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:
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.

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1 week

OUTREACH PROGRAMME ON COMPUTER SKILL TRAINING (MS-OFFICE) for RURAL YOUTH

30th December, 2019 - 4th January, 2020
(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	27th December, 2019
Intimation of Acceptance	28th December, 2019

Note: Transportation will not be provided.

Address for Correspondence

To
Dr. K. Ram Mohan Rao, Prof. & HOD
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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. SV. Ramana, Principal,VCE

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

Coordinators
Mr. N. David Raju
Assistant Professor
Mr. M. Krishna Kishore
Assistant Professor

Members:

Dr. V.Venkata Krishna	Professor
Ms. S.Aruna	Associate Professor
Ms. S. Sreelakshmi	Assistant Professor (Sr.)
Ms. M. Gayatri	Assistant Professor
Mr. K. Srinivasa Chakravarthy	Assistant Professor
Ms. S.Rajyalaxmi	Assistant Professor
Mr. K.Shyam Sunder Reddy	Assistant Professor
Mr. G. Rajashekar	Assistant Professor
Mr. M. Vishnu Chaitanya	Assistant Professor
Ms. D.R.L.Prasanna	Assistant Professor
Ms. L.Divya	Assistant Professor
Mr. G.Srinivasa Rao	Assistant Professor
Ms. S.K.Chaya Devi	Assistant Professor
Ms. C.Sireesha	Assistant Professor
Ms B.Leelavathy	Assistant Professor
Mr. R.Dharma Reddy	Assistant Professor

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1 week
OUTREACH PROGRAMME
on
**COMPUTER SKILL TRAINING
(MS-OFFICE)**
for
RURAL YOUTH

**30th December, 2019 - 4th January, 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
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(AUTONOMOUS)
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