



Staff Development Program 2024

360 Degree Enhancement: Professional Learning and Digital Literacy for the Non-Teaching Staff January 5th to 9th, 2024

For any higher education institution, both teaching as well as non teaching personnel plays a vital role. They both help in laying the foundation of the institution by working in synergy. The contribution of non academic staff influences students' experiences at Higher Education Institutions. Non teaching staff helps towards the success of the students through their critical support and operational services. To encourage and provide training to the nonteaching staff, a staff development programme on Digital Literacy, Gender sensitization, Team building and general discipline and etiquettes was organized by AIMT from January 5th to 9th 2024.

A total of 20 persons were registered for this programme. The programme was inaugurated by **Air Cmde (Retd) Dr, J. K. Sahu, Director AIMT** at 9.30 a.m. He stated that this programme can facilitate the participants to learn new skills which would enhance their personal and Professional Development.

A total of seven sessions were conducted by different resource persons to highlight different topics. The schedule of the entire programme is as under:

Date	Time	Training Program	In charge of the Session	Place of Training
Day 1				
5/1/2024	9.30 - 10.00 a.m.	Inauguration Welcome Tea	Dr. J. K. Sahu Director	Sampreran, 1st Floor
	10.00 - 11.30 a.m.	File Management & Documentation	Dr. Subhranshu Mohanty	
Day 2				
6/1/2024	9.30 - 10.00 a.m.	Discussion on Gender Sensitisation	Dr. Babita Bhati	Sampreran, 1st Floor

	10.00 - 11.00 a.m.	Basics of Computer	Dr. Pawan Kumar	
Day 3				
8/1/2024	9.30 - 10.15 a.m.	Team Building	Dr. Priyanka Srivastava	Sampreran, 1st Floor/Computer Lab
	10.15 - 11.30 a.m.	MS Word	Dr. Subhranshu Mohanty	
Day 4				
9/1/2024	9.30 - 10.30 a.m.	MS Excel	Dr. Pawan Kumar	Sampreran, 1st Floor/Computer Lab
	10.30 - 11.00 a.m.	General Discipline & Etiquettes	Col. Dinesh Kumar Tyagi , Registrar	
	11.00 - 11.30 a.m.	Valedictory Session	Dr. J. K. Sahu Director	
		Certificate Distribution		

The first session was conducted by Dr Subranshu Mohanty, Assistant professor, on the importance of File Management & Documentation as it helps in streamlining office processes and stores and protects sensitive documents.

The second session was taken by Dr. Babita Bhati, Associate Professor, AIMT on Gender Sensitisation. She reflected upon the concepts of gender equality, nondiscrimination and gender stereotypes prevalent in the society and sensitized the staff to change their mindset.



As we rely more and more on computers for varied tasks such as sending emails, online learning and communication and usage of mobile for our day to day work, proficiency on computers becomes almost necessary for everyone. To train the nonteaching staff in these skills a Session on MS Word was taken by **Dr. Subranshu Mohanty, Assistant Professor, AIMT** and session on Basics of Computer and MS Excel was taken by **Dr. Pawan Kumar, Assistant Professor, AIMT**. They gave training to the nonteaching staff on improving their digital literacy.



An organization must focus on bringing the employees together and transforming them into a strong and productive team. To enhance bonding between the employees, another session was taken by Dr. Priyanka Srivastava about team building skills. With help of various activities she emphasized the importance of working as a team and collaborate with colleagues to build a positive work environment.

A session on General Discipline and basic etiquettes was taken by Col Dinesh Tyagi, Registrar AIMT, wherein he motivated the staff and highlighted on the basic guidelines, rules and culture of the organization.



At the end all the resource persons and staff members received the certificates of Participation from Dr. J. K. Sahu, Director AIMT.



Overall, the Staff Development Programme was tailored to the needs of the organisation and its staff members to provide most effective digital skills and helped in creating a positive relationship among its employees.