



Employee Training 01 (November, 2018)

Dates: 19th – 23rd Nov.

Timing: 10:30 am to 4:30 pm - All Days

Pre Lunch Hours – 3

Lunch Break Hour – 1

Post Lunch Hours -2

Daily training Hours – 5

Total Training Hours -25 (5 hrs. * 5 days)

Departments Trained: SET (Non Academic)

No. of Trainees: 15

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Training Curriculum

Day	Topic	Sub Topic	Type
1	Image Enhancement	• Creating a Lasting First Impression • Effective Body Language • Grooming & Personal Hygiene	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
2		• Positive Attitude • Power Dressing • Personal Strengths & Weaknesses	
3	Inter Personal Skills	• Roots of Interpersonal Attraction (A need of Human Connection) • Importance of Communication Skills • Empathic Communication Skills	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
4		• Understanding others • Active Listening Skills • Assertive Communication	
5		• Influencing Strategies • Developing Interpersonal intelligence"	

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Training Attendance

Non-Academic Staff Training Attendance Sheet - November 2018								
S No.	Name	Department	Designation	Day 1	Day 2	Day 3	Day 4	Day 5
				19-Nov-18	20-Nov-18	21-Nov-18	22-Nov-18	23-Nov-18
1	Sushil Pareek	SET	Office Assistant	P	A	P	P	P
2	Sanjeev Kumar Sharma	SET	Sr. Lab Technician	P	P	P	P	P
3	Ramji Lal Saini	SET	Lab Assistant	P	P	P	P	P
4	Ramesh Kumar	SET	Workshop Mechanic	P	P	P	P	P
5	Ram Swaroop	SET	Workshop Attendant	P	P	P	P	A
6	Banwari Lal Meel	SET	Workshop Mechanic	P	P	A	P	P
7	Vikram Singh Saini	SET	Lab Technician	P	P	A	P	P
8	Vijendra Singh	SET	Lab Technician	P	P	P	P	P
9	Sunil Kumar Sharma	SET	Lab Technician	P	P	P	P	P
10	Madhav Gopal Sharma	SET	Lab Technician	P	P	P	P	P
11	Amit Soni	SET	Office Assistant	P	P	P	P	P
12	Manoj Kumar Khinchi	SET	Lab Technician	A	P	P	P	P
13	Vinod Kr. Saini	SET	Lab Assistant	P	P	P	A	P
14	Bhawani Shanker Sharma	SET	Lab Technician	P	P	P	P	P
15	Pramod Kr. Saini	SET	Lab Technician	P	P	P	P	P


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Training Report

Duration: 5 days

Dates: 19th – 23rd Nov. 18

Timing: 10:30 am to 4:30 pm – Mon to Fri

Departments Trained: SET (Non Academic)

No. of Trainees: 15

Topics Covered:

Image Enhancement

Inter Personal Skills

Impact:

- Increased confidence and ability to create and project a powerful self image
- Enhanced communication skills (verbal and non verbal) and people handling skills

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Training Moments



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22/02/22



Employee Training 02 (February, 2019)

Dates: 18th – 22nd Feb.

Timing: 10:30 am to 4:30 pm - All Days

Pre Lunch Hours – 3

Lunch Break Hour – 1

Post Lunch Hours -2

Daily training Hours – 5

Total Training Hours -25 (5 hrs. * 5 days)

Departments Trained: SET, SLAS & SOB (Non Academic)

No. of Trainees: 13

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Training Curriculum

Day	Topic	Sub Topic	Type
1	Effective Communication	• The 3 V's of Communication Skills • The Communication Cycle/Process	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
2		• Non Verbal and Verbal communication Skills • Communication with different personalities	
3		• Active Listening Skills • Barriers to Communication	
4	Customer Relationship Management	• Understanding & representing your brand • Importance of Customer Service • Types and nature of Customers	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
5		• Building Rapport with the customers • Handling Complaints and requests	

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Training Attendance

Non-Academic Staff Training Attendance Sheet - February 2019								
S No.	Name	Department	Designation	Day 1	Day 2	Day 3	Day 4	Day 5
				18-Feb-19	19-Feb-19	20-Feb-19	21-Feb-19	22-Feb-19
1	Kailash Mathur	SLAS	Lab-Assistant	P	A	A	P	P
2	Bud Prakash Saini	SLAS	Lab-Assistant	P	P	P	P	P
3	Vijendra Singh Dhaka	SLAS	Lab-Assistant	P	P	P	P	P
4	Purshotam Das	SLAS	Lab-Assistant	P	P	P	P	P
5	Sunita Kumari	SLAS	Auxiliary Nursing & Midw	P	P	A	P	P
6	Murari Lal Sharma	SOB	Office Assistant	P	P	P	P	P
7	Bharat Singh Shekhawat	SET	Lab Technician	P	P	P	P	P
8	Ravi Kumar Chomal	SET	Lab Technician	P	P	P	P	P
9	Manju Kumari	SET	General Nursing & Midw	P	P	P	P	P
10	Satya Narayan Panchal	SET	Sr. Lab Technician	P	P	P	A	P
11	Rajnish Dalal	SET	Lab Technician	P	P	P	P	P
12	Sushil Pareek	SET	Office Assistant	A	P	P	P	P
13	Pramila Kumari	SOB	Auxiliary Nursing & Midw	P	P	P	P	P

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09/02/22



Training Report

Duration: 5 days

Dates: 18th – 22nd Feb. 19

Timing: 10:30 am to 4:30 pm – Mon to Fri

Departments Trained: SET, SLAS & SOB (Non Academic)

No. of Trainees: 13

Topics Covered:

Effective Communication

Customer Relationship
Management

Impact:

- Enhanced ability to communicate clearly, effectively and persuasively
- Increased ability to handle complaints and grievances effectively and deliver a wow customer experience

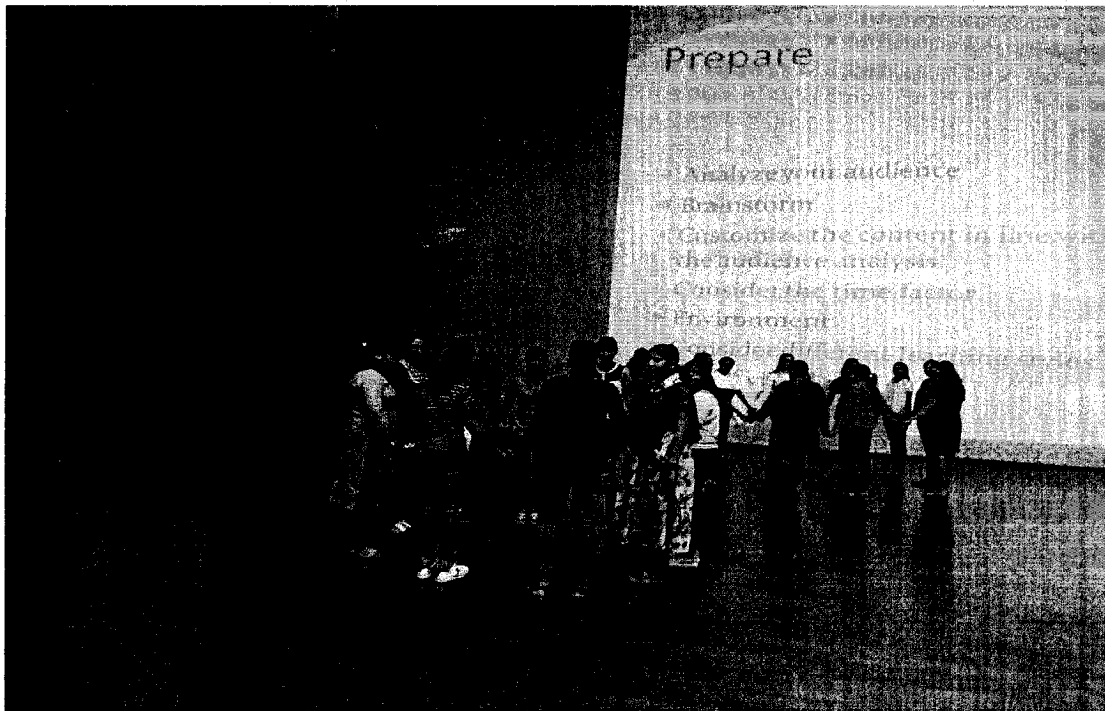
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02/02/22



Training Report



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12/04/22



Employee Training 03 (October, 2019)

Dates: 14th - 18th Oct.

Timing: 10:30 am to 4:30 pm - All Days

Pre Lunch Hours - 3

Lunch Break Hour - 1

Post Lunch Hours -2

Daily training Hours - 5

Total Training Hours -25 (5 hrs. * 5 days)

Departments Trained: SET & SOL (Non Academic)

No. of Trainees: 15

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Training Curriculum

Day	Topic	Sub Topic	Type
1	Goal Setting	- Identifying Personal & Business Goals - Devising methodology to achieve Goals (SMART Goals)"Communication Skills	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
2		- Locke's Goal Setting Theory - Measure your progress"	
3		- Strategies to remove roadblocks - Setting a Personal Benchmark "	
4	Team Building	- Power of Teamwork 12 C's for Team Building - Team Building – Essential Stages	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
5		- Traits of a high performing team - Overcoming obstacles to form a dynamic team - Belbin's Team Roles	

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02/01/22



Training Attendance

Non-Academic Staff Training Attendance Sheet - October 2019								
S No.	Name	Department	Designation	Day 1	Day 2	Day 3	Day 4	Day 5
				14-Oct-19	15-Oct-19	16-Oct-19	17-Oct-19	18-Oct-19
1	Sanjeev Kumar Sharma	SET	Sr. Lab Technician	P	P	P	P	P
2	Ramji Lal Saini	SET	Lab Assistant	P	P	P	P	P
3	Ramesh Kumar	SET	Workshop Mechanic	P	P	A	P	P
4	Ram Swaroop	SET	Workshop Attendant	P	P	P	P	P
5	Banwari Lal Meel	SET	Workshop Mechanic	P	P	P	P	P
6	Vinod Kr. Saini	SET	Lab Assistant	P	P	P	P	A
7	Jai Singh Kirodia	SOL	Laboratory Assistant	P	P	P	P	P
8	Bhawani Shanker Sharma	SET	Lab Technician	P	P	P	P	P
9	Pramod Kr. Saini	SET	Lab Technician	P	P	P	P	P
10	Bharat Singh Shekhawat	SET	Lab Technician	P	P	P	P	P
11	Ravi Kumar Chomal	SET	Lab Technician	P	P	P	P	P
12	Manju Kumari	SET	General Nursing & Midwifery	A	P	P	P	P
13	Satya Narayan Panchal	SET	Sr. Lab Technician	P	P	P	P	P
14	Rajnish Dalal	SET	Lab Technician	P	P	P	P	P
15	Saroj Kumari	SOL	Auxiliary Nursing & Midwifery	P	P	A	P	P

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Training Report

Duration: 5 days

Dates: 14th - 18th Oct. 19

Timing: 10:30 am to 4:30 pm – Mon to Fri

Departments Trained: SET & SOL (Non Academic)

No. of Trainees: 15

Topics Covered:

Goal Setting

Team Building

Impact:

- Ability to set and achieve goals the right way leading to increased productivity and both personal and business results.
- Increased collaboration and team cohesion, reduced conflict and enhanced productivity

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02/02/20



Training Moments



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02/02/22



Employee Training 04 (January, 2020)

Dates: 6th - 10th Jan

Timing: 10:30 am to 4:30 pm - All Days

Departments Trained: SET, SOD, SLAS & SOL (Non Academic)

Pre Lunch Hours – 3

Lunch Break Hour – 1

Post Lunch Hours -2

Daily training Hours – 5

Total Training Hours -25 (5 hrs. * 5 days)

No. of Trainees: 15

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Training Curriculum

Day	Topic	Sub Topic	Type
1	Social/Business Etiquette	• The Art of Introduction • General Office Etiquette • Meeting Etiquette	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
2		• Communication Etiquette • Dressing Etiquette • Travel Etiquette	
3		• Email Etiquette • Telephone Etiquette • Cross Cultural Awareness	
4	Elements of Professionalism	• Managing your professional reputation • Understanding and getting promotions • Business Networking	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
5		• The office behavior which make you look small • Trust in the office environment • Getting Noticed by demonstrating business etiquette	

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12/02/22



Training Attendance

Non-Academic Staff Training Attendance Sheet - January 2020								
S No.	Name	Department	Designation	Day 1	Day 2	Day 3	Day 4	Day 5
				6-Jan-20	7-Jan-20	8-Jan-20	9-Jan-20	10-Jan-20
1	Satya Narayan Panchal	SET	Sr. Lab Technician	P	P	P	P	A
2	Rajnish Dalal	SET	Lab Technician	P	P	P	P	P
3	Saroj Kumari	SOL	Auxiliary Nursing & Midwifery	P	P	P	P	P
4	Kalyan Sahay Bunker	SOD	Textile Lab Assistant	P	P	P	P	P
5	Sunita Kumari	SLAS	Auxiliary Nursing & Midwifery	P	P	P	P	P
6	Pramila Kumari	SOB	Auxiliary Nursing & Midwifery	P	P	A	P	P
7	Ankita	SET	Auxiliary Nursing & Midwifery	P	P	P	P	P
8	Archana	SOB	Auxiliary Nursing & Midwifery	P	P	P	P	P
9	Mahendra Singh Shekhawat	SOD	Office Assistant	P	P	P	P	P
10	Suresh Kumar	SOA	Carpenter	P	P	P	P	P
11	Kartik Sharma	SET	Lab Technician	P	P	P	P	P
12	Prem Kumari	SET	Auxiliary Nursing & Midwifery	A	P	P	P	A
13	Pankaj	SET	Auxiliary Nursing & Midwifery	P	P	P	P	P
14	Yogendra Singh Shekhawat	SLAS	Office Assistant	P	P	P	P	P
15	Urmila	SLAS	Auxiliary Nursing & Midwifery	P	P	P	P	P

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Training Report

Duration: 5 days

Dates: 6th Jan to 10th Jan 2020

Timing: 10:30 am to 4:30 pm – Mon to Fri

Departments Trained: SET, SOD, SLAS & SOL (Non Academic)

No. of Trainees: 15

Topics Covered:

Social/Business Etiquette

Elements of
Professionalism

Impact:

- Increased awareness of the global business code of conduct.
- Enhanced ability to project a professional image and handle business situations elegantly and efficiently.

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Employee Training 05 (March, 2020)

Dates: 2nd - 6th March

Timing: 10:30 am to 4:30 pm - All Days

Pre Lunch Hours – 3

Lunch Break Hour – 1

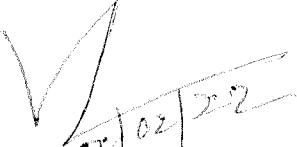
Post Lunch Hours -2

Daily training Hours – 5

Total Training Hours -25 (5 hrs. * 5 days)

Departments Trained: SET, SOD, SLAS & SOL (Non Academic)

No. of Trainees: 13


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Training Curriculum

Day	Topic	Sub Topic	Type
1	Stress Management	• Eustress & Distress • Behavioral & Health Symptoms of Stress	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
2		• Causes of Stress • Managing Personal & Professional Stress	
3		• Coping Strategies • Seeking Work- Life Balance	
4	Organization Dynamics	• Understanding Organizational Structure • Organizational Hierarchy • Standard Operating Procedures of Organization	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
5		• Learning & Development Interventions • Organizational Development Activities	


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Training Attendance

S No.	Name	Department	Designation	Day 1	Day 2	Day 3	Day 4	Day 5
				2-Mar-20	3-Mar-20	4-Mar-20	5-Mar-20	6-Mar-20
1	Manoj Kumar Khinchi	SET	Lab Technician	P	P	A	P	A
2	Purshotam Das	SLAS	Lab-Assistant	P	P	P	P	P
3	Vinod Kr. Saini	SET	Lab Assistant	P	P	P	P	P
4	Jai Singh Kirodia	SOL	Laboratory Assistant	P	P	P	P	P
5	Bhawani Shanker Sharma	SET	Lab Technician	P	P	P	P	P
6	Pramod Kr. Saini	SET	Lab Technician	P	P	P	P	P
7	Bharat Singh Shekhawat	SET	Lab Technician	P	P	P	P	P
8	Ravi Kumar Chomal	SET	Lab Technician	P	P	A	P	P
9	Manju Kumari	SET	General Nursing & Midwifery	P	P	P	P	P
10	Satya Narayan Panchal	SET	Sr. Lab Technician	P	P	P	P	P
11	Rajnish Dalal	SET	Lab Technician	P	P	P	P	P
12	Saroj Kumari	SOL	Auxiliary Nursing & Midwifery	P	P	P	P	P
13	Kalyan Sahay Bunker	SOD	Textile Lab Assistant	P	P	P	A	P

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Training Report

Duration: 5 days

Dates: 2nd March to 6th March 2020

Timing: 10:30 am to 4:30 pm – Mon to Fri

Departments Trained: SET, SOD, SLAS & SOL (Non Academic)

No. of Trainees: 13

Topics Covered:

Stress Management

Organization Dynamics

Impact:

- Improved work life balance and ability to manage stressful situations.
- Enhanced understanding of the organizational hierarchy, business practices and optimum utilization of resources leading to improved productivity and growth.

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Employee Training 06 (March - April, 2021)

Dates: 29th March – 2nd April

Timing: 10:30 am to 4:30 pm - All Days

Pre Lunch Hours – 3

Lunch Break Hour – 1

Post Lunch Hours -2

Daily training Hours – 5

Total Training Hours -25 (5 hrs. * 5 days)

Departments Trained: SET, SLAS, SOD & SOL (Non Academic)

No. of Trainees: 14

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Day	Topic	Sub Topic	Type
1	Cultivating High Impact Leadership	• Characteristics of a Leader • 7 qualities of Leadership	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
2		• Leadership Functions • Different types of Leadership & its impact	
3		• Managers Vs. Leaders • Building Credibility	
4	Conflict Management	• Importance of Conflict Management • Common ways of dealing with conflict within teams • Conflict Management Styles	Worksheet Based Activity + PPT + Video Based Training + Classroom Activity
5		• Factors affecting the managing style • Matching Conflict Management with the process of Goal Setting • Assessing the key elements	

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Training Attendance

Attendance Sheet								
S No.	Name	Department	Designation	Day 1	Day 2	Day 3	Day 4	Day 5
				5-Apr-21	6-Apr-21	7-Apr-21	8-Apr-21	9-Apr-21
1	Bhawani Shanker Sharma	SET	Lab Technician	A	P	P	P	P
2	Pramod Kr. Saini	SET	Lab Technician	P	P	P	P	P
3	Bharat Singh Shekhawat	SET	Lab Technician	P	P	P	P	P
4	Ravi Kumar Chomal	SET	Lab Technician	P	P	P	P	P
5	Manju Kumari	SET	General Nursing & Midwifery	P	P	P	P	P
6	Satya Narayan Panchal	SET	Sr. Lab Technician	P	P	P	P	P
7	Rajnish Dalal	SET	Lab Technician	P	P	A	P	P
8	Bud Prakash Saini	SLAS	Lab-Assistant	P	P	P	P	P
9	Vijendra Singh Dhaka	SLAS	Lab-Assistant	P	P	P	P	P
10	Kailash Mathur	SLAS	Lab-Assistant	P	P	P	A	A
11	Rajnish Dalal	SET	Lab Technician	P	P	P	P	P
12	Saroj Kumari	SOL	Auxiliary Nursing & Midwifery	P	P	P	P	P
13	Kalyan Sahay Bunker	SOD	Textile Lab Assistant	P	P	P	P	P
14	Sunita Kumari	SLAS	Auxiliary Nursing & Midwifery	P	P	A	P	P

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Training Report

Duration: 5 days

Dates: 29th March to 2nd April 2021

Timing: 10:30 am to 4:30 pm - All Days

Departments Trained: SET, SLAS, SOD & SOL (Non Academic)

No. of Trainees: 14

Topics Covered:

Cultivating High Impact
Leadership

Conflict Management

Impact:

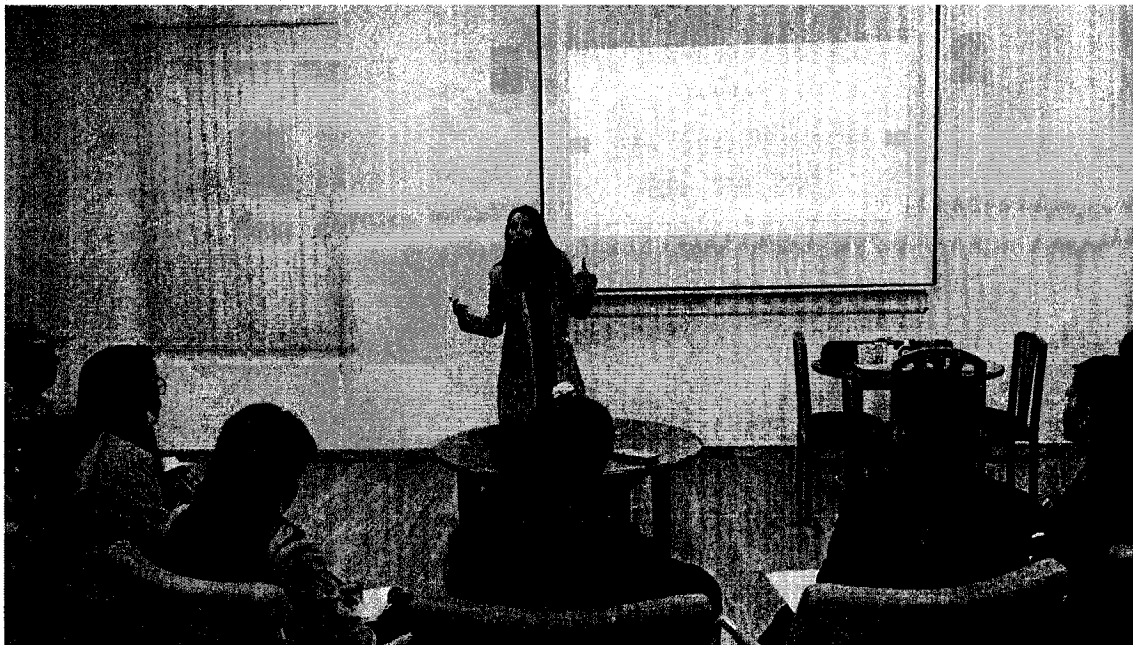
- Improved morale, better decision making and accountability.
- Increased ability to build positive business relationships, improve collaboration and develop a solution oriented approach

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Training Moments



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SCHOOL

OF

ETIQUETTE & FINISHING SKILLS



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Non-Academic Staff Training Report



“KRITSNAM”

Let completeness define you


02/02/22

Principal

K. J. Somaiya University of Science and Technology
Lakshminagarh-332311 Dist-Sikar (Rajasthan)

Employee Training Details – Dec 2021

Duration: 14 days

Dates: 6th to 19th Dec 2021

Timing: 10:00 am to 5:00 pm

Participants involved were from the Front Office (Parlour), Admissions Department and Tuck Shop.

No. of Participants: 18

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Employee Training Details – Dec 2021

The opening speech about the objectives and benefits of the session was given by Dr. Rajeev Mathur (Director)

The session was moderated by Ms. Harsha Rohit (Principal SEFS)

4 trainers with various domains of expertise conducted the sessions. Their names are:

- Atreyee Roy,
- Bhumika Pradeep
- Arpita Amar
- Tanu Bhushan


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Week 1

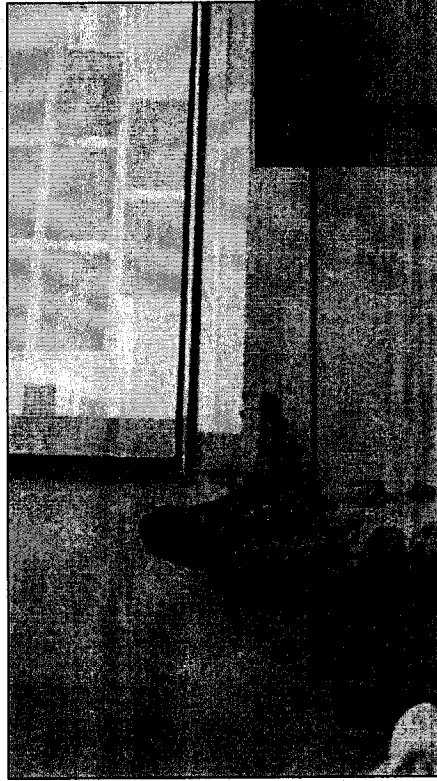
First Impressions
• What is a First Impression • Why is it important • Components of a First Impression • Impressions Assessment (Psychometric Test)

Grooming
• Grooming Basics • Art of Dressing • Formal, Semi-Formal and Casual Dressing

Communication Skills
• Communication and Etiquette • Verbal and Non-Verbal Communication • Internal Communication, Self Image and a growth mindset

Impact: • Increased confidence and ability to create a powerful first impression. • Enhanced grooming and communication skills (verbal and non verbal). • Motivation for continuous growth and learning.

Week 1 Pictures



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21/03/23

Week 2

Telephone & Cellphone Etiquette

- Rules for call opening, call closing and call transfers
- Client centricity and delivering a positive client experience

Role Plays & Problem Solving

- Multitasking situations
- Resource crunches
- Irrate Customers
- Saying 'No' politely
- Communicating company policy restrictions politely

Impact:

- Increased confidence in handling difficult situations well.
- Enhanced ability to deliver a positive client experience each time.

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25/02/22

Week 2 Pictures



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V/62/22