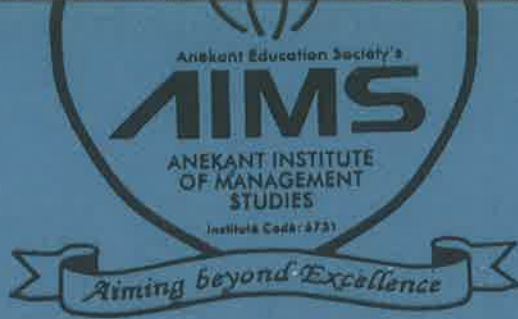




Anekant Education Society's

ANEKANT INSTITUTE OF MANAGEMENT STUDIES (AIMS)

Baramati, Dist. Pune. 413 102.

RELIGIOUS MINORITY INSTITUTION

Ph. No.: 02112 - 227299

Website : www.aimsaramati.org

E-mail : director.aimsaramati@gmail.com

Year : 201 - 201

Anekant Education Society's
Anekant Institute of Management Studies (AIMS), Baramati

Academic Year 2018-19

One-day training program on

'Effective Communication with NAAC Peer Team'

(For Non-Teaching Staff)

Duration of Program: 1 Day

Date & Day: 5/01/2019, Saturday



Institution Code

6731

Anekant Education Society's
Anekant Institute of Management Studies (AIMS)

Religious Minority Institution

Anekant Education Society Campus

Baramati, Dist-Pune, Maharashtra, PIN-413102

Phone : (02112) 227299 Fax : (02112) 227299 Website: www.aimsaramati.org

Contact us: admission@aimsaramati.org

***Name of Program: One-day training program on
'Name of Program: One-day training program on
'Effective Communication with NAAC Peer Team'***

Duration of Program- 1 Day (Saturday, 05/01/2019)

Name of Trainer: Mr. Abhinandan B. Shah, Registrar, T. C. College, Baramati.

Sr. No.	Name of Content	Page No.
1.	Report of Training Program	01
2.	Circular of Training Program	02
3.	Attendance Sheet of Training Program	03
4.	Invitation & Thank you Letter of Trainer	04 - 05
5.	Certificate Copy	06 -10


**Organized by
Mr. Vijay Shinde
(OS)**


**Dr. M.A. Lahori
Director**



Anekant Education Society's
Anekant Institute of Management Studies (AIMS), Baramati

Report on: *One-day training program on 'Effective Communication with NAAC Peer Team.'*

Duration of Program: 1 Day

Date: 5/01/2019, Saturday

To
The Director
AIMS, Baramati

Respected Sir,

This is to submit that a two-day training program on '*Effective Communication with NAAC Peer Team*' was conducted for the **Non-Teaching Staff**. The trainer for the program was **Mr. Abhinandan B. Shah, Registrar, T. C.College, Baramati**. The duration of the said *program was 1 day (5/01/2019)*. **Mr. A. B. Shah** emphasized on the Hospitality and Communication skill for the team meeting. The staff found the session fruitful. Certificates (based on attendance) were distributed to the staff.

This is for your kind perusal.

Regards,


Mr. Vijay Shinde
Office Superintendent, AIMS



Anekant Education Society's
Anekant Institute of Management Studies (AIMS), Baramati
Anekant Education Society Campus, Baramati-413102 Dist- Pune

Date: 20/12/2018

Circular- Training Program for Non-Teaching Staff

This is to inform all Non-Teaching Staff that a one-day training program on '*Online Admission System*' will be conducted by *Mr. Abhinandan B. Shah, Registrar, T. C. College, Baramati*. The duration of the said *program will be of 1 day, Saturday 5/01/2019 in the Board Room.*

Program Schedule is as follows:

Sr. No.	Day & Date	Time
1	Saturday, 5/01/2019	11:00 AM to 1:00 PM 1:00 PM to 2:00 PM (Lunch Break) 2:00 PM to 5:00 PM

Kindly attend the program and ensure your participation for the same.

Dr. M.A. Lahori
Director
AIMS, Baramati

Copy to: Office File



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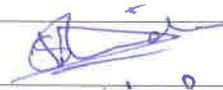
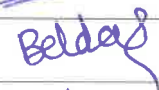
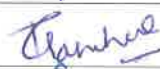
Phone : (02112) 227299 Fax : (02112) 227299 Website: www.aimsaramati.org

Contact us: admission@aimsaramati.org

**Name of Program: One-day training program on
'Effective Communication with NAAC Peer Team'**

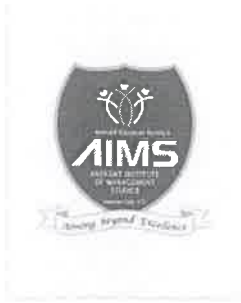
Duration of Program- 1 Day (Saturday, 05/01/2019)

Name of Trainer: Mr. Abhinandan B. Shah, Registrar, T. C. College, Baramati.

Sr. No.	Name of Staff	Day 1 - Signature
1.	Mr. Vijay Shinde (Office Superintendent)	
2.	Mrs. Sayali Beldar (Accountant)	
3.	Mrs Shital Mhetre (Jr. Clerk)	
4.	Mrs. Priti D. Hanchate (Library)	
5.	Mr. Uday Gardi (Library Assistant)	
	Total Number of Staff Attended	


**Organized by
Mr. Vijay Shinde
(OS)**


**Dr. M.A. Lahori
Director**



Institution Code

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Phone : (02112) 227299 Fax : (02112) 227299 Website: www.aimsaramati.org

Contact us: admission@aimsaramati.org

Ref: AES/ AIMS/MBA/2018-19/

Date: - 01/01/2019

To

Mr. Abhinandan B. Shah

Registrar,

T. C.College, Baramati

Dear Sir,

Sub: - Invitation as a Trainer for teaching & non-teaching staff- Reg.

This is with reference to the telephonic conversation with your goodself today morning (01/1/2019).

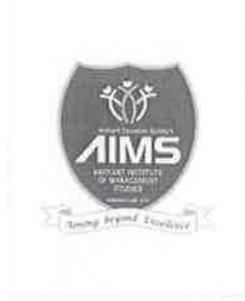
As discussed, we wish to organize a one-day training programs on *Effective Communication with NAAC Peer Team* in administration for office staff on 05 /01/ 2019 respectively at AIMS campus. We request you to conduct the said programs.

We believe your rich & resourceful experience will be a source of good knowledge.

Warm Regards

Dr. M.A.Lahori
Director

Enclosure: Circular with Schedule



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Contact us: admission@aimsaramati.org

Date: - 15/12/2018

To

Mr. Abhinandan B. Shah

Registrar,

T. C.College, Baramati

Dear Sir,

We wish to express our deepest gratitude for your expertise. As per the response of the non-teaching staff, indeed your one day session on *Effective Communication with NAAC Peer Team* was resourceful. It has helped the non-teaching staff to take care of hospitality and overall organization of committee. The session even helped them resolving their queries related to management of all things.

Thanking you.

Warm Regards,

Dr. M.A.Lahori
Director



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Phone : (02112) 227299 Website: www.aimsbaramati.org Contact us: director.aimsbaramati@gmail.com

Certificate of Attendance

This is to certify that

Mrs. P.D.Hanchate has attended a two-day training program on
'Effective Communication with NAAC Peer Team' at AIMS Baramati

Date : 5th January, 2019

Abshah

Trainer

Mr. Abhinandan B. Shah
Registrar, T.C.College, Baramati


Dr. M.A. Lahori
Director, AIMS



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Certificate of Attendance

This is to certify that

Mrs. Sayali M. Beldar has attended a two-day training program on
'Effective Communication with NAAC Peer Team' at AIMS Baramati

Date : 5th January, 2019

AB Shah
Trainer

Mr. Abhinandan B. Shah
Registrar, T.C.College, Baramati

Dr. M.A. Lahori
Director, AIMS



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Certificate of Attendance

This is to certify that

Mrs. Shital M. Mhetre has attended a two-day training program on
Effective Communication with NAAC Peer Team' at AIMS Baramati

Date : 5th January 2019

AB Shah
Trainer

Mr. Abhinandan B. Shah
Registrar, T.C.College, Baramati

Dr. M.A. Lahori
Director, AIMS



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Certificate of Attendance

This is to certify that

Mr. Uday P. Gardi has attended a two-day training program on
Effective Communication with NAAC Peer Team' at AIMS Baramati

Date : 5th January, 2019

AB Shah

Trainer

Mr. Abhinandan B. Shah
Registrar, T.C.College, Baramati


Dr. M.A. Lahori
Director, AIMS



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Certificate of Attendance

This is to certify that

Mr. Vijay D. Shinde has attended a two-day training program on
Effective Communication with NAAC Peer Team' at AIMS Baramati

Date : 5th January, 2019

AB Shah

Trainer

Mr. Abhinandan B. Shah
Registrar, T.C.College, Baramati

Dr. M.A. Lahori
Director, AIMS