



INNOVATIVE COLLEGE OF PHARMACY

(Affiliated to Dr. APJAKTU, BTEUP - Lucknow
and Approved by PCI, New Delhi)

Faculty Development Program

PERSONALITY DEVELOPMENT



ELIGIBILITY:
All Non-Teaching Members

DURATION :
22nd November 2021 To 27th November 2021



Principal:
Dr. J. Joanofarc
Pharmacy

Coordinator:
Dr. Titiksha Sharma
Academic Director

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Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

Date:16/11/2021

Circular

All the Non-Teaching staff are hereby informed that the institute has scheduled six days FDP on "Personality Development" from 22nd November 2021 to 27th November 2021

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

Day	Date	Time	Topic	Resource Person
1	22/11/2021	12 PM-1PM 1 PM -3 PM	Inauguration Self-awareness and Self-management	Mr. Manas Ranjan Rout
2	23/11/2021	2 PM to 3:30 PM	Effective Communication	Mr. Hemant Chamoli
3	24/11/2021	2 PM to 3:30 PM	Interpersonal Skills	Mr. Suraj Gupta
4	25/11/2021	2 PM to 3:30 PM	Leadership Skills	Dr. Akansha Sharma
5	26/11/2021	2 PM to 3:30 PM	Time Management and Productivity	Dr. S. Kumar
6	27/11/2021	2 PM to 3:30 PM	Professional Etiquette and Ethics	Dr. Jamal Beig

All the Non-Teaching staff are requested to attend the sessions.

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

All are requested to comply with the instructions.

**Copy to:-
Chairman
All Department Heads
IQAC**





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Report on Faculty Development Program
Organized by
INNOVATIVE COLLEGE OF PHARMACY
on
"Personality Development"
(Period- 22nd November 2021 to 27th November 2021)

INTRODUCTION

Personality development is a lifelong process that encompasses various aspects of our lives, including our behavior, thoughts, emotions, and interactions with others. It goes beyond mere superficial changes and focuses on nurturing qualities that can positively impact both personal and professional aspects of our lives.

In this program, we will explore essential skills and techniques that will help you enhance your personal effectiveness, build stronger relationships, and achieve greater success in your endeavors. From improving communication skills to developing emotional intelligence and fostering resilience, each session is designed to equip you with practical tools that you can apply in your daily life.





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PURPOSE

The purpose of a Personality Development program is to empower individuals with the skills, insights, and attitudes necessary for personal and professional growth. Through self-awareness exercises, skill-building workshops, and experiential learning, participants enhance their communication abilities, emotional intelligence, and leadership qualities. The program aims to foster a deeper understanding of one's strengths and weaknesses, promote resilience, and cultivate a positive mindset conducive to achieving personal goals and navigating professional challenges. By fostering a culture of continuous learning and self-improvement, it equips individuals to thrive in diverse environments, contribute effectively to teams, and lead fulfilling lives both personally and within their professional endeavors.

PROGRAM OVERVIEW

The Personality Development program is designed to empower participants with essential skills and insights that foster personal growth and professional success. Throughout the program, participants will engage in a series of interactive workshops and activities aimed at enhancing self-awareness, improving communication, developing emotional intelligence, and building effective interpersonal relationships. Key topics include understanding personal strengths and weaknesses, cultivating resilience, managing stress, and setting achievable goals. Participants will also explore techniques for enhancing professionalism, adapting to change, and promoting a positive work culture. By the end of the program, participants will have gained practical tools and strategies to confidently navigate challenges, maximize their potential, and contribute positively to their teams and organizations.





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The day-wise FDP program is as under :

Day	Date	Time	Topic	Resource Person
1	22/11/2021	12 PM-1PM 1 PM -3 PM	Inauguration Self-awareness and Self- management	Mr. Manas Ranjan Rout
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4	25/11/2021	2 PM to 3:30 PM	Leadership Skills	Dr. Akansha Sharma
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6	27/11/2021	2 PM to 3:30 PM	Professional Etiquette and Ethics	Dr. Jamal Beig





DAY-WISE REPORT

A six-day Faculty Development Programme was organized in the institute from **22nd November 2021 to 27th November 2021**

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



Session Topic: Self-awareness and Self-management

Timing: 12 PM to 3 PM

Resource Person: Mr. Manas Ranjan Rout

The first day of the Programme commenced with the **formal welcome** of the Resource Person **Mr. Manas Ranjan Rout** and all

participants by Principal **Dr. J.Joanofarc**

In our Self-awareness and Self-management session designed for non-teaching staff within the Faculty Development Program (FDP), we aim to delve deeply into understanding and enhancing these critical aspects of personal development. The session begins with an introduction highlighting the significance of self-awareness in recognizing personal strengths, weaknesses, emotions, and behaviors that impact workplace interactions and overall effectiveness. Participants will engage in reflective exercises and discussions to identify their own areas for growth and improvement. Moving into self-management, we explore practical strategies such as goal-setting, time management techniques, and stress management practices to foster better decision-making and goal achievement. Throughout the session, emphasis is placed on interactive activities, including group discussions and case studies, aimed at applying learned concepts to real-life scenarios.





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By the session's conclusion, participants will have gained valuable insights and tools to cultivate self-awareness, manage emotions effectively, and enhance personal and professional efficacy in their roles within the institution.



Session Topic: Effective Communication

Timing: 2 PM to 3:30 PM

Resource Person: Mr. Hemant Chamoli

In our Effective Communication session designed for non-teaching staff as part of the Faculty Development Program (FDP), we focus on equipping participants with essential skills to enhance workplace interactions and professional relationships. The session begins by emphasizing the importance of effective communication in fostering a collaborative and productive work environment. We explore various aspects of communication, including verbal and non-verbal cues, active listening techniques, and the nuances of assertive communication. Practical exercises and role-playing scenarios allow participants to practice and refine their communication skills in a supportive setting. Additionally, we address communication barriers and strategies to overcome them, such as clarity in messaging and adapting communication styles to different audiences. By the end of the session, participants will have gained practical insights and tools to communicate more effectively, build rapport with colleagues and stakeholders, and contribute positively to their teams and the organization as a whole.





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Session Topic: Interpersonal Skills

Timing: 2 PM to 3:30 PM

Resource Person: Mr. Suraj Gupta

In our Interpersonal Skills session designed for non-teaching staff as part of the Faculty Development Program (FDP), we aim to cultivate essential abilities that foster effective communication and collaboration in the workplace. The session begins by emphasizing the significance of interpersonal skills in building strong relationships, resolving conflicts, and enhancing teamwork. Participants will explore key aspects such as active listening, empathy, and non-verbal communication to better understand and connect with colleagues and stakeholders. Practical exercises and role-playing scenarios provide opportunities for participants to apply learned techniques in real-world contexts, thereby strengthening their interpersonal competencies. Additionally, we discuss strategies for constructive feedback, conflict resolution, and building a supportive work culture. By the end of the session, participants will have developed practical skills and gained insights to foster positive relationships, contribute effectively to team dynamics, and promote a cohesive and productive work environment.





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Session Topic: Leadership Skills

Timing: 2 PM to 3:30 PM

Resource Person: Dr. Akansha Sharma

In this informative session, Dr. Akansha Sharma, our esteemed resource person, provided invaluable insights and delve into essential aspects of academic leadership. We'll begin by defining leadership within an academic context and exploring various leadership styles, from democratic to transformational. Communication strategies, including active listening and effective feedback mechanisms, will be emphasized, alongside techniques for fostering collaboration and resolving conflicts within teams. Decision-making processes and strategies for handling difficult decisions will be discussed, followed by motivational techniques and empowerment through delegation. Ethical considerations in academic leadership, change management strategies, and personal development through self-reflection will round out our exploration. Practical exercises, case studies, and interactive discussions will ensure participants leave equipped with actionable insights and a personalized leadership development plan.





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Day 5
26/11/2021

Session Topic: Time Management and Productivity

Timing: 2 PM to 3:30 PM

Resource Person: Dr. S. Kumar

In our Time Management and Productivity session designed for non-teaching staff as part of the Faculty Development Program (FDP), we address essential strategies and techniques to optimize efficiency and effectiveness in daily tasks and responsibilities. The session begins by highlighting the importance of effective time management in achieving personal and organizational goals. Participants will learn practical tools such as prioritization techniques, task delegation strategies, and goal-setting methods like SMART goals. We explore ways to identify and eliminate time-wasting activities, improve focus and concentration, and maintain work-life balance. Practical exercises and case studies allow participants to apply these concepts to their own roles and challenges, fostering a proactive approach to managing workload and deadlines. By the end of the session, participants will have gained practical skills and insights to enhance productivity, meet deadlines more effectively, and achieve greater balance between professional and personal responsibilities.





Session Topic: Professional Etiquette and Ethics

Timing: 2 PM to 3:30 PM

Resource Person: Dr. Jamal Beig

In our Professional Etiquette and Ethics session designed for non-teaching staff as part of the Faculty Development Program (FDP), we focus on cultivating behaviors and principles that promote professionalism, integrity, and respect in the workplace. The session begins by defining professional etiquette and ethics, emphasizing their importance in building trust with colleagues, students, and stakeholders. Participants will explore topics such as workplace demeanor, dress codes, punctuality, and appropriate communication in various contexts. We discuss ethical decision-making frameworks and scenarios to guide participants in navigating complex situations with integrity and fairness. Practical exercises and role-playing activities provide opportunities for participants to apply these principles in real-world scenarios, reinforcing their understanding and application of professional conduct. By the end of the session, participants will have enhanced their awareness of professional standards, developed skills to uphold ethical behavior, and contributed to a positive and harmonious work environment.

Throughout the session, we encourage active participation and discussion. Please feel free to ask questions, share your experiences, and discuss any concerns you may have regarding vigilance or disciplinary procedures. By the end of this session, our goal is for you to feel confident and empowered to uphold ethical standards, maintain vigilance in your daily activities, and contribute positively to our institution's culture of integrity and accountability.





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ATTENDANCE LIST OF THE PARTICIPANTS

S.No.	Name of the Participants	Signature
1	Mr. Dharmendra	
2	Mr. Keshav	
3	Mr. Kuldeep Tomar	
4	Mr. Abhay Kumar	
5	Jitender	
6	Monu	
7	Bablu	
8	Mr. Vijay	
9	Mr. Vikrant Pur	
10	Ms. Manisha	
11	Ms. Sakshi Chauhan	
12	Ms. Jyoti	
13	Mr. Satender Singh	
14	Ramesh	





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on**

"Personality Development"

FEEDBACK FORM

Thank you for participating in our Faculty Development Program (FDP) on Ethical Dimensions in Research and Professional Integrity. Your feedback is invaluable to us as we strive to continuously improve our programs. Please take a moment to share your thoughts by completing the following feedback form:

1. How satisfied were you with the FDP overall?
 - Extremely satisfied
 - Very satisfied
 - Somewhat satisfied
 - Not satisfied
2. Were the topics covered in the FDP relevant to your role as a teaching staff member?
 - Yes
 - No
 - Somewhat





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3. How would you rate the quality of the content presented during the FDP?
 - Excellent
 - Good
 - Fair
 - Poor

4. Were the sessions engaging and interactive?
 - Yes, very much
 - Somewhat
 - Not really

5. Do you feel that you acquired new knowledge or skills related to ethical dimensions in research and professional integrity?
 - Yes
 - No
 - Partially

6. How effective were the facilitators/resource persons in delivering the content?
 - Extremely effective
 - Effective
 - Somewhat effective
 - Not effective

7. How would you rate the organization and logistics of the FDP?
 - Excellent
 - Good
 - Fair





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- Poor

8. Do you have any suggestions for improving future FDPs on similar topics?

Thank you for taking the time to provide your feedback. Your input will help us enhance future iterations of the FDP and better meet the needs of our teaching staff.

Sincerely,

[INNOVATIVE COLLEGE OF PHARMACY]





Test Questions for all Day Sessions

Result Analysis : 90% of participants felt that the session was excellent and/or 10%. It was a very good session.

1. **Yes or No:** Should non-teaching staff members report any suspicion of misconduct, even if they are not certain?
2. **Yes or No:** Is it acceptable for non-teaching staff to handle disciplinary matters without involving their supervisors or relevant authorities?
3. **Yes or No:** Should non-teaching staff members respect the confidentiality of any investigative process they are involved in?
4. **Yes or No:** Is it permissible to ignore potential conflicts of interest when participating in disciplinary proceedings?
5. **Yes or No:** Should non-teaching staff members disclose any personal or professional relationships that could influence their impartiality in disciplinary matters?
6. **Yes or No:** Should non-teaching staff members receive formal training on administrative vigilance and disciplinary procedures to effectively fulfill their roles?
7. **Yes or No:** Is it appropriate for non-teaching staff members to intervene directly in situations of suspected misconduct, or should they always report to higher authorities?
8. **Yes or No:** Should non-teaching staff members refrain from discussing ongoing disciplinary cases with colleagues to avoid compromising the integrity of the





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process?

9. **Yes or No:** Should non-teaching staff members be aware of the consequences of making false accusations or spreading rumors about misconduct?

10. **Yes or No:** Is it the responsibility of non-teaching staff members to actively promote a culture of integrity and ethical behavior within their department or team?

