

PROFESSIONAL DEVELOPMENT PROGRAMME ORGANIZED BY THE
INSTITUTION

ANNUAL REPORT

2020– 2021

Professional development of faculty members and staff members are given utmost importance in educational institutions. As the second cycle of NAAC accreditation is due MACFAST IQAC has organized programs in line with NAAC accreditation process. Different programs were conducted by IQAC for the staff members in line with the second cycle of accreditation process and SSR preparation during the academic year 2020 – 21. Total of 20 programs such as seminars and workshops were organized by IQAC. Among the programs majority of the programs were conducted by ERP team about the updates of ERP. To improve the teaching learning process in online mode in the period of pandemic college has purchased Interactive board for improve the online teaching process. Training program were also conducted for the teaching staff get acquainted of taking classes in interactive board. As every year 1 session is also given about code of conduct for both teaching and non-teaching staff and teaching fraternity of the college. Programs for upgrading the performance had reflected in the quality of teaching of the staff members. One session was also conducted about usage of library for the teaching faculty members.

List of Professional Development Program

2020-2021

Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Date of conducting activity
	ERP- Admission Modules part 1	16 July 2020
	ERP- Admission Modules part 2	23 July 2020
	ERP- Admission Modules part 3	13 August 2020
	Organizational Setup and Office Administration of Higher Education Institution	31 October 2020
	ERP-Human Resource part 1	19 November 2020

	ERP-Human Resource part 2	26 November 2020
	ERP-Finance	27 November 2020
Interactive Board Training		01 December 2020
NAAC Second Cycle Accreditation		31 December 2020
	Familiarization of ERP	28 January 2021
Awareness on Code of Conduct	Awareness on Code of Conduct	08 February 2022
	ERP-Events	10 February 2021
	ERP- Placements	18 March 2021
	ERP-Library	25 March 2021
ERP-Grievances	ERP-Grievances	29 April 2021
NAAC Second Cycle Accreditation		22 May 2021
NAAC SSR Preperation		15 July 2021
Library Management		10 November 2021
NAAC Sutra		22 December 2021
NAAC Sutra		23 December 2021



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PROFESSIONAL DEVELOPMENT PROGRAMMES ORGANIZED BY THE
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2019 – 20

Advancement of Profession is of utmost important in the growth of the staff members and of the college. During the period 2019 – 20, total of 22 programs including workshops or seminars were conducted by the IQAC for the staff members. Among them 13 of the programmes were related to ERP implementation. Other than ERP, different other programs were conducted including awareness training on code of conduct, by the administrator of the college. Department of Management Studies organized a session on new Gamification for Learning and Development and how to incorporate the same in teaching and learning so as to improve teaching learning process. IQAC also organized different quality enhancement programs.

During the COVID – 19 pandemic, teaching learning process had shifted to online mode rather than regular class room teaching. Staff and students were facing different concerns regarding the online teaching and learning process, IQAC also conducted an FDP on “Creating and managing online classes in virtual platforms”. Participation in these programs had helped the staff members improve their academic and non-academic deeds in college

List of Professional Development Programmes

2019-2020

Title of the professional Development Programme Organized for Teaching Staff	Title of the Administrative Training Programme Organized for Non-Teaching Staff	Date of Conducting activity
Gamification for Learning and development		03 May 2020
MDC Quality		15 June 2019

enhancement		
Academic Quality Assurance Workshop	Academic Quality Assurance Workshop	03 July 2019
MDC Quality enhancement		12 July 2019
Institutional Collaboration for teaching and Research		22 July 2019
	Recent trends in administrative Servies	26 September 2019
Updates in ERP	Updates in ERP	03 October 2019
ERP-class Administration part 1		17 October 2019
ERP-class Administration part 2		24 October 2019
ERP-class Administration part 3		07 November 2019
ERP-class Administration part 4		21 November 2019
	ERP-office Administration part 3	12 December 2019
Updates in ERP	Updates in ERP	28 January 2020
Quality Enhancement workshop	Quality Enhancement workshop	04 February 2020
	ERP-class Administration part 1	14 February 2020
	ERP- Admission management part 1	20 February 2020
	ERP- Admission management part 2	27 February 2020
	ERP- Admission management part 3	05 March 2020
ERP-Faculty Academic part 1		12 March 2020
Training on managing online classes in virtual platform		20 March 2020
Awareness on Code of Conduct	Awareness on Code of Conduct	23 March 2020
	ERP-Faculty Academic part 2	26 March 2020



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2018– 19

MACFAST IQAC has initiated various programs for the development of the Staff during year 2018 – 19. Total of 11 workshop/seminars were conducted during this period for teaching and non-teaching staff. In order to keep the staff aware about the code of conduct and professional attitude to be shown in the institution one full day session is organized by college administrator. This program is conducted every year for the staff members for their betterment. Different FDP's on Business English Communication was conducted by the department of management studies. All the teaching staff members of the college attended the seminar. During the start of the academic year all the department presented activities and plans for the year by the head of the departments. Workshop on Intellectual Property rights for teaching staff and cyber awareness were conducted for non-teaching staff.

College has developed and implemented ERP system for automating the processes and activities. Dr. Nishad P.M, and ERP team had conducted different sessions on two modules, Personal Profiles, Department administration for the teaching and non-teaching staff of the college. Various sessions will be conducted by the team during the process of development in the future.

List of Professional Development Program

2018-2019

Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Date of conducting activity
Academic Presentation of department		04 July 2018
Importance of research	Importance of research	09 August 2018
Workshop on NAAC new methodologies	Workshop on NAAC new methodologies	19 November 2018

FDP on Business English Communication (BEC)		14 December 2018
Workshop on Intellectual Property Rights		18 October 2018
	Cyber Awareness Programme	21 December 2018
ERP –Personal Profile Modules	ERP –Personal Profile Modules	10 January 2019
ERP-Department Administration	ERP-Department Administration	17 January 2019
ERP-Department Administration	ERP- Department Administration Part 11	24 January 2019
ERP-Department Administration	ERP- Department Administration Part 3	31 January 2019
Awareness on Code of Conduct	Awareness on Code of Conduct	06 March 2019



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2017 – 18

During the year 2017 – 18, MACFAST IQAC has initiated various programs for the development of the Staff. Total of 8 workshop/seminars were conducted during this period for teaching and non-teaching staff. A session on prime ministers initiative Swachh Bharat Mission or Clean India Mission were conducted by the college for teaching and non-teaching staff. Another session on Staff Appraisal were conducted by the administrator of the college to the staff to get an awareness about the appraisal systems followed by the college. Sessions on Effective teaching learning process and also on Creative Efficient Learners Responsibility of Higher Education were, conducted for the staff members. Even though emphasis were given for teaching staff, non-teaching staff members of the library, Lab and also IT department too attended the session. Session on Quality Enhancement program in tune with NAAC peer team review for also given for the staff members. Inorder to keep the staff aware about the code of conduct and professional attitude to be shown in the institution one full day session is organized by college administrator. IQAC also conducted one session for the non-teaching staff on Disaster management

List of Professional Development Program

2017-2018

Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Date of conducting activity
Swatcha Bharath Mission	Swatcha Bharath Mission	28 July 2017
Staff Appraisal	Staff Appraisal	25 August 2017
Effective Teaching Learning process	Effective Teaching Learning process	13 October 2017
	Workshop on Health, Hygiene and building immunity	22 February 2018
Creating Efficient Learners Responsibility of Higher Education	Creating Efficient Learners Responsibility of Higher Education	10 March 2018
Awareness on Code of Conduct	Awareness on Code of Conduct	24 January 2018

	Workshop on Health Hygeine and Building Immunity	22 February 2018
Quality Enhancement program	Quality Enhancement program	21 April 2018
	MDC on Disasater management	16 May 2018



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2016 – 17

Profession development is of utmost important in the development of College and staff. MACFAST IQAC has initiated various programs for the development of the Staff during year 2016 – 17, Total of 7 workshop/seminars were conducted during this period for teaching and non-teaching staff. Programs organized by college IQAC helps the staff for their professional development and helps better performance in the academic and non-academic activities. Major programs conducted during the current academic emphasises on the exit meeting and peer team review after NAAC visit. A program is also conducted for non-teaching staff with regard to the need of proper communication by the administrator of the college.

Inorder to keep the staff aware about the code of conduct and professional attitude to be shown in the institution one full day session is organized by college administrator regarding the same. Participation of the staff in these programs were made mandatory for all the members teaching and non-teaching fraternity. One session were also conducted for Environmental awareness for non-teaching staff to aware about the green campus initiatives of the college.

List of Professional Development Program

2016-2017

Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Date of conducting activity
Pre-accreditation Process Phase I	Pre-accreditation Process Phase I	06 June 2016
Pre-accreditation Process Phase II	Pre-accreditation Process Phase II	13 June 2016
	Administrative training program for office staff	16 August 2016
	NAAC Peer Team Review	03 September 2016

	Importance of Proper communication	14 October 2016
Awareness of Code of Conduct	Awareness of Code of Conduct	04 November 2016
	Environmental Awareness Programme	25 November 2016


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