

# **Annual Report of Human Resource Development Center (2016-17)**



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## TABLE OF CONTENTS

<b>Sr. No</b>	<b>Topic</b>	<b>Page no.</b>
<b>1</b>	<b>Introduction</b>	<b>3</b>
<b>2</b>	<b>Training Statistics</b>	<b>4</b>
<b>3</b>	<b>Overview of Professional Development Programs for Teaching Staff</b>	<b>5-6</b>
<b>4</b>	<b>Overview of Administrative Staff Training Programs</b>	<b>6-7</b>
<b>5</b>	<b>Ancillary Staff Training</b>	<b>8</b>
<b>6</b>	<b>Staff Induction Programs</b>	<b>8</b>
<b>7</b>	<b>Management Development Programs</b>	<b>9</b>
<b>8</b>	<b>Outreach Training Programs – Academic</b>	<b>9-11</b>
<b>9</b>	<b>Local Engagement Programs</b>	<b>11-12</b>
<b>10</b>	<b>Professional Enhancement: External exposure</b>	<b>12-13</b>
<b>11</b>	<b>Recognition of Meritorious Performance in Massive Open Online Courses (MOOCs)</b>	<b>13-14</b>
<b>12</b>	<b>Conclusion</b>	<b>14</b>

## 1. Introduction

The year 2016-17 witnessed impetus on faculty and staff development with the aim of enhancing quality of education, research, academic administration and skill development. Prof. Anil Dattatraya Sahasrabudhe, Chairman, AICTE, inaugurated Human Resource Development Programs 2016-17 at LPU Campus on May 15, 2016. HRDC aims at providing excellent professional development opportunities to staff members across the campus, assisting them in reaching their full potential through learning that is job relevant and easily transferrable to the workplace. In the year 2016-17, a total of 213 Professional Development Programs were organized for teaching and administrative staff out of which 41 Professional Development Programs were of duration one week and above. In 2016-17, 1031 faculty members i.e. 59% have undergone the Professional Development Programs organized by Lovely Professional University, other Higher Education Institutions, Professional bodies and Corporate agencies.

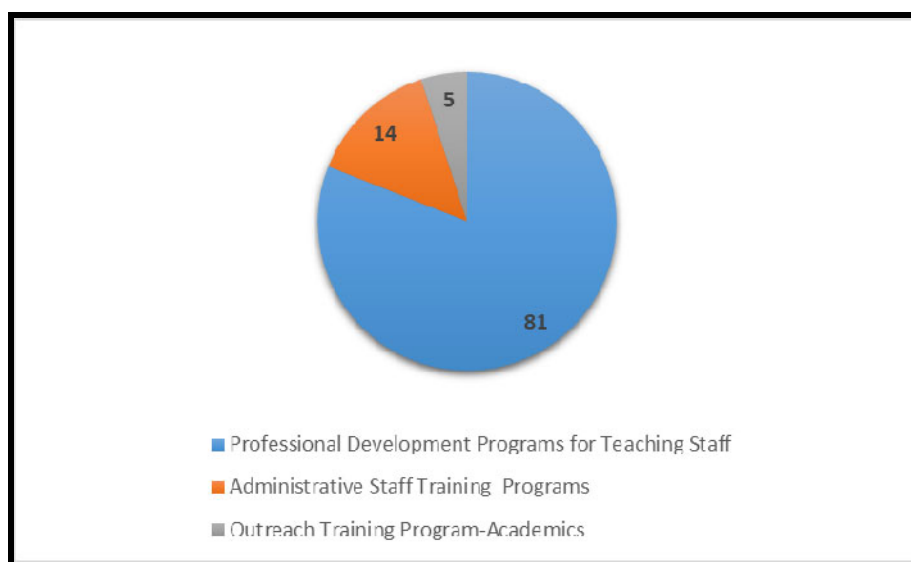
Professional Development Programs are specifically designed to master state of the art developments in course content, pedagogy and research methods. E-Learning being the need of the hour, LPU Local Chapter of National Programme on Technology Enhanced Learning (NPTEL), encourages faculty, staff and students to participate in Massive Open Online Courses. (MOOCs). LPU local chapter established in January 2016 was awarded with 'AA' rating twice consecutively for the period July-December 2016 and January-June 2017.



## 2. Training Statistics

Year 2016-17 witnessed the plethora of professional development programs focusing on knowledge and skill updation as per current development in academia and Industry. The programs catered to the development need of university faculty, staff members and external participants from academia and industry. Outreach Training Programs specifically accommodating to internal and external Faculty members, Research Scholars and others were also conducted. All the training programs were conducted as per the master plans received from the different departments after identifying the domain specific training need. Table: 1 depicts a summary of Professional Development Programs for Teaching Staff, Administrative Staff Training Programs and Outreach Training Programs (OTPs) organised in the year 2016-2017:

<b>Table 1: Training Statistics for 2016-17</b>		
<b>Type of Training</b>	<b>No. of Programs</b>	<b>Percentage</b>
<b>Professional Development Programs for Teaching Staff</b>	<b>173</b>	<b>81</b>
<b>Administrative Staff Training Programs</b>	<b>29</b>	<b>14</b>
<b>Outreach Training Program-Academics</b>	<b>11</b>	<b>5</b>
<b>Total</b>	<b>213</b>	

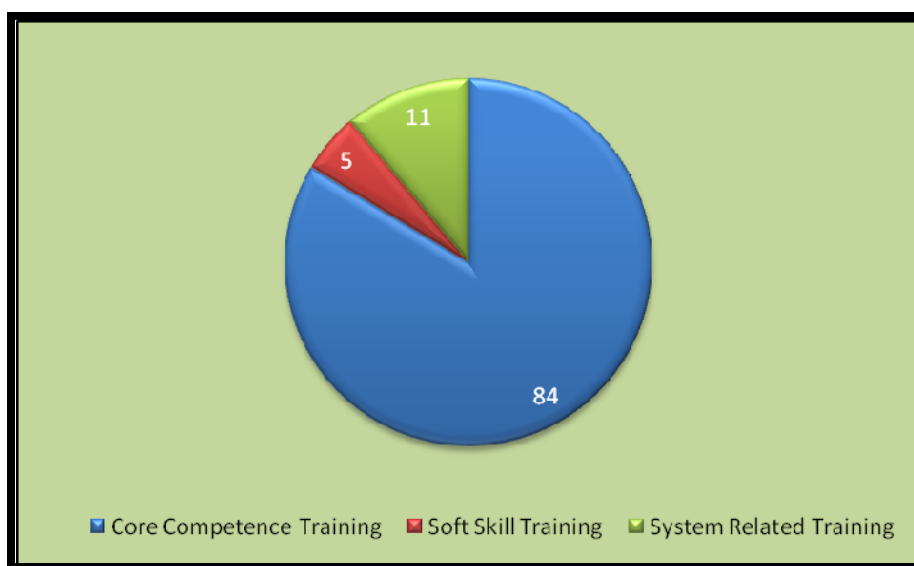


**Fig. 1: Classification of Training Programs (2016-17)**

### 3. Professional Development Programs for Teaching Staff:

In the year 2016-17, Professional Development Programs for Teaching Staff, both In-House & Outreach mainly focused on Core competence training of teaching staff was based on department specific requirements. In the year **2016-17 Professional Development Programs mainly focused on** Core Competence Training in discipline relevant software, research methodology, big data analysis, student centred pedagogy e.g. Gamification and Case writing and contemporary trends like Digital Marketing. Table 2 depicts a summary of Professional Development Programs for Teaching Staff organised in the year 2016-2017 reflecting the type and No. of Programs:

Table 2: Types of Professional Development Programs : 2016-17		
HRD Program Type	No. of Programs	Percentage
Core Competence Training	145	84
Soft Skill Training	09	5
System Related Training	19	11
<b>Total</b>	<b>173</b>	



**Fig. 2: Types of Professional Development Programs: 2016-2017**

Continuing the legacy of professional development, this year was a landmark year for LPU-HRDC. Orientation Program (OP-3) was organized with the focus on orienting more staff joining the noble profession and also conducted a refresher course for further rejuvenating and upgrading the fraternity. While OP-3 remained focused on acquainting the participants

with the structure, functioning, governance and rules applicable. Enabling the participants to hone the teaching skills and practice innovative assessment and evaluation strategies. Concurrently, the focus was also on developing ability to recognize the significance of research in Higher Education.

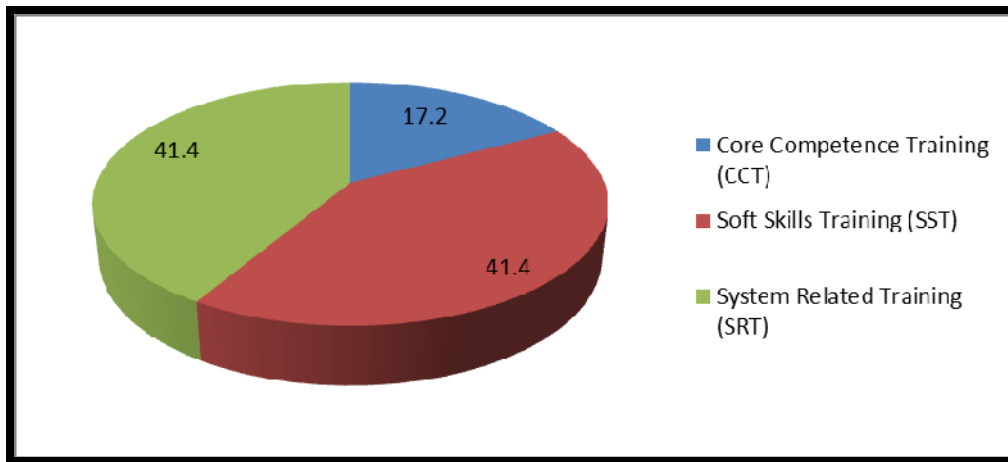


Refresher Course in Pedagogical Innovations & Research Methodology (RC-1) added a new dimension to the professional development of teaching staff. The course aimed at capacity building in Pedagogical innovations for student centered teaching, ICT mediated teaching-learning process, Research methodology- current trends and techniques and Data analytics and its applications in teaching and research.

#### **4. Administrative Staff Training Programs**

Administrative Staff Training Programs endeavoured to enhance various job relevant competencies in administrative and technical staff. The programs aimed at development of adaptability, proactivity, communication skills, computing skills, management of time, space and task, service orientation, interpersonal and technical skills. Training on Fire Safety was held for the laboratory attendants, Security personnel and hostel wardens. Table 3 depicts a summary of Administrative Staff Training Programs organised in the year 2016-2017 reflecting the type and No. of Programs held in the year 2016-17:

<b>Table 3: Types of Administrative Staff Training Programs: 2016-2017</b>		
<b>HRD Program Type</b>	<b>No. of Programs</b>	<b>Percentage</b>
<b>Core Competence Training</b>	<b>05</b>	<b>17.2</b>
<b>Soft Skill Training</b>	<b>12</b>	<b>41.4</b>
<b>System Related Training</b>	<b>12</b>	<b>41.4</b>
<b>Total</b>	<b>29</b>	



**Fig. 3: Types of Administrative Staff Training Programs: 2016-2017**

The key programs for administrative staff in the year 2016-17 were:

- Staff Development Program on SAKSHAM : Safety of Women and Gender Sensitization at Workplace
- Staff Development Program on Formatting and Filtering Data In Spreadsheets
- Staff Development Program on Netiquette
- Staff Development Program on Soft Skills



## 5. Ancillary Staff Training

HRDC catered the training need of ancillary staff members i.e. class-IV employees by organising programs titled Meet, Greet, Assist & Serve; Skill Enhancement: Carpentry and Skill Enhancement: Electricians.



**Staff Development Program on Meet, Greet, Assist & Serve**



**Staff Development Program on Skill Enhancement of Electricians**



**STC on Skill Enhancement : Carpentry**

## 6. Staff Induction Programs

To orient the new joiner faculty members to get assimilated to University work culture staff induction programs were conducted. The program familiarised the participants with HR policies, Residential Services on campus, Orientation of Academic System, Examination System, opportunities and facilities for Professional Development, Research and Development, and provisions for IT support, security & safety on campus.



**Staff Induction Program (SIP-9)  
w.e.f. Jan 21- 27,2017**

## 7. Management Development Programs (MDP):

Recognizing that performance is largely dependent upon strategic leadership skills Management Development Programs were organised for Heads of Departments (HODs) and Divisions. To mention a few 'Workshop on Reinventing The Leader in you' by Sh. Raman Nayyar and Sh. Rahul Ahuja renowned corporate Master Trainers from Junior Chamber International (JCI) on Dec.21,2016. The Workshop was inspired by the vision of the top management to



create boundary less leadership teams who *think big* and act collaboratively across the echelons. On Oct. 10, 2016 another Workshop on Emotional Intelligence for Leaders was conducted by Sh. Vivek Atray ex-IAS, Advisor, Author and Motivational Speaker along with Ms. Preeti Parashar Executive Director, Vibrant Advisory Services. The program unveiled how to see the bigger picture; creating a calmer demeanour; an improved understanding of colleagues and leadership skills.

## 8. Outreach Training Programs- Academic:

A series of short-term courses were organized for capacity building in research and enhancing teaching effectiveness. A brief description of some such programs are reflected below:

**8.1** A two day program titled **Workshop on High Impact Teaching Skills** was organized from **July 7 to July 8, 2016**. The program was conducted by the Master Trainer from globally renowned training organization Dale Carnegie Inc. There was a rich mix of individual and team activities on planning presentation structure, effective opening,



closing and attention catching presentation skills. Day 2 was devoted to handling large audience, modulation of voice, pitch and speed and responding to difficult classroom situations.

## 8.2. Workshop on Gamification

Participants from the corporate and academic fraternity engaged in 3-day 'Workshop on Gamification', by Dr Lovi Raj Gupta, Professor, School of Bio Engineering & Biosciences w.e.f. Nov. 4 to 6, 2016. Dr. Gupta deployed a unique pedagogy combining Instructor led interaction with gamified On the Spot Activities and a Master Project Presentation by each participant. The proceedings were



**Workshop on Gamification  
Nov. 4 - 6, 2016**

live streamed in various universities and higher education institutions, naming few like IIM Kozhikode, IIM Vizag, SP Jain School of Management, Mumbai, Sharda University.

## 8.3. Workshop on School Mental Health

To sensitize Teachers towards *inclusive education*, an engaging 2-day 'Workshop on School Mental Health', was organized on Nov. 25 - 26, 2016. Faculty members, research scholars, psychologists and special educators from all over the region attended the program conducted by Ms. Deepali Batra, Consultant Clinical Psychologist, at



**Workshop on School Mental Health  
Nov. 25 - 26, 2016**

Max Health Care, Delhi and Director at Psychological Academic Learning Services for Children & Adults (PALS). The workshop highlighted specific strategies for dealing with challenging behaviours in children by using various cases and psychological instruments.

## 8.4. Short Term Course on Research Methodology:

Giving impetus to the socially relevant research the Short Term Course on Research Methodology was conducted w.e.f 1 – 7 June, 2017 by eminent academicians. Dr. Bikramjit Rishi, Associate Professor, IMT Ghaziabad focused on skill development for research design, scale



**Short Term Course on Research  
Methodology w.e.f. June 1 – 7, 2017**

development and data analysis techniques. Dr. Gurjeet Kaur, Associate Professor, University of Jammu guided the participants on Standardization of Scale and Structural Equation Modelling. Dr. Dheeraj Nim, Associate Professor, Mittal School of Business, LPU, threw light on various data analysis techniques with hands on practice on statistical software packages like SPSS and AMOS.

### **8.5. National Case Writing Workshop**

As per feedback received from the campus recruiters, management students need to be taught in an industry-oriented manner so that they are productive right from day of hiring. Responding to this need Faculty members of Business Schools were trained in case writing skills in a 4-day National Case Writing Workshop w.e.f June 14th – 17th, 2017.



**National Case Writing Workshop  
June 14-17, 2017**

The Subject Matter Expert Dr. Rajesh Verma, Head- Mittal School of Business,

focused on case writing methodology, effective use of company related data for structuring a case and case based teaching methodology. The workshop included a full day visit to the case sites, wherein the participants collected primary data. By the end of the workshop, each group presented their respective case drafts.

### **9. Local Engagement Programs**

**9.1.** Responding to industry needs for skill enhancement, Workshop on Communication and Client Handling Skills was conducted by Mr. Sarabjit Singh Kwatra, Asst. Director, HRDC for the field officers of Export Credit Guarantee Corporation (ECGC), an enterprise of GOI on Dec. 24, 2016 at Asia Health Resort, Dharamshala.



**Client Handling Skills Workshop  
Dec. 24, 2016**

Lovely Professional University engages with the corporate sector and provides Training Programs as per desired standards of quality thus bridging the academia-industry gap. For details of corporate training please refer <https://www.lpu.in/corporate-training.php>

**9.2.** Taking the local engagement forward to neighbouring colleges, HRDC team members Dr. Sunaina Ahuja, Associate Professor and Associate Dean, Dr. Savita Gupta, Associate Professor and Mr. Sarabjit Singh Kwatra, Assistant Director acted as resource persons in seven day Workshop on the theme Faculty Development Through Vision, Values and Soft Skills organized by Ramgarhia College of Education Phagwara, Punjab – India, in collaboration with Council for Teacher Education (CTE), from January 24-30, 2017.



**Workshop on Faculty Development Through Vision, Values and Soft Skills January 24-30, 2017.**

### **9.3 NPTEL Awareness Workshop**

Being an active local chapter of NPTEL, IIT Madras selected Lovely Professional University to host ‘NPTEL Awareness Workshop’ for other Higher Education Institutions in the region. Principals, Deans, HODs and faculty members from 93 universities and colleges took part in the workshop on Oct. 12, 2017. Prof. Andrew Thangaraj, Prof. Pratap Haridoss and Ms.



**NPTEL Awareness Workshop Oct. 12, 2017**

Bharati Balaji from IIT Madras, highlighted the opportunities for Massive Open Online Courses accessible to faculty and students free of cost wherein they can upgrade themselves in 50+ disciplines of science, technology, humanities and social sciences.

## **10. Professional Enhancement: External exposure**

Apart from training opportunities within the University, faculty members are facilitated to upskill on current trends by participating in Training Programs offered by the industry,

Higher Education Institutions and Professional bodies of repute. In the year 2016-17, some such programs attended by the faculty members include:

- Machine Learning and Data Analytics, Fore School of Management
- Punjab Energy Conservation Building Code for Architects, Engineers, Builders and other Stake holders, Punjab Energy Development Agency (PEDA)
- Punjab Energy Conservation Building Code for Architects, Engineers, Builders and other Stake holders, NITTTR, Chandigarh and Indian Institute of Architects
- International Workshop on Noise, Vibration and harshness, ICAT Manesar
- Advances in Computer Science and Information Technology Trends, NIT Jalandhar
- Autodesk Fusion 360, Ritusha Consultants Private Limited
- Workshop on Digital Marketing, MakeIntern

#### **11. Recognition of Meritorious Performance in Massive Open Online Courses (MOOCs)**

In the year 2016-17 the University recognized meritorious performance of faculty, staff and students in MOOC certification through National Program on Technology Enhanced Learning (NPTEL), Certification



Table 4 depicts NPTEL MOOCs Certification Summary in the year 2016-2017 reflecting the type of participants and certification category achieved by the participants:

<b>Table: 4 NPTEL MOOCs Certification Summary</b>					
<b>Year</b>	<b>Participant Type</b>	<b>Course Topper with Gold Medal &gt;=90 %</b>	<b>Elite Certificate 60-89 %</b>	<b>Successfully Completed the Course 40-59 %</b>	<b>Grand Total</b>
<b>2016</b>	<b>Staff</b>	<b>4</b>	<b>17</b>	<b>5</b>	<b>26</b>
	<b>Students</b>	<b>2</b>	<b>23</b>	<b>18</b>	<b>43</b>
<b>Sub Total (i)</b>		<b>6</b>	<b>40</b>	<b>23</b>	<b>69</b>
<b>2017</b>	<b>Staff</b>	<b>13</b>	<b>87</b>	<b>28</b>	<b>128</b>
	<b>Students</b>	<b>11</b>	<b>191</b>	<b>107</b>	<b>309</b>
<b>Sub Total (ii)</b>		<b>24</b>	<b>278</b>	<b>135</b>	<b>437</b>
<b>Grand Total</b>		<b>30</b>	<b>318</b>	<b>158</b>	<b>506</b>

## **12. Conclusion**

The year 2016-17 witnessed a wide variety of professional development programs for all categories right from the academic administrators to the ancillary staff. Outreach training programs were a platform for professional upgradation of faculty and research scholars of other Universities and colleges. Besides this LPU faculty were facilitated to participate in programs organised by reputed institutions across India. Industry oriented Management Development remained a key focus area along with Local Engagement Projects for colleges and schools. LPU Local Chapter of NPTEL established its mark by way of meritorious performance of in MOOCs, enabling the faculty members and students to keep abreast with the current trends in the field.