Action Taken Report 2022-23

Plan of Action	Details	Action
Library Audit	Dr. Gopakumar V, former Librarian at Goa University, has been designated to conduct the audit.	Audit was done on 27th July 2022
Training Programme for Administrative Staff	Communication & Soft Skill and Work Life Balance Sessions were organized for the administrative staff. Ms.Leila Varghese and Dr.Shubha Madhusudan were the resource persons	Organized from 2nd August 2022 to 4th August 2022
Staff Induction Programme	Session on Mentoring, Counselling, Placement, Research, Communication Tools for the College Classroom and Library& E resources	Organized from 17th August 2022 to 22nd August 2022
Talk on Mentoring	A talk on "Mentoring" was organized for the faculty members of the institution. The session was organized to provide a comprehensive overview of mentoring, with a particular focus on do's and don'ts. The mentors received guidance on proactive strategies for addressing issues related to the counseling domain and were briefed on effective approaches in this regard.	Organized on 3rd September 2022

Faculty Development Programme	Faculty Enrichment programme was organized in association with Centre for Learning, Development and Transformation. A common session on "Curriculum Designing based on the National Educational Policy 2022" was organized for faculty members of different streams. A session on Content Development for Effective Learning Engagement was organized for faculty members of Humanities, Commerce and Management Studies. A session on Outcome Based Education was organized for faculty members from science stream.	Organized on 24th September 2022
The Usage of EBSCO	Organized for the faculty members of the institution	Organized on 28th January 2023
Digital Literacy Programme	The session focused on providing basic digital skills such as typing using Microsoft word, basic calculations using Excel, usage of apps for booking cab, perform bank transactions and many more	Organized on 22nd and 23rd May 2022