



Staff Development Program 2023

An IQAC Initiative

360 Degree Enhancement: Professional Learning and Computer Application for Non-Teaching Staff

27th February to 4th March to 2023

In any academic institution, teaching and non-teaching personnel are the two most important pillars. Non-teaching employees play a critical role in bridging the gap between diverse educational programmes and the institution. The non-teaching personnel of an institution are involved in a variety of tasks, but there is not a single activity which can function independently. As a result, academicians, administrators, and non-teaching employees must collaborate and compliment to ensure the success of institution in all areas of education and the overall development of the institution.

Some of the key functions performed by non-teaching personnel are:

- Understanding the complex nature of work
- Instilling a sense of diligence toward work and other staff
- Maintaining the records systematically
- Extracting the correct information
- Being considerate and supportive while dealing with students
- Constructing up a professional attitude towards work and other staff
- Inculcating a sense of diligence towards work and other staff
- Accepting any kind of change, pertaining to organizational structure or rotation of duties during lean period, with enthusiasm by showing trust in the higher authorities
- Administrative and infra structural support

Objectives of Staff Development Program

This week long programme aims to achieve the following goals:

- Fostering a positive outlook on life for rapid growth
- Improving Decision-Making and Communication Capabilities
- File Management
- Time Management
- Computer Application Programs
- Hands-on training on various IT tools for administrative tasks

A Staff Development Programme on 360 Degree Enhancement: Professional Learning & Computer Application for Non-Teaching Staff of Army Institute of Management & Technology was organized on campus for a week from 27th February to 4th March to 2023.

First day of Development Program AIMT Director welcome all the staff and then AIMT Registrar Col Rajendra Pandey gave a brief about how office culture should be established in a positive manner and how office discipline is key to success with how it's important for administration staff to be aware of organizational structure of the institute. Further Registrar Col Rajendra Pandey briefed about Institutional ethics and accountability to the non-teaching staff as per AWES Blue Book. Chief Training and Placement Officer Ms. Arshiya Ismail provided valuable insights on effective communication and etiquettes for self-development and overall institutional development to the participants. Further days sessions on Computer Applications Basics were conducted by Prof. Subhranshu Mohanty & Dr. Pawan Kumar.

The enthusiasm of the participants made this program a successful event. All the participants added a new skill which will help them to perform their duties more efficiently. During valedictory session AIMT Director and AIMT Registrar praised the Program organized by Institution and provide valuable insight on further how we can organize such development program for the development and upliftment of the staff. All the participants are awarded with certificate of participation for successfully completing the program.





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360 Degree Enhancement: Professional Learning and Computer Application for the Non-Teaching Staff Schedule (27th February to 4th March to 2023)

Date	Time	Training Program	Resource Person	Place of Training
Day 1,2				
27 /02/2023	10.00-10.30 AM	✓ Inauguration	Director Col Rajendra Pandey Registrar	Sankalpa 1st Floor
	10.30-11.00 AM	✓ Institutional Structure		
	11.00-11.30 AM	✓ Welcome Tea		
	11.30-12.30 PM	✓ Institutional Ethics ✓ Accountability of NTS	Col Rajendra Pandey Registrar	
28 /02/2023	10.00-11.00 AM	✓ Office Etiquette	Ms. Ritu Kapoor CTPO Col Rajendra Pandey / Mr. Ramendra Sharma	Sankalpa1st Floor
	11.30-12.30 PM	✓ File Management		
Day 3				
01 /03/2023	10.00-12.30 PM	✓ Basics of Computer	Prof. Subhranshu Mohanty/ Dr. Pawan Kumar	Sankalpa 1st Floor/ Computer Lab
Day 4				
02 /03/2023	10.00-12.30 PM	✓ MS Word	Prof. Subhranshu Mohanty/ Dr. Pawan Kumar	Computer Lab

Day 5				
03 /03/2023	10.00-12.30 PM	✓ MS Excel	Prof. Subhranshu Mohanty/Dr. Pawan Kumar	Computer Lab
Day 6				
04/03/2023	10.00-11.00 AM	✓ MS Power Point	Prof. Subhranshu Mohanty/ Dr. Pawan Kumar	Computer Lab
	11.30-12.30 PM	✓ Valedictory Session ✓ Certificate Distribution	Director	

Programme coordinators:

Dr. Priyanka Srivastava

Dr. Ruchi Verma

Dr. Shilpa Tandon