

Report on the "Professional Development Programme for Administrative Staff"

Date: 18th June 2020 to 20th June 2020

Location: Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, Maharashtra, INDIA

Organized by: UGC-HRDC, Dr. BAMU

Participants: Over 45 administrative staff from various University Administrative Sections

Introduction

From June 18th to June 20th, 2020, Dr. Babasaheb Ambedkar Marathwada University, through its UGC-HRDC, organized a "Professional Development Programme for Administrative Staff." This three-day event saw active participation from over 45 administrative staff members representing various sections of the university. The program aimed to explore the intersection of personal values and professional responsibilities, providing participants with the skills and knowledge necessary to enhance their professional capabilities while adhering to ethical standards.

Objectives

The primary objectives of the programme were:

1. To enhance the professional skills of administrative staff.
 2. To foster a deeper understanding of the role of ethics in professional settings.
 3. To equip participants with practical tools for balancing personal values with professional responsibilities.
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Programme Overview

Day 1: Opening Ceremony and Keynote Address

The programme began with an opening ceremony, where coordinator delivered a welcome address, highlighting the importance of professional development and ethical conduct in administrative roles.

The keynote address was delivered by Keynote Speaker, an expert in administrative ethics. The keynote speaker discussed the fundamentals of professional ethics and the importance of maintaining integrity in administrative functions.



Day 2: Workshops and Interactive Sessions

The second day featured a series of workshops and interactive sessions. Participants were divided into groups and engaged in various activities designed to improve their problem-solving and decision-making skills. These workshops included:

- Ethical Decision-Making in Administration
- Conflict Resolution and Communication Skills
- Time Management and Efficiency

Day 3: Panel Discussions and Closing Ceremony

The final day included panel discussions with experienced administrative professionals and ethics experts. The panelists shared their experiences and strategies for effectively managing ethical dilemmas in the workplace. This was followed by a Q&A session where participants could seek advice on specific issues they faced.

The programme concluded with a closing ceremony, where coordinator summarized the key insights from the sessions and encouraged participants to implement what they had learned in their daily professional activities.

Feedback and Reflections

Participants provided positive feedback on the programme, appreciating the opportunity to develop both their professional skills and ethical awareness. Many noted the relevance of the sessions to their daily work and expressed a desire for more such programmes in the future.

Conclusion

The "Professional Development Programme for Administrative Staff" successfully achieved its objectives, providing valuable training and insights to the participants. By focusing on the intersection of personal values and professional responsibilities, the programme helped to foster a culture of ethical integrity and professional excellence within the university's administrative staff.

Dr. Babasaheb Ambedkar Marathwada University, through UGC-HRDC, remains committed to supporting the continuous professional development of its staff, ensuring they are well-equipped to meet the challenges of their roles with competence and integrity.




Registrar,
Dr. Babasaheb Ambedkar
Marathwada University,



**Dr. Babasaheb Ambedkar Marathwada University,
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Certificate

This is to certify that Shri. Ashish Ashok Wadodkar, Section Officer, Pro-Vice Chancellor Office, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad has attended and actively participated in "Professional Development Programme for Administrative Staff (ICT)" organized by this UGC-Human Resource Development Centre from 18th June, 2020 to 20th June, 2020.


Professor N. N. Bandela
Director


Professor Jashree Suryawanshi
Registrar &
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Dr. M. A. Raffey
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Certificate

This is to certify that Shri. Jay Marutirao Deshmare, House Manager, Estate Section, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad has attended and actively participated in "Professional Development Programme for Administrative Staff (ICT)" organized by this UGC-Human Resource Development Centre from 18th June, 2020 to 20th June, 2020.

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