Koneru Lakshmaiah Education Foundation
(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A++' ♦Approved by AICTE ♦ ISO 21001:2018 Certified
Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.
Phone No. +91 8645 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Govemorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/SA/CEA/Events 2023–24

Date: 18-08-2023

Orders of the Vice Chancellor dt.18-08-2023
CIRCULAR

Sub: Conduction of Awareness on Plastic & Basics usage of Computer Knowledge on 19-08-2023 at China Kakani Village – Reg.

Ref: Letter dt.17-08-2023 received from Dr. M. Subramanyam, Prof.Incharge, Centre for Extension Activities (CEA) and forwarded by Dean (Student Affairs)

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This is to inform that the Centre for Extension Activities (CEA) of KLEF will be organizing the Awareness on Plastic & Basics usage of Computer Knowledge on 19-08-2023 at China Kakani Village.

Event	: Awareness on Plastic & Basics usage of Computer Knowledge
Dates:	: 19-08-2023
Timings	: 01:30 pm to 04:30 pm
Venue	: China Kakani Village

Interested Students can participate in the event.

Buses start from the Stadium.

For further information regarding this event contact Dr. M. Subramanyam (Mobile No. 9440446088), Prof.Incharge, (CEA) and Dr.S. Venkateswarlu, CEA- Coordinator, (Mobile No. 9052359906)

REGISTRAR
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(Deemed to be University)
Green Fields, VADDESWARAM-522 302.
Guntur District, Andhra Pradesh.

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A report on "Basic use of Computer" 19/08/2023 at China Kakani Village

Details of the Event:

Date of the Event   :   19-08-2023

Name of the Event   :   BASICS OF COMPUTER KNOWLEDGE

No. of Hours   :   01:30 AM To 04: 30 PM

Venue of the Event   :   Z.P. High School, China Kakani Village

No. of Participants   :   Students: 84, Faculty: 02

No. of Beneficiaries   :   418

Objective:

On conducting the Basics of Computer Knowledge program at Z.P. High School, China Kakani Village on August 19, 2023, the KLEF_CEA team aimed to provide students with fundamental knowledge about computers and their significance in today's world.

Description:

Computer basic knowledge refers to foundational understanding and skills required to operate a computer effectively. It includes fundamental concepts, terminologies, and operations necessary for using a computer system. Here are some key aspects of computer basic knowledge:

1. Hardware: Understanding the basic components of a computer system, such as the central processing unit (CPU), memory (RAM), storage devices (hard drive, solid-state drive), input devices (keyboard, mouse), output devices (monitor, printer), and peripheral devices (scanner, speakers, etc.).

2. Software: Familiarity with different types of software, including operating systems (Windows, macOS, Linux), applications (word processors, spreadsheets, web browsers), and utilities (antivirus software, disk cleanup tools).

3. Operating System: Knowing how to navigate and interact with the operating system, including managing files and folders, installing and uninstalling software, adjusting system settings, and troubleshooting common issues.

4. File Management: Understanding how to create, save, open, and organize files and folders on a computer system. This involves knowing how to create folders, move and copy files and manage file extensions.

5. Basic Computer Operations: Knowing how to perform common tasks such as starting up and shutting down the computer, logging in, using the keyboard and mouse, adjusting display settings, and connecting peripheral devices.

6. Internet and Web Browsing: Understanding how to connect to the internet, browse websites, perform searches, bookmark pages, and navigate web browsers. Basic knowledge of internet safety, including recognizing and avoiding online threats, is also important.

7. Basic Troubleshooting: Being able to troubleshoot common computer issues, such as resolving software conflicts, restarting applications, checking internet connectivity, and identifying hardware problems.

8. Data Backup and Security: Understanding the importance of data backup, both locally and using cloud storage services, to prevent data loss. Basic knowledge of antivirus software, firewalls, and safe online practices to protect against malware and unauthorized access.

9. Digital Literacy: Developing skills to critically evaluate and use digital information effectively, including understanding online sources, evaluating credibility, and practicing responsible digital citizenship.

Computer basic knowledge provides a foundation for further learning and specialization in various computer-related fields. It enables individuals to use computers confidently in their daily lives, perform tasks efficiently, and adapt to new technologies as they emerge.

Procedure of the Event:
1. The KLEF_CEA team arrived at the school premises.
2. The team members introduced the Basics of Computer Knowledge program, explaining its significance and relevance in today's digital era.
3. They provided an overview of computers, their components, and their functions.
4. The team explained various applications of computers, such as word processing, internet browsing, and multimedia.
5. They conducted interactive sessions, allowing students to ask questions and actively participate in the learning process.

6. The students were given practical demonstrations of basic computer operations, including using a keyboard, mouse, and navigating through software applications.
7. The KLEF_CEA team conducted hands-on activities to reinforce the concepts taught during the program.
8. They concluded the event by summarizing the key takeaways and emphasizing the importance of computer knowledge in today's world.

Outcome:
1. The Basics of Computer Knowledge program enhanced students' understanding of computers, their functions, and their applications.
2. The KLEF_CEA team successfully organized the event to raise awareness and provide valuable knowledge to the students.
3. The team members were friendly and conducted themselves professionally throughout the program.
4. The students of Z.P. High School, China Kakani Village actively participated in the event and expressed enthusiasm for learning about computers.
5. Some students showed interest in pursuing further education or careers related to computer science and technology.

Overall, the Basics of Computer Knowledge program organized by the KLEF_CEA team at Z.P. High School, China Kakani Village on August 19, 2023, was a successful initiative that helped students gain essential computer literacy skills.

Event Photos:
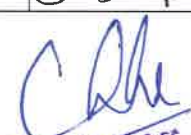
Place: China Kakani Village   **Date:** 19-08-2023

Name of the Event: Basics Usage of Computer Knowledge

S.No	ID. No	Name of the Student	Branch	Signature
1	2300031088	Darivemula Harinandana Kumar	CSE	
2	2300030288	Kakumanu Ravi Santhosh	CSE	
3	2300030813	Seelam Dedeepya	CSE	
4	2300030271	Jannu Jaya Vardhini	CSE	
5	2300030664	Tallam Manvitha	CSE	
6	2300030192	Gairuboina Anitha Sri	CSE	
7	2300030120	Chatrathi Abhiram	CSE	
8	2300030868	Nallagachu Akshaya	CSE	
9	2300031043	Manne Purna Jaya Dikshitha	CSE	
10	2300030531	Penumuru Yashitha Sai	CSE	
11	2300030522	Pendela Vishnu Vardhan	CSE	
12	2300030787	Malladi Sanjay	CSE	
13	2300030819	Gudipudi Rutwika	CSE	
14	2300030862	Eedha Kowshik Reddy	CSE	
15	2300031065	Naru Bala Siva Ganesh Reddy	CSE	
16	2300030193	Gajula Sai Ramya Sri	CSE	
17	2300030792	Balusu Rashmika	CSE	
18	2300031261	Tirumalasetti Venkata Karthik	CSE	
19	2300030853	Nallani Lokakalyan	CSE	
20	2300030497	Paladagula Venkata Rajeev	CSE	
21	2300030583	Ravuri Likhitha Chowdry	CSE	
22	2300030282	Kadiyala Ramdattu	CSE	
23	2300030922	Nagumotu Vamsi Krishna	CSE	
24	2300031092	K Sri Lakshmi Sita Chandrika	CSE	
25	2300030960	Methuku Lakshmi Chethana	CSE	
26	2300030610	Shaik Abbas	CSE	
27	2300031206	P. Sethu Santhosh Kumar	CSE	
28	2300030396	Madiraju Vaiswasmitha	CSE	
29	2300031068	Pulagam Sravya Meghana Reddy	CSE	
30	2300030367	Kukkala Sai Harshini	CSE	
31	2300030753	Yechina. Sijnu	CSE	

S.No	ID. No	Name of the Student	Branch	Signature
32	2300030246	Gurram Jeevan Surya	CSE	
33	2300030968	Ponnaluri Lakshmi Saranya	CSE	
34	2300030098	Borra Satyavathi	CSE	
35	2300031147	Ravuri Rithesh Venkata Sai Mani	CSE	
36	2300030669	Tanneeru Krishna Kamal	CSE	
37	2300030460	Naga Chetan Karumanchi	CSE	
38	2300030969	Pratik Jankiram Pattewar	CSE	
39	2300030774	Shaik Mowla	CSE	
40	2300030859	Bommu Madhu Sreyan	CSE	
41	2300030188	Gade Charanya	CSE	
42	2300030093	Bommareddy Neeharika	CSE	
43	2300031093	Kedarisetti Krishna Chaitanya	CSE	
44	2300030223	Gourishetti Ruthvik	CSE	
45	2300030771	Shaik Rafi	CSE	
46	2300030597	Sake Leo Venkat Sai	CSE	
47	2300030419	Medikonda Likhil Sri Sai	CSE	
48	2300030848	Kondapi Sri Pranav	CSE	
49	2300030929	Inukurthi Surya Prakash	CSE	
50	2300030652	Sriram Pravallika	CSE	
51	2300030252	Imandi Thanuja	CSE	
52	2300030952	Jonnadula Rakesh Hanuman	CSE	
53	2300030850	Kurre Mohana Priya	CSE	
54	2300030074	Batchu Vaibhav	CSE	
55	2300030230	Gudladhana Mohya	CSE	
56	2300030171	Dondapati Lishitha	CSE	
57	2300030187	Cavin Sam Patrick Gadde	CSE	
58	2300030141	Chithaluru . Rasagna	CSE	
59	2300031081	Boddu Sri Siva Laxmi Deepthi	CSE	
60	2300030118	Chapa Deekshitha	CSE	
61	2300030464	Nakka Sarika	CSE	
62	2300030140	Chintala Mohan Suresh	CSE	
63	2300030736	Vyamajala Niharika	CSE	
64	2300030453	Muvvala Venkata Bala Srunith	CSE	
65	2300030022	Alajangi Adithya	CSE	

S.No	ID. No	Name of the Student	Branch	Signature
66	2300030980	Yeruva Velangini Rishitha	CSE	Y.V.Rishitha
67	2300030356	Kotha Sri Ram Prasad	CSE	Ram
68	2300030024	Raagni Alaparthi	CSE	A.Raagni
69	2300030673	Telagamsetti Kavya	CSE	Kallya.T
70	2300030350	Korukonda Dinesh	CSE	Dinesh.
71	2300030415	Mathi Vaibhav Sriprada	CSE	
72	2300030209	Ghanta Jyothsna	CSE	
73	2300031161	Medikonduri Venkatasai Bharadwaj	CSE	
74	2300030502	Pallem Chethana	CSE	P.Chethana.
75	2300031023	Velamuri Gnana Vikas Reddy	CSE	Reddy
76	2300030459	Nadham Sai Pallavi	CSE	
77	2300031091	Jallepalli Krishna Harshitha	CSE	J.Krishna Harshitha
78	2300030146	Chitturi Sri Varshini	CSE	Krishna.
79	2300030276	Jaswanth Chadalavada	CSE	Jaswanth
80	2000031800	Dasari Mohan Rajesh	CSE	Rajesh. D.M
81	2300030436	Mohammed Abdul Rehman	CSE	
82	2000031779	Ramisetty Suhitha	CSE	R. Suhitha
83	2300030995	Karibandi Akshaya Anuradha	CSE	Aksha Anur
84	2300030649	Sowdam Deepthi Lakshmi	CSE	S. Deepthi lakshmi