Action Taken Report 2023-24

Plan of Action	Details	Action
Session on Environment Awareness	An orientation program focusing on Environmental Awareness was organized to educate and inspire the administrative and support staff. The resource person for the session was Dr.Helen Roseline.	Organized on 16th June 2023
Training Programme for Administrative Staff	A workshop on Kannada Nudi was held to enhance the Kannada language proficiency of administrative staff. The resource persons for the session were Dr.Ravish, and Ms. Anitha, focused on improving skills in using Kannada for official communication and documentation.	Organized from 21st June to 30th June 2023
Training Programme for Administrative Staff	A two-day workshop on Work-Life Balance was organized exclusively for the administrative staff. Led by experienced facilitators Ms. Sumathi Bopaiya and Ms. Vijayalakshmi, the workshop aimed to address the growing challenges of balancing professional and personal responsibilities	Organized from 10th July to 11th July 2023
Faculty Induction Programme	The Faculty Induction Program organized by IQAC in association with CLDT held at the institution was meticulously organized to equip new faculty members with a thorough understanding of institutional operations, policies, and resources	Organized from 24th July to 28th July 2023
Training Programme for Administrative staff	An intensive workshop on Advanced Excel was conducted by IQAC for the administrative staff aimed at equipping participants with advanced Excel skills that could increase their efficiency and productivity in handling data-intensive tasks.The resource person for the session was Ms.Shobha T S	Organized on 16th August 2023
Digital Literacy Programme	A workshop on Digital Literacy for Support Staff was conducted to equip support staff with essential digital skills needed in today's digitalized work environment. Led by Ms. Renju K, the session focused on empowering participants with practical knowledge in digital tasks, such as online ticket booking and secure online transactions	Organized on 15th November 2023