

SRI UMAPRAGATHI FIRST GRADE COLLEGE, KYTHASANDRA

Circular

Date: 1st December 2020

Subject: Meeting of the Board of Studies (BOS) Members

Dear Members of the Board of Studies,

This is to inform you that a meeting of the Board of Studies (BOS) will be held to discuss and review various academic matters, including the implementation of the new Fundamental Computer Skills course. Your presence and participation are crucial for the effective planning and decision-making process.

Meeting Details:

- **Date:** 2nd December
- **Time:** 3:30 PM
- **Venue:** Principal's Office Room

Agenda:

1. **Review of the Fundamental Computer Skills Course Syllabus:**
 - Course objectives, content, and evaluation criteria.
 - Discussion on the alignment with academic standards and industry requirements.
2. **Approval of Course Structure and Evaluation Methods:**
 - Evaluation criteria: Class Participation and Practical Exercises (50%), Final Exam (50%).
 - Assessment methods and recommended resources.
3. **Academic and Administrative Matters:**
 - Updates on academic progress and any other related issues.
 - Review of current and upcoming academic programs.

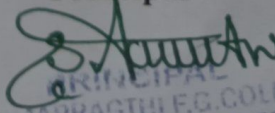
Preparation:

- Please review the attached syllabus and evaluation criteria before the meeting.
- Bring any relevant documents or reports for discussion.

We look forward to your valuable contributions to enhance the academic framework of our institution.

Best regards,

Principal


PRINCIPAL
SRI UMAPRAGATHI F.G. COLLEGE
KYTHASANDRA, TUMKUR-572109

SRI UMAPRAGATHI FIRST GRADE COLLEGE, KYTHASANDRA

Board of Studies (BOS) Meeting Agenda

Date: 2nd December 2020

Time: 3.30 PM

Venue: Principal's Office Room

Subject: Commencement of Basic Computer Skills

Agenda

1. **Welcome and Introduction**
 - Welcome remarks by the Chairperson
 - Introduction of members present
 2. **Review of Current Curriculum**
 - Overview of existing computer-related courses
 - Assessment of current students' computer skills and requirements
 3. **Proposal for New Course**
 - Presentation of the Basic Computer Skills course proposal
 - Detailed syllabus overview
 - Objectives and benefits of the new course
 4. **Discussion**
 - Feedback from members
 - Suggestions for course content, delivery methods, and assessment
 - Consideration of resource requirements (e.g., software, hardware, faculty)
 5. **Approval of Course**
 - Formal approval of the course syllabus
 - Decision on course commencement date and schedule
 6. **Implementation Plan**
 - Designation of faculty and resources
 - Development of teaching materials and resources
 - Student enrollment and communication
 7. **Any Other Business**
 - Open floor for additional comments or concerns
 8. **Closing Remarks**
 - Summary of decisions made
 - Next steps and action items
-

Minutes of the Board of Studies (BOS) Meeting

Date: 2nd December 2020

Time: 3.30 Pm

Venue: Principal's Office Room

Attendees: 05 members

- Syed Akram Ali , Chairperson
- Kemparaja , Member
- R. Shekhar, Member
- Pandiyan T Member
- Thanuja S. Member

1. Welcome and Introduction

- The Chairperson welcomed all members and introduced the agenda for the meeting.

2. Review of Current Curriculum

- A brief review of existing computer-related courses was conducted.
- It was noted that while students have basic computer exposure, there is a need for a structured course to enhance their skills.

3. Proposal for New Course

- The proposal for the Basic Computer Skills course was presented.
- The course syllabus was detailed, including fundamentals like Typing, Paint, Notepad, and WordPad, as well as software applications such as MS Word, MS PowerPoint, MS Excel, and internet skills.

4. Discussion

- Members provided positive feedback on the relevance and necessity of the course.
- Suggestions were made to include practical exercises and real-world applications in the curriculum.
- Concerns about the availability of resources and faculty were addressed, with agreements on acquiring necessary tools and training for instructors.

5. Approval of Course

- The course syllabus was approved unanimously.
- The commencement date was tentatively set for [Insert Date].
- The course schedule was discussed and agreed upon.

6. Implementation Plan

- Faculty members [Name] and [Name] were designated to oversee the course.
- Development of teaching materials was assigned to [Name].
- The college administration will handle student enrollment and communicate course details to students.

SRI UMAPRAGATHI FIRST GRADE COLLEGE, KYTHASANDRA

Circular

Date: 3rd December 2020

Subject: Commencement of Basic Computer Skills Course

Dear Students,

We are pleased to announce the commencement of the **Basic Computer Skills Course** for the academic year . This course is designed to equip you with essential computer skills and proficiency in various applications crucial for academic and professional success.

Course Details:

- **Course Title:** Fundamental Computer Skills
- **Course Duration:** 30 Days
- **Class Timings:** 3.00 PM
- **Venue:** Computer Room, Sri Um pragathi First Grade College

Course Objectives:

1. Develop proficiency in basic computer operations and software applications.
2. Enhance typing speed and accuracy.
3. Learn to create and format documents using MS Word.
4. Design and deliver presentations using MS PowerPoint.
5. Utilize MS Excel for data management and analysis.
6. Understand basic internet operations, including email and information search.

Course Content:

1. **Fundamentals:**
 - **Typing Master:** Introduction, Tests, Games
 - **Paint:** Drawing, Shapes, Colouring, Graphics
 - **Notepad:** Basic Operations, File Management
 - **WordPad:** Formatting, Styles, Pictures
2. **Course Modules:**
 - **MS Word:** Resumes, Letterheads, Question Papers, Handbills
 - **MS PowerPoint:** Slide Design, Presentations, Animations
 - **MS Excel:** Data Management, Calculations, Billing Reports
3. **Internet Skills:**
 - **Email Operations:** Creating, Managing, Sending Emails
 - **Internet Research:** Searching, Interpreting Results

Assessment Methods:

- Typing Tests
- Practical Assignments
- Document and Presentation Projects
- Data Analysis
- Internet Tasks


Evaluation:

- **Class Participation and Practical Exercises: 50%**
- **Final Exam (Document and Presentation): 50%**

We look forward to your active participation and enthusiasm in acquiring these fundamental computer skills.

Best regards,

Principal


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SRI UMAPRAGATHI FIRST GRADE COLLEGE, KYTHASANDRA

Circular

Date: 9th December 2020

Subject: Evaluation Criteria and Methods for Basic Computer Skills Course

Dear Students,

As part of the **Basic Computer Skills Course**, your performance will be evaluated based on two key components: Class Participation and Practical Exercises, and the Final Exam. Below, we outline the criteria and methods for each evaluation component to help you understand how you will be assessed.

1. Class Participation and Practical Exercises (50%)

Class Participation:

- **Engagement:** Active participation during lectures and practical sessions.
- **Attendance:** Regular attendance and punctuality.
- **Discussion Contributions:** Involvement in class discussions and group activities.

Practical Exercises:

- **Completion of Assignments:** Timely and accurate completion of practical assignments given during the course.
- **Application of Skills:** Demonstration of skills learned in practical scenarios (e.g., creating documents, designing presentations).
- **Creativity and Accuracy:** Ability to apply concepts creatively and accurately in practical tasks.

How It Will Be Assessed:

- **Ongoing Evaluation:** Your participation and performance in practical exercises will be monitored throughout the course.
- **Weekly Assessments:** Short assessments or tasks will be assigned to evaluate your understanding and application of the topics covered.

2. Final Exam (50%)

Exam Components:

- **Document Creation:** Design and format documents using MS Word based on provided guidelines.

- **Presentation Development:** Create and present a PowerPoint presentation, demonstrating the ability to use design themes, animations, and effective content organization.
- **Data Management:** Manage and analyze data using MS Excel, including creating reports and performing calculations.

How It Will Be Assessed:

- **Practical Tasks:** You will be required to complete practical tasks related to document creation, presentation development, and data management.
- **Evaluation Criteria:** Your work will be evaluated based on accuracy, creativity, clarity, and adherence to instructions.

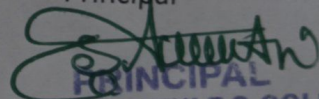
Preparation Tips:

- **Review Course Material:** Regularly review the course content and practice the skills learned.
- **Participate Actively:** Engage in all class activities and practical exercises to improve your skills.
- **Practice Projects:** Work on sample projects to prepare for the final exam.

We encourage you to take full advantage of the resources provided and participate actively to excel in both the practical exercises and the final exam.

Best regards,

Principal



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7. Any Other Business

- No additional business was raised.

8. Closing Remarks

- The Chairperson summarized the key decisions and outlined the next steps.
- The meeting was adjourned with thanks to all participants.

Action Items:

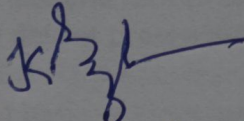
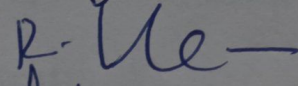
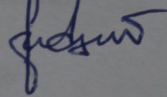
- Finalize course materials and schedule by [Insert Date].
- Ensure all necessary resources are in place before the commencement of the course.
- Communicate course details to students by [Insert Date].

Signature:

Chairperson


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Members

SRI UMAPRAGATHI FIRST GRADE COLLEGE, KYTHASANDRA

SYLLABUS FOR BASIC COMPUTER SKILL

Course Title: Basic Computer Skills

Course Overview:

This course is designed to provide students with foundational knowledge and practical skills in essential computer applications. The syllabus includes basic typing skills, graphic design using Paint, word processing, presentation creation, spreadsheet management, and internet usage.

Course Objectives:

1. Develop proficiency in basic computer operations and software applications.
2. Enhance typing speed and accuracy.
3. Learn to create and format documents using MS Word.
4. Design and deliver presentations using MS PowerPoint.
5. Utilize MS Excel for data management and analysis.
6. Understand basic internet operations, including email and information search.

Course Content:

1. Fundamentals

A. Typing Master:

- Introduction to Typing
- Typing Tests (Speed and Accuracy)
- Typing Games for Skill Improvement

B. Paint:

- Basic Drawing Techniques
- Inserting Shapes
- Colouring and Painting
- Designing Simple Graphics

C. Notepad:

- Basic Operations: Cut, Copy, Paste
- Saving and Opening Files
- Save As Function

D. WordPad:

- Creating and Formatting Sentences
- Applying Styles and Font Changes
- Text Colouring
- Inserting Pictures
- Paragraph Alignment and Formatting

2. Course Modules

A. MS Word:

- Introduction to Microsoft Office Word
- Creating and Formatting Resumes
- Designing Letterheads
- Drafting Question Papers
- Designing Handbills
- Document Creation and Formatting
- Data Entry Techniques

B. MS PowerPoint:

- Introduction to Microsoft PowerPoint
- Creating and Designing Slides
- Building Presentations
- Applying Design Themes
- Adding and Customizing Animations

C. MS Excel:

- Introduction to Microsoft Excel
- Managing and Analyzing Data
- Creating and Formatting SSLC, PUC, and Degree Marks Cards
- Performing Calculations: Percentages, Classes, Grades, and Results
- Billing and Reporting:
 - Purchases Billing
 - Newspaper Billing
 - Employee Salary Reports
 - Sales Reports

3. Internet Skills

A. Email Operations:

- Creating an Email ID
- Opening and Managing Emails
- Sending and Receiving Messages

B. Internet Research:

- Searching for Information
- Finding and Interpreting Results

Assessment Methods:

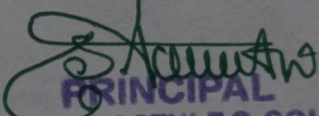
- Typing Speed and Accuracy Tests
- Practical Assignments in Paint, Notepad, and WordPad
- Document and Presentation Projects in MS Word and MS PowerPoint
- Data Analysis and Reporting in MS Excel
- Internet Research and Email Tasks

Recommended Resources:

- Textbooks on Computer Fundamentals
- Online Tutorials and Practice Exercises
- MS Office User Guides

Evaluation:

- Class Participation and Practical Exercises: 50%
- Final Exam (Document and Presentation): 50%


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SRI UMAPRAGATHI FIRST GRADE COLLEGE

KYATHASANDRA, TUMKUR-572104

Report on Basic Computer Coaching Class

Start Date: 09/12/2020

Venue: Sri Umapragati First Grade College, Kyatsandra, Tumkur

Organized in association with: SKS Computer Education Centre.

Number of students: 28



Program Duration: 30 days

On 9th December 2020, Basic Computer Coaching Class was successfully started at Sri Umapragati First Grade College. This initiative was undertaken in collaboration with SKS Computer Education Center to impart basic computer training to the students of the college.

Objectives

The primary objectives of the program are:

- ❖ Preparing students with essential computer skills.
- ❖ Enhancing their proficiency in basic computer operations. .
- ❖ Preparing them for the digital demands of academic and professional environments.

Program details

A training program was created covering basic computer skills over a period of 30 days. The curriculum includes:

- ❖ Introduction to Computers: Understanding hardware and software components.
- ❖ Operating Systems: Basic navigation and use of operating systems.


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- ❖ Word Processing: Creating, editing and formatting documents using word processors.
- ❖ Spreadsheets: Basic functions and data management using spreadsheet software.
- ❖ Internet and Email: Navigating the Web, using search engines, and communicating via email.

Participation

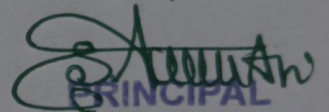
A total of 28 students of Sri Umapragathi First Class College participated in the training program. Students were actively engaged in the sessions and demonstrated significant improvement in their computer skills.

Conclusion

Basic computer coaching class provided valuable training to the students. , enhanced their digital literacy and practical skills. SKS Computer Center is instrumental in providing a comprehensive and effective training program. Successful completion of this course prepares students for better academic and professional opportunities in the digital age.

Report Prepared by
(R. Shekhar)

Principal



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BASIC COMPUTER SKILLS REGISTER OF ATTENDANCE & FEES

FIRST GRADE COLLEGE

December-2020.

FOR THE MONTH OF... 07-12-2020 To 16-01-2021

Name of the Institute.....

Section... 1-1-2021

Place.....

Sl. No.	Admission No.	Name	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of Days present	FEES		Date of Payment									
			12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12		12	Rs.		P.								
01		Chethan. C.J.	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				
02		Kishor. H.R	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				
03		Nandhitha. N	1	2	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	26	27	28			
04		Manu. B.G.	1	1	2	3	3	4	5	6	7	6	7	7				8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24			
05		Nagalakshmi. A.N	1	2	3	4	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			
06		Pavithra. B.S	1	2	3	4	5	6	7	8	9	10	11	12				13	14	15	16	17	18	19	20	21	22	23	23	24	25	26	27	18	29			
07		Pavithra R	1	2	3	4	5	6	7	8	9	10	11	12				13	14	15	16	17	18	19	20	20	21	22	23	24	25	26	27	18	29			
08		Puneeth. P.R	1	2	3	3	4	5	5	6	7	8	9	10				11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	27			
09		Rakshitha. N	1	2	2	3	3	4	5	6	7	7	8	9				10	11	12	13	14	15	16	17	18	19	20	21	22	22	23	24	25	26			
10		Ramya. M	1	2	3	4	5	6	6	7	8	9	10	11				12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	27	28			
11		Shobha. B.H	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			
12		Shruti Korta	1	2	2	3	4	5	6	7	8	8	9	10				11	12	13	14	15	16	17	18	19	19	20	21	22	23	24	25	26	27			
13		Sudeep. T.G.	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			
14		Tejaswini. K.	1	2	3	4	4	5	6	7	8	9	10	11				12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	26	27	28			
15		Shashank. K.R	1	2	3	3	4	5	5	6	7	8	9	10				10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	26			
16		Aruna. H	1	2	3	4	4	5	6	7	8	8	9	10				11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	26	27			
17		Arpitha. R	1	2	3	4	5	6	7	8	9	9	10	11				12	13	14	15	16	16	17	18	19	20	21	22	23	24	25	26	27	28			
18		Ayesha Sultan. km	1	2	3	4	5	6	7	8	9	10	11	12				13	14	15	16	17	18	19	20	21	22	23	23	24	25	26	27	29	29			
19		Divya. V.P	1	2	3	4	5	6	7	8	9	10	11	12				13	14	15	16	17	17	18	19	20	21	22	23	24	25	26	27	28	29			
20		Shalini	1	2	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			
21		Simran.	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	29			
22		Lotha. G.N	1	2	3	4	6	6	7	8	9	10	11					12	13	14	15	16	17	18	19	20	21	22	23	24	25	25	26	27	28			
23		Sarashwathi. T.V	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			
24		Tejaswini. K.G.	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			
25		Chalitha. B.	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			
26		Gangamma. G.	1	2	3	4	5	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			
27		Srideni	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				
28		Honnamma. K.	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	28			

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