## 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 centre of excellence in core Information Technology and multidisciplinary learning and research, where students get trained in latest technologies for professional and societal growth.

**Mission:**
To enable the students acquire skills related to latest technologies in IT through practice-oriented teaching and training.

**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:**

**MS Word:**

**MS Excel:**
Creating worksheets with various kinds of data, making charts, 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.

## OUTREACH PROGRAMME ON COMPUTER SKILL TRAINING (MS-OFFICE) for RURAL YOUTH 30th Dec 2019 - 4th Jan 2020 (9.40 AM to 4.20 PM)

**REGISTRATION FORM**

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<thead>
<tr>
<th>Name:</th>
<th>Mr/Ms:</th>
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**Date:**
Signature

### Important Dates

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<tr>
<th>Last Date for Receipt of Registration Form</th>
<th>27th December, 2019</th>
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<tr>
<td>Intimation of Acceptance</td>
<td>28th December, 2019</td>
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**Note:** Transportation will not be provided.
One - Week OUTREACH PROGRAMME on COMPUTER SKILL TRAINING (MS-OFFICE) for RURAL YOUTH

30th Dec 2019 - 4th Jan 2020
9.30 AM to 4.30 PM

Organized by

Department of Information Technology
VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)
(Affiliated to Osmania University & Approved by AICTE)

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

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:

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

Mr. M. Krishna Kishore, Asst. Prof.
Mobile: 98486 37090

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

Organizing Committee

Chief Patrons
Sri P. Rama Mohan Rao, President, VAE
Sri M. Krishna Murthy, Secretary, VAE

Patron
Sri P. Balaji, CEO,VCE

General Chair
Dr. SV. Ramana, Principal,VCE

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

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Asst. Prof.
Mr. M. Krishna Kishore
Asst. Prof.

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Ms. L.Divya
Mr. G.Srinivasa Rao
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Ms B.Leelavathy
Mr. R.Dharma Reddy

Professor
Associate Professor
Assistant Professor (Sr.)
Assistant Professor
Assistant Professor
Assistant Professor
Assistant Professor
Assistant Professor
Assistant Professor
Assistant Professor
Assistant Professor
Assistant Professor