



Sri SAIRAM
COLLEGE OF ENGINEERING
Anekal, Bengaluru, www.sairamce.edu.in

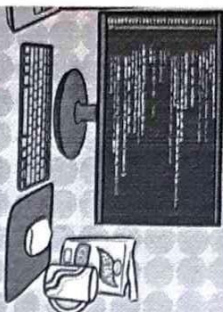


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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

organizes a session on



BASIC COMPUTER SKILLS

FOR NON-TEACHING FACULTY MEMBERS

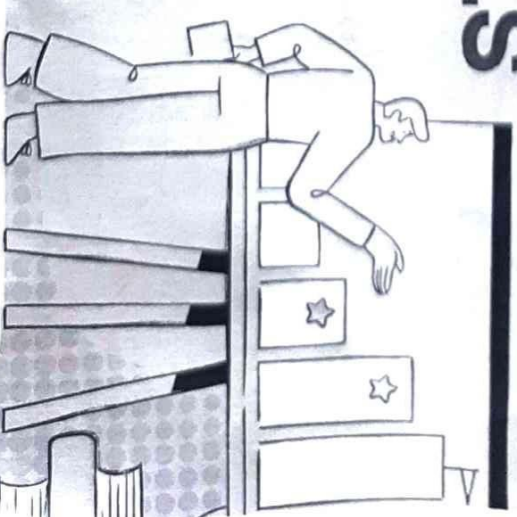
ON 29th NOVEMBER 2024

RESOURCE PERSON:

Dr. Mahesh A, Prof/CSE

Mrs. Jenifer, Asst. Prof/CSE

Mr. Bhaskar C D, Network Engg.



Dr. Smitha J A
HOD, CSE

Dr. B. Shadaksharappa
Principal

Dr. Sai Prakash LeoMuthu
Chairman & CEO,
Sairam institutions



Sairam
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Training Report: Basic Computer Training for Non-Teaching Staff

Date: 29/11/2024

Venue: Coding Lab

Duration :9 am -1 pm

Participants: 30 Non-Teaching Staff Members

Objective:

The objective of this training program was to equip the non-teaching staff of the college with basic computer skills, enabling them to perform their duties more efficiently and effectively.

Course Outline:

S.NO	Topic	Resource Person
1	Microsoft Office Applications (Word, Excel, PowerPoint)	Dr. A Mahesh, Prof / CSE
2	Basic Internet and Email Skills	Mrs. Jenifer A , AP / CSE
3	Basic computer operations (hardware and software), Basic troubleshooting and maintenance.	Mr.C .D Bhaskar, Network Engineer

The Principal, **Dr .B Shadaksharappa**, addressed the participants on the need of the basic computer training.

Key Highlights of the Principal's Address:

- 1. Importance of Digital Literacy:** The Principal emphasized the significance of digital literacy in today's technology-driven world.
- 2. Google Tools:** The Principal highlighted the importance of Google tools, specifically Google Lens, Forms, and Sheets.
- 3. Application in Daily Work:** The Principal encouraged the staff to explore ways to apply Google tools in their daily work.

Methodology:

The training program was conducted through a combination of lectures, demonstrations, and hands-on exercises. The participants were encouraged to ask questions and practice what they learned.

Outcome:

The training program was well-received by the participants, who showed significant improvement in their basic computer skills. The participants were able to:

- Operate a computer with confidence
- Use Microsoft Office applications for basic tasks
- Access the internet and use email
- Understand basic computer security and best practices

Recommendations:

1. Provide regular refresher training to reinforce the skills learned.
2. Offer advanced training programs to further enhance the computer skills of the non-teaching staff.
3. Encourage the use of technology in daily tasks to promote efficiency and productivity.

Conclusion:

The basic computer training program for non-teaching staff was a success, achieving its objective of equipping the participants with basic computer skills. We look forward to conducting more training programs in the future to further enhance the skills and knowledge of our staff.

Reji Thomas

Assistant Professor & IT Manager

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4/12/24

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04/12/2024

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A few glimpses of the event

