



SRI VENKATESWARA COLLEGE OF ENGINEERING

Pennalur, Sriperumbudur Taluk – 602117

(An Autonomous Institution; Affiliated to Anna University, Chennai)

**DEPARTMENT OF INFORMATION TECHNOLOGY
&**

Entrepreneurship Promotion and Incubation Center (SVCE-EPIC)

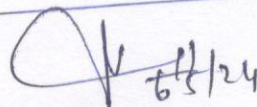
5-Days Staff Development Program on Enhancing Digital Literacy

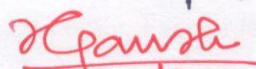
March 11-15, 2024

REPORT

To
Mr. PSK

Submitted to the principal


6/5/24


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About the program

The Department of Information Technology in association with SVCE-EPIC organized a 5-day Staff Development Program on Enhancing Digital Literacy for the members of the staff from March 11-15, 2024 between 3.15 pm and 4.10 pm at Natural Language Processing and Data Science Laboratory (First Floor, IT Block)

The program intended to upgrade the data management and professional skills. The HOD/INT formally invited the members of the staff through their respective department heads. The program witnessed around 25 participants including lab instructors, Office and Junior Assistants, Mechanics, Receptionist, and other non-teaching roles from various departments.

Dr. A Kala, Dr. P Sharon Femi, Associate Professors/INT and Mr. AR Guru Gokul, and Mr. E Sivakumar, Assistant Professors/INT delivered talks with hands-on demonstration on the following topics in the workshop

1. Email drafting
2. Documentation using MS Word
3. MS Excel
4. Collaborative software (Google Sheet, Google Docs, Google Forms etc)
5. Data Management
6. Cyber Security awareness

Schedule

Event Date	Topic	Speaker
March 11,2024	Documentation using MS Word	Dr. P Sharon Femi, ASP/INT
March 12,2024	Cyber Security awareness	Mr. AR Guru Gokul, ASP/INT
March 13,2024	Email drafting	Mr. E Sivakumar, AP/INT
March 14,2024	MS Excel	Dr. A Kala, ASP/INT
March 15,2024	Collaborative software & Data Management	Mr. E Sivakumar AP/INT

Sessions' insights

Session 1: Documentation using MS Word

Dr. P Sharon Femi, ASP/INT delivered a talk titled "Documentation using MS Word" with demonstration on the following topics. She concluded the session with a question-answer session.

- Format Painter, Image, and Word Art
- Table operations
- Securing files through passwords
- Page Break, Margins, Header and Footer, Page orders

EVENT PHOTOGRAPHS



Figure 1 Dr. P Sharon Femi delivering talk

Session 2: Cyber Security awareness

Mr. AR Guru Gokul, AP/INT delivered a talk titled “Cyber Security awareness” elaborating the cyber threats and importance of being vigilant in sharing personal information in public sites. The following topics were covered as a part of the discussion. He concluded the session with a question-answer session.

- Cyber threats
- Sites to checking the authenticity of a web-link
- Potential traps to hack personal data
- Importance of effective passwords and frequent password change
- Dos and Don'ts in online shopping and online banking



Figure 2 Mr. AR Guru Gokul delivering talk

Session 3: Email Drafting

Mr. E Sivakumar, AP/INT delivered a talk titled “Email drafting” focusing on drafting official emails and circulars relevant to college scenarios. The following topics were covered as a part of the discussion. He concluded the session with a question-answer session.

- Structure of a Email
- Effective Subject line and conclusion,
- Embedding signature
- Use of appealing colors
- Dos and Don'ts in professional emails



Figure 3 Mr. E Sivakumar delivering talk

Session 4: MS Excel & Data Management

Dr. A Kala, ASP/INT delivered a talk titled “MS Excel & Data Management “with demonstration on the following topics. She concluded the session with a question-answer session.

- Simple Excel Formulas
- Charts
- Data reference between Sheets
- Auto-fill values
- Sorting over a column

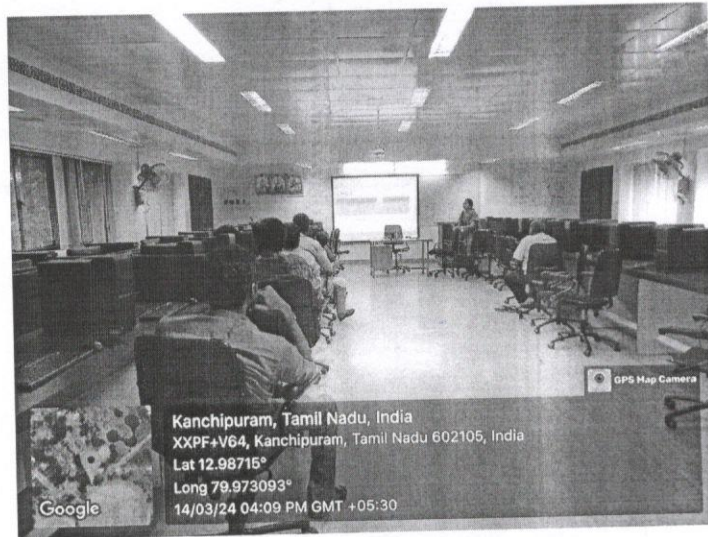


Figure 4 Dr A Kala delivering talk

Session 5: Collaborative software & Data Management

Mr. E Sivakumar, AP/INT delivered a talk titled “Collaborative software & Data Management”. Collaborative software like Google Docs, Google Sheets, and Google Forms were discussed in addition to effective file management for fast data retrieval. The following topics were covered as a part of the discussion. He concluded the session with a question-answer session.

- Creating and sharing documents in Google Docs and Google Sheets
- Applying Excel formulas in Google Sheets
- Creating Google Forms for feedback, data collection
- Sharing Google Drives with restrictions, granting access, and open-access

Total Participants : 26

Outcomes

The participants learnt to

- Design documents with various Word features including pictures, border design, and tables among others and secure them.
- Apply Excel formula suiting their requirements.
- Draft professional Emails following basic email etiquettes.
- Create sharable documents using Google Sheets, Google Docs, and Google Forms

Encl

- 1 Circular
- 2 Attendance
- 3 Sample Feedback
- 4 Sample Certificate

Dr. V Vidhya
Coordinators

Dr. V Vidhya, HOD/INT
Dr. S Ilaiyavel, Manager, SVCE-EPIC
Mr. E Sivakumar, AP/INT



SIVAKUMAR E IT <sivakumare@svce.ac.in>

Enhancing Digital Literacy - Workshop

Sun, Mar 10, 2024 at 5:14 PM

HOD IT <hodit@svce.ac.in>

To: HODs Group <hod@svce.ac.in>, Faculty Group <svcefaculty@svce.ac.in>, SVCE-Supporting Staff

svcesupport@svce.ac.in>

Dear sir/ madam,

The Department of Information Technology is organizing a 5-day workshop on **Enhancing Digital Literacy** for the members of the **staff from March 11-15, 2024 between 3.15 pm and 4.10 pm**. The objective of the program is to upgrade the data management and professional skills. The HODs are requested to encourage their staff members to participate in this program for enhancing their productivity.

Venue: Natural Language Processing and Data Science Laboratory (First Floor, IT Block)

Topics

1. Email drafting
2. Documentation using MS Word
3. MS Excel
4. Collaborative software (Google Sheet, Google Docs, Google Forms etc)
5. Data Management
6. Cyber Security awareness

The circular is attached for your ref.

Thanks

Sivakumar E
Assistant Professor,
Department of Information Technology,
Sri Venkateswara College of Engineering
9840145605

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SNO	Name	Day 1	Day 2	Day 3	Day 4	Day 5
12	Yogeshwari	Yes 11/3/2024	Yes 12/3/2024	Yes 13/3/2024	Yes 14/3/2024	Yes 18/3/2024
13	J. Kanchana	Sorry	Sorry	Sorry	-	Sorry
14	R. Vijay	R.V	R.V	R.V	R.V	R.V
15	K. Neetha	Not	Not	Not	Not	Not
16	S. Mani Sule	Sorry	Sorry	Sorry	Sorry	Sorry
17	N. Naveen Kumar	Not	Not	Not	Not	Not
18	A. Rajalakshmi	A. Rajalakshmi	A. Rajalakshmi	A. Rajalakshmi	A. Rajalakshmi	A. Rajalakshmi
19	S. Sundararaman	Not	Not	Not	Not	Not
20	R. Rajkumar	Not	Not	Not	Not	Not
21	S. Sowmya	S. Sowmya	S. Sowmya	S. Sowmya	S. Sowmya	S. Sowmya
22	S. Sowmya					
23	P. Prakashini (Smt)	Prakashini P	Prakashini P	Prakashini P	Prakashini P	Prakashini P
24	R. Monisha	Not	Not	Not	Not	Not
25	P. Jogeshwari	Not	Not	Not	Not	Not
26	S. Botaparthi / Smt	S. Binu	S. Binu	S. Binu	S. Binu	S. Binu
27						

