

PRAMOD RAM UJAGAR TIWARI
SAKET INSTITUTE OF MANAGEMENT

(Un-Aided, Hindi Linguistic Minority Institution)

(Approved by AICTE New Delhi, D.T.E. (MB 3158), Govt. of Maharashtra & Affiliated to University of Mumbai)

Summary Report

Name of Course offered:	Personal Grooming and Effective Communication
Schedule Date:	11/09/2023 to 20/12/2023
Name of Collaborative company:	Institute Planned
Number of Enrolled Students:	124

Programme syllabus:

- **Who am I** (KSA, Values, Strengths, What motivates you, Weakness, 5 strengths, and 5 weaknesses, Action Plan)
- **Communication Skills** (Listening, Body Language, Written communication)
- **Resume Writing** (What makes a good resume, Practice)
- **Interview skills** (What goes into a good interview, Elevator pitch, Prepare answers to common questions, Practice among groups)
- **Emotional Intelligence** (How to manage your emotions, Stress Management)
- **Group Discussion** (Do's and Don'ts)
- **Public Speaking** (Do's and don'ts, Importance Body Language, Students to be given a topic to prepare and they will present for 5 minutes in front of faculty, students and classmates. Audience to ask one question to the presenter they finish)
- **Final Assignment** (Choose a job posting that you would like to apply for and prepare your resume and interview accordingly, Interview questions will be asked to each student to understand their grasp over the subject)



Director (In-Charge)
Pramod Ram Ujagar Tiwari
Saket Institute of Management
Saket Vidya Nagari Marg,
Chinchpada Road, Kalyan (E) 421 306

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Personal Grooming and Effective Communication list AY-2023-24

SR. No	Roll No.	Name of Students
01	315823001	AMBRADKAR ATHARVA SANJAY
02	315823002	ANTULE SAHIL MANSOOR
03	315823003	ANTULE FAHIM ABBAS
04	315823004	BALAPURE PRANAV PRAMOD
05	315823005	BARI MOHAN VINOD
06	315823006	BHADORIYA RAJAN SARNAMSINGH
07	315823007	BHAGATH M A
08	315823008	BHARTI ABHISHEK GAHINEENATH
09	315823009	BHATE SANSKRUTI HIRAJ
10	315823010	TRUPTI B.
11	315823011	BORADE NAYAN DWARKHANATH
12	315823012	BORSE RAGINI SUNIL
13	315823013	CHAVAN GANESH LAXMAN
14	315823014	CHAVAN SIDDHI MOHAN
15	315823015	DARADE NILESH DADAPATIL
16	315823016	DAVKHAR ROHAN VISHWASRAO
17	315823017	DEV RAM VIJAYKUMAR
18	315823018	DHAWALE SHRUTI UTTAM
19	315823019	DHIVAR AKASH RAVINDRA
20	315823020	DHIVAR PALLAVI VALMIKI
21	315823021	DODMANI FRANCIS SUNDAR
22	315823022	FARDE NITIN VISHAVANATH
23	315823023	GAIKWAD SAKSHI UDAY
24	315823024	GAIKWAD SANSKRUTI SANJAY
25	315823025	GAIKWAD SUNNY RAJESH
26	315823026	GAIKWAD SUVARNA SUBHASH
27	315823027	GALANDE NIKHIL PANGURANG
28	315823028	GANGURDE ABHISHEK RAJENDRA
29	315823029	GANGURDE PRANALI SUSHILKUMAR
30	315823030	GANGURDE PRATHAMESH PRAKASH
31	315823031	GHULE PRABODH SHIVAJI
32	315823032	GOLHE SHRUTI RAGHUNATH
33	315823033	HARIJAN RANJEET MUNNALAL
34	315823034	HATE MAYUR MANOHAR
35	315823035	HIRE SAHIL SANDIP
36	315823036	HIWRALE NIKITA SHANKAR
37	315823037	JADHAV NEEL RAHUL
38	315823038	JADHAV SWATI RAMEN



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39	315823039	JADHAV YOGESH POPAT
40	315823040	JAIWAL DEEPESH DILIP
41	315823041	JAIWAR GANESH JITENDRA
42	315823042	JAWARE VIKAS RAMAKANT
43	315823043	JIRE VAISHNAVI DEEPAK
44	315823044	KAMBLE NEERAJ PRABHAKAR
45	315823045	KAMBLE SHITAL RAMCHANDRA
46	315823046	KASBE ALOK DATTATRYA
47	315823047	KHADE PRASHANT OMKAR
48	315823048	KOLAMBE SAKSHI GANESH
49	315823049	KUMBHAR DHANASHRI BHARAT
50	315823050	KUMBHAR PRASAD SUDAM
51	315823051	LAD KAUSHIK RAVINDRA
52	315823052	LOKARE SAYAJI MARUTI
53	315823053	MANE DHANASHRI SHASHIKANT
54	315823054	MANE SAURABH SUNIL
55	315823055	VINAYAK M.
56	315823056	MEHRA DEVENDRA NARENDRA SINGH
57	315823057	MENDHE SAMIKSHA MILIND
58	315823058	METHRIKAR TEJESHWARI MALLIKARJUN
59	315823059	MHASKAR MOHINI MARUTI
60	315823060	MHATRE POONAM RAVINDRA
61	315823061	MINDE AAKANKSHA MILIND
62	315823062	MISHRA ABHISHEK DEEPAK
63	315823063	MISHRA NIKITA SHRINATH
64	315823064	MISHRA RAJ TRIVENI
65	315823065	NAIKWADI RAGINI ARUN
66	315823066	NAIR DIVIT DINESH
67	315823067	NEHA VALSARAJ
68	315823068	OJHA SWETA SHREEKANT
69	315823069	PADAWALE SUVARNA SOMA
70	315823070	PALANDE MIHIR RAVINDRA
71	315823071	PANDEY ANKIT RAMRAKSHIT
72	315823072	PATIL ANURADHA MAHADEV
73	315823073	PATIL GUNJAN SHARAD
74	315823074	PATIL POOJA GOVIND
75	315823075	PATIL SANIKA SANJAY
76	315823076	PAWAR AKASH SANJAY
77	315823077	PAWAR AMIT ASHOK
78	315823078	PAWAR KAUSHIK RAVINDRA
79	315823079	PAWAR SHUBHAM RAVIN



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80	315823080	PRADHAN AVINASH RAJESH
81	315823081	RANE GOURANG AJIT
82	315823082	RANE SHREYASH BHARAT
83	315823083	RATHI MEHUL PRAMOD
84	315823084	ROKADE ESHIKA SANJAY
85	315823085	SABLE SANGEETA RANGNATH
86	315823086	SADUPATIL RAJESH TANAJI
87	315823087	SALUNKHE MANORAMA ASHWIN
88	315823088	SALUNKHE SHUBHAM DEVENDRA
89	315823089	SAROTHIA GOURAV PRAMOD
90	315823090	SAWANT SHANTANU DHANAJI
91	315823091	SHAIKH IRFAN ISAMUDDIN
92	315823092	SHAIKH MD IBRAHIM MOHAMMED
93	315823093	SHARMA SACHIN HARISHANKAR
94	315823094	SHELAKH HARESH ANKUSHI
95	315823095	SHEKAR PALLAVI DILIP
96	315823096	SHELKE TEJASWINI KISAN
97	315823097	SHINDE POOJA LAHANU
98	315823098	SHINDE SOURABH MILIND
99	315823099	SHUKLA ASHUTOSH SURYAPRAKASH
100	315823100	SIDDIQUI UMAIR MOHSIN
101	315823101	SINGH NAVNEET CHANDRAPAL
102	315823102	SINGH PRATEEK UDAYBHAN
103	315823103	SINGH SHRUTI UDAYBHAN
104	315823104	SINGH TARUN SUNIL
105	315823105	SONAWANE SACHIN DATTA
106	315823106	SORTE SHUBHANGI MAHESH
107	315823107	TALEKAR RASIKA UNIT
108	315823108	TARDE ANJALI BHAUSAHEB
109	315823109	THOBHANI RAHIL JAMAL
110	315823110	THONGIRE SAGAR HANUMANT
111	315823111	TIWARI ANJALI SUNIL
112	315823112	TIWARI SHIVANGI AMARNATH
113	315823113	UBHE AMIT RAJARAM
114	315823114	VAZHAKODE AISHWARYA MOHANDAS
115	315823115	VISHI JIDNYASA MANOHAR
116	315823116	VISRIA JAY CHANDULAL
117	315823117	WAGH NEHA RAJU
118	315823118	WAGHMARE KRUTIKA KIRAN
119	315823119	WAGHMARE KUNAL RAVINNDRA
120	315823120	WAGHMARE VARSHA RAJESH



[Signature]
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121	315823121	WANKHEDE SHIVANI AVINASH
122	315823122	YADAV ANAMIKA SURESH
123	315823123	YADAV ANKIT KAMLESH
124	315823124	YADAV SADHANA SABHARAJ



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ICT-Enabled Classroom Report

The ICT-enabled session focused on leveraging technology to enhance learning and engagement. The instructor integrated multimedia presentations, interactive quizzes, and online resources to provide a dynamic learning experience.

Key Highlights:

1. **Interactive Content Delivery:** Concepts were explained using visual aids like animations, videos, and diagrams for better comprehension.
2. **Collaborative Tools:** Tools were used for live discussions and group activities, promoting active participation.
3. **Assessments:** Real-time quizzes and polls assessed student understanding instantly.

Benefits Observed:

- Increased engagement and retention.
- Immediate feedback on learning progress.
- Access to diverse learning materials.

Conclusion:

The ICT-enabled approach significantly enhanced the learning environment, making it more interactive, efficient, and enjoyable.

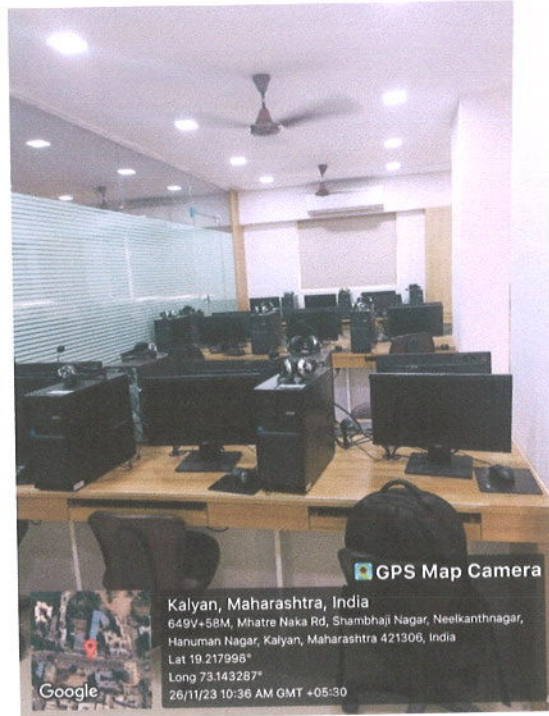
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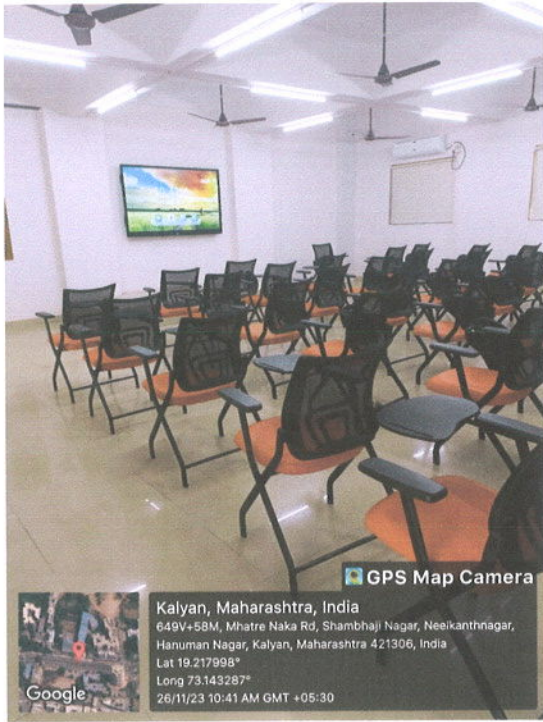
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Ref. No.: _____

Date: _____




Diana Fernandes

(Program coordinator)



Dr. Sanoj Kumar

(Director)

FDP Report

18

Topic: FDP on Pranayama & Meditation for Stress Management.

Date: 18-04-2024

Time: 3:00 pm

Venue: Yoga Hall

Guest Speaker's:

Mrs. Heena Bhatt.

Introduction:

The Faculty Development Program (FDP) on Pranayama and Meditation for Stress Management was created to provide participants with practical strategies and tools for managing stress and improving well-being. This report provides an overview of the FDP and its implications for participants.

Objectives:

1. Introduce participants to pranayama (breath control) and meditation.
2. Teach stress-reduction and relaxation strategies.
3. Offer a comprehensive approach to mental and emotional wellness.

Key sessions:

1. Introduction to Pranayama: Participants learnt how breath control helps manage stress and promote calm. Several pranayama techniques were taught, including deep breathing, alternate nostril breathing, and abdominal breathing.



2. **Meditation Practices:** Participants received guided meditation sessions to improve attention, focus, and internal calm. Techniques such as mindfulness meditation, loving-kindness meditation, and body scan meditation were investigated.

3. **Stress Management ways:** Workshops and conversations focused on practical ways for controlling stress in daily life, such as time management, boundary setting, and positive mentality.

4. Gentle yoga and relaxation techniques were added to complement pranayama and meditation activities, fostering both physical and mental relaxation.

5. The emphasis was on mindfulness in daily activities.

Participant Feedback:

- Enhanced understanding of the mind-body connection and its impact on stress management.
- Improved ability to handle difficult situations calmly and clearly.
- Improved well-being through better sleep and lower anxiety.
- Positive feedback on the usefulness of pranayama, meditation, and relaxation techniques taught in the FDP.

Impact and Recommendations:

Participants benefited significantly from the FDP on Pranayama and Meditation for Stress Management, which provided them with essential tools for improving their mental, emotional, and physical well-being. Based on the program's performance, it is advised that professors and staff participate in monthly sessions or follow-ups to reinforce the practices and support ongoing stress management efforts.

Conclusion:

The FDP on Pranayama and Meditation for Stress Management was a transforming experience for participants, equipping them with practical skills and methods for navigating stress and



cultivating a balanced lifestyle. By combining ancient wisdom with current stress management strategies, the FDP improved the participants' general well-being and resilience.



Diana Fernandes
Diana Fernandes

(Program coordinator)



Dr. Sanoj Kumar

(Director)

Report on Annual Sports Event "Tashan"

Date: 21-12-2023

Venue: Institute Ground.

Our campus recently witnessed a burst of enthusiasm and athleticism during its Annual Sports Event, which was held at 18th, 19th, and 20th December 2023 a grand celebration that brought together students, faculty, and staff in the spirit of friendly competition and camaraderie.

Event Overview:

The sports extravaganza featured a diverse range of sports including cricket, volleyball, badminton, carrom, chess, and kabaddi. The event aimed not only to promote physical fitness but also to foster a sense of sportsmanship and teamwork among participants.

Key Highlights:

1. Cricket Tournament:

- Teams battled fiercely on the cricket field, showcasing impressive skills and teamwork.
- Thrilling matches unfolded, with nail-biting finishes that kept the audience on the edge of their seats.


Diana Fernandes

(Program coordinator)





Dr. Sanoj Kumar

(Director)

2. Volleyball Championship:

- The volleyball court witnessed intense rallies and strategic plays as teams competed for the championship title.
- Spectators cheered for their favourite teams, creating an electric atmosphere.

3. Badminton Showdown:

- Badminton enthusiasts displayed agility and precision in each match.
- Finals showcased remarkable rallies and skilful smashes, highlighting the competitive spirit.

4. Carrom and Chess Tournaments:

- The click of carrom coins and the silent contemplation of chess players filled the indoor sports arena.
- Participants showcased their strategic prowess, making these board games a captivating part of the event.

5. Kabaddi Clash:

- The kabaddi ground reverberated with chants as teams engaged in thrilling raids and tackles.
- Players exhibited agility and strength, contributing to the high-energy spectacle.


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(Program coordinator)



Dr. Sanoj Kumar

(Director)

Conclusion:

The Annual Sports Event was a resounding success, fostering a sense of unity and sportsmanship among the college community. The dedication and skill demonstrated by participants in various sports showcased the vibrant sporting culture within the campus. The event not only celebrated physical prowess but also served as a platform for building lasting friendships and memories.

As the echoes of cheers and the spirit of healthy competition linger, the Annual Sports Extravaganza at our College will undoubtedly be remembered as a highlight of the academic year.

We had over 100 students in participation throughout this event, together with teaching and non-teaching staff.


Diana Fernandes

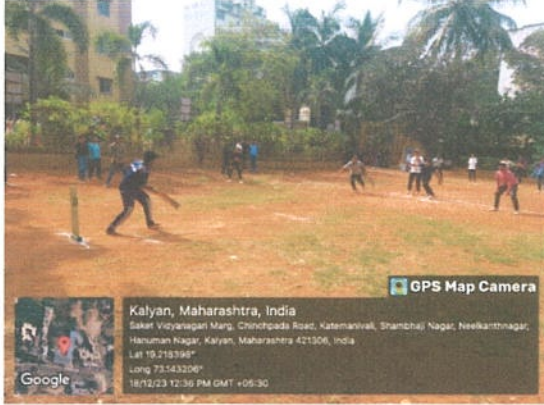
(Program coordinator)



Dr. Sanoj Kumar

(Director)

Below attached pictures are the glimpse of the event.



Diana Fernandes
Diana Fernandes

(Program coordinator)



Dr. Sanoj Kumar

(Director)



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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

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(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:



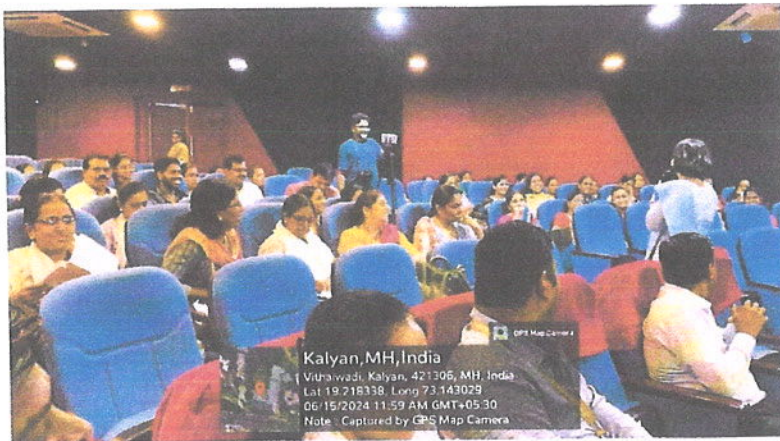


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The FDP workshop on the academic calendar by Dr. Anuradha Gokhale was a significant success. It offered valuable guidance on the intricacies of academic planning and highlighted the importance of a well-organized academic calendar in achieving educational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





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Diana Fernandes
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(Program coordinator)



Dr. Sanoj Kumar

Dr. Sanoj Kumar

(Director)

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

Date: June 15, 2024

Time: 11:00 AM

Venue: Auditorium

Speaker: Dr. Anuradha Gokhale

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Key Sessions and Highlights



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- 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.



Kalyan, MH, India
Vithalwadi, Kalyan, 421306, MH, India
Lat 19.218338, Long 73.143029
06/15/2024 11:59 AM GMT+05:30
Note : Captured by GPS Map Camera



Kalyan, MH, India
Vithalwadi, Kalyan, 421306, MH, India
Lat 19.218336, Long 73.143027
06/15/2024 11:52 AM GMT+05:30
Note : Captured by GPS Map Camera

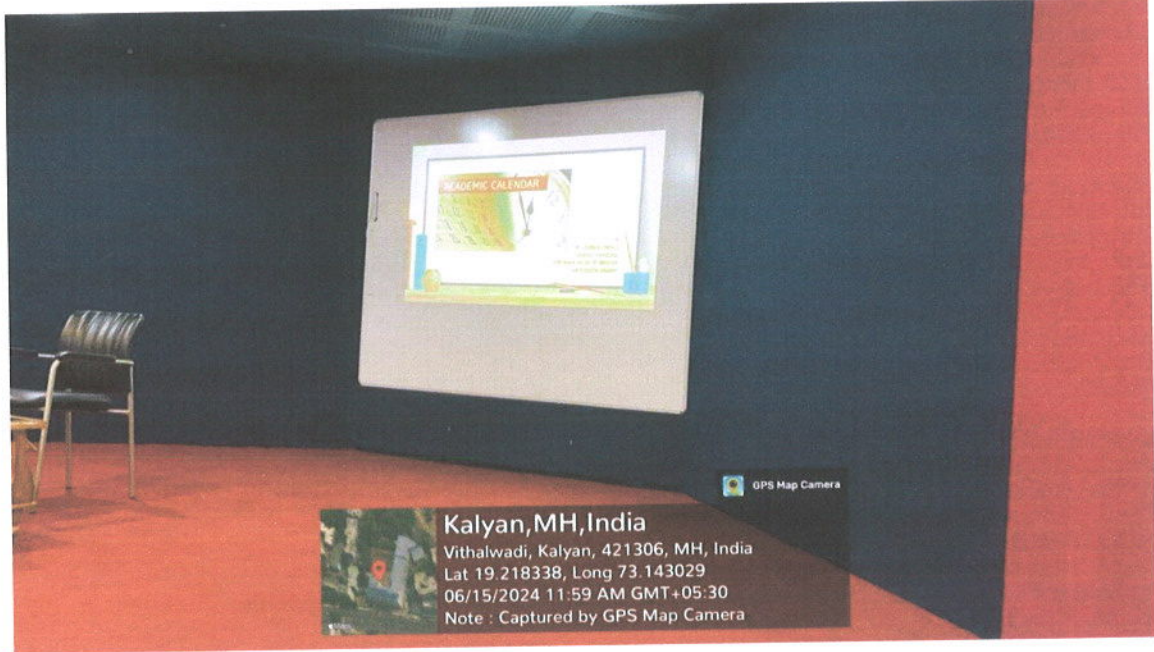




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Diana Fernandes
Diana Fernandes
(Program coordinator)



Dr. Sanoj Kumar
Dr. Sanoj Kumar
(Director)

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Ref. No.: _____

Date: _____

Report on "Development Programme on Financial Literacy"

Venue: Auditorium

Date: 26th September 2023

Time: 12.00pm

The IQAC of Pramod Ram Ujagar Tiwari Saket Institute of Management had organized Development Programme on Financial Literacy on Tuesday, 26th September 2023 from 12.00pm. The guest speaker for the event is a Financial Advisory at LIC, Mrs. Sangeeta Pandey.

Madam explained that a strong foundation of financial literacy can help support various life goals, such as saving for kid's education or retirement, using debt responsibly, etc. Key aspects of financial literacy included knowing how to create the budget, plan for retirement, manage debt & track personal spending.

Topics Covered in the Event: · Introductory Sessions: The program began with an overview of the importance of financial literacy in today's society · Foundational Concepts: Participants were introduced to fundamental financial concepts such as budgeting, saving, investing, debt management, and risk assessment.

Outcomes:

1. Attendees gained a better understanding of financial concepts, leading to increased awareness of their financial decisions.
2. Attendees learned how to identify and mitigate financial risks through appropriate planning.



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Ref. No.: _____

Date: _____



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

S&Pcdari

IQAC Coordinator



Saket

Director

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Ref. No.: _____

Date: _____

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.**



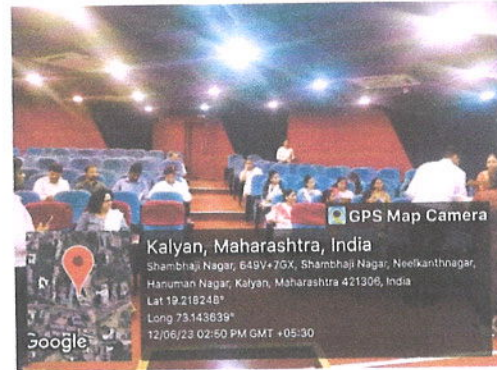
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Ref. No.: _____

Date: _____



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

S. S. Jaiswal
IQAC Coordinator



Pramod Ram Ujagar Tiwari
Director

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Ref. No.: _____

Date: _____

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.

