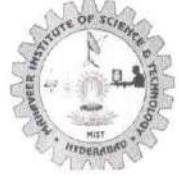


**DEPARTMENT OF HUMANITIES  
AND SCIENCES**

Vysapuri, Bandlaguda Post:Keshavgiri,  
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E-mail: [e3hod.hns@gmail.com](mailto:e3hod.hns@gmail.com),  
Website: [www.mist.ac.in](http://www.mist.ac.in)

**MAHAVEER**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Approved by AICTE, Affiliated to JNTUH,Hyd.



DATE: 12-04-2019

**NOTE SUBMISSION TO PRINCIPAL**

To  
The Principal  
Mahaveer institute of science and technology  
Bandlaguda  
Hyderabad.

Subject: Seeking your approval and permission to conduct FDP on “**Awareness of Computer Basics**” -Regarding

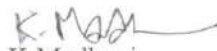
Sir,

We the department of H&S of MIST are planning to conduct a FDP on “**Awareness of Computer Basics**”on 2 May, 2019 in our campus. The main aim of this FDP is to know the importance of :

- Operating systems.
- Presentation software.
- Digital marketing.
- Computer programming.
- Graphic design.
- Communication tools.
- Database management.

Please grant permission and approve the budget for conducting the FDP

Enclosures: 1. Draft copy of proposed Budget

  
K Madhavi  
Coordinator

  
Dr K Madhusudana  
Co-Convener

  
Dr M Pratibha  
HOD H & S

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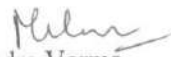


Date: 12-04-2019

**NOTE SUBMISSION TO PRINCIPAL**

The proposed budget:

Sno	Description	Price	Quantity	Amount
1	Printing of Brochures	15	50	750
2	Snacks	50	50	2500
5	Certificates for Participants & guest	10	50	500
6	Mementos, Shawls	2000	1	2000
7	Batches	10	8	80
8	Banners	1200	3	3600
9	Video Coverage and Photography	-	-	5000
10	Miscellaneous	-	-	1000
Total Amount				15430/- (Fifteen Thousand Four Hundred Thirty)

  
P Mahendra Varma  
Coordinator

  
Dr K Madhusudana  
Co-Convener

  
Dr M Pratibha  
HOD H & S

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**Activity Name: Awareness of Computer Basics .**

**Title Name: Basic Computer Skills**

**Date of Event: 2<sup>nd</sup> May, 2019**

**Name of Organizing Department: H&S**

**Name of coordinators : Dr P Pratibha, HOD,H&S**

**Name & Designation of Resource Person: Mr Srinivas Kumar**

**Session : 10 am to 4.00 pm**

**Seminar Summary :** Productivity software.

Operating systems.

Presentation software.

Digital marketing.

Computer programming.

Graphic design.

Communication tools.

Database management.

**Number Of Participates: 30**

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**Document Proof:**

**1. Photo**



**2. Brochure:**

**About the college:**  
As an Institute committed to quality education, MIST aims at providing learning world Technology - aims at endeavors to provide consistent training to its students to help them evolve as competent professionals in the highly competitive world. Right from its inception in 2001, it has been tuning itself to meet this Objective. A new civilization is emerging in our lives. This new civilization brings with it a new way of working. Millions are already tuning their life to the rhythms of tomorrow.

**About the Department:**  
The Department at MIST provides the best of knowledge of students effectively which meet the highest level of competency required by the industry. With its experienced faculty members having excellent academic background, it runs student supplementing classroom lectures with computer aided demonstrations, making their learning a rich and rewarding experience.

**About the Programme:**  
Computer Operating Skills  
Computer Graphics  
Communication Tech  
Database Management

**Chief Patron:**  
Dr. S. Subramaniam Reddy, Chairman

**Chief Patron:**  
Dr. S. Srinivas Reddy, Secretary

**Patron:**  
Dr. K. S. S. N. Reddy, Principal

**Academic Advisor:**  
Dr. H. S. K. Abhay, Director

**Chief Guest:**  
Mr. P. Srinivas Kumar

**Convener:**  
Dr. M. Ramesh, HOD, HNS

**Program Coordinators:**  
Dr. Madhusudhan  
Mr. Madhav  
Mr. Madhava Reddy

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Tel: 040-20020772

COMPUTERS  
BASIC  
COMPUTER  
SKILLS

DEPARTMENT OF  
HUMANITIES AND SCIENCE