

Report: “Non-Teaching Staff Training Program”

Introduction

The UGDCA Computer Centre of DAV Post Graduate College, Varanasi conducted a comprehensive “Non-Teaching Staff Training Program” from **13th November 2025 to 19th November 2025**.

The training program was organised **under the aegis of IQAC**, guided by its Coordinator **Dr. Parul Jain**, with complete supervision by the **UGDCA Coordinator, Dr. Shantanu Saurabh**.

The primary objective of this program was to **enhance the multi-dimensional skills, awareness, efficiency, and overall well-being of the non-teaching staff** of the institution. The training covered essential domains such as mental health, physical fitness, financial literacy, medical wellness, and computer operations.

Objectives of the Training Program

The major objectives of the program were:

- To improve emotional and psychological awareness among non-teaching staff.
- To promote physical well-being and healthy lifestyle practices.
- To enhance knowledge regarding financial planning and income tax.
- To educate staff about medical wellness and preventive healthcare.
- To develop essential computer operation skills required in daily office functioning.
- To encourage creativity, communication skills, and confidence through tasks and activities.

Day-wise Summary of the Training Sessions

Day 1: Mental Health and Awareness

Date: 13th November 2025

Expert: *Dr. Rajesh Kumar Jha*

The program commenced with an insightful session on **Mental Health and Awareness**. Dr. Jha discussed mental well-being, stress management techniques, workplace stressors, positive thinking, and emotional balance. The session emphasized the importance of mental health in maintaining efficiency and healthy interpersonal relationships at the workplace.



Day 2: Physical Health

Date: 14th November 2025

Experts: *Prof. Minu Lakra, Mr. Vishwas Rao, Mr. Maneesh Kushwaha*

The second day focused on **Physical Health** and fitness. The resource persons demonstrated basic exercises, correct posture, workplace ergonomics, and general health practices. Yoga-based techniques and stretching routines were also introduced for daily use by the staff to reduce fatigue and improve physical stamina.



Day 3: Financial Awareness & Income Tax

Date: 15th November 2025

Experts: *Prof. V. N. Dubey, Dr. Rashmi Tripathi, Mr. Gopal Chaurasia*

This session aimed at building understanding of **financial planning, savings, investment options, and income tax regulations.**

The experts explained the basics of personal finance management, tax slabs, deductions, filing procedures, and government schemes beneficial for salaried employees. Practical examples were shared to help participants manage their finances effectively.



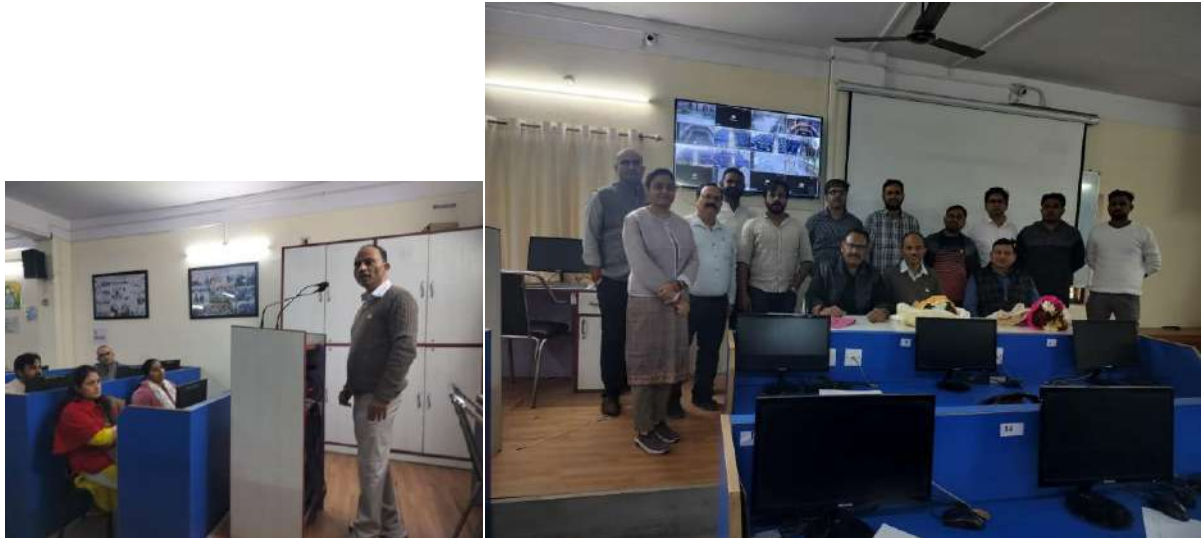
Day 4: Medical Wellness

Date: 17th November 2025

Experts: *Dr. Sanjive Verma (Senior Consultant, Dist. Female Hospital, Varanasi),
Dr. Sajiv Srivastava*

Medical professionals provided crucial information on **preventive healthcare, lifestyle diseases, hygiene, first-aid, and workplace medical safety.**

They discussed common health problems and guided participants on early detection, medical check-ups, and the importance of maintaining wellness in daily life.



Day 5 & 6: General Computer Operation

Dates: 18th and 19th November 2025

Expert: *Mr. Najmuzzaman*

In the concluding technical sessions, staff members received training on **General Computer Operations**, including:

- Artificial Intelligence using CHATGPT, GEMINI and PERPLEXITY
- Basic Windows operations
- MS Office (Word, Excel)
- Email usage and communication
- Basic troubleshooting

This segment aimed to strengthen digital literacy and enhance office productivity.

Additional Activities

Apart from the scheduled sessions, three creative and communication-focused activities were given:

(a) Artwork Activity

Trainees were asked to **create an artwork based on their imagination.**

This activity aimed to promote creativity, reduce stress, and boost self-expression.

(b) Short Speech Activity

Participants were assigned to prepare and deliver short speeches on the following topics:

- Kashi
- Banaras Hindu University (BHU)
- Role of Education in Society
- Office Rules and Regulations

This exercise helped staff develop confidence, public-speaking skills, and understanding of institutional and societal roles.

(c) Write-up on Training Program

Another reflective activity involved asking trainees to **prepare a brief write-up expressing their views on the training program.**

All trainees submitted their written reflections on the **last day of the training.**

This activity encouraged them to think deeply about the usefulness of the sessions, their learning experiences, and how the training would help them in their professional duties.

Evaluation and Examination

A **formal examination** (Questions were MCQ and Subjective both) was conducted at the end of the training program to assess the learning outcomes.

The exam included questions based on all the topics covered during the sessions.

Certificate Distribution Ceremony

A formal **certificate presentation ceremony** was held after the completion of the training. Certificates of participation were awarded to all trainees by the **Principal of DAV PG College, Prof. Mishri Lal.**

Dignitaries Present:

- **Prof. Mishri Lal**, Principal
- **Dr. Parul Jain**, Coordinator, IQAC
- **Prof. V. N. Dubey**
- **Prof. Minu Lakra**
- **Dr. Rajesh Kumar Jha**
- **Dr. Rashmi Tripathi**

The concluding session, including the vote of thanks, was **conducted by Dr. Shantanu Saurabh**, who appreciated the participants' dedication and acknowledged the efforts of all experts and organisers.



Conclusion

The **Non-Teaching Staff Training Program (13–19 November 2025)** was a highly productive and enriching initiative by the UGDCA Computer Centre and IQAC. The program successfully enhanced the **skills, awareness, and confidence** of non-teaching staff in diverse domains, contributing to improved efficiency and a healthier, more informed work environment.

The training strengthened the spirit of teamwork, professionalism, and holistic development among the participants, making the program a significant step toward institutional quality enhancement.