## NED UNIVERSITY OF ENGINEERING & TECHNOLOGY TRAINING PLAN FOR THE YEAR 2024 – 25



F/QSP/05/04/0

				F/QSP/05/04/01 S C H E D U L E											
PROGRAMME	DURATION	ATTENDED BY	CONDUCTED BY	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr								May	Jun		
	CENEDAL	TRAININGS		Jui	nug	БСР	OCC	1101	Всс	Jun	100	Hui	7101	May	Jun
	1	IKAININGS													
Quality Management System	3 hours 1 session	PAs/Office Assistants	Dr. Faaz / Dr. Tariq (DDQEC-1/ DDQEC-II)									R			
Quality Management System	3 hours 1 session	Faculty/Officers	Dr. M. Wasif/ Dr. Faaz (DQEC/ DDQEC-I)												
Time Management & work life Management	2 hours 1 session	Officer/Staff	Mr. Adnan Khan (SUPARKO)												
Basic Computer Skills and other IT tools	2 hours 1 session	Faculty	Mr. Amjad Ali (Sr, IT Manager)									A			
First Aid & Fire Fighting	3 hours 1 session	Staff BPS-5 to 15	Dr. M. Samiuddin (DDQEC-III)												
Effective Quality Management Audits	3 hours 1 session	Auditors/Faculty/ Officers	Dr. Muhammad Wasif (DQEC)									M			
HEC Policies for HEIs	3 hours 1 session	Chairpersons/ Faculty	Dr. Faaz A. Butt (DDQEC-I)												
Development of SAR as per HEC guidelines	3 hours 1 session	PT Members	Dr. Faaz A. Butt (DDQEC-I)									A			
Using Generative Artificial intelligence (AI) tools in office work.	2 hours 1 session	Faculty	Dr. Muhammad Wasif (DQEC)												
Use of Generative Artificial intelligence (AI) for supporting functions	2 hours 1 session	Officers/Staff	Dr. M. Samiuddin (DDQEC-III)									D			
Effective Communications Skill	3 hours 1 session	Officer/Faculty/Staff	Prof. Dr. Sajda Zaki (CEL)												
Health, Safety & Environment (Experiment based)	3 hours 1 session	Staff BPS-05 to 15	Dr. Tariq Rehman (DDQEC-II)									A			
Health, Safety & Environment	3 hours 1 session	Health & safety Committee members/Officers/ Faculty Members	Dr. M. Wasif/ Dr. Faaz (DQEC/ DDQEC-I)												
Energy Conservation	2 hours 1 session	Chairpersons/ Officers/Staff	Pro. Dr. Atif Mustafa (CND)									N			
Departmental Website Update and its Management	2 hours 1 session	IT Managers/DEOs	Mr. Amjad Ali (Sr, IT Manager)												
Leadership & Team Development	3 hours 1 session	Chairpersons/HoDs/ Faculty/ Officers	Mr. Shahid Zaki (IBA)												

PROGRAMME	DURATION	ATTENDED BY	CONDUCTED BY	SCHEDULE											
I ROURANINE	DURATION	ATTENDED BY	CONDUCTED BY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FACULTY DEVELOPMENT PROGRAMME															
Process of Examination and Paper Setting	3 hours 1 session		Mr. Safi Zakai / Mr. Rafiq (COE/Dy. COE)												
Workshop of effective teaching and instructional skills	6 hours 2 sessions		Dr. M. Wasif/Dr. Maria (DQEC / Asst. Prof. CIS)									R			
How to achieve Sustainable Development Goals	3 hours 1 session		Dr. Faaz / Dr. Tariq (DDQEC-1/ DDQEC-II)												
Workshop on design and conduct of effective assessments	3 hours 1 session		Dr. Tariq Rehman (DDQEC-II)												
Using Case Studies for effective teaching	3 hours 1 session	Faculty Members	Dr. Saman Hina (Assoc. Prof. CSIT)									A			
Teaching Pedagogy Skills	3 hours 1 session		Prof. Dr. Sajda Zaki (CEL)												
Effective communication for teaching and administration	3 hours 1 session		Ms. Maheen Tufail (Lecturer, CEL)									M			
Effective utilization of library resources	3 hours 1 session		Ms. Naveen Ali ITM (JE), EAKL												
OBE	3 hours		Dr. Maria Waqas (Asst. Prof. CIS)									A			
An awareness about university-wide policies	3 hours 1 session		Dr. Faaz A. Butt (DDQEC-I)												
	GENERAL TRAININGS														
Social Media Communication	2 hours 1 session	Faculty/Officers	TBD									D			
Negotiation & Conflict Resolution Skills	2 hours 1 session	Faculty/Officer	TBD												
Addressing Harassment at the workplace (laws and case studies)	2 hours 1 session	Female Faculty/Officers	TBD									A			
Assessment of SAR as per HEC guidelines	3 hours 1 session	AT Members	Dr. Muhammad Wasif (DQEC)												
Women in Leadership: Rise & Lead	2 hours 1 session	Female Faculty/Officers	TBD									N			
MS Power BI	6 hours 2 sessions	IT Managers/DEOs	Mr. Amjad Ali (Sr, IT Manager)												
Management by Objectives	3 hours 1 session	Faculty/Officer	TBD												
Separate session for chairs/ Effective Leadership/ Discovering Leadership through Self Analysis	3 hours 1 session	Chairpersons/HoDs/ Faculty/ Officers	Mr. Shahid Zaki (IBA)												

PROGRAMME	SCHEDULE														
PROGRAMME	DURATION	ATTENDED BY	CONDUCTED BY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
RESEARCH DEVELOPMENT PROGRAMME												R			
Writing Effective Research Proposal	3 hours 1 session		Prof. Dr. Zahoor ul Hussain Awan (CFD)									A			
Managing Research Accounts and Finances	2 hours 1 session		Mr. M. Sajeeruddin (Director Finance)												
Procurement Management	2 hours 1 session	Faculty Members	Mr. Abdul Wahab (Director Procurement)									M			
A training on Travelling and Daily Allowance (TA/DA)	2 hours 1 session		Mr. Sarwar Imtiaz/Mr. Naeem Abro (DDF / DDF)									A			
Managing Human Resources on Projects	2 hours 1 session		Dr. Tariq Jamil (Asst. Prof. MED)									D			
Managing Research Projects	3 hours 1 session		Dr. Muhammad Wasif (DQEC)									A			
Effective Report Writing	3 hours 1 session		Dr. Maria Waqas (Asst. Prof. CIS)									N			

As and when required As per programme

Prepared By: \_

Deputy Registrar (TRG)

Reviewed By: \_

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Approved By

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