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II JAI SRI GURUDEV II

Sri Adichunchanagiri Shikshana Trust®



S J B Institute of Technology

NO.67, BGS HEALTH & EDUCATION CITY,
DR.VISHNUVARDHAN RD, KENGERI,
BENGALURU, KARNATAKA 560060

Divine Blessings:

His Divine Soul **Jagadguru Padma bhushana Sri Sri Sri Dr. Balagangadaranatha Maha Swamiji**

Founder President, Sri Adichunchanagiri Shikshana Trust (R)

Chief Patron:

His Holiness **Jagadguru Sri Sri Sri**

Dr. Nirmalanandanatha Maha Swamiji

Chief Pontiff, Sri Adichunchanagiri ShikshanaTrust (R)

Patron:

Revered Sri Sri Dr. Prakashanatha Swamiji

Managing Director, SJB & BGS Group of Institutions,
Bengaluru

Organising chair :

Dr. K. V. Mahendra Prashanth

Principal, SJBIT, Bengaluru

Convener:

Dr. H R Vitala

Professor & Head,
Department of ME, SJBIT, Bengaluru

Main Coordinators:

Dr.Karthik Raj K V, Asst. Prof, Dept. of ME

Mr. Manjunath Naik H R, Asst. Prof, Dept. of ME

Mr.Hareesha M S, Asst. Prof, Dept. of ME

Organizing Committee

Dr. SanjayKumar S M, Asso. Professor, Dept. of ME

Dr. Chandrashekar K, Asso. Professor, Dept. of ME

Dr. Girija V, Asst. Prof, Dept. of ME

Dr. Gangadhar T G, Asst. Prof, Dept. of ME

Mr. Shankara D R, Asst. Prof, Dept. of ME

Mrs. Chaithra B K, Asst. Prof, Dept. of ME

Mrs. Vanishree T S, Asst. Prof, Dept. of ME

Mr. Ravi Kumbar Asst. Prof, Dept. of ME

Mr. Gowtham K Asst. Prof, Dept. of ME

Mr. Naveen Kumar RR, Asst. Prof, Dept. of ME.

Mr. Sanjay B S, Asst. Prof, Dept. of ME

Mrs. Smitha N, Asst. Prof, Dept. of ME

Mr. Krishnamurthy N K, Asst. Prof, Dept. of ME



THREE DAYS
STAFF DEVELOPMENT PROGRAM
ON

**"ADVANCED FEATURES OF MICROSOFT
OFFICE"**

23rd FEB - 25th FEB 2023



ORGANIZED BY
DEPARTMENT OF MECHANICAL ENGINEERING



IN ASSOCIATION WITH





About SJBIT

SJB Institute of Technology was started under the stewardship of Sri Adichunchanagiri Shikshana Trust® in the year 2001 with 3 departments (CSE, ECE& ISE) and later 5 more departments (EEE, MECH, CIV,DSE,A&I) PG Program and MBA were also added. College is affiliated to Visvesvaraya Technological University, Belagavi, Approved by AICTE, New Delhi & Accredited by NBA & NAAC with 'A' Grade, New Delhi. Spread across 13 acres the SJBIT is located amidst peace and tranquility. SJBIT is committed to personal, social & intellectual growth emphasizing a comprehensive educational programme leading to high academic standards.

Institution Vision

To become a recognized technical education center with global perspective.

Institution Mission

To provide learning opportunities that fosters students' ethical values, intelligent development in science & technology and social responsibility so that they become sensible and contributing members of the society.

ABOUT DEPARTMENT

The Mechanical Engineering program was started in the academic year 2009-2010 with well-equipped, spacious laboratories, classrooms and state of art facilities backed by experienced teaching faculties. So far department has secured 8 ranks both in UG and PG. Department encourages students to involve in R&D activities and inculcate innovative thinking by doing inventive projects. So far many innovative projects have been carried by the students and have applied for patents.

Department Vision

To become a center of excellence and a platform in diversified fields for the aspirants in Mechanical Engineering.

Department Mission

M1: To impart comprehensive education in the field of Mechanical Engineering to produce highly accomplished graduates

M2: To endow technical & soft skill trainings to foster professionalism and ethical values among students

M3: To induce innovative thinking among students through projects and research work

ABOUT SDP

Introduction

A staff development program is part of continuous learning activities for all technical support staff of technical institution's. Every year, it focuses on different areas and topics relevant to the engineering field.

This time it is proposed to conduct SDP-2023 focusing on "Advanced features of Microsoft Office" which helps improving the knowledge on understanding of Microsoft office tools.

Microsoft Office is a suite of desktop productivity applications that are designed for various applications.

Program Objectives

- To inculcate the knowledge of Microsoft Office tools which can be used for maintenance of Dept and institution documents.
- Microsoft office tools helps for digital maintenance.
- Helps users in creating various documents.
- Microsoft Excel: Creates simple to complex data/numerical spreadsheets.
- Microsoft PowerPoint: Stand-alone application for creating professional multimedia presentations.

Free registration

Resource Persons

Dr. J Satheesh

Professor

Department of Mechanical Engg.
SJB Institute of Technology

Dr. Naveenkumar D T

Associate Professor

Department of Civil Engg.
SJB Institute of Technology

Mr. Thirumala S V

Assistant Professor

Department of Mechanical Engg.
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