6.3.3	Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years 6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development / administrative training programs during the last five years®

Year	2023-24	2022-23	2021-22	2020-21	2019-20
Number	42	37	31	32	25

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TO WHOM IT MAY CONCERN

This is to certify that the year-wise number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years is as follows:

Year	2023-24	2022-23	2021-22	2020-21	2019-20
Number	42	37	31	32	25

DIRECTOR

2023-2024

Date: Dec 1, 2023

OFFICE ORDER

Subject: Invitation to Administrative Training Programme on No Paper Form Online Admission Portal

Dear Administrative staff,

We are pleased to inform you that a **Five-Day Administrative Training Programme (ATP) on the No Paper Form Online (NPF) Admission Portal** will be conducted from **Dec 11, 2023, to Dec 15, 2023**, at GJIMT Syndicate room.

Objectives of the ATP:

- To familiarize staff with the functionalities of the NPF Admission Portal.
- To provide hands-on training on data entry, management, and reporting processes.
- To enhance troubleshooting skills for common issues encountered on the portal.
- To promote best practices for efficient use of the system in daily administrative tasks.

The sessions will be facilitated by **eminent resource persons** from **GJIMT** who have extensive experience in training programme and admission portals.

We look forward to your active involvement in making this ATP a successful and enriching experience for all.

Thank you for your cooperation.

For any further details, please contact the Dean, Academics Office.

Dr.Aneet
Director

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Five-day Administrative Training Programme
Training on NPF Admission Portal

December 11-15, 2023

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT), Mohali, established in 1998, is a premier institution in Punjab known for its 25- year legacy in shaping leaders in management and technology. Located in the heart of the tri-city, GJIMT offers a dynamic educatio al environment with modern facilities, a student-centric curriculum, and strong industry connections.

Affiliated with I.K. Gujral Punjab Technical University, the institute provides undergraduate, postgraduate, and doctoral programs, and is renowned for its rigorous academic standards and excellent placement record, including top companies like Google and Microsoft.

Vision & Mission

Vision:

"To be a premier institute recognized globally for academic excellence and innovative research in management and technology."

Mission:

- To deliver quality education through innovative teaching methods.
- To foster research, innovation, and entrepreneurship.
- To instill ethical values and leadership qualities in students.
- To create a skilled workforce that meets global industry standards

ABOUT THE PROGRAMME

Day 1: Introduction to NPF and the Admission Portal
- Overview of NPF Concept
- Introduction to the Admission Portal
- Navigating the Portal

Day 2: Setting Up the Admission Portal
- User roles, permissions, and institutional settings
- Data Management in the Portal

Day 3: Importing, exporting, and managing applicant data
- Practical exercises on setting up user roles
- Addressing common administrative challenges

Day 4: Understanding the Application Workflow
- Steps from submission to decision-making
- Automating Application Processing
- Tools and features for task automation
- Simulation of the application workflow

Day 5: Keeping applicants informed and managing expectations
- Setting Up Support Systems
- FAQs, chatbots, and helpdesk integration

Coordinator:
Prof (Dr.) Neeraj Sharma,
Dean Academic GJIMT
Co-coordinator: **Dr. Iram Khan**
Assistant Professor, Dept. of Mgt. & Comm.

Organized by
Gian Jyoti Institute of Management and Technology
Phase 2, Mohali, Sector 54, Chandigarh 160055

Contact:
+91 76588 41388

In today's fast-paced digital environment, effective collaboration tools are crucial for administrative staff to enhance communication and streamline workflows. This comprhensive 5-day training programme is designed to empower participants with the skills necessary to utilize Microsoft Teams effectively. Through a blend of interactive sessions, hands-on exercises, and real-world applications, attendees will gain confidence in leveraging MS Teams to improve productivity, facilitate teamwork, and optimize administrative processes.

RESOURCE PERSONS

1. Ms. Jaspreet Kaur is an Assistant Professor, IT Expert, and software developer with extensive experience in website design. Her expertise in technology and education allows her to provide practical insights into utilizing MS Teams for administrative efficiency. Ms. Kaur is dedicated to creating engaging learning environments that empower participants to harness the full potential of digital tools.

2. Dr. Neeraj Sharma, Dean of GJIMT, holds multiple degrees including an MBA, MCA, and MSc. With extensive knowledge of new applications and IT skills, Dr. Sharma brings a wealth of experience in integrating technology in educational settings. His strategic approach to teaching ensures that participants will gain valuable insights into maximizing MS Teams for effective administration

Objective of the Programme:

- Understand the NPF Concept: Grasp the significance and benefits of a paperless admission process.
- Navigate the Portal: Become proficient in using the portal's features and functionalities.
- System Configuration: Learn to set up user roles, permissions, and customize portal settings.
- Application Processing: Master the workflow for processing applications efficiently.
- Enhance Communication: Develop strategies for engaging with applicants and providing support.
- Evaluate Processes: Utilize performance metrics to assess and improve the admission process.

Certification: Participants who attend every program session will be awarded an e-certificate of participation

Chief Patron	Patron	Organizing Committee Members
Mr. J. S. Bedi.	Dr. Aneet Bedi	• **Dr. Rakhee Dewan**, Associate Professor (HoD), Dept. of Mgt. & Comm.
(Chairman, GJIMT)	(Director, GJIMT)	• **Dr. Tarandeep Singh**, Associate Professor, Dept. of Computer Application

Registration Form

Administrative Training Programme on NPF Admission Portal

Name : .... Designation :...

Institute : ....

Department:.. Address :..

....

Whatsapp No: ....Date:.................... Place: ....

Category : Administrative Staff/ others

Signature of the Participant

Report on the Five-Day Administrative Development Programme on the No Ppaer Form Online Admission Portal

Duration: December 11-15, 2023.

Venue: Gian Jyoti Institute of Management and Technology (GJIMT)

The Five-Day Administrative Development Programme on the No Paper Form Online Admission Portal was conducted from December 11 to December 15, 2023. This training initiative aimed to empower administrative staff with the knowledge and skills necessary for effectively utilizing the NPF Admission Portal, facilitating a seamless transition to a paperless admission process.

Resource Persons

The training was led by two distinguished resource persons:

- **Dr. Sneha Sharma**: With a robust background in digital transformation in higher education, Dr. Sharma provided strategic insights into the NPF concept. Her expertise was instrumental in helping participants understand the broader implications of a paperless admission process.

- **Ms. Anuradha**: An accomplished administrator with extensive experience in user interface design and system integration, Ms. Anuradha focused on the practical aspects of navigating and utilizing the Admission Portal. Her hands-on approach enabled participants to grasp the functionalities of the system effectively.

Key Highlights of the Administrative Training Programme

1. **Comprehensive Curriculum**: The programme covered critical aspects of the NPF Admission Portal, including an introduction to the NPF concept, portal navigation, user

role configuration, data management, application workflow, and communication strategies with applicants.

2. **Interactive Sessions**: Each day featured interactive discussions and hands-on activities, allowing participants to practice using the portal and engage directly with the material.

3. **Practical Exercises**: Participants engaged in practical exercises that reinforced their learning, particularly in data management and application processing. This hands-on approach enhanced their confidence in using the system effectively.

4. **Focus on Automation**: The training highlighted the importance of automating various processes within the admission workflow, providing participants with tools and techniques to streamline operations.

5. **Effective Communication Strategies**: The final sessions concentrated on strategies for maintaining clear communication with applicants, including setting up support systems like FAQs and chatbots to improve the applicant experience.

6. **Collaborative Learning Environment**: Participants benefited from a supportive environment where they could share experiences, ask questions, and learn from one another, fostering a sense of community among administrative staff.

In summary, the Five-Day Administrative Training Programme on the NPF Admission Portal was a valuable experience for all participants. With expert guidance from Dr. Sneha Sharma and Ms. Anuradha, attendees were left equipped with the skills and knowledge needed to enhance their institutions' admission processes through the effective use of the NPF system.

Dr Iram Khan

Coordinator

Five-day Administrative Development Programme

Training on NPF Admission Portal

Attendance Sheet

December 11-15, 2023

Sr. No.	Name of the Particpants	11-Dec-2023	12-Dec-2023	13-Dec-2023	14-Dec-2023	15-Dec-2023
1.	Gaganjit Singh	*(signed)*	*(signed)*	*(signed)*	*(signed)*	*(signed)*
2.	Ashima	*(signed)*	*(signed)*	*(signed)*	*(signed)*	*(signed)*
3.	Harjt ...	*(signed)*	*(signed)*	*(signed)*	*(signed)*	*(signed)*
4	monisha Kaushal	*(signed)*	*(signed)*	*(signed)*	*(signed)*	*(signed)*
5	Parveen Kouiee	*(signed)*	*(signed)*	*(signed)*	*(signed)*	*(signed)*
6	Pooja	*(signed)*	*(signed)*	*(signed)*	*(signed)*	*(signed)*
7	Simrandeepkaur	*(signed)*	*(signed)*	*(signed)*	*(signed)*	*(signed)*
8	Seema Rani	*(signed)*	*(signed)*	*(signed)*	*(signed)*	*(signed)*
9.	Harjinder Kaur	*(signed)*	*(signed)*			*(signed)*

GJIMT/2023/ATP/09

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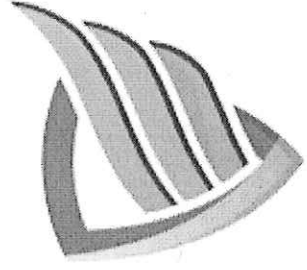and Technology

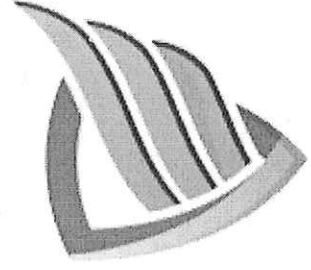# CERTIFICATE

OF PARTICIPATION

The following award is given to

MS. HARJINDER KAUR

Has attended Five-Day Administrative Development
Programme on the NPF Admission Portal December 11 to
December 15, 2023

_____
Director

_____
Chairman

GJIMT/2023/ATP/07

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Institute of Management and Technology

CERTIFICATE
OF PARTICIPATION

The following award is given to

MS. SIMRANDEEP KAUR

Has attended Five-Day Administrative Development
Programme on the NPF Admission Portal December 11 to
December 15, 2023

_____
Director

_____
Chairman

GJIMT/2023/ATP/05

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Institute of Management
and Technology

CERTIFICATE

OF PARTICIPATION

The following award is given to

MS. PARVEEN KOUSAR

Has attended Five-Day Administrative Development
Programme on the NPF Admission Portal December 11 to
December 15, 2023

Director

Chairman

GJIMT/2023/ATP/03

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Institute of Management and Technology

CERTIFICATE
OF PARTICIPATION

The following award is given to

MR. MANJIT SINGH

Has attended Five-Day Administrative Development Programme on the NPF Admission Portal December 11 to December 15, 2023

_____
Chairman

_____
Director

GJIMT/2023/ATP/01

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CERTIFICATE
OF PARTICIPATION

The following award is given to

MR. GAGANJIT SINGH

Has attended Five-Day Administrative Development Programme on the NPF Admission Portal December 11 to December 15, 2023

Director

Chairman

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2022-2023

Date: 1st November 2022

OFFICE ORDER

Subject: Invitation to Administrative Training Programme on Basic Microsoft-Office

Dear Administrative staff,

We are pleased to inform you that a Five-Day Administrative Training Programme (ATP) on the Basic Microsoft Office will be conducted from **7th November 2022 to 11th November 2022, at the GJIMT Syndicate room**.

The primary aim of this training program is to enhance the proficiency of administrative staff in using Microsoft Office applications. The training will cover essential tools such as Word, Excel, and PowerPoint, equipping participants with the skills needed to improve efficiency, productivity, and overall performance in their roles.

The sessions will be led by distinguished resource persons, Dr. Siddhartha Shyam Vyas and Ms. Neha Sharma.

We encourage your active participation to ensure this ATP is a rewarding and successful experience for everyone involved.

Thank you for your cooperation.

For further details, please reach out to Mr.Uma Shankar Coordinator of the Programme.

Dr.Aneet
Director

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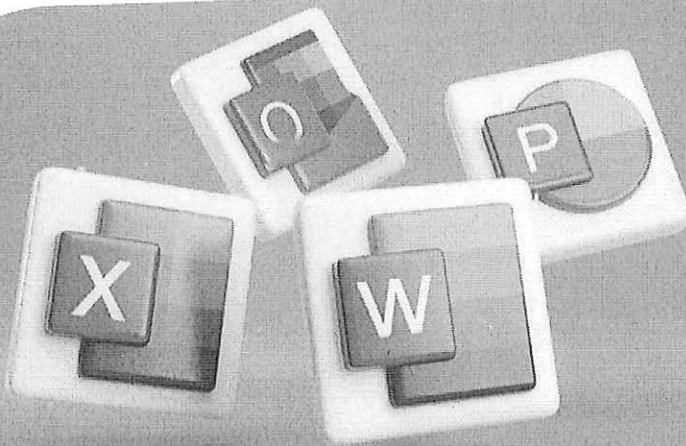
Five-day Administrative Training Programme
on BASIC- MICROSOFT OFFICE

7-11th Nov, 2022

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT) is a premier institution in Punjab with a proud 25-year legacy of nurturing leaders in management and technology. Located in the vibrant tri-city area, GJIMT is dedicated to providing a dynamic educational environment that fosters innovation and growth. Educational Excellence Affiliated with I.K. Gujral Punjab Technical University, GJIMT offers a comprehensive range of programs, including undergraduate, postgraduate, and doctoral degrees.

Holistic Development

Our campus is designed to support the holistic development of students, featuring state-of-the-art amenities and a vibrant array of extracurricular activities. We encourage participation in clubs, events, and international exchange programs to enhance cultural awareness and global perspectives.

ABOUT THE PROGRAMME

Day 1: Overview of Microsoft Word
- Interface, Ribbon, and Basic Features
- Creating and Formatting Documents
- Text formatting, styles, and templates

Day 2: Introduction to Excel
- Interface and basic functionalities
- Data Entry and Formatting
- Using cells, rows, columns, and formatting options
- Basic calculations and functions (SUM, AVERAGE, etc.)

Day 3: Introduction to PowerPoint
- Overview of the interface and features
- Designing Effective Slides
- Layouts, themes, and inserting multimedia

Day 4: Introduction to Outlook
- Overview of the interface and email functions
- Managing Emails
- Composing, organizing, and archiving emails
- Calendar and Task Management
- Scheduling appointments and managing tasks

Day 5: Integrating Microsoft Office Applications
- Sharing data between Word, Excel, and
- PowerPoint
- Advanced Tips and Tricks
- Shortcuts, efficiency tools, and collaboration features

Coordinator:
Mr. Uma Shankar, Assistant Professor, Dept. of Information Technology

Organized by
Gian Jyoti Institute of Management and Technology
Phase 2, Mohali, Sector 54, Chandigarh 160055

Contact:
+91 9914433199

In today's digital workplace, proficiency in Microsoft Office is essential for enhancing productivity, communication, and data management. This comprehensive 5-day training programme is designed to provide participants with foundational skills in Microsoft Word, Excel, PowerPoint, and Outlook. Through hands-on exercises and practical applications, attendees will gain the confidence and competence to effectively use these essential tools in their administrative roles. By the end of the training, participants will be equipped to optimize their daily tasks, improve efficiency, and contribute positively to their organizations.

RESOURCE PERSONS

1. Ms. Neha Sharma is an Assistant Professor and IT expert with over 12 years of experience in teaching and training. Her deep understanding of Microsoft Office applications allows her to deliver practical, engaging training sessions. Ms. Sharma's approach emphasizes hands-on learning, ensuring that participants can apply their new skills effectively. Her commitment to fostering digital literacy in administrative environments makes her a valuable asset to this programme.

2. Dr. Sidhartha Vyas holds a Ph.D. and an MS from the USA, along with a CCNA certification. With over 16 years of experience in academia and information technology, he combines extensive theoretical knowledge with practical insights. Dr. Vyas's expertise in integrating technology into educational practices ensures participants receive a well-rounded understanding of Microsoft Office tools, enhancing their capability to navigate the digital workspace efficiently.

Objective of the Programme:

By attending this programme particiants will be able to

• Gain Proficiency in Microsoft Word: Learn to create, format, and edit professional documents efficiently.

• Master Excel Fundamentals: Understand data organization, formulas, and basic functions to manage and analyze data effectively.

• Create Engaging Presentations: Develop skills in designing impactful PowerPoint presentations. Enhance Email Management Skills: Learn to utilize Outlook for effective communication and organization.

• Integrate Office Tools: Discover how to combine the features of various Office applications for improved workflow and productivity.

Certification: Participants who attend all program sessions will be awarded certificate of participation.

Organizing Committee Members
• **Mr. Sanjay Gupta**, Assistant Professor , Dept. of Computer Application
• **Dr. Tarandeep Singh**, Associate Professor, Dept. of Computer Application

Chief Patron
Mr. J. S. Bedi.
(Chairman, GJIMT)

Patron
Dr. Aneet Bedi
(Director, GJIMT)

Registration Form

**Administrative Training Programme on
Basic - Microsoft Office**

Name : .... Designation :...

Institute : ....

Department:.. Address :...

....

Whatsapp No: ....Date:............................ Place: ....

Category : Administrative Staff/ others

Signature of the Participant

For more you can visit
www.gjimt.ac.in

Registration Fee is Rs 500

Last Date of Registration:
1 Novemeber 2022

REPORT

Five-Day Administrative Training Programme (ATP) on Basic Microsoft Office

Duration: November 7 - November 11, 2022

Location: GJIMT Syndicate Room

Introduction

A Five-Day Administrative Training Programme (ATP) on Basic Microsoft Office was conducted from November 7 to November 11, 2022, at the GJIMT Syndicate Room. This program was designed to enhance the skills of administrative staff in using Microsoft Office applications effectively, thereby improving overall productivity and efficiency in their roles.

Resource Persons

The training was facilitated by two distinguished resource persons:

- **Dr. Siddhartha Shyam Vyas**

  An expert in information technology, Dr. Vyas has extensive experience in training and development. His sessions focused on integrating theoretical knowledge with practical applications.

- **Ms. Neha Sharma**

  A skilled Microsoft Office trainer, Ms. Sharma provided hands-on guidance and practical examples, ensuring participants gained confidence in using the software.

Key Highlights of the Administrative Training Programme

1. **Comprehensive Curriculum:**

   The training covered essential Microsoft Office applications, including Word, Excel, and PowerPoint, with each day dedicated to a specific tool.

2. **Interactive Sessions:**

   Participants engaged in interactive discussions and group activities, fostering a collaborative learning environment.

3. **Hands-on Practice:**

   Each session included practical exercises, enabling participants to apply what they learned in real-time and develop proficiency in using the applications.

4. **Resource Materials:**

   Comprehensive training materials were provided, allowing participants to refer back to key concepts and techniques after the sessions.

5. **Networking Opportunities:**

   The program encouraged networking among administrative staff from various departments, enhancing teamwork and communication.

6. **Feedback Mechanism:**

   Continuous feedback was collected from participants, allowing for adjustments to be made throughout the training to meet their needs effectively.

7. **Final Assessment:**

   On the last day, participants completed assessments to evaluate their understanding and proficiency in the applications covered.

Conclusion

The Five-Day Administrative Training Programme on Basic Microsoft Office successfully equipped administrative staff with essential skills to enhance their productivity and efficiency. The positive engagement and feedback from participants underscored the effectiveness of the program and the expertise of the resource persons. Moving forward, it is recommended to organize advanced training sessions to further develop these vital skills within the organization.

Mr Uma Shankar

Coordinator

Five-day Administrative Development Programme

Basic Microsoft Office

Attendance Sheet

November 7-11,2022

Sr. No.	Name of the Particpants	2022-07-11	2022-07-12	2022-07-13	2022-07-14	2022-07-15
1	Meenakshi Sharma	*Meenakshi*	*Meenakshi*	*Meenakshi*	*Meenakshi*	*Meenakshi*
2	Sumit	*Sumit*	*Sumit*	*Sumit*	*Sumit*	*Sumit*
3	Harjinder Kaur	*sign*	*sign*	*sign*	*sign*	*sign*
4	Sheetal Kumari	*Sheetal*	*Sheetal*	*Sheetal*	*Sheetal*	*Sheetal*
5	Simarpreet Kaur	*Simar*	*Simar*	*Simar*	*Simar*	*Simar*
6	Parneen Kaur	*Kaur*	*Kaur*	*Kaur*	*Kaur*	*Kaur*
7	Gaganjit Singh	*sign*	*sign*	*sign*	*sign*	*sign*
8	Chhuber Preet Singh	*sign*	*sign*	*sign*	*sign*	*sign*
9	Mayur	*sign*	*sign*	*sign*	*sign*	*sign*
10	BHARAT VERMA	*Bharat*	*Bharat*	*Bharat*	*Bharat*	*Bharat*
11	Pochhjot Singh	*Pabin*	*Prabh*	*Prabh*	*Prabh*	*Prabh*

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CERTIFICATE

of Participation

Mr. Manjit Singh

Attended Five-Day ATP on "Basic Microsoft Office" from 7th November 2022 to 11th November 2022

_____
Chairman

_____
Director

GIANJYOTI | Institute of Management and Technology

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CERTIFICATE

of Participation

Ms. Simarpreet kaur

Attended Five-Day ATP on "Basic Microsoft Office" from 7th November 2022 to 11th November 2022

Chairman

Director

GJIMT/2022/ATP/03

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CERTIFICATE

of Participation

Ms. Harjinder Kaur

Attended Five-Day ATP on "Basic Microsoft Office" from 7th November 2022 to 11th November 2022

Director

Chairman

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Institute of Management and Technology

CERTIFICATE

of Participation

Ms. Parveen Kousar

Attended Five-Day ATP on "Basic Microsoft Office"
from 7th November 2022 to 11th November 2022

Director

Chairman

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Institute of Management and Technology

CERTIFICATE

of Participation

Mr. Gaganjit Singh

Attended Five-Day ATP on "Basic Microsoft Office"
from 7th November 2022 to 11th November 2022

_____
Director

_____
Chairman

2021-2022

Ref No. GJIMT/2021/FDP/01   **Date: November 8, 2021**

OFFICE ORDER

Subject: Invitation to Faculty Development Programme on *Quality Assurance in Higher Education*

Dear Faculty Members,

You are cordially invited to participate in the upcoming **Five-Day Faculty Development Programme (FDP)** on *Quality Assurance in Higher Education*, scheduled to be held from **November 15 to November 19, 2021**, at Gian Jyoti Institute of Management and Technology Auditorium.

This FDP aims to provide valuable insights into quality assurance mechanisms in higher education and the role of accreditation processes in improving institutional effectiveness. The program will feature esteemed resource persons:

- **Prof. (Dr.) A. K. Vashisht**, UBS, Panjab University
- **Dr. Karminder Ghuman**, LM Thapar School of Management
- **Dr. Neeraj Sharma**, Dean Academics, GJIMT

Your active participation in this FDP will contribute significantly to enhancing our academic practices and institutional quality. All faculty members are strongly encouraged to attend.

For any queries or additional information, please contact the Dean, Academics Office.

Dr. Aneet
Director
Gian Jyoti Institute of Management and Technology
Phase-2, Mohali
Sector-54, Chandigarh

CC

- **PA to Chairman**
- **All Faculty Members**
- **Front Office**
- **All Notice Boards**

Years
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education

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Date 14-10-21

To

Prof. (Dr.) A. K. Vashisht
University Business School
Panjab University

Subject: Invitation to Serve as Resource Person for the Faculty Development Programme on Quality Assurance in Higher Education

Dear Dr. Vashisht,

Greetings from the Gian Jyoti Institute of Management and Technology.

We are honoured to invite you to serve as a distinguished resource person for our Five-Day Faculty Development Programme on Quality Assurance in Higher Education, scheduled to take place online from 15th to 19th November 2021. This programme aims to provide educators and administrators with the skills and knowledge essential for elevating the quality standards in higher education institutions.

Your vast experience in quality assurance, coupled with your contributions to management education and accreditation processes, makes you an ideal choice to lead sessions on these topics. We are excited to have you share your insights where you will cover curriculum development, teaching methodologies, and effective assessment techniques.

The programme will be conducted online, with session links provided via WhatsApp and email. Given the hands-on nature of the sessions, we would be grateful for your active participation in interactive discussions and case study reviews with our faculty members.

We look forward to your favourable response and to benefiting from your expertise on these critical topics. Should you require further details, please do not hesitate to reach out.

With sincere regards,

Dr. Aneet Bedi
Director

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MCA | Master of Computer Applications
BBA | Bachelor of Business Administration
BCA | Bachelor of Computer Applications
B.Com.(Hons) | Bachelor of Commerce (Honours)

Phase-2, Mohali
Sector 54, Chandigarh
Phone: 0172-2264566
Email: gjimt@gjimt.ac.in
Web: www.gjimt.ac.in

To

Dr. Karminder Ghuman
Professor
LM Thapar School of Management

Subject: Invitation to Serve as Resource Person for the Faculty Development Programme on Quality Assurance in Higher Education

Dear Dr. Ghuman,

Greetings from the Gian Jyoti Institute of Management and Technology.

We are honoured to invite you to serve as a distinguished resource person for our Five-Day Faculty Development Programme on Quality Assurance in Higher Education, scheduled to take place online from 15th to 19th November 2021. This programme aims to provide educators and administrators with the skills and knowledge essential for elevating the quality standards in higher education institutions.

Your vast experience in strategic management and quality assurance, along with your involvement in various quality enhancement initiatives, makes you a valuable addition to our program. We are excited to have you share your insights where you will cover assessment techniques and continuous improvement in IKS.

The programme will be conducted online, with session links provided via WhatsApp and email. Given the hands-on nature of the sessions, we would be grateful for your active participation in interactive discussions and case study reviews with our faculty members.

We look forward to your favourable response and to benefiting from your expertise on these critical topics. Should you require further details, please do not hesitate to reach out.

With sincere regards,

Dr. Aneet Bedi
Director

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MCA	Master of Computer Applications
BBA	Bachelor of Business Administration
BCA	Bachelor of Computer Applications
B.Com.(Hons)	Bachelor of Commerce (Honours)

Phase-2, Mohali
Sector 54, Chandigarh
Phone: 0172-2264566
Email: gjimt@gjimt.ac.in
Web: www.gjimt.ac.in

GIANJYOTI
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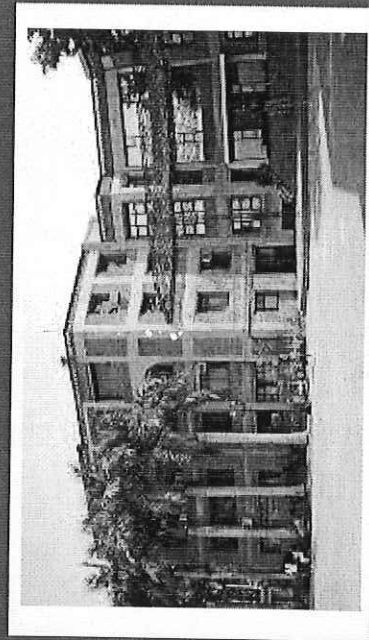• Five-day •
Faculty Development Programme
on
Quality Assurance
in
Higher Education

Nov 15-19 2021

Coordinator: Prof (Dr.) Neeraj Sharma,
Dean Academic GJIMT

Co-coordinator: Dr. Bushra S. P. Singh
Assistant Professor, Dept. of Mgt. & Comm.

Organized by

Gian Jyoti Institute of Management and Technology
Phase 2, Mohali, Sector 54, Chandigarh 160055

Objective:

• The Faculty Development Program (FDP) on Quality Assurance in Higher Education aims to equip educators and administrators with the knowledge and skills necessary to enhance the quality of education in higher institutions.

• The program will cover various aspects of quality assurance, including accreditation processes, curriculum development, teaching methodologies, and assessment techniques. Participants will gain insights into best practices and innovative strategies to ensure continuous improvement in educational standards.

The sessions will be conducted online. Participants will receive the meeting link via WhatsApp and their registered email addresses. As hands-on sessions are a key component of the program, we would like to ask that all participants attend each session without exception.

Certification: Participants who attend every program session will be awarded an e-certificate of participation.

Chief Patron

Mr. J. S. Bedi.
(Chairman, GJIMT)

Patron

Dr. Aneet Bedi
(Director, GJIMT)

Organizing Committee Members

• Dr. Rakhee Dewan– Associate Professor(HoD), Dept. of Mgt. & Comm.

• Dr. Tarandeep Singh, Associate Professor, Dept. of Computer Application

• Mr. Nitish Kumar –Assistant Professor, Dept. of Mgt. & Comm.

Faculty Development Programme
on
Quality Assurance in Higher Education

Nov 15-19 2021

Registration Form

Name:- ....

Designation:- ....

Institute: ....

Department:..................

Address:.................. ....

Whatsapp No:- ....

Signature of the Participant

Date:- ....
Place:- ....

Category : Academic / Industry/ Other

For more you can visit www.gjimt.ac.in.

Scan Here To Pay

Registration Fee:

• Academicians – Rs. 3000
• Research Scholars – Rs. 1000

Last Date of Registration: 12 Nov 2021

Register before seats are filled up.

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT), Mohali, established in 1998, is a premier institution in Punjab known for its 25-year legacy in shaping leaders in management and technology. Located in the heart of the tri-city, GJIMT offers a dynamic educational environment with modern facilities, a student-centric curriculum, and strong industry connections. Affiliated with I.K. Gujral Punjab Technical University, the institute provides undergraduate, postgraduate, and doctoral programs, and is renowned for its rigorous academic standards and excellent placement record, including top companies like Google and Microsoft. The campus supports holistic development with state-of-the-art amenities, vibrant student activities, and international exposure through exchange programs.

Vision & Mission:

Vision: "To be a premier institute recognized globally for academic excellence and innovative research in management and technology."

Mission:

- To deliver quality education through innovative teaching methods.
- To foster research, innovation, and entrepreneurship.
- To instill ethical values and leadership qualities in students.
- To create a skilled workforce that meets global industry standards.

ABOUT THE FDP

Day 1: Introduction to Quality Assurance in Higher Education
- Overview of quality assurance concepts
- Importance of quality assurance in higher education
- Case studies and examples

Day 2: Accreditation Processes and Standards
- Understanding accreditation bodies and their requirements
- Steps to achieve accreditation
- Best practices for maintaining accreditation

Day 3: Curriculum Development and Teaching Methodologies
- Designing a quality curriculum
- Innovative teaching methodologies
- Integrating technology in teaching

Day 4: Assessment Techniques and Continuous Improvement
- Effective assessment techniques
- Using feedback for continuous improvement
- Quality assurance in online education

Day 5: Implementing Quality Management Systems
- Developing and implementing quality management systems
- Role of leadership in quality assurance
- Future trends in quality assurance in higher education

Important Dates:

- Last Date of Registration: 12 Nov 2021
- Duration: Nov 15– Nov 19, 2021
- Timings: 9 am to 4 pm

Contact:

Email: fdp@gjimt.ac.in

Phone: +91-76588-41388

RESOURCE PERSONS

1. Prof. (Dr.) A. K. Vashisht, UBS, Panjab University

Prof. (Dr.) A. K. Vashisht is a distinguished professor at the University Business School (UBS), Panjab University. With over three decades of experience in academia, he has made significant contributions to the field of management education. His expertise in quality assurance and accreditation processes has been instrumental in shaping the educational landscape. Dr. Vashisht has published numerous research papers and has been a keynote speaker at various national and international conferences.

2. Dr. Karminder Ghuman, Professor, LMTSM

Dr. Karminder Ghuman is a renowned professor at the LM Thapar School of Management (LMTSM). He brings a wealth of knowledge in strategic management and quality assurance. Dr. Ghuman has been actively involved in various quality enhancement initiatives and has a strong background in research and consultancy. His practical approach to quality assurance has benefited many educational institutions in achieving their accreditation goals.

3. Dr. Neeraj Sharma, Dean Academics, GJIMT

Dr. Neeraj Sharma is the Dean of Academics at Gian Jyoti Institute of Management and Technology (GJIMT). With extensive experience in academic administration and quality assurance, Dr. Sharma has played a pivotal role in implementing effective quality management systems in higher education. His innovative teaching methods and commitment to excellence have earned him recognition in the academic community.

Report on the Five-Day Faculty Development Programme on Quality Assurance in Higher Education

Duration: November 15-19, 2021

Venue: Gian Jyoti Institute of Management and Technology (GJIMT)

Gian Jyoti Institute of Management and Technology (GJIMT) organized a **Five-Day Faculty Development Programme (FDP)** on Quality Assurance in Higher Education from **November 15 to November 19, 2021**. The program was aimed at enhancing faculty understanding of quality assurance mechanisms in higher education and equipping them with tools to implement quality frameworks in their academic practices. The FDP was attended by 26 faculty members across various departments of GJIMT.

Resource Persons:

The FDP was led by eminent resource persons with extensive experience in quality assurance and academic management:

1. **Prof. (Dr.) A. K. Vashisht**

   Professor, University Business School (UBS), Panjab University
   With over three decades of academic experience, Dr. Vashisht is a highly respected figure in the field of management education, particularly in quality assurance and accreditation processes. During the FDP, Dr. Vashisht shared his deep insights into the significance of quality assurance in higher education institutions (HEIs). He highlighted key quality assurance strategies that universities should adopt to maintain accreditation and improve educational standards.

2. **Dr. Karminder Ghuman**

   Professor, LM Thapar School of Management (LMTSM)
   Dr. Ghuman, a strategic management expert with a strong background in

quality assurance initiatives, provided a practical framework for implementing quality enhancement mechanisms in educational institutions. His sessions focused on improving internal quality control and building robust systems that ensure continuous improvement in teaching and learning outcomes.

3. **Dr. Neeraj Sharma**

Dean of Academics, GJIMT

Dr. Sharma's extensive experience in academic administration and quality assurance allowed him to deliver insightful sessions on quality management systems in higher education. He addressed the challenges faced by educational institutions in maintaining academic excellence while adhering to accreditation standards. His contributions included a focus on innovative teaching methods and how to embed quality assurance processes into daily academic operations.

Key Highlights of the FDP:

- **Understanding Quality Assurance in Higher Education:** The program began with an overview of the concept of quality assurance and its importance in maintaining educational standards. The resource persons discussed the role of **National Board of Accreditation (NBA)** and **National Assessment and Accreditation Council (NAAC)** in promoting quality in higher education institutions.

- **Accreditation Processes:** Dr. Vashisht's sessions provided a detailed understanding of the accreditation processes, emphasizing the requirements and best practices for obtaining and maintaining accreditation from national and international bodies. He also discussed the importance of adhering to specific benchmarks to ensure compliance with accreditation standards.

- **Quality Enhancement in Teaching and Learning:** Dr. Ghuman led interactive sessions on quality enhancement techniques in teaching and learning. He explained how strategic management principles can be applied to improve academic quality, student outcomes, and institutional reputation.

- **Implementing Quality Management Systems:** Dr. Neeraj Sharma emphasized the need for a structured approach to implementing quality management systems in higher education. He shared his experiences at GJIMT, detailing how innovative practices in academic administration can lead to enhanced educational outcomes.

- **Faculty Development and Continuous Improvement:** One of the key takeaways from the FDP was the emphasis on continuous improvement. All three resource persons stressed the importance of regular faculty development programs to ensure that faculty members stay updated with the latest trends in quality assurance and educational innovations.

Conclusion:

The FDP on Quality Assurance in Higher Education was highly successful in providing faculty members with a comprehensive understanding of quality assurance mechanisms. The participants expressed their appreciation for the interactive and practical sessions delivered by the resource persons. The program equipped them with the knowledge and tools necessary to implement quality assurance processes in their academic practices and foster continuous improvement.

Dr. Bushra S P Singh
FDP Coordinator

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FACULTY DEVELOPMENT PROGRAMME
Quality Assurance in Higher Education
November 15 to November 19, 2021,
Attendance Sheet

S.No	Name of the Participants	Designation	Day 1	Day 2	Day 3	Day 4	Day 5
1	Mr. Gurdeepak Singh	Professor					
2	Dr. Aneet Bedi	Professor					
3	Dr Neeraj Sharma	Dean					
4	Dr Rakhee Dewan	Associate Professor					
5	Mr.Harish Premi	Assistant Professor					
6	Ms. Archan Upadhyay	Assistant Professor					
7	Ms.Nibha	Assistant Professor					
8	Mr.Nitish Kumar	Assistant Professor					
9	Ms. Bhawan Preet Kaur	Assistant Professor					
10	Dr. Bushra S P Singh	Assistant Professor					
11	Mr. Shami Bhatia	Assistant Professor					
12	Mr. Jatin	Assistant Professor					
13	Ms. Amita Chaudhary	Assistant Professor					
14	Ms. Jasveen Puri	Assistant Professor					
15	Dr. Tarandeep Singh	Associate Professor					
16	Mr. Sanjay Aggarwal	Assistant Professor					
17	Mr. Jagvinder Thakur	Assistant Professor					
18	Ms. Manisha Sharma	Assistant Professor					
19	Ms. Neha Sharma	Assistant Professor					
20	Ms. Rajwinder Kaur	Assistant Professor					
21	Ms. Gurjeet kaur	Assistant Professor					
22	Dr.Reeti	Assistant Professor					

23	Ms.Tanya	Assistant Professor	Tanya	Tanya	Tanya	Tanya	Tanya
24	Dr. Kamalpreet Kaur	Assistant Professor	Kamalpreet	Kamalpreet	Kamalpreet	Kamalpreet	Kamalpreet
25	Mr. Vivek	Assistant Professor	Vivek	Vivek	Vivek	Vivek	Vivek
26	Ms.Jaspreet Kaur	Assistant Professor					

Date: 1/12/2021

OFFICE ORDER

Subject: Invitation to Administrative Training Programme on Effective Office Communication Skills

Dear Administrative Staff,

We are pleased to inform you that a Five-Day Administrative Training Programme (ATP) on Effective Office Communication Skills will be conducted from 6th December 2021 to 10th December 2021, at the GJIMT Discussion Room.

Aim of the Programme:

The primary objective of this training is to enhance your communication skills in a professional setting. Participants will learn effective strategies for both verbal and written communication, fostering better collaboration and understanding within the workplace. The programme will include interactive sessions aimed at developing interpersonal skills and building confidence in communication.

The sessions will be led by distinguished resource persons, Prof Gurdeepak Singh and Ms. Bhawanpreet Kaur.

We encourage you to actively participate to make this ATP a rewarding and successful experience for all.

Thank you for your cooperation. For further details, please contact **Ms Archan**, the Coordinator of the Programme.

Dr.Aneet
Director

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Five-day Administrative Training Programme
on
Effective Office Communication Skills

COMMUNICATION SKILLS

#1 Effective COMMUNICATION

December 6-10, 2021

Coordinator: Ms. Archan

Assistant Professor, Dept. of Management & Commerce

Organized by

Gian Jyoti Institute of Management and Technology

Phase 2, Mohali, Sector 54, Chandigarh 160055

Objective of the Programme:

By attending this programme participants will be able to

- Enhance Listening Skills: Develop active listening techniques to understand and respond effectively.

- Improve Verbal Communication: Learn to articulate ideas clearly and confidently in both informal and formal settings.

- Master Non-Verbal Communication: Understand the impact of body language, tone, and facial expressions on messaging.

- Strengthen Written Communication: Gain skills in writing clear, concise, and impactful emails, reports, and other professional documents.

- Navigate Difficult Conversations: Learn strategies for handling conflicts and providing constructive feedback in a professional manner.

Certification: Participants who attend all program sessions will be awarded certificate of participation.

Chief Patron

Mr. J. S. Bedi.

(Chairman, GJIMT)
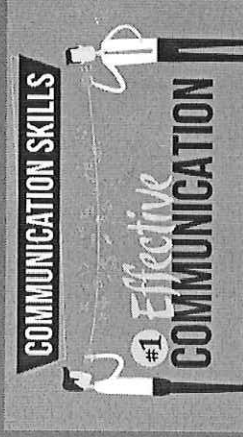
Patron

Dr. Aneet Bedi

(Director, GJIMT)

Organizing Committee Members

- Ms. Nibha Partap Assistant Professor , Dept. of Management & Commerce

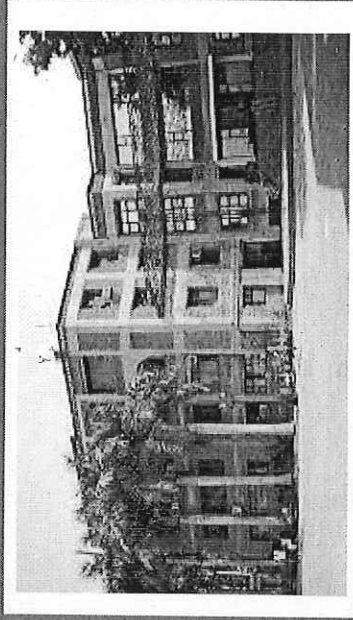- Dr. Sneha Sharma Associate Professor, Dept. of Management & Commerce

---

Administrative Training Programme

on

Effective Office Communication Skills

Dec 6-10, 2021

Registration Form

Name:-

Designation-

Institute:

Department

Address

Whatsapp No:

Signature of the Participant

Date: Place:

Category: Administrative Staff/ others

For more you can visit www.gjimt.ac.in.

- Registration Fee is Rs 500

Last Date of Registration: 1 Decemeber 2021

Register before seats are filled up... Hurry Up.

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT) is a premier institution in Punjab with a rich legacy of 25 years in nurturing leaders in management and technology. Located in the vibrant tri-city area, GJIMT is committed to providing a dynamic educational environment that fosters innovation, growth, and excellence.

Educational Excellence

Affiliated with I.K. Gujral Punjab Technical University, GJIMT offers a comprehensive range of programs, including undergraduate, postgraduate, and doctoral degrees.

Industry Connections

With strong ties to industry leaders, GJIMT boasts an impressive placement record. Our graduates have secured positions at top companies such as Google, Microsoft, and many others.

Our campus is designed to support the holistic development of students, featuring state-of-the-art amenities and a vibrant array of extracurricular activities. We encourage participation in clubs, events, and international exchange programs to enhance cultural awareness and global perspectives, ensuring that students develop both personally and professionally.

ABOUT THE PROGRAMME

Day 1: The programme begins with an introduction to effective communication principles. Participants will explore the communication process, identifying common barriers and learning how to overcome them.

Day 2: Focus shifts to developing active listening skills. Participants will engage in exercises designed to enhance their ability to listen and respond appropriately.

Day 3: This day will emphasize verbal and non-verbal communication. Participants will learn the importance of tone, body language, and eye contact in conveying messages effectively. settings.

Day 4: The focus will be on written communication skills. Participants will explore best practices for composing professional emails, reports, and documentation.

Day 5: The final day will concentrate on handling difficult conversations, and enhancing presentation skills. Participants will learn strategies for addressing conflicts, giving constructive feedback, and delivering impactful presentations.

---

effective communication is at the heart of successful professional interactions, playing a crucial role in collaboration, problem-solving, and relationship-building. This 5-day training programme is meticulously designed to equip participants with essential communication skills that are vital in any administrative role. Through interactive workshops, group discussions, and practical exercises, attendees will develop the ability to express their ideas clearly, engage in active listening, and navigate various communication challenges with confidence. Participants will leave with actionable strategies that can be implemented immediately in their professional settings.

RESOURCE PERSONS

1. Ms. Bhawanpreet Kaur holds an M.Com in Accounting & Finance and a Postgraduate Diploma in Applied Statistics. With 16 years of experience in training and development, she specializes in effective communication and interpersonal skills. Ms. Kaur is dedicated to creating an engaging learning environment, utilizing interactive methods to reinforce key concepts and encourage participant involvement.

2. Prof. Gurdeepak Singh serves as the Director of International Education & Placements and brings a wealth of experience to the programme, with 38 years in academia. He holds an MBA, MTech, and BTech. Prof. Singh's extensive background in education and placements provides valuable insights into the nuances of effective communication in diverse professional contexts.

IMPORTANT DATES:

- Last Date of Registration: 1 Dec 2021
- Duration: Dec 6- Dec 10, 2021
- Timings: 9 am to 2:00 pm

Contact:

Phone: 0172-2264566

Five-Day Administrative Training Programme

Effective Office Communication Skills

Duration: December 6 - December 10, 2021
Location: GJIMT Discussion Room

Introduction

The Five-Day Administrative Training Programme (ATP) on Effective Office Communication Skills was successfully conducted from December 6 to December 10, 2021, at the GJIMT Discussion Room. This program aimed to enhance the communication skills of administrative staff, facilitating better interactions and collaboration within the workplace.

Resource Persons

The training was led by two experienced facilitators:

- **Prof. Gurdeepak Singh**

  A seasoned educator and communication expert, Prof. Singh focused on the principles of effective communication and practical strategies to enhance interpersonal skills.

- **Ms. Bhawanpreet Kaur**

  An expert in professional communication, Ms. Kaur provided insights into modern communication tools and techniques, equipping participants with skills for effective written and verbal communication.

Key Highlights of the Administrative Training Programme

1. **Comprehensive Curriculum:**

   The training covered various aspects of office communication, including verbal and

non-verbal communication, active listening, email etiquette, and effective presentations.

2. **Interactive Workshops:**

Each session included interactive workshops that encouraged participants to engage in role-playing and group discussions, enhancing their practical understanding of communication techniques.

3. **Real-world Scenarios:**

Participants analyzed case studies and real-world scenarios, allowing them to apply learned concepts to typical office situations.

4. **Effective Feedback Mechanism:**

The program emphasized the importance of giving and receiving feedback. Participants practiced providing constructive criticism and improving their feedback skills.

5. **Resource Materials:**

Comprehensive handouts and resource materials were distributed, enabling participants to review key concepts and practices post-training.

6. **Networking Opportunities:**

The training fostered networking among participants from different departments, promoting collaboration and a supportive work environment.

7. **Final Assessment:**

A final assessment was conducted on the last day to evaluate participants' understanding of effective communication strategies and their application in the workplace.

Conclusion

The Five-Day Administrative Training Programme on Effective Office Communication Skills effectively equipped participants with the essential skills needed for successful workplace interactions. The positive feedback from attendees highlighted the training's impact and the resource persons' expertise. It is recommended to consider follow-up

sessions or advanced training to continue developing these critical skills in the organization.

Ms. Archan
Coordinator

Five-day Administrative Development Programme

Effective Office Communication Skills

Attendance Sheet

December 6-10, 2021

Sr. No.	Name of the Particpants	12/6/21	12/7/21	12/8/21	12/9/21	12/10/21
1.	Manjit Singh	*[signature]*	*[signature]*	*[signature]*	*[signature]*	*[signature]*
2.	Gyasanjit singh	g mode	g mode	g mode	g mode	g mode
3.	Harjinder Kaur	*[signature]*	*[signature]*	*[signature]*	*[signature]*	*[signature]*
4	Arvind	Arvind	Arvind	Arvind	Arvind	Arvind
5	Vivek Sharma	Vivek	Vivek	Vivek	Vivek	Vivek
6	Parveen Kauran	Kauran	Kauran	Kauran	Kauran	Kauran
7	Simarpreet kaur	Simar	Simar	Simar	Simar	Simar
8	Deepak	Deepak	Deepak	Deepak	Deepak	Deepak

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CERTIFICATE

OF PARTICIPATION

THE FOLLOWING AWARD IS GIVEN TO

Ms. Harjinder Kaur

Has attended the Five-Day Administrative Development Programme on Effective Office Communication Skills from 6th December 2021 to 10th December 2021
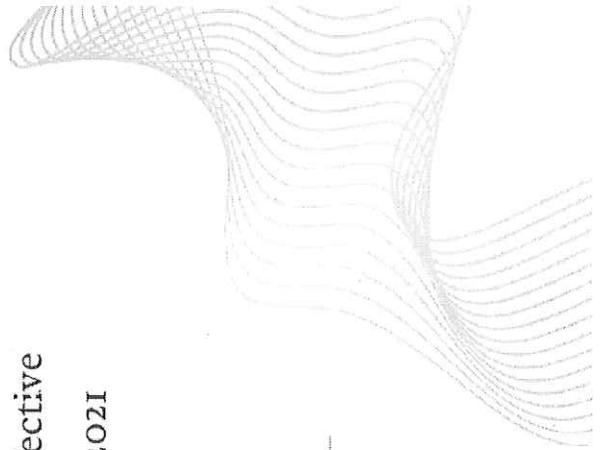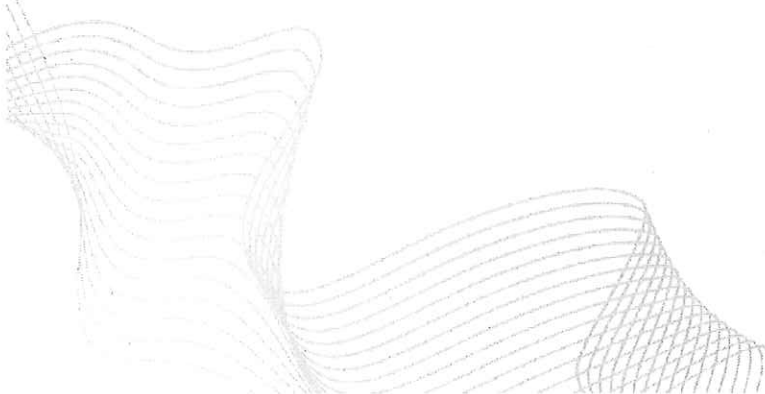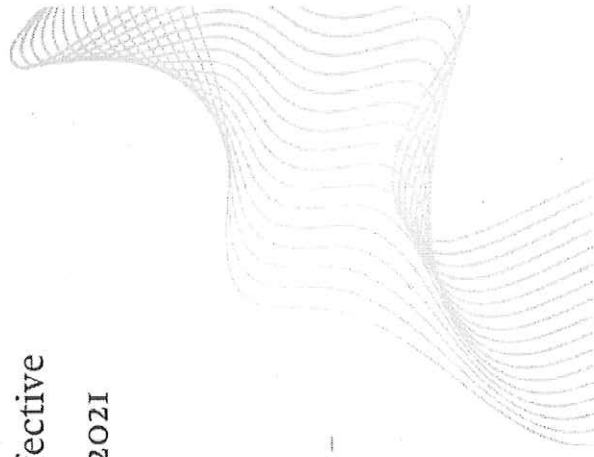
Director

Chairman

GJIMT/2021/ATP/02

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CERTIFICATE

OF PARTICIPATION

THE FOLLOWING AWARD IS GIVEN TO

Mr. Gaganjit Singh

Has attended the Five-Day Administrative Development Programme on Effective Office Communication Skills from 6th December 2021 to 10th December 2021

Director

Chairman

GIANJYOTI

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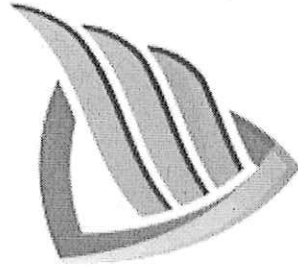Institute of Management and Technology

CERTIFICATE

OF PARTICIPATION

THE FOLLOWING AWARD IS GIVEN TO

Ms. Manjit Singh

Has attended the Five-Day Administrative Development Programme on Effective Office Communication Skills from 6th December 2021 to 10th December 2021

Director

Chairman

GYANJYOTI

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Institute of Management and Technology

CERTIFICATE

OF PARTICIPATION

THE FOLLOWING AWARD IS GIVEN TO

Ms. Parveen Kousar

Has attended the Five-Day Administrative Development Programme on Effective Office Communication Skills from 6th December 2021 to 10th December 2021

Chairman

Director

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CERTIFICATE

OF PARTICIPATION

THE FOLLOWING AWARD IS GIVEN TO

Ms. Simarpreet Kaur

Has attended the Five-Day Administrative Development Programme on Effective Office Communication Skills from 6th December 2021 to 10th December 2021

Director

Chairman

2020-2021

Ref No. GJIMT/FDP/2020/01   **Date: August 17,2020**

OFFICE ORDER

Subject: Invitation to Faculty Development Programme on *Blended Learning and ICT in Teaching*

Dear Faculty Members,

You are cordially invited to participate in the upcoming **Five-Day Faculty Development Programme (FDP)** on *Blended Learning and ICT in Teaching*, scheduled to be held from **August 24 to August 28, 2020**, at Gian Jyoti Institute of Management and Technology Syndicate Hall

The FDP aims to provide comprehensive insights into the integration of Information and Communication Technology (ICT) in education, and the effective use of blended learning models in teaching. The resource persons for this program are:

- **Prof. (Dr.) Gunmala Suri**, University Business School, Panjab University
- **Dr. Nidhi Gautam**, University Institute of Applied Management Sciences, Panjab University
- **Prof. Gurdeepak Singh**, GJIMT

Your participation in this FDP will help enhance the use of digital tools and blended learning techniques in our teaching practices. All faculty members are encouraged to attend and contribute to making this program a success.

For further details or queries, please contact the Dean, Academics Office.

Director
Gian Jyoti Institute of
Dr. Aneet
Management & Technology
Director
Phase-2, Mohall
Gian Jyoti Institute of Management and Technology
Sector-54, Chandigarh

CC

- **PA to Chairman**
- **All Faculty Members**
- **Front Office**
- **All Notice Boards**

25 Years
of excellence in education

GIANJYOTI
Institute of Management and Technology
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Approved by AICTE & Affiliated to IKG Punjab Technical University

Date 8|7|20

To

Dr. Nidhi Gautam
Associate Professor
University Institute of Applied Management Sciences
Panjab University

Subject: Invitation to Serve as Resource Person for the Faculty Development Programme on Blended Learning and ICT in Teaching

Dear Dr. Gautam,

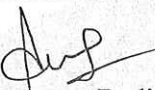Greetings from Gian Jyoti Institute of Management and Technology.

We are pleased to invite you as a distinguished resource person for our Five-Day Faculty Development Programme on Blended Learning and ICT in Teaching, scheduled to take place online from 24th to 28th August 2020. This programme aims to enhance educators' understanding and application of digital tools in blended learning environments, and we believe your expertise would be invaluable to our participants.

With your extensive experience in marketing management, digital marketing, and ICT applications in education, we believe you would bring valuable insights to our participants. We would be delighted to have you lead sessions, covering digital tools for teaching and assessment techniques in blended learning.

The programme will be conducted via Zoom, and session links will be shared with you through WhatsApp and email. We look forward to your active engagement, as the hands-on nature of the sessions will provide an enriching learning experience for our faculty members.

Thank you for considering our invitation, and we hope you will join us in this endeavor to empower educators in the effective use of ICT in teaching. Please feel free to reach out if you need any additional information

With sincere regards,

Dr. Aneet Bedi
Director

Building Careers since 1998

MBA	Master of Business Administration
MCA	Master of Computer Applications
BBA	Bachelor of Business Administration
BCA	Bachelor of Computer Applications
B.Com.(Hons)	Bachelor of Commerce (Honours)

Phase-2, Mohali
Sector 54, Chandigarh
Phone: 0172-2264566
Email: gjimt@gjimt.ac.in
Web: www.gjimt.ac.in

GIANJYOTI
Institute of Management and Technology
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Approved by AICTE & Affiliated to IKG Punjab Technical University

Date 8\7\20

To

Prof. (Dr.) Gunmala Suri
University Business School
Panjab University

Subject: Invitation to Serve as Resource Person for the Faculty Development Programme on Blended Learning and ICT in Teaching

Dear Dr. Suri,

Greetings from Gian Jyoti Institute of Management and Technology.

We are pleased to invite you as a distinguished resource person for our Five-Day Faculty Development Programme on Blended Learning and ICT in Teaching, scheduled to take place online from 24th to 28th August 2020. This programme aims to enhance educators' understanding and application of digital tools in blended learning environments, and we believe your expertise would be invaluable to our participants.

With your extensive experience in strategic management, organizational behavior, and ICT integration in education positions you as an ideal resource for this programme. We would be honored to have you lead sessions focusing on introducing blended learning concepts and designing effective blended learning courses.
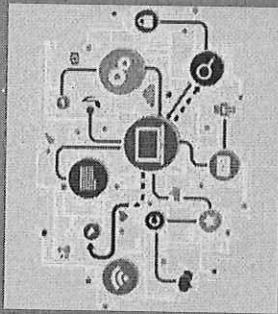
The programme will be conducted via Zoom, and session links will be shared with you through WhatsApp and email. We look forward to your active engagement, as the hands-on nature of the sessions will provide an enriching learning experience for our faculty members.

Thank you for considering our invitation, and we hope you will join us in this endeavor to empower educators in the effective use of ICT in teaching. Please feel free to reach out if you need any additional information

With sincere regards,

Dr. Aneet Bedi
Director

Building Careers since 1998

MBA | Master of Business Administration
MCA | Master of Computer Applications
BBA | Bachelor of Business Administration
BCA | Bachelor of Computer Applications
B.Com.(Hons) | Bachelor of Commerce (Honours)

Phase-2, Mohali
Sector 54, Chandigarh
Phone: 0172-2264566
Email: gjimt@gjimt.ac.in
Web: www.gjimt.ac.in

Faculty Development Programme

on

Blended Learning and ICT in Teaching

Five-day
Faculty Development Programme
on
Blended Learning and ICT in Teaching

Aug 24-28 2020
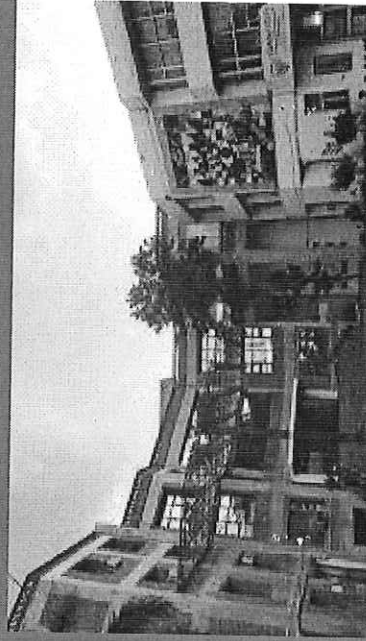
Coordinator: Prof (Dr.) Neeraj Sharma,
Dean Academic GJIMT

Dr. Bushra S. P. Singh,.Assistant Professor, Dept of Mgt.
& Comm.

Organized by

Gian Jyoti Institute of Management and Technology

Phase 2 Mohali, Sector 54, Chandigarh 160055

Objectives:

- To explore the integration of Information and Communication Technology (ICT) in teaching methodologies.

- To enhance the skills of educators in blended learning environments.

- To provide hands-on experience with digital tools and platforms for effective teaching.

- To discuss the latest trends and best practices in ICT-enabled education.

- To foster a collaborative learning environment among faculty members.

Mode of Conduction: Online

The sessions will be conducted on Zoom Participants will receive the meeting link via WhatsApp and their registered email addresses. As hands-on sessions are a key component of the program, we request that all participants attend each session without exception.

Certification: Participants who attend every session of the program will be awarded an e-certificate of participation.

Chief Patron

Mr. J. S. Bedi,

(Chairman, GJIMT)

Patron

Dr. Aneet Bedi

(Director, GJIMT)

Organizing Committee Members

- Dr. Bushra S. P. Singh,.Assistant Professor, Dept. of Mgt. & Comm.
- Ms. Nibha Partap, Assistant Professor, Dept. of Mgt. & Comm.
- Dr. Tarandeep Singh, Associate Professor, Dept. of Computer Application
- Mr. Sanjay Aggarwal -Assistant Professor, Dept. of Computer Application.

Faculty Development Programme

on

Blended Learning and ICT in Teaching

ICT
for Education

Aug 24-28 2020

Registration Form

Available on website visit www.gjimtac.in.

Registration Fee:

- Academicians – Rs. 2500
- Research Scholar – Rs. 1500   Scan Here To Pay

Last Date of Registration: 20 Aug 2020

Register before seats are filled up.

RESOURCE PERSONS

Prof. (Dr.) Gunmala Suri, UBS, Panjab University Prof. (Dr.) Gunmala Suri is a distinguished professor at the University Business School (UBS), Panjab University. With over two decades of experience in academia, she has made significant contributions to the field of management education. Her research interests include strategic management, organizational behavior, and the integration of ICT in education. Dr. Suri has published numerous papers in reputed journals and has been a keynote speaker at various national and international conferences.

Dr. Nidhi Gautam, Associate Professor, UIAMS, Panjab University Dr. Nidhi Gautam is an Associate Professor at the University Institute of Applied Management Sciences (UIAMS), Panjab University. She specializes in marketing management and digital marketing. Dr. Gautam has a rich academic background and has been actively involved in research related to the use of ICT in marketing education. She has conducted several workshops and training programs for faculty and students, focusing on the practical applications of digital tools in teaching.

Prof. Gurdeepak Singh, GJIMT Prof. Gurdeepak Singh is a renowned educator at Gian Jyoti Institute of Management and Technology (GJIMT). With extensive experience in the field of information technology and management, he has been instrumental in integrating ICT into the curriculum. Prof. Singh's expertise lies in e-learning, educational technology, and software development for educational purposes. He has authored several books and articles on the subject and is a sought-after speaker at educational seminars and conferences.

ABOUT THE FDP

Day 1: Introduction to Blended Learning and ICT The first day will set the stage by introducing participants to the concepts of blended learning and the role of ICT in modern education.

Day 2: Digital Tools for Teaching On the second day, participants will engage in hands-on workshops focused on digital tools such as Learning Management Systems (LMS), virtual classrooms, and educational apps.

Day 3: Designing Effective Blended Learning Courses The third day will delve into strategies for designing and creating effective blended learning courses. .

Day 4: Assessment and Evaluation in Blended Learning Assessment and evaluation are critical components of any educational program.

Day 5: Future Trends and Collaborative Learning The final day will focus on future trends in education, including emerging technologies such as Artificial Intelligence (AI), Virtual Reality (VR), and Augmented Reality (AR).

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT), Mohali, established in 1998, is a premier institution in Punjab known for its 25-year legacy in shaping leaders in management and technology. Located in the heart of the tri-city, GJIMT offers a dynamic educational environment with modern facilities, a student-centric curriculum, and strong industry connections. Affiliated with I.K. Gujral Punjab Technical University, the institute provides undergraduate, postgraduate, and doctoral programs, and is renowned for its rigorous academic standards and excellent placement record, including top companies like Google and Microsoft. The campus supports holistic development with state-of-the-art amenities, vibrant student activities, and international exposure through exchange programs.

Vision & Mission:

Vision: "To be a premier institute recognized globally for academic excellence and innovative research in management and technology."

Mission:

- To deliver quality education through innovative teaching methods.
- To foster research, innovation, and entrepreneurship.
- To instill ethical values and leadership qualities in students.
- To create a skilled workforce that meets global industry standards.

Important Dates:

- Last Date of Registration: 20 Aug 2020
- Duration: Aug 24-28 2020
- Timings: 9 am to 4 pm

Contact:

Email: fdp@gjimt.ac.in

Phone: +9530665864

Report on the Five-Day Faculty Development Programme on Blended Learning and ICT in Teaching

Duration: August 24-28, 2020

Venue: Gian Jyoti Institute of Management and Technology (GJIMT)

Gian Jyoti Institute of Management and Technology (GJIMT) organized a **Five-Day Faculty Development Programme (FDP)** on Blended Learning and ICT in Teaching from **August 24 to August 28, 2020**. The FDP aimed to equip faculty members with the latest tools and techniques in Information and Communication Technology (ICT) and to enhance the effectiveness of blended learning in their teaching practices.

The program saw the participation of **27 faculty members** from various departments.

Resource Persons:

The FDP featured a panel of highly experienced resource persons who are leaders in their respective fields:

1. **Prof. (Dr.) Gunmala Suri**

   Professor, University Business School (UBS), Panjab University

   Dr. Gunmala Suri, a distinguished professor with over two decades of experience, delivered insightful sessions on integrating ICT into education and the evolving role of technology in enhancing the learning experience. Her sessions focused on the strategic use of blended learning techniques, combining online resources with face-to-face instruction, and how this model can foster deeper student engagement.

2. **Dr. Nidhi Gautam**

   Associate Professor, University Institute of Applied Management Sciences (UIAMS), Panjab University

   Dr. Nidhi Gautam, an expert in marketing management and digital marketing, provided participants with practical knowledge on the use of ICT tools in teaching and learning. She emphasized the importance of incorporating digital

platforms and resources in curriculum delivery and shared real-world examples of how these technologies can be effectively used in marketing education and beyond. Dr. Gautam also highlighted the role of ICT in student assessments and feedback mechanisms.

3. **Prof. Gurdeepak Singh**

    Professor, Gian Jyoti Institute of Management and Technology (GJIMT) Prof. Gurdeepak Singh's sessions focused on e-learning platforms and educational technologies. With extensive experience in developing educational software and online learning systems, Prof. Singh provided hands-on training on tools such as **Moodle, Google Classroom,** and other open-source platforms that can be integrated into the curriculum.

Key Highlights of the FDP:

- **Introduction to Blended Learning Models:** The program began with an overview of blended learning models, highlighting how they combine the benefits of traditional classroom teaching with the flexibility of online learning. The resource persons discussed various models and their adaptability in different educational contexts.

- **ICT Tools for Teaching and Learning:** A significant portion of the FDP focused on familiarizing faculty members with ICT tools that can be used to enhance the learning process. Dr. Suri and Dr. Gautam provided practical demonstrations of various digital tools, while Prof. Gurdeepak Singh introduced participants to software that supports both synchronous and asynchronous learning.

- **Designing E-learning Content:** Faculty members were guided through the process of creating e-learning content that aligns with their subject areas. The resource persons provided valuable insights on structuring online courses, using multimedia tools for engagement, and maintaining interactivity in a virtual environment.

- **Implementing Blended Learning in Classrooms:** Dr. Suri led a session on the practical implementation of blended learning, showing participants how to create a balanced mix of online and in-person instruction. She shared successful case studies from institutions that have integrated blended learning into their curricula.

- **Assessment and Feedback in ICT-driven Education:** Dr. Nidhi Gautam discussed innovative ways to use digital tools for assessing student performance. She highlighted the benefits of real-time feedback systems, digital quizzes, and automated grading as efficient ways to measure student understanding and progress.

Outcomes of the FDP:

The FDP provided faculty members with the skills and knowledge necessary to integrate ICT and blended learning models into their teaching practices. By the end of the program, participants were able to:

- Identify and implement appropriate ICT tools for their courses.
- Design and deliver e-learning content that enhances student engagement.
- Balance traditional teaching methods with digital platforms for an effective blended learning experience.
- Use digital tools for assessments and providing timely feedback.

Conclusion:

The Five-Day Faculty Development Programme on Blended Learning and ICT in Teaching provided faculty members with an in-depth understanding of how to effectively use technology in their teaching practices.

Dr Bushra S P Singh

FDP Coordinator

GIANJYOTI | Institute of Management and Technology

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FACULTY DEVELOPMENT PROGRAMME
Blended Learning and ICT in Teaching
(August 24 to August 28, 2020)

S.No	Name of the Participants	Designation	Day 1	Day 2	Day 3	Day 4	Day 5
1	Dr Neeraj Sharma	Dean					
2	Mr. Gurdeepak Singh	Professor					
3	Dr Rakhee Dewan	Assistant Professor					
4	Dr.Sneha Sharma	Assistant Professor					
5	Dr. Bushra S P Singh	Assistant Professor					
6	Ms. Archan Upadhayay	Assistant Professor					
7	Mr.Harish Premi	Assistant Professor					
8	Ms.Nibha	Assistant Professor					
9	Mr.Nitish Kumar	Assistant Professor					
10	Ms.Harpinder Kaur	Assistant Professor					
11	Ms.Bhawanpreet	Assistant Professor					
12	CA Harleen Kaur	Assistant Professor					
13	Mr. Arvind Bhardwaj	Assistant Professor					
14	Dr. Tarandeep Singh	Assistant Professor					
15	Mr. Sanjay Aggarwal	Assistant Professor					
16	Mr. Jagvinder Thakur	Assistant Professor					
17	Mr. Jaspreet Singh	Assistant Professor					
18	Mr.Tarun Singla	Assistant Professor					
19	Ms.Amandeep Kaur	Assistant Professor					
20	Ms.Jaspreet Kaur	Assistant Professor					
21	Ms.Pravneet Kaur	Assistant Professor					

22	Ms. Manisha Sharma	Assistant Professor					
23	Mr. Shami Bhatia	Assistant Professor					
24	Ms. Jasmeen Kaur	Assistant Professor					
25	Dr. Amita	Assistant Professor					
26	Ms. Abhimanyu Sharma	Assistant Professor					
27	Ms. Jasveen Puri	Assistant Professor					

Date: 7/12/2020

OFFICE ORDER

Subject: Invitation to Administrative Training Programme on Getting Started with MS Teams

Dear Administrative Staff,

We are pleased to inform you that a Five-Day Administrative Training Programme (ATP) on Getting Started with MS Teams will be conducted from 14th December 2020 to 18th December 2020, through Zoom meetings.

Aim of the Programme:

The primary goal of this training is to equip administrative staff with the necessary skills to effectively use MS Teams for collaboration and communication. Participants will learn how to leverage the platform's features, including chat, video conferencing, file sharing, and team collaboration tools, to enhance productivity and streamline workflows.

The sessions will be conducted by esteemed resource persons, Dr. Neeraj Sharma and Ms. Jaspreet Kaur.

We invite you to actively engage in this ATP to ensure a rewarding and successful experience for everyone involved.

Thank you for your cooperation. For further details, please reach out to Dr Rakhee Dewan , the Coordinator of the Programme.

Dr.Aneet
Director

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Five-day
Administrative Training Programme
on
GETTING STARTED WITH MS-TEAMS

Microsoft Teams

December 14-18, 2020

Organized by

Gian Jyoti Institute of Management and Technology
Phase 2, Mohali, Sector 54, Chandigarh 160055

Coordinator: Dr Rakhee Dewan
Assistant Professor, Dept. of Management & Commerce

Objective of the Programme:

By attending this programme participants will be able to

- **Master MS Teams Interface:** Become familiar with the platform's features and functionalities.

- **Enhance Team Collaboration:** Learn how to create and manage teams and channels for effective collaboration.

- **Utilize Communication Tools:** Gain proficiency in chat, video conferencing, and meeting management.

- **Manage Tasks Efficiently:** Understand how to use integrated tools for project management and task tracking.

- **Integrate Office Applications:** Discover how to work seamlessly with other Microsoft Office applications within MS Teams.

Certification: Participants who attend all program sessions will be awarded certificate of participation.

Chief Patron
Mr. J. S. Bedi.
(Chairman, GJIMT)

Patron
Dr. Aneet Bedi
(Director, GJIMT)

Organizing Committee Members

- Mr. Sanjay Aggarwal, Assistant Professor, Department of Computer Application
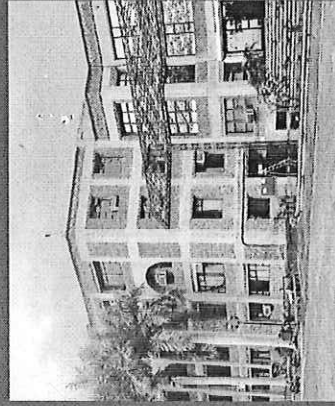- Mr. Harish Premi Assistant Professor, Dept. of Management & Commerce

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Administrative Training Programme
on
GETTING STARTED WITH MS-TEAMS

Dec 14-18, 2020

Registration Form

Name:- _____

Designation:- _____

Institute: _____

Department: _____

Address:- _____
_____

Whatsapp No:- _____

Signature of the Participant

Date:- _____ Place:- _____

Category : Administrative Staff/ others

For more you can visit www.gjimt.ac.in.

- **Registration Fee is Rs 450**

Last Date of Registration: 10 Decemeber 2020

Register before seats are filled up..   Hurry Up......

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT), Mohali, established in 1998, is a premier institution in Punjab known for its 25-year legacy in shaping leaders in management and technology. Located in the heart of the tri-city, GJIMT offers a dynamic educational environment with modern facilities, a student-centric curriculum, and strong industry connections. Affiliated with I.K. Gujral Punjab Technical University, the institute provides undergraduate, postgraduate, and doctoral programs, and is renowned for its rigorous academic standards and excellent placement record, including top companies like Google and Microsoft.

Vision & Mission:

Vision: "To be a premier institute recognized globally for academic excellence and innovative research in management and technology."

Mission:

• To deliver quality education through innovative teaching methods.

• To foster research, innovation, and entrepreneurship.

• To instill ethical values and leadership qualities in students.

• To create a skilled workforce that meets global industry standards

ABOUT THE PROGRAMME

Day 1: The programme kicks off with an introduction to MS Teams, where participants will explore the platform's interface and key features. They will learn how to set up their accounts and navigate the dashboard effectively.

Day 2: Focus shifts to team collaboration. Participants will learn how to create and manage teams and channels effectively, facilitating organized discussions and document sharing.

Day 3 : Tools within MS Teams. Participants will delve into chat functions, video calling, and meeting scheduling.

Day 4: Participants will learn about project management capabilities within MS Teams. They will explore tools like Planner to create, assign, and track tasks efficiently.

Day 5: The final day will focus on integrating Microsoft Office applications with MS Teams. Participants will discover how to collaborate on Word documents, Excel spreadsheets, and PowerPoint presentations directly within Teams.

IMPORTANT DATES:

• **Last Date of Registration: 10 Dec 2020**
• **Duration: Dec 14- Dec 18, 2020**
• **Timings: 9 am to 2:00 pm**

Contact:

Phone: +91- 9914433199

In today's fast-paced digital environment, effective collaboration tools are crucial for administrative staff to enhance communication and streamline workflows. This comprehensive 5-day training programme is designed to empower participants with the skills necessary to utilize Microsoft Teams effectively. Through a blend of interactive sessions, hands-on exercises, and real-world applications, attendees will gain confidence in leveraging MS Teams to improve productivity, facilitate teamwork, and optimize administrative processes.

RESOURCE PERSONS

1. Ms. Jaspreet Kaur is an Assistant Professor, IT Expert, and software developer with extensive experience in website design. Her expertise in technology and education allows her to provide practical insights into utilizing MS Teams for administrative efficiency. Ms. Kaur is dedicated to creating engaging learning environments that empower participants to harness the full potential of digital tools.

2. Dr. Neeraj Sharma, Dean of GJIMT, holds multiple degrees including an MBA, MCA, and MSc. With extensive knowledge of new applications and IT skills, Dr. Sharma brings a wealth of experience in integrating technology in educational settings. His strategic approach to teaching ensures that participants will gain valuable insights into maximizing MS Teams for effective administration.

<u>Five-Day Administrative Training Programme- Report</u>

Getting Started with MS Teams

Duration: December 14 to December 18, 2020,

Venue: Online Zoom Meeting

The Five-Day Administrative Training Programme (ATP) on the Getting Started with MS Teams was successfully conducted from December 14 to December 18, 2020, through Zoom meetings. This training aimed to equip administrative staff with the skills needed to effectively use Microsoft Teams for collaboration and communication in a remote work environment.

Resource Persons

The training sessions were led by two esteemed resource persons:

- **Dr. Neeraj Sharma**

  An expert in digital collaboration tools, Dr. Sharma focused on best practices for using MS Teams to enhance productivity and team interaction.

- **Ms. Jaspreet Kaur**

  A skilled trainer in technology integration, Ms. Kaur provided practical insights into the features and functionalities of MS Teams, helping participants navigate the platform efficiently.

Key Highlights of the Administrative Training Programme

1. **Comprehensive Overview of MS Teams:**

   The training included an in-depth introduction to MS Teams, covering its interface, key features, and functionalities that facilitate communication and collaboration.

2. **Hands-on Sessions:**

   Participants engaged in hands-on activities, allowing them to practice using MS Teams features such as chat, video conferencing, file sharing, and task management in real-time.

3. **Integration with Other Tools:**

The program highlighted how MS Teams integrates with other Microsoft applications (like Word, Excel, and OneNote), enhancing workflow and productivity.

4. **Best Practices for Virtual Collaboration:**

Sessions included discussions on best practices for virtual meetings, including etiquette, engagement strategies, and how to effectively manage team dynamics online.

5. **Resource Materials:**

Comprehensive guides and resource materials were provided, enabling participants to revisit key topics and continue their learning after the training.

6. **Interactive Q&A Sessions:**

Each day featured dedicated time for Q&A, allowing participants to ask questions and share their experiences using MS Teams, fostering a collaborative learning environment.

7. **Final Assessment and Feedback:**

A final assessment was conducted to evaluate participants' understanding and proficiency with MS Teams, along with feedback collection to improve future training sessions.

Conclusion

The Five-Day Administrative Training Programme on the Utilization of MS Teams effectively empowered participants with the necessary skills to leverage this essential tool for enhanced collaboration and communication. Feedback from attendees highlighted the practical relevance and immediate applicability of the training. It is recommended to explore advanced training sessions to further deepen participants' proficiency in MS Teams and other digital collaboration tools.

Dr Rakhee Dewan
Coordinator

GJIMT/2020/ATP/08

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CERTIFICATE
OF PARTICIPATION

The following award is given to

Mr. Gaganjit Singh

Has attended the Five-Day Administrative Development Programme on the Utilization of MS Teams from 14th December 2020 to 18th December 2020

Director

Chairman

GIANJYOTI | Institute of Management and Technology

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CERTIFICATE

OF PARTICIPATION

The following award is given to

Mr. Manjit Singh

Has attended the Five-Day Administrative Development
Programme on the Utilization of MS Teams
from 14th December 2020 to 18th December 2020

Director

Chairman

GJIMT/2020/ATP/03

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CERTIFICATE

OF PARTICIPATION

The following award is given to

Ms. Harjinder Kaur

Has attended the Five-Day Administrative Development Programme on the Utilization of MS Teams from 14th December 2020 to 18th December 2020

Director

Chairman

GIANJYOTI
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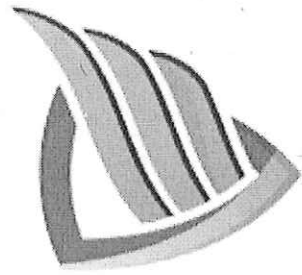# CERTIFICATE
OF PARTICIPATION

The following award is given to

Ms. Parveen Kousar

Has attended the Five-Day Administrative Development Programme on the Utilization of MS Teams from 14th December 2020 to 18th December 2020

Signature

Director

Signature

Chairman

GJIMT/2020/ATP/02

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CERTIFICATE

OF PARTICIPATION

The following award is given to

Ms. Simarpreet Kaur

Has attended the Five-Day Administrative Development Programme on the Utilization of MS Teams from 14th December 2020 to 18th December 2020

(signature)

Director

(signature)

Chairman

2019-2020

Ref No. GJIMT/2019/FDP/01   Date: November 11,2019

OFFICE ORDER

Subject: Invitation to Faculty Development Programme on *Data Analysis using SPSS*

Dear Faculty Members,

You are invited to participate in the **Five-Day Faculty Development Programme (FDP)** on *Data Analysis using SPSS*, scheduled to be held from **November 18 to November 22, 2019**, at Gian Jyoti Institute of Management and Technology Auditorium.

This FDP will provide you with an in-depth understanding of data analysis techniques using SPSS, enhancing your research and teaching methodologies. The resource persons for this program are:

- **Prof. (Dr.) Suresh Sharma**, Department of Statistics, Panjab University
- **Dr. Tejinderpal Singh**, University Business School (UBS), Panjab University

Your participation will be highly valuable, as this programme will equip you with practical skills in data handling and statistical analysis. All faculty members are encouraged to attend and contribute to the success of this enriching learning experience.

For any further information, please contact the Dean, Academics Office.

Dr. Aneet
Director
Gian Jyoti Institute of Management and Technology

CC

- **PA to Chairman**
- **All Faculty Members**
- **Front Office**
- **All Notice Boards**

Years
of excellence in
education

GIANJYOTI
Institute of Management and Technology
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Approved by AICTE & Affiliated to IKG Punjab Technical University

Date 15th Oct '19

To

Prof. (Dr.) Suresh Sharma
Department of Statistics
Panjab University

Subject: Invitation to Serve as a Resource Person for the FDP on "Data Analysis using SPSS"

Dear Dr. Sharma,

Greetings from Gian Jyoti Institute of Management and Technology!
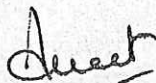
It is with great pleasure that I extend an invitation to you on behalf of Gian Jyoti Institute of Management and Technology to serve as a resource person for our Five-Day Faculty Development Programme on Data Analysis using SPSS, scheduled to take place from November 18th to November 22nd, 2019. This programme is designed to enhance participants' research skills through the introduction of SPSS and a variety of analytical techniques, with a strong focus on practical application.

With your distinguished expertise in statistical modelling and biostatistics makes you an ideal resource for this programme. We believe that your insights will provide invaluable guidance to the participants, especially in understanding both foundational and advanced analytical techniques. Your reputation for delivering complex statistical concepts in an accessible manner will greatly benefit the learning experience.

The sessions will be hosted online via Zoom, with links provided to participants through WhatsApp and email. We would be honoured to have you contribute to this initiative, helping to deepen the participants' understanding of SPSS and its applications in research.

We look forward to the possibility of collaborating with you on this educational endeavour. Please do not hesitate to reach out if you have any questions or need further information.

With sincere regards,

Dr. Aneet Bedi
Director

Building Careers since 1998

MBA	Master of Business Administration
MCA	Master of Computer Applications
BBA	Bachelor of Business Administration
BCA	Bachelor of Computer Applications
B.Com.(Hons)	Bachelor of Commerce (Honours)

Phase-2, Mohali
Sector 54, Chandigarh
Phone: 0172-2264566
Email: gjimt@gjimt.ac.in
Web: www.gjimt.ac.in

25 Years of excellence in education

GIANJYOTI
Institute of Management and Technology
Aspire. Achieve. Ascend

Approved by AICTE & Affiliated to IKG Punjab Technical University

Date 15th Oct '19

To

Dr. Tejinderpal Singh
University Business School
Panjab University

Subject: Invitation to Serve as a Resource Person for the FDP on "Data Analysis using SPSS"

Dear Dr. Singh,

Greetings from Gian Jyoti Institute of Management and Technology!

It is with great pleasure that I extend an invitation to you on behalf of Gian Jyoti Institute of Management and Technology to serve as a resource person for our Five-Day Faculty Development Programme on Data Analysis using SPSS, scheduled to take place from November 18th to November 22nd, 2019. This programme is designed to enhance participants' research skills through the introduction of SPSS and a variety of analytical techniques, with a strong focus on practical application.

With your distinguished expertise in data analysis, marketing research, and business research methods, we believe your contributions will be invaluable to this programme. Your interactive approach to teaching and focus on real-world applications will greatly enhance participants' understanding and practical skills in using SPSS for their research activities.

The sessions will be hosted online via Zoom, with links provided to participants through WhatsApp and email. We would be honored to have you contribute to this initiative, helping to deepen the participants' understanding of SPSS and its applications in research.

We look forward to the possibility of collaborating with you on this educational endeavour. Please do not hesitate to reach out if you have any questions or need further information.

With sincere regards,

Dr. Aneet Bedi
Director

Building Careers since 1998

MBA	Master of Business Administration
MCA	Master of Computer Applications
BBA	Bachelor of Business Administration
BCA	Bachelor of Computer Applications
B.Com.(Hons)	Bachelor of Commerce (Honours)

Phase-2, Mohali
Sector 54, Chandigarh
Phone: 0172-2264566
Email: gjimt@gjimt.ac.in
Web: www.gjimt.ac.in

GIAN JYOTI
Institute of Management and Technology
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Five-day
Faculty Development Programme
on
Data Analysis using SPSS

Nov 18-22 2019

Coordinator: Prof (Dr.) Neeraj Sharma,
Dean Academic GJIMT

Ms. Pooja Pandey, Assistant Professor, Dept of Mgt & Comm.

Organized by

Gian Jyoti Institute of Management and Technology
Phase 2, Mohali, Sector 54, Chandigarh 160055

Objectives of the FDP:

1. Research Stimulus: To provide a research stimulus to the participants By introducing modern analytical tools.
2. Analytical Tools: To equip participants with knowledge of various analytical tools and techniques.
3. Application of Tools: To enable participants to identify and apply suitable research tools for their specific research requirements.
4. Hands-on Experience: To provide hands-on experience and practice with SPSS software.
5. Technical Writing: To improve participants' analytical skills and competence in technical writing.

Mode of Conduction: Online

The sessions will be conducted on Zoom Participants will receive the meeting link via WhatsApp and their registered email addresses. As hands-on sessions are a key component of the program, we request that all participants attend each session without exception.

Certification: Participants who attend every session of the program will be awarded an e-certificate of participation.

Chief Patron
Mr. J. S. Bedi
(Chairman, GJIMT)

Patron
Dr. Aneet Bedi
(Director, GJIMT)

Organizing Committee Members

- Dr. Bushra S. P. Singh, Assistant Professor, Dept of Mgt & Comm.
- Ms. Archan Upadhyay Assistant Professor, Dept of Mgt & Comm
- Dr. Tarandeep Singh, Assistant Professor, Dept of Computer Application Assistant Professor, Dept of Mgt & Comm.
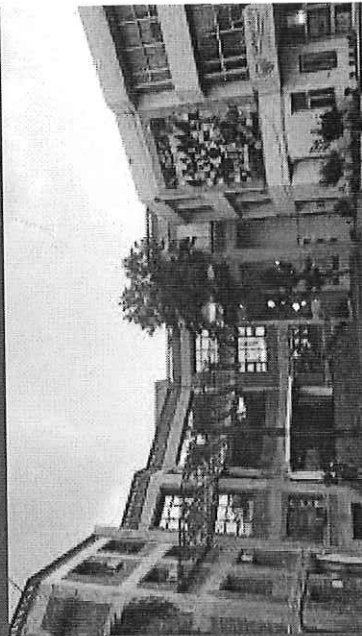- Mr. Harish Premi, Assistant Professor, Dept of Mgt & Comm

Faculty Development Programme
on
Data Analysis using SPSS

SPSS
DATA
ANALYSIS

Nov 18-22 2019

Registration Form

Available on website visit www.gjimt.ac.in

Scan Here To Pay

Registration Fee:

- Academicians – Rs. 2500
- Research Scholar – Rs. 1500

Last Date of Registration: Nov 15, 2019

Register before seats are filled up.

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT), Mohali, established in 1998, is a premier institution in Punjab known for its 25-year legacy in shaping leaders in management and technology. Located in the heart of the tri-city, GJIMT offers a dynamic educational environment with modern facilities, a student-centric curriculum, and strong industry connections. Affiliated with IK Gujral Punjab Technical University, the institute provides undergraduate, postgraduate, and doctoral programs, and is renowned for its rigorous academic standards and excellent placement record, including top companies like Google and Microsoft. The campus supports holistic development with state-of-the-art amenities, vibrant student activities, and international exposure through exchange programs.

Vision & Mission:

Vision: "To be a premier institute recognized globally for academic excellence and innovative research in management and technology."

Mission:

- To deliver quality education through innovative teaching methods.
- To foster research, innovation, and entrepreneurship.
- To instill ethical values and leadership qualities in students.
- To create a skilled workforce that meets global industry standards.

ABOUT THE FDP

FDP featuring a blend of theoretical sessions and hands-on practical training. Each day will cover different aspects of data analysis using SPSS, starting with an introduction to the software and basic statistical techniques, and progressing to more advanced topics such as multivariate analysis and hypothesis testing. Participants will engage in interactive sessions, group discussions, and real-world data analysis exercises. By the end of the programme, attendees will have a solid foundation in SPSS and be well-prepared to apply these skills in their research and professional work.

- Day 1: Introduction to SPSS and basic statistical techniques.
- Day 2: Data management and descriptive statistics.
- Day 3: Inferential statistics and hypothesis testing.
- Day 4: Advanced statistical techniques including regression analysis and ANOVA.
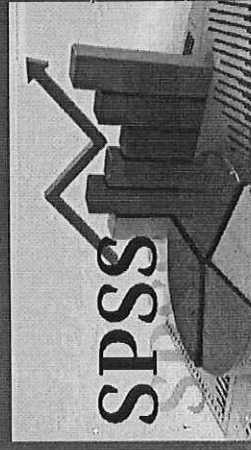- Day 5: Multivariate analysis and practical applications.

RESOURCE PERSONS

Prof. (Dr.) Suresh Sharma

Prof. (Dr.) Suresh Sharma is a distinguished professor in the Department of Statistics at Panjab University. With a rich academic background including MSc, MPhil, PGDCA, and PhD, he has extensive expertise in statistical modeling, biostatistics, bioinformatics, statistical inference, and distribution theory. Prof. Sharma has been instrumental in advancing research in these fields and has published numerous papers in reputed journals. His dedication to teaching and research has earned him recognition and respect in the academic community. He is committed to providing participants with a deep understanding of data analysis using SPSS, ensuring they gain practical skills and theoretical knowledge.

Dr. Tejinderpal Singh

Dr. Tejinderpal Singh is an esteemed faculty member at the University Business School (UBS), Panjab University. Holding an MCom and PhD, Dr. Singh specializes in marketing, consumer behaviour, data analysis, and business research methods. His research work has significantly contributed to the field of business studies, and he has been actively involved in various research projects and publications. Dr. Singh's approach to teaching is highly interactive and practical, focusing on real-world applications of data analysis. Participants will benefit from his extensive experience and insights into using SPSS for business research.

Important Dates:

- Last Date of Registration: 15 Nov 2019
- Duration: Nov 18-22 2019
- Timings: 9 am to 4 pm

Contact:

Email: fdp@gjimt.ac.in

Phone: +9530665864

Report on the Five-day Faculty Development Programme on Data Analysis using SPSS

Date: November 18-22, 2019

Venue: Gian Jyoti Institute of Management and Technology, Mohali

The Gian Jyoti Institute of Management and Technology (GJIMT) organized a five-day Faculty Development Programme (FDP) on **Data Analysis using SPSS** from November 18 to November 22, 2019. This programme was designed to provide faculty members with the knowledge and skills required for data analysis using SPSS, an essential tool in business research and statistical analysis. The programme saw the participation of 26 faculty members from various departments.

Resource Persons

The FDP was conducted by distinguished experts in the field of statistics and data analysis:

1. **Prof. (Dr.) Suresh Sharma**, Department of Statistics, Panjab University: With extensive experience in statistical modeling, biostatistics, and data analysis, Prof. Sharma guided the participants through the foundational principles of data analysis using SPSS. His sessions focused on statistical inference, biostatistics, and bioinformatics, providing participants with both theoretical understanding and hands-on experience with SPSS.

2. **Dr. Tejinderpal Singh**, University Business School (UBS), Panjab University: Dr. Singh, an expert in marketing, consumer behavior, and business research methods, emphasized the practical applications of SPSS in business research. His interactive teaching methods and focus on real-world business problems made the sessions engaging and valuable for the attendees.

Programme Highlights

Throughout the five days, participants were introduced to various aspects of SPSS, including data entry, data transformation, and statistical techniques such as descriptive statistics, t-tests, ANOVA, correlation, and regression analysis. The training was a balanced blend of theoretical concepts and practical sessions, where participants worked on real datasets to apply the techniques learned.

Some key highlights of the FDP included:

- Understanding the importance of statistical analysis in research.

- Hands-on training in SPSS for data management and analysis.
- Interactive sessions and discussions on data-driven decision-making.
- Personalized feedback and guidance from the resource persons.

Conclusion

The FDP provided the participants with a comprehensive understanding of SPSS and equipped them with the skills to apply statistical techniques in their research. The participants expressed their satisfaction with the practical orientation of the sessions and the quality of knowledge imparted by the resource persons.

Pooja

Ms. Pooja

FDP Coordinator

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Attendance Sheet
FACULTY DEVELOPMENT PROGRAMME
Data Analysis using SPSS

From November 18 to November 22, 2019,

S.No	Name of the Participants	Designation	Day 1	Day 2	Day 3	Day 4	Day 5
1	Dr.Neeraj	Dean					
2	Mr. Gurdeepak Singh	Professor					
3	CA Harleen Kaur	Assistant Professor					
4	Dr. Muskaan Arora	Assistant Professor					
5	Ms. Pooja Pandey	Assistant Professor	Pooja	Pooja	Pooja	—	Pooja
6	Ms. Silky	Assistant Professor	Silky	Silky	Silky	Silky	Silky
7	Col. S.C.Sood	Assistant Professor	Col.Sood	Col.Sood	Col.Sood	Col.Sood	Col.Sood
8	Mr. Jagvinder Thakur	Assistant Professor	Jagvinder	Jagvinder	Jagvinder	Jagvinder	Jagvinder
9	Mr. Jaspreet Singh	Assistant Professor					
10	Ms. Roopam	Assistant Professor	Roopam	Roopam	Roopam	Roopam	Roopam
11	Ms. Amandeep Kaur	Assistant Professor	Aman	Aman	Aman	Aman	Aman
12	Mr. Sanjay Aggarwal	Assistant Professor	SAggarwal	SAggarwal	SAggarwal	SAggarwal	SAggarwal
13	Mr.Tarun Singla	Assistant Professor	Tarun	Tarun	Tarun	Tarun	Tarun
14	Mr. Tarandeep Singh	Assistant Professor					
15	Dr Rakhee Dewan	Assistant Professor	Dewan	Dewan	Dewan	Dewan	Dewan
16	Dr.Sneha Sharma	Assistant Professor					
17	Dr. Bushra S P Singh	Assistant Professor	Bushra	Bushra	Bushra	Bushra	Bushra
18	Mr S.B. Seshadri	Assistant Professor	SB	SB	SB	SB	SB
19	Ms. Archan Upadhayay	Assistant Professor	Archan	Archan	Archan	Archan	Archan
20	Ms.Bhawanpreet	Assistant Professor	B	B	B	B	B
21	Mr.Harish Premi	Assistant Professor					

22	Ms.Nibha	Assistant Professor					
23	Mr.Nitish Kumar	Assistant Professor					
24	Ms.Harpinder Kaur	Assistant Professor					
25	Ms.Jaspreet Kaur	Assistant Professor					