



KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

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STAFF TRAINING REPORT

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



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

Name of activity: ERP Learning Program for staff

Venue: Kashi Institute of Pharmacy

No of Participants: 09

Brief objective of event:

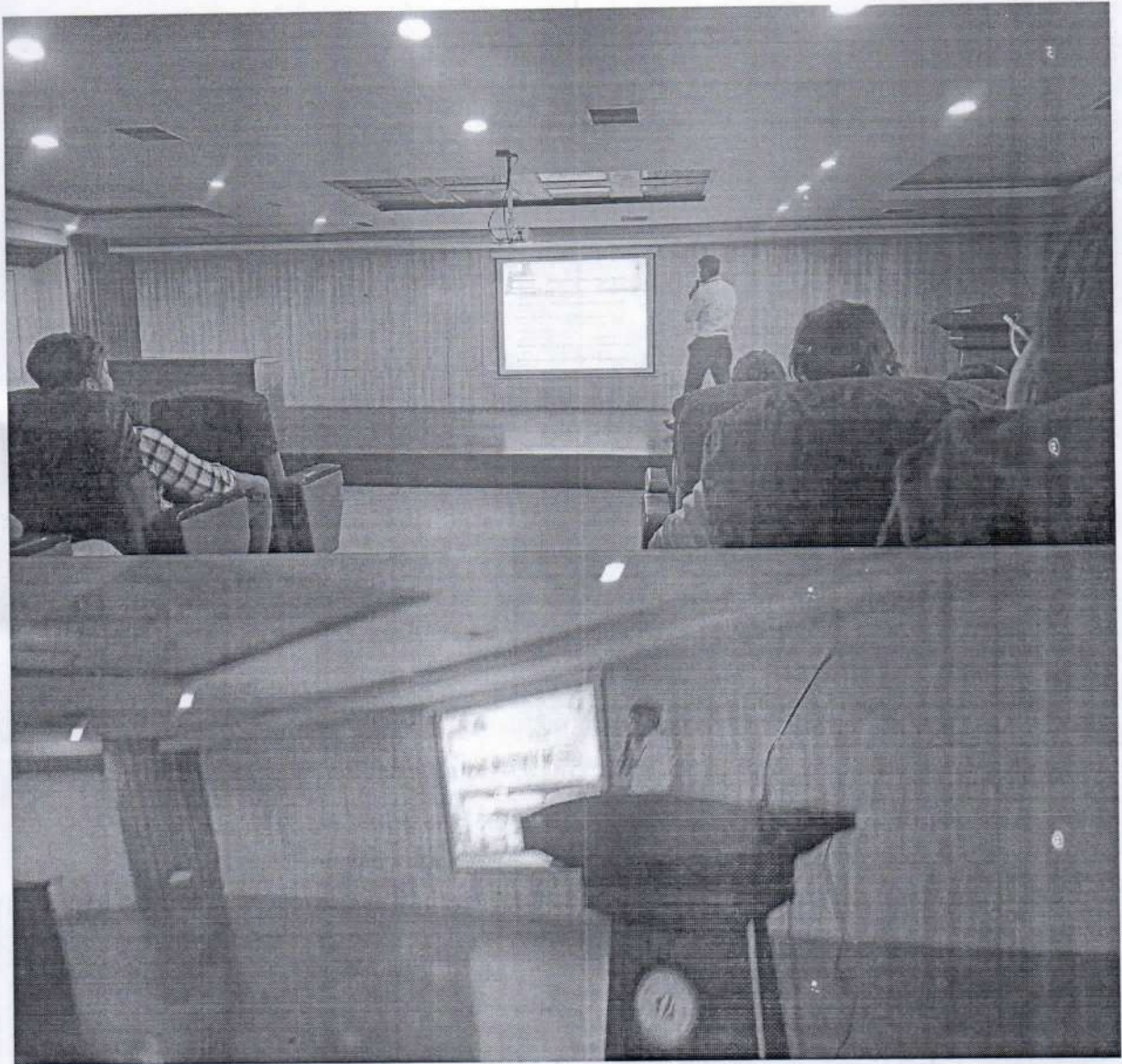
- ❖ Improved productivity – When employees understand how to properly use the system, it will empower them to become more efficient at their work.
- ❖ ERP training enables staff to complete tasks more quickly, resulting in an overall increase in productivity.

In-charge/Coordinator:

- Mr. Kamlesh Singh (Asst. Professor, KIP)

Brief description of event: ERP Learning Program was organized by Kashi Institute of Pharmacy in Seminar hall. The event includes college ERP system increases efficiency by automating manual processes, reducing errors, and eliminating redundant tasks via presentation. The programme was concluded with vote of thanks by Mr. Kamlesh Singh (Asst. Professor, KIP).





ERP Learning Program




Coordinator

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

Name of activity: Google Searching Program for staff

Venue: Kashi Institute of Pharmacy

No of Participants: 09

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

In-charge/Coordinator:

- Mr. Kamlesh Singh (Asst. Professor, KIP)

Brief description of event: Google Searching program was organized by Kashi Institute of Pharmacy in LRB 03. The event includes 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. The programme was concluded with vote of thanks by Mr. Kamlesh Singh (Asst. Professor, KIP).





Google Searching Program

(Handwritten initials)

Coordinator



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

Name of activity: MS-Word learning Program for staff

Venue: Kashi Institute of Pharmacy

No of Participants: 10

Brief objective of event: Importance of MS-Word to basics of the Word interface, text handling, formatting, and fundamental document operations like printing and emailing. Microsoft training can help you streamline some of your chores and duties, allowing you to save time and improve your performance on specific jobs.

In-charge/Coordinator:

- Mr. Kamlesh Singh (Asst. Professor, KIP)

Brief description of event: MS-Word learning Program was organized by Kashi Institute of Pharmacy via Computer lab. The event includes create a variety of documents, from simple letters to complex reports. The programme was concluded with vote of thanks by Mr. Kamlesh Singh (Asst. Professor, KIP).





Website Facebook updates: No


Coordinator



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

Name of activity: Gardening Learning Program for staff

Venue: Kashi Institute of Pharmacy

No of Participants: 10

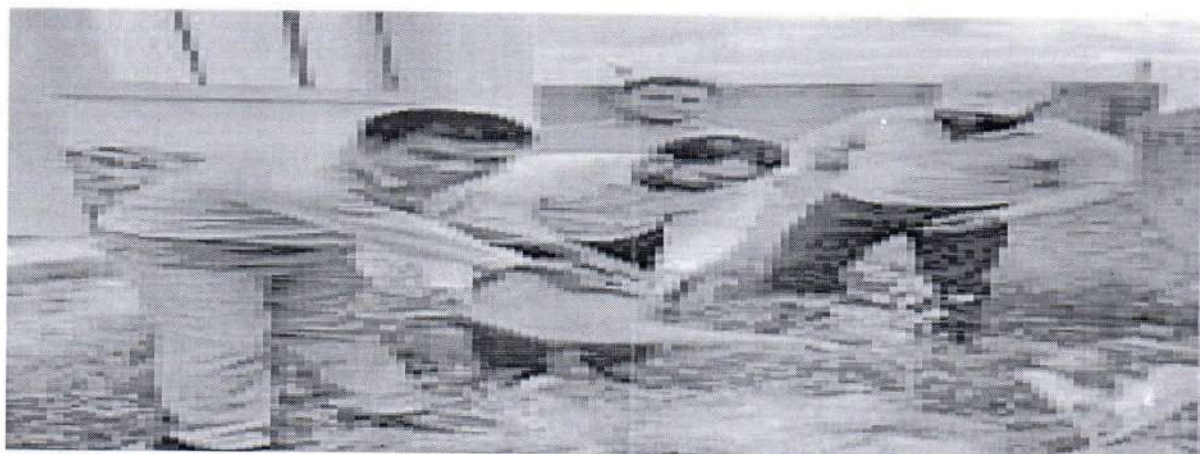
Brief objective of event: Importance of Gardening in Our Life - Voice of Plant. It nourishes our minds, strengthens our bodies, uplifts our emotions, and empowers us to contribute to the greater good of our environment. As we cultivate our gardens, we simultaneously cultivate a sense of well-being, physical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

In-charge/Coordinator:

➤ Mr. Kamlesh Singh (Asst. Professor, KIP)

Brief description of event: An awareness program of gardening was organized by Kashi Institute of Pharmacy via Plantation. The event includes plantation through Staff members in which they discussed about importance and purpose of gardening via orally. The programme was concluded with vote of thanks by Mr. Kamlesh Singh (Asst. Professor, KIP).





Gardening Learning Program



Coordinator



Date- 28/09/2020 to 02/10/2020

Name of activity: Personality Development Program for Staff

Venue: Kashi Institute of Pharmacy

No of Participants: 10

Brief objective of event:

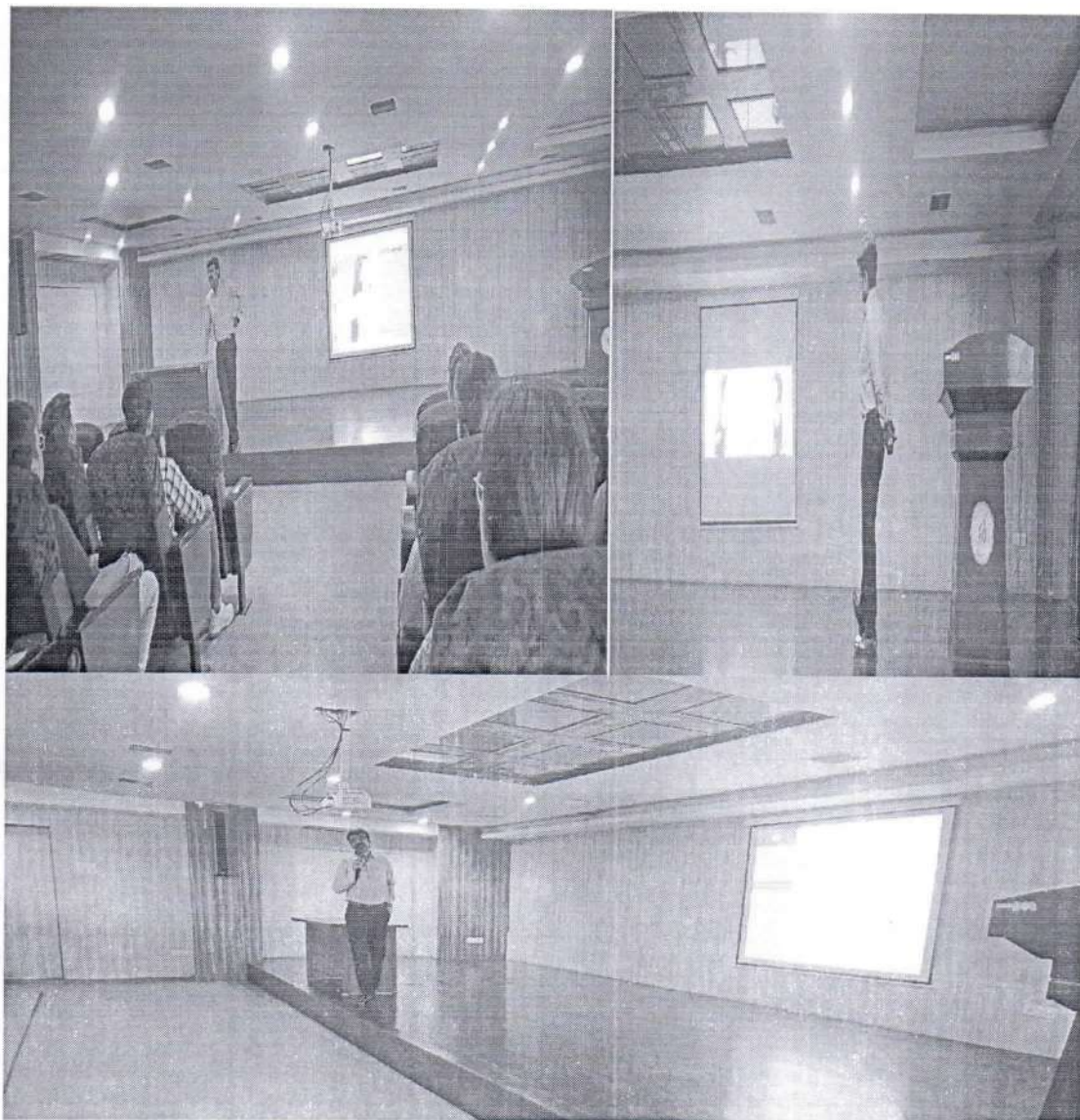
- ❖ It helps to raise confidence and strength to eliminate negative behaviour that hinders the growth and success of a person. Personality development courses are worth building a strong, optimistic, and attractive personality.
- ❖ It helps us in improving our confidence levels and creating a good and lasting impression on others.

In-charge/Coordinator:

- Mr. Kamlesh Singh (Asst. Professor, KIP)

Brief description of event: 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. Developing these skills can help develop your potential, set meaningful goals and live a more fulfilling life.





Personality Development Program

Coordinator



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

Name of activity: Net Surfing Learning Program for staff

Venue: Kashi Institute of Pharmacy

No of Participants: 10

Brief objective of event:

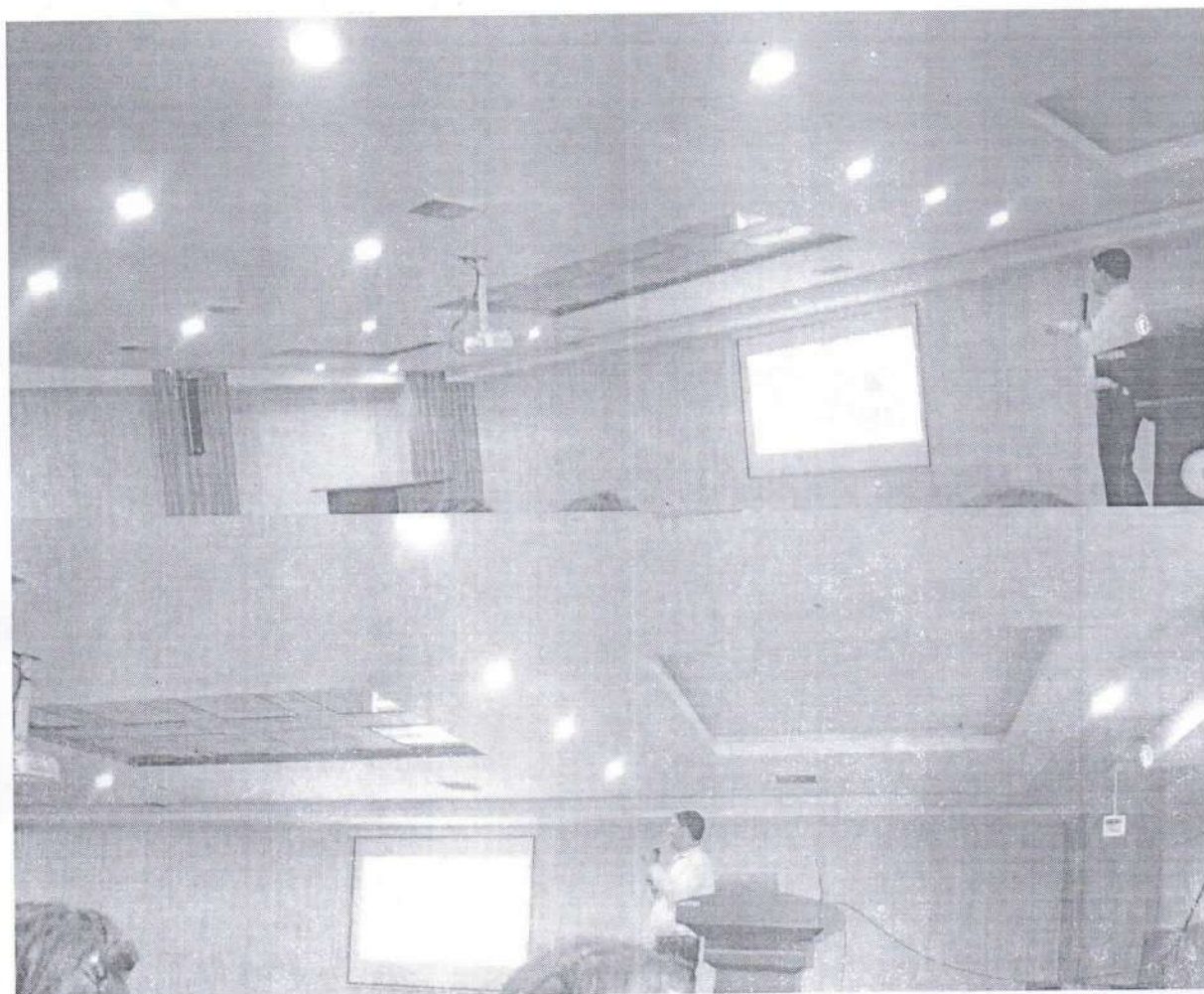
The internet offers you various platforms and tools to showcase your talents, such as blogs, podcasts, videos, social media posts, and more. You can also use the internet to find inspiration and feedback for your projects. Time plays a major role for the students as well as staff. The Internet is called the world of knowledge.

In-charge/Coordinator:

- Mr. Kamlesh Singh (Asst. Professor, KIP)

Brief description of event: Net Surfing Learning Program was organized by Kashi Institute of Pharmacy in seminar hall. The event includes Searching for the information/details required like sharing the information, job opportunities, communicating at various platforms, and accessibility through Presentation. The programme was concluded with vote of thanks by Mr. Kamlesh Singh (Asst. Professor, KIP).





Net Surfing Learning Program


Coordinator



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

Name of activity: Powerpoint Presentation Learning Program for staff

Venue: Kashi Institute of Pharmacy

No of Participants: 10

Brief objective of event:

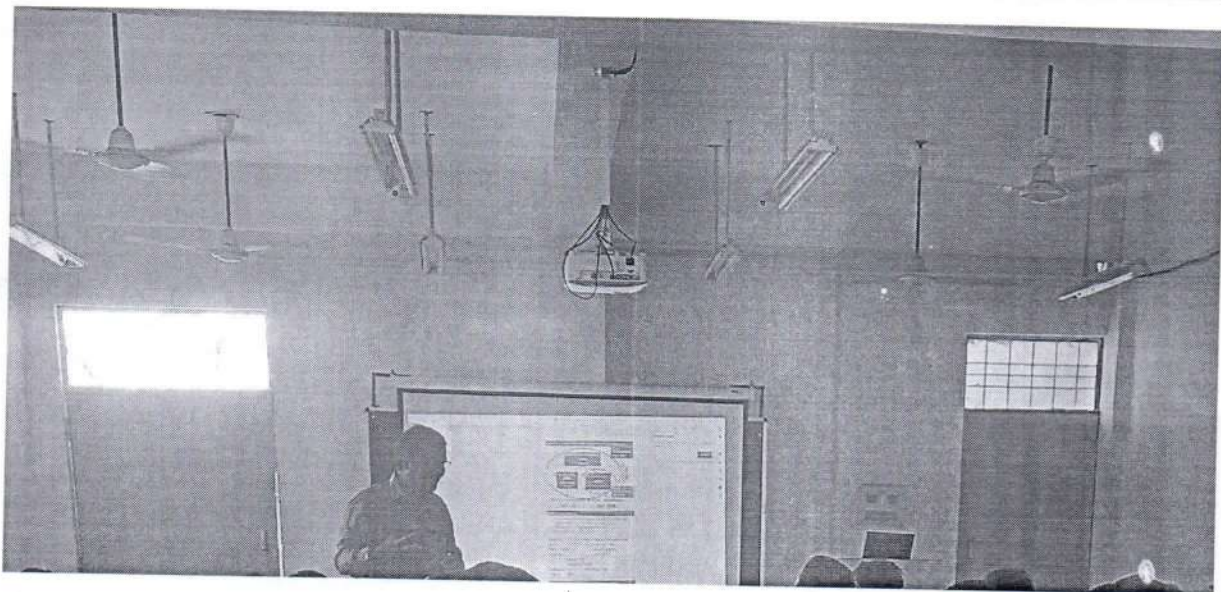
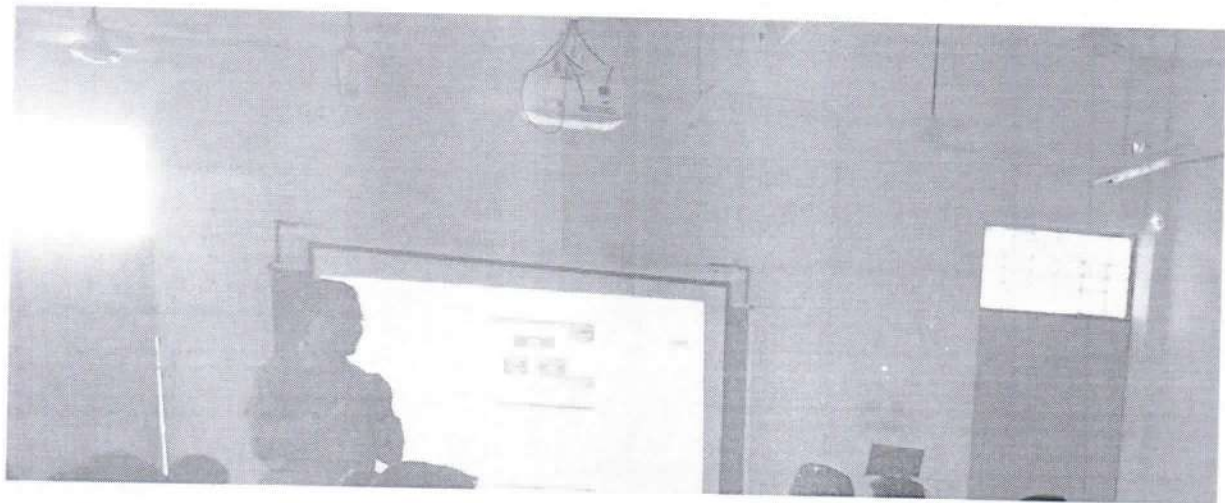
- ❖ Practice using useful PowerPoint tools and functions to prepare creative designs and slides.
- ❖ Gain a superior understanding of the various PowerPoint tools, and how they can be used in your presentations, to create impactful and professional PowerPoint presentations.

In-charge/Coordinator:

- Mr. Kamlesh Singh (Asst. Professor, KIP)

Brief description of event: Powerpoint presentation program was organized by Kashi Institute of Pharmacy in LRB 03. The event includes to use images, audio and video to have a greater visual impact. Learning with us will teach you how to produce exciting presentations for effective communication in business. The programme was concluded with vote of thanks by Mr. Kamlesh Singh (Asst. Professor, KIP).





Powerpoint Presentation Learning Program



A handwritten signature in blue ink, consisting of a stylized 'K' and 'S'.

Coordinator

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

Name of activity: Library Management Program for staff

Venue: Kashi Institute of Pharmacy

No of Participants: 03

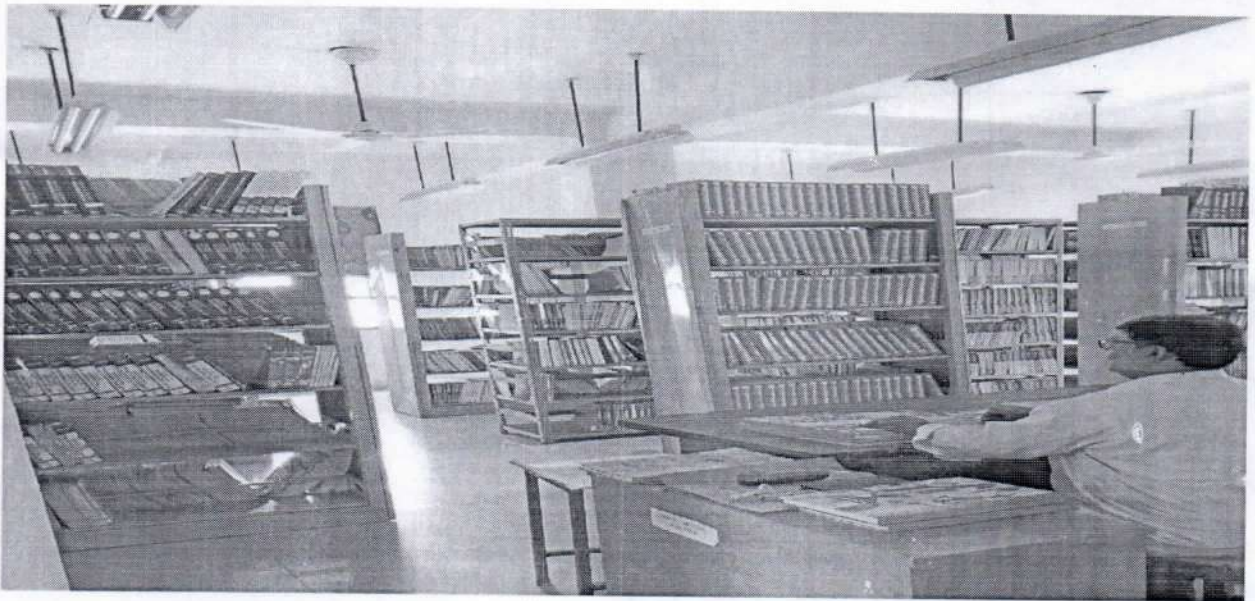
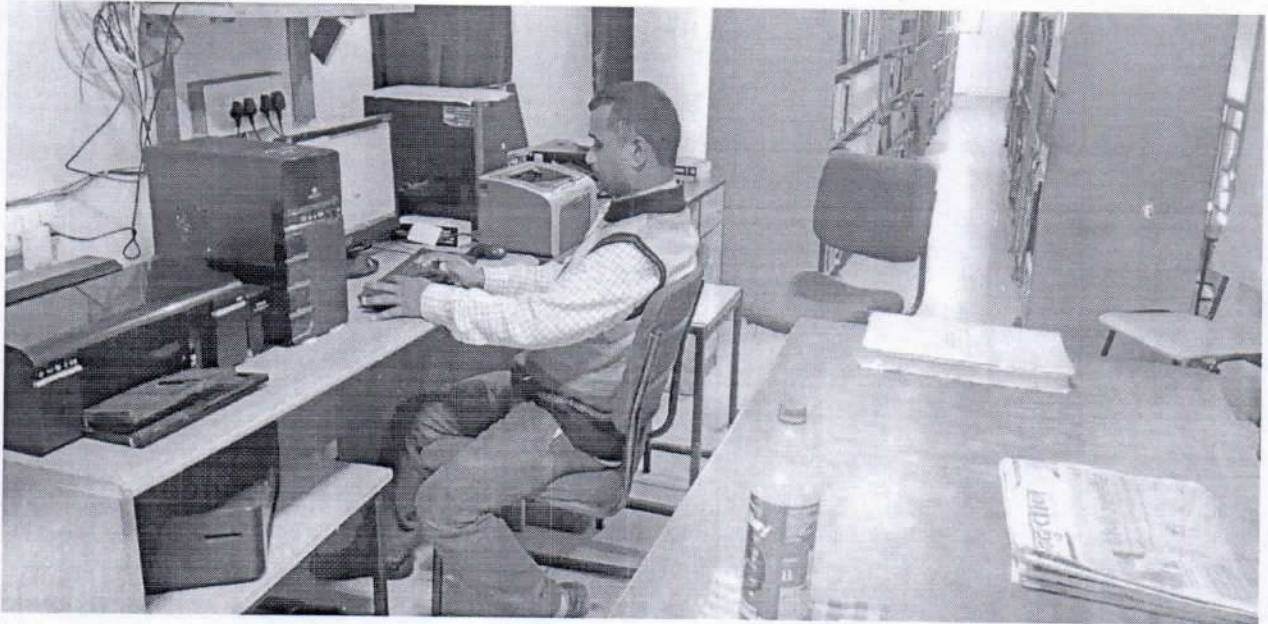
Brief objective of event: Library management is important because, Libraries are the storehouses of knowledge and information. Libraries perform various tasks like collecting books, arranging them systematically, conservation and preservation of those books, dissemination of information sources, etc.

In-charge/Coordinator:

- Mr. Kamlesh Singh (Asst. Professor, KIP)

Brief description of event: Library Management Program was organized by Kashi Institute of Pharmacy in Library. The event includes the resources and encourages the thinking process, creativity, inquisitiveness and makes the learning more fruitful. The programme was concluded with vote of thanks by Mr. Kamlesh Singh (Asst. Professor, KIP).





Library Management Program



Coordinator

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

Name of activity: Management Development Program for staff

Venue: Kashi Institute of Pharmacy

No of Participants: 11

Brief objective of event:

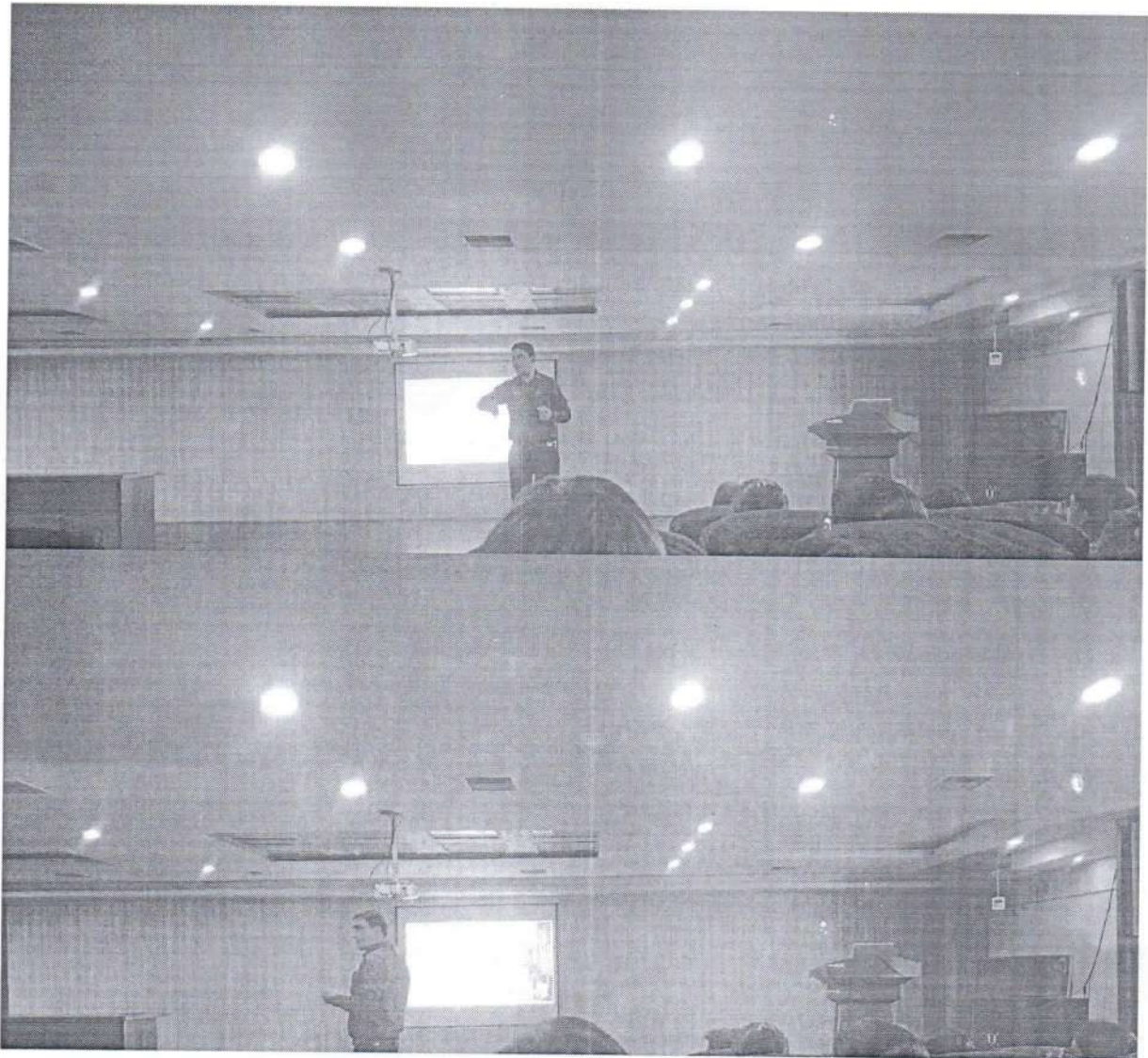
- ❖ The primary objective of management development training is to create a more competent and effective management team capable of driving organizational growth, employee engagement, and achieving business objectives.
- ❖ This training program provides managers with the tools and skills they need to be good managers.

In-charge/Coordinator:

- Mr. Kamlesh Singh (Asst. Professor, KIP)

Brief description of event: Management Development Program was organized by Kashi Institute of Pharmacy in seminar hall. The event includes a process by which an institute equips staff with knowledge and skills to be efficient in their jobs. The programme was concluded with a vote of thanks by Mr. Kamlesh Singh (Asst. Professor, KIP).





Management Development Program




Coordinator