

## **Atharva Institute of Management Studies**

### **Activity / Event report**

Name of Event/Title	: Orientation for Standardised formats
Resource person	: Dr. D Henry
Organization	: Atharva Institute of Management Studies
Designation	: Director, AIMS
Contact no.	: 9619520027
Email ID	: director@atharvaims.edu.in
Date(s) of conduction	: 16 <sup>th</sup> January 2025 & 22 <sup>nd</sup> January 2025
Faculty coordinator	: Dr. Swati Agrawal

# **DESCRIPTION**

## **Objectives:**

- To provide a uniform structure and guidelines that all mentors and mentees can follow, ensuring that reports are consistent across the board.
- To outline what information should be included in the mentorship reports, such as progress updates, challenges faced, and goals achieved, so mentors and mentees have a clear understanding of what's expected in their reports.

## **Key Takeaways:**

- A uniform reporting structure ensures all reports are easy to understand and compare across the program.
- A standardized format helps mentors, mentees, and stakeholders communicate more effectively and efficiently.
- Clear documentation helps keep both mentors and mentees accountable for their goals and commitments.

## **Learning Outcomes:**

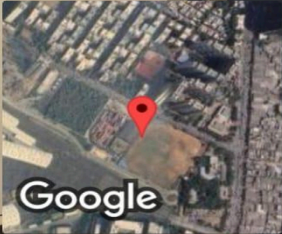
- Mentors and mentees will improve their ability to document progress, challenges, and milestones effectively and professionally.
- Learners will be able to communicate more clearly and consistently with each other and stakeholders through the use of a common reporting structure.
- Administrators will learn how to use the reports to streamline program monitoring and evaluation, allowing for data-driven improvements.
- Mentors, mentees, and program administrators will gain skills in tracking and assessing development over time by reviewing standardized reports.

# **GEO-TAGGED PHOTOS**





 **GPS Map Camera**



**Mumbai, Maharashtra, India**  
Vitthal Mandir, Malad, Asmita Jyoti Housing Society,  
Malad West, Mumbai, Maharashtra 400095, India  
Lat 19.20019° Long 72.826324°  
22/01/25 04:18 PM GMT +05:30

# Attendance sheet with signature



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

Name of Faculty(s)	16/1/25	22/1/25
Dr. Reena Poojara		
Dr. Vaibhav Patil		
Prof. Gaanyesh Kulkarni		
Prof. Ganesh Apte		
Dr. Monika Shrimali		
Dr. Sudhir Purohit		
Dr. Leena Jagawat		
Dr. Swati Agrawal		
Prof. Ketan Sutaria		
Prof. kajal Desai		
Dr. Nitin Godse		
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**EVENT REPORT PREPARED BY:** Dr. Swati Agrawal (IQAC Coordinator)  
**Verified & Submitted to:** Dr. D Henry (Director)