



GURUGRAM GLOBAL COLLEGE OF PHARMACY GURUGRAM

Approved by AICTE, Govt. Of India & Pharmacy Council of India
Affiliated to Pt. B. D. Sharma University of Health Science, Rohtak
Affiliated to Haryana Board of Technical Education

Annual report Teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years.

1. Academic Year: 2018-19

S. No.	Name of Programme	Date	No. of Participants
1.	5 days Administrative training program on "Microsoft Office Training to Non-teaching staff" Resource person: Dr. Anshul Arora , HOD, Management, GITM, Gurugram	05-08-19 to 09-08-19	07





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Notice

Reference No: GGCP/2018-19/ATP/01

Date: 01.08.18

This is to inform that Gurugram Global College of Pharmacy is organizing a 5 days Administrative Training Programme on “Microsoft Office Training to Non-teaching staff” for the benefit of Non-teaching Staff which is going to held from 06.08.18 to 10.08.18. All Staff are requested to attend the Programme.

Prof. (Dr.) Indira Raheja

Principal

Copy to:

1. The Chairman office, for kind information; please.
2. The Admin office/Office of the Registrar
3. The Accounts Office
4. All HOD's for necessary action (Circulation among all students, faculty members & non-teaching staff)
5. The Library In charge
6. All concerned Class Advisory Committee member.
7. The Office File



Programme Report

A. Report of Non-Teaching Programme organized by GGCP, Gurugram

Name of the Programme: "Microsoft Office Training to Non-teaching staff"

Date: 06.08.18 to 10.08.18

Resource Person Details:

1. **Dr. Anshul Arora**, HOD, Management, GITM, Gurugram

Designation: Associate Professor

Department: Management

Organization: GITM, Gurugram

Email ID: anshul8arora@gmail.com

Contact detail: 9911622900

Gurugram global college of pharmacy has successfully organized a 5 days Programme on "Microsoft Office Training to Non-teaching staff". Its objectives are:

1. To enhance participants' proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
2. To provide practical knowledge and skills for using MS Office tools efficiently in administrative tasks.
3. To improve overall productivity and streamline office operations.

Topics Covered:

4. Introduction to Microsoft Office Suite
5. Microsoft Word
6. Microsoft Excel
7. Microsoft PowerPoint
8. Microsoft Outlook

Outcome of the Programme:

The "Microsoft Office Training for Non-Teaching Staff" program successfully achieved its objectives, equipping participants with the necessary knowledge and skills to use MS Office tools effectively. The positive feedback and significant skill improvement among participants underscore the program's success.

- In the Academic Session 2018-19, Total 07 number of non-teaching staff attended the Academic Training Programme (ATP) organized by GGCP, Gurugram. The List is given below:



List of Participants

Name of the Programme: 5 days ATP on “Microsoft Office Training to Non-teaching staff”

Resource person: Dr. Anshul Arora, HOD, Management, GITM, Gurugram

Date: 06.08.18 to 10.08.18

S. No.	Name of staff	Designation
1.	Mr. Surender Phogat	Administrative officer
2.	Ms. Antim	Librarian
3.	Mr. Vishal	Lab Attendant
4.	Mr. Sunil	Store Keeper
5.	Ms. Sadhana	Lab Technician
6.	Mr. Deepak	Lab attendant
7.	Mr. Kapil	Accountant

B. Report of FDP’s Attended by Teachers:

In the Academic Session 2018-19, Total 05 Number of Teaching staff attended the Faculty Development Programmes (FDP’s) outside.



Dr. Indira Raheja
Principal





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Annual report Teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years.

1. Academic Year: 2019-20

S. No.	Name of Programme	Date	No. of Participants
1.	5 days Administrative training program on “ Tools for Digital Transformation ” Resource person: Dr.Yashpal Yadav, Associate Professor, GITM, Gurugram	05-08-19 to 09-08-19	07





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Notice

Reference No: GGCP/2019-20/ATP/02

Date: 01.08.19

This is to inform that Gurugram Global College of Pharmacy is organizing a 5 days Administrative Training Programme on “**Tools for Digital Transformation**” for the benefit of Non-teaching Staff which is going to held from 05.08.19 to 09.08.19. All Staff are requested to attend the Programme.

Prof. (Dr.) Indira Raheja

Principal

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Programme Report

A. Report of Non-Teaching Programme organized by GGCP, Gurugram

Name of the Programme: "Tools for Digital Transformation"

Date: 05.08.19 to 08.08.19

Resource Person Details:

1. Dr. Yashpal Yadav

Designation: Associate Professor

Department: Computer Sciences (CS)

Organization: GITM, Gurugram

Email ID: yadav.yashpal123@gmail.com

Contact detail: 9825458518

Gurugram global college of pharmacy has successfully organized a 5 days Programme on "Tools for Digital Transformation". Its objectives are:

1. To provide an understanding of digital transformation and its significance in modern organizations.
2. To introduce key digital tools and technologies that enhances administrative efficiency and productivity.
3. To equip participants with practical skills to implement and utilize digital tools effectively

Topics Covered:

4. Introduction to Digital Transformation
5. Key Digital Tools for Administration
6. Data Management and Security
7. Practical Implementation
8. Hands-On Session

Outcome of the Programme:

The "Tools for Digital Transformation" training program successfully achieved its objectives, equipping administrative staff with the necessary knowledge and skills to leverage digital tools effectively. The positive feedback and significant skill improvement among participants underscore the program's success.

- In the Academic Session 2019-20, Total 07 number of non-teaching staff attended the Academic Training Programme (ATP) organized by GGCP, Gurugram. The List is given below:



List of Participants

Name of the Programme: Administrative training program on “Tools for Digital Transformation”

Resource person: Dr. Yashpal Yadav, Associate Professor, GITM, Gurugram

Date: 05.08.19 to 08.08.19

S. No.	Name of staff	Designation
1.	Mr. Surender Phogat	Administrative officer
2.	Ms. Antim	Librarian
3.	Mr. Vishal	Lab Attendant
4.	Mr. Sunil	Store Keeper
5.	Ms. Sadhana	Lab Technician
6.	Mr. Deepak	Lab Attendant
7.	Mr. Kapil	Accountant

B. Report of FDP's Attended by Teachers:

In the Academic Session 2019-20 Total Number of 08 Teaching staff attended the Faculty development programmes (FDP's) outside.





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Annual report Teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years.

1. Academic Year: 2020-21

S. No.	Name of Programme	Date	No. of Participants
1.	Five days Virtual Administrative training program on "Precautions to be followed for COVID-19" Resource person: Dr. Kanchan Bala, Professor, GGCP, Gurugram	04-08-20 to 08-08-20	10





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Notice

Reference No: GGCP/2020-21/ATP/03

Date: 30.07.20

This is to inform that Gurugram Global College of Pharmacy is organizing a 5 days Virtual Administrative Training Programme on “**Precautions to be followed during COVID-19**” for the benefit of Non-teaching Staff which is going to held from 04-08-20 to 08-08-20. All Staff are requested to attend the Programme. The Zoom link will be provided to everyone in the group.



Prof. (Dr.) Indira Raheja

Principal

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Programme Report

A. Report of Non-Teaching Programme organized by GGCP, Gurugram

Name of the programme: "Precautions to be followed during COVID-19"

Date: 04.08.20 to 08.08.20

Resource Person Details:

1. Dr. Kanchan Bala

Designation: Professor

Department: Pharmacy

Organization: GGCP, Gurugram

Email ID: kanchan.bala@gmail.com

Contact detail: 9871997321

Gurugram Global College of Pharmacy has successfully organized a 5 days virtual Administrative Training Programme on "**Precautions to be followed for COVID-19**".

Its objectives are:

1. To educate participants on the latest COVID-19 guidelines and safety protocols.
2. To provide practical knowledge on how to implement and enforce COVID-19 precautions in the workplace.
3. To ensure the health and safety of all employees and visitors by minimizing the risk of COVID-19 transmission.

Topics Covered:

1. Introduction to COVID-19
2. Personal Protective Measures
3. Workplace Safety Protocols:
4. Handling Suspected or Confirmed Cases
5. Communication and Support

Outcome of the Programme:

The "Precautions to be Followed for COVID-19" virtual training program successfully achieved its objectives, equipping administrative staff with the necessary knowledge and skills to implement COVID-19 safety protocols effectively. The positive feedback and significant skill improvement among participants underscore the program's success.

- In the Academic Session 2020-21, Total 10 number of non-teaching staff attended the Academic Training Programme (ATP) organized by GGCP, Gurugram. The List is given below:



List of Participants

Name of the Programme: Virtual Administrative training program on “Precautions to be followed for COVID-19”

Resource person: Dr. Kanchan Bala, Professor, GGCP, Gurugram

Date: 04.08.20 to 08.08.20

S. No.	Name of staff	Designation
1.	Mr. Surender Phogat	Administrative officer
2.	Ms. Antim	Librarian
3.	Mr. Vicky Yadav	Asst. Librarian
4.	Mr. Vishal	Lab Attendant
5.	Mr. Sunil	Store Keeper
6.	Ms. Sadhana	Lab Technician
7.	Mr. Sagar	Lab Attendant
8.	Mr. Lalit	Lab Attendant
9.	Mr. Deepak	Lab attendant
10.	Mr. Dashrath	Accountant

B. Report of FDP's Attended by Teachers:

In the Academic Session 2020-21 Total Number of 06 Teaching staff attended the Faculty development programmes (FDP's) outside.





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Annual report Teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years.

1. Academic Year: 2021-22

S. No.	Name of Programme	Date	No. of Participants
1.	Five days Administrative training program on “ Herbal Remedies for Health Care ” Resource person: Dr. Indira Raheja, Principal GGCP, Gurugram	20-09-21 to 24-09-21	12





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Notice

Reference No: GGCP/2021-22/ATP/04

Date: 13.09.21

This is to inform that Gurugram Global College of Pharmacy is organizing a 5 days Administrative Training Programme on “**Herbal Remedies in Health Care**” for the benefit of Non-teaching Staff which is going to held from 20-09-21 to 24-09-21. All Staff are requested to attend the Programme.



Prof. (Dr.) Indira Raheja

Principal

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1. The Chairman office, for kind information; please.
2. The Admin office/Office of the Registrar
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Programme Report

A. Report of Non-Teaching Programme organized by GGCP, Gurugram

Name of the Programme: "Herbal Remedies in Health care"

Date: 20.09.21 to 24.09.21

Resource Person Details:

1. Dr. Indira Raheja

Designation: Principal

Department: Pharmacy

Organization: GGCP, Gurugram

Email ID: principalggcp@gmail.com

Contact detail: 9818356925

Gurugram global college of pharmacy has successfully organized a 5 days Programme on "Herbal Remedies in Health care". Its objectives are:

1. To provide an understanding of the role of herbal remedies in healthcare.
2. To educate participants on the most common herbal remedies and their uses.
3. To discuss the benefits, risks, and regulatory aspects of herbal remedies.
4. To enhance participants' ability to integrate herbal remedies into healthcare settings safely and effectively.

Topics Covered:

1. Introduction to Herbal Remedies
2. Benefits of Herbal Remedies
3. Risks and Considerations:
4. Common Herbal Remedies and Their Uses
5. Integration into Healthcare

Outcome of the Programme:

The "Herbal Remedies in Healthcare" training program successfully achieved its objectives, equipping administrative staff with the knowledge and skills to integrate herbal remedies into healthcare settings safely and effectively. The positive feedback and significant skill improvement among participants underscore the program's success.

- In the Academic Session 2021-22, Total 12 number of non-teaching staff attended the Academic Training Programme (ATP) organized by GGCP, Gurugram. The List is given below:



List of Participants

Name of the Programme: Five days Administrative training program on “Herbal Remedies in Health care”

Resource person: Dr. Indira Raheja, Principal, GGCP, Gurugram

Date: 20/09/21 to 24/09/21

S. No.	Name of staff	Designation
1.	Mr. Surender Phogat	Administrative officer
2.	Ms. Antim	Librarian
3.	Mr. Vicky Yadav	Asst. Librarian
4.	Mr. Vishal	Lab Attendant
5.	Mr. Sunil	Store Keeper
6.	Ms. Sadhana	Lab Technician
7.	Mr. Sagar	Lab Attendant
8.	Mr. Vinod	Office assistant
9.	Mr. Lalit	Lab attendant
10.	Mr. Deepak	Lab Attendant
11.	Mr. Mrityunjay Jha	Accountant
12.	Mr. Jeetendra	Office Assistantt

B. Report of FDP's Attended by Teachers:

In the Academic Session 2021-22, Total Number of 12 Teaching staff attended the Faulty development programmes (FDP's) outside.

Dr. Indira Raheja
Principal





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Annual report Teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years.

1. Academic Year: 2022-23

S. No.	Name of Programme	Date	No. of Participants
1.	Five days Administrative training program on "Unlocking the power of Ms-Word" Resource person: Dr. Richa Gupta, HOD, Applied Sciences, GITM, Gurugram	22-08-22 to 26-08-22	11





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Notice

Reference No: GGCP/2022-23/ATP/05

Date: 17.08.22

This is to inform that Gurugram Global College of Pharmacy is organizing a 5 days Administrative Training Programme on “Unlocking the power of Ms-Word” for the benefit of Non-teaching Staff which is going to held from 22/08/22 to 26/08/22. All Staff are requested to attend the Programme.



Prof. (Dr.) Indira Rabeja
Principal

Copy to:

1. The Chairman office, for kind information; please.
2. The Admin office/Office of the Registrar
3. The Convener IQAC
4. The Accounts Office
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6. The Library In charge
7. All concerned Class Advisory Committee member.
8. The Office File



Programme Report

A. Report of Non-Teaching Programme organized by GGCP, Gurugram

Name of the Programme: "Unlocking the power of Ms-Word"

Date:

Resource Person Details:

1. **Dr. Richa Gupta,**

Designation: HOD

Department: Applied Sciences

Organization: GITM, Gurugram

Email ID: richagitm@gmail.com

Contact detail: 9818086198

Objective: Gurugram global college of pharmacy has successfully organized a 5 days Programme on "**Unlocking the power of Ms-Word**". **Objectives are:**

- To enhance participants' proficiency in Microsoft Word.
- To introduce advanced features and tools within MS Word.
- To improve document formatting, editing, and collaboration skills

Topics Covered:

1. Introduction to MS Word
2. Basic Document Creation
3. Advanced Formatting Techniques
4. Document Collaboration.
5. Practical session

Outcome of the Programme:

The "Unlocking the Power of MS Word" training program successfully achieved its objectives, equipping administrative staff with the necessary skills to utilize MS Word more effectively. The positive feedback and significant skill improvement among participants underscore the program's success.

Number of Teaching and Non-Teaching staff attending FDP/ ATP Programmes

- In the Academic Session 2022-23, Total **11 number of non-teaching staff** attended the Academic Training Programme (ATP) organized by GGCP, Gurugram. The List is given below:



List of Participants

Name of the Programme: Five days Administrative training program on “Unlocking the power of Ms-Word”

Resource person: Dr. Richa Gupta, HOD, Applied Sciences, GITM, Gurugram

Date: 22/08/22 - 26/08/22

S. No.	Name of staff	Designation
1.	Mr. Surender Phogat	Administrative officer
2.	Ms. Antim	Librarian
3.	Mr. Vijay	Asst. Librarian
4.	Mr. Vishal	Lab Attendn
5.	Mr. Sunil	Store Keeper
6.	Ms. Sadhana	Lab Technician
7.	Mr. Sagar	Lab Attendant
8.	Mr. Deepak	Office assistant
9.	Mr. Lalit	Lab attendant
10.	Mr. Deepak	Lab Attendant
11.	Mr. Mrityunjay Jha	Accountant

B. Report of FDP's Attended by Teachers:

In the Academic Session 2022-23, Total Number of **08 Teaching staff** attended the Faculty development programmes (FDP's) outside.



Dr. Indira Raheja
Principal

