

## **Event Report**

Title of Activity*	"Staff Development Program (Non- Teaching)"
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: (if live steamed or video posted on FB/YT)	NA
Social media link (promoting in any one Facebook/Instagram/	NA
Twitter is mandatory)	
No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)	NA
No. of Staffs* (only no. to be written, list in excel or word should be maintained at department level as proof for any further requirement)	30 (Thirty Staff Members)
No. of External Participants (students + faculty) [write NA if not applicable]	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

	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.  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.  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.
Attendance Sheet*	Enlclosed
Report Submitted by	Dr. Anamika Pandey, Associate Dean  Mr. Ajit Kumar, Assistant Professor  School of Business, Galgotias University

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7	Name	Department	Signature
1	Rahul	Civil	Kah
2	Sanjeev Kumar Singh	Mechanical	Sanjeev
3	Ram Prakash Sharma	Mechanical	Bharma
4	Akhil Kumar	Computer Science	Sklif
5	Yogesh Saini	Computer Science	Kaini
6	Jai Kishan	Computer Science	Saildighan
7	Priti Pal	Computer Science	Builto
8	Saumya Singh	Computer Science	000-
9	Subham Kaushik	Computer Science	Thubham
10	Rohit Kumar	Computer Science	Dohat Kumus
11	Anil Kumar Shakya	SMAS	And
12	Raja Singh	SMAS	6is
13	Dinesh Kumar	SMAS	a int
14	Rupender	ECE	fuper -
15	Km. Afreen	ECE	(Allow)
16	Ms. Abida Durrany	Library	CR.
17	Mr. Shams Z Khan	Library	Blean
18	Ravikant Awasthi	Admission	Rankant
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	
21	Mr. Raj Kamal	Data/IT	Brang
22	Manoj Srivastava	Academic Monitoring Team	want
23	Sunaina	Academic Monitoring Team	Suraines.
24	Parul Asthana	Academic Monitoring Team	Karry Asothan
25	Sunil Gautam	Academic Monitoring Team	Ganjan
26	Vinay Gaur	Academic Monitoring Team	Vinay
27	Anil Kumar	Registrar office	John 101 23
28	Ajitabh Kumar Singh	Registrar office	24/1/2013
29	Vikas Jha	Asset Mgrnt	
30	O. P. Sharma	PVC Office	Colash

	List of Nomin	ated Staff for SDP from 23-	-27 January 2023
Session/Time: 2			
S.No.	Name	Department	Signature
1	Rahul	Civil	Call
2	Sanjeev Kumar Singh	Mechanical	Santeev
3	Ram Prakash Sharma	Mechanical	A harma
4	Akhil Kumar	Computer Science	Shil
5	Yogesh Saini	Computer Science	* Seine
6	Jai Kishan	Computer Science	Sey Kilhan
7	Priti Pal	Computer Science	Ruti
8	Saumya Singh	Computer Science	
9	Subham Kaushik	Computer Science	
10	Rohit Kumar	Computer Science	Told kuma
11	Anil Kumar Shakya	SMAS	And
12	Raja Singh	SMAS	Coja
13	Dinesh Kumar	SMAS	Dinl
14	Rupender	ECE	lesson for
15	Km. Afreen	ECE	(Alyun
16	Ms. Abida Durrany	Library	XI
17	Mr. Shams Z Khan	Library	Blean
18	Ravikant Awasthi	Admission	Ran I cant.
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/IT	
21	Mr. Raj Kamal	Data/IT	- A
22	Manoj Srivastava	Academic Monitoring Team	Mary
23	Sunaina	Academic Monitoring Team	Sunaina
24	Parul Asthana	Academic Monitoring Team	Romal Asthana
25	Sunil Gautam	Academic Monitoring Team	Parjon Sunil KY. Gunjam
26	Vinay Gaur	Academic Monitoring Team	Vinne
27	Anil Kumar	Registrar office	Quity (5/2)
28	Ajitabh Kumar Singh	Registrar office	3241123
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	(Palash

List of Nominated Staff for SDP from 23-27 January 2023			
Session/Time: 3			
S.No.	Name	Department	Signature
1	Rahul	Civil	Kall
2	Sanjeev Kumar Singh	Mechanical	Sanjeev
3	Ram Prakash Sharma	Mechanical	& harms
4	Akhil Kumar	* Computer Science	Skij
5	Yogesh Saini	Computer Science	* Cuil
6	Jai Kishan	Computer Science	Saildishan
7	Priti Pal	Computer Science	Pouto
8	Saumya Singh	Computer Science	
9	Subham Kaushik	Computer Science	Shubham
10	Rohit Kumar	Computer Science	Polit Kumas
<b>11</b>	Anil Kumar Shakya	SMAS	(And
12	Raja Singh	SMAS	Rejes
13	Dinesh Kumar	SMAS	2 int
14	Rupender	ECE	Superver
15	Km. Afreen	ECE	(Izlown
16	Ms. Abida Durrany	Library	S
17	Mr. Shams Z Khan	Library	Bleen
18	Ravikant Awasthi	Admission	Ranjont-
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	8
21	Mr. Raj Kamal	Data/ IT	· Regul
22	Manoj Srivastava	Academic Monitoring Team	Mart
23	Sunaina	Academic Monitoring Team	Sureing
24	Parul Asthana	Academic Monitoring Team	Parul Acthera
25	SunilGautam	Academic Monitoring Team	SUNIL KUMAR GAUTAN
26	Vinay Gaur	Academic Monitoring Team	Ning
27	Anil Kumar	Registrar office	Christn 23
28	Ajitabh Kumar Singh	Registrar office	32510/23
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	(Data &
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Session			
	Name	Department	Signature
1	Rahul	Civil	all
2	Sanjeev Kumar Singh	Mechanical	Sanjeev
3	Ram Prakash Sharma	Mechanical	Rhame
4	Akhil Kumar	Computer Science	April
5	Yogesh Saini	Computer Science	Yearing
6	Jai Kishan	Computer Science	Jai ki Shan
7	Priti Pal	Computer Science	Revito
8	Saumya Singh	Computer Science	De
9	Subham Kaushik	Computer Science	Shubhan
10	Rohit Kumar	Computer Science	Rohlt Kumar
11	Anil Kumar Shakya	SMAS	Am
12	Raja Singh	SMAS	Cois
13	Dinesh Kumar	SMAS	Jul J
14	Rupender	ECE	Pupms
15	Km. Afreen	ECE	Abun
16	Ms. Abida Durrany	Library	152
17	Mr. Shams Z Khan	Library	Man
18	Ravikant Awasthi	Admission	Ravilant
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/IT	
21	Mr. Raj Kamal	Data/ IT	popul
22	Manoj Srivastava	Academic Monitoring Team	Many
23	Sunaina	Academic Monitoring Team	Suraina
24	Parul Asthana	Academic Monitoring Team	
25	Sunil Gautam	Academic Monitoring Team	(Spanjam)
26	Vinay Gaur	Academic Monitoring Team	Vinay
27	Anil Kumar	- Registrar office	0
28	Ajitabh Kumar Singh	Registrar office	\$2
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	(Borary

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Session	/Time: <i>5</i>		
S.No.	Name	Department	Signature
1	Rahul	Civil	Jahl
2	Sanjeev Kumar Singh	Mechanical	Santeev
3	Ram Prakash Sharma	Mechanical	Dame.
4	Akhil Kumar	Computer Science	Abelie
5	Yogesh Saini	Computer Science	Kain
6	Jai Kishan	Computer Science	=5ai/dilhan
7	Priti Pal	Computer Science	Briti
8	Saumya Singh	Computer Science	de
9	Subham Kaushik	Computer Science	Shubherm
10	Rohit Kumar	Computer Science	Robert Rune
11	Anil Kumar Shakya	SMAS	(AD)
12	Raja Singh	SMAS	lais
13	Dinesh Kumar	SMAS	winh
14	Rupender	ECE	fusery.
15	Km. Afreen	ECE	(A town
16	Ms. Abida Durrany	Library	W.
17	Mr. Shams Z Khan	Library	Mias
18	Ravikant Awasthi	Admission	Ravilcant.
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	
21	Mr. Raj Kamal	Data/ IT	Ryhy
22	Manoj Srivastava	Academic Monitoring Team	Mary
23	Sunaina	Academic Monitoring Team	Suraina
24	Parul Asthana	Academic Monitoring Team	Panul Acthony
25	Sunil Gautam	Academic Monitoring Team	(Span Gam)
26	Vinay Gaur	Academic Monitoring Team	Kinay
27	Anil Kumar	Registrar office	U
28	Ajitabh Kumar Singh	Registrar office	
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	(Polasis
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List of Nominated Staff for SDP from 23-27 January 2023			
Session/Time: 6			
S.No.	Name	Department <sup>(</sup>	Signature
1	Rahul	Civil	Kahl
2	Sanjeev Kumar Singh	Mechanical	Santeen,
3	Ram Prakash Sharma	Mechanical	Blane
4	Akhil Kumar	Computer Science	Au
5	Yogesh Saini	Computer Science	Haine
6	Jai Kishan	Computer Science	Saikultan
7	Priti Pal	Computer Science	Priti
8	Saumya Singh	Computer Science	<u>&amp;</u>
9	Subham Kaushik	Computer Science	Shubham
10	Rohit Kumar	Computer Science	Polit kimas
11 -	Anil Kumar Shakya	SMAS	Ani
12	Raja Singh	SMAS	Bis .
13	Dinesh Kumar	SMAS	a int
14	Rupender	ECE	Puper
15	Km. Afreen	ECE	Africa
16	Ms. Abida Durrany	Library	The same
17	Mr. Shams Z Khan	Library	Man
18	Ravikant Awasthi	Admission	fairlant.
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/ IT	
21	Mr. Raj Kamal	Data/ IT	Rollen
22	Manoj Srivastava	Academic Monitoring Team	Most
23	Sunaina	Academic Monitoring Team	Suraina
24	Parul Asthana	Academic Monitoring Team	Varial Asthamas
25	Sunil Gautam	Academic Monitoring Team	Therefore
26	Vinay Gaur	Academic Monitoring Team	Vinay
27	Anil Kumar	Registrar office	Aug 101/23
28	Ajitabh Kumar Singh	Registrar office	B 250/28
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	Balan

	List of Nomina	ated Staff for SDP from 23-2	27 January 2023	
	Session/Time: 7			
S.No.	Name	Department	Signature	
1	Rahul	Civil	2 al	
2	Sanjeev Kumar Singh	Mechanical	Sanjeev	
3	Ram Prakash Sharma	Mechanical	A Sharrie	
4	Akhil Kumar	Computer Science	Appl	
5	Yogesh Saini	Computer Science	Hering	
6	Jai Kishan	Computer Science	Saikishah	
7	Priti Pal	Computer Science	A	
8	Saumya Singh	Computer Science	de-	
9	Subham Kaushik	Computer Science	Shubham	
10	Rohit Kumar	Computer Science	Robert Kennay	
11	Anil Kumar Shakya	SMAS	AND	
12	Raja Singh	SMAS	lajo	
13	Dinesh Kumar	SMAS	2 inl	
14	Rupender	ECE	lugge	
15	Km. Afreen	ECE	( D town	
16	Ms. Abida Durrany	Library	S	
17	Mr. Shams Z Khan	Library	Men	
18	Ravikant Awasthi	Admission	Railcant.	
19	Megha Varshney	Admission		
20	Dr Pradeep Tiwary	Data/IT		
21	Mr. Raj Kamal	Data/IT	Postul	
22	Manoj Kumar Srivastava	Academic Monitoring Team	Most	
23	Sunaina	Academic Monitoring Team	Sunaina	
24	Parul Asthana	Academic Monitoring Team	Bryl Asthane	
25	Sunil Kumar Gautam	Academic Monitoring Team	Gaugan )	
26	Vinay Gaur	Academic Monitoring Team	Vinar	
27	Anil Kumar	Registrar office		
28	Ajitabh Kumar Singh	Registrar office	3 27 01 2023	
29	Vikas Jha	Asset Mgmt		
30	O. P. Sharma	PVC Office	Properly	

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Session	/Time: 💋		VII. 200 - 2
S.No.	Name	Department.	Signature
1	Rahul	Civil	del
2	Sanjeev Kumar Singh	Mechanical	Santeev
3	Ram Prakash Sharma	Mechanical	Postam-9
4	Akhil Kumar	Computer Science	Abert
5	Yogesh Saini	Computer Science	Y Saijo
6	Jai Kishan	Computer Science	Saikishan
7	Priti Pal	Computer Science	1
8	Saumya Singh	Computer Science	92
9	Subham Kaushik	Computer Science	Shubham
10	Rohit Kumar	Computer Science	Dobit Comas
11	Anil Kumar Shakya	SMAS	Qu?
12	Raja Singh	SMAS	6/2
13	Dinesh Kumar	SMAS	dind
14	Rupender	ECE	Superfes
15	Km. Afreen	ECE	Atuin
16	Ms. Abida Durrany	Library	n Ind
17	Mr. Shams Z Khan	Library	Buy
18	Ravikant Awasthi	Admission	RailCout.
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/IT	
21	Mr. Raj Kamal	Data/ IT	Reful
22	Manoj Kumar Srivastava	Academic Monitoring Team	Mary
23	Sunaina	Academic Monitoring Team	Sunaina
24	Parul Asthana	Academic Monitoring Team	tomey Astland
25	Sunil Kumar Gautam	Academic Monitoring Team	(Spenion-
26	Vinay Gaur	Academic Monitoring Team	Tinay
27	Anil Kumar	Registrar office	U
28	Ajitabh Kumar Singh	Registrar office	3 2710T2013
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	Opelass

List of Nominated Staff for SDP from 23-27 January 2023			
Session/Time: 9			
	Name	Department	Signature
1	Rahul	Civil	Cal A
V2	Sanjeev Kumar Singh	Mechanical	Sanfred
V3	Ram Prakash Sharma	Mechanical	Darma
4	Akhil Kumar	Computer Science	day
5	Yogesh Saini	Computer Science	Kains
16	Jai Kishan	Computer Science	= al Kishah
X	Priti Pal	Computer Science	4
28	Saumya Singh	Computer Science	
19	Subham Kaushik	Computer Science	Shubham
~10	Rohit Kumar	Computer Science	
11	Anil Kumar Shakya	SMAS	Avi
12	Raja Singh	SMAS	Cajo
113	Dinesh Kumar	SMAS	deind
14	Rupender	ECE	Suba
15	Km. Afreen	ECE	Afoun
16	Ms. Abida Durrany	Library	73/
117	Mr. Shams Z Khan	Library	N. Comments
18	Ravikant Awasthi	Admission	Pailant
19,	Megha Varshney	Admission	N
. 20.	Dr Pradeep Tiwary	Data/ IT	
<b>Z</b> 1	Mr. Raj Kamal	Data/ IT	Brut
22	Manoj Kumar Srivastava	Academic Monitoring Team	Mary
23	Sunaina	Academic Monitoring Team	Sunaina
124	Parul Asthana	Academic Monitoring Team	Panul Arthons
25	Sunil Kumar Gautam	Academic Monitoring Team	(Julym)
26	Vinay Gaur	Academic Monitoring Team	Vinay
, 27	Anil Kumar	Registrar office	
28	Ajitabh Kumar Singh	Registrar office	4
29.	Vikas Jha	Asset Mgmt	
.30 .	O. P. Sharma	PVC Office	Colash

		ated Staff for SDP from 23-	27 January 2023
	Time:		
S.No.	Name	Department	Signature
1	Rahul	Civil	Kahl
2	Sanjeev Kumar Singh	Mechanical	Sayeer
3	Ram Prakash Sharma	Mechanical	Hans
4	Akhil Kumar	Computer Science	Aber
5	Yogesh Saini	Computer Science	Lin
6	Jai Kishan	Computer Science	Jai Ri Shan
7	Priti Pal	Computer Science	
8	Saumya Singh	Computer Science	02-
9	Subham Kaushik	Computer Science	- Shubham:
10	Rohit Kumar	Computer Science	Robertemes
11	Anil Kumar Shakya	SMAS	<b>P</b>
12	Raja Singh	SMAS	<u> Laje</u>
13	Dinesh Kumar	SMAS	a inst
14	Rupender	ECE	Puperson
15	Km. Afreen	ECE	Afreyn
16	Ms. Abida Durrany	Library	Sur 2
17	Mr. Shams Z Khan	Library	A
18	Ravikant Awasthi	Admission	Raylant.
19	Megha Varshney	Admission	
20	Dr Pradeep Tiwary	Data/IT	Day.
21	Mr. Raj Kamal	Data/ IT	Rowy
22	Manoj Kumar Srivastava	Academic Monitoring Team	Vary
23	Sunaina	Academic Monitoring Team	Surveing
24	Parul Asthana	Academic Monitoring Team	Famil Asthema
25	Sunil Kumar Gautam	Academic Monitoring Team	( Stuffeng
26	Vinay Gaur	Academic Monitoring Team	Turay
27	Anil Kumar	Registrar office	
28	Ajitabh Kumar Singh	Registrar office	9
29	Vikas Jha	Asset Mgmt	
30	O. P. Sharma	PVC Office	Dolash