VTOOLS TRAINING

IEEE MVSR Student Branch organised a Training on Report Writing and vTools on 10th August 2021 for Chairpersons, Secretaries and Joint Secretaries of Executive Committees of main Student Branch, Affinity group and Student Chapters of IEEE MVSR SB. The objective of this training was to illustrate how a report is composed and how it is uploaded in vTools and their importance.

Student Branch Mentor:
Dr. Atul Negi,
Professor,
School of CIS,
University of Hyderabad

Student Branch Advisor:
Dr. G. Kanaka Durga
Principal and Professor,
MVSR Engineering College.

Student Branch Counsellor:
Dr. D. Hari Krishna,
Associate Professor, EEE Dept.,
MVSR Engineering College.

WIE Student Branch Advisor:
Mrs. A. Vijaya Vahini
Assistant Professor, IT Dept,
MVSR Engineering College.

PES Advisor:
Dr. D. Hari Krishna,
Associate Professor, EEE Dept.,
MVSR Engineering College.

CS student branch advisor:
Mrs. B. Saritha
Associate Professor, CSE Dept.,
MVSR Engineering College.

CASS Student Branch Advisor:
Mrs. S. Aruna
Assistant Professor, ECE Dept.,
MVSR Engineering College.

Student Branch Executive Committee:

Chair	Mr. Ch. Sai Teja
Vice Chair	Mr. K. Uthej
Secretary	Mr. G. Surya Teja
Joint Secretary	Ms. S. Navya Sree
Treasurer	Mr. Mohammad Danish
Operating Committee Head	Ms. P. Sisira Reddy

Computer Society:

Chair	Ms. K. Laxmi Priya
Vice Chair	Mr. Syed Omer
Secretary	Mr. M. Hareen
Joint Secretary	Ms. Y. Manvitha
Treasurer	Ms. K. Aishwarya
Women in Computing	Ms. S. Nithya Santoshini

WIE Affinity Group:

Chair	Ms. Vibhava Sugur
Vice Chair	Ms. V. Sai Sri
Secretary	Ms. T. Rithika
Joint Secretary	Ms. M. Kathyayani
Treasurer	Ms. Akshaya Emmadi

Circuits & Systems Society:

Chair	Ms. P. Shruti
Vice Chair	Mr. N. Bhargava Saketh
Secretary	Mr. K. Hemanth
Joint Secretary	Mr. Gautham Purohit
Treasurer	Mr. DLN Srihith

Power Energy Society:

Chair	Ms. T. Snigdha
Vice Chair	Mr. Vuppala Vivek
Secretary	Mr. K. Naga Seshu
Joint Secretary	Mr. Ankith Rama
Treasurer	Ms. Addu Vandana
Women in Power	Ms. B. Rajya Laxmi

Operating Committees:

|	
Publicity	Mr. N. Krishna
	Mr. Rafae Ahmed
Membership	Mr. P. Tarun Reddy
Design & Web Master	Ms. Hetalee Warad
	Mr. D.Parimal Kumar
Program	Ms. P. Phani Priya
	Mr. K Sai Kiran
Social Media & Content Writing	Ms. Ch. Sreeya
	Mr.N.Sriram

Session Details:
Date: 10th August 2021

Timings: 6:00 pm to 7:30 pm

Number of Participants: 20

Speaker for the session: Mr. Ch. Sai Teja, Chairperson of IEEE MVSR SB.

Mr. Sai Teja, Chairperson IEEE MVSR SB commenced the session by welcoming Dr D Hari Krishna, IEEE MVSR Student Branch Counsellor, and the respective Chair's, Secretaries, Joint Secretaries of IEEE MVSR Student branch, it's affinity group and chapters. Then, he invited Dr Hari Krishna to address the meet.
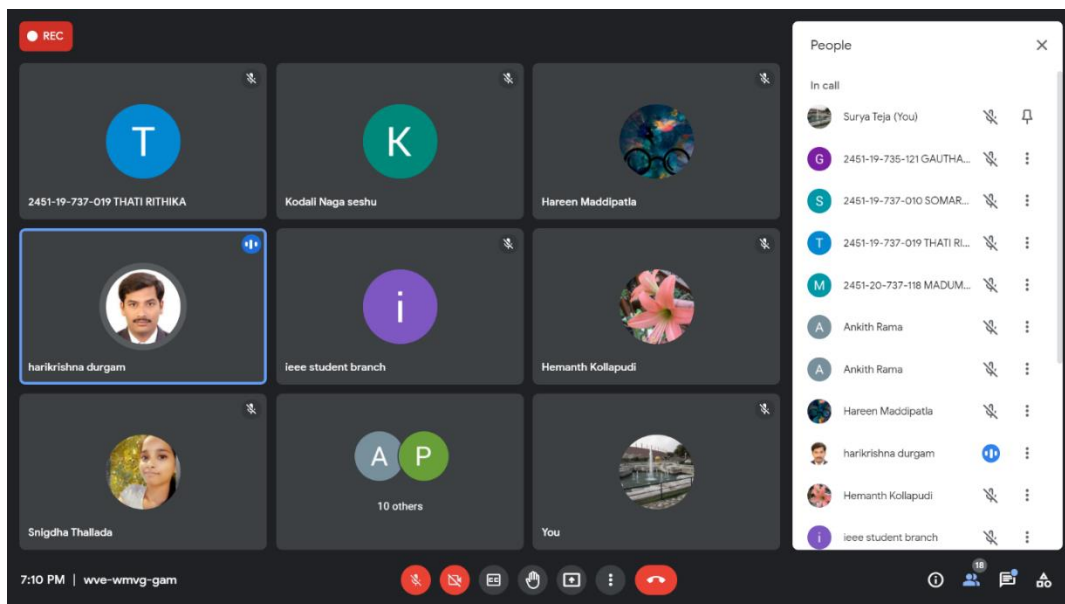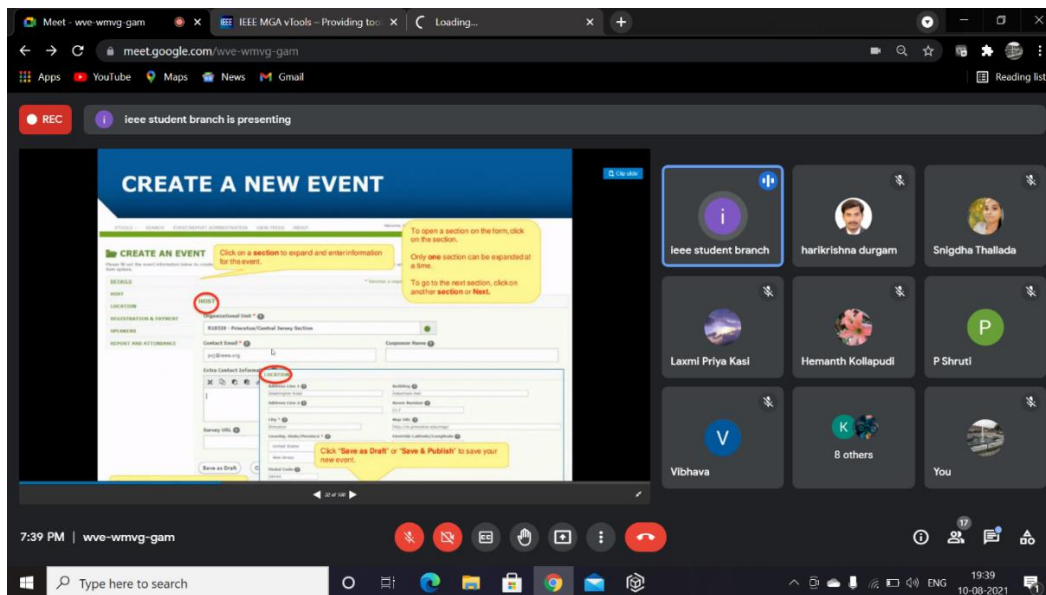

Training Attendees

Dr Hari Krishna congratulated the new Executive Committee recruits and wished them luck for their future. He then discussed the importance of report, what a report should contain and also explained the process of report verification. He urged the secretaries to draft the report within 2-3 days with no grammatical errors. Dr Hari Krishna also explained the importance of vTools. He stated that secretaries and Chair are responsible for uploading the event reports in vTools asked them to take utmost care while doing so. Later, the session was handed over to Mr. Sai Teja.

Mr. Sai Teja started by explaining about reports. He discussed about the format which is to be followed, details to be mentioned in report, text alignment and the hierarchy of addressing people in reports. It was advised to secretaries to use "Times New Roman" font with a text size of "12" for paragraphs and a size of "14" with bold text for heading. He also showed few sample reports. Mr. Sai Teja also presented the permission letter format which needs to be drafted by the Chair's of Executive committee to acquire permission for an event to be organised.
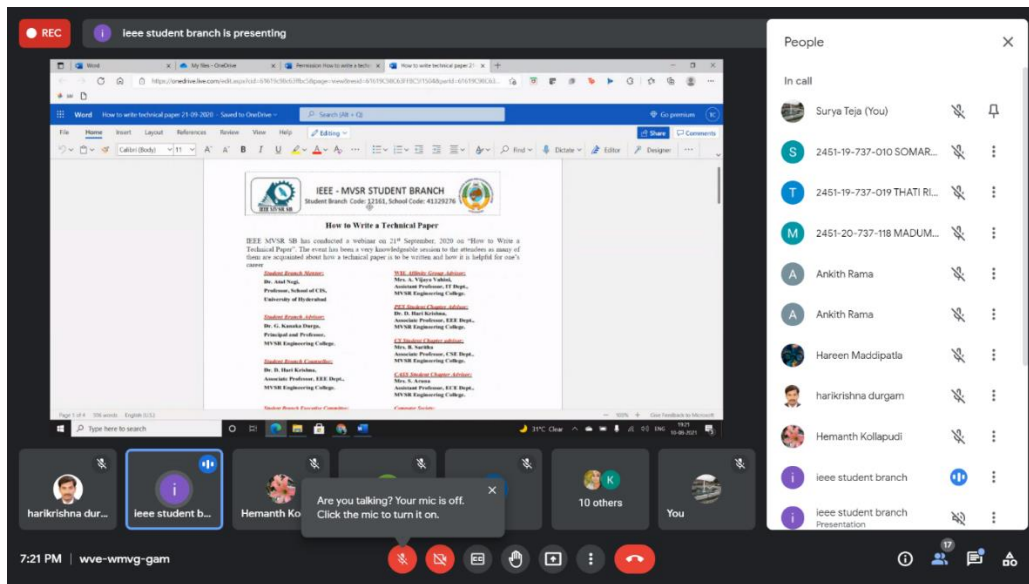
Sample Report demonstrated by Speaker

Followed by this he elucidated about vTools. He mentioned how to navigate to VTools website and also briefed about the resources the website offers. He went on to explain VTools Officer Reporting, vTools Events and vTools Student Branch Reporting. Under vTools Events, he explained about Filing a report of past event. He urged the members to carefully fill the required fields and also the content which is to be filled should be precise. He demonstrated it by uploading a report. How to add images, how to rectify the errors were also showcased by Mr. Sai Teja. He also cleared that the vTools reporting will be managed by the Chair and Secretary of the student branch executive committee.

Filing an Event Report in vTools

Queries raised by attendees were cleared by Mr. Sai Teja and Dr D Hari Krishna. Vote of thanks was proposed by Mr. Uthej, Vice Chair, IEEE MVSR Student Branch marked the end of the training session.

REPORTED BY:
IEEE MVSR SB.