

A REPORT ON THE STAFF TRAINING PROGRAMME ORGANIZED BY THE DEPARTMENT OF ENGLISH

The Proposal to organize an STP on COMMUNICATION SKILLS for the non-teaching Staff of JSSATE, NOIDA, was mooted in a Letter of Request to the Principal on 10.8.2022. The Proposal was approved and the Department held a series of meetings to take the idea forward.

What finally emerged from the discussions in the meetings was a 6-day STP that the Department would hold between 19-24 September 2022 from 3.30-5 p.m.

The Brochure was prepared as the first step in the direction. The established format of preparing the Brochure was followed. Approval was sought from the Principal and the Brochure was announced on Mail and WhatsApp groups to all Heads (Academic and Administration and other Section Heads) on 16.9.2022

The same day, all Staff were informed about the STP on WhatsApp group.

A letter from the Office of the Principal dated, 16.9.2022, boosted the number of Registrations from 9 to 49. By 20.9.22, we saw 58 registrations.

The STP began with the Inaugural Ceremony on 19.9.22 at 3.30 p.m. The Principal, Vice-Principal, Dean (Academics), Heads and Section Heads were invited.

The Inaugural Ceremony began with the Lighting of the Lamp to the accompaniment of the Vandana. Thereafter Head of the Department of English welcomed the gathering formally.



Head making her Welcome Speech



Principal, Vice-Principal, Dean (A) , Heads

The Principal, in his Presidential Address wished the participants a meaningful 6 days of Learning, which he hoped, the participants would keep adding to and feel empowered. He also remembered that the initiative mooted by the Joint Director would find further consolidation in more and more Developmental programmes.



The Vice-Principal expressed her happiness about the STP and hoped the Department of English could hold one for the Faculty too.



The Inaugural event culminated with the partaking of Refreshments.

The gathering re-assembled (participants, this time) for the first session of the STP . Dr.Pranava Manjari.N, Head of the Department of English, briefed the audience on the purpose and scope of the STP. She then offered the first peek into Communication and the rudiments of what constitutes the length and breadth of Professional Communication. The session lasted for an hour.



The second day of the session began on 20.9.22 at 3.30 p.m, with Dr.Kalika Singh, Assistant Professor, Dept. of English, expatiating what Listening is in Communication. Working on building cognitive power and Widening the thought process and telling the participants how to make use of the information based on listening, were the thrust areas.



The third day(21.9.22) was for Ms.Piyali Gope, Assistant Professor, Dept. of English, to help develop courtesies and. Know how to write etiquettes of email writing and Creating positive atmosphere at workplace.



On the fourth day, 22.9.22, Dr.Deepa Tyagi, Assistant Professor, Dept. of English, held forth on How to Upscale Reading . She drew on examples to help with practice of reading, both intensively and extensively.



The fifth day, 23.9.22, saw Dr.Nishi Sharma, carry out an interactive session on Enhancing Writing Proficiency by strengthening Grammatical Accuracy. Facilitating recognition of most common mistakes, Solving grammatical mistakes for better speaking and writing, were some of the areas she covered.



The last day of the STP, 24.9.22, saw Mr.Manu B.S discussing Grammar(Modal Auxiliaries) and the rules that govern them as a necessary step towards understanding Tenses and getting them right.



Every day, after the speaker of the day was done with her session, the Head offered the audience some takeaways to enthuse them into self-learning as an essential component to practice after the STP.

The Valedictory event was conducted on the last day after the session, at 1 p.m. The Principal, Vice-Principal, Dean (Academics) and Heads of Departments of CSE, EEE, IT, MBA, Maths, Chemistry and Physics, graced the occasion and gave out Certificates of Participation.



The highlight of the event was the messages 4 participants read out for the audience at the Valedictory. They thanked the College Management for the opportunity and appealed for more of these.

46 non-teaching Staff received Certificates of Participation .

A group photograph was a fitting finale to the event and the enthusiastic fervor of the participants who came everyday, listened, asked questions, took copious notes, filled feedback forms and provided the inspiration to the Faculty who were happy to be of use.

