

A day training programme for non teaching staff of IET under IQAC activities

IQAC. Internal Quality Assurance Cell (IQAC), IET-DAVV is established by DAVV with the objectives (1) To ensure continuous improvement in the entire operations of the IET and (2) To ensure stakeholders connected with higher Education, namely parents, teachers, staff, would be employers, funding agencies and society in general, of its own quality and probity.

At IET, the IQAC was established on 15th Dec 2008 & Dr Nagendra Sohani is the Co-ordinator since its establishment.

Under IQAC (IET-DAVV) activities, the Institute has organized one day programme for the training of its office staff (non teaching). The event was organized on 13th of June 2015, Saturday between 11 am to 1 pm at M-106, M Block of the Institute. The objective of the proposed training programme / expert lecture was to enhance the knowledge of the staff on the following aspects:

- 1 To enrich them with office working pattern and procedure
- 2 To encourage the concept of Office Automation / use of different software, etc
- 3 To provide them the knowledge how to deal with / to operate various government websites, as per prevailing practices.
- 4 To expose them with latest concepts of office working procedures.
- 5 Their concept clarification, etc

The programme was presided by Dr Sanjiv Tokekar Director (IET-DAVV) and co-ordinated by Dr Nagendra Sohani, IQAC Coordinator, IET-DAVV. Mr Sohel Pervaze and his team organized the event. Mr Mukesh Gupta hold the responsibility of spoke person on the stage.

In the beginning, Dr Sanjiv Tokekar, Director, IET-DAVV welcomed the guests The training programme was included lecturers by experts by (1) Sh R D Musalgaonkar, Registrar, DAVV and (2) Dr Anil Kumar Sharma, Dy Registrar (Estb), DAVV. Both experts delivered their lectures and enlighten the clerical staff how to perform their working and duties in a correct manner.

The lecturers were vivid enough to make the staff lend ears to both the speakers for the entire duration of the programme. The speakers illustrated the administrative and technical concepts of the office working pattern and procedures at this Institute as well as this University. The event was witnessed with an audience of 40 staff members. The staff received certificate of participation for the training programme.

At the end Dr Nagendra Sohani, IQAC Coordinator pay a vote of thanks to the Director, Guest lecturers, organizing team and all staff members to make this event possible and successful.

DEVI AHILYA VISHWAVIDYALAYA, INDORE

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Institute of Engineering & Technology

INTERNAL QUALITY ASSURANCE CELL (IQAC)

One Day Training Programme on

**"Working Pattern and Procedure Training for
Office Staff of IET"**

Date: 13.06.2015 (Saturday)

Time: 11:00 AM to 01:00 PM

Venue : M 106, M Block, IET-DAVV, Khandwa Road, Indore

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Decorative floral arrangements on the table.

Red and black striped carpet.

Man in white shirt taking a photo.

Five men seated at a table, listening to the speaker.

Green chalkboard.

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Engineering & Technology
QUALITY ASSURANCE CELL (IQAC)

Training Programme on
and Procedure Training for
Staff of IET"

Date: 13.06.2015
Time: 11:00 AM to 01:00 PM
Block, IET-DAVV, Khandwa Road, Indore



One Day
"Working Pattern and Process"
Office Staff of IET"

Date: 13.06.2015 (Saturday)
Time: 11:00 AM to 01:00 PM
Venue : M 106, M Block, IET-DAVV, Khandwa Road, Indore


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Institute of Engineering & Technology
INTERNAL QUALITY ASSURANCE CELL (IQAC)
One Day Training Programme on
"Working Pattern and Procedure Training for
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Date: 13.06.2015 (Saturday)
Time: 09:00 AM to 01:00 PM
Venue: M 106, Block, IET-DAVV, Khandwa Road, Indore







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