



Anekant Education Society's
Anekant Institute of Management Studies (AIMS)
Baramati, Dist. Pune - 413 102(MH) India



STAFF DEVELOPMENT PROGRAM 2021

INK YOUR IDEAS

DATES: 15/02/2021 (MONDAY) TO 19/02/2021 (FRIDAY) VENUE: AIMS BOARD ROOM TIME: 10AM (ONWARDS)

*Certificate
Of
Participation*

*Proudly Presented To
Mrs. P. D. Hanchate
Librarian
Theme*

*Accomplishing Student Support & Connect through Online
Administrative Processes*

Dr. V. N. SAWARKAR
Event Coordinator



Dr. M. A. Lahori
Director



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Theme of Staff Development Program

Accomplishing Student Support & Connect through Online Administrative Processes

Program Schedule

Day	Session	Resource Person	Time
1 15/02/21	Enhancing Efficiency of Administrative Activities	Dr. A. Y. Dikshit	10.30AM To 12.30AM
	Case Study	Dr. D. P. More	02.30PM To 04.30PM
2 16/02/21	Academic & Administrative Audits	Dr. S. S. Badave	10.30AM To 12.30AM
	Documentation & Formats	Mr. V. D. Shinde	02.30PM To 04.30PM
3 17/02/21	Books Arrangements, Access & Depository	Mrs. P. D. Hanchate	10.30AM To 12.30AM
	E-Library & Databases	Mr. N. P. Gardi	02.30PM To 04.30PM
4 18/02/21	File Numbering, Sequencing & Storing	Dr. N. S. Kollimath	10.30AM To 12.30AM
	SOPs for Easy Retrieval	Prof. M. A. Vhora	02.30PM To 04.30PM
5 19/02/21	Students Connect & Support	Dr. P. V. Yadav	10.30AM To 12.30AM
	Best Practices	Prof. S. S. Khatri	02.30PM To 04.30PM

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Accountant*

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Jr. Clerk
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