



VIVEK P.G. COLLEGE KALWAR, JAIPUR

(Affiliated to University of Rajasthan & Govt. of Rajasthan)

F4(179/60)AAKASHI/ANU/2003/89

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E-mail: info@vivekpgcollege.com

Date: 4 August 2023

Circular

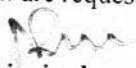
All the non-teaching members are hereby informed that the institute has scheduled FDP on "Managing Professional Development Activities" from 9th August 2023 to 14th August 2023.

The brief date wise Schedule of the event is as under:

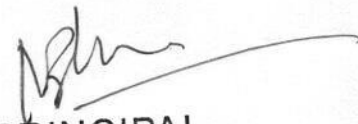
Day	Date	Time	Topic	Resource Person
1	09/08/2023	12PM-1PM 1PM- 3 PM	Inauguration Introduction to Professional Development	Mr. B.L. Yadav
2	10/08/2023	2 PM to 3:30 PM	Session on Designing Effective Professional Development Programs	Mr. Krishna Kumar
3	11/08/2023	2 PM to 3:30 PM	Strategies for Implementing Development Programs.	Mr. B.L. Yadav
4	12/08/2023	2 PM to 3:30 PM	Interactive Activity: Creating a DevelopmentPlan	Mr. Krishna Kumar
5	13/08/2023	2 PM to 3:30 PM	Developing a PersonalAction Plan	Mr. B.L. Yadav
6	14/08/2023	2 PM to 3:30 PM	Closing Remarks and Networking	Mr. Krishna Kumar

All the non-teaching members are requested to attend the sessions. On the completion of the event, the proper certificate shall be conferred to the participants who have attended all the sessions. It is further to be noted that every day there will be short multiple-question tests to ascertain what you have understood during this session.

All are requested to conform to the instructions.


Principal
Copy to: -
Chairman
All non-teaching members
IQAC

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KALWAR, JAIPUR-303706


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**Report on Faculty Development Program Organized by
VIVEK P.G. COLLEGE, KALWAR
On
“Managing Professional Development Activities”
(Period- 9th August 2023 to 14th August 2023)**

Demands in institutions of higher education are becomingly enormous brought about by a knowledge-based economy, exponential changes in technology, increasing number of diverse students, call for innovativeness, community engagement, stiffer competition and demands for accountability. This brings about challenges to the entire academic environment – the teaching and the non-teaching staff to attain the accomplishment of institutional goals in higher education. Professional development is crucial for enhancing the skills, knowledge, and effectiveness of non-teaching staff in educational institutions. This program outlines best practices for managing professional development activities for non-teaching staff, including administrative personnel, support staff, and other essential roles that contribute to the functioning of educational organizations. This program fosters a work environment that values continuous learning and professional growth and ensure that non-teaching staff are up-to-date with the latest practices and technologies relevant to their roles. It equips non-teaching staff with the skills necessary to perform their roles more effectively.

This six-day Faculty Development Program on “**Managing Professional Development Activities**” focus on and benefit the institution which include both teaching and non-teaching staff.

The purpose of this program ensures the administrative skills, technology training, leadership and management skill including both teaching and non-teaching staff. Non-teaching staffs play vital roles in the academic environment as they are in the technical and support side of the educational institution.


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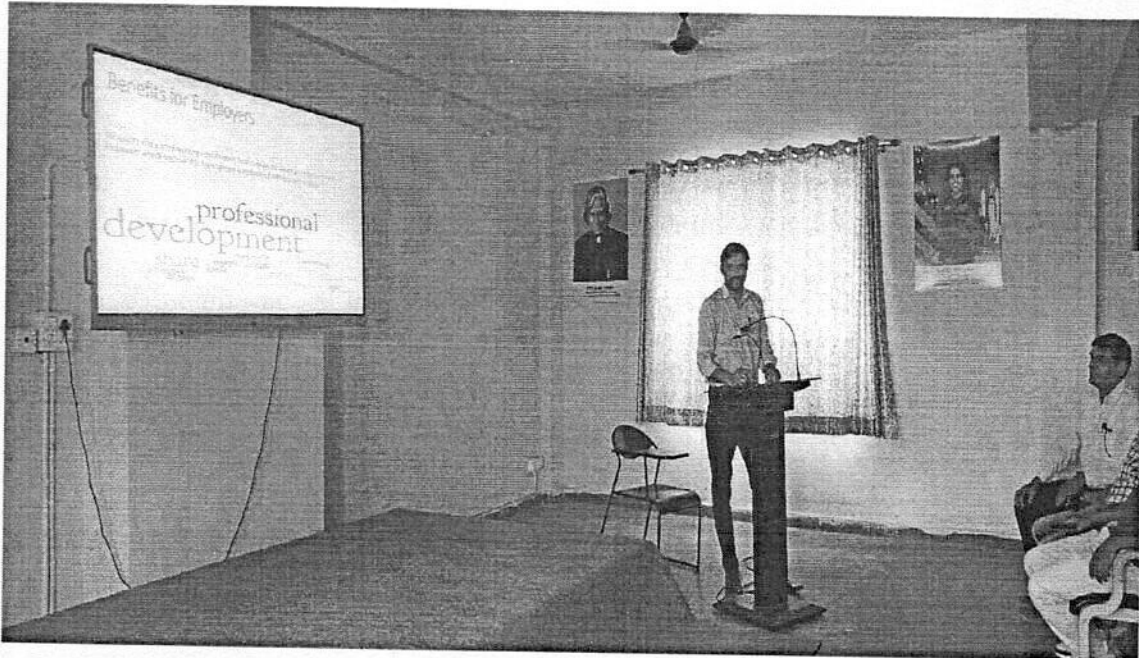
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Mr. B.L. Yadav delivering Lecture on Managing Professional Development Activities



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ATTENDANCE LIST OF THE PARTICIPANTS

S.No.	Name of the Faculty	Signature
1	Santa Sami	
2	Sanni Deol Verma	
3	Imran Khan	
4	Babu Lal ji	
5	Kusum Rathore	
6	Soniya Dhyal	
7	Sunita Sharma	
8	Manisha Kalirawana	
9	Neelam Shekhawat	
10	Archana Mishra	
11	Kishan Lal Dodwadiya	
12	Hari Singh Meena	
13	Durga Lal Meena	
14	Meena Devi	
15	Kailash Lakhar	
16	Om Prakash Bagra	
17	Mangal Chand Gora	
18	Mahaveer Prasad	
19	Ratan Lal Sharma	
20	Om Prakash Bagra	
21	Tejpal Singh	
22	Ramesh Katariya	
23	Kalu Ram	
24	Madan Lal Yadav	
25	Nanda Ram Yadav	


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