



Professional Development / Administrative Training Programmes Organized by the BVDU, Pune for Non-teaching/Technical Staff During the Last Five Years

Year	Title of the Administrative Training Programme Organised for Non-Teaching/ Technical Staff	Dates
2022-23		
2022-23	English Classes	21-06-2022 to 05-08-2022
	Housekeeping Staff for General Policy	07-07-2022
	Computer Knowledge	12-09-2022
	MCI Related Points	13-09-2022
	English	13-09-2022
	Computer Knowledge	13-09-2022
	Accounts	14-09-2022
	General Administration	15-09-2022
	English	20-09-2022
	Awareness About Cancer	16-01-2023
	HR Policies & Other Refresher Training	17-02-2023
	HR Induction	29-04-2023
	Disaster Management	10-10-2022
	Disaster Management	12-10-2022
	Fire & Safety Codes and Non-Fire emergency	17-11-2022
	Disaster Management	09-09-2022
	Disaster Management	03-09-2022
	Hospital Safety Programme	23-09-2022
	Fire & Safety codes	16-07-2022
	Fire & Safety codes	09-06-2022
	Fire & Safety codes	18-06-2022
	Laboratory Safety	07-12-2022
	Patient Rights and Responsibilities	12-07-2022
	Look Alike Sound Alike, Labelling & Administration of Medication, Dental equipment	13-07-2022
	Infection Control	14-07-2022
	Incident reporting, Sentinel Events, Adverse events & CAPA	15-07-2022
	Safety Practices in the Department, HAZMAT	13-07-2022
	All code	11-01-2023 to 10-02-2023
	Radiation Safety, Soft Skills, Scope of Services, Vulnerable Patients	07-11-2022 to 13-07-2022
	Emergency Code Training Code Blue Mock Drill Training	21-03-2023
	Fire Safety Mock Drill Training	01-06-2023
	Personality Development	08-05-2023 to 19-05-2023
	Training on making payments through various online platforms	30-03-2023
	Supporting Staff Training For Animal House	05-04-2023 to 06-04-2023
	Workshop on Innovative green grafting ideas	17-10-2022
	MS Teams Training Programme	25-08-2022
	ZOOM PLATFORM Training Programme	25-09-2022
	Accounting Principles	01-10-2022 to 01-10-2022
	Financial Wellness Enhancement	16-03-2023
	Session by CA Monica Baldawa	25-02-2023
One Day Training Programme ChatGTP for Educational Administrative Works	03-04-2023	
Computer Application	13-04-2022	
Workshop for Non Teaching Faculty for Clerical Examinations.	22-09-2022	
Workshop on Service Etiquettes of Food & Beverage.	27-01-2023 to 28-01-2023	
Computer Training Program for office Staff	15-09-2022 to 22-09-2022	
2021-22		
	English Training Batch 1	28-06-2022
	English Training Batch 2	24-06-2022
	English Training Batch 2	02-07-2022
	English Training Batch 2	08-07-2022
	English Training Batch 2	15-07-2022
	English Training Batch 2	02-08-2022
	BLS for Non-teaching (Skill Lab Training Program Conducted	20-12-2021 to 17-01-2022

2021-22

Employ Right and Responsibilities	05-05-2022 to 06-05-2022
Fire & Safety codes	31-03-2022
Fire & Safety codes	09-02-2022
Fire & Safety codes	05-03-2022
BMW management	09-04-2022
Fire & Safety codes	14-03-2022
BMW management	08-04-2022
Sentinel Event	07-04-2022
BMW management	12-03-2022
Risk Management	10-03-2022
Communication skill	17-03-2022
Code of Conduct, Prevention & Handling Workplace Violence	08-01-2022
Biomedical Hazard & Spill management	03-03-2022
All committee Introduction	03-02-2022
Communication skill	19-03-2022
Sentinel Events	05-04-2022
Incident reporting, Occupational Hazard	29-01-2022
Lab safety & Disposal of blood	04-03-2022
Incident Reporting, Occupational Hazard	15-01-2022
Quality improvement programme, Patient Safety	13-01-2022
Occupational Safety	11-02-2022
Risk Management	11-03-2022
All committee Introduction	05-02-2022
Finance & Accounting Billing Information	10-02-2022
BMW Management	09-04-2022
Code of Conduct, Prevention & Handling Workplace Violence	27-01-2022
Code of Conduct, Prevention & Handling Workplace Violence	20-01-2022
Quality Improvement Programme, Patient Safety	22-01-2022
SOP for International Patient	18-02-2022
Occupational Safety	12-02-2022
Radiation Safety, Soft Skills, Scope of Services, Vulnerable Patients	31-03-2022 to 04-04-2022
Laboratory Safety	24-03-2022
	12-07-2022
Patients Rights and Responsibilities	12-07-2022
Look Alike sound Alike	13-7-2022
Safety Practices in the Department, HAZMAT	25-3-2022
	23-03-2022
Infection Control	24-03-2022
	14-07-2022
	25-01-2022
Incident Reporting, Sentinel Events, Adverse Events & CAPA	25-03-2022
	15-07-2022
All Codes	06-04-2022
Covid Ward Management	28-07-2021
Azadi KA Amrut Mahotsav : Rashtragan and Freedom India Run 2.0	15-08-2021
Azadi KA Amrut Mahotsav : Bharatache Savhidhan	13-04-2022
Two days Training Program on "Microsoft office" Learn Excel and power point	10-12-2021 to 11-12-2021
DIY Terrarium Modeling Workshop	26-03-2022
Effective communication Etiquettes and Manneris	27-11-2021 to 27-11-2021
Work rules, Communications and Etiquettes	05-02-2022 to 05-02-2022
ICT training for Non-Teaching staff	10-02-2021
Stress Management	09-12-2021
2020-21	
Induction Programme	02-11-2023
In-Service Education	02-11-2023
Medication Error	28-12-2020
Assisting for SRC Insertion and Care	09-01-2021
Safe Transfer of Patient	27-02-2021
HR Induction , Quality Induction, Safety Induction & HIC Induction	01-08-2020 to 31-12-2020

2020-21	COVID-19 Training	07-06-2020
	E-resource optimization for All Constituent Unit Liberian	26-02-2021
	Lecture on Adaptability with Covid 19	23-07-2020
	Basic Computer Training Program for Non-Teaching Staff	06-03-2021 to 23-03-2021
	Personal Hygiene	03-07-2020
	Hand Hygiene	24-07-2020
	Hand Hygiene	10-08-2020
	Use of Mask	17-08-2020
	Hand Hygiene	11-09-2020
	Use of PPE Kit	14-09-2020
	Taking self-care in case of COVID symptoms	18-09-2020
	Dawning & Doffing	21-09-2020
	Monitoring Pulse Oxymeter	12-10-2020
	Distancing with COVID Positive Patients	14-10-2020
	Fire Extinguisher Demonstration	15-03-2021
	Azadi KA Amrut Mahotsav	03-12-2021
	ZOOM Platform Training Programme	03-05-2021
	MS Team Training Programme	21-12-2020
	SDP on Use of ICT tools in Administration work	3-10-2020 to 3-10-2020
	SDP on Work Ethics and Team Building	03-01-2021
Social Media Handling and Digital Marketing	13-06-2020 to 14-06-2020	
Learning MS-Teams on Online Education	10-03-2021	
Training Session for Peons - Water and Tea service	29-12-2021	
2019-20		
2019-20	Upgrading Computer Skills	25-11-2019
	Vulnerable Patients	09-08-2019
	Vulnerable Patients	06-08-2019
	Lab Safe Practices	08-08-2019
	Medical Audit	09-08-2019
	Vulnerable Patients	10-08-2019
	Moderate Sedation, Pain Management	12-08-2019
	Identification, Safe Disposal of Toxic Drugs	13-08-2019
	Admin Office	14-08-2019
	Restrain Policy	16-08-2019
	Patient Rights and Responsibilities	22-08-2019
	Antibiotic Policy	23-08-2019
	Risk Assessment	26-08-2019
	Patient Safety and Incident Reporting	27-08-2019
	Safety Codes	30-08-2019
	Hand Hygiene and Blood Spill Management	31-08-2019
	Code of Ethics for Nurses	03-09-2019
	Pharmacovigilance	04-09-2019
	First Aid	10-09-2019
	Hazmat	14-09-2019
	Induction	17-09-2019
	Blood Product Transfusion	08-08-2019
	Lab Safe Practices	08-08-2019
	Personal hygiene and covid preventive measures.	05-03-2020 to 06-03-2020
	Social distancing practical concerns	25-06-2020 to 26-06-2020
	Optimal methods in sanitisation of the surface	13-02-2020
	Hygienic cultivation of Microgreens & their testing	20-07-2019
	Communication skills and Behaviour	11-08-2018
	SDP on "Inventory and Materials Management"	23-02-2019
	SDP on "Budget, Accounting and Taxation"	16-03-2019
	SDP on Inventory and Materials Management	30-03-2019
	SDP on body language, equities and mannerism	21-12-2019
One day workshop on use of ICT in office administration	12-12-2019	
Online Communication and Interpersonal Workshop	19-08-2020	
2018-19		

2018-19	HR Induction & Hospital Orientation	15-01-2019 to 31-05-2019
	Sentinel event	18-02-2019
	Etiquettes, mannerism, grooming and communication	02-03-2019
	Cleanliness of hospital	16-03-2019
	Biomedical waste and hand hygiene	23-03-2019
	Safe transfer	30-03-2019
	BLS	09-04-2019
	Transfer of pollute	20-04-2019
	Transfer of Lab specimen	13-04-2019
	Discharge process	12-04-2019
	Cleaning by wringer machine	26-04-2019
	Safe transfer specimens	27-04-2019
	BLS	17-04-2019
	Communication	04-05-2019
	Internal Committee	25-11-2019
	HR Induction & Hospital Orientation	03-05-2019
	HR Induction & Hospital Orientation	02-05-2019
	Employ Grievance	15-11-2017
	Basic Life Support for Community	24-10-2018
	Legal Rights of Women at Work Place	23-11-2018
	Computer skills for auxiliary and administrative staff	7-12-2018, 14-12-2018, 21-12-2018 & 28-12-2018
	Training on Advanced computer exercise	25-04-2019
	Dance therapy on stress management	14-07-2018
	Workshop on Digital Library-use of e-resources	11-05-2019
	Informed consent	27-05-2019
	Communications skills	30-05-2019
	Patient care	15-03-2019
	Moderate sedation and pain management	22-03-2019
	Initial assessment, transfer and discharge (Paramedics)	22-03-2019
	Safety codes (interns)	22-05-2019
	Informed consent MPW staff	27-05-2019
	Patient rights and responsibilities	29-05-2019
	Identification and safe disposal handling of toxic and non-toxic drugs	30-05-2019
	HIC	31-05-2019
Animal Handling And Housing for Laboratory Staff	02-04-219 to 03-04-2019	
Chocolate making with desi twist for celebration of National Nutrition Week	06-09-2018	
Computer Training Programme for staff	24-07-2018	
Library Seminar and Workshop	23-03-2019	
Training session for Peons - Water and Tea service	26-04-2019	
Inventory and Materials Management	23-02-2019	
SDP on "Budget, Accounting and Taxation"	16-03-2019	
Staff Development Program (SDP) – Communication Skills and Behaviour	11-08-2018	