

6.3.3 - Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.

Contents

1. Office Orders for conduct of administrative training programmes in the AY: 2021-22 for the following;
 - Health and Safety training to admin staff
 - CPR Training
 - Lift Training

Ref No. MU/ADMIN/HEALTH/2021/001

Dated: - 07th July 2021**OFFICE ORDER****Subject: Health and safety Training to admin staff on 14th July 2021**

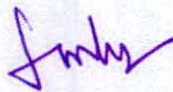
Health, Hygiene and safety are integral part of administration. Training will be provided to the administrative department on these aspects to create awareness and ensure good cleanliness, security and safety in the campus.

Mr Rajendrabhai, Sr Manager Transport dept, Mr Niteen Chavan, Manager Discipline and Mr Ravi, Sr Manager MEP will conduct the program as follows:-

Training Date:- 14/07/2021**Training Time:- 10:00 AM Onwards****Training Venue:- Seminar Hall, Tagore Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	7
Transport	4
Electric	3
Academic Admin.	6
Civil Maintenance	4
Hostel	3
IT Infrastructure	5

Expecting active participation in the training program

Col. Rajagopalan Suresh
Senior Vice President-Administration

Ref No. MU/ADMIN/ HEALTH /2021/002

Dated :- 01st July 2021**OFFICE ORDER****Subject: Health and safety Training to admin staff on 06th July 2021**

Health is an important factor. Physiotherapy department is requested to tutor and train our administration staff in maintaining correct posture while working and be aware of joint pains and related complaints. Focus be given on drivers driving habits, administrative and maintenance staff involved in lifting weights, bending and working for long hours and correct posture to be maintained to balance weight and avoid fatigue.

All department heads are requested to utilize the vacancies fully. The training will be conducted as follows:-

Training Date:- 06/07/2021**Training Time:- 11:00 AM Onwards****Training Venue:- Seminar Hall, Tagore Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	6
Transport	3
Electric	2
Academic Admin.	4

Expecting active participation in the training program



Col. Rajagopalan Suresh
Senior Vice President-Administration



Ref No. MU/ADMIN/ HEALTH /2021/003

Dated: - 18th August 2021**OFFICE ORDER****Subject: Health and safety Training to admin staff on 24th August 2021**

Health safety involves safety during work. It has been seen that some of the HK staff and maintenance staff fail to wear masks and gloves while at work. They fail to ensure adequate safety while working in places where accidents can occur. Electric and civil staffs sometimes are seen without helmets and gloves.

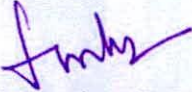
In order to ensure good health and safety during the work, it is essential that the staffs are informed and trained frequently on the safety precautions during work.

In view, the safety officer and Admin manager will conduct training for the following persons on the date at the venue mentioned below:-

Training Date:- 24/08/2022**Training Time:- 11:30 AM Onwards****Training Venue:- Seminar Hall, Tagore Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	3
Civil Maintenance	3
IT Infrastructure	2
Academic Admin.	4

Expecting active participation in the training program


Col. Rajagopalan Suresh
Senior Vice President-Administration

Ref No. MU/ADMIN/ HEALTH /2021/004

Dated :- 07th October 2021**OFFICE ORDER****Subject: Health and safety Training to admin staff on 13th October 2021**

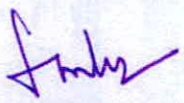
A class will be conducted for the following department personals on the date and time given below to educate them on the safety involved at work places. Aspects of general Health involving dehydration and minor injuries due to wrong method of working will also be covered. The Admin Manager will conduct the training to cover general safety for all the department staff.

The details of training are as given below:-

Training Date:- 13/10/2021**Training Time:- 10:00 AM Onwards****Training Venue:- Seminar Hall, Tagore Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	3
Transport	4
Electric	3
Academic Admin.	4

Expecting active participation in the training program


Col. Rajagopalan Suresh
Senior Vice President-Administration

Ref No. MU/ADMIN/ HEALTH /2022/005

Dated :- 07th February 2022**OFFICE ORDER**Subject: **CPR Training on 14th February 2022**

First aid and evacuation is an important facet of administration training. To that CPR training is very important as the statistics show that more than 8 out of 10 patients who get heart attack collapse before reaching a hospital. CPR provided immediately can save a life.

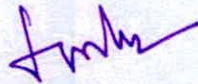
We have a tie up with our Gokul hospital which is ready to provide the needful training in the campus as part of CSR.

Hereby the vacancies are allotted for the administrative departments to avail the training that is being organized under Gokul.

Training Date:- 14/02/2022**Training Time:- 11:00 AM Onwards****Training Venue:- Seminar Hall, Tagore Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Academic Admin.	6
Administration	4
Transport	2
IT Infrastructure	3

Expecting active participation in the training program



Col. Rajagopalan Suresh
Senior Vice President-Administration



Ref No. MU/ADMIN/ HEALTH /2022/006

Dated :- 17th March 2022**OFFICE ORDER**Subject: **CPR Training on 24th March 2022**


Post covid, there have been number of heart attack cases in our country. The reasons are not known. It is difficult to predict who the victims are. CPR is an important first aid procedure, if done properly can save heart attack or nearly choking victims. CPR requires adequate practice as well.

The Admin Manager, Security officer and safety officer will provide maximum training to our administrative personals on CPR with the help of Gokul Hospital Staff.

Training Date:- 24/03/2022**Training Time:- 10:30 AM Onwards****Training Venue:- Seminar Hall, Tagore Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	5
Civil Maintenance	4
Transport	4
Hostel	3
Academic Admin.	3
Electric	2

Expecting active participation in the training program


Col. Rajagopalan Suresh
Senior Vice President-Administration

Ref No. MU/ADMIN/ HEALTH /2022/007

Dated :- 15th April 2022**OFFICE ORDER**Subject: **CPR Training on 21st April 2022**

As part of first aid training, the following departments are requested to send their staff as per the vacancy allotted for the CPR training. Sr Manager Transportation and Admin Manager will ensure that adequate practice is provided to the staff under the supervision of Gokul Hospital staff on the Dummy model brought by the hospital.

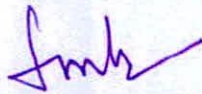
CPR is difficult to perform and without practice it is not easy to provide CPR. In this training, maximum time be devoted on the CPR practice.

The details of training are :-

Training Date:- 21/04/2022**Training Time:- 11:00 AM Onwards****Training Venue:- Seminar Hall, Tagore Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	3
Transport	2
Academic Admin.	5
Electric	2

Expecting active participation in the training program

Col. Rajagopalan Suresh
Senior Vice President-Administration

Ref No. MU/ADMIN/ HEALTH /2022/008

Dated :- 15th June 2022

OFFICE ORDER

Subject: **CPR Training on 21st June 2022**

Next session of CPR training will be conducted on 21st June at Seminar Hall. All Admin staff, Academic admin staff, maintenance staff, transport staff and Hostel wardens are requested to attend as per the vacancy.

CPR provided correctly and on time can save lives.

The details of training are :-

Training Date:- 21/06/2022

Training Time:- 10:00 AM Onwards

Training Venue:- Seminar Hall, Tagore Building

DEPARTMENT	EXPECTED STAFF MEMBERS
Academic Admin.	4
Administration	5
Civil Maintenance	3
Transport	4
Hostel	2
Electric	3

Expecting active participation in the training program



Col. Rajagopalan Suresh
Senior Vice President-Administration



Ref No. MU/ADMIN/LIFT/2021/001

Dated :- 19th October 2021**OFFICE ORDER**Subject: **Lift Training on 25th October 2021**

Over and above the required safety aspects involved in the Lift, it is very essential that all lift operators and admin staffs are aware of the action to be taken in case of passengers getting stuck in the lifts due to mechanical or electrical or electronic failure.

Security and safety officer will conduct a detailed training on lift operations and teach the actions to be taken when lift fails. Right from the time how to raise alarm, use the keys and evacuate passengers to the last preventive checks and actions are to be covered.

The operators and admin staff must be given a demonstration and practice on the evacuation drills as well.

Training Date:- 25/10/2021**Training Time:- 11:30 AM Onwards****Training Venue:- MB006, Main Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	1
Security	6

Expecting active participation in the training program



Col. Rajagopalan Suresh
Senior Vice President-Administration



Ref No. MU/ADMIN/LIFT/2021/002

Dated :- 23rd November 2021**OFFICE ORDER****Subject: Lift Training on 30th November 2021**

In view of some of the security personals changing from the team, it is essential that a repeat of the Lift training should be conducted. It will be a refresher for the old and a new learning for the newly joined. All aspects right from operation of the lifts to evacuating passengers in case of lift failure should be covered and practiced. Administration Manager, Security officer and safety officer will coordinate the training.

Training Date:- 30/11/2021**Training Time:- 12:30 PM Onwards****Training Venue:- MC008, Main Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	4
Security	8

Expecting active participation in the training program



Col. Rajagopalan Suresh
Senior Vice President -Administration



Ref No. MU/ADMIN/LIFT/2022/003

Dated :- 25th January 2022**OFFICE ORDER**Subject: **Lift Training on 31st January 2022**

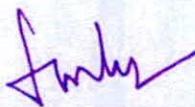
Administrative staff, security staff and lift operators must be well versed with correct evacuation procedures. To this end, as part of the training for this year, the Administrative manager, security officer and safety officer will train security staff and administration dept on Lift operations and evacuation procedures in case of lifts getting stuck because of mechanical or electrical or electronic failure.

The operators and admin staff must be given a demonstration and practice on the evacuation drills as well.

Training Date:- 31/01/2022**Training Time:- 04:00 PM Onwards****Training Venue:- 1st Floor, Satyarthi Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	3
Security	8

Expecting active participation in the training program



Col. Rajagopalan Suresh
Senior Vice President-Administration



Ref No. MU/ADMIN/LIFT/2022/004

Dated :- 24th March 2022**OFFICE ORDER****Subject: Lift Training on 31st March 2022**

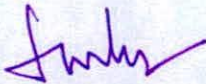
Lifts safety is important. All administrative staff, security staff and lift operators who are involved in the Lift operations and safety must be familiar with evacuation procedures and all aspects of safety.

In view, security and safety officer will conduct a detailed training on lift operations and actions to be taken when lift fails. The operators and admin staff must be given a demonstration and enough practice on the evacuation drills as well.

Training Date:- 31/03/2022**Training Time:- 03:00 PM Onwards****Training Venue:- MA002, Main Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	2
Security	7

Expecting active participation in the training program



Col. Rajagopalan Suresh
Senior Vice President-Administration



Ref No. MU/ADMIN/LIFT/2022/005

Dated :- 13th April 2022**OFFICE ORDER****Subject: Lift Training on 20th April 2022**

R1 level training in lift operations is must to those employees who are involved in the operations and safety of Lifts. Time to time training of administration staff and security persons on operations and safety of lifts is essential. As part of scheduled lift training, the Administrative manager and security officer will conduct lift training and provide practice to their staff.

The staff members are required to know the basic operations, simple maintenance practice and evacuation drill.

Training Date:- 20/04/2022**Training Time:- 11:00 AM Onwards****Training Venue:- 1st Floor, Main Building**

DEPARTMENT	EXPECTED STAFF MEMBERS
Administration	5
Security	9

Expecting active participation in the training program



Col. Rajagopalan Suresh
Senior Vice President-Administration

