AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Tamaram, Makavarapalem, Visakhapatnam-531113

Date: 17-12-2019

CIRCULAR

All the Office (Non-teaching) staff are hereby informed that Department of Electronics & Communication Engineering is organizing a training program on "MS OFFICE TRAINING COURSE" from 18-12-2019 to 20-12-2019. Hence, all the office (Non-teaching) staff are informed to attend this program and make use of the same for their professional development.

PRINCIPAL
Avanthi Institute of Engg. & Technolog
Tamaram, Makavarapalem Md.,
Visakhapatnam District, Pin-531113

Copy to:

1. HOD of ECE- To circulate their staff and faculty.

2. Office boards.

Principal
..anthi Institute of Engg. & Technology
Tamaram, Makavarapalem Md.,
Visakhapatnam District, Pin-531113

AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Tamaram, Makavarapalem, Visakhapatnam-531113

TOPIC : A Three day training program on "Ms Office Training Course"

Date/s : 18-12-2019 to 20-12-2019

LIST OF THE PARTICIPANTS:

S.No	Name Of The Non-teaching Staff	Designation
1.	S. AppalaRao	Exam cell
2.	K. AppaRao	Office Assistant
3.	G. Nagarjuna	Lab assistant
4.	B. JagadeeswaraRao	Office Assistant
5.	N. JaggaRao	Library Assistant
6.	K. Satyanarayana	Office Assistant
7.	P. Raju Naidu	Lab Assistant
8.	A. Nagababu	Lab Assistant
9.	L. NageswaraRao	Lab Assistant
10.	Ch. Srinivas	Lab Assistant
11.	P. Mani Babu	Lab Assistant
12.	M. Santosh Kumar	System Admin
13.	K.E.V. Prasad	Lab Assistant
14.	G. Satyanarayana	Lab Assistant
15.	M. Ramakrishna	Lab Assistant
16.	M.Ch.G. Raju	Lab Assistant
17.	P. Siva	Lab Assistant
18.	P. Akhileswar	Lab Assistant

Coordinator

Principal
Avanthi Institute of Engg. & Technology
Tamaram, Makavarapalem Md.,

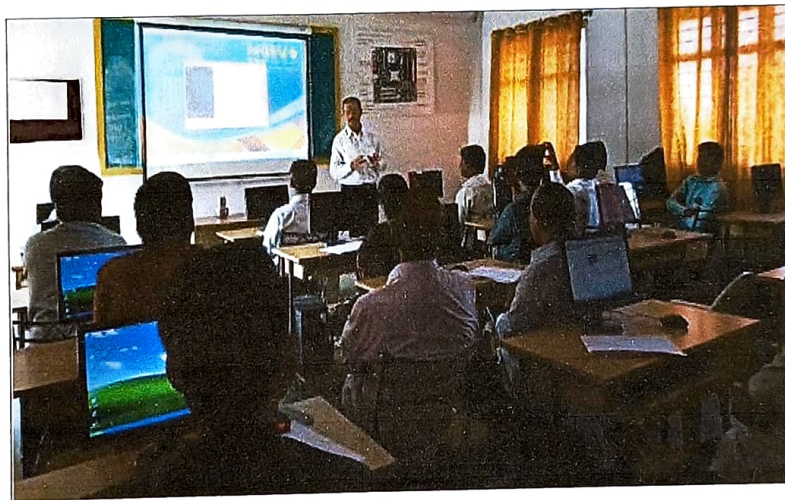|		
19.	Y. Amar Babu	Assistant Professor
20.	G. Mangamma	Assistant Professor
21.	V. Venkayya Naidu	Assistant Professor
22.	D. Trinadh	Assistant Professor

Coordinator

Principal
vanthi Institute of Engg. & Technology
Tamaram, Makavarapalem Md.,
Visakhapatnam District, Pin-531113

Name of the program   : "Ms Office Training Course"

Date/s   : 18-12-2019 to 20-12-2019

Organized by   : Department of computer science engineering

Participants And Resource Person Attending The training program on " MS-Office Training course"

Coordinator

Principal
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PROGRAM REPORT

A brief report on the training program conducted from 18-12-2019 to 20-12-2019 by Department of Electronics & Communication Engineering, AIET, Makavarapalem for office (Non-Teaching) staff for one day. The details of the program are as follows.

Name of the Program	: MS OFFICE TRAINING COURSE
Number of hours/days conducted	:9/3
Name of the resource person	: Mr.P.Rajasekhar
No. of the participants attended	: 18
Details of the topics covered	: Fundamentals of computer,types of MS Office like Word,Excel and PowerPoint.
Outcome of the program	: This training programenriches the skill of Non teaching staff towards maintaining the data in the college or lab.

Coordinator

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