

**A oneday personnel Development
Program**

on

**"Soft Skill Development
Program"**

ON 29th AUG 2021



Organized by
Dept. of E. C. E



VEMU INSTITUTE OF TECHNOLOGY

Approved by AICTE, Permanently affiliated to JNTUA,
NAAC Accredited, ISO Certified institute & recognized under
12(B) & 2(F) UGC Act.

P.Kothakota, Tirupati - Chittoor Highway, Chittoor District,
Andhra Pradesh - 517112. www.vemu.org

(As a part of MOU Activity)

Resource Person:

Mr.D Vinod Kumar

Associate Professor

Vemu Institute of Technology

CHIEF PATRON:

Prof. K. Chandra Sekhar Naidu,
Chairman, VEMU IT.

PATRON:

Dr. K. Naveen Kilari, Principal, VEMU IT.

CONVENER:

Dr. S. Muni Rathnam, HOD-ECE, VEMU IT.

COORDINATOR:

Mrs. R.Narayana Rao, Asst.Prof. in ECE, VEMU
IT.

ORGANIZING COMMITTEE:

- ❖ Dr. G. Elaiyaraja, Professor
- ❖ Dr. S. Muralimohan, Professor
- ❖ Mr. G. Sankarappa, Associate Professor
- ❖ Mr. N. Prakash Babu, Associate Professor
- ❖ Mrs. K. Jaya Sree, Associate Professor
- ❖ Mrs. R. Rani, Associate Professor
- ❖ Mr. Y. Mahesh, Associate Professor
- ❖ Mr. N. Kiran Kumar, Associate Professor
- ❖ Mrs. A. Kusuma kumari, Associate Professor
- ❖ Mrs. P. Tejaswini, Assistant Professor
- ❖ Mrs. D. Reena, Assistant Professor
- ❖ Mrs. J.V. Peshu, Assistant Professor
- ❖ Mrs. M. Bhargavi, Assistant Professor
- ❖ Mr. T. K. Kalaiarasan, Assistant Professor
- ❖ Mr. P. Vemaiah, Assistant Professor
- ❖ Mrs. P. Sirisha, Assistant Professor
- ❖ Ms. V. Bharathi, Assistant Professor
- ❖ Mrs. M. J.Chithraja, Assistant Professor
- ❖ Mr. B. Praveen Kumar, Assistant Professor
- ❖ Mr. D. Mohan Reddy, Assistant Professor
- ❖ Mr. N. Gangadharam, Assistant Professor
- ❖ Mr. V.Umamaheswararao, Assistant Professor
- ❖ Mr. M.Tulasiram, Assistant Professor
- ❖ Mr. M. Arun Kumar, Assistant Professor
- ❖ Mr. G. Sivakoteswara Rao, Assistant Professor
- ❖ Mr. C. Manikanta, Assistant Professor
- ❖ Mrs. B. Mounika, Assistant Professor
- ❖ Mr. R. Narayana Rao, Assistant Professor
- ❖ Ms. C. Bhagya, Assistant Professor

❖ Mr. D. Bhanu Prakash Reddy, Assistant Professor

❖ Mr. M. Gopi, Assistant Professor

ABOUT VEMU IT:

VEMU Institute of Technology (VEMU IT) is one of the best and finest engineering college in Chittoor District, Andhra Pradesh. Beginning its quality inputs in 2008, it has attained ISO 2015:9001 certification for quality management within a short span of time. The institution's progress and contribution to the field of technical education for over one decade and accredited by NAAC in the year 2017, Recognized under 2(F) and 12(B) UGC Act, Permanent Affiliation with JNTUA (Anantapuramu), It is located in P. Kothakota, near Pakala & Tirupati - Chittoor Highway in a beautiful 16-acre campus. A diverse, talented community united by a passion for learning and quest for more, VEMUIT challenges its students to make a difference on its campus, in the region, and in the companies where ever they join. With unmatched results in every sphere of education, its commitment to be the best has grown to transform its departments into Center of Excellence.

INDUSTRY SUPPORTED LABS:

With the support of the industry, Vemu Institute of Technology established the following laboratories in the college for the benefit of students to get trained in the emerging technologies.

- Dassault's 3D Experience Center
- AP CM's Skill Excellence Center
- YMTS Innovation Centen
- Pavan Empower Solutions Lab
- Industrial IoT Lab
- Transformer Testing and manufacturing Lab
- Cloud Computing and Cyber Security Labs

- **Pattern Electronics Lab**

Features:

- MOUs with industries for internship, Training and projects viz. UI Path, RAVANDS, SNAM Alloys, CODE TANTRA, Young Minds Technology solutions, SR Unique solutions, Sigma Controls etc.
- MHRD – Institution's Innovation Council (IIC) has been established and actively functioning.
- Certification courses by foreign universities

Other features:

- Promotion of industry-institution interaction exchange programs.
- Regular seminars, workshops and guest lectures by eminent Professors from Universities and Industry
- Training for Placements right from 1st year
- Special focus on Communication skills, analytical skills and technical skills
- Entrepreneurship Development Cell to make the students entrepreneurs
- R & D cell to inculcate the quest of research in students
- In-Plant Training and Internship arrangement for students
- Counseling by senior faculty members.
- Management headed by a retired and accomplished Professor
- Cultural and sports forums to encourage extracurricular activities
- Classrooms are spacious and well-furnished and provided with Audio-Visual teaching aids and the

laboratories are equipped beyond the minimum requirements

- Exposure for students to the recent trends in technology through innovative teaching learning methods
- Merit Scholarships of 10,000 /5,000 for all those merit students who secure more than 85% marks in every year.

ABOUT THE DEPARTMENT:

The department offers B. Tech. in Electronics & Communication Engineering, and M. Tech. in VLSI Design and Embedded System. The department has highly qualified faculty members, state of art laboratories and infrastructure. Continuing Education programs and customized training / workshops are being organized by industry personnel on regular basis. Students of the department are actively involved in various Co-curricular & Extracurricular activities and extension activities as a part of student's association (ELITES) activities. Both ECE Students and Faculties are having memberships in IETE, ISTE, IEEE etc., The Department has a full-fledged departmental library.

ABOUT PDP

Soft Skill development program refers to enhancement of skills in utilizing the Microsoft Word, Excel power point packages towards preparing and maintaining stock register, consumables register. This PDP aims to make technicians well aware of creating and maintaining Gmail account, essentials of email, various functionalities of Google Drive. It emphasizes on usage of various keyboard shortcuts, which can be beneficial to avoid unnecessary delay in work. This PDP makes technicians to work with images in the document, editing the inserted graphics, wrapping the text around the graphics and watermarks in the document.

Registration Link: <https://docs.google.com/forms/d/e/1FAIpQLSdzOqLQZlYdqASOK4tm8Fil7IsYApzuMhWx2KAp2eK>

GUIDELINES:

- ✓ No Participation fee will be collected
- ✓ Maximum no. of participants limited to 20 only

- ✓ 100% attendance is mandatory to issue Certificate.
- ✓ Participants will be selected on first come first serve and will be intimated through the e-mail only
- ✓ Participation certificate will be provided.

Accommodation:

- ✓ Free boarding and lodging will be provided for outstation participants.

FOR MORE DETAILS CONTACT:

Email ID: hodece@vemu.org

Phone Numbers: +91 9866621280.



VEMU INSTITUTE OF TECHNOLOGY
P KOTHAKOTA, TIRUPATHI-CHITTOOR ROAD, CHITTOOR, AP-517112
(Permanently Affiliated to JNTUA Ananthapuramu, Approved by AITE New Delhi, Accredited by NAAC,
Recognized under 2(F) & 12(B) UGC Act and ISO 9001 2015 Certified Institution)

DEPARTMENT OF E.C.E

One Day PDP

on

"Soft Skill Development Program"

DATE & DAY	Morning Session (09.30 AM– 11.00 AM) & (11.15 AM & 01.00 PM)	Lunch Break	Afternoon Session (02.00 PM– 04.00 PM)
	Inaugural Session		MS Word
29 th August 2021	Typing skills		Graphics
	Typing tutor software		MS Power point
	MS-Excel		Mail Merge
	G Mail Account		Interfacing with desktop,laptop and mobile phone
	Google Drive		Valedictory

*Note: For every two hours tea break.


Faculty Incharge


HOD-ECE HEAD
DEPARTMENT OF ECE
VEMU INSTITUTE OF TECHNOLOGY
P. KOTHAKOTA - 517 112



VEMU INSTITUTE OF TECHNOLOGY::P.KOTHAKOTA

P.KOTHAKOTA, TIRUPATHI-CHITTOOR ROAD, CHITTOOR, AP-517112
(Permanently Affiliated to JNTUA Ananthapuramu, Approved by AITE New Delhi, Accredited by NAAC,
Recognized under 2(F) & 12(B) UGC Act and ISO 9001:2015 Certified Institution)

DEPT OF ELECTRONICS & COMMUNICATION ENGINEERING

A One day PDP on "Soft Skill Development Program "

Attendance

S.No.	Name of the Participant	29/08/2021	
		FN	AN
1.	A. Vanitha	✓	✓
2.	S. Nagaraja	✓	✓
3.	Geetha	✓	✓
4.	KaIPana	✓	✓
5.	Rafi	✓	✓
6.	Umapathi	✓	✓
7.	B. Parash Kumar	✓	✓
8.	Umaprakash	✓	✓
9.	Kamal	✓	✓
10.	Gunasekhar	✓	✓
11.	K. APSana	✓	✓
12.	N. Munigesan	✓	✓
13.	S. M. Jareena	✓	✓
14.	K. Guna sekhar	✓	✓
15.	Gurunadh	✓	✓
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			

Faculty in charge

HOD-ECE HEAD
DEPARTMENT OF ECE
VEMU INSTITUTE OF TECHNOLOGY
P. KOTHAKOTA - 517 112



VEMU INSTITUTE OF TECHNOLOGY

P.KOTHAKOTA, TIRUPATHI-CHITTOOR ROAD, CHITTOOR, AP-517112
(Permanently Affiliated to JNTUA Ananthapuramu, Approved by AITE New Delhi, Accredited by NAAC,
Recognized under 2(F) & 12(B) UGC Act and ISO 9001:2015 Certified Institution)

DEPT OF ELECTRONICS & COMMUNICATION ENGINEERING

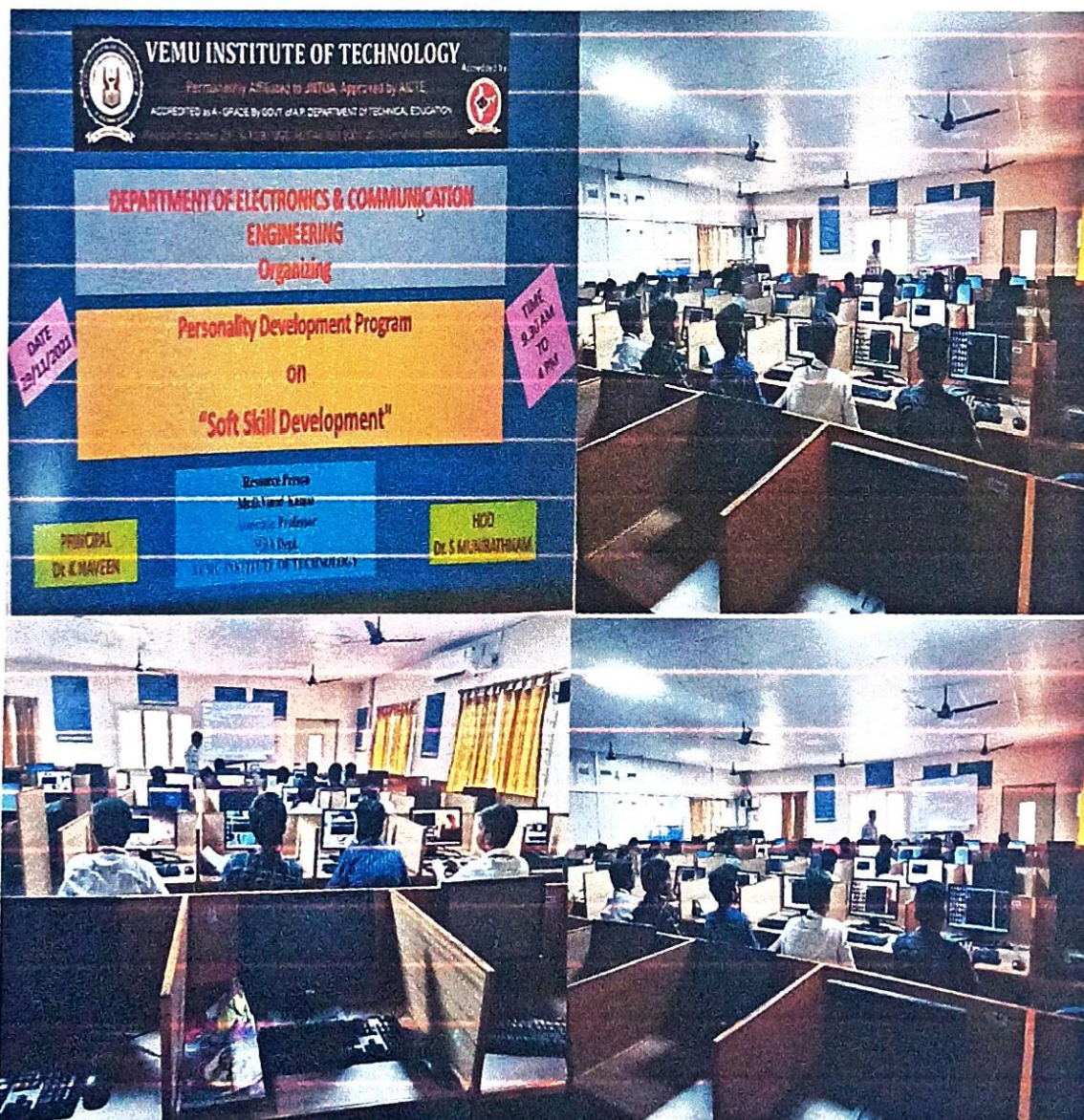
Report-on PDP

Agenda: A PDP on Soft Skill Development Program

Date: 29th August 2021

Resource Person: Mr. D.Vinodh Kumar

Department of ECE has organized PDP for One-Day on Skill Development for Non-Teaching Staff on 29th August 2021. The workshop envisioned to give hands-on training on MS-Word, MS-Excel, Typing Master, and Gmail Essentials to the participants. The workshop began with a welcome note by the Principal, Dr. K.Naveen. Further, Principal told participants the importance of such workshop for career advancement.





VEMU INSTITUTE OF TECHNOLOGY

P.KOTHAKOTA, TIRUPATHI-CHITTOOR ROAD, CHITTOOR, AP-517112
(Permanently Affiliated to JNTUA Ananthapuram, Approved by AICTE New Delhi, Accredited by NAAC,
Recognized under 2(F) & 12(B) UGC Act and ISO 9001:2015 Certified Institution)

DEPT OF ELECTRONICS & COMMUNICATION ENGINEERING

The PDP was taken up in two sessions. Associate Professor, Mr. D.Vinodh Kumar, from Dept. of MBA, was the resource person for the morning session and evening session respectively.

First session began at 9.30 AM, where in Mr.Vinodh started the session by giving an overview of the hands-on training and made them aware about the various software tools available, which can add on more speed, accuracy and efficiency in their typing skills. He made the participants comfortable with typing tutor software and made them learn the basic techniques by having hands-on experience on the actual software so that they can use the keyboard efficiently and get familiar with the dynamics of keyboard environment. He gave them various tips about how to use fingers on keyboard so they can type or edit the content quickly. She also emphasized on usage of various keyboard shortcuts, which can be beneficial to avoid unnecessary delay in work. Further, Mr.Vinodh gave them hands-on training on how to use MS-Excel for carrying out basic calculations, data entry, formatting and report generation. At the end of the first session, he explained the participants about creating Gmail account, essentials of email, and various functionalities of Google Drive. He also gave few suggestions on how to have regular backup and save daily official work periodically in case of system crash or any other technical failure.

Second session commenced at 2.00 PM sharp. Mr.Vinodh welcomed the participants, and made them familiar with MS Word environment. Main attention was given on creation of quality documents and formatting/aligning the document content. She made them work on creation/editing of tables, working with basic formulas on the table content, and text wrapping and alignment within the table. Further, she demonstrated various paragraph alignment tools and features that can make the document readable. Participants were taught how to insert images in the document, how to edit the inserted graphics, how to wrap the text around the graphics and usage of watermarks in the document. Finally, Mr.Vinodh, gave them hands-on training on different techniques of Mail Merge.

All the participants enthusiastically worked on the assigned task throughout the workshop. They were very much involved in learning and trying out the features and got their doubts clarified. The workshop came to an end at 4.00 PM, with a positive feedback from all the participants.


Faculty In-charge


Head of the Department

HEAD
DEPARTMENT OF ECE
VEMU INSTITUTE OF TECHNOLOGY
P. KOTHAKOTA - 517 112



VEMU INSTITUTE OF TECHNOLOGY

P.KOTHAKOTA, NEAR PAKALA, CHITTOOR-517112

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUA, Accredited by NAAC & NBA
Recognised under 2(F) & 12(B) of UGC Act 1956, An ISO 9001:2015 certified Institute)

Department of Electronics and Communication Engineering



Certificate of Participation



This is to certify that

✓
Mr./Mrs./Ms. N. MURUGESAN

of

VEMU IT

has actively participated in one day PDP on "Soft Skill Development Program" Organized by the Department of Electronics and Communication Engineering, VEMU Institute of Technology, P.Kothakot, on 29th August 2021.

Co-Ordinator
R Narayana Rao

HOD-ECE
Dr S Munirathnam

PRINCIPAL
VEMU INSTITUTE OF TECHNOLOGY
P. KOTHAKOTA - 517 112

Principal
Dr Naveen Kilari



VEMU INSTITUTE OF TECHNOLOGY

P.KOTHAKOTA, NEAR PAKALA, CHITTOOR-517112

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUA, Accredited by NAAC & NBA
Recognised under 2(F) & 12(B) of UGC Act 1956, An ISO 9001:2015 certified Institute)

Department of Electronics and Communication Engineering



Certificate of Participation



This is to certify that

✓
Mr./Mrs./Ms. A. VANITHA
of
VEMU IT

has actively participated in one day PDP on "Soft Skill Development Program" Organized by the Department of Electronics and Communication Engineering, VEMU Institute of Technology, P.Kothakot, on 29th August 2021.

Co-Ordinator
R Narayana Rao

HOD-ECE
Dr S Munirathnam

PRINCIPAL
VEMU INSTITUTE OF TECHNOLOGY
P. KOTHAKOTA - 517112

Principal
Dr Naveen Kilari