



Date:18/11/2022

CIRCULAR

All the staff members of SIMS are hereby informed that, a **SIX DAY FACULTY DEVELOPMENT PROGRAMME ON "OUTCOME BASED EDUCATION"** is going to be organized from 25/11/2022 to **30/11/2022**. All the faculty members are requested to register themselves with G.Sudhakar, **Asst. Prof** and attend the program without fail.

VENUE: Seminar Hall, SIMS

Coordinator



M. Jagadeesh

Principal

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

Circular to:

Signature of all HOD'S			TPO	OFFICE	LIBRARY
<i>G. Sudhakar</i>	<i>Shilpa Si</i>	<i>D. Uma Sundar</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>K. Suresh Varad</i>
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

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)
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(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

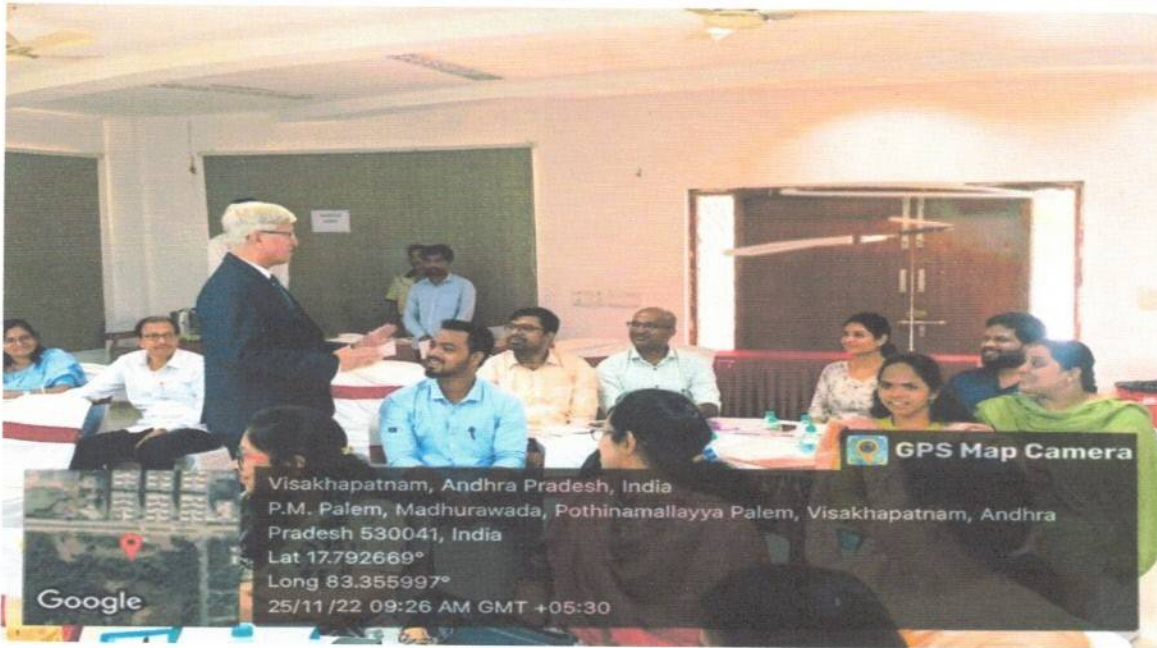
FDP – SCHEDULE (2022-2023)
(25/11/2022-30/11/2022)

S.No	Date	Time	Session	Speaker
1	Nov 25, 2022	2:00 PM - 4:00 PM	Introduction to Outcome-Based Education (OBE)	Dr.AJIT.R.THETE
2	Nov 26, 2022	2:00 PM - 4:00 PM	Course Objectives with Learning Outcomes in OBE	Dr.AJIT.R.THETE
3	Nov 27, 2019	2:00 PM - 4:00 PM	Designing Effective Assessments and Evaluation Frameworks in OBE	Dr.AJIT.R.THETE
4	Nov 28, 2019	2:00 PM - 4:00 PM	Applying Pedagogical Approaches in OBE	D.ARCHANA
5	Nov 29, 2019	2:00 PM - 4:00 PM	Assessing and Evaluating OBE Implementation	D.ARCHANA
6	Nov30, 2019	2:00 PM - 4:00 PM	Cultivating a Culture of Continuous Improvement in OBE	D.ARCHANA

B. Myyathu
Coordinator

M. Japadula
Principal

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



Dr. Ajith Thete addressing the participants



Mrs. D. Archana addressing the participants

Bingyotla

Coordinator

M. Jayadev
Principal

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

LIST OF PARTICIPANTS

Name of the Programme: **SIX DAY FDP ON OUTCOME BASED EDUCATION**
(25/11/2022 to 30/11/2022)

S.No.	Name of the Faculty	Name of the College	Designation	Date 25/11/22	Date 26/11/22	Date 27/11/22	Date 28/11/22	Date 29/11/22	Date 30/11/22	Feedback
1	Dr.M. Jagadish	SIMS VSKP	Director	Jagadish	Jagadish	Jagadish	Jagadish	Jagadish	Jagadish	
2	S.P.M. Dinya Das	SIMS VSKP	Asst. Professor	Dinya	Dinya	Dinya	Dinya	Dinya	Dinya	
3	Nelson Mercy	SIMS VSKP	Asst. Professor	Nelson	Nelson	Nelson	Nelson	Nelson	Nelson	
4	P. Rajyalakshmi	SIMS VSKP	Asst. Professor	Rajya	Rajya	Rajya	Rajya	Rajya	Rajya	
5	P.P.S. Praveen	SIMS VSKP	Asst. Professor	P.Praveen	P.Praveen	P.Praveen	P.Praveen	P.Praveen	P.Praveen	
6	R. Santhi Sri	SIMS VSKP	Asst. Professor	Santhi	Santhi	Santhi	Santhi	Santhi	Santhi	
7	B. Jaya Lakshmi	SIMS VSKP	Asst. Professor	Jaya	Jaya	Jaya	Jaya	Jaya	Jaya	
8	D. Soundarya Shripa	SIMS VSKP	Asst. Professor	Soundarya	Soundarya	Soundarya	Soundarya	Soundarya	Soundarya	
9	B. Sravanani Kumari	SIMS VSKP	Asst. Professor	Sravanani	Sravanani	Sravanani	Sravanani	Sravanani	Sravanani	
10	Dr.K. Yasoda	SIMS VSKP	Asst. Professor	K.Yasoda	K.Yasoda	K.Yasoda	K.Yasoda	K.Yasoda	K.Yasoda	
11	M.V. Panda	SIMS VSKP	Asst. Professor	Manika	Manika	Manika	Manika	Manika	Manika	
12	L.B. Venkata Lakshmi	SIMS VSKP	Asst. Professor	Venkata Lakshmi	Venkata Lakshmi	Venkata Lakshmi	Venkata Lakshmi	Venkata Lakshmi	Venkata Lakshmi	
13	Swathi	SIMS VSKP	Asst. Professor	Swathi	Swathi	Swathi	Swathi	Swathi	Swathi	
14	R. Mary Priya	SIMS VSKP	Asst. Professor	Mary	Mary	Mary	Mary	Mary	Mary	
15	V. Sujana	SIMS VSKP	Asst. Professor	Sujana	Sujana	Sujana	Sujana	Sujana	Sujana	
16	M. Siva Ganesh	SIMS VSKP	Asst. Professor	Siva	Siva	Siva	Siva	Siva	Siva	
17	K. Ratna Reddy	SIMS VSKP	Asst. Professor	Ratna Reddy	Ratna Reddy	Ratna Reddy	Ratna Reddy	Ratna Reddy	Ratna Reddy	
18	G. Sudhakar	SIMS VSKP	Asst. Professor	G. Sudhakar	G. Sudhakar	G. Sudhakar	G. Sudhakar	G. Sudhakar	G. Sudhakar	
19	G. Vijaya	SIMS VSKP	Asst. Professor	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	

S.No.	Name of the Faculty	Name of the College	Designation	Date 25/11/22	Date 26/11/22	Date 27/11/22	Date 28/11/22	Date 29/11/22	Date 30/11/22	Feedback
20	D. Uma Sundari	SIMS VSKP	Asst. Professor	Uma	Uma	Uma	Uma	Uma	Uma	Good
21	A. Pavani	SIMS VSKP	Asst. Professor	APavani	APavani	APavani	APavani	APavani	APavani	
22	K.N. Manju	SIMS VSKP	Asst. Professor	Manju	Manju	Manju	Manju	Manju	Manju	
23	K.S. Bhargadwaj	SIMS VSKP	Asst. Professor	Bhargadwaj	Bhargadwaj	Bhargadwaj	Bhargadwaj	Bhargadwaj	Bhargadwaj	
24	K. Lakshmi	SIMS VSKP	Asst. Professor	Lakshmi	Lakshmi	Lakshmi	Lakshmi	Lakshmi	Lakshmi	
25	K. Rajani Priya	SIMS VSKP	Asst. Professor	Rajani	Rajani	Rajani	Rajani	Rajani	Rajani	
26	Dr. G. Steeven Raju	IDEAL KKD	Asst. Professor	G. Steeven Raju	G. Steeven Raju	G. Steeven Raju	G. Steeven Raju	G. Steeven Raju	G. Steeven Raju	
27	D.V.S. Viswanada Raju	IDEAL KKD	Asst. Professor	Dvs Raju	Dvs Raju	Dvs Raju	Dvs Raju	Dvs Raju	Dvs Raju	
28	CH. Krishna Sita	IDEAL KKD	Asst. Professor	Ch. Sita	Ch. Sita	Ch. Sita	Ch. Sita	Ch. Sita	Ch. Sita	Good
29	G.V. Marthandam	IDEAL KKD	Asst. Professor	Marthandam	Marthandam	Marthandam	Marthandam	Marthandam	Marthandam	Good.
30	M. Gopala Krishna Yadav	IDEAL KKD	Asst. Professor	M. Gopal Krishna Yadav	M. Gopal Krishna Yadav	M. Gopal Krishna Yadav	M. Gopal Krishna Yadav	M. Gopal Krishna Yadav	M. Gopal Krishna Yadav	Good
31	A. Sushma Sri	CRRCW Eluru	Lecturer	Sushma	Sushma	Sushma	Sushma	Sushma	Sushma	
32	CH. Bhuvaneshwari	CRRCW Eluru	Lecturer	Bhuvaneshwari	Bhuvaneshwari	Bhuvaneshwari	Bhuvaneshwari	Bhuvaneshwari	Bhuvaneshwari	
33	CH. P. Kanaka Durga	CRRCW Eluru	Lecturer	Kanaka Durga	Kanaka Durga	Kanaka Durga	Kanaka Durga	Kanaka Durga	Kanaka Durga	
34	A. Yamini	CRRCW Eluru	Lecturer	Yamini	Yamini	Yamini	Yamini	Yamini	Yamini	
35	K. Satya Sri	CRRCW Eluru	Lecturer	K. Satya	K. Satya	K. Satya	K. Satya	K. Satya	K. Satya	Good
36	M.S.N. Jaya Vardhan	SAMATA VSKP	Asst. Professor	Vardhan	Vardhan	Vardhan	Vardhan	Vardhan	Vardhan	Good
37	P. Annapurna	SAMATA VSKP	Asst. Professor	P. Annapurna	P. Annapurna	P. Annapurna	P. Annapurna	P. Annapurna	P. Annapurna	
38	O. Arvind	SAMATA VSKP	Asst. Professor	O. Arvind	O. Arvind	O. Arvind	O. Arvind	O. Arvind	O. Arvind	Very Good
39	G. Suguna	SAMATA VSKP	Asst. Professor	Suguna	Suguna	Suguna	Suguna	Suguna	Suguna	
40	K. Sameera	SAMATA VSKP	Asst. Professor	K. Sameera	K. Sameera	K. Sameera	K. Sameera	K. Sameera	K. Sameera	Very good

Date: 02.12.2022

REPORT

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

**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. Jyothi
Coordinator

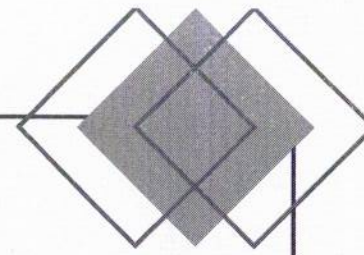
M. Jyothi
Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041



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CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY

Dr. M. Jagadish - Director.

Srinivasa Institute of Management Studies. (V.S.P.)

Participated in a six day "Outcome Based Education" Faculty
Development Program organized by Srinivasa Institute of Management
Studies Visakhapatnam from 25/11/2022 To 30/11/2022

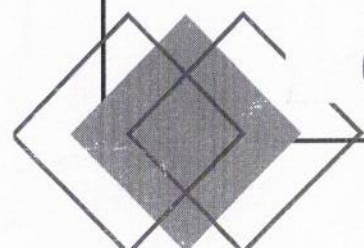
Bongyathi

COORDINATOR

.....

M. Jagadish

PRINCIPAL

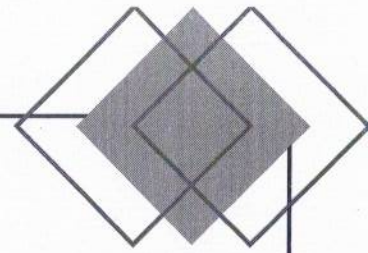




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CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY

S.P.M. Divya - Asst prof

Srinivasa Institute of Management Studies.

Participated in a six day "Outcome Based Education" Faculty
Development Program organized by Srinivasa Institute of Management
Studies Visakhapatnam from 25/11/2022 To 30/11/2022

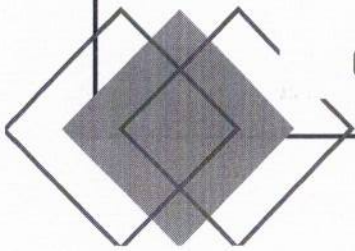
Banyathi

COORDINATOR

.....

H. Jalesin

PRINCIPAL

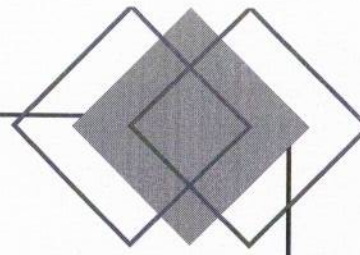




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CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY

Nelson Marey Panga Asst prof.

Srinivasa Institute of Management Studies (VSP)

Participated in a six day "Outcome Based Education" Faculty
Development Program organized by Srinivasa Institute of Management
Studies Visakhapatnam from 25/11/2022 To 30/11/2022

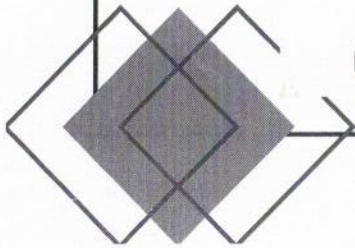
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COORDINATOR

.....

M. Jashin

PRINCIPAL

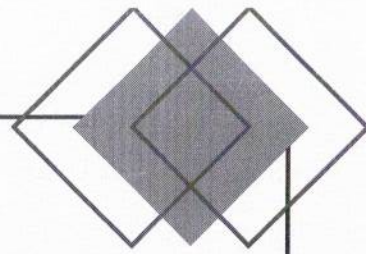




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P. Rajyalakshmi Asst prof

Srinivasa Institute of Management Studies (Vsp)

Participated in a six day "Outcome Based Education" Faculty
Development Program organized by Srinivasa Institute of Management
Studies Visakhapatnam from 25/11/2022 To 30/11/2022

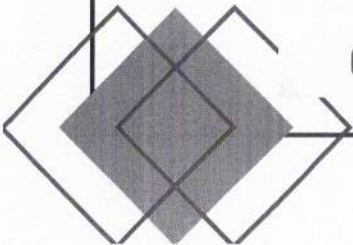
Banyathi

COORDINATOR

.....

M. Jashin

PRINCIPAL





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CERTIFICATE OF PARTICIPATION

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P.P.S Praveen - Asst. Professor

Srinivasa Institute of Management Studies (Vsp)

Participated in a six day "Outcome Based Education" Faculty
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Bangathi

COORDINATOR

M. Jalesh

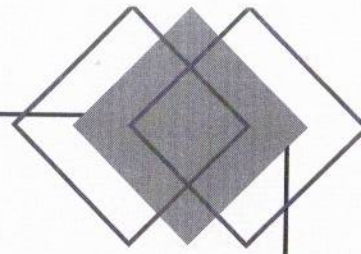
PRINCIPAL



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P. Santhi Sri Acet prof

Srinivasa Institute of Management Studies (Vsp)

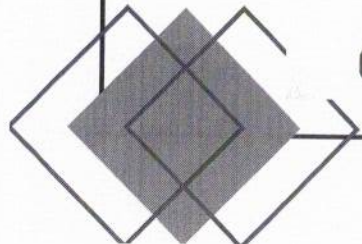
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Studies Visakhapatnam from 25/11/2022 To 30/11/2022

Bangathi

COORDINATOR

M. Jalesin

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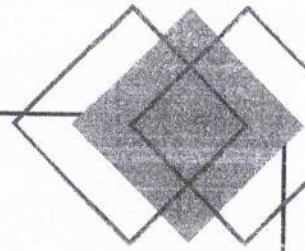
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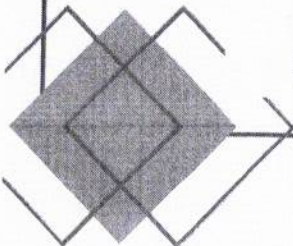
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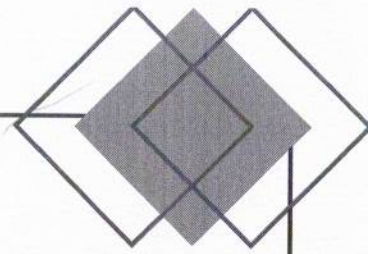




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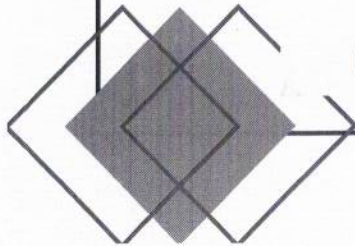
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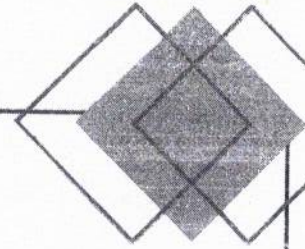




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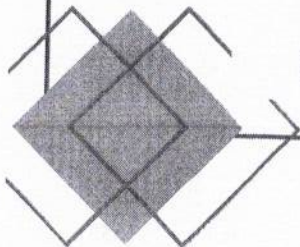
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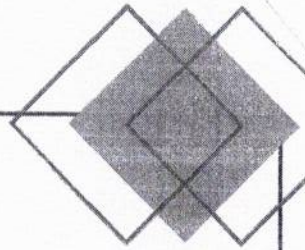
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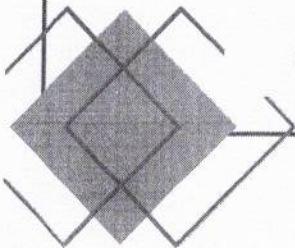
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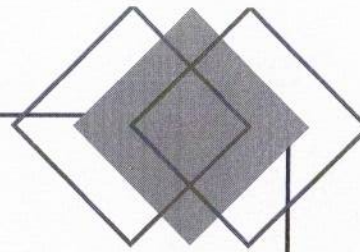




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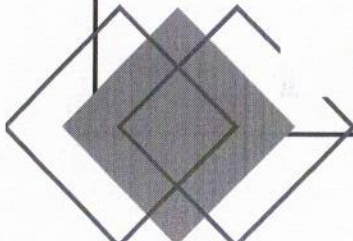
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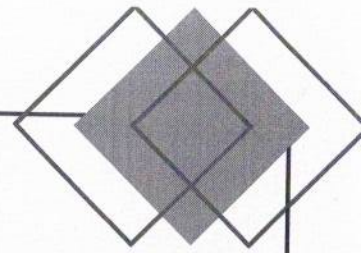
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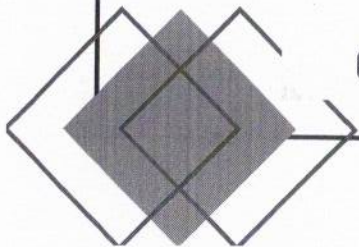
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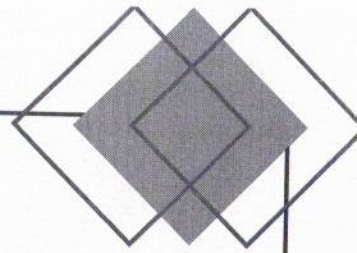
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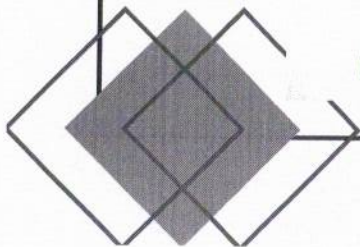
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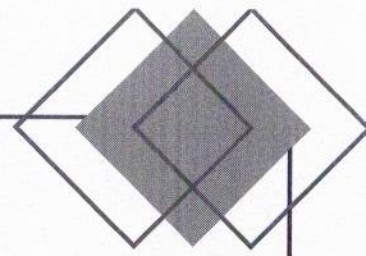
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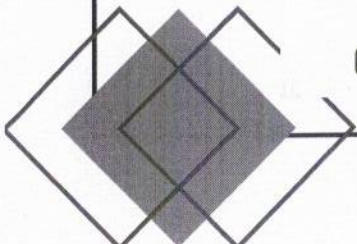
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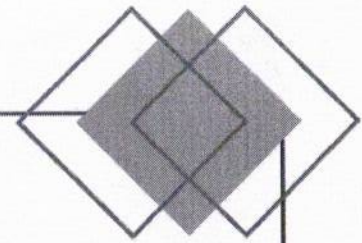
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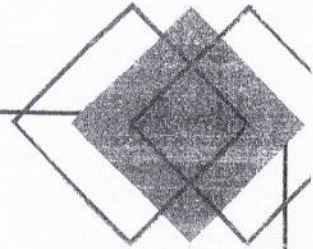
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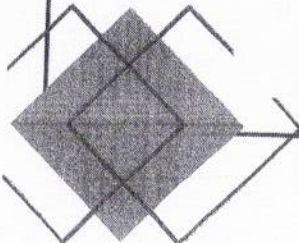
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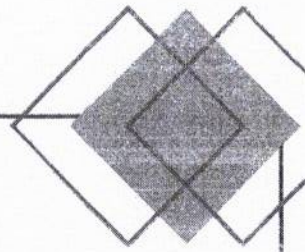
PRINCIPAL



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CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY

Dr Osman Bin Salam - Professor

Anwarul Uloom College of Business Management, Hyd

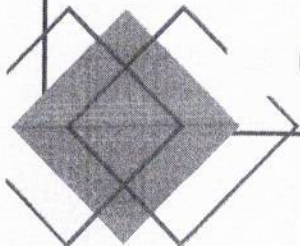
Participated in a six day "Outcome Based Education" Faculty
Development Program organized by Srinivasa Institute of Management
Studies Visakhapatnam from 25/11/2022 To 30/11/2022

Banyathi

COORDINATOR

H. Jalesiah

PRINCIPAL



Date:17.11.2022

CIRCULAR

All the staff members of SIMS are hereby informed that, a One-Day Administrative Training Program on “Optimizing Administrative capabilities with Software Solutions” is going to be organized by our college on 24/11/2022. All the non-teaching staff are requested to attend the programme without fail.

VENUE: Tutorial Room, SIMS

B. Myyathli
Coordinator






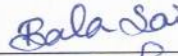
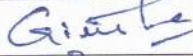


Mr. Jayaram
Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041

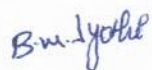
Circular to:

Signature of all HOD'S			TPO	OFFICE	LIBRARY
		<i>D. Uma Sundari</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
MBA	MCA	BBA			

List of Participants

Name of the Program: A One-Day Training Program on Optimizing Administrative Capabilities
with Software Solutions (24.11.2022)

S.No	Name of the Non-Teaching Staff	Signature
1	Y.RAJESH	
2	K.SRINIVAS	
3	U.SAI MAHINDRA PATRO	
4	K.BALA SAI	
5	P.GIRISHA	
6	B.UMA MAHESWAR	
7	P.V.R-MURTHY	



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.

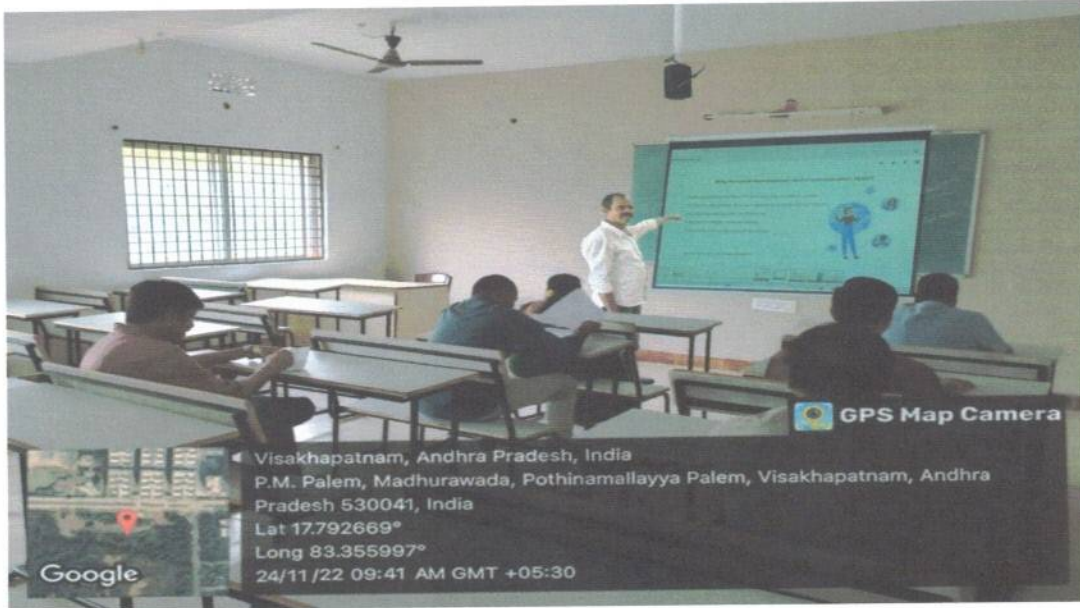
Conclusion:

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



Mr.K.Srinivas Addressing The Non-Teaching Staff

B. myyothu
Coordinator

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



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CERTIFICATE

OF PARTICIPATION



This is to certify that

Dr/Mrs/Ms/Mr. _____

Y. Ramesh

From _____

Srinivasa Institute of Management Studies.

Had participated in a

**A One-Day Administrative Training Program on "Optimizing Administrative Capabilities with Software Solutions Organized by" Organized by Srinivasa Institute of Management Studies
Visakhapatnam on Date - 24-11-2022**

B. m. Dyothu

COORDINATOR

G. Sudhakara

HOD

M. Jagadeesh

PRINCIPAL



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This is to certify that

Dr/Mrs/Ms/Mr. K. Srinivas

From Srinivasa Institute of Management Studies

Had participated in a

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Organized by Srinivasa Institute of Management Studies
Visakhapatnam on Date - 24-11-2022

B. S. Yothu

COORDINATOR

G. Sudhakar

HOD

M. Jagadeesh

PRINCIPAL



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This is to certify that

Dr/Mrs/Ms/Mr. U. Sui Mahendra Patra

From Srinivasa Institute of Management Studies

Had participated in a

**A One-Day Administrative Training Program on "Optimizing Administrative Capabilities with Software Solutions Organized by" Organized by Srinivasa Institute of Management Studies
Visakhapatnam on Date - 24-11-2022**

B. m. Jyothi

COORDINATOR

G. Sudhakar

HOD

M. Jayaram

PRINCIPAL



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This is to certify that

Dr/Mrs/Ms/Mr. K. Bala Sai

From Srinivasa Institute of Management Studies

Had participated in a

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Organized by Srinivasa Institute of Management Studies
Visakhapatnam on Date - 24-11-2022

B.m.jyothi

COORDINATOR

G. Sudhakar

HOD

M. Jayendra

PRINCIPAL



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This is to certify that

Dr/Mrs/MS/Mr. P. Girisha

From Srinivasa Institute of management Studies

Had participated in a

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Organized by Srinivasa Institute of Management Studies
Visakhapatnam on Date - 24-11-2022

B.M. Jyothi

COORDINATOR

G. Sudhakar

HOD

M. Jagadeesh

PRINCIPAL



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CERTIFICATE

OF PARTICIPATION



This is to certify that

Dr/Mrs/Ms/Mr. B. Uma maheswari

From Srinivasa Institute of Management Studies

Had participated in a

A One-Day Administrative Training Program on "Optimizing Administrative Capabilities with Software Solutions Organized by"

Organized by Srinivasa Institute of Management Studies

Visakhapatnam on Date - 24-11-2022

B. M. Jyothi

COORDINATOR

G. Swathikiran

HOD

M. Jagadeesh

PRINCIPAL