

Annual Staff Literacy Assessment Report

Year: 2023-24

1. Executive Summary

The Annual Staff Sustainability Training program was conducted from January 10, 2024, to February 10, 2024, across seven schools within the institution. The program aimed to empower faculty and staff with practical knowledge and actionable strategies to incorporate sustainability into their daily roles. This report provides an overview of the program's objectives, framework, participation, findings, and future recommendations for sustained progress.

2. Objectives

- To foster awareness of sustainable practices.
- To encourage adoption of environmentally and socially responsible measures within departments.
- To identify and address knowledge gaps through targeted interventions.

3. Training Timetable

Date	Time	School/Department	Venue	Topics Covered
January 10, 2024	10:00 AM–1:00 PM	School of Business	Seminar Hall	Corporate Responsibility, Ethical Leadership
January 15, 2024	2:00 PM–5:00 PM	School of Arts & Design	Design Studio	Sustainable Materials and Creative Solutions
January 20, 2024	10:00 AM–1:00 PM	School of Technology	Lecture Room A	Technology and Renewable Energy Integration
January 25, 2024	10:00 AM–1:00 PM	School of Architecture & Planning	Room B-202	Sustainable Urban Design and Planning
January 30, 2024	2:00 PM–5:00 PM	School of Liberal Arts & Humanities	Training Room	Community Engagement and Social Justice

February 5, 2024	10:00 AM–1:00 PM	School of Law	Moot Court Hall	Environmental Law and Policy
February 10, 2024	2:00 PM–5:00 PM	School of Sciences	Science Lab	Waste Management and Biodiversity Conservation

4. Training Framework

Key Topics Covered

- Climate Change Mitigation
- Renewable Energy and Energy Efficiency
- Water Conservation and Recycling
- Biodiversity Protection
- Waste Management Techniques
- Diversity and Inclusion in Institutional Practices
- Community Engagement Strategies
- Ethical Leadership and Governance
- Mental Health Awareness and Support
- Promoting Gender Equality in Workspaces

Methodology

1. **Workshops and Practical Sessions:**
Hands-on training, including waste segregation exercises and biodiversity mapping.
2. **Expert Lectures:**
Presentations by sustainability experts and academic leaders.
3. **Case Study Analysis:**
Collaborative discussions to solve real-world sustainability challenges.
4. **Role-playing Exercises:**
Scenarios that simulate sustainability-based decision-making.
5. **Digital Learning Modules:**
E-learning materials supplemented with quizzes and interactive content.

5. Participation Overview

- Total Staff Participated: 174
- Departments Covered: Seven academic schools and administrative units.

6. Key Findings

Overall Scores

Area	Average Score (%)	High Performers (%)	Areas for Improvement
Environmental Topics	72%	40%	Energy audits, biodiversity understanding
Social Topics	78%	42%	Community project planning, DEI metrics

Performance by School

School/Department	Environmental Literacy (%)	Social Literacy (%)	Overall Average (%)	Key Gaps Identified
School of Business	75%	80%	78%	Limited CSR implementation
School of Arts & Design	72%	78%	75%	Creative reuse of sustainable materials
School of Technology	70%	76%	73%	Tech-based energy solutions
School of Architecture & Planning	68%	74%	71%	Urban biodiversity integration
School of Liberal Arts & Humanities	74%	82%	78%	Community engagement in rural areas
School of Law	65%	80%	73%	Detailed understanding of environmental laws
School of Sciences	78%	76%	77%	Advanced waste management techniques

7. Corrective Actions Implemented

- **Targeted Workshops:** Focused on renewable energy strategies and mental health support.
- **Peer Learning Opportunities:** High performers paired with participants needing improvement.
- **Enhanced Training Resources:** Digital modules updated with recent case studies and global trends.

8. Recommendations

1. **Follow-Up Sessions:** Conduct quarterly workshops to build on foundational knowledge.
2. **Departmental Sustainability Ambassadors:** Assign champions to lead initiatives locally.
3. **Expanded Training Scope:** Introduce advanced topics like circular economies and ESG reporting.

9. Assessment and Feedback

Pre-Training Feedback

Participants identified gaps in their understanding of advanced sustainability strategies and expressed interest in practical applications.

Post-Training Feedback

Feedback indicated improved confidence in applying learned concepts. Suggested enhancements included more in-depth discussions on community engagement and carbon tracking.

10. Conclusion

The training successfully enhanced staff capacity to implement sustainable practices, fostering a culture of responsibility and accountability. Continued efforts through follow-up programs and targeted interventions will ensure long-term impact and institutional excellence.

Photographs:



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