

**LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING
(AUTONOMOUS)**
L.B. REDDY NAGAR, MYLAVARAM – 521230. A.P. INDIA
Affiliated to JNTUK Kakinada & Approved by AICTE, New Delhi
Accredited By NAAC, Accredited By NBA Tier-I & Certified by ISO 9001:2015
<http://www.lbrce.ac.in>, Phone: 08659 – 222933, Fax: 08659 – 222931 Extn:109
DEPARTMENT OF INFORMATION TECHNOLOGY

Report On “PROFESSIONAL SKILLS DEVELOPMENT TRAINING(Phase-II)”

Event Type: Workshop (Online)

Date / Duration: 27th – 29th May, 2021, Three Days.

Resource Persons : Dr . Achutha Ramaiah (Professional Behavior)

Mrs . K. Sridevi(Oral Communication-1)

Mrs . M . Anuradha(Professional Body Language)

Syed Mohibur Rahaman (Winning Strategy)

Dr . B . Srinivasa Reddy (Oral Communication-2)

Dr.Pawel Veliventi(Written Communication)

Name of Faculty Coordinator(s): Dr. K. Lavanya, Assoc.Prof., Dept.of IT, LBRCE-Mylavaram.

Dr.Anupriya Koneru,Assoc.Prof.,Dept.of IT, LBRCE-Mylavaram.

Mr.V.V. Krishna Reddy, Asst.Prof.,Dept.of IT, LBRCE-Mylavaram

Name of Student Coordinator(s):Ms. G . Aasritha(18761A1220),III-IT

Ms . D . Divya Sree(18761A1216),III-IT

Mr . B . Jitendra Kumar(18761A1209),III-IT

Mr. J. Varun Vamsi(18761A1225),III-IT

Target Audience: Non-Teaching Staff

Total no of Participants:45

Objective of the event: To improve the professional Skills to improve their knowledge

Outcome of event:

At the end of the event participants (Non-teaching Staff) can able to

- To improve their oral communication
- To improve their written communication
- To improve their professional Body Language

Description / Report on Event:

The Department of Information Technology (IT), Lakireddy Bali Reddy College of Engineering (LBRCE), Mylavaram, organized the workshop for Non-teaching staff of the college 27th – 29th May, 2021, Three Days.

The three day workshop conducted through Microsoft Teams every day from 10.00 to 4.00.

Day 1 (27/05/2021):

FDP was inaugurated on 27th December,2021 by the HOD, Department of IT. All the IT department faculty members, Resource persons and participants attended. The day started with the welcome speech given by Hod sir, continued the workshop. In Day 1, two sessions conducted and the following topics covered:

- Professional Behavior
- Communication with visitors, Parents, Students, Faculty and Guests
- Professional Phone call Conversation
- Demonstrating College facilities

Day 2 (28/05/2021): Next, In Day 2, two sessions conducted and the following topics covered:

- Activity based Professional Behavior
- Winning Strategy Schemes or approaches
- Response to the Queries
- Managing people
- Instructing students regarding the lab
- Student management in the Lab

Day 3(29/05/2021): Last day, regular sessions, quiz, feedback and valedictory completed

The topics covered in the last sessions include:

- Formal mails
- Informal mails
- Minutes of the Meeting
- Writing mail to outsiders
- Preparing Invitations & Circulars
- Generate formal WhatsApp Messages to pass the information
- Generate formal messages (SMS) to parents regarding their wards

Feedback / Suggestions:

The feedback survey (through Google sheets) was completed by 45 attendees, a response rate of about 75 percent. The survey's findings on outcomes, satisfaction, overall workshop feedback, and recommendations for improvement

- Suggested to organize this kind of Lectures regularly.
- Hands on session requested
- Suggested to organize for students for this kind of workshop

- Recommendations for improving future workshops by providing more time, background information, and documentation

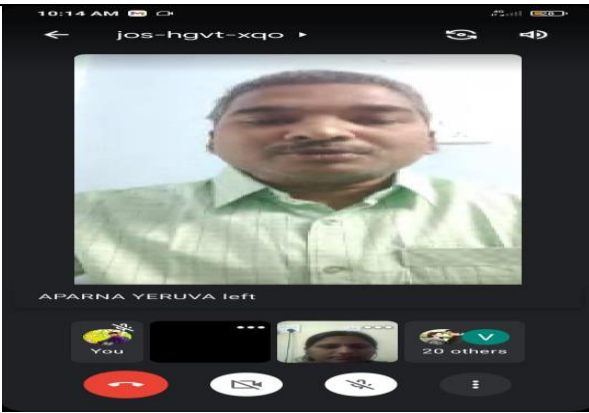
S.No	Content	Excellent / 5	Good/4	Satisfactory/3	Poor/2	1
1	Rating for the workshop	57.1%	34.3%	8.6%	--	--
2	Rating for the Resource Person(Dr.Achutha Ramaiah)	54.3%	37.1%	8.6%	--	--
3	Rating for the Resource Person(Mr.Syed Mohibur Rahaman)	71.4%	22.9%	5.7%	--	--
4	Rating for the Resource Person(Mr.B.Sagar)	37.1%	54.3%	8.6%	--	--
5	How satisfied were you with the Session Communication(Email/Whatsapp)	66.7%	22.9%	8.6%	2.9%	--
6	How satisfied were you with the Activities in sessions?	66.7%	17.1%	8.6%	8.6%	--

Top Participants: Who scored 100% in Quiz.

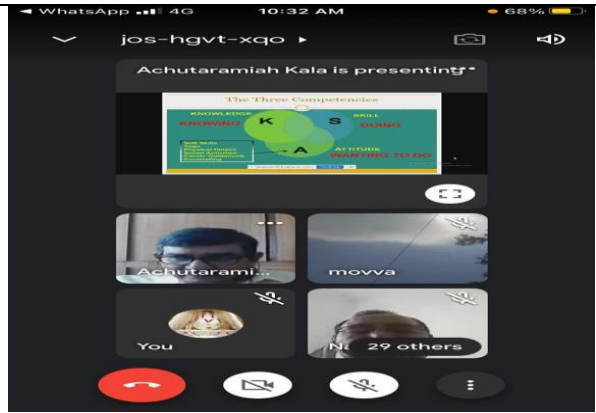
S.No	Full Name	Department
1.	APPIDI LENIN BABU	ECE
2.	Venukumari	Office
3.	P.D.V.S.R.D.A.Ravi Kumar	Office
4.	Pavitra	IT
5.	GUNTAKA SANDHYA RANI	FED
6.	S. V. Narayana Reddy	CIVIL
7.	P N S Vittal.	ECE
8.	Jangapradeepkumar Reddy	CSE
9.	KotraNarasimhaRao	Library
10.	Pushpa rani	AI&DS
11.	Rajyalakshmana S	Exam section
12.	Guntaka Ravindra Reddy	MECH
13.	Guduru Sri Lakshmi	CSE
14.	B.V.Srinivasa Reddy	CSE
15.	Bandi Ravi Kiran	CSE
16.	Y Manikyala Rao	Exam section
17.	Padmaja.vuddagiri	MBA

Photographs :(Max 10 limited)

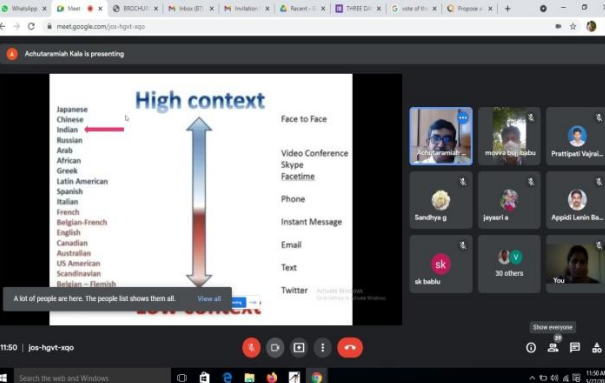
Day 1:Inauguration & Title



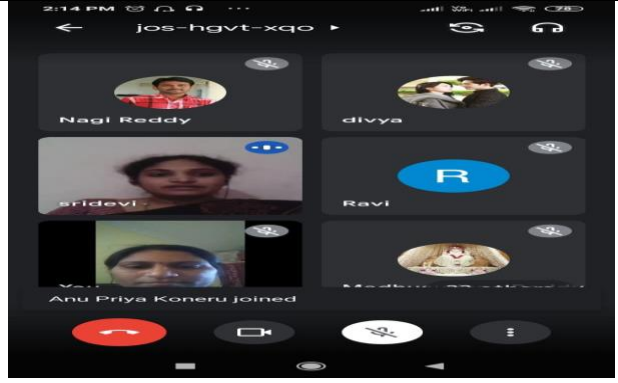
Title: Addressing about workshop by Dr. B. Srinivasa Rao, HOD,IT



Title: Session-1 Delivered by Dr. Achutha Ramaiah (Professional Behavior)

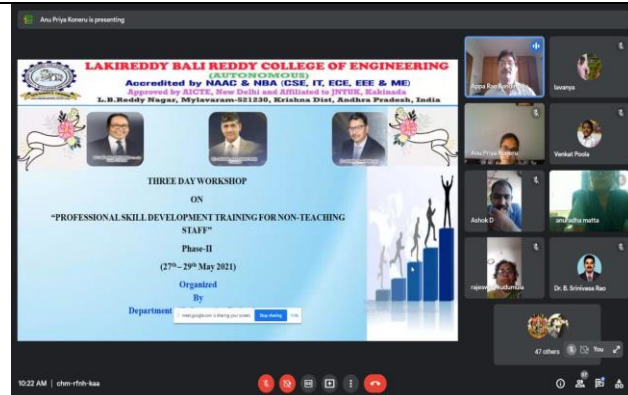


Title: Session-1 Delivered by Dr . Achutha Ramaiah (Professional Behavior)

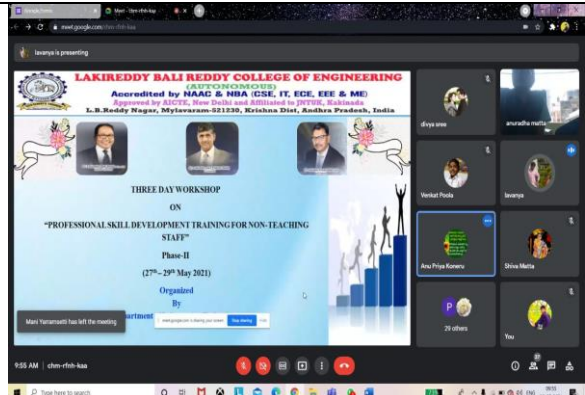


Title: Session-2 Delivered by Mrs . K. Sridevi(Oral Communication-1)

Day2:Title



Title: Addressing the gather by Dr. K. Apparao, Principal ,LBRCE

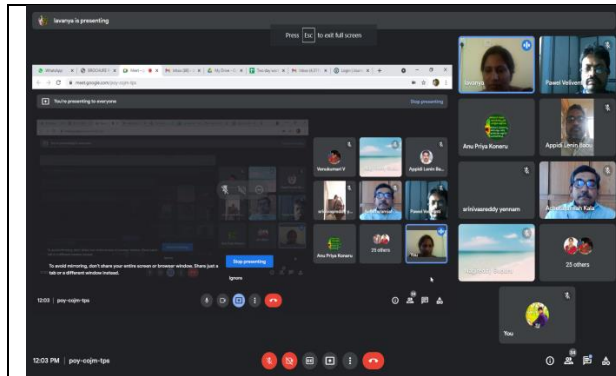


Title: Session-2 Delivered by Mrs . M . Anuradha(Professional Body Language)

Day3:Title , Test, Feedback & Valedictory

Title:

Title:





Title: Dr.Pawel Veliventi(Written Communication)



Title: Valedictory and Vote of thanks delivered by Dr.K.Lavanya,Co-ordinator

Brochure:

<p>Institute Vision: To empower students to become technologically vibrant, innovative and emotionally mature and to train them to face the challenges of the quality-conscious globalized world economy.</p> <p>Institute Mission:</p> <ul style="list-style-type: none"> To provide an environment most conducive to learning and to create a stimulating intellectual atmosphere on the campus. To achieve Academic Excellence. To ensure a holistic development of personality. To spread education to rural areas. To establish partnership between Institution & Industry. <p>ABOUT MYLAVARAM</p> <p>It is situated at a distance of 45 Km. from Vijayaswada. Mylavaram is well connected by rail and road to various places in the state. Participants are advised to alight either at Vijayaswada or Kondipalli depending on their travel conveniences.</p>  	<p>Program Educational Objectives (PEOs): Four to Five years after successful completion of graduation students will be able to:</p> <ul style="list-style-type: none"> Pursue a successful career in the areas of Information Technology or its allied fields. Exhibit sound knowledge in the fundamentals of Information Technology and apply practical experience with programming techniques to solve real world problems. Demonstrate self-learning, life-long learning and work in teams on multidisciplinary projects. Understand the professional code of ethics and demonstrate ethical behavior, effective communication, and team work and leadership skills in their job. <p>ABOUT THE INSTITUTE</p> <p>Lakireddy Balli Reddy College of Engineering (LBRCE), Mylavaram, Krishna District, Andhra Pradesh approved by AICTE and affiliated to JNTUK, Kakinda is an Autonomous Institution. LBRCE has been accredited by NAAC, NBA (CSE, IT, ECE, EEE& ME) under Tier-1 and ISO 9001:2015 Certified. It has also been awarded 2(1) and 12(B) status and Recognized as a Colleges with Potential for Excellence (CPE) by UGC. It ranks in 201-250 band in NIRF India-2020. At present, we offer 8 B.Tech programs in CSE, IT, ECE, EEE, CE, ASE, ME and AI & DS and 4 M.Tech programs in CSE, Thermal Engg., Power Electronics & Drives, VLSI and Embedded systems, apart from M.B.A. Operating from a 65-acre green landscaped campus in Mylavaram, major facilities include 7 advanced labs, Internet with 880 Mbps bandwidth, Digital library, 500KWp solar PV system, Indoor and Outdoor stadium, Gym, Yoga center, NSS unit, NCC Girls wing, Girls and Boys hostels. The teaching-learning process is handled by highly-qualified and experienced faculty. In R&D, we currently handle 12 projects sanctioned by DST, Govt. of India, UGC, and AICTE amounting to Rs 7 Crores, besides 29 patents and 1150+ research publications. Also 3 depts. function as research centers of JNTUK, Kakinda.</p>	<p>LAKIREDDY BALLIREDDY COLLEGE OF ENGINEERING (AUTONOMOUS) Accredited by NAAC & NBA (CSE, IT, ECE, EEE & ME) Approved by DST, New Delhi and Affiliated to JNTUK, Kakinda L.B.Reddy Nagar, Mylavaram-522108, Krishna Dist, Andhra Pradesh, India</p> <p>THREE DAY WORKSHOP ON "PROFESSIONAL SKILL DEVELOPMENT TRAINING FOR NON-TEACHING STAFF" Phase-II (27th - 29th May, 2021)</p> <p>ABOUT THE DEPARTMENT</p> <p>The Department of IT is established in the year 1999 and offers an undergraduate program in Information Technology. The Department has well qualified faculty and good laboratory facilities. All the laboratories are well equipped with state of the art experimental sets, both in quality and quantity, which brings the number of students per batch of two. The department regularly conducts Guest Lectures / Seminars / Workshops / Technical paper contests for the benefit of both faculty and student community.</p> <p>Department Vision: To emerge as one of the most preferred department for the budding engineers, aspiring to be successful IT professionals.</p> <p>Department Mission:</p> <ul style="list-style-type: none"> To inculcate team skills and leadership qualities in the student through projects, seminars and group activities. To impart quality education with a well-designed curriculum, consistent with industry requirements, that equips the students to face the career challenges. To cultivate the qualities of social awareness and service to the humanity among students. To extend the student's learning beyond the curriculum, through workshops on cutting edge technologies.
---	---	---

INTRODUCTION

Teaching and non-teaching staff are the two essential workhorses of any academic institution. It is essential for the non-teaching staff to perform their duties responsibly to enable the teaching staff and the organization to work smoothly. They both have to work in synchronization with each other to make the organization grow. This workshop is an attempt to train the non-teaching staff with precise skills to perform their duties efficiently. Some of the skills which are important for them to excel are like Communication Skills (Oral and Written), Email Writing, and Behavioral Skills (High and Low Context). Each participant will be given a participation certificate.

This is the series of workshops planned by the Information Technology Department for non-teaching staff. In the subsequent events, advanced skills will be dealt. The workshop is planned to impart both theoretical aspects and practical knowledge to the participants. Each day, the forenoon session deals with theoretical aspects and real time applications of the topics. The entire afternoon session is devoted to give hands on practice to the participants. At the end of the course, there will be a programming test to the participants and the participant who stands first will be given a prize and a merit certificate in addition to the participation certificate.

Course Contents:

- Professional Behavior
- Communication with visitors, Parents, Students, Faculty and Guests
- Professional Phone call Conversation
- Demonstrating College facilities
- Response to the Queries
- Managing people
- Instructing students regarding the lab
- Student management in the Lab
- Formal mails
- Informal mails
- Minutes of the Meeting
- Writing mail to outsiders
- Preparing Invitations & Circulars
- Generate formal WhatsApp Messages to pass the information
- Generate formal messages (SMS) to parents regarding their wards

ELIGIBILITY

The program is open for non-teaching and Lab technicians of all departments of LBRCE, Mylavaram.

REGISTRATION FREE

<https://forms.gle/Gv4ZOWCQpaeNddkU7>

IMPORTANT INFORMATION

Last Date for Submission: 26-05-2021

Address for Correspondence

Dr. K. LAVANYA
CO-ORDINATOR
Department of Information Technology
Lakireddy Bali Reddy College of Engineering
Mylavaram- 521 230, Krishna (Dt) A.P.
Tel.No: 08659 222933(Tan-109)
Mobile: 9499957990

Dr. K. Anupriya
CO-ORDINATOR
Department of Information Technology
Lakireddy Bali Reddy College of Engineering
Mylavaram- 521 230, Krishna (Dt) A.P.
Tel.No: 08659 222933(Tan-109)
Mobile: 9441132886

THREE DAY WORKSHOP
ON
"PROFESSIONAL SKILL DEVELOPMENT
TRAINING FOR INSTITUTE NON-TEACHING",
Phase-II
(27th - 29th May, 2021)



Chief Patron

Sri Lakireddy Bali Reddy,
Chairman
Sri Lakireddy Jaya Prakash Reddy,
Co-Chairman
Sri Lakireddy Prasad Reddy,
Vice-Chairman

Patron

Sri G.Srinivas Reddy, President
Dr. K.Appa Rao, Principal
Dr. K. Harinatha Reddy, Vice Principal

Organizing Committee

All the IT department Staff Members.

Co-venor

Dr. B.Srinivasa Rao
Prof., & HOD, IT Dept.
Coordinator(s)
Dr. K.Lavanya, Assoc. Prof, IT Dept.
Dr. K. Anupriya, Assoc. Prof, IT Dept.
Mr. V.V. Krishna Reddy, Asst. Prof, IT Dept.

Organized by

DEPARTMENT OF IT
LAKIREDDY BALI REDDY COLLEGE OF
ENGINEERING (Autonomous)
MYLAVARAM - 521 230
KRISHNA (DT) A.P.
Ph : 08659 222933 Fax : 08659 222931 <http://www.lbrce.ac.in>

Faculty Coordinator(s):

Dr.K.Lavanya

Dr.Anupriya Koneru

Mr.V.V.Krishna Reddy