

MITS Communication/Report on Event/IQAC Cell/22.03.2025.

From Vice Principal Administration <viceprincipaladministration@mits.ac.in>

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A Report on
Staff Development Program on
"Enhancing Digital Skills"
Organized by
Internal Quality Assurance Cell(IQAC)
on 22.03.2025

Report submitted by: Mrs. Anuradha Prudhivi, Assistant Professor, Dept. of CSE (Data Science).

Resource Person: Dr. M. Kiran Kumar, Assistant Professor, Dept. of CSE (Data Science), MITS.

Mode of Conduct: Offline

Venue: WB - 219

Time: 10:00 AM – 4:00 PM

Report Received on 26.03.2025.

Madanapalle Institute of Technology & Science (MITS), Madanapalle, successfully conducted a **Staff Development Program titled Enhancing Digital Skills** on **22nd March 2025** at **WB - 219**. The program aimed to equip non-teaching staff with essential Digital Skills to improve their efficiency and effectiveness in handling daily tasks.

Inauguration and Introduction:

The session commenced at **10:00 AM** with an introduction to the importance of Digital Skills in the modern workplace. The **resource person, Dr. M. Kiran Kumar, Assistant Professor, Department of Data Science**, emphasized the growing need for proficiency in digital tools and their role in improving productivity.

Technical Sessions:

The training was structured into **two major segments**:

1. Morning Session (10:00 AM – 1:00 PM)

- Introduction to Digital Skills and their significance in administrative tasks.
- A hands-on session on **Microsoft Excel**, covering essential features such as data entry, formatting, formulas and shortcuts for quick data processing were elaborated.
- Overview of tools like **Gamma** for creating effective and engaging presentations was dealt.
- Demonstration of various **digital tools** that can enhance day-to-day work efficiency was mentioned.

2. Afternoon Session (2:00 PM – 4:00 PM)

- Practical sessions on working with different Excel worksheets was demonstrated.
- Hands-on activities where participants applied newly learned concepts to real-world tasks.
- Q&A session to address specific queries and challenges faced by the participants.

Participation and Engagement:

A total of **12 non-teaching staff members** actively participated in the program. The interactive sessions allowed participants to explore digital tools effectively and gain hands-on experience. The resource person ensured that each participant received personalized

guidance to enhance their learning.

Conclusion and Feedback:

The training concluded with positive feedback from participants, who appreciated the **practical approach** and **relevance** of the topics covered. They expressed confidence in applying these skills to their daily tasks. The program coordinator thanked the **Resource Person**, Principal and the **Management** for their support in successfully organizing the event.

Overall, the **Staff Development Program on Enhancing Digital Skills** was a highly beneficial initiative, contributing to the professional growth of the non-teaching staff at MITS.

With regards,

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