



Sharda School of Computing Sciences and Engineering, Sharda University

Knowledge park III, Greater Noida
Uttar Pradesh, India 201310.

Computer Science and Engineering Department

Staff Development Programme on

Professional Development and Skill Enhancement Programme for Non-Teaching Technical Staff

Dates: 06-11, July 2026

INTRODUCTION

Professional development and skill enhancement for non-teaching technical staff (such as lab instructors, Lab assistants, and IT support personnel) are critical to maintaining efficient, future-ready institutional ecosystems. This professional development and skill enhancement programme focuses on bridging the gap between basic support and contemporary operational demands by prioritizing targeted training areas such as digital literacy, advanced domain-specific technical skills, familiarization of ERP and OBE concepts, safety protocols and essential administrative/soft skills.

OBJECTIVES

The main objectives of the training programme are:

- To provide the non-teaching technical staff with a set of essential skills that will help them to conduct, maintain and safe keep laboratories effectively.
- To help participants to achieve additional skills to meet the operational demands for the future ready laboratories.

COURSE COVERAGE

- Fundamentals of C programming
- Fundamentals of Java programming

- Foundations of Computer Networks
- Foundations of AI and ML
- ICT & Digital Skills MS Excel, Laboratory Software, ERP, Laboratory safety: Electrical, Fire and Computer safety.
- Familiarisation of Terminologies of OBE

Course Duration: from 06-07-2026 to 11-07-2026 (6 Days)

SCHEDULE

Date	FN Session (10:00-12:00 Noon) CSE Board room, Block-1	Break	AN Session (2:00- 4:00PM) Lab 302, Block-1
06-7-2026 (Monday)	Inaugural Address: Dean (SSCSE), Associate Dean (SSCSE), HOD (CSE & CSA)		Lab Session: Mandatory documents for Labs (Lab Manual, List of experiments, Entry/login register, List of equipment/SW, Maintenance register etc.)
07-7-2026 (Tuesday)	Fundamentals of C programming: Dr Vivek K Singh		Lab Session
08-7-2026 (Wednesday)	Fundamentals of Java programming: Dr Sushant Jhingran		Lab Session:
09-7-2026 (Thursday)	Foundations of Computer Networks: Dr. Laxmi Kant SAGAR		Lab Session:
10-07-2026 (Friday)	Foundations of AI and ML: Dr. Shajee Mohan		Familiarisation of Terminologies of OBE: Dr. Ali Imam Abidi
11-7-2026 (Saturday)	ICT & Digital Skills MS Excel, Laboratory Software, ERP, Laboratory safety: Electrical, Fire and Computer safety: Mr. Virendar Narwaria/Mr. Priyanshu		Valedictory function

METHODOLOGY

Methodology of the programme includes class room Sessions with Lecture/discussion with audio visual aid, group discussions, case studies, debates, sharing of experiences, etc. All the sessions will be interactive demanding active participation from all the members.

TARGET PARTICIPANTS

Laboratory staff in the computer science and engineering Department, Sharda University.

BENEFIT TO THE PARTICIPANTS:

Professional development programs for non-teaching technical staff deliver direct, measurable advantages that elevate both daily work performance and long-term career trajectories. Empower the lab staff with necessary skills, increased workplace efficiency, Reduced Workplace Stress and Greater Job Satisfaction.

FACULTY

Expert faculty from Computer Science Department, Sharda University, Sharda Skill Development.

CONVENER DETAILS

Prof. (Dr.) Geetha Ganesan

(Dean, SSCSE)

Prof. (Dr.) Sudeep Varshney & Prof. (Dr.) K. Batri

(Associate Dean, SSCSE)

CO-CONVERNERS

Prof. (Dr.) Jayant Shekhar & Dr. Rajneesh Kumar Singh

(HOD, CSE & CSA)

COORDINATORS

Prof (Dr.) Shajee Mohan,

Mob: 9048955726

Email: Shajee.mohan@sharda.ac.in

Mr. Amit Upadhyaya

Mob: 9718342590

Email: amitkumar.upadhyay@sharda.ac.in

PROGRAMME DATES & TIMINGS

Dates: 06-11 July 2026

Timings : FN session 10:00 AM to 12:00 Noon, AN session 2:0 PM to 4:00 PM

CERTIFICATION

A Certificate of participation will be awarded to each participant on conclusion of the programme.