



## PARVATHAREDDY BABUL REDDY VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE

(Affiliated to J.N.T.U., Anantapur & Approved by AICTE, New Delhi, Accredited by NBA-AICTE)

KAVALI - 524 201, S.P.S.R. Nellore Dist., A.P., India. ☎ 08626 - 243930



Late Dr. Dodia Ramachandra Reddy  
Founder, Visvodaya.

### 6.3.3:

Average number of professional development/administrative training programs organized by the institution for teaching and non teaching staff during last five years



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
(Approved by AICTE, New Delhi, Accredited by NAAC 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,  
20-12-2020.

From,  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
JawaharBharathi Degree College,  
**Kavali.**

DearSir,

**Sub:- PBR VITS, Kavali – Planning to Organize A Staff Development Program on “How to improve the Presentation Skills” for the in house faculty as well as the outside Engineering College Faculty - A Resource person is needed to give a talk on the above said topic- Req- Reg.**

In part of our Staff Development Activity, we are planning to organize, A Staff Development Program “How to improve the Presentation Skills “to the teachers working in our Institute and other College Faculty on **28<sup>th</sup>&29<sup>th</sup> of January 2020**. In this connection, I am Inviting a prominent personality, a professor, who is expertize in the Teaching Skills and pedagogy from yourInstitution, to act as a Resource person for the above said programme. We feel very happy if you accept my invitation, so that our program may be a great success.

Thanking you Sir.

Yours Sincerely,  
  
**Principal**

**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE**  
**KAVALI-524201, S.P.S.R Nellore Dist, AndhraPradesh.**



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.*



Dated:04-01-2019

From  
The Principal,  
JawaharBharathi Degree College,  
**Kavali.**

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

Dear Sir,

**Sub:-JawaharBharathi Degree College, Kavali** – Acceptance of the Principal's request, to send a Resource person from our College to act as a Resource person for your Staff Development Program on "**How to improve the Presentation Skills**" for the faculty of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter ,**PBR VITS, Kavali, Dated,**

With reference to the letter from the Principal, PBR VITS, Kavali, we happily accepted your Invitation, and we are agreed to send Prof. M.V. Bhaskar Reddy, Prof. of Chemistry to act as a Resource person for the said program. He is a prominent speaker and Orator and having a good experience in teaching. We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir.

Yours Sincerely,



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
20-01-2020.

## C I R C U L A R

From,  
PRINCIPAL,  
PBR VITS,  
**KAVALI**

To  
All HODs.

Sir/Madam,

It is hereby informed to all the HODs, that a Staff Training programme is to be organized on 28-01-2020 to all our Faculty and also for the vicinity college Faculty on "**How to Improve Professional Skills**". Hence I am requested to arrange necessary arrangements to organize the above program.

*B/Ch*  
**PRINCIPAL**

**Principal**  
**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE**  
**KAVALI-524201, SPSR Nellore Dist, Andhra Pradesh.**

Copy to  
All HODs,  
AO,  
Notice Board.

Dated:04-02-2019

From  
The Principal,  
Narayana Engineering College,  
**Nellore.**

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

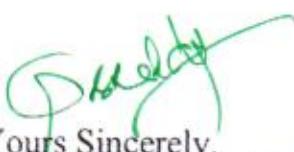
Dear Sir,

**Sub:-**Acceptance of your request, to send a Resource person from our College -  
**“Time Management”** for the Non Teaching staff of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter dated, 28-01-2019 ,**PBR VITS, Kavali, Dated,**

With reference to the letter dated 28-01-2019, from the Principal, PBR VITS, Kavali, we are your Invitation, and we want to send Prof. **A.Vijayanirmala** Prof. of MBA to act as a Resource person management for the said program. He is very good speaker and Orator and having a good at Time . We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir.

  
Yours Sincerely,  
Narayana Engineering College, Nellore.

Dated:01-05-2018

From  
The Principal,  
Narayana Engineering College,  
**Nellore.**

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

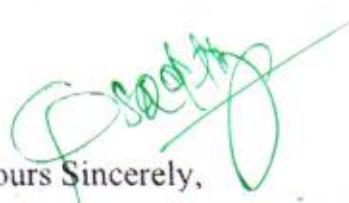
Dear Sir,

**Sub:-**Acceptance of the principal's Request, to send a Resource person from our College - "**Business Correspondanace**" for the Non Teaching staff of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter dated, 25-04-2018 ,**PBR VITS, Kavali, Dated,**

With reference to the letter dated 25-04-2018, from the Principal, PBR VITS, Kavali, we are your Invitation, and we aaresengingProf. K. Sai Kumar, Prof. of MBA to act as a Resource person for the said program. He is very good speakerand having a good knowledge on Business Correspondance Process. We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir.

  
Yours Sincerely,  
Narayana Engineering College, Nellore



28-01-2020

### Registration form

## How to Improve the Presentation Skills

### Registered Faculty

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
1.	Dr. D. Syam Chandrasekhar	Professor	PERUVITS, KAVALI	94407 56212	drsyamreddy@gmail.com	
2.	P. Eswaraiyan	Assoc. Professor	PERUVITS, KAVALI	90007 56095	eswaraiyan@smail.com	
3.	St. Sharbir Singh	Assoc. Professor	PERUVITS, KAVALI	8985120 937	shrikishabir79@gmail.com	
4.	G. Venu Gopal	Assoc. Professor	PERUVITS, KAVALI	94400 11967	gantagopal.venugopal@gmail.com	
5.	B. Raghava	Asst. Prof	OURA COLLEGE, NELLORE	94925 2417	Raghava.R@ouran.edu	
6.	N. Siva Prasad	Asst. Professor	DBS, Kavali	90635 6102	n.sivaprasad@gmail.com	
7.	CH. RAHESH	Asst. professor	YEC, Kavali	9959594559	kmesh.che91@gmail.com	



**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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**KAVALLI - 524201, S.P.S.R Nellore Dist., A.P, India.**

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME & LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
8.	H. REVATHI	Asst. Professor	PBR VITS, Kavali	9197915102	medugurukethi Revathi 3n@gmail.com	
9.	N. Siva Prasad	Asst. Professor	Sucn, Nellore	9063556102	suvcn@rediffmail.com	
10.	P. PERINDOZ KHAN	Asst. Professor	PBR VITS, Kavali	9642653934	perindoz@ gmaill.com	
11.	H. SANARDHAN	Asst.-prof	PBR VITS Kavali	9663637620	jane.madigdo @gmaill.com	
12.	T. MOZALE	Asst.-Prof	Vec, Kavali	9908740769	jyynke82 @rediff.com	
13.	P. VENKATESWARA REDDY	Asst. Professor	HERITS, Udayagiri	8985961066	venkateswaru .p@gmail.com	
14.	C. Bhargava	Asst Prof	VEL, Kavali	9618910000	Bhargavabz 12560@gmail.com	
15.	SK. Shabbir	Asst Prof	PBR VITS, Kavali	9052779288	Shabbir.msc @gmaill.com	
16.	H. VISAYA BHASKAR	Asst. Professor	PBR VITS, Kavali	9052794550	Muthybhaskar bhaskar@gmail.com	
17.	E. SAITHANAYA	Asst. Professor	RSR, Kavali	9908415591	Sivathanaya ketheredding @gmaill.com	
18.	E. HIRARIYA	Asst. Professor	Loyala, Vijayawada	9010335519	Indrini sts5@gmail.com	

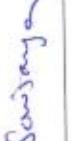


ARVATHAREDDY BABUL REDDY

VISWODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

**VISVOKALYA**  
 (Approved by AICTE, New Delhi, Accredited by NAAC: 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram)

New Delhi, Accredited by MAC. "A" Grade and Permanently Affiliated to JNU, Annexed to IIT, Approved by AICTE.

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
19.	B. Venkateshwaran ASST. Professor	PRVNTS, Kanali		9989 861882	bvenkateshwaran@gmail.com	
20.						
21.	H. HEMASRI	Assr. Professor	MURR, KOTA	748366 1014	hemasri.muddireddy@gmail.com	
22.	S. Venkateswara Rao	Asst. Professor	RICE, Ougole	832853589	VenkateswaraRao@gnentl.com	
23.	A. PRASHITHA	Asst. Professor	PERUVITS, Kandi	9550172941	prashitha.ats@gmail.com	
24.	N. Kotha Sekar	Assistant Professor	REC, Kanali	9493992	KothaKothaSekar@gmail.com	
25.	Ch. CHANDRA SEKAR	Asst. Professor	PRVNTS, KANALI	866855 90276	chandra.sita@gmail.com	
26.	P. Sowjanya	Asst. Professor	REC, Kanali	89784 22832	Sowjanya.S@gmail.com	



## Report on “How to Improve Presentation Skills”

Organized for Faculty members conducted on 28-01-2020

**Resource Person: Dr. M.V. Bhaskar Reddy**

Venue:PBR VITS

Date & Time: 28<sup>th</sup>&29<sup>th</sup>-01-2020, 10.00 AM - 03.45 PM

The Program has been started sharp 10AM and the Faculty, and The Resource Person and some of the Dignitaries occupied the chairs. First, The Principal sir addressed the gathering, and explains about the training programs which are organizing in the college, and also explains how the students and staff get benefited from those programs. Next the Resource person and the Chief guest of the program has given a speech on the Importance of Presentation Skills to the Faculty. And how these kind of programs are essential for the staff development, and also explains about the importance of updating the skills and knowledge during the working.

Then the Training program has started by the Resource Person Dr. M.V. Bhaskar Reddy , Sir has presented a document which covers all the skills which are to be developed by every faculty during their lecture and in the lab also.

Then sir explains some techniques which are useful for every faculty, that are applicable in the class room. And He explains the importance of teaching pedagogy skills which are to be applied during the teaching and learning process.

The entire program is more interactive, and communicating. The faculty shown their enthusiasm and zeal during entire presentation. They have asked many queries during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,

12-1-2020.

From,  
Convener,  
Staff Training program  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
PBR VITS,  
**Kavali.**

Respected Sir,

Subject: CSE Dept., - Permission to conduct the Staff Training program - And request for a grant of Rs.20,000 – Req – Reg.,

This is bring to your kind notice that, we are planning to conduct **A Staff Training program “How to Improve Professional Skills” on 28<sup>th</sup>&29<sup>th</sup> January, 2020** In this connection, I am requesting your permission to conduct the above said programme. The estimated budget to conduct the above programme is **Rs. 20,000/- (Rupees Twenty Thousand rupees only).**

Kindly grant permission to conduct the programme. So that I amy be thankful to sir.

Thanking you Sir.

Yours faithfully,

Convener



## Report on “How to Improve Presentation Skills”

Organized for Faculty members conducted on 28-01-2020

**Resource Person: Dr. M.V. Bhaskar Reddy**

Venue:PBR VITS

Date & Time: 28<sup>th</sup>&29<sup>th</sup>-01-2020, 10.00 AM - 03.45 PM

The Program has been started sharp 10AM and the Faculty, and The Resource Person and some of the Dignitaries occupied the chairs. First, The Principal sir addressed the gathering, and explains about the training programs which are organizing in the college, and also explains how the students and staff get benefited from those programs. Next the Resource person and the Chief guest of the program has given a speech on the Importance of Presentation Skills to the Faculty. And how these kind of programs are essential for the staff development, and also explains about the importance of updating the skills and knowledge during the working.

Then the Training program has started by the Resource Person Dr. M.V. Bhaskar Reddy , Sir has presented a document which covers all the skills which are to be developed by every faculty during their lecture and in the lab also.

Then sir explains some techniques which are useful for every faculty, that are applicable in the class room. And He explains the importance of teaching pedagogy skills which are to be applied during the teaching and learning process.

The entire program is more interactive, and communicating. The faculty shown their enthusiasm and zeal during entire presentation. They have asked many queries during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.





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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



A Training Program on "How to Improve Presentation Skills" for Faculty

**Day 1 Schedule**

Timing	Topics
10:00 AM - 10:15 AM	Registration
10:15 AM - 10:30 AM	Inaugural Speech by the Principal Sir,
10:30 AM - 11:30 AM	Inaugural Speech by the Chief Guest.
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Teaching Methods, Teaching Pedagogy

**LUNCH BREAK**

Timing	Topics
2:00 PM - 3:45 PM	Effective way of Class Room Monitoring, Managing, Controlling
	Effective Usage of ICTs during the lecture room Teaching
	Question Hour
3:45 PM	Tea Break



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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



A Training Program on “How to Improve Presentaion Skills” for Faculty

### Day 2 Schedule

Timing	Topics
10:00 AM - 10:15 AM	Tea Break
10:15 AM - 10:30 AM	Professional Skills and its Types
10:30 AM - 11:30 AM	How to manage the class using presentation skills
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	How the presentation skills can help the students during the study

### LUNCH BREAK

Timing	Topics
2:00 PM - 3:45 PM	The way of attracting the students during lecture hours
	The use of Black Board as well as ICTs during lecture
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,

01-08-2019.

From,  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
Narayana Engineering College,  
**Gudur.**

DearSir,

**Sub:- PBR VITS, Kavali – Planning A Staff Development Program for The Non-Teaching staff on “Positive Mindset for Accelerated Growth” - A Resource person is needed to give a talk on the above said topic- Req- Reg.**

We, the PBR VITS is going to organize a Staff Development Activity, on “Positive Mindset for Accelerated Growth” to the Non-Teaching staff of our college on **21<sup>st</sup> of August 2019**. In this connection, I am Inviting a Senior Personality, as a resource person having good exposure in general thinking. We are very happy if you accept my invitation, so that our program be a great success.

Thanking you Sir.

Yours Sincerely,

**Principal**

**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE**  
**KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh.**



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.*



Dated:04-01-2020

From  
The Principal,  
Narayana Engineering College,  
**Gudur.**

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

Dear Sir,

**Sub:-**Acceptance of the Principa's request, to send a Resource person from our College - "Positive Mindset for AcceleratedsGrowth" for the Non Teaching staff of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter dated, 01-08-2019 ,**PBR VITS, Kavali, Dated,**

With reference to the letter dated 01-08-2019, from the Principal, PBR VITS, Kavali, we are your Invitation, and we want to send Prof. A. Hazaarathiah, Prof. of ECE to act as a Resource person for the said program. He is very good speaker and Orator and having a good at General thinking. We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir.

Yours Sincerely,



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
10-08-2019.

## C I R C U L A R

From,  
PRINCIPAL,  
PBR VITS,  
**KAVALI**

To  
All HODs.

Sir/Madam,

It is hereby informed to all the HODs, that a Staff Training programme is to be organized for Non Teaching Staff of various Engineering colleges on 21-08-19 "**Positive Mindset for Accelerated Growth**". Hence I am requesting to arrange necessary arrangements to organize the above program.

*B/* *say*  
**PRINCIPAL**  
*B* *Principal*  
**PARVATHAREDDY BABUL REDDY**  
VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE  
KAVALI-524201, S.P.S.R Nellore Dist., A.P, India.

Copy to  
All HODs,  
AO,  
Notice Board.



**ARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.

21-08-2019

Registration form

# Positive Mindset for Accelerated Growth

Registered Members

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
1	B-Devi	Receptionist	Vec Kavali	9191622140		B-Devi
2	H. malivadu	Attender	Vec Kavali	903643087		G. Andhyah
3	V.Krupadakam Thicharapu	VEE KAVALI	9493515466			V. Krupadakam
4	Chethan Akelode	VIT's Kavali	9836563355			Chethan
5	M. RAMESH	Cook	P.B.R.VITS, 19A/402 P.B.R.VITS, 19A/402	9849253162	p.suganya@gmail.com	M. RAMESH
6	P.Supriya	clerk	P.B.R.VITS, Kavali	9849253162	p.suganya@gmail.com	P.Supriya
7	Sk. Sharif	campus Encharge	Vec Kavali	900723169	sharifvee@gmail.com	Sk. Sharif



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**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME & LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
8	P.sudhaikan	cleric	VEC, Kavali	94407 14508	Sasi sriyam parasac@gmail.com	<u>P. Sudhaikan</u>
9.	G. Ashok	Attender	Dr. VITS	93903659	Rohit	<u>G. Ashok</u>
10	G. Chandrasekhan	Hardware	vits college	9440923412		
11	Sk.shancen.Sutanu	clerk	VITS	9703224997	skshancon90@gmail.com	
12	A. sivalakshmi	clerk	VEC, Kavali	9666429880	819infotech@gmail.com	<u>A. sivalakshmi</u>
13	G. Rosanne	clerk	VEC, Kavali	9948888887	TOTVee.com	<u>G. Rosanne</u>
14	Bhaskar Babu.M	clerk	VEC, Kavali	6362419582	bhaskar.mavelala@yahoo.com	<u>Bhaskar Babu.M</u>
15	R. Sri Krishna	Purchase	VEC. Kavali	9063541	sumi.cu@R.Srikrishna	<u>R. Sri Krishna</u>
16	P. Salmon	Supervisor	VEC. Kavali	9154866 229	q.com	<u>P. Salmon</u>
17.	K.Brahmreddy	Attender	VEC. Kavali	73309466 30		<u>K.Brahmreddy</u>
18	G.Babita	Attender	VEC Kavali	9701255 642		<u>G.Babita</u>



**ARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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**KAVALLI - 524201 S.P.S.R Nellore Dist.: A.P. India.**



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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



## Report on “Positive Mindset for Accelerated Growth”

Organized for Faculty members conducted on 28-01-2020

**Resource Person: Mr. A. Hazarathaiah**

Venue:PBR VITS

Date & Time: 21<sup>st</sup>&22<sup>nd</sup>-08-2019, 10.00 AM - 03.45 PM

The Program has started at 10AM, and the Non-Teaching Faculty, The Resource Person and some of the Dignitaries occupied the chairs. First, The Principal sir addressed the gathering, and explains about the importance of the training programs which are organizing in the college, and also explains how the students and staff get benefited from those programs.

Next the Chief guest of the program has given a speech on the Importance of the “Positive Mindset for Accelerated Growth” to the Staff. And how these kind of programs are very much useful for staff development, and also explains about the importance of updating the skills and knowledge while working.

Then the Training program has started by the Resource Person. , Sir has also given a presentation, which covers all the skills which are to be developed by every staff during the lecture.

The entire program is more interactive, and communicative. All the members of the participants shown their enthusiasm and zeal during entire presentation. They have asked many queries during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
15-08-2019.

From,  
Convener,  
Staff Training program  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
PBR VITS,  
**Kavali.**

Respected Sir,

Subject: - The Staff development Program - Permission to conduct the Staff Training program - And request for a grant of Rs.20,000 – Req – Reg.,

---

This is bring to your kind notice that, we are planning to conduct A **Staff Training program “Positive Mindset for Accelerated Growth”** on **21<sup>st</sup>&22<sup>nd</sup> August, 2019** In this connection, I am requesting your permission to conduct the above said programme. The estimated budget to conduct the above programme is **Rs. 20,000/-** (Rupees Twenty Thousand rupees only).

Hence I am requesting sir to accept our request and Kindly grant permission to conduct the programme. So that I amy be thankful to sir.

Thanking you Sir.

Yours faithfully,

Convener



## Report on “Positive Mindset for Accelerated Growth”

Organized for Faculty members conducted on 28-01-2020

**Resource Person: Mr. A. Hazarathaiah**

Venue:PBR VITS

Date & Time: 21<sup>st</sup>&22<sup>nd</sup>-08-2019, 10.00 AM - 03.45 PM

The Program has started at 10AM, and the Non-Teaching Faculty, The Resource Person and some of the Dignitaries occupied the chairs. First, The Principal sir addressed the gathering, and explains about the importance of the training programs which are organizing in the college, and also explains how the students and staff get benefited from those programs.

Next the Chief guest of the program has given a speech on the Importance of the “Positive Mindset for Accelerated Growth” to the Staff. And how these kind of programs are very much useful for staff development, and also explains about the importance of updating the skills and knowledge while working.

Then the Training program has started by the Resource Person. Sir has also given a presentation, which covers all the skills which are to be developed by every staff during the lecture.

The entire program is more interactive, and communicative. All the members of the participants shown their enthusiasm and zeal during entire presentation. They have asked many queries during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.





**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

(Approved by AICTE, New Delhi, Accredited by NAAC - 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



**A Training Program on "Positive Mindset for Accelerated Growth" for  
Faculty**

**Day 1 Schedule**

Timing	Topics
10:00 AM - 10:15 AM	Registration
10:15 AM - 10:30 AM	Inaugural Speech by the Principal Sir,
10:30 AM - 11:30 AM	Inaugural Speech by the Chief Guest.
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Presentation on Human Mindset and the Human Behavior

**LUNCH BREAK**

Timing	Topics
	Variations of mindsets of Humans
2:00 PM - 3:45 PM	Human Thinking Analysis
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



**A Training Program on "Positive Mindset for Accelerated Growth" for  
Faculty**

**Day 2 Schedule**

<b>Timing</b>	<b>Topics</b>
10:00 AM - 10:15 AM	Presentation on Postive Mindset
10:15 AM - 10:30 AM	How the Mindset helps to develop
10:30 AM - 11:30 AM	Different kinds of Mindsets
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Presentation on Human Behavior

**LUNCH BREAK**

<b>Timing</b>	<b>Topics</b>
	Types of Human Thinkings
2:00 PM - 3:45 PM	Human Thinking Analysis
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,

25-04-2018.

From,  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
Narayana Engineering College,  
**Nellore.**

Dear Sir,

**Sub:- PBR VITS, Kavali – Planning A Staff Development Program for The Non-Teaching staff on “Business Correspondance” - A Resource person is needed to give a talk on the said topic- Req- Reg.**

-----

We, the PBR VITS is going to organize a Staff Development Activity, on “Positive Mindset for Accelerated Growth” to the Non-Teaching staff of our college on **10<sup>th</sup> of May 2018**. In this connection, I am Inviting a Senior Personality, as a resource person having good exposure in general thinking. We are happy if you are accepting my invitation, so that I may be thankful to you sir.

Thanking you Sir.

Yours Sincerely,



# NARAYANA ENGINEERING COLLEGE::NELLORI,



Permanently affiliated to  
JNTUAAAnanthapuramu, Approved by AICTE,

Dated:01-05-2018

From  
The Principal,  
Narayana Engineering College,  
**Nellore.**

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

Dear Sir,

**Sub:-**Acceptance of the principal's Request, to send a Resource person from our College - "**Business Correspondanace**" for the Non Teaching staff of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter dated, 25-04-2018 ,**PBR VITS, Kavali, Dated,**

With reference to the letter dated 25-04-2018, from the Principal, PBR VITS, Kavali, we are your Invitation, and we aaresengingProf. K. Sai Kumar, Prof. of MBA to act as a Resource person for the said program. He is very good speakerand having a good knowledge on Business Correspondance Process. We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir.

Yours Sincerely,



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

*(Approved by AICTE, New Delhi, Accredited by NAAC- 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.*



Kavali,

05-05-2018.

## C I R C U L A R

From,  
PRINCIPAL,  
PBR VITS,  
**KAVALI**

To  
All HODs.

Sir/Madam,

It is hereby informed to all the HODs, that a Staff Training programme is to be organized for Non Teaching Staff of various Engineering colleges on 21-08-19 "**Business Correspondance**". Hence I am requesting to arrange necessary arrangements to organize the above program.

**PRINCIPAL**

Copy to  
All HODs,  
AO,  
Notice Board.



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

(Approved by AICTE, New Delhi, Accredited by NAAC - 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,

15-08-2019.

From,  
Convener,  
Staff Training program  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
PBR VITS,  
**Kavali.**

Respected Sir,

Subject: - The Staff development Program - Permission to conduct the Staff Training program - And request for a grant of Rs.20,000 – Req – Reg.,

This is bring to your kind notice that, we are planning to conduct A **Staff Training program “Business Correspondance”** on **10<sup>th</sup>&11<sup>th</sup>May, 2018** In this connection, I am requesting your permission to conduct the above said programme. The estimated budget to conduct the above programme is **Rs. 20,000/-** (Rupees Twenty Thousand rupees only).

Hence I am requesting sir to accept our request and Kindly grant permission to conduct the programme. So that I amy be thankful to sir.

Thanking you Sir.

Yours faithfully,

Convener



**MARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
*(Approved by AICTE, New Delhi, Accredited by NAAC 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram)*  
**KAVALLI - 524201, S.P.S.R Nellore Dist., A.P, India.**

10-05-2018

### Registration form

## Business Correspondance

### Registered Members

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
1	P. Supriya	Clerk	PBR VITS Kavali	984923163	P.Supriya@vitskavali.com	P. Supriya V.Kavali
2	V.Krupaswami	Incharge	Vec. Kavali	9443556666		
3	B. Devi	Peon/Office	Vec. Kavali	919692140	B. Devi	
4	A. Andiyah	Attender	Vec. Kavali	9036613089	A. Andiyah	
5	Sk. Sharif	Compt. Incharge	Vec. Kavali	9110723169	Sharif vec@8mail.com	Sharif
6	H. RAJESH	Clerk	PBR VITS, Kavali	9966799100	Rajeshmreddy91@gmail.com	H. Rajesh
7	H. Raghav	Attender	VITS Kavali	9985068850	H. Raghav	H. Raghav



**MARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
 (Approved by AICTE, New Delhi, Accredited by NAAC-'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME & LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
8	P. Sudhakar	Clerk	VEC, Kavali	9440 714508	sci.sraamii parasa@gmail.com P. Sudhakar	
9	G. Chodhan	Attender	POB. Vits	92902657	Gokhla	
10	M. Bhaktan Babu	Clerk	VEC, Kavali	6362419382	bhaktan.mandalay@gmail.com	
11	A. Siva Krishnam	Clerk	VEC, Kavali	9666142980	Sivakrishna vec Sivakrishna Comittee	
12.	SIC. ShambuSwarna	clerk	PSPNITS Kavali	9703224997	shambuswara.Sirc	
13	G. Ramana	Clerk	VEC, Kavali	9948556877	girveetcom@gmail.com	
14	G. Chandrasekhad	Hardware	NITC College	9154866 229	g.cse @sauraj	
15.	P. Salmon	Supervisor	18C. Kavali	9701255 642		
16	G. Babu Rao	Attender	VEC Kavali	906359 8152	Gbabu R. Seeswara	
17.	R. Seikarichchor	Dispatcher	V.E.C. Kavali		R. Seikarichchor	



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SARVATHAREDDY BABUL REDDY

VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**

19.	K. Brodhannum Attender	VEC, Kannur	733094 6630	KF
	K. Verkhotornaya Attender	VEC Kannur	957374 2287	KF



## Report on “Business Correspondance”

**Resource Person: Dr. K. Saikumar.**

Venue:PBR VITS

Date & Time: 10th & 11th May, 2018 10.00 AM - 03.45 PM

The Program has been started at 10AM, and the Non-Teaching Faculty participants, The Resource Person and some of the dignitaries are present in the meeting. First, The Principal sir addressed the gathering, and explains about the importance of the training programs, and also explains how the students and staff get benefited from those programs.

Next the Chief guest of the program has given a speech on the Importance of the **“Business Correspondance”** to the Staff, . And how these kind of programs are very much useful for staff development, and also explains about the importance of updating the skills and knowledge while working.

Then the Training program has started by the Resource Person, and he has also given a presentation, which covers all the skills which are to be developed by every staff during the lecture.

The entire program is more interactive, and communicative. All the members of the participants shown their enthusiasm and zeal during entire presentation. They have asked many queries during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
(Approved by AICTE, New Delhi, Accredited by NAAC- 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram)  
**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



## Report on “Business Correspondance”

**Resource Person: Dr. K. Saikumar.**

Venue:PBR VITS

Date & Time: 10th & 11th May, 2018 10.00 AM - 03.45 PM

The Program has been started at 10AM, and the Non-Teaching Faculty participants, The Resource Person and some of the dignitaries are present in the meeting. First, The Principal sir addressed the gathering, and explains about the importance of the training programs, and also explains how the students and staff get benefited from those programs.

Next the Chief guest of the program has given a speech on the Importance of the **“Business Correspondance”** to the Staff. And how these kind of programs are very much useful for staff development, and also explains about the importance of updating the skills and knowledge while working.

Then the Training program has started by the Resource Person, and he has also given a presentation, which covers all the skills which are to be developed by every staff during the lecture.

The entire program is more interactive, and communicative. All the members of the participants shown their enthusiasm and zeal during entire presentation. They have asked many queries during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.





**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



A Training Program on "Business Correspondance" for Staff

**Day 1 Schedule(10-05-2018)**

Timing	Topics
10:00 AM - 10:15 AM	Registration
10:15 AM - 10:30 AM	Inaugural Speech by the Principal Sir,
10:30 AM - 11:30 AM	Inaugural Speech by the Chief Guest.
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Presentation on Background to Business Correspondance
<b>LUNCH BREAK</b>	
Timing	Topics
2:00 PM - 3:45 PM	Variations of Business Correspondance
	How to write a Correspondance
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



A Training Program on “Business Correspondance” for the Staff

**Day 2 Schedule(11-05-2018)**

Timing	Topics
10:00 AM - 10:15 AM	Tea Break
10:15 AM - 10:30 AM	The Importance of Effective Communication
10:30 AM - 11:30 AM	How to create an effective communication letter
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	The usage of business communication in the office
<b>LUNCH BREAK</b>	
Timing	Topics
2:00 PM - 3:45 PM	How to Interpret the letters
	Usage of strong Language skills in Business correspondance
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Dated:05-02-2020

From  
The Principal,  
Vikrama Simhapuri University,  
**Nellore.**

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

Dear Sir,

**Sub:-**Acceptance of the Principa's request, to send a Resource person from our College - "**Meeting and Mannerisms**" for the Non-Teaching staff of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter dated, 31-01-2020 ,**PBR VITS, Kavali, Dated,**

With reference to the letter dated 31-01-2020, from the Principal, PBR VITS, Kavali, we are your Invitation, and we want to send Prof. A. Prad, Prof. of MCA to act as a Resource person for the said program. He is very good speaker and Orator and having a good at Conducting Meetings in various levels. We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir.

Yours Sincerely,

**Principal**

**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE**  
**KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh**



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
(Approved by AICTE, New Delhi, Accredited by NAAC 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,  
31-01-2020.

From,  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
VikramaSimhapuri University,  
**Nellore.**

DearSir,

**Sub:- PBR VITS, Kavali – Planning A Staff Development Program for The Non-Teaching staff on “Meeting and Mannerisms” - A Resource person is needed to give a talk on the above said topic- Req- Reg.**

-----

We, the PBR VITS is going to organize a Staff Development Activity, on “Positive Mindset for Accelerated Growth” to the Non-Teaching staff of our college on **14<sup>th</sup> & 15<sup>th</sup> of February 2020**. In this connection, I am Inviting a Senior Personality, as a resource person having good exposure on conduction of meetings in a big way. We are very happy if you accept my invitation, so that our program be a great success.

Thanking you Sir.

Yours Sincerely,

Wed, Jan 12, 11:48  
AM (15 hours ago)

From

prasadjkc@yahoo.com

To

principal@pbrvits.ac.in

Dear Sir,

As per your letter, I have accepted to come to your college for Staff Development Program.

Thanks & Regards  
Dr. Prasad  
Professor



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

(Approved by AICTE, New Delhi, Accredited by NAAC - 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu  
**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,

31-01-2020.

From,  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
VikramaSimhapuri University,  
**Nellore.**

DearSir,

**Sub:- PBR VITS, Kavali – Planning A Staff Development Program for The Non-Teaching staff on “Meeting and Mannerisms” - A Resource person is needed to give a talk on the above said topic- Req- Reg.**

-----

We, the PBR VITS is going to organize a Staff Development Activity, on “Positive Mindset for Accelerated Growth” to the Non-Teaching staff of our college on **14<sup>th</sup> & 15<sup>th</sup> of February 2020**. In this connection, I am Inviting a Senior Personality, as a resource person having good exposure on conduction of meetings in a big way. We are very happy if you accept my invitation, so that our program be a great success.

Thanking you Sir.

Yours Sincerely,  
**Principal**

**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE**  
**KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh.**



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
(Approved by AICTE, New Delhi, Accredited by NAAC 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
08-02-2020.

## C I R C U L A R

From,  
PRINCIPAL,  
PBR VITS,  
**KAVALI**

To  
All HODs.

Sir/Madam,

It is hereby informed to all the HODs, that a Staff Training programme is to be organized for Non Teaching Staff of various Engineering colleges on 14-02-20 & 15-02-20 "Meetings and Mannerisms". Hence I am requesting to arrange necessary arrangements to organize the above program.

**PRINCIPAL**

*B. K. Babul Reddy*  
PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
KAVALI-524201, S.P.S.R Nellore Dist, Andhra Pradesh

Copy to  
All HODs,  
AO,  
Notice Board.



14--02-2020

Registration form

## Meetings and Mannerisms

Registered Members

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
1	V.KRUPADASAM	PROFESSOR	VEEC KAVALLI	9449355166		V.Krupadasam
2	SK.SHARIFF	Campus Incharge	VEEC KAVALLI	9110723169	shariff_veec@gmail.com	Sk.Shariiff
3	P.SUPRIYA	Clerk	PBRVITS Kavalli	9849259633	pbrvits.kavalli@gmail.com	P.Supriya
4.	B.Devi	Accredisionist	VEEC KAVALLI	9191692110		B.Devi
5	H.RAJESH	Clerk	PBRVITS,KAVALLI	9966709729	sri@genxai.com	H.Rajesh
6	P.SUDHAKAR	Clerk	VEEC, KAVALLI	9440114508	parasa@genxai.com	P.Sudhakar
7	H.RAJKUMAR	Moderator	VEEC KAVALLI	9036563387		H.Rajkumar



**MARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
*(Approved by AICTE, New Delhi, Accredited by NAAC, 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram)*  
**KAVALLI - 524201, S.P.S.R Nellore Dist., A.P, India.**

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME & LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
8.	G. Reddy	Attender	Dar. VITS	9390324659	R. Reddy	
9	Bhaktan Selvi. M	Clerk	VEC, Kavali	6362419382	bhaktan.mavela@yahoocom	
10	A. Sivalakshmi	Clerk	VEC Kavali	916614980	Sivalakshmi.Clerk	
11	S. Chandrasekhar	Hardware	VITs college	9440993412		
12	Sic. Showmee Sultana	Chenik	VITS	91932219927	showmee.s@jntuh.ernet.in	
13	G. Ramachary	Chenik	VBC, Kavali	99488889999	G. Ramachary	
14.	R. Sevinishma	BusCharge	18C. Chenik	9106529415	R. Sevinishma	
15.	P. Salmon	Supervisor	18B.C. Chenik	9167889999	P. Salmon	
16.	K. Brundhini	Attender	VEC, Kavali	7330946650	K. Brundhini	
17	G. Babu Rao	Attender	VEC Kavali	9701255642	G. Babu Rao	
S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME & LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE



ARVATHAREDDY BABUL REDDY

VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

Approved by AICTE, New Delhi, Accredited by NAAC 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram.

KARAVAIL - 534301 S P S B Nellore Dist A.P. India

KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



K. Venkateswara Rao  
V.E.C. K.P.W.L.I  
955737422  
82



## Report on “Meeting and Mannerisms”

Organized for the Staff members conducted on 14<sup>th</sup>&15th-02-2020

**Resource Person: Mr. A. Hazarathaiah**

Venue:PBR VITS

Date & Time: 14th &15<sup>th</sup>-02-2020, 10.00 AM - 03.45 PM

The Program has begun at 10AM, and the Non-Teaching Faculty, The Resource Person and some of the Dignitaries occupied the chairs. First, The Principal sir addressed the gathering, and explains about the importance of the training programs which are organizing in the college, and also explains how the students and staff will get benefited from those programs.

Next the Chief guest of the program has given a speech on the Importance of the **“Meetings and Mannerisms”** to the Staff, . And how these kind of programs are very much useful for staff development, and also explains about the importance of updating the skills and knowledge while working.

Then the Training program has started by the Resource Person. With a presentation, which covers all the skills which are to be improve by every staff during his career.

The entire program is more interactive, and more knowledgeable. All the members of the participants shown their enthusiasm and during entire presentation. They have asked many quwartiona during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
(Approved by AICTE, New Delhi, Accredited by NAAC 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,  
15-08-2019.

From,  
Convener,  
Staff Training program  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
PBR VITS,  
**Kavali.**

Respected Sir,

Subject: - The Staff development Program - Permission to conduct the Staff Training program - And request for a grant of Rs.20,000 – Req – Reg.,

This is bring to your kind notice that, we are planning to conduct A Staff Training program “Meeting and Mannerisms” on 14<sup>th</sup>&15<sup>th</sup>February, 2020 In this connection, I am requesting your permission to conduct the above said programme. The estimated budget to conduct the above programme is **Rs. 20,000/-** (Rupees Twenty Thousand rupees only).

Hence I am requesting sir to accept our request and Kindly grant permission to conduct the programme. So that I may be thankful to sir.

Thanking you Sir.

Yours faithfully,

Convener



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

(Approved by AICTE, New Delhi, Accredited by NAAC- 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



## A Training Program on "Meeting and Mannerisms" for Faculty

### Day 1 Schedule

Timing	Topics
10:00 AM - 10:15 AM	Registration
10:15 AM - 10:30 AM	Inaugural Speech by the Principal Sir,
10:30 AM - 11:30 AM	Inaugural Speech by the Chief Guest.
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Importance of Meetings

### LUNCH BREAK

Timing	Topics
	The Importance of Mannerisms
2:00 PM - 3:45 PM	What is the group communication
	Question Hour
3:45 PM	Tea Break



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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



**A Training Program on “Meeting and Mannerisms” for Faculty**

**Day 2 Schedule**

<b>Timing</b>	<b>Topics</b>
10:00 AM - 10:15 AM	Tea Break
10:15 AM - 10:30 AM	The importance of Behaviour in group communication
10:30 AM - 11:30 AM	How to orgnise the meetings in a better way
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Howto manage the groups while organising the groups

**LUNCH BREAK**

<b>Timing</b>	<b>Topics</b>
	Different types of mannerisms that can shown in the working environment
2:00 PM - 3:45 PM	Good communication with Manners
	Question Hour
3:45 PM	Tea Break



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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
20-07-2019.

From,  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
Narayana Engineering College,  
**Gudur.**

Dear Sir,

**Sub:- PBR VITS, Kavali – Planning to Organize A Staff Development Program on “How the Emotional Intelligence Helps” for the Engineering College Faculty - A Resource person is requested to give a expertise talk on the above said topic- Req- Reg.**

In part of our Staff Development Activity, we are planning to organize, A Staff Development Program “How to improve the Presentation Skills “to the teachers working in our Institute and other College Faculty on **14<sup>th</sup>&15<sup>th</sup> August**. In this connection, I am Inviting a professor, who have expertise in the Emotional Intelligence from yourInstitution. We are very happy if yourself accept my invitation, so that our program may be a great success.

Thanking you Sir.

Yours Sincerely,  
  
**B. I. Babul Reddy**  
**Principal**  
**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
**KAVALI - 524201, S.P.S.R Nellore Dist. Andhra Pradesh.**



**PARVATHAREDDY BABUL REDDY**  
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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Dated: 05-08-2019

From  
The Principal,  
Narayana Engineering College,  
**Gudur.**

*Principal@narayanengineering.com*

To  
Principal, *Principal@pbrvits.ac.in*  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

Dear Sir,

**Sub:-**Acceptance of the Principal's request, to send a Resource person from our College to act as a Resource person for your Staff Development Program on "**How the Emotional Intelligence helps**" improve the for the faculty of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter ,Dated, 20-07-'19, **PBR VITS, Kavali.**

With reference to the letter dated, 20-07-'19, from the Principal, PBR VITS, Kavali, we accepted your Invitation, and we are agreed to send Prof.Ch.S.V. ParameswaraRao, Prof of Mechanical Engineering, to act as a Resource person for the said program. He is a prominent speaker and Orator and having a good experience in teaching. We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir.

Yours Sincerely,



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
07-08-2019.

## C I R C U L A R

From,  
PRINCIPAL,  
PBR VITS,  
**KAVALI**

To  
All HODs.

Sir/Madam,

It is hereby informed to all the HODs, that a Staff development programme is to be organized on 14<sup>th</sup>&15<sup>th</sup> of August, 2018 to all Engineering College Faculty on "**How the Emotional Intelligence helps**". Hence I am requested to arrange necessary arrangements to organize the above program.

*B.I.C. .....*  
**PRINCIPAL**  
Principal  
PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh.

Copy to  
All HODs,  
AO,  
Notice Board.



14-08-2019

## Registration form

**How The Emotional Intelligence Helps**

## Registered Faculty

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
1	Dr. D Sunan Chaitanya	Professor	PBNITS, Kavali	9440744221	drsunanreddy@gmail.com	
2	P. Sivaranik	Assoc. Professor	PBNITS, Kavali	9440758095	ksivanitha@gmail.com	
3	St. Shabbir Singh	Assoc. Professor	PBNITS, Kavali	8985120937	Shabbir79@gmail.com	
4	B. Rachana	Asst. Professor	QUSA, Nellore	9492520117	ragharaachan.raghava@gmail.com	
5	A. Prathima	Asst. Professor	PBNITS, Kavali	9550172422	prathimaa.arts@gmail.com	
6	B. Venalishwar	Asst. Professor	PBNITS, Kavali	9989861491	venalishwar.v@gmail.com	
7	C.H. Ramesh	Asst. professor	VEC, Koulji	9855934559	Ramchandra.koulji@gmail.com	



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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME & LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
8	H. JANARDHAN	Asstt. Professsor	PBRVITS, Kavali	9063637690	jana.madugula@gmail.com	
9	H. Vinayak Bhaskar	Asstt. Professor	PBRVITS, Kavali	9052794553	mvinaybhaskarma@gmail.com	
10	J. Heerali	Asstt - Prof	VEC, Kavali	9908735769	lilykunke82@gmail.com	
11	H. SAPTHAMI	Asstt. Professor	NARAYANA, Andhra	96426579	lephanim92@gmail.com	
12	C. Bhargava	Asstt Prof	VEC, Kavali	9618531100	Bhargavreddy12@gmail.com	
13	P. Venkateswara Reddy	Asstt. Professor	HERITS, Warangal	89985961066	venkateswara1.vreddy@gmail.com	
14	S.K. Sekhar	Asstt Prof	PBR VITS, Kavali	9052792558	sekhar.msc@gmail.com	
15	L. Sowmya	Asstt. Professor	VEC, Kavali	6978422432	sowmyi.p@gmail.com	
16	M. Keethadev	Assistant Professor	VEC, Kavali	944521902	koothadevulu1@gmail.com	
17	G. venugopal	Assoc. Prof.	PBRVITS, Kavali	9440011967	grvngopal@gmail.com	
18	H. Ravatru	Asstt. Professor	PBVITS, Kavali	9177151082	modugureeshi.hari.kavali@gmail.com	

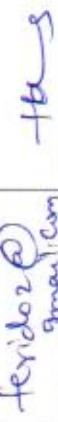
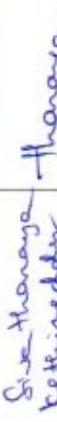
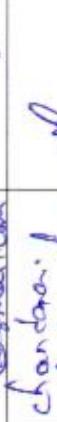


PARVATHAREDDY BABUL REDDY

VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

**KAVALLI : 524201 S P S R Nellore Dist... A.P India**

New Delhi, Accredited by NAAC-'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu  
**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME & LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
15	P. Feridoz Khan	Asst. Professor	PBRNITS, Kanali	964265 9934	feridoz@ gmail.com	
20	K. Sivatharaya	Asst. Professor	RSP, Icanali	99084 15591	Sivatharaya retired@ gmail.com	
21	Dr. Chandra Sekar	Asst. Prof	PBRN VETRI, IEFVPLS	88855 9276	chandras vets@gnctm.com	
22	S. Venkata Rao	Asstt. Prof	RISE, Ongole	8328535489	Venkata.Rao @gnctm.com	
23	N. Sivaiah Reddy	Asst. Prof	DISS, Kanali	966355 6102	N.Sivaiah reddy@gmail.com	

## **Report on “How The Emotional Intelligence Helps”**

Organized for Faculty members conducted on 14-08-2019

**Resource Person: Dr.Ch.S.V. ParameswarRao**

Venue:PBR VITS  
PM

Date & Time: 14<sup>th</sup>&15th-08-2019, 10.00 AM - 03.45

The Program has been started at 10AM, the Faculty, The Resource Person and some of the Dignitaries are occupied the chairs. First, The Principal sir addressed the gathering, and explains about the staff development programs which are organizing in the college, and also explains how the students and staff get benefited from those programs.

Next the Resource person and the Chief guest of the program has given a speech on the Importance of Emotional Intelligence to the Faculty. And how these kind of programs are essential for the staff development, and also explains about the importance and updating the skills and knowledge during the teaching learning process.

Then the Training program has started by the Resource Person Dr. Ch.S.V. ParameswaraRao. Sir has presented a document which covers all the skills which are to be Practiced in the Class Room.

Then sir explains various methods which are useful for every faculty, that are applicable in the class room. And He explains the importance of teaching skills which are to be applied during the teaching and learning process. And sir also explains about mentoring and its importance. And he also suggested, every faculty has to monitor some group of students to observe the students during the lecture hours as well as outside. This leads the personality development of the student.

The entire program is more interactive, and communicative. The faculty shown their interest and zeal during entire session. They have asked many queries about the Mentoring during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.





## PARVATHAREDDY BABUL REDDY

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
2-08-2019.

From,  
Convener,  
Staff Development program,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
PBR VITS,  
**Kavali.**

Respected Sir,

Subject: Program Co ordinator - Permission to conduct the Staff Development program , And request for a grantof Rs.20,000 – Req – Reg.,

This is bring to your kind notice that, we are planning to conduct A **Staff Training program “How the Emotional Intelligence Helps”** on **14<sup>th</sup>&15<sup>th</sup> August, 2019**. In this connection, I am requestingyour permission to conduct the above said programme. The estimated budget to conduct theprogramme is **Rs. 20,000/-** (RupeesTwentyThousandrupees only). Kindly grant the requested amount to conduct the programme.So that I may be thankful to sir.

Thanking you Sir.

Yours faithfully,

Convener



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
(Approved by AICTE, New Delhi, Accredited by NAAC 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



**A Staff Development Program on “How the Emotional Intelligence helps” for the Faculty**

**Day 1 Schedule**

<b>Timing</b>	<b>Topics</b>
10:00 AM - 10:15 AM	Registration
10:15 AM - 10:30 AM	Inaugural Speech by the Principal Sir,
10:30 AM - 11:30 AM	Inaugural Speech by the Cief Guest.
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Introduction to Emotions and its Types
<b>LUNCH BREAK</b>	
<b>Timing</b>	<b>Topics</b>
2:00 PM - 3:45 PM	Mentoring Types and their uses
	How the Emotions that can help us to manage and control the Class Room
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



A Staff Development Program on “How the Emotional Intelligence helps” for  
the Faculty

### Day 2 Schedule

Timing	Topics
10:00 AM - 10:15 AM	Tea Break
10:15 AM - 10:30 AM	Emotional Intelligence Types
10:30 AM - 11:30 AM	How each Emotion that leads to managing the Class
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Understanding of Student intellectual levels

### **LUNCH BREAK**

Timing	Topics
2:00 PM - 3:45 PM	One to one communication and group communication
	Mentoring and its Importance
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,  
10-02-2019.

From,  
Convener,  
Staff Training program  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
PBR VITS,  
**Kavali.**

Respected Sir,

Subject: - The Staff development Program - Permission to conduct the Staff Training program - And request for a grant of Rs.20,000 – Req – Reg.,

This is bring to your kind notice that, we are planning to conduct A Staff Training program “Time Management” on 15th & 16<sup>th</sup> February, 2019 In this connection, I am requesting your permission to conduct the above said programme. The estimated budget to conduct the above programme is Rs. 20,000/- (Rupees Twenty Thousand rupees only).

Hence I am requesting sir to accept our request and Kindly grant permission to conduct the programme. So that I amy be thankful to sir.

Thanking you Sir.

Yours faithfully,

Convener



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,  
06-02-2019.

## C I R C U L A R

From,  
PRINCIPAL,  
PBR VITS,  
**KAVALI**

To  
All HODs.

Sir/Madam,

It is hereby informed to all the HODs, that a Staff Training programme is to be organized for Non Teaching Staff of various Engineering colleges on 21-08-19 "**Time Management**". Hence I am requesting to arrange necessary arrangements to organize the above program.

  
**PRINCIPAL**

Principal

PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh.

Copy to  
All HODs,  
AO,  
Notice Board.



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**KAVALLI - 524201, S.P.S.R Nellore Dist., A.P, India.**

15-02-2019

### Registration form

## Time Management

### Registered Members

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
1	S.K. Shariff	Corpus Incharge VEC	Kavali 9110723169	Shariff vec@rediff.com	Shariff	Gandiksham
2	U. Malivadhy Attender	VEC	Kavali 9036613089			
3	P. Supriya	Clerk	P.B.R.V.I.T.S Kavali 9849253165	Supriya@gmail.com	P.Surya	V.K. Krupadoss
4	V. Karuppavarapu	Incharge	VEC KAVALI 9493555666			Abdullah
5	G. Sudha	Attender	VEC VITS 92902659			
6	B. Devi	Receptionist	VEC Kavali 9191622140			B. Devi
7	K. Pothukuri	Melondt vits kavali	9036563058			K. Pothukuri



## ARVATHAREDDY BABUL REDDY

### VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

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KAVALLI - 524201, S.P.S.R Nellore Dist., A.P, India.



S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME & LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
8	M. RAGHUNATH	Clerk	P.B.R.V.I.T, KAVALLI	996679 9724	sajayegunaward uiwrr@gmail.com	
9	P. Sudhakar	Clerk	V.E.C, Kavalli	9440714 508	Sai pravani parasa@gmail.com	
10.	A. SIVAKRISHNA	Clerk	V.E.C, Kavalli	9866142980	E-mail.com	
11.	G. Chandrasekhar	Hardware	vijaya college	9440923412		
12.	Gudhaweeni Sunita	clerk	VITS	97032244997	Skashanaw@outlook.com	
13.	G. RAMAIAH	Clerk	V.E.C, Kavalli	9944888867	giriveet@gmail.com	
14.	Blaaskan Babu M	Clerk	V.E.C, Kavalli	6362419381	bhagav.manchala@yahoo.com	
15.	R. Sai Krishna	Incharge	V.E.C. Kovali	90635981	Seasons92@gmail.com	
16.	P. Selvam	Supervisor of V.E.C. Kovali			—	
17.	G. Babukar	Attender	V.E.C Kovali	9701255 842		
18.	K. Brahmamohan	Attender	V.E.C, Kovali	733094 6630	—	



ARVATHAREDDY BABUL REDDY

VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

(Approved by AICTE, New Delhi, Accredited by NAAC, 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram)

WAIKIKI 5242201 S B S B Nallors Diet A P India

MATERIALS : SIZING, S.I.-S.A. MEASURED 2000, 2001, 2002, 2003 ; A/1121.



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



## Report on “Time Management”

**Resource Person:** Mrs. A. VijayaNirmala.

Venue:PBR VITS      Date & Time: 15th &16thFebruary, 2019, 10.00 AM - 03.45 PM

The Program has started at 10AM, and the Non- Teaching Faculty, The Resource Person and some of the Dignitaries occupied the chairs. First, The Principal sir addressed the gathering, and explains about theimportance of the training programs which are organizing in the college, and also explains how the students and staff get benefited from those programs.

Next the Chief guest of the program has given a speech on the Importance of the **“Time Management”** to the Staff, . And how these kind of programs are very much useful for staff development, and also explains about the importance of updating the skills and knowledge while working.

Then the Training program has started by the Resource Person, and also given a presentation, which covers all the skills which are to be developed by every staff during the lecture.

The entire program is more interactive, and communicative. All the members of the participants shown their enthusiasm during entire presentation. They have asked many queries during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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## Report on “Time Management”

**Resource Person:** Mrs. A. VijayaNirmala.

Venue:PBR VITS      Date & Time: 15th &16th February, 2019, 10.00 AM - 03.45 PM

The Program has started at 10AM, and the Non-Teaching Faculty, The Resource Person and some of the Dignitaries occupied the chairs. First, The Principal sir addressed the gathering, and explains about the importance of the training programs which are organizing in the college, and also explains how the students and staff get benefited from those programs.

Next the Chief guest of the program has given a speech on the Importance of the **“Time Management”** to the Staff, . And how these kind of programs are very much useful for staff development, and also explains about the importance of updating the skills and knowledge while working.

Then the Training program has started by the Resource Person, and also given a presentation, which covers all the skills which are to be developed by every staff during the lecture.

The entire program is more interactive, and communicative. All the members of the participants shown their enthusiasm during entire presentation. They have asked many queries during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.





**PARVATHAREDDY BABUL REDDY**

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(Approved by AICTE, New Delhi, Accredited by NAAC 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram) KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



A Training Program on "Time Management" for Faculty

**Day 1 Schedule(15-02-2019)**

Timing	Topics
10:00 AM - 10:15 AM	Registration
10:15 AM - 10:30 AM	Inaugural Speech by the Principal Sir,
10:30 AM - 11:30 AM	Inaugural Speech by the Chief Guest.
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Explanation the importance of time Management

**LUNCH BREAK**

Timing	Topics
2:00 PM - 3:45 PM	Effective way of time utilization
	Facts about the Environment Hurdles
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



**A Training Program on “Time Management” for Faculty**

**Day 2 Schedule(16-02-2019)**

Timing	Topics
10:00 AM - 10:15 AM	Tea Break
10:15 AM - 10:30 AM	Facts about Environments
10:30 AM - 11:30 AM	How the hurdles came in to the working environment
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	How the hurdles can effectively resolve
<b>LUNCH BREAK</b>	
Timing	Topics
2:00 PM - 3:45 PM	Working environment scenarios and its analysis
	How we overcome all the hurdles in the working environment
	Question Hour
3:45 PM	Tea Break



## PARVATHAREDDY BABUL REDDY

## VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
25-1-2019.

From,  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
Narayana Engineering College,  
**Nellore.**

DearSir,

**Sub:- PBR VITS, Kavali – Planning to Organize A Staff Development Program on “Digital Literacy” for the various Engineering College Faculty - A Resource person is needed to give a talk on the above said topic- Req- Reg.**

In part of our Staff Development Activity, we are planning to organize, A Staff Development Program “**Digital Literacy**”to the teachers working in various Engineering Collegeon **15<sup>th</sup>&16<sup>th</sup> February,2019** In this connection, I am Inviting a prominent professor, who is expert in the Digitalization process, to act as a Resource person for the above said programme. We feel very happy if you accept my invitation, so that our program may be a great success.

Thanking you Sir.

*Yours Sincerely,*  
*B. Babul Reddy*  
*Principal*  
PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh

From  
The Principal,  
Narayana Engineering College,  
**Nellore.**

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

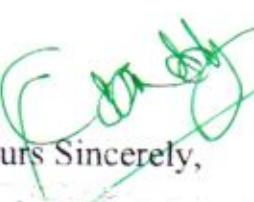
Dear Sir,

**Sub:-**Acceptance from the principal, to send a Resource person from our College to act as a Resource person for your Staff Development Program on “**digital Literacy**” for the faculty of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter dated,25-01-2019 ,**PBR VITS, Kavali, Dated,**

With reference to the letter from the Principal, PBR VITS, Kavali, we happily accepted your Invitation, and we are agreed to send Prof. G.Venkateswarlu, Prof. of ECE to act as a Resource person for the said program. He is a prominent speaker and Orator and having a good experience in teaching and having knowledge on Digitalization process. We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir.

  
Yours Sincerely,  
Narayana Engineering College, Nellore.



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

(Approved by AICTE, New Delhi, Accredited by NAAC - 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
08-02-2019.

## C I R C U L A R

From,  
PRINCIPAL,  
PBR VITS,  
**KAVALI**

To  
All HODs.

Sir/Madam,

It is hereby informed to all the HODs, that a Staff Training programme on “Digital Literacy” is to be organized to all our Faculty and also for the vicinity college Faculty on “**Digital Literacy**”. Hence I am requested to arrange necessary arrangements to organize the above program.

  
**PRINCIPAL**

  
**Principal**

PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
KAVALI-524201, S.P.S.R Nellore Dist. Andhra Pradesh

Copy to  
All HODs,  
AO,  
Notice Board.



## PARVATHAREDDY BABUL REDDY

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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 KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



15-02-2019

### Registration form

### Digital Literacy

#### Registered Faculty

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
1.	Dr. D Swarnadeep	Professor	PBRVITS, Kavali	9490442366@gmail.com		
2.	P. Sugunan	Assoc. Professor	PBRVITS, Kavali	9000588958@gmail.com		
3.	Sk. Sharmin Basha	Assoc. Professor	PBRVITS Kavali	89855120937	sharifshabir79@gmail.com	
4.	P. Venkateswaran Reddy	Ast. Professor	Reids, Udayagiri	8985561066	venkateswaranreddy@gmail.com	
5.	B. Raghava	Asst. Prof	QUSA, Nellore	9062556102	Raghava.QUSA@gmail.com	
6.	G. Meen Gopal	Assoc. Prof	PBRVITS, Kavali	9440011967	gmeenul@gmail.com	
7.	Ch. Ramesh	Ast. Professor	VEC, Kavali	9895974979	Ramesh.durante@gmail.com	



## PARVATHAREDDY BABUL REDDY

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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
8	M. JANARDHAN	Asst. professor	PBRVITS, Kavali	91811956	janardhan_gmail.com	
9	M. VENKATESWAR	Asst. professor	PBR VITS, Kavali	9852749550	mujiybhoskamana@gmail.com	
10	H. Hemika	Asst. Professor	DSS, Kavali	8355561029	Hemikah@outlook.com	
11	Raja Bhargava	Asst Prof	VEC, Kavali	9618855900	Bhargavraj123@gmail.com	
12	S. Venugopal	Asst prof	RISE, orgole	8328555489	Venugopal.Venugopal@gmail.com	
13	A. Phasmitha	Asst. professor	PBVITS, Kavali	9550172942	Prashmitha.ots@gmail.com	
14	M. Koththeek	Assistant Professor	VEC, kovali	948521902	Koththeekmudi@gmail.com	
15	A. VASUNDARA	Asst. Professor	NARAYANA, CAVALL	9492752617	vasundhara_it@gmail.com	
16	Se. Adel Shabbir	Asst Prof	PBR VITS, Kavali	8633950	Shabbir.msc@gmail.com	
17	Ch. Chandrasekar	Asst. Prof	PBR VITS, Kavali	8888550076	chandrasekhar.vit@gmail.com	
18	J. Mezradi	Asst. Prof	VEC, Kavali	9987001992	mezradi.yahweh92@gmail.com	



PARVATHAREDDY BABUL REDDI

VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

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New Delhi, Accredited by NAAC, 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram  
**KAVALLI - 524201, S.P.S.R Nellore Dist., A.P. India.**

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
19	P. Soniyan	Asst. Professor	VEC, Icanali	89784 22832	Soni. p @ gmail.com	Soniyan
20	B. venalakshma	Asst. Professor	PESR VITS, Karali	9988861882	Kannadi.sir @gmail.com	VNL
21	H. REVATHI	Asst. Professor	PESR VITS, Karali	91271 51082	Mohgulavathi m @ gmail.com	Revathi
22	St. Shaleen	Asst. Professor	PESR VITS, Karoli	906355 6102	Gulkeni.vits @gmail.com	Shaleen.
23	P. Feridog Khan	Asst. Professor	PESR VITS, Icanali	964265 3934	Feridoz @ gmail.com	Feridog

## **Report on “Digital Literacy”**

Organized for Faculty members conducted on 15-02-2019

**Resource Person: Dr. G. Venkateswarlu**

Venue:PBR VITS

Date & Time: 15<sup>th</sup>&16<sup>th</sup> -02-2019, 10.00 AM - 03.45 PM

The Program has been started at 10AM and the participants, The Chief Guest and some of the Dignitaries are present. First, The Principal sir addressed the gathering, and explains about the training programs and faculty development programs, which are organizing in the college, and also explains how the students and staff get benefited from those programs.

Next the Chief guest of the program has given a speech on the Importance of the said program to the Faculty. And how these kind of programs are essential for the staff as well as for the student development, and also explains about the importance of updating the skills and knowledge during the working period.

Then the Training program has started by the Chief Guest Dr. G. Venkateswarlu . Sir has given a lecture which covers all the Digitalization process of all documents which are to be developed by every faculty, and how they are very useful for the student community during their lectures.

Then sir explains some techniques which are useful for every faculty, that are applicable in the outside world. And He explains the importance of teaching and various Digitalization methods which are using in the real world, which are to be applied during the teaching and learning process.

The entire program is more interactive, and communicating. The faculty shown their interest and zeal during entire program. They have asked many queries during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.





**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.)



Kavali,  
02-02-2019.

From,  
Convener,  
Staff Training program  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
PBR VITS,  
**Kavali.**

Respected Sir,

Subject: Staff Development program coordinator- Permission to conduct the Staff Training program - And request for a grant of Rs.20,000 – Req – Reg.,

This is bring to your kind notice that, we are planning to conduct A **Staff Training program “Digital Literacy”** on 15<sup>th</sup>&16<sup>th</sup> February, 2019. In this connection, I am requesting your permission to conduct the above said programme. The estimated budget to conduct the above programme is **Rs. 20,000/-** (Rupees Twenty Thousand rupees only).

Kindly grant permission to conduct the programme. So that I may be thankful to sir.

Thanking you Sir.

Yours faithfully,

Convener



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.)*



A Training Program on "Digital Literacy Awareness" for the Faculty

**Day 1 Schedule(15-02-2019)**

<b>Timing</b>	<b>Topics</b>
10:00 AM - 10:15 AM	Registration
10:15 AM - 10:30 AM	Inaugural Speech by the Principal Sir,
10:30 AM - 11:30 AM	Inaugural Speech by the Chief Guest.
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Teaching Methods, Teaching Pedagogy, usage of Digital Technology

**LUNCH BREAK**

<b>Timing</b>	<b>Topics</b>
2:00 PM - 3:45 PM	Effective way of Utilizing the Digital Documents
	Effective Usage of ICTs and the Digitalized documents usage through ICT
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



A Training Program on "Digital Literacy Awareness" for the Faculty

**Day 2 Schedule(16-02-2019)**

Timing	Topics
10:00 AM - 10:15 AM	Introduction to Entrepreneurship and the Qualities
10:15 AM - 10:30 AM	Importance of Entrepreneur in the Student Community
10:30 AM - 11:30 AM	What are the qualities are to be achieved by the students
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	What are the methods and techniques which are applied to become an entrepreneur.

**LUNCH BREAK**

Timing	Topics
	Benefits and Limitations of an Entrepreneur
2:00 PM - 3:45 PM	What the plans that are to be implemented
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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Kavali,

01-08-2018.

From,  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
Vagdevi Engineering College,  
**Proddatur.**

DearSir,

**Sub:- PBR VITS, Kavali** – Planning to Organize A Staff Development Program on “**Entrepreneurship Qualities**” for the faculty of various Engineering College - A Resource person is requested to give a talk on the above said topic- Req- Reg.

In part of our Staff Development Activity, we are planning to organize, A Staff Development Program “Entrepreneurship Qualities” to the teachers working in various Institutes on **20<sup>th</sup> & 21 Auagust,2018** In this connection, I am Inviting a prominent person, a professor, who is expert in the Teaching Skills and pedagogy to act as a Resource person for the above said programme. We are very happy if you accept my invitation, so that our program may be a great success.

Thanking you Sir.

Yours Sincerely,  
*BK*  
Principal

PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
KAVALI-524201, S.P.S.R NELLORE DIST. ANDHRA PRADESH.

Dated:08-08-2018

From  
The Principal,  
Vagdevi Institute of Technology & Science  
Proddatur.

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
KAVALI.

Dear Sir,

**Sub:-Acceptance of the Principal's request, to send a Resource person from our College to act as a Resource person for your Staff Development Program on "Entrepreneurship Qualities" for the faculty of various Engineering Colleges - Reg.**

Ref:- W.r.to the Principal's letter dated, 01-08-2018 ,PBR VITS, Kavali, Dated,01-08-2018

With reference to the letter from the Principal, PBR VITS, Kavali, we are sending Prof. G. Jagadeeshwara Reddy, Professor & Principal to act as a Resource person for the said program. He is a prominent speaker and Orator and having a good experience in teaching. We hope that this program will be a great success.

Thanking you Sir.

  
Yours Sincerely,  
**PRINCIPAL**  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI  
PRODDATUR, Kadapa (Dist.)



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,  
12-08-2018.

## C I R C U L A R

From,  
PRINCIPAL,  
PBR VITS,  
**KAVALI**

To  
All HODs.

Sir/Madam,

It is hereby informed to all the HODs, that on 20<sup>Th</sup>&21<sup>st</sup> January, 2018, a Staff Training programme is to be organized to all our Faculty and also for the engineering college Faculty on "**Entrepreneurship Qualities**". Hence I am requested to arrange necessary arrangements to organize the above program.

*B.K. reddy*  
**PRINCIPAL**

Principal  
Parvathareddy Babul Reddy  
Visvodaya Institute of Technology and Science  
Kavali - 524201, S.P.S.R Nellore Dist., Andhra Pradesh.

Copy to  
All HODs,  
AO,  
Notice Board.



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



KAVALI

20-08-2018

Registration form

## Entrepreneurship Qualities

Registered Faculty

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
1.	Dr. Sri Sanchandra Reddy	Professor	PSR VITS, Kavali	99907 99212	drreddy.sri@gmail.com	
2.	Sh. Shabbir Basha	Assoc. Professor	PSR VITS, Kavali	8985120 937	shabbir_basha_79@gmail.com	
3.	P. Eswaraiyah	Assoc. Prof	PSR VITS,Kavali	9000735 8095	eswarithu_@gmail.com	
4.	P. Feridov Khan	Asst. Professor	PSR VITS, Kavali	964265 3934	feridov_@gmail.com	
5.	B. Raghava	Assist. Prof	QURA, Nellore	966355 6101	raghava.ruban_@gmail.com	
6.	H. Revathi	Asst. Professor	PSR VITS, Kavali	91771 51062	modu_srrevathi_73@.gmail.com	
7.	Ch. Ramesh	Asst. Prof	VEC, Kavali	9393459 091000	ramesh_digital_@.gmail.com	



## PARVATHAREDDY BABUL REDDY

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
8	H. nibay bhatton	Asst. Profess	PBR VITS, Kavali	9052796550	nitibhatton@gmail.com	
9	H. JANARDHAN	Asst. Profes	PBR VITS, Kavali	943637620	janaardhan@gmail.com	
10	S. Venkateswaran	Asst. Prof	RISE, ougole	8328535489	venkateswaran@yatra.com	
11						
12		Asst Prof	VEC, Icavali	9618531440	D Jagadeesan@gmail.com	
13	St. Shabbir	Asst. Professor	Prs, Kavali	9492752612	shabbir786@gmail.com	
14	A. Brahmithra	Asst. Professor	PBR VITS, Icavali	9550729444	brahmithra@gmail.com	
15	Sr. Abdol Shabir	Asst Prof	PBR VITS, Kavali	8639508650	slabdir.msc@gmail.com	
16	J. Muralee	Asst-Prof	VEC, Kavali	9408780749	Jmukte82@gmail.com	
17	ch. chandra Sekar	Asst. Professor	PBR VITS, Icavali	8885590176	chandang.vit@gmail.com	
18	P. venkateswaran Reddy	Asst. Prof	Reits, udyanasini	9785961066	venkateswaranreddy@gmail.com	

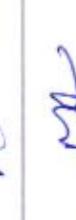


PARVATHAREDDY BABUL REDDY

VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

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New Delhi, Accredited by NAAC: 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram.)  
**KAVALLI - 524201, S.P.S.R Nellore Dist., A.P, India.**

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL-ID	SIGNATURE
19	G. venugopal	Assoc. Prof	PERVITS, Kavali	9440011967	gvenugopal@gmail.com	
20	P. Sowanya	Asst. Professor	VECI, Kavali	8978422832	Anusi.p@gmail.com	
21	N. SIVA PRASAD	Assoc. PROF	SUCN, NELLORE	9885561024	SivaPrasad123@gmail.com	
22						
23	H.Kothiyal	Assistant Professor	vec, kavali	9445594949	hakeel.kothiyal@gmail.com	
24	R. Ravali Krishna	Asst. professor	P.S.R.VITS, Kavali	9989861888	Ramreddy.Sit@ymail.com	



## Report on “Entrepreneurship Qualities”

Organized for Faculty members conducted on 29-02-2020

**Resource Person: Dr. G. Jagadeeswara Reddy**

Venue:PBR VITS

Date & Time: 20<sup>th</sup>&21<sup>st</sup>-08-2018, 10.00 AM - 03.45 PM

The Staff Development Program has been started sharp by 10AM and the Participants, The Chief Guest, The Principal and some of the Dignitaries occupied their chairs. First, The Principal sir addressed the gathering, and explains about the importance training programs which are organizing by the college, and also explains how the students and staff get benefited from those programs.

Next the Resource person and the Chief guest of the program has given a speech on the Importance of “ **Entrepreneurship Qualities** ” to the Faculty. And how these kind of programs are essential for the staff development, and also explains about the importance of updating the skills and knowledge during the Working period.

Then the Training program has started by the Resource Person Dr. G. Jagadeeswara Reddy, Sir has presented a PPT which covers all the skills which are to be developed by every faculty during their lectureship.

Then sir explains some techniques which are useful for every faculty, that are applicable in the student community. And He explains the importance of teaching pedagogy skills which are to be applied during the teaching and learning process.

The entire program is more interactive, and communicating. The faculty shown their interest during entire session . They have asked many queries during the question hour session and they are very much satisfied with the answers from the Resource Person.

At finally the program has been concluded by the Vote of Thanks by the Program Co-Ordinator.





**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
15-08-2018

From,  
Convener,  
Staff Training program  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
PBR VITS,  
**Kavali.**

Respected Sir,

Subject: Faculty Development Programs - Permission to conduct the Staff Training program -Request for a grant of Rs.20,000 – Req – Reg.,

---

This is bring to your kind notice that, we are planning to conduct **A Staff Training program “Enterpreuership Skills” on 20<sup>th</sup>&21<sup>st</sup> August,2018** In this connection, I am requesting your permission to conduct the above said programme. The estimated budget to conduct the above programme is **Rs. 20,000/-** (Rupees Twenty Thousand rupees only).

Kindly grant permission to conduct the programme. So that I may be thankful to sir.

Thanking you Sir.

Yours faithfully,

Convener



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
(Approved by AICTE, New Delhi, Accredited by NAAC- 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



**A Training Program on "Entrepreneurship Skills" for The Faculty**

**Day 1 Schedule(20-08-2018)**

<b>Timing</b>	<b>Topics</b>
10:00 AM - 10:15 AM	Registration
10:15 AM - 10:30 AM	Inaugural Speech by the Principal Sir,
10:30 AM - 11:30 AM	Inaugural Speech by the Chief Guest.
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Presentation on Entrepreneurship and its importance in the Teacher
<b>LUNCH BREAK</b>	
<b>Timing</b>	<b>Topics</b>
2:00 PM - 3:45 PM	Effective Involvement of Inside Activities of the Institution
	Presentation about How to make a student as an Entrepreneur
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
(Approved by AICTE, New Delhi, Accredited by NAAC- 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



**A Training Program on “Entreprenuership Skills” for Faculty**

**Day 2 Schedule(21-08-2018)**

<b>Timing</b>	<b>Topics</b>
10:00 AM - 10:15 AM	Presentaion on Teacher qualities as an Enterpreneur
10:15 AM - 10:30 AM	Presentation on changing the attitude of the student
10:30 AM - 11:30 AM	
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Applying Leadership Qualities during the Lecture

**LUNCH BREAK**

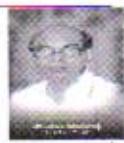
<b>Timing</b>	<b>Topics</b>
	Managing and controlling the student attitude
2:00 PM - 3:45 PM	Effective application of various techniques in related to the personal development of the students
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

(Approved by AICTE, New Delhi, Accredited by NAAC- 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,

14-12-2018.

From,  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
JawaharBharathi Degree College,  
**Kavali.**

DearSir,

**Sub:- PBR VITS, Kavali** – Planning to Organize A Staff Development Program on “**Leadership Qualities**” for the faculty of Engineering College - A Resource person is needed to give a talk on the above program- Req- Reg.

In part of our Staff Development Activity, and encouraging the faculty to enhance their skills in various activities, we are planning to organize, A Staff Development Program “Leadership qualities” to the faculty of various engineering , and working in our Instituteon **18<sup>th</sup>&19<sup>th</sup> January,2019**. In this connection, I am Inviting a Senior Professor, who is expert in the Teaching Skills from your Institution, to act as a Resource person for the above said programme. We are very happy if you are accepting my invitation, so that our program may be a great success.

Thanking you Sir.

Yours Sincerely,  
  
Principal

P.B.R.  
VISVODAYA  
KAVALI-524201, S.P.S.R Nellore Dist.

BABUL REDDY  
TECHNOLOGY & SCIENCE



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
(Approved by AICTE, New Delhi, Accredited by NAAC- 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuramu)  
KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Dated: 26-12-2018

From  
The Principal,  
JawaharBharathi Degree College,  
**Kavali.**

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

Dear Sir,

**Sub:-JawaharBharathi Degree College**— Acceptance of the Principal's request, to send a Resource person to your College to act as a Resource person for the Staff Development Program on "**Leadership Qualities**" for the faculty of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter dated, 14-12-2018, **PBR VITS, Kavali, Dated,**

With reference to the letter from the Principal, PBR VITS, Kavali, we happily accepted your Invitation, and we are agreed to send Prof. K. Rajagopal Reddy, Prof. of Economics to act as a Resource person for the said program. He is a prominent speaker and Orator and having a good experience in teaching. We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir.

Yours Sincerely,



**PARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



Kavali,  
07-01-2019.

## C I R C U L A R

From,  
PRINCIPAL,  
PBR VITS,  
**KAVALI**

To  
All HODs.

Sir/Madam,

It is hereby informed to all the HODs, that a Staff Training programme is to be organized to all our Facultyon 18<sup>th</sup>&19<sup>th</sup> January, 2019 and also for the vicinity college Faculty on “**Leadership qualities**”. Hence I am requested to arrange necessary arrangements to organize the above program.

*R. IC* *newy*  
**PRINCIPAL**  
Principal  
PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh.

Copy to  
All HODs,  
AO,  
Notice Board.



18-01-2019

### Registration form

## Leadership Qualities for Faculty

### Registered Faculty

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME & LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
1.	M.D. Srikanth Charyulu	Professor	PBRVITS, Kavali	94907 77212	srikanthcharyulu.s@gmail.com	
2.	B. Venkateswari	Assoc. Professor	PBRVITS, Kavali	9642652125	venkateswari.b@gmail.com	
3.	P. Srinivash	Assoc. Professor	PBRVITS, Kavali	90007 58095	eswarpalitao@gmail.com	
4.	St. Shabbir Basha	Assoc. Professor	PBRVITS, Kavali	8985120937	shabbirshabbir79@gmail.com	
5.	G. Meenu Gopal	Asst. Prof.	PBRVITS, Kavali	9440011967	gmeenu@gmail.com	
6.	A. Prasmittha	Asst. Professor	PBRVITS, Kavali	95501 722942	prasmittha.ats@gmail.com	
7.	Ch. Ramash	Asst professor	VEC, Kavali	98557457	komeesh.elysia@gmail.com	



**ARVATHAREDDY BABUL REDDY**  
**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
*(Approved by AICTE, New Delhi, Accredited by NAAC- 'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram)*  
**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**

S.NO	NAME OF THE PARTICIPANT	DESIGNATION	INSTITUTION NAME &LOCATION	PHONE NUMBER	MAIL - ID	SIGNATURE
6	L. Venkateswaran Reddy	Asst. Professor	Herits, Udayagiri	8985861066	venkateswaran.lreddy@gmail.com	
9	H. Visayarkar	Asst. Professor	PDR VITS, Kavali	9052795550	mujjibhoshkarita@gmail.com	
10	Suneetha Rao	Asst. Professor	RISE, Ongole	83328535489	Venujithocharla.suneetha@gmail.com	
11	T. Neeraj	Asst.-Prof	VEL, Kavali	910272079	Jyoti@vel.edu	
12	D. Rajeswari	Asst Prof	UFC, Kavali	9618551400	Bhargavraja.nageswari@gmail.com	
13	B. Soniyantha	Asst. Professor	VEC, Kavali	8978422832	Suni.p.soniyantha@gmail.com	
14	Sk. Asif Shebbir	Asst Prof	PBE VITS, Kavali	9052792888	shebbir.m@gmail.com	
15	Ch. Chandrasekaran	Asst. Professor	PDR VITS, Kavale	8889590276	chandrashekarb@gmail.com	
16	B. Raghava	Asst. Professor	QUBA College, Nellore	9492526112	kaghava.ruban@gmail.com	
17	H. Venandhan	Asst. Professor	PDR VITS Kavali	95129956	jannathulhuda@gmail.com	
18	H. Ravathi	Asst. Professor	PBR VITS, Kavali	9177151082	madhuvennetha@gmail.com	



YARVATHAREDDY BABUL REDDY

VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

**JNTUA** Approved by AICTE, New Delhi, Accredited by NAAC-'A' Grade and Permanently Affiliated to JNTUA, Ananthapuram.

**KAVALLI - 524201, S.P.S.R Nellore Dist., A.P, India.**



## Report on “Leadership Qualities”

Organized for Faculty members conducted on 29-02-2020

**Resource Person: Dr. K. Rajagopal Reddy**

Venue:PBR VITS

Date & Time: 18<sup>th</sup>&19<sup>th</sup>-01-2019, 10.00 AM - 03.45 PM

The Program has been started at 10AM and the Faculty who have registered for the program, The Resource Person and some of the Dignitaries are present. First, The Principal addressed the gathering, and explains about the importance of the training programs which are organizing in the college, and also explains how the students and staff get benefited from those programs. He also tells about the encouragement for the faculty in related to organizing various development programs. Next the Resource person and the Chief guest of the program has given a speech on the Importance of Leadership qualities to the Faculty. And how these kprogramshelped to faculty members to gain knowledge in part of the self-development process. And also explains about the importance of updatingof the skills and knowledge during the working.

Then the Training program has been started by the Resource Person Dr. K. Rajagopal Reddy , Sir has presented good information which covers all about the Leadership qualities and skills, which are useful for every faculty during their lecture and in the lab also.

Then sir explains some techniques which are useful for every faculty, that are applicable in the class room. And He explained the importance of leadership qualities during the lecture hours skills which are to be applied during the teaching and learning process.

The entire program is more interactive, and communicating. The faculty shown their enthusiasm during entire session . They have asked many queries during the queries time and they are very much satisfied with the answers from the Resource Person.

At final the program is concluded by the Vote of Thanks by the Program Co-Ordinator.





**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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**KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.**



Kavali,

12-01-2019.

From,  
Convener,  
Staff Training program  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

To  
The Principal,  
PBR VITS,  
**Kavali.**

Respected Sir,

Subject: CSE Dept., - Permission to conduct the Staff Training program - And request for a grant of Rs.20,000 – Req – Reg.,

This is bring to your kind notice that, we are planning to conduct **A Staff Training program “Leadership Qualities” on 18<sup>th</sup>&19 January, 2019.** In this connection, I am requesting your permission to conduct the above said programme. The estimated budget to conduct the above programme is **Rs. 20,000/-** (Rupees Twenty Thousand rupees only).

Kindly grant permission to conduct the programme. So that I may be thankful to sir.

Thanking you Sir.

Yours faithfully,

Convener



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



**A Training Program on“Leadership Qualities”for Faculty**

**Day 1 Schedule(18-01-2019)**

<b>Timing</b>	<b>Topics</b>
10:00 AM - 10:15 AM	Registration
10:15 AM - 10:30 AM	Inaugural Speech by the Principal Sir,
10:30 AM - 11:30 AM	Inaugural Speech by the Cief Guest.
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Presentation on Teaching Skills, and Leadership Qualities
<b>LUNCH BREAK</b>	
<b>Timing</b>	<b>Topics</b>
2:00 PM - 3:45 PM	Effective Management of Lecture Hours,
	Importance of Leadership qualities during the Role of Lecturer
	Question Hour
3:45 PM	Tea Break



**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

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KAVALI - 524201, S.P.S.R Nellore Dist., A.P, India.



A Training Program on “Leadership Qualities” for Faculty

**Day 2 Schedule(19-01-2019)**

Timing	Topics
10:00 AM - 10:15 AM	Presentaion on Teaching Methodology
10:15 AM - 10:30 AM	Presentation on Managing the Lecture Hours
10:30 AM - 11:30 AM	
11:30 AM - 11:45 AM	<b>Tea Break</b>
11:45 AM - 12:45 PM	Applying Leadership Qualities during the Lecture

**LUNCH BREAK**

Timing	Topics
	Effective way of Class Room Monitoring, Managing, Controlling
2:00 PM - 3:45 PM	Effective Usage of ICTs during the lectureroom Teaching
	Question Hour
3:45 PM	Tea Break

Dated: 26-12-2018

From  
The Principal,  
JawaharBharathi Degree College,  
**Kavali.**

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

Dear Sir,

**Sub:-JawaharBharathi Degree College**— Acceptance of the Principal's request, to send a Resource person to your College to act as a Resource person for the Staff Development Program on "**Leadership Qualities**" for the faculty of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter dated, 14-12-2018, **PBR VITS, Kavali, Dated,**

With reference to the letter from the Principal, PBR VITS, Kavali, we happily accepted your Invitation, and we are agreed to send Prof. K. Rajagopal Reddy, Prof. of Economics to act as a Resource person for the said program. He is a prominent speaker and Orator and having a good experience in teaching. We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir.

Yours Sincerely,



## Certificate of Registration

(Quality Management System)

**KVQA CERTIFICATION SERVICES PVT. LTD.**

This is to certify that the Quality Management System of

**PARVATHAREDDY BABUL REDDY**

**VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE**

**UDAYAGIRI ROAD, KAVALI PIN - 524 201,**

**SPSR NELLORE DIST, A.P, INDIA.**

Has been found to be of the Quality Management System Standard

**ISO 9001:2015**

This certificate is valid for the following product or service range

Offering Academic Programmes Leading to Bachelor of Technology (B.Tech) in Computer Science & Engineering (CSE), Computer Science & Engineering (AI), Computer Science & Engineering (IoT), Electronics & Communication Engineering (ECE), Electrical & Electronics Engineering (EEE), Mechanical Engineering (ME), Master of Technology in VLSI, Power Electronics, Machine Design, Master of Computer Applications (MCA) and Master of Business Administration (MBA).

1<sup>st</sup> Surveillance Due On: 07/06/2021: Done On:  
2<sup>nd</sup> Surveillance Due On: 07/06/2022: Done On:

**Certificate No: KDACQ202007035**

Date Of Issue: 07, July, 2020

Valid Until: 06, July, 2023\*

Issued by

Authorised signatory KVQA



To Check the Status of the Certification kindly log on to [www.kvqa.in](http://www.kvqa.in)  
F-300, Sector - 63, Noida U.P. India. Ph- 011 -22711940, 22711941  
Email : [delhi@kvqaindia.com](mailto:delhi@kvqaindia.com)

\*Subject to successful completion of surveillance audits

## Observation Reports

Organization:	GOKUL OVERSEAS	Audit No.		Page: 1/1
Department	Contents	ISO Element	Grade of NC	
Good Points Management				
	Points for Improvements			
	Detailed Risk Assessment done and evidenced during the Audit. Risk Assessment done as per the defined Risk Assessment Methodology.	8.2	Good Points	
	Secure areas including the Office, local Work Area has been protected by appropriate entry Controls but biometric to ensure that only authorized personnel are allowed access yet to be installed	A.11.1.2	Needs Improvement	
	Risk Register approved by Top Management was evidenced containing risk related with People Asset, Information Asset, Physical Asset and Software Asset. The risks were found to have documented mitigation plan.	8.2	Good Points	
	The Organization has Firewalls installed with proper rules set.	A.13.1.1	Good Points	
	The Organization maintains a good level of compliance for Anti Virus/Antimalware.	A.12.2.1	Good Points	
	The implementation of the change management process was found to be weak.	A.12.1.2	Point of Improvement	
			Point of Improvement	

Auditor :Manju Sood(signature)

Audit Date:17 &amp; 18 Mar 2020




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National Emblem of India

National Institutional Ranking Framework  
Ministry of Education  
Government of India

nirf

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Welcome to Data Capturing System: ENGINEERING

Institute Name: Parvathareddy Babulreddy Visvodaya Institute of Technology and Science (IR-E-C-25874)

Student Details ⓘ

Sanctioned (Approved) Intake Student Strength Ph.D. Student Details Placement & Higher Studies

Faculty Details ⓘ

Select Faculty From (NIRF-2020) Faculty Details (NIRF-2021)

Institution Details ⓘ

DCS Data-MHRD

## National Institutional Ranking Framework

Ministry of Human Resource Development

Government of India

Welcome to Data Capturing System: ENGINEERING

Submitted Institute Data for NIRF'2020'

Institute Name: Parvathareddy Babulreddy Visvadaya Institute of Technology and Science [IR-E-C-26874]

### Sanctioned (Approved) Intake

Academic Year	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14
UG [4 Years Program(s)]	660	660	720	720	-	-
PG [2 Year Program(s)]	72	108	-	-	-	-

### Total Actual Student Strength (Program(s) Offered by Your Institution)

(All programs of all years)	No. of Male Students	No. of Female Students	Total Students	Within State (Including male & female)	Outside State (Including male & female)	Outside Country (including male & female)	Economically Backward (including male & female)	Socially Challenged (SC+ST+OBC including male & female)	No. of students receiving full tuition fee reimbursement from the State and Central Government	No. of students receiving full tuition fee reimbursement from Institution Funds	No. of students receiving full tuition fee reimbursement from the Private Bodies	No. of students who are not receiving full tuition fee reimbursement
UG [4 Years Program(s)]	1130	1018	2148	2148	0	0	839	669	175	0	0	1333
PG [2 Year Program(s)]	39	48	87	87	0	0	26	35	9	0	0	52

### Placement & Higher Studies

#### UG [4 Years Program(s)]: Placement & higher studies for previous 3 years

Academic Year	No. of first year students intake in the year	No. of first year students admitted in the year	Academic Year	No. of students admitted through Lateral entry	Academic Year	No. of students graduating in minimum stipulated time	No. of students placed	Median salary of placed graduates(Amount in Rs.)	No. of students selected for Higher Studies
2013-14	600	522	2014-15	57	2016-17	339	85	245000(TWO LAKHS FORTY FIVE THOUSAND)	10
2014-15	720	592	2015-16	42	2017-18	331	212	250000(TWO LAKHS FIFTY THOUSAND)	12
2015-16	720	607	2016-17	31	2018-19	402	194	250000(TWO LAKHS FIFTY THOUSAND)	18

#### PG [2 Years Program(s)]: Placement & higher studies for previous 3 years

Academic Year	No. of first year students intake in the year	No. of first year students admitted in the year	Academic Year	No. of students graduating in minimum stipulated time	No. of students placed	Median salary of placed graduates(Amount in Rs.)	No. of students selected for Higher Studies
2015-16	144	73	2016-17	58	0	0(Zero)	0
2016-17	144	66	2017-18	60	0	0(Zero)	0
2017-18	108	53	2018-19	43	0	0(Zero)	0

Dated:04-01-2019

From  
The Principal,  
JawaharBharathi Degree College,  
**Kavali.**

To  
Principal,  
PBR Visvodaya Institute of Technology and Science,  
**KAVALI.**

Dear Sir,

**Sub:-JawaharBharathi Degree College, Kavali** – Acceptance of the Principal's request, to send a Resource person from our College to act as a Resource person for your Staff Development Program on "**How to improve the Presentation Skills**" for the faculty of Engineering Colleges - Reg.

Ref:- W.r.to the Principal's letter ,**PBR VITS, Kavali, Dated,**

With reference to the letter from the Principal, PBR VITS, Kavali, we happily accepted your Invitation, and we are agreed to send Prof. M.V. Bhaskar Reddy, Prof. of Chemistry to act as a Resource person for the said program. He is a prominent speaker and Orator and having a good experience in teaching. We hope that this program will be a great success and expected outcome may be achieved.

Thanking you Sir,

Yours Sincerely,