

Date:03/12/2020

**CIRCULAR**

All the staff members of SIMS are hereby informed that, a **SIX DAY FACULTY DEVELOPMENT PROGRAMME ON "RESEARCH METHODS AND RESEARCH DESIGN"** is going to be organized from **10/12/2020 to 15/12/2020**. All the faculty members are requested to register themselves with **Swathi, Asst.Prof** and attend the programme without fail.

**VENUE: SEMINAR HALL, SIMS**

*Karthik*  
Coordinator



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

Circular to:

Signature of all HOD'S			TPO	OFFICE	LIBRARY
<i>PR Lakshmi</i> MBA	<i>Senthihi</i> MCA	<i>Uma Sundar</i> BBA	<i>[Signature]</i>	<i>Y. Ripes</i>	<i>K. Srinivasa Rao</i>

# 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.



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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



**FDP –SCHEDULE (2020-2021)**  
**(10/12/2020-15/12/2020)**

S.No	Date	Time	Session	Speaker
1	Dec 10, 2020	2:00 PM - 4:00 PM	Introduction to Research Methodologies in Educational Contexts	Mr.U.V Chandrasekhar
2	Dec 11, 2020	2:00 PM - 4:00 PM	Crafting Robust Research Designs for Educational Research Questions	Mr.U.V Chandrasekhar
3	Dec 12,2020	2:00 PM - 4:00 PM	Ethical Guidelines in Educational Research	Mr.U.V Chandrasekhar
4	Dec 13, 2020	2:00 PM - 4:00 PM	Hands-on Experience in Data Collection and Analysis Techniques	Dr. M.Sindhu
5	Dec 14,2020	2:00 PM - 4:00 PM	Interpreting and Communicating Research Findings to Stakeholders	Dr. M.Sindhu
6	Dec 15, 2023	2:00 PM - 4:00 PM	Designing and Proposing Educational Research Projects	Dr. M.Sindhu

*Karthik*  
Coordinator

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



**U.V.Chandrasekhar addressing the participants**



**Dr.M.Sindhu addressing the participants**

*Kalithik*  
Coordinator

*Hamm*  
Principal

List of Participants

Name of the Programme: **SIX DAY FDP ON RESEARCH METHODS AND RESEARCH DESIGN**  
(10/12/2020-15/12/2020)

S.No	Name of the Faculty	Name of the College	Designation	Date	Date	Date	Date	Date	Date	Feedback
				10/12/20	11/12/20	12/12/20	13/12/20	14/12/20	15/12/20	
1	Dr. SK. Hanifuddin	SIMS USKP	DIRECTOR	Am	Am	Am	Am	Am	Am	
2	S.P.M. Divya Devi	SIMS USKP	Asst. Prof	Divya	Divya	Divya	Divya	Divya	Divya	
3	K.N. Ranjan	SIMS USKP	Asst. Prof	manya	manya	manya	manya	manya	manya	
4	Mr. Nelson Remy	SIMS USKP	Associate Prof	Nelson	Nelson	Nelson	Nelson	Nelson	Nelson	
5	P. Rajya Lakshmi	SIMS USKP	Asst. Prof	Rajya	Rajya	Rajya	Rajya	Rajya	Rajya	
6	M.V.S. Rama Lakshmi	SIMS USKP	Asst. Prof	Rama Lakshmi	Rama Lakshmi	Rama Lakshmi	Rama Lakshmi	Rama Lakshmi	Rama Lakshmi	
7	Mr. R. Sankarthy	SIMS USKP	Asst. Prof	Sankarthy	Sankarthy	Sankarthy	Sankarthy	Sankarthy	Sankarthy	
8	B. Jayalakshmi Devi	SIMS USKP	Asst. Prof	Jaya	Jaya	Jaya	Jaya	Jaya	Jaya	
9	V. Anuradha	SIMS USKP	Asst. Prof	Anuradha	Anuradha	Anuradha	Anuradha	Anuradha	Anuradha	
10	CH. Smitha	SIMS USKP	Asst. Prof	Smitha	Smitha	Smitha	Smitha	Smitha	Smitha	
11	B. Manika Chaudhary	SIMS USKP	Asst. Prof	Manika	Manika	Manika	Manika	Manika	Manika	
12	T. Kartik Reddy	SIMS USKP	Asst. Prof	T.K.Reddy	T.K.Reddy	T.K.Reddy	T.K.Reddy	T.K.Reddy	T.K.Reddy	
13	M. Siva Ganesh	SIMS USKP	Asst. Prof	M. Sivaganes	Sivaganes	Sivaganes	Sivaganes	Sivaganes	Sivaganes	
14	Pal Balakrishna Lakshmi	SIMS USKP	Asst. Prof	Palakrishna Lakshmi	Palakrishna Lakshmi	Palakrishna Lakshmi	Palakrishna Lakshmi	Palakrishna Lakshmi	Palakrishna Lakshmi	
15	B.M. Jyothi	SIMS USKP	Asst. Prof	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	
16	P. Swathi	SIMS USKP	Asst. Prof	Swathi	Swathi	Swathi	Swathi	Swathi	Swathi	
17	Ms. R. Mary	SIMS USKP	Asst. Prof	Mary	Mary	Mary	Mary	Mary	Mary	
18	V. Srujana	SIMS USKP	Asst. Prof	Srujana	Srujana	Srujana	Srujana	Srujana	Srujana	
19	Dr. K. Sumitra	SIMS USKP	Asst. Prof	Sumitra	Sumitra	Sumitra	Sumitra	Sumitra	Sumitra	
20	B. Pavan Kumar	SIMS USKP	Asst. Prof	Pavan	Pavan	Pavan	Pavan	Pavan	Pavan	

S.NO	Name of the Faculty	Name of the College	Designation	Date 10/12/20	Date 11/12/20	Date 12/12/20	Date 13/12/20	Date 14/12/20	Date 15/12/20	Feedback
21	A. Pavani	SIMS. VSKP	Asst. Prof	Pavani	Pavani	Pavani	Pavani	Pavani	Pavani	
22	K. Rajini Priya	SIMS. VSKP	Asst Prof							
23	D. Uma Sundari	SIMS. VSKP	Asst Prof	Uma	Uma	Uma	Uma	Uma	Uma	
24	B.S. Ravani Kuma	SIMS. VSKP	Asst Prof	Shraw	Shraw	Shraw	Shraw	Shraw	Shraw	
25	K.S. Bhadrachari	SIMS. VSKP	Asst Prof	Shraw	Shraw	Shraw	Shraw	Shraw	Shraw	
26	H. Rangy Sree	SIMS VSKP	Asst Prof	Rangya	Rangya	Rangya	Rangya	Rangya	Rangya	
27	Mahammad Niaz Medi	AUCL Hyd	Associate Prof	MD. Niaz	MD. Niaz	MD. Niaz	MD. Niaz	MD. Niaz	MD. Niaz	
28	Dr. Norma Bin Saleem	AUCL Hyd	Professor	Norma	Norma	Norma	Norma	Norma	Norma	
29	Dr. Md Aizaz Khan	AUCL Hyd	Associate Prof	Aizaz	Aizaz	Aizaz	Aizaz	Aizaz	Aizaz	very good
30	B. Eshwari	CRRCW Eluru	lecturer	Eshwari	Eshwari	Eshwari	Eshwari	Eshwari	Eshwari	
31	S. Anuradha	CRRCW Eluru	Lecturer	S. Anuradha	S. Anuradha	S. Anuradha	S. Anuradha	S. Anuradha	S. Anuradha	
32	Dr. Ch. Sushra	CRRCW Eluru	Lecturer	Sushra	Sushra	Sushra	Sushra	Sushra	Sushra	
33	K.V.V. Srinivasa	CRRCW Eluru	Lecturer	K.V.V.	K.V.V.	K.V.V.	K.V.V.	K.V.V.	K.V.V.	
34	Dr. D.V. Prudhina	CRRCW Eluru	Lecturer	D. Prudhina	D. Prudhina	D. Prudhina	D. Prudhina	D. Prudhina	D. Prudhina	
35	Dr. G. Stephen Raju	IDEAL KKD	Asst. Prof	G. Stephen	G. Stephen	G. Stephen	G. Stephen	G. Stephen	G. Stephen	
36	Dr. S. Vithayal Raju	IDEAL KKD	Asst Prof	S. Vithayal	S. Vithayal	S. Vithayal	S. Vithayal	S. Vithayal	S. Vithayal	
37	Dr. Naveen Krishna	IDEAL KKD	Asst Prof	Naveen	Naveen	Naveen	Naveen	Naveen	Naveen	
38	Mr. Pavani Kuma	IDEAL KKD	Asst Prof	Pavani	Pavani	Pavani	Pavani	Pavani	Pavani	
39	V. Keema Raju	IDEAL KKD	Asst Prof	V. Keema	V. Keema	V. Keema	V. Keema	V. Keema	V. Keema	
40	Mr. P. Aruna	Sumata VSKP	Asst Prof	Aruna	Aruna	Aruna	Aruna	Aruna	Aruna	





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**

*Karthik*  
Coordinator

*Ham*  
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  
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# CERTIFICATE

OF PARTICIPATION

This is to Certify

Dr. S.K. Haniebuddin, Director

Srinivasa Institute of Management Studies, Visakhapatnam,

Participated in a six day "Research Methods and Research

Design" faculty development program organized by

Srinivasa Institute of Management Studies Visakhapatnam

from 10/12/2020 To 15/12/2020

*Karthik*  
COORDINATOR

*Han*  
PRINCIPAL



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

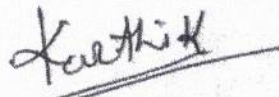
Srinivasa Institute of Management Studies Visakhapatnam.

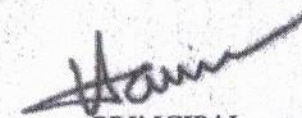
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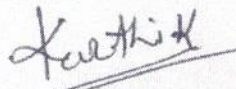
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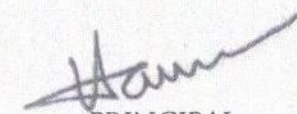
This is to Certify

K. N. Manju - Asst Professor

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in a six day "Research Methods and Research Design" faculty development program organized by Srinivasa Institute of Management Studies Visakhapatnam from 10/12/2020 To 15/12/2020

  
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Mr. Nelson Mercy Panga, Associate Professor

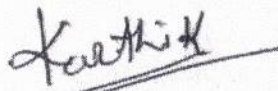
Srinivasa Institute of Management Studies Visakhapatnam.

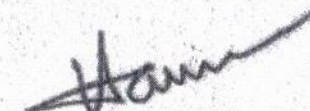
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OF PARTICIPATION

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P. Rajyalaxmi, Asst. Professor

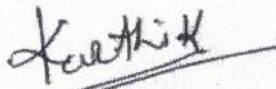
Srinivasa Institute of Management Studies, Visakhapatnam

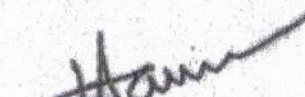
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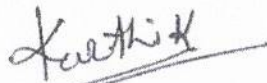
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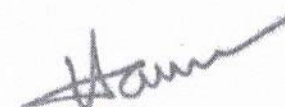
This is to Certify

M.V.S. Rama Lakshmi - Asst Professor

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in a six day "Research Methods and Research Design" faculty development program organized by Srinivasa Institute of Management Studies Visakhapatnam from 10/12/2020 To 15/12/2020

  
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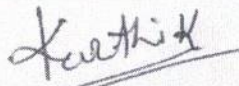
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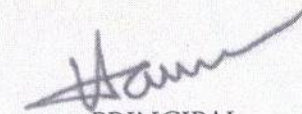
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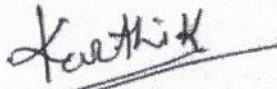
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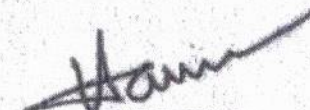
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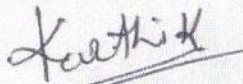
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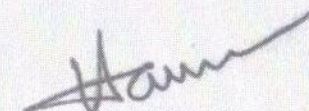
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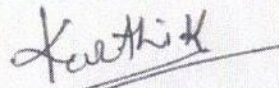
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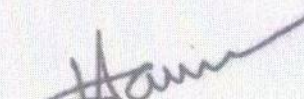
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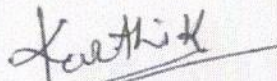
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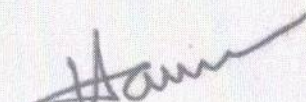
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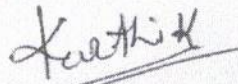
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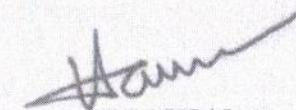
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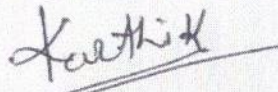
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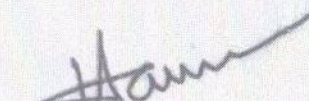
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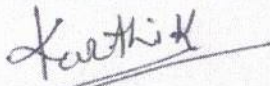
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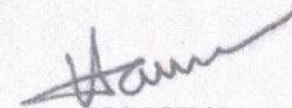
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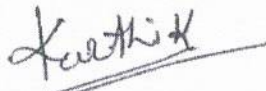
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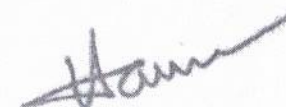
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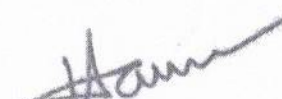
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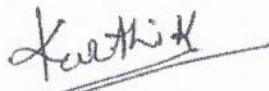
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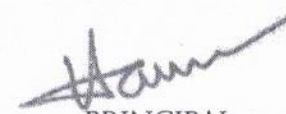
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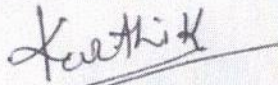
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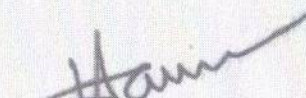
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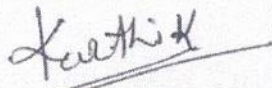
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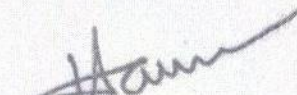
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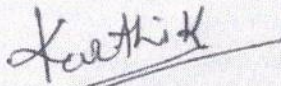
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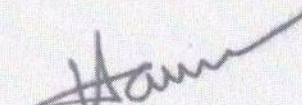
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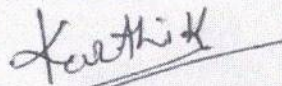
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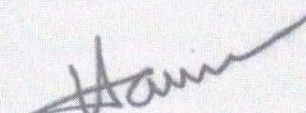
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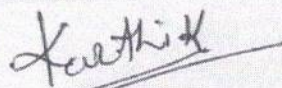
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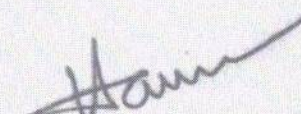
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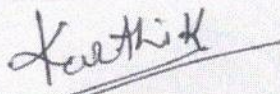
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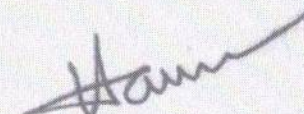
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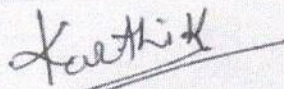
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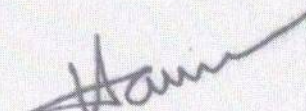
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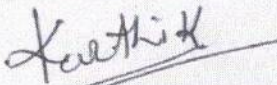
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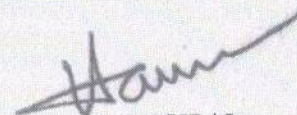
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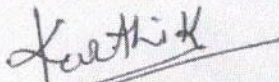
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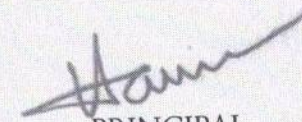
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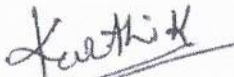
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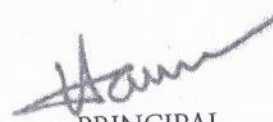
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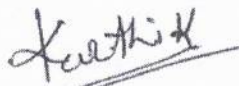
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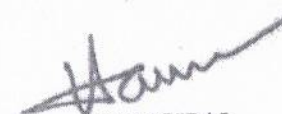
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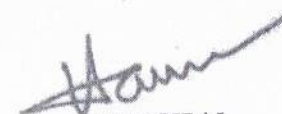
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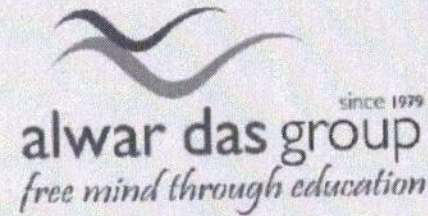
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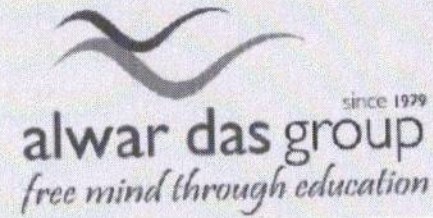
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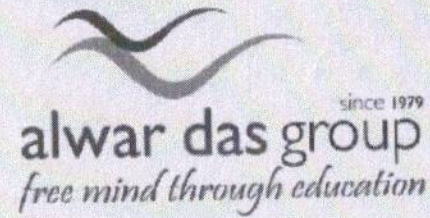
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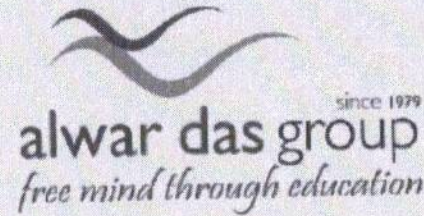
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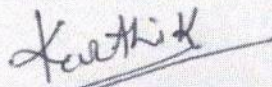
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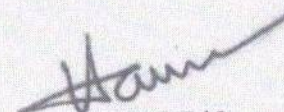
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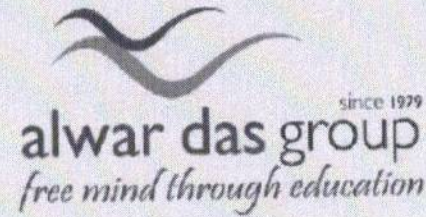
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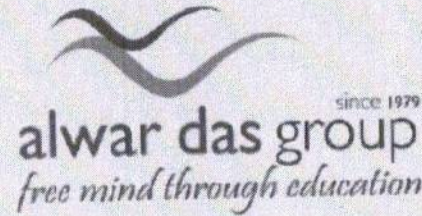
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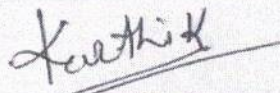
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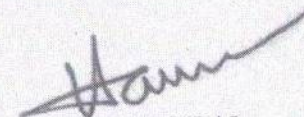
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Mrs. P. Aruna, Asst. Professor

Samata Degree College, Visakhapatnam

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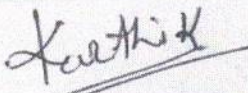
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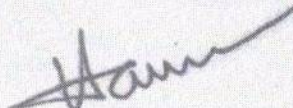
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Mrs. K. Ramya Priya, Asst Professor

Samata Degree College, Visakhapatnam

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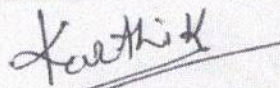
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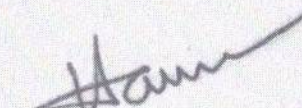
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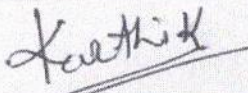
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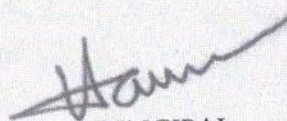
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Mrs. K. Devika, Asst. Professor

Samata Degree college, Vizachapatnam

Participated in a six day "Research Methods and Research Design" faculty development program organized by Srinivasa Institute of Management Studies Visakhapatnam from 10/12/2020 To 15/12/2020

  
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Kaathik  
COORDINATOR

Han  
PRINCIPAL



Date: 11/12/2020

**CIRCULAR**

All the staff members of SIMS are hereby informed that, a One-Day Administrative Training Program on “Financial Management, Accounting, Tally and Book Keeping” is going to be organized by our college on 16/12/2020. All the non-teaching staff are requested to attend the programme without fail.

VENUE: Tutorial Room, SIMS

*Karthik*  
Coordinator



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

Circular to:

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



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### List of Participants

Name of the Program: A One-Day Training Program on Financial Management,  
Accounting, Tally and Book Keeping (16.12.2020)

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: 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:**

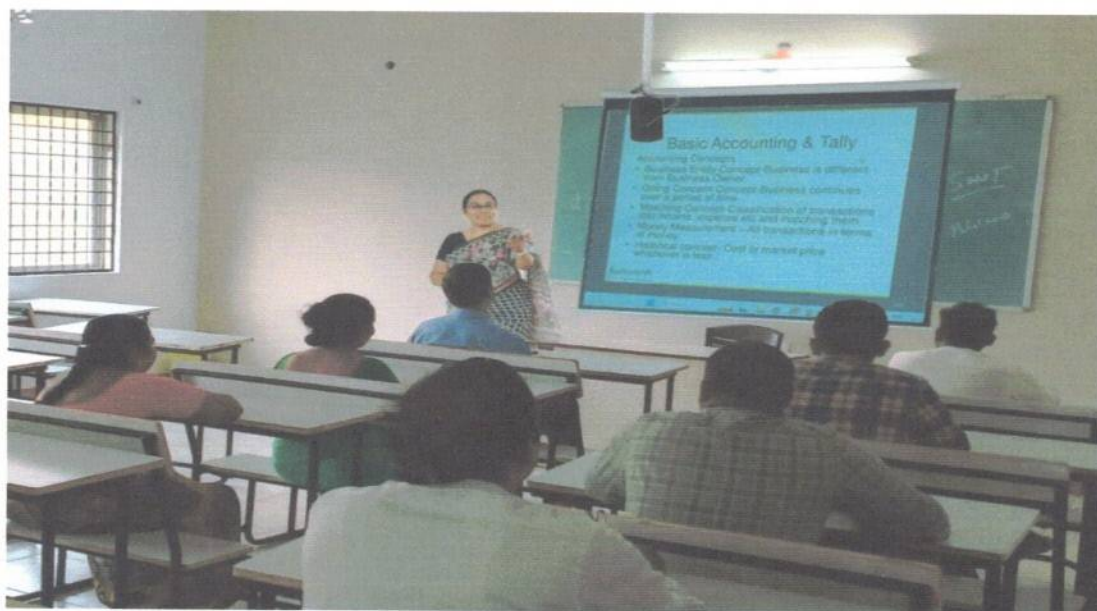
The program effectively equipped attendees with essential financial skills, enhancing proficiency and confidence in tasks. Compliance with regulations and accurate record-keeping were emphasized, fostering organizational effectiveness. The program's focus on efficiency and informed decision-making contributes 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**



**Mrs.K.Rajani Priya addressing the non-teaching staff**

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*Hann*  
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Coordinator

*P.R. Lakshmi*  
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Coordinator

P. R. Lakshmi  
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