

Administrative and Technical Staff Development Program

On

“Career Planning & Development for Effective Performance”

Under the aegis of

**Association of Indian Universities - Shri Vaishnav Vidyapeeth
Vishwavidyalaya**

Academic and Administrative Development Centre

(AIU-SVVV-AADC)

Date: 04.09.2023-09.09.2023

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 4th to 9th September 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. (Dr.) 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 Prof. (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 workplace 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.

Glimpses of the event:

This screenshot shows a Google Meet interface during a presentation. The main window displays a slide titled "Global Challenges in Higher Education" with the following content:

- Escalating market pressures
- Increasing unfunded mandates
- Declining public support
- Intensifying legislative oversight
- Accelerating pace of change
- Global competition

The presenter, Manikrao Salunkhe, is visible in a small video window. A list of participants is shown on the right, including Gyanesh Savita, Head_IT SVVV, INDORE, Jain shruti, Jaykumar Sharma, Jeevan prabha, Jitendra Karadia, and Kamlesh Verma. The bottom status bar indicates the time is 11:59 AM and the meeting ID is fgq-qmoa-pjn.

This screenshot shows a Google Meet interface during a session titled "Career Planning & Development". The main window displays a grid of participants, including Pavan Gupta, Anand Gadwal, Ankit Rathore, Khushbu Shrivastava, Sanjula Yadav, Khushbu Shrivastava, Varsha Pathak, Dr. Raksha Chaudhary, Mr. Abhishek Kumar, Eash Sharma, Director SVIT, Manish Garhwal, Amit Singh Gehlot, Head_IT SVVV, Shadab Sheikh, Manikrao Salunkhe, Brijesh K. Rai, Sunny Bagga, manglaesh chand, Mr. Abhishek Kumar, Ranu Jhala, Director SVIT, Kamlesh Verma, Ashish Dhar, NITIN GOUD, Kapil Penchori, Anoop Vyas, Nareesh Sharma, ramnath yadav, Ashish Tripathi, Mr. Shyam Sundar, Deepak Agrawal, Antra Solanki, Kirti Katiyar, Jain shruti, Gheesalal Dan, Gyanesh Savita, 13 others, and Webinar SVVV. A list of contributors is shown on the right, including Webinar SVVV (You), Meeting host, Amit Singh Gehlot, Anand Gadwal, Ankit Rathore, Anoop Vyas, Antra Solanki, and Ashish Tripathi. The bottom status bar indicates the time is 11:44 AM and the meeting ID is Career Planning & Development. A notification at the bottom center states "Tracking Started 23 min 18s ago Click To Generate Report".

Google Account | Inbox (1) - pavangupta@svvv.edu.in | Meet - fgq-qmoa-pjn | Rotary

meet.google.com/fgq-qmoa-pjn

Booking.com

Upinder Dhar (Presenting)

Types of Career Programs

Research suggests that organizational career planning programs fit into seven general categories:

- Career Pathing
- Career Counseling

Upinder Dhar (10)

3:07 PM | fgq-qmoa-pjn

Participants: Upinder Dhar, NITIN GOUD, Registrar SVVV, Antra Solanki, manglesh chapo..., Khushbu Shriv..., Head IT SVVV, 33 others, Pavan Gupta

Windows taskbar: Type here to search, 31°C, 15:07, 04-09-2023

Firewall Authentication Keepalive | Invitation- Join Inaugural sessio... | Meet - fgq-qmoa-pjn | (No new emails) - pawan_gupta... |

https://meet.google.com/fgq-qmoa-pjn

vinod mahor (Presenting)

INFO SECURITY SURVEY

- Information Security is "Organizational Problem" rather than "IT Problem"
- More than 70% of Threats are Internal
- More than 60% culprits are First Time Fraudsters
- Biggest Risk : People
- Biggest Asset : People
- Social Engineering is major threat
- More than 2/3rd express their inability to determine —Whether my systems are currently compromised?!!

vinod mahor

Participants: Sanjulata Yadav, Anand Gadwal, Webinar SVVV, 27 others, Pavan Gupta

12:05 PM | fgq-qmoa-pjn

Windows taskbar: Type here to search, 29°C, 12:05, 05-09-2023

