



Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: B, Knowledge Park-II, Greater Noida (U.P.)
Institution office: C-1/6, Sector-39, Noida-201301 (U.P.)

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Ph.: 0120-2500381, 2572237

MIET/EVENT/24-62

Date: 29-05-2024

NOTICE

All the Non-Teaching Staff Members are hereby informed that Mangalmay Institute of Engineering & Technology is going to organise a Staff Development Program on "Improving Efficiency in Staff".

It is mandatory for all Non-Teaching Staff Members to attend the Program.

Details of the event are as follows:

Date :- 3rd June to 7th June 2024

Time :- 4:00 PM onwards

Venue :- Board Room , Block-A

Resource Person:

1. Dr. Chetan Khemraj
2. Dr. Yuvraj Bhatnagar
3. Dr. Ruchika Gupta
4. Prof. Harish Bhatia
5. Dr. Hitesh Saxena


29-05-24
Program Coordinator


29/05/24
Director

CC to:

1. Director IQAC
2. Dean Academics
3. HOD
4. Coordinator
5. All Faculty Members
6. Notice Board, (Digital Platform)
7. Office File



Ref. No.: MIET/DIR./23-24/250

Date: 20-05-2024

Staff Development Programme(SDP)

Improving efficiency in staff

Date	03.06.2024	04.06.2024	05.06.2024	06.06.2024	07.06.2024
Day	Monday	Tuesday	Wednesday	Thursday	Friday
Speaker	Dr. Chetan Khemraj	Dr. Yuvraj Bhatnagar	Dr. Ruchika Gupta	Prof. Harish Bhatia	Dr. Hitesh Saxena
Topic	Time Management & work practices	Professional outlooks in employees	Stress management & improving efficiency	Work ethics	Best practices in office administration

Time: 04:00 PM to 05:00 PM (all days)

Inaugural Time: 03:45 PM to 04:00 PM on 3rd June, 2024.


Venue: Seminar Hall Block-A.


(Dr. Chetan)
Director, MIET


CC to:

1. IQAC-Director
2. Dean Academics
3. HOD
4. Coordinator
5. All Faculty Members
6. Office file

Banner





MANGALMAY
INSTITUTE OF ENGINEERING & TECHNOLOGY




R & D Club
is Organizing

Staff Development Programme (SDP)

Improving Efficiency


 Date: 03rd to 07th June 2024  Venue: Board Room, Block-A



Speakers


Dr. Chetan Khemraj | Dr. Yuvraj Bhatnagar | Dr. Ruchika Gupta
Prof. Harish Bhatia | Dr. Hitesh Saxena

1800 103 3797 | www.mietengineering.org
Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India



31-05-24

Director
Mangalmay Institute of Engineering & Technology
Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
College Code: 786

Brochure



Five Days
Staff Development Program
On
"Improving Efficiency in Staff"
(Offline Mode)
3rd - 7th June, 2024



Organized by:
Department of Computer Science & Engineering (AI, DS)
Mangalmay Institute of Engineering & Technology, Greater Noida

Email:
research.miet@mangalmayinstitute.org

ABOUT MIET
 Established in 2002, Mangalmay Group of Institutions is one of the premier NAAC accredited institutions with a prime focus on Innovation, Excellence and Nurturing global leaders for a sustainable future. The postgraduate and graduate program offered at Mangalmay are affiliated to AKTU, Lucknow (formerly known as U.P. Technical University) and approved by the All-India Council for Technical Education (AICTE), Ministry of HRD, New Delhi. The Institute is also affiliated to C.C.S University Meerut.

ABOUT MIET
 Mangalmay Institute of Engineering and Technology has evolved as one of the best IT Tech colleges with a global reputation that strives for high quality education. The mission of the group is to offer innovative opportunities to our students to showcase their creativity and talent thereby making a positive impact on society. Mr. Anil Mangat (Chairman, MGI), Mr. Aayush Mangal (Vice Chairman, MGI) and Mr. Prerna Mangal (Executive Director, MGI) are dynamic leaders who believes in inculcating a culture of innovation and imparting quality education for students.

ABOUT THE DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
 Computer Science & Engineering sets as the nurturing ground for young professionals, who can make their mark in contemporary and emerging computer technologies. Their foundation in Computer Engineering will enable students with sound conceptual knowledge of subject areas as diverse as Software Engineering to Graf and Cloud Computing and have a competitive edge in Information Technology and related technologies.

ABOUT THE SDP
 The scope of our staff development program encompasses comprehensive training modules, skill enhancement workshops, and personalized coaching sessions. Our objective is to empower employees with the necessary tools and knowledge to optimize their performance, foster professional growth, and contribute effectively to organizational goals. Through this program, we aim to cultivate a culture of continuous learning, innovation, and excellence, ensuring sustained productivity and success across all levels of the workforce.

DETAILED OF THE SDP
 SDP will cover:
 • Mastering Efficiency: Time Management Systems and Work Practices.
 • Shaping the Future Workforce: Encouraging a Professional Outlook in Employees.
 • Optimizing Performance: Integrating Stress Management with Efficiency Improvement.
 • Ethics in Action: Strategies for Enhancing Work Ethics Among Employees.
 • Efficiency Redefined: Implementing Best Practices in Office Administration.

RESOURCE PERSONS

1. Dr. Chetan Khemraj
2. Dr. Yuvraj Bhatnagar
3. Dr. Rachika Gupta
4. Prof. Harish Bhatia
5. Dr. Hitesh Saxena

Possible Outcomes of SDP are:

- "Mastering Efficiency" reveals cutting-edge time management systems and work practices for peak productivity, revolutionizing the way professionals approach their daily tasks.
- "Shaping the Future Workforce" focuses on instilling a professional outlook in employees through targeted training and mentorship, ensuring they embody the values and standards essential for success in the evolving workplace landscape.
- "Optimizing Performance" seamlessly integrates stress management methods with efficiency enhancements, fostering a balanced and productive work environment for sustained success.
- "Ethics in Action" delivers actionable strategies to cultivate strong work ethics, ensuring employees uphold integrity and professionalism in their daily tasks, driving organizational excellence.
- "Efficiency Redefined" offers a transformative approach to office administration, introducing best practices that revolutionize workflow, streamline processes, and maximize productivity for unparalleled organizational success.

PARTICIPANTS

- The non-teaching staff members of the AICTE approved institutions.
- Seats being offered on a first come first serve basis.

REGISTRATION FEE

- For External Person: Rs 200/-
- For MIET Staff: Rs 500/-

REGISTRATION LINK
<https://forms.gle/xu5ZvOeLDNjA7328>

WHATSAPP GROUP LINK
<https://chat.whatsapp.com/JY8OYB8wWcDvRF6uBg2h>

CHIEFPATRON
 Mr. Anil Mangal, Chairman, MGI
 Mr. Aayush Mangal, Vice chairman, MGI
 Ms. Prerna Mangal, Executive Director, MGI

CONVENOR
 Dr. Chetan Khemraj, Director, MIET
 Dr. Deepak Asrani, Dean, MIET


MANAGING BOARD
 Dr. Yuvraj Bhatnagar, IQAC Director, MIET
 Prof. Harish Bhatia, Director HR & Operations MGI

ORGANIZING SECRETARY
 Dr. Sarjaya Pachauri, HoD (CSE)
 Dr. Garima Srivastava, Associate Professor (CSE)

ORGANIZING MEMBERS
 Mr. Amit Kumar Mourya (CSE)
 Ms. Geeta Sharma, Assistant Professor (CSE)
 Ms. Srinikshala Madhesisia, Assistant Professor (CSE)

TECHNICAL COMMITTEE
 Mr. Amit Kumar Mourya (CSE)
 Ms. Srinikshala Madhesisia, Assistant Professor (CSE)

SOCIAL MEDIA AND REPORT COMMITTEE
 Ms. Geeta Sharma, Assistant Professor (CSE)
 Ms. Srinikshala Madhesisia, Assistant Professor (CSE)



Five Days
Staff Development Program
On
"Improving Efficiency in Staff"
(Offline Mode)
3rd - 7th June 2024

ACCOUNT DETAIL
 Account Number: 50200040163975
 Bank Name: MANGALMAY INSTITUTE OF ENGG AND TECH
 IFSC Code: HDFC0004792

S. Srinikshala
10/06/24

Director
 Mangalmay Institute of Engineering & Technology
 Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
 College Code: 785

“SDP” Schedule

(03-06-2024 to 07-06-2024)

Schedule for Day 1 (03-06-2024)

Inaugural Session				
SN	Time	Activity	In Charge	Venue
1	04:00 PM - 04:03 PM	Welcome Address to all the dignitaries and Program Overview	Ms. Geeta Sharma	Block- A, Board Room
2	04:03 PM - 04:07 PM	Lighting of Lamp & Saraswati Vandana, Inviting Dignitaries on Dias		
3	04:07 PM - 04:10 PM	Welcoming Dignitaries by presenting Tulsi Sapling		
4	04:10 PM - 04:13 PM	Introduction to Hon'ble Chairman, Vice Chairman, Executive Director		
5	04:13 PM - 04:15 PM	Address by	Ms. Geeta Sharma	
6	04:15 PM - 05:00 PM	Keynote Speaker -1	Dr. Chetan Khemraj	
7	05:00PM - 05:05 PM	Vote of Thanks	Ms. Geeta Sharma	

Schedule for Day 2 (04-06-2024)

SN	Time	Activity	In Charge	Venue
1	04:00 PM -04:05 PM	Welcome Address to all the dignitaries	Ms. Geeta Sharma	Block- A, Board Room
2	04:05 PM - 05:00PM	Keynote Speaker-2	Dr. Yuvraj Bhatnagar	
3	05:00 PM- 05:05 PM	Vote of Thanks	Ms. Geeta Sharma	

Schedule for Day 3 (05-06-2024)

SN	Time	Activity	In Charge	Venue
1	04:00 PM -04:05 PM	Welcome Address to all the dignitaries	Ms. Geeta Sharma	Block- A, Board Room
2	04:05 PM - 05:00PM	Keynote Speaker-3	Dr. Ruchika Gupta	
3	05:00 PM- 05:05 PM	Vote of Thanks	Ms. Geeta Sharma	

Schedule for Day 4 (06-06-2024)

SN	Time	Activity	In Charge	Venue
1	04:00 PM -04:05 PM	Welcome Address to all the dignitaries	Ms. Geeta Sharma	Block- A, Board Room
2	04:05 PM - 05:00 PM	Keynote Speaker-4	Prof. Harish Bhatia	
3	05:00 PM- 05:05 PM	Vote of Thanks	Ms. Geeta Sharma	

Schedule for Day 5 (07-06-2024)

SN	Time	Activity	In Charge	Venue
1	04:00 PM -04:05 PM	Welcome Address to all the dignitaries	Ms. Geeta Sharma	Block- A, Board Room
2	04:05 PM - 05:00 PM	Keynote Speaker-5	Dr. Hitesh Saxena	
3	05:00 PM- 05:05 PM	Vote of Thanks	Ms. Geeta Sharma	

Shrindchala
10/08/24

Director
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REPORT	
Academic Year	2023-2024
Name of Activity	STAFF DEVELOPMENT PROGRAM ON "IMPROVING EFFICIENCY IN STAFF"
Date of Activity	3 rd June to 7 th June 2024 (5 Days)
Organized by	Faculty Members - Mangalmay Institute of Engineering and Technology Mr. Amit Kumar Mourya, Ms. Geeta Sharma, Ms. Srinkhala Maddhesia
Resource Person	Dr. Chetan Khemraj, Director MIET Dr. Yuvraj Bhatnagar, Director IQAC Dr. Ruchika Gupta, Director MIMT Prof. Harish Bhatia, Director HR & Operation Dr. Hitesh Saxena, Registrar MGI
Beneficiary	28 (Non-Teaching Staff Members)
Objective	<p>The Objective of the Activity is -:</p> <ul style="list-style-type: none"> ❖ Promote a holistic approach to employee well-being with initiatives that support physical, mental, and emotional health, including stress management workshops, fitness programs, and access to counseling services. ❖ Support work-life balance with wellness programs. ❖ Offer workshops on effective time management and productivity. ❖ Health and safety regulations. ❖ Principles of ethical decision-making. ❖ Handling sensitive employee information. ❖ Developing conflict resolution skills ❖ Encourage open communication and idea sharing among staff.
Brief Report	<ul style="list-style-type: none"> ❖ Mangalmay Institute of Engineering and Technology, Greater Noida has organized a 5 days Staff Development Program on "IMPROVING EFFICIENCY IN STAFF" from 3rd June to 7th June 2024. ❖ The program began with a brief inaugural ceremony at Mangalmay Institute of Engineering and Technology. The program started with pomp and show with the distribution of Tulsi Sapling. The Dignitaries present in SDP were Hon'ble Chairman Shri Atul Mangal Sir, Vice Chairman Mr. Aayush Mangal Sir, Executive Director Ms. Prerna Mangal, Director MIET Dr. Chetan Khemraj, Dean MIET Dr. Deepak Asrani, Director IQAC Dr. Yuvraj Bhatnagar, Director HR & Operation Prof. Harish Bhatia, HOD Dr. Sanjay Pachauri, Coordinator Dr. Garima Srivastava and Staff member of MIET. Resource Persons of SDP were Dr. Chetan Khemraj, Dr. Yuvraj Bhatnagar, Dr. Ruchika Gupta, Prof. Harish Bhatia and Group Registrar Dr. Hitesh Saxena.

Srinkhala
10/06/24

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<p><u>Day - 1</u></p>	<ul style="list-style-type: none"> ❖ The program began with esteemed guests distinguished faculty members, and cherished participants with great enthusiasm and anticipation for the commencement of our Staff Development Program by symbolize the illumination of knowledge and the spirit of learning by lighting the lamp of wisdom. The lamp lighting ceremony marks the beginning of a shared commitment to fostering a culture of working environment. ❖ After Lamp lighting, Director Dr. Chetan Khemraj focused on effective time management that demonstrates respect for others' time by being punctual for meetings, responding promptly to inquiries, and ensuring efficient use of everyone's time during interactions. ❖ In continuation he said that ethical time management involves ensuring that workloads are balanced among team members to prevent burnout, stress, and unfair distribution of tasks and need to allocate time to monitor workloads, provide support as needed, and promote a healthy work-life balance for employees. ❖ He also focused on employee must allocate time for continuous learning and development to stay updated on industry trends, legal regulations, and best practices. ❖ Ms. Geeta Sharma has given Vote of thanks to all dignitaries.
<p><u>Day - 2</u></p>	<ul style="list-style-type: none"> ❖ The second day began with our esteemed guest speaker, Dr. Yuvraj Bhatnagar, Director of IQAC. ❖ Dr. Bhatnagar delivered an insightful talk on the importance of maintaining a professional outlook in employees. He emphasized that a professional demeanor is characterized by a positive attitude, reliability, adaptability, and strong communication skills. Dr. Bhatnagar highlighted the need for employees to adopt a proactive and enthusiastic approach to their work, showing a willingness to embrace new challenges and opportunities. ❖ He explained that being dependable and consistently meeting deadlines builds trust and demonstrates commitment. Adaptability, according to Dr. Bhatnagar, is crucial as it allows employees to navigate changes smoothly and respond constructively to feedback. Effective communication, including

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10/06/24

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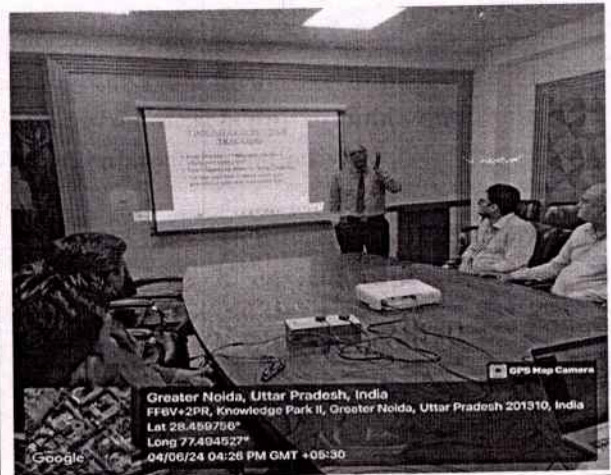
	<p>clear expression and active listening, fosters collaboration and understanding.</p> <p>❖ Ms. Geeta Sharma has given Vote of thanks to all dignitaries.</p>
<p><u>Day - 3</u></p>	<p>❖ The third day commenced with the enlightening insights shared by our distinguished guest speaker, Dr. Ruchika Gupta, Director of MIMT.</p> <p>❖ Dr. Gupta emphasized the importance of efficient stress management techniques in bolstering workplace productivity. She highlighted the effectiveness of strategies such as mindfulness exercises, regular breaks, and task prioritization in effectively mitigating stress levels among employees.</p> <p>❖ Dr. Gupta underscored the significance of fostering open communication and providing robust support systems to create a conducive work environment conducive to stress relief.</p> <p>❖ Furthermore, she advocated for cultivating a culture that prioritizes work-life balance and offers ample resources for relaxation and mental well-being, which ultimately contributes to enhancing efficiency and overall job satisfaction.</p> <p>❖ Ms. Geeta Sharma has given Vote of thanks to all dignitaries.</p>
<p><u>Day - 4</u></p>	<p>❖ The fourth day commenced with an enlightening address from our esteemed guest speaker, Prof. Harish Bhatia, Director of HR and Operations. Prof. Bhatia eloquently elaborated on the significance of work ethics in shaping the professional landscape.</p> <p>❖ He emphasized that work ethics serve as the guiding principles that govern an individual's conduct in the workplace. Integrity, honesty, accountability, and respect for others were highlighted as core components of a strong work ethic. Prof. Bhatia emphasized the importance of reliability, noting that consistently meeting deadlines and fulfilling responsibilities are key indicators of ethical behavior.</p> <p>❖ Additionally, he stressed the value of professionalism in interactions with colleagues emphasizing fairness and dignity for all. Upholding ethical standards such as confidentiality and</p>

Shrinikhalo
10/06/24

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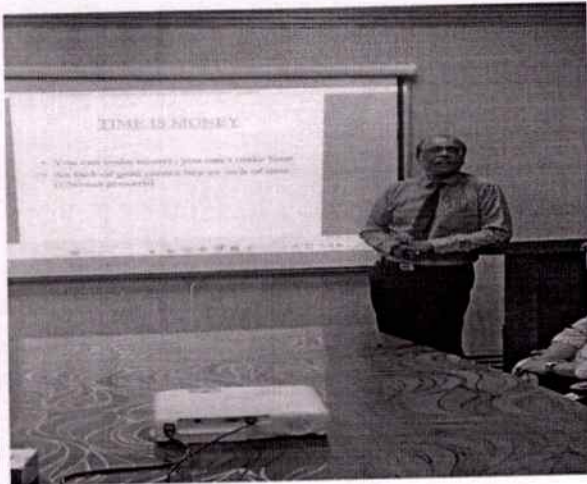
	<p>honesty, according to Prof. Bhatia, is fundamental in maintaining trust and integrity within organizations.</p> <ul style="list-style-type: none"> ❖ Moreover, he emphasized the role of initiative, continuous improvement, and a commitment to personal and professional development in fostering a strong work ethic. ❖ Ms. Geeta Sharma has given Vote of thanks to all dignitaries.
<p><u>Day - 5</u></p>	<ul style="list-style-type: none"> ❖ The fifth day commenced with the enlightening insights shared by our esteemed guest speaker, Dr. Hitesh Saxena. ❖ Dr. Saxena delved into the realm of best practices in office administration, emphasizing their pivotal role in optimizing workplace efficiency. He underscored the importance of establishing clear communication channels, organizing workflows, and maintaining accurate records to streamline operations effectively. ❖ He focused on highlighting the transformative impact of leveraging technology for task management, scheduling, and communication, citing it as a key driver of enhanced productivity. ❖ Furthermore, he stressed the significance of fostering a collaborative and supportive work environment to encourage teamwork and innovation among employees. ❖ Ms. Geeta Sharma has given Vote of thanks to all dignitaries.

**Photographs
Day 1**

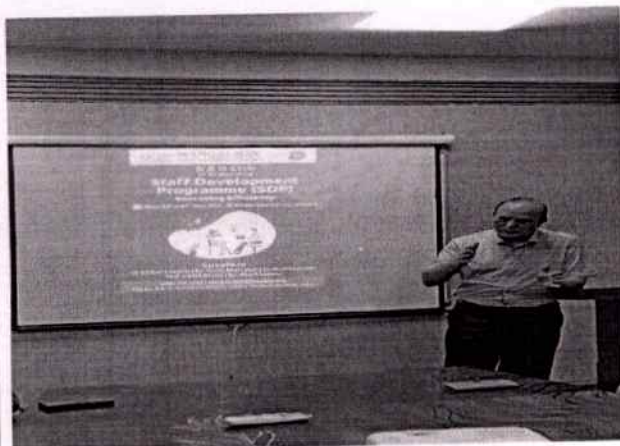
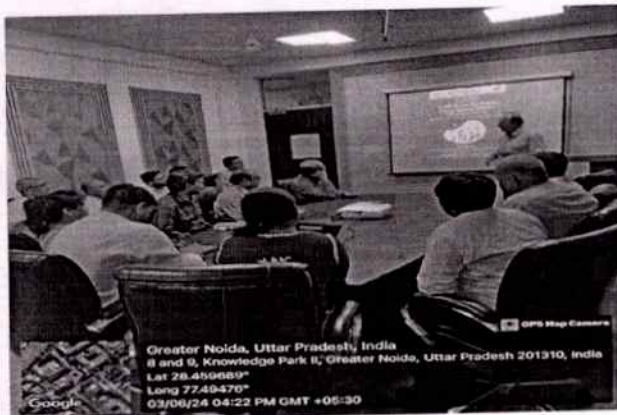


Shankhala
20/06/24

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Day 2



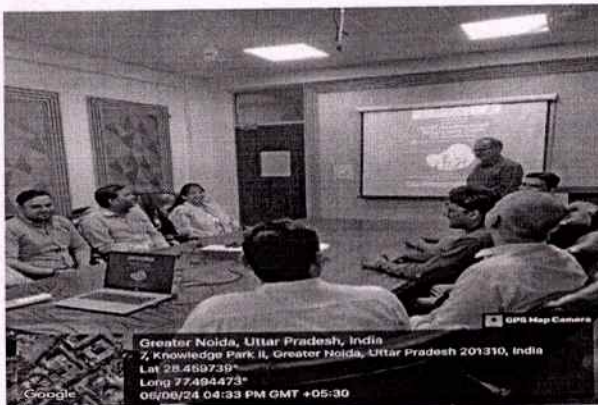
Shirshala
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Day 3



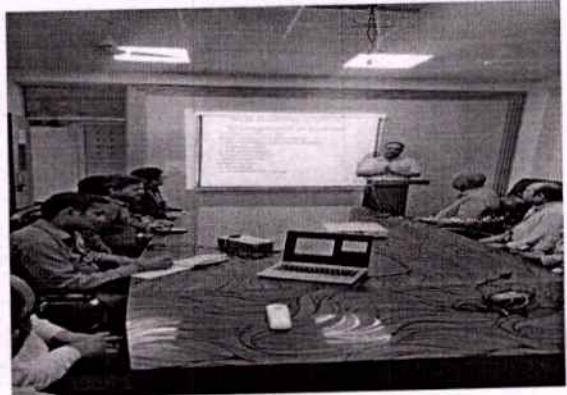
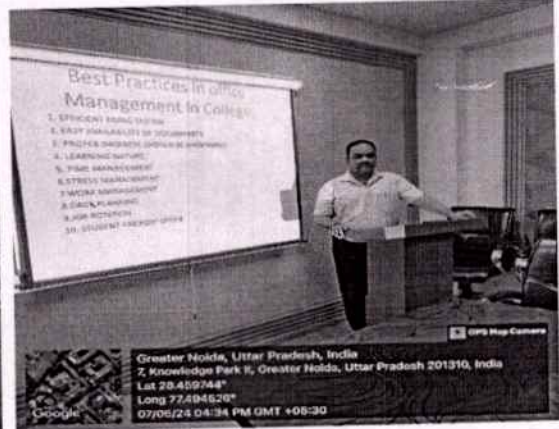
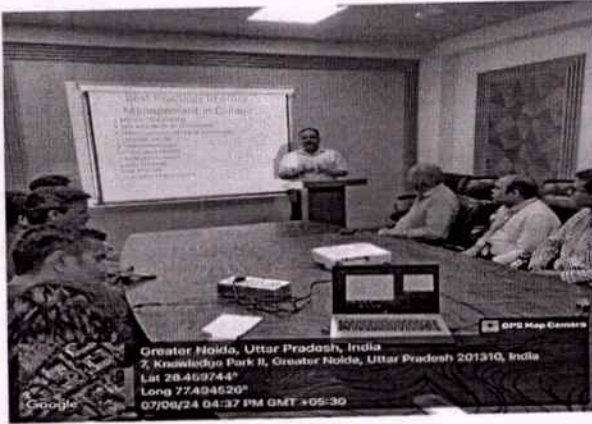
Day 4



Shinkhala
 10/06/24

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Day 5



Activity

Coordinator

Shrinikhal
 10/06/24

Director
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Shrinikhal
 10/06/24

MANGALMAY INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA


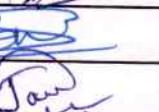
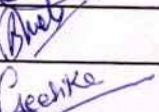
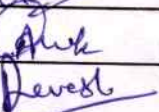
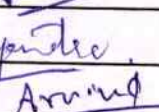
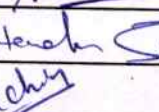


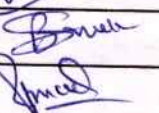
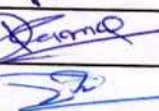
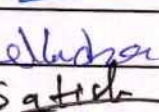
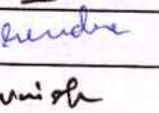
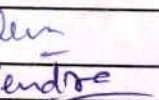



STAFF DEVELOPMENT PROGRAMME (SDP)

Improving Efficiency in staff

Topic:- Time Management & work Practices

Attendance Sheet -1 Day -1

Date: 03 / 06 / 24

S.No.	Title	First Name	Designation	Signature
3	Mr.	Abhishek Sharma	Head- CRD	
4	Mr.	Sandeep Shrivastava	Librarian	
5	Mr.	Ram janam Yadav	Accountant	
6	Mr.	Jamwant	Accountant	
7	Mr.	Bhole	HR-Executive	
8	Ms.	Geetika Dhawan	Receptionist	
9	Mr.	Ankur Srivastav	Admission Counselor	
10	Mr.	Devesh Sharma	Admin officer	
11	Mr.	Gajendra Singh	Admin Asstt.	
12	Mr.	Arvind Kumar	Asstt. Registrar	
13	Mr.	Jitendra Sharma	Asstt. Registrar	
14	Mr.	Sachin Kumar	IT Executive	
15	Mr.	Dushyant Sharma	IT Executive	
16	Mr.	Ashish Kumar Vishwakarma	Asstt. Librarian	
17	Mr.	Satish Kumar	Asstt. Librarian	
18	Mr.	Vijay Namdev	Asstt. Librarian	
19	Mr.	Balveer Singh	Lab Asst	
20	Mr.	Rajesh Kumar	Lab Asst	
21	Mr.	Dharmendra Kumar	Lab Asst	
22	Mr.	Sarvesh Kumar	Lab Asst	
23	Mr.	Devendra Kumar	Lab Asst	
24	Mr.	Satish Kumar	Driver	
25	Mr.	Dhirendra Kumar	Electrician	
26	Mr.	Avnish Ladia	Civil Engg.	
27	Ms.	Neelam Sharma	Wardon-Girls	
28	Mr.	Bijendra Singh	Wardon-Boys	

Shivchalo
10/06/24

Director
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MANGALMAY INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA


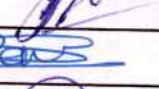
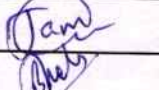
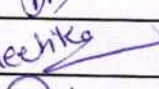
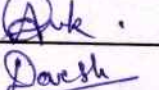
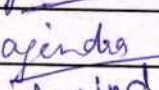
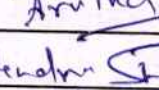
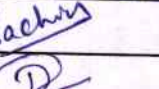


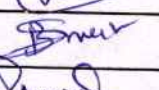
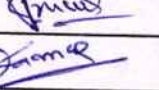
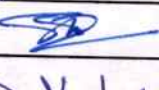
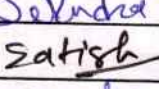
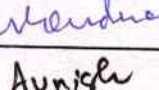
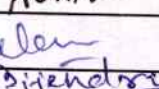
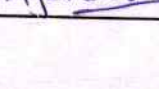



STAFF DEVELOPMENT PROGRAMME (SDP)

Improving Efficiency in staff

Topic:- Professional Outlooks in Employees

Attendance Sheet -2 Day -2

Date: 04 / 06 / 24

S.No.	Title	First Name	Designation	Signature
3	Mr.	Abhishek Sharma	Head- CRD	
4	Mr.	Sandeep Shrivastava	Librarian	
5	Mr.	Ram janam Yadav	Accountant	
6	Mr.	Jamwant	Accountant	
7	Mr.	Bhole	HR-Executive	
8	Ms.	Geetika Dhawan	Receptionist	
9	Mr.	Ankur Srivastav	Admission Counselor	
10	Mr.	Devesh Sharma	Admin officer	
11	Mr.	Gajendra Singh	Admin Asstt.	
12	Mr.	Arvind Kumar	Asstt. Registrar	
13	Mr.	Jitendra Sharma	Asstt. Registrar	
14	Mr.	Sachin Kumar	IT Executive	
15	Mr.	Dushyant Sharma	IT Executive	
16	Mr.	Ashish Kumar Vishwakarma	Asstt. Librarian	
17	Mr.	Satish Kumar	Asstt. Librarian	
18	Mr.	Vijay Namdev	Asstt. Librarian	
19	Mr.	Balveer Singh	Lab Asst	
20	Mr.	Rajesh Kumar	Lab Asst	
21	Mr.	Dharmendra Kumar	Lab Asst	
22	Mr.	Sarvesh Kumar	Lab Asst	
23	Mr.	Devendra Kumar	Lab Asst	
24	Mr.	Satish Kumar	Driver	
25	Mr.	Dhirendra Kumar	Electrician	
26	Mr.	Avnish Ladia	Civil Engg.	
27	Ms.	Neelam Sharma	Wardon-Girls	
28	Mr.	Bijendra Singh	Wardon-Boys	

Shivachala
10/06/24

MANGALMAY INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA



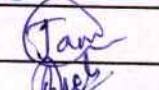
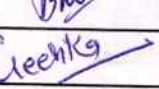
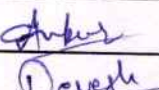
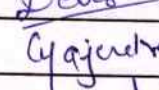
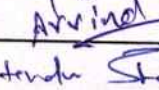
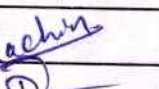
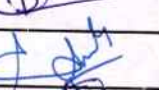

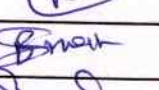
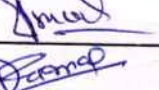
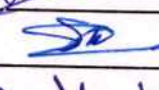
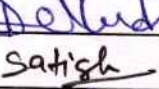
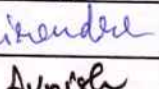
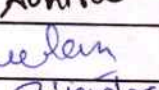
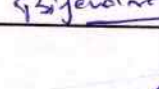
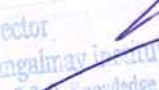


STAFF DEVELOPMENT PROGRAMME (SDP)

Improving Efficiency in staff

Topic:- Stress Management & Improving Efficiency

Attendance Sheet -3 Day-3

Date: 05 / 06 / 24

S.No.	Title	First Name	Designation	Signature
3	Mr.	Abhishek Sharma	Head- CRD	
4	Mr.	Sandeep Shrivastava	Librarian	
5	Mr.	Ram janam Yadav	Accountant	
6	Mr.	Jamwant	Accountant	
7	Mr.	Bhole	HR-Executive	
8	Ms.	Geetika Dhawan	Receptionist	
9	Mr.	Ankur Srivastav	Admission Counselor	
10	Mr.	Devesh Sharma	Admin officer	
11	Mr.	Gajendra Singh	Admin Asstt.	
12	Mr.	Arvind Kumar	Asstt. Registrar	
13	Mr.	Jitendra Sharma	Asstt. Registrar	
14	Mr.	Sachin Kumar	IT Executive	
15	Mr.	Dushyant Sharma	IT Executive	
16	Mr.	Ashish Kumar Vishwakarma	Asstt. Librarian	
17	Mr.	Satish Kumar	Asstt. Librarian	
18	Mr.	Vijay Namdev	Asstt. Librarian	
19	Mr.	Balveer Singh	Lab Asst	
20	Mr.	Rajesh Kumar	Lab Asst	
21	Mr.	Dharmendra Kumar	Lab Asst	
22	Mr.	Sarvesh Kumar	Lab Asst	
23	Mr.	Devendra Kumar	Lab Asst	
24	Mr.	Satish Kumar	Driver	
25	Mr.	Dhirendra Kumar	Electrician	
26	Mr.	Avnish Ladia	Civil Engg.	
27	Ms.	Neelam Sharma	Wardon-Girls	
28	Mr.	Bijendra Singh	Wardon-Boys	

Shrinikhal
10/06/24

Director
Mangalmay Institute of Engineering & Technology
Plot-8-29, Knowledge Park-II, Greater Noida-201310 (U.P.)
College Code: 786

MANGALMAY INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA

STAFF DEVELOPMENT PROGRAMME (SDP)

Improving Efficiency in staff

Topic:- Work Ethics

Attendance Sheet - 4 Day-4

Date: 06 / 06 / 24

S.No.	Title	First Name	Designation	Signature
3	Mr.	Abhishek Sharma	Head- CRD	<i>Abhishek</i>
4	Mr.	Sandeep Shrivastava	Librarian	<i>Sandeep</i>
5	Mr.	Ram janam Yadav	Accountant	<i>Ram</i>
6	Mr.	Jamwant	Accountant	<i>Jamwant</i>
7	Mr.	Bhole	HR-Executive	<i>Bhole</i>
8	Ms.	Geetika Dhawan	Receptionist	<i>Geetika</i>
9	Mr.	Ankur Srivastav	Admission Counselor	<i>Ankur</i>
10	Mr.	Devesh Sharma	Admin officer	<i>Devesh</i>
11	Mr.	Gajendra Singh	Admin Asstt.	<i>Gajendra</i>
12	Mr.	Arvind Kumar	Asstt. Registrar	<i>Arvind</i>
13	Mr.	Jitendra Sharma	Asstt. Registrar	<i>Jitendra Sharma</i>
14	Mr.	Sachin Kumar	IT Executive	<i>Sachin</i>
15	Mr.	Dushyant Sharma	IT Executive	<i>Dushyant</i>
16	Mr.	Ashish Kumar Vishwakarma	Asstt. Librarian	<i>Ashish</i>
17	Mr.	Satish Kumar	Asstt. Librarian	<i>Satish</i>
18	Mr.	Vijay Namdev	Asstt. Librarian	<i>Vijay</i>
19	Mr.	Balveer Singh	Lab Asst	<i>Balveer</i>
20	Mr.	Rajesh Kumar	Lab Asst	<i>Rajesh</i>
21	Mr.	Dharmendra Kumar	Lab Asst	<i>Dharmendra</i>
22	Mr.	Sarvesh Kumar	Lab Asst	<i>Sarvesh</i>
23	Mr.	Devendra Kumar	Lab Asst	<i>Devendra</i>
24	Mr.	Satish Kumar	Driver	<i>Satish</i>
25	Mr.	Dhirendra Kumar	Electrician	<i>Dhirendra</i>
26	Mr.	Avnish Ladia	Civil Engg.	<i>Avnish</i>
27	Ms.	Neelam Sharma	Wardon-Girls	<i>Neelam</i>
28	Mr.	Bijendra Singh	Wardon-Boys	<i>Bijendra</i>

Shrikhalo
20/06/24

Director
Mangalmay Institute of Engineering & Technology
Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
College Code: 730

MANGALMAY INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA


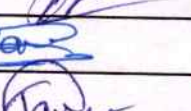
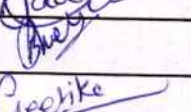
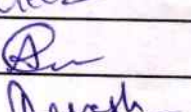
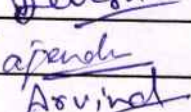
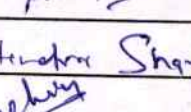
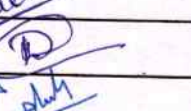

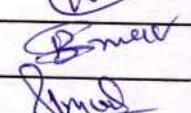

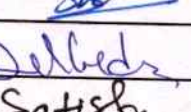
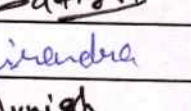
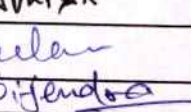
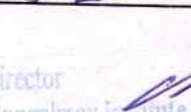
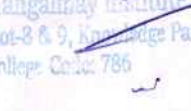

STAFF DEVELOPMENT PROGRAMME (SDP)

Improving Efficiency in staff

Topic:- Best Practices in office Administration

Attendance Sheet -5 Day -5

Date: 07 / 06 / 24

S.No.	Title	First Name	Designation	Signature
3	Mr.	Abhishek Sharma	Head- CRD	
4	Mr.	Sandeep Shrivastava	Librarian	
5	Mr.	Ram janam Yadav	Accountant	
6	Mr.	Jamwant	Accountant	
7	Mr.	Bhole	HR-Executive	
8	Ms.	Geetika Dhawan	Receptionist	
9	Mr.	Ankur Srivastav	Admission Counselor	
10	Mr.	Devesh Sharma	Admin officer	
11	Mr.	Gajendra Singh	Admin Asstt.	
12	Mr.	Arvind Kumar	Asstt. Registrar	
13	Mr.	Jitendra Sharma	Asstt. Registrar	
14	Mr.	Sachin Kumar	IT Executive	
15	Mr.	Dushyant Sharma	IT Executive	
16	Mr.	Ashish Kumar Vishwakarma	Asstt. Librarian	
17	Mr.	Satish Kumar	Asstt. Librarian	
18	Mr.	Vijay Namdev	Asstt. Librarian	
19	Mr.	Balveer Singh	Lab Asst	
20	Mr.	Rajesh Kumar	Lab Asst	
21	Mr.	Dharmendra Kumar	Lab Asst	
22	Mr.	Sarvesh Kumar	Lab Asst	
23	Mr.	Devendra Kumar	Lab Asst	
24	Mr.	Satish Kumar	Driver	
25	Mr.	Dhirendra Kumar	Electrician	
26	Mr.	Avnish Ladia	Civil Engg.	
27	Ms.	Neelam Sharma	Wardon-Girls	
28	Mr.	Bijendra Singh	Wardon-Boys	

Shinkhalo
10/06/24

Feedback Collected

Name	Name of the College	Phone Number	Email Address	were you aware of the learning objectives before joining the Certification Program.	Presentation skills of the program Coordinator.	Presentation skills of other faculty & experts.	Quality of training materials in soft copies.	Overall session of the program.
Rajesh kumar	MIET	9015476956	rajesh kumar 3518@ gmail.com	YES	Good	Excellent	Excellent	Excellent
Satish Kumar	MIET	9315848894	satish.kumar@ mimt.org	YES	Excellent	Excellent	Excellent	Excellent
Rajesh kumar	MIET	9015476956	rajesh kumar@ mietengineering.org	YES	Excellent	Excellent	Excellent	Excellent
Dharmendra Kumar	MIET	9411691231	dk9591@ gmail.com	YES	Good	Good	Good	Good
Dharmendra Kumar	MIET	9411691231	dk9591@ gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Balveer singh	MIET	7599370439	balveersingh152@ gmail.com	YES	Excellent	Excellent	Good	Good
Devendra Kumar	MIET	8750014426	devkumae26@ gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Sarvesh Kumar	MIET	9456693747	Sarvesh100570@ gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Jitendra Sharma	MIET	9720396009	jitendra.sharma@ mimt.org	YES	Excellent	Excellent	Excellent	Excellent
Jitendra Sharma	MIET	9720396009	jitendra.sharma@ mimt.org	YES	Excellent	Excellent	Excellent	Excellent
Mohit Sharma	MIET	9971461283	vashishtanino25@ gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Monika	MIET	9811461498	Monika2job@ gmail.com	YES	Good	Excellent	Excellent	Excellent
DAY - 2								
Rajesh kumar	MIET	9015476956	rajesh kumar 3518@ gmail .com	YES	Excellent	Excellent	Excellent	Excellent
Satish Kumar	MIET	9315848894	satish.kumar@ mimt.org	YES	Excellent	Excellent	Excellent	Excellent
Rajesh kumar	MIET	9015476956	rajesh kumar@ mietengineering.org	YES	Excellent	Excellent	Excellent	Excellent
Balveer Singh	MIET	7599370439	balveersingh152@ gmail.com	YES	Good	Good	Good	Good

Shinkhala
10/06/24

Director
Mangalmay Institute of Engineering & Technology
Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
College Code: 785

Devendra kumar	MIET	8750014426	devkumae26@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Sarvesh Kumar	MIET	9456693747	Sarvesh100570@gmail.com	YES	Excellent	Excellent	Average	Excellent
Mohit Sharma	MIET	9971461283	vashishtanino25@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Monika	MIET	9811461498	monika2job@gmail.com	YES	Excellent	Excellent	Excellent	Excellent

DAY - 3

Satish Kumar	MIET	9315848894	Satish.kumar@mimt.org	YES	Excellent	Excellent	Excellent	Excellent
Dharmendra Kumar	MIET	9411691231	dk9591@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Vijay Namdev	MIET	8319213040	vijay.namdev@mietengineering.org	YES	Excellent	Excellent	Excellent	Excellent
Rajesh kumar	MIET	9015476956	rajesh kumar @mietengineering.Org	YES	Good	Excellent	Good	Excellent
Balveer Singh	MIET	7599370439	balveersingh152@gmail.com	YES	Good	Good	Good	Good
Geetika Dhawan	MIET	9213252411	geetika.dhawan@mimt.org	YES	Excellent	Excellent	Excellent	Excellent
Sarvesh Kumar	MIET	9456693747	Sarvesh100570@gmail.com	YES	Excellent	Average	Excellent	Excellent
Jitendra Sharma	MIET	9720396009	jitendra.sharma@mimt.org	YES	Excellent	Excellent	Excellent	Excellent
Mohit Sharma	MIET	9971461283	Vashishtanino25@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Monika	MIET	9811461498	Monika2job@gmail.com	YES	Good	Excellent	Excellent	Excellent

DAY - 4

Dharmendra Kumar	MIET	9411691231	dk9591@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Rajesh kumar	MIET	9015476956	rajesh kumar @mietengineering.Org	YES	Good	Excellent	Good	Excellent
Geetika Dhawan	MIET	9213252411	geetika.dhawan@mimt.org	YES	Excellent	Excellent	Excellent	Excellent
Satish Kumar	MIET	9315848894	satish.kumar@mimt.org	YES	Excellent	Excellent	Excellent	Excellent
Mohit Sharma	MIET	9971461283	vashishtanino25@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Sarvesh kumar	MIET	9456693747	Sarvesh100570@gmail.com	YES	Good	Good	Good	Good
Devendra kumar	MIET	8750014426	devkumae26@gmail.com	YES	Good	Good	Good	Good
Balveer Singh	MIET	7599370439	balveersingh152@gmail.com	YES	Good	Good	Good	Good

Shinkhal
10/06/24

Director
Mangalmay Institute of Engineering & Technology
Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
College Code: 785

Sachin Kumar	MIET	9560288667	kumarsachinpc@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Monika	MIET	9811461498	Monika2job@gmail.com	YES	Good	Excellent	Excellent	Excellent
DAY - 5								
Dharmendra Kumar	MIET	9411691231	dk9591@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Satish Kumar	MIET	9315848894	satish.kumar@mimt.org	YES	Excellent	Excellent	Excellent	Excellent
Rajesh kumar	MIET	9015476956	rajesh kumar@mietengineering.org	YES	Good	Good	Good	Good
Mohit Sharma	MIET	9971461283	vashishtanino25@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Sachin Kumar	MIET	9560288667	kumarsachinpc@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Monika	MIET	9811461498	Monika2job@gmail.com	YES	Excellent	Excellent	Excellent	Excellent
Balveer Singh	MIET	7599370439	balveersingh152@gmail.com	YES	Good	Good	Good	Good
Sarveshkumar	MIET	9456693747	Sarvesh100570@gmail.com	YES	Good	Good	Good	Good

Activity

Coordinator

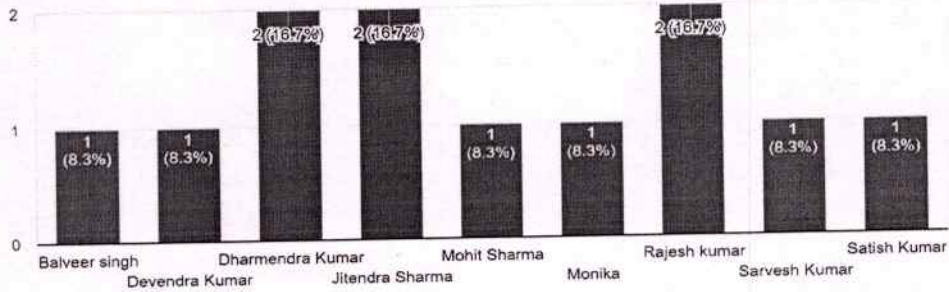
Shrinikhal
10/06/24

Director
Mangalmay Institute of Engineering & Technology
Plot-8 & 9, Knowledge Park-II, Greater Noida-201301 (U.P.)
College Code: 03

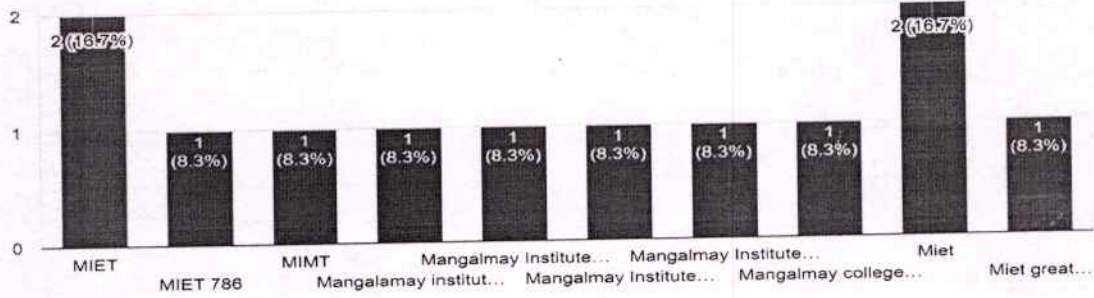
[Signature]
Director
MIET

Feedback Analysis

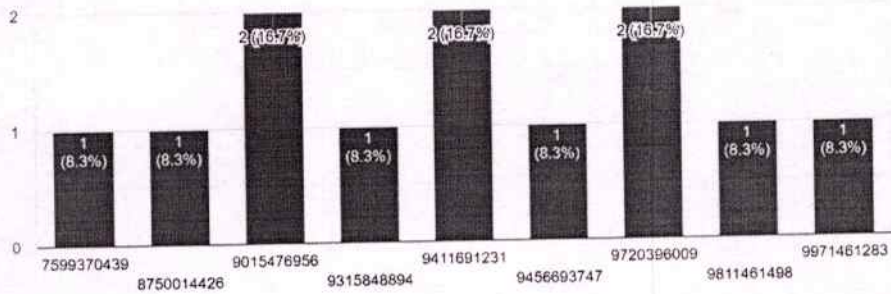
Name
12 responses



Name of the College
12 responses



Phone Number
12 responses



Shrinchala
10/06/24

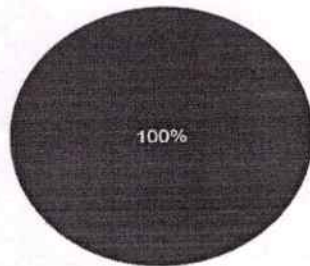
Director
 Mangalmay Institute of Engineering & Technology
 Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
 College Code: 785

Email Address
 12 responses



Were you aware of the learning objectives before joining the Certification Program.

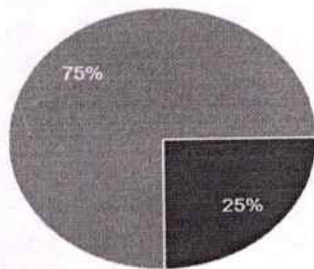
12 responses



- YES
- NO

Presentation skills of the program Coordinator.

12 responses

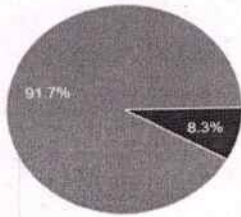


- Good
- Average
- Excellent

Shivkhola
 10/06/24

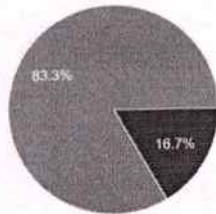
Director
 Mangalmai Institute of Engineering & Technology
 Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
 College Code: 786

Presentation skills of other faculty & experts.
 12 responses



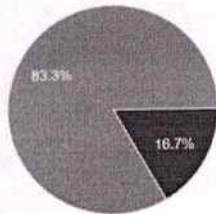
- Good
- Average
- Excellent

Quality of training materials in soft copies.
 12 responses



- Good
- Average
- Excellent

Overall session of the program.
 12 responses



- Good
- Average
- Excellent

Activity

Coordinator

Shinbhal
 10/06/24

Director

Director
 Mangalmay Institute of Engineering & Technology
 201-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
 College Code: 785

Shinbhal
 10/06/24