Day	Morning Session			Afternoon Session	
	9:30 am to 10:00 am	**B r e a k**	**10:15 am to 12:00 pm**	**12:30 pm to 2:00 pm**	**2:00 pm to 3:45 pm**
Monday 05/01/2026	*Inaugural & Keynote* *Welcome, FDP objectives*	**B r e a k**	**Institutional Vision, Quality Framework, and NAAC/NBA Compliance Excellence** NAAC/NBA Basics, *Role of supporting faculty in NAAC/NBA, IQAC Role* *Supporting faculty in data preparation, maintaining evidence, importance of documentation* ***Speaker: Dr. T. Rajani Mangala, Professor, VESIT***	**Software Tools Training** *Training on Software Tools for Document Handling* *Software Tools :-* *MS-office , Pdf editing , Canva* ***Speaker: Mr. Vikas Tripathi, Academic Manager, G-Tec Jain Keerti Education***	**Hands-on Practice Lab** Training on softwares/tools required in Exam/Lab Management. **Software: Khushi** ***Speaker: Mr. Kiran Shah,*** Proprietor, *Khushi Softwares*
Tuesday 06/01/2026	*Effective Lab Management* *Lab readiness (Hardware/software), Indent calibration basics, waste disposal, Lab manual handling / maintaining, CCTV records etc* ***Speaker:- Dr. Rajan Kalamkar, Associate Professor , VESCOP***	**B r e a k**		**Efficient File & Record Management** *File indexing, physical & digital filing, Inventory handling,AMC records (Bin cards, stock registers), Uploading documents* ***Speaker: Dr. Ramesh Solanki, Asst. Professor, VESIT***	**IT Troubleshooting, Equipment Handling & Maintenance Best Practices** *Includes common IT issues, data backup, password, multi factor authentication,, phishing awareness, preventive maintenance, and equipment lifecycle management* *Tools Charts, Display units* ***Speaker: Mr. Balasubramanian, Sr. Lab Assistant, VESIT***
Wednesday 07/01/2026	*Google Workspace for Smart Work* *Tools : Google Forms, Excel Sheets, Drive, Calendar for smooth operations* *Sorting, filtering, basic formulas, mail merge, student data management.(Mentor-Mentee records, Internship records, Transcripts data handling)* ***Speaker: Mr. Vikas Tripathi, Academic Manager, G-Tec Jain Keerti Education***	**B r e a k**		*ERP Software Training* *Tools : Training on ERP modules for effective Timetable Lab, Exam Management. Leave Management* ***Speaker: - Mr. Mayur Parate, Sr. Software Developer, Mastersoft ERP Solution Pvt. Ltd***	
Thursday 08/01/2026	**Roles, Responsibilities, Ethics & Sustainability Practices** *Duties of lab & admin staff, accountability, work ethics, Energy saving, waste segregation, e-waste disposal* ***Speaker: Dr. Vaishali Ghadyalji, Asst. Professor, K. J. Somaiya College***	**B r e a k**		*Effective Communication & Email Etiquette* *Professional communication, phone/email manners, Behaviour management* ***Speaker: Dr. Sushil Dhuldhar, Asst. Professor, VESIT***	*Conflict Resolution , Positive Attitude & stress management* *Handling student/faculty/parent queries on real time basis,, peer conflicts, work life balance, prioritization tools,meditation* ***Speaker: Dr. Pooja Kundu, Asst. Professor, VESIT***
Friday 09/01/2026	***Presentations: "One improvement I'll implement in my lab/office"***			***Valedictory, feedback & Certificate Distribution*** ***Feedback collection, recognition of active participants, Takeaways***	

ABOUT US

Vivekanand Education Society's Institute of Technology (VESIT), established in 1984, is one of the most premium institutions for engineering affiliated to the University of Mumbai. VESIT has been practicing innovative teaching practices to attain its mission of being committed to excellence in technological education, research and training, use of contemporary participant-centric pedagogies and teaching methods and establishing a presence in emerging segments of technological education.

VESIT has earned NBA accreditation twice in ten years, ranked in the 26–50 band in ARIIA 2019, and secured the first rank in Maharashtra for three consecutive years in the EducationWorld rankings. It was recognized as Asia's Fastest Growing Institute by WCRC and listed among India's top ten institutes by The Excelligent.

VISION

- To create a vibrant knowledge-oriented environment with innovative teaching practices and to inculcate tradition of socially conscious application of technology.

MISSION

- To inculcate culture of value based education.
- To enthuse students to develop in an ambient environment of caring and of sharing information.
- To enable students to work towards excellence in their chosen fields with professional bent of mind

VIVEKANAND EDUCATION SOCIETY'S INSTITUTE OF TECHNOLOGY

AUTONOMOUS INSTITUTE AFFILIATED
TO UNIVERSITY OF MUMBAI

NAAC ACCREDITED "A" GRADE

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- **Shri. B. L. Boolani, Managing Trustee, VESIT**
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- **Dr. (Mrs.) M. Vijayalakshmi, Vice Principal, VESIT**

CONVENERS

- **Dr. Nupur Giri, IQAC Coordinator, HOD&Professor, CMPN, VESIT**
- **Dr. Gresha Bhatia, Professor, Deputy Head, CMPN, VESIT**
- **Dr. Keya Doshi, Assistant Professor, H&AS, VESIT**

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PRESENTS

ONE WEEK
SHORT TERM TRAINING PROGRAM

IN ASSOCIATION WITH VESIT-IQAC

IN OFFLINE MODE ON

5 Day STTP on Empowering Support Staff for Professional Development & Effective Administration

IQAC EVENT ID: VESIT_2025_26_UID-0199

5th January 2026 - 9th January 2026

COORDINATORS

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VENUE

HASHU ADVANI MEMORIAL COMPLEX, COLLECTOR COLONY, CHEMBUR, MUMBAI, MAHARASHTRA 400074

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ABOUT PROGRAMME

This five-day STTP is designed to help support staff strengthen their day-to-day work skills and contribute more effectively to the institution. The program focuses on improving communication, teamwork, office management, and basic digital skills. It also guides staff on how to maintain accurate records, follow processes, and support faculty and students smoothly. By building confidence and efficiency, the training helps create a more organized, reliable, and quality-focused administrative environment. Overall, it empowers support staff to handle responsibilities better and deliver stronger operational support that enhances the institution's educational ecosystem.

PROGRAM OBJECTIVES

- To enhance the administrative skills and professional efficiency of support staff.
- To improve communication, teamwork, and service-oriented behaviour.
- To strengthen record-keeping, documentation, and workflow management practices.
- To build confidence in using basic digital tools and technology for daily tasks.
- To promote a quality-focused mindset aligned with institutional standards.
- To enable staff to support faculty, students, and administrative processes more effectively.
- To foster a disciplined, organized, and responsive work environment.

PROGRAM OUTCOMES

- Support staff will be able to manage daily administrative tasks more confidently and efficiently.
- Participants will be able to demonstrate improved communication and teamwork in handling institutional work.
- Staff will be able to apply better record-keeping and documentation practices in their departments.
- Participants will be able to use basic digital tools and software required for routine operations.
- Staff will be able to show increased awareness of quality standards and institutional expectations.
- Participants will be able to contribute to smoother workflows, faster service, and better support to faculty and students.

ORGANISING COMMITTEE

- Mrs. Archana Sanap, Sr. Lab Assistant, CMPN, VESIT
- Mrs. Kalpana Zemse, Sr. Lab Assistant, MCA, VESIT
- Mrs. Sangita Bhalerao, Sr. Lab Assistant, AURO, VESIT

RESOURCE PERSON

- Mr. Mayur Parate, Senior Software Developer, Mastersoft ERP Solution Pvt. Ltd.
- Mr. Vikas Tripathi, Academic Manager, G-Tec Jain Keerti Education
- Mr. Kiran Shah, Proprietor, Khushi Softwares.
- Dr. Vaishali Ghadyalji, Assistant Professor, K. J. Somaiya College
- Dr. Rajan Kalamkar, Associate Professor, VESCOP
- Dr. T. Rajani Mangala, Professor, VESIT
- Dr. Ramesh Solanki, Assistant Professor, VESIT
- Dr. Sushil Dhuldhar, Assistant Professor, VESIT
- Dr. Pooja Kundu, Assistant Professor, VESIT
- Mr. Balasubramanian, Senior Lab Assistant, VESIT

PARTICIPANT GUIDELINES

- There is no registration fee for this STTP.
- Participants must register through the LINK
- Support staff from the institution, as well as participants from other educational and administrative units (as permitted), are eligible to attend this program.
- A maximum of 50 participants will be admitted on a first-come, first-served basis.
- Selected participants will receive a confirmation email at the address used during registration.
- Certificates will be issued to participants who maintain at least 80% attendance and successfully complete the assessment with a minimum score of 60% at the end of the program.

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