

STAFF DEVELOPMENT PROGRAM

09 – 20 March 2026

Enhancing Professional Competence of Administrative and Technical Staff in Higher Education

Organized by AIU – MSRUAS – AADC | In Collaboration with Centre for Professional Development (CPD)

Program Objectives

1	Strengthen communication and interpersonal skills for effective professional interactions.
2	Build computer literacy and proficiency in MS Office and ERP systems.
3	Enhance administrative, secretarial, and documentation capabilities.
4	Develop understanding of NBA/NAAC compliance requirements.
5	Foster a culture of continuous learning and professional growth.
6	Improve technical competencies for laboratory and specialized staff.
7	Promote best practices and quality standards across university operations.

Introduction

This professional development initiative is a 10-half day (30 Hour) comprehensive training program designed to enhance the competencies of non-teaching staff at M.S. Ramaiah University of Applied Sciences (MSRUAS). The program focused on seven key skill domains identified through an institutional needs assessment, aligning with the university's mission of excellence in education, administration, and service delivery. The training integrates theoretical learning with hands-on practice, ensuring participants can apply new skills directly to their roles. The program emphasized communication, technology proficiency, administrative efficiency, compliance awareness, and personal well-being.



Staff Development Programme

on

ENHANCING PROFESSIONAL COMPETENCE OF
ADMINISTRATIVE AND TECHNICAL STAFF IN
HIGHER EDUCATION

Organised by

AIU - MSRUAS - AADC

in Collaboration with

CENTRE FOR PROFESSIONAL DEVELOPMENT

TOPIC (SELECTIVE)

- Aspiration Management
- Professional Administrative Skills & Office Management
- Workplaces Ethics
- Digital Proficiency
- IT and Language Proficiency
- Professional Etiquette & Guest Heading

Time
2:00- 5:30 Pm

Date:
9th-14th
16th-18th &
20th March 2026

Mode:
Online Only

Amount Payable:
Rs. 1000/-

Scan for Registration



For any enquiries Contact:

Mrs. Roopa S Patil
roopapatil.dpd@msruas.ac.in

Dr. H S Srivatsa
dean.cpd@msruas.ac.in

Mr. Ramanjineya
+91 73377 75692

Program Schedule

Date	Time	Topic	Details	Note
9th March 2026	2:00 PM to 3:30 PM	Inauguration Context Setting Aspiration Management Trainer: Mr. Ramanan	Objective: Understanding the intrinsic motivation Career Goals setting	
	3:30 PM – 3:45 PM	Tea Break		
	4:00 PM-5:30 PM	Continuation of the session - Aspiration Management Trainer: Mr. Ramanan	Objective: Understanding the intrinsic motivation Career Goals setting	
	Day 2-	Professional Administrative Skills & Office Management		
10th March 2026	2:00 PM – 3:30 PM	Secretarial & Administrative Skills Trainers: (External) Mr. Ashwath Ramaiah- Unique Consultants	Objectives: <ul style="list-style-type: none"> Introduce professional secretarial competencies Written Communication <ul style="list-style-type: none"> Email etiquettes MOM and Circulars Preparation for meetings · Learn effective scheduling, correspondence, and record-keeping.	
	3:30 PM to 3:45 PM	TEA BREAK		
	4:00 PM - 5:30 PM	Workplace Ethics Trainer: Mr. Ashwatha Ramaiah	Objectives: · Organisation Vision and Mission and Values · Higher values of work life · Accountability and Ownership · Sense of belongingness for the organisation · Emphasising importance of ethical conduct at workplace • Collect feedback Activities: Group discussion, feedback forms	
11th March 2026	2:00 PM - 3:30 PM	Understanding AI Tools such as Claude, Chat Gpt ,Co pilot Trainers: Dr. Nageshwar Guptha-CSE	Objectives: <ul style="list-style-type: none"> Learn MS Office Tools for day-to-day operations Introduction to Prompt Engineering Activities: Hands-on practice sessions, live demonstrations 	

12th March 2026	3:30 PM - 3:45 PM	Tea Break	
	3:45 PM-5:30 PM	Ms-Office tools Dr. Shilpa	Objectives: • Learn MS Office Tools for day-to-day operations
	Day 4	IT and language proficiency	
	2:00 PM - 3:30 PM	ERP Systems & University Applications Trainers: ERP team	Objectives: • Navigate university ERP management systems • Learn IDN preparation and salary slip access • Understand digital workflows and online portals Activities: Live system demonstrations, guided practice sessions Trainers: IT Department & System Administrators
	3:30 PM – 3:45 PM	TEA BREAK	
	4:00 PM - 5:30 PM	English for Communication skills Trainer: Mrs. Roopa S Patil -CPD	English for Communication at Workplace · Introduction of Wordsworth English Language software to enhance competency and confidence
	Day 5	Professional Competency	
13 th March 2026	2:00 PM- 3:30 PM	Documentation for NBA & NAAC Compliance Trainer: Dr. Madhu-IQAC	Documentation for NBA & NAAC Compliance Trainers: Dr. Madhu-IQAC
	3:30 PM -3:45 PM	TEA BREAK	
	3:45 PM – 5:30 PM	Job Comprehension & Self-Improvement Trainers: HR Development Specialists (Mr. Manish Subodh)	Objectives: • Develop better understanding of job roles and responsibilities • Learn strategies for continuous self-improvement • Set personal development goals · Career Path movement Activities: Self-assessment tools, goal-setting workshops,
	Day 6	Interpersonal Skills	
14 th March 2026	2:00 PM to 3:30 PM	Professional Etiquette & Guest Handling Trainer: Dr. Ankitha Sharma- FHMCT	Objectives: • Master workplace etiquette and professional demeanour • Learn effective guest handling and hospitality skills • Understand social skills relevant to university environment Activities: Simulation exercises, etiquette demonstrations, Q&A sessions
	3:30 PM to 3:45 PM	Tea Break	
	4: 00 PM To 5:30 PM	Interpersonal Skills with emphasis on Team building Trainer: Mrs. Farhat Begum-CPD	Objectives: • Enhance teamwork and collaboration skills Activities: Case studies, team-building exercises
	Day 7	Professional Growth	

16 th March 2026	2:00 PM- 3:30 PM	Identifying strengths, interests and shaping professional aspirations Trainer: Dr. Srivatsa- CPD	Objectives: · Self- Development · Re-Connecting with professional goal setting
	3:30 PM- 3:45 PM	TEA BREAK	
	3:45 PM – 5:30 PM	Lifelong Learning for Professional Development Dr. Pallabi Mund- FMC	Objectives: Introducing MOOC, NPTEL, SWAYAM COURSE ERA
17 th March 2026	DAY 8	Personal Health Management & Health Crisis	
	2:00- PM 3:30 PM	RMC - Team	Objective: <ul style="list-style-type: none"> • Understanding Personal Health • Preventive Healthcare Practices • Understanding Health Crisis • First Aid & Immediate Response
	3:30 PM – 3:45 PM	TEA BREAK	
	3:35 PM – 5:30 PM	Stress Management Trainer: Ms. Farhat Begum	Objective: <ul style="list-style-type: none"> • Understanding Stress • Sources of Workplace Stress • Self-Awareness and Stress Assessment • Time and Work Management • Relaxation Techniques
18 th March 2026	Day 9 2:00 PM – 3:30 PM	Poster Presentations	Content based Poster Presentations
	3:30 PM – 3:45 PM	Tea Break	
20 th March 2026	Day 10 2:00 PM 4:00 PM	Valedictory- Guest of Honour- Shri. Ashok Rao- Registrar RUAS	Objectives: <ul style="list-style-type: none"> • Recognize participant achievements • Share key takeaways and commitments • Motivate for continuous improvement Activities: Speeches by leadership, certificate distribution, group photo

Day wise Program Details:

Day 1 · Aspiration Management · 9th March 2026	
Trainer	Mr. C V Ramanan – Ladder Consultancy
Focus	Understanding intrinsic motivation, career goal setting, and aligning personal aspirations with institutional objectives.
Content	<ul style="list-style-type: none"> ▶ Context setting and interactive discussions ▶ Self-reflection exercises on career aspirations and goal alignment

Day 2 · Professional Administrative Skills & Office Management · 10th March 2026	
Trainer	Mr. Ashwath Ramaiah – Unique Consultants
Focus	Secretarial skills, written communication, email etiquette, meeting documentation, and workplace ethics.
Content	<ul style="list-style-type: none"> ▶ Group discussions and case-based learning ▶ Feedback sessions on written and email communication ▶ Practical exercises on meeting documentation

Day 3 · Digital Proficiency · 11th March 2026	
Trainer	Dr. Nageshwar Guptha – Faculty of Computer Science and Engineering- RUAS
Focus	AI Tools for Productivity
Content	<p>AI Tools Overview</p> <ul style="list-style-type: none"> ▶ ChatGPT – Conversational AI for generating content, drafting emails, coding support, and academic assistance. ▶ Claude – AI assistant for safe and detailed text generation, summarizing documents, and supporting research. ▶ Copilot – AI integrated into Microsoft Office; assists with writing code, creating documents, and automating tasks. <p>Learning Outcomes</p> <ul style="list-style-type: none"> ▶ Understanding the role of AI in education and professional work ▶ Hands-on exposure to popular AI tools ▶ Improving productivity through AI-assisted tasks ▶ Awareness of ethical considerations while using AI
Trainer	Dr. Shilpa – Faculty of Management & Commerce
Focus	MS Office Applications & Prompt Engineering
Content	<p>MS Office Applications</p> <ul style="list-style-type: none"> ▶ Effective use of Microsoft Word, Excel, and PowerPoint for document creation and data management. ▶ Report preparation and presentation design with formatting tools and formulas. <p>Prompt Engineering</p> <ul style="list-style-type: none"> ▶ Designing effective prompts to interact with AI tools (ChatGPT, Claude, Copilot).

- Techniques: asking precise questions, providing context, and refining prompts.

Activities

- Hands-on practice with MS Word, Excel, and PowerPoint for real-time tasks.
- Participants encouraged to experiment and solve tasks independently with trainer guidance.

Day 4 · ERP & Language Proficiency · 12th March 2026

Trainer	Goutham Nagaraj – ERP Team, IT Department
Focus	Enterprise Resource Planning System & IT Support
Content	<p>ERP Training</p> <ul style="list-style-type: none"> Key modules: data entry, report generation, and workflow management. Efficient use of the ERP portal for academic and administrative tasks. <p>IT Department</p> <ul style="list-style-type: none"> System usage, troubleshooting, and cybersecurity awareness. Best practices for maintaining digital efficiency. <p>Key Highlights</p> <ul style="list-style-type: none"> Practical exposure to ERP system functionalities Guidance on resolving technical issues Improved digital skills and seamless hands-on training
Trainer	Mrs. Roopa S. Patil – Trainer, CPD
Focus	English Communication Skills for the Workplace
Content	<ul style="list-style-type: none"> Basic grammar and sentence construction Professional email writing and official communication Vocabulary development for workplace interactions Speaking skills for meetings, presentations, and discussions Listening and comprehension skills <p>Activities</p> <ul style="list-style-type: none"> System demonstrations for pronunciation and grammar practice Wordsworth English Language Software – structured modules on grammar, vocabulary, and listening skills

Day 5 · Professional Competency · 13th March 2026

Trainer	Dr. Madhu – IQAC, RUAS
Focus	Institutional Documentation, Job Roles & Self-Improvement
Content	<p>Documentation for NBA/NAAC Compliance</p> <ul style="list-style-type: none"> Preparation and maintenance of course files, attendance registers, and assessment reports. Accuracy, proper formatting, and timely updating of compliance documents. <p>Job Comprehension</p> <ul style="list-style-type: none"> Clarity on roles, responsibilities, and workflow processes. Improving efficiency, accountability, and coordination. <p>Key Outcomes</p> <ul style="list-style-type: none"> Better understanding of accreditation documentation processes

	<ul style="list-style-type: none"> ▶ Enhanced organizational and record-keeping skills ▶ Development of self-improvement and lifelong learning habits
Trainer	Mr. Manish Subodh – Head HR, RUAS
Focus	Job Comprehension & Self-Improvement Strategies
Content	<p>Job Comprehension</p> <ul style="list-style-type: none"> ▶ Understanding job descriptions, key responsibilities, and aligning roles with organizational goals. ▶ Effective communication and coordination within teams. ▶ Adapting to organizational policies and work culture. <p>Self-Improvement Strategies</p> <ul style="list-style-type: none"> ▶ Goal setting, career planning, and time management. ▶ Continuous skill development and building positive work habits. ▶ Stress management and maintaining work-life balance. <p>Key Outcomes</p> <ul style="list-style-type: none"> ▶ Clear understanding of job roles and expectations ▶ Improved workplace performance and development of a growth mindset

Day 6 · Guest Handling Etiquette & Interpersonal Skills · 14th March 2026	
Trainer	Dr. Ankitha Sharma – Faculty of Hospitality Management & Catering Technology
Focus	Guest Handling and Team Building
Content	<p>Guest Handling</p> <ul style="list-style-type: none"> ▶ Proper greeting and welcoming etiquette. ▶ Handling inquiries and managing difficult situations with professionalism. ▶ Ensuring hospitality and comfort for guests during events and visits. <p>Team Building</p> <ul style="list-style-type: none"> ▶ The value of teamwork, mutual respect, and effective communication within teams. ▶ Conflict resolution and trust-building strategies. ▶ Leadership and participation in group activities.
Trainer	Mrs. Farhat Begum – Trainer, CPD
Focus	Interpersonal Skills in the Workplace
Content	<ul style="list-style-type: none"> ▶ Effective Communication – clear verbal and non-verbal communication, active listening. ▶ Emotional Intelligence – understanding and managing one's own emotions and those of others. ▶ Team Collaboration – working cooperatively and sharing responsibilities. ▶ Conflict Resolution – handling disagreements professionally. ▶ Professional Etiquette – respectful behavior and appropriate workplace conduct.

Day 7 · Self Development & Lifelong Learning · 16th March 2026	
Trainer	Dr. H S Srivatsa – Dean, Centre for Professional Development
Focus	Identifying Strengths & Embracing Lifelong Learning
Content	<p>Identifying Strengths</p> <ul style="list-style-type: none"> ▶ Self-awareness and understanding personal capabilities.

	<ul style="list-style-type: none"> ▶ Recognizing strengths and areas for improvement. ▶ Aligning individual strengths with job roles and responsibilities. <p>Lifelong Learning</p> <ul style="list-style-type: none"> ▶ Staying updated with new knowledge and technologies. ▶ Engaging in regular skill development programs. ▶ Adopting a growth mindset and taking initiative for career advancement.
Trainer	Dr. Pallabi Mund – Faculty of Management & Commerce
Focus	Introduction to MOOC Platforms (NPTEL, SWAYAM, Coursera)
Content	<ul style="list-style-type: none"> ▶ NPTEL – High-quality courses in engineering, science, and management by IITs and IISc, with recognized certifications. ▶ SWAYAM – Government of India platform offering free online courses from school level to postgraduate, with credit transfer support. ▶ Coursera – Global platform offering courses, specializations, and professional certifications from top universities worldwide. <p>Key Highlights</p> <ul style="list-style-type: none"> ▶ Access to flexible, self-paced learning opportunities ▶ Availability of certification programs for career advancement

Day 8 · Personal Health Management & Stress Control · 17th March 2026	
Trainer	Dr. Aruna – Emergency Medicine, Ramaiah Memorial Hospital
Focus	Preventive Healthcare and First Aid
Content	<p>Preventive Healthcare</p> <ul style="list-style-type: none"> ▶ Maintaining personal hygiene, balanced diet, and regular physical activity. ▶ Importance of regular health check-ups and mental well-being. ▶ Awareness of common diseases and preventive measures. <p>First Aid</p> <ul style="list-style-type: none"> ▶ Basic techniques for cuts, burns, wounds, fainting, choking, and bleeding. ▶ CPR (Cardiopulmonary Resuscitation) awareness and use of first aid kits. <p>Key Outcomes</p> <ul style="list-style-type: none"> ▶ Increased awareness of healthy lifestyle practices ▶ Ability to handle basic medical emergencies with confidence
Trainer	Ms. Farhat Begum – Trainer, CPD
Focus	Stress Management & Time Management
Content	<p>Stress Management</p> <ul style="list-style-type: none"> ▶ Identifying sources of workplace stress. ▶ Techniques: relaxation, mindfulness, and breathing exercises. ▶ Developing emotional resilience and maintaining work-life balance. <p>Time Management</p> <ul style="list-style-type: none"> ▶ Planning, scheduling, and prioritizing daily activities. ▶ Avoiding procrastination using tools like to-do lists and calendars. ▶ Balancing multiple responsibilities efficiently.

Day 9 - Poster Presentations - 18th March 2026

Trainer	Ms. Roopa S Patil & Ms. Farhat Begum-Trainers of CPD
Focus	Knowledge Demonstration through Creative Poster Presentations
Content	<ul style="list-style-type: none"> ▶ Develop posters based on topics covered during the program. ▶ Organize content in a clear, concise, and visually appealing manner. ▶ Use charts, images, diagrams, and keywords to enhance quality. <p>Activities</p> <ul style="list-style-type: none"> ▶ Preparation of topic-based posters individually or in groups. ▶ Display and presentation before peers and evaluators. ▶ Evaluation based on content clarity, creativity, and presentation skills. <p>Key Outcomes</p> <ul style="list-style-type: none"> ▶ Better understanding and retention of learned concepts ▶ Improved presentation, communication, and creative skills

Day 10 - Valedictory Session - 20th March 2026

Trainer	Mr. Vineet Khurana – Head Finance, RUAS
Focus	Program Conclusion, Certificate Distribution & Closing Remarks
Content	<p>Participant Recognition</p> <ul style="list-style-type: none"> ▶ Participants appreciated for active involvement, commitment, and successful completion. ▶ Special recognition for outstanding performers based on participation and creativity. <p>Certificate Distribution</p> <ul style="list-style-type: none"> ▶ Certificates awarded to all participants by distinguished guests and institutional leaders. <p>Closing Remarks by Leadership</p> <ul style="list-style-type: none"> ▶ Highlighted the importance of continuous learning and skill enhancement. ▶ Appreciation for the efforts of the organizing team, trainers, and participants. ▶ Words of motivation and best wishes for future growth and professional success.













RAMAIAH UNIVERSITY
OF APPLIED SCIENCES

Effective Communication for Health Care Professionals

Key Principles	Communication Skills	Barriers to Communication
<ul style="list-style-type: none">Clarity & ConcisenessEmpathy & RespectActive ListeningBody Language	<ul style="list-style-type: none">Open-Ended QuestionsPatient EducationBuilding TrustEmotional Support	<ul style="list-style-type: none">Language DifferencesTime ConstraintsEmotional StressEnvironmental Factors

Benefits of Effective Communication

- Improved Patient Outcomes
- Increased Patient Satisfaction
- Reduced Errors & Misunderstandings
- Better Team Collaboration

COMMUNICATION is the HEART of HEALTHCARE!

Presented By :
Ms. HAMSAVENI G | Dr. CHUDAMANI B C | Mr. GURURAJ















































Nominations for Staff Development Program- March 2026

Sl no.	Faculty/ School	Name	17/march	9th march	10th march	11th march	12th march	13th march	14th march
1	FPh	Mr. Ramesh	B. Ramesh	B. Ramesh	Ab	B. Ramesh	B. Ramesh	B. Ramesh	B. Ramesh
2	FPh	Mrs. Nethra		—	Ab	absent			
3	FPh	Mr. Krishnakanth,	Krishnakanth	Krishnakanth	Krishnakanth	Krishnakanth	Krishnakanth	Krishnakanth	Krishnakanth
4	FDS	Mrs. Kumudha						Absent	Absent
5	FDS	Mr. Manjunath		Absent	Ab				
6	FDS	Mr. Kaiser Ahmad Ali							
7	DSA	Mr. Sathish Kumar	R.R. R.S	R.S	R.S	R.S	R.S	R.S	R.S
8	DSA	Mr. Shivaraj Kumar M B	Shivaraj	Shivaraj	Shivaraj	Shivaraj	Shivaraj	Shivaraj	Shivaraj
9	DSA	Mr. Kiran N.,							
10	FMC	Mr. Rakesh		Absent	Absent				
11	FMC	Ms. Keerthi		Absent	present online	Keerthi	Keerthi		
12	FMC	Mr. Mohan		Absent	Ab				
13	RINER	Mrs. Ganga.H.		Ganga	Ganga				
14	RINER	Mr. Chinnaraju N							

12th march

17th of arch 2025

9th mar

10th mar

11th mar

12th March

16

15	FAD	Ms Leela Bai S	<u>Absent</u>	Ab				
16	SOL	Ms. Pushpalatha	<u>Absent</u>	Ab				
17	SOL	Ms. Pavithra.	<u>Absent</u>	Ab				
18	Emergency Medic	1. Dr. Amartya Vardhan	Present <u>Absent</u>	Present	Present	Present	Present	Present
19	Emergency Medic	2. Dr. Shivaprasad Manigiri	Present <u>Absent</u>	Present	Present	Present	Present	Present
20	Emergency Medic	3. Dr. Sumitra	<u>Absent</u>	Present	Present	Present	Present	Present
21	Emergency Medic	4. Dr. Vinusha M K	<u>Absent</u>	Present	Present	Present	Present	Present
22	Emergency Medic	5. Dr Suraj Koulgikar	Present <u>Absent</u>	Ab	Present	Present	Present	Present
23	Admissions	Mr. Obaleshi P	Present	Present	Present	Present	Present	Present
24	Dean- Office	Mr. KIRAN SAGAR V B	Present	Present	Present	Present	Present	Present
25	RTC	Mr. Satish Kumar Y D	<u>Absent</u>	400 10/02/26				
26	CSE	Ms. Eligibeth	<u>Absent</u>	Ab				
SI no.	Faculty/ School	Name	9th march	10th march	11th march	12th march	13th march	14th march
27	CA	Mr. Nagendra . C.L	Present	Present	Present	Present	Present	Present
28	ECE	Mr. Parthasarathy	Present	Present	Present	Present	Present	Present
29	Lab	Dr. Chudamani B C	Present	Present	Present	Present	Present	Present

~~Present~~

~~Present~~

~~Present~~

15th

~~Present~~

~~Present~~

~~Present~~

17/3/26

9th

10th

11th

12th

13th

14th

30	ASE	Mr. Arun Kumar	Absent	Ab					
31	CoE	Mr. Murali R	Ab	Ab					
32	CSE	Mr. Kush Kumar	Absent	Ab	Ab	Ab	Ab	Ab	Ab
33	CSE	Ms. N.S Gnaneswari	Absent	Ab					
34	Accounts	Mr Lokesh BM	Bulge Present	Bulge Present	Bulge	Bulge	Bulge	Bulge	Bulge
35	RMCH	Mr. Gururaj	Gururaj	Ab	Gururaj	Gururaj		Gururaj	Gururaj
36	FLAHS	Ms Lakshmi	Lakshmi	Laksh	Laksh	Laksh	Laksh	Laksh	Laksh
37	FLAHS	Ms Thanusree	Jah	Jah	Jah	Jah	Jah	Jah	Jah
38	FLAHS	Mr Deepak Jadav	J	J	J	J	J	J	J
39	X Placement	Bharathi N		Ab					
40	X Placement	Tabastum		Ab					
41	X	Mr. Keshavmushy T	Absent	Present online					
42	Ab	Keshavmushy T	Absent	Present online					
43	Emergency Medicine	Pavan Bhat	Absent						
44	"	Hamsaveni. CG	present	present					
45	Emergency medicine	Dinakara-L	Absent	DL	DL	DL	DL	DL	DL
46									

repeat

47								
48					o			
49								
50								

Id	Start time	Email	Name	Department
1	3/18/2026 11:33	parthasarathy.ec.et@ms	Mr. Parthasarathy K P	ECE
2	3/18/2026 11:54	executive2.sa@msruas.a	Mr. Shivaraj Kumar M B	DSA
3	3/18/2026 14:22	sec.dean.ls@msruas.ac.i	Ms. Lakshmi M	FLAHS
4	3/18/2026 17:49	executive3.sa@msruas.a	Mr. Kiran N	Directorate of Student A
5	3/19/2026 10:08	sec.dean.et@msruas.ac.i	Mr. Kiran Sagar V B	Dean's office FET
6	3/24/2026 21:03	lokeshbm.fa@msruas.ac.	Mr. Lokesh B M	Finance and Accounts
Id	Start time	Email	Name	Department
1	3/17/2026 13:54	chudamani.it.et@msruas	Dr. Chudamani B C	Laboratories
2	3/19/2026 10:12	sec.dean.et@msruas.ac.i	Mr. Kiran Sagar V B	Dean's office FET
3	3/24/2026 21:17	lokeshbm.fa@msruas.ac.	Mr. Lokesh B M	Finance and accounts
Id	Start time	Email	Name	Department
1	3/14/2026 9:12	chudamani.it.et@msruas	Dr. Chudamani B C	Laboratories
2	3/14/2026 9:28	sec.dean.ls@msruas.ac.i	Ms. Lakshmi M	FLAHS
3	3/14/2026 9:28	lokeshbm.fa@msruas.ac.	Mr. Lokesh B M	Finance and Accounts - U
4	3/14/2026 9:46	executive2.sa@msruas.a	Mr. Shivaraj Kumar M B	DSA
5	3/14/2026 12:37	sec.dean.et@msruas.ac.i	Mr. Kiran Sagar V B	Dean's office, FET
6	3/14/2026 12:43	deepakyadav.la.ls@msru	Mr. Deepak Yadav	FLAHS
7	3/15/2026 11:43	24MCMS101016@msrua	AMAL MOHAN	MBA, FMC
Id	Start time	Email	Name	Department
1	3/13/2026 11:16	hamsavenicg.rmch@msr	Hamasaveni	Emergency Medicine Dep
2	3/13/2026 11:26	sec.dean.ls@msruas.ac.i	Ms. Lakshmi M	FLAHS
3	3/13/2026 11:38	sec.dean.et@msruas.ac.i	Mr. Kiran Sagar V B	Dean's office,FET
4	3/13/2026 14:03	chudamani.it.et@msruas	Dr. Chudamani B C	Laboratories
5	3/14/2026 9:51	executive2.sa@msruas.a	Mr. Shivaraj Kumar M B	Dsa
6	3/14/2026 12:47	deepakyadav.la.ls@msru	Mr. Deepak Yadav	FLAHS
Id	Start time	Email	Name	Department
1	3/14/2026 9:08	anonymous		Laboratories
2	3/14/2026 9:27	anonymous		FLAHS
3	3/14/2026 9:37	anonymous		DSA
4	3/14/2026 9:42	anonymous		Finance and Accounts - U
5	3/14/2026 9:47	anonymous		DSA
6	3/14/2026 12:17	anonymous		Dean's office, FET
7	3/14/2026 12:45	anonymous		FLAHS
8	3/14/2026 18:50	anonymous		Fds
Id	Start time	Email	Name	Department
1	3/13/2026 11:25	sec.dean.ls@msruas.ac.i	Ms. Lakshmi M	FLAHS
2	3/13/2026 11:31	sec.dean.et@msruas.ac.i	Mr. Kiran Sagar V B	Dean's office, FET
3	3/14/2026 9:53	executive2.sa@msruas.a	Mr. Shivaraj Kumar M B	DSA
4	3/14/2026 12:49	deepakyadav.la.ls@msru	Mr. Deepak Yadav	FLAHS
Id	Start time	Name1	Faculty/ School	How well did the session
1	3/11/2026 11:35	Parthasarathy	MSRUAS	5
2	3/11/2026 11:40	Lokesh B M	F&A-UO	5
3	3/11/2026 12:05	Krishna kanth k l	Pharmacy	4
4	3/11/2026 12:07	Kusha Kumar K C	Ruas	5
5	3/11/2026 12:04	Sathish Kumar R	DSA RT campus	5
6	3/11/2026 12:16	Dr. Chudamani B C	Laboratories	5
7	3/11/2026 12:23	Kumudha	FDS	5
8	3/11/2026 12:28	Lakshmi M	FACULTY OF LIFE AND AL 4	

9	3/11/2026 12:31	Lokesh B M	F&A-UO	5
10	3/11/2026 14:06	KIRAN SAGAR V B	FET	4
11	3/11/2026 15:59	Dinakara L	Ramaiah Memorial hospi	5
12	3/14/2026 9:23	Parthasarathy	MSRUAS	5
13	3/14/2026 9:59	Shivaraj Kumar M B	DSA	4
14	3/14/2026 12:55	Deepak Yadav	FLAHS	5
Id	Start time	Email	Name	Department
1	3/13/2026 10:16	anonymous		Laboratories
2	3/13/2026 10:24	anonymous		DSa
3	3/13/2026 10:29	anonymous		Finance and Accounts
4	3/13/2026 10:49	anonymous		Emergency Medicine Dep
5	3/13/2026 10:54	anonymous		Emergency Medicine Dep
6	3/13/2026 11:26	anonymous		Emergency medicine dep
7	3/13/2026 11:27	anonymous		Dean's office, FET
8	3/14/2026 9:56	anonymous		DSA
9	3/14/2026 12:53	anonymous		Lab assistant
10	3/14/2026 18:43	anonymous		Fds
Id	Start time	Email	Name	Department
1	3/10/2026 15:48	krishnakanth.ta.mc@msr	Mr. Krishnakanth K L	Classroom and teaching
2	3/10/2026 15:49	sec.dean.et@msruas.ac.i	Mr. Kiran Sagar V B	Dean's office
3	3/10/2026 15:49	parthasarathy.ec.et@ms	Mr. Parthasarathy K P	Electronics and communi
4	3/10/2026 15:56	chudamani.it.et@msruas	Dr. Chudamani B C	Laboratories
5	3/10/2026 15:54	tabassumkhan.tp@msru	Ms. Tabassum Khan	Directorate of Training, P
6	3/10/2026 15:51	obalesh.adm@msruas.ac	Mr. Obalesh P	Admissions
7	3/10/2026 20:43	lokeshbm.fa@msruas.ac	Mr. Lokesh B M	Finance and Accounts
8	3/12/2026 13:40	sec.dean.ls@msruas.ac.i	Ms. Lakshmi M	FLAHS
9	3/14/2026 10:03	executive2.sa@msruas.a	Mr. Shivaraj Kumar M B	DSA

Designation	To what extent did the 1	How would you rate the	Which of the following p
Senior Lab Assistant	Exceptional	Excellent	Ability to use digital tools
Deputy Manager	Exceptional	Good	Enhanced professional co
EXECUTIVE	Very good	Good	Enhanced professional co
Scholarship Executive	Exceptional	Excellent	Better stress and health r
Assistant Manager	Very good	Good	Enhanced professional co
Asst finance officer	Exceptional	Excellent	Enhanced professional co
Designation	Before today's session, I	How would you rate the	Which of the following p
Technical Officer		4	4 Both
Assistant Manager		4	4 Both
Asst finance officer		4	3 Both
Designation	How much clearer is you	To what extent do you fi	How helpful was the dis
Technical Officer		4	4
EXECUTIVE		3	3
Asst. finance officer		4	4
Deputy Manager		4	3
Assistant Manager		4	4
Lab assistant		3	4
Volunteer		4	4
Designation	How would you rate the	To what extent did the s	How do you rate the act
Nursing		4	4
EXECUTIVE		4	3
Assistant Manager		4	4
Technical Officer		4	4
Deputy Manager		4	4
LAB assistant		4	3
Designation	How would you rate the	To what extent did Dr. N	How useful were the exa
Technical Officer		4	4
EXECUTIVE		4	3
Junior lab assistant		2	1
Asst. Finance officer		4	4
Deputy Manager		4	4
Assistant Manager		4	4
Lab assistant		4	3
Senior executive		4	4
Designation	How would you rate you	To what extent did the d	How confident do you fe
EXECUTIVE		3	3
Assistant Manager		3	2
Deputy Manager		4	4
Lab assistant		4	3
How effectively did the I	How confident do you n	How practical and usefu	How would you rate Mr.
5		5	5
5		5	4
5		4	5
5		5	5
5		5	4
5		5	5
5		5	5
4		4	5

5	5	5	4
5	4	4	5
5	5	5	5
5	5	5	5
4	4	4	5
5	5	5	5
Designation	How would you rate the	To what extent did the "	How effective was the tr
Technical Officer	4	4	4
Junior lab assistant	2	2	4
Asst. Finance officer	2	2	2
Nurse Educator	4	4	4
Nurse Educator	1	1	1
Staff Nurse	1	1	1
Assistant Manager	4	3	4
Deputy Manager	3	3	3
FLAHS	4	3	4
Senior executive	2	4	4
Designation	Relevance of the topic to	Clarity and communicati	Quality of presentation
Assistant manager	5	4	5
Assistant Manager	5	4	5
Senior lab assistant	5	5	5
Technical Officer	5	5	5
Training, Placements and	4	5	4
Deputy Manager	4	5	4
Asst. Finance officer	5	5	4
Excutive	4	4	4
Deputy Manager	4	4	5

How satisfied were you	Please rate the suitability	How would you rate the	How would you rate the
Very satisfied	Somewhat Inconvenient	Average	Excellent
Very satisfied	Convenient	Good	Excellent
Very satisfied	Convenient	Good	Good
Very satisfied	Convenient	Excellent	Excellent
Very satisfied	Convenient	Excellent	Excellent
Very satisfied	Convenient	Good	Excellent

How confident do you feel	The list of courses I have	What kind of assistance
4		Nothing
4		
3	2	

Do you have any suggestions
4
3
4
3
4
3
4

How would you rate the	How effective was the training	Which specific aspect of	What other communication
4	4 All	Email writing and Public speaking	Public speaking
4	4 advance learning	verbal & non-verbal	Public speaking
4	4 Clarity in speaking	Public speaking	Public speaking
3	4 Clarity in speaking	Public speaking	Public speaking
4	4 Clarity on speaking	Public speaking	Public speaking
4	4 Wordsworth	Public speaking	Public speaking

Rate the overall effectiveness	Which specific type of document	Do you have any suggestions
4	Concerned particular documents	No
3	ALL DEPARTMENT RELATED NEED ONE MORE SESSION IN FUTURE	
2	Student records	No.
4	Finance and accounts	Some more workshops to be conducted.
4	Cultural Report no	No
4	Student records	No
3	Infrastructure logs	No
4	Faculty files	No

Rate the effectiveness of	Which specific ERP features	Do you have any suggestions
2	NEW FEATURES IN THE C GOAL SEEK OPTION	
3	IDN	Need demo of all features
4	IDN	Ntn
4	Requisition	Overall in detail

What is one specific "High
Work ethics
Upgrading my self
I will correct my mistake sending mails
Organization vision Mission and Values
I will start receiving and greeting patients, faculty and students with the right attitude; make it a part of E-MAIL AND COMMUNICATION

Enhanced well-being and Increased productivity
 Time Management
 Confidently
 Work ethics
 Every academic year this sessions required..Excellent

Rate the "Hands-on Prac Which specific tool or technique from today's ses
 4 Note book lm
 3 Gemini
 2 Note book LM
 4 Note Book and Google Gemini is very nice
 1 Gemini and Note are excellent,I would like to learn more about the all the C
 1 M S Excel
 4 Working on notebook lm
 3 AI tools, are paid persion are better
 3 Noebooklm
 4 Chat got is very useful

Ability of the speaker to	Overall usefulness of the	How would you defin	What is the most imp
5	4	In the reality	To upgrade my self
5	4	Brilliant	How to set a goal
5	5	It was a very good sessio	Value system for inner w
5	5	Excellent	Good
5	5	It was an eye opener as v	simple life with high thin
5	4	Excellent	Aspirations
5	5	Very good to improve ou	Leadership and responsit
5	4	useful to improve our ski	Personality development
5	5	It's good to learn	About Core values updat

Based on your experience, are you in? What was the most important?		
Significantly	Yes	All the sessions were excellent....for technical session more time required
Significantly	Yes	Day to day work complete with more ease
Significantly	Yes	TIME MANAGEMENT
Significantly	Yes	The journey could include more flexibility to accommodate different schedules
Significantly	Yes	Keep conducting this kind of session every month
Significantly	Yes	Overall it was good and also I would like to suggest that the program to

Speaking

of my workflow to collect consent forms; follow up and maintain administrative documents on a daily basis.

certificate course for AI tools

How do you plan to apply Any other

By upskilling my self No

Goal setting Please train more people from all faculties

Implementing effectively Very good session

Goal setting Nothing

I will try to implement or Both Sir & Mam were very engaging! By including more real-life examples to make

Yes Keep going

Set the goal to complete Still more presentations required.

continuous learning required more sessions from different topic.

To achieve goals Ntn

o you have any final suggestions for improvement?
ed

chedules and energy levels. Finally, providing options to personalize the activities based on individual goa
be conduct for all the staff members.

DP sessions?

e concepts clearer.

Is would make the experience even more effective and sustainable.