

Action Taken Report on Recommendations of IQAC Meeting dated May 28, 2021

- 1. Recommendation :** Plan few online activities for students, faculty, staff and the IGIDR community at large in view of the pandemic such as a 5 days yoga and meditation programme, and workshops on mental health and counseling, along with the regular activities that are planned annually.

Action Taken:

- (a) Training Sessions: As a part of the HR activity, training sessions were conducted at IGIDR over a period of two months, between June 3 and August 5, 2021. The sessions covered various topics that will help to enhance the skills of staff, update their knowledge on the job, and also develop their ability in various aspects. The details of the sessions are as follows:

Sr. No.	Date	Training Session	Speaker
1	03.06.2021	Training Programme on Procurement of Goods & Services	Shri Ganesh Bhorkade, Additional Registrar (MM), IIT Bombay
2	10.06.2021	How to have a paperless office at workplace in COVID-19 Pandemic	Mr.Lingaraj Panda, System Analyst
3	17.06.2021	How to make an effective search on the Internet	Dr. Pujar
4	23.06.2021	"Research Project Management" a) Streamlining Processes for Greater Efficiency: From Project Development to Project Closure and b) the importance of research projects at IGIDR	By Prof. S Chandrasekhar and Prof. A Ganesh Kumar.
5	01.07.2021	Effective interaction between Staff & Students	Prof. Rajendra Vaidya
6	06.07.2021	IQAC - Overview and role of staff in the process of NAAC accreditation	Prof. Jayati Sarkar
7	07.07.2021	Life after Retirement	Dr. G. K. Manjunath, Former IGIDR Chief Librarian & Ms. Diana George Former IGIDR Administrative
8	15.07.2021	Leadership	Dr.Razia Manjrekar, Leadership, and Executive Coach
9	20.07.2021	Update on tax reforms and new tax regulations"	Mr. Mukund Bhambere, Finance Officer
		Time Management	Ms. Sneha Singh, Communication Officer
10	22.07.2021	Office Management, Filing System & Digitalization	Ms. Lavina D'Souza
		MS-Word - Advanced utilities and tips	Mr. Mahesh Mohan
		MS-Excel - Advanced utilities and tips	Dr. Anjaneya Reddy
11	05.08.2021	Valedictory Session (For Staff Training & Development Interactive Session)	Dr. Mahendra Dev

- (b) A webinar was conducted on July 5, 2021 for Staff and Faculty members titled "How Would Academic change post Covid-19 ?" The resource person for the webinar was Dr. Ashish Deshpande of the CENTRE FOR MENTAL HEALTH ADVOCACY RESEARCH & TREATMENT SERVICES, Mumbai. A more extensive programme specifically curated for students is under consideration.

2. **Recommendation** : Based on the Academic Calendar, the Student Office may help schedule value added activities to make it more convenient for students to attend the same.
Action Taken: This will be considered after the commencement of the new academic year in August 2021 and the admission of the new batch of students.

Jankar
Convener
IQAC