

Internal Quality Assurance Cell
Event Proposal
Training Session for Administrative Staff
on
“Organizing Skills”

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 resources at the right time, right place.
2. To enhance organizing as well as soft skills of the administrative staff through organizing such activities.

Resource Person- Dr. N.R. Telrandhe, Administrator, AEF

Date for the event- 5th Feb 2022

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

Budget- 1500/- 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

Agenda

For

Training Session for Administrative Staff

on

“Organizing Skills”

Date-5th Feb 2022

Sr. No.	Time	Details
1	01:50pm-2:00pm	Reporting & Registration
2	02:00pm to 02:05pm	The purpose of the Event Mr. Shashikant Shimpi Senior Admin Officer, AEF
3	02:05pm to 02:10pm	Addrees by- Dr. D. M. Gujarathi, Director, Ashoka Business School
4	02:10pm to 03:15pm	Address by the Resource Person Dr. Narendra Telrandhe, Administrator, Ashoka Education Foundation
5	03:15pm to 03:25pm	Open Session for questions & related interaction
	03:25pm to 03:30pm	Vote of Thanks- Mr. Vishal Sonkamble, Admin Officer, ABS
MoC will be done by Ms. Sushma Manjrekar, HR, AEF		

ACAD/R/03C



Ashoka Education Foundation's
ASHOKA BUSINESS SCHOOL

Plan of Action
For
Training Session for Administrative Staff
on
“Managing Time & Work”
Date-25th Jan 2021

<i>Sr. No.</i>	<i>Action</i>	<i>Date</i>
<i>1</i>	<i>Contact to the resource person</i>	<i>25/01/2022</i>
<i>2</i>	<i>Confirmation from the guest</i>	<i>26/01/2022</i>
<i>3</i>	<i>Flier preparation and make it viral</i>	<i>29/01/2022</i>
<i>4</i>	<i>Preparation of all the required documents</i>	<i>02/02/2022</i>
<i>5</i>	<i>Planning verification</i>	<i>02/02/2022</i>
<i>6</i>	<i>Date of event</i>	<i>05/02/2022</i>
<i>7</i>	<i>Sending gratitude letter to the Resource Person</i>	<i>05/02/2022</i>
<i>8</i>	<i>Feedback Assessment & SI Calculation</i>	<i>11/02/2022</i>



**ASHOKA EDUCATION FOUNDATION'S
ASHOKA BUSINESS SCHOOL**

**Training Session for Administrative Staff
on**

Organizing Skills



**Resource Person
Dr. Narendra Telrandhe,
Administrator, AEF**

**Saturday,
5th Feb 2022
02:00pm**



**The only difference between a mob and a trained
army is organization.” – Calvin Coolidge.**

Event Report

Name of the Event	: Training Session for Administrative Staff
Date	: 5th Feb 2022
Topic	: Organizing Skills
Resource person	: Dr. N.R. Telrandhe
Brief intro of Resource Person:	Administrator, AEF
Participants Involved	: All the ABS Admin Staff, Admins Staff of Institutes under AEF
No of Participants	: 35
Venue	: Class Room 2, ABS
Faculty Coordinator	: Dr. Vikas Gaundare
Admin Coordinating Team	: Mr. Vishal Sonkamble, Mr. Yogesh Katkade, Ms. Sushma Manjrekar & Mr. Sachin Bagul
Achievements/Benefits	: The major objective of this session is to make administrative staff aware of setting resources at the right time, right place
Feedback	: Session was Interactive & very informative
Details	:
<p>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 including the staff of AUS. The major objective of this session was to make administrative staff aware of setting resources at the right time, right place. 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.</p>	
Feedback	: Session was very informative and guiding

SI DETAILS-

SI	PROPOSED	ACHIEVED	DIFFERENCE	ANALYSIS
	80	95	+15	Session was fruitful