

Date:11/12/2019


CIRCULAR

All the staff members of SIMS are hereby informed that, **A SIX DAY TRAINING PROGRAMME ON "COMMUNICATION AND PRESENTATION SKILLS"** is going to be organized from **18/12/2019 to 23/12/2019**. All the faculty members are requested to register themselves with **V. Anuradha, Asst. Professor** and attend the programme without fail

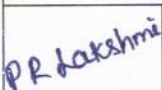
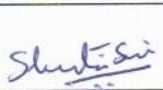
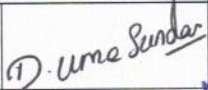
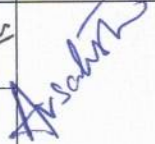


VENUE: SEMINAR HALL, SIMS


Coordinator




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

Circular to:

Signature of all HOD'S			TPO	OFFICE	LIBRARY
 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

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

Objectives of the FDP

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



SRINIVASA INSTITUTE OF MANAGEMENT STUDIES
Affiliated to Andhra University & Approved by AICTE, Govt. of India
www.simsvizag.com

Dec 18th to Dec 23rd, 2019



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

SRINIVASA INSTITUTE OF MANAGEMENT STUDIES
(Approved by AICTE, Govt. of India and Affiliated to Andhra University)

PM Palem, Madhurawada, Visakhapatnam 530041

CHIEF PATRONS

Dr. S.P. RAVINDRA
(CHAIRMAN & CORRESPONDENT)

Mr. SURYA TEJA MUTYAM
EXECUTIVE DIRECTOR

PATRON
Dr. SHAIK HANIFUDDIN
(Director)

COORDINATOR
N. ANITHA
(Assistant Professor)

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

Dr. V. Sai Prasanth
Associate Professor

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

ADDRESS FOR COMMUNICATION

Mr. G. SURESH
hunnysuresh9@gmail.com

REGISTRATION DETAILS

V. Anuradha
+91 93816 83799

Venue
Seminar Hall, SIMS

Near Cricket Stadium.
Madhurawada, Visakhapatnam -
5300041

LAST DATE FOR REGISTRATION

10th Dec 2019

Registration Fee:

Rs. 600/-

REGISTRATION FORM

FACULTY DEVELOPMENT PROGRAM
on

"COMMUNICATION AND
PRESENTATION SKILLS"

Name: Mr./Ms.: _____

Redg. no: _____

Department: _____

Organization: _____

Address: _____

Pin: _____

Phone: _____

Fax: _____

E-mail: _____

Signature of
Head of the Institution
(With the Official Seal)

Signature of the Participant

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



FDP – SCHEDULE (2019-2020)
(18/12/2020-23/12/2020)

S.No.	DATE	TIME	SESSION	SPEAKER
1	Dec 18, 2019	2:00 PM - 4:00 PM	Introduction and Overview of Verbal Communication Skills Improvement	Dr. M.V.Murali Krishna
2	Dec 19, 2019	2:00 PM - 4:00 PM	Polishing Presentation Skills with Effective Use of Visuals	Dr. M.V.Murali Krishna
3	Dec 20, 2019	2:00 PM - 4:00 PM	Tailoring Communication Styles for Diverse Audiences	Dr. M.V.Murali Krishna
4	Dec 21, 2019	2:00 PM - 4:00 PM	Utilizing Non-Verbal Communication Cues for Enhanced Effectiveness	Dr. V.SAI PRASANTH
5	Dec 22, 2019	2:00 PM - 4:00 PM	Exploring and Integrating Technology Tools for Communication Enhancement	Dr. V.SAI PRASANTH
6	Dec 23, 2019	2:00 PM - 4:00 PM	Cultivating an Environment for Constructive Feedback on Communication and Presentation Skills	Dr. V.SAI PRASANTH

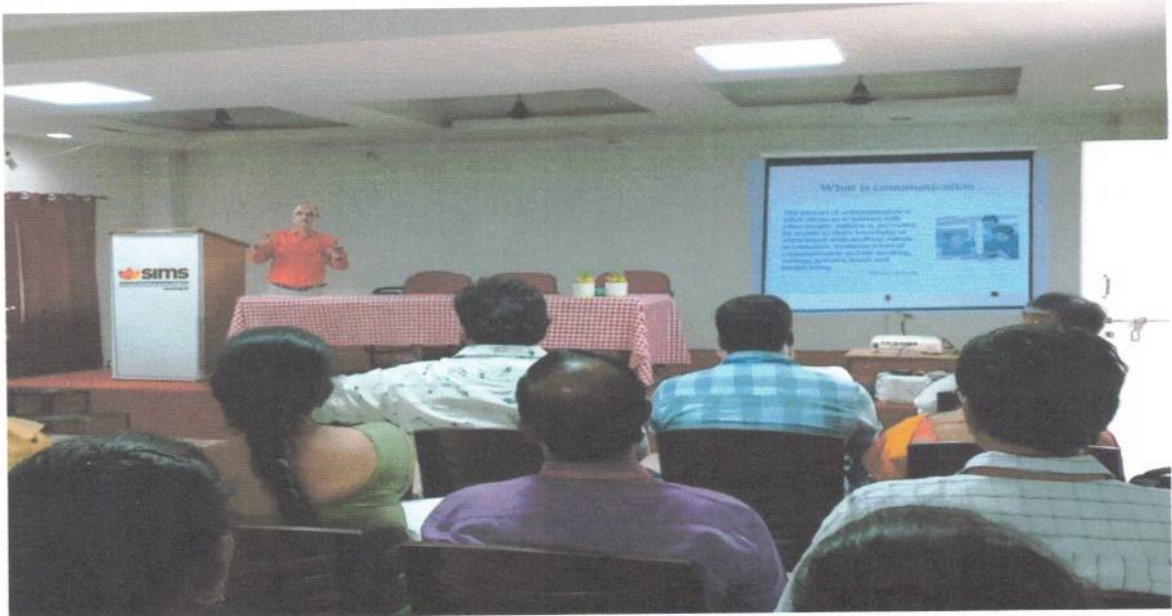
Naitha
Coordinator

Hem

Principal

Principal

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



Dr.M.V.Murali Krishna addressing the participants



Dr. V. Sai Prasanth addressing the participants

Alitha
Coordinator

Hann
Principal



List of Participants

Name of the Programme: **SIX DAY FDP ON COMMUNICATION AND PRESENTATION SKILLS**

(18/12/2019 TO 23/12/2019)

S.NO	Name of the Faculty	Name of the College	Designation	Date 18/12/19	Date 19/12/19	Date 20/12/19	Date 21/12/19	Date 22/12/19	Date 23/12/19	Feedback
1.	Dz. Sk. Haniefuddin	SIMS, VSKP	Director	Han	Han	Han	Han	Han	Han	
2.	G.P.M. Divya Das	SIMS, VSKP	Asst. Professor	Divya	Divya	Divya	Divya	Divya	Divya	
3.	P. Nelson Mercy	SIMS, VSKP	Associate Professor	Nelson	Nelson	Nelson	Nelson	Nelson	Nelson	
4.	P. Rajya Lakshmi	SIMS, VSKP	Asst. Professor	Rajya	Rajya	Rajya	Rajya	Rajya	Rajya	
5.	G. Suresh	SIMS, VSKP	Asst. Professor	Suresh	Suresh	Suresh	Suresh	Suresh	Suresh	
6.	R. Santhi Sri	SIMS, VSKP	Asst. Professor	Santhi	Santhi	Santhi	Santhi	Santhi	Santhi	
7.	B. Jaya Lakshmi Durga	SIMS, VSKP	Asst. Professor	Jaya	Jaya	Jaya	Jaya	Jaya	Jaya	
8.	N. Anitha	SIMS, VSKP	Asst. Professor	Anitha	Anitha	Anitha	Anitha	Anitha	Anitha	
9.	N. Kiran Kumari	SIMS, VSKP	Asst. Professor	N.K.P.	N.K.P.	N.K.P.	N.K.P.	N.K.P.	N.K.P.	
10.	Ch. Sirisha	SIMS, VSKP	Asst. Professor	Sirisha	Sirisha	Sirisha	Sirisha	Sirisha	Sirisha	
11. ✓	B. Mounika	SIMS, VSKP	Asst. Professor	Mounika	Mounika	Mounika	Mounika	Mounika	Mounika	
12. ✓	M.S. Suchitra	SIMS, VSKP	Asst. Professor	Suchitra	Suchitra	Suchitra	Suchitra	Suchitra	Suchitra	
13.	Y. Uma	SIMS, VSKP	Asst. Professor	Uma	Uma	Uma	Uma	Uma	Uma	
14.	S. Arundhati	SIMS, VSKP	Asst. Professor	Arundhati	Arundhati	Arundhati	Arundhati	Arundhati	Arundhati	
15.	K. Lakshmi	SIMS, VSKP	Asst. Professor	K. Lakshmi	K. Lakshmi	K. Lakshmi	K. Lakshmi	K. Lakshmi	K. Lakshmi	
16.	B. Rajasekhar	SIMS, VSKP	Asst. Professor	Rajasekhar	Rajasekhar	Rajasekhar	Rajasekhar	Rajasekhar	Rajasekhar	
17.	D. Tejasri	SIMS, VSKP	Asst. Professor	Tejasri	Tejasri	Tejasri	Tejasri	Tejasri	Tejasri	
18.	K. Bharati	SIMS, VSKP	Asst. Professor	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	
19.	V. Anuradha	SIMS, VSKP	Asst. Professor	Anuradha	Anuradha	Anuradha	Anuradha	Anuradha	Anuradha	
20.	M. Ramya Sree	SIMS, VSKP	Asst. Professor	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya	
21. ✓	N. Sameera	SIMS, VSKP	Asst. Professor	Sameera	Sameera	Sameera	Sameera	Sameera	Sameera	
22.	Sk. Gouse	SIMS, VSKP	Asst. Professor	Gouse	Gouse	Gouse	Gouse	Gouse	Gouse	
23.	Dr. K. Sumitra	SIMS, VSKP	Asst. Professor	Sumitra	Sumitra	Sumitra	Sumitra	Sumitra	Sumitra	

S.NO	Name of the Faculty	Name of the College	Designation	Date	Date	Date	Date	Date	Date	Feedback
				18/12/19	19/12/19	20/12/19	21/12/19	22/12/19	23/12/19	
24.	D. Uma Sundari	SIMS, VSKP	Asst. Professor	<u>Cleora</u>	<u>Cleora</u>	<u>Cleora</u>	<u>Cleora</u>	<u>Cleora</u>	<u>Cleora</u>	
25.✓	D. Soundarya Shilpa	SIMS, VSKP	Asst. Professor	<u>Soundarya</u>	<u>Soundarya</u>	<u>Soundarya</u>	<u>Soundarya</u>	<u>Soundarya</u>	<u>Soundarya</u>	
26.	N. Adi Lakshmi	CRR CW ELURU	Lecturer	<u>Adi</u>	<u>Adi</u>	<u>Adi</u>	<u>Adi</u>	<u>Adi</u>	<u>Adi</u>	
27.	K. Venkata Lakshmi	CRR CW ELURU	Lecturer	<u>Lakshmi</u>	<u>Lakshmi</u>	<u>Lakshmi</u>	<u>Lakshmi</u>	<u>Lakshmi</u>	<u>Lakshmi</u>	
28.	B. Nirmala	CRR CW ELURU	Lecturer	<u>Nirmala</u>	<u>Nirmala</u>	<u>Nirmala</u>	<u>Nirmala</u>	<u>Nirmala</u>	<u>Nirmala</u>	
29.	S.S.L. Sabari Kumari	CRR CW ELURU	Lecturer	<u>Kumari</u>	<u>Kumari</u>	<u>Kumari</u>	<u>Kumari</u>	<u>Kumari</u>	<u>Kumari</u>	
30.	B.T. Koteswari Bai	CRR CW ELURU	Lecturer	<u>B.T.K.Bai</u>	<u>B.T.K.Bai</u>	<u>B.T.K.Bai</u>	<u>B.T.K.Bai</u>	<u>B.T.K.Bai</u>	<u>B.T.K.Bai</u>	
31.	Ch. Sridevi	SAMATA VSKP	Asst. Professor	<u>Sridevi</u>	<u>Sridevi</u>	<u>Sridevi</u>	<u>Sridevi</u>	<u>Sridevi</u>	<u>Sridevi</u>	
32.	K. Vishnu Priya	SAMATA VSKP	Asst. Professor	<u>Priya</u>	<u>Priya</u>	<u>Priya</u>	<u>Priya</u>	<u>Priya</u>	<u>Priya</u>	
33.	P.V.L. Sowjanya	SAMATA VSKP	Asst. Professor	<u>Sowjanya</u>	<u>Sowjanya</u>	<u>Sowjanya</u>	<u>Sowjanya</u>	<u>Sowjanya</u>	<u>Sowjanya</u>	
34.	A.V. Subrahmanyam	SAMATA VSKP	Asst. Professor	<u>Subra</u>	<u>Subra</u>	<u>Subra</u>	<u>Subra</u>	<u>Subra</u>	<u>Subra</u>	
35.	K. Siddardha Babu	IDEAL-KAKINADA	Asst. Professor	<u>K.Shabu</u>	<u>K.Shabu</u>	<u>K.Shabu</u>	<u>K.Shabu</u>	<u>K.Shabu</u>	<u>K.Shabu</u>	
36.	Dr. M. Somargu	IDEAL-KAKINADA	Asst. Professor	<u>Som</u>	<u>Som</u>	<u>Som</u>	<u>Som</u>	<u>Som</u>	<u>Som</u>	
37.	M. Sini	IDEAL-KAKINADA	Asst. Professor	<u>Sini</u>	<u>Sini</u>	<u>Sini</u>	<u>Sini</u>	<u>Sini</u>	<u>Sini</u>	
38.	D.V.S. Viswanadha Raju	IDEAL-KAKINADA	Asst. Professor	<u>Dvs Raju</u>	<u>Dvs Raju</u>	<u>Dvs Raju</u>	<u>Dvs Raju</u>	<u>Dvs Raju</u>	<u>Dvs Raju</u>	
39.	Dr. G. Steeven Raju	IDEAL-KAKINADA	Asst. Professor	<u>G.S.Raju</u>	<u>G.S.Raju</u>	<u>G.S.Raju</u>	<u>G.S.Raju</u>	<u>G.S.Raju</u>	<u>G.S.Raju</u>	

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


Coordinator


Principal
Principal

Srinivasa Institute of Management Studies

Opp. International Cricket Stadium, Madhurawada, Visakhapatnam - 530041, A.P, India

Ph: +91 891 2781366, Fax: +91 891 2781887 e-mail: sims_ssvpcms@yahoo.co.in Web: www.simsvizag.com

Date: 27/12/2019

REPORT

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

OBJECTIVES OF THE FDP:

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

Outcomes of the FDP:

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

Conclusion:

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

Total Number of Participants: 39
Coordinator
Principal

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

**LIST OF FACULTY DEVELOPMENT PROGRAMMES ORGANIZED FOR TEACHING
STAFF AND TRAINING PROGRAMMES FOR NON-TEACHING PROGRAMME
STAFF FOR THE
A.Y.2019-2020**

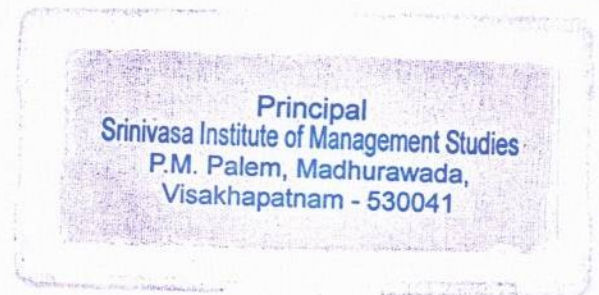
S.NO	Name of the Staff	Designation	Name of the organized FDP/Training Programmes	Date
1	Dr. Sk. Haniefuddin	Director	A Six Day Training Programme on Communication and Presentation Skills	18.12.2019 To 23.12.2019
2	S.P.M Divya Das	Assistant professor	A Six Day Training Programme on Communication and Presentation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

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

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

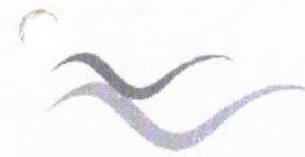
Prithvi
Coordinator

Hann
Principal





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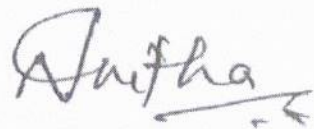
OF PARTICIPATION

This is to Certify that

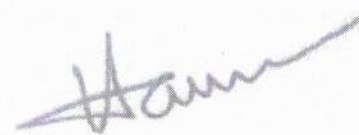
Dr. Sk. Haniefuddin - Director

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in "Communication and Presentation Skills" a
six day faculty development program organized by
Srinivasa Institute of Management Studies Visakhapatnam
from 18/12/2019 To 23/12/2019



COORDINATOR



PRINCIPAL



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OF PARTICIPATION

This is to Certify that

S. P. M. Divya Das - Assistant Professor

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in "Communication and Presentation Skills" a
six day faculty development program organized by
Srinivasa Institute of Management Studies Visakhapatnam
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This is to Certify that

P. Nelson Mercy - Associate Professor

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in "Communication and Presentation Skills" a
six day faculty development program organized by
Srinivasa Institute of Management Studies Visakhapatnam
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OF PARTICIPATION

This is to Certify that

P. Rajya Lakshmi - Assistant Professor

Srinivasa Institute of Management Studies, Visakhapatnam

Participated in "Communication and Presentation Skills" a
six day faculty development program organized by
Srinivasa Institute of Management Studies Visakhapatnam
from 18/12/2019 To 23/12/2019

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CERTIFICATE

OF PARTICIPATION

This is to Certify that

G. Suresh - Assistant Professor

Srinivasa Institute of Management Studies, Visakhapatnam
Participated in "Communication and Presentation Skills" a
six day faculty development program organized by
Srinivasa Institute of Management Studies Visakhapatnam
from 18/12/2019 To 23/12/2019

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OF PARTICIPATION

This is to Certify that

P. Santhi Sri - Assistant Professor

Srinivasa Institute of Management Studies, Visakhapatnam

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B. Jayadakshmi Durga - Assistant Professor

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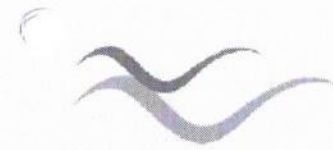
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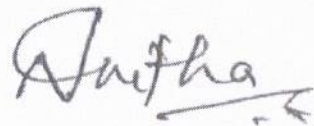
OF PARTICIPATION

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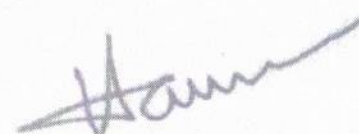
K. Lakshmi – Assistant Professor

Srinivasa Institute of Management Studies, Visakhapatnam

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B. Rajasekhar - Assistant Professor

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D. Tejasri - Assistant Professor

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K. Bharati - Assistant Professor

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U. Anuradha - Assistant Professor

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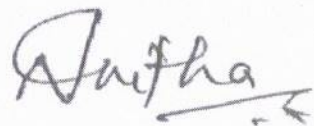
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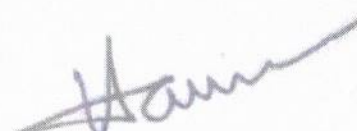
D. Uma Sundari - Assistant Professor

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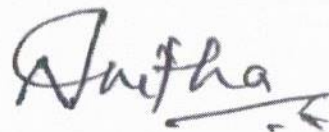
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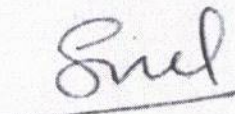
S S L SABARI KUMARI

of Sir C R Reddy College for Women, Eluru

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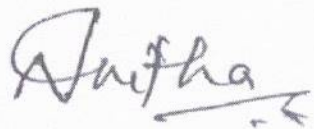
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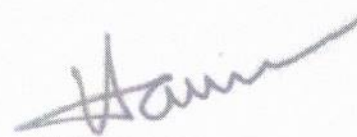
Ch. Sridevi - Assistant Professor

Samata Degree College, Visakhapatnam

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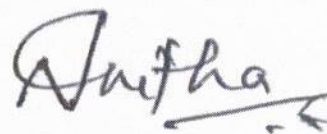
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K. SIDDARDHA BABU

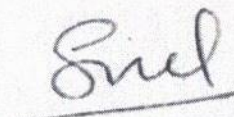
Assistant Professor

of IDEAL COLLEGE OF ARTS & SCIENCES(A), KAKINADA

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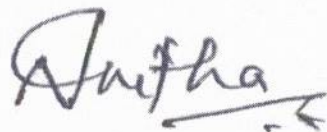
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Dr. M. SOMA RAJU

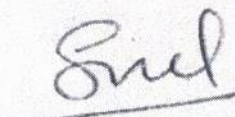
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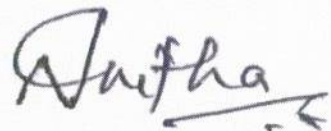
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M. SIRI

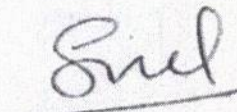
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PRINCIPAL

Date:19/12/2019

CIRCULAR

All the staff members of SIMS are hereby informed that, a One-Day Administrative Training Program on “Time Management and Stress Management In Balancing Work Load” is going to be organized by our college on 24/12/2019. All the non-teaching staff are requested to attend the programme without fail.

VENUE: Tutorial Room, SIMS

Aritra
Coordinator



Hann
Principal

Circular to:

Signature of all HOD'S			TPO	OFFICE	LIBRARY
		<i>D. Uma Sundar</i>	<i>Aswathi</i>	<i>Y. Raju</i>	<i>K. Srinivasa Rao</i>
MBA	MCA	BBA			



List of Participants

Name of the Program: A One-Day Training Program on "Time Management and Stress Management in Balancing Work Load" (24/12/2019)

S.No	Name of the Non-Teaching Staff	Signature
1	Y.RAJESH	<i>Y. Rajesh</i>
2	K.SRINIVAS	<i>K. Srinivas</i>
3	K.SRINIVAS	<i>K. Srinivas</i>
4	G. KUMARI	<i>G. Kumari</i>
5	P.GIRISHA	<i>P. Girisha</i>
6	B.UMAMAHESWAR	<i>B. Umamaheswar</i>
7	P.V.R.MURTHY	<i>P.V.R. Murthy</i>

Naita
Coordinator

Kam
Principal

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

Date: 27/12/2019

REPORT

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

ORGANIZED BY: SRINIVASA INSTITUTE OF MANAGEMENT SCIENCES

DATE: 24/12/2019

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

Mobile : 9849227238

Objective of the ATP:

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

Outcomes of the ATP:

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

Conclusion:

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

Total Number of Participants:07


Coordinator

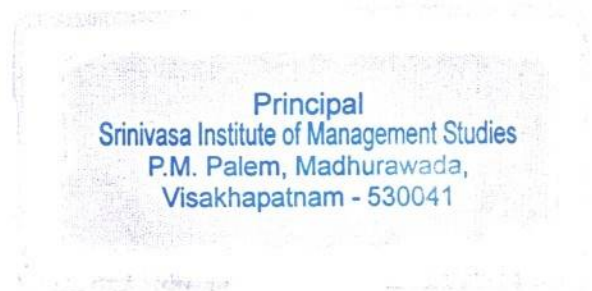

Principal
Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041



T.Phaninderkumar addressing the non-teaching staff

Naita
Coordinator

Hann
Principal





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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 "Time Management and Stres Management In Balancing Work Load"
Organized by Srinivasa Institute of Management Studies
Visakhapatnam on Date - 24-12-2019 "**

Anitha

Coordinator

P.R. Lakshmi

HOD

Hann

Principal



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Mr/Mrs/Ms

K. Srinivas

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Visakhapatnam on Date - 24-12-2019 "

Anitha

Coordinator

P. R. Lakshmi

HOD

Annu

Principal



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Aritha

Coordinator

P. R. Lakshmi

HOD

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Principal



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THIS IS TO CERTIFY THAT

Mr/Mrs/Ms

G. Kumari

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Coordinator

P. R. Lakshmi

HOD

Hann

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CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT

Mr/Mrs/Ms

P. Ejiisha

From

Srinivasa Institute of Management Studies

Has participated in

A One-Day Administrative Training Program on “Time Management and Stres Management In Balancing Work Load”

Organized by Srinivasa Institute of Management Studies

Visakhapatnam on Date - 24-12-2019 ”

Anitha

Coordinator

P. R. Lakshmi

HOD

Hanna

Principal



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Mr/Mrs/Ms

B. Uma Maheswar

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Srinivasa Institute of Management Studies

Has participated in

A One-Day Administrative Training Program on "Time Management and Stres Management In Balancing Work Load"
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Visakhapatnam on Date - 24-12-2019 "

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Anitha

Coordinator

P. R. Lakshmi

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[Signature]

Principal