

Faculty Development Programme (FDP) **Non-Teaching Officers and Staff**

AIU-AADC, Berhampur University has conducted a “One Week Capacity Building Training Program for Non-Teaching Officers and Staff” in collaboration with the Association of Indian Universities from April 24-29, 2023. The programme aimed to enhance the skills and capabilities of the non-teaching staff of Berhampur University and improve their performance and contribute to the overall development of the university. It was inaugurated on 24th April 2023 with Prof. Prafulla Kumar Mohanty, Vice-Chancellor, Khallikote University as the Chief Guest and Dr. Laxmikanta Tripathy, Regional Director, Berhampur, Dept. of Higher Education, Govt. of Odisha and Shri Sachidananda Nayak, OAS-(S), Registrar, Berhampur University as the Guest of Honour of the occasion. The ceremony commenced with the Lighting of a Lamp and Ganesh Vandana, followed by the Welcome Address by Dr. Mrutyunjay Swain, AADC Nodal Officer, and Convener, AIU-AADC, Berhampur University Berhampur. Dr. Suman K Choudhury, Programme Coordinator, introduced the guests and theme. While delivering his address, Shri Sachidananda Nayak, Registrar of Berhampur University Berhampur, stressed the importance of upgrading skills and learning new techniques from time to time. The Chief Guest, Prof. P.K. Mohanty, Vice-Chancellor, Khallikote Unitary University, Berhampur, addressed the august gathering and stressed on honesty, punctuality and use of 4Hs (Head, Hand, Heart and Hard Labour) while performing the official duties. The ceremony concluded with a vote of thanks by Mr. Desul Sudarshan, Jt Programme Coordinator.

The six days programme was designed to cover various topics such as time management, conflict management, organizational behaviour, communication skills, ethics and values, work-life balance, and practices for accounting, audit and financial management, noting, drafting, files management, administrative vigilance, disciplinary procedures and cyber security etc.

Inaugural Session of the “One Week Capacity Building Training Program for Non-Teaching Officers and Staff” On the 1st day, 24th April 2023, the session was addressed by Ms. Reela Sahu, a certified corporate trainer. Looking at the participant's requirements she initiated the session with Communicative English and ended with personality development. The session started with a wonderful Ice-breaking, creating a learning mindset among the participants. They learned about the importance of communication, its process, how it affects our life, and how we can communicate

better. As we know mind and body form a system. Communication helps people to work stress freely, making the environment energetic and added with positive vibrancy. They have also understood how to develop their personality. At last, they have understood how positive communication shapes a positive personality. During the afternoon session of the 1st day, participants learned about time management and conflict management as both are crucial for everyone. As we know time management is a part of the 5T, and now everyone should be aware of it. Lack of time management makes you feel short of time at every moment. We feel stressed and restless in life. So to make everything systematic and organized we need to utilize our time wisely. In this session, participants have understood how to manage their time wisely using different techniques which will make their work easy and simpler. Along with this they also have understood how to create the workplace more efficient. Lack of conflict will also help them to create a peaceful and disciplined atmosphere. Sometimes due to a clash in thought processes and mindset, conflict arises which causes a lot of negative impacts. So they have understood how to resolve disputes, minimize the negative result and prioritize the positive ones. At last, they have understood how to control their thought process to guide it in a positive way.

On the second day, the first session was taken by Mr. Kali Prasad Ravi, a freelance trainer having 25 years of experience. He explained how motivational intelligence is well used as a part of critical thinking. He also highlighted the importance of self-awareness, self-regulation, self-motivation, personal competence and relationship management. During the afternoon session of the 2nd day of the training Programme, Prof. Manas Ranjan Patro, a Professor of Computer Science discussed on computer competency for administrative professionals in the 21st Century.

On the third day, Dr. Sharada Prasad Sahoo, a faculty member of the Department of Business Administration and Development Officer of the university trained on organizational behaviour and leadership skills needed for Government organisations. He also discussed on personality development, the effectiveness of the employees at the workplace, perception building and interpersonal skills. He explained how every government employee is accountable to the public and society and should exhibit the highest level of integrity and work spirit.

On the 2nd part of the training Programme Sri. Ashok Kumar Dhangadamajhi, the Comptroller of Finance of the university and their team Members enlightened the participants about the University Financial Management System as well as the Orissa University Accounts Manual including work

bills, procurement procedures, the importance of budget preparation, IT, GST, UC, Pension, Gratuity, Commutation and other retirement benefits and technical issues relating to bills and vouchers.

On the fourth day, Sri. Akshay Kumar Nayak, Deputy Superintendent of Police, Cyber Crime and Head Quarter engaged in a session on Administrative Vigilance and Disciplinary Procedures. Mr. Nayak with his vast expertise discussed important issues such as corruption, economic offence, and crime with the mechanism to diagnose such situations. During the afternoon session of the 4th day, Dr. Sharada Prasad Sahoo engaged in a session and delivered his talk on work etiquette, ethics, and value at the workplace.

On the fifth day, Sri. Sachidananda Nayak, Registrar, Berhampur University delivered a talk on noting, drafting and files management. He emphasized on adhering to official norms, principles and procedures during file processing complying with the official manuals prescribed by Govt. of Odisha to avoid ambiguity in records.

During the second session of the training programme, Dr. Sunil Kumar Pradhan, Assistant Professor with more than 6 years of experience as the University Purchase Officer, delivered a talk on purchase regulations in government organizations. Purchase is one of the most complicated and dynamic processes in university systems. After the implementation of the purchase process in the GeM portal at Berhampur University, the process became time-bound and target oriented. With the help of a live session, he demonstrated the purchase procedures in GeM and also clarified on various related queries.

On the sixth day of the programme, the first session was taken by Sri. Akshya Kumar Nayak, Deputy Superintendent of Police, Cyber Crime, He explained with several examples how to deal with various cyber issues at the workplace. He also briefly discussed various key issues related to leave rules and other official regulations. During the afternoon session of the last day of the training Programme, BK Malla discussed on work-life balance. She described how to link spirituality with behavioural dimensions at the workplace. In the present generation, mindfulness and meaningfulness are missing in the workplace. Every employee is becoming multitasking and losing their focus on work outcomes. So as to overcome such shortcomings, Sister Malla demonstrated with practical exercises and emphasized that employee productivity and

accountability can be enhanced through spirituality and workplace stress can be reduced by adopting yoga and meditation etc.

The Valedictory Session of the program was held on April 29, 2023, at 02:30 PM and was attended by several dignitaries. The event began with Dr. M. Swain, the Convener of the training programme, and the Nodal Officer, AAU-AADC, Berhampur University, welcoming the guests and addressing the gathering. Dr. Suman Kalyan Chaudhury, the program coordinator, briefly summarized the various sessions held during the program. Shri Sachidananda Nayak, OAS-(S), Registrar, Berhampur University Berhampur, addressed the gathering and highlighted the importance of such training programs in enhancing the skills of non-teaching staff members. The Chief Guest for the occasion, Mr. Sangram Sekhar Panda, OAS (SAG), former ADM, Paralakhemundi Registrar, MKCG Medical College and Hospital, Berhampur, delivered the valedictory address. Mr. Panda emphasized the need for continuous learning and upskilling in today's fast-paced world. Prof. Geetanjali Dash, the Hon'ble Vice Chancellor of Berhampur University, addressed the gathering and appreciated the efforts of the AADC and AIU in organizing the training program. She extended congratulations to the organizers for organizing this 6 days Training programme and assured the employees that this kind of training programme shall be conducted in the coming days regularly for the growth and development of employees. Dr. Raj Kishor Kampa, AADC Assistant Coordinator, delivered the Vote of Thanks, and the event concluded with the sharing of experience by the participants during the training programme and highlighting the skills they had acquired. Prof. Geetanjali Dash, Hon. Vice Chancellor of the University addressing during the valedictory session of the 6 Days Capacity Building Training Programme for Non-teaching Officers and Staff (April 24 to 29, 2023) Shri Sachidananda Nayak, OAS-(S), Registrar of the University addressing during the valedictory session of the 6 Days Capacity Building Training Programme for Non-teaching Officers and Staff (April 24 to 29, 2023) Mr. Sangram Sekhar Panda, OAS (SAG), former ADM, Paralakhemundi and Registrar, MKCG Medical College and Hospital, Berhampur, delivering the valedictory address Dr. Mrutyunjay Swain, Nodal Officer, AIU-AADC, Berhampur University and Convener of the Training Programme addressing during the valedictory session of the programme Dr. Suman Kalyan Chaudhury, Coordinator of the 6 Days Capacity Building Training Programme addressing during the valedictory session of the programme. Participant Mr. S.K. Panda sharing his experiences of participation at the 6 Days Capacity Building Training Programme. Participant Dr. Mihir sharing

his experiences of participation at the 6 Days Capacity Building Training Programme. Shri Sachidananda Nayak, OAS-(S), Registrar of the University delivering his talk during a training session of the 6- Days Capacity Building Training Programme (April 24 to 29, 2023) Felicitating Shri Sachidananda Nayak, OAS-(S), Registrar of the University by the Nodal Officer, AIU-AADC and the Convener of the Programme Dr. Mrutyunjay Swain