



HEI's prescribed code of conduct for (a) Faculty and Staff (b) students and list of periodic programmes conduct in this regard.

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HR Training for Faculty Members



Brief of Training

Training Program for CPR (Cardio-Pulmonary Resuscitation) Practical Hands-on Training.

Introduction

A Practical Hands-on CPR Training session was conducted to equip support staff with life-saving skills essential during medical emergencies such as cardiac arrest or respiratory failure. The aim of the training was to enhance awareness, quick decision-making, and confident CPR execution at the workplace or residential premises.

The training was organised in two batches and conducted by experienced internal trainers who covered both the theoretical and practical aspects of CPR.

Batch 1 Trainers	
Lead Trainer	Ms. Ritu, Tutor, Faculty of Nursing
Practical Demonstration Trainer	Ms. Pema Drema Gyamo, Tutor, Faculty of Nursing Ms. Anisha Dhull, Tutor, Faculty of Nursing Ms. Latika, Tutor, Faculty of Nursing Ms. Ekta, Tutor, Faculty of Nursing



Batch 2 Trainers	
Lead Trainer	Ms. Shalu, Assistant Professor, Faculty of Nursing
Practical Demonstration Trainer	Ms. Pema Drema Gyamo, Tutor, Faculty of Nursing Ms. Anisha Dhull, Tutor, Faculty of Nursing Ms. Jyoti, Tutor, Faculty of Nursing Ms. Ankita, Tutor, Faculty of Dental Sciences

The sessions were interactive and practical in nature, ensuring that each participant got real-time exposure to CPR techniques using dummies and emergency simulation scenarios.

Core CPR Training Steps Covered:

Step No.	Step Name	Description
1	Scene Safety Check	Ensure the area is safe for both the victim and the responder.
2	Tap & Shout (Are you OK?)	Tap both shoulders firmly with both hands and shout loudly to check for responsiveness.
3	Call for Help – Dial 102	Immediately call ambulance services for medical assistance.
4	Look, Listen, Feel (6 seconds)	Check for breathing or chest movement for no more than 6 seconds.
5	Chest Compressions	
	Hand Position	Place both hands in the center of the chest.
	Push Hard & Fast	Perform 100–120 compressions per minute.
	Compression Depth	Push down about 5cm (2–2.5 inches).
6	Rescue Breaths (if trained)	Give 2 breaths after every 30 compressions (if trained).
7	Continue CPR Until	
	Medical Help Arrives	Stop when trained medical responders take over.
	A Person Starts Breathing	Stop if the person shows signs of life (breathing, movement).
	You are Physically Exhausted	Stop if you're too tired to continue safely.



Batch-wise Participation:

Batch 1 Total Participants: 12				
Sr No	Emp ID	Name	Department	Designation
1	17571	Parmveer	House keeping	Senior Executive
2	16410	Ankush Malik	House keeping	Supervisor
3	15993	Tejpal	Pantry	Supervisor
4	20645	Sumita	Hostel	Assistant Chief Warden
5	21807	Manjit Kaur	Hostel	Warden
6	21074	Km Taravati	Hostel	Warden
7	15387	Sangita Pathak	Hostel	Assistant Warden
8	21155	Pinkal Singh	Hostel	Warden
9	20851	Girraj Prasad Sharma	Hostel	Senior Warden
10	15112	Bachi Ram	Mess	Supervisor
11	17690	Sunil Dutt	Mess	Supervisor
12	21739	Pandey Kundan Alok	Administration	Assistant Manager

Batch 2 Total Participants: 18				
Sr No	Emp ID	Name	Department	Designation
1	16088	Poonam Sharma	Administration	Admin Assistant
2	15672	Md Saddam Hussain	Administration	Supervisor
3	15334	Bal Kishor Sharma	Administration	Supervisor
4	17391	Shalini Rani Yadav	Administration	Front Office Executive
5	21541	Urvashi Yadav	Administration	Office Coordinator
6	20934	Suman	Hostel	Warden
7	22129	Kanchan	Hostel	Warden
8	22130	Shalu	Hostel	Assistant Warden
9	19322	Sunita	Hostel	Computer Operator
10	21435	Shashi Kant Yadav	Hostel	Warden
11	21578	Anil Thakur	Hostel	Warden
12	21128	Vishal Kumar	Horticulture	Senior Executive
13	10009	Kanhaiya Singh	Horticulture	Supervisor
14	15039	Vinod Singh	Mess	Kitchen Supervisor
15	15035	Laxman Singh	Mess	Supervisor- Services
16	18870	Rahul	Maintenance	Junior Engineer
17	16743	Harendra Singh	Pantry	Pantry Boy
18	21343	Rajesh Kumar	Hostel	Senior Warden



Activities During Training:

- (a) Live demonstration by trainers
- (b) Hands-on practice in small groups
- (c) Individual CPR performance with real-time correction
- (d) Interaction with trainers for clarification of doubts

CONCLUSION

The CPR Practical Hands-on Training Session was successfully conducted in two batches with active participation from various departments. The training focused on equipping employees with essential life-saving skills required to respond effectively during medical emergencies, especially in situations of cardiac arrest.

The sessions were interactive, practical, and engaging, with step-by-step demonstrations and hands-on practice by all participants. The structured format, along with the involvement of dedicated trainers for both instruction and practical supervision, ensured clarity and confidence among the attendees.

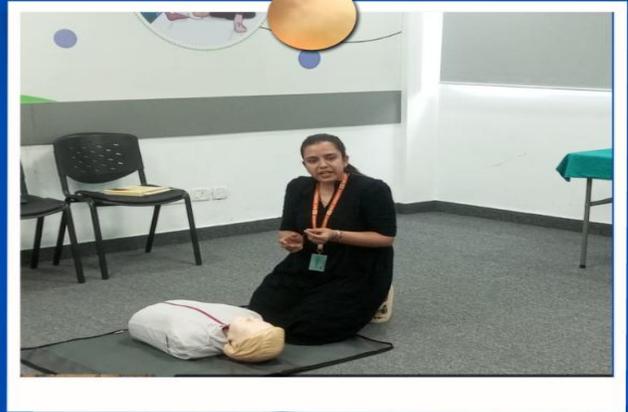
Participants demonstrated keen interest and enthusiasm during the training and were able to grasp the core steps of CPR including scene safety, response check, calling for help, chest compressions, and rescue breaths. The training has significantly contributed to enhancing the emergency preparedness of support staff across departments.

This initiative reflects the institution's commitment to ensuring workplace safety and empowering its employees with critical first-responder capabilities. Such training programs will continue to be an integral part of staff development and health & safety awareness.



Glimpse of the Training Program

'Annexure 1'

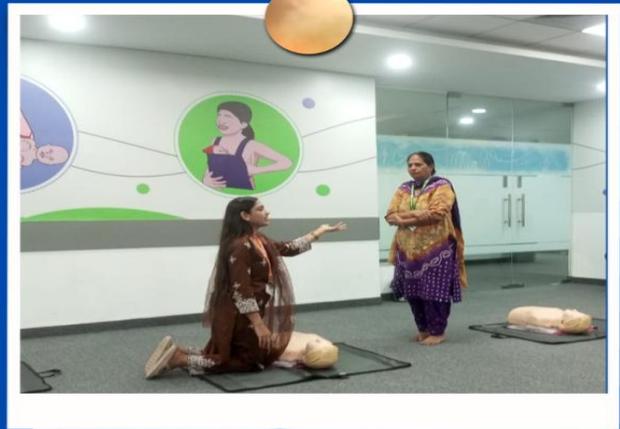


CPR Training for SGTU Staff 2025





CPR Training for SGTU Staff 2025





SGT UNIVERSITY

Shree Guru Gobind Singh Tricentenary University



Batch 1 Attendance:

Annexure 2'

SGT UNIVERSITY
Shree Guru Gobind Singh Tricentenary University

Topic of Training/Meeting: *Practical / Hand-On Training CPR*
Venue - Room no. *403, Simulator Lab, 4th Floor (C Block)*
Date: *15/04/2025*
Time: *10:00 AM* to *12:00 PM*
Attendance Sheet

S.No	Employee Name	Emp ID	Designation	Department	Contact No	Signature
1	Parmveer	17571	Senior Executive	House keeping	9728677073	<i>[Signature]</i> 15/04/25
2	Sunil Kumar	16408	Supervisor	House keeping		
3	Ankush Malik	16410	Supervisor	House keeping	9971503325	<i>[Signature]</i>
4	Tejpal	15993	Supervisor	Pantry	9717229619	<i>[Signature]</i>
5	Sumita Bhattacharjee	20645	Assistant Chief Warden	Hostel	9319293787	<i>[Signature]</i>
6	Manjit Kaur	21807	Warden	Hostel	9319393213	<i>[Signature]</i> 15/04/25
7	Km Taravati	21074	Warden	Hostel	9810260933	<i>[Signature]</i>
8	Sangita Pathak	15387	Assistant Warden	Hostel	8527876661	<i>[Signature]</i>
9	Pinkal Singh	21155	Warden	Hostel	8448981913	<i>[Signature]</i> 15/04/25
10	Rajesh Kumar	21343	Senior Warden	Hostel		
11	Girraj Prasad Sharma	20851	Senior Warden	Hostel	9799256755	<i>[Signature]</i>
12	Bachi Ram	15112	Supervisor	Mess	9990339202	<i>[Signature]</i>

S.No	Employee Name	Emp ID	Designation	Department	Contact No	Signature
13	Sunil Dutt	17690	Supervisor	Mess	9205580506	<i>[Signature]</i> 15/04/2025
14	Lokendra Singh	22033	Manager	General Administration		
15	PANDEY KUNDA Dink	21709	Asst manager	General Administration	8882764380	<i>[Signature]</i> 15/04/25
16						
17						



Batch 2 Attendance:

Annexure 3'

SGT UNIVERSITY Shree Guru Gobind Singh Tricentenary University						
Topic of Training/Meeting:- CPR (Practical Hand-On Training) Venue - Room no. 408, Simulation Lab, 4th Floor (C Block) Date - 15/04/2025 Time - 1:30pm to 3:30 Attendance Sheet						
S.No	Employee Name	Emp ID	Designation	Department	Contact No	Signature
1	Poonam Sharma	16088	Admin Assistant	General Administration	9997259715	
2	Mulayam Singh	15667	Supervisor	General Administration		
3	Md Saddam Hussain	15672	Supervisor	General Administration	—	
4	Bal Kishor Sharma	15334	Supervisor	General Administration	9319390116	
5	Rajni Chaulan	15266	Front Office Executive	General Administration	—	
6	Shalini Rani Yadav	17391	Front Office Executive	General Administration	9319293791	
7	Urvashi Yadav	21541	Office Coordinator	General Administration	9873757956	
8	Suman	20934	Warden	Hostel	9810264503	
9	Kanchan	22129	Warden	Hostel	8591001461	
10	Shalu	22130	Assistant Warden	Hostel	7986801892	
11	Sunita	19322	Computer Operator	Hostel	8865040328	
12	Shashi Kant Yadav	21435	Warden	Hostel	9998882477	

S.No	Employee Name	Emp ID	Designation	Department	Contact No	Signature
13	Anil Thakur	21578	Warden	Hostel	7986752212	
14	Vishal Kumar	21128	Senior Executive	Horticulture	08009874970	
15	Madhu Sangwan	21370	Executive	Horticulture	800749970	
16	Deepak	21913	Executive	Horticulture		
17	Ravinder Kumar	15283	Supervisor	Horticulture		
18	Kanhaiya Singh	10009	Supervisor	Horticulture	—	
19	Vinod Singh	15039	Kitchen Supervisor	Mess	8800216105	
20	Laxman Singh	15035	Supervisor- Services	Mess	81148364739	
21	Rahul	18870	Junior Engineer	Maintenance	890288144	
22	Harendra	16743	Pantry Supervisor	Pantry	7678501436	
23	Rajesh K	21343	Helper	Sr. Warden	9205277660	
24						



16th January' 2025

Brief of Training

Training Program on ERP Implementation Readiness for Faculty Staff

Introduction

The "Getting Started with the New ERP System: A Hands-On Training for Faculty" is designed to familiarize faculty members with the critical functionalities of the new ERP platform and ensure its seamless integration into academic and administrative processes. As the new ERP system went live on 1st January 2025, this training aims to equip faculty members with the skills needed to navigate the system effectively. Each faculty was asked to nominate two representatives to attend a single session, ensuring focused learning and efficient dissemination of knowledge within their respective departments.

The program emphasizes the importance of efficient data management, timely communication, and adherence to institutional protocols through the ERP system. With a focus on practical application, it aims to enhance faculty confidence and competence, ultimately improving overall productivity and institutional efficiency.



The program was facilitated by expert trainers sourced from the MasterSoft ERP Department as well as SGTU ERP Department as mentioned in a tabular form.

Name	Designation	Department
Mr. Rakesh	Business Analyst, MSERP	MSERP
Mr. Prashant	CSE, MSERP	MSERP
Mr. Kuldeep Singh	Sr. Executive	App & System ERP, SGT
Mr. Ravinder	Sr. Executive	App & System ERP, SGT

The first session was conducted on 01st January 2025 in two batches, each including distinct groups of participants as mentioned below in tabular form.

Date & Time: 01 Jan 2025, 10:00 AM To 01:00 PM				
Participants: 29 (Batch - 1)				
Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	21386	Priyanka	Agricultural Sciences	Assistant Professor
2	21205	Surendra Singh Shekhawat	Agricultural Sciences	Assistant Professor
3	19192	Brahm Kumar Tiwari	Allied Health Sciences	Associate Professor
4	20186	Jyoti	Allied Health Sciences	Assistant Professor
5	19017	Chandra Mouli Pandey	Applied and Basic Sciences	Assistant Professor
6	2109	Vineeta Saini	Applied and Basic Sciences	Associate Professor
7	21692	Vanshika Beri	Behavioural & Social Sciences	Assistant Professor
8	19278	Bhanupriya Rathore	Behavioural & Social Sciences	Assistant Professor
9	18638	Manita Devi	Education	Assistant Professor
10	19879	Awadhesh Yadav	Education	Assistant Professor
11	21568	Manisha	Engineering and Technology	Assistant Professor
12	21926	Mamta Sharma	Engineering and Technology	Assistant Professor
13	21161	Monika	Indian Medical System	Assistant Professor
14	21860	Nikita Goel	Law	Assistant Professor
15	21872	Dipender Chhikara	Law	Assistant Professor
16	20840	Sunil Singh Yadav	Naturopathy and Yogic Sciences	Assistant Professor
17	21462	Rita Thapa	Naturopathy and Yogic Sciences	Lecturer
18	18818	Kul Pooja	Nursing	Associate Professor
19	19655	Rachna	Nursing	Assistant Professor
20	20755	Manidipa Sarkar	Nursing	Tutor



21	1488	Jyoti	Nursing	Assistant Professor
22	20984	Rajwant Kaur	Nursing	Associate Professor
23	21454	Preeti Jaiswal	Nursing	Tutor
24	19300	Aditi	Physiotherapy	Assistant Professor
25	18189	Ravi Kant	SGT College of Pharmacy	Associate Professor
26	21075	Dr. Karandeep Singh	Oral & Maxillofacial Surgery	Senior Lecturer
27	20213	Dr A. Srividya	Oral Medicine & Radiology	Senior Lecturer
28	1261	Dr. Manpreet Arora	Oral&Maxillofacial Path. &Oral Micro	Professor
29	19547	Dr. Diksha Singh Saini	Prosthodontics & Crown & Bridge	Senior Lecturer

Date & Time: 01 Jan 2025, 02:00 PM To 04:30 Pm

Participants: 19 (Batch - 2)

Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	19009	Pooja Upadhyay	Agricultural Sciences	Assistant Professor
2	19455	Manish Kumar	Agricultural Sciences	Assistant Professor
3	20616	Latika Bhayana	Allied Health Sciences	Assistant Professor
4	21693	Muskan	Allied Health Sciences	Assistant Professor
5	21508	Akshita	Behavioural & Social Sciences	Assistant Professor
6	21640	Mehreen Fatima	Behavioural & Social Sciences	Assistant Professor
7	20598	Mohd Naseem	Commerce & Management	Assistant Professor
8	20655	Mohan	Commerce & Management	Assistant Professor
9	20604	Shobhit Maheshwari	Engineering and Technology	Assistant Professor
10	20922	Sunny Misra	Engineering and Technology	Assistant Professor
11	21740	Ritika Ranga	Nursing	Tutor
12	20970	Sneha Priya	Nursing	Tutor
13	20993	Sushmita Sharma	Nursing	Tutor
14	20066	Sapna Yadav	Nursing	Tutor
15	21822	Sapna Singh	Nursing	Tutor
16	21910	Jyoti Ahlawat	Nursing	Tutor
17	19143	Km Sonam	Nursing	Tutor
18	17819	Vinika Chaudhary	Physiotherapy	Assistant Professor
19	21721	Ankita Ratnakar Parkhe	Physiotherapy	Assistant Professor



However, due to the insufficient time in the initial sessions, HR-NT T&D and Employee Vertical identified the need for a full-day training program to comprehensively cover all aspects of the new ERP system for faculty members.

To ensure comprehensive training on the new ERP system, **regular training sessions on ERP – GO LIVE** have been scheduled from **2nd January to 15th January 2025**. These daily sessions will take place from **10:00 AM to 04:00 PM** in **Room No. 415, A-Block (4th Floor), SGT University**.

The session combined interactive demonstrations and hands-on practice to ensure participants gain a clear understanding of:

- System Navigation and User Interface
- Course Management and Attendance Tracking
- LMS (Learning Management System) Integration
- Timetable Reports
- Batch Allotment Processes

By equipping faculty with these skills, the program reinforces their role in maintaining efficient workflows and high standards of academic and administrative excellence within the organization.

Sessions Details

The training program is designed to equip faculty members with essential technical skills to effectively utilize the ERP system while adhering to best practices and institutional protocols. This training fosters, a proactive, responsible, and solution-oriented approach among participants.



The key topics covered during the training include:

- (a) **Batch Allotment** – Assigning students to different batches systematically.
- (b) **Teacher-Student Allotment** – Mapping faculty members with their respective student groups.
- (c) **Timetable & Revised Timetable** – Scheduling and modifying academic timetables.
- (d) **Alternate Attendance Allotment** – Assigning substitute faculty for classes.
- (e) **Timetable Report & Attendance by Faculty** – Generating reports and updating attendance.
- (f) **Attendance Report** – Extracting and analysing attendance records.
- (g) **Learning Management System**- Ensuring seamless integration with the LMS for academic tasks, including creating assignments, designing tests, reviewing student submissions, previewing live tests, and uploading lectures or notes.

This comprehensive technical training is aimed at empowering faculty members to confidently and efficiently manage their academic and administrative responsibilities.

ERP Training Session Participation Overview:

Date & Time: 02 Jan 2025, 10:15 AM To 04:15 PM				
Participants: 33				
Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	20860	Sucheta Dahiya	Agricultural Sciences	Assistant Professor
2	20685	Debabrata Dhar	Agricultural Sciences	Associate Professor
3	20332	Ritika	Allied Health Sciences	Assistant Professor
4	1826	Arshad Alam Khan	Allied Health Sciences	Assistant Professor
5	954	Vikram	Applied and Basic Sciences	Assistant Professor
6	21852	Mandeep Kaur Purba	Applied and Basic Sciences	Assistant Professor
7	19654	Anita Manglani	Behavioural & Social Sciences	Assistant Professor
8	21577	Akhilesh Kumar Misra	Behavioural & Social Sciences	Professor
9	21054	Niyati Chaudhary	Commerce & Management	Associate Professor
10	20880	Manju Dagar	Commerce & Management	Assistant Professor



11	18647	Parveen Kumar Jat	Education	Assistant Professor
12	1643	Pankaj Jain	Engineering and Technology	Assistant Professor
13	21644	Pardeep	Indian Medical System	Assistant Professor
14	20555	Anju Bala	Law	Assistant Professor
15	21458	Himanshu Sahu	Naturopathy and Yogic Sciences	Lecturer
16	19881	Arti Sharma	Naturopathy and Yogic Sciences	Yoga Therapist
17	20219	Nutan Kumari	Nursing	Assistant Professor
18	21854	Shweta Pal	Nursing	Tutor
19	18981	Ruchika Singh	Nursing	Tutor
20	20968	Tanya Yadav	Nursing	Tutor
21	21513	Kirti	Nursing	Tutor
22	542	POONAM	Nursing	Associate Professor
23	19193	Nicky Tyagi	Nursing	Tutor
24	21055	Inu Arya	Nursing	Tutor
25	19768	Nitika Thakur	Nursing	Assistant Professor
26	1936	Deepak	Nursing	Associate Professor
27	17836	Aarti Gupta	Physiotherapy	Assistant Professor
28	2006	Neha Reyalch	Physiotherapy	Assistant Professor
29	1805	Saurabh Kumar	Physiotherapy	Associate Professor
30	19645	Sudhir Kumar Mishra	SGT College of Pharmacy	Assistant Professor
31	20201	Chetna	SGT College of Pharmacy	Lecturer
32	20275	Dr Ankita Sharma	Conservative Dentistry &Endodontics	Reader
33	21066	Dr. Navodita Jamwal	Public Health Dentistry	Senior Lecturer

Date & Time: 03 Jan 2025, 10:15 AM To 04:15 Pm				
Participants: 33				
Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	21482	Om Pal Singh Khola	Agricultural Sciences	Professor
2	20942	Naveen Sharma	Agricultural Sciences	Teaching Associate
3	20248	Hunny Dabas	Allied Health Sciences	Assistant Professor
4	18190	Swati Singh	Allied Health Sciences	Assistant Professor
5	20045	Navjot Kaur	Applied and Basic Sciences	Assistant Professor
6	378	ARCHANA CHAUDHARY	Applied and Basic Sciences	Associate Professor
7	19377	Arunima Dutta	Applied and Basic Sciences	Assistant Professor
8	20925	Ashish Tiwari	Applied and Basic Sciences	Assistant Professor
9	18260	Farhat Jahan	Behavioural & Social Sciences	Assistant Professor
10	21286	Reetika Dadheech	Commerce & Management	Assistant Professor



11	21613	Priyadeep	Commerce & Management	Assistant Professor
12	19323	Anand Kumar Choudhary	Design	Associate Professor
13	20985	Sukhvir Singh	Design	Professor
14	18674	Ravinder Saini	Education	Assistant Professor
15	19439	Sandeep Kumar	Education	Assistant Professor
16	20241	Abhra Mukhopadhyay	Education	Assistant Professor
17	21611	Amit Kumar	Engineering and Technology	Assistant Professor
18	19197	Malini Soman	Engineering and Technology	Assistant Professor
19	20815	Kunal Sain	Hotel and Tourism Management	Assistant Professor
20	20890	Ritwik Patnaik	Hotel and Tourism Management	Assistant Professor
21	1408	REKHA PHULL	Indian Medical System	Professor
22	19685	Rakhi Tewari	Law	Assistant Professor
23	20256	Monica	Law	Assistant Professor
24	21863	Somalatha Moly T S	Law	Assistant Professor
25	20551	Yash Vats	Mass Com. & Media Tech.	Assistant Professor
26	21741	Gauri Joshi	Mass Com. & Media Tech.	Assistant Professor
27	21405	Anju	Nursing	Assistant Professor
28	21645	Prashant Sharma	Nursing	Assistant Professor
29	21669	Subjot Balan Namath	Nursing	Assistant Professor
30	21317	Pooja Singh	Nursing	Assistant Professor
31	21732	Dr. Maha Singh	Paediatrics	Professor
32	1474	Dr. Priyanka Gulia	Anaesthesiology	Associate Professor
33	21828	Dr. Kamna Kakkar	Anaesthesiology	Assistant Professor
34	20897	Dr. Calicut Muthukrishnan Sreedhar	Radiodiagnosis	Professor & HOD
35	17935	Dr. Komal Sharma	Oral Medicine & Radiology	Reader
36	19246	Dr. Mohit Sharma	Oral&Maxillofacial Path.&Oral Micro	Professor

Date & Time: 04 Jan 2025, 10:15 AM To 04:15 PM				
Participants: 23				
Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	21202	Neha Banerjee	Allied Health Sciences	Assistant Professor
2	19484	Shelly Garg	Allied Health Sciences	Assistant Professor
3	1626	Nutan Sharma	Applied and Basic Sciences	Associate Professor
4	2116	Mirza Tanweer Ahmad Beig	Applied and Basic Sciences	Assistant Professor



5	852	Sunanda	Applied and Basic Sciences	Associate Professor
6	18281	Amita Arora	Commerce & Management	Assistant Professor
7	20775	Rajesh Poonia	Commerce & Management	Assistant Professor
8	21876	Kirti Dutta	Commerce & Management	Professor and Dean
9	19083	Chandan Kumar Dubey	Education	Assistant Professor
10	20991	Priyanka Yadav	Education	Assistant Professor
11	21653	Neha Verma	Engineering and Technology	Assistant Professor
12	20019	Sandeep Bansal	Engineering and Technology	Assistant Professor
13	21916	Manjula	Indian Medical System	Assistant Professor
14	19166	Naveen	Nursing	Tutor
15	20882	Rekha Pant	Nursing	Tutor
16	20883	Mannu	Nursing	Tutor
17	21340	Komal	Nursing	Tutor
18	20988	Nitika Sharma	Nursing	Tutor
19	21723	Harsirjan Kaur	Physiotherapy	Assistant Professor
20	21724	Singh Lalli Madanmohan	Physiotherapy	Assistant Professor
21	1639	Vijay Sharma	SGT College of Pharmacy	Professor
22	1724	Dr. Gourav Thapak	Conservative Dentistry & Endodontics	Reader
23	18234	Dr Shagun	Periodontology	Senior Lecturer

Date & Time: 07 Jan 2025, 10:15 AM To 04:15 Pm

Participants: 21

Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	18937	Ramesh Abhishek	Agricultural Sciences	Assistant Professor
2	21413	Sachin Kumar	Agricultural Sciences	Assistant Professor
3	20118	Shubha Tak	Allied Health Sciences	Assistant Professor
4	20842	Pulkit Ramavat	Allied Health Sciences	Assistant Professor
5	18417	Sneh Lata	Applied and Basic Sciences	Associate Professor
6	20898	Kanika Chhikara	Applied and Basic Sciences	Assistant Professor
7	19302	Randhir Singh Yadava	Behavioural & Social Sciences	Assistant Professor
8	21758	Nandan Kumar Jha	Commerce & Management	Assistant Professor
9	21566	Simmi Madaan	Engineering and Technology	Assistant Professor
10	21148	Lokesh Kumar	Indian Medical System	Assistant Professor
11	21492	Shivani	Nursing	Assistant Professor
12	21790	Neelam	Nursing	Tutor
13	19163	Banapriya Sahoo	Nursing	Tutor
14	18120	Pooja Bhati	Physiotherapy	Assistant Professor



15	2175	Siddhartha Sen	Physiotherapy	Professor
16	21142	Dr. Sahil Chaudhary	Paediatrics	Assistant Professor
17	21232	Dr. Garima Yadav	Paediatrics	Assistant Professor
18	20414	Dr. Divya Joy	ENT	Assistant Professor
19	19619	Dr. Savita Saini	Anaesthesiology	Professor
20	2127	Dr. Ajay Kumar	Anaesthesiology	Assistant Professor
21	21086	Dr. Shrehya Shekhar	Pediatric and Preventive Dentistry	Senior Lecturer

Date & Time: 08 Jan 2025, 10:15 AM To 04:15 Pm				
Participants: 21				
Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	20931	Prashant Vikram	Agricultural Sciences	Professor
2	21628	Anupam Singh	Agricultural Sciences	Professor of Practice
3	21769	Vikas Dhankhar	Allied Health Sciences	Assistant Professor
4	21893	Komal Yadav	Allied Health Sciences	Assistant Professor
5	21440	Saima Hamid	Applied and Basic Sciences	Assistant Professor
6	20864	Deepika Kapoor	Applied and Basic Sciences	Assistant Professor
7	2063	HARISH KUMAR	Hotel and Tourism Management	Assistant Professor
8	21254	Deepak Gola	Hotel and Tourism Management	Assistant Professor
9	1491	Anupama Patra	Indian Medical System	Professor
10	21019	Vishakha Shekhawat	Law	Assistant Professor
11	21800	Ruby	Nursing	Tutor
12	21442	Veena Saliikumar Chaudhary	Nursing	Assistant Professor
13	1806	Jaganjyoti Das	Physiotherapy	Assistant Professor
14	300	Dr. Shashi Sharma	Paediatrics	Professor & HOD
15	19135	Dr. Nidhi Bedi	Paediatrics	Professor
16	18255	Dr. Parveen Kumar Antil	Paediatrics	Assistant Professor
17	18657	Dr. Akriti Sharma	ENT	Associate Professor
18	18294	Dr Shivani Rathee	Anaesthesiology	Associate Professor
19	20629	Dr. Aastha	Anaesthesiology	Assistant Professor
20	19483	Dr. Akanksha Joon	Conservative Dentistry & Endodontics	Senior Lecturer
21	20218	Dr Apurva Pathak	Orthodontics & Dentofacial Orthopedic	Senior Lecturer



Date & Time: 09 Jan 2025, 10:15AM To 04:15Pm

Participants: 21

Sr.No.	Emp ID	Faculty Name	Faculty / Course / Department	Designation
1	18991	Preeti Singh	Agricultural Sciences	Assistant Professor
2	1268	Simranjeet Singh	Applied and Basic Sciences	Assistant Professor
3	21783	Mohammad Anas	Applied and Basic Sciences	Assistant Professor
4	21253	Tanushri Purohit	Commerce & Management	Professor
5	20453	Divya Sharma	Design	Assistant Professor
6	20484	Geetanjali Solanki	Design	Assistant Professor
7	19183	Kiran Devi	Engineering and Technology	Assistant Professor
8	21238	Sunidhi Kaundal	Indian Medical System	Assistant Professor
9	17783	Konica Gera	Indian Medical System	Associate Professor
10	21377	Mohammad Tabrej Alam	Law	Assistant Professor
11	21947	Ayush Gupta	Law	Assistant Professor
12	21742	Surabhi Singh	Law	Assistant Professor
13	21406	Gyan Jyoti	Nursing	Assistant Professor
14	18771	Settepalli Jasmin Debora	Nursing	Professor
15	21081	Divya	Nursing	Tutor
16	19231	Anushree Rai	Physiotherapy	Assistant Professor
17	955	Sajjan Pal	Physiotherapy	Assistant Professor
18	19542	Dr. Priyamvada Singh	Paediatrics	Assistant Professor
19	19789	Dr. Payal Agrawal	Paediatrics	Assistant Professor
20	21360	Dr. Gul Motwani	ENT	Professor & HOD
21	21068	Dr. Apna	Oral & Maxillofacial Surgery	Senior Lecturer

Date & Time: 10 Jan 2025, 10:15 AM To 04:15 PM

Participants: 12

Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	20812	Bhawna Kalra	Agricultural Sciences	Associate Professor
2	18136	Manjeet	Agricultural Sciences	Assistant Professor
3	19016	Shruti Ahlawat	Allied Health Sciences	Assistant Professor
4	21787	Manisha Yadav	Applied and Basic Sciences	Teaching Assistant
5	19539	Gunjan Tripathi	Commerce & Management	Assistant Professor
6	1670	Anjana Dash	Commerce & Management	Assistant Professor
7	20884	Pawan Kumar	Nursing	Professor
8	21287	Poonam Sharma	Nursing	Professor



9	21042	Renuka Jakhar	Physiotherapy	Assistant Professor
10	1761	Neelkant Prasad	SGT College of Pharmacy	Associate Professor
11	19079	Ritu Mishra	SGT College of Pharmacy	Assistant Professor
12	18186	Sonal Setya	SGT College of Pharmacy	HBA

Date & Time: 11 Jan 2025, 10:15 AM To 04:15 Pm

Participants: 10

Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	20973	Rajesh Mor	Agricultural Sciences	Assistant Professor
2	365	AKANKSHA YADAV	Allied Health Sciences	Associate Professor
3	18161	Mohammad Asim	Applied and Basic Sciences	Assistant Professor
4	1174	Mukesh Kumar	Applied and Basic Sciences	Associate Professor
5	1019	Ram Chhavi Sharma	Applied and Basic Sciences	Professor
6	20660	Shipra Kumari	Commerce & Management	Assistant Professor
7	19534	Sunil Kumar	Commerce & Management	Associate Professor
8	19286	Ketki Rani	SGT College of Pharmacy	Assistant Professor
9	19099	Geeta Rawat	SGT College of Pharmacy	Assistant Professor
10	2040	Sanjay Sharma	SGT College of Pharmacy	Assistant Professor

Date & Time: 13 Jan 2025, 10:15 AM To 04:15 PM

Participants: 16

Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	19996	Manjri	Agricultural Sciences	Assistant Professor
2	21252	Shyam Sunder Sharma	Agricultural Sciences	Professor
3	21946	Rupali Kakaria	Design	Assistant Professor
4	21278	Manju Singh	Design	Assistant Professor
5	1642	Neeraj Saini	Engineering and Technology	Assistant Professor
6	20265	Rohit	Hotel and Tourism Management	Assistant Professor
7	21931	Nisha Kumari	Hotel and Tourism Management	Teaching Assistant
8	1528	Deepika Yadav	Indian Medical System	Associate Professor
9	1489	Poonam bamola	Indian Medical System	Associate Professor
10	1344	Supriya Gupta	Indian Medical System	Associate Professor
11	21757	Kanchan	Indian Medical System	Assistant Professor
12	1789	Himani Gupta	Indian Medical System	Associate Professor
13	21334	Sushil Kumar Gulia	SGT College of Pharmacy	Lecturer
14	599	Dr. Namrata Dogra	Orthodontics&Dentofacial Orthopedic	Professor



15	1763	Dr. Jaiveer Singh Yadav	Prosthodontics & Crown & Bridge	Reader
16	20596	Dr. Ananya Sudhanshu Kothe	Prosthodontics & Crown & Bridge	Senior Lecturer

Date & Time: 14 Jan 2025, 10:15 AM To 04:15 PM

Participants: 17

Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	20868	Sanallah Azmi	Allied Health Sciences	Assistant Professor
2	19911	Nasim Akhtar Ansari	Allied Health Sciences	Associate Professor
3	20814	Charul Mittal	Commerce & Management	Assistant Professor
4	21432	Ajay Bamba	Commerce & Management	Professor
5	21899	Swati Sharma	Design	Assistant Professor
6	21031	Pooja Gaba Adlakha	Design	Associate Professor
7	21569	Kanika Malik	Engineering and Technology	Assistant Professor
8	21524	Monica Dhiman	Indian Medical System	Assistant Professor
9	21901	Pooja Kaushik	Indian Medical System	Assistant Professor
10	21921	Monica Agrawal	Indian Medical System	Professor
11	20959	Akshay Kumar Yadav	Law	Assistant Professor
12	2018	Mahalingam Marimuthu	Law	Associate Professor
13	19415	Reena	SGT College of Pharmacy	Assistant Professor
14	19332	Poonam Arora	SGT College of Pharmacy	Associate Professor
15	21203	Prabhat Agarwal	SGT College of Pharmacy	Assistant Professor
16	328	Dr. Puneeta Vohra	Oral Medicine & Radiology	Professor & HOD
17	18793	Dr. Shikha Sharma	Periodontology	Senior Lecturer

Date & Time: 15Jan 2025, 10:15 AM To 04:15 PM

Participants: 10

Sr.No.	Emp ID	Faculty Name	Faculty / Course	Designation
1	1324	Kamlesh Sharma	Applied and Basic Sciences	Associate Professor
2	18422	Niladri Sekhar Roy	Applied and Basic Sciences	Teaching Assistant
3	900	Yogesh Mehta	Commerce & Management	Professor
4	19938	Sonia Rathee	Commerce & Management	Assistant Professor
5	21781	Rakhi Ahuja	Commerce & Management	Associate Professor
6	20969	Anjali Sanjeev	Indian Medical System	Assistant Professor
7	21488	Mukesh Kumar Kumawat	SGT College of Pharmacy	Professor
8	1909	Dinesh Kumar Yadav	SGT College of Pharmacy	Professor
9	21172	Sandeep Kumar Yadav	SGT College of Pharmacy	Professor
10	21814	Dr. Geetika Tomar	Orthodontics&Dentofacial Orthopedic	Professor



Conclusion

The training effectively provided faculty members with the necessary knowledge and hands-on experience to navigate the ERP system seamlessly. Each session included a Q&A segment, where faculty members actively participated in discussions, shared their challenges, and sought clarifications regarding ERP functionalities.

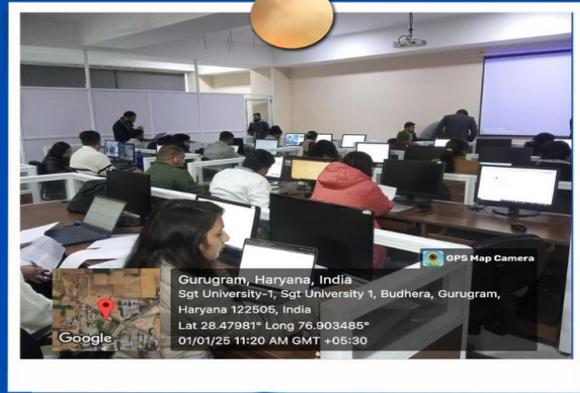
Additionally, faculty feedback was collected regarding their experience with the ERP system and its usability in day-to-day academic operations. Their valuable inputs were documented and analyzed, leading to necessary refinements in the new ERP software to enhance user convenience and efficiency. This initiative ensured that the system was tailored to meet faculty requirements, making academic processes smoother and more structured.

Overall, the training successfully strengthened faculty proficiency in ERP operations, enabling them to manage academic workflows effectively and contribute to a more organized and technology-driven learning environment.



Glimpse of the Training Program

Annexure 1'



ERP Implementation Readiness Training for Faculty Staff

2025





ERP Implementation Readiness Training for Faculty Staff

2025

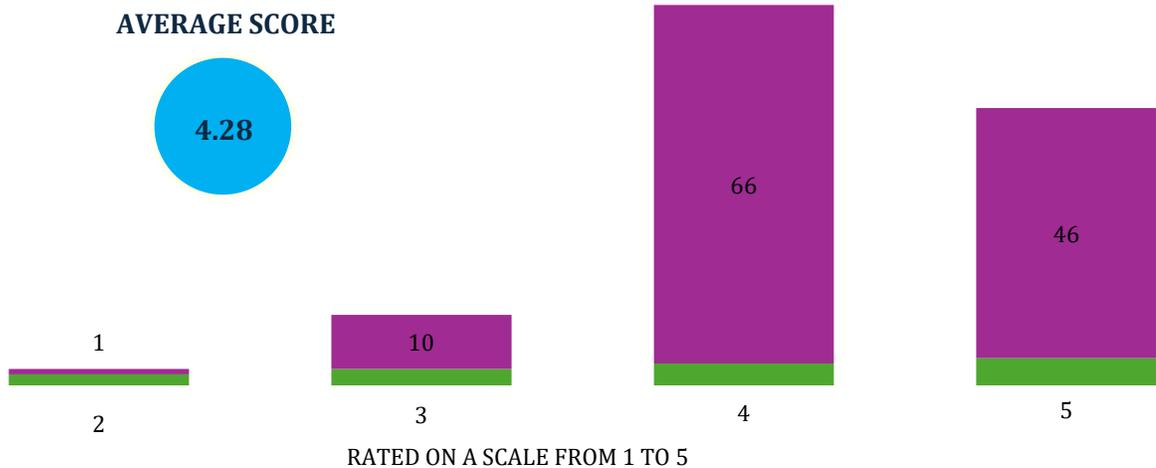




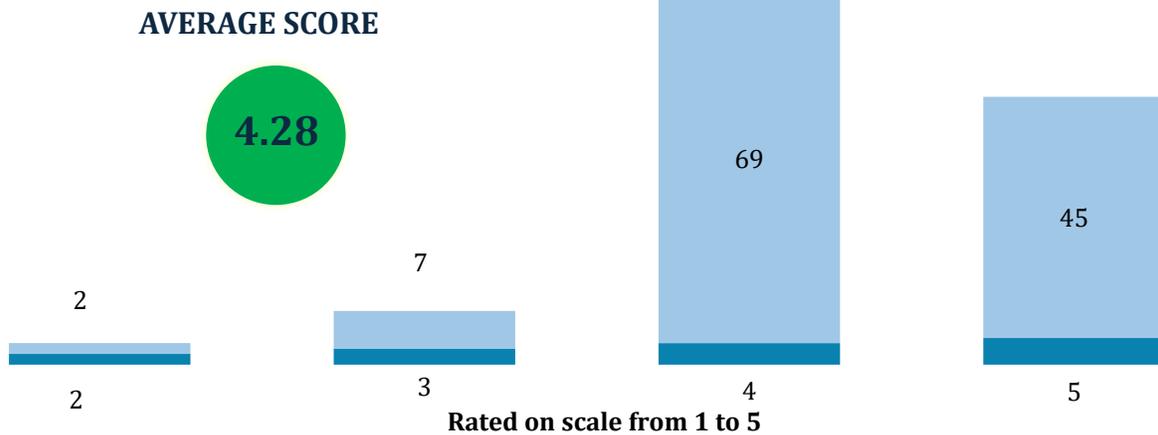
ERP - Go Live Training Feedback:

Annexure 2'

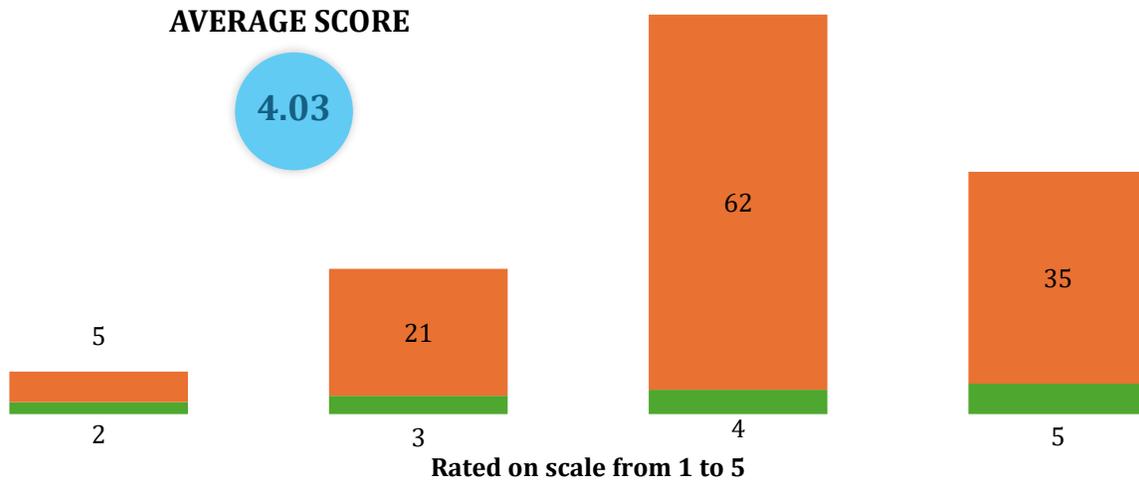
1. THE TRAINING WAS EFFECTIVE.



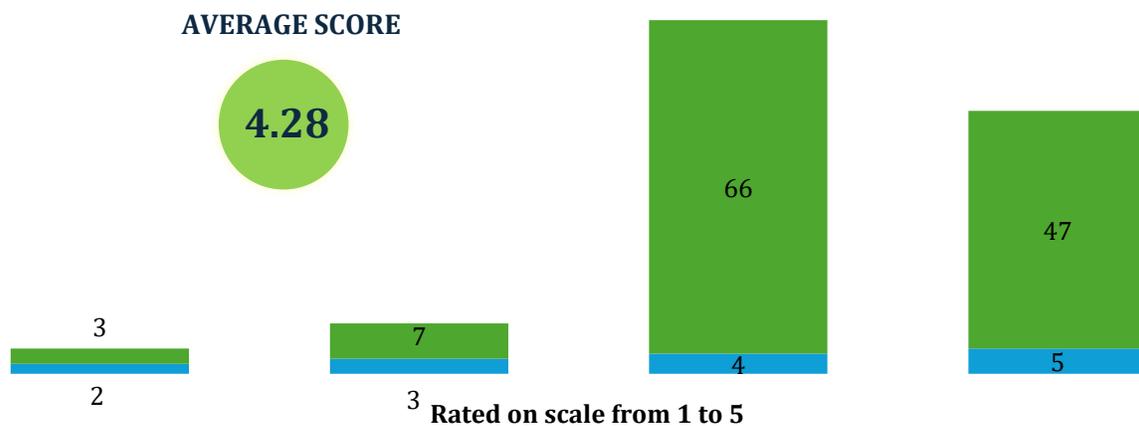
2. The training course was easy to understand.



3. I am confident with creating a time table in new ERP .

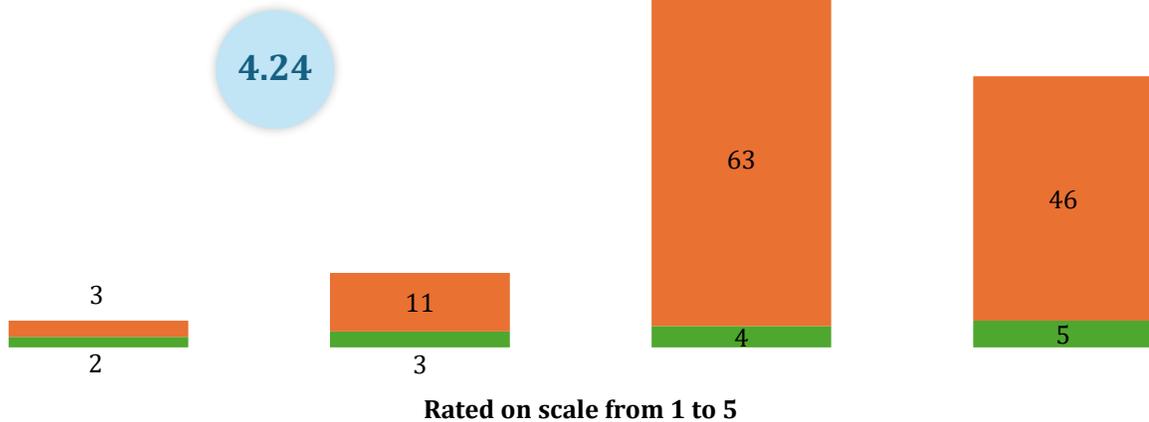


4. I am confident with attendance in new ERP



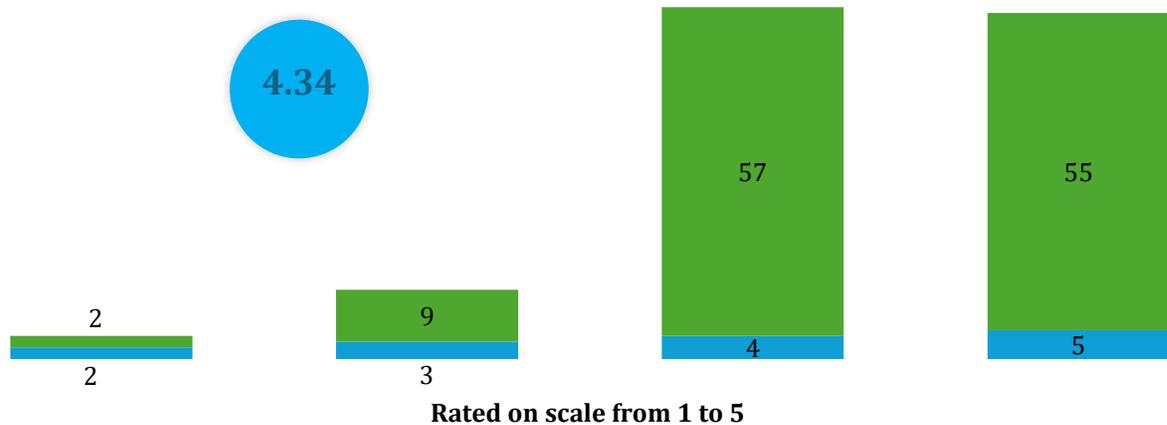
5. I am confident with LMS in new ERP

AVERAGE SCORE

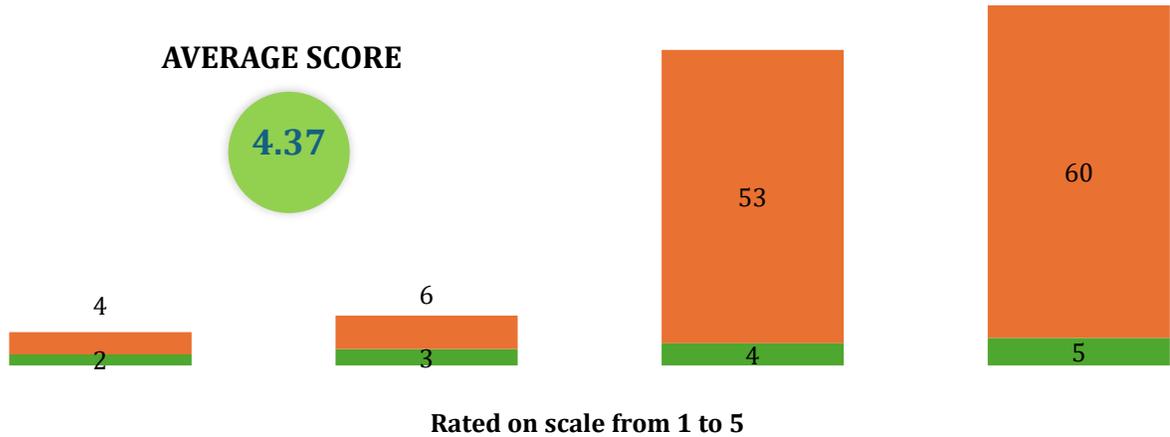


6. The trainers communicated the training clearly.

AVERAGE SCORE



7. The trainers addressed my queries satisfactorily.



8. Suggestions, if any

1. Regarding Notifications	2. LMS e-library content should be downloadable
3. Suggested to ERP team	4. Modifications suggested during the training can be incorporated for better user interface
5. Practice will make better use	6. Training was okay. They addressed various queries effectively. But, a department-wise training with lesser people would've been more effective.
7. Dummy software should be better	8. Format for Lecture shedule should be same as mentioned By CEAPS
9. In LMS section incorporate Rubrics for evaluating the assignments.	10. Kindly change lesson plan format and attendance block time.
11. Require more sessions like this.	12. Require more sessions like this.
13. Sufficient background dummy data should have been provided for better understanding of all components / modules.	14. Need to be done faculty wise
15. Need more sessions on faculty level	16. This is a good initiative, but, there are some operational and other challenges.
17. For better navigation based info.. plz make a user manual or FAQs	18. Needs more clarification, on the part of trainers as well as users too.



19. Pls try to incorporate the suggestions provided during the training	20. Mentoring is not added- which can be added, overall analysis of all assignments of one subject can be added.
21. Whenever we get stuck anywhere, proper guidance should be easily accessible	22. Need another training after using the New ERP on a daily basis to clarify the doubt and hands-on training
23. (a). Support for various formats (videos, quizzes, PDFs). (B) Most of the work is done through links, but Google Drive space is not sufficient for all the documents.	24. It was a good session, but for query purpose its better to suggest anything once this ERP mode is in use.
25. There is some changes in LMS. Some rights given main coordinators .	26. Need more clarification
27. Thanks to the management for initiating new ERP with multiple Features. This will really help to improve our data.	28. The ERP Portal can consider incorporating a notification bar on the portal so that any updates/revisions by the process owner can be notified to the ERP user.
29. Modifications required	30. Can be more productive if conducted separately for different faculties
31. Brief training with specific Faculty before final launch of ERP as this was in testing phase and still lacked many features and improvements	32. Satisfactory
33. Time feature, cut off date in assignment is confusing	34. We have already shared difficulties
35. Suggestions were discussed with the trainers.	36. Good
37. Student Shall be able to see the History of assignments submitted and evaluated, hence he can see his progress. Overlapping in room allocation shall be prohibited. Either Dean/ Coordinator/s shall be able to view the compiled report of internal marks of each student in a class.	38. Design it in a animated way if possible, so that student can enjoy the platform
39. Good training	40. Need more practice
41. Good effort	42. The attendance portal should be opened again in the last working day of the month enabling the faculties to mark if there is any missed attendance



9. Any additional thoughts regarding training, if any:

1. Great Initiative	2. Kindly consider holding department-wise training sessions for better clarification
3. Would have been better if organised at a time closer to the beginning of the next semester, after subjects are allotted.	4. Other things are good
5. A NEW ERP system has so many limitations.	6. More training sessions ERP faculty wise may be planned.
7. I request to the team, to incorporate all the given Features exclusively As soon as possible.	8. Looking forward to HR-based training (leave, timetable adjustment)
9. Request to extend the window for uploading student attendance	10. It will be better that when it goes LIVE, feedback training shall be conducted after 3 months
11. Great learning experience	12. Good initiative



18th January' 2025

Brief of Training

Training Program on ERP Implementation Readiness for Hostel Wardens

1. Introduction

To ensure the effective implementation of the ERP (Enterprise Resource Planning) system, SGT University conducted a specialized training session for hostel wardens. This training program was designed to familiarise wardens with key ERP functionalities and enable them to manage hostel operations efficiently. The ERP system streamlines hostel management, ensuring better student data handling and operational control.

The primary objective of this training was to provide hostel wardens with a **comprehensive understanding of the ERP portal** and hands-on experience in its functionalities. The training was conducted in two phases:

The first session on January 14, 2025, with 11 participants.

The second session on January 17, 2025, with 11 participants.

Both training sessions were held in the **SGT University Computer Lab**, allowing participants to gain **practical, hands-on training** on ERP functionalities.



2. Sessions Details:

The training covered the following essential ERP operations in detail:

- (a) **Hostel Room Allotment** – Process of assigning hostel rooms to new students and maintaining records.
- (b) **Hostel Student Attendance** – Recording and generating student attendance reports through ERP.
- (c) **Hostel Gate Pass** – Issuing gate passes for students leaving the hostel premises.
- (d) **Change in Hostel Room Allotment** – Process for reallocating hostel rooms for students.

Additionally, participants were trained in generating key reports through ERP:

- (i) **Hostel Report in Excel** – Exporting complete hostel data into an Excel sheet.
- (ii) **Attendance Report in Excel** – Extracting student attendance reports.
- (iii) **Vacant Room Report in Excel** – Identifying and generating reports for available hostel rooms.

The second session covered the same topics to ensure that any doubts or challenges faced by participants were addressed. This session also provided an opportunity for those who needed further clarity to practice and master ERP functionalities with ease.

3. Activities & Follow-up Action:

During the training, participants worked on the live ERP system, entering real-time data to understand the process thoroughly.



After the training, each participant was provided with a Student ID and Hostel ID, enabling them to practice ERP operations independently and enhance their understanding.

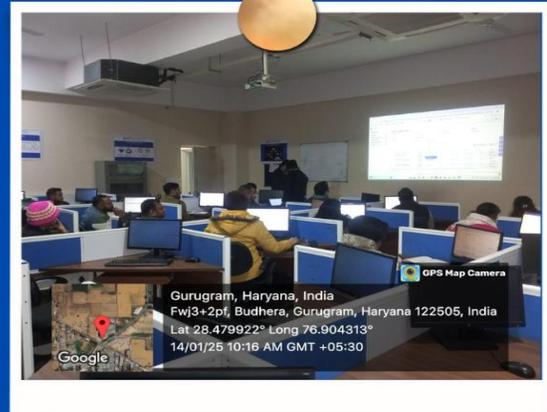
A **Q&A session** was conducted at the end to address participant queries and provide additional guidance.

4. CONCLUSION

The ERP Implementation Readiness training was successfully conducted, ensuring that hostel wardens gained hands-on experience in managing key ERP functionalities. Participants actively engaged in practical exercises and resolved their queries. The training equipped them with the necessary skills to efficiently handle hostel operations through ERP.

Glimpse of the Training Program

'Annexure 1'

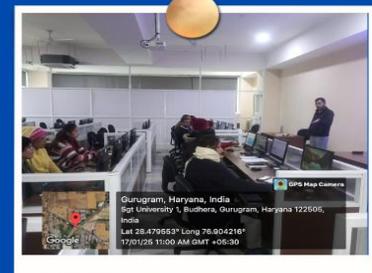


ERP Implementation Readiness for Hostel Wardens 2025





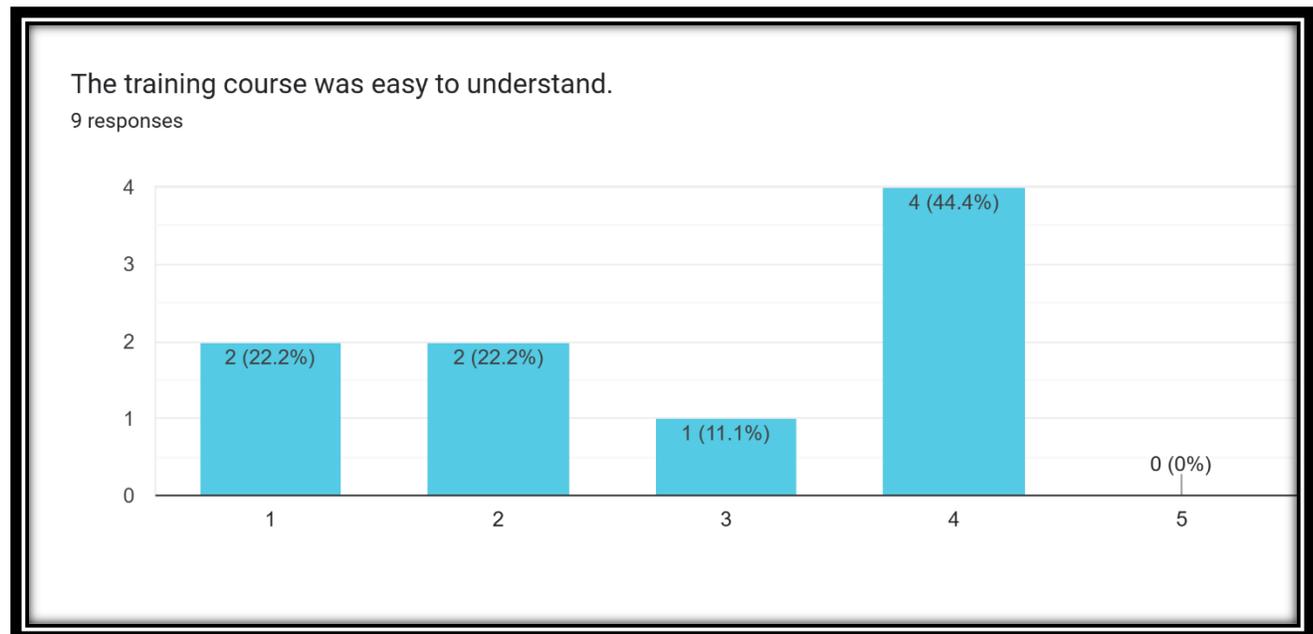
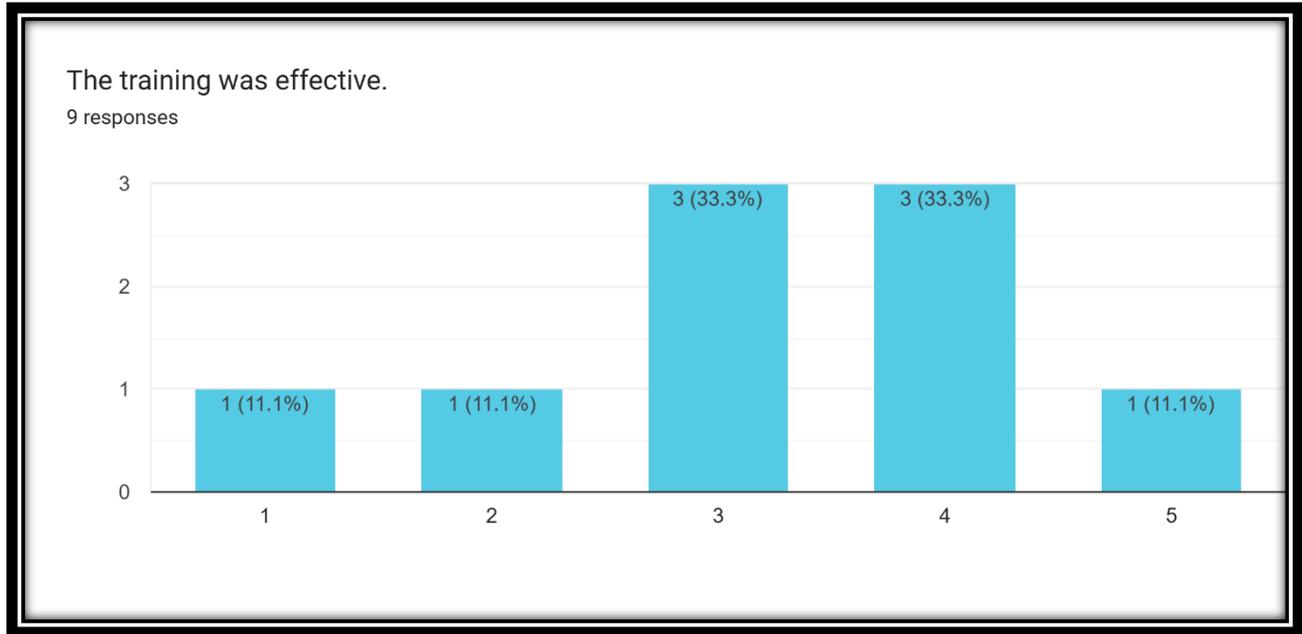
ERP Implementation Readiness for Hostel Wardens 2025





Feedback Training Program

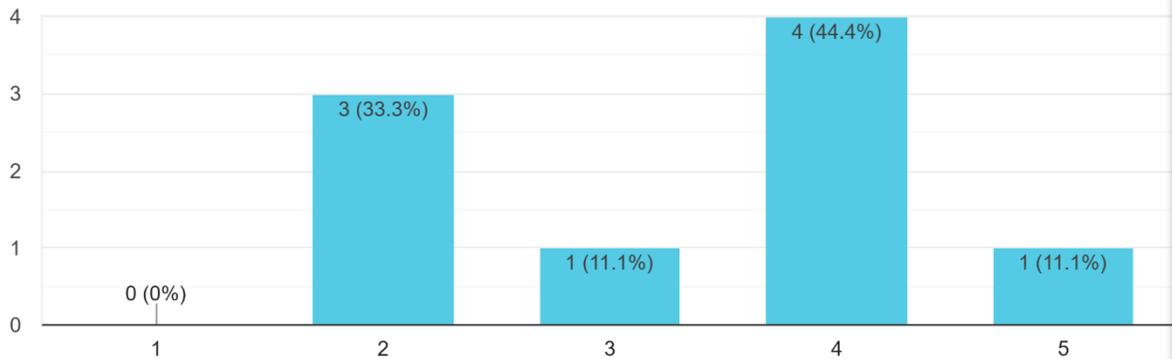
'Annexure 2'





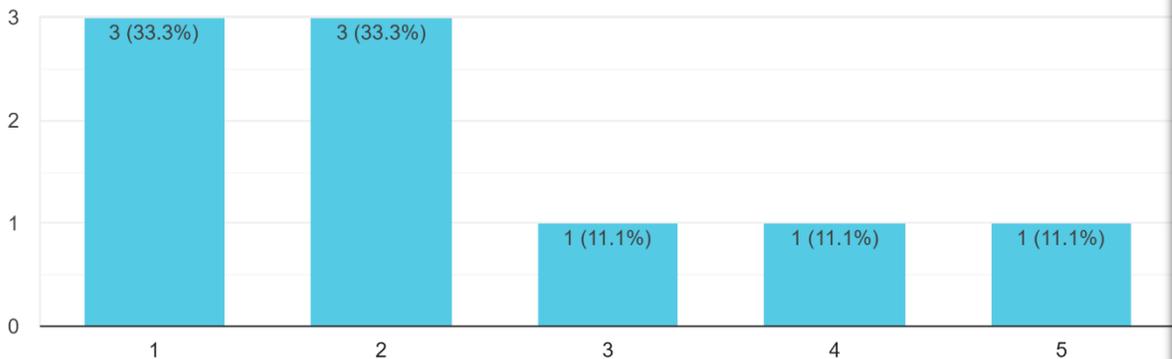
Do you understand all the functions explained in the ERP and how to use them

9 responses



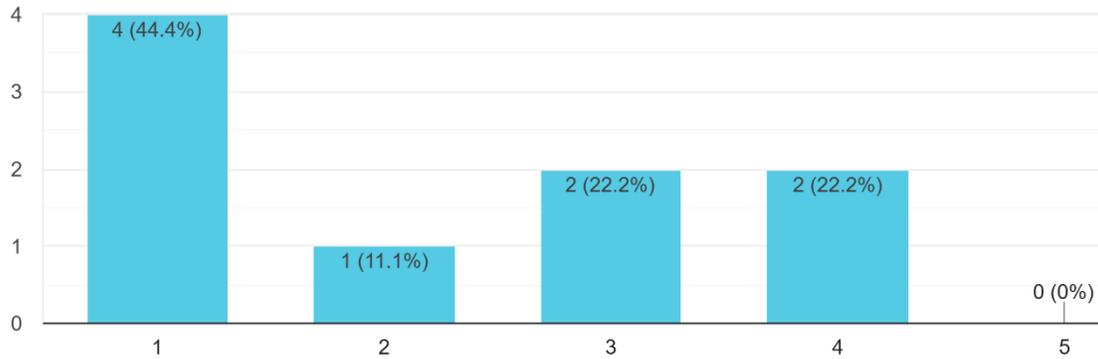
The trainers communicated the training clearly.

9 responses



The trainers addressed my queries satisfactorily.

9 responses



Is there any function in the ERP that you did not understand?

1. We can not modify in any mistake	2. Gate pass not satisfied
3. Student fees Responsibility on account	4. Attendance sheet
5. More features are not available for hostel working	

Suggestions, if any

1. Old ERP is better than new erp	2. Hostel Fee receipt showing on warden ID
3. Fees record only account concerns	4. Barometric attendance system
5. Fees record for accounts only	6. Fees record account concern
7. I think we need some flexibility in new ERP	

Any additional thoughts regarding training, if any:

1. Attendance sheet updated	2. Some confusions
3. Student tracker not showing in ERP	



Attendance Training Program

'Annexure 3'

SGT UNIVERSITY Shree Guru Gobind Singh Tricentenary University						
Topic of Training/Meeting Venue - Room no.117, Block A, SGT University Date - 14 Jan' 2025 Time - 09:15am to 12:30pm Attendance Sheet						
S.No	Employee Name	Emp ID	Designation	Department	Contact No	Signature
1	Pankaj Gadam	20168	Asst warden	Hostel	9467835483	
2	Anil Thakur	21578	warden	Hostel	7986753212	
3	TARAVATI	21074	warden	Hostel	9810266093	
4	Sheli Jot	21435	Warden	Hostel	9996882477	
5	Pinkal Singh	21155	Warden	Hostel	8054612701	
6	Meena	16159	Asst. Manager	Hostel	7042948977	
7	Rajesh Kumar	21343	Sr. Warden	Hostel	9205272660	
8	Sumita	19322	computer operator	Hostel	8865040328	
9	Sumita	20645	Assistant warden	Hostel	9319293787	
10	Sangeeta Kataria	21026	Hostel warden	Hostel	9319398633	
11	Manoj Kar	21807	Hostel Warden	Hostel	9319393213	
12						

SGT UNIVERSITY Shree Guru Gobind Singh Tricentenary University						
TOPIC OF TRAINING/ MEETING – ERP GO LIVE (HANDS ON TRG FOR HOSTEL STAFF) VENUE – ROOM NO. 415, 'A' BLOCK, SGT UNIVERSITY DATED 17TH JANUARY 2025 (TIME -10:00 AM to 01:00 PM)						
S. No.	Employee Name	Emp ID	Designation	Department/ Faculty	Mobile No.	Signature
1	ANIL THAKUR	21578	Hostel warden ACW STAFF	Hostel	7986753212	
2	Manish Yadav	20841	Sr. Hostel Warden	Hostel	7355908561	
3	Pinkal Singh	21155	Warden	Hostel	8048981913	
4	Sheli Jot	21435	Warden	Hostel	9996882477	
5	SUMAN GUPTA	20934	warden	Hostel	9810264503	
6	Manoj Kar	21807	Warden	Hostel	9319393213	
7	Meena	16159	Asst. Manager	Hostel	7042948977	
8	Sumita	20645	Assic Chje warden	Hostel	9319293787	
9	Sangeeta Kataria	21026	Hostel warden	Hostel	9319398633	
10	TARAVATI	21074	Hostel warden	Hostel	9810266093	
11	Sumita	19322	Computer operat	Hostel	8865040328	



16th January' 2025

Brief of Training

HR Training Program on ERP Implementation Readiness

Introduction

The ERP Implementation Readiness training program was designed to familiarize HR personnel with the new Enterprise Resource Planning (ERP) system, ensuring a smooth transition to digitalized HR operations. The primary objective of this training was to equip participants with hands-on experience in managing employee onboarding, payroll processing, and report generation within the ERP system.

Since HR functions form the backbone of an organisation, an efficient and well-structured ERP system ensures accuracy, compliance, and seamless operations. The training was conducted in three sessions at the Computer Lab, allowing participants to practically engage with the system. The sessions were conducted by Mr. Sumit Kale from MasterSoft, who provided detailed insights into ERP functionalities.

The training schedule was as follows:

Date	Training Module	Participants
14th January 2025	Onboarding Module Training	05
15th January 2025	Payroll Module Overview	05
16th January 2025	Hands-on Payroll Training	04



Each session focused on specific HR functionalities, ensuring that participants could confidently navigate the ERP system and resolve real-time challenges.

Sessions Details

1st Session – Onboarding Process (14th January 2025)

- (a) Employee profile creation
- (b) Document submission
- (c) Demonstration of how to enter and verify employee details in the ERP system.
- (d) Live practice session, where participants performed onboarding processes within the ERP system.
- (e) Q&A session, where participants clarified doubts and integration with payroll.

2nd Session – Payroll Module Overview (15th January 2025): The second session focused on the payroll module, where participants were introduced to:

- (a) Payroll structure setup, including salary components, allowances, deductions, and compliance requirements.
- (b) Understanding tax deductions (PF, ESI, TDS) and statutory compliance.
- (c) Discussion on common payroll errors and troubleshooting techniques.

3rd Session – Hands-on Payroll Training (16th January 2025) The final session provided practical exposure to payroll processing, enabling participants to:

- (a) Manually enter and validate payroll data.
- (b) Process employee salaries, including adjustments for leaves, overtime, and deductions.
- (c) Generate payroll reports



(d) Engage in a Q&A session, where doubts related to payroll complexities were addressed.

Conclusion

The ERP Implementation Readiness training program successfully provided HR personnel with a structured and practical approach to adopting the new ERP system. Participants developed a clear understanding of the employee onboarding process, payroll workflow, and report generation methods, enabling them to handle HR operations more efficiently.

By integrating hands-on training with Q&A sessions, the training ensured that all doubts and challenges were effectively resolved. Participants shared valuable feedback, highlighting areas for improvement within the ERP system. Based on their inputs, further system enhancements will be implemented to enhance ease of use and operational efficiency.

The training not only streamlined HR workflows but also contributed to increased accuracy, reduced manual effort, and better compliance with payroll regulations.



Glimpse of the Training Program

Annexure 1'



ERP Implementation Readiness Training for HR 2025





Annexure 2'

SGT UNIVERSITY
Shree Guru Gobind Singh Tricentenary University

Topic of Training/Meeting
Venue - Room no.117, Block A, SGT University
Date - 14 Jan' 2025
Time - 02:15pm to 04:30pm
Attendance Sheet

S.No	Employee Name	Emp ID	Designation	Department	Contact No	Signature
1	Pradheep	15172	Sr. Executive	H.R	9599210293	<i>[Signature]</i> 14/1/25
2	Sohan	15304	Sr. Executive	HR - A Block	9599210896	<i>[Signature]</i> 14/1/25
3	Praveen Parmian	17505	Sr. Executive	HR - Hospital	8682917555	<i>[Signature]</i> 14/1/25
4	Dugg	16496	Executive	HR - Hospital	8766329017	<i>[Signature]</i> 14/01/25
5	Pooja	19297	Executive	HR - Hospital	7988541046	<i>[Signature]</i> 14/01/25
6						
7						

SGT UNIVERSITY
Shree Guru Gobind Singh Tricentenary University

TOPIC OF TRAINING/ MEETING - ERP GO LIVE - PAYROLL CHR staff)
VENUE - ROOM NO. 117, A BLOCK, SGT UNIVERSITY
DATED 15TH JANUARY 2025
TIME - 02:00 PM - 04:30 PM.

S. No.	Employee Name	Emp ID	Designation	Department/ Faculty	Signature
1	Pooja	19297	Executive	HR (Hospital)	<i>[Signature]</i> 15/1/2025
2	Pradheep Kothari	15172	Sr. Executive	HR N-T	<i>[Signature]</i> 15/1/25
3	Sohan Ranaut	15304	Sr. Executive	HR Tendry	<i>[Signature]</i> 15/1/25
4	Praveen Parmian	17505	Sr. Executive	HR	<i>[Signature]</i> 15/1/2025
5	Dugg Ram	16496	Executive	HR Hospital	<i>[Signature]</i> 15/1/2025
ERP Team / Trainer					
6	Manoj Rishi	20514	Head - IT	IT	<i>[Signature]</i> 15/1/25
7	Mr. Sumit Kale		Representative Master	Soft - ERP	<i>[Signature]</i>
8	Mr. Prashant			Software	<i>[Signature]</i>



18th April' 2025

Brief of Training

Training Program for CPR (Cardio-Pulmonary Resuscitation) Practical Hands-on Training.

Introduction

A Practical Hands-on CPR Training session was conducted to equip support staff with life-saving skills essential during medical emergencies such as cardiac arrest or respiratory failure. The aim of the training was to enhance awareness, quick decision-making, and confident CPR execution at the workplace or residential premises.

The training was organised in two batches and conducted by experienced internal trainers who covered both the theoretical and practical aspects of CPR.

Batch 1 Trainers	
Lead Trainer	Ms. Amandeep Kaur, Associate Professor, Faculty of Nursing
Practical Demonstration Trainer	Ms. Pema Drema Gyamo, Tutor, Faculty of Nursing Ms. Anisha Dhull, Tutor, Faculty of Nursing Ms. Latika, Tutor, Faculty of Nursing Ms. Ekta, Tutor, Faculty of Nursing



Batch 2 Trainers	
Lead Trainer	Ms. Bhupendra Singh Yadav, Medical Officer, Simulation Lab
Practical Demonstration Trainer	Ms. Pema Drema Gyamo, Tutor, Faculty of Nursing Ms. Anisha Dhull, Tutor, Faculty of Nursing Ms. Latika, Tutor, Faculty of Nursing Ms. Ekta, Tutor, Faculty of Nursing

The sessions were interactive and practical in nature, ensuring that each participant got real-time exposure to CPR techniques using dummies and emergency simulation scenarios.

Core CPR Training Steps Covered:

Step No.	Step Name	Description
1	Scene Safety Check	Ensure the area is safe for both the victim and the responder.
2	Tap & Shout (Are you OK?)	Tap both shoulders firmly with both hands and shout loudly to check for responsiveness.
3	Call for Help – Dial 102	Immediately call ambulance services for medical assistance.
4	Look, Listen, Feel (6 seconds)	Check for breathing or chest movement for no more than 6 seconds.
5	Chest Compressions	
	Hand Position	Place both hands in the center of the chest.
	Push Hard & Fast	Perform 100–120 compressions per minute.
	Compression Depth	Push down about 5cm (2–2.5 inches).
6	Rescue Breaths (if trained)	Give 2 breaths after every 30 compressions (if trained).
7	Continue CPR Until	
	Medical Help Arrives	Stop when trained medical responders take over.
	A Person Starts Breathing	Stop if the person shows signs of life (breathing, movement).
	You are Physically Exhausted	Stop if you're too tired to continue safely.



Batch-wise Participation:

Batch 1 Total Participants: 12				
Sr No	Emp ID	Name	Department	Designation
1	21705	Sanjeev Kumar	Security	Senior Manager
2	20787	Shashi Kumar	Security	DCS Officer
3	15170	Satendra Mishra	Security	Supervisor
4	15718	Pawan Singh	Security	Security Guard
5	21977	Sachin Singh	Security	Security Guard
6	22098	Pooja	Security	Security Guard
7	20075	Harish Chandra	Security	Security Guard
8	15342	Lalan Kumar Mishra	Security	Security Guard
9	21851	Durgesh Kumar	Security	Security Guard
10	15158	Raj Kapoor Pandey	Security	ASO
11	15950	Amit Devi	Security	Security Guard
12	20388	Gourav Kumar	Mess	Supervisor

Batch 2 Total Participants: 14				
Sr No	Emp ID	Name	Department	Designation
1	16047	Rajesh Kumar Tripathi	Security	Supervisor
2	22053	Harvender	Security	Security Guard
3	19283	Anil Singh	Security	Security Guard
4	19976	Jyoti	Security	Security Guard
5	21328	Sunil Devi	Security	Security Guard
6	20435	Vidya	Security	Security Guard
7	15936	Laxmikant Tiwari	Security	Security Guard
8	21837	Vivek Tiwari	Security	Security Guard
9	15312	Vinod Kumar	Security	Security Guard
10	17027	Vipin Kumar Tripathi	Security	Security Guard
11	15908	Manoj Kumar	Security	Security Gurad
12	16991	Kusum Rani	Security	Security Gurad
13	20435	Vidya	Security	Security Gurad
14	15169	Rishi Shankar Yadav	Security	Security Gurad



Activities During Training:

- (a) Live demonstration by trainers
- (b) Hands-on practice in small groups
- (c) Individual CPR performance with real-time correction
- (d) Interaction with trainers for clarification of doubts

CONCLUSION

The CPR Practical Hands-on Training Session was successfully conducted in two batches with active participation from various departments. The training focused on equipping employees with essential life-saving skills required to respond effectively during medical emergencies, especially in situations of cardiac arrest.

The sessions were interactive, practical, and engaging, with step-by-step demonstrations and hands-on practice by all participants. The structured format, along with the involvement of dedicated trainers for both instruction and practical supervision, ensured clarity and confidence among the attendees.

Participants demonstrated keen interest and enthusiasm during the training and were able to grasp the core steps of CPR including scene safety, response check, calling for help, chest compressions, and rescue breaths. The training has significantly contributed to enhancing the emergency preparedness of support staff across departments.

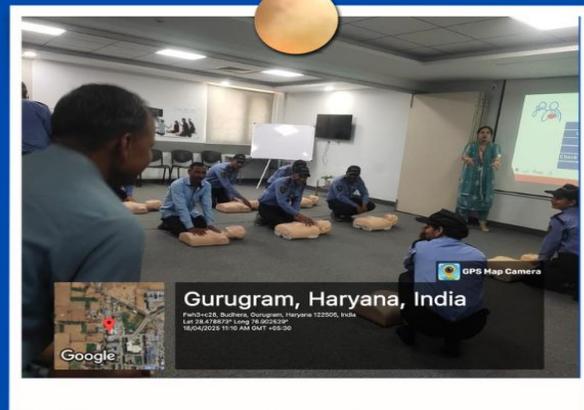
This initiative reflects the institution's commitment to ensuring workplace safety and empowering its employees with critical first-responder capabilities. Such training programs will continue to be an integral part of staff development and health & safety awareness.

Glimpse of the Training Program

'Annexure 1'



CPR Training for SGTU Security Staff 2025





CPR Training for SGTU Security Staff 2025





Batch 1 Attendance:

Annexure 2'

Page No. 2

SGT UNIVERSITY
Shree Guru Gobind Singh Tricentenary University

Topic of Training/Meeting :- CPR (Cardio-Pulmonary Resuscitation)
Venue - NRSC Lab - 403,4th Floor, C Block
Date - 18/04/2025
Time - 10:00am to 12:00pm
Attendance Sheet

S.No	Employee Name	Emp ID	Designation	Department	Contact No	Signature
1	Sanjeev Kumar	21705	Pr. Manager	SECURITY	9471713601	<i>[Signature]</i>
2	Shashi Kumar	20787	Shashi Kumar	Security	8968253079	<i>[Signature]</i>
3	Satendra Mishra	15170	Satendra Mishra	SECURITY SUP	9729206510	<i>[Signature]</i>
4	Bharti	19948				
5	Amit Devi	15950				
6	Jyoti	19976				
7	Babli	20706				
8	Jaipal	15162				
9	Nirajan Prusty	21534				
10	Pawan Singh	15718	Pawan Singh	Security	8272252020	<i>[Signature]</i>
11	Surender Kumar Mishra	15811				
12	Manoj Kumar	15908				

S.No	Employee Name	Emp ID	Designation	Department	Contact No	Signature
13	Brijesh Kumar Yadav	15915				
14	Ashish Kumar Mishra	16298				
15	Vinay Kumar	20016				
16	Harish Chandra Daundiya	20075				
17	Devendra Tiwari	20536				
18	Priyanka Sahrawat	21864				
19	Anesh Kumar	21866				
20	Sachin	21977	S/G	S/G	8950459742	<i>[Signature]</i>
21	Harvender	22053				
22	Pooja	22098	L/G	L/G	9027718073	<i>[Signature]</i>
23	Harish Chandra	20075	S/G	S/G	9198406665	<i>[Signature]</i>
24	Harish Chandra	15342	S/G	S/G	9340029823	<i>[Signature]</i>
25	Dyutendra Kumar	21851	S/G	S/G	7049215795	<i>[Signature]</i>
26	Harish Chandra	20388	MESS SUP	MESS	8882967831	<i>[Signature]</i>
27	Ritesh Kumar	16158	MSD (Security)	SECURITY	9577970899	<i>[Signature]</i>
28	Amit Devi	15950	L/G	S/G	8684048030	<i>[Signature]</i>
29						



Batch 2 Attendance:

Annexure 3'



Topic of Training/Meeting :- CPR (Cardio-Pulmonary Resuscitation)
 Venue - NRSC Lab, 4th Floor, C Block
 Date - 18/04/2025
 Time - 01:30pm to 03:30pm
 Attendance Sheet

S.No	Employee Name	Emp ID	Designation	Department	Contact No	Signature
1	Rajesh Tanti	16047	Security Sup.	Security	9729979468	Rajesh
2	Masood	22053	Security	Security	7027883595	Masood
3	Anil Singh	14283	"	S.G	8766240533	Anil
4	Jyoti	19976	"	S.G.T	8607801524	Jyoti
5	Santosh	21328	"	S.G.T	9813241669	Santosh
6	Vidya	20435	"	S.G.T	9310668992	Vidya
7	Laxmi	15986	S/G	S/G	8826669598	Laxmi
8	Vinod Kumar	28837	S/G	Security	9993839423	Vinod
9	Vinod Kumar	15312	S/G	S/G	7042690862	Vinod
10	VIPIN TRIPATHI	17027	S/G	S/G	9893512830	VIPIN
11	Manoj Kumar	150928	S/G	S/G	8167571101	Manoj
12	Kusum Devi	16991	4/g Security	4/g Security	9034395382	Kusum Devi

S.No	Employee Name	Emp ID	Designation	Department	Contact No	Signature
13	vidya	20435	4/g Security	4/g Security		
14	Dishant	15169	Security	Security	9896505768	Dishant
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25th January 2025

Brief of Training

Leadership Excellence Training Program for Professional Development

Introduction

The Leadership Excellence training program was designed to develop leadership capabilities, enhance communication strategies, and strengthen team management skills among participants. Effective leadership plays a critical role in organizational success, and this training aimed to equip attendees with the knowledge and skills to become impactful leaders. The session focused on leadership traits, decision-making, team motivation, adaptability in challenging situations, and communication techniques to handle employees effectively.

The training session commenced with an inaugural address by **SGT University CEO, Mr. Anil S Kumar**. He welcomed all participants and emphasized the significance of leadership in driving organizational excellence. As a token of appreciation, he also extended a warm welcome to the esteemed trainer, **Mr. Robert Adams**, and presented him with a memento as a gesture of respect and gratitude. This moment reflected SGT University's dedication to fostering leadership development among its members.



The training was conducted by Mr. Robert Adams, an experienced leadership coach, with a total of 25 participants attending the session on 25 January 2025 from 01:30 PM to 4:30 PM.

Trainer: Mr. Robert Adams: Mr. Robert Adams is a highly experienced trainer, learning and development expert, and leadership coach. With extensive experience in project and change management, he specializes in coaching, DISC psychometric assessments, and leadership training. He has worked with various organizations in workforce development, helping leaders enhance their communication, emotional intelligence, and management skills. He is also the author of *DIS Cover the Power of You*, a book focused on cultivating positive and productive workplace cultures. His expertise in the DISC personality model played a crucial role in helping participants understand their behavioural styles and leadership effectiveness.

Sessions Details

Behavioural Training–

The behavioural aspect of leadership was a key focus, emphasizing the significance of self-confidence, emotional intelligence, and effective team management.

The session covered the following:

- (a) Developing a leadership mindset
- (b) Enhancing communication skills
- (c) Conflict resolution techniques
- (d) Building trust and credibility within teams
- (e) Strategies for motivating employees
- (f) Decision-making under pressure



- (g) Understanding different leadership styles and adapting accordingly
- (h) Role of emotional intelligence in leadership

Technical Training:

The session also included technical aspects of leadership, such as structured decision-making processes and performance-driven management strategies. Key topics covered:

- (a) Importance of goal setting and strategic planning
- (b) Techniques for effective delegation
- (c) Implementing the DISC personality model for team management
- (d) Change management strategies
- (e) Performance evaluation and feedback mechanisms
- (f) Leading with accountability and responsibility
- (g) Managing team dynamics in challenging situations

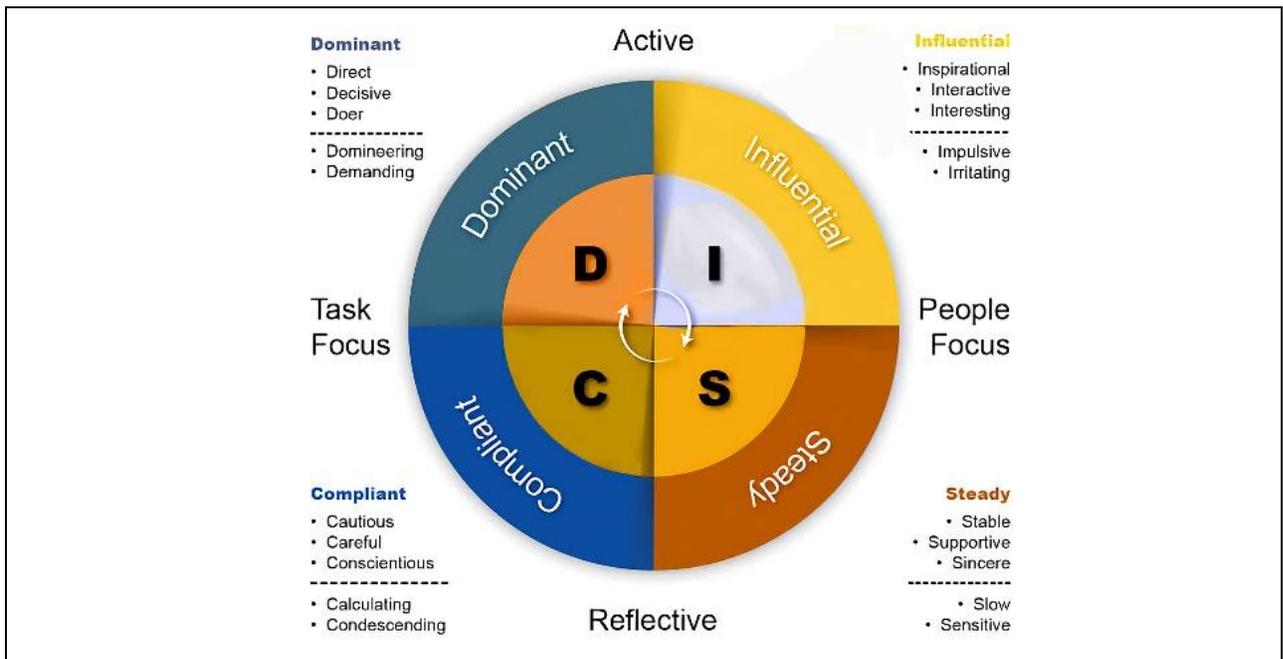
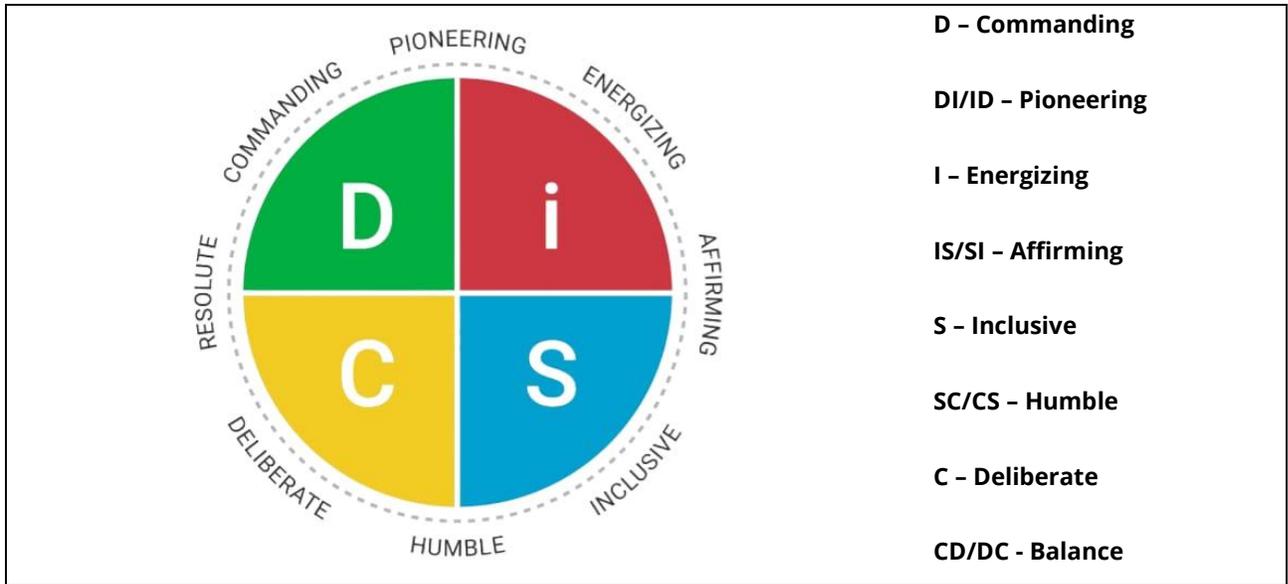
DISC Personality Model in Leadership

A significant portion of the training was dedicated to the DISC personality model, which is widely used in leadership development and team management. Mr. emphasized how understanding the four personality types—Dominance (D), Influence (I), Steadiness (S), and Conscientiousness (C)—can help leaders tailor their communication and management strategies.

DISC Type	Key Characteristics
D - Dominance (Assertive Leader)	Determined, confident, results-oriented, competitive
I - Influence (Inspiring Individual)	Sociable, energetic, motivational, optimistic
S - Steadiness (Stable and Supportive Person)	Patient, cooperative, reliable, team player
C - Conscientiousness (Organized and Analytical Individual)	Logical, detail-oriented, precise, strategic planner

DISC Leadership Style Contributes Leadership Excellence:

- Identify their primary DISC style and understand their leadership tendencies.
- Adapt their leadership approach to different team members and situations.
- Leverage strengths while improving weaknesses to enhance effectiveness.
- Build a diverse leadership team that balances all four styles for optimal decision-making.



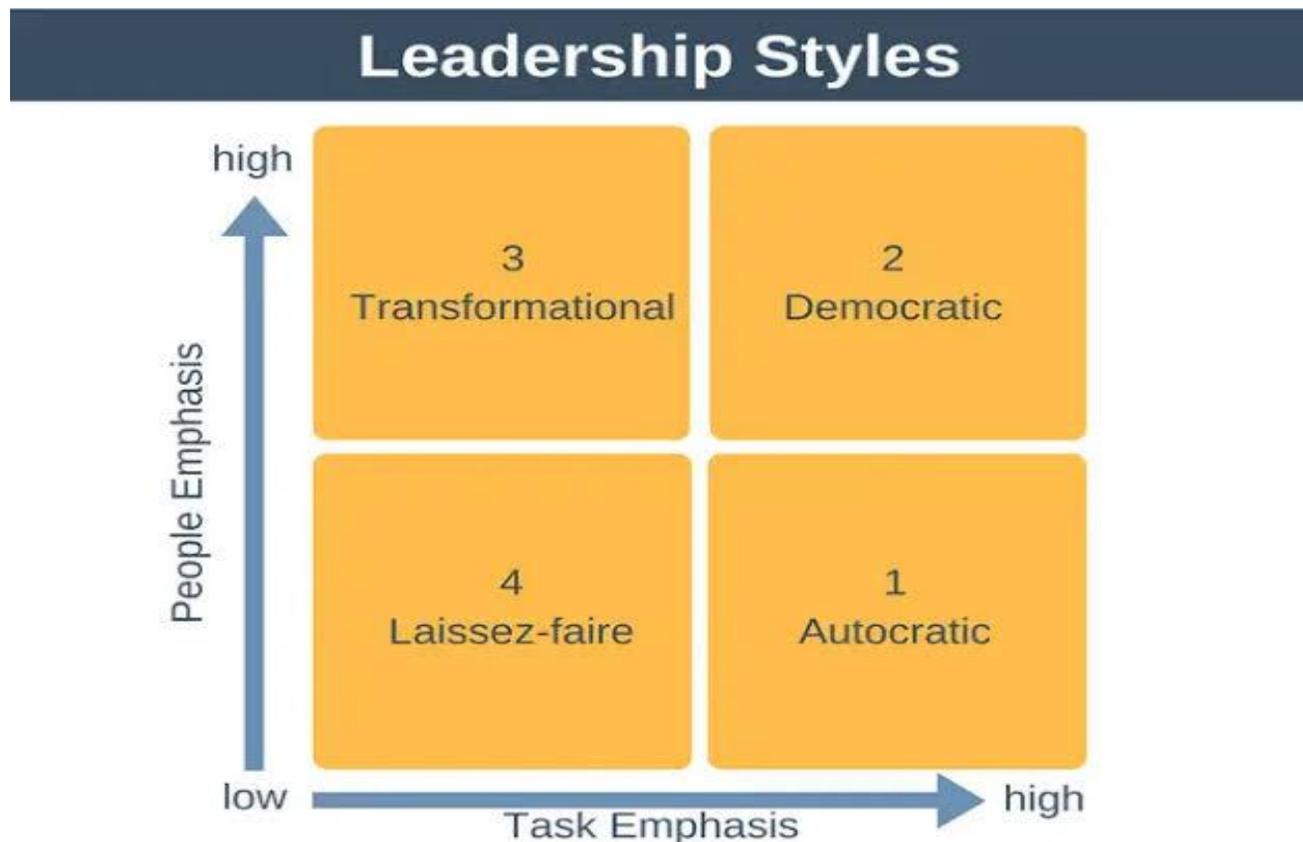
Leadership Styles:

This image presents a Leadership Styles Matrix, categorizing leadership styles based on two key dimensions:

- (1) People Emphasis (Vertical Axis) – Measures the leader’s focus on team engagement, motivation, and employee well-being.
- (2) Task Emphasis (Horizontal Axis) – Measures the leader’s focus on structure, goal achievement, and productivity.

Each quadrant represents a different leadership style:

- (1) Autocratic Leadership (High Task, Low People Focus)
- (2) Democratic Leadership (High Task, High People Focus)
- (3) Transformational Leadership (High People, Low Task Focus)
- (4) Laissez-Faire Leadership (Low Task, Low People Focus)





Activities

Mr. Robert Adams actively engaged participants in leadership exercises, including case study discussions and role-playing scenarios. A special activity on the DISC personality assessment helped participants understand their leadership styles and improve interactions with team members. A group exercise focused on problem-solving and decision-making in simulated crisis scenarios, where participants demonstrated leadership skills. The best-performing participants were acknowledged and appreciated.

CONCLUSION

The training concluded with an interactive feedback session and a vote of thanks. Each participant was provided with a QR code to submit feedback digitally. Based on the responses, the session was well-received, informative, and engaging.

The primary goal of this leadership training was to equip attendees with the necessary skills and insights to become effective leaders. By investing in leadership development, the organization aims to strengthen management capabilities and enhance overall team productivity. Participants gained valuable knowledge on leadership principles, **including the DISC model**, which will contribute to better decision-making, team coordination, and a positive work environment.

The session was highly engaging, with active participation and practical learning experiences ensuring its success. The incorporation of the **DISC personality model** allowed participants to gain self-awareness and improve their leadership effectiveness. This session has laid the foundation for continued growth in leadership skills, fostering a stronger and more dynamic workplace culture.



Leadership Excellence Training Program 2025



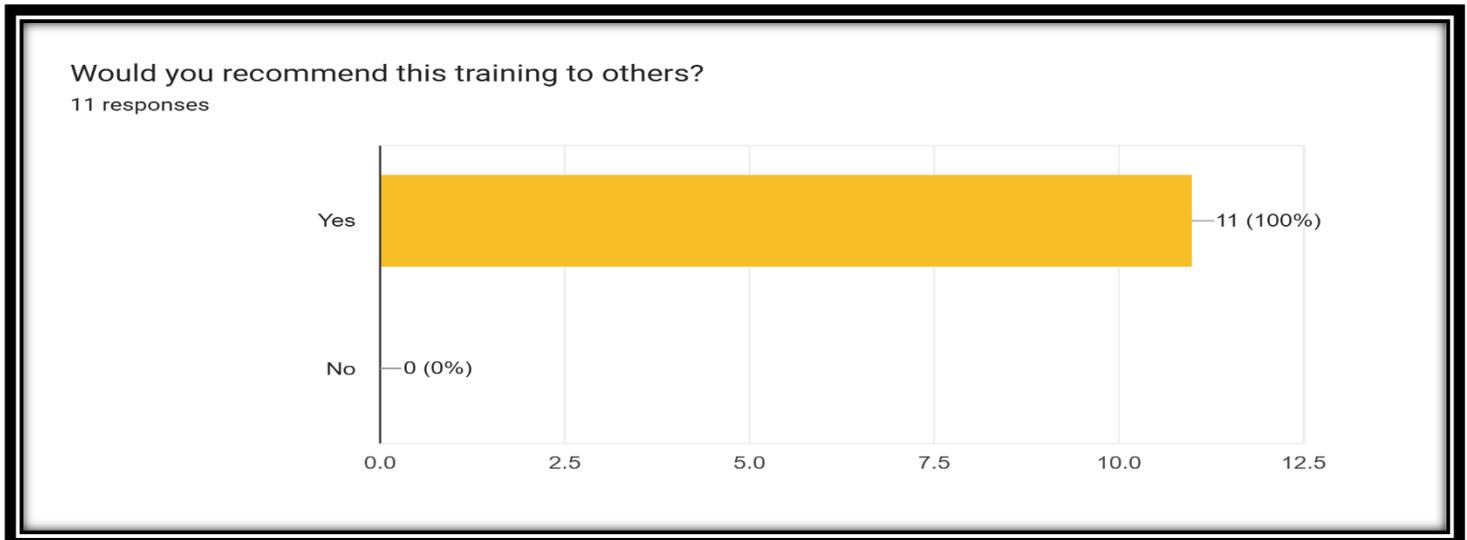
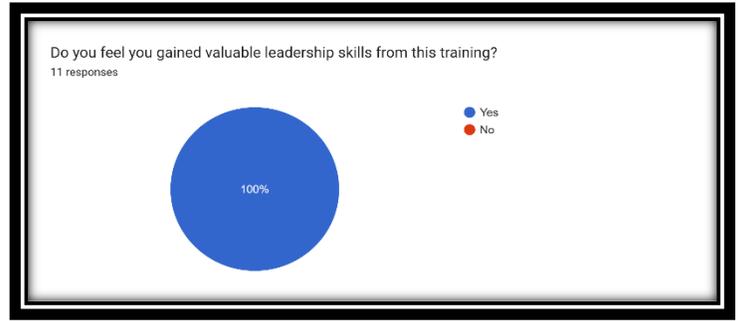
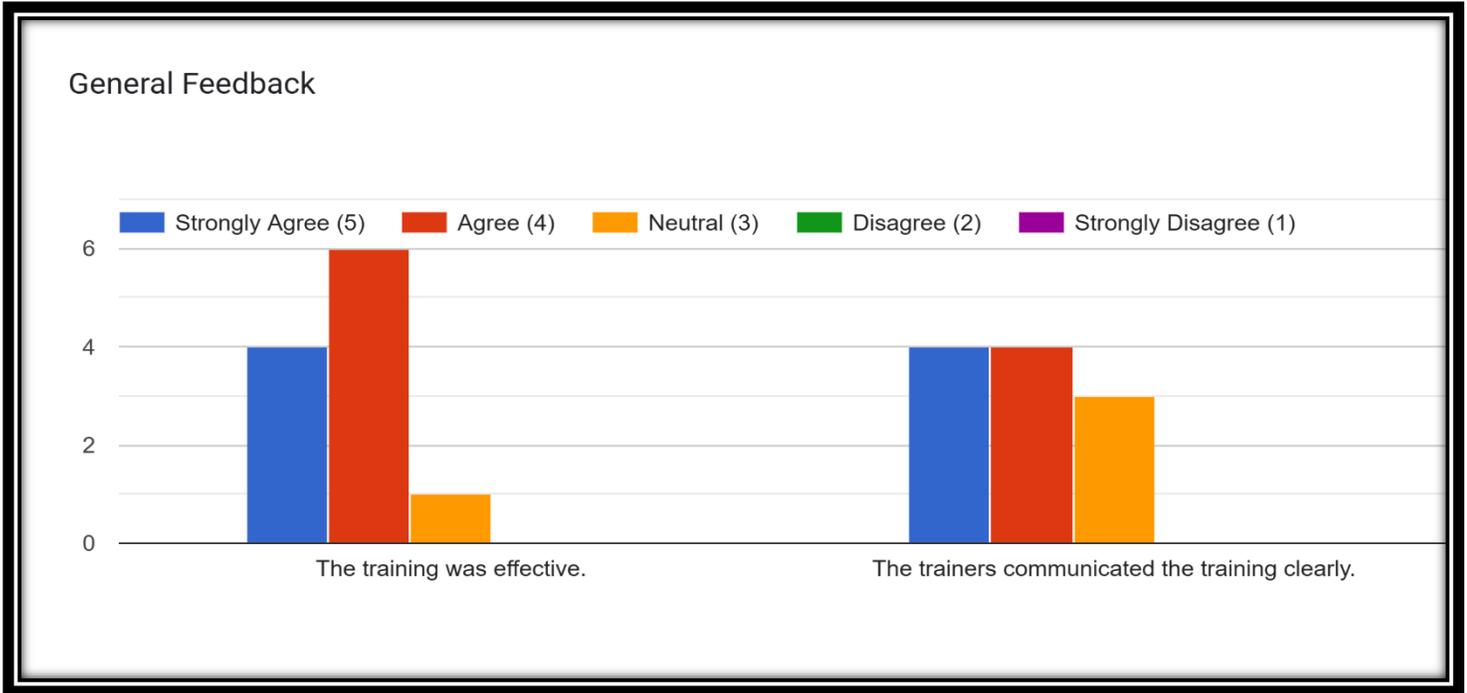


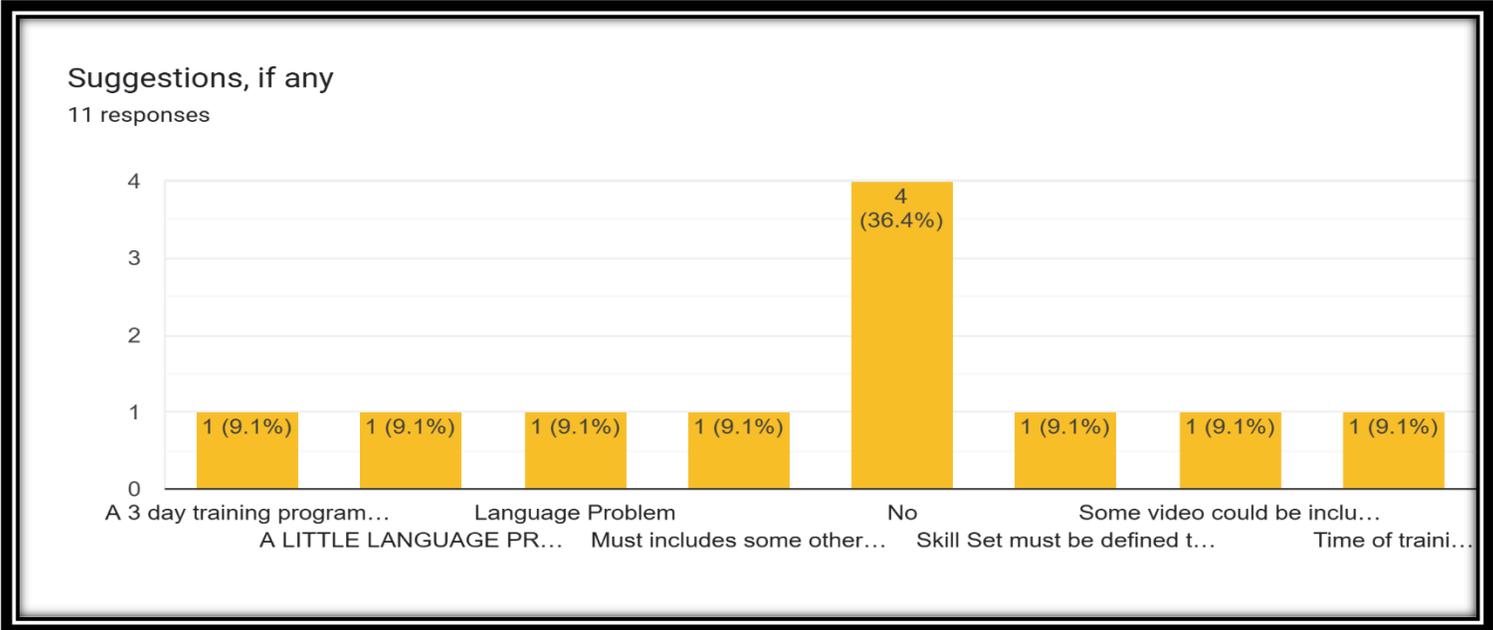
Leadership Excellence Training Program 2025





'Annexure 2'





Suggestions, if any:

1. A 3 day training program would be more effective.	2. A LITTLE LANGUAGE PROBLEM
3. Language Problem	4. Must includes some other departments
5. Skill Set must be defined to attend the sessions	6. Some video could be included
7. Time of training should be increased	

What did you find most useful in this training?

1. Group Discussion	2. TRAINER BEHAVIOUR
3. Working leadership ,Command on Work and team building	4. The Change Model and DISC
5. DISC	6. communication Strategies for handing employees
7. Role of leadership and management	8. Leadership Traits
9. How a leader can achieve better results in adversity by preparing himself.	10. Activity done to understand DISC.
11. Everything	

Any additional thoughts regarding training, if any:

1. PRACTICAL INVOLVEMENT	2. Practical training
3. Thanks to the team for conducting a knowledgeable session	



'Annexure 3'

SGT UNIVERSITY Shree Guru Gobind Singh Tricentenary University						
Topic of Training - Leadership Development Programme Venue - Room No. 209, A Block, SGT University Date - 24 Jan' 2025 Time - 01:30PM to 04:30PM Attendance Sheet						
S.No	Faculty /HoD /Dean Employee Name	Emp ID	Designation	Department	Contact No	Signature
1	Mr. Gulshan Rai Khanna	15032	Dy Registrar	Human Resources	857090240	
2	Mr. Rajneesh Yadav	16900	OSP	Human Resource - Liaison & Publicity	8527090256	
3	Mr. Umesh Kothari	15013	Administrator	General Administration	857090255	
4	Mr. Hemshanker Vaid	Ashim Choudhary		Hospital Administration	7077266467	Ashim Choudhary
5	Mr. Asim Choudhary			Hospital Administration		
6	Mr. Virendra Kumar Singh	-	✓	Finance & Accounts	977487515	
7	Mr. Ramesh Chandra Sirmwal	15084	Accounts	Finance & Accounts	8527090259	
8	Mr. Sachender Singh Chauhan	15005	HR	Human Resources	8527090258	
9	Mr. Mukesh Chand	15004	Librarian	Library	8527090264	
10	Parag Bharadwaj	✓	IT - Head H3	HIS	9717705115	
11	Mr. Kailash Chandra Kandwal	-	✓	Stores & Purchase	9871379724	
12	Mr. Sanjeev Kumar	22996	Sr. HR Manager	General Administration		
13	HAARSH VARD	21374	Asstt. Gen	HR	8527792652	

S.No	Faculty /HoD /Dean Employee Name	Emp ID	Designation	Department	Contact No	Signature
13	Mr. Naresh Kumar	21886	Asstt. Gen	Engineering Services (Projects)	9871947717	
14	Mr. Ritesh Kumar	20502	Asstt. Director	Human Resources	7762829600	
15	Mr. Pradeep Singh	21895	Sr. Mgr. HR	Human Resources	7795064442	
16	Mr. Ashish Kochhar	20286	Sr. Manager HR	Human Resources	8800769966	
17	Mr. Ajay Kumar	20624	Sr. Manager	Human Resources	9541504040	
18	Ms. Harleen Kaur Chawla			Human Resources		
19	Mr. Kumar Mayank	21190	Sr. Manager	Human Resources	9289735407	
20	Mr. Vaibhav Atre	21321	Sr. Manager	Human Resources	9289735412	
21	Mr. Avinash	18722	Executive	Human Resources	9650174257	
22	Ms. Anchal Aggarwal			Human Resources		
23	Ms. Sakshi Kerodia			Human Resources		
24	Mr. Ranjeet Singh	20046	Sr. Executive HR	Human Resources	8750273316	
25	Mr. Sohan Rawat	15304	Sr. Executive HR	Human Resources	9579810896	
26	Ms. Priyanka Sharma	20779	Sr. Manager	Human Resources		
27	Mr. Pooja	19297	Executive	Human Resources	7988541046	
28	Mr. Rakesh	21637	Supdt	HR	993250951	
29	Sanjeev Kumar	21705	Sr. Manager	SECURITY	9481818601	

S.No	Faculty /HoD /Dean Employee Name	Emp ID	Designation	Department	Contact No	Signature
30	M. S. ZARAR	17700	Dy. Manager	Human Resource	9916070958	



SGT UNIVERSITY

Shree Guru Gobind Singh Tricentenary University



Induction Program for Students



Details of the Event

S.N.	Description	Remarks
1.	Title of the Event	Orientation on Research
2.	Organizer	FCAM in collaboration with UG & PG Research Committee, SGT University
3.	Date and Time	27/02/2025 to 27/02/2025 (Post Lunch)
4.	Venue	A-Block, 209

Banner

UG Research Committee
in collaboration with the
Faculty of Commerce and Management

ORIENTATION ON RESEARCH

27th February, 2025
Thursday

02:15 PM
03:30 PM

Room No- 209, A block
SGT University

Dr. Amita Arora
Assistant Professor
FCAM
SGT University

Convener
Dr. Shalini Kapoor
Chairperson
UG Research Committee

Co-Convener
Dr. Beerika Dodihech
Member
UG Research Committee

Invitation N/A

Minute to Minute

Time	Activity
2:00 – 2:05 PM	Welcome Address by Faculty Coordinator
2:05 – 2:10 PM	Introduction of Resource Person – Dr. Amita Arora
2:10 – 2:40 PM	Session 1: Importance of Research in Academic and Professional Domains
2:40 – 3:10 PM	Session 2: How to Begin Research – Topics, Questions, Methodology
3:10 – 3:30 PM	Session 3: Publication Process – Manuscript Preparation & Journals
3:30 – 3:50 PM	Interactive Q&A Session with Students
3:50 – 4:00 PM	Closing Remarks & Vote of Thanks

Highlight of the Events (Images/Pictures)





Outcomes/Impacts

Increased Awareness

- Students understood the role of research in academics and career building.
- Importance of publication and how it contributes to knowledge sharing was highlighted.

Skill Enhancement

- Practical guidance on research questions, methodologies, and writing research papers.
- Introduction to selecting journals and understanding publication guidelines.

□ **Confidence and Engagement**

- Students actively participated in discussions and Q&A, boosting their confidence.
- Created an open platform for queries and idea-sharing.

□ **Collaboration and Networking**

- Encouraged interdisciplinary thinking and collaboration between UG & PG students.
- Faculty offered mentorship support for research-driven students.

□ **Promotion of Research Culture**

- Inspired students to participate in future research workshops, journals, and forums.
- Initiated a university-wide momentum towards fostering a research-centric academic environment.

Attendance

<u>FACULTY OF COMMERCE & MAN</u>		
Attendance for Guest Lecture, "Orientation on Research")		
o.	Name	Program
	Ruchi - 34	IMBA - 6th
	Diksha - 220611011	"
	DeviKa - 28	"
	Vishakha - 37	"
	Pihu - 04	"
	Sonal - 09	"
	Khushi - 33	"
	Ayush - 21	"
	Ashu - 27	"
	Rushil - 01	"
	Rajeev - 07	"
	Hansa Yadav - 02	"
	Rahul - 06	"
	Yash - 31	"
	Parul - 03	"
	Nauhi - 10	MBA - HA
	Ritika - 08	MBA - HA
	Arunika - 02	" "
	Chiragh 01	" "
	Sanyu 06	" "
	Sanyam Sardana 003	MBA - PH
	Tanvi - 006	MBA - PH 2
	Aadhik 001	MBA - PH 2
	Taimen	BBA - Hons
	Sonal	"
	Vigya	BBA HA -
	Subhi	BBA HA -
	Anjal	BBA HA -
	Shivani	MBA Gen
	Mourya	" Gen
	Sunida	" Gen
	Vishakha	" Gen
	Ankit	" Gen
	Simran Singh	" Gen



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved University)

GURGAON, Delhi-NCR

Faculty of Engineering & Technology

Organized

“DEEKSHARAMBH INDUCTION PROGRAM-2024”

Date: 21st-27th August 2024

**Venue: Auditorium, C-Block, SGT University,
Gurugram**

Organizers:

- Dr. Jyoti Godara, Assistant Professor, Department of Computer Science & Engineering, FEAT.
- Dr. Shobhit Maheshwari, Assistant Professor, Department of Computer Science & Engineering, FEAT.
- Mr. Inam Ul Haq, Assistant Professor, Department of Computer Science & Engineering, FEAT.

Event Banner:

Faculty of
Engineering and Technology
Cordially invites you to

DEEKSHARAMBH INDUCTION PROGRAM

For the session 2024-2025

Date: 21-27 August, 2024
Venue: Auditorium, C-block, SGT University

Objectives:

The objective of the Student Induction Program is to integrate new students into the university community by providing them with essential information, resources, and support. It aims to ease their transition into academic life, foster a sense of belonging, and prepare them for a successful university experience. The primary goals of a university orientation program include:

Smooth Onboarding and Initial Orientation: Ensure a smooth registration process facilitated by mentors, providing students with essential information and materials. This session aims to introduce students to the university environment and prepare them for the day's activities.

Inspire and Motivate Students: Deliver an inspiring video message from the Vice Chancellor and welcoming addresses by the CEO, PVC Academics, and Dean FEAT. This objective is to set a positive and motivating tone for the students' academic journey.

Networking and Informal Engagement: Facilitate informal interactions among students, faculty, and staff during the High Tea session. The objective is to foster early networking opportunities, helping students feel more connected and comfortable in their new environment.

Alumni Engagement and Insights: Connect students with alumni to provide insights into real-world experiences, career paths, and university life. This session aims to motivate students by showcasing success stories and practical advice from graduates.

Academic and Administrative Familiarization: Educate students on university attendance and examination policies, mentor-mentee practices, and the use of the ERP system. The objective is to ensure students understand the academic expectations and how to navigate university systems effectively.

Departmental and Program Introduction: Provide an overview of the Faculty of Engineering and Technology (FEAT) through presentations by the Dean and Heads of Departments. This session aims to introduce students to their respective departments, highlighting academic resources, faculty, and program structures.

Student Welfare and Support Services: Engage students in activities organized by the Dean of Student Welfare (DSW), focusing on social integration and personal development. This objective is to ensure students are aware of and can access support services and extracurricular opportunities.

Holistic Development and Skill Enhancement: Introduce students to extracurricular activities, including outdoor and indoor games, cultural programs, and academic clubs. This session aims to encourage balanced development by promoting participation in non-academic pursuits.

Awareness and Compliance: Educate students on important topics such as anti-ragging policies, discipline, dress code, internships, placements, and proctoring. The objective is to ensure students are well-informed about university regulations and the importance of maintaining a respectful and disciplined environment.

Future Planning and Industry Connection: Offer expert talks from industry or academia, sessions on research and development, and discussions on national and international relations. This session aims to provide students with insights into future career opportunities, research initiatives, and global engagement, helping them to plan their academic and professional paths.

These objectives aim to comprehensively introduce students to university life, ensuring they are well-prepared, motivated, and connected as they embark on their academic journey.

Day Wise Schedule (21st-27th August, 2024)

Date	Time	Activity / Resource Person	Faculty Co-ordinators
Aug 21, 2024	9:00 AM-10:15 AM	Registration by Mentors	Mentors (CSE/ME/CE/ECE)
	10:15 AM -10:30 AM	Video Message by Vice Chancellor Sir	Ms. Monika Deshwal
	10:30 AM -11:15 AM	Welcome Message by CEO, PVC Academics and Dean FEAT	Ms. Monika Deshwal
	11:15 AM – 11:30 AM	High Tea	--
	11:30 AM - 01:00 PM	Alumni Talk	Dr. Neeraj Saini
	1:00 PM - 1:30 PM	Lunch	---
	1:30 PM - 02:15 PM	Session on Attendance and Examination	Mr. Naresh Kumar
	02:15 PM - 03:00 PM	Session on Mentor Mentees Practices	Dr. Atul Raj
3:00 PM - 4:30 PM	Student Activity-I (DSW)	DSW	
Aug 22, 2024	9:00 AM - 10:00 AM	FEAT PPT by Dean	Prof. (Dr.) Sugandha Singh
	10:00 AM - 11:30 AM	Welcome by HoD's and Departmental PPT	HoD's (CSE/ECE/CE/ME)
	11:30 AM - 1.00 PM	Student Activity-II (DSW)	DSW
	1:00 PM - 1:30 PM	Lunch	---
	1:30 PM - 2:30 PM	Session on ERP	ERP Team and Dr. Amit Asthana
	2:30 PM – 4:30 PM	Fun Activities- Outdoor Games (Cricket, Football, Basketball, Volley, etc.) Indoor Games (Chess, Carrom Board, etc.)	Mr. Inam Ul Haq, Mr. Abhishek, Ms. Simmi Madaan, Ms. Arunima, and Mr. Vinod Dr Sandeep Bansal, Mr. Praveen, Ms. Staffy, Ms. Manisha and Ms. Yashima

Aug 23, 2024	9:00 AM - 10:30 AM	Session on Internship, Placement & Psychology	Mr. Manpreet Singh and Ms. Parvneet Kaur
	10:30 AM - 11:30 PM	Session on Anti-ragging, Discipline and Dress Code	Mr. Pushpinder Kumar and Mr. Sandeep Singh
	11:30 AM - 01:00 PM	Proctor Session	Dr. Pardeep Kumar
	1:00 PM - 1:30 PM	Lunch	---
	1:30 PM - 2:30 PM	Expert Talk I (Industry or Academia)	Dr. Ashima
	3.00 PM - 4:30 PM	Student Activity-III (DSW)	DSW
Aug 24, 2024	9:00 AM - 10:00 AM	Session on Research and Development	Dr. Kiran and Ms. Deepika
	10:00 AM - 12:00 PM	Session on Synergy	Prof. (Dr.) Vivek Srivastava
	12:00 PM - 12:30 PM	Feedback	Dr. Anand Sehgal and Ms. Yashima Hooda
	12:30 PM - 01:00 PM	Session on ACIC	Mr. Rishi and Mr. Naresh
	1:00 PM - 1:30 PM	Lunch	---
	1:30 PM - 02:30 PM	Academic Club Session	Dean Dental
	2:30 PM - 3:30 pm	Session by DSW Office	Mr. Kaushal/Ms. Monika Deshwal
	3.30 PM - 4:30 PM	Student Activity-IV (DSW)	DSW
Aug 26, 2024	9:00 AM -10:00 AM	Break the Code Competition	Mr. Inam and Mr. Hilal
	10:00 AM -10:30 AM	Session on National and International Relations	Ms. Charvi
	10:00 AM -11:30 AM	Expert Talk II (Industry or Academia)	Mr. Dinesh Deshwal
	11:30 AM-1:00 PM	Student Activity-V	DSW
	1:00 PM - 1:30 PM	Lunch	---
	01:30 PM – 4:30 PM	Cultural Programme & Valediction Address	Mr. Hilal and Ms. Charvi
Aug 27, 2024	9:30 PM - 03:00 PM	Excursion Trip by DSW	Dr. Shobhit Maheshwari, Mr. Manpreet Singh, Mr. Hilal, Dr. Sandeep Bansal, Mr. Vinod Kumar, Ms. Manisha, Ms.

			Parvneet Kaur, Dr. Sanjay, Ms. Staffy, Mr. Sunny, Ms. Yashima, Mr. Inam, Dr. Pradeep, Dr. Pankaj Jain, Dr. Deepika, Ms. Rupinder
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Day-wise Description of the Deeksharambh Induction Program of FEAT-2024

Day-I (21st August 2024):

The induction program commenced with a well-organized registration process facilitated by mentors from various departments, ensuring that all new students were smoothly onboarded. Following the registration, a motivational video message from the Vice Chancellor set an inspiring tone for the day. This was followed by a warm welcome from the CEO, PVC Academics, and Dean FEAT, who provided valuable insights into the university's mission and expectations. After a brief networking opportunity during High Tea, students were engaged in an insightful Alumni Talk, where former students shared their experiences and offered guidance for success. Post-lunch, the program focused on critical academic aspects, including a session on attendance and examination policies, ensuring that students were well-informed about the university's academic framework. The introduction to the mentor-mentee practices highlighted the importance of guidance and support in their academic journey. The day concluded with an interactive Student Activity organized by the DSW, where the student council, Prabandhan, introduced itself, emphasizing its role in representing students in academic and administrative matters and advocating for their well-being in the university community.

Day-II (22nd August 2024):

The second day of the induction program began with an informative presentation by the Dean of FEAT, providing an overview of the faculty's vision, academic structure, and key initiatives. This was followed by a warm welcome from the Heads of Departments (CSE, ECE, CE, ME) who introduced students to their respective departments, highlighting important academic and administrative aspects. The morning continued with an engaging student activity organized by the DSW, featuring a scavenger hunt that promoted teamwork, problem-solving, and campus exploration among participants. After lunch, students attended a session on the ERP system, where they were guided on how to navigate and utilize the university's digital platform for academic and

administrative tasks. The day concluded with a series of fun activities, including outdoor sports like cricket, football, basketball, and volleyball, as well as indoor games such as chess and carrom, fostering camaraderie and relaxation among the new students.

Day-III (23rd August 2024):

The third day of the induction program began with an informative session on internships, placements, and psychology, where students were introduced to career development resources and mental health support available at the university. This was followed by a crucial session on anti-ragging, discipline, and dress code, emphasizing the university's commitment to creating a safe and respectful campus environment. The Proctor Session provided students with important guidelines on academic integrity and conduct. After a break for lunch, students participated in an expert talk led by industry or academic professionals, offering valuable insights into current trends and opportunities in their fields. The day concluded with a vibrant student activity organized by the DSW, where students were introduced to the unique traditions of SGT University, fostering a sense of belonging and community as they begin their academic journey.

Day-IV (24th August 2024):

The fourth day commenced with a **Session on Research and Development**, discussing innovations and opportunities for student engagement in cutting-edge research. This was followed by a **Session on Synergy**, which emphasized the importance of interdisciplinary collaboration among departments to foster a productive academic environment. A **Feedback Session** was held to gather participant insights and suggestions for future improvements. Next, the **Session on ACIC (Atal Community Innovation Centre)** introduced entrepreneurial initiatives and the role of innovation in shaping student careers. After lunch, the **Academic Club Session** facilitated intellectual engagement and knowledge sharing. The **DSW Office** then introduced **MANTHAN**, a debate council aimed at developing students' critical thinking and public speaking skills. Additionally, the **TUSKERS** initiative was announced to train charismatic and effective presenters.

Day-V (26th August 2024):

The fifth day commenced with the **Break the Code Competition**, challenging students' problem-solving and analytical skills in a competitive environment. Following this, a **Session on National and International Relations** explored the global landscape and the importance of cross-border collaboration for students' academic and professional growth. An **Expert Talk**, led by an industry or academic leader, provided valuable insights into current trends and opportunities in the professional world. The day also featured the **NCC (National Cadet Corps)** at SGT University, which aims to instil responsibility, civic duty, and national pride in cadets through rigorous training and activities. After lunch, the day concluded with a **Cultural Programme**, celebrating the diverse talents of the students, followed by a **Valediction Address** to officially wrap up the eventful and engaging schedule.

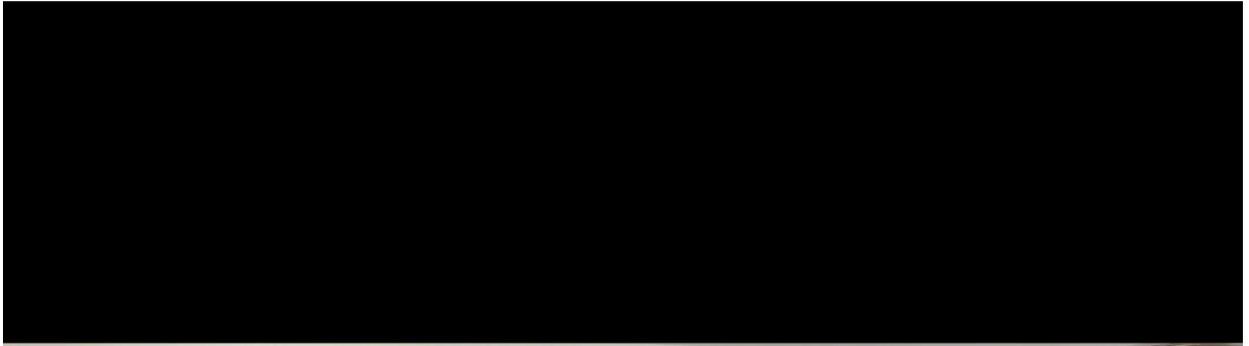
Day-VI (27th August 2024):

The **Excursion Trip** organized by the **DSW Office** was a refreshing break from the regular academic routine, providing students and faculty an opportunity to unwind and enjoy a day in nature. Held at **Rangmanch Farms**, the trip offered a perfect combination of outdoor activities, cultural experiences, and leisure. The serene environment allowed students to connect with nature while participating in various engaging activities. This trip also fostered bonding among students and faculty members, enhancing the sense of community within the university. The venue provided an ideal setting for relaxation, with its diverse range of activities designed to rejuvenate and entertain the participants. Overall, the excursion was a memorable and enriching experience, offering students a chance to relax and recharge before resuming their academic journey.

Overall, the **Induction Program 2024** was a resounding success, with lasting memories captured through photographs. The event provided a meaningful and engaging start to the students' academic journey.

Glimpse of the Induction Program-2024

























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Induction Program

DATE AND VENUE

**12, 13 and 14 August 2024, Seminar Hall, Faculty of
Law**



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Induction Program

Organizers:

PATRON: Dr. Richa Chaudhary, Dean, Faculty of Law, SGT University, Gurugram.

EVENT CO-ORDINATOR: Mr. Tabrej Alam, Assistant Professors, Faculty of Law, SGT University, Gurugram.

Objective:

An induction program for newly admitted students is designed to help them transition smoothly into their new academic environment. The objectives include:

Orientation to Campus Life: Introducing students to the campus facilities, resources, and services available to them, such as libraries, health services, and recreational facilities.



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Academic Preparation: Providing information about academic policies, course registration, academic resources (like tutoring and advising), and expectations for academic performance.

Social Integration: Helping students meet their peers, build a sense of community, and engage in social and extracurricular activities that enhance their college experience.

Understanding Institutional Culture: Familiarizing students with the college's values, traditions, and code of conduct to help them integrate into the institutional culture.

Personal Development: Offering workshops or sessions on skills such as time management, study strategies, and stress management to support their personal growth and success.

Support Systems: Informing students about available support systems, including counseling services, academic advisors, and student organizations.

Target Audience:

Newly admitted students of batch 2024-25.

About the workshop:

Day 1: 12 August, 2024

The Induction Programme for the new academic year commenced with the traditional *Subharambh* ceremony, symbolizing the auspicious beginning of the new session. The event was marked by the ceremonial lighting of the lamp, a gesture embodying the dispelling of ignorance and the illumination of knowledge.

Welcome and Introduction

A formal welcome from Dr. Richa Chaudhary, Dean, Faculty of Law, delivered an inspiring welcome address. In his speech, she extended a warm welcome to the new students and expressed his enthusiasm for the upcoming academic year. She highlighted the institution's values, academic



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goals, and the opportunities that lie ahead. The Dean emphasized the importance of dedication, hard work, and integrity, encouraging students to make the most of their time at the institution. His address set a motivational tone for the programme and provided valuable insights into the expectations and support available to the students.

Document Verification and Submission

Subsequent to the inaugural activities, the new students proceeded to the document verification and submission process. This crucial step ensured that all necessary paperwork, including admission forms, identity proofs, and other relevant documents, was correctly completed and submitted. The process was conducted smoothly with the assistance of the administrative staff, ensuring that all students met the institutional requirements and were officially enrolled.

Day 2: 13 August, 2024

Attendance Rules & Compliance

The session on Attendance Rules and Compliance provided new students with a comprehensive overview of the institution's policies regarding attendance. The key points covered included mandatory attendance requirements, procedures for requesting leave, and the implications of non-compliance. Students were informed about the importance of maintaining regular attendance to ensure academic progress and avoid any penalties. The session emphasized that adherence to these rules is crucial for academic success and maintaining a good standing within the institution.

Examination System

The Examination System session was designed to familiarize students with the various assessment methods and examination protocols followed by the institution. The presentation covered the structure of examinations, including both internal assessments and external exams, grading systems, and the process for reviewing and appealing results. Students were guided on how to effectively prepare for exams and were advised on the importance of academic integrity and ethical conduct during assessments.



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ERP Session

The ERP (Enterprise Resource Planning) Session introduced students to the institution's digital management system. The session included a demonstration of how to use the ERP platform for accessing academic records, registering for courses, checking schedules, and other administrative tasks. Students were provided with login credentials and a brief training on navigating the system, which is crucial for streamlining academic and administrative processes.

Anti-Ragging Cell & Campus Discipline

The Anti-Ragging Cell & Campus Discipline session addressed the institution's strict policies against ragging and other forms of harassment. Students were informed about the measures in place to prevent ragging, the procedures for reporting incidents, and the consequences for violating these policies. The importance of maintaining a respectful and disciplined environment was highlighted, with a focus on fostering a safe and supportive campus atmosphere.

Know Your Legal System

The "Know Your Legal System" session aimed to familiarize students with the basics of the legal framework and their rights and responsibilities as citizens. Topics covered included an overview of the legal system, fundamental rights, and legal procedures. This session was designed to enhance students' awareness of legal issues that may impact them during their academic journey and beyond.

Library Facilities

The Library Facilities session provided an overview of the resources and services available at the institution's library. Students were introduced to the library's collections, including books, journals, and digital resources, as well as the procedures for borrowing and accessing materials. The session also highlighted the library's role in supporting academic research and development.

Fun Activity



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A Fun Activity session was included to foster interaction and camaraderie among students. This session featured various engaging and interactive games designed to help students relax and build relationships with their peers. The activity was well-received and contributed to a positive and lively atmosphere during the induction programme.

Introduction to Legal Aid Cell

The Introduction to Legal Aid Cell session aimed to inform students about the legal support services available on campus. The session outlined the functions of the Legal Aid Cell, including providing legal advice, assistance with legal issues, and organizing workshops on legal awareness. Students were encouraged to utilize these resources as needed.

Scholars Council

The Scholars Council session introduced students to the institution's academic and research-oriented body. The session detailed the Council's role in promoting scholarly activities, research projects, and academic excellence. Students were invited to participate in the Council's initiatives and benefit from the opportunities it offers for academic and professional growth.

Center For Criminal Investigation & Forensic Science (CCIFS)

The CCIFS session provided a career development in forensic science for Students. Adv. Tabish Sarosh demonstrate have to collect evidence for the crime scene etc. The Centre also looks into the vast psychological perspectives and applies them to legal investigations including issues such as public policies, new laws, competency, and also the mental state of a defendant.

Internship and Placement Cell

The Internship and Placement Cell session outlined the support available for students seeking internships and job placements. The session included information on the placement process, internship opportunities, resume building, and interview preparation. The Cell's role in connecting students with potential employers and facilitating career advancement was emphasized.



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Student Welfare Committee and Grievance Redressal

The Student Welfare Committee and Grievance Redressal session provided information on the support systems available for addressing student concerns and grievances. Students were informed about the procedures for filing complaints, seeking assistance, and the resources available to ensure their well-being and academic success.

Outreach Activities - Visits

The Outreach Activities session highlighted the various initiatives undertaken by the institution to engage with the community and contribute to societal development. Students were informed about planned visits and outreach programs, emphasizing the importance of community service and the opportunities for gaining practical experience.

Mentor - Mentee Policy

The Mentor - Mentee Policy session introduced students to the institution's mentorship program. The session detailed the roles and responsibilities of mentors and mentees, the benefits of the mentorship program, and how to effectively engage with mentors for academic and personal development.

Fun Activity

Another Fun Activity session was included to ensure a balanced and enjoyable induction experience. This session featured additional interactive games and team-building exercises, aimed at further strengthening peer relationships and creating a relaxed environment.

Day 3 14 August, 2024

Moot Court Society

The session on the Moot Court Society was designed to introduce new students to the institution's vibrant moot court activities. The Moot Court Society provides a platform for students to engage



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in simulated court proceedings, enhancing their advocacy skills, legal research abilities, and understanding of courtroom procedures. During the session, students were informed about the structure of moot court competitions, the benefits of participation, and the support available from the Society. The session highlighted the opportunities for developing practical legal skills and gaining valuable experience in a competitive and professional environment.

Cultural Cell

The Cultural Cell session aimed to familiarize students with the cultural activities and events organized by the institution. The Cultural Cell is responsible for promoting artistic and cultural engagement, including performances, exhibitions, and festivals. Students were introduced to the various opportunities for participating in and contributing to these activities. The session emphasized the importance of cultural involvement in enhancing personal growth and building a well-rounded college experience. Information about upcoming events and how to get involved was also shared.

ADR Cell

The ADR (Alternative Dispute Resolution) Cell session focused on the role and activities of the ADR Cell within the institution. The ADR Cell is dedicated to exploring and promoting alternative methods for resolving disputes, such as mediation and arbitration. The session covered the various services provided by the Cell, including workshops and training sessions on ADR techniques. Students were encouraged to participate in ADR activities to develop conflict resolution skills and gain practical experience in handling disputes outside the traditional courtroom setting.

International Innovative Cell

The International Innovative Cell session introduced students to the Cell's mission of fostering global innovation and collaboration. The session highlighted the Cell's initiatives aimed at promoting international partnerships, research, and innovative projects. Students were informed about opportunities to engage in international research collaborations, attend global conferences,



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and participate in innovation-driven projects. The session emphasized the importance of international perspectives and cutting-edge ideas in the field of legal studies.

Judicial Cell

The Judicial Cell session provided insights into the functions and activities of the Cell, which focuses on the practical aspects of the judicial system. The session covered the Judicial Cell's role in organizing workshops, guest lectures, and simulations related to judicial processes. Students were informed about the resources available for gaining a deeper understanding of judicial practices and the opportunity to participate in relevant activities that enhance their knowledge of the judiciary.

Student Interactive Session

The Student Interactive Session was a dynamic and engaging part of the induction programme, designed to facilitate direct communication between students and various institutional bodies. This session provided an opportunity for students to ask questions, share their expectations, and discuss their concerns with representatives from different cells and committees. The interactive format fostered a sense of community and allowed students to actively participate in shaping their academic and extracurricular experiences.

Course Matrix

The session on the Course Matrix provided students with a detailed overview of the academic structure and course offerings for their program. The Course Matrix session outlined the various core and elective courses available, their prerequisites, and the sequencing required for a balanced academic plan. Students were introduced to the academic pathways, including options for specialization and the interconnections between different courses. This session aimed to help students understand how to navigate their academic journey, plan their coursework effectively, and make informed decisions about their studies.

Rules Pertaining to Uniform/Dress Code



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The session on Uniform/Dress Code outlined the institution's policies regarding student attire. Students were briefed on the expected dress standards for various occasions, including regular classes, formal events, and practical sessions. The session emphasized the importance of adhering to the dress code to maintain a professional and respectful learning environment. Specific guidelines were provided regarding acceptable and unacceptable attire, with an emphasis on fostering a positive institutional image and ensuring that all students are appropriately dressed for academic and professional settings.

Introduction to POSH & Women Empowerment by Women Study Centre

The Introduction to POSH (Prevention of Sexual Harassment) & Women Empowerment session, presented by the Women Study Centre, focused on raising awareness about gender equality and the institution's policies on preventing sexual harassment. The session covered the POSH Act, the procedures for reporting incidents, and the support systems available for victims. Additionally, the session highlighted various initiatives aimed at promoting women's empowerment and gender sensitivity within the campus. The importance of creating a safe and inclusive environment for all students was underscored, and resources for further support and education were provided.

About SGT University, Gurugram: Shree Guru Gobind Singh Tricentenary University, Gurugram is one of the best private universities in Delhi NCR. It has a noble mission of providing opportunities for higher education to all sections of society. The University over time has carved a reputation in the academic world by providing a steady stream of highly trained and industry-ready professionals.

SGT University is located at Chandu-Budhera on the outskirts of Gurugram, Haryana. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport in Palam, Delhi. The University was established under the Haryana Private Universities (Amendment) Act No. 8, 2013. The University is part of the Dashmesh Educational Charitable Trust, founded in 1999.



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The trust believes in propagating the holy message of the highly revered Shree Guru Gobind Singh Ji, one of the greatest philosophers and social reformers, who said that “spread of learning is the best service to mankind”. Presently, SGT University has 18 faculties and offers around 160+ courses featuring a wide selection of undergraduate, postgraduate and PhD courses.

SGT University, besides being in the top private universities in India, is also highly rated. SGT has received several awards including the Diamond rating from the QS-IGAUGE ranking.

Glimpses of the event





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Signature

Event Coordinator

Mr. Tabrej Alam,

Assistant Professors,

Faculty of Law,

SGT University

Induction Program



Event Report

Date: September 9th & 10th 2024

Title of the event: ORIENTATION PROGRAMME on Panchayati Raj & Sensible leadership

Organizer(s): Faculty of Law

Venue: Room.no 106, A-Block

Objective if the event: The objective of the Panchayat Raj Centre, Faculty of Law, SGT University is to strengthen the capacity of the Panchayat Raj Centre to deliver effective and accountable governance, and to promote decentralized planning and community participation. The Panchayat system is a crucial component of India's democratic framework, aimed at ensuring grassroots democracy and empowering local communities. Through a structured three-tier system and constitutional backing, it plays a vital role in local governance and development. Its aim is to conduct research and documentation on Panchayati Raj, decentralized governance and to disseminate best practices and innovations. To facilitate networking and collaboration among the Panchayat Raj Centre, civil society organizations, and other stakeholders to promote knowledge sharing and best practices.

Chief Guests / Speakers / Resource Persons:

1. Padmashree Ram Bahadur Rai, Chancellor of SGT University;
2. Shri Sunil Kumar, former secretary minister of Panchayat Raj, Government of India;
3. Dr. Chandershekhar Pran, Chairman of Panch Permishwer Vidypeeth

Event Coordinator: Mr. Maharshi Kumar Kasoudhan Assistant Professors, Faculty of Law, SGT University, Gurugram.

Event Poster:



Two Day Orientation Program

9th & 10th
September 2024

ON

**PANCHAYATI RAJ AND
SENSIBLE LEADERSHIP**

jointly organised by

Faculty of Commerce & Management
Faculty of Law

Panchayati Raj Kendra, SGT University

Convener

Dr. Richa Chaudhary
Dean, Faculty of Law
SGT, University

Prof. (Dr.) Tanushri Purohit
Dean, FCAM
SGT University

Prof. Sunil Jaglan
Incharge Panchayati Raj Kendra
SGT University

Room No. 106, A Block, SGT University

Chief Guest

**Padma Shri
Ram Bahadur Rai**
Chancellor

Guest of Honour

Shri Sunil Kumar
Former, Secretary
Ministry of Panchayati Raj
Govt. Of India

Dr. Chandrashekhar Pran
Chairman,
Panch Parmeshwar Vidyapeetha

Minute to Minute Programme:

Programme Schedule

Day 1 09 th September 11:00 AM onwards	Panchayati Raj in India (Padmashree Ram Bahadur Rai, Chancellor of SGT University) and Need of Panchayati Raj and Students role (Shri Sunil Kumar, former secretary minister of Panchayat Raj, Government of India)
Day 2 10 th September 11:00 AM onwards	Panchayati Development Work and importance of VAC course in the career of students (Dr. Chandershekhar Pran, Chairman of Panch permeshwer Vidypeeth)

About the Event

1st Day: - The Faculty of Law, Shree Guru Gobind Singh Tricentenary University organized orientation program on Panchayati Raj & Sensible leadership at Room no. 106, A- Block, for the students at the University. As many Faculty members of Faculty of law are present in discussion on the course related to Panchayat Raj System. The Chief guest of the program, **Padmashree Ram Bahadur Rai, Chancellor of SGT University**, discussed in detail about Panchayati Raj System in India and made everyone aware of the features of this course and this is the first effort being done by SGT University, for which he praised the University. The Guest of Honor of the program, **Shri Sunil Kumar, former secretary minister of Panchayat Raj, Government of India**, explained the need of the Panchayati Raj system and told how it can be popular among the students.

The Guest **Dr. Chandershekar Pran, Chairman of Panch permeshwer vidyapeeth** talk to student and share own experience related to panchayat development work and introduce the importance of VAC course in the career of students. The intended outcome of the understand the procedure, authority and responsibility of formation of the first level of the three-tier Panchayat system and perceive the role of Panchayat in the implementation of development and welfare schemes of the Union and State Government.

2nd Day the Faculty of Commerce & Management, Shree Guru Gobind Singh Tricentenary University organized workshop on The Panchayat Raj System at Room no. 106, A- Block, for the students of the University. As many Faculty members of Faculty of Commerce & Management are present in discussion on the course related to Panchayat Raj System.

Event Highlights









Participants Attendance: 30+ PARTICIPANTS

M. X. Handker
Signature

Event Co-ordinator(s)

Assistant Professor,
Faculty of Law
SGT University



Date: 23/08/2024

Event Report

Title of the Event: An Induction & Orientation Program for the New Batch Session of 2024-25

Organizer: Faculty of Naturopathy & Yogic Science

Event Coordinator: Ms. Nitu Sinha, Ms. Arti Sharma, Dr. Alok

Minute to Minute

Schedule for Induction & Orientation Program for BNYS Students-2024-2025

Day-1 (21/Aug/2024)

Time	Event
09:15 am	Students report at SGT Campus – Students section
10-10.30 am	Welcome Address by Dean- FNYS
10.30-11:30 am	Academic registration& admission formalities –Students section
11:30-12:30 pm	Department orientation – Dr Alok
12:30 -01 pm	Scope of Naturopathic Medicine-Dr. Sangeeth
02 03 pm	University Tour B Block- Mr. Manish University tour for BNYS students C Block,
03:4:30 pm	Students Activities 1(from DSW)

Day-2 (22/Aug/2024)

Time	Event
09.15 am	Students report to the SGT Campus
10-11 am	About the University and FNYS vision and mission – Dean FNYS
11-12 pm	Syllabus Orientation & Scholarships – Dr. Alok
12-1 pm	Outline of BNYS – Academic & Examination – Dr. Sunil
2-3 pm	University Tour C Block- Mr. Manish University tour for BNYS students
3-4:30 pm	Students Activities 2(from DSW)

Day-3 (23/Aug/2024)

Time	Event
09-3:30 pm	Excursion trip in collaboration with DSW (Mr. Arti Sharma, Mr. Nitu Sinha)

Day-4 (24/Aug/2024)

Time	Event
09.15 am	Students report to the SGT Campus
09.30-10:30 am	Introduction to Nature Cure-Dr. Sangeeth S
10:30-01 pm	D Block & Library services orientation by Mr. Mukesh, Chief Librarian, and Mr. Manish
03:4:30 pm	Students Activities 3(from DSW)

Day-5 (26/Aug/2024)

Time	Event
09:15 am	Students report to the SGT Campus
09:30-10:30 am	Introduction to Yoga Science-Mrs. Nitu Sinha
10:30-11:30 am	Academic associations and Synergy projects – Dr. Ruchika
11:30-01 pm	University tour for BNYS students- A&E Block- Mr. Manish
03:04:30 pm	Students Activities 4(from DSW)

Day-5 (27/Aug/2024)

Time	Event
09:15 am	Students report to the SGT Campus
09:30-10:30 am	Familiarization of ERP System – Hanumant Negi
10:30-11:30 am	DSW office
11:30-01 pm	Students Activities 5(from DSW)
02:03 pm	Recreational – Ms Arti
03: 04:30 pm	Physical activities & rehabilitative education & Sports Facilities in SGTU - Ms Arti

Day-6(28/Aug/2024)

Time	Event
09:15 am	Students report at the SGT Campus
9:30-10:30 am	University Facilities & Amenities – Dr Sunil
10:30-11:30 am	Highlights on creative arts and culture in SGT- Ms. Arti Sharma
11:30 am onwards	Fun and study sessions

Highlight of the Event

- **One-Week Induction & Orientation Program** organized for the new batch of 2024–25.
- **Warm Welcome by the Dean** introducing students to:
 - Vision & Mission of SGT University.
 - Academic and Examination Framework.
 - Naturopathy and Yoga Practices.
- **Campus Visit** to familiarize students with facilities.
- **Excursion Trip to Rangmanch Farm** on 23rd August 2024.
- **Participation:**
 - 40 new students.
 - 3 faculty members (Ms. Nitu Sinha, Ms. Arti Sharma, Dr. Alok).
 - 4 senior students from the 2020 batch
- **Activities at the Farm:**
 - I. Ziplining.
 - II. Folk Music.
 - III. Breakfast & Lunch.

Outcomes of the Event

- Students gained a clear understanding of university values, academic expectations, and support systems.
- Enhanced bonding among freshers and seniors through interactive sessions and outdoor activities.
- Developed confidence and a sense of belonging among new students.
- Provided experiential learning through nature and adventure activities.
- Safe and successful completion of the trip with all students returning by 3:30 PM.

Glimpses of the Event




 Gurugram, Haryana, India
 Unnamed Road, Budhera, Gurugram, Haryana 122505, India
 Lat 28.477484°
 Long 76.903205°
 24/08/24 03:34 PM GMT +05:30




 Gurugram, Haryana, India
 Unnamed Road, Budhera, Gurugram, Haryana 122505, India
 Lat 28.477522°
 Long 76.903109°
 21/08/24 03:08 PM GMT +05:30




 Gurugram, Haryana, India
 Unnamed Road, Budhera, Gurugram, Haryana 122505, India
 Lat 28.477484°
 Long 76.903205°
 24/08/24 11:26 AM GMT +05:30




 Gurugram, Haryana, India
 Unnamed Road, Budhera, Gurugram, Haryana 122505, India
 Lat 28.477484°
 Long 76.903205°
 24/08/24 12:07 PM GMT +05:30




 Gurugram, Haryana, India
 FW59+4CR, Vpo, Sadhrana Bamripur, Sadrana, Gurugram, Haryana 122505, India
 Lat 28.458027°
 Long 76.918453°
 23/08/24 09:57 AM GMT +05:30



Event Report

Date: 24 August 2024

Title of the event: DEEKSHARAMBH 2024

Organizer(s): DSW and Faculty of Physiotherapy

Venue: RANGMANCH FARMS

Chief Guests / Speakers / Resource Persons:

Highlights of the Event:

- **Warm Welcome & Academic Orientation:** The program began with a faculty meet and greet, Dean's address, and a motivational video from the Vice Chancellor. Students were introduced to the curriculum, examination policies, ERP/LMS tools, and institutional systems.
- **Holistic Development Focus:** Sessions on yoga, meditation, gender sensitization, and campus discipline promoted well-being, inclusivity, and respectful conduct.
- **Student Engagement & Campus Life:** Introduction to academic clubs, DSW activities, and Campus Life Committee encouraged participation in co-curricular and cultural life.
- **Career & Research Exposure:** Alumni talks and an expert session by Dr. Himanshu Khurana (CEO, Cognibale) offered industry insights, while the R&D briefing inspired academic innovation.
- **Recreation & Team Building:** Multiple activity sessions and an off-campus excursion to Rangmanch Farms fostered bonding, teamwork, and a vibrant start to student life.



Outcome:

The DEEKSHARAMBH 2024 event successfully facilitated a smooth academic transition for students by providing clear insights into the curriculum, examination policies, and available academic resources, enabling them to begin the session with confidence. Early interactions between faculty and students fostered strong rapport and open communication, creating a supportive learning environment. The inclusion of yoga, meditation, and gender sensitization sessions promoted mental well-being and encouraged a respectful, inclusive campus culture. Student engagement was significantly boosted through the introduction of academic clubs, committees, and Department of Student Welfare activities, motivating students to participate actively in both academic and extracurricular pursuits. Additionally, career and research awareness sessions, including alumni talks and expert lectures, inspired students to explore diverse opportunities beyond the classroom. Recreational activities and the off-campus excursion helped strengthen teamwork and peer bonding. Overall, the event laid a positive and motivating foundation for the new academic year, emphasizing holistic development and community building.