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*ASH*  
PRINCIPAL

Vignani's Institute of Management & Technology For Women  
Kondapur (V), Ghatkesar (M), Medchal-Malkajiri (Dt)-501301  
Telangana State



Date: 18-06-2020

To

The Principal,

Vignan's Institute of Management and Technology for Women,

Kondapur, Ghatkesar.

**Sub: - Permission to conduct Workshop for Non-Teaching Staff - Reg.**

The Department of CSE has proposed to conduct workshop on "How to manage the workplace during covid-19 pandemic" during 22-06-2020 to 26-06-2020 for the entire Non-Teaching faculty of VMTW. The coordinator for this program is Mr. B. Phijik, Assistant Professor from CSE Department. The details of program and budget are mentioned in Table1 and Table2 respectively.

Name of the Workshop	Resource Person	Date of FDP
How to manage the workplace during covid-19 pandemic	Dr. Sindhu K, Gynecologist	22-06-2020 to 26-06-2020

Table2: Details of Expenditure		
S.No	Expenditure	
1	Honorarium fee for resource person	15000/-
2	Preparatory work allowances of program	3000/-
3	Others	2000/-
4	<b>Total expenditure</b>	<b>20000/-</b>

We request you to give permission for conducting this workshop and sanction the amount of Rs.20000/-.

*V. Indira*

*[Signature]*



*[Signature]*  
PRINCIPAL

Vignan's Institute of Management & Technology For Women  
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt)-501301  
Telangana State



## Academic Year - 2019-20

### Department of Computer Science Engineering

### How to Manage Workplace during COVID-19 Pandemic

- 1. Resource Person:** Dr. Sindhu K,  
Gynecologist.



- 2. Coordinator :** Mr. B. Phijik,  
Assistant Professor,  
CSE Department

VMTW



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PRINCIPAL

Vignan's Institute of Management & Technology For Women  
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt)-501301  
Telangana State





# VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Sponsored by Lavu Educational Society, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.  
Kondapur (V), Ghatkesar (M), Medchal - Malkajiri (D) - 501 301 Phone: +91 96529 10002/3



## Department of Computer Science Engineering

Date: 18-06-2020

To

The Principal,

Vignan's Institute of Management and Technology for Women,

Kondapur, Ghatkesar.

### Sub: - Permission to conduct Workshop for Non-Teaching Staff - Reg.

The Department of CSE has proposed to conduct workshop on "How to manage the workplace during covid-19 pandemic" during 22-06-2020 to 26-06-2020 for the entire Non-Teaching faculty of VMTW. The coordinator for this program is Mr. B. Phijik, Assistant Professor from CSE Department. The details of program and budget are mentioned in Table1 and Table2 respectively.

Name of the Workshop	Resource Person	Date of workshop
How to manage the workplace during covid-19 pandemic	Dr. Sindhu K, Gynecologist	22-06-2020 to 26-06-2020

S.No	Expenditure	
1	Honorarium fee for resource person	15000/-
2	Food Expenditure	5000/-
3	Preparatory work allowances of program	5000/-
4	Others	5000/-
5	Total expenditure	30000/-

We request you to give permission for conducting this workshop and sanction the amount of Rs.30000/-.



COORDINATOR

*V. Indhu*  
HOD

*[Signature]*  
PRINCIPAL

*[Signature]*  
PRINCIPAL

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Telangana State

Vignan's Institute of Management & Technology For Women  
Kondapur (V), Ghatkesar (M), Medchal-Malkajiri (D)-501301  
Telangana State

### Google meet link:

<https://meet.google.com/uux-tfsw-ngx?pli=1>

### Timings:

Everyday from 10 am - 12 pm

### Registration Link:

<https://forms.gle/mep3X1is7ThVSyow8>

or

[https://docs.google.com/forms/d/e/1FAlpQLSd53iTqS285YsYWvpSupdYiYd5b2qUVqIzlljUfAHuAKeK0A/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAlpQLSd53iTqS285YsYWvpSupdYiYd5b2qUVqIzlljUfAHuAKeK0A/viewform?usp=sf_link)

**LAST DATE FOR REGISTRATION: 21<sup>ST</sup> JUNE, 2020**



Resource Person:

**Dr. Sindhu K.**  
Gynecologist,  
Hyderabad.

Chief-patrons:

**Dr. L. Rathaiah,**  
Chairman,

Vignan Group of Institutions.

**Mr. B. Shravan,**

Chief Executive Officer,

Vignan Group of Institutions

Patron:

**Dr. K. Chandra Shekar,**  
Principal, VMTW

**Mrs. Indrani Vasireddy,**  
Associate Professor &

Head of the Department,  
Department of CSE.

Coordinator:

**Mr. P. Pratik,**

Associate Professor,  
Department of CSE.

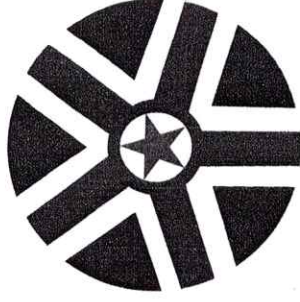
Contact No: +91 96529 10002

**VIGNAN'S**  
**INSTITUTE OF MANAGEMENT AND**  
**TECHNOLOGY FOR WOMEN**

(Sponsored by Lavu Educational Society)

Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.

Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301



ONLINE WORKSHOP ON

# “HOW TO MANAGE THE WORKPLACE DURING COVID-19 PANDEMIC”

22<sup>TH</sup> TO 26<sup>TH</sup> JUNE, 2020

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PRINCIPAL

Vignan's Institute of Management & Technology For Women  
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D)-501301  
Telangana State

Organized by:

**DEPARTMENT OF  
COMPUTER SCIENCE AND ENGINEERING**



## ABOUT THE INSTITUTION:

Vignan's Institute of Management and Technology for Women (VMTW), is the brainchild of Dr. L. Rathaiah, Chairman, Vignan Group of Institutions, which was founded in August 2008, with four branches of Engineering.

VMTW is an exemplary institution of higher learning with a mission of pursuing excellence in education and research. The institution, with its diverse and dynamic community of about 2000 students offers a distinctive combination of some of the finest facilities for 7 different graduate, and undergraduate programs, accomplished faculty, world-class facilities with a hostel set on a sprawling area of 22 acres sylvan surroundings of mango groves and greenery.

While students at VMTW immerse themselves in academics, the college has a lot in store for them outside the classroom. Student life includes participation in sports, recreational & co-curricular, and cultural activities. In short, at VMTW students will find an academic and social environment where everyone from faculty members to peers helps shape their future.

VMTW is a home to aesthetically designed buildings with state-of-the-art computer and internet facilities, modern laboratories, workshops, seminar halls, auditoriums, and well-stocked libraries, sports, and games fields.

The Institution boasts of a strong alumni network with alumni events held every year serving as a platform for past students to give back to VMTW and share their experiences with its present fellow students. With so much to offer, it is only natural that students of VMTW get a unique opportunity to carve a niche for themselves in their chosen field of study that enables them to become well-rounded and discerning citizens, fully qualified for their chosen professions in the workplace. Institute also brings out the creativity in students by imparting engineering knowledge imbining interpersonal skills to promote innovation, research, and entrepreneurship.

## ABOUT THE DEPARTMENT:

Department of CSE, VMTW has started B.Tech in Computer Science and Engineering in the year 2008 with an intake of 90. The scholarly ambience in CSE Department is encouraging to the complete development of the students with well-equipped labs. Department has dedicated and professionally well competent faculty and the many of the faculty are pursuing Ph.D. in emerging areas like Artificial Intelligence, Machine Learning, Cyber Security, Data Science and Block Chain. The main objective is to prepare the students to be successful in Computer Science Engineer to meet the industry needs, encourage lifelong skills and strengthen research.

## ABOUT THE PROGRAM:

COVID-19 spread is emotionally challenging for many people, changing day-to-day life in unprecedented ways. All sections of society – including employers and employees – should play a role to protect themselves and each other and help prevent further spread of the disease. WHO is providing advice and updated information on COVID-19, and on how employers can protect their employees, what measures they should take in the workplace and other related factors.

These resources will help you through the key steps of reopening your business in the wake of the COVID-19 pandemic, including:

Making sure your facility is fully clean, disinfected and equipped with a blueprint for maintaining safe conditions. Setting up a support system in place for employees as they return to work and adjust to new realities and emotional challenges presented by the COVID-19 pandemic. Creating a plan for a safe work environment that protects employees and customers alike from risks connected to COVID-19, including exposure and transmission.

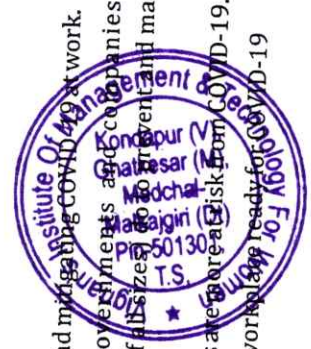
## OBJECTIVES:

- Preventing and mitigating COVID-19 at work.
- What can governments and companies (including enterprises of all sizes) do to prevent and manage COVID-19 risks?
- Which sectors are at greatest risk from COVID-19.
- Getting your workplace ready for COVID-19.

- Build the right infrastructure for the virtual workplace
- Risk communication and community engagement
- Mental health considerations during COVID-19 outbreak
- Explore alternative work sites beyond home and the office
- How will COVID-19 change the future of work?
- UPDATE OR DEVELOP NEW HEALTH AND SAFETY MANAGEMENT PLANS.

## EXPECTED OUTCOMES:

- UPDATE OR DEVELOP NEW HEALTH AND SAFETY
- Mental health considerations during COVID-19 outbreak
- Getting your workplace ready for COVID-19



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VMTW/CIR/CSE/2019-20/01

Date: 19-06-2020

## DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

### CIRCULAR

All the HOD's, Staff and Non-Teaching Staff that, the department of CSE has planned to conduct a Workshop on "How to manage the workplace during covid-19 pandemic" during 22-06-2020 to 26-06-2020 by **Dr. Sindhu K, Gynecologist, Hyderabad**. The coordinators for the workshop will be Mr. B. Phijik, Assistant Professor, CSE Department. All the Non-Teaching staff are here by informed to attend the session without fail.

#### Copy To:

Principal Office,  
All -HOD's,  
Circular to Faculty/Non-Teaching Faculty,  
Notice Board,  
Department - CSE

*v. sindhu*  
HOD-CSE

Head of the Department  
Computer Science and Engineering  
Vignan's Institute of Management and Technology for Women  
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301.



*v. sindhu*  
PRINCIPAL  
Vignan's Institute of Management & Technology For Women  
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## DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

Review form: "How to manage the workplace during covid-19 pandemic"

During 22-06-2020 to 26-06-2020.

<b>Evaluation:</b>	<b>Poor-NA</b>	<b>Fair-1</b>	<b>Good-2</b>	<b>Very-3</b>	<b>Good-4</b>	<b>Excellent-5</b>	
Session objectives were stated clearly and met			5	4	4	5	5
The information, and skills presented were relevant and useful.			4	5	4	5	4
The presenter(s) provided adequate time for questions and answered them satisfactorily.			5	4	4	5	5
The session increased my knowledge and skills.			4	5	5	4	4
The presenter(s) suggested ways to follow-up the training			5	4	5	4	5
How would you rate this Session?			5	4	4	4	5
<b>ANY SUGGESTIONS:</b>	—						



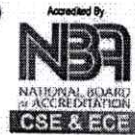
  
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## Programme Schedule of the Workshop

Workshop: "How to manage the workplace during covid-19 pandemic"

During 22-06-2020 to 26-06-2020

**Workshop objective:** The main objective of workshop is discussed.

- Key measures to protect against COVID-19.
- Workplace plan for the prevention and mitigation of COVID-19. Plan and organize work flow effectively by filing, documenting, sorting, indexing, and retrieving corporate documents in the most appropriate manner.
- Prioritize health and wellness above all else.

The following is the schedule for the Workshop:

S.No	Date	FN 10:00am – 12:30pm	12:30pm – 1:30pm	AN 1:30pm – 3:00pm
1	22-06-2020	Introduction to COVID-19	<b>Lunch Break</b>	Dos and Don'ts in pandemic.
2	23-06-2020	Key measures to protect against COVID-19		Additional measures taken at workplaces
3	24-06-2020	Workplace plan for the prevention and mitigation of COVID-19		Mental health and Psychosocial support should be provided to workers during COVID-19
4	25-06-2020	Good respiratory & Hygiene		Sanitizing hand rub dispensers in prominent places around the workplace
5	26-06-2020	Guidance from occupational health and safety officers		Prioritize health and wellness above all else



COORDINATOR

*ASH*  
PRINCIPAL

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*W. Indira*  
HOD - CSE

Head of the Department  
Computer Science and Engineering  
Vignani's Institute of Management and Technology for Women  
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301.



**Department of Computer Science Engineering**

**A Report on**

**“How to manage the workplace during covid-19 pandemic”**

**Date: 29-06-2020**

Department of Computer Science Engineering has conducted workshop on –“**How to manage the workplace during covid-19 pandemic**”, during 22-06-2020 to 26-06-2020 for Non – Teaching Faculty.

**Speaker: Dr. Sindhu K, Gynecologist, Hyderabad** as the resource person for this Five day workshop session.

The objective of this program is to provide deep knowledge on how to manage workplace during covid-19 pandemic.

**Coordinators: Mr. B. Phijik, Assistant Professors, from CSE Department** acted as Coordinator for this workshop.

Total around 29 Non-Teaching faculty had participated in the workshop. This workshop session had provided an excellent opportunity to learn about **How to manage the workplace during covid-19 pandemic** to all the participants.

**Date & Time:** The workshop was conducted during 22-06-2020 to 26-06-2020 from 10:00 AM– 3:00 PM.

We would like to thank our honorable Sri Dr. L Rathaiah, Chairman, Sri B. Shravan, CEO, Dr. K.Chandra Shekar, Principal and Mrs. V. Indrani, HOD-CSE, for their support for successful completion of Five day workshop. The entire non-teaching Faculty, participants felt very happy for attending the program and most of them given excellent in feedback.



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## Topics Covered in workshop

COVID-19 spread is emotionally challenging for many people, changing day-to-day life in unprecedented ways. All sections of society – including employers and employees – should play a role to protect themselves and each other and help prevent further spread of the disease. WHO is providing advice and updated information on COVID-19, and on how employers can protect their employees, what measures they should take in the workplace and other related factors. Therefore, the management should be a skilled, experienced, and motivated set of individuals, who will do whatever necessary for the best interest of the company and stakeholders.

Workplace preparedness during COVID-19 requires employers to provide the productivity tools and support employees need to be effective when working remotely.

Following are tips for ensuring employees have the tools and support they need to be productive, effective and connected while working remotely.

1. **Prioritize health and wellness above all else**
2. **Build the right infrastructure for the virtual workplace**
3. **Combat productivity/engagement pits with virtual cultural initiatives**
4. **Explore alternative work sites beyond home and the office**
5. **Treat communication as a two-way street**

As COVID-19 spreads to an ever-growing segment of the global population, the top priority of every organization in this time of crisis should be on protecting the health of its talent, customers, vendors and other stakeholders. Countless organizations are demonstrating their commitment to slowing the spread of the virus by closing facilities (or parts of them), and deploying a remote working plan.

While sending employees to work in the self-contained bubbles of their homes keeps a large segment of workers safe, what about employees who cannot do their jobs remotely? Some organizations are quarantining mission-critical functional areas that must remain in operation, cordoning off physical spaces where those employees can do their jobs without coming into contact with other people. Some energy companies are even exploring the idea of having power plant operator's sleep in the plant to minimize exposure to germs.



  
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Such measures may seem extreme and will surely be disbanded when social distancing is no longer required, but one thing the pandemic has made it clear is just how important it is to pay attention to “building health” issues such as ventilation, air filtration, cleaning and facilities management preparedness. The desire to work in healthy buildings will not dissipate any time soon.

## How will COVID-19 change the future of work?

It's impossible to predict the long-term implications of today's sudden, massive shift to remote work, but a few outcomes are possible. One is that employees and business leaders alike will open their eyes to the value that can be unlocked when each individual has the freedom to work where and when it makes most sense—which may be from home at least part of the time. Yet it's just as likely that we will emerge from this period craving the face-to-face interaction that has been sorely missed, and with a greater understanding of how physical space influences the way we all feel and work each day. Workplace strategists and designers will have an ever-more important role to play in shaping the future of places and spaces where we can come together to connect, work productively and be inspired.

*V Andin*

**Head of the Department  
Computer Science and Engineering**  
Vignan's Institute of Management and Technology for Women,  
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301.



*[Signature]*

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## Attendance Sheet on Workshop: How to manage the workplace during covid-19 pandemic

S. No	Name of the Non-Teaching Faculty	Department	22-06-2020	23-06-2020	24-06-2020	25-06-2020	26-06-2020
1	K Sudhakar Reddy	Admin	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
2	K. Yadagiri Reddy	Admin	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
3	S Sukumar	Admin	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
4	T. Nagaraja Kumari	BSH	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
5	K.Vinoda	Admin	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
6	R Srilatha	CSE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
7	Mrs.V.Srilatha	CSE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
8	Mrs.A.Shalini	CSE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
9	Mrs.S.Minisha	CSE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
10	K.Janardhan	CSE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
11	V.Shankar Rao	AIML	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
12	R.Mounika	ECE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
13	P.Aruna Sree	ECE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
14	P. Srinivasa Murthy	ECE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
15	Mr. G. Rajkumar	ECE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
16	Mr. R. Venkateswarlu	ECE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
17	Mr. T. Chethan Reddy	ECE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
18	Mrs.P.Chandana	ECE	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
19	B Raju	BSH	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
20	M.P. Edward	BSH	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
21	Mr.E.Prashanth	BSH	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
22	Mr.T.Rajesh	BSH	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
23	Mrs.K.Anitha	BSH	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
24	Mrs.K.Swaroop	BSH	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
25	Mrs.T.Divya Jyothi	BSH	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
26	Mr.T.Kala Chary	BSH	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
27	Mr.A.Chandra	Admin	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]



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	Shekar	Admin	<del>A</del>	<del>A</del>	<del>A</del>	<del>A</del>	<del>A</del>
28	Mrs.D.Laxmi Prasanna	Admin	LP	LP	LP	LP	LP
29	Mr.M.Venkata Bhagavathi Rao	Admin	B	B	B	B	B

*[Handwritten Signature]*

COORDINATOR

*[Handwritten Signature]*  
HOD-CSE

**Head of the Department**  
**Computer Science and Engineering**  
Vignans Institute of Management and Technology for Women  
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301.

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