

**LIST OF FACULTY DEVELOPMENT PROGRAMMES ORGANIZED FOR TEACHING STAFF  
AND TRAINING PROGRAMMES FOR NON-TEACHING PROGRAMME STAFF FOR THE**

**A.Y.2022-2023**

S.NO	Name of the Staff	Designation	Name of the organized FDP/Training Programmes	Date
1	Dr.M.Jagadish	Director	A Six Day Training Program on Outcome Based Education.	25.11.2022 To 30.11.2022
2	S.P.M Divya Das	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
3	P.Nelson Mercy	Associate Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
4	P.Rajyalakshmi	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
5	P.P.S.Praveen	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
6	R.Santhi Sri	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
7	B.Jayalakshmi Durga	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
8	D.Soundarya Shilpa	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
9	B.Sravani Kumari	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
10	Dr.K.Yasoda	Associate Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
11	M.V.Panda	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022



12	L.B.Venkata lakshmi	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
13	Swathi	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
14	R. Mary Priya	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
15	V.Srujana	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
16	M.Sivaganesh	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
17	K. Ratna Reddy	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
18	G. Sudhakar	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
19	G. Vijaya	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
20	D. Uma Sundari	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
21	A.Pavani	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
22	K.N.Manju	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
23	K.S.Bhardwaj	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
24	K .Lakshmi	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022
25	K .Rajani Priya	Assistant Professor	A Six Day Training Program on Outcome Based Education	25.11.2022 To 30.11.2022



26	Y.Rajesh	Sr.Asst.	A One-Day Training Program on Optimizing Administrative capabilities with Software Solutions	24.11.2022
27	K.Srinivas	Library Asst.	A One-Day Training Program on Optimizing Administrative capabilities with Software Solutions	24.11.2022
28	U.Sai Mahindra Patro	Librarian	A One-Day Training Program on Optimizing Administrative capabilities with Software Solutions	24.11.2022
29	K.Bala Sai	Canteen Asst.	A One-Day Training Program on Optimizing Administrative capabilities with Software Solutions	24.11.2022
30	P.Girisha	Computer. Operator	A One-Day Training Program on Optimizing Administrative capabilities with Software Solutions	24.11.2022
31	B.Uma Maheswar	Jr.Asst.	A One-Day Training Program on Optimizing Administrative capabilities with Software Solutions	24.11.2022
32	P.V.R.Murthy	Coordinator Admissions	A One-Day Training Program on Optimizing Administrative capabilities with Software Solutions	24.11.2022

*Bm. Jyoti*  
Coordinator

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



# 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

Designed to promote Outcome-Based Education (OBE), this program immerses participants in foundational principles and practical methodologies essential for successful implementation. Through interactive sessions and guided activities, educators acquire the skills to align course objectives with desired learning outcomes, design effective assessments, and evaluate the effectiveness of OBE practices. The program empowers participants to create meaningful educational experiences that prioritize student learning and achievement.

## Objectives of the FDP

1. Familiarize participants with the foundational principles and philosophy of Outcome-Based Education (OBE).
2. Develop the skills to align course objectives with desired learning outcomes in an OBE framework.
3. Learn to design effective assessments and rubrics that align with specified learning outcomes.
4. Explore and apply pedagogical approaches that align with the principles of Outcome-Based Education.
5. Develop methods for assessing and evaluating the effectiveness of OBE implementation in educational settings.
6. Foster a culture of continuous improvement by using feedback and data to enhance the OBE process.

ORGANIZING A SIX DAY  
FACULTY DEVELOPMENT PROGRAM  
on  
"OUTCOME-BASED EDUCATION"

Nov 25th to Nov 30th, 2022



SRINIVASA INSTITUTE OF MANAGEMENT STUDIES  
(Approved by Andhra University & Approved by AICTE, Govt. of India)  
[www.sims2022.com](http://www.sims2022.com)

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)

Mrs. S. Deepika Das  
(EXECUTIVE DIRECTOR)

PATRON  
DR. M. JAGADISH  
(Director)

COORDINATOR  
B.M. JYOTHI  
(Assistant Professor)

RESOURCE PERSON  
DR. AJIT THETE  
(Director)

D. ARCHANA  
(Asst. Professor)

COORDINATOR  
Ms. A. Pavani  
Mr. G. Sudhakar

ORGANIZING COMMITTEE  
Mr. K. Ratna Reddy (Asst. Prof)  
Mr. B. Douglas Binny (Asst. Prof)

## ADDRESS FOR COMMUNICATION

Mr. M. SIVA GANESH  
msganeshofficial@gmail.com

## FOR REGISTRATION:

G. Sudhakar  
7675974104

Venue  
Seminar Hall, SIMS

Near Cricket Stadium.  
Madhurawada, Visakhapatnam -  
5300041

## LAST DATE FOR REGISTRATION

17th Nov 2022

## Registration Fee:

Rs. 500/-

## REGISTRATION FORM

FACULTY DEVELOPMENT PROGRAM  
on

"OUTCOME-BASED EDUCATION"

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

SRINIVASA INSTITUTE OF MANAGEMENT STUDIES  
Approved by AKTE/Affiliated to Andhra University  
Madhurawada, Visakhapatnam-530041  
Phone number: 91-891 2781366, 91-891 2781887, 97010 06001 (WhatsApp)  
Email: sims\_ssvpoms@yahoo.co.in  
Website: www.simsvizag.com



Date: 02.12.2022

**REPORT**

<b>Name of the programme</b>	<b>SIX DAY FACULTY DEVELOPMENT PROGRAMME ON "OUTCOME BASED EDUCATION"</b>
<b>Organized by</b>	<b>SRINIVASA INSTITUTE OF MANAGEMENT STUDIES</b>
<b>Date</b>	<b>25/11/2022 to 30/11/2022</b>
<b>Resource Person</b>	<p><b>1. Dr. Ajit. R. Thete</b> Director Centre for Development of Leadership in Education Pvt. Ltd. Aurangabad , Maharashtra. Email: <a href="mailto:ajit_thete@rediffmail.com">ajit_thete@rediffmail.com</a>, Mobile: 9604321005.</p> <p><b>2. D. Archana</b> Asst. Professor, Integral Institute of Advance Management, M.V.P Colony, Visakhapatnam. Email: <a href="mailto:archana.d8@gmail.com">archana.d8@gmail.com</a>, Mobile: 7406035566</p>

**Objectives of the FDP :**

1. Familiarize participants with the foundational principles and philosophy of Out- come-Based Education (OBE).
2. Develop the skills to align course objectives with desired learning outcomes in an OBE framework.
3. Learn to design effective assessments and rubrics that align with specified learning outcomes.
4. Explore and apply pedagogical approaches that align with the principles of Out- come-Based Education.
5. Develop methods for assessing and evaluating the effectiveness of OBE implementation in educational settings.
6. Foster a culture of continuously improvement by using feedback and data to enhance the OBE process.



**Outcomes of the FDP:**


1. Participants will gain a comprehensive understanding of the foundational principles and philosophy of Outcome-Based Education.
2. Developed skills to effectively align course objectives with desired learning outcomes within the OBE framework.
3. Acquired the ability to design effective assessments and rubrics that align precisely with specified learning outcomes in OBE.
4. Explored and applied pedagogical approaches that seamlessly align with the principles of Outcome- Based Education.
5. Developed methods for assessing and evaluating the effectiveness of OBE implementation in various educational settings.
6. Fostered a culture of continuous improvement by utilizing feedback and data to enhance the OBE process, ensuring ongoing development.

**Conclusion:**

Outbound-Based Education equipped with foundational knowledge, skills, and competencies crucial for effective OBE implementation. The program fosters a culture of continuous improvement, emphasizing objective alignment, assessment design, and the mastery of pedagogical approaches aligned with OBE principles. As a result, participants are well-prepared to contribute meaningfully to educational settings by promoting outcomes-driven education and evaluating its effectiveness for sustained enhancement. contribute effectively to educational settings, promoting outcomes-driven education and evaluating its ongoing effectiveness.

**Total Number of Participants: 43**

B.m. Lythka  
Coordinator

  
Principal

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



Date:25.11.2022

## REPORT

**Name of the program: A One-Day Administrative Training Program on "Optimizing Administrative capabilities with Software Solutions"**

**ORGANIZED BY: SRINIVASA INSTITUTE OF MANAGEMENT SCIENCES**

**DATE** : 24/11/2022

**RESOURCE PERSON: K.Sreenivas-Hardware Engineer, SIMS**

**Mobile** : 7013459233

### Objective of the ATP:

1. To prepare staff with software skills to make administrative tasks quicker and easier.
2. Teach staff how to use software for better handling, storing, and finding information.
3. Demonstrate the use of software tools to improve communication and foster effective teamwork.
4. Equip administrative staff to use software tools for stronger data security, protecting sensitive information in administrative tasks.



**Outcome of the ATP:**

1. Staff will complete tasks faster and with less effort, thanks to improved software skills.
2. The training will result in better ways to manage, store, and find information, reducing errors and making data tasks more efficient.
3. Staff members will work together more effectively, using software tools to communicate better and enhance teamwork.
4. Staff will implement improved data security measures, ensuring that sensitive information is safeguarded effectively through the application of software solutions.

**Conclusion:**

The programme aims to empower staff with practical software skills, fostering increased efficiency, streamlined data management, improved collaboration and strengthened security measures. As a result, the institution anticipates heightened productivity, reduced errors in data handling, enhanced teamwork and equipped data security. The advancements if aligned with a commitment to leveraging technology for optimal administrative capabilities, results in ensuring a more efficient and secure operational environment.

**Total Number of Participant: 07**

*B. m. Jayaram*  
Coordinator

*M. Jayaram*  
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 THE A.Y.2021-2022**

S.NO	Name of the Staff	Designation	Name of the organized FDP/Training Programmes	Date
1	Dr. B.Upendra Rao	Director	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
2	S.P.M Divya Das	Assistant Professor	A Six Day Faculty Development Program On "Well Being and Work Life Balance"	17.11.2021 To 22.11.2021
3.	P.Nelson Mercy	Associate Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
4	P.Rajyalakshmi	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
5	M.V.L. Suresh	Assistant Professor	A Six Day Faculty Development Program On "Well Being and Work Life Balance"	17.11.2021 To 22.11.2021
6	R. Santhi Sri	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
7	B.Jayalakshmi Durga	Assistant Professor	A Six Day Faculty Development Program On "Well Being and Work Life Balance"	17.11.2021 To 22.11.2021
8	N. Kiran Kumari	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021



9	M.V.S.Rama lakshmi	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
10	K.Ratna Reddy	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
11	T. Kartheek Reddy	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
12	M. Siva Ganesh	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
13	L.B.Venkata lakshmi	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
14	Dr.K.Sumitra	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
15	Swathi	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
16	R. Mary Priya	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
17	V.Srujana	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
18	A.Pavani	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
19	D.Soundarya Shilpa	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021





# simS

## SRINIVASA INSTITUTE OF MANAGEMENT STUDIES

(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

20	K.S.Bharadwaj	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
21	MS Suchitra	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
22	K. N. Manju	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
23	K.Rajani Priya	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
24	D. Uma Sundari	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
25	B.Sravani Kumari	Assistant Professor	A Six Day Faculty Development Program On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
26	Y.Rajesh	Sr. Asst.	A One-Day Training Program on Communication and Personality Development.	23.11.2021
27	K.Srinivas	Lab Technician	A One-Day Training Program on Communication and Personality Development.	23.11.2021
28	K.Srinivas	Librarian	A One-Day Training Program on Communication and Personality Development.	23.11.2021
29	G.Kumari	Canteen Asst.	A One-Day Training Program on Communication and Personality Development.	23.11.2021
30	P.Girisha	Comp. Operator	A One-Day Training Program on Communication and Personality Development.	23.11.2021
31	B.Uma maheswar	Jr.Asst.	A One-Day Training Program on Communication and Personality Development.	23.11.2021
32	P.V.R. Murthy	Coordinator – admissions	A One-Day Training Program on Communication and Personality Development.	23.11.2021

  
Coordinator

  
Principal

Principal  
Srinivasa Institute of Management Studies  
B.M. Balem, Madhurawada,

Opp. International Cricket Stadium, Madhurawada, Visakhapatnam - 530041, A.P., India - 530041  
Ph: +91 891 2781366, Fax: +91 891 2781887 e-mail: sims\_ssvpcms@yahoo.co.in Web: www.simsvizag.com



# 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

Crafted to address the holistic well-being of educators, this initiative emphasizes the importance of achieving a healthy work-life balance. Through a series of interactive sessions and interventions, participants gain insights into stress management techniques, mindfulness practices, and strategies for integrating personal and professional responsibilities. The program equips educators with the tools and mindset necessary to thrive in both their professional and personal lives, ultimately contributing to a more resilient and fulfilled workforce.

## Objectives of the FDP

1. Foster an understanding of the importance of well-being and its impact on personal and professional life.
2. Equip participants with effective coping strategies to manage stress and maintain well-being.
3. Introduce and encourage mindfulness practices to enhance focus, resilience, and overall well-being.
4. Explore strategies for integrating work and personal life effectively to achieve a healthy balance.
5. Encourage the development of support networks and communities to promote well-being among colleagues.
6. Assist participants in developing personalized well-being action plans to implement positive changes in their lives.



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(Affiliated to Andhra University & Approved by AICTE, Govt. of India)  
[www.simsvizag.com](http://www.simsvizag.com)

Nov 17th to Nov 22nd, 2021



ORGANIZING A SIX DAY  
FACULTY DEVELOPMENT PROGRAM  
on  
"WELL-BEING  
AND WORK-LIFE BALANCE"

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. B. Upendra Rao  
(Director)

COORDINATOR  
R. Mary Priya  
(Assitant Professor)

RESOURCE PERSON  
Dr. V. Radha Devi  
(Asst. Dean)

Dr. Y. Ramkishen  
(Corporate Trainer)

ORGANIZING COMMITTEE  
M. Siva Ganesh (Asst. Prof)  
M.V.S. Rama Lakshmi (Asst. Prof)

## ADDRESS FOR COMMUNICATION

Ms. D. Sowndarya Shilpa  
sowndaryashilpa@gmail.com

## REGISTRATION DETAILS

Mrs. Dr. UMA SUNDARI  
9701109998

Venue  
Seminar Hall, SIMS  
Near Cricket Stadium.  
Madhurawada, Visakhapatnam -  
5300041

## LAST DATE FOR REGISTRATION

12th Nov 2021

Registration Fee:

Rs. 600/-

## REGISTRATION FORM

FACULTY DEVELOPMENT PROGRAM  
on

"WELL-BEING  
AND WORK-LIFE BALANCE"

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

SRINIVASA INSTITUTE OF MANAGEMENT STUDIES  
Approved by AICTE/Affiliated to Andhra University  
Madhurawada Visakhapatnam-530041  
Phone number: 91-891 2781366, 91-891 2781887, 97010 06001 (WhatsApp)  
Email: sims\_sspcms@yahoo.co.in  
Website: www.simsvizag.com



Date: 24/11/2021

**REPORT**

<b>Name of the programme</b>	<b>SIX DAY FACULTY DEVELOPMENT PROGRAMME ON “WELL BEING AND WORK LIFE BALANCE”</b>
<b>Organized by</b>	<b>SRINIVASA INSTITUTE OF MANAGEMENT STUDIES</b>
<b>Date</b>	<b>17/11/2021 to 22/11/2021</b>
<b>Resource Person</b>	<p><b>1. Dr.Radhadevi.Vadapalli, Asst.Dean , Dr. Lankapalli Bullayya College, Resapuvanipalem Visakhapatnam,</b> Email: vrdevi@lbce.edu.in , Phone: 9440615361</p> <p><b>2. Dr.Y.Ramkishen Academician, corporate trainer, K.J.Somaiya institute of management studies and research, Mumbai.</b></p>

**Objectives of FDP:**

The following broad areas will be covered in FDP

1. Foster an understanding of the importance of well-being and its impact on personal and professional life.
2. Equip participants with effective coping strategies to manage stress and maintain well-being.
3. Introduce and encourage mindfulness practices to enhance focus, resilience, and overall well-being.
4. Explore strategies for integrating work and personal life effectively to achieve a healthy balance.
5. Encourage the development of support networks and communities to promote well-being among colleagues.
6. Assist participants in developing personalized well-being action plans to implement positive changes in their lives.



**Outcome of the FDP:**

1. Enhanced understanding of well-being's importance, positively impacting personal and professional life.
2. Acquired effective coping strategies, showcasing adept stress management and sustained well-being.
3. Active engagement in mindfulness practices for heightened focus, resilience, and an overall sense of well-being.
4. Developed strategies for harmoniously integrating work and personal life, achieving a healthy balance.
5. Fostered the development of support networks and communities, promoting well-being among colleagues.
6. Created personalized well-being action plans, facilitating positive changes in participants' lives and ensuring a healthy work-life balance.

**Conclusion:**

A deep understanding of well-being, fostering enhanced coping skills, mindfulness, and strategies for effective work-life balance. Encouraging supportive networks and personalized action plans, it seeks to establish a culture prioritizing well-being and contributing to a harmonious professional environment. Participants commit to sustained growth, embodying a holistic approach to personal and professional fulfillment.

**Total Number of Participants: 42**  
Coordinator  
Principal

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



Date: 24/11/2021

## REPORT

**Name of the Programme: A One-Day Administrative Training Program on “Communication and Personality Development”**

**ORGANIZED BY : SRINIVASA INSTITUTE OF MANAGEMENT SCIENCES**

**DATE : 23/11/2021**

**Resource Person : Dr.V.Sai Prashanth, Associate Professor, Dept. of Management Studies, Avanathi College of Engineering, Visakhapatnam.**

**Mobile : 8374714324**

### **Objectives Of The ATP:**

1. Develop effective verbal and written communication skills among non-teaching staff.
2. Cultivate strong interpersonal skills for improved collaboration within the workplace.
3. Instil a sense of professionalism and appropriate workplace behaviour.
4. Facilitate personal growth and development to enhance overall workplace effectiveness.

### **Outcomes of the ATP:**

1. Demonstrated enhanced abilities in expressing ideas and information.
2. Cultivation of interpersonal skills leading to improved collaboration and teamwork.
3. Exhibition of professionalism and adherence to workplace etiquette.
4. Experience of personal development contributing to increased workplace effectiveness.




**Conclusion:**

The program aims to uplift communication skills, foster interpersonal relationships, promote professional behaviour and encourage overall personality development in the staff. The anticipated outcomes include improved communication proficiency, effective interpersonal relationships, adherence to professional behaviour, and enhanced personal growth. These elements collectively contribute to a positive and thriving work environment.

**Total Number of Participants:08**

  
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 THE**

**A.Y.2020-2021**

S.NO	Name of the Staff	Designation	Name of the organized FDP/Training Programs	Date
1	Dr. Sk. Haniefuddin	Director	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
2	S.P.M Divya Das	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
3	K.N.Manju	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
4	P.Nelson Mercy	Associate Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
5	P.Rajyalakshmi	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
6	M.V.S.Ramalakshmi	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
7.	Mrs.R. Santhi Sri	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
8	B.Jayalakshmi Durga	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
9	V.Anuradha	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
10	Ch.Sirisha	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
11	B.Mounika Chowdary	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
12	T. Kartheek Reddy	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
13	M. Siva Ganesh	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020



14	L.B.Venkata Lakshmi	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
15	B. M. Jyothi	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
16	Swathi	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
17	R. Mary	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
18	V. Srujana	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
19	Dr.K. Sumitra	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
20	B.Pavan Kalyan	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
21	A.Pavani	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
22	K.Rajani Priya	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
23	D. Uma Sundari	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
24	B. Sravani Kumari	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
25	K.S.Bharadwaj	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020
26	M.Ramyasree	Assistant Professor	A Six Day Training Program on Research Methods and Research Design	10.12.2020 To 15.12.2020



27	Y.Rajesh	Sr. Asst.	A One-Day Training Program on Financial Management, Accounting, Tally and Book Keeping	16.12.2020
28	K.Srinivas	Library Asst.	A One-Day Training Program on Financial Management, Accounting, Tally and Book Keeping	16.12.2020
29	G.Kumari	Canteen Asst.	A One-Day Training Program on Financial Management, Accounting, Tally and Book Keeping	16.12.2020
30	P.Girisha	Office Assistant	A One-Day Training Program on Financial Management, Accounting, Tally and Book Keeping.	16.12.2020
31	B.Uma Maheswar	Jr.Asst.	A One-Day Training Program on Financial Management, Accounting, Tally and Book Keeping	16.12.2020
32	P.V.R. Murthy	Coordinator of admissions	A One-Day Training Program on Financial Management, Accounting, Tally and Book Keeping.	16.12.2020
33	K.Srinivas	Lab Technician	A One-Day Training Program on Financial Management, Accounting, Tally and Book Keeping.	16.12.2020

*Karthik*  
Coordinator

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



# 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 centered on Research Methods and Research Design, are essential for educators' professional development, nurturing a culture of research excellence. It enhances educators' understanding of methodologies, statistical analysis, and experimental design. By equipping faculty with robust research skills, that contribute to the advancement of knowledge in their fields. These initiatives are pivotal in fostering a research-driven academic culture and elevating educational standards.

## Objectives of the FDP

1. Gain a comprehensive understanding of various research methodologies relevant to educational contexts.
2. Develop skills in crafting robust research designs to address specific educational research questions.
3. Understand and adhere to ethical guidelines in educational research, ensuring the responsible conduct of research.
4. Acquire hands-on experience in data collection and analysis techniques applicable to educational research.
5. Hone skills in interpreting research findings and effectively communicating them to various stakeholders.
6. Develop the ability to design and propose educational research projects with clear objectives and methodologies.



SRINIVASA INSTITUTE OF MANAGEMENT STUDIES  
Affiliated to Andhra University & Approved by AICTE, Govt. of India  
[www.simsvisag.com](http://www.simsvisag.com)

Dec 10th to Dec 15th, 2020



ORGANIZING A SIX DAY  
FACULTY DEVELOPMENT PROGRAM  
on  
"RESEARCH METHODS  
AND RESEARCH DESIGN"

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. SHAIK HANIFUDDIN  
(Director)

COORDINATOR  
Mr. T. Kartheek Reddy  
(Assistant Professor)

RESOURCE PERSON  
U.V. Chandra Sekhar  
(Assistant Professor)

Dr. M. Sindhu  
(Associate Professor)

ORGANIZING COMMITTEE  
Ms. R. Santhi Sri (Asst. Prof)  
Mr. B. Pavan Kalyan (Asst. Prof)

## ADDRESS FOR COMMUNICATION

Mr. K.S. BHARADWAJ  
kamini2985@gmail.com

## REGISTRATION DETAILS

Swathi  
7306412254

Venue  
Seminar Hall, SIMS

Near Cricket Stadium.  
Madhurawada, Visakhapatnam -  
5300041

## LAST DATE FOR REGISTRATION

3rd Dec 2020

Registration Fee:

Rs. 500/-

## REGISTRATION FORM

FACULTY DEVELOPMENT PROGRAM  
on

"RESEARCH METHODS  
AND RESEARCH DESIGN"

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

SRINIVASA INSTITUTE OF MANAGEMENT STUDIES  
Approved by AICTE/Affiliated to Andhra University  
Madhurawada, Visakhapatnam-530041  
Phone number: 91-891 2781366, 91-891 2781887, 97010 06001 (WhatsApp)  
Email: sims\_svp@ymail.com  
Website: www.simsvizag.com



Date: 17/12/2020

**REPORT**

<b>Name of the programme</b>	<b>SIX DAY FDP ON "RESEARH METHODS AND RESEARCH DESIGN"</b>
<b>Organized by</b>	<b>SRINIVASA INSTITUTE OF MANAGEMENT STUDIES</b>
<b>Date</b>	<b>10/12/2020 to 15/12/2020</b>
<b>Resource Person</b>	<p><b>1. Mr.U.V Chandrasekhar , Asst.Professor, Dept. of Commerce, Dr. Lankapalli Bullayya College ,Visakhapatnam. Email-id:uvchandrasekhar.75@gmail.com. Mobile:8639264848</b></p> <p><b>2. Dr. M.Sindhu, Associate Professor, Dept. of Management Studies, Malla Reddy Institute of Engineering and Technology, Hyderabad Email-id:sindhumenda@gmail.com. Mobile:6281048416</b></p>

**Objectives of FDP:**

1. Gain a comprehensive understanding of various research methodologies relevant to educational contexts.
2. Develop skills in crafting robust research designs to address specific educational research questions.
3. Understand and adhere to ethical guide- lines in educational research, ensuring the responsible conduct of research.
4. Acquire hands-on experience in data collection and analysis techniques applicable to educational research.
5. Hone skills in interpreting research findings and effectively communicating them to various stakeholders
6. Develop the ability to design and propose educational research projects with clear objectives and methodologies



**Outcome of FDP:**

1. Participants will gain a comprehensive understanding of diverse research methodologies in educational contexts.
2. Skills in crafting robust research designs for specific educational research questions will be developed.
3. Adherence to ethical guidelines in educational research will be instilled, ensuring responsible conduct.
4. Participants will acquire hands-on experience in relevant data collection and analysis techniques.
5. Skills in interpreting and effectively communicating research findings to stakeholders will be sharpened up.
6. Participants will develop the ability to design and propose educational research projects with clear objectives and methodologies.

**Conclusion:**

The program aims to equip participants with diverse research methodologies, robust research design skills, ethical practices, practical data experience, and effective communication of findings. Aligned with our commitment to fostering a research-oriented environment, participants will be well-prepared to contribute meaningfully to educational research and development.

**Total Number of Participants: 44**

  
**Coordinator**

  
**Principal**

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



Date: 17/12/2020

## REPORT

**Name of the Program: A One-Day Administrative Training Program on Financial Management, Accounting, Tally and Book Keeping**

**ORGANIZED BY: SRINIVASA INSTITUTE OF MANAGEMENT SCIENCES**

**DATE: 16/12/2020**

**Resource Person: K. Rajani Priya, Asst. Professor, SIMS**

**Mobile : 9885669795**

### Objective of ATP:

1. Enhance financial literacy and understanding of accounting principles.
2. Provide a basic knowledge in Tally software and efficient bookkeeping practices.
3. Ensure compliance with accounting standards and regulations.
4. Promote accuracy and organization in financial record-keeping.

### Outcome of ATP:

1. Improved financial management skills and budgeting proficiency.
2. Increased confidence in using Tally software for efficient financial tasks.
3. Enhanced understanding and application of accounting standards.
4. Streamlined bookkeeping processes for accurate financial records.





**Conclusion:**

The program effectively equipped attendees with essential financial skills, enhancing proficiency and confidence in tasks. Compliance with regulations and accurate record-keeping were emphasized, fostering organizational effectiveness. The program's focus on efficiency and informed decision-making contributes to operational excellence. This investment in professional development drives financial accountability and supports overall organizational success.

**Total Number of Participants:07**

  
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 THE A.Y.2019-2020**

S.NO	Name of the Staff	Designation	Name of the organized FDP/Training Programmes	Date
1	Dr. Sk. Haniefuddin	Director	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
2	S.P.M Divya Das	Assistant professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
3	P.Nelson Mercy	Associate Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
4	P.Rajyalakshmi	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
5	G.Suresh	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
6	R.Santhi Sri	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
7	B.Jayalakshmi Durga	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
8	N. Anitha	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
9	N.Kiran Kumari	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
10	Ch.Sirisha	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
11	B.Mounika	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
12	M.S.Suchitra	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019



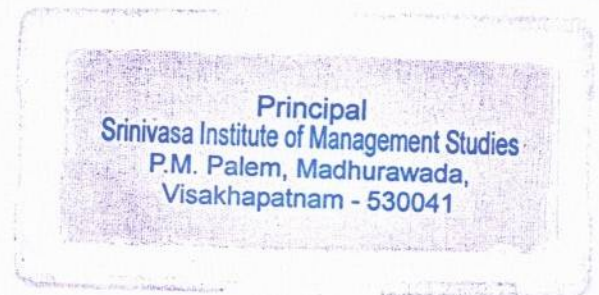
13	Y.Uma	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
14	S. Arundhati	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
15	K.Lakshmi	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
16	B.Rajasekhar	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
17	D.Tejasri	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
18	K.Bharati	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
19	V. Anuradha	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
20	M.Ramyasree	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
21	N. Sameera	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
22	Gouse Shaik	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
23	Dr.K.Sumitra	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
24	D. Uma Sundari	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
25	D.Soundarya Shilpa	Assistant Professor	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019



26	Y.Rajesh	Sr. Asst.	A One-Day Training Program on Time Management and Stress Management In Balancing Work Load.	24.12.2019
27	P.V.R. Murthy	Coordinator of admissions	A One-Day Training Program on Time Management and Stress Management In Balancing Work Load.	24.12.2019
28	K.Srinivas	Library Asst.	A One-Day Training Program on Time Management and Stress Management In Balancing Work Load.	24.12.2019
29	K.Srinivas	Office Asst.	A One-Day Training Program on Time Management and Stress Management In Balancing Work Load.	24.12.2019
30	G. Kumari	Canteen Asst.	A One-Day Training Program on Time Management and Stress Management In Balancing Work Load..	24.12.2019
31	P. Girisha	Office Assistant	A One-Day Training Program on Time Management and Stress Management In Balancing Work Load.	24.12.2019
32	B. Uma maheshwar	Jr. Asst.	A One-Day Training Program on Time Management and Stress Management In Balancing Work Load.	24.12.2019

*Prithvi*  
Coordinator

*Hann*  
Principal





# 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 Crafted to enhance communication and presentation skills and equips participants with effective strategies for engaging with diverse audiences. Through hands-on practice sessions, individuals develop proficiency in delivering clear and compelling messages. By fostering a collaborative environment and encouraging continuous feedback, it empowers participants to excel in professional communication and presentation delivery, contributing to their overall effectiveness in various contexts

## Objectives of the FDP

1. Improve participants' verbal communication skills for effective interaction with students, colleagues, and stakeholders.
2. Develop polished presentation skills, including effective use of visuals, to convey information clearly and engagingly.
3. Learn to tailor communication styles for diverse audiences, fostering better understanding and engagement.
4. Understand and utilize non-verbal communication cues to enhance overall communication effectiveness.
5. Explore and integrate technology tools to enhance communication and presentation delivery.
6. Cultivate an environment where participants can both give and receive constructive feedback on their communication and presentation skills.



SRINIVASA INSTITUTE OF MANAGEMENT STUDIES  
Affiliated to Andhra University & Approved by AICTE, Govt. of India  
[www.simsvizag.com](http://www.simsvizag.com)

Dec 18th to Dec 23rd, 2019



ORGANIZING A SIX DAY  
FACULTY DEVELOPMENT PROGRAM  
on  
"COMMUNICATION AND  
PRESENTATION SKILLS"

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. SHAIK HANIFUDDIN  
(Director)

COORDINATOR  
N. ANITHA  
(Assistant Professor)

RESOURCE PERSON  
Dr. M.V. Murali Krishna  
(Assistant Professor)

Dr. V. Sai Prasanth  
Associate Professor

ORGANIZING COMMITTEE  
Mr. Gouse Shaik (Asst. Prof)  
Ms. K. Bharati (Asst. Prof)

## ADDRESS FOR COMMUNICATION

Mr. G. SURESH  
hunnysuresh9@gmail.com

## REGISTRATION DETAILS

V. Anuradha  
+91 93816 83799

Venue  
Seminar Hall, SIMS

Near Cricket Stadium.  
Madhurawada, Visakhapatnam -  
5300041

## LAST DATE FOR REGISTRATION

10th Dec 2019

Registration Fee:

Rs. 600/-

## REGISTRATION FORM

FACULTY DEVELOPMENT PROGRAM  
on

"COMMUNICATION AND  
PRESENTATION SKILLS"

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

SRINIVASA INSTITUTE OF MANAGEMENT STUDIES  
Approved by AICTE/Affiliated to Andhra University  
Madhurawada, Visakhapatnam-530041  
Phone number: 91-891 2781366, 91-891 2781887, 97010 06001 (WhatsApp)  
Email: sims\_ssvpcms@yahoo.co.in  
Website: www.simsvizag.com



**Date: 27/12/2019**

**REPORT**

<b>Name of the program</b>	<b>SIX DAY FDP ON “COMMUNICATION AND PRESENTATION SKILLS”</b>
<b>Organized by</b>	<b>SRINIVASA INSTITUTE OF MANAGEMENT STUDIES</b>
<b>Date</b>	<b>18/12/2019 to 23/12/2019</b>
<b>Resource Person</b>	<p>1. <b>Dr. M.V.Murali Krishna</b>, Asst.Profesor, Dept. of Management Studies, Dr. Lankapalli Bullayya College ,Visakhapatnam. Email-id:krismv2001@gmail.com. Mobile:9440545502</p> <p>2. <b>Dr.V.Sai Prashanth</b>, Associate Professor, Dept. of Management Studies , Avanthi Institute of Engineering and Technology, Visakhapatnam. Email-id: @gmail.com. Mobile:9550296349</p>

**OBJECTIVES OF THE FDP:**

1. Improve participants' verbal communication skills for effective interaction with students, colleagues, and stakeholders.
2. Develop polished presentation skills, including effective use of visuals, to convey information clearly and engagingly.
3. Learn to tailor communication styles for diverse audiences, fostering better understanding and engagement.
4. Understand and utilize non-verbal communication cues to enhance overall communication effectiveness.
5. Explore and integrate technology tools to enhance communication and presentation delivery.
6. Cultivate an environment where participants can both give and receive constructive feedback on their communication and presentation skills.



**Outcomes of the FDP:**

1. Participants will enhance verbal communication skills for effective engagement with students, colleagues, and stakeholders.
2. Development of polished presentation skills, including effective use of visuals, will ensure clear and engaging information delivery.
3. Tailoring communication styles for diverse audiences will foster better understanding and engagement.
4. Mastery of non-verbal communication cues will enhance overall communication effectiveness.
5. Participants will explore and apply technology tools for improved communication and presentation delivery.
6. A collaborative environment will be fostered, enabling constructive feedback on communication and presentation skills.

**Conclusion:**

Sharpening participants' communication and presentation skills is the core objective, fostering enhanced interactions, clear information delivery, and adaptability to diverse audiences. Anticipated outcomes encompass improved verbal and non-verbal communication proficiency, effective use of technology, and a collaborative environment for constructive feedback. These enhancements align with our commitment to cultivating dynamic communicators, well-equipped to navigate various professional settings with confidence and effectiveness.

**Total Number of Participants: 39**  
**Coordinator**  
**Principal**

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



Date: 27/12/2019

**REPORT**

**Name of the Programme: A One-Day Administrative Training Program on Time Management and Stress Management In Balancing Work Load.**

**ORGANIZED BY: SRINIVASA INSTITUTE OF MANAGEMENT SCIENCES**

**DATE: 24/12/2019**

**RESOURCE PERSON: T.Phaninderkumar Asst.Profesor, Pydah College For (P.G Courses)**

**Mobile : 9849227238**

**Objective of the ATP:**

1. Equip staff with essential skills for optimizing workloads.
2. Provide tools for managing stress in a professional environment.
3. Instruct staff on achieving a harmonious balance while handling diverse tasks.
4. Foster habits that enhance overall productivity.

**Outcomes of the ATP:**

1. Staff will demonstrate improved efficiency in time utilization.
2. Implementation of stress management techniques for better work-related well-being.
3. Achieve a more balanced workload, contributing to overall staff satisfaction.
4. Adoption of productive habits leading to increased work output.




**Conclusion:**

The aim is to enhance proficiency, encourage innovative approaches, foster continuous professional growth and improve specific role-related skills. Anticipated outcomes involve heightened efficiency in tasks, active participation in projects, effective technology use and sustained development, contributing to a dynamic and progressive work environment.

**Total Number of Participants:07**

  
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

  
Coordinator

  
Principal

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



# 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  
Approved by AICTE, Govt. of India and Affiliated to Andhra University  
[www.sims.org](http://www.sims.org)

### 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

SRINIVASA INSTITUTE OF MANAGEMENT STUDIES

Approved by AICTE/Affiliated to Andhra University

Madhurawada, Visakhapatnam-530041

Phone number: 91-091 2781066, 91-091 278888 / 97010 08001 (WhatsApp)

Email: sims\_sopcmrsgy@iimss.in

Website: www.simsrizag.com



Date: 23/06/2018

**REPORT ON FDP**

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



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**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



**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: 07**A handwritten signature in blue ink, appearing to read "N. M. Reddy".  
**Coordinator**A handwritten signature in blue ink, appearing to read "P. S. Reddy".  
**Principal**

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