

Minutes of the meeting

A meeting was held on 6th December 2018

The following members were present:

1. Dr Suman Sharma
2. Dr Sanjoy R Choudhry
3. Dr. Megha Dhillon
4. Dr. Sushila Madan

1. Nature of events that could be conducted for Skills development for faculty and non-teaching staff were discussed.
2. It was discussed that the events could be mostly in the form of half day or one day workshops in the upcoming semester. The workshops will be conducted by external experts.
3. For non teaching staff, the potential theme to be covered for skill development was digitization of workspaces.
4. It was also considered that personal development could be focussed on- for example the theme of employee health could be covered.
5. For faculty the potential theme to be covered for skill development was simple software like Microsoft powerpoint and Excel. Both are used in teaching as well as research.
6. Resources persons who could be invited for these events were identified.
7. Events are likely to happen towards the end of the upcoming semester given that college calendar is full.