KARNATAKA PROGRESSIVE EDUCATION SOCIETY's

Dr. G.M.PATIL LAW COLLEGE

NEAR TAHASHILDAR OFFICE, D. C. COMPOUND, DHARWAD - 580001

Affiliated to Karnataka State Law University, Hubballi.
Recognised By Bar Council of India, New Delhi.
Approved by Government of Karnataka.

Date: 20/8/2018

NOTICE TO STUDENTS

The students are hereby informed that, taking into the consideration of suggestions of stakeholders, college has resolved to conduct add-on-courses which would help them for their professional and competitive field after their graduation. They are -

Sl. No.	Title of the course	Duration	Maximum Intake	Eligibility
1.	Communication Skills & Personality Development	30 Hours	50	Any semester student
2.	Yoga Course	30 Hours	30	-do-
3.	Basic Computer Course	30 Hours	20	-do-
4.	Legal Language Skills	30 Hours	30	-do-
5.	Translation Course	30 Hours	30	Only VI sem.

Interested students shall register with the Course Coordinator Smt. Vidya Shettemmanavar on or before 28/08/2018.

Note:

- Students interested in any of the above mentioned courses are taken into consideration for enrolment on the basis of first cum first serve as against the maximum intake in respective courses.
- If the number of students enroll less than 5 in any course, then the course shall not be conducted.

Principal
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Date: 20-10-2018

TIME TABLE OF BASIC COMPUTER COURSE

DATE: 22/10/2018 TO 4/12/2018

Sl. No	Working Days	Time
1	Monday	3 pm to 4 pm
2	Tuesday	3 pm to 4 pm
3	Wednesday	3 pm to 4 pm
4	Thursday	3 pm to 4 pm
5	Friday	3 pm to 4 pm
6	Saturday	3 pm to 4 pm

Course Co-ordinator

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List of enrolled students for Basic computer Course

Basic Computer Course -2018-19

1	Mahantesh Nayak	I	1	L
2	Basavaneppa Degvi	I	2	H
3	Karan Jambagi	III	3	Sr
4	Babu Aser	III	4	N
5	Shashidar Byahatti	V	5	S
6	Pavan Pise	I	6	A
7	Sushma EA	I	7	K
8	Madhumati Kadayyanmath	I	8	M
9	Mailarappa Chapi	I	9	P
10	Deepa Patil	III	10	R
11	Appashya Huddar	III	11	G
12	Ramesh Ramdurga	I	12	Sc
13	Shridevi Chalami	I	13	A
14	Manjunath Angadi	I	14	
15	Sagar Savadi	V	15	H
16	Mruthunjaya Wani	V	16	?
17	Jaya Lamani	I	17	S
18	Manjunath Arakeri	I	18	E
19	Ashok Rathod	III	19	U
20	Sanjay Gorphade	V	20	

Course Cordinator

Resource person of Basic Computer Course
Profile of Smt. Kirtimani Suranagi

I have completed Bachelor of Computer Application in 1999 and PGDCA in 2001 from IICA recognized by Karnatak University, Dharwad

Work Experience

- I have worked in Basel Mission High School, Dharwad from 2000-2006.
- I have given training to government school teachers for three months from 15th March - 15th June 2005
- I have worked in Basel Mission PU College, Dharwad as a part time lecture from 2004-2005.
- I have worked in K.L.E's English Medium School, Hubballi from 2006-2007.
- I have worked in K.P.E.S D. Ed College, Dharwad as a part time lecture from 2008-2010.
- I have worked in K.P.E.S English & Kannada Medium High School, Dharwad from 2007 till now.

I have more than 19 years of experience in training different levels of students.

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Add- on Course Photos 2018-19

- **Basic Computer Class**

Photo 1: Smt. Kirtimani Suranagi engaging the Computer Class

Photo 2 : Students attending the computer practical class

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2018-19   6

K.P.E.S's Dr. G. M. Patil Law College, Dharwad
Add-on Course
Basic computer Test

Total Marks: 20   Time: 1 hour

Student Name: manjunath . A   13/20

Signature: Mants   Date: 04-12-2018

1. Scanner is the ___ device

   a) Printer   b) Output   c) Input   d) Processing ✓

2. ___ is responsible for transmitting data from one device to another using telephonic lines

   a) Modem   b) USB ✓   c) Headset   d) Wi-Fi

3. Combination of 8 bits is called ___

   a) 1 kb   b) 1036 byte ✓   c) 1 byte   d) 1Gb

4. Excel is a ___ program

   a) Ms. Word   b) Spreadsheet   c) Document   d) Excel ✓

5. In Excel Row heading are highlighted in ___

   a) Alphabets ✓   b) Numbers   c) Symbols   d) None of the above

6. Short cut key of Copy, Cut & Paste are ___ ___ ___

   a) Ctrl X   b) Ctrl V   c) Ctrl C   d) Ctrl C, Ctrl X & Ctrl V ✓

7. ___ is the function adds all of the values of the cells in arguments.

   a) Sum ✓   b) Max   c) Count   d) Average

8. Press the ___ key on your keyboard to delete text to the left of the cursor

   a) Backspace ✓   b) Eraser   c) Select all   d) Delete

9. ___ align text equally to the right and left margins

   a) Right   b) Left   c) Justify ✓   d) Center

10. To receive emails, you will need an ___ and an ___

   a) Account, address   b) Email account, email address ✓

   c) User name   d) none of all

11. RAM is a long form of ___

   a) Random Access memory ✓   b) Read only Memory

   c) Cache memory   d) none of all

12. Pen drive is the example of ___ memory

   a) RAM   b) ROM   c) Primary memory ✓   d) Secondary Memory

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13. Output Device is _____

    a) Monitor   b) Keyboard   c) Mouse   d) Printer

14. Brian of the computer is _____

    a) ALU   b) MU   c) CPU   d) CD

15. While printing Portrait format means everything is oriented _____

    a) Vertically   b) Horizontally   c) Font size   d) Print

16. Short key of select all is _____

    a) Ctrl V   b) Ctrl   c) Ctrl A   d) Ctrl S

17. Home screen is called _____

    a) Desktop   b) Taskbar   c) Screen   d) Curtain

18. Cell is a intersection of _____ and _____

    a) A B   b) Row & Column   c) numbers   d) letters

19. Computer is an _____ machine

    a) Mechanical   b) Electrical   c) Electronic   d) Automobile

20. In Computer main parts are _____

    a) 5   b) 6   c) 4   d) 6

2018-19   8

K.P.E.S's Dr. G. M. Patil Law College, Dharwad
Add-on Course
Basic computer Test

Total Marks: 20

Student Name: Sushma. E.A

Signature: Sushma EA

10/20

Time: 1 hour

Date: 04-12-2018

1. Scanner is the ___ device
   - a) Printer
   - b) Output
   - c) Input
   - d) Processing

2. ___ is responsible for transmitting data from one device to another using telephonic lines
   - a) Modem
   - b) USB
   - c) Headset
   - d) Wi-Fi

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   - a) 1 kb
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   - d) Ctrl C, Ctrl X & Ctrl V

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   - b) Eraser
   - c) Select all
   - d) Delete

9. ___ align text equally to the right and left margins
   - a) Right
   - b) Left
   - c) Justify
   - d) Center

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    - a) Account, address
    - b) Email account, email address
    - c) User name
    - d) none of all

11. RAM is a long form of ___
    - a) Random Access memory
    - b) Read only Memory
    - c) Cache memory
    - d) none of all

12. Pen drive is the example of _____ memory
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    - b) ROM
    - c) Primary memory
    - d) Secondary Memory

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    a) Mechanical   b) Electrical   c) Electronic   d) Automobile

20. In Computer main parts are _____
    a) 5   b) 6   c) 4   d) 6

KPES Dr. G. M. Patil Law College, Dharwad.

Feedback Form on Basic Computer Course

Date: 04-12-2018.

Name : Manjunath, Arakeri

Semester : I Sem —Mobile No : 9900382963

Email-Id: jaiarakeri@gmail.com

Name of the Instructor:
Smt.Kirtimani Suranagi

1. Was the material and subject easy to understand?

   a) Yes   b) No

2. Did your course teacher guide you properly?

   a) Yes   b) No

3. The lecture sequence was well planned.

   a) Yes   b) No

4. Were you able to understand the concepts properly?

   a) Yes   b) No

5. Whether all the instructions given by the course teacher were clear during the practical class?

   a) Yes   b) No

6. The computers were sufficiently available to all the students in the class.

   a) Yes   b) No

7. The course teacher was responsive and cleared all your doubts.

   a) Yes   b) No

8. Suggestions if any : This Course Is Fulfilment of our Carrier. & Future Practicing In The Law fileld. filled.

Signature of the Student

KPES Dr. G. M. Patil Law College, Dharwad.

Feedback Form on Basic Computer Course

Date: 4/12/2018

Name : Mruthunjay . Wani

Semester : V Sem ——Mobile No : 9900668845

Email-Id: wanimruthunjay@gmail.com

Name of the Instructor:
Smt.Kirtimani Suranagi

1. Was the material and subject easy to understand?

   a) Yes ✓   b) No

2. Did your course teacher guide you properly?

   a) Yes ✓   b) No

3. The lecture sequence was well planned.

   a) Yes ✓   b) No

4. Were you able to understand the concepts properly?

   a) Yes ✓   b) No

5. Whether all the instructions given by the course teacher were clear during the practical class?

   a) Yes ✓   b) No

6. The computers were sufficiently available to all the students in the class.

   a) Yes ✓   b) No

7. The course teacher was responsive and cleared all your doubts.

   a) Yes   b) No ✓

8. Suggested if any : Computers were not compitable for the course as they were out dated

Signature of the Student

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Summary Report on Add-on Course

As per the decision taken by college Management and Add-on course committee the following Add-on Courses were conducted successfully for the Academic year **2018-19**.

Each add-on programme was conducted for 30 hours. The curriculum content is separately framed for each course. The students of different semester are permitted to enrol add on courses of their choice. For the academic year 2018-19 there were 5 add-on courses. During the odd semester Communication Skills and Personality Development and Basic Computer courses were conducted and in the even semester Yoga course, Legal language and Translation add-on courses were conducted. The Translation Course was only for final year students. Certificate of completion is given to students only those who attend 90% of classes engaged. Majority of the student participants expressed their gratitude to the Institution for having conducted these value based courses without imposing any fees on them. The overall content of respective courses enabled students to compete different competitive examinations and students who got Sanad, started practicing the profession under the supervision of senior Advocates. Of the overall percentage of the students participation in different add on courses is more than 80% as against the ceiling limit of intake. The financial burden was supported by our esteemed Management.

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