

TEAM BUILDING THROUGH LEADERSHIP AND FUNCTIONAL COMPETENCE

AICTE and IKGPTU sponsored Professional Development Programme

12-Day Professional Development Programme

16th August to 29th August 2022

Chief Patron

Sh. Rahul Bhandari (IAS)
Vice-Chancellor,
I.K. Gujral Punjab Technical
University

Patrons

Dr. SK Mishra
Registrar
I.K. Gujral Punjab Technical
University
Prof. (Dr.) Vikas Chawla
Dean Academics
I.K. Gujral Punjab Technical
University

Co-Patron

Prof. (Dr.) Amit Sarin
Director
I.K. Gujral Punjab Technical
University Amritsar Campus

Course Coordinators

Dr. SBS Kalsi
Assistant Professor
I.K. Gujral Punjab Technical
University Amritsar Campus
Sh. Saurabh Sharma
Deputy Registrar
I.K. Gujral Punjab Technical
University, Amritsar Campus

About The Programme

Leadership skills, as well as functional knowledge, are the basic ingredients for any successful team. Through this PDP efforts shall be made to develop leadership skills among all the participants so that they may act as self-motivated members of the institutes. Further, the functional requirements of non-teaching staff in any educational institutes are evolving rapidly for which there is a need to sensitize them about the requirements of the institution and align organization aims and functional competence of staff. This PDP is aimed at developing both leadership as well as functional skills with an objective of building an effective team.

TOPICS TO BE COVERED IN PDP

- Decision making
- Integrity
- Build and interact with organizational culture
- How to be a self-starter!
- Decision making
- Team building
- Leadership skills

- Managerial skills
- Communication skills
- Office management skills
- Emotional intelligence

Note:

- Participants have to take test at the end of PDP
- All sessions are mandatory to attend.
- No-Registration Fee for any participants.
- No TA/DA will be given to any participant.

*I. K. Gujral Punjab Technical
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Inside Govt. Polytechnic College,
Near GNDU, G. T. Road, P.O. Chheharta,
Amritsar-143105 Punjab
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TEAM BUILDING THROUGH LEADERSHIP AND FUNCTIONAL COMPETENCE

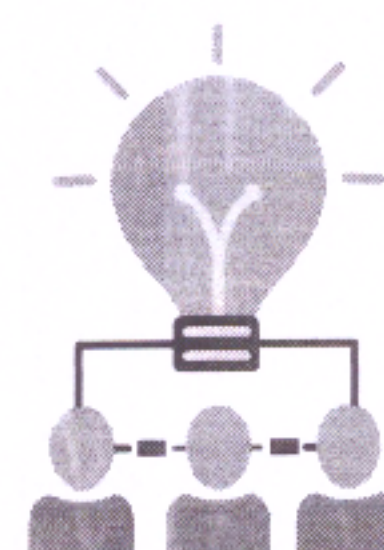
AICTE and IKGPTU sponsored Professional Development Programme

PROFESSIONAL DEVELOPMENT PROGRAMME

This Professional Development Programme is only for Non-Teaching/Administrative Staff members of IKGPTU and affiliated institutes. This 2-Week (Twelve working days) PDP is sponsored by AICTE and IKGPTU Kapurthala.

The objectives of the PDP include:

1. Best office practices and teamwork in offices
2. Effective use of computers
3. Upkeeping of office records
4. Rule-related purchase, store, HR, and accounts departments



It will help in improving the office work culture and lead to the growth of the organization at a faster pace. Participants will have to attend all the sessions for effective learning. Daily evening sessions will be dedicated for the effective use of computers for office work.

METHODOLOGY


Morning sessions will be conducted by experts of the domain, where case-studies and various office rules will be discussed. Daily evening sessions will be conducted in the computer center for enhancing computer proficiency of the participants. This PDP will be useful for the administrative, non-teaching and supporting staff members of various government, aided and private regulatory bodies.

WHO AND HOW TO?

Administrative, non-teaching, and supporting staff from various campuses and affiliated colleges of the IKGPTU Kapurthala area are eligible for registration. The number of participants is limited and will be selected on a first come, first serve basis. Interested participants have to fill out the attached registration form and submit a signed copy duly signed (approved) by the concerned Head of Department / Institution at email id campus.amritsar@ptu.ac.in. The last date for submissions of applications is 15-08-2022.

For any query, please contact :

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PDP for Non - teaching staff AICTE's approved technical Institutions

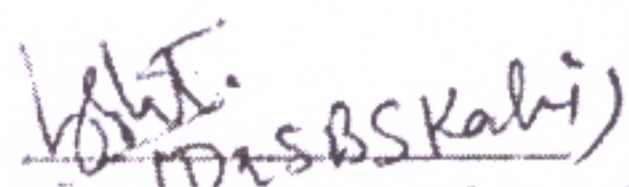
FORMAT FOR STATEMENT OF EXPENDITURE

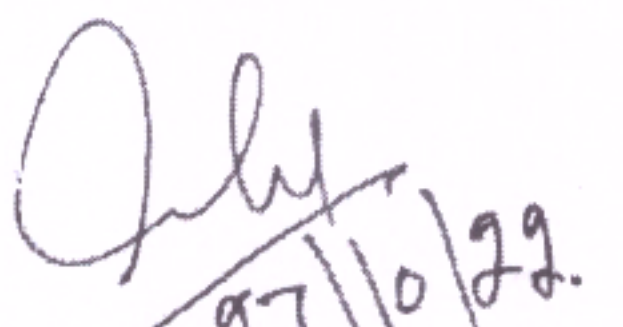
AICTE File No.: 34-37/11/FDC/STTP-TU-NTS/JKGPTU/2021-22

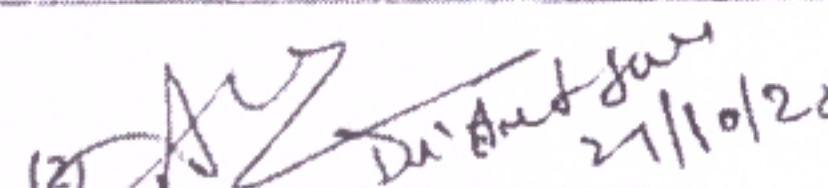
Title of the Programme: Team Building through Leadership and Functional Competence

Name of the Coordinator: Dr. Sukhminderbir Singh Kalsi

Sanction No. and Date	Grant Sanctioned	Details of expenditure Incurred Item wise	Amount Rs. (each head In AICTE Share)	Amount Rs. (each head In University Share)	No. of Participants	Duration of the Programme (with dates)
		1. Boarding and lodging to the participants	Nil	Nil	37	18th to 30th august 2022 for 12 days
		2. T.A to outstation Participants	Nil			
		3. Honorarium to Course Co-ordinator (not exceed 1% of Total expenditure Incurred)	Nil	1800		
		4. Reading materials to Participants	29600	Nil		
		5. Honorarium to Resource Persons (not exceed 20% of Total expenditure Incurred)	36000	Nil		
		6. TA/DA to Resource Persons	9380	Nil		
		7. Working Expenses (reprographic services, services, postage, transport daily wages, tea/coffee etc)	Nil	110009		
		Total	74980/-	111809/-		
		Grant Received	300000	300000		
		Balance to be Received	Nil	Nil		


(1) 
Name and Signature of Coordinator
with Seal


27/10/22
(Savitri Sharma)

(2) 
Name and Signature of
Head of Institution with Seal

(3) Signature (with Seal) of the Finance Officer/
Auditor/Accounts Officer
(If it is Govt./Govt. Aided Institute)

(4) Signature of Chartered Accountant:
Name of Chartered Accountant:
Membership No:
Rubber stamp:
Full Address:
Date:


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IKGPTU/ASR/ME/181

Date 03/11/22

NAME & ADDRESS OF THE INSTITUTE I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY

UTILIZATION CERTIFICATE FOR THE FINANCIAL YEAR 2021-22

Name of the Scheme under which Grant was sanctioned: **PDP for Non - teaching staff**
in AICTE's approved technical institutions
(to be submitted separately for each sanction order)

AICTE File No. : 34-37/11/FDC/STTP-TU-NTS/IKGPTU/2021-22

Name of Co-ordinator : Dr. Sukhminderbir Singh Kalsi

Dates of the Programme : 16th to 30th august 2022

Title of the Joint Training Program :

Sl. No.	AICTE Sanction Order/Letter No. & Date under which grant was sanctioned	Amount (Rs.)	
1.	34-37/11/FDC/STTP-TU-NTS/IKGPTU/2021-22 dated 16-11-2021	300000/-	Certified that out of the grant-in-aid of Rs. 300000 (Three Hundred Thousand) sanctioned by the AICTE during the financial year 2021-22 in favour of IKGPTU Kapurthala as per letter mentioned in the margin, Rs. Nil on account of unspent balance of previous year, Rs. Nil on account of other income receipts, a sum of Rs. 74980/- has been utilized for the purpose for which it was sanctioned and the balance of Rs. 225020/- remained unutilized at the end of the year.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised: -

- Audited Annual Accounts of the Institute
- Receipt and Payment account
- Periodical Progress Reports.

(1). Name, Signature & Address of the Claimant/Awardee/Coordinator with

2). Signature of Chartered Accountant:

Name of Chartered Accountant:

Membership No:

Rubber stamp:

Full Address:

Date:

(3). Signature of Head of the Institute:

Name & Designation of the Head of Institute:

Rubber stamp:

Full Address:

Date:

(4). Signature of the Finance Officer/Accounts Officer:




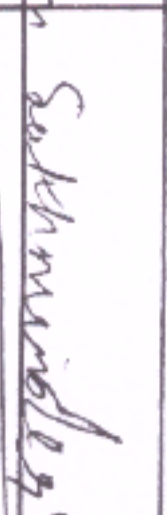
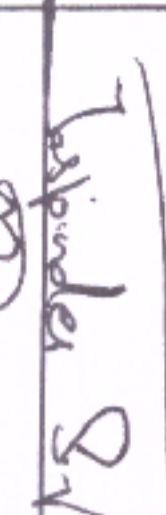




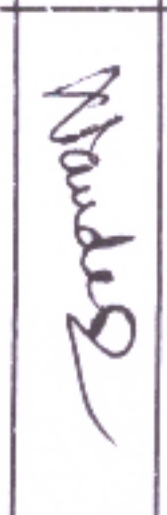

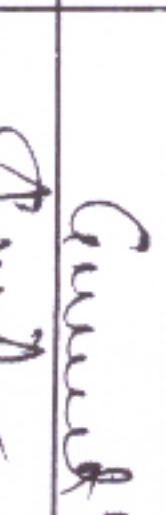
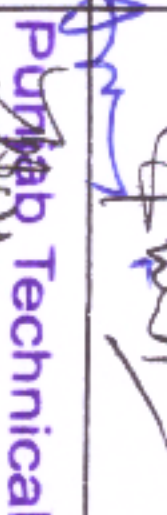
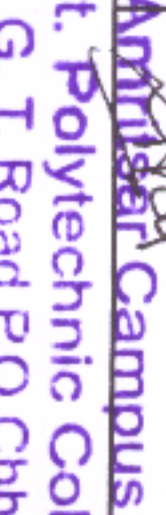
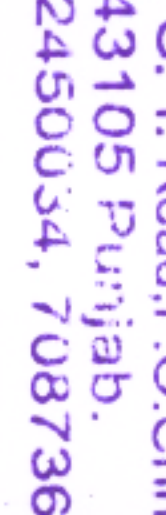
Name of the Finance Officer/Accounts Officer:

(If it is Govt./Govt. Aided Institute)

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