

**Internal Quality Assurance Cell**  
**Agenda**  
**For**  
**Training Session for Administrative Staff**  
**on**  
**“Managing Time & Work”**  
**Date-25<sup>th</sup> Jan 2021**

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

**ASHOKA**  
**ASHOKA EDUCATION FOUNDATION'S**  
**ASHOKA BUSINESS SCHOOL****Training Session for Administrative Staff**  
**on**  
**Managing Time & Work****Monday,**  
**25th Jan 2021**  
**10:00am to 11:00am****Resource Person**  
**Mr. Shashikant Shimpi,**  
**Senior Admin Officer**  
**ABS, AEF****Points to be covered during the session**

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

**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-** 25<sup>th</sup> 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

The screenshot shows a Gmail interface with a search bar containing "training session". The email is from Ashoka Business School, dated Friday, Jan 22, 3:34 PM (5 days ago). The subject is "ABS Admin Staff Training Session on 'Time & Work Management'. on 25th January 2021". The email content includes a "Happy New Year 2021!" greeting, a statement of belief in administrative staff development, and details of a training session on "Managing Time & Work" on 25th Jan 2021 from 09:30am to 11:00am at Ashoka Business School, Rane Nagar. The session is to be delivered by Mr. Shashikant Shimpi. The email concludes with a request to reserve time and a "Thanks,".

**ABS Admin Staff Training Session on "Time & Work Management". on 25th January 2021**

Ashoka Business School  
to Sushil, AEF, Yogesh, vishal, Jayshree, Sachin, Swapnil, Swapnil, Medha, Nilesh, Nilesh, Kiran, Shital, Mohan, Ashwin, sachin, Sagar, Smita, Laxman, Ganesh, ...  
Fri, Jan 22, 3:34 PM (5 days ago)

Dear All,

**Happy New Year 2021!**

We believe that the development of our Administrative Staff is essential for Institute's development. Considering the need, our management has suggested having a training session for us all. As a part of our IQAC plan, we have organized a Training Session on "Managing Time & Work" on 25th January 2021.

The major objective of this session is to make administrative staff aware of setting work priorities and optimum utilization of time.

This training session will be delivered by one of the senior administrative persons from AEF, **Mr. Shashikant Shimpi**. His experience and knowledge will certainly be helpful for us all.

Details of the session are as follows-

Topic: **Managing Time & Work**  
Venue: **Ashoka Business School, Rane Nagar**  
Date: **25th Jan 2021**  
Time: **09:30am to 11:00am**

Kindly reserve your time accordingly and take the benefit of the session to the fullest.

Thanks,

## Event Report

- Name of the Event** : **Training Session for Administrative Staff**
- Date** : **25<sup>th</sup> 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**

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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