



### 6.3.3.

**Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

**Reports 2019-20**

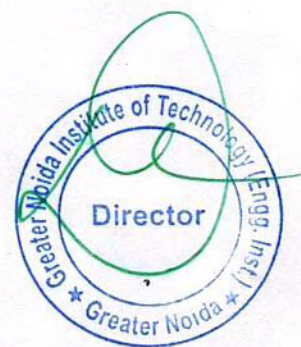
**Greater Noida Institute of Technology (Engg. Institute)**

**Plot No. 7, Knowledge Park II, Greater Noida  
Uttar Pradesh 201310 India**



**3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

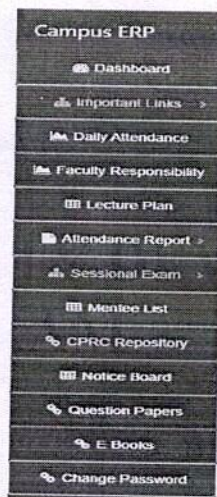
S. No.	Year	Title of the FDP / MDP/ professional development / administrative training program	Dates (from-to) (DD-MM-YYYY)	No. of participants
1	2019-20	ERP Training	06-01-2020 to 10-01-2020	13
2	2019-20	Advance Excel Training	05-08-2019 to 09-08-2019	28
3	2019-20	E-Lecture Training	19-04-2020 * to 23-04-2020*	76
4	2019-20	Cleanliness and Hygiene	06-01-2020 to 10-01-2020	10
5	2019-20	Importance of Yoga	05-08-2019 to 09-08-2019	10
6	2019-20	Health issues including Nutrition, Sleep and Society	19-04-2020 to 23-04-2020	13
7	2019-20	Basic Computer training	18-11-2019 to 22-11-2019	22








## FACULTY DEVELOPMENT PROGRAM

# ERP TRAINING



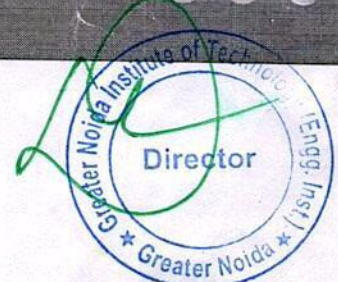
 06.01.2020 to 10.01.2020

 10.00 A.m

 Seminar Hall Ground Floor

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GNIOT- GREATER NOIDA  
FACULTY DEVELOPMENT PROGRAM (ERP TRAINING)- (2019-20)  
ATTENDANCE RECORD (06-01-2020 to 10-01-2020)

S. No.	Name of the participant	Designation	06-01-2020	07-01-2020	08-01-2020	09-01-2020	10-01-2020
1	ANJU SINGHAL	Assistant Professor	Anju	Anju	Anju	Anju	Anju
2	SHRESHTHA BOHRA	Assistant Professor	Shrestha	Shrestha	Shrestha	Shrestha	Shrestha
3	SHEFALI KAPOOR	Assistant Professor	Shafali	Shafali	Shafali	Shafali	Shafali
4	SWADESH KUMAR SINGH	Assistant Professor	Skumar	Skumar	Skumar	Skumar	Skumar
5	VIVEK KUMAR SINGH	Assistant Professor	Viv	Viv	Viv	Viv	Viv
6	ANJUM	Assistant Professor	An	An	An	An	An
7	MAINAZ	Assistant Professor	Mn	Mn	Mn	Mn	Mn
8	LALIT KUMAR	Assistant Professor	Lk	Lk	Lk	Lk	Lk
9	ANURANJAN MISHRA	Professor	Anuraj	Anuraj	Anuraj	Anuraj	Anuraj
10	NIDHI TYAGI	Assistant Professor	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi
11	ARUN SINGH RANA	Assistant Professor	Ar	Ar	Ar	Ar	Ar
12	MANIKA TYAGI	Assistant Professor	Manika	Manika	Manika	Manika	Manika
13	VASUDHA TIWARI	Assistant Professor	Vasudha	Vasudha	Vasudha	Vasudha	Vasudha



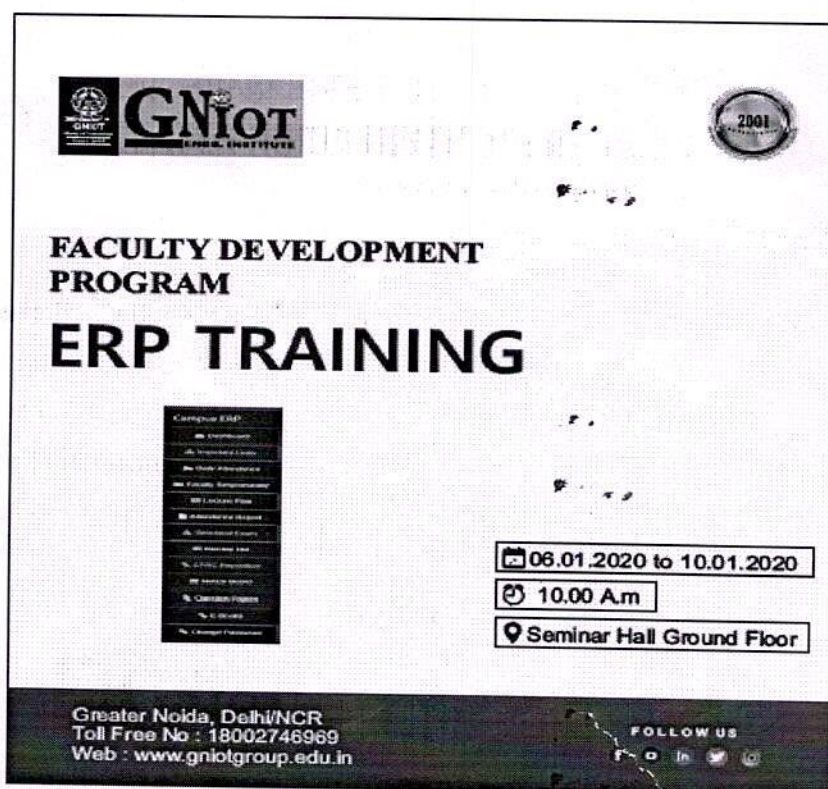
**Name of Event:** FACULTY DEVELOPMENT PROGRAM (FDP) ON ERP TRAINING.

**Date of Event:** 06-01-20 to 10-01-20

**Time:** 10:00 AM Onwards

**Venue:** Seminar Hall Ground Floor

**Event Poster:**



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**FACULTY DEVELOPMENT PROGRAM**

**ERP TRAINING**

Campus ERP

- ERP Implementation
- ERP Rollout
- ERP Training
- ERP Support
- ERP Integration
- ERP Migration
- ERP Upgrade
- ERP Customization

06.01.2020 to 10.01.2020

10.00 A.m

Seminar Hall Ground Floor

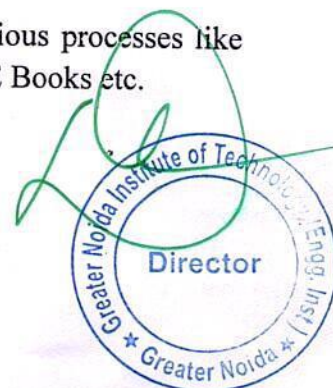
Greater Noida, Delhi/NCR  
Toll Free No : 18002746969  
Web : www.gniotgroup.edu.in

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### Event Description:

The Faculty Development Program (FDP) on ERP Implementation is a comprehensive training event designed to equip educators and faculty members with the knowledge and skills necessary to effectively teach and implement ERP systems in academic and organizational settings.

ERP systems have become essential tools for managing and integrating various processes like applying leaves, various notices, marks uploading/ upgradation, MIS Forms, E Books etc.



As ERP systems continue to gain prominence in the education world, it is crucial for educators to stay updated with the latest concepts, trends, and practical insights related to ERP implementation.

This FDP offers a unique opportunity for educators to enhance their understanding of ERP systems and their applications, enabling them to effectively teach ERP concepts to students and prepare them for the demands of the modern workforce.

### **Key Topics Covered:**

**Introduction to ERP:** Gain a comprehensive overview of ERP systems, their history, evolution, and the benefits they offer to organizations.

**ERP Modules and Functionality:** Explore the core modules of an ERP system, such as finance, accounts, student support, admission, examination and administration.

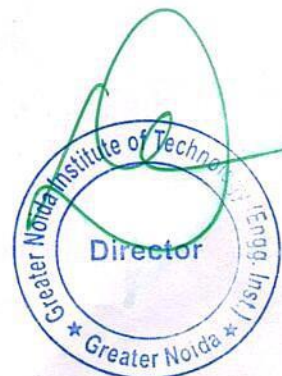
**Case Studies and Best Practices:** Analyze real-world case studies of successful ERP implementations, highlighting best practices, and critical success factors.

The FDP was featured a blend of lectures, hands-on workshops, interactive discussions, and case study analysis, allowing participants to gain practical insights and develop a holistic understanding of ERP implementation. Participants will also have the opportunity to network and collaborate with fellow educators, sharing experiences and exchanging ideas.

By attending this FDP on ERP Implementation, educators were better equipped to integrate ERP concepts into their curriculum, provide students with practical knowledge and skills in ERP systems.

### **IMPORTANT DISCUSSION POINTS WERE ON:**

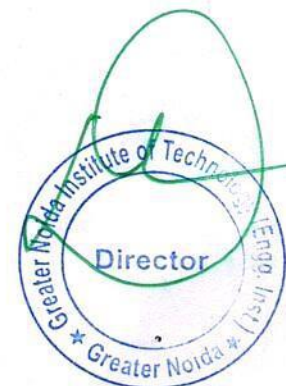
1. Process of applying new ID cards for newly joined faculties and staff.
2. Upgradation of Employees ID card.
3. Previous year Question Paper.
4. Various MIS Forms.
5. Number of working days in a month as well as of previous months.
6. Apply leave on ERP.
7. CPRC Repository.



8. Various notices of colleges and university.
9. E- Books.
10. Marks uploading on ERP.
11. Mark daily attendance.
12. Generate various kinds of reports.
13. Fees status of student under MASTER REPORT.
14. Online registration of student.
15. Online feedback mechanism.
16. Important links such as Holidays, Newsletter and Tax declaration.

### **Conclusion of the event:**

In conclusion, the FDP on ERP Implementation empowers educators to stay updated with the latest trends and practical insights in ERP systems. By imparting this knowledge to students, educators contribute to the development of a skilled workforce capable of leveraging ERP systems to drive efficiency and success in modern organizations.





# FACULTY DEVELOPMENT PROGRAM

# ADVANCE EXCEL



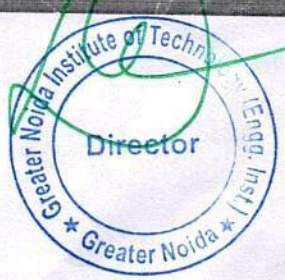
05.08.2019 to 09.08.2019

10.00 AM

Seminar Hall Ground Floor

Greater Noida, Delhi/NCR  
Toll Free No : 18002746969  
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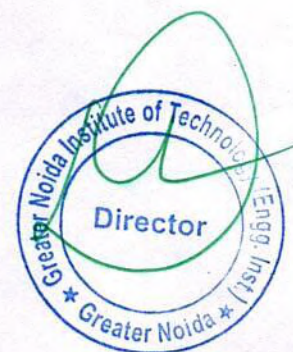


GNIOT- GREATER NOIDA  
FACULTY DEVELOPMENT PROGRAM (Advance Excel Training)- (2019-20)  
ATTENDANCE RECORD (05-08-2019 to 09-08-2019)

S. No.	Name of the participant	Designation	05-08-2019	06-08-2019	07-08-2019	08-08-2019	09-08-2019
1	HARENDRA SINGH	Assistant Professor					
2	SWATI SAXENA	Assistant Professor					
3	VIRENDER KUMAR	Associate Professor					
4	JITENDRA KUMAR TRIDATHI	Assistant Professor					
5	NIKHIL KUMAR GUPTA	Assistant Professor					
6	SYED QAISAR HUSAIN	Assistant Professor					
7	SUSHIL SINGH	Assistant Professor					
8	ABHISHEK KAUSHIK	Assistant Professor					
9	SUNIT KUMAR	Assistant Professor					
10	RANJANA DEVI	Assistant Professor					
11	MOHIT KUMAR TYAGI	Assistant Professor					
12	HARVINDER KUMAR JINDAL	Assistant Professor					
13	SHIPRA SRIVASTAVA	Assistant Professor					
14	PRIYA RAI GUPTA	Assistant Professor					
15	SHASHI KANT	Assistant Professor					
16	BRAJENDRA SINGH CHAUHAN	Professor					
17	MOTI SINGH	Professor					
18	KAPIL KUMAR	Assistant Professor					
19	VINEETA CHAUHAN	Assistant Professor					
20	RAMJI PANDEY	Assistant Professor					
21	ATTIK	Assistant Professor					
22	RISHI KUMAR SINGH	Assistant Professor					



23	ANEEP KUMAR	Assistant Professor					
24	DALVINDER Kaur MANGAL	Professor					
25	AKHILESH SINGH	Assistant Professor					
26	ADARSH KUMAR MISHRA	Assistant Professor					
27	ASHOK KUMAR SINGH	Assistant Professor					
28	ROHIT PANDEY	Assistant Professor					



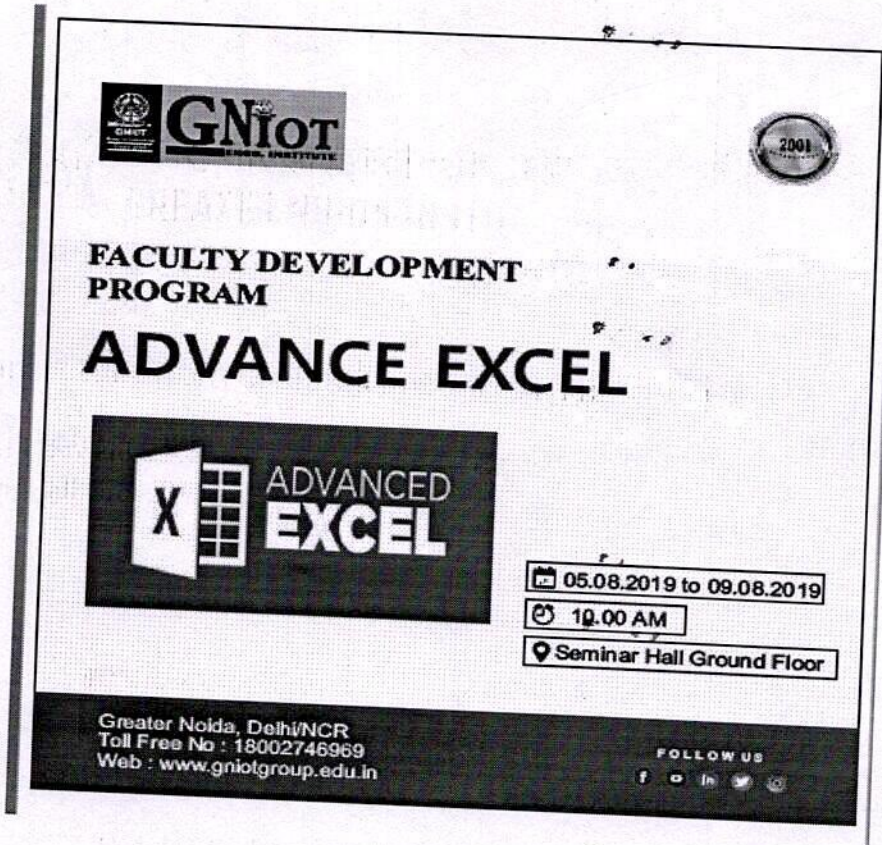
**Name of Event:** FACULTY DEVELOPMENT PROGRAM (FDP) ON "ADVANCE EXCEL"

**Date of Event:** 05-08-18 to 09-08-18

**Time:** 10:00 AM Onwards

**Venue:** Seminar Hall Ground Floor

**Event Poster:**



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**FACULTY DEVELOPMENT PROGRAM**

**ADVANCE EXCEL**

**X** ADVANCED EXCEL

05.08.2019 to 09.08.2019

10.00 AM

Seminar Hall Ground Floor

Greater Noida, Delhi/NCR  
Toll Free No : 18002746969  
Web : www.gniotgroup.edu.in

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f y in t

**Event Description:**

It was pleased to announce the Faculty Development Program (FDP) on Advanced Excel, designed to enhance the proficiency of faculty members in utilizing Excel for data analysis, automation, and decision-making. This program aims to equip participants with advanced skills and techniques that can be applied in various academic and professional contexts.



**Program Highlights:**

**Advanced Excel Functions and Formulas:** Learn how to leverage advanced functions and formulas in Excel to perform complex calculations, manipulate data, and automate repetitive tasks.

**Data Analysis Techniques:** Explore powerful data analysis tools and techniques in Excel, including sorting, filtering, pivot tables, and data visualization. Gain insights from large datasets and effectively present data using charts and graphs.

**Macros and Automation:** Discover the capabilities of Excel macros and learn how to automate tasks, create custom functions, and streamline workflows. Increase efficiency and productivity by reducing manual work.

**Advanced Charting and Visualization:** Dive into advanced charting options in Excel to create visually appealing and informative charts. Learn how to customize charts, apply data labels, and add trendlines to effectively communicate insights.

**Data Validation and Protection:** Understand how to implement data validation techniques to ensure data integrity and accuracy. Explore methods to protect sensitive information and control access to Excel files.

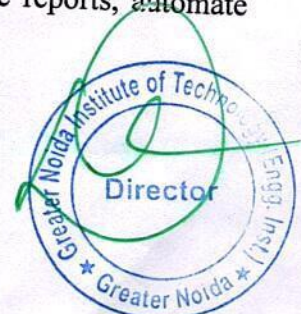
**Solver and Goal Seek:** Master the Solver tool in Excel to solve complex optimization problems and achieve desired outcomes. Use Goal Seek to find the input values required to reach a specific goal.

**Practical Exercises and Case Studies:** Engage in hands-on exercises and real-life case studies to reinforce the concepts learned during the program. Apply advanced Excel techniques to solve practical problems faced by educators and researchers.

**Interaction and Networking:** Benefit from an interactive learning environment, where participants can network with fellow faculty members, share experiences, and exchange ideas. Collaborate and build a community of practice for ongoing support.

**Conclusion of the event:**

Advanced Excel skills are highly valuable and can significantly enhance one's productivity and efficiency in data analysis and management. Excel offers a wide range of advanced features and functions that enable users to perform complex calculations, create dynamic reports, automate tasks, and visualize data effectively.

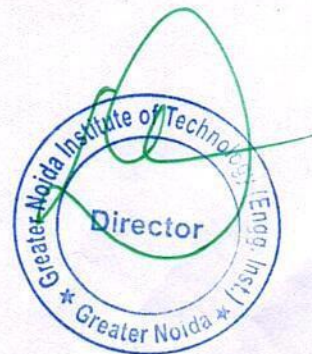


By mastering advanced Excel techniques such as pivot tables, advanced formulas and functions, data validation, conditional formatting, macros, and VBA programming, individuals can unlock the full potential of Excel as a powerful tool for data manipulation and analysis.

Advanced Excel skills are particularly beneficial in various professional domains, including finance, accounting, marketing, data analysis, and project management. Proficiency in advanced Excel can help professionals streamline their workflows, make informed business decisions, identify patterns and trends, and present data in a clear and visually appealing manner.

Furthermore, advanced Excel skills are highly sought after by employers, as they demonstrate a candidate's ability to handle complex data-related tasks and solve problems efficiently. These skills can significantly improve job prospects and open up opportunities for career advancement.

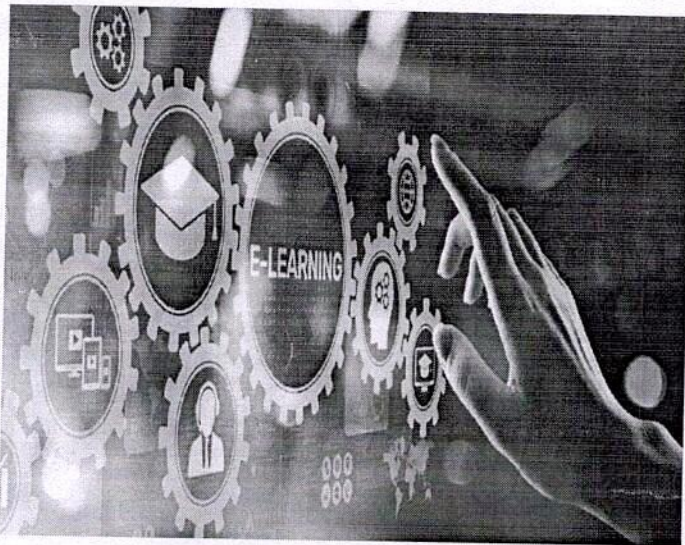
In summary, investing time and effort to develop advanced Excel skills can be highly rewarding, both personally and professionally. The ability to leverage Excel's advanced features empowers individuals to manipulate and analyze data effectively, thereby enhancing their productivity and decision-making capabilities in various fields.





## FACULTY DEVELOPMENT PROGRAM

# *E-LECTURE TRAINING*



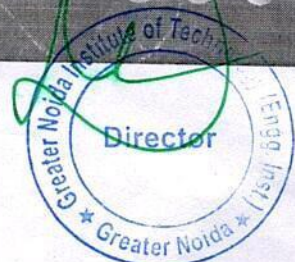
📅 19.04.2020 to 23.04.2020

🕒 10.00 AM

📍 Seminar Hall Ground Floor

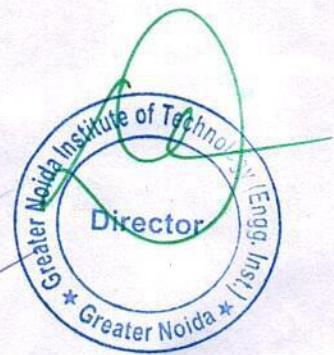
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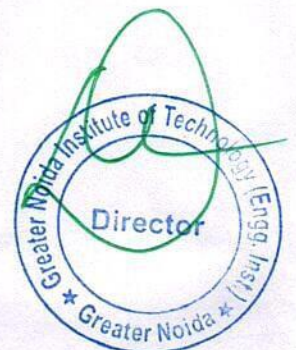


GNIOT- GREATER NOIDA  
 FACULTY DEVELOPMENT PROGRAM (E-Lecture Training)- (2019-20)  
 ATTENDANCE RECORD (19-04-2020 \* to 23-04-2020\*)

S. No.	Name of the participant	Designation	19-04-2020	20-04-2020	21-04-2020	22-04-2020	23-04-2020
1	MINAKSHI AWASTHI	Associate Professor	Minakshi	Minakshi	Minakshi	Minakshi	Minakshi
2	ASIF KHAN	Assistant Professor	Asif	Asif	Asif	Asif	Asif
3	RAVINDRA KUMAR	Professor	Ravindra	Ravindra	Ravindra	Ravindra	Ravindra
4	PRIYESH TIWARI	Assistant Professor	Priyesh	Priyesh	Priyesh	Priyesh	Priyesh
5	GAGAN VARSHNEY	Assistant Professor	Gagan	Gagan	Gagan	Gagan	Gagan
6	ASHWINI KUMAR VERMA	Assistant Professor	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini
7	SERAJ AHAMAD	Assistant Professor	Seraj	Seraj	Seraj	Seraj	Seraj
8	SACHIN CHATURVEDI	Assistant Professor	Sachin	Sachin	Sachin	Sachin	Sachin
9	SHIV NARAIN GUPTA	Assistant Professor	Shiv	Shiv	Shiv	Shiv	Shiv
10	ANUJ DIXIT	Assistant Professor	Anuj	Anuj	Anuj	Anuj	Anuj
11	SHIKHA SRIVASTAVA	Assistant Professor	Shikha	Shikha	Shikha	Shikha	Shikha
12	RENU KAUSHIK	Assistant Professor	Renu Kaushik	Renu Kaushik	Renu Kaushik	Renu Kaushik	Renu Kaushik
13	KAPIL TYAGI	Associate Professor	Kapil	Kapil	Kapil	Kapil	Kapil
14	KIRTI UPADHYAY	Professor	Kirti	Kirti	Kirti	Kirti	Kirti
15	NITIN GAURAV PUNYANI	Assistant Professor	Nitin	Nitin	Nitin	Nitin	Nitin
16	HARENDRA SINGH	Assistant Professor	Harendra	Harendra	Harendra	Harendra	Harendra
17	SWATI SAXENA	Assistant Professor	Swati	Swati	Swati	Swati	Swati
18	VIRENDER KUMAR	Associate Professor	Virender	Virender	Virender	Virender	Virender
19	JITENDRA KUMAR TIWARI	Assistant Professor	Jitendra	Jitendra	Jitendra	Jitendra	Jitendra
20	NIKHIL KUMAR GUPTA	Assistant Professor	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil
21	SYED QAISAR HUSAIN	Assistant Professor	Syed	Syed	Syed	Syed	Syed
22	SUSHIL SINGH	Assistant Professor	Sushil	Sushil	Sushil	Sushil	Sushil
23	ABHISHEK KAUSHIK	Assistant Professor	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek
24	SUNIT KUMAR	Assistant Professor	Sunit	Sunit	Sunit	Sunit	Sunit
25	RANJANA DEVI	Assistant Professor	Ranjana	Ranjana	Ranjana	Ranjana	Ranjana
26	MOHIT KUMAR TYAGI	Assistant Professor	Mohit	Mohit	Mohit	Mohit	Mohit
27	HARVINDER KUMAR JINDAL	Assistant Professor	Harvinder	Harvinder	Harvinder	Harvinder	Harvinder
28	SHIPRA SRIVASTAVA	Assistant Professor	Shipra	Shipra	Shipra	Shipra	Shipra
29	PRIYA RAI GUPTA	Assistant Professor	Priya	Priya	Priya	Priya	Priya
30	SHASHI KANT	Assistant Professor	Shashi	Shashi	Shashi	Shashi	Shashi

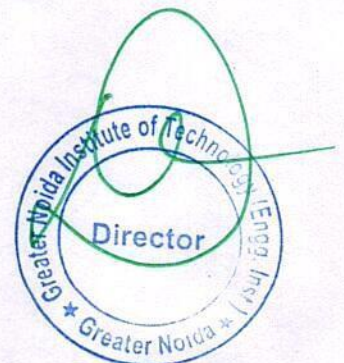


31	BRAJENDRA SINGH CHAUHAN	Professor						
32	MOTI SINGH	Professor	B Singh	B Singh	B Singh	B Singh	B Singh	B Singh
33	KAPIL KUMAR	Assistant Professor						
34	VINEETA CHAUHAN	Assistant Professor	VK	VK	VK	VK	VK	VK
35	RAMJI PANDEY	Assistant Professor	Ranji	Ranji	Ranji	Ranji	Ranji	Ranji
36	ATTIK	Assistant Professor	Atik	Atik	Atik	Atik	Atik	Atik
37	RISHI KUMAR SINGH	Assistant Professor	RS	RS	RS	RS	RS	RS
38	ANEEP KUMAR	Assistant Professor	A	A	A	A	A	A
39	DALVINDER KAUR MANGAL	Professor	Dalvinder	Dalvinder	Dalvinder	Dalvinder	Dalvinder	Dalvinder
40	AKHILESH SINGH	Assistant Professor	A	A	A	A	A	A
41	ADARSH KUMAR MISHRA	Assistant Professor	AD	AD	AD	AD	AD	AD
42	ASHOK KUMAR SINGH	Assistant Professor	AK	AK	AK	AK	AK	AK
43	ROHIT PANDEY	Assistant Professor	RP	RP	RP	RP	RP	RP
44	GIRENDRA BHATI	Assistant Professor	GB	GB	GB	GB	GB	GB
45	ARVIND KUMAR	Assistant Professor	A	A	A	A	A	A
46	NITASH KAUSHIK	Professor	Nilash	Nilash	Nilash	Nilash	Nilash	Nilash
47	ANIL KUMAR DUBEY	Assistant Professor	Anil	Anil	Anil	Anil	Anil	Anil
48	BHUVNESH KHOKHAR	Assistant Professor	Bkh	Bkh	Bkh	Bkh	Bkh	Bkh
49	ANKIT KAUSHIK	Assistant Professor	Ankit	Ankit	Ankit	Ankit	Ankit	Ankit
50	SUBODH SIWACH	Assistant Professor	S	S	S	S	S	S
51	UDAY ARUN	Assistant Professor	U	U	U	U	U	U
52	SHWETA TYAGI	Assistant Professor	S	S	S	S	S	S
53	ANKITA SINGH	Assistant Professor	A	A	A	A	A	A
54	MANOJ KUMAR GUPTA	Assistant Professor	Manoj	Manoj	Manoj	Manoj	Manoj	Manoj
55	JAWAHAR LAL PANDEY	Assistant Professor	J.L.Pandey	J.L.Pandey	J.L.Pandey	J.L.Pandey	J.L.Pandey	J.L.Pandey
56	ASHWANI KUMAR SINGH	Assistant Professor	A	A	A	A	A	A
57	SHILPI RATAN SHAKYA	Assistant Professor	SR	SR	SR	SR	SR	SR
58	PRATIMA MISHRA	Assistant Professor	Pratima	Pratima	Pratima	Pratima	Pratima	Pratima
59	SANGHDEEP GAUTAM	Assistant Professor	Sandya	Sandya	Sandya	Sandya	Sandya	Sandya
60	ANJU SINGHAL	Assistant Professor	A	A	A	A	A	A
61	SHRESHTHA BOHRA	Assistant Professor	Shreshtha	Shreshtha	Shreshtha	Shreshtha	Shreshtha	Shreshtha





62	SHEFALI KAPOOR	Assistant Professor	Shefali	Shefali	Shefali	Shefali	Shefali
63	SWADESH KUMAR SINGH	Assistant Professor	Skumar	Skumar	Skumar	Skumar	Skumar
64	VIVEK KUMAR SINGH	Assistant Professor	Viv	Viv	Viv	Viv	Viv
65	ANJUM	Assistant Professor	An	An	An	An	An
66	MAINAZ	Assistant Professor	Mn	Mn	Mn	Mn	Mn
67	LALIT KUMAR	Assistant Professor	Lk	Lk	Lk	Lk	Lk
68	ANURANJAN MISHRA	Professor	Anuraj	Anuraj	Anuraj	Anuraj	Anuraj
69	NIDHI TYAGI	Assistant Professor	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi
70	ARUN SINGH RANA	Assistant Professor	Ar	Ar	Ar	Ar	Ar
71	MANIKA TYAGI	Assistant Professor	manika	manika	manika	manika	manika
72	VASUDHA TIWARI	Assistant Professor	Vandh	Vandh	Vandh	Vandh	Vandh
73	RAMVEER SINGH	Professor	Ram	Ram	Ram	Ram	Ram
74	SHIVENDRA YADAV	Assistant Professor	S	S	S	S	S
75	KIRTI VERMA	Assistant Professor	Kirti	Kirti	Kirti	Kirti	Kirti
76	SUMIT KUMAR	Assistant Professor	Sumit	Sumit	Sumit	Sumit	Sumit



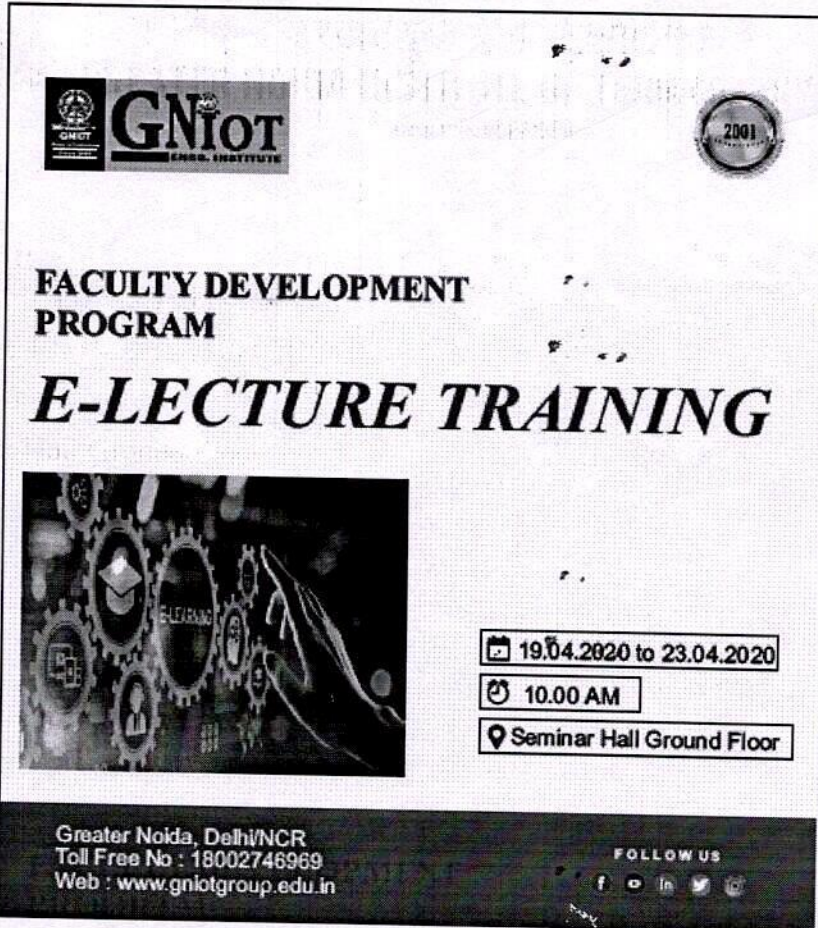
**Name of Event:** FACULTY DEVELOPMENT PROGRAM (FDP) ON "E-LECTURE TRAINING"


**Date of Event:** 19-04-20 to 23-04-20


**Time:** 10:00 AM

**Venue:** Seminar Hall Ground Floor

**Event Poster:**

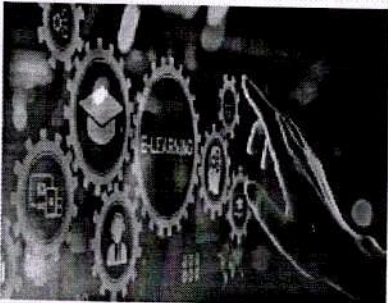



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**FACULTY DEVELOPMENT PROGRAM**

***E-LECTURE TRAINING***




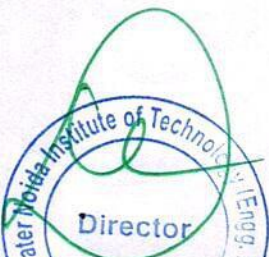
 19.04.2020 to 23.04.2020

 10.00 AM

 Seminar Hall Ground Floor

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Web : [www.gniotgroup.edu.in](http://www.gniotgroup.edu.in)

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Director  
Greater Noida Institute of Technology (Engg. Inst.)  
Greater Noida

**Event Description:**

This event was designed for educators, trainers, and professionals who are involved in delivering online lectures or training sessions.

In today's digital age, online learning has become increasingly prevalent, making it crucial for educators and trainers to adapt their teaching methods to the virtual environment. This event aimed to equip participants with the necessary knowledge and skills to create engaging and impactful online lecture experiences.

During this event, everyone got the opportunity to learn from experienced professionals who have successfully transitioned their teaching practices to the online realm. They shared valuable insights, practical tips, and best practices that one can implement in their own online lecture training.

**Key Topics Covered:**

**Designing effective online lecture content:** Discover techniques for structuring your lectures, incorporating multimedia elements, and creating interactive learning experiences.

**Engaging online lecture delivery:** Explore strategies to captivate your audience, maintain their attention, and facilitate active participation during virtual sessions.

**Maximizing learner interaction:** Learn how to encourage student engagement and participation through various online tools, discussion forums, and group activities.

**Assessing learning outcomes:** Gain insights into assessing student progress and understanding in online lecture settings, including formative and summative assessment methods.

**Managing technical challenges:** Overcome common technical issues, explore suitable platforms and tools, and ensure a smooth online lecture experience for both instructors and learners.

**Promoting inclusive online lectures:** Discover approaches to accommodate diverse learning needs, foster inclusivity, and create an accessible learning environment for all participants.

**Building a supportive online community:** Explore strategies for establishing rapport, fostering peer-to-peer interaction, and providing ongoing support and feedback to enhance the learning experience.

Whether you are new to online lecture training or looking to enhance your existing skills, this event provided everyone with valuable insights and practical guidance to deliver effective and engaging online lectures.



**Conclusion of the event:**

In conclusion, e-lecture training plays a vital role in the modern education landscape, where online learning has become increasingly prevalent. This training equips educators, trainers, and professionals with the necessary knowledge and skills to effectively deliver online lectures and training sessions.

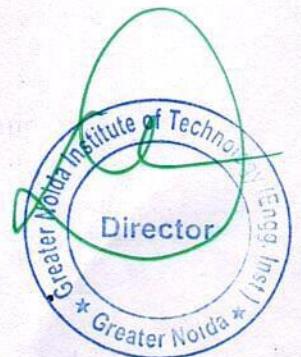
By attending e-lecture training, participants gained valuable insights into designing engaging online lecture content, delivering captivating presentations, maximizing learner interaction, assessing learning outcomes, managing technical challenges, promoting inclusivity, and building a supportive online community.

The training emphasized the importance of adapting teaching methods to the virtual environment, incorporating multimedia elements, and creating interactive learning experiences to keep students engaged and motivated. It also addresses strategies for fostering student participation, assessing learning outcomes effectively, and managing technical issues that may arise during online lectures.

Furthermore, e-lecture training encourages educators and trainers to create an inclusive learning environment, catering to diverse learning needs and ensuring accessibility for all participants. It highlights the significance of establishing rapport, fostering peer-to-peer interaction, and providing ongoing support and feedback to enhance the overall learning experience.

By attending e-lecture training, participants were empowered to make a positive impact on their learners' educational journey. They gained the necessary tools, strategies, and best practices to deliver effective and engaging online lectures, ultimately contributing to improved student outcomes and a successful virtual learning environment.

In conclusion, e-lecture training is a valuable opportunity for educators, trainers, and professionals to enhance their skills, embrace the digital age of education, and unlock the potential of virtual teaching for the benefit of their learners.





# ADMINISTRATIVE TRAINING

## CLEANLINESS & HYGIENE



📅 06.01.2020 to 10.01.2020

🕒 10.00 A.m

📍 MAIN CAMPUS

Greater Noida, Delhi/NCR  
Toll Free No : 18002746969  
Web : [www.gniotgroup.edu.in](http://www.gniotgroup.edu.in)

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**GNIOT- GREATER NOIDA**  
**Administrative training Program (Cleanliness and Hygiene)- (2019-20)**  
**ATTENDANCE RECORD (06-01-2020 to 10-01-2020)**

S. No.	Name of the participant	Designation	06-01-2020	07-01-2020	08-01-2020	09-01-2020	10-01-2020
1	RANI DEVI	SWEEPER	रानी	रानी	रानी	रानी	रानी
2	NAUSHAD ALI	A.O.	नाशद	नाशद	नाशद	नाशद	नाशद
3	ANIL KUMAR	LIBRARY	अनिल	अनिल	अनिल	अनिल	अनिल
4	VEENA RANI JOHRI	ACCOUNT	वीना	वीना	वीना	वीना	वीना
5	MOHIT GIRI	ELECTRONIC S LAB	मोहित	मोहित	मोहित	मोहित	मोहित
6	RAVI KUMAR	MECHANICAL LAB	(R)	(R)	(R)	(R)	(R)
7	JWALA PRASAD SHARMA	PHYSICS LAB	जवा	जवा	जवा	जवा	जवा
8	SATYA PRAKASH GUPTA	ELECTRICAL LAB	सत्या	सत्या	सत्या	सत्या	सत्या
9	BHUWAN CHAND	MECHANICAL LAB	भुवण	भुवण	भुवण	भुवण	भुवण
10	PANKAJ KUMAR	ADMISSION CELL	पंकज	पंकज	पंकज	पंकज	पंकज



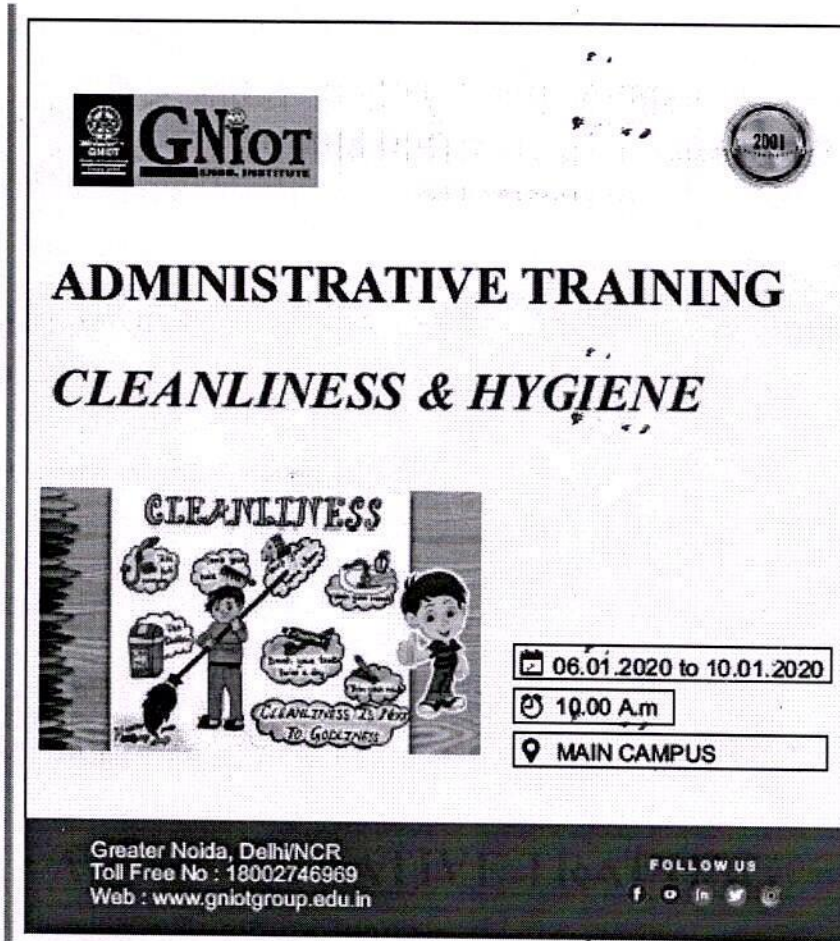
**Name of Event:** ADMINISTRATIVE TRAINING (AT) ON CLEANLINESS & HYGIENE

**Date of Event:** 06-01-2020 to 10-01-2020

**Time:** 10:00 AM Onwards

**Venue:** Main Campus

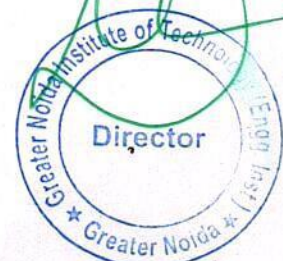
**Event Poster:**



The poster features the GNIOT logo at the top left and a 2001 award seal at the top right. The main title is "ADMINISTRATIVE TRAINING CLEANLINESS & HYGIENE". Below the title is a cartoon illustration of a boy sweeping and a girl holding a trash can, with the text "CLEANLINESS IS THE KEY TO GODLINESS". To the right of the illustration are three boxes containing the event details: "06.01.2020 to 10.01.2020", "10.00 A.m", and "MAIN CAMPUS". At the bottom left, contact information is provided: "Greater Noida, Delh/NCR", "Toll Free No : 18002746969", and "Web : www.gniotgroup.edu.in". At the bottom right, there is a "FOLLOW US" section with social media icons for Facebook, YouTube, LinkedIn, and Twitter.

**Event Description:**

During this interactive training session, participants gain a comprehensive understanding of the importance of cleanliness and hygiene in a professional environment. **The training cover a wide range of topics, including:**



**Importance of Cleanliness:** Understanding the impact of cleanliness on employee health, productivity, and overall well-being. Exploring the connection between cleanliness and a positive work environment.

**Best Practices for Cleaning and Sanitization:** Learning effective techniques for cleaning different areas and surfaces within the workplace, including workstations, common areas, restrooms, and shared equipment. Understanding proper sanitization methods and the use of cleaning products.

**Personal Hygiene:** Highlighting the significance of personal hygiene in preventing the spread of germs and maintaining a healthy workplace. Exploring strategies to promote personal hygiene practices among employees.

**Waste Management:** Addressing proper waste disposal methods, recycling initiatives, and promoting an environmentally friendly workplace. Understanding the importance of waste segregation and its impact on the environment.

**Creating a Culture of Cleanliness:** Exploring strategies to foster a culture of cleanliness and hygiene within the organization. Encouraging employee involvement and responsibility in maintaining a clean work environment.

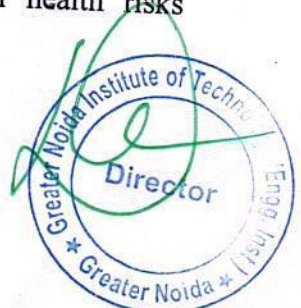
**Compliance with Health and Safety Regulations:** Familiarizing participants with relevant health and safety regulations and guidelines related to cleanliness and hygiene. Understanding the legal obligations of employers and employees in maintaining a clean and safe workplace.

**Implementing Effective Cleaning Policies and Procedures:** Developing practical policies and procedures to ensure consistent and effective cleaning practices throughout the organization. Exploring the use of technology and tools to streamline cleaning operations.

### **Conclusion of the event:**

In conclusion, administrative training on cleanliness and hygiene was essential for promoting a healthy and productive work environment. By providing employees with the necessary knowledge and skills, organizations can maintain cleanliness standards, prevent the spread of diseases, and improve overall well-being.

During this training, administrators emphasized the importance of cleanliness and hygiene practices, such as regular hand washing, proper waste disposal, and maintaining clean and organized workspace. They should also educate employees on the potential health risks associated with poor hygiene and the benefits of maintaining a clean environment.

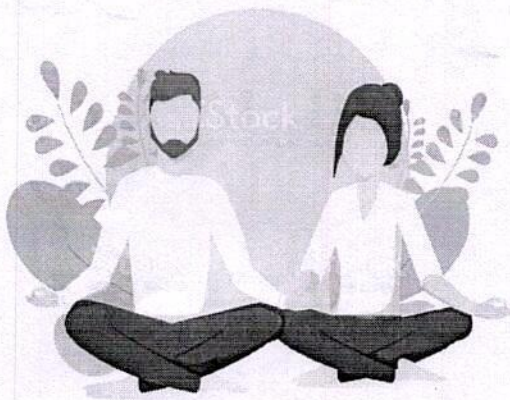









## PERSONAL DEVELOPMENT PROGRAM

# IMPORTANCE OF YOGA



 05.08.2019 to 09.08.2019

 10.00 A.m

 Main ground

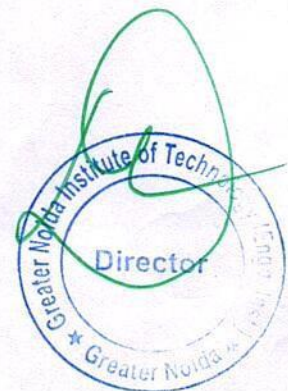
Greater Noida, Delhi/NCR  
Toll Free No : 18002746969  
Web : [www.gniotgroup.edu.in](http://www.gniotgroup.edu.in)

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**GNIOT- GREATER NOIDA**  
**PERSONALITY DEVELOPMENT PROGRAM (Importance of Yoga)- (2019-20)**  
**ATTENDANCE RECORD (05-08-2019 to 09-08-2019)**

S. No	Name of the participant	Designation	05-08-2019	06-08-2019	07-08-2019	08-08-2019	09-08-2019
1	LOKESH SEGHAL	LIBRARY	<i>Lokesh</i>	<i>Lokesh</i>	<i>Lokesh</i>	<i>Lokesh</i>	<i>Lokesh</i>
2	UMESH KUMAR SINGH	ELECT	<i>umesh</i>	<i>umesh</i>	<i>umesh</i>	<i>umesh</i>	<i>umesh</i>
3	MANOJ YADAV	DRIVER	<i>Manoj</i>	<i>Manoj</i>	<i>Manoj</i>	<i>Manoj</i>	<i>Manoj</i>
4	PADAM SINGH	ACCOUNT	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>
5	POONAM RANI	ACCOUNT	<i>Poonam</i>	<i>Poonam</i>	<i>Poonam</i>	<i>Poonam</i>	<i>Poonam</i>
6	AMARDEEP	ACCOUNT	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>
7	ANUJ GOEL	ACCOUNT	<i>Anuj</i>	<i>Anuj</i>	<i>Anuj</i>	<i>Anuj</i>	<i>Anuj</i>
8	RAMESH CHAND SHARMA	ERP CELL	<i>Ramsh</i>	<i>Ramsh</i>	<i>Ramsh</i>	<i>Ramsh</i>	<i>Ramsh</i>
9	JAINENDRA SINGH	ACCOUNT	<i>J</i>	<i>J</i>	<i>J</i>	<i>J</i>	<i>J</i>
10	DEEPU KUMAR	DRIVER	<i>Deepy</i>	<i>Deepy</i>	<i>Deepy</i>	<i>Deepy</i>	<i>Deepy</i>



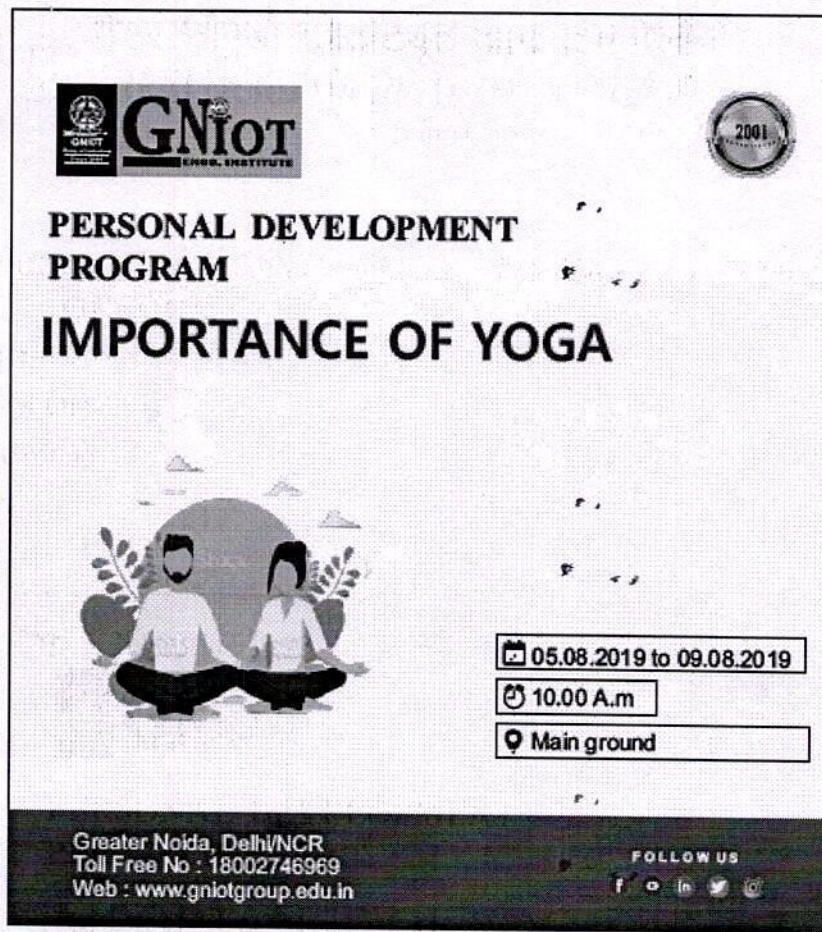
**Name of Event:** PERSONAL DEVELOPMENT PROGRAM(PDP) ON IMPORTANCE OF YOGA.

**Date of Event:** 05-08-19 to 09-08-19

**Time:** 10:00 AM Onwards

**Venue:** Main Ground

**Event Poster:**



The poster features the GNIOT logo at the top left and a circular seal with the year '2001' at the top right. The main title reads 'PERSONAL DEVELOPMENT PROGRAM' followed by 'IMPORTANCE OF YOGA' in large, bold letters. Below the title is an illustration of a man and a woman in yoga poses. To the right of the illustration are three boxes containing event details: '05.08.2019 to 09.08.2019', '10.00 A.m', and 'Main ground'. At the bottom left, contact information is provided: 'Greater Noida, Delhi/NCR', 'Toll Free No : 18002746969', and 'Web : www.gniotgroup.edu.in'. At the bottom right, there is a 'FOLLOW US' section with icons for Facebook, YouTube, LinkedIn, and Instagram.

**Event Description:**

The Personal Development Program (PDP) on the Importance of Yoga is a transformative training event designed to highlight the numerous physical, mental, and spiritual benefits of practicing yoga. This program aims to provide participants with a comprehensive understanding



of yoga and empower them to incorporate it into their daily lives for personal well-being and holistic development.

Yoga is an ancient discipline that combines physical postures (asanas), breathing techniques (pranayama), meditation, and philosophical principles. It offers a wide range of benefits, including improved physical fitness, stress reduction, increased mental clarity, emotional balance, and enhanced spiritual awareness.

### **Key Topics Covered:**

**Introduction to Yoga:** Explore the origins and principles of yoga, including its historical roots and philosophical underpinnings. Gain an understanding of the holistic approach of yoga towards physical, mental, and spiritual well-being.

**Yoga Asanas:** Learn and practice a variety of yoga postures that promote strength, flexibility, balance, and body awareness. Understand the correct alignment, modifications, and progressions of asanas to ensure safe and effective practice.

**Pranayama and Breath Awareness:** Discover the importance of breath control and its impact on mental and physical well-being. Learn and practice different pranayama techniques to enhance energy levels, reduce stress, and promote relaxation.

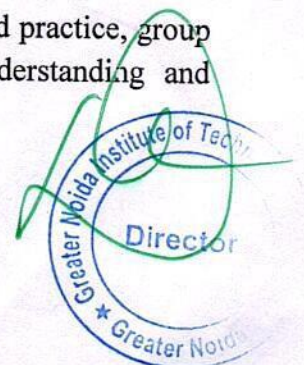
**Meditation and Mindfulness:** Explore the practice of meditation as a means to cultivate focus, inner peace, and self-awareness. Understand various meditation techniques and how to incorporate mindfulness in daily life for stress reduction and emotional balance.

**Yoga for Stress Management:** Learn specific yoga techniques and sequences that target stress reduction and relaxation. Understand the physiological and psychological effects of stress on the body and explore how yoga can be an effective tool for stress management.

**Yoga for Physical Fitness:** Discover the physical benefits of yoga, including improved strength, flexibility, balance, and posture. Explore the connection between yoga and other physical activities, and how yoga can complement and enhance overall fitness.

**Yoga Philosophy and Lifestyle:** Gain insights into the philosophical aspects of yoga, including the principles of non-violence, truthfulness, contentment, self-discipline, and self-reflection. Understand how incorporating these principles into daily life can lead to a more balanced and purposeful existence.

The PDP was a combination of theory sessions, practical demonstrations, guided practice, group discussions, and experiential learning activities to deepen participants' understanding and



experience of yoga. Participants got the opportunity to explore personal reflections and create an action plan for integrating yoga into their daily lives.

By attending this PDP on the Importance of Yoga, participants got experience of benefits of yoga firsthand but also gain the knowledge and tools to incorporate yoga practices into their personal and professional lives. They will develop a greater sense of self-awareness, inner harmony, and overall well-being.

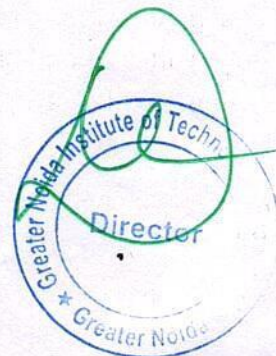
### **Conclusion of the event:**

In conclusion, the Personal Development Program (PDP) on the Importance of Yoga highlighted the profound benefits that yoga offers for physical, mental, and spiritual well-being. By attending this program, participants gain a comprehensive understanding of yoga and are empowered to incorporate its practices into their daily lives.

Yoga is not merely a physical exercise; it is a holistic discipline that encompasses asanas, pranayama, meditation, and philosophical principles. Through regular practice, individuals can experience numerous benefits, including improved physical fitness, increased flexibility, enhanced mental clarity, stress reduction, emotional balance, and spiritual growth.

The PDP emphasizes the importance of yoga as a tool for self-care and personal development. Participants explored various yoga asanas and learn correct alignment and modifications to ensure a safe and effective practice. They also delve into pranayama techniques to harness the power of breath for relaxation, energy management, and overall well-being.

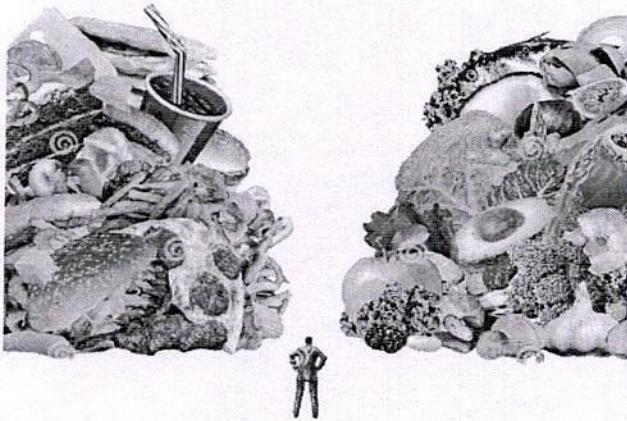
The PDP on the Importance of Yoga invites individuals to embark on a transformative journey of self-discovery, holistic well-being, and personal growth through the practice of yoga. By embracing yoga as a way of life, participants can cultivate a deeper connection with themselves, foster resilience, and create a foundation for a healthier, more fulfilling life.





## PERSONAL DEVELOPMENT PROGRAM

*Health Issues Including Nutrition,  
Sleep & Society*



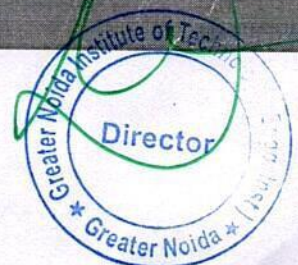
📅 19.04.2020 to 23.04.2020

🕒 10.00 AM

📍 Seminar Hall Ground Floor

Greater Noida, Delhi/NCR  
Toll Free No : 18002746969  
Web : [www.gniotgroup.edu.in](http://www.gniotgroup.edu.in)

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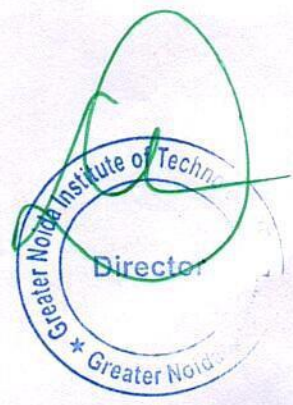


GNIOT- GREATER NOIDA

PERSONALITY DEVELOPMENT PROGRAM (Health issues including Nutrition, Sleep and Society)- (2019-20)

ATTENDANCE RECORD (19-04-2020 to 23-04-2020)

S. No.	Name of the participant	Designation	19-04-2020	20-04-2020	21-04-2020	22-04-2020	23-04-2020
1	GAJENDER SINGH S.O.	NIGHT SEC	Gajendra	Gajendra	Gajendra	Gajendra	Gajendra
2	NEELESH KUMAR	REGISTRAR OFFICE	N Kumar	N Kumar	N Kumar	N Kumar	N Kumar
3	RAVINDRA YADAV	FOREMAN	R. Yadav	R. Yadav	R. Yadav	R. Yadav	R. Yadav
4	RISHABH SINGH	DIRECTOR OFFICE	R Singh	R Singh	R Singh	R Singh	R Singh
5	SACHIN KUMAR-HOLD	COMPUTER LAB	Sachin Kumar	Sachin Kumar	Sachin Kumar	Sachin Kumar	Sachin Kumar
6	PRANAV KUMAR	ADMISSION CELL	P. Kumar	P. Kumar	P. Kumar	P. Kumar	P. Kumar
7	SHRIPAL	MECHANICAL LAB	S. Pal	S. Pal	S. Pal	S. Pal	S. Pal
8	SACHIN TYAGI	ELECTRONIC S LAB	S. Tyagi	S. Tyagi	S. Tyagi	S. Tyagi	S. Tyagi
9	CHINTA MANI UPADHYAY	PANDIT JI	C. Mani	C. Mani	C. Mani	C. Mani	C. Mani
10	ASWANI KUMAR	ADMISSION CELL	A. Kumar	A. Kumar	A. Kumar	A. Kumar	A. Kumar
11	RAMESH CHAND-LAB	COMPUTER LAB	R. Chand	R. Chand	R. Chand	R. Chand	R. Chand
12	S.D. NAUTIYAL	LIBRARY	S. D. Nautiyal	S. D. Nautiyal	S. D. Nautiyal	S. D. Nautiyal	S. D. Nautiyal
13	SUNIL KUMAR BAITHA	ELECT	S. Kumar	S. Kumar	S. Kumar	S. Kumar	S. Kumar



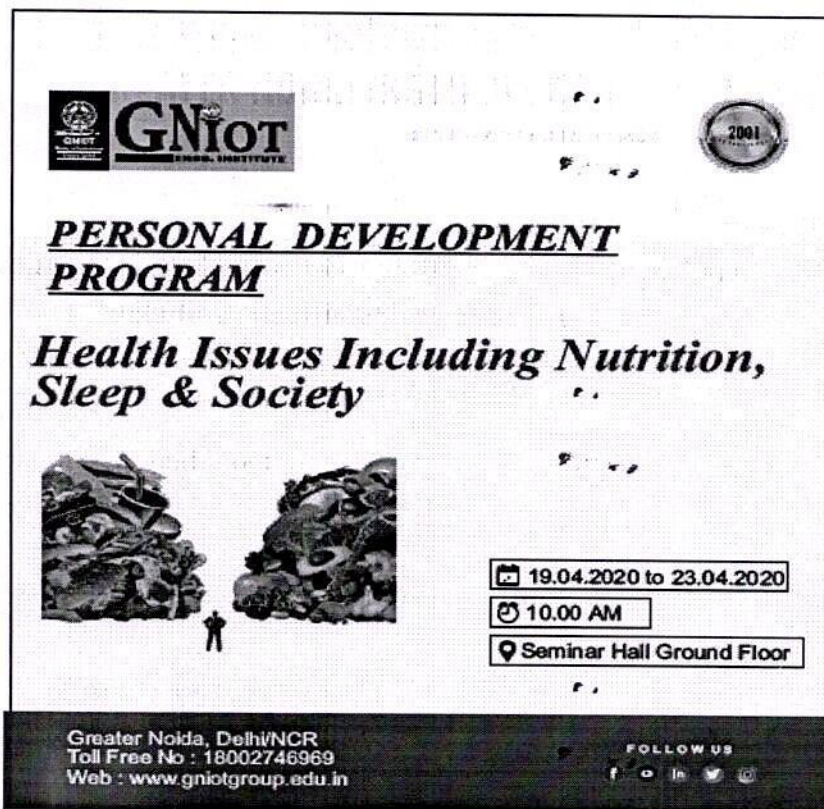
**Name of Event:** FACULTY DEVELOPMENT PROGRAM (FDP) on “Health Issues Including Nutrition Sleep & Society”

**Date of Event:** 19-04-20 to 23-04-20

**Time:** 10:00 AM Onwards

**Venue:** Seminar Hall Ground Floor

**Event Poster:**



The poster features the GNIOT logo at the top left and a circular seal with the year 2001 at the top right. The main title is **PERSONAL DEVELOPMENT PROGRAM** in bold, underlined letters. Below it, the subtitle is ***Health Issues Including Nutrition, Sleep & Society***. A central image shows a person standing between two large, dark, textured blocks. To the right of the image, there are three boxes containing event details: a calendar icon for the dates **19.04.2020 to 23.04.2020**, a clock icon for the time **10.00 AM**, and a location pin icon for **Seminar Hall Ground Floor**. At the bottom left, contact information is provided: **Greater Noida, Delhi/NCR**, **Toll Free No : 18002746969**, and **Web : www.gniotgroup.edu.in**. At the bottom right, there is a **FOLLOW US** section with icons for Facebook, YouTube, LinkedIn, and Instagram.

### **Event Description:**

This Faculty Development Program (FDP) on health issues, focusing on prevention and management strategies. In today's fast-paced world, health problems have become increasingly prevalent. This FDP aimed to equip educators with knowledge and tools to address health issues effectively, both in their personal lives and within their educational institutions. Throughout this program, we were explored various health topics and discuss practical approaches to promote wellness and disease prevention.



Director  
Greater Noida Institute of Techno  
\* Greater Noida



**Session 1: Understanding Common Health Issues Objective:** To develop an understanding of prevalent health issues and their impact.

**Overview of common health issues:** Discuss the most common health problems affecting individuals today, such as obesity, cardiovascular diseases, mental health disorders, diabetes, and respiratory ailments.

**Health statistics and trends:** Present recent data and statistics related to the prevalence, incidence, and impact of these health issues globally and within your region.

**Socioeconomic determinants:** Examine how socioeconomic factors, including income, education, and access to healthcare, contribute to health disparities.

**Session 2: Promoting Healthy Lifestyles Objective:** To explore strategies for promoting healthy lifestyles among educators and students.

**Nutrition and healthy eating habits:** Discuss the importance of a balanced diet and provide practical tips for educators and students to adopt healthy eating habits.

**Physical activity and exercise:** Highlight the benefits of regular physical activity and suggest ways to incorporate exercise into busy schedules.

**Stress management and mental well-being:** Address the impact of stress on health and introduce stress management techniques and mindfulness practices.

**Sleep hygiene:** Discuss the significance of quality sleep and share strategies for improving sleep patterns.

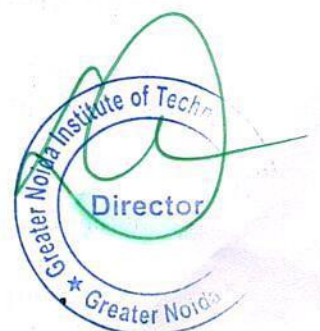
**Session 3: Prevention and Early Detection Objective:** To emphasize the importance of prevention and early detection in maintaining good health.

**Immunizations and vaccinations:** Educate participants about the importance of vaccinations in preventing infectious diseases and debunk common misconceptions.

**Regular health check-ups:** Discuss the significance of routine health screenings, including blood pressure measurements, cholesterol tests, and cancer screenings.

**Health education and awareness:** Explore effective ways to educate students and colleagues about health issues and promote awareness campaigns within educational institutions.

**Tobacco, alcohol, and substance abuse prevention:** Address the impact of substance abuse on health and discuss preventive measures.



**Session 4: Managing Health Issues Objective:** To equip educators with knowledge on managing health issues effectively.

**Medication adherence and self-care:** Discuss the importance of adhering to prescribed medications and engaging in self-care practices to manage chronic conditions.

**Mental health support:** Introduce strategies for recognizing and supporting individuals with mental health disorders, including creating a supportive environment and referring to appropriate resources.

**Workplace ergonomics:** Educate participants about maintaining proper posture and ergonomics to prevent musculoskeletal disorders related to sedentary work environments.

**Healthy work-life balance:** Discuss the importance of work-life balance and provide practical tips to manage professional responsibilities while prioritizing personal well-being.

#### **Conclusion of the event:**

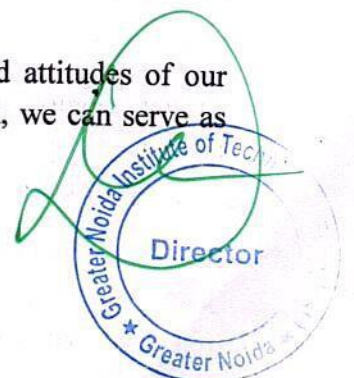
In conclusion, this comprehensive discussion on health issues, including nutrition, sleep, and society, has shed light on the crucial aspects that impact our overall well-being. We have explored the significance of adopting healthy eating habits, understanding the role of nutrition in maintaining good health, and implementing practical strategies to promote a balanced diet. Moreover, we have recognized the importance of quality sleep and discussed effective sleep hygiene practices to enhance our physical and mental well-being.

Furthermore, we have delved into the societal factors that influence health outcomes, such as socioeconomic determinants and access to healthcare. By understanding these factors, we can work towards addressing health disparities and promoting equity in healthcare provision.

Through this exploration, we have recognized the importance of prevention in maintaining good health. By emphasizing immunizations, regular health check-ups, and health education, we can empower individuals to take proactive steps towards preventing illnesses and detecting health issues at an early stage.

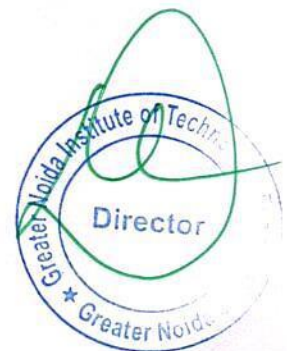
Additionally, we have discussed the management of health issues, including medication adherence, mental health support, workplace ergonomics, and maintaining a healthy work-life balance. These topics are crucial for individuals to effectively manage their health conditions and maintain overall well-being.

As educators, we play a significant role in shaping the health behaviors and attitudes of our students and colleagues. By applying the knowledge gained in this discussion, we can serve as



advocates for health promotion and awareness within our educational institutions. By fostering a culture of wellness, we can create an environment that supports the physical, mental, and emotional health of all members of the community.

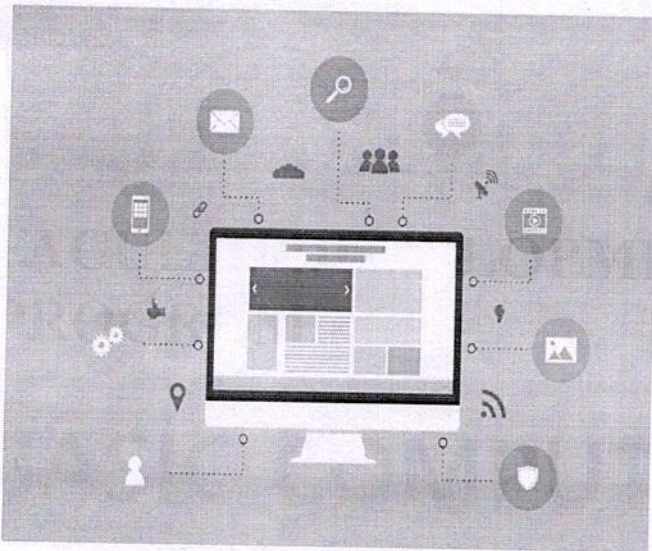
Remember, the journey towards good health is ongoing and requires continuous effort and commitment. By prioritizing nutrition, sleep, and addressing societal factors, we can contribute to a healthier and more fulfilling life for ourselves and those around us. Let us take the knowledge gained from this discussion and apply it in our daily lives to make a positive impact on our health and the well-being of others.








## FACULTY DEVELOPMENT PROGRAM

# BASIC COMPUTER TRAINING



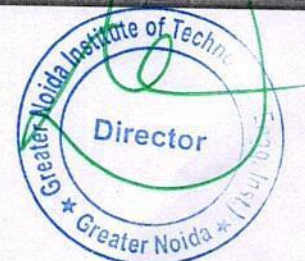
 18.11.2019 to 22.11.2019

 10.00 A.m

 Seminar Hall First Floor

Greater Noida, Delhi/NCR  
Toll Free No : 18002746969  
Web : [www.gniotgroup.edu.in](http://www.gniotgroup.edu.in)

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## GNIOT- GREATER NOIDA

## FACULTY DEVELOPMENT PROGRAM (Basic Computer Training)- (2019-20)

## ATTENDANCE RECORD (18-11-2019 to 22-11-2019)

S. No.	Name of the participant	Designation	18-11-2019	19-11-2019	20-11-2019	21-11-2019	22-11-2019
1	MUKESH KUMAR (STORE)	ACCOUNT	Mukesh	Mukesh	Mukesh	Mukesh	Mukesh
2	MUKESH KUMAR	ACCOUNT	Mu	Mu	Mu	Mu	Mu
3	DEEPCHAND	CHEMISTRY	दीपचन्द्र	दीपचन्द्र	दीपचन्द्र	दीपचन्द्र	दीपचन्द्र
4	KALI CHARAN	SWEEPER	कालीचरण	कालीचरण	कालीचरण	कालीचरण	कालीचरण
5	ASHOK KUMAR SINGH	REGISTRAR OFFICE	Asu	Asu	Asu	Asu	Asu
6	RAKESH BHATI	PEON	Ru	Ru	Ru	Ru	Ru
7	AJIT KUMAR SINGH	ELECT	Ajit	Ajit	Ajit	Ajit	Ajit
8	PAPPU YADAV	ELE	Pu	Pu	Pu	Pu	Pu
9	ANIL MADHWAL	REGISTRAR OFFICE	Anil	Anil	Anil	Anil	Anil
10	AMRITA MADHWAL	REGISTRAR OFFICE	Amu	Amu	Amu	Amu	Amu
11	ANITA	SWEEPER	अनीता	अनीता	अनीता	अनीता	अनीता
12	BALJEET	SWEEPER	बलजीत	बलजीत	बलजीत	बलजीत	बलजीत
13	BHUPENDER	PEON	Bu	Bu	Bu	Bu	Bu
14	GUDDI	SWEEPER	गुड्डी	गुड्डी	गुड्डी	गुड्डी	गुड्डी
15	MANSHI GARG	TEENU	Manshi	Manshi	Manshi	Manshi	Manshi
16	VIKAL	SWEEPER	विकल	विकल	विकल	विकल	विकल
17	VINESH KUMAR/LALIT	PEON	Vin	Vin	Vin	Vin	Vin
18	DINESH PASWAN	ELE	Dinesh	Dinesh	Dinesh	Dinesh	Dinesh
19	LOKESH SEGHAL	ASSTT.LIBRARIAN	Lokesh	Lokesh	Lokesh	Lokesh	Lokesh
20	CHHAYA UPADHYAY	GG	Chhaya	Chhaya	Chhaya	Chhaya	Chhaya
21	SATYA PRAKASH GUPTA	LAB TECH	Satya	Satya	Satya	Satya	Satya
22	MADHU GARG	RG	Madhu	Madhu	Madhu	Madhu	Madhu



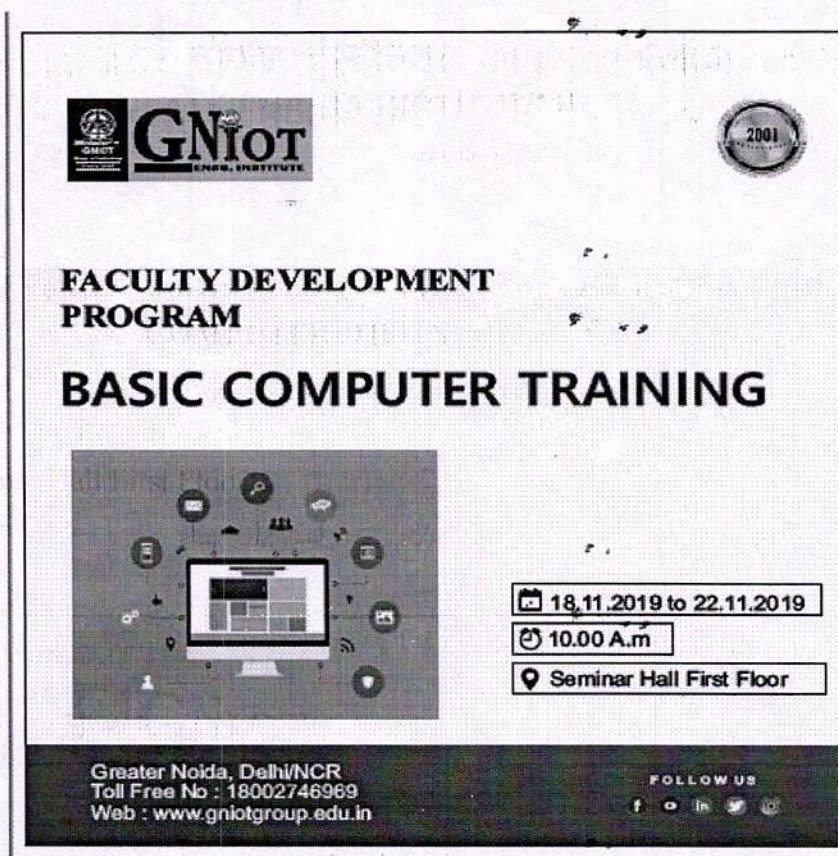
**Name of Event:** FACULTY DEVELOPMENT PROGRAM (FDP) ON BASIC COMPUTER TRAINING

**Date of Event:** 18-11-19 to 22-11-19

**Time:** 10:00 AM Onwards

**Venue:** Seminar Hall First Floor

**Event Poster:**



**GNIOT**  
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2001

**FACULTY DEVELOPMENT PROGRAM**

**BASIC COMPUTER TRAINING**

18.11.2019 to 22.11.2019

10.00 A.m

Seminar Hall First Floor

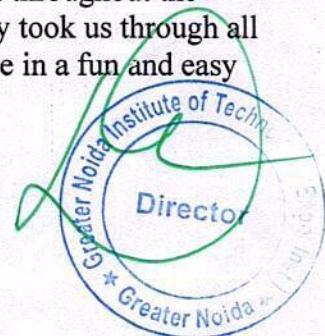
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### Event Description:

The faculty development program on basic computer training, organized by the chairman and director of our institution, was simply enthralling. As faculties walked into the seminar hall, eyes were immediately drawn to the numerous laptops that had been set up for us. The air was thick with anticipation as we waited for our instructors to begin their presentation. They started off with an engaging introduction that instantly captured our attention and held it throughout the session. Through a series of interactive activities and hands-on exercises, they took us through all the basics of computing - from operating systems to word processing software in a fun and easy to understand manner.



Director  
Greater Noida Institute of Technology  
Greater Noida

As we worked on each task at hand, there was never any moment where we felt overwhelmed or lost. Our experienced trainers made sure everyone stayed engaged by taking frequent breaks between sessions and answering every question thrown their way with utmost care.

By the end of this faculty development program, not only did we have newfound confidence in using computers but also a deeper appreciation for technology's role in teaching pedagogy. This event is proof positive that when it comes to learning new things, anything can be possible if you're willing enough to put in some effort!

The faculty development program on basic computer training is being organised by none other than the chairman and director themselves. That's right, these two visionaries have seen a need for enhanced technological proficiency among their teaching and non teaching staff and are taking matters into their own hands. This program promises to cover all of the fundamental aspects of computing, from word processing to spreadsheet creation and beyond. With a curriculum designed specifically for educators, participants will gain valuable insights into how technology can be used in the classroom to enhance learning outcomes. But that's not all; this program also includes interactive workshops, group discussions, and one-on-one coaching sessions with experts in the field!

### **Conclusion of the event:**

In conclusion, participating in a Basic Computer Training program, was highly beneficial for individuals seeking to enhance their computer skills. Such programs provide a comprehensive overview of fundamental computer concepts, software applications, and practical techniques necessary for efficient computer usage.

By participating in a Basic Computer Training, individuals can expect to gain several advantages. Firstly, they will acquire a solid understanding of computer hardware components, operating systems, and software applications commonly used in various industries. This knowledge will enable them to navigate computer systems confidently, troubleshoot basic issues, and make informed decisions when selecting appropriate software tools.

Additionally, a Basic Computer Training FDP often covers essential productivity tools like word processors, spreadsheets, and presentation software. Participants can learn how to create professional-looking documents, analyze data, and deliver effective presentations, thereby improving their efficiency and effectiveness in the workplace.

Furthermore, individuals attending such programs will likely gain insights into internet usage, including web browsing, email communication, and online research. They can learn best practices for online security, data privacy, and ethical considerations, which are increasingly important in today's digital landscape.

