



Computer Centre

University of Jammu

CIRCULAR

Computer Centre is planning series of training programmes, for all stakeholders of society, and to build awareness on the latest technological fronts, through short-term awareness training programmes organized for different Computer users.

Proposed Short-term Course

Short-term certificate course consists of the following modules

- Multimedia
- Basic knowledge on Computer (Networks concepts & software troubleshooting issues etc)
- MS-office2021.


Timings of this course will be from 12 to 2 pm on working days. It is therefore, requested to circulate and place the information on prominent places to get wider publicity. In addition, kindly send the names of the persons from your Departments/sections who are interested in the above modules of the course or any other program as requested (if any) on the following format given below on or before **15th December, 2022** as it will enable us to plan the exact date of start of the course which will be informed separately. Course fee will be **Rs 1000/-** per person per module, which can be paid, at time of course registration by filling the online Google form, the link of which will be shared to the candidates/ participants through their email-id submitted. Maximum in take capacity will be limited to 50 persons on first cum first serve basis. Course Syllabus and other details if any, will be shared through their respective emails.

Nomination Format

| Name | Department | Mobile No. | Email-id |
|------|------------|------------|----------|
| | | | |

Any other Academic Programme Format

| Contact Name | Mobile Number | Email | Department Name | Title/Topic |
|--------------|---------------|-------|-----------------|-------------|
| | | | | |


11/12/22

DIRECTOR

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Email-id: rmngpta@yahoo.com

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Dated: 01.12.2022

No.: JU/CC/2022/ 1162-1262

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
2. Dean Research Studies/ Dean Academic Affairs /Dean Planning & Development for information please.
3. Registrar/ Controller of Examinations/CDC/DDE/DIQA for information please.
4. All Rectors / Directors of the Offsite Campuses of the University
5. All Heads/Directors of the Teaching Departments of the University
6. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/I/c Librarian (Dhanvantri Library)
7. I/c Administrator, General Zorawar Singh Auditorium
8. Joint Registrar (Finance)/ Joint Registrar (CDC)/ Joint Registrar (Examinations)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator (NSS)
11. All Wardens of University Hostels
12. All Dy. Registrars/SE/EXEN/ I/c Media Cell / Manager Guest House
13. Medical Officer, University Health Centre
14. All Assistant Registrars
15. Chief Account Officer
16. Chief Security Officer
17. All Sections/Guard File.