



**SGT UNIVERSITY**

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved)

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185



**I-GAUGE**  
INDIAN UNIVERSITY RATING

**GOLD**

# Internal Quality Assurance cell

Organizes

## Management Development program

On

## Leadership Skills

29<sup>th</sup> April to 2<sup>nd</sup> May 2019



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Gurugram, Delhi-NCR



**I-GAUGE**

INDIAN COLLEGE & UNIVERSITY RATING

**GOLD**

**INTERNAL QUALITY ASSURANCE CELL**

Organizes

**MANAGEMENT DEVELOPMENT PROGRAM**

# LEADERSHIP SKILLS

from

**INTERNATIONAL INSTITUTE OF  
HEALTH MANAGEMENT RESEARCH**

29<sup>th</sup> April to 2<sup>nd</sup> May 2019 Time : 9:30am to 4:00pm

Venue: A 306, Third floor, A block





## Internal Quality Assurance Cell(IQAC)

### Management Development program On Leadership Skills

29<sup>th</sup> April to 2<sup>nd</sup> May 2019

A-306, Third Floor, A Block

**Organizers:** Internal Quality Assurance Cell

**Objective of the programme:** Faculty Development program on “Leadership Skills”

**Speaker:** 1) Dr Sanjiv Kumar, Director IIHMR and Course Director of Module

2) Dr B.S Singh, Associate professor and Dean-Research IIHMR and Course Co-Director 1

3) Dr Preetha G.S, Associate Professor, IIHMR and Course Co-Director 2

4) Dr Neeta Kumar, Professor and Incharge, Department of General Pathology, Faculty of Dentistry, Jamia Milia Islamia, and Course Co-Director 3

**Audience :** 25 Faculty members of the Health related group of faculty namely Medical, Dental, Ayurveda, Physiotherapy, Allied Health Sciences, Pharmacy and Nursing who have served in this University for atleast 2 years.

The list of participants nominated by their respective Deans is as follows:

#### Faculty of Dental Sciences

S. No	Name of faculty member	Designation	Years of experience in SGT University	Mobile number	Email id
1	Dr.Alok Bhatnagar	Associate Professor, Oral Surgery	3 years	8587883077 9810258692	<a href="mailto:alok.bhatnagar@sgtuniversity.org">alok.bhatnagar@sgtuniversity.org</a>
2	Dr. Bhupender Yadav	Reader Prosthodontics	07 years	8743019484	<a href="mailto:bhupender.yadav@sgtuniversity.org">bhupender.yadav@sgtuniversity.org</a>
3	Dr. Anshul Arora	Reader, Conservative Dentistry	04 years	8860072020	<a href="mailto:anshul.arora@sgtuniversity.org">anshul.arora@sgtuniversity.org</a>
4	Dr Vidushi Sheokand	Sr. Lecturer, Periodontology	03½ years	8130132666	<a href="mailto:vidushi.sheokand@gmail.com">vidushi.sheokand@gmail.com</a>
5	Dr. Shikha	Sr. Lecturer, Pedodontics	03 years & 01 month	9205716200	<a href="mailto:shikha.dogra87@gmail.com">shikha.dogra87@gmail.com</a>



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## Faculty of Allied Health Sciences

S.No	Name of faculty member	Designation	Years of experience in SGT University	Mobile number	Email id
6.	Ms Kanishka	Assistant Prof	4 Year	8059267770	<a href="mailto:kanishka.raheja@gmail.com">kanishka.raheja@gmail.com</a>
7.	Dr Upasana Sarma	Assistant Prof	2 Year	8588842448	<a href="mailto:upasanasarma20@gmail.com">upasanasarma20@gmail.com</a>
8.	Ms Rashmi	Lecturer	2.5	7082687269	<a href="mailto:dcrust.bme.7023@gmail.com">dcrust.bme.7023@gmail.com</a>

## Faculty of Physiotherapy

S.No	Name of faculty member	Designation	Years of experience in SGT University	Mobile number	Email id
9	Dr. Mohit	Asst Professor	3.5 yrs	9459292656 9736252288	<a href="mailto:mohitgulati_FPT@sgtuniversity.org">mohitgulati_FPT@sgtuniversity.org</a>
10	Dr Gurpreet	Asst Professor	3.5 yrs	8059027103	<a href="mailto:gurpreet_FPT@sgtuniversity.org">gurpreet_FPT@sgtuniversity.org</a>
11	Dr Sajjan Pal	Assistant Professor	2.5 yrs	9468324923	<a href="mailto:sajjanpal_fpt@sgtuniversity.org">sajjanpal_fpt@sgtuniversity.org</a>

## Faculty of Indian Medical System

S.No	Name of faculty member	Designation	Years of experience in SGT University	Mobile number	Email id
12	Dr. Vidyavati V. Hiremath	Associate Professor	3 Yrs	7011739589	<a href="mailto:vidyahiremath2003@gmail.com">vidyahiremath2003@gmail.com</a>
13	Dr. Himani Goswami	Assistant Professor	4 Yrs	9458977760	<a href="mailto:himanigoswami1987@gmail.com">himanigoswami1987@gmail.com</a>
14	Dr.Dibyabh	Assistant professor	3 Yrs	9916847902	<a href="mailto:dr.dibyabh@yahoo.com">dr.dibyabh@yahoo.com</a>

## SGT College of Pharmacy

S. N	Name of faculty member	Designation	Years of experience in SGT University	Mobile number	Email id
15	Vinod Gahlot	Assistant Professor	3	921378072 2	<a href="mailto:vinod.gahlot@sgtuniversity.org">vinod.gahlot@sgtuniversity.org</a>
16	Dr Nitin Kumar	Associate Professor	2 years (1.8 years)	983713536 8	<a href="mailto:drnitin_pharmacy@sgtuniversity.org">drnitin_pharmacy@sgtuniversity.org</a>
17	Dheeraj Kumar Sharma	Assistant Professor	2.5	945705796 6	<a href="mailto:dheeraj.sharma@sgtuniversity.org">dheeraj.sharma@sgtuniversity.org</a>



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## Faculty of Nursing

S.No	Name of faculty member	Designation	Years of experience in SGT University	Mobile number	Email id
18	Mr. Anoop Masih Sandhu	Associate Professor	5.3 Year	9888141234	<a href="mailto:anoop@sgtuniversity.org">anoop@sgtuniversity.org</a>
19	Ms. Ritu Yadav	Assistant Professor	4.5 year	<b>9711200369</b>	<a href="mailto:ritu.nursing@sgtuniversity.org">ritu.nursing@sgtuniversity.org</a>
20	Ms. Sonia	Assistant Professor	5.4 Year	9643187320	<a href="mailto:sonia.nursing@sgtuniversity.org">sonia.nursing@sgtuniversity.org</a>

## Faculty of Medical Sciences

S.NO.	Faculty member	Designation	Years of experience in SGT University	Mobile number	Email id
21	Dr. Susmita Saha	Associate Professor	4years 6 months	9811398278	<a href="mailto:drsusmita.sh@gmail.com">drsusmita.sh@gmail.com</a>
22	Dr. Vijay Kumar Roy	Associate Professor	6 years	9716002755	<a href="mailto:vijay_roy@ymail.com">vijay_roy@ymail.com</a>
23	Dr. Meghna Pandey	Associate Professor	4 years 4 months	8826856664	<a href="mailto:drmeghnasc@gmail.com">drmeghnasc@gmail.com</a>
24	Dr. Shalini Ray	Assistant Professor	2 years 6 months	9437312202	<a href="mailto:drshalini.medhealth@gmail.com">drshalini.medhealth@gmail.com</a>
25	Dr. Bindoo Yadav	Associate Professor	8 years	9810262967	<a href="mailto:abvy90@yahoo.co.in">abvy90@yahoo.co.in</a>

### **Brief Report of the programme:**

SGT University has been focusing on it 3 key areas, Innovation, Ethics and Leadership as evident in its logo.

The University always emphasizes on the development of leadership skills not only in the students but in its faculty members as well who are the backbone of any academic institution.

All the faculty members deal with academics i.e the teaching and learning process of the students and themselves but every academic post is never purely academic, it holds many administrative responsibilities. Apart from being the role model for its students, a teacher needs to manage the students, classes, discipline, connect with colleagues, externals like parents, academic community, researchers, collaborators etc.

But the UG/PG curriculum of our Programs focuses on the pure academic subject but does not train to develop the management skills and the leadership skills.

That is why University has entrusted IQAC with this responsibility to conduct faculty development programs to enhance these skills of the faculty.

This FDP focused on the development of Management Skills and Leadership skills among the faculty hence its been called as the Management development Program on Leadership skills.



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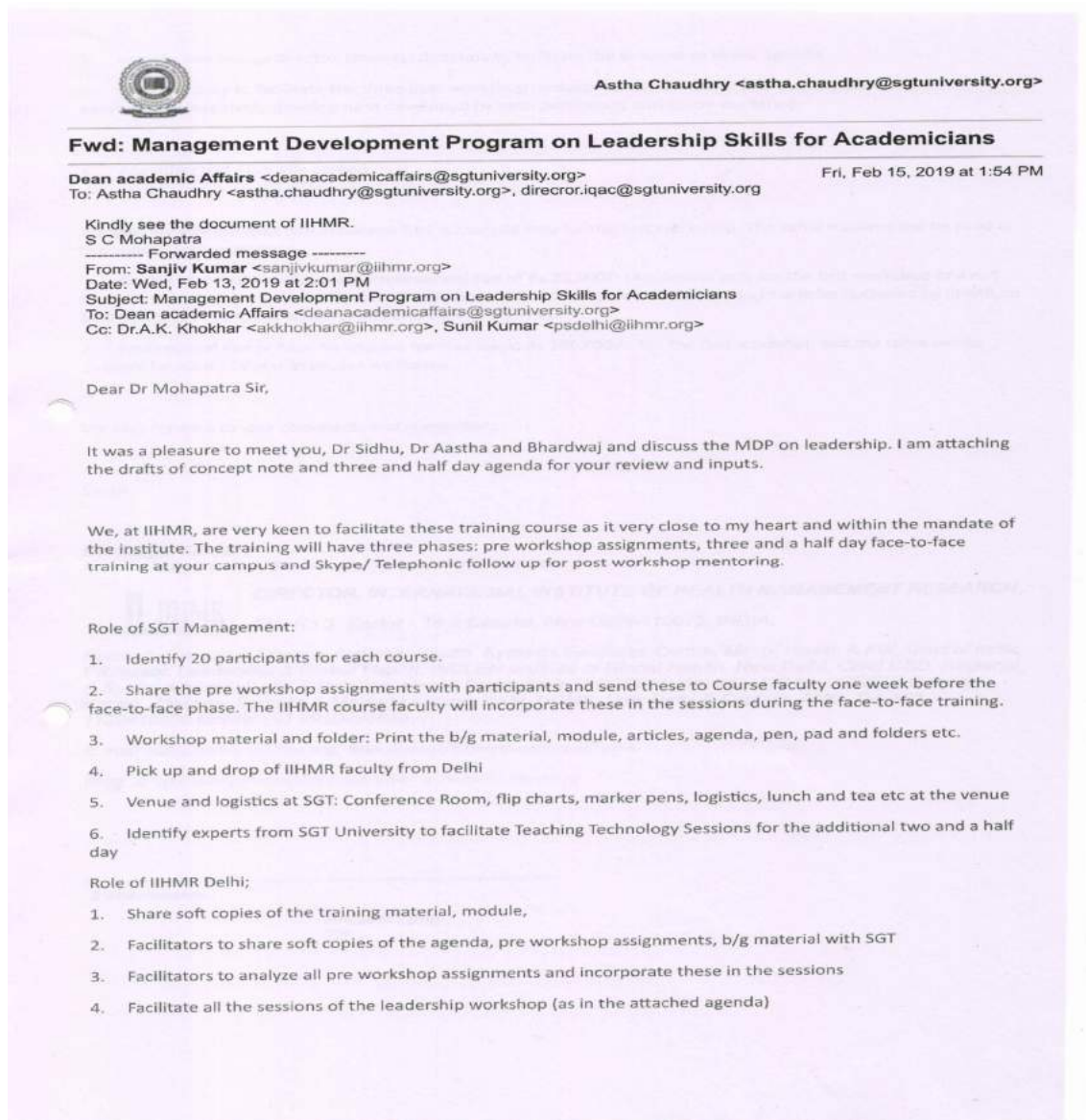
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To conduct this program, IQAC has collaborated with the prestigious International institute of Health Management and Research(IIHMR) located in New Delhi.

**IIHMR** started in 2008 to bench mark the training in health management. The institute conducts training in leadership for public health professionals and academicians from neighbouring countries like Bangladesh, Indonesia, Nepal, Afghanistan, Srilanka in partnership with international Universities like John Hopkins.

The communications with IIHMR started in February 2019 through Dr S. C Mohapatra. After the initial meeting with Dr Sanjiv Kumar, Director IIHMR and his team, a proposal about this program and details about the module were shared by IIHMR as per the mail communication on February 15, 2019.







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5. Provide one course director, three co-directors to facilitate the sessions as in the agenda
  6. Course faculty to facilitate the three post workshop contacts to mentor leadership development as per personalized leadership development developed by each participant during the workshop
- Any other role mutually agreed

**Budget:** Broadly includes two areas and first is charged only for the first workshop. The same material will be used in the subsequent workshops

1. **Course Material Development Professional Fee of Rs 50,000/-** (Applicable only for the first workshop and not charged for subsequent workshops) for Development course module and provide eight articles authored by IIMR on leadership, pre workshop assignments and their analysis etc
2. **Professional Fee of Four facilitators for four Days: Rs 100,000/-**. For the first workshop and the same will be charged for each of the subsequent workshop.

We look forward to your comments and suggestions

Sanjiv

**Dr. Sanjiv Kumar**

MBBS, MD, DNB (MCH), MBA, FAMS, FIMAMS, FIPHA, FIAPSM



**DIRECTOR, INTERNATIONAL INSTITUTE OF HEALTH MANAGEMENT RESEARCH,**

Plot No 3, Sector - 18 A Dwarka, New Delhi-110075, INDIA.

Formerly Executive Director, National Health Systems Resource Centre, Min of Health & FW, Govt of India, Professor, Leadership & Global Health, INCLEN Institute of Global Health, New Delhi, Chief CSD, Regional & Senior Adviser Health & Nutrition, Health Specialist in UNICEF (India, Iraq, RO for CEE/CIS Geneva, Kenya, Uganda, Somalia & Malaw) Lecturer, PSM, UCMS, New Delhi & Captain, AMC, Tel: +91-1130418900 Mobile +91 9910028889.

E mail: [sanjivkumar@iihm.org](mailto:sanjivkumar@iihm.org), and [drsanjivkumardixit@gmail.com](mailto:drsanjivkumardixit@gmail.com)

Blog: [drsanjivkumar.wordpress.com](http://drsanjivkumar.wordpress.com) Web: [www.delhi.iihm.org](http://www.delhi.iihm.org)

Along with this proposal the concept note of the program and the session plan was also shared.

Following the receipt of proposal, the communications were initiated with the management to approve the finances involved. The official communications regarding the same were as enclosed.



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Once the approval from the management was received, communications were made with the facilitators and a program of 29<sup>th</sup> April to 2<sup>nd</sup> May 2019 was finalized.

The communications regarding the nominations of faculty for this program was made to the Deans and once the nominations from all 7 faculties were received, A meeting was scheduled on 9<sup>th</sup> April 2019 with all the participants to apprise them about the objectives of this workshop.

Communication to the deans for nominations was as :

Director IQAC <director.iqac@sgtuniversity.org>

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**Regarding nomination of faculty for 'Management development Program on Leadership skills' to be held from 29th April to 2nd May 2019**

Sat, Mar 30, 2019 at 3:16 PM

**IQAC** <director.iqac@sgtuniversity.org>  
 To: Dean Medical <dean.medical@sgtuniversity.org>, Dean Dental <dean.dental@sgtuniversity.org>, College of Pharmacy <principal.pharmacy@sgtuniversity.org>, Dean Nursing <dean.nursing@sgtuniversity.org>, Dean Ayurveda <dean.ayurveda@sgtuniversity.org>, Dean Physiotherapy <dean.physiotherapy@sgtuniversity.org>, Dean Allied <dean.alliedhealth@sgtuniversity.org>  
 Cc: PVC Admin <pvc.admin@sgtuniversity.org>, Dean academic Affairs <deanacademicaffairs@sgtuniversity.org>

Dear Sir/Madam,

I am pleased to inform you that University desires to groom its faculty members holistically. Hence, IQAC has been entrusted to organize University sponsored Faculty development program to help the faculty members acquire the required management and leadership skills that will contribute to the growth of faculty as an individual as well as the Institution. The "Management development program on leadership skills" is being organized from **29th April 2019 to 2nd May 2019 from 9:30 am to 4:00 pm (Monday to Thursday)** as per the schedule attached. This training workshop includes pre-workshop assignments, 4 day face-to-face training at campus and Skype/ Telephonic follow up for post workshop mentoring.

The Deans are required to nominate **faculty members with at least 2-2.5 years of experience in SGT University of assistant/associate professor rank** to participate in the 4 day program. It is requested that nominations of the faculty should be done wisely taking into account the interest of the faculty member, willingness to attend on all 4 days from 9:30 am- 4:00 pm and their future stability in SGT University. Selection should be of only those Faculty members who are willing to contribute in the growth of University in the long run as University is spending almost 1.5-2.0 lakhs for this program.

The number of participants from each faculty shall be as follows:

- 1) Medical- 5 members
- 2) Dental- 5 members
- 3) Pharmacy- 3 members
- 4) Nursing- 3 members
- 5) Ayurveda- 3 members
- 6) Physiotherapy- 3 members
- 7) Allied Health Sciences- 3 members

The total number of participants shall be 25 maximum.

The Deans are requested to send the nominations by **3rd April 2019** as per the following format:

Name of faculty member	Designation	Years of experience in SGT University	Mobile number	Email id

Kindly do the needful at the earliest.

--  
**Dr M.S Sidhu**  
 Director, IQAC  
 IQAC  
 SGT University

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2 attachments

- CONCEPT NOTE.pdf  
3284K
- SESSION PLAN.pdf  
482K



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The communication for the meeting was as follows:

meeting regarding FDP

Regarding meeting for the FDP from 29th April to 2nd May 2019

IQAC <director.iqac@sgtuniversity.org>  
to bhupender.yadav, anshul.arora, vidushi.sheokand, shikha.dogra87, Kanishka, Upasana, Rashmi, mohitgulati\_FPT, Gurpreet, sajjanpal\_fpt, Dr.premraj, himanigoswami1987, dr.dibyabl

Dear Sir/Madam,

Your names have been nominated from your respective deans for the Management Development Program on "Leadership Skills" organized by IQAC from 29th April to 2nd May 2019. You are requested to make it convenient to attend the meeting tomorrow i.e 9th April 2019 at 10:00am in A 306, Third floor, A Block to understand about the objectives of the program and the related assignments.

Dr M.S Sidhu  
Director, IQAC  
IQAC  
SGT University

meeting regading FDP

Regarding pre-workshop assignments for the Management development Program on Leadership Skills from 29th April to 2nd May 2019

IQAC <director.iqac@sgtuniversity.org>  
to Alok, Bhupender, Anshul, vidushi.sheokand, shikha.dogra87, Kanishka, Upasana, Rashmi, Mohit, Gurpreet, Sajjan, vidyahiremath2003, himanigoswami1987, dr.dibyabh, Vinod, Dr, Dh

Dear Sir/Madam,

As discussed in the meeting today the participants nominated for the Management development Program on Leadership Skills are required to submit the Pre-workshop assignments attached herewith to IQAC by 15th April 2019. Also find attached the session plan for the 4 day workshop. Kindly adjust your schedules to participate wholeheartedly in the 4 days workshop from 29th April to 2nd May 2019 from 9:15 am to 4:00pm.

Regards

The pre workshop assignments were shared to all the faculty participants. There were 5 pre-workshop assignments as follows:-

## Pre-Workshop Assignments

**Assignment1:** How good are your leadership skills?

1. Visit the link [http://www.mindtools.com/pages/article/newLDR\\_50.htm](http://www.mindtools.com/pages/article/newLDR_50.htm)
2. Complete the exercise, answer all 18 questions
3. Read the comments for your score
4. Identify areas for your improvement from the feedback
5. Include four of the above areas for improvement in your personal development plan





## Assignment 2: First Things First (Time Management)

### Time Spent Questionnaire

Examine the following activities and determine how much time you devote to each. Your response could range from: (-) for “none”, (+) for some time, (++) for enough time, (+++) for too much time. You can reflect on what you did yesterday or better a typical work day you have-

#### 1. At Work:

Attending meetings	Evaluating your work
Writing messages	Talking with superiors
Reading messages	Talking with subordinates
Talking to visitors	Talking with peers
Answering phone	Talking with people outside your div/dept
Making phone calls	Making data-based decisions
Planning budget	Lunch
Balancing budget	Coffee breaks
Writing memos	Idle chatter
Answering memos	Making visits
Counseling	Daydreaming
Typing	Playing computer games
Planning projects	Reading reports
Evaluating people	Writing reports
Assessing needs of people you serve	Self-improvement seminars
Scheduling your time	Reading professional materials
Other (specify)	Other (specify)

#### 2. At Home:

Commuting	Self learning
Attending religious activity	Weekends with family
Attending clubs/professional or civic organizations	Television
Talking with spouse	Reading newspaper
Talking with children	Movies
Reading	Sport
Internet	Home repairs/cleaning
Computer games	Other (specify)

#### List two areas each for:

- What matters most to you for your personal, family and professional development?
- Discuss the results of this exercise with your spouse/partner. At work, ask a colleague(s) with whom you work closely to also do the exercise. Compare results after completing the questionnaire and discuss.
- How would you reorganize your time based on your values-based priorities?



### Assignment3: Organization culture

Describe the organization culture of SGT University in five sentences.

**Assignment4:** Describe two problems you are facing in the team you are a part of/are leading. How these problems are being addressed?

### Assignment5: Emotional Competencies

#### Instructions:

*For each statement, click the button in the column that best describes you. Please answer questions as you are (rather than how you think you should be), and don't worry if some questions seem to score in the 'wrong direction'. Consider '1' as 'Not At All' and '5' as 'Very Often'. When you are finished, please calculate the total and check with the interpretation given on the next page.*

1. Associate different internal physiological cues with different emotions.	1	2	3	4	5
2. Relax when under pressure in situations.	1	2	3	4	5
3. ≥Gear up≤ at will for a task.	1	2	3	4	5
4. Know the impact that your behaviour will have on others.	1	2	3	4	5
5. Initiate successful resolution of conflict with others.	1	2	3	4	5
6. Calm yourself quickly when angry.	1	2	3	4	5
7. Know when you are becoming angry.	1	2	3	4	5
8. Regroup quickly after a setback, stay motivated.	1	2	3	4	5
9. Recognize when others are distressed.	1	2	3	4	5
10. Build consensus with others.	1	2	3	4	5
11. Know what senses you are currently using.	1	2	3	4	5
12. Use internal ≥talk≤ to change your emotional state.	1	2	3	4	5
13. Can stay motivated when doing uninteresting work.	1	2	3	4	5
14. Help others manage their emotions.	1	2	3	4	5
15. Make others feel good.	1	2	3	4	5
16. Identify when you experience mood shifts.	1	2	3	4	5
17. Stay calm when you are the target of anger from others.	1	2	3	4	5
18. Stop or change an ineffective habit.	1	2	3	4	5
19. Show empathy toward others.	1	2	3	4	5
20. Provide advice and emotional support to others as needed.	1	2	3	4	5
21. Know when you become defensive.	1	2	3	4	5
22. Know when you are thinking negatively and head it off.	1	2	3	4	5
23. Follow your words and actions.	1	2	3	4	5
24. Engage in intimate conversations with others.	1	2	3	4	5
25. Accurately reflect peoples' feelings back to them.	1	2	3	4	5



## Interpretation:

Subscale	Sum Questions:	Your Score:
Self-awareness	1,6,11, 16,21	
Managing Emotions	2,7,12,17,22	
Motivating Yourself	3,8,13,18,23	
Empathy	4,9,14,19,24	
Social Skill	5,10,15,20,25	

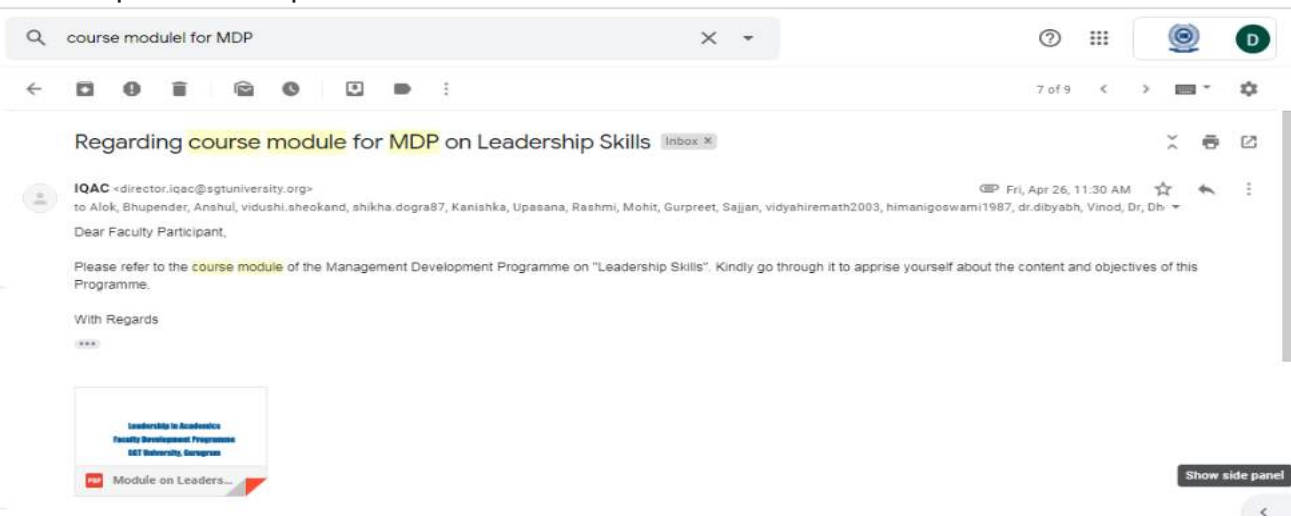
**Overall:** If you scored above 100, you have high emotional intelligence in a work context. A score of 50 to 100 means you have a good platform of EQ from which to develop your managerial capacity. A score below 50 indicates that you realize you are probably below average in EQ.

Once, the assignments were received, all assignments were scanned and sent to the team of facilitators for their evaluation and tailoring of module according to our participants.

The reading material was shared by the facilitators. It included the series of CME articles on Leadership namely:

- 1) Introduction to Strategic Management and Leadership for Health Professionals
- 2) Making Sense of Theories of Leadership for Capacity Building
- 3) Managing Self for Leadership
- 4) Building and Leading Teams
- 5) Managing Bosses and Peers
- 6) Change Management Skills
- 7) Strategic Management and Leadership for Health Professionals — Skills To Leverage Resources To Achieve Health Goals

The detailed course module by the facilitators was also shared with all the participants on 26<sup>th</sup> April 2019 as per the communication:





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On 29<sup>th</sup> April 2019, the first day of the program, all the participants were provided with the Registration kit including the 7 articles as reading material, notepad and stationary. The session schedule was as follows:

**MDP in association with IIHMR(International Institute of Health management and Research)**

**“LEADERSHIP SKILLS”**

**29<sup>th</sup> April - 2<sup>nd</sup> May 2019**

Day	9:30-10:30am	10:30-11:00am	11:00-11:30 am	11:30- 1:00pm	1:00-2:00pm	2:00-3:30pm
Day 1- 29 <sup>th</sup> April 2019	Introduction and Inauguration	Ice Breaking	Tea Break	Concepts and theories of capacity building and their application 1 (Dr Sanjiv Kumar)	Lunch Break	Concepts and theories of capacity building and their application 2 (Dr Sanjiv Kumar)
Day 2- 30 <sup>th</sup> April 2019	Strategic Management and Change management skills (Dr Sanjiv Kumar)	Team Building and Team Leadership (Dr Preetha GS)		First Things First (Time Management) and Work Life Balance (Dr BS Singh)		Emotional Competencies (Dr Preetha GS/ Dr Sanjiv Kumar)
Day 3- 1 <sup>st</sup> May 2019	Listening Skills, Dealing with difficult persons	Networking and Negotiation Skills (Dr Sanjiv Kumar)		Scientific Writing (Dr Neeta Kumar)		Personal Leadership Development Plans (Dr Preetha GS)
Day 4- 2 <sup>nd</sup> May 2019	Presentation and review of the individualized personal leadership development plans (All facilitators)					Valedictory Session

The program began with the inaugural ceremony. The introduction about the program was done by Dr Astha Chaudhry, Member Secretary, IQAC.







After the introduction and objectives of the program, there was introduction about the speakers and their welcome with sapling presented by Dr M.S Sidhu, Director, IQAC and Dr S.C Mohapatra, Dean Academic affairs.

The team of facilitators was lead by **Dr Sanjiv Kumar**, who is an MBBS and MD from AIIMS Delhi, DNB (MCH) and MBA from UK, has 42 years of experience in public health across 29 countries. He started as Medical Officer in Indian Army, has done extensive work in Preventive and social Medicine being in charge of PHCs, Director of multiple govt funded projects, worked with UNICEF and an academican. He is an Adjunct Professor (Leadership, Global Health & Strategic Management) at INCLEN (Institute of Global Health) and has published more than 100 papers and has received 8 international and national awards and fellowships. He is currently Director, International Institute of Health Management and Research and Chair of Indian Alliance of Patient Groups. Currently his focus is on leadership and strategic management in health, health research and academics.



Dr M.S Sidhu and Dr S.C Mohapatra welcoming Dr Sanjiv Kumar with Sapling and presenting University memento





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The course co-director for this program **Dr B.S Singh** is an associate professor and Dean

Research IIHMR. He holds a Ph.D in Population studies and a certificate course in planning and management information systems from MSH, Boston. He has worked in large scale projects supported by USAID India in the area of maternal, new born child Health, family planning and Urban Health. His areas of interest are program planning, monitoring and evaluation, health survey research and project management.



Dr M.S Sidhu and Dr S.C Mohapatra welcoming Dr B.S Singh with Sapling

The second course co-director, Dr Preetha G.S is an Associate professor in IIHMR. She has done her MBBS from Govt Medical College, Trivandrum and MD in community Health administration from NIHF, new Delhi. She has over 14 years of experience in health sector and facilitates leadership sessions in various courses.



Dr M.S Sidhu welcoming Dr Preetha G.S with Sapling



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Dr Neeta Kumar is course co-director and Professor and Incharge, Dept of General Pathology, Faculty of dentistry, Jamia Milia Islamaia, New Delhi. She is an external expert for this workshop. She has worked in Prestigious Institutions like Aga Khan University Hospital, in Nairobi, Kenya, Central Institute of Valais hospital and University Hospital of Geneva in Switzerland, Maulana Azad College and AIIMS, New Delhi. She is a fellow of International Medical Sciences Academy since 2006. She has many national and international publications to her credit and her key interest area is training academicians for scientific writing.



Dr M.S Sidhu and Dr S.C Mohapatra welcoming Dr Neeta Kumar with Sapling

After the welcoming of the facilitators and the participants, Dr M.S Sidhu addressed the members and explained them about the long term impact of these programs and the management expectations from the participants.







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Following the address by Director, IQAC, Dr S.C Mohapatra, Dean Academic affairs addressed the members and explained about the concepts of leaderships and the contents of the program. Following this, there was address by Dr Sanjiv Kumar, Director IIMR and Course Director for this program module.

The team of 25 participants of the workshop on Day 1



After the inaugural ceremony there was ice-breaking session which included teaming of participants into pairs and introduction of each other in a set of predefined questions by the facilitators.



After the discussion by pairs, each pair was asked to come forward and describe/introduce their pair member. All the pairs introduced each participating member so that whole team is updated about the members. This was followed by sessions by the facilitators as per the schedule. The first session was taken by Dr Sanjiv Kumar on Concepts and theories of capacity building and application.





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There was group activity with division of 25 participants into 4 teams with 6 members each.



The participants arranged into teams for group activity




The lighter moments during the interaction of the workshop.



At the end of each day, the participants were distributed the feedback forms given by the facilitators.

A sample of feedback received for 1<sup>st</sup> day is as follows:

  
Leadership in Academics Faculty Development Programme, SGT University, Gurugram  
**SESSION FEEDBACK FORM**  
Day 1

Participant's Name (Optional): *Dr. Nilushi*

Criteria	April 29	
	Concepts and theories of capacity building for Leadership and their application 1 ( Dr. Sanjiv Kumar)	Concepts and theories of capacity building for Leadership and their application 2 ( Dr. Sanjiv Kumar)
Overall Quality	<i>Good</i>	<i>Good</i>
Relevance	<i>Topic is covered nicely with good examples.</i>	<i>Relevant. All pts were well explained.</i>
Effectiveness of Facilitator	<i>Very effective. Connect with participants is there.</i>	<i>very effective.</i>
Interaction with Participants	<i>Yes. Connect with participants is there.</i>	<i>Yes. - do.</i>
Suggestions for Improvement	<i>No</i>	<i>No.</i>
Remarks to improve the sessions	-	-

Please indicate your level of satisfaction with Grades from 1 to 5, where 1 is the least level of satisfaction and 5 is highest. Please fill with appropriate numeral.

## Day2(30<sup>th</sup> April 2019)

At the beginning of day 2, first there was discussion about the feedback of 1<sup>st</sup> Day. The feedback volunteers compiled the feedback data and presented the analysis.

Following this, the sessions were taken as per the schedule.

The first session was taken by Dr Sanjiv Kumar on Strategic management and Change management skills.





All the participants were again divided into 4 groups and all were asked to fill their Personal development plans.



The next session was on Team Building and Team Leadership by Dr Preetha G.S. There was also a role play demonstrating type of leadership.





The session on Time management was taken by Dr B.S Singh



The last session on emotional competencies was taken by dr Sanjiv Kumar and Dr Neeta Kumar and there was group discussion also regarding the same.

The feedback forms were distributed by the feedback volunteers and the participants were asked to fill out the forms and submit to the volunteers for the presentation of analysis the next day.



A sample of the feedback form for 2<sup>nd</sup> day is as:

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Leadership in Academics Faculty Development Programme, SGT University, Gurugram

**SESSION FEEDBACK FORM**  
Day 2

Participant's Name (Optional): Dr. Anshul Arora

Criteria	April 30			
	Strategic Management and Change management skills (Sanjiv Kumar)	Team Building and Team Leadership (Dr Preetha GS)	First Things First (Time Management) and Work Life Harmony (Dr BS Singh)	Emotional Competencies (Dr Preetha GS/Sanjiv Kumar)
Overall Quality	4	5	4	5
Relevance	5	5	4	4
Effectiveness of Facilitator	4	5	4	5
Interaction with Participants	4	5	4	5
Suggestions for Improvement	-	Excellent.	-	-
Remarks to improve the sessions	-	-	-	-

Please indicate your level of satisfaction with Grades from 1 to 5, where 1 is the least level of satisfaction and 5 is highest. Please fill with appropriate numeral.



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## Day 3(1<sup>st</sup> May 2019):

The Day 3 began with the discussion of the analysis of feedback received of the previous day.

Following this, the first session was taken by Dr Neeta Kumar on Scientific writing and Publications. In between there were inputs by Dr S.C Mohapatra.







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The next session on networking and negotiation skills and dealing with difficult persons was taken by Dr Sanjiv Kumar.



This was followed by feedback for distribution and collection of all the inputs. A sample is enclosed as:



Leadership in Academics Faculty Development Programme, SGT University, Gurugram

## SESSION FEEDBACK FORM Day 3

Participant's Name (Optional): \_\_\_\_\_

Criteria	April 30			
	Listening Skills, Dealing with difficult persons (Dr. Sanjiv Kumar)	Networking and Negotiation Skills (Sanjiv Kumar)	Scientific Writing (Neeta Kumar)	Personal Leadership Development Plans (Dr Preetha GS)
Overall Quality	05	04	04	03
Relevance	04	04	04	03
Effectiveness of Facilitator	04	04	04	03
Interaction with Participants	05	05	04	03
Suggestions for Improvement				
Remarks to improve the sessions				

Please indicate your level of satisfaction with Grades from 1 to 5, where 1 is the least level of satisfaction and 5 is highest. Please fill with appropriate numeral.

### Day 4 (2<sup>nd</sup> May 2019):

The concluding Day 4 began with the feedback discussion and followed by the preparation of the Personal Leadership Development plan of each participant. The format of the same was as:



## SGT University, Faculty Development Programme on Leadership in Academics, 29 April -2 May 2019 PROPOSED TEMPLATE PERSONAL LEADERSHIP DEVELOPMENT ACTION PLAN

Name:

S.No	Skills	Strengths/Weaknesses	Action	Time line
1	<b>Self</b>			
	<ul style="list-style-type: none"> <li>• Technical</li> <li>• Emotional Competencies</li> <li>• Time Management &amp; Work life Balance</li> <li>• Health</li> <li>• Spiritual Development</li> </ul>	<p style="text-align: center;"><b>Strengths</b></p> <p style="text-align: center;"><b>Weaknesses</b></p>		
2	<b>Team</b>			
	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Relationship Building</li> <li>• Team Development Leadership</li> <li>• Negotiation</li> <li>• Advocacy</li> </ul>	<p style="text-align: center;"><b>Strengths</b></p> <p style="text-align: center;"><b>Weaknesses</b></p>		
3	<b>Contextual/ Environment</b>			
	<ul style="list-style-type: none"> <li>• Networking</li> <li>• Anticipating change               <ul style="list-style-type: none"> <li>○ own sector</li> <li>○ other</li> </ul> </li> <li>• Adopting new technology</li> </ul>	<p style="text-align: center;"><b>Strengths</b></p> <p style="text-align: center;"><b>Weaknesses</b></p>		

All the participants were asked to present their personal development plans in detail one by one.



There were multiple discussions and interactions during the presentation of personal plans and guidance by the facilitators.

After the presentation by all 25 participants, the Valedictory session was initiated.





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After the opening remarks and thanks to all the facilitators and participants, there were concluding remarks by Dr M.S Sidhu, Director IQAC and Dr S.C Mohapatra, Dean Academic Affairs.



Following this, there were distribution of certificate of participation to all the participants.





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After the distribution of certificates to participants, there was distribution of certificates of appreciation to the facilitators.







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Certificates to the organizing team members- Dr Astha Chaudhry and Dr Amit Bhardwaj



The whole team of participants and facilitators.

This was followed by Lunch and then dispersal of all the participants and facilitators. The following documents are attached as enclosures:-

- 1) Attendance list of participants on all 4 days
- 2) List of numbers of certificates distributed
- 3) Feedback analysis of sessions in Day 1-3
- 4) The communications to the Registrar and Pro-Vice Chancellor for approval and sanctioning of budget.





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### MANAGEMENT DEVELOPMENT PROGRAM ON LEADERSHIP SKILLS

### IN ASSOCIATION WITH IIMR

29<sup>th</sup> April to 2<sup>nd</sup> May 2019

S.No	Name of faculty member	Designation	Faculty	Signature Day 1	Signature Day 2	Signature Day 3	Signature Day 4
1.	Dr. Alok Bhatnagar	Associate Professor	FDS	<i>Alok</i>	<i>Alok</i>	<i>Alok</i>	<i>Alok</i>
2.	Dr. Bhupender Yadav	Reader	FDS	<i>Bhupender</i>	<i>Bhupender</i>	<i>Bhupender</i>	<i>Bhupender</i>
3.	Dr. Anshul Arora	Reader	FDS	<i>Anshul</i>	<i>Anshul</i>	<i>Anshul</i>	<i>Anshul</i>
4.	Dr Vidushi Sheokand	Sr. Lecturer	FDS	<i>Vidushi</i>	<i>Vidushi</i>	<i>Vidushi</i>	<i>Vidushi</i>
5.	Dr. Shikha	Sr. Lecturer	FDS	<i>Shikha</i>	<i>Shikha</i>	<i>Shikha</i>	<i>Shikha</i>
6.	Ms Kanishka	Assistant Prof	FAHS	<i>Kanishka</i>	<i>Kanishka</i>	<i>Kanishka</i>	<i>Kanishka</i>
7.	Dr Upasana Sarma	Assistant Prof	FAHS	<i>Upasana</i>	<i>Upasana</i>	<i>Upasana</i>	<i>Upasana</i>
8.	Ms Rashmi	Lecturer	FAHS	<i>Rashmi</i>	<i>Rashmi</i>	<i>Rashmi</i>	<i>Rashmi</i>
9.	Dr. Mohit	Asst Professor	FOP	<i>Mohit</i>	<i>Mohit</i>	<i>Mohit</i>	<i>Mohit</i>
10.	Dr Gurpreet	Asst Professor	FOP	<i>Gurpreet</i>	<i>Gurpreet</i>	<i>Gurpreet</i>	<i>Gurpreet</i>
11.	Dr Sajjan Pal	Assistant Professor	FOP	<i>Sajjanpal</i>	<i>Sajjanpal</i>	<i>Sajjanpal</i>	<i>Sajjanpal</i>
12.	Dr. Vidyavati V. Hiremath	Associate Professor	FIMS	<i>Vidyavati</i>	<i>Vidyavati</i>	<i>Vidyavati</i>	<i>Vidyavati</i>
13.	Dr. Himani Goswami	Assistant Professor	FIMS	<i>Himani</i>	<i>Himani</i>	<i>Himani</i>	<i>Himani</i>
14.	Dr.Dibyabh	Assistant professor	FIMS	<i>Dibyabh</i>	<i>Dibyabh</i>	<i>Dibyabh</i>	<i>Dibyabh</i>
15.	Vinod Gahlot	Assistant Professor	SGTC OP	<i>Vinod</i>	<i>Vinod</i>	<i>Vinod</i>	<i>Vinod</i>
16.	Dr Nitin Kumar	Associate Professor	SGTC OP	<i>Nitin</i>	<i>Nitin</i>	<i>Nitin</i>	<i>Nitin</i>
17.	Dheeraj Kumar Sharma	Assistant Professor	SGTC OP	<i>Dheeraj</i>	<i>Dheeraj</i>	<i>Dheeraj</i>	<i>Dheeraj</i>



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18.	Mr. Anoop Masih Sandhu	Associate Professor	FON	Anoop	Anoop	Anoop	Anoop
19.	Ms. Ritu Yadav	Assistant Professor	FON	Ritu	Ritu	Ritu	Ritu
20.	Ms. Sonia	Assistant Professor	FON	Sonia	Sonia	Sonia	Sonia
21.	Dr. Susmita Saha	Associate Professor	FMHS	Susmita	Susmita	Susmita	Susmita
22.	Dr. Vijay Kumar Roy	Associate Professor	FMHS	Vijay	Vijay	Vijay	Vijay
23.	Dr. Meghna Pandey	Associate Professor	FMHS	Meghna	Meghna	Meghna	Meghna
24.	Dr. Shalini Ray	Assistant Professor	FMHS	Shalini	Shalini	Shalini	Shalini
25.	Dr. Bindoo Yadav	Associate Professor	FMHS	Bindoo	Bindoo	Bindoo	Bindoo



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**MANAGEMENT DEVELOPMENT PROGRAM ON LEADERSHIP SKILLS**  
**IN ASSOCIATION WITH IIMR**  
**29<sup>th</sup> April to 2<sup>nd</sup> May 2019**

S.No	Participant Name	Designation	Faculty	Certificate number
1.	Dr.Alok Bhatnagar	Associate Professor	FDS	25824
2.	Dr. Bhupender Yadav	Reader	FDS	25825
3.	Dr. Anshul Arora	Reader	FDS	25826
4.	Dr Vidushi Sheokand	Sr. Lecturer	FDS	25827
5.	Dr. Shikha	Sr. Lecturer	FDS	25828
6.	Ms Kanishka	Assistant Prof	FAHS	25829
7.	Dr Upasana Sarma	Assistant Prof	FAHS	25831
8.	Ms Rashmi	Lecturer	FAHS	25832
9.	Dr. Mohit	Asst Professor	FOP	25833
10.	Dr Gurpreet	Asst Professor	FOP	25834
11.	Dr Sajjan Pal	Assistant Professor	FOP	25835
12.	Dr. Vidyavati V. Hiremath	Associate Professor	FIMS	25836
13.	Dr. Himani Goswami	Assistant Professor	FIMS	25837
14.	Dr.Dibyabh	Assistant professor	FIMS	25843
15.	Vinod Gahlot	Assistant Professor	SGTCOP	25844
16.	Dr Nitin Kumar	Associate Professor	SGTCOP	25845
17.	Dheeraj Kumar Sharma	Assistant Professor	SGTCOP	25846
18.	Mr. Anoop Masih Sandhu	Associate Professor	FON	25847
19.	Ms. Ritu Yadav	Assistant Professor	FON	25848
20.	Ms. Sonia	Assistant Professor	FON	25849





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21.	Dr. Susmita Saha	Associate Professor	FMHS	25850
22.	Dr. Vijay Kumar Roy	Associate Professor	FMHS	25851
23.	Dr. Meghna Pandey	Associate Professor	FMHS	25852
24.	Dr. Shalini Ray	Assistant Professor	FMHS	25853
25.	Dr. Bindoo Yadav	Associate Professor	FMHS	25854

### Facilitators

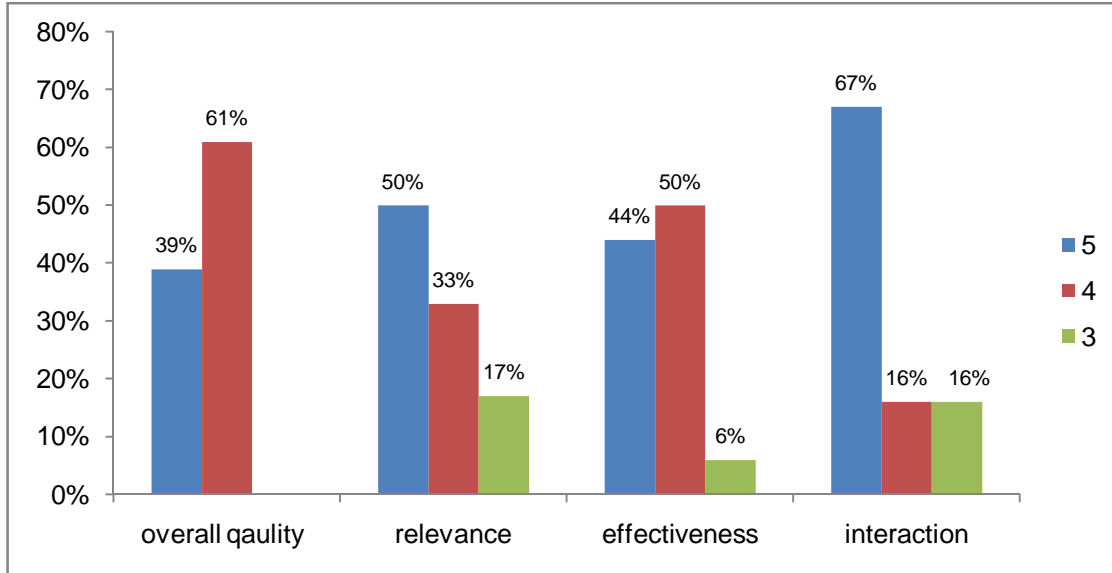
S.No	Facilitator Name	Designation	Certificate number
1.	Dr.Sanjiv Kumar	Director, IIHMR	25830
2.	Dr B. S Singh	Professor, IIHMR	25838
3.	Dr Neeta Kumar	Professor, Jamia Milia	25839
4.	Dr Preetha G.S	Associate Prof, IIHMR	25840
5.	Dr M.S Sidhu	FDS	25822
6.	Dr S.C Mohapatra	FMHS	28823
7.	Dr Astha Chaudhry	FDS	25841
8.	Dr Amit Bhardwaj	FDS	25842



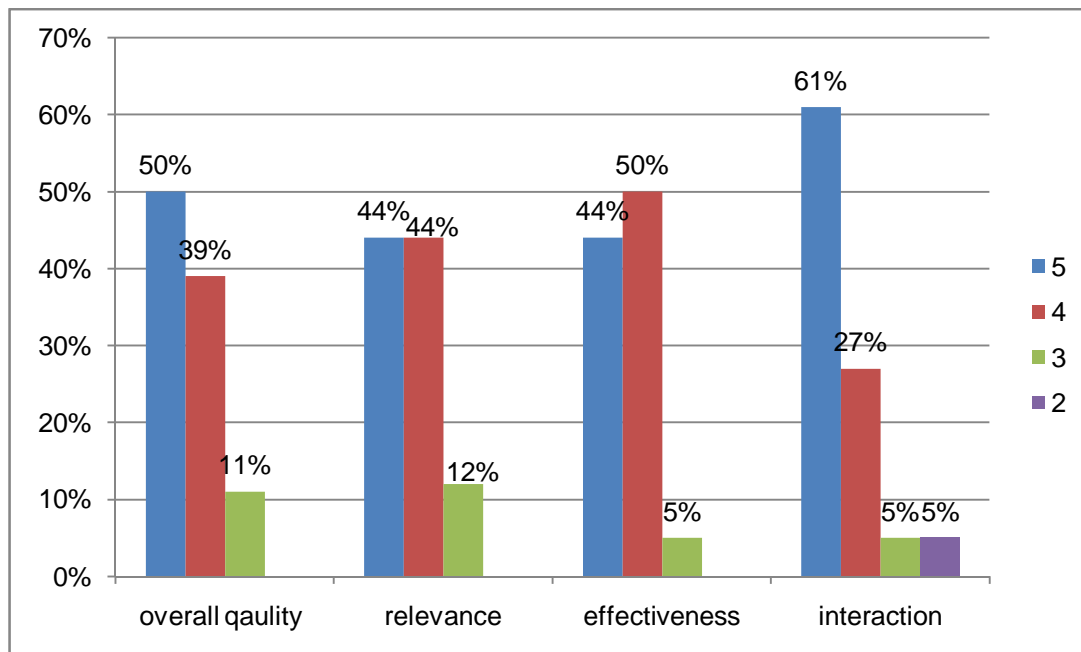
## Feedback analysis

Day 1(29<sup>th</sup> April 2019)

Session 1

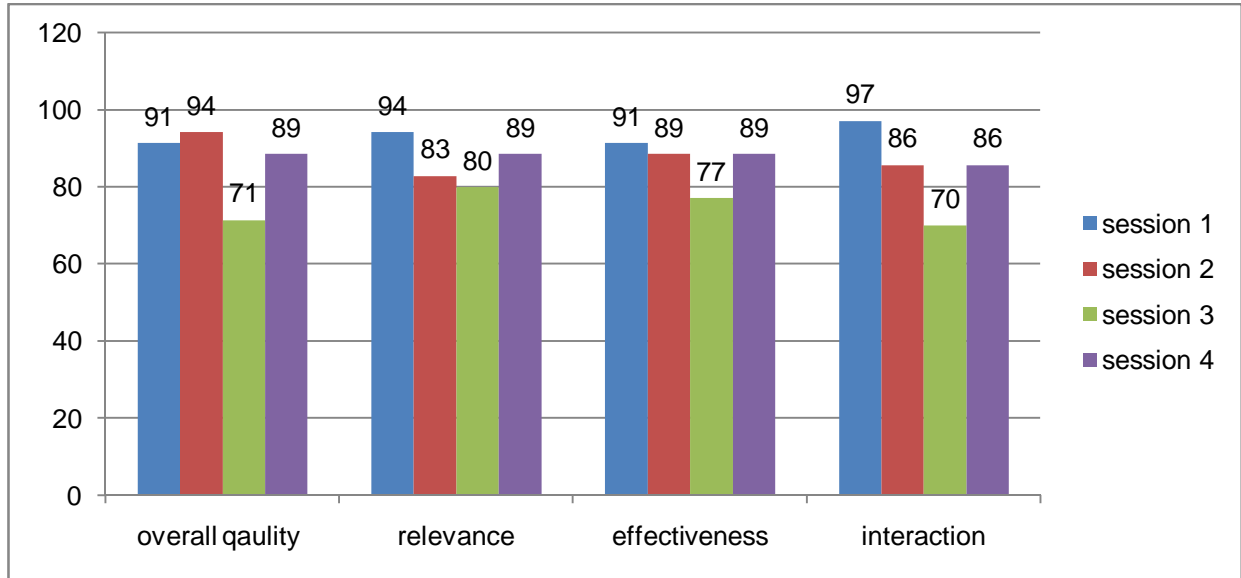


Session 2





## Day 2(30<sup>th</sup> April 2019)



## Day 3(1<sup>st</sup> May 2019)

