

Ashoka Education Foundation's



Survey No.-883, Plot No.6+7+8, Mumbai-Agra National Highway, Rane Nagar, Nashik – 422009. Tel.: 0253 6649500/24, Website: www.ashokabschool.org, Email: abs@aef.edu.in

Internal Quality Assurance Cell Agenda

For

Training Session for Administrative Staff

on

"Managing Time & Work"

Date-25th **Jan 2021**

Sr. No.	Time	Details	
1	09:30am-10:00am	Reporting & Registration	
2	10:00am to 10:15am	Meditation & Welcome Note Dr. D. M. Gujarathi, Director, Ashoka Business School	
3	10:15am to 10:20am	Introduction and felicitation of the Resource Person Introduction by Mr. Yogesh Katkade, Accounts Officer, ABS	
4	10:20am to 10:25am	Address by the Administrator Dr. Narendra Telrandhe, Administrator, Ashoka Education Foundation	
5	10:25am to 11:10am	Address by the Resource Person Mr. Shashikant Shimpi Senior Administrative Officer, Ashoka Education Foundation	
6	11:10am to 11:20am	Open Session for questions & related interaction Vote of Thanks- Mr. Vishal Sonkamble, Admin Officer, ABS Pledge for continuing fight against COVID by MoC Ms. Sushma Manjrekar, HR, AEF	
7	11:20am to 11:25am		
8	11:25am to 11:30am		



Ashoka Education Foundation's **ASHOKA BUSINESS SCHOOL**

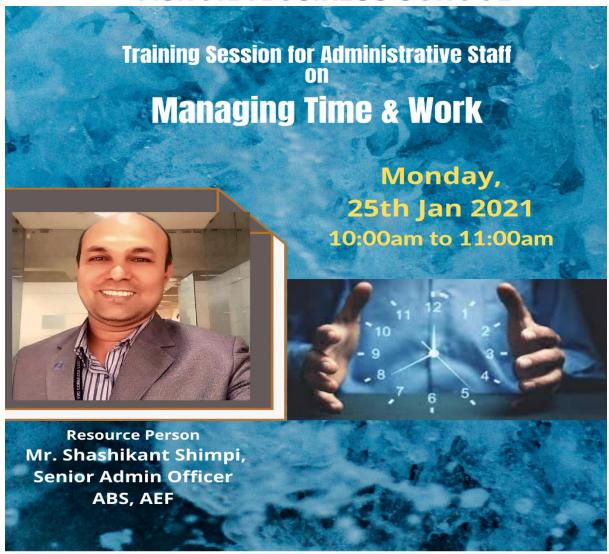


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Linguistic Minority Institute (Hindi

NAAC Accredited with Grade "B+"

ASHOKA EDUCATION FOUNDATION'S ASHOKA BUSINESS SCHOOL



Points to be covered during the session

-What is Time & Work Management?
-Deciding work priorities
-Optimum utilization of time to get the work done



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Training Session for Administrative Staff on "Managing Time & Work"

INTRODUCTION-

The development of our Administrative Staff is essential for Institute's development. Considering the need, management of the Institute suggested having a training session for all the administrative staff.

OBJECTIVES:

- 1. The major objective of this session is to make administrative staff aware of setting work priorities and optimum utilization of time.
- 2. To enhance organizing as well as soft skills of the administrative staff through organizing such activities.

Resource Person- Mr. Shashikant Shimpi, Senior Administrative Officer, ABS

Date for the event- 25th Jan 2021

Participants- All the ABS Admin Staff, Admins Staff of Institutes under AEF

Budget- 1000/- For Breakfast & Tea for the participants

Faculty Coordinator- Dr. Vikas Gaundare

Admin Coordinating Team- Mr. Vishal Sonkamble, Mr. Yogesh Katkade, Ms. Sushma Manjrekar & Mr. Sachin Bagul

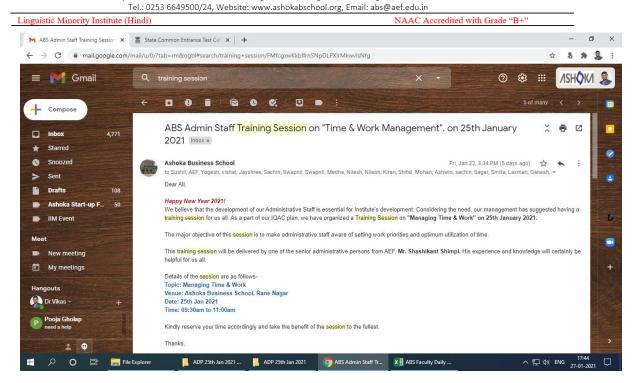


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Event Report

Name of the Event : Training Session for Administrative Staff

Date : 25th Jan 2021

Topic : Managing Time & Work

Resource person : Mr. Shashikant Shimpi

Brief intro of Resource Person: Senior Administrative Officer, ABS

Participants Involved : All the ABS Admin Staff, Admins Staff of Institutes under AEF

No of Participants : 35

Venue : Seminar Hall, ABS

Faculty Coordinator : Dr. Vikas Gaundare

Admin Coordinating Team : Mr. Vishal Sonkamble, Mr. Yogesh Katkade, Ms. Sushma Manjrekar

& Mr. Sachin Bagul

Achievements/Benefits : Participants got acquainted with the setting work priorities

and optimum utilization of time

Feedback : Session was Interactive & very informative

Details :

The development of an Administrative Staff is essential for Institute's development. Considering the need, management of the Institute suggested having a training session for all the administrative staff. This session was extended for the Admin Staff working in the Institutes running under Ashoka Education Foundation. The major objective of this session was to make administrative staff aware of setting work priorities and optimum utilization of time. Besides that it was handled by the Admin staff so that there could be an enhancement of organizing as well as soft skills of the administrative staff through organizing such activities.

Feedback : Session was very informative and guiding

SI DETAILS-

SI	PROPOSED	ACHIEVED	DIFFERENCE	ANALYSIS
	80	94	+14	Session was fruitful