REPORT ON STAFF DEVELOPMENT PROGRAMME

TITLE OF THE EVENT: STAFF DEVELOPMENT PROGRAM – "WINGS-2K24"

OBJECTIVE: - The objective was the development for the Staff (Non teaching staff) to the Computer basics so that they can do work on the computer easily.

SCHEDULE: - 27th Aug 2024 to 31st Aug, 2024

STAFF DEVELOPMENT PLANNER – "WINGS-2K24"
SESSION 2023-24

DAY	TOPIC	Date	Time	Guest	Venue	Speaker
1	Inauguration Session - 1	27-08-2024	2:00 – 2:30 PM	Dr. KK Paliwal (Group Director) IIMT Group of Colleges	Vishveshwarya Hall IIMT College of Polytechnic	-
	MS Word Session -2		2:30 - 3:30 PM	-	CSE Lab – 207 (First floor)	Mrs. Sonam (HOD-CSE) IIMT College of Polytechnic
2	MS Excel	28-08-2024	2:00 – 3:00 PM	-	CSE Lab – 207 (First floor)	Mr.Parmod Sajwan (COE) IIMT College of Polytechnic
3	MS PowerPoint	29-08-2024	2:00 – 3:00 PM	-	CSE Lab – 207 (First floor)	Mrs. Madhu Bala (DY HOD-CSE) IIMT College of Polytechnic
4	MS Access	30-08-2024	2:00 – 3:00 PM	-	CSE Lab – 207 (First floor)	Mrs. Madhu Bala (DY HOD-CSE) IIMT College of Polytechnic
5	Google Office Tools	31-08-2024	2:00 – 3:00 PM	-	CSE Lab – 207 (First floor)	Mrs. Sonam (HOD-CSE)

	Session - 1					IIMT College of Polytechnic
	Certificate Distribution Session -2		3:00 – 3:45PM	Mrs. Poonam Pandey (Director, College of Sc. & Technology)	Vishveshwarya Hall	Ms. Madhu Bala Dy-HOD CSE
	Vote of Thanks Session -2					Mrs. Sonam (HOD-CSE)

CREATIVE OF THE EVENT

ABOUT THE EVENT: - The "Staff Development Programme – "Wings – 2k24" from the 27ᵗʰ Aug, 2024 to 31ˢᵗ Aug, 2024 program was organised for non teaching staff by CSE department in IIMT College of Polytechnic, Greater Noida under the aegis of IQAC Cell, from 2:00 PM onwards at IIMT College of Polytechnic, (Visvesvaraya Hall).

The programme was significant for the non teaching staff to aware for the basic computer software.

Dr. K.K Paliwal, Group Director is holding a rich experience of 27 years in Education sector and worked as an officer commanding signal wing in Indian Army (corps of signals) and higher education institutions as a Campus Director of autonomous and affiliated institutes. His last assignment was as the Campus Director at Jodhpur Institute of Engineering and Technology, Jodhpur. He has been Chairperson, Academic Council and Curriculum Development Committee. He has published more than 49 research papers / case studies in reputed International and National Journals and has supervised 03 Ph.D. Scholars and 25 PG Scholars, also wrote 02 Books on Engineering. He is a fellow and member of prestigious Professional Societies. In his session he discussed about OBE & also put the emphasis on the relevance of **Outcome-based education** that is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goal. There is no single specified style of teaching or assessment in OBE instead, classes, opportunities, and assessments should all help students achieve the specified outcomes. The role of the faculty adapts into instructor, trainer, facilitator, and/or mentor based on the outcomes targeted.

He was present for the lamp lightening. He told for the importance of the skills related to the computer.

Three colleges participated in the SDP-"Wings-2K24" i.e. College of Law, College of Sc. & Technology, College of Polytechnic.

Reporting for the SDP:

IIMT College of Polytechnic, Greater Noida

Staff Development Program (27th to 31st Aug, 2024)

S.No.	Emp ID	Name	Department	College	27-08-2024	28-08-2024	29-08-2024	30-08-2024	31-08-2024	Total Days
1	3432	Arun Kumar Yadav	Registrar	Polytechnic	1	2	3	Ab	4	4
2	3762	Yogesh Yadav	Registrar	Polytechnic	1	2	Ab	3	4	4
3	2355	Yaspal Singh	Lab Ass. (ME)	Polytechnic	1	2	3	4	5	5
4	3547	Abhishek Ch.	Sr. Office Executive(B.Ed.)	Sc. & Tech.	1	Ab	Ab	2	Ab	2
5	4077	Amit Kumar	IT Cell(B.Ed.)	Sc. & Tech.	1	Ab	Ab	2	3	3
6	2388	Harvir Singh	ME(Poly)	Polytechnic	1	2	Ab	3	4	4
7	49	Jaivir Singh	ME(Poly)	Polytechnic	1	Ab	2	3	4	4
8	2051	Rishi Kumar Shukla	Library	Polytechnic	1	Ab	2	3	4	4
9	891	Mahesh	Law Library	Law	1	Ab	Ab	Ab	Ab	1
10	3466	Satender Pandey	Library	Sc. & Tech.	1	Ab	Ab	Ab	Ab	1
11	4477	Ajay Pratap Singh	Registrar	Law	1	Ab	Ab	Ab	Ab	1
12	4347	Sourabh Saini	PA to Director	Law	1	Ab	Ab	Ab	Ab	1
13	3054	Vikramaditya	IT Cell	Law	1	2	3	Ab	4	4
14	3937	Roona Bansal	Campus 2	Library	1	2	3	4	Ab	4
15	2708	Hitesh Ragav	Polytechnic	IT Cell	Ab	1	2	3	4	4
16	3945	Dheeraj Sharma	Polytechnic	IT Cell	1	2	3	4	5	5
17	4335	Ankit Aggarwal	Admin	Polytechnic	Ab	1	2	Ab	Ab	2
18	4064	Manish	CE	Polytechnic	Ab	1	2	3	4	4
19	3802	Hansraj	EE	Polytechnic	Ab	1	2	3	4	4
20		Divya Pandey	Library	Polytechnic	Ab	1	2	3	4	4
21	2345	Haribabu	EE	Polytechnic	Ab	1	2	3	4	4
22	2520	Ravin	ASH	Polytechnic	Ab	Ab	1	2	3	3

The Staff names which are highlighted in yellow color got the certificates, and the staff highlightd in red color didn't get the certificate because they didn't attend the SDP for minimum 3 days out of 5 days.

OUTCOME: **The Staff will be able to see the following outcomes after completion of "Wings-2K24":**

1. They will be skilled in MS Word, MS Powerpoint, MS Excel, MS Access, Google Office tools etc.

GRATITUDE:

We the team members of CSE Department and Mr. Parmod Sajwan are grateful & thankful to the Chairperson & Director Sir, Prof. Umesh Kumar IIMT College of Polytechnic, for his kind support, coordination and encouragement to organize this event a success. The event was highly appreciated by all the participants & it was concluded by distribution of certificates.

DATE OF EVENT: 27th OF AUGUST, 2024 TO 31st OF AUGUST, 2024

VENUE: IIMT COLLEGE OF POLYTECHNIC, (VISVESVARAYA HALL).

TEAM MEMBERS:

1. Mrs. Sonam, HOD-CSE
2. Mrs. Madhu Bala, Dy-HOD, CSE
3. Mr. Pramod Sajwan, Member, COE

RESOURCE PERSONS OF THE EVENT:

1. Mrs. Sonam, HOD-CSE
2. Mrs. Madhu Bala, Dy-HOD, CSE
3. Mr. Pramod Sajwan, Member, COE