

## Career Planning

### Ms. Sonali Walunj's Journey from Housekeeping Staff to Library Assistant

#### Background

Ms. Sonali Walunj joined Ashoka Business School in 2022 as a housekeeping staff member while she was still pursuing her Bachelor's Degree in Arts, which she is set to complete in 2025. Despite her non-academic role, her eagerness to learn, dedication to her work, and educational aspirations caught the attention of the management. This case study outlines her remarkable journey from housekeeping staff to Library Assistant, demonstrating Ashoka Business School's commitment to recognizing and nurturing talent across all levels of the organization.

#### Initial Role and Performance

##### Joining as Housekeeping Staff

When Ms. Walunj began her tenure at Ashoka Business School, she brought with her a strong work ethic and a keen desire to learn and grow, even as she continued her undergraduate studies. Her responsibilities included maintaining cleanliness and ensuring a conducive environment for students and faculty.

##### Demonstrating Eagerness to Learn

From the outset, Ms. Walunj displayed an exceptional level of enthusiasm towards her work.

- **Attention to Detail:** Her meticulous approach to housekeeping tasks did not go unnoticed. She consistently went above and beyond to ensure the campus was immaculate.
- **Eagerness to Learn:** Ms. Walunj showed a strong interest in the academic environment. She often engaged with students and faculty, expressing her desire to learn more about the institution's operations.

#### Recognition by Management

The management at Ashoka Business School values employees who show initiative and potential, regardless of their starting position. Ms. Walunj's qualities were quickly recognized:

- **Performance Appraisal:** During routine performance appraisals, Ms. Walunj's supervisors highlighted her outstanding work ethic and enthusiasm for learning.
- **Observations:** The management observed her interactions with staff and students, noting her quick learning abilities and sharpness in handling tasks beyond her job description.

  
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## Transition to Library Assistant

### Identifying Potential

Recognizing her potential and educational background, the management decided to provide her with an opportunity for professional growth. Ms. Walunj was considered for a position that would better utilize her skills and aspirations:

- **Assessment:** The management assessed her capabilities and discussed her career aspirations. They found her well-suited for the role of Library Assistant, a position that would allow her to leverage her eagerness to learn and her academic background.

### Training and Transition

To ensure a smooth transition, the management implemented a structured training program for Ms. Walunj:

- **Orientation:** She was given an orientation about the library's operations, systems, and procedures through the Librarian, Dr. Anjana Bhandari.
- **Training Programs:** Ms. Walunj underwent training sessions focused on library management, cataloging, and customer service.
- **Mentorship:** Experienced staff members mentored her, providing guidance and support as she transitioned into her new role.

### Developing as a Library Assistant

Ms. Walunj embraced her new role with the same enthusiasm and dedication she demonstrated as housekeeping staff.

- **Efficient Library Management:** She quickly adapted to her responsibilities, efficiently managing library and assisting the Librarian.
- **Positive Impact:** Ms. Walunj's positive attitude and commitment significantly improved the library's operations.

### Ashoka Business School's Role in Empowering Employees

Ms. Walunj's journey exemplifies Ashoka Business School's commitment to recognizing and nurturing talent at all levels. Key elements that facilitated her growth include:

- **Inclusive Culture:** A culture that values and supports employees' growth, regardless of their starting position.
- **Recognition of Potential:** Proactive identification and recognition of employees' potential and aspirations.



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- **Supportive Policies:** Implementation of training and mentorship programs to support career transitions and professional development. Ashoka Business School is also helping her in completion of her Graduation Degree.

### Conclusion

Ms. Sonali Walunj's progression from housekeeping staff to Library Assistant at Ashoka Business School illustrates the institution's commitment to employee development and empowerment. By recognizing potential and providing opportunities for growth, Ashoka Business School not only enhances individual careers but also strengthens its organizational capability, fostering a motivated and skilled workforce.

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