

Short Term Training Program

**BUILDING
ADMINISTRATIVE
EXCELLENCE:
A CAPACITY
BUILDING
WORKSHOP**

[24th – 29th August 2023]

**S. M. Patel College
of Home Science**

A Charutar Vidya Mandal Institute
Accredited B++ by NAAC, 4 Stars by GSIRF
College with Potential for Excellence (CPE-II)
Affiliated to Sardar Patel University,
Vallabh Vidyanagar
Gujarat- India

Internal Quality Assurance Cell

S. M. Patel College of Home Science

A Charutar Vidya Mandal Institute
Accredited by NAAC B++ (2.99), 9th Rank in Gujarat and 4 Stars by KCG
College with Potential for Excellence (CPE-II)
Affiliated to Sardar Patel University Vallabh Vidyanagar
Gujarat- India

A Short-Term Training Program

Organized by

Internal Quality Assurance Cell of the College

BUILDING ADMINISTRATIVE EXCELLENCE: A CAPACITY BUILDING WORKSHOP



[24TH – 29TH AUGUST 2023]



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Building Administrative Excellence: A Capacity Building Workshop

Internal Quality Assurance Cell

organizes

Five Days Training Workshop for Administrative Staff

24 - 29 August 2023

Overview:

Building Administrative Excellence Capacity Building Workshop was designed to provide administration staff with the necessary tools and knowledge to excel in their roles. This comprehensive workshop aims to enhance their capacity, foster professional growth, and contribute to the overall effectiveness of the organization. Through a combination of interactive sessions, practical exercises, group activities, and case studies, participants will gain valuable insights and skills experienced trainers and experts.

➤ Workshop Objectives:

1. Develop Proficiency in Administrative Tasks: Enhance participants skills in key administrative areas, including communication, organization, time management, record keeping, and resource allocation.
2. Foster Effective Problem-Solving: Equip administrators with critical thinking and problem-solving techniques to address challenges commonly encountered in their roles.
3. Enhance Interpersonal Communication: Strengthen participants ability to communicate effectively with colleagues, superiors, and external stakeholders, fostering positive relationships and teamwork.
4. Student Data Collection and Organization: Learn effective methods for collecting, organizing, and maintaining student data in compliance with data protection and

privacy regulations.

5. Cultivate Leadership Skills: Develop leadership qualities such as decision-making, delegation, and conflict resolution, empowering administrators to lead teams and inspire productivity.

➤ **Modules for the Training:** Five modules were prepared for five days training workshop.

Module 1: Foundations of Administrative Excellence

- Understanding the role and importance of administration in organizational success
- Enhancing communication skills for effective interactions
- Time management techniques and strategies
- Developing organizational and multitasking abilities

Module 2: Work Ethics

Work Ethics refers to the set of moral principles and values that guide individuals' behavior and conduct in the workplace. It encompasses attitudes, behaviors, and professional standards that govern how individuals approach their work, interact with colleagues, and fulfill their responsibilities. Strong work ethics contribute to a positive work environment, increased productivity, and professional growth.

Some key elements of work ethics include Professionalism, Reliability and Responsibility, Quality and Excellence, Respect and Fairness, Teamwork and Collaboration, Confidentiality and Trust.

By embodying these work ethics, individuals can foster a positive work culture, build strong professional relationships, and achieve personal and organizational success.

Module 3: Introduction to Student Data Management

- Importance of student data
- Types and sources of student data
- Effective methods for collecting and recording student data
- Data validation and quality assurance techniques
- Data organization and storage best practices

Module 4: Stress and Time management

- Causes and consequences of stress
- Recognizing signs and symptoms of stress
- Impact of stress on performance and well-being

Stress Management Techniques

- Stress reduction strategies, including relaxation exercises, breathing techniques, and mindfulness practices
- Emotional management and resilience-building techniques
- Developing healthy coping mechanisms and stress-reducing habits

Time Management Fundamentals

- Setting goals and establishing priorities
- Effective task and time allocation
- Creating schedules and managing deadlines
- Overcoming procrastination

Enhancing Productivity and Focus

- Identifying and managing time-wasting activities and distractions
- Techniques for improved concentration and focus
- Strategies for managing interruptions and multitasking

Module 5: Communication and Personality Development

The Communication and Personality Development Module is designed to enhance individuals' communication skills, boost their self-confidence, and develop their personal qualities to thrive both personally and professionally. Effective communication and a positive personality are key attributes that contribute to building strong relationships, resolving conflicts, and achieving success in various aspects of life.

Effective Communication Skills

- Importance of effective communication in personal and professional life
- Verbal and nonverbal communication techniques
- Active listening skills and feedback mechanisms
- Overcoming communication barriers and fostering clarity

Empathy and Interpersonal Skills

- Understanding the importance of empathy in communication
- Developing active listening skills and responding with empathy
- Building rapport and fostering positive relationships
- Handling conflicts and difficult conversations with empathy

Assertiveness and Confidence Building

- Developing self-confidence and assertiveness
- Setting boundaries and expressing opinions effectively
- Managing criticism and giving constructive feedback
- Enhancing public speaking and presentation skills

Body Language and Nonverbal Communication

- Understanding the role of body language in communication
- Utilizing nonverbal cues effectively
- Reading and interpreting nonverbal signals
- Projecting confidence and credibility through body language

Personality Development

- Understanding personality traits and their impact on personal and professional life
- Building adaptability and resilience
- Cultivating a positive attitude and mindset

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24- 29 August 2023

S.M.Patel College of Home Science
College Auditorium (First Floor)

2.30 PM- 5.00 PM

Unleash Your Full Potential at Our Transformative Training Workshop

Register Now at:

<https://forms.gle/AerPdp4SAaZrRgq8>

Date & Day	Topics
24.08.23 Thursday	Foundations of Administrative Excellence: Dr. Indrajeet Patel
25.08.23 Friday	Work Ethics: Dr. Sulbha Natraj
26.08.23 Saturday	Effective Communication Skills: Dr Vibha Jasrai
28.08.23 Monday	Stress and Time Management: Dr. Raju Rathod
29.08.23 Tuesday	Introduction to Student Data Management: Dr. Sarvesh Trivedi

Patron

Shri Bhikhubhai Patel
Chairman, CVM

Shri R.C. Talati
Hon. Jt. Secretary, CVM

Director

Dr. Bhavana Chauhan
Principal

Convenor

Ms. Kalpana Srivastava
Coordinator, IQAC

Ms. Vijaya Agarwal
Co-coordinator, IQAC

Co-convenor

Shri Kamlesh Panchal

The Schedule:

Date/ Day	Program	Time
24/08/2023 Thursday	Inaugural <ul style="list-style-type: none">➤ Prayer➤ Floral felicitation➤ Welcome address and introduction of the Institute: Dr. Bhavana Chauhan, Principal➤ Overview of the program: Ms. Kalpana Srivastava, IQAC Coordinator➤ Key Note Address by the Guest: Dr. Indrajeet Patel, BVM Engineering College <i>Foundations of Administrative Excellence</i>	2.30 -2.35 pm. 2.35 -2.40 pm 2.40 – 2.50 pm 2. 50 – 3.00 pm 3.00 – 3.15 pm 3.15 – 5.00 pm
25/08/2023 Friday	<ul style="list-style-type: none">➤ Work Ethics: Dr. Sulbha Natraj➤ Q & A Session	2.30 – 4.45 pm 4.45 – 5.00 pm
26/08/2023 Saturday	<ul style="list-style-type: none">➤ Effective Communication Skills: Dr Vibha Jasrai➤ Q & A Session	9.30 – 11.00 am 11.00 – 11.15 pm
28/08/2023 Monday	<ul style="list-style-type: none">➤ Stress and Time management: Dr. Raju Rathod➤ Q & A Session	2.30 – 4.45 pm 4.45 – 5.00 pm
29/08/2023 Tuesday	<ul style="list-style-type: none">➤ Introduction to Student Data Management: Dr. Sarvesh Trivedi➤ Q & A Session➤ Valedictory Program➤ Welcoming of the guest Shri R.C. Talati, Hon. Joint Secretary of CVM➤ Feedback of the participants➤ Vote of thanks: Ms. Vijaya Agarwal, Co-coordinator IQAC	2.30 – 4.00 pm 4.00 – 4.15 pm 4.15 – 5.00 pm

All the colleges of the Charutar Vidya Mandal were invited for the 5 days training workshop. There were twenty-six colleges from where 55 participants registered for the training. The participants were very enthusiastic to attend the program as they rarely get chance to attend such programs.

The experts invited, made the sessions lively through group discussion, team work, role plays and individual expressions. The sessions were conducted multilingual as not all of them were well versed with English language.

Glimpses of the program



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The last day of the program Shri R.C. Talati the Honorable Joint Secretary of Charutar Vidya Mandal was invited for the valedictory function. The Principal Dr. Bhavana Chauhan extended her gratitude towards the participants for being so active and regular through out the training program. Shri R.C. Talati appreciated the Internal Quality Assurance Cell for organizing this short-term training program for administrative staff of the colleges. He emphasized on the need of such programs.

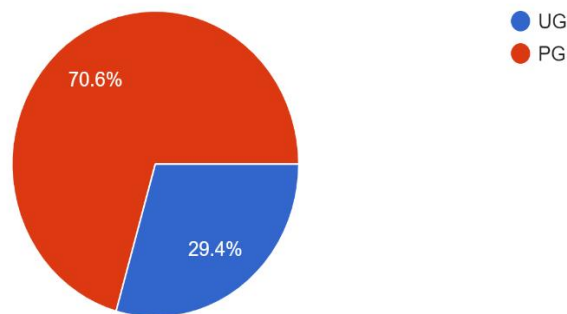
All the participants were presented with a certificate of participation. The function concluded with the vote of thanks.

The entire program was planned and organized by the IQAC Coordinator Ms. Kalpana Srivastava and Co-cordinator Ms. Vijaya Agarwal.

The feedback of the participants:

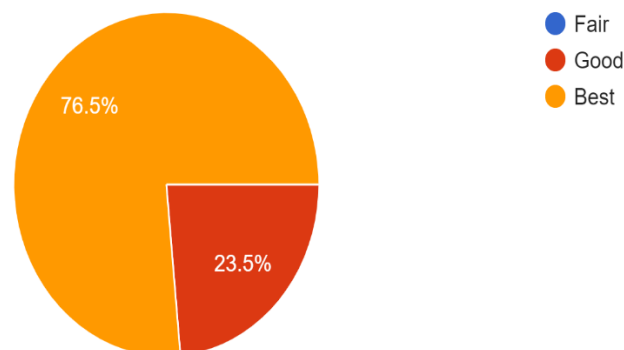
Education: शिक्षण:

34 responses



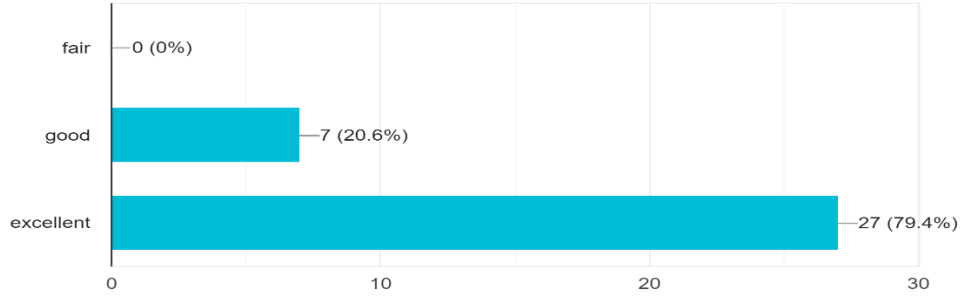
How did you find the training programme? तमने तावीम कार्यक्रम केवो वाच्यो?

34 responses



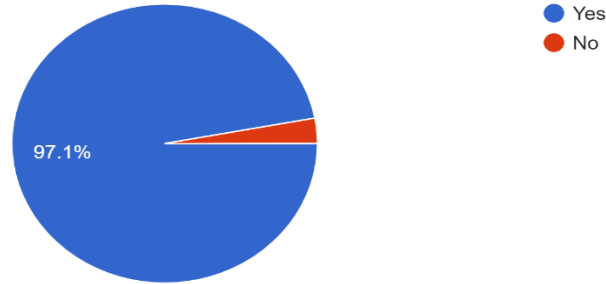
How was the knowledge of the experts? નિષ્ણાતોનું જ્ઞાન કેવું હતું?

34 responses



Do you think such programs should be conducted? શું તમને લાગે છે કે આવા કાર્યક્રમો યોજાવા જોઈએ?

34 responses



Suggestions if any,

આપ તરફ થી કોઈ અભિપ્રાય હોય તો:

- All Topics were knowledgeable.
- Pl. Continue organizing this type of workshop.
- નોન ટીચિંગ ડિપાર્ટમેન્ટ માટે આવા પ્રોગ્રામ હોવા જોઈએ
- Organize more STTP
- Please I request you all every year IQAC training must be for non-Teaching staff
- I request once a year organize administrative workshop.
- Excellent
- Arrange such kind of workshop next time and also give feed back to our institute head
- This type of program More (1 every year) Nice experience with this program
- Sir we thankful to smpc home sci for arranging building administrative excellence workshop and also thanks to cvm management and ERP software is required
- Every year one program attended. very nice program
- Your college arrangements is excellent and also experts speech is nice really which is helpful

- Please arrange programme regarding personality development, English language,
- Very nice (Heartly thank you)
- Kindly arrange this type of training regularly.
- I humble request you to one semester one short term training workshop program for administrative staff.
- કાર્યક્રમનું સુંદર આયોજન કરવામાં આવ્યું હતું. આ પ્રોગ્રામને કારણે મને ઓફિસ સંબંધિત અને જીવન સંબંધિત ઘણું સારું જ્ઞાન મળ્યું
- તે માટે એસ.એમ. પટેલ કોલેજ ઓફ હોમ સાયન્સના સમગ્ર સ્ટાફનો ખૂબ ખૂબ આભાર, જેમણે અમને આવો લાભ આપ્યો
- EVERY THING IS EXCELLENT
- Everything is best
- આવા ટ્રેનિંગના પ્રોગ્રામો દર વર્ષે યોજાય જેથી નવી માહિતી પ્રાપ્ત થાય, અને જેમ સમય ની પબંદી ન હોય તો ખુબજ મજા આવે એવૂં મારું મંતવ્ય છે.
- Next time arrange program one or two full day. (If possible)
- Sir, such programs should happen every year.

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એસ.એમ. પટેલ કોલેજ ઓફ હોમ સાયન્સમાં શોર્ટ ટર્મ ટ્રેનીંગ કાર્યશિબિર



આણંદ, તા.૩
ચારુતર વિદ્યામંડળ સંચાલિત એસ.એમ. પટેલ કોલેજ ઓફ હોમ સાયન્સના ઈન્ટરનલ ક્વોલિટી એસ્યોરન્સ સેલ દ્વારા ઓફિસ સ્ટાફ માટે પાંચ દિવસીય શોર્ટ ટર્મ ટ્રેનીંગ કાર્યશિબિરનું આયોજન બિલ્ડીંગ એડમિનિસ્ટ્રેટિવ એક્સલન્સ થીમ પર કરવામાં આવ્યું હતું. ચારુતર

વિદ્યામંડળની રજ કોલેજોના પ૦ એડમિનિસ્ટ્રેટિવ સ્ટાફ આ કાર્યશિબિરમાં ભાગ લીધો હતો જેમાં બીવીએમના પ્રોફેસર ડૉ. રાજુ રાહોડ અને સીવીએમ યુનિ.ના આઈટી હેડ ડૉ. સર્વેશ ત્રિવેદી દ્વારા પાંચ દિવસ વિવિધ ઓફિસ કામકાજ વિશે તાલીમ આપી હતી. વેલેડિક્ટરી કાર્યક્રમમાં ચારુતર વિદ્યામંડળના માનદ મંત્રી

આર.સી. તલાટી દ્વારા પ્રોત્સાહન સ્વરૂપે દરેક પાર્ટિસિપન્ટને સર્ટિફિકેટ એનાયત કરવામાં આવ્યા હતા.

આ કાર્યશિબિરનું આયોજન ડૉ. ભાવના ચૌહાણના નેજા હેઠળ IQAC કોઓર્ડિનેટર કલ્પના શ્રીવાસ્તવ અને ડૉ. કોઓર્ડિનેટર વિજવા અગ્રવાલ તથા ઓફિસ હેડ કમલેશ પંચાલના ટીમવર્કથી કરાયું હતું.

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Bochasan