



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY
Tamaram, Makavarapalem, Visakhapatnam-531113

Date: 09-02-2019

CIRCULAR

All the Office (Non-teaching) staff are hereby informed that Department of Electronics & Communication Engineering is organizing a training program on "LAB EQUIPMENT MAINTANENCE" from 11-02-2019 to 13-02-2019. Hence, all the office (Non-teaching) staff are informed to attend this program and make use of the same for their professional development.



PRINCIPAL

Principal
Avanthi Institute of Engg. & Techn
Tamaram, Makavarapalem Mo
Visakhapatnam District, Pin-531

Copy to:

1. HOD of ECE- To circulate their staff and faculty.
2. Office boards.



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Tamaram, Makavarapalem, Visakhapatnam-531113

TOPIC : A Three Day Training Program on “Lab Equipment Maintenance”

Date/s : 11-02-2019 to 13-02-2019

List of the participants:

S.No	Name Of The Non-teaching Staff	Designation
1.	L. NageswaraRao	Lab Assistant
2.	M.Ch. Raju	Lab Assistant
3.	K. Ravi Kumar	Lab Assistant
4.	Ch. Srinivas	Lab Assistant
5.	M. Siva Kumar	Lab Assistant
6.	B. Srinu	Lab Assistant
7.	G. Satyanarayana	Lab Technician
8.	N. Vishala	Lab Assistant
9.	Y. MaheswarRao	Lab Assistant
10.	P. Nanaji	Lab Assistant
11.	R. Srinu	Lab Assistant
12.	A. Naga Babu	Lab Assistant
13.	K.E.V. Prasad	Lab Technician
14.	Ch. Ramana	Lab Technician
15.	P. Mani Babu	Lab Assistant
16.	P. Raju Naidu	Lab Assistant

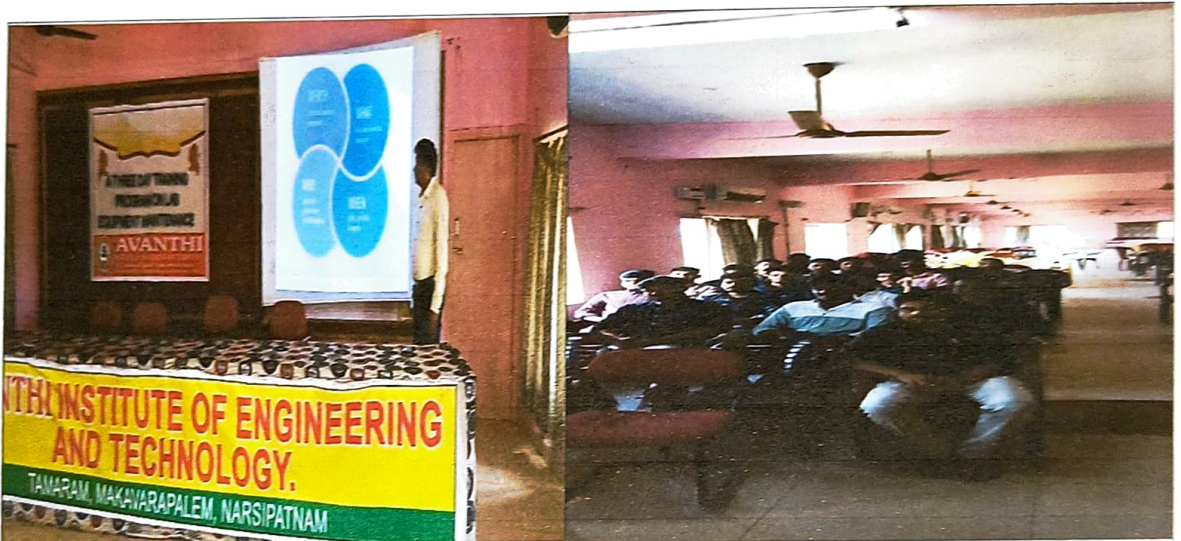

Principal

Coordinator
Avanthi Institute of Engg. & Technology
Tamaram, Makavarapalem Md.,
Visakhapatnam District, Pin-531113




AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY
TAMARAM (V), MAKAVARAPALEM (M), VISAKHAPATNAM (Dist.)

Name of the program : Lab Equipment Maintenance
Date/s : 11-02-2019 to 13-02-2019
Organized by : Department of Electronics & Communication Engineering



Participants and resource person attending a faculty development program on “Lab Equipment Maintenance”


Principal
Avanthi Institute of Engg. & Technology
Tamaram, Makavarapalem Md.,
Visakhapatnam District, Pin-531113


Coordinator



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PROGRAM REPORT

A brief report on the training program conducted from 11-02 -2019 to 13 -02 -2019 by Department of Electronics & Communication Engineering, AIET, Makavarapalem for office (Non-Teaching) staff for one day. The details of the program are as follows.

- Name of the Program** : LAB EQUIPMENT MAINTANENCE
ADMINISTRATION
- Number of hours/days conducted** : 9/3
- Name of the resource person** : Dr. E.Govinda
- No. of the participants attended** : 16
- Details of the topics covered** : How To Make Stock Registers, Maintenance of Lab Equipment, Safety Precautions, Do's & don'ts and Organize the space, Keep updated records, Schedule out your week, Establish routines and to eliminate distractions.
- Outcome of the program** : This program boosted in a high level of performance and greater confidence in the reliability of results. A significant benefit to the laboratory will be fewer interruptions in test performance, lower repair costs, and elimination of premature replacement of equipment.


Coordinator

