

Event Report

Title of Activity*	<i>“Staff Development Program (Non-Teaching)”</i>
Organized by (School)	School of Business
Program Theme*	Staff Development Program
Date*	23/01/2023 to 27/01/2023
Time*	10.00 AM – 05.00 PM
Poster*	Yes
YouTube/Facebook Link: <i>(if live steamed or video posted on FB/YT)</i>	NA
Social media link <i>(promoting in any one Facebook/Instagram/ Twitter is mandatory)</i>	NA
No. of Students* <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i>	NA
No. of Staffs* <i>(only no. to be written, list in excel or word should be maintained at department level as proof for any further requirement)</i>	30 (Thirty Staff Members)
No. of External Participants (students + faculty) <i>[write NA if not applicable]</i>	NA

(Geotag) Photograph-1*



(Geotag) Photograph-2



Description (min 250 to max 800 words) *

The first five-day Staff Development Program (SDP) for Non-Teaching staff members was organized by School of Business, Galgotias University on January 23-27, 2023. The program was inaugurated by Hon'ble Prof. (Dr.) Renu Luthra, Advisor to Chancellor, Galgotias University, Hon'ble Prof. (Dr.) Avadhesh Kumar, Pro Vice Chancellor, Galgotias University, and Hon'ble Prof. (Dr.) Nitin Gaur, Registrar, Galgotias University. The dignitaries shared motivating lessons from their vast experiences to the participants.

The program commenced with a session on Effective Communication. The resource persons for this session were Dr. Seema Ghanghas, Associate professor, School of Business and Mr. Susanta Bose, Assistant Professor, School of Business, Galgotias University. Dr. Seema focused her session on the importance of communication and particularly

	<p>on written communication i.e., professional emails to the staffs and the Dos and Don'ts in doing so. Mr. Susanta focused his talk on Leadership communication and engaged participants in an Experiential Learning Activity.</p> <p>In subsequent sessions, Prof. Munish Sabharwal, Dean, SCSE delivered an impactful session on “Working in a Team”. Dr. Vinny Sharma, SBAS made the participants aware about social media frauds and cyber security process. Dr. Jaideep Sharma, SoB trained the participants on managing personal finance. Dr. Ashish Johri and Dr. Surya Tomar, SLLL conducted an engaging session on knowing one’s own personality type for personal effectiveness.</p> <p>The workshop was attended by more than thirty staff members of Galgotias University. The staff members enjoyed the sessions thoroughly and suggested to conduct similar programs in future. The event ended with vote of thanks by Prof. Anamika Pandey, Associate Dean, School of Business to the senior management, the organizers and the support team. The members of the organizing team of the SDP were Dr. Anamika Pandey, Mr. Ajit Kumar, Dr. Divya Mahajan and Ms. Rushali Pant.</p>
Attendance Sheet*	Enlclosed
Report Submitted by	<p>Dr. Anamika Pandey, Associate Dean</p> <p>Mr. Ajit Kumar, Assistant Professor</p> <p>School of Business, Galgotias University</p>

List of Nominated Staff for SDP from 23-27 January 2023

Session/Time:

1

S.No.	Name	Department	Signature
1	Rahul	Civil	Rahul
2	Sanjeev Kumar Singh	Mechanical	Sanjeev
3	Ram Prakash Sharma	Mechanical	R Sharma
4	Akhil Kumar	Computer Science	Akhil
5	Yogesh Saini	Computer Science	Yaini
6	Jai Kishan	Computer Science	Jaidishan
7	Priti Pal	Computer Science	Priti
8	Saumya Singh	Computer Science	Sa
9	Subham Kaushik	Computer Science	Subham
10	Rohit Kumar	Computer Science	Rohit Kumar
11	Anil Kumar Shakya	SMAS	Anil
12	Raja Singh	SMAS	Raja
13	Dinesh Kumar	SMAS	Dinesh
14	Rupender	ECE	Rupender
15	Km. Afreen	ECE	Afreen
16	Ms. Abida Durrany	Library	Abida
17	Mr. Shams Z Khan	Library	Shams
18	Ravikant Awasthi	Admission	Ravikant
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	
21	Mr. Raj Kamal	Data/ IT	Raj Kamal
22	Manoj Srivastava	Academic Monitoring Team	Manoj
23	Sunaina	Academic Monitoring Team	Sunaina
24	Parul Asthana	Academic Monitoring Team	Parul Asthana
25	Sunil Gautam	Academic Monitoring Team	Sunil Gautam
26	Vinay Gaur	Academic Monitoring Team	Vinay
27	Anil Kumar	Registrar office	Anil Kumar
28	Ajitabh Kumar Singh	Registrar office	Ajitabh Kumar Singh
29	Vikas Jha	Asset Mgrnt	
30	O. P. Sharma	PVC Office	O. P. Sharma

31

Nitin Kumar

As. System manager

24/1/2023

List of Nominated Staff for SDP from 23-27 January 2023

Session/Time: 2

S.No.	Name	Department	Signature
1	Rahul	Civil	Rahul
2	Sanjeev Kumar Singh	Mechanical	Sanjeev
3	Ram Prakash Sharma	Mechanical	Ram Prakash
4	Akhil Kumar	Computer Science	Akhil
5	Yogesh Saini	Computer Science	Yogesh
6	Jai Kishan	Computer Science	Jai Kishan
7	Priti Pal	Computer Science	Priti
8	Saumya Singh	Computer Science	Saumya
9	Subham Kaushik	Computer Science	Subham
10	Rohit Kumar	Computer Science	Rohit Kumar
11	Anil Kumar Shakya	SMAS	Anil
12	Raja Singh	SMAS	Raja
13	Dinesh Kumar	SMAS	Dinesh
14	Rupender	ECE	Rupender
15	Km. Afreen	ECE	Afreen
16	Ms. Abida Durrany	Library	Abida
17	Mr. Shams Z Khan	Library	Shams
18	Ravikant Awasthi	Admission	Ravikant
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	
21	Mr. Raj Kamal	Data/ IT	
22	Manoj Srivastava	Academic Monitoring Team	Manoj
23	Sunaina	Academic Monitoring Team	Sunaina
24	Parul Asthana	Academic Monitoring Team	Parul Asthana
25	Sunil Gautam SUNIL KUMAR GAUTAM	Academic Monitoring Team	Sunil K.R. Gautam
26	Vinay Gaur	Academic Monitoring Team	Vinay
27	Anil Kumar	Registrar office	Anil 24/01/23
28	Ajitabh Kumar Singh	Registrar office	Ajitabh 24/01/23
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	O.P. Sharma

List of Nominated Staff for SDP from 23-27 January 2023

Session/Time: 3

S.No.	Name	Department	Signature
1	Rahul	Civil	Rahul
2	Sanjeev Kumar Singh	Mechanical	Sanjeev
3	Ram Prakash Sharma	Mechanical	Ram Prakash
4	Akhil Kumar	Computer Science	Akhil
5	Yogesh Saini	Computer Science	Yogesh
6	Jai Kishan	Computer Science	Jai Kishan
7	Priti Pal	Computer Science	Priti
8	Saumya Singh	Computer Science	Saumya
9	Subham Kaushik	Computer Science	Subham
10	Rohit Kumar	Computer Science	Rohit Kumar
11	Anil Kumar Shakya	SMAS	Anil
12	Raja Singh	SMAS	Raja
13	Dinesh Kumar	SMAS	Dinesh
14	Rupender	ECE	Rupender
15	Km. Afreen	ECE	Afreen
16	Ms. Abida Durrany	Library	Abida
17	Mr. Shams Z Khan	Library	Shams
18	Ravikant Awasthi	Admission	Ravikant
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	
21	Mr. Raj Kamal	Data/ IT	Raj Kamal
22	Manoj Srivastava	Academic Monitoring Team	Manoj
23	Sunaina	Academic Monitoring Team	Sunaina
24	Parul Asthana	Academic Monitoring Team	Parul Asthana
25	Sunil Gautam	Academic Monitoring Team	SUNIL KUMAR GAUTAM
26	Vinay Gaur	Academic Monitoring Team	Vinay
27	Anil Kumar	Registrar office	Anil Kumar
28	Ajitabh Kumar Singh	Registrar office	Ajitabh Kumar Singh
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	O. P. Sharma

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Session/Time: 4

S.No.	Name	Department	Signature
1	Rahul	Civil	Rahul
2	Sanjeev Kumar Singh	Mechanical	Sanjeev
3	Ram Prakash Sharma	Mechanical	Ram
4	Akhil Kumar	Computer Science	Akhil
5	Yogesh Saini	Computer Science	Yogesh
6	Jai Kishan	Computer Science	Jai Kishan
7	Priti Pal	Computer Science	Priti
8	Saumya Singh	Computer Science	Sa
9	Subham Kaushik	Computer Science	Subham
10	Rohit Kumar	Computer Science	Rohit Kumar
11	Anil Kumar Shakya	SMAS	Anil
12	Raja Singh	SMAS	Raja
13	Dinesh Kumar	SMAS	Dinesh
14	Rupender	ECE	Rupender
15	Km. Afreen	ECE	Afreen
16	Ms. Abida Durrany	Library	Abida
17	Mr. Shams Z Khan	Library	Shams
18	Ravikant Awasthi	Admission	Ravikant
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	
21	Mr. Raj Kamal	Data/ IT	Raj Kamal
22	Manoj Srivastava	Academic Monitoring Team	Manoj
23	Sunaina	Academic Monitoring Team	Sunaina
24	Parul Asthana	Academic Monitoring Team	
25	Sunil Gautam	Academic Monitoring Team	Sunil
26	Vinay Gaur	Academic Monitoring Team	Vinay
27	Anil Kumar	Registrar office	
28	Ajitabh Kumar Singh	Registrar office	Ajitabh
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	O. P. Sharma

List of Nominated Staff for SDP from 23-27 January 2023

Session/Time: 5

S.No.	Name	Department	Signature
1	Rahul	Civil	Rahul
2	Sanjeev Kumar Singh	Mechanical	Sanjeev
3	Ram Prakash Sharma	Mechanical	Ram Prakash
4	Akhil Kumar	Computer Science	Akhil
5	Yogesh Saini	Computer Science	Yogesh
6	Jai Kishan	Computer Science	Jai Kishan
7	Priti Pal	Computer Science	Priti
8	Saumya Singh	Computer Science	Saumya
9	Subham Kaushik	Computer Science	Subham
10	Rohit Kumar	Computer Science	Rohit Kumar
11	Anil Kumar Shakya	SMAS	Anil
12	Raja Singh	SMAS	Raja
13	Dinesh Kumar	SMAS	Dinesh
14	Rupender	ECE	Rupender
15	Km. Afreen	ECE	Afreen
16	Ms. Abida Durrany	Library	Abida
17	Mr. Shams Z Khan	Library	Shams
18	Ravikant Awasthi	Admission	Ravikant
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	
21	Mr. Raj Kamal	Data/ IT	Raj Kamal
22	Manoj Srivastava	Academic Monitoring Team	Manoj
23	Sunaina	Academic Monitoring Team	Sunaina
24	Parul Asthana	Academic Monitoring Team	Parul Asthana
25	Sunil Gautam	Academic Monitoring Team	Sunil Gautam
26	Vinay Gaur	Academic Monitoring Team	Vinay
27	Anil Kumar	Registrar office	
28	Ajitabh Kumar Singh	Registrar office	
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	O.P. Sharma


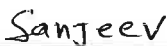
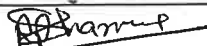

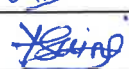
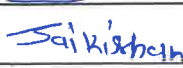


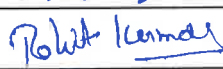







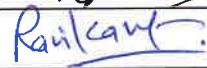


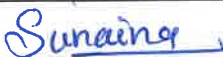


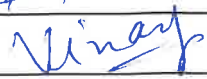


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Session/Time: 6

S.No.	Name	Department	Signature
1	Rahul	Civil	Rahul
2	Sanjeev Kumar Singh	Mechanical	Sanjeev
3	Ram Prakash Sharma	Mechanical	Ram Prakash
4	Akhil Kumar	Computer Science	Akhil
5	Yogesh Saini	Computer Science	Yogesh
6	Jai Kishan	Computer Science	Jai Kishan
7	Priti Pal	Computer Science	Priti
8	Saumya Singh	Computer Science	Saumya
9	Subham Kaushik	Computer Science	Subham
10	Rohit Kumar	Computer Science	Rohit Kumar
11	Anil Kumar Shakya	SMAS	Anil
12	Raja Singh	SMAS	Raja
13	Dinesh Kumar	SMAS	Dinesh Kumar
14	Rupender	ECE	Rupender
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16	Ms. Abida Durrany	Library	Abida
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19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	
21	Mr. Raj Kamal	Data/ IT	Raj Kamal
22	Manoj Srivastava	Academic Monitoring Team	Manoj
23	Sunaina	Academic Monitoring Team	Sunaina
24	Parul Asthana	Academic Monitoring Team	Parul Asthana
25	Sunil Gautam	Academic Monitoring Team	Sunil Gautam
26	Vinay Gaur	Academic Monitoring Team	Vinay
27	Anil Kumar	Registrar office	Anil Kumar
28	Ajitabh Kumar Singh	Registrar office	Ajitabh Kumar Singh
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	O. P. Sharma

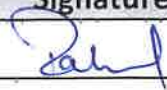
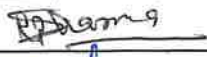

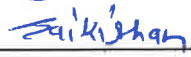

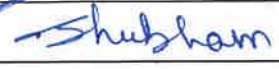



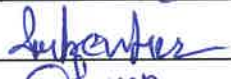
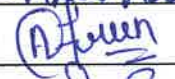

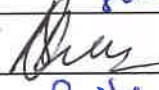


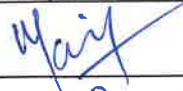

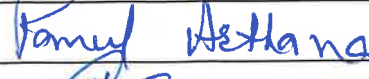



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Session/Time: 7

S.No.	Name	Department	Signature
1	Rahul	Civil	
2	Sanjeev Kumar Singh	Mechanical	
3	Ram Prakash Sharma	Mechanical	
4	Akhil Kumar	Computer Science	
5	Yogesh Saini	Computer Science	
6	Jai Kishan	Computer Science	
7	Priti Pal	Computer Science	
8	Saumya Singh	Computer Science	
9	Subham Kaushik	Computer Science	
10	Rohit Kumar	Computer Science	
11	Anil Kumar Shakya	SMAS	
12	Raja Singh	SMAS	
13	Dinesh Kumar	SMAS	
14	Rupender	ECE	
15	Km. Afreen	ECE	
16	Ms. Abida Durrany	Library	
17	Mr. Shams Z Khan	Library	
18	Ravikant Awasthi	Admission	
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	
21	Mr. Raj Kamal	Data/ IT	
22	Manoj Kumar Srivastava	Academic Monitoring Team	
23	Sunaina	Academic Monitoring Team	
24	Parul Asthana	Academic Monitoring Team	
25	Sunil Kumar Gautam	Academic Monitoring Team	
26	Vinay Gaur	Academic Monitoring Team	
27	Anil Kumar	Registrar office	
28	Ajitabh Kumar Singh	Registrar office	
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	

List of Nominated Staff for SDP from 23-27 January 2023

Session/Time: 

S.No.	Name	Department	Signature
1	Rahul	Civil	
2	Sanjeev Kumar Singh	Mechanical	
3	Ram Prakash Sharma	Mechanical	
4	Akhil Kumar	Computer Science	
5	Yogesh Saini	Computer Science	
6	Jai Kishan	Computer Science	
7	Priti Pal	Computer Science	
8	Saumya Singh	Computer Science	
9	Subham Kaushik	Computer Science	
10	Rohit Kumar	Computer Science	
11	Anil Kumar Shakya	SMAS	
12	Raja Singh	SMAS	
13	Dinesh Kumar	SMAS	
14	Rupender	ECE	
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29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	

List of Nominated Staff for SDP from 23-27 January 2023

Session/Time: 9

S.No.	Name	Department	Signature
✓1	Rahul	Civil	Rahul
✓2	Sanjeev Kumar Singh	Mechanical	Sanjeev
✓3	Ram Prakash Sharma	Mechanical	Ram Prakash
✓4	Akhil Kumar	Computer Science	Akhil
✓5	Yogesh Saini	Computer Science	Yogesh
✓6	Jai Kishan	Computer Science	Jai Kishan
✓7	Priti Pal	Computer Science	Priti Pal
✓8	Saumya Singh	Computer Science	Saumya
✓9	Subham Kaushik	Computer Science	Subham
✓10	Rohit Kumar	Computer Science	Rohit Kumar
✓11	Anil Kumar Shakya	SMAS	Anil
✓12	Raja Singh	SMAS	Raja Singh
✓13	Dinesh Kumar	SMAS	Dinesh Kumar
✓14	Rupender	ECE	Rupender
✓15	Km. Afreen	ECE	Afreen
✓16	Ms. Abida Durrany	Library	Abida Durrany
✓17	Mr. Shams Z Khan	Library	Shams Z Khan
✓18	Ravikant Awasthi	Admission	Ravikant
✓19	Megha Varshney	Admission	Megha Varshney
✓20	Dr Pradeep Tiwary	Data/ IT	Dr Pradeep Tiwary
✓21	Mr. Raj Kamal	Data/ IT	Raj Kamal
✓22	Manoj Kumar Srivastava	Academic Monitoring Team	Manoj
✓23	Sunaina	Academic Monitoring Team	Sunaina
✓24	Parul Asthana	Academic Monitoring Team	Parul Asthana
✓25	Sunil Kumar Gautam	Academic Monitoring Team	Sunil Kumar
✓26	Vinay Gaur	Academic Monitoring Team	Vinay
✓27	Anil Kumar	Registrar office	Anil Kumar
✓28	Ajitabh Kumar Singh	Registrar office	Ajitabh Kumar Singh
✓29	Vikas Jha	Asset Mgmt	Vikas Jha
✓30	O. P. Sharma	PVC Office	O. P. Sharma

List of Nominated Staff for SDP from 23-27 January 2023

Session/Time: 10

S.No.	Name	Department	Signature
1	Rahul	Civil	Rahul
2	Sanjeev Kumar Singh	Mechanical	Sanjeev
3	Ram Prakash Sharma	Mechanical	Ram Prakash
4	Akhil Kumar	Computer Science	Akhil
5	Yogesh Saini	Computer Science	Yogesh
6	Jai Kishan	Computer Science	Jai Kishan
7	Priti Pal	Computer Science	
8	Saumya Singh	Computer Science	Saumya
9	Subham Kaushik	Computer Science	Subham
10	Rohit Kumar	Computer Science	Rohit Kumar
11	Anil Kumar Shakya	SMAS	Anil
12	Raja Singh	SMAS	Raja
13	Dinesh Kumar	SMAS	Dinesh
14	Rupender	ECE	Rupender
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16	Ms. Abida Durrany	Library	Abida
17	Mr. Shams Z Khan	Library	Shams
18	Ravikant Awasthi	Admission	Ravikant
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	Pradeep
21	Mr. Raj Kamal	Data/ IT	Raj Kamal
22	Manoj Kumar Srivastava	Academic Monitoring Team	Manoj
23	Sunaina	Academic Monitoring Team	Sunaina
24	Parul Asthana	Academic Monitoring Team	Parul Asthana
25	Sunil Kumar Gautam	Academic Monitoring Team	Sunil
26	Vinay Gaur	Academic Monitoring Team	Vinay
27	Anil Kumar	Registrar office	
28	Ajitabh Kumar Singh	Registrar office	Ajitabh
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	O.P. Sharma