

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
18-06-2024 to 01-08-2024		Mandatory Training for LDC & UDC	2
27-08-2024		Handling Parliamentary Matters	7
12-07-2023	Filing of Income Tax Returns	Filing of Income Tax Returns	11
13-07-2023		Tendering & Works Procedure	22
28-07-2023		Orientation Programme on Work related Matters - Understanding acts administered by DAEAEA & CLNDA	12
07-08-2023		How to prepare Charge Sheet	1
10-11-2023 to 11-11-2023		Role of IO and PO	3
25-08-2023	Training Programme on Soft Skills/ Personality Development - Workshop on Effective Communication Skills (PC-40)		4
31-08-2023		Orientation Programme on Work related Matters - Training Programme on Procurement through GeM Portal	58
01-09-2023 to 02-09-2023		Training Programme for aspirants in APO exams between 12-15.9.2023	12
12-10-2023		Ethics and values in Governance and Organisational Behaviour (PC-42)	2
13-10-2023		Team Building and Decision Making (PC-43)	3
30-10-2023		Workshop on Grievance handling (CPGRAMS & PG Portal)	2
07-11-2023		Gender Sensitization (PC-47)	1
10-11-2023		Procurement through GeM (PC-94)	7
14-12-2023 to 15-12-2023		Workshop on Computer (MS Word & Excel - Advanced)	4
11-01-2024 to 12-01-2024		Experience sharing amongst Administration & Accounts Personnel	3
25-01-2024		Journey of Constitution of India (PC-71)	7

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10-01-2024	Training Programme on Soft Skills/ Personality Development - Negotiation as tool for Conflict Management (PC-41)		3
17-01-2024 to 18-01-2024		Refresher/ Capacity Enhancement on Service Matters for Work Assistants (PC-15)	2
23-01-2024 to 25-01-2024	Training Programme on Retirement Benefits/ Planning (PC-21)	Training Programme on Retirement Benefits/ Planning (PC-21)	7
08-02-2024		Public Procurement with special focus with reference GeM & Statutory Compliance	15
19-02-2024		Training Programme on Soft skills/ Personality Development (PC-36)	30
22-03-2024		Workshop on Disciplinary Proceedings (PC-56)	43
15-03-2024	Workshop on Prevention of Sexual Harassment & Role of ICC (PC-49)	Workshop on Prevention of Sexual Harassment & Role of ICC (PC-49)	41
22-03-2024		Training Programme on Tendering and Works Procedure (PC-75)	6
22-03-2024		Workshop on Handling of Court Cases	3
08-04-2024 & 10-04-2024		Training on e-BHAVISHYA	5
23.8.2024		Parliamentary Committee on Official Language Inspection Questionary	15
16.7.2024		Technical Training in Hindi Software & IA	29
22.12.2023		Hindi Software Kanthastha2.0	20
24.05.2023		Hindi Workshop	7
15-12-2023	Hindi Workshop (For use of Rajyabhasha in Research & Official work)	Hindi Workshop (For use of Rajyabhasha in Official work)	32

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22-06-2023		<p>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</p>	25
23-06-2023		<p>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</p>	25
09-08-2023		<p>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</p>	26

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10-08-2023		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
02-02-2024		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, Absenteeism in work place, Communication skills conducted by Dr.Reddy's Foundation Laboratories Ltd. (Speaker: Dr. Urjita Deshpande)	35
16-02-2024		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, Absenteeism in work place, Communication skills conducted by Dr.Reddy's Foundation Laboratories Ltd. (Speaker: Dr. Urjita Deshpande)	35

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15-03-2024		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, Absenteeism in work place, Communication skills conducted by Dr.Reddy's Foundation Laboratories Ltd. (Speaker: Dr. Urjita Deshpande)	35
27-10-2023	---	Cyber Technology	26
07-11-2023	Ethics & Governance	---	29
07-11-2023	Public Procurement	---	29
08-11-2023	---	E Mail Drafting	15
08-11-2023	Role of IO/ Po Conducting inquiry	---	24
09-11-2023	Induction Program for Group D	---	38
13-11-2023	---	Drafting notes	39
14-11-2023	---	Excel Basics	25
14-11-2023	---	Noting & Drafting	21
17-11-2023	---	MS Excel Advanced	17
20-11-2023	Clinical Laboratory requisition	---	22
24-11-2023	Roll of IO/ PO in inquiry Procedure	---	33
27-11-2023	Induction Program for Group D	---	40
28-11-2023	---	Email Etiquettes	30
08-12-2023	PoSH Session	---	17
04-01-2024	Induction Session for Group D	---	51

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16-01-2024	Training Session for Group D	---	43
09-01-2024	---	Training on TK Software & Leave Management	63
24-01-2024	---	MS Excel	20
25-01-2024	---	MS Word	10
31-01-2024	---	Noting & Drafting	29
01-02-2024	Orientation- Clinical Lab Requisition & Service Directory	---	33
02-02-2024	CHSS - Training for candidates appearing for AAO Exam	---	20
06-02-2024	Leave & LTC Rules	---	18
07-02-2024	Pension	---	14
08-02-2024	Salary & Other Pay	---	17
09-02-2024	Deputation	---	20
15-02-2024	RTI & Disciplinary	---	20
16-02-2024	Induction Programme for new joined Nurses and Clerical Staff	---	75
12-03-2024	Physiotherapy & Knowledge of Medical Equipment	---	21
14-03-2024	Staff Clinic and Dispensary Functioning	---	21
15-03-2024	Infection Control	---	18
19-03-2024	Clinical Lab and Quality Management	---	17
21-03-2024	Role of Medical Superintendent Office	---	23
21-03-2024	Medical Social Services	---	23
22-03-2024	Footprints of OPD	---	20

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26-03-2024	Nursing Services	---	21
27-03-2024	Occupational Therapy	---	18
28-03-2024	---	MS Office and Guidance for Paper	17
11-04-2024	Induction session for newly joined Attendants and Trade Helpers	---	44
18-04-2024	Induction session for newly joined Nurses and KEVAT staff	---	34
07-05-2024	RTI ACT Training Session	---	54
09-05-2024	---	Time Keeping Software Training	20
14-05-2024	---	Microsoft Excel (Basics)	15
21-05-2024	---	Microsoft Excel (Advance)	37
11-06-2024	---	Cyber Security	50
13-06-2024	Reservation Policy and Roster	---	38
19-06-2024	---	Group Insurance Policy Awareness	15

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