



Two Week Non-Teaching Staff Training Program-III

(NTSTP-III -2021)

(OFFLINE MODE)

On

**“Multidimensional Training of Non-Teaching Staff for
Enrichment in Working Capability and Well-being”**

(अशैक्षिक कर्मचारी वर्ग के स्वास्थ्य एवं कार्य सामर्थ्य हेतु विविध प्रशिक्षण)

Date: 06th December to 18th December 2021

(Two Weeks Program)

Host Institution



**SHRI SHANKARACHARYA INSTITUTE OF PROFESSIONAL
MANAGEMENT AND TECHNOLOGY, RAIPUR**



PROGRAM OBJECTIVE:

The complete enrichment of students is said to be totally achieved only when the facilitators in academic, practical and administration all contribute towards the overall development of student and make them ready to face outer world. Therefore not only teaching fraternity, but also non-teaching staff has an important role to play. Generally only teaching staff or the faculty undergo training in order to enhance their knowledge and overall development, but there is hardly any training program for the non-teaching staff, Administrative Staff, and Lab Technicians resulting in downfall in overall growth of student. So it is recommended that for the best outcome the Institution should conduct training program for both teaching and non-teaching staff.

PROGRAM OUTCOMES:

Non-Teaching staff should contribute effectively towards the Mission/Vision and Objectives of the university/college. Intellectual & skilled development activities should incline to any or all academic, administrative, and Non-Teaching workers to stay updated. The Non-Teaching staff despite years of expertise within the university/college should targeted additional on establishing foundation for his or her career because it is needed for professional development characterized by their got to be trained on Developing and Achieving Personal Goals, Career coming up with and Goal Setting, Understanding Nonverbal Communication and Preventing Job Burnout. Non-Teaching workers educational program on **Multidimensional Training of Non-Teaching Staff for Enrichment in Working Capability and Well-being** will facilitate the Non-Teaching workers to spice up their Perfection and improve their Proficiency at Workplace.

CHIEF PATRON:

Prof. M. K. Verma, Hon'ble Vice Chancellor, CSVTU, Bhilai, C.G.

DIRECTOR (FDC):

Col. B. Venkat, AICTE, New Delhi

PATRON:

Dr. K. K. Verma, Registrar, CSVTU Bhilai, C.G.

COORDINATOR, CSVTU (AICTE –FDP):

Dr. R.N. Khare, Principal, VEC, Ambikapur, C.G.

WHO CAN PARTICIPATE

Non-Teaching Officers & Staff from AICTE approved institutions across the country. Priority will be given to Participants from CSVTU affiliated institutions. Batch Size is limited to maximum 50 participants.

ELIGIBLE DISCIPLINES

All Non-Teaching Officers and Staff for AICTE Approved Academic Institutions such as Administrative Officers, Finance Officers, Librarian, Sports Officer, Laboratory Technicians, Administrative Staff, Library Staff, Finance Staff, Exam Section-Student Section Officers Staff and others, Hostel Warden and Hostel Staff, NSS Officials, Estate Officers, Student Welfare Officers and Staff, Lab Incharges and others.

PROGRAM TRACKS:

1. Administrative Process and Procedures
2. Financial Rules and Procedures
3. Establishment Rules and Procedures
4. Lab Safety and Lab Procedures

PROGRAM THURST AREAS:

- ✚ Organizational Behavior in Government
- ✚ Sports and Games Management Committees Time Management
- ✚ Noting and Drafting for Administration Library Management
- ✚ Administrative Vigilance/ Disciplinary Procedures
- ✚ Financial Management, Accounting and Book Keeping GST and Income Tax
- ✚ Liasioning with Government Offices
- ✚ Stress and Time Management
- ✚ Guidelines for Hostel Warden and Hostel Staff Leadership Skills
- ✚ Purchase Management in Government, Upkeep of Store, Store Rules Establishment Rules, Service Book and Other Records
- ✚ Communication Skills and Personality Development Interpersonal Skills
- ✚ UGC and AICTE Guidelines and Procedures Student Record Maintenance
- ✚ Store Maintenance and Upkeep, Write-off Store Items Lab Safety and Lab Maintenance
- ✚ Electrical & Mechanical Safety and Electrical & Mechanical Equipment Handling Safety and Security on-off campus.
- ✚ Food and Canteen Service Management. Food Safety on Campus.

METHODOLOGY:

Methodology of the programme includes class room sessions with Lecture / Discussion with audio visual aid, bench marked video shows, Chalk & Talk sessions, group discussions, case studies, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the participants.

REGISTRATION

Last date of Registration: Saturday, 4th December, 2021

PROGRAM FEES – THE PROGRAM IS FREE OF COST.

REGISTRATION – REGISTRATION IS FIRST COME FIRST SERVE BASIS

REGISTRATION LINK - <https://forms.gle/yjnEheyyYbg6bLN18>

E-Mail ID- ntstp2021@ssipmt.com

CERTIFICATION

Certificates will be issued subject to the participants having Sufficient Attendance.

ABOUT THE HOST UNIVERSITY (CSVТУ)

Chhattisgarh Swami Vivekanand Technical University (CSVТУ) was established by an act (No. 25 of 2004) of legislature passed by the Chhattisgarh State Govt. Assembly vide notification no. 639/21-A/Praroopan/04 dt 21st January 2005 to incorporate a University and Technology for the purpose of ensuring systematic, efficient and quality education in engineering and technological subjects including Architecture and Pharmacy at Research, Post graduate, Degree and Diploma level.

The University since its inception in the year 2005 is striving hard to emerge as one of the nation's prominent Universities to fulfill its commitment to the service of state and nation. It was inaugurated on 30th April 2005 by the Hon'ble Prime-Minister of India Dr.Manmohan Singh. The University without waiting for full fledged infrastructure development started identifying the frontier area of research and development and outreach programmes for the benefit of the society. With this approach several academic programmes, seminars, workshops and conferences have been conducted by the University during past 5 years.

In order to improve the standards of the education and enable the students to acquire the knowledge and skills required in the professional world the scheme of teaching, learning and syllabus was designed and implemented by way of brainstorming session, taskforce, group working and workshops on Redefining the Technical Education. The efforts have been widely appreciated and the University has earned distinction of introducing soft skills as a part of the curriculum. The courses include communication skills, group discussion, human values education, health hygiene and yoga, personality development, entrepreneurship and project based learning.

Bhilai Township considered being one of the most eminent education hubs in India. The formalities of acquisition of land have been completed and construction of the University building and related facilities are in progress. The construction of University Administrative building is complete.

Presently there are 44 Engineering Colleges, 1 Architecture Institution, 40 Polytechnics and 11 Pharmacy colleges affiliated to the University.

University has introduced digitalized evaluation system over the last few years that has brought in a sea-change in the publication of result precisely ahead of the schedule, thereby increasing substantially the available time for teaching and interaction with the students.

Owing to the different reformative measures adopted by the university, **WORLD MANAGEMENT CONGRESS**, Higher Education and Development Summit, conferred **“EMERGING TECHNOLOGICAL UNIVERSITY OF THE YEAR AWARD”** on **30th Dec 2011** during the global meet held at world Management Congress New Delhi. The Chief Minister, Chhattisgarh has expressed his happiness – which in fact has added another new dimension to the enhancement of visibility of the University in the current challenging scenario of upgrading educational standards. **Under the AICTE-CSVTU MoU Teachers training program, AICTE has approved to conduct 11 Teachers training program (FDP) in the current financial year 2021-2022.**

ABOUT THE HOST INSTITUTE (SSIPMT, RAIPUR)

Lavishly spread over 17 acres of lush green and pollution free environment, SSIPMT has created a unique atmosphere of educational excellence in the capital city of Raipur. Shri Shankaracharya Institute of Professional Management and Technology (SSIPMT) Raipur is a Young and Fast Growing Engineering and Management Institute of eminence and has become an insignia amongst the Technical institutions in the state of Chhattisgarh. The institute was established on 8 August 2008 and is approved by All India Council of Technical Education (AICTE), New Delhi and is affiliated to Chhattisgarh Swami Vivekananda Technical University (CSVTU) Bilai, NAAC B++ Accredited College. SSIPMT runs under the aegis of Shri Gangajali Education Society (SGES), Bilai (Registration No: 2005, Dated 18.05.1994) constituted under the provision of Statute 28, framed under M.P. Vishwavidhyalaya Adhinium 1973 and the AICTE Act. SSIPMT, an NBA Accredited institute (Two programs), has been awarded ARIIA Ranking in the band of 26th to 50th in Country, also has been ranked as “Best Technical Campus in Chhattisgarh” at the ‘Think India Education Summit 2015 Chhattisgarh.’ The CSR-GHRDC Engineering College 2012 has rated SSIPMT Raipur as the “Most Potential Engineering College.” Our quality is also endorsed by the prestigious 5S Certification by JUSE, Japan and ISO certification. SSIPMT is imparting well-coordinated, multi-disciplinary, quality technical and management education with special emphasis on practical education and strives to shape industry-ready professionals and entrepreneurs of high academic standards, by instilling in its students the right blend of technological expertise and professional acumen together with possessing good character to serve humanity and society at large. Within a short span of time SSIPMT Raipur has been able to trounce almost all its contemporaries by delivering best University results since inception and holds an exceptional placement track record. All this has been achieved through implementation of strategic key practices such as establishment of Toastmasters International Club, developing an ecosystem that encourages, inspires and nurtures innovation and creativity in young students which helped to achieve recognition at national and state level hackathons. SSIPMT is among 49 Colleges who have been Sanctioned IDEA Lab Installation in the year 2021 by AICTE in addition to this for bridging the industry academia gap several MoUs with esteemed organizations such as Intel, Tessolve Semiconductor, Blueberry Semiconductor, IESA, Automation Anywhere University, Jaiswal Neco, Kalpataru Power Transmission, 36 Inc. in a nut shell SSIPMT is committed to paint a new India. SSIPMT provides a positive environment to budding candidates for internship, Technical Training, Patents filing, Research Paper and Product Making.

UNIVERSITY COORDINATOR

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PROGRAM COORDINATOR

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HOST INSTITUTE PATRON

Shri I. P. Mishra

Chairman, SGES

Shri Nishant Tripathi

Secretary (SGES), SSIPMT, Raipur

ORGANIZING COMMITTEE

PRINCIPAL

Dr. Alok Kumar Jain

SSIPMT, Raipur