



**O.P. JINDAL GLOBAL**  
[INSTITUTION OF EMINENCE DEEMED TO BE  
**UNIVERSITY**]  
*A Private University Promoting Public Service*



# University Training Programs 2023-24

## COGSASH Refresher Training

JGU's Committee on Gender Sensitisation Against Sexual Harassment (COGSASH) organised a refresher training for all its employees.

It was aimed at spreading awareness and instilling the basics of gender sensitization and sexual harassment. The session was conducted by the chairperson of COGSASH Prof. (Dr.) Mimi Roy and she used various case studies and real-life examples to deliver the training.



For More Info Visit the website -

<https://jgu.edu.in/gender-sensitization/>

## BLS and AED Use

Amid the rising incidents of cardiac arrests worldwide, it has become essential to be aware of the techniques to provide BLS (Basic Life Support) and be mindful of how to use AED (Automated External Defibrillator).

JGU Health Center Conducted several workshops on BLS and AED to empower and spread awareness amongst employees.

Dr. Nalin Malhotra, Medical Superintendent & Joint Director, JGU Health Center conducted the sessions. The staff of the JGU Health Center also explained the usage of the AED and gave a live demonstration.



# Asian Institute of Technology (AIT), Thailand

Professional Development Program on "effective Management skills and Leadership", 2nd to 8th July, 2023



**AIT**  
Asian Institute of Technology  
Yunus Center AIT

Dr. Faiz Shah  
Executive Director

P.O. Box 4, Klong Luang  
Pathumthani 12120  
Thailand

Km 42 Paholyothin Highway  
Klong Luang Pathumthani 12120  
Thailand

Office: +66-524] 6151  
Email: [yunuscenter@ait.asia](mailto:yunuscenter@ait.asia)  
Website: [www.yunuscenter@ait.asia](http://www.yunuscenter@ait.asia)

YCA Ref. No.027/2023

28 June 2023

**Lt. Gen. Prof. Rajesh Kochhar**

Senior Director, Jindal Institute of Leadership Development & Executive Education  
OP Jindal Global University  
Sonipat, Haryana – 131001  
Delhi, India

Phone: +91 130 4091869  
Mobile: +91 8930110879  
Email: [rkochhar@jgu.edu.in](mailto:rkochhar@jgu.edu.in)

**Invitation: Professional Development Program on "Effective Management Skills and Leadership",  
2<sup>nd</sup> to 8<sup>th</sup> July, 2023**


Dear Prof. Kochhar,

We are pleased to confirm the Professional Development Program on Effective Management Skills and Leadership, scheduled from 2<sup>nd</sup> to 8<sup>th</sup> July, 2023 hosted by the Yunus Center at the Asian Institute of Technology, Bangkok, Thailand.

It is a pleasure to extend our invitation to 22 nominees of O.P. Jindal Global University, whose names and affiliations appear on the Certificate of Admission attached. Nominees may be advised to proceed with necessary formalities to arrive in Thailand before 2<sup>nd</sup> July, 2023.

Thank you for your kind attention. We look forward to welcoming guests to AIT.

Sincerely,



**Prof. Faiz Shah**  
Executive Director

Enclosure: Certificate of Admission

Copy:

1. Visa Counselor, Royal Thai Embassy, New Delhi, India
2. Dr. Pradeep Kumar Dash, Course Director and Senior Program Specialist, Yunus Center AIT

## English Language Training

To enhance the office boys and drivers' vocabulary skills, special sessions on English language training were organized at JGU.

The training was aimed at equipping the staff with the basics of the language and facilitating their conversational and communication skills.

Conducted in collaboration with the Office of English and Foreign Languages the sessions were led by Prof. Dr. Jagdish Batra.



## Advance Excel Training

A three-day long Advance Excel Training Programme was conducted for JGU's employees across departments.

The training was aimed at instilling the knowledge and application of MS Excel's Advance Formulas, VBA & Macros, Pivot Table, & Forecasting to the participants.

Dr. Gaurav Kabra, Assistant Professor, JGBS, conducted these sessions.



## Email Writing Workshop

JGU conducted a two-day Email Writing Workshop for the employees of the Office of Facilities Management & Maintenance.

The sessions were conducted by Dr. Sadia Khan and Dr. Shubhashree Bhattacharyya.

The workshop was aimed at instilling the basics of persuasive and conversational email writing among employees.



## Competency Mapping & Development Centre

JGU revived the competency framework for its administrative staff to align it better with their job levels and departments.

Organised between April 13-April 20, several development centres (DCs) were conducted to assess the employees' competencies through different assessment tools such as games, group discussions, interviews, case studies, and online psychometric tests.

These DCs were coordinated with the help of our teams at the Jindal Institute of Behavioural Sciences, Jindal Global Business School, and the Office of Human Resources.





# UNIVERSITY ADMINISTRATIVE SERVICES - 2023



**O.P. JINDAL GLOBAL**  
INSTITUTION OF EMINENCE DEEMED TO BE  
**UNIVERSITY**  
*A Private University Promoting Public Service*

## INDUCTION SCHEDULE

**DAY 1**



**Monday, 24<sup>th</sup> July, 2023**



**T 1, M-08, Mezzanine Floor**

SESSIONS	SPEAKER	TIMING
Joining & Onboarding	Ms. Poonam Sapra Additional Director - HR	10:00 am - 12:00 pm
Interaction	Prof. Dabiru Sridhar Patnaik Registrar, JGU	12:00 pm - 12:15 pm
Introduction to Darwinbox	Mr. Vikrant Singh Assistant Manager - HR	12:15 pm - 01:00 pm

### LUNCH 1:00 PM TO 2:00 PM

HR Policies & Processes	Mr. Jitu Mishra Sr. Director - HR & Chief Operating Officer  Ms. Poonam Sapra Additional Director - HR	02:00 pm - 03:30 pm
Interaction	Prof. Padmanabha Ramanujam Prof. (Dr.) Upasana Mahanta Prof. Anand Prakash Mishra Prof. (Dr.) Indranath Gupta Mr. Arun Kumar Jain Mr. Ankur Bahel Mr. Jitu Mishra	03:30 pm - 03:50 pm



**O.P. JINDAL GLOBAL**  
INSTITUTION OF EMINENCE DEEMED TO BE  
**UNIVERSITY**  
A Private University Promoting Public Service

# MANAGEMENT DEVELOPMENT PROGRAMME

**DAY 2**



**Tuesday, 25<sup>th</sup> July, 2023**



**T3, Faculty Conference Room  
(Sheesh Mahal, 2nd Floor)**

SESSIONS	SPEAKER	TIMING
Effective Planning & Organising	Ms. Neha Sethi	10:30 am - 12:00 pm
Orientation to Competencies	Prof. (Dr.) Tanushree Sharma	12:15 pm- 01:45 pm
Decoding Leadership Competencies	Prof. (Dr.) Tanushree Sharma	02:30 pm - 04:00 pm
Driving Results	Dr. Ritesh Batra	4:15 pm - 5:45 pm

**DAY 3**



**Wednesday, 26<sup>th</sup> July, 2023**



**T2, Global Conference Room  
(3rd Floor)**

SESSIONS	SPEAKER	TIMING
Cultivating Strategic Orientation	Prof. (Dr.) Tejpavan Singh Gandhok	10:30 am - 12:00 pm
Dealing with Conflict Appropriately	Dr. Vibhash Kumar	12:15 pm- 01:45 pm
Leading Change Effectively	Prof. (Dr.) Tanushree Sharma	02:30 pm - 04:00 pm
Managing Self Control & Composure	Dr. Ritesh Batra	4:15 pm - 5:45 pm



**O.P. JINDAL GLOBAL**  
INSTITUTION OF EMINENCE DEEMED TO BE  
**UNIVERSITY**  
A Private University Promoting Public Service

# MANAGEMENT DEVELOPMENT PROGRAMME

**DAY 4**



**Thursday, 27<sup>th</sup> July, 2023**



**T2, Global Conference Room  
(3rd Floor)**

SESSIONS	SPEAKER	TIMING
Managing Innovation	Prof. (Dr.) Mayank Dhaundiyal	10:30 am - 12:00 pm
Mastering the Art of Communication	Dr. Pulkit Khanna	12:15 pm- 01:45 pm
Managing Stress	Dr. Anshu Sharma	02:30 pm - 04:00 pm
Leveraging EI for Enhanced Relationship	Dr. Sneh Kapoor	4:15 pm - 5:45 pm

**DAY 5**



**Friday, 28<sup>th</sup> July, 2023**



**T2, Global Conference Room  
(3rd Floor)**

SESSIONS	SPEAKER	TIMING
Driving Superior Performance	Prof. (Dr.) Tanushree Sharma	10:30 am - 12:00 pm
Taking Decisions in Uncertainty	Dr. Sneh Kapoor	12:15 pm- 01:45 pm
Leveraging Data Analytics	Prof. (Dr.) K.K. Pandey	02:30 pm - 04:00 pm
Design Thinking and Win-Win Strategy	Prof. Sunil Sangra	4:15 pm - 5:45 pm



# INTERACTION WITH THE DEPARTMENT HEADS



**O.P. JINDAL GLOBAL**  
INSTITUTION OF EMINENCE DEEMED TO BE  
**UNIVERSITY**  
A Private University Promoting Public Service

**DAY 6**



**Monday, 31<sup>st</sup> July, 2023**



**T 1, M-08, Mezzanine Floor**

DEPARTMENT	HEAD OF DEPARTMENTS
Office of Academic Governance & ORBIT	Prof. Padmanabha Ramanujam
Controller of Examinations	Prof. (Dr.) Indranath Gupta
Engineering & Construction	Mr. Vikesh Sharma
JILDEE	Lt. Gen. (Dr.) Rajesh Kochhar
Office of Student Affairs	Ms. Deeksha Khera
Global Library	Mr. M Madhan
Admissions & Outreach	Prof. (Dr.) Upasana Mahanta, Mr. Vikram Singh Tomar, Prof. Anand Prakash Mishra

**DAY 7**



**Tuesday, 1<sup>st</sup> August, 2023**



**Big Bang Conference Room  
T 1, First Floor**

DEPARTMENT	HEAD OF DEPARTMENTS
Office of Finance, Accounts & Payments	Mr. Arun Kumar Jain & Mr. Ankur Bahel
Office of Chief Proctor	Prof. Karan Latayan
Office of Facilities & Infrastructure	Ms. Deepa Sharma
Office of Information Technology	Mr. Ankur Bahel, Mr. Sridhar Rao Ganti, Mr. Neeraj Kumar
Office of Communications & Public Affairs	Ms. Anjoo Mohun
Office of International Affairs & Global Initiatives	Mr. Akhil Bhardwaj
Office of Career Services	Ms. Ritu Kapoor, Prof. Gaurav Shukla
Office of Sports, Fitness & Swimming Services	Ms. Bhumika Dwivedi



## Clip Training Program

JGU's Centre for Learning and Innovative Pedagogies (CLIP) organised a two-day teaching-orientation program for all the newly inducted faculty members.

The sessions were aimed at guiding the faculty and introducing them to research-based teaching and learning practices.

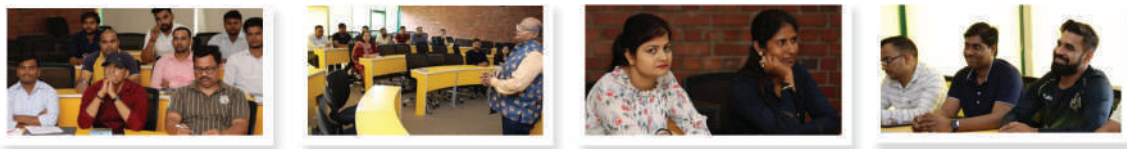
Delivered by Prof. Dr. Tanushree Shrama (Executive Director, CLIP & Professor, Jindal Global Business School), the program covered several modules on teaching, research, digital learning, and designing effective course manuals.



## Soft Skill Training

JGU conducted a two-day Soft Skills Training for the employees of the Office of Facilities Management & Maintenance and Office of Information Technology Services.

The sessions were conducted by Dr. Ritesh Batra and focussed on the time management, crisis management, a customer-centric approach, persuasive email writing, and teamwork among employees.



## Mindfulness and Meditation Training



Prof. of Eminence (Dr.) Sanjeev P Sahni

Jindal Institute of Behavioural Sciences (JIBS) in collaboration with World Society of Victimology (WSV) has delivered a teacher training program on “Emotional Well-being and Stress Management” for the school principals, teachers, and counselors in Amar Singh Club, Srinagar, as per an official statement. Furthermore, over 150 educators from 30 schools across the region attended the session which focused on mindfulness, meditation, and physical exercise.

“Driven by a keen sense of social responsibility, Jindal Institute of Behavioural Sciences (JIBS) engages in extensive community outreach programmes for school teachers by providing them with pro-bono capacity-building training. Our target audience comprises educators, school leaders, and administrators from the diverse schools across India, and also other lower and middle-income countries such as Indonesia, Kenya, Nigeria, Sri Lanka,” Prof. of Eminence (Dr.) Sanjeev P Sahni, Principal Director, Head, Centre for Leadership and Change, JIBS, said.

## Plantation Drive

JGU organised a Plantation Drive for all its employees on the World Environment Day. Aimed towards creating and prompting a greener and healthier environment, several trees & saplings were planted on the occasion of Environment Day on June 5.

This initiative was inaugurated by Prof. (Dr.) Maharaj Krishan Pandit, Dean, Jindal School of Environment & Sustainability. Over 60 employees joined the green endeavour.



## Fire Safety Training

To ensure the safety and well-being of the employees, JGU celebrated National Safety Week from March 6- March 10.

Organised by the Fire & Safety team, various activities such as first aid training, PPE use and exhibition, fire evacuation, chemical-safety training, mock drills, firefighting training and department-wise quizzes were conducted throughout the week.

