AICTE-JNTUA Sponsored Two Weeks Workshop on AWARENESS ON SOFTSKILLS

03- 03-2022 to 16-03-2022

Resource persons:
Experienced faculty from universities/premier institutes, and host Institution.

Chief Patrons
Prof.G.Ranga Janardhana
Honourable Vice-Chancellor, JNTUA, Ananthapuramu

Patrons
Prof.C.Sashidhar
Registrar, JNTUA, Ananthapur
Prof.M.Vijaya Kumar
Rector, JNTUA, Ananthapuramu

University Coordinator
Prof.P.R.Bhanu Murthy
Director Faculty Development Cell

Program Coordinator
Dr. B. Lalitha
Associate Professor, CSE & Coordinator SDC

Student Coordinators
G. Shyam Kumar
P. Hima Shankar

Organized by

SOFTWARE DEVELOPMENT CENTER,
Jawaharlal Nehru Technological University Anantapur,
Ananthapuramu-515002
Andhra Pradesh
www.jntua.ac.in

ABOUT INSTITUTION

The College of Engineering, Anantapur was started at Guindy, Madras in 1946 and shifted to Anantapur in 1948. The college was initially affiliated to Madras University during 1946-1955 and to Sri Venkateswara University, Tirupathi during 1955-1972. In 1972, by an Act of State Legislature, JNT University was established at Hyderabad and the College of Engineering, Anantapur went into the fold of JNTU. Later in the year 2008, by an Act of AP State Legislature, JNTU was trifurcated into three independent universities viz., JNTU, Hyderabad, JNTU, Kakinada and JNTU Anantapur. JNTU College of Engineering, Anantapur became a constituent college of JNTUA and was renamed as JNTUA College of Engineering, Anantapur. The JNTUA College of Engineering, Pulivendula, established in the year 2006 and Oil Technology Research Institute (OTRI), Anantapur, established in the year 1948 also became constituent units of JNTUA. A new constituent college - JNTUA College of Engineering, Kalikiri established in 2013 also came under the fold of JNTUA. The OTRI was later renamed as Oil Technology and Pharmaceutical Research Institute (OTPRI), in 2016. In addition to the above four constituent colleges, the JNTUA has 98 Engineering Colleges, 33 Pharmacy Colleges and 29 stand-alone MBA/MCA colleges affiliated with it.

ABOUT WORKSHOP

This workshop intended to give awareness on MS Office, Tally and E-mail to the non-teaching office staff, which gives awareness on the following topics:

- Excel
- Word
- PowerPoint
- MS-Access
- Outlook
- Tally
- E-mail
- Online Conference Platforms
- Web Browsers
- Search Engines
- File Conversions

The main objective of the workshop is to improve the Softskills of the non-teaching office staff that helps them to use offices software effortlessly and learn the fast and efficient ways to do work.

IMPORTANT DATES

Last date for registration: 28-02-2022
Confirmation to candidates: 01-03-2022

ELIGIBILITY

Non-Teaching Office Staff of JNTUA, Constituent units of JNTUA and Affiliated colleges of JNTUA.
LIMITED TO 30 PARTICIPANTS

REGISTRATION

Registration Fee: FREE
Registration Link: https://forms.gle/dXP4ZYbKtE2Ri98v7

Participants will be selected based on first come first serve basis due to the limit in number of participants. Accommodation will be provided for outstation participants.

Test will be conducted and certificate shall be issued to the participants.

ORGANIZED BY

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