



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

(Approved by AICTE, DTE & Affiliated to University of Mumbai)
(NAAC Accredited)

Staff Development Programme

On

“Building Professional Skills”

Powered by IQAC

From 20/06/2023 to 23/06/2023

Contents

About AIMS	3
About SDP	3
Objectives	3
Session 1 & 2: Unlocking Effective Professional Communication.....	5
About Prof. Amrita Mathews	5
Session 3: MS Excel for Daily Use.....	6
About Dr. Shubhi Lal Agarwal	6
Session 4: Role of Non-Teaching Staff in Accreditation.....	7
About Dr. Henry D. Babu.....	7
Schedule of SDP	8
Picture Gallery.....	9

About AIMS

At Atharva, we believe in creating value through continuous effort to build up future managers. AIMS started with merely 25 students in 2003, which is now ranging to a strength of 300 students per year under our flagship programs affiliated to University of Mumbai viz. Masters in Management Studies(MMS) and three years MMS Program for working executives in Finance, Marketing & HR. AIMS has set quite a few benchmarks in the industry and across the nation by introducing the corporate concept of Mentor-Mentee Program, Stock Market Simulation Program, IT Awareness Programme 'IT Talks', E-Cell, Leadership Talks, Alumni Speaks, Expert Talks, International Research Conferences and Live Projects with reputed brands.

About SDP

The teaching staff members focus on delivering educational content and instruction; non-teaching staff members provide essential support services that are vital for the overall operation and effectiveness of the organization. The staff development program is conducted to foster the growth, learning, and professional development of employees within the organization. It plays a crucial role in enhancing individual skills, improving job performance, and supporting the overall success of the organization. Following are the key objectives of the present staff development program.

Objectives

- To enhance the skills and knowledge of employees in specific job-related skills, such as communication, leadership and technical expertise.
- To Increase employee productivity and performance by providing them with the necessary tools, resources, and knowledge to excel in their roles.

- To Nurture a learning culture by promoting continuous learning and professional development, and create an environment where employees are encouraged to acquire latest know-how and skills, share insights and best practices, and collaborate with their colleagues.
- To bring adoptability to changing educational sector trends that can help institute stay competitive by ensuring that staff is equipped with the latest knowledge and skills. This objective involves keeping employees updated on emerging trends, technologies, and best practices relevant to their roles.

Session 1 & 2: Unlocking Effective Professional Communication

Effective communication skills and email etiquette play a crucial role in today's professional landscape. Whether it's collaborating with colleagues, interacting with clients, or conveying information, clear and concise communication is essential. This staff development session aims to provide valuable insights and practical strategies for enhancing communication skills and mastering email etiquette. By cultivating these vital competencies, participants will be better equipped to foster positive relationships, minimize misunderstandings, and promote professional growth.

About Prof. Amrita Mathews



Professor Amrita Mathews comes with a rich experience of 17 years with the corporate world. Have worked for various banks like Citibank, Yes bank. CitiFinancial, American express. She has an Excellent experience in startup of business units and sales of financial products and services. She was a trained trainer with Citibank, and has been a corporate freelance trainer and an entrepreneur for the last 8 years. She is widely known as an asset for the organization she had worked for. A true leader, and a great mentor for the teams she handled in her entire career.

Session 3: MS Excel for Daily Use

Microsoft Excel is a part and parcel of daily work on computer. The session will give hands on experience on formulas, functions, sort, filters, conditional formatting and building charts for data visualization. By acquiring such data handling skills, the staff will be able to easily access data, clean data and Analyse data for crucial decision making process by the top management. This will also give them a systematic approach towards data storage, processing and dissemination of information amongst various stakeholders.

About Dr. Shubhi Lal Agarwal



Dr. Shubhi Lal Agarwal is an author of 13 books and 15 research papers, a recipient of Dr APJ Abdul Kalam Lifetime Achievement National toward for teaching, research, publications, social work towards nation building and her novel #Why Outside Why Not India? She has 24 years of teaching experience and in 2022 she received a nation's choice award and was listed in top 100-women leaders from Glantor X, Bengaluru. She completed her research on Neural Network and Wind Turbines from Banasthali Vidyapith, Rajasthan in 2016 which is also listed in National Digital Library of India.

Session 4: Role of Non-Teaching Staff in Accreditation

Non-teaching staff has a significant role to play in smooth functioning of the institution. No activity in the institute can be viewed in isolation, though each category of the staff may be engaged in different sets of activities. Accreditation also such a comprehensive activity which demands dedicated team work of both teaching and non-teaching staff members. The session covers overview of entire accreditation process that includes framework, criteria, documentation, presentation, overall preparation and planning for the accreditation of NBA first cycle (National Board of Accreditation), and second cycle of NAAC (National Assessment and Accreditation Council).

About Dr. Henry D. Babu



Dr. D. Henry is presently working as Director in AtharvaInstitute of Management. He graduated in Mechanical Engineering, completed post-graduation in Master of Business Administration, and awarded Ph.D. in Management from Bharatiya Vidyapeeth University, Pune. He also cleared National Eligibility Test (NET) in 1995. He has 30 years of Industry and academic experience. He is a PhD Guide, nine scholars got awarded. He is an external PhD examiner for many universities like Pacific University, DY Patil University, and Bharti Vidyapeeth University to name a few.

Schedule of SDP

MODE: OFFLINE

DAY	DATE	SESSION	TOPIC	VENUE	TIME	RESOURCE PERSON
1	20/06/2023	Sessions 1	Unlocking Effective Professional Communication - I	Room no 1, Gr floor	10.00 AM – 1.00 PM	Prof. Amrita Mathew
2	21/06/2023	Sessions 2	Unlocking Effective Professional Communication - II	Room no 1, Gr floor	10.00 AM – 1.00 PM	Prof. Amrita Mathew
3	22/06/2023	Sessions 1	MS Excel for Daily Use	Computer Laboratory, 3 rd Floor	10.00 AM – 1.00 PM	Dr. Shubhi Lall Agarwal
4	23/06/2023	Sessions 1	Role of Non-Teaching Staff in Accreditation	Meeting Room, 4 th Floor	10.00 AM – 1.00 PM	Dr. D. Henry

Picture Gallery



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Dr Shubhi lall Agarwal teaching MS Excel to the non-teaching



staff



Staff members of Admin Department, Library and IT lab assistants attended this SDP