

6.3.3 Number of professional development / administrative training Programmes organized by the institution for teaching and non teaching staff during the year			
Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
9-07-2022 - 22-07-2022		Refresher/Capacity Enhancement Programme for Stenographers/Pas	4
2022-07-14		Right to Information Act, 2010 and Record Management	3
22-08-2023 - 27-08-2023		Management Development Programme	10
25.08.2022		Works Procedure & Contract Management	28
29.08.2022		Acts & Codes	7
09.09.2022		EFPR	15
26.08.2023		National Pension Scheme	5
02.09.2022		General Financial Rules	22
14.10.2022		DPC Proceedings and Procedure	2
27-10-2022 - 28-10-2022		Handling of court cases	1
21.10.2023		Gender Sensitization	2
19.10.2022	Environmental Management, Environmental Impact Assessment and Monitoring		1
14.11.2022		Labour Laws	2
11.11.2022		Budget formulation & implementation	25
16.11.2022		Merit Promotion Scheme	18
17.11.2022		Cyber Security	18
22.11.2022		Recruitment Rules	2
12-12-2022 - 13-12-2022		Pension and retirement benefits and Life Management post retirement	52
26-11-2023 - 27-11-2023		Hospitality Management	2
08-12-2022 - 09-12-2022		Disciplinary proceedings - Role of IA/PO	3
22.12.2023		Public Procurement Policy	20
23.12.2023		Goods and Services Tax	12
22-02-2023 - 25-02-2023		Management Development Programme	1
23.01.2023		Procurement through GeM Portal	47
27.01.2023		Parliamentary Procedure	5
03.02.2023		Finance for non-finance personnel	12
13-02-2023 - 17-02-2023		Refresher/Capacity enhancement programme for Assistant Accountant	3
20-02-2023 - 23-02-2023		MDP for stenos	12
28.02.2023		Maintenance and preparation of roster	2
10.03.2023		Personality Development	4
20-03-2023 - 21-03-2023		Negotiating skill, Conduct Rules, JSM&RSA Rules	2
27-03-2023 - 31-03-2023		Orientation Training Programme for OL Cadre	1
24.03.2023		Workshop on Grievance handling (CPGRAMS & PG Portal)	2
24.03.2023		Experience sharing programme	1
05.12.2022		Guidance of parents for academic progress of students	16

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10.01.2023		Computing in Hindi	11
24.05.2023		Role of Official Language Implementation Committee and Atomic Energy Official Lanugare incentive Scheme	6
28.09.2022 (One Day Workshop)	----	Official Language Hindi Workshpp	25
2022-09-15	Financial Health for Nursing Staff	-	100
2022-09-15	-	Financial Literacy	100
2022-09-29	-	Communication Skills	86
2022-10-28	Money Management	Money Management	116
2022-11-03	Incometax planning / Tips to avoid online fraud	Incometax planning / Tips to avoid online fraud	137
2022-12-08	-	Basics of Excel	50
2023-01-06	-	Noting and Drafting	44
2023-01-12	-	Noting and Drafting	35
2023-01-12	-	MS Excel	33
2023-01-19	Stress Management	Stress management	40
2023-01-25	-	Basics of MS Words	31
2023-01-25	Communication Skills	Communication Skills	31
2023-02-02	-	Noting and Drafting	24
2023-02-03	Communication Skills	Communication Skills	27
2023-02-10	-	MS Excel	31
2023-02-20	Induction Programme	Induction Programme	45
2023-03-14	Art of magical Living	Art of Magical Living	34
2023-03-27	Art of magical Living	Art of Magical Living	31
2023-03-28	Motivation and Leadership	Motivation and Leadership	30
2023-03-28	-	RTI Act 2005	44
2023-03-29	Stress Management	Stress management	34
2023-04-24	Lifestyle and Naturopathy	Lifestyle and Naturopathy	38
2023-04-24	Art of magical Living	Art of Magical Living	25
2023-04-25	-	MS Excel	20
2023-04-25	-	Noting and Drafting	33
2023-05-16	-	Communications skills and Interpersonnel Relationship	32
2023-05-20	-	Soft Communication Skills for Suraksha Rakshak	43
2023-05-21	-	Soft Communication Skills for Suraksha Rakshak	47
2023-05-30	-	Noting and Drafting and Emailing	34
2023-01-17	-	1. Guidelines on Update Allowance 2.. Guidelines on APAR , Leave Rules 3. Guidelines on Disiplinary Rules & Actions 4.Training programme on stress management, interpersonal Relations, Personality Developement, Family Budget & Social Evils, Communication skills conducted by Indian Institute of Workers Education Founded by Dattopant Thengadi National Board for Workers Education & Development Ministry of Labour & Employment, Govt. Of India	26

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2023-02-13	-	1. Guidelines on Update Allowance 2.. Guidelines on APAR , Leave Rules 3. Guidelines on Disiplinary Rules & Actions 4.Training programme on stress management, interpersonal Relations, Personality Developement, Family Budget & Social Evils, Communication skills conducted by Indian Institute of Workers Education Founded by Dattopant Thengadi National Board for Workers Education & Development Ministry of Labour & Employment, Govt. Of India	25
2023-02-14	-	1. Guidelines on Update Allowance 2.. Guidelines on APAR , Leave Rules 3. Guidelines on Disiplinary Rules & Actions 4.Training programme on stress management, interpersonal Relations, Personality Developement, Family Budget & Social Evils, Communication skills conducted by Indian Institute of Workers Education Founded by Dattopant Thengadi National Board for Workers Education & Development Ministry of Labour & Employment, Govt. Of India	25
2023-03-16	-	1. Guidelines on Update Allowance 2.. Guidelines on APAR , Leave Rules 3. Guidelines on Disiplinary Rules & Actions 4.Training programme on stress management, interpersonal Relations, Personality Developement, Family Budget & Social Evils, Communication skills conducted by Indian Institute of Workers Education Founded by Dattopant Thengadi National Board for Workers Education & Development Ministry of Labour & Employment, Govt. Of India	22
2023-03-17	-	1. Guidelines on Update Allowance 2.. Guidelines on APAR , Leave Rules 3. Guidelines on Disiplinary Rules & Actions 4.Training programme on stress management, interpersonal Relations, Personality Developement, Family Budget & Social Evils, Communication skills conducted by Indian Institute of Workers Education Founded by Dattopant Thengadi National Board for Workers Education & Development Ministry of Labour & Employment, Govt. Of India	24

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