



GONNA INSTITUTE OF INFORMATION TECHNOLOGY & SCIENCES
(Approved by AICTE, New Delhi, Affiliated to JNTUK, KAKINADA)
Gonnavanipalem, Aganampudi, Visakhapatnam – 530 053

**LIST OF PROFESSIONAL DEVELOPMENT PROGRAMS/ADMINISTRATIVE
TRAINING PROGRAM**

A.Y : 2020-2021

S. No	Name of the Program	Date (DD/MM/YYYY)	No. of Participants
1	A one-week FDP on “Advanced Auto CAD”	08/02/2021 to 13/02/2021	50
2	A one-week FDP on “Human Values and Professional Ethics”	12/10/2020 to 16/10/2020	91
3	A one-day Training Program on “Office management skills”	20/08/2020 to 20/08/2020	17

PRINCIPAL
Principal

**GONNA INSTITUTE OF INFORMATION
TECHNOLOGY & SCIENCES**
Gonnavanipalem, Aganampudi,
VISAKHAPATNAM-530 053



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6.3.3 Percentage of teaching and non-teaching staff participating in Faculty Development Programmes (FDP), Management Development Programmes (MDPs) Professional Development /Administrative training programs during the A. Y. 2020-21

Sl. No	Name of the Participant	Designation	Title of the FDP/MDP/ Professional Development/ Administrative Training Program	Date (From-to) (DD-MM-YY)
1	Mr.SEKHAR SENAPATHI	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
2	Mr.I.SANTHOSH KUMAR	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
3	Ms.N.MOULIKA	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
4	Mr.S.AVINASH	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
5	Ms.SANTHOSHI REVATHI	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
6	Ms.LAVANYA PANCHADARLA	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021

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7	Mrs.BHARATHI CHARMATHI	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
8	Mr.PRAVEEN KARANAM	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
9	Ms.PILLA KUSUMA REDDI	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
10	Mr.SATYANARAYANA CHAGANTI	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
11	Ms.SANDHYA SREE GEDELA	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
12	Ms.NIRMALA NETHALA	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
13	Mr.VENKATA SIVA PRASAD KURAMDAS	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
14	Ms.SWATHI YELLAPU	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
15	Ms.RAMANAMMA PEETHALA	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021

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16	Mr.HARI SINGH KSHATRI	PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
17	Mr.SURESH YALAMANCHILI	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
18	Mr.SESHUBABU KOMARA	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
19	Ms.VANGAPANDU TIRUPATHI RAO	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
20	Mr.G.SIVA SAI RAM	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
21	Ms.PRIYANKA YAMALA	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
22	Ms.PRIYANKA PUDI	ASST PROFESSOR	ADVANCED AUTOCAD	08/02/2021 TO 13/02/2021
23	Mr.SANTHI SWAROOP	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
24	Mr.MOTAPARTHI NAGARAJU	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
25	Mr.BHANU NAGI REDDI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020



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26	Ms.SHLIPI SINGH	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
27	Ms.BHAGYA SRI PUDI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
28	Mr.MADHUSUDHANA RAO MALAKALAPALLI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
29	Ms.ANUSHA SEETHINI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
30	Mr.MANIKANTA ARJUN VASAMSETTI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
31	Mrs.MATHURTHI VASANTHA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
32	Mrs.KANTHI KINNERA KOMBATHULA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
33	Ms.BOBBARADA VIJAYA LAKSHMI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
34	Ms.LAVANYA POLAMARASETTY	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
35	Mrs.POOJITHA KOSURU	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020

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36	Ms.PULAPALLI SUCETHA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
37	Ms.ALEKHYA CHAPPA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
38	Ms.POORNIMA DALLI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
39	Mrs.SHARMILA MORTHA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
40	Ms.SAHITHI KANDADAI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
41	Mr.VALLABHAJOSYULA SATYANARAYANA MURTHY	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
42	Mr.SIVVALA RAMABABU	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
43	Mrs.SHAIK RAZIYA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
44	Ms.K.VAIDEHI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
45	Mr.NAGA MALLAYYA GANDHI VABALAREDDI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
46	Mrs.PARVATHI INDURI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020



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47	Mr.RAGHURAM DASARI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
48	Ms.BHARATHI VATTI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
49	Ms.ASHA VISINIGIRI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
50	Ms.SINDHU BHARGAVI KOLUKULA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
51	Ms.B. SRI CHAITANYA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
52	Mr.PRABHAKARA YERRAMILLI	ASSOCIATE PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
53	Mr.LAKSHMANA RAO KARANAM	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
54	Ms.DEBORAH GRACE PALLETI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
55	Ms.FARJANA SHAIK	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020



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56	Mr.VIJAYA KUMAR MADAKA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
57	Mr.ROUTHU SRINU	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
58	Mr.SRIHARI MOKA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
59	Mrs.SWATI RAJ	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
60	Mr.SANTHOSH LAVETI	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
61	Mr.RAMANA SURADA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
62	Mrs.SABITA DASYAM	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
63	Mr.DEMUDUBABU POTALA	ASST PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
64	Mr.BODDEDA OM NAMAHSIVAYA	ASSOCIATE PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020



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65	Mr. KK SARMA	ASSOCIATE PROFESSOR	HUMAN VALUES AND PROFESSIONAL ETHICS	12/10/2020 TO 16/10/2020
66	Sri S.SRINIVASA RAO	OFFICE ASST.	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
67	Mr.P.VIJAY SANTOSH	OS	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
68	Mr. M RAMESH	OFFICE ASST.	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
69	Sri.D RAMBABU	OFFICE ASST.	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
70	Mr.G.RAJU	OFFICE ASST.	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
71	Mr.R N G MAHESH	OFFICE ASST.	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
72	Mr.K.DATTATREYULU	OFFICE ASST.	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
73	Mr.S.HEMANTH KUMAR	LAB TECH	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
74	Sri T.V.APPA RAO	ELECTRICIAN	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
75	Mr.M.APPA RAO	LAB TECH	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
76	Smt. MAVURI LAVANYA	LAB TECH	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020



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77	Mr.B.DHARMA RAJU	LAB TECH	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
78	Mr. ANSAR WALLI	LAB TECH	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
79	Sri A.LAKSHMANA MURTHY	LAB TECH	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
80	Ms.P.BHAVANI	LAB TECH	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
81	Mr. M.VENKATESH	SYS ADMIN	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020
82	Ms.NARGIS BANU	LAB TECH	OFFICE MANAGEMENT SKILLS	20/08/2020 TO 20/08/2020

PRINCIPAL

Principal

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1st February 2021

CIRCULAR

This is to inform that Department of Mechanical Engineering is organizing “A One Week Faculty Development Program on Advanced Auto CAD” from 08th to 13th February, 2021. So, all the faculty members of concerned department are requested to register and attend the program.

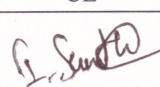

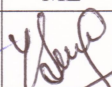
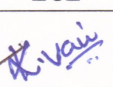



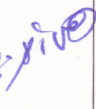


Venue: CP LAB.


PRINCIPAL

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PROGRAM COMMITTEE

Chief Patron

Mr. G. B. Naidu

Secretary, GIITS

Patron

Dr. T. Venkateswara Rao

Principal, GIITS

Convenor

Mr. Y. Suresh

*Asst. professor & HOD,
Mech, GIITS*

Coordinator

Mr. Hari Singh

*Asst. Professor,
Mech, GIITS*

-: Advisory Committee: -

Ms. G. Sandhya Sree

Asst. Prof, EEE, GIITS

Ms. B. Gowthami

Asst. Prof, EEE, GIITS

Address for Communication

Mr. Vijay Raju

Asst. Prof, Mech GIITS.

Email: vijayraju@gmail.com

Contact Number: 9010231042

REGISTRATION FORM

Name:

Date of Birth:

Designation:

Institution:

Address for communication

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Mobile:

Email:

Registration fee:

- For Outside faculty fee Rs.500.
- For Inside faculty fee free.

Important Dates:

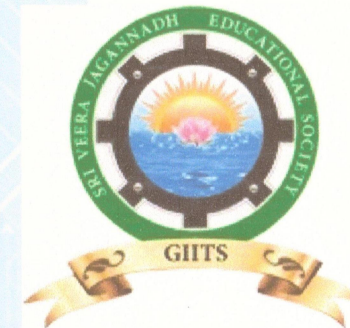
- **Last date for Registration:** 6th Feb 2021.
- **Program Dates:** 8th to 13th Feb2021.

A One Week Faculty Development

Program on

ADVANCED AUTO CAD

08th to 13th February -2021



**Organized by
Department of
Mechanical Engineering**

**GONNA INSTITUTE OF INFORMATION
TECHNOLOGY AND SCIENCES**

Approved by AICTE & Affiliated to JNTUK, Kakinada,
85 Division, Gonnavanipalem, Anapalle-530053,
A.P-INDIA

ABOUT COLLEGE

The Gonna Institute of Information Technology and Sciences (GIITS), a pioneering educational organization, was established in 2009 under the direction of Sri. G. B. Naidu to give students access to high-quality education and the requisite infrastructure. It is located in Visakhapatnam, which is one of the cities in Andhra Pradesh with the fastest population increase. The college, with its multicultural and active community of over 1000 students, provides a variety of courses in the Engineering stream, including graduate-level courses in CIVIL, EEE, MECH, ECE, and CSE as well as MBA and M. Tech at the postgraduate level. Since its inception, the organization has worked tirelessly to support the development of great managers, technocrats, and professionals from all over the world to give the Indian industry access to cutting-edge information and awareness. The Institute is endowed with informed teachers who are highly qualified, as well as cutting-edge facilities.

ABOUT MECHANICAL DEPARTMENT

Mechanical engineering is the branch that involves the design production, and operation of machinery that requires an understanding of core areas including mechanics, dynamics, thermodynamics, material sciences, structural analysis and electricity. Mechanical engineers create and develop mechanical systems for all of human kind concerned with the principles of force.

OVERVIEW OF THE FDP

Apply basic CAD concepts to develop and construct accurate 2D geometry through creation of basic geometric constructions. Create, manipulate and edit 2D drawings and figures. Apply elements of mechanical drafting such as layers, dimensions, drawing formats, and 2D figures in projects with a focus on ANSI industry standards these modelling and designing techniques widely used in industries

OBJECTIVES OF THE FDP

Auto CAD is a design to which will reduce the human efforts. Auto CAD will eliminate the human error and can be used to draft complex geometry in less time. Auto CAD can be integrated with other software tools for analysis and simulation purposes. Auto CAD aims to improve efficiency and productivity in the design process.

TOPICS TO BE COVERED

- 2D Modelling using AutoCAD
- 3D Modelling using AutoCAD
- House planning drawing using AutoCAD
- Dimensioning and annotations.

RESOURCE PERSONS

Dr. S. Ramana Babu
Department of Mechanical
Associate Professor
Sanketika Engineering College,
Visakhapatnam.

Mr. K.V. Ganesh
Asst professor,
Mech, GIITS

Mr. A. V. Prasad
Asst Professor,
Civil, GIITS

ORGANIZING COMMITTEE

Mr. Y. Suresh
HOD, Mech, GIITS
Mr. G. Siva Sai Ram
Asst. Prof, Mech, GIITS.
Mr. Vijay Raju
Asst.Prof, Mech, GIITS.
Mr. Hari Singh
Asst.Prof, Mech, GIITS.





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PROGRAM SCHEDULE

Title of FDP: A one-week Faculty Development Program on Advanced
AutoCAD

DAY/ TIME	10:00 to 11:30 (FN) (TOPIC)	11:30 to 11:45	11:45 to 1:00 (TOPIC)	1:00 to 2:00	2:00 to 4:00 (AN) (TOPIC)
DAY 1 08/02/2021	Inaugural session	T E A B R E A K	2D Modeling using AutoCAD Introduction Dr. S. Ramana Babu	L U N C H	2D Modeling using AutoCAD Basic commands Dr. S. Ramana Babu
DAY 2 09/02/2021	2D Modeling using AutoCAD Layers commands Dr. S. Ramana Babu		2D Modeling using AutoCAD AutoCAD layouts Dr. S. Ramana Babu		Hands on practice Dr. S. Ramana Babu
DAY 3 10/02/2021	2D modeling using AutoCAD Scales, font size Dr. S. Ramana Babu		2D modeling AutoCAD Lettering, labeling Dr. S. Ramana babu		Hands on practice Dr. S. Ramana babu
DAY 4 11/02/2021	2D modeling using AutoCAD Modifying tools Dr. S. Ramana Babu		2D modeling using AutoCAD Creation tables and Geometrical constraints Dr. S. Ramana Babu		Hands on practice Dr. S. Ramana Babu
DAY 5 12/02/2021	3D modeling using AutoCAD 3D Move, 3D Arrays K.V. Ganesh		3D modeling using AutoCAD 3D Align K.V. Ganesh		Hands on practice K.V. Ganesh
DAY 6 13/02/2021	House Planning Drawing using AutoCAD Draw room A.V. Prasad		House Planning Drawing using AutoCAD Draw walls and locate the windows A.V. Prasad		Valedictory

K. Harish
Program Coordinator



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List of Participants

Name of the Program: A one-week faculty development program on Advanced AutoCAD

Date : 08th to 13th February 2021

Academic Year: 2020-21

S.NO	Name of the Faculty	Designation	College Name	Day1	Day2	Day3	Day4	Day5	Day6
01	SEKHAR SENAPATHI	ASST. PROF	GIITS	S	S	S	S	S	S
02	D. Praveen Kumar	Asst. Prof	SIITS	P.Kumar	P.Kumar	P.Kumar	P.Kumar	P.Kumar	P.Kumar
03	J. Santosh Kumar	ASST. PROF	GIITS	SK	SK	SK	SK	SK	SK
04	R. Nanda Aravind	Asst. prof	WISE	NA	NA	NA	NA	NA	NA
05	N. MOULIKA	ASST. PROF	GIITS	MO	MO	MO	MO	MO	MO
06	P. Ramesh	Asst. prof	SIITS	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh
07	S. AVINASH	ASST. PROF	GIITS	S.A	S.A	S.A	S.A	S.A	S.A
08	Sh. Akhil Prasad	Asst. Prof	SIITS	Mastan	Mastan	Mastan	Mastan	Mastan	Mastan
09	Santhoshi Revathi	Asst. Prof	GIITS	SR	SR	SR	SR	SR	SR
10	P. Lavanya	Asst. Prof	GIITS	NL	NL	NL	NL	NL	NL
11	G. Bharathi	Asst. Prof	GIITS	Rharath	Rharath	Rharath	Rharath	Rharath	Rharath
12	K. Pallavi	Asst. Prof	GIITS	KP	KP	KP	KP	KP	KP
13	P. Kusuma Reddi	Asst. prof	GIITS	Reddi	Reddi	Reddi	Reddi	Reddi	Reddi
14	CH. SATYANARAYANA	ASST. PROF	GIITS	Satyana	Satyana	Satyana	Satyana	Satyana	Satyana
15	G. Sandhya Sree	Asst. Prof	GIITS	SS	SS	SS	SS	SS	SS
16	N. NIRMALA	ASST. PROF	GIITS	NA	NA	NA	NA	NA	NA
17	K.V.S. Prasad	Asst. Prof	GIITS	Prasad	Prasad	Prasad	Prasad	Prasad	Prasad
18	Y. Swathi	Asst. Prof	GIITS	Swathi	Swathi	Swathi	Swathi	Swathi	Swathi
19	P. Ramareddy	Asst. Prof	GIITS	Ramare	Ramare	Ramare	Ramare	Ramare	Ramare
20	K. Hari Singh	Asst. Prof	GIITS	HS	HS	HS	HS	HS	HS
21	Y. Suresh	Asst. prof	GIITS	YS	YS	YS	YS	YS	YS
22	K. Seshubabu	Asst. prof	GIITS	Babu	Babu	Babu	Babu	Babu	Babu
23	V. Tripathi Rao	Asst. prof	GIITS	T.Rao	T.Rao	T.Rao	T.Rao	T.Rao	T.Rao
24	G. Vasavi Ram	Asst. Prof	GIITS	Ram	Ram	Ram	Ram	Ram	Ram
25	Y. Priyanka	Asst. Prof	GIITS	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka
26	P. Priyanka	Asst. Prof	GIITS	PP	PP	PP	PP	PP	PP
27	S. Himala Kumari	Asst. Prof	SSCE	Kumari	Kumari	Kumari	Kumari	Kumari	Kumari
28	Ataul Rehman Basha	Asst. Prof	NCET	Basha	Basha	Basha	Basha	Basha	Basha
29	P. Revantha Kumar	Asst. Prof	SSCE	R	R	R	R	R	R
30	Shaik Lale	Asst. Prof	NCET	Lale	Lale	Lale	Lale	Lale	Lale
31	D. Suresh	Asst. Prof	SSCE	Suresh	Suresh	Suresh	Suresh	Suresh	Suresh
32	R. Pavani Kumar	Asst. Prof	SSCE	Pavani	Pavani	Pavani	Pavani	Pavani	Pavani
33	A. Sumitha	Asst. Prof	SSCE	S	S	S	S	S	S
34	LOKESH PAVATI	ASS. T. PROF	SSCE	D	D	D	D	D	D
35	TRVSN MURTHY	PROFFESOR	K.S.R.NICE	Murthi	Murthi	Murthi	Murthi	Murthi	Murthi
36	Babu Dharamalingam	ASSOC. PROF	K.S.R.NICE	B	B	B	B	B	B
37	Dr. P. Bhonu Prakash	ASSOC. PROF	K.S.R.NICE	Prakash	Prakash	Prakash	Prakash	Prakash	Prakash

K. Harish
Program Coordinator



15th February 2021

PROGRAM REPORT

Name of the Program: A one-week faculty development program on Advanced Auto CAD

Date : 08th to 13th February, 2021.

Title of FDP : ADVANCED AUTO CAD

Resource Person 1	Resource Person 2	Resource Person 3
Dr. S. Ramana Babu Associate Professor Mechanical Engineering, Sanketika Engineering College, Visakhapatnam. Mobile No.: 6281811742 Email ID: ramanababu76@gmail.com	Mr. K. V. Ganesh Assistant Professor Mech, GIITS	Mr. A. V. Prasad Assistant Professor HOD, Civil, GIITS

Objective of FDP:

- AutoCAD is a design tool which will reduce the human efforts compared manual drafting.
- AutoCAD will eliminate the human error and can be used to draft complex geometry in less time.
- Auto CAD integrates with other specialized software tools such as simulation and analysis applications to evaluate the performance and feasibility of designs.
- Auto CAD offers extensive customization options allowing users to create custom commands.
- Auto CAD supports realistic rendering and visualization capabilities enabling users to create high quality presentation and visual representation of their designs.



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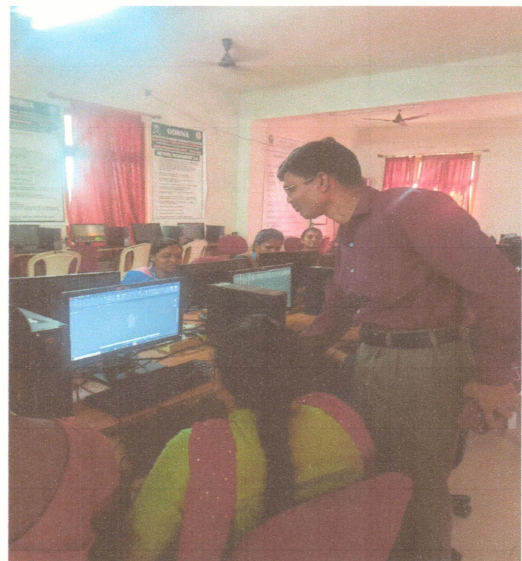
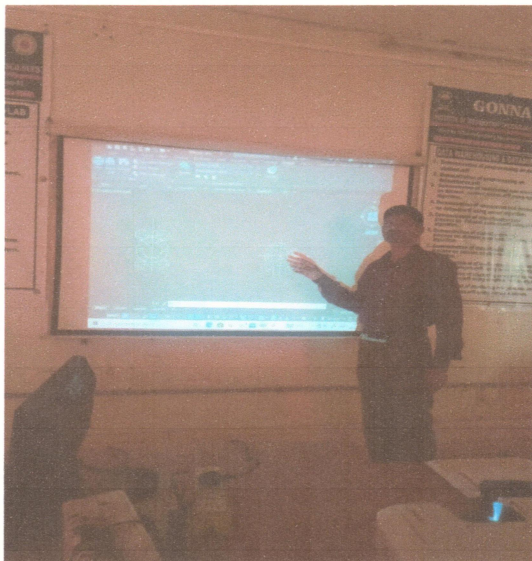
Outcomes of the program:

- The Program was very helpful to the all faculty to understand and the basic CAD concepts to develop and construct accurate 2D geometry through creation of basic geometric constructions.
- Create, manipulate and edit 2D drawings and figures.
- Apply elements of mechanical drafting such as layers, dimensions, drawing formats, and 2D figures in projects with a focus on ANSI industry standards.
- Utilize the power and precision of AutoCAD as a drafting and design tool used in the mechanical.

Details of the Resource Persons:

Lecture-1

Name : Dr.S.Ramana Babu
Designation : Associate Professor
Department : Mechanical engineering.
Organization : Sanketika Engineering College
Mobile number : 6281811742
Email id : ramanababu76@gmail.com





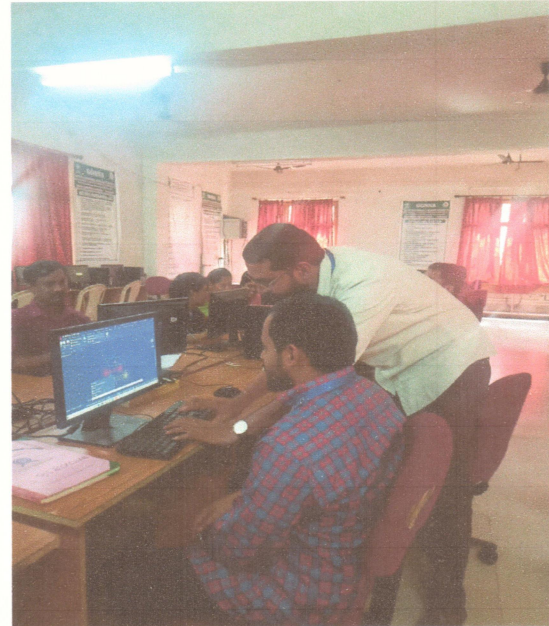
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Lecture-2

Name : Mr. K.V. Ganesh
Designation : Asst professor
Qualification : M.Tech (Ph.D.)
Department : Mechanical engineering
Ph No : 8074996207
Email id : ganeshkarri65@gmail.com
Organization : Gonna Institute of Information Technology and Sciences,
Gonnavanipalem, Aganampudi, Visakhapatnam.





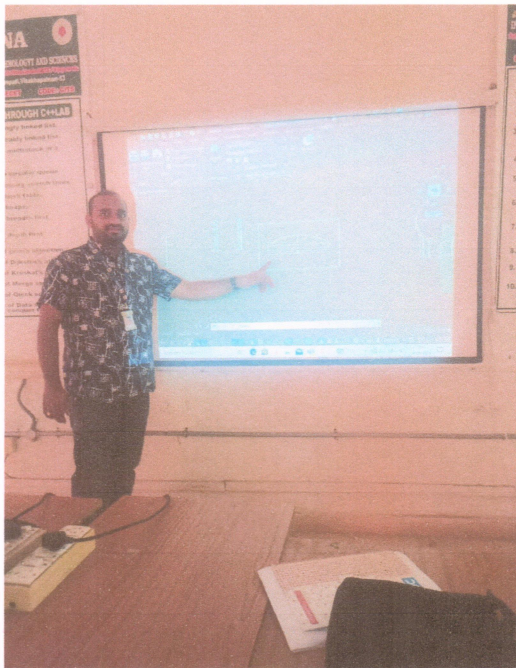
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Lecture-3

Name : Mr. A.V. Prasad
Designation : Asst professor
Qualification : M.Tech
Department : Civil engineering
Ph No : 7416166226
Email id : anupojuvenkataprasad@gmail.com
Organization : Gonna Institute of Information Technology and Sciences,
Gonnavanipalem, Aganampudi, Visakhapatnam.



Number of the participants: 50

K. Halish
Program Coordinator

[Signature]
HOD



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CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Ms. *S. Sekhar*.....
from *GITS, VSP*.....

has Participated in a One-Week Faculty Development Program on
“ADVANCED AUTO CAD” conducted from 08th - 13th February 2021,
organized by the Department of Mechanical Engineering.

[Signature]
CONVENOR

[Signature]
HOD

[Signature]
PRINCIPAL

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Ms. *L. Santhosh Kumar*.....
from *GIITS, Visakhapatnam*.....

has Participated in a One-Week Faculty Development Program on
"ADVANCED AUTO CAD" conducted from 08th - 13th February 2021,
organized by the Department of Mechanical Engineering.

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CONVENOR

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Ms. *N. Moulika*.....

from *GIITS, Visakhapatnam*.....

has Participated in a One-Week Faculty Development Program on
"ADVANCED AUTO CAD" conducted from 08th - 13th February 2021,
organized by the Department of Mechanical Engineering.

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Ms. *S. Arinash*.....
from *GIITS, Visakhapatnam*.....

has Participated in a One-Week Faculty Development Program on
“ADVANCED AUTO CAD” conducted from 08th - 13th February 2021,
organized by the Department of Mechanical Engineering.

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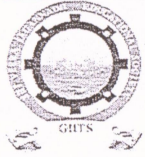
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Building: G-10/1

Visakhapatnam - 530 053



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CERTIFICATE OF PARTICIPATION

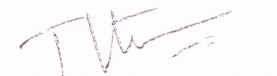
This is to certify that Mr./Ms. *Santhoshi Revathi*.....

from *GIITS, Visakhapatnam*.....

has Participated in a One-Week Faculty Development Program on
"ADVANCED AUTO CAD" conducted from 08th - 13th February 2021,
organized by the Department of Mechanical Engineering.


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Building: B-10/2

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5th October 2020

CIRCULAR

The Department of Basic Science and Humanities will organize "A One-Week FDP on Human Values and Professional Ethics" from 12th to 16th October 2020. Therefore, it is strongly recommended that every member of the teaching staff should take part in this program in accordance with the schedule given and make it a grand success.

Venue: Seminar Hall

PRINCIPAL

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PROGRAM COMMITTEE

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Mr.G.B. Naidu

Secretary, GIITS

Patron

Dr. T. Venkateswara Rao

Principal, GIITS

Convenor

Smt. I. Bindhu Parvathi

Asst.Prof, BS&H, GIITS

Coordinator

Ms.V. Suchitra

Asst.Prof, BS&H, GIITS

-: Advisory Committee: -

Smt. Ch. Bharathi

HOD, EEE, GIITS.

Mr. K. Sameer

HOD, CSE, GIITS.

Address for Communication

Ms.V. Suchitra

Asst.Prof, BS&H, GIITS

Email: vsuchi24@gmail.com

Contact Number: 9985188434

Ms.V. Bharathi

Asst.Prof, BS&H, GIITS

Email: vbharathi43@gmail.com

Contact Number: 9010327043

REGISTRATION FORM

Name:

Designation:

Department:

Institution:

Address for communication

.....

.....

.....

Mobile:

Email:

Signature

Registration fee:

- Registration fee for outside faculty is Rs.500.
- Registration is free for in-house faculty.

Important Dates:

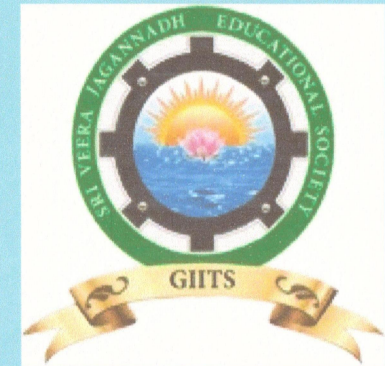
- Program Dates: 12th - 16th October, 2020.

Last date to
Registration:
11th October
2020

A One-Week Faculty Development Program on

HUMAN VALUES AND PROFESSIONAL ETHICS

12th to 16th October, 2020



Organized by
**Department of
Basic Science and Humanities**

**GONNA INSTITUTE OF INFORMATION
TECHNOLOGY AND SCIENCES**

Approved by AICTE & Affiliated to JNTU-Kakinada,
Gonnavanipalem, Aganampudi,
Visakhapatnam-530053,
A.P-INDIA.

ABOUT COLLEGE

The Gonna Institute of Information Technology and Sciences (GIITS), a pioneering educational organization, was established in 2009 under the direction of Sri. G. B. Naidu with the aim of giving students access to high-quality education and the requisite infrastructure. It is located in Visakhapatnam, which is one of the cities in Andhra Pradesh with the fastest population increase. The college, with its multicultural and active community of over 1000 students, provides a variety of courses in the Engineering stream, including graduate-level courses in CIVIL, EEE, MECH, ECE, and CSE as well as MBA and M. Tech at the postgraduate level. Since its inception, the organization has worked tirelessly to support the development of great managers, technocrats, and professionals from all over the world in order to give the Indian industry access to cutting-edge information and awareness. The Institute is endowed with informed teachers who are highly qualified, as well as cutting-edge facilities. GIITS offers a range of exciting environments for intellectual development, free-thinking, and personal growth in order to challenge its students and give them the information, understanding, attitudes, and practical experiences they need to assume social duties.

ABOUT B.S & H DEPARTMENT:

The Department of Basic Science and Humanities of the Gonna Institute of Information Technology and Sciences was established in 2009 and has had an impressive fourteen-year history. The department has always advanced because of the knowledgeable and dedicated faculty members who are passionate about providing top-notch engineering education.

OVERVIEW OF THE FDP

Human values and Professional ethics are complementary to one another. Human values express personal conviction, whereas ethical standards reflect the generally recognized rules of behaviour on moral obligations and virtues as they apply to an organization. A person who receives a quality education will be able to support educational programs that aid the neighbourhood, the state, and the nation.

OBJECTIVES OF THE FDP

The primary goals are to fix the moral issues in the sector and understand the moral principles that should guide the engineering profession. And to back up the profession's moral evaluation, designed to give engineers a set of morality-related beliefs, attitudes, and actions. Also, to promote moral and ethical ideals in engineering and encourage allegiance, morals, and social ideals, as well as loyalty and social values, to respect other people's rights.

TOPICS TO BE COVERED

- Human values include morals, integrity, a peaceful life, courage, sharing, time management, adjustment, self-learning is a teaching method that combines communal responsibility.
- Ethics is an activity that concerns the investigation of moral values in moral issues. As far as an Engineer is concerned, he or she should have an ethical as well as a social responsibility to himself, to his subordinates, and to his society.

RESOURCE PERSONS

K. Uma Devi
M. A Eng (Lit)
Lecturer in English
Govt. Polytechnic College
Narsipatnam

Smt. I. Bindhu Parvathi
Asst.Prof, BS&H, GIITS

Ms.D. Ram Nalini Devi
Asst.Prof, BS&H, GIITS

ORGANIZING COMMITTEE

Mr. D. Raghuram
Asst.Prof, BS&H, GIITS

Ms.V. Suchitra
Asst.Prof, BS&H, GIITS

Ms.V. Bharathi
Asst.Prof, BS&H, GIITS

Ms.N. Divya
Asst.Prof, BS&H, GIITS

Ms.K. Roja
Asst.Prof, BS&H, GIITS





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PROGRAM SCHEDULE

Name of the Programme: A One-Week FDP on Human values and Professional Ethics.

DAY/ TIME	10:00 to 11:30 (FN) (TOPIC)	11:30 to 11:45	11:45 to 1:00 (TOPIC)	1:00 to 2:00	2:00 to 4:00 (AN) (TOPIC)
DAY 1 12/10/2020	Inaugural session	T E A B R E A K	Human values & Professional Ethics Introduction K.Uma Devi	L U N C H	Human values topic by K.Uma Devi
DAY 2 13/10/2020	Human values topic by K.Uma Devi		Review on Human values topic by K.Uma Devi		Hands on practice I.Bindhu Parvathi
DAY 3 14/10/2020	Professional Ethics topic by K.Uma Devi		Review on Professional Ethics topic by K.Uma Devi		Hands on practice D.Ram Nalini Devi
DAY 4 15/10/2020	Human values topic by I.Bindhu Parvathi		Review on Human values topic by I.Bindhu Parvathi		Hands on practice D.Ram Nalini Devi
DAY 5 16/10/2020	Professional Ethics topic by D.Ram Nalini Devi		Professional Ethics topic by D.Ram Nalini Devi		Valedictory session


Programme Coordinator



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List of Participants

Name of the Programme: A One-Week FDP on Human Values and Professional Ethics

Date : 12th to 16th October 2020.

A.Y:2020-21

S.NO	Name of the Faculty	Designation	College Name	Day 1	Day 2	Day 3	Day 4	Day 5
1.	Santhi Swaroop	Asst prof	GIITS	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
2.	Motaparathi Nasoraju	Asst Prof	GIITS	Ⓜ	Ⓜ	Ⓜ	Ⓜ	Ⓜ
3.	B.NAGI Reddi	Asst prof	GIITS	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ
4.	S. Vasa laxmi	Asst Prof	SITS	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
5.	B. Nadhiya	Asst prof	SITS	Ⓟ	Ⓟ	Ⓟ	Ⓟ	Ⓟ
6.	K. sharmila	Asst prof	SITS	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
7.	S. Naveesh kumar	Asst prof	SITS	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
8.	S. Singh	Asst prof	GIITS	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
9.	B. Sri Pudi	Asst Prof	GIITS	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
10.	M. madhusudhana rao	Asst prof	GIITS	Ⓜ	Ⓜ	Ⓜ	Ⓜ	Ⓜ
11.	Anusha seethini	Asst prof	GIITS	Ⓜ	Ⓜ	Ⓜ	Ⓜ	Ⓜ
12.	M. Manikanta arjun vasam	Asst prof	GIITS	Ⓜ	Ⓜ	Ⓜ	Ⓜ	Ⓜ
13.	Mathurthi Vasantha	Asst prof	GIITS	Ⓜ	Ⓜ	Ⓜ	Ⓜ	Ⓜ
14.	A. purushotham	Asst prof	WISE	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
15.	I. sai rama kumari	Asst prof	WISE	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ
16.	M. Leela Krishna	Asst Prof	WISE	Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ



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S.NO	Name of the Faculty	Designation	College Name	Day 1	Day 2	Day 3	Day 4	Day 5
17.	K.K. Kinnema	Asst prof	GIITS	K.K.	K.K.	K.K.	K.K.	K.K.
18.	R. Suresh Kumar	Asst prof	WISE	S	S	S	S	S
19.	D. Satish Kumar	Asst prof.	WISE	S	S	S	S	S
20.	P. Sireesha	Asst prof	WISE	P.S	P.S	P.S	P.S	P.S
21.	B. Vijayalakshmi	Asst. prof	GIITS	BV	BV	BV	BV	BV
22.	P. Parvatha	Asst prof	GIITS	P	P	P	P	P
23.	K. Poojitha	Asst prof	GIITS	KP	KP	KP	KP	KP
24.	P. Suchetha	Asst prof	GIITS	S	S	S	S	S
25.	C. Alekhya	Asst prof	GIITS	A	A	A	A	A
26.	D. Poornima	Asst prof	GIITS	PD	PD	PD	PD	PD
27.	M. Sharmila	Asst prof	GIITS	M	M	M	M	M
28.	K. Sahithi	Asst prof	GIITS	K	K	K	K	K
29.	V.S Murthy	Asst prof	GIITS	V.S	V.S	V.S	V.S	V.S
30.	S. Rambabu	Asst prof	GIITS	S	S	S	S	S
31.	S. Ratna	Asst prof	GIITS	SR	SR	SR	SR	SR
32.	K. Vaidelhi	Asst prof	GIITS	K	K	K	K	K
33.	V. M. M Gandhi	Asst prof	GIITS	V.M.M	V.M.M	V.M.M	V.M.M	V.M.M
34.	G. Srinam Murthy	Asst prof	GIITS	G	G	G	G	G
35.	J. Parvathi	Asst prof	GIITS	J	J	J	J	J



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S.NO	Name of the Faculty	Designation	College Name	Day 1	Day 2	Day 3	Day 4	Day 5
36.	D. Raghu Ram	Asst prof	GIITS	R	R	R	R	R
37.	V. Bharaathi	Asst prof	GIITS	R	R	R	R	R
38.	V. Asha	Asst. prof	GIITS	A	A	A	A	A
39.	K.S. Bhargavi	Asst. prof	GIITS	B	B	B	B	B
40.	B. Sri chaitanya	Asst prof	GIITS	B	B	B	B	B
41.	J. Prabha Kera	Asst prof	GIITS	P	P	P	P	P
42.	K. Lakshmarao	Asst prof	GIITS	P	P	P	P	P
43.	P. Deborah Grace	Asst prof.	GIITS	D	D	D	D	D
44.	S. Sarjana	Asst prof	GIITS	S	S	S	S	S
45.	M. Vijaya Kumar	Asst prof	GIITS	V	V	V	V	V
46.	R. Srinu	Asst prof	GIITS	R	R	R	R	R
47.	M. Srihari	Asst prof	GIITS	M	M	M	M	M
48.	S. Roy	Asst prof	GIITS	R	R	R	R	R
49.	L. Senthosh	Asst prof	GIITS	L	L	L	L	L
50.	S. Ramana	Asst prof.	GIITS	S	S	S	S	S
51.	N. Sriharidas	Asst Prof	TRINITY	N	N	N	N	N
52.	B. Ramamurthy	Asst prof	TRINITY	R	R	R	R	R
53.	S. Ameena	Asst prof	TRINITY	A	A	A	A	A
54.	Ch. Supriya	Asst prof	TRINITY	S	S	S	S	S



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S.NO	Name of the Faculty	Designation	College Name	Day 1	Day 2	Day 3	Day 4	Day 5
55.	D. Sabitha	Asst. prof.	GII TS	Sab	Sab	Sab	Sab	Sab
56.	A. Krishnaih	Asst. prof.	Trinity	Akr	Akr	Akr	Akr	Akr
57.	P. Demudubabu	Asst. Prof	GII TS.	Pd	Pd	Pd	Pd	Pd
58.	B. Om Namahshwaya	Asst. prof	GII TS	Ob	Ob	Ob	Ob	Ob
59.	M.V. Ravi Sankar Reddy	Asst. prof	BSRMC	Ravi	Ravi	Ravi	Ravi	Ravi
60.	K. Khashtupet	Asst. prof	BSRMC	Kk	Kk	Kk	Kk	Kk
61.	K. Eswara Reddy	Asst. prof	ICSR.MCE	Es	Es	Es	Es	Es
62.	K. Vijaya Bhaskar Reddy	Asst. prof	KSRMC	Vije	Vije	Vije	Vije	Vije
63.	K. Naveen	Asst. prof.	Chaitanya (EN.G College)	Nave	Nave	Nave	Nave	Nave
64.	Ch. Vinod	Asst. prof	Chaitanya (EN.G College)	Vin	Vin	Vin	Vin	Vin
65.	M. Gobind Smit	Asst. prof	Chaitanya (EN.G College)	Gob	Gob	Gob	Gob	Gob
66.	J. Annapurna	Asst. prof	Chaitanya (EN.G College)	An	An	An	An	An
67.	D. Rajitha	Asst. prof	Chaitanya (EN.G College)	Raji	Raji	Raji	Raji	Raji
68.	B. Vijay Kumar	Asst. prof	N.C.E.T	Vij	Vij	Vij	Vij	Vij
69.	P. Nikhilika	Asst. prof	N.C.E.T	Nik	Nik	Nik	Nik	Nik
70.	Dy. Ruma Sri Ganesh Mah	Asst. prof	SSCE	Rum	Rum	Rum	Rum	Rum
71.	Vinod Kumar Vachha	Asst. prof	SSCE	Vin	Vin	Vin	Vin	Vin
72.	Srinivasa Rao Sammaraju	Asst. prof	S.S.C.E	Sru	Sru	Sru	Sru	Sru
73.	M. Chinn. chechu Raju. Vasunaji	Asst. prof	S.S.C.E	Chc	Chc	Chc	Chc	Chc



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S.NO	Name of the Faculty	Designation	College Name	Day 1	Day 2	Day 3	Day 4	Day 5
74.	Venkata Bhargya Siffant	Asst prof	S.S.C.E	Hw	Hw	Hw	Hw	Hw
75.	Jayavartha Rao. Sabharwal	Asst prof	S.S.L.F	Jaya	Jaya	Jaya	Jaya	Jaya
76.	K. Dilip Kumar	Asst prof.	S.S.C.E	Duo	Duo	Duo	Duo	Duo
77.	Vijaya Bhas Reddy. Nellore Pavathigari	Asst prof	S.S.C.E	Bh	Bh	Bh	Bh	Bh
78.	Ch. Mohana Rao	Asst prof	S.S.C.E	Ch	Ch	Ch	Ch	Ch
79.	B. Praveen Chawla	Asst prof	SSCE	Pr	Pr	Pr	Pr	Pr
80.	Dr. K. Sechadristu	Asst prof	S.S.C.E	Se	Se	Se	Se	Se
81.	B. Satish Babu	Asst prof	S.S.L.F	Ba	Ba	Ba	Ba	Ba
82.	K. Venkata Ratnam	Asst. Prof	SSCE	K	K	K	K	K
83.	B. Gayathi	Asst. Prof	SSCE	B	B	B	B	B
84.	Ch. Jagan Mohan Rao	Asst. Prof	SSCE	Ch	Ch	Ch	Ch	Ch
85.	Dr. T. Kanda Rao	Asst Prof	S.S.E.E	Dr	Dr	Dr	Dr	Dr
86.	B. Satish	Asst. Prof	NRIIT	B	B	B	B	B
87.	G. Gopichand Babu	Asst. Prof	NRIIT	G	G	G	G	G
88.	Ch. Narendra Babu	Asst. Prof	NRIIT	Ch	Ch	Ch	Ch	Ch
89.	Dr. A. Subasini	Assoc. Prof	NRIIT	Dr	Dr	Dr	Dr	Dr
90.	B. Siddharth Babu	Asst. Prof	ICAS, Kakinada	B	B	B	B	B
91.	K. Machara Rao	Asst. Prof	ICAS, Kakinada	M	M	M	M	M



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19th October 2020

PROGRAM REPORT

Name of the Programme : A One-Week FDP on Human Values and Professional Ethics

Date : 12th to 16th October 2020.

Details of the Resource Persons :

Resource person - 1	Resource person - 2	Resource person - 3
<p>K.Uma Devi M.A Eng(Lit) Lecturer in English Govt. Polytechnic College Narsipatnam. kavyauma.srinivas@gmail.com Ph: 9912043417.</p>	<p>I.Bindhu Parvathi Asst.Professor(English) BS&H, GIITS.</p>	<p>D.Ram Nalini Devi Asst.Professor(English) BS&H, GIITS.</p>

Objectives of FDP:

The Gonna Institute of Information Technology and Sciences had successfully organised a one-week faculty development program on Human values and Professional Ethics.

- The program primary goals are to fix the moral issues in the sector and understand the moral principles that should guide the engineering profession.
- And to back up the profession's moral evaluation, designed to give engineers a set of morals related to beliefs, attitudes, and actions.
- Also, to promote moral and ethical ideals in engineering and encourage allegiance, morals, and social ideals, as well as loyalty and social values.



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Outcomes of the Program:

- The program was very helpful to the entire faculty in understanding the value of reciprocal human behaviors, trust, and meaningful interactions with nature.
- The ability to create a balance between one's personal and professional lives by using the appropriate technologies and management strategies

Human Values and Professional Ethics





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Number of the Participants: 91

Programme Coordinator

HOD



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CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Ms. *Santhi Swaroop*.....

from *GIITS, VSP*.....

has Participated in a One-Week Faculty Development Program on “Human Values And Professional Ethics” conducted from 12th - 16th October 2020 organized by the Department of Basic Science & Humanities.

[Signature]
CONVENOR

[Signature]
HOD

[Signature]
PRINCIPAL
Principal

Gonna Institute of Information Technology & Sciences

VISAKHAPATNAM-530 053



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CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Ms. *M. Nagaraju*

from

has Participated in a One-Week Faculty Development Program on “Human Values And Professional Ethics” conducted from 12th - 16th October 2020 organized by the Department of Basic Science & Humanities.

[Signature]
CONVENOR

[Signature]
HOD

[Signature]
PRINCIPAL
Principal

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Ms. *Bhanu Nagi Reddi*

from *GIITS, VSP*

has Participated in a One-Week Faculty Development Program on “Human Values
And Professional Ethics” conducted from 12th - 16th October 2020 organized by the
Department of Basic Science & Humanities.

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T. V. S.
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Principal

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Ms. *Shilpi Singh*

from *GIITS, VSP*

has Participated in a One-Week Faculty Development Program on “Human Values And Professional Ethics” conducted from 12th - 16th October 2020 organized by the Department of Basic Science & Humanities.

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr./Ms. *M. Madhusudhana Rao*

from *GIITS, VSP*

has Participated in a One-Week Faculty Development Program on “Human Values And Professional Ethics” conducted from 12th - 16th October 2020 organized by the Department of Basic Science & Humanities.

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17th August 2020

CIRCULAR

The Department of MBA will organize "A One-Day Training Program for Non-teaching Faculty on Office Management Skills" which will be held on 20th August 2020. Therefore, it is strongly recommended that every member of the non-teaching staff should take part in this program in accordance with the schedule given and make it a grand success.

Venue: Seminar Hall

T. L. S.
PRINCIPAL

Copy to:
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Signature Of All HODs							TPO	AO	Library
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PROGRAM SCHEDULE

Name of the Programme: A One-Day training program for non-teaching faculty on Office Management Skills.

DATE/ TIME	10:00 to 11:30 (FN) (TOPIC)	11:30 to 11:45	11:45 to 1:00 (TOPIC)	1:00 to 2:00	2:00 to 4:00 (AN) (TOPIC)
20/8/2020	Inaugural Session	B R E A K	Introduction to Office Management Skills Dr.B.Om Namhshivaya	L U N C H	Office Management Skills Dr.B.Om Namhshivaya

Programme Coordinator



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List of Participants

Name of the Programme: A one-day training program for non-teaching faculty on Office Management Skills.

Date : 20th August 2020

A.Y: 2020-21

S.NO	Name of the Faculty	Designation	Signature
1)	S. Sumanasa Rao	Accounts Officer	
2)	P. Vijaya Santosh	Office Asst	
3)	M. Kanish	Office Asst	
4)	D. Rambaiah	OA	D. Rambaiah
5)	G. Raju	OA	G. Raju
6)	RNG Mahesh	office asst.	Mahesh
7)	K. Dattatreya	office Assistant	Dattatreya
8)	S. Hemanth Kumar	Lab Tech	Hemk
9)	T.V. APPARAO	ELECTRICIAN	APPARAO
10)	M. Lavanya	Lab Tech	M. Lavanya
11)	M. Apparao	Lab Tech	M. Apparao
12)	B. Dharmaraju	LAB TECH	Dharmaraju
13)	Anwar Wali	LAB. Tech.	A. Wali
14)	A. Lakshmana Murthy	Lab Tech	Laksh
15)	P. Bhavani	Lab Tech	Bh
16)	M. Venkatesh	sys. Adm	MV
17)	Nargis Banu	Lab Tech	Nargis



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24th August 2020

PROGRAM REPORT

Name of the Programme: A one-day training program for non-teaching faculty on Office Management Skills.

Date : 20th August 2020

Details of the Resource Person

- **Name** : Dr.B.Om Namhshivaya.
- **Designation** : Associate Professor.
- **Department** : MBA
- **Organization** : Gonna Institute of Information Technology and Sciences.

Objectives of FDP:

The objectives of the office management skills encompass developing and honing various competencies necessary to effectively manage administrative tasks, support organizational operations, and create a productive work environment.

- Efficient Time Management
- Effective Communication
- Proficient Organizational Skills
- Problem Solving and Decision Making
- Effective Leadership
- Technology and Digital Skills
- Customer Service Orientation
- Financial Management
- Ethical and Professional Conduct
- Maintaining confidentiality, adhering to professional standards, and ensuring compliance with relevant policies and regulations.



Outcomes of the Program:

The training program was helpful for the faculty to develop office management skills like

- Efficient Workflow
- Effective Time
- Enhanced Communication
- Organizational Efficiency
- Problem-Solving and Decision-Making
- Strong Leadership
- Adaptability and Flexibility
- Customer Satisfaction
- Financial Management
- Professionalism and Ethics

These outcomes collectively contribute to a well-organized, efficient, and productive office environment. They benefit individuals by enhancing their professional capabilities, job satisfaction, and career growth opportunities. At the same time, organizations benefit from improved operational efficiency, customer satisfaction, and a positive workplace culture.



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Number of the Participants:17

Chitto

Programme Coordinator

B. Siva

HOD



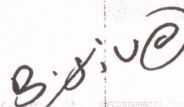
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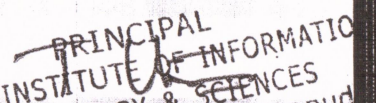
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CERTIFICATE OF PARTICIPATION

This is to certify that Mr/Ms..... S. SRINEVASA RAO
from GIITS, VSKP
has participated in a One-Day training program for non-teaching faculty on "Office Management Skills"
conducted on August 20th, 2020, organized by the Department of MBA.


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CERTIFICATE OF PARTICIPATION

This is to certify that Mr/Ms..... P. VIJAY SHANTOSH.....
from GIITS, VSKP.....
has participated in a One-Day training program for non-teaching faculty on "Office Management Skills"
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CERTIFICATE OF PARTICIPATION

This is to certify that Mr/Ms.....

M. RAMESH

from.....

GIITS, VSKP

has participated in a One-Day training program for non-teaching faculty on "Office Management Skills" conducted on August 20th, 2020, organized by the Department of MBA.

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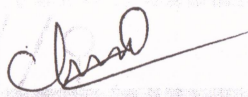


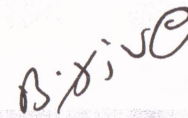
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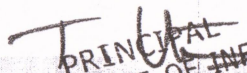
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CERTIFICATE OF PARTICIPATION

This is to certify that Mr/Ms..... G. Raju.....
from GIITS, Vskp.....
has participated in a One-Day training program for non-teaching faculty on "Office Management Skills"
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CERTIFICATE OF PARTICIPATION

This is to certify that Mr/Ms.....

R. N. G. MAHESH

from

GIITS, VSKP

has participated in a One-Day training program for non-teaching faculty on "Office Management Skills" conducted on August 20th, 2020, organized by the Department of MBA.

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