

**6.3.3 AVERAGE NUMBER OF PROFESSIONAL  
DEVELOPMENT /ADMINISTRATIVE TRAINING  
PROGRAMS ORGANIZED BY THE INSTITUTION FOR  
TEACHING AND NON-TEACHING STAFF DURING THE  
LAST FIVE YEARS**

**Additional Information**

**Documents uploaded**

| Sl. No. | Particulars  | Page No. |
|---------|--|----------|
| 1       | Events brochures & reports of last five years                        | -        |
| 1.1     | Events brochures (communicated mail) and report for the year 2019-20 | 2-57     |
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| 1.5     | Events brochures (communicated mail) and report for the year 2015-16 | 71-74    |
| 2       | List of participants of last five years                              | -        |
| 2.1     | List of participants in each program for the year 2019-20            | 75-129   |
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| 3       | Photographs of events with date & caption                            | 233-235  |

**Events brochures (communicated mail)  
and report for the year 2019-20**



HR CARES - hrcares@kiet.edu - Fri, Jun 12, 2020, 8:14 AM

to: navinder.singh, manveer.kumar, radan.singh, sush.kumar, Kritika, vijay.sar%  
vish.goyal, gurnam.kumar, LALIT, prem.singh, SONU, Harender, Firoz, ALI

**'Grammar is the glue that holds your sentences effectively'**  
**SDP: e-Module-14**  
**Basic English Grammar**



**Objective:** Correct **grammar** is your key to speaking and writing **English** fluently, confidently and correctly. Knowing your **grammar** will help you avoid errors so that we are able to communicate correctly through spoken and written **English**.

**Participants/Audience:** Invited through mail

**Day/Date of Video Connect/ e-learning:** Saturday, 13<sup>th</sup> June 2020

**Time:** 11:30 a.m. to 12:30 p.m.

**Learning Enabler:** Ms. Sudesh Pathania (Assistant Professor -HS), ([sudesh.pathania@kiet.edu](mailto:sudesh.pathania@kiet.edu))

Video Connect through Google Hangouts, meet - Invitation link will be shared as the session will about to start

Inbox (2,046) - N@kiet.edu - | SDP e- Module 6 - Best practi... | Inbox (2,033) - N@kiet.edu - | +

mail.google.com/mail/u/0/?ui=2/iksearch/best+practices+while+working+from+home/CgucHsTRQmNqjRpfCVjWfPqptdAggrfDDE

Gmail best practices while working from home

78 of 108


SDP e- Module 6 - 'Best practices while working from home to boost up the productivity' II Batch (3.00 p.m to 4.00 p.m ) scheduled on 25th April,2020

Aayushi Sharma (aayushi.sharma@kiet.edu) OP Fri, Apr 24, 2020, 5:23 AM

To: " "

"Successfully working from home is a skill, just like programming, designing and writing. It takes time and commitment to develop that skill"

**E-Learning Module-6**  
**'Best practices while working from home to boost up the productivity'**



To aid you in e-Learning process, the HR Department in collaboration with the HS Department brings to you an e-learning module on 'Best practices while working from home to boost up the productivity'

Type here to search

Inbox (2,046) - N@kiet.edu - | SDP e- Module 6 - Best practi... | Inbox (2,033) - N@kiet.edu - | +

mail.google.com/mail/u/0/?ui=2/iksearch/best+practices+while+working+from+home/CgucHsTRQmNqjRpfCVjWfPqptdAggrfDDE

Gmail best practices while working from home

78 of 108

Module Objective: Working from home isn't as simple and comfortable as it may seem. Whereas it gets more challenging when you have to maintain the balance between working and look after family responsibilities as well. Therefore, this module presents you some practices and habits you may adopt to boost up your productivity while working from home.

Participants/Audience: All Functional Heads are invited to participate through mail

Day/Date of Video Connect/ e-learning: Saturday (25th April' 2020)

Time: 3:00 pm to 4:00 pm

Learning Enabler: Mr. Komal Mehrotra (HoD - HS), (komal.mehrotra@kiet.edu)

Training Batch: All Functional Heads are invited to attend the session (list attached)

Video Connect through Google Hangouts - Invitation link will be shared on mail as the session will be started (can be easily accessed through Android Desktop).

HR Support: Ms. Shilpi Gupta (shilpi.gupta@kiet.edu) # 7838366703 / Ms. Aayushi Sharma (aayushi.sharma@kiet.edu) # 8979721962

Participation Completion Confirmation and feedback form Link: <https://forms.gle/dvGXSEoCfSSXydSEA> to be submitted by 9.00 pm on 25th April' 2020

It is mandatory for all the Staff members to join the live session of e- learning module and submit the filled feedback form within the given timeline.

We are pleased to facilitate the process to continue our best practice of Training & Development through e- Self Learning Module providing employees with learning opportunities signals that we are valued and we can contribute our best by self-development.

Aayushi Sharma  
Executive- HR

Type here to search

Training-Staff & Technical Staff - x | Inbox (270) - arjunsharma@... | Inbox (234) - Anuro@... | +

mail.google.com/mail/u/2/#search/in%3Aevent%20decision%20making/OgrCHsTbstRSHsBdootafB8RqgDho25uQ

Gmail | Incent decision making

Compose

- Inbox 20,042
- Starred
- Snoozed
- Important
- Sent
- Drafts 173
- Categories
  - Ads-2015-Admin
- Meet
  - New meeting
  - My meetings
- Hangouts
  - KET -


77 of 77

Training-Staff & Technical Staff on the topic- "**Decision Making**" on 14th September'2019!

KIET HR - hr@kiet.edu  
To: KIET, KIET, SAHJEEV, DIRECTOR, maojgok, saah, ac, ANL, SCC, PA-AS, SSC, drgresh, namal, SCC, NAVINDRA, SCC, shrikant, beshav, SCC, shrikant, sharma, SCC, RAVI

Hi,  
Greetings of the Day!!!

We would like to inform that the department of Human Resource have scheduled a training program on the topic- "**Decision Making**".



Following are the details of Training Program:

- Day- *Saturday*
- Date- *14th September'2019*
- Time- *01:30 P.M to 3:30 P.M.*
- Venue- *TBI Conference Hall!*
- Participants- *Staff & Technical Staff*

Type here to search | 37°C | 2:07 AM | 9/7/2019

Re-SDP: e- Learning Module\_3 | Search results - apurva@gmail... | Inbox (2024) - Narsimha@kiet.ac... | mal.google.com/mail/u/2/#search/in%3Asent%20developing%20character%20&personal%20Qgnr%20h%20SDP%20th%20th%20g%20Co%20V%20Z%20m%20N%20Bq

**Gmail** | Incent developing character & personality

Compose | Inbox (20,046) | Starred | Snoozed | Important | Sent | Drafts (123) | Categories | AdS-2015-Admin | Meet | New meeting | My meetings | Hangouts | Kiet

**Re-SDP: e- Learning Module\_3 Video Connect- Developing Character and Personality through Personal Health and Hygiene** | **Learn** | **Info**

**KIET HR** - n@kiet.ac.in | To: L.D. PETA, EXAM, USHA, BALDEV, DEEPAK, SANDEEP, BULEEP, KAVITA, LIL, BHIDEV, NAGESH, ANANDHESH, PASHI, GILSHAN, JAI, SANGESTA, KRATNA, NAVAL, S + | **Thu, Apr 16, 2020, 5:58 AM** | **Star** | **Reply** | **More**

**Dear Participants,**

We are sharing with you the video link on Today's e- Module- video connect on **Personal Health & Hygiene**, voice over by **Mr. Hitesh Chaddha** (Trainer of the session) for the participants who were unable to connect the live session due to the technical issue.

**Character and Personality.mp4**

[https://drive.google.com/file/d/1G2W2PuD9tH6AGvz2\\_B4M8YFLu5Me/view?usp=sharing](https://drive.google.com/file/d/1G2W2PuD9tH6AGvz2_B4M8YFLu5Me/view?usp=sharing)

Look forward to your valuable feedback on <https://forms.gle/gPzR2CPHZv5WJIDY9>.

Regards!  
Team-HR

Dear Participants

Type here to search | 38°C | 4:12 AM | 9/7/2021

Re-SDP: e- Learning Module\_3 | Search results - apurva@gmail... | Inbox (2024) - Narsimha@kiet.ac... | mal.google.com/mail/u/2/#search/in%3Asent%20developing%20character%20&personal%20Qgnr%20h%20SDP%20th%20th%20g%20Co%20V%20Z%20m%20N%20Bq

**Gmail** | Incent developing character & personality

Compose | Inbox (20,046) | Starred | Snoozed | Important | Sent | Drafts (123) | Categories | AdS-2015-Admin | Meet | New meeting | My meetings | Hangouts | Kiet

**"Good hygiene enhanced sound well-being."**

**Dear Colleagues,**

**Greetings, Hope you all are safe and doing splendidly !**

We all are aware that due to the unprecedented situation (COVID-19), the Government is taking every viable measure to fight the Coronavirus outbreak in the country.


Let us continue to abide by all the precautionary & preventive measures that are being promulgated from time to time (Govt. & State Advisories) to combat COVID 19. Let us not forget to discuss **important issues** and share this with the people around us.

To aid you in this process the HR Department in collaboration with the HS Department brings to you an e-learning module (attached) on **'Personal Health & Hygiene'**.

This would be the second e-module in a series of e-learning modules that can be accessed from your home and has the opportunity to connect with our experienced Communication and Soft Skills Trainer- Mr. Hitesh Chaddha for knowledge sharing and doubt clearing session through video meeting over Google Hangout meet.

We encourage you to make the most of this period by investing time in your **self-development** and skills up-gradation.

**'Developing Character and Personality through Personal Health and Hygiene'**



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Re-SOP e-Learning Module\_3 > Search results - apunnamal > Inbox (2020) - hitesh@kiet.edu > +

mail.google.com/mail/u/2/#search/inbox:3Asent+developing+character+936+personality/QuoHh85027u0fyCo0V1cW2me9fHMZBq

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- Inbox 20,046
- Starred
- Spooled
- Important
- Sent
- Drafts 173
- Categories
- Ads-2015-Admin

Meet

- New meeting
- My meetings

Hangouts

- KIET

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**Module Objective:** The main purpose is to make you aware about personal health and hygiene to know how a good hygiene keeps the body healthy, prevents spreading germs, illness and protects from germs. Practicing proper hygiene will keep your body healthy while giving you confidence. **When you look good and feel healthy, you also feel good.**

**Participants/Audience :** All colleagues invited to participate through mail

**Day/Date of Video Connect: e-learning:** Thursday, 16th April 2020

**Trainer:** Mr. Hitesh Chadha (Assistant Professor- HS) - [hitesh.chadha@kiet.edu](mailto:hitesh.chadha@kiet.edu) Contact: 9871492826

**Training Batch: 3 Batches** in size of 50, 50, & 45 participants (List attached)

To be Connected through Google Hangout- **Please tap on link and accept the invitation batch wise.**

**Video Connect Timings Batch wise:**

**Batch 1: 11am to 12noon-** [To join the video meeting, click this link: <https://meet.google.com/mxv-efh-bul>](#)  
[Otherwise, to join by phone, dial +1 402-503-5021 and enter this PIN: 482 875 1888](#)

**Batch 2: 1pm to 2pm-** <https://meet.google.com/vho-tdh2-tyg>  
[Dial-in: \(US\) +1 321-329-8067, PIN: 504 440 3558](tel:+13213298067)

**Batch 3: 2pm to 3pm** [To join the video meeting, click this link: <https://meet.google.com/haa-rmz-wab>](#)  
[Otherwise, to join by phone, dial +1 225-522-1105 and enter this PIN: 289 899 9528](#)

**HR Support: Shilpi Gupta-** 7838366703([shilpi.gupta@kiet.edu](mailto:shilpi.gupta@kiet.edu)) **Ms. Aayushi Sharma-** 8979721962([aayushi.sharma@kiet.edu](mailto:aayushi.sharma@kiet.edu))

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38°C 4:13 AM 9/7/2021



Training-Staff & Technical Staff - x | Inbox (270) - arjunsharma@... | Inbox (234) - Anuro@... | +

mail.google.com/mail/u/2/#search/in%3Aadmin%3Adon%20sweet%20small%20things%20to%20get%20the%20best%20of%20the%20best

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Meet

New meeting

My meetings

Hangouts

KET -

Training-Staff & Technical Staff on the topic- "Don't Sweat Small Things" on 19th October, 2019!

KIET HR -hr@ket.edu

To: KIET, KIET, manigopal, DIRECTOR, KHARAK, bcc: MBA, bcc: DEEPAK, bcc: HR, bcc: YASHI, bcc: RA-AS, bcc: purgren kumar, bcc: mukesh kishor, bcc: shrikant sharma

Sent: Thu, Oct 17, 2019, 10:33 PM

Fello,  
Greetings of the Day!!!

We would like to inform that the department of Human Resource have scheduled a training program on the topic-

**"Don't Sweat Small Things".**

Following are the details of Training Program:

Day- Saturday  
Date- 19th October' 2019  
Time- 10:00 A.M. to 12:00 Noon  
Venue- Central Lab  
Participants- Staff & Technical Staff

All the Staff are requested to be seated by 9:55 A.M. on dated 19th October, 2019 (Saturday)

The approved list of participants is attached. All HoD's & FHoD's are requested to inform the concerned staff & Technical staff mentioned in the list regarding the scheduled program.

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ENG 2:08 AM 9/7/2021


SDP: e- Module - 9 'Email Etiquettes & Official Notes Drafting| 12th May'2020

HR CARES - hr.cares@kiet.edu  
 To: saqibets.arias, ANIL, Vipin, SONU, DEEPAK, nuhika xamroffs, rahu garochat, durgeshkumar, sultan.chohan, naval khansare, abhinavsharma, satishkumar

Mon, May 11, 2020, 9:30 AM

*'Be Bold. Be Fast. Get to the point right away. The best email communication is simple & clear' - Constance Hale*

**SDP: e- Module-9**  
**'Email Etiquettes & Official Notes Drafting'**



**Objective: Email Etiquettes & Official Notes Drafting** holds substantial importance while representing an organization. Decency and professionalism needs to be taken care of while communicating through **Emails** or office drafts. Therefore, we need to be clear and concise as well as give enough information so that our recipient understands what our message indicates. Hence, this e-module will help in enhancing one's communication skills in such aspects.

**Participants/Audience:** Invited through mail

**Day/Date of Video Connect/ e-learning:** Monday, 12<sup>th</sup> May' 2020

indicates. Hence, this e-module will help in enhancing one's communication skills in such aspects.

**Participants/Audience:** Invited through mail

**Day/Date of Video Connect/ e-learning:** Monday, 12<sup>th</sup> May' 2020

**Time:** 11:30 a.m. to 12:30 p.m.

**Learning Enabler:** Ms. Samiksha Tewari (Assistant Professor-HS), [samiksha.tewari@kiet.edu](mailto:samiksha.tewari@kiet.edu)

**Video Connect through Google Hangouts meet - Invitation link** will be shared as the session will about to start.

**HR Support:** Ms. Shilpi Gupta ([shilpi.gupta@kiet.edu](mailto:shilpi.gupta@kiet.edu)), 7838366703/ Ms. Aayushi Sharma ([aayushi.sharma@kiet.edu](mailto:aayushi.sharma@kiet.edu)) 8979721962

**Participation Completion Confirmation and feedback form Link:** <https://forms.gle/RykfnkAWQJzeMGg17> to be submitted by 9:00 p.m. (12th May, 2020) after the session.

Happy Learning!



[www.kjet.edu](http://www.kjet.edu)

KJET Group of Institutions  
 Delhi-NCR, Meerut Road (NH-58)  
 Ghaziabad - 201286

Team - HR  
 Human Resource Department  
 Mob: +91 9711149064

SDP e-Learning Module: Emotional Intelligence

Search results - apurva@gmail.com

Inbox (2024) - Anuro@kiet.edu

mail.google.com/mail/u/2/#search/inf%3Aevent+emotional+intelligence/KfoLrHDHszcmkqgV6z0fIamIHGCLxmdDpt

Gmail

Incident emotional intelligence

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Important

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Categories

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My meetings

Hangouts

KIET

SDP e-Learning Module: Emotional Intelligence **External**

KIET HR -hr@kiet.edu

Mon, Apr 6, 2020, 8:23 AM

To: ARUN, ANKIT, ASHWANI, AD, NISHA, RUCHIKA, Parul, kavay Singh, Anita, AJEET, tuhani shukla, Smita, roshni ativy, PANKAJ, KRATIKA, ARVIND, vishal sharma, RAJ

**"You can never Learn Less, you can only Learn More"**

**Dear Colleagues,**

**Warm Greetings and we hope you are Safe and healthy !**

The prevailing COVID -19 pandemic has brought changes to our lives in ways we never imagined. In this period of adjusting to new realities, it is important for us to be in high spirits, feel connected and engage in healthy practices not only for our body but also for our mind.

To aid you in this process the HR Department in collaboration with the HS Department brings to you an e-learning module (**attached**) on '**Emotional Intelligence**'. This would be the first in a series of e-learning modules that can be accessed from your home. We encourage you to make the most of this period by investing time in your self-development and skills up-gradation.

**EMOTIONAL INTELLIGENCE**

image.png

**Module Objective:** This module enables participants to understand their own **Emotions** as well as others. Through this module participants can learn ways to build their **emotional intelligence** and balance their personal and professional life.

**Target Participants:** All Functional Heads and their Team Members

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9/7/2021



SDP Highlights: Happiness at work place

mail.google.com/mail/u/2/#search/happiness%20at%20workplace/KMdLg2tpW2q3pMowmYf25TgXNo5oFv

Gmail

incent happiness at workplace

Compose

Inbox 20,046

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Important

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My meetings

Hangouts


KIET

SDP Highlights: "Happiness at work Place" on 15th February' 2020

KIET HR - hr@kiet.edu  
to: KIET

Wed, Feb 19, 2020, 3:42 AM

**Happiness @ Work place (15<sup>th</sup> February' 2020)**



*Happy Employees are loyal employees, and loyal employees can do amazing things!*

**Objective:**

- **Happiness** at work is the key to create engaged & productive teams. The objective of the training session is to instill a sense of belongingness and **happiness** among the employees as we all know that happy staffs are more creative, energised and successful at work.

**Activities:**

- The session started off with an ice-breaker **Dance Exercise** to get the participants involved and enjoy the very moment without regretting upon the past and the lensariness of the future.
- A **Balloon Activity** was conducted with the theme of writing names of their loved ones and

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38°C

4:04 AM

9/7/2021

Invitation - Induction Program - 18th & 19th July '2019 ! **Unread** **Print**

**KIET HR** -hr@kiet.edu  
To: vandana.mishra, Archana, aniket sharma, anubhob singh, gaurav naras, sarkit dangar, anush jain, roshni sagar, arif sharma, neelam singh, shikha kumar, cec, rupa gu

**Hi**  
**Greetings of the Day !!!**

**We are pleased to inform you that, we have scheduled Induction program as per the following schedule.**

**Day- Thursday & Friday**  
**Date- 18th & 19th July '2019**  
**Time- 9:30 am to 4:00 pm on 18th July' 2019**  
**10:00 am to 12:30 pm on 19th July' 2019**  
**Venue- MBA (Conference Hall)**

**Participants - You (All New Joinees)**

**You are requested to be seated by 9:15 A.M on dated 18th July'19.**

**Please find attached the Induction Planner**

Windows taskbar: Type here to search, 37°C, 2:00 AM, 6/7/2019




SDP: e- Module - 11 **Non-Verbal Communication** & its importance' 14th May 2020

HR CARES - hr.cares@kiet.edu  
Wed, May 13, 2020, 9:44 AM

**'Non-Verbal Communication is an elaborate secret code that is written nowhere, known by none and understood by all.'** - Edward Sapir

**SDP: e- Module-11**  
**'Non-Verbal Communication & its importance'**



**Objective:** Nonverbal communication plays a significant role in our lives, as it can improve a person's ability to relate,

**Objective:** Nonverbal communication plays a significant role in our lives, as it can improve a person's ability to relate, engage, and establish meaningful interactions in everyday life. A better understanding of this type of communication may lead people to develop stronger relationships with others.

**Participants/Audience:** Invited through mail

**Day/Date of Video Connect/ e-learning:** Thursday, 14<sup>th</sup> May' 2020

**Time:** 11:30 a.m. to 12:30 p.m.

**Learning Enabler:** Ms. Monika Khurana (Assistant Professor-HS) e-mail id- [monika.khurana@kiet.edu](mailto:monika.khurana@kiet.edu)

**Video Connect through Google Hangouts meet** - Invitation link will be shared as the session will about to start.

**HR Support:** Ms. Shilpi Gupta ([shilpi.gupta@kiet.edu](mailto:shilpi.gupta@kiet.edu)) 7838366703/ Ms. Asyushi Sharma ([asyushi.sharma@kiet.edu](mailto:asyushi.sharma@kiet.edu)) 8979721962

**Participation Completion Confirmation and feedback form Link:** <https://forms.gle/LLD43c9uU2a53JYWA> to be submitted by 9:00 p.m. (14th May, 2020) after the session.

**Happy Learning!**

**Regards**

Team - HR

SDP e- Module-12 'Office Etiquette' | 6th June '2020

HR CARES - hr.cares@kiet.edu

There are some things that money can't buy... like **Etiquette, Morals and Integrity**

**SDP: e- Module-12  
Office Etiquette**



**Objective:** Office Etiquette is a code that governs the expectation of social behaviour at workplace. It is an important part of one's professional life as it directly impacts the growth of the organization. The core objective of this SDP is to comprehend and analyse the accepted deviation and practices of workplace **Etiquette** to make you more transparent, civil and professional.

Participants/Audience: Invited through mail

Day/Date of Video Connect/ e-learning: Saturday, 6<sup>th</sup> June' 2020

Time: 11:30 a.m. to 12:30 p.m.

Learning Enabler: Dr. Dimple Raj (Assistant Professor -HS),([dimple.rj@kiet.edu](mailto:dimple.rj@kiet.edu))

Video Connect through Google Hangouts meet - Invitation link will be shared as the session will about to start.

HR Support: Ms. Shilpi Gupta ([shilpi.gupta@kiet.edu](mailto:shilpi.gupta@kiet.edu)) 783366703/Ms. Aayushi Sharma ([aayushi.sharma@kiet.edu](mailto:aayushi.sharma@kiet.edu)) 8979721962

Participation Completion Confirmation and feedback form Link: <https://forms.gle/xqZaStEjUWYnBDP2> to be submitted by **2:00p.m. tomorrow** after the session.

Regards,



[www.kiet.edu](http://www.kiet.edu)

KIET Group of Institutions  
Delhi NCR, Meerut Road (NH-58)  
Gharolad - 201206

Team HR  
Human Resource Department



SDP e- Module-15 'One Day in your City' | 18th June' 2020

HR CARES - hr.cares@kiet.edu  
 To: sika.mittal, raninder.singh, kavay.singh, rishabh.dhar, Pragat, shreya.singh, LAU7, prem.singh, meenakshi.garg, Pratik, poornima.18, Harshad, kshytr

Wed, Jan 17, 2020, 1:20 AM

*"The art of writing is the art of discovering what you believe" – Gustave Flaubert*

**SDP: e- Module-15**  
**One Day in your City**



**Objective:** Good time management skills help individuals to accomplish more in a shorter period of time. This activity will help you feel how with too many distractions around, you can tick tasks from **your** to do list.

**Participants/Audience:** Invited through mail

**Day/Date of Video Connect/ e-learning:** Thursday, 18<sup>th</sup> June' 2020

help you feel how with too many distractions around, you can tick tasks from **your** to do list.

**Participants/Audience:** Invited through mail

**Day/Date of Video Connect/ e-learning:** Thursday, 18<sup>th</sup> June' 2020

**Time:** 11:30 a.m. to 12:30 p.m.

**Learning Enabler:** Dr. Shradha Srivastava (Assistant Professor -HS), ([shradha.srivastava@kiet.edu](mailto:shradha.srivastava@kiet.edu))

**Video Connect through Google Hangouts meet** - Invitation link will be shared as the session will about to start.

**HR Support:** Ms. Shilpi Gupta ([shilpi.gupta@kiet.edu](mailto:shilpi.gupta@kiet.edu)) 7838366703/Ms. Aayushi Sharma ([aayushi.sharma@kiet.edu](mailto:aayushi.sharma@kiet.edu)) 8979721962

**Participation Completion Confirmation and feedback form Link:** <https://forms.gle/FWHJaug1YYDsdkD39> to be submitted by **2:00p.m. tomorrow** after the session.

Regards!



[www.kiet.edu](http://www.kiet.edu)

KIET Group of Institutions  
 Delhi-NCR, Meenut Road (NH-58)  
 Ghaziabad - 201266

Team HR  
 Human Resource Department

Training-Staff & Technical Staff - x | Inbox (270) - ayajid@stn.ac.in | Inbox (234) - huzaro@stn.ac.in | +

mail.google.com/mail/u/2/#search/in%3Aayajid%40stn.ac.in%20press%20the%20pause%20button/KIbLugdyfKCEgnP5WC5d6CrQX0dskFBg

Gmail

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Compose

- Inbox 20,042
- Starred
- Spooled
- Important
- Sent
- Drafts 123
- Categories
  - Ads-2015-Admin
- Meet
  - New meeting
  - My meetings
- Hangouts
  - KET -

3 of 10


Training-Staff & Technical Staff on the topic- "Press the Pause Button" on 28th September 2019!

KIET HR - huzaro@stn.ac.in  
to: ayajid@stn.ac.in

Tue, Sep 24, 2019, 10:31 PM

Hello,  
Greetings of the Day!!!

We would like to inform that the department of Human Resource have scheduled a training program on the topic-  
**"Press the Pause Button"**.



**THE POWER OF  
Pause**  
*Running Slow  
by Doing Less*

Following are the details of Training Program:

- Day- Saturday
- Date- 28th September 2019
- Time- 10:00 A.M. to 12:00 Noon
- Venue- TBI Conference Hall
- Participants- Staff & Technical Staff

Type here to search


37°C 10:00 AM 9/24/2019

SDP e- Module 4 - **Pronunciation** and Word Formation II Batch 1 (3.30 p.m to 4.30 p.m ) scheduled on 20th April,2020

KIET HR -hr@kiet.edu  
 To: LIA, REETA, EXAM, USHA, BALDEV, DEEPAK, SANDEEP, BILSEP, KAVITA, LIA, Parul, verna ib, rajeev sharma arande, vishal gupta, arpani dhoti, SANK, darpan

**'A correct *Pronunciation* and knowledge of language is the doorway to wisdom'**

**E-Learning Module-4**  
**'Pronunciation and Word Formation'**



To aid you in e-Learning process the HR Department in collaboration with the HS Department brings to you an e-

graduation.

**Module Objective:** Being able to communicate well with people is also a big achievement for strong networking and to overcome the difficulty understanding what a person exactly wants to say. We believe this session would really help to have skilled **pronunciation**.

**Participants/Audience :** All colleagues invited to participate through mail

**Day/Date of Video Connect/ e-learning: Monday, 20th April 2020**

**Time : 3:30 to 4:30 pm**

**Learning Enabler :** Dr. Vipin Kumar ( Assistant Professor- HS), e-mail [vipin.kumar@kiet.edu](mailto:vipin.kumar@kiet.edu)

**Training Batch:** Batch 1 participants are invited to attend the session (list attached)

**Video Connect through Google Hangouts - Invitation link will be shared on mail as the session will be started (can be easily accessed through Android/Desktop).**

**HR Support:** Ms. Shilpi Gupta ([shilpi.gupta@kiet.edu](mailto:shilpi.gupta@kiet.edu)) # 7838366703 / Ms. Aayushi Sharma ([aayushi.sharma@kiet.edu](mailto:aayushi.sharma@kiet.edu)) # 8979721962

**Participation Completion Confirmation and feedback form Link:** <https://forms.gle/ocERJSM4HGifnDKX6> to be submitted by 9.00 pm on 20<sup>th</sup> April'2020

It is **mandatory** for all the Staff members to join the Live session of e- learning module and submit the filled feedback form within the given timeline.



Inbox (20,047) - hr@kiet.edu - Kiet | Inbox (2,701) - aayushi.sharma@kiet.edu | SDP e- Module-17 'A Film Inside Out' | 20th June' 2020

mail.google.com/mail/u/3/#search/in%3Asent+A+film+inside+out/FMfcgwxHNqNpWbFXTRhcnCCdlqsNwXNt

Gmail

Compose

Inbox 2,026

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Snoozed

Sent

Drafts 18

More

Meet

New meeting

My meetings

Hangouts

HR

SDP e- Module-17 'A Film Inside Out' | 20th June' 2020 External | Inbox x

Aayushi Sharma

Fri, Jun 19, 2020, 3:40 AM

"Writing is an exploration. You start from nothing and learn as you go." – E.L. Doctorow

SDP: e- Module-17

HR CARES -hr.cares@kiet.edu>

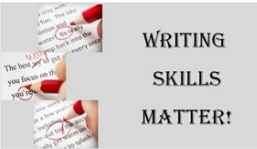
Fri, Jun 19, 2020, 3:46 AM

to TUSHAR, ravinder.singh, satish.kumar.ksop, shipra.singhal, Kratika, vipin.goyal, LALIT, parul.negi, Harender, Sachidanand, durgesh.kumar, BHUDEV, mohini

**"Writing is an exploration. You start from nothing and learn as you go." – E.L. Doctorow**

**SDP: e- Module-17**

**A Film Inside Out - Writing activity based on emotional responses**



**Objective:** Writing is the most useful tool for thinking, expressing and creating any idea. An expressive writing has been linked to improve mood, well-being and a stress less life.

Type here to search

38°C

4:38 AM 6/7/2021

Inbox (20,047) - hr@kiet.edu - Kiet | Inbox (2,701) - aayushi.sharma@kiet.edu | SDP e- Module-17 'A Film Inside Out' | 20th June' 2020

mail.google.com/mail/u/3/#search/in%3Asent+A+film+inside+out/FMfcgwxHNqNpWbFXTRhcnCCdlqsNwXNt

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Compose

Inbox 2,026

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More

Meet

New meeting

My meetings

Hangouts

HR

**WRITING SKILLS MATTER!**

**Objective:** Writing is the most useful tool for thinking, expressing and creating any idea. An expressive writing has been linked to improve mood, well-being and a stress less life.

Participants/Audience: Invited through mail

**Day/Date of Video Connect/ e-learning:** Saturday, 20<sup>th</sup> June' 2020

**Time:** 11:30 a.m. to 12:30 p.m.

**Learning Enabler:** Dr. Priyanka Sharma (Assistant Professor -HS), ([priyanka.sharma@kiet.edu](mailto:priyanka.sharma@kiet.edu))

**Video Connect through Google Hangouts meet** - Invitation link will be shared as the session will about to start.

**HR Support:** Ms. Shilpi Gupta ([shilpi.gupta@kiet.edu](mailto:shilpi.gupta@kiet.edu)) 7838366703/Ms. Aayushi Sharma ([aayushi.sharma@kiet.edu](mailto:aayushi.sharma@kiet.edu)) 8979721962

**Participation Completion Confirmation and feedback form Link:** <https://forms.gle/VkdqhGAToDbhkrB8> to be submitted by 2:00p.m. tomorrow after the session.

Regards!

Team HR

Type here to search

38°C

4:39 AM 6/7/2021

mail.google.com/mail/u/0/#search/rapport+building+at+the+workplace/1Mhg5wHfHM7opG0GgqppmpCUM6h

Gmail

Compose

Inbox 2,701

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Snoozed

Sent

Drafts 31

More

Meet

New meeting

My meetings

Hangouts

Aayushi

Rishi Malhotra

Shilpi Gupta

SDP: e- Module - 8 **Rapport Building at the Workplace** | 11th May 2020

HR CARES - hr.cares@kiet.edu


3rd, May 9, 2020, 9:45 AM

To: SDNU, awastresh.kumar@kiet.edu, naveen.kishore, arjunmodh.m.s, sushant.sharma, vishod.pandey, reetha.singh, dr.brajesh, First\_Ann, LALIT, guhmar.jumar, prodaman

*'Trust and rapport are the heartbeat of Workplace, the backbone of high performing teams, and the secret sauce for healthy relationships.'*

**SDP: e-Module-8**

**'Rapport Building at the Workplace'**



**Objective: Rapport Building at the workplace** isn't just a tool for building relationships, though; it's often the foundation of success. When you have a rapport with someone, you're better placed to influence, learn and teach, particularly as the trust that you've built up. Being able to build rapport consciously is therefore extremely useful both personally and professionally.

**Participants/Audience:** Invited through mail

Day/Date of Video Connect: e-learning: Monday, 11<sup>th</sup> May 2020

mail.google.com/mail/u/0/#search/rapport+building+at+the+workplace/1Mhg5wHfHM7opG0GgqppmpCUM6h

Gmail

Compose

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Drafts 31

More

Meet

New meeting

My meetings

Hangouts

Aayushi

Rishi Malhotra

Shilpi Gupta

that you've built up. Being able to build rapport consciously is therefore extremely useful both personally and professionally.

**Participants/Audience:** Invited through mail

**Day/Date of Video Connect: e-learning: Monday, 11<sup>th</sup> May 2020**

**Time: 11:30 a.m. to 12:30 p.m.**


**Learning Enabler:** Mr. Shrikant Keshav (Assistant Professor-HS), ([shrikant.keshav@kiet.edu](mailto:shrikant.keshav@kiet.edu))

**Video Connect through Google Hangouts meet - Invitation link** will be shared as the session will about to start.

**HR Support:** Ms. Shilpi Gupta ([shilpi.gupta@kiet.edu](mailto:shilpi.gupta@kiet.edu)), 7838366703/Ms. Aayushi Sharma ([aayushi.sharma@kiet.edu](mailto:aayushi.sharma@kiet.edu)) 8979721962

**Participation Completion Confirmation and feedback form Link:** <https://forms.gle/5wMh3EjE33kyJA> to be submitted by **9:00 p.m. (11th May, 2020)** after the session.

We are pleased to facilitate the process to continue our best practice of Training & Development e- Module providing employees with learning opportunities signals that we are valued and we can contribute our best by self-development.



[www.kiet.edu](http://www.kiet.edu)

**Team HR**

**Human Resource Department**

Mob: +91 9751149084

mail.google.com/mail/u/0/#search/spotting+common+grammatical+errors/1MlgnwHb0wvqz2hETJnd5WZL1g

spotting common grammatical errors

Compose

Inbox 2,701

Starred

Snoozed

Sent

Drafts 31

More

Meet

New meeting

My meetings

Hangouts

Aayushi

Rishi Malhotra

Shilpi Gupta

SDP e- Module 5 - **Common Grammatical Errors** II Batch 2 (10:30 am to 11:30 am) & Batch 3 (12:00 Noon to 1:00 pm) scheduled on 22nd April,2020

KIET HR -hr@kiet.edu


TO SHIVAKANT, ARIF, VIJAY, SACHIDANAND, NAVI, PRAVEEN, UMESH, PREM, PROZ, MANU, SURISH, MIKESH, MAHENDRA, LAYAK, KHERUJ, ME, PRAMIC

“Grammar is the glue that holds your sentences effectively”

E-Learning Module-5

'Common Grammatical Errors'

ERROR SPOTTING



ENGLISH GRAMMAR

Type here to search

38°C

4:15 AM

9/7/2021

mail.google.com/mail/u/0/#search/spotting+common+grammatical+errors/1MlgnwHb0wvqz2hETJnd5WZL1g

spotting common grammatical errors

Compose

Inbox 2,701

Starred

Snoozed

Sent

Drafts 31

More

Meet

New meeting

My meetings

Hangouts

Aayushi

Rishi Malhotra

Shilpi Gupta

**Module Objective:** Being able to communicate well with people is also a big achievement for strong networking and to overcome the difficulty of understanding what a person exactly wants to say. We believe this session would really help to enhance your grammatical knowledge.

**Participants/Audience:** All colleagues invited to participate through mail

**Day/Date of Video Connect/ e-learning:** Wednesday, 22nd April' 2020

**Timings:** Batch 2 - 10:30 am to 11:30am & Batch 3- 12:00 Noon to 1:00 pm (List attached)

**Learning Enabler:** Mr. Himanshu Saxena (Assistant Professor- Communication & Soft Skills - HS Dept.), (himanshu.saxena@kiet.edu)

**Video Connect through Google Hangouts meet - Invitation link will be shared on mail as the session will be started (can be easily accessed through Android/Desktop).**

**HR Support:** Ms. Shilpi Gupta (shilpi.gupta@kiet.edu) # 7838366703 / Ms. Aayushi Sharma (aayushi.sharma@kiet.edu) # 8979721962

**Participation Completion Confirmation and feedback form Link:** <https://forms.gle/FXJvITM3Hu1HPxZA> to be submitted by 9.00 pm on 22 April,2020

It is **mandatory** for all the Staff members to join the live session of e- learning module and submit the filled feedback form within the given timeline.

**We are pleased to facilitate the process to continue our best practice of Training & Development through e- Self Learning Module providing employees with learning opportunities, signals that we are valued and we can contribute our best by self-development.**

Type here to search

38°C

4:20 AM

9/7/2021



Inbox (20/047) - kjet.edu... | Inbox (270) - ayubnismail... | Fwd: Draft - SCP e-Module-13

mail.google.com/mail/u/3/#search/spirituality%20at%20workplace/1M1qgshHqjCSkzpfjgRfM54iZDQpocmf

Compose

Inbox 3,026

Starred

Spam

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Drafts 19

More

Meet

New meeting

My meetings

Hangouts

101

*'The spiritual life does not remove us from the world, but lead us deeper into it' – Henry J.M. Nouwen*

**SDP: e-Module-13**  
**Spirituality at Workplace**



**Objective:** The session has been aimed to facilitate the attendees to develop their inner potential in order to be more productive to the organization in a healthy and hearty manner. It will help in aligning your ultimate goal with the organizational value.

**Participants/Audience:** Invited through mail

**Day/Date of Video Connect/ e-learning:** Friday, 12<sup>th</sup> June' 2020

**Time:** 11:30 a.m. to 12:30 p.m.

**Learning Enabler:** Dr. Meeta Kumar (Assistant Professor -HS), ([meeta.kumar@kjet.edu](mailto:meeta.kumar@kjet.edu))

Type here to search

38°C 4:34 AM 9/7/2021

Inbox (2048) - N@kiet.edu - | SDP e- Module -3 "Take charge of your Learning and Development- The Upskilling Way" | Video connect\_Tomorrow i.e 18th April 2020 (Saturday)

mail.google.com/mail/u/0/?search=take+charge+of+you+learning+%26+development&ikigwefMaPSWnhpCZHfSTGsqWv5

Gmail take charge of your learning & development

SDP e- Module -3 "Take charge of your Learning and Development- The Upskilling Way" | Video connect\_Tomorrow i.e 18th April 2020 (Saturday)

KIET HR -@kiet.edu  
To: MADHIRENDRA, SUNIL, ARUN, PARNALI, LI, ANAMEKA, BHARAK, VINAYAKHAR, ARVIND, VISHAL SHARMA, SHEKHAR, SHIKHI GUPTA, AJEET, TUSHAR SHYAM, SOU

**'Learning is a gift that keeps on giving'**

The Novel Coronavirus (COVID19) pandemic has rapidly spread around the world. Keeping in view the health and safety we opted e-learning training session to continue the best practice of employee Training and Development activity and is being practiced effectively.

To aid you in this process the HR Department in collaboration with the HS Department brings to you an e-learning module (attached) on 'Take charge of your Learning and Development- The Upskilling way'.

As we know the professional world around has rapidly changed and being a professional you need not only keep up with the changes, but be ahead of them. We hope the e- Module-3 would be helpful to understand you the best way of learning and development - An upskilling guide that can be accessed from your home and has the opportunity to connect with our experienced Communication and Soft Skills Trainer- Ms. Pooja Rohatgi for knowledge sharing session on learning and development through video connect over Microsoft team.

We encourage you to make the most of this period by investing time in your self-development and skills up-gradation.

**Take charge of your Learning and Development- The Upskilling way**

Inbox (2048) - N@kiet.edu - | SDP e- Module -3 "Take charge of your Learning and Development- The Upskilling Way" | Video connect\_Tomorrow i.e 18th April 2020 (Saturday)

mail.google.com/mail/u/0/?search=take+charge+of+you+learning+%26+development&ikigwefMaPSWnhpCZHfSTGsqWv5

Gmail take charge of your learning & development

Module Objective: Workforce upskilling has become a top priority nowadays. It is essential for every employee to enhance their skills, and learn something new beyond their curriculum.

Participants/Audience : All colleagues invited to participate through mail

Day/Date of Video Connect/ e-learning Saturday, 18th April 2020

Trainer: Ms. Pooja Rohatgi ( Addl. Head cum Associate Professor- HS) - pooja.rohatgi@kiet.edu Contact: 9634525108

Training Batch: 3 Batches in size of 50, 50, & 41 participants (Batch wise scheduled list is attached)

**Batch wise Timings:**

| Batch 1          | Batch 2        | Batch 3       |
|------------------|----------------|---------------|
| 12 noon to 1 p.m | 3 p.m to 4 p.m | 4 p.m to 5 pm |

To be Connected through Microsoft Office Team - Invitation schedule will be sent through mail, meanwhile please install **microsoft team** (can be easily accessed through Microsoft meet Android app or you may also install the Microsoft Team desktop setup).

Participants: Staff (Non Teaching Fraternity)

HR Support: Ms. Shilpi Gupta (shilpi.gupta@kiet.edu ) # 7838366793 / Ms. Aayushi Sharma (aayushi.sharma@kiet.edu) # 8979721962

Participation Completion Confirmation and feedback form Link: <https://forms.gle/yBHHyeRvUbgjzmZe9> by 9.00 pm on 18<sup>th</sup> April 2020

It is **mandatory** for all the Staff members to join the Live session of e-learning module and submit the filled feedback form within

Inbox (2046) - N@kiet.edu < > SDP e- Module - 7 Telephonic < > Inbox (2038) - N@kiet.edu < > +

mail.google.com/mail/u/0/#search/telephonic+%26+office+etiquette/TMhQgwHfMSHhshuG2hQnMfVhgFqqCT

Gmail telephonic & office etiquette

73 of 100 < >


SDP: e- Module - 7 'Telephonic & Office Etiquette' | 9th May'2020

HR CARES -hr.cares@kiet.edu Pri, May 6, 2020, 4:23 AM

To: Anil Kumar, PDS, Vign Kumar, DS, Smita Kumar, MS, Deepak, SP, Swal, Neha, Pranshu, Durgesh Kumar, Navin, Hishore, Siddhant, MS, Sahish Kumar, KSD, Neha, SPS

*'A man's etiquettes are a mirror in which he shows his portrait.'*

SDP: e- Module ->  
**'Telephonic & Office Etiquette'**



**Objective:** In order to create a professional, mutually respectful atmosphere and to improve communication- **Telephonic & Office Etiquettes** e-session will help you to enhancing your communication skills and will create a better understanding of various **Telephonic & Office Etiquette**, which in turn displays the ability to handle a number of professional and social

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Inbox (2047) - N@kiet.edu < > SDP e- Module - 7 Telephonic < > Inbox (2038) - N@kiet.edu < > +

mail.google.com/mail/u/0/#search/telephonic+%26+office+etiquette/TMhQgwHfMSHhshuG2hQnMfVhgFqqCT

Gmail telephonic & office etiquette

73 of 100 < >

**Office Etiquettes** e-session will help you to enhancing your communication skills and will create a better understanding of various **Telephonic & Office Etiquette**, which in turn displays the ability to handle a number of professional and social situations.

**Participants/Audience:** Invited through mail

**Day/Date of Video Connect/ e-learning:** Saturday, 9<sup>th</sup> May' 2020

**Time:** 11:30 a.m. to 12:30 p.m.

**Learning Enabler:** Ms. Nilakshi Goel (Assistant Professor- HS), (nilakshi.goel@kiet.edu)

**Video Connect through Google Hangouts meet** - Invitation link will be shared as the session will about to start.

**HR Support:** Ms. Shilpi Gupta (shilpi.gupta@kiet.edu, 7838366703)/Ms. Aayushi Sharma (aayushi.sharma@kiet.edu) 8979721962

**Participation Completion Confirmation and feedback form Link:** <https://forms.gle/ayMvriifbGrsQibZ> to be submitted by 9:00p.m. tomorrow after the session.

We are pleased to facilitate the process to continue our best practice of Training & Development e- Module providing employees with learning opportunities signals that we are valued and we can contribute our best by self-development.

Please find attached Video's-Content:

- Office etiquette .mp4
- Office Etiquette.pptx

Type here to search

SDP Nominations | The power + of motives | Search results - apurva@gmail | Inbox (2020) - Anuro@kiet.edu | +

mail.google.com/mail/u/2/#search/inbox%3Aadmin%20the+power+of+motives/Cgpc3HsMhNbzutPjyYtp4DGMWghMPrGm

Gmail

Insert the power of motives

22 of many

Compose

Inbox 20,046

Starred

Snoozed

Important

Sent

Drafts 123

Categories

Ad5-2015-Admin

Meet

New meeting

My meetings

Hangouts

KIET

KIET HR -@kiet.edu

To: KIET, KIET, KIET, PRATISHA, AMIT, DIRECTOR, jaidirector, rishi-mahota, ROMAL, bcc: Vireka, bcc: shibi.parkhi -

Mon, Mar 2, 2020, 10:44 PM

Dear HoDs,

We are pleased to inform you that the HR department in association with the HS (Humanities & Social Science) Department has planned series of Training initiatives aligned with the KIET value-system within the ambit of Staff Development Program (SDP). These trainings will focus on enhancing functional, behavioural and cultural aspects for all our colleagues.

In this series, the 3rd SDP is scheduled on **Saturday, 7th March' 2020** from **10:00 AM To 12:00 Noon** on:

***The power of motives propels us life***

**"Do something today that your future self will thank you for" – The session will help the attendees to get self-motivated and have positive outlook in their personal as well as professional life.**

Please encourage your team members to participate in the trainings.

We request you to send your nominations at [hr@kiet.edu](mailto:hr@kiet.edu) by 4th March' 2020 till 12:00 Noon.

Your inputs and suggestions are welcome.

Regards,

Type here to search

38°C

ENG 4:36 AM 9/7/2021

Important - Staff Development Program (Approved Nominated Staff List) - **"Today is Yesterday's Tomorrow"** - 29th Feb' 2020 @ 10:00 am in Central Lab (A - Block)

Dear Colleagues!

Hope you all are doing well!

As per the trailing mail, attached is the **Approved Nominated Staff List for Staff Development Program "Today is Yesterday's Tomorrow" on 29th Feb' 2020 @ 10:00 am to 12:00 Noon in Central Lab (A - Block).**

*Please find the attached list and make your presence as per the schedule.*

Regards!  
Team HR

----- Forwarded message -----  
From: KIET HR -hr@kiot.edu  
Date: Sat, Feb 22, 2020 at 11:28 AM  
Subject: SDP Nominations - **"Today is Yesterday's Tomorrow"**  
To: -aayush.aharwal@kiot.edu



Training-Staff & Technical Staff - x Inbox (270) - arjunsharma@... x Inbox (234) - Anuro@kiet.ac... x +

mail.google.com/mail/u/2/#search/tough+times+never+last/29c118481101f9v5t8f2b40v40a211v

Gmail Inscrit Tough times never last

Compose

- Inbox 20,042
- Starred
- Spam
- Important
- Sent
- Drafts 123
- Categories
- Ads-2015-Admin

Meet


- New meeting
- My meetings

Hangouts

- KET -

3 of 9

Training-Staff & Technical Staff on the topic- "Tough times never last, but tough people do" on 27th November, 2019 (Wednesday)!

KIET HR  org@kiet.ac.in  
to: KIET, KET, AART, PRATIBHA, janki@kiet.ac.in, DIRECTOR, bcc: DESPAK, bcc: MBA, bcc: PA-AS, bcc: mahesh@kiet.ac.in, bcc: vikas@kiet.ac.in, bcc: RAJSHAN, bcc: arjun.gupta, bcc: ...

Tue, Nov 26, 2019, 1:54 AM

Hello,  
Greetings of the Day!!!

We would like to inform that the department of Human Resource have scheduled a training program on the topic-

**Tough times never last, but tough people do.**

Following are the details of Training Program:  
Day- Wednesday  
Date- 27th November, 2019  
Time- 1:30 p.m to 3:30 p.m  
Venue- Central Lab  
Participants- Staff & Technical Staff

All the Staff are requested to be seated by 1:25 P.M. on dated 27th November, 2019 (Wednesday)

The approved list of participants is attached. All HoD's & FHoD's are requested to inform the concerned staff & Technical staff mentioned in the list regarding the scheduled program.

Type here to search

37°C 3:10 AM 9/7/2021

SDP: e- Module - 10 'Workplace Communication' 13th May 2020

HR CARES - hr.cares@kiet.edu

To: saugata.saha, rajesh.sharma, GOPAL, rishika.vishwakarma, bhadreshwar.agerwal, nutan.chaturvedi, navak.kishore, shruvashi.m, raver.singh, ashish.kumar.300

*'Communication is vital when it comes to excelling in the workplace and in your personal relationships' - Chelsea Krost*

SDP: e- Module- 10  
**'Workplace Communication'**  
**Workplace COMMUNICATION**

**Objective:** Workplace communication is very important to organizations because it allows organizations to be productive and operate effectively. Employees can experience an increase in morale, productivity and commitment if they are able to communicate up and down the communication chain in an organization. Effective communication at the workplace is central to all business goals.

**Participants/Audience:** Invited through mail

**Objective:** Workplace communication is very important to organizations because it allows organizations to be productive and operate effectively. Employees can experience an increase in morale, productivity and commitment if they are able to communicate up and down the communication chain in an organization. Effective communication at the workplace is central to all business goals.

**Participants/Audience:** Invited through mail

**Day/Date of Video Connect/ e-learning:** Wednesday, 13<sup>th</sup> May' 2020

**Time:** 11:30 a.m. to 12:30 p.m.

**Learning Enabler:** Dr. Dimple Raj (Assistant Professor-HS), [dimple.raj@kiet.edu](mailto:dimple.raj@kiet.edu)

**Video Connect through Google Hangouts meet - Invitation link will be shared as the session will about to start.**

**HR Support:** Ms. Shilpi Gupta ([shilpi.gupta@kiet.edu](mailto:shilpi.gupta@kiet.edu)), 7838366703/ Ms. Aayushi Sharma ([aayushi.sharma@kiet.edu](mailto:aayushi.sharma@kiet.edu)) 8959721962

**Participation Completion Confirmation and feedback form Link:** <https://forms.gle/GfDrAcchDdPvKKE6A> to be submitted by 9:00 p.m. (13th May, 2020) after the session.

**Happy Learning!**

Team - HR  
 Human Resource Department



***If You are Tuned Out of Your  
OWN EMOTIONS,  
You will be Poor at reading them in  
OTHER PEOPLE.***

***“It takes something more than intelligence to act intelligently.”***

**Objective:**

Emotional intelligence can lead us on the path to a **fulfilled** and **happy life** by providing a framework through which we must apply standards of intelligence to emotional responses and understand that these responses may be logically consistent or inconsistent with particular beliefs about emotion

**Activities:**

- Various **Activities** was conducted in the E- Learning Module to demonstrate the significance of Emotional Intelligence in understanding and managing one’s emotions as well as others’.
- A **Presentation** was shared to convey the message that emotional intelligence is made up of four core attributes that pair up under two primary competencies:

**PERSONAL COMPETENCE**

- Self – Awareness
- Self- Management

**SOCIAL COMPETENCE**

- Social Awareness
- Relationship Management

**Outcomes:**

- The E- Learning Module focuses on 4 Core Areas:
  - ◆ Being **Self-Aware** is all about understanding oneself. It can be developed by identifying one’s strengths and limitations in order to recognise areas where you need to enhance and intentionally nourish in that very aspect.
  - ◆ **Self-management** goes hand in hand with self-awareness so that you are able to control your own emotions and not being controlled by them.
  - ◆ **Social awareness** is the ability to accurately read situations and people. This can only occur when you are aware of your own emotions. An important part of social awareness is the ability **to empathize with the people around you**. This means that you are able to understand and appreciate why someone feels the way they do.
  - ◆ **Relationship Management** is your ability to use **awareness of your emotions** and the **emotions of others** to manage interactions successfully. **Clear communication, inspiring and influencing others, working well in a team, and managing conflict** all contribute to relationship management.

**Thanks for your participation in e - Learning Module with a great enthusiasm.**

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SDP Highlights: "The Power of Motives Propels your life" on 7th March' 2020

KIET HR <hr@kiet.edu> to aayushi.sharma

Mon, Mar 16, 2020, 12:16 PM

**The Power of Motives Propels your Life (7<sup>th</sup> March' 2020)**

*A Dream written down with a date becomes the "GOAL"*  
*A Goal broken down into "STEPS" becomes a "PLAN"*  
*A Plan backed by "ACTION" makes your "DREAMS" come "TRUE"*



*"Efforts and Courage are not enough without Purpose and Direction"*

**Objective:**

The objective of this training session is to motivate employees, as **motivated employees** leads to **increase the productivity** and allow an organisation to **achieve a higher level of output**. It also helps in achieving their personal goals which leads to their **self development**.

**Activities:**

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The Power of Motives Propels your Life

**Activities:**

- A **Video** was shown by the trainers in order to motivate the participants to set goals in their **life** so that they can achieve success.
- A concept of **SMART Goals** was discussed by the trainers:
  - S** – Specific
  - M** – Measurable
  - A** – Achievable
  - R** – Relevant
  - T** – Time - Bound
- Great Personalities pictures were shown by the trainers to inspire the participants that how **"commitment, promise and dedication towards work plays an important role to be successful in life."**

**Outcomes:**

- The session proved that before achieving anything in **life**, **you have to know what you want. You have to decide that whatever you're doing is important to you**, that it's worth it.
- The trainers advised participants that **without proper action plan** for their short-term, mid-term and long-term goals, it's difficult to accomplish the desired goals.
- The training session helps in **self development** of the individuals so that they can easily achieve their set targets.
- The participants got the opportunity to learn that how **4 D's - Direction, Discipline, Dedication and Deadlines** are very important to achieve the **GOAL**.

## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS

### e- Module 7- 'Telephonic & Office Etiquettes'

No. of Registration: 31

Date: 9<sup>th</sup> May' 2020

No. of Participation: 26

Attendance Percentage: 84%

**Training Feedback:** Based on participant feedback given through google form

**Achievement of Training Objectives** - 33% Excellent, 50% Very Good, 10% Good & 3% Average

**Course/ Presentation Material** - 40% Excellent, 30% Very Good, 30% Good & 30% Average

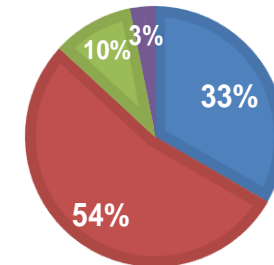
93% participants felt that the training session has added value to them

33% participants score on the overall training session was **Excellent.**

53% participants score on the overall training session was **Very Good.**

10% participants score on the overall training session was **Good.**

3% participants score on the overall training session was **Average.**



#### Major Strengths:

- Importance of prioritizing activities during workplace was discussed
- Helpful in self-improvement
- Interactive Session

#### Areas of Improvement :

- Video Quality
- Technical Problems

## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS

### e- Module 8- 'Rapport Building at the workplace'

No. of Registration: 39

Date: 11th May' 2020

No. of Participation: 31

Attendance Percentage: 80%

Training Feedback: Based on participant feedback given through google form

Achievement of Training Objectives - 69% Excellent, 25% Very Good & 6% Good

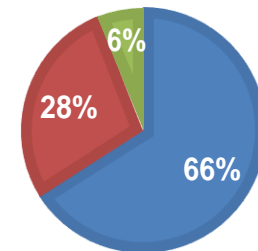
Course/ Presentation Material - 56% Excellent, 38% Very Good & 6% Good

100% participants felt that the training session has added value to them

66% participants score on the overall training session was **Excellent**.

28% participants score on the overall training session was **Very Good**.

6% participants score on the overall training session was **Good**.



#### Major Strengths:

- Helpful in developing relations
- Knowledgeable & Interactive Session
- Good Presentation Skills

#### Areas of Improvement :

- More training sessions should be conducted to increase the knowledge.
- Network Issues

## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS

### e- Module 9- 'Email Etiquettes & Official Notes Drafting'

No. of registration: 47

Date: 12<sup>th</sup> May' 2020

No. of seats available : 35

Total no. participants attended: 30

Attendance Percentage: 86%

**Training Feedback:** Based on participant feedback given through google form

**Achievement of Training Objectives –** 44% Excellent, 38% Very Good, 16% Good & 3% Average

**Course/ Presentation Material -** 28% Excellent, 56% Very Good, 13% Good & 3% Average

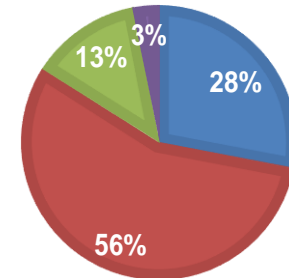
97% participants felt that the training session has added value to them

28% participants score on the overall training session was **Excellent.**

56% participants score on the overall training session was **Very Good.**

13% participants score on the overall training session was **Good.**

3% participants score on the overall training session was **Average.**



#### Major Strengths:

- Helpful in writing routine mails in a proper and efficient manner
- Good content
- Good explanation with examples

#### Areas of Improvement :

- None



## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS

### e- Module 10- 'Workplace Communication'

No. of Registration: 101

Date: 13<sup>th</sup> May' 2020

No. of Seats available : 35

Total Participants (Including invitees and on the basis of participants request): 43

Attendance Percentage: 123% (as the no. of participants are more than the seats available)

**Training Feedback:** Based on participant feedback given through google form

**Achievement of Training Objectives** - 41% Excellent, 51% Very Good & 8% Good

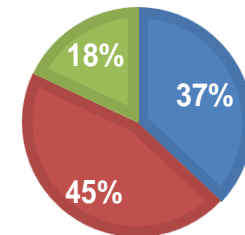
**Course/ Presentation Material** - 37% Excellent, 33% Very Good & 29% Good

100% participants felt that the training session has added value to them

37% participants score on the overall training session was **Excellent.**

45% participants score on the overall training session was **Very Good.**

18% participants score on the overall training session was **Good.**



#### Major Strengths:

- Good Communication & Presentation Skills
- Knowledgeable Session
- Helpful in communicating effectively at workplace

#### Areas of Improvement :

- Technical Issues



## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS

### e- Module 11- 'Non-Verbal Communication & its importance'

No. of Registration: 93

Date: 14<sup>th</sup> May' 2020

No. of Seats available: 35

Total Participants (Including invitees and on the basis of participants request ): 44

Attendance Percentage: 126% (as the participants are more than the seats available)

Training Feedback: Based on participant feedback given through google form

Achievement of Training Objectives - 50% Excellent, 40% Very Good & 10% Good

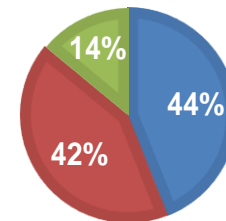
Course/ Presentation Material - 48% Excellent, 40% Very Good & 12% Good

100% participants felt that the training session has added value to them

44% participants score on the overall training session was **Excellent.**

42% participants score on the overall training session was **Very Good.**

14% participants score on the overall training session was **Good.**



#### Major Strengths:

- Helpful in analyzing various body postures and their importance
- Motivates to spread happiness
- Excellent Content as well as presentation Skills

#### Areas of Improvement :

- Technical Issues

## Rapport Building at Workplace (11<sup>th</sup> May' 2020)



***'Trust and rapport are the heartbeat of Workplace, the backbone of high performing teams, and the secret sauce for healthy relationships.'***

### **Objective:**

Rapport Building at the workplace isn't just a tool for building relationships, though; it's often the **foundation of success**. When you have a rapport with someone, **you're better placed to influence, learn and teach, particularly as the trust that you've built up**. Being able to build rapport consciously is therefore extremely useful both personally and professionally.

### **Activities:**

- A **presentation** was shared to demonstrate the significance of rapport building at work place. It **elaborated how a good rapport can help an individual to be happier and contented at workplace**.

### **Outcomes:**

Rapport is the foundation of any great relationship. This e-module focuses particularly on the significance and benefits of rapport building :

- The benefits to building rapport with someone is that they will be **much more likely to invest their confidence and faith in you, share information, recommend you to others and support your ideas**. Improved productivity and teamwork can all result from building rapport with colleagues and clients.
- In short, rapport is important because **it builds trust and creates common ground**. It develops good relationships with clients or staff members.

**We would like to thank Mr. Shrikant Keshav (Assistant Professor –HS) who enthusiastically imparted the successful Online training to our active participants.**

## ***Email Etiquettes & Official Notes Drafting (12<sup>th</sup> May' 2020)***



***'Be Bold. Be Fast. Get to the point right away. The best email communication is simple & clear'***

### **Objective:**

Email Etiquettes & Official Notes Drafting holds substantial importance while representing an organization. ***Decency*** and ***professionalism*** needs to be taken care of while communicating through Emails or office drafts. Therefore, we need to be ***clear and concise*** as well as ***give enough information so that our recipient understands what our message indicates***. Hence, this e-module will help in enhancing one's communication skills in such aspects.

### **Activities:**

- Some ***ideal email draft formats*** were shared to familiarise with some basic points in order to draft in an organised, meaningful and professional manner.

### **Outcomes:**

The e-module focused primarily on e-mail etiquettes and official notes drafting:

- ***Email etiquettes:*** It is all about respect and common sense. The same respect and professionalism you expect others to show to you is also crucial when writing your own communications. Email is a form of communication. Like written letters, telephone conversations, and face-to-face speech, email is guided by etiquette. We use mutual respect and common sense to guide us in all forms of communication.
- ***Official notes drafting:*** Writing is a process that involves several distinct steps: prewriting, drafting, revising, editing, and publishing. It is important for a writer to work through each of the steps in order to ensure that he has produced a polished, complete piece. The writing process is not always linear. Therefore it is important to organize one's content into a meaningful sequence or flow.

***We would like to thank Ms. Samiksha Tewari (Assistant Professor – HS) who enthusiastically imparted the successful Online training to our active participants.***

## Non-Verbal Communication & its importance (14<sup>th</sup> May' 2020)



***'Non-Verbal Communication is an elaborate secret code that is written nowhere, known by none and understood by all.'* – by Edward Sapir**

**Objective:** *Nonverbal communication* plays a significant role in our lives, as it can **improve a person's ability to relate, engage, and establish meaningful interactions in everyday life.** A better understanding of this type of communication may lead people to develop stronger relationships with others.

### **Activities:**

- A **video starring Mr. Bean**, a world famous character was shared to demonstrate how effective can nonverbal communication be in one's life.

### **Outcomes:**

***Communication not only means explicitly said words but it also includes implicit messages, whether intentional or not, which are expressed through non-verbal behaviours.***

The e-module focused particularly on the importance of Nonverbal communication :

- ***Non-verbal gestures*** are what our recipients see in the first place, even before a single word is heard. Nonverbal communication plays a significant role in our lives, as it can improve a person's ability to relate, engage, and establish meaningful interactions in everyday life. A better understanding of this type of communication may lead people to develop stronger relationships with others.

**We would like to thank Ms. Monika Khurana (Assistant Professor – HS) who enthusiastically imparted the successful Online training to our active participants.**

## ***Developing Character and Personality Through Personal Health and Hygiene (16<sup>th</sup> April' 2020)***



***"The habit of practising good personal hygiene is one of the essential ingredients of personality development"***

### ***Objective:***

The module aims to make you aware about personal health and hygiene and its importance in keeping our body healthy, preventing transmission of germs, etc. In addition to a great health, Good hygiene also boosts up your confidence and self-esteem and make you seem more positive and attractive to others. When you look good and feel healthy, you also feel good.

### ***Activities:***

- A **simple quiz** based on **basic hygiene and sanitation knowledge was conducted online**. The Quiz actually got our staff and faculties involved and tested their awareness.
- A **self-survey** was conducted on **Sanitation, health and hygiene** to let the participants introspect themselves and determine the value of practicing good hygiene in their lives.
- **Few basic tips** were shared in order **to boost up the immunity** of participants and their kids. We believe these tips would have been definitely worth sharing so as to let the participants get aware of some good habits regarding personal hygiene.

### ***Outcomes:***

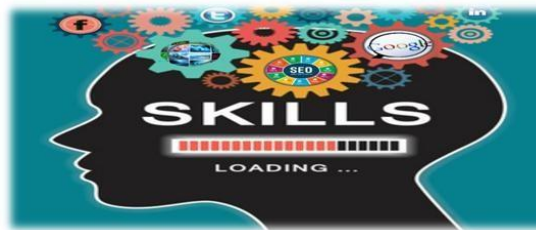
The E-module emphasized basically on these points :

- ❖ **Health Reasons:** Keeping a good standard of hygiene helps to prevent the development and spread of infections, illnesses and bad odours. Poor hygiene can lead to poor health. Therefore it is our body's necessity to practice good hygiene to keep itself fit.
- ❖ **Social Reasons:** By ensuring that our body is clean and well presented, we are more assured of projecting a positive body image that reflects our personalities. It is off-putting to our friends and colleagues if we smell unpleasant etc. Good hygiene practices will help to keep you healthy, give you confidence and be pleasant for those around you.
- ❖ **Psychological reasons:** By being well presented, clean and tidy, people can feel more confident, especially in social situations. Our chances of succeeding either in work or social settings, or even with the opposite sex can be altered by maintenance of good hygiene.

***We would like to thank Mr. Hitesh Chadha (Assistant Professor – HS) who enthusiastically imparted the successful online training to our active participants.***



## ***Take Charge of your Learning & Development – The Upskilling Way (18<sup>th</sup> April' 2020)***



**“The more I live, the more I learn. The more I learn, the more I realize, the less I know.”**

### **Objective:**

The module aims to make you realise the importance of learning in our personal as well as professional life. This lockdown period has given all of us the opportunity to introspect ourselves and self analyse our grey areas where we need to work upon. An important fact about learning is that it is a means to improve knowledge and gain skills that will help in reaching specific goals.

### **Activities:**

- ❖ A **Simple personal Performance** was shared to **let the individuals question themselves** and **based on their introspection set goals to improve accordingly.**
- ❖ A **presentation** was shared with the participants to highlight the **importance of learning and make them understand what up-skilling means.** It would definitely make them realize what wonders can learning and up-skilling do to their personal self as well as in professional aspects.
- ❖ A **motivational video** was shared to make them realize that it is of **great value to give time to shape their skills, to upgrade themselves** according to the challenges they face in their personal as well as professional lives.

We believe these things would have been definitely worth sharing so as to motivate the participants to devote quality time in learning and skill up gradation.

### **Outcomes:**

Learning is an indispensable tool that nourishes our minds and soothes our soul. It is a necessity for both personal and professional career as it makes us capable of understanding and handling things in a better way in life. Some of the significant messages the E-module delivered are:

- Learning is Important in **growing your income and status**
- Learning Plays a Role in **Getting Access to New Opportunities**
- Learning helps **self-confidence**
- It Develops and **helps your growth curve**
- Learning is Important in **achieving your goals**
- Importance of learning in **making you happy**
- Importance of learning for **personal development**
- Importance of learning for **professional development**

**“Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young.”**

**We would like to thank Ms. Pooja Rohatgi (Addl. HoD – HS) who enthusiastically imparted the successful online training to our active participants.**



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Highlights of Staff Development Program \_ "Don't Sweat Small Things"! ⌵

KIET HR <hr@kiet.edu> to KIET

Tue, Oct 22, 2019, 12:18 PM

**Highlights of Staff Development Program on "Don't Sweat Small Things" conducted on 19<sup>th</sup> October, 2019.**

- Staff Development Program on "Don't Sweat Small Things" was organized on **19<sup>th</sup> October, 2019** for Staff & Technical Staff from 10:00 A.M. to 12:00 Noon.
- Mr. Shrikant Keshav & Ms. Monika Khurana** (Assistant Professors) from HS Department conducted the program successfully.
- 18 Staff members** fully participated and attended the Staff Development Program.
- This session was a good **platform to share their personal experiences** related to their habit of **over-thinking** in their lives which will become a **killer - thinking** if not controlled in a proper manner.
- Videos** related to the topic were shown to the staff members so that they can enjoy the present moment of their life without dwelling in their past and thinking of their future.
- A **rubber - band activity** was conducted by the **trainers** so that they

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- A **rubber - band activity** was conducted by the trainers so that they can understand that if they will stretch unnecessary **things** in their life than it will become very complicated to handle.
- The trainers also discussed a **case study** of two persons in which one was positive and the other one was negative and at last the person with positive thoughts was able to tackle all the **things** in proper manner.
- The Staff Development Program was **well appreciated** by each participant.
- The participants **enjoyed the practical experience** and the **real life examples** shared by the speakers.
- The participants have given **feedback to conduct these types of Programs** frequently.
- We would like to thank **Mr. Shrikant Keshav & Ms. Monika Khurana** (Assistant Professors) who enthusiastically imparted the successful training to our active participants.

6 Attachments

Shaping Young Minds with Skill Oriented & Value Based Education.

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## **Pronunciation & Word Formation (20<sup>th</sup> April' 2020)**



**“A correct Pronunciation and knowledge of language is the doorway to wisdom”**

### **Objective:**

The session aims to help the participants to have skilled pronunciation so that they can be able to communicate well with people which is a big achievement for strong networking and to overcome the difficulty understanding what a person exactly wants to say.

### **Activities:**

In this session, various common English words were discussed so that the participants must know how to pronounce them correctly as **proper pronunciation opens huge opportunities for individuals to create potential.**

### **Outcomes:**

Few Specific Pronunciation Tips were discussed by the trainer:

- ❖ **Learn to listen to others** - The more you listen, the more successful you will be. Nowadays, there are many opportunities of hearing native English speech: songs, films, TV series, videos on YouTube and other sites, audiobooks, voice chats, etc. Make the most of this unique opportunity which has become available in the last few years.
- ❖ **Practice makes perfect** - Even your English level is high, you can lose your phonetic skills if you have too little practice. To avoid it, just do some simple exercises:
  - Read aloud or in a whisper, and repeat the words which you find difficult to pronounce
  - Recite poems or sing songs, observing rhythm and intonation
- ❖ If your pronunciation is not perfect, don't speak fast. **Pronounce words slowly and clearly**, and any English native speaker will understand you.

**We would like to thank Dr. Vipin Kumar (ASTP – HS) who enthusiastically imparted the successful online training to our active participants.**

**Spotting Grammatical Errors  
(21<sup>st</sup> April' 2020)**



**“Grammar is the glue that holds your sentences effectively”**

**Objective:**

The objective of this session is to enhance the grammatical knowledge of the language so that they can be able to communicate well with people which is also a big achievement for strong networking and to overcome the difficulty of understanding what a person exactly wants to say.

**Activities:**

In this session on '**Spotting Grammatical errors**', the trainer discussed various common grammatical errors people often commit and suggested their right usage so that they are able to **convey their message precisely** to the recipient even with a **limited vocabulary** and **flawless grammar**.

**Outcomes:**

- ❖ The outcome of this session was to make participants **well aware** of some of the **common grammatical errors** they often commit. In addition to that, this module also helped them out in **spotting errors** (if any) in their writings.
- ❖ This module was considered to be a **great platform** in getting a **better understanding of the English language** and **build up a sense of confidence** with command over grammatical aspects of the language - An up-skilling guide.

**We would like to thank Dr. Chetna Sinha (ASTP – HS) & Mr. Himanshu Khurana (ASTP – HS) who enthusiastically imparted the successful online training to our active participants.**



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Highlights of Staff Development Program \_ "Press the Pause Button" !

KIET HR <hr@kiet.edu> to KIET

Wed, Oct 9, 2019, 11:47 AM

**Highlights of Staff Development Program on "Press the Pause Button" conducted on 28<sup>th</sup> September, 2019.**

- Staff Development Program on "Press the Pause Button" was organized on 28<sup>th</sup> September, 2019 for Staff & Technical Staff from 10:00 AM to 12:00 Noon.
- Mr. Himanshu Saxena, Ms. Sudesh Pathania & Mr. Shrikant Keshav, (Assistant Professors) from HS Department conducted the program successfully.
- 22 Staff members fully participated and attended the Staff Development Program.
- The session was started by Mr. Komal Mehrotra (HoD-HS) with a very overwhelming story – *The story tells of how a cockroach landed on one of the ladies in the group, and how she immediately reacts to this*

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*by screaming and widely flailing her hands to rid herself of the cockroach. The cockroach jumps one person to the next, and then a waiter comes to the group's rescue. Despite the fact that the cockroach also managed to land on the waiter's shirt, his reaction was different. Instead of screaming and flailing, the waiter stood firm and observed the cockroach's behavior then calmly caught it and threw it out the door.*

- The message of the story is that everyone should press their pause buttons before taking any decision.
- The Program was highly interactive wherein participants were given platform to share their personal experiences related to the importance of taking pause from their daily routine of life because somewhere it needs to feel relaxed and comfortable to overcome the stress.
- Participants were given opportunity to discuss on the topic.
- Videos related to the importance of pause button in life, were shown to the staff members.
- A Balloon Activity was conducted by the trainers in

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order to make the staff members happy, stress free and relaxed so that the training program can be more interactive.

- The trainers also discussed various situations with the staff members and train them how to maintain work life balance in their personal as well as professional life with the example of pressing the pause button.
- The Staff Development Program was well appreciated by each participant.
- The participants enjoyed the practical experience and the real life examples shared by the speakers.
- The participants have given feedback to conduct these types of Programs frequently.
- We would like to thank Mr. Himanshu Saxena, Ms. Sudesh Pathania & Mr. Shrikant Keshav (Assistant Professors) who enthusiastically imparted the successful training to our active participants and also Mr. Komal Mehrotra (HoD-HS) for motivating the trainers and participants during the staff development program.

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- Add-2015-CE
- Add-2015-CS 1

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## Today is Yesterday's Tomorrow (29<sup>th</sup> February' 2020)

When we finish a task,  
 We get closure and stop thinking about it.  
 When we don't finish tasks,  
 We keep thinking about them  
 We yearn for completion...



**'Yesterday is History, Tomorrow is Mystery and Today is a Gift thus it's called Present'**

**Objective:**

- Happiness and success comes to those who understand and embed in themselves the **fundamental truth of life**, which says that it's **every single moment that matters the most** because finally it's such moments that add up to form the entire life of a person.

**Activities:**

- A **Puzzle Activity** was conducted by the trainers to discuss how **team work and time management** helps us to achieve our results in an efficient and effective manner.
- A **Time Management Matrix** was discussed by the trainers:

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- Add-2015-CS 1

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|               | Urgent       | Not Urgent    |
|---------------|--------------|---------------|
| Not Important | Do it "ASAP" | "DUMP" it     |
| Important     | Do it "NOW"  | "DELEGATE" it |

- Various **Case Studies** were discussed by the trainers to convey the message to the participants that **"It is not time which need to be managed; it is ourselves"**

**Outcomes:**

- The session proved to be a **great platform** to understand participants that **improving your time management at work** allows you to **enhance your performance and achieve your desired goals** with less effort and more effective strategies.
- The training session focuses on **prioritization of activities and proper utilization of time** so that one can easily provide a better quality of work.
- Proper Time Management helps us to **beat procrastination** by identifying the triggers and making the task **more easier, attractive, clear and rewarding**.



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## Highlights of Staff Development Program \_ "Tough Times Never Last But Tough People Do" !

KIET HR <hr@kiet.edu> to KIET

Nov 29, 2019, 4:25 PM

**Highlights of Staff Development Program on "Tough Times Never Last But Tough People Do" conducted on 27<sup>th</sup> November, 2019.**

- Staff Development Program on "Tough Times Never Last But Tough People Do" was organized on 27<sup>th</sup> November, 2019 for Staff & Technical Staff from 1:30 p.m. to 3:30 p.m.
- Dr. Meetu Kumar, Ms. Vinita Yadav & Mr. Shrikant Keshav, (Assistant Professors) from HS Department conducted the program successfully.
- 27 Staff members fully participated and attended the Staff Development Program.
- The Program was highly interactive wherein participants were given platform to share their personal experiences related to the importance of patience in their life and also trained that **tough situations can never be last**, we should prepare ourselves for the next challenges by keeping us strong and spiritual.
- Pictures and videos were shown to the participants in order to motivate them, free up their mind, love their work & live in present, adapt & accept, embrace challenges & erase ego and systematize to make themselves more and more tougher & stronger.
- A hand holding activity was conducted by the trainers so that they can understand that

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KIET Group of Institutions  
Delhi-NCR, Meerut  
Road (NH-58)  
Ghaziabad - 201206

Aayushi Sharma |  
Executive - HR  
B.Com., MBA (HR & Finance)

Human Resource Department

Mob.: +91  
9711149084

Activate Windows  
Go to Settings to activate Windows.

Shaping Young Minds with Skill Oriented & Value Based Education.

Please do not print this email unless it is absolutely necessary.

Compose

Inbox 21,123

Starred

Snoozed

Important

Sent

Drafts 192

Categories

Add-2015-Admin

Meet

New meeting

My meetings

Hangouts

KIET

22 of 37

and systematize to make themselves more and more tougher & stronger.

- A hand holding activity was conducted by the trainers so that they can understand that quiet mind and passion is very necessary to deal with the uncertainties of life.
- Various famous personalities such as Ms. Jessica Cox, Mrs. Sudha Chandran etc. who fight during the **tough times** of their life and achieved the success later on, were shared by the trainers.
- The trainers also discussed various situations with the staff members and trained them to be happy, peaceful, passionate, energetic and awakened in each stage of life.
- The Staff Development Program was well appreciated by each participant and they enjoyed the practical experience and the real life examples shared by the speakers.
- The participants have given feedback to conduct these types of Programs frequently and also suggested various new topics for the training programs.
- We would like to thank Ms. Vinita Yadav, Dr. Meetu Kumar & Mr. Shrikant Keshav (Assistant Professors) who enthusiastically imparted the successful training to our active participants and also Ms. Puja Rohatgi (Addl. HoD- HS) for motivating the trainers and participants during the staff development program.

Activate Windows  
Go to Settings to activate Windows.

*\*Note : Attached is the SDP Highlights Notes with Director's Remark.*

**Best practices while working from home to boost up the productivity  
(25<sup>th</sup> April' 2020)**



**“Successfully working from home is a skill, just like programming, designing and writing. It takes time and commitment to develop that skill”**

**Objective:**

Working from home isn't as simple and comfortable as it may seem. Whereas it gets more challenging when you have to maintain the balance between working and look after family responsibilities as well. Therefore, this module presents some practices and habits you may adopt to boost up your productivity while working from home.

**Activities:**

In this session on '**Best Practices During Lockdown**', a discussion was held among the Functional Heads regarding the best practices that they want to implement or are presently practicing at their departmental level or the individual level so that a list of best practices as shared by everyone can be implemented at the institutional level.

**Outcomes:**

The E-module emphasized basically on these points :

- ❖ **Plan & Structure your workday:** Set and keep regular office hours. Most people who work from home find they work too much rather than too little. Plan and structure your workday to maximize efficiency. A disciplined routine will definitely bring on the best of you.
- ❖ **Set Ground Rules with the people in your space & Avoid Distractions:** You may share your home with: a roommate, a spouse, children, parents, in-laws, or pets. They all need to know that you are at work. Make it clear to whomever you share the living space with that you have boundaries that need to be respected. These boundaries can be in the form of physical space (if the office door is closed, I'm on the clock!) or time blocks (9-1 and 2-6 are off limits!) –or a combination of both.
- ❖ **Set aside a designated Work Area:** If your home office space isn't quiet and comfortable, you won't want to spend much time there. Find a quiet space that will make you feel excited and energized. Also, don't get yourself into super comfort zone with lazy mode on. The comforts of your home can be your enemy and sap your productivity.
- ❖ **Feel free to communicate:** The days of walking over to someone's desk anytime you want to clarify something are over. Remote work requires purposeful and planned communication. Otherwise things can get misunderstood, or never communicated in the first place.
- ❖ **Focus on your health:** Stay hydrated and make sure to get up from the computer every so often. Practice healthy eating habits if you can. And don't forget about your mental health too. Don't hesitate to take regular short breaks to ensure not being saturated.

**We would like to thank Mr. Komal Mehrotra (HoD – HS) who enthusiastically imparted the successful online training to our active participants.**





## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS e- Self Learning Module - 'Emotional Intelligence'

Total Participants: 90

Date: 7th April' 2020 / 8th April' 2020

**Training Feedback: Based on participant feedback given through google form**

Achievement of Training Objectives - 27% Excellent, 49% Very Good & 21% Good

Course/ Presentation Material - 31% Excellent, 39% Very Good & 24% Good

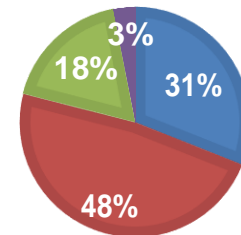
98% participants felt that the training session has added value to them

31% participants score on the overall training session was **Excellent.**

48% participants score on the overall training session was **Very Good.**

18% participants score on the overall training session was **Good.**

3% participants score on the overall training session was **Average.**



### Major Strengths:

- Helpful in developing relations
- Creative and Advantageous Initiative
- Helps in Introspecting oneself and act accordingly
- Informative and useful in enhancing individual's proficiency
- Believing in oneself in challenging situations

### Areas of Improvement :

- Audios & Videos may add up to efficacy
- Training Sessions needed on controlling anger and improving patience level
- More Practical Exercises should be included
- Real Life Examples must be added

## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS

### e- Self Learning Module - 2

‘Developing Character & Personality through Personal Health & Hygiene’

Total Participants: 72

Date: 16<sup>th</sup> April' 2020

**Training Feedback: Based on participant feedback given through Google form:**

**Achievement of Training Objectives - 28% Excellent, 49% Very Good, 20% Good & 3% Average**

**Course/Presentation Material - 26% Excellent, 41% Very Good & 28% Good, 5% Average**

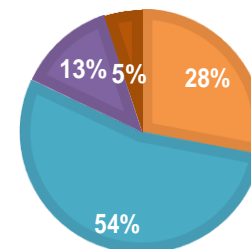
**95% participants felt that the training session has added value to them**

**28% participants score on the overall training session was Excellent.**

**54% participants score on the overall training session was Very Good.**

**13% participants score on the overall training session was Good.**

**5% participants score on the overall training session was Average.**



#### Major Strengths:

- Interactive & Knowledgeable
- Creative & Good Initiative
- Awareness regarding Personal Cleanliness & Hygiene
- Helpful in current situation i.e. to fight against COVID - 19

#### Areas of Improvement :

- Connectivity & Network Issues

## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS

### e- Self Learning Module - 3

#### 'Take Charge of Your Learning & Development-the Up skilling Way'

**Total Participants: 91**

**Date: 18<sup>th</sup> April' 2020**

#### **Training Feedback: Based on participant feedback given through Googleform:**

**Achievement of Training Objectives - 43% Excellent, 41% Very Good, 12% Good, 4% Average**

**Course/Presentation Material - 34% Excellent, 40% Very Good & 21% Good, 5% Average**

**97% participants felt that the training session has added value to them**

**66% participants felt that the training objective was clear to them**

**63% participants felt that the training content was organized and well-planned**

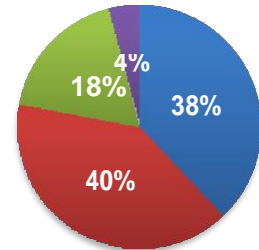
**64% participants felt that the e-Learning Module allows them to participate fully**

**38% participants score on the overall training session was **Excellent.****

**40% participants score on the overall training session was **Very Good.****

**18% participants score on the overall training session was **Good.****

**4% participants score on the overall training session was **Satisfactory.****



#### **Major Strengths:**

- Knowledgeable and Valuable Session
- Information regarding online courses
- Helps in enhancing competencies by skill up-gradation

#### **Areas of Improvement :**

- Connectivity Issues
- Sound Quality

## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS e- Self Learning Module - 'Pronunciation & Word Formation'

Total Participants: 40

Date: 20<sup>th</sup> April, 2020

**Training Feedback: Based on participant feedback given through google form**

Achievement of Training Objectives - 33% Excellent, 35% Very Good, 28% Good & 5% Average  
Course/Presentation Material - 38% Excellent, 33% Very Good, 23% Good & 8% Average

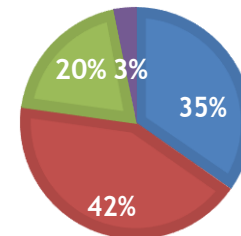
90% participants felt that the training session has added value to them

35% participants score on the overall training session was **Excellent.**

42% participants score on the overall training session was **Very Good.**

20% participants score on the overall training session was **Good.**

3% participants score on the overall training session was **Average.**



### Major Strengths:

- Helps to enhance pronunciation of some commonly used words
- Helps in improving communication skills
- Well planned & organized session

### Areas of Improvement :

- Technical as well as Connectivity Issues
- Voice Clarity lacking

## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS

e- Self Learning Module - 5

'Spotting Grammatical Errors'

Total Participants: 91

Date: 21<sup>st</sup> April, 2020 & 22<sup>nd</sup> April, 2020

Training Feedback: Based on participant feedback given through google form

Achievement of Training Objectives - 52% Excellent, 38% Very Good & 10% Good

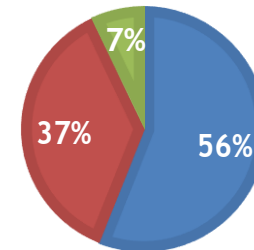
Course/Presentation Material - 53% Excellent, 30% Very Good & 17% Good

99% participants felt that the training session has added value to them

56% participants score on the overall training session was **Excellent.**

37% participants score on the overall training session was **Very Good.**

7% participants score on the overall training session was **Good.**



### Major Strengths:

- Well Organized & Interesting Training session
- Good Presentation Skills
- Helps in enhancing common grammatical errors

### Areas of Improvement :

- Technical Issues
- Timings should be increased
- Must be more elaborative



## STAFF DEVELOPMENT PROGRAM FEEDBACK ANALYSIS

e- Self Learning Module - 6

'Best Practices during Work from home to boost up the productivity'

Total Participants: 9

Date: 25<sup>th</sup> April' 2020

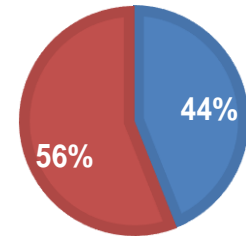
Training Feedback: Based on participant feedback given through google form

Achievement of Training Objectives - 56% Excellent, 44% Very Good

100% participants felt that the training session has added value to them

44% participants score on the overall training session was **Excellent.**

56% participants score on the overall training session was **Very Good.**



### Major Strengths:

- Provide opportunity for self-assessment and focusing on boosting engagement
- Interactive session
- Experience sharing of best practices while working from home.
- Learning Opportunities

## Telephonic & Office Etiquettes (9<sup>th</sup> May' 2020)



*"A man's etiquettes are a mirror in which he shows his portrait."*

*-by Goethe*

### **Objective:**

In order to create a professional, mutually respectful atmosphere and to improve communication- **Telephonic & Office Etiquettes e-session** will help you to **enhance your communication skills and will create a better understanding of various Telephonic & Office Etiquette**, which in turn displays the ability to handle a number of professional and social situations.

### **Activities:**

- A **video** was shared to showcase the **Do's and Don'ts of office etiquettes**. The video depicted some general casual practices we should restrain ourselves from.
- A **presentation** was shared **emphasizing the necessity of office discipline and telephone etiquettes**. Some general tips were also enumerated to help in improving oneself personally.
- Two more videos were shared to show the significance of **telephonic etiquettes in our professional lives**. If one is not courteous, prompt and knowledgeable then the other person over the phone might not get the impression he was seeking for. Telephonic etiquettes are of utmost importance in professional life.

### **Outcomes:**

The E- Learning Module focuses on 2 Core Areas:

- **Office etiquettes:** It often feels like we spend more time at work than home; most of us spend 8 or more hours a day in an office environment. This means that good office etiquette is incredibly important. Workplace etiquette help coworkers feel comfortable around each other, and it leaves a good impression.
- **Phone etiquettes:** From text to email, there are many ways to communicate in the modern age. In professional world, talking on the phone has proven to be the most important medium of them all, still. A single phone call can be the deciding factor on whether you gain or lose the confidence of a colleague or even your boss. Having good phone etiquette plays a large part in maintaining a strong connection with the person on the other side and ensuring an air of professionalism.

**We would like to thank Ms. Nilakshi Goel (Assistant Professor – HS) who enthusiastically imparted the successful Online training to our active participants.**

## Workplace Communication (13<sup>th</sup> May' 2020)



*Communication is vital when it comes to excelling in the workplace and in your personal relationships'*  
– by Chelsea Krost

### **Objective:**

**Workplace communication** is very important to organizations because it allows them to **be productive and operate effectively**. Employees can experience **an increase in morale, productivity and commitment** if they are able to communicate up and down the communication chain in an organization. Effective communication at the workplace is central to all business goals.

### **Activities:**

- A **presentation** was shared to elaborate **how productive can healthy communication habits beat workplace**. Workplace Communication is an efficient tool to develop good working relationship and rapport at workplace.
- A **video** was shared to show how **critical Effective communication is in getting the job done**, as well as building a sense of trust and increasing the productivity of individuals.

### **Outcomes:**

Workplace communication is crucial to achieve greater efficiency, trust and employee involvement. This e-module focuses particularly on the significance and benefits of effective workplace communication:

- **Effective communication is pivotal in increasing productivity** because it directly influences the behavior of the staff and the way they perform.
- **Effective communication can help to foster a good working relationship** between you and your staff, which can in turn improve morale and efficiency.

**We would like to thank Dr. Dimple Raj (Assistant Professor – HS) who enthusiastically imparted the successful Online training to our active participants.**

**Events brochures (communicated mail)  
and report for the year 2018-19**



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- Mail
- Inbox 22,233
- Starred
- Snoozed
- Important
- Sent
- Drafts 205
- Categories
  - Add-2015-Admin
  - Add-2015-AS
  - Add-2015-CE
  - Add-2015-CS 1
- Chat
- Spaces
  - No spaces yet
  - [Create or find a space](#)
- Meet

### Induction of New Joinees-10th & 11th August,2018-Reg.!



**KIET HR** <hr@kiet.edu>  
 to KIET, KIET, ANIL, RAJESH, ASHISH, RITU, SANJEEV, BINKEY, TBI, DIRECTOR, manojgoel, bcc: shilpi.gupta, bcc: HR, bcc: KHARAK

Sat, Aug 4,

Hello,  
Greetings of the Day!!!

As a part of the process, we are planning to organise new joinees **Induction Program**. Please find attached "**Induction Planner for new joinees**" scheduled on TBI Conference Hall.

Let us join hands to induct new joinees.

*You are cordially invited to join for Lunch on dated 10th August,2018 (Friday) @ 1:00 P.M and Tea Session on 11th August,2018 (Saturday) at 11: the Induction Planner (attached).*

Please feel free for further query

--

Warm Regards,

Pooja

(Manager-HR)

KIET | Human Resource Department



**Highlights of Staff Development Program - "What Money Can't Buy" on 6th October, 2018!**

KIET HR <hr@kiet.edu>  
 To: "KIET Group (All)" <kietians@kiet.edu>  
 Cc: DIRECTOR OFFICE <directoroffice@kiet.edu>, manojgoel <manojgoel@kiet.edu>

Wed, Oct 10, 2018 at 12:34 PM

**Highlights of Staff Development Program on "What Money Can't Buy" on 6<sup>th</sup> October, 2018**

- Staff Development Program on "What Money Can't Buy" was organized on 6<sup>th</sup> October, 2018 for Staff & Technical Staff in two slots from 10:00 AM to 12:00 Noon & 1:30 PM to 3:30 PM.
- Dr. Meetu Kumar & Ms. Puja Rohatgi, experienced and seasoned Soft Skill Trainer of the department of Humanities and Social Science conducted the program successfully.
- **43 staff members** fully participated and attended the Staff Development Program.
- The Staff Development Program was highly interactive wherein participants were given platform to share their personal experiences. They were given opportunity to discuss on the topic. Motivational Videos were shown by the trainers to the staff members, the videos concluded that many other things are important in life other than money and these things can fill the life with happiness and satisfaction.
- Trainers discussed about Maslow's Hierarchy of Needs (Motivational Theory). There are 5 stages in the theory 1. Physiological 2. Safety 3. Love/Belonging 4. Esteem 5. Self-actualization.

• After attending the training program participants lead to the conclusion that money can't buy the following:

|             |             |                          |
|-------------|-------------|--------------------------|
| • Respect   | • Identity  | • To be social           |
| • Trust     | • Happiness | • Integrity              |
| • Health    | • Family    | • Peace                  |
| • Knowledge | • Friends   | • Manners                |
| • Love      | • Time      | • Dignity, Patience, etc |

- The Staff Development Program was **well appreciated by each participant**. The participants have given feedback to conduct these types of Programs frequently. These types of programs motivate the staff members and generate happiness index.
- The participants enjoyed the practical experience and the real life examples shared by the speakers.
- We would like to thank Dr. Meetu Kumar and Ms. Puja Rohatgi who enthusiastically imparted the successful training to our active participants and also Mr. Komal Mehrotra for motivating both the trainers and participants during the staff development program.

Please find attached Pics of the training Program.

--

With Warm Regards,

Pooja

(Manager-HR)

KIET | Human Resource Department

"Helpdesk: e-mail: [hr@kiet.edu](mailto:hr@kiet.edu)"

**(HR Vision:** To create, build and nourish the **Top Class passionate Intellectual Capital KIETian Team** to excel and lead the education services having *center of high level technological research and learning* in the country.

**HR Mission:** To create an outstanding work ambience with *Best in Class innovative HR Practices* globally to support intellectual capital growth through **competent, versatile, dynamic, research oriented team members.**)

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12 attachments

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**Events brochures (communicated mail)  
and report for the year 2017-18**

Induction Planner - 10th & 11th x | Inbox (2,701) - aayushi.sharma@ x | Inbox (2,026) - hr.cares@kiet.edu x | +

mail.google.com/mail/u/2/#search/m%3Asent+Induction+Program+2017/FMfcgxmVxNDVTIqmzhCLbzLhdSBSckz

Gmail in:sent Induction Program 2017

Compose

- Inbox 20,047
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- Snoozed
- Important
- Sent
- Drafts 173
- Categories
  - Add-2015-Admin
- Meet
  - New meeting
  - My meetings
- Hangouts
  - KIET

Induction Planner - 10th & 11th July, 2017!

KIET HR <hr@kiet.edu>  
to KIET, KIET, DIRECTOR, CAO, bcc: KHARAK, bcc: NISHA

Hello,  
Greetings of the Day!!!

As part of the process, we are planning to organise new joiners **Induction Program**. Please find attached **Induction Planner for new joiners** scheduled on dated **10th and 11th July, 2017** in TBI Conference Hall.

Let us join hands to induct new joiners.

You are cordially invited to join for Lunch on dated **11th July, 2017** @ 1:30 P.M as per the **Induction Planner**.

The above **program** has approval of Director.

Please feel free for further query

With Warm Regards,  
Pooja  
(Executive-HR)

KIET | Human Resource Department

Mon, Jul 3, 2017, 1:54 AM

38°C

5:07 AM 6/7/2021

Highlights of FDP on "IPR, Patent, Copyright and Trademark" on 28th December, 2017! >>

KIET HR <hr@kiet.edu>  
to KIET

Tue, Jan 2, 2018, 12:21 AM

**Highlights of FDP on "IPR, Patent, Copyright and Trademark" on 28th December, 2017**

- The department of TBI conducted the FDP on "IPR, Patent, Copyright, Trademark" on 28<sup>th</sup> December, 2017 for faculty members.
- It was 1 full day FDP in KIET conducted in MBA Conference Hall.
- Experienced & knowledge oriented trainer *Ms. Suchi Agarwal, Founder and Managing Partner, IP-NEETI* was invited to conduct FDP program.
- *52 faculty members* fully participated and attended the FDP on "IPR, Patent, Copyright and Trademark".
- The FDP was highly informative, practical and facilitated the use of "IPR, Patent, Copyright and Trademark".
- The FDP was highly interactive wherein participants were given platform to raise queries regarding the subject of FDP. *They were given opportunity to get the solutions of the problems related to "IPR, Patent, Copyright and Trademark".*

**Following topics were covered:**

- Introduction of IPR, Patent, Copyright, Trademark
- Identification of Patentable Invention/Disclosure of Invention for Patent Protection.
- Determination of Novelty
- Strategies for patenting
- Copy Rights Protection & Registration
- Design Registration Procedures

**Events brochures (communicated mail)  
and report for the year 2016-17**



Highlights of SDP on "PROFESSIONALISM - And Beyond on 5th & 6th Dec,2017!

8 of 9

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Inbox 20,047

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KIET HR <hr@kiet.edu> to HR

Tue, Dec 12, 2017, 9:24 PM

**Highlights of SDP on "PROFESSIONALISM - And Beyond on 5<sup>th</sup> & 6<sup>th</sup> Dec,2017**

1. The training department conducted the SDP on "PROFESSIONALISM - And Beyond" on 5<sup>th</sup> & 6<sup>th</sup> Dec, 2017 for staff members.
2. It was 2 days SDP conducted in 4 batches in KIET conducted in TBI.
3. Mr. Komal Mehrotra & Ms. Puja Rohatgi conducted the program successfully.
4. **102 Staff members** fully participated and attended the SDP.
5. The training imparted was customized for staff members and focus on Professional Excellence. Ice breaking Activities were conducted, so that every individual develops confidence.
6. Training program included various activities and discussions on small caselets to enhance the understanding of ethics and integrity at the work-place, and remind the participants about the importance of being a continuous learner.
7. The SDP was *well appreciated by each participant*. The participants have given feedback to conduct these types of SDP frequently; SDP was helpful in improving the confidence and communication skills of the staff who participated. Working style of participants will surely improve after this SDP.
8. The participants enjoyed the real life examples shared by Mr. Komal Mehrotra & Ms. Puja Rohatgi.

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5:03 AM

6/7/2021

Highlights of SDP on 'Email Writing and Telephone Etiquettes' on 28th & 29th Dec, 2017!

KIET HR <hr@kiet.edu> to HR

Mon, Jan 1, 2018, 10:48 PM

**Highlights of SDP on 'Email Writing and Telephone Etiquettes' on 28<sup>th</sup> & 29<sup>th</sup> Dec, 2017**

1. The training department conducted the SDP on "Email Writing and Telephone Etiquette" on 28<sup>th</sup> & 29<sup>th</sup> Dec, 2017 for staff members.
2. It was 2 days SDP in 4 batches in KIET conducted in Central Lab (A-Block).
3. Mr. Komal Mehrotra & Ms. Puja Rohatgi conducted the program successfully.
4. 62 Staff members fully participated and attended the SDP.
5. The training imparted was customized for staff members, which focused on **Email Writing & Telephone Etiquettes**. Role plays were conducted, so that every individual develops confidence while drafting emails and communicating over phone.
6. Training program included various activities such as **email writing, letter writing (formal & informal) and discussions on small caselets to enhance the understanding of email writing & communication over phone at work-place**, and remind the participants about the importance of being a continuous learner.
7. The SDP was well appreciated by each participant. The participants have given feedback to conduct these types of SDP frequently; SDP was helpful in improving the confidence and **email writing skills & telephone etiquettes** of the staff who participated. Working style of participants will surely improve after this SDP.
8. *The participants enjoyed the role play exercise and video demonstration on telephone etiquettes* by Mr. Komal Mehrotra & Ms. Puja Rohatgi.
9. We would like to thank Mr. Komal Mehrotra & Ms. Puja Rohatgi who enthusiastically imparted the successful training to our active participants.

Attached is the content shared by Training department for **writing email and telephone etiquettes**.

Compose

Inbox 21,124

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Categories

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My meetings

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3 of 12

Highlights ! Interactive Session Trainer- HoDs (3rd Dec Sat @ 9.30 am) - ROI - "Guru Shiksha-Nurturing Interpersonal Relations" [Inbox x]

Rekha Singh <rekha.singh@kiet.edu> Dec 3, 2016, 12:09 PM

to KIET, DIRECTOR, manojgoel

Hello,  
Greetings of the Day !

We would like to express our gratitude for attending the session and making it highly interactive and effective by participating in it whole heartedly.

3<sup>rd</sup> Dec., 2016

**Highlights of the Interactive Session (attached also)**  
held on dated 3<sup>rd</sup> Dec., 2016 (Saturday) in Mini Conference Hall with Trainer (Mr. Sanjeev Dhawan) and HoDs.  
All HoDs, DEAN (A) were present.  
The Director opened the interaction.

Following inputs were shared:

1. Faculty members who are **mentors** should have exclusive training program for developing **mentorship skill**. We may share the *mentor cards* with trainer for understanding the process. Gradually, the next step should be, we should have *program* for those 4-5 students who needs mentorship.
2. It was also shared, each and **every faculty should act as mentor** for 24x7 since they are teachers. So we may design program for all teachers on the same subject.
3. Every **teacher should learn from each other**. If the subject of specialisation is same, the teachers should inculcate the **habit of discussion** and learning from each other.

Compose

Inbox 21,123

Starred

Snoozed

Important

Sent

Drafts 192

Categories

Add-2015-Admin

Meet

New meeting

My meetings

Hangouts

KIET

3 of 8

4. The teachers should **develop the belongingness for an organisation**. They should understand that they have signed an agreement with the organisation and they have to deliver it perfectly.
5. The teachers should understand the **importance of tone, choice of words, pitch, gesture, body expression** etc. while teaching and *promote two way communications*.
6. The teacher with 0-5 years is **managing the career**. They need to be prepared for rising above it.
7. Teacher needs more **involvement with the profession**.
8. The teacher should create **BIG DREAM for students**.
9. The teacher should **integrate** other program like "Entrepreneurship development, Mentoring" with teaching. The other programs should not be **treated isolated**.
10. The teacher gets exhausted after taking 2-3 lectures. But we need to understand **that teacher has 24x7 job**. The students may not be ignored at all.
11. We should know the art how to **encourage students** to follow **reference books** – no matter how difficult they are.
12. *The teacher's attitude towards dealing with the problem* **needs improvement**.
13. We should inculcate topic "**Moral Values of Teachers**".
14. We should design the methodology to indirectly motivate to create *self driven* teachers and create **REALISATION** among teachers.
15. **Teaching is more than a job** – Making the teachers understand this.

It was also shared in the end that *post training measurement of training inputs* and feedback by the leaders **plays a vital role**.

Rekha Singh

Compose

- Inbox 21,121
- Starred
- Snoozed
- Important
- Sent
- Drafts 192
- Categories
- Add-2015-Admin

Meet

- New meeting
- My meetings

Hangouts

KIET



13 of 18

rekna singh <rekna.singh@kiet.edu>  
to KIET

Thu, Dec 8, 2016, 4:26 PM

MBTI Group.jpg

Hello Kietians,

Greetings of the Day

**Highlights – MBTI (FDP)**

(FDP held on dated 7<sup>th</sup> Dec., 2016 by Dr. Chinu Agrawal – Psychologist/Psychotherapist)

1. 40 participants were eagerly waiting for the session to start. They were seated themselves on time in TBI Conference Hall.
2. Dr. Chinu Agrawal was introduced and welcomed to the forum.
3. The topic of the program was "MBTI" – Myers-Briggs Type Indicator – 16 Personality Types.
4. The participants have taken the MBTI test.
5. The participants analysed their personality based on the MBTI score chart (16 personality types) on their own.
6. The 16 personality types were discussed with an objective to know themselves and lead happy and growth oriented life in professional and personal set up.
7. Dr. Anil K. Ahlawat closed the session by paying gratitude to the Trainer and having feedback sessions of the participants.
8. All the participants were given the "Certificates from Feeling Minds" for attending the FDP.
9. The session closed with group photographs.
10. Participants enjoyed the session very much.

Activate Windows  
Go to Settings to activate Windows.

**Events brochures (communicated mail)  
and report for the year 2015-16**

Browser tabs: "A step towards Professional Excellence", "Inbox (2,701) - aayushisharma@...", "Inbox (2,026) - hr.cares@kiet.edu".  
Address bar: mail.google.com/mail/u/2/#search/m%3Asent+a+step+towards+professional+excellence/FMfcgxmLbksLwxGhkQNgGRXVSjfGtDs

Gmail interface:  
Search: in:sent a step towards professional excellence  
Left sidebar: Compose, Inbox (20,046), Starred, Snoozed, Important, Sent, Drafts (173), Categories (Add-2015-Admin), Meet (New meeting, My meetings), Hangouts (KIET)

21 of 23

**"A step towards Professional Excellence" - 16th and 17th July, 2015**

**Rekha Singh** <rekha.singh@kiet.edu>  
to KIET, KIET, KIET, DIRECTOR, Komal, HR, KHARAK

Fri, Jul 10, 2015, 4:30 AM

Hello,  
Greetings of the Day!!!

We are pleased to inform you that a training program **"A step towards Professional Excellence"** is getting organised on **16<sup>th</sup> July & 17th July, 2015 (Thursday & Friday)** - open for all staff members.

You are hereby informed to **register for the program** by dropping a mail at [hr@kiet.edu](mailto:hr@kiet.edu) with the subject line **"REGISTER ME FOR SDP – 16<sup>th</sup> July & 17th July, 2015.** The last date of registration is **15th July, 2015.**

Speaker for the session is Mr. Komal Mehrotra.

Do not miss the opportunity to register .

*Note: Kindly take permission from HoD/FH to register in the program with an objective to inform him/her for deciding the department's functioning on those days.*

Please feel free for further query.

With Warm Regards!

Rekha Singh  
( Head HR )

Windows taskbar: Type here to search, 38°C, 4:52 AM 6/7/2021



Highlights of SDP on "Looking Ahead", "Earn the Grace", "Magic In Me" for Staff – 3rd,4th,5th May,2016

Compose

- Inbox 20,046
- Starred
- Snoozed
- Important
- Sent
- Drafts 173
- Categories
- Add-2015-Admin

Meet

- New meeting
- My meetings

Hangouts

- KIET

KIET HR <hr@kiet.edu> to Rekha

Fri, May 6, 2016, 3:50 AM

**Highlights of SDP on "Looking Ahead", "Earn the Grace", "Magic In Me" for Staff – 3<sup>rd</sup>,4<sup>th</sup>,5<sup>th</sup> May,2016**

1. The department of HR conducted the Staff Development Programme on "Looking Ahead" on 3<sup>rd</sup> May, 2016, "Earn the Grace" on 4<sup>th</sup> May, 2016 & "Magic In Me" on 5<sup>th</sup> May, 2016 for staff members. It was 3 days FDP in KIET conducted in PGDM & TBI Conference room.
2. Soft Skills Team and Counselor having highly valuable experience conducted the program successfully.
3. 177 staff members fully participated in 3 days SDP and engagement of 44.25 man hours was observed in 3 days training programme. The training imparted to all staff members was highly effective; each and every area was covered under 3 days staff development program and was explained with real life examples, videos and brain storming activities.
4. The SDP was well appreciated by each participant. The participants have given feedback to conduct these types of SDP frequently because these SDP energies and help to recognize the goals of individual and develops the platform or tract by which one can achieve their goals.
5. The participants enjoyed the real life videos shared by the trainers. The SDP was highly interactive; everyone

Type here to search

38°C 4:56 AM 6/7/2021

Browser tabs: " PARENTING TIPS" - TRAINING S x | Inbox (2,701) - aayushi.sharma@ x | Inbox (2,026) - hr.cares@kiet.edu x | +

mail.google.com/mail/u/2/#search/m%3Asent+Parenting+tips/FMfcgxmLbkrGcJPXnQzBmRzCFDmvTrhQ

Gmail search: in:sent Parenting tips

Compose

- Inbox 20,046
- Starred
- Snoozed
- Important
- Sent
- Drafts 173
- Categories
- Add-2015-Admin

Meet

- New meeting
- My meetings

Hangouts

- KIET

Subject: " PARENTING TIPS" - TRAINING SESSION - 16th July,2015

From: KIET HR <hr@kiet.edu> to KIET

Date: Wed, Jul 15, 2015, 3:53 AM

Content:

Hello,  
Greetings of the Day!!!

We are pleased to inform you that a training program "Parenting Tips" is getting organized on 16<sup>th</sup> July, 2015(Thursday). The timings are 10:30 am to 12:30 pm.

You are hereby informed to register for the program by dropping a mail at [hr@kiet.edu](mailto:hr@kiet.edu) with the subject line "REGISTER ME FOR TRAINING -16<sup>th</sup> July, 2015". Register as soon as possible.

**Be a part of the program.**

Speaker for the session is Ms. Rachana Kakkar (Councillor).

**The Science of Parenting**

Windows taskbar: Type here to search | 38°C | 4:49 AM 6/7/2021

### **6.3.3 LIST OF PARTICIPANTS IN 2019-2020**

**List of Attendees/Non- Attendees : e-Module 17- A Film Inside Out - 20th June' 2020**

| Full Name            | Emp. ID  | Department                       | Designation                             | Status       |
|----------------------|----------|----------------------------------|---|--------------|
| Tushar Dhar Shukla   | 20945    | Admin                            | Sports Officer                          | Attended     |
| Ravinder pal singh   | 21033    | Purchase                         | Executive                               | Not Attended |
| Satish kumar         | 20773    | KSOP                             | Lab. Instructor                         | Attended     |
| Kratika Saraswat     | 10494    | CRPC                             | Executive                               | Not Attended |
| VIPIN KUMAR GOYAL    | 9414     | Applied Sciences                 | Lab. Instructor                         | Attended     |
| Lalit Kumar          | 20781    | EN                               | Personal Assistant                      | Attended     |
| PARUL NEGI           | 20792    | Director Office                  | Office Assistant                        | Not Attended |
| Harender Singh       | 7972     | ITIS                             | Lab Instructor                          | Attended     |
| SACHIDA NAND SINGH   | 6075     | ITIS                             | LAB ASSISTANT                           | Not Attended |
| Durgesh Kumar        | 20857    | Applied Sciences                 | Office Assistant                        | Not Attended |
| Bhudev               | 8141     | TBI                              | Counselor cum PS                        | Attended     |
| Mohini Pal           | 16723    | Civil Engineering                | Personal Assistant                      | Attended     |
| Civtranjan Tyagi     | 20913    | Pharmacy                         | Lab instructor                          | Attended     |
| Shashi Yadav         | 20785    | EIE                              | lab Instructor                          | Attended     |
| Vandana malik        | 20957    | EIE                              | PA to HOD                               | Attended     |
| Praveen Rawat        | 3772     | ECE                              | lab Assistant                           | Attended     |
| LAYAK SINGH          | 10489    | ITIS                             | Lab instructor                          | Attended     |
| Sudhir Chaudhary     | 20742    | KSOP                             | Lab Instructor                          | Not Attended |
| Muskaan              | 20919    | KSOP                             | Personal Assistant                      | Attended     |
| Raghunath Singh      | 20170703 | Crpc                             | Office Assistant                        | Attended     |
| Ravindra Pal Singh   | 12002    | Civil                            | Lab instructor                          | Attended     |
| Brij Bhushan Agarwal | 10589    | ME                               | Lab Instructor                          | Attended     |
| Sudheer Kumar        | 20782    | EIE                              | Lab Instructor                          | Not Attended |
| Anil Kumar           | 11996    | MBA                              | PA to HOD MBA                           | Attended     |
| Vipin Kumar          | 12000    | Applied Sciences                 | P. A. To HOD                            | Not Attended |
| Satyender kumar      | 20916    | ADAM(ME)                         | Lab Instructor                          | Attended     |
| Hardeep Kumar        | 9301     | Computer science and engineering | Lab Technician                          | Not Attended |
| Rahul panchal        | 20766    | AS                               | Lan instructor                          | Attended     |
| Ant kumar            | 20846    | ITSS                             | Office Assistant                        | Attended     |
| Deepak Sirswal       | 5174     | MCA                              | Personal Assistant                      | Attended     |
| Praveen Kumar Tyagi  | 4460     | EN                               | Lab instructor cum System Administrator | Attended     |
| Anil kumar           | 3792     | registrar office                 | office assistant                        | Attended     |
| Madhura Kumar        | 21032    | CO                               | Personal Assistant                      | Not Attended |
| Shikha Arya          | 20789    | IT                               | PA                                      | Attended     |
| Manant Atrey         | 20995    | Alumni Engagement Cell           | Executive                               | Attended     |
| AMOD KUMAR           | 15061    | ME                               | LAB INSTRUCTOR                          | Attended     |



ing Young Minds with Skill  
ed & Value Based Education™

Date: 6 Jan 2020



### Attendance Sheet

6<sup>th</sup> January 2020

Attem  
8

|                 |                                      |                          |    |                          |
|-----------------|--------------------------------------|--------------------------|----|--------------------------|
| Workshop        | Academic Leadership Workshop (Day-2) |                          |    |                          |
| Training Period | From                                 | 6 <sup>th</sup> Jan'2020 | To | 7 <sup>th</sup> Jan'2020 |
| Timings         | From                                 | 9:00 a.m.                | To | 7:00 p.m.                |

| S. No. | Name of Participant (in full) | Designation                         | Department | Signature |
|--------|-------------------------------|-------------------------------------|------------|-----------|
| 1      | Dr. Anurag Chandra            | Prof                                | MR         |           |
| 2      | Rajesh Mishra                 | "                                   | AS         |           |
| 3      | Shailendra Kumar Tiwary       | HOD (CE)                            | Civil      |           |
| 4      | DR. VATENDER KUMAR CHATURVEDI | Professor                           | EN         |           |
| 5      | Dr. K. NAGARAJAN              | Professor                           | KSOP       |           |
| 6      | Dr. Arvind Kumar Sharma       | Professor<br>Addl. Head             | EN         |           |
| 7      | Dr. Ajeet Pradeep Singh       | Addl. Head                          | ET         |           |
| 8      | Bhoopendra Kumar              | Asso-Prof.                          | CSE        |           |
| 9      | Raghavendra K. Dwivedi        | Asst. Prof.                         | IT         |           |
| 10     | Jaganath Sahu                 | Principal                           | KSOP       |           |
| 11     | Dr. Priyanka Shrivastava      | Addl. Head                          | Hs & S     |           |
| 12     | Dr. Vipin Kumar               | Professor & Addl. HOD               | AS         |           |
| 13     | Dr. Rupesh Chalinganur        | Prof & Addl. Head                   | ME         |           |
| 14     | Dr. Anil Shrivastava          | Prof. Head - AEC & Addl. Head (MBA) | MBA        |           |





Empowering Young Minds with Skill  
 Oriented & Value Based Education™

Date: 7 Jan 2020

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### Attendance Sheet

6<sup>th</sup> January 2020

|                 |                                      |                          |    |                          |
|-----------------|--------------------------------------|--------------------------|----|--------------------------|
| Workshop        | Academic Leadership Workshop (Day-1) |                          |    |                          |
| Training Period | From                                 | 6 <sup>th</sup> Jan'2020 | To | 7 <sup>th</sup> Jan'2020 |
| Timings         | From                                 | 9:00 a.m.                | To | 7:00 p.m.                |

| S. No. | Name of Participant (in full) | Designation                 | Department | Signature |
|--------|-------------------------------|-----------------------------|------------|-----------|
| 1      | Dr. Anil Ahlawat              | Dean (A)                    | CSE        |           |
| 2      | Dr. Arvind Kumar Sharma       | Professor<br>Addl. Head     | EN         |           |
| 3      | Dr. Ajay Agarwal              | Professor                   | IT         |           |
| 4      | RABINARAYAN PANDA             | Associate Prof.             | MCA        |           |
| 5      | Dr. A.P. Shukla               | Prof & Adm HOD              | CO         |           |
| 6      | Bhoopendra Kumar              | Asso. Prof.                 | CSI        |           |
| 7      | Dr. Shailendra Kumar Tiwari   | HOD (CE)                    | Civil      |           |
| 8      | Dr. Atul Kant Piyosh          | Professor & Addl. HOD-CE    | Civil      |           |
| 9      | Dr. YATENDER KUMAR CHATURVEDI | Professor                   | EN         |           |
| 10     | Dr. KIRAN KARAN               | Professor & Addl. HOD-IESOP | K SOP      |           |
| 11     | Dr. Rupesh Chalingankar       | Professor & Addl. HOD-ME    | ME         |           |
| 12     | Dr. Anurag Chandra            | Professor (ME)              | ME         |           |
| 13     | Arvind K. Sharma              | Head-CRPC                   | CRPC       |           |
| 14     | Dr. Anish Farnwal             | Dean-SW & Prof. - ME        | ME         |           |



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25<sup>th</sup> April, 2020

| Name                  | Emp. Code | Designation            | Course & Dept.   | Best Practices While Working Home to Boost up the productivity (Attended/ Absent/ Not Assigned) |
|-----------------------|-----------|------------------------|------------------|---|
| ANUP KUMAR SRIVASTAVA | 3808      | REGISTRAR              | REGISTRAR        | Attended  |
| SUNIL VASHISHTHA      | 3823      | PURCHASE OFFICER       | PURCHASE & STORE | Attended  |
| ARUN KUMAR AGARWAL    | 4448      | ACCOUNTS OFFICER       | ACCOUNTS         | Attended  |
| SANJAY KUMAR SHARMA   | 8207      | LIBRARIAN              | LIB              | Attended  |
| UMESH KUMAR SHARMA    | 9368      | ADMINISTRATIVE OFFICER | ADMIN            | Attended  |
| ARVIND KUMAR SHARMA   | 20495     | HEAD - CRPC            | CRPC             | Attended  |
| RISHI MALHOTRA        | 21067     | HEAD - HR              | HR               | Attended  |

11<sup>th</sup> July, 2020

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| Attendance Record - Coping with Uncertain Times |                      |             |                                   |                               |              |
|---|----------------------|-------------|-----------------------------------|-------------------------------|--------------|
| Email Id  | Full Name            | Employee ID | Department                        | Designation                   | Status       |
| it.kumar@kiet.edu                               | Lalit Kumar          | 20781       | EN                                | Personal Assistant            | Attended     |
| han.kumar@kiet.edu                              | Gulshan Kumar        | 8234        | Mechanical Engineering            | Office Assistant              | Attended     |
| eta.singhal@kiet.edu                            | Reeta Singhal        | 3701        | Central library                   | Deputy librarian              | Attended     |
| il.kumar.examcell@kiet.edu                      | Sushil kumar         | 3792        | Registrar office                  | Office assistant              | Not Attended |
| firoz.alam@kiet.edu                             | Firoz alam           | 4462        | Mechanical engineering department | Lab Assistant                 | Attended     |
| ragat.singh@kiet.edu                            | Bhagat Singh         | 8165        | ECE                               | Lab Instructor                | Attended     |
| navi.server@kiet.edu                            | Navi server          | 9369        | ECE                               | Lab Assistant                 | Attended     |
| alimuddin.me@kiet.edu                           | Alimuddin            | 20892       | ME                                | Lab instructor                | Attended     |
| resh.kumar@kiet.edu                             | Suresh kumar         | 7079        | Me                                | Lab Asstt                     | Not Attended |
| prem.singh@kiet.edu                             | Prem pal             | 6128        | EN                                | Lab Instructor                | Attended     |
| girish.dutt@kiet.edu                            | Girish Dutt          | 20948       | EN                                | Lab Instructor                | Attended     |
| pratipal.singh@kiet.edu                         | pratipal             | 15069       | EN                                | Lab instructor                | Not Attended |
| pradumani@kiet.edu                              | Pradumani            | 18769       | Registrar Office                  | Assistant Registrar           | Attended     |
| anamika.dron@kiet.edu                           | Anamika Dron         | 9372        | Registrar Office                  | Dy.Registrar                  | Not Attended |
| indeep.sharma@kiet.edu                          | SANDEEP.SHARMA       | 5226        | REGISTRAR OFFICE                  | ASSISTANT                     | Attended     |
| rakash.thakur@kiet.edu                          | Prakash Chandra      | 6124        | EN                                | Lab Instructor                | Attended     |
| prakash.sharma@kiet.edu                         | Suresh Kumar Sharma  | 20768       | EN                                | Lab Assistant and Electrician | Not Attended |
| krishnapratap.singh@kiet.edu                    | Krishna pratap singh | 5271        | EN                                | Lab instructor                | Attended     |
| yashi.tyagi@kiet.edu                            | Yashi Tyagi          | 8211        | ECE                               | PA to HoD                     | Attended     |
| sachidanand.singh@kiet.edu                      | SACHIDANAND SINGH    | 6075        | ITIS                              | LAB ASSISTANT                 | Attended     |
| trivendra.kumar@kiet.edu                        | Trivendra kumar      | 18757       | Mechanical engineering            | Lab Instructor                | Not Attended |
| aarif.ali@kiet.edu                              | Aarif Ali            | 13320       | Mechanical                        | Lab instructor                | Not Attended |
| deepak.sirswal@kiet.edu                         | Deepak Sirswal       | 5174        | MCA                               | Personal Assistant            | Attended     |
| asif.ali@kiet.edu                               | Asif Ali             | 20774       | Mechanical Engineering            | Lab-Assistant                 | Not Attended |
| atul.kumar.ec@kiet.edu                          | ATUL KUMAR           | 20830       | ECE                               | LAB INSTRUCTOR                | Attended     |
| muskaan.ksop@gmail.co                           | Muskaan              | 20919       | KSOP                              | Personal Assistant            | Attended     |
| anil.kumar.me@kiet.edu                          | Anil Kumar           | 13319       | ME                                | Lab Technicians               | Attended     |
| vikas.arya@kiet.edu                             | Vikas Arya           | 20789       | IT                                | PA                            | Attended     |
| anil.kushwaha@kiet.edu                          | Anil Kumar kushwaha  | 15067       | EN                                | Lab Instructor                | Attended     |
| vikash.tyagi@kiet.edu                           | Vikash tyagi         | 11993       | ME                                | Lab instructor                | Not Attended |
| shikha.sabikhi@kiet.edu                         | Shikha Sabikhi       | 21052       | Admin                             | FOE & PA to Joint Director    | Attended     |





"Shaping Young Minds With Skill  
Oriented & Value Based Education"

(1)

### Training Attendance Sheet

14<sup>th</sup> Sep'19

|                  |                 |                          |    |                         |
|------------------|-----------------|--------------------------|----|-------------------------|
| Training Program | DECISION MAKING |                          |    |                         |
| Training Period  | From            | 14 <sup>th</sup> Sept'19 | To | 14 <sup>th</sup> Sep'19 |
| Timings          | From            | 1:30 P.M                 | To | 3:30 P.M.               |

| S. No. | Name of Participant (in full) | Designation    | Department      | Signature |
|--------|-------------------------------|----------------|-----------------|-----------|
| 1      | Vishal Sharma                 | Sr. Mgr.       | CRPC            |           |
| 2      | Vipin Koo Goyal               | Lab. Instr.    | AS              |           |
| 3      | Durgesh Kumar                 | Office Asst.   | AS              |           |
| 4      | Aayushi sharma                | Executive-HR   | HR              |           |
| 5      | Pratibha Singh                | Lab Instructor | E.N             |           |
| 6      | Sudhir Chaudhary              | Lab Instructor | KSOP            |           |
| 7      | Rahul Goyal                   | Office Asst.   | Director office |           |
| 8      | Pooja Vashishta               | PA to Dean     | Admin           |           |
| 9      | Chitrangan Tyagi              | Lab Instructor | KSOP            |           |
| 10     | Abhishek Yadav                | Lab Instructor | KSOP            |           |
| 11     | Sandeep Kumar                 | Lab. Instru.   | KSOP            |           |
| 12     | Satish Kumar                  | Lab. Instr     | KSOP            |           |
| 13     | Ashant Atrey                  | Executive      | AEC             |           |
| 14     | Rahul Tyagi                   | Executive      | IIPC            |           |
| 15     | Naunet                        | Warden         | Admin           |           |

16<sup>th</sup> April, 2020

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| Sl. No. | Name                    | Emp. Code | Designation                        | Course & Dept. | Developing Character and Personality through Personal Health & Hygiene (Attended/ Absent/ Not Assigned) |
|---------|-------------------------|-----------|------------------------------------|----------------|---|
| MR.     | PAWAN KUMAR             | 3604      | LIBRARY ASSISTANT                  | LIB            | Attended  |
| MS.     | REETA SINGHAL           | 3701      | DEPUTY LIBRARIAN                   | LIB            | Attended  |
| MR.     | SUSHIL KUMAR            | 3792      | OFFICE ASSISTANT                   | REGISTRAR      | Absent  |
| MS.     | USHA SHARMA             | 3818      | WARDEN                             | ADMIN          | Absent  |
| MR.     | BALDEV SINGH            | 4511      | HOSTEL WARDEN                      | ADMIN          | Absent  |
| MR.     | DEEPAK SIRSWAL          | 5174      | PA TO HOD                          | MCA            | Attended  |
| MR.     | SANDEEP SHARMA          | 5226      | ASSISTANT REGISTRAR                | REGISTRAR      | Attended  |
| MR.     | DILEEP KUMAR SRIVASTAVA | 6006      | LIBRARY ASSISTANT                  | LIB (KSOP)     | Attended  |
| MS.     | KAVITA SINGH            | 7024      | DEPUTY LIBRARIAN                   | LIB (KSOP)     | Attended  |
| MR.     | KULDEEP KUMAR SHARMA    | 7102      | LIBRARY ASSISTANT                  | LIB            | Absent  |
| MR.     | BHUDEV                  | 8141      | COUNSELLOR CUM PERSONNEL SECRETARY | TBI            | Absent  |
| MR.     | NAGESH KUMAR TIWARI     | 8174      | WARDEN                             | ADMIN          | Absent  |
| MR.     | AWADHESH KUMAR          | 8199      | BUSINESS DEVELOPMENT OFFICER       | TBI            | Absent  |
| MS.     | YASHI TYAGI             | 8211      | PA TO HOD                          | ECE            | Absent  |
| MR.     | GULSHAN KUMAR           | 8234      | OFFICE ASSISTANT                   | ME             | Attended  |
| MR.     | JAGPAL SINGH            | 9371      | CASHIER                            | ACCOUNTS       | Absent  |
| MR.     | JAI BHAGWAN SINGH       | 9414      | LIBRARY ASSISTANT                  | LIB            | Absent  |
| MS.     | SANGEETA SARAN          | 10492     | ASSISTANT LIBRARIAN                | LIB            | Attended  |
| MS.     | KRATIKA SARASWAT        | 10494     | EXECUTIVE-CRPC                     | CRPC           | Attended  |
| MR.     | NAVAL KISHORE           | 10591     | ACCOUNT ASSISTANT                  | ACCOUNTS       | Absent  |
| MR.     | SUDESH MALIK            | 11819     | BOOK LIFTER                        | LIB            | Absent  |
| MR.     | CHANDRA BHUSAN TRIPATHI | 11908     | WARDEN                             | ADMIN          | Attended  |
| MR.     | RAKESH KUMAR            | 11994     | HR EXECUTIVE                       | HR             | Attended  |



E-Module 9: Email Etiquettes & Official Notes Drafting  
(12th May' 2020)

| S.No. | Full Name          | Employee ID | Department                        | Designation                     | Attended/Not Attended |
|-------|--------------------|-------------|-----------------------------------|---------------------------------|-----------------------|
| 1     | Sangeeta saran     | 10492       | Library                           | Asst. Librarian                 | Attended              |
| 2     | Anil Kumar         | 11996       | MBA                               | PA to HOD MBA                   | Attended              |
| 3     | Vipin Kumar        | 12000       | Applied Sciences                  | P. A to HOD                     | Attended              |
| 4     | Sonu Kumar         | 20910       | ME                                | Lab Instructor                  | Attended              |
| 5     | Deepak Sirswal     | 5174        | MCA                               | Personal Assistant              | Attended              |
| 6     | Ruchika Vashishth  | 20779       | Admin                             | Executive Assistant to Dean (A) | Attended              |
| 7     | Rahul panchal      | 20766       | Applied science                   | Lab instructor                  | Attended              |
| 8     | Durgesh Kumar      | 20857       | Applied Sciences                  | Office Assistant                | Attended              |
| 9     | Naval kishore      | 10591       | Accounts                          | Accounts asst.                  | Not Attended          |
| 10    | Alimuddin          | 20892       | ME                                | Lab instructor                  | Attended              |
| 11    | Satish Kumar       | 20773       | KSOP                              | Lab. Instructor                 | Attended              |
| 12    | Muskaan            | 20919       | KSOP                              | Personal Assistant              | Attended              |
| 13    | Sandeep kumar      | 9397        | KSOP                              | Lab. Instructor                 | Attended              |
| 14    | Rekha Singh        | 20917       | Admin                             | Hostel warden                   | Not Attended          |
| 15    | Froz alam          | 4462        | Mechanical engineering department | Lab Assistant                   | Attended              |
| 16    | Bhudev             | 8141        | TBI                               | Counselor cum P.S.              | Attended              |
| 17    | Jagpal singh       | 9371        | Accounts                          | Cashier                         | Not Attended          |
| 18    | Vikas Arya         | 20789       | IT                                | PA                              | Attended              |
| 19    | Shashi Kumar Singh | 20704       | Library                           | Library assistant               | Attended              |
| 20    | Anil kumar         | 13319       | ME                                | Lab assistant                   | Attended              |
| 21    | Lalit Kumar        | 20781       | EN                                | Personal Assistant              | Attended              |
| 22    | Gulshan Kumar      | 8234        | Mechanical Engineering            | Office Assistant                | Attended              |
| 23    | Shrikant Sharma    | 20978       | CSI                               | PA                              | Attended              |
| 24    | Ravindra Kumar     | 21032       | CO                                | PA                              | Attended              |
| 25    | Vandana Sharma     | 20772       | Pharmacy                          | Lab Instructor                  | Attended              |
| 26    | Parul Negi         | 20792       | Admin                             | Office Assistant                | Attended              |
| 27    | Sajid Raza         | 20831       | TBI                               | Project Assistant               | Attended              |
| 28    | Mohammad Arif      | 9359        | Civil                             | Lab Instructor                  | Attended              |
| 29    | Kratika Saraswat   | 10494       | CRPC                              | Executive                       | Not Attended          |

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7<sup>th</sup> April 2020

| Title | Name                    | Emp. Code | Designation                        | Course & Dept.   | Emotional Intelligence (Attended/ Absent/ Not Assigned) |
|-------|-------------------------|-----------|------------------------------------|------------------|---|
| MS.   | REETA SINGHAL           | 3701      | DEPUTY LIBRARIAN                   | LIB              | Attended  |
| MR.   | RAJIV MOHAN SHARMA      | 3802      | DEPUTY REGISTRAR                   | REGISTRAR        | Attended  |
| MR.   | ANUP KUMAR SRIVASTAVA   | 3808      | REGISTRAR                          | REGISTRAR        | Absent  |
| MR.   | SUNIL VASHISHTHA        | 3823      | PURCHASE OFFICER                   | PURCHASE & STORE | Absent  |
| MR.   | ARUN KUMAR AGARWAL      | 4448      | ACCOUNTS OFFICER                   | ACCOUNTS         | Attended  |
| MRS.  | PANKAJ DHUPAR           | 4518      | ADDL. HEAD - CORPORATE RELATIONS   | CRPC             | Attended  |
| MR.   | DEEPAK SIRSWAL          | 5174      | PA TO HOD                          | MCA              | Attended  |
| MR.   | SANDEEP SHARMA          | 5226      | ASSISTANT REGISTRAR                | REGISTRAR        | Absent  |
| MR.   | ANKIT KUMAR TRIPATHI    | 5232      | SR. ACCOUNTS EXECUTIVE             | ACCOUNTS         | Absent  |
| MS.   | KAVITA SINGH            | 7024      | DEPUTY LIBRARIAN                   | LIB (KSOP)       | Absent  |
| MR.   | BHUDEV                  | 8141      | COUNSELLOR CUM PERSONNEL SECRETARY | TBI              | Absent  |
| MR.   | NAGESH KUMAR TIWARI     | 8174      | WARDEN                             | ADMIN            | Attended  |
| MR.   | AWADHESH KUMAR          | 8199      | BUSINESS DEVELOPMENT OFFICER       | TBI              | Absent  |
| DR.   | SANJAY KUMAR SHARMA     | 8207      | LIBRARIAN                          | LIB              | Attended  |
| MS.   | YASHI TYAGI             | 8211      | PA TO HOD                          | ECE              | Attended  |
| MR.   | GULSHAN KUMAR           | 8234      | OFFICE ASSISTANT                   | ME               | Attended  |
| MR.   | UMESH KUMAR SHARMA      | 9368      | ADMINISTRATIVE OFFICER             | ADMIN            | Absent  |
| MS.   | ANAMIKA DRON            | 9372      | DEPUTY REGISTRAR                   | REGISTRAR        | Absent  |
| MR.   | JAI BHAGWAN SINGH       | 9414      | LIBRARY ASSISTANT                  | LIB              | Absent  |
| MS.   | SANGEETA SARAN          | 10492     | ASSISTANT LIBRARIAN                | LIB              | Absent  |
| MS.   | KRATIKA SARASWAT        | 10494     | EXECUTIVE-CRPC                     | CRPC             | Attended  |
| MS.   | NISHA BIJU              | 10628     | MANAGER - DIRECTOR OFFICE          | ADMIN            | Attended  |
| MR.   | CHANDRA BHUSAN TRIPATHI | 11908     | WARDEN                             | ADMIN            | Attended  |
| MR.   | RAKESH KUMAR            | 11994     | HR EXECUTIVE                       | HR               | Attended  |



*Dr*  
*8 April, 2020*

| Title | Name                    | Emp. Code | Designation                               | Course & Dept. | Emotional Intelligence (Attended/ Absent/ Absent Assigned) |
|-------|-------------------------|-----------|---|----------------|--|
| MR.   | MADHURENDRA KUMAR SINGH | 3757      | NETWORK ENGINEER                          | ITIS           | Attended   |
| MR.   | HARENDER SINGH          | 7972      | LAB INSTRUCTOR                            | ITIS           | Attended   |
| MR.   | SANTOSH KUMAR SINGH     | 10450     | LAB INSTRUCTOR                            | ITIS           | Attended   |
| MR.   | SONU KUMAR              | 9300      | LAB ASSISTANT                             | IT             | Attended   |
| MR.   | SANDEEP KUMAR           | 9301      | LAB TECHNICIAN                            | CSE            | Attended   |
| MR.   | RAJEEV SRIVASTAVA       | 4455      | ELECTRONICS HARDWARE MAINTENANCE ENGINEER | ECE            | Attended   |
| MR.   | BHUPENDRA DIXIT         | 7042      | LAB INSTRUCTOR                            | ECE            | Attended   |
| MR.   | JATINDER KUMAR          | 8150      | LAB INSTRUCTOR                            | ECE            | Attended   |
| MR.   | BHAGAT SINGH            | 8165      | LAB INSTRUCTOR                            | ECE            | Attended   |
| MR.   | PRAVEEN KUMAR TYAGI     | 4460      | LAB INSTRUCTOR CUM SYSTEM ADMINISTRATOR   | EN             | Attended   |
| MR.   | KRISHNA PRATAP SINGH    | 5271      | LAB INSTRUCTOR                            | EN             | Attended   |
| MR.   | PRAKASH CHANDRA THAKUR  | 6124      | LAB INSTRUCTOR                            | EN             | Attended   |
| MR.   | PAVAN KUMAR SINGH       | 7070      | LAB INSTRUCTOR                            | EN             | Attended   |
| MR.   | BRIJ BHUSHAN AGARWAL    | 10589     | LAB INSTRUCTOR                            | ME             | Attended   |
| MR.   | VIPIN KUMAR GOYAL       | 9413      | LAB INSTRUCTOR                            | AS             | Attended   |
| MR.   | SUJEET PRATAP SINGH     | 8241      | LAB INSTRUCTOR                            | MCA            | Attended   |
| MR.   | SANDEEP KUMAR           | 9397      | LAB INSTRUCTOR                            | KSOP           | Attended   |
| MS.   | DEEPIKA                 | 11997     | LAB INSTRUCTOR                            | ECE            | Attended   |
| MR.   | RAVINDRA PAL SINGH      | 12002     | LAB INSTRUCTOR                            | CIVIL          | Attended   |
| MR.   | AARIF ALI               | 13320     | LAB INSTRUCTOR                            | ME             | Attended   |
| MR.   | VIJAY KUMAR BHARTI      | 6054      | LAB ASSISTANT                             | ITIS           | Attended   |
| MR.   | SACHIDANAND SINGH       | 6075      | LAB ASSISTANT                             | ITIS           | Attended   |
| MR.   | NAVI SERVER             | 9369      | LAB ASSISTANT                             | ECE            | Attended   |
| MR.   | PRAVEEN RAWAT           | 3772      | LAB ASSISTANT                             | ECE            | Attended   |





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### Attendance Sheet

15<sup>th</sup> February' 2020

|                 |                           |                                 |    |                                 |
|-----------------|---------------------------|---------------------------------|----|---------------------------------|
| Workshop        | "Happiness at Work Place" |                                 |    |                                 |
| Training Period | From                      | 15 <sup>th</sup> February' 2020 | To | 15 <sup>th</sup> February' 2020 |
| Timings         | From                      | 1:30 p.m.                       | To | 4:00 p.m.                       |

| S. No. | Name of Participant (in full) | Designation             | Department | Signature                |
|--------|-------------------------------|-------------------------|------------|--------------------------|
| 1      | Nagendra Singh                | Lab Instructor          | ECE        | NS                       |
| 2      | Jatinder Kumar                | Lab. Instructor         | ECE        | [Signature]              |
| 3      | Atul Kumar                    | Lab. Instructor         | ECB        | [Signature]              |
| 4      | Navilerver                    | Lab. Assistant          | ECE        | [Signature]              |
| 5      | Ravindra Kumar                | Personal Asst           | CO         | R Kumar                  |
| 6      | Vijay Shankar Tiwari          | Warden                  | Admission  | [Signature]              |
| 7      | Anil kr. Kushwaha             | Lab Instructor          | EN         | Anil                     |
| 8      | Santosh Kr Singh              | "                       | ITIS/MBA   | [Signature]              |
| 9      | Taibhagwan Singh              | Library Asst.           | Library    | T.B. Sin                 |
| 10     | Sudash Malik                  | Book Librarian          | Library    | [Signature]              |
| 11     | Anil Kumar                    | PA to HOD-MBA           | MBA        | [Signature]<br>15/2/2020 |
| 12     | Vijay kr Bharti               | Lab Assistant           | ITIS       | [Signature]              |
| 13     | Dagesh Kumar                  | Office Asst.            | AS         | [Signature]              |
| 14     | BHAGAT SINGH                  | Lab Instructor          | ECE        | [Signature]              |
| 15     | Sourabh Mishra                | Creative Content Writer | ITSS       | [Signature]              |

13<sup>th</sup> July, 2020

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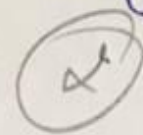
| Attendance Record - How to greet when you meet |                              |                         |             |                        |                              |              |
|--|------------------------------|-------------------------|-------------|------------------------|------------------------------|--------------|
| S.No.  | Email ID                     | Full Name               | Employee ID | Department             | Designation                  | Status       |
| 1  | rahul.panchal@kiet.edu       | Rahul panchal           | 20766       | AS                     | Lab instructor               | Attended     |
| 2  | ravi.tomar@kiet.edu          | RAVI TOMER              | 16824       | CSE                    | PERSONAL ASSISTANT           | Attended     |
| 3  | rajeev.sharma@kiet.edu       | Rajeev Kumar            | 21030       | ITIS                   | Hardware Maintenance         | Attended     |
| 4  | reeta.singhal@kiet.edu       | Reeta Singhal           | 3701        | Central library        | Deputy librarian             | Attended     |
| 5  | vijay.bharti@kiet.edu        | Vijay kumar bharti      | 6054        | ITIS                   | Lab Assistant                | Attended     |
| 6  | sushil.kumar.exams@kiet.edu  | Sushil kumar            | 3792        | Registrar office       | Office assistant             | Not Attended |
| 7  | firoz.alam@kiet.edu          | Firoz alam              | 4462        | Mechanical engineering | Lab Assistant                | Attended     |
| 8  | satish.kumar.ksop@kiet.edu   | Satish Kumar            | 20773       | KSOP                   | Lab Instructor               | Attended     |
| 9  | nagendra.singh@kiet.edu      | Nagendra Singh          | 20953       | ECE                    | Lab instructor               | Attended     |
| 10   | pawan.kumar.lib@kiet.edu     | Pawan Kumar             | 3604        | Central library        | Library assistant            | Attended     |
| 11   | alimuddin.me@kiet.edu        | Alimuddin               | 20892       | ME                     | Lab instructor               | Attended     |
| 12   | suresh.kumar@kiet.edu        | Suresh kumar            | 7079        | Me                     | Lab Asstt                    | Not Attended |
| 13   | brajbhushan.agarwal@kiet.edu | Brij Bhushan Agarwal    | 10589       | ME                     | Lab instructor               | Attended     |
| 14   | ravindrapal.singh@kiet.edu   | Ravindra Pal Singh      | 12002       | Civil                  | Lab instructor               | Attended     |
| 15   | kherul.anwar@kiet.edu        | Kherul Basar            | 11892       | Civil                  | Lab Assistant                | Attended     |
| 16   | vandana.malik@kiet.edu       | Vandana malik           | 20957       | EIE                    | PA to HOD                    | Attended     |
| 17   | mohini.pal@kiet.edu          | Mohini Pal              | 16723       | Civil Engineering      | Personal Assistant           | Attended     |
| 18   | satender.kumar@kiet.edu      | Satyender kumar         | 20916       | ADAM(ME)               | Lab Instructor               | Attended     |
| 19   | sant.kumar@kiet.edu          | sant kumar              | 20846       | ITSS                   | Office Assistant             | Attended     |
| 20   | sonu.kumar@kiet.edu          | SONU KUMAR              | 9300        | IT                     | Lab Assistant                | Attended     |
| 21   | samar.katariya@kiet.edu      | Sampal Katariya         | 20744       | ME                     | Lab Instructor               | Attended     |
| 22   | sonu.kumar.me@kiet.edu       | Sonu Kumar              | 20910       | ME                     | Lab Instructor               | Attended     |
| 23   | trivendra.kumar@kiet.edu     | Trivendra kumar         | 18757       | Mechanical engineering | Lab instructor               | Attended     |
| 24   | aarif.ali@kiet.edu           | Aarif Ali               | 13320       | Mechanical             | Lab instructor               | Not Attended |
| 25   | kuldeep.sharma.lib@kiet.edu  | Kuldeep Kumar Sharma    | 7102        | Central Library        | Assistant Librarian          | Attended     |
| 26   | awadhesh.kumar.tbi@kiet.edu  | Awadhesh Kumar          | 8199        | TBI                    | Business Development officer | Attended     |
| 27   | sudhir.chaudhary@kiet.edu    | SUDHIR CHAUDHARY        | 20742       | KSOP                   | Lab instructor               | Attended     |
| 28   | sujeet.singh@kiet.edu        | sujeet pratap singh     | 8241        | MCA                    | Lab instructor               | Attended     |
| 29   | sandeep.kumar.cse@kiet.edu   | Sandeep Kumar           | 9301        | CSE                    | Lab Technician               | Attended     |
| 30   | harender.singh@kiet.edu      | Harender Singh          | 7972        | ITIS                   | Lab Instructoer              | Attended     |
| 31   | jaibhagwan.singh@kiet.edu    | jaibhagwan              | 9414        | central library        | library assitant             | Attended     |
| 32   | anil.kumar.me@kiet.edu       | Anil Kumar              | 13319       | ME                     | Lab Technicians              | Attended     |
| 33   | layak.singh@kiet.edu         | LAYAK SINGH             | 10489       | ITIS                   | Lab instructor               | Attended     |
| 34   | rajivmohan.sharma@kiet.edu   | Rajiv Mohan Sharma      | 3802        | Registrar Office       | Deputy Registrar             | Not Attended |
| 35   | vikash.tyagi@kiet.edu        | Vikas tyagi             | 11993       | ME                     | Lab instructor               | Not Attended |
| 36   | madhurendra@kiet.edu         | Madhurendra Kumar Singh | 3757        | ITIS                   | Network Engineer             | Not Attended |





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Day-1



### Induction Attendance Sheet

|                  |      |                             |    |                             |
|------------------|------|-----------------------------|----|-----------------------------|
| Induction Period | From | 18 <sup>th</sup> July, 2019 | To | 18 <sup>th</sup> July, 2019 |
| Timings          | From | 9:30 a.m                    | To | 4:30 p.m                    |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | Dr. Nitin K. Zakeria          | Associate Professor | EN         |           |
| 2      | Dr. Natwari Singh Rathore     | Asst. professor     | EN         |           |
| 3      | Ajit Kumar                    | Asst. Professor     | MBA        |           |
| 4      | RINKI DAHIYA                  | Asst. Prof.         | MBA        |           |
| 5      | Knati Gupta                   | Asst. Prof          | CSI        |           |
| 6      | Anjali Jain                   | Asst. Prof          | IT         |           |
| 7      | DINESH KUMAR                  | Asst. Prof          | IT         |           |
| 8      | Saurabh Sharma                | Asst. Prof.         | IT         |           |
| 9      | SANDEEV KR.                   | Asst. Prof.         | IT         |           |
| 10     | Vaishali Kikan                | Asst. Prof.         | ECE        |           |
| 11     | Neha Sharma                   | Asst. Prof          | EN         |           |
| 12     | Diksha Singh                  | Asst. Prof          | ECE        |           |
| 13     | Niketa Goel                   | Asst. Prof.         | ECE        |           |
| 14     | ABHISHEK SHARMA               | Assistant Prof.     | ECE        |           |
| 15     | Dr. Smitani Parra             | ASSOCIATE PROFESSOR | CSE        |           |



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Day-2

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### Training Attendance Sheet

|                  |                   |                 |    |                 |
|------------------|-------------------|-----------------|----|-----------------|
| Training Program | Induction Program |                 |    |                 |
| Training Period  | From              | 19th July, 2019 | To | 19th July, 2019 |
| Timings          | From              | 10:00 a.m       | To | 12:30 p.m       |

| S. No. | Name of Participant (in full) | Designation     | Department          | Signature   |
|--------|-------------------------------|-----------------|---------------------|-------------|
| 1      | Gaurav Sharma                 | A.P.            | ME                  | G. Sharma   |
| 2      | Vivek Shrivastava             | Asst. Prof.     | ME                  | Vivek       |
| 3      | Durak Pansar                  | Asst. Professor | ME                  | Durak       |
| 4      | Dheeraj Chandra               | Ap              | ME                  | Dheeraj     |
| 5      | Rajesh Dwivedi                | Asst. Prof.     | CSE                 | Rajesh      |
| 6      | Rahul Kumar                   | Asst. prof.     | CSE                 | Rahul       |
| 7      | Nishul Arora                  | Enr. AEC        | Alumni Engaged Cell | Nishul      |
| 8      | Nitesh Trivedi                | Asst. Prof.     | CSE                 | Nitesh      |
| 9      | Sakshi Aggarwal               | Asst. Prof.     | CSE                 | Sakshi      |
| 10     | Kalpna Sagar                  | Asst. Prof.     | CO                  | Kalpna      |
| 11     | Hiranushi Chaudhary           | Asst Prof.      | CSE                 | Hiranushi   |
| 12     | Ami K Shukla                  | A.P             | ME                  | Ami         |
| 13     | Girish Chandra Verma          | AP              | ME                  | Girish      |
| 14     | Neha Shukla                   | AP              | CSE                 | Neha Shukla |
| 15     | Aarti Sharma                  | A.P.            | CSE                 | Aarti       |



## Induction Attendance Sheet

13<sup>th</sup> Feb, 2020

(8)

|                   |   |            |    |            |
|-------------------|---|------------|----|------------|
| Induction Program | Induction- 13 <sup>th</sup> & 14 <sup>th</sup> February, 2020 (AY: 2020-2021) |            |    |            |
| Training Period   | From  | 13.02.2020 | To | 13.02.2020 |
| Timings           | From  | 9:30 AM    | To | 4:00 PM    |

| S. No. | Name of Participant (in full) | Designation                   | Department | Signature            |
|--------|-------------------------------|-------------------------------|------------|----------------------|
| 1      | RAJEEV KUMAR                  | Hardware Maintenance Engineer | ITIS       | Rajeev               |
| 2      | Dr. Chetna Sinha              | Asst. Professor               | HSS        | Chetna               |
| 3      | ANKUSH CHAUDHARY              | Asst. Professor               | CE         | Ankush<br>13/02/2020 |
| 4      | AMNINDER SINGH NAYYAR         | ASSISTANT PROFESSOR           | CE         | AS                   |
| 5      | AYUSH KUMAR                   | Asst. Prof.                   | CE         | Ayush Kumar          |
| 6      | Mr. VARNAVISHAKAR V           | ASST. Prof                    | CE         | V. Varun Vishak      |
| 7      | ZOHAIB AHMED KHAN             | Asst. Professor               | CE         | Zohaib               |
| 8      | Dr. Dimple Ray                | Asst. Prof.                   | HSS        | Dimple               |
| 9      | Nilakshi Goel                 | Asst. Prof.                   | HSS        | Nilakshi             |
| 10     | Sudesh Patnania               | Asst. Prof.                   | H&SS       | Sudesh               |
| 11     | monika kaurav                 | Asst. Prof                    | KSOP       | Monika               |
| 12     | Megha Verma                   | Asst. Prof.                   | ME         | Megha                |
| 13     | Ankur Sachdeva                | Asst. Prof.                   | ME         | Ankur                |
| 14     | Dr. Krishna Kant Singh        | Associate Prof.               | ECE        | KKS                  |



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### Induction Attendance Sheet

14<sup>th</sup> Feb, 2020

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|                   |   |            |    |            |
|-------------------|---|------------|----|------------|
| Induction Program | Induction- 13 <sup>th</sup> & 14 <sup>th</sup> February, 2020 (AY: 2020-2021) |            |    |            |
| Training Period   | From  | 14.02.2020 | To | 14.02.2020 |
| Timings           | From  | 10:00 AM   | To | 1:00 PM    |

| S. No. | Name of Participant (in full) | Designation              | Department | Signature          |
|--------|-------------------------------|--------------------------|------------|--------------------|
| 1      | Ravindra Kumar                | Personal Assistant       | CO         | <u>R Kumar</u>     |
| 2      | Ayush Kumar                   | Asst. Prof.              | CE         | <u>Ayush Kumar</u> |
| 3      | Amminder Singh Nayyar         | Assistant Professor      | CE         | <u>AS</u>          |
| 4      | ANKUSH CHAUDHARY              | Assistant Professor      | CE         | <u>ANKUSH</u>      |
| 5      | Dr. Vipin Kumar               | AP                       | HSS        | <u>VK</u>          |
| 6      | Vinod Agrawal                 | Trainer QA               | HSS        | <u>Vinod</u>       |
| 7      | Shubham Tyagi                 | Trainer QA               | HSS        | <u>Shubham</u>     |
| 8      | Naupreet Kaur                 | ASSISTANT PROFESSOR      | IT         | <u>NK</u>          |
| 9      | Dr. M. A. Sheela              | Asst. Professors         | K SOP      | <u>MS</u>          |
| 10     | Madhu Gauram                  | Asst. Prof.              | CSE        | <u>Madhu</u>       |
| 11     | Dr. Dimple Raj                | Asst. Prof.              | HSS        | <u>DR</u>          |
| 12     | Nilakshi Grod                 | Asst. Prof.              | HSS        | <u>NG</u>          |
| 13     | Sourabh Mishra                | Creative Content writer  | ITCS       | <u>Sourabh</u>     |
| 14     | Durgesh Gaur                  | Video grapher cum editor | ITSJ       | <u>Durgesh</u>     |





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## Training Attendance Sheet

|                           |   |             |  |
|---------------------------|---|-------------|--|
| Training/Workshop Program | Innovative Teaching & Learning Pedagogy |             |  |
| Training/Workshop Period  | From 12 Sept                            | To 12 Sept  |  |
| Timings                   | From 2.00 pm                            | To 6.30 pm. |  |

| S. No. | Name of Participant (In full) | Designation     | Department    | Signature |
|--------|-------------------------------|-----------------|---------------|-----------|
| 1      | Sanjeev Kumar Chauhan         | Asst. Prof.     | KSOP/Pharmacy |           |
| 2      | MUKUL AGGARWAL                | Asst. PROF      | IT            |           |
| 3      | PRASHANT AGRAWAL              | ASCO PROF       | MCA           |           |
| 4      | Deepa                         | Ass Prof        | MCA           |           |
| 5      | Neha Gupta                    | Asst. Prof      | CSE           |           |
| 6      | Vedant Kumar                  | Asst. Prof      | IT            |           |
| 7      | RAHAT U. KHAN                 | A.P.            | EN            |           |
| 8      | Shadab A. Siddiq              | Asst. Prof.     | KSOP          |           |
| 9      | Ku. Arohangy                  | Asst. Prof      | ME            |           |
| 10     | Dr. Surendra Kumar Tripathi   | Asso. Prof.     | EN            |           |
| 11     | OmPrakash                     | Asst. Prof.     | IT            |           |
| 12     | Suchita Gantam                | Associate Prof. | ECE           |           |
| 13     | Malsha                        | Associate Prof  | MLG           |           |
| 14     | Dr. Vipin Kr                  | Asst. Prof      | MCA           |           |
| 15     | Dr. Shastank Bhardwaj         | Assistant Prof. | MCA           |           |



Date: 10 Jan 2020

(1)



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### Attendance Sheet

|                        |  |                          |           |                           |
|------------------------|--|--------------------------|-----------|---------------------------|
| <b>Workshop</b>        | <b>"Innovative Teaching Learning Pedagogy"</b> |                          |           |                           |
| <b>Training Period</b> | <b>From</b>                                    | 8 <sup>th</sup> Jan'2020 | <b>To</b> | 10 <sup>th</sup> Jan'2020 |
| <b>Timings</b>         | <b>From</b>                                    | 9:00 a.m.                | <b>To</b> | 5:00 p.m.                 |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | Vaani Sharma                  | Assistant Professor | EN         |           |
| 2      | Dr. Ambresh Devanahy          | AP                  | EN         |           |
| 3      | Naveen Kumar                  | Assistant Prof.     | EN         |           |
| 4      | Dr. Naveen S. Reddy           | Ass. prof.          | EN         |           |
| 5      | Ayush Kumar                   | Asst. Prof.         | Civil      |           |
| 6      | Ranjeet Kumar                 | Assistant Prof.     | ME         |           |
| 7      | SHREYA SHERMA                 | Asst. Prof.         | CE         |           |
| 8      | Vaishvi Gupta                 | Asst. Prof.         | IT         |           |
| 9      | Dr. Deepthi Katiyar           | Asst. Prof.         | KSOP       |           |
| 10     | Hitesh Chaudhri               | A.P.                | H&S.       |           |
| 11     | Amit Kr Anna                  | Asst Prof           | MOA        |           |
| 12     | Dr. Meelin Kumar              | A.P.                | MS         |           |
| 13     | Ms. Anam                      | Asst. Prof.         | AS         |           |
| 14     | Dr. Sandeep Chhabra           | Prof.               | ME         |           |

Date: 8 Jan 2020



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## Attendance Sheet

Workshop "Innovative Teaching Learning Pedagogy"

Training Period From 8<sup>th</sup> Jan'2020 To 10<sup>th</sup> Jan'2020  
Timings From 9:00 a.m. To 5:00 p.m.

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | Aman Jally                    | Assistant Professor | CSE        |           |
| 2      | DEEPAK KUMAR                  | ASSISTANT PROF.     | CSE        |           |
| 3      | Indana Mishra                 | Assistant prof.     | AS         |           |
| 4      | Amit Kr Arora                 | Asst. Prof          | MAA        |           |
| 5      | Hiteon Chaudhary              | Asst. Prof.         | HS         |           |
| 6      | Narain Kumar                  | A.P.                | EN         |           |
| 7      | Vaishy Sharma                 | Asst. Prof.         | EN         |           |
| 8      | Dr. Deepi Katiyar             | Asst. Prof          | KSOP       |           |
| 9      | Dr. Abhay                     | Asst. Prof          | KSOP       |           |
| 10     | Dr. Subodh                    | Professor           | ME         |           |
| 11     | Shreya Shukla                 | Asst. Prof          | CE         |           |
| 12     | Vansha Gupta                  | Asst. Prof.         | IT         |           |
| 13     | Ms. Charvi                    | Asst. Prof.         | AS         |           |
| 14     | Neha Shukla                   | Asst. Prof          | CSE        |           |
| 15     | Ayush Kumar                   | Asst. Prof          | CE         |           |

Date : 9 Jan 2020



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## Attendance Sheet

Workshop

"Innovative Teaching Learning Pedagogy"

Training Period

From

8<sup>th</sup> Jan'2020

To

10<sup>th</sup> Jan'2020

Timings

From

9:00 a.m.

To

5:00 p.m.

| S. No. | Name of Participant (in full) | Designation | Department | Signature                 |
|--------|-------------------------------|-------------|------------|---------------------------|
| 1      | VARSHA GUPTA                  | Asst. Prof. | IT         |                           |
| 2      | MINAKSHI                      | Asst. Prof. | IT         |                           |
| 3      | Dr. Deepali Kalyan            | Asst. Prof. | KSOP       | <br>Deepali<br>08/01/2020 |
| 4      | Dr. Abhay                     | Asst. Prof. | KSOP       |                           |
| 5      | Dr. S.K. Sharma               | Prof.       | ME         |                           |
| 6      | Nitin Kumar                   | Asst. Prof. | IT         |                           |
| 7      | SUREYA SHEKHAR                | Asst. Prof. | CE         |                           |
| 8      | AYUSH KUMAR                   | Asst. Prof. | CE         |                           |
| 9      | Amit Kr. Asan                 | Asst Prof   | MBA        |                           |
| 10     | Hitesh Chander Antony.        |             | MS         |                           |
| 11     | Dr. Meeta Kumar               |             | HS         |                           |
| 12     | Dr. Vandana Mishra            | Asst. prof. | AS         |                           |
| 13     | Ms Charm                      | Asst. Prof. | AS         |                           |



Date: 2 Jan 2021



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## Attendance Sheet

Workshop "Innovative Teaching Learning Pedagogy"

Training Period From 8<sup>th</sup> Jan'2020 To 10<sup>th</sup> Jan'2020

Timings From 9:00 a.m. To 5:00 p.m.

| S. No. | Name of Participant (in full) | Designation | Department | Signature       |
|--------|-------------------------------|-------------|------------|-----------------|
| 1      | Neha Shukla                   | Asst. Prof  | CSE        | Neha            |
| 2      | Charu                         | Asst. Prof  | AS         | Charu           |
| 3      | Dr. M. A. Sheela              | Asst. Prof. | KSOP       | MA              |
| 4      | Dr. Subodh Sh                 | Professor   | ME         | Subodh          |
| 5      | KULDEEP SINGH                 | Asst. Prof  | ME         | KS Singh        |
| 6      | Dr. Meelin Kumar              | A.P         | HS         | Meelin K.       |
| 7      | Dr. Abhay Shastri             | Asst. Prof  | KSOP       | Abhay           |
| 8      | Dr Sandeep Chhabra            | Prof.       | ME         | Sandeep Chhabra |
| 9      | Hirya Shekhar                 | Asst Prof   | CE         | Hirya           |
| 10     | Naveen Kumar                  | Asst Prof.  | EN         | Naveen          |
| 11     | Hitesh Chaudhary              | Asst Prof.  | HRS        | Hitesh          |
| 12     | Varsha Gupta                  | Asst. Prof. | IT         | Varsha          |
| 13     | Dr. Ambrish<br>Devancho       | Asst. Prof  | EN         | Ambrish         |
| 14     | SUGGAL                        | Asst. Prof  | EN         | Suggal          |
| 15     | Dr. Natwar S Patore           | Asst. Prof. | EN         | Natore          |

Date: 9 Jan 2020

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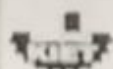
### Attendance Sheet

Workshop "Innovative Teaching Learning Pedagogy"

Training Period From 8<sup>th</sup> Jan'2020 To 10<sup>th</sup> Jan'2020  
Timings From 9:00 a.m. To 5:00 p.m.

| S. No. | Name of Participant (in full) | Designation     | Department | Signature |
|--------|-------------------------------|-----------------|------------|-----------|
| 1      | Neha Shukla                   | Asst. Prof.     | CSE        | Neha      |
| 2      | Dr. M. A. Sheela              | Asst. Prof.     | KSOP       | Sheela    |
| 3      | Kuldeep Singh                 | Asst. Prof.     | ME         | KS Singh  |
| 4      | Pooja Tyagi                   | Asst. Prof.     | ECE        | Pooja     |
| 5      | Dyuti Kumar                   | Asst. Prof.     | CE         | Dyuti     |
| 6      | Dr. Sandeep Chhabra           | Prof.           | ME         | Sandeep   |
| 7      | Dr. Meenu Kumar               | A.P.            | HS         | Meenu     |
| 8      | Dr. Subodh                    | Prof.           | ME         | Subodh    |
| 9      | Dr. Abhay                     | Asst. Prof.     | KSOP       | Abhay     |
| 10     | Ms. Charan                    | Asst. Prof.     | AS         | Charan    |
| 11     | Ranjeet Kumar                 | Assistant Prof. | ME         | Ranjeet   |
| 12     | Dr. A S Verma                 | Assoc. Prof.    | ME         | A S Verma |
| 13     | Ms. Nikita Goel               | Asst. Prof.     | ECE        | Nikita    |
| 14     | V. ...                        | Asst. Prof.     | EN         | V. ...    |

10 Jan 2020



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## Attendance Sheet

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Workshop "Innovative Teaching Learning Pedagogy"

Training Period From 8<sup>th</sup> Jan'2020 To 10<sup>th</sup> Jan'2020

Timings From 9:00 a.m. To 5:00 p.m.

| S. No. | Name of Participant (in full) | Designation | Department | Signature |
|--------|-------------------------------|-------------|------------|-----------|
| 1      | HITESH CHADHA                 | AP          | HS         |           |
| 2      | Dr. Ambrikh Devankhu          | AP          | EN         |           |
| 3      | MINAKSHI                      | AP          | IT         |           |
| 4      | Vaun Sharma.                  | A.P         | EN         |           |
| 5      | Dr. Meenu Kumar               | A.P         | MS         |           |
| 6      | Dr. Ajay S. Verma             | Assoc. Prof | ME         |           |
| 7      | Ms. Charu                     | Asst. Prof. | AS         |           |
| 8      | Amit K. Arora                 | Asst Prof   | MBA        |           |
| 9      | Vaibha B. Tyagi               | A.P.        | ECE        |           |
| 10     | Vaoun Gupta                   | Asst. Prof. | EIE        |           |
| 11     | Aman Jolly                    | Asst. Prof  | CSE        |           |
| 12     | DEEPAK KUMAR                  | Asst PROF   | CE         |           |
| 13     | Dr. Himanshu Khane            | Asst. Prof. | ECE        |           |
|        |                               |             | CSE        |           |





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## Training Attendance Sheet

|                           |   |            |  |
|---------------------------|---|------------|--|
| Training/Workshop Program | Innovative teaching & Learning Pedagogy |            |  |
| Training/Workshop Period  | From 11 Sep                             | To 11 Sept |  |
| Timings                   | From 2.00 pm                            | To 6.30 pm |  |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature                  |
|--------|-------------------------------|---------------------|------------|----------------------------|
| 1      | Dharmendra kumar              | Assoc. Prof.        | ECE        | <i>[Signature]</i>         |
| 2      | Dr K.P. Mishra                | AP                  | AS         | <i>[Signature]</i>         |
| 3      | Dr. Sachin Kumar              | Associate professor | AS         | <i>[Signature]</i> 11/9/19 |
| 4      | VINEET KUMAR VASHISHTHA       | Asst. Prof.         | ME         | <i>[Signature]</i> 11/9/19 |
| 5      | Sapna Yadav                   | Asst. Prof.         | MBA        | <i>[Signature]</i>         |
| 6      | Dr. Seema Maibrey             | Asst. Prof.         | CSE        | <i>[Signature]</i>         |
| 7      | R. Kuldeep                    | AP                  | AS         | <i>[Signature]</i>         |
| 8      | AMIT KUMAR                    | ASSO. PROF.         | EC         | <i>[Signature]</i>         |
| 9      | Dr. Roma Chai                 | ASSOC PROF          | KSOP       | <i>[Signature]</i>         |
| 10     | Swati Sharma                  | Asst Prof.          | CSE        | <i>[Signature]</i>         |
| 11     | DR. ARUN KUMAR TRIPATHI       | ASSO. Prof.         | MCA        | <i>[Signature]</i>         |
| 12     | ABHISHEK YADAV                | ASST. PROF.         | ME         | <i>[Signature]</i>         |
| 13     | Dr. Akash Rajan               | Assoc. Prof.        | MCA        | <i>[Signature]</i>         |
| 14     | Dr. Anshu K. Gupta            | ASSOC. PROF         | MCA        | <i>[Signature]</i>         |
| 15     | Dr. Sanjeev Singh             | Prof.               | CE         | <i>[Signature]</i>         |





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## Training Attendance Sheet

Training Program Innovative teaching & Learning Pedagogy

Training Period From 4 July To 4 July

Timings From 9:00am To 1:00pm

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | DINESH KUMAR                  | AP                  | IT         | Hb        |
| 2      | Anjali Jain                   | AP                  | IT         | A         |
| 3      | Kriya Singh                   | AP                  | IT         | Foyl      |
| 4      | Saurabh Sharma                | AP                  | IT         | Saurabh   |
| 5      | Surbhi Vigh                   | AP                  | IT         | Surbhi    |
| 6      | Kriti Gupta                   | AP                  | CSI        | Kriti     |
| 7      | Rituparna Sarma               | AP                  | IT         | Rituparna |
| 8      | Ayush Jain                    | AP                  | Civil      | Ayush     |
| 9      | Aniket Kr. Sharma             | Asst Professor      | Civil      | Aniket    |
| 10     | Gautam Narula                 | Assistant Professor | Civil      | Gautam    |
| 11     | Sahil Bangar                  | Asst. Prof.         | Civil      | Sahil     |
| 12     | IQBAL                         | AP                  | ME         | Iqbal     |
| 13     | Dr. Shivani Bhatnagar         | Associate Professor | CSE        | Shivani   |
| 14     | Vaishali Kikan                | AP                  | ECE        | Vaishali  |
| 15     |                               | Assistant           | EN         | Vaishali  |



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### Training Attendance Sheet

|                  |   |         |    |          |
|------------------|---|---------|----|----------|
| Training Program | Innovative teaching & Learning Pedagogy |         |    |          |
| Training Period  | From                                    | 5 July  | To | 5 July   |
| Timings          | From                                    | 2:00 pm | To | 4:45 pm. |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature   |
|--------|-------------------------------|---------------------|------------|-------------|
| 1      | Surbhi Vijn                   | AP                  | IT         | [Signature] |
| 2      | Rituparna Sarma               | AP                  | IT         | [Signature] |
| 3      | Pritya Singh                  | AP                  | IT         | [Signature] |
| 4      | Angeli Jain                   | AP                  | IT         | [Signature] |
| 5      | Gautam Narula                 | Assistant Professor | Civil      | [Signature] |
| 6      | Vaishali                      | AP                  | EC         | [Signature] |
| 7      | Aniket Sharma                 | Asst Prof.          | CE         | [Signature] |
| 8      | Ayush Jain                    | Asst. Prof          | CE         | [Signature] |
| 9      | Iqbal                         | Asst. Prof.         | ME         | [Signature] |
| 10     | Sheeraj                       | AP                  | ME         | [Signature] |
| 11     | Dupak Panwar                  | A.P.                | ME         | [Signature] |
| 12     | Shubham Jindal                | A.P.                | ME         | [Signature] |
| 13     | Vivek Bhardwaj                | A.P.                | ME         | [Signature] |
| 14     | Dinesh Kumar                  | A.P.                | IT         | [Signature] |
| 15     | Saurabh Sharma                | AP                  | IT         | [Signature] |



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## Training Attendance Sheet

|                  |   |         |    |         |
|------------------|---|---------|----|---------|
| Training Program | Innovative teaching & Learning Pedagogy |         |    |         |
| Training Period  | From                                    | 5 July  | To | 5 July  |
| Timings          | From                                    | 9:00 am | To | 1:00 pm |

| S. No.       | Name of Participant (in full) | Designation         | Department     | Signature        |
|--------------|-------------------------------|---------------------|----------------|------------------|
| 1            | Aniket Sharma                 | Asst. Professor     | CE             | Aniket           |
| 2            | Ayush Jain                    | Asst. Prof.         | CE             | Ayush            |
| 3            | Gautam Narula                 | Assistant Professor | Civil          | Gautam           |
| 4            | Anjali Jain                   | AP                  | IT             | Anjali           |
| 5            | Kreeti Gupta                  | AP                  | IT             | Kreeti           |
| 6            | Priya Singh                   | AP                  | IT             | Priya            |
| 7            | Vaishali                      | AP                  | EC             | Vaishali         |
| <del>8</del> | <del>Krati</del>              | <del>A.P</del>      | <del>CSI</del> | <del>Krati</del> |
| 9            | Anuj K Shukla                 | A.P                 | ME             | Anuj             |
| 10           | Girish Verma                  | A.P                 | ME             | Girish           |
| 11           | GAURAV                        | AP                  | ME             | Gaurav           |
| 12           | Shubham Jindal                | AP                  | ME             | Shubham          |
| 13           | Deeptak Panwar                | AP                  | ME             | Deeptak Panwar   |
| 14           | Dheeraj Chandre               | AP                  | ME             | Dheeraj          |
| 15           | IQBAL                         | AP                  | ME             | Iqbal            |





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## Training Attendance Sheet

|                  |   |            |
|------------------|---|------------|
| Training Program | Innovative teaching & learning Pedagogy |            |
| Training Period  | From 6 July                             | To 6 July  |
| Timings          | From 9:00 am                            | To 1:00 pm |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | Anjali Jain                   | AP                  | IT         |           |
| 2      | Saurabh Sharma                | AP                  | IT         |           |
| 3      | DINESH Kumar                  | AP                  | IT         |           |
| 4      | Khushi Gupta                  | AP                  | IT         |           |
| 5      | Alok K. Tiwari                | AP                  | CSE        |           |
| 6      | Neel Sharma                   | AP                  | EN         |           |
| 7      | Vaishali Kikau                | AP                  | EC         |           |
| 8      | Diksha Singh                  | AP                  | ECE        |           |
| 9      | Rituparna Sarma               | AP                  | IT         |           |
| 10     | Gautam Narula                 | Assistant Professor | Uvil       |           |
| 11     | Aniket Sharma                 | Asst. Prof.         | CE         |           |
| 12     | Anuj K Shukla                 | AP                  | ME         |           |
| 13     | Shubham Jindal                | AP                  | ME         |           |
| 14     | IQBAL                         | AP                  | ME         |           |
| 15     | Sakshi Aggarwal               | AP                  | CSE        |           |



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### Training Attendance Sheet

### Innovative Teaching and Learning Pedagogy

Training/Workshop  
Program

Training/Workshop  
Period

Timings

From 9 Sept 2019 To 9 Sept 2019

From 9.50 am To 6.30 pm.

| S. No. | Name of Participant (in full) | Designation     | Department | Signature   |
|--------|-------------------------------|-----------------|------------|-------------|
| 1      | YADAVIR SONI                  | Associate Prof. | EM         | [Signature] |
| 2      | DR. ARUN KUMAR TERNATH        | Assoc. Prof.    | MCA        | [Signature] |
| 3      | DR. SACHIN KUMAR              | Assoc. Prof.    | AS         | [Signature] |
| 4      | DR. ROMA CHAI                 | Assoc. Prof.    | KSOP       | [Signature] |
| 5      | DR. NEELAM SHARMA             | Assoc. Prof.    | AS         | [Signature] |
| 6      | DR. PINKY SAXENA              | Assoc. Prof.    | AS         | [Signature] |
| 7      | DR. KULDEEP                   | Assoc. Prof.    | AS         | [Signature] |
| 8      | DR. K. P. MISHRA              | A.P.            | AS         | [Signature] |
| 9      | Dharmendra Kumar              | Assoc. Prof.    | ECE        | [Signature] |
| 10     | Sapna Yadav                   | Assistant Prof. | MBA        | [Signature] |
| 11     | <del>Ajay Singh</del>         | Assoc. Prof.    | ME         | [Signature] |
| 12     | DR. AMIT KUMAR                | Assoc. Prof.    | MCA        | [Signature] |
| 13     | DR. AKASH RAGAR               | Assoc. Prof.    | MCA        | [Signature] |
| 14     | AMIT KUMAR GOYAL              | Assoc. Prof.    | MCA        | [Signature] |



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## Training Attendance Sheet

|                           |   |          |             |
|---------------------------|---|----------|-------------|
| Training/Workshop Program | Innovative Teaching and Learning Pedagogy |          |             |
| Training/Workshop Period  | From                                      | 10 Sept. | To 10 Sept  |
| Timings                   | From                                      | 9.00 am  | To 1.00 pm. |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | DR. AKASH RAJAK               | ASSOC. PROF         | MCA        |           |
| 2      | Dharamendra Kumar             | ASSOC. Prof         | ECE        |           |
| 3      | DR. ARUN KUMAR TREPATI        | ASSOC. Prof         | MCA        |           |
| 4      | Dr. Roma Ghai                 | Assoc Prof          | KSOP       |           |
| 5      | YADUVIR SINGH                 | Associate Prof      | EN         |           |
| 6      | Dr. K.P. Mishra               | AP                  | AS         |           |
| 7      | Dr. Kuldeep                   | A.P                 | AS         |           |
| 8      | Dr. Seema Malhotra            | Asst. Prof          | CSE        |           |
| 9      | Amit Kumar Goyal              | Asso. Prof          | MCA        |           |
| 10     | Dr. Amit K. GUPTA             | ASSO. PROF          | MCA        |           |
| 11     | Dr. Pramod Kumar Yadav        | Associate Professor | CSE        |           |
| 12     | Dr. Sanjay Kumar              | Associate Professor | CSE        |           |
| 13     | D. BLANDINA MIRACLE           | ASST. PROF          | EN         |           |
| 14     | Sapna Yadav                   | Asst. Professor     | MBA        |           |
| 15     | ABHISHEK YADAV                | ASST. PROFESSOR     | ME         |           |





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### Training Attendance Sheet

|                           |   |         |                  |
|---------------------------|---|---------|------------------|
| Training/Workshop Program | Innovative Teaching and Learning Pedagogy |         |                  |
| Training/Workshop Period  | From                                      | 11 Sept | To 11 Sept 2019. |
| Timings                   | From                                      | 9.00 am | To 1.00 pm       |

| S. No. | Name of Participant (in full) | Designation  | Department | Signature      |
|--------|-------------------------------|--------------|------------|----------------|
| 1      | Dharmendra Kumar              | Assoc. Prof  | ECE        |                |
| 2      | Dr. K.P. Mishra               | AP           | AS         |                |
| 3      | Dr. Sachin Kumar              | Assoc. Prof. | AS         | <br>11/9/19    |
| 4      | YADUVIR SINGH                 | Assoc. Prof  | EN         |                |
| 5      | Dr. Sanjay Tiwari             | Asst. Prof   | AS         |                |
| 6      | DR. PINKY SAXENA              | Asst. Prof.  | AS         |                |
| 7      | Swati Sharma                  | Asst Prof.   | CSE        |                |
| 8      | Dr. Neelam Sharma             | ASST-Prof    | AS         |                |
| 9      | AMIT KUMAR                    | ASSO PROF.   | EC         |                |
| 10     | Dr. Dharendra Kumar Sharma    | Asst. Prof.  | AS         | <br>11/09/2019 |
| 11     | Amit Kumar Goyal              | Asst. Prof   | MCA        |                |
| 12     | Dr. Kuldeep                   | AP           | AS         |                |
| 13     | Dr. Sanjeev Singh Prof.       | Prof.        | CE         |                |
| 14     | Sapna Yadav                   | Asst. Prof.  | MBA        |                |
| 15     | ABHISHEK YADAV                | ASST. PROF   | ME         |                |



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### Training Attendance Sheet

|                           |   |          |            |
|---------------------------|---|----------|------------|
| Training/Workshop Program | Innovative Teaching and Learning Pedagogy |          |            |
| Training/Workshop Period  | From                                      | 12 Sept  | To 12 Sept |
| Timings                   | From                                      | 9:00 am. | To 3:00 pm |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | Sanjeev Kumar Chauhan         | Asst. Prof.         | KSOP       |           |
| 2      | MUKUL AGGARWAL                | Asst. Prof.         | IT         |           |
| 3      | OM PRAKASH                    | Asst. Prof.         | IT         |           |
| 4      | VEEPIN KUMAR                  | Assistant Professor | IT         |           |
| 5      | SARTAJ AHMED                  | Asst. Prof.         | IT         |           |
| 6      | DR. SHASHANK BHARDWAJ         | Assistant Prof.     | MCA        |           |
| 7      | Dr. Surendra Kumar Tripathi   | Asst. Prof.         | EN         |           |
| 8      | Dr. Vipin Kr                  | Asst. Prof.         | MCA        |           |
| 9      | Dr. AMIT KUMAR                | Assistant Prof.     | MCA        |           |
| 10     | PRASHANT AERAWAL              | Asso Professor      | MCA        |           |
| 11     | Neelam Rawat                  | Asso. Prof.         | MCA        |           |
| 12     | Dr. Brijesh Singh             | Asso. Prof.         | EN         |           |
| 13     | Dr. Satish Kumar              | Asso. Prof.         | EI         |           |
| 14     | Dr. Nitin Kr. Saxena          | Associate Professor | EN         |           |
| 15     | Dr. Alankar - Srivastava      | Associate Professor | KSOP       |           |





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### Training Attendance Sheet

|                           |   |         |            |
|---------------------------|---|---------|------------|
| Training/Workshop Program | Innovative Teaching and Learning Pedagogy |         |            |
| Training/Workshop Period  | From                                      | 13 Sept | To 13 Sept |
| Timings                   | From                                      | 9:00 am | To 3:00 pm |

| S. No. | Name of Participant (in full) | Designation         | Department             | Signature   |
|--------|-------------------------------|---------------------|------------------------|-------------|
| 1      | MUKUL AGGARWAL                | ASST. PROF.         | INFORMATION TECHNOLOGY | [Signature] |
| 2      | OM PRAKASH                    | Asst. Prof.         | Information Technology | [Signature] |
| 3      | Mandup Kumar Arora            | Associate Prof.     | KSOP                   | [Signature] |
| 4      | Ameer Faisal                  | Asst. Prof.         | EN                     | [Signature] |
| 5      | Pratibha Kumari               | Assoc. Prof.        | ME                     | [Signature] |
| 6      | SONENDRA                      | Asst. Prof.         | ME                     | [Signature] |
| 7      | Dr. Nitin K. Saxena           | Associate Professor | EN                     | [Signature] |
| 8      | Dr. KRISHNA VIJAY             | ASSO. Prof.         | ME                     | [Signature] |
| 9      | Mr Anant Bhardwaj             | Asst. Prof.         | ME                     | Anant       |
| 10     | Shikha Jain                   | Asst. Prof.         | LSE                    | [Signature] |
| 11     | Shadab A. Siddiq              | Asst. Prof.         | KSOP                   | [Signature] |
| 12     | Dr. Surendra Kumar Tripathi   | Asst. Prof.         | EN                     | [Signature] |
| 13     | Dr. Shashank Bhardwaj         | Assistant Professor | MCA                    | [Signature] |
| 14     | Dr. Mani Tyagi                | ASSO Prof           | MBA                    | [Signature] |
|        |                               |                     | MBA                    | [Signature] |



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### Training Attendance Sheet

Training Program Innovative teaching and learning Pedagogy  
Training Period From 4 July To 4 July  
Timings From 3:00 pm To 4:45 pm

| S. No. | Name of Participant (in full) | Designation | Department | Signature |
|--------|-------------------------------|-------------|------------|-----------|
| 1      | Anjali Jain                   | AP          | IT         |           |
| 2      | Priya Singh                   | AP          | IT         |           |
| 3      | Surbhi Vijn                   | AP          | IT         |           |
| 4      | Bakshi Aggarwal               | AP          | CSE        |           |
| 5      | Dupak Panwar                  | AP          | ME         |           |
| 6      | Shubham Jindal                | AP          | ME         |           |
| 7      | Shives Singhal                | AP          | KSOP       |           |
| 8      | Dinesh Kurrar                 | AP          | IT         |           |
| 9      | Saurabh Janna                 | AP          | IT         |           |
| 10     | Neha Sharma                   | AP          | EN         |           |
| 11     | Vaishali Kikan                | AP          | ELG        |           |
| 12     | Aniket Sharma                 | Asst Prof   | CE         |           |
| 13     | Ayush Jain                    | AP          | CE         |           |
| 14     | Iqbal                         | AP          | ME         |           |
| 15     | ...                           | AP          | CSE        |           |



"Shaping young minds with skill oriented & value based education"

## Training Attendance Sheet

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|                  |   |         |    |          |
|------------------|---|---------|----|----------|
| Training Program | Innovative teaching & learning Pedagogy |         |    |          |
| Training Period  | From                                    | 6 July  | To | 6 July   |
| Timings          | From                                    | 2:00 pm | To | 3:00 pm. |

| S. No. | Name of Participant (in full) | Designation | Department | Signature |
|--------|-------------------------------|-------------|------------|-----------|
| 1      | Anjali Jain                   | AP          | IT         |           |
| 2      | Priya Singh                   | AP          | IT         |           |
| 3      | Umesh Kumar                   | AP          | IT         |           |
| 4      | Saurabh Sharma                | AP          | IT         |           |
| 5      | Surbhi Vijh                   | AP          | IT         |           |
| 6      | Rituparna Sarna               | AP          | IT         |           |
| 7      | Krati Gupta                   | AP          | CSI        |           |
| 8      | Anuj Kr. Shukla               | AP          | ME         |           |
| 9      | Shubham Jindal                | AP          | ME         |           |
| 10     | Vivek Bhardwaj                | A.P         | ME         |           |
| 11     | Girish Chandra Vikram         | AP          | M          |           |
| 12     | GAURAV                        | AP          | ME         |           |
| 13     | Dupak Panwar                  | AP          | ME         |           |
| 14     | Dheeraj Chandra               | AP          | ME         |           |
| 15     | IOBAL                         | AP          | ME         |           |



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## Training Attendance Sheet

Innovative Teaching and learning Pedagogy

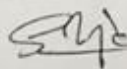
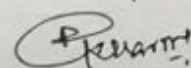
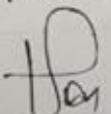
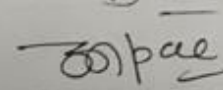
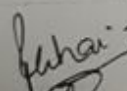

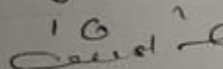

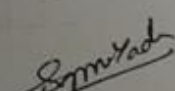
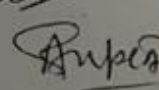
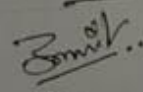

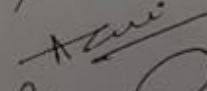
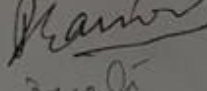
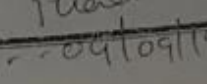
Training/Workshop Program

Training/Workshop Period

Timings

From 9. sept To 9 sep.

From 2.50 pm. To 6.30 pm.

| S. No. | Name of Participant (in full) | Designation                | Department | Signature   |
|--------|-------------------------------|----------------------------|------------|---|
| 1      | Dr. Soniya Juneja             | Asst. Prof.                | AS         |    |
| 2      | Dr. Dharendra Kumar Sharma    | Asst. Prof.                | AS         |    |
| 3      | YADUVIR SINGH                 | Associate Prof             | EN         |   |
| 4      | ARUN KR. Tripathi             | Associate Professor        | MCA        |  |
| 5      | Dr. Roma Chai                 | Associate Prof             | KSOP       |  |
| 6      | Dr. Kuldeep                   | Asst. Prof                 | AS         |  |
| 7      | Dr K.P. Mishra                | AP                         | AS         |  |
| 8      | Dharmendra kumar              | <del>ECE</del> ASSOC. Prof | ECE        |  |
| 9      | Sapna Yadav                   | Assistant Prof.            | MBA        |  |
| 10     | Dr Amit k Gupta               | Assoc. Prof.               | MCA        |  |
| 11     | Amit Kumar Goyal              | Assoc. Prof.               | MCA        |  |
| 12     | Dr. Sanjeev Kumar             | Asst. Prof                 | CSE        |  |
| 13     | Abhishek Yadav                | Asst. Prof.                | ME         |  |
| 14     | Dr. Pramod Kumar Yadav        | Associate Professor        | CSE        |  |
| 15     | Jyoti Srivastava              | Associate professor        | EN         |  |

09/09/19



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### Training Attendance Sheet

|                           |   |            |  |
|---------------------------|---|------------|--|
| Training/Workshop Program | Innovative Teaching & Learning Pedagogy |            |  |
| Training/Workshop Period  | From 10 Sept                            | To 10 Sept |  |
| Timings                   | From 2.00 pm                            | To 6.30 pm |  |

| S. No. | Name of Participant (in full) | Designation     | Department | Signature    |
|--------|-------------------------------|-----------------|------------|--------------|
| 1      | DR. PINKY SAXENA              | Asst Prof       | AS         |              |
| 2      | Dr. Sachin Kumar              | Asso. Prof      | AS         | <br>10/9/19  |
| 3      | Dr. Soniya Jindal             | Asst. Prof      | AS         |              |
| 4      | Dr. Dhirendra Kumar Sharma    | Assistant Prof. | AS         |              |
| 5      | Armit Goyal                   | Asso. Prof      | MCA        |              |
| 6      | Dr. ARUN KUMAR TESPACH        | Asso Prof       | MCA        |              |
| 7      | D. BLANDINA MIRACLE           | Asst. Prof      | EN         |              |
| 8      | JYOTI SRIVASTAVA              | ASSOC PROF.     | EN         | <br>10/09/19 |
| 9      | Dr. Seema Maitrey             | Asst Prof       | CSE        |              |
| 10     | Dr. Neelam                    | Asso-Prof       | AS         |              |
| 11     | Sapna Yadav                   | Asst Professor  | MBA        |              |
| 12     | AMIT KUMAR                    | ASSO PROF.      | ECE        |              |
| 13     | YADUVIR SINGH                 | Associate Prof  | EM         |              |
| 14     | Dr K.P. Mishra                | AP              | AS         |              |
| 15     | Swati Sharma                  | Asst Prof.      | CSE        |              |





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### Training Attendance Sheet

|                           |   |         |            |
|---------------------------|---|---------|------------|
| Training/Workshop Program | Innovative Teaching and Learning Pedagogy |         |            |
| Training/Workshop Period  | From                                      | 13 Sept | To 13 Sept |
| Timings                   | From                                      | 2:00 pm | To 6:30 pm |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | Shikha Jain                   | Asst. Prof          | CSE        |           |
| 2      | RAHAS V. KHAN                 | A.P.                | EN         |           |
| 3      | Omkarash                      | Asst. Prof          | IT         |           |
| 4      | Dr. Shreshank Bhardwaj        | Assistant Professor | MCA        |           |
| 5      | AMAR SINGH                    | A.P.                | I.T        |           |
| 6      | MUKUL AGGARWAL                | Asst. Prof.         | I.T.       |           |
| 7      | Shadab A Siddiqui             | Asst. Prof          | KSOP       |           |
| 8      | Mandeep K. Arora              | Associate Prof.     | KSOP       |           |
| 9      | Dr. Satish Kumar              | Assoc. Prof         | EIE        |           |
| 10     | Dr. Mani Tyagi                | Asst. Prof          | MBA        |           |
| 11     | Dr. Deepa                     | Asst. Prof          | MBA        |           |
| 12     | Dr. Ronchay                   | Asst. Prof          | MBA        |           |
| 13     | Neha Gupta                    | Asst. Prof          | CSE        |           |
| 14     | Ameer Faisal                  | Asst. Prof          | EN         |           |
| 15     | Dr. Atankar Sumbastan         | Asst. Prof          | KSOP       |           |
|        |                               | Asst. Prof.         | ECE        |           |



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### Training Attendance Sheet

|                           |   |         |    |         |
|---------------------------|---|---------|----|---------|
| Training/Workshop Program | Innovative Teaching & Learning Pedagogy |         |    |         |
| Training/Workshop Period  | From                                    | 14 Sept | To | 14 Sept |
| Timings                   | From                                    | 2:00 pm | To | 6:30 pm |

| S. No. | Name of Participant (in full)  | Designation | Department | Signature |
|--------|--------------------------------|-------------|------------|-----------|
| 1      | Dr. Satish Kumar               | ASSOC. Prof | EIE        |           |
| 2      | Ombrakash                      | Asst. Prof  | P.T.       |           |
| 3      | Dr. Amit Kr.                   | A.P.        | MCA        |           |
| 4      | Prashant Agrawal               | Asso Prof   | MCA        |           |
| 5      | MUKUL AGGARWAL                 | ASST. PROF  | IT         |           |
| 6      | Neelam Rawat                   | Asso. Prof. | MCA        |           |
| 7      | RAHAT U KHAN                   | A.P.        | EN         |           |
| 8      | Dr. Surendra Kumar<br>Tripathi | Asso Prof   | EN         |           |
| 9      | Ameer Faisal.                  | Assist Prof | EN         |           |
| 10     | SARTAJ AHMAD                   | ASSO. PROF  | IT         |           |
| 11     | Veepin Kumar                   | A.P.        | IT         |           |
| 12     | Dr. Vipin Kr                   | Asst Prof.  | MCA        |           |
| 13     | SONENDRA                       | A'sst. Prof | ME         |           |
| 14     | DR. KRISHNA VIJAY              | ASSO. Prof. | ME         |           |
|        |                                | Asst Prof   | ME         | Amount    |





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## Training Attendance Sheet

|                           |   |         |            |
|---------------------------|---|---------|------------|
| Training/Workshop Program | Innovative Teaching and Learning Pedagogy |         |            |
| Training/Workshop Period  | From                                      | 14 Sept | To 14 Sep  |
| Timings                   | From                                      | 9.00 am | To 1.00 pm |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | Dr. Mandeep Kr. Arora         | Associate Professor | KSOP       |           |
| 2      | Dr. Nataraj                   | Asso Prof           | MBA        |           |
| 3      | Dr. Brijesh Singh             | Asso. Prof.         | EN         |           |
| 4      | AMAR SINGH                    | A.P                 | I.T        |           |
| 5      | Dr. Nitin Kr. Saxena          | Associate Professor | EN         |           |
| 6      | Shikha Jain                   | Asst. Prof          | LSE        |           |
| 7      | Mukul Aggarwal                | Asst. Prof          | IT         |           |
| 8      | Om Prakash                    | Asst. Prof.         | IT         |           |
| 9      | Dr. Shashank Bhadwaj          | Assistant Professor | MCA        |           |
| 10     | Dr. Satish Kumar              | Assoc. Prof         | EI         |           |
| 11     | Dr. Ruchita Jainam            | Associate Prof.     | ECE        |           |
| 12     | SHIPRA SRIVASTAVA             | Asst Prof           | ECE        |           |
| 13     | SONENDRA                      | Asst Prof.          | ME         |           |
| 14     | Dr. KRISHNA VIJAY             | ASST. Prof.         | ME         |           |
| 15     | K. Archana                    | Asst. Prof          | ME         |           |



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List of Attendees/Non- Attendees : e-Module 16- JAM: Just a Minute - 19th June' 2020

| Full Name               | Emp. ID | Department                       | Designation                             | Status    |
|-------------------------|---------|----------------------------------|---|-----------|
| Alka Mittal             | 16972   | Admin                            | Hostel Warden                           | Attended  |
| Ravinder pal singh      | 21033   | Purchase                         | Executive                               | Attended  |
| Satish kumar            | 20773   | KSOP                             | Lab. Instructor                         | Attended  |
| Pradumani               | 18769   | Registrar Office                 | Assistant Registrar                     | Attended  |
| RAJIV MOHAN SHARMA      | 3802    | REGISTRAR OFFICE                 | DEPUTY REGISTRAR                        | Attended  |
| Anamika Dron            | 9372    | Registrar Office                 | Dy.Registrar                            | Withdrawn |
| SONU KUMAR              | 9300    | IT                               | Lab Assistant                           | Attended  |
| Lalit Kumar             | 20781   | EN                               | Personal Assistant                      | Attended  |
| PARUL NEGI              | 20792   | Director Office                  | Office Assistant                        | Attended  |
| Harender Singh          | 7972    | ITIS                             | Lab Instructor                          | Attended  |
| SACHIDA NAND SINGH      | 6075    | ITIS                             | LAB ASSISTANT                           | Attended  |
| Awadhesh Kumar          | 8199    | TBI                              | Business Development Officer            | Attended  |
| Chitranshu Tyagi        | 20913   | Pharmacy                         | Lab instructor                          | Attended  |
| Shashi Yadav            | 20785   | EIE                              | lab instructor                          | Attended  |
| Vandana malik           | 20957   | EIE                              | PA to HOD                               | Attended  |
| Sandeep Kumar           | 9397    | KSOP                             | Lab. Instructor                         | Attended  |
| Praveen Rawat           | 3772    | ECE                              | lab Assistant                           | Attended  |
| Vandana Sharma          | 20772   | Pharmacy                         | Lab Instructor                          | Attended  |
| SANTOSH KUMAR SINGH     | 10450   | ITIS                             | LAB INSTRUCTOR                          | Attended  |
| Budhir Chaudhary        | 20742   | KSOP                             | Lab Instructor                          | Attended  |
| Ravindra Pal Singh      | 12002   | Civil                            | Lab instructor                          | Attended  |
| ChandraBhushan Tripathi | 11908   | Admin                            | Hostel warden                           | Attended  |
| Rajeev Pratap Singh     | 8241    | MCA                              | Lab Instructor                          | Attended  |
| Rajesh Bhushan Agarwal  | 10589   | ME                               | Lab Instructor                          | Attended  |
| Rajesh Kumar            | 20782   | EIE                              | Lab instructor                          | Attended  |
| Rajender kumar          | 20916   | ADAM(ME)                         | Lab Instructor                          | Attended  |
| Sandeep Kumar           | 9301    | Computer science and engineering | Lab Technician                          | Attended  |
| PARUL KUMAR             | 20830   | ECE                              | LAB INSTRUCTOR                          | Attended  |
| Rajender kumar          | 20846   | ITSS                             | Office Assistant                        | Attended  |
| Praveen Kumar Tyagi     | 4460    | EN                               | Lab instructor cum System Administrator | Attended  |
| Rajendra Kumar          | 3792    | registrar office                 | office assistant                        | Attended  |
| Rajendra Kumar          | 21032   | CO                               | Personal Assistant                      | Attended  |
| Rajendra Kumar          | 20789   | IT                               | PA                                      | Attended  |
| RAJESH SHARMA           | 5226    | Registrar Office                 | Assistant Registrar                     | Attended  |

**E-Module 11: Non- Verbal Communication & its importance**  
**14th May' 2020**

| S.No. | Full Name            | Employee ID | Department                        | Designation                           | Attended/Not Attended |
|-------|----------------------|-------------|-----------------------------------|---------------------------------------|-----------------------|
| 1     | Sangeeta saran       | 10492       | Library                           | Asst. Librarian                       | Attended              |
| 2     | Rajeev Kumar         | 21030       | ITIS                              | Hardware Maint. Engg.                 | Attended              |
| 3     | Sonu Kumar           | 20910       | ME                                | Lab Instructor                        | Attended              |
| 4     | Ruchika Vashishth    | 20779       | Admin                             | Executive Assistant to Dean (A)       | Attended              |
| 5     | Brij Bhushan Agarwal | 10589       | ME                                | Lab Instructor                        | Attended              |
| 6     | Awadhesh Kumar       | 8199        | TBI                               | Business Development Officer          | Attended              |
| 7     | Naval kishore        | 10591       | Accounts                          | Accounts assitt.                      | Not Attended          |
| 8     | Alimuiddin           | 20892       | ME                                | Lab instructor                        | Attended              |
| 9     | Tushar Dhar Shukla   | 20945       | Admin                             | Sports officer                        | Attended              |
| 10    | Kaverpal singh       | 20911       | Administration                    | Sr hostel warden                      | Attended              |
| 11    | Satish Kumar         | 20773       | KSOP                              | Lab. Instructor                       | Attended              |
| 12    | BHAGAT SINGH         | 8165        | ECE                               | Lab Instructor                        | Attended              |
| 13    | Jatinder. Kumar      | 8150        | ECE                               | Lab. Instructor                       | Attended              |
| 14    | VIPIN KUMAR GO       | 9413        | Applied Sciences                  | Laboratory Instructor                 | Attended              |
| 15    | Muskaan              | 20919       | KSOP                              | Personal Assistant                    | Attended              |
| 16    | KAVITA SINGH         | 7024        | LIBRARY                           | DY. LIBRARIAN                         | Attended              |
| 17    | Reeta Singhal        | 3701        | Central library                   | Deputy librarian                      | Attended              |
| 18    | Sandeep kumar        | 9397        | KSOP                              | Lab. Instructor                       | Attended              |
| 19    | SUDHIR CHAUDH        | 20742       | KSOP                              | lab Instructor                        | Attended              |
| 20    | Rajeev Srivastava    | 4455        | Ece                               | Electronics H/W maintenance Engineer. | Attended              |
| 21    | Rekha Singh          | 20917       | Admin                             | Hostel warden                         | Not Attended          |
| 22    | Shambhu Nath Sing    | 3760        | ECE                               | Lab instructor                        | Attended              |
| 23    | Firoz alam           | 4462        | Mechanical engineering department | Lab Assistant                         | Attended              |
| 24    | Jagpal singh         | 9371        | Accounts                          | Cashier                               | Not Attended          |
| 25    | Navi server          | 9369        | Ece                               | Lab assistant                         | Attended              |
| 26    | Anil kumar           | 13319       | ME                                | Lab assistant                         | Attended              |
| 27    | SONU KUMAR           | 9300        | IT                                | Lab Assistant                         | Attended              |
| 28    | Prakash Chandra T    | 6124        | EN                                | Lab Instructor                        | Attended              |
| 29    | Lalit Kumar          | 20781       | EN                                | Personal Assistant                    | Attended              |
| 30    | bhupendra.dixit      | 7042        | ECE                               | Lab instructor                        | Attended              |
| 31    | Pawan Kumar          | 3604        | Central library                   | Library assistant                     | Attended              |



| List of Attendees/Non- Attendees : e-Module 12- Office Etiquettes - 6th June' 2020 |          |                                   |                               |           |
|--|----------|-----------------------------------|-------------------------------|-----------|
| Full Name  | Emp. ID  | Department                        | Designation                   | Status    |
| Rajeev Kumar   | 21030    | ITIS                              | Hardware maintenance Engineer | Attended  |
| Vinay Ahlawat  | 16985    | ITSS                              | Head IT Operations            | Withdrawn |
| Ravinder pal singh   | 21033    | Purchase                          | Executive                     | Attended  |
| Satish kumar   | 20773    | KSOP                              | Lab. Instructor               | Attended  |
| MANBIR KUMAR   | 18765    | REGISTRAR OFFICE                  | OFFICE ASSISTANT              | Attended  |
| Vijay kumar bharti   | 6054     | ITIS                              | Lab assistant                 | Attended  |
| Bhagat Singh   | 8165     | ECE                               | Lab Instructor                | Attended  |
| Kherul Basar   | 11892    | Civil                             | Lab Assistant                 | Attended  |
| SONU KUMAR   | 9300     | IT                                | Lab Assistant                 | Attended  |
| Gulshan Kumar  | 8234     | Mechanical Engineering            | Office Assistant              | Attended  |
| Lalit Kumar  | 20781    | EN                                | Personal Assistant            | Attended  |
| Meenakshi Garg   | 12045    | Central Library                   | Library Assistant             | Attended  |
| Prakash Chandra Thakur   | 6124     | EN                                | Lab Instructor                | Attended  |
| Sonu kumar   | 20910    | ME                                | Lab Instructor                | Attended  |
| Pawan Kumar  | 3604     | Central library                   | Library assistant             | Attended  |
| Harender Singh   | 7972     | ITIS                              | Lab Instructor                | Attended  |
| firoz alam   | 4462     | Mechanical engineering department | Lab Assistant                 | Attended  |
| Alimuddin  | 20892    | ME                                | Lab instructor                | Attended  |
| Krishna pratap singh   | 5271     | EN                                | Lab instructor                | Attended  |
| SACHIDA NAND SINGH   | 6075     | ITIS                              | LAB ASSISTANT                 | Attended  |
| Nagendra Singh   | 20953    | ECE                               | Lab Instructor                | Attended  |
| Chiranjit Tyagi  | 20913    | Pharmacy                          | Lab Instructor                | Attended  |
| Shashi Yadav   | 20785    | EIE                               | PA to HOD                     | Attended  |
| Vandana malik  | 20957    | EIE                               | Deputy librarian              | Attended  |
| Kavita Singh   | 7023     | Library                           | Lab. Instructor               | Attended  |
| Sandeep Kumar  | 9397     | KSOP                              | Lab. Instructor               | Attended  |
| SANTOSH KUMAR SINGH  | 10450    | ITIS                              | LAB INSTRUCTOR                | Attended  |
| Shambhu Nath Singh   | 3760     | ECE                               | Lab Instructor                | Attended  |
| Samarpal Katariya  | 20744    | ME                                | Lab Instructor                | Attended  |
| Sudhir Chaudhary   | 20742    | KSOP                              | Lab Instructor                | Attended  |
| Navi server  | 9369     | ECE                               | Lab Assistant                 | Attended  |
| Madhurendra Singh  | 3757     | ITIS                              | Network Engineer              | Attended  |
| Ravi Tomer   | 16824    | CSE                               | Personal Assistant            | Attended  |
| PRAMOD KUMAR   | 15061    | MECHANICAL ENGINEERING            | LAB INSTRUCTOR                | Attended  |
| Raghunath Singh  | 20170703 | Crpc                              | Office Assistant              | Attended  |
| Ravindra Pal Singh   | 12002    | Civil                             | Lab instructor                | Attended  |

## List of Attendees/Non- Attendees : e-Module 15- One day in your city - 18th June' 2020

| Full Name                | Emp. ID | Department                       | Designation                               | Status       |
|--------------------------|---------|----------------------------------|---|--------------|
| avinder pal singh        | 21033   | Purchase                         | Executive                                 | Not Attended |
| averpal singh            | 20911   | Administration                   | Hostel Warden                             | Attended     |
| vijay kumar bharti       | 6054    | ITIS                             | Lab assistant                             | Attended     |
| hagat Singh              | 8165    | ECE                              | Lab Instructor                            | Attended     |
| herul Basar              | 11892   | Civil                            | Lab Assistant                             | Attended     |
| aljit Kumar              | 20781   | EN                               | Personal Assistant                        | Attended     |
| prem pal                 | 6128    | EN                               | Lab Instructor                            | Not Attended |
| Meenakshi Garg           | 12045   | Central Library                  | Library Assistant                         | Attended     |
| Prakash Chandra Thakur   | 6124    | EN                               | Lab Instructor                            | Attended     |
| Pawan Kumar              | 3604    | Central library                  | Library assistant                         | Attended     |
| Harender Singh           | 7972    | ITIS                             | Lab Instructor                            | Not Attended |
| Vinay Shanker Tiwari     | 20761   | Admin                            | Hostel Warden                             | Not Attended |
| Rajeev Srivastava        | 4455    | ECE                              | Electronics H/W maintenance Engineer.     | Attended     |
| Krishna pratap singh     | 5271    | EN                               | Lab instructor                            | Attended     |
| Magendra Singh           | 20953   | ECE                              | Lab Instructor                            | Attended     |
| Prashant Yadav           | 20785   | EIE                              | lab Instructor                            | Not Attended |
| Navita Singh             | 7023    | Library                          | Deputy librarian                          | Attended     |
| Arjun Dutt               | 20948   | EN                               | Lab Instructor                            | Not Attended |
| Madana Sharma            | 20772   | Pharmacy                         | Lab Instructor                            | Attended     |
| ANANTOSH KUMAR SINGH     | 10450   | ITIS                             | LAB INSTRUCTOR                            | Attended     |
| Shambhu Nath Singh       | 3760    | ECE                              | Lab Instructor                            | Attended     |
| RAJAK SINGH              | 10489   | ITIS                             | Lab instructor                            | Attended     |
| Prakash Kumar Sharma     | 20768   | EN                               | Lab Assistant and Electrician Maintenance | Attended     |
| Praveen server           | 9369    | ECE                              | Lab Assistant                             | Attended     |
| Deep Kumar Sharma        | 7102    | Library                          | Assistant Librarian                       | Not Attended |
| Shruti Ruhela            | 18768   | Admin ( girls hostel)            | Warden                                    | Attended     |
| Madana Pal Singh         | 12002   | Civil                            | Lab instructor                            | Attended     |
| MadanaBhushan Tripathi   | 11908   | Admin                            | Hostel warden                             | Attended     |
| Prakash                  | 15069   | EN                               | Lab Instructor                            | Attended     |
| Pratap Singh             | 8241    | MCA                              | Lab Instructor                            | Attended     |
| Bhushan Agarwal          | 10589   | ME                               | Library assistant                         | Attended     |
| Prakash Kumar Singh      | 20704   | Central library                  | Deputy librarian                          | Attended     |
| Prakash Singh            | 3701    | Central library                  | Hostel Warden                             | Attended     |
| Prakash Kumar Tiwari     | 8174    | Admin                            | Lab instructor                            | Not Attended |
| Prakash Kumar            | 20782   | EIE                              | Lab Technician                            | Not Attended |
| Prakash Kumar            | 9301    | Computer science and engineering | Library assistant                         | Attended     |
| Prakash Kumar srivastava | 6006    | Pharmacy library                 | Hostel Warden                             | Not Attended |



20<sup>th</sup> April 2020  
 (22)

| Title | Name                       | Emp. Code | Designation                           | Course & Dept. | Pronunciation & Word Formation<br>(Attended/ Absent/<br>Not Assigned) |
|-------|----------------------------|-----------|---------------------------------------|----------------|---|
| MR.   | PAWAN KUMAR                | 3604      | LIBRARY ASSISTANT                     | LIB            | Attended  |
| MS.   | REETA SINGHAL              | 3701      | DEPUTY LIBRARIAN                      | LIB            | Attended  |
| MR.   | SUSHIL KUMAR               | 3792      | OFFICE ASSISTANT                      | REGISTRAR      | Absent  |
| MS.   | USHA SHARMA                | 3818      | WARDEN                                | ADMIN          | Absent  |
| MR.   | BALDEV SINGH               | 4511      | HOSTEL WARDEN                         | ADMIN          | Absent  |
| MR.   | DEEPAK SIRSWAL             | 5174      | PA TO HOD                             | MCA            | Attended  |
| MR.   | SANDEEP SHARMA             | 5226      | ASSISTANT REGISTRAR                   | REGISTRAR      | Attended  |
| MR.   | ANKIT KUMAR<br>TRIPATHI    | 5232      | SR. ACCOUNTS<br>EXECUTIVE             | ACCOUNTS       | Assigned  |
| MR.   | DILEEP KUMAR<br>SRIVASTAVA | 6006      | LIBRARY ASSISTANT                     | LIB (KSOP)     | Attended  |
| MS.   | KAVITA SINGH               | 7024      | DEPUTY LIBRARIAN                      | LIB (KSOP)     | Attended  |
| MR.   | KULDEEP KUMAR<br>SHARMA    | 7102      | LIBRARY ASSISTANT                     | LIB            | Attended  |
| MR.   | BHUDEV                     | 8141      | COUNSELLOR CUM<br>PERSONNEL SECRETARY | TBI            | Assigned  |
| MR.   | NAGESH KUMAR<br>TIWARI     | 8174      | WARDEN                                | ADMIN          | Assigned  |
| MR.   | AWADHESH KUMAR             | 8199      | BUSINESS<br>DEVELOPMENT OFFICER       | TBI            | Assigned  |
| MS.   | YASHI TYAGI                | 8211      | PA TO HOD                             | ECE            | Assigned  |
| MR.   | GULSHAN KUMAR              | 8234      | OFFICE ASSISTANT                      | ME             | Assigned  |
| MR.   | JAGPAL SINGH               | 9371      | CASHIER                               | ACCOUNTS       | Assigned  |
| MS.   | ANAMIKA DRON               | 9372      | DEPUTY REGISTRAR                      | REGISTRAR      | Assigned  |
| MR.   | JAI BHAGWAN SINGH          | 9414      | LIBRARY ASSISTANT                     | LIB            | Assigned  |
| MS.   | SANGEETA SARAN             | 10492     | ASSISTANT LIBRARIAN                   | LIB            | Assigned  |
| MR.   | NAVAL KISHORE              | 10591     | ACCOUNT ASSISTANT                     | ACCOUNTS       | Assigned  |
| MR.   | JITENDRA KUMAR             | 10594     | AC MECHANIC                           | ADMIN(MAINT.)  | Assigned  |
| MR.   | ANAND KUMAR                | 10621     | ELECTRICAL SUPERVISOR                 | ADMIN(MAINT.)  | Assigned  |

**E-Module 8: Rapport Building at the workplace  
(11th May' 2020)**

| S.No. | Full Name                | Employee ID | Department                        | Designation                               | Attended/Not Attended  |
|-------|--------------------------|-------------|-----------------------------------|---|------------------------|
| 1     | Sonu Kumar               | 20910       | ME                                | Lab Instructor                            | Attended               |
| 2     | Awadhesh Kumar           | 8199        | TBI                               | Business Development Officer              | Attended               |
| 3     | Naval kishor             | 10591       | Accounts                          | Account assistant                         | Not Attended           |
| 4     | Alimuddin                | 20892       | ME                                | Lab instructor                            | Attended               |
| 5     | Tushar Dhar Shukla       | 20945       | Admin                             | Sports officer                            | Attended               |
| 6     | Neha Sharma              | 20976       | Library                           | Library assistant                         | Attended               |
| 7     | Vinod Pandey             | 12057       | Admin                             | Hostel Warden                             | Attended               |
| 8     | Rekha Singh              | 20917       | Admin                             | Hostel warden                             | Attended               |
| 9     | Chandra Bhushan Tripathi | 11908       | Admin                             | Warden                                    | Registration withdrawn |
| 10    | Floz alam                | 4462        | Mechanical engineering department | Lab Assistant                             | Attended               |
| 11    | Anil kumar               | 13319       | ME                                | Lab assistant                             | Attended               |
| 12    | Lalit Kumar              | 20781       | EN                                | Personal Assistant                        | Attended               |
| 13    | Gulshan Kumar            | 8234        | Mechanical Engineering            | Office Assistant                          | Attended               |
| 14    | Pradumani                | 18769       | Registrar Office                  | Assistant Registrar                       | Attended               |
| 15    | Devendra Singh Tongar    | 20924       | Administration                    | Warden                                    | Attended               |
| 16    | Gajendra Singh Rathore   | 20703       | Administration                    | Warden                                    | Attended               |
| 17    | Vineeta Ruhela           | 18768       | Admin                             | Warden                                    | Attended               |
| 18    | Rajeev Kumar Sharma      | 20826       | Administration                    | Hostel warden.                            | Attended               |
| 19    | Prateek Jhanji           | 16981       | Admin                             | Site Engineer                             | Attended               |
| 20    | SANDEEP SHARMA           | 5226        | REGISTRAR OFFICE                  | ASSISTANT REGISTRAR                       | Attended               |
| 21    | Mohammad Arif            | 9359        | Civil                             | Lab Instructor                            | Attended               |
| 22    | Vijay Shanker Tiwari     | 20761       | Admin                             | Hostel Warden                             | Attended               |
| 23    | Anamika Dron             | 9372        | Registrar office                  | Dy.Registrar                              | Registration withdrawn |
| 24    | Anita Sharma             | 16982       | Admin                             | Chief girls hostel warden                 | Attended               |
| 25    | Praveen Kumar Tyagi      | 4460        | EN                                | Lab instructor cum System Administrator   | Attended               |
| 26    | Suresh Sharma            | 20768       | EN                                | Lab Assistant and Electrician Maintenance | Attended               |
| 27    | Madhurendra Singh        | 3757        | ITIS                              | Network Engineer                          | Attended               |
| 28    | Alka Mittal              | 16972       | Admin                             | Hostel Warden                             | Attended               |
| 29    | Navindra Kumar           | 20909       | HSS                               | Office Assistant                          | Attended               |
| 30    | RAJIV MOHAN SHARMA       | 3802        | REGISTRAR OFFICE                  | DEPUTY REGISTRAR                          | Attended               |
| 31    | Mukesh Kumar Sharma      | 3781        | Mechanical                        | Lab assistant                             | Not Attended           |
| 32    | Durgesh Gaur             | 20983       | ITSS                              | Videographer cum Editor                   | Attended               |
| 33    | deepika                  | 11997       | ECE                               | lab Instructor                            | Not Attended           |



21st April, 2020

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| Title | Name                    | Emp. Code | Designation                        | Course & Dept. | Spotting Grammatical Errors (Attended/ Absent/ Not Assigned) |
|-------|-------------------------|-----------|------------------------------------|----------------|--|
| MR.   | PAWAN KUMAR             | 3604      | LIBRARY ASSISTANT                  | LIB            | Attended   |
| MS.   | REETA SINGHAL           | 3701      | DEPUTY LIBRARIAN                   | LIB            | Attended   |
| MR.   | SUSHIL KUMAR            | 3792      | OFFICE ASSISTANT                   | REGISTRAR      | Absent   |
| MS.   | USHA SHARMA             | 3818      | WARDEN                             | ADMIN          | Absent   |
| MR.   | BALDEV SINGH            | 4511      | HOSTEL WARDEN                      | ADMIN          | Absent   |
| MR.   | DEEPAK SIRSWAL          | 5174      | PA TO HOD                          | MCA            | Attended   |
| MR.   | SANDEEP SHARMA          | 5226      | ASSISTANT REGISTRAR                | REGISTRAR      | Attended   |
| MR.   | DILEEP KUMAR SRIVASTAVA | 6006      | LIBRARY ASSISTANT                  | LIB (KSOP)     | Attended   |
| MS.   | KAVITA SINGH            | 7024      | DEPUTY LIBRARIAN                   | LIB (KSOP)     | Absent   |
| MR.   | KULDEEP KUMAR SHARMA    | 7102      | LIBRARY ASSISTANT                  | LIB            | Attended   |
| MR.   | BHUDEV                  | 8141      | COUNSELLOR CUM PERSONNEL SECRETARY | TBI            | Attended   |
| MR.   | NAGESH KUMAR TIWARI     | 8174      | WARDEN                             | ADMIN          | Attended   |
| MR.   | AWADHESH KUMAR          | 8199      | BUSINESS DEVELOPMENT OFFICER       | TBI            | Attended   |
| MS.   | YASHI TYAGI             | 8211      | PA TO HOD                          | ECE            | Attended   |
| MR.   | GULSHAN KUMAR           | 8234      | OFFICE ASSISTANT                   | ME             | Attended   |
| MR.   | JAGPAL SINGH            | 9371      | CASHIER                            | ACCOUNTS       | Attended   |
| MR.   | JAI BHAGWAN SINGH       | 9414      | LIBRARY ASSISTANT                  | LIB            | Absent   |
| MS.   | SANGEETA SARAN          | 10492     | ASSISTANT LIBRARIAN                | LIB            | Absent   |
| MS.   | KRATIKA SARASWAT        | 10494     | EXECUTIVE-CRPC                     | CRPC           | Attended   |
| MR.   | NAVAL KISHORE           | 10591     | ACCOUNT ASSISTANT                  | ACCOUNTS       | Absent   |
| MR.   | SUDESH MALIK            | 11819     | BOOK LIFTER                        | LIB            | Absent   |
| MR.   | CHANDRA BHUSAN TRIPATHI | 11908     | WARDEN                             | ADMIN          | Attended   |
| MR.   | RAKESH KUMAR            | 11994     | HR EXECUTIVE                       | HR             | Attended   |

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List of Attendees/Non- Attendees : e-Module 13- Spirituality at Workplace - 12th June' 2020

| Full Name            | Emp. ID | Department             | Designation                   | Status       |
|----------------------|---------|------------------------|-------------------------------|--------------|
| Rajeev Kumar         | 21030   | ITIS                   | Hardware maintenance Engineer | Attended     |
| Vinay Ahlawat        | 16985   | ITSS                   | Head IT Operations            | Not Attended |
| Alka Mittal          | 16972   | Admin                  | Hostel Warden                 | Attended     |
| Ravinder pal singh   | 21033   | Purchase               | Executive                     | Attended     |
| Kaverpal singh       | 20911   | Administration         | Sr hostel warden              | Attended     |
| Pradumani            | 18769   | Registrar Office       | Assistant Registrar           | Withdrawn    |
| RAJIV MOHAN SHARMA   | 3802    | REGISTRAR OFFICE       | DEPUTY REGISTRAR              | Attended     |
| Anamika Dron         | 9372    | Registrar Office       | Dy.Registrar                  | Withdrawn    |
| Lalit Kumar          | 20781   | EN                     | Personal Assistant            | Attended     |
| Harender Singh       | 7972    | ITIS                   | Lab Instructor                | Attended     |
| Vinay Shanker Tiwari | 20761   | Admin                  | Hostel Warden                 | Attended     |
| Madana Sharma        | 20772   | Pharmacy               | Lab Instructor                | Attended     |
| SHANTOSH KUMAR SINGH | 10450   | ITIS                   | LAB INSTRUCTOR                | Attended     |
| LAYAK SINGH          | 10489   | ITIS                   | Lab instructor                | Attended     |
| Madhurendra Singh    | 3757    | ITIS                   | Network Engineer              | Attended     |
| Ravi Tomer           | 16824   | CSE                    | Personal Assistant            | Attended     |
| Vineeta Ruhela       | 18768   | Admin ( girls hostel)  | Warden                        | Attended     |
| Ravindra Pal Singh   | 12002   | Civil                  | Lab instructor                | Attended     |
| Reeta Singhal        | 3701    | Central library        | Deputy librarian              | Attended     |
| Asif Ali             | 20774   | ME                     | Lab-Assistant                 | Attended     |
| Nagesh Kumar Tiwari  | 8174    | Admin                  | Hostel Warden                 | Attended     |
| Anil kumar           | 13319   | Me                     | Lab Technicians               | Attended     |
| Vinod Pandey         | 12057   | Admin                  | Hostel Warden                 | Attended     |
| Rushil kumar         | 3792    | registrar office       | office assistant              | Attended     |
| Ravindra Kumar       | 21032   | CO                     | Personal Assistant            | Attended     |
| Anshant Arey         | 20995   | Alumni Engagement Cell | Executive                     | Not Attended |
| Rahul Tyagi          | 20950   | Executive              | IIPC                          | Attended     |
| ANUDEEP SHARMA       | 5226    | Registrar Office       | Assistant Registrar           | Attended     |
| Mohammad Arif        | 9359    | Civil                  | Lab instructor                | Attended     |
| Shikha Sabikhi       | 21052   | Admin                  | PA to Joint Director          | Attended     |



18<sup>th</sup> April, 2020

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| Title | Name                    | Emp. Code | Designation                        | Course & Dept.   | Take Charge of Your Learning & Development-the Upskilling Way (Attended/ Absent/ Not Assigned) |
|-------|-------------------------|-----------|------------------------------------|------------------|--|
| MR.   | PAWAN KUMAR             | 3604      | LIBRARY ASSISTANT                  | LIB              | Attended   |
| MS.   | REETA SINGHAL           | 3701      | DEPUTY LIBRARIAN                   | LIB              | Attended   |
| MR.   | SUSHIL KUMAR            | 3792      | OFFICE ASSISTANT                   | REGISTRAR        | Absent   |
| MR.   | RAJIV MOHAN SHARMA      | 3802      | DEPUTY REGISTRAR                   | REGISTRAR        | Attended   |
| MR.   | ANUP KUMAR SRIVASTAVA   | 3808      | REGISTRAR                          | REGISTRAR        | Attended   |
| MR.   | SUNIL VASHISHTHA        | 3823      | PURCHASE OFFICER                   | PURCHASE & STORE | Absent   |
| MR.   | O.P. PANDEY             | 3831      | LIBRARY ASSISTANT                  | LIB              | Absent   |
| MR.   | ARUN KUMAR AGARWAL      | 4448      | ACCOUNTS OFFICER                   | ACCOUNTS         | Attended   |
| MR.   | BALDEV SINGH            | 4511      | HOSTEL WARDEN                      | ADMIN            | Absent   |
| MRS.  | PANKAJ DHUPAR           | 4518      | ADDL. HEAD - CORPORATE RELATIONS   | CRPC             | Attended   |
| MR.   | DEEPAK SIRSWAL          | 5174      | PA TO HOD                          | MCA              | Absent   |
| MR.   | SANDEEP SHARMA          | 5226      | ASSISTANT REGISTRAR                | REGISTRAR        | Attended   |
| MR.   | ANKIT KUMAR TRIPATHI    | 5232      | SR. ACCOUNTS EXECUTIVE             | ACCOUNTS         | Attended   |
| MR.   | DILEEP KUMAR SRIVASTAVA | 6006      | LIBRARY ASSISTANT                  | LIB (KSOP)       | Attended   |
| MS.   | KAVITA SINGH            | 7024      | DEPUTY LIBRARIAN                   | LIB (KSOP)       | Attended   |
| MR.   | BHUDEV                  | 8141      | COUNSELLOR CUM PERSONNEL SECRETARY | TBI              | Attended   |
| MR.   | AWADHESH KUMAR          | 8199      | BUSINESS DEVELOPMENT OFFICER       | TBI              | Attended   |
| DR.   | SANJAY KUMAR SHARMA     | 8207      | LIBRARIAN                          | LIB              | Attended   |
| MS.   | YASHI TYAGI             | 8211      | PA TO HOD                          | ECE              | Absent   |
| MR.   | GULSHAN KUMAR           | 8234      | OFFICE ASSISTANT                   | ME               | Attended   |
| MR.   | UMESH KUMAR SHARMA      | 9368      | ADMINISTRATIVE OFFICER             | ADMIN            | Absent   |
| MS.   | ANAMIKA DRON            | 9372      | DEPUTY REGISTRAR                   | REGISTRAR        | Attended   |
| MR.   | JAI BHAGWAN SINGH       | 9414      | LIBRARY ASSISTANT                  | LIB              | Absent   |

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**e- Module 7 - Telephonic & Office Etiquette  
(Date-9th May'2020)**

| S.No | Full Name                | Employee ID | Department                        | Designation             | Attended/Not Attended  |
|------|--------------------------|-------------|-----------------------------------|-------------------------|------------------------|
| 1    | Anil Kumar               | 11996       | MBA                               | PA to HOD MBA           | Attended               |
| 2    | Vipin Kumar              | 12000       | Applied Sciences                  | P. A to HOD             | Attended               |
| 3    | Sonu Kumar               | 20910       | ME                                | Lab Instructor          | Attended               |
| 4    | Deepak Sirswal           | 5174        | MCA                               | Personal Assistant      | Attended               |
| 5    | Rahul panchal            | 20766       | Applied science                   | Lab instructor          | Attended               |
| 6    | Durgesh Kumar            | 20857       | Applied Sciences                  | Office Assistant        | Attended               |
| 7    | Naval kishor             | 10591       | Accounts                          | Accounts assitt.        | Not Attended           |
| 8    | Alimuddin                | 20892       | ME                                | Lab instructor          | Attended               |
| 9    | Satish Kumar             | 20773       | KSOP                              | Lab. Instructor         | Attended               |
| 10   | Neha Sharma              | 20976       | Library                           | Library assistant       | Attended               |
| 11   | Muskaan                  | 20919       | KSOP                              | Personal Assistant      | Attended               |
| 12   | Rekha Singh              | 20917       | Admin                             | Hostel warden           | Attended               |
| 13   | Chandra Bhushan Tripathi | 11908       | Admin                             | Warden                  | Registration withdrawn |
| 14   | Firoz alam               | 4462        | Mechanical engineering department | Lab Assistant           | Attended               |
| 15   | Bhudev                   | 8141        | TBI                               | Counselor cum P.S.      | Attended               |
| 16   | Anil kumar               | 13319       | ME                                | Lab assistant           | Attended               |
| 17   | Lalit Kumar              | 20781       | EN                                | Personal Assistant      | Attended               |
| 18   | Gulshan Kumar            | 8234        | Mechanical Engineering            | Office Assistant        | Attended               |
| 19   | Shrikant Sharma          | 20978       | CSI                               | PA                      | Not Attended           |
| 20   | Shikha Sabikhi           | 21052       | Admin                             | PA to Joint Director    | Attended               |
| 21   | Ravindra Kumar           | 21032       | CO                                | PA                      | Attended               |
| 22   | Parul Negi               | 20792       | Admin                             | Office Assistant        | Attended               |
| 23   | Ravi Tomer               | 16824       | CSE                               | Personal Assistant      | Attended               |
| 24   | Vandana malik            | 20957       | EIE                               | PA to HOD               | Attended               |
| 25   | SUSHIL KUMAR             | 3792        | REGISTRAR OFFICE                  | OFFICE ASSISTANT        | Attended               |
| 26   | LAYAK SINGH              | 10489       | ITIS                              | Lab instructor          | Attended               |
| 27   | Navindra Kumar           | 20909       | HSS                               | Office Assistant        | Registration withdrawn |
| 28   | Durgesh Gaur             | 20983       | ITSS                              | Videographer cum Editor | Attended               |
| 29   | Ravinder pal singh       | 21033       | Purchase                          | Executive               | Not Attended           |
| 30   | Mohini Pal               | 16723       | Civil Engineering                 | Personal Assistant      | Attended               |
| 31   | Suresh kumar             | 7079        | ME                                | Lab Assit               | Attended               |





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### SDP Attendance Sheet

7<sup>th</sup> March, 2020

|                           |  |            |    |            |
|---------------------------|--|------------|----|------------|
| Staff Development Program | SDP – The power of motives propels your life |            |    |            |
| Training Period           | From   | 07.03.2020 | To | 07.03.2020 |
| Timings                   | From   | 10:00 AM   | To | 12:00 Noon |

| S. No. | Name of Participant (in full) | Designation              | Department | Signature |
|--------|-------------------------------|--------------------------|------------|-----------|
| 1      | C.B. Inpathu                  | Warden                   | Admin      |           |
| 2      | Premod Kumar                  | Lab Instructor           | ME         |           |
| 3      | BHAGAT SINGH                  | Lab-INS.                 | G.C.E      |           |
| 4      | Rahul Panchal                 | Lab. Ins                 | AS         |           |
| 5      | Usha Sharma                   | h. warden                | Admin      |           |
| 6      | Vineeta Rukela                | Warden                   | Admin      |           |
| 7      | Krishan Goswami               | Lab Instructor           | KSO P      |           |
| 8      | Sujit Pratap Singh            | Lab. instructor          | MCA        |           |
| 9      | Sanku Singh                   | DD                       | ITIS/MBA   |           |
| 10     | Ravi Kumar                    | P.A. to HD               | CSE        |           |
| 11     | Prem Lal                      | L.I.                     | EN         |           |
| 12     | Girish Dutt                   | L.I.                     | EN         |           |
| 13     | Chitranjan Tyagi              | <del>KSO P</del><br>L.I. | KSO P      |           |
| 14     | Manish Kumar                  | Lab Inst.                | Civil      |           |

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& value Based Education"

### SDP Attendance Sheet

29<sup>th</sup> Feb, 2020

|                           |                                     |            |    |            |
|---------------------------|-------------------------------------|------------|----|------------|
| Staff Development Program | SDP – Today is Yesterday's Tomorrow |            |    |            |
| Training Period           | From                                | 29.02.2020 | To | 29.02.2020 |
| Timings                   | From                                | 10:00 AM   | To | 12:00 Noon |

| S. No. | Name of Participant (in full) | Designation          | Department             | Signature          |
|--------|-------------------------------|----------------------|------------------------|--------------------|
| 1      | Nagesh Tiwari                 | warden (Boys Hostel) | Admin                  | <u>N Tiwari</u>    |
| 2      | K. P. Singh                   | warden (B1)          | Admin                  | <u>K P Singh</u>   |
| 3      | Baldev Singh                  | Warden               | Admin                  | <u>B Singh</u>     |
| 4      | Shivakant Tumbathin           | Lab Ins.             | T.E.                   | <u>S Tumbathin</u> |
| 5      | Pavan Kumar Singh             | Lab Inst.            | EN                     | <u>P Singh</u>     |
| 6      | Pratibha Singh                | Lab Instructor       | E.N                    | <u>P Singh</u>     |
| 7      | Rekha Singh                   | Hostel warden        | Admin                  | <u>Rekha</u>       |
| 8      | Trivendra Kumar               | Lab. Instructor      | Mechanical Engg. Dept. | <u>T Kumar</u>     |
| 9      | Anita Sharma                  | C. warden            | Admin                  | <u>A Sharma</u>    |
| 10     | Vineeta Rukhla                | Warden.              | Admin.                 | <u>V Rukhla</u>    |
| 11     | Deepika                       | Lab Instructor       | ECE                    | <u>Deepika</u>     |
| 12     | Arushi Dixit                  | Warden               | Admin                  | <u>A Dixit</u>     |
| 13     | Vandana                       | P.A                  | EI                     | <u>Vandana</u>     |
| 14     |                               |                      |                        |                    |





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### Attendance Sheet

|                  |   |                             |    |                             |
|------------------|---|-----------------------------|----|-----------------------------|
| Training Program | Tough Time Never Last, But Tough People Do. |                             |    |                             |
| Training Period  | From  | 27 <sup>th</sup> Nov., 2019 | To | 27 <sup>th</sup> Nov., 2019 |
| Timings          | From  | 1:30 p.m.                   | To | 3:30 p.m.                   |

| S. No. | Name of Participant (in full) | Designation    | Department          | Signature |
|--------|-------------------------------|----------------|---------------------|-----------|
| 1      | Alka mittal                   | Hostel Warden  | Admin               |           |
| 2      | Rachna singh                  | Hostel Warden  | Admin               |           |
| 3      | Arunal Dixit                  | Hostel warden  | Admin               |           |
| 4      | Baldev                        | Hostel warden  | Admin               |           |
| 5      | Sushil Kumar                  | office Asst    | Registration office |           |
| 6      | Praveen Rawat                 | Lab Asstt.     | Electronics & Comm. |           |
| 7      | Atul Kumar                    | Lab Instructor | ECE                 |           |
| 8      | Anil Kumar                    | PA to HOD      | MBA                 |           |
| 9      | Prem Lal                      | Lab Inst.      | E.N.                |           |
| 10     | Kherul Baser                  | Lab Asst       | Civil               |           |
| 11     | Satish Kumar                  | Lab Instr      | KSOP                |           |
| 12     | M. IRHLAK                     | Lab Inst       | ME                  |           |
| 13     | ALIMUDDIN                     | Lab inst       | ME                  |           |
| 14     | Anita Sharma                  | C. warden      | Admin               |           |
| 15     | Vineeta Rishi                 | Warden         | Admin               |           |

**e-Module 10: Workplace Communication**  
**13th May' 2020**

| S.No. | Full Name          | Employee ID | Department                              | Designation                              | Attended/Not Attended |
|-------|--------------------|-------------|---|--|-----------------------|
| 1     | Sangeeta saran     | 10492       | Library                                 | Asst. Librarian                          | Attended              |
| 2     | Rajeev Kumar       | 21030       | ITIS                                    | HARDWARE<br>MAINTENANCE<br>ENGINEER      | Attended              |
| 3     | Sonu Kumar         | 20910       | ME                                      | Lab Instructor                           | Attended              |
| 4     | Ruchika Vashishth  | 20779       | Admin                                   | Executive Assistant to<br>Dean (A)       | Attended              |
| 5     | Brij Bhushan Agarw | 10589       | ME                                      | Lab Instructor                           | Attended              |
| 6     | Naval kishor       | 10591       | Accounts                                | Accounts assitt.                         | Not Attended          |
| 7     | Alimuddin          | 20892       | ME                                      | Lab instructor                           | Attended              |
| 8     | Kaverpal singh     | 20911       | Administration                          | Sr hostel warden                         | Attended              |
| 9     | Satish Kumar       | 20773       | KSOP                                    | Lab. Instructor                          | Attended              |
| 10    | BHAGAT SINGH       | 8165        | ECE                                     | Lab Instructor                           | Attended              |
| 11    | Jatinder. Kumar    | 8150        | ECE                                     | Lab. Instructor                          | Attended              |
| 12    | Neha Sharma        | 20976       | Library                                 | Library assistant                        | Attended              |
| 13    | VIPIN KUMAR GOY    | 9413        | Applied Sciences                        | Laboratory Instructor                    | Attended              |
| 14    | KAVITA SINGH       | 7024        | LIBRARY                                 | DY. LIBRARIAN                            | Attended              |
| 15    | Reeta Singhal      | 3701        | Central library                         | Deputy librarian                         | Attended              |
| 16    | Sandeep kumar      | 9397        | KSOP                                    | Lab. Instructor                          | Attended              |
| 17    | Vinod Pandey       | 12057       | Admin                                   | Hostel Warden                            | Attended              |
| 18    | SUDHIR CHAUDHA     | 20742       | KSOP                                    | lab Instructor                           | Attended              |
| 19    | Rajeev Srivastava  | 4455        | Ece                                     | Electronics H/W<br>maintenance Engineer. | Attended              |
| 20    | Rekha Singh        | 20917       | Admin                                   | Hostel warden                            | Attended              |
| 21    | Shambhu Nath Sing  | 3760        | ECE                                     | Lab instructor                           | Attended              |
| 22    | Froz alam          | 4462        | Mechanical<br>engineering<br>department | Lab Assistant                            | Attended              |
| 23    | Jagpal singh       | 9371        | Accounts                                | Cashier                                  | Not Attended          |
| 24    | Vikas Arya         | 20789       | IT                                      | PA                                       | Attended              |
| 25    | Navi server        | 9369        | Ece                                     | Lab assistant                            | Attended              |

### **6.3.3 LIST OF PARTICIPANTS IN 2018-2019**















UBUNTU 5



# KIET

## GROUP OF INSTITUTIONS

(A Technical Campus approved by AICTE & Affiliated to Dr. A.P.J. Abdul Kalam Technical Univ., Lucknow)  
 Accredited by NAAC with Grade 'A' (5 yrs.)  
 NBA Accredited Courses (CSE, ECE, EEE, IT, ME)  
 "Shaping Young Minds with Skill Oriented & Value Based Education"

### Department of Humanities & Social Science

#### Attendance Sheet of Staff Development Program on 30th March 2019

| S. No. | Name                 | Employee ID | Department          | Designation         | Sign.       |
|--------|----------------------|-------------|---------------------|---------------------|-------------|
| 1      | Lalit Kumar          | 20781       | EN                  | PA to MOD           | [Signature] |
|        | Suresh Kumar Sharma  | 20768       | EN                  | Assoc Lab In-charge | [Signature] |
|        | Jagdeep Singh        | 9371        | Accounts            | Cashier             | [Signature] |
|        | Naval Kishor         | 10591       | accounts            | Acc Assit.          | [Signature] |
|        | Ahilkumar            | 12329       | ME                  | Lab Assit.          | [Signature] |
|        | Usha Sharma          | 3818        | Admin               | warden              | [Signature] |
|        | SURESH KUMAR         | 7079        | ME                  | Assoc Lab In-charge | [Signature] |
|        | Deepika Srivastava   | 2006        | Pharmacy<br>Library | Library             | [Signature] |
|        | Kuldeep Kumar Sharma | 7102        | Central Library     | Lib Assit           | [Signature] |
|        | Jai bhagwan          | 9414        | lib                 | lib Assit           | [Signature] |
|        | Mahendra Singh       | 9295        | ME                  | Lab Assit           | [Signature] |
|        | Mantav Kir Singh     | 7035        | ME                  | Lab Assit           | [Signature] |
|        | Kherul Basar (Amal)  | 11892       | CE                  | Lab Assit           | [Signature] |
|        | Shasi Kumar          | 20704       | Library             | lib Assit           | [Signature] |
| 19     |                      |             |                     |                     |             |
| 20     |                      |             |                     |                     |             |
| 21     |                      |             |                     |                     |             |
| 22     |                      |             |                     |                     |             |
| 23     |                      |             |                     |                     |             |



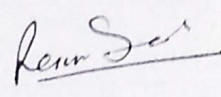
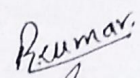

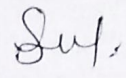

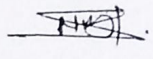
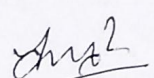
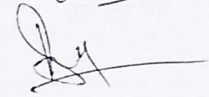
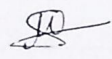
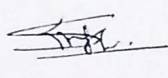
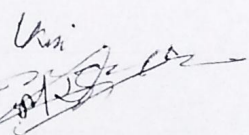
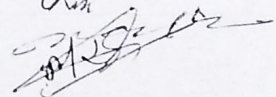
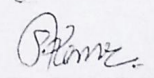
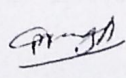
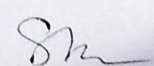
### **6.3.3 LIST OF PARTICIPANTS IN 2017-2018**

## Training Attendance Sheet

**Training Program** Staff Development Program' is - "PROFESSIONALISM - And Beyond

**Training Period** From 6<sup>th</sup> Dec,2017 To 6<sup>th</sup> Dec,2017

**Timings** From 2 00 P M To 4 00 P M

| S. No. | Name of Participant (in full) | Designation    | Department      | Signature   |
|--------|-------------------------------|----------------|-----------------|---|
| 1      | RAM BASU                      | Eng. Assistant | Admin           |    |
| 2      | Rajeev Kr. Bhardwaj           | Store Incharge | Admin           |    |
| 3      | Raghvendra Singh              | Store Incharge | Admin           |    |
| 4      | Soth Kumar                    | LAB. ASST      | IT              |    |
| 5      | Taibhagwan Singh              | Library        | Admin           |    |
| 6      | Sachin Nand Singh             | Lab Assst      | ITIS            |  |
| 7      | Vijay Kumar Bhatti            | Lab Assst      | ITIS            |  |
| 8      | Kuldeep Sharma                | Lib Assistant  | Central Library |  |
| 9      | Meenakshi Garg                | Lib Assi.      | Central Library |  |
| 10     | Shashi Kumar                  | Lib Assi.      | Central Library |  |
| 11     | Umesh Kumar                   | Missin         | EM              |  |
| 12     | Sandeep Kumar                 | Shams          | EM              |  |
| 13     | MUKESH KUMAR SHARMA           | Lab technician | CSE             |  |
| 14     | MANTU KUMAR Singh             |                | ME              |  |
| 15     | SURESH KUMAR                  |                | ME              |  |



### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation   | Department | Signature |
|--------|-------------------------------|---------------|------------|-----------|
| 16     | Mahender Singh                | LAB. Asst     | ME         |           |
| 17     | Asif Ali                      | LAB. Asst     | ME         |           |
| 18     | Nabin Kumar Meeli             | Assist. Admin | Admin      |           |
| 19     | Ajaya Kumar                   | Carpenter     | RJM        |           |
| 20     | Vinod Kumar                   | M. Lecturer   |            |           |
| 21     | RAJENDER KUMAR                | ASST/M        | ADM        |           |
| 22     | Noor Mohammad                 | Lab Asst      | ME         |           |
| 23     |                               |               |            |           |
| 24     |                               |               |            |           |
| 25     |                               |               |            |           |
| 26     |                               |               |            |           |
| 27     |                               |               |            |           |
| 29     |                               |               |            |           |
| 30     |                               |               |            |           |
| 31     |                               |               |            |           |
| 32     |                               |               |            |           |
| 33     |                               |               |            |           |





## Training Attendance Sheet

Training Program Staff Development Program is - "PROFESSIONALISM - And Beyond

Training Period From 5<sup>th</sup> Dec, 2017 To 5<sup>th</sup> Dec, 2017  
Timings From 2 00 P M To 4 00 P M

| S. No. | Name of Participant (in full) | Designation        | Department | Signature |
|--------|-------------------------------|--------------------|------------|-----------|
| 1      | Rajeev Sharma                 | Warden             | Ady Admin. |           |
| 2      | Devendra Singh                | warden             | Admin      |           |
| 3      |                               |                    |            |           |
| 4      | Naviserver                    | Lab Asstt          | ECE        |           |
| 5      | Budheer Ka.                   | Lab. Instt.        | EI         |           |
| 6      | Atul Kumar                    | Lab Instru-<br>tor | ECE        |           |
| 7      | Umata Rishi                   | warden             | Admin      |           |
| 8      | Anjali Dixit                  | Warden             | Admin      |           |
| 9      | PRAVEEN RAWAT                 | LAB ASSTT          | ECE        |           |
| 10     | JATINDER KUMAR                | LAB. INSTRUCTOR    | ECE        |           |
| 11     | Anil Kushwaha                 | Lab Instructor     | EN         |           |
| 12     | Preeti Pal                    | Lab Instructor     | EN         |           |
| 13     | Atul Ka.                      | Lab Instt.         | CSE        |           |
| 14     | Awarish Sr. Pr.               | BDO                | TBI        |           |
| 15     | Gajendra Singh<br>Rathore     | Warden             | Admin      |           |
| 16     | Bhupendra Dixit               | Lab Instt.         | ECE        |           |





## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation                                | Department | Signature |
|--------|-------------------------------|--|------------|-----------|
| 16     | Anil Kumar Pandey             | Lab Instructor                             | E.E        |           |
| 17     | Rahul Pandey                  | Lab Instructor                             | A.S        |           |
| 18     | Vipin Goyal                   | Lab Instructor                             | A.S        |           |
| 19     | Lalit Kumar                   | PA to HOD                                  | EN         |           |
| 20     | Praveen Tyagi                 | Lab Instructor<br>Cum System Administrator | EN         |           |
| 21     | Shambhu Nath Singh            | Lab Inst                                   | EC         |           |
| 22     | BHAGAT SINGH                  | Lab Instructor                             | E-CE       |           |
| 23     |                               |  |            |           |
| 24     | Naunet Thakur                 | Warden                                     | Admin      |           |
| 25     | Manish Verma                  | Lab Instructor                             | ECE        |           |
| 26     | Deepika                       | Lab Instructor                             | ECE        |           |
| 27     | Shashi Yadav                  | Lab Instructor                             | EC         |           |
| 29     | Utkar Arora                   | PA to HOD                                  | IT         |           |
| 30     |                               |  |            |           |
| 31     |                               |  |            |           |
| 32     |                               |  |            |           |
| 33     |                               |  |            |           |





"Education With Imagination"

# Training Attendance Sheet

3<sup>rd</sup> Feb, 2018

|                  |   |                           |    |                           |
|------------------|---|---------------------------|----|---------------------------|
| Training Program | Research & Opportunities (Venue:-MBA conference room) |                           |    |                           |
| Training Period  | From  | 3 <sup>rd</sup> Feb, 2018 | To | 3 <sup>rd</sup> Feb, 2018 |
| Timings          | From  | 1:30 P.M                  | To | 4:30 P.M                  |

| S. No. | Name of Participant (in full) | Designation         | Department  | Signature                    |
|--------|-------------------------------|---------------------|-------------|------------------------------|
| 1      | ANURAG THOMBRE                | ASSISTANT PROFESSOR | CIVIL ENGG. | <i>[Signature]</i>           |
| 2      | NITIN SHARMA                  | ASST. PROF.         | M.E.        | <i>[Signature]</i>           |
| 3      | PRASHANT VASHISHTHA           | ASST. Prof.         | ME          | <i>[Signature]</i>           |
| 4      | Samesh Agarwal                | Asst. Professor     | ME          | <i>[Signature]</i>           |
| 5      | Raja Ram                      | Asst. Professor     | ME          | <i>[Signature]</i>           |
| 6      | Neeraj Kumar                  | Asst. Professor     | ME          | <i>[Signature]</i>           |
| 7      | Vivek Pathak                  | A.P.                | ME          | <i>[Signature]</i><br>3-2-18 |
| 8      | Mohit Gupta                   | Asst. Professor     | ME          | <i>[Signature]</i><br>3/2/18 |
| 9      | VINEET KUMAR VASHISHTHA       | Asst. Prof.         | ME          | <i>[Signature]</i><br>3/2/18 |
| 10     | SHIVAM GUPTA                  | Asst. Prof.         | ME          | <i>[Signature]</i>           |
| 11     | PIYUSH PANT                   | Asst. Prof.         | ME          | <i>[Signature]</i>           |
| 12     | Deepak Tripathi               | Asst. Prof.         | ME          | <i>[Signature]</i>           |
| 13     | Neha Bhadani                  | Asst. Prof.         | ME          | <i>[Signature]</i>           |
| 14     | Smriti Mishra                 | Asst. Prof.         | ME          | <i>[Signature]</i>           |
| 15     | PRATIBHA KUMARI               | Assoc. Prof.        | ME          | <i>[Signature]</i>           |





### Training Attendance Sheet

3<sup>rd</sup> Feb, 2018

| S. No. | Name of Participant (in full) | Designation     | Department | Signature |
|--------|-------------------------------|-----------------|------------|-----------|
| 16     | Kuman Archa                   | Asst. Prof.     | ME         |           |
| 17     | Makhan Singh                  | Assistant Prof. | ME         |           |
| 18     | Ajay Tyagi                    | Assistant Prof. | ME         |           |
| 19     | Ashok Kumar                   | Asst. Prof.     | ME         |           |
| 20     | ANURAS GUPTA                  | Associate Prof. | ME         |           |
| 21     | Sandeep Chhabra               | Asst. Prof.     | ME         |           |
| 22     | Subodh Kumar Sharma           | Asso. Prof.     | ME         |           |
| 23     | Ajay Singh Verma              | Associate Prof. | ME         |           |
| 24     | Siddharth Jain                | Asst. Prof.     | CE         |           |
| 25     | Ranjeet Kumar                 | Assistant Prof. | ME         |           |
| 26     | Yasir Karim                   | Asst. Prof.     | CE         |           |
| 27     | Dr. Saif Ahmad Khan           | Asst. Prof.     | CE         |           |
| 29     | VIPAS Sharma                  | Asst. Prof.     | CE         |           |
| 30     | Nitesh Bhandari               | Asst. Prof.     | CE         |           |
| 31     | Vijay Lokesh Singh            | Asst. Prof.     | CE         |           |
| 32     | Shivam Kasana                 | Asst. Prof.     | CE         |           |
| 33     | Abhishek Yadav                | Asst. Prof.     | ME         |           |





# Training Attendance Sheet

3<sup>rd</sup> Feb, 2018

| S. No. | Name of Participant (in full) | Designation            | Department                | Signature                |
|--------|-------------------------------|------------------------|---------------------------|--------------------------|
| 34     | MANOJ SINGH<br>BISHT          | ASSISTANT<br>PROFESSOR | MECHANICAL<br>ENGINEERING | <i>Manoj Bisht</i>       |
| 35     | TARUN KUMAR SHARMA            | ASST. PROFESSOR        | CIVIL<br>ENGINEERING      | <i>Tarun Sharma</i>      |
| 36     | VIPIN KUMAR                   | ASST. PROF.            | CIVIL ENGR.               | <i>Vipin</i>             |
| 37     | R. Gautam                     | Assoc. Prof.           | Civil Engrs.              | <i>R. Gautam</i>         |
| 38     | Dr. Sanjeev Singh             | Prof.                  | Civil Engrs.              | <i>Dr. Sanjeev Singh</i> |
| 39     | GAURAV KUMAR                  | Asst. Prof             | ME                        | <i>Gaurav Kumar</i>      |
| 40     |                               |                        |                           |                          |
| 41     |                               |                        |                           |                          |
| 42     |                               |                        |                           |                          |
| 43     |                               |                        |                           |                          |
| 44     |                               |                        |                           |                          |
| 45     |                               |                        |                           |                          |





### Training Attendance Sheet

|                         |   |                           |           |                           |
|-------------------------|---|---------------------------|-----------|---------------------------|
| <b>Training Program</b> | Research & Opportunities (Venue:-Old MBA conference room) |                           |           |                           |
| <b>Training Period</b>  | <b>From</b>   | 3 <sup>rd</sup> Feb, 2018 | <b>To</b> | 3 <sup>rd</sup> Feb, 2018 |
| <b>Timings</b>          | <b>From</b>   | 10:00 A.M                 | <b>To</b> | 1:00 noon                 |

| S. No. | Name of Participant (in full) | Designation      | Department | Signature |
|--------|-------------------------------|------------------|------------|-----------|
| 1      | Dr. Vineet Sharma             | Professor & Head | CSE        |           |
| 2      | Dr. Ajay Agrawal              | Professor        | IT         |           |
| 3      | Suryee Kr Yadav               | Asst. Professor  | CSE        |           |
| 4      | SARTAJ AHMAD                  | Asso-Prof.       | IT         |           |
| 5      | Dr. A.P. Shukla               | Professor        | CSE        |           |
| 6      | Prashant Agrawal              | Asso Prof        | MCA        |           |
| 7      | Naveesh Chandra               | Assestant Prof   | MCA        |           |
| 8      | Dr Vipin Kr                   | Assistant Prof.  | MCA        |           |
| 9      | Ankur Singh Bisht             | Assistant Prof.  | CSE        |           |
| 10     | Pramod Kr. Yadav              | Associate Prof.  | CSE        |           |
| 11     | Dr. Arvind Kr                 | Associate Prof.  | CSE        |           |
| 12     | Ankur Bhardwaj                | Asst. Prof.      | CSE        |           |
| 13     | Ravi Shankar Singhal          | Asst. Prof.      | CSE        |           |
| 14     | ARUN KUMAR TRIPATHI           | Associate Prof.  | MCA        |           |
| 15     | Ashish Bajpai                 | Asst. Prof.      | CSE        |           |





### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 16     | Swati Chauhan                 | Assistant Professor | C.S.E      | Swati     |
| 17     | Anjali Yadav                  | Assistant Professor | C.S.E      | Anjali    |
| 18     | Shiv Verma                    | Assistant Professor | C.S.E.     | Shiv      |
| 19     | Neha Yadav                    | Asst. Professor     | CSE        | Neha      |
| 20     | Swati Sharma                  | Asst. Professor     | CSE        | Swati     |
| 21     | Pavita Jain                   | Asst. Professor     | CSE        | Pavita    |
| 22     | Poonam Rana                   | Asst. Professor     | CSE        | Poonam    |
| 23     | Seema Mahtey                  | Asst. Professor     | CSE        | Seema     |
| 24     | Neha Tyagi                    | Asst. Professor     | CSE        | Neha      |
| 25     | Aastha Mishra                 | Asst. Prof.         | CSE        | Aastha    |
| 26     | Supriya Gupta                 | Asst. Prof.         | CSE        | Supriya   |
| 27     | Garima Khattar                | Asst Professor      | CSE        | Garima    |
| 29     | Shipra Singh                  | Asst Professor      | CSE        | Shipra    |
| 30     | Kritika Singh                 | Asst Professor      | CSE        | Kritika   |
| 31     | Dr. Amit K. Jaiswal           | Assoc. Professor    | MCA        | Amit      |
| 32     | Deepak Singh                  | Assistant Professor | MCA        | Deepak    |
| 33     | Kanak Manjari                 | Asst. Professor     | I. T       | Kanak     |





### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 34     | Nidhi Goyal                   | Assistant professor | IT         |           |
| 35     | Jwinkle Jiwari                | Assistant Professor | I.T        |           |
| 36     | Priyanka Garg                 | Assistant Professor | I-T        |           |
| 37     | DAYANAND                      | Asst. Professo      | CSE        | Dayanand  |
| 38     | JYOTS THAKUR                  | Accitant Prof.      | I.T        | Jyotika   |
| 39     | MINAKSHI                      | Ass. Professor.     | IT         | Minakshi  |
| 40     | Kamal Kant Sharma             | Assistant Professor | IT.        |           |
| 41     | Awadhish Kr Soivantra         | Asst-Prof           | IT         |           |
| 42     | Sonjwal Kr. Diveedi           | Asst. Prof.         | IT         |           |
| 43     | RASHMI SHARMA                 | Asst. Prof.         | CSE        | Rashmi    |
| 44     | BHOOPENDRA KUMAR              | Associate Prof.     | IT         |           |
| 45     | Dr. SUMIT KUMAR               | Associate Prof.     | IT         |           |
| 46     | Reehi Gupta                   | Asst Prof           | CSE        | Reehi     |





"Shaping Young Minds with Skill  
Oriented & Value Based Education"

## Training Attendance Sheet

|                  |  |                            |    |                            |
|------------------|--|----------------------------|----|----------------------------|
| Training Program | "Email Writing and Telephone Etiquettes" |                            |    |                            |
| Training Period  | From                                     | 28 <sup>th</sup> Dec, 2017 | To | 28 <sup>th</sup> Dec, 2017 |
| Timings          | From                                     | 10:00 A.M                  | To | 12:00 Noon                 |

| S. No. | Name of Participant (in full) | Designation   | Department    | Signature |
|--------|-------------------------------|---------------|---------------|-----------|
| 1      | Kiran Tyagi                   | Hostel warden | Admin         |           |
| 2      | Gajendra Singh Rathore        | Warden        | Admin         |           |
| 3      | Alka Mittal                   | Hostel Warden | Admin         |           |
| 4      | Anil Kumar                    | PA to HOD     | MBA           |           |
| 5      | Neel Kishor                   | A/C Officer   | Accounts Dept |           |
| 6      | Rishi Kumar                   | PA to HOD     | EN            |           |
| 7      | Deepak Singh                  | PA to HOD     | MCA           |           |
| 8      | Ravi Tomer                    | P.A. to HOD   | CSE           |           |
| 9      | Yachi Tyagi                   | PA to HOD     | ECE           |           |
| 10     | Shilpi Gupta                  | HR Executive  | HR            |           |
| 11     | Rucha Choudhary               | PA to HOD     | EI            |           |
| 12     | DEVENDER SINGH                | Hostel warden | Admin         |           |
| 13     | Vijay Shanker Tinsari         | Warden        | Admin         |           |
| 14     | Vinita                        | Warden        | Admin         |           |
| 15     | Anita Sharma                  | Chief Warden  | Admin         |           |





"Shaping Young Minds with Skill  
Oriented & Value Based Education"

## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation        | Department       | Signature |
|--------|-------------------------------|--------------------|------------------|-----------|
| 16     | Narresh Kr. Singh             | warden             | Admin            |           |
| 17     | Baldev Singh                  | "                  | Admin            |           |
| 18     | Rajiv M Sharma                | DY. Registrar      | Registrar off.   |           |
| 19     | Praduman                      | Office Asst.       | Registrar off.   |           |
| 20     | Chandoo Singh                 | Office Asst.       | Registrar off.   |           |
| 21     | Kritika Saraswat              | Executive<br>CRPC  | C R P C          |           |
| 22     | Indu Bai                      | Asst. Registrar    | Registrar off.   |           |
| 23     | Rajeev Kr. Bhardwaj           | Store Incharge     | Purchase & Store |           |
| 24     | Raghuveer Shukla              | Store Incharge     | Purchase & Store |           |
| 25     | V. Vinu K.                    | PA To HOD          | Applied Science  |           |
| 26     | Rohit KR. Jyoti               | Purchase Executive | Purchase Dept.   |           |
| 27     | Rakesh Kumar                  | HR-EXC.            | HR               |           |
| 28     | Kharak Singh                  | Manager<br>-HR     | HR               |           |
| 30     | C. B. Jadhav                  | Warden             | Admin            |           |
| 31     | Deepak Gupta                  | Office Assistant   | Admin            |           |
| 32     |                               |                    |                  |           |
| 33     |                               |                    |                  |           |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

|                         |  |                            |           |                            |
|-------------------------|--|----------------------------|-----------|----------------------------|
| <b>Training Program</b> | "Email Writing and Telephone Etiquettes" |                            |           |                            |
| <b>Training Period</b>  | <b>From</b>                              | 29 <sup>th</sup> Dec, 2017 | <b>To</b> | 29 <sup>th</sup> Dec, 2017 |
| <b>Timings</b>          | <b>From</b>                              | 10:00 A.M                  | <b>To</b> | 12:00 Noon                 |

| S. No. | Name of Participant (in full) | Designation        | Department       | Signature |
|--------|-------------------------------|--------------------|------------------|-----------|
| 1      | Vinita Kuhela                 | Warden.            | Admin            |           |
| 2      | Anita Sharma                  | Chief warden       | Admin            |           |
| 3      | Anika Dixit                   | Warden             | Admin            |           |
| 4      | Shilpi Gupta                  | HR- Executive      | HR               |           |
| 5      | Rajiv M Sharma                | Dy. Registrar      | Registrar off.   |           |
| 6      | Indu Bais                     | Asst. Registrar    | "                |           |
| 7      | Chandra Singh                 | Off- Asst.         | Registrar        |           |
| 8      | Rashmi Sharma                 | Store Incharge     | Purchase/store   |           |
| 9      | Rajeev Kumar Bhardwaj         | Stores Incharge    | Purchase & Store |           |
| 10     | Pradhamani                    | Office Asst.       | Registrar Office |           |
| 11     | Devendra Singh                | Hostel warden      | Admin            |           |
| 12     | Rohit Kumar Bajoria           | Purchase Executive | Purchase         |           |
| 13     | Naval Kishor                  | ATC Asstt          | ATC Dept.        |           |
| 14     | Vinay Kumar                   | P.A. To HOD        | Applied Sciences |           |
| 15     | Ravi Tomer                    | P.A. to HOD        | CDE              |           |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 16     | Awadhesh Kumar                | BDO                 | TBI        |           |
| 17     | Shruder                       | Counselor<br>Cum PS | TBF        |           |
| 18     | Deepak Sonwal                 | PA to HOD           | MCA        |           |
| 19     | Lalit Kumar                   | PA to HOD           | EN         |           |
| 20     | Anil Kumar                    | PA to HOD           | MBA        |           |
| 21     | Vijay Shanker Tiwari          | Hostel<br>Warden    | Admin      |           |
| 22     | Gajendra Singh<br>Rathore     | Warden              | Admin      |           |
| 23     | Baldev Singh                  | Warden              | Admin      |           |
| 24     |                               |                     |            |           |
| 25     |                               |                     |            |           |
| 26     |                               |                     |            |           |
| 27     |                               |                     |            |           |
| 29     |                               |                     |            |           |
| 30     |                               |                     |            |           |
| 31     |                               |                     |            |           |
| 32     |                               |                     |            |           |
| 33     |                               |                     |            |           |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

|                  |      |  |    |                            |
|------------------|------|--|----|----------------------------|
| Training Program |      | "Email Writing and Telephone Etiquettes" |    |                            |
| Training Period  | From | 28 <sup>th</sup> Dec, 2017               | To | 28 <sup>th</sup> Dec, 2017 |
| Timings          | From | 2:00 P.M                                 | To | 4:00 P.M                   |

| S. No. | Name of Participant (in full) | Designation      | Department | Signature |
|--------|-------------------------------|------------------|------------|-----------|
| 1      | Surendra Kumar                | Lab Instructor   | ME         |           |
| 2      | Brij Bhushan Agrawal          | Lab Instructor   | ME         |           |
| 3      | Samar Pal Katarings           | Lab Instructor   | ME         |           |
| 4      | Vipin Koo Goyal               | Labo Instructor  | AS         |           |
| 5      | Rahul Ranehel                 | Lab. Instructor  | A.S        |           |
| 6      | ATUL KUMAR SH.                | Lab. Instructor  | CSE        |           |
| 7      | Anil Kumar Kustha             | Lab Inst.        | E.N.       |           |
| 8      | Pratibha Singh                | Lab Instan       | E.N        |           |
| 9      | UMESH KUMAR                   | Lab Asistan      | E.N        |           |
| 10     | Sujit Pratap Singh            | LAB INSTRUCTOR   | MLA        |           |
| 11     | Laya k Smjlr                  | LAD Instructor   | ITIS       |           |
| 12     | Vandana Sharma                | Lab Instructor   | KSOP       |           |
| 13     | Sartish Kumar                 | Lab Instructor   | KSOP       |           |
| 14     | Atul Kumar                    | Lab Instructor   | ECE        |           |
| 15     | Durgesh Kumar                 | Office Assistant | AS         |           |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation                 | Department | Signature    |
|--------|-------------------------------|-----------------------------|------------|--------------|
| 10     | Kamlesh Prasad                | Lab. Instructor             | Civil      |              |
| 17     | Kherul Baser                  | Lab Asst                    | Civil      |              |
| 18     | Mahesh Kumar                  | Lab Instructor              |            |              |
| 19     | Mohd. Anif                    | Lab. Ins.                   |            |              |
| 20     | Rajeev Kr. Sharma             | Warden                      | Admin.     | <br>28/12/17 |
| 21     | Shashi Yadav                  | Lab. Instructor             | BI         |              |
| 22     | Anil Kumar Pandey             | Lab Instructor              | BI         |              |
| 23     | Trivendra Kr.                 | Lab. Instructor             | ME         |              |
| 24     | Vijay Tyagi                   | Lab Instructor              | ME         |              |
| 25     | Rajesh Chavhan                | Electronics H/W<br>Unit - 1 | ECE        |              |
| 26     | Manjiv Verma                  | Lab Instructor              | ECE        |              |
| 27     |                               |                             |            |              |
| 29     |                               |                             |            |              |
| 30     |                               |                             |            |              |
| 31     |                               |                             |            |              |
| 32     |                               |                             |            |              |
| 33     |                               |                             |            |              |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

|                         |   |                            |           |                            |
|-------------------------|---|----------------------------|-----------|----------------------------|
| <b>Training Program</b> | "Email Writing and Telephone Etiquettes |                            |           |                            |
| <b>Training Period</b>  | <b>From</b>                             | 29 <sup>th</sup> Dec, 2017 | <b>To</b> | 29 <sup>th</sup> Dec, 2017 |
| <b>Timings</b>          | <b>From</b>                             | 2:00 P.M                   | <b>To</b> | 4:00 P.M                   |

| S. No. | Name of Participant (in full) | Designation                   | Department | Signature |
|--------|-------------------------------|-------------------------------|------------|-----------|
| 1      | Surendra Kumar                | Lab Instructor                | ME         |           |
| 2      | Trivandha Kumar               | Lab. Instructor               | ME         |           |
| 3      | Saur Kumar                    | Office Assd.                  | ITSS       |           |
| 4      | ATUL KUMAR                    | Lab Inst                      | CSE        |           |
| 5      | Anil Kumar<br>Ravdley         | Lab Instructor                | EI         |           |
| 6      | Pratibha Singh                | Lab Instructor                | E.N        |           |
| 7      | UMESH MISHRA                  | Lab Assistant                 | E.N        |           |
| 8      | Anil Kumar<br>Khusaha         | Lab Instructor                | EN         |           |
| 9      | Brij Bhushan Agarwal          | Lab Instructor                | ME         |           |
| 10     | Gulshan Kumar                 | Office Assistant              | ME         |           |
| 11     | Rajeev Srivastava             | Electronic H/W<br>Maintenance | ECE        |           |
| 12     | Layak Singh                   | ITIS<br>Lab Instructor        | ITIS       |           |
| 13     | Sujeet Pratap Singh           | LAB<br>Instructor             | MCA        |           |
| 14     | Mahya Verma                   | Lab<br>Instructor             | ECE        |           |
| 15     | Shashi Yadav                  | "                             | ED         |           |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation                 | Department      | Signature    |
|--------|-------------------------------|-----------------------------|-----------------|--------------|
| 16     | Kaushik Pr Singh              | Lab Instructor              | CE              |              |
| 17     | Atul Kumar                    | Lab Instanc-<br>-tor        | ECE             |              |
| 18     | Jatin Kumar                   | Lab. Instructor             | ECE             |              |
| 19     | Parul Negi                    | PA to<br>Director           | Director office |              |
| 20     | Naksh Kumar                   | Lab Instructor              | Civil.          |              |
| 21     | Kheerul Basu                  | Lab Asst                    | Civil           |              |
| 22     | MOHD. ARIF                    | Lab Ins.                    | Civil           |              |
| 23     | Vandana Sharma                | Lab instructor              | KSOP            |              |
| 24     | Satish Kumar                  | Lab Instructor              | KSOP            |              |
| 25     | Arun K. Yadav                 | P.A. to Principal           | KSOP            | <br>29/12/17 |
| 26     | Sunil Kumar Nigam             | AI & C Dept                 | AI & C          |              |
| 27     | Jayesh Singh                  | Co-ordinator<br>AI & C Dept | AI & C          | <br>29/12/17 |
| 29     | Vipin K. Goyal                | Lab. Instructor             | AS              |              |
| 30     | Rohit Panchal                 | Lab instructor              | AS              |              |
| 31     | Ujjesh Kumar                  | office Asst.                | AS              |              |
| 32     |                               |                             |                 |              |
| 33     |                               |                             |                 |              |





## Training Attendance Sheet

28<sup>th</sup> Dec, 2017

|                  |   |                           |    |                           |
|------------------|---|---------------------------|----|---------------------------|
| Training Program | " IPR, Patent, Copyright, Trademark" (PGDM Conference Hall) |                           |    |                           |
| Training Period  | From  | 28 <sup>th</sup> Dec,2017 | To | 28 <sup>th</sup> Dec,2017 |
| Timings          | From  | 10:30 A.M                 | To | 4:15 P.M                  |

| S. No. | Name of Participant (in full) | Designation           | Department | Signature |
|--------|-------------------------------|-----------------------|------------|-----------|
| 1      | Dr. Prateek Gupta             | Assoc. Prof.          | MBA        |           |
| 2      | Dr. Mani Tyagi                | Assoc. Prof.          | MBA        |           |
| 3      | Dr. Ronchay                   | Ass. Prof.            | MBA        |           |
| 4      | ANJALI YADAV                  | Asst. Prof.           | CSE        |           |
| 5      | ARVIND KR                     | Associate Prof.       | CSE        |           |
| 6      | DR. SAIF AHMAD KHAN           | Assistant Prof.       | Civil      |           |
| 7      | ANURAG THOMBRE                | ASSISTANT PROFESSOR   | CIVIL      |           |
| 8      | Sumeet kumar Dubey            | Asst. Stand Professor | ME         |           |
| 9      | MAKHAN SINGH                  | ASSISTANT PROFESSOR   | ME         |           |
| 10     | Tanushri                      | Asst professor        | MCA        |           |
| 11     | Neelam Rawat                  | ASSO Prof.            | MCA        |           |
| 12     | Sakshi Chhabra                | Asst. Prof.           | MCA        |           |
| 13     | Yogendra Kr. Dwivedi          | Assistant Prof.       | ME         |           |
| 14     | Somesh Agarwal                | Asst. Prof.           | ME         |           |
| 15     | PREETI GUPTA                  | Asst. PROF.           | CSE        |           |





"Shaping young minds with skill"

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## Training Attendance Sheet

28<sup>th</sup> Dec, 2017

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 16     | AASTHA MISHRA                 | Assistant Professor | CS         |           |
| 17     | SUPRITI GUPTA                 | ASSISTANT PROFESSOR | CSE        |           |
| 18     | Dr. Shivam Agarwal            | ASSISTANT PROFESSOR | MBA        | SA        |
| 19     | NEHA SINGH                    | ASSISTANT PROFESSOR | MBA        |           |
| 20     | Dr. Surendra Kumar Tripathi   | Associate Professor | EN         |           |
| 21     | Dr. Brajesh Kumar Tiwari      | Asst Professor      | EN, KIET   |           |
| 22     | Narain Chandra                | Asst. Professor     | MCA, KIET  |           |
| 23     | Dr. Shweta Singhal            | Asst. Prof.         | MBA        |           |
| 24     | Dr. Ajay Roy                  | Asst. Prof.         | EC         |           |
| 25     | Ameer Fouzal                  | Asst. Prof.         | EN         |           |
| 26     | Prof. Dr. K. NAGANATHAN       | Professor           | KSOP       |           |
| 27     | Ashish Thakur                 | Assoc. Prof.        | EN         |           |
| 29     | Sanjeev Chauhan               | Asst. Prof.         | KSOP       |           |
| 30     | Debabrasud Ghosh              | Asst. Prof.         | KSOP       |           |
| 31     | Awadhish K Srivastava         | Asst. Prof.         | IT         |           |
| 32     | ABHISHEK YADAV                | ASST. PROF          | ME         |           |
| 33     | Shivam Kachha                 | ASST. PROF.         | CIVIL      |           |





### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation | Department       | Signature |
|--------|-------------------------------|-------------|------------------|-----------|
| 34     | Gagan Vidhary                 | Asst. Prof. | CE, TITM, Meerut |           |
| 35     | SHARAD GUPTA                  | Asst Prof.  | EIE, KIET        |           |
| 36     | Piyush Gya                    | Asst. Prof. | ??               |           |
| 37     | Aruna Yadav                   | Asst Prof   | CSE, KIET        |           |
| 38     | Shweta Singhal                | Asst Prof.  | ECE, KIET        |           |
| 39     | Niharika Narang               | Asst Prof   | ECE, KIET        |           |
| 40     | Tami Agrawal                  | Asst Prof.  | ECE, KIET        |           |
| 41     | Minakshi Karnal               | Asst Prof.  | AS, KIET         |           |
| 42     | Vansh Sharma                  | Asst. Prof. | EM, KIET         |           |
| 43     | RASHEEV KUMAR                 | Asst Prof.  | EN, KIET         |           |
| 44     | Chirag Arora                  | Asst. Prof  | ES, KIET         |           |
| 45     | Dr. Amit K. Gupta             | Asso. Prof  | MCA, KIET        |           |
| 46     | Dr. Dinesh Bhatnagar          | Asso Prof.  | KSOP             |           |
| 47     | Dr. Anuj Pathak               | Asst Prof.  | KSOP             |           |
| 48     | Himanshu Aggarwal             | Asst Prof.  | KSOP             |           |
| 49     | Dr. Sheetal Mittal            | Prof.       | AS               |           |
| 50     | Dr. Anamika Singh             | Asst. Prof. | AS               |           |



- |                              |                        |          |           |
|------------------------------|------------------------|----------|-----------|
| 21) S.P. Sharma              | Assistant Professor    | Civil    | Sy        |
| 22) Anil Kant Piyosh         | Asst. Prof.            | Civil    | Sy        |
| 23) Dr. Bhagwanti<br>Bishnoi | Assistant<br>Professor | AS, KIET | Bhagwanti |

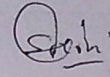
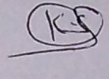
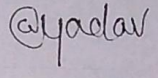
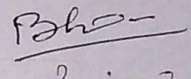
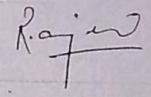
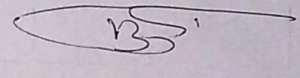
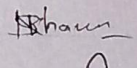
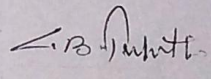
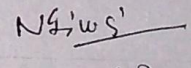
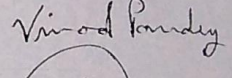
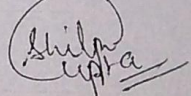
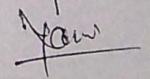
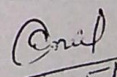
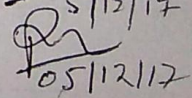
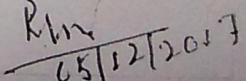


## Training Attendance Sheet

**Training Program**      Staff Development Program' is - "PROFESSIONALISM - And Beyond

**Training Period**      **From**      5<sup>th</sup> Dec,2017      **To**      5<sup>th</sup> Dec,2017

**Timings**      **From**      10:00 A.M      **To**      12:00 Noon

| S. No. | Name of Participant (in full) | Designation                                | Department          | Signature   |
|--------|-------------------------------|--|---------------------|---|
| 1      | Sushil Kumar                  | Lab Instructor                             | KSOP                |    |
| 2      | Kavita Singh                  | DY. Librarian                              | KSOP                |    |
| 3      | Arun kr Yadav                 | Personal Asst.                             | KSOP                |    |
| 4      | Bhruver                       | Counsellor<br>Cum P.S.                     | TBI                 |    |
| 5      | Rajeev brivadar               | Electronic/H/W<br>Maintenance Engg         | ECE                 |   |
| 6      | Baldev Singh                  | Workman,<br>Hostel Warden/<br>Stores offer | Warden              |   |
| 7      | Narash ka Shama               | VIVEKANAND -<br>Hostel Warden<br>Admin     | Warden              |  |
| 8      | C.B. Puri                     | Asstt. Hostel<br>Warden                    | Admin               |   |
| 9      | Nagesh Kumar Tiwari           | Day Hostel<br>Warden                       | Admin               |  |
| 10     | Vinod Pandey                  | Hostel Warden                              | Admin               |  |
| 11     | Shilpi Gupta                  | HR-EXECUTIVE                               | HR                  |  |
| 12     | Yash Tyagi                    | PA to HOD                                  | ECE                 |  |
| 13     | Anil Kumar                    | PA to HOD                                  | MBA                 |  |
| 14     | Pradheemani                   | Office Asst.                               | Registrar<br>Office |  |
| 15     | Rajiv M Sharma                | DY. Registrar                              | Registrar Off.      |  |



## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation                 | Department   | Signature            |
|--------|-------------------------------|-----------------------------|--------------|----------------------|
| 16     | ANITA SHARMA                  | Chief Hostel Warden         | Admin        | <u>Anita</u>         |
| 17     | Alka Mittal                   | Warden                      | Admin        | <u>Alka</u>          |
| 18     | Kiran Bal Tyagi               | warden                      | Admin        | <u>Kiran</u>         |
| 19     | Mohini Pal                    | PA to HOD                   | CIVIL        | <u>Mohini Pal</u>    |
| 20     | Shikha Sharma                 | Animator and graphic design | ITSS         | <u>Shikha</u>        |
| 21     | Reeta Singhal                 | Deputy Librarian            | Central Lib. | <u>Reeta</u>         |
| 22     | Yash Tyagi                    | PA to HOD                   | EC           | <u>Yash</u>          |
| 23     | Jay Pal Singh                 | Cashier                     | Accounts     | <u>Jay Pal Singh</u> |
| 24     | Nishu                         | Manager - Director Office   | Admin        | <u>Nishu</u>         |
| 25     | Ruchika Vashishth             | P.A to Dean.                | Admin        | <u>Ruchika</u>       |
| 26     | Prateek Thapar                | Site Engineer               | Admin        | <u>Prateek</u>       |
| 27     | Kalash Kumar                  | HR. Exe.                    | HR           | <u>Kalash</u>        |
| 29     |                               |                             |              |                      |
| 30     |                               |                             |              |                      |
| 31     |                               |                             |              |                      |
| 32     |                               |                             |              |                      |
| 33     |                               |                             |              |                      |





## Training Attendance Sheet

**Training Program** Staff Development Program' is - "PROFESSIONALISM - And Beyond

**Training Period** From 6<sup>th</sup> Dec, 2017 To 6<sup>th</sup> Dec, 2017

**Timings** From 10.00 A.M To 12.00 Noon

| S. No. | Name of Participant (in full) | Designation         | Department         | Signature |
|--------|-------------------------------|---------------------|--------------------|-----------|
| 1      | Nawal Kishore                 | Accounts Assisti-   | Accounts           |           |
| 2      | Susanta Kumar                 | Lab Instructor      | ME                 |           |
| 3      | Thivandakumar                 | Lab Instr.          | Mechanical Engg.   |           |
| 4      | Pavan K. Singh                | Instructor          | Electrical Engg    |           |
| 5      | Krishna Pratap Singh          | Instructor          | E.N                |           |
| 6      | Prem Pal                      | Lab Instr.          | E.N.               |           |
| 7      | Harender Singh                | Lab Instru          | MCA                |           |
| 8      | Indu Bais                     | Assistant Registrar | Registrar          |           |
| 9      | Chander Singh                 | Asst. Registrar     | Registrar          |           |
| 10     | Rohit Kumar                   | Asst. Registrar     | Registrar          |           |
| 11     | Sand Kumar                    | Office Asst.        | IT                 |           |
| 12     | Dilip Srivastava              | Pharmacy (Library)  | Pharmacy (Library) |           |
| 13     | Kandana Sharma                | Lab Instructor      | Pharmacy           |           |
| 14     | Sudhir Chaudhary              | do.                 | Pharmacy           |           |
| 15     | Satish Kumar                  | do.                 | Pharmacy           |           |

## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation                           | Department       | Signature |
|--------|-------------------------------|---------------------------------------|------------------|-----------|
| 16     | Aarif Ali                     | Lab instructor                        | ME               |           |
| 17     | Pranav Kumar                  | Lab Instructor                        | ME               |           |
| 18     | Gulshan Kumar                 | office Assd.                          | ME               |           |
| 19     | Brij Bhushan Agarwal          | Lab Instructor                        | ME               |           |
| 20     | Bakash Chandra<br>Sharma      | Lab Invt                              | EN               |           |
| 21     | Vishal Kumar                  | P.A To HOD                            | AS               |           |
| 22     | Pawan K                       | Library Asst                          | Library          |           |
| 23     | Susmit Kumar                  | <del>Registrar</del><br>Office Assid. | Registrar office |           |
| 24     | Sangeeta Saran                | #1 Asst.<br>Librarian                 | C. Library       |           |
| 25     | Rasul Negi                    | P.A to Director                       | Director office  |           |
| 26     | Jayesh Kumar                  | mainten                               | mainten          |           |
| 27     | Vikas Tyagi                   | Lab Assistant                         | ME               |           |
| 28     | Manu Kumar                    | office Asst.                          | Registrar office |           |
| 30     |                               |                                       |                  |           |
| 31     |                               |                                       |                  |           |
| 32     |                               |                                       |                  |           |
| 33     |                               |                                       |                  |           |



### **6.3.3 LIST OF PARTICIPANTS IN 2016-2017**



## Training Attendance Sheet

26<sup>th</sup> November,

|                  |                        |                            |    |                            |
|------------------|------------------------|----------------------------|----|----------------------------|
| Training Program | Inter Personal Skills. |                            |    |                            |
| Training Period  | From                   | 26 <sup>th</sup> Nov, 2016 | To | 26 <sup>th</sup> Nov, 2016 |
| Timings          | From                   | 10:00 A.M                  | To | 12:00 Noon                 |

| S. No. | Name of Participant (in full) | Designation       | Department | Signature |
|--------|-------------------------------|-------------------|------------|-----------|
| 1      | Dr. C.M. Batra                | Professor & Head  | AS         |           |
| 2      | Dr. Vipin Kumar               | Prof & Addl. Head | AS         |           |
| 3      | Dr. RITU GUPTA                | Professor         | AS         |           |
| 4      | Dr. Archana Sharma            | A.P               | AS         |           |
| 5      | Dr. Sonia Gouri               | A. P.             | A. S.      |           |
| 6      | Dr. Preeti Chittkara          | AP                | AS         |           |
| 7      | Dr. Shreeta Sivasankar        | AP                | AS         |           |
| 8      | Dr. Priyanka Shans            | AS.P              | AS         |           |
| 9      | PINKY SAXENA                  | AP                | AS         |           |
| 10     | Dr. Neelam Shahu              | A.P               | AS         |           |
| 11     | Dr. Mani Vashishth            | Asst. Prof        | AS         |           |
| 12     | Ms. Tanuja                    | Asst. Prof        | AS         |           |
| 13     | Dr. Preeti Singh              | Asst. Prof.       | AS         |           |
| 14     | Dr. Anamika Singh             | Ass Prof          | AS         |           |
| 15     | Dr. Bhagawati Bishnoi         | Ass Prof.         | AS         |           |





## Training Attendance Sheet

25<sup>th</sup> November,

| S. No. | Name of Participant (in full) | Designation             | Department | Signature |
|--------|-------------------------------|-------------------------|------------|-----------|
| 16     | Dhirendra Kumar Sharma        | Assistant Prof.         | AS         |           |
| 17     | Vipin Kr. Goyal               | Lab. Instructor         | AS         |           |
| 18     | Manu V. P. Kr.                | P.A To HOD              | AS         |           |
| 19     | Laurabh Sharma                | Lab Instructor          | AS         |           |
| 20     | Dr. Reena Singh               | Asst. Prof              | AS         |           |
| 21     | Puja Rohatgi                  | Soft Skills Trainer     | Training   |           |
| 22     | GAURAV KUMAR                  | Asst. prof.             | ME         |           |
| 23     | Komal Mehrotra                | Sr. Soft Skills Trainer | Training   |           |
| 24     | Dr. Rajesh Mishra             | Professor               | AS         |           |
| 25     | Rachna Kakkar                 | Counsellor              | Adm.       |           |
| 26     | Vandana Masih                 | Lecturer                | AS         |           |
| 27     | Shreya Dixit                  | Asst Prof.              | AS         |           |
| 29     | SARTAJ AHMED                  | Asso. Prof.             | IT         |           |
| 30     | Dr. Anurag Chandra            | Prof.                   | ME         |           |
| 31     | Dr. K.P. Mishra               | Asst. Prof.             |            |           |
| 32     | Dr. P. K. Sharma              | Assistant Professor     | AS         |           |
| 33     | Dr. Sachin Kumar              | Associate Professor     | AS.        |           |





## Training Attendance Sheet

26 November,

| S. No. | Name of Participant (in full) | Designation     | Department | Signature |
|--------|-------------------------------|-----------------|------------|-----------|
| 34     | ANUBHAV PATRICK               | Assistant Prof  | CSE        | Anubhav   |
| 35     | YADUVIR SINGH                 | Associate Prof. | EN         | Yaduvir   |
| 36     | DR. CATENDER CHATURVEDI       | Professor       | EN         | Catender  |
| 37     |                               |                 |            |           |
| 38     |                               |                 |            |           |
| 39     |                               |                 |            |           |
| 40     |                               |                 |            |           |
| 41     |                               |                 |            |           |
| 42     |                               |                 |            |           |
| 43     |                               |                 |            |           |
| 44     |                               |                 |            |           |
| 45     |                               |                 |            |           |





"Shaping Young Minds with Skill  
Oriented & Value Based Education"

## Training Attendance Sheet

|                  |                              |                             |    |                             |
|------------------|------------------------------|-----------------------------|----|-----------------------------|
| Training Program | "Maximizing one's potential" |                             |    |                             |
| Training Period  | From                         | 23 <sup>rd</sup> June, 2017 | To | 23 <sup>rd</sup> June, 2017 |
| Timings          | From                         | 11:00 A.M                   | To | 1:00 P.M                    |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | Virender Sharma               | Asstt Prof          | MCA        |           |
| 2      | Abhay Bhandwaj                | Asst. Prof.         | KSOP       |           |
| 3      | SURYAPRAKASH                  | ASST. PROF.         | KSOP       |           |
| 4      | Dr. ASHOK JANGRA              | ASST. PROF.         | KSOP       |           |
| 5      | Praveen K. Dait               | Asst. Prof.         | KSOP       |           |
| 6      | Anjali Yadav                  | Asst. Prof.         | CSE        |           |
| 7      | Rashmi Sharma                 | Asst. Prof.         | CSE        |           |
| 8      | Dr. Amit K. Juki              | Associate Prof      | MCA        |           |
| 9      | Rajiv Chourasija              | Asst. prof.         | IT         |           |
| 10     | Sanjeev Divedi                | Asst. Prof.         | IT         | - 2       |
| 11     | Anil Kumar                    | Asst. Prof.         | EN         |           |
| 12     | Abhas Kamungo                 | Asst Prof.          | EIE        |           |
| 13     | Meha Katiyar                  | Asst Prof           | ME         |           |
| 14     | Mohit Gupta                   | Asst. Prof.         | ME         |           |
| 15     | Dr. Nitin Guedharwal          | Associate Professor | MBA        |           |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 16     | Dr. Mrinal Verma              | AP                  | MBA        |           |
| 17     | Piyush Ojha                   | Assistant Professor | EIE        |           |
| 18     | Dr. AJAY ROY                  | AP                  | ECE        |           |
| 19     | Dr. Shadha Sirokar            | AP                  | AS         |           |
| 20     | Dr. Anil Kumar Sirokar        | AP                  | AS         |           |
| 21     | Rahul                         | AP                  | EC         |           |
| 22     | Dr Piyanka                    | Asso. Prof          | AS         |           |
| 23     |                               |                     |            |           |
| 24     |                               |                     |            |           |
| 25     |                               |                     |            |           |
| 26     |                               |                     |            |           |
| 27     |                               |                     |            |           |
| 29     |                               |                     |            |           |
| 30     |                               |                     |            |           |
| 31     |                               |                     |            |           |
| 32     |                               |                     |            |           |
| 33     |                               |                     |            |           |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

|                  |                              |                             |    |                             |
|------------------|------------------------------|-----------------------------|----|-----------------------------|
| Training Program | "Maximizing one's potential" |                             |    |                             |
| Training Period  | From                         | 24 <sup>th</sup> June, 2017 | To | 23 <sup>rd</sup> June, 2017 |
| Timings          | From                         | 11.00 A.M                   | To | 1.00 P.M                    |

| S. No. | Name of Participant (in full) | Designation    | Department | Signature |
|--------|-------------------------------|----------------|------------|-----------|
| 1      | Anuj Pathak                   | Asst. Prof.    | KSOP       |           |
| 2      | Parul Grouver                 | Asst. Prof.    | KSOP       |           |
| 3      | PRABHUPATI<br>DWIVEDS         | Associate Prof | MBA        |           |
| 4      | SONENDRA                      | Asst. Prof.    | Mechanical |           |
| 5      | YOGENDRA K. DWIVEDS           | ASST. PROF.    | MECHANICAL |           |
| 6      | Dr. PRITI SINGH               | ASST. Prof.    | A.S.       |           |
| 7      | DR. VIPIN KUMAR               | PROFESSOR      | A.S.       |           |
| 8      | Pooja Chitkara                | Asst. Prof.    | A.S.       |           |
| 9      | Aruna Yadav                   | Asst Prof      | CSE        |           |
| 10     | Nehe Gupta                    | Asst. Prof     | CSE        |           |
| 11     | Saurabh Sarda                 | Asst. Prof.    | EIE        |           |
| 12     | Ruchika Singh                 | Assoc. Prof    | EN         |           |
| 13     | Sheetal                       | Asst. Prof     | EN         |           |
| 14     | Swati                         | Asst. Prof     | EN         |           |
| 15     | Jyoti Sivasbia                | Assoc Prof.    | EN         |           |



### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 16     | Pritya Rathi                  | Assistant-Professor | MBA        |           |
| 17     | Balram Tamrakar               | Assistant Professor | BCB        |           |
| 18     | ANKIT GOEL                    | Assistant Professor | ECE        |           |
| 19     | Vipin Kumar                   | Asst Prof.          | CE         |           |
| 20     | VIJAY LOKESH SINGH            | Asst - Prof.        | CE         |           |
| 21     |                               |                     |            |           |
| 22     |                               |                     |            |           |
| 23     |                               |                     |            |           |
| 24     |                               |                     |            |           |
| 25     |                               |                     |            |           |
| 26     |                               |                     |            |           |
| 27     |                               |                     |            |           |
| 29     |                               |                     |            |           |
| 30     |                               |                     |            |           |
| 31     |                               |                     |            |           |
| 32     |                               |                     |            |           |
| 33     |                               |                     |            |           |





"Shaping Young Minds with Skill  
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27<sup>th</sup> March 2017

### Training Attendance Sheet

|                  |                    |                              |    |                              |
|------------------|--------------------|------------------------------|----|------------------------------|
| Training Program | MS Office Workshop |                              |    |                              |
| Training Period  | From               | 27 <sup>th</sup> March, 2017 | To | 31 <sup>st</sup> March, 2017 |
| Timings          | From               | 1:30 P.M                     | To | 4:30 P.M                     |

| S. No. | Name of Participant (in full) | Designation                          | Department      | Signature    |
|--------|-------------------------------|--------------------------------------|-----------------|--------------|
| ✓ 1    | YASHI TYAGI                   | PA TO HOD                            | ECE             |              |
| ✓ 2    | Mansy Verma                   | Lab-Instructor                       | ECE             |              |
| ✓ 3    | Devi Ka                       | Lab Instructor                       | ECE             |              |
| ✓ 4    | Shashi Yadav                  | Lab Instructor                       | EE              |              |
| ✓ 5    | Sudheer Kr.                   | Lab Instructor                       | EE              |              |
| ✓ 6    | Lalit Kumar                   | Personal Assit.                      | EN              |              |
| ✓ 7    | BHAGAT SINGH                  | Lab Instructor                       | E-C.E           |              |
| 8      | Dinesh Kumar                  | Peon                                 | ME              |              |
| ✓ 9    | Sujeet P Singh                | Lab Instructor                       | ITIS            |              |
| ✓ 10   | Santosh Kr Singh              | Lab-Instructor                       | ITIS/MBA        | <br>27.3.17  |
| ✓ 11   | Devendra Singh                | Hostel warden<br>Tagore              | Admin.          | <br>27/03/17 |
| ✓ 12   | Vijay Shankar<br>Tiwari       | Hostel warden<br>(Boys) Diti Hostel. | Administration  | <br>27/03/17 |
| ✓ 13   | Mohini Pal                    | PA to HOD                            | Civil EN66      |              |
| ✓ 14   | SACHIDA NAND<br>SINGH         | LAB Assit                            | Central<br>Lab. |              |
| ✓ 15   | Vandana Sharma                | Lab Instructor                       | R.SOP           |              |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation       | Department        | Signature |
|--------|-------------------------------|-------------------|-------------------|-----------|
| 16     | Vinita Rohel                  | Warden            | Admin             |           |
| 17     | Sudha Rani                    | Chief Warden      | Admin             |           |
| 18     | OK Satish Kumar               | Lab. Ingt.        | KSOP              |           |
| 19     | Sandeep Kumar                 | Lab. Instructor   | KSOP              |           |
| 20     | Vipin Koo Goyal               | Lab. Instructor   | AS                |           |
| 21     | V. Pin kr.                    | P. A. To HoD      | AS                |           |
| 22     | Rahul Panchal                 | Lab Ingt.         | A-S               |           |
| 23     | Arun kr Yadav                 | P.A               | B.Pharm           |           |
| 24     | Dilzeet Srivastava            | Library Assistant | Pharmacy (KSOP)   |           |
| 25     | Ravindra Lal Singh            | Lab Instructor    | Civil             |           |
| 26     | Kheerul Baser                 | Lab ASST          | Civil             |           |
| 27     | Nagesh Kumar Tiwari           | Warden            | Tagore Hall       |           |
| 29     | G.S. Rattar                   | Warden            | Major Bhatt HCo-L |           |
| 30     | Brij Bhushan Agarwal          | Lab Instructor    | ME                |           |
| 31     | Surendra Kumar                | Lab Instructor    | ME                |           |
| 32     | Samar Katarija                | Lab Instructor    | ME                |           |
| 33     | Shivakant Wabha               |                   | CE                |           |



### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation      | Department | Signature |
|--------|-------------------------------|------------------|------------|-----------|
| ✓ 34   | • Mahesh Kumar                | Lab Instructor   | civil      |           |
| ✓ 35   | • Deepak Sisodia              | PA TO HOD        | MCA        |           |
| ✓ 36   | • Madhurendra Singh           | Network Engineer | ITIS       |           |
| ✓ 37   | • vijay kr Bhatti             | Lab Assistant    | ITIS       |           |
| ✓ 38   | • Harvender Singh             | Lab Instructor   | MCA        |           |
| X 39   | • Khatke Vishwvith            | P.A to Dean      | Admin      |           |
| 40     | • Khatke Saraswat             | Executive CRPC   | CRPC       |           |
| ✓ 41   | • Meendeshi Garg              | Book lifter      | C. library |           |
| ✓ 42   | • Shashi Kr.                  | Book lifter      | C. library |           |
| ✓ 43   | • Jaibhargwan                 | Lib. Assst       | G. Library |           |
| 44     | • Anurag Sr.                  | Lab Instr.       | mechanical |           |
| ✓ 45   | • Dhanu                       | Lab Instr.       | ECE        |           |
| ✓ *    | • Yachi Tyagi                 | PA TO HOD        | ECC        |           |





"Shaping Young Minds with Skill  
Oriented & Value Based Education"

28<sup>th</sup> March, 2017

### Training Attendance Sheet

|                  |                    |                              |    |                              |
|------------------|--------------------|------------------------------|----|------------------------------|
| Training Program | MS Office Workshop |                              |    |                              |
| Training Period  | From               | 27 <sup>th</sup> March, 2017 | To | 31 <sup>st</sup> March, 2017 |
| Timings          | From               | 1:30 P.M                     | To | 4:30 P.M                     |

| S. No.     | Name of Participant (in full) | Designation       | Department | Signature   |
|------------|-------------------------------|-------------------|------------|-------------|
| ✓ 1        | Sudha Rani                    | Chief Warden      | Admin      |             |
| ✓ 2        | Vandana Sharma                | Lab instructor    | KSOP       |             |
| 3          | Sudhis Chaudhary              | —do               | KSOP       |             |
| ✓ 4        | Dilzab Srivastava             | Library Assistant | K.S.O.P.   | Dilzab      |
| ✓ 5        | Vishay kr Bhatti              | Lab Assistant     | ITIS       |             |
| ✓ 6        | Harender Singh                | Lab Instructor    | MCA        |             |
| ✓ 7        | Szeelwala Nauro Singh         | Lab. Assst        | ITIS       |             |
| ✓ 8        | Santosh m. Singh              | Lab instructor    | ITIS/MISA  | <br>28.3.17 |
| ✓ 9        | Sujit p. Singh                | Lab instructor    | ITIS       |             |
| ✓ 10       | Lalit Kumar                   | Personal Assnt.   | EN         |             |
| ✓ 11       | Sudheer K.                    | Lab. Insd.        | ED         |             |
| ✓ 12       | Shashi Yadav                  | Lab Insd.         | ED         |             |
| 13         | Thivendra K.                  | Lab. Insd.        | M.E.       |             |
| ✓ 14<br>OK | ATISH KUMAR                   | Lab. Insd.        | KSOP       |             |
| ✓ 15       | Sandeep Kumar                 | Lab. instructor   | KSOP       |             |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

| S. No.     | Name of Participant (in full) | Designation                      | Department  | Signature     |
|------------|-------------------------------|----------------------------------|-------------|---------------|
| ✓ 16       | MOHINI PAL                    | PA to HOD                        | CIVIL ENGG. | Mohini        |
| ✓ 17<br>OK | Anita Sharma                  | Chief Hostel<br>Warden           | admin.      | Anita         |
| ✓ 18       | Vinita Rehale                 | Warden                           | Admin       | Vinita        |
| ✓ 19       | BRIJ BHUSHAN AGARWAL          | Lab Instructor                   | ME          | Brij          |
| ✓ 20       | Dinesh Kumar                  | Peon                             | ME          | Dinesh        |
| ✓ 21       | Samar Katarige                | Lab Instructor                   | ME          | Samar         |
| ✓ 22<br>OK | Aamir Ali                     | Lab Inst.                        | ME          | Aamir Ali     |
| ✓ 23       | Mahesh Kumar                  | Lab Inst.                        | CIVIL       | Mahesh        |
| ✓ 24       | Mahesh Anil                   | Lab. Inst                        | civil       | Mahesh        |
| ✓ 25       | Vipin K. Goyal                | Lab. Instructor                  | AS          | Vipin         |
| ✓ 26       | V. K. K.                      | PA To HOD                        | AS          | V. K. K.      |
| ✓ 27       | Shashi Kumar                  | BOOK LITEN                       | Library     | Shashi        |
| ✓ 29       | DEVENDER SINGH                | HOSTEL<br>WARDEN (INGORE)        | ADMIN       | Devender      |
| ✓ 30       | G. S. Rathore                 | Hostel<br>Warden                 | ADMIN       | G. S. Rathore |
| ✓ 31       | Rijay Shanker<br>Tiwari       | HOSTEL WARDEN<br>(Boys) A. W. K. | Admin.      | Rijay         |
| ✓ 32       | Vinod Pandey                  | Atithi Hostel<br>Warden          | Admin       | Vinod Pandey  |
| ✓ 33       | Raviendra Pal Singh           | Lab Instructor                   | CIVIL       | Raviendra     |



"Shaping Young Minds with Skill  
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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation    | Department | Signature  |
|--------|-------------------------------|----------------|------------|------------|
| ✓ 34   | Kherul Basar                  | Lab ASST       | civil      |            |
| ✓ 35   | Jai bhagwan                   | lib ASST       | G. library | J.B. Singh |
| ✓ 36   | Deepak Dhisoo                 | PA to HOD      | MCA        | Deepak     |
| 37     | Namal kishor                  | A/C ASST       | ACMS       |            |
| 38     | Sunil Mishra                  | A/C Librarian  | A/C        | Sunil      |
| ✓ 39   | Madhurendra Singh             | Engineer       | ITIS       |            |
| ✓ 40   | Tarun Tyagi                   | PA TO HOD      | ECE        | Tarun      |
| ✓ 41   | Manjiv Verma                  | Lab - ASST     | ECE        |            |
| ✓ 42   | Meenakshi Garg                | Book Librarian | C. Library |            |
| ✓ 43   | BHAGAT SINGH                  | LAB INS        | E-C-E      | BSS        |
| ✓ 44   | DEEPIKA                       | Lab Instructor | ECE        | Deepika    |
| ✓ 45   | Arun kr Yadav                 | PA Principal   | KSOP       | Arjun      |





"Shaping Young Minds with Skill Oriented & Value Based Education"

29<sup>th</sup> March, 17

## Training Attendance Sheet

|                  |                    |                              |          |                              |
|------------------|--------------------|------------------------------|----------|------------------------------|
| Training Program | MS Office Workshop |                              |          |                              |
| Training Period  | From               | 27 <sup>th</sup> March, 2017 | To       | 31 <sup>st</sup> March, 2017 |
|                  | Timings            | From                         | 1:30 P.M | To                           |

| S. No. | Name of Participant (in full) | Designation       | Department       | Signature   |
|--------|-------------------------------|-------------------|------------------|-------------|
| 1      | Sudheer K                     | Lab Inst.         | EI               |             |
| 2      | Harender Singh                | Lab Inst.         | MCA              |             |
| 3      | Deepak Biswas                 | PA to HOD         | MCA              |             |
| 4      | Mehini Pal                    | PA to HOD         | Civil Engg.      |             |
| 5      | Dilraj Srivastava             | Library Assistant | Pharmacy Library |             |
| 6      | Sudhir Chaudhary              | Lab instructor    | KSOP             |             |
| 7      | Vandana Sharma                | Lab Instructor    | KSOP             |             |
| 8      | Satish Kumar                  | Lab Inst.         | KSOP             |             |
| 9      | Vinita Rubela                 | Warden            | Admin            |             |
| 10     | Anita Sharma                  | Chief warden      | Admin            |             |
| 11     | Sudha Rani                    | Chief Warden      | Admin            |             |
| 12     | Supriya P. Singh              | Lab instructor    | ITIS             |             |
| 13     | Santosh Kumar Singh           | Lab Instructor    | ITI S/MBA        | <br>29.3.17 |
| 14     | Madhurender Kr Singh          | Networks Engineer | ITIS             |             |
| 15     | Sachida Manu Sili             | Lab Assit         | ITIS             |             |





"Shaping Young Minds with Skill  
Oriented & Value Based Education"

## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation            | Department | Signature |
|--------|-------------------------------|------------------------|------------|-----------|
| 16     | Manjiv Verma                  | Lab. Insd.             | ECE        |           |
| 17     | Deepika                       | Lab Insd.              | ECE        |           |
| 18     | Shashi Yadav                  | "                      | ED         |           |
| 19     | Rohit Barchal                 | "                      | A.S        |           |
| 20     | V. K. K.                      | P.A. To. HOD           | AS         |           |
| 21     | Vipin Goyal                   | Labo Instructor        | AS.        |           |
| 22     | R. P. Sinyal                  | Lab Instructor         | CE         |           |
| 23     | Kherul basal                  | Lab ASST               | CE         |           |
| 24     | Samar Katarisya               | Lab Instructor         | ME         |           |
| 25     | Brij Bhushan Agarwal          | Lab Instructor         | ME         |           |
| 26     | Dinesh Kumar                  | Peon                   | ME         |           |
| 27     | Mahesh Kumar                  | Lab Insd.              | CIVIL      |           |
| 29     | Shivakant Taba                | "                      | "          |           |
| 30     | Arun Kr Yadav                 | P.A                    | B.Pharm    |           |
| 31     | G. S. Patil                   | Warden                 | Admin      |           |
| 32     | Vijay Shankar Tisani          | Warden (Boys Hostel)   | Admin      |           |
| 33     | DEVENDER SINGH                | WARDEN (TAGORE HOSTEL) | Admin      |           |



"Shaping Young Minds with Skill  
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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation     | Department | Signature   |
|--------|-------------------------------|-----------------|------------|-------------|
| 34     | Yash Tyagi                    | PA to HoD       | ECE        | Yash        |
| 35     | Trivendra Kr.                 | Lab. In-charge  | ME         | Trivendra   |
| 36     | Shashi Kumar                  | Book Litter     | Library    | Shashi      |
| 37     | Jai Bhagwan                   | Lib. Asst       | Library    | J.B. Bh.    |
| 38     | Gudshan Kumar                 | PA to HoD<br>ME | ME         | Gudshan     |
| 39     | Aamir Khan                    | Lab. In-charge  | ME         | Aamir Khan  |
| 40     | Lalit Kumar                   | PA to HoD<br>EM | EM         | Lalit Kumar |
| 41     |                               |                 |            |             |
| 42     |                               |                 |            |             |
| 43     |                               |                 |            |             |
| 44     |                               |                 |            |             |
| 45     |                               |                 |            |             |





"Shaping Young Minds with Skill  
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30<sup>th</sup> March 17

## Training Attendance Sheet

|                  |                    |                              |    |                              |
|------------------|--------------------|------------------------------|----|------------------------------|
| Training Program | MS Office Workshop |                              |    |                              |
| Training Period  | From               | 27 <sup>th</sup> March, 2017 | To | 31 <sup>st</sup> March, 2017 |
| Timings          | From               | 1:30 P.M                     | To | 4:30 P.M                     |

| S. No. | Name of Participant (in full) | Designation      | Department  | Signature |
|--------|-------------------------------|------------------|-------------|-----------|
| ✓ 1    | Harender Singh                | Lab Asst.        | MCA         |           |
| ✓ 2    | Trivendra Kr.                 | Lab. Asst.       | M.E.        |           |
| ✓ 3    | Sudheer Kr.                   | Lab Asst.        | EJ          |           |
| 4      | MANIY Verma                   | Lab-Inst         | ECE         |           |
| 5      | Deepika                       | Lab Asst         | ECE         |           |
| ✓ 6    | Shashi Yadav                  | "                | EE          |           |
| ✓ 7    | visay kumar                   | "                | ITIS        |           |
| ✓ 8    | Deepak Sinswal                | PA to HOD        | MCA         |           |
| ✓ 9    | Madhurendra Kumar Singh       | Network Engineer | ITIS        |           |
| ✓ 10   | SACHIDA NATH SINGH            | Lab. Asst        | ITIS        |           |
| ✓ 11   | BHAGAT SINGH                  | Lab INS.         | EC-E        |           |
| ✓ 12   | Sujeet P Singh                | Lab Asst         | ITIS        |           |
| ✓ 13   | Sandeep Singh                 | Lab Instruct     | ITIS/MBA    |           |
| ✓ 14   | Yash Tyagi                    | PA To HOD        | ECE         |           |
| 15     | Mohini Pal                    | PA To HOD        | Civil Engg. |           |





"Shaping Young Minds with Skill  
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## Training Attendance Sheet

| S. No.  | Name of Participant (in full) | Designation       | Department | Signature |
|---------|-------------------------------|-------------------|------------|-----------|
| ✓ 16    | Vinita                        | warden            | Admin      |           |
| ✓ 17 OK | Anita Sharma                  | C. warden         | Admin      |           |
| 18      | Satish Kupta                  | Lab. Asst.        | KSOP       |           |
| ✓ 19    | Sudhir Chaudhary              | Lab Instructor    | KSOP       |           |
| ✓ 20    | Kandana Sharma                | Lab. Instructor   | KSOP       |           |
| ✓ 21    | Arun K Yadav                  | PA                | KSOP       |           |
| ✓ 22    | Sandeep Kumar                 | Lab. Instructor   | KSOP       |           |
| ✓ 23    | Dhirez Srivastava             | Library Assistant | KSOP       |           |
| ✓ 24    | Lalit Kumar                   | PA to HOD<br>EN   | EN         |           |
| 25      | Brij Bhushan Agrawal          | Lab. Instructor   | ME         |           |
| 26      | Dinesh Kumar                  | Peon              | ME         |           |
| 27      | Mehd. Anil                    | Lab. Inst         | CE         |           |
| 29 OK   | Aarif Ali                     | Lab. Inst.        | ME         |           |
| 30      | Samir Kotang                  | Lab. Instructor   | ME         |           |
| ✓ 31    | Ravindra Lal Singh            | Lab. Instructor   | CE         |           |
| ✓ 32    | Shivakant Thakur              | "                 | "          |           |
| 33      | Anil Kumar                    | PA to HOD MBA.    | MBA        |           |



### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation                      | Department     | Signature      |
|--------|-------------------------------|----------------------------------|----------------|----------------|
| ✓ 34   | Vipin K. Goyal                | Labo Insto                       | AS             |                |
| ✓ 35   | Mahesh Kumar Paruthi          | Lab Insto                        | civil          |                |
| ✓ 36   | V. P. K. Kumar                | P.A To HOD                       | AS             | V. P. K. Kumar |
| ✓ 37   | Rahul Ranehel                 | Lab. Insto                       | AS             |                |
| ✓ 38   | DEVENDER SINGH                | HOSTEL WARDEN (Tagore)           | Admin          |                |
| ✓ 39   | Vijay Shanker Tiwari          | Hostel Warden (Opp) Atul Hostel. | Administration |                |
| ✓ 40   | Jarbhargu                     | Lib Inst                         | C. Libary      | J.B. Singh     |
| 41     |                               |                                  |                |                |
| 42     |                               |                                  |                |                |
| 43     |                               |                                  |                |                |
| 44     |                               |                                  |                |                |
| 45     |                               |                                  |                |                |





"Shaping Young Minds with Skill  
Oriented & Value Based Education"

31<sup>st</sup> March 17

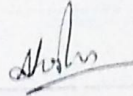
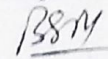

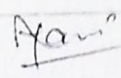
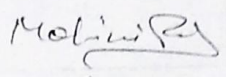
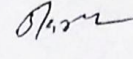
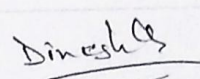
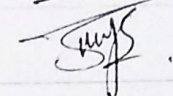

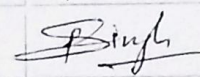
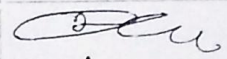
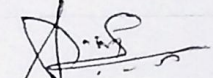
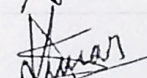
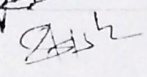
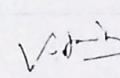
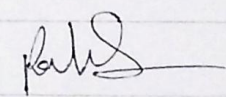
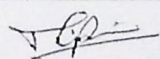
## Training Attendance Sheet

|                  |                    |                              |    |                              |
|------------------|--------------------|------------------------------|----|------------------------------|
| Training Program | MS Office Workshop |                              |    |                              |
| Training Period  | From               | 27 <sup>th</sup> March, 2017 | To | 31 <sup>st</sup> March, 2017 |
| Timings          | From               | 1:30 P.M                     | To | 4:30 P.M                     |

| S. No. | Name of Participant (in full) | Designation       | Department | Signature |
|--------|-------------------------------|-------------------|------------|-----------|
| 1      | VIJAY KR Bharti               | Lab Assistant     | ITIS       |           |
| 2      | Harender Singh                | Lab Inst.         | MCA        |           |
| 3      | Dee Pi Ka                     | Lab Inst.         | ECE        |           |
| 4      | Mangya Verma                  | Lab- Inst.        | ECE        |           |
| 5      | SACHID NAND SINGH             | LAB ASSIH         | ITIS       |           |
| 6      | Santosh kr Singh              | Lab Instructor    | ITIS/MBA   |           |
| 7      | Sujit prakash Singh           | Lab Instructor    | ITIS       |           |
| 8      | Madhurendra Kumar Singh       | Network Engineer  | ITIS       |           |
| 9      | Layak Singh                   | Lab Lab Assik     | ITIS       |           |
| 10     | Vandana Sharma                | Lab Instructor    | KSOP       |           |
| 11     | Sudha Rani                    | Chief Warden      | Admin      |           |
| 12 o k | Anita Sharma                  | Chief Warden      | Admin      |           |
| 13     | Vinita Rukhi                  | Warden            | Admin      |           |
| 14     | Dilzeet Srivastava            | Library Assistant | K.S.O.P.   |           |
| 15     | ARUN Karyadav                 | PA                | KSOP       |           |



## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation     | Department  | Signature   |
|--------|-------------------------------|-----------------|-------------|---|
| 16     | Shashi Yadav                  | Lab Instructors | ED          |     |
| 17     | KHARAT SINGH                  | Lab Ins.        | G.C.E       |     |
| 18     | Sudheer Kr                    | Lab. Instr.     | E.J         |     |
| 19     | Yashu Tyagi                   | PA TO HOD       | EC          |     |
| 20     | Mehini Pat                    | PA to HOD       | Civil Engg. |     |
| 21     | Brij Bhushan Agrawal          | Lab Instructor  | ME          |    |
| 22     | Dinesh Kumar                  | Secn            | ME          |     |
| 23     | Samar Kataria                 | Lab Instructor  | ME          |    |
| 24     | Thiranda Kr.                  | Lab. Instr.     | M.E.        |   |
| 25     | Ravindra Baldivya             | Lab. Instr.     | C.E.        |   |
| 26     | Shrikanth Inpath              | "               | "           |   |
| 27     | Mahesh Kumar                  | "               | C.E         |   |
| 29     | Sandeep Kumar                 | Lab. instructor | KSOP        |   |
| 30     | Sartish Kumar                 | Lab. Instr.     | KSOP        |  |
| 31     | Vipin Kr.                     | PA To. HOD      | AS          |  |
| 32     | Rahul Pandhal                 | Lab Instr       | A.S         |   |
| 33     | Vipin Kr. Goyal               | Lab. Instr.     | A.S.        |   |



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### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation                                 | Department      | Signature    |
|--------|-------------------------------|---|-----------------|--------------|
| 34     | Mohd. Anif                    | Lab. Ins.                                   | civil           |              |
| 35     | Kheerulbazar                  | Lab ASST                                    | civil           |              |
| 36     | Gulshan Kumar                 | Office ASST                                 | ME              |              |
| 37     | Aarif Ali                     | Lab Ins. Jr.                                | ME              | Aarif Ali    |
| 38     | Nijay Shankar Pitsai          | Hostel In-charge<br>(Boys) 7411111111111111 | Administration. | <u>Nijay</u> |
| 39     |                               |   |                 |              |
| 40     |                               |   |                 |              |
| 41     |                               |   |                 |              |
| 42     |                               |   |                 |              |
| 43     |                               |   |                 |              |
| 44     |                               |   |                 |              |
| 45     |                               |   |                 |              |

### **6.3.3 LIST OF PARTICIPANTS IN 2015-2016**





"Shaping young minds with skill oriented & value based education"

1st Half

## Training Attendance Sheet

17<sup>th</sup> July, 2015

|                  |  |                             |    |                             |
|------------------|--|-----------------------------|----|-----------------------------|
| Training Program | "A Step towards Professional Excellence"-SDP |                             |    |                             |
| Training Period  | From   | 16 <sup>th</sup> July, 2015 | To | 17 <sup>th</sup> July, 2015 |
| Timings          | From   | 9.30 A.M                    | To | 4.30 P.M                    |

| S. No. | Name of Participant (in full) | Designation           | Department      | Signature   |
|--------|-------------------------------|-----------------------|-----------------|-------------|
| 1      | Pratibha Singh                | Lab Instructor        | EN              | Pratibha    |
| 2      | Pawan K Singh                 | Instructor            | EN              | Pawan       |
| 3      | Somya Kumari                  | LADASSI               | IT              | Somya       |
| 4      | SANDEEP KUMAR                 | LADASSI               | CSE             | Sandeep     |
| 5      | Charanjyoti K                 | Lab Instructor        | ME              | Charanjyoti |
| 6      | ARUN K Singh                  | P.A to Dean(A)        | Administration  | Asyodan     |
| 7      | Vishal Kumar                  | office asst. (AS)     | Applied Science | Vishal      |
| 8      | Rajesh Arvind                 | Lab Instructor        | ECE             | Rajesh      |
| 9      | Arvind K                      | Lab Instrin           | ME              | Arvind      |
| 10     | BB Agarwal                    | Lab Instructor        | ME              | BB          |
| 11     | Kharak Singh                  | Sr. HR Ops. Executive | HR              | Kharak      |
| 12     | Aamir Ali                     | Lab Instructor        | ME              | Aamir Ali   |
| 13     | Pooja Kumari                  | HR Executive          | HR              | Pooja       |
| 14     |                               |                       |                 |             |
| 15     |                               |                       |                 |             |





### Training Attendance Sheet

17<sup>th</sup> July, 2015

2nd half

| S. No. | Name of Participant (in full) | Designation       | Department     | Signature  |
|--------|-------------------------------|-------------------|----------------|------------|
| 16     | Aamif Ali                     | Lab instructor    | ME             | Aamif      |
| 17     | Brij Bhushan Aggarwal         | lab instruct      | ME             | Brij       |
| 18     | Arvind Kumar                  | Lab. Instructs    | ME             | Arvind     |
| 19     | Pratibha Singh                | Lab Instr         | ENI            | Pratibha   |
| 20     | Pavan Kumar                   | Lab Instr         | ENI            | Pavan      |
| 21     | Vishal Kumar                  | office Asst.      | AS             | Vishal     |
| 22     | Arun Kr Yadav                 | P.A. to Dean(A)   | Administration | Arun       |
| 23     | SONU KUMAR                    | LAB, ASST         | IT             | Sonu       |
| 24     | SANDEEP KUMAR                 | LAB, ASST         | ESE            | Sanu       |
| 25     | Charanjeet                    | Lab Instr         | M.E            | Charanjeet |
| 26     | Kharak Singh                  | Sr. HR OPS. EXEC. | HR             | Kharak     |
| 27     |                               |                   |                |            |
| 29     |                               |                   |                |            |
| 30     |                               |                   |                |            |
| 31     |                               |                   |                |            |
| 32     |                               |                   |                |            |
| 33     |                               |                   |                |            |





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## Training Attendance Sheet

|                  |                        |                            |    |                            |
|------------------|------------------------|----------------------------|----|----------------------------|
| Training Program | "Balanced Life Skills" |                            |    |                            |
| Training Period  | From                   | 4 <sup>th</sup> June, 2016 | To | 4 <sup>th</sup> June, 2016 |
| Timings          | From                   | 9:30 am                    | To | 12:30 pm                   |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | DR. P.K. Sharma               | Assistant Professor | AS         |           |
| 2      | AJAY DIXIT                    | Asst. Prof.         | AS         |           |
| 3      | SATYA PRAKASH SINGH           | Assistant Professor | ECE        |           |
| 4      | SANJIV SHARMA                 |                     | CSE        |           |
| 5      | Debabrata Ghosh               |                     | KSOP       |           |
| 6      | AMET BOHRA                    |                     | ECE        |           |
| 7      | Neha Bhadani                  | Assistant Professor | ME         |           |
| 8      | Neha Katiyar                  | Asst. Professor     | ME         |           |
| 9      | Piyush Gha                    | Assistant Professor | EIE        |           |
| 10     | Mohd Saqib Ansari             | Asstt. Prof.        | EN         |           |
| 11     | Mohd Faisal Jaleel            | Asstt. Prof.        | EN         |           |
| 12     | Narinet Kumar                 | Asst. Prof.         | EN         |           |
| 13     | Kiran Sharma                  | Asst. Prof.         | KSOP       |           |
| 14     | Rahul Grover                  | Asst. Prof.         | KSOP       |           |
| 15     | Surenha Kr. Keshari           | Asstt. Prof.        | I.T.       |           |





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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation             | Department | Signature |
|--------|-------------------------------|-------------------------|------------|-----------|
| 16     | Sheikh Mustaje                | Assistant<br>Professors | KSOD       |           |
| 17     | ANKIT GOEL                    | ASSISTANT<br>PROF.      | ECE        |           |
| 18     | Brajesh Kumar<br>Tiwari       | Asst. Prof.             | EN         |           |
| 19     | Shilpi                        | Asst. Prof.             | MBA        |           |
| 20     |                               |                         |            |           |
| 21     |                               |                         |            |           |
| 22     |                               |                         |            |           |
| 23     |                               |                         |            |           |
| 24     |                               |                         |            |           |
| 25     |                               |                         |            |           |
| 26     |                               |                         |            |           |
| 27     |                               |                         |            |           |
| 28     |                               |                         |            |           |
| 29     |                               |                         |            |           |
| 30     |                               |                         |            |           |
| 31     |                               |                         |            |           |
| 32     |                               |                         |            |           |





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## Training Attendance Sheet

|                  |                        |                            |    |                            |
|------------------|------------------------|----------------------------|----|----------------------------|
| Training Program | "Balanced Life Skills" |                            |    |                            |
| Training Period  | From                   | 3 <sup>rd</sup> June, 2016 | To | 3 <sup>rd</sup> June, 2016 |
| Timings          | From                   | 9:30 am                    | To | 12:30 pm                   |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature             |
|--------|-------------------------------|---------------------|------------|-----------------------|
| 1      | Alok Kumar Pandey             | Assistant Professor | EN         | <u>Alok</u> 21/5/16   |
| 2      | Dr. Puspendra Kumar           | Assistant Professor | KSOP       | <u>Pandey</u>         |
| 3      | SANJAY KUMAR                  | Assistant Professor | AS (Maths) | <u>Sanjay</u>         |
| 4      | YASIR KARIM                   | Asst. Prof.         | CE         | <u>Yasir</u>          |
| 5      | Soniya Juneja                 | Asst. Prof.         | AS         | <u>S. Juneja</u>      |
| 6      | Dr. Sweta Singhal             | Asst. Prof.         | MBA        | <u>Sweta</u> 4/6/16   |
| 7      | NEHA GUPTA                    | Assistant Professor | CSE        | <u>Neha</u>           |
| 8      | Rajiv chourasija              | Asst. prof.         | IT         | <u>Rajiv</u>          |
| 9      | Arun Kumar                    | Assistant Professor | EN         | <u>Arun</u> 21/6/16   |
| 10     | HRIDAY KUMAR GUPTA            | Assistant Professor | CSE        | <u>Hriday</u> 21/6/16 |
| 11     | TANUSHI BHARDWAJ              | Asst. Professor     | MCA        | <u>Tanushi</u>        |
| 12     | Deepthi Katiyer               | "                   | KSOP       | <u>Deepthi</u>        |
| 13     | Pooji mithoo                  | "                   | MCA        | <u>Pooji</u>          |
| 14     | Dhirendra Kumar Sharma        | Assistant Prof.     | AS         | <u>D. Sharma</u>      |
| 15     | Deepak Singh                  | A.P.                | MCA        | <u>Deepak</u>         |





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### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation | Department | Signature    |
|--------|-------------------------------|-------------|------------|--------------|
| 16     | Hiranshu Sharma               | Asst. Prof. | ECE        | <br>3/6/16   |
| 17     | Jha Aggarwal                  | Asst. Prof. | ECE        | <br>3/6/16   |
| 18     | Renu Sharma                   | Asst. Prof. | MBA        | <br>03/06/16 |
| 19     | Moinel                        | "           | MBA        | <br>02/06/16 |
| 20     | PRASHANT<br>VASHISHTHA        | "           | ME         | <br>03/06/16 |
| 21     | Ajeet Prasad Singh            | Asstt Prof  | EIE        | <br>03/06/16 |
| 22     |                               |             |            |              |
| 23     |                               |             |            |              |
| 24     |                               |             |            |              |
| 25     |                               |             |            |              |
| 26     |                               |             |            |              |
| 27     |                               |             |            |              |
| 28     |                               |             |            |              |
| 29     |                               |             |            |              |
| 30     |                               |             |            |              |
| 31     |                               |             |            |              |
| 32     |                               |             |            |              |





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## Training Attendance Sheet

|                  |                        |                            |    |                            |
|------------------|------------------------|----------------------------|----|----------------------------|
| Training Program | "Balanced Life Skills" |                            |    |                            |
| Training Period  | From                   | 2 <sup>nd</sup> June, 2016 | To | 2 <sup>nd</sup> June, 2016 |
| Timings          | From                   | 9.30 am                    | To | 12:30 pm                   |

| S. No. | Name of Participant (in full) | Designation            | Department | Signature       |
|--------|-------------------------------|------------------------|------------|-----------------|
| 1      | SHASHANK<br>BHARDWAJ          | Assistant<br>Professor | MCA        |                 |
| 2      | Dr. Saif Ahmad<br>Khan        | Assistant<br>Professor | CE         |                 |
| 3      | Siddharth<br>Jain             | Assistant<br>Professor | Civil      |                 |
| 4      | Ankit verma                   | 11                     | MCA        |                 |
| 5      | Somesh Agarwal                | "                      | ME         |                 |
| 6      | Ashish Kumar Singh            | Assistant<br>Professor | ME         | Ashish k. Singh |
| 7      | Gurpreet Singh                | A.P.                   | ME         |                 |
| 8      | Dr. Atul Kumar<br>Srinivastav | A.P.                   | AS         |                 |
| 9      | Neeraj Kumar                  | A.P.                   | ME         |                 |
| 10     | Lavresh Sarda                 | 11                     | ECE        |                 |
| 11     | Vikash Kumar                  | A.P.                   | ECE        |                 |
| 12     | SALIM                         | AP                     | EIE        |                 |
| 13     | RAKESH KR                     | AP                     | ECE        | Rakesh          |
| 14     | Vipin Verma                   | AP                     | ECE        |                 |
| 15     | Balika Reddy                  | A P                    | AS         | Balika          |





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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation | Department | Signature |
|--------|-------------------------------|-------------|------------|-----------|
| 16     | Narindolekare                 | A.P.        | AS         |           |
| 17     | Aruni K. Singh                | A.P.        | AS         |           |
| 18     | Anmol Gupta                   | A.P.        | EN         |           |
| 19     | Manoj Badoni                  | AP          | EN         |           |
| 20     | Anil Kr.                      | AP          | EN         |           |
| 21     | Sakshi Chhalwa                | AP          | MCA        |           |
| 22     | Pooam Rana.                   | AP          | CSE        |           |
| 23     | Vandana Masih Lecturer        |             | AS         |           |
| 24     | Shivi Verma                   | AP          | CSE        |           |
| 25     | Tripti Khandui                | A.P.        | CE         |           |
| 26     | Saika Awasthi                 | A.P.        | CE         |           |
| 27     | Swati                         | AP          | EN         |           |
| 28     | Sanjay Alam                   | AP          | KSOP       |           |
| 29     | Priya Bansal                  | AP          | KSOP       |           |
| 30     | Sunya Prakash                 | AP          | KSOP       |           |
| 31     |                               |             |            |           |
| 32     |                               |             |            |           |





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## Training Attendance Sheet

|                  |                        |                            |         |                            |
|------------------|------------------------|----------------------------|---------|----------------------------|
| Training Program | "Balanced Life Skills" |                            |         |                            |
| Training Period  | From                   | 1 <sup>st</sup> June, 2016 | To      | 1 <sup>st</sup> June, 2016 |
|                  | Timings                | From                       | 9:30 am | To                         |

| S. No. | Name of Participant (in full) | Designation         | Department                    | Signature |
|--------|-------------------------------|---------------------|-------------------------------|-----------|
| 1      | Jwinkle Jiwari                | ASST. PROFESSOR     | I-T                           |           |
| 2      | Garvita Pandey                | Assistant Professor | Civil Engg.                   |           |
| 3      | Rajon Mehla                   | Assistant Professor | CSE                           |           |
| 4      | Rikeshwar P. Dewangan         | Asst. Prof.         | KSOP                          |           |
| 5      | Gaurav Kumar                  | Asst. Prof.         | M-E                           |           |
| 6      | Dr. Bishnoi                   | Assistant Professor | Applied Science               |           |
| 7      | Dr. Sweta Shukla              | Asst. Professor     | Applied Science               |           |
| 8      | Dr. Shradha Sureshwar         | Asst. Prof.         | Applied Science               |           |
| 9      | Deepak Kr. Singh              | Asst. Prof.         | Mechanical Engineering        |           |
| 10     | Ratnesh Kr. Raj Singh         | Asst. Prof.         | Medical Engineering           |           |
| 11     | VIPIN KAKKAR                  | Asst. Prof.         | Mechanical Engg.              |           |
| 12     | NAVEEN KR.                    | Asst. Prof.         | Electrical & Electronics (EN) |           |
| 13     | Ragini Sharma                 | Asst. Prof.         | Electronics & Comm.           |           |
| 14     | Sachin Kr. Tyagi              | Asst. Prof.         | E.C.E                         |           |
| 15     | Priyank Bhardwaj              | Asst. Prof.         | EWE                           |           |





"Shaping young minds with skill  
oriented & value based education"

## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation | Department | Signature |
|--------|-------------------------------|-------------|------------|-----------|
| 16     | Vikendia Kumar Sharma         | Asst Prof   | MCA        |           |
| 17     | AKSHAY PRATAP SINGH           | Asst Prof   | Civil      |           |
| 18     | Mohammad Kamran               | Asst Prof   | Civil      |           |
| 19     | Diksha                        | Asst Prof   | MCA        |           |
| 20     | Deepika Kamboj                | Asst. Prof  | IT         |           |
| 21     |                               |             |            |           |
| 22     |                               |             |            |           |
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"Shaping young minds with skill  
oriented & value based education"

## Training Attendance Sheet

|                  |                        |                            |    |                            |
|------------------|------------------------|----------------------------|----|----------------------------|
| Training Program | "Balanced Life Skills" |                            |    |                            |
| Training Period  | From                   | 31 <sup>st</sup> May, 2016 | To | 31 <sup>st</sup> May, 2016 |
| Timings          | From                   | 9:30 am                    | To | 12:30 pm                   |

| S. No. | Name of Participant (In full) | Designation     | Department | Signature |
|--------|-------------------------------|-----------------|------------|-----------|
| 1      | VIPIN KUMAR                   | ASST. PROF.     | CIVIL ENGG | Vipin     |
| 2      | SOMIA SHARMA                  | ASST. PROF.     | ECE        | Somia     |
| 3      | Mohit Tyagi                   | Asst. Prof.     | DCE        | Mohit     |
| 4      | Balsam<br>Tambakar            | ASST. PROF.     | BCE        | Balsam    |
| 5      | PIYUSH PANT                   | ASST. PROF.     | ME         | Piyush    |
| 6      | VINEETA PAL                   | Asst. Prof.     | CE         | Vineeta   |
| 7      | Gaurav Kumar                  | Asst. Prof.     | CE         | Gaurav    |
| 8      | MD AYAZ                       | Asst. Prof.     | CE         | Ayaz      |
| 9      | Dr. Rohit Sharma              | Asst. Prof.     | AS         | Rohit     |
| 10     | Garima Gupta                  | Profem Lecturer | AS         | Garima    |
| 11     | Yogendra Kr. Dalwadi          | Assist. Prof.   | ME         | Yogendra  |
| 12     | Rakesh Kr. Patel              | Asst. Prof.     | ME         | Rakesh    |
| 13     | Swati Chauhan                 | Asst. Prof.     | C.S.E      | Swati     |
| 14     | Suneeel Kumar                 | Asst. Prof.     | EN         | Suneeel   |
| 15     | Minakshi                      | Asst. Prof.     | IT         | Minakshi  |





"Shaping young minds with skill oriented & value based education"

## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation     | Department | Signature   |
|--------|-------------------------------|-----------------|------------|-------------|
| 16     | ABHAS KANUNGO                 | Asst. Professor | EN         |             |
| 17     | NITISH VERMA                  | Asst. Professor | EN         |             |
| 18     | Vivek Pathak                  | Asst. Prof.     | ME         |             |
| 19     | Varsha Gupta                  | Asst. Prof.     | IT         |             |
| 20     | Praveen Kr. Dixit             | Asst. Professor | KSOP       | <br>21/5/16 |
| 21     |                               |                 |            |             |
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| List of Attendees/Non- Attendees : e-Module 14- Basic English Grammar - 13th June' 2020 |         |                                   |   |              |
|---|---------|-----------------------------------|---|--------------|
| Full Name   | Emp. ID | Department                        | Designation                               | Status       |
| Ravinder pal singh  | 21033   | Purchase                          | Executive                                 | Not Attended |
| MANBIR KUMAR  | 18765   | REGISTRAR OFFICE                  | OFFICE ASSISTANT                          | Not Attended |
| Kratika Saraswat  | 10494   | CRPC                              | Executive                                 | Attended     |
| Vijay kumar bharti  | 6054    | ITIS                              | Lab assistant                             | Attended     |
| VIPIN KUMAR GOYAL   | 9414    | Applied Sciences                  | Lab. Instructor                           | Not Attended |
| Gulshan Kumar   | 8234    | Mechanical Engineering            | Office Assistant                          | Attended     |
| Lalit Kumar   | 20781   | EN                                | Personal Assistant                        | Attended     |
| Prem pal  | 6128    | EN                                | Lab Instructor                            | Attended     |
| Sonu kumar  | 20910   | ME                                | Lab Instructor                            | Not Attended |
| Harender Singh  | 7972    | ITIS                              | Lab Instructor                            | Attended     |
| firoz alam  | 4462    | Mechanical engineering department | Lab Assistant                             | Attended     |
| Ahmeduddin  | 20892   | ME                                | Lab instructor                            | Attended     |
| Rajeev Srivastava   | 4455    | ECE                               | Electronics H/W maintenance Engineer.     | Attended     |
| SACHIDA NAND SINGH  | 6075    | ITIS                              | LAB ASSISTANT                             | Attended     |
| Durgesh Kumar   | 20857   | Applied Sciences                  | Office Assistant                          | Attended     |
| Awadhesh Kumar  | 8199    | TBI                               | Business Development Officer              | Attended     |
| Mohini Pal  | 16723   | Civil Engineering                 | Personal Assistant                        | Attended     |
| Shashi Yadav  | 20785   | EIE                               | lab Instructor                            | Attended     |
| Vandana malik   | 20957   | EIE                               | PA to HOD                                 | Attended     |
| Girish Dutt   | 20948   | EN                                | Lab Instructor                            | Attended     |
| Vandeeep Kumar  | 9397    | KSOP                              | Lab. Instructor                           | Not Attended |
| Vandana Sharma  | 20772   | Pharmacy                          | Lab Instructor                            | Attended     |
| SANTOSH KUMAR   | 10450   | ITIS                              | LAB INSTRUCTOR                            | Not Attended |
| Samarpal Katariya   | 20744   | ME                                | Lab Instructor                            | Attended     |
| Durgesh Kumar Sharma  | 20768   | EN                                | Lab Assistant and Electrician Maintenance | Attended     |
| Vandeeep Kumar  | 7102    | Library                           | Assistant Librarian                       | Attended     |
| Muskaan   | 20919   | KSOP                              | Personal Assistant                        | Attended     |
| Meeta Ruhela  | 18768   | Admin ( girls hostel)             | Warden                                    | Attended     |
| AMOD KUMAR  | 15061   | MECHANICAL ENGINEERING            | LAB INSTRUCTOR                            | Not Attended |
| Ravindra Pal Singh  | 12002   | Civil                             | Lab instructor                            | Attended     |
| Manojpal  | 15069   | EN                                | Lab instructor                            | Attended     |
| Sheer Kumar   | 20782   | EIE                               | PA to HOD MBA                             | Attended     |
| Manoj Kumar   | 11996   | MBA                               | Lab instructor                            | Attended     |
| Ali   | 13320   | Mechanical                        | P. A. To HOD                              | Attended     |
| Manoj Kumar   | 12000   | Applied Sciences                  | Lab Instructor                            | Not Attended |
| Harender kumar  | 20916   | ADAM(ME)                          | Lab Technician                            | Attended     |
| Vandeeep Kumar  | 9301    | Computer science and engineering  | Lab instructor                            | Attended     |





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## Training Attendance Sheet

|                  |  |                                  |    |                                  |
|------------------|--|----------------------------------|----|----------------------------------|
| Training Program | "Guru Shiksha - Nurturing Interpersonal Relations" |                                  |    |                                  |
| Training Period  | From   | 10 <sup>th</sup> September, 2016 | To | 10 <sup>th</sup> September, 2016 |
| Timings          | From   | 9:30 am                          | To | 4:30 pm                          |

| S. No. | Name of Participant (in full) | Designation     | Department | Signature |
|--------|-------------------------------|-----------------|------------|-----------|
| 1      | RABI NARAYAN PANDA            | Associate Prof. | MCA        |           |
| 2      | Prof. Amit Kumar              | Asso Prof.      | ECE        |           |
| 3      | SUBODH KUMAR SHARMA           | Asso. Prof.     | ME         |           |
| 4      | Neha Bhadani                  | Asst. Prof.     | ME         |           |
| 5      | Sunil Kanaujia                | Asst. Prof.     | IT         |           |
| 6      | Sheikh Mustajir               | Asst. Prof.     | KSOP       |           |
| 7      | Monika Bhardwaj               | Asst. Prof.     | KSOP       |           |
| 8      | Dr. Ashok Jangir              | Asst. Prof.     | KSOP       |           |
| 9      | Dr. Preeti Chitkara           | Asst. Prof.     | AS         |           |
| 10     | Mohammad Kamran               | Asst. Prof.     | CE         |           |
| 11     | Somesh Agarwal                | Asst. Prof.     | ME         |           |
| 12     | Virender Sharma               | Asst. Prof.     | MCA        |           |
| 13     | Vom Phanna                    | Asst. Prof.     | EN         |           |
| 14     | Swati Singhal                 | Asst. Prof.     | EN         |           |
| 15     | Dr. Sweta Shukla              | Asst. Prof.     | AS         |           |



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### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation    | Department | Signature |
|--------|-------------------------------|----------------|------------|-----------|
| 16     | Shilpi Singhal                | A.P            | MBA        |           |
| 17     | Sanjiv Sharma                 | A.P.           | CSE        |           |
| 18     | Dr. A.P SHUKLA                | Associate Prof | CSE        |           |
| 19     | Rahul                         | Assistant Pro. | ECE        |           |
| 20     | Prachi                        | Assistant Prof | ECE.       |           |
| 21     |                               |                |            |           |
| 22     |                               |                |            |           |
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Entry after 11.20 AM.  
Please Mark



## Training Attendance Sheet

28<sup>th</sup> Oct. 2015

Training Program

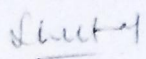
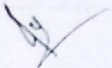
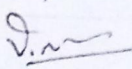
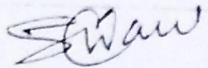
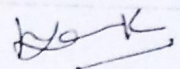
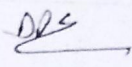
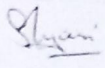

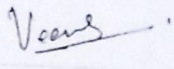
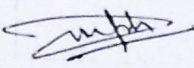
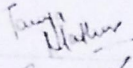
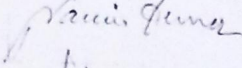
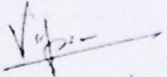
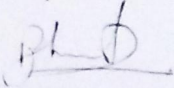

Human Resource People & Practices (Venue - TBI conference hall)

Training Period

From 28<sup>th</sup> Oct. 2015 To 28<sup>th</sup> Oct. 2015

Timings

From 02.00 P.M To 04.00 P.M

| S. No. | Name of Participant (in full) | Designation | Department | Signature   |
|--------|-------------------------------|-------------|------------|---|
| 1      | Sheetal Singh                 | Asst Prof.  | EN         |    |
| 2      | Rajesh R. Patel               | Asst. Prof. | M.E        |    |
| 3      | Vivek Pathak                  | Asst. Prof. | ME         |    |
| 4      | Surend Kumar                  | Asst. Prof  | EN         |     |
| 5      | Priyank Bhardwaj              | Asst Prof   | EN         |    |
| 6      | Debabrasad Ghosh              | Asst Prof   | KSOP       |   |
| 7      | Sachin Kumar Tyagi            | Asst. Prof. | E-C-E      |  |
| 8      | Ragini Sharma                 | Asst. Prof. | ECE        |   |
| 9      | Veena Verma                   | Asst. Prof. | ECE        |   |
| 10     | Disha Mohini Pathak           | Asst. Prof. | CSE        |   |
| 11     | Tanya Mathur                  | Asst. Prof  | CSE        |   |
| 12     | NAVIN KUMAR                   | Asst. Prof. | ME         |   |
| 13     | Vipin Kumar                   | Asst Prof.  | CIVIL      |   |
| 14     | Bhanu Tareedi                 | Asst. Prof. | Civil      |   |
| 15     | Alankesha Singh               | Asst. Prof. | Civil      |   |



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## Training Attendance Sheet

28<sup>th</sup> Oct, 2015

| S. No. | Name of Participant (in full) | Designation | Department      | Signature |
|--------|-------------------------------|-------------|-----------------|-----------|
| 16     | Narinder Kaur                 | Asst Prof   | Applied Science |           |
| 17     | Dr Archana Sharma             | A.P.        | Asst Prof.      |           |
| 18     |                               |             |                 |           |
| 19     |                               |             |                 |           |
| 20     |                               |             |                 |           |
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## Training Attendance Sheet

27<sup>th</sup> Oct. 2015

Training Program Human Resource People & Practices (Venue: TBI conference hall)

Training Period From 27<sup>th</sup> Oct. 2015 To 29<sup>th</sup> Oct. 2015

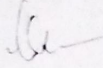
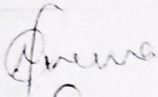
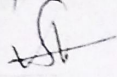
Timings From 02:00 P.M To 04:00 P.M

| S. No. | Name of Participant (in full) | Designation    | Department | Signature |
|--------|-------------------------------|----------------|------------|-----------|
| 1      | Mr Praveen Kumar Dixit        | Asst Professor | KSOP       |           |
| 2      | Rajou Mohla                   | Asst Professor | CSG        |           |
| 3      | Anamika                       | Asst Prof.     | CSG        |           |
| 4      | Kusumika Sharma               | Asst Prof      | CSE        |           |
| 5      | Smriti Mishra                 | Asst-Prof      | ME         |           |
| 6      | Lekha                         | Asst. Prof.    | MCA        |           |
| 7      | Swati Chauhan                 | Asst. Prof.    | C.S.E      |           |
| 8      | Rashmi Sharma                 | Asst. Prof.    | C.S.E      |           |
| 9      | Sanka Awasthi                 | Asst Prof      | CIVIL      |           |
| 10     | Dr Barkha Rokhagi             | Asst Prof.     | A.S.       |           |
| 11     | Dr SONIA GOURI                | Asst Prof      | A.S.       |           |
| 12     | Kamini Upadhyay               | Asst. Prof.    | ECE        |           |
| 13     | Mohit Tyagi                   | Asst. Prof.    | ECE        |           |
| 14     | Alok Kr Pandey                | Asst. Prof.    | EN         |           |
| 15     | Lijesh SUT                    | Asst. Prof     | ME         |           |



## Training Attendance Sheet

27<sup>th</sup> Oct. 2015

| S. No. | Name of Participant (in full) | Designation | Department | Signature   |
|--------|-------------------------------|-------------|------------|---|
| 16     | Yogendra Dwivedi              | Asst. Prof  | ME         |  |
| 17     | Nitish Verma                  | Asst Prof   | EN         |   |
| 18     | ANKIT SINGHAL                 | Asst Prof   | EN         |  |
| 19     |                               |             |            |   |
| 20     |                               |             |            |   |
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## Training Attendance Sheet

29<sup>th</sup> Oct. 2015

|                         |   |                            |           |                            |
|-------------------------|---|----------------------------|-----------|----------------------------|
| <b>Training Program</b> | Human Resource People & Practices (Venue:- TBI conference hall) |                            |           |                            |
| <b>Training Period</b>  | <b>From</b>   | 29 <sup>th</sup> Oct, 2015 | <b>To</b> | 29 <sup>th</sup> Oct, 2015 |
| <b>Timings</b>          | <b>From</b>   | 02:00 P.M                  | <b>To</b> | 04:00 P.M                  |

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 1      | SURYA PRAKASH                 | Asst. Professor     | KSOP       |           |
| 2      | Dr. MANDEEP KUMAR<br>ARORA    | Assistant Professor | KSOP       |           |
| 3      | Ankur Singh Bist              | Asst. Professor     | CS Dept.   |           |
| 4      | Vineeta Pal                   | Asst. Prof.         | CE Dept.   |           |
| 5      | Mohammad Ayaz                 | Asst. Prof.         | CE         |           |
| 6      | Gurpreet Singh                | Asst. Prof.         | ME Dept.   |           |
| 7      | Neeraj Kumar                  | Asst. Prof.         | M.E.D      |           |
| 8      | NEHA KATYAR                   | Asst. Prof.         | ME Dept.   |           |
| 9      | Dr. PREETI CHITKARA           | Asst. Prof.         | AS.        |           |
| 10     | PAWAN KUMAR                   | Pro. Lecturer       | M.E        |           |
| 11     | Tripti Khanduri               | Asst. Prof.         | CE         |           |
| 12     |                               |                     |            |           |
| 13     |                               |                     |            |           |
| 14     |                               |                     |            |           |
| 15     |                               |                     |            |           |





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## Training Attendance Sheet

11<sup>th</sup> January, 2016

|                  |   |                            |    |                            |
|------------------|---|----------------------------|----|----------------------------|
| Training Program | Induction Program – New Joinees (Venue - TBI conference hall) |                            |    |                            |
| Training Period  | From  | 11 <sup>th</sup> Jan, 2016 | To | 13 <sup>th</sup> Jan, 2016 |
| Timings          | From  | 11.00 A.M                  | To | 04.00 P.M                  |

| S. No. | Name of Participant (in full) | Designation     | Department                    | Signature |
|--------|-------------------------------|-----------------|-------------------------------|-----------|
| 1      | MOHAMMAD KAMRAN               | ASST. PROF      | CIVIL                         |           |
| 2      | Garvita Pandey                | Asst. Prof.     | CIVIL ENGG.                   |           |
| 3      | ANIL KUMAR                    | Asst. Prof.     | EN                            |           |
| 4      | GARIMA GUPTA                  | PROTEM LECTURER | Applied Sciences (Maths)      |           |
| 5      | RAJEEV KUMAR                  | Asst. Professor | EN                            |           |
| 6      | NAVEEN KUMAR                  | Asst. Professor | EN                            |           |
| 7      | Varsha Gupta                  | Asst. Prof.     | IT                            |           |
| 8      | Ashay P Singh                 | Asst Prof       | Civil                         |           |
| 9      | Mohit Gupta                   | Asst. Professor | Mechanical                    |           |
| 10     | SAKSHI CHHADRA                | ASST. PROFESSOR | MCA                           |           |
| 11     | Mangy Baidow                  | Asst. Professor | Electrical & Electronics Engg |           |
| 12     | Bharti Goel                   | Assistant Prof  | MCA                           |           |
| 13     | Minakshi                      | Assistant Prof. | I.T.                          |           |
| 14     | SHWETA B N SINGH              | A-P             | ME                            |           |
| 15     | VIPIN                         | Asst. Prof.     | ME                            |           |





"Shaping Young Minds With Skill  
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## Training Attendance Sheet

11<sup>th</sup> January, 2016

| S. No. | Name of Participant (in full) | Designation | Department | Signature      |
|--------|-------------------------------|-------------|------------|----------------|
| 16     | DEEPIKA KAMBOJ                | AP          | IT         | <i>Deepika</i> |
| 17     | Varsha Koushik                | AP          | IT         | <i>Varsha</i>  |
| 18     |                               |             |            |                |
| 19     |                               |             |            |                |
| 20     |                               |             |            |                |
| 21     |                               |             |            |                |
| 22     |                               |             |            |                |
| 23     |                               |             |            |                |
| 24     |                               |             |            |                |
| 25     |                               |             |            |                |
| 26     |                               |             |            |                |
| 27     |                               |             |            |                |
| 29     |                               |             |            |                |
| 30     |                               |             |            |                |
| 31     |                               |             |            |                |
| 32     |                               |             |            |                |
| 33     |                               |             |            |                |



"Shaping young minds with skill  
oriented & value based education"

## Training Attendance Sheet

26<sup>th</sup> Nov 2015

|                  |                                  |                            |    |                            |
|------------------|----------------------------------|----------------------------|----|----------------------------|
| Training Program | Induction Programme(New Joinees) |                            |    |                            |
| Training Period  | From                             | 26 <sup>th</sup> Nov, 2015 | To | 26 <sup>th</sup> Nov, 2015 |
| Timings          | From                             | 3.30 P.M                   | To | 4.30 P.M                   |

| S. No. | Name of Participant (in full) | Designation | Department | Signature |
|--------|-------------------------------|-------------|------------|-----------|
| 1      | Yogendra K. Dwivedi           | A.P.        | ME         |           |
| 2      | Shobhraj Singh                | A.P.        | ME         |           |
| 3      | Pawan Kumar                   | P. Lecturer | ME         |           |
| 4      | NEERAJ KUMAR                  | A.P.        | M.E.       |           |
| 5      | NEHA KATIYAR                  | Asst. Prof. | ME         |           |
| 6      | Vipin Kumar                   | Asst Prof   | Civil      |           |
| 7      | Bhavita Trivedi               | A.P.        | Civil      |           |
| 8      | Mel. Syaz                     | Asst Prof   | Civil      |           |
| 9      |                               |             |            |           |
| 10     |                               |             |            |           |
| 11     |                               |             |            |           |
| 12     |                               |             |            |           |
| 13     |                               |             |            |           |
| 14     |                               |             |            |           |
| 15     |                               |             |            |           |





## Training Attendance Sheet

27<sup>th</sup> Oct, 2015

|                  |  |                            |    |                            |
|------------------|--|----------------------------|----|----------------------------|
| Training Program | Know Yourself (Venue: - D-Block, Class Room No-46, Ground Floor) |                            |    |                            |
| Training Period  | From   | 27 <sup>th</sup> Oct, 2015 | To | 29 <sup>th</sup> Oct, 2015 |
| Timings          | From   | 01.00 P M                  | To | 04.00 P M                  |

| S. No. | Name of Participant (in full) | Designation     | Department         | Signature |
|--------|-------------------------------|-----------------|--------------------|-----------|
| 1      | Sujit Pratap Singh            | Lab Instructor  | ITIS               |           |
| 2      | Kapil Kr. Sharma              | Lab instructor  | B.Pharmacy (K SOP) |           |
| 3      | Harender Singh                | Lab Instruct    | MCA                |           |
| 4      | Shambhu Nath                  | Lab Instruct    | ECE                |           |
| 5      | ROHIT KUMAR                   | Lab In          | EIE                |           |
| 6      | VIPIN KR. GOYAL               | LAB. INSTRUCTOR | AS                 |           |
| 7      | Pranod Kumar                  | Lab Instructor  | ME                 |           |
| 8      | SURESH KUMAR                  | Lab ASST.       | ME                 |           |
| 9      | Surendra Kumar                | Lab Instructor  | ME                 |           |
| 10     | Anil Kishore                  | Lab Instructor  | EN                 |           |
| 11     | Shivakant Tripathi            | "               | EE                 |           |
| 12     | Krishna Pratap Singh          | "               | EN                 |           |
| 13     | Pavan Kumar Singh             | "               | EN                 |           |
| 14     | Santosh Kr Singh              | "               | CSE/MPA            |           |
| 15     | Dharmendra Singh              | Lab In          | B-Pharm.           |           |





"Shaping Young Minds With Skill"  
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## Training Attendance Sheet

29<sup>th</sup> Oct, 2015

|                  |   |                            |    |                            |
|------------------|---|----------------------------|----|----------------------------|
| Training Program | Know Yourself (Venue - D-Block, Class Room No-46, Ground Floor) |                            |    |                            |
| Training Period  | From  | 29 <sup>th</sup> Oct, 2015 | To | 29 <sup>th</sup> Oct, 2015 |
| Timings          | From  | 01:00 P.M                  | To | 04:00 P.M                  |

| S. No. | Name of Participant (in full) | Designation                                    | Department | Signature |
|--------|-------------------------------|--|------------|-----------|
| 1      | PRAVEEN KR TYAGI              | LAB-INSTRUCTOR<br>CUB SYSTEM<br>ADMINISTRATION | EN         |           |
| 2      | Prakash Chandrakumar          | Lab Instrum<br>CIR                             | EN         |           |
| 3      | PRATIPAL SINGH                | Lab Instructor                                 | EN         |           |
| 4      | Sujith Kumar                  | Lab Instructor                                 | KSOP       |           |
| 5      | VISUJ KUMAR<br>BHUSHI         | Lab Instructor                                 | ITIS       |           |
| 6      | NAVISEKAR                     | LAB ASST.                                      | ECE        |           |
| 7      | Jahnu K.                      | Lab Instructor                                 | ECE        |           |
| 8      | Mantu Krishna                 | LAB ASST                                       | ME         |           |
| 9      | Nafiseh                       | LAB ASST                                       | ME         |           |
| 10     | Mangy Verma                   | Lab Instructor                                 | ECE        |           |
| 11     | Ahmed Kumar                   | Lab Asst. ME                                   | ME         |           |
| 12     | SANDEEP K                     | LAB TECH                                       | CSE        |           |
| 13     | Ravindranath Srinivas         | Lab Instructor                                 | CE         |           |
| 14     | Mohd. Iqbal                   | Lab Instr.                                     | CE         |           |
| 15     | Chiranjeev                    | Lab Instr.                                     | M.E        |           |





"Shaping Young Minds With Skill  
Oriented & Value Based Education"

## Training Attendance Sheet

28<sup>th</sup> Oct, 2015

|                         |   |                            |           |                            |
|-------------------------|---|----------------------------|-----------|----------------------------|
| <b>Training Program</b> | Know Yourself (Venue:- D-Block, Class Room No-46, Ground Floor) |                            |           |                            |
| <b>Training Period</b>  | <b>From</b>   | 28 <sup>th</sup> Oct, 2015 | <b>To</b> | 28 <sup>th</sup> Oct, 2015 |
| <b>Timings</b>          | <b>From</b>   | 01:00 P.M                  | <b>To</b> | 04:00 P.M                  |

| S. No. | Name of Participant (in full) | Designation      | Department | Signature |
|--------|-------------------------------|------------------|------------|-----------|
| 1      | Aarif Ali                     | Lab instructor   | ME         |           |
| 2      | Gangesh Sahani                | Lab instructor   | EI         |           |
| 3      | Sandeep Kumar                 | Lab. instructor  | KSOP       |           |
| 4      | Prem Jai                      | Lab Inst.        | EM         |           |
| 5      | Umesh Mishra                  | Lab ASST         | EM         |           |
| 6      | Brij Bhushan Agarwal          | Lab Inst.        | ME         |           |
| 7      | Saurabh Sharma                | Lab Instructor   | AS         |           |
| 8      | Firoz Alam                    | Lab - Assistant  | ME         |           |
| 9      | BHAGAT SINGH                  | LAB-INST         | EC-E       |           |
| 10     | Deepika                       | Lab Instructor   | ECE        |           |
| 11     | Vijay Tyagi                   | "                | ME         |           |
| 12     | Bhupendra Singh               | "                | EC         |           |
| 13     | Maekurendra                   | Network Engineer | ITIS       |           |
| 14     | Layak Singh                   | LAB Asswkn       | ITIS       |           |
| 15     |                               |                  |            |           |



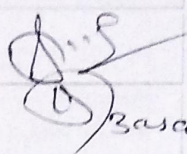


"Shaping Young Minds With Skill

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## Training Attendance Sheet

28<sup>th</sup> Oct, 2015

| S. No. | Name of Participant (in full) | Designation | Department | Signature   |
|--------|-------------------------------|-------------|------------|---|
| 16     | Manish Kumar                  | Lab Inst    | CE         | <br>Kherul Basar |
| 17     | Kherul Basar                  | Lab Asst    | CE         |   |
| 18     |                               |             |            |   |
| 19     |                               |             |            |   |
| 20     |                               |             |            |   |
| 21     |                               |             |            |   |
| 22     |                               |             |            |   |
| 23     |                               |             |            |   |
| 24     |                               |             |            |   |
| 25     |                               |             |            |   |
| 26     |                               |             |            |   |
| 27     |                               |             |            |   |
| 29     |                               |             |            |   |
| 30     |                               |             |            |   |
| 31     |                               |             |            |   |
| 32     |                               |             |            |   |
| 33     |                               |             |            |   |





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## Training Attendance Sheet

|                  |                 |                          |    |                          |
|------------------|-----------------|--------------------------|----|--------------------------|
| Training Program | "Looking Ahead" |                          |    |                          |
| Training Period  | From            | 5 <sup>th</sup> May 2016 | To | 5 <sup>th</sup> May 2016 |
| Timings          | From            | 10:00 am                 | To | 12:00 am                 |

| S. No. | Name of Participant (in full) | Designation                         | Department          | Signature |
|--------|-------------------------------|-------------------------------------|---------------------|-----------|
| 1      | Rajiv M Sharma                | Dy. Registrar                       | Registrar's Off.    |           |
| 2      | Madhurendra Singh             | Network Engineer                    | ITIS                |           |
| 3      | Deepak Sisawat                | PA                                  | HCA                 |           |
| 4      | Arvind Kumar                  | AAO                                 | Admin               |           |
| 5      | Kavita Singh                  | Dy. Lib.                            | KSOP                |           |
| 6      | Sangats Sonar                 | Asst. Lib.                          | MBA                 |           |
| 7      | Bikha Sibikhi                 | PA to CAO                           | Admin               |           |
| 8      | Reeta Singhal                 | Depty Lib.                          | C. Library          |           |
| 9      | Rajeev Arivastave             | Elaborator H/W<br>Maintenance Staff | ECC/Trade           |           |
| 10     | Khavak Singh                  | Sr. HR<br>Operation Exec            | HR                  |           |
| 11     | Nishu                         | PA to Director                      | <del>HR</del><br>HR |           |
| 12     | Pooja                         | Executive                           | HR                  |           |
| 13     | Anita Sharma                  | warden                              | Admin               |           |
| 14     | Sudha Rani                    | C. Warden                           | Admin               |           |
| 15     | Reensukul Shrestha            | PA                                  | KSOP                |           |





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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation | Department | Signature     |
|--------|-------------------------------|-------------|------------|---------------|
| 16     | Yash Tyagi                    | P.A.        | ECE        | Yash          |
| 17     | Arun kr Yadav                 | PA          | Admin      | Ayadav        |
| 18     | Vinod Pandey                  | Masterclass | Admin      | Vinod Pandey  |
| 19     | Jag Pal Singh                 | captain     | Account    | Jag Pal Singh |
| 20     | Satya Prakash                 | Warden      | Admin      | Satya Prakash |
| 21     |                               |             |            |               |
| 22     |                               |             |            |               |
| 23     |                               |             |            |               |
| 24     |                               |             |            |               |
| 25     |                               |             |            |               |
| 26     |                               |             |            |               |
| 27     |                               |             |            |               |
| 28     |                               |             |            |               |
| 29     |                               |             |            |               |
| 30     |                               |             |            |               |
| 31     |                               |             |            |               |
| 32     |                               |             |            |               |





"Shaping young minds with skill oriented & value based education"

## Training Attendance Sheet

|                  |                 |                           |    |                           |
|------------------|-----------------|---------------------------|----|---------------------------|
| Training Program | "Looking Ahead" |                           |    |                           |
| Training Period  | From            | 5 <sup>th</sup> May, 2016 | To | 5 <sup>th</sup> May, 2016 |
| Timings          | From            | 2.00 pm                   | To | 4.00 pm                   |

| S. No. | Name of Participant (in full) | Designation    | Department       | Signature |
|--------|-------------------------------|----------------|------------------|-----------|
| 1      | Mohd. Arif                    | Lab. Inst.     | CIVIL            |           |
| 2      | Sudhis Chaudhary              | Lab Inst.      | KSOP             |           |
| 3      | Dharmendra Singh              | Lab inst.      | KSOP             |           |
| 4      | VIPIN KR. GOYAL               | Labo Insto     | AS               |           |
| 5      | Rohit Kr                      | Lab Inst       | EIE              |           |
| 6      | Prem Raj Singh                | Lab Inst.      | EN               |           |
| 7      | Pratibha Singh                | Lab Inst.      | E.N              |           |
| 8      | Anil Kr. Kumbhakar            | Lab Inst.      | EN               |           |
| 9      | Neeraj                        | Accounts Asst. | Accounts         |           |
| 10     | Anuif Ali                     | Lab instructor | ME               |           |
| 11     | Samarpal Koberiya             | Lab Inst       | ME               |           |
| 12     | Hanish Kumar                  | Lab Inst       | ME               |           |
| 13     | Suresh Chand Chaudhary        | Lab Instructor | EIE              |           |
| 14     | Jaibhagwan Singh              | Lib Asst       | Library Lib Asst |           |
| 15     | BHAGAT SINGH                  | Lab Instructor | E.C.E            |           |





"Shaping young minds with skill  
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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation                | Department | Signature  |
|--------|-------------------------------|----------------------------|------------|------------|
| 16     | Sangita Sahani                | Lab. In-charge             | EIE        | Sangita    |
| 17     | Kiran Tyagi                   | Hostel Warden              |            | Kiran      |
| 18     | Mohini Pal                    | Personal Assistant         | CIVIL      | Mohini Pal |
| 19     | Kuldeep Sharm                 | Library Asst.              | Library    | Kuldeep    |
| 20     | Shivakant Tumbhar             | Lab. In-charge             | Civil      | Shivakant  |
| 21     | Baldev Singh                  | Club In-charge<br>& Warden | Tyore      | Baldev     |
| 22     | Rakesh                        | HR. Exc.                   | HR         | Rakesh     |
| 23     |                               |                            |            |            |
| 24     |                               |                            |            |            |
| 25     |                               |                            |            |            |
| 26     |                               |                            |            |            |
| 27     |                               |                            |            |            |
| 28     |                               |                            |            |            |
| 29     |                               |                            |            |            |
| 30     |                               |                            |            |            |
| 31     |                               |                            |            |            |
| 32     |                               |                            |            |            |





"Shaping young minds with skill oriented & value based education"

## Training Attendance Sheet

6<sup>th</sup> July, 2015

|                  |   |                            |    |                            |
|------------------|---|----------------------------|----|----------------------------|
| Training Program | "Managing Innovation through Intellectual Property Rights in Knowledge Era" |                            |    |                            |
| Training Period  | From  | 6 <sup>th</sup> July, 2015 | To | 7 <sup>th</sup> July, 2015 |
| Timings          | From  | 10.00 A.M                  | To | 4.30 P.M                   |

| S. No. | Name of Participant (in full) | Designation | Department      | Signature          |
|--------|-------------------------------|-------------|-----------------|--------------------|
| 1      | Dr. Mani Tyagi                | Asso. Prof. | MBA             | <i>Mani</i>        |
| 2      | Mr. Mrinal Verma              | Asst. Prof. | MBA             | <i>Mr. Verma</i>   |
| 3      | Sumita Kanaujya               | Asst. Prof. | IT              | <i>Sumita</i>      |
| 4      | Awadhesh Kr. Soivantara       | Asst. Prof. | IT              | <i>Aw.</i>         |
| 5      | Saurabh Diwaker               | Asst. Prof. | IT              | <i>Saurabh</i>     |
| 6      | Priya Rathi                   | A.P.        | M.E.            | <i>Priya</i>       |
| 7      | Gyanendra Singh               | A.P.        | MBA             | <i>G Singh</i>     |
| 8      | Rajesh Kr. Patel              | Asst. prof. | ME              | <i>Rajesh</i>      |
| 9      | Navin Kumar                   | Asst. Prof. | Mechanical Engg | <i>Navin Kumar</i> |
| 10     | Somesh Agarwal                | Asst. P.    | ME              | <i>Somesh</i>      |
| 11     | Shrawal Gupta                 | Asst. Prof. | EIE             | <i>Shrawal</i>     |
| 12     | Prashant Vashistha            | Asst. Prof. | ME              | <i>Prashant</i>    |
| 13     | Dr. Priti Singh               | Asst. Prof. | AS              | <i>P Singh</i>     |
| 14     | Dr. Mani Varshney             | Asst. Prof. | AS              | <i>Mani</i>        |
| 15     | Prashant Shambhakar           | Asst. Prof. | IT              | <i>Prashant</i>    |





"Shaping young minds with skill  
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## Training Attendance Sheet

6<sup>th</sup> July, 2015

| S. No. | Name of Participant (in full) | Designation      | Department | Signature        |
|--------|-------------------------------|------------------|------------|------------------|
| 16     | Neha Bhadani                  | Asst. Prof.      | Mechanical | Neha Bhadani     |
| 17     | Smriti Mishra                 | Asst. Prof.      | Mechanical | Smriti           |
| 18     | Amit K. Anon                  | Asst. Prof.      | MBA        | Amit             |
| 19     | Dr. Puspendra Kumar           | Asst. Prof.      | KSOP       | Patel            |
| 20     | Praveenk. Dixit               | Asst. Prof.      | KSOP       | Praveen          |
| 21     | Roma Ghai                     | Asst. Prof.      | KSOP       | Roma             |
| 22     | Shilpi                        | Asst. Prof.      | MBA        |                  |
| 23     | Meevalakshi Tyagi             | Asst. Prof.      | MBA        | Meevalakshi      |
| 24     | Debabrasud Ghosh              | Asst. Prof.      | KSOP       | Debabrasud       |
| 25     | Dr. Caterina Chatermal        | Assoc. Professor | EN         | Caterina         |
| 26     | Dr. Anurag Chandra            | Assoc. Prof.     | MR         | Anurag           |
| 27     | Suneel Kumar                  | Asst. Prof.      | EN         | Suneel (12:00 P) |
| 29     |                               |                  |            |                  |
| 30     |                               |                  |            |                  |
| 31     |                               |                  |            |                  |
| 32     |                               |                  |            |                  |
| 33     |                               |                  |            |                  |





"Shaping young minds with skill oriented & value based education"

## Training Attendance Sheet

7<sup>th</sup> July, 2015

|                  |   |                            |    |                            |
|------------------|---|----------------------------|----|----------------------------|
| Training Program | "Managing Innovation through Intellectual Property Rights in Knowledge Era" |                            |    |                            |
| Training Period  | From  | 6 <sup>th</sup> July, 2015 | To | 7 <sup>th</sup> July, 2015 |
| Timings          | From  | 10:00 A.M                  | To | 4:30 P.M                   |

| S. No. | Name of Participant (in full) | Designation     | Department | Signature   |
|--------|-------------------------------|-----------------|------------|-------------|
| 1      | Smita Karanjia                | Asst. Professor | IT         | Smita       |
| 2      | Dr. Mani Tyagi                | Asst. Prof.     | MBA        | Mani        |
| 3      | Dr. Primal Kumar              | Asst. Prof.     | MBA        | Primal      |
| 4      | Pooja Rathi                   | Asst. Prof.     | MBA        | Pooja       |
| 5      | Anita K. A. ...               | Asst. Prof.     | MBA        | Anita       |
| 6      |                               |                 |            |             |
| 7      |                               |                 |            |             |
| 8      |                               |                 |            |             |
| 9      | Rajesh Kr. Patel              | Asst. Prof.     | ME         | Rajesh      |
| 10     | Navin Kumar                   | Asst. Prof.     | ME         | Navin Kumar |
| 11     | Prashant Vashistha            | Asst. Prof.     | ME         | Prashant    |
| 12     | Smiti Mishra                  | Asst. Prof.     | ME         | Smiti       |
| 13     | Neha Bhaduria                 | Asst. Prof.     | ME         | NBhaduria   |
| 14     |                               |                 |            |             |
| 15     |                               |                 |            |             |





"Shaping young minds with skill  
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### Training Attendance Sheet

7<sup>th</sup> July 2015

| S. No. | Name of Participant (in full) | Designation         | Department | Signature |
|--------|-------------------------------|---------------------|------------|-----------|
| 16     | Dr. Meeraakshi Tyagi          | Asst. Prof.         | MBA        |           |
| 17     | Shilpi                        | Asst. Prof.         | MBA        |           |
| 18     | Suneel Kumar                  | Asst. Prof.         | EN         |           |
| 19     | Dr. VALENDER CHAVANDE DI      | ASSISTANT PROFESSOR | EN         |           |
| 20     | Roma Ghai                     | Asst. Prof.         | KSOP       |           |
| 21     | Ramesh Kumar                  | Asst. Prof.         | KSOP       |           |
| 22     | Dr. Puspendra Kumar           | Asst. Prof.         | KSOP       |           |
| 23     | Debjyoti                      | Asst. Prof.         | KSOP       |           |
| 24     | Dr. Anamika                   | Asst. Prof.         | ME         |           |
| 25     | Dr. Mani Varshney             | Asst. Prof.         | AS         |           |
| 26     | Dr. Pankaj Singh              | Asst. Prof.         | AS         |           |
| 27     |                               |                     |            |           |
| 28     |                               |                     |            |           |
| 29     |                               |                     |            |           |
| 30     |                               |                     |            |           |
| 31     |                               |                     |            |           |
| 32     |                               |                     |            |           |
| 33     |                               |                     |            |           |





## Training Attendance Sheet

7<sup>th</sup> Dec, 2016

|                  |      |                          |    |                          |
|------------------|------|--------------------------|----|--------------------------|
| Training Program | MBTI |                          |    |                          |
| Training Period  | From | 7 <sup>th</sup> Dec.2016 | To | 7 <sup>th</sup> Dec.2016 |
| Timings          | From | 9:00 A.M                 | To | 4:30 P.M                 |

| S. No. | Name of Participant (in full) | Designation         | Department            | Signature |
|--------|-------------------------------|---------------------|-----------------------|-----------|
| 1      | Sheikh Murtaja                | Assistant Professor | KSOP                  |           |
| 2      | Dr. Sheetal Mital             | Professor           | AS                    |           |
| 3      | Shadab Ahmad Siddiqui         | Asst. Prof          | KSOP                  |           |
| 4      | ARUN KUMAR TRIPATHI           | Associate Professor | Computer Applications |           |
| 5      | Dr. Rishi Singh               | Asst. Prof.         | AS                    |           |
| 6      | Dr. Mani Vashishta            | Asst. Prof.         | AS                    |           |
| 7      | Dr. Ekata                     | Assoc. Prof.        | AS                    |           |
| 8      | Tanush Bhardwaj               | Asst. Prof.         | MCA                   |           |
| 9      | Sangeeta Arora                | Assoc. Prof.        | MCA                   |           |
| 10     | Somesh Agrewal                | Asst. Prof.         | ME                    |           |
| 11     | Chandan                       | Asst. Prof.         | EI                    |           |
| 12     | Abhis                         | Asst. Prof.         | EI                    |           |
| 13     | Neeraj Kumar                  | A.P.                | ME                    |           |
| 14     | Yogendra K. Duvvadi           | Asst. Prof.         | ME                    |           |
| 15     | Rakesh K. Padd                | Asst. Prof.         | ME                    |           |



## Training Attendance Sheet

7<sup>th</sup> Dec, 2016

| S. No. | Name of Participant (in full) | Designation                 | Department | Signature |
|--------|-------------------------------|-----------------------------|------------|-----------|
| 16     | SALIM                         | Asst. Prof.                 | EE         |           |
| 17     | Tripti Khanduri               | Asst. Prof.                 | CE         |           |
| 18     | Siddharth Jain                | Asst. Prof.                 | CE         |           |
| 19     | Anmol Gupta                   | Asst. Prof.                 | EN         |           |
| 20     | Dr. Vinay Ujha                | Asst. Prof.<br>Assoc. Prof. | MBA        |           |
| 21     | Jyoti srivaslawa              | Asst. Prof.                 | EN         |           |
| 22     | Ruchika Singh                 | Assoc. Prof.                | EN         |           |
| 23     | D. Blandina                   | Asst. Prof.                 | EN         |           |
| → 24   | Dr. Neelam                    | Asso-Prof                   | AS         |           |
| 25     | Ajay Roy                      | Asst. Prof.                 | EC         |           |
| 26     | M. d. Kamran                  | Asst. Prof.                 | CE         |           |
| 27     | Amit kumar                    | Asso Prof.                  | ECE        |           |
| 29     | Rahul                         | Asst. Prof.                 | ECE        |           |
| 30     | Om Prakash                    | Asst. Prof.                 | IT         |           |
| 31     | Mukul Agg.                    | Asst. Prof.                 | IT         |           |
| 32     | Tugal Kumar                   | Asst. Prof.                 | IT         |           |
| 33     | RAGHAVENDRA KR<br>DWIVEDI     | Asst. Prof.                 | IT         |           |





### Training Attendance Sheet

7<sup>th</sup> Dec, 2016

| S. No. | Name of Participant (in full) | Designation         | Department                          | Signature |
|--------|-------------------------------|---------------------|-------------------------------------|-----------|
| 34     | ANKIT VERMA                   | ASSISTANT PROFESSOR | Department of Computer Applications | Ankit     |
| 35     | Vandana                       | Asst. Prof.         | Pharmacy                            | Vandana   |
| 36     | Dr RITU GUPTA                 | Prof.               | AS                                  | Ritu      |
| 37     | Rechna Kabbar                 | Counsellor          | Admin                               | Rk        |
| 38     | S P Sharma                    | Asst. Prof.         | Civil                               | SP        |
| 39     | S Gulraa Sinawatana           | Asst Prof           | ECB                                 | S Gulraa  |
| 40     |                               |                     |                                     |           |
| 41     |                               |                     |                                     |           |
| 42     |                               |                     |                                     |           |
| 43     |                               |                     |                                     |           |
| 44     |                               |                     |                                     |           |
| 45     |                               |                     |                                     |           |



"Shaping young minds with skill oriented & value based education"

## Training Attendance Sheet

16<sup>th</sup> July 2015

|                  |                  |                             |    |                            |
|------------------|------------------|-----------------------------|----|----------------------------|
| Training Program | "Parenting Tips" |                             |    |                            |
| Training Period  | From             | 16 <sup>th</sup> July, 2015 | To | 16 <sup>th</sup> July 2015 |
| Timings          | From             | 10:30 A.M                   | To | 12:30 P.M                  |

| S. No. | Name of Participant (in full) | Designation         | Department    | Signature          |
|--------|-------------------------------|---------------------|---------------|--------------------|
| 1      | Dr. Shetal Mital              | Professor           | AS            | <i>[Signature]</i> |
| 2      | Dr. Preeti Singh              | Asst. Prof.         | AS            | <i>[Signature]</i> |
| 3      | Dr. Ashu Mittal               | Professor           | KSOP          | <i>[Signature]</i> |
| 4      | Dr. K. NAGARAJAN              | Associate Professor | KSOP          | <i>[Signature]</i> |
| 5      | Surendra Kr. Keshari          | Assist. Prof.       | I.T           | <i>[Signature]</i> |
| 6      | Himanshu Sharma               | Asst. Prof.         | ECE           | <i>[Signature]</i> |
| 7      | SARTAJ AHMAD                  | Asst. Prof.         | IT            | <i>[Signature]</i> |
| 8      | Dr. Meera Kishu               | Asst. Prof.         | MBA           | <i>[Signature]</i> |
| 9      | Dr. Sonalika Agarwal          | Asst. Prof.         | AS            | <i>[Signature]</i> |
| 10     | Dr. Pranthana Srivastava      | Asst. Prof.         | AS            | <i>[Signature]</i> |
| 11     | Ruchika Gauram                | Asst. Prof.         | ECE           | <i>[Signature]</i> |
| 12     | Ajay Singh Venu               | Assoc. Prof.        | ME            | <i>[Signature]</i> |
| 13     | Vivek Pathale                 | Asst. Prof.         | ME            | <i>[Signature]</i> |
| 14     | Puja Rohatgi                  | Soft Skills Trainer | Training Dept | <i>[Signature]</i> |
| 15     | Sandeep Chhabra               | Associate Prof      | ME            | <i>[Signature]</i> |

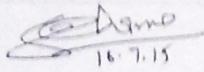

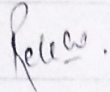




"Shaping young minds with skill  
oriented & value based education"

## Training Attendance Sheet

16<sup>th</sup> July, 2015

| S. No. | Name of Participant (in full) | Designation | Department      | Signature   |
|--------|-------------------------------|-------------|-----------------|---|
| 16     | Subodh Kumar<br>Sharma        | Asso. Prof. | Mechanical Engg | <br>16.7.15 |
| 17     | Amit Kumar                    | Asso. Prof  | ECE             |            |
| 18     | Rakesh Singh                  | Head HR.    | HR.             |             |
| 19     |                               |             |                 |   |
| 20     |                               |             |                 |   |
| 21     |                               |             |                 |   |
| 22     |                               |             |                 |   |
| 23     |                               |             |                 |   |
| 24     |                               |             |                 |   |
| 25     |                               |             |                 |   |
| 26     |                               |             |                 |   |
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| 29     |                               |             |                 |   |
| 30     |                               |             |                 |   |
| 31     |                               |             |                 |   |
| 32     |                               |             |                 |   |
| 33     |                               |             |                 |   |





1st Half

"Shaping young minds with skill oriented & value based education"

### Training Attendance Sheet

17<sup>th</sup> July, 2015

|                  |  |                             |    |                             |
|------------------|--|-----------------------------|----|-----------------------------|
| Training Program | "A Step towards Professional Excellence"-SDP |                             |    |                             |
| Training Period  | From   | 16 <sup>th</sup> July, 2015 | To | 17 <sup>th</sup> July, 2015 |
| Timings          | From   | 9:30 A.M                    | To | 4:30 P.M                    |

| S. No. | Name of Participant (in full) | Designation           | Department      | Signature              |
|--------|-------------------------------|-----------------------|-----------------|------------------------|
| 1      | Pratibha Singh                | Lab Instructor        | EN              | <i>Pratibha Singh</i>  |
| 2      | Pawan Singh                   | Instructor            | EN              | <i>Pawan Singh</i>     |
| 3      | Somya Kumari                  | LAB ASSIST            | IT              | <i>Somya</i>           |
| 4      | SANDEEP KUMAR                 | LAB ASSIST            | CSE             | <i>Sandeep</i>         |
| 5      | Charanjit Singh               | Lab Instructor        | ME              | <i>Charanjit Singh</i> |
| 6      | ARUN Kishor Yadav             | P.A to Dean (A)       | Administration  | <i>Arjun Yadav</i>     |
| 7      | Vishal Kumar                  | office asst. (AS)     | Applied Science | <i>Vishal Kumar</i>    |
| 8      | Rajesh Srivastava             | Lab Instructor        | ECE             | <i>Rajesh</i>          |
| 9      | Arvind K                      | Lab Instrum           | ME              | <i>Arvind K</i>        |
| 10     | BB Agarwal                    | Lab Instructor        | ME              | <i>BB Agarwal</i>      |
| 11     | Kharak Singh                  | Sr. HR Ops. Executive | HR              | <i>Kharak Singh</i>    |
| 12     | Amit M                        | Lab Instructor        | ME              | <i>Amit M</i>          |
| 13     | Rakesh Kumar                  | HR Executive          | HR              | <i>Rakesh Kumar</i>    |
| 14     |                               |                       |                 |                        |
| 15     |                               |                       |                 |                        |





## Training Attendance Sheet

17<sup>th</sup> July 2015

2<sup>nd</sup> half

| S. No. | Name of Participant (in full) | Designation          | Department     | Signature  |
|--------|-------------------------------|----------------------|----------------|------------|
| 16     | Aarif Ali                     | Lab instructor       | ME             | Aarif      |
| 17     | Brij Bhushan Agnani           | Lab Instruct         | ME             | Brij       |
| 18     | Arvind Kumar                  | Lab Instructs        | ME             | Arvind     |
| 19     | Pratibha Singh                | Lab Instr            | E.NI           | Pratibha   |
| 20     | Pavan Kumar                   | Lab Instr            | E.NI           | Pavan      |
| 21     | Vishal Kumar                  | office Asst.         | AS             | Vishal     |
| 22     | Arun Kr Yadav                 | P.A. to Deau(A)      | Administration | Asyadav    |
| 23     | Sonukumar                     | LAB, ASST            | IT             | Sonukumar  |
| 24     | Sandeep Kumar                 | LAB, ASST            | ESE            | Sandeep    |
| 25     | Charanjeet                    | Lab Instr            | M.E            | Charanjeet |
| 26     | Kharak Singh                  | Sr. HR OPS,<br>EXEC. | HR             | Kharak     |
| 27     |                               |                      |                |            |
| 29     |                               |                      |                |            |
| 30     |                               |                      |                |            |
| 31     |                               |                      |                |            |
| 32     |                               |                      |                |            |
| 33     |                               |                      |                |            |





"Shaping young minds with skill  
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## Training Attendance Sheet

|                  |                   |                             |    |                             |
|------------------|-------------------|-----------------------------|----|-----------------------------|
| Training Program | "Value Education" |                             |    |                             |
| Training Period  | From              | 15 <sup>th</sup> June, 2016 | To | 15 <sup>th</sup> June, 2016 |
| Timings          | From              | 9:30 am                     | To | 4:30 pm                     |

| S. No. | Name of Participant (in full) | Designation  | Department | Signature | Signature |
|--------|-------------------------------|--------------|------------|-----------|-----------|
| 1      | Daksh Bhatia                  | Asst. Prof.  | KSOP       |           |           |
| 2      | Abhay Bhardwaj                | Asst. Prof.  | KSOP       |           |           |
| 3      | Priya Bansal                  | Asst. Prof.  | KSOP       |           |           |
| 4      | DR A.P. Shukla                | Assoc. Prof. | CSE        |           |           |
| 5      | SHALUETABH SINGH              | Asst. Prof.  | ME         |           |           |
| 6      | Ambur Singh Bixt              | Asst. Prof.  | CSE        |           |           |
| 7      | Tanusri Bhardwaj              | Asst. Prof.  | MCA        |           |           |
| 8      | Dr. Priyanka Sharma           | Asso. Prof.  | AS         |           |           |
| 9      | POOJA TYAGI                   | Asst. Prof.  | ECE        |           |           |
| 10     | Dr. Ajay Kr. Shrivastava      | Assoc. Prof. | IT         |           |           |
| 11     | Suneel Kumar<br>Mawga         | Asst. Prof.  | EN         |           |           |
| 12     | Navneet Kumar                 | Asst. Prof.  | EN         |           |           |
| 13     | Amit Kumar                    | Asso. Prof.  | ECE        |           |           |
| 14     | Nitin Sharma                  | Asst. Prof.  | ME         |           |           |
| 15     | Dr. Viney Agle                | Asst. Prof.  | MBA        |           |           |





"Shaping young minds with skill  
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## Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation | Department | Signature<br>J. 30 | 1: 20 |
|--------|-------------------------------|-------------|------------|--------------------|-------|
| 16     | Dr. Shweta Singhal            | Asst. Prof. | MBA        |                    |       |
| 17     | Neelam Rawat                  | Asso. Prof. | MCA        |                    |       |
| 18     | Vipin Kumar                   | Asst. Prof. | CE         |                    |       |
| 19     | Gaurav Kumar                  | Asst. Prof. | CE         |                    |       |
| 20     | Varsha Gupta                  | Asst. Prof. | IT         |                    |       |
| 21     | Narinderkaur                  | Asst. Prof. | AS         |                    |       |
| 22     | SALIM                         | Asst. Prof. | GE         |                    |       |
| 23     | Alok Kumar<br>Pandey          | Asst. Prof. | EN         |                    |       |
| 24     |                               |             |            |                    |       |
| 25     |                               |             |            |                    |       |
| 26     |                               |             |            |                    |       |
| 27     |                               |             |            |                    |       |
| 28     |                               |             |            |                    |       |
| 29     |                               |             |            |                    |       |
| 30     |                               |             |            |                    |       |
| 31     |                               |             |            |                    |       |
| 32     |                               |             |            |                    |       |





"Shaping young minds with skill oriented & value based education"

## Training Attendance Sheet

|                  |                   |                             |    |                             |
|------------------|-------------------|-----------------------------|----|-----------------------------|
| Training Program | "Value Education" |                             |    |                             |
| Training Period  | From              | 16 <sup>th</sup> June, 2016 | To | 16 <sup>th</sup> June, 2016 |
| Timings          | From              | 9.30 am                     | To | 4.30 pm                     |

| S. No. | Name of Participant (in full) | Designation     | Department | Signature |      |
|--------|-------------------------------|-----------------|------------|-----------|------|
| 1      | Daksh Bhetia.                 | Asst. Prof.     | KSOP       |           | 1:20 |
| 2      | Abhay Bhandari                | Asst. Prof.     | KSOP       |           |      |
| 3      | Priya Bansal                  | Asst. Prof.     | KSOP       |           |      |
| 4      | SHWETA B N SINGH              | Asst. Prof.     | ME         |           |      |
| 5      | Ankur Singh Bhat              | Asst. Prof.     | CSE        |           |      |
| 6      | Tanush Bhandary               | Asst. Professor | MCA        |           |      |
| 7      | Dr. Priyanka Chame            | Asst. Prof.     | AS         |           |      |
| 8      | POOJA TYAGI                   | Asst. Prof.     | ECE        |           |      |
| 9      | NAVNEET KUMAR                 | Asst. Prof.     | EN         |           |      |
| 10     | Dr. Ajay Kr. shrivastava      | Assoc. Prof.    | IT         |           |      |
| 11     | Suneeel Kr. Manoj             | Asst. Prof.     | EN         |           |      |
| 12     | Dr. A P Shrivastava           | Associate Prof. | CSE        |           |      |
| 13     | AMIT KUMAR                    | ASSO. PROF      | ECE        |           |      |
| 14     | Nitin Sharma                  | Asst. Prof.     | M.E.       |           |      |
| 15     | SALIM                         | Asst. Prof.     | EI         |           |      |





"Shaping young minds with skill oriented & value based education"

### Training Attendance Sheet

| S. No. | Name of Participant (in full) | Designation | Department | Signature |        |
|--------|-------------------------------|-------------|------------|-----------|--------|
| 16     | Neelam Ranat                  | Asso Prof   | MCA        | R.        |        |
| 17     | Dr. shweta                    | Asst. Prof. | MBA        | S.        | S.     |
| 18     | Gourav Kumar                  | Asst. Prof. | CE         | Gourav    | Gourav |
| 19     | Vipin Kumar                   | Asst. Prof  | CE         | Vipin     | Vipin  |
| 20     | Vasha Gupta                   | Asst Prof.  | IT         | Vasha     | Vasha  |
| 21     | Narinder kaur                 | Asst. prof  | AS         | NKaur     | NKaur  |
| 22     | Dr Vinay kumar                | Asst Prof   | MAA        | VK        | VK     |
| 23     |                               |             |            |           |        |
| 24     |                               |             |            |           |        |
| 25     |                               |             |            |           |        |
| 26     |                               |             |            |           |        |
| 27     |                               |             |            |           |        |
| 28     |                               |             |            |           |        |
| 29     |                               |             |            |           |        |
| 30     |                               |             |            |           |        |
| 31     |                               |             |            |           |        |
| 32     |                               |             |            |           |        |





Staff Development program discussion on 14<sup>th</sup> September 2019



Staff Development program on 14<sup>th</sup> September 2019





**Today is yesterday's tomorrow event on 29<sup>th</sup> Feb 2020**



**Email writing and telephone etiquettes on 29<sup>th</sup> Dec 2017**



**Basic English Grammar on 13<sup>th</sup> June 2020**



**IPR program on 28<sup>th</sup> Dec 2017**