University of Engineering and Technology Taxila

Staff Development Center



***1. Date wise Summary of Training and Workshops- 2016***

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| **Sr. No** | **Date** | **Training Title** | **Participants** |
| 1 | 26 April | Management Skill | University Administrative Staff**(Attendance sheet is attached)** |
| 2 | 27 April | Strategic Planning and Evaluation | University Administrative Staff |
| 3 | 28 April | Effective Recruitment selection tool | University Administrative Staff |
| 4 | 02 May | University Financial Rules | University Administrative Staff |
| 5 | 03 May | New Accounting Models (NAH) | University Administrative Staff |
| 6 | 04 May | Financial Management Budget | University Administrative Staff |
| 7 | 05 May | Tax System and Tax Return | University Administrative Staff |
| 8 | 09 May | Leadership System and Management Approaches | University Administrative Staff |
| 9 | 10 May | Development Strategies Thinking and Planning | University Administrative Staff |
| 10 | 11 May | Product Development and Marketing | University Administrative Staff |
| 11 | 12 May | Human Resources Management | University Administrative Staff |
| 12 | 17 May | Role of Internal Audit in the University | University Administrative Staff |
| 13 | 18 May | Good Governance Techniques and its Effective | University Administrative Staff |
| 14 | 23 May | University Audit (Applied and Physical ) | University Administrative Staff |
| 15 | 24 May | Accounting Policies | University Administrative Staff |
| 16 | 11-22 July | Optimal Engineering Design and Applications at (IST) | 1. Engr. M. Umar

Lecturer, MED1. Engr. Ghulam Qadir Choudry

PhD Full Time Student, MED1. Engr. M. Karam Jawad Khan Lecturer,
2. Engr. Zohain Hassan Naqvi, Electronic Deptt
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| 17 | 18 - 22 July | EnMS Auditor /Lead Auditor course by SGS Pakistan Lahore | 1. Dr . Muzaffar Ali, MED
2. Dr. Tanzeel-ur-Rashid, MED
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|  | 19 July to 01 September  | Nomination fo28th Master trainers Faculty Professional Development Program (MT-FPDP) at HEC, Islamabad | 1. Engr. M.Sajjad Sabir Malik, MED
2. Engr. M. Usman Lecturer,MED
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| 18 | 8 July - 19 August | FPGA Design using xilinix Vivdo Design Suit by Bahira University Islamabad | 1. Engr. Naveed Khan Baloch, CED
2. Engr. Abdul Rehman Aslam, CED
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| 19 | 29 August | How to improve Internship Placement, Entrepreneurship Consulting and career counselling by Pakistan Institutes of Entrepreneurship | 1. Dr. Shehryar MED
2. Dr. Waseem Ahmed IED
3. Dr. Naveed Ahmed CED
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| 20 | 5 August - 25 August | International Entrepreneurship Summer School byInstitutes of Business Administration (IBA) Karachi | 1. Dr. Sheryar, MED
2. Dr. Sarmad Sohaib, EED
3. Dr. Waseen Ahmad, IED
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| 21 | 1st of September | NET Metering offered by REAP | 1. Prof. Dr. Tahir Nadeem Mailk , EED
2. Dr. Intisar Ali Sajiid, EED
3. Engr. Nouman Qammar, EED
4. Engr. M. Usman MED
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| 22 | 1st of September | In house technical workshop offered by National Instruments (NI) | 1. Dr. Faisal Shahbbir, CED
2. Engr. Sanay Muhammad, CPED
3. Umer Saeed, CPED
4. Engr. Aamir Arslan, ENED
5. Engr. Zeeshan, ENED
6. Engr. Bilal Asif , ENED
7. Engr. Asma Ikram Khan, TED
8. Prof. Dr. Nadeem Malik, EED
9. Dr. Salman Amin, EED
10. Dr. Antisar Ali Sajjad, EED
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| 23 | 5-8 September | Commercialization in Innovative Technologies and successful business planning by IST Islamabad | 1. Dr. Muhammad Sheryar MED

Director ORIC |
| 24 | 20 September | Training Need Assessment (TNA) session by MANTECH & ARC | 30 Faculty members from all academic department |
| 25 | October | Five days in house professional development tanning on “Micro Teaching” by Dr Muhammad Awais Azam | 40 Faculty members from all academic departments **(attendance is attached)** |
|  | 17October 17 To December 09 | Nomination fo29th Master trainers Faculty Professional Development Program (MT-FPDP) at HEC, Islamabad |  |
| 26 | 24-25 November | Corporate Skill training program by Cornwall education training, UK* Interpersonal Skills
* Corporate Communication
* Workplace Ethics
* Confidence & Resilience
 | All Deans, Chairmen, Directors and Admin officers **(attendance is attached)** |
| 27 | 01-02 December | Corporate Skill training program by Cornwall education training, UK* Setting SMART GOALS
* Strategic Thinking
* Leadership and Decision-making
* Team & Time Management
 | All Deans, Chairmen, Directors and Admin officers **(attendance is attached)** |
| 28 | 08-09 December | CPD for teachers by Cornwall education training, UK* Learning Theory
* Preparing the Training
* Training Delivery
* Practical Training Sessions and Feedback
 | 30 Faculty members from all academics departments **(attendance is attached)** |
| 29 | 15-16 December | CPD for teachers by Cornwall education training, UK* Bullying & Harassment
* Diversity & Inclusion
* Presentation Skills

Safeguarding Children & Vulnerable Adults | 30 Faculty members from all academics departments **(attendance is attached)** |

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| ***Date wise Summary of Training and Workshops- 2017*** |
| 30 | 26-27 January | Nomination for Research Workshop “ Research and Inferential Statistics  | 35 Faculty members from all academics departments **(attendance is attached)** |
| 31 | 6-10 February  | Human Resource Management  | Mr Basharat Abbas Shah Secretary To Vice Chancellor  |
| 32 | 14-17 February  | Human Resource Management in Public Sector  | 1. Mr. Khalid Mehmood
2. Mr. Ali Hussain Naqvi

Deputy Registrars |
| 33 | 07-10March | Financial Management Procedures/Policies in Public Sector | Col (R) Muhammad Ali Treasurer  |
| 34 | 20-22March | Development of Key Performance Indicators (KPls) | Mr. Tauqeer Ahmed Lab Eng. Department of City & Regional Planning  |