**Anna University, Chennai**
Anna University was established on 4th September 1978 as a unitary type of University. It offers higher education in engineering, technology and allied sciences relevant to the current and projected needs of the society.

**Madras Institute of Technology (MIT)** is a campus of Anna University offers higher education with the objective of devising and implementing programs of education in engineering & technology, constituting a blend of the conventional and unconventional career courses in UG, PG & Ph.D levels that are relevant to the current and projected need of society.

**Computer Centre**
Computer Centre is a technology provider to students, researchers and teaching community to fulfill their computational, technological and internet requirements of the campus. The Computer Centre was established in 1983 at Madras Institute of technology. It also provides the computing facility for the academicians and administrative staffs of the university and serves directly by the way of giving internet ready systems, internet access to MIT through the campus wide computer network & Wi-Fi connectivity. It is exclusively used for academic activities like video conferencing, satellite education and data processing activities.

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**Objective and Description**
This program will provide an opportunity to the participants to get knowledge about Computers and MS Office.

The objective of this programme is to provide in depth practical knowledge about Microsoft Office Word, Excel, and Power Point.

**Speakers**
Experts from relevant field.

**Registration Fee : NIL**
Total number of participants will be restricted to 30 numbers. Participants will be selected on First Come First Served Basis.

*Refreshments and lunch will be provided.*

Participants are requested to send the scanned copy of filled in registration form through E-mail to dataentrytraining@mitindia.edu

**Topics to be covered :**
- Fundamentals of Computer
- MS Word
- MS Excel
- MS Power Point
- E-mail
- Document Printing and Scanning

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**Madras Institute of Technology**
**Anna University**

Two Day Training ON
“Data Entry and Documentation for Sector and Village Health Nurses (SHN & VHN)”
21ST FEBRUARY and 22ND FEBRUARY 2020

**Convenor**
Prof. Dr. V. Rhymend Uthariaraj
Director, RCC

**Coordinator**
Dr.B.Vinayagasundaram, Asso. prof.
Jointly Sponsored by,

**Computer Centre**
MIT Campus, Anna University, Chromepet, Chennai-600 044
### REGISTRATION FORM

**Two-Day Training ON**

**“Data Entry and Documentation for Sector and Village Health Nurses (SHN & VHN)”**

21st February – 22nd February 2020

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**Eligibility:** Sector and Village health nurses. Participants will be selected on first-come-first-served basis.

2 days full attendance along with the evaluation test is required for the issue of certificates.

**Contact Numbers:**

Landline: 044 – 22516011/6012/6013

**Mailing Address:**

The Coordinator (Computer Training for VHN & SHN)

Computer Centre,

MIT Campus, Chromepet,

Chennai – 600 044.

E-mail ID: dataentrytraining@mitindia.edu

**Note:**

Candidates selected for the programme should get the authorization certificate signed from the Medical Officer without fail.

**Important Dates:**

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Submission of Application</td>
<td>17.02.2020</td>
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<tr>
<td>Intimation of Selection</td>
<td>18.02.2020</td>
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<tr>
<td>Confirmation by Participants</td>
<td>19.02.2020</td>
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**Authorization Certificate**

Mr. / Ms. __________________ will be permitted to attend the programme at Computer Centre, MIT Campus, Anna University Chennai.

Date: 
Place: 
Signature of the Medical Officer with Seal:

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**ORGANIZERS**

**VICE CHANCELLOR:**

Dr. M.K. Surappa

Anna University, Chennai

**REGISTRAR:**

Dr. L. Karunamoorthy

Anna University, Chennai

**DEAN MIT CAMPUS:**

Dr. T. Thyagarajan

MIT Campus, Anna University

**CONVENOR:**

Prof. Dr. V. Rhymend Uthariaraj

Director, RCC

**HEAD COMPUTER CENTRE:**

Ms. T. Catherine Bina

Associate Professor

**COORDINATOR:**

Dr. B. Vinayagasundaram

Associate Professor

**CO-COORDINATOR:**

Mr. R. Prabakaran

Teaching Fellow, Computer Centre

**VENUE:**

Computer Centre, MIT campus, Chromepet, Chennai-600044