



## Report on One-Day Workshop

### *Effective Communication Skills for Professional Success*

Date: 03 January 2026

05.01.2025

Organized by: Department of English

Venue: Advanced Communication Skills Lab

The Department of English organized a One-Day Workshop on “Effective Communication Skills for Professional Success” for newly recruited faculty and interested faculty on 03 January 2026 at the Advanced Communication Skills Lab. The workshop was designed to strengthen participants’ grammatical competence and enhance professional communication skills essential for academic and workplace contexts.

The programme featured expert sessions on Tenses, Voice, Reported Speech, Letter Writing, and Email Writing, delivered by experienced faculty members. Each session adopted an interactive and practice-oriented approach, enabling participants to actively engage, clarify doubts, and apply concepts through relevant examples.

An interactive session on Tenses, conducted by Dr. M. Ravichand, Head, English focused on the correct usage of tenses in spoken and written communication, with emphasis on identifying and correcting common errors. This was followed by a session on Voice (Active and Passive) by Dr. D. Sridevi, who explained its functional relevance in academic and professional writing, highlighting clarity, objectivity, and appropriate usage.

The session on Reported Speech, led by Dr. K. Samuel Babu, provided clear insights into transforming direct speech into indirect speech with accuracy. Practical illustrations helped participants understand its application in reporting, interviews, and formal documentation. Dr. J. Naga Madhuri conducted the session on Letter Writing, covering both formal and informal letters, with special emphasis on official and professional correspondence. The final session on Email Writing was handled by Dr. H. Narendra Kumar, who highlighted email etiquette, structure, tone, and common errors, equipping participants with the skills to draft effective professional emails.

Approximately 45 participants from various schools and departments of the university attended the workshop. The participants were highly interactive throughout the programme and expressed their satisfaction and happiness with the relevance, clarity, and practical usefulness of the sessions.

The workshop concluded with a valedictory function, during which certificates were distributed to all participants. Conveners Dr. D. Sridevi & Dr. M. Jayaranjan thanked all the participants for their active involvement in the workshop. Overall, the programme was successful in achieving its objectives and received positive feedback from the attendees.



Dt. 01-01-2026

## Circular

All the Heads of the Departments are hereby informed that a **One-Day Workshop on "Effective Communication Skills for Professional Success"** is being organized for the faculty members who have **newly joined the college**.

The workshop aims to enhance professional communication competencies essential for effective teaching, academic interaction, and career advancement. The cooperation of all Heads of the Departments in ensuring maximum participation is highly solicited.

In this regard, the Heads of the Departments are requested to depute the newly appointed faculty members and faculty who would like to participate from their respective departments to attend the workshop as per the details given below:

### **Event Details:**

- **Date:** 03-01-2026
- **Time:** 9.30AM-4.30 PM
- **Venue:** Advanced Communication Skills Lab  
Adjacent to Central Library

**Note:** Participants will have to make their own arrangements for Lunch.

**For Registrations please contact:**

Dr. D. Sridevi – 9492715672

Dr. M. Jayaranjan – 9550842189

  
1/1/26

Registrar

Registrar  
Siddhartha Academy of Higher Education  
(Deemed to be University)  
Vijayawada-520 007



# SIDDHARTHA

## ACADEMY OF HIGHER EDUCATION

An Institution **DEEMED TO BE UNIVERSITY**

(Under Section 3 of UGC Act, 1956)

(Sponsored by Siddhartha Academy of General & Technical Education), Vijayawada, A.P.

## INVITATION

### DEPARTMENT OF ENGLISH

Cordially invites you to the  
One-Day Workshop  
on

### Effective Communication Skills for Professional Success

**Date:** 03 January 2026

**Venue:** Advanced Communication Skills Lab

#### **Resource Persons:**

Dr. M. Ravichand, Head, Department of English

Dr. D. Sridevi, Assistant Professor, Department of English

Dr. K. Samuel Babu, Assistant Professor, Department of English

Dr. J. Naga Madhuri, Assistant Professor, Department of English

Dr. H. Narendra Kumar, Assistant Professor, Department of English

#### **Conveners:**

Dr. D. Sridevi & Dr. M. Jayaranjan

#### **Registrar & HoD**

Dr. M. Ravichand

**Department of English  
Organizes**

One Day workshop  
on

# **EFFECTIVE COMMUNICATION SKILLS FOR PROFESSIONAL SUCCESS**

Date: 3<sup>rd</sup> January 2026      Time: 9:30 AM - 4:30 PM      Venue: Advanced Communication Skills Lab

VELAGAPUDI RAMAKRISHNA SIDDHARTHA SCHOOL OF ENGINEERING



**SIDDHARTHA**  
ACADEMY OF HIGHER EDUCATION  
An Institution **DEEMED TO BE UNIVERSITY**

(Under Section 3 of UGC Act, 1956)  
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**Department of English  
Organizes**

One Day Workshop  
on

# **EFFECTIVE COMMUNICATION SKILLS FOR PROFESSIONAL SUCCESS**

Date: 3<sup>rd</sup> January 2026

Time: 9:30 AM - 4:30 PM

Venue: Advanced Communication Skills Lab



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VELAGAPUDI RAMAKRISHNA SIDDHARTHA SCHOOL OF ENGINEERING

From  
The Head  
Department of English  
Siddhartha Academy of Higher Education  
Deemed to be University  
Vijayawada  
31.12.2025

Siddhartha Academy of Higher Education  
(Deemed to be University)  
Vijayawada-520 007.

INWARD No : 6948  
DATE : 31/12/2025

To  
The Registrar  
Siddhartha Academy of Higher Education  
Deemed to be University  
Vijayawada

Respected Sir,

Subject: Request for Approval to Conduct a One-Day Workshop on "Effective Communication Skills for Professional Success"- Reg.

The Department of English proposes to organize a **One-Day Workshop on "Effective Communication Skills for Professional Success"** for the benefit of **recently joined faculty members** of the University.

**The aim of the workshop** is to equip newly appointed faculty members with effective communication skills required for academic teaching, professional interaction, and institutional engagement, thereby enhancing their overall professional competence and confidence.

The workshop is scheduled to be held on **Saturday, 03 January 2026**, from 9:30 A.M. to 4:30 P.M. at the **Advanced Communication Skills Lab**.

We kindly request your approval to conduct the above workshop and to sanction the proposed budget of **₹2,500/-** towards meeting the workshop expenses. I herewith enclose the proposed budget and Programme. This is for your perusal and favourable consideration.

We shall be grateful for your kind consideration and approval.

Thanking you.

Yours sincerely,

*[Signature]*  
31/12/25

Head  
Department of English  
Siddhartha Academy of Higher Education

*[Signature]*  
31/12/25

VCS is  
*[Signature]*  
31/12/25



**One Day Workshop on "Effective Communication Skills for Professional Success" on 03/01/2026**

Sl. No	Name of the Participant	Designation	Branch	Email ID	Mobile Number	Signature
1	Y. V. Nandini	Assistant Professor	CSE	ynandini@vrsiddhartha.ac.in	8247339335	[Signature]
2	Mr. V. Pavan Krishna	Assistant Professor	CSE	vpavankrishna@vrsiddhartha.ac.in	8566 930216536	Pavank
3	Mrs. K. Rama Devi	Assistant Professor	CSE	kramadevi@vrsiddhartha.ac.in	9390398187	[Signature]
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5	Mrs. K. Keerthi	Assistant Professor	CSE	kolakeerthi@vrsiddhartha.ac.in	8977522425	[Signature] KVP
6	Dr. K. Purna Prakash	Assistant Professor	CSE	kpurnaprakash@vrsiddhartha.ac.in	9346020291	[Signature] KPB
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11	Dr. Koya Purnachandra Rao	Professor & Head	MCA	hodmca@vrsiddhartha.ac.in	8106336505	[Signature]
12	Dr. K. Parish Venkata Kumar	Assistant Professor	MCA	kpvk@vrsiddhartha.ac.in	8885546985	[Signature]
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15	Mrs. M. Prasanna Lakshmi	Assistant Professor	MCA	mplakshmi@vrsiddhartha.ac.in	9491753743	[Signature]
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30	Mrs. N. S. Naga Malleswari	Assistant Professor	ECE	nsnmalleswari@gmail.com	9618191621	[Signature]
31	N. Siva Naga Malleswari K. Lavanya	HR DEO	Admn	kommaju.lavanya@gmail.com	9059991287	[Signature]
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37		Assistant Professor	IT			
38		Assistant Professor	ME			
39		Assistant Professor	ME			
40		Assistant Professor	ME			
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**Tense-wise Conversion**

Tense	Active Voice	Passive Voice
Present Simple	She writes a letter. (S+V1+Ob)	A letter is written. (V3)
Past Simple	She wrote a letter. (S+V2+Ob)	A letter was written. (V3)
Future Simple	She will write a letter. (S+will/shallV1+Ob)	A letter will be written. (V3)
Present Continuous	She is writing a letter. (S+is/am/are+V1+ing+Ob)	A letter is being written. (be+being+V3)
Past Continuous	She was writing a letter. (S+was/were+V1+ing+Ob)	A letter was being written. (be+being+V3)
Present Perfect	She has written a letter. (S+has/have+V3+Ob)	A letter has been written. (be+V3)
Past Perfect	She had written a letter. (S+had+V3+Ob)	A letter had been written. (be+V3)
Future Perfect	She will have written a letter. (S+will have/shall have+V3+Ob)	A letter will have been written. (will have+V3)

Whiteboard notes:

be + is  
 I like apples  
 He will like apples

have - had - had  
 had - had - had

EIGHT BRANCHES OF ASHTANGA YOGA

ENGINEERING COLLEGE



