

KONGUNADU ARTS AND SCIENCE COLLEGE(Autonomous)

Re-Accredited by NAAC with 'A+' Grade (4th Cycle)

College of Excellence awarded by UGC

Coimbatore – 641 029.

Induction Training for Data Entry Operators

For Police Department Personnel

Organized by

SCHOOL OF COMPUTER SCIENCE

KONGUNADU ARTS AND SCIENCE COLLEGE

Coimbatore

REPORT

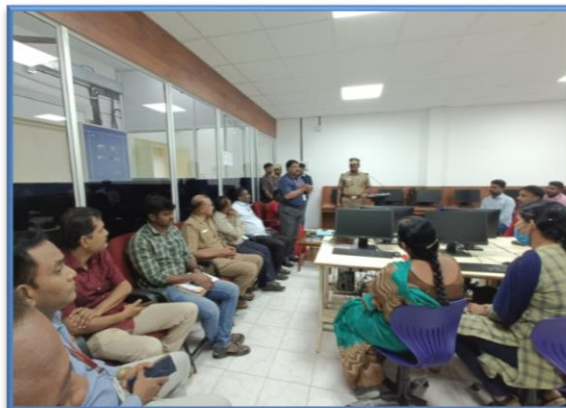
School of Computer Science has organized Extension Activity on Induction Training for Data Entry Operators for Police Department Personnel from 07.09.2022 to 30.09.2022. The Programme started with the Inaugural function on 07.09.2022 at 10.00AM in Computer Lab 7, Kongunadu Arts and Science College, Coimbatore -641029.

The programme commenced with a prayer song by T.Anusuya , III B.Sc Information Technology. Thiru.N.Ravichandiran, Additional Superintendent of Police, Coimbatore District, welcomed the gathering. He also introduced Thiru.O.Vetriselvan, Deputy Superintendent of Police, Coimbatore and thanked the College Management for granting the permission , providing the Lab facilities and resources for conducting the programme. He further thanked Dr.M.Lekeshmanaswamy Principal ,Dr.S.Paulsamy, Dean R &D, Dr.S.R.Madhan Shankar, Dean Academics and Dr.S.Mythili, Dean, School of Computer Science for providing the necessary help to conduct this activity.

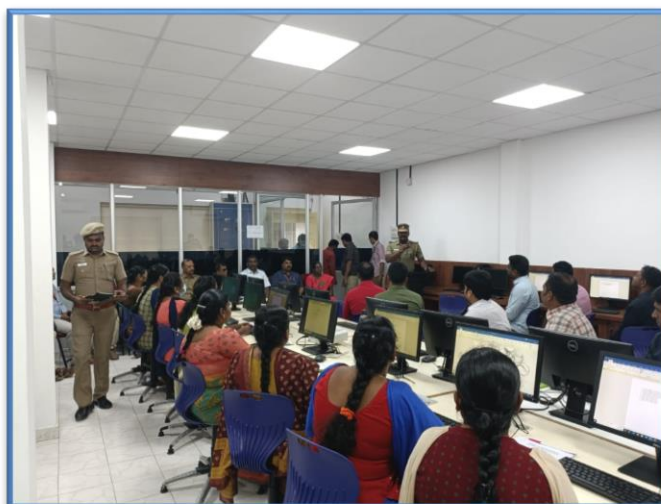
Thiru.O.Vetriselvan, Deputy Superintendent of Police, Coimbatore District presided over the function and highlighted the importance of the Programme, Dr.M.Lekeshmanaswamy, Principal and Dr.S.R. Madhan Shankar felicitated the gathering. Dr.S.Mythili Dean, School of Computer Science elaborated the plan of activity and delivered the vote of thanks.



Dr. M. Lekeshmanaswamy, Principal, delivered a welcome Address



Dr. S. R. Madhan Shankar, Dean Academics delivered Felicitation Address



Inaugural Addressed by **Thiru. V. Badrinarayanan**, Superintendent of Police, Coimbatore District

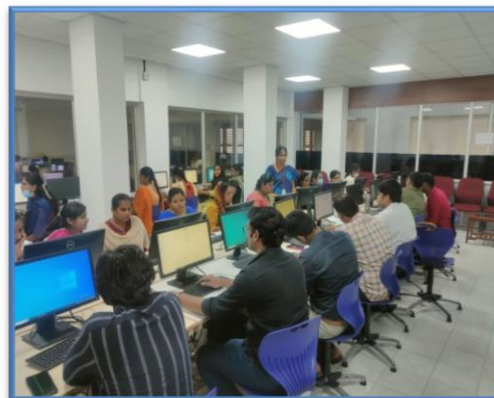
Computer Introduction and Operating Systems

The Induction Programme for Police Department Personnel on Microsoft Word was handled by the Department of Computer Technology from 07/09/2022 , 11/09/2022 and 13/09/2022.

Day: 1 Date: 07.09.2022

Dr. A.Indumathi, Associate Professor and Head, Department of Computer Technology, handled the session on 7.09.2022. The following topics were discussed

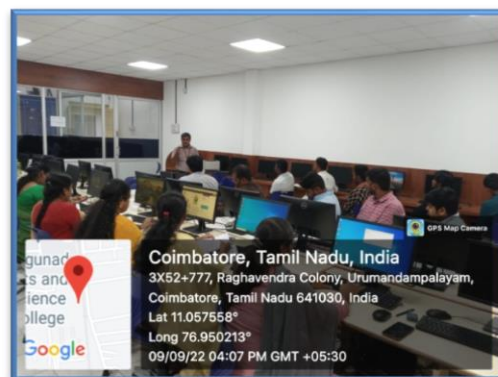
- Basics of Computers features and its applications
- Hardware, Software and Firmware
- Evolution of Computers
- Input / Output devices, CPU
- Evolution of Operating System
- Basics of Networks
- Storage devices – Primary, Secondary and Ternary



Day : 2 Date : 09.09.2022

Mr.N.Senthil Kumar Assistant Professor of Computer Technology handled the session on 09.09.2022. The following topics were discussed

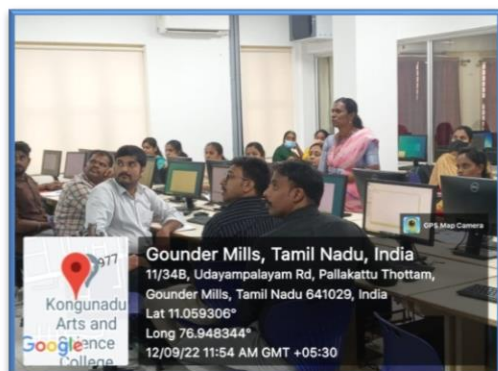
- CPU, Motherboard
- Processor and its types, Ports, Cables
- Setting Dates, Time
- My Network ,Recycle bin, Folders
- Control panel, Font Installation, Printer
- Scanner Installation
- Keyboards, Network Cables, Network Command,
- Ip Configuration, File Management, Searching



Day: 3 Date: 12.09.2022

Mrs.D. Hemalatha, Assistant Professor of Computer Technology, handled the session on 12.09.2022. The following topics were discussed

- Display Properties
- File management through windows explorer
- Search for files & folders
- Notepad, Wordpad
- Antivirus, Paint
- Operating System
- UPS, Screen saver, Control Panel



Computer Applications MS Office

Microsoft Word

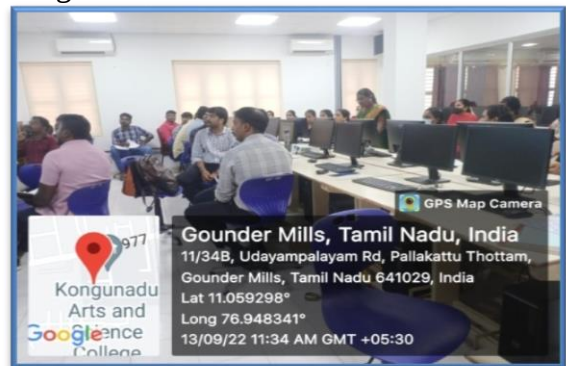
The Induction Programme for Police Department Personnel on Microsoft Word was handled by the Department of Information Technology from 13.09.2022 to 15.09.2022. Dr.S.Mythili welcomed the Participants and introduced the staff members of the Department. She also briefed about the topics to be covered in MS Word.

Day: 4 Date: 13.09.2022

Session I

Dr. S.Mythili, Associate Professor and Head of Information Technology, handled the session on 13.09.2022 (FN). The following topics were discussed during the session

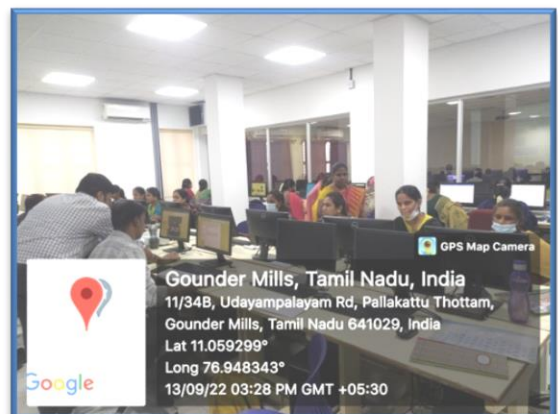
- Introduction of MS-Word
- Creating, Saving and Closing application
- Formatting Text
- Cut, copy and Paste, Alignments
- Line Spacing, Bullets and Numbering, Indents.
- Example for formatting commands
- Letter and usage of short cut keys.



Session II

Mrs. R. Rajalakshmi, Assistant Professor of Information Technology, handled the session on 13.09.2022 (AN). The following topics were discussed

- Inserting Pages, Pictures, Page Borders
- Page Breaks and Page Numbers
- Applying Page Colors, Watermarks
- Adding Text box, Inserting Table
- Insert and Delete Rows and Columns
- Designing an Invitation
- Inserting Digital Signature
- Adding Icons in a Document
- Applying design to a table Header and Footer.

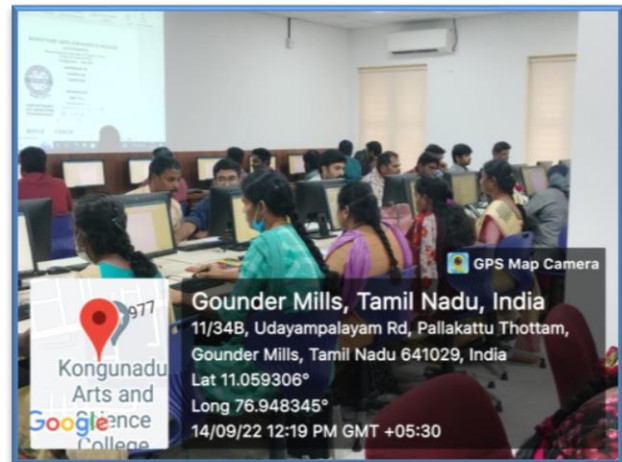


Day: 5 Date: 14.09.2022

Session I & II

Mrs.D. Princy, Assistant Professor of Information Technology, handled the session on 14.09.2022. The following topics were discussed

- Mail Merge
- Grouping and Ungrouping the Shapes
- Inserting Equations and Symbols
- Split Cells and Merge Cells
- Borders and Shading of a Table
- Layout Options
- Translate, Spelling and Grammar
- Auto Correct, Change Case
- Working with Page Setup
- Various Views of Document

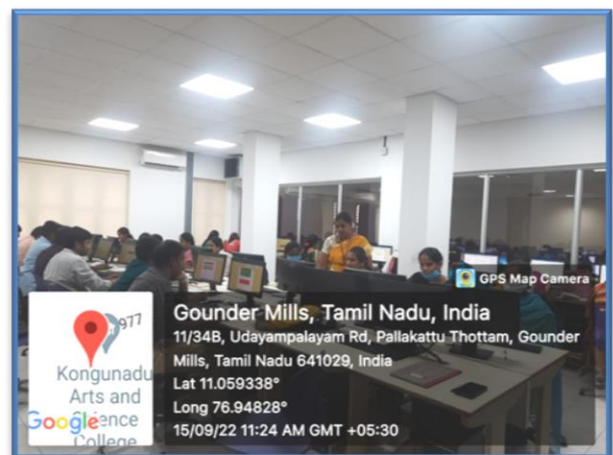


Day: 6 Date: 15.09.2022

Session I & II

Dr. P.Aruna Devi, Assistant Professor of Information Technology, handled the session on 15.09.2022. The following topics were discussed

- Tables: Table Style Options
- creating and modifying table styles
- Changing Pen colors, Borders, Border Painter
- Draw Table, Merge Table
- Autofit Cell Size, Heading Row repeat
- Applying formula
- Converting table to text
- Sorting the table
- Width and Height of a particular Cell
- Wrap text, fit text, Short cut keys.



Microsoft Excel

The Induction training on Ms Excel for Police Department was handled for three days (16.9.2022, 19.9.2022, 20.9.2022). The main focus is to create, handle various types of dynamic data and to make use of different features supported by the package. Sessions were handled by BCA department faculty members. Both theory and practical sessions were given to train them effectively.

Day: 7 Date: 16.09.2022

Session I:

Dr. G. Dona Rashmi, Assistant Professor of Computer Applications (UG), handled the session on 16.09.2022. The following topics were discussed

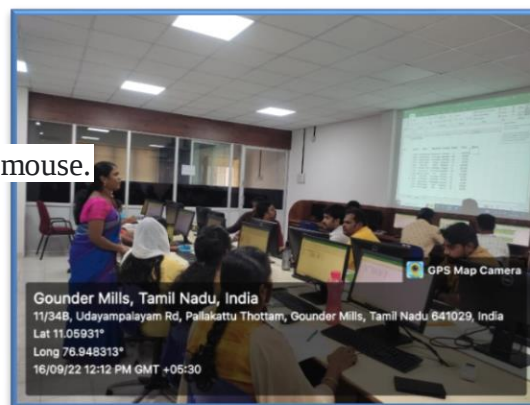
- Application of MS Excel and its features
- Creating, saving, closing documents
- Opening of saved documents
- Explaining cells, Cell address
- Formula bar, rows and columns
- Typing in the cells
- Border and shading
- Selection using Keyboard and Mouse
- Formatting Font: Font types, Size
- Formatting Font: Colour, Bold, Italic and Underline



Session II:

Ms.S. Nandhinieswari, Assistant Professor of Computer Applications (UG), handled the session on 16.09.2022. The following topics were discussed

- Cut/ Copy / Paste, Paste Special
- Transpose, Purpose of Clip board.
- Alignment Left / Right / Centre within the cell
- Auto Fill, Moving the contents of the cell by using mouse.
- Change case commands: upper, lower and Proper
- Changing the direction of text
- Commands: Merge and Centre,
- Wrap text, Increase decimal, Decrease decimal



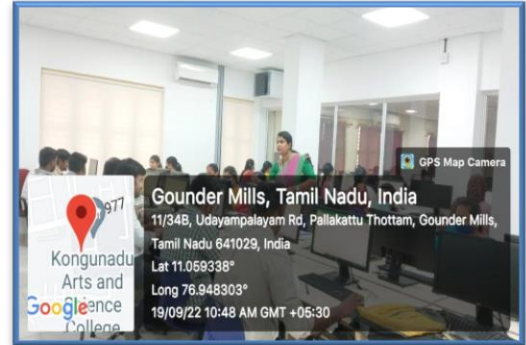
Practical Exercises taught and assigned real time problems to enrich their skills.

Day: 8 Date: 19.09.2022

Session I:

Ms. Tintu George, Assistant Professor of Computer Applications (UG), handled the session on 19.09.2022. The following topics were discussed

- Basic calculation: Add Subtract
- Multiplication, Division, Percentage.
- Functions: Average,
- Functions: IF, Max
- Functions: Min
- Functions: Count



Session II:

Ms.S. Nandhinieswari, Assistant Professor of Computer Applications (UG), handled the session on 19.09.2022. The following topics were discussed

- Conditional formatting Sort, Filter, Subtotal Find/ Replace
- Practical Exercises taught and assigned real time problems to enrich their skills.

Day: 9 Date: 20.09.2022

Session I:

Dr. G. Dona Rashmi, Assistant Professor of Computer Applications (UG), handled the session on 20.09.2022. The following topics were discussed

- Creating multiple sheets in a worksheet, transferring data from one sheet to other sheet.
- Working with multiple sheets and files
- Working with graphs and charts
- Auto formatting, creating embedded chart using chart wizard, sizing and moving parts, updating charts, changing chart types, Creating separate chart sheet, adding titles, legends and gridlines, colouring charts, printing charts.

Session II:

Ms. Tintu George, Assistant Professor of Computer Applications (UG), handled the session on 19.09.2022. The following topics were discussed

- Setting print area, print titles and page break
- Print preview, page setup, Header and Footer.
- Explanation on General and Advanced options to work with Excel

Practical Exercises taught and assigned real time problems to enrich their skills.

Microsoft Power Point

The Induction training on Power Point for Police Department was handled for three days by Computer Science (SF) Department from 21.09.2022 to 23.09.2022.

The overall content handle in our session are

- What is Power Point
- Auto Content Wizard
- Creating Presentation Using Design Templates
- Creating Blank Presentation
- Inserting Objects
- Power Point Views
- Saving & Printing Your Works
- Working With Colors & Transitions
- About Slide Show Timings
- Navigating During Presentation

Day: 10 Date: 21.09.2022

The first session on 21.09.2022 was conducted by Dr.R.Saravanamoorthy, Associate Professor and Head Department of Computer Science(SF) . Beginning with a brief introduction of MS-Power point and its importance in data Presentation and introduced the use of various ways of formatting the Slide during Presentation.

The Afternoon session on 21.09.2022 was taken by Mrs.N.Kalaivani, Assistant Professor Department of Computer Science(SF) who extended the discussion on the use of standard Design Template and layouts for Presentation ,She also taught the various paste special techniques that are available in Power point presentation.



Day: 11 Date: 22.09.2022

The first session on 22.09.2022 was taken up by Dr. K.Dhanalakshmi , Associate Professor Department of Computer Science(SF) who lucidly explained the various uses of Chart and Tables in Power point.

Her session was followed by the Dr.R.Kumuthavani, Assistant Professor Department of Computer Science (SF) who taught the various ways of Navigating during Presentation.



Day: 12 Date: 23.09.2022

The first session on 23.09.2022 was taken up by Mr.B. Rajkumar , Assistant Professor Department of Computer Science(SF) ,who elaborately explained with examples the use of Presentation Transactions and Animations. His session was followed by the Mrs.G.Vani , Assistant Professor Department of Computer Science(SF), she taught the various ways of working slide Time Transaction and Menus available in the MS-Power point. Real life examples of designing templates made the lectures very interesting. The Trainees were highly benefited by both the lectures which formed the prerequisite to handling a better presentation of data.

On conclusion of the lecture thus ended the Three-Day Induction Training for Data Entry Operators for Police Department Personnel on MS-Power Point and its Application from the Department of Computer Science (SF), with immensely positive feedback. It served its prime objective to introduce and expose tools of MS-POWER POINT that are necessary for data entry and data analysis in future.

Networking

The Induction training on networking for Police Department was handled for three days by Department of Computer Science with Data Analytics and Department of Artificial Intelligence and Machine Learning from 26.09.2022 to 28.09.2022.

The following topic has been discussed during the sessions:

1. 26.09.2022 (FN):
 - Types of Network
 - Network Topologies
 - Explanation of Intranet and internet
2. 26.09.2022 (AN):
 - Basic Operation of LAN
 - Components needed for Networking
 - Explanation on Switch and its features
3. 27.09.2022 (FN):
 - Google Form
 - Cyber Security
 - Password Management
4. 27.09.2022 (AN):
 - Cloud computing
 - MS team PowerPoint
5. 28.09.2022 (FN):
 - Establishing network printer & How to use Network
 - Troubleshooting LAN
6. 28.09.2022 (AN):
 - Exploring IP Address
 - Open document / Save document through LAN
 - Sharing the File/Folder in LAN

Day: 13 Date: 26.09.2022

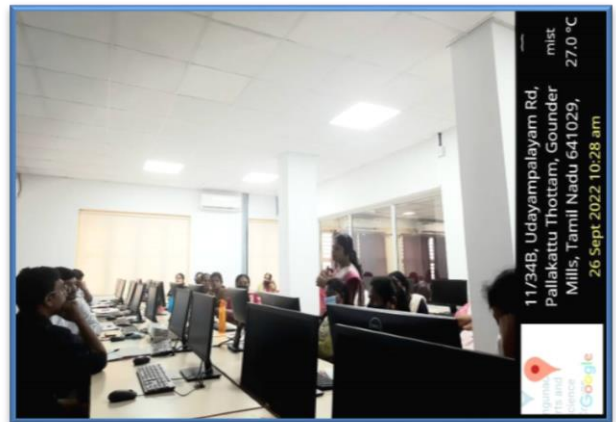
Session: I

The day 1 activity of the police Induction programme was conducted on 26/09/2022 from 10.00am to 01.00pm as a forenoon session and the head of the department introduced about him, staff members and also gave a detailed explanation of the Networking and the importance of topics to be covered by our department.

Mrs.B.Praveena, Assistant Professor, Department of Computer science with Data Analytics took the session and explained the following topics

1. Types of network:

- PAN – Personal Area Network
- LAN – Local Area Network
- WAN – Wide Area Network
- WLAN – Wireless Local Area Network
- CAN – Campus Area Network
- MAN – Metropolitan Area Network
- SAN – Storage Area Network
- SAN – System Area Network
- POLAN – Passive Optical Local Area Network
- EPN – Enterprise Private Network
- VPN – Virtual Private Network
- HAN – Home Area Network



2. Network Topologies:

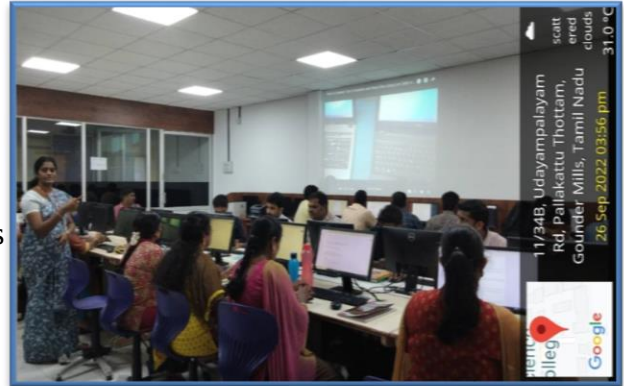
- Bus Topology
- Ring Topology
- Star Topology
- Mesh Topology
- Tree Topology
- Hybrid Topology



Session: II

The Afternoon session was handed over to Dr.S.Nithya, Assistant professor, Department of Artificial Intelligence and Machine Learning. She gave a brief explanation about the networking and also a clear vision on the topics following

- Basic operation of LAN
- Components needed for LAN
- Explanation of Switch and its features
- How to connect laptops using LAN Cables
- How to connect multiple laptops using switch and cables



Day: 14 Date: 27.09.2022

The day 2 session was handled by Dr.L.Kathirvelkumaran, Assistant professor & Head, Department of Computer science with Data Analytics. He gave a brief explanation about the networking and also a discussed the topics following

- Google Form
- Cyber Security
- Password Management
- Top Tips for Cyber security
- Various service providers
- Browser security in Network
- Introduction to cloud and Networking
- Official mail transactions
- MS- Team Power point
- Networking
- Scheduling meeting and conference
- Digital transaction in Networking

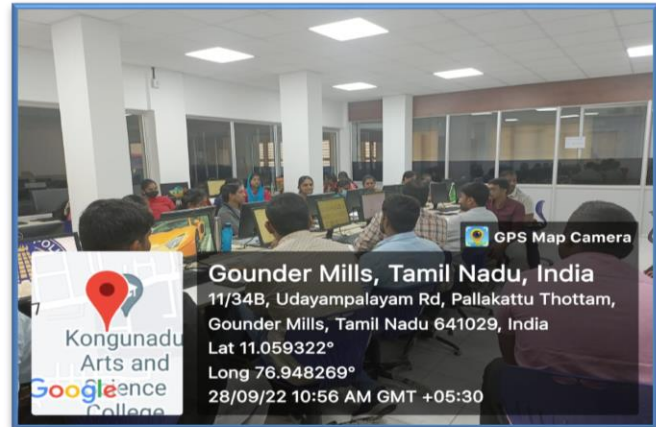


Day: 15 Date: 28.09.2022

Session: I

The day 3 session was handled by Mrs.P.Sumitha, Assistant Professor, Department of Computer science with Data Analytics. She gave a brief explanation about the networking and also a discussed the topics following

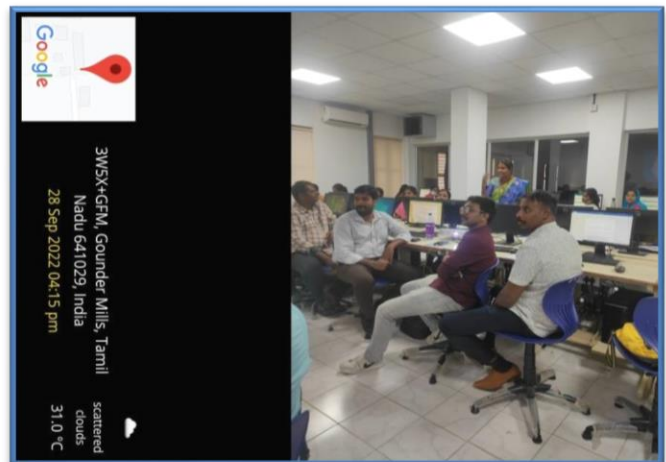
- Introduction to tower
- Network Sharing through Towers
- Explanation to Printer
- Troubleshooting



Session: II

The session was finally taken by Dr.S.Narmadha, Assistant professor, Department of Artificial Intelligence and Machine Learning. She gave explanation about the networking and also a discussed the topics following

- Networking
- How to connect system using LAN cable
- How to connect systems using Switch
- IP Address
- Introduction on Google drive
- Network Security



Day: 16 Date: 29.09.2022

On 29.09.2022 Participants were allowed to practice the given programs.

Day: 17 Date: 30.09.2022

On 30.09.2022, Afternoon session Lab test was conducted and the papers are evaluated based on their performance and feedbacks were collected.

VALEDICTORY FUNCTION

Valedictory function of Induction Training for Data Entry Operators for Police Department Personnel was held on 30.09.2022. Dr.V.Selvi, Principal in charge of our college, presided over the function and welcomed the gathering. The Presidential address was given by Our Dean Academics Dr.S.R.Madhan Shankar. The Chief guest Thiru. V.Badrinarayanan, Superintendent of Police, Coimbatore district delivered valedictory address. He highlighted the essence and importance of this training. Thiru O.Vetriselven, DGP, District crime records Bureau, Thiru. Namasivayam, DGP, Periyanaickenpalayam sub Division, 33 trainees of police department participated, faculty members of the School of Computer Science attended the function.

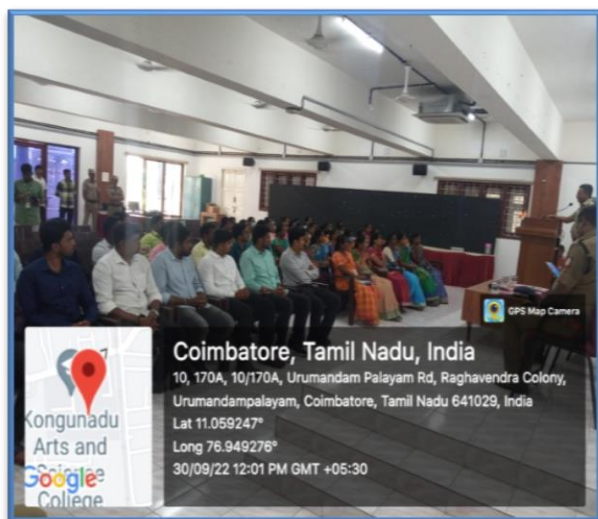
Thiru. V.Badrinarayanan, Superintendent of Police, distributed the Appreciation Certificate to all the faculty members who gave training to the 33 Trainees of Police Department. Special guest Thiru O.Vetriselvan, Deputy Superintendent of police, District crime records Bureau, Coimbatore delivered a fruitful speech of life and also thanked our college for the useful training. Special guest Thiru.T.Namachivayam, Deputy Superintendent of police, Perianaickenpalayam sub division, Coimbatore District also spoke about the importance and the need of training. Dr. S. Mythili, Dean, School of Computer science delivered vote of thanks.



Dr. V. Selvi, Principal(i/c), delivered welcome Address



Dr. S. R. Madhan Shankar, Dean Academics delivered Presidential Address



Thiru. V. Badrinarayanan, Superintendent of Police, Coimbatore District delivered Valedictory Address



Dr. S. Mythili, Dean, School of CS delivered Vote of Thanks



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31st Rank among Colleges in NIRF 2022

COIMBATORE - 641 029

School of Computer Science

“Familiarization of Science for School Students” REPORT

The School of Computer Science has organized a seminar for School Students under the Title “ **Familiarization of Science for School Students**”, on 28.12.2022 between 3.00 PM – 4.00 PM in lab III at Kongunadu Arts and Science College, Coimbatore – 641029 .

The program commenced with the welcome speech and introduction about Computer Courses by Dr S.Mythili, Dean, School of Computer Science, Kongunadu Arts & Science College, and Coimbatore. She explained the need of Computer Science in present scenario and how it will be helpful for them if they choice computer Science Course.

Dr.A.Indumathi, Associate Professor, Department of Computer Technology , concise about various computer related courses available in Kongunadu Arts and Science College and also explained about the eligibility criteria for courses and who can choose it.

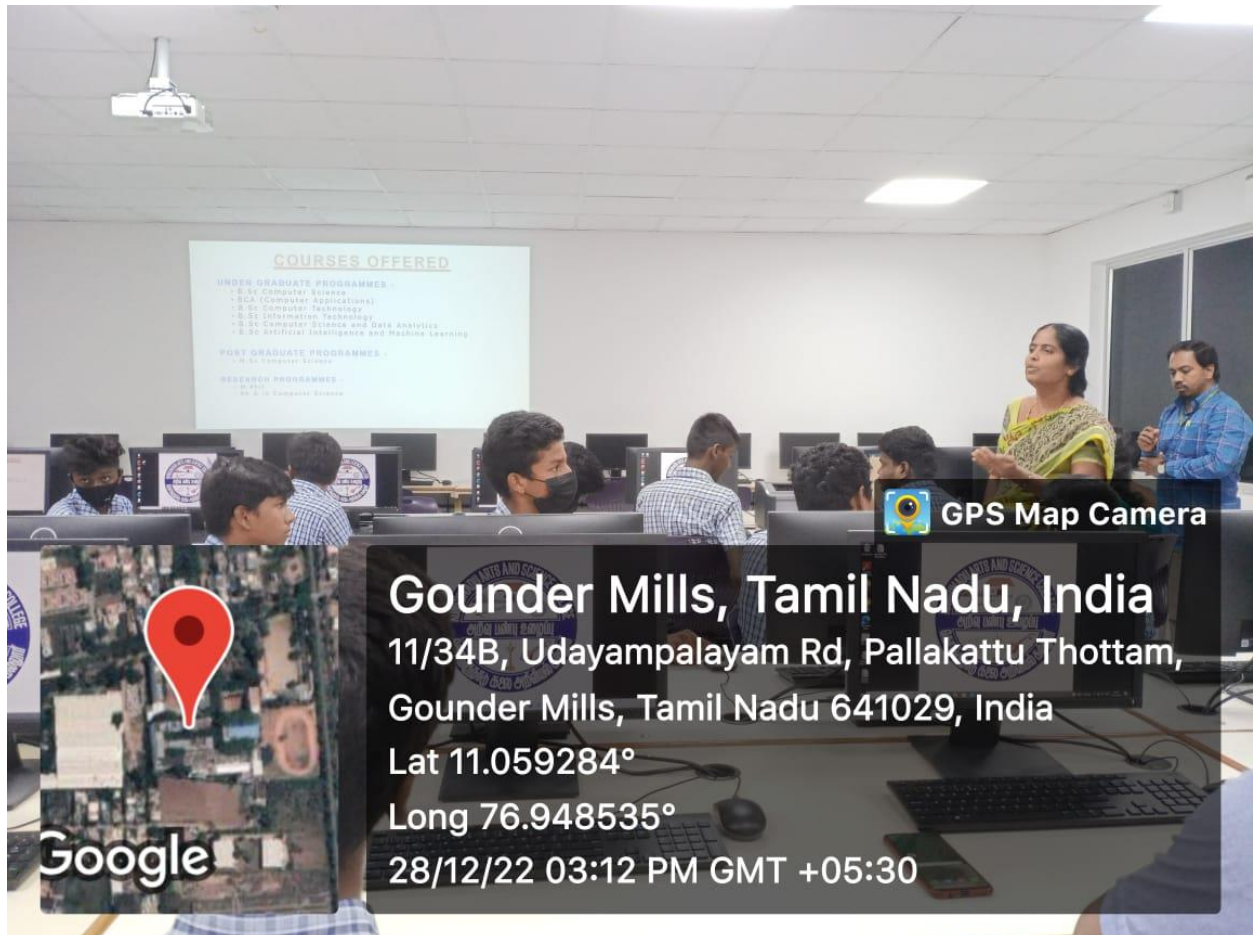
Dr.K.Sumangala, Head Department of Computer Applications, briefed about the placement facilities available and about the companies visiting college for Placement. She also added about the highest salary package students received during placement.

Dr.L.Kathirvel Kumaran, Head , Department of Computer Science with Data Analytics & Artificial Intelligence & Machine Learning, elaborated about the requirement for computer Graduates and their opportunities in Computer Science Field.

Ms. Immaculate, Assistant Professor, Computer Applications, Guided the students to work in computers and how to search the required information in web.

The session came to an end by collecting feedback about the session from school students and proposing the vote of thanks. A total of 105 students were benefitted from this program.

The photographic evidences are attached below.





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DEPARTMENT OF INFORMATION TECHNOLOGY

DIGITAL TRANSACTIONS USING MOBILE APPLICATIONS FOR SELF-HELP GROUP

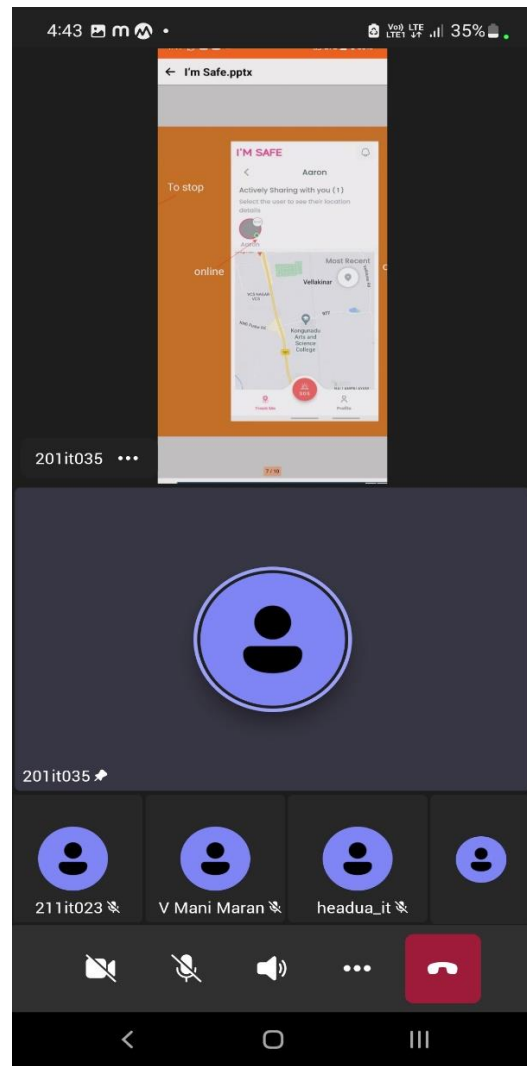
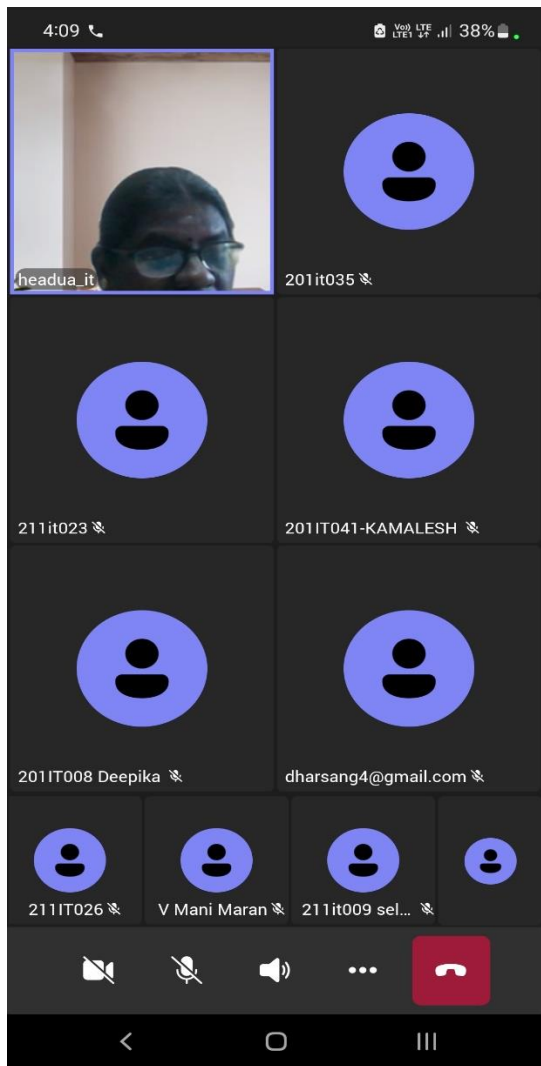
The Department of Information Technology organized an Awareness Programme on **“Digital Transactions using Mobile Applications for Self-Help Group”** on 26.02.2023. The event was presented by the Students of Information Technology Department. The program started at 4 p.m. through MS-Teams.

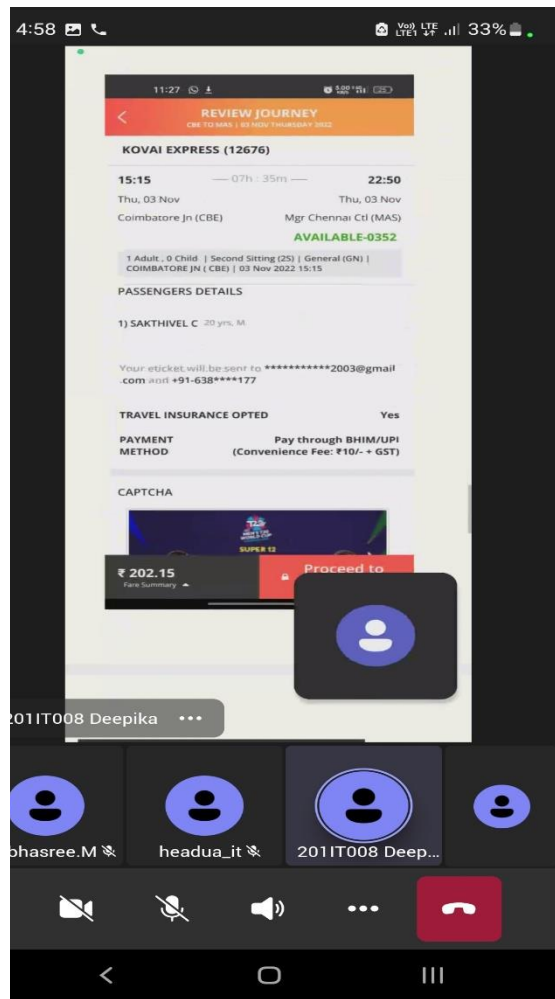
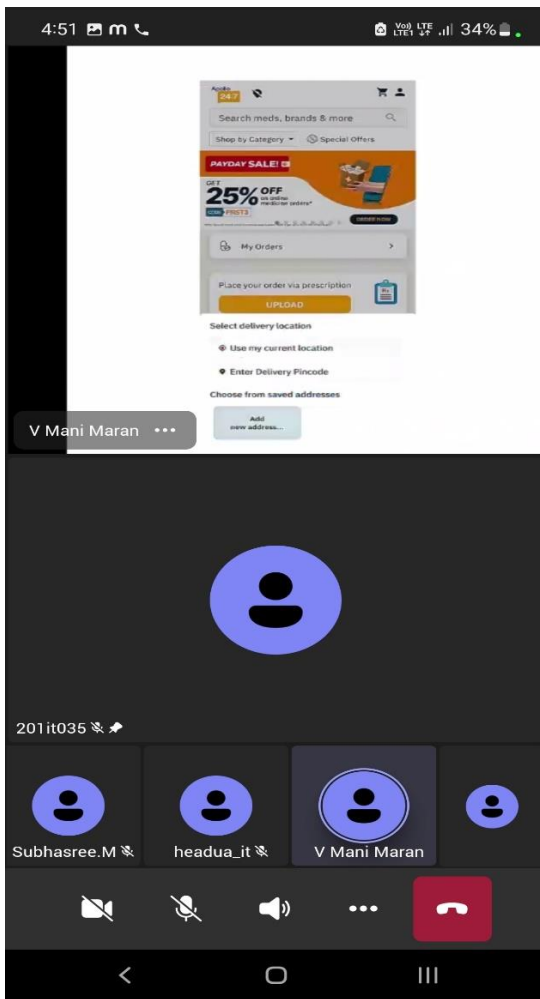
The session started with the prayer song by Ms. T. Anusuya of III B.Sc IT. Dr. S. Mythili, Head of the Department of Information Technology, delivered the welcome address. The self help group members of the various club introduced themselves.

Mr. H. Anees of III B.Sc. IT has clearly explained about Kavalan App for Security Purpose. Mr. V. Manimaran of II B.Sc. IT were explained about E - Pharmacy. Mrs. R.T. Deepika of III B.Sc. IT has explained about the Online Ticket Booking for Bus. The session was very informative. The participants asked their queries and our department students clarified their doubts. The following group's members participated:

1. Vinayaga Self-Help Group – 5 Members
2. Valzhka Vazhamudhan Self-Help Group – 5 Members
3. Rose Garden Self-Help Group – 5 Members
4. Parents – 10 members

The Volunteer Mr. J. Kamalesh of III B.Sc. IT went to respective Self-Help Group place to make arrangement to join through MS-Teams. A total of **74 participants** attended the programme. Ms. R. Durga Devi of II B.Sc. IT was the MoC. Ms. R. Vaishnavi of II B.Sc. IT has delivered vote of thanks. The programme successfully ended at 5.30 p.m.







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AWARENESS PROGRAM FOR SCHOOL CHILDREN ON PROMOTION OF DIGITAL INDIA SCHEMES

Jointly Organized by

SCHOOL OF COMPUTER SCIENCE

&

INDIAN SCIENCE CONGRESS ASSOCIATION, COIMBATORE CHAPTER

REPORT

School of Computer Science and Indian Science Congress Association, Coimbatore Chapter has jointly organized an “Awareness Program for School Children on promotion of Digital India Schemes” for Grade 6 to Grade 9 Students of The Adhyayana International Public School on 09.03.2023 from 1.30 pm to 5.30 pm. The Programme started with the welcome address given by Dr.R.Saravanamoorthy, Associate Professor and Head, Department of Computer Science(SF), Kongunadu Arts and Science College. He introduced the faculty members and students of School of Computer Science. Dr.J.Manoharan, Principal, The Adhyayana International Public School addressed the gathering. The Program started with a presentation on “Modern Digital Education” by Dr.R.Saravanamoorthy and Mr. S.Velmurugan with their team of students from the Department of Computer Science (SF) from 1.30 pm to 2.15 pm. Mrs.A.Immaculate and team of students from the Department of Computer Applications gave an Introduction about “Basics of Internet, Social Networking and Google Apps” from 2.15 pm to 3.00 pm. Dr.P.Aruna Devi and Students of the Department of Information Technology gave an presentation on the topic “ Digilocker and its Importance” from 3.00 pm to 3.45 pm. Mrs.P.Sumitha and team of students from the Department of Artificial Intelligence and Data Analytics explained about “Internet Security and its Usage” from

3.45 pm to 4.30 pm. Finally Mrs.D.Hemalatha and team of students from the Department of Computer Technology created “Awareness on the Cyber Security and its Importance” from 4.30 pm to 5.20 pm.

The session was ended with vote of thanks by Dr. R.Saravanamoorthy .A Total of 6 faculty members and 13 students from The School of Computer Science participated in this program and 168 students from The Adhyayana International Public School got benefited by this program.







