# VIDARBHA INSTITUTE OF TECHNOLOGY , NAGPUR

**Managed by K D M Education Society**

## Uti, Umrer Road,Nagpur (M.S.) 441 209

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## Report on Introduction to Computer Awareness

## Dated : 15/12/2017, Venue : G9

**Event: Introduction to Computer Awareness**

**Scheduled Date and time: 15/12/2017, 11.00am-3.00pm,**

**Venue: Class room 1**

**Duration: 1 Day**

**Organizing Faculty: Mr. Nilesh Gole**

**Organizing Department: Institute level**

The event "**Introduction to computer awareness**" held successfully on the date 15/12/2017 at Vidarbha institute of technology, Class room 1. The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, and the second session was from 2.00pm-3.00pm. The details of the program are given below along with the pictures of the program.

Increasingly, the concept of information literacy is considered as crucially important to enable people to deal with the challenge of making good use of information and communication technology. Indeed, governments, intergovernmental and non-governmental organizations, academia, civil society and the private sector have all come to the conclusion that computers, the Internet, and hand-held wireless devices are driving today profound changes in the way pictures, voice, and information are being created, transmitted, accessed and stored. But they also conclude that learning computer and media technologies are not enough if nations, institutions and individuals are to reap the full benefits of the global knowledge societies. Computer literacy can empower people in all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals". In the digital age, what computer literacy means is that understanding technologies is not enough. What everyone must also do is learn how to utilize those incredibly diverse and powerful technologies efficiently and effectively to search for, retrieve, organize, analyze, evaluate information and then use it for specific decision-making

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and problem-solving ends. The aim of this program was to inculcate these understanding in the participants.

Mr. Nilesh Gole and Ms. Seema appa were the resource persons on this special event.

| S.No | Session | Resource Person | Session's Coordinator | Time |
|------|---------|-----------------|----------------------|------|
| 1 | **Session 1** | Mr. Nilesh Gole | Mr. Nilesh Gole | **11.00-12.30pm** |
| Lunch | | | | 12.30.-2.00pm |
| 2 | **Session 2** | Ms. Seema appa | Mr. Nilesh Gole | 2.00pm-3.00pm |

At the end of the training, examinations were set up to assess the level of understanding of participants about the three programmes. The result proved that participants understood the parts, functions of the computer and the designed Microsoft office applications of the training programme. The training process ended in a certification ceremony for all participants on the last day that was done by a senior authority of the computer school. Transport refunds were given to all participants after the certification process.

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## Report on Mechanical Maintenance Workshop

## Dated: 06/02/2018 To 07/02/2018

**Event: Mechanical Maintenance Workshop**

**Scheduled Date and time: 06-07/02/2018, 11.00am-3.00pm,**

**Venue: Mechanical Laboratories, Class room 1**

**Duration: 2 Day**

**Organizing Faculty: Mr. Vaibhav Bankar**

**Organizing Department: Mechanical Engineering Department**

The event on "**Mechanical Maintenance Workshop**" held successfully on the dates 06-02-2018 to 07-02-2018 at Vidarbha Institute of Technology, Class room 1 organised by Mechanical Engineering department for quality improvement of non-teaching staff. The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, for theory and conceptual knowledge sharing while the second session was from 2.00pm-3.00pm, giving practical hands-on and understanding of lab related machineries and services. The details of the program are given below along with the pictures of the program. 10 numbers of participants were registered and all complete the training program successfully.

To achieve the primary objective of satisfying a demand, it is very important that products are produced in the right quantity, quality, at the right time and right cost. For these requirements to be met, goods must be made in the most efficient and economic manner. The machines and equipment must operate efficiently and effectively at the required level of production. There must be very few or no stoppages on production lines which require effective planning, scheduling and good administration of maintenance activities. Maintenance requirements have an impact on production scheduling and other functions performed by the production control department. Time lost due to maintenance may interfere with schedules from the production department. Therefore, maintenance requirements should be considered in choosing machines or equipment for replacement or increasing the capacity

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of installed machines and equipment. The maintenance department in any organization is saddled with the responsibility of the maintenance of facilities, equipment, and machines.

Mr. Vaibhav Bankar, Mr. Vinod Rakhunde, Mr. Vilas Sheware and Mr. Vivek Jambhukkar were the resource persons on this special event. Session Details for both days are given here.

| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|---|---|---|---|---|---|---|
| 1 | **Session 1** | Mr.Vaibhav Bankar | **11.00-12.30pm** | Mr.Vivek Jambhukkar | 2.00pm-3.00pm | Mr. Nilesh Gole |
| 2 | **Session 2** | Mr.Vilas Sheware | **11.00-12.30pm** | Mr.Vinod Rakhunde | 2.00pm-3.00pm | Mr.Vaibhav Bankar |

Resources person enumerated the objectives of plant maintenance to include the following;

• To achieve minimum breakdown and to keep the plant in good working condition at the lowest possible cost;

• To keep the machines and other facilities in operational level, and used act optimum (profit making) capacity.

• To ensure the availability of the machines; buildings and services required by other section, buildings and services required by other section of the factory for efficient performance.

The most important responsibility of plant engineering is that of maintaining the plant facilities and equipment. It is only when the equipment is adequately maintained that it can be expected to operate and perform properly, and thereby yielding a high quality product at a reasonable cost.

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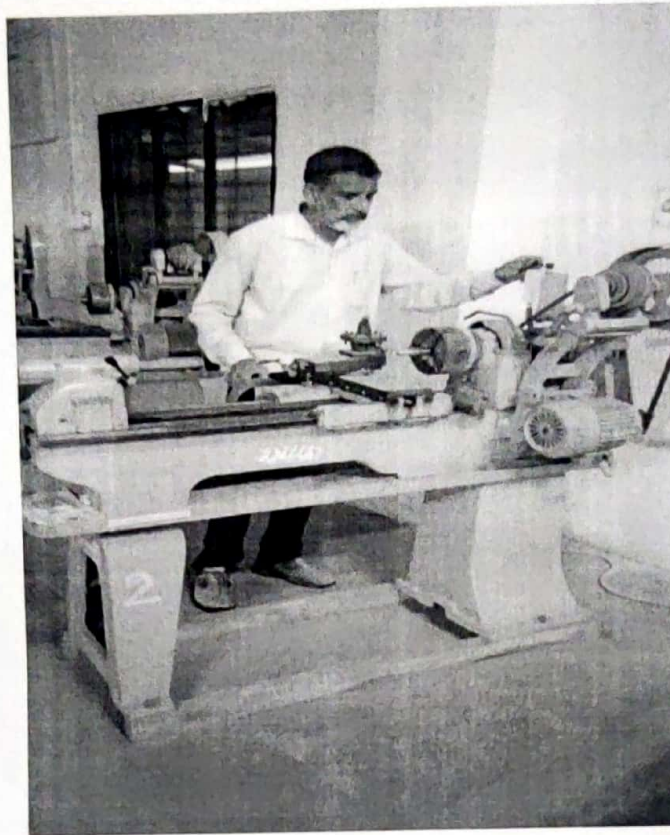
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## Report on MS- Office Training Programme For 5 days

## Dated :  16/01/2018 To 20/01/2018, Venue : G9

**Event: MS- Office Training Programme for 5 days**

**Scheduled Date and time: 16/01/2018 to 20/01/2018, 11.00am-3.00pm,**

**Venue: Class Room 1 and G9**

**Duration: 5 Day**

**Organizing Faculty: Mr. Nilesh Gole**

**Organizing Department: Institute level (Non-teaching staff)**

Computer literacy or skills training programme is one of such opportunities; it is a capacity building strategy that empowers individuals or institutions to be knowledgeable in the use of computer applications. In other words, a person who knows how to use the machine to complete any task is a computer literate. Computer literate often connotes little more than the ability to use several very specific applications (usually Microsoft Word, Microsoft Excel, Microsoft Internet Explorer, and Microsoft Outlook) for certain very well-defined simple tasks, largely by rote. Multi-lateral institutions are strongly advocating the building of knowledge societies where the power of information and communication helps people access the knowledge they need to improve their daily lives and achieve their full potential. 10 numbers of participants were registered and all complete the training program successfully.

Increasingly, the concept of information literacy is considered as crucially important to enable people to deal with the challenge of making good use of information and communication technology. Indeed, governments, intergovernmental and non-governmental organizations, academia, civil society and the private sector have all come to the conclusion that computers, the Internet, and hand-held wireless devices are driving today profound changes in the way pictures, voice, and information are being created, transmitted, accessed and stored. But they also conclude that learning computer and media technologies are not enough if nations, institutions and individuals are to reap the full benefits of the global knowledge societies.

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**Objectives**

The main aim or goal of the computer literacy programme is to capacitate the three basic Microsoft office software applications to enhance administrative or operational effectiveness in their various organizations for better networking or collaborations.

**Outcome of the programme**

Microsoft office applications required by every employee to understand and carry out their tasks no matter the individual's designation were introduced to all Non-teaching staff. The resource personas for the programme were Mr. Nilesh Gole, Ms. Seema Appa, Mr. Philip Erlin, Ms. Disha Patil and Mrs. Vaishali Agrey from computer science department, VIT.

10 numbers of non-teaching staff were registered and all participated on all days with full attendance. The participants were satisfied with the training programme and are able to implement the leanings from this training program in their daily activities related to documentation. Sessions were planned as below for all 5 days. Lunch break was given to participants for all days from 1.00pm to 2.00pm.

| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|------------------------|
| 1 | **Session 1** | Mr. Nilesh Gole | **11.00-12.30pm** | Mrs. Vaishali Agrey | 2.00pm-3.00pm | Mr. Nilesh Gole |
| 2 | **Session 2** | Ms. Seema appa | **11.00-12.30pm** | Ms. Disha Patil | 2.00pm-3.00pm | Mr. Nilesh Gole |
| 3 | **Session 3** | Mr. Philip Erlin | **11.00-12.30pm** | Mr. Nilesh Gole | 2.00pm-3.00pm | Mrs. Vaishali Agrey |
| 4 | **Session 4** | Ms. Disha Patil | **11.00-12.30pm** | Ms. Seema appa | 2.00pm-3.00pm | Mrs. Vaishali Agrey |
| 5 | **Session 5** | Mrs. Vaishali Agrey | **11.00-12.30pm** | Mr. Philip Erlin | 2.00pm-3.00pm | Mrs. Vaishali Agrey |

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**Microsoft Word:**

This is the most basic of all skills. It involves typing basically, but when using computers it deviates a little from the common typewriter. There is the enter key replacing the career movement and there are commands (simple ones) for paragraph, indent, spacing and so on. The best of word processing is that you can modify with ease any part of the text you entered. The word processing is the minimum one should know because it will be used in each and every application of computers.

Below is the summary of the practical issues dealt with regards Microsoft word:
 • Definition of Microsoft word
 • Three ways in starting Microsoft word
 • Exploring the word screen environment
• Understanding some unique features in Microsoft word
• How to work with Microsoft word (set a working folder; create a new document, opening an existing document, insertion of text, save your document, saving your document with a new name etc.)
 • Inserting symbols and special character
• Inserting the date and time functions
 • Adding bullets and Numbering
• How to insert Paragraph spacing • How to align text
• How to cut & paste/ Drag & drop a document
• How to close your document
• How to exit Microsoft word
• How to apply keyboard short cut
• How to change ( e.g. Upper & Lower cases
• How to do line spacing ( e.g. Double line or single line spacing )
 • How to insert pictures
• How to insert Header & Footer
 • How to divide the document into column
 • How to insert tables
**Microsoft Excel:**

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One will also need to use a spread sheet of excel sheet for computing and chalking out financial plans. This is a must in any presentation and knowing the basics on how to use and read a spread sheet will be extremely helpful to any young executive. As with others, this too will require a lot of hands-on practice and a little theory to master.

Below is the summary of the main issues dealt with in the training manual during the process:

• Introduction to MS excel ( Spread sheet)

    • How to add a work sheet

    • How to hide and unhide workbook & worksheet

    • How to group a sheet

    • How to ungroup a sheet

    • Understanding the functions of the worksheet special keys

    • How to select cell rows & columns

    • How to protect work book or work sheet

    • How to use formula operators

    • Understanding errors that affect a cell

    • How to centralize labels

    • How to add comment to a cell

    • How to enter data in a spread sheet

    • How to work with charts

    • Procedures to create a chart

    • Understanding the types of chart and their functions

    • How to work with data base entries

    • How to manage the data base

    • Introduction to MS Excel applications

Conclusion: 5 days computer literacy/ skills training programme organized by Vidarbha Institute of technology was a success story. This was a deliberate attempt to contribute to national development and create opportunities for effective.

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## Report on Personality Development programme

## Dated : 11/09/2017, venue : G9

**Event : A training program on Personality development**

**Scheduled Date and time: 11/09/2017, 11.00am-4.00pm,**

**Venue: Class room 1, and G9**

**Duration: 1 Day**

**Organizing Faculty: Mr. Vaibhav Bankar**

**Organizing Department: Institute level**

The event "A training program on Personality development" held successfully on the date 11/09/2017 at Vidarbha institute of technology, G9 hall. The schedule was divided in two sessions. First session was from 11.00am – 1.30pm, and the second session was from 2.00pm-4.00pm. The details of the program is given below along with the pictures of the program. 60 number of participants were registered and 90% of participants attended the program and  completed the training program successfully.

| S.No | Session | Resource Person | Session's Coordinator | Time |
|------|---------|-----------------|----------------------|------|
| 1 | **Session 1** Topic: Time Management & Positive Thinking. | Mr. Satyanarayan Dhakate | **Mr. Vaibhav Bankar** | **11.00-12.30pm** |
| 2 | **Session 2** Grooming and Personality Development. | Dr. shweta pramod durge | **Mr. Vaibhav Bankar** | **12.30-1.30pm** |
| 3 | **Lunch break** | | | **1.30-2.00pm** |
| 4 | **Session 3** Life Skills | Mr. Samir khan | **Mr. Vaibhav Bankar** | |

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## Report on How to prepare and Manage official Documents for events & Program   Workshop

## Dated: 21/05/2019

**Event: How to prepare and manage official Documents for events & Program Workshop**
**Scheduled Date and time: 21/05/2019, 11.00am-3.00pm,**

**Venue: G9, Class room 1**

**Duration: 1 Day**

**Organizing Faculty: Prof. Kasim Ali Sayed**

**Organizing Department: Institute Level**

The event on "**How to prepare and manage official Documents for events & Program Workshop**" held successfully on the date **21/05/2019** at Vidarbha institute of technology, G9 and Class room 1 organized by Vidarbha Institute of Technology, Nagpur. The schedule was divided in two sessions. The details of the program are given below along with the pictures of the program. 70 numbers of participants were registered and completed the training program successfully.

Digitization is a process that converts information from documents into a digital form document. Paper or non-digital files and documents have a very important part in the growth of the world since the previous eras. However, these files and documents will become harder to be hold or even look at it clearly because of the fragility of the files and documents physical. Before digitizing those documents, it is a must to make a document preparation process. Document preparation process is a process of collecting documents or records to be digitize. However not all documents or records are necessary to be digitize. Document preparation is the process of determining all of these problems because it helps in easing the digitizing process. It is very important for the documents or records to be undergoing the digitize process.

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| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|-----------------------|
| 1 | **Session 1** | Mr. Kasim Ali Sayed | **11.00-12.30pm** | Mr. Kasim Ali Sayed | **2.00pm-3.00pm** | Mr. Kasim Ali Sayed |

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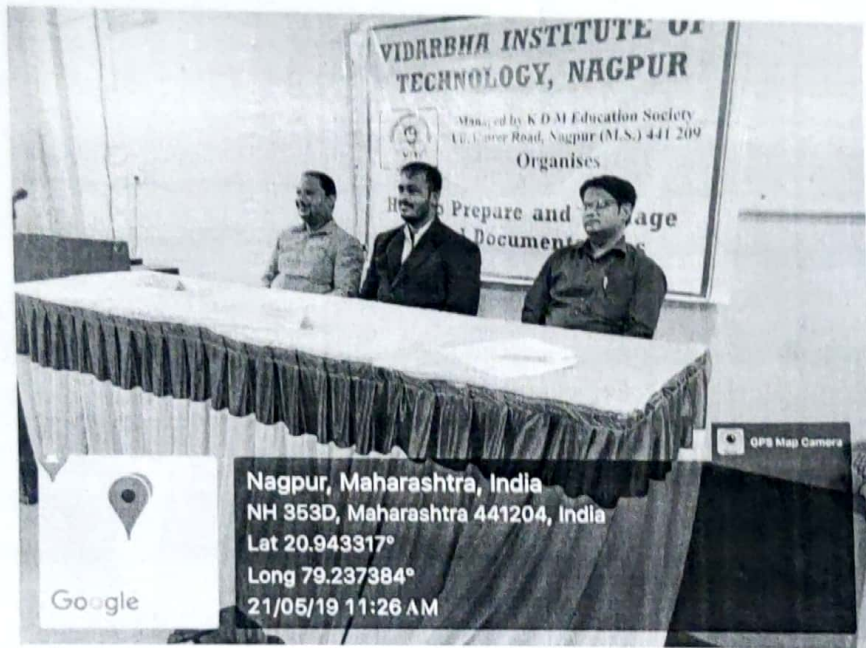Managed by K D M Education Society

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| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|-----------------------|
| 1 | Session 1 | Mr. Kasim Ali Sayed | 11.00-12.30pm | Mr. Kasim Ali Sayed | 2.00pm-3.00pm | Mr. Kasim Ali Sayed |





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## Report on Electrical Maintenance Workshop

## Dated: 17/01/2019  to 18/01/2019

**Event: Electrical Maintenance Workshop**

**Scheduled Date and time: 17/01/2019 to 18/01/2019, 11.00am-3.00pm,**

**Venue: G9, Class room 1**

**Duration: 2 Day**

**Organizing Faculty: Mr. Shibu Thomas**

**Organizing Department: Electrical Engineering Department**

The event on "**Electrical Maintenance Workshop**" held successfully on the date **15/09/2021 to 17/09/2021** at Vidarbha institute of technology, G9 & Class room 1 organized by Electrical  Engineering department for quality improvement of non-teaching staff. The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, for theory and conceptual knowledge sharing while the second session was from 2.00pm-3.00pm, giving practical hands-on and understanding maintenance, overhauling, error finding analysis and resolution services. The details of the program are given below along with the pictures of the program. 10 numbers of participants were registered and completed the training program successfully.

At first Mr. Shibu Thomas introduced the participants with the introduction as: "Electric maintenance Service Cooperative will be a service-oriented Cooperative to cater to the needs of the repair & servicing of Electrical Appliances. Electrical items/ appliances need periodic servicing and repair requirement, therefore, there is a tremendous scope for the growth of these repair & servicing centers, especially in semi-urban and Rural Areas, which can be undertaken by the educated-unemployed youths of the area with a little skill development without much capital requirement of installed machines and equipment. The maintenance department in any organization is saddled with the responsibility of the maintenance of facilities, equipment, and machines."

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Mr. Vinod Keswani, Mr. Vikrant Manghate (Maintainance Incharge), was the resource persons on this special event. Session Details for both days are given here.

| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|-----------------------|
| 1 | **Session 1** | Mr.         Shibu Thomas | **11.00-12.30pm** | Mr.        Vikrant Munghate | 2.00pm-3.00pm | Mr. Shibu Thomas |
| 2 | **Session 2** | Mr.         Shibu Thomas | **11.00-12.30pm** | Mr.        Vikrant Munghate | 2.00pm-3.00pm | Mr. Shibu Thomas |

Resources persons enumerated the objectives of plant maintenance to include the following;

1. Process Maintenance/ Repair

2. Energy conservation

   (i). Adoption of Energy conserving technologies, production aids and testing facilities.

   (ii). Efficient managements of process/manufacturing machineries and systems QC and

   testing equipments.

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## Report on MS- Office Training Programme For 2 days

## Dated : 18/09/2018 To 19/09/2018, Venue : G9

**Event: MS- Office Training Programme for 2 days**

**Scheduled Date and time: 18/09/2018 to 19/09/2018, 11.00am-3.00pm,**

**Venue: Class Room 1 and G9**

**Duration: 2 Day**

**Organizing Faculty: Mr. Nilesh Gole**

**Organizing Department: Computer Engineering Department**

Computer literacy or skills training programme is one of such opportunities; it is a capacity building strategy that empowers individuals or institutions to be knowledgeable in the use of computer applications. In other words, a person who knows how to use the machine to complete any task is a computer literate. Computer literate often connotes little more than the ability to use several very specific applications (usually Microsoft Word, Microsoft Excel, and Microsoft Internet Explorer) for certain very well-defined simple tasks, largely by rote. Multi-lateral institutions are strongly advocating the building of knowledge societies where the power of information and communication helps people access the knowledge they need to improve their daily lives and achieve their full potential. 20 numbers of participants were registered and all complete the training program successfully.

Increasingly, the concept of information literacy is considered as crucially important to enable people to deal with the challenge of making good use of information and communication technology. Indeed, governments, intergovernmental and non-governmental organizations, academia, civil society and the private sector have all come to the conclusion that computers, the Internet, and hand-held wireless devices are driving today profound changes in the way pictures, voice, and information are being created, transmitted, accessed and stored. But they also conclude that learning computer and media technologies are not enough if nations, institutions and individuals are to reap the full benefits of the global knowledge societies.

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## Objectives

The main aim or goal of the computer literacy programme is to capacitate the three basic Microsoft office software applications to enhance administrative or operational effectiveness in their various organizations for better networking or collaborations.

## Outcome of the programme

Microsoft office applications required by every employee to understand and carry out their tasks no matter the individual's designation were introduced to all Non-teaching staff. The resource personas for the programme were Mr. Nilesh Gole, , Ms. Disha Patil and Mrs. Vaishali Agrey from computer science department, VIT.

20 numbers of non-teaching staff were registered and all participated on all days with full attendance. The participants were satisfied with the training programme and are able to implement the leanings from this training program in their daily activities related to documentation. Sessions were planned as below for all 2 days. Lunch break was given to participants for all days from 1.00 pm to 2.00pm.

| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|------------------------|
| 1 | **Session 1** | Mr. Nilesh Gole | **11.00-12.30pm** | Mrs. Vaishali Agrey | 2.00pm-3.00pm | Mr. Nilesh Gole |
| 2 | **Session 2** | Ms. Disha Patil | **11.00-12.30pm** | Ms. Disha Patil | 2.00pm-3.00pm | Mr. Nilesh Gole |

## Microsoft Word:

This is the most basic of all skills. It involves typing basically, but when using computers it deviates a little from the common typewriter. There is the enter key replacing the career movement and there are commands (simple ones) for paragraph, indent, spacing and so on. The best of word processing is that you can modify with ease any part of the text you entered. The word processing is the minimum one should know because it will be used in each and every application of computers.

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Below is the summary of the practical issues dealt with regards Microsoft word:

 • Definition of Microsoft word

 • Three ways in starting Microsoft word

 • Exploring the word screen environment

 • Understanding some unique features in Microsoft word

 • How to work with Microsoft word (set a working folder; create a new document, opening an existing document, insertion of text, save your document, saving your document with a new name etc.)

**Microsoft Excel:**

 One will also need to use a spread sheet of excel sheet for computing and chalking out financial plans. This is a must in any presentation and knowing the basics on how to use and read a spread sheet will be extremely helpful to any young executive. As with others, this too will require a lot of hands-on practice and a little theory to master.

 Below is the summary of the main issues dealt with in the training manual during the process:
• Introduction to MS excel (Spread sheet)

 • How to add a work sheet

 • How to hide and unhide workbook & worksheet

 • How to group a sheet

 • How to ungroup a sheet

 • Understanding the functions of the worksheet special keys

 • How to select cell rows & columns

 • How to protect work book or work sheet

 • How to use formula operators

 • Understanding errors that affect a cell

 • How to centralize labels

 • How to add comment to a cell

 • How to enter data in a spread sheet

 • How to work with charts

 • Procedures to create a chart

 • Understanding the types of chart and their functions

 • How to work with data base entries

 • How to manage the data base

![VIT Logo]

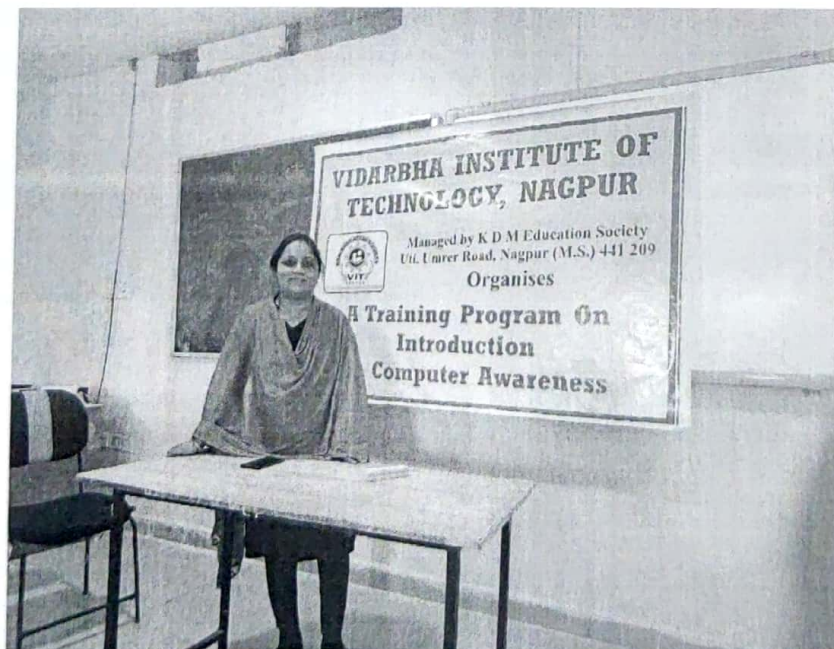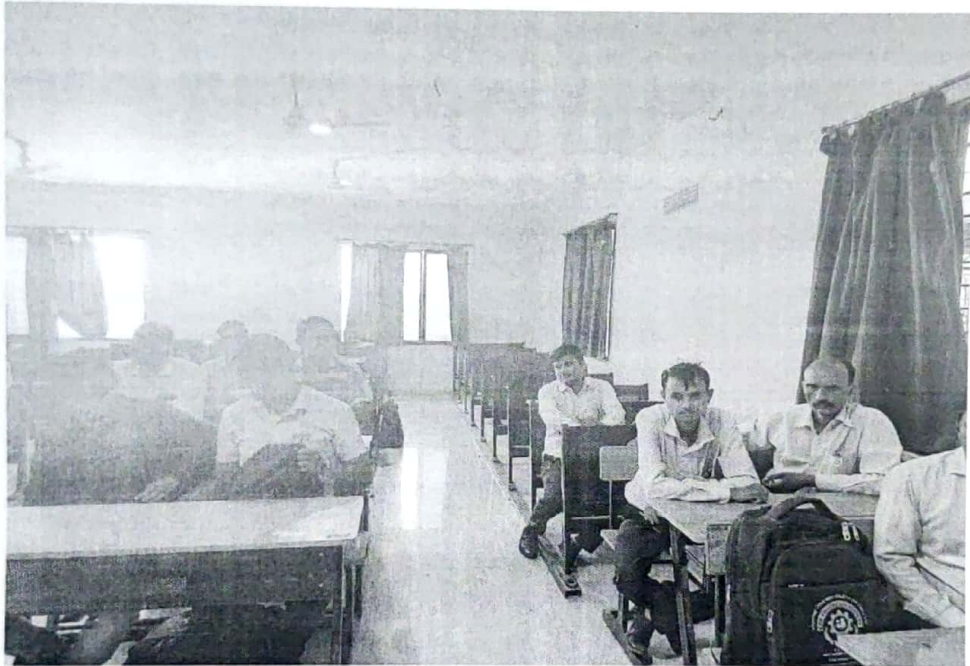# VIDARBHA INSTITUTE OF TECHNOLOGY , NAGPUR

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Conclusion:2 days computer literacy/ skills training programme organized by Department of computer Engineering, Vidarbha Institute of Technology was a success story. This was a deliberate attempt to contribute to national development and create opportunities for effective.

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## <u>Report on Introduction to ELM Tool</u>

## <u>Dated : 17/01/2020, venue : G9</u>

**Event: Introduction to ELM Tool**

**Scheduled Date and time: 17/01/2020, 11.00am-3.00pm,**

**Venue:  G9, Class room 1**

**Duration: 1 Day**

**Organizing Faculty: Mr. Nilesh Bissa**

**Organizing Department: Computer Engineering Department**

The event "**Introduction to ELM Tool**" held successfully on the date 17/01/2020 at Vidarbha institute of technology, G9 and Class room 1. The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, and the second session was from 2.00pm-3.00pm.  Mr. Nilesh Bissa and  Ms. Vaishali Agrey conduct the session.  The details of the program are given below along with the pictures of the program.

Engineering Lifecycle Management (ELM) is the leading platform for today's complex product and software development. ELM extends the functionality of standard ALM tools, providing an integrated, end-to-end solution that offers full transparency and traceability across all engineering data. From requirements through testing and deployment, ELM optimizes collaboration and communication across all stakeholders, improving decision-making, productivity and overall product quality. Following topics were discussed

- Manage complexity
- Strengthen decision-making
- Accelerate delivery
- Improve quality
- Foster continuous collaboration
- Streamline compliance

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Mr. Nilesh Gole and Ms. Vaishali Agrey were the resource persons on this special event.

| S.No | Session | Resource Person | Session's Coordinator | Time |
|------|---------|-----------------|-----------------------|------|
| 1 | **Session 1** | Mr. Nilesh Bissa | Mr.Nilesh Bissa | **11.00-12.30pm** |
| Lunch |  |  |  | 12.30.-2.00pm |
| 2 | **Session 2** | Ms. Vaishali Agrey | Mr.Nilesh Bissa | 2.00pm-3.00pm |

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## <u>Report on FDP on "Improving Teaching Skills"Dated: 11/05/2020 to 13/05/2020</u>

**Event: FDP on "Improving Teaching Skills"**

**Scheduled Date and time: 11/05/2020 to 13/05/2020, 11.00am-**

**2.00pmOnline Mode: Zoom App**

**Duration: 3 Days**

**Organizing Faculty: Mr. Souras Ghotekar**

**Organizing Department: Electrical Engineering Department**

A Three-day Online Faculty Development Programme on **"Improving Teaching Skills"** (through Zoom Meeting),was conducted **from** 11**/05/2020 to 13/05/2020**, scheduled from 11.00 am – 2.00 pm. It was organized by the Electrical Engineering Department of Vidarbha Institute of Technology organized.The schedule was divided in two sessions. First session was from 11.00am – 12.00 Noon for while the second session was from 1.00pm-2.00 pm. 87number of participants were registered and completed the training program successfully.

 At first Ms. Priyanka Godbole welcomed the participants with the introduction about the faculty development program.

Mr.Souras Ghotekar shared the modern teaching techniques which were useful like

Move from a (only) chalk-and-talk approach to more interactive methods and demonstrate some of the interactive methods through active participation from the attendees,

Mr.Souras Ghotekar, Ms. Vaishali Thakre, was the resource persons for this FDP. Session Details for3 days are given here.

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DAY: 01

| Sr. No | Date | Session | Resource Person | Time : slot 1 |
|--------|------|---------|-----------------|---------------|
| 1 | 11/05/2020 | Session 1 | Prof. Souras Ghotekar | 11.00-12.00 Noon |
| 2 | | Session 2 | Prof. Vaishali Thakre | 1.00 pm-2.00 pm |

DAY: 02

| Sr. No | Date | Session | Resource Person | Time : slot 1 |
|--------|------|---------|-----------------|---------------|
| 1 | 12/05/2020 | Session 1 | Prof. Souras Ghotekar | 11.00-12.00 Noon |
| 2 | | Session 2 | Prof. Vaishali Thakre | 1.00 pm-2.00 pm |

DAY: 03

| Sr. No | Date | Session | Resource Person | Time : slot 1 |
|--------|------|---------|-----------------|---------------|
| 1 | 13/05/2020 | Session 1 | Prof. Souras Ghotekar | 11.00-12.00 Noon |
| 2 | | Session 2 | Prof. Vaishali Thakre | 1.00 pm-2.00 pm |

Resources persons enumerated the objectives of "Improving Teaching Skills" include the following;

**High Impact Teaching Skills** – Concentrating on Communication,  presentation, using analogies, writing for effectiveness.
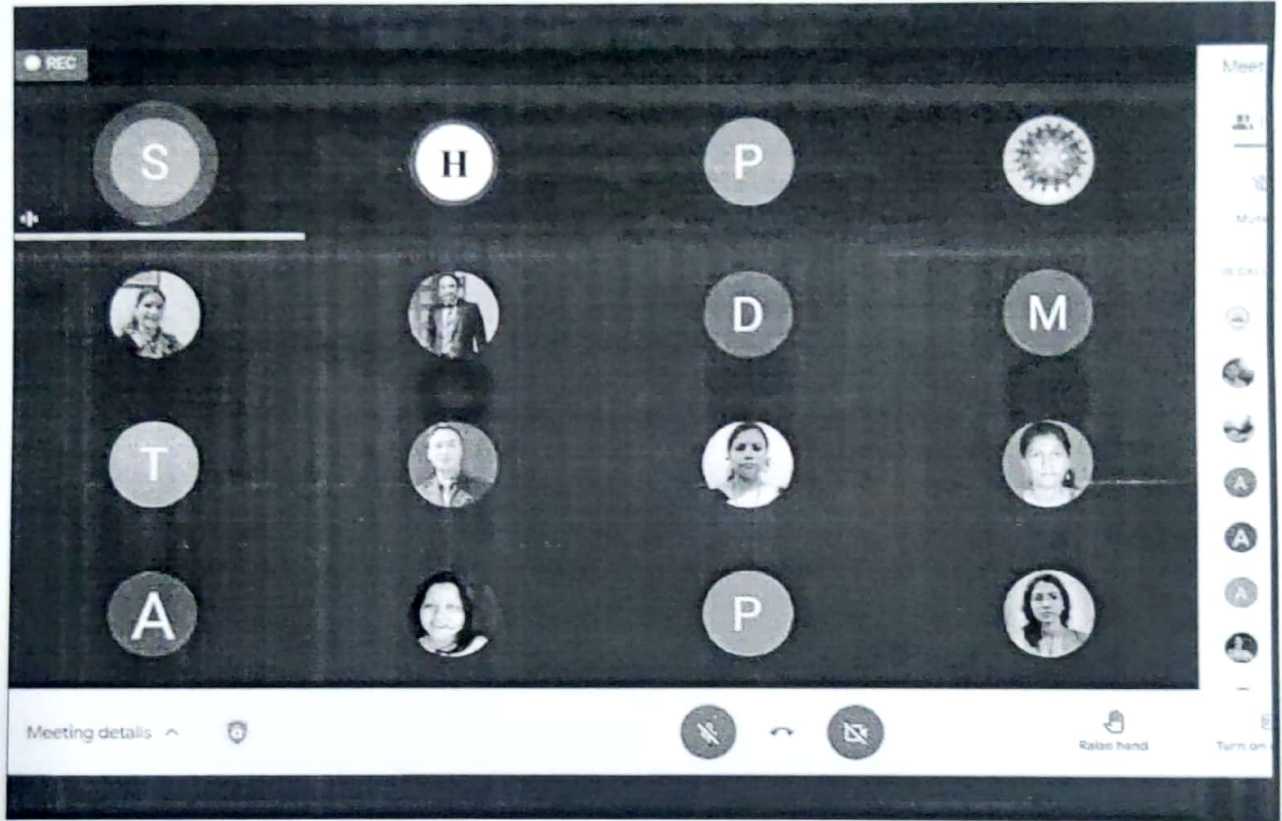
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## Report on Mechanical Maintenance workshop

## Dated: 20/01/2020 to 22/01/2020

**Event : Introduction to computer awareness**

**Scheduled Date and time: 20/01/2020 to 22/01/2020, 11.00am-3.00pm,**

**Venue: Mechanical Laboratories, Class room 1**

**Duration: 3 Day**

**Organizing Faculty: Mr. Vaibhav Bankar**

**Organizing Department: Mechanical Engineering department**

The event on "**Mechanical Maintenance workshop**" held successfully on the dates **20/01/2020 to 22/01/2020** at Vidarbha institute of technology, Class room 1 organised by Mechanical Engineering department for quality improvement of non-teaching staff. The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, for theory and conceptual knowledge sharing while the second session was from 2.00pm-3.00pm, giving practical hands-on and understanding of lab related machineries and services. The details of the program is given below along with the pictures of the program. 15 numbers of participants were registered and all complete the training program successfully.

Mr. Vaibhav Bankar, Mr. Vinod Rakhunde, Mrs. Pranali Wankhede and Mr. Vivek Jambhukkar were the resource persons on this special event. Session Details for three days are given here.

| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|------------------------|
| 1 | **Session 1** | Mr. Vaibhav Bankar | **11.00-12.30pm** | Mr. Vivek Jambhukkar | 2.00pm-3.00pm | Mr. Vaibhav Bankar |
| 2 | **Session 2** | Mr. Vilas Sheware | **11.00-12.30pm** | Mr. Vinod Rakhunde | 2.00pm-3.00pm | Mr. Vaibhav Bankar |
| 3 | **Session 3** | Mrs. Pranali Wankhede | **11.00-12.30pm** | Mr. Vinod Rakhunde | 2.00pm-3.00pm | Mr. Vaibhav Bankar |

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Resources person enumerated the objectives of plant maintenance to include the following;

 • To achieve minimum breakdown and to keep the plant in good working condition at the lowest possible cost;

• To keep the machines and other facilities in operational level, and used act optimum (profit making) capacity.

• To ensure the availability of the machines; buildings and services required by other section, buildings and services required by other section of the factory for efficient performance.

The most important responsibility of plant engineering is that of maintaining the plant facilities and equipment. It is only when the equipment is adequately maintained that it can be expected to operate and perform properly, and thereby yielding a high quality product at a reasonable cost.
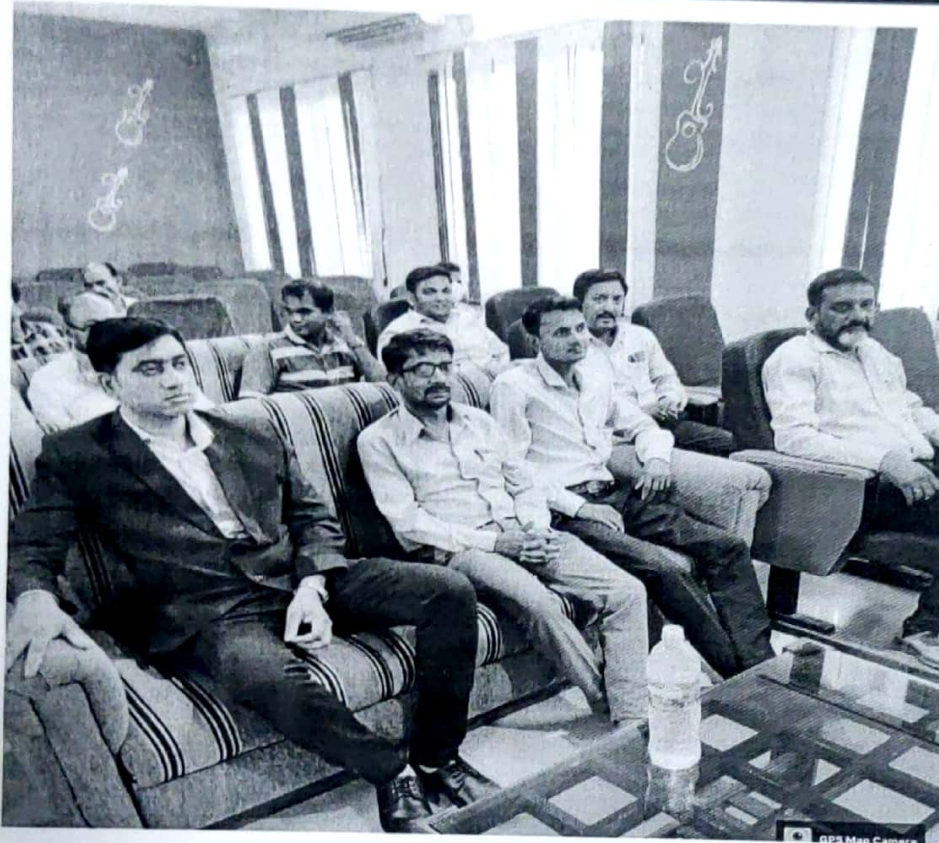
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## <u>Report on Software & Hardware Maintenance Workshop</u>

## <u>Dated: 12/01/2020 to 13/01/2020</u>

**Event: Software & Hardware Maintenance Workshop**

**Scheduled Date and time: 12/01/2020 to 13/01/2020, 11.00 am-3.00 pm,**

**Venue: G9, Class room 1**

**Duration: 2 Day**

**Organizing Faculty: Mr. Nilesh Bissa**

**Organizing Department: Computer Engineering Department**

The event on "**Software & Hardware Maintenance workshop**" held successfully on the date **12/01/2020 to 13/01/2020** at Vidarbha institute of technology, G9 & Class room 1 organized by Computer  Engineering department for quality improvement of non-teaching staff. The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, for theory and conceptual knowledge sharing while the second session was from 2.00pm-3.00pm, giving practical hands-on and understanding maintenance, overhauling, error finding analysis and resolution services. The details of the program are given below along with the pictures of the program. 25 numbers of participants were registered and completed the training program successfully.

 At first Mr. Nilesh Bissa  gives Knowledge of Computer Hardware Identify computer hardware Issues/Problems determine faulty Computer hardware Know Basic computer troubleshooting tips Knowledge of Operating System and device Drivers Identify hardware Peripherals Basic knowledge of safeguarding hardware Apply the knowledge to repair/maintain a computer

An electronic device, operating under the control of instructions stored in its own memory, that can: –Accept data (input) –Process the data according to specified rules (process) –Produce results (output) –Store the results (storage) for future use.

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Mr. Nilesh Bissa . Ms. Vaishali Agrey,  Mr. Shailesh Waghmare  was the resource persons on this special event. Session Details for both days are given here.

| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|------------------------|
| 1 | **Session 1** | Mr, Shailesh Waghmare | **11.00-12.30pm** | Mr. Nilesh Bissa | 2.00pm-3.00pm | Mr. Nilesh Bissa |
| 2 | **Session 2** | Ms. Vaishali Agrey | **11.00-12.30pm** | Mr, Shailesh Waghmare | 2.00pm-3.00pm | Mr. Nilesh Bissa |
| 3 | **Session 3** | Ms. Vaishali Agrey | **11.00-12.30pm** | Mr, Shailesh Waghmare | 2.00pm-3.00pm | Mr. Nilesh Bissa |

Hardware represents the physical and tangible components of a computer i.e. the components that can be seen and touched. Examples of Hardware are following: Input devices: keyboard, mouse etc. Output divices: printer, monitor, speaker etc. Secondary storage devices: Hard disk, CD, DVD etc. Internal components: CPU, motherboard, RAM etc.

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## Report on Introduction to ELM Tool

## Dated : 12/02/2021, venue : Online

**Event: Introduction to ELM Tool**

**Scheduled Date and time: 12/02/2021, 11.00am-3.00pm,**

**Venue:  G9( Online)**

**Duration: 1 Day**

**Organizing Faculty: Mr. Nilesh Bissa**

**Organizing Department: Computer Engineering Department**

The event "**Introduction to ELM Tool**" held successfully on the date 12/02/2021 at Vidarbha institute of technology, G9 The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, and the second session was from 2.00pm-3.00pm.  Mr. Nilesh Bissa and  Ms. Vaishali Agrey conduct the session.  The details of the program are given below along with the pictures of the program.

Engineering Lifecycle Management (ELM) is the leading platform for today's complex product and software development. ELM extends the functionality of standard ALM tools, providing an integrated, end-to-end solution that offers full transparency and traceability across all engineering data. From requirements through testing and deployment, ELM optimizes collaboration and communication across all stakeholders, improving decision-making, productivity and overall product quality. Following topics were discussed

- Manage complexity
- Strengthen decision-making
- Accelerate delivery
- Improve quality
- Foster continuous collaboration
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Mr. Nilesh Bissa and Ms. Vaishali Agrey were the resource persons on this special event.

| S.No | Session | Resource Person | Session's Coordinator | Time |
|------|---------|-----------------|-----------------------|------|
| 1 | **Session 1** | Mr. Nilesh Bissa | Mr.Nilesh Bissa | **11.00-12.30pm** |
| Lunch | | | | 12.30.-2.00pm |
| 2 | **Session 2** | Ms. Vaishali Agrey | Mr.Nilesh Bissa | 2.00pm-3.00pm |

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## Report on Laboratory up gradation and Maintenance workshop

## Dated: 12/08/2020

**Event : Laboratory up gradation and Maintenance workshop**

**Scheduled Date and time: 12/08/20, 11.00am-3.00pm,**

**Venue: Institutional Laboratories, Class room 1**

**Duration: 1 Day**

**Organizing Faculty: Mrs. Pranali wankhede**

**Organizing Department: Mechanical Engineering department**

The event on "**Laboratory up gradation and Maintenance workshop**" held successfully on the date **12/08/20** at Vidarbha institute of technology, Class room 1 organised by Mechanical Engineering department for quality improvement of non teaching staff. The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, for theory and conceptual knowledge sharing while the second session was from 2.00pm-3.00pm, giving practical hands-on and understanding of lab related machineries, their maintenance, overhauling, error finding analysis and resolution and related lab maintenance and up gradation services. The details of the program is given below along with the pictures of the program. 25 number of participants were registered and 19 completed the training program successfully.

At first Mrs. Pranali Wankhede introduced the participants with the introduction as : "The machines and equipment must operate efficiently and effectively at the required level of production. There must be very few or no stoppages on production lines which require effective planning, scheduling and good administration of maintenance activities. Maintenance requirements have an impact on production scheduling and other functions performed by the production control department. Time lost due to maintenance may interfere with schedules from the production department. Therefore, maintenance requirements should be considered in choosing machines or equipment for replacement or increasing the capacity

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of installed machines and equipment. The maintenance department in any organization is saddled with the responsibility of the maintenance of facilities, equipment, and machines."

Mrs. Pranali wankhede (workshop superintendent), Mr. Vinod Rakhunde, the resource persons on this special event. Session Details given here.

| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|-----------------------|
| 1 | **Session 1** | Mr. Vikrant Munghate | **11.00-12.30pm** | Mr. Gaurav Karutkar | 2.00pm-3.00pm | Mrs. Pranali wankhede, |

Resources persons enumerated the objectives of plant maintenance to include the following;

• To achieve minimum breakdown and to keep the plant in good working condition at the lowest possible cost;

• To keep the machines and other facilities in operational level, and used act optimum (profit making) capacity.

• To ensure the availability of the machines; buildings and services required by other section, buildings and services required by other section of the factory for efficient performance.

The most important responsibility of plant engineering is that of maintaining the plant facilities and equipment. It is only when the equipment is adequately maintained that it can be expected to operate and perform properly, and thereby yielding a high quality product at a reasonable cost.

# VIDARBHA INSTITUTE OF TECHNOLOGY , NAGPUR

**Managed by K D M Education Society**

## Uti, Umrer Road,Nagpur (M.S.) 441 209

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## "NAAC ACCREDITED COLLEGE"
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NH 353D, Maharashtra 441204, India
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## Report on Software & Hardware Maintenance Workshop

## Dated: 22/12/2020 to 26/12/2020

**Event: Software & Hardware Maintenance Workshop**

**Scheduled Date and time: 22/12/2020 to 26/12/2020, 11.00 am-3.00 pm,**

**Venue: Online**

**Duration: 5 Day**

**Organizing Faculty: Mrs. Vaishali Agrey**

**Organizing Department: Computer Engineering Department**

The event on "**Hardware & Software Maintenance Workshop** " held successfully on the date **22/12/2020 to 26/12/2020** at Vidarbha institute of technology (Online), organized by Computer Engineering department for quality improvement of Teaching & non-teaching staff. The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, for theory and conceptual knowledge sharing while the second session was from 2.00pm-3.00pm, giving practical hands-on and understanding maintenance, overhauling, error finding analysis and resolution services. The details of the program are given below along with the pictures of the program. 32 numbers of participants were registered and completed the training program successfully.

At first Mrs. Vaishali Agrey gives Knowledge of Computer Hardware Identify computer hardware Issues/Problems determine faulty Computer hardware Know Basic computer troubleshooting tips Knowledge of Operating System and device Drivers Identify hardware Peripherals Basic knowledge of safeguarding hardware Apply the knowledge to repair/maintain a computer

An electronic device, operating under the control of instructions stored in its own memory that can: –Accept data (input) –Process the data according to specified rules (process) –Produce results (output) –Store the results (storage) for future use.

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Ms. Vaishali Agrey,  Mr. Shailesh Waghmare, Mr. Nilesh Bissa  was the resource persons on this special event. Session Details for both days are given here.

| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|----------------------|
| 1 | **Session 1** | Ms.    Vaishali Agrey | **11.00-12.30pm** | Mr.    Nilesh Bissa | 2.00pm-3.00pm | Ms.    Vaishali Agrey |
| 2 | **Session 2** | Mr.    Shailesh Waghmare | **11.00-12.30pm** | Mr.    Nilesh Bissa | 2.00pm-3.00pm | Ms.    Vaishali Agrey |
| 3 | **Session 3** | Mr.    Nilesh Bissa | **11.00-12.30pm** | Mr. Shailesh Waghmare | 2.00pm-3.00pm | Ms.    Vaishali Agrey |
| 4 | **Session 4** | Ms.    Vaishali Agrey | **11.00-12.30pm** | Mr. Shailesh Waghma | 2.00pm-3.00pm | Ms.    Vaishali Agrey |
| 5 | **Session 5** | Mr.    Shailesh Waghmare | **11.00-12.30pm** | Ms.    Vaishali Agrey | 2.00pm-3.00pm | Ms.    Vaishali Agrey |

Hardware represents the physical and tangible components of a computer i.e. the components that can be seen and touched. Examples of Hardware are following: Input devices: keyboard, mouse etc. Output divices: printer, monitor, speaker etc. Secondary storage devices: Hard disk, CD, DVD etc. Internal components: CPU, motherboard, RAM etc.

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## Report on Electrical Maintenance Workshop

## Dated: 15/09/2021 to 17/09/2021

**Event: Electrical Maintenance Workshop**

**Scheduled Date and time: 15/09/2021 to 17/09/2021, 11.00am-3.00pm,**

**Venue: G9, Class room 1**

**Duration: 2 Day**

**Organizing Faculty: Mr. Shibu Thomas**

**Organizing Department: Electrical Engineering Department**

The event on "**Electrical Maintenance Workshop**" held successfully on the date **15/09/2021 to 17/09/2021** at Vidarbha institute of technology, G9 & Class room 1 organized by Electrical Engineering department for quality improvement of non-teaching staff. The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, for theory and conceptual knowledge sharing while the second session was from 2.00pm-3.00pm, giving practical hands-on and understanding maintenance, overhauling, error finding analysis and resolution services. The details of the program are given below along with the pictures of the program. 10 numbers of participants were registered and completed the training program successfully.

At first Mr. Shibu Thomas introduced the participants with the introduction as: "Electric maintenance Service Cooperative will be a service-oriented Cooperative to cater to the needs of the repair & servicing of Electrical Appliances. Electrical items/ appliances need periodic servicing and repair requirement, therefore, there is a tremendous scope for the growth of these repair & servicing centers, especially in semi-urban and Rural Areas, which can be undertaken by the educated-unemployed youths of the area with a little skill development without much capital requirement of installed machines and equipment. The maintenance department in any organization is saddled with the responsibility of the maintenance of facilities, equipment, and machines."

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Mr. Vinod Keswani, Mr. Vikrant Manghate (Maintainance Incharge), was the resource persons on this special event. Session Details for both days are given here.

| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|----------------------|
| 1 | **Session 1** | Mr. Shibu Thomas | **11.00-12.30pm** | Mr. Vikrant Munghate | 2.00pm-3.00pm | Mr. Shibu Thomas |
| 2 | **Session 2** | Mr. Shibu Thomas | **11.00-12.30pm** | Mr. Vikrant Munghate | 2.00pm-3.00pm | Mr. Shibu Thomas |

Resources persons enumerated the objectives of plant maintenance to include the following;

1. Process Maintenance/ Repair

2. Energy conservation

   (i). Adoption of Energy conserving technologies, production aids and testing facilities.

   (ii). Efficient managements of process/manufacturing machineries and systems QC and

   testing equipments.

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## <u>Report on Introduction to ELM Tool</u>

## <u>Dated : 05/07/2021(Online)</u>

**Event: Introduction to ELM Tool**

**Scheduled Date and time: 05/07/2021, 11.00am-3.00pm,**

**Duration: 1 Day**

**Organizing Faculty: Institute Level**

**Organizing Department: Training & Placement Department**

The event "**Introduction to ELM Tool**" held successfully on the date 05/07/2021 at Vidarbha institute of technology, the schedule was divided in two sessions. First session was from 11.00am – 12.30pm, and the second session was from 2.00pm-3.00pm. Mr. Nilesh Bissa and Ms. Vaishali Agrey conduct the session. The details of the program are given below along with the pictures of the program.

Engineering Lifecycle Management (ELM) is the leading platform for today's complex product and software development. ELM extends the functionality of standard ALM tools, providing an integrated, end-to-end solution that offers full transparency and traceability across all engineering data. From requirements through testing and deployment, ELM optimizes collaboration and communication across all stakeholders, improving decision-making, productivity and overall product quality. Following topics were discussed

- Manage complexity
- Strengthen decision-making
- Accelerate delivery
- Improve quality
- Foster continuous collaboration
- Streamline compliance

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Mr. NileshBissaand Ms. VaishaliAgrey were the resource persons on this special event.

| S.No | Session | Resource Person | Session's Coordinator | Time |
|------|---------|-----------------|-----------------------|------|
| 1 | Session 1 | Mr. NileshBissa | Mr.NileshBissa | **11.00-12.30pm** |
| | | Lunch | | 12.30.-2.00pm |
| 2 | Session 2 | Ms. VaishaliAgrey | Mr.NileshBissa | 2.00pm-3.00pm |

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## Report on Software & Hardware Maintenance Workshop

## Dated: 05/01/2022 to 07/01/2022

**Event: Software & Hardware Maintenance Workshop**

**Scheduled Date and time: 05/01/2022 to 07/01/2022, 11.00 am-3.00 pm,**

**Venue: G9, Class room 1**

**Duration: 2 Day**

**Organizing Faculty: Dr. Nilesh Gole**

**Organizing Department: Computer Engineering Department**

The event on "**Software & Hardware Maintenance Workshop**" held successfully on the date **05/01/2022 to 07/01/2022** at Vidarbha institute of technology, G9 & Class room 1 organized by Computer Engineering department for quality improvement of non-teaching staff. The schedule was divided in two sessions. First session was from 11.00am – 12.30pm, for theory and conceptual knowledge sharing while the second session was from 2.00pm-3.00pm, giving practical hands-on and understanding maintenance, overhauling, error finding analysis and resolution services. The details of the program are given below along with the pictures of the program. 32 numbers of participants were registered and completed the training program successfully.

At first Dr. Nilesh T. Gole gives Knowledge of Computer Hardware Identify computer hardware Issues/Problems determine faulty Computer hardware Know Basic computer troubleshooting tips Knowledge of Operating System and device Drivers Identify hardware Peripherals Basic knowledge of safeguarding hardware Apply the knowledge to repair/maintain a computer

An electronic device, operating under the control of instructions stored in its own memory, that can: –Accept data (input) –Process the data according to specified rules (process) –Produce results (output) –Store the results (storage) for future use.

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Dr. Nilesh T. Gole. Ms. Vaishali Agrey, Mr. Nilesh Bissa was the resource persons on this special event. Session Details for both days are given here.

| S.No | Session | Resource Person | Time : slot 1 | Resource Person | Time : slot 2 | Session's Coordinator |
|------|---------|-----------------|---------------|-----------------|---------------|-----------------------|
| 1 | **Session 1** | Ms. Vaishali Agrey | **11.00-12.30pm** | Mr. Nilesh Bissa | 2.00pm-3.00pm | Dr. Nilesh T. Gole |
| 2 | **Session 2** | Mr. Nilesh Bissa | **11.00-12.30pm** | Ms. Vaishali Agrey | 2.00pm-3.00pm | Dr. Nilesh T. Gole |
| 3 | **Session 3** | Ms. Vaishali Agrey | **11.00-12.30pm** | Dr. Nilesh T. Gole | | Dr. Nilesh T. Gole |

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