



**Staff Development Program 2022**

**As per NAAC and IQAC**

**360 Degree Enhancement: Professional Learning and IT  
tools for the Non-Teaching Staff**

**17<sup>th</sup> January to 22<sup>nd</sup> January to 2022**

**ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY  
GREATER NOIDA, UP**

**STAFF DEVELOPMENT PROGRAM 2022**

An IQAC Initiative

**360 Degree Enhancement :  
Professional Learning and IT Tools for the Non-Teaching Staff**

17<sup>th</sup> January – 22<sup>nd</sup> January 2022

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. A slight flaw in one action might cause the entire system to collapse. As a result, academicians, administrators, and non-teaching employees must collaborate to ensure the success of their institution in all areas of education and the development of the institution.

## **Objectives of the Development Program**

A week programme aims to achieve the following goals: fostering a positive outlook on life for rapid growth

- Improving Decision-Making and Communication Capabilities
- Leadership skills to be instilled
- Managing Stress and Time
- Emotional Intelligence Development
- Hands-on IT tool training for administrative tasks

A Staff Development Programme on 360 Degree Enhancement: Professional Learning & IT Tools for Non-Teaching Staff of Army Institute of Management & Technology was organized on campus for a week from 17th Jan 2022 to 22<sup>nd</sup> Jan 2022.

First day of Development Program 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 on day 3 and on day 4 psychometric analysis was conducted by Dr. Babita Bhati. On day 5 and day 6 Dr. Pallavi conducted a session on "How create, share and analyze responses on Google forms" and "Introduction to Basic Excel formulas and functions" respectively.

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 Officiating Director Dr. Anubhav Varma and Registrar Col Rajendra Pandey 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.





**Army Institute of Management & Technology  
Greater Noida  
Staff Development Program 2022  
17th January to 22nd January to 2022  
Itinerary**

Date	Time	Training Program	In charge of the session	Place of Training
17-Jan-22	3:30-4:00 pm	Inauguration	Officiating Director & Col Rajendra Pandey	MS Teams
	4:00-4:45 pm	Office Communication	Ms. Arshiya Ismail	
18-Jan-22	3 :30 to 4:45 pm	Office Etiquette	Ms. Arshiya Ismail	
19-Jan-22	3 :30 to 4:45 pm	Psychometric Assessment	Dr. Babita	
20-Jan-22	3 :30 to 4:45 pm	Debriefing of Psychometric Assessment	Dr. Babita	
21-Jan-22	3 :30 to 4:45 pm	Google Forms: How to Create, Share, and Check Responses	Dr. Pallavi	
22-Jan-22	3:30-4:30 pm	Practice Basic Excel Formulas/Functions	Dr. Pallavi	
	4:30-4:45 pm	Feedback and Vaedictory Session	Dr. Pallavi	

**List of participants**

<b>Staff Development Program 2022 Attendance Sheet</b>	
<u>S.No.</u>	Name
1	Mr. Yogesh Kumar
2	Ms. Champa Bhattarai
3	Mr. Amar Singh
4	Mr. Kaushal Kishor Singh
5	Mr. Vivek Gupta

6	Mr. Baidya Nath Ghosh
7	Mr. Naresh Kumar
8	Mr. Sanjay
9	Mr. Shashi Mohan Dixit
10	Mr. Satya Ranjan Pursty
11	Mr.Hukum Chand
12	Mr. Krishan Pal Singh
13	Mr. Raj Singh
14	Mr. Arif Khan
15	Mr.Pawan Kumar
16	Mr. Hem Nath Khandal
17	Mr. Mam Chand
18	Mr. Hitesh kumar
19	OS (Sub/Clk(SD) Ramendra Sharma (Retd)