



Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: B, Knowledge Park-II, Greater Noida (U.P.)
Institution office: C-118, Sector-39, Noida-201301 (U.P.)
e-mail: mims_grnoida@yahoo.co.in

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Fax: 0120-2570546

Date :- 10 January 2023

Circular

All the faculty members are hereby informed that the institute has scheduled a seven days FDP on "Leadership & Management Skills for Academic Administration" from 30 January 2023 to 03 February 2023.

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

| Day | Date | Time | Topic | Resource Person |
|-----|------------|---------------|-------------------------------------------------------|--------------------------------------------|
| 1. | 30.01.2023 | 10 AM to 1 PM | Introduction to Leadership in Academic Administration | Dr. Harish Kumar |
| 2. | 31.01.2023 | 10 AM to 1 PM | Strategic Planning and Decision-Making | Dr. Sanjay Pachauri |
| 3. | 01.02.2023 | 10 AM to 1 PM | Team Building and Motivation | Mr. Harish Bhatia |
| 4. | 01.02.2023 | 10 AM to 1 PM | Resource Management and Financial Planning | Dr. Shrinivas Singh |
| 5. | 01.02.2023 | 10 AM to 1 PM | Ethical Leadership and Personal Development | Dr. Girish Dutt Gautam |
| | | 02 PM to 3 PM | Overall Summarization of all five days Lectures | Dr. Ridhima Ahuliwalla |
| | | 03 PM to 4 PM | Vote of Thanks and Certificate Distribution | Dr. Himanshu Rastogi & Mr. Dhananjay Singh |

All the faculty members are requested to attend the sessions. The faculty members having their scheduled lectures during the time of the FDP may attend the session after their lectures.

On the completion of the event, 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 a short multiple question tests to ascertain as to what you have understood during the session.

All are requested to comply with the instructions.

H. Pachauri
Director

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

Hon'ble Chairman/ Vice Chairman/Director – IQAC/ All faculty members.

H. Pachauri
Director

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Report on Faculty Development Programme

ORGANIZED BY

Mangalmay Institute of Engineering & Technology – Greater Noida

Topic – Leadership & Management Skills for Academic Administration

(PERIOD- 30 January 2023 to 03 February 2023)

Back Ground

The Faculty Development Programme has become an essential component of our Institute's expansion and diversification. It is crucial to ensure that our faculty members are acquainted with the latest requirements and the importance of conducting such programmes to enhance their competence. To address this need, the Institute has taken the initiative to organize a Faculty Development Programme focused on "Leadership & Management Skills for Academic Administration." This programme aims to provide participants with both theoretical knowledge and practical experience in utilizing various tools and strategies

Prologue

In the ever-evolving landscape of academia, effective leadership and management skills are essential for academic administrators to navigate the complexities and challenges of educational institutions. Academic administration is a multifaceted role that requires a unique blend of visionary leadership, strategic thinking, and efficient management.

The role of management in academic administration is equally crucial. Effective management ensures that resources are allocated efficiently, processes are streamlined, and goals are met. Academic administrators must possess strong organizational and communication skills to coordinate various departments, programs, and initiatives within an educational institution. They need to make informed decisions, prioritize tasks, and adapt to changing circumstances to ensure the smooth functioning of the institution.

Objective

The main objective of the present FDP is to enlighten the faculty members of the institute to appraise them with the different facets of the teaching and learning process in the classrooms to the satisfaction of the students.

1. To educate and sensitize the faculty to adopt latest methods and protocols for conducting lectures in the classrooms.
2. To acquaint faculty with as to how to integrate technology with the classrooms' teachings.
3. To familiarize the participants with the ethics in the teaching and learning process.

H. Paliya
Director
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[Signature]
Director
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The session wise program of the workshop will include:

Each day module of the session is as under:

| Day | Date | Time | Topic | Resource Person |
|-----|------------|---------------|-------------------------------------------------------|--------------------------------------------|
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| | | 02 PM to 3 PM | Overall Summarization of all five days Lectures | Dr. Ridhima Ahuliwalla |
| | | 03 PM to 4 PM | Vote of Thanks and Certificate Distribution | Dr. Himanshu Rastogi & Mr. Dhananjay Singh |

Days Wise/ Session Wise Report on the FDP

A seven days Faculty Development Programme was organized in the institute from 30 January 2023 to 03 February 2023.

The session wise report in the brief is being encapsulated for the reference of all concerned.

Day 1: Introduction to Leadership in Academic Administration

The speaker provides an overview of the workshop, its objectives, and the importance of leadership and management skills in academic administration. The speaker discussed fundamental concepts and theories of leadership in the context of academic administration, including transformational leadership, servant leadership, and distributed leadership. The speaker strongly emphasized the importance for exploring effective communication in academic administration and provide strategies for enhancing communication skills, including active listening, conflict resolution, and feedback techniques.

Day 2: Strategic Planning and Decision-Making

The speaker introduced participants to the principles of strategic thinking and its application in academic administration. He Discussed the process of setting goals, establishing priorities, and creating a vision for the institution. Furthermore, he explained the steps involved in developing a strategic plan, including environmental scanning, SWOT analysis, goal setting, and action planning.

J. Paluia
Director

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Director

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Day 3: Team Building and Motivation

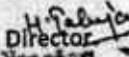
The speaker discussed the characteristics of high-performing teams and strategies for creating a positive team culture. He explained how to explore team dynamics, roles, and responsibilities within academic administration.


Day 4: Resource Management and Financial Planning

The speaker discussed as to how to explore principles and best practices of resource allocation in academic administration. He taught to the participants time management techniques to enhance productivity and efficiency. Discuss methods for setting priorities, managing deadlines, and avoiding time-wasting activities. He provided an overview of financial management in academic administration, including budgeting, revenue generation, and expenditure control. Discuss the importance of financial sustainability and responsible financial practices.

Day 5: Ethical Leadership and Personal Development

The speaker discussed the importance of ethical leadership in academic administration and explore ethical dilemmas commonly faced by administrators. He provided guidelines for ethical decision-making process.


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Mangalmay Institute of Engineering & Technology
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Chairperson - IQAC
College Code-786
All Faculty Members.


Director
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Attendance List of the Participants

| Sr. No | Name of the Faculty | Signature |
|--------|------------------------|-----------|
| 1. | Dr. Sanjay Pachauri | |
| 2. | Dr. Komal Kumar Gaur | |
| 3. | Dr. KAMLESH RANA | |
| 4. | Chirish Dutt Gaur | |
| 5. | Dr. Poojeep Kumar | |
| 6. | Dr. Ishwar Singh | |
| 7. | DHANANJAY SINGH | |
| 8. | Hemanshu Rastogi | |
| 9. | Dr. Gaurav Singh | |
| 10. | Anil Kumar Mourgal | |
| 11. | Ambica Yadav | |
| 12. | MALA YADAV | |
| 13. | Anshul | |
| 14. | AJAY KUMAR | |
| 15. | Prayush Tomar | |
| 16. | Himanshu Tiwari | |
| 17. | Ankit Kumar | |
| 18. | Anand Prakash | |
| 19. | POONAM SINGH | |
| 20. | Jyoti | |
| 21. | Akanksha Bandyopadhyay | |

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| | | |
|-----|-----------------|-------------|
| 22. | Kimmi Gupta | Keupita. |
| 23. | Lucky RAJPOOT | Lucky |
| 24. | MONIKA | MONIKA |
| 25. | Amrita Bhatta | - (Am) |
| 26. | Arunagshu pal | Apal. |
| 27. | Dabti | Dabti |
| 28. | Rahat NAZ | Rahat |
| 29. | Shivani | Shivani |
| 30. | Shweta Chaudhan | Shweta |
| 31. | Prabhat Kumar | Prat |
| 32. | AJOY NANDAN | AJOY NANDAN |
| 33. | Chanshyam Yadav | Cyadav |
| 34. | | |
| 35. | | |
| 36. | | |
| 37. | | |
| 38. | | |
| 39. | | |
| 40. | | |


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Feedback Form

Faculty Development Programme

ORGANIZED BY

Mangalmay Institute of Engineering & Technology – Greater Noida

Topic – Leadership & Management Skills for Academic Administration

(PERIOD- 30 January 2023 to 03 February 2023)

All the faculty members are requested to rate the above FDP on the following scale:
(5-Excellent) (4. Very Good), (3. Good), (2.Average) (1. – Poor)

| Sr. No | Question | Your Points |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. | How do you find the overall FDP? | |
| 2. | Do you find the FDP was informative and add value in your personality? | |
| 3. | Do you think that it will improve the teaching and learning process in the classroom? | |
| 4. | Do you think that in some ways it will enhance the students' satisfaction in the classroom? | |
| 5. | Do you think that the faculty lectures will be more impressive now? | |
| 6. | Do you think that the classroom teachings will be more disciplined now in comparison with the previous ones? | |
| 7. | Do you feel that faculty members will be more curious to update themselves and adopt new techniques of lecture delivery in the classrooms? | |
| 8. | Do you find all the speakers were well prepared and delivered their talks eloquently? | |
| 9. | Do you find the talks were interesting throughout the seven days session | |
| 10. | Do you think that the impact of this FDP will last long? | |

Grading –

> 45 and Above Excellent,

40 to 45 – Very Good,

35 to 39 – Good,

30 to 34 – Average.

Less than 30 - Poor

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Result Analysis – 90% participants felt that the session was excellent and or 10% it was a very good session.

Test Questions for all Days Sessions

Day 1: Introduction to Leadership in Academic Administration

Question -1 – What are the basic traits of academic leader and his role in administration:

- (A) Academic Leader should be well equipped with existing rules and regulation, (B) He should be well qualified and ability to foresee (C) He should be a role model amongst his colleagues (D) All of them.

Question -2 – It is not necessary for an academic leader to be effective in communication – True/ False.

Day 2: Strategic Planning and Decision-Making

Question -1- Strategic Planning and Decision making is an integral part of academic administration – True/ False

Question 2- It is important for an academic leader to continuously conduct SWOT analysis of the goals ; Ture/ False

Day 3: Team Building and Motivation

Question – 1- What is team building?

- (A) Form a group of the employees to complete a specific task (B) Form a group of the employees to conduct research for future planning (C) Form a group of the employees to complete a task in specific time (D) All the above.

Question -2- Team building and motivational factors are a hypothetical term which are quite often used to mislead the employees – True/ False.

Day 4: Resource Management and Financial Planning

Question -1- Time management techniques involve:

- (A) How to complete the task in a given time (B) How to manage the affairs to complete the task in the assigned time (C) How to carry out the task in a best fitting manner (D) All the above.

Question -2- Financial sustainability and financial practices are synonyms of each other- True/ False

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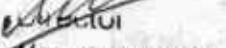
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Day 5: Ethical Leadership and Personal Development

Question -1- Ethical leaders and personality development are two contradictory terms – True/
False

Question -2- Ethical decision making is largely focused on the self interest of the employee and
organization interest at large – True / False

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Date: - 27 December 22

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 03 January 23 from 10.30 AM to 3.30 PM. The brief itinerary of the programme will be as under:

Topic of the Training Programme – Ethical Practices for Non-Teaching Staff Members.

| Time | Event Details | Resource Person |
|------------------|------------------------------------------------------|-------------------|
| 10.30 AM | Lightening of the Lamp Ceremony | Ms. Anshul |
| 10.40 AM | Inauguration of the Training Programme | Ms. Meghali Das |
| 10.45 AM | Lecture on - Understanding Ethics and its Importance | Dr. Harish Kumar |
| 11.30 AM | Lecture on – Ethical Decision-Making | Dr. Ishwar Singh |
| 12.30 to 1.00 PM | Tea Break | |
| 01.00 PM | Lecture on – Ethical Use of Technology | Dr. Pradeep Kumar |
| 02.00 – 2.30 PM | Lunch Break | |
| 02.30 PM | Lecture on – Building Professional Relationships | Mr. Harish Kumar |
| 03.30 PM | Vote of Thanks. | |

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.

Aditya
M. Ranjan
Director
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[Signature]
Director
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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 03 January 23.

Topic – “Ethical Practices for Non-Teaching Staff Members”

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 |
|------------------|------------------------------------------------------|-------------------|
| 10.30 AM | Lightening of the Lamp Ceremony | Ms. Anshul |
| 10.40 AM | Inauguration of the Training Programme | Ms. Meghali Das |
| 10.45 AM | Lecture on - Understanding Ethics and its Importance | Dr. Harish Kumar |
| 11.30 AM | Lecture on – Ethical Decision-Making | Dr. Ishwar Singh |
| 12.30 to 1.00 PM | Tea Break | |
| 01.00 PM | Lecture on – Ethical Use of Technology | Dr. Pradeep Kumar |
| 02.00 – 2.30 PM | Lunch Break | |
| 02.30 PM | Lecture on – Building Professional Relationships | Mr. Harish Kumar |
| 03.30 PM | Vote of Thanks. | |

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.

Understand Ethics and Its Importance

The speaker explained about what is ethics and its important in everyone's life.

The speaker focused on ethics and its relevance in the workplace, the role of non-teaching staff in upholding ethical standards, identifying the impact of unethical behavior on the institution, colleagues, and students.

Ethical Decision Making

The second speaker highlighted on to the significance ethical decision making. The speaker explained by example the ethical decision-making process, Factors that influence decision-making and a Case studies and group discussions to analyze ethical dilemmas and find ethical solutions.

H. Jaisya
Director

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Ethical Use of Technology

The speaker very eloquently spoke on the importance of ethical use of technology. Responsible use of technology and social media in the workplace, preventing cyber-ethics issues and cyberbullying, guidelines for using institutional resources appropriately.

Building Professional Relationships

The speaker outrightly expressed his opinion to become successful in the professional life, it is very imperative to develop effective communication and interpersonal skills in promoting ethical relationships, addressing conflicts of interest through role-play exercises for effective communication and conflict resolution

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Attendance Sheet

| S. No. | Name | Signature |
|--------|---------------------|-----------|
| 1 | Harish Bhatia | |
| 2 | Geetika Dhawan | |
| 3 | Manoj Kumar | |
| 4 | Ritika | |
| 5 | Neeraj | |
| 6 | Dhirendra Kumar | |
| 7 | Pramod Kumar | |
| 8 | BalveerSingh | |
| 9 | Rajesh Kumar | |
| 10 | DharmendraKumar | |
| 11 | Sarvesh Kumar | |
| 12 | Devendra Kumar | |
| 13 | Sachin Kumar | |
| 14 | Sandeep Shrivastava | |
| 15 | Ashish Kumar | |
| 16 | Aditya Kumar | |
| 17 | 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.

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