KVCET | **KARPAGA VINAYAGA** MEDICINE DENTISTRY ENGINEERING NURSING PHARMACY SCHOOL
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KARPAGA VINAYAGA
COLLEGE OF ENGINEERING AND TECHNOLOGY

Department of Computer Science and Engineering

Presents

Skill Development Program for Non-Teaching Staff - I
Mobile Phone Operations, Computers and Office IT Equipment

Resource Person - 1

Ms. B. Divya
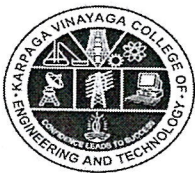**Assistant Professor**
CSE

Resource Person - 2

Mr. Alagu Manoharan
Assistant 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

KARPAGA VINAYAGA
COLLEGE OF ENGINEERING AND TECHNOLOGY
(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
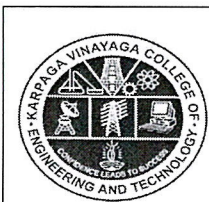
Report on

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	**Mobile Phone Operations, Computers and Office IT Equipment**
Event Venue	CC1
Organized By	Dr. ThirunadaSikamani / Associate Dean – Capacity Building
Resource Person	Ms. Udhaya, Assistant Professor / CSE Ms. B. Dhivya , Assistant Professor / CSE Ms. K. Vanishree, Assistant Professor / CSE Mr. P. Alagu Manoharan, Assistant Professor / CSE Ms. S. Gayathri, Assistant Professor / CSE
Targeted Audience	Non – Teaching Staff-1
No. of Participants	15

Objectives	To enable participants to understand the basic functioning, maintenance, and troubleshooting of mobile phones, computers, and office IT equipment.
	To enhance practical knowledge and hands-on skills for efficient operation and handling of commonly used digital devices and tools in the workplace.
Outcomes	Participants will be able to operate and maintain mobile phones, computers, and office IT equipment effectively in day-to-day tasks.
	Participants will develop confidence in diagnosing common technical issues and performing basic troubleshooting independently.

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	2	2	-	-	-	-	1	1	1	-	-	1	1	1	1
CO2	2	2	-	-	-	-	1	1	1	-	-	1	1	1	1

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

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Department of Computer Science and Engineering

Skill Development Program on "Mobile Phone Operations, Computers and Office IT Equipment"–
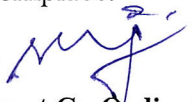**19.09.2025 & 27.09.2025**

Event Details

The session began with a warm welcome address delivered by Dr. C. Jaya Pradha/ 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. Resource coordinators are Ms. B. Dhivya and Mr. P. Alagu Manoharan from the Department of Computer Science and Engineering (CSE). Along with three faculties Ms. S. Gayathri. Ms. R. Udhaya, and Ms. K. Vanishree, the driver's session started

The program covered the following topics in depth:

- **Mobile Phone Operations**: Participants learned how to operate, maintain, and troubleshoot common issues in mobile phones, including software updates, battery management, and network troubleshooting.
- **Computer Systems**: The focus was on understanding computer hardware and software, basic maintenance practices like virus checks, system updates, and performance optimization techniques.
- **Office IT Equipment**: Emphasis was placed on printers, projectors, and other office technology, ensuring participants could manage and troubleshoot common problems such as paper jams, connectivity issues,

Practical, hands-on sessions were organized for participants to apply their learning, troubleshoot devices, and perform maintenance tasks under the guidance of the resource persons. By the end of the workshop, participants were able to Operate and maintain mobile phones, computers, and office IT equipment more effectively in their day-to-day tasks. Diagnose and troubleshoot common technical issues independently, boosting their confidence and problem-solving skills. The interactive nature of the workshop allowed the participants to engage with the devices, clarify doubts, and learn directly from the experts. The hands-on approach ensured that the participants were not only passive listeners but were actively involved in the learning process. The Skill Development Program successfully achieved its objectives, providing non-teaching staff with valuable skills to handle and troubleshoot digital devices and IT equipment commonly used in the workplace.

Event Co-Ordinator
S.Gayathri , AP/CSE

HoD/CSE
Dr. C. Jaya Pratha

Photos:

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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DAY -1 (19.09.2025)

Mobile Safety _ Avoiding spam calls and fake links by Ms.Dhivya

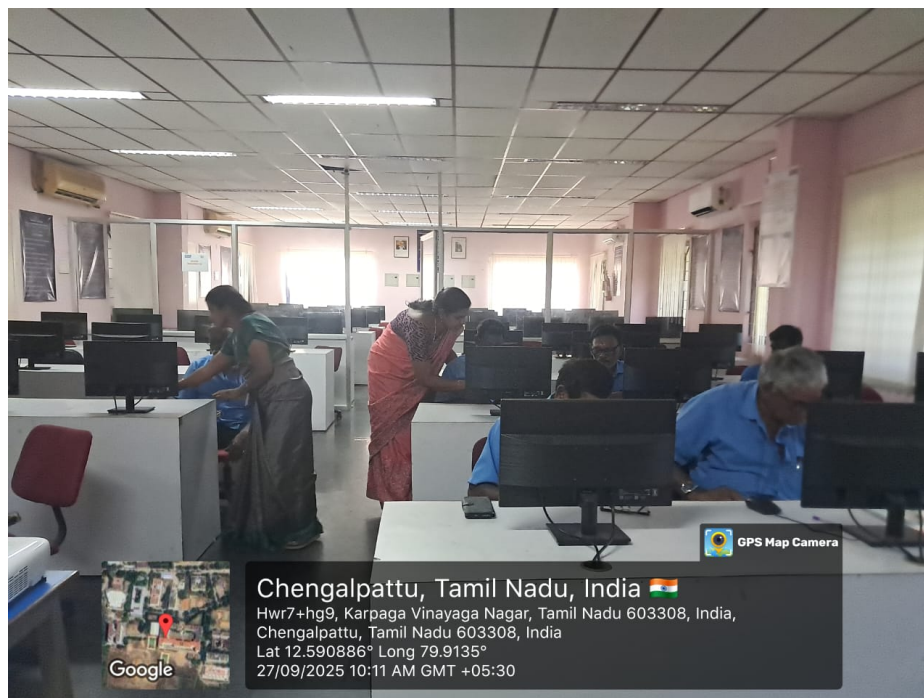**Basic Use of Mobile - Powering on/off, Charging safely. By Ms.R.Udhaiya**

DAY -2 (27.09.2025)

Computer Basics- File & Folder Management by Ms. K Vanishree

Practical Software Use - MS Office, Printer, Scanner by Ms.S.Gayathri