

ACTIVITY REPORT

Administrative Training Programme

2013-18



PRATIBHA INSTITUTE OF BUSINESS MANAGEMENT

**Activity Report
Administration Training Programme**

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Administration Training Programme

2013-14

TITLE OF ACTIVITY: Knowledge Enrichment Programme

DATE : 31/08/2013

VENUE : Pratibha Institute of Business Management Auditorium



OUTCOME OF ACTIVITY: It provides an insight into constructive theory of learning and enables the administration members to explore and use activities. It helps them to keep abreast of the latest in the field of doing administrative work. It strengthens their working capabilities and acquaints them with new ideas and developments and helps them gain more knowledge.

DESCRIPTION: The programme was started by giving tributes to goddess saraswati and felicitating the guest by the director of the institute. The Knowledge enrichment programmes was to complement regular college curriculum with additional contents, thereby increasing student motivation and fostering the students' social skills, learning strategies, independence, and self . The speaker urge the administrative staff to use alternative forms doing their work more efficiently, for example, dialogues with the students about their scholarships, DTE websites updates etc. They should also undertake various administrative courses from time to time to enhance their skills.

The programme ended with vote of thanks.

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TITLE OF ACTIVITY: Training on Tally

DATE : 15/09/2013

VENUE : Pratibha Institute of Business Management Auditorium

OUTCOME OF ACTIVITY: The training provides an insight into constructive theory of learning and enables the administration members to explore and use activities. It helps them to keep abreast of the latest in the field of doing administrative work. It strengthens their working capabilities and acquaints them with new ideas and developments and helps them gain more knowledge.

DESCRIPTION: The programme started with giving tribute to goddess saraswati and felicitating the guest of the session. The Session started with the introduction of Tally with its importance & features. Various concepts pertaining to formation of company & creation of different accounts under Tally was discussed in detail. A detailed lecture on accounts and voucher entries were discussed along with practice session on individual basis. Concepts of cost centre were discussed also in details. The areas related to taxation, which comprised of TDS, VAT. Entire workshop on Tally ERP was very informative, interactive and knowledgeable.

The programme ended with vote of thanks.

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TITLE OF ACTIVITY: Soft Skills for Administration Effectiveness

DATE : 22/09/2014 to 23/09/14

VENUE : Pratibha Institute of Business Management Auditorium,

OUTCOME OF ACTIVITY: The staff has enhanced the ability to communicate effectively with co-workers, employers, students.

DESCRIPTION: The programme started with giving tribute to goddess saraswati and felicitating the guest of the session. The training was arranged as the personal and professional effectiveness training is the best strategy to prosper and succeed in this era of technological advancements. The speaker stressed on the need of individuals and organizations must be prepared to develop and utilize new skills in order to keep up with the times. Soft skills represent a fundamental attribute that today's knowledge based economy is demanding of its employers, employees and businesses.

The second day the speaker stressed on the 5 skills which are in demand in the work place:

Communication skills

Ability to work in team

Problem solving skills

Leadership skills

Work ethic skills

He had also made the audience do activities which included above points.

The programme ended with vote of thanks.

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2014-15

TITLE OF ACTIVITY: Motivational Speech & Meditation Programme

DATE : 20/01/15

VENUE : Pratibha Institute of Business Management Auditorium



OUTCOME OF ACTIVITY: The session helps the participants in realizing that the **mindfulness** is the state of mental calmness achieved by focusing your awareness on the present moment and accepting your feelings, thoughts, and sensations.

DESCRIPTION: The programme was started by giving tributes to goddess saraswati and felicitating the guest by the director of the institute. The programme was started in the early calms of the morning. The session was taken by Ms. Bhavana Shah, an expert in the field of yoga and meditation. She highlighted the advantages of yoga in daily life over a long period. She also taught simple yogic kriya's which can be done every day. A 10 minutes meditation will help in concentration and will bring peace to the mind was the mantra she gave at the session.

The programme ended with vote of thanks.

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TITLE OF ACTIVITY: Statistics and SPSS

DATE : 07/03/2015

VENUE : Pratibha Institute of Business Management Auditorium



OUTCOME OF ACTIVITY: The faculty and staff members were able to understand the fundamentals of business analytics, data handling and related research issues. They are able to use SPSS software for empirical estimations.

DESCRIPTION: The programme was started by giving tributes to goddess saraswati and felicitating the guest by the director of the institute. The speaker has highlighted on the Identification of research problem, formulating objectives, Research design, Literature review, Measurement and scaling techniques, Sampling design and construction of Questionnaire from the view point of the class room teaching as well as on the prospect of writing research paper.

He has also provided the knowledge of Basic operations of SPSS which included Data import, Data entry, Handling missing values, Data Transformation and manipulation, Data sorting and

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editing. Data analytics helps in processing and analyzing the vast pool of raw data which is further used by the management educators and researchers to enrich class room teach and their research work.

The programme ended with vote of thanks.

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2015-16

TITLE OF ACTIVITY: Investor Awareness Programme

DATE : 15/10/2015

VENUE : Pratibha Institute of Business Management Auditorium



OUTCOME OF ACTIVITY: The faculty and staff members became aware about the various investment areas where they can put their money and enjoy good returns.

DESCRIPTION OF ACTIVITY: The programme was started by giving tributes to goddess saraswati and felicitating the guest by the director of the institute. The expert of the session highlighted that each investor has unique investment objectives that are affected by short- and long-term needs and requirements. Setting short term and long term objectives will help individual to determine how to best meet his financial goals. Along with it the risk and return appetite should also be considered while making investment. He gave the list of traditional and modern investment avenues.

The programme ended with vote of thanks.

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TITLE OF ACTIVITY: Effective Office Administration

DATE : 28/12 /15 to 29/12/15

VENUE : Pratibha Institute of Business Management Auditorium

OUTCOME OF ACTIVITY: The staff came to know about the changing role of the office support staff and the various methods to increase productivity in the office.

4. Manage and handle information for maximum results

5. Appreciate the use office communication tools and systems The faculty and staff members became aware about the various investment areas where they can put their money and enjoy good returns.

DESCRIPTION OF ACTIVITY: The programme started at 9.30 am with the lighting of the lamp and paying tribute to goddess sarawati. The speaker of the session emphasized on the following points:

- The role and functions of the office
- Fundamental & necessary skills of office staff
- Productivity and the administrator's evolving role
- Planning and improving work processes
- Matching organisational goals with administrative support goals
- Identifying improvement opportunities
- Managing information for office productivity
- The office as a centre of organisational excellence

The second day of the training programme highlights the office productivity which included the following points:

- Office productivity through effective task management
- Planning and scheduling of office work
- Increase your administrative effectiveness through organized methods & systems
- File and find information fast
- Dealing with information overload in the office
- Communicating positively for better results
- Working with people for positive results

The programme ended with vote of thanks by one the staff member and after that everybody enjoyed high tea.

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TITLE OF ACTIVITY: Stress and Time Management

DATE : 11/07/16

VENUE : Pratibha Institute of Business Management Auditorium

- **OUTCOME OF ACTIVITY:** The session has help the staff members in identifying the main sources of stress and how to apply effective techniques to overcome negative effects of stress.
- Enhance work performance using the positive energy of stress
- Prioritise work tasks and design 'to do' lists
- Achieve more with limited time

DESCRIPTION OF ACTIVITY: The programme started at 10.00 am with the lightning of the lamp and paying tribute to goddess Sarawati. The guest was felicitated by the direction of the institute. The speaker of the day highlighted the need of positive energy and how to enhance the work performance by using the positive energy of stress. To minimize the stress level it is necessary to prioritise work tasks and design "to do" list. He has also demonstrated various activities which showed to achieve more with limited time.

The programme ended with vote of thanks.

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Administration Training Programme

TITLE OF ACTIVITY: Advanced Computer Training Programme

DATE : 21/12/16

VENUE : Pratibha Institute of Business Management Auditorium

OUTCOME OF ACTIVITY: The training programme provided comprehensive knowledge of Microsoft Office, PowerPoint, and Outlook, Tally and excels which helped the staff to use the above tools more efficiently.

DESCRIPTION OF ACTIVITY: The programme started at 10.Am with lightning of lamp and offering tributes to goddess Saraswati. The guest was felicitated by the director of the institute. The speaker of the day emphasizes the need of having strong knowledge and experience of various computer applications as it is an important requirement for employers, as office administration workers are often responsible for generating documents and reports, keeping business records and maintaining databases. After the lunch session the expert has taken all the participants to the computer laboratory also to have a hand on experience to them. There the participants were able to clarify their doubts as they were having the on hand experience.

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Administration Training Programme

TITLE OF ACTIVITY: Modern Office Management

DATE : 25/04/17

VENUE : Pratibha Institute of Business Management Auditorium

OUTCOME OF ACTIVITY: After the training programme the staff members were confident to handle multiple projects and assignments and to manage crises and difficult situations.

DESCRIPTION OF ACTIVITY: The programme started at its schedule time of 10.00 am with lighting of lamp. The director of the institute Dr. A.K. Lal felicitated the guest with the beautiful flowers. The speaker of the programme highlighted the various techniques of getting the best out of people including the boss. He also threw light on the practical techniques of getting jobs done in less time and how to plan and organize work to do it in minimum time.

He provided a tool of using 80/20 rule to identify important tasks and giving emphasis on each job according to it only. In the modern office the formal and informal channels of communication has to be used to achieve the desired results.

The programme ended with a vote of thanks after which everybody enjoyed light snacks with tea.

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TITLE OF ACTIVITY: Personality Development

DATE : 07/09/17

VENUE : Pratibha Institute of Business Management Auditorium

OUTCOME OF ACTIVITY: After the training programme the staff members became aware of the niche of handling difficult situations with grace, style, and professionalism. Projecting were confident to handle multiple projects and assignments and to manage crises and difficult situations.

DESCRIPTION OF ACTIVITY: The programme started at its schedule time of 10.00 am with lightning of lamp. The director of the institute Dr. A.K. Lal felicitated the guest with the beautiful flowers. The speaker of the day emphasis on the following points:

- Power Dressing: Wardrobe Etiquette
- Grooming for Success
 - Body Language, Poise, and Eye Contact
 - Pronunciation, Voice Modulation, and Diction
 - Self-Esteem and Confidence
 - Assertive Behaviour

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- Handling difficult situations with grace, style, and professionalism
- Developing and maintaining a positive attitude and being assertive
- Mastering Cross Cultural Etiquette

The programme ended with vote of thanks.



A handwritten signature in blue ink, appearing to read "Dr. A.K. Lal".

Dr. A.K. Lal
Director -PIBM

Brigadier (Dr) A. K. Lal,
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