

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
(Established by Govt.of A.P., Act.No.30 of 2008)
ANANTHAPURAMU - 515 002 (A.P.) INDIA

Dr.C.Sashidhar,
M.Tech, Ph.D.,



Phone : + 918554272433
FAX +918554 272437
Mobile: + 91 9908 088806
Email id:registrar@jntua.ac.in

Registrar

Procs. No. C2/JNTUA/Estt./financial sanction/Dr. S.C.M.R./2022 Dt. 10-06-2022.

Sub:- JNTUA, ATP-Estt.-Sanction an amount of Rs.5,58,000/- to Dr.S.Chandra Mohan Reddy, Co-ordinator, Assoc.Prof.in ECE Dept., JNTUA CEA- towards expenditure for conduction of AICTE JNTUA Sponsored Two week Training programme on Office Procedures (Service Matters, Accounts, Tally, GST, RTI Act etc) for Non-Teaching staff of JNTUA, JNTUA Constituent Units and affiliated Colleges of during the period from 13-06-2022 to 25-06-2022 -Orders- Issued.

Read:- Note orders of the Vice-Chancellor, JNTUA, ATP, dt. 07-06-2022.

-o0o-

ORDER:-

Dr.S.Chandra Mohan Reddy, Co-ordinator & Associate Professor of ECE Department, JNTUA CE Ananthapuramu, in his Office note (1) read above has requested for financial sanction of Rs.5,58,000/- (Rupees Five Lakhs fifty eight thousand only) for meeting the expenditure for conduction of AICTE/ JNTUA Sponsored Two week Training Programme on "Office Procedures (Service Matters, Accounts, Tally, GST, RTI Act etc) during the period from 13-06-2022 to 25-06-2022 for Non- Teaching staff of JNTUA, constituent Units and affiliated Colleges of the University.

Under the above circumstances, the Vice-Chancellor is pleased to accord for financial sanction for an amount of Rs.5,58,000/- (Rupees Five Lakhs fifty eight thousand only) to Dr.S.Chandra Mohan Reddy, Co-ordinator & Associate Professor of ECE Department, JNTUA CE Ananthapuramu to meet the expenditure for the above programme.

The Accounts Section in the University Office is requested to pay the above sanctioned amount and issue a cheque in the name of Dr.S.Chandra Mohan Reddy, Co-ordinator & Associate Professor of ECE Department, JNTUA CE Ananthapuramu. He is requested to submit the bills after completion of the above programme.

The expenditure shall be met from the AICTE Account of the University.

Signed by Chundupalle
Sashidhar
Date: 10-06-2022 11:01:34
Reason: Approved

To

Dr.S.Chandra Mohan Reddy, Co-ordinator, Assoc.Prof.in ECE Dept., JNTUA CEA for information & necessary action
Dr.P.R.Bhanu Murthy, Director FDP Cell, JNTUA, ATP for information

Copy to the Principal, JNTUA CE Ananthapuramu for information

Copy to D.R. (Estt.) & D.R. (Accts.), JNTUA, Ananthapuramu for information

Copy to P.S to VC., P.A. to Rector & P.A. to Registrar.

Copy to file.

REGISTRAR
J.N.T.U. Anantapur
ANANTHAPURAMU-515002

All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



PDP for Non – Teaching Staff in collaboration with Technical University - Sanction Letter

Ref No. 34-37/14/FDC/FDP-TU-NTS/JNTU-A/2021-22

Dated: 24/09/2021

To

The Drawing and Disbursing Officer,
All India Council for Technical
Education, Nelson Mandela Marg,
Vasant Kunj,
New Delhi – 110070

Sub: Release of a sum of **Rs. 12,00,000 /-** for conduct of four PDP (Professional Development Program) for Non – teaching staff in technical universities during the financial year 2021-22 – reg.

Sir,

This is to convey the sanction of the Council for payment of **Rs. 12,00,000 /-** (Rupees twelve Lakh only) as advance for conduct of four PDP for Non – teaching staff to **Jawaharalal Nehru Technological University, Mokshagundam Visveswarayya Road, Ananthapuramu, Andhra Pradesh** under the Scheme of Professional Development Program for Non – Teaching Staff in collaboration with technical universities in the country.

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Finance Officer/Registrar/Dean/VC/The University through RTGS
2. This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme and MoU executed between AICTE and the University as already communicated, and also being communicated in this letter.
3. The sanctioned amount is debitable to the Major Head 601.15(a) Gen. of the Scheme of Short Term Training Programme (Plan) and is valid for payment during the financial year 2021-22.
4. Conduct of two weeks Professional Development Program for Non-Teaching Staff: As part of MOU between AICTE and Technical Universities

In continuation to the MOU concluded between AICTE and Technical Universities, four (04) two weeks Professional Development Programs for Non-Teaching Staff will be conducted by all the Technical Universities. The outcomes anticipated from these programs amongst others are as follows:-

- (a) To enable the Non -Teaching Staff in furtherance of their duties towards the institute / University
- (b) To imbibe latest / futuristic means and methods as pertaining to their profession / department
- (c) To be able to effectively participate in day to day activities pertaining to their profession / department
- (d) To be able to conduct activities with perfection without supervision.
- (e) To be the role models for others to follow.

Guidelines are as follows:-

- (a) A total of four (04) Professional Development Programs for Non -Teaching Staff will be held every financial year as per the terms and conditions of the MOU
- (b) Each program will be of two weeks, which implies 12 days, with daily three mandated sessions of 2 hours each.
- (c) These programs will be conducted in physical mode only and not in online / blended form.
- (d) A minimum of 30 candidates per program is mandated from AICTE approved institutes only (preferably affiliated to the concerned Technical University).
- (e) A total of 6 lacs per program (with share of 50: 50) by AICTE and the host Technical University will be the budget per Professional Development Program.


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J.N.T.U. Anantapur
ANANTAPURAMU-515002

- (f) Sub division of expenditure will be as per the MOU, with clear demarcation in the expenditure heads of AICTE and the respective Technical University.
- (g) Maximum efforts will be made to ensure that best resource persons for the Professional Development Program are made available.
- (h) Participants will be made to undergo daily a strengthening session as part of the schedule.
- (i) Information with link for all the four (04) Professional Development Programs will provided to AICTE, post approval of the same through the Project Monitoring Committees constituted at respective Technical Universities.

The instructions/guidelines to be followed by University/Institution

I. Release of funds and maintenance of accounts

- a The Finance Officer/Registrar/Dean/VC/The University and the Coordinator of the program are requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them, in which the grant is being released: -

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder	Account Type	Account Number	IFSC Code
AAAJJ0861G	State Bank of India	JNTU Engineering College Campus	JNTU Engineering College Campus, Ananthapuramu	Registrar	Savings	30501525958	SBIN0002723

In case of any omission the same should be reported to AICTE immediately :-

- b The Institute shall strictly follow the provisions laid down in the scheme document/ MoU.
- c Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
- d The University shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- e The grant is intended to cover items of expenditure connected with the Professional Development Program such as Boarding & Lodging to the participants, TA to outstation participants, Honorarium to Course Coordinator, reading material to participants, Honorarium to resource persons, TA/DA to resource persons including two outstations resource persons & working expenses (reprographic services, postage, transport, daily wages, tea/coffee etc).
- f **Fund Limits:** The maximum total expenditure for conduct of one training program will be Rs. Six lakh only to be equally shared by AICTE and **Jawaharalal Nehru Technological University**, respectively.

AICTE will release a grant of Rs. 3 lakh to **Jawaharalal Nehru Technological University**, per training program to meet the expenditure to the extent of Rs. 3 lakh or the actual expenditure, whichever is less on (i) TA/DA/ Honorarium to Resource Persons (Honorarium not to exceed 20% of the total expenditure incurred on conduct of one such training program); (ii) TA to outstation participants; (iii) Course material to participants

Jawaharalal Nehru Technological University will meet from its own funds, the expenditure to the extent of Rs. 3 lakh or the actual expenditure, whichever is less, to cover all items of expenditure such as (i) Boarding & lodging of participants, (ii) Honorarium to Programme Coordinator (not to exceed 1% of the total expenditure incurred on one such training program), (iii) Working expenses (tea/ coffee/ stationery/certificate/printing etc.).


REGISTRAR
J.N.T.U. Anantapur
ANANTHAPURAMU-515002

STATEMENT OF ACCOUNT

Name : U.D.F ACCOUNT
JNT UNIVERSITY

ANANTAPUR
Anantapur

Date : 03/11/2021

Cleared Balance : 43,45,520.47Cr

+MOD Bal : 0.00

Limit : 0.00

Int. Rate : 0.00 % p.a.

Account Open Date : 23/09/2008

Statement From : 01/10/2021 to 31/10/2021

Time : 18:34:55

STATE BANK OF INDIA
J.N.T.U. ENGG CAMPUS, ANANTAPUR
JNTU ENGG COLLEGE ROAD
ANANTAPUR, ANDHRA PRADESH
515002

Branch Code : 2723
Branch Phone : 272202
IFSC : SBIN0002723
MICR : 515002005

Account No.: 30501525958

Product : CA-REGULAR-PUB-OTH-ALL-INR
Currency : INR

E-mail :

Uncleared Amount : 0.00

Monthly Average Balance : 0

Drawing Power : 0.00

Nominee Name :

Account Status : OPEN

Page No. : 1

Post Date	Value Date	Details	Chq.No	Debit	Credit	Balance
		BROUGHT FORWARD :				
01/10/21	01/10/21	CAS CHQ XFER WD CHEQUE TRANSFER TO 30081888543 OF Mr. A AT 02723 J.N.T.U.ENG	789382	4725.00		5436960.47Cr
		CAS CASH CHEQUE PAID TO B SUNIL KUMA	789386	4088.00		5432235.47Cr
01/10/21	01/10/21	AT 02723 J.N.T.U.ENG CAS CHQ XFER WD CHEQUE TRANSFER TO 38600672276 OF SIVA AT 01925 GANDHI BAZA	789356	46750.00		5428147.47Cr
05/10/21	05/10/21	CAS PRES CHQ	789353	5000.00		5381397.47Cr
06/10/21	06/10/21	BOB K BHASKAR REDD CAS PRES CHQ	789374	20288.00		5376397.47Cr
06/10/21	06/10/21	AXS NAMA FURNITURE REMT THRU CHQ	789389	900.00		5356109.47Cr
		CHEQUE TRANSFER TO DFT FVR THE MANAGING				5355209.47Cr
06/10/21	06/10/21	DRAWN AT 00948 VIJAY CAS CASH CHEQUE PAID TO SRI GNP ACHA AT 02723 J.N.T.U.ENG	789390	250000.00		5105209.47Cr
06/10/21	06/10/21	CAS CASH CHEQUE CASH WITHDRAWAL BY C	789359	5480.00		5099729.47Cr
07/10/21	07/10/21	AT 02723 J.N.T.U.ENG CAS PRES CHQ	789377	4153.00		5095576.47Cr
07/10/21	07/10/21	KBL GOPI ELECTRICA CAS PRES CHQ	789371	10802.00		5084774.47Cr
07/10/21	07/10/21	INB SREECOMMUNICAT DEP TFR			1200000.00	6284774.47Cr
07/10/21	07/10/21	C102110718582 Credit 3199941105212 AT 10521 DAU.RURAL B REMT THRU CHQ NEFT UTR NO: SBIN321 280892666 ICIC0000008 ICICI BA	789387	31142.00		6253632.47Cr
		CARRIED FORWARD :				62,53,632.47Cr

Statement Summary

Dr. Count 11

Cr. Count 1

3,83,328.00 12,00,000.00

In Case Your Account Is Operated By A Letter Of Authority/Power Of Attorney Holder, Please Check The Transaction With Extra Care.

REG. STAMP
J.N.T.U. Anantapur
ANANTAPURAMU-515002



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY, ANANTAPUR.
Ananthapuramu – 515002, Andhra Pradesh, India.



DIRECTOR OF FACULTY DEVELOPMENT PROGRAMS

COMPLETION CERTIFICATE

This is to certify that a two week STTP on “Office Procedures” was conducted from 13-06-2022 to 25-06-2022 to the non teaching staff as part of MoU between AICTE and JNTUA. The program has been completed successfully.

DIRECTOR

**Faculty Development Programs
JNTUA, Ananthapuramu.**

REGISTRAR

**J.N.T.U. Anantapur
ANANTAPURAMU-515002**



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY, ANANTAPUR,
Ananthapuramu – 515002, Andhra Pradesh, India.



TWO WEEK STTP ON "Office Procedures"
From 13-06-2022 To 25-06-2022

(Conducted by AICTE and JNTUA)

LIST OF PARTICIPANTS WHO HAVE SUCCESSFULLY COMPLETED THE PROGRAM

Sl.No.	Name of the Participant	Name of the Institution
1.	M.S. KALYAN BABU	JNTUA COLLEGE OF ENGINEERING, ANANTAPUR
2.	C. OBANNA	JNT UNIVERSITY, ANANTAPUR
3.	G. DIVAKAR	JNT UNIVERSITY, ANANTAPUR
4.	KATA. DHANUNJAYA	JNT UNIVERSITY, ANANTAPUR
5.	V. VIJAYA SANTHI	JNTUA COLLEGE OF ENGINEERING, ANANTAPUR
6.	SAPATLA SIVA SANKAR GOWD	JNTUA COLLEGE OF ENGINEERING, ANANTAPUR
7.	SAKE MAHESH	JNT UNIVERSITY, ANANTAPUR
8.	SAKE KUMARI	JNT UNIVERSITY, ANANTAPUR
9.	K. ABDUL KHADER	JNTUA COLLEGE OF ENGINEERING, KALIKIRI, CHITTOOR
10.	CHARMALA MUTHYALU	JNTUA COLLEGE OF ENGINEERING, ANANTAPUR
11.	KARANAM MURALI MOHAN RAO	JNTUA COLLEGE OF ENGINEERING, KALIKIRI, CHITTOOR
12.	C. RAMESH	JNTUA COLLEGE OF ENGINEERING, KALIKIRI, CHITTOOR
13.	N. RAVI KUMAR	JNT UNIVERSITY, ANANTAPUR
14.	GUDICAL SHASHI KIRAN	JNTUA COLLEGE OF ENGINEERING, PULIVENDULA, Y.S.R KADAPA DISTRICT
15.	JINKA SASIKALA	JNT UNIVERSITY, ANANTAPUR
16.	PRABHAKAR AMIDALA	JNT UNIVERSITY, ANANTAPUR
17.	DURGA PRASAD BANDI	JNT UNIVERSITY, ANANTAPUR
18.	T. RAMAKRISHNA REDDY	JNT UNIVERSITY, ANANTAPUR
19.	SHAIK MUYEED	JNTUA COLLEGE OF ENGINEERING, ANANTAPUR
20.	G. PEDDIRAJU	JNTUA COLLEGE OF ENGINEERING, PULIVENDULA, Y.S.R KADAPA DISTRICT
21.	K. YASODA RANI	JNT UNIVERSITY, ANANTAPUR
22.	A. AMARNATH	JNTUA COLLEGE OF ENGINEERING, ANANTAPUR
23.	BANDI NARESWARI	JNTUA COLLEGE OF ENGINEERING, PULIVENDULA, Y.S.R KADAPA DISTRICT
24.	P. SHOBHA RANI	JNTUA COLLEGE OF ENGINEERING, ANANTAPUR
25.	P. CHANDRA SEKHAR	JNTUA COLLEGE OF ENGINEERING, ANANTAPUR
26.	SAKE SAMPOORNA	JNT UNIVERSITY, ANANTAPUR
27.	B. RAJENDRA PRASAD	JNT UNIVERSITY, ANANTAPUR
28.	MEENUGA ANURADHA	JNT UNIVERSITY, ANANTAPUR
29.	P. MAHAMMOD RAFI	JNT UNIVERSITY, ANANTAPUR
30.	V. PRABHAKAR REDDY	JNT UNIVERSITY, ANANTAPUR
31.	C. VENKATA RAMUDU	JNT UNIVERSITY, ANANTAPUR
32.	M. JANARDHANA REDDY	JNT UNIVERSITY, ANANTAPUR
33.	M. DHARMENDRA	JNTUA COLLEGE OF ENGINEERING, ANANTAPUR
34.	DODDA MADAN MOHAN	JNT UNIVERSITY, ANANTAPUR

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

DIRECTOR
Faculty Development Programs
JNTUA, Ananthapuramu.

NAME & ADDRESS OF THE UNIVERSITY : JNT UNIVERSITY,
Ananthapuramu, Andhra Pradesh-515002, INDIA

Name of the Scheme : Joint Training Program for Non-teaching staff in AICTE approved Technical Institutions

FORMAT FOR STATEMENT OF EXPENDITURE

AICTE File No. : 34-37/14/FDC/FDP-TU-NTS/JNTU-A/2021-22 – dt.24/09/2022


Title of the Programme : Two Week Programme on "Office Procedures",

Dates of the Programme : From 13-06-2022 To 25-06-2022

Name of the Coordinator : Dr. S. Chandra Mohan Reddy

Sanction No. & Date of University Proceedings	Grant Sanctioned	Details of expenditure Incurred Item wise	Amount Rs. (each head in AICTE Share) S.No.2,3, 4, 5, 6, 7,8	Amount Rs. (each head in University Share) S.No. 1,9,10,11,12,	No. of Participants	Title of the Programme
Procs.No.C2/JNTU/Estt./financial sanction /Dr. S.C.M.R./ 2022 - dt.10-06-2022	5,58,000/-	1.Boarding & Lodging to Participants		39,000	34 Participants	for Two Week Programme on "Office Procedures", From 13-06-2022 To 25-06-2022 organized by Coordinator Dr. S. Chandra Mohan Reddy, Associate Professor, ECE Dept., JNTUA CEA and University coordinator & Director, Faculty Development Programmes Cell, JNTUA
		2.T.A to outstation Participants				
		3. Honorarium to Technical University Coordinator (Max Rs. 5000)	5,000	5,000		
		4. Honorarium to Program Coordinator (Max Rs. 5000)	5,000			
		5. Reading materials to Participants	63,000			
		6. Honorarium to Resource Persons	1,35,000			
		7. TA/DA to Resource Persons	3,600			
		8. Payment to Lab attendant (Max Rs. 3000)				
		9. Working Expenses (reprographic services, daily wages, postage, transport tea/coffee)		51,640		
		10. Stationery & certificates printing		4,000		
		11. Fruit bouquets Mementoes and Certificates		25,425		
		12. Institutional Charges		10,000		
				Total Expenditure :		
		Sanctioned Amount :	5,58,000/-			
		Balance :	2,11,335/-			


Certified that an amount of **Rs.3,46,665 /-** (Rupees Three Lakh Forty Six thousand Six hundred and Sixty Five only) has been incurred towards the conduct of Professional Development Programmes for Non-teaching staff.

(1) 
Name and Signature of Co-ordinator
Dr. S. CHANDRA MOHAN REDDY
(With Seal) **M.E., Ph.D.,**
Associate Professor of ECE
J.N.T.U.A. College of Engineering (Autonomous)
ANANTHAPURAMU - 515 002. A.P., INDIA

(2) 
Name and Signature of Head of the Institution (with seal)

(3) Signature (with seal) of the Finance Officer / Accountant: Accounts Officer (with seal) (If it is Govt./Govt. Aided Institute)

(4) Signature of Chartered Accountant: (with seal) Name of Chartered Accountant (with seal): T Membership No. 245275 Rubric Stamp: 1-01, 1st Cross Pub Address: Anantapur, 515 001


Deputy Registrar
J.N.T. University, Anantapur
ANANTHAPURAMU-515002

Date: 6/12/2022

UDIN: 22245275 BEZR TX1680


REGISTRAR
J.N.T.U. Anantapur
ANANTHAPURAMU-515002

NAME & ADDRESS OF THE INSTITUTE : JNT UNIVERSITY,
Ananthapuramu, Andhra Pradesh-515002, INDIA

UTILIZATION CERTIFICATE FOR THE FINANCIAL YEAR : 2021-22

Name of the Scheme under
which Grant was sanctioned : Joint Training Program for Non-Teaching Staff in AICTE's approved
Technical Institutions

(to be submitted separately for each sanction order)

AICTE File No. : 34-37/14/FDC/FDP-TU-NTS/JNTU-A/2021-22 – dt.24/09/2021

Title of the Programme : Two Week Programme on "Office Procedures",

Dates of the Programme: From 13-06-2022 To 25-06-2022

Name of the Coordinator : Dr. S. Chandra Mohan Reddy

Sl. No.	AICTE Sanction Order/Letter No. & Date under which grant was sanctioned	Remarks	Amount (Rs.)	Details of the Programme
1	AICTE File No : 34-37/14/FDC/FDP-TU-NTS/JNTU-A/2021-22 & dt.24/09/2021	AICTE has sanctioned Rs. <u>12,00,000/-</u> for four STTPs, directing to use Rs. <u>3,00,000/-</u> per Programme	<u>3,00,000/-</u>	Certified that out of the grant-in-aid of Rs. <u>3,00,000/-</u> (in words: <u>Three Lakhs rupees only</u>) sanctioned by the AICTE during the financial year <u>2021-22</u> , in favour of name of the institute <u>JNTUA CEA</u> , as per letter mentioned in the margin, a sum of <u>Rs.2,11,600/-</u> has been utilized for the purpose for which it was sanctioned and the balance of <u>Rs.88,400/-</u> remained unutilized at the end of the year.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised: -
Audited Annual Accounts of the Institute
Receipt and Payment account
Periodical Progress Reports.

1). Name of the Claimant/
Awardee/Co-ordinator (with seal) **Dr. S. CHANDRA MOHAN REDDY**
M.E., Ph.D.,
Associate Professor of ECE
J.N.T.U.A College of Engineering (Autonomous)
ANANTHAPURAMU - 515 002, A.P., INDIA

2). Signature of Head of the Institute:
Name of Head of Institute:
(with seal)

3). Signature (with seal) of the Finance Officer/
Name of the Finance Officer/Accounts Officer:
(with seal)
(if it is Govt./Govt. Aided Institute)

4). Signature of Chartered Accountant:
Name of Chartered Accountant:
(with seal) **M.No.245275**
Membership No. **11-1-91, 1st Cross**
Rubber Stamp: **Nagar, Anantapur-515 002**

Deputy Registrar
J.N.T. University, Anantapur
ANANTHAPURAMU-515002

Date: **6/12/2022**

UDIN: **22245275 BEZPTX1680**

REGISTRAR
J.N.T.U. Anantapur
ANANTHAPURAMU-515002

**AICTE - JNTUA Sponsored Two Weeks Training Program on
"OFFICE PROCEDURES"
from 13.06.2022 to 25.06.2022**

Organized by Faculty Development Centre, JNTUA, Ananthapuramu

Registered Participants Day Wise Attendance

13.06.2022 (Monday)					
S.No	Name of the Participant	Session-1 (10.00AM - 11.30AM) Inauguration	Session-2 (11.45AM - 01.15PM)	Session-3 (02.15PM - 03.45PM)	Session-4 (04.00PM - 05.30PM)
1	M S Kalyan Babu	H.S. Kalyan Babu	H.S. Kalyan Babu	H.S. Kalyan Babu	H.S. Kalyan Babu
2	C Obanna	Obanna	Obanna	Obanna	Obanna
3	G Divakar	G. Divakar	G. Divakar	G. Divakar	G. Divakar
4	Kata, Dhanunjaya	K. Dhruva	K. Dhruva	K. Dhruva	K. Dhruva
5	V VIJAYA SANTHI	V. Vijaya Sankar	V. Vijaya Sankar	V. Vijaya Sankar	V. Vijaya Sankar
6	SAPATLA SIVA SANKAR GOWD	S. Siva Sankar Gowd	S. Siva Sankar Gowd	S. Siva Sankar Gowd	S. Siva Sankar Gowd
7	Sake Mahesh	S. Puay	S. Puay	S. Puay	S. Puay
8	SAKE KUMARI	S. Kumari	S. Kumari	S. Kumari	S. Kumari
9	K ABDUL KHADER	K. Abdul Khader	K. Abdul Khader	K. Abdul Khader	K. Abdul Khader
10	Charmala Muthyalu	C. Meethala	C. Meethala	C. Meethala	C. Meethala
11	Karnam Murali Mohan Rao	K. Murali Mohan Rao	K. Murali Mohan Rao	K. Murali Mohan Rao	K. Murali Mohan Rao
12	C RAMESH	C. Ray	C. Ray	C. Ray	C. Ray
13	N RAVI KUMAR	N. Ravi Kumar	N. Ravi Kumar	N. Ravi Kumar	N. Ravi Kumar
14	Gudical Shashikiran	G. Sanku	G. Sanku	G. Sanku	G. Sanku
15	Jinka Sasikala	J. Sasikala	J. Sasikala	J. Sasikala	J. Sasikala



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J.N.T.U. Anantapur
ANANTAPURAMU-515002

13.06.2022 (Monday)					
S.No	Name of the Participant	Session-1 (10.00AM - 11.30AM)	Session-2 (11.45AM - 01.15PM)	Session-3 (02.15PM - 03.45PM)	Session-4 (04.00PM - 05.30PM)
16	Prabhakar Amidala	Inauguration			
17	DURGA PRASAD BANDI				
18	T RAMAKRISHNA REDDY				
19	Shaik Muyeed				
20	Sri. G. Peddiraju				
21	K.Yasoda Rani				
22	A AMARNATH				
23	Bandi Nareswari				
24	(Y. Usha Rani)				
25	P. Shobha Rani Pannoru Chandra Sekhar				
26	sake sampoorna				
27	B Babu Rajendra Prasad				
28	MEENUGA ANURADHA				
29	PADEGAL MAHAMMAD RAFI				
30	V Prabhakar Reddy				
31	D Venkata Ramudu				
32	Janardhana Reddy Mukthapuram				
33	M DHARMEJRA				
34	Dodda Madan Mohan				

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURA-515007

**AICTE - JNTUA Sponsored Two Weeks Training Program on
"OFFICE PROCEDURES"
from 13.06.2022 to 25.06.2022**

Organized by Faculty Development Centre, JNTUA, Ananthapuramu

Registered Participants Day Wise Attendance

		25.06.2022 (Saturday)		
S.No	Name of the Participant	Session-1 (10.00AM - 11.30AM)	Session-2 (11.45AM - 01.15PM)	Session-3 (02.15PM - 03.45PM)
1	M S Kalyan Babu	H.S. Kalyan Babu	H.S. Kalyan Babu	H.S. Kalyan Babu
2	C Obanna	Obanna,	Obanna,	Obanna,
3	G Divakar	C: Divakar	C: Divakar	C: Divakar
4	Kata. Dhanunjaya	K. Dh-j-y	K. Dh-j-y	K. Dh-j-y
5	V VIJAYA SANTHI			
6	SAPATLA SIVA SANKAR GOWD	S. Siva Sankar goud	S. Siva Sankar goud.	S. Siva Sankar goud.
7	Sake Mahesh	S Mahesh	S Mahesh	S Mahesh.
8	SAKE KUMARI	S. kumari	S. kumari	S. kumari
9	K ABDUL KHADER	K. Abdul Khader	K. Abdul Khader	K. Abdul Khader
10	Charmala Muthyalu	C. Muthyalu	C. Muthyalu	C. Muthyalu
11	Karnam Murali Mohan Rao	K. Pure Di Mohan R.	K. Pure Di Mohan R.	K. Pure Di Mohan R.
12	C RAMESH	C. Rame	C. Rame	C. Rame
13	N RAVI KUMAR	R. Ravi Kumar	R. Ravi Kumar	R. Ravi Kumar
14	Gudical Shashikiran	G. Sasi	G. Sasi	G. Sasi
15	Jinka Sasikala	J. Sasikala	J. Sasikala	J. Sasikala

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
Anantapuramu – 515 002, Andhra Pradesh, INDIA



AICTE - JNTUA Sponsored
Two Week Short Term Training Programme on
“OFFICE PROCEDURES”

Certificate of Participation

This is to certify that Dr. /Sri./Smt. C. Obanna

from J.N.T.U.A. - Anantapuramu has attended All India

Council for Technical Education (AICTE) - Jawaharlal Nehru Technological
University Anantapur (JNTUA) sponsored Two Week Short Term Training
Programme on “Office Procedures” organized by Faculty Development Centre,
JNTUA from 13.06.2022 to 25.06.2022.


Dr. S. CHANDRA MOHAN REDDY
Programme Coordinator


Prof. P.R. BHANU MURTHY
University Coordinator


Prof. C. SASHIDHAR
Registrar



Brief report

on

**AICTE – JNTUA Sponsored Two Weeks Training Program on
 “OFFICE PROCEDURES” organized from 13.06.2022 to 25.06.2022**

JNTUA organized AICTE-JNTUA sponsored two week training program on “Office Procedures” from 13.06.2022 to 25.06.2022. Out of 74 registrations received from the Non-Teaching staff of all the constituent colleges of JNTUA and affiliated colleges, only the first registered 47 participants were selected to attend the program. The two week program schedule is enclosed in annexure-1. The training program was inaugurated by the Chief Guest Prof. M.Vijaya Kumar, Rector, JNTUA and Guest of Honor Prof. C.Sashidhar, Registrar, JNTUA on 13.06.2023. The Principal of JNTUA College of Engineering, Ananthapuramu Prof. P.Sujatha presided over the inauguration of the program. Prof. P.R.Bhanumurthy, Director, Faculty Development Program Cell, JNTUA, and Prof. B.Durga Prasad, Vice Principal of the College graced the dais.

(a) Local daily Newspapers clippings of the inauguration of the Program

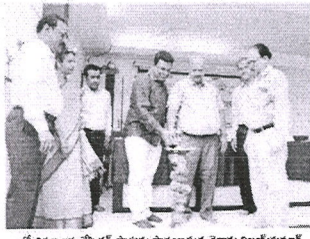
ప్రజాశక్తి

బోధనేతర సిబ్బంది నైపుణ్యం పెంచుకోవాలి

జెఎన్టీయూ రెక్టర్ ఆచార్య ఎం.విజయకుమార్

ప్రజాశక్తి-అనంతపురం

బోధనేతర సిబ్బందికి అత్యంత ప్రోత్సాహం నిర్వహిస్తున్న వర్క్ షాప్ అచార్య నైపుణ్యాలను పెంచుకోవాలని జెఎన్టీయూ రెక్టర్ ఆచార్య ఎం.విజయకుమార్ పేర్కొన్నారు. సోషలరం జెఎన్టీయూ ప్యాజెట్ జెవెన్షెంట్ సెంటర్ ఆధ్వర్యంలో రెండు వారాల పాటు ఎలాంటి, ఎవ్వరినీ సలయంగా నిర్వహించి అనేక ప్రాజెక్టులను పూర్తి చేశారు. గెజెట్డ్ వర్క్ షాప్ గురించి రెక్టర్ ప్రెస్ మీటింగ్ ఆచార్య సుజాత అధ్యక్షతన నిర్వహించారు. ముఖ్య అతిథి రెక్టర్ ఆచార్య విజయకుమార్ ప్రోత్సాహం చేసి వర్క్ షాప్ ను ప్రారంభించారు. అనంతరము ఆయన మాట్లాడుతూ రెండు వర్క్ షాప్ లను నిర్వహించడం వల్ల బోధనేతర సిబ్బందికి ఎలాంటి ఉపయోగపడుతుంది తెలిపారు. వీటి ద్వారా వారి నైపుణ్యాలను పెంచుకోవాలని కోరుతున్నారని తెలిపారు. ఫైనాన్స్, అప్ సు ప్రొసెడ్యూర్, డ్రాఫ్టింగ్ లో పాటు కంప్యూటర్ బోధనేతర సిబ్బందికి అవకాశం ఉంటుంది తెలిపారు. గౌరవ అతిథి రెజిస్ట్రార్ ఆచార్య శశిధర్ మాట్లాడుతూ ఎలాంటి వారు బోధనేతర ఉద్యోగులను నియమించుకోవాలని నిర్దేశించారు తెలిపారు. వీటి ద్వారా వీటి ద్వారా వర్క్ షాప్ నిర్వహించాలని తెలిపారు. వర్క్ షాప్ లో అభ్యర్థులను



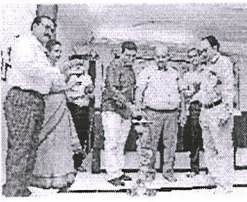
వర్క్ షాప్ ప్రారంభం వేడుకలు

రెక్టర్ ఆచార్య జెఎన్టీయూ ఆచార్య అనుమతి వ్యవహారాలను ఈ వర్క్ షాప్ లో అభ్యర్థుల ద్వారా చంపి మోడర్నిటీ, వాక్స్ విషయాలను చూపించారు. కో ఆపరేషన్ ద్వారా శుభాకాంక్షలు తెలిపారు. ముఖ్య అతిథి రెక్టర్ ఆచార్య విజయకుమార్ ప్రోత్సాహం చేసి వర్క్ షాప్ ను ప్రారంభించారు. అనంతరము ఆయన మాట్లాడుతూ రెండు వర్క్ షాప్ లను నిర్వహించడం వల్ల బోధనేతర సిబ్బందికి ఎలాంటి ఉపయోగపడుతుంది తెలిపారు. వీటి ద్వారా వారి నైపుణ్యాలను పెంచుకోవాలని కోరుతున్నారని తెలిపారు. ఫైనాన్స్, అప్ సు ప్రొసెడ్యూర్, డ్రాఫ్టింగ్ లో పాటు కంప్యూటర్ బోధనేతర సిబ్బందికి అవకాశం ఉంటుంది తెలిపారు. గౌరవ అతిథి రెజిస్ట్రార్ ఆచార్య శశిధర్ మాట్లాడుతూ ఎలాంటి వారు బోధనేతర ఉద్యోగులను నియమించుకోవాలని నిర్దేశించారు తెలిపారు. వీటి ద్వారా వీటి ద్వారా వర్క్ షాప్ నిర్వహించాలని తెలిపారు. వర్క్ షాప్ లో అభ్యర్థులను

ఉద్యోగులు నైపుణ్యం పెంచుకోవాలి

జెఎన్టీయూ, న్యూస్ టుడే:

జెఎన్టీయూలో పనిచేస్తున్న బోధనేతర ఉద్యోగుల నైపుణ్యం పెంచుకోవాలని రెక్టర్ విజయకుమార్, రిజిస్ట్రార్ శశిధర్ పేర్కొన్నారు. బోధనేతర సిబ్బందికి అవకాశం ఉంటుంది తెలిపారు. వీటి ద్వారా వీటి ద్వారా వర్క్ షాప్ నిర్వహించాలని తెలిపారు. వర్క్ షాప్ లో అభ్యర్థులను



జ్యోతిని వెలిగిస్తున్న రెక్టర్ విజయకుమార్, రిజిస్ట్రార్ శశిధర్

నికీ ముఖ్య అతిథిలుగా హాజరై మాట్లాడారు. వర్క్ షాప్ నిర్వహణ, కార్యాలయ నిబంధనలు, డ్రాఫ్టింగ్, కంప్యూటర్ హార్డ్ వేర్ లో మెలకువలు తెలుసుకోవచ్చున్నారు. బోధనేతర ఉద్యోగులకు శిక్షణ కార్యక్రమాలు నిర్వహించడం అభినందనీయమన్నారు. కార్యక్రమంలో ప్రెస్ మీటింగ్ ఆచార్య సుజాత, ప్యాజెట్ జెవెన్షెంట్ రెజిస్ట్రార్ ఆచార్య అనుమతార్థి, వైస్ చైర్మన్ యర్రాప్రసాద్, చంద్రమోహన్ రెడ్డి, విష్ణువర్ధన్ కోఆర్డినేటర్లుగా వ్యవహరించారు.

Tab. 14 June 2022
 spaper.in/515002/1/2/5851332



వర్క్ షాప్ ప్రారంభం వేడుకలు

అనంతపురం అధ్యక్ష మేజిస్ట్రేట్ : వర్క్ షాప్ లో పాల్గొన్న నైపుణ్యాలను పెంచుకోవాలని జెఎన్టీయూ రెక్టర్ ఆచార్య ఎం.విజయకుమార్ పేర్కొన్నారు. సోషలరం జెఎన్టీయూ ప్యాజెట్ జెవెన్షెంట్ సెంటర్ ఆధ్వర్యంలో రెండు వారాల పాటు ఎలాంటి, ఎవ్వరినీ సలయంగా నిర్వహించి అనేక ప్రాజెక్టులను పూర్తి చేశారు. గెజెట్డ్ వర్క్ షాప్ గురించి రెక్టర్ ప్రెస్ మీటింగ్ ఆచార్య సుజాత అధ్యక్షతన నిర్వహించారు. ముఖ్య అతిథి రెక్టర్ ఆచార్య విజయకుమార్ ప్రోత్సాహం చేసి వర్క్ షాప్ ను ప్రారంభించారు. అనంతరము ఆయన మాట్లాడుతూ రెండు వర్క్ షాప్ లను నిర్వహించడం వల్ల బోధనేతర సిబ్బందికి ఎలాంటి ఉపయోగపడుతుంది తెలిపారు. వీటి ద్వారా వారి నైపుణ్యాలను పెంచుకోవాలని కోరుతున్నారని తెలిపారు. ఫైనాన్స్, అప్ సు ప్రొసెడ్యూర్, డ్రాఫ్టింగ్ లో పాటు కంప్యూటర్ బోధనేతర సిబ్బందికి అవకాశం ఉంటుంది తెలిపారు. గౌరవ అతిథి రెజిస్ట్రార్ ఆచార్య శశిధర్ మాట్లాడుతూ ఎలాంటి వారు బోధనేతర ఉద్యోగులను నియమించుకోవాలని నిర్దేశించారు తెలిపారు. వీటి ద్వారా వీటి ద్వారా వర్క్ షాప్ నిర్వహించాలని తెలిపారు. వర్క్ షాప్ లో అభ్యర్థులను

వర్క్ షాప్ ద్వారా నైపుణ్యాలను మెరుగు

వారాల పాటు ఎలాంటి, జెఎన్టీయూ రెక్టర్ ఆచార్య ఎం.విజయకుమార్ పేర్కొన్నారు. సోషలరం జెఎన్టీయూ ప్యాజెట్ జెవెన్షెంట్ సెంటర్ ఆధ్వర్యంలో రెండు వారాల పాటు ఎలాంటి, ఎవ్వరినీ సలయంగా నిర్వహించి అనేక ప్రాజెక్టులను పూర్తి చేశారు. గెజెట్డ్ వర్క్ షాప్ గురించి రెక్టర్ ప్రెస్ మీటింగ్ ఆచార్య సుజాత అధ్యక్షతన నిర్వహించారు. ముఖ్య అతిథి రెక్టర్ ఆచార్య విజయకుమార్ ప్రోత్సాహం చేసి వర్క్ షాప్ ను ప్రారంభించారు. అనంతరము ఆయన మాట్లాడుతూ రెండు వర్క్ షాప్ లను నిర్వహించడం వల్ల బోధనేతర సిబ్బందికి ఎలాంటి ఉపయోగపడుతుంది తెలిపారు. వీటి ద్వారా వారి నైపుణ్యాలను పెంచుకోవాలని కోరుతున్నారని తెలిపారు. ఫైనాన్స్, అప్ సు ప్రొసెడ్యూర్, డ్రాఫ్టింగ్ లో పాటు కంప్యూటర్ బోధనేతర సిబ్బందికి అవకాశం ఉంటుంది తెలిపారు. గౌరవ అతిథి రెజిస్ట్రార్ ఆచార్య శశిధర్ మాట్లాడుతూ ఎలాంటి వారు బోధనేతర ఉద్యోగులను నియమించుకోవాలని నిర్దేశించారు తెలిపారు. వీటి ద్వారా వీటి ద్వారా వర్క్ షాప్ నిర్వహించాలని తెలిపారు. వర్క్ షాప్ లో అభ్యర్థులను

తెలిపారు. గౌరవ అతిథిగా విచ్చేసిన రిజిస్ట్రార్ ఆచార్య శశిధర్ మాట్లాడుతూ ఎలాంటి వారు బోధనేతర ఉద్యోగులను నియమించుకోవాలని నిర్దేశించారు తెలిపారు. వీటి ద్వారా వీటి ద్వారా వర్క్ షాప్ నిర్వహించాలని తెలిపారు. వర్క్ షాప్ లో అభ్యర్థులను

The list of the participants attended to the program are provided below:

S.No	Name of the Staff	Designation	Contact Number	Email Address
1	M S Kalyan Babu	Junior Assistant	9985612470	kalyan.jntua@gmail.com

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2	Makkinenimanoj	Boys Hostel Caretaker	7702516610	manojmakkineni10@gmail.com
3	C Obanna	Data Entry Operator	8074120802	obamaobanna@gmail.com
4	G Divakar	Junior Assistant	9885160884	divakarasf@gmail.com
5	Kata. Dhanunjaya	Junior Assistant	9391889646	katadhanunjaya@gmail.com
6	S.Javid Khan	Accountant	9849561784	javidkhan.s@gmail.com
7	V Vijaya Santhi	Technical Assistance	9492542978	v.v.santhi.456@gmail.com
8	Sapatla Siva Sankar Gowd	Superintendent	7799669925	sssgowd@gmail.com
9	Bille Narayana Swamy	Data Entry Operator	9491685050	bnswamy.77@gmail.com
10	Sake Mahesh	Superintendent	7093386996	maheshmahis@gmail.com
11	Sake Kumari	Senior Assistant	8247373144	sakekumari92@gmail.com
12	K.Raghunatha Reddy	A Winder	9948675158	raghunatha1570@gmail.com
13	K Abdul Khader	Assistant Registrar	8074886252	akhader609@gmail.com
14	Charmala Muthyalu	Senior Assistant	8309564476	muthyalu.c4p@gmail.com
15	Karnam Murali Mohan Rao	Assistant Registrar	9704029894	mohanraomurali3@gmail.com
16	Sai Manish	Junior Assistant	9949800846	saiamidala@gmail.com
17	C Ramesh	Senior Assistant	9959516645	chinthalaramesh024@gmail.com
18	N Ravi Kumar	Senior Assistant	9000795096	nrajintu07@gmail.com
19	Gudical Shashikiran	Senior Assistant	9885858493	shashikiran.gudical@gmail.com
20	Jinka Sasikala	Office Subordinate	8341040928	sasikalajinka555@gmail.com
21	Prabhakar Amidala	Assistant Registrar	9440557360	amidala.nagappa@gmail.com
22	Durga Prasad Bandi	Deputy Registrar	9440890895	durgaprasad.jntua@gmail.com
23	T Ramakrishna Reddy	Junior Assistant	9949766176	tramakrishnareddy1988@gmail.com
24	Shaik Muyeed	Record Assistant	7799680060	shaikmuyeed86@gmail.com
25	Sri. G. Peddiraju	Superintendent	9182924187	divyapeddi07@gmail.com
26	P Y Md Nayum	Foreman In Fitting	9393725335	pnayeem@yahoo.com
27	A Amarnath	Junior Assistance	9182964746	annagiri.amar@gmail.com
28	Bandi Nareswari	Senior Assistant	7989918660	nareswari68@gmail.com
29	Y. Usha Rani	Junior Assistance	9297209868	uusharani678@gmail.com
30	S Sathyanarayana	Lab Instructor	6302544496	sathyainhot@gmail.com
31	Pannoru Chandra Sekhar	Accountant	9100278809	chandrapannoru@gmail.com

32	Sake Sampoorna	Junior Assistance	9493673955	ssam2102@gmail.com
33	K Srikanth	Junior Assistance	9000565767	srikanthkalipi@gmail.com
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35	Meenuga Anuradha	Junior Assistance	9494931075	anuradha944@gmail.com
36	Padegal Mahammad Rafi	Junior Assistance	9581134134	rafimahammad5@gmail.com
37	V Prabhakar Reddy	Data Entry Operator	9866264649	prabhakarreddi2008@gmail.com
38	D Venkata Ramudu	Junior Assistant	8639588347	dasarivwnkataramudu1978@gmail.com
39	K Kiran Kumar	Office Superdent	9703808216	kirankiru60@gmail.com
40	Madiga Padmaja	Junior Assistant	6304138067	Padmoajajntua@gmail.com
41	U.Somu Mahesh	Lab Technician	7013568246	usomumahesh218@gmail.com
42	P Jagadeesh Kumar	Lab Technician	9494395932	jkr.jaggu@gmail.com
43	Bandi Udaydeep	Office Subordinate	7842212335	udaydeep91@gmail.com
44	Janardhana Reddy Mukthapuram	Junior Assistant	9642333899	mjrjntua@gmail.com
45	M Dharmenra	Accountant	9949477491	dharmendra9949@gmail.com
46	Dodda Madan Mohan	Junior Assistant	7981785322	Madandreams1@gmail.com
47	T.Sravan Kumar	Clerk	8074110169	sravan.25b@gmail.com

The outstation participants were provided with boarding and lodging facilities. The accommodation was provided at University Guest House, JNTUA. For the Resource persons provided with boarding and lodging & entire hospitality was provided. The participants' attendance was taken in the morning and afternoon sessions on every day. The Feedback on entire program was collected from all the Participants. The participation certificates to all the eligible participants were distributed during the valedictory ceremony conducted on 25.06.2023.


Program Co-ordinator: Dr. S.Chandra Mohan Reddy, Associate Professor of ECED, JNTUA CE, Ananthapuramu

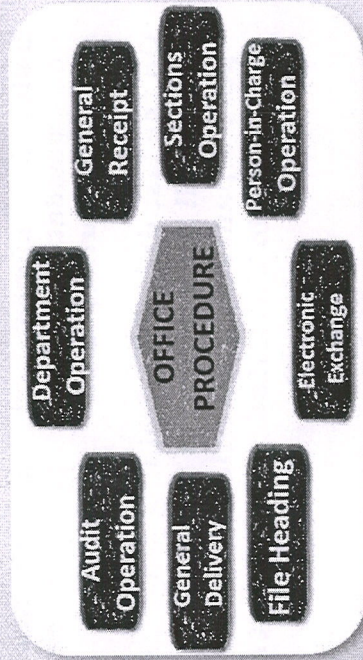
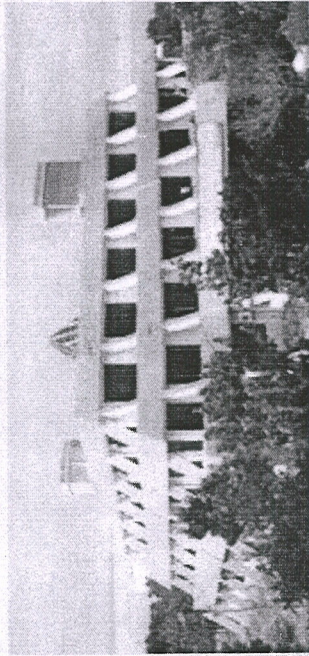

Program Co-Coordinator: Sri.N.Madhusudhan Reddy, Deputy Registrar (Acc.), JNTUA, Ananthapuramu


Program Co-Coordinator: Sri.B.Durga Prasad, Deputy Registrar (Estb.), JNTUA, Ananthapuramu


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Resource Persons:
Experienced Officers from
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& Host Institution, Government
sector and Industry.

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CHIEF PATRON
Prof. G.Ranga Janardhana,
Honourable Vice-Chancellor,
JNTUA, Ananthapuramu

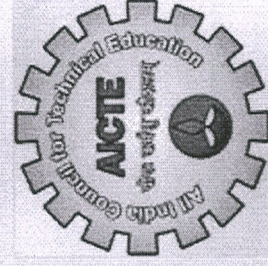
PATRONS
Prof. M.Vijaya Kumar,
Rector, JNTUA, Ananthapuramu
Prof. C.Sashidhar,
Registrar, JNTUA, Ananthapuramu

UNIVERSITY COORDINATOR
Prof. P.R.Bhanu Murthy,
Director Faculty Development Cell, JNTUA

PROGRAM COORDINATOR
Dr. S. Chandra Mohan Reddy
Associate Professor of ECE, JNTUACEA

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Deputy Registrar (Accounts),
JNTUA, Ananthapuramu.

Sri. B.Durga Prasad,
Deputy Registrar (Establishment),
JNTUA, Ananthapuramu.



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University Anantapur (JNTUA),
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Training Program Schedule

S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person	
1.	13.06.2022 (Monday)	9.00 AM – 10.00 AM	Registration			
		10.00 AM – 11.30 AM	Inauguration			
		11.30 AM – 11.45 AM	High Tea			
		Session 1 11.45 AM – 01.15 PM	Tally Software (Theory)	Dr. Y.Sobhan Babu	Assistant Professor, Indira Priyadarshini Engineering College, Tenali, Andhra Pradesh.	
		01.15 PM – 02.15 PM	LUNCH BREAK			
		Session 2 02.15 PM – 03.45 PM	Tally Software (Practical-Lab session)	Sri. R.Naveen Kumar	Assistant Professor, VSM College of Engineering, Ramachandrapuram, Andhra Pradesh.	
		03.45 PM – 04.00 PM	Break			
		Session 3 04.00 PM – 05.30 PM	Tally Software (Practical-Lab session)	Sri. R.Naveen Kumar	Assistant Professor, VSM College of Engineering, Ramachandrapuram, Andhra Pradesh.	
2.	14.06.2022 (Tuesday)	Session 4 10.00 AM – 11.30 AM	Tally Software (Theory)	Dr. Y.Sobhan Babu	Assistant Professor, Indira Priyadarshini Engineering College, Tenali, Andhra Pradesh.	
		11.30 AM – 11.45 AM	Break			
		Session 5 11.45 AM – 01.15 PM	Tally Software (Theory)	Dr. Y.Sobhan Babu	Assistant Professor, Indira Priyadarshini Engineering College, Tenali, Andhra Pradesh.	
		01.15 PM – 02.15 PM	LUNCH BREAK			
		Session 6 02.15 PM – 03.45 PM	Tally Software (Practical-Lab session)	Sri. R.Naveen Kumar	Assistant Professor, VSM College of Engineering, Ramachandrapuram, Andhra Pradesh.	
		03.45 PM – 04.00 PM	Break			
		Session 7 04.00 PM – 05.30 PM	Tally Software (Practical-Lab session)	Sri. R.Naveen Kumar	Assistant Professor, VSM College of Engineering, Ramachandrapuram, Andhra Pradesh.	


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S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person
3.	15.06.2022 (Wednesday)	Session 8 10.00 AM – 11.30 PM	Tally Software (Theory)	Dr. Y.Sobhan Babu	Assistant Professor, Indira Priyadarshini Engineering College, Tenali, Andhra Pradesh.
		11.30 AM – 11.45 AM	High Tea		
		Session 9 11.45 AM – 01.15 PM	Tally Software (Theory)	Dr. Y.Sobhan Babu	Assistant Professor, Indira Priyadarshini Engineering College, Tenali, Andhra Pradesh.
		01.15 PM – 02.15 PM	LUNCH BREAK		
		Session 10 02.15 PM – 03.45 PM	Tally Software (Practical-Lab session)	Sri. R.Naveen Kumar	Assistant Professor, VSM College of Engineering, Ramachandrapuram, Andhra Pradesh.
		03.45 PM – 04.00 PM	Break		
		Session 11 04.00 PM – 05.30 PM	Tally Software (Practical-Lab session)	Sri. R.Naveen Kumar	Assistant Professor, VSM College of Engineering, Ramachandrapuram, Andhra Pradesh.
4.	16.06.2022 (Thursday)	Session 12 10.00 AM – 11.30 AM	Tally Software (Theory)	Dr. Y.Sobhan Babu	Assistant Professor, Indira Priyadarshini Engineering College, Tenali, Andhra Pradesh.
		11.30 AM – 11.45 AM	Break		
		Session 13 11.45 AM – 01.15 PM	Tally Software (Theory)	Dr. Y.Sobhan Babu	Assistant Professor, Indira Priyadarshini Engineering College, Tenali, Andhra Pradesh.
		01.15 PM – 02.15 PM	LUNCH BREAK		
		Session 14 02.15 PM – 03.45 PM	Tally Software (Practical-Lab session)	Sri. R.Naveen Kumar	Assistant Professor, VSM College of Engineering, Ramachandrapuram, Andhra Pradesh.
		03.45 PM – 04.00 PM	Break		
		Session 15 04.00 PM – 05.30 PM	Tally Software (Practical-Lab session)	Sri. R.Naveen Kumar	Assistant Professor, VSM College of Engineering, Ramachandrapuram, Andhra Pradesh.


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S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person
5.	17.06.2022 (Friday)	Session 16 10.00 AM – 11.30 AM	Tally Software (Theory)	Dr. Y.Sobhan Babu	Assistant Professor, Indira Priyadarshini Engineering College, Tenali, Andhra Pradesh.
		11.30 AM – 11.45 AM	High Tea		
		Session 17 11.45 AM – 01.15 PM	Tally Software (Theory)	Dr. Y.Sobhan Babu	Assistant Professor, Indira Priyadarshini Engineering College, Tenali, Andhra Pradesh.
		01.15 PM – 02.15 PM	LUNCH BREAK		
		Session 18 02.15 PM – 03.45 PM	Tally Software (Practical-Lab session)	Sri. R.Naveen Kumar	Assistant Professor, VSM College of Engineering, Ramachandrapuram, Andhra Pradesh.
		03.45 PM – 04.00 PM	Break		
		Session 19 04.00 PM – 05.30 PM	Tally Software (Practical-Lab session)	Sri. R.Naveen Kumar	Assistant Professor, VSM College of Engineering, Ramachandrapuram, Andhra Pradesh.
6.	18.06.2022 (Saturday)	Session 20 10.00 AM – 11.30 AM	Promotions	Sri.M.A.Anand Kumar	Deputy Registrar, Sri Krishnadevaraya University, Ananthapuramu
		11.30 AM – 11.45 AM	Break		
		Session 21 11.45 AM – 01.15 PM	Reversions	Sri.M.A.Anand Kumar	Deputy Registrar, Sri Krishnadevaraya University, Ananthapuramu
		01.15 PM – 02.15 PM	LUNCH BREAK		
		Session 22 02.15 PM – 03.45 PM	Disciplinary Actions and VIP FRs	Sri.M.A.Anand Kumar	Deputy Registrar, Sri Krishnadevaraya University, Ananthapuramu
		03.45 PM – 04.00 PM	Break		
		Session 23 04.00 PM – 05.30 PM	Procedure for imposing penalties, regulatory pay in case of disciplinary action	Sri.M.A.Anand Kumar	Deputy Registrar, Sri Krishnadevaraya University, Ananthapuramu


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S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person	
7.	20.06.2022 (Monday)	Session 24 10.00 AM – 11.30 AM	Income Tax and its related matters	Sri. B. Devakinath Reddy	Chartered Accountant, DSYR & Associates, Ananthapuramu	
		11.30 AM – 11.45 AM	High Tea			
		Session 25 11.45 AM – 01.15 PM	Income Tax and its related matters	Sri. B. Devakinath Reddy	Chartered Accountant, DSYR & Associates, Ananthapuramu	
		01.15 PM – 02.15 PM	LUNCH BREAK			
		Session 26 02.15 PM – 03.45 PM	Goods and Service Tax (GST)	Ms. R.Swarna Gouri	Chartered Accountant, DSYR & Associates, Ananthapuramu	
		03.45 PM – 04.00 PM	Break			
		Session 27 04.00 PM – 05.30 PM	Goods and Service Tax (GST)	Ms. R.Swarna Gouri	Chartered Accountant, DSYR & Associates, Ananthapuramu	
8.	21.06.2022 (Tuesday)	Session 28 10.00 AM – 11.30 AM	Service Rules-AP Subordinate Rules	Sri. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.	
		11.30 AM – 11.45 AM	Break			
		Session 29 11.45 AM – 01.15 PM	Ministerial Service Rules and others	Sri. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.	
		01.15 PM – 02.15 PM	LUNCH BREAK			
		Session 30 02.15 PM – 03.45 PM	Pay fixations, CCA Rules	Sri. M.Muni Doss	Superintendent (Rtd.), Ananthapuramu	
		03.45 PM – 04.00 PM	Break			
		Session 31 04.00 PM – 05.30 PM	Noting and Drafting	Prof. P.R.Bhanumurthy	Director, Faculty Development, JNTUA, Ananthapuramu.	


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S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person	
9.	22.06.2022 (Wednesday)	Session 32 10.00 AM – 11.30 AM	District Office Manual	Sri. M.Muni Doss	Superintendent (Rtd.), Ananthapuramu	
		11.30 AM – 11.45 AM	High Tea			
		Session 33 11.45 AM – 01.15 PM	Fundamental Rules- Pay, Special pay, increments, regulatory pay	Sri. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.	
		01.15 PM – 02.15 PM	LUNCH BREAK			
		Session 34 02.15 PM – 03.45 PM	Leave Rules	Sri. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.	
		03.45 PM – 04.00 PM	Break			
		Session 35 04.00 PM – 05.30 PM	Pension Rules	Sri. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.	
10.	23.06.2022 (Thursday)	Session 36 10.00 AM – 11.30 AM	Practical Aspects of GST	Sri. B. Devakinath Reddy	Chartered Accountant, DSYR & Associates, Ananthapuramu	
		11.30 AM – 11.45 AM	Break			
		Session 37 11.45 AM – 01.15 PM	Practical Aspects of filing Income tax returns	Sri. B. Devakinath Reddy	Chartered Accountant, DSYR & Associates, Ananthapuramu	
		01.15 PM – 02.15 PM	LUNCH BREAK			
		Session 38 02.15 PM – 03.45 PM	Legal Aspects- University Related Matters	Prof. C.Sashidhar	Registrar, JNTUA, Ananthapuramu	
		03.45 PM – 04.00 PM	Break			
		Session 39 04.00 PM – 05.30 PM	Noting and Drafting – Types of Communication	Prof. P.R.Bhanu Murthy	Director, Faculty Development, JNTUA, Ananthapuramu.	


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S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person	
11.	24.06.2022 (Friday)	Session 32 10.00 AM – 11.30 AM	IT Based services and Office Automation (e-Office)	Sri. M.Ravisankar	Scientist – E, Technical NIC & Team, Ananthapuramu.	
		11.30 AM – 11.45 AM	High Tea			
		Session 33 11.45 AM – 01.15 PM	IT Based services and Office Automation (e-Office)	Sri. M.Ravisankar	Scientist – E, Technical NIC & Team, Ananthapuramu.	
		01.15 PM – 02.15 PM	LUNCH BREAK			
		Session 34 02.15 PM – 03.45 PM	IT Based services and Office Automation (e-Office)	Sri. M.Ravi Krishna	e-Office Technical Associate, NIC & Team, Ananthapuramu.	
		03.45 PM – 04.00 PM	Break			
		Session 35 04.00 PM – 05.30 PM	IT Based services and Office Automation (e-Office)	Sri. B.Abhilash Reddy	e-Office Technical Associate, NIC & Team, Ananthapuramu.	
12.	25.06.2022 (Saturday)	Session 36 10.00 AM – 11.30 AM	Maintenance of Service Registers	Sri. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.	
		11.30 AM – 11.45 AM	Break			
		Session 37 11.45 AM – 01.15 PM	Service Rules-AP Subordinate Rules Part-II	Sri. C.MohanBabu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.	
		01.15 PM – 02.15 PM	LUNCH BREAK			
		Session 38 02.15 PM – 03.45 PM	Objective Examination			
		03.45 PM – 04.00 PM	Break			
		04.00 PM – 05.30 PM	Valedictory			


Coordinator,
Office Procedures


REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002


University Coordinator &
Director, FDC, JNTUA