Date: 01/04/2018

Circular

All non-teaching staff members are here by informed to attend the Personality Development Program 04/04/2018 at 2.30 PM at Sir M V Seminar Hall, Ground Floor, EWIT.

The Speaker for the Program:

Dr. Arathi V B,

Chair Person- Vibhu Academy

Sanskrit Scholar, Orator, Writer, Trainer and Counselor.

Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

Report on Personality Development Program

Title of the Activity	Personality Development Program
Date	04/04/2018; 2.30 PM
Target Audience	All Non-Teaching staff including Administrative, Finance, Librarians, Lab Technicians & Other supporting staff members.
Organized by	EWIT in association with Vibhu Academy
Convener	Dr. K Channakeshavalu Principal, EWIT

Objectives of the program:

- To create awareness regarding importance and impact of Personality Development of staff members on organization.

- To trace the various attributes by way of knowledge, skills and attitudinal changes required to develop the personality.

- To prepare an action plan and to highlight measures to inculcate these attributes in the staff members.

Principal
East West Institute of Technology
Off, Magadi Main Road, Bengaluru-91

Brief description of the Program:

Dr. Arathi V B, Chair Person- Vibhu Academy Sanskrit Scholar, Orator, Writer, Trainer and Counselor invited as a Speaker to address the non-teaching staff on Personality Development.

Dr. Arathi V B is a multifaceted personality with strong leanings towards performing arts, Indian Culture and Indian philosophy. She has wide experience and exposure to Carnatic music, Indian literature, epics and Indian philosophical thought. She has been an orator, singer and writer of great repute. Her wide knowledge of spirituality, epics and today's world make her a natural at handling life skills, leadership skills, motivation and stress management. She has also developed modules for teachers integrating Indian culture into the curriculum and enthusing students to respect and practice Indian value systems.

Madam narrated importance of Personality development at work place and involved all the staff members in activity to make them to understand about the role of inter-personal communications at work place.

The program concluded with the vote of thanks by the Principal and Principal honored the Speaker.

All non-teaching staff members actively involved in the program.

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Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

Date: 16/07/2019

<u>Circular</u>

All Housekeeping staff members are here by informed to attend the Training Programme on Computing Skills for Admin Staff and Lab Instructors on at 10.30 AM at Computer Lab, EWIT Main Block from 18/07/2019 to 20/07/2019.

Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

Report on Training Programme on Computing Skills

Title of the Activity	Training Programme on Computing Skills
Date	18/07/2019 to 20/07/2019
Target Audience	Admin Staff and Lab Instructors
Organized by	Department of CSE
Training by	Faculty members, Dept. of CSE, EWIT

Objectives of the program:

- To improve the staff level of awareness on relevance of computer proficiency at work place.
- To improve the computing and technical skills among the staff members.
- To improve the work efficiency through strong computer skills.

Brief description of the Program:

The training session for Admin Staff and Lab Instructors was conducted from 18/07/2019 to 20/07/2019. This training was intended to provide the participants with technical knowledge, applications on the computers, Internet search, and communication tools that should help them acquire ICT skills.

- The mouse and keyboard.
- The Windows Operating System
- Microsoft Word, PowerPoint, and Excel to create documents.
- Internet tools to search for information.
- Email for communication.
- The VTU website and its applications.

All the participants actively participated in the training program and showed their enthusiastic interest in learning computer skills.

***

Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

Staff participated in Training Programme on Computing Skills for Admin Staff and Lab Instructors from 18/07/2019 to 20/07/2019

Sl. No	Staff Name	Designation	Department
1	Prashanth Kumar	FDC	Administrative office
2	Andani T S	Asst. Accountant	Administrative office
3	Madhusudhan C S	Asst. Accountant	Administrative office
4	Subramanyam B	Asst. Accountant	Administrative office
5	Amith Kumar	FDC	Administrative office
6	Rangaswamy	SDC	Administrative office
7	Jayalakshmamma S G	SDC	Administrative office
8	Rakshitha J S	FDC	Administrative office
9	Bhoomika V	SDC	Administrative office
10	Kusuma K	FDC	Administrative office
11	Geetha G	FDC	Administrative office
12	Dinesh Gowda	Lab Instructor	Administrative office
13	Chikkire Gowda	Attender	Administrative office
14	Shanthamma	Attender	Administrative office
15	Manjula N	Attender	Administrative office
16	Lalitha S	H.K Supervisor	Administrative office
17	Suresh R	FDC	Library
18	R Malathi	Librarian	Library
19	Lakshmikanth K H	Assistant Librarian	Library
20	Srinivas Gowda G	Attender	Library
21	Triveni N R	Attender	Library
22	Nanje Gowda	Assistant Instructor	BSH
23	Mahalakshmi	Attender	BSH
24	Bhuvaneshwari B H	Office Assistant	CIVIL
25	Mr. Kantha Raju B N	Lab instructor	CIVIL
26	Mr. Vinuth R S	Lab instructor	CIVIL
27	Mr. Rajanna	Assistant Instructor	CIVIL
28	Mr. Ganesh	Assistant Instructor	CIVIL
29	Mrs. Mamatha	Attender	Civil
30	Somasundar M	Programmer	

31	Challaiah K M	Attender	CSE
32	Rathnamma	Attender	CSE
33	Shwetha. R	Office Assistant	ECE
34	Prashanth P	Office Assistant	ECE
35	Mahesh P	Foreman	ECE
36	Madhusudhana K	Lab instructor	ECE
37	Kishore M	Lab instructor	ECE
38	Madhusudhana K	Lab instructor	ECE
39	Velpula Ashoka	Lab instructor	ECE
40	Prashanth P	Attender	ECE
41	Pundareeka B L	Foreman	ECE
42	Narasamma	Attender	ECE
43	Sainath G S	Lab instructor	EEE
44	Govindraj K	Lab instructor	EEE
45	Sridhar	Assistant Instructor	EEE
46	Basavaraju	Electrician	EEE
47	Kumar S	Electrician	EEE
48	Jaya prakash	Attender	EEE
49	Raju C	Attender	EEE
50	Nandini C	Office Assistant	ISE
51	Shivakumar S	Assistant Instructor	ISE
52	Avinash B C	System Admin	ISE
53	Raghavendra	System Admin	ISE
54	Sumanth Kumar S	System admin	ISE
55	Shivakumar S	Assistant Instructor	ISE
56	Manjunatha R	Assistant Instructor	ISE
57	Madhu D	Programmer	ISE
58	Basavaraj H K	Foreman	ISE
59	R Manjunath	Attender	ISE
60	Santhosh N	Lab instructor	MBA
61	Mukunda	Attender	MBA
62	Krishnappa	Helper	MCA
63	Indrani V	Attender	MCA
64	Muniraju C	Foreman	ME
65	Nanjegowda P S	Lab instructor	ME
66	Anand Kumar S	Lab instructor	ME
67	Darshan	Lab instructor	ME

Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

Date: 16/01/2021

Circular

All Housekeeping staff members are here by informed to attend the Awareness Program on Cleanliness and Hygiene at Work place on 20/01/2021 at 10.30 AM at Sir M V Seminar Hall, Ground Floor, EWIT.

Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

Report on Awareness Program on Cleanliness and Hygiene at Work place

Title of the Activity	Awareness Program on Cleanliness and Hygiene at Work place
Date	20/01/2021; 10.30 AM
Target Audience	Housekeeping staff
Organized by	EWIT
Convener	Dr. K Channakeshavalu Principal, EWIT

Objectives of the program:

- To create awareness regarding importance and impact of Cleanliness and Hygiene at Work place.

- To encourage and motivate all the supporting staff -housekeeping and hostel to follow institution SOP in creating safer environment for all the staff to work.

Principal
East West Institute of Technology
Off, Magadi Main Road, Bengaluru-91

Brief description of the Program:

EWIT has taken up active initiative to educate the supporting staff regarding the importance of maintaining personal hygiene at the work place. The training session was conducted on 21st Jan 2021. The house keeping staff and hostel staff attended the session.

Areas of workplace which requires special attention?

At the most basic level, workplace environments should be kept clean, safe and sanitized for as long as is practically possible. This includes workspaces, desks, lifts, car parks, communal areas, food-related areas, toilets and restrooms.

Areas that see high levels of social interaction (such as meetings rooms or canteens) or have multiple high-traffic touch points (including main entry points or elevators), should be cleaned regularly. 'Deep cleans', where a more thorough cleaning takes place, can be a vital part of a sanitization regime.

Benefits of maintaining good workplace hygiene

Keeping a clean and tidy workplace is a basic good practice or courtesy. Effective workplace cleaning means employees are less likely to be ill and there is a lower risk of hazards.

- Healthier & happier employees.
- Prevents the spread of disease.
- Lowers risk of workplace injury.
- Improves the quality of work
- Cost savings.

Practice Good Housekeeping and Personal Hygiene

- Keep your work area clean and uncluttered, particularly when done for the day. Wipe down benches with cleaners or disinfectants regularly.
- Wear hand gloves whenever necessary.
- Always wash hands and arms with soap and water before leaving the work area.
- Be sensible in your grooming attire: Tie back long hair, fitted clothing, and closed shoes.

***

Staff participated at Awareness Program on

Cleanliness and Hygiene at Work place on 20/01/2021

SL No	Staff Name	Designation
1	Lalitha S	H.K Supervisor
2	Varalakshmamma	HK staff
3	Thimmakka	HK staff
4	Lakshmamma A	HK staff
5	Shanthamma	HK staff
6	Mangalamma	HK staff
7	Thayamma	HK staff
8	Saraswathamma M	HK staff
9	Boramma	HK staff
10	Jayalakshmamma	HK staff
11	Savithri	HK staff
12	Gangamma	HK staff
13	Nanjamma	HK staff
14	Uma	HK staff
15	Ramakka	HK staff
16	H R Pavithra	HK staff
17	Sudha S	HK staff
18	H R Pavithra	HK staff
19	Jyothi R	HK staff
20	Kempamma	HK staff

Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

<u>Circular</u>

Department of Civil Engineering organizing awareness Programme on Fire Safety - Usage of fire extinguishers at work place.

All Non-Teaching staff are here by informed to attend the programme at Room No: 105 CMM BLOCK on 18th January 2021 at 3.00pm.

PROFESSOR & HOD
Department of Civil Engineering
East West Institute of Technology
Viswaneedam Post, Bengaluru-560 091.

Principal & Director
East West Institute of Technology
Bengaluru - 560 091.

Awareness Programme on Fire Safety: Usage of fire extinguishers at work place.

        Working with Fire safely is one of the major complicated matters for all Human beings. Keeping this in mind Department of Civil Engineering, East west Institute of Technology Organized seminar on safety precautions to be taken during working with equipments. Principal briefed about safety equipment those should be used during working in laboratories. HOD of Civil Engineering explained about the necessity of earthling and insulation etc. The programme was very helpful for all the participants
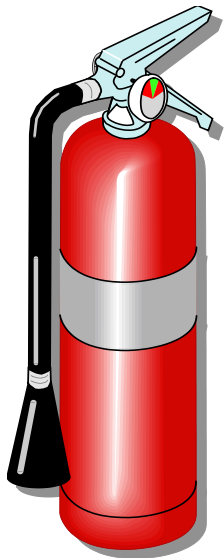
Fire Safety & Fire Extinguisher Use

PROFESSOR & HOD
Department of Civil Engineering
East West Institute of Technology
Viswaneedam Post, Bengaluru-560 091.

Principal & Director
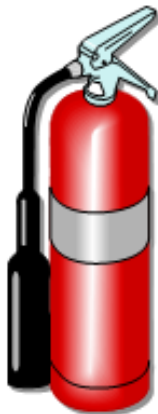East West Institute of Technology
Bengaluru - 560 091.

Fire Extinguisher Types

A   Trash   Wood   Paper

B   Liquids   Grease

C   Electrical Equipment

PRESSURIZED WATER

- Class "A" fires only
- 2.5 gal. water
  (up to 1 minute discharge time)
- Has pressure gauge to allow visual capacity check
- 30-40 ft. maximum effective range
- Can be started and stopped as necessary
- Extinguishes by *cooling* burning material below the ignition point.

Fire Extinguisher Types (cont.)

A   Trash   Wood   Paper

B   Liquids   Grease

C   Electrical Equipment
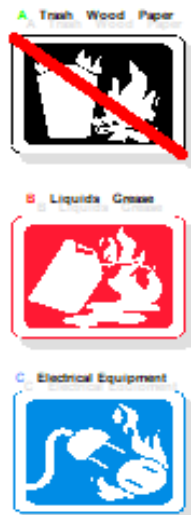
CARBON DIOXIDE (CO$_2$)

- Class "B" or "C" fires
- 2.5-100 lb. of CO$_2$
  (8-30 seconds discharge time)
- Has *NO* pressure gauge--capacity verified by weight
- 3-8 ft. maximum effective range
- Extinguishes by *smothering* burning materials
- Effectiveness *decreases* as temperature of burning material increases.

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MULTIPURPOSE DRY CHEMICAL

A Trash Wood Paper

B Liquids Grease

C Electrical Equipment

- Class "A", "B", or "C" fires
- 2.5-20 lb. dry chemical
  (ammonium phosphate)
  8-25 seconds discharge time)
- Has pressure gauge to allow visual capacity check
- 5-20 ft. maximum effective range
- Extinguishes by *smothering* burning materials.

Fire Extinguisher Summary

EXTINGUISHER TYPE	WORKS BY	EFFECTIVE AGAINST
PRESSURIZED WATER	COOLING	A
CARBON DIOXIDE	SMOTHERING	B C
MULTIPURPOSE DRY CHEMICAL	SMOTHERING	A B C

M.S.N⁷ᵍᵘ

PROFESSOR & HOD
Department of Civil Engineering
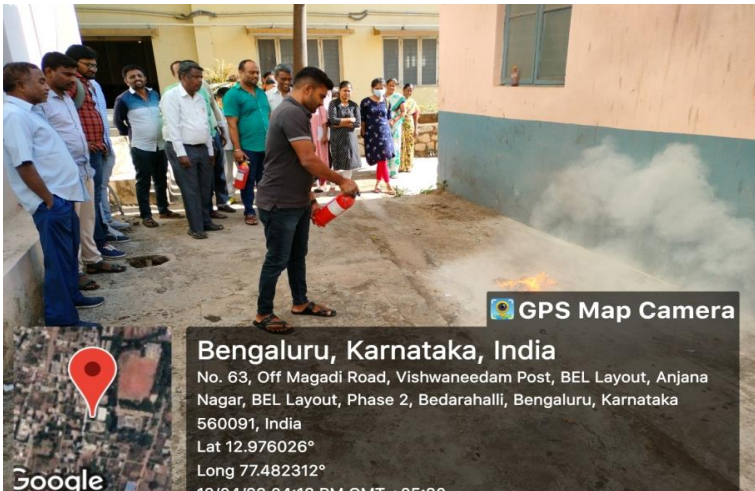East West Institute of Technology
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Principal & Director
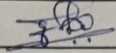**East West Institute of Technology**
Bengaluru - 560 091.
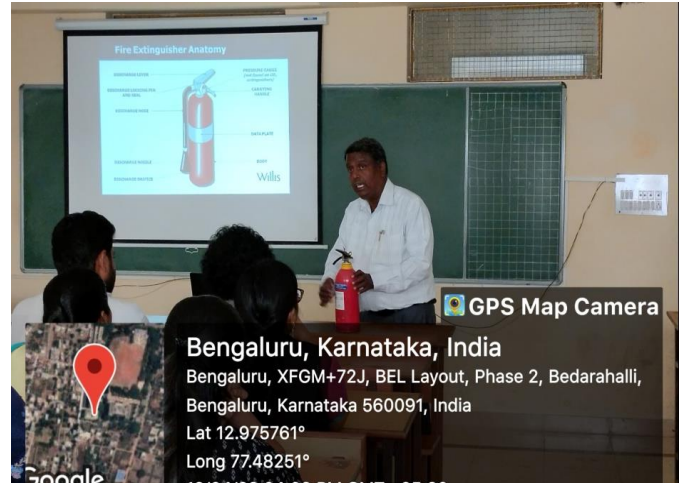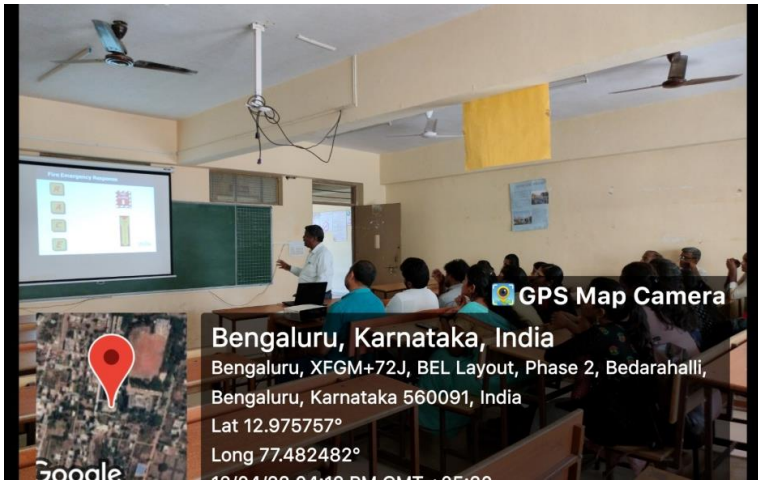
Presentation by Dr M S Nagaraja Gupta, Head of Civil Engineering about types Fire Extinguishers

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Principal & Director
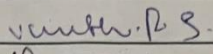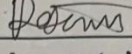East West Institute of Technology
Bengaluru - 560 091.
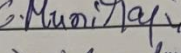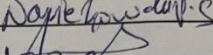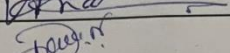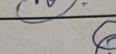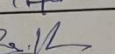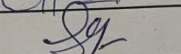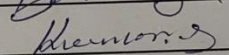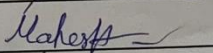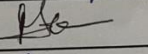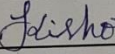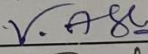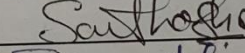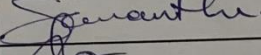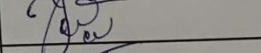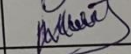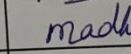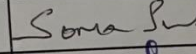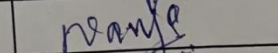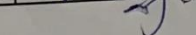
Demonstration on usage of Fire extinguisher by Kantharaju B N of Civil Engg. Department

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Department of Civil Engineering
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Viswaneedam Post, Bengaluru-560 091.

Principal & Director
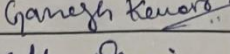East West Institute of Technology
Bengaluru - 560 091.

LIST OF ATTENDEES

SL No	Dept	Staff Name	Signature
1	CIVIL	Mr. Kantha Raju B N	
2	CIVIL	Mr. Vinuth R S	
3	CIVIL	Mr. Rajanna	
4	CIVIL	Mr. Ganesh	
5	ME	Muniraju C	
6	ME	Nanjegowda P S	
7	ME	Anand Kumar S	
8	ME	Darshan	
9	EEE	Sainath G S	
10	EEE	Govindraj K	
11	EEE	Sridhar	
12	EEE	Basavaraju	
13	EEE	Kumar S	
14	ECE	Mahesh P	
15	ECE	Madhusudhana K	
16	ECE	Kishore M	
17	ECE	Velpula Ashoka	
18	MBA	Santhosh N	
19	ISE	Sumanth Kumar S	
20	ISE	Shivakumar S	
21	ISE	Manjunatha R	
22	ISE	Madhu D	
23	CSE	Somasundar M	
24	BSH	Nanje Gowda	

PROFESSOR & HOD
Department of Civil Engineering
East West Institute of Technology
Viswaneedam Post, Bengaluru-560 091.

Principal & Director
East West Institute of Technology
Bengaluru - 560 091.

<u>Circular</u>

Department of Electrical & Electronics Engineering organizing an

Awareness Programme on Electrical Safety at work place.

All Non-Teaching staff are here by informed to attend the programme

At Sir.M.V Seminar Hall on 17th May 2022 at 2.00pm.

Dr. Vijaya Kumar C.N.
Prof. & Head, Dept. of EEE
EWIT, Bangalore.

Principal & Director
East West Institute of Technology
Bengaluru - 560 091.

Awareness Programme on Electrical Safety at work place.

Working with Electricity safely is one of the major complicated matters for all Human beings. Keeping this in mind Department of Electrical & Electronics Engineering, East west Institute of Technology Organized seminar on safety precautions to be taken during working with equipments.Principal briefed about safety equipment those should be used during working in laboratories. HoD of EEE explained about the necessity of earthling and insulation etc. The programme was very helpful for all the participants

What are the safety priorities?

Electrical hazards exist in almost every workplace. Common causes of electrocution are:

- making contact with overhead wires
- undertaking maintenance on live equipment
- working with damaged electrical equipment, such as extension leads, plugs and sockets
- using equipment affected by rain or water ingress

Dr. Vijaya Kumar C.N.
Prof. & Head, Dept. of EEE
EWIT, Bangalore.

Principal & Director
East West Institute of Technology
Bengaluru - 560 091.

EAST WEST INSTITUTE OF TECHNOLOGY
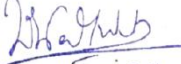
Sl. No	Staff Name	Designation	Dept
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2	Sandeep	Accountant	Administrative office
3	Andani T S	Asst. Accountant	Administrative office
4	Madhusudhan C S	Asst. Accountant	Administrative office
5	Subramanyam B	Asst. Accountant	Administrative office
6	Ramesh Kumar	Transport Incharge	Administrative office
7	Amith Kumar	FDC	Administrative office
8	Rangaswamy	SDC	Administrative office
9	Jayalakshmamma S G	SDC	Administrative office
10	Rakshitha J S	FDC	Administrative office
11	Bhoomika V	SDC	Administrative office
12	Kusuma K	FDC	Administrative office
13	Geetha G	FDC	Administrative office
14	Rupa S Patil	Personal Secretary	Administrative office
15	Dinesh Gowda	Lab Instructor	Administrative office
16	Chikkire Gowda	Attender	Administrative office
17	Shanthamma	Attender	Administrative office
18	Manjula N	Attender	Administrative office
19	Lalitha S	H.K Supervisor	Administrative office
20	Suresh R	FDC	Library
21	R Malathi	Librarian	Library
22	Lakshmikanth K H	Assistant Librarian	Library
23	Srinivas Gowda G	Attender	Library
24	Triveni N R	Attender	Library
25	Nanje Gowda	Assistant Instructor	BSH
26	Mahalakshmi	Attender	BSH
27	Bhuvaneshwari B H	Office Assistant	CIVIL
28	Mr. Kantha Raju B N	Lab instructor	CIVIL
29	Mr. Vinuth R S	Lab instructor	CIVIL
30	Mr. Rajanna	Assistant Instructor	CIVIL
31	Mr. Ganesh	Assistant Instructor	CIVIL
32	Mrs. Mamatha	Attender	Civil
33	Somasundar M	Programmer	CSE
34	Challaiah K M	Attender	CSE
35	Rathnamma	Attender	CSE
36	Shwetha. R	Office Assistant	ECE
37	Prashanth P	Office Assistant	ECE

Sl. No	Staff Name	Designation	Dept
38	Mahesh P	Foreman	ECE
39	Madhusudhana K	Lab instructor	ECE
40	Kishore M	Lab instructor	ECE
41	Madhusudhana K	Lab instructor	ECE
42	Velpula Ashoka	Lab instructor	ECE
43	Prashanth P	Attender	ECE
44	Pundareeka B L	Foreman	ECE
45	Narasamma	Attender	ECE
46	Sainath G S	Lab instructor	EEE
47	Govindraj K	Lab instructor	EEE
48	Sridhar	Assistant Instructor	EEE
49	Basavaraju	Electrician	EEE
50	Kumar S	Electrician	EEE
51	Jaya prakash	Attender	EEE
52	Raju C	Attender	EEE
53	Nandini C	Office Assistant	ISE
54	Shivakumar S	Assistant Instructor	ISE
55	Avinash B C	System Admin	ISE
56	Raghavendra	System Admin	ISE
57	Sumanth Kumar S	System admin	ISE
58	Shivakumar S	Assistant Instructor	ISE
59	Manjunatha R	Assistant Instructor	ISE
60	Madhu D	Programmer	ISE
61	Basavaraj H K	Foreman	ISE
62	R Manjunath	Attender	ISE
63	Santhosh N	Lab instructor	MBA
64	Mukunda	Attender	MBA
65	Krishnappa	Helper	MCA
66	Indrani V	Attender	MCA
67	Muniraju C	Foreman	ME
68	Nanjegowda P S	Lab instructor	ME
69	Anand Kumar S	Lab instructor	ME
70	Darshan	Lab instructor	ME
71	Varalakshmamma	House keeping staff	Maintenance
72	Thimmakka	House keeping staff	Maintenance
73	Lakshmamma A (TC)	House keeping staff	Maintenance
74	Shanthamma	House keeping staff	Maintenance
75	Mangalamma	House keeping staff	Maintenance
76	Thayamma	House keeping staff	Maintenance
77	Saraswathamma M	House keeping staff	Maintenance
78	Boramma	House keeping staff	Maintenance
79	Jayalakshmamma	House keeping staff	Maintenance

Sl. No	Staff Name	Designation	Dept
80	Savithri (TC)	House keeping staff	Maintenance
81	Gangamma (TC)	House keeping staff	Maintenance
82	Nanjamma	House keeping staff	Maintenance
83	Uma	House keeping staff	Maintenance
84	Ramakka	House keeping staff	Maintenance
85	H R Pavithra	House keeping staff	Maintenance
86	Sudha S	House keeping staff	Maintenance
87	H R Pavithra	House keeping staff	Maintenance
88	Jyothi R	House keeping staff	Maintenance
89	Kempamma	House keeping staff	Maintenance
90	Gangaiah H	Gardener	Maintenance
91	Hanumanthappa M	Gardener	Maintenance
92	Krishnappa	Gardener	Maintenance
93	Gangappa	Gardener	Maintenance
94	Lokesh	Gardener	Maintenance
95	Rajgopal	Gardener	Maintenance
96	Vijayamma	Gardener	Maintenance
97	Anjinappa	STP	Maintenance
98	Doddammathayi	STP	Maintenance
99	Birappa	Gardener	Maintenance
100	Rajamma	Gardener	Maintenance
101	Thimappa	Gardener	Maintenance
102	Muniyamma	Gardener	Maintenance
103	Narasimha Murthy	Gardener	Maintenance
104	Chennahanumaiah	Gardener	Maintenance
105	Bengaluraiah	Gardener	Maintenance
106	Rangaswamy R	Gardener	Maintenance
107	Putta Ramu	Gardener	Maintenance
108	Bharathi	Hostel Accontant	Hostel
109	Bhakshasab Davalsab Nadaph	Asst.Warden	Hostel
110	Pradeep Kumar S	Asst.Warden	Hostel
111	Nanjundappa	Hostel Plumber	Hostel
112	Nazmul Hussain Choudhury	Hostel Driver	Hostel
113	Eikbal Hussain Laskar	Driver	Maintenance
114	Yogesha	Electrician	Maintenance
115	Lingaraju	Driver	Maintenance
116	Narasimhamurthy	Driver	Maintenance

Sl. No	Staff Name	Designation	Dept
117	Ravi Kumar	Driver	Maintenance
118	Lokesh C P	Driver	Maintenance
119	Girish	Driver	Maintenance
120	Dase Gowda	Driver	Maintenance
121	Maikel Sittu	Driver	Maintenance
122	Girisha (Dep. From St Johns)	Driver	Maintenance
123	Devaraja N	Driver	Maintenance
124	Madhusudhan	Driver	Maintenance
125	Manjunath D	Driver	Maintenance
126	Bhadraninge Gowda	Driver	Maintenance
127	Girish D V	Driver	Maintenance

Dr. Vijaya Kumar C.N.
Prof. & Head, Dept. of EEE
EWIT, Bangalore.

Principal & Director
East West Institute of Technology
Bengaluru - 560 091.

EAST WEST INSTITUTE OF TECHNOLOGY

Off Magadi Road, Vishwaneedam Post, Bangalore - 560091

<u>Circular</u>

All drivers are here by informed to take active participation in the **Road Safety Awareness Program** on 09/02/2022 at 11.00 AM at EWIT Main Block.

Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

Report on "Road Safety Awareness Program"- As a part of NSS initiative

Title of the Activity	Report on "**Road Safety Awareness Program**" – As a part of NSS initiative.
Date	9th Feb 2022,11.00 AM
Platform Used	In-house Walkathon from the CMM Block to the Main Campus and thereafter from the main gate to the back gate of the EWIT Campus.
Target Audience	All the students and staff of EWIT and the General Public. Special Address to Drivers of EWIT.
Organized by	Dept. of MBA & Research Center, EWIT in association with NSS unit of EWIT.
Co-ordinator	Prof. Sharma K R S, Associate Professor Dept. of MBA & Research Center, EWIT.
Convener	Dr. Prathap B. N, Professor & Head, Dept. of MBA & Research Center, EWIT.

<u>Objectives of the program:</u>

- To create awareness on road safety among students, staff and general public and provide necessary warns and precautions to prevent possible accidents.

- To understand the importance of a road safety and make aware about the importance of their and others life.

- To motivate the staff, students and general public to follow traffic rules strictly.

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Brief Description about the program:

The Department of MBA & Research Center, EWIT organized "Road Safety Awareness Program" is association with EWIT NSS Unit.

Dr. K Channakeshavalu, Principal, EWIT, Dr. Prathap B N, Prof. & Head, Dept. of MBA, Dr. Shashishekhar T R, NSS Officer, EWIT, Prof. Sharma K R S, NSS Co-odinator, Dept. of MBA and the HODs' of Engineering Departments were presented in the campaign.

Various tools/methods were used in the programme, such as messages of road safety, to follow traffic rules, various road safety issues, street plays, banners and students' rally shouting slogans on road safety.

All the participants and drivers of EWIT took the pledge on their personal commitment towards road safety. The personal commitments are:

- Use a seat belt.
- Wear a helmet on a motor cycle.
- Drive at a safe speed and distance suitable for the conditions.
- Not to drive under the influence of alcohol or drugs.
- Not use a mobile phone when driving.
- Maintain my vehicle in a good condition.
- Be licensed and trained for the vehicle I drive.

The students of EWIT actively participated in the walkathon with slogans on "Road Safety" and took the initiative of creating an awareness of the campaign to the staff, students and general public.

The Principal, EWIT acknowledged the contribution of students those who voluntarily took part in this campaign for creating awareness on Road Safety.

Outcomes of the program:

- Awareness was created amongst the students of EWIT and general public on Road Safety and traffic rules.

- Encouraged the targeted audience to take necessary precautions to avoid Road accidents.

- Students participated wholly by preparing the slogans, placards etc. and took the pledge to follow all the traffic rules.

- Drivers participated in the awareness program and taken a pledge to follow all the traffic rules.

Photo taken during the program:

EAST WEST INSTITUTE OF TECHNOLOGY

DEPARTMENT OF INFORMATION SCIENCE & ENGG.

Cordially Invites you for the

Technical Training for

Non- Teaching Staff

On
28th February 2022

Resource Persons
Mr. Basavaraju H K
Foreman
Dept. of Information Science & Engg.

Patrons

Smt. Rashmi Ravikiran	**Sri. TejasKiran C R**	**Dr. T N Nagabhushana**
Chairperson, EWGI	*Secretary, EWGI*	*Executive Director, EWGI,*

Presided by

Dr. Purushotham B	**Dr. K Channakeshavalu**
Director-Admissions, EWGI	*Principal, EWIT*

Dr . Suresh M B
Prof & Head, Dept of ISE

Venue: 312 Project Labratory   **Time: 11.00 AM –12:00PM**

Principal
East West Institute of Technology
Off, Magadi Mein Road, Bengaluru-91

Introduction:

Non-teaching staff is an essential component of every educational institution. They provide a range of services, including maintenance, security, transportation, and administrative support, among others. With the growing use of technology in educational institutions, it has become necessary for non-teaching staff to be proficient in computer skills to perform their duties efficiently. This report aims to outline the importance of computer training for non-teaching staff and suggest effective strategies for providing such training.

Importance of computer training for non-teaching staff:

Computer training for non-teaching staff has become increasingly important in educational institutions for the following reasons:

Efficiency: Non-teaching staff is required to perform various administrative tasks such as managing student records, preparing reports, and communicating with parents and teachers. Proficiency in computer skills can enable them to perform these tasks more efficiently and effectively.

Communication: With the use of email, instant messaging, and other digital platforms, non-teaching staff is required to communicate with colleagues, students, and parents regularly. Computer training can help them develop skills that facilitate effective communication.

Safety and Security: Non-teaching staff is also responsible for ensuring the safety and security of students and staff. They may need to monitor security cameras, access control systems, and fire alarms, among others. Computer training can help them understand how to operate these systems and respond appropriately in case of emergencies.

Effective strategies for providing computer training for non-teaching staff:

The following strategies can be used to provide effective computer training for non-teaching staff:

Assessing the skill level: Before providing computer training, it is essential to assess the current skill level of non-teaching staff. This can be done through a survey or questionnaire, and the results can help in designing a training program that meets their specific needs.

Customized training programs: Computer training programs should be customized to meet the specific needs of non-teaching staff. The training should focus on the software and applications that are relevant to their work and avoid unnecessary information.

Practical training: Practical training is more effective than theoretical training. Therefore, computer training should be designed to be hands-on, allowing non-teaching staff to practice using the software and applications.

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Follow-up training: Follow-up training is crucial to ensure that non-teaching staff retains the skills they have learned. Therefore, it is essential to provide refresher training sessions periodically.

Conclusion:

In conclusion, computer training for non-teaching staff is essential for educational institutions to ensure efficient administrative operations, effective communication, and safety and security. Effective strategies for providing computer training include assessing the skill level, customizing the training program, providing practical training, and follow-up training. By implementing these strategies, educational institutions can equip non-teaching staff with the necessary computer skills to perform their duties effectively.

GALLERY OF THE ACTIVITY

Date: 31/02/2022

Circular

All Gardeners are here by informed to attend the Environmental Awareness Programme on Organic Gardening on 06/06/2022 at 10.30 AM at EWIT Main Block.

The Chief Guest for the Program:

Dr. P Parthasarathy, Managing Director, E-Parisaraa Pvt. Ltd., Bengaluru.

Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

Report on Environmental Awareness Programme on Organic Gardening

Title of the Activity	Environmental Awareness Programme on Organic Gardening
Date	06/06/2022; 10.30 AM
Target Audience	Faculty members and Students of EWIT
Separate session for	Gardening staff members
Organized by	Dept. of Civil Engg., and in association with EWIT NSS Unit
Convener	Dr. K Channakeshavalu Principal, EWIT

Objectives of the program:

- To create awareness among gardeners on organic gardening methods to enhance plant growth and repel insects naturally.
- To understand the benefits of organic farming in gardening.
- To create awareness on the preservation of the natural environment.

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Off. Magadi Main Road, Bengaluru-91

Subramanya Education Society®
EAST WEST INSTITUTE OF TECHNOLOGY

NSS UNIT- EWIT
INSTITUTION'S INNOVATION COUNCIL
&
DEPARTMENT OF CIVIL ENGINEERING
&
ECO CLUB OF EWIT
In Association with
INDIAN CONCRETE INSTITUTE
ASSOCIATION OF CONSULTING CIVIL ENGINEERS (INDIA)

Invites you for

'World Environment Day'

Chief Guest and Resource Person

Dr. P. Parthasarathy ME (IIT)
Managing Director
E-Parisaraa Private Limited,
Bengaluru

In the presence of
Prof. T N Nagabhushana ME (IISc), Ph.D. (IISc)
Executive Director,
East West Group of Institutions,

Dr. Purushotham B   **Dr. K Channakeshavalu**
Director-Academics,EWGI   Principal/Director,EWIT

Dr. M S Nagaraja Gupta
Professor and Head,
Department of Civil Engineering

Programme Co-Ordinator
Dr. Shashi Shekhar T R
Associate Professor, Dept of Civil Engineering
East West Institute of Technology
Bangalore 560091

Date: 06/06/2022   **Venue:** 6th Floor, Seminar Hall, EWIT   **Time:** 2:30pm

ALL ARE WELCOME
PRINCIPAL, HOD, Staff & Students

Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

Brief description of the Program:

The program started by planting a plant in the college campus.

Mr. Kaul then gave a presentation about his company E-Parisara Pvt. Ltd., and how the company focuses on utilizing e-waste into environment friendly & in turn protecting the environment. His presentation was indeed eye- opening, elaborate, informative & interesting giving an insight into all the aspects of e-waste collection, segregation & recycling, of which he was a part. The students & faculty were benefitted by the talk since it covered a major part of the concept of e-waste disposal which has now taken up a major role in today's modern lifestyle.

Later the Speaker took the session for Gardeners on Organic Gardening and created awareness among gardeners on organic gardening methods to enhance plant growth and repel insects naturally. And also explained them about the benefits of organic farming in gardening and how they can contribute towards the preservation of the natural environment by using organic methods.

The program concluded with the vote of thanks by the Principal and Principal honored the Speaker. All Gardening staff members actively involved in the awareness program.

***

Gardeners Participated in the

Environmental Awareness Programme on Organic Gardening

Sl.No.	Name	Designation
1.	Gangaiah H	Gardening Supervisor
2.	Hanumanthappa M	Gardener
3.	Krishnappa	Gardener
4.	Gangappa	Gardener
5.	Lokesh	Gardener
6.	Rajgopal	Gardener
7.	Vijayamma	Gardener
8.	Birappa	Gardener
9.	Rajamma	Gardener
10.	Thimappa	Gardener
11.	Muniyamma	Gardener
12.	Narasimha Murthy	Gardener
13.	Chennahanumaiah	Gardener
14.	Bengaluraiah	Gardener
15.	Rangaswamy R	Gardener
16.	Putta Ramu	Gardener

EAST WEST INSTITUTE OF TECHNOLOGY

#63...Off Magadi Road,Bengaluru, Karnataka-560091 Ph.No.080 2328 6899 Website: http://ewit.ewgi.in

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Two days Workshop on

COMMUNICATION SKILL DEVELOPMENT PROGRAM

FOR

NON-TEACHING

Resource Person

Dr. Shashikumar R

Technical Director, Crypto Vibes Technology, Bangalore

Chief Patrons

Smt. Rashmi Ravikiran
Chairperson-EWGI

Mr. Tejas Kiran C R
Secretary-EWGI

Patrons

Dr. B Purushotham
Director-EWGI

Dr.K Channakeshavalu
Principal/Director-EWIT

Date: 26/12/2019 to 27/12/2019   Time: 11.00 AM to 4.30 AM

Convenor

Dr. S G Hiremath
Prof & Head, Dept . of ECE, EWIT

Coordinator

Dr. Srinivas Babu P
Prof., Dept . of ECE, EWIT

EAST WEST INSTITUTE OF TECHNOLOGY

(Affiliated to VTU Belagavi, Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka, Accredited by NAAC & Recognized U/S 2 (f) of the UGC Act 1956)

Department of Electronics and Communication Engineering

Two Days workshop on "Communication Skill Development Program" for Non- Teaching Staff

Resource Person: Dr. Shashikumar R, Technical Director
Crypto Vibes Technology, Bengaluru

Date: 26/12/2019 to 27/12/2019   **Timing: 11am to 4.30pm**

This workshop was inaugurated by the Principal **Dr. K. Channakeshavalu,** Resource person Technical Director **Dr. Shashikumar R from Crypto Vibes Technology, Bengaluru** and HODs of other departments along with the all non-teaching staffs at 11am on **14/06/2021**.

Resource person elaborated on the "Role of Effective Communication in Workplace" for smooth functioning of the institution and promoting its reputation. He emphasized on the necessity and need of speaking in English and briefed on the 7C's of Effective Communication—Completeness, Conciseness, Consideration, Clarity, Concreteness, Courtesy and Correctness. The main objectives of this workshop is to provide non-teaching staff of EWIT to enhance communication skills- both oral and written. Sir gave presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills. Later a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person. Then "Vocabulary and Word Building" session drew participant's interest in learning new words; and enabled them complete tasks designed on the theme. Sir focused on "Speaking Evaluation" session which assessed participants on four key parameters: Interaction, Pronunciation, Fluency/Clarity and Vocabulary/Grammar. They were given liberty to choose topic for a 2- minute presentation. Majority exclaimed that the session made them face audience with confidence and feel accomplished as well.

At the end of the workshop Principal addressed all non-Teaching Staff with his valuable words and session ended at 4.00PM on 27/12/2019 with the feedback from the participants along with vote of thanks.

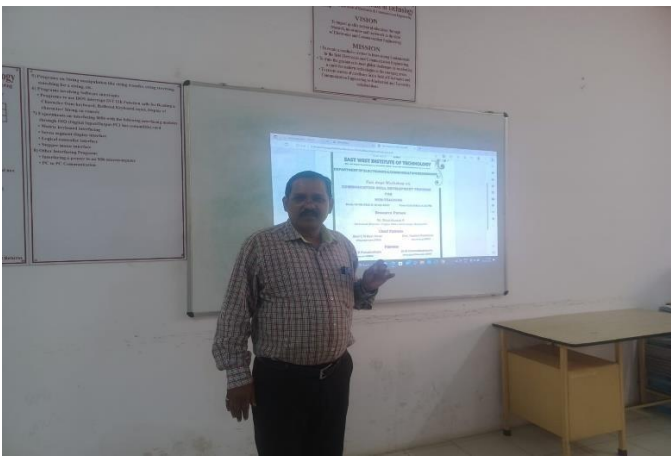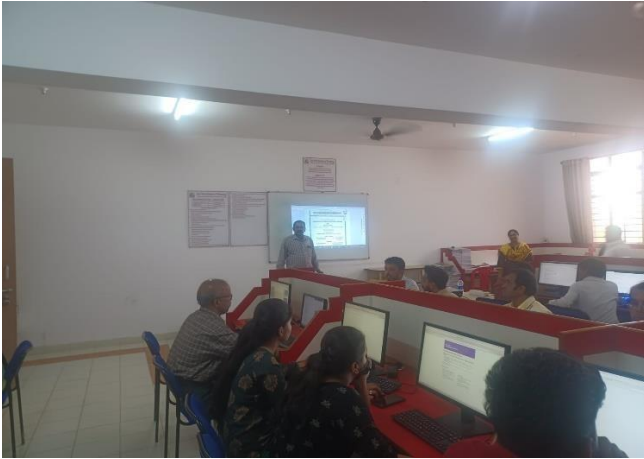HOD, ECE   PRINCIPAL

Photo Gallery of workshop organized for non-teaching staff on communication skill development program:

Sl. No	Staff Name	Designation	Department	Signature 14-06-2021	15-06-2021
1	Amith Kumar	FDC	Administrative office		
2	Rangaswamy	SDC	Administrative office		
3	Jayalakshmamma S G	SDC	Administrative office		
4	Rakshitha J S	FDC	Administrative office		
5	Bhoomika V	Receptionist	Administrative office		
6	Kusuma k	FDC	Administrative office		
7	Geetha G	FDC	Administrative office		
8	Dinesh Gowda	SDC	Administrative office		
9	Chikkire Gowda	Attender	Administrative office		
10	Shanthamma	Attender	Administrative office		
11	Manjula N	Attender	Administrative office		
12	Lalitha S H.K	Supervisor	Administrative office		
13	Suresh R	FDC	Library		
14	R Malathi	Librarian	Library		
15	Lakshmikanth K H	Assistant Librarian	Library		
16	Srinivas Gowda	Assistant Librarian	Library		
17	Nanje Gowda	Assistant Instructor	Library		
18	Triveni N R	Assistant Librarian	Library		
19	Prashanth P	Office Assistant	ECE		
20	Mahesh P	Foreman	ECE		
21	Madhusudhana K	Lab instructor	ECE		
22	Kishore M	Lab instructor	ECE		
23	Velpula Ashok	Lab instructor	ECE		
24	Pundareeka B	Foreman	ECE		
25	Narasamma	Attender	ECE		
26	Manoj A	System programmer	CSE		
27	Kavitha	Programmer	CSE		
28	Somasundar M	Programmer	CSE		
29	Challaiah K M	Attender	CSE		
30	Rathnamma	Attender	CSE		
31	Nandini C	Office Assistant	ISE		
32	Shivakumar S	Assistant Instructor	ISE		
33	Avinash B C	System Admin	ISE		
34	Raghavendra	System Admin	ISE		
35	Sumanth Kumar S	Assistant Instructor	ISE		

				14/06/2021	15/06/2021
36	Manjunatha R	Assistant Instructor	ISE		
37	Madhu D	Programmer	ISE		
38	Basavaraj H K	Foreman	ISE		
39	R Manjunath	Attender	ISE		
40	Sainath G S	Lab instructor	EEE		
41	Govindraj K	Lab instructor	EEE		
42	Sridhar	Assistant Instructor	EEE		
43	Basavaraju	Electrician	EEE		
44	Kumar S	Electrician	EEE		
45	Jaya prakash	Attender	EEE		
46	Ashwini	Lab instructor	EEE		
47	Raju C	Attender	EEE		
48	Muniraju C	Foreman	ME		
49	Nanjegowda P S	Lab instructor	ME		
50	Anand Kumar S	Lab instructor	ME		
51	Darshan	Lab instructor	ME		
52	Kantha Raju B	Lab instructor	CIVIL		
53	Bhuvaneshwari B H	Office Assistant	CIVIL		
54	Vinuth R S	Lab instructor	CIVIL		
55	Rajanna	Lab instructor	CIVIL		
56	Ganesh	Assistant Instructor	CIVIL		
57	Mamatha	Attender	CIVIL		
58	Nanjegowda P S	Lab instructor	PHY		
59	Mahalakshm	Attender	CHE		
60	Mukunda	Attender	MBA		
61	Krishnappa	Helper	MCA		
62	Indrani V	Attender	MCA		

ECE HOD
EWIT, B-91.

Principal & Director
East West Institute of Technology
Bengaluru - 560 091