

Capacity Development and skills Enhancement Activity

**AWARENESS OF TRENDS IN TECHNOLOGY**

**ESSENTIAL IT SKILLS FOR MANAGEMENT STUDENTS**

Website : www.rgcetpdy.ac.in, www.rgcet.edu.in



# RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

02 February 2022  
Puducherry

From

Mrs. Nirmala. G,  
Event Coordinator,  
Department of MBA,  
Rajiv Gandhi College of Engineering and Technology,  
Kirumampakkam, Puducherry - 607 403.

To

The Principal,  
Rajiv Gandhi College of Engineering and Technology,  
Kirumampakkam, Puducherry - 607 403.

THROUGH THE HEAD OF THE DEPARTMENT, DEPARTMENT OF MBA

Respected Sir,

**Sub: - Request for permission to conduct seminar on 'Essential IT skills for Management Students' - reg.**

We have planned to conduct a seminar on the topic "Essential IT skills for Management Students" on 18/02/2022. I will be the coordinator of the workshop. The aforementioned workshop will be offered to the I Year / II Semester students of the MBA Department. I kindly request you to grant permission to conduct this program. Enclosed are the details of the seminar for your perusal and approval.

Thanking you,

Yours sincerely,

*Forwarded to the  
Principal  
Jina Jadhav*

*hsh*  
Mrs. Nirmala. G  
Event Coordinator

*amh*  
*ama*  
**Dr. E. VIJAYAKRISHNA RAPAKA**  
B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IT Madras)  
M.I.S.T.E., F.I.I.P.E., M.C.S.I M.C.S.II  
**PRINCIPAL**  
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## DEPARTMENT OF MANAGEMENT STUDIES

ACADEMIC YEAR 2021 – 22

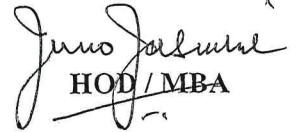
No: RGCET/MBA/Circular/2021-22/ S 01

Date: 10.02.2022

### CIRCULAR

I am excited to inform you that a Seminar on the topic "Essential IT Skills for Management Students" is going to be conducted on 18/02/2022. The aforementioned Seminar will be offered to the I Year students of the MBA Department.

All are invited!

  
HOD / MBA

#### Copy to:

1. The Principal
2. Circulate to all Faculty Members and MBA students
3. Notice board / file

  
Dr. E. VIJAYAKRISHNA RAPAKA  
B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IIT Madras)  
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RAJIV GANDHI COLLEGE OF  
ENGINEERING AND TECHNOLOGY  
PUDUCHERRY 607 403

**DEPARTMENT OF MANAGEMENT STUDIES**

**Seminar**

on

**ESSENTIAL IT SKILLS FOR  
MANAGEMENT STUDENTS**

18-02-2022

**Dr.E.Vijayakrishna Rapaka**

Principal

**Dr.K. Ayyappan**

Vice Principal

**Resource Person**

**Dr. Suresh Kumar R G**

CSE-HOD, RG CET

**Dr. Juno Jasmine**

Head of the Department

MBA

 **Dr. E. VIJAYAKRISHNA RAPA**  
B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IIT Madras)  
M.I.S.T.E., F.I.I.P.E., M.C.S.I.M.C.I.I.,  
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## DEPARTMENT OF MBA

### SEMINAR DETAILS

|                   |   |         |         |
|-------------------|---|---------|---------|
| Course Name       | Essential IT skills for Management Students       |         |         |
| Course Code       | MBA2022S01  |         |         |
| Resource Person   | Dr. Suresh Kumar R G, CSE-HOD, RG CET, Puducherry |         |         |
| Date              | 18-02-2022  |         |         |
| Course Offered to | Dept.: MBA  | Year: I | Sem: II |

### Program Schedule: Essential IT Skills for Management Students

**Date:** 18-02-2022

**Timing:** 9:00 am to 4:00 pm

**Venue:** APJ Abdul Kalam Block, 2nd Floor

**Organized by:** Department of Management Studies, Rajiv Gandhi College of Engineering and Technology (RG CET)

This course module is designed to equip MBA students, aspiring managers, and business professionals with the essential IT skills required for effective management in today's technology-driven environment. The module covers a broad range of topics from foundational IT concepts to advanced tools and technologies that enhance management capabilities.

#### Objectives:

- 1. Introduce Essential IT Skills:** Understand key IT concepts and their application in management roles.
- 2. Demonstrate IT Tools:** Learn how to use IT tools for business operations, data management, and project management.
- 3. Explore Emerging Technologies:** Discuss the impact of new technologies on management practices.
- 4. Provide Practical Training:** Engage in hands-on exercises to develop proficiency in IT tools and techniques.

  
**Dr. E. VIJAYAKRISHNA RAPAKA**  
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## Program Schedule

| Time                | Activity  | Content   |
|---------------------|---|---|
| 9:00 am - 9:30 am   | Opening Remarks   | Welcome address, seminar objectives, schedule overview, introduction of guest speakers by Dr. J. Juno Jasmine, Head of the Department.  |
| 9:30 am - 10:15 am  | Keynote Address   | Overview of essential IT skills for management, integration of technology in business processes, and strategic planning by Dr. Suresh Kumar R G, CSE-HOD, RG CET, Puducherry.             |
| 10:15 am - 11:00 am | Session 1: Fundamentals of IT for Managers                | Key IT concepts and technologies, information systems, databases, networks, and the role of IT in business operations and decision-making.  |
| 11:00 am - 12:00 pm | Session 2: Data Management and Analytics                  | Data management techniques, introduction to data analytics, and practical exercises using Excel and other data analysis tools.  |
| 12:00 pm - 1:00 pm  | Session 3: Project Management Tools                       | Overview of project management software, techniques for planning and managing projects, and integration with business systems.  |
| 1:00 pm - 1:30 pm   | Lunch Break   | -   |
| 1:30 pm - 2:15 pm   | Session 4: Digital Communication and Collaboration        | Digital communication tools and best practices, managing remote teams, virtual meetings, and collaboration tools like Slack, Microsoft Teams, and Google Workspace.                       |
| 2:15 pm - 3:00 pm   | Session 5: Cybersecurity and Data Protection              | Fundamentals of cyber security, best practices for data protection and threat mitigation, regulatory compliance, and data protection laws.  |
| 3:00 pm - 3:30 pm   | Session 6: Emerging Technologies and Impact on Management | Introduction to emerging technologies (AI, Blockchain, IoT), impact on management practices, future trends, and practical applications in business contexts.                              |
| 3:30 pm - 4:00 pm   | Interactive Workshops and Hands-On Training               | Practical exercises with data management and project management tools, simulations of digital communication, collaboration scenarios, case studies on implementing emerging technologies. |

*hsh*  
Event Coordinator

*one*  
**Dr. E. VIJAYAKRISHNA RAPAKA**  
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M.I.S.T.E., F.I.I.P.E., M.C.S.I.M.C.I.I.,  
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*Juno Jasmine*  
Head of the Department

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25/02/2022

## Report on 'Essential IT skills for Management Students'

**Title:** Essential IT skills for Management Students Seminar

**Date:** 18-02-2022

**Timing:** 9:00 am to 4:00 pm

**Venue:** APJ Abdul Kalam Block, 2nd Floor.

The MBA Department of Rajiv Gandhi College of Engineering and Technology (RG CET) conducted an insightful seminar titled "**Essential IT Skills for Management**". This seminar aimed to equip MBA students, aspiring managers, and business professionals with crucial IT skills necessary for effective management in today's technology-driven business environment. The event featured expert speakers, practical demonstrations, and interactive sessions to enhance participants' understanding of IT tools and techniques critical for management.

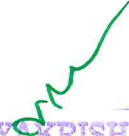
The seminar commenced with a welcome address by Dr. J. Juno Jasmine, Head of the Department. Dr. J. Juno Jasmine emphasized the importance of IT skills in management and introduced the seminar's objectives, schedule, and the distinguished guest speaker.

The keynote address was delivered by Dr. Suresh Kumar R G, CSE-HOD, RG CET, Puducherry, a seasoned Professor and IT expert. Dr. Suresh Kumar provided an overview of how essential IT skills can enhance management effectiveness, covering the integration of technology in business processes, decision-making, and strategic planning.

Participants engaged in interactive workshops and hands-on training sessions to apply the IT skills discussed. These sessions included: Practical exercises using data management and project management tools, Simulations of digital communication and collaboration scenarios, Case studies on implementing emerging technologies in business contexts.

The MBA Department of RG CET is committed to supporting the development of essential skills among its students and professionals.

  
Event Coordinator

  
**Dr. E. VIJAYKRISHNA RAPA KA**  
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M.I.S.T.E., F.I.I.P.E., M.C.S.I M.C.I.I.,  
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Head of the Department

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**Seminar Title: ESSENTIAL IT SKILLS FOR MANAGEMENT STUDENTS**

Date: 18-02-2022

I Year II Semester



  
**Dr. E. VIJAYAKRISHNA RAPAKA**

B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IIT Madras,  
M.I.S.T.E., F.I.I.P.E., M.C.S.I.M.C.I.I.),

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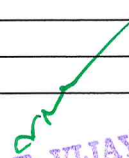
## DEPARTMENT OF MBA

### SEMINAR DETAILS

|                     |   |
|---------------------|---|
| Course Name         | Essential IT skills for Management Student        |
| Course Code         | MBA2022S01  |
| Resource Person (s) | Dr. Suresh Kumar R G, CSE-HOD, RG CET, Puducherry |
| Date                | 18-02-2022  |
| Course Offered to   | Dept.: MBA Year: I Sem: II                        |

### List of Students Attended

| S.No | Register Number | Name                   | Year /Sem | Department |
|------|-----------------|------------------------|-----------|------------|
| 1    | 21810001        | ABIRAMI B              | I/II      | MBA        |
| 2    | 21810002        | ABISHEK P              | I/II      | MBA        |
| 3    | 21810003        | ANITHA P               | I/II      | MBA        |
| 4    | 21810004        | ARUN M                 | I/II      | MBA        |
| 5    | 21810005        | ASVIN S                | I/II      | MBA        |
| 6    | 21810006        | BHARATHIVEL B          | I/II      | MBA        |
| 7    | 21810007        | CLEMENT SACHIN C       | I/II      | MBA        |
| 8    | 21810008        | DINESH KUMAR S         | I/II      | MBA        |
| 9    | 21810009        | DIVYA M                | I/II      | MBA        |
| 10   | 21810010        | ELAKIA M               | I/II      | MBA        |
| 11   | 21810011        | GANAPATHI K            | I/II      | MBA        |
| 12   | 21810012        | HARINI A               | I/II      | MBA        |
| 13   | 21810013        | HARRIHARAN P           | I/II      | MBA        |
| 14   | 21810014        | ISHIKA K J             | I/II      | MBA        |
| 15   | 21810015        | IYSWARYA I             | I/II      | MBA        |
| 16   | 21810016        | JANANI B               | I/II      | MBA        |
| 17   | 21810018        | JOES DANIEL SANDIER J  | I/II      | MBA        |
| 18   | 21810019        | MANIKKAM A             | I/II      | MBA        |
| 19   | 21810020        | MANIMEGALAI D          | I/II      | MBA        |
| 20   | 21810022        | MARIE THERESE BONIFACE | I/II      | MBA        |
| 21   | 21810023        | MONISHA A              | I/II      | MBA        |
| 22   | 21810024        | MUGUNDHAN B            | I/II      | MBA        |
| 23   | 21810025        | POOVITHA J             | I/II      | MBA        |
| 24   | 21810026        | RAGUL M                | I/II      | MBA        |
| 25   | 21810027        | RAHINI S               | I/II      | MBA        |

  
**Dr. E. VIJAYKRISHNA RAPARA**  
B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IIT Madras)  
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|    |          |                     |      |     |
|----|----------|---------------------|------|-----|
| 26 | 21810028 | RAJA NARAYANANE M   | I/II | MBA |
| 27 | 21810029 | RAMANATH R          | I/II | MBA |
| 28 | 21810030 | RAMANI S            | I/II | MBA |
| 29 | 21810031 | SABEETHA S          | I/II | MBA |
| 30 | 21810032 | SACHIN S            | I/II | MBA |
| 31 | 21810033 | SAKTHISUBRAMANIAM D | I/II | MBA |
| 32 | 21810034 | SAMYUTHA S          | I/II | MBA |
| 33 | 21810035 | SANGAVI S           | I/II | MBA |
| 34 | 21810036 | SANKARI S           | I/II | MBA |
| 35 | 21810037 | SANTHOSHANI B       | I/II | MBA |
| 36 | 21810038 | SARAVANAKUMAR N     | I/II | MBA |
| 37 | 21810039 | SATHIYA PRIYA S     | I/II | MBA |
| 38 | 21810040 | SHOBANA P           | I/II | MBA |
| 39 | 21810041 | SIVAPRIYA S         | I/II | MBA |
| 40 | 21810042 | SOWMIYA V           | I/II | MBA |
| 41 | 21810043 | SRIDEVI K           | I/II | MBA |
| 42 | 21810044 | SRIRAMAN S          | I/II | MBA |
| 43 | 21810045 | SUBASREE B          | I/II | MBA |
| 44 | 21810046 | SUGASH B            | I/II | MBA |
| 45 | 21810047 | SUMATHIE J          | I/II | MBA |
| 46 | 21810048 | SURENDAR R          | I/II | MBA |
| 47 | 21810049 | SWATHI S            | I/II | MBA |
| 48 | 21810050 | THIRUVARASAN S      | I/II | MBA |
| 49 | 21810051 | VAISHNAVI DURGA D   | I/II | MBA |
| 50 | 21810052 | VAISHNAVI M         | I/II | MBA |

*h26*  
Event Coordinator

*Jinoj Samuel*  
Head of the Department

*ma*  
**Dr. E. VIJAYAKRISHNA RAPAKA**  
B.Tech. (Mech.), M.Tech.(Energy), Ph.D. (IIT Madras)  
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**Rajiv Gandhi College of Engineering and Technology Puducherry**  
**Department of Management Studies**  
**Master of Business Administration**

**Feedback Form**

Seminar Title:.....

Date: ..... Venue:.....

Name: ..... Semester/Year: .....

**THE DESIGN OF THE SEMINAR**

- A. Were objectives of the Seminar clear to you?** Y / N
- B. The contents met with your expectations**  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly agree
- C. The lecture sequence was well planned**  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly agree
- D. The contents were illustrated with adequate examples**  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly agree
- E. The level of the Seminar was too high**  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly agree
- F. The contents compared with your expectations was too theoretical**  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly agree
- G. The workshop exposed you to new knowledge and practices**  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly agree

**THE CONDUCT OF THE SEMINAR**

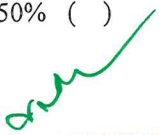
- A. The lectures were clear and easy to understand**  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly agree
- B. The teaching aids were effectively used**  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly agree
- C. The material handed out was adequate**  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly agree
- D. The instructors encouraged interaction and were helpful**  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly agree
- E. Were objectives of the Seminar realized? Y / N**
- F. Please give overall rating of the course**

90% - 100% ( )      60% - 70% ( )

80% - 90% ( )      50% - 60% ( )

70% - 80% ( )      below 50% ( )

Signature

  
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**Department of Management Studies**  
**Master of Business Administration**

**Feedback Form**

Seminar Title: Essential IT skills for Management  
Date: 18/2/22 Venue: A.P.J. Abdul Kalam Block  
Name: Ishika K. J. Semester/Year: II / I

**THE DESIGN OF THE SEMINAR**

- A. Were objectives of the Seminar clear to you?  Y /  N
- B. The contents met with your expectations  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- C. The lecture sequence was well planned  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- D. The contents were illustrated with adequate examples  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- E. The level of the Seminar was too high  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- F. The contents compared with your expectations was too theoretical  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- G. The workshop exposed you to new knowledge and practices  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree

**THE CONDUCT OF THE SEMINAR**

- A. The lectures were clear and easy to understand  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
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- C. The material handed out was adequate  
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- D. The instructors encouraged interaction and were helpful  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- E. Were objectives of the Seminar realized?  Y /  N

**F. Please give overall rating of the course**

90% - 100%     60% - 70% ( )  
80% - 90% ( )    50% - 60% ( )  
70% - 80% ( )    below 50% ( )

*Signature*  
**Dr. E. VIJAYAKRISHNA RAPAKA**  
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*Ishika*  
Signature

**Rajiv Gandhi College of Engineering and Technology Puducherry**  
**Department of Management Studies**  
**Master of Business Administration**

**Feedback Form**

Seminar Title: Essential IT skills for management  
Date: 18.02.22 Venue: APJ AbduLKalam block  
Name: Divya . M Semester/Year: I / II

**THE DESIGN OF THE SEMINAR**

- A. Were objectives of the Seminar clear to you?  / N
- B. The contents met with your expectations  
1. Strongly disagree 2. Disagree 3. Neutral 4.  Agree 5. Strongly agree
- C. The lecture sequence was well planned  
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1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5.  Strongly agree
- D. The instructors encouraged interaction and were helpful  
1. Strongly disagree 2. Disagree 3. Neutral 4. Agree 5.  Strongly agree
- E. Were objectives of the Seminar realized?  / N

**F. Please give overall rating of the course**

90% - 100% ( )      60% - 70% ( )  
80% - 90% ()      50% - 60% ( )  
70% - 80% ( )      below 50% ( )

**Dr. E. VIJAYAKRISHNA RAPAKA**  
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*Divya*  
Signature

**Rajiv Gandhi College of Engineering and Technology Puducherry**  
**Department of Management Studies**  
**Master of Business Administration**

**Feedback Form**

Seminar Title: ESSENTIAL IT SKILLS FOR MANAGEMENT  
Date: 18/2/22 Venue: APJ ABDUL KALAM BLOCK  
Name: SUBASREE B Semester/Year: I / II

**THE DESIGN OF THE SEMINAR**

- A. Were objectives of the Seminar clear to you?  Y /  N
- B. The contents met with your expectations  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- C. The lecture sequence was well planned  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- D. The contents were illustrated with adequate examples  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- E. The level of the Seminar was too high  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- F. The contents compared with your expectations was too theoretical  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- G. The workshop exposed you to new knowledge and practices  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree

**THE CONDUCT OF THE SEMINAR**

- A. The lectures were clear and easy to understand  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- B. The teaching aids were effectively used  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- C. The material handed out was adequate  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- D. The instructors encouraged interaction and were helpful  
1. Strongly disagree    2. Disagree    3. Neutral    4. Agree    5. Strongly agree
- E. Were objectives of the Seminar realized?  Y /  N
- F. Please give overall rating of the course

90% - 100% ()    60% - 70% (  )  
80% - 90% (  )    50% - 60% (  )  
70% - 80% (  )    below 50% (  )

Signature

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