

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

TRAINING PLAN FOR THE YEAR 2024 – 25



F/QSP/05/04/01

PROGRAMME	DURATION	ATTENDED BY	CONDUCTED BY	SCHEDULE											
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
GENERAL TRAININGS												R			
Quality Management System	3 hours 1 session	PAs/Office Assistants	Dr. Faaz / Dr. Tariq (DDQEC-1/ DDQEC-II)												
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)									A			
Basic Computer Skills and other IT tools	2 hours 1 session	Faculty	Mr. Amjad Ali (Sr, IT Manager)												
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)												

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

Prepared By:  29/8/2024
Deputy Registrar (TRG)

Reviewed By:  29/8/2024
Dr. M. Waqas
Director QEC

Approved By:  29/8/24
Vice Chancellor