



### **6.3.3**

**Total number of Teaching &  
Non-teaching staff  
participating in FDP / MDP /  
Administrative Training  
Annual Report (2017-18)**

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

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

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training**

S. No.	Year	Title of the FDP / MDP/ professional development / administrative training program	Dates (from-to) (DD-MM-YYYY)	No. of participants
1	2017-18	ERP Training	11-09-2017 to 15-09-2017	163
2	2017-18	Cleanliness and hygiene	11-09-2017 to 15-09-2017	10
3	2017-18	Basic computer training	12-03-2018 to 17-03-2018	29

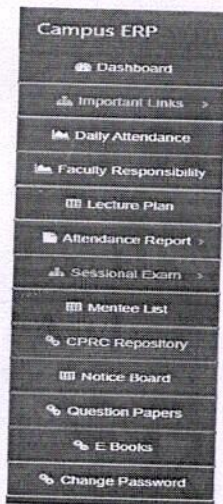






# FACULTY DEVELOPMENT PROGRAM

# ERP TRAINING



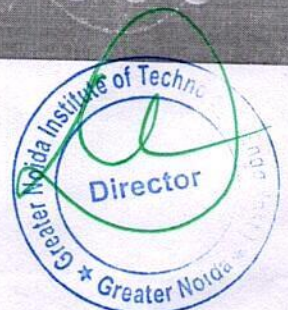
11.09.2017 to 15.9.2017

10.00 A.m

Seminar Hall First Floor

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

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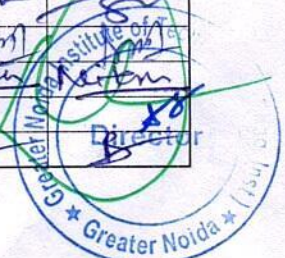




FACULTY DEVELOPMENT PROGRAM (ERP TRAINING)- (2017-18)

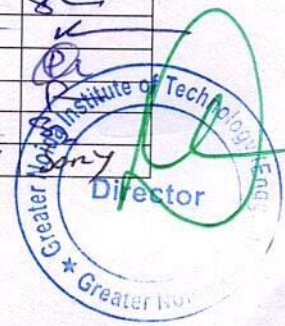
ATTENDANCE RECORD (11-09-2017 to 15-09-2017)

S. No.	Name of the participant	Designation	11-09-2017	12-09-2017	13-09-2017	14-09-2017	15-09-2017
1	MINAKSHI AWASTHI	Associate Professor	Minakshi	Minakshi	Minakshi	Minakshi	Minakshi
2	ASIF KHAN	Assistant Professor	Asif	Asif	Asif	Asif	Asif
3	RAVINDRA KUMAR	Professor	Ravi	Ravi	Ravi	Ravi	Ravi
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	Renu	Renu	Renu	Renu
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 TRIPATHI	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	Brajendra	Brajendra	Brajendra	Brajendra	Brajendra
32	MOTI SINGH	Professor	Moti	Moti	Moti	Moti	Moti
33	KAPIL KUMAR	Assistant Professor	Kapil	Kapil	Kapil	Kapil	Kapil
34	VINEETA CHAUHAN	Assistant Professor	Vineeta	Vineeta	Vineeta	Vineeta	Vineeta
35	RAMJI PANDEY	Assistant Professor	Ramji	Ramji	Ramji	Ramji	Ramji
36	ATTIK	Assistant Professor	Atik	Atik	Atik	Atik	Atik
37	RISHI KUMAR SINGH	Assistant Professor	Rishi	Rishi	Rishi	Rishi	Rishi
38	ANEEP KUMAR	Assistant Professor	Anoop	Anoop	Anoop	Anoop	Anoop
39	DALVINDER KAUR MANGAL	Professor	Dalvinder	Dalvinder	Dalvinder	Dalvinder	Dalvinder
40	AKHILESH SINGH	Assistant Professor	Akhilesh	Akhilesh	Akhilesh	Akhilesh	Akhilesh
41	ADARSH KUMAR MISHRA	Assistant Professor	Adarsh	Adarsh	Adarsh	Adarsh	Adarsh
42	ASHOK KUMAR SINGH	Assistant Professor	Ashok	Ashok	Ashok	Ashok	Ashok
43	ROHIT PANDEY	Assistant Professor	Rohit	Rohit	Rohit	Rohit	Rohit
44	GIRENDRA BHATI	Assistant Professor	Girendra	Girendra	Girendra	Girendra	Girendra
45	ARVIND KUMAR	Assistant Professor	Arvind	Arvind	Arvind	Arvind	Arvind
46	NITASH KAUSHIK	Professor	Nitash	Nitash	Nitash	Nitash	Nitash
47	ANIL KUMAR DUBEY	Assistant Professor	Anil	Anil	Anil	Anil	Anil
48	BHUVNESH KHOKHAR	Assistant Professor	Bhuvnesh	Bhuvnesh	Bhuvnesh	Bhuvnesh	Bhuvnesh





49	ATUL SINGH DURGBANS	Mechanical Engineering	Atul	Atul	Atul	Atul	Atul
50	PUSHKAL KUMAR SHUKLA	Computer Science	Push	Push	Push	Push	Push
51	AKHIL MOHAN MISHRA	Mechanical Engineering	Akh	Akh	Akhil	Akh	Akh
52	SUKAMAL PAL	Mechanical Engineering	Sukamal	Sukan	suk-	Sukamal	Sukan
53	RITESH KUMAR SINGH	Electronics & Communication	R	R	R	R	R
54	LAKSHYA SINGH	MBA	L	A	L	L	L
55	VINAY KUMAR GOYAL	Computer Science	V	V	V	V	V
56	MANOJ KUMAR NISHAD	MBA	Manoj	Mano	Man	man	M
57	POOJA SAXENA	Electronics & Communication	Pooja	Pooja	Pooja	pooja	Pooja
58	PRADEEP PATHAK	Mechanical Engineering	Pradeep	Prade	Prade	Prade	Prade
59	SHAILIKA SHARMA	Electronics & Communication	S	S	S	S	S
60	SANDEEP CHAURASIA	Mechanical Engineering	Sandeep	sandeep	Sande	Sandeep	Sande
61	DEEPANSHU AGRAWAL	Information Technology	Deep	Deep	Deep	Deep	Deep
62	ARJUN KUMAR	Computer Science	A	A	A	A	A
63	SHWETA CHAUDHARY	Electronics & Communication	S	S	S	S	S
64	NITIN KUMAR CHAUHAN	Electronics & Communication	N	N	N	N	N
65	SIDDHARTH JAIN	Electrical Engineering	S	S	S	S	S
66	GAURAV SINGH	Computer Science	G	G	G	G	G
67	HARSHA GUPTA	Computer Science	H	H	H	H	H
68	MOHIT KUMAR	Civil Engineering	M	M	M	M	M
69	KESHAV BHATIA	MBA	K	K	K	K	K
70	KALPANA SINGH	App. Sci.(Chemistry)	K	K	K	K	K
71	BRAHM PAL	Civil Engineering	B	B	B	B	B
72	RAKESH SHARMA	Computer Science	R	R	R	R	R
73	YOGESH KUMAR	Electronics & Communication	Y	Y	Y	Y	Y
74	MEERA	App. Sci.(BioSci)	M	M	M	M	M
75	GEETA AGARWAL	Information Technology	G	G	G	G	G
76	CHANDAN GUPTA	Electronics & Instrumentation	C	Chand	Chand	Chand	Chand
77	SANDEEP CHAUHAN	Mechanical Engineering	S	S	S	S	S
78	DHARMESH KUMAR PATHAK	Electrical Engineering	D	D	D	D	D
79	AVINASH DWIVEDI	Computer Science	A	A	A	A	A
80	SUNIL KUMAR	App. Sci.(Physics)	S	S	S	S	S
81	NARESH KUMAR PAL	App. Sci.(Physics)	N	N	N	N	N
82	ANAND BHUSHAN PANDEY	Computer Science	A	Anand	Anand	Anand	Anand
83	ASHISH SINGH	Mechanical Engineering	Ash	Ash	Ash	Ash	Ash
84	BHANUPRATAP	Mechanical Engineering	B	B	B	B	B
85	SANDHYA	Information Technology	S	S	S	S	S
86	SHRESHTH KUMAR VARSHNEY	Electrical Engineering	S	S	S	S	S
87	RAUNAK SULEKH	Computer Science	R	R	R	R	R
88	JOHNNY DOGRA	Electronics & Communication	J	J	J	J	J
89	HIMDIWEEP KHURANA	Computer Science	H	H	H	H	H
90	BINOD KUMAR SINGH	Civil Engineering	B	B	B	B	B
91	INDU BHUSHAN	Electrical Engineering	I	I	I	I	I
92	KUWAR PRATAP SINGH	Computer Science	K	K	K	K	K
93	PREETI SINGH	App. Sci.(English)	P	P	P	P	P
94	YATIN KUMAR AGARWAL	Computer Science	Y	Y	Y	Y	Y
95	SHADAB AHMAD	Mechanical Engineering	A	A	A	A	A
96	PAWAN KUMAR	Electronics & Communication	P	P	P	P	P
97	RAHUL DEVA	Computer Science	R	R	R	R	R
98	JYOTSANA SHARMA	App. Sci.(English)	J	J	J	J	J
99	SHUBHANGI SANKHYADHAR	Computer Science	S	S	S	S	S
100	SUMAIYA KHANAM	Civil Engineering	S	S	S	S	S
101	PUSHPENDRA KUMAR	Computer Science	P	P	P	P	P
102	PREETI SHARMA	App. Sci.(Physics)	P	P	P	P	P
103	SANYAM KUMAR	Computer Science	S	S	S	S	S
104	SONY KUMARI	Computer Science	S	S	S	S	S





105	HARENDRA SINGH	Computer Science	Hr	Hr	Hr	Hr	Hr
106	RAHUL GARG	Civil Engineering	Rg	Rg	Rg	Rg	Rg
107	KARTIK KUMAR GUPTA	Mechanical Engineering	K.K.Gupta	K.K.Gupta	K.K.Gupta	K.K.Gupta	K.K.Gupta
108	RAMVEER SINGH	Information Technology	R.Singh	R.Singh	R.Singh	R.Singh	R.Singh
109	RAJU RANJAN	Computer Science	Ran	Ran	Ran	Ran	Ran
110	RAVI SHARMA	Mechanical Engineering	Ravi	Ravi	Ravi	Ravi	Ravi
111	VIKRANT	Electronics & Communication	Vik	Vik	Vik	Vik	Vik
112	TARUN GUPTA	Mechanical Engineering	Tarun	Tarun	Tarun	Tarun	Tarun
113	MUKESH KUMAR OJHA	Electronics & Communication	M.K.Ojha	M.K.Ojha	M.K.Ojha	M.K.Ojha	M.K.Ojha
114	SACHIN TIWARI	Civil Engineering	St	St	St	St	St
115	RESHU TYAGI	Computer Science	Rt	Rt	Rt	Rt	Rt
116	ARVIND KUMAR SHARMA	App. Sci.(English)	Ar	Ar	Ar	Ar	Ar
117	KAPIL	Electronics & Communication	Kapil	Kapil	Kapil	Kapil	Kapil
118	ESSHA NARULA	App. Sci.(English)	En	En	En	En	En
119	VINOD KUMAR CHAUDHARY	Computer Science	V.Ch	V.Ch	V.Ch	V.Ch	V.Ch
120	ANURAG PAL	Mechanical Engineering	A	A	A	A	A
121	BARAMESHWAR PRASAD KESHARI	Mechanical Engineering	B	B	B	B	B
122	SUPRANSHU R MISHRA	Civil Engineering	Sar	Sar	Sar	Sar	Sar
123	KOMAL CHAUDHARY	Civil Engineering	Kc	Kc	Kc	Kc	Kc
124	MOHD SALMAN	Computer Science	Sal	Sal	Sal	Sal	Sal
125	DEEPAK KUMAR	Electronics & Communication	D.K	D.K	D.K	D.K	D.K
126	MANJU	Civil Engineering	Manju	Manju	Manju	Manju	Manju
127	DEEPAK TOMER	Computer Science	Dee	Dee	Dee	Dee	Dee
128	RUBY KUMARI	App. Sci.(English)	Ruby	Ruby	Ruby	Ruby	Ruby
129	RICHA SINGH	Electronics & Communication	Rich	Rich	Rich	Rich	Rich
130	ARPITA PATHAK	App. Sci.(English)	Ar	Ar	Ar	Ar	Ar
131	RAM MURTI DEVI	App. Sci.(English)	R	R	R	R	R
132	ANUJ KUMAR VIKAL	Mechanical Engineering	Anu	Anu	Anu	Anu	Anu
133	RANJIT SINGH	MCA	R	R	R	R	R
134	NEETA MISHRA	App. Sci.(Chemistry)	N.M	N.M	N.M	N.M	N.M
135	RAKESH KUMAR PATHAK	App. Sci.(MBA)	Rp	Rp	Rp	Rp	Rp
136	SHIVA SHANKAR	App. Sci.(Math)	S	S	S	S	S
137	PANKAJ	Mechanical Engineering	Pank	Pank	Pank	Pank	Pank
138	SUDHANSHU SAURABH	Information Technology	Sudh	Sudh	Sudh	Sudh	Sudh
139	SUDHANSU SEKHAR SENAPATI	Information Technology	S	S	S	S	S
140	VISHVAJEET RANJAN	Mechanical Engineering	Vish	Vish	Vish	Vish	Vish
141	RAJDEV TIWARI	Computer Science	Rajdev	Rajdev	Rajdev	Rajdev	Rajdev
142	ASHUTOSH KUMAR	Mechanical Engineering	A	A	A	A	A
143	RAVINDRA KUMAR	Civil Engineering	R	R	R	R	R
144	SAURABH DWIVEDI	Computer Science	S	S	S	S	S
145	BIRENDRA KUMAR SARASWAT	Computer Science	B.K.S	B.K.S	B.K.S	B.K.S	B.K.S
146	ARTI GUPTA	Computer Science	Ar	Ar	Ar	Ar	Ar
147	VASUDHA TIWARI	Information Technology	Vasudha	Vasudha	Vasudha	Vasudha	Vasudha
148	ANKIT KUMAR	Automobile	Ankit	Ankit	Ankit	Ankit	Ankit
149	ROHIT SINGH	Civil Engineering	R	R	R	R	R
150	NISHI	Electronics & Communication	N	N	N	N	N
151	ANKITA AGGARWAL	Electronics & Communication	Ankita	Ankita	Ankita	Ankita	Ankita
152	BINAYAK PARASHAR	Information Technology	B	B	B	B	B
153	SURESH	Information Technology	S	S	S	S	S
154	SUNIL KUMAR	Electrical Engineering	Sunil	Sunil	Sunil	Sunil	Sunil
155	DEEPAK SINGH BHADOURIA	App. Sci.(Physics)	D	D	D	D	D
156	PRASHANT KUMAR	App. Sci.(Math)	P	P	P	P	P
157	DEEPAK KUMAR TYAGI	Computer Science	D	D	D	D	D
158	MONIA	Electrical Engineering	Monica	Monica	Monica	Monica	Monica
159	MOHD ASGHAR ZAIDI	Mechanical Engineering	Mzaid	Mzaid	Mzaid	Mzaid	Mzaid
160	ANUBHAV KUMAR	Civil Engineering	AK	AK	AK	AK	AK
161	JITENDRA PRATAP SINGH	App. Sci.(Math)	J	J	J	J	J
162	MANOJ SHARMA	Mechanical Engineering	M	M	M	M	M
163	ANKIT JAYANT	Electronics & Communication	Aj	Aj	Aj	Aj	Aj





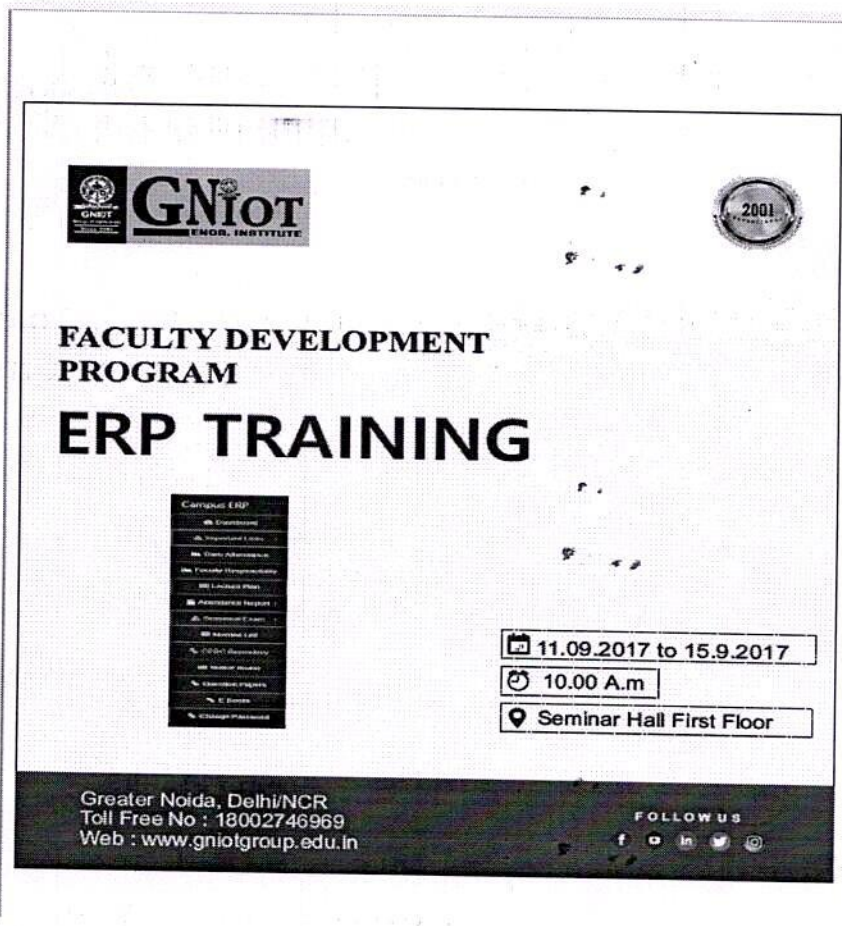
**Name of Event:** FACULTY DEVELOPMENT PROGRAM (FDP) ON ERP TRAINING.

**Date of Event:** 11-09-17 to 15-09-17

**Time:** 10:00 AM Onwards

**Venue:** Seminar Hall First Floor

**Event Poster:**



**GNIOT**  
ENGG. INSTITUTE

2001

**FACULTY DEVELOPMENT  
PROGRAM  
ERP TRAINING**

Campus ERP  
• Enrollment  
• Transport Lines  
• Exam Administration  
• Faculty Management  
• Library Management  
• Administrative Support  
• Recruitment & Hiring  
• Member List  
• ERP Inventory  
• Student Records  
• E-Books  
• Change Management

11.09.2017 to 15.9.2017  
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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### 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.



Greater Noida Institute of Technology  
Director  
Greater Noida



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.

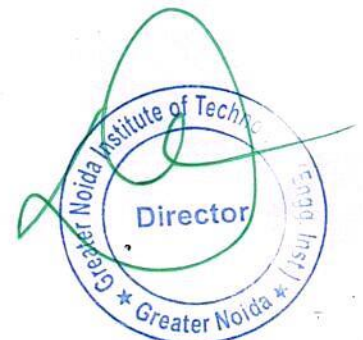
**Case Studies and Best Practices:** Analyze real-world case studies of successful ERP implementations, highlighting best practices, and critical success factors.

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.

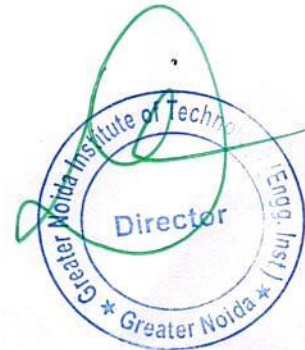




8. Various notices of colleges and university.
9. E- Books.
10. Marks uploading on ERP.
11. Mark daily attendance.
12. Generate various kinds of reports.
13. Fees status of student under MASTER REPORT.
14. Online registration of student.
15. Online feedback mechanism.
16. Important links such as Holidays,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







# ADMINISTRATIVE TRAINING

## CLEANLINESS & HYGIENE



11.09.2017 to 15.09.2017

10.00 A.m

MAIN CAMPUS

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

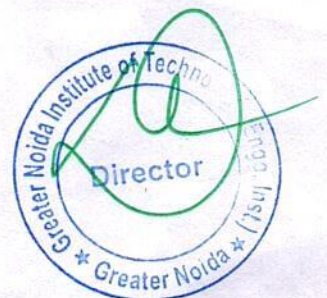
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GNIOT- GREATER NOIDA  
Administrative training Program (Cleanliness and Hygiene)- (2017-18)  
ATTENDANCE RECORD (11-09-2017 to 15-09-2017)

S. No.	Name of the participant	Designation	11-09-2017	12-09-2017	13-09-2017	14-09-2017	15-09-2017
1	MUKESH KUMAR (STORE)	ACCOUNT	Mukesh	Mukesh	Mukesh	Mukesh	Mukesh
2	MUKESH KUMAR	ACCOUNT	Mukesh	Mukesh	Mukesh	Mukesh	Mukesh
3	DEEPCHAND	CHEMISTRY	Deepcha	Deepcha	Deepcha	Deepcha	Deepcha
4	KALI CHARAN	SWEEPER	Kali Charan	Kali Charan	Kali Charan	Kali Charan	Kali Charan
5	ASHOK KUMAR SINGH	REGISTRAR OFFICE	Ashok	Ashok	Ashok	Ashok	Ashok
6	RAKESH BHATI	PEON	Rakesh	Rakesh	Rakesh	Rakesh	Rakesh
7	AJIT KUMAR SINGH	ELECT	Ajit	Ajit	Ajit	Ajit	Ajit
8	PAPPU YADAV	ELE	Pappu	Pappu	Pappu	Pappu	Pappu
9	ANIL MADHWAL	REGISTRAR OFFICE	Anil	Anil	Anil	Anil	Anil
10	AMRITA MADHWAL	REGISTRAR OFFICE	Amrita	Amrita	Amrita	Amrita	Amrita





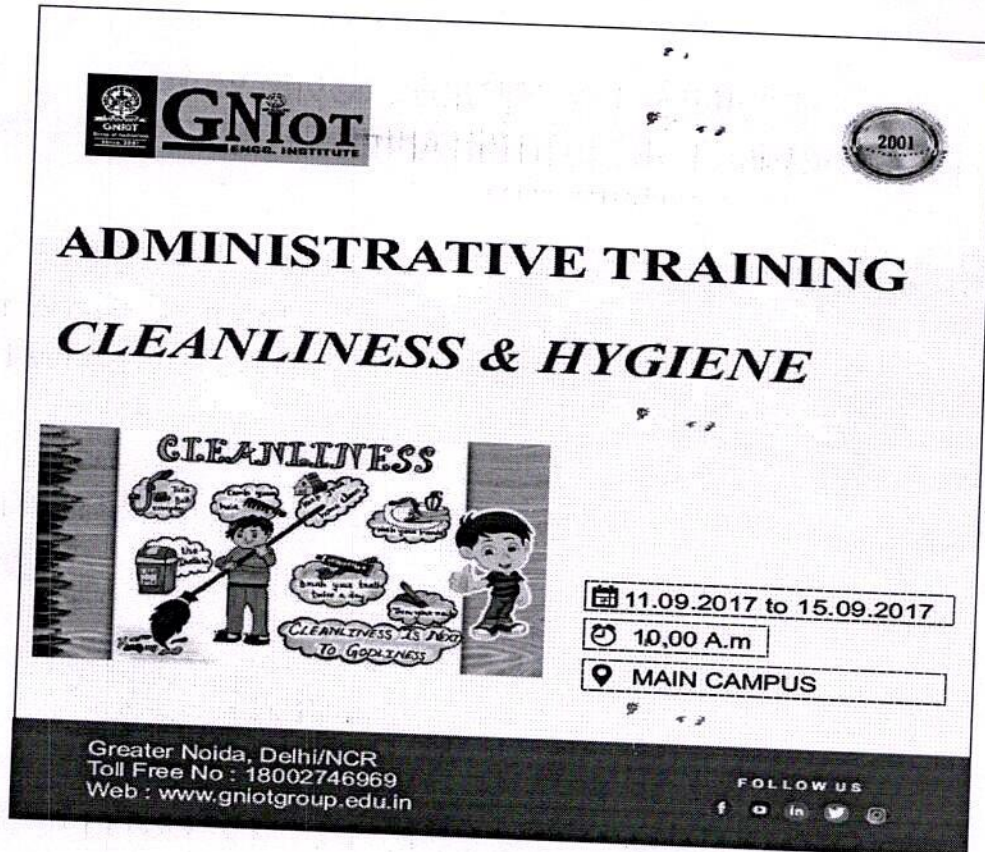
**Name of Event:** ADMINISTRATIVE TRAINING (AT) ON CLEANLINESS & HYGIENE

**Date of Event:** 11-09-2017 to 15-09-2017

**Time:** 10:00 AM Onwards

**Venue:** Main Campus

**Event Poster:**

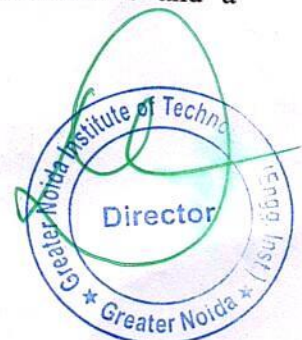


The poster features the GNIOT logo at the top left and a 2001 award seal at the top right. The main title is "ADMINISTRATIVE TRAINING CLEANLINESS & HYGIENE". Below the title is a cartoon illustration of a person cleaning with a broom, surrounded by icons of a trash bin, a hand washing, and a person. The text "CLEANLINESS AS NEXT TO GODLINESS" is written in a speech bubble. To the right of the illustration are three boxes containing the event details: "11.09.2017 to 15.09.2017", "10,00 A.m", and "MAIN CAMPUS". At the bottom left, the 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, Twitter, and Instagram.

**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.

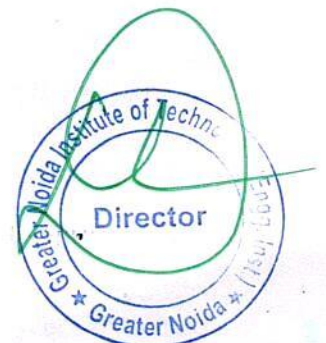
**Compliance with Health and Safety Regulations:** Familiarizing participants with relevant health and safety regulations and guidelines related to cleanliness and hygiene. Understanding the legal obligations of employers and employees in maintaining a clean and safe workplace.

**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.

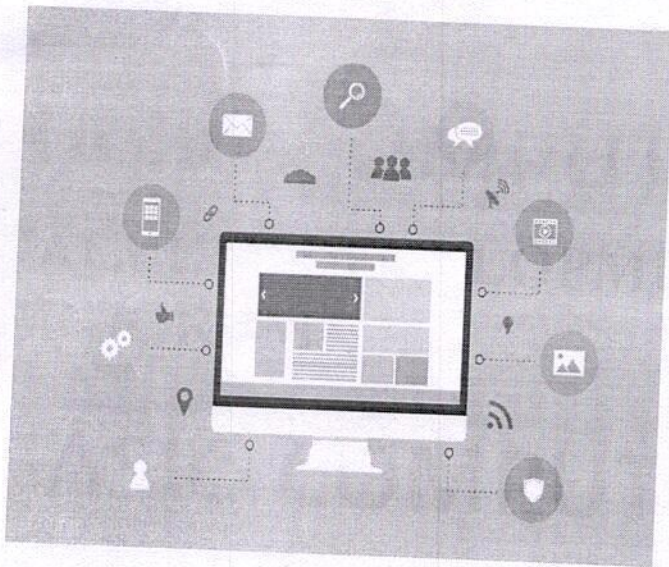









# FACULTY DEVELOPMENT PROGRAM

# BASIC COMPUTER TRAINING



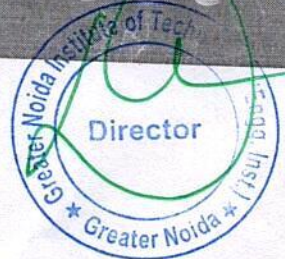
 12.03.2018 to 17.03.2018

 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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 FACULTY DEVELOPMENT PROGRAM (Basic Computer Training) - (2017-18)  
 ATTENDANCE RECORD (12-03-2018 to 17-03-2018)

S. No.	Name of the participant	Designation	12-03-2018	13-03-2018	14-03-2018	15-03-2018	16-03-2018	17-03-2018
1	LOKESH SEGHAL	LIBRARY	<del>Seghal</del>	<del>Seghal</del>	<del>Seghal</del>	<del>Seghal</del>	<del>Seghal</del>	<del>Seghal</del>
2	UMESH KUMAR SINGH	ELECT	Um	Um	Um	Um	Um	Um
3	MANOJ YADAV	DRIVER	Mamoj	Mamoj	Mamoj	Mamoj	Mamoj	Mamoj
4	PADAM SINGH	ACCOUNT	Padan	Padan	Padan	Padan	Padan	Padan
5	POONAM RANI	ACCOUNT	Poonam	Poonam	Poonam	Poonam	Poonam	Poonam
6	AMARDEEP	ACCOUNT	Amu	Amu	Amu	Amu	Amu	Amu
7	ANU GOEL	ACCOUNT	Anus	Anus	Anus	Anus	Anus	Anus
8	RAMESH CHAND SHARMA	ERP CELL	Ram	Ram	Ram	Ram	Ram	Ram
9	JAINENDRA SINGH	ACCOUNT	Jain	Jain	Jain	Jain	Jain	Jain
10	DEEPU KUMAR	DRIVER	Deepu	Deepu	Deepu	Deepu	Deepu	Deepu
11	RANI DEVI	SWEEPER	Rani	Rani	Rani	Rani	Rani	Rani
12	NAUSAD ALI	A.G.	Nau	Nau	Nau	Nau	Nau	Nau
13	ANIL KUMAR	LIBRARY	Anil	Anil	Anil	Anil	Anil	Anil
14	VEENA RANI ROHRI	ACCOUNT	Veena	Veena	Veena	Veena	Veena	Veena
15	MOHIT GIRI	ELECTRONICS LAB	Mohit	Mohit	Mohit	Mohit	Mohit	Mohit
16	RAVI KUMAR	MECHANICAL LAB	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi
17	JWALA PRASAD SHARMA	PHYSICS LAB	Jwala	Jwala	Jwala	Jwala	Jwala	Jwala
18	SATYA PRAKASH GUPTA	ELECTRICAL LAB	Satya	Satya	Satya	Satya	Satya	Satya
19	ANITA	SWEEPER	Anita	Anita	Anita	Anita	Anita	Anita
20	HAJJEET	SWEEPER	Hajjeet	Hajjeet	Hajjeet	Hajjeet	Hajjeet	Hajjeet
21	BHUPENDER	PEON	Bhupender	Bhupender	Bhupender	Bhupender	Bhupender	Bhupender
22	GUDDI	SWEEPER	Guddi	Guddi	Guddi	Guddi	Guddi	Guddi
23	MANSU GARG	TEENU	Mansu	Mansu	Mansu	Mansu	Mansu	Mansu
24	VIKAL	SWEEPER	Vikal	Vikal	Vikal	Vikal	Vikal	Vikal
25	VINESH KUMAR LALIT	PEON	Vinesh	Vinesh	Vinesh	Vinesh	Vinesh	Vinesh
26	DINESH PASWAN	SELE	Dinesh	Dinesh	Dinesh	Dinesh	Dinesh	Dinesh
27	LOKESH SEGHAL	ASST LIBRARIAN	<del>Seghal</del>	<del>Seghal</del>	<del>Seghal</del>	<del>Seghal</del>	<del>Seghal</del>	<del>Seghal</del>
28	CHHAYA PADIYAY	GG	Chhaya	Chhaya	Chhaya	Chhaya	Chhaya	Chhaya
29	SATYA PRAKASH GUPTA	LAB TECH	Satya	Satya	Satya	Satya	Satya	Satya

Greater Noida Institute of Technology  
 Greater Noida  
 Director



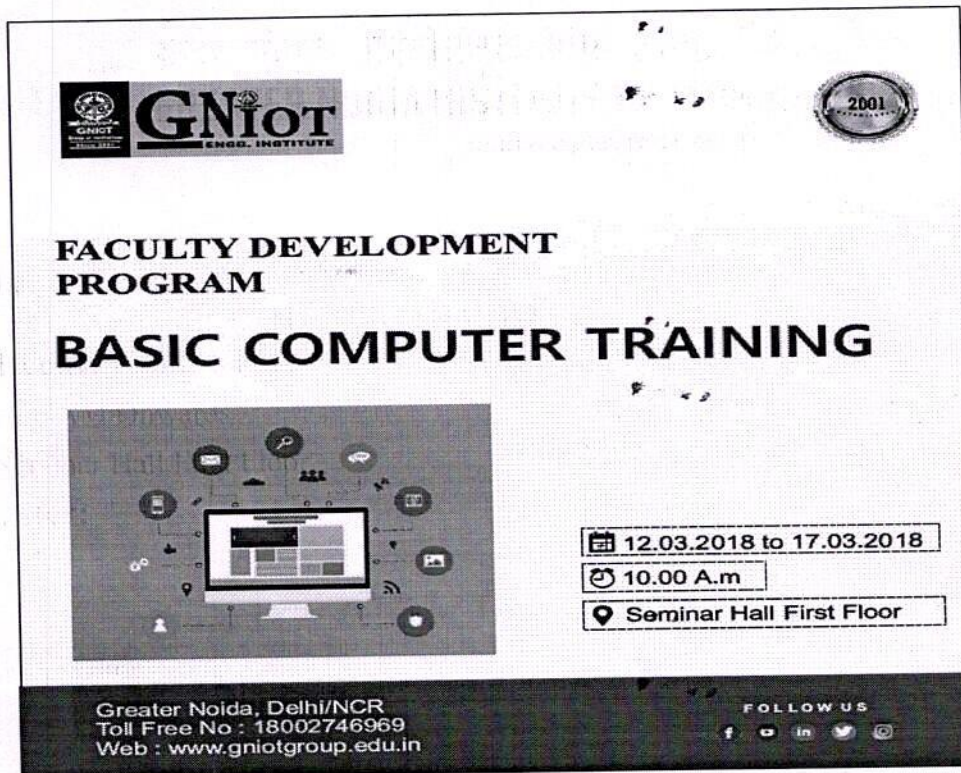
**Name of Event:** FACULTY DEVELOPMENT PROGRAM (FDP) ON BASIC COMPUTER TRAINING.

**Date of Event:** 12-03-18 to 17-03-18

**Time:** 10:00 AM Onwards

**Venue:** Seminar Hall First Floor

**Event Poster:**



**GNIOT** ENGG. INSTITUTE

2001

**FACULTY DEVELOPMENT PROGRAM**

**BASIC COMPUTER TRAINING**

12.03.2018 to 17.03.2018

10.00 A.m

Seminar Hall First Floor

Greater Noida, Delhi/NCR  
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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.





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.

