

Administrative and Technical Staff Development Program

Career Planning & Development for Effective Performance

The Academic and Administrative Development Centre (AADC) of the Association of Indian Universities and Shri Vaishnav Vidyapeeth Vishwavidyalaya (SVVV), Indore jointly organized an online Administrative and Technical Staff Development Program (ATSDP) on “Career Planning & Development for Effective Performance” from September 04-09, 2023. In this ATSDP, 38 participants registered. Eminent experts deliberated on different aspects like career planning, work culture and ethics, communication skills, time and activity management, wealth management, workplace conflict management, tools and technology, and cyber security in online mode in eight sessions.

The inaugural session began with lamp lightening and the worship of Goddess Saraswati, followed by the welcome of the guests. Dr. Anand Rajavat, Dean Academic, SVVV, and Nodal Officer AIU-SVVV-AADC, introduced this ATSDP and its objectives. He said that the purpose of this ATSDP is to provide a roadmap to the administrative and technical staff of higher education institutes for their career advancement and effective performance. He introduced different topics covered during this ATSDP by the eminent speakers. Dr. Upinder Dhar, Hon'ble Vice Chancellor, stated the significance of this ATSDP. In brief, he mentioned the purpose of career planning and how important is to make decisions for job enrichment with respect to job enlargement. The Chief Guest on the occasion, Prof. Manikrao M. Salunkhe, former President of the Association of Indian Universities (AIU) and former Vice Chancellor, Bharti Vidyapeeth, Pune, delivered the keynote address on “Challenges and Opportunities for Digitization in Universities (Higher Education)”. He highlighted the challenges in Global and Indian higher education, different accreditation organizations, and external quality assurance agencies. He elaborated on the Integrated University Management System and its importance for digitization in higher education. The inaugural session concluded with words of thanks by Mr. Anand Singh Gadwal, Coordinator, ATSDP.

The first session was conducted by Dr Upinder Dhar, Vice Chancellor, SVVV, Indore on the “Career Planning and Development”. He mentioned the purpose of career planning for an individual as well as organizational career planning. He also Discussed on seven types of organizational career planning programs. He also discussed how job enrichment is better than job enlargement. The next day morning on 5th September, the Second Session was conducted by Mr. Vinod Mahor, Scientist (E), RCI, DRDO, Hyderabad on “Cyber Security”. He mentioned Cyber Ethics and Cyber Law in India. He also talked about popular cyber frauds. He also elaborated 29 types of cyber-attacks, Bright IT and Dark IT (Dark Web), and secure browsing guidelines.

The third session on 05th September was taken by Prof. P. K. Chande, Chairman CS MIND at SGSITS, Indore, and Former Director SGSITS/MANIT/NMIMS on “Work Culture and Ethics”. He explained the difference between social culture and work culture. The Vision, Mission, and Values of an organization play a great role in its Work Culture and Ethics. He highlighted administrative staff imperatives and preparedness. The fourth session on 06 Sep morning was conducted by Dr. Nitin Tanted, Professor and HoD (Finance) at Prestige Institute

of Management and Research, Indore on “Wealth Management”. He introduced a stress-free financial life through money management. If we give purpose to our money then it helps us to achieve the target, stop procrastination, curtail over thinking, and increase work efficiency. Through examples, he explained on how to convert dreams into goals by applying SMART angle.

The Fifth Session on 06 September afternoon was conducted by Mr. Uday Moghe, Software Engineer at Amstech Incorporation Private Limited, Indore on “Tools and Technology”. He mentioned the purpose of technology is to go green. He emphasized that the major applications used in routine activities are MS Word and MS Excel. By example, he demonstrated the use of MS Word and MS Excel. He also explained the use of Google Drive applications such as Google Docs, Google Forms, and Google Sheets. The Sixth Session on 08 September morning was conducted by Dr. Santosh Dhar, Rector and Dean FDSR at SVVV, Indore on “Communication Skills”. She highlighted the importance of communication skills in an organizational context. She elaborated four functions of communication, verbal and non-verbal communication, importance of decoding and feedback in the communication process.

The Seventh Session on 08 September afternoon was conducted by Dr. George Thomas, Director at Shri Vaishnav Institute of Management, Indore on “Time and Activity Management”. He discussed how to manage time effectively. He mentioned the purpose of time management and its role in improving one's productivity. He also highlighted the 10 most effective time management principles. The Eighth session on 09 September morning was conducted by Dr. Ankur Saxena, DyPro Vice Chancellor, Dean of Planning Affairs, and Dean of Management, Medicaps University, Indore on “Workplace Conflict Management” .He explained types of conflict, sources of conflict, and how to handle the conflict in the work place through examples. Communication plays a major role other than defining roles and responsibilities, written manuals, feedback mechanisms, transparency, etc. in conflict management.

This ATSDP ended with the valedictory session on September 09, 2023. After welcoming guests, Dr. Pavan Kumar Gupta, Coordinator, ATSDP, AIU-SVVV-AADC, presented the report. The welcome address was delivered by Dr. Upinder Dhar, Hon’ble Vice Chancellor, SVVV. Feedback on the ATSDP was given by participants. Dr. Anand Rajavat, Dean Academics and Nodal Officer AIU-SVVV-AADC proposed the words of thanks. The session concluded with the National Anthem.