

## DEPARTMENT OF MANAGEMENT STUDIES

10<sup>th</sup> September, 2020

To,  
The Principal  
SKIT, Jaipur.

Sir,

**Reg: 5-Day Online FDP on "Personal Effectiveness"**

The Department of Management Studies, SKIT wishes to organize a 5-Day Online Faculty Development Programme for the Faculty Members of our SKIT. The theme of the FDP will be "Personal Effectiveness". It would be from 5<sup>th</sup> October, 2020 to 9<sup>th</sup> October, 2020 through Google Meet platform.

The topics to be covered in the FDP would be as follows:

- Defining Personal Effectiveness
- Assertive Communication
- Persuasive Communication
- Speaking Skills sets for the Teachers
- Writing Skills for the Faculty
- Change Management
- Time Management, and related topics

We request you to kindly approve the programme in principle and allow us to use the studio facility for organizing the FDP from 5<sup>th</sup> to 9<sup>th</sup> October, 2020.



**Dr. Atul Gupta**  
Coordinator-FDP

Yes: Approved  
P-1



**Prof. S.K. Mathur**  
HOD-DMS



**Swami Keshvanand Institute of Technology,  
Management & Gramothan  
Department of Management Studies**

**15<sup>th</sup> September, 2020**

**Notice**

**Faculty Development Programme on “Personal Effectiveness”**

All the Faculty members of SKIT are hereby informed that the Department of Management Studies is organizing a 5-Day Online FDP on “Personal Effectiveness” from 5<sup>th</sup> October, 2020 to 9<sup>th</sup> October, 2020 through Google Meet.

All Faculty members who are interested to participate are requested to give their names to event Coordinator latest by 30<sup>th</sup> September, 2020. Department will provide certificate to successful candidates.

**Dr. Atul Gupta  
Coordinator-FDP**

**Prof. S.K. Mathur  
HOD-DMS**

**Copy to:**

1. Director
2. Registrar
3. Principal
4. Principal (Pharmacy)
5. Adviser
6. Dean (R&D)
7. Incharge B. Tech, I Year
8. HODs-EC, EE, CS, IT, ME, CE, Phy, Chem, Maths, English
9. All the Faculty & Staff members by circulation
10. All notice boards



**Swami Keshvanand Institute of Technology, Management &  
Gramothan  
Department of Management Studies**

**Faculty Development Programme on**

**“Personal Effectiveness”  
5<sup>th</sup> October to 9<sup>th</sup> October, 2020**

**Report of the FDP**

Five days Faculty Development Programme on the topic “Personal Effectiveness” was organized by Department of Management Studies, SKIT from 5<sup>th</sup> October, 2020 to 9<sup>th</sup> October, 2020 through virtual platform (Google Meet).

On day the FDP was started with a welcome note by Dr. Atul Gupta, Coordinator-FDP. He welcomed all the delegates and participants in this FDP and also briefed about the theme and objectives of the FDP. Followed to this Prof. (Dr.) S.L. Surana, Director (Academics), SKIT, in his address discussed the various issues on FDP theme. He gave his best wishes to the participants and explain the importance of the personal effectiveness for the teachers. Mr. Jaipal Meel, Director, SKIT discussed the concept of Self-confidence, Self-motivation and Value system. He also emphasized on the self assessment for teachers.

The first session of the FDP was on “Defining Personal Effectiveness”. Prof. Amber Srivastava, HOD Mathematics Department SKIT was the expert of the session. Mr. Srivastava explained the personal effectiveness in a new way to participants. He also focused on importance of self esteem and role of discipline in life.

The second session was on Assertive Communication. Prof. Anil Choudhary, HOD IT Department, SKIT was the session expert. He discussed examples of various cases that how people achieved success through discipline in their life and at workplace. Further he explained that assertive communication involves clear, honest statements about your beliefs, needs, and emotions. When we communicate assertively, we share our opinions without judging others for theirs.

On day two the third session was on Persuasive Communication by Prof. Nirija Saraswat, Professor English department, MNIT, Jaipur. Firstly, she advised the participants to have right

responses at the right time i.e. adaptability to situations, secondly, she narrated a story depicting how an persuasive communication or a challenge can be plant to grow in life.

The Fourth session was on Speaking to Win by Prof. Anil Mehta, HOD Business Administration Department, Manipal University. Prof, Mehta explained that The ability to speak with confidence and deliver winning presentations can accelerate our career, earn people's great respect, and enable you to achieve your greatest-even most impossible-seeming goals and it is very important for a teacher so that he can excel the career of their students. His words were indeed inspirational. Further he explained that teacher should be confident, positive, and relaxed in front of any students; grab attention from the start; use body language, props, and vocal techniques to keep students engaged; transition smoothly from one point to the next; use humor, stories, quotes, and questions skillfully.

On day III the fifth session was conducted on the topic Time Management. Prof. Mukesh Jain, Associate Professor, Department of Business Administration, University of Rajasthan was the session expert. Prof. Jain explained that Good time management enables an individual to complete more in a shorter period of time, lowers stress, and leads to career success. Further he urged that with effective time management skills, teachers can increase their productivity and provide a better education for their students.

The sixth session was on Readiness to Change. Dr. Savita Choudhary, Associate Professor, Department of Management Studies, SKIT was the session expert. She explained that the teachers who have the readiness to change will be able to inspire the students to prepare for a changing world and hard competitions. In other words, the teachers' readiness to change will affect the performance.

On day IV the seventh session of FDP was conducted on the topic Nurturing Creativity. Dr. Ona Ladiwal, Associate Professor, Department of Management Studies, SKIT was the session expert. She explained that journey into the realm of creativity, where children and teachers try new ideas and grow into creative, critical thinkers who are free to make mistakes and encouraged to learn from them. Further is pointed that It's not imperative that every person be "creative," but life in the 21s century increasingly requires us to exercise more creativity, teachers and students alike.

Without this skill, teachers risk losing jobs to AI, and students risk falling short on their true potential.

Eighth session was on Perception Management by Prof. Vikas Shrotriya, Associate Dean, Vivakanda University, Jaipur. He explained the importance of Perception Management for teachers. Further he focused on Well-managed classrooms which characterized as safe environments where learning occurs freely. Worldwide teachers are faced with the task of continuously facilitating and implementing educational reform that has been designed without their participation.

On day fifth the IX session was on Writing to Win by Prof. Prof. Anil Choudhary. He said that classroom is, if anything, a dynamic place. With so much going on at any given time, how can teachers be sure that what they're doing is making positive impact on students' learning? High quality teaching is now widely acknowledged to be the most important school-level factor influencing student achievement. This in turn has focused attention on the importance of teacher education, from initial training and induction for beginning teachers, to on-going professional development to help update teachers' knowledge, deepen their understanding and advance their skills as expert practitioners.

The FDP was concluded with Valedictory session wherein the certificates were distributed to all the participants. Mementos were also given to the Key note Speakers of the FDP. Prof. Ramesh Kumar Pacher, Principal, SKIT proposed a vote of thanks to all delegates, Organizing and Technical Committees for smooth conduct and huge success of FDP. The FDP was well designed and implemented by the Coordinator Dr. Atul Gupta, Associate Professor-DMS. The FDP has attained its objectives and was a great success.



**Swami Keshvanand Institute of Technology, Management &  
Gramothan  
Department of Management Studies**

**Faculty Development Programme on  
“Personal Effectiveness”**

**5<sup>th</sup> October to 9<sup>th</sup> October, 2020**

**Objective of Programme**

- The objective of the faculty development programme is to bring about personality development with regard to the different behavioural dimensions that have far-reaching significance in the direction of organizational effectiveness for teachers.
- To prepare teachers to provide the directions for learning and developing their abilities to become a more independent and effective learner, both in and outside the same in our classroom practice. Also, to look at the principles behind the tasks classroom.
- To explore contemporary teaching approaches and methods and implementation of the and activities teachers can use in their classroom teaching.

**Outcomes of the FDP**

The few outcomes of the FDP are:

- Personal effectiveness is a branch of the self-help movement dealing with success, goals, and related concepts. Personal effectiveness integrates some ideas from “the power of positive thinking” and positive psychology but in general it is distinct from the New Thought Movement.
- Assertive communication allows you to express your needs productively and work with the other person to find the best solution.
- Assertive communication enables you to value yourself, your time, and your emotional, spiritual, and physical needs.
- communicate respect for others
- not allow others to abuse or manipulate them

- stand up for their rights
- B-schools claim to train executives how to achieve targets, I have my own reservations.
- Purely individual oriented. No set principle. e.g. To become a bollywood actor.
- “Karmanye Vadhikaraste, Ma phaleshou kada chana, Ma Karma Phala Hetur Bhurmatey Sangostva Akarmani”
- We have the right to perform your actions, but you are not entitled to the fruits of the actions.
- Managing yourself is about controlling events, setting priorities, utilizing time effectively, changing habits, continuous improvement
- Time management essentials include not creating impossible situations, defining priorities, avoiding distractions, floundering and stress
- Track your progress
- Limit your scope (Don't do everybody's job-let them do their job)
- In a professional setting one need to be persuasive in their communication style and passionate in their behavioral approach.
- They can result in better realization of personal goals.
- If the professional wants to succeed as a leader, he/she must establish clear and concise communication with anyone they come across.
- High self-monitors have the ability to pay attention to their own behaviour and others' reaction whereas low self-monitors don't pay much attention.
- High self-monitors can create an impression on others and as a result becomes highly successful. They are able to adjust their behaviour to get the desired reaction from others.



**Swami Keshvanand Institute of Technology, Management &  
Gramothan  
Department of Management Studies**

**Faculty Development Programme on**

**“Personal Effectiveness”  
5<sup>th</sup> October to 9<sup>th</sup> October, 2020**

**Programme Schedule**

<b>Day I</b>	
10:00 am –11:00 am	<b>Inaugural Session</b>
11:00 am –01:00 pm	<b>Session I:</b> Defining Personal Effectiveness by Prof. Amber Srivastava
01:00 pm – 02:00 pm	Lunch Break
02:00 pm – 04:00 pm	Session II: Assertive Communication by Prof. Anil Choudhary
<b>Day II</b>	
11:00 am –01:00 pm	Session III: Persuasive Communication by Prof. Nirija Saraswat
01:00 pm – 02:00 pm	<b><i>Lunch Break</i></b>
02:00 pm – 04:00 pm	Session IV: Speaking to Win by Prof. Anil Mehta
<b>Day III</b>	
11:00 am –01:00 pm	Session V: Time Management by Prof. Mukesh Jain
01:00 pm – 02:00 pm	<b><i>Lunch Break</i></b>
02:00 pm – 04:00 pm	Session VI: Readiness to Change by Dr. Savita Choudhary
<b>Day IV</b>	
11:00 am –01:00 pm	Session VII: Nurturing Creativity by Dr. Ona Ladiwal
01:00 pm – 02:00 pm	<b><i>Lunch Break</i></b>
02:00 pm – 04:00 pm	Session VIII: Perception Management by Prof. Vikas Shrotriya
<b>Day V</b>	
10:30 am –12: 00 pm	Session IX: Writing to Win by Prof. Anil Choudhary
12:00 pm – 01:00 pm	<b><i>Lunch Break</i></b>
01:00 pm – 02:30 pm	<b>Valedictory Session</b>





**Swami Keshvanand Institute of Technology, Management &  
Gramothan  
Department of Management Studies**

**Faculty Development Programme on**

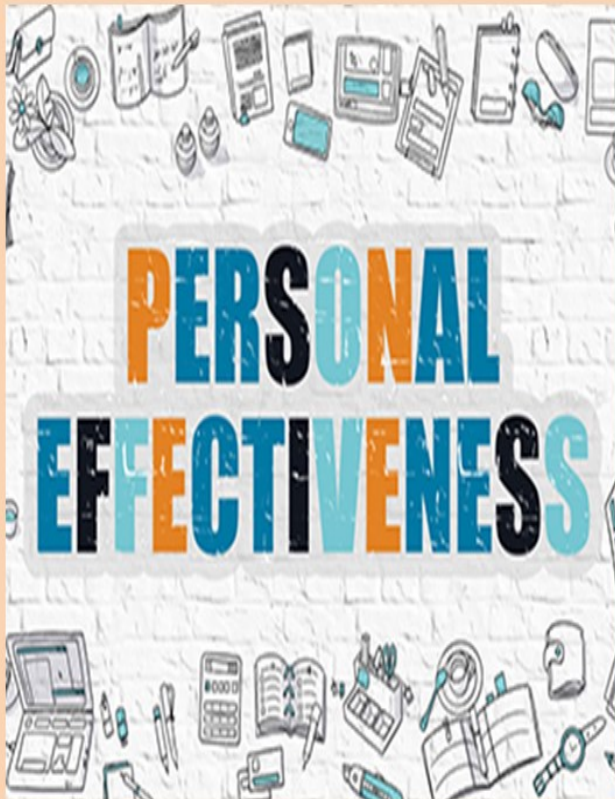
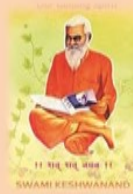
**“Personal Effectiveness”  
5<sup>th</sup> October to 9<sup>th</sup> October, 2020**

**List of Experts**

<b>S. No.</b>	<b>Name of Expert</b>	<b>Organisation</b>	<b>Country</b>
<b>1</b>	<b>Prof. Amber Srivastava</b>	<b>SKIT, Jaipur</b>	<b>India</b>
<b>2</b>	<b>Prof. Anil Choudhary</b>	<b>SKIT, Jaipur</b>	<b>India</b>
<b>3</b>	<b>Prof. Nirija Saraswat</b>	<b>MNIT, Jaipur</b>	<b>India</b>
<b>4</b>	<b>Prof. Anil Mehta</b>	<b>Manipal Univeristy, Jaipur</b>	<b>India</b>
<b>5</b>	<b>Prof. Mukesh Jain</b>	<b>University of Rajasthan, Jaipur</b>	<b>India</b>
<b>6</b>	<b>Dr. Savita Choudhary</b>	<b>SKIT, Jaipur</b>	<b>India</b>
<b>7</b>	<b>Dr. Ona Ladiwal</b>	<b>SKIT, Jaipur</b>	<b>India</b>
<b>8</b>	<b>Prof. Vikas Shrotriya</b>	<b>Vivakanda Global University, Jaipur</b>	<b>India</b>
<b>9</b>	<b>Prof. Anil Choudhary</b>	<b>SKIT, Jaipur</b>	<b>India</b>

# Faculty Development Programme

5<sup>th</sup> October to 9<sup>th</sup> October, 2020



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,  
MANAGEMENT & GRAMOTHAN, JAIPUR, INDIA

DEPARTMENT OF MANAGEMENT STUDIES

## About the FDP

The changing times of the current era demands Faculty to be in tune to the shifts from the conventional teaching strategies and adapt to the major trends of today. They will have to build on their existing knowledge, achievements & accomplishments of the past and adapt to the evolving roles. Academic vitality is very much dependent on the faculty members and Faculty Development has a very critical role to play in promoting academic excellence and innovation in changing times in tune to the Institutional architecture.

This FDP is designed to broaden the focus, foster collaboration and effectiveness in the classroom with proven teaching techniques to bring out creativity and innovation.

### FDP Trains and Develops:

- Institutional architecture.
- Economics of Authority and Power
- Passive Teaching vs Active Teaching
- Team Based Learning, Problem Based Learning
- Creativity and Innovation in the classroom
- Directed Attitudes
- Enhancing Functional Areas
- Student Engagement
- Strategies for managing challenging students
- Time and Stress Management in a classroom

### Date and Venue:

5<sup>th</sup> October to 9<sup>th</sup> October, 2020

Virtual Platform through Google meet

Participation Fee: Free of Cost

### Areas of FDP

Session I: Defining Personal Effectiveness

Session II: Assertive Communication

Session III: Persuasive Communication

Session IV: Speaking to Win

Session V: Time Management

Session VI: Readiness to Change

Session VII: Nurturing Creativity

Session VIII: Perception Management

Session IX: Writing to Win

### Target Group:

- Policy makers, Regulators & Government officials.
- Corporate officers from related sectors including technology.
- Professionals & Consultants, NGO's.
- Faculty and Research Scholars of Management/ Developmental Institutes.

### Swami Keshvanand Institute of Technology Management and Gramothan, Jaipur

Swami Keshvanand Institute of Technology, Management and Gramothan, Jaipur, was established in the year 2000 by a team of committed professionals and academicians. SKIT enjoys the reputation of being one of the premier institute in northern India, possessing qualified and experienced faculty along with well-developed infrastructure. A great sense of discipline, sincerity and an environment conducive to learning makes SKIT an educational paradise. All the Courses are duly approved by AICTE and affiliated to Rajasthan Technical University, Kota. B.Tech courses are accredited by the National Board of Accreditation (NBA, New Delhi).

### Department of Management Studies

In its endeavor to strengthen the philosophy of Swami Keshvanand Ji and achieve excellence in Techno-managerial environment, the institute established Department of Management Studies in the academic year 2006-2007. The Department of Management Studies offers an AICTE approved Master of Business Administration (MBA) degree course, affiliated to Rajasthan Technical University, Kota. The Department aims at developing future managers equipped with curricular & co-curricular skills, which will help them to make a mark in the industry. To achieve its vision the Department uses a blend of well-qualified and experienced core faculty and renowned visiting faculty members from other institutes. To enhance the horizon of knowledge, various Seminars, Workshops, and Entrepreneurial Activities are organized regularly. The Department is an active member of All India Management Association (AIMA).

### Objectives of the FDP

- The objective of the faculty development programme is to bring about personality development with regard to the different behavioural dimensions that have far-reaching significance in the direction of organizational effectiveness for teachers.
- To prepare teachers to provide the directions for learning and developing their abilities to become a more independent and effective learner, both in and outside the same in our classroom practice. Also, to look at the principles behind the tasks classroom.
- To explore contemporary teaching approaches and methods and implementation of the and activities teachers can use in their classroom teaching.

## ORGANIZING COMMITTEE

**Patron**  
Shri Surja Ram Meel  
Chairman, SKIT

### Advisory Board

Shri Anil Bafna- Vice Chairman  
Shri Jaipal Meel- Director  
Mrs. Rachna Meel- Registrar  
Prof. (Dr.) S. L. Surana- Director (Acad.)  
Prof. (Dr.) R. K. Pachar- Principal  
Prof. M. L. Bhargava- Advisor  
Mrs. Abha Meel- Advisor  
Prof. (Dr.) Hemlata Dullar

### Steering Committee

Mr. Vishal Meel  
Dr. S. K. Mathur  
Prof. (Dr.) Anil Choudhary  
Dr. Mukesh Arora  
Dr. Mukesh Gupta  
Dr. D. R. Chitara  
Dr. Sharda Soni  
Dr. Dheeraj Joshi  
Dr. Amber Shrivatsava  
Dr. Brij Raj Sharma  
Dr. Neha Purohit



### Organizing Secretary

Dr. Savita Choudhary  
Associate Professor, DMS

### FDP Coordinator

Dr. Atul Gupta  
Associate Professor, DMS  
Mob. 9829510357

### Organizing Committee

Dr. Ona Ladiwal  
Dr. Maneesha Kaushik  
Dr. Ravish Pandey  
Ms. Priyanka Payal

### FDP Secretariate

Mr. Dileep Singh Gurjar  
Mr. Yogesh Sharma  
Mr. Shiv Prasad Sharma



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,  
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**Swami Keshvanand Institute of Technology, Management &  
Gramothan**

**Department of Management Studies  
Faculty Development Programme on  
“Personal Effectiveness”**

**5<sup>th</sup> October to 9<sup>th</sup> October, 2020**

**List of Participants**

S. No.	Employee ID	NAME OF FACULTY	DESIGNATION 1	DEPTT.	MOB. NO.	EMAIL ID
1	148	DR. MANEESHA KAUSHIK	ASSOCIATE PROF. 1	MBA	9785381999	<a href="mailto:maneesha9099@gmail.com">maneesha9099@gmail.com</a>
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3	881	DR. RAVISH PANDEY	ASTT. PROFESSOR	MBA	9928090907	<a href="mailto:rvshpandey9@gmail.com">rvshpandey9@gmail.com</a>
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8	789	SHALINI SINGHAL	ASSISTANT PROF.1	IT	8952979529	<a href="mailto:singhalshalini570@gmail.com">singhalshalini570@gmail.com</a>
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12	788	VIVEK SHARMA	ASSISTANT PROF. 1	EE	9413824677	<a href="mailto:viveksha1985@gmail.com">viveksha1985@gmail.com</a>
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15	603	SANJAY CHOUDHARY	ASSISTANT PROF. 1	ME	9587838444	<a href="mailto:sanjay.sahu.mech@gmail.com">sanjay.sahu.mech@gmail.com</a>
16	611	DR. NAWAL KISHOR JANGID	ASSOCIATE PROF. 1	MATHEMATICS	9928236602	<a href="mailto:jangid.0008@gmail.com">jangid.0008@gmail.com</a>
17	623	C.P. JAIN	ASSISTANT PROF. 2	MATHEMATICS	9414851397	<a href="mailto:buddhi_jain@rediffmail.com">buddhi_jain@rediffmail.com</a>
18	105	DR. ANURAG SHARMA	ASSOCIATE PROF. 1	CHEMISTRY	9460386437	<a href="mailto:anuragsharma20oct@yahoo.co.in">anuragsharma20oct@yahoo.co.in</a>

19	738	PAWAN KUMAR JAIN	ASSISTANT PROF. 1	PHYSIC S	9413816497	<a href="mailto:pawan_hep@yahoo.com">pawan_hep@yahoo.com</a>
20	815	DR. RISHI VYAS	ASSOCIATE PROF. 1	PHYSIC S	9828540040	<a href="mailto:vyasphysics@gmail.com">vyasphysics@gmail.com</a>
21	616	SHEEBA ANJUM	ASSISTANT PROF. 1	ENGLIS H	9928334657	<a href="mailto:anjumsheeba17@gmail.com">anjumsheeba17@gmail.com</a>
22	780	GEETIKA PATNI	ASSISTANT PROF. 1	ENGLIS H	9785805888	<a href="mailto:geetikapatni@gmail.com">geetikapatni@gmail.com</a>
23	655	POOJA JAIN	ASSISTANT PROF. 2	CIVIL	9694909018	<a href="mailto:pooja.jaincivil@skit.ac.in">pooja.jaincivil@skit.ac.in</a>
24	667	DEEPAK KUMAR SHARMA	ASSISTANT PROF. 2	CIVIL	8764295758	<a href="mailto:ds19101989@gmail.com">ds19101989@gmail.com</a>
25	773	ANIRUDH MATHUR	ASSISTANT PROF. 2	CIVIL	7891993999 9461188899	<a href="mailto:anirudh.mathur@skit.ac.in">anirudh.mathur@skit.ac.in</a>





**Feedback Form**  
**Faculty Development Programme**  
**on**  
**“Personal Effectiveness”**  
**5<sup>th</sup> October to 9<sup>th</sup> October, 2020**

Thank you for participating. Please take a few minutes to tell us about your experience and what we can do to improve future FDP.

	Yes	No	NOT SURE
The FDP was applicable to my interest			
The program was well paced within the allotted time			
The material was presented in an organized manner			
The resource persons were good communicators			
The resource persons were knowledgeable on the topic			
I would be interested in attending a follow-up, more advanced FDP on this same subject			

Comments and suggestions (How do you think the FDP could have been made more effective?)

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Thank You!



**Faculty Development Programme**  
on  
**“PERSONAL EFFECTIVENESS”**

Organized By  
Department of Management Studies  
Swami Keshavanand Institute of Technology, Management & Gramothan  
Ramnagar, Jaipur-302025

**Certificate of Participation**

This is to certify that **NEERAJ GARG** from **SKIT, Jaipur** has participated in the Faculty Development Programme on “Personal Effectiveness” organized by Swami Keshavanand Institute of Technology, Management & Gramothan, Jaipur from 5<sup>th</sup> October to 9<sup>th</sup> October, 2020.

**Dr. Atul Gupta**  
Coordinator

**Prof. Ramesh Kumar Pachar**  
Principal, SKIT, Jaipur



**Swami Keshvanand Institute of Technology, Management &  
Gramothan**

**Department of Management Studies  
Faculty Development Programme on  
“Personal Effectiveness”  
5<sup>th</sup> October to 9<sup>th</sup> October, 2020**

**Glimpses of the FDP**

