



RAGHU ENGINEERING COLLEGE (A)

(Approved by AICTE, New Delhi, Permanently Affiliated to JNTU Kakinada,

Accredited by NAAC by 'A' Grade)

Dakamarri (Village), Bheemunipatnam (Mandal)

Visakhapatnam Dist, Andhra Pradesh, Pin -531162

6.3.3 Average number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the last five year (8)

Additional information

Dates (from-to) (DD-MM- YYYY)	Title of the professional development program organized for teaching staff	Title of the administrative training program organized for non-teaching staff	No. of participants	Page No
2017-2018 (Total-13)				
23-12-2017 To 26-12-2017	Faculty Workshop on “Mechanical Design with CATIA” organized by department of Mechanical Engineering, Raghu Engineering College	----	50	3-8
19-09-2017	A workshop on “Solid Waste Management” organized by department of Mechanical Engineering, Raghu Engineering College	----	25	9-13
03-03-2018	A one day workshop on “REVIT” organized by department of Civil Engineering, Raghu Engineering College	----	56	14-18
14-07-2017	A one day workshop on “Disaster Management” organized by department of Civil Engineering, Raghu Engineering College	----	40	19-21
11-03-2017	Training Program on “Electrical Energy conservation “ For teaching and Non Teaching Staff organized by department of EEE Engineering, Raghu Engineering College	Training Program on “Electrical Energy conservation “ For teaching and Non Teaching Staff organized by department of EEE Engineering, Raghu Engineering College	18	22-23



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Visakhapatnam Dist, Andhra Pradesh, Pin -531162

29-01-2018	Training on "Operation and Maintenance of Power House of Raghu Engineering College" for Teaching and Non-Teaching Staff	Training on "Operation and Maintenance of Power House of Raghu Engineering College" for Teaching and Non-Teaching Staff	18	24-25
22-05-2018	----	One-day Skill Development Program on "Heat Transfer Equipment" for the non-teaching staff of Department of Mechanical Engineering	05	26-30
22-12-2017	----	One-day Training program on "Awareness of Safety and Protection at Workplace for the non-teaching staff of Department of Mechanical Engineering	05	31-35
03-06-2017	----	Training program on "Word Processing"	13	36-37
06-01-2018	----	Training program on "Keeping Records"	10	38-39
08-12-2018	Training Program on "Introduction to Verilog HDL" for Technicians and Non- Teaching Staff	Training Program on "Introduction to Verilog HDL" for Technicians and Non- Teaching Staff	09	40-41
14-07-2018	Training Program on "Embedded Systems" for Technicians and Non-Teaching Staff	Training Program on "Embedded Systems" for Technicians and Non-Teaching Staff	09	42-43
08-07-2017	----	Training program on "Skill development for Non Teaching Staff.	08	44-45



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website:www.raghuenggcollege.com

DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

Date:15-12-2017

There will be a Faculty Development programme on “Mechanical Design with CATIA” conducted by Department of Mechanical Engineering from 23-12-2017 to 26-12-2017 (4days)

Resource Person: CH. KIRAN BABU, Dassault Systems

Dates:23-12-2017 to 26-12-2017

Time: 10.00 AM to 3. 30 PM

Venue: CATIA LAB

In this connection, all the faculty of the Department are requested to participate in the Faculty Development Programme.

Dr.R.VaikuntaRao
Head of the Department
Department of Mechanical Engineering
Raghu Engineering College

Copy to
The Principal's Office, REC



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DEPARTMENT OF MECHANICAL ENGINEERING

A Report on

Four days Faculty Development Programme

On

“Mechanical Design with CATIA”

Dates:23-12-2017 to 26-12-2017

Time: 10.00 AM to 3. 30 PM

Venue: CATIA LAB

Organized by

Department of Mechanical Engineering

Resource Person

CH. KIRAN BABU, Dassault Systems

Coordinator

Dr.R.VAIKUNTARAO

Professor & Head, Department of Mechanical Engineering

Co-coordinator

Dr.T. GANAPATHI, Professor & Dean,
Department of Mechanical Engineering



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website:www.raghuenggcollege.com

Department of Mechanical Engineering

Level: Institute

Title: “Mechanical Design with CATIA”

Software:CATIA

Resource Person:CH. KIRAN BABU, Dassault Systems

Duration: 4 days. From 23-12- 2017 to 26-12-2017

Time: 10.00 AM to 3. 30 PM

Venue:CATIA LAB

Number of Participants:50

Aim of the Programmme

To educate the Teaching staff about the CATIA Software

Outcomes of the Programme

After understanding the Fundamentals of CATIA V5, the students can able to draw the 2D drawings in sketcher module with ease. Understand the advanced solutions for conceptual design, 3D modeling and documentation. This workshop will also enable the students to understand about the product design, industrial design and styling. The students will be able to design streamline 2D design, drafting, documentation with powerful tools for layout, drawing and 3D annotation assembly design and template based design

About the Resource Person

Mr. CH. Kiran Babu is currently working as Training Manager in Dassault Systems. He has real time experience in modelling. He has worked as onsite Design and Analysis Engineer for various organizations. He is consultant for promoting various software CATIA, ProE, Solid works, Dell Cam. He has trained over 100 batches of students for the past 10 years in various organizations and hands on workshops to provide real time training sessions to the students. He rendered his services to various sectors like automotive, aerospace, power and energy sectors.

Schedule

Date	Fore noon		After noon	
	9.00 to 10.00 AM	10.00 to 12.00AM	1.00 to 2.30 PM	3.00 to 4.00 PM
23-12-2017	Inaugural session	Creation of sketch profile with constraints	Transformations	Practice session on Sketcher
24-12-	Creating	Part design, Creation of 3D Elements,	Creation	Hands on

2017	Sketch Based features	Creation of offset	technique of Multi section, Sweep and Blend	practice session on part design
25-12-2017	Project 3DElements, Sketch Analysis	Practice of different Models, Hands on practice session on part design	Surface Design	Practice session on surface Design
26-12-2017	Assembly Constraints, Engineering, Connections,	Insert new product or part, Hands on practice on assembly design	Examination and Evaluation	Valedictory



List of Participants attended the Programme

S.NO	FACULTYNAME	DESIGNATION
1	Dr.R. VaikuntaRao	HOD&Professor
2	Dr.R.Srinivasu	Professor
3	Dr. Vivekpandey	Professor
4	Dr.K.MohanKumar	Professor
5	Dr. V. SaiSrikanth	Professor
6	Dr.Panchanandajha	Associate Professor
7	N.S.C.Chaitanya	Associate Professor
8	V S Subrahmanyam	Associate Professor
9	Dr.AmitKumarMeher	Associate Professor
10	K.ArunKumar	Associate Professor
11	P.RajaNaveen	Associate Professor
12	K.Sreekanth	Associate Professor
13	T.Kalyani	Associate Professor
14	PKVSSubramanyeswaraRao	Assistant Professor
15	D.SivaPrasadVarma	Assistant Professor
16	P. S.Krishnam Raju	Assistant Professor
17	N.Raju	Assistant Professor
18	M.Shobha	Assistant Professor
19	Susant Kumar Sahu	Associate Professor
20	ManojKumarOjha	Assistant Professor
21	Y.Raghavendra	Assistant Professor
22	Vamsichaitanya	Assistant Professor
23	J.Ramesh Naidu	Assistant Professor

24	Kalisetti Anil	Assistant Professor
25	M.VenkataRamana	Assistant Professor
26	K.Mohan Kumar	Assistant Professor
27	V.Vinay Kumar	Assistant Professor
28	Y.Karum Kumar	Assistant Professor
29	T.Eswar Rao	Assistant Professor
30	G.SunilGavaskar	Assistant Professor
31	Retanjali Panda	Assistant Professor
32	M.Raghu	Assistant Professor
33	ManishYadav	Assistant Professor
34	Ch.Manikanteswarao	Assistant Professor
35	V.Siva Krishna	Assistant Professor
36	Dr. P. Vijaya Kumar,	Professor
37	Dr.V. Naga Bhushanam,	Professor
38	Dr.E.V.V.Ramana Murthy,	Professor
39	S. Hemalatha	Associate Professor
40	P. Srinivasa Rao	Associate Professor
41	V. Krishna Kanth	Assistant Professor
42	K. Suresh Babu	Assistant Professor
43	G. VenuMadhav	Assistant Professor
44	P. Rajesh Kumar	Assistant Professor
45	K. Swathi	Assistant Professor
46	Y. Kesava Rao	Assistant Professor
47	B. Venu	Assistant Professor
48	I. Mohan Rao	Assistant Professor
49	M. Sreerama	Assistant Professor
50	S. Rama Lakshmi Malladi	Assistant Professor

Certificate



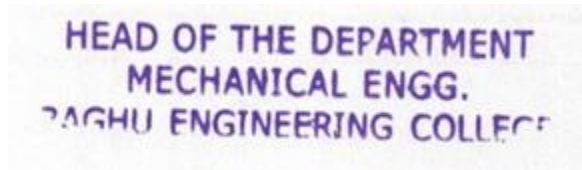
Report

A four-day Faculty Development program on “Mechanical Design with CATIA” was conducted by the Department of Mechanical Engineering for teaching staff, Raghu Engineering College from 23-12- 2017 to 26-12-2017 (4days). Mr.CH.Kiran Babu, Dassault Systems was the resource person of the Faculty Development Programme.

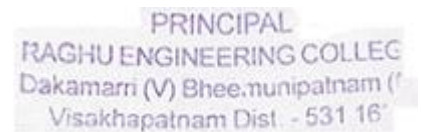
The Faculty Development Programme was inaugurated by the Dr.R.Vaikunta Rao, Professor & Head, Department of Mechanical Engineering, Raghu Engineering College. In his inaugural speech, Dr.R.Vaikunta Rao urged the Faculty to make use of the Faculty Development Programme to the maximum extent possible in order to enhance the knowledge for the utilization of the software.



Dr.R.VaikuntaRao
Head of the Department
Department of Mechanical Engineering
Raghu Engineering College



(Dr. R. Kameswara Rao)
Principal





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Department of Mechanical Engineering


CIRCULAR

Date: 10-09-2017

This is to inform to all faculties that an Faculty workshop on “SOLID WASTE MANAGEMENT” will be conducted on 19-9- 2017. All faculty are requested to attend the Faculty work shop

Resource Person: Dr. R.VAIKUNTARAO, Professor & HOD, Department of Mechanical Engineering, REC

Venue : Seminar Hall


HOD
Department of Mechanical Engineering
HEAD OF THE DEPARTMENT
MECHANICAL ENGG.
RAGHU ENGINEERING COLLEGE



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Department of Mechanical Engineering

Report on

Faculty workshop

On

SOLID WASTE MANAGEMENT

Date

19-9- 2017

Organized By

Department of Mechanical Engineering

Resource Person

DR.R.VAIKUNTARAO

Coordinator

DR.R.VAIKUNTARAO

Professor & Head, Department of Mechanical Engineering)

Co-coordinator

Dr. T.GANAPATHI, Professor & Dean,
Department of Mechanical Engineering

Mr. N S C Chaitanya, Associate Professor,
Department of Mechanical Engineering



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Department of Mechanical Engineering

Program Summary

Level	:National
Title	: SOLID WASTE MANAGEMENT
Category	:Faculty Development Program
Date	: 19-9- 2017
No.of Participants	:25
Organizers	:Department of Mechanical Engineering, ,REC,DAKAMARRI
No.of Resource Persons	:01
ResourcePerson	: Dr. R.VAIKUNTARAO, Professor and HOD, Department of Mechanical Engineering REC,DAKAMARRI
Mode	: OFFLINE

ABOUT RAGHU ENGINEERING COLLEGE:

Located in the lush green outskirts of the city of destiny Visakhapatnam, and established as the brainchild of the renowned academician Sri Raghu Kalidindi in year 2001, Raghu Engineering College is sprawling across over 50 acres of campus area and is perched on NH-43 in dakamarri village, Bheemunipatnam mandal, and is just 37 kilometers from Visakhapatnam, less than 15 kilometers from Vizianagaram and is only 5 kilometers from Thagarapuvalasa. The college is approved by AICTE New Delhi and is permanently affiliated to JNTU-K and is also accredited by NBA and NAAC with “A” Grade and was given the status of Autonomous in the year 2017 by UGC.



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Department of Mechanical Engineering



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Dakamarri(V), Bheemunipatnam(M), Visakhapatnam - 531162



Certificate of Participation

This is certified that Dr./Mr./Ms. Radha Rani Nayak Assistant /Associate Professor
/ Dean in the Department of MECH of REC-Mechanical has participated in
Solid waste management (Raw rejects of aluminum and coal industries) a One Day Faculty
Workshop organized by the Department of Mechanical Engineering held at Raghu Engineering
College, Visakhapatnam on 19th Sep 2017.

MECH. DEAN

PRINCIPAL

CHAIRMAN

Signature of

HOD

HEAD OF THE DEPARTMENT
MECHANICAL ENGG.
RAGHU ENGINEERING COLLEGE

Signature of

Principal

PRINCIPAL
RAGHU ENGINEERING COLLEGE
Dakamarri (V) Bheemunipatnam (M)
Visakhapatnam Dist. - 531 162



RAGHU ENGINEERING COLLEGE (Autonomous)

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REC/CE/CIR/01032018

Date: 01.03.2018

CIRCULAR

All the III B.Tech & IV-B.Tech. Civil students are instructed to attend the A One day Workshop on “Revit” by Samantha on 03.03.2018. Hence students are required to attend the workshop without fail.


H.O.D.,

Department of Civil Engineering.

Civil Engineering Department
RAGHU ENGINEERING COLLEGE
Dakamarri Bhimavaram Mandal
Visakhapatnam - 531162

Copy to:

- 1. Chairman's Table**
- 2. Principal**
- 3. To circulate among students and faculty**

ONE DAY WORKSHOP

ON

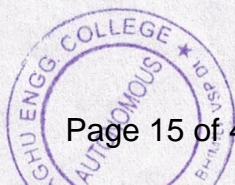
REVIT

DATE ORGANISED : 03-03-2018

DEPARTMENT : CIVIL

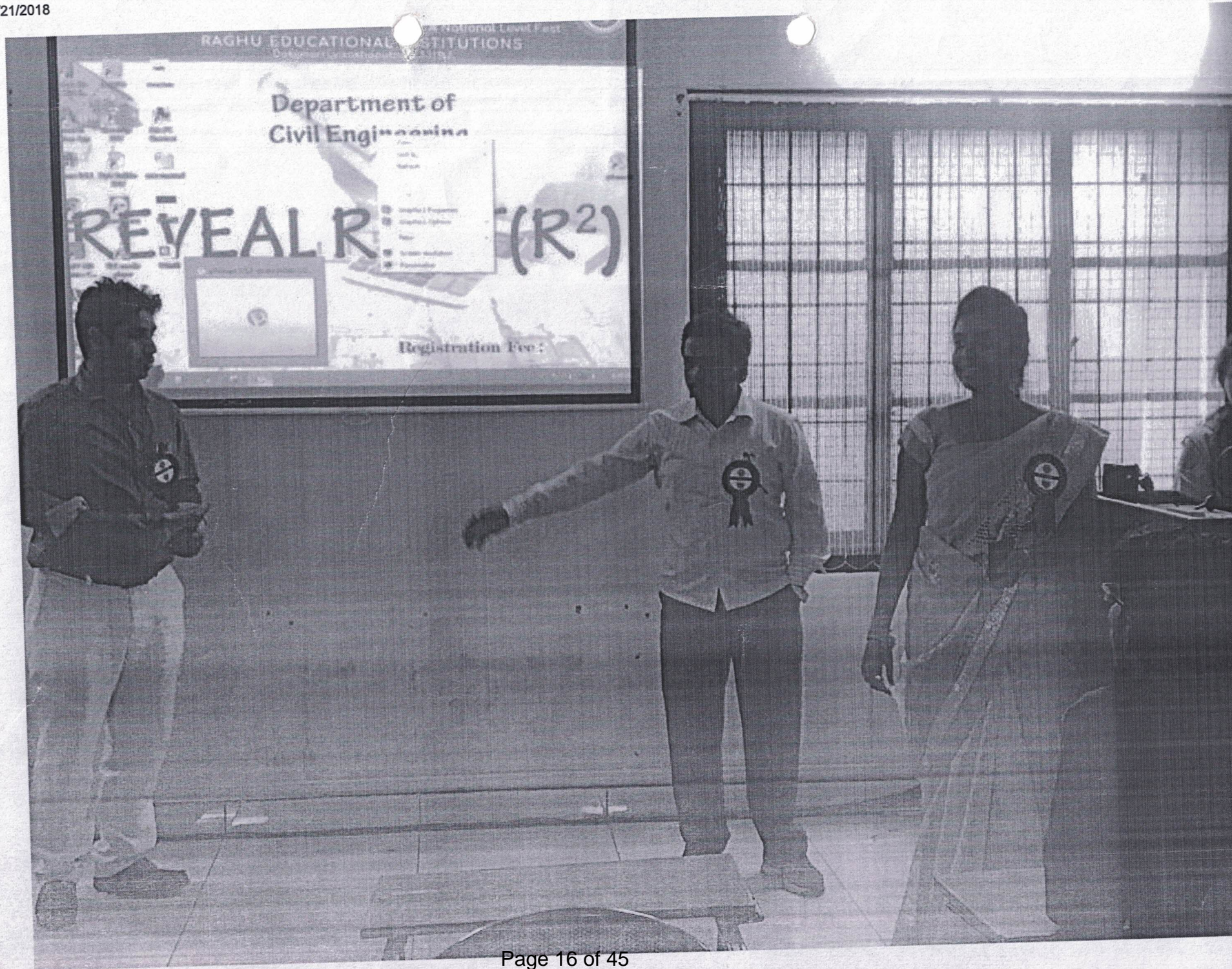
TOTAL ATTENDED : 56

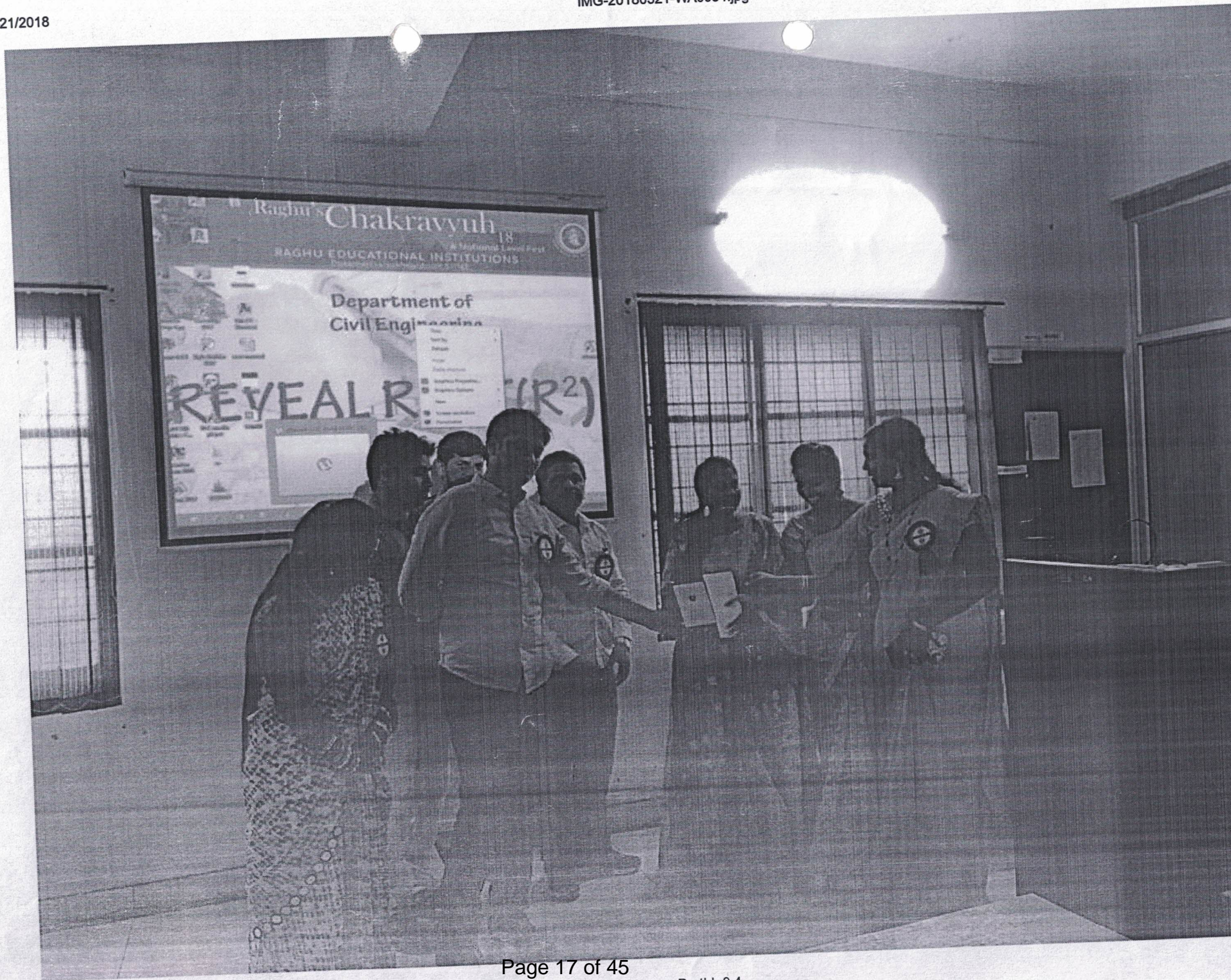
R. Srinivas R



[Signature]
PRINCIPAL

JAGHU ENGINEERING COLLEGE
Bakamarri (V) Bheemunipatnam (M)
Visakhapatnam Dist. 531 162





ONE DAY WORKSHOP
ON
DISASTER MANAGEMENT

DATE ORGANISED :14-07-2017
DEPARTMENT : CIVIL

R. Srinivasan R.



AGHU

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Akamarri (V) Bheemunipatnam







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Dt: 11-03-2019

Report On

Awareness Programme on "Electrical Energy Conservation" for Teaching and Non-Teaching Staff of EEE by Dr. P. Sasikiran

Objective of the Programme:

- The main objective of Electrical Energy Conservation is to reduce demand and use alternate Energy Source.
-

Organized by: Department of EEE

Report:

This program's major objective is to educate the teaching and non-teaching faculty at the EEE Department of Raghu Engineering College on electrical energy conservation. It is crucial for electrical engineers to educate people about the need of energy conservation. The head of the EEE department, Dr. P. Sasi Kiran, made several crucial remarks regarding electrical energy saving. He gave instructions on how to utilise electricity efficiently and without wasting it. Also told to turn off the electricity where it is not being used by all non-teaching employees working in laboratories. This workshop provided excellent information about electrical power conservation to both teaching and non-teaching teachers.



HOD-EEE

Head of the Department

Department of EEE

RAGHU ENGINEERING COLLEGE

DAKAMARRI, Bheemili Mandal

Visakhapatnam-531162

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Attendance Sheet

Dr: 03.07.2017

Name of the Event: Training on Safety Measures in Electrical Machines, Lab

Academic Year: 2017-2018

Resource Person: Mr. S. Kranthi Kumar, Assoc Prof, EEE Dept

S.No	Name of the Attendee	Designation	Signature
1.	V. Poothasaraadhi	Assoc. Prof	V. Poothasaraadhi
2.	R. Siri	Assoc. Prof	R. Siri
3.	K. Sulochana	Asst. Prof	K. Sulochana
4.	V. Pramodha Rani	Asst. Prof	V. Pramodha Rani
5.	B.G. Nachuri	Asst. Prof	B.G. Nachuri
6.	S. R. Ravi	Assoc. Prof	S. R. Ravi
7.	M. B. L. B. Prabhat	Asst. Prof	M. B. L. B. Prabhat
8.	M. V. Suresh Kumar	Asst. Prof	M. V. Suresh Kumar
9.	P. Ravi Kumar	Asst. Prof	P. Ravi Kumar
10.	P. Nareesh	Asst. Prof	P. Nareesh
11.	S. S. Prakash Rao	Asst. Prof	S. S. Prakash Rao
12.	P. Srinivas	Asst. Prof	P. Srinivas
13.	H. S. Srinivas	Asst. Prof	H. S. Srinivas
14.	T. Satyanarayana	Asst. Prof	T. Satyanarayana
15.	S. KRANTHI KUMAR	Assoc. Prof	S. KRANTHI KUMAR
← Non - Teaching Staff →			
1.	V. G. S. RAMBABU	LAB TECH	V. G. S. RAMBABU
2.	G. Siva Kumar	Lab Technician	G. Siva Kumar
3.	K. Lakshmi	Lab Technician	K. Lakshmi

HOD-EEE

Head of the Department

Department of EEE

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Dt: 29-01-2018

Report On

Training on Operation and Maintenance of Power House of Raghu Engineering College for Teaching and Non-Teaching Staff by Er. Subramanyam

Objective of the Programme:

- To Understand the operation of Diesel Generator when Power Outages Occur.
- To Understand the operation and maintenance of Generator and Switch yard.

Organized by: Department of EEE

Report:

The primary goal of the programme is to instruct lab staff and faculty members in the use of switch yards and the operation and maintenance of diesel generators. When there are power outages in a workplace, the maintenance and functioning of the diesel generator are crucial. Er. Subramanyam, who has many years of expertise in the industrial sector, described how a diesel generator works and how to maintain it. Also described were the switches' emergency modes of functioning in the switch panel. This programme provides participants practical experience in generator operation and maintenance.



HOD-EEE

Head of the Department

Department of EEE

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Attendance Sheet

Dr: 29-01-2018

Name of the Event: Operation and Maintenance of Power House of REC

Academic Year: 2017-18

Resource Person: Dr. Subramanyam

S.No	Name of the Attendee	Designation	Signature
1.	M.V. Suresh Kumar	Asst. Prof	Suresh
2.	K. Sulochana	Asst. Prof	Sulochana
3.	V. Parthasaradhi	Assoc. Prof	V. Parthasaradhi
4.	S. Prasad Kumar	Assoc. Prof	S. Prasad
5.	R. Sirji	Assoc. Prof	R. Sirji
6.	P. Ravi Kumar	Asst. Prof	P. Ravi
7.	B.G. Madhuri	Assoc. Prof	B.G. Madhuri
8.	V. Thamaradha	Asst. Prof	V. Thamaradha
9.	S.K.D. Anand	Assoc. Prof	S.K.D. Anand
10.	N.S.L. A. Perasath	Asst. Prof	N.S.L. A. Perasath
11.	P. Mareeth	Asst. Prof	P. Mareeth
12.	S.S. Perikash Rao	Asst. Prof	S.S. Perikash Rao
13.	P. Srinivas	Asst. Prof	P. Srinivas
14.	M. Sivakanta	Asst. Prof	M. Sivakanta
15.	T. Santhya Kumar	Asst. Prof	T. Santhya
Non-Teaching Staff			
1	V. G. S. RAMBABU	LAB TECH	V. G. S. RAMBABU
2	G. Siva Kumar	Off. Asst	G. Siva Kumar
3	K. Uday Bhaskar	Lab technician	K. Uday Bhaskar

Teaching staff: 15

Non-Teaching: 03

18

Santhya

HOD-EEE
Head of the Department
Department of EEE
RAGHU ENGINEERING COLLEGE
DAKAMARRI Bheemuni Mandal
Visakhapatnam-531162



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DEPARTMENT OF MECHANICAL ENGINEERING

Ref: REC/ME/Non-Teaching Staff/2017-18/CircularNo.2

Date :16-5-2018

CIRCULAR

There will be a one-day Skill Development Program on “Heat Transfer Equipment” for the non-teaching staff of Department of Mechanical Engineering on 22nd May, 2018.

Program: One-day Skill Development Program on “Heat Transfer Equipment”

Category: Skill Development Programme

Resource Person—Mr. P. Rajanaveen, Associate Professor

Date: 22nd May, 2018, Time: 10.00 AM to 3.30 PM

Venue: Heat Transfer Lab

In this connection, all the non-teaching staff of the Department are requested to participate in the Skill Development program

Dr. R. Vaikunta Rao
Head of the Department
Department of Mechanical Engineering
Raghu Engineering College

Copy to

1. The Principal's Office, REC
2. All Non-teaching staff of Department of Mechanical Engineering



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Report on Training programme “Heat Transfer Equipment” for Non –Teaching Staff

Resource Person: Mr. P. Rajanaveen, Associate Professor, Department of Mechanical Engineering

Aim of the Program: To educate the staff about Heat Transfer Lab Equipment, principle of operation, working, conducting of experiments, safety precautions and various applications.

Photos:



A demonstration of double pipe heat exchanger by the resource person



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Demonstration of pin fin apparatus



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
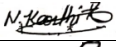
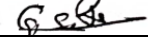

Name of the professional development / administrative training program:

One-day Skill Development Program on “Heat Transfer Equipment”

Academic Year: 2017-18

Date: 22-5-2018

Resource Person: P. Rajanaveen, Associate Professor, Department of Mechanical Engineering

S. No	Name of the Staff	Designation	Signature
1	S. HARISH	Technician	
2	M. SRINIVAS	Technician	
3	G.RAMESH	Technician	
4	G. SRINIVAS	Technician	
5	L.GANESH	Technician	

Report:

A One-day Skill Development Program on “Heat Transfer Equipment” for the non-teaching staff of the Department of Mechanical Engineering, Raghu Engineering College was organized at the Heat Transfer Lab, Department of Mechanical Engineering, Raghu Engineering College from 10.00 AM to 3. 30 PM on 22May2018. Mr. P. Rajanaveen, Associate Professor in Mechanical Engineering, Department of Mechanical Engineering, Raghu Engineering College was the resource person of the workshop.



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The training program was inaugurated by Dr. R. Vaikunta Rao, Head of the Department, Department of Mechanical Engineering. In his inaugural speech, Dr.R. Vaikunta Rao inspired the participants to make use of the training programme to the maximum extent possible in order to enhance their knowledge in Heat Transfer and develop skills.

During the first session of the workshop, Mr. P. Rajanaveen made a presentation on fundamentals of Heat transfer. After the presentation, Mr. P. Rajanaveen explained conducting of various experiments, applications and safety precautions to the participants. In the second session, participants conducted the experiments and their performance was evaluated.

Head of the Department
Department of Mechanical Engineering
Raghu Engineering College

(Dr. R. Kameswara Rao)
Principal

Raghu Engineering College



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DEPARTMENT OF MECHANICAL ENGINEERING

Ref: REC/ME/Non-Teaching Staff/2017-18/CircularNo.1

Date :16-12-2017

CIRCULAR

There will be a one-day Training program on “Awareness of Safety and Protection at Workplace for the non-teaching staff of Department of Mechanical Engineering on 22nd December, 2017.

Program: Training program on “Awareness of Safety and Protection at Workplace”

Resource Person— Mr. P. K. V. S. Subramanyeswara Rao, Assistant Professor

Date—22-12-2017

Time:10.00 AM to 3. 30 PM

Venue: Work Shop

In this connection, all the non-teaching staff of the department are requested to participate in the training program.

Dr. R. VAIKUNTA RAO

Head of the Department

Department of Mechanical Engineering

Raghu Engineering College

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2.All Non-teaching staff of Department of Mechanical Engineering



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Report on Training programme - “Awareness of Safety and Protection at Workplace”for Non –Teaching Staff

Resource Person: Mr. P. K. V. S. Subramanyeswararao, Assistant Professor, Department of Mechanical Engineering

Aim of the Program: To educate the staff about “Awareness of Safety and Protection at Workplace”.

Photos:





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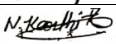
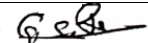

Name of the professional development / administrative training program:

Training program on “Awareness of Safety and Protection at Workplace

Academic Year:2017-18

Date: 22-12-2017

Resource Person: P.K.V.S. Subramanyeswara Rao Assistant Professor, Department of Mechanical Engineering

S. No	Name of the Staff	Designation	Signature
1	S. HARISH	Technician	
2	M. SRINIVAS	Technician	
3	G.RAMESH	Technician	
4	G. SRINIVAS	Technician	
5	L.GANESH	Technician	

Report:

A one-day Training program on “Awareness of Safety and Protection at Workplace” for the non-teaching staff of the Department of Mechanical Engineering, Raghu Engineering College was organized at the Institute from 10.00 AM to 3.30 PM on 22ndDecember, 2017. Mr. P.K.V.S. Subramanyeswara Rao, Assistant Professor in Mechanical Engineering, Department of Mechanical Engineering, Raghu Engineering College was the resource person of the workshop.

The training program was inaugurated by Dr. R. Vaikunta Rao, Head of the Department, Department of Mechanical Engineering. In his inaugural speech, Dr. R. Vaikunta Rao inspired the participants to make use of the training program to the maximum extent possible in order to enhance their knowledge and practices in Safety and Protection at Workplace.



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During the first session of the workshop, Mr. P. K. V. S. Subramanyeswara Rao made a presentation on precautions and safety measures to be taken while conducting experiments in various laboratories and workshops. In the presentation, Mr. P. K. V. S. Subramanyeswara Rao explained the need and benefit of proper labeling, various physical and health hazards and responsibilities of all persons for safety. He emphasized on the safe working practices like personal protective equipment, handling of tools and equipment, storage, disposal and housekeeping procedures, better and worse practices

Head of the Department
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Raghu Engineering College

(Dr. R. Kameswara Rao)
Principal

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Department of Basic Sciences and Humanities

Training on: Word Processing

Date: 03/06/2017

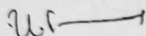
Resource Person: Mr. P. Mallikarjuna Rao (Professor)

Objectives:

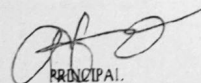
1. To make non-teaching staff proficient in MS-Word related work
2. To train them so that they can be helpful in generating online materials

Report:

Dr. P. Mallikarjuna Rao, has taught the non-teaching office and laboratory staff regarding the importance of knowledge of MS-Word for each and every person. He explained that the proficiency in MS-Office could lead them to gain promotions easily. In this workshop he explained how they can help the institute in creating online materials and resources easily by practicing regularly and improving their knowledge. The academics take the responsibility of the content, language etc., but the technical execution of getting the materials ready in a desirable form depends on the non-teaching staff. For example, a good typist or computer operator (CO) saves the time and labour of many and thus saves the resources for the institution. Word processors facilitate course developers in a number of ways. Apart from getting the drafts ready quickly, editing the drafts is much easier if we use the word processor. Once we get the camera-ready copy from the word processor, printing also takes less time than what it would otherwise in the case of typed manuscripts. To appreciate the obvious advantages of using word processors and the PC's they (the CO etc.) need professional training. Of course, many of them may learn about the uses of word processors on the job, but a systematic training at the initial stage will enable them to perform their duties better and learn more about the machine and the system in a professional way. Irrespective of the kind of technology in use, it is important that the staff is efficient in using it.


HOD (BS&H)

Head of Department
SCIENCE & HUMANITIES
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Visakhapatnam 531 162


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Department of Basic Sciences and Humanities

Signature/Attendance Sheet

Title of the program: Word Processing

Resource Person: Mr. P. Mallikarjuna Rao

Date: 03/06/2017

Venue: LH-34

S.No	Name of the Staff	Designation	Signature
1	P. MADHAVA	O.A	
2	G. SRI KRISHNA	TECH	
3	S. Y. REDDY	O.A	
4	M. SRAVANI	O.A	
5	B. VINOD KUMAR	O.A	
6	S. HARISH	TECH	
7	G. SAI SRINIVAS	O.A	
8	E. JHANSI	O.A	
9	G. RATA RAO	SR. ASST	
10	E. KESARI	C.C	
11	P. UMA SHANKAR	O.A.	
12	B. MADHU BABU	ASST PROF	
13	M. SURYA RAO	ASST PROF.	

HOD (BS&H)

Head of Department
SCIENCE & HUMANITIES
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Department of Basic Sciences and Humanities

Training on: Keeping Records

Date: 06/01/2018

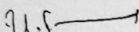
Resource Person: Mr. G.V. Siva Prasad (Professor)

Objectives:

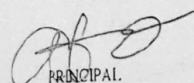
1. To explain the importance of record keeping in the institution.
2. To provide an overview of how different records can be sorted and files.

Report:

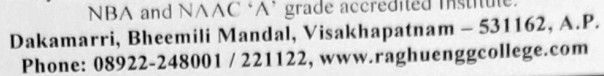
In institutions, there is a need to collect and record enormous amounts of data and retrieve them from time to time. Starting from enquiries and admissions to the completion of the course or programme concerned – sometimes even after its completion – the institute has to maintain student records, information regarding the courses, dispatch of materials, complaints, requests or enquiries from students, counselling sessions, assignments, examinations, question papers and other learning activities of the students. Information is to be provided from time to time to various personnel within the institute and outside it for research, annual reports, budget proposals and so on. Sometimes valuable information gets misplaced or lost because of sheer carelessness or faulty/defective filing systems. The routine information brochures, circulars, newsletters etc. many get discarded as unimportant or simply dumped somewhere without proper arrangements for retrieval. Clearly, an appropriate, adequate and efficient filing and record-keeping system is essential. And to sustain the efficiency of such a system, each member of the staff needs to be highly sensitive, thoughtful and careful. Training can develop all these among allied staff. Once the right attitude and expertise is achieved, the rest of the operations regarding database of record keeping (manually and using computer both) will become easier. All the necessary and correct information about a university as well as the students is essential to enable the planners, policy makers, academics and administrators to get the right kind of information at the right time. If such a database can be built only with the help of computer, it is equally important to feed the computer with correct information and data. Recording is a skill that could be acquired and perfected only through one's involvement in the system and by becoming aware of the necessity to have the correct and updated information. While categorising and updating records and files, we should make it clear to the non-teaching staff that they should consult the senior officers so that the information is not simply stored somewhere but also arranged in such a way that it is easily retrieved for use whenever needed. Information that cannot be retrieved without loss of time is information lost.


HOD (BS&H)

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Title of the program: *Sleeping Records*
Resource Person: *Mr. G. V. Guvaprasad*
Date: *06/01/2018*
Venue: *LH - 31*



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Report on Training Program on "Introduction to Verilog HDL" for Technicians and Non-Teaching Staff by Mr. H K Raghu Vamsi Kudulla

Aim of the Program:

1. To Provide Knowledge on Verilog HDL
2. To Provide Practical Exposure On Xilinx EDA Tool.

Report:

Verilog is a Hardware Description Language used for describing a digital hardware Circuit. It provides the flexibility to check the functionality of Design. Verilog is Learn and can describe the digital Hardware design with minimum instructions. With the help of this language one can simulate and synthesize any digital electronic circuit. It is helpful in designing digital circuits with minimum logic Circuitry. Keeping this in View a Training program for Teaching and Non-teaching Staff on “Introduction to Verilog HDL” arranged in the Department of ECE. Mr. H K Raghu Vamsi Kudulla, Assistant Professor of ECE has given brief knowledge about Verilog HDL Focusing on different levels of modelling with Suitable Examples of Digital Circuits in Verilog HDL. Further the Procedure of Simulation and Synthesis in Verilog HDL is clearly explained with practical implementation in FPGA Kit.



HOD,
ECE Department
Raghu Engineering College
Dakamarri, Visakhapatnam

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Attendance Sheet

Name of the Event: A Training Program on “Verilog HDL” for Technicians and Non-Teaching Staff.

AY: 2017-2018

Date: 08-12-2018

Resource Person: H K Raghu Vamsi Kudulla.

S. no	Name of the Attendee	Designation	Signature
1.	Soravani	OA	Soravani
2	J. Lalitha	Lab tec	J. Lalitha
3	S.K. Farrzana	OA	S.K.
4	G. Siva Kumar	off. Asst.	G.
5.	K. Bhaskar Rao	Lab Tech	K. Bhaskar Rao
6	R. Sri Srinivel	OA	R. Sri
7	K. Swathi	OA	Swathi
8	Krishna Veni	Offic	K.
9	Jhersi	OA	Jhersi

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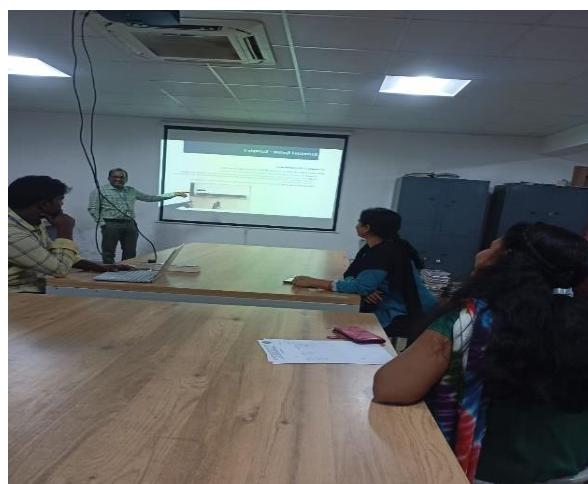
Report on Training Program on "Embedded Systems" for Technicians and Non-Teaching Staff by Dr. G.V. Sridhar

Aim of the Program:

1. To Provide Knowledge on basics of Embedded Systems
2. To Provide Practical Exposure On Embedded Systems with Real-time Examples.

Report:

Embedded System is a combination of both Software and Hardware designed for a specific applications. In today's world Embedded Systems plays a Key role in designing real-time applications. Home automation, Digital Camera, mobile phones, GPS Receivers are some real-time time examples of Embedded Systems. Embedded systems is an important field that provides scope for design and program a real-time application as per the requirement. To Provide Knowledge on Embedded Systems, a Training program for Teaching and Non-teaching Staff on "Embedded Systems" is arranged in the Department of ECE. Dr. G.V. Sridhar Professor of ECE has given brief knowledge about brief introduction to Embedded Systems and given real-time examples with focusing on programming the hardware.



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Attendance Sheet

Name of the Event: A Training Program on “**Embedded Systems**” for Technicians and Non-Teaching Staff.

AY: 2017-2018

Date: 14-07-2018

Resource Person: Dr. G V Sridhar.

S. no	Name of the Attendee	Designation	Signature
1.	Swavani	OA	Swavani
2.	SK Farrara	OA	SKf
3.	J. Lalitha	Lab tec	J. Lalitha
4.	G. Siva Kumar	Off. Asst.	G
5.	K. Bhaskar Rao	Lab tech	K. Bhaskar Rao
6.	S. Sai Brinival	OA	S. Sai
7.	Ishani	OA	Ishani
8.	K. Swathi	OA	Swathi
9.	Krishna Veni	Office	K

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Attendance Sheet

Name of the Event: Skill development for Non Teachers Staff

Ay: 2017-18

Date: 8/02/18

Resource Person: R. SRINIVASA RAO

S No	Name of the Attendance	Designation	Signature
1	S.K. Fazzana	OA	S.K.F.
2	J. Lalitha	Lab tec	J. Lalitha
3	A. Siva kumar	off. Asst	A.
4	K. Bhaskar Rao	Lab Tech	K. Bhaskar Rao
5	C. Sri Srinivas	oa	C. Sri
6	S. Sravani	OA	S. Sravani
7	K. Sruithi	OA	K. Sruithi
8	J. Shashi	OA	J. Shashi

R. Srinivas Rao

HOD

Head of The Department
Civil Engineering

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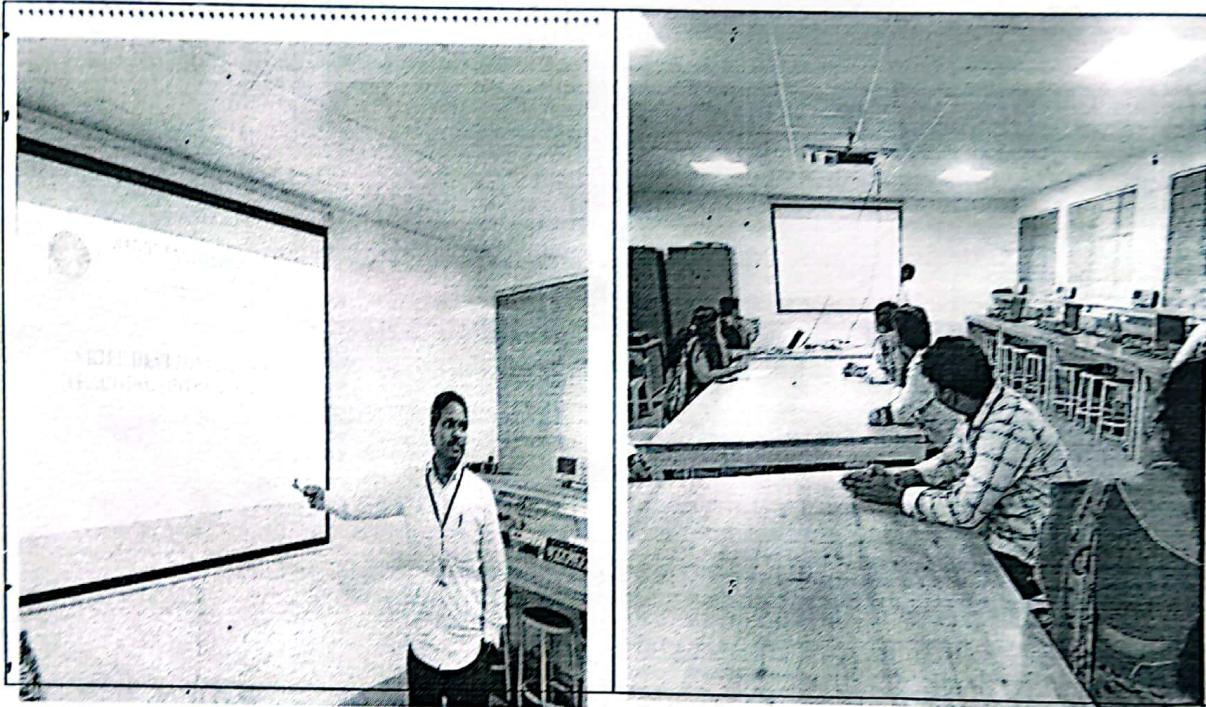
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Department of CIVIL ENGINEERING

08/07/2017

SKILL DEVELOPMENT FOR NON TEACHING STAFF (INTER DEPARTMENTAL)

Resource Person: R. Srinivasa Rao, HOD, Civil Department, Raghu Engineering College



Report

This training program is intended for non-teaching staff of civil department as well as other departments to enhance their technical skills related to the instruments of civil engineering. In this training program they were taught about surveying. They were shown some instruments related to measuring distances, angles and vertical heights (levels). Demo was given with the Dumpy Level instrument and difference in elevation between two points was measured in front of library block. The precautions that are to be taken while using these instruments were also taught. Chain, Compass and plane table were shown to them and usage of each one was explained.

Head of The Department
Civil Engineering
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