

Date: 11/06/2018

CIRCULAR

All the staff members of SIMS are hereby informed that, a **SIX DAY FACULTY DEVELOPMENT PROGRAMME ON “ENHANCING RESEARCH SKILLS IN TEACHING AND LEARNING”** is going to be organized from **16/06/2018 to 21/06/2018**. All the faculty members are requested to register themselves with **Mrs. D.Umasundari, Asst. Prof** and attend the programme without fail.

VENUE: SEMINAR HALL , SIMS

N. Mahalingam
Coordinator



S. Srinivasulu Reddy

Principal

Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041

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Signature of all HOD'S			TPO	OFFICE	LIBRARY
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MBA	MCA	BBA			

About the Institute



SIMS, Affiliated to Andhra University and Approved by AICTE, Govt. of India, was established and promoted by Sri Late Alwar Das, former Education Minister of A.P. in 1995 with a vision to produce the best managers and software professionals to the country by providing effective Professors from the Academic and Industrial background.

SIMS focuses on the study and practice of business management and computer applications, which offer Bachelor of Business Administration (BBA) and Master of Business Administration (MBA) programs in business, finance, economics, accounting, and Master of Computer Application (MCA).

SIMS provides students with a wide range of industry-oriented courses and the opportunity to apply their knowledge and skills to real-world situations. Students are encouraged to participate in various activities such as internships, seminars, workshops, competitions, and guest lectures to enhance their knowledge and skills.

About the FDP

This program is Designed to elevate educators' research capabilities and focuses on refining teaching methodologies and fostering a culture of inquiry. Through interactive session and dynamic peer collaboration, participants will update their curriculum knowledge and explore innovative pedagogical approaches. By cultivating a commitment to lifelong learning, the program ensures sustained growth and excellence in teaching practices.

Objectives of the FDP

1. Improve teaching skills with interactive workshops.
2. Cultivate a research culture among faculty.
3. Promote dynamic peer collaboration among educators.
4. Update curriculum knowledge to align with current trends.
5. Encourage innovative pedagogy for creative teaching approaches.
6. Support lifelong learning through ongoing professional development.



SRINIVASA INSTITUTE OF MANAGEMENT STUDIES
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FACULTY DEVELOPMENT PROGRAM on "ENHANCING RESEARCH SKILLS IN TEACHING & LEARNING"

June 16th to June 21st, 2018



SRINIVASA INSTITUTE OF MANAGEMENT STUDIES
(Approved by AICTE, Govt. of India and Affiliated to Andhra University)

PM Palem, Madhurawada, Visakhapatnam 530041

CHIEF PATRONS

Dr. S.P. RAVINDRA
(CHAIRMAN & CORRESPONDENT)

Mr. SURYA TEJA MUTYAM
EXECUTIVE DIRECTOR

PATRON

DR. S. MADHAVILATHA
(Director)

COORDINATOR

P. Nelson Mercy
(Associate Professor)

RESOURCE PERSON

Dr. K. Kiran Kumar
Professor

Dr. J. Alak Chandrudu
Professor

ORGANIZING COMMITTEE

Mr. B. Rajasekhar (Asst. Prof)
Mr. D. Gangadhar (Asst. Prof)

ADDRESS FOR COMMUNICATION

Mr. E. SUNEEL
suneelrajuerra@gmail.com

REGISTRATION DETAILS

Mrs. Dr. UMA SUNDARI
9701109998

Venue Seminar Hall, SIMS

Near Cricket Stadium,
Madhurawada, Visakhapatnam -
5300041

LAST DATE FOR REGISTRATION

9th June 2018

REGISTRATION FORM

FACULTY DEVELOPMENT PROGRAM
on

"ENHANCING RESEARCH SKILLS
IN TEACHING & LEARNING"

Name: Mr./Ms.: _____

Redg. no: _____

Department: _____

Organization: _____

Address: _____

Pin: _____

Phone: _____

Fax: _____

E-mail: _____

Signature of
Head of the Institution
(With the Official Seal)

Signature of the Participant

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Approved by AICTE/Affiliated to Andhra University

Madhurawada, Visakhapatnam-530041

Phone number: 91-091 2781066, 91-091 278888 / 97010 06001 (WhatsApp)

Email: sims_sopcmrsgy@iimss.in

Website: www.simsrizag.com

FDP –SCHEDULE(2018-2019)
(16/06/2018-21/06/2018)

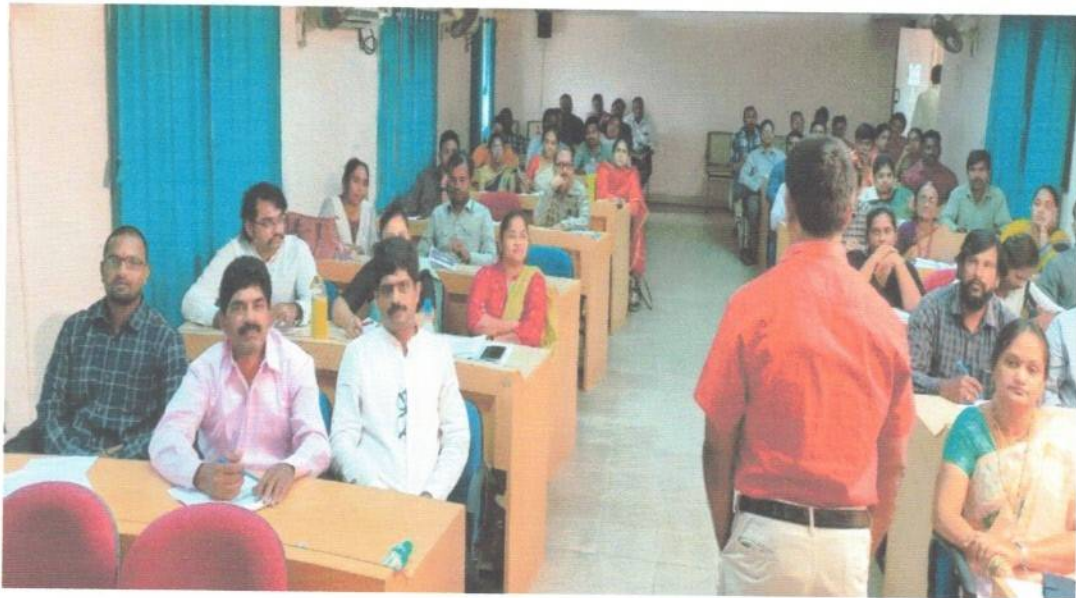
S.No	Date	Time	Session	Speaker
1	June 16, 2018	2:00 PM - 4:00 PM	Introduction and Overview of Teaching Skills Improvement	Dr.K.Kiran Kumar
2	June 17, 2018	2:00 PM - 4:00 PM	Cultivating a Research Culture Among Faculty	Dr.K.Kiran Kumar
3	June 18, 2018	2:00 PM - 4:00 PM	Dynamic Peer Collaboration Among Educators	Dr.K.Kiran Kumar
4	June 19, 2018	2:00 PM - 4:00 PM	Updating Curriculum Knowledge to Align with Current Trends	Dr. J. ALAK CHANDRUDU
5	June 20, 2018	2:00 PM - 4:00 PM	Encouraging Innovative Pedagogy for Creative Teaching Approaches	Dr. J.ALAK CHANDRUDU
6	June 21, 2018	2:00 PM - 4:00 PM	For Lifelong Learning through Ongoing Professional Development	Dr. J. ALAK CHANDRUDU

W. Mohan
Coordinator

S. V. S.

Principal
Principal

Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041



Dr.K.Kiran Kumar Addressing the participants



Dr. J. Alak Chandrudu addressing the participants

W.M. Krishna
Coordinator

Srinivas
Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041

List of Participants

Name of the Programme: SIX DAY FDP ON ON "ENHANCING RESEARCH SKILLS IN TEACHING AND LEARNING"

(16/06/2018 TO 21/06/2018)

S.NO	Name of the Faculty	Name of the College	Designation	Date	Date	Date	Date	Date	Date	Feedback
				16/6/18	17/6/18	18/6/18	19/6/18	20/6/18	21/6/18	
1	Dr. S. Madhavika	SIMS, VSKP	Director	Madhavi	Madhavi	Madhavi	Madhavi	Madhavi	Madhavi	
2	S.P.M. Divya Das	SIMS, VSKP	Asst. Professor	Divya	Divya	Divya	Divya	Divya	Divya	
3	P. Nelson Mercy	SIMS, VSKP	Assoc. Professor	Nelson	Nelson	Nelson	Nelson	Nelson	Nelson	
4	P. Rajyalakshmi	SIMS, VSKP	Asst. Professor	Rajl	Rajl	Rajl	Rajl	Rajl	Rajl	
5	G. Suresh	SIMS, VSKP	Asst. Professor	Suresh	Suresh	Suresh	Suresh	Suresh	Suresh	
6	R. Santhi Sri	SIMS, VSKP	Asst. Professor	Santhi	Santhi	Santhi	Santhi	Santhi	Santhi	
7	B. Jayalakeshmi	SIMS, VSKP	Asst. Professor	Jaya	Jaya	Jaya	Jaya	Jaya	Jaya	
8	N. Anitha	SIMS, VSKP	Asst. Professor	Anitha	Anitha	Anitha	Anitha	Anitha	Anitha	
9	G. Sandeep	SIMS, VSKP	Asst. Professor	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	
10	B. Rajasekhari	SIMS, VSKP	Asst. Professor	Rajase	Rajase	Rajase	Rajase	Rajase	Rajase	
11	E. Suneel	SIMS, VSKP	Asst. Professor	Suneel	Suneel	Suneel	Suneel	Suneel	Suneel	
12	D. Gangadhar	SIMS, VSKP	Asst. Professor	Gangadha	Gangadha	Gangadha	Gangadha	Gangadha	Gangadha	
13	Y. Uma	SIMS, VSKP	Asst. Professor	Uma	Uma	Uma	Uma	Uma	Uma	
14	S. Arundati	SIMS, VSKP	Asst. Professor	Arundati	Arundati	Arundati	Arundati	Arundati	Arundati	
15	T. Venkataswamy	SIMS, VSKP	Asst. Professor	Venky	Venky	Venky	Venky	Venky	Venky	
16	K. Devika	SIMS, VSKP	Asst. Professor	Devika	Devika	Devika	Devika	Devika	Devika	
17	D. Uma Sundari	SIMS, VSKP	Asst. Professor	Uma	Uma	Uma	Uma	Uma	Uma	
18	K. Bharati	SIMS, VSKP	Asst. Professor	Bhathi	Bhathi	Bhathi	Bhathi	Bhathi	Bhathi	
19	D. Rani	SIMS, VSKP	Asst. Professor	Rani	Rani	Rani	Rani	Rani	Rani	

S.NO	Name of the Faculty	Name of the College	Designation	Date	Date	Date	Date	Date	Date	Feedback
				16/6/18	17/6/18	18/6/18	19/6/18	20/6/18	21/6/18	
20	M. Velangiini	SIMS, VSKP	Asst. Professor	Velangiini	Velangiini	Velangiini	Velangiini	Velangiini	Velangiini	
21	D. Teja Sri	SIMS, VSKP	Asst. Professor	Teja Sri	Teja Sri	Teja Sri	Teja Sri	Teja Sri	Teja Sri	
22	A. V. V. Sathish	SIMS, VSKP	Asst. Professor	Sathish	Sathish	Sathish	Sathish	Sathish	Sathish	
23	V. Anitha	SIMS, VSKP	Asst. Professor	Anitha	Anitha	Anitha	Anitha	Anitha	Anitha	
24	R. V. Rashmi	SIMS, VSKP	Asst. Professor	Rashmi	Rashmi	Rashmi	Rashmi	Rashmi	Rashmi	
25	N. Sameera	SIMS, VSKP	Asst. Professor	Sameera	Sameera	Sameera	Sameera	Sameera	Sameera	
26	V. Swarna Kumari	CRRCW, ELURU	Lecturer	V. Swarna	Swarna	Swarna	Swarna	Swarna	Swarna	
27	A. Vijay Kumar	CRRCW, ELURU	Lecturer	A. Vijay	A. Vijay	A. Vijay	A. Vijay	A. Vijay	A. Vijay	
28	M. Durga	CRRCW, ELURU	Lecturer	M. Durga	M. Durga	M. Durga	M. Durga	M. Durga	M. Durga	
29	R. L. Syamala	CRRCW, ELURU	Lecturer	Syamala	Syamala	Syamala	Syamala	Syamala	Syamala	
30	K. Sireesha	CRRCW, ELURU	Lecturer	Sireesha	Sireesha	Sireesha	Sireesha	Sireesha	Sireesha	
31	K. Siddardha Babu	IDEAL, KKD	Asst. Professor	K. Siddardha Babu	K. Siddardha Babu	K. Siddardha Babu	K. Siddardha Babu	K. Siddardha Babu	K. Siddardha Babu	
32	K. Sarveswara Rao	IDEAL, KKD	Asst. Professor	K. S. Rao	K. S. Rao	K. S. Rao	K. S. Rao	K. S. Rao	K. S. Rao	
33	R. Venkateswarulu	IDEAL, KKD	Asst. Professor	R. Venk	R. Venk	R. Venk	R. Venk	R. Venk	R. Venk	
34	B. Venkateswara	IDEAL, KKD	Asst. Professor	Venkata	Venkata	Venkata	Venkata	Venkata	Venkata	
35	M. Pavana Kumari	IDEAL, KKD	Asst. Professor	Kumari	Kumari	Kumari	Kumari	Kumari	Kumari	
36	Dr. L. Saidevi	SAMATA, VSKP	Assoc. Professor	Devi	Devi	Devi	Devi	Devi	Devi	
37	M. Satya Sri	SAMATA, VSKP	Asst. Professor	Satya	Satya	Satya	Satya	Satya	Satya	
38	M. Narayana Murthy	SAMATA, VSKP	Professor	Murthy	Murthy	Murthy	Murthy	Murthy	Murthy	
39	G. Ramesh.	SAMATA, VSKP	Asst. Professor	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh	

Date: 23/06/2018

REPORT ON FDP

Name of the Program	SIX DAY FDP ON “ENHANCING RESEARCH SKILLS IN TEACHING AND LEARNING”
Organized	SRINIVASA INSTITUTE OF MANAGEMENT STUDIES
Date	16/06/2018 to 21/06/2018
Resource Person	<p>1. Dr.K.Kiran kumar-Professor, Lingaya Institute Of Management Studies, Guntur. Email: kirankakumanu@gmail.com, Mob:9533699349</p> <p>2. Dr.J.Alak Chandrudu – Professor, NVP law College, P.M.Palem, Visakhapatnam. Email:dr.alakchand@gmail.com, Mob: 9948841824</p>

OBJECTIVES OF THE FDP:

1. Improve teaching skills with interactive workshops.
2. Cultivate a research culture among faculty.
3. Promote dynamic peer collaboration among educators.
4. Update curriculum knowledge to align with current trends.
5. Encourage innovative pedagogy for creative teaching approaches.
6. Support lifelong learning through ongoing professional development.

OUTCOMES OF THE FDP:

1. Improved teaching methods and engagement strategies for a more effective learning experience.
2. Heightened motivation for research endeavors, fostering a culture of inquiry among faculty.
3. Strengthened collaborative bonds, promoting the exchange of ideas and mutual support among educators.
4. Updated curriculum knowledge aligning with current trends, ensuring relevance in educational content.
5. Integration of innovative pedagogical approaches, fostering creativity in teaching methodologies.
6. Cultivated a commitment to lifelong learning through continuous professional development, ensuring sustained growth.

Conclusion:

This programme stands as a catalyst for educators, sharpen their skills and fostering a collaborative community. Emphasizing advanced teaching methods and a passion for research, it ensures the delivery of cutting-edge education, sparking creativity. The dedication to lifelong professional growth becomes a cornerstone, shaping adaptable professionals. By cultivating strong collaborative networks, the initiative creates an environment of continuous improvement, equipping individuals to navigate the dynamic landscape of education with resilience and excellence.

Total Number of Participants: 40**Coordinator****Principal**

Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041

**LIST OF FACULTY DEVELOPMENT PROGRAMMES ORGANIZED FOR TEACHING
STAFF AND TRAINING PROGRAMMES FOR NON-TEACHING PROGRAMME STAFF
FOR THEA.Y.2018-2019**

S.NO	Name of the Staff	Designation	Name of the organized FDP/Training Programmes	Date
1	Dr. S. Madhavi Latha	Director	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
2	S.P.M Divya Das	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
3	P.Nelson Mercy	Associate Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
4	P.Rajyalakshmi	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
5	G.Suresh	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
6	R.Santhi Sri	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
7	B.Jayalakshmi Durga	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
8	N.Anitha	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
9	G.Sandeep	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
10	B.Rajasekhar	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
11	E.Suneel	Assistant Professor	A Six Day Training program on Enhancing Research Skills in Teaching and Learning	16.06.2018 To 21.06.2018
12	D.Gangadhar	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018



13	Y .Uma	Assistant Professor	A Six Day Training Program onEnhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
14	S. Arundhati	Assistant Professor	A Six Day Training Program onEnhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
15	T.Venkata Surya	Assistant Professor	A Six Day Training Program on Enhancing Research Skills InTeaching and Learning	16.06.2018 To 21.06.2018
16	K.Devika	Assistant Professor	A Six Day Training Program on Enhancing Research Skills InTeaching and Learning	16.06.2018 To 21.06.2018
17	D.Uma Sundari	Assistant Professor	A Six Day Training Program onEnhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
18	K.Bharati	Assistant Professor	A Six Day Training Program onEnhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
19	D. Rani	Assistant Professor	A Six Day Training Program onEnhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
20	M.Velangini	Assistant Professor	A Six Day Training Program onEnhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
21	D. Tejasri	Assistant Professor	A Six Day Training Program onEnhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
22	A.V.V. Satish	Assistant Professor	A Six Day Training Program onEnhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
23	V.Anitha	Assistant Professor	A Six Day Training Program onEnhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018

24	R.V.Rashmi	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
25	N.Sameera	Assistant Professor	A Six Day Training Program on Enhancing Research Skills In Teaching and Learning	16.06.2018 To 21.06.2018
26	Y.Rajesh	Sr.Asst.	A One-Day Training Program on Record Keeping and Documentation	22.06.2018
27	M.Venkat Vamsy	Lab Technician	A One-Day Training Program on Record Keeping and Documentation	22.06.2018
28	K.Srinivas	Library Asst.	A One-Day Training Program on Record Keeping and Documentation	22.06.2018
29	K.Srinivas	Office Asst.	A One-Day Training Program on Record Keeping and Documentation	22.06.2018
30	K.Srividya	Office Asst.	A One-Day Training Program on Record Keeping and Documentation	22.06.2018
31	P.Girisha	Computer operator	A One-Day Training Program on Record Keeping and Documentation	22.06.2018
32	B. Uma Maheshwar	Jr. Asst.	A One-Day Training Program on Record Keeping and Documentation	22.06.2018

N.M.Ram
Coordinator

Sury
Principal

Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041



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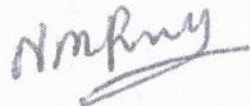
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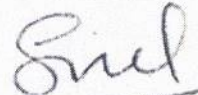
Dr. S. Madhavi Latha - Director

Srinivasa Institute of Management Studies, Vskp.

HAS PARTICIPATED IN A SIX DAY FACULTY DEVELOPMENT ON
"ENHANCING RESEARCH SKILLS IN TEACHING AND LEARNING"
ORGANIZED BY SRINIVASA INSTITUTE OF MANAGEMENT STUDIES
VISA KHAPATNAM FROM 16/06/2018 TO 21/06/2018



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S.P.M. Divya Das - Asst. Professor

Srinivasa Institute of Management Studies, Vskp.

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NmRmy

COORDINATOR

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Nelson Mercy Ponga - Associate Professor

Srinivasa Institute of Management Studies, Vskp.

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VISAKHAPATNAM FROM 16/06/2018 TO 21/06/2018

Nm Ponga

COORDINATOR

Sriul

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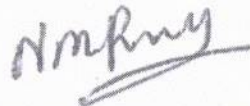
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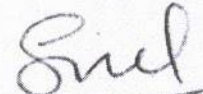
P. Rajya Lakshmi - Asst. Professor

Srinivasa Institute of Management Studies, Vskp.

HAS PARTICIPATED IN A SIX DAY FACULTY DEVELOPMENT ON
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G. Surekh - Assistant Professor

Srinivasa Institute of Management Studies,

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N. M. Ravi

COORDINATOR

Sri

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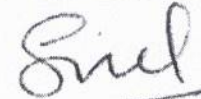
R. Sathi Sri - Asst. Professor

Srinivasa Institute of Management Studies, Vskp.

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B. Jaya Lakshmi Durga - Asst. Professor

Srinivasa Institute of Management Studies, Visap.

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VISA KHAPATNAM FROM 16/06/2018 TO 21/06/2018

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N. Anitha - Asst. Professor

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N. Anitha

COORDINATOR

S. S. Srinivas

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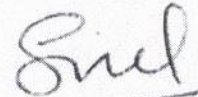
G. Sandeep - Assistant Professor

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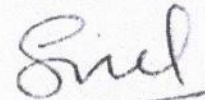
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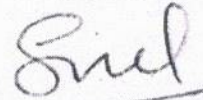
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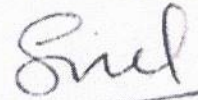
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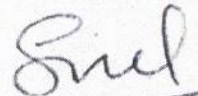
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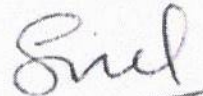
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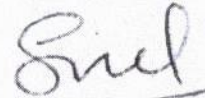
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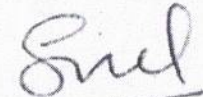
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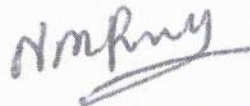
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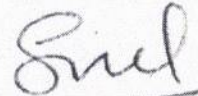
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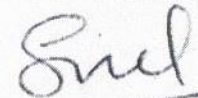
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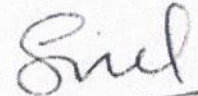
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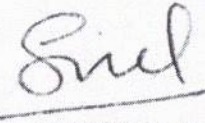
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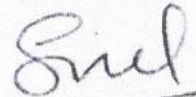
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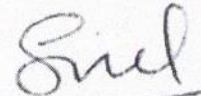
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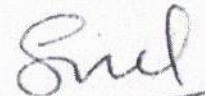
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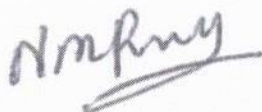
K. SIDDARDHA BABU

ASSISTANT PROFESSOR

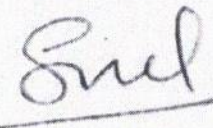
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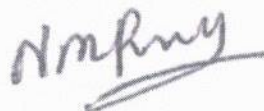
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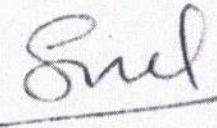
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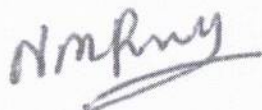
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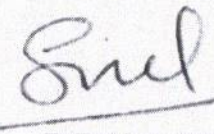
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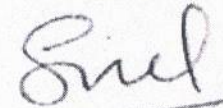
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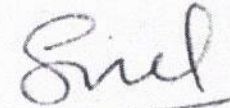
M. Narayana Murthy - Professor

Samata Degree College, Visakhapatnam

HAS PARTICIPATED IN A SIX DAY FACULTY DEVELOPMENT ON
"ENHANCING RESEARCH SKILLS IN TEACHING AND LEARNING"
ORGANIZED BY SRINIVASA INSTITUTE OF MANAGEMENT STUDIES
VISAKHAPATNAM FROM 16/06/2018 TO 21/06/2018



COORDINATOR



PRINCIPAL



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G. Ramesh - Asst. Professor

Sarata Degree College, Visakhapatnam

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N. M. Ravi

COORDINATOR

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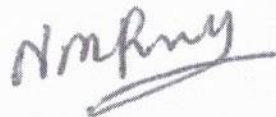
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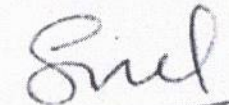
B. Padmaja - Asst. Professor.

Samata Degree College, Visakhapatnam.

HAS PARTICIPATED IN A SIX DAY FACULTY DEVELOPMENT ON
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Date:16/06/2018

CIRCULAR

All the staff members of SIMS are hereby informed that, a One-Day Administrative Training Programme on **“Record keeping and Documentation”** is going to be organized by our college on 22/06/2018. All the non-teaching staff are requested to attend the programme without fail.

VENUE: Tutorial Room , SIMS

N. Mohan
Coordinator



Surya
Principal

Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041

Circular to:

Signature of all HOD'S			TPO	OFFICE	LIBRARY
<i>P.R. Lakshmi</i> MBA	<i>Chellur S</i> MCA	<i>D. Uma Sundar</i> BBA	<i>[Signature]</i>	<i>Y. Rajeswari</i>	<i>K. Srinivasa Rao</i>



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List of Participants

Name of the Program: A One-Day Training Program On "Record Keeping and Documentation"(22.06.2018)

S.No	Name of the Non -Teaching Staff	Signature
1	Y.RAJESH	
2	M.VENKAT VAMSY	
3	K.SRINIVAS	
4	K.SRIVIDYA	
5	K.SRINIVAS	
6	P.GIRISHA	
7	B.UMA MAHESWAR	

Coordinator

Principal

Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041

Date: 25/06/2018**REPORT****Name of the Programme: A One-Day Administrative Training Program On Record Keeping and Documentation.****ORGANIZED BY: SRINIVASA INSTITUTE OF MANAGEMENT SCIENCES****DATE : 22/06/2018****RESOURCE PERSON: D.Uma Sundari Asst. Professor, SIMS****Mobile : 9701109998****Objective of the ATP:**

1. Equip non-teaching staff with the necessary skills to effectively manage and maintain records.
2. Instruct staff in utilizing efficient documentation methods to enhance information handling and retrieval.
3. Demonstrate the use of collaborative tools to foster enhanced communication and teamwork among non-teaching staff.
4. Provide staff with tools and techniques to fortify data security in the documentation and record-keeping processes.

Outcomes of the ATP:

1. Staff will demonstrate improved proficiency in record-keeping, resulting in streamlined processes.
2. Implementation of optimized documentation processes will lead to a reduction in errors and increased efficiency in information tasks.
3. Utilization of collaborative software tools will contribute to enhanced teamwork and communication among non-teaching staff.
4. Implementation of stronger data security measures will safeguard sensitive information in the record-keeping and documentation processes.

Conclusion:

The initiative focuses on refining record-keeping practices for enhanced efficiency, fewer errors, and better collaboration. By implementing advanced tools and prioritizing data security measures, it aims to strengthen the administrative framework. This commitment aligns with the overarching goal of optimizing operational processes and safeguarding sensitive information. The initiative demonstrates a dedication to administrative excellence and ongoing organizational enhancement.

Total Number of Participants: 07A handwritten signature in blue ink, appearing to read 'N. M. K. S.', is written above the title 'Coordinator'.
CoordinatorA handwritten signature in blue ink, appearing to read 'S. V.', is written above the title 'Principal'.
Principal

Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041



Mrs.D.Umasundari addressing the non-teaching staff


Coordinator


Principal

Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041



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This is to Certify that

Mrs/Ms/Mr.

Y. Rajesh

From

Srinivasa Institute of Management Studies.

Has participated in

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Visakhapatnam on Date - 22-06-2018 "


Coordinator

P. R. Lakshmi
HOD


Principal



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M. Venkat Vansy.

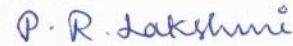
From

Srinivasa Institute of Management Studies.

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**A One-Day Administrative Training Program on "Record Keeping and Documentation"
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Visakhapatnam on Date - 22-06-2018 "**


Coordinator


HOD


Principal



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Mrs/Ms/Mr.

K. Srinivas.

From

Srinivasa Institute of Management Studies.

Has participated in

**A One-Day Administrative Training Program on "Record Keeping and Documentation"
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Visakhapatnam on Date - 22-06-2018 "**

N. M. K. Srinivas

Coordinator

P. R. Lakshmi
HOD

Sree

Principal



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Mrs/Ms/Mr.

K. Sri Vidya

From

Srinivasa Institute of Management Studies

Has participated in

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Coordinator

P. R. Lakshmi
HOD


Principal



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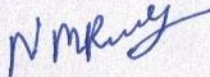
K. Srinivas

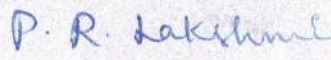
From


Srinivasa Institute of Management Studies, VSP.

Has participated in

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Organized by Srinivasa Institute of Management Studies
Visakhapatnam on Date - 22-06-2018 "**


Coordinator


HOD


Principal



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This is to Certify that

Mrs/Ms/Mr.

P. Girisha

From

Srinivasa Institute of Management Studies

Has participated in

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Visakhapatnam on Date - 22-06-2018 "**

N. Manjula

Coordinator

P. R. Lakshmi

HOD

Sue!

Principal



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This is to Certify that


Mrs/Ms/Mr. B. Umamaheswar.

From Srinivasa Institute of Management Studies.

Has participated in

A One-Day Administrative Training Program on "Record Keeping and Documentation"
Organized by Srinivasa Institute of Management Studies
Visakhapatnam on Date - 22-06-2018 "


Coordinator


HOD


Principal