



VISWAMBHARA EDUCATIONAL SOCIETY

VAAGDEVI COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi & affiliated to Kakatiya University, Warangal, T.S.)
Ramnagar Dist. Hanamakonda- 506001, (T.S)

NON-TEACHING STAFF (2021-2022)

Training on Handling of Pharmaceutical Instruments



VAAGDEVI COLLEGE OF PHARMACY

RAMNAGAR, HANUMAKONDA - 506 001 (T.S)

Phone: (0870) 2455111, 9000716969



Principal

Vaagdevi College of Pharmacy
Hanamakonda, Warangal-506 001

TRAINING ON HANDLING OF PHARMACEUTICAL INSTRUMENTS

NON-TEACHING STAFF (2021-2022)

IN ASSOCIATION WITH IQAC



**VAAGDEVI COLLEGE OF PHARMACY
RAMNAGAR, HANAMKONDA**



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 006

Name of the Programme: **Training on Handling of
Pharmaceutical Instruments**

Schedule: From **21-02-2022 TO 25-02-2022**

Participants: **Non-Teaching Staff**

Academic Year: **2021-2022**

TIMINGS: **1:00 PM -5.00 PM**



RESOURCE PERSONS

Dr. S. PAVANI

M. Pharm, Ph.D

Department of Pharmaceutics
Vaagdevi College of Pharmacy

COORDINATOR

Dr .Y. SRAVAN KUMAR

M.Pharm. PhD

Department of Pharmaceutics
Vaagdevi College of Pharmacy



A handwritten signature in blue ink, appearing to read 'S. S. Srinivasulu Reddy'.

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-508 001

COURSE SYLLABUS

MODULE 1

Instrument Familiarization

Ensure trainees are familiar with the various pharmaceutical instruments, their components, and their functions.

MODULE 2

Safety Protocols

Teach trainees about safety guidelines and protocols associated with handling pharmaceutical instruments to prevent accidents and ensure the well-being of personnel.

MODULE 3

Hands-On Training

Provide practical, hands-on training sessions to allow trainees to operate instruments under supervised conditions and gain confidence in their abilities.

MODULE 4

Supervisor Interaction

Facilitate interactions with experienced supervisors who can provide guidance, answer questions, and share real-world insights.

MODULE 5

Evaluation and Assessment

Conduct assessments or quizzes to gauge trainees' understanding and proficiency in handling pharmaceutical instruments.



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VAAGDEVI COLLEGE OF PHARMACY

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Ramnagar Dist. Hanamakonda- 506001, (T.S)

Date: 18.02.2022

CIRCULAR

This is to inform all Non- Teaching Staff have " **Training on handling of instruments**" in pharmaceuticals department as per schedule given below. Hence, all the staff are informed to attend Programme without fail.

21-02-2022 TO 25-02-2022

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Vaagdevi College of Pharmacy
Hanamakonda, Warangal-506 001



Principal
Vaagdevi College of Pharmacy
Hanamakonda, Warangal-506 001



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Ramnagar Dist. Hanamkonda- 506001. (T.S)

Date: 25.02.2022

REPORT

Name of the programme: Training on handling of instruments

Duration of Training : 21-02-2022 TO 25-02-2022

Vaagdevi college of pharmacy organized "Training on handling of instruments" for non-teaching staff in VCOP from 21-02-2022 TO 25-02-2022

- The main objective for conducting this programme to be used by non-teaching staff in the proper handling of pharmaceutical instruments and their importance.
- This programme was engaged by all non-teaching staff in a proper way under the guidance of HOD, pharmaceuticals and trained correctly by all members of non-teaching staff.
- 10 non-teaching staff from the college have attended this informative programme.
- Every participant revealed that the programme was very interesting and would help them to become more helpful to know the pharmaceutical instruments of different categories.

Head of department

Y. Sharan



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



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VAAGDEVI COLLEGE OF PHARMACY

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Ramnagar Dist. Hanamakonda- 506001. (T.S)



Training on handling of pharmaceutical instruments (21-02-2022 TO 25-02-2022)

by HOD of Pharmaceutics to the non-teaching staff in VCOP

Head of department
Y. Sharan



Principal
Vaagdevi College of Pharmacy
Hanamakonda, Warangal-506 001



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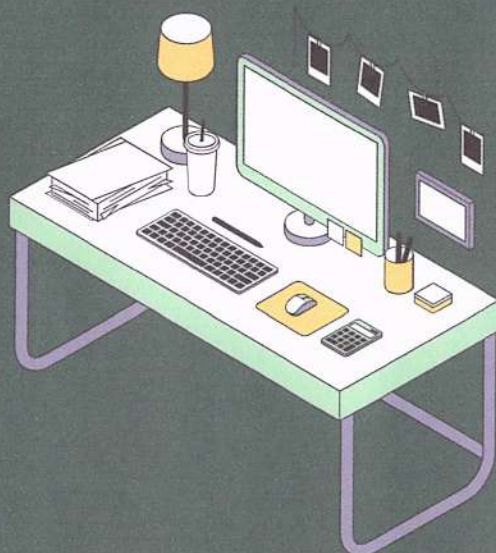
Year	Name of the participant	Designation	Title of the FDP /MDP/ professional development / administrative training program	Dates (from-to) (DD-MM-YYYY)
2022	Mrs. P. Kalyani	Lab Assistant	Handling of Instruments	21-02-2022 to 25-02-2022
2022	Mrs. K. Vasantha	Lab Assistant	Handling of Instruments	21-02-2022 to 25-02-2022
2022	Mr. G. Mogili	Lab Assistant	Handling of Instruments	21-02-2022 to 25-02-2022
2022	Mr. L. Sadanandam	Lab Assistant	Handling of Instruments	21-02-2022 to 25-02-2022
2022	Mr. G. Rajendra prasad	Lab Assistant	Handling of Instruments	21-02-2022 to 25-02-2022
2022	Mrs. D. Mounika	Lab Assistant	Handling of Instruments	21-02-2022 to 25-02-2022
2022	Mrs. A. Saritha	Lab Assistant	Handling of Instruments	21-02-2022 to 25-02-2022
2022	Mr. Swamy	Animal House Keeper	Handling of Instruments	21-02-2022 to 25-02-2022
2022	Mr. B. Bhaskar	Lab Assistant	Handling of Instruments	21-02-2022 to 25-02-2022
2022	Mrs. K. Padma	Lab Assistant	Handling of Instruments	21-02-2022 to 25-02-2022



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

Training on Microsoft Office

ADMINISTRATIVE STAFF (2021-2022)
IN ASSOCIATION WITH IQAC



**VAAGDEVI COLLEGE OF PHARMACY
RAMNAGAR, HANAMKONDA**



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

Name of the Programme: **Training on Microsoft Office**

Schedule: **From 25-10-2021 TO 29-10-2021**

Participants: **Non-Teaching Staff**

Academic Year: **2020-2021**

TIMINGS: **1:00 PM -5.00 PM**

RESOURCE PERSONS

Dr.Hameed


HOD
ECE Department
JITS

COORDINATOR

Dr. C. Srinivas Reddy

M. Pharm,Ph. D
Department of Pharmacognosy
Vaagdevi College of Pharmacy




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

COURSE SYLLABUS

MODULE 1

Document Creation and Editing

Microsoft Word is used to create and edit documents, such as reports, letters, memos, and other written content. An objective might be to efficiently produce well-formatted and organized documents.

MODULE 2

Data Analysis and Management

Microsoft Excel is a powerful spreadsheet software used for tasks like data analysis, calculations, financial modeling, and creating charts and graphs. An objective could be to effectively manage and analyze data using Excel's features.

MODULE 3

Presentation Creation

Microsoft PowerPoint is used to create presentations for meetings, seminars, and conferences. An objective might be to create engaging and informative presentations that effectively convey your message.

MODULE 4

Data Visualization

Excel and PowerPoint can be used to create charts, graphs, and diagrams that help visualize complex data. An objective might be to present data in a visually understandable manner.

MODULE 5

Skill Development

Learning and improving proficiency in Microsoft Office applications can be an objective. This might involve getting certified in Microsoft Office or becoming more adept at using advanced features.



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Ramnagar Dist. Hanamkonda- 506001, (T.S)

Date: 23.10.2021

CIRCULAR

This is to inform all Non- Teaching Staff have " **Training on Microsoft Office**" in class room no 3 as per schedule given below. Hence, all the staff are informed to attend Programme without fail.

25-10-2021 TO 29-10-2021

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Hanamkonda, Warangal (T.S)



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



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Date: 29.10.2021

REPORT

Name of the programme: Training on handling of instruments

Duration of Training : 25-10-2021 TO 29-10-2021

Vaagdevi college of pharmacy organized "Training on Microsoft Office" for non-teaching staff in Vaagdevi College of Pharmacy from 25-10-2021 TO 29-10-2021

- The main objective for conducting this programme to be used by non-teaching staff in the proper handling of Microsoft office: word and excel and its importance.
- This programme was engaged by all non-teaching staff in a proper way under the guidance of soft skill expert and trained correctly by all members of non-teaching staff.
- 10 non-teaching staff from the college have attended this informative programme.
- Every participant revealed that the programme was very interesting and would help them to become more helpful to know the Microsoft office: word and excel and its importance.



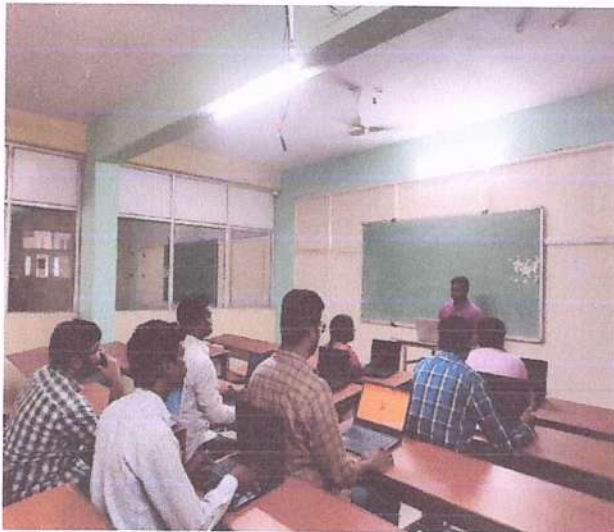
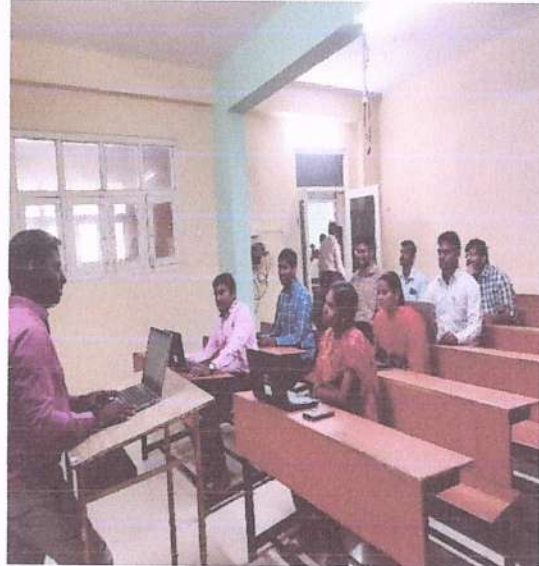
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Soft skill expert
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Training on Microsoft Office (25-10-2021 TO 29-10-2021) by soft skill expert

Soft Skill expert



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Year	Name of the participant	Designation	Title of the FDP /MDP/ professional development / administrative training program	Dates (from-to) (DD-MM-YYYY)
2021	Mrs. P. Rajitha	Accountant	Training on Microsoft Office	25-10-2021 to 29-10-2021
2021	Mrs. A. Aruna	Accountant	Training on Microsoft Office	25-10-2021 to 29-10-2021
2021	Mr. D. Rohit	Administrative Staff	Training on Microsoft Office	25-10-2021 to 29-10-2021
2021	Mr. B. Manohar	Librarian	Training on Microsoft Office	25-10-2021 to 29-10-2021
2021	Mr. Md. Khaleel	Librarian	Training on Microsoft Office	25-10-2021 to 29-10-2021
2021	Mrs. E. Rama Devi	Lab Assistant	Training on Microsoft Office	25-10-2021 to 29-10-2021
2021	Mrs. A. Saritha	Lab Assistant	Training on Microsoft Office	25-10-2021 to 29-10-2021
2021	Mr. Swamy	Animal House Keeper	Training on Microsoft Office	25-10-2021 to 29-10-2021
2021	B. Bhaskar	Lab Assistant	Training on Microsoft Office	25-10-2021 to 29-10-2021
2021	Mrs. K. Padma	Lab Assistant	Training on Microsoft Office	25-10-2021 to 29-10-2021




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