

Human Resource Development Centre

REPORT

TRAINING PROGRAMMMES

Academic year 2018-2019



Training Program 18-19

Certified The Copy

Perinting

Jagan Nation Versity, Jaipur

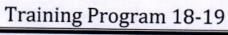


INDEX

| S. No. | Title | PAGE No. | |
|--------|--|----------|--|
| 1. | Executive Summary | | |
| 2. | Training Reports | | |
| i. | Time and Stress Management (27-28 July 2018) | 4 | |
| ii. | Office Management (6-7 Aug 2018) | 12 | |
| iii. | Academic Excellence through Quality in Higher Education (23-24 Dec 2018) | 17 | |
| iv. | Innovative Pedagogical Practices (4-5 Jan 2019) | 22 | |
| v. | Capacity Building for increasing efficiency at work (1- 2 April 2019) | 28 | |
| vi. | Professional Ethics in Research (12 April 2019) | 37 | |
| ii. | FDP on Advance optimization techniques (18-20 Feb 2019) | 42 | |
| iii. | Workshop on Research proposal writing (15 Jan 2019) | 43 | |



2





Executive Summary

In every sector the accomplishment of any organization is dependent on its employees. Therefore, to sustain this valuable human resource, organizations required to be conscious about the job satisfaction and retention of employees. The world is changing faster than ever and our skill sets have a shorter life; the world is getting more connected that ever before; in this connected world, mentorship takes on new importance and meaning; challenges we face are multi-faceted requiring 5 systems thinking & socio-technical sensibilities; and while skills are important, so are mind sets and dispositions. Under the given scenario, the role of the teacher has evolved over a period of time and in the present ear of globalization, it is expected that teachers will assume the role of a change leader and a felicitator

Jagannath University HRD centre has planned and conducted human resource development activities within the above set premise. Training activities was designed planned and implemented in consultation and recommendations of the department deans and head of the departments. The training plan included both academic and non-academic staff.

The main areas in which training was conducted covered: academic excellence, pedagogical innovations, ethics and research and soft skills.

Certified True Copy

Jagan National American Jacobs Copy

REPORT

| Theme of workshop: | Time Management and Stress Management | | |
|------------------------------|--|--|--|
| Venue: | Seminar Hall, Main campus | | |
| Date: | 27-28 July 2018 | | |
| Resource Person: | Dr Vaishali Sharma, Dean Faculty of Management, Jagannath University, Jaipur | | |
| No. of Participants: | 116 | | |
| Participant Profile: | All teaching and non-teaching staff of Jagannath University | | |
| Agenda/Training objectives : | Recognize the variety of causes of procrastination and apply relevant techniques to overcome them. Clarify and prioritize work objectives and goals, by creating more planning time. Use practical techniques for organizing work. Learn practical and useful techniques for identifying and removing stress | | |
| Session Summary: : | A two-day workshop was conducted on 'Stress management' and 'Time Management' techniques, for staff and faculty members of Jagannath University This workshop was organized specially for teaching and non-teaching staff of Jagannath University, Jaipur. | | |
| Outcome: | The workshop was very well received. The conclusion of the workshop was that it is of immediate and absolute necessity that the problems of the office and the workplace be solved as soon as possible before they spill over into the personal lives of the concerned individuals. | | |





List of Participants:

| | NAME | DESIGNATION | | |
|--------------------------|---------------------------|--------------------------------|--|--|
| 1. | Ajay Kumar | Assistant Professor | | |
| 2. | Alok Saxena | Assistant Professor/TPO | | |
| 3. | Anil Kumar Talwadia | Assistant Professor | | |
| 4. | Ar. Abhishek Shrivastava | Assistant Professor | | |
| 5. | Ar. Anubhav Goyal | Associate Professor | | |
| 6. | Ar. Jayant Nautiyal | Assistant Professor | | |
| 7. | Ar. Karan Varma | Assistant Professor | | |
| 8. | Ar. Krishna Murari Sharma | Assistant Professor | | |
| 9. | Ar. Monika Sharma | Associate Professor | | |
| 10. | Ar. Neha Khunteta | Assistant Professor | | |
| 11. | Ar. Pragya Kotia (Jain) | Associate Professor | | |
| 12. | Ar. Sneha Arora | Assistant Professor | | |
| 13. | Aradhna Singh | Assistant Professor | | |
| 14. | Archana Bhardwaj | Librarian | | |
| 15. | Arvind Goyal | Office Executive | | |
| 16. | Ashish Kumar Mishra | Asst. Registrar | | |
| 17. | Ashish Vyas | Assitant Professor | | |
| 18. | Ashwani Kumar Swami | Assistant Professor | | |
| 19. | Avinash Nath Tiwari | Assistant Professor | | |
| 20. | Bhupender Singh Tyagi | Assistant Professor | | |
| 21. | Daya Ram Jat | Assistant Professor | | |
| 22. | Deepak Kumar | Assistant Professor | | |
| 23. Deepak Kumar Agrawal | | Section Officer (Digital Cell) | | |

Training Programs





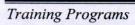
| 24. | Deepika Gupta | Lab Assistant | | | | |
|-----|---------------------------------------|---------------------|--|--|--|--|
| 25. | Devashish Kumar Singh | Assistant Professor | | | | |
| 26. | Devhansraj Gurjar | Assistant Professor | | | | |
| 27. | Devprakash Gocher | Assistant Professor | | | | |
| 28. | Dharamraj Sharma | Assistant Professor | | | | |
| 29. | Dharmendra Saini | Office Assistant | | | | |
| 30. | Dharmveer Kumawat | Office Executive | | | | |
| 31. | Dheeraj Verma | Office Executive | | | | |
| 32. | Dr. Amit Goswami | Assistant Professor | | | | |
| 33. | Dr. Amit Saraf | Assistant Professor | | | | |
| 34. | Dr. Ankush Sharma Associate Professor | | | | | |
| 35. | Dr. Deepika Solanki | Assistant Professor | | | | |
| 36. | Dr. Dinesh Nagar | Assistant Professor | | | | |
| 37. | Dr. Divya Saxena | Assistant Professor | | | | |
| 38. | Dr. Jasvinder Singh | Associate Professor | | | | |
| 39. | Dr. Jyotsna Sharma | Associate Professor | | | | |
| 40. | Dr. Keshar Choudhary | Assistant Professor | | | | |
| 41. | Dr. Manju Gupta | Assistant Professor | | | | |
| 42. | Dr. Megha Acharya | Associate Professor | | | | |
| 43. | Dr. Neha Rawat | Assistant Professor | | | | |
| 44. | Dr. Nidhi Kalra | Assistant Professor | | | | |
| 45. | Dr. Om Prakash Sharma | Professor | | | | |
| 46. | Dr. Priyanka Dangi | Assistant Professor | | | | |
| 47. | Dr. Shilpi Khandelwal | Associate Professor | | | | |
| 48. | Dr. Shrawan lal Sharma | Professor | | | | |

Training Programs



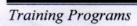


| 49. | Dr. Shweta Bhatia | Associate Professor | | | |
|-----|------------------------|-----------------------|--|--|--|
| 50. | Dr. Sonia Sharma | Assistant Professor | | | |
| 51. | Ganesh Gautam | Lab Assistant (CS/IT) | | | |
| 52. | Ganesh Ram Jat | Assistant Professor | | | |
| 53. | Gaurav Batra | Lab Assistant (CS/IT) | | | |
| 54. | Ghan Shyam Vyas | Farm Manager | | | |
| 55. | Ghanshyam Sharma | Deputy Librarian | | | |
| 56. | Govind Narayan Sharma | Accounts Asstt. | | | |
| 57. | Hari Shankar Yadav | Lab Asst. (Chemistry) | | | |
| 58. | Harshita Setia | Assistant Professor | | | |
| 59. | Hemant Goswami | Assistant Professor | | | |
| 60. | Hemraj Lalawat | Lab Asst. (EE) | | | |
| 61. | Himanshu Khathore | Assistant Professor | | | |
| 62. | Hukum Chand Saini | Assistant Professor | | | |
| 63. | Indrajeet | Lab Asst. (Phy.) | | | |
| 64. | Jitendra Singh Rajawat | Assistant Professor | | | |
| 65. | Jyoti Pareek | Assistant Professor | | | |
| 66. | Kajod Mal Kumhar | Store Assistant | | | |
| 67. | Kamal Kant | Assistant Professor | | | |
| 68. | Kamal Sharma | Assistant Professor | | | |
| 69. | Kapil Sharma | Assistant Professor | | | |
| 70. | Kaushal Kumar Gothwal | Lab Asst. (EC) | | | |
| 71. | Kavita Lama | Assistant Professor | | | |
| 72. | Kavita Meena | Assistant Professor | | | |
| 73. | Ketan Jangid | Office Executive | | | |





| 74. | Kritika Gautam | Counselor | | | | |
|-----|---|----------------------|--|--|--|--|
| 75. | Kuldeep Singh Lunara | Library Attendent | | | | |
| 76. | Manish Kumar Saini | Accounts Asstt. | | | | |
| 77. | Manish Mani | Assistant Professor | | | | |
| 78. | Manish Olaniya | Lab Asst. (Agri.) | | | | |
| 79. | Manjeet Kaur | Assistant Professor | | | | |
| 80. | Mayank Varshney | Assc. Professor | | | | |
| 81. | Mr. Sudarshan Kumar Jain | Assistant Professor | | | | |
| 82. | Mukesh Kr. Sharma | Assistant Professor | | | | |
| 83. | Mukesh Kumar Saini | Lab. Tech. (Civil) | | | | |
| 84. | 1. Namrata Kanwar Lab Assistant | | | | | |
| 85. | Nandan Singh | System Administrator | | | | |
| 86. | Neelam Verma | Assistant Professor | | | | |
| 87. | Nikki Bhardwaj Assistant Professor | | | | | |
| 88. | Padam Chand Sharma | Lab Asst. (Arch.) | | | | |
| 89. | Paravati Devi | Assistant Professor | | | | |
| 90. | Pawan Sharma | Office Executive | | | | |
| 91. | Pitamber Dayal Mandawaria | Lab Assistant (Ag.) | | | | |
| 92. | Prahalad Kumhar Office Assistant | | | | | |
| 93. | Pratishtha Yadav | Assistant Professor | | | | |
| 94. | Preeti Swami | Assistant Professor | | | | |
| 95. | Priyanka Chakma | Assistant Professor | | | | |
| 96. | Priyanka Jadon | Counselor | | | | |
| 97. | Rahul Sharma | Assistant Professor | | | | |
| 98. | 8. Raja Ram Choudhary Library Attendant | | | | | |

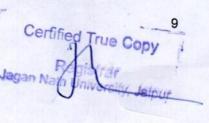




| 99. | Rajani Sharma Assistant Professor | | | | | |
|-----|------------------------------------|-------------------------|--|--|--|--|
| 100 | Rajesh Kumawat | PA to VC | | | | |
| 101 | Rajesh Sharma | Clerk | | | | |
| 102 | Rakesh Israni | Assistant Professor | | | | |
| 103 | Ramakant Sharma | Peon | | | | |
| 104 | Rukmini Sharma | Assistant Professor | | | | |
| 105 | Sachin Swami Assistant Professor | | | | | |
| 106 | 6 Salu Chouhan Assistant Professor | | | | | |
| 107 | Sandeep Kumar Bareth | Office Executive | | | | |
| 108 | Sarita Meena | Assistant Professor | | | | |
| 109 | Shankar Gurjar | Lab Asst. (CS/IT) | | | | |
| 110 | Smita Kaushik | Assistant Professor | | | | |
| 111 | Sudhanshu Mathur | Assistant Professor | | | | |
| 112 | Sunil Sharma | Section Officer (Exam.) | | | | |
| 113 | Swati Chaturvedi | Assistant Professor | | | | |
| 114 | Tarun Batra | Assistant Professor | | | | |
| 115 | Vinod Kumar Sharma | Assistant Professor | | | | |
| 116 | Yogita Bindal | Assistant Professor | | | | |

Training Programs









INTERNAL QUALITY ASSURANCE CELL JAGANNATH UNIVERSITY, JAIPUR

Certificate of Participation

| This | is | to | certify | that | Dr. Mr. A | Ns | |
|--------|-----|------|-----------|--------|---------------|-----------|----------------|
| of | | | | | has | actively | participated |
| in the | pro | ofes | sional d | evelop | ment progra | amme on I | ime and Stress |
| Man | age | men | t held or | 27 to | 28 July 20 | 018. | |

Training Program 18-19

Director, IQAC

Registrar



Jagan Nath University, Jaipur