

**Report of Staff Training Programme
Organized by
Internal Quality Assurance Cell (IQAC)
&
Career Counseling and Development Centre (CCDC)
Saurashtra University, Rajkot
Venue of Training Programme : CCDC, Saurashtra University
Dates & Time : 17-09-2018 to 22-09-2018 (16 pm to 18 pm)
Number of Participants : 47 (Non Teaching/Administrative)**

The Internal Quality Assurance Cell (IQAC) & Career Counseling and Development Centre (CCDC) jointly organized five days staff training programme during 17th September 2018 to 22nd September 2018. The purpose of this training programme was to cope-up with prevailing opportunity and challenges of the HEI, an organization needs to be equipped with well qualified and trained personnel. The training programme was organized in such a way to train employees in line with the organizational objectives and mission.

The said Staff Training Programme (STP) was conducted in context to enhance professional qualities of university administrative employees. In five days, every day there was talk by experts on topics of Information & Communication Technology, Quality in Administration, Ease of Administration, Right of Information Act, Office Administrative Procedure and Communication Skills. The programme was such a designed which includes day to day office procedure skills, time saving transparent communications, use of latest technology in administration, how to deal with Right of Information Act (RTI) etc. After successful completion of STP, participation certificates were provided and also the feedback of programme was taken.

In inauguration of STP, Hon. Vice Chancellor of University Prof. N. R. Dave, IQAC Director Prof. G.C.Bhimani, IQAC coordinator Prof. Alok Chakrawal, Registrar Dr. Dhiren Pandya, CCDC coordinator Prof. Nikesh Shah were remained present and motivated participants of training Programme. The experts Dr. N.V.Jobanputra, Prof. G.C.Bhimani, Dr. D.D.Pandya, Mr. S.D.Sagparia, Mrs. L.Y.Gandhi and Dr. D.H.Ahir delivered very informative and fruitful talk in STP.











