

EVENT COMPLETION REPORT		
	Training Programme on: Workplace Discipline & Professional Behaviour (Communication Skills, Respectful Behaviour, Time Management, Grooming & Uniform Standards)	Date: 27/02/2026 Time: 1:00 PM to 4:00 PM
	Venue: VIPS Campus	

Organised by: Venkateshwar Institute of Paramedical Sciences

1. Introduction

Venkateshwar Institute of Paramedical Sciences organized a training programme for ministerial staff including peons, sweepers, gardeners, and support staff.

The training focused on enhancing workplace discipline, professional behaviour, communication skills, respectful interaction with students and faculty, time management, and maintaining proper grooming and uniform standards. The programme aimed to create a positive, respectful, and disciplined institutional environment.

2. Objectives

The main objectives of the training programme were:

- To develop professional behaviour among support staff
- To improve communication skills within the workplace
- To promote respectful behaviour towards students and faculty
- To emphasize the importance of punctuality and time management
- To maintain proper grooming and uniform standards
- To strengthen institutional discipline and teamwork


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3. Event Highlights

- The programme began with an introduction to workplace discipline and its importance in an educational institution.
- A session on communication skills was conducted, focusing on polite language, active listening, and positive body language.
- Staff members were guided on maintaining respectful behaviour and avoiding conflicts.
- The importance of punctuality and effective time management was explained with practical examples.
- Demonstrations were given regarding proper grooming, hygiene, and uniform standards.
- Interactive discussions and real-life scenarios were shared to make the session practical and understandable.

4. Outcomes

The training programme resulted in:

- Increased awareness about professional conduct
- Improved understanding of respectful communication
- Better clarity about roles and responsibilities
- Enhanced discipline and punctuality
- Improved personal grooming and presentation standards
- Strengthened teamwork and coordination among staff

The participants showed active involvement and expressed willingness to implement the learning in their daily duties.

5. Conclusion

The training programme successfully achieved its objectives. It helped in reinforcing the importance of discipline, professional behaviour, and respectful communication within the institution.

Such initiatives contribute to maintaining a positive academic atmosphere and enhance the overall image and functioning of the institute.

6. Acknowledgement

The management of Venkateshwar Institute of Paramedical Sciences extends sincere gratitude to:

- The organizing committee
- The resource persons
- All participating non-teaching staff
- Administrative support team

Their cooperation and active participation made the programme successful.



VENKATESHWAR INSTITUTE OF PARAMEDICAL SCIENCES

(A Constituent Unit of Sai Tirupati University, approved under Section 2(f) of the UGC Act, 1956)

STU/VIPS/2026/150

DATE-20.02.2026

CIRCULAR

Subject: Training programme on workplace discipline & professional behaviour

This is to inform all ministerial staff (peons, sweepers, gardeners and support staff) that our institute is going to conduct a training programme on 27 February 2026.

The training programme will cover the following topics:

- Workplace discipline & professional behaviour
- Communication skills
- Respectful behaviour with students and faculty
- Time management
- Grooming and uniform standards

The objective of this programme is to enhance professional conduct, improve communication, promote discipline, and maintain a respectful and positive working environment within the institution. All concerned staff members are directed to attend the training programme positively and be present at the venue on time.

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Copy to:

- President, STU
- Registrar, STU
- College office
- College notice board




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