



# Index

## Department of Physiotherapy & Paramedical Sciences



### MALWANCHAL UNIVERSITY, INDORE

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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/2023/486(A)

Date: 01/09/2023

### Circular

Index Department of Physiotherapy and Paramedical Sciences Malwanchal University is conducting 5 day Faculty Development Course on " **Time Management for Grant Writing and Research Proposals** " the course will provide in depth knowledge on the given topic.

**Topic:** - Time Management for Grant Writing and Research Proposals.

**Date:** 11/09/2023 – 15/09/2023

**Venue:** - Index department of Physiotherapy and paramedical sciences.

**Resource Person:** Dr. Lily Ganju

*Lily Ganju*  
Registrar  
Malwanchal University  
Indore (M.P.)

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

**Faculties can enroll the names to Course Coordinator on or before 08/09/2023**

*Durgesh Yadav*

Course Coordinator  
Mr. Durgesh Yadav



*Lily Ganju*  
Principal  
Paramedical Courses

ccto :-

- Registrar, MU
- IQAC
- File



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## Department of Physiotherapy and Paramedical Sciences

CONSTITUENT UNIT OF MALWANCHAL UNIVERSITY, INDORE

Ref: - IDOPT/PO/2023/474(B)

Date: 16/09/2023

**Title-** Time Management for Grant Writing Proposal and Researcher Proposal

**Date-** 11/09/2023-15/09/2023

**Venue-** Index Department of Physiotherapy and Paramedical Sciences, Indore

**Resource Person :** Dr. Lily Ganju

Five days training was organised by index department of Physiotherapy and paramedical sciences. Malwanchal University indore, on 11/09/2023-15/09/2023

The workshop started with the lightening of the lamp, in which Dr. Reshma Khurana, Principal Index Department of Physiotherapy and Paramedical Sciences, Indore, resource person all the faculty members of institutions we're present.

**Day 1 :-**

### Grant Writing Phase

- .Research Funding Opportunity
- .Develop Project Concept Goal .
- .Write Proposal Narrative
- .Review And Edit Proposal

**Day 2:-**

### Daily Time Allocation

- .Morning
- .Afternoon.
- .Evening .

**Day 3:**

### Time Managements Tools

- .Project Management And Software
- .Time Tracking Software.
- .Calendar Schedule .
- .Task Lists And To Do Apps .



*Reshma Khurana*  
Registrar  
Malwanchal University  
Indore (M.P.)

All The Faculties Members Attended This Training And Demonstrate On The Basic Of The Education Is Very Important To Present Generation About Reforms In Education System That Would Improve Quality Of Education .

#### **Day4:**

#### **Submission And Follow Up Phase**

- . Submit Proposal
- .Confirm Receipt And Review Process .
- .Follow Up With Program Officers .
- .Prepare For Potential Revision Or Resubmission

#### **Day 5 :-**

#### **Tips And Reminder**

- .Set Realistic Deadline And Mile Stones.
- .Prioritize Tasks Based On Importance And Urgency
- .Use Dedicates Blocks Of Time For Focused Work .
- .Take Breaks And Practice Self Care.

Certificate Were Distributed To All The Attenders .

Staff Attended This Program Learned Lots Of Strategies Under The Guidance Of Dr. Reshma Khurana, Principle Paramedical Courses.

During Program Hour .The Main Purpose Of This Program To Teach The Importance Of Psychological Emotional Objective For The Betterment Of Staff.

Overall Development Training Were Fulfilled.

**Report Made by  
Mr. Durgesh Yadav**

**Principal  
Paramedical Courses**



**Registrar  
Maitwanchal University  
Indore (M.P.)**



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## Department of Physiotherapy and Paramedical Sciences

MALWANCHAL UNIVERSITY, INDORE

Ref No. IDOPT/PO/2023/ 474 (C)

Date :16/09/2023

**Topic :-** Time Management for Grant Writing and Research Proposals.

### Faculty Attendance Sheet

S.no	Year	Name of Teaching Staff	Course name	Resource Person	Date
1	2023-24	Dr. Reshma Khurana Dr. Hitesh Vishwakarma Dr. Amit Nagar Dr. Arpita Mishra Mr. Durgesh Kumar Yadav Dr. Shivi Trivedi Dr. Jayshree Kashyap	Time Management for Grant Writing and Research Proposals	Dr. Lily Ganju	11/09/2023- 15/09/2023

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Index Department of Physiotherapy and Paramedical Sciences  
Malwanchal University, Indore



## *Certificate of Participation*

This is to certify that

**Dr. Reshma Khurana**

has participated in the Value Added Course on

**"Time Management for Grant Writing and Research Proposals."**

from 11/09/2023 to 15/09/2023

Credit hours- 5 hours

**Dr. Lily Ganju**  
Resource Person

Registrar  
Malwanchal University  
Indore (M.P.)

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Malwanchal University, Indore



## *Certificate of Participation*

This is to certify that

**Dr. Jayshree Kashyap**

has participated in the Value Added Course on

**"Time Management for Grant Writing and Research Proposals."**

from 11/09/2023 to 15/09/2023

Credit hours- 5 hours

**Dr. Lily Ganju**  
Resource Person

Registrar  
Malwanchal University  
Indore (M.P.)

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Malwanchal University, Indore



## *Certificate of Participation*

This is to certify that

**Dr. Shivi Trivedi**

has participated in the Value Added Course on

**"Time Management for Grant Writing and Research Proposals."**

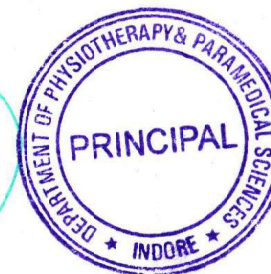
from 11/09/2023 to 15/09/2023

Credit hours- 5 hours

**Dr. Lily Ganju**  
Resource Person

Registrar  
Malwanchal University  
Indore (M.P.)

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Malwanchal University, Indore



## *Certificate of Participation*

This is to certify that

**Mr. Durgesh Kumar Yadav**

has participated in the Value Added Course on

**"Time Management for Grant Writing and Research Proposals."**

from 11/09/2023 to 15/09/2023

Credit hours- 5 hours

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Resource Person

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## *Certificate of Participation*

This is to certify that

**Dr. Arpita Mishra**

has participated in the Value Added Course on

**"Time Management for Grant Writing and Research Proposals."**

from 11/09/2023 to 15/09/2023

Credit hours- 5 hours

**Dr. Lily Ganju**  
Resource Person

Registrar  
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## *Certificate of Participation*

This is to certify that

**Dr. Amit Nagar**

has participated in the Value Added Course on

**"Time Management for Grant Writing and Research Proposals."**

from 11/09/2023 to 15/09/2023

Credit hours- 5 hours

**Dr. Lily Ganju**  
Resource Person

Registrar  
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Malwanchal University, Indore



## *Certificate of Participation*



This is to certify that

**Dr. Hitesh Vishwakarma**

has participated in the Value Added Course on

**"Time Management for Grant Writing and Research Proposals."**

from 11/09/2023 to 15/09/2023

Credit hours- 5 hours

**Dr. Lily Ganju**  
Resource Person

Registration  
Malwanchal University  
Indore (M.P.)

**Principal**  
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