



Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: 8, Knowledge Park-II, Greater Noida (U.P.)
Institution office: C-116, Sector-39, Noida-201301 (U.P.)
e-mail: mimn_gnoida@yahoo.co.in

Ph.: 0120-2320400, 2320401
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Date: - 02 December 2021

Circular


All the non-teaching staff members of the institute working in registrar office, accounts office, labs, library, security, and attached with different departments are to note that the institute has scheduled one day training programme on 13 December 2021 from 11.30 AM to 04:30 PM. The brief itinerary of the programme will be as under:

Topic of the Training Programme-Goal Setting & Personal Development

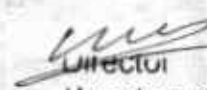
Time	Event Details	Resource Person
11.30 AM	Lightening of the Lamp Ceremony	Ms. Ambica Yadav
11.40 AM	Inauguration of the Training Programme	Mr. Dhananjay Singh
11.45 AM	Lecture on - Introduction to Personal Development	Dr. Yashpal Singh
12.30 PM	Lecture on - Fundamentals of Goal Setting Techniques.	Dr. Kamlesh Km Rana
1.30 to 2.00 PM	Tea Break	
02.00 PM	Lecture on - Time Management	Dr. Gaurav
03.00 - 3:30 PM	Lunch Break	
03.30 PM	Lecture on - Personal Commitment	Dr. Srinivash Singh
04.30 PM	Vote of Thanks.	Mr. Sarvachan Verma

It is to further noted that all the participants will be conferred with the participation certificate after the commencement of the event.

All the non-teaching staff members are requested to attend the session.


Director
Mangalmay Institute of Engineering & Technology
Greater Noida (U.P.)-201310
(College Code-788)

CC - Hon'ble Chairman/ Vice Chairman/ IQAC/ All Non-Teaching Staff Members.


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Report on Training Programme held in the Institute on dated 13 December 2021.

Topic – “Goal Setting & Personal Development”

The institute has organized a one-day training programme for the development of the non-teaching staff members working in the different departments in the institute. The institute invited all the non-teaching staff members of the Accounts Department, HR department, Registrar Dept. Labs, Library, Security Office etc.

The scheduled of the full day programme was as under:

Time	Event Details	Resource Person
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04.30 PM	Vote of Thanks.	Mr. Sarvachan Verma

All the speakers shared their valuable thoughts with the experience on the topics assigned to them for the understanding of the participants.

The brief description of the speeches of the resource persons are being encapsulated herein for the records purpose.

Introduction on Personal Development

The speaker expressed his delight on being present in the session and expressed thanks to the organizers for providing him the opportunity to share his thoughts on the topic. After welcoming to the participants, the speaker started the session by ice breaking activities in a very interesting manner. Thereafter, he emphasized the importance on personal development for the successful career. Thereafter, he conducted a small exercise for identifying individual strengths and areas for improvement through self-assessment. He also explained the concept of growth mindset and its impact on personal growth

Ambika

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Fundamentals of Goal Setting Techniques

The second speaker highlighted on to the significance of goal settings and its importance in everyone's life. He explained the concept of "SMART" and broke the significance of each word with its latent meaning and significance such as 1. Smart, 2. Measurable, 3. Actionable, 4. Relevant, 5. Time Bound. Thereafter, he organized a small group activity formulating SMART goals-based exercise and how it transforms to lives of the individual if pursued in its absolute letter and spirit.

Time Management

The speaker very eloquently spoke on the importance of time management. He shared the technique on crafting the actionable plans to achieve set goals. He further emphasized first to prioritize tasks and contemplate a time slot in which the task may be complete. Thereafter, he conducted a group activity for a time management for balancing work and personal goals.

Personal Commitment

The speaker started his talk in a very interesting story in which a corporate executive was never committed to his responsibilities and subsequently faced the repercussions by losing his job. He strongly advocated if the commitment will be missing in the professional life, then dedication will not be created towards the job. Thereafter, the procrastination will develop which will kill the spirit of perseverance and determination. The organization never want to continue with the persons who are not committed towards their jobs.

August

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Attendance Sheet

S. No.	Name	Signature
1	Harish Bhatia	
2	Geetika Dhawan	
3	Ritika	
4	Neeraj	
5	Dhirendra Kumar	
6	Pramod Kumar	
7	Balveer Singh	
8	Rajesh Kumar	
9	Dharmendra Kumar	
10	Sarvesh Kumar	
11	Devendra Kumar	
12	Sachin Kumar	
13	Sandeep Shrivastava	
14	Ashish Kumar	
15	Aditya Kumar	
16	Satish Kumar	

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Feedback Form

You are requested to give your feedback on the session for our record and evaluation purpose.

Please rate the event on 1 to 5 scale.

(1=Poor) (2=Average) (3=Above Average) (4=Good) (5=Excellent)

(1- Not Possible) (2- Not sure) (3= May be) (4= for sure) (5- Definitely)

Sr. No	Question	Marks
1.	How do you find the Training Programme?	
2.	Do you think this training programme will make a positive impact on your professional life?	
3.	Do you think this training programme will help you to imbibe good practices in your personal life?	
4.	Do you think this training programme will boost your working spirit?	
5.	Do you think this training programme will help you to create a conducive working environment in your department.	
	Total	

Grading


Above 22 Marks - Excellent,


18-21 Marks - Good

15-17 Marks - Average

Less than 15 - Poor and worthless.

Amal


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