



## HUMAN RESOURCE DEVELOPMENT CENTER UNIVERSITY OF SARGODHA



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 <https://su.edu.pk/office/human-resource-development-center>

 Human Resource Development Center-UOS

 Human Resource Development Center (HRDC) - UOS

 Human Resource Development Center (HRDC) - UOS

# Bi- Annual Progress Report

August 2025  
To  
February 2026



## Human Resource Development Center University of Sargodha

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# Vice Chancellor's Message

It is a matter of great pride for me to establish HRDC at University of Sargodha in 2024 and to highlight its pivotal role in strengthening our institutional capacity through continuous professional development. In today's rapidly evolving higher education landscape, the progress of any university is closely linked with the competence, commitment, and adaptability of its human resources.

HRDC has emerged as a dynamic platform for capacity building by offering structured training programs, workshops, and development initiatives aimed at enhancing academic, administrative, and managerial skills of faculty members and staff. These initiatives are fully aligned with the University vision of academic excellence, research productivity, innovation, and global engagement.

By promoting modern pedagogical practices, research-oriented skills, leadership development and effective governance, HRDC significantly contributes to improving institutional performance and service delivery. The Center's efforts in nurturing a culture of lifelong learning and professional growth are instrumental in ensuring sustainable development and quality assurance across the University.

I appreciate the dedication and professionalism of the HRDC team in organizing impactful training and development programs and acknowledge the enthusiastic participation of faculty and staff. I am confident that HRDC will continue to play its significant role in empowering our human capital and supporting the University of Sargodha journey towards national prominence and international recognition.

I extend my best wishes to the Human Resource Development Center for continued success in future.

**Prof. Dr. Qaisar Abbas**

Vice Chancellor

University of Sargodha



# Pro-Vice Chancellor's Message

It is encouraging to observe the steady progress of the Human Resource Development Center (HRDC) at the University of Sargodha since its establishment in 2024. The Center has emerged as an important institutional platform dedicated to strengthening professional competencies and supporting the continuous development of faculty members and administrative staff.

In the contemporary higher education environment, universities are increasingly required to adapt to evolving academic, technological, and managerial demands. This necessitates a sustained commitment to developing the skills and capabilities of human resources that form the backbone of any institution. Through a variety of structured training programs, workshops, and professional development initiatives, HRDC has contributed meaningfully to enhancing teaching effectiveness, research capacity, administrative efficiency, and leadership abilities within the University.

The Center's efforts have played a constructive role in promoting innovative academic practices, encouraging collaborative learning, and fostering a culture of professional growth. Such initiatives are vital for strengthening institutional performance and maintaining high standards of academic quality and service delivery.

I appreciate the dedication and hard work of the HRDC team in organizing these impactful programs and acknowledge the enthusiastic participation of faculty members and staff. I am confident that HRDC will continue to expand its contributions and remain instrumental in advancing the academic and professional development goals of the University of Sargodha.

**Prof. Dr. Masood Sarwar Awan**  
Pro Vice Chancellor

# Director's Message



It is an honor to serve as the first Director of Human Resource Development Center (HRDC) at University of Sargodha. The establishment of HRDC under the visionary leadership of honourable Vice Chancellor, marks an important milestone in the University's journey towards institutional excellence, recognizing human capital as the cornerstone of sustainable development and academic progress.

Since its inception, HRDC has been envisioned as a strategic platform for capacity building, professional development and organizational effectiveness. With a focus on enhancing the competencies of faculty members, administrative staff, and students, the Center has initiated structured training programs, workshops, and development activities aligned with contemporary demands of the higher education.

Our mission is to foster a culture of continuous learning, innovation, and leadership by promoting modern pedagogical practices, research skills, digital literacy, and effective governance. These initiatives aim not only to improve individual performance but also to strengthen institutional systems, quality assurance mechanisms, and service delivery across the University.

The progress achieved during this formative phase is the result of the unwavering support of the Hon'ble Vice Chancellor, Pro-Vice Chancellor, the dedication of the HRDC team and the active participation of faculty and staff. I extend my sincere gratitude to all stakeholders for their cooperation and collaboration.

I remain committed to laying a strong and sustainable foundation for HRDC, ensuring that it continues to contribute meaningfully to University of Sargodha's vision of achieving international recognition through integrated organizational excellence.

**Amjad Hussain Janjua**  
Director HRDC

## Introduction

Human Resource Development Center (HRDC) at the University of Sargodha was established in July 2024 under the visionary directives of the Honorable Governor/Chancellor. Far more than a conventional training wing, HRDC is the university's beating pulse of transformation designed to spark educational innovation and fuel socio-economic growth across the region. As a vibrant hub of capacity building and professional excellence, HRDC is shaping a future-ready workforce, empowering educators, staff, and students to rise with the tide of the 21st century. Through dynamic programs, cutting-edge methodologies, and powerful collaborations, HRDC is not just nurturing skills it's cultivating a culture of continuous learning, inclusivity, and sustainability.

## HRDC Vision Statement

To be a trailblazer in developing a knowledgeable, agile, and empowered human resource.





## HRDC Mission Statement

To equip faculty, students, and professionals with future-ready skills by offering cutting-edge training, industry-aligned programs, and development initiatives that bridge education with real-world impactempowering communities, enhancing institutional strength for shaping a sustainable future.





## University Values



## Strategic Objectives

-  Elevate the professional competence of faculty, staff, and students.
-  Offer dynamic workshops and training programs for robust capacity building.
-  Build bridges between academia and industry with market-relevant skills.
-  Inspire innovation and foster a leadership mindset. Drive socioeconomic uplift through targeted skill development.

## Expected Outcomes

-  More agile, skilled, and forward-thinking academic community..
-  Seamless academia-industry synergy
-  Smarter governance fueled by transparency and technology.
-  A surge in student engagement through empowered faculty. Creative, research-informed, and impactful teaching practices



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# Training

## Shaping Success: Training / Orientation & Skills Development Program for Newly Appointed Staff (BS-01 to BS-07) at University of Sargodha

August 19-27, 2025

**Trainer: Mr. Amjad Hussain Janjua, Director HRDC**

**Participants**

19

**Lab Assistants**

23

**Lab Attendants**

30

**Naib Qasids & Baildars**

### Overview

The Training Program titled "Shaping Success: Training / Orientation & Skills Development Program for Newly Appointed Staff (BS-01 to BS-07)" was conducted at the University of Sargodha with the objective of orienting newly appointed employees towards institutional rules, professional conduct, and essential workplace ethics. The program was specifically designed to enhance awareness, efficiency, and ethical behavior among support staff, enabling them to contribute effectively to the university's operational excellence.

The training focused on developing a clear understanding of University of Sargodha Ordinance, Act, Statutes, and Policies, improving workplace communication, promoting ethical conduct, and encouraging active participation through open discussions and feedback. The sessions were interactive, practical, and aligned with the real working environment of the participants.

### Topics Covered

#### Overview of UOS Ordinance, Act, Statutes & Policies

- Introduction to the legal and administrative framework of the University
- Understanding roles, duties, and responsibilities of employees
- Awareness of discipline, conduct rules, and institutional procedures
- Importance of compliance with university rules, regulations, and service

#### Effective Communication at Workplace

- Importance of clear and respectful communication in daily work
- Development of verbal and non-verbal communication skills
- Active listening and proper response techniques
- Professional interaction with seniors, colleagues, faculty, and students

#### Workplace Ethics

- Significance of integrity, honesty, and professionalism
- Maintaining discipline, punctuality, and responsibility
- Respect for colleagues, seniors, and institutional hierarchy
- Ethical behavior as a foundation of a positive work environment

#### Open Discussion / Q&A Session / Feedback

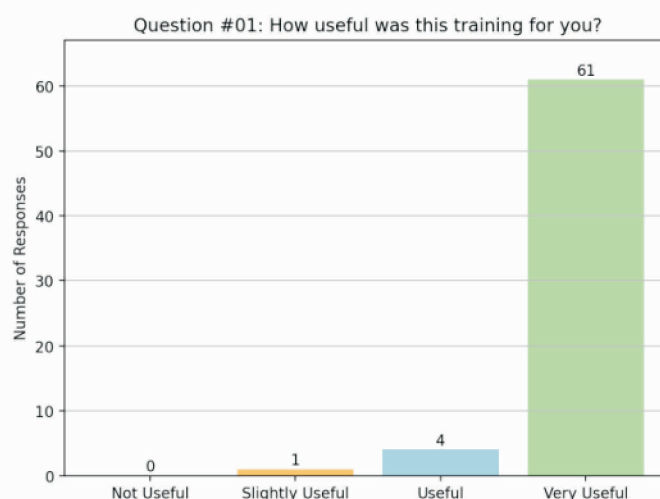
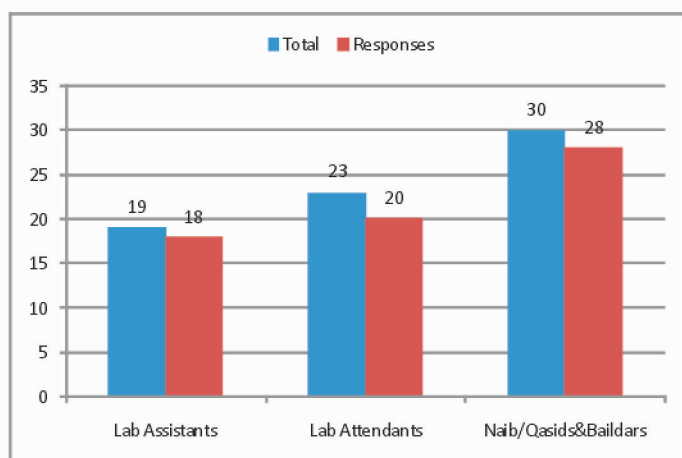
- Opportunity for participants to raise questions and concerns
- Collection of participant feedback for training improvement
- Sharing of practical experiences and suggestions





# Feedback Analysis

## Shaping Success: Orientation & Skills Development Program for Newly Appointed Staff For Lab Assistants, Lab Attendants, Naib Qasids/Baidars



### Question #02: Three things you learnt?

Most Frequent Responses:

1. Communication Skills
2. Workplace Ethics
3. University Rules, Policies, Statutes and Act

### Question #03: One thing you will apply in your work immediately:

Most Frequent Responses:

1. Ethics in personal and professional life
2. Effective communication
3. Work under the University rules and policies

### Question #04: Suggestion/ Comments, if any for future improvement:

Most Frequent Responses:

1. Arrange More Training Sessions
2. Include more practical training sessions
3. Very good experience about training

## Professional Development for Junior Administrative Staff, University of Sargodha

August 28-29, 2025

**Trainer: Mr. Amjad Hussain Janjua, Director HRDC**

**Participants**

**Junior Clerks** →

73

### Overview

The Training Program titled “Professional Development for Junior Administrative Staff” was organized at the University of Sargodha with the objective of strengthening the professional capabilities of Junior Clerks. The training focused on improving communication skills, promoting ethical behavior, and enhancing professional conduct to support efficient administrative operations.

The sessions were conducted by Mr. Amjad Hussain Janjua, Director HRDC, who delivered practical and engaging presentations. The program emphasized the importance of effective communication, ethical workplace behavior, and professionalism as essential components of quality service delivery and institutional effectiveness. An open discussion and feedback session allowed participants to actively engage, clarify their queries, and share workplace experiences training both impactful and productive.



### Topics Covered

#### Effective Communication at Workplace

- Importance of clear and professional communication in administrative work
- Development of verbal and non-verbal communication skills
- Active listening and appropriate response techniques
- Professional interaction with seniors, colleagues, and the public

#### Workplace Ethics & Professional Conduct

- Understanding ethical values such as honesty, integrity, and responsibility
- Maintaining discipline, punctuality, and accountability
- Respect for institutional hierarchy and colleagues
- Observance of rules, confidentiality, and professional behavior

#### Open Discussion / Q&A Session / Feedback

- Opportunity for participants to discuss workplace challenges
- Clarification of training concepts and practical issues
- Encouragement of interactive learning and participation



# Training

## Personal & Professional Development

September 10, 2025

### Trainers:

- Mr. Amjad Hussain Janjua, Director HRDC
- Dr. Uzma Shahzadi, Director Academics

### Participants

35

Deputy Registrars

35

Assistant Registrars

35

Administrative Officers of Teaching Departments

## Overview

The Training Program titled “Professional & Professional Development” was organized to enhance the managerial, communication, and leadership capacities of administrative leadership within the teaching departments of the University. The program aimed to strengthen interpersonal skills and promote effective educational leadership to support academic governance, administrative efficiency, and institutional growth.

The training featured expert-led sessions delivered by experienced professionals, focusing on both personal effectiveness and leadership excellence in higher education. The sessions were interactive, reflective, and aligned with the contemporary administrative challenges faced by academic institutions.



## Topics Covered

### Developing Interpersonal Communication for Personal & Professional Success

- Active listening and empathy in workplace interactions
- Building professional relationships through positive communication
- Managing conflicts and handling difficult conversations professionally
- Importance of effective interpersonal communication in professional growth

### Effective Educational Leadership in Higher Education

- Concept and significance of leadership in higher education institutions
- Strategic thinking and informed decision-making
- Promoting collaboration between academic and administrative units
- Role of academic and administrative leadership in institutional development

### Trainers:

- Mr. Amjad Hussain Janjua, Director HRDC
- Dr. Uzma Shahzadi, Director Academics
- Dr. Saba Ghiyas, Associate Professor Psychology
- Mr. Abid Rafique, Asst. Prof. Software Engineering

**Participants** Officers (BS-17) → **84**

### Overview

The training program titled “Professional & Professional Development” was designed for Officers (BS-17) with the objective of enhancing their professional competencies, leadership capabilities, and workplace effectiveness. The program focused on strengthening interpersonal communication, educational leadership, conflict and stress management, and the effective use of digital media and mobile applications.

The training brought together experienced resource persons from diverse fields who delivered practical, knowledge-driven, and interactive sessions. Emphasis was placed on leadership excellence, emotional intelligence, digital proficiency, and maintaining a productive and healthy work environment. The program aimed to equip officers with modern skills and strategic insights required for effective decision-making, improved performance, and institutional growth.

### Topics Covered

#### Developing Interpersonal Communication for Personal & Professional Success

- Importance of interpersonal communication in professional leadership
- Effective verbal and non-verbal communication techniques
- Active listening and emotional intelligence

#### Effective Educational Leadership in Higher Education

- Leadership roles in higher education institutions
- Strategic thinking and decision-making skills
- Alignment of academic and administrative leadership

#### Conflict & Stress Management at Workplace

- Identification of workplace conflict and stressors
- Constructive conflict resolution strategies
- Impact of stress on performance and decision-making

#### Enhancing Workplace Performance through Digital Media & Mobile Applications

- Role of digital media in modern workplaces
- Effective use of mobile applications for productivity
- Digital collaboration and communication tools
- Workflow optimization through technology



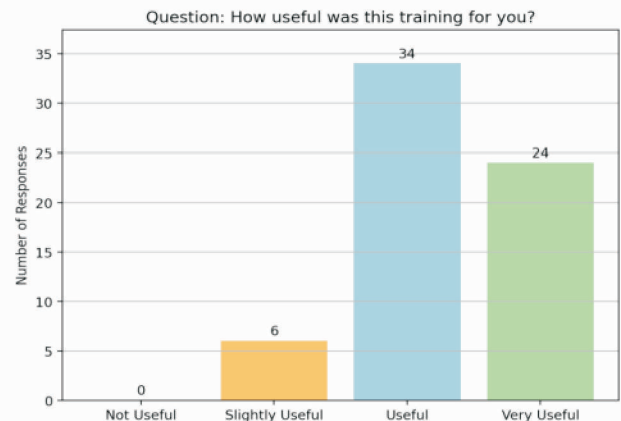
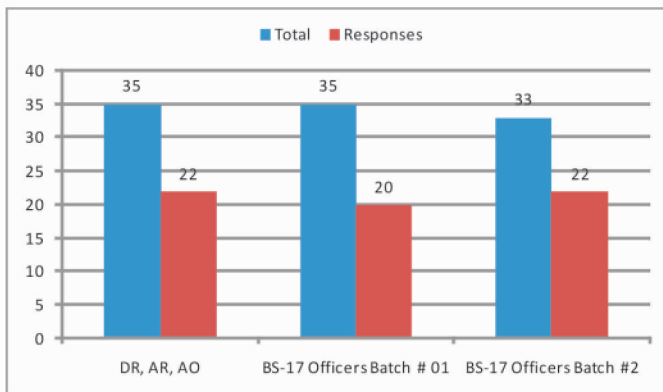




# Feedback Analysis

## Personal and Professional Development

### Deputy Registrars, Assistant Registrars, Administrative Officers of Teaching Departments and BS-17 Officers



#### Question #02: Three things you learnt?

##### Most Frequent Responses:

1. Importance of Concise & Effective Communication
2. Stress Management & Conflict Management Techniques
3. Educational Leadership

#### Question #03: One thing you will apply in your work immediately:

##### Most Frequent Responses:

1. Coordination & Teamwork
2. Use of AI tools & Use of Technology
3. Leadership Traits

#### Question #04: Suggestion/ Comments, if any for future improvement:

##### Most Frequent Responses:

1. Training sessions must be Continued
2. Arrange sessions in other cities too
3. Need training on combined classes & IT

## Media Literacy Training Programs and Awareness Campaigns for Faculty & Staff, University of Sargodha”

September 29, 2025

### Trainer:

**Dr. Savera Mujib Shami,**

Chairperson, Department of Digital Media,  
School of Communication Studies,  
University of the Punjab

**Participants Faculty Members** → **42**



### Overview

The training program titled “Media Literacy Training Programs and Awareness Campaigns for Faculty & Staff, University of Sargodha” was organized to enhance media awareness and critical thinking skills among faculty members. The program aimed to equip participants with the knowledge and tools required to critically analyze media content, identify misinformation, and respond responsibly in the digital information environment.

The session was conducted by Dr. Savera Mujib Shami, Chairperson, Department of Digital Media, School of Communication Studies, University of the Punjab, Lahore, who shared expert insights into contemporary media challenges. The training emphasized the growing importance of media literacy in academic, professional, and social contexts, particularly in an era of rapid digital communication and

### Topics Covered

#### Definition and Importance of Media Literacy

- Concept and scope of media literacy in the digital age
- Role of media literacy in informed decision-making
- Developing critical thinking and analytical skills

#### Understanding the Impact of Fake News

- Definition and types of fake news and misinformation
- Social, academic, and psychological impact of fake news
- Role of social media in the spread of misinformation



## Media Literacy Training Programs and Awareness Campaigns for Faculty & Staff, University of Sargodha”

September 30, 2025

### Trainers:

- **Dr. Abdul Rehman Qaisar, Assistant Professor**  
Department of Communication & Media Studies, UOS
- **Dr. Abdul Rehman Madni, Lecturer**  
Department of Communication & Media Studies, UOS

**Participants Staff Members** → **28**

### Overview

The training program titled “Media Literacy Training Programs and Awareness Campaigns for Faculty & Staff, University of Sargodha” was organized to enhance media awareness and critical understanding among staff members. The program aimed to equip participants with essential skills to critically evaluate media content, recognize misinformation, and engage responsibly with digital and traditional media platforms.

The sessions were conducted by subject experts from the Department of Communication & Media Studies, University of Sargodha, who provided practical insights into the evolving media landscape. The training emphasized the importance of media literacy in promoting informed decision-making, ethical media

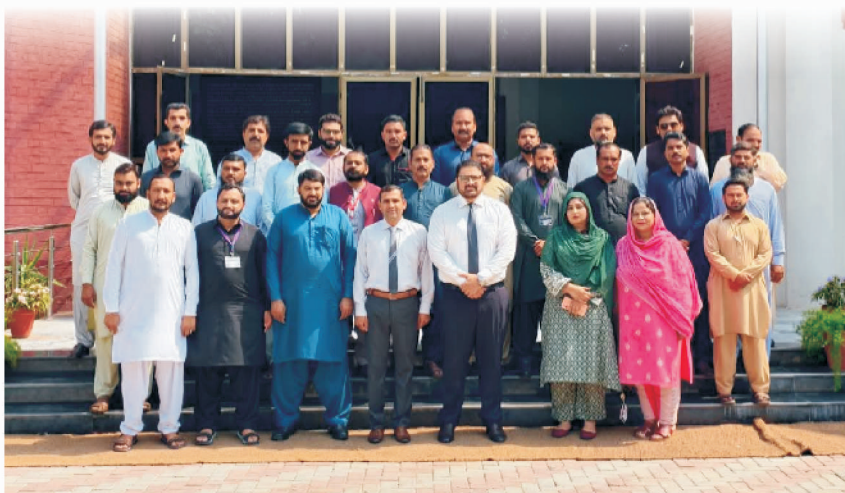
### Topics Covered

#### Definition and Importance of Media Literacy

- Concept and scope of media literacy in the digital era
- Understanding how media messages are produced and disseminated
- Importance of critical thinking in media consumption
- Role of media literacy in informed decision-making

#### Understanding the Impact of Fake News

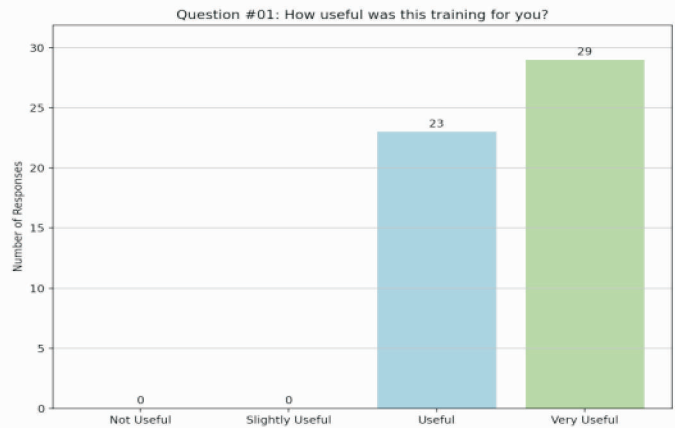
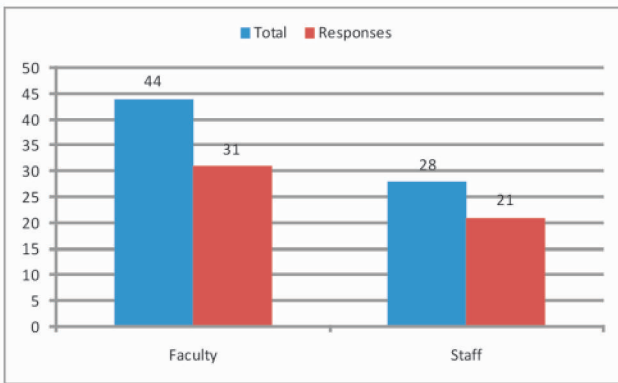
- Definition and characteristics of fake news and misinformation
- Causes and channels of fake news dissemination
- Social, professional, and institutional impact of misinformation





# Feedback Analysis

## Media Literacy Training Program and Awareness Campaign for Faculty & Staff



### Question #02: Three things you learnt?

#### Most Frequent Responses:

1. Use of Social Media
2. Propaganda, Digital foot prints, Fake news Policies and Procedures
3. Different ways to prevent false News

### Question #03: One thing you will apply in your work immediately:

#### Most Frequent Responses:

1. Research before Spreading News
2. Balance of daily life and Social Media use
3. Check Sources of News

### Question #04: Suggestion/ Comments, if any for future improvement:

#### Most Frequent Responses:

1. Arrange Sessions for Students too
2. Arrange more trainings on advance level
3. Arrange training in other cities

## Enhancing Employees Jobs Performance Through Professional Growth

October 15-23, 2026

### Trainers:

- **Mr. Amjad Hussain Janjua, Director HRDC**
- **Mr. Zaigham Abbas**  
Additional Registrar (Affiliation & Registration)
- **Dr. Shahzad Khaver Mushtaq**  
Incharge, Department of Sociology & Criminology

**Participants** Senior Clerks → 46

### Overview

The training program titled "Enhancing Employees' Job Performance Through Professional Growth" was organized for Senior Clerks with the objective of strengthening their professional competence, ethical awareness, and administrative efficiency. The program focused on enhancing participants' understanding of institutional rules, promoting ethical conduct, and developing personal effectiveness skills essential for improved workplace performance.

The sessions were conducted by experienced resource persons who delivered practical and interactive presentations. Emphasis was placed on compliance with university regulations, ethical workplace behavior, personality development, effective time management, and open dialogue to address participants' professional concerns. The training aimed to equip Senior Clerks with the knowledge and skills required to perform their duties more effectively and contribute positively to organizational performance.

### Topics Covered

#### Overview of UOS Ordinance, Act, Statutes & Policies

- Understanding service rules, roles, and responsibilities
- Importance of compliance with Ordinance, Acts, Statutes, and policies
- Awareness of discipline, conduct rules, and institutional procedures
- Introduction to the University of Sargodha's legal and administrative

#### Workplace Ethics

- Importance of ethical behavior in administrative roles
- Values of honesty, integrity, and professionalism
- Maintaining discipline, punctuality, and accountability

#### Personality Development and Time Management

- Importance of personality development in professional growth
- Building confidence and professional behavior
- Effective time management techniques for workplace efficiency
- Prioritization of tasks and workload management

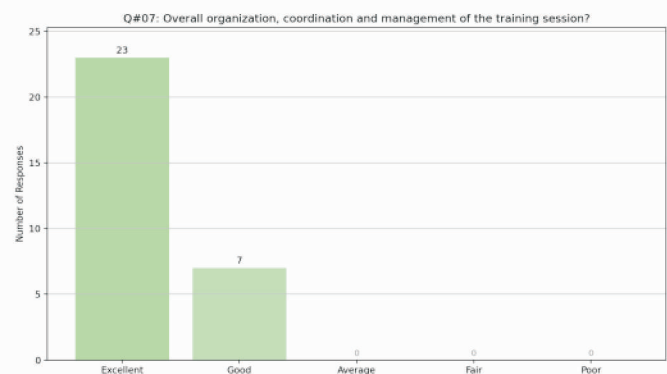
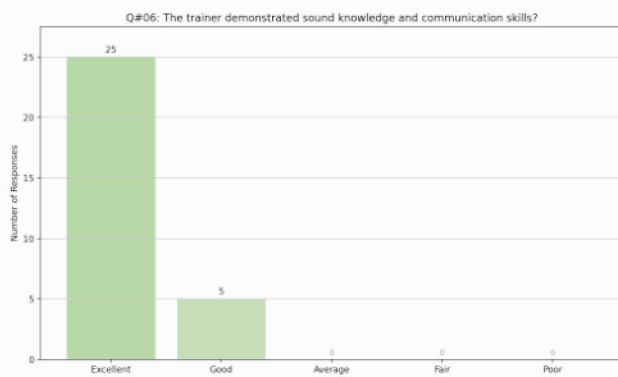
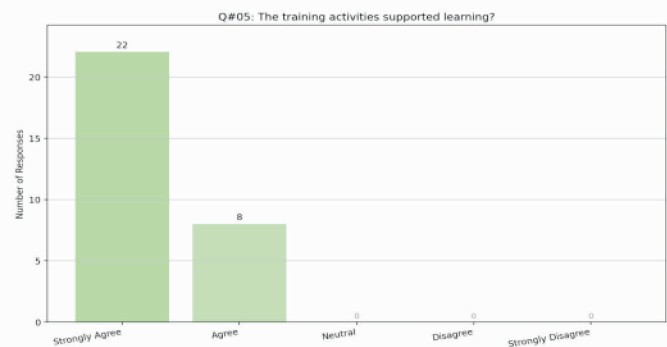
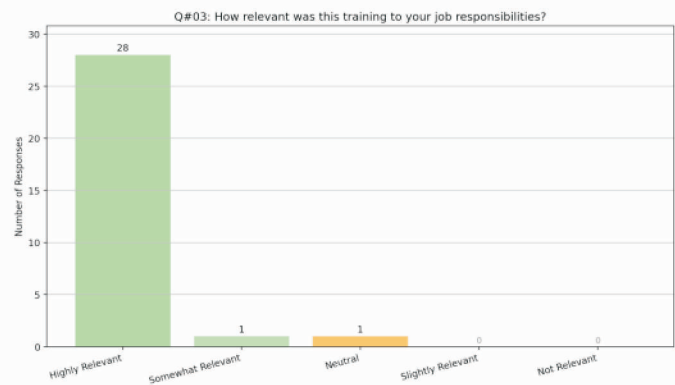
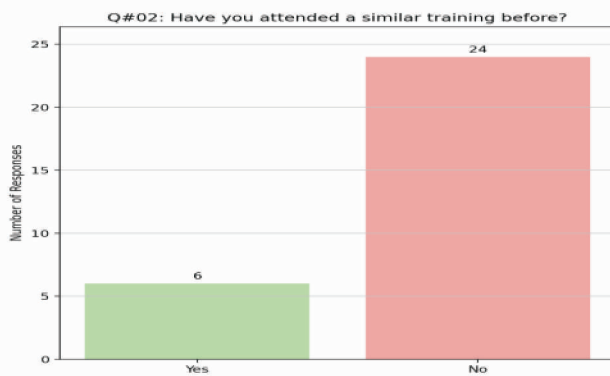
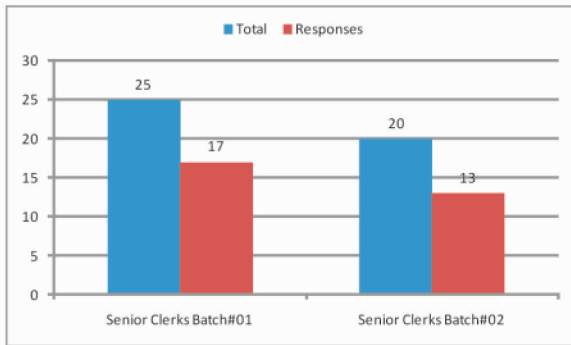
#### Open Discussion / Q&A Session / Feedback

- Opportunity for participants to share experiences and concerns
- Clarification of training topics and workplace-related issues
- Encouraging active participation and interaction
- Collection of feedback to improve future training programs



# Feedback Analysis

## Enhancing Employees Job Performance Through Professional Growth Senior Clerks BPS-14



### Q #08: Suggestion/Comments, if any for future improvement:

#### Responses:

- Arrange more Sessions
- Very Useful Training Session
- Very Helpful Training Session

November 12-20, 2025

### Trainers:

- Mr. Amjad Hussain Janjua, Director HRDC
- Dr. Yasir Aleem, Principal, College of Law

Participants

Assistants

→ 40

### Overview

The training program titled "Enhancing Employees' Job Performance Through Professional Growth" was organized for Assistants with the objective of strengthening their professional knowledge, ethical awareness, and administrative effectiveness. The program was designed to enhance participants' understanding of institutional rules and legal frameworks, promote ethical and compliant workplace behavior, and develop essential personal and time management skills for improved job performance.

The training sessions were conducted by experienced resource persons who delivered interactive and practice-oriented presentations. The program emphasized compliance with university regulations, legal responsibility, professional conduct, and continuous professional development. An open discussion and feedback session provided participants with an opportunity to engage actively, seek clarifications, and share workplace experiences.

### Topics Covered

#### Overview of UOS Ordinance, Act, Statutes & Policies

- Understanding service rules, roles, and responsibilities of Assistants
- Importance of compliance with Ordinance, Acts, Statutes, and policies
- Awareness of discipline, conduct rules, and institutional procedures
- Introduction to the University of Sargodha's legal and administrative

#### Workplace Ethics & Legal Compliance

- Concept of workplace ethics and legal responsibility
- Understanding legal compliance in administrative functions
- Importance of integrity, honesty, and accountability

#### Personality Development and Time Management

- Importance of professional personality in administrative roles
- Building confidence, discipline, and positive work attitude
- Effective time management and task prioritization techniques

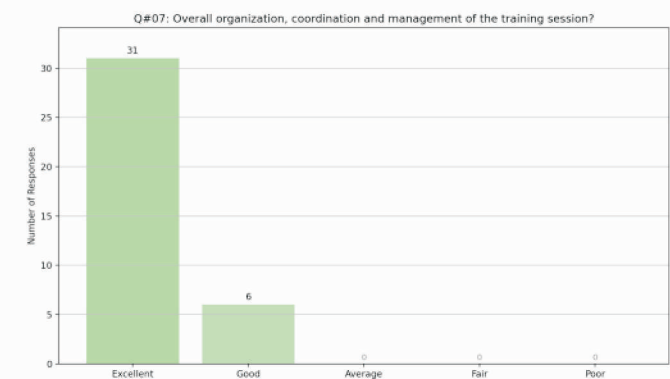
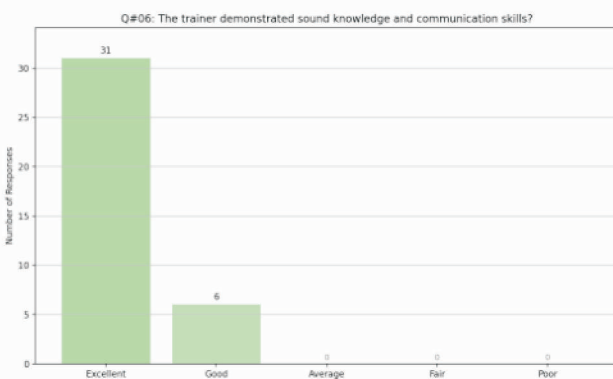
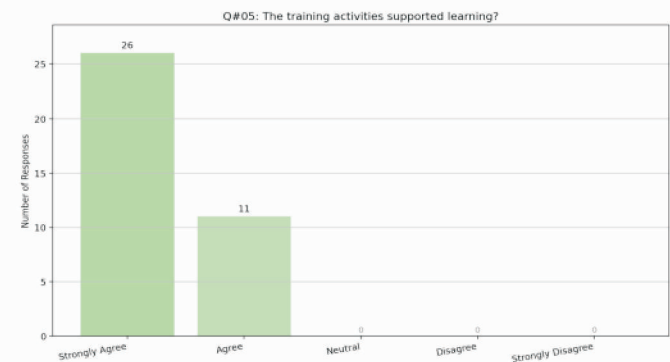
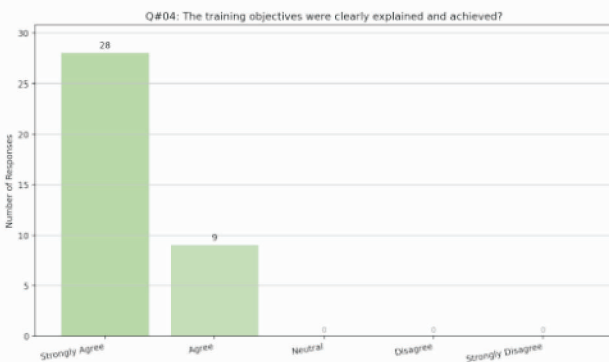
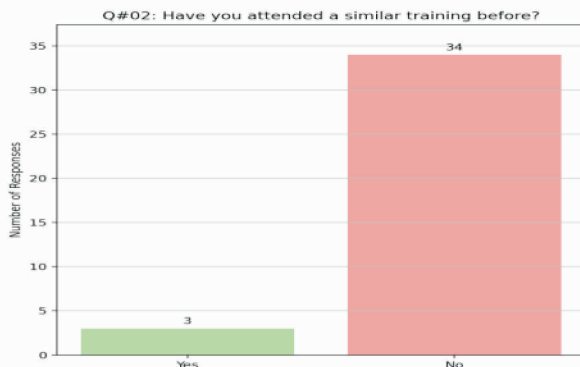
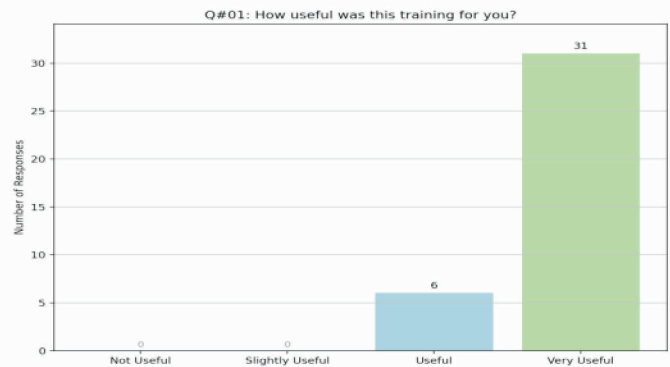
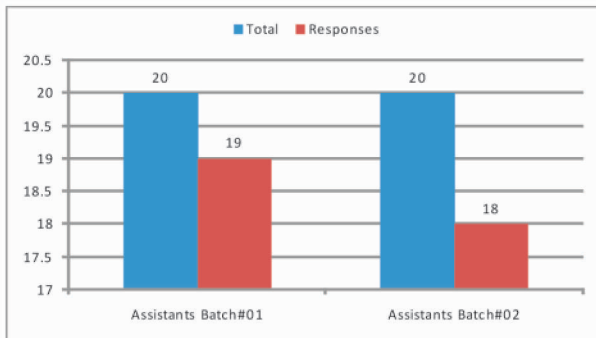
#### Open Discussion / Q&A Session / Feedback

- Platform for participants to raise queries and share experiences
- Clarification of training concepts and workplace issues
- Encouragement of interactive participation
- Collection of participant feedback for improvement



# Feedback Analysis

## Enhancing Employees Job Performance Through Professional Growth Assistants BPS-16



### Question #08: Suggestion/Comments, if any for future improvement:

#### Responses:

- Trainings should continue regularly, especially for new and existing staff.
- Participants found the sessions helpful and improving job performance.
- More professional trainings, possibly at peaceful/outstation venues, are requested

# Training

## Organizational Rules and Workplace Integrity

December 23-31, 2026

### Trainers:

- Dr. Yasir Aleem, Principal, College of Law
- Mr. Amjad Hussain Janjua, Director HRDC
- Mr. Raja Saleem Ullah, Assistant Registrar

**Participants** Officials (BS-11) → **48**

### Overview

The training program titled “Organizational Rules and Workplace Integrity” was organized for Officials working in BS-11 with the objective of strengthening their understanding of organizational rules, promoting ethical and lawful workplace behavior, and enhancing personal effectiveness. The program aimed to develop a disciplined, responsible, and integrity-driven workforce in line with institutional policies and standards.

The training sessions were conducted by experienced resource persons who delivered interactive and informative presentations. Emphasis was placed on compliance with the University of Sargodha Ordinance, Acts, Statutes, and policies, along with legal awareness, ethical conduct, personality development, and effective time management. An open discussion and feedback session provided participants with an opportunity to actively engage, seek clarification, and share workplace

### Topics Covered

#### Overview of UOS Ordinance, Act, Statutes & Policies

- Understanding duties, responsibilities, and service rules of BS-11 officials
- Awareness of discipline, conduct rules, and official procedures
- Importance of compliance with Ordinance, Acts, Statutes, and institutional policies
- Introduction to the University of Sargodha's legal and administrative

#### Workplace Ethics & Legal Compliance

- Concept and significance of workplace ethics and legal responsibility
- Understanding legal compliance in daily administrative functions
- Importance of integrity, honesty, and accountability

#### Personality Development and Time Management

- Importance of professional personality in workplace effectiveness
- Building confidence, discipline, and positive work behavior
- Time management techniques for improved efficiency

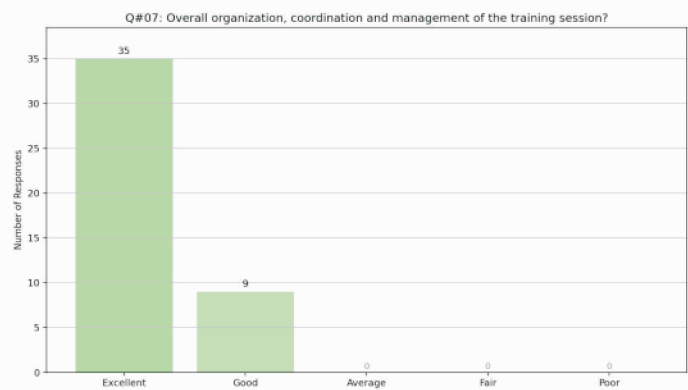
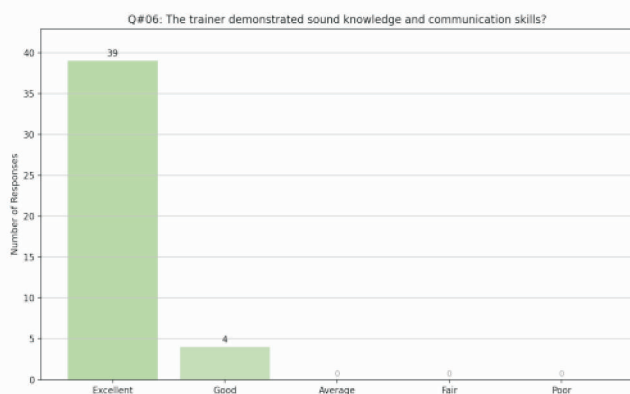
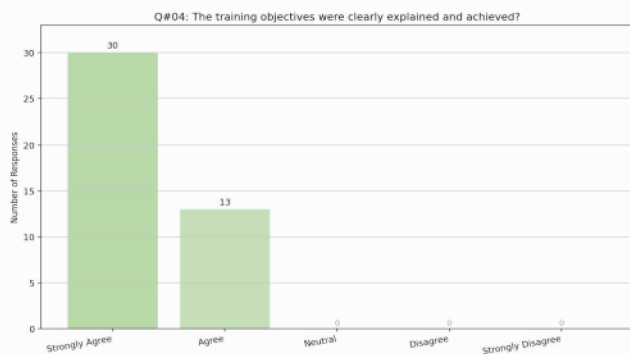
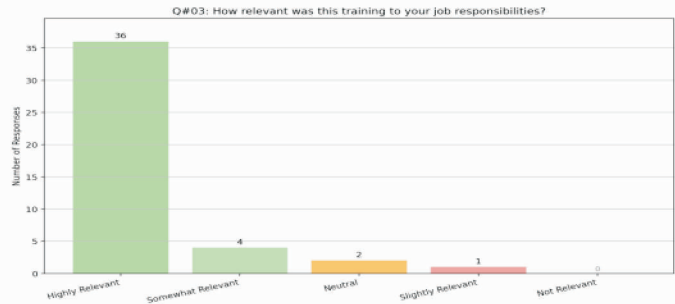
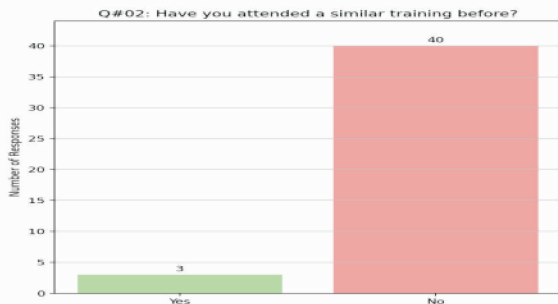
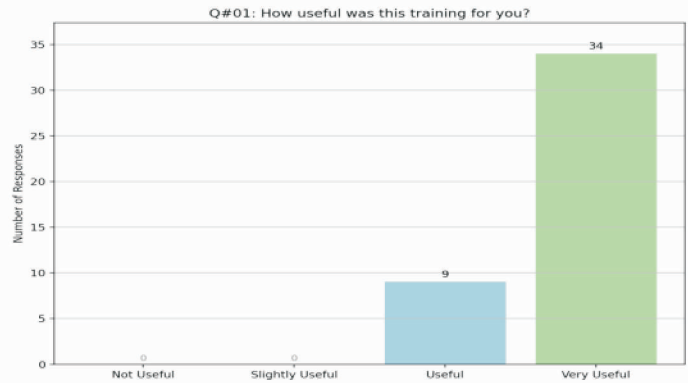
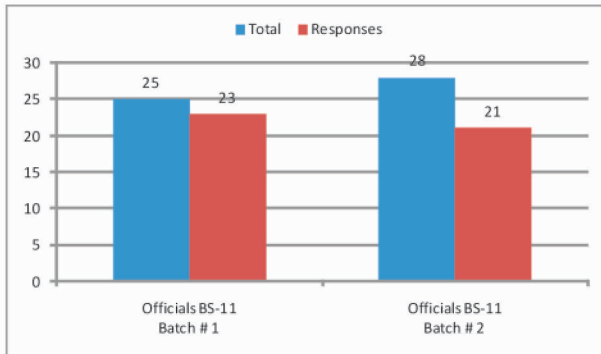
#### Open Discussion / Q&A Session / Feedback

- Platform for participants to raise questions and concerns
- Clarification of training topics and workplace issues
- Encouragement of interactive learning and participation



# Feedback Analysis

## Organizational Rules and Workplace Integrity For Officials BS-11



### Question #08: Suggestion/Comments, if any for future improvement:

#### Responses:

It's a good training session for knowing university rules and regulations and also develop creative thinking in myself also helpful for the personality grooming

Make it regularly once or twice in a year and compulsory for all employees

Staff training is very useful and may continue every year for the improvement of learning of staff. It will increase positive behavior. Skill full training for every staff with respect to their designation would be a good initiative too. Which may improve their work efficiency.

January 28-29, 2026

**Trainer:**

- **Dr. Muhammad Junaid Mughal (T.I)**  
Professor, Department of Electrical Engineering,  
COMSATS University, Islamabad

**Participants****Lecturers**

88

**Overview**

The training program titled “Advancing Pedagogical Competence through Technology” was organized for Lecturers with the objective of enhancing teaching effectiveness through the integration of modern educational technologies and outcome-based instructional practices. The program aimed to equip participants with contemporary pedagogical tools and strategies to improve student engagement, learning outcomes, and academic quality.

The sessions were conducted by Dr. Muhammad Junaid Mughal (T.I), Professor, Department of Electrical Engineering, COMSATS University, Islamabad, who shared expert insights on technology-enabled teaching and Outcome-Based Education (OBE). The training emphasized the practical application of Learning Management Systems (LMS), Artificial Intelligence (AI), and mobile applications in teaching, alongside aligning instructional design with clearly defined

**Topics Covered****Enhancing Pedagogical Competencies through Integrating Technology (LMS, AI, Mobile Apps)**

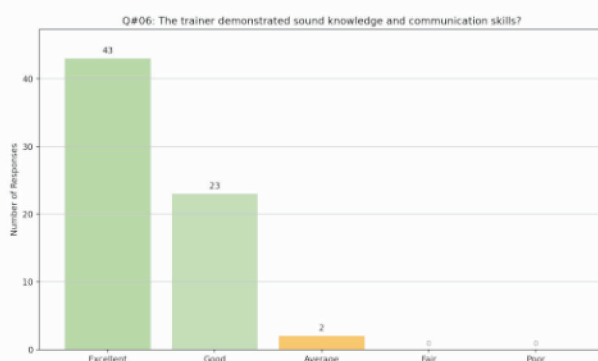
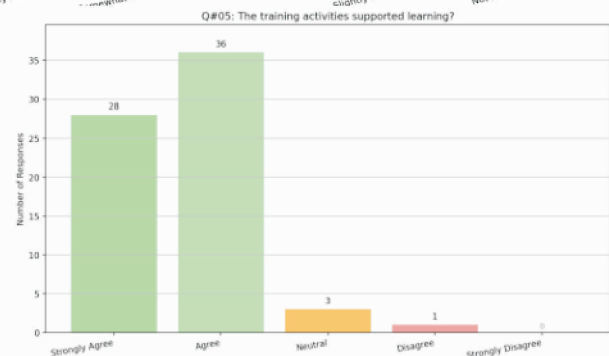
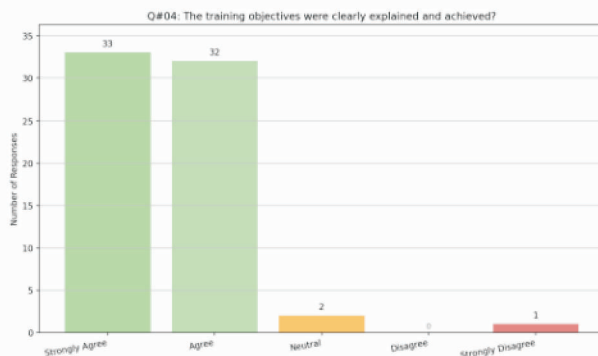
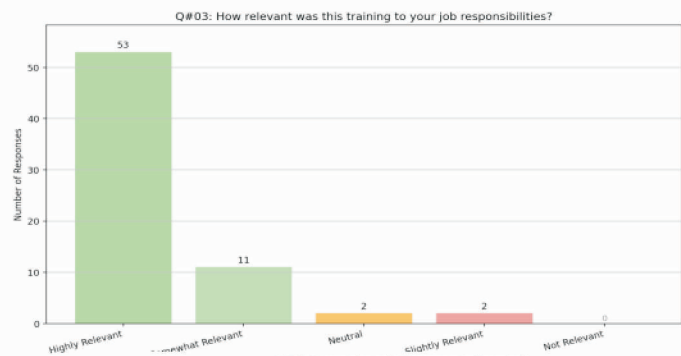
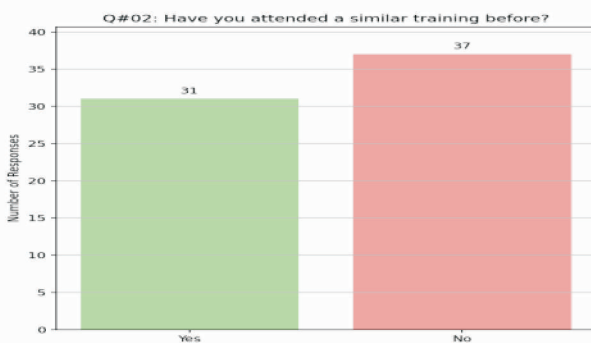
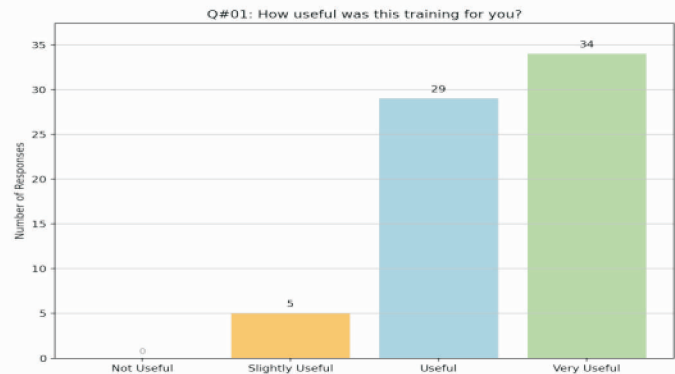
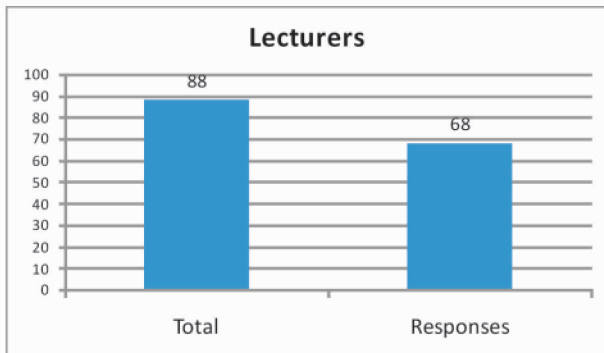
- Role of technology in modern teaching and learning
- Effective use of Learning Management Systems (LMS) for course delivery
- Integration of Artificial Intelligence (AI) in teaching and assessment
- Designing interactive and technology-driven learning environments
- Improving teaching effectiveness through digital tools
- Utilization of mobile applications for student engagement and learning

**Outcome-Based Education (OBE)**

- Concept and principles of Outcome-Based Education
- Defining Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs)
- Alignment of teaching strategies, assessments, and learning outcomes
- Assessment and evaluation techniques under OBE framework
- Continuous improvement through outcome assessment

# Feedback Analysis

## Advancing Pedagogical Competence through Technology For Lecturers



### Question #08: Suggestion/Comments, if any for future improvement:

#### Responses:

- Overall training session was very well organized and excellently delivered. However, a more practical approach would be beneficial as practical learning skills add more
- The trainer who is also an active teacher with 35 years' experience shared valuable tips to manage Gen Z classroom effectively. Thank you HRDC for this workshop
- In my opinion, faculty including Assistant, Associate Professor should be the part of this training particularly Chairman/HOD. It was all about PLO, CLO, PEO, Vision, Mission their incorporation which is the function of BOS, ASAE, and Academic Council and we lecturer are nowhere.

# Training

## Learning Chinese Language and Culture

February 16-17, 2026

### Trainers:

- **Prof. Dr. Tahir Mumtaz Awan**  
Director, Pakistan Institute of China Studies & Confucius Institute, University of Sargodha
- **Ms. Shafaq Hanif**  
Chinese Language Teacher, Confucius Institute, University of Sargodha

**Participants**

**Officers BS-17  
and Above**

42

### Overview

The training sessions were conducted by Prof. Dr. Tahir Mumtaz, Director, PICS& Cland Ms. Shafaq Hanif, Chinese Language Teacher, University of Sargodha. The sessions were designed to equip participants with basic Chinese language skills, pronunciation, conversational expressions, and cultural understanding, enabling them to communicate effectively and appreciate cross-cultural workplace practices. They introduced participants to sentence formation, everyday conversational structures, and frequently used vocabulary relevant to professional environments. Practical exercises, group activities, and role-playing scenarios were incorporated to strengthen real-life communication ability.

A dedicated segment on Chinese cultural etiquette was also included, where participants learned about social norms, workplace manners, and communication styles in Chinese society. The trainers emphasized how cultural awareness plays a vital role in strengthening academic cooperation and professional interaction with Chinese counterparts.

The session concluded with a question-and-answer discussion, allowing officers to clarify pronunciation and usage, and encouraging them to practice regularly.

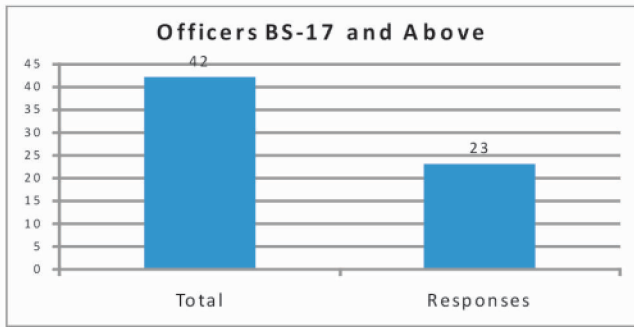
The program aims to develop linguistic competence, promote intercultural awareness, and support the University's commitment to professional growth and internationalization.



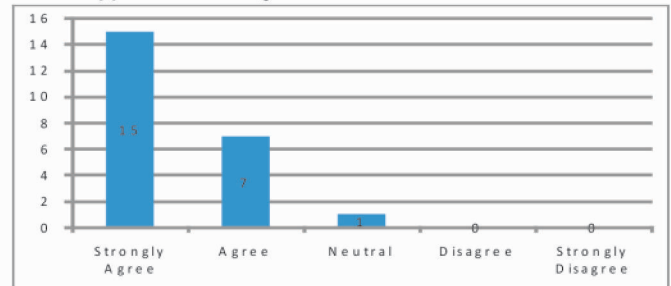


# Feedback Analysis

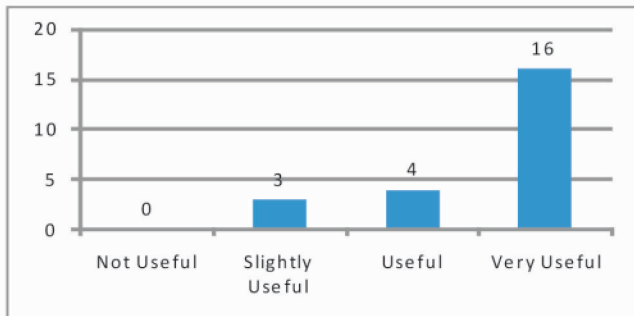
## Learning Chinese Language and Culture



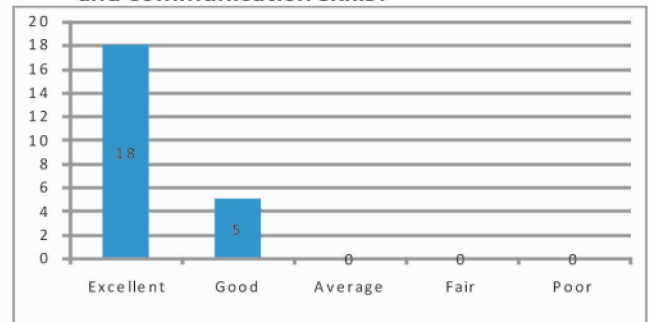
**Q #05: The training Activities (discussions, exercise, case studies) supported learning?**



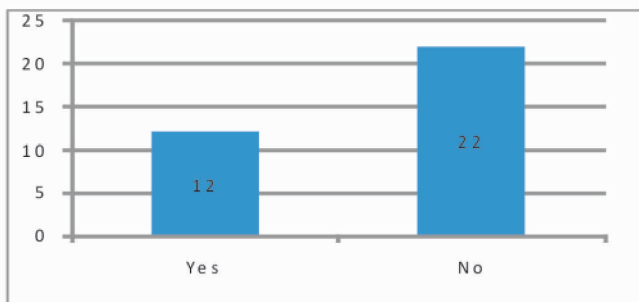
**Q #01: How useful was this training for you?**



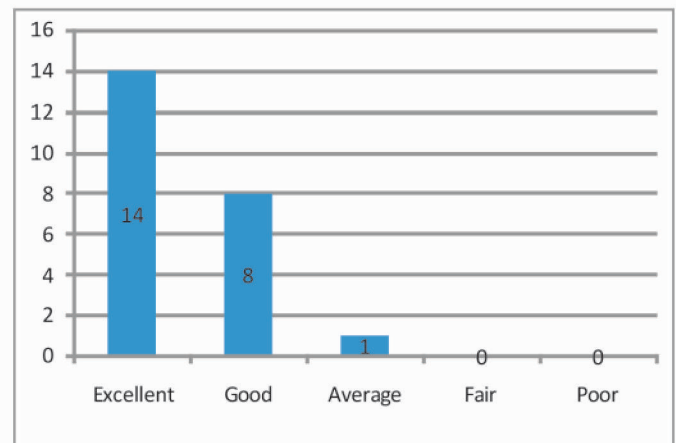
**Q #06: The Trainer demonstrated sound knowledge and communication skills?**



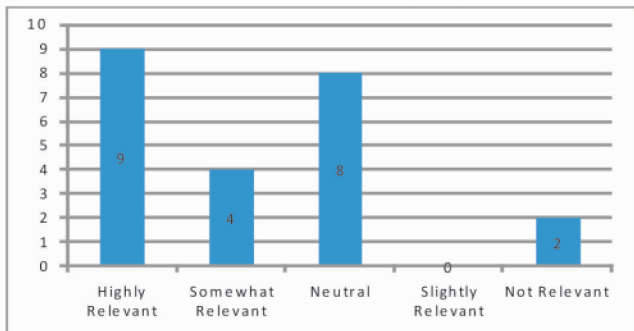
**Q # 2: Have You attended a Similar training before?**



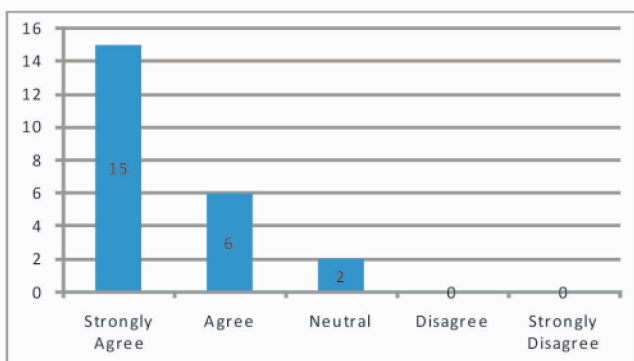
**Q #07: How would you rate the overall organization, coordination and management of the training Session?**



**Q #03: How relevant was this training to your job responsibilities?**



**Q #04: The training Objectives were clearly explained and achieved?**



**Q #08: Suggestion/Comments, if any for future improvement:**

1. A beginning of new learning of experience for me. Assessed my capacity to learn Chinese language. Arrange more training sessions for long term. 2 days are not enough but trainer did a good job.
2. In future I hope my University will provide more such productive training. We should know more about the culture of China.
3. The HRDC designs the training program specifically for university officers, addressing their professional needs and the university's objectives. This targeted approach ensures that the content is relevant and applicable. Blended Learning: The use of online platforms, along with face-to-face interaction, makes the course flexible, accessible, and engaging for busy university officers. More over Understanding Chinese culture, customs, and etiquette is integral to the course. Participants learn how to interact with Chinese speakers in various professional and social contexts, which is invaluable for those in

# Training Summary

Sr. No	Date	Training Name	Participants	Topics
01.	August 19-27, 2025	Shaping Success: Training / Orientation & Skills Development Program for Newly Appointed Staff (BS -01 to BS- University of Sargodha 07) at	19 Lab Assistants	1. Overview of UOS Ordinance, Act, Statutes and Policies 2. Effective Communication at Workplace 3. Workplace Ethics 4. Open Discussion regarding Training Topics/QA Session/Feedback
02.			23 Lab Attendant	
03.			30 Naib Qasids, & Baidars	
04.	August 28-29, 2025	Professional Development for Junior Administrative Staff, University of Sargodha	36 Junior Clerks	1. Effective Communication at Workplace 2. Workplace Ethics & Professional Conduct
05.			37 Junior Clerks	
06.	September 10, 2025	Personal and Professional Development	35 DRs, ARs and AOs of Teaching Departments	1. Developing Interpersonal Communication for Personal & Professional Success 2. Effective Educational Leadership in Higher Education
07.	September 17-25, 2025	Personal and Professional Development	42 BS-17 Officers (Batch-01)	1. Developing Interpersonal Communication for Personal & Professional Success 2. Effective Educational Leadership in Higher Education 3. Conflict and Stress Management at Workplace 4. Enhancing Workplace Performance through Digital Media & Mobile Applications
08.			42 BS-17 Officers (Batch-02)	
09.	September 29, 2025	Media Literacy Training Programs and Awareness Campaigns for Faculty & Staff, University of Sargodha	42 Faculty Members	1. Definition and Importance of Media Literacy 2. Understanding the Impact of Fake News
10.	September 30, 2025	Media Literacy Training Programs and Awareness Campaigns for Faculty & Staff, University of Sargodha	28 Staff Members	1. Definition and Importance of Media Literacy 2. Understanding the Impact of Fake News
11.	October 15-23, 2025	Enhancing Employees Jobs Performance Through Professional Growth	26 Senior Clerks	1. Overview of UOS Ordinance, Act, Statutes and Policies 2. Workplace Ethics 3. Personality Development and Time Management 4. Open Discussion regarding Training Topics/QA Session/Feedback
12.			20 Senior Clerks	
13.	November 12-20, 2025	Enhancing Employees Jobs Performance Through Professional Growth	20 Assistants	1. Overview of UOS Ordinance, Act, Statutes and Policies 2. Workplace Ethics & Legal Compliance 3. Personality Development and Time Management 4. Open Discussion regarding Training Topics/QA Session/Feedback
14.			20 Assistants	
15.	December 23-31, 2025	Organizational Rules and Workplace Integrity	25 Officials BS -11	1. Overview of UOS Ordinance, Act, Statutes and Policies 2. Workplace Ethics & Legal Compliance 3. Personality Development and Time Management 4. Open Discussion regarding Training Topics/QA Session/Feedback
16.			23 Officials BS -11	
17.	January 28-29, 2026	Advancing Pedagogical Competence Through Technology	88 Lecturers	1. Enhancing Pedagogical Competencies through integrating Technology (LMS, AI, Mobile Apps) 2. Outcome Based Education (OBE)
18.	February 16-17, 2026	Learning Chinese Language and Culture	42 Officers BS -17 and Above	

01.	Total No. of Trainings	18
02.	Total No of Participants	609
03.	Total No of Topics Covered	16
04.	Total No of Sessions	62