

6.3.3 Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year: 2				
Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants	
19-11-2024 to 23-11-2024	Effective Mentor-Mentee Relationships		20	
17-12-2024 to 21-12-2024		Work Ethics for Non-Teaching Staff	10	

Five-day Faculty Development Programme

on MENTOR-MENTEE RELATIONSHIP



Important Dates

Last Date of Registration: 7 Nov 2024

Duration: Nov 12- Nov 16, 2024

Timings: 9 am to 2:00 pm

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT) is a premier institution in Punjab with a proud 25-year legacy of nurturing leaders in management and technology. Located in the vibrant tri-city area, GJIMT is dedicated to providing a dynamic educational environment that fosters innovation and growth.

Educational Excellence

Affiliated with I.K. Gujral Punjab Technical University, GJIMT offers a comprehensive range of programs, including undergraduate, postgraduate, and doctoral degrees.

Industry Connections

With strong ties to industry leaders, GJIMT boasts an impressive placement record, with graduates securing positions at top companies like Google, Microsoft, and many others. Our emphasis on practical learning and internships equips students with the skills needed to thrive in their careers.

ABOUT THE PROGRAMME

Day 1: Introduction to the Mentor-Mentee Relationship

- Building trust and rapport with mentees.
- Setting clear expectations from the outset.
- Mentor responsibilities vs. Mentee responsibilities

Day 2 : Skills for Effective Mentoring

- Verbal and non-verbal communication in mentorship.
- Techniques for effective feedback.
- Creating an open and supportive environment for dialogue

Day 3: Challenges in Mentoring and How to overcome Them

- Differentiating between coaching, counseling, and mentoring.

- Using questioning techniques to help mentees find solutions.

- Building resilience and self-confidence in mentees

Day 4: Strategies for Fostering a Positive Mentor-Mentee Relationship

- Creating personalized development plans.
- Supporting mentees in navigating career paths and skill development

Day 5: Monitoring, Evaluating, and Improving the Mentoring Program

- Tools for monitoring mentee progress.
- Methods for gathering feedback from mentees and mentors

Coordinator:
Prof (Dr.) Neeraj Sharma,
Dean Academic GJIMT
Co-coordinator: **Dr. Iram Khan**
Assistant Professor, Dept. of Mgt. & Comm.

Organized by
Gian Jyoti Institute of Management and Technology
Phase 2, Mohali, Sector 54, Chandigarh 160055

Contact:
0172-2264566
Email: fdp@gjimt.ac.in

This 5-day FDP program covers a comprehensive range of topics to prepare faculty for mentoring roles and help them foster effective, long-lasting mentor-mentee relationships.

RESOURCE PERSON

1. Dr. Karminder Ghuman is a renowned educator, corporate trainer, consultant, and institution builder with a rich expertise in the fields of marketing, management, and mentoring. Currently serving as the Chief Coordinator at Thapar University, Patiala, Dr. Ghuman has spent over two decades contributing to the development of higher education, specializing in the design and execution of effective mentoring programs. Dr. Ghuman is the author of the highly acclaimed book "Effective Mentoring: Seven Steps to Design & Manage Student Mentoring Programme," which offers an actionable framework for creating successful mentor- mentee relationships that foster growth, both personally and professionally. His background in corporate training, coupled with his research and consulting experience, has allowed him to work with numerous academic institutions, corporations, and individuals, helping them to build effective mentoring cultures that align with their organizational goals.

2. Dr. Neeraj Sharma is the Dean of Academics at Gian Jyoti Institute of Management and Technology (GJIMT), a leading institution in the field of management and technology education. With a distinguished academic career and vast experience in the higher education sector, Dr. Sharma has been at the forefront of shaping academic curricula, faculty development, and student success strategies at GJIMT.

Objective of the Programme:

By attending this programme participants will be able to

- Understand the fundamentals of effective mentor- mentee relationships.
- Learn how to set clear, achievable goals for mentoring.
- Develop skills to design and implement a structured mentoring program.
- Enhance communication and feedback techniques within mentoring relationships.
- Build strategies to foster a mentoring culture in academic institutions.
- Apply practical mentoring concepts through case studies and role-playing exercises

Certification: PParticipants who attend all program sessions will be awarded certificate of participation.

Chief Patron
Mr. J. S. Bedi.
(Chairman, GJIMT)

Patron
Dr. Aneet Bedi
(Director, GJIMT)

Organizing Committee Members

- **Dr Nibha Pratap**, Assistant Professor, Deptt of Management
- **Dr. Tarandeep Singh** Associate Professor, Dept. of Computer Applicatio

Registration Form

Faculty Development Programme on MENTOR-MENTEE RELATIONSHIP

Name : Designation :

Institute :

Department:..... Address :

Whatsapp No:Date:..... Place:

Category : Faculty/ Researchers/ others

Signature of the Participant

For more you can visit
www.gjimt.ac.in

Registration Fee : Rs 2000
Registration is MUST

Last Date of Registration:
7th Nov 2024

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Chief Patron

Mr. J. S. Bedi.
(Chairman, GJIMT)

Patron

Dr. Aneet Bedi
(Director, GJIMT)

Organizing Committee Members

- **Dr Nibha Pratap**, Assistant Professor, Deptt of Management
- **Dr. Tarandeep Singh** Associate Professor, Dept. of Computer Applicatio

Registration Form

Faculty Development Programme on MENTOR-MENTEE RELATIONSHIP

Name : Designation :

Institute :

Department:..... Address :

.....

Whatsapp No: Date: Place:

Category : Faculty/ Researchers/ others

Signature of the Participant

For more you can visit
www.gjimt.ac.in

Registration Fee : Rs 2000
Registration is MUST

Last Date of Registration:
7th Nov 2024



GIANJYOTI
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Institute of Management
and Technology

Ref. No.

Date: 15.10.2024

INTRA-OFFICE MEMO

To: Dr. Iram Khan

From: Director

Subject: Organization of FDP on Effective Mentor-Mentee Relationships

Dear Dr. Iram Khan,

You are requested to organize a Faculty Development Programme (FDP) on the theme "Effective Mentor-Mentee Relationships" from November 19 to 23, 2024.

Kindly plan and coordinate all aspects of the program, including session design, identification of resource persons, scheduling, and necessary logistical arrangements. Please liaise with the Skill Development Cell to ensure the smooth conduct of the FDP.

We look forward to a meaningful and enriching program for our faculty.

Best regards,

DIRECTOR





Ref. No. GJ/2024/040A

Date: Nov 4 2024

NOTICE

Five-Day Faculty Development Program (FDP) on 'Effective Mentor-Mentee Relationship'

Gian Jyoti Institute of Management and Technology (GJIMT) is pleased to announce a Five-Day Faculty Development Program (FDP) on 'Effective Mentor-Mentee Relationship', scheduled to be conducted from November 19-23, 2024. This FDP aims to provide faculty members with essential mentoring skills to cultivate effective mentor-mentee relationships, thereby contributing to academic and professional growth.

Program Objectives:

- To understand the roles and responsibilities of mentors and mentees.
- To develop effective communication strategies in mentoring.
- To build trust and motivation within mentoring relationships.
- To address conflict resolution strategies in mentorship.
- To examine case studies and best practices in mentoring.

Target Audience:

This FDP is designed for faculty members, academic mentors, and professionals seeking to enhance their mentoring competencies.

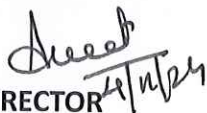
Registration Details:

- Last Date for Registration: November 14, 2024
- Venue: Conference Room, GJIMT

For further inquiries, please contact:

- Email: fdp@gjimt.ac.in
- Phone: 99144-33199

Your participation in this program is highly valued. We look forward to your presence.


DIRECTOR

Cc

- Dean (Academics)
- Department Heads
- All Notice Boards



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Institute of Management
and Technology

ATTENDANCE SHEET

Five-Day Faculty Development Program (FDP) on
“Effective Mentor-Mentee Relationship”

Date: November 19 – 23, 2024

Venue: Conference Room

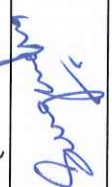
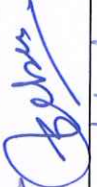
S. No.	Name of Participant	Designation	Department	19 Nov	20 Nov	21 Nov	22 Nov	23 Nov
1.	Dr. Aneet Bedi	Professor	Management and Commerce					
2.	Dr. Nibha Partap	Assistant Professor	Management and Commerce					
3.	Dr. Siddhartha Shyam Vyas	Associate Professor	Computer Applications					
4.	Dr. Sneha Sharma	Associate Professor	Management and Commerce					
5.	Mr. Balwant Singh	Assistant Professor	Computer Applications					
6.	Mr. Harmanjot Singh	Assistant Professor	Management and Commerce					
7.	Mr. Jaspreet Singh	Assistant Professor	Computer Applications					



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and Technology

S. No.	Name of Participant	Designation	Department	19 Nov	20 Nov	21 Nov	22 Nov	23 Nov
8.	Mr. Shami Singh Bhatia	Assistant Professor	Management and Commerce					
9.	Mr. Uma Shankar	Assistant Professor	Computer Applications					
10.	Ms. Bhawanpreet Kaur	Assistant Professor	Management and Commerce					
11.	Ms. Jaspreet Kaur	Assistant Professor	Computer Applications					
12.	Ms. Jyoti	Assistant Professor	Computer Applications					
13.	Ms. Manjit Kaur	Assistant Professor	Management and Commerce					
14.	Ms. Narender Kaur	Assistant Professor	Management and Commerce					
15.	Ms. Simrat	Assistant Professor	Management and Commerce					
16.	Ms. Sudha	Assistant Professor	Computer Applications					
17.	Ms. Sudha Sharma	Assistant Professor	Management and Commerce					

S. No.	Name of Participant	Designation	Department	19 Nov	20 Nov	21 Nov	22 Nov	23 Nov
18.	Ms. Sugandha Sharma	Assistant Professor	Management and Commerce					
19.	Ms. Zeba	Assistant Professor	Computer Applications					
20.	Prof. Gurdeep Singh	Professor	Management and Commerce	-				


Coordinator:
 (Signature & Name)

DETAILED REPORT

Five-Day Faculty Development Program (FDP) on 'Effective Mentor-Mentee Relationship'

Organized by: Skill Development Cell

Dates: November 19–23, 2024

Venue: Conference Room, GJIMT

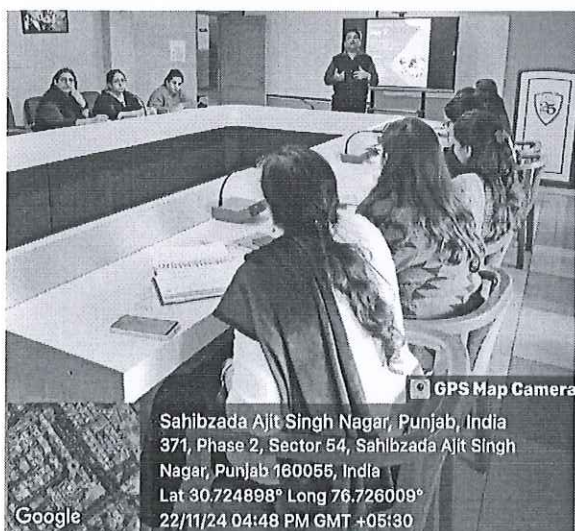
Participants: Faculty members, academic mentors, and professionals

The GJIMT Skill Development Cell organized a Five-Day Faculty Development Program (FDP) on the theme '*Effective Mentor-Mentee Relationship*' from November 19 to 23, 2024. This program was designed to equip faculty members with essential mentoring skills to support the academic, emotional, and professional growth of students.

Objectives of the Program:

The primary objectives of the FDP were:

- To understand the roles and responsibilities of mentors and mentees in academic settings
- To develop effective communication strategies for mentoring interactions
- To learn how to build trust, empathy, and motivation within mentoring relationships
- To address conflict resolution techniques relevant to mentor-mentee dynamics
- To explore case studies and best practices from diverse educational institutions



Faculty members engaging in skill-building during the Five-Day FDP on 'Effective Mentor-Mentee Relationship' at GJIMT

Program Highlights:

- **Expert Sessions:** Each day of the FDP included sessions conducted by experienced educators, counselors, and mentoring practitioners who shared insights into creating impactful mentoring environments.
- **Interactive Workshops:** Faculty members engaged in hands-on activities, simulations, and role-plays designed to reflect real-world mentor-mentee challenges.
- **Case Study Discussions:** Practical case studies were analyzed in groups to help participants identify challenges, strategies, and solutions in mentoring relationships.
- **Peer Networking:** The program also served as a platform for faculty members across departments to share mentoring experiences, build support networks, and collaborate on future mentoring initiatives.

Expected Outcomes:

By the end of the five-day program, participants had:

- Gained clarity on mentoring roles and expectations
- Improved interpersonal and mentoring communication skills
- Been equipped with tools to manage conflicts and sensitive issues
- Learned to apply concepts to real-life academic mentoring scenarios
- Contributed to promoting a more inclusive, supportive, and growth-oriented campus culture.

CERTIFICATE

OF PARTICIPATION

This is to certify that

Name, Designation, Institute

has attended 5 Day FDP on
"Effective Mentor-Mentee Relationships" organized by GJIMT from
November 19 - 23 2024

Mr. J. S. Bedi
Chairman



Dr. Aneet Bedi
Director



CERTIFICATE RECORD

Five-Day Faculty Development Program (FDP) on
'Effective Mentor-Mentee Relationship'

Date: Nov 19-23 2024

Time: 9:00 am – 5:00 pm

Number of Participants: 20

S. No.	Name of Participant	Certificate Number
1.	Dr. Aneet Bedi	GJIMT/2024/FDP1/001
2.	Dr. Nibha Partap	GJIMT/2024/FDP1/002
3.	Dr. Siddhartha ShyamVyas	GJIMT/2024/FDP1/003
4.	Dr. Sneha Sharma	GJIMT/2024/FDP1/004
5.	Mr. Balwant Singh	GJIMT/2024/FDP1/005
6.	Mr. Harmanjot Singh	GJIMT/2024/FDP1/006
7.	Mr. Jaspreet Singh	GJIMT/2024/FDP1/007
8.	Mr. Shami Singh Bhatia	GJIMT/2024/FDP1/008
9.	Mr. Uma Shankar	GJIMT/2024/FDP1/009
10.	Ms. Bhawanpreet Kaur	GJIMT/2024/FDP1/010
11.	Ms. Jaspreet Kaur	GJIMT/2024/FDP1/011
12.	Ms. Jyoti	GJIMT/2024/FDP1/012
13.	Ms. Manjit Kaur	GJIMT/2024/FDP1/013
14.	Ms. Narender Kaur	GJIMT/2024/FDP1/014
15.	Ms. Simrat	GJIMT/2024/FDP1/015
16.	Ms. Sudha	GJIMT/2024/FDP1/016
17.	Ms. Sudha Sharma	GJIMT/2024/FDP1/017
18.	Ms. Sugandha Sharma	GJIMT/2024/FDP1/018
19.	Ms. Zeba	GJIMT/2024/FDP1/019
20.	Prof. Gurdeepak Singh	GJIMT/2024/FDP1/020

COORDINATOR

Administrative Training Programme
on
Work Ethics

Dec 17-21, 2024

Registration Form

Name:-

Designation:-

Institute:

Department:.....

Address:.....

Whatsapp No:

Signature of the Participant

Date:..... Place:

Category: Administrative Staff/ others

For more you can visit www.gjimt.ac.in.

- **Registration Fee is Rs 450 for outsiders**

Last Date of Registration: 14 December 2024

Register before seats are filled up..

Hurry Up.....



**Five-day
Administrative Training
Programme
on
Work Ethics**



December 17-21, 2024



Coordinator: Dr. Bushra S.P. Singh
Assistant Professor, Dept. of Management & Commerce
Organized by

Gian Jyoti Institute of Management and Technology
Phase 2, Mohali, Sector 54, Chandigarh 160055

Objectives of the Programme:

By attending this programme participants will be able to

- To develop a comprehensive understanding of professional work ethics and their significance.
- To enhance ethical decision-making and leadership skills.
- To foster effective communication and build trust within teams.
- To equip participants with strategies for resolving conflicts and promoting an ethical workplace culture.
- To enable participants to create sustainable frameworks for maintaining workplace integrity.

Certification: Participants who attend all program sessions will be awarded certificate of participation.

Chief Patron

Mr. J. S. Bedi.
(Chairman, GJIMT)

Patron

Dr. Aneet Bedi
(Director, GJIMT)

Organizing Committee Members

- **Ms. Sudha Sharma**, Assistant Professor, Department of Computer Application
- **Mr. Naresh Thakur**, Assistant Professor, Dept. of Management & Commerce

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT), Mohali, established in 1998, is a premier institution in Punjab known for its 25-year legacy in shaping leaders in management and technology. Located in the heart of the tri-city, GJIMT offers a dynamic educational environment with modern facilities, a student-centric curriculum, and strong industry connections. Affiliated with I.K. Gujral Punjab Technical University, the institute provides undergraduate, postgraduate, and doctoral programs, and is renowned for its rigorous academic standards and excellent placement record, including top companies like Google and Microsoft.

Vision & Mission:

Vision: "To be a premier institute recognized globally for academic excellence and innovative research in management and technology."

Mission:

- To deliver quality education through innovative teaching methods.
- To foster research, innovation, and entrepreneurship.
- To instill ethical values and leadership qualities in students.
- To create a skilled workforce that meets global industry standards

OUT THE PROGRAMME

Programme Schedule

Day 1: Foundations of Work Ethics

- Introduction to the importance of work ethics in professional settings.

- Exploring ethical principles and their practical application.

- Case studies on real-world ethical dilemmas.

- Activities: Group discussions and interactive role-playing.

Day 2: Leadership and Ethical Decision-Making

- Understanding the role of leaders in fostering ethical behavior.

- Ethical frameworks for decision-making.

- Balancing personal values with organizational goals.

- Activities: Ethical leadership games and team problem-solving.

Day 3: Communication and Workplace Integrity

- Techniques for transparent and effective communication.

- Building trust and credibility within teams.

- Addressing and managing unethical behaviors.

- Activities: Workshops and interactive role-play scenarios.

Day 4: Conflict Resolution and Ethical Culture

- Identifying and addressing workplace conflicts ethically.

- Strategies for creating and maintaining an ethical workplace culture.

- Promoting a shared vision of integrity within teams.

- Activities: Mediation role-plays and collaborative brainstorming.

Day 5: Sustaining Work Ethics in the Long Run

- Developing personal action plans for continuous ethical growth.

- Tools for measuring and improving organizational ethics.

- Celebrating ethical milestones and success stories.

- Activities: Reflection exercises and action plan presentations.

IMPORTANT DATES:

• **Last Date of Registration: 14 Dec 2024**

• **Duration: Dec 17- Dec 21, 2024**

• **Timings: 10:30 am to 12:30 pm**

Contact:

Phone: +91 - 9914433199

In today's fast-paced and competitive work environment, maintaining high standards of ethics is crucial for ensuring organizational success and sustainability. Administrative staff play a vital role in upholding these standards by setting an example and fostering a culture of integrity. The Five-Day Administrative Training Programme on Work Ethics is designed to address the growing need for ethical awareness and practical skills among administrative professionals. By participating in this programme, staff members will gain valuable insights into ethical decision-making, learn to manage workplace challenges effectively, and contribute to a harmonious and productive organizational environment. This initiative aligns with GJIMT's commitment to instilling ethical values and leadership qualities in its workforce.

RESOURCE PERSON

1. Dr. Rakhee Dewan

Position: Head of Department, Management and Commerce

Experience: 12 years of excellence in teaching and mentoring.

Expertise: Leadership development, ethical management practices, and professional growth strategies.

Dr. Rakhee Dewan has dedicated her career to shaping future leaders. With her extensive experience and profound understanding of work ethics, she brings valuable insights and practical solutions to the table, ensuring a transformative experience for all participants.



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Institute of Management
and Technology

Ref. No.

Date: 13.11.2024

INTRA-OFFICE MEMO

To: Dr. Bushra S. P. Singh

From: Director

Subject: Organization of ATP on Work Ethics for Non-Teaching Staff

Dear Dr. Bushra S. P. Singh,

You are requested to organize an Administrative Training Programme (ATP) on the theme "Work Ethics" for the non-teaching staff of the institute. The proposed schedule for the program is December 17–21, 2024.

Kindly make the necessary preparations in terms of content, resource persons, schedule, and logistics. Please coordinate with the administrative office for support and ensure timely communication with all concerned staff.

Looking forward to a well-conducted and impactful training program.

Best regards,

DIRECTOR





NOTICE

Five-Day Administrative Training Program (ATP) on 'Work Ethics for Non-Teaching Staff'

Gian Jyoti Institute of Management and Technology (GJIMT) is pleased to announce a Five-Day Administrative Training Program (ATP) on 'Work Ethics for Non-Teaching Staff', scheduled to be conducted from December 17-21, 2024. This program is designed to enhance professional ethics, responsibility, and workplace conduct among non-teaching staff members.

Program Objectives:

- To emphasize the importance of ethical behavior in the workplace.
- To develop professionalism and integrity in administrative roles.
- To enhance communication and teamwork skills.
- To foster accountability and responsibility in daily tasks.
- To analyze case studies on ethical challenges and solutions.

Target Audience:

This training program is intended for all non-teaching staff members seeking to improve their professional conduct and workplace efficiency.

Registration Details:

- Last Date for Registration: December 10, 2024
- Venue: GJIMT Campus

For further inquiries, please contact:

- Email: gjimt@gjimt.ac.in
- Phone: 99144-33199

Your participation in this training program is highly encouraged. We look forward to your presence.

Direct
9/12/24

DIRECTOR

Cc

- Dean (Academics)
- Department Heads
- All Notice Boards



ATTENDANCE SHEET

Five-Day Administrative Training Program (ATP) on 'Work Ethics for Non-Teaching Staff'

Date: December 17 – 21, 2024

Venue: Conference Room

S. No.	Name of Participant	17 Dec	18 Dec	19 Dec	20 Dec	21 Dec
1.	Ms. Prabhjot Kaur	<i>Prabhjot Kaur</i>	<i>Prabhjot Kaur</i>	<i>Prabhjot Kaur</i>	<i>Prabhjot Kaur</i>	<i>Prabhjot Kaur</i>
2.	Ms. Harjinder Kaur	<i>Harjinder Kaur</i>	<i>Harjinder Kaur</i>	<i>Harjinder Kaur</i>	<i>Harjinder Kaur</i>	<i>Harjinder Kaur</i>
3.	Ms. Manisha Kaushal	<i>Manisha Kaushal</i>	<i>Manisha Kaushal</i>	<i>Manisha Kaushal</i>	<i>Manisha Kaushal</i>	<i>Manisha Kaushal</i>
4.	Mr. Manjit Singh	<i>Manjit Singh</i>	<i>Manjit Singh</i>	<i>Manjit Singh</i>	<i>Manjit Singh</i>	<i>Manjit Singh</i>
5.	Ms. Anuradha Grewal	<i>Anuradha Grewal</i>	<i>Anuradha Grewal</i>	<i>Anuradha Grewal</i>	<i>Anuradha Grewal</i>	<i>Anuradha Grewal</i>
6.	Ms. Simrandeep Kaur	<i>Simrandeep Kaur</i>	<i>Simrandeep Kaur</i>	<i>Simrandeep Kaur</i>	<i>Simrandeep Kaur</i>	<i>Simrandeep Kaur</i>
7.	Mr. B. L. Arora	<i>B. L. Arora</i>	<i>B. L. Arora</i>	<i>B. L. Arora</i>	<i>B. L. Arora</i>	<i>B. L. Arora</i>
8.	Ms. Reema Bakshi	<i>Reema Bakshi</i>	<i>Reema Bakshi</i>	<i>Reema Bakshi</i>	<i>Reema Bakshi</i>	<i>Reema Bakshi</i>
9.	Ms. Namneet	<i>Namneet Kaur</i>	<i>Namneet Kaur</i>	<i>Namneet Kaur</i>	<i>Namneet Kaur</i>	<i>Namneet Kaur</i>
10.	Mr. Samarjit Singh Sandhu	<i>Samarjit Singh Sandhu</i>	<i>Samarjit Singh Sandhu</i>	<i>Samarjit Singh Sandhu</i>	<i>Samarjit Singh Sandhu</i>	<i>Samarjit Singh Sandhu</i>

Bushra
21/12/24

Coordinator:

(Signature & Name)

Dr. Bushra S. P. Singh

DETAILED REPORT

Five-Day Administrative Training Program (ATP) on 'Work Ethics for Non-Teaching Staff'

Organized by: Skill Development Cell

Dates: December 17–21, 2024

Venue: GJIMT Campus

Target Audience: Non-teaching staff members

In its continued commitment to institutional excellence and holistic staff development, Gian Jyoti Institute of Management and Technology (GJIMT) organized a Five-Day Administrative Training Program (ATP) on the theme '*Work Ethics for Non-Teaching Staff*' from December 17 to 21, 2024. This initiative aimed at enhancing the ethical standards, professionalism, and effectiveness of the non-teaching staff, who play a vital role in the functioning of the institution.

Objectives of the Program:

The primary goals of the ATP were:

- To promote an understanding of ethical behavior in the workplace
- To instill a sense of professionalism, integrity, and discipline
- To improve communication and teamwork among staff members
- To encourage accountability and responsibility in daily duties

Program Structure & Highlights:

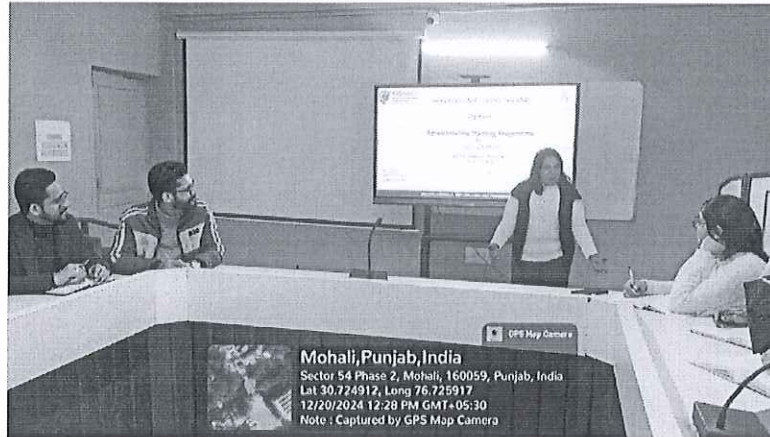
Inaugural Session:

The program began with an opening address by the senior management, emphasizing the significance of work ethics and the contribution of non-teaching staff to institutional success.

Daily Thematic Sessions:

Each day focused on a specific aspect of workplace ethics, including:

- Professional conduct and behavior
- Time management and punctuality
- Respect for rules, procedures, and organizational values
- Effective communication and respectful collaboration
- Dealing with workplace dilemmas and ethical decision-making



Non-teaching staff actively participating in the Five-Day Administrative Training Program on 'Work Ethics at the Workplace' at GJIMT

Feedback and Certification:

On the final day, participants shared their feedback and learning experiences. Certificates of participation were distributed to all attendees.

Expected Outcomes:

The training program aimed to create a more professional, ethical, and cohesive work environment by:

- Strengthening individual accountability
- Enhancing team spirit and collaboration
- Reducing workplace conflicts through better communication

No. GJIMT/2024/ATP1/001

CERTIFICATE OF APPRECIATION

THIS IS TO CERTIFY THAT

Name

has actively participated in the 5 Day Administrative Training Programme on the theme
“Work Ethics for Non-Teaching Staff” organized by GJIMT from December 17 to 21, 2024.



Mr. J. S. Bedi
Chairman



Dr. Aneet Bedi
Director



CERTIFICATE RECORD

Five-Day Administrative Training Program (ATP) on
'Work Ethics for Non-Teaching Staff'

Date: Dec 17-21 2024

Time: 9:00 am – 5:00 pm

Number of Participants: 10

S. No.	Name	Certificate Number
1	Ms. Prabhjot Kaur	GJIMT/2024/ATP1//001
2	Ms. Harjinder Kaur	GJIMT/2024/ATP1//002
3	Ms. Manisha Kaushal	GJIMT/2024/ATP1//003
4	Mr. Manjit Singh	GJIMT/2024/ATP1//004
5	Ms. Anuradha Grewal	GJIMT/2024/ATP1//005
6	Ms. Simrandeep Kaur	GJIMT/2024/ATP1//006
7	Mr. B. L. Arora	GJIMT/2024/ATP1//007
8	Ms. Reema Bakshi	GJIMT/2024/ATP1//008
9	Ms. Namneet	GJIMT/2024/ATP1//009
10	Mr. Samarjit Singh Sandhu	GJIMT/2024/ATP1//010

COORDINATOR