



VIVEKANANDHA



**COLLEGE OF ENGINEERING FOR WOMEN
(AUTONOMOUS)**

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai
NAAC Accredited – A++ Grade | NBA Accredited – CSE, EEE, ECE, IT & Biotech
ISO 9001 : 2015 Certified

TIRUCHENGODE - 637 205. NAMAKKAL DIST.

STAFF DEVELOPMENT PROGRAMME

Workshop on “Vinyl Plotter” for Non-Teaching Staff



Organized by

Internal Quality Assurance Cell (IQAC)

in association with

AICTE IDEA LAB

Date: 27.09.2025



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**STAFF DEVELOPMENT PROGRAMME
Workshop on “Vinyl Plotter” for Non-Teaching Staff**

REPORT

Organized by

Internal Quality Assurance Cell (IQAC)

in association with

AICTE IDEA LAB

Date: 27.09.2025

REPORT

REPORT

A **Hands-on Training on “Vinyl Plotter”** was organized by the **Internal Quality Assurance Cell (IQAC)** of **Vivekanandha College of Engineering for Women (Autonomous)** in association with **AICTE IDEA Lab** for the **Non-Teaching Staff members** with the objective of enhancing their technical skills and practical knowledge in operating and maintaining the vinyl cutting machine.

The session was conducted on **27.09.2025** at the **AICTE IDEA Lab, VCEW**. The resource person **Mr.R.Ravi, Proprietor, Mass Computers, Namakkal** provided an overview of the working principle of the vinyl plotter, its applications in sign making and design works, and demonstrated the step-by-step procedure for material loading, cutting, and finishing operations.

Participants were given the opportunity to perform hands-on activities, including:

- **Preparing and transferring design files to the plotter,**
- **Adjusting settings for different materials, and**
- **Executing test cuts to ensure precision and quality.**

The training enabled the staff to gain confidence in independently handling the vinyl plotter for institutional requirements such as creating stickers, signage and labels used across departments. The session was highly informative and interactive, promoting skill enhancement and better utilization of available resources.

Overall, the program was well-received by all participants, who expressed appreciation for the opportunity to learn and apply new technical skills relevant to their day-to-day work.

APPROVAL LETTER



VIVEKANANDHA
COLLEGE OF ENGINEERING FOR WOMEN
(Autonomous)
Tiruchengode - 637205



Lr. No.: VCEW/SDP/2025-2026/004

Date: 25.09.2025

Internal Quality Assurance Cell

Submitted to Principal for Kind approval

Subject: Seeking Permission to conduct Workshop on Vinyl Plotter – Reg.

With reference to the skill enhancement initiatives planned for staff development, we propose to organize a **Workshop on Vinyl Plotter for Non-Teaching Staff** on **27.09.2025 (Saturday)** at AICTE IDEA Lab @VCEW. The program aims to provide hands-on training and practical exposure to improve technical efficiency in handling vinyl plotter-related tasks.

Resource Person Detail:

Mr.R.Ravi
 Proprietor,
 Mass Computers,
 Namakkal.

We kindly seek your permission to conduct the workshop and request approval of the following budget for the smooth conduct of the program.

S.No.	Particulars	Amount (Rs.) Approx
1.	Honorarium for resource Person	3,500/-
2.	Refreshment (30x40)	1,200/-
3.	Miscellaneous	1000/-
		5,700/-

[Signature]
 25/9/25
 Director - IQAC

Copy to:

1. All the HoDs
2. File

Pamsteel

[Signature]

CIRCULAR



VIVEKANANDHA
COLLEGE OF ENGINEERING FOR WOMEN
(Autonomous)
Tiruchengode – 637205



Lr. No.: VCEW/Circular/SDP/2025-2026/007

Date: 25.09.2025

Internal Quality Assurance Cell

Circular

The Internal Quality Assurance Cell (IQAC) along with AICTE IDEA Lab is jointly organizing a **Workshop on Vinyl Plotter for Non-Teaching Staff on 27.09.2025 (Saturday)** at the **AICTE IDEA Lab @ VCEW**.

The objective of this workshop is to provide hands-on training and practical exposure to enhance the technical efficiency in operating vinyl plotter-related tasks.

Therefore, all HoDs are requested to depute their Non-Teaching Staff members to participate in the aforesaid programme without fail.


Director – IQAC


PRINCIPAL
PRINCIPAL
VCEW

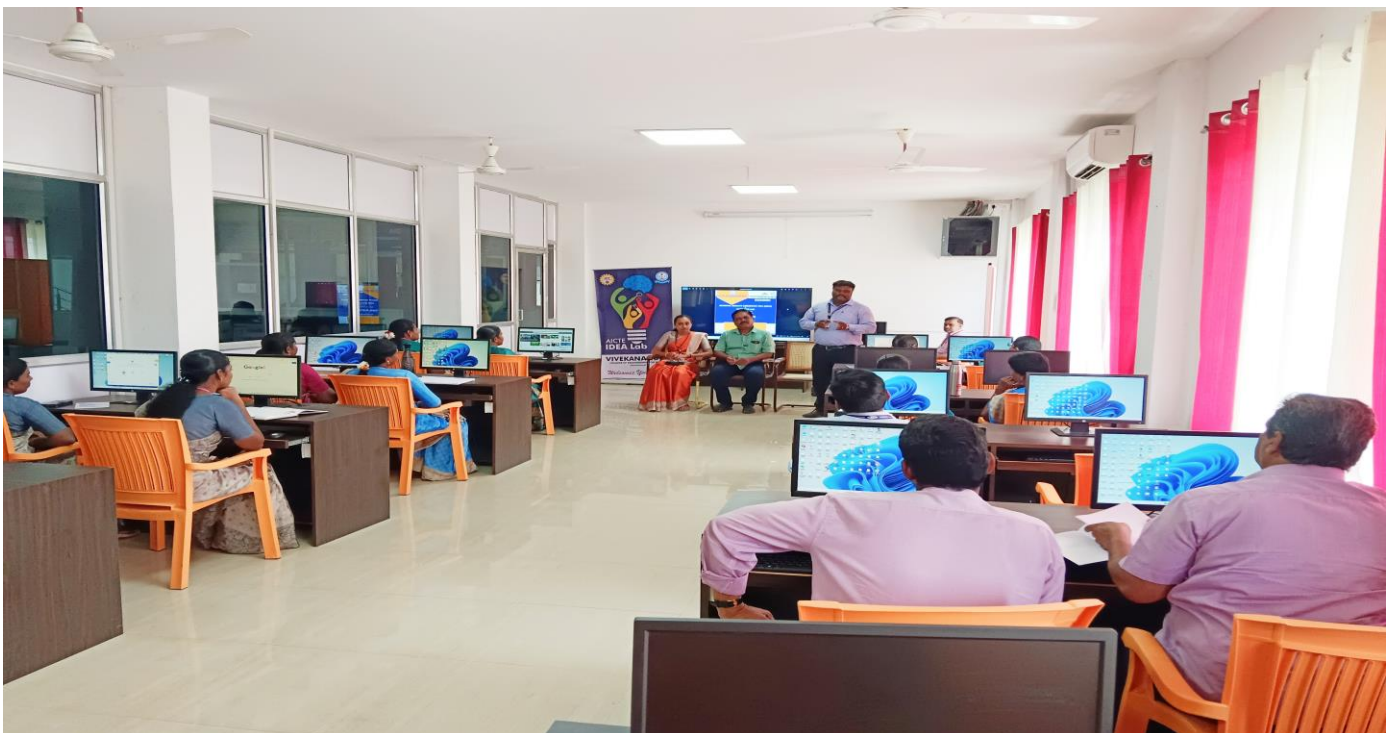
Copy to:

1. All the HoDs
2. File

INVITATION

PHOTOGRAPHS

Glimpse of Photo

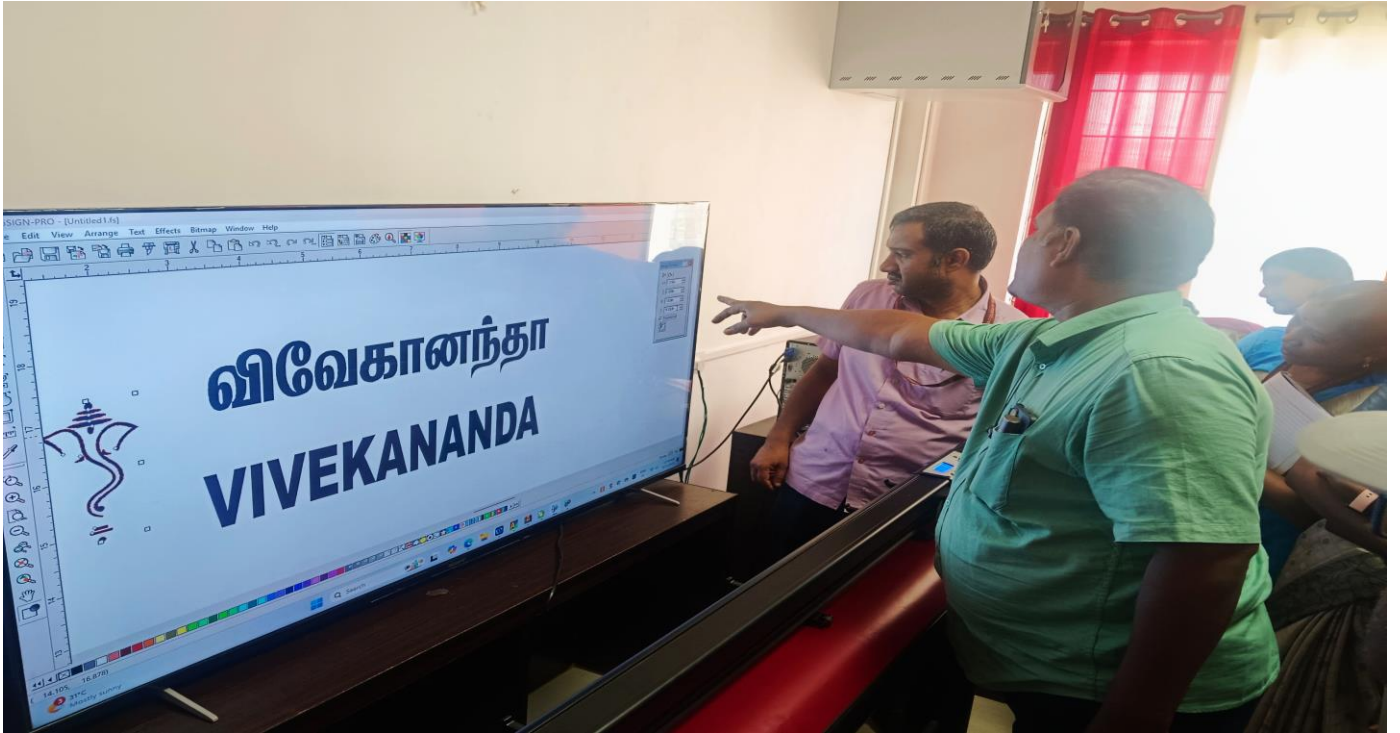


Welcome Address

by

Dr.A.Muthu Kumara Pandian, Coordinator, AICTE IDEA Lab

Glimpse of Photo



Workshop on "Vinyl Plotter"

by

Mr.R.Ravi, Proprietor, Mass Computers, Namakkal

Glimpse of Photo



**Final Output of Vinyl Plotter “Name Board Design”
by
Non-Teaching Staff**

ATTENDANCE



Internal Quality Assurance Cell (IQAC)

STAFF DEVELOPMENT PROGRAMME

Hands-on Training on Vinyl Plotter

DATE : 27.09.2025

Venue: AICTE IDEA Lab, VCEW

S.No.	Name of the Faculty	Designation/ Department	Mobile No.	Signature
1.	K. Subhashree	LA/CSE	7373674546	K. Subhashree
2.	M. Dhurgadevi	DEO/SDC/CSE	8220473624	M. Dhurgadevi
3.	M. Monira	LA/CSE	6382144877	M. Monira
4.	A. Seganthi	LA/CST	9361289643	A. Seganthi
5.	K. Sangeetha	DOS/EEE	9025597798	K. Sangeetha
6.	M. Dharamalakshmi	LA/BME	6369531286	M. Dharamalakshmi
7.	V. Yasotha	LA/BT	9865867373	V. Yasotha
8.	B. Prasida	LA/ECE	7530028743	B. Prasida
9.	P. Kalai Vani	LA/ECE	9025773121	P. Kalai Vani
10.	B. Saravanan	LA/ECE	9443720163	B. Saravanan
11.	P. Balamurugan	INSTRUMENTATION ECE	6380728689	P. Balamurugan
12.	R. RAJIBABU	Hardware Engineer	9952137437	R. Rajibabu
13.	R. Nandhagopal	Admin admin	8667897049	R. Nandhagopal
14.	S.K. Parvathai Pan	Admin. Asst.	9080525150	S.K. Parvathai Pan
15.	L. Jyothsna	LA/BT	9688220118	L. Jyothsna
16.	N. Anithamani	DOS/IT	9994413200	N. Anithamani
17.	S. Venupriya	LA/IT	9629071324	S. Venupriya
18.	T. Sravanan	LA/civil	7904636421	T. Sravanan
19.	T.S. Kumaran	LA/civil	9443421239	T.S. Kumaran
20.	N. Dineshkumar	LA/BT	8903435497	N. Dineshkumar

FEEDBACK



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INTERNAL QUALITY ASSURANCE CELL

STAFF DEVELOPMENT PROGRAMME

WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

The vinyl plotter workshop was very effective and interesting. The trainer shared valuable practical knowledge and demonstrated the machines functions. It was helpful in improving our technical skills and understanding of printing processes. Overall it was a well-planned and informative session. Thanks to this opportunity.

Name of the Staff: *K. Subashree*

Designation/Department: *LA/UE*

College: *VCEW*

K. Subashree
Signature



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

The vinyl plotter workshop was very interesting and informative.
The session provided hands-on knowledge about the equipment and its functions.
The resource person explained the concepts in a simple and practical way.
It was a very useful session that improved our technical skills and confidence.

Name of the Staff: M.Dhurgadevi
Designation/Department: DEO/SOC/CSE
College: VCEW


Signature



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STAFF DEVELOPMENT PROGRAMME

WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

The workshop on "Vinyl Plotter" was well-presented and highly useful. It gave us a clear understanding of the Plotting Process and its applications. The trainer shared valuable tips and demonstrated the functions effectively. Overall, it was a productive session that helped us gain practical knowledge.

Name of the Staff: M. Monika

Designation/Department: Lab assistant / CSE

College: VCEW

M. Mif
Signature



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STAFF DEVELOPMENT PROGRAMME

WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

It is very vesful things to learn about the vinyl plotter training. I have leern to print the sticker in the scale. How to create the the stickers, catting and costs, compared to manual cutting from the machine.

thanyou for providing tis opportunity to leern the class. I need more classes to this typer of training program.

Name of the Staff: *A. Suganthi*

Designation/Department: *LA/CST*

College: *VCEW*

[Signature]
Signature



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STAFF DEVELOPMENT PROGRAMME

WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

⇒ vinyl plotter workshop is very useful.
⇒ I learn new things and ideas.
⇒ that day very useful for me.
⇒ Thank you so much for giving opportunity.

Name of the Staff: K Sangeetha

Designation/Department: DOS/EEE

College: VCEW


Signature



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STAFF DEVELOPMENT PROGRAMME

WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

→ I have learnt many useful things about vinyl plotter. and how to produce custom designed sticker, saving time. in this training
→ Thank for providing the opportunity to more learning this class, I needed many more class from the developed workshop.

Name of the Staff: *M. Dharmalalshmi*

Designation/Department: *Lab assistant / BME*

College: *VCEW*

Dharmalalshmi
Signature



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College of Engineering for Women (Autonomous)



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

It is very useful things to learn about the vinyl plotter training. I have learn to print the sticker in the scale. How to create the stickers, crafting and costs compared to manual cutting from the machine.

Thank you for providing this opportunity to learn the class. I need more classes to this type of training program.

Name of the Staff: V. Yasotha

Designation/Department: Lab Assistant / Biotechnology

College: VCEW

V. Yasotha
Signature



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

I have learnt many useful things about vinyl plotter. how to print in stickers. How to produce custom-designed stickers, Crafting, saving time & costs compared to manual cutting, Thankyou for providing the opportunity to learn the class, I need more classes to learn something more.

Name of the Staff: B.Prasida

Designation/Department: Lab assistant /ECE

College: VCEW


Signature



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

The workshop was excellent. The Trainer's instructions was clear and appreciated the hands-on practice time with the vinyl plotter.

The workshop was useful for me the vinyl platter. I feel confident in my ability to cut vinyl now. Thank you for given the workshop in the organization. please give more than opparUNITY for non-teaching staff.

Name of the Staff: P. Kalaiyani

Designation/Department: LA/ECE

College: VCEW

Signature



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

I am attended on workshop on 27.9.25 (vinyl plotter workshop) organised by VCEW it is very useful to us. Overall it was a valuable experience and boosted my confidence. Hands-on-time training is very useful. Thank you for providing this learning opportunity thanks to principal sir and organization and chairman sir.

Name of the Staff: B. Saravanan

Designation/Department: Lab Assistant/ECE

College: VCEW


Signature



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FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

The VINYL PLOTTER workshop was very useful, effective and interesting. The trainer class valuable and practical knowledge are useful, and improving technical knowledge and understanding on printing process. Thanks for this opportunity.

Name of the Staff: P. BALAMURUGAN

Designation/Department: INSTRUCTOR / ECE

College: VCEW

P. Balamurugan
Signature



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

It is very useful things to learn about the vinyl plotter training. I have learn to print the sticker in the scale. How to create the stickers. Cutting and costs. Compared to manual cutting from the machine. Thankyou for providing the opportunity to learn the class. I need more classes to learn something more.

Name of the Staff: R. RajuBabu

Designation/Department: Hard ware Engineer/IT

College: VCEW

R. RajuBabu
Signature



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

→ It's very useful things to learn about the Vinyl Plotter training.

→ I have learn to Print the sticker in the scale. How to create the stickers. Crafting and costs compared to manual cutting from the machine.

→ Thank you for given the workshop in the organization. Please give more than opportunity to this type of training program.

Name of the Staff: *R. Nandhagopal*

Designation/Department: *Ap ceen admin / IQAC*

College: *VCEW*

R. Nandhagopal
Signature



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

The workshop on "vinyl plotter" was very useful and informative. It provided a clear understanding of the basic functions and operation of the vinyl cutting machine. It helped us learn how to prepare designs, handle materials and operate the equipment efficiently.

The Trainer explained each step in a simple and practical manner. Overall, it was an interactive session that enhanced our practical skills. Conduct similar programmes in the future.

Name of the Staff: S.K. Parathipani

Designation/Department: Admin. Asst. / IQAC

College: VCEW


Signature



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

Workshop on - vinyl Plotter was very informative and useful. Resource Person explained the working Application of clearly understand the Practical Experience @ beneficial organized Programme.

Name of the Staff: L. Krishnaveni

Designation/Department: Biotechnology/VCEW
LAIBT

College: VCEW


Signature



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College of Engineering for Women (Autonomous)



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STAFF DEVELOPMENT PROGRAMME

WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

workshop on vinyl plotter' very inactive and useful the resource person explained the working application of the vinyl plotter clearly. this session was interactive and enhanced our technical knowledge.

Name of the Staff: N. Arithamani.

Designation/Department: DOS/IT

College: VCEW

N. Arithamani
Signature



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College of Engineering for Women (Autonomous)



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

I have learnt many useful things about vinyl plotter. how to print in strikers, how to produce custom - designed strikers, Grafting, Saving time & costs compared to manual cutting, Thankyou for providing the opportunity to learn the class, I need more classes to learn something more.

Name of the Staff: S. Venkateshiya

Designation/Department: LA/IT

College: VCEW

S. Venkateshiya
Signature



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College of Engineering for Women (Autonomous)



INTERNAL QUALITY ASSURANCE CELL

STAFF DEVELOPMENT PROGRAMME

WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
 Proprietor,
 Mass Computers, Namakkal.

Workshop on "vinyl plotter" very inactive and useful.
 The resource person explained the working Applications
 of the vinyl plotter clearly. This session was interactive
 and enhanced our technical knowledge.

Name of the Staff: N. Dinesh kumar

Designation/Department: Lab Technician / Biotechnology

College: VCEW

N. Dinesh kumar
Signature



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WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

The workshop on vinyl plotter was very interesting and informative.

The session provided hands on knowledge about the equipment and its functions.

The resource person explained the concepts in a simple and practical way.

It was very useful session that improved our technical skill and confidence.

Name of the Staff: T. Saravanan

Designation/Department: Lab/asst/civil

College: VCTW


Signature



VIVEKANANDHA

College of Engineering for Women (Autonomous)



INTERNAL QUALITY ASSURANCE CELL

STAFF DEVELOPMENT PROGRAMME

WORKSHOP ON "VINYL PLOTTER" FOR NON-TEACHING STAFF ON 27.09.2025

FEEDBACK

Resource Person:

Mr.R.Ravi
Proprietor,
Mass Computers, Namakkal.

The workshop on "vinyl plotter" was well presented and highly useful, It gave us a clear understanding of the plotting process and its applications. The Trainer, shared valuable tips and demonstrated the function effectively. Overall, It was a productive session that helped us gain practical knowledge.

Name of the Staff: T. S. Kumaran

Designation/Department: Lab Assistant / Civil

College: VCTW

Kumaran
Signature

CERTIFICATE

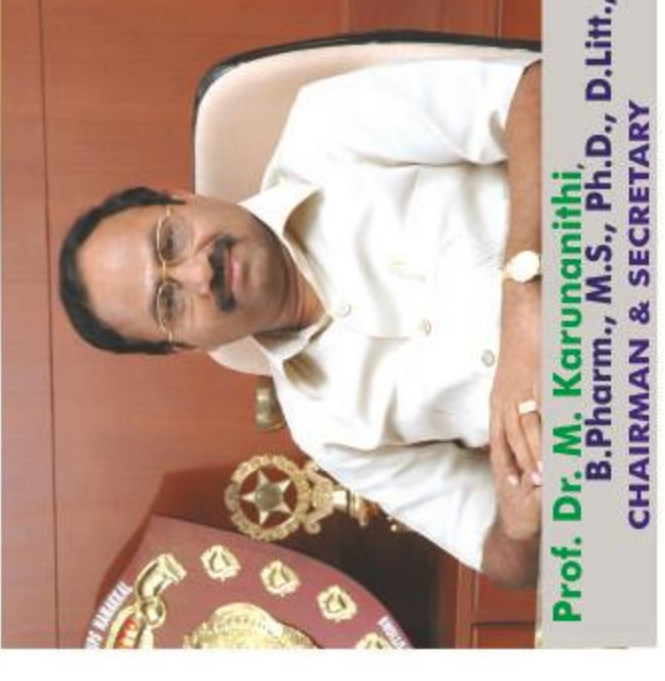


VIVEKANANDHA

COLLEGE OF ENGINEERING FOR WOMEN

[Autonomous]

ELAYAMPALAYAM - 637 205, TIRUCHENGODE Tk., NAMAKKAL Dt., TAMILNADU, INDIA.



Prof. Dr. M. Karunanithi
B.Pharm., M.S., Ph.D., D.Litt.,
CHAIRMAN & SECRETARY

STAFF DEVELOPMENT PROGRAMME

HANDS-ON TRAINING ON VINYL PLOTTER

Organized by

INTERNAL QUALITY ASSURANCE CELL



This is to certify that Ms. /Mrs. /Mr. S.K.Paarthipan, Administrative Assistant/ IQAC has successfully participated in the Staff Development Programme : Hands-on Training on “Vinyl Plotter” organized by

the Internal Quality Assurance Cell (IQAC) on 27.09.2025.

Dr. M. MURUGAN
Director-IQAC, VCEW

Dr. KCK. VIJAYAKUMAR
Principal, VCEW



Prof. Dr. M. KARUNANITHI
Chairman & Secretary

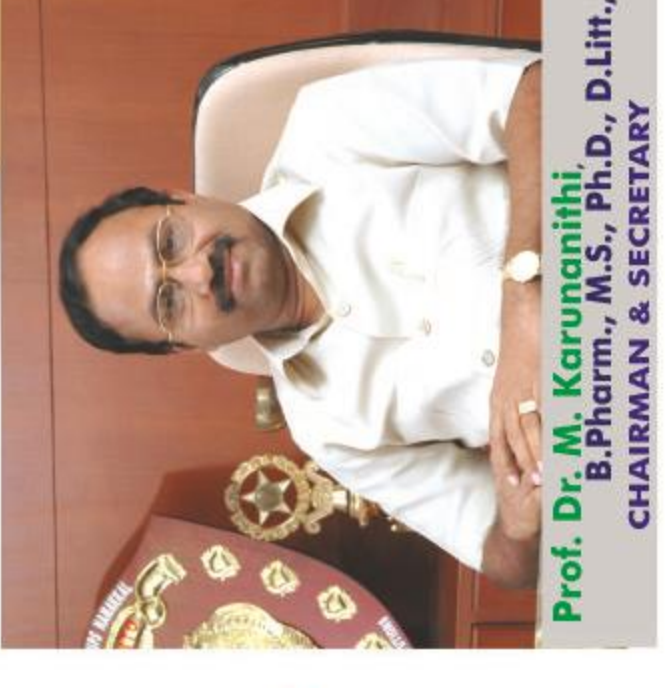


VIVEKANANDHA

COLLEGE OF ENGINEERING FOR WOMEN

[Autonomous]

ELAYAMPALAYAM - 637 205, TIRUCHENGODE Tk., NAMAKKAL Dt., TAMILNADU, INDIA.



Prof. Dr. M. Karunanithi
B.Pharm., M.S., Ph.D., D.Lit.,
CHAIRMAN & SECRETARY

STAFF DEVELOPMENT PROGRAMME

HANDS-ON TRAINING ON VINYL PLOTTER

Organized by

INTERNAL QUALITY ASSURANCE CELL



This is to certify that Ms. /Mrs. /Mr. P.Kalaivani, Lab Assistant/ECE has successfully participated in the Staff Development Programme : Hands-on Training on “Vinyl Plotter” organized by the Internal Quality Assurance Cell (IQAC) on 27.09.2025.

Dr. M. MURUGAN
Director-IQAC, VCEW

Dr. KCK. VIJAYAKUMAR
Principal, VCEW

Prof. Dr. M. KARUNANITHI
Chairman & Secretary

