



Index

Department of Physiotherapy & Paramedical Sciences



MALWANCHAL UNIVERSITY, INDORE

Campus : Index City, NH-59A, Nemawar Road, District: Indore- 452016 (M.P.) Ph.: + 91 9755008280, +91 7024107465

Email : principalparamed@indexgroup.co.in, paramedical@indexgroup.co.in Website. Www.malwanchaluniversity/paramedical.co.in

City Office : 104, Trishul Apartment., 5, Sanghi Colony, A.B. Road, Indore M.P. -452008 (M.P.)

Ref: IDOPT/PO/2024/633CA

Date: 06/12/2024

Circular

Index Department of Physiotherapy and Paramedical Sciences Malwanchal University is conducting 2-days Faculty Development Course on "**Develop leadership and management skills..**" the course will provide in depth knowledge on the given topic.

Topic: - Develop leadership and management skills.

Date: 12/12/2024 – 13/12/2024

Venue: - Index department of physiotherapy and paramedical sciences.

Resource Person: Dr. Hitesh Vishwakarma

You are expected to attend the above mentioned course to facilitate in-depth understanding of the topic and enhance the skills.

Faculties can enroll the names to Course Coordinator or before 09/12/2024

Course Coordinator
Mr. Durgesh Yadav

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Paramedical, Courses



Registrar
Malwanchal University
Indore (M.P.)

ccto :-

- Registrar, MU
- IQAC
- File



Index Department of Physiotherapy & Paramedical Sciences

Malwanchal University, Indore



"Develop leadership and
management skills"



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Indore (M.P.)

ABOUT

Defining Leadership

Key Skills: Communication,
Strategic Thinking, Emotional
Intelligence,
Strategic Thinking: Aligning goals
with organizational vision.

Eligibility Criteria :

For Non Teaching Staff
Resource Person

Dr. Hitesh Vishwakarma

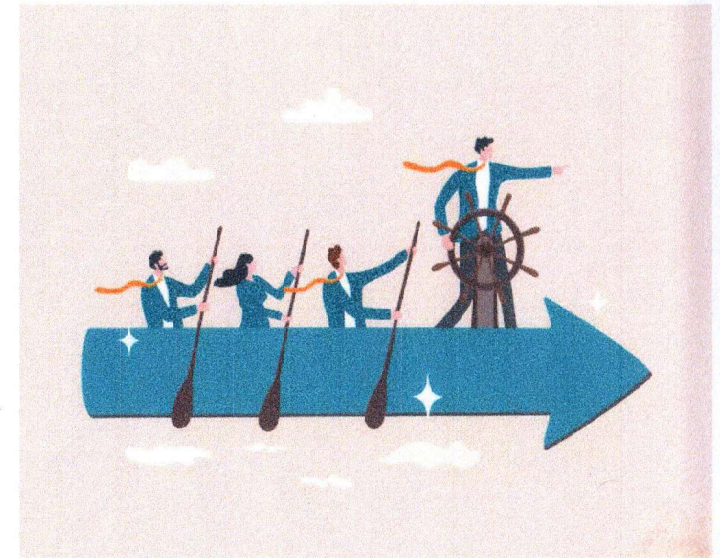
Registration Fees:- 0

Date:- 12/12/2024 – 13/10/2024

Schedule:- 09:00 To 10:00

Module

1. Conflict resolution and negotiation
2. Building relationships with faculty and students
3. Active listening and empathy





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Department of Physiotherapy and Paramedical Sciences MALWANCHAL UNIVERSITY, INDORE

Ref. no. IDOPT/PO/2024/634

Date : 14/12/2024

Title: - Develop Leadership and Management Skills

Date: -12.12.2024 to 13.12.2024

Venue: - INDEX DEPARTMENT OF PHYSIOTHERAPY AND PARAMEDICAL SCIENCES, INDORE

Resource Person: -Dr. Hitesh Vishwakarma – Index Department of Physiotherapy and Paramedical Sciences, Malwanchal University, Indore

Introduction: -

In colleges, non-teaching staff play a crucial role in ensuring smooth academic and administrative operations. Their contributions often go unnoticed, yet their efficiency directly impacts the institution's success. To enhance their effectiveness and productivity, A two-day training workshop on "Develop Leadership and Management Skills" was conducted under the Faculty Development Program (FDP) at Index Department of Physiotherapy and Paramedical Sciences, Malwanchal University, Indore. This workshop aimed to empower non-teaching staff with essential leadership and management skills to enhance their effectiveness in their roles. By fostering these abilities, the institution seeks to create a more collaborative and efficient working environment.

Target Audience: -

The workshop was specifically designed for non-teaching staff members who play a crucial role in the administrative and operational functions of the college. Participants included office assistants, administrative personnel, and support staff from various departments. It aimed to enhance the productivity and efficiency of non-teaching staff by equipping them with effective leadership and management skills.

Learning Objectives: -

The workshop focused on achieving the following key objectives:

1. To understand the fundamentals of leadership and management.
2. To develop effective communication and decision-making skills.
3. To enhance time management and problem-solving capabilities.
4. To encourage teamwork and foster a positive work environment.
5. To build confidence in handling responsibilities and challenges.

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Registrar
Malwanchal University
Indore (M.P.)



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Day-1: -

A blend of interactive and practical learning methods was employed to ensure active participation and engagement. The workshop included:

- **Presentations:** Expert trainer delivered session on leadership principles, management techniques, and workplace dynamics.
- **Group Discussions:** Participants exchanged ideas and shared their experiences in moderated discussions.
- **Role-Playing Activities:** Real-life scenarios were enacted to practice problem-solving & decision-making.

Day-2: -

- **Team-Building Exercise:** Activities were conducted to promote collaboration and mutual understanding.
- **Feedback Session:** Open forums for participants to share insights and reflect on their learning.

Learning Outcomes: -

The workshop achieved its intended outcomes, as evidenced by participant feedback and observations. Key takeaways included:

1. Improved understanding of leadership styles and their application in daily tasks.
2. Enhanced ability to communicate effectively and resolve conflicts.
3. Increased efficiency in time management and prioritizing responsibilities.
4. Strengthened teamwork and cooperative spirit among colleagues.
5. Boosted confidence in managing challenges with a solution-oriented approach.

Conclusion: -

The "Develop Leadership and Management Skills" workshop was a resounding success, equipping non-teaching staff with the tools needed to excel in their roles. The interactive and practical nature of the sessions ensured maximum engagement and applicability of the concepts learned. Participants expressed appreciation for the opportunity to enhance their skills and contribute more effectively to the institution's success. Such initiatives underscore the importance of continuous professional development for all members of the academic community. Finally, the certificates of appreciation were distributed to all the participants.



Report Prepared By
Mr. Durgesh Yadav




Registrar
Matwanchal University
Indore (I.S.D)


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Faculty development program :- session 2023-24 on Develop leadership and management skills.by Dr. Hitesh Vishwakarma



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Index Medical College, Indore, Madhya Pradesh
452016, India
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13/12/24 03:12 PM GMT +05:30



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Index Medical College, Indore, Madhya Pradesh
452016, India
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12/12/24 03:12 PM GMT +05:30

Faculty development session taken by Dr. Hitesh Vishwakarma



Hitesh Vishwakarma
Registrar
Malwanchal University
Indore (M.P.)



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Department of Physiotherapy and Paramedical Sciences

MALWANCHAL UNIVERSITY, INDORE

Ref No. IDOPT/PO/2024/

Date : 14/12/2024

"Develop leadership and management skills"

Faculty Attendance Sheet

S.no	Year	Name of Teaching Staff	Course name	Resource Person	Date
1	2023-24	Mr. Shyam Singh Panwar Mr. Aamin Mansuri Mr. Lakhan Lodhi Mr. Rahul Sisodiya Ms. Sakshi Mehra	Faculty Development Program	Dr. Hitesh Vishwakarma	12/12/2024 To 13/12/2024



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Index Department of Physiotherapy and Paramedical Sciences



Malwanchal University, Indore

Certificate of Participation

This is to certify that

Mr. Sakshi Mehta

has participated in the Faculty Development Program on

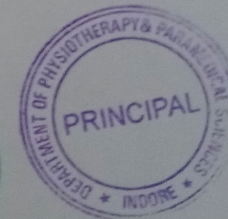
"Develop Leadership and Management Skills"

from 12.12.2024 to 13.12.2024

Credit hours- 2 hours

Dr. Hitesh Vishwakarma
Resource Person

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Certificate of Participation

This is to certify that

Mr. Amin Mansuri

has participated in the Faculty Development Program on

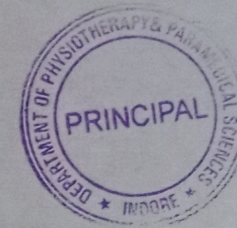
"Develop Leadership and Management Skills"

from 12.12.2024 to 13.12.2024

Credit hours- 2 hours

Dr. Hitesh Vishwakarma
Resource Person

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Certificate of Participation

This is to certify that

Mr. Rahul Sisodiya

has participated in the Faculty Development Program on
"Develop Leadership and Management Skills"

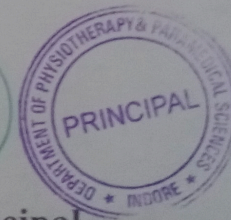
from 12.12.2024 to 13.12.2024

Credit hours- 2 hours

Hitesh

Dr. Hitesh Vishwakarma
Resource Person

Rw



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Certificate of Participation

This is to certify that

Mr. Lakhan Lodhi

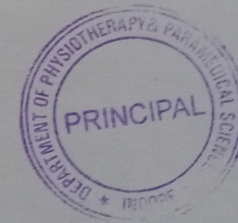
has participated in the Faculty Development Program on

"Develop Leadership and Management Skills"

from 12.12.2024 to 13.12.2024

Credit hours- 2 hours

Dr. Hitesh Vishwakarma
Resource Person



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