



N.R.I. INSTITUTE OF INFORMATION SCIENCE & TECHNOLOGY

(Run by Taramathi Education Society)

(Approved by AICTE, New Delhi and Govt. of M.P. And Affiliated to R.G.P.V. Bhopal)

1, Sajjan Singh Nagar, Opp. Patel Nagar, Raisen Road, Bhopal (M.P.)

Ph. 0755 – 2684058, 2684060, 4941005, Fax. (0755) 2684059

Website: www.nrigroupindia.com

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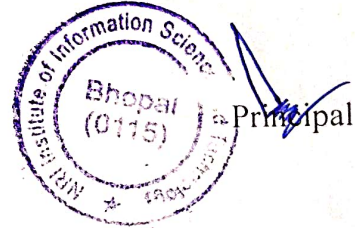


Ref:NIIST/Acad/Nov 2023

Date: 10/11/2023

Notice

This is to inform you all, NIIST can be conducted a One week In-House Training programme on “ **communication** ” is being organized for the Non-Technical Staff on 14/11/2023 to 19/11/2023 . All are requested to attend this training program compulsory to enhance workability and productivity.



- CC to:
- 1.PA to CMO for information
 - 2.HR for information
 - 3.All Heads NIIST
 - 4.Concern Staff



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Ref:NIIST/Acad/Nov 2023

Date: 25/11/2023

Report

Date: 14/11/2023 to 19/11/2023

Mode of event: Offiine

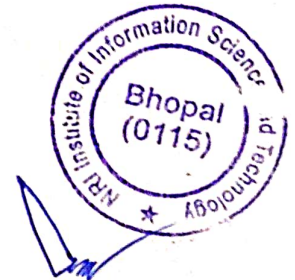
Venue: server Lab

Organized by: Divyanshu Bhatnagar

Trainer:

About the Workshop: The workshop on communication focuses on enhancing verbal, non-verbal, and written communication skills. Participants will learn effective strategies for active listening, conflict resolution, and feedback. The session also covers overcoming communication barriers and adapting to digital and cross-cultural communication environments.

- ▶ Target audience: Teaching Faculty
- ▶ Total contact: 7 Day's
- ▶ Selection procedure: first come first service (Free Registration)
- ▶ Venue: sever lab
- ▶ Certificate distribution: At the completion of Workshop





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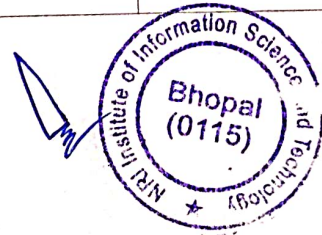
Ref:NIIST/Acad/Nov 2023/

Date: 10/11/2023

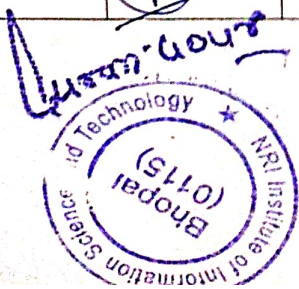
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Communication

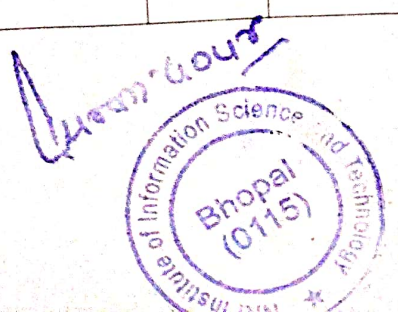
S NO.	Topic	Days
1	Introduction to Communication	day1
2	Verbal Communication Skills	day1
3	Active Listening	Day2
4	Non-Verbal Communication	Day2
5	Overcoming Communication Barriers	Day3
6	Writing Skills for Communication	Day3
7	Conflict Resolution in Communication	Day4
8	Feedback and Constructive Criticism	Day5
9	Cross-Cultural Communication	Day6
10	Digital Communication Etiquette	Day7



ANSHUL RAWAT	AN	AN	AN	AN	AN	AN
RAJESH PRASAD	RP	RP	RP	RP	RP	RP
SANTOSH NAGAR	SN	SN	SN	SN	SN	SN
AKSHAY KUMAR JAIN	AJ	AJ	AJ	AJ	AJ	AJ
DIVYA SHARMA	DS	DS	DS	DS	DS	DS
DEV PRASAD	DP	DP	DP	DP	DP	DP
VAIBHAV PATEL	VP	VP	VP	VP	VP	VP
JAGDISH KOLHI	JK	JK	JK	JK	JK	JK
BRAJ SONI	BS	BS	BS	BS	BS	BS
NITESH GUPTA	NG	NG	NG	NG	NG	NG
MISS JAYA MALVIYA	JM	JM	JM	JM	JM	JM
MR. KAUSHAL SAINI	KS	KS	KS	KS	KS	KS
MR. GULSHAN KUMAR MEENA	GM	GM	GM	GM	GM	GM
MISS VANDNA GAUTAM	VG	VG	VG	VG	VG	VG
MR. VIKESH KUMAR RANJAN	V.K	V.K	V.K	V.K	V.K	V.K
MR. RAJESH PORWAL	RP	RP	RP	RP	RP	RP
MRS. BARKHA SAXENA	BS	BS	BS	BS	BS	BS
MR. SHANKHNIDHI SEN	SS	SS	SS	SS	SS	SS
MRS. CHANDRA PACHORI	CP	CP	CP	CP	CP	CP
MR. RAMJI THAKUR	RT	RT	RT	RT	RT	RT



Name of Participants	Poor	Average	Good	V. Good	Excellent
Ms. ANSHUL RAWAT			✓		
Mr. RAJESH PRASAD				✓	
Mr. SANTOSH NAGAR			✓	✓	
Mr. AKSHAY KUMAR JAIN					✓
Mrs. DIVYA SHARMA			✓		
Prof. DEV PRASAD				✓	
Prof. VAIBHAV PATEL			✓		
Mr. JAGDISH KOLHI					✓
Mr. BRAJ SONI			✓		
Mr. NITESH GUPTA				✓	
Miss JAYA MALVIYA			✓		
Mr. KAUSHAL SAINI				✓	
Mr. GULSHAN KUMAR MEENA			✓		
Miss VANDNA GAUTAM			✓		
Mr. VIKESH KUMAR RANJAN					✓
Mr. RAJESH PORWAL					✓
Mrs. BARKHA SAXENA					✓
Mr. SHANKHNIDHI SEN			✓		
Mrs. CHANDRA PACHORI				✓	
Mr. RAMJI THAKUR			✓		





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Ref:NIIST/Acad/Nov 2023

Date - 04/11/23

Notice

This is to inform you all, NIIST can be conducted a three days In-House Training programme on " **Safety Measures** " is being organized for the Non- Technical Staff on 08/11/2023 to 11/11/2023 . All are requested to attend this training program compulsory to enhance workability and productivity.

Principal

CC:
PA to CMO for information
HR for information
All Heads NIIST
Concern Staff



Thyagaraj



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Ref:NIIST/Acad/Nov 2023/

Date - 04/11/2023

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Safety Measures

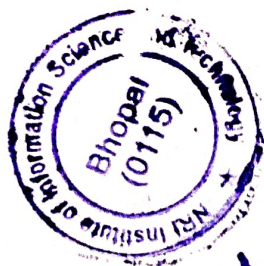
S. No.	Topic	day
1	Introduction to Safety	day 1
2	Personal Protective Equipment	day-1
3	Fire Safety Protocols	day-2
4	First Aid Basics	day-2
5	Hazard Identification	day-2
6	Emergency Response Planning	day-2
7	Chemical Safety	day-2
8	Workplace Ergonomics	day-3
9	Safety in Electrical Work	day-3
10	Safety Inspections	day-3
11	Workshop Conclusion & Q&A	day-3

1	Hari Singh			
2	Pratap Singh Rajput			
3	Sarita Sharma			
4	Usha Saxena			
5	Javed Khan			
6	Vivek Chaturvedi			
7	Ritu Sharma			
8	Lucas Sammeual			
9	Dinesh			
10	Krishabh Dana			
11	Mayank Manipuri			
12	Chirag Choure			
13	Akash Sharma			
14	Rashmi Sharma			
15	Afzal			
16	Mohan Sharma			
17	Sunil Verma			
18	Balram			
19	Dharmendra Raghuwanshi			
20	Anuj Dubey			



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S.No	Name of Participants	Poor	Average	Good	V.Good	Excellent
1	Hari Singh			✓		
2	Pratap Singh Rajput				✓	
3	Sarita Sharma					✓
4	Usha Saxena			✓		
5	Javed Khan				✓	
6	Vivek Chaturvedi			✓✓		
7	Ritu Sharma			✓✓		
8	Lucas Sammeual			✓	✓	✓
9	Dinesh				✓	✓
10	Krishabh Dana				✓	✓
11	Mayank Manipuri			✓		✓
12	Chirag Choure				✓	✓
13	Akash Sharma				✓	
14	Rashmi Sharma					✓
15	Afzal					✓
16	Mohan Sharma					✓
17	Sunil Verma				✓	
19	Dharmendra Raghuvanshi					✓
20	Anuj Dubey				✓	



Chirag Choure



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Ref:NIIST/Acad/Nov 2023/

Date: 02/12/2023

Notice

This is to inform you all, NIIST can be conducted a Three Days In-House Training on “ **MS-Power Point** ” is being organized for the Non-Technical Staff on 5-12-2023 to 7-12-2023 . All are requested to attend this training program compulsory to enhance workability and productivity.

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Ref:NIIST/Acad/Nov 2023/

Date: 26/12/23

Report workshop on MS-Power Point

Date: 5-12-2023 to 7-12-2023

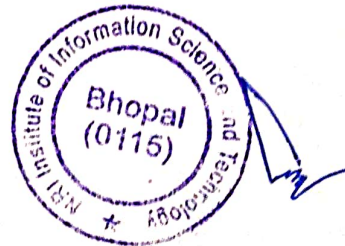
Mode of event:Offline

Venue:multimedia room

Organized by:NIIST

Trainer:Prof. Anurag Shrivastava

About the Workshop: A **Workshop on Microsoft PowerPoint** is an interactive session designed to teach participants the skills and techniques required to create professional and engaging presentations. Topics typically include mastering slide design, effective use of themes and templates, adding multimedia elements, animation, transitions, and tips for delivering impactful presentations. The workshop caters to beginners and intermediate users, equipping them with tools to enhance visual communication and productivity.



- ▶ Target audience: non technical staff
- ▶ Total contact 3 Day's
- ▶ Selection procedure: first come first service (Free Registration)
- ▶ Venue: multimedia room
- ▶ Certificate distribution: At the completion of Workshop



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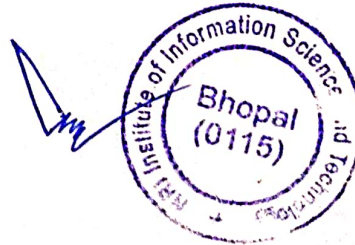
Ref:NIIST/Acad/Nov 2023/

Date: 02/12/2023

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MS-Power Point

Session No.	Topic	Day
1	Introduction to PowerPoint	day-1
2	Creating a New Presentation	day -1
3	Adding and Formatting Text	day -1
4	Inserting Media (Images/Videos)	day -2
5	Using SmartArt and Charts	day-2
6	Transitions and Animations	day -2
7	Slide Design Principles	day -3
8	Presentation Tips and Delivery	day -3
9	Advanced PowerPoint Features	day -3
10	Q&A and Workshop Conclusion	day -3

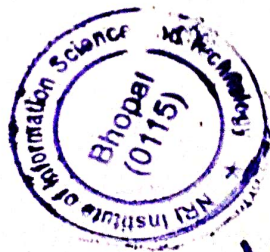


	Hari Singh	Hari	Hari	Hari
	Pratap Singh Rajput	Pratap	Pratap	Pratap
	Sarita Sharma	Sarita	Sarita	Sarita
	Usha Saxena	Usha	Usha	Usha
	Javed Khan	Javed	Javed	Javed
	Vivek Chaturvedi	Vivek	Vivek	Vivek
	Ritu Sharma	Ritu	Ritu	Ritu
3	Lucas Sammeual	Lucas	Lucas	Lucas.
9	Dinesh	Di	Di	Di
.0	Krishabh Dana	Kri	Kri	Kri
1	Mayank Manipuri	Mayank	Mayank	Mayank
2	Chirag Choure	Chi	Chi	Chi
3	Akash Sharma	Akash	Akash	Akash
4	Rashmi Sharma	Rashmi	Rashmi	Rashmi
5	Afzal	Afzal	Afzal	Afzal
6	Mohan Sharma	Mohan	Mohan	Mohan
7	Sunil Verma	Sunil	Sunil	Sunil
9	Dharmendra Raghuwanshi	Dharmendra	Dharmendra	Dharmendra
20	Anuj Dubey	Anuj	Anuj	Anuj

Principals

NRI Institute of Information Sci
 PRINCIPAL
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 15
 * BANG *

S.No	Name of Participants	Poor	Average	Good	V.Good	Excellent
1	Hari Singh			✓		
2	Pratap Singh Rajput				✓	
3	Sarita Sharma					✓
4	Usha Saxena			✓		
5	Javed Khan				✓	
6	Vivek Chaturvedi			✓		
7	Ritu Sharma			✓		
8	Lucas Sammeual			✓	✓	✓
9	Dinesh				✓	✓
10	Krishabh Dana				✓	✓
11	Mayank Manipuri			✓		✓
12	Chirag Choure				✓	✓
13	Akash Sharma				✓	
14	Rashmi Sharma					✓
15	Afzal					✓
16	Mohan Sharma					✓
17	Sunil Verma				✓	
19	Dharmendra Raghuvanshi					✓
20	Anuj Dubey				✓	



Dr. Anuj Dubey