

**FDP/Professional development programme attended by the non-teaching staff during last five years (2017-18)**

Sr. No.	Name of the Non-Teaching Staff	Title of professional development Programme	Date and Duration
1	Mr. Sandeep Joshi	Best Practices in work place and personality development for overall growth of Non-Teaching and Administrative staff	28/12/2017 (One day)
2	Mr. Raj Kumar	-do-	-do-
3	Mr. Rakesh	-do-	-do-
4	Miss. Shabnam	-do-	-do-
5	Mr. Ajay Kaundal	-do-	-do-
6	Mr. Rakesh Chand	-do-	
7	Mr. Mohit Sharma	-do-	-do-
8	Mr. Gaurav Awasthi	-do-	-do-
9	Ms. Aruna Devi	-do-	-do-
10	Ms. Saroj Kumari	-do-	-do-
11	Ms. Champa Devi	-do-	-do-
12	Mr. Gurupratap	-do-	-do-
13	Mr. Kamal	-do-	-do-
14	Mr. Rajeev Kaundal	-do-	-do-
15	Mr. Rishi	-do-	-do-
16	Mr. Sarwan Kumar	-do-	-do-
17	Ms. Swarna Devi	-do-	-do-
18	Ms. Mangla Devi	-do-	-do-
19	Mr. Deepak Dhadwal	-do-	-do-

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20	Mr. Rakesh Kumar	-do-	-do-
21	Mr. Bhupinder Singh	-do-	-do-
22	Mr. Sunil Kumar	-do-	-do-
23	Ms. Anita Kumari	-do-	-do-
24	Mr. Ravi Kumar	-do-	-do-
25	Mr. Neeraj Kumar	-do-	-do-
26	Mr. Roshan Lal	-do-	-do-
27	Mr. Nitish Dogra	-do-	-do-
28	Ms. Shelly Sharma	-do-	-do-



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# LAUREATE INSTITUTE OF PHARMACY

(Approved by PCI & AICTE, New Delhi and H.P. Govt. Under Section 2(f) of UGC Act 1956)  
Affiliated to Himachal Pradesh Technical University, Hamirpur  
V.P.O Kathog, Tehsil Jawalamukhi, Distt. Kangra, H.P.(176031)

Ref. No. ....

Date:.....

## ONE DAY WORKSHOP ON

**“Best Practices in work place and personality development for overall growth of Non-Teaching and administrative Staff”**

**Program Date: 28/12/2017**

**Time: 10:30 to 4:30 PM**

**Resource Person: Dr. N.N Sharma**

**Venue: Conference Hall**

### Summary Report

The Program started with the lamp lighting ceremony and Saraswati Vandana. **Prof. Dr. Ran Singh**, Managing Director, Laureate Institute of Pharmacy welcomed the resource person, Dr. N N Sharma and other dignitaries. He lighted the need of personality development training to boost the overall growth of non-teaching and administrative staff.

**Dr. N.N Sharma** delivered lecture on topic, **“Best Practices in work place and personality development for overall growth of Non-Teaching and administrative Staff”**.

He summarized the brief duties of non-teaching faculty staffs and how to perform the routine activities with tenacity that lead to job satisfactions.

He covered the following points:

- Creating a positive mindset for accelerated growth
- Improving Effective Decision Making and Communication skills
- Understanding the nature of work
- Systematic record keeping, maintaining of log book, consumable registers at laboratories
- Extracting the correct information
- Obeying the rules and regulations of institute
- Good performer at work.
- Communicating well with students, faculty and staffs of institute
- Inculcating a sense of diligence towards work and other staff
- Accepting any kind of change, pertaining to organizational structure, rotation of duties, with enthusiasm by showing trust in the higher authorities. It is essential for the non-

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teaching staff to perform their duties responsibly to enable the teaching staff and the organization to work smoothly. They both have to work in synchronization with each other to make the organization grow.

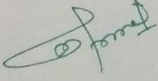
- Wholeheartedly participating in seminar, workshop and other extracurricular activities organized by college
- Work as a part of team

There was an interaction session where he addressed the queries put forward by the participants.

**Prof (Dr) Mahendra Singh Ashawat**, Director Cum Principal and **Prof (Dr) Vinay Pandit** presented the memento and certificate of appreciation to Dr. N.N. Sharma.

**Prof. C.P.S Verma**, Dean Student Welfare, delivered the vote of thanks and appreciated the effort made by Dr. Sharma to carry out this session in short notice. He praised the organizing committee Incharge Mr. Shiv Kumar Kushawaha and his team for organizing the event and making it grand success.



  
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
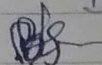
Resource Person: Dr. N.N Sharma

Venue: Conference Hall

## ATTENDANCE SHEET

S.No	Name	Signature
1	Mr. Sandeep Joshi	
2	Mr. Raj Kumar	
3	Mr. Rakesh	
4	Miss. Shabnam	
5	Mr. Ajay Kaundal	
6	Mr. Rakesh Chand	
7	Mr. Mohit Sharma	
8	Mr. Gaurav Awasthi	
9	Ms. Aruna Devi	
10	Ms. Saroj Kumari	
11	Ms. Champa Devi	
12	Mr. Gurupratap	
13	Mr. Kamal	
14	Mr. Rajeev Kaundal	
15	Mr. Rishi	

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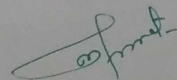
16	Mr. Sarwan Kumar	
17	Ms. Swarna Devi	Swarna Devi
18	Ms. Mangla Devi	Mangla Devi
19	Mr. Deepak Dhadwal	<del>Deepak Dhadwal</del>
20	Mr. Rakesh Kumar	Rakesh
21	Mr. Bhupinder Singh	
22	Mr. Sunil Kumar	Sunil Kumar
23	Ms. Anita Kumari	Anita Devi
24	Mr. Ravi Kumar	Ravi Kumar
25	Mr. Neeraj Kumar	Neeraj
26	Mr. Roshan Lal	Roshan Lal
27	Mr. Nitish Dogra	Nitish Dogra
28	Ms. Shelly Sharma	Shelly Sharma



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**Non-Teaching Staff  
(2017-18)**

S.no	Name	Designation
1	Mr. Sandeep Joshi	Lab Technician
2	Mr. Raj Kumar	Lab Technician
3	Mr. Rakesh	Lab Technician
4	Miss. Shabnam	Computer lab assistant
5	Mr. Ajay Kaundal	Accountant
6	Mr. Rakesh Chand	Office superintendent
7	Mr. Mohit Sharma	Office Assistant
8	Mr. Gaurav Awasthi	Librarian
9	Ms. Aruna Devi	Assistant Librarian
10	Ms. Saroj Kumari	Library Attendant
11	Ms. Champa Devi	Lab Assistant
12	Mr. Gurupratap	Lab Technician
13	Mr. Kamal	Lab Assistant
14	Mr. Rajeev Kaundal	Lab Assistant
15	Mr. Rishi	Lab Assistant
16	Mr. Sarwan Kumar	Cleaner
17	Ms. Swarna Devi	Lab Assistant
18	Ms. Monika Devi	Lab Assistant
19	Ms. Mangla Devi	Lab Assistant
20	Mr. Deepak Dhadwal	Security
21	Mr. Rakesh Kumar	Security
22	Ms. Santosh Kumari	Cleaner
23	Mr. Parvesh Kumar	Lab Assistant
24	Ms. Sunita Devi	Lab Assistant
25	Mr. Bhupinder Singh	Peon
26	Mr. Sunil Kumar	Driver
27	Ms. Anita Kumari	Cleaner
28	Mr. Ravi Kumar	Gardener
29	Mr. Neeraj Kumar	Office assistant
30	Mr. Roshan Lal	Lab Assistant
31	Mr. Nitish Dogra	Lab Technician
32	Ms. Shelly Sharma	Lab Technician



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# One Day Workshop

## Guest Lecture on

**"Best Practices in work place and personality development for overall growth of Non- Teaching and Administrative Staff"**

**Venue: Conference Hall**

**Laureate Institute of Pharmacy  
Kathog, Distt. Kangra (H.P.)**



**TIME: 10: 30 A.M. TO 4 : 30 P.M.**



**THURSDAY**

**28 DECEMBER, 2017**

**SPEAKER:-**

**PROF. (DR.) N. N.SHARMA**

**DEAN ACADEMIC**

**SRI SAI UNIVERSITY, PALAMPUR (H.P.)**

**(FORMER DEAN ACADEMICS, HPTU, HAMIRPUR, H.P.)**



*(Signature)*  
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# CERTIFICATE OF PARTICIPATION



**This Certificate is awarded to**

**Dr./Mr./Mrs./Prof. \_\_\_\_\_ Raj Kumar**

**for participating in One Day Workshop on "Best Practice in work place and personality development for overall growth of Non- Teaching & Administrative Staff" in the presence of Dr. N. N. Sharma, held on 28 December - 2017 at Laureate Institute of Pharmacy, Kathog, Distt. Kangra (H.P.)**

*R Singh*

*Ashawat*

**DR. RAN SINGH**

**DR. M. S. ASHAWAT**

**Managing Director**

**Director cum Principal**

**Laureate Groups of Institute**

**Laureate Institute of Pharmacy**

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 LAUREATE GROUPS OF INSTITUTE  
 OF PHARMACY KATHOG



# CERTIFICATE OF PARTICIPATION



**This Certificate is awarded to**

**Dr./Mr./Mrs./Prof. \_\_\_\_\_ Sandeep Joshi**

**for participating in One Day Workshop on "Best Practice in work place and personality development for overall growth of Non- Teaching & Administrative Staff" in the presence of Dr. N. N. Sharma, held on 28 December - 2017 at Laureate Institute of Pharmacy, Kathog, Distt. Kangra (H.P.)**

*Handwritten signature*  
DR. RAN SINGH  
Managing Director  
Laureate Groups of Institute

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**DR. RAN SINGH**  
Managing Director  
Laureate Groups of Institute

*Handwritten signature*

**DR. M. S. ASHAWAT**  
Director cum Principal  
Laureate Institute of Pharmacy