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CAREER EXPO

APRIL 7TH TO
9TH, 2021.

STAFF DEVELOPMENT
PROGRAMME.

LEARN LEAD AND
SUCCEED.



REPORT ON STAFF DEVELOPMENT PROGRAM.

A three days staff development program was organized for the staff members of Ladies Hostel, by SRMIST Hostels and Internal Complaints Committee (ICC) in association with Internal Quality Assurance Cell, SRMIST. 25 of them attended the program from 7th April 2021 to 9th April 2021 during 9am to 5pm, in the Study Hall of Sister Nivedita hostel, SRMIST

The program was inaugurated by Dr.M.Leenus J.Martin, Director-Campus Life on 7th April at 9.AM with his inaugural address. He gave a very encouraging talk to improve the positivity in the minds of participants. He mentioned about the symptoms of corona virus in the second wave and insisted on how to follow the POS, as suggested by the Government without any deviation. Also, he advised the staff members not to spread false information about corona or any other unauthenticated information. He once again urged all staff to wear the masks and maintain social distancing.

As the next session Dr.L.Sundaram from the Department of English and Foreign Languages, handled a session during 10.15 AM to 12.45 PM on "Technology in our day to day life". HE discussed about how the things are made easy by technologies, in this digital era. He trained the participants on how to use Google translate, Google Documents, Google Form, and Google Sheet etc. so that they can automate most of the official reports in hostel.

First day third session, started at 1.30 PM by Dr.E.Poovammal, Associate Director- Campus Life, Ladies Hostels, recollected what all discussed in the morning session. Participants were allowed to do perform some activities. At the end of every activity, lessons learnt were discussed. The activities were to convey the messages such as .



FOLLOWING THE INSTRUCTIONS/ RULES / REGULATION .
WITHOUT ANY DEVIATION.
UNDERSTANDING THE IMPORTANCE OF RULES/
REGULATIONS.
UTILIZING THE TECHNOLOGY IN THE RIGHT WAY FOR
BETTERMENT OF EVERYONE.
AVOIDING THE SPREAD OF MISINFORMATION.

In this session, based on the activities it was conveyed to the participants that every individual in unique and each and everyone of them have unique skill and unique style of doing any task assigned to them. When a same task is assigned to everyone and asked to do in their own way, no result is duplicated. Many of them did really well in unique way because of their innovative thinking.

captured during day 3 on session -2.

“Keep evolving, keep thinking, keep pushing yourself. Stay on top of it.”

In the second day, first session was an activity session conducted by Dr. E. Poovammal. All the participants were asked to introduce themselves in English and their delivery was judged by the participants. Dr.L.Sundaram continued his presentation in the second session on the second day with a new topic on “Electronic Devices and Tamil”. He taught how to use Whats app web in detail. Also, conveyed the method of using regional language in Mobile phone. He described about different kinds of tasks which can be performed on smart mobile such as typing, voice clip, pictures etc. He discussed about the importance of Tamil language, the difference between the use of Tamil language and other languages in Google translate. He motivated and trained on how to speak boldly in a crowd without the inferiority complex.

Afternoon session of Second day was handled by Mrs. R. Sathiya Priya, Assistant Security Officer who introduced Spoken Hindi Language. She taught the staff how to handle the student use in their own Language and even used some words to understand more. That session was very helpful to interact with students.

Dr. Vignesh from school of public health from srmist handled the session on disaster manage including flood, cyclone, earthquake, and fire etc. , if any situation of emergency happens, we have to contact the toll free number: 1077. This class was appreciated by the participants.

As the next session Dr. Ramya talked about the importance of communication skills and body language. this session was well received by the participants who are normally communicate with hostellers from different states of india and also from abroad.



captured during day 2 on session -1

**believe in
your self..!**

Dr.E.Poovammal has recalled previous session and some motivational videos were played both in Tamil and English including that of our former president Dr.A.P.J.Abdul kalam video clips.

Asst.Prof.Dr. Kirubha (CDC), has discussed about how to handle the problems in the sportive way, positive thinking, and to handle stress .

Mrs. SathiyaPriya has recalled about the previous Hindi session and shared some YouTube video links to make the reading better. That was very useful session.

Mrs. Avitha malar gave vote of thanks at end of the session .

This staff development program conducted for staff members of hostels during 7th April- 9th April has been an absolutely amazing and enlightening workshop. The participants totally enjoyed the session and they all are inspired and learnt alot. The style of knowledge sharing by the experts was totally amazing.

Mrs. Avitha malar gave vote of thanks . The session came to an end with the national anthem.

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captured during day 2 on session -2.