

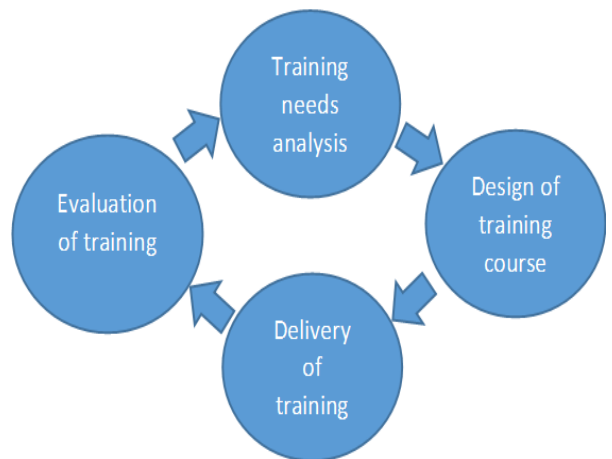


# ADMINISTRATIVE STAFF TRAINING PROGRAMME (ASTP) LEVEL-1

JSS Medical College

## IQAC

Office Staff Training Programme by the Internal Quality Assurance Cell (IQAC)



## ADMINISTRATIVE STAFF TRAINING PROGRAMME (ASTP) LEVEL-1

Session-01: 29-01-2022



With the blessings of His Holiness the **Administrative Staff Training Programme (ASTP) Level-1 programme was organised for the administrative staff of JSS Medical College** by the Internal Quality Assurance Cell (IQAC) of JSS Medical College, JSS Academy of Higher Education & Research.

The programme has been scheduled once a month for six months. The first session was inaugurated on 29-01-2022 in Gallery-6 of JSSMC, Mysuru by Dr Surinder Singh Vice-chancellor of JSSAHER, Dr B Manjunatha, Registrar, JSSAHER, Dr Kushalappa PA, Director Academics, JSSAHER, Dr H Basavanagowdappa, Principal, JSSMC, Dr Suma Vice Principal, JSSMC, Dr Sunil, IQAC Coordinator & Sri Satishchandra SR Administrative officer. Ms Poojitha MBBS student rendered the invocation. Dr Suma MN Vice Principal welcomed the gathering and stressed the importance of this training program.



Dr B Manjunatha, Registrar, JSSAHER praised the staff for the role played, work done and the importance in various ranking agencies across the globe. Dr P A Kushalappa, Director of Academics spoke about the importance of this program and praised the organising team for initiating this training. Dr H Basavanagowdappa, the Principal briefed them about the training program and how it is going to benefit them at the end of six months. Sri Satishchandra SR, Administrative Officer gave a few important tips for the staff and how this program will help in shaping their career in future.



Dr Surinder Singh, Vice-Chancellor, JSSAHER delivered a presidential speech and conveyed administrative staff are the backbone of any system. He gave an example of how the system works in government and how effective the office staff can support the institution. Sri Pradeep, Assistant Administrative Officer delivered the vote of thanks. Dr Vijaya Vageesh and Dr Smitha MC were masters of ceremony. Dr Sunil Kumar D, IQAC-Coordinator presented the importance of Needs Assessment and SWOC Analysis from the information provided by the staff.



Later Icebreaking session was conducted by Dr Suma MN and Dr Praveen Kulkarni and 8 teams were constituted for the training on various skill development training sessions. Each team were asked to select the names with the rationale and the team which selected the best name "Nava Abhiruddhi" received the prize. The teams in a combination of two had to perform the tasks on the pre-set topics like First Aid, Computer Skills, Hygiene and Health, and Home Garden. The team with the topic of computer skills won the first prize on successful defending in front of the judges Dr Prasanna Kumar Associate Professor in the Dept of Biochemistry, JSS Medical College & Dr P A Kushalappa. The whole event was successful.



### Session-02: 19-02-2022

The second session was conducted on 19-02-2022 in Examination Hall of JSSMC, Mysuru by Dr Prashant Vishwanath, i/c Director Research, JSSAHER, Dr Suma Vice Principal, JSSMC, Dr Sunil Kumar D, IQAC Coordinator, Dr Praveen Kulkarni, Resource Person (Humanities), Dr Deepa Bhat, Dr Devenanda D IQAC Members & Sri Pradeep, Smt Shilpa Asst Administrative officers were present.

The following activities on Humanities/ Hospitality were organised. **Fish and fisherman game:** The participants learnt about team building, working as a cohesive group and how to be an effective team member and contribute towards the achievement of team goals. Sri Nandhish HR and Smt Asha MB received the prize for the Fish and fisherman game.



**Hospitality:** Four different situations were given to the eight groups of participants to discuss among themselves and describe their plans of action. These situations were related to providing hospitality to the guests of a conference, parents of the students, the students in the hostel and guests of the conference visiting the spiritual headquarter. Team-08 Yashassu received the prize for the situation parents of the students.

**Columbian hypnosis:** This game helped the participants understand how it feels when their actions are controlled by the other person when the other person controls their actions and when they control the actions of each other. This helped the participants to understand how it feels to be controllers, being controlled and mutually controlling each other. **Image theatre:** In this exercise, participants interpreted various images created by themselves and reflected that each image or situation may have different interpretations based on our inner perceptions and feelings.



This was followed by a session on self-reflection exercise, where participants were demonstrated four steps process of reflection on the situations which had a negative impact on their personality. This helped the participants to understand their inner feelings and ability to strengthen their ability to handle this situation better in future.

### **Session-03: 19-03-2022**



The third session was conducted on 19-03-2022 in Gallery-6 of JSSMC, Mysuru by **Sri. S.R. Satish Chandra**, Administrative Officer, JSS Medical College. Dr Suma, Vice Principal, JSSMC, Dr Sunil Kumar D, IQAC Coordinator, Dr Nayanabai Shabadi, IQAC Member & Smt Shilpa Project Coordinator were present. The following activities were organised. **Sri. S.R. Satish Chandra**, Administrative Officer delivered a talk on “**Personality Development & Work Ethics**” which included an innovative activity-based learning cum training program involving various topics like Time Management, Self-Discipline, Effective Communication, Sharing the Work and Sense of Responsibilities. He stressed the importance of Simplicity which is a need of the hour and practising simplicity allows one to recognize the beauty of the surroundings. He also said personality development is a process of improving and grooming one's outer and inner self to make a positive difference in one's life.



The activity on Communication Distortion in which six volunteers Mrs Indira, Mr Rajesh, Mrs Ranjitha, Mr Madhu, Miss Yogeshwari & Mr Vinay participated and demonstrated how communication will get distracted following a number of people. Always everyone should think and take care of the other side of the coin or the situation. He explained how to imbibe individual credibility through Discipline (Time / Economic / Social), Positive Attitude (Attitude, not Aptitude, decides own Altitude), Presence of Mind, Patience (suffering without getting angry/upset), Effective Communication (Oral & Written), Smile (72 muscles to frown & 14 muscles to smile), Self Confidence to overcome fear. He explained how teamwork is better for all, and to be happy for a lifetime one should learn to love what they do. He told about 10 Rules of Human Relations like speaking to people, smiling, calling people by name, being friendly and helpful, being cordial and genuinely interested in people, being generous & considerate, and always being alert with a good sense of humour. The Discipline should be always 100%. The five characteristics of good work ethics like reliability & dependability, dedication to the job, productivity that doesn't quit, cooperation & teamwork, and self-disciplined character. In the end, he suggested all participants read the book titled "You Can Win" by the author Shiv Khera who has told, **"Winners Don't Do Different Things, They Do Things Differently"**.



**Session-04: 21-05-2022**



The fourth session was conducted on 21-05-2022 in Gallery-6 of JSSMC, Mysuru by Dr Ravi MD, Professor of paediatrics, Dr Aruna Kumari, Asst Prof, Divisions of Languages, Dept of

Water & Health Sciences and Dr Ravindra, CIO, JSSAHER Mysuru. The session started with a formal welcome by Dr Suma MN, Vice-principal. The first session was by Dr Ravi MD, Professor of paediatrics, on conflict resolution. He briefed the faculty regarding conflict resolution, and how to solve & avoid conflicts. He also gave a solution for participants' conflict problems. The session was made interactive by giving problems and seeking solutions from participants. Dr Aruna Kumari, Asst prof, divisions of languages, Dept of water & Health sciences took a session on Grammarly. She briefed the faculty regarding the written communication skills, the Grammarly application, and how to download and use it. She gave a list of courses in NPTEL, COURSERA & SWAYAM platforms that can be enrolled for better communication. The last session was on computer basics by Dr Ravindra, CIO, JSSAHER. He gave an overview of the history of computers and the basic skills necessary for faculty. Overall, the session went on well with the participants' involvement & interaction. The faculty expressed the usefulness of the program positively.

### Session-05: 18-06-2022



The fifth session was conducted on 18-06-2022 in Gallery-6 of JSSMC, Mysuru by Dr Sunil M V, Head-Academic Administration of SDM Institute for Management Development (SDMIMD) and assistant Professor in the General Management. The session started with a formal welcome by Dr Suma MN, Vice-principal. Dr Vidya CS introduced the resource person. The session was about the "Personality Type in the Workplace".



He briefed the faculty regarding how Personality Type helps us to appreciate individual differences our own strengths & Talents and the strengths our teammates offer. It is a way of describing your unique style at work on how you Solve Problems, what motivates you and how you do your best work. The four dimensions of personality are energy style, cognitive style, values style and self-management style. 1. The Energy Style has Extraverts at work



gaining energy from others like to work with others, on teams and in spaces where they can interact, may enjoy speaking to groups and other opportunities for public recognition, like to “think out loud,” brainstorm, and share ideas and plans with other people, lose motivation when they have to work in isolation. Introverts work gain energy from focusing inward like to work in quiet spaces where they can concentrate on their own thoughts, tend to be good at sustaining focus on projects that require a depth of understanding, prefer to think through things on their own, then discuss their ideas with others, become drained when they have to speak publicly, work in large teams, or meet lots of people. 2. Cognitive Style has Sensors (practical, factual way) & Intuitive (abstract, imaginative way). 3. Values Style has Thinkers (objectivity, competence, and logic) & Feelers (empathy, relationships, and personal touch). 4. Self-Management Style has Judgers (organized and keep a schedule) & Perceivers (flexible, open, and spontaneous).



He also encouraged the staff to know their personality by visiting the URL: <https://test.thepersonalitylab.org>. Smt. Shilpa Project Coordinator proposed the vote of thanks. Dr Sunil kumar IQAC Coordinator & others were present. Overall, the session went on well with the participants' involvement & interaction. The faculty expressed the usefulness of the program positively.

**PRINCIPAL**