

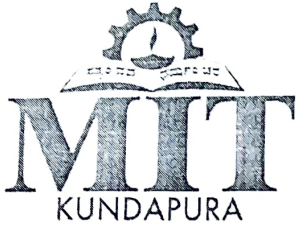
10-06-2023

Three - Days Faculty Development Program
On
" Quality Education, Research and Industry Competancy "

21st July to 23rd July 2023

FDP SCHEDULE

DATE	TIME	TOPIC	RESOURCE PERSON
21/07/2023	09:30 AM - 11:30 AM	NEP 2020 and Quality Education	Dr. Abdul Kareem Principal, MIT, Kundapura.
21/07/2023	2:00 PM - 3:00 PM	Quality Assessment of the Courses	Prof. Thimmappa D.S, HOD, Dept. of Mechanical Engineering, MIT, Kundapura.
21/07/2023	3:00 PM - 4:30 PM	Technical Evolution, Social Skills & Industrial Safety	Dr. Abhay Gupta, Director, Skeleton Consultants Pvt. Ltd Ms. Jyothsna Bharath L&D Specialist



MOODLAKATTE INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Belagavi & Approved by AICTE, New delhi)

FDP SCHEDULE

DATE	TIME	TOPIC	RESOURCE PERSON
22/07/2023	09:30 AM - 11:30 AM	Examination Reforms Envisaged by AICTE	Dr. Shreesha C Prof & Head of the Department Instrumentation & Control Engineering M.I.T Manipal.
22/07/2023	2:00 PM - 3:00 PM	Research Publications	Dr. Praveen Kumar Departemnt of ECE M.I.T Manipal.
23/07/2023	09:30 AM - 11:30 AM	A Talk on Holistic Human Health	Mrs. Jennifer Freeda Menezes Principla, MCN Kundapura.
23/07/2023	2:00 PM - 3:00 PM	Role of Professional Bodies in Technical Education	Dr. Niranjan U C, President, Biomedical Engineering Society of India. Department of BME MIT, Manipal.

Principal



Moodlakatte Institute of Technology

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Moodlakatte - 576 217, Kundapura Taluk, Udupi District, Karnataka



Ref.No.: MIT/OFF/22-23/1737A

Date: 10/07/2023

To,

Dr. Abhay Gupta
Director
Skeleton Consultants Pvt. Ltd.

Respected Sir,

Subject: Invitation for presenting a talk on “**Technical Evolution, Social Skills and Industrial Safety**”.

It gives me a immense pleasure to invite you as a guest speaker on topic “**Technical Evolution, Social Skills and Industrial Safety**”. Your thought would enable our audience to gain knowledge from your expertise and experience.

The date for the talk conducted by you is on 21-July-2023. Your session duration is 03.00PM to 04.30 PM including question and answer session.

Kindly oblige your acceptance at the earliest. This will enable us to prepare for a successful talk.

We are anticipating a favorable reply from your end.

Thanking you,

Yours sincerely,


Principal



Principal

Moodlakatte Institute of Technology

Moodlakatte, Kundapura - 576217

Udupi Dist, Karnataka



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Ref.No.: MIT/OFF/22-23/1737

Date: 10/07/2023

To,

Ms. Jyothsna Bharath

L & D Specialist.

Respected Madam,

Subject: Invitation for presenting a talk on “**Technical Evolution, Social Skills and Industrial Safety**”.

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Yours sincerely,



Principal



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Ref.No.: MIT/OFF/22-23/1736

Date: 10/07/2023

To,

Dr. Shreesha C
Prof and Head
Department of Instrumentation and Control Engineering
M.I.T Manipal.

Respected Sir,

Subject: Invitation for presenting a talk on "Examination Reforms Envisaged by AICTE".

It gives me a immense pleasure to invite you as a guest speaker on topic "Examination Reforms Envisaged by AICTE". Your thought would enable our audience to gain knowledge from your expertise and experience.

The date for the talk conducted by you is on 22-July-2023. Your session duration is 09.30 AM to 11.30 AM including question and answer session.

Kindly oblige your acceptance at the earliest. This will enable us to prepare for a successful talk.

We are anticipating a favorable reply from your end.

Thanking you,

Yours sincerely,

Principal
Principal

Moodlakatte Institute of Technology
Moodlakatte, Kundapura - 576217
Udupi Dist, Karnataka

Principal
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A WIDE
HORIZON OF
OPPORTUNITIES

Ref.No.: MIT/OFF/22-23/1735A

Date: 10/07/2023

To,

Dr. Praveen Kumar
Department of ECE
M.I.T Manipal.

Respected Sir,

Subject: Invitation for presenting a talk on "Research Publications".

It gives me a immense pleasure to invite you as a guest speaker on topic "Research Publications". Your thought would enable our audience to gain knowledge from your expertise and experience.

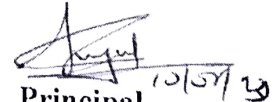
The date for the talk conducted by you is on 22-July-2023. Your session duration is 02.00PM to 03.30 PM including question and answer session.

Kindly oblige your acceptance at the earliest. This will enable us to prepare for a successful talk.

We are anticipating a favorable reply from your end.

Thanking you,

Yours sincerely,



Principal
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Principal

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Ref.No.: MIT/OFF/22-23/1734A

Date: 10/07/2023

To,

Dr. Niranjana U C
President
Biomedical Engineering Society of India
Department of BME,
M.I.T Manipal.

Respected Sir,

Subject: Invitation for presenting a talk on "Role of Professional Bodies in Technical Education".

It gives me a immense pleasure to invite you as a guest speaker on topic "Role of Professional Bodies in Technical Education". Your thought would enable our audience to gain knowledge from your expertise and experience.

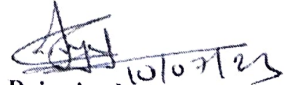
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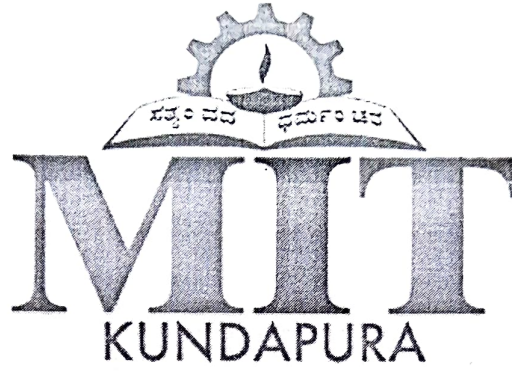

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Three - Days Faculty Development Program

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Principal

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Udupi Dist, Karnataka

Preamble

We, the esteemed faculty and administration of Moodlakatte Institute of Technology, Kundapura take immense pride in organizing a transformative three-day Faculty Development Program (FDP) with the aim of fostering excellence in education and research within our esteemed institution. With a shared vision to elevate the standards of pedagogy and research, this program is designed to empower our faculty members with the latest tools, techniques, and insights.

This FDP, held from 21st to 23rd July 2023 seeks to create a dynamic platform for intellectual exchange and professional development. It provided a good environment for faculty to enhance their teaching methodologies, imbibe innovative techniques, and leverage technology effectively in the education process.

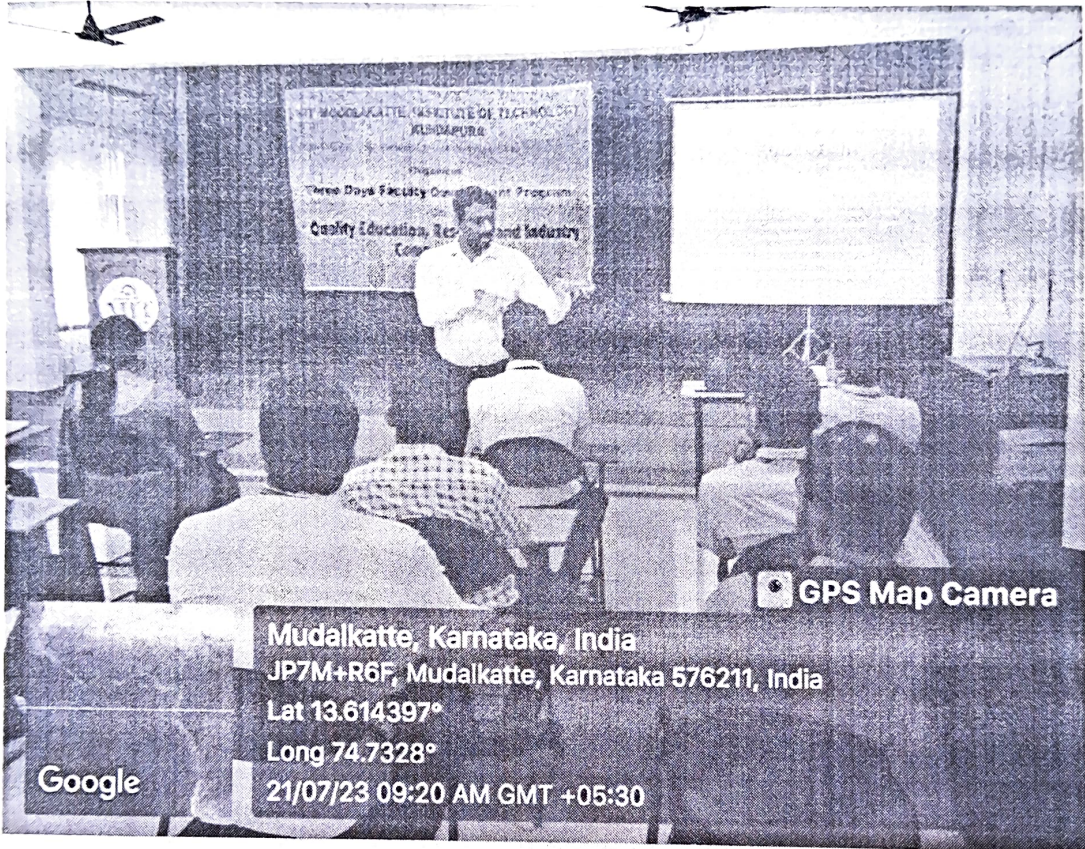
Throughout this event, renowned experts from academia and industry conducted interactive sessions and discussions sharing their expertise and experiences. Topics ranging from cutting-edge teaching strategies, research advancements, industry-academia collaborations, and fostering a student-centric learning environment is explored. Furthermore, this FDP aimed to promote a collaborative and interdisciplinary approach, encouraging faculty members from various departments to network, share best practices, and establish strong connections for future collaborations.

We believe that empowering our faculty through continuous learning and professional development is pivotal in nurturing a generation of skilled and visionary engineers. By the end of this program, we envision our faculty to be equipped with the necessary knowledge and skills to foster a vibrant academic atmosphere that prepares our students to excel in the rapidly evolving engineering landscape.



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Q&A Session: The session concluded with an interactive question and answer segment, allowing the faculty members to seek clarification and delve deeper into the discussed topics. Professor Akshata Nayak from ECE dept hosted the event.

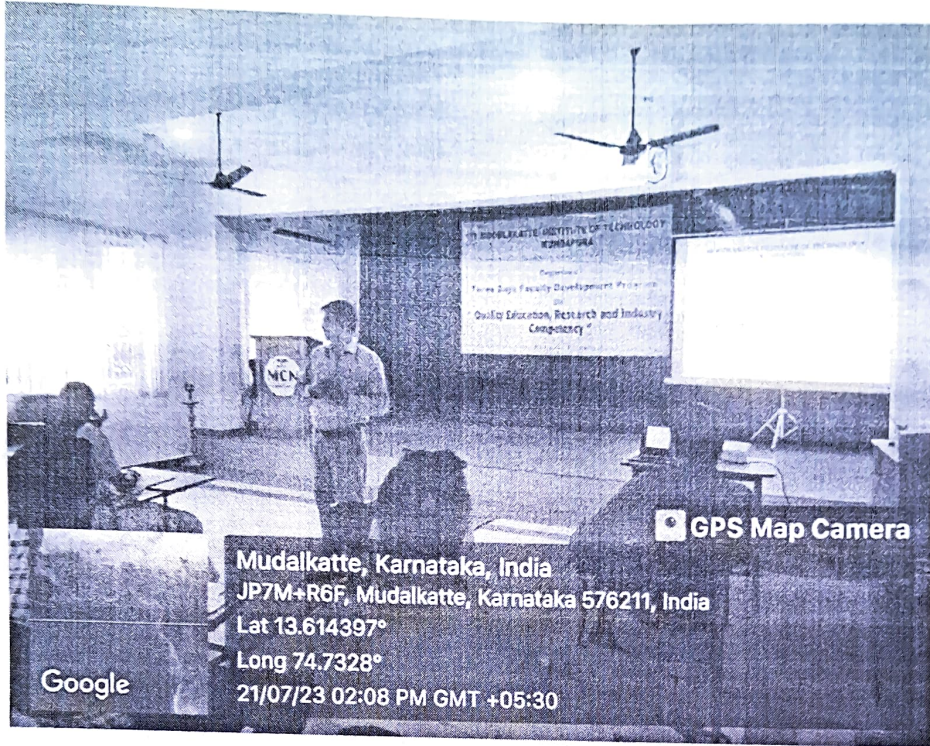


DAY 1 Afternoon session

Introduction of Resource person:

Professor Thimmappa, Head of the Mechanical Engineering Department at MIT Kundapura having more than 13 years of teaching experience. Professor Thimmappa, with his wealth of experience and expertise in the field of education, captivated the audience with his engaging presentation. The session focused on the significance of quality assessment in academic courses and its pivotal role in elevating the overall learning experience for students.

We have invited another two guests Dr Abhaya Gupta Director of skeleton consultant pvt, Ltd and Ms. Jostna Bharat L&D specialist who delivered the talk on Technical evaluation, social skill and industry safety.



One more session was arranged regarding Technical evaluation, social skill and industry safety. Dr Abhaya Gupta and Ms. Jostna Bharat were invited to give lecture on this. Social skills training is a therapeutic approach used to improve interpersonal relations. The session focuses on verbal and nonverbal behaviors common in social relationships. Having well developed social skills also leads to improved mental capacity and cognitive abilities, as well as good overall mental health.

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DAY 2 Morning session

Introduction of Resource person:

Shreesha Chokkadi completed his graduation with B.E. in Electrical and Electronics Engineering from Govt. BDT College of Engineering Davanagere in 1988. He obtained M.E. from Walchand College of Engineering Sangli in Control Systems (Electrical) during 1992. In 2002 he was awarded with Ph.D. from IIT Bombay for his thesis entitled New Approaches to Control Relevant Identification.

He has published about 30 research articles in indexed International journals and more than 40 technical papers in national/international peer reviewed conferences. He has presented a research paper in the European Control Conference held in Porto, Portugal during 2001 and in International conferences at Dubai, Singapore, Malaysia and London. Three candidates have been awarded with PhD by VTU Belgaum under his guidance and Two from Manipal Academy of Higher education. He has guided more than 30 PG students and is currently guiding 3 PhD scholars under MAHE. He is life member of various professional societies like ISTE, ISLE, and fellow of IE(I) and Senior member of IEEE.

REPORT

The third session of the Faculty Development Program (FDP) commenced on 22nd July 2023 with the distinguished presence of Dr. Shreesha C, an eminent personality in the field of Instrumentation and Control Engineering and currently serving as the Head of the department at Manipal Institute of Technology (MIT). The session focused on the crucial and timely topic of "Examination Reforms" in the context of higher education.

Dr. Shreesha emphasized the necessity of implementing examination reforms in our academic system. He shed light on how traditional examination patterns often fail to assess students' comprehensive understanding and real-world application of knowledge. The focus was placed on exploring alternative evaluation methodologies that could better reflect students' abilities.

The resource person highlighted the significance of aligning assessments with the intended learning outcomes. OBE principles were discussed, emphasizing the importance of clearly defining learning objectives and designing assessments that



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Day 2

Afternoon session

Introduction of Resource person:


Dr. Praveenkumar is an accomplished professional with a strong background in Electronics and Communication Engineering, specializing in the design and analysis of cutting-edge antenna systems and integrated circuits. With a passion for research and a keen interest in academia, he has made significant contributions to the fields of Ultrawideband (UWB), Millimeter, and THz antennas, along with VLSI design and digital system development using Verilog. Academically, he holds a Ph.D. from Manipal Institute of Technology, Manipal Academy of Higher Education, Manipal. Apart from his impressive academic and research endeavors, Dr. Praveenkumar is an active member of professional bodies, including MIETE. Notably, he was honored with the Best Paper Award at The Third International Telecommunications Conference (ITC-Egypt) for his work.

REPORT

The fourth session of the Faculty Development Program (FDP) commenced on 22nd July 2023 with the distinguished presence of Dr. Praveen Kumar, a renowned scholar and faculty member from the Department of Electronics and Communication Engineering (ECE) at MIT Manipal. The session was centred around the significant topic of "Research Publications" and aimed to equip the faculty members with valuable insights into the process of publishing research findings in reputed journals and conferences.

The session began with a warm introduction of Dr. Praveen Kumar, highlighting his illustrious academic background and extensive research contributions in the field of Electronics and Communication Engineering. His expertise and experience as a prolific researcher and a reviewer for esteemed journals set the stage for an engaging and informative session.

Dr. Praveen Kumar emphasized the crucial role of research publications in academic growth and institutional reputation. He elaborated on the various benefits of publishing research, including increased visibility, academic recognition, and potential collaborations. The resource person guided the participants through the process of identifying appropriate journals and conferences for publishing their research papers. He discussed the importance of aligning the research work with the


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Day 3 Morning Session

Introduction of Resource person:

Professor Jenniffer Freeda Manezes obtained her Bachelor's degree in Nursing from Rajiv Gandhi University of Health Sciences in the year 2006. Jenniffer madam obtained Master's degree in Community Health Nursing from same University in the year 2012. and is currently pursuing MPhil from the prestigious MAHE Manipal. Throughout her illustrious career, she has served as an Assistant Professor and lecturer in various colleges, leaving an indelible mark in the minds of her students.

REPORT

The webinar commenced with an engaging introduction to the significance of holistic human health in today's fast-paced and stressful world. Professor Menezes emphasized the interconnectedness of physical, mental, emotional, and social well-being, and how addressing each aspect is crucial for maintaining a balanced and healthy lifestyle.

Defining the concept of holistic health and its relevance in the modern era, professor highlighted the importance of recognizing the body-mind-spirit connection for overall well-being. The webinar explored the various components that constitute holistic health, including physical fitness, emotional intelligence, mental resilience, and social connections.

Stress Management: Offering practical strategies to manage stress effectively, considering its detrimental effects on overall health and productivity.

Integrative Approaches: Presenting integrative approaches to healthcare that combine conventional medicine with complementary practices for a more holistic treatment of ailments.

Interactive Q&A Session:

The webinar concluded with an interactive Q&A session, during which the faculty members actively engaged with Professor Menezes. They posed thought-provoking questions, seeking advice on implementing holistic health practices in their personal lives and integrating them into the curriculum to foster a healthier learning environment for students.



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REPORT

The Faculty Development Program (FDP) organized by MIT Kundapura entered its third day with an engaging webinar session on the "Role of Professional Bodies in Technical Education." The webinar was conducted on 23rd July 2023 and was facilitated by the esteemed Dr. Niranjana U C, a renowned expert in the field of Biomedical Engineering and the President of the Biomedical Engineering Society of India. The virtual event aimed to shed light on the significance of professional bodies in shaping the landscape of technical education.

Dr. Niranjana U C commenced the session by emphasizing the crucial role played by professional bodies in the domain of technical education. He elaborated on how these organizations act as pillars of support, connecting academia, industry, and the broader community. The key highlights of the webinar included:

Dr. Niranjana delved into the importance of professional bodies in providing a platform for faculty members and students to engage in discussions, share knowledge, and collaborate on research projects. He stressed how such bodies contribute to the overall growth and development of technical education.

The resource person highlighted the role of professional bodies in promoting research and innovation in technical disciplines. By organizing conferences, workshops, and seminars, these bodies facilitate the dissemination of cutting-edge research and encourage faculty members to explore new avenues of knowledge.

The webinar emphasized the significance of bridging the gap between academia and industry. Professional bodies facilitate collaborations with industries, enabling students and faculty to gain practical exposure and fostering an industry-relevant curriculum.

Dr. Niranjana discussed the various opportunities offered by professional bodies for continuous professional development of faculty members. Workshops, webinars, and training programs help faculty stay updated with the latest trends and advancements in their respective fields.

Professor Timmappa, HOD Mechanical department hosted the event.



Mrs. Sookshma Adiga, CSE

Mrs. Akshata Naik, ECE

Dr. Nikila Pai, BSH

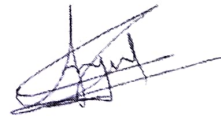
FEEDBACK

Resource person: The FDP was well planned and properly executed.. The response from the faculties was good and they are very interactive.

Faculties: Each session of the FDP's was highly enriching and Resource persons have effectively delivered the FDP's objectives. It also helped the faculties to implement this in their carrier goals.

Prepared by: Prof.Thimmappa D S

Mr. Varuna Kumara



Signature/Seal of the Principal



Principal

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ATTENDANCE REPORT

Three - Days Faculty Development Program on "Quality Education, Research and Industry Competency"

Sl. NO	NAME	DESIGNATION	21.07.2023		22.07.2023		23.07.2023	
			Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
1	Dr. Abdul Kareem	Principal						
2	Mr. Melwin D'Souza	Associate. Professor, HOD & VP						
3	Mr. Varun Kumar	Asst. Professor & HOD						
4	Mr. Muralidhar B K	Asst. Professor & HOD						
5	Mr. Balanageshwara S	Asst. Professor & HOD						
6	Mr. Thimmappa D S	Asst. Professor & HOD						
7	Mr. Deepak Shetty	Asst. Professor & HOD						
8	Mr. Prashanth	Asst. Professor & HOD						
9	Mr. Harish Kanchan	Asst. Professor & HOD						
10	Mrs. Sookshma Adiga	Asst. Professor						
11	Mrs. Pameela	Asst. Professor						
12	Mr. Manoj Kumar K	Asst. Professor						
13	Mr. Prasanna Kumar	Asst. Professor						
14	Mrs. Shrinidhi N	Asst. Professor						
15	Mrs. Smithashree	Asst. Professor						
16	Mr. Raghunath	Asst. Professor						

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17	Mrs. Akshatha Naik	Asst. Professor	AK	AK	AK	AK	AK	AK
18	Mrs. Sushma Shedthi	Asst. Professor	Sush	Sush	Sush	Sush	Sush	Sush
19	Mrs. Mamatha K S	Asst. Professor	MS	MS	MS	MS	MS	MS
20	Dr. Basavaraj Kamble	Asst. Professor	BK	BK	BK	BK	BK	BK
21	Mr. Vishwanath Dinakar	Asst. Professor	VD	VD	VD	VD	VD	VD
22	Mr. Prasad Gaonkar	Asst. Professor	PG	PG	PG	PG	PG	PG
23	Mrs. Nidhishree	Asst. Professor	NS	NS	NS	NS	NS	NS
24	Ms. Chayashree	Asst. Professor	Chere	Chere	Chere	Chere	Chere	Chere
25	Mrs. Asha Kumari	Asst. Professor	AK	AK	AK	AK	AK	AK
26	Mr. Bhuneshwar Paswan	Asst. Professor	BP	BP	BP	BP	BP	BP
27	Mr. Subramanya	Asst. Professor	S	S	S	S	S	S
28	Mrs. Akshatha Shetty	Asst. Professor	AS	AS	AS	AS	AS	AS
29	Mrs. Chaithra	Asst. Professor	chaitra	chaitra	chaitra	chaitra	chaitra	chaitra
30	Dr. Nikhila Pai	Asst. Professor	NP	NP	NP	NP	NP	NP
31	Mrs. Amruthmala	Asst. Professor	Amruth	Amruth	Amruth	Amruth	Amruth	Amruth
32	Ms. Kavya	Asst. Professor	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
33	Mr. Venkatesh	Asst. Professor	V	V	V	V	V	V
34	Mrs. Thilaka Laxmi	Asst. Professor	T	T	T	T	T	T
35	Dr. Thilagraj T	Associate Professor	TT	TT	TT	TT	TT	TT



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Ref.No.: MIT/OFF/22-23/1818

Date: 26/07/2023

To,

Dr. Shreesha C
Professor and Head
Department of ICE
M.I.T Manipal.

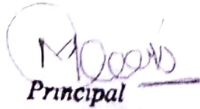
Letter of Appreciation

Dear Sir,

I would like to take this opportunity to express my heartfelt thanks to you for your active involvement as the resource person for Faculty Development Program (FDP) on “**Examination Reforms Envisaged by AICTE**” held on 22nd July 2023. The Management and Board of Trustees have also asked me to pass on their sincere appreciation for your informative and thought provoking talk in the FDP.

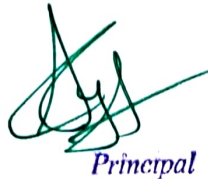
I have no doubt that it would not have been the success that it was without your presence and also we are looking forward for your cooperation in future events as well.

With Regards,



Principal

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Ref.No.: MIT/OFF/22-23/1819

Date: 26/07/2023

To,

Dr. Praveen Kumar

Department of ECE

M.I.T Manipal.

Letter of Appreciation

Dear Sir,

I would like to take this opportunity to express my heartfelt thanks to you for your active involvement as the resource person for Faculty Development Program (FDP) on “**Research Publications**” held on 22nd July 2023. The Management and Board of Trustees have also asked me to pass on their sincere appreciation for your informative and thought provoking talk in the FDP.

I have no doubt that it would not have been the success that it was without your presence and also we are looking forward for your cooperation in future events as well.

With Regards,

Principal

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Ref.No.: MIT/OFF/22-23/1823

Date: 28/07/2023

To,

Dr. Niranjana U C

President

Biomedical Engineering Society of India

Department of BME,

M.I.T Manipal.

Letter of Appreciation

Dear Sir,

I would like to take this opportunity to express my heartfelt thanks to you for your active involvement as the resource person for Faculty Development Program (FDP) on “**Role of Professional Bodies in Technical Education**” held on 23rd July 2023. The Management and Board of Trustees have also asked me to pass on their sincere appreciation for your informative and thought provoking talk in the FDP.

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With Regards,

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Principal

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Moodlakatte, Kundapura - 576217
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NEP 2020 and Quality Education by Dr. Abdul Kareem

Dear Participants,

Thank you for participating in the three-day Faculty Development Program (FDP) at MIT Kundapura. We value your input and would appreciate your feedback to help us improve and enhance future programs. Your honest responses are crucial in our efforts to create more effective and engaging learning experiences for our faculty members. Please take a few minutes to complete this feedback form.

Date: 21.07.2023 - Morning Session

Email *

shrinidhin@mitkundapura.com

Name of the Participant *

Shrinidhi N

Department *

CSE

How would you rate your overall experience with the session? *

- Excellent
- Very Good
- Good
- Satisfactory
- Needs Improvement



Principal

Moodlakatte Institute of Technology
Moodlakatte, Kundapura - 576217
Udupi Dist, Karnataka

How relevant was the content presented during this session to the topic? *

- Excellent
- Very Good
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How knowledgeable was the presenter about the subject matter? *

- Excellent
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- Needs Improvement

How effective were the presenter's communication and presentation skills? *

- Excellent
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- Satisfactory
- Needs Improvement



Principal
Moodlakatte Institute of Technology
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Udupi Dist., Karnataka

How satisfied were you with the technical aspects of the session (e.g., audio, video, screen sharing)?

- Excellent
- Very Good
- Good
- Satisfactory
- Needs Improvement

How helpful was the Question and Answer session in addressing your questions and concerns? *

- Excellent
- Very Good
- Good
- Satisfactory
- Needs Improvement

Suggestions for Improvement *

Overall session was good. No suggestions

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Quality Assessment of the Courses by Prof.Thimmappa D S

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Date: 21.07.2023 Afternoon Session

Email *

prasadgaonkar777@gmail.com

Name of the Participant *

PRASAD GAONKAR

Department *

Civil engineering department

How would you rate your overall experience with the session? *

- Excellent
- Very Good
- Good
- Satisfactory
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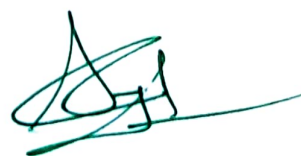
- Excellent
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Suggestions for Improvement *

Very informative session

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Examination Reforms Envisaged by AICTE by Dr. Shreesha C

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Date: 22.07.2023 Morning Session

Email *

tbidirector@mitkundapura.com

Name of the Participant *

Bhuneshwar Paswan

Department *

Basic Science and Humanities

How would you rate your overall experience with the session? *

- Excellent
- Very Good
- Good
- Satisfactory
- Needs Improvement



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How relevant was the content presented during this session to the topic? *

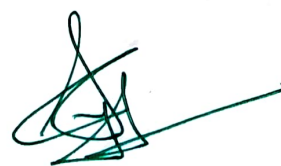
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Suggestions for Improvement *

The speech was excellent.

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Research Publications by Dr. Praveen Kumar

Dear Participants,

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Date: 22.07.2023 Afternoon Session

Email *

vsshetty1995@gmail.com

Name of the Participant *

Venkatesh Shetty

Department *

MBA

How would you rate your overall experience with the session? *

- Excellent
- Very Good
- Good
- Satisfactory
- Needs Improvement



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Suggestions for Improvement *

NA

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A Talk on Holistic Human Health by Mrs. Jennifer Freeda Menezes

Dear Participants,

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Date: 23.07.2023 Morning Session

Email *

thilakalaxmi@mitkundapura.com

Name of the Participant *

Thilaka Laxmi M.K

Department *

Management Studies

How would you rate your overall experience with the session? *

- Excellent
- Very Good
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Suggestions for Improvement *

Session was very interesting and relevant to every ones life

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Role of Professional Bodies in Technical Education By Dr. Niranjana U. C

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Date: 23.07.2023 Afternoon Session

Email *

varunakumara@mitkundapura.com

Name of the Participant *

Varuna Kumara

Department *

Artificial Intelligence and Machine Learning

How would you rate your overall experience with the session? *

- Excellent
- Very Good
- Good
- Satisfactory
- Needs Improvement



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Kannur Dist, Karnataka

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Suggestions for Improvement *

Informative session

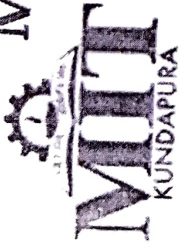
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KUNDAPURA**



CERTIFICATE OF PARTICIPATION

This Certificate is Proudly Presented to

Mr. Muralidhara B K

of Computer Science & Engineering for Participating and Successfully Completing
Three Days Faculty Development Programme on "Quality Education, Research and
Industry Competency" from 21st to 23rd July 2023 organized by MIT Kundapura.

Dr. Abdul Kareem
Principal, MIT Kundapura

"RESEARCH PUBLICATION"

by



Principal
Moodlakatte Institute of Technology
Moodlakatte, Kundapura - 576217
Udupi Dist, Karnataka

RESOURCE PERSON

Dr. Praveen Kumar

Dept. of ECE Engineering
MIT Manipal




Date : 22/07/2023 Time : 02:00 PM Onwards

"EXAMINATION REFORMS ENVISAGED BY AICTE"

by



Principal
Moodlakatte Institute of Technology
Moodlakatte, Kundapura - 576217
Udupi Dist, Karnataka



RESOURCE PERSON

Dr. Shreesha C.

Prof & Head
Dept. of Instrumentation & Control
Engineering , MIT Manipal

Date : 22/07/2023 Time : 09:30 AM Onwards



Moodlakatte Institute of Technology

Internal Quality Assurance Cell

Topic

A Workshop on Skill Development of Office Staff

Organized On

Date: 23rd August 2023
Venue: Board Room

Resource Person


Mr. Muralidhara B. K
HOD- CS Department

Participants

Office staffs
No. of Participants: 12

PREAMBLE

The workshop was conducted with an intension to upgrade the technical skill of all office staffs so that with the help of new technology desk work can be finished quickly and accurately. As the workshop was organised during the period when organization is preparing for NAAC accreditation, it gave a good experience to the participants.



MOODLAKATTE INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Belagavi & Approved by AICTE, New Delhi)
Moodlakatte - 576217, Kundapura Taluk, Udupi District, Karnataka


IQAC, MIT Kundapura

organises

A Workshop on Skill Development of Office Staff

Resource Person:

Prof. Muralidhar
HOD CS Department



Date: 23/08/2023 | Time: 3:00 PM

📱 - mitkundapura.com
✉ - office@mitkundapura.com

📞 +91 9036 021 033/+91 9380 773 435

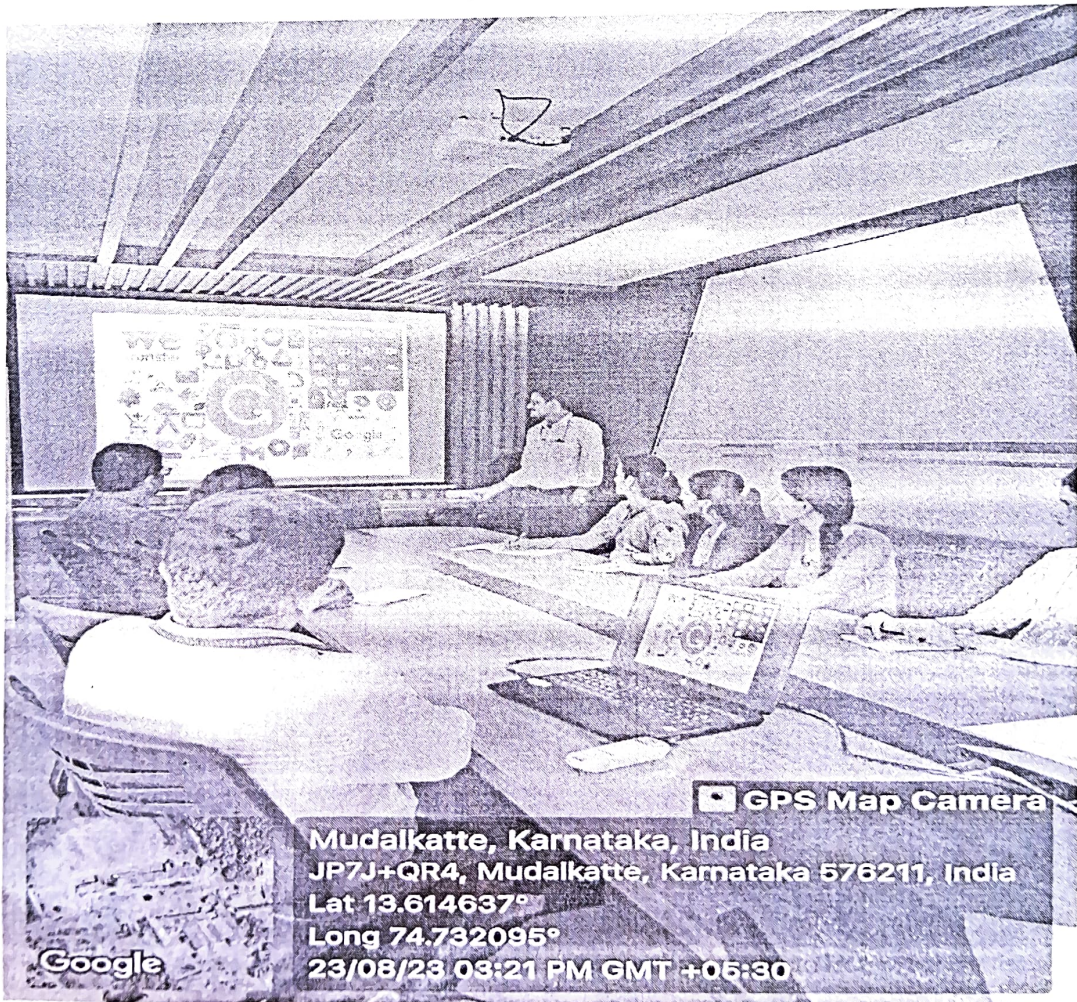
BRIEF PROFILE OF THE CHIEF GUEST

Mr. Muralidhara B. K is currently, HOD of computer science department. He is serving Moodlakatte Institution of Technology Kundapura from last 13 years. In these years apart from teaching, he has served the institution in different capacities.



REPORT

'The Workshop on Skill Development of Office Staff' was inaugurated on 23rd August by Mr. Timmappa D. S, IQAC Coordinator and Head of the Department, Mechanical Engineering MIT Kundapura. The workshop mainly focused on using tools such as Gramerly, Chat GPT, We transfer, Google Docs, Google Sheets, and Drive etc for quickly creating content for official letter, circular, memo without grammar mistake, sharing and saving large files. Apart from introducing to new websites, participants were made acquainted with many online certificate courses to help them get more insight of usage of office tools. It was a fruitful seminar to all the staffs as around 13 members got benefited from it.





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Long 74.732205°
23/08/23 03:27 PM GMT +05:30


Principal
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Moodlakatte, Kundapura - 576217
Udupi Dist, Karnataka

ORGANIZING COMMITTEE

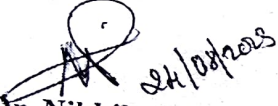
Chief Convener: Mr. Timmappa D. S Coordinator-IQAC, MIT Kundapura


Co- Convener: Dr. Nikhila Pai Sr. Asst. Prof -BSH Department, MIT Kundapura

FEEDBACK

Resource Person: The workshop was well planned and properly executed.

Participants: Good workshop, timely organized to develop technical skill.


Dr. Nikhila Pai
Sr. Asst. Professor-BSH department
MIT-Kundapura


Prof. Thimmappa D S
Coordinator-IQAC
MIT- Kundapura

ORGANIZING COMMITTEE

Chief Convener: Mr. Timmappa D. S Coordinator-IQAC, MIT Kundapura

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MIT- Kundapura



Moodlakatte Institute of Technology

(A Unit of Moodlakatte Nagarathna Bhujanga Shetty Trust (R.))

(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)

Moodlakatte - 576 217, Kundapura Taluk, Udupi District, Karnataka

Attendance

Date: 23/08/2023

“A Workshop on Skill Development of Office Staff”

Sl. No.	NAME	DEPARTMENT	SIGNATURE
1	Mr. Muralidhar B. K	HOD- CSE Department	
2	Mr. Pradeep Kumar Shetty	Office Administrator	
3	Mr. Sudhir Hegde	P. R. O	
4	Mr. Prashanth Jogi	Sr. Accountant	
5	Mrs. Kanchana Pai	Programmer	
6	Mrs. Jayalakshmi	Clerk	
7	Ms. Glenora	Office Assistant	
8	Ms. Priya Achar	Cashier	
9	Ms. Ashwini	Office Assistant	
10	Ms. Ruchitha	Office Assistant	
11	Ms. Aischitha	Assistant P. R. O	
12	Mr. Deepak	Assistant Accountant	

IQAC Co-ordinator
Mr. Thimmappa D S
MIT-Kundapur

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Udupi Dist, Karnataka