

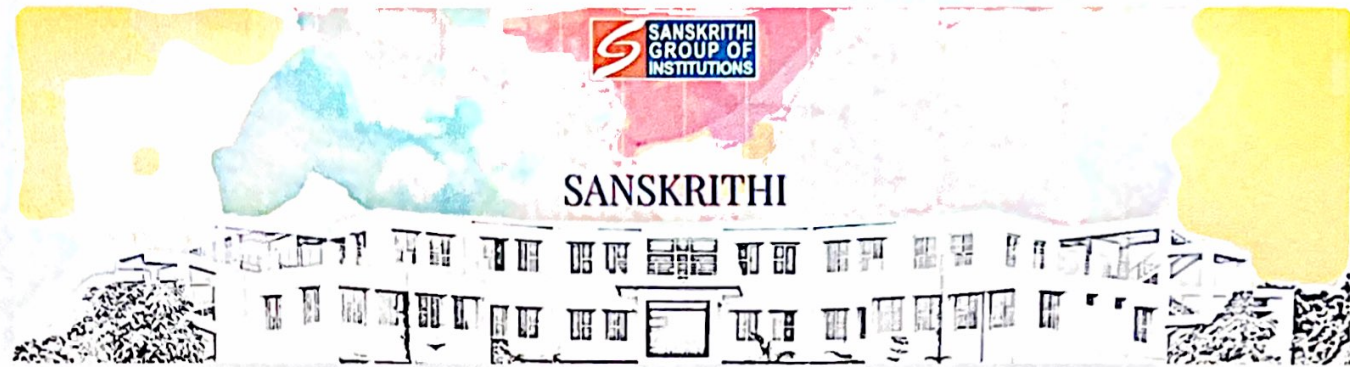
## ABOUT THE COLLEGE

Sanskriti School of Engineering is in Puttaparthi. Before this new development, Puttaparthi has always been one of the most well-known Global spiritual villages over the century with the blessings of Bhagawan Sri Sathya Sai Baba.

Prashanthi Nilayam or "The Abode of Peace", draws millions of devotees from all corners of the world. The edifice of development – spiritual, social, and economic – was a well thought out splendor-built brick by brick, through unconditional Love, special attention, and sacrifice of Bhagawan Sri Sathya Sai Baba. Some of the model institutional structures were developed in education, health and water supply being the necessities of human life and progress. Puttaparthi has grown from a humble village of 20 families in the 1920s to the most amicable resource facility with Super Specialty Hospitals, Airport, Railway Station, 24/7 water and electricity.

### Program highlights:

- Introduction to ERP
- ERP Implementation
- ERP Modules and Features
- ERP System Navigation and Usage
- ERP Best Practices



## ONEDAY

### ERP Finance Training Program for Teaching Staff

**Venue:**

**Computer Lab**

**Sanskriti School of Engineering**

**Puttaparthi**



**Date**

**15-01-2022**

**CO-ORDINATOR**

**Mrs. Nagamani**

Department of HAS

Sanskriti School of Engineering  
Puttaparthi

*Mrs. Nagamani*  
**Principal**  
Sanskriti School of Engineering  
Beedupalli Road, Prasanthigram,  
PUTTAPARTHI - 515 101  
Anantapuramu (Dt) A.P.

**ORGANIZED BY**

Department of HAS,  
Sanskriti School of Engineering  
Puttaparthi

## PROGRAM BENEFITS

- Increased proficiency in navigating and using the ERP system.
- Enhanced understanding of ERP functionalities and modules
- Improved productivity and efficiency in performing daily tasks.
- Streamlined business processes for better resource utilization.
- Reduced errors and enhanced data accuracy
- Confidence in adapting to system changes and updates.

## PROGRAM MODULES

- Financial Management (e.g., accounting, budgeting, financial reporting)
- Supply Chain Management (e.g., procurement, inventory management, logistics)
- Human Resource Management (e.g., payroll, performance management, employee self-service)
- Customer Relationship Management (e.g., sales, marketing, customer service)

## Who should attend:

This program is designed for all teaching faculty members who wish to enhance ERP techniques and improve their overall abilities on ERP. It is suitable for individuals at all proficiency levels, from beginners to intermediate learners.

## REGISTRATION DETAILS:

To secure your place in the English Language Training Program for Non-Teaching Faculty, please visit our website at <https://www.sseptp.org/> or contact our program coordinator.

## DECLARATION

**Invest in your professional development and unleash your potential with our ERP Training Program for Teaching Faculty at Sankrithi School of Engineering!**



*V. Jantri*  
**Principal**  
Sankrithi School of Engineering  
Beedupalli Road, Prasanthingram,  
PUTTAPARTHI - 515 134.  
Sankrithi School of Engineering  
Puttaparthi  
Andhra Pradesh-515134  
Ph. No:9100974538  
Email: www.sseptp.org





# SANSKRITHI SCHOOL OF ENGINEERING

Behind SSSS Hospital, Beedupalli Knowledge park Prasanthnigam, Puttaparthi - 515134  
Affiliated by JNTU A & Approved by All India Council for Technical Education (AICTE), www.ssepp.org

## ANNUAL REPORT ON TRAINING PROGRAMS FOR YEAR 2021-2022

Title: **ERP FOR FINANCE TRAINING PROGRAM**

Category: Teaching Staff Development Program

Date: 15-01-2022 (One day)

No. of Resource Persons: 4

No. of Participants: 30

Organizers: Department of HIAS

Resource Person: Dr. Bala Koteswari, Mr. Rakesh, Mr. Mahendra, Dr. Sambasiva

Mode: Offline

### Introduction:

The ERP Training Program for Teaching Staff at Sanskrithi School of Engineering was designed to empower staff members with the knowledge and skills required to effectively utilize Enterprise Resource Planning (ERP) systems in their day-to-day tasks. The program aimed to streamline administrative processes, enhance productivity, and foster professional growth in an ever-evolving technological landscape.

Date	Time	Name of the resource person and affiliation	Topic
15-01-2022	10:00 AM	DR. BALA KOTESWARI, Dean, Sanskriti School of Engineering	Introduction about training
15-01-2022	10:30 AM – 12:00 Noon	Mr. Mahendra Dept. of CSE	ERP login page
15-01-2022	12:00 Noon to 12:30 Noon	Sanskriti School of Engineering	ERP modules explanation
15-01-2022	2:00 PM – 4:00 PM	Mr. Maruthi Dept. of CSE Sanskriti School of Engineering	ERP Finance modules explanation
15-01-2022	4:00 PM – 4:15 PM	Dr. SambaSiva, Dept. of H&S Sanskriti School of Engineering	Valedictory



### **Training Objectives:**

- Introduce staff members to the concept of ERP and its benefits in the education sector
- Familiarize participants with different ERP modules relevant to their respective roles.
- Provide hands-on training to develop practical skills in navigating and utilizing ERP software.
- Enable customization and configuration of ERP systems to meet college-specific requirements.
- Educate participants on data security and privacy aspects within an ERP system.
- Explore integration techniques with existing systems used in the college.
- Equip participants with troubleshooting skills and knowledge on seeking support when working with ERP systems.
- Facilitate interactive discussions through case studies and real-world examples.

### **Training Methodology:**

The ERP Training Program utilized a combination of theoretical and practical approaches to ensure effective learning. Participants engaged in interactive discussions, hands-on exercises, and real-world case studies to apply the concepts learned during the sessions. The training materials included presentations, user guides, and reference materials to support the learning process.

### **Training Modules:**

- Introduction to ERP
- ERP Modules and Functionality
- Hands-on Training with ERP Software
- Customization and Configuration of ERP Systems
- Data Security and Privacy in ERP
- Integration with Existing Systems
- Troubleshooting and Support
- Case Studies and Real-world Examples

### **Training Outcomes:**

- **Enhanced Knowledge:** Participants gained a comprehensive understanding of ERP systems and their relevance to the education sector.
- **Practical Skills:** Participants acquired hands-on experience in utilizing ERP software, generating reports, and managing data effectively.

Customization and Configuration: Participants developed the ability to



*A. Senthil*  
modules  
Janskrithi School of Engineering  
Beedupalli Road, Prasanthnigram,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.



and workflows to suit college-specific requirements.

- **Data Security and Privacy Awareness:** Participants learned best practices for maintaining data security and privacy within an ERP system.
- **Integration Expertise:** Participants explored integration techniques between ERP systems and existing college systems, promoting seamless information flow.
- **Troubleshooting Proficiency:** Participants acquired troubleshooting skills to address common issues that may arise when working with ERP systems.
- **Real-world Insights:** Interactive discussions and case studies provided participants with practical insights into the implementation and utilization of ERP systems in educational institutions.

### **Conclusion:**

The ERP Training Program for Teaching Staff at Sanskrithi School of Engineering successfully equipped participants with the necessary knowledge and skills to leverage ERP systems effectively. The program not only enhanced their efficiency and productivity but also prepared them for career advancement within the college or other educational institutions. By embracing technology and staying ahead of the curve, participants are now better equipped to contribute to the growth and success of the college. We extend our gratitude to all participants for their active engagement and commitment to learning throughout the training program. We also acknowledge the trainers for their expertise and dedication in delivering a comprehensive and valuable training experience. We remain committed to providing continuous professional development opportunities to our staff, ensuring they remain at the forefront of educational advancements.



*A. Jyoti*  
**Principal**

Sanskriti School of Engineering  
Beedupalli Road, Prosanthnagar,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.

## ABOUT THE COLLEGE

Sanskriti School of Engineering is in Puttaparthi. Before this new development, Puttaparthi has always been one of the most well-known Global spiritual villages over the century with the blessings of Bhagawan Sri Sathya Sai Baba.

Prashanthi Nilayam or "The Abode of Peace", draws millions of devotees from all corners of the world. The edifice of development – spiritual, social, and economic – was a well thought out splendor-built brick by brick, through unconditional Love, special attention, and sacrifice of Bhagawan Sri Sathya Sai Baba. Some of the model institutional structures were developed in education, health and water supply being the necessities of human life and progress. Puttaparthi has grown from a humble village of 20 families in the 1920s to the most amicable resource facility with Super Specialty Hospitals, Airport, Railway Station, 24/7 water and electricity.

### Program highlights:

- Introduction to ERP
- ERP Implementation
- ERP Modules and Features
- ERP System Navigation and Usage
- ERP Best Practices



SANSKRITHI

**ONEDAY**

**ERP Training Program for  
Teaching Staff**

**Date**

**22-10-2021**

**Venue:**

**Computer Lab-1**

**Sanskriti School of Engineering**

**Puttaparthi**

*Principal*  
Principal  
Sanskriti School of Engineering  
Beedupalli Road, Prasanthingram,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.

**CO-ORDINATOR**

Dr. Parveen  
Department of HAS  
Sanskriti Engineering College  
Puttaparthi

**ORGANIZED BY**

Department of HAS,  
Sanskriti Engineering  
College, Puttaparthi





## PROGRAM BENEFITS

- Increased proficiency in navigating and using the ERP system.
- Enhanced understanding of ERP functionalities and modules
- Improved productivity and efficiency in performing daily tasks.
- Streamlined business processes for better resource utilization.
- Reduced errors and enhanced data accuracy
- Confidence in adapting to system changes and updates.

## PROGRAM MODULES

- Financial Management (e.g., accounting, budgeting, financial reporting)
- Supply Chain Management (e.g., procurement, inventory management, logistics)
- Human Resource Management (e.g., payroll, performance management, employee self-service)
- Customer Relationship Management (e.g., sales, marketing, customer service)

## Who should attend:

This program is designed for all teaching faculty members who wish to enhance ERP techniques and improve their overall abilities on ERP. It is suitable for individuals at all proficiency levels, from beginners to intermediate learners.

## REGISTRATION DETAILS:

To secure your place in the English Language Training Program for Non-Teaching Faculty, please visit our website at <https://www.sseptp.org/> or contact our program coordinator.

## CONTACT US

Sankrithi School of Engineering  
Puttaparthi  
Andhra Pradesh-515134  
Ph. No:9100974538  
Email: [www.sseptp.org](http://www.sseptp.org)



*Lal Venkatesh*  
**Principal**  
Sankrithi School of Engineering,  
Beedupalli Road, Prasanthingram,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.



# SANSKRITHI SCHOOL OF ENGINEERING

Behind SSSS Hospital, Beedupalli know ledge park, Prasanthigram, Puttaparthi - 515134  
Affiliated by JNTUA & Approved by All India Council for Technical Education (AICTE), www.sscpep.org

## Title: Empower Your Skills with ERP Training

Category: Teaching Staff Development Program

Date: 22-10-2021 (1 day)

No. of Resource Persons: 4

No. of Participants: 23

Organizers: Department of HAS

Resource Persons: Dr. Bala Koteswari, Mr. Rakesh, Mr. Mahendra, Dr. Sambasiva

Mode: Offline

### Introduction:

The ERP Training Program for Teaching Staff at Sanskrithi School of Engineering was designed to empower staff members with the knowledge and skills required to effectively utilize Enterprise Resource Planning (ERP) systems in their day-to-day tasks. The program aimed to streamline administrative processes, enhance productivity, and foster professional growth in an ever-evolving technological landscape.

Date	Time	Name of the resource person and affiliation	Topic
22-10-2021	10:00 AM	DR. BALA KOTESWARI, Dean, Sanskriti School of Engineering	Introduction about training
22-10-2021	10:30 AM – 12:00 PM	Mr. Rakesh Dept. of ECE	ERP login page
	12:00 PM – 12:30 PM	Sanskriti School of Engineering	ERP modules explanation
22-10-2021	2:00 PM – 4:00 PM	Mr. Mahendra Dept. of CSE	ERP Finance modules
		Sanskriti School of Engineering	explanation
22-10-2021	4:00 PM – 4:15 PM	Dr.SambaSiva, Dept. of H&S Sanskriti School of Engineering	Valedictory Principal



Sanskriti School of Engineering  
Beedupalli Road, Prasanthigram,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.



### **Training Objectives:**

- Introduce staff members to the concept of ERP and its benefits in the education sector.
- Familiarize participants with different ERP modules relevant to their respective roles.
- Provide hands-on training to develop practical skills in navigating and utilizing ERP software.
- Enable customization and configuration of ERP systems to meet college-specific requirements.
- Educate participants on data security and privacy aspects within an ERP system.
- Explore integration techniques with existing systems used in the college.
- Equip participants with troubleshooting skills and knowledge on seeking support when working with ERP systems.
- Facilitate interactive discussions through case studies and real-world examples.

### **Training Methodology:**

The ERP Training Program utilized a combination of theoretical and practical approaches to ensure effective learning. Participants engaged in interactive discussions, hands-on exercises, and real-world case studies to apply the concepts learned during the sessions. The training materials included presentations, user guides, and reference materials to support the learning process.

### **Training Modules:**

- Introduction to ERP
- ERP Modules and Functionality
- Hands-on Training with ERP Software
- Customization and Configuration of ERP Systems
- Data Security and Privacy in ERP
- Integration with Existing Systems
- Troubleshooting and Support
- Case Studies and Real-world Examples

### **Training Outcomes:**

- **Enhanced Knowledge:** Participants gained a comprehensive understanding of ERP systems and their relevance to the education sector.

**Practical Skills:** Participants acquired hands-on experience in utilizing ERP to generate reports, and managing data effectively.



generating  
Principal

Sankrithi School of Engineering  
Beedupalli Road, Prasanthiagram...  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.

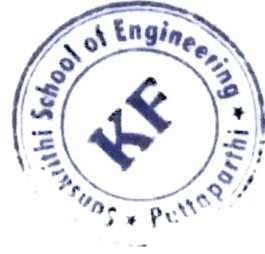
- Customization and Configuration: Participants developed the ability to customize ERP modules and workflows to suit college-specific requirements.
- Data Security and Privacy Awareness: Participants learned best practices for maintaining data security and privacy within an ERP system.
- Integration Expertise: Participants explored integration techniques between ERP systems and existing college systems, promoting seamless information flow.
- Troubleshooting Proficiency: Participants acquired troubleshooting skills to address common issues that may arise when working with ERP systems.
- Real-world Insights: Interactive discussions and case studies provided participants with practical insights into the implementation and utilization of ERP systems in educational institutions.

### **Conclusion:**

The ERP Training Program for Teaching Staff at Sanskrithi School of Engineering successfully equipped participants with the necessary knowledge and skills to leverage ERP systems effectively. The program not only enhanced their efficiency and productivity but also prepared them for career advancement within the college or other educational institutions. By embracing technology and staying ahead of the curve, participants are now better equipped to contribute to the growth and success of the college.

We extend our gratitude to all participants for their active engagement and commitment to learning throughout the training program. We also acknowledge the trainers for their expertise and dedication in delivering a comprehensive and valuable training experience.

We remain committed to providing continuous professional development opportunities to our staff, ensuring they remain at the forefront of educational advancements.



*S. Venkatesh*  
Principal

Sanskriti School of Engineering  
Beedupalli Road, Prasanthnigraam,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.



## ABOUT THE COLLEGE

Sanskriti School of Engineering is in Puttaparthi. Puttaparthi has always been one of the most well-known Global spiritual villages over the century with the blessings of Bhagawan Sri Sathya Sai Baba. Prashanthi Nilayam or “The Abode of Peace”, draws millions of devotees from all corners of the world. The edifice of development – spiritual, social, and economic – was a well thought out splendor-built brick by brick, through unconditional Love, special attention, and sacrifice of Bhagawan Sri Sathya Sai Baba. Some of the model institutional structures were developed in education, health and water supply being the necessities of human life and progress. Puttaparthi has grown from a humble village of 20 families in the 1920s to the most amicable resource facility with Super Specialty Hospitals, Airport, Railway Station, 24/7 water and electricity.

### Program highlights:

- MS Office Fundamentals
- Data Entry and Manipulation
- Data Analysis and Visualization
- Advanced MS Office Techniques



## ONEDAY

### MS Office Training Program for Teaching Staff

### Venue:

**Computer Lab**

*Date*

**15-02-2021**

**Sanskriti School of Engineering**

**CO-ORDINATOR**

**Puttaparthi**

**Ms. Bhagya Lakshmi**  
Department of HAS  
Sanskriti School of Engineering  
Puttaparthi



*Principal*  
**Principal**  
Sanskriti School of Engineering **ORGANIZED BY**  
Beedupalli Road, Prasanthigram,  
PUTTAPARTHI - 515 134. Department of HAS,  
Anantapuramu (Dt) A.Sanskriti School of Engineering  
Puttaparthi

### **PROGRAM BENEFITS**

- Gain a solid understanding of MS Office core functionalities and features.
- Learn practical techniques to streamline data entry and manipulation.
- Master essential formulas and functions for data analysis.
- Create dynamic charts and visual representations of data.
- Improve efficiency through automation and time-saving shortcuts.

### **PROGRAM MODULES**

- Navigating the MS Office interface and understanding workbook structure
- Working with cells, rows, columns, and ranges
- Formatting data for clarity and visual appeal
- Efficient data entry techniques and shortcuts
- Sorting, filtering, and advanced data manipulation, Validating data and using data forms

### **Who should attend:**

- Professionals seeking to enhance their Excel skills for better job performance.
- Students and graduates looking to strengthen their employability.

- Business owners and entrepreneurs seeking to analyze and visualize data.
- Anyone interested in harnessing the power of Microsoft Excel.

### **REGISTRATION DETAILS:**

To secure your place in the English Language Training Program for Non-Teaching Faculty, please visit our website at <https://www.sseptp.org/> or contact our program coordinator.



*W. Janta J.*  
**Principal**  
Sankrithi School of Engineering  
Beedupalli Road, Prasanthingram,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.

### **CONTACT US**

Sankrithi School of Engineering  
Puttaparthi  
Andhra Pradesh-515134  
Ph. No:9100974538  
Email: [www.sseptp.org](http://www.sseptp.org)





# SANSKRITHI SCHOOL OF ENGINEERING

Behind SSSS Hospital, Beedupalli knowledge park, Prasanthigram, Puttaparthi - 515134  
Affiliated by JNTUA & Approved by All India Council for Technical Education (AICTE), www.sseppp.org

## ANNUAL REPORT ON TRAINING PROGRAMS FOR YEAR 2020-2021 TITLE: MS OFFICE TRAINING PROGRAM

Category: Teaching Staff Development Program

Date: 15-02-2021 (One day)

No. of Resource Persons: 4

No. of Participants: 30

Organizers: Department of HAS

Resource Person: Dr. Bala Koteswari, Dr. Senthil Kumar, Dr. Bhagya lakshmi, Dr. Parveen

Mode: Offline

### Introduction

The purpose of this report is to provide an overview of the MS Office training program conducted for the teaching staff of Sanskrithi School of Engineering. The training aimed to enhance the digital skills and productivity of the staff members through the effective use of Microsoft Office applications. This report summarizes the objectives, training modules, implementation process, and outcomes of the training program.

Date	Time	Name of the resource person and affiliation	Topic
15-02-2021	10:00 AM	DR. BALA KOTESWARI, Dean, Sanskrithi School of Engineering	Introduction about training
15-02-2021	10:30 AM – 12:00 Noon	Dr. Senthil Kumar, Principal Sanskriti School of Engineering	Applications of Word, Excel, and PowerPoint
	12:00 Noon to 12:30 Noon		Designing Presentation
	12:30 PM – 1:15 PM	Dr.SambaSiva, Dept. of H&S Sanskriti School of Engineering	Valedictory



*SambaSiva*  
Principal

Sanskriti School of Engineering  
Beedupalli Road, Prasanthigram,  
PUTTAPARTHI - 515 134,  
Anantapuramu (Dt) A.P.

## Objectives

The key objectives of the MS Office training program were as follows:

- Improve proficiency in Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook.
- Enhance collaboration and communication among teaching staff through the effective use of MS Office tools.
- Enable staff members to create engaging presentations, reports, and documents for instructional purposes.
- Streamline administrative tasks and increase productivity through the utilization of MS Office features and shortcuts.

## Training Modules

The training program was designed to cover the following modules: a. MS Word: Creating and formatting documents, utilizing templates, working with styles and formatting tools, managing references, and collaboration features. b. MS Excel: Creating and formatting spreadsheets, performing calculations and data analysis, using functions and formulas, creating charts and graphs, and data visualization techniques. c. MS PowerPoint: Designing engaging presentations, working with slide layouts, adding multimedia elements, using animation and transition effects, and delivering effective presentations. d. MS Outlook: Managing emails, contacts, and calendars effectively, utilizing productivity features such as rules and filters, and organizing tasks and appointments.

## Implementation Process

The MS Office training program was implemented through the following steps: a. Training Needs Assessment: Conducting a survey and interviews to identify the specific training needs and skill gaps of the teaching staff. b. Training Design: Developing a comprehensive training plan, including the selection of appropriate training materials, resources, and delivery methods. c. Training Delivery: Conducting interactive training sessions, workshops, and hands-on exercises to provide practical experience and promote active learning. d. Training Evaluation: Administering post-training assessments to measure the effectiveness of the program and gather feedback from participants.

## Outcomes

The MS Office training program yielded several positive outcomes, including a. Increased proficiency and confidence in using MS Office applications among teaching staff. b. Improved collaboration and communication through the effective use of MS Office tools. c. Enhanced productivity and efficiency in



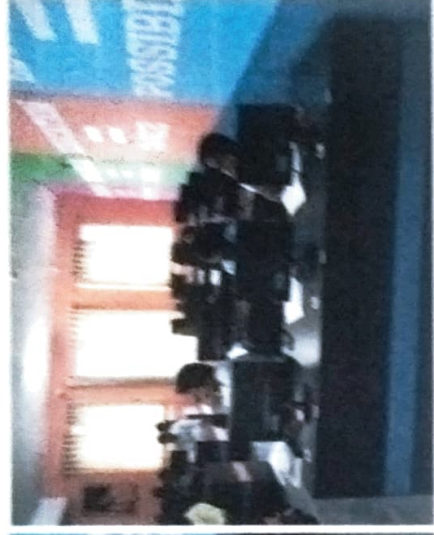


relevance of the training program

### **Conclusion**

The MS Office training program for the teaching staff of Sanskriti School of Engineering was successful in equipping them with essential digital skills and enhancing their productivity. The training program helped bridge skill gaps, improve collaboration, and streamline administrative tasks. The positive outcomes demonstrate the effectiveness of the program in enabling staff members to utilize MS Office applications effectively for instructional and administrative purposes. It is recommended to continue providing such training programs periodically to ensure the staff's digital skills remain up to date and aligned with evolving technology trends.

### **Photos of the Event**



*S. Anandhi*  
Principal  
Sanskriti School of Engineering  
Beedupalli Road, Puttaparthi  
PUTTAPARTHI - 515 102  
Anantapuramu (D) A.C.



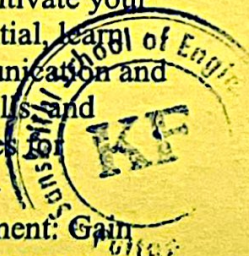
## ABOUT THE COLLEGE

Sanskriti School of Engineering is in Puttaparthi. Puttaparthi has always been one of the most well-known Global spiritual villages over the century with the blessings of Bhagawan Sri Sathya Sai Baba.

Prashanthi Nilayam or "The Abode of Peace", draws millions of devotees from all corners of the world. The edifice of development – spiritual, social, and economic – was a well thought out splendor-built brick by brick, through unconditional Love, special attention, and sacrifice of Bhagawan Sri Sathya Sai Baba. Some of the model institutional structures were developed in education, health and water supply being the necessities of human life and progress. Puttaparthi has grown from a humble village of 20 families in the 1920s to the most amicable resource facility with Super Specialty Hospitals, Airport, Railway Station, 24/7 water and electricity.

### Program highlights:

- Leadership Development: Discover and cultivate your leadership potential, learn effective communication and interpersonal skills, and develop strategies for managing teams.
- Project Management: Gain essential project management skills, learn to plan, execute, and monitor projects effectively, and improve your ability to meet deadlines and deliver successful outcomes.



Presentation Skills: Enhance your communication skills, both written and verbal, and improve your ability to deliver impactful presentations that captivate your audience.

- Time Management and Productivity: Learn techniques for prioritizing tasks, managing your time efficiently, and maximizing your productivity to achieve optimal results.

### Venue:

**Shanthi Digital Class Room**

**Sanskriti School of Engineering**

**Puttaparthi**



**SANKRITHI SCHOOL OF  
ENGINEERING**

**PUTTAPARTHI**

## ONEDAY

**Training Program on Skill  
Enhancement and Capacity  
Building for Non-teaching staff**

**Date**

**9<sup>th</sup> & 10<sup>th</sup> April 2018**

**CO-ORDINATOR  
Mr.S.Hari Krishnan**

Department of ECE  
Sanskriti Engineering College  
Puttaparthi

**ORGANIZED BY**

Department of ECE,  
Sanskriti Engineering  
College, Puttaparthi

*Principal*  
**Principal**  
Sanskriti School of Engineering  
Beedupalli Road, Prasanthingram,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.



## PROGRAM BENEFITS

- **Diversify Your Skill Set:** Acquire a wide range of transferable skills that will strengthen your professional profile and open new opportunities.
- **Stay Relevant:** Keep pace with the changing demands of the workplace and stay up to date with the latest trends and technologies.
- **Boost Your Confidence:** Develop the confidence and competence needed to take on new responsibilities and tackle challenges with ease.
- **Expand Your Network:** Connect with like-minded professionals, mentors, and experts to broaden your professional network and gain valuable insights.
- **Career Advancement:** Position yourself for career advancement within your organization or explore new avenues for growth and progression.

## PROGRAM MODULES

- **Diversify Your Skill Set:** Acquire a wide range of transferable skills that will strengthen your professional profile and open up new opportunities.
- **Stay Relevant:** Keep pace with the changing demands of the workplace and stay up-to-date with the latest trends and technologies.
- **Boost Your Confidence:** Develop the confidence and competence needed to



tackle challenges with ease.


- **Expand Your Network:** Connect with like-minded professionals, mentors, and experts to broaden your professional network and gain valuable insights.
- **Career Advancement:** Position yourself for career advancement within your organization or explore new avenues for growth and progression.

## REGISTRATION DETAILS:

To secure your place in the English Language Training Program for Non-Teaching Faculty, please visit our website at <https://www.sseptp.org/> or contact our program coordinator.

## CONTACT US

Sankrithi School of Engineering  
Puttaparthi  
Andhra Pradesh-515134  
Ph. No:9100974538  
Email: [www.sseptp.org](http://www.sseptp.org)

  
**Principal**  
Sankrithi School of Engineering  
Beedupalli Road, Prasanthingram,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.





# SANSKRITHI SCHOOL OF ENGINEERING

Behind SSS Hospital, Beedupalli know lodge park, Prasanthigram, Puttaparthi - 515134  
Affiliated by JNTUA & Approved by All India Council for Technical Education (AICTE), www.ssestpp.org

**Title: SKILL ENHANCEMENT AND CAPACITY BUILDING**

**Category: Non Teaching Staff Development Program**

**Date: 09.04.2018 & 10-04-2018**

**No. of Resource Persons: 3**

**No. of Participants: 39**

**Organizers: Department of HAS**

**Resource Persons: Dr. Senthil Kumar, Ms. Nagamani, Mr. Pavan Kumar, Dr. Sambasiva**

**Mode: Offline**

## **Introduction**

The purpose of this report is to provide an overview and evaluation of the training program on skill enhancement and capacity building for teaching staff conducted at Sanskrithi School of Engineering on 09.07.2019. The program aimed to equip teaching staff members with the necessary skills and knowledge to enhance their professional capabilities and contribute effectively to the organization's overall objectives.

<b>Date</b>	<b>Time</b>	<b>Name of the resource person and affiliation</b>	<b>Topic</b>
09.04.2018	10:30 AM – 12:00 Noon	Dr. Senthil Kumar, Principal	Enhancing the skills and competencies
	12:00 Noon to 12:30 Noon	Sanskriti School of Engineering	Building capacity for improved performance and productivity
09.04.2018	2:00 PM – 4:00 PM	Mr. Pavan Kumar Dept. of EEE Sanskriti School of Engineering	Creating opportunities for career growth and advancement within the organization



*(Signature)*  
Principal

Sanskriti School of Engineering  
Beedupalli Road, Prasanthigram,  
**PUTTAPARTHI - 515 134.**  
Anantapuramu (Dt) A.P.



10.04.2018	11.00 AM-1.30 PM	Mr. S.Hari Krishanan Dept. of EEE Sanskriti School of Engineering	Necessary skills and knowledge to enhance their professional capabilities
10.04.2018	2:30 PM – 3:15 PM	Dr.SambaSiva, Dept. of H&S Sanskriti School of Engineering	Valedictory

### Objective

The training program focused on achieving the following objectives:

- Enhancing the skills and competencies of teaching staff members.
- Building capacity for improved performance and productivity.
- Promoting a positive work culture and professional development.
- Creating opportunities for career growth and advancement within the organization

### Training Methodology

The training program utilized a variety of methodologies to cater to different learning styles and maximize participant engagement. These included:

- Interactive Workshops: Facilitators conducted workshops involving discussions, case studies, role-plays, and group activities to encourage active participation and skill application.
- Guest Speakers: Experts in relevant fields were invited to share their experiences, insights, and best practices, providing participants with practical knowledge and inspiration.
- Hands-on Exercises: Participants were given opportunities to apply their newly acquired skills through hands-on exercises and simulations, promoting experiential learning.
- E-Learning Resources: Online platforms and resources were provided to participants for self-paced learning, access to reference materials, and post-training support.

### Outcome

Based on the evaluation and feedback received, the training program on skill enhancement and capacity building for teaching staff was highly successful. The key outcomes and results achieved were



Sanskriti School of Engineering  
Beedupalli Road, Prasanthnigram,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dy) A.P

- **Improved Knowledge and Skills:** Participants demonstrated a significant improvement in their understanding and application of the topics covered in the training program.
- **Enhanced Performance:** The training program positively impacted the participants' performance, leading to increased efficiency, productivity, and professionalism in their respective roles.
- **Positive Work Culture:** The program contributed to fostering a positive work environment, promoting effective communication, teamwork, and a commitment to professional ethics.
- **Career Growth Opportunities:** Participants expressed a greater sense of motivation, job satisfaction, and potential for career advancement within the organization.



*J. Anantha K.*  
**Principal**

**Janskrithi School of Engineering**  
Beedupalli Road, Prasanthnigram,  
**PUTTAPARTHI - 515 134.**  
Anantapuramu (Dt) A.P.



## ABOUT THE COLLEGE

Sanskriti School of Engineering is in Puttaparthi. Puttaparthi has always been one of the most well-known Global spiritual villages over the century with the blessings of Bhagawan Sri Sathya Sai Baba.

Prashanthi Nilayam or "The Abode of Peace", draws millions of devotees from all corners of the world. The edifice of development – spiritual, social, and economic – was a well thought out splendor-built brick by brick, through unconditional Love, special attention, and sacrifice of Bhagawan Sri Sathya Sai Baba. Some of the model institutional structures were developed in education, health and water supply being the necessities of human life and progress. Puttaparthi has grown from a humble village of 20 families in the 1920s to the most amicable resource facility with Super Specialty Hospitals, Airport, Railway Station, 24/7 water and electricity.

### Program highlights:

- Excel Fundamentals
- Data Entry and Manipulation
- Data Analysis and Visualization
- Advanced Excel Techniques



**Venue:**

**Computer Lab**

**Sanskriti School of Engineering**

**Puttaparthi**

**ONEDAY**

**Excel Training Program for  
Teaching Staff**

**Date**

**15-09-2018**

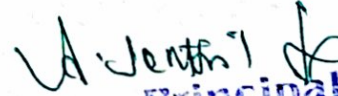
**CO-ORDINATOR**

**Ms. N.Pavan Kumar**

Department of EEE  
Sanskriti School of Engineering  
Puttaparthi

**ORGANIZED BY**

Department of EEE,  
Sanskriti School of Engineering  
Puttaparthi

  
**Principal**  
Sanskriti School of Engineering  
Beedupalli Road, Prasanthi Nilayam  
PUTTAPARTH - 515 134.  
Anantapuramu (Dt) A.P.

## ABOUT THE COLLEGE

Sanskriti School of Engineering is in Puttaparthi. Puttaparthi has always been one of the most well-known Global spiritual villages over the century with the blessings of Bhagawan Sri Sathya Sai Baba.

Prashanthi Nilayam or "The Abode of Peace", draws millions of devotees from all corners of the world. The edifice of development – spiritual, social, and economic – was a well thought out splendor-built brick by brick, through unconditional Love, special attention, and sacrifice of Bhagawan Sri Sathya Sai Baba. Some of the model institutional structures were developed in education, health and water supply being the necessities of human life and progress. Puttaparthi has grown from a humble village of 20 families in the 1920s to the most amicable resource facility with Super Specialty Hospitals, Airport, Railway Station, 24/7 water and electricity.

### Program highlights:

- Excel Fundamentals
- Data Entry and Manipulation
- Data Analysis and Visualization
- Advanced Excel Techniques



**Venue:**

**Computer Lab**

**Sanskriti School of Engineering**

**Puttaparthi**

**ONEDAY**

**Excel Training Program for  
Teaching Staff**

**Date**

**15-09-2018**

**CO-ORDINATOR**

**Ms. N.Pavan Kumar**  
Department of EEE  
Sanskriti School of Engineering  
Puttaparthi

**ORGANIZED BY**

Department of EEE,  
Sanskriti School of Engineering  
Puttaparthi

*U. Jenthil*  
**Principal**  
Sanskriti School of Engineering  
Beedupalli Road, Prasanthi Nilayam  
PUTTAPARTH - 515 134.  
Anantapuramu (Dt) A.P.



## PROGRAM BENEFITS

- Gain a solid understanding of Excel's core functionalities and features.
- Learn practical techniques to streamline data entry and manipulation.
- Master essential formulas and functions for data analysis.
- Create dynamic charts and visual representations of data.
- Improve efficiency through automation and time-saving shortcuts.

## PROGRAM MODULES

- Navigating the Excel interface and understanding workbook structure
- Working with cells, rows, columns, and ranges
- Formatting data for clarity and visual appeal
- Efficient data entry techniques and shortcuts
- Sorting, filtering, and advanced data manipulation, Validating data and using data forms

## Who should attend:

- Professionals seeking to enhance their Excel skills for better job performance.
- Students and graduates looking to strengthen their employability.
- Business owners and entrepreneurs

seeking to analyze and visualize data.

- Anyone interested in harnessing the power of Microsoft Excel.

## REGISTRATION DETAILS:

To secure your place in the English Language Training Program for Non-Teaching Faculty, please visit our website at <https://www.sseptp.org/> or contact our program coordinator.



Handwritten signature: Kalavathi B.  
Sankrithi School of Engineering  
Puttaparthi, Andhra Pradesh  
515134  
Anaparthi (Dt) A.P.

## CONTACT US

Sankrithi School of Engineering  
Puttaparthi  
Andhra Pradesh-515134  
Ph. No:9100974538  
Email: [www.sseptp.org](http://www.sseptp.org)



# SANSKRITHI SCHOOL OF ENGINEERING

Behind SSSS Hospital, Beedupalli know ledge park, Prasanthnigram, Puttaparthi - 515134

Affiliated by JNTU A & Approved by All India Council for Technical Education (AICTE), www.sseppp.org

## ANNUAL REPORT ON TRAINING PROGRAMS FOR YEAR 2018-2019

Title: EXCEL TRAINING PROGRAM

Category: Teaching Staff Development Program

Date: 15-09-2018 (One day)

No. of Resource Persons: 4

No. of Participants: 30

Organizers: Department of HAS

Resource Person: Dr. Bala Koteswari, Dr. Senthil Kumar, Dr. Bhagya lakshmi, Dr. Parveen

Mode: Offline

### Introduction

The purpose of this report is to provide an overview of the MS Office training program conducted for the teaching staff of Sanskrithi School of Engineering. The training aimed to enhance the digital skills and productivity of the staff members through the effective use of Microsoft Office applications. This report summarizes the objectives, training modules, implementation process, and outcomes of the training program.

Date	Time	Name of the resource person and affiliation	Topic
15-02-2021	10:00 AM	DR. BALA KOTESWARI, Dean, Sanskrithi School of Engineering	Introduction about training
15-02-2021	10:30 AM – 12:00	Dr. Senthil Kumar, Principal Sanskriti School of Engineering	Applications of Word, Excel and PowerPoint



Sanskriti School of Engineering,  
Beedupalli Road, Prasanthnigram,  
PUTTAPARTHI - 515 134.  
Anantapuramu (D) A.P.



	12:00 Noon to 12:30 Noon		Designing Presentation
15-02-2021	12:30 PM – 1:15 PM	Dr.SambaSiva, Dept. of H&S Sanskriti School of Engineering	Valedictory

### Objectives

The key objectives of the MS Office training program were as follows:

- Improve proficiency in Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook.
- Enhance collaboration and communication among teaching staff through the effective use of MS Office tools.
- Enable staff members to create engaging presentations, reports, and documents for instructional purposes.
- Streamline administrative tasks and increase productivity through the utilization of MS Office features and shortcuts.

### Training Modules

The training program was designed to cover the following modules: a. MS Word: Creating and formatting documents, utilizing templates, working with styles and formatting tools, managing references, and collaboration features. b. MS Excel: Creating and formatting spreadsheets, performing calculations and data analysis, using functions and formulas, creating charts and graphs, and data visualization techniques. c. MS PowerPoint: Designing engaging presentations, working with slide layouts, adding multimedia elements, using animation and transition effects, and delivering effective presentations. d. MS Outlook: Managing emails, contacts, and calendars effectively, utilizing productivity features such as rules and filters, and organizing tasks and appointments.

### Implementation Process

The MS Office training program was implemented through the following steps: a. Training Needs Assessment: Conducting a survey and interviews to identify the specific training needs and skill gaps of the teaching staff. b. Training Design: Developing a comprehensive training plan, including the selection of appropriate training materials, resources, and delivery methods. c. Training Delivery: Conducting interactive training sessions, workshops, and hands-on exercises to provide practical experience and promote active learning. d. Training Evaluation: Administering post-training assessments to measure the effectiveness of the program and gather feedback from participants.

### Outcomes



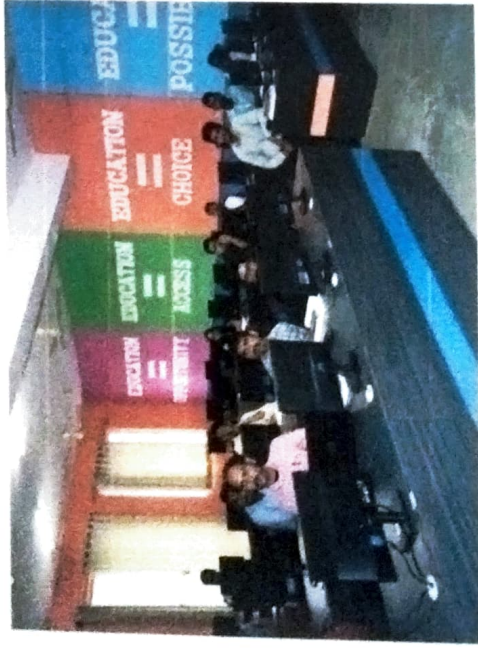
*(Signature)*  
Principal  
Improved collaboration among teaching staff.  
Sanskriti School of Engineering and Technology,  
Beedupalli Road, Puttaparthi - 515 134,  
PUTTAPARTHI - 515 134,  
Anantapuramu (Dt) A.P.

communication through the effective use of MS Office tools. c. Enhanced productivity and efficiency in administrative tasks, resulting in time savings. d. Higher quality and visually appealing instructional materials, presentations, and reports. e. Positive feedback from participants regarding the usefulness and relevance of the training program.

### **Conclusion**

The MS Office training program for the teaching staff of Sanskrithi School of Engineering was successful in equipping them with essential digital skills and enhancing their productivity. The training program helped bridge skill gaps, improve collaboration, and streamline administrative tasks. The positive outcomes demonstrate the effectiveness of the program in enabling staff members to utilize MS Office applications effectively for instructional and administrative purposes. It is recommended to continue providing such training programs periodically to ensure the staff's digital skills remain up to date and aligned with evolving technology trends.

### **Photos of the Event**



*A. Jeyanthi*

Sanskrithi School of Engineering  
Beecupalli Road, Puvvulapalle, Puttaparthi  
PUTTAPARTHI - 515 134.  
Anantapuramu (DU) A.P.



## ABOUT THE COLLEGE

Sanskriti School of Engineering is in Puttaparthi. It has always been one of the most well-known Global spiritual villages over the century with the blessings of Bhagawan Sri Sathya Sai Baba.

Prashanthi Nilayam or “The Abode of Peace”, draws millions of devotees from all corners of the world. The edifice of development – spiritual, social, and economic – was a well thought out splendor-built brick by brick, through unconditional Love, special attention, and sacrifice of Bhagawan Sri Sathya Sai Baba. Some of the model institutional structures were developed in education, health and water supply being the necessities of human life and progress. Puttaparthi has grown from a humble village of 20 families in the 1920s to the most amicable resource facility with Super Specialty Hospitals, Airport, Railway Station, 24/7 water and electricity.

### Program highlights:

- Leadership Development: Discover and cultivate your leadership potential, learn effective communication and interpersonal skills, and develop strategies for managing teams.
- Project Management: Gain essential project management skills, learn to plan, execute, and monitor projects

effectively, and improve your ability to meet deadlines and deliver successful outcomes.

- Communication and Presentation Skills: Enhance your communication skills, both written and verbal, and improve your ability to deliver impactful presentations that captivate your audience.
- Time Management and Productivity: Learn techniques for prioritizing tasks, managing your time efficiently, and maximizing your productivity to achieve optimal results.

Venue:

Sathya Digital Classroom

Sanskriti School of Engineering

Puttaparthi



ONEDAY

Develop Self-Management, Interpersonal & Managerial Skills and Enhance the Administrative Capabilities for teaching staff.

Date

12.08.2017

*W. Jenthiraj*

Principal

Sanskriti School of Engineering  
Deedupalli Road, Prashanthi Nilayam,  
PUTTAPARTHI - 515 134,  
Anantapuramu (Dt) A.P.

CO-ORDINATOR

Mr. S. Hari Krishnan

Department of ECE

Sanskriti School of

Engineering

Puttaparthi

ORGANIZED BY

Department of ECE,  
Sanskriti School of Engineering  
Puttaparthi

## PROGRAM BENEFITS

- **Diversify Your Skill Set:** Acquire a wide range of transferable skills that will strengthen your professional profile and open new opportunities.
- **Stay Relevant:** Keep pace with the changing demands of the workplace and stay up to date with the latest trends and technologies.
- **Boost Your Confidence:** Develop the confidence and competence needed to take on new responsibilities and tackle challenges with ease.
- **Expand Your Network:** Connect with like-minded professionals, mentors, and experts to broaden your professional network and gain valuable insights.
- **Career Advancement:** Position yourself for career advancement within your organization or explore new avenues for growth and progression.

## PROGRAM MODULES

- **Diversify Your Skill Set:** Acquire a wide range of transferable skills that will strengthen your professional profile and open up new opportunities.
- **Stay Relevant:** Keep pace with the changing demands of the workplace and stay up-to-date with the latest

trends and technologies.

- **Boost Your Confidence:** Develop the confidence and competence needed to take on new responsibilities and tackle challenges with ease.
- **Expand Your Network:** Connect with like-minded professionals, mentors, and experts to broaden your professional network and gain valuable insights.
- **Career Advancement:** Position yourself for career advancement within your organization or explore new avenues for growth and progression.

## REGISTRATION DETAILS:

To secure your place in the English Language Training Program for Non-Teaching Faculty, please visit our website at <https://www.sseptp.org/> or contact our program coordinator.



*Ed Venant*  
Sankrithi School of Engineering  
Beedupalli Road, Prasannaingram,  
PUTTAPARTHI - 515 134.  
Anantapuramu (Dt) A.P.

## CONTACT US

Sankrithi School of Engineering  
Puttaparthi  
Andhra Pradesh-515134  
Ph. No:9100974538  
Email: [www.sseptp.org](http://www.sseptp.org)





# SANSKRITHI SCHOOL OF ENGINEERING

Behind SSSS Hospital, Beedupalli, knowledge park, Prasanthigram, Puttaparthi - 515134  
Affiliated by JNTUA & Approved by All India Council for Technical Education (AICTE), www.sseptip.org

## ANNUAL REPORT ON TRAINING PROGRAMS FOR YEAR 2017-2018

### **Title: DEVELOP SELF-MANAGEMENT, INTERPERSONAL & MANAGERIAL SKILLS, AND ENHANCE THE ADMINISTRATIVE CAPABILITIES FOR TEACHING STAFF**

Category: Teaching Staff Development Program

Date: 12.08. 2017 (One day)

No. of Resource Persons: 4

No. of Participants: 21

Organizers: Department of HAS

Resource Persons: Dr. Senthil Kumar, Mr. Pavan Kumar

Mode: Offline

### **Introduction**

Teaching staff play a crucial role in providing quality education to students. In addition to their subject knowledge, it is essential for educators to possess self-management, interpersonal, and managerial skills, as well as administrative capabilities. This report outlines a comprehensive training program aimed at developing these skills among teaching staff to enhance their effectiveness in the classroom and administrative tasks.

Date	Time	Name of the resource person and affiliation	Topic
12.08. 2017	10:00 AM	Dr. Senthil Kumar, Principal Sanskriti School of Engineering	Introduction about training
12.08. 2017	10:30 AM – 12:00 Noon	Dr. Senthil Kumar, Principal	Sanskriti School Management Skills Beedupalli Road, Prasanthigram, PUTTAPARTHI - 515 134, Anantapuramu (Dt) A.P.



	12:00 Noon to 12:30 Noon	Sanskriti School of Engineering	Interpersonal Skills
12.08.2017	2:00 PM – 4:00 PM	Mr. Pavan Kumar Dept. of EEE Sanskriti School of Engineering	Develop self-management skills, including time management, organization, and stress management

### Objectives of the Training Program

- Develop self-management skills, including time management, organization, and stress management.
- Enhance interpersonal skills, such as communication, active listening, empathy, and emotional intelligence.
- Build managerial skills, focusing on classroom management, instructional leadership, and teamwork.
- Improve administrative capabilities, including data management, curriculum development, and professional growth.

### Training Modules

#### Module 1: Self-Management Skills

- Time management techniques for prioritizing tasks, setting goals, and optimizing productivity.
- Organization strategies to maintain an efficient classroom environment and manage resources effectively.
- Stress management techniques to reduce burnout and promote overall well-being.

#### Module 2: Interpersonal Skills


- Effective communication skills, both verbal and non-verbal, to enhance student engagement and build positive relationships.
- Active listening techniques to understand students' concerns, feedback, and foster a supportive learning environment.

Developing empathy and emotional intelligence to cater to diverse student needs and create an

inclusive classroom culture.

Module 3: Managerial Skills

Developing management strategies to establish discipline, engagement, and a positive learning atmosphere.

  
 Sanskriti School of Engineering  
 Beedupalli Road, Prasanthnigram,  
 PUTTAPARTHI - 515 134.  
 Anantapuramu (D) A.P.



- Instructional leadership techniques to promote effective teaching methods, differentiated instruction, and assessments.
- Teamwork and collaboration skills to work with colleagues, administrators, and parents for shared responsibilities and continuous improvement.

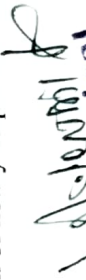
#### **Module 4: Administrative Capabilities**

- Data management practices, including student records, attendance, and academic data using digital tools or administrative systems.
- Curriculum development methodologies aligned with educational standards, promoting innovative teaching practices.
- Professional development opportunities to access workshops, seminars, and online resources for ongoing growth.

#### **Training Delivery Methods**

- Workshops: Interactive sessions conducted by experts, providing theoretical knowledge and practical strategies.
- Hands-on Activities: Engaging exercises to apply the learned skills in simulated classroom scenarios.
- Group Discussions: Facilitating peer learning and knowledge sharing among participants.
- Case Studies: Analyzing real-life situations to develop problem-solving and decision-making skills.
- Reflection and Feedback: Encouraging self-reflection and providing constructive feedback to foster continuous improvement.
- Pre and post-training assessments to measure the participants' skill growth.
- Observations and feedback from trainers and peers during training sessions.
- Post-training surveys to gather participants' perceptions of the training program's effectiveness.
- Collaborate with relevant stakeholders to determine the training schedule and allocate necessary resources.
- Develop training materials, including presentations, handouts, and reference guides.
- Conduct the training program in multiple sessions to accommodate teaching staff's availability.
- Monitor and track participants' progress throughout the training program.
- Provide follow-up support and resources to ensure the integration of newly acquired skills into daily teaching practices.



  
**Principal**  
 Sanskriti School of Engineering,  
 Beedupalli Road, Prasanthnigram,  
**PUTTAPARTHI - 515 134.**  
 Anantapuramu (DR) A.P.

A comprehensive training program that focuses on developing self-management, interpersonal, managerial skills, and enhancing administrative capabilities is vital for empowering teaching staff to excel in their roles. By investing in such training initiatives, educational institutions can foster a positive learning environment, improve teaching effectiveness, and enhance overall educational outcomes for students.

**Photos:**



*Asst. Prof.*  
**Principal**  
Sonskrihi School of Engineering  
Beedupalli Road, Prasanthigram,  
PUTTAPARTHI - 515 134,  
Anantapuramu (Dt) A.P.