITA	PMCS	8861892831
17	S1916117	NIRMALA	CBZ	6364454250
18	S1916129	PRAKRUTI	PME	8073629592
19	S1916130	PRATHIBA M H	PMCS	9380810953
20	S1916131	PRATIKSHA	PMCS	9535877396
21	S1916141	RAJESHWARI	PMCS	7349276717
22	S1916177	SHIVANI G R	PMCS	9632470817
23	S1916181	SHREYA RANI	PMCS	8197929998
24	S1916182	SHREYA	PMCS	7975414174
25	S1916195	SOUMYA KANNI	PMCS	9880588696
26	S1916197	SOUNDARYA R	PMCS	6364085439
27	S1916210	SUSHMA	PME	8296026261
28	S1916220	LAVAYANA	PMCS	990059307
29	S1916223	UMA DEVI	PMCS	7349697950
30	S1916231	VANISHREE	PME	9901162018
31	S1916232	VEENA SAJJAN	PCM	8792460773
32	S1916235	VIJAYALAXMI	PME	7411650065
33	S2016028	ASHWINI C	MCZ	9353678869

S. G. Gounbali
IQAC Co-ordinator
Smt. V.G. Women's Degree College,
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Dept. of Computer Science
Smt. V. G. Womens College,
GULBARGA.



H.K.E. SOCIETY'S
**SMT. VEERAMMA GANGASIRI DEGREE COLLEGE FOR
 WOMEN, GULBARGA - 585 102**
 NAAC- ACCREDITED "A" GRADE (3rd Cycle)
 Affiliated to Akkamahadevi Women's University, Vijayapura

Department of Computer Science

Registration form for Add-On Course On "Basics of Computer and Computer Applications"

2020-2021

1. Name of the Student : Amita
2. Father's Name : Sharankumar
3. Class & Combination : BSc III sem PMCs
4. University Reg Number : 51916017
5. Address for Communication : Plot No - 100 , OPPESTIC hos
pital, Gulbarga
6. Contact Number : 9964174590
7. E-mail ID : amitamulimani@gmail.com
8. Receipt Number : 935



Amita
 Students Signature

 8. Receipt Number : 935

Praveen
COORDINATOR
 Dept. of Computer Science
 Smt. V. G. Womens College
 GULBARGA.

S. G. Gounbali
IQAC Co-ordinator
 Smt. V.G. Women's Degree College,
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Department of Computer Science

Registration form for Add-On Course On "Basics of Computer and Computer Applications"

2020-2021

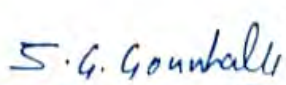
1. Name of the Student : Aspita. B. Para
2. Father's Name : Bhimshetty para
3. Class & Combination : BSc IIIrd Sem (PMCS)
4. University Reg Number : 81916032
5. Address for Communication : Saraswatiपुर colony, Kusnoor road.
Gulbarga.
6. Contact Number : 8088375706
7. E-mail ID : aspitabpara@gmail.com
8. Receipt Number : 934




Aspita

Students Signature


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GULBARGA.


IQAC Co-ordinator
Smt. V.G. Women's Degree College,
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Kalaburagi

Internal Quality Assurance Cell (IQAC)

CERTIFICATE COURSE



No. **934**

RECEIPT

Date: **18/02/2021**

Received from **Aspita B P** of B.A./B.Sc./B.Com./

B.B.M. **III** Semester a sum of Rupees **hundred only** by cash

towards Admission Fees for ^{Add-on} Certificate Course in **Basics of comp & comp App** organised by

Department of **Computer Science** which commence from **19/02/2021**

Rs. **100/-**

Signature of
Course Coordinator



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SMT. VEERAMMA GANGASIRI DEGREE COLLEGE FOR WOMEN

Kalaburagi

Internal Quality Assurance Cell (IQAC)

CERTIFICATE COURSE



No. **935**

RECEIPT

Date: **18/02/2021**

Received from **Anita S N** of B.A./B.Sc./B.Com./

B.B.M. **III** Semester a sum of Rupees **hundred only** by cash

towards Admission Fees for ^{Add-on} Certificate Course in **Basics of comp & comp App** organised by

Department of **Computer Science** which commence from **19/02/2021**

Rs. **100/-**

Signature of
Course Coordinator

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

Praveen
Dept. of Computer Science
Smt. Veeramma Gangasiri
College for Women
Kalaburagi - 585 102

Principal
PRINCIPAL
Smt. Veeramma Gangasiri
College for Women
Kalaburagi - 585 102

ಶ್ರೀಮತಿ ವೀರಮ್ಮ ಗಂಗೂರಿ ಕಲಾ ಮತ್ತು ವಿಸ್ತೃತ



ವಿದ್ಯಾರ್ಥಿಗಳ ಹಾಜರಿ ಪುಸ್ತಕ

ವಿಷಯ : Kannada Language I (Comp. App) ತರಗತಿ : B.Sc III Sem.

ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ

ಪದವಿ ಮಹಿಳಾ ಮಹಾವಿದ್ಯಾಲಯ, ಕಲಬುರಗಿ-585 102.

ದಿನಾಂಕ 2020-2021

ಕ್ರಮ ಸಂಖ್ಯೆ Roll No	ವಿದ್ಯಾರ್ಥಿಯ ಹೆಸರು Name of the Student	Sign of the Teacher	Date of Lecturers										
		Sl. No of Lecturers	1	2	3	4	5	6	7	8	9	10	11
1916003	Abhinavaya .C		31	32	33	34	35	36	37	38	39	40	
1916001	Amrita		31	32	33	34	35	36	37	38	39	40	
1916002	Arpita B.P		30	31	32	33	34	35	36	37	38	39	
1916003	Arpita A.K		30	31	32	33	34	35	36	37	38	39	
1916004	Bhagyashree A.J		32	33	34	35	36	37	38	39	40	41	
1916005	Bhoomika		31	32	33	34	35	36	37	38	39	40	
1916006	Daneshwari		29	30	31	32	33	34	35	36	37	38	
1916007	Geetha		32	33	34	35	36	37	38	39	40	41	
1916008	Jyoti S.N		31	32	33	34	35	36	37	38	39	40	
1916009	Madhavi		31	32	33	34	35	36	37	38	39	40	
1916010	Madhira		32	33	34	35	36	37	38	39	40	41	
1916011	Mamata		30	31	32	33	34	35	36	37	38	39	
1916012	Meghana		30	31	32	33	34	35	36	37	38	39	
1916013	Nikita		31	32	33	34	35	36	37	38	39	40	
1916014	Nirmala		29	30	31	32	33	34	35	36	37	38	
1916015	Prakruti		30	31	32	33	34	35	36	37	38	39	
1916016	Prathiba		30	31	32	33	34	35	36	37	38	39	
1916017	Prathiba		31	32	33	34	35	36	37	38	39	40	
1916018	Rajeshwari		31	32	33	34	35	36	37	38	39	40	
1916019	Shivani .G.R		29	30	31	32	33	34	35	36	37	38	
1916020	Shruthi Rani		32	33	34	35	36	37	38	39	40	41	
1916021	Shruthi		31	32	33	34	35	36	37	38	39	40	
1916022	Sourya Kanni		31	32	33	34	35	36	37	38	39	40	
1916023	Sundhya		31	32	33	34	35	36	37	38	39	40	
1916024	Sushma		31	32	33	34	35	36	37	38	39	40	
1916025	Lavanya		32	33	34	35	36	37	38	39	40	41	
1916026	Omadesi		30	31	32	33	34	35	36	37	38	39	
1916027	Varadharani		31	32	33	34	35	36	37	38	39	40	

12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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S.G. Gowdalli

Principal

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Kalabragi

ಶ್ರೀಮತಿ ವಿಲರವ್ಯು ಗಂಗೂಲಿ ಕಲಾ ಮತ್ತು ವಿಜ್ಞಾನ

ವಿದ್ಯಾರ್ಥಿಗಳ ಹಾಜರಿ ಪುಸ್ತಕ Add-On (Lower)

ವಿಷಯ : Pattern of temporary Appraisals - ತರಗತಿ : B-Sc (II) SEM

ಕ್ಲಾಸ್ ಸಂಖ್ಯೆ Roll No	ವಿದ್ಯಾರ್ಥಿಯ ಹೆಸರು Name of the Student	Sign of the Teacher	Date of Lecturers																								
			1/3	1/3	2/3	2/3	3/3	3/3	4/3	4/3	5/3	5/3	6/3	6/3	7/3	7/3	8/3	8/3	9/3	9/3	10/3	10/3	11/3	11/3	12/3	12/3	
		Sl. No. of Lecturers	P	P	T	P	T	P	T	P	T	P	T	P	T	P	T	P	T	P	T	P	T	P	T	P	T
1916252	Veena Sajjan	PcM	30	31	32	33	34	35	36	37	38	39	40														
1916235	Vijaylaxmi	PMC	32	33	33	34	35	36	37	37	38	39	40														
1916244	Ankita	PMCS	30	31	32	33	34	35	36	37	38	39	40														
1916048	Bhagyashree	PMCS	32	33	34	35	36	37	38	39	40	40															
2016024	Ashwini C	MCZ	40	81	32	33	33	34	35	36	37	38	39														

S. G. Gowthali

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S. G. Gowthali

JAC COORDINATOR
Smt. V. G. Degree College for Women,
KALABURGI - 585 102

ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ

ಪದವಿ ಮಹಿಳಾ ಮಹಾವಿದ್ಯಾಲಯ, ಕಲಬುರಗಿ-585 102.

ವರ್ಷ: 2020-2021

Sl. No.	Date																														Remarks
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1/3																															
P																															
4/1																															
4/1																															
4/1																															
4/1																															
4/0																															

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Affiliated to Akkamahadevi Women's University, Vijayapura
Department of Computer Science

Date: 16/03/2021

NOTICE

All the Add-On Course students are hereby informed to give the offline examination in "Basics of Computer and Computer Applications" to be conducted by the Department of Computer Science on 19/03/2021 at 10.30 AM to 11.30 AM in Room No 6.

Note: Certificate will not be issued to the Absentees

[Handwritten Signature]
HOD

Department of Computer Science

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Smt. V. G. Womens College,
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[Handwritten Signature]


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IQAC Co-ordinator
Smt. V.G. Women's Degree College,
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61



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Department of Computer Science

ADD-ON COURSE QUESTION PAPER

1. Identify the device through which data and instructions are entered into a computer
A. Software ~~B. Input Device~~ C. Output Device D. Memory
2. Microsoft Word is a
~~A. Word Processing Program~~ B. Spreadsheet Program C. Presentation Program D. None
3. If you want to copy a selection of text, which button do you click?
A. Cut ~~B. Copy~~ C. Move D. Duplicate
4. Selection of text can be of
A. Single word or a line B. A paragraph
C. Complete document ~~D. All of the above~~
5. The heart of the computer is
~~A. ALU~~ B. ROM C. RAM ~~D. CPU~~
6. If you click on the Undo button
A. It will include the new text and remove the original text
B. It will remove the old text and restore the new text back
~~C. It will remove the new text and restore the original text back~~
D. None of the
7. To delete the selected sentence, we can press the following key:
A. Backspace B. Delete ~~C. Both (A) and (B)~~ D. None
8. The document can be zoomed maximum up to:
A. 100% B. 200 % C. 400% ~~D. 500%~~
9. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
~~A. 8 and 72~~ B. 8 and 70 C. 8 and 82 D. 10 and 72
10. What is the default file extension for all Word documents?
A. .txt B. .xls C. .doc ~~D. .docx~~
11. Which would you choose to save a document with a new name?
~~A. Click File, Save~~ B. Click Print C. Press Ctrl+p D. None
12. What is the shortcut key to "Select" a whole document?,
~~A. Ctrl+S~~ B. Ctrl+W C. Ctrl+P ~~D. Ctrl+A~~

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13. What is the shortcut key to "Print" a document?

- A. ~~Ctrl + V~~ B. Ctrl + W C. Ctrl + P D. Ctrl + R

14. What is the shortcut key to "Save" a document?

- A. Alt + S B. Ctrl + S C. Ctrl + P D. None

15. What is the shortcut key to "Open" an existing document?

- A. Ctrl + O B. Shift + Ctrl + O C. Ctrl + A D. None

16. Add, Sub, Mul & Logic operations are performed by

- A. Shift + N B. Ctrl + N C. Alt + N D. Shift + Ctrl + N

17. What is the shortcut key for "Bold" the selected text?

- A. Ctrl + B B. Ctrl + I C. Ctrl + Shift + B D. Ctrl + O

18. What is the shortcut key for "Italic" the selected text?

- A. Ctrl + B B. Ctrl + Shift + I C. ~~Ctrl + I~~ D. None

19. What is the shortcut key for "Underline" the selected text?

- A. Ctrl + S B. Ctrl + F C. Ctrl + P D. ~~Ctrl + U~~

20. The heart of the computer is

- A. Memory B. Control Unit C. ALU D. CPU

21. The user can enter data through

- A. Keyboard B. Control Unit C. ALU D. CPU

22. ALU Stands for

- A. Access Logic Unit B. Application Logic Unit C. Arithmetic Logic Unit D. None

23. MS Power Point is software of

- A. Google B. Apple C. Android D. ~~Microsoft~~

24. What is the extension of Power Point Application?

- A. .doc B. .pp C. .cpp D. .jpeg

25. What is the shortcut key for "Left Align" the selected text ?

- A. Ctrl + I B. ~~Ctrl + L~~ C. Ctrl + Z D. None of the above

26. What is the shortcut key for "Find" a word in document?

- A. ~~Ctrl + F~~ B. Ctrl + Shift + F C. Ctrl + H D. None of the above

27. What is the shortcut key to "Undo" the last action in a document?

- A. Ctrl + X B. ~~Ctrl + Z~~ C. Ctrl + U D. None of the above

28. What is the shortcut key for Spelling Check in document?

- A. F1 B. ~~F2~~ C. ~~F3~~ D. F7



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29. What is the shortcut key for "Replace" a word in document?
A. Ctrl + F B. Ctrl + R C. Ctrl + H D. None of the above
30. On which page the header or the footer is printed by default?
A. Every page B. On first page C. On last page D. None of the above
31. You can insert the clip art from
A. From Insert choose Pictures then Clip Art B. Choose Clip Art icon from drawing toolbar
C. All of above D. None of above
32. Which of the following should you use if you want the entire slide in the presentation to have the same "look"?
A. the slide layout option B. add a slide option
C. outline view D. a presentation design template
33. To exit the PowerPoint
A. click the application minimize button
B. click the document close button
C. double click the applications control menu icon
D. double click the document control menu icon
34. Which of these is not the view of PowerPoint?
A. Slide Show view B. Slide Sorter view C. Normal view D. Outline view
35. What is Extension of PowerPoint Presentation?
A. .POT B. .PPT C. .PTP D. .PPE
36. What is the shortcut key to create new files in PowerPoint presentation?
A. Ctrl + N B. Ctrl + S C. Ctrl + M D. Shift + N
37. To open Power Point from Run Dialog Box, type _____
A) PowerPoint B) PowerPoint C) Power point D. PowerPoint
38. Which program is used to create a presentation
A. Excel B. PowerPoint C. Access D. Outlook
39. Which menu does have action button option?
A. Tools B. Format C. Window D. Slide Show
40. How to insert a table in a slide.
A. Table menu & Insert table B. Click on the insert table in the content pane of the blank slide.
C. A and B Both D. The table cannot be inserted into a slide.
41. Material consisting of text and numbers is best presented as
A. Table B. A bullet slide C. A title slide D. None of the above
42. To start slide show of a presentation
A. Press F5 key B. Both (A) and (B)
C. From Slide Show Tab choose Start from beginning option
D. From Slide Show menu choose Rehearse timing
43. From which tab you can access Picture, Text Box and Chart etc.?
A. Home B. Insert C. Format D. None of the above

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44. Which of the following is not one of PowerPoint's views?
 A. Slide show view B. Slide view C. Presentation view D. None of the above
45. Special effects used to introduce slides in a presentation are called
 A. Effects B. Custom animations C. Transitions D. None of the above
46. Microsoft PowerPoint is a
 A. Database program B. Spreadsheet program
 C. Presentation program D. Word processing program
47. Line spacing refers to
 A. The space between the lines of text B. The height of the line
 C. The length of the lined. D. None of the above
48. Computer is an
 A. Electronic Device B. Mechanical Device C. Both a & b D. None
49. A new presentation can be created from
 A. From Existing Presentation B. Blank Presentation
 C. From Design Template D. All of the above
50. The user can enter the data through
 A. CPU B. Keyboard C. Plotter D. Printer



Inward

Dept. of Computer Science
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 GULBARGA

S.G. Gowthalli

IQAC Co-ordinator
 Smt. V.G. Women's Degree College,
 KALABURAGI

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 WOMEN, GULBARGA - 585 102**
 NAAC- ACCREDITED "A" GRADE (3rd Cycle)
 Affiliated to Akkamahadevi Women's University, Vijayapura
Department of Computer Science

ADD-ON COURSE EXAMINATION ANSWER SHEET
 Paper: "Basics of Computers And Computer Applications"

STUDENT NAME: _____ CLASS: _____ REG NO: _____

STUDENT SIGN: _____ DATE: 18/03/2021 EVALUATOR SIGN: _____

1	A B C D	14	A B C D	27	A B C D	39	A B C D
2	A B C D	15	A B C D	28	A B C D	40	A B C D
3	A B C D	16	A B C D	29	A B C D	41	A B C D
4	A B C D	17	A B C D	30	A B C D	42	A B C D
5	A B C D	18	A B C D	31	A B C D	43	A B C D
6	A B C D	19	A B C D	32	A B C D	44	A B C D
7	A B C D	20	A B C D	33	A B C D	45	A B C D
8	A B C D	21	A B C D	34	A B C D	46	A B C D
9	A B C D	22	A B C D	35	A B C D	47	A B C D
10	A B C D	23	A B C D	36	A B C D	48	A B C D
11	A B C D	24	A B C D	37	A B C D	49	A B C D
12	A B C D	25	A B C D	38	A B C D	50	A B C D
13	A B C D	26	A B C D	TOTAL MARKS SCORED: _____ GRADE: _____			

S.G. Gounbali
IQAC Co-ordinator
 Smt. V.G. Women's Degree College,
 KALABURAGI

Princip
 Dept. of Computer Science,
 Smt. V. G. Women's College
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Principal
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Add-On Course Feedback Form



Course Title: Basics of computers and computer application

Dates: 18/03/2021

Please fill the short questionnaire to make the course better.

THE DESIGN OF THE COURSE

- A. Were objectives of the course clear to you? Y / N
- B. The course contents met with your expectations
1. Strongly agree 2. Agree 3. Disagree
- C. The lecture sequence was well planned
 Strongly agree 2. Agree 3. Disagree
- D. The contents were illustrated with
1. More Examples 2. Few Examples 3. No examples
- E. The level of the course was
 High 2. Medium 3. Low
- F. The course contents compared with your expectations
1. Too Theoretical 2. Too Practical 3. Both
- G. The course exposed you to new knowledge and practices
 Strongly agree 2. Agree 3. Disagree
- H. Will you recommend this course to your classmates/Juniors?
 Yes 2. No

THE CONDUCT OF THE COURSE

- A. The lectures were clear and easy to understand
1. Strongly agree 2. Agree 3. Disagree
- B. The teaching aids were effectively used
 Strongly agree 2. Agree 3. Disagree
- C. The Lecturers encouraged interaction and were helpful
 Strongly agree 2. Agree 3. Disagree

S.G. Gounbali
IQAC Co-ordinator
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D. Please give overall rating of the course

90% - 100% (92%)

80% - 90% ()

70% - 80% ()

60% - 70% ()

50% - 60% ()

below 50% ()

Comment on the strengths of the course and the way it was conducted.

The way of conducting this course is very nice and it is very abale to understand this course.

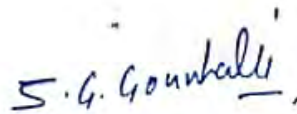
Comment on the weaknesses of the course and the way it was conducted.

Give suggestions for the improvement of the course.

give more time for practice.



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IQAC Coordinator
Smt. Veeramma Gangasiri
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Thank you!!

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Department of Computer Science

**ATTENDANCE AND RESULT SHEET OF ADD-ON COURSE IN
"BASICS OF COMPUTER AND COMPUTER APPLICATIONS"**

FOR THE YEAR 2020-2021

SL.NO	REG NO	NAME	COMBINATION	MARKS	GRADE	SIGN
1	S1916003	AISHWARYA C	PME	38	A	[Signature]
2	S1916015	AMITA S N	PMCS	39	A	[Signature]
3	S1916026	ANKITA MALLAPPA	PMCS	40	A	[Signature]
4	S1916032	ARPITA B P	PMCS	45	A+	[Signature]
5	S1916033	ARPITA A K	PMCS	45	A+	[Signature]
6	S1916045	BHAGYASHREE A J	PMCS	33	A	[Signature]
7	S1916048	BHAGYASHREE N	PMCS	36	A	[Signature]
8	S1916053	BHUMIKA	PMCS	41	A+	[Signature]
9	S1916061	DANESHWARI	PCM	41	A+	[Signature]
10	S1916067	GOWRI	PMCS	45	A+	[Signature]
11	S1916079	JYOTHI S N	PME	44	A+	[Signature]
12	S1916088	MADHAVI	PCM	34	A	[Signature]
13	S1916092	MADIHA	PME	41	A+	[Signature]
14	S1916095	MAMATA	PMCS	44	A+	[Signature]
15	S1916096	MEGHANA	PMCS	42	A+	[Signature]
16	S1916113	NIKITA	PMCS	40	A	[Signature]
17	S1916117	NIRMALA	CBZ	33	A	[Signature]
18	S1916129	PRAKRUTI	PME	46	A+	[Signature]
19	S1916130	PRATHIBA M H	PMCS	48	A+	[Signature]
20	S1916131	PRATIKSHA	PMCS	47	A+	[Signature]
21	S1916141	RAJESHWARI	PMCS	36	A	[Signature]
22	S1916177	SHIVANI G R	PMCS	46	A+	[Signature]
23	S1916181	SHREYA RANI	PMCS	36	A	[Signature]
24	S1916182	SHREYA	PMCS	45	A+	[Signature]
25	S1916195	SOUMYA KANNI	PMCS	44	A+	[Signature]
26	S1916197	SOUNDARYA R	PMCS	48	A+	[Signature]
27	S1916210	SUSHMA	PME	45	A+	[Signature]
28	S1916220	LAVAYANA	PMCS	46	A+	[Signature]
29	S1916223	UMA DEVI	PMCS	38	A	[Signature]
30	S1916231	VANISHREE	PME	46	A+	[Signature]
31	S1916232	VEENA SAJJAN	PCM	42	A+	[Signature]
32	S1916235	VIJAYALAXMI	PME	36	A	[Signature]
33	S2016028	ASHWINI C	MCZ	46	A+	[Signature]

Smt. V.G. Women's Degree College,
KALABURGA

PRINCIPAL
Smt. V.G. Degree College for Women,
KALABURGA

Co-ordinator
Smt. V.G. Women's Degree College



H.K.E. SOCIETY'S
**SMT. VEERAMMA GANGASIRI DEGREE COLLEGE &
P.G CENTER FOR WOMEN, KALABURAGI - 585 102**
NAAC- ACCREDITED "A" GRADE (3rd Cycle)
Affiliated to Karnataka State Akkamahadevi Women's University,
Vijayapura



**Department of
COMPUTER SCIENCE & HISTORY**

Solicits your presence

For

Valedictory Function of Add-On Courses

Chief Guest

Prof. S. R Hatti

Retd. Principal, Smt. V.G. Degree College for Women, Kalaburagi
Will award the certificates to the students

Guest of Honour

Prof. Asma Nikhat

Asst. Prof. Dept. of Computer Science
Govt. College (A), Kalaburagi

Presided by

Dr. Rajendra Konda

Principal

Dr. Shivraj Gounalli

IQAC Coordinator

Dr. Farzana Zabeen

NAAC Coordinator

Date: 20th March, 2021 Time: 12.30 pm Venue: Auditorium

YOU ARE CORDIALLY INVITED

Course Coordinators

Smt. Premila S. Toran

HOD, Dept. of Computer Science

Prof. Kalavati D.

HOD, Dept. of History

Smt. V.G. Women's Degree College,
KALABURAGI

PRINCIPAL
Smt. V.G. Degree College for Women,
KALABURAGI



HYDERABAD KARNATAKA EDUCATION SOCIETY'S
**SMT. VEERAMMA GANGASIRI DEGREE COLLEGE AND
P.G. CENTRE FOR WOMEN, KALABURAGI**



AFFILIATED TO KARNATAKA STATE AKKAMAHADEVI WOMEN'S UNIVERSITY, VIJAYAPURA
RE-ACCREDITED BY NAAC WITH 'A' GRADE (3" cycle)

DEPARTMENT OF COMPUTER SCIENCE

Add-On Course in Basics of Computer & Computer Application

Certificate

This is to Certify that
of with Reg.No.
*has successfully completed the Add-on Course in "Basics of Computer and
Computer Application" from 19th Feb. 2021 to 12th March 2021. She has passed
with Grade.*

Premila S. Toran
Smt. Premila S. Toran
Co-Ordinator
S.G. Gountalli
IOAC Coordinator
Smt. Veeramma Gangasiri
College for Women
Kalaburagi - 585 102

Dr. R.B. Konda
Principal

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



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DEPARTMENT OF COMPUTER SCIENCE



Inauguration of Add-On Course 2020-2021



Inauguration of Add-On Course 2020-2021

S.G. Gounbally
 IQAC Co-ordinator
 Smt. V.G. Women's Degree College,
 KALABURAGI

Prasad
 Dept. of Computer Science
 Smt. V. G. Womens College,
 GULBARGA.

A.Hemrajs
 PRINCIPAL
 Smt. V.G. Degree College for Women
 KALABURAGI.



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DEPARTMENT OF COMPUTER SCIENCE



Conduction of Add-On Course Class 2020-2021



Conduction of Add-On Course Class 2020-2021

S. G. Gounbali
IQAC Co-ordinator,
Smt. V.G. Women's Degree College,
KALABURAGI

Pravin
Dept. of Computer Science
Smt. V. G. Womens College
GULBARGA.

H. K. S.
PRINCIPAL
Smt. V.G. Degree College for Wo
KALABURAGI



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 University, Vijayapura
DEPARTMENT OF COMPUTER SCIENCE



Conduction of Add-On Course Examination 2020-2021



Conduction of Add-On Course Examination 2020-2021

S.G. Gounbali

IQAC Co-ordinator
 Smt. V.G. Women's Degree College,
 KALABURAGI

Anu

Dept. of Computer Science
 Smt. V. G. Womens College
 GULBARGA,

H. Suresh

PRINCIPAL
 Smt. V.G. Degree College for Women
 KALABURAGI.



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University, Vijayapura

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Valedictory Function of Add-On Course 2020-21



Valedictory Function of Add-On Course 2020-21

S.G. Gounhalli
IQAC Co-ordinator
Smt. V.G. Women's Degree College,
KALABURAGI.

Anand
Dept. of Computer Science
Smt. V. G. Womens College
GULBARGA,

Amrta
PRINCIPAL
Smt. V.G. Degree College for Women,
KALABURAGI.



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DEPARTMENT OF COMPUTER SCIENCE



Certificate Distribution of Add-On Course 2020-2021



Certificate Distribution of Add-On Course 2020-2021

S. G. Gounbali
IQAC Co-ordinator
Smt. V.G. Women's Degree College,
KALABURAGI

Pravin
Dept. of Computer Science
Smt. V. G. Womens College,
GULBARGA.

Pravin
PRINCIPAL
Smt. V.G. Degree College for Women,
KALABURAGI

Date: 30/03/2021

TO,
THE PRINCIPAL,
SMT.V.G.DEGREE COLLEGE FOR WOMEN,
KALABURAGI.

Respected Sir,

Sub: Regarding the submission of the accounts against the advance received of RS 3000/- for Add-On Course.

With reference to the above cited subject, I Smt. Premila S. Toran, Dept. of Computer Science, submitting the bill spent during the conduction of Add-On Course from 19th Feb 2021 to 12th March 2021 for B.Sc III Sem Students.

Voucher .No	Item	Amount
1.	Certificate	350/-
2.	Banner	318/-
3.	Flower & Bouquet	210/-
4.	Shawl	145/-
5.	Remuneration for Staff	2277/-
6.		
Total		3300/-

Hence I request you to reimburse the same and oblige.

Thanking you sir,

Yours faithfully,

Premila S Toran
[SMT. PREMILA S TORAN]

Dept. of Computer Science
Smt. V. G. Womens College,
GULBARGA.

To Ak. Section
[Signature]
Encl: 30-3-2021
Vouchers number 1 to Vouchers number 6

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

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



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DEPARTMENT OF COMPUTER SCIENCE

**A Report on Add- on course in
 "Basics of Computer and Computer Applications"**

From 19th Feb 2021 to 12th March 2021

Add-on courses/programs which, as the name suggests, allow students to supplement degree programs with shorter, practical and industry-focused certificate and diploma programs, where students learn additional subjects apart from their main course. Department of Computer Science has introduced Add-on course in the middle of its on-going session, to give an added advantage to students apart from classroom learning.

With an objective to acquaint the students with knowledge such as handling of computers, Ms-Word and MS-Powerpoint. Department of Computer Science, Smt. V. G Degree College and P.G Center For Women, Kalaburagi organized a 40 hours Add-on course for UG students in the Department, from 19th Feb to 12th March, 2021.

The program was inaugurated by Dr. Ramesh Patil, Principal, GET Degree College, Kalaburagi along with an inaugural speech highlighting the importance of the course and topics for the students.

A total of 33 students took admission for the course starting from 19th Feb 21, there were 20 theory sessions and 20 practical sessions. The theory was conducted for the entire batch together in the auditorium/Department Lab in 1 hour sessions in the morning between 8 and 9 AM. The lab sessions were conducted in 1 batch of

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S. G. Gounbatti

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

33 students of 2 hour sessions based on availability of the labs in between the regular lab sessions.

The resource persons were Asma Nikhat, Asst. Prof. Dept. of Computer Science, Govt. College (A), Kalaburagi & BOS Member of this course and the faculty members of Computer Science Department. They were Smt. Sapna Sherikar (Lecturer), Miss. Smita Patil (Lecturer) and Smt. Shweta K (Lecturer).

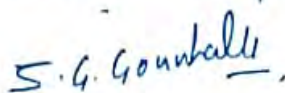
Asma Nikhat mam explained the importance of Computer Skills, Smt. Sapna Sherikar taught the importance of Computer, appropriately start up and shut down your computer, Navigate the operating system and start applications, How to operate the elements of a computer, Perform operations on the computer, Perform basic functions of file management. Smt. Shweta K explained basic functions in a word processor, Create, edit and format documents using a word processor, Manage print settings and print documents and Miss. Smita Patil taught Creation of ppt, preparation of slides, presentation of slide and show, Add a graphic to a presentation, Create and manipulate simple slideshow with outlines and notes, Create slide presentations that include text, graphics, animation, and transitions and Use design layouts and templates for presentations.

As a Part & Partial of the course, we have conducted a course examination on 19th March, 2021, in MCQ pattern at the same time we collected feedback from the students about the course. After that staff members evaluated the sheets and gave the result in the grading system.


The valedictory Function of the program was jointly organized by both Department of Computer Science & History on 20th March 2021, for which the Chief Guest was Prof. S. R Hatti, Retd. Principal, Smt. V.G. Degree College for Women, Kalaburagi and Guest of Honour was Asma Nikhat, Asst. Prof. Dept. of Computer Science, Govt. College (A), Kalaburagi and Course BOS Member as well. Students got their Certificates from the Chief Guests.

The event was a successful one. The course was relevant to the title and was well-appreciated by the students. After completion of





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this course students have felt encouraged to explore these areas further.

Overall, the success of the course was heightened by the enthusiasm and participation of students, support from the Principal, suggestions from NAAC & IQAC coordinators and finally the efforts put by the Department staff & team .



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