

ABOUT THE INSTITUTION

Vision:

Striving for a symbiosis of technological excellence and human values.

Mission:

To arm young brains with competitive technology and nurture holistic development of the individuals for a better tomorrow

Quality Policy:

Education without quality is like a flower without fragrance. It is our earnest resolve to strive towards imparting high standards of teaching, training and developing human resources.

Founded in 1981 by Vasavi Academy of Education, Vasavi College of Engineering (VCE) represents a rich tradition of excellence in technology-based education. A premier-league institution among the affiliates of OU, Vasavi College of Engineering owes its vision to **Sri Pendekanti Venkata Subbaiah**, a veteran statesman of Independent India. The college is currently offering 6 UG and 5 PG programmes. The college has been granted autonomy by the University Grants Commission, New Delhi and Osmania University, Hyderabad for all the programs for a period of six years with effect from 2014-15.

ABOUT THE DEPARTMENT

Vision:

To be a center of excellence in emerging areas of Information Technology.

Mission:

- Provide a comprehensive learning experience on latest technologies and applications.
- Equip the stakeholders with technical knowledge and leadership skills with collaboration to become competent professionals.
- Motivate innovation and contribute to the societal issues with human values and professional ethics.

The Department of Information Technology was established in the year 2000. The department offers a 4-year B.E. degree programme in Information Technology with an annual intake of 180 students with specific emphasis on engineering technologies and empirical mode of learning. The programme ensures that the student effectively meets the highest benchmarks of competence required by the industry. The Mission of the department is "to enable the students to acquire outstanding competence and skills in the latest technologies through practice-oriented teaching and training".

ABOUT THE PROGRAM

The objective of Skill Training programme for Rural Youth is to impart basic computer usage & maintenance skills and to introduce Ms-Office package that will aid in day to day work. This Programme works in a learning-by-doing mode. It concentrates more on hands-on experience for the participants rather than theoretical classes. It enables you to make the best use of Microsoft Office Suite in day-to-day office related work and to equip you with skills required to use computer and also to troubleshoot.

This Training program helps you not only to acquire fundamental knowledge of computers and MS-Office but also further improves your chances to become job eligible.

PROGRAM CONTENTS

Introduction to Computer Basics:

Computer Fundamentals: Hardware, Software, Operating Systems, CD/DVD Writing, Folder / File Creations / Deletions Input / Output devices.

MS Word:

Create documents with standard formatting commands Single/Multi columns, Insert pictures/objects Drawings, hyperlinks, header / footer, Page numbers, Mail Merge, Tables, No macros, Page Setup, Printing, Scanning.

MS Excel:

Creating worksheets with various kinds of data, making charges, conditional formatting, awareness of the various functions – statistical, date / time, math / trig etc, ability to explore and use these functions if need be, demonstration through some common functions like sum, average, standard deviation, logical and information

MS Power point:

Create presentations with preset animations, using different layouts, backgrounds, slide master, insert pictures/ objects, drawings, hyperlinks, header/footer, tables.

One Week

OUTREACH PROGRAMME on COMPUTER BASICS & MS-OFFICE for RURAL YOUTH

12th June, 2023 - 17th June, 2023
(9.40 AM to 4.20 PM)

REGISTRATION FORM

Name: Mr/Ms :.....

Date Of Birth :

Qualification :.....

Aadhar Number:

Address :.....

.....

.....

Pin code :.....

Mobile :.....

E-mail :.....

Date:

Signature

Important Dates

Last Date for Receipt of Registration Form	9 th June, 2023
Intimation of Acceptance	10 th June, 2023

Note: Transportation will not be provided.

Address for Correspondence

To
Dr. K. Ram Mohan Rao, Prof. & HOD
Department of Information Technology
Vasavi College of Engineering
(Autonomous)
Ibrahimbagh, Hyderabad-500 031
Phone : 040-23146050
Fax : 040-23146090
E-mail : hodit@staff.vce.ac.in

For Details Please Contact:

Dr. B. Kezia Rani, Assoc. Prof.
Mobile: 90008 99779

Mr. N. David Raju, Asst. Prof.
Mobile: 99486 73250

Mr. E. Purushottama Reddy, Comp.Asst.
Mobile: 99128 93902

Organizing Committee

Chief Patrons

Sri P. Ram Mohan Rao, President, VAE
Sri M. Krishna Murthy, Secretary, VAE

Patron

Sri P. Balaji, CEO,VCE

General Chair

Dr. S. V. Ramana, Principal, VCE

Convener

Dr. K. Ram Mohan Rao
Professor & Head
Department of IT, VCE

Coordinators

Dr. B. Kezia Rani, Assoc. Prof.
Mr. N. David Raju, Asst. Prof.

Members:

Dr. Tilottama Goswami	Professor
Mrs. S. Aruna	Associate Professor
Dr. K. Shyam Sunder Reddy	Associate Professor
Dr. S.K. Chaya Devi	Associate Professor
Dr. T. Hitendra Sarma	Associate Professor
Dr. N. Anil Kumar	Associate Professor
Dr. M. Neelakantappa	Associate Professor
Dr. S. K. Prashanth	Associate Professor
Dr. S. Sreelakshmi	Assistant Professor (SS)
Dr. K. Rama Krishna	Assistant Professor (SS)
Mr. K. Srinivasa Chakravarthy	Assistant Professor
Ms. S. Rajya Lakshmi	Assistant Professor
Mr. G. Raja Shekhar	Assistant Professor
Mrs. D.R.L. Prasanna	Assistant Professor
Mrs. L. Divya	Assistant Professor
Mr. G. Srinivas Rao	Assistant Professor
Mrs. C. Sireesha	Assistant Professor
Mrs. B. Leelavathy	Assistant Professor
Mr. Dharma Reddy R	Assistant Professor
Mrs. G. Radha	Assistant Professor
Mrs. Haseeba Yaseen	Assistant Professor
Mrs. M. Sathya Devi	Assistant Professor
Mr. Manoj Patil	Assistant Professor
Mrs. G.Swapna Sri	Assistant Professor
Mrs. S. Renuka	Assistant Professor

One Week
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COMPUTER BASICS & MS-OFFICE
for
RURAL YOUTH

12th June, 2023 - 17th June, 2023
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Organized by

Department of Information Technology
VASAVI COLLEGE OF ENGINEERING
(AUTONOMOUS)

(Affiliated to Osmania University & Approved by AICTE)
ACCREDITED BY NAAC WITH 'A++' GRADE

VENUE

VASAVI COLLEGE OF ENGINEERING
(AUTONOMOUS)

IBRAHIMBAGH, HYDERABAD-500031
Phone: 23146003, 23146050 (D)
Fax : 23146090

E-mail: hodit@staff.vce.ac.in
www.vce.ac.in



VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)

IBRAHIMBAGH, HYDERABAD – 500 031
ACCREDITED BY NAAC WITH 'A++' GRADE

One Week Outreach Programme on Computer Basics & MS-Office for Rural Youth (12th June, 2023 – 17th June, 2023)

Organized by
DEPARTMENT OF INFORMATION TECHNOLOGY

REGISTRATION FORM

Name:	
Father's Name:	
Date Of Birth:	
Gender:	Male / Female
Mobile No:	
Aadhar No.	

Educational Qualification:

Course	School/College/University	Year of Passing
SSC		
Intermediate/Equivalent		
Bachelors Degree		
Any Other		

Address for Communication:

<u>Correspondence Address</u>	<u>Permanent Address</u>

Declaration : The information provided is true to the best of my knowledge.

Date:

Place:

Signature of the Applicant

Enclosures:

1. Aadhar/PAN...
2. SSC
3. Bachelors Degree/Equivalent