

Criteria 6.3.3

Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during 2023-24

6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff

Category	Teaching	Non- Teaching
Number	1	4

Supporting Documents

- 1. FDP organized by the Institution consist of Notice, Brochure, Report and attendance**
- 2. SDP organized by the Institution: Notice, Poster, Report and Attendance**

Teaching Staff

S.No.	Programmes for Teaching Staff
1	FDP on Innovative Teaching and Research Pedagogies



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)

FDP



Jagannath International Management School

MOR, Pocket-105, Kalkaji, Delhi-110019

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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

Scan to Register



Scan to pay



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

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

✉ drpreetisingh@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)		



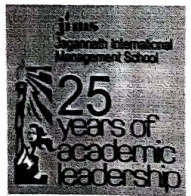


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19		13:00 to 14:30	Valedictory Session and Certificate Distribution	
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FDP Coordinators

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



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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

Lamp lighting ceremony

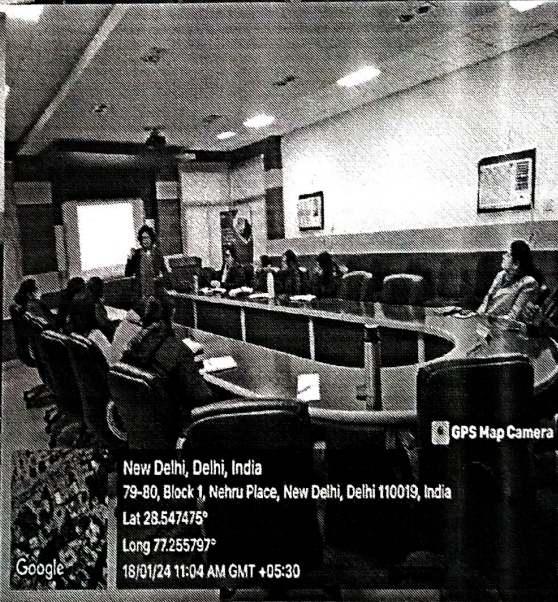
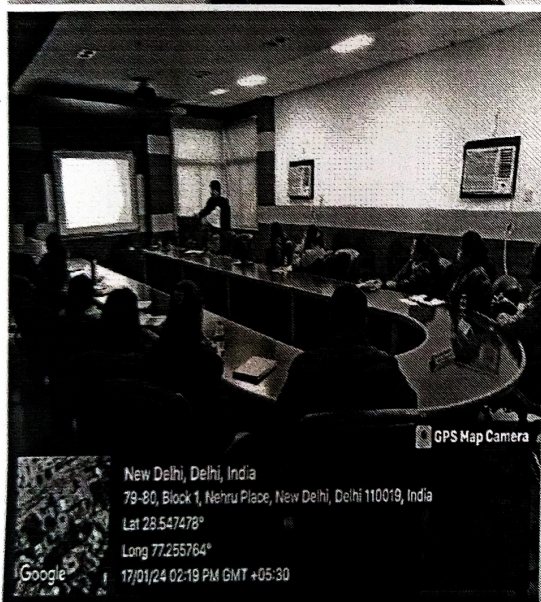




Jagannath International Management School

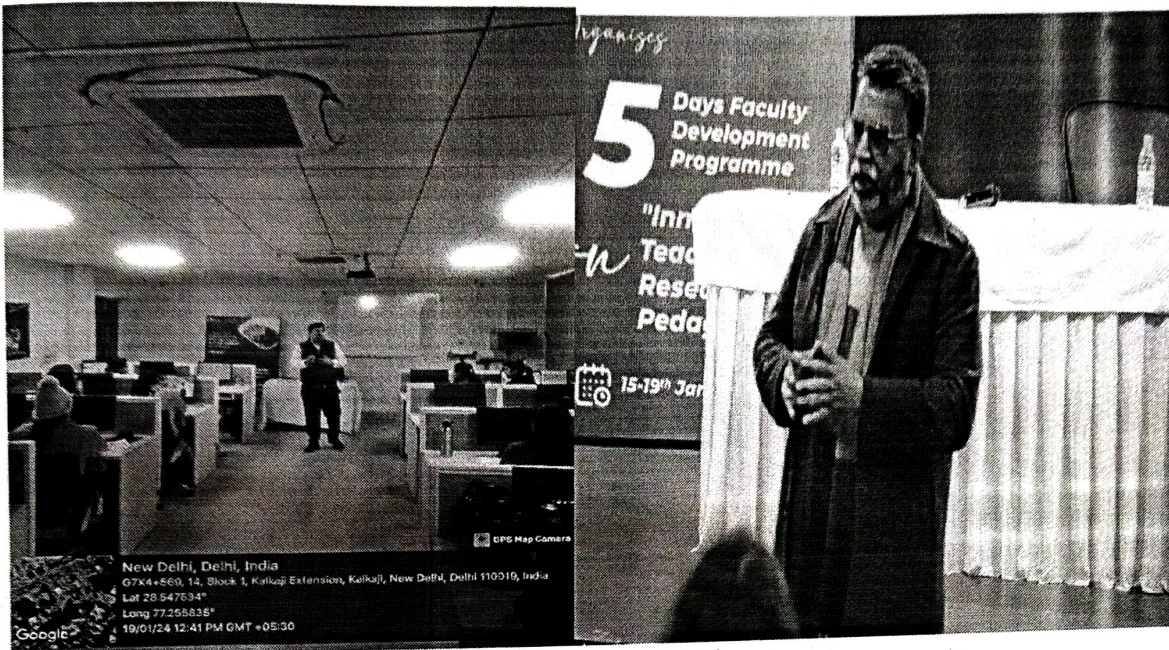
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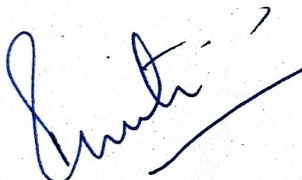


Glimpses of five days session





Dr. Anuj Verma, encouraging participants to take part in more and more Development Programmes


**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>

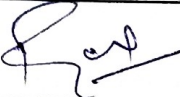

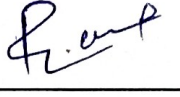
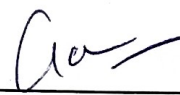
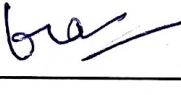
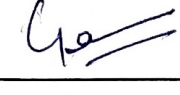
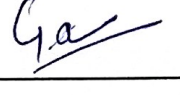
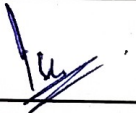
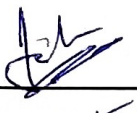
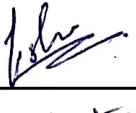

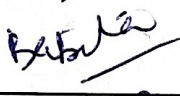
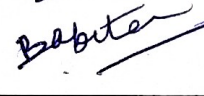
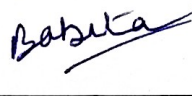
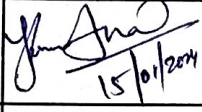

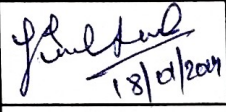
Faculty Development Programme
on
“INNOVATIVE TEACHING & RESEARCH PEDAGOGIES”

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							

Non- Teaching Staff

S.No.	Programmes for Non-Teaching Staff
1	SDP on Effective Writing Skills
2	SDP on Stress Management
3	SDP on Information Technology and Digital Tools
4	SDP on Time Management

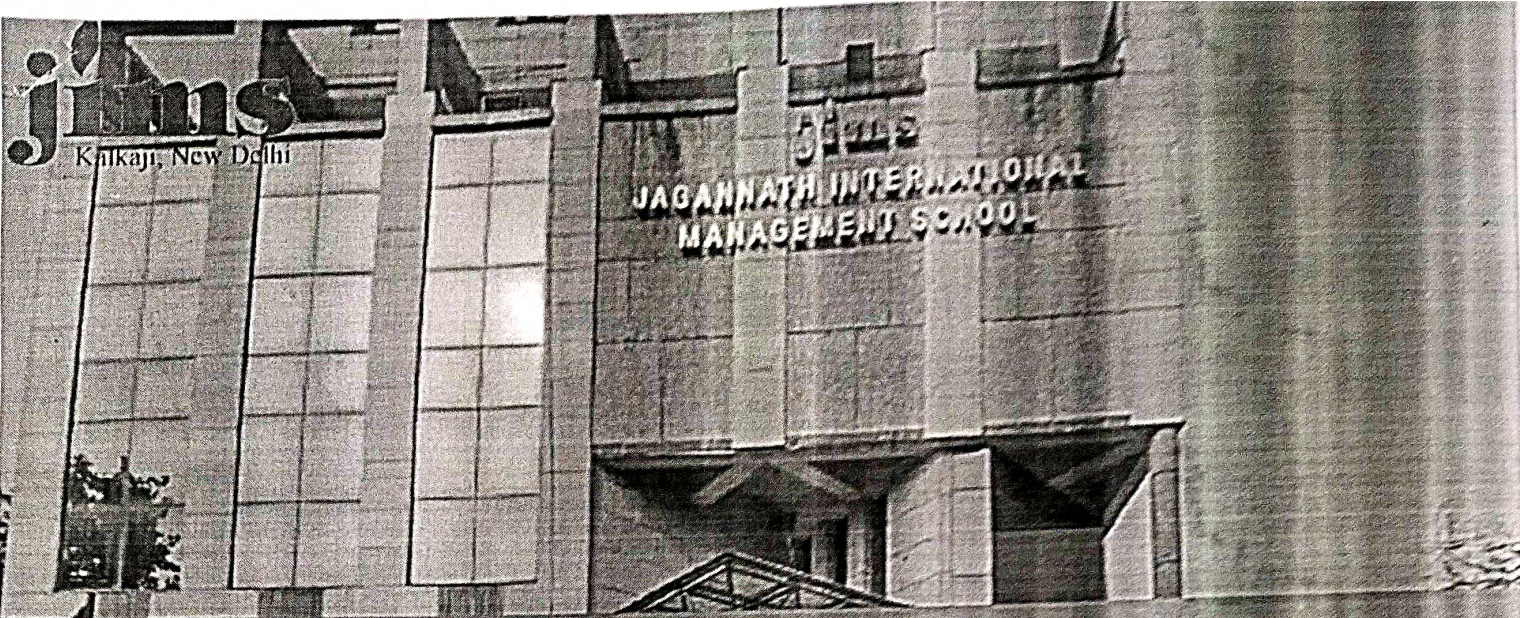


Jagannath International Management School

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)

SDP



STAFF DEVELOPMENT PROGRAMME

EFFECTIVE WRITING SKILLS

16th November, 2023

10:00 am onwards

CONFERENCE ROOM, JIMS KALKAJI

ABOUT PROGRAMME

Effective writing skills are crucial for clear communication and impactful expression. Proficiency in grammar, vocabulary, and style enables writers to connect with readers, convey ideas persuasively, and leave a lasting impression. Sharpened writing abilities empower individuals to craft compelling stories, arguments, and information, fostering engagement and driving change.

Organising Committee

Dr. Prashant Kumar(Head of Department)
Dr. Preeti Singh, Convener

Resource Person:
Dr. P.K.
Pandey
Assistant Professor,

HIGHLIGHTS

It will emphasize on mastering grammar, vocabulary, and style to connect with readers, convey ideas persuasively, and leave a lasting impression. Participants will learn how to craft compelling stories, arguments, and information, fostering engagement and driving change through sharpened writing abilities.

Programme Director
Dr. Prashant Kumar

Faculty Coordinator
Dr. Preeti Singh

website:
www.jimskalkaji.com/

15.11.2023

CIRCULAR- BBA/B.COM/115/2023

SDP on "Effective Writing Skills"

This is to inform staff members that an SDP is going to be Organized by JIMS Kalkaji on Effective Writing Skills.

Date : 16th November, 2023

Time : 10:00 AM Onwards

Venue : Conference Room

All staff members are required to attend.

Prashant Kumar

Dr. Prashant Kumar
HOD



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: 17.11.2023

Report SDP on "Effective Writing Skills"

Event Category: SDP

Topic: "Effective Writing Skills"

Date: 16.11.2023

Time: 10:00 am onwards

Venue: Conference Room

Beneficiaries with number: 11

Faculty Coordinators: Dr. Preeti Singh

Resource: P.K. Pandey, JIMS VK

Learning Objectives: To improve the quality of writing skills of the employees.

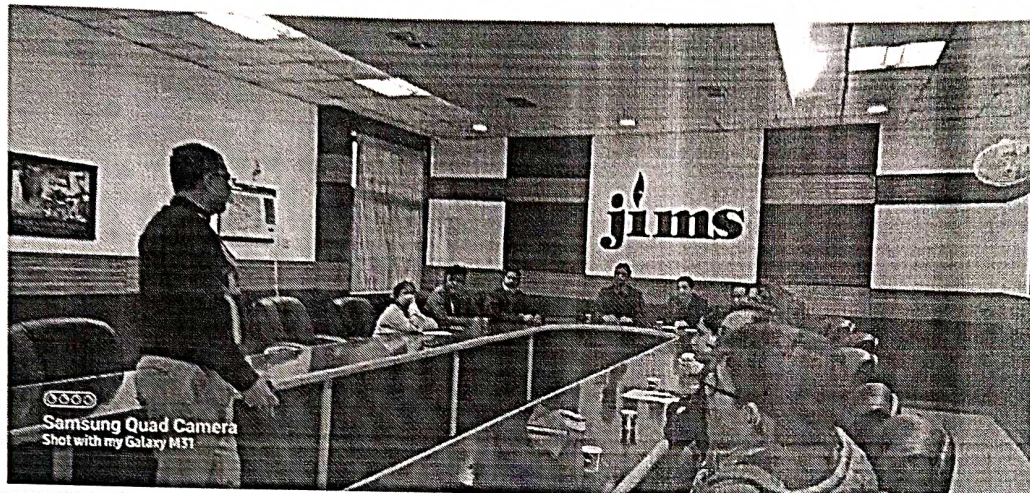
Report:

A Staff Development Programme on Effective Writing Skills was organised. Dr. Prashant Kumar, HOD, Jims Kalkaji addressed the staff members. Keeping in mind the relevance of enhancing organisational productivity and staff efficiency, this session was most required. He shared some of the technical expertise that can be adopted for writing emails, drafting notices, circulars, etc..

Learning outcome:

The session was highly appreciated by the staff.





Dr. P.K. Pandey sharing his technical expertise on how to write email, draft Notices and Circulars

[Handwritten Signature]

NAME & SIGNATURE
COORDINATOR

[Handwritten Signature]

NAME & SIGNATURE
HEAD OF DEPT

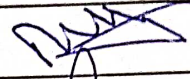
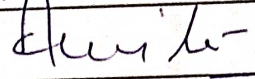
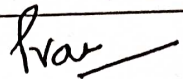

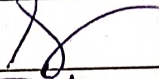

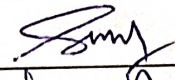
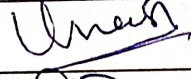
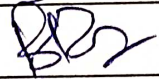
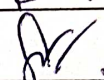

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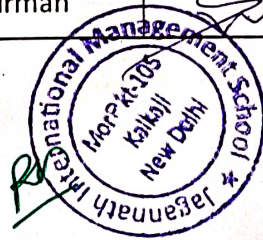
NAME & SIGNATURE
DIRECTOR



SDP on Effective Writing Skills held on 16th Nov, 2023

Attendance List

S.No.	Name	Designation	Signature
1	Mr. Manvendra Singh	System Administrator	
2	Ms. Amita Sharma	Receptionist	
3	Mr. Pravin Kr. Ray	System Administrator	
4	Ms. Neelam	Librarian	
5	Mr. Shivji Rai	Manager Accounts	
6	Ms. Pushpa	Secretary	
7	Mr. Sujeet Kr. Jha	Academic Coordinator	
8	Mr. Umesh Chand	Academic Assistant	
9	Mr. Rajender Rana	Academic Coordinator	
10	Ms. Shalini Negi	Librarian	
11	Ms. Smriti Dhar	Secretary to Chairman	





JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL
STAFF DEVELOPMENT PROGRAM
ON
STRESS MANAGEMENT

“
DISCOVER PEACE: LEARN
HOW TO BEAT STRESS
AND LIVE HAPPILY.
”



DETAILS



DATE
14TH MAY 2024



TIME
11 AM TO 12:30 PM



VENUE
CONFERENCE HALL ,
JIMS KALKAJI

RESOURCE PERSON

Dr. Ruchi Singhal
Associate
Professor, JIMS VK
Dr.
Himani Gupta

May 10th 2024

CIRCULAR – B.COM(H)/038/2024

SDP on “Stress Management”

This is to inform all the staff members that an SDP is organized by JIMS Kalkaji on Stress Management.

Date : 14-05- 2024

Time : 11:00 AM to 12:30 PM

Venue : Conference Room

All staff members are required to attend.

Prashant Kumar

Dr. Prashant Kumar
HOD

For Distribution:
All faculty members

For information, Please
Chairman Sir
Director



May 10th 2024

CIRCULAR – BBA/052/2024

SDP on “Stress Management”

This is to inform all the staff members that an SDP is organized by JIMS Kalkaji on Stress Management.

Date : 14-05- 2024

Time : 11:00 AM to 12:30 PM

Venue : Conference Room

All staff members are required to attend.



Dr. Ruchi Srivastava
HOD

For Distribution:

All faculty members

For information, Please

Chairman Sir
Director





Report on Staff Development Program (SDP) on Stress Management

Date: 14th May, 2024

Venue: Conference Room, JIMS Kalkaji

Time: 11:00 AM - 1:30 PM

Resource Person: Dr. Ruchi Singhal & Dr. Himani Gupta

SDP Coordinators: Dr. Ruchi Shrivastava (HOD BBA, JIMS Kalkaji) and Dr. Niti Saxena (Associate Professor, JIMS Kalkaji)

Objective: The Staff Development Program (SDP) on Stress Management was conducted to equip the staff of JIMS Kalkaji with effective techniques and strategies to manage stress in both personal and professional domains.

Program Overview: The SDP commenced at 11:00 AM in the conference room of JIMS Kalkaji with an introduction by Dr. Ruchi Shrivastava and Dr. Niti Saxena, the coordinators of the program. They emphasized the importance of stress management in maintaining well-being and productivity in the workplace.

Session 1: Understanding Stress: The first session focused on understanding stress, its causes, and its impact on mental and physical health. Various factors contributing to stress were discussed, including workload, interpersonal conflicts, and time management issues. Attendees actively participated in discussions, sharing their personal experiences and perspectives.

Session 2: Techniques for Stress Management: The second session delved into practical techniques for managing stress effectively. Strategies such as mindfulness meditation, deep breathing exercises, and time management techniques were introduced. Participants engaged in hands-on activities and exercises to experience these techniques firsthand.

Session 3: Coping Strategies: The third session explored coping strategies for dealing with stress in challenging situations. The importance of self-care, setting boundaries, and seeking social support were highlighted. Attendees were encouraged to develop personalized coping mechanisms to effectively manage stress in their daily lives.

Throughout the program, interactive activities were conducted to facilitate learning and engagement. Participants were divided into small groups for role-playing exercises, case

studies, and brainstorming sessions. These activities encouraged collaboration and peer learning. Overall, the SDP on Stress Management was deemed a valuable initiative, providing staff members with practical tools and techniques to effectively manage stress and improve their overall quality of life.

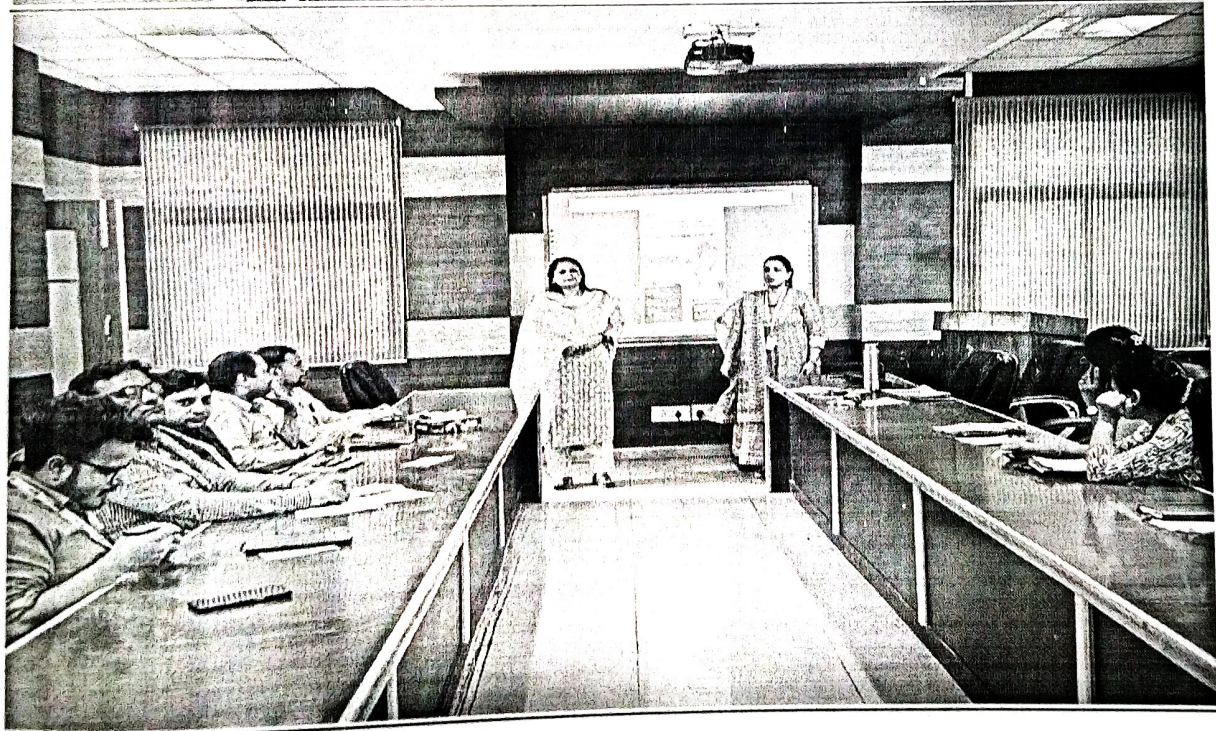
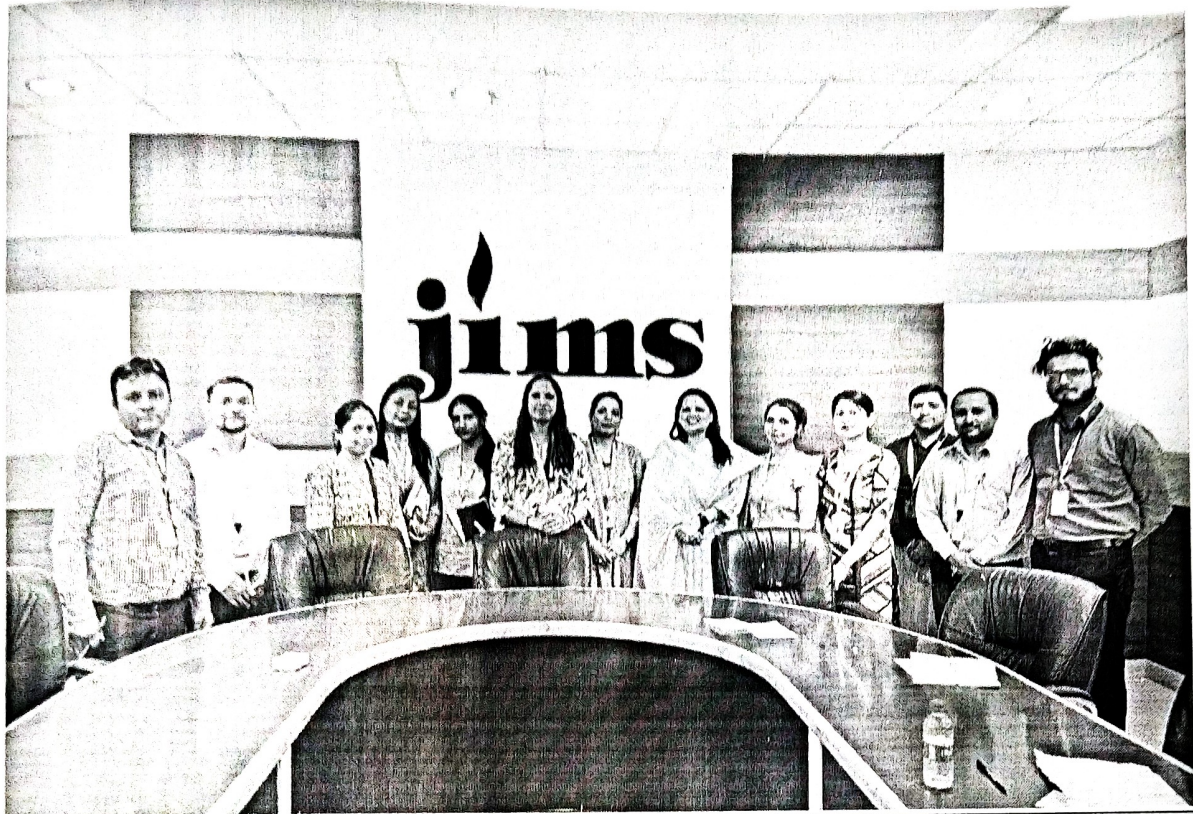
Learning Outcomes:

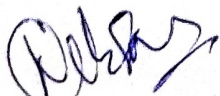
1. **Increased Awareness:** Participants gained a deeper understanding of the concept of stress, including its causes, manifestations, and consequences on mental and physical health.
2. **Identification of Stress Triggers:** Staff members were able to identify personal and professional stress triggers, enabling them to proactively address and mitigate potential sources of stress in their lives.
3. **Effective Stress Management Techniques:** Attendees learned a variety of stress management techniques, including mindfulness meditation, deep breathing exercises, and time management strategies. They acquired practical skills to cope with stress in real-time situations.
4. **Enhanced Coping Strategies:** Through interactive workshops and activities, participants developed personalized coping strategies for dealing with stress in challenging situations. They learned the importance of self-care, setting boundaries, and seeking social support to maintain resilience in the face of adversity.
5. **Improved Well-being and Performance:** By implementing the strategies learned during the SDP, staff members were equipped to enhance their overall well-being and performance in both personal and professional domains. They gained tools to manage stress more effectively, leading to increased productivity, job satisfaction, and work-life balance.

Dr. Ruchi giving insights on how to manage stress



Group Photo with all the staff members




Coordinator


HOD

Jagannath International Management School

Staff List

Staff Development Programme - Stress Management

Date : 14th May 2024 Time 11:00 am to 12:30 pm

S.No.	Name	Signature
1.	Mr. Shivji Rai (Accounts Dept.)	— Ab —
2.	Ms. Smriti Dhar (Secy -Chairman)	Smriti
3	Ms. Pushpa Kandwal (Secy - Director and Advisor)	Pushpa
4	Mr. Amit Kamra (Admn Manager)	— Ab —
5	Mr. Vikram Singh (Admin Officer)	— Ab —
6	Ms. Anupa Sen (Placement Head)	— Ab —
7	Mr. Pradeep Rawat (Placement Academic Assistant)	Pradeep
8	Mr. Pravin Kumar Ray (IT Dept)	Pravin
9	Mr. Manvendra Singh (IT)	— Ab —
10	Ms. Shalini Negi (Librarian)	Shalini
11	Ms. Neelam Vishkarma (Librarian)	Neelam
12	Ms. Sheetal Kumra (Admission Dept)	Sheetal
13	Ms. Reena Roy (Admission Dept)	Reena
14	Ms. Madhu (Admission Dept)	Madhu
15	Ms. Priyanka (Admission Dept)	Priyanka
16	Ms. Kavita (Admission Dept)	Kavita
17	Ms. Meenakshi (Admission Dept)	Meenakshi
18	Ms. Amita Sharma (Reception)	Amita
19	Mr. Charan Singh Bisht (PG Examination Dept)	— Ab —
20	Mr. Shankar Thapa (PG Examinatin Dept)	— Ab —
21	Mr. Umesh Chand (PG Academic Assistant)	Umesh
22	Mr. Sujit Kumar Jha (UG Academic Assistant)	Sujit
23	Mr. Abhinendra Singh (UG Academic Assistant) DOJ 26th Sept 2022	Abhinendra
24	Mr. Rajender Singh Rana (UG Examination Dept)	Rajender
25	Ms. Dipti (Accounts Dept) DOJ 9th Oct 2023	Dipti
26	Mr. Vivek (Accounts Dept)	Vivek



JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL, KALKAJI, NEW DELHI

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and Accreditation Council (NAAC)

STAFF DEVELOPMENT PROGRAM

ON



20TH JUNE 2024



11:00AM onwards

JOIN US AT LAB 4



Resource Person:

Dr. P. K. Pandey
Assistant
Professor
JIMS VK

Venue:

JIMS KJ

June 17th 2024

CIRCULAR – BBA/053/2024

SDP on “Information Technology & Digital Tools”

This is to inform all the staff members that an SDP is organized by JIMS Kalkaji on Information Technology & Digital Tools.

Date : 20-06- 2024

Time : 11:00 AM Onwards

Venue : Lab 4, JIMS Kalkaji

All staff members are required to attend.



Dr. Ruchi Srivastava
HOD

For Distribution:
All faculty members

For information, Please
Chairman Sir
Director



June 17th 2024

CIRCULAR – B.COM(H)/39/2024

SDP on “Information Technology & Digital Tools”

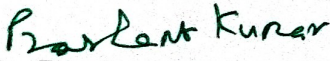
This is to inform all the staff members that an SDP is organized by JIMS Kalkaji on Information Technology & Digital Tools.

Date : 20-06- 2024

Time : 11:00 AM Onwards

Venue : Lab 4, JIMS Kalkaji

All staff members are required to attend.


Dr. Prashant Kumar
HOD

For Distribution:
All faculty members

For information, Please
Chairman Sir
Director



Date : 20.06.2024

Report on Staff Development Program (SDP) on Information Technology & Digital Tools

Date: 20th June, 2024

Venue: Lab 4, JIMS Kalkaji

Time: 11:00 AM Onwards

Resource Person: Dr. P.K. Pandey

Objective: The Staff Development Program (SDP) on Information Technology & Digital Tools was conducted to equip the staff of JIMS Kalkaji with effective techniques and strategies to enhance individual skills and also to drive organizational growth, efficiency, and innovation through the effective use of IT and digital tools.

The primary objectives of the Staff Development Programme on IT & Digital Tools were:

1. To enhance the technical skills and proficiency of staff members in using various IT and digital tools relevant to their roles.
2. To foster a culture of continuous learning and adaptation to technological advancements.
3. To support organizational goals related to efficiency, productivity, and competitiveness through the effective use of digital technologies.
4. To ensure compliance and security awareness among staff when using digital tools.

Program Overview: The SDP commenced at 11:00 AM in Lab 4 of JIMS Kalkaji with an introduction by Dr. Prashant Kumar, the coordinator of the program. They emphasized the importance of IT in improving the technical skills and competencies of staff members in using various IT and digital tools relevant to their roles.



1. **Enhancing Skills and Competencies:** To improve the technical skills and competencies of staff members in using various IT and digital tools relevant to their roles. This could include training in software applications, digital platforms, programming languages, or specific tools needed for their job functions.
2. **Adopting New Technologies:** To facilitate the adoption and integration of new technologies within the organization. This might involve training on the latest software updates, digital transformation initiatives, or emerging technologies that can improve efficiency and productivity.
3. **Improving Efficiency and Productivity:** To streamline processes and workflows by leveraging IT and digital tools effectively. Training can focus on optimizing use of tools to reduce manual effort, automate tasks, and improve overall efficiency in operations.
4. **Supporting Organizational Goals:** Aligning staff skills with organizational objectives related to digital transformation, innovation, or competitiveness in the market. The program aims to ensure that staff are equipped to contribute effectively towards achieving these goals.
5. **Fostering Innovation and Creativity:** Encouraging staff members to explore new ways of using digital tools to innovate within their roles and departments. This could include fostering a culture of continuous learning and experimentation with technology.
6. **Ensuring Security and Compliance:** Educating staff about IT security best practices and compliance requirements when using digital tools. This helps in mitigating risks associated with data breaches, cybersecurity threats, and regulatory non-compliance.



Learning Outcomes:

1. **Technical Proficiency:** Participants demonstrated proficiency in using various IT and digital tools relevant to their roles, including software applications, digital platforms, and specialized tools.
2. **Problem-Solving Skills:** They developed the ability to independently troubleshoot and resolve basic IT issues, reducing dependency on external support and enhancing operational efficiency.
3. **Digital Literacy:** Participants gained an improved understanding of digital concepts, terminology, and best practices, enabling more effective communication and collaboration in digital environments.
4. **Cyber security Awareness:** They enhanced their awareness of cyber security threats and best practices to mitigate risks when using digital tools, contributing to a secure digital environment.
5. **Adaptability to Technology:** Participants demonstrated their capacity to adapt to new technologies and digital transformations within the organization, fostering agility and innovation.
6. **Efficiency and Productivity:** They increased efficiency and productivity through optimized use of digital tools and streamlined workflows.
7. **Collaboration and Communication:** Participants improved their ability to collaborate virtually and communicate effectively using digital communication tools and platforms.
8. **Data Management:** They acquired a basic understanding of data management principles and practices, including data privacy and compliance requirements.
9. **Continuous Learning:** Participants cultivated a mindset of continuous learning and self-improvement in relation to IT and digital tools, staying abreast of technological advancements



Photographs of the SDP



Dr. P.K. Pandey giving insights on Digital Tools

[Signature]

Coordinator



[Signature]

HOD



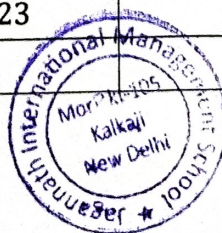
Jagannath International Management School

Staff List

Staff Development Programme – Information Technology & Digital Tools

Date : 20th June 2024 Time 11 : 00 AM Onwards

S. No.	Name	Signature
1.	Mr. Shivji Rai (Accounts Dept.)	ABSENT
2.	Ms. Smriti Dhar (Secy. Chairman	ABSENT
3.	Ms. Pushpa Kandwal (Secy – Director and Advisor)	ABSENT
4.	Mr. Amit Kamra (Admn Manager)	ABSENT
5.	Mr. Vikram Singh (Admin Officer)	ABSENT
6.	Ms. Anupa Sen (Placement Head)	
7.	Mr. Pradeep Rawat (Placement Academic Assistant)	Pradeep.
8.	Mr. Pradeep Rawat (Placement Academic Assistant)	
9.	Mr. Pravin Kumar Ray (IT Dept)	
10.	Mr. Manvendra Singh (IT)	
✓ 11.	Ms. Shalini Negi (Librarian)	Shalini.
12.	Ms. Neelam Vishkarma (Librarian)	Neelam.
13.	Ms. Sheetal Kumra (Admission Dept.)	
14.	Ms. Reena Roy (Admission Dept)	
15.	Ms. Madhu (Admission Dept)	
16.	Ms. Priyanka (Admission Dept)	
17.	Ms. Kavita (Admission Dept)	
18.	Ms. Meenakshi (Admission Dept)	
19.	Ms. Amit Sharma (Reception)	
✓ 20.	Mr. Charan Singh Bisht (PG Examination Dept)	
21.	Mr. Shankar Thapa (PG Examination Dept)	
✓ 22.	Mr. Umesh Chand (PG Academic Assistant)	Umesh.
23.	Mr. Sujit Kumar Jha (PG Academic Assistant)	
24.	Mr. Abhinendra Singh (UG Academic Assistant) DOJ 26 th September 2022	
25.	Ms. Dipti (Accounts Dept) DOJ 9 th Oct 2023	
26.	Mr. Vivek (Accounts (Dept)	





JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL
STAFF DEVELOPMENT PROGRAM
ON
TIME MANAGEMENT

“YOUR GREATEST ASSET IS
YOUR EARNING ABILITY.
YOUR GREATEST
RESOURCE IS YOUR TIME”



DETAILS



DATE
18TH JULY 2024



TIME
10:30 TO 12 PM



VENUE
CONFERENCE HALL ,
JIMS KALKAJI

RESOURCE PERSON

Ms. Taruna Tokas
Assistant
Professor
JIMS VK

July 16th 2024

CIRCULAR – B.COM(H)/040/2024

SDP on “Time Management”

This is to inform all the staff members that an SDP is organized by JIMS Kalkaji on Time Management.

Date : 18-07- 2024

Time : 10:30 to 12 PM

Venue : Conference Hall, JIMS Kalkaji

All staff members are required to attend.

Prashant Kumar

Dr. Prashant Kumar
HOD

For Distribution:

All faculty members

For information, Please

Chairman Sir
Director



July 16th 2024

CIRCULAR – BBA/054/2024

SDP on “Time Management”

This is to inform all the staff members that an SDP is organized by JIMS Kalkaji on topic Time Management.

Date : 18-07- 2024

Time : 10:30 to 12 PM

Venue : Conference Hall, JIMS Kalkaji

All staff members are required to attend.



Dr. Ruchi Srivastava
HOD

For Distribution:
All faculty members

For information, Please
Chairman Sir
Director





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 on Staff Development Program (SDP) on Time Management

Date: 18th July, 2024

Venue: Conference Room, JIMS Kalkaji

Time: 10:30 AM - 12:00 PM

Resource Persons: Ms. Taruna Tokas, Assistant Professor, JIMS Vasant Kunj

Coordinators: Dr. Pallavi Ahuja & Dr. Shivani Sharma

Objective:

The Staff Development Program (SDP) on Time Management was conducted to equip the staff of JIMS Kalkaji with effective techniques and strategies to manage their time in workplace.

Program Overview: The SDP commenced at 10:30 AM in the conference room of JIMS Kalkaji with an introduction by Dr. Pallavi Ahuja and Dr. Shivani Sharma, the coordinators of the program. They emphasized on the importance of time management in workplace to increase the productivity and effectiveness of employees.

Session 1: Understanding Time and Time Management: The first session focused on understanding time and time management at workplace. Various factors contributing to lack of time management were discussed, including procrastination, distraction, and multitasking etc. Attendees actively participated in discussions, sharing their personal experiences and perspectives.

Session 2: Benefits of Time Management: In this session the benefits of managing time were emphasized. It was discussed how time management makes people more organized, punctual and disciplined, boosts their morale and confidence. Some time management



games were played. The attendees actively participated and enjoyed the time management games.

Session 3: Techniques for Time Management: The second session delved into practical techniques for managing time effectively. Strategies such as time blocking, priority matrix, delegation and eat the frog techniques were discussed. Participants engaged in hands-on activities and exercises to experience these techniques firsthand.

Learning Outcomes:

1. **Recognize the importance of time management:** Attendees realized how time management can bring a change in the overall efficiency at workplace.
2. **Prioritization of workload:** Members were able to understand how prioritization of work can save time and help accomplish all the tasks according to deadlines. It can increase your productivity and give you mental peace.
3. **Helps achieve bigger goals:** Attendees learnt how by managing time effectively one can first accomplish the smaller targets and then emphasise on the long term goals. It can bring you closer to your goals.
4. **Managing Work-life balance:** The staff members learnt how effective time management at work and at home can make them more confident and organized. They are able to spare time for personal work and for family also.

5. **Techniques of Time Management:** In the SDP, techniques like time blocking method, RPM method, Pickle jar Theory, Eat that Frog Theory etc were taught. These techniques can be applied at workplace to plan and to accomplish their tasks better and as per deadlines.
6. **Makes you plan better:** By implementing the skills learned during the SDP, the attendees learnt how they can use these techniques in their day to day work and plan better.
7. **Reduces Stress and anxiety:** They learnt that by applying these techniques they can overall reduce their frustration levels and become better professionals. It will make them get recognized at workplace and appreciated for work.

Photographs of the SDP



Primal
Coordinator

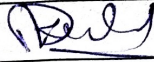
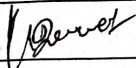
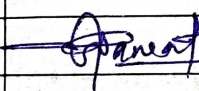

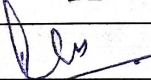
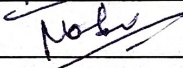
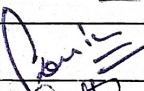
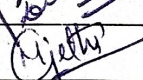

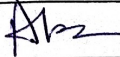
Basant Kumar
HOD

Jagannath International Management School


Staff List

Staff Development Programme - Time Management

Date : 18th July 2024 Time 10:30 am to 12:00 pm

S.No.	Name	Signature
1.	Mr. Shivji Rai (Accounts Dept.)	—
2.	Ms. Smriti Dhar (Secy -Chairman)	—
3	Ms. Pushpa Kandwal (Secy - Director and Advisor)	
4	Mr. Amit Kamra (Admn Manager)	—
5	Mr. Vikram Singh (Admin Officer)	
6	Ms. Anupa Sen (Placement Head)	—
7	Mr. Pradeep Rawat (Placement Academic Assistant)	
8	Mr. Pravin Kumar Ray (IT Dept)	—
9	Mr. Manvendra Singh (IT)	
10	Ms. Shalini Negi (Librarian)	—
11	Ms. Neelam Vishkarma (Librarian)	—
12	Ms. Sheetal Kumra (Admission Dept)	—
13	Ms. Reena Roy (Admission Dept)	
14	Ms. Madhu (Admission Dept)	
15	Ms. Priyanka (Admission Dept)	—
16	Ms. Kavita (Admission Dept)	
17	Ms. Meenakshi (Admission Dept)	
18	Ms. Amita Sharma (Reception)	—
19	Mr. Charan Singh Bisht (PG Examination Dept)	—
20	Mr. Shankar Thapa (PG Examinatin Dept)	—
21	Mr. Umesh Chand (PG Academic Assistant)	
22	Mr. Sujit Kumar Jha (UG Academic Assistant)	—
23	Mr. Abhinendra Singh (UG Academic Assistant) DOJ 26th Sept 2022	
24	Mr. Rajender Singh Rana (UG Examination Dept)	—
25	Mr. Vivek (Accounts Dept)	—

26 Devender Kumar
27 Sukesh Nigam (HR)


Sukesh Nigam