

KVCET



KARPAGA VINAYAGA
COLLEGE OF ENGINEERING AND TECHNOLOGY



Department of Computer Science and Engineering

Presents



Skill Development Program for Non-Teaching Staff - II

Fundamentals of IT SKILLS

Resource Person - 1

Dr.V.Thiyagarajan
Associate Professor
CSE

Resource Person - 2

Dr. J. Jayapriya
Associate Professor
CSE



19th & 27th September 2025
8.30 a.m. to 3.30 p.m.
CC4 Lab

**Campus: GST Road, Chinna Kolambakkam, Padalam
Madurantakam, Chengalpattu**
www.kveg.in



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(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

Department of Computer Science and Engineering

Date: 13.10.2025

Report on

Academic Year: 2025-2026

Semester: Odd

Date and Time	19.09.2025 & 27.09.2025 - 09.15a.m. to 03.30 p.m.
Name and Type of the event	Fundamentals of IT Skills
Event Venue	CC1
Organized By	Dr. ThirunadaSikamani / Associate Dean – Capacity Building
Resource Person	Dr.V.S.Thiyagarajan , Associate Professor/CSE Dr.J.JayaPriya,Assistant Professor/CSE Ms.N.Bhuvaneswari.Assistant Professor/CSE Ms. M. Abinaya , Assistant Professor / CSE Ms. Chitra, Assistant Professor / CSE
Targeted Audience	Non – Teaching Staff-2
No. of Participants	15

Objectives	To introduce participants to the core concepts of Information Technology and its practical applications in daily and professional life.
	To develop foundational knowledge in computer operations, file management, and basic software tools.
Outcomes	Participants will be able to understand and apply basic IT concepts, including hardware, software, and networking fundamentals.
	Participants will gain proficiency in using essential computer applications for word processing, data handling, and online communication.

Course Outcomes	P01	P02	P03	P04	P05	P06	P07	P08	P09	P010	P011	P012	PSO1	PSO2	PSO3
CO1	2	2	1	1	1	-	-	1	1	-	-	1	1	1	1
CO2	2	2	1	1	1	-	-	1	1	-	-	1	1	1	1



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Event Details(*write up about the event – Include all sessions*):

Skill Development Program on “Fundamentals of IT Skills” – 19.09.2025 & 27.09.2025

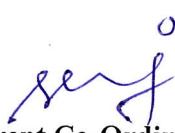
Event Details

The session began with a warm welcome address delivered by Dr. C. Jaya Pratha/ HoD, CSE, followed by the delivery of Presidential Address by Dr. ThirunadaSikamani. The program was meticulously organized by Dr. Thirunada Sikamani, Associate Dean for Capacity Building. The event was organized by Dr. Thirunada Sikamani, Associate Dean for Capacity Building, with the support of faculty members from the Department of CSE. Resource coordinators are Dr. V.S. Thiagarajan and Dr. J. Jayapriya from the Department of Computer Science and Engineering (CSE).. The event was designed to introduce Office Assistantsto the core concepts of Information Technology (IT) and its practical applications in both professional and daily life. The workshop aimed to develop foundational knowledge in basic computer operations, file management, and essential software tools.

The training covered a wide range of IT skills, including:

- **Introduction to IT Concepts:** Dr. Thiagarajan provided an overview of the components of a computer system—hardware, software, and networking.
- **Computer Operations & File Management:** Dr. JayaPriya guided participants on managing files and folders efficiently, ensuring proper file storage and organization.
- **Software Tools:** Ms. Bhuvaneswari introduced essential software tools like Microsoft Word, Excel, and PowerPoint, focusing on their application in everyday office tasks.
- **Networking & Online Communication:** Ms. Abinaya and Ms. Chitra explained basic networking concepts and how to use online communication tools such as email and video conferencing.

The hands-on sessions allowed participants to apply their learning immediately, gaining practical experience in file management, software usage, and troubleshooting basic IT issues. the **Fundamentals of IT Skills** program successfully met its objectives, empowering non-teaching staff with essential IT knowledge and skills. This initiative contributed to the ongoing capacity-building efforts at the institution and will help enhance productivity and efficiency in the workplace.


Event Co-Ordinator

S.Gayathri , AP/CSE


HoD/CSE

Dr. C. Jaya Pratha



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Photos:



Presidential Address by Dr. ThirunadaSikamani Associate Dean (CSE) - Capacity Building.



Welcome address delivered by Dr. C. Jaya Pradha/ HoD, CSE



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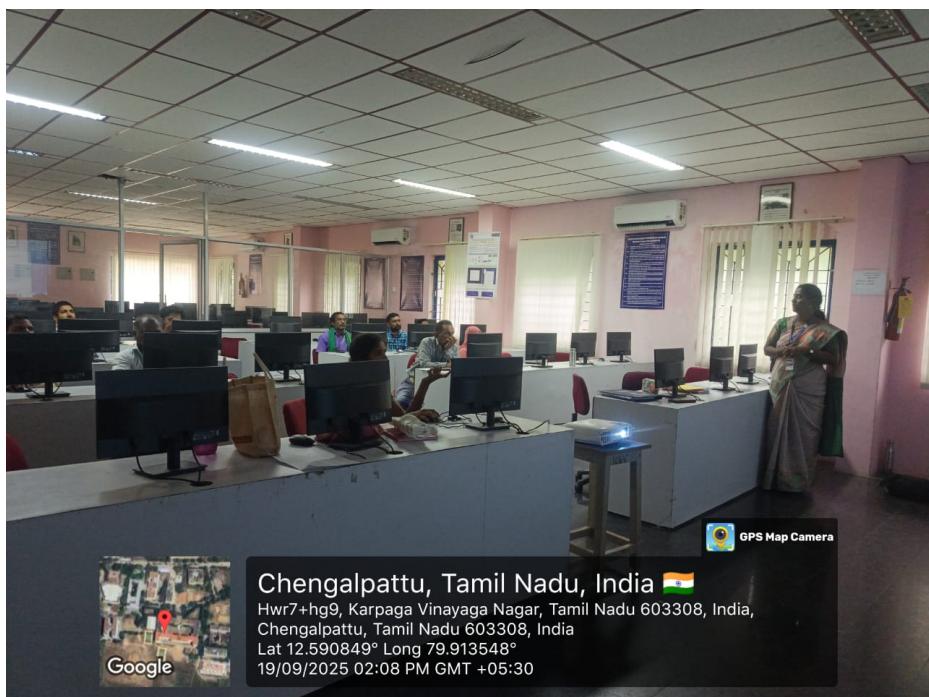
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DAY -1 (19.09.2025)



Practical Software Use - MS Office, by Ms.N.Bhuvaneswari



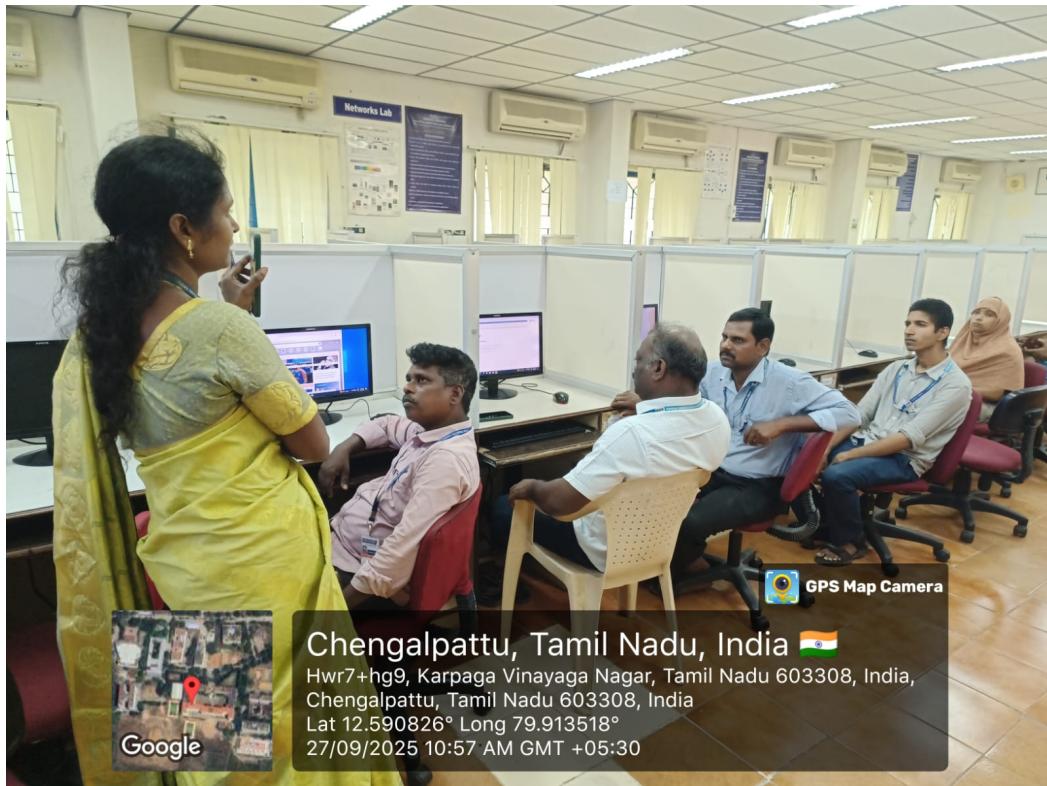
Practical Software Use – File Management, Printer, Scanner by Ms.S.Gayathri



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DAY -2 (27.09.2025)



Computer Basics- File & Folder Management by Ms. Chitra