



KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

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STAFF TRAINING BROCHURES

S.No.	Activity	Year	Page No.
1.	ERP Learning Program	2018-19	01-02
2.	Google Searching Program	2019-20	03-04
3.	MS Word Learning Program	2019-20	05-06
4.	Gardening Learning Program	2020-21	07-08
5.	Personality Development Program	2020-21	09-10
6.	Net Surfing Learning Program	2021-22	11-12
7.	PowerPoint Presentation Program	2021-22	13-14
8.	Library Management Program	2022-23	15-16
9.	Management Development Program	2022-23	17-18





ORGANIZING COMMITTEE:

Patron:

Hon'ble Shri Vipul Jain (Vice-Chairman, KIP)

Conveners:

Prof. (Dr.) Ashutosh Mishra (Director, KIP)

Co Conveners:

Mr. Vivek Keshri, Mr. M.K. Prajapati

Organizing Secretary:

Mr. Kumar Alok & Mr. Vivek Keshri

Coordinator:

Mr. Kamlesh Singh

Registration Committee:

Mr. Kamlesh Singh & Ms. Sweta Singh

Hospitality Committee:

Mr. Kumar Alok

Venue:

KIP Computer Library

TARGET AUDIENCE:

All the Staff of Kashi Institute of Pharmacy

CERTIFICATE: A certificate of participation shall be issued to all the participants who would have attended all the sessions.

WHY TO ATTEND:

What are the Benefits of ERP Training?
Improved productivity – When employees understand how to properly use the system, it will empower them to become more efficient at their work. ERP training enables staff to complete tasks more quickly, resulting in an overall increase in productivity.

KASHI INSTITUTE OF PHARMACY

Organising

A

STAFF TRAINING PROGRAM

On

ERP LEARNING

By

Trainer:

Mr. Ashish Mishra

IT Admin

Kashi Institute of Technology

Date-13/08/18 to 17/08/18



COLLEGE AT GLANCE

Kashi Institute of Pharmacy (Kashi IP), Varanasi, proudly stands as one of the leading Pharmacy institutions in Eastern Uttar Pradesh, a testament to its excellence. Established in 2009 under the aegis of the Jain Education Society, Kashi IP holds approvals from Pharmacy Council of India (PCI) and is affiliated to Dr. A.P.J. Abdul Kalam Technical University (AKTU) Lucknow (formerly U.P.T.U) and Board of Technical Education (BTE), Lucknow, Uttar Pradesh.

VISION

“Empowering Future Pharmacists for Excellence and Innovation in Healthcare” Kashi Institute of Pharmacy aims to foster a culture of innovation among its students and faculty, encouraging them to explore new ideas, technologies, and practices that contribute to the advancement of pharmacy and healthcare as a whole.

MISSION

“Enriching Education, Advancing Healthcare: Our mission at Kashi Institute of Pharmacy is to provide a transformative learning experience that prepares aspiring pharmacists to excel in a dynamic healthcare landscape. Through rigorous academic programs, innovative research, and community engagement, we are committed to fostering compassionate, skilled, and ethical pharmacy professionals who positively impact patient well-being and contribute to the evolution of healthcare practices”



About the Program

College ERP system increases efficiency by automating manual processes, reducing errors, and eliminating redundant tasks. It also reduces costs by streamlining workflows, reducing the need for staff, and increasing productivity.

What are the Benefits of ERP Training? Improved productivity – When employees understand how to properly use the system, it will empower them to become more efficient at their work. ERP training enables staff to complete tasks more quickly, resulting in an overall increase in productivity.

Resource Persons

1. Mr. Vivek Keshri
Associate Professor
Kashi Institute of Pharmacy

2. Mr. Kumar Alok
Associate Professor
Kashi Institute of Pharmacy

3. Mr. Manoj Kumar Prajapati
Associate Professor
Kashi Institute of Pharmacy

4. Mr. Brijesh Singh
Assistant Professor
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5. Mr. Kamlesh Singh
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WHY TO ATTEND:

The basis of training and development in Google searching focuses on staff interaction. Up to 80% of all learning activity is delivered this way.

- 👤 Increased employee performance.
- 👤 Stronger workforce.
- 👤 Alignment with organizational goals.
- 👤 Boosts motivation and engagement.
- 👤 Expand knowledge sharing.
- 👤 Fosters innovation in the workplace.
- 👤 Improves company processes.
- 👤 Creates a stronger brand

KASHI INSTITUTE OF PHARMACY

Organising

A

STAFF TRAINING PROGRAM

On

Google Searching

By

Trainer:

Mr. Ashish Mishra

IT Admin

Kashi Institute of Technology

Date-21/09/19 to 26/09/19

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About the Program

You will be able to do all kinds of basic and advanced searches in Google to find any type of information. Being able to do advanced searches in Google, it will make you an unstoppable self-learner to learn anything through the Internet. Learning to use Google at a high level, will allow you to find solutions to all kinds of problems very quickly and accurately. You will know how to perform quite complex searches with very simple techniques.

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WHY TO ATTEND:

Microsoft training can help you streamline some of your chores and duties, allowing you to save time and improve your performance on specific jobs. Of course, understanding the best ways to work with Microsoft programs can be beneficial in any capacity.

- Communication
- Efficiency
- Collaboration
- Presentation skills

KASHI INSTITUTE OF PHARMACY

Organising

A

STAFF TRAINING PROGRAM

On

MS-WORD LEARNING

By

Trainer:

Mr. Ashish Mishra

IT Admin

Kashi Institute of Technology

Date-28/12/19 to 02/01/20

COLLEGE AT GLANCE

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About the Program

Microsoft Word is powerful word processing software that can be used to create a variety of documents, from simple letters to complex reports. Whether you're a student, a professional, or just someone who wants to practice their writing skills, learning Microsoft Word is a valuable skill.

It covers Basics of the Word interface, text handling, formatting, and fundamental document operations like printing and emailing. Advanced formatting techniques, integration of images/videos, and an introduction to Mail Merge functionalities.

Get into intricate form controls, template management, document protection, and specialized features like footnotes and table of contents.

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Mr. Kamlesh Singh

Registration Committee:

Mr. Kamlesh Singh & Ms. Sweta Singh

Hospitality Committee:

Mr. Kumar Alok

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WHY TO ATTEND:

Why is gardening important in our life?

Importance of Gardening in Our Life - Voice of Plant. It nourishes our minds, strengthens our bodies, uplifts our emotions, and empowers us to contribute to the greater good of our environment. As we cultivate our gardens, we simultaneously cultivate a sense of well-being, physical health, emotional balance, and environmental consciousness.

We spoke about three important values that can be learnt when kids take care of plants - Patience, Planning and Ownership. Each of these forms the cornerstones of a strong and successful personality at adulthood.

KASHI INSTITUTE OF PHARMACY

Organising

A

STAFF TRAINING PROGRAM

On

Gardening Learning

By

Trainer:

Mrs. Sweta Singh

Assistant Professor

Kashi Institute of Pharmacy

Date-26/12/20 to 31/12/20

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About the Program

This gardening skill enables the staff to learn medicinal value of plants. Herbal garden is of immense value to educate the children about the ancient treasure of Indian Ayurvedic way of treatment. It gives the staff a better understanding of medicinal value of plants. Providing access to fresh produce, herbs, flowers and plants as well as access to satisfying labor, neighborhood improvement, sense of community and connection to the environment. The presence of trees in institute has a positive impact on the mental and physical well-being of individuals. Studies have shown that exposure to nature improves mood, reduces stress levels, and increases attention spans.

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Coordinator:

Mr. Kamlesh Singh

Registration Committee:

Mr. Kamlesh Singh & Ms. Sweta Singh

Hospitality Committee:

Mr. Kumar Alok

Venue:

Kashi Institute of Pharmacy

TARGET AUDIENCE:

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WHY TO ATTEND:

It helps to raise confidence and strength to eliminate negative behavior that hinders the growth and success of a person. Personality development courses are worth building a strong, optimistic, and attractive personality. It helps us in improving our confidence levels and creating a good and lasting impression on others. Personal development increases your self-awareness, your self-esteem, increases your skills, and fulfills your aspirations. Developing these skills can help develop your potential, set meaningful goals and live a more fulfilling life.

KASHI INSTITUTE OF PHARMACY

Organising

A

STAFF TRAINING PROGRAM

On

Personality Development

By

Trainer:

Mr. Vivek Singh

Training & Skill Development Cell

Date-28/09/20 to 02/10/20

COLLEGE AT GLANCE

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About the Program

Training and development initiatives are educational activities within an organization that are designed to improve the job performance of an individual or group. These programs typically involve advancing a worker's knowledge and skill sets and instilling greater motivation to enhance job performance.

Powerful Benefits of Employee Training & Development

- Increased employee performance.
- Stronger workforce.
- Alignment with organizational goals.
- Boosts motivation and engagement.
- Expand knowledge sharing.
- Fosters innovation in the workplace.
- Improves Institute processes.
- Increases job satisfaction
- Employee engagement
- Motivation
- Retention

Resource Persons

1. Mr. Vivek Keshri
Associate Professor
Kashi Institute of Pharmacy

2. Mr. Kumar Alok
Associate Professor
Kashi Institute of Pharmacy

3. Mr. Manoj Kumar Prajapati
Associate Professor
Kashi Institute of Pharmacy

4. Mr. Brijesh Singh
Assistant Professor
Kashi Institute of Pharmacy

5. Mr. Kamlesh Singh
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6. Mrs. Sweta Singh
Assistant Professor
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Mr. Vivek Keshri, Mr. M.K. Prajapati

Organizing Secretary:

Mr. Kumar Alok & Mr. Vivek Keshri

Coordinator:

Mr. Kamlesh Singh

Registration Committee:

Mr. Kamlesh Singh & Mr. Deepak Kumar

Hospitality Committee:

Mr. Kumar Alok

Venue:

Kashi Institute of Pharmacy

TARGET AUDIENCE:

All the Staff of Kashi Institute of Pharmacy

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WHY TO ATTEND:

The internet offers you various platforms and tools to showcase your talents, such as blogs, podcasts, videos, social media posts, and more. You can also use the internet to find inspiration and feedback for your projects. Time plays a major role for the students as well as staff. The Internet is called the world of knowledge. Students can easily find their desired study material on the internet or inspiration. Before the internet, it was very difficult for students to find any relevant materials of topic.

KASHI INSTITUTE OF PHARMACY

Organising

A

STAFF TRAINING PROGRAM

On

Net Surfing Learning

By

Trainer:

Mr. Ashish Mishra

IT Admin

Kashi Institute of Technology

Date-20/09/21 to 24/09/21

COLLEGE AT GLANCE

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About the Program

The term "Net surfing" refers to navigating from one web page to another while looking up relevant information. Internet browsing often entails: Launching a web browser. Browsers are computer applications that let you switch between pages on the Internet

Benefits include:-

- Searching for the information/details required.
- Sharing the information.
- Job Opportunities
- Communicating at various platforms.
- Accessibility

Resource Persons

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Associate Professor
Kashi Institute of Pharmacy

2. Mr. Kumar Alok
Associate Professor
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3. Mr. Manoj Kumar Prajapati
Associate Professor
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Assistant Professor
Kashi Institute of Pharmacy

5. Mr. Kamlesh Singh
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6. Mr. Deepak Kumar
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WHY TO ATTEND:

Practice using useful PowerPoint tools and functions to prepare creative designs and slides. Gain a superior understanding of the various PowerPoint tools, and how they can be used in your presentations, to create impactful and professional PowerPoint presentations. PowerPoint allows you to use images, audio and video to have a greater visual impact. These visual and audio cues may also help a presenter be more improvisational and interactive with the audience

KASHI INSTITUTE OF PHARMACY
Organising
A
STAFF TRAINING PROGRAM

On

Powerpoint Presentation
Learning

By

Trainer:
Mr. Ashish Mishra
IT Admin

Kashi Institute of Technology

Date-15/01/22 to 20/01/22

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About the Program

Our comprehensive PowerPoint training course will help you get to grips with this popular presentation software. Learning with us will teach you how to produce exciting presentations for effective communication in business.

What are important Microsoft PowerPoint skills?

Simplicity. Although your slides should be engaging, they should also be simple and easy for your audience to follow and comprehend.

- Theme modification.
- Template customization
- Use of graphs, charts, and images.
- Storytelling

Resource Persons

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WHY TO ATTEND:

If library managers don't invest in training and development to meet users' changing demands, they will be left with demotivated and demoralized staff who lack the competencies and confidence to do their job through no fault of their own. Library offers the resources and encourages the thinking process, creativity, inquisitiveness and makes the learning more fruitful. To make a book available to a reader as per his requirement is a necessary aspect of library management, and library management is needed because libraries offer very reliable and hard to find material.

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Hospitality Committee:

Mr. Kumar Alok

Venue:

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KASHI INSTITUTE OF PHARMACY

Organising

A

STAFF TRAINING PROGRAM

On

Library Management

By

Trainer:

Mr. Ranjit Kumar

Librarian

Kashi Institute of Technology

Date-13/01/23 to 19/01/23

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About the Program

To acquire, organize and update the library collection to provide more productive environment for teaching and learning. Library management is important because, Libraries are the storehouses of knowledge and information. Libraries perform various tasks like collecting books, arranging them systematically, conservation and preservation of those books, dissemination of information sources, etc.

Library offer free educational resources to everyone.

1. Libraries are safe refuges for the homeless and underserved populations.
2. They help boost local economies.
3. They play an important role in English language learning.
4. Libraries make communities healthier
5. They preserve history, and more importantly, truth.

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WHY TO ATTEND:

The primary objective of management development training is to create a more competent and effective management team capable of driving organizational growth, employee engagement, and achieving business objectives. This training program provides managers with the tools and skills they need to be good managers. aims to improve a person's leadership and management skills. There will also be an emphasis on the development of leadership skills, such as creating a progressive style of leadership that engages staff.

KASHI INSTITUTE OF PHARMACY Organising A STAFF TRAINING PROGRAM

On

Management Development

By

Trainer:

Mr. Ambrish Tiwari

Assistant Professor

Kashi Institute of Management & Science

Date-22/11/22 to 26/11/22



COLLEGE AT GLANCE

Kashi Institute of Pharmacy (Kashi IP), Varanasi, proudly stands as one of the leading Pharmacy institutions in Eastern Uttar Pradesh, a testament to its excellence. Established in 2009 under the aegis of the Jain Education Society, Kashi IP holds approvals from Pharmacy Council of India (PCI) and is affiliated to Dr. A.P.J. Abdul Kalam Technical University (AKTU) Lucknow (formerly U.P.T.U) and Board of Technical Education (BTE), Lucknow, Uttar Pradesh.

VISION

“Empowering Future Pharmacists for Excellence and Innovation in Healthcare” Kashi Institute of Pharmacy aims to foster a culture of innovation among its students and faculty, encouraging them to explore new ideas, technologies, and practices that contribute to the advancement of pharmacy and healthcare as a whole.

MISSION

“Enriching Education, Advancing Healthcare: Our mission at Kashi Institute of Pharmacy is to provide a transformative learning experience that prepares aspiring pharmacists to excel in a dynamic healthcare landscape. Through rigorous academic programs, innovative research, and community engagement, we are committed to fostering compassionate, skilled, and ethical pharmacy professionals who positively impact patient well-being and contribute to the evolution of healthcare practices”



About the Program

What is management development training? Management development training is a process by which an institute equips staff with knowledge and skills to be efficient in their jobs. For example, it increases their capacity to manage and communicate with staff and develop valuable relationships with others. Management development training equips staff with the necessary tools and skills to guide their teams effectively toward achieving organizational goals. Management Development Program and its top Benefits:-

- Increased knowledge.
- High competency.
- New role ready.
- Tackling Uncertainties.
- Cross-functionality.
- Promotions.
- Morale boost.
- Innovation.

Resource Persons

1. Mr. Vivek Keshri
Associate Professor
Kashi Institute of Pharmacy

2. Mr. Kumar Alok
Associate Professor
Kashi Institute of Pharmacy

3. Mr. Manoj Kumar Prajapati
Associate Professor
Kashi Institute of Pharmacy

4. Mr. Brijesh Singh
Assistant Professor
Kashi Institute of Pharmacy

5. Mr. Kamlesh Singh
Assistant Professor
Kashi Institute of Pharmacy

6. Mr. Deepak Kumar
Assistant Professor
Kashi Institute of Pharmacy

