



LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING

(AUTONOMOUS)

Accredited by NAAC with 'A' Grade, ISO 9001:2015 Certified Institution

Approved by AICTE, New Delhi and Affiliated to JNTUK, Kakinada

L.B.Reddy Nagar, Mylavaram-521230, Krishna Dist, Andhra Pradesh, India

DEPARTMENT OF INFORMATION TECHNOLOGY

REPORT ON "DEVELOPMENT OF PROFESSIONAL SKILLS"

Event Type	:	Workshop
Date / Duration	:	17/08/2018 to 18/08/2018, Two Days
Resource Persons	:	<u>Ethical & Moral Values in Employees</u> Resource Person: Dr.T.Rajasekhar, Professor, School of Management.
		<u>Communication Skills</u> Resource Person: Dr.B.Samrajya Lakshmi, Professor, Freshmen Engineering Department.
		<u>e-mail Writing</u> Resource Person: Mr.Saloman Raju Yarlagadda, Assistant Professor, Center for Career Guidance & Training
		<u>System Management</u> Resource person: Dr.B.Srinivasa Rao, Professor, Department of IT
		<u>Importance of supporting faculty in an Academic Institution.</u> Resource person: Dr.P.Lovaraju, Professor & HOD, Department of Aerospace Engineering
		<u>Office Management</u> Resource person: Prof.B.Ramesh Reddy, Professor, Department of ECE
		<u>Role of supporting faculty to face Accreditation committees.</u> Resource person: Central Coordinators of NAC & NBA
		<u>Google Forms Creation</u> Resource person: Mr.G.V.Suresh, Associate Professor, Department of CSE
		<u>Blogs Creation</u> Resource person: Mrs.K.lavanya, Sr.Assistant Professor, Department of IT
Name of Coordinator	:	Mrs.Lavanya.K, Mrs.Anupriya.K
Target Audience	:	Non -Teaching Staff
Total no of Participants:		40
Objective of the event:		To draft concise emails with clear information and direction and also to gain the confidence to communicate effectively.
Outcome of event	:	All individuals who participated in this two day workshop gained a better Understanding of their responsibilities, professional e-mail writing, generation of Google forms, Blogs, and also record keeping and maintenance in the system and also in the Hard copy of files.
Description / Report on Event:		This workshop is an attempt to train the non-teaching staff with precise skills to perform their duties efficaciously. Some of the skills which are important for them to excel are like Communication Skills, Email Writing, Google Forms and etc. Each participant will be given a participation certificate.This is the first in a sequence of workshops planned by the Information Technology Department for non-teaching staff. In the subsequent events,

advanced skills will be dealt. The workshop is planned to impart both theoretical aspects and practical knowledge to the participants. Each day, the forenoon session deals with theoretical aspects and real time applications of the topics. The entire afternoon session is devoted to give hands on practice to the participants. At the end of the course, there will be a programming test to the participants

Feedback / Suggestions: Suggested to organize next workshop during Academic Break

Photographs :



Addressing by Dr.K.Appa Rao, Principal



Addressing by Dr.R.Chandrasekharam, Dean School of Computing



Addressing by Dr.D.Naga Raju, HOD of IT





Press Clippings

