

Centre for Open and Distance Learning (CODL)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Establish Internal Quality Assurance Cell (IQAC) of the CODL												
Workshop on file handling and filing system management (1-day workshop conducted by internal/external resource persons)												
Outdoor Training on Team work (1-day training programme conducted by the internal/external resource persons)												
Workshops to revise/develop By-Laws for CODL (2 workshops conducted by internal/external resource persons)												
Workshops to develop communication skills – English (2 workshops conducted by internal/external resource persons)												
Training for Inventory handling and documentation												
ICT based Data Base Management System training (e.g. MS Access)												