



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16 C, DWARKA DELHI – 110078

STAFF DEVELOPMENT CELL

Sub: Training program proposals to be conducted by AIU-AADC-GGSIPU under Staff Development Cell

With the approval of the competent authority, AADC Centre, GGSIP is established in the university as per the letter from the Secretary General, AIU vide No. AIU/Res/AADC/2022 dated 30-09-2022 (F/1). During the last financial year, AADC cell under the umbrella of Staff Development Cell successfully conducted following five workshops/ seminars/ FDPs for administrative staff as well as academic staff.

Name of the FDP/Workshop	Mode	Time
Online Education: An Evolving Paradigm	Online	13 th February, 2023
Enabling Entrepreneurship, Start-up, Incubation & Innovation Mindset	Online	12th June, 2023
Boosting Employee Productivity Using IT Tools	Offline	25 th September 2023
Role of Artificial Intelligence in Viksit Bharat	Online	11 th March, 2024
Workshop on “Financial Management”	Offline	14 th March, 2024

AIU-AADC-GGSIPU is planning to organize another set of five workshops/ seminars/ FDPs for the current financial year 2024-25. **Suggested illustrative Areas for Training Programmes/Workshop:**

Cyber hygiene and Cybersecurity	Statutes ordinance of the university	Team building	NEP Policy
Personal Taxes	Data Driven Intelligence	Generative AI & Quantum Computing	Inventory & Store Management
Agile and stress environment	Office Management	Problem-solving through Mindfulness practices	Smart City, Smart Agriculture, Smart traffic and much more
Writing Research Proposal	Right to information	Learning how to use Office 365 / Google Workspace	Conflict resolution, through effective communication
Disciplinary proceeding	Noting and Drafting	High Performance Computing	Promotional Policy Rules (CAS)

In view of above, all employees are hereby requested to please provide the topics of the interest in the attached google form latest by 30th September 2024.

<https://forms.gle/9fzwCd16ysQAkxKf7>

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