

**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA**  
**(MACFAST)**



**MACFAST**<sup>TM</sup>  
Igniting wisdom since 2001

**PROFESSIONAL DEVELOPMENT  
/ADMINISTRATIVE TRAINING  
PROGRAMS ORGANIZED BY  
INSTITUTION**



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**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)**

**Tiruvalla, Pathanamthitta, Kerala 689 101**



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(MACFAST)**

**6.3.3 Details of Professional Development/Administrative Programs Organized  
by Institution**

<b>Year</b>	<b>Number of Programs</b>
<b>2016-2017</b>	<b>7</b>
<b>2017-2018</b>	<b>9</b>
<b>2018-2019</b>	<b>20</b>
<b>2019-2020</b>	<b>22</b>
<b>2020-2021</b>	<b>20</b>



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**6.3.3 Details of Professional/Administrative Training Programs Organized by the institution**

**2016**

Year/2016 june to 2017 june	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	Duration (from-----to-----)	Number of participants (teaching staff)	No. of participants (Non-teaching staff)
2016	Pre-accreditation Process Phase I	Pre-accreditation Process Phase I	06 June 2016	06 June 2016	56	10
2016	Pre-accreditation Process Phase II	Pre-accreditation Process Phase II	13 June 2016	13 June 2016	56	3
2016		Administrative training program for office staff	16 August 2016	16 August 2016		15
2016		NAAC Peer Team Review	03 September 2016	03 September 2016		16
2016		Importance of Proper communication	14 October 2016	14 October 2016		15
2016	Awareness of Code of Conduct	Awareness of Code of Conduct	04 November 2016	04 November 2016	25	11
2016		Environmental Awareness Programme	25 November 2016	25 November 2016		27

**2017**

Year/2017 june to 2018 june	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	Duration (from-----to-----)	Number of participants (teaching staff)	No. of participants (Non-teaching staff)
2017	Swatcha Bharath Mission	Swatcha Bharath Mission	28 July 2017	28 July 2017	46	7
2017	Staff Appraisal	Staff Appraisal	25 August 2017	25 August 2017	56	4
2017	Effective Teaching Learning process	Effective Teaching Learning process	13 October 2017	14 October 2017	50	5
2018		Workshop on Health, Hygiene and building immunity	22 February 2018	22 February 2018		16
2018	Creating Efficient Learners Responsibility of Higher Education	Creating Efficient Learners Responsibility of Higher Education	10 March 2018	10 March 2018	51	10
2018	Awareness on Code of Conduct	Awareness on Code of Conduct	24 January 2018	24 January 2018	32	14
2018		Workshop on Health Hygeine and Building Immu	22 February 2018	22 February 2018		15
2018	Quality Enhancement program	Quality Enhancement program	21 April 2018	21 April 2018	46	10
2018		MDC on Disasater management	16 May 2018	16 May 2018		18

**2018**



Year/2018 june-2019 june	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	Duration (from-----to-----)	Number of participants (teaching staff)	No. of participants (Non-teaching staff)
2018	Academic Presentation of department		04 July 2018	04 July 2018	46	
2018	Importance of research	Importance of research	09 August 2018	09 August 2018	46	6
2018	Workshop on NAAC new methodologies	Workshop on NAAC new methodologies	19 November 2018	19 November 2018 to 20 November 2018	46	15
2018	FDP on Business English Communication (BEC)		14 December 2018	14 December 2018	48	12
2018	Workshop on Intellectual Property Rights		18 October 2018	18 October 2018	42	12
2018		Cyber Awareness Programme	21 December 2018	21 December 2018		13
2019	ERP –Personal Profile Modules	ERP –Personal Profile Modules	10 January 2019	10 January 2019	40	13
2019	ERP-Department Administration	ERP-Department Administration	17 January 2019	17 December 2019	34	13
2019	ERP-Department Administration	ERP- Department Administration Part 11	24 January 2019	24 December 2019	33	11
2019	ERP-Department Administration	ERP- Department Administration Part 3	31 January 2019	31 December 2019	34	10
2019	Awareness on Code of Conduct	Awareness on Code of Conduct	06 March 2019	06 March 2019	29	12
<b>2019</b>						
Year/2019 june to 2020 june	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	Duration (from-----to-----)	Number of participants (teaching staff)	No. of participants (Non-teaching staff)
2019	Gamification for Learning and development		03 May 2020	03 May 2020	50	
2019	MDC Quality enhancement		15 June 2019	15 June 2019	55	
2019	Academic Quality Assurance Workshop	Academic Quality Assurance Workshop	03 July 2019	03 July 2019	49	7
2019	MDC Quality enhancement		12 July 2019	12 July 2019	55	
2019	Institutional Collaboration for teaching and Research		22 July 2019	22 July 2019	48	
2019		Recent trends in administrative Services	26 September 2019	26 September 2019		12
2019	Updates in ERP	Updates in ERP	03 October 2019	03 October 2019	42	12
2019	ERP-class Administration part 1		17 October 2019	17 October 2019	42	
2019	ERP-class Administration part 2		24 October 2019	24 October 2019	35	
2019	ERP-class Administration part 3		07 November 2019	07 November 2019	35	



2019	ERP-class Administration part 4		21 November 2019	21 November 2019	36	
2019		ERP-office Administration part 3	12 December 2019	12 December 2019		10
2020	Updates in ERP	Updates in ERP	28 January 2020	28 January 2020	35	10
2020	Quality Enhancement workshop	Quality Enhancement workshop	04 February 2020	04 February 2020		
2020		ERP-class Administration part 1	14 February 2020	14 February 2020		10
2020		ERP- Admission management part 1	20 February 2020	20 February 2020		11
2020		ERP- Admission management part 2	27 February 2020	27 February 2020		11
2020		ERP- Admission management part 3	05 March 2020	05 March 2020		12
2020	ERP-Faculty Academic part 1		12 March 2020	12 March 2020	35	
2020	Training on managing online classes in virtual platform		20 March 2020	20 March 2020	31	
2020	Awareness on Code of Conduct	Awareness on Code of Conduct	23 March 2020	23 March 2020	31	13
2020		ERP-Faculty Academic part 2	26 March 2020	26 March 2020		

### 2020


	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	Duration (from-----to-----)	Number of participants (teaching staff)	No. of participants (Non-teaching staff)
2020		ERP- Admission Modules part 1	16 July 2020	16 July 2020		11
2020		ERP- Admission Modules part 2	23 July 2020	23 July 2020		12
2020		ERP- Admission Modules part 3	13 August 2020	13 August 2020		10
2020		Organizational Setup and Office Administration of High	31 October 2020	31 October 2020		12
2020		ERP-Human Resource part 1	19 November 2020	19 November 2020		10
2020		ERP-Human Resource part 2	26 November 2020	26 November 2020		12
2020		ERP-Finance	27 November 2020	27 November 2020		11
2020	Interactive Board Training		01 December 2020	01 December 2020	43	
2020	NAAC Second Cycle Accreditation		31 December 2020	31 December 2020	49	
2021		Familirization of ERP	28 January 2021	28 January 2021		13
2021	Awareness on Code of Conduct	Awareness on Code of Conduct	08 February 2022	08 February 2022	30	11
2021		ERP-Events	10 February 2021	10 February 2021		12
2021		ERP- Placements	18 March 2021	18 March 2021		10
2021		ERP-Library	25 March 2021	25 March 2021		11
2021	ERP-Grievances	ERP-Grievances	29 April 2021	29 <sup>th</sup> April 2021	46	10
2021	NAAC Second Cycle Accreditation		22 May 2021	22 May 2021	49	

### 2021

Year/2021 june to 2022 May	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	Duration (from-----to-----)	Number of participants (teaching staff)	No. of participants (Non-teaching staff)
2021	NAAC SSR Preperation		15 July 2021	15 July 2021	45	

2021	Library Management		10 November 2021	10 November 2021	42
2021	NAAC Sutra		22 December 2021	22 December 2021	45
2022	NAAC Sutra		23 December 2021	23 December 2021	45
			24 December 2021	24 December 2021	45



  
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