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SAKET INSTITUTE OF MANAGEMENT

(Un-Aided, Hindi Linguistic Minority Institution)

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FDP Report

Topic: Staff Welfare Program on Talent Training Session for Personal & Professional Development.

Date: 16-04-2024

Time: 9:30 pm

Venue: Auditorium

Guest Speaker's:

Dr. Sumit Shrivastava, Dr. Manjusha Shrivastava & Mrs. Vaishali Bhardwaj.

Introduction: The Faculty Development Program (FDP) on Staff Welfare Program was designed to enhance the personal and professional development of our staff members. The training program emphasized talent development and attempted to provide participants with skills and information for overall progress.

Purpose: The primary goal of this FDP was to provide employees with tools and techniques for personal and professional development. We hoped to improve their general well-being and effectiveness in their roles by perfecting their abilities and developing their talents.

Participants: Staff members from many departments and levels of the organization showed great enthusiasm for the FDP. The broad group of participants enriched the talks and contributed useful ideas from many viewpoints.

Sessions Conducted:





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- Conducted programs included personal development workshops on self-awareness, goal planning, time management, and stress management approaches. Participants participated in exercises targeted at identifying their strengths and areas for improvement.
- Professional development seminars focused on leadership, communication, conflict resolution, and career growth methods. Experts from various sectors provided important insights and practical advice.

The sessions were divided into 3 parts

- 1) Health by Dr. Sumit Shrivastava.
- 2) Finance by Dr. Manjusha Shrivastava.
- 3) Diet by Mrs. Vaishali Bhardwaj.

Key Learnings:

- 1) Adequate Physical Activity.
- 2) Regular health checkups.
- 3) Take health supplements.
- 4) Take regular breaks.
- 5) Silence/Meditation.
- 6) Optimal eye & neck care.
- 7) Seek counselling.
- 8) Watch the right media.
- 9) Practice self-love.
- 10) Family Time: Quality over quantity.
- 11) Planning your financial goals.
- 12) Follow the 20-50-30 rule.
- 13) Always factor in inflation.
- 14) Aim for financial education.





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- 15) Diversify your investments.
- 16) Adequate health & life insurance.
- 17) Organise all paper work.
- 18) Invest with Patience & Discipline.
- 19) Meal Panning.
- 20) Smart snack options.
- 21) Healthy beverages.
- 22) Mindful eating.
- 23) Home cooked alternatives.
- 24) Hydration.
- 25) Nutrition apps.
- 26) Various diets.
- 27) Fad diets – boon or bane
- 28) Professional help.

Recommendations: Based on the success of this FDP, we recommend hosting monthly talent training sessions and workshops to continue developing our employees' abilities and talents. Participant feedback should be actively solicited in order to customize future programs to their changing needs and goals.

Conclusion: The FDP on Staff Welfare Program was a huge success, instilling a culture of continual learning and development in our firm. Investing in our employees' personal and professional development benefits not only their well-being but also our institution's overall success.





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Diana Fernandes

Diana Fernandes

(Program coordinator)



Dr. Sanoj Kumar

Dr. Sanoj Kumar

(Director)



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Report on Faculty Development Program (FDP) Workshop on Academic Calendar

Date: June 15, 2024

Time: 11:00 AM

Venue: Auditorium

Speaker: Dr. Anuradha Gokhale

Introduction:

The objective of the workshop was to provide faculty members with insights and practical strategies for creating an effective academic calendar that enhances the academic experience for staff.

Objectives:

The primary objectives of the workshop were:

- To understand the significance of an academic calendar in educational institutions.
- To explore the components and structure of an effective academic calendar.
- To discuss best practices for planning and managing academic schedules.
- To address challenges and solutions in academic calendar planning.

Dr. Anuradha Gokhale opened the workshop with an introduction to the academic calendar, emphasizing its critical role in organizing the academic year. She explained that a well-structured academic calendar helps in aligning academic activities, ensuring compliance with regulatory requirements, and optimizing resource utilization.

Key Sessions and Highlights





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Importance of an Academic Calendar:

Dr. Gokhale detailed the benefits of having a structured academic calendar, including better time management, improved academic performance, and enhanced coordination among departments.

Components of an Academic Calendar:

- Overview of essential elements such as term dates, examination schedules, holidays, and important academic events.
- Discussion on integrating extracurricular activities and administrative deadlines.

Planning and Management:

- Strategies for developing a balanced academic calendar that accommodates various academic and non-academic activities.
- Techniques for ensuring flexibility to handle unexpected disruptions.

Challenges and Solutions:

- Common challenges faced in academic calendar planning, such as scheduling conflicts and compliance with external regulations.
- Practical solutions and tools to overcome these challenges.

Interactive Q&A Session:

- Participants engaged in a lively Q&A session, posing questions about specific scheduling issues and seeking advice on improving their institution's academic calendar.
- Dr. Gokhale provided detailed responses and shared her experiences in dealing with similar challenges.

Conclusion:



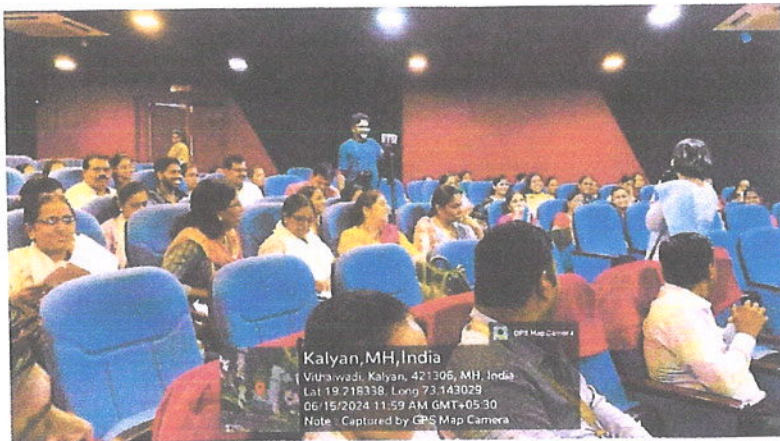


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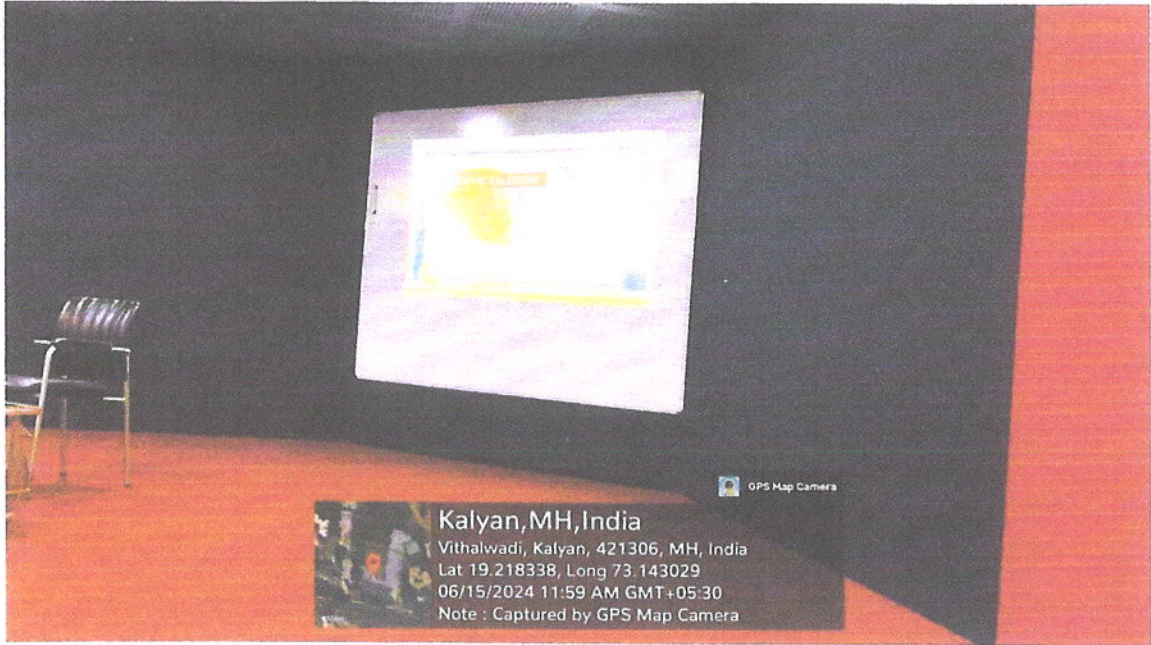
The FDP workshop on the academic calendar by Dr. Anuradha Gokhale was a significant success. It offered valuable guidance on the intricacies of academic planning and highlighted the importance of a well-organized academic calendar in achieving educational excellence.





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(Program coordinator)



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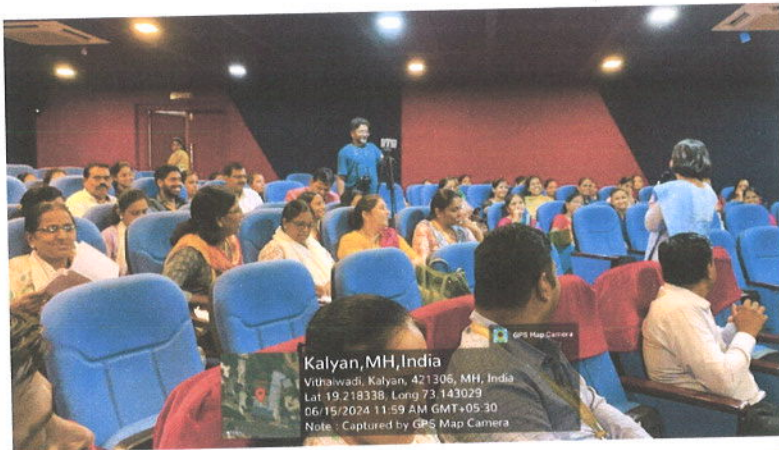


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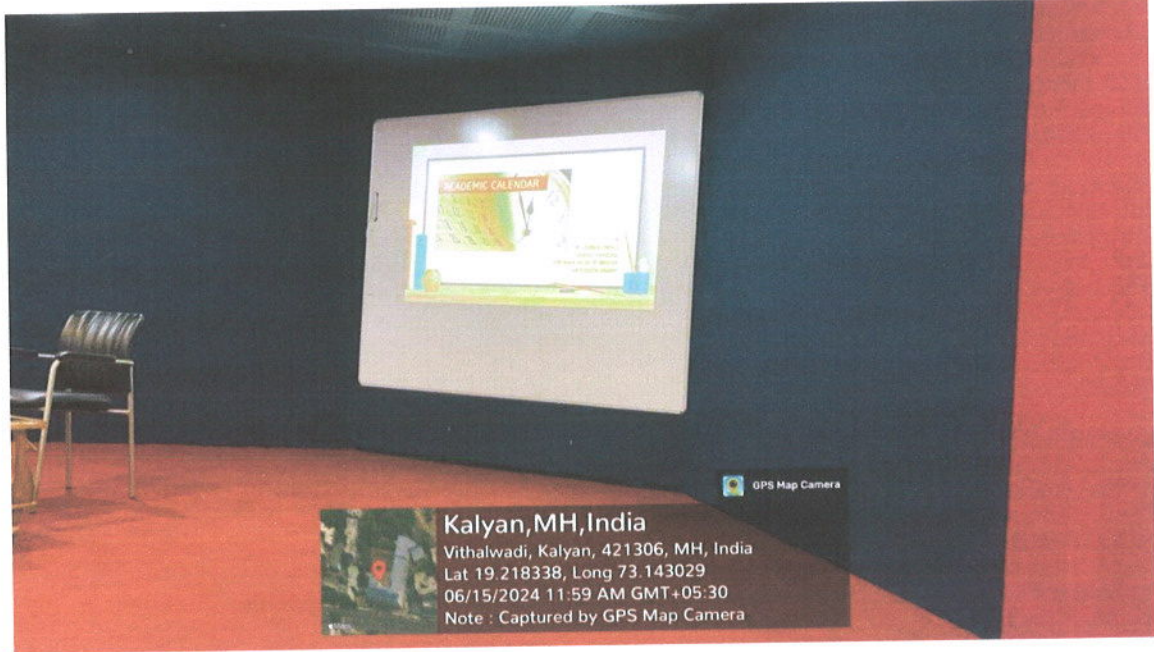




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Participants: 29 (Teaching: 20, Non-Teaching 09)

S&Pcdari

IQAC Coordinator



J. Ujagar

Director

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Report on Faculty Induction Program

Venue: Auditorium

Date: 12th June 2023

Time: 02.30pm

The IQAC of Pramod Ram Ujagar Tiwari Saket Institute of Management had organized Faculty Induction Program on Monday, 12th June 2023 from 02.30pm. The purpose of the Orientation was to provide basic information about working environment, norms, policies, etc of the Institute. The session was very well explained by Dr. Divya Nair.

The session also covered aims and objectives which were clearly explained so that the employee has a clear idea of the work environment. The session included talk on Faculty Development Programs that a faculty should enrol for professional growth, also focus was on research work that a faculty should undertake. The norms of Performance Appraisal & Feedback System were also covered.

Outcomes:

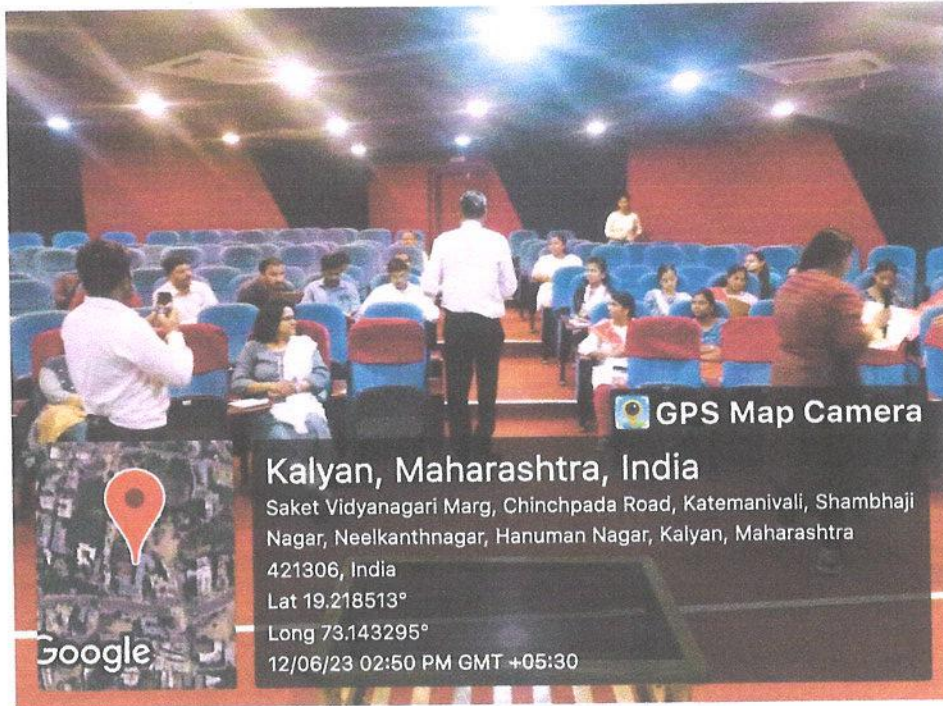
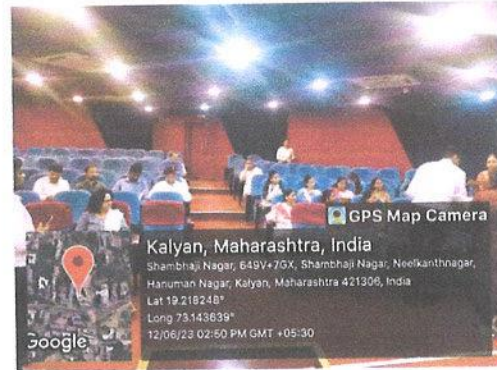
1. **Faculty got familiarized with the structure, functioning, governance, rules, regulations & professional expectations in higher education institutions.**
2. **Orientation helped faculty to understand & improve their professional responsibilities & also to get adapted to the culture of the Institute.**



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Beneficiaries: 25 (Males-09, Females-16)

S. S. Jaiswal
IQAC Coordinator



Pramod Ram Ujagar Tiwari
Director

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Report on Problem-Solving Techniques Session

Date: 16-09-23

Time: 10:00-11:30 am

Venue: G-3

Participants: 60 professionals/students

Objective:

To equip participants with structured approaches and practical tools for effective problem-solving in professional and academic contexts.

Session Highlights:

- Overview of frameworks like Root Cause Analysis (RCA), SWOT Analysis, and Brainstorming.
- Hands-on exercises to solve case-based problems collaboratively.
- Group discussions to share insights and strategies.

Outcomes:

- Improved analytical and decision-making skills.
- Familiarity with tools for structured problem-solving.
- Enhanced ability to address complex challenges effectively.

Conclusion:

The session provided actionable techniques and fostered critical thinking, preparing participants to tackle real-world problems efficiently.

