



# **VAAGDEVI DEGREE AND PG COLLEGE**



**Affiliated to Kakatiya University  
Kishanpura, Hanamkonda**



## **PROFESSIONAL DEVELOPMENT PROGRAM**

**ON**

## **‘PROJECT MANAGEMENT’**

**From 05/06/2023 To 11/06/2023**

**Venue : Auditorium**

**Organized By  
Department Of Bunsiness Management**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
**Vaagdevi Degree & P.G. College,**  
**Kishanpura, Hanamkonda**



**Professional Development Program On ‘Project Management’ From  
05/06/2023 To 11/06/2023**

*A. Sheshachalam*  
Dr A. Sheshachalam  
PRINCIPAL  
*Principal*  
Vaagdevi Degree & P.G. College  
Kishanpura, Hanamkonda



# VAAGDEVI DEGREE AND PG COLLEGE



Affiliated to Kakatiya University  
Kishanpura, Hanamkonda

## Professional Development Program On 'Project Management'

Venue: Auditorium, MBA Block  
Number of Participants: 24

Project management is the process of supervising the work of a team to achieve all project goals within the given constraints. This information is usually described in project documentation, created at the beginning of the development process. **Project management** can be difficult to handle. If not well planned,

Incorporating **project management** fundamentals into training programs improves employees' efficiency. Therefore, a **project management** training program is expected to be an important component of training programs

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

Dr A. Sheshachalam

PRINCIPAL

Principal

Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda

Faculty Attended			
S.No	Name	Department	Signature
1	Mr.K.BALARAJU	Mathematics	K.Balaraju
2	Ms.SAMEENA AFREEN	Mathematics	Raf
3	Ms.N.RUCHITHA	Mathematics	Yakiriah
4	Mr.K.YAKAIAH	Mathematics	Bradhara
5	Mr.K.SRIDHAR	Computer Science	B.Narasimha Reddy
6	Mr.B.NARSIMHA REDDY	Computer Science	Ramadevi
7	Ms.P.RAMADEVI	Computer Science	h.h.f
8	Ms.S LAXMI LALITHA	Computer Science	Kushore
9	Dr.CH.KISHORE KUMAR	Computer Science	B.Swapna
10	Ms.B SWAPNA	Computer Science	M.Narasimha
11	Mr.M.NARASIMHA MURTHY	Physics & Electronics	Gopi kr
12	Mr.M.GOPI KRISHNA	Physics & Electronics	Ruf
13	Ms.S.RAJITHA	Chemistry	Govind Rao
14	Mr.C.GOVIND RAO	Chemistry	Srinivas Reddy.A.
15	Dr.A.SRINIVAS REDDY	Chemistry	Sabitha
16	Lt..B.SABITHA	Chemistry	S.Shamili
17	Ms.S SHAMILI	Chemistry	C. Dattatrayulu
18	Mr.C. DATTATRAYULU	Commerce & Business Management	Rajeshwar T.
19	Mr.T. RAJESHWAR	Commerce & Business Management	Venu
20	Mr.M.VENU GOPAL	Commerce & Business Management	Sandhya
21	Ms.P. SANDHYA RANI	Commerce & Business Management	R. Vemula
22	Mr.RAJU VEMULA	Commerce & Business Management	Chandras Babu
23	Ms.G. CHANDRAKALA	Microbiology	Prof
24	Ms.SYEDA ISRATH FARHEEN	Microbiology	

h.h.f



A. Subashalam  
Principal  
Vaagdevi



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**Affiliated to Kakatiya University  
Kishanpura, Hanamkonda**



## **PROFESSIONAL DEVELOPMENT PROGRAM**

**ON**

## **‘CRITICAL THINKING**

**From 18/07/2023 To 24/07/2023**

**Venue : Auditorium**

**Organized By  
Department Of Business Management**

  
Dr A. Sheshachalam  
PRINCIPAL  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



**Professional Development Program On ‘Critical Thinking’ From 18/07/2023  
To 24/07/2023**

*A. Sheshachalam*  
Dr A. Sheshachalam  
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Kishanpura, Hanamkonda



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## Professional Development Program On 'Critical Thinking'

Venue: Auditorium, MBA Block  
Number of Participants: 24

Today's world places a high value on critical thinking since it enables people to approach events and challenges with an objective, analytical, and clear perspective. Gaining proficiency in this ability improves performance and decision-making, increasing one's value at work. Additionally, it helps make better decisions in both personal and professional spheres by facilitating a deeper comprehension of difficult problems and more efficient problem-solving techniques.

The key components of critical thinking include: discerning between facts and opinions, identifying and analyzing problems, logical thinking, decision-making, effective communication, gathering and analyzing information, and more.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

Dr A. Sheshachalam

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5	Mr.K.SRIDHAR	Computer Science	B.Narasimha Reddy
6	Mr.B.NARSIMHA REDDY	Computer Science	Ramadevi
7	Ms.P.RAMADEVI	Computer Science	h.h.f
8	Ms.S LAXMI LALITHA	Computer Science	Kushore
9	Dr.CH.KISHORE KUMAR	Computer Science	B.Swapna
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21	Ms.P. SANDHYA RANI	Commerce & Business Management	R. Vemula
22	Mr.RAJU VEMULA	Commerce & Business Management	Chandras Babu
23	Ms.G. CHANDRAKALA	Microbiology	Prof
24	Ms.SYEDA ISRATH FARHEEN	Microbiology	

*h.h.f*



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## **PROFESSIONAL DEVELOPMENT PROGRAM**

**ON**

## **‘EMOTIONAL INTELLIGENCE’**

**From 17/08/2023 To 24/08/2023**

**Venue : Auditorium**

**Organized By  
Department Of Bunsiness Management**



**Dr A. Sheshachalam**

**PRINCIPAL**

*Principal*

**Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda**



**Professional Development Program On ‘Emotional Intelligence’ From  
17/08/2023 To 24/08/2023**

*A. Sheshachalam*  
Dr A. Sheshachalam  
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Kishanpura, Hanamkonda



# VAAGDEVI DEGREE AND PG COLLEGE



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Kishanpura, Hanamkonda

## Professional Development Program On 'Emotional Intelligence'

Venue: Auditorium, MBA Block

Number of Participants: 24

In today's workplace, technical skills alone aren't enough, and emotional intelligence (EQ) can be the difference between a high-performing team and one that struggles with internal conflicts. While some employees seamlessly blend technical prowess with emotional intelligence, others may fall short in key areas like self-management or social interaction, which can negatively impact team dynamics.

This is where Emotional Intelligence (EQ) becomes a critical focus topic in professional development training. EQ is not just a desirable trait but a key determinant of employee success. Concentrating on cultivating the five essential components of EQ self-awareness, self-regulation, motivation, empathy, and social skills helps improve the dynamics of the team.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

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*h.h.f*



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## **PROFESSIONAL DEVELOPMENT PROGRAM ON 'TIME MANAGEMENT AND PRODUCTIVITY'**

**From 09/09/2023 To 15/09/2023**

**Venue : Auditorium**

**Organized By  
Department Of Bunsiness Management**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



**Professional Development Program On ‘Time Management And Productivity’  
From 09/09/2023 To 15/09/2023**

*A. Sheshachalam*  
Dr A. Sheshachalam  
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*Principal*  
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Kishanpura, Hanamkonda



# VAAGDEVI DEGREE AND PG COLLEGE



Affiliated to Kakatiya University  
Kishanpura, Hanamkonda

## Professional Development Program On 'Time Management And Productivity'

Venue: Auditorium, MBA Block  
Number of Participants: 24

In today's fast-paced world, mastering time management is essential for maximizing productivity and achieving organizational goals. As employees face increased pressures from remote and hybrid work environments, they must prioritize tasks efficiently to avoid burnout and maintain high performance. Techniques like time blocking help employees structure their day to focus on critical tasks without interruptions, ensuring sustained productivity.

Additionally, setting SMART goals and using tools like calendars and planners can help employees stay on track, reduce procrastination, and meet deadlines with greater ease. Effective time management not only helps employees work smarter but it also enhances their work-life balance. By creating boundaries between work and personal time, employees can reduce stress and improve focus, contributing to a more engaged and productive workforce.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

Dr A. Sheshachalam

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Kishanpura, Hanamkonda**



## **PROFESSIONAL DEVELOPMENT PROGRAM ON 'AI LITERACY FOR EMPLOYEES'**

**From 07/10/2023 To 13/10/2023**

**Venue : Auditorium**

**Organized By  
Department Of Computer Science**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
**Vaagdevi Degree & P.G. College,**  
**Kishanpura, Hanamkonda**



**Professional Development Program On ‘AI Literacy For Employees’ From  
07/10/2023 To 13/10/2023**

*A. Sheshachalam*  
Dr A. Sheshachalam  
PRINCIPAL  
*Principal*  
Vaagdevi Degree & P.G. College  
Kishanpura, Hanamkonda



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Kishanpura, Hanamkonda

## Professional Development Program On 'AI Literacy For Employees'

Venue: Auditorium, MBA Block

Number of Participants: 24

As AI tools continue to transform organisations, AI Literacy for employees is crucial for empowering teams to understand and leverage the power of artificial intelligence. A study found that 29% of professionals who use AI report saving more than 30 minutes a day by using generative AI tools at work. With AI increasingly being integrated into everyday workflows, professionals are utilizing these tools to enhance productivity, creativity, and decision-making.

As organizations recognize the profound impact of AI, many are investing in up skilling their employees to ensure that employees are equipped with the knowledge and skills necessary to thrive in a digital-first world. By fostering AI literacy, organizations help their employees stay relevant and agile, ensuring that they can leverage AI tools effectively in their respective roles. This training is a critical part of professional development, as it not only empowers employees to perform at their best but also aligns their skills with the future of work.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

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h.h.f



A. Subashalam  
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Vaagdevi



# **VAAGDEVI DEGREE AND PG COLLEGE**



**Affiliated to Kakatiya University  
Kishanpura, Hanamkonda**



## **PROFESSIONAL DEVELOPMENT PROGRAM ON 'MENTAL HEALTH AND WELL-BEING'**

**From 13/11/2023 To 18/11/2023**

**Venue : Auditorium**

**Organized By  
Department Of Nutrition & Dietetics**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
**Vaagdevi Degree & P.G. College,**  
**Kishanpura, Hanamkonda**



**Professional Development Program On ‘Mental Health & Well-Being’ From  
13/11/2023 To 18/11/2023**

*A. Sheshachalam*  
Dr A. Sheshachalam  
PRINCIPAL  
Principal  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



# VAAGDEVI DEGREE AND PG COLLEGE



Affiliated to Kakatiya University  
Kishanpura, Hanamkonda

## Professional Development Program On 'Mental Health & Well-Being'

Venue: Auditorium, MBA Block  
Number of Participants: 24

Mental health in the workplace is increasingly recognized as a cornerstone for employee success and productivity. A study by National Alliance of Mental Illness, found that 33% of employees noticed their productivity suffered because of their mental health, and conversely, 36% noticed their mental health suffered because of work demands. Training on Mental Health and Well-being equips employees with tools to manage stress, avoid burnout, and maintain a healthy work-life balance.

Providing employees with the knowledge to recognize signs of mental health struggles can help in creating a supportive work environment. In the era of hybrid work models, where employees are juggling between home and office environments, there's a greater risk of mental exhaustion due to the blurring of boundaries between work and personal life. Addressing mental health ensures that employees remain resilient and engaged, making it a crucial professional development training topic for today's workforce.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

Dr A. Sheshachalam

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## **PROFESSIONAL DEVELOPMENT PROGRAM ON 'INTERDISCIPLINARY TEACHING'**

**From 11/12/2023 To 16/12/2023**

**Venue : Auditorium**

**Organized By  
IQAC**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
**Vaagdevi Degree & P.G. College,**  
**Kishanpura, Hanamkonda**



**Professional Development Program On 'Interdisciplinary Teaching' From  
11/12/2023 To 16/12/2023**

*A. Sheshachalam*  
Dr A. Sheshachalam  
PRINCIPAL  
*Principal*  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



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Kishanpura, Hanamkonda

## Professional Development Program On 'Interdisciplinary Teaching'

Venue: Auditorium, MBA Block

Number of Participants: 24

Interdisciplinary teaching merges content and skills from multiple subjects into a single cohesive learning experience. This holistic approach mirrors how real-world challenges require knowledge from multiple domains.

### Benefits:

- Provides a more holistic understanding of topics.
- Engages multiple areas of the brain.
- Demonstrates the interconnectedness of knowledge.
- Enhances real-world application of skills.

### Examples:

- Math and Art: Students study geometric patterns in art and create their pieces using mathematical principles.
- Science and Literature: After reading a novel set in a particular ecosystem, students delve deeper into the environmental science of that setting.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

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## **PROFESSIONAL DEVELOPMENT PROGRAM**

**ON**

## **‘CURRICULUM DESIGN**

**From 08/01/2024 To 13/01/2024**

**Venue : Auditorium**

**Organized By  
IQAC**



**Dr A. Sheshachalam**

**PRINCIPAL**

***Principal***  
**Vaagdevi Degree & P.G. College,**  
**Kishanpura, Hanamkonda**



**Professional Development Program On ‘Curriculum Design’ From 08/01/2024  
To 13/01/2024**

*A. Sheshachalam*  
Dr A. Sheshachalam  
PRINCIPAL  
*Principal*  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



# VAAGDEVI DEGREE AND PG COLLEGE



Affiliated to Kakatiya University  
Kishanpura, Hanamkonda

## Professional Development Program On ‘Curriculum Design’

Venue: Auditorium, MBA Block

Number of Participants: 24

**Curriculum design** is the planning period during which teachers organize the instructional units for their courses. Curriculum design involves planning activities, readings, lessons, and assessments designed to achieve educational goals. The definition of curriculum design refers to the organization of class curriculum as educators prepare to deliver lessons and course material. Curriculum design involves creating an academic blueprint that supports larger course goals or objectives.

The purpose of curriculum design is to help educators at institutions meet the needs of their students. This process provides structure to lessons, ensuring students have the necessary knowledge and skills to meet learning objectives. Curriculum design often encapsulates tests, lecture activities and discussions and assignments that are used to gauge comprehension and allow educators to offer feedback on performance.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

Faculty Attended			
S.No	Name	Department	Signature
1	Mr.K.BALARAJU	Mathematics	K.Balaraju
2	Ms.SAMEENA AFREEN	Mathematics	Raf
3	Ms.N.RUCHITHA	Mathematics	Yakiriah
4	Mr.K.YAKAIAH	Mathematics	Bradhara
5	Mr.K.SRIDHAR	Computer Science	B.Narasimha Reddy
6	Mr.B.NARSIMHA REDDY	Computer Science	Ramadevi
7	Ms.P.RAMADEVI	Computer Science	h.h.f
8	Ms.S LAXMI LALITHA	Computer Science	Kushore
9	Dr.CH.KISHORE KUMAR	Computer Science	B.Sharany
10	Ms.B SWAPNA	Computer Science	M.Narasimha
11	Mr.M.NARASIMHA MURTHY	Physics & Electronics	Gopi kr
12	Mr.M.GOPI KRISHNA	Physics & Electronics	Ruf
13	Ms.S.RAJITHA	Chemistry	Govind Rao
14	Mr.C.GOVIND RAO	Chemistry	Srinivas Reddy.A.
15	Dr.A.SRINIVAS REDDY	Chemistry	Sabitha
16	Lt..B.SABITHA	Chemistry	S.Shamili
17	Ms.S SHAMILI	Chemistry	C. Dattatrayulu
18	Mr.C. DATTATRAYULU	Commerce & Business Management	Rajeshwar T.
19	Mr.T. RAJESHWAR	Commerce & Business Management	Venu
20	Mr.M.VENU GOPAL	Commerce & Business Management	Sandhya
21	Ms.P. SANDHYA RANI	Commerce & Business Management	R. Vemula
22	Mr.RAJU VEMULA	Commerce & Business Management	Chandras Babu
23	Ms.G. CHANDRAKALA	Microbiology	Prof
24	Ms.SYEDA ISRATH FARHEEN	Microbiology	

*h.h.f*



*A. Subashalam*  
Vaagdevi



# **VAAGDEVI DEGREE AND PG COLLEGE**



**Affiliated to Kakatiya University  
Kishanpura, Hanamkonda**



## **PROFESSIONAL DEVELOPMENT PROGRAM**

**ON**

## **‘COLLABORATIVE LEARNING’**

**From 05/02/2024 To 12/02/2024**

**Venue : Auditorium**

**Organized By  
IQAC**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
**Vaagdevi Degree & P.G. College,**  
**Kishanpura, Hanamkonda**



**Professional Development Program On ‘Collaborative Learning’ From  
05/02/2024 To 12/02/2024**

*A. Sheshachalam*  
Dr A. Sheshachalam  
PRINCIPAL  
*Principal*  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



# VAAGDEVI DEGREE AND PG COLLEGE



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Kishanpura, Hanamkonda

## Professional Development Program On 'Collaborative Learning'

Venue: Auditorium, MBA Block

Number of Participants: 24

Collaborative learning can occur peer-to-peer or in larger groups. Peer learning, or peer instruction, is a type of collaborative learning that involves students working in pairs or small groups to discuss concepts or find solutions to problems. Similar to the idea that two or three heads are better than one, educational researchers have found that through peer instruction, students teach each other by addressing misunderstandings and clarifying misconceptions.

Research shows that educational experiences that are active, social, contextual, engaging, and student-owned lead to deeper learning. The benefits of collaborative learning include:

- Development of higher-level thinking, oral communication, self-management, and leadership skills.
- Promotion of student-faculty interaction.
- Increase in student retention, self-esteem, and responsibility.
- Exposure to and an increase in understanding of diverse perspectives.
- Preparation for real life social and employment situations.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

Dr A. Sheshachalam

PRINCIPAL  
*Principal*

Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda

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*h.h.f*



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# **VAAGDEVI DEGREE AND PG COLLEGE**



**Affiliated to Kakatiya University  
Kishanpura, Hanamkonda**



## **PROFESSIONAL DEVELOPMENT PROGRAM**

**ON**

## **‘CLASSROOM MANAGEMENT’**

**From 04/03/2024 To 11/03/2024**

**Venue : Auditorium**

**Organized By  
IQAC**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
**Vaagdevi Degree & P.G. College,**  
**Kishanpura, Hanamkonda**



**Professional Development Program On ‘Classroom Management’ From  
04/03/2024 To 11/03/2024**

*A. Sheshachalam*  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
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 Kishanpura, Hanamkonda



# VAAGDEVI DEGREE AND PG COLLEGE



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Kishanpura, Hanamkonda

## Professional Development Program On 'Classroom Management'

Venue: Auditorium, MBA Block

Number of Participants: 24

Classroom management encompasses a variety of skills and techniques that teachers can use to create a high-performing learning environment. At its core, it aims to ensure classes run smoothly, disruptive behaviour from students is kept to a minimum, and teaching materials and activities promote learning. The ultimate goal is to ensure that both the students and the teacher get the most out of the classroom experience.

Good classroom management should aim to:

- Create an organised and functional environment for the teacher and students
- Establish opportunities for academic learning and personal growth
- Reduce bad classroom behaviour and other disruptions
- Be time-efficient and ensure learning time is always prioritised
- Make sure students are focused, motivated, and productive
- Promote an inclusive environment that caters for all ability levels.

It's important to remember that achieving successful classroom management is an ongoing process. While the above is the core of what effective classroom management is all about, how you approach it can depend on several factors, which we will explore later in this article.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

Dr A. Sheshachalam

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22	Mr.RAJU VEMULA	Commerce & Business Management	Chandras Babu
23	Ms.G. CHANDRAKALA	Microbiology	Prof
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*h.h.f*



*A. Subashalam*  
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# **VAAGDEVI DEGREE AND PG COLLEGE**

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## **PROFESSIONAL DEVELOPMENT PROGRAM ON 'DIFFERENTIATED INSTRUCTION'**

**From 13/04/2024 To 20/04/2024**

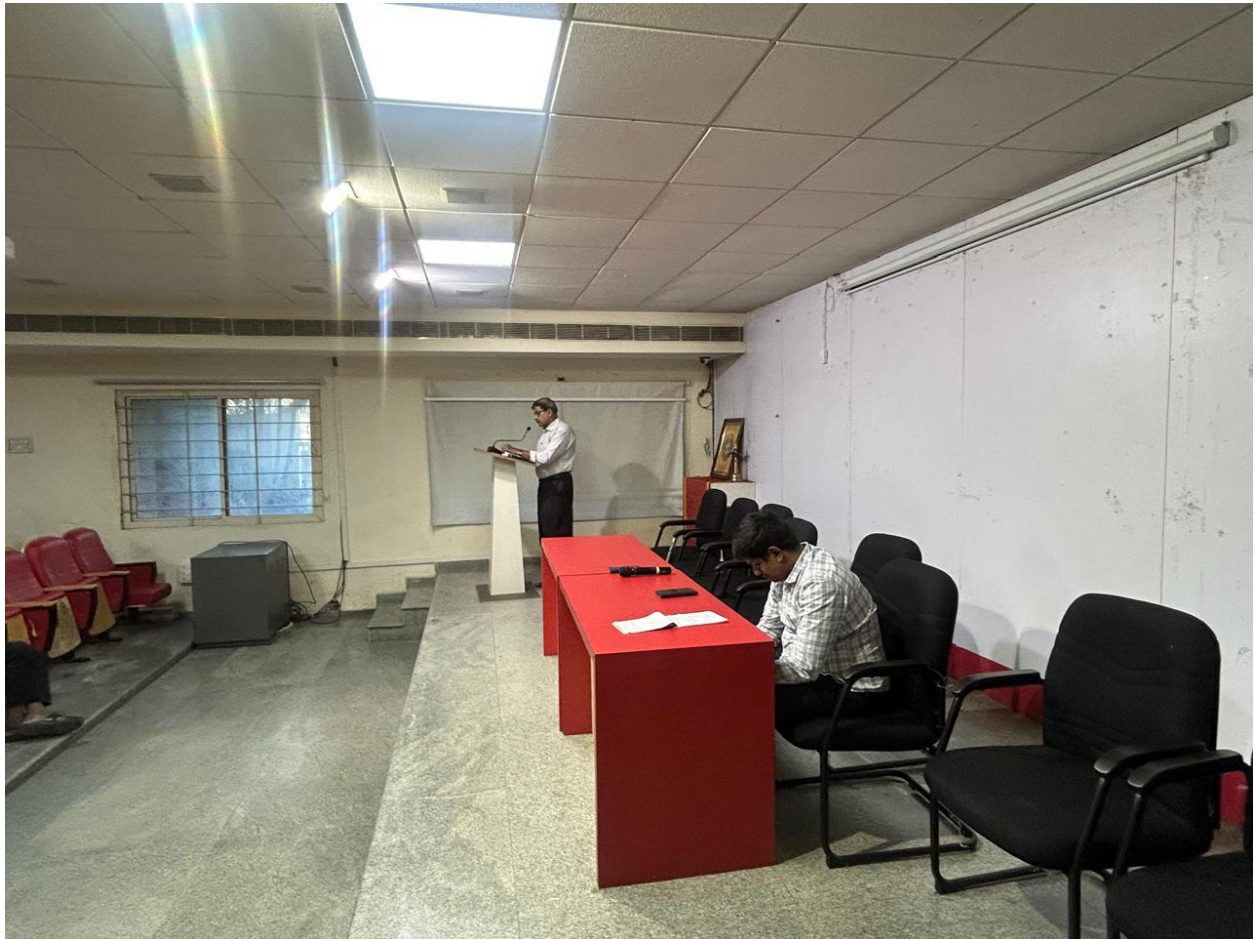
**Venue : Auditorium**

**Organized By  
IQAC**



**Dr A. Sheshachalam  
PRINCIPAL**

**Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda**



**Professional Development Program On 'Differentiated Instruction' From  
13/04/2024 To 20/04/2024**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



# VAAGDEVI DEGREE AND PG COLLEGE



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## Professional Development Program On 'Differentiated Instruction'

Venue: Auditorium, MBA Block

Number of Participants: 24

Differentiated instruction is the process of tailoring lessons to meet each student's individual interests, needs, and strengths. Teaching this way gives students choice and flexibility in how they learn, and helps teachers personalize learning. This method also requires instructional clarity and clearly defined goals for learning, better enabling students to meet those goals.

To differentiate content, teachers consider the objective of a lesson, then provide students with flexible options about the content they study to meet the objective, from subject or topic to approach or presentation.

With process differentiation, teachers differentiate how students learn. Grouping students based on their individual readiness or to complement each other is one way to accomplish process differentiation. Another is varying the way concepts are taught: through visual, auditory, or kinesthetic lessons, for example.

Product differentiation applies to the types of assignments students create. A teacher might ask students to explain a concept; the product could be a written report, a story, a song, a speech, or an art project. Varying the types of assessments you give students is also an example of product differentiation.

The classroom environment also affects learning. Changing physical things in the classroom, like how desks are set up or arranged, or where students can sit (on beanbags, for example), serves as classroom environment differentiation, which can also include changes to routines and habits.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
Dr A. Sheshachalam  
PRINCIPAL  
Principal  
Vaagdevi Degree & P.G. College  
Kishanpura, Hanamkonda

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22	Mr.RAJU VEMULA	Commerce & Business Management	Chandras Babu
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24	Ms.SYEDA ISRATH FARHEEN	Microbiology	

*h.h.f*



*A. Subashalam*  
Principal  
Vaagdevi



# **VAAGDEVI DEGREE AND PG COLLEGE**



**Affiliated to Kakatiya University  
Kishanpura, Hanamkonda**



## **PROFESSIONAL DEVELOPMENT PROGRAM ON 'INSTRUCTIONAL TECHNOLOGY'**

**From 03/05/2024 To 09/05/2024**

**Venue : Auditorium**

**Organized By  
IQAC**

  
Dr A. Sheshachalam  
PRINCIPAL  
*Principal*  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



**Professional Development Program On 'Instructional Technology' From  
03/05/2024 To 09/05/2024**

*A. Sheshachalam*  
Dr A. Sheshachalam  
PRINCIPAL  
*Principal*  
Vaagdevi Degree & P.G. College  
Kishanpura, Hanamkonda



# VAAGDEVI DEGREE AND PG COLLEGE



Affiliated to Kakatiya University  
Kishanpura, Hanamkonda

## Professional Development Program On 'Instructional Technology'

Venue: Auditorium, MBA Block

Number of Participants: 24

As we are living in a digital era, teacher must need to adapt their teaching style to keep up with today's generation students who prefers to learn through online. Teachers must be able to find innovative ways to teach with the help of latest technology which will keep the students engaged. Topics you must consider to add in instructional technology training, which is-

- How to conduct online classes in platform like Zoom or Google Classroom?
- How to utilize different platforms for interactive learning experience?
- How to use different digital resources for lesson planning and content delivery?

By giving instructional technology training to new teachers will help them to create an engaging and interactive learning experiences for students in the classroom.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

Dr A. Sheshachalam

PRINCIPAL

Principal

Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda

Faculty Attended			
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*h.h.f*



*A. Subashalam*  
Principal  
Vaagdevi



# **VAAGDEVI DEGREE AND PG COLLEGE**



**Affiliated to Kakatiya University  
Kishanpura, Hanamkonda**



## **ADMINISTRATIVE TRAINING PROGRAM ON “COMMUNICATION AND INTERPERSONAL SKILLS”**

**From 17/06/2023 To 25/06/2023**

**Venue : Auditorium**

**Organized By  
Department Of English**

**Dr A. Sheshachalam**

**PRINCIPAL**

**Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda**



**Administrative Training Program On “Communication And Interpersonal Skills” From 17/06/2023 To 25/06/2023**

  
Dr A. Sheshachalam  
PRINCIPAL  
*Principal*  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



## VAAGDEVI DEGREE AND PG COLLEGE

Affiliated to Kakatiya University  
Kishanpura, Hanamkonda



### Administrative Training Program On “Communication And Interpersonal Skills”

Venue: Auditorium, MBA Block

Number of Participants: 26

While technical skills are essential, strong communication and interpersonal skills are equally important for administrative roles. Topics in this area often covered in administration courses include:

- **Written and Verbal Communication:** Courses focus on effective communication techniques, including business writing and professional speaking. This is vital for drafting reports, leading meetings, and handling employee communications.
- **Active Listening and Feedback:** Students learn how to engage in active listening, which is critical for understanding others and addressing concerns. Additionally, providing constructive feedback is a key skill that aids in improving team dynamics.
- **Networking and Relationship-Building:** Building relationships within and outside the organization is essential for administrative professionals. Courses often emphasize the importance of networking and teach strategies for building professional connections.

Effective communication is foundational for any administrative role, ensuring that information flows smoothly and that team collaboration remains strong.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
Dr A. Sheshachalam  
PRINCIPAL  
Principal  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda

Non-Teaching Staff List			
Sno	Name	Designation	Signature
1	Mr.N. Komura Reddy	Admission	N. Komura Reddy
2	Mr.P.Y.Narayana	LIAISON OFFICER	P.Y. Narayana
3	Mr.N. Vinay kumar Reddy	SENIOR SCHOLARSHIP SECTION	N. Vinay
4	Mrs.A Aruna	Accountant (U.G)	A. Aruna
5	Mr.N.Murali	Software	N. Murali
6	Mr.E. Rakesh	MBA & MCA Section	Rakesh
7	Mrs.P.Rajitha	D.E.O(M.Sc)	P. Rajitha
8	Mr.MD.Khaleel	Librarian	MD. Khaleel
9	Mrs.E RamaDevi	Librarian	Ramadevi
10	Mr.V.S.Mallikarjun	Librarian	Mallikarjun
11	Ms.E.Kalyani Kumari	Librarian	E. Kalyani
12	Mr.B.Manohar	Librarian	B. Manohar
13	Mr.G. Mogili	Bot. Lab Asst	G. Mogili
14	Mr.V.Suman	Bio. Lab Asst	V. Suman
15	Mr.I.Sadanandam	Chem. Lab Asst.	I. Sadanandam
16	Mr.G Rajendra prasad	Zoo. Lab Asst.	G. Rajendra
17	Mrs.A.Saritha	Mcb. Lab Asst.	A. Saritha
18	Mr.O.Sridhar Raju	Che. Lab. Asst.	O. Sridhar
19	Mr.MD. Afzal	P.D	MD. Afzal
20	Mr.P Kishan	P.D	P. Kishan
21	Mr.Madhukar	P.D	Madhukar
22	Mr.B.Raju	P.D	B. Raju
23	Mr.B.Jeevan	P.D	B. Jeevan
24	Mr.RaviKumar	Office	Ravi Kumar
25	Mr.D.Rohith	D.E.O	D. Rohith
26	Ms.Anuradha	D.E.O	Anuradha



Principal  
Vaagdevi Degree & P.G. College  
Kishanpura, Hanumanthnagar.



# **VAAGDEVI DEGREE AND PG COLLEGE**



**Affiliated to Kakatiya University  
Kishanpura, Hanamkonda**



## **ADMINISTRATIVE TRAINING PROGRAM ON “EFFECTIVE COMMUNICATION”**

**From 01/07/2023 To 08/07/2023**

**Venue : Auditorium**

**Organized By  
Department Of English**



**Dr A. Sheshachalam**

**PRINCIPAL**  
*Principal*

**Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda**



**Administrative Training Program On “Effective Communication” From 01/07/2023 To 08/07/2023.**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
**Principal**  
 Vaagdevi Degree & P.G. College,  
 Kishanpura, Hanamkonda



## VAAGDEVI DEGREE AND PG COLLEGE

Affiliated to Kakatiya University  
Kishanpura, Hanamkonda



### Administrative Training Program On “Effective Communication”

Venue: Auditorium, MBA Block

Number of Participants: 26

Most administrative tasks call for admins to talk with lots of people from different departments and businesses.

Effective Communication aims to improve communication skills in all forms – directly, publicly, and virtually. This course goes over topics like updating communication skills, speaking publicly, and connecting with others virtually. Watch as your employees turn into better communicators in any setting after finishing this course. Before ending the course though, administrative team will need to take a quiz to measure their understanding of the content.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
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6	Mr.E. Rakesh	MBA & MCA Section	Rakesh
7	Mrs.P.Rajitha	D.E.O(M.Sc)	P. Rajitha
8	Mr.MD.Khaleel	Librarian	MD. Khaleel
9	Mrs.E RamaDevi	Librarian	Ramadevi
10	Mr.V.S.Mallikarjun	Librarian	Mallikarjun
11	Ms.E.Kalyani Kumari	Librarian	E. Kalyani
12	Mr.B.Manohar	Librarian	B. Manohar
13	Mr.G. Mogili	Bot. Lab Asst	G. Mogili
14	Mr.V.Suman	Bio. Lab Asst	V. Suman
15	Mr.I.Sadanandam	Chem. Lab Asst.	I. Sadanandam
16	Mr.G Rajendra prasad	Zoo. Lab Asst.	G. Rajendra
17	Mrs.A.Saritha	Mcb. Lab Asst.	A. Saritha
18	Mr.O.Sridhar Raju	Che. Lab. Asst.	O. Sridhar
19	Mr.MD. Afzal	P.D	MD. Afzal
20	Mr.P Kishan	P.D	P. Kishan
21	Mr.Madhukar	P.D	Madhukar
22	Mr.B.Raju	P.D	B. Raju
23	Mr.B.Jeevan	P.D	B. Jeevan
24	Mr.RaviKumar	Office	Ravi Kumar
25	Mr.D.Rohith	D.E.O	D. Rohith
26	Ms.Anuradha	D.E.O	Anuradha



Principal  
Vaagdevi Degree & P.G. College  
Kishanpura, Hanumanthnagar.



# **VAAGDEVI DEGREE AND PG COLLEGE**



**Affiliated to Kakatiya University  
Kishanpura, Hanamkonda**



## **ADMINISTRATIVE TRAINING PROGRAM ON “MICROSOFT EXCEL”**

**From 02/08/2023 To 09/08/2023**

**Venue : Auditorium**

**Organized By  
Department Of Computer Science**

**Dr A. Sheshachalam**

**PRINCIPAL**  
*Principal*

**Vaagdevi Degree & P.G. College,  
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**Administrative Training Program On “Microsoft Excel” From 02/08/2023 To 09/08/2023.**

*A. Sheshachalam*  
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### Administrative training program on "Microsoft Excel".

Venue: Auditorium, MBA Block

Number of Participants: 26

Nowadays, almost every organization makes use of spreadsheets for different purposes and reasons. Have your admin staff become knowledgeable with Microsoft Excel so that they know how to store, organize, and analyze data better. Getting Started with Microsoft Excel is a three-lesson course that goes through the basics of the software like spreadsheets, interfaces, and charts. It also teaches employees how to create a workbook and do basic Excel functions like COUNT, SUM, and AVERAGE. Learners will find Microsoft Excel simple once they complete these tutorials and gain a better understanding of the application.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
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Non-Teaching Staff List			
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1	Mr.N. Komura Reddy	Admission	N. Komura Reddy
2	Mr.P.Y.Narayana	LIAISON OFFICER	P.Y. Narayana
3	Mr.N. Vinay kumar Reddy	SENIOR SCHOLARSHIP SECTION	N. Vinay
4	Mrs.A Aruna	Accountant (U.G)	A. Aruna
5	Mr.N.Murali	Software	N. Murali
6	Mr.E. Rakesh	MBA & MCA Section	Rakesh
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## **ADMINISTRATIVE TRAINING PROGRAM ON 'EFFECTIVE E-MAIL COMMUNICATION'**

**From 19/09/2023 To 26/09/2023**

**Venue : Auditorium**

**Organized By  
Department Of Computer Science**

**Dr A. Sheshachalam  
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**Administrative Training Program On “Effective E-Mail Communication”  
From 19/09/2023 To 26/09/2023**

*A. Sheshachalam*  
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### **Administrative Training Program On “Effective E-Mail Communication”**

Venue: Auditorium, MBA Block

Number of Participants: 26

Because email is the primary means of communication these days, it's only natural to include an e-mail communication course to help administration/office staff to improve their digital communication. If everyone can properly explain what they need in their messages, a lot of time will be saved, which is something that administration skills work to solve. The Effective E-mail Communication course covers the what, when, why, and how of e-mail communication. With only five lessons, employees will be able to finish this simple training in no time and learn more about effective written communication.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
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## **ADMINISTRATIVE TRAINING PROGRAM ON “MICROSOFT WORD”**

**From 16/10/2023 To 21/10/2023  
Venue : Auditorium**

**Organized By  
Department Of Computer Science**

  
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**Administrative Training Program On “Microsoft Word” From 16/10/2023 To 21/10/2023**

  
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### Administrative training program on "Microsoft Word".

Venue: Auditorium, MBA Block

Number of Participants: 26

Microsoft Word training can teach how to use Microsoft Word, a word processing program, to create and format documents:

- **Formatting:** How to apply fonts, styles, and sizes, and align and space text
- **Document layout:** How to use margins, page breaks, headers, and footers
- **Editing:** How to edit documents, bullets, and numbering
- **Tables:** How to insert and edit tables
- **Collaboration:** How to collaborate on documents
- **Templates:** How to create templates
- **Graphics:** How to insert graphics

Microsoft Word training can help in improving efficiency and productivity, and can also help advancing career.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
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## **ADMINISTRATIVE TRAINING PROGRAM ON “MANAGING WORKLOAD, TIME & STRESS”**

**From 03/11/2023 To 09/11/2023**

**Venue : Auditorium**

**Organized By  
IQAC**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
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Kishanpura, Hanamkonda



**Administrative Training Program On “Managing Workload, Time & Stress”  
From 03/11/2023 To 09/11/2023**

*A. Sheshachalam*  
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## VAAGDEVI DEGREE AND PG COLLEGE

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Kishanpura, Hanamkonda



### Administrative Training Program On “Managing Workload, Time & Stress”

Venue: Auditorium, MBA Block

Number of Participants: 26

The Program on Managing Time, Workload, And Stress signifies following measures:

- **Plan and prioritize:** Make a to-do list and prioritize tasks by urgency and importance.
- **Avoid multitasking:** Focus on one task at a time to avoid feeling overwhelmed.
- **Set realistic expectations:** Don't expect to be perfect all the time.
- **Take breaks:** Relax and recharge to avoid burnout.
- **Exercise:** Physical activity can help reduce stress.
- **Eat healthy:** A healthy diet can help you feel better.
- **Talk to someone:** Discuss your workload with your manager or ask for help.
- **Reward yourself:** Celebrate tasks you've completed.
- **Identify stressors:** Keep a journal to identify what causes you stress and how you respond.
- **Practice relaxation techniques:** Meditation can help you relax.
- **Practice healthy habits:** Avoid unhealthy habits and try to connect with others.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
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## **ADMINISTRATIVE TRAINING PROGRAM ON “WRITING SKILLS”**

**From 18/12/2023 To 23/12/2023**

**Venue : Auditorium**

**Organized By  
Department Of English**

**Dr A. Sheshachalam**

**PRINCIPAL**  
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**Administrative Training Program On “Writitng Skills” From 18/12/2023 To 23/12/2023**

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Dr A. Sheshachalam  
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### Administrative training program on "Writing Skills".

Venue: Auditorium, MBA Block

Number of Participants: 26

Writing skills training can help you improve communication and convey ideas more effectively. Here are some writing skills training options:

- **Technical writing:** Learning how to write simple and effective descriptions, instructions, and explain information in layperson terms
- **Business writing:** Learning how to write emails, reports, and proposals in a professional context
- **Plain English for technical writing:** Learning how to write in a clear and concise way that puts your reader first

Writing skills training can help to Communicate effectively, Engage readers, Present information clearly, Developing a unique writing style advances career.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
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## **ADMINISTRATIVE TRAINING PROGRAM ON “BEST PRACTICES IN OFFICE ADMINISTRATION”**

**From 17/01/2024 To 23/01/2024**

**Venue : Auditorium**

**Organized By  
IQAC**

  
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**Administrative Training Program On “Best Practices In Office Administration” From 17/01/2024 To 23/01/2024**

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### Administrative training program on "Best Practices In Office Administration".

Venue: Auditorium, MBA Block

Number of Participants: 26

Some best practices in office administration include:

- **Communication skills:** Both written and verbal communication skills are important for office administrators.
- **Time management:** Time management is essential for optimizing office processes.
- **Organizational skills:** Good office managers can find files quickly, prioritize tasks, and manage multiple projects.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
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## **ADMINISTRATIVE TRAINING PROGRAM ON “RECORD KEEPING”**

**From 13/02/2024 To 20/02/2024**

**Venue : Auditorium**

**Organized By  
IQAC**

**Dr A. Sheshachalam**

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**Administrative Training Program On “Record Keeping” From 13/02/2024 To 20/02/2024**

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### Administrative training program on "Record Keeping".

Venue: Auditorium, MBA Block

Number of Participants: 26

Record keeping is an important skill for administrative assistants, as it helps them organize, manage, and access information efficiently. Some tips for improving record keeping include: Establishing a method for recording information, Using software to automate record keeping, Educating employees on proper record keeping, Investing in high-quality hardware, and Performing routine checks on record maintenance.

- **Training record management system**

A system that can help to maintain records of employee training, operating regulations, and equipment safety

- **Developing good record keeping habits**

Proper record keeping can help prevent errors, provide evidence, and contribute to quality care

- **Records management training**

A course that can help individuals understand what is expected of them in terms of record keeping and documentation

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
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## **ADMINISTRATIVE TRAINING PROGRAM ON “PROFESSIONAL ATTITUDE”**

**From 13/03/2024 To 19/03/2024**

**Venue : Auditorium**

**Organized By  
Department Of Business Management**

**Dr A. Sheshachalam**

**PRINCIPAL**  
*Principal*

**Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda**



**Administrative Training Program On “Professional Attitude” From  
13/03/2024 To 19/03/2024**

  
**Dr A. Sheshachalam**  
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### Administrative Training Program On “Professional Attitude”

Venue: Auditorium, MBA Block

Number of Participants: 26

Some tips for being more professional at work include: Following Organization’s policies and rules, Treating others with courtesy and respect, Avoiding office politics and gossip, Understanding and following the company's culture, and Being a responsible employee.

Training to non-teaching staff on professional attitudes includes :

- **Offer training**

Provide training programs for non-teaching staff on a regular basis. These programs can be in-house or use outside experts.

- **Develop communication skills**

Offer training that focuses on developing communication and interpersonal skills.

- **Pair with a mentor**

Pair employees with a more experienced mentor to teach and model the desired skills.

- **Use positivity training**

Positivity training focuses on the good things in life and how to improve them.

- **Reward hard work**

Rewarding hard work can help employees be more engaged and productive.

- **Encourage participation**

Encourage employees to participate in wellness programs and use conflict resolution techniques.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
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3	Mr.N. Vinay kumar Reddy	SENIOR SCHOLARSHIP SECTION	N. Vinay
4	Mrs.A Aruna	Accountant (U.G)	A. Aruna
5	Mr.N.Murali	Software	N. Murali
6	Mr.E. Rakesh	MBA & MCA Section	Rakesh
7	Mrs.P.Rajitha	D.E.O(M.Sc)	P. Rajitha
8	Mr.MD.Khaleel	Librarian	MD. Khaleel
9	Mrs.E RamaDevi	Librarian	E. RamaDevi
10	Mr.V.S.Mallikarjun	Librarian	V.S. Mallikarjun
11	Ms.E.Kalyani Kumari	Librarian	E. Kalyani
12	Mr.B.Manohar	Librarian	B. Manohar
13	Mr.G. Mogili	Bot. Lab Asst	G. Mogili
14	Mr.V.Suman	Bio. Lab Asst	V. Suman
15	Mr.I.Sadanandam	Chem. Lab Asst.	I. Sadanandam
16	Mr.G Rajendra prasad	Zoo. Lab Asst.	G. Rajendra
17	Mrs.A.Saritha	Mcb. Lab Asst.	A. Saritha
18	Mr.O.Sridhar Raju	Che. Lab. Asst.	O. Sridhar
19	Mr.MD. Afzal	P.D	MD. Afzal
20	Mr.P Kishan	P.D	P. Kishan
21	Mr.Madhukar	P.D	Madhukar
22	Mr.B.Raju	P.D	B. Raju
23	Mr.B.Jeevan	P.D	B. Jeevan
24	Mr.RaviKumar	Office	Ravi Kumar
25	Mr.D.Rohith	D.E.O	D. Rohith
26	Ms.Anuradha	D.E.O	Anuradha



Principal  
Vaagdevi Degree & P.G. College  
Kishanpura, Hanumanthnagar.



# **VAAGDEVI DEGREE AND PG COLLEGE**



**Affiliated to Kakatiya University  
Kishanpura, Hanamkonda**



## **ADMINISTRATIVE TRAINING PROGRAM ON “DIGITAL LITERACY”**

**From 22/04/2024 To 27/04/2024**

**Venue : Auditorium**

**Organized By  
Department Of Computer Science**

  
**Dr A. Sheshachalam**  
**PRINCIPAL**  
*Principal*  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



**Administrative Training Program On “Digital Literacy” From 22/04/2024 To 27/04/2024**

*A. Sheshachalam*  
Dr A. Sheshachalam  
PRINCIPAL  
*Principal*  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



## VAAGDEVI DEGREE AND PG COLLEGE

Affiliated to Kakatiya University  
Kishanpura, Hanamkonda



### Administrative Training Program On “Digital Literacy”

Venue: Auditorium, MBA Block

Number of Participants: 26

Digital literacy training teaches staff how to use digital technology to find, evaluate, and communicate information. It also includes how to use digital devices, such as smartphones, tablets, computer systems, desktops, hard disks, pendrives etc.

Basic digital literacy training typically includes:

- Using a computer's mouse and keyboard
- Using an internet browser
- Creating and using an email account
- Word processing basics
- Privacy, security, and data protection
- Finding trusted sources for learning

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
Dr A. Sheshachalam  
PRINCIPAL  
Principal  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda

Non-Teaching Staff List			
Sno	Name	Designation	Signature
1	Mr.N. Komura Reddy	Admission	N. Komura Reddy
2	Mr.P.Y.Narayana	LIAISON OFFICER	P.Y. Narayana
3	Mr.N. Vinay kumar Reddy	SENIOR SCHOLARSHIP SECTION	N. Vinay
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19	Mr.MD. Afzal	P.D	MD. Afzal
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21	Mr.Madhukar	P.D	Madhukar
22	Mr.B.Raju	P.D	B. Raju
23	Mr.B.Jeevan	P.D	B. Jeevan
24	Mr.RaviKumar	Office	Ravi Kumar
25	Mr.D.Rohith	D.E.O	D. Rohith
26	Ms.Anuradha	D.E.O	Anuradha



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## **ADMINISTRATIVE TRAINING PROGRAM ON “CAREER DEVELOPMENT”**

**From 11/05/2024 To 17/05/2024**

**Venue : Auditorium**

**Organized By  
IQAC**

**Dr A. Sheshachalam**

**PRINCIPAL**  
*Principal*

**Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda**



**Administrative Training Program On “Career Development” From  
11/05/2024 To 17/05/2024**

*A. Sheshachalam*  
Dr A. Sheshachalam  
PRINCIPAL  
*Principal*  
Vaagdevi Degree & P.G. College,  
Kishanpura, Hanamkonda



## VAAGDEVI DEGREE AND PG COLLEGE

Affiliated to Kakatiya University  
Kishanpura, Hanamkonda



### Administrative Training Program On “Career Development”

Venue: Auditorium, MBA Block

Number of Participants: 26

English communication skills are important because they can impact almost every facet of our life. Our proficiency in the language determines how successful we are in our personal and professional interactions.

Having good English communication skills is necessary across many job roles. The ability to express our self clearly and confidently can help us on a personal and professional front. Regardless of our existing skills, we are required to work on our English communication to advance in our career. In this session, it was discussed about the importance of improving our communication skills in English, explore the basic communication skills and outline some strategies for how to improve our English communication.

Feedback For Attendance:

- Very informative session.
- Very useful for professional skills

  
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