

**Date: 10/11/2021**

**CIRCULAR**

All the staff members of SIMS are hereby informed that, a **SIX DAY FACULTY DEVELOPMENT PROGRAMME ON “WELL BEING AND WORK LIFE BALANCE”** is going to be organized from 17/11/2021 to 22/11/2021. All the faculty members are requested to register themselves with **Mrs. D. Uma Sundari, Asst.Prof** and attend the programme without fail.

**VENUE: SEMINAR HALL , SIMS**

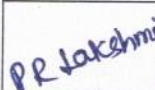
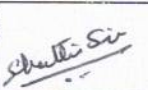
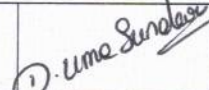


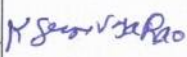
  
**Coordinator**



  
**Principal**

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

**Circular to:**

Signature of all HOD'S			TPO	OFFICE	LIBRARY
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# 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.



SRINIVASA INSTITUTE OF MANAGEMENT STUDIES  
(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

**FDP – SCHEDULE (2021-2022)**

S. No.	Date	Time	Session	Speaker
1	Nov 17,2021	2:00 PM - 4:00 PM	Introduction to Well-being and Work-Life balance	Dr. V. RADHADEVI
2	Nov 18,2021	2:00 PM - 4:00 PM	Coping Strategies for Stress Management	Dr V. RADHADEVI
3	Nov 19,2021	2:00 PM - 4:00 PM	Mindfulness Practices for Enhanced Well-being	Dr .V. RADHADEVI
4	Nov 20,2021	2:00 PM - 4:00 PM	Strategies for Effective Work and Personal Life Integration	Dr.Y.RAMKISHEN
5	Nov 21, 2021	2:00 PM - 4:00 PM	Developing Support Networks and Communities for Well-being	Dr.Y.RAMKISHEN
6	Nov 2,2021	2:00 PM - 4:00 PM	Assisting Participants in Creating Personalized Well-being Action Plans	Dr.Y.RAMKISHEN

  
Coordinator

  
Principal

Principal

Srinivasa Institute of Management Studies



**Dr.V.Radhadevi addressing the participants**



**Dr.Y.Ramkishan addressing the participants**

  
Coordinator

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

**List of Participants**

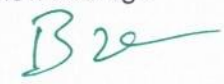
Name of the Programme: **SIX DAY FDP ON "WELL BEING AND WORK LIFE BALANCE"**  
(17/11/2021 TO 22/11/2021)

S.NO	Name of the Faculty	Name of the College	Designation	Date 17/11/21	Date 18/11/21	Date 19/11/21	Date 20/11/21	Date 21/11/21	Date 22/11/21	Feedback
1	Dr. B. U.Pendru Rao	SIMS, VSKP	Director	BR	BR	BR	BR	BR	BR	
2	S.P.M. Divyadas	SIMS, VSILP	Asst. Professor	Divya	Divya	Divya	Divya	Divya	Divya	
3	P. Nelson Mercy	SIMS, VSILP	Assoc. Professor	Nlsy	Nlsy	Nlsy	Nlsy	Nlsy	Nlsy	
4	P. Rajyalakshmi	SIMS, VSILP	Asst. Professor	Rajya	Rajya	Rajya	Rajya	Rajya	Rajya	
5	M.V.L. Suresh	SIMS, VSILP	Asst. Professor	Suresh	Suresh	Suresh	Suresh	Suresh	Suresh	
6	R. Santli Sri	SIMS, VSILP	Asst. Professor	Sant	Sant	Sant	Sant	Sant	Sant	
7	B. Jayalakshmi	SIMS, VSILP	Asst. Professor	Jayl	Jayl	Jayl	Jayl	Jayl	Jayl	
8	N. Kiran Kumari	SIMS, VSILP	Asst. Professor	N.K.K	N.K.K	N.K.K	N.K.K	N.K.K	N.K.K	
9	M.V.S. Ramalakshmi	SIMS, VSILP	Asst. Professor	RAMA	RAMA	RAMA	RAMA	RAMA	RAMA	
10	K. Ratna Reddy	SIMS, VSILP	Asst. Professor	Ratna Reddy	Ratna Reddy	Ratna Reddy	Ratna Reddy	Ratna Reddy	Ratna Reddy	
11	T. Kartheek Reddy	SIMS, VSILP	Asst. Professor	Kartheek	Kartheek	Kartheek	Kartheek	Kartheek	Kartheek	
12	M. Siva Ganesh	SIMS, VSILP	Asst. Professor	Siva	Siva	Siva	Siva	Siva	Siva	
13	L.B. Venkatalakshmi	SIMS, VSILP	Asst. Professor	Lak	Lak	Lak	Lak	Lak	Lak	
14	Dr. K. Sumithra	SIMS, VSILP	Asst. Professor	Sumithra	Sumithra	Sumithra	Sumithra	Sumithra	Sumithra	
15	Swathi	SIMS, VSILP	Asst. Professor	Swathi	Swathi	Swathi	Swathi	Swathi	Swathi	
16	R. Mary Priya	SIMS, VSILP	Asst. Professor	Mary	Mary	Mary	Mary	Mary	Mary	
17	V. Srujana	SIMS, VSILP	Asst. Professor	Srujana	Srujana	Srujana	Srujana	Srujana	Srujana	
18	A. Parvati	SIMS, VSILP	Asst. Professor	Parvati	Parvati	Parvati	Parvati	Parvati	Parvati	
19	D. Soundharyashilpa	SIMS, VSILP	Asst. Professor	Sound	Sound	Sound	Sound	Sound	Sound	
20	K.S. Bhargavaj	SIMS, VSILP	Asst. Professor	Bhargavaj	Bhargavaj	Bhargavaj	Bhargavaj	Bhargavaj	Bhargavaj	
21	M.S. Suchithra	SIMS, VSILP	Asst. Professor	Suchithra	Suchithra	Suchithra	Suchithra	Suchithra	Suchithra	
22	K.N. Manju	SIMS, VSILP	Asst. Professor	Manju	Manju	Manju	Manju	Manju	Manju	
23	K. Rajani Priya	SIMS, VSILP	Asst. Professor	Rajani	Rajani	Rajani	Rajani	Rajani	Rajani	
24	D. Uma Sundari	SIMS, VSILP	Asst. Professor	Uma	Uma	Uma	Uma	Uma	Uma	
25	B. Sravanikanari	SIMS, VSILP	Asst. Professor	Sravan	Sravan	Sravan	Sravan	Sravan	Sravan	
26	G.S.R. Kalyani	CRREW ELURU	Lecturer	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	

S.NO	Name of the Faculty	Name of the College	Designation	Date	Date	Date	Date	Date	Date	Feedback
				17/11/21	18/11/21	19/11/21	20/11/21	21/11/21	22/11/21	
27	Y. Swathi	CRREW-ELURU	Lecturer	Swathi	Swathi	Swathi	Swathi	Swathi	Swathi	
28	T.N.D. Ranya	CRREW-ELURU	Lecturer	Ranya	Ranya	Ranya	Ranya	Ranya	Ranya	
29	A. Hema Sri	CARCW-ELURU	Lecturer	Hema	Hema	Hema	Hema	Hema	Hema	
30	M. Rama Sailaja	CRREW-ELURU	Lecturer	Rama	Rama	Rama	Rama	Rama	Rama	
31	S. Ravi Kiran	SAMATA, VSKP	Asst. Professor	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	
32	Y. Anitha	SAMATA, VSKP	Asst. Professor	Anitha	Anitha	Anitha	Anitha	Anitha	Anitha	
33	T.V.S. Prasad	SAMATA, VSKP	Asst. Professor	Prasad	Prasad	Prasad	Prasad	Prasad	Prasad	
34	Dr. Hanu Hare Raju	SAMATA, VSKP	Assoc. Professor	Hari	Hari	Hari	Hari	Hari	Hari	
35	Saba Fatima	AUCM, HYD	Asst. Professor	Saba	Saba	Saba	Saba	Saba	Saba	
36	Dr. Osman Bin Salam	AUCM, HYD	Professor	Osman	Osman	Osman	Osman	Osman	Osman	
37	M. A. Hyder Khan	AUCM, HYD	Asst. Professor	M.A. Hyder	M.A. Hyder	M.A. Hyder	M.A. Hyder	M.A. Hyder	M.A. Hyder	
38	B. Soujanya	IDEAL, KKD	Asst. Professor	Soujanya	Soujanya	Soujanya	Soujanya	Soujanya	Soujanya	
39	K. Lakshmi Babu	IDEAL, KKD	Asst. Professor	Lakshmi	Lakshmi	Lakshmi	Lakshmi	Lakshmi	Lakshmi	
40	V. Kama Raju	IDEAL, KKD	Asst. Professor	V. Kama	V. Kama	V. Kama	V. Kama	V. Kama	V. Kama	
41	Dr. P. Vasavi	IDEAL, KKD	Associate Professor	P. Vasavi	P. Vasavi	P. Vasavi	P. Vasavi	P. Vasavi	P. Vasavi	
42	K. Mohan Kumar	IDEAL, KKD	Asst. Professor	Mohan	Mohan	Mohan	Mohan	Mohan	Mohan	

Feedback: A-Excellent B-Very good C-Good D-Average E-Below Average

  
Coordinator

  
Principal

Principal  
Srinivasa Institute of Management Studies



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

**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

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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



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# CERTIFICATE

## OF PARTICIPATION

This is to certify that,

Dr. B. Upendra Rao - Director

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in a six day faculty development  
organized by Srinivasa Institute of Management Studies  
Visakhapatnam on "Well- Being and Work- Life Balance" from  
17/11/2021 To 22/11/2021

COORDINATOR

PRINCIPAL



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## OF PARTICIPATION

This is to certify that,

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

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in a six day faculty development  
organized by Srinivasa Institute of Management Studies  
Visakhapatnam on "Well- Being and Work- Life Balance" from  
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COORDINATOR

PRINCIPAL



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# CERTIFICATE OF PARTICIPATION

This is to certify that,

P. Nelson Mercy - Associate Professor

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in a six day faculty development  
organized by Srinivasa Institute of Management Studies  
Visakhapatnam on "Well- Being and Work- Life Balance" from  
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# CERTIFICATE OF PARTICIPATION

This is to certify that,

P. Rajyalakshmi - Asst. Professor

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in a six day faculty development  
organized by Srinivasa Institute of Management Studies  
Visakhapatnam on "Well- Being and Work- Life Balance" from  
17/11/2021 To 22/11/2021

COORDINATOR

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# CERTIFICATE

## OF PARTICIPATION

This is to certify that,

MVL Suresh - Asst. Professor

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in a six day faculty development  
organized by Srinivasa Institute of Management Studies  
Visakhapatnam on "Well- Being and Work- Life Balance" from  
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COORDINATOR

PRINCIPAL

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6	M.V.L. Suresh	Assistant Professor	A Six Day Faculty Development Programme On "Well Being and Work Life Balance"	17.11.2021 To 22.11.2021
7	R. Santhi Sri	Assistant Professor	A Six Day Faculty Development Programme On "Well Being and Work Life Balance"	17.11.2021 To 22.11.2021
8	B.Jayalakshmi Durga	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021

9	N. Kiran Kumari	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
10	M.V.S.Rama lakshmi	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
11	B.Sravani Kumari	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
12	T. Kartheekreddy	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
13	M. Siva Ganesh	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
14	L.B.Venkata lakshmi	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
15	Dr.K.Sumitra	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
16	Swathi	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
17	R. Mary Priya	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
18	V.Srujana	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021

19	K.Ratna Reddy	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
20	A.Pavani	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
21	K.S.Bharadwaj	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
22	MS Suchitra	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
23	K. N. Manju	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
24	K.Rajani Priya	Assistant Professor	A Six Day Faculty Development Programme On "Well Being And Work Life Balance"	17.11.2021 To 22.11.2021
25	D. Uma Sundari	Assistant Professor	A Six Day Faculty Development Programme 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 Record keeping and Documentation	23.11.2021
30	P.Girisha	Comp. Operator	A One-Day Training Program on Record keeping and Documentation	23.11.2021
31	B.Uma maheswar	Jr.Asst.	A One-Day Training Program on Record keeping and Documentation	23.11.2021
32	P.V.R. Murthy	Coordinator – admissions	A One-Day Training Program on Record keeping and Documentation	23.11.2021

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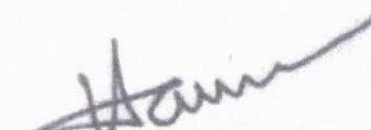
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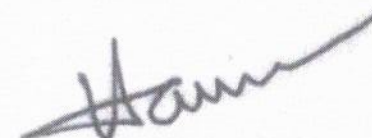
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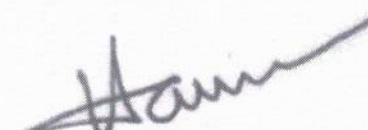
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# **CERTIFICATE**

## **OF PARTICIPATION**

This is to certify that,

**K. Naresh Kumar Babu**

**Assistant Professor**

**of Ideal College of Arts & Sciences(A), Kakinada**

Participated in a six day faculty development  
organized by Srinivasa Institute of Management Studies  
Visakhapatnam on "Well- Being and Work- Life Balance" from  
17/11/2021 To 22/11/2021

**COORDINATOR**

**PRINCIPAL**



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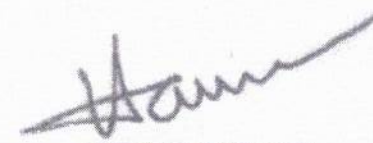
**V.Kamaraju**

**Assistant Professor**

**of Ideal College of Arts & Sciences(A), Kakinada**

Participated in a six day faculty development  
organized by Srinivasa Institute of Management Studies  
Visakhapatnam on "Well- Being and Work- Life Balance" from  
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## **OF PARTICIPATION**

This is to certify that,

**Dr.P. Vasavi**

**Associate Professor**

**of Ideal College of Arts & Sciences(A), Kakinada**

Participated in a six day faculty development  
organized by Srinivasa Institute of Management Studies  
Visakhapatnam on “Well- Being and Work- Life Balance” from  
17/11/2021 To 22/11/2021

**COORDINATOR**

**PRINCIPAL**



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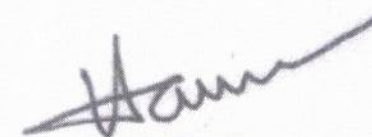
**K. Mohan Kumar**

**Assistant Professor**

**of Ideal College of Arts & Sciences(A), Kakinada**

Participated in a six day faculty development  
organized by Srinivasa Institute of Management Studies  
Visakhapatnam on “Well- Being and Work- Life Balance” from  
17/11/2021 To 22/11/2021

  
**COORDINATOR**

  
**PRINCIPAL**


Date:18/11/2021

**CIRCULAR**

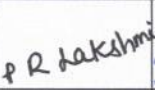





All the staff members of SIMS are hereby informed that, a One-Day Administrative Training Program on “**Communication and Personality Development**” is going to be organized by our college on 23/11/2021. All the non-teaching staff are requested to attend the programme without fail.

VENUE: Tutorial Room, SIMS

  
 Coordinator


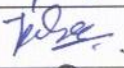

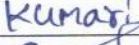


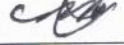
  
**Principal**  
 Srinivasa Institute of Management Studies  
 P.M. Palem, Madhurawada,  
 Visakhapatnam - 530041

Circular to:

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

List of Participants

Name of the Program: A One-Day Training Program on Communications and Personality  
Development (23/11/2021)

S.No	Name of the Non-Teaching Staff	Signature
1	Y.RAJESH	
2	K.SRINIVAS	
3	K.SRINIVAS	
4	G.KUMARI	
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: 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



**Dr.V. Sai Prasanth Addressing the non-teaching Staff**



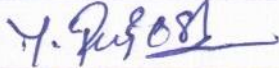

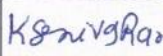
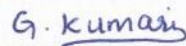
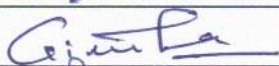
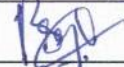
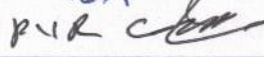
**Coordinator**



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

List of Participants

**Name of the Programme: A One-Day Training Program on Communications and Personality Development**

S.No	Name of the Committee	Signature
1	Y.RAJESH	
2	K.SRINIVAS	
3	K.SRINIVAS	
4	G.KUMARI	
5	P.GIRISHA	
6	B.UMA MAHESWAR	
7	P.V.R MURTHY	

  
Coordinator

  
Principal

Principal  
Srinivasa Institute of Management Studies  
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Visakhapatnam - 530041



# CERTIFICATE

*of Participation*

This is to Certify that

Mr/Mrs/Ms. Y. Rajesh

From Srinivasa Institute of Management Studies

Has participated in  
**A One-Day Administrative Training Program on "Communication and Personality Development"**  
**Organized by Srinivasa Institute of Management Studies**  
**Visakhapatnam on Date - 23-11-2021**

*Karthik*  
Coordinator

P. R. Lakshmi  
HOD

*B. B.*  
Principal

# CERTIFICATE

*of Participation*

This is to Certify that

Mr/Mrs/Ms. K. Srinivas

From Srinivas Institute of Management Studies

**Has participated in**

**A One-Day Administrative Training Program on "Communication and Personality Development"**

**Organized by Srinivasa Institute of Management Studies**

**Visakhapatnam on Date - 23-11-2021**

*Karthik*  
Coordinator

P. R. Lakshmi  
HOD

*B. V.*  
Principal

# CERTIFICATE

*of Participation*

This is to Certify that

Mr/Mrs/Ms. K. Srinivas

From Srinivasa Institute of Management Studies

**Has participated in**

**A One-Day Administrative Training Program on "Communication and Personality Development"**

**Organized by Srinivasa Institute of Management Studies**

**Visakhapatnam on Date - 23-11-2021**

*Karthik*  
Coordinator

P. R. Lakshmi  
HOD

*Bv*  
Principal



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*of Participation*

This is to Certify that

Mr/Mrs/Ms.

Gr. Kumari

From Srinivasa Institute of Management Studies

Has participated in

**A One-Day Administrative Training Program on "Communication and Personality Development"**

**Organized by Srinivasa Institute of Management Studies**

**Visakhapatnam on Date - 23-11-2021**

*Karthik*  
Coordinator

P. R. Lakshmi  
HOD

*Bv*  
Principal



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This is to Certify that

Mr/Mrs/Ms. P. Girisha

From Srinivasa Institute of Management Studies

Has participated in

**A One-Day Administrative Training Program on "Communication and Personality Development"**

**Organized by Srinivasa Institute of Management Studies**

**Visakhapatnam on Date - 23-11-2021**

*Karthik*  
Coordinator

P. R. Lakshmi  
HOD

*B V*  
Principal

# CERTIFICATE

*of Participation*

This is to Certify that

Mr/Mrs/Ms. B. Uma Maheshwar

From Srinivasa Institute of Management Studies

**Has participated in  
A One-Day Administrative Training Program on "Communication and Personality Development"  
Organized by Srinivasa Institute of Management Studies  
Visakhapatnam on Date - 23-11-2021**

*Karthik*  
Coordinator

P. R. Lakshmi  
HOD

*B 20*  
Principal

# CERTIFICATE

*of Participation*

This is to Certify that

Mr/Mrs/Ms. P. V. R. Murthy

From Srinivasa Institute of Management Studies

Has participated in

**A One-Day Administrative Training Program on "Communication and Personality Development"**

**Organized by Srinivasa Institute of Management Studies**

**Visakhapatnam on Date - 23-11-2021**

*Karthik*  
Coordinator

P. R. Lakshmi  
HOD

*Bv*  
Principal