



Report on

**Comprehensive Training for Non-Teaching staff - Organized by HR Dept. in
Collaboration with CDC & IQAC dated 22.3.2025**

Session -I - Documentation and Record Management
&
Session -II - Workplace Etiquette & Professional Conduct

Date: Saturday, 22nd March 2025

Venue: A-Block, Room No. 213, KRMU Campus

Event Type: Training

Mode of Activity: Offline

Target Group: Non-teaching staff, K.R. Mangalam University

Session – I : Documentation & Record Management

***Resource Person : Prof. Tania Gupta, IQAC Director & Mr. Deepak Mishra, Deputy Registrar
KRMU***

Number of Participants: 67

Session – II : Workplace Etiquette & Professional Conduct

Resource Person : Ms. Sonam Yadav & Mr. Vijay Purohit, Trainer CDC KRMU

Number of Participants: 38

Coordinator: Ms. Suman Rawat, Sr. Executive – HR

Organized by: Human Resource Dept. in Collaboration with CDC & IQAC

Introduction

Human Resource Dept. in collaboration with IQAC and CDC successfully organized Comprehensive training program for non-teaching staff members in two sessions on “Documentation & Record Management” & “Workplace Etiquette & Professional Conduct”

Objective of the Training

The primary objective of this training was to enhance the skills, knowledge and performance of Non-teaching staff members which ultimately contribute to the overall growth and excellence of



the

University.

Highlights

The resource persons of both the sessions mainly focus on following areas:

- Importance of proper documentation and record management.
- What are the various methods for maintaining records.
- Effective time management techniques for increased productivity.
- Understand the role of interpersonal skills in personal and professional life.
- Techniques to develop Interpersonal Skills
- Enhancing communication skills for better interpersonal relationships.
- Importance in creating a positive work environment

Coordination and Felicitation

The training was successfully coordinated by **Ms. Suman Rawat, Sr. Executive – HR.**

At the end of the session, Dr. Rahul Sharma, Registrar, delivered the vote of thanks and presented awards to the quiz winner of both sessions.

Feedback

Non-teaching staff members from various Schools and departments attended this training and provided positive feedback, expressing appreciation for these informative and interactive sessions.

Conclusion

The comprehensive training session for non-teaching staff was a success achieving the objective of enhancing the skills and knowledge of the participants. We look forward to organizing more such training sessions in near future.



Photo1 - Session -I - Documentation and Record Management

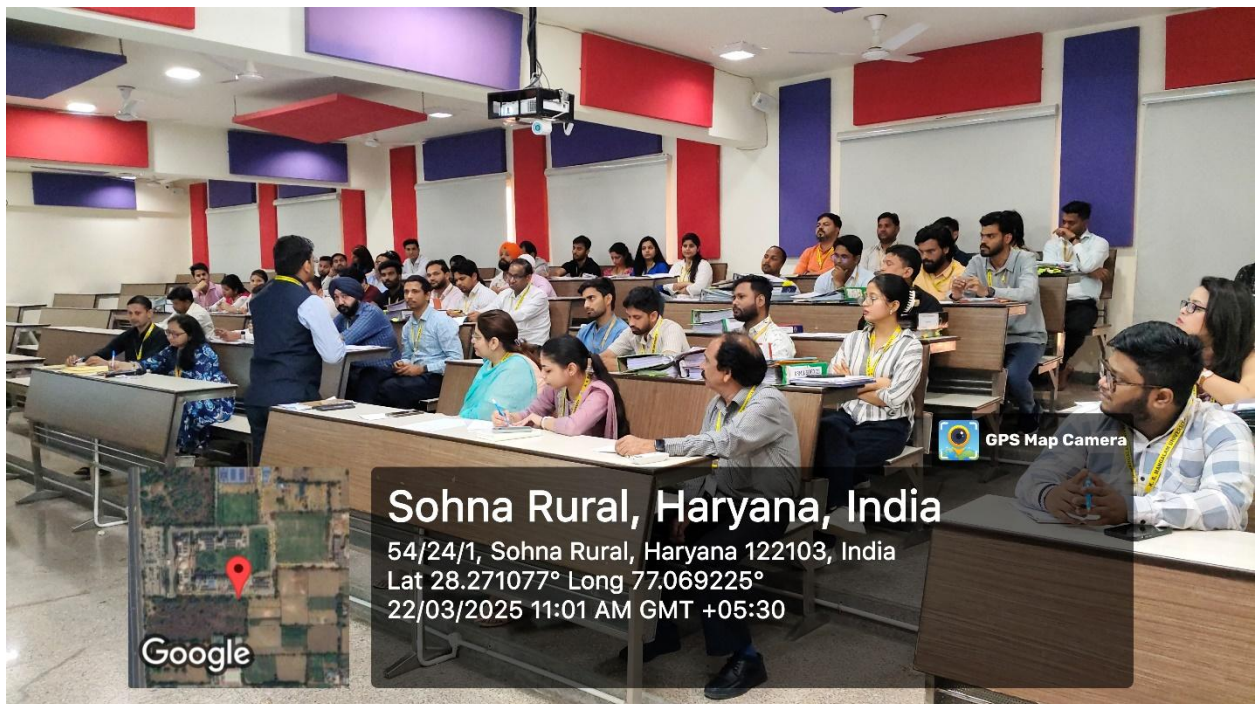


Photo 2 - Session -I - Documentation and Record Management



Photo 3 - Session -I - Documentation and Record Management



Photo 4 - Session -II - Workplace Etiquette & Professional Conduct

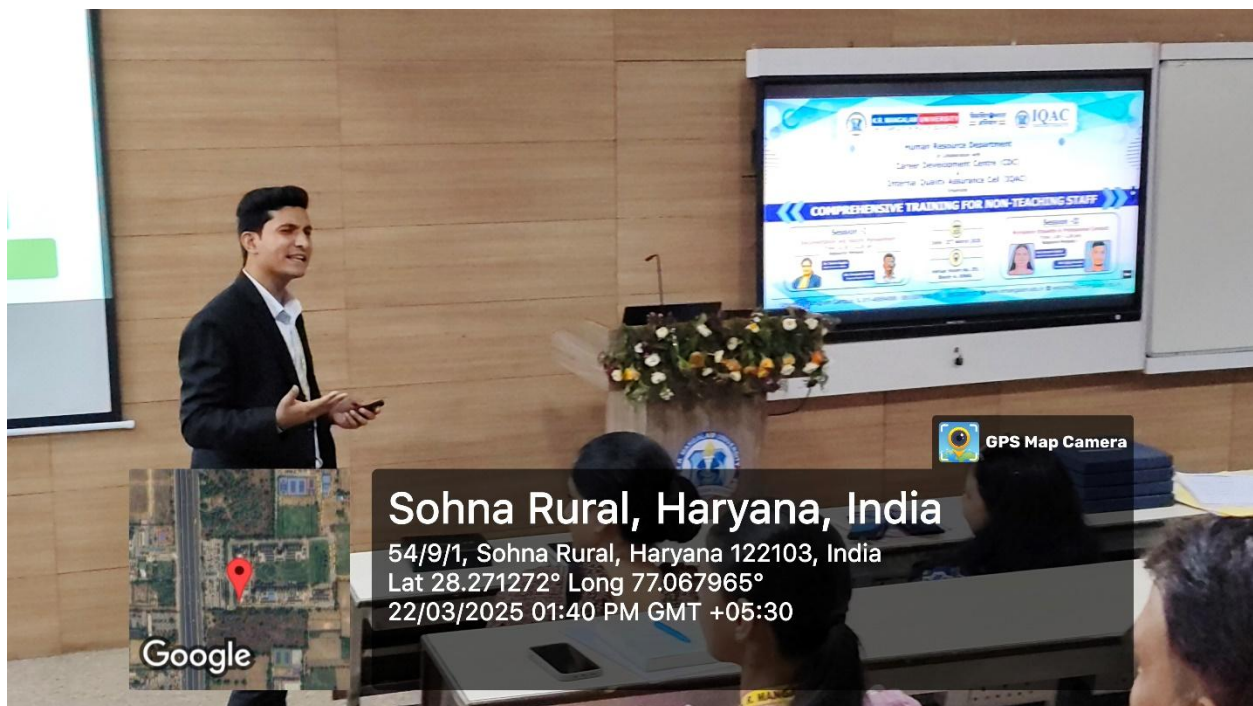


Photo 5 - Session -II - Workplace Etiquette & Professional Conduct



Photo 6 – Award Distribution

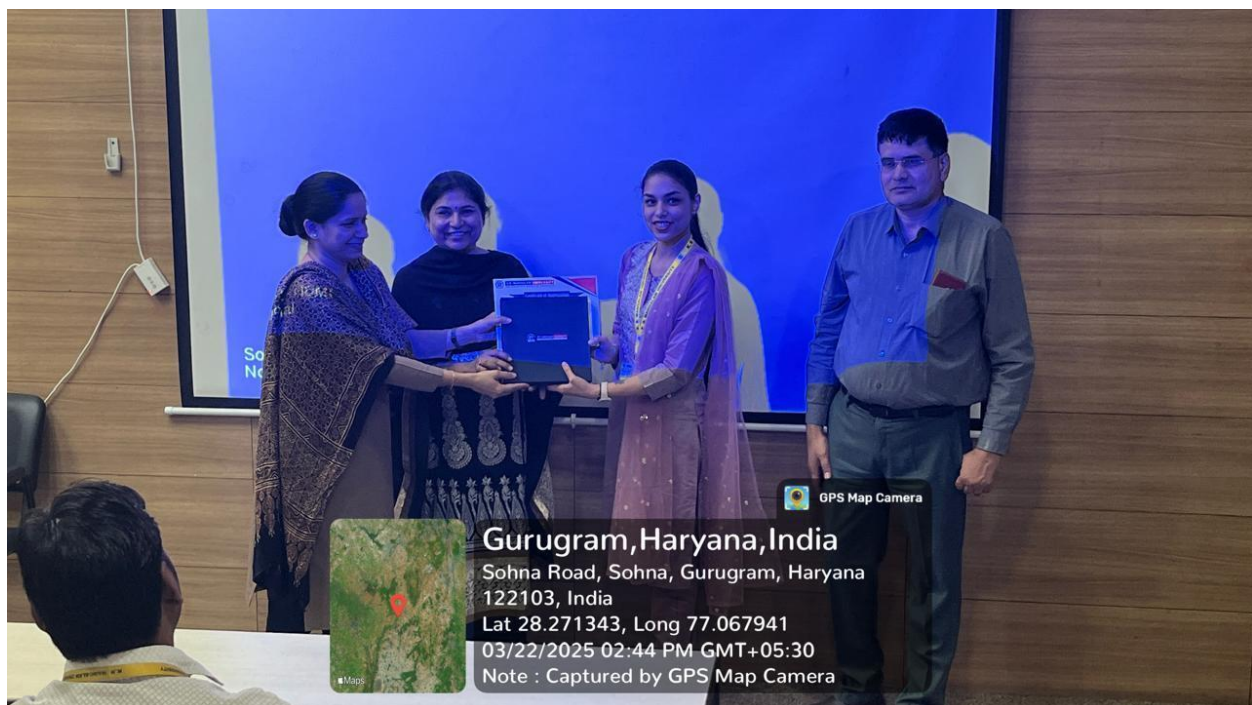


Photo 7 – Banner

The banner features a blue and white geometric background. At the top, it displays the logos of K.R. Mangalam University, Viksit Bharat Abhiyan, and IQAC. The central text identifies the organizing departments: Human Resource Department, Career Development Centre (CDC), and Internal Quality Assurance Cell (IQAC). A large blue banner with white text reads 'COMPREHENSIVE TRAINING FOR NON-TEACHING STAFF'. Below this, two session boxes are shown. Session -I, 'Documentation and Record Management', is scheduled for 10.30 - 11.30 am with resource persons Dr. Tania Gupta and Mr. Deepak Mishra. Session -II, 'Workplace Etiquette & Professional Conduct', is scheduled for 1.00 - 2.30 pm with resource persons Ms. Sonam Yadav and Mr. Vijay Purohit. The date is 22nd March 2025 and the venue is Room No. 213, Block-A, KRMU. The footer provides contact information for the University Gurugram Campus.

K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

विकसित भारत अभियान
1947 TO 2047

IQAC
Internal Quality Assurance Cell

Human Resource Department
In Collaboration with
Career Development Centre (CDC)
&
Internal Quality Assurance Cell (IQAC)
Organizes

COMPREHENSIVE TRAINING FOR NON-TEACHING STAFF

Session -I
Documentation and Record Management
(Time: 10.30 – 11.30 am)
Resource Persons :-
Dr. Tania Gupta
IQAC Director, KRMU
Mr. Deepak Mishra
Deputy Registrar, KRMU

Session -II
Workplace Etiquette & Professional Conduct
(Time: 1.00 – 2.30 pm)
Resource Persons :-
Ms. Sonam Yadav
Soft Skill Trainer, CDC KRMU
Mr. Vijay Purohit
Soft Skill Trainer CDC KRMU

Date : 22nd March 2025
Venue: Room No. 213, Block-A, KRMU

University Gurugram Campus: ☎ 011-48884888 / 8800697010-15 📞 8800697012 🌐 www.krmangalam.edu.in ✉ welcome@krmangalam.edu.in