



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

Details of FDP and MDP Organized during 2023-24

Category	Count	Name	Date
FDP Organized	1	Innovative Teaching & Research Pedagogies	15 th to 19 th January, 2024
MDP Organized	1	Communication Skills with E Mail Etiquettes	16 th & 18 th March, 2024

Faculty Development Program



Jagannath International Management School

MOR, Pocket-105, Kalkaji, Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



JIMS/BBA/2024/60

January 11, 2024

Notice

Faculty Development Programme

On

Innovative Teaching & Research Pedagogies

This is to inform all the faculty members that a 5 Day FDP is going to be organized on "Innovative Teaching & Research Pedagogies".

Date : 15th – 19th January, 2024
Time : 10:00 am Onwards
Venue : Auditorium, JIMS Kalkaji

All Faculty members are required to attend.

Faculty Coordinators: Mr. Kartik Dayal

Dr. Prashant Kumar
Programme Director

For Distribution:
All Notice Board

For information, Please
Director





Internal Quality Assurance Cell (IQAC)

organizes

FACULTY DEVELOPMENT PROGRAMME

on

"Innovative Teaching & Research Pedagogies"

15-19th January



Objective of FDP

To enhance Teaching & Research skills of faculty members. Apart from learning different aspects of teaching pedagogies & research attributes, participants will be exposed to application of AI , converging technologies in education, usage of block chain, digital inclusion in HEI and gaining research skills for Scopus Publication.

Resource Person

Day 1: Dr. Anuj Verma, Director JIMS Kalkaji.
Dr Pawan Kumar Sharma Ex Principal Dyal Singh College

Day 2 : Dr. Pushpendra Kumar Surya, Professor
Kirori Mal College. Dr Adbul Samad Ex Director
Management Studies IGNOU

Day 3 : Dr. H Dangi, Professor,
Delhi School of Economics. Prof.(Dr.) Ehtiram Raja Khan
Professor Jamia Hamdard

Day 4: Dr. Durgesh Tripathi,
Professor, GGSIPU. Dr Chandrani Ganguly,
Professor Galgotias University.

**Day 5: Mr. Pranav Kharbanda ,
Engagement head (Pan India),
Visiting In IIFT and IIM Jammu ,
and Certificate Distribution**

Duration

The FDP will be for 5 days. There will be two sessions per day from 10:30 am to 12:00 pm and 1:00 pm to 2:30 pm.

Organizing Committee

- Dr Prashant Kumar (Head of Department)
- Dr Preeti Singh, Convener
- Mr Kartik Dayal, Coordinator

About The Institute

About The Institute

Jagannath International Management School (JIMS) Kalkaji, New Delhi functions under the aegis of Jagannath Gupta Memorial Educational Society, a non-profit registered organization, which has been imparting high-quality professional education since 1993. The institute is affiliated to Guru Gobind Singh Indraprastha University and runs two undergraduate programmes BBA and B.Com [H]. The institute also runs two post-graduate programs approved by AICTE and accredited by the National Board of Accreditation (NBA) Post Graduate Diploma in Management (PGDM) and Programs Post Graduate Diploma in Management - International Business (PGDM-IB) which have equivalence to Master of Administration (MBA) degree of an Indian University by the Association of Indian Universities (AIU). The institute has also been awarded the ISO 9001:2015 international quality certification. The institute is NAAC Accredited and registered under (2f) UGC.

JIMS Kalkaji has been awarded for excellence in Industry-Academia Interface, by ASSOCHAM during their 14th National Education Summit 2021 held on Saturday 20th Feb 2021. In 2022 JIMS Kalkaji ranked 9th in the Top 70 'BBA Institute Rankings 2022 Of India' and 6th rank in 2021 held on Saturday 20th Feb 2021. In 2022 JIMS Kalkaji ranked 9th in the Top 70 'BBA Institute Rankings 2022 Of India' and 6th rank in 2021 held on Saturday 20th Feb 2021. In 2022 JIMS Kalkaji ranked 9th in the Top 70 'BBA Institute Rankings 2022 Of India' and 6th rank in 2021 held on Saturday 20th Feb 2021.

'North Zone of Top Regional Rankings' 2022, 8th Rank in Top BBA Private Institutes by Times of India in its B-School Survey August 04, 2022. In 2021 JIMS Ranked 24th in Top 25 Best B Schools of India and 11th in Top 20 North B Schools in India by Times of India in its B-School Survey Feb 26, 2021. In May 2021 JIMS bagged 12 rank in All India BBA College Survey by GHRDC, 7th Rank in Northern College by GHRDC (May 2021).

Participants

- Faculty members
- Research scholars
- Research Associates / Academic associates/ Students

Instructions

- Registration fee of Rs. 1000 per person.
- Participants to join telegram link after registering
https://t.me/+xMP_GBPBsegiNTA (Telegram channel Name :
 FDP JIMS Kalkaji 15-19 January)

Important Dates

Last Date of Registration
12-01-2024

Dates of the FDP
15-01-2024 to 19-01-2024

- **Certificates will be issued to the participants after successful completion of the programme**

Scan to Register



Scan to pay



**Fees of Rs. 1000 per person
(only Paytm/googlepay)**

✉ drpreeti.singh@jagannath.org | Kartik.dayal@jagannath.org

 Call More Info
+91 999002012

Faculty Development Programme On

"Innovative Teaching & Research Pedagogies"

(15th - 19th Jan 2024)

Programme Schedule

S.No	Date	Time	Topic	Expert
1	15-01-2024	Tea (10:00 am to 10:30am)		
2		10:30 to 12:00	Role of Management Teachers as Managers	Dr. Anuj Verma (Director, JIMS Kalkaji)
3		Lunch (12:00 to 13:00)		
4		13:00 to 14:30	Innovative Teaching Pedagogies with special reference to Higher Education	Dr. Pawan Sharma (Ex Principal, Dyal Singh College, Delhi University)
5	16-01-2024	Tea (10:00 am to 10:30am)		
6		10:30 to 12:00	Anatomy of Research	Dr. Pushpendra Kumar (Professor, Kirori Mal College, Delhi University)
7		Lunch (12:00 to 13:00)		



8		13:00 to 14:30	Online Distance Learning with Reference to Higher Education and NEP	Dr. Abdul Samad (Ex Director, Management Studies, IGNOU, New Delhi)
		Tea (10:00 am to 10:30am)		
9	17-01-2024	10:30 to 12:00	Research Paper Writing and Publication in SCOPUS	Dr. H. Dangi (Professor, Delhi School of Economics, Delhi University)
10		Lunch (12:00 to 13:00)		
11		13:00 to 14:30	Use of AI and Converging Technologies in Education Highlighting usage of Blockchain	Dr. Ihtiram Raza Khan (Professor, Jamia Hamdard)
12		Tea (10:00 am to 10:30am)		
13	18-01-2024	10:30 to 12:00	Innovative Style of Teaching Blended Learning & Flipped Classroom	Dr. Chandrani Ganguly (Professor, Galgotias university)
14		Lunch (12:00 to 13:00)		
15		13:00 to 14:30	Digital Education Inclusion in HEI: The way Forward	Dr. Durgesh Tripathi (Professor, USMS, GGSIPU)
16		Tea (10:00 am to 10:30am)		
17	19-01-2024	10:30 to 12:00	Case study formulation and Analysis	Dr. Pranav Kharbanda (Engagement Head ICREON Communication Pvt. Ltd, PAN INDIA, Visiting IIFT and IIM Jammu)
18		Lunch (12:00 to 13:00)		



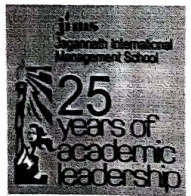


Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)



19		13:00 to 14:30	Valedictory Session and Certificate Distribution	
----	--	----------------	--	--

FDP Coordinators

Dr. Preeti Singh

Mr Kartik Dayal

drpreeti.singh@jagannath.org

kartik.dayal@jagannath.org

Contact: 9990020212



Faculty Development Programme

“Innovative Teaching & Research Pedagogies”

(15-19th January 2024)

Programme Flow

S. No	Date	Program	Time
1	15.01.24	Networking & Tea	9:45-10
		Welcome Address (Dr Preeti Singh)	10:00 – 10:05
		Chief Guest Welcome & Address (Dr Pawan Sharma)	10:05 – 10:15
		Address (Dr Anuj Verma)	10:15 – 10:20
		Lamp Lighting	10:20-10:30
		Session I (Dr Pawan Sharma) Innovative Teaching Pedagogies with Reference to Higher Education	10:30 – 12:00
		Lunch	12:00 - 1:00
		Session II (Dr Anuj Verma) Role of Management Teachers as Managers	1:00 -2:30
3	16.01.24	Networking & Tea	10:00 – 10:30
		Session I Dr Pushpendra Kumar Anatomy of Research	10:30 -12:00
		Lunch	12:00 - 1:00
		Session II Dr Abdul Samad Ibrahim Online Distance Learning with	1:00 -2:30

		reference to Higher Education & NEP	
4.	17.01.24	Networking & Tea	10:00 – 10:30
		Session I Dr H. K Dangi Research Paper Writing and Publication in SCOPUS	10:30 -12:00
		Lunch	12:00 - 1:00
		Session II Dr Ihitiram Raza Khan Use of AI and Converging Technologies in Education Highlighting usage of Blockchain	1:00 -2:30
5	18.01.24	Networking & Tea	10:00 – 10:30
		Session I Dr Chandrani Ganguly Innovative Style of Teaching, Blended Learning & Flipped Classroom	10:30 -12:00
		Lunch	12:00 - 1:00
		Session II Dr Durgesh Tripathi Digital Education Inclusion in HEI: The way Forward	1:00 -2:30
6	19.01.24	Networking & Tea	10:00 – 10:30
		Session I Mr Pranav Kharbanda Case Study Formulation and Analysis	10:30 -12:00
		Lunch	12:00 - 1:00
		Vote of Thanks & Certificate Distribution	1:00 -2:30



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



Date: 20th Jan 2024

Report

FDP on "Innovative Teaching and Research Pedagogies"

Event Category: FDP

Topic: Innovative Teaching and Research Pedagogies

Date: 15th to 19th Jan 2024

Time: 10:00 am onwards

Venue: Conference Room, JIMS Kalkaji

Beneficiaries with number: 60

FDP Convenor: Dr. Preeti Singh

FDP Coordinator : Mr. Kartik Dayal

Report:

Internal Quality & Assurance cell organised 5 Days Faculty Development Programme from 15th to 19th January 2024 on Innovative Teaching and Research Pedagogies in auditorium and conference room. The content coverage of FDP was designed considering innovative and teaching pedagogies aspects focussed by New Education Policy 2020. Total 37 external participants from IITM, The Institution of Civil Engineers Society, Accurate Group of Institutions, DBIT, NDIM, Galgotias university, Chanderprabhu Jain College of Higher Studies, Lingayas, MERI, VIPS, Bharati Vidyapeeth, Christ university NCR and GL Bajaj Greater Noida participated in the programme along with 19 internal faculty member participation.

Total 8 external resources contributed towards learning of Faculty members in 9 session distributed over 5 days of FDP Programme. The highlight of sessions held and resource detail is as under :

Day	Date	Time	Expert	Topic
Day 1	15.01.2024	10:30-12:00 (Session 1)	Innovative Teaching Pedagogies with special reference to Higher Education	Dr. Pawan Sharma (Ex Principal, Dyal Singh College, Delhi University)



		1:00 -2:30 (session II)	Role of Management Teachers as Managers	Dr. Anuj Verma (Director, JIMS Kalkaji)
Day 2	16.01.2024	10:30 -12:00	Anatomy of Research	Dr. Pushpendra Surya (Professor, Kirori Mal College, Delhi University)
		1:00 – 2:30	Online Distance Learning with Reference to Higher Education and NEP	Dr. Abdul Samad (Ex additional Director, IGNOU)
Day 3	17.01.24	10:30 - 12:00	Research Paper Writing and Publication in SCOPUS	Dr. H. Dangi (Professor, Delhi School of Economics, Delhi University)
		1:00 -2:30	Use of AI and Converging Technologies in Education Highlighting usage of Blockchain	Dr. Ihtiram Raza Khan (Professor, Jamia Hamdard)
Day 4	18.01.24	10:30 -12:00	Innovative Style of Teaching Blended Learning & Flipped Classroom	Dr. Chandrani Ganguly (Professor, Galgotias university)
		1:00 -2:30	Digital Education Inclusion in HEI: The way Forward	Dr. Durgesh Tripathi (Professor, USMS, GGSIPU)
Day 5	19.01.24	10:30 -12:00	Case study formulation and Analysis	Mr Pranav Kharbanda ICREON

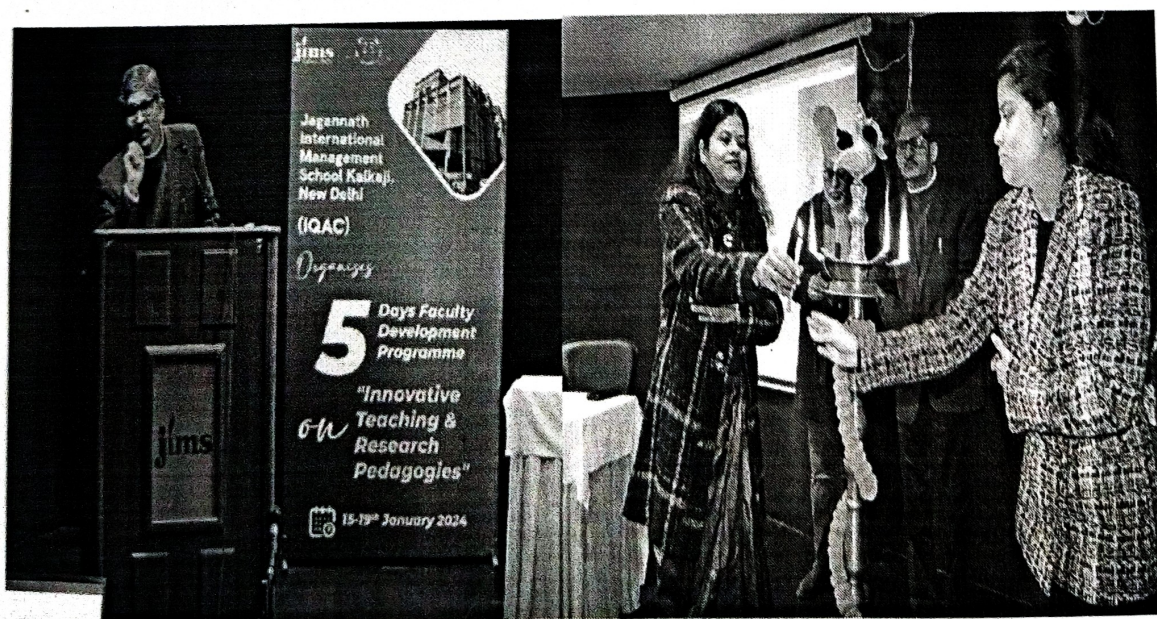


			Comm Pvt Ltd
			Visiting IIFT, IIM J
Day 5		1:00 pm	Valedictory Session (Vote of Thanks & Certificate Distribution)

Objective:

1. To enhance the teaching and research skills of faculty members giving professional education in higher education institutions.
2. To give exposure to participants in regards of innovative teaching pedagogies
3. To gain insight on latest developmental areas in education arena ie anatomy of research, use of Artificial Intelligence and block chain in education, case study formulation and analysis, Digital Education Inclusion in HEI and Skills for research paper writing and publication In SCOPUS

Glimpses of the FDP

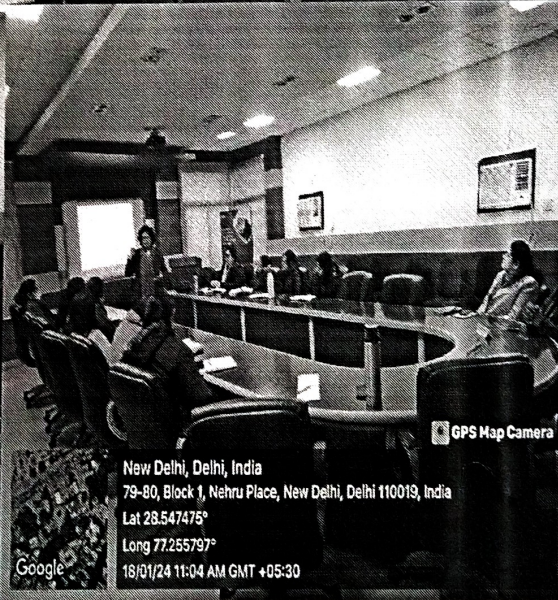
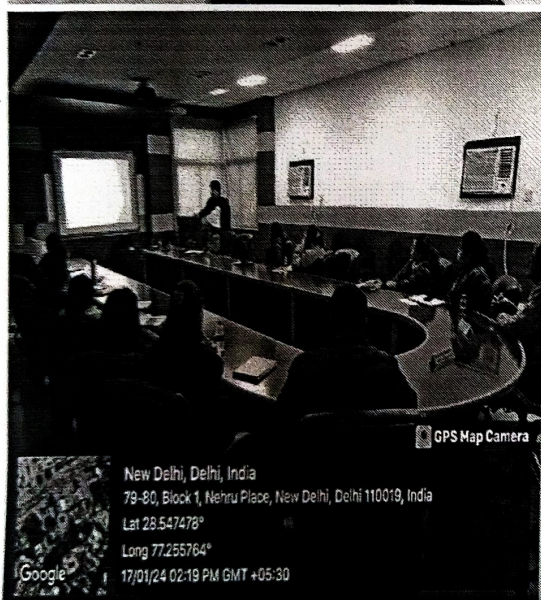


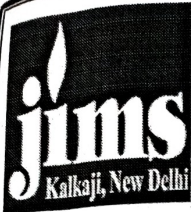


Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

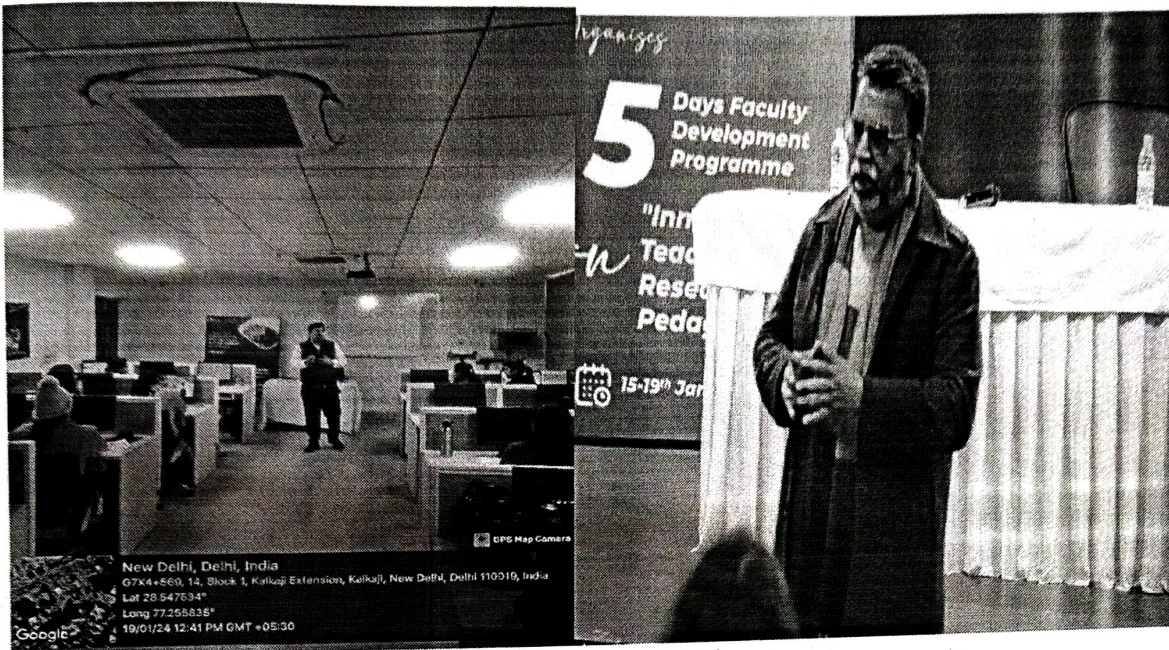
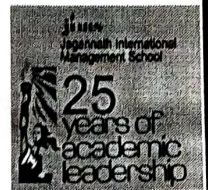


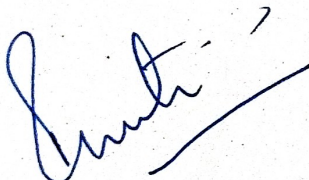


Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)




NAME & SIGNATURE
COORDINATOR


NAME & SIGNATURE
HEAD OF DEPT


NAME & SIGNATURE
DIRECTOR



Faculty Development Programme
on
"INNOVATIVE TEACHING & RESEARCH PEDAGOGIES"

Attendance Sheet (Internal Participants)

Sl.No	Name	Day 1 (15.01.2024)	Day 2 (16.01.2024)	Day 3 (17.01.2024)	Day 4 (18.01.2024)	Day 5 (19.01.2024)
1	Dr. Prashant Kumar	pr	pr	pr	pr	pr
2	Dr. Niti Saxena	Nr	Nr	Nr	Nr	Nr
3	Ms. Payal Sharma	Pr	Pr	Pr	Pr	Pr
4	Dr. Preeti Singh	Preeti	Preeti	Preeti	Preeti	Preeti
5	Dr. Pallavi Ahuja	Pall	Pall	Pall	Pall	Pall
6	Ms. Jasleen Rana	JR	JR	JR	JR	JR
7	Ms. Aastha Behl	Aastha	Aastha	Aastha	Aastha	Aastha

Sl.No	Name	Day 1 (15.01.2024)	Day 2 (16.01.2024)	Day 3 (17.01.2024)	Day 4 (18.01.2024)	Day 5 (19.01.2024)
8	Ms. Pooja Bisht					
9	Ms. Surbhi Ahuja					
10	Ms. Chanika Goel					
11	Mr. Kartik Dayal E					
12	Ms. Arti Vaish E	—	on leave	—	—	—
13	Ms. Dolly					
14	Dr. Surbhi Gosain					
15	Ms. Shweta Khandelwal					
16	Dr. Shivani Sharma					
17	Dr. Usha Agarwal					
18	Ms. Kanika Parashar					

Faculty Development Programme

On

INNOVATIVE TEACHING & RESEARCH PEDAGOGIES

Attendance Sheet (Internal Participants)

S. No.	Name	Day 1 (15.01.2024)	Day 2 (16.01.2024)	Day 3 (17.01.2024)	Day 4 (18.01.2024)	Day 5 (19.01.2024)
19	Dr. Vandana Gupta	<i>Vandana</i>	<i>Vandana</i>	<i>Vandana</i>	<i>Vandana</i>	<i>Vandana</i>
20	Ms. Sangeeta Sharma	<i>Sangeeta</i>	<i>Sangeeta</i>	<i>Sangeeta</i>	<i>Sangeeta</i>	<i>Sangeeta</i>
21	Dr. Prabal Chakraborty	<i>Prabal</i>	<i>Prabal</i>	<i>Prabal</i>	<i>Prabal</i>	<i>Prabal</i>
22	Ms. Bhawna Thakran	<i>Bhawna</i>	<i>Bhawna</i>	<i>Bhawna</i>	<i>Bhawna</i>	<i>Bhawna</i>
23	Dr. Rashmi Bhatia	<i>Rashmi</i>	<i>Rashmi</i>	<i>Rashmi</i>	<i>Rashmi</i>	<i>Rashmi</i>
24	Dr. Priyanka Ahluwalia	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>
25	Ms. Nikhita Dhawan	<i>Nikhita</i>	<i>Nikhita</i>	<i>Nikhita</i>	<i>Nikhita</i>	<i>Nikhita</i>
26	Mr. Umesh	<i>Umesh</i>	<i>Umesh</i>	<i>Umesh</i>	<i>Umesh</i>	<i>Umesh</i>
27	Ms. Gurmeet Sodhi	<i>Gurmeet</i>	<i>Gurmeet</i>	<i>Gurmeet</i>	<i>Gurmeet</i>	<i>Gurmeet</i>

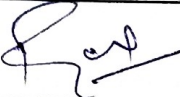

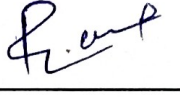
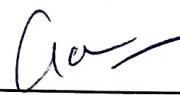
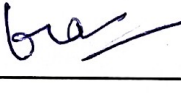
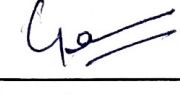
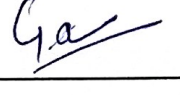
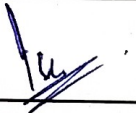
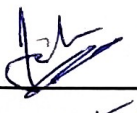
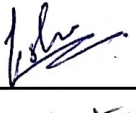

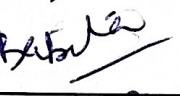
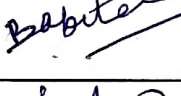
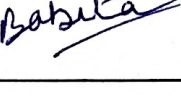
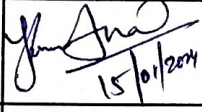

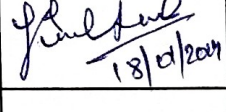
Faculty Development Programme
on
"INNOVATIVE TEACHING & RESEARCH PEDAGOGIES"

Attendance Sheet (External Participants)

Sl.No	Name	Affiliating College/University	Day 1 (15.01.2024)	Day 2 (16.01.2024)	Day 3 (17.01.2024)	Day 4 (18.01.2024)	Day 5 (19.01.2024)
1	MR VIPUL GARG	Chaudhary Charan Singh University, Meerut, Uttar Pradesh	Vipul garg	Vipul garg	Vipul garg	ABSENT	Vipul garg
2	MS PRIYANKA GOEL	JIMS, Greater Noida	Priyanka	Priyanka	Priyanka	Priyanka	ABSENT
3	DR NITYA KHURANA	Institute of Innovation in Technology and Management, GGSIPU	Nitya	Nitya	Nitya	ABSENT	ABSENT
4	MS RINKY SHARMA	The Institution of Civil Engineers Society	ABSENT	Rinky	Rinky	Rinky	ABSENT
5	MR PAWAN	Accurate Group of Institutions, Greater Noida	ABSENT	Pawan	Pawan	ABSENT	Pawan
6	MS SHAILZA	Don Bosco Institute of Technology	Shailza	Shailza	Shailza	Shailza	ABSENT
7	MS KANISHKA JINDAL	Don Bosco Institute of Technology, GGSIPU	Kanishka	Kanishka	Kanishka	ABSENT	ABSENT

Sl.No	Name	Affiliating College/University	Day 1 (15.01.2024)	Day 2 (16.01.2024)	Day 3 (17.01.2024)	Day 4 (18.01.2024)	Day 5 (19.01.2024)
8	MS AARTI BUDHIRAJA	New Delhi Institute of Management	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT	ABSENT
9	DR SWETA DHAND	Galgotias University	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT	ABSENT
10	MS RICHA NANDA	JIMS / Clonville	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT	ABSENT
11	MR KARTIKEYA RAINA	Graphic Era (Deemed to be University)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT	ABSENT
12	DR KRISHAN KUMAR GARG	Lingayas Ildims	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT	ABSENT
13	MS ADITI KAUSHIK	Chanderprabhu Jain College of Higher Studies	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT	<i>[Signature]</i>
14	MS RITU SAWANNI	MERI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT	<i>[Signature]</i>
15	MS HARSHITA BISHT	Alankar Mahila P.G. Mahavidyalaya, Sirsi road, Jaipur	ABSENT	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT
16	DR AANCHAL AGGARWAL	Vivekananda institute of professional studies	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT	<i>[Signature]</i>	ABSENT
17	DR NUPUR ARORA	Vivekananda institute of professional studies	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT	<i>[Signature]</i>	ABSENT
18	DR LATIKA MALHOTRA	GGSIU	<i>[Signature]</i>	<i>[Signature]</i>	ABSENT	<i>[Signature]</i>	ABSENT

Sl.No	Name	Affiliating College/University	Day 1 (15.01.2024)	Day 2 (16.01.2024)	Day 3 (17.01.2024)	Day 4 (18.01.2024)	Day 5 (19.01.2024)
19	DR SUSHMA BAHUGUNA	BCIIT		ABSENT			ABSENT
20	DR GEETA KUMARI	Malla Reddy College of Engineering and Technology, Hyderabad					ABSENT
21	DR MAHTAB ALAM	BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY) INSTITUTE OF MANAGEMENT		ABSENT			ABSENT
22	DR MANSI BATRA KAWATRA	GLA University					ABSENT
23	DR JYOTSNA	Jagan Institute of Management Studies Sector 5 Rohini					
24	MS PROF.CHARUL SHARMA	GNIOT Institute Of Management Studies (GIMS), Greater Noida	ABSENT				
25	DR RUCHIKA	VIPS, Delhi		ABSENT	ABSENT		
26	DR SHIVANI WADHWA	Jagan Institute of Management Studies					
27	MS TARUNA CHOPRA	Lingaya's Institute of Mgmt & Science				ABSENT	
28	MR ANKUR TAYAL	Jagan Institute of Management Studies Sector 5 Rohini					
29	MS JYOTI	Vivekananda institute of professional studies		ABSENT		ABSENT	

Sl.No	Name	Affiliating College/University	Day 1 (15.01.2024)	Day 2 (16.01.2024)	Day 3 (17.01.2024)	Day 4 (18.01.2024)	Day 5 (19.01.2024)
30	DR RENU	Vivekananda institute of professional studies				ABSENT	ABSENT
31	Dr. Ganesh Jindal	G L BAJAJ INSTITUTE OF TECHNOLOGY & MGT.					ABSENT
32	Dr. Isma Rawal	VIPS - TC				ABSENT	
33	Dr. Babita	Christ University				ABSENT	ABSENT
34	Kunal Anand	Kalika Institute for Research & Advanced Studies	 15/01/2024	 16/01/2024	ABSENT	 18/01/2024	ABSENT
35							
36							
37							
38							
39							
40							

MDP Confirmation Mail



Dr. Ruchi Srivastava <hodbba.kj@jagannath.org>

MDP Brochure

Manish Kumar <manish.kumar@zoominsurancebrokers.com>

13 March 2024 at 17:00

To: "Dr. Ruchi Srivastava" <hodbba.kj@jagannath.org>

Cc: smriti dhar <smriti.dhar@jagannath.org>

Dear Mam

We would like to nominate following of our employees for the **Management Development Prog (MDP)** on Communication Skills with E Mail Etiquettes for 16th March & 18th March 2024.

1. Sandeep Kumar
2. Manish Kumar
3. Shivam Sahu
4. Jitesh Barolia
5. Gaurav Choudhary

Please raise the invoice on the name of "Zoom Insurance Brokers Pvt. Ltd."

Let us know if you require further details.

Thanks & regards,

Manish Kumar

Sr. Peoples` Ambassador

[+91-9999272492](tel:+91-9999272492)manish.kumar@zoominsurancebrokers.comwww.zoominsurancebrokers.com

Zoom Insurance Brokers Pvt. Ltd.
Registered Office: D-104, Udyog Vihar Phase V, Gurugram, Haryana-122016
IRDAI Reg. No.: 389
Licence Category: Composite (Valid from 02.01.2024 to 01.01.2027).

Forbes
DGEMS 2023
D Globalist
Accelerating entrepreneurs

200 Select
Companies with
Global Business
Potential

Disclaimer: This e-mail message and any attachments, transmitted with it, may contain confidential, proprietary or legally provided information and intended solely for the use of the individual or entity to whom it is addressed to. It should not be used by anyone who is not original intended recipient. If you have erroneously received this message, please delete it immediately and notify the sender. The recipient acknowledge that Zoom Insurance Brokers Pvt. Ltd. is unable to exercise control or ensure or guarantee the integrity of over the contents of the information contained in e-mail transmissions and further acknowledge that any views expressed in this message are those of the individual sender and no binding nature of the message shall be implied or assumed unless the sender does so expressly with due authority of Zoom Insurance Brokers Pvt. Ltd. before opening any attachments please check them for viruses and defects.

[Quoted text hidden]

Brochure of MDP



SHAPING MANAGERS FOR GLOBAL MARKETS

ABOUT JIMS, KALKAJI

Jagannath International Management School (JIMS) Kalkaji, Delhi, functions under the aegis of JagannathGupta Memorial Educational Society, a non-profit registered organization, which has been imparting high- quality professional education since 1997.

Our campus at Kalkaji has over time developed into a reputed center of excellence for the conduct of research and consultancy services for the private and public sector organizations. Our sustained focus on improving the quality of our academic deliverables have resulted in accreditation of our institute by the South Asian Quality Assurance System (SAQS) and National Board of Accreditation (NBA) and both of our Programmes Post Graduate Diploma in Management (PGDM) and Programmes Post Graduate Diploma in Management - International Business (PGDM- IB) have been granted equivalence to Master of Business Administration (MBA) degree of an Indian University by the Association of Indian Universities (AIU). The institute has also been awarded the ISO 9001:2015 international quality certification and ranked by NIRF among the top 100 institutions. To share, JIMS signed an MOU with prestigious college SRCC, University of Delhi for Strategic Associations and has also collaborated with leading consulting firm, Grant Thornton Bharat to launch a Industry Integrated Two Years Full Time PGDM Programme.

MDPs @ JIMS

We have trained over 10000 Managers and Officers from leading corporate organizations such as Haldiram, Big Bazaar, etc. and have been appreciated for the delivery of training on various topics including Emotional Intelligence, Stress Management, Communication Skills, Leadership, Team Building, etc. Our rich collaboration with PHDCCI, FIEO, IDBI has helped us to train various MSMEs into the domain of honing their financial perspectives.

We conduct both In-house programmes and In-company programme for the executives, officers, managers and corporate leaders. In-house programmes are both open and company specific programmes.

For every programme:

Fees - ₹ 7500 per participants

Required numbers of participants

Minimum: 10

Maximum: 25

Benefits

- Two-Days management Training
- Study Material
- Hospitality
- Certificate

2 Days Management Development Program on Conflict and Business Skills:

Embark on a transformative journey of personal and professional growth with our intensive CBS solution plan. Designed for forward-thinking leaders and aspiring managers, the programme will immerse you into the intricacies of conflict management, learning proven strategies to navigate disputes and foster collaboration within your team.

From honing negotiation techniques to mastering effective communication, each session is carefully crafted to empower you with the tools and insights needed to thrive in today's competitive business landscape. Join us and unlock your full potential as a leader, equipped to tackle challenges head-on and drive organizational success.

Day 1: Conflict Resolution

Session 1: Understanding Conflict

- Introduction to conflict: definition, types, and sources
- Importance of addressing conflicts in the workplace
- Case studies/examples of common workplace conflicts

Session 2: Conflict Resolution Strategies

- Collaborative problem-solving approach
- Win-win negotiation techniques
- Active listening and empathy-building exercises

Session 3: Communication Skills for Conflict Resolution

- Assertive communication vs. aggressive/passive communication
- Non-verbal communication cues
- Role-playing exercises to practice effective communication

Session 4: Managing Emotions in Conflict

- Recognizing and managing your own emotions
- Dealing with strong emotions in others
- Mindfulness and relaxation techniques

Day 2: Business Skills

Session 5: Time Management and Prioritization

- Techniques of time management in the workplace
- Prioritization techniques (e.g., Eisenhower matrix)
- Creating effective to-do lists and schedules

Session 6: Decision Making

- Rational decision-making process
- Evaluating alternatives and assessing risks
- Group decision-making exercises

Session 7: Leadership and Teamwork

- Qualities of effective leaders
- Building and motivating high-performance teams
- Team-building activities and exercises

Session 8: Networking and Relationship Building

- Importance of networking in business
- Tips for effective networking
- Building and maintaining professional relationships

Each session will include a mix of presentations, discussions, interactive exercises, and real-life examples to engage participants and reinforce learning.

2 Days Management Development Program on Team Building:

Do you feel challenged to unlock the full potential of your team workforce? Through interactive workshops, experiential activities, and tailored coaching sessions, you'll gain invaluable insights into effective team dynamics, communication strategies, and conflict resolution techniques. Whether you're seeking to enhance collaboration, boost morale, or improve productivity, our program equips you with the skills and strategies to create a cohesive and motivated team ready to conquer any challenge.

Day 1: Building a Strong Foundation

Session 1: Introduction to Team Building

- Overview of the importance of teams in organizational success
- Definition of team building and its benefits
- Icebreaker activity to introduce participants and set a positive tone

Session 2: Understanding Team Dynamics

- Characteristics of effective teams
- Belbin's Team Roles theory: introduction and assessment
- Group discussion on how different roles contribute to team success

Session 3: Creating a Shared Vision

- Rational decision-making process
- Evaluating alternatives and assessing risks
- Group decision-making exercises

Session 4: Establishing Trust and Communication

- Building trust within teams: strategies and best practices
- Effective communication techniques for team members
- Role-playing scenarios to practice active listening and constructive feedback

Day 2: Strengthening Team Performance

Session 5: Conflict Resolution and Collaboration

- Understanding and managing conflicts within teams
- Strategies for constructive conflict resolution
- Team-based case studies to apply conflict resolution techniques

Session 6: Building Resilience and Adaptability

- Importance of resilience in navigating challenges
- Techniques for building team resilience
- Simulation exercises to test adaptability in different scenarios

Session 7: Enhancing Collaboration and Creativity

- Fostering a culture of collaboration and idea-sharing
- Brainstorming techniques for generating innovative solutions
- Group activities to encourage creativity and problem-solving

Session 8: Celebrating Success and Continuous Improvement

- Recognizing and rewarding team achievements
- Importance of feedback and reflection for continuous improvement
- Action planning: setting goals for ongoing team development

Throughout the program, interactive activities, group discussions, and experiential learning opportunities will be incorporated to maximize participant engagement and facilitate skill development

2 Days Management Development Program on Communication Skills with E-Mail etiquettes:

Elevate your communication prowess and master the art of professional correspondence with our learned team. Communication skills both spoken and written is need of the hour in today's fast pace digitally empowered world. Over the course of two enriching days, participants will delve into the nuances of email etiquette, learning how to craft messages that are clear, concise, and impactful. From mastering tone and formatting to navigating sensitive topics with finesse, each session is designed to empower attendees with the tools and techniques needed to communicate confidently and authentically in any professional setting.

Day 1: Effective Communication Skills

Session 1: Introduction to Communication Skills

- Importance of effective communication in the workplace
- Key elements of communication: verbal, non-verbal, and written

Session 2: Active Listening and Empathy

- Understanding the importance of active listening
- Developing empathy and understanding different perspectives
- Interactive exercises and role-plays to practice active listening skills

Session 3: Assertive Communication

- Difference between assertive, aggressive, and passive communication
- Techniques for expressing thoughts and feelings assertively
- Role-playing scenarios to practice assertive communication

Session 4: Non-Verbal Communication

- Importance of body language and tone in communication
- Interpreting and using non-verbal cues effectively
- Video analysis and role-playing activities to demonstrate non-verbal communication

Day 2: Email Etiquette and Written Communication

Session 5: Email Etiquette Basics

- Importance of professional email communication
- Common mistakes to avoid in email writing
- Overview of email etiquette best practices

Session 7: Managing Email Communication

- Strategies for managing email overload
- Email organization and prioritization techniques
- Tips for writing concise and actionable emails

Session 8: Handling Sensitive Situations via Email

- Guidelines for addressing conflicts or delivering constructive feedback via email
- Case studies and role-plays to practice handling sensitive email conversations
- Review of best practices for maintaining professionalism and diplomacy

Throughout the program, participants will be engaged in hands-on activities, group discussions, and practical exercises to reinforce learning and encourage active participation. Additionally, the facilitator will provide opportunities for feedback and reflection to help participants apply their newly acquired communication skills effectively in their professional roles.

2 Days Management Development Program on Organizing and Planning:

This program offers a comprehensive toolkit to streamline processes and enhance productivity for achieving goals of organizational excellence and strategic planning. The programme is sketched to develop and enhance essential skills for effective decision-making and resource optimization. Over the course of two intensive days, participants will delve into the intricacies of strategic planning, mastering techniques for setting goals, allocating resources, and prioritizing tasks. Through interactive workshops, case studies, and practical exercises, attendees will learn how to create actionable plans that drive sustainable growth and success. Join us and take the first step towards becoming a visionary leader capable of navigating complexity and achieving organizational objectives with confidence.

Day 1: Organizing for Efficiency

Session 1: Introduction to Organizing and Planning

- Overview of the importance of organizing and planning in management
- Key principles of effective organizing and planning

Session 2: Understanding Organizational Structure

- Types of organizational structures (e.g., functional, matrix, flat)
- Considerations for selecting the appropriate organizational structure
- Group discussion and case studies on real-world examples of organizational structures

Session 3: Delegation and Empowerment

- Importance of delegation in effective organizing
- Techniques for delegation and empowering team members
- Role-playing exercises to practice delegation skills

Session 4: Workflow Optimization

- Analyzing and optimizing workflow processes
- Techniques for streamlining operations and reducing inefficiencies
- Process mapping and improvement exercises

Day 2: Strategic Planning and Implementation

Session 5: Introduction to Strategic Planning

- Definition and purpose of strategic planning
- Components of a strategic plan (e.g., mission, vision, goals, objectives)
- Case studies on successful strategic planning initiatives

Session 6: SWOT Analysis and Goal Setting

- Conducting a SWOT analysis to assess strengths, weaknesses, opportunities, and threats
- Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and objectives
- Group exercises to apply SWOT analysis and goal-setting techniques

Session 7: Action Planning and Implementation

- Developing action plans to achieve strategic objectives
- Allocating resources and assigning responsibilities
- Monitoring and evaluating progress toward goals
- Interactive activities to create and refine action plans

Session 8: Change Management and Adaptability

- Understanding the need for change management in planning and organizing
- Strategies for leading and managing organizational change
- Case studies and role-playing exercises to practice change management skills

Throughout the program, participants would be engaged in interactive activities, group discussions, and real-world case studies to reinforce learning and encourage application of concepts. Additionally, facilitator will provide opportunities for reflection and feedback to help participants integrate new organizing and planning skills into their management practices.

Learning Zone

Venue: Conference Hall, JIMS Kalkaji, Delhi

Dates:

Time: 10:00 -17:00

Report of MDP



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

Report- Two Days MDP

TOPIC	Communication Skills and Email Etiquette
DATE	March 16 and 18, 2024
ORGANIZATIONS	Zoom Insurance Brokers Pvt. Ltd.
	Nova Healthtech Solutions Pvt. Ltd.

Keeping in mind that ‘Communication is the currency of the business world!’ JIMS Kalkaji organized a Two Days MDP on Communication Skills and Email Etiquette on for Zoom Insurance Brokers Pvt. Ltd. and Nova Healthtech Solutions Pvt. Ltd. On March 16 and 18, 2024.

Report

Day 1: March 16, 2024: Communication Skills

Dr. Ruchi Srivastava, Professor, JIMS and Coordinator of the MDP welcomed all the MDP delegates. Dr. Anuj Verma, Director, JIMS Kalkaji delivered the Keynote address. An Icebreaking activity was conducted by Dr. Ruchi Srivastava. The first module of the session on significance of communication practices prevalent in the industry was taken up by Ruchi Srivastava. A session on ‘Listening Skills’ was then delivered by Dr. Anuj Verma which was succeeded by a session on Assertive Communication with examples on gestures, body language and other non-verbal aspects also delivered by Dr. Ruchi Srivastav.

Day 2: March 18, 2024: Email Etiquette

Day 2 commenced with sessions on Effective Inbox Management, Infomania, and templates suggestions for both inbound and outbound emails. This module was delivered in two session format by Dr. Ruchi Srivastava before lunch. Post lunch sessions were delivered by Dr. Seema Wadhawan,

Dr. Taruna Tokas on Email Writing with different situations and scenarios.

There were 6 participants from Zoom Insurance Brokers Pvt. Ltd. and 3 from Nova Healthtech Solutions Pvt. Ltd. 100% Satisfaction has been accorded by all the participants and they are willing to come back for more sessions from same trainers.

Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

Pictorial glimpses



Anuj Verma PhD.

Director

Attendance


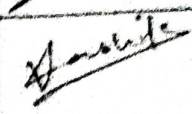

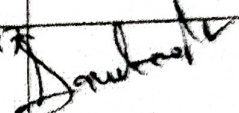
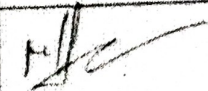
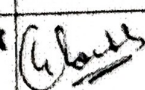
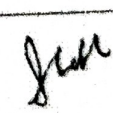
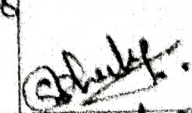
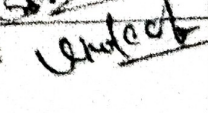
Two Days Management Development Program on Communication Skills
Mail etiquettes on 16th and 18th March, 2024

Sr. No.	Name	Designation & Department	Organisation	Signature
1	Mr. Naveen Patial	Operations	Novel Health Tech	Naveen
2	Ms. Vanshika	Operations	Novel Health Tech	Vanshika
3	Mr. Deepanshu Manchanda	Operations	Novel Health Tech	Deepanshu
4	Mr. Sandeep Kumar	Claims Health and Life	Zoom Insurance Brokers Pvt. Ltd	Sandeep
5	Mr. Manish Kumar	Claims Health and Life	Zoom Insurance Brokers Pvt. Ltd	Manish
6	Mr. Gaurav Choudhary	Operations	Zoom Insurance Brokers Pvt. Ltd	Gaurav
7	Mr. Shashi Shekhar Singh	Sales Manager	Zoom Insurance Brokers Pvt. Ltd	Shashi
8	Mr. Shivam Sahu Shekhar	Sr. Manager	Zoom Insurance Brokers Pvt. Ltd	Shivam
9	Mr. Vivek Garg	General Claim Referral	Zoom Insurance Brokers Pvt. Ltd	Vivek
10				

Reg

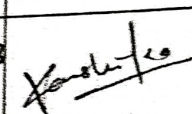
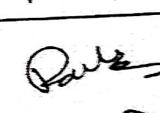

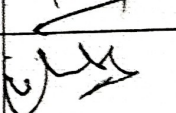
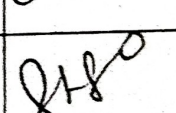
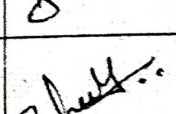
Two Days Management Development Program on Communication Skills and E-Mail etiquettes on 16th and 18th March, 2024

Day - 2 18th March 2024

Sr. No.	Name	Designation & Department	Organisation	Contact No.	Signature
✓ 1	Mr. Naveen Patial	Operation Ssn. Manager	Novel Health Tech	9013163820	
✓ 2	Ms. Vanshika	Operation	Novel Health Tech	892929288	
✓ 3	Mr. Deepanshu Manchanda	Operations	Novel Health Tech	9054901291	
✓ 4	Mr. Sandeep Kumar	Claims Health & Life	Zoom Insurance Brokers Pvt. Ltd	9291989977	
✓ 5	Mr. Manish Kumar	Claims Health & Life	Zoom Insurance Brokers Pvt. Ltd	9289210058	
✓ 6	Mr. Gaurav Choudhary	Operations	Zoom Insurance Brokers Pvt. Ltd	9540055518	
✓ 7	Mr. Shashi Shekhar Singh	Claims Support	Zoom Insurance Brokers Pvt. Ltd	9971380066	
✓ 8	Mr. Shivam Shahu	Ssn. Manager - Non EB claims	Zoom Insurance Brokers Pvt. Ltd	9560108728	
✓ 9	Mr. Vivek Garg	Non-EB claim Claims Specialist	Zoom Insurance Brokers Pvt. Ltd	9177350114	

Two Days Management Development Program on Communication Skills and E-Mail etiquettes on 16th and 18th March, 2024

Day - 1 16th March 2024

Sr. No.	Name	Designation & Department	Organisation	Contact No.	Signature
1	Mr. Naveen Patial	Operation mgr. Manager	Novel Health Tech	9013163820	
2	Ms. Vanshika	Operation	Novel Health Tech	8929292718	
3	Mr. Deepanshu Manchanda	Operation	Novel Health Tech	965490139	
4	Mr. Sandeep Kumar	Claims Health Lfr	Zoom Insurance Brokers Pvt. Ltd	997137701	
5	Mr. Manish Kumar	Claims Health & Lfr	Zoom Insurance Brokers Pvt. Ltd	9289210058	
6	Mr. Gaurav Choudhary	Operation	Zoom Insurance Brokers Pvt. Ltd	9540055548	
7	Mr. Shashi Shekhar Singh	Sales supp	Zoom Insurance Brokers Pvt. Ltd	9971380066	
8	Mr. Shivam Shahu	Ex. mgr.	Zoom Insurance Brokers Pvt. Ltd	9560108728	
9	Mr. Vivek Garg	Claim specialist Non E.B. Claim	Zoom Insurance Brokers Pvt. Ltd	977399444	