

Date: 03.03.2021

From
Dr. N. Visalakshi,
Head of the Department,
Management Studies,
Aditya Engineering College(A).

To
The Principal,
Aditya Engineering College(A).

Respected Sir,

Sub: Request to grant permission to organise a seminar-reg.

The Department of Management Studies, is proposing to organise a seminar on "Essential Communication Skills for Present Managers" on 11-03-2021 for MBA III semester and IMBA VII semester students to impart knowledge on improving communication skills. Hence, I request you to grant permission to organise the programme for the benefit of the students and sanction an amount of Rs 15,000/- for smooth conduction of the programme. Please find below the budget estimation for the same.

S.No.	Particulars	Amount in Rs.
1	Honorarium	10,000
2	Travel Allowance	4,000
3	Miscellaneous	1,000
Total		15,000

Thanking you sir,

Permitted
Dr. N. Visalakshi

Dr. N. Visalakshi

Yours sincerely

N. Visalakshi

Head of the Department

Head of the Department
Department of Management Studies
Aditya Engineering College (A)
SURAMPALEM

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SURAMPALEM - 533 437



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Aditya Nagar, ADB Road, Surampalem - 533437, Near Kakinada, E.G.D.L., Ph:99498 76662

Department of Management Studies

Date: 09.03.2021

CIRCULAR

All the MBA III semester and IMBA VII semester students are hereby informed that the Department of Management Studies will be organising a seminar on "Essential Communication Skills for Present Managers" on 11-03-2021. The Guest Speaker Dr. K. Krishnudu, Assistant Professor, Sri Krihnadevaraya University, Vijayanagaram, will talk about the Essential skills required for present managers. Hence, all the students are advised to attend the programme and utilize this opportunity.

For further information you can contact event coordinator **Mrs. D. Maheswari**, Assistant Professor, Department of Management Studies.

Venue: Abdul Kalm Bhavan Seminar Hall (Room No: CB 101)

Timings: 9:30AM-4:00PM

N. Visal

Head of the Department

Head of the Department
Department of Management Studies
Aditya Engineering College (A)
SURAMPALEM

Srinivas

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Aditya Engineering College(A)

A Seminar on "Essential Communication Skills for Present Managers"

**Organised by
Department of Management Studies**

Guest Speaker:

Dr.K.Krishnudu,

Assistant Professor,

Sri Krishnadevaraya University, Vijayanagaram.

Date:11.03.2021

Timings:09.30AM to 4.00PM

Venue: Abdul Kalam Bhavan Seminar Hall (Room No: 101)

**Coordinator :Mrs. D. Maheswari, Assistant Professor of
Management Studies.**


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Department of Management Studies

Name of the Programme: A seminar on "Essential Communication Skills for Present Managers"

List of Participants

Date: 11-03-2021

S.No	Roll Number	Name of the Student
1.	17A91M0001	AMBALLA PREETHI ANUSHA
2.	17A91M0002	ANJALI DEVI KOMMANAPALLI
3.	17A91M0003	ANUSHA BISWAS
4.	17A91M0004	AVIDI MOHAN MURALI
5.	17A91M0005	BANDARU BALA MONIKA
6.	17A91M0006	BHARGAV PRAKASH CH
7.	17A91M0007	DASARI SURYA PAVAN KALYAN
8.	17A91M0008	DILEEP SAI GANESH KONA
9.	17A91M0009	K PRAVEEN
10.	17A91M0010	KODURI RAGA PRIYA
11.	17A91M0011	KOVVURI RAVI TEJA REDDY
12.	17A91M0012	NAKKA CHAKRI
13.	17A91M0013	P N S S LAKSHMI SUSMITHA ADURI
14.	17A91M0015	PEKETI BHUVANESWARI
15.	17A91M0016	S TEJA VENKATA SUBBARAO SAI
16.	17A91M0017	SAKHIREDDY RUPA
17.	17A91M0018	SAMHITHA RAYANAM REMELLA
18.	17A91M0020	TEJASWINI SUMALA
19.	17A91M0022	VUDATHA RESHMASRI DANTESWARI
20.	17A91M0023	ARIGELA LAVANYA
21.	17A91M0025	PALLA SNIGDHA GIRIJA MOUNIKA
22.	19A91E0001	ADDANKI VEERA LAVANYA
23.	19A91E0002	BATCHALA DILEEP
24.	19A91E0003	BATHINA SUDHEER KUMAR
25.	19A91E0004	BELLANA SAI ARAVIND
26.	19A91E0005	BUDDA SAI KIRAN
27.	19A91E0006	BUDIREDDY GOVIND
28.	19A91E0007	CHINTAPALLI JYOTHI SUJANA
29.	19A91E0008	CHINTHALA INDIRA
30.	19A91E0009	C. N. VENKATA LAKSHMI TEJASWINI
31.	19A91E0010	CHOKKA MURALI VENKATA ARAVIND SAI
32.	19A91E0011	DARNALA SRIVALLI
33.	19A91E0012	SIMRAN KUMARI
34.	19A91E0013	DHEERAJ KUMAR

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35.	19A91E0014	DULLA SIVA MADAN KUMAR
36.	19A91E0015	DURGA GUNA VEERA RAJA SEKHAR
37.	19A91E0016	GALIDERI GANGA BHAVANI
38.	19A91E0017	GARA MADHURI
39.	19A91E0018	SUTHAPALLI L S SAMEERA
40.	19A91E0019	GOLLAPALLI VENKATA RAYUDU
41.	19A91E0020	GORIVILLI SATYA NARAYANA
42.	19A91E0021	GUDIMETLA MOUNIKA
43.	19A91E0022	GURAJALA ASHOK RAJU
44.	19A91E0024	THIRUVEEDHULA KRISHNA
45.	19A91E0025	T. DEVI KAMAKSHI MANIKANTA SAI SRI
46.	19A91E0026	KALIDINDI BHAVANI
47.	19A91E0027	KANURI PRATHYUSHA
48.	19A91E0028	KARRA GANESH
49.	19A91E0029	KARRI SAI SUNIL
50.	19A91E0030	KATTA SRI PHANI YASHWANTH
51.	19A91E0031	LANKA BHAVANA
52.	19A91E0032	MALLADI BHARGAVI
53.	19A91E0033	TUMPIRI SAILAJA
54.	19A91E0034	MEDIBOINA VEERA BABU
55.	19A91E0035	MOKA DURGA PRASAD
56.	19A91E0036	MULAGAPAKA HIRESH
57.	19A91E0039	NAGUBANDI KALA ANURADHA
58.	19A91E0040	NALLA JYOTHI
59.	19A91E0041	NARKIDIMILLI LAKSHMI NAVYA
60.	19A91E0042	NIDADAVOLU JAGADEESH
61.	19A91E0043	YENDAMURI SRI VEERA NAGADEVI
62.	19A91E0044	PADALA SRI VIDYA
63.	19A91E0045	PALEPU LAKSHMI PRAKASH VARMA
64.	19A91E0046	PALIKA TRIMURTULU
65.	19A91E0047	PALLAVI KUMARI
66.	19A91E0048	PAMULA SAMPATH KUMAR
67.	19A91E0049	MUNGAMURI RINNIE ROCHISHMA
68.	19A91E0050	PASAM MOUNIKA SAI BHAVANI
69.	19A91E0051	PERI NAGA KAMESWARA SANDEEP
70.	19A91E0052	RAJANALA DEVI SRAVYA
71.	19A91E0053	RAJANALA PRASANTH RAJU
72.	19A91E0054	S SAI VENKAT
73.	19A91E0055	SRAVAN KUMAR
74.	19A91E0056	SATHI DIVYA CHANDANA
75.	19A91E0057	SATHI LAXMI CHAANDINI

D. Maheshwari
Coordinator

21
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N. Visal
Head of the Department

Head of the Department
Department of Management Studies
Aditya Engineering College (A)
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Department of Management Studies

**Name of the Programme: A seminar on
"Essential Communication Skills for Present Managers"**

Attendance Sheet

Date: 11-03-2021

S.No	Roll Number	Name of the Student	Signature
1.	17A91M0001	Amballa Preethi Anusha	A. Anusha
2.	17A91M0002	Anjali Devi Kommanapalli	K. Anjali Devi
3.	17A91M0003	Anusha Biswas	Anusha
4.	17A91M0004	Avidi Mohan Murali	A. Mohan
5.	17A91M0005	Bandaru Bala Monika	B.B. Mouka
6.	17A91M0006	Bhargav Prakash Ch	Ch. Bhargav Prakash
7.	17A91M0007	Dasari Surya Pavan Kalyan	DSP. Kalyan
8.	17A91M0008	Dileep Sai Ganesh Kona	Dileep
9.	17A91M0009	K Praveen	K. Praveen
10.	17A91M0010	Koduri Raga Priya	K.R. Priya
11.	17A91M0011	Kovvuri Ravi Teja Reddy	R. Teja Reddy
12.	17A91M0012	Nakka Chakri	N. Chakri
13.	17A91M0013	P N S S Lakshmi Susmitha Aduri	Susmitha Aduri
14.	17A91M0015	Peketi Bhuvaneswari	P. Bhuvaneswari
15.	17A91M0016	S Teja Venkata Subbarao Sai	Subbarao Sai
16.	17A91M0017	Sakhireddy Rupa	Rupa
17.	17A91M0018	Samhitha Rayanam Remella	R. Samhitha
18.	17A91M0020	Tejaswini Sumala	Tejaswini
19.	17A91M0022	Vudatha Reshmasri Danteswari	Danteswari
20.	17A91M0023	Arigela Lavanya	A. Lavanya
21.	17A91M0025	Palla Snigdha Girija Mounika	M. Snigdha
22.	19A91E0001	Addanki Veera Lavanya	Lavanya
23.	19A91E0002	Batchala Dileep	B. Dileep
24.	19A91E0003	Bathina Sudheer Kumar	B.S. Kumar
25.	19A91E0004	Bellana Sai Aravind	B. Sai Aravind
26.	19A91E0005	Budda Sai Kiran	B.S. Kiran
27.	19A91E0006	Budireddy Govind	B. Govind
28.	19A91E0007	Chintapalli Jyothi Sujana	Ch. J. Sujana
29.	19A91E0008	Chinthala Indira	Ch. Indira
30.	19A91E0009	C. N. Venkata Lakshmi Tejaswini	C.N.V.L. Tejaswini

20/3/21

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D. Nageswar
Coordinator

31.	19A91E0010	Chokka Murali Venkata Aravind Sai	Aravind Sai
32.	19A91E0011	Darnala Srivalli	D. Srivalli
33.	19A91E0012	Simran Kumari	Simran Kumari
34.	19A91E0013	Dheeraj Kumar	Dheeraj Kumar
35.	19A91E0014	Dulla Siva Madan Kumar	Madan Kumar
36.	19A91E0015	Durga Guna Veera Raja Sekhar	Raja Sekhar
37.	19A91E0016	Galideri Ganga Bhavani	Bhavani
38.	19A91E0017	Gara Madhuri	G. Madhuri
39.	19A91E0018	Suthapalli L S Sameera	S. Sameera
40.	19A91E0019	Gollapalli Venkata Rayudu	Rayudu
41.	19A91E0020	Gorivilli Satya Narayana	Narayana
42.	19A91E0021	Gudimetla Mounika	G. Mounika
43.	19A91E0022	Gurajala Ashok Raju	Ashok Raju
44.	19A91E0024	Thiruveedhula Krishna	T. Krishna
45.	19A91E0025	T. Devi Kamakshi Manikanta Sai Sri	Sai Sri
46.	19A91E0026	Kalidindi Bhavani	Bhavani
47.	19A91E0027	Kanuri Prathyusha	K. Prathyusha
48.	19A91E0028	Karra Ganesh	Karra Ganesh
49.	19A91E0029	Karri Sai Sunil	Sai Sunil
50.	19A91E0030	Katta Sri Phani Yashwanth	Yashwanth
51.	19A91E0031	Lanka Bhavana	Bhavana
52.	19A91E0032	Malladi Bhargavi	M. Bhargavi
53.	19A91E0033	Tumpiri Sailaja	T. Sailaja
54.	19A91E0034	Mediboina Veera Babu	Veera Babu
55.	19A91E0035	Moka Durga Prasad	M. Durga Prasad
56.	19A91E0036	Mulagapaka Hiresh	M. Hiresh
57.	19A91E0039	Nagubandi Kala Anuradha	Anuradha
58.	19A91E0040	Nalla Jyothi	N. Jyothi
59.	19A91E0041	Narkidimilli Lakshmi Navya	N. Navya
60.	19A91E0042	Nidadavolu Jagadeesh	Jagadeesh
61.	19A91E0043	Yendamuri Sri Veera Nagadevi	Nagadevi
62.	19A91E0044	Padala Sri Vidya	P. Sri Vidya
63.	19A91E0045	Palepu Lakshmi Prakash Varma	Lakshmi Prakash Varma
64.	19A91E0046	Palika Trimurtulu	P. Trimurtulu
65.	19A91E0047	Pallavi Kumari	P. Kumari
66.	19A91E0048	Pamula Sampath Kumar	Sampath Kumar
67.	19A91E0049	Mungamuri Rinnie Rochishma	R. Rochishma
68.	19A91E0050	Pasam Mounika Sai Bhavani	P. Bhavani
69.	19A91E0051	Peri Naga Kameswara Sandeep	Sandeep
70.	19A91E0052	Rajanala Devi Sravya	R. Sravya
71.	19A91E0053	Rajanala Prasanth Raju	R.P. Raju
72.	19A91E0054	S Sai Venkat	S.S. Venkat

SV

D. Maheswari
Coordinator

73.	19A91E0055	Sravan Kumar	<i>Sravan Kumar</i>
74.	19A91E0056	Sathi Divya Chandana	<i>S. Divya Chandana</i>
75.	19A91E0057	Sathi Laxmi Chaandini	<i>S. L. Chandini</i>

D. Mahesh
Coordinator

N. Visal
Head of the Department

Head of the Department
Department of Management Studies
Aditya Engineering College (A)
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S. V. V.

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Department of Management Studies

Date: 12 -03-2021

Report on a seminar on " Essential Communication Skills for Present Managers "

Name of the Event: Essential Communication Skills for Present Managers

Introduction to Event:

A one-day programme was conducted at Aditya Engineering College(A), by the department of Management Studies to impart knowledge on the ability to communicate effectively with superiors, colleagues, and staff is essential, no matter what industry you work in. Workers in the digital age must know how to effectively convey and receive messages in person as well as via phone, email, and social media. Communication skills may not be the instantly arrived skill when one thinks of the top priority skills expected from a new manager. But most of the new managers in the top percentile tend to have mastered this crucial interpersonal skill. How does communication help new managers get an edge? Clear communication skills enable the new managers to probe the right questions, accurate listening ability, manage crucial conversations effectively which lead them to get into the crux. Many of the workplace conflict, misunderstandings or task mishaps could be a result of miscommunication and that could have been handled effectively with stronger communication skill. Moving up the ladder from an individual contributor to managing team requires regular discussion with the team and being up to date with the happenings within the team. Apart from communicating with the team, a new manager needs to represent the team in front of various forums like their managers, other teams.

Event Date: 11-03-2021

Coordinator: Mrs. D. Maheswari, Assistant Professor, Department of Management Studies.

Agenda:

- Career Opportunities in Digital Marketing
- How to grow in digital marketing career
- Scope and Opportunities
- SEO Specialists

No. of Participants: 75

Resource person: Dr. K. Krishnudu, Assistant Professor, Sri Krishnadevaraya University, Vijayanagaram.

Resource person's Profile:

Assistant Professor of Management Dept. of Sri Krishnadevaraya Institute of Management SKU College of Arts Sri Krishnadevaraya University, Anantapuram-515003

Su. Ar. X

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ADITYA ENGINEERING COLLEGE
SURAMPALAM - 533 437

Email: drkrish6skim@gmail.com,

Qualification: M.Com., MBA., Ph.D.

Specialization: Finance Management

Experience: 21 years

Publications:

Papers in Journals: 13 papers

Papers in Conferences: 20 No. of Ph.Ds. guided:8 No. of Books/Conferences/Proceed.

Published:2

Venue: Abdul Kalm Bhavan Seminar Hall (Room No: AKB 101)

Staffing:

1. Mrs. Vemuri Suneetha, Associate Professor.
2. Mr. Krishna Gottipati Hari, Assistant Professor.

Outcomes:

- Students will Improves in Interactive Marketing.
- Student got Knowledge on how Keep the customer engaged in your brand.
- students got familiarized in Maintain a continuous flow of new leads.

Closing remarks:

After this one-day programme students got clarity about importance of communication skills in the organizations. communication skills for new managers tend to be very crucial. Being effective in communication creates a better bond within the team thus enhancing the productivity. Great ideas can only be converted into practice when the new manager can communicate their ideas to the team clearly and align them to the same idea.

D. Kumar
Coordinator

N. Visal
Head of the Department

Head of the Department
Department of Management Studies
Aditya Engineering College (A)
SURAMPALEM

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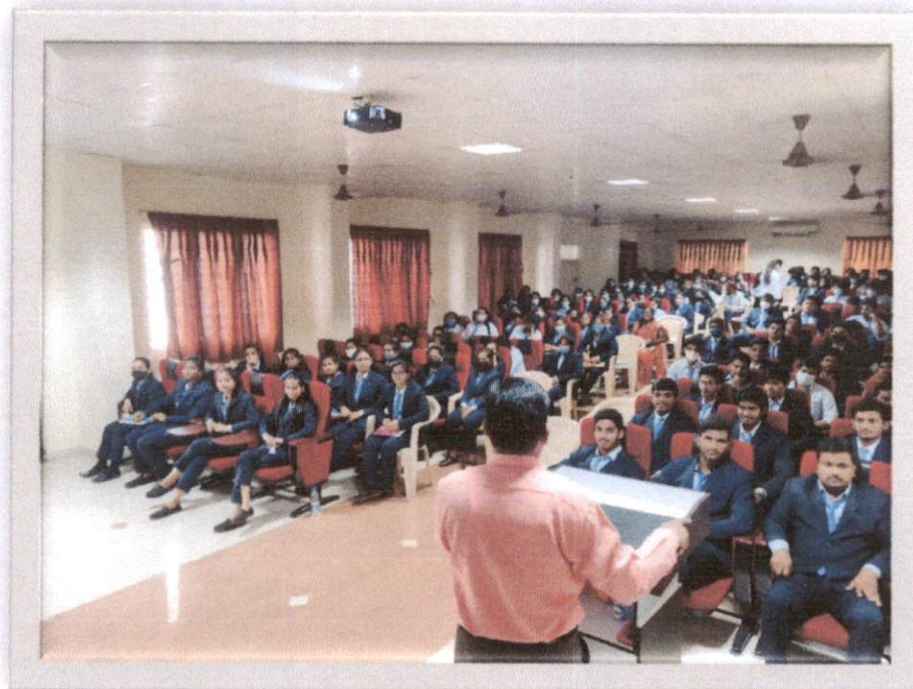
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Presentation Session



Interactive Session

D. Maheshwar
Coordinator

N. Visal
Head of the Department
Head of the Department
Department of Management Studies
Aditya Engineering College (A)
SURAMPALAM