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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by Govt. Act No. 30 of 2008)

Kukatpally, Hyderabad – 500085, Telangana (India).

Dr. M. Manzoor Hussain

M.Tech., Ph.D.,

Professor of Mechanical Engineering &

REGISTRAR

Lr. No. JNTUH/UGC-HRDC/AICTE Training Programmes/674/2019-20

Date: 16-07-2022

To
All the Principals/Directors of
JNTUH Constituent Colleges/Units &
Affiliated Colleges

Sir/Madam,

Sub: JNTUH – UGC-HRDC – Professional Development Programmes for the
Non-Teaching Staff working in Universities/Colleges – Scheduled from 27-07-2022 to
10-08-2022 – Reg.

The Human Resource Development Centre, JNTUH is organizing the following AICTE
sponsored two-week Professional Development Programmes during 27-07-2022 to 10-08-2022,
through Offline mode:

1. Professional Development Programme on “**Effective Administration in Academic Institutions**” for the non-teaching staff of Universities/Colleges.
2. Professional Development Programme for the Non-teaching staff of Universities/Colleges working in “**Engineering Workshop**”.

Hence, it is requested to kindly depute 1 or 2 non-teaching staff members from your Institution to attend the above programmes. The interested participants can register their details in online mode at <https://jntuhhrdc.in/delegate-registration> on or before 22-07-2022.

Thanking you,

Yours sincerely,

REGISTRAR

Encl: Brochures of the Programmes.

Copy to: The Director, UAAC, JNTUH with a request to upload in portal.



**Professional Development Programme on
“Effective Administration in Academic Institutions”
for the non-teaching staff of Universities/Colleges**



**(Sponsored by AICTE)
(27-07-2022 to 10-08-2022)**

**Organized by
UGC – HUMAN RESOURCE DEVELOPMENT CENTRE
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
KUKATPALLY, HYDERABAD, T.S.**

About UGC-HRDC, JNTUH:

The UGC-Human Resource Development Centre (formerly known as UGC-Academic Staff College), Jawaharlal Nehru Technological University Hyderabad, was established in the year 2000 and sponsored by University Grants Commission, New Delhi. The Human Resource Development Centre of JNTUH organizes UGC sanctioned programmes viz., Faculty Induction Programmes, Orientation Programmes, Refresher Courses, Short Term Training Programmes and Workshops and AICTE sponsored STTP programmes and Faculty Development Programmes, TEQIP sponsored programmes, Outreach Programmes and other Self-Financing programmes on thrust areas for in-service teachers and also for newly appointed teaching faculty on a regular basis, to update the knowledge and skills in their respective fields.

During the current academic year, a two-week AICTE sponsored Professional Development Programme on “**Effective Administration in Academic Institutions**” for the non-teaching staff of Universities/Colleges, is proposed to be organized by HRDC, JNTUH during 27-07-2022 to 10-08-2022, through Offline mode.

Major Course Contents:

- **Noting & Drafting Skills**
- **Record Maintenance in the advent of RTI Act**
- **Preparation of Budget Reports**
- **Computer Skills for Effective Office Management**
- **Communication Skills**
- **Intermediate and Advanced features of MS Office.**
- **Accounting Software**
- **Online Tools for Office Management**
- **Accountability, Becoming your Best self and Etiquettes.**



CHIEF PATRON

Prof. Katta Narasimha Reddy

Hon'ble Vice-Chancellor
JNTUH, Hyderabad

COORDINATORS



Dr. G.K. Viswanadh
Professor of Civil Engg., &
Director, UGC-HRDC
JNTUH, Hyderabad

Dr. R. Sridevi

Professor of CSE &
Coordinator, Centre of
Excellence in Cyber Security,
JNTUH, Hyderabad



Eligibility:

- The non-teaching staff working in constituent & affiliated colleges of **Jawaharlal Nehru Technological University Hyderabad** in the sections of Academics, Establishment, General Administration, Accounts and Examinations.

Registration Fee Particulars:

- **There is No Registration fee for participation.**
Certificate will be issued to the participants on successful completion of the course.

Boarding and Lodging:

As this is a residential programme, accommodation will be provided to all the participants at University Guest House of JNTUH, Kukatpally, Hyderabad, on twin sharing basis, without any charges to the participants.

How to apply:

- The staff members desirous to participate in the program are requested to register their details through online mode at <https://jntuhhrdc.in/delegate-registration> on or before 22 July, 2022.
- After applying in the online link, a pdf of application form is generated. The same is to be printed and is to be signed by the applicant and Head of the Institution and submit the same on the first day of the programme.

Resource Persons:

Resource Persons are drawn from the different Universities, Institutions and Govt. Organizations.

Selection Criteria:

Selection will be done based on **first-come-first-serve basis to a maximum of 40**. The list of selected participants will be intimated through E-mail.

Venue:

UGC-Human Resource Development Centre, JNTUH, Kukatpally, Hyderabad – 500085.

Important Dates:

Last date for the receipt of application through online	: 22 July 2022
Intimation of selection to the participants through e-mail	: 23 July 2022
Course duration	: 27-07-2022 to 10-08-2022

Address for all Correspondence:

Dr. G.K.Viswanadh

Professor of Civil Engineering &
Director, UGC-Human Resource Development Centre
Jawaharlal Nehru Technological University Hyderabad
Kukatpally, Hyderabad– 500 085, Telangana State

Contact us: **8008103814** (All working days from 10.30 am to 5.00 pm only)

Mail us: directorhrdcjntuh@jntuh.ac.in Visit us: www.jntuhhrdc.in





**Professional Development Programme for the
Non-teaching staff of Universities/Colleges working in
“Engineering Workshop”
(Sponsored by AICTE)
(27-07-2022 to 10-08-2022)**



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UGC – HUMAN RESOURCE DEVELOPMENT CENTRE
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During the current academic year, a two-week AICTE sponsored Professional Development Programme for the non-teaching staff of Universities/Colleges working in “**Engineering Workshop**” is proposed to be organized by HRDC, JNTUH during 27-07-2022 to 10-08-2022, through Offline mode. The program is designed to upgrade the Skills of Laboratory Technicians in Central Workshops of their respective Institutes. They will equip themselves with new skills which are relevant to the current times and facilitate the usage of Modern Tools and Laboratory Equipment.

Major Course Contents:

- Usage of Power Tools for various Engineering Trades
- Practical Assignments involving Job Preparation among all trades
- Recycling of Old Jobs and Material Scraps with special focus on e-Waste disposal from IT Workshops
- Safety and First Aid Measures in Workshops
- Noting & Drafting Skills
- Computer Skills for Effective Office Management
- Communication Skills



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Prof. Katta Narasimha Reddy
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CONVENER

Dr. G.K. Viswanadh
Professor of Civil Engg., & Director
UGC-HRDC, JNTUH, Hyderabad



COORDINATORS



Dr. R. Sridevi
Professor of CSE &
Coordinator, Centre of Excellence
in Cyber Security, JNTUH,
Hyderabad

Dr. M. Indira Rani

Professor & Head,
Dept. of Mech. Engineering
JNTUH UCEH
Hyderabad



Eligibility:

- The non-teaching staff working in Engineering Workshop in the Mechanical Engineering Department of constituent & affiliated colleges of **Jawaharlal Nehru Technological University Hyderabad**.

Registration Fee Particulars:

- **There is No Registration fee for participation.**
Certificate will be issued to the participants on successful completion of the course.

Boarding and Lodging:

As this is a residential programme, accommodation will be provided to all the participants at University Guest House of JNTUH, Kukatpally, Hyderabad, on twin sharing basis, without any charges to the participants.

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