

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

JANUARY 2023

Nº	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	Introduction to Chinese language - Academic Staff File Management System Training - Management Assistant
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	Brown Bag Session - General Administrative matters
19	Thu	Stress management workshop - All staff
20	Fri	
21	Sat	
22	Sun	
23	Mon	Orientation Programme
24	Tue	Orientation Programme
25	Wed	Orientation Programme
26	Thu	Orientation Programme Career Counseling - Academic Staff Customer Care Workshop - Library and other related
27	Fri	Orientation Programme
28	Sat	
29	Sun	
30	Mon	
31	Tue	

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

FEBRUARY 2023

N°	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5				1	2	3	4
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
9	26	27	28				

1	Wed	
2	Thu	Arts and crafts - All staff
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	Mentoring awareness session - Academic Staff Positive attitude - Minor Grade Staff
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	Brown Bag Session - Examination rules and regulations
16	Thu	Inauguration Ceremony – CTHE & CTUI Programme
17	Fri	
18	Sat	
19	Sun	
20	Mon	CTHE & CTUI Programme
21	Tue	
22	Wed	
23	Thu	Workshop on Research Proposal Writing - Academic Staff Workshop on labour law - Administrative staff
24	Fri	
25	Sat	
26	Sun	
27	Mon	CTHE & CTUI Programme
28	Tue	

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

MARCH 2023

Nº	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9				1	2	3	4
10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
12	19	20	21	22	23	24	25
13	26	27	28	29	30	31	

1	Wed	English Programme
2	Thu	Wellbeing and Mindfulness - All staff
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	Tamil Programme
8	Wed	English Programme
9	Thu	Workshop on Research Methodology - Academic Staff
10	Fri	Boiler Applications Workshop - Technical officers
11	Sat	
12	Sun	
13	Mon	CTHE & CTUI Programme
14	Tue	Tamil Programme
15	Wed	Brown Bag Session - Management and Administration / English Programme
16	Thu	Career Development Workshops - Academic Staff
17	Fri	Workshop for Microsoft Office 365 - Management Assistant
18	Sat	
19	Sun	
20	Mon	CTHE & CTUI Programme
21	Tue	Tamil Programme
22	Wed	English Programme
23	Thu	Opportunities for academics and researchers – funding - Academic Staff
24	Fri	Workshop sound system - TSO
25	Sat	
26	Sun	
27	Mon	CTHE & CTUI Programme
28	Tue	Tamil Programme
29	Wed	English Programme
30	Thu	Ethics in research - Academic Staff Career Development Workshops - Management Assistant
31	Fri	

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

APRIL 2023

N°	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13							1
14	2	3	4	5	6	7	8
15	9	10	11	12	13	14	15
16	16	17	18	19	20	21	22
17	23	24	25	26	27	28	29
18	30						

1	Sat	
2	Sun	
3	Mon	CTHE & CTUI Programme
4	Tue	Tamil Programme
5	Wed	
6	Thu	Literature Review Workshop - All staff
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	Tamil Programme
12	Wed	English Programme
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	CTHE & CTUI Programme
18	Tue	Tamil Programme
19	Wed	Brown Bag Session - First Aid in working place English Programme
20	Thu	Effective presentation skills - Academic Staff Dress code - Minor Grade Staff
21	Fri	
22	Sat	
23	Sun	
24	Mon	CTHE & CTUI Programme
25	Tue	Tamil Programme
26	Wed	English Programme
27	Thu	Workshop on administration - Academic Staff
28	Fri	Disciplinary & Grievance Procedures Training - Administrative staff
29	Sat	
30	Sun	

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

MAY 2023

Nº	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18		1	2	3	4	5	6
19	7	8	9	10	11	12	13
20	14	15	16	17	18	19	20
21	21	22	23	24	25	26	27
22	28	29	30	31			

1	Mon	
2	Tue	Tamil Programme
3	Wed	English Programme
4	Thu	Mind Mapping Workshop - All staff
5	Fri	
6	Sat	
7	Sun	
8	Mon	CTHE & CTUI Programme
9	Tue	Tamil Programme
10	Wed	English Programme
11	Thu	Workshop Exam preparation - Academic Staff
12	Fri	Speed Reading Workshop - Library and other related
13	Sat	
14	Sun	
15	Mon	CTHE & CTUI Programme
16	Tue	Tamil Programme
17	Wed	Brown Bag Session - Labour law and Human Rights English Programme
18	Thu	Search engine optimisation workshop - Academic Staff Roles and responsibilities in faculty development programs - Non Academic Staff
19	Fri	
20	Sat	
21	Sun	
22	Mon	CTHE & CTUI Programme
23	Tue	Tamil Programme
24	Wed	English Programme
25	Thu	Koha Library Management System - Academic Staff Positive attitude - Minor Grade Staff
26	Fri	
27	Sat	
28	Sun	
29	Mon	CTHE & CTUI Programme
30	Tue	Tamil Programme
31	Wed	English Programme

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

JUNE 2023

N°	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22					1	2	3
23	4	5	6	7	8	9	10
24	11	12	13	14	15	16	17
25	18	19	20	21	22	23	24
26	25	26	27	28	29	30	

1	Thu	Preventing Plagiarism - All staff
2	Fri	
3	Sat	
4	Sun	
5	Mon	CTHE & CTUI Programme
6	Tue	Tamil Programme
7	Wed	
8	Thu	Workshop on Effective Use of Library E-resources - Academic Staff Time Management - Non Academic Staff
9	Fri	
10	Sat	
11	Sun	
12	Mon	CTHE & CTUI Programme
13	Tue	Tamil Programme
14	Wed	
15	Thu	Leadership - Academic Staff Legal Writing and Drafting Skills training course - Administrative staff
16	Fri	
17	Sat	
18	Sun	
19	Mon	CTHE & CTUI Programme
20	Tue	Tamil Programme
21	Wed	Brown Bag Session - Procurement Procedure English Programme – Final Evaluation
22	Thu	Building Teacher-Student Relationships - Academic staff Team Building & Out-bound Training - Management Assistant
23	Fri	
24	Sat	
25	Sun	
26	Mon	CTHE & CTUI Programme
27	Tue	Tamil Programme
28	Wed	
29	Thu	
30	Fri	

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

JULY 2023

N°	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26							1
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29
31	30	31					

1	Sat	
2	Sun	
3	Mon	
4	Tue	Tamil Programme
5	Wed	
6	Thu	Student counselling workshop - Academic staff Workshop on Quality Management System (QMS) - Management Assistant, Technical staff
7	Fri	
8	Sat	
9	Sun	
10	Mon	CTHE & CTUI Programme
11	Tue	Tamil Programme
12	Wed	
13	Thu	Financial Regulation - Academic staff
14	Fri	Workshop on UGC Circulars - Administrative staff
15	Sat	
16	Sun	
17	Mon	CTHE & CTUI Programme
18	Tue	Tamil Programme
19	Wed	Brown Bag Session - MOU and Networking
20	Thu	Workshop on University Examination Procedure - Academic Staff
21	Fri	Quality Circle Concept - Management Assistant
22	Sat	
23	Sun	
24	Mon	CTHE & CTUI Programme
25	Tue	Tamil Programme
26	Wed	
27	Thu	Training on Public Procurement Strategy - Academic Staff
28	Fri	Laboratory Equipment Care and Maintenance - Technical officers
29	Sat	
30	Sun	
31	Mon	CTHE & CTUI Programme

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

AUGUST 2023

Nº	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31			1	2	3	4	5
32	6	7	8	9	10	11	12
33	13	14	15	16	17	18	19
34	20	21	22	23	24	25	26
35	27	28	29	30	31		

1	Tue	
2	Wed	
3	Thu	laboratory safety - Lab attendants
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	Tamil Programme
9	Wed	
10	Thu	Photography - TSO
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	Tamil Programme
16	Wed	Brown Bag Session - Workplace Offences
17	Thu	E-filing Workshop - Management Assistant
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	Tamil Programme
23	Wed	
24	Thu	laboratory organization and management - Lab technicians
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	Tamil Programme
30	Wed	
31	Thu	User Education and Training - Library and other related

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

SEPTEMBER 2023

Nº	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
35						1	2
36	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23
39	24	25	26	27	28	29	30

1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	Business Email and Letter Writing - Management Assistant
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	How to improve technical skills at work - Technical officers
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	Brown Bag Session - Research and Ethical publication
21	Thu	Safety Rules for Working with Electrical Equipment - Minor Grade Staff
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

OCTOBER 2023

Nº	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
40	1	2	3	4	5	6	7
41	8	9	10	11	12	13	14
42	15	16	17	18	19	20	21
43	22	23	24	25	26	27	28
44	29	30	31				

1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	Report writing workshop - Non Academic Staff
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	Organizing and running program - Management Assistant
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	Brown Bag Session - Strategic planning
19	Thu	Team Building & Out-bound Training - Minor Grade Staff
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	Software Workshop - Installation (Matlab) - Technical officers
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

NOVEMBER 2023

N°	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
44				1	2	3	4
45	5	6	7	8	9	10	11
46	12	13	14	15	16	17	18
47	19	20	21	22	23	24	25
48	26	27	28	29	30		

1	Wed	
2	Thu	Basic Computer Skills - Minor Grade Staff
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	Electrical & Instrumentation Technician Training - Technical officers
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	Brown Bag Session - Leave and Functions
16	Thu	Communication and Motivational Approach - Non Academic Staff
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	Certificate Award Ceremony – CTHE & CTUI Programme
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	Effective Inventory Management Workshop - Technical officers

STAFF DEVELOPMENT CENTRE – YEAR PLANNER 2023

DECEMBER 2023

N°	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
48						1	2
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24	25	26	27	28	29	30
1	31						

1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	Brown Bag Session - Accreditation and Awards
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	