



# INNOVATIVE COLLEGE OF PHARMACY

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

## Faculty Development Program

### MANAGEMENT CAPACITY ENHANCEMENT TRAINING PROGRAM

**ELIGIBILITY:**  
All Non-Teaching Members

**DURATION :**  
1st July 2022 to 6th July 2022



**Principal:**  
Dr. J. Joanofarc  
Pharmacy

**Coordinator:**  
Dr. Titiksha Sharma  
Academic Director

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# INNOVATIVE COLLEGE OF PHARMACY

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

**Date:28/06/2022**

## Circular

All the Non-Teaching staff are hereby informed that the institute has scheduled six days **FDP** on "**Management Capacity Enhancement Training Program for Non-Teaching Officers and Staff**" from **1<sup>st</sup> July 2022 to 6<sup>th</sup> July 2022** .

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

Day	Date	Time	Topic	Resource Person
1	01/07/2022	12PM-1 PM 1PM -3 PM	Inauguration Organizational Behavior in Organizations	Dr. Ravinder Kumar
2	02/07/2022	2 PM to 3:30 PM	Library Management	Dr. S. Kumar
3	03/07/2022	2 PM to 3:30 PM	Work Etiquette, Ethics and Values	Mr. Kumar Srivastava
4	04/07/2022	2 PM to 3:30 PM	Leadership Skills	Dr. Sunil Thakur
5	05/07/2022	2 PM to 3:30 PM	Fundamental Rules/Establishment Rules	Dr. Divya Bohra
6	06/07/2022	2 PM to 3:30 PM	Administrative Vigilance/ Disciplinary Procedures	Dheeraj Gupta

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**

**"Management Capacity Enhancement Training Program for Non-Teaching  
Officers and Staff"**

**(Period- 1st July 2022 to 6th July 2022)**

## INTRODUCTION

The Management Capacity Enhancement Training Program for Non-Teaching Officers and Staff aims to equip participants with essential skills and knowledge to excel in their administrative roles within the organization. Designed to address the specific needs and challenges faced by non-teaching personnel, the program focuses on areas such as effective communication, strategic planning, resource management, and leadership development.

Through interactive workshops, case studies, and practical exercises, participants will gain insights into best practices and innovative approaches, enhancing their ability to contribute effectively to organizational goals and foster a culture of continuous improvement.





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## PURPOSE

The purpose of the Management Capacity Enhancement Training Program for Non-Teaching Officers and Staff is multifaceted. Firstly, it aims to equip participants with the necessary skills and knowledge to enhance their effectiveness in administrative roles within the organization. By focusing on areas such as communication, leadership, strategic planning, and resource management, the program seeks to empower non-teaching personnel to handle their responsibilities more efficiently and confidently.

## PROGRAM OVERVIEW

The Management Capacity Enhancement Training Program for Non-Teaching Officers and Staff is a comprehensive initiative designed to elevate the professional capabilities of participants in administrative roles within our organization.

Through a blend of theoretical learning and practical application, participants will acquire the skills needed to navigate challenges, enhance efficiency, and contribute more effectively to the overall mission and objectives of our institution. This program aims not only to develop individual competencies but also to cultivate a stronger, more cohesive administrative team capable of meeting and exceeding organizational goals.





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The day-wise FDP program is as under :

Day	Date	Time	Topic	Resource Person
1	01/07/2022	12PM-1 PM 1PM -3 PM	Inauguration Organizational Behavior in Organizations	Dr. Ravinder Kumar
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## DAY-WISE REPORT

A six-day Faculty Development Programme was organized in the institute from **1<sup>st</sup> July 2022 to 6<sup>th</sup> July 2022.**

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



**Session Topic: Inauguration and Organizational Behavior in Organizations**

**Timing: 12 PM to 3 PM**

**Resource Person: Dr. Ravinder Kumar**

The first day of the Programme commenced with the **formal welcome** of the Resource Person Dr. Ravinder Kumar and all participants by Principal **Dr.J.Joanofarc.**

Dr. Ravinder Kumar, our esteemed resource person, provided valuable insights into The Organizational Behavior session within the Management Capacity Enhancement Training Program for Non-Teaching Officers and Staff delves into the dynamics that influence how individuals and groups behave within an organizational context. This session explores key concepts such as motivation, communication, leadership styles, group dynamics, and organizational culture.

Participants gain insights into understanding their own behavior and that of their colleagues, which helps in fostering better relationships and collaboration within the workplace. The session also addresses topics like decision-making processes, conflict resolution techniques, and the impact of organizational structure on behavi





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**Session Topic: Library Management**

**Timing: 2 PM to 3:30 PM**

**Resource Person: Dr. S. Kumar**

The Library Management session, featuring a guest speaker, provides essential insights into effective library administration for non-teaching officers and staff. Covering topics such as collection development, information literacy, digital libraries, user services, and budgeting, the session equips participants with practical strategies and best practices. Guest speakers, typically seasoned professionals in library science, offer real-world examples and current trends, empowering attendees to enhance library operations, support educational goals, and optimize user experience within their institutional context.

Lastly, fostering collaboration and networking among participants is beneficial. This can facilitate the sharing of experiences, best practices, and ongoing support beyond the structured program sessions. By carefully considering these elements, organizers can create a robust and impactful FDP that equips non-teaching staff with the skills and knowledge necessary for effective library management.





**Session Topic: Work Etiquette, Ethics and Values**

**Timing: 2 PM to 3:30 PM**

**Resource Person: Mr. Kumar Srivastava**

In this enlightening session, Mr. Kumar Srivastava, our distinguished resource person, emphasized the critical role of reflection in the research process. Mr. Kumar Srivastava guided participants through an exploration of the importance of reflective practice in enhancing the quality and integrity of research endeavors.

The session commenced with an overview of the concept of reflection and its significance in the context of academic research. Mr. Kumar Srivastava underscored the transformative power of reflection in fostering deeper understanding, critical thinking, and personal growth among researchers.

The session should cover foundational topics such as professionalism in behavior, attire, and communication, as well as the significance of time management and punctuality. Ethical considerations, including principles guiding decision-making, conflict resolution, and maintaining confidentiality, are crucial areas to explore. Aligning personal values with organizational goals and promoting inclusivity and respect are also key components to address.







**Session Topic: Leadership Skills**

**Timing: 2 PM to 3:30 PM**

**Resource Person: Dr. Sunil Thakur**

In this informative session, Dr. Sunil Thakur, 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.





**Session Topic: Fundamental Rules/Establishment Rules**

**Timing: 2 PM to 3:30 PM**

**Resource Person: Dr. Divya Bohra**

In this engaging session, Dr. Divya Bohra, our esteemed resource person, facilitated a dynamic research discussion about Fundamental Rules/Establishment Rules.

Our session on Fundamental Rules or Establishment Rules is designed specifically for non-teaching staff to deepen their understanding of the foundational principles governing our institution. We will explore the core guidelines and regulations that shape organizational structure and operations, emphasizing their importance in maintaining consistency and integrity. Topics will include an overview of key establishment rules, such as governance principles, ethical standards, and operational protocols relevant to administrative functions. Practical examples and case studies will illustrate how adherence to these rules supports effective decision-making and operational efficiency. Interactive discussions will provide opportunities for participants to reflect on how these rules impact their roles and contribute to the overall mission of our institution. By the end of the session, participants will have a clearer understanding of how fundamental rules guide our organizational practices and their role in upholding institutional values.

They also discuss over topics such as effective communication strategies in a university setting, customer service excellence tailored to student and faculty needs, time management techniques to optimize workflow efficiency, and understanding





the academic ecosystem to better support faculty and students alike. Practical workshops and interactive discussions will provide opportunities for skill application and sharing of best practices. By the end of the session, participants will have gained valuable insights and tools to enhance their roles and contribute positively to our institution's mission."



**Session Topic: Administrative Vigilance/  
Disciplinary Procedures**

**Timing: 2 PM to 3:30 PM**

**Resource Person: Dheeraj Gupta**

During this session, they delve into the crucial aspects of administrative vigilance and disciplinary procedures tailored specifically for our non-teaching staff. Administrative vigilance forms the bedrock of organizational integrity, ensuring that our institution operates with transparency and efficiency. It encompasses both preventive measures to deter misconduct and responsive actions when breaches occur. Understanding disciplinary procedures is equally vital, outlining the steps from initiation to resolution, empowering our staff to navigate challenges with clarity and fairness. Together, we will explore case studies, discuss ethical considerations, and clarify roles in upholding vigilance standards, fostering a robust culture of compliance and accountability within our diverse departments.

Furthermore, they explore disciplinary procedures in detail, outlining the steps involved from the initiation of an inquiry to the final decision and potential appeals





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process. It's essential for all staff members to have a clear understanding of these procedures to ensure fairness and consistency in handling disciplinary matters.

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 Participant	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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Officers and Staff"**

## 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





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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 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?

