



LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING

(AUTONOMOUS)

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DEPARTMENT OF CIVIL ENGINEERING

Report on AutoCAD Training Program for Non-Teaching Staff

Name of Trainer: Karthik Kumar Malla, Assistant professor, LBRCE, Civil engineering department.

An AutoCAD training program for the non-teaching staff was successfully conducted from **18 June 2026 to 20 June 2026** with the objective of enhancing their technical knowledge and practical skills in computer-aided drafting. The six-day training program was organized to familiarize the participants with the latest features and applications of AutoCAD software, enabling them to perform drafting and documentation work more efficiently in their respective departments.

Detail report

The training sessions were conducted through a combination of theoretical explanations and practical demonstrations. Participants were introduced to the AutoCAD interface, drawing tools, editing commands, coordinate systems, layer management, dimensioning techniques, text annotation, hatching, block creation, layouts, and plotting procedures. Emphasis was placed on providing hands-on experience so that each participant could confidently create, edit, and manage technical drawings using the software. Throughout the training period, the participants actively engaged in practical exercises and interactive sessions designed to strengthen their understanding of AutoCAD applications. The instructors provided individual guidance and addressed participants' queries, ensuring that everyone developed the necessary skills to use the software effectively. The practical approach adopted during the program enabled the participants to gain confidence in applying AutoCAD to routine office and technical documentation tasks.

The training program proved to be highly beneficial for the non-teaching staff by improving their digital competency and technical proficiency. The knowledge gained during the sessions is expected to enhance workplace productivity, accuracy, and efficiency in preparing technical drawings and related documentation. The participants expressed appreciation for the well-structured training and acknowledged its relevance to their professional responsibilities. Overall, the AutoCAD training program was completed successfully with enthusiastic

participation from all attendees. The program achieved its intended objectives of strengthening technical skills and promoting continuous professional development among the non-teaching staff. It is recommended that similar advanced training programs be organized periodically to keep the staff updated with the latest developments in engineering and design software.

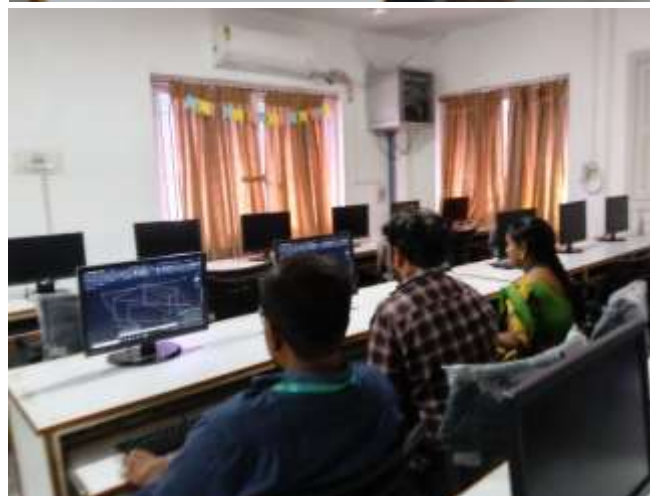


Fig: Particles of AutoCAD

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