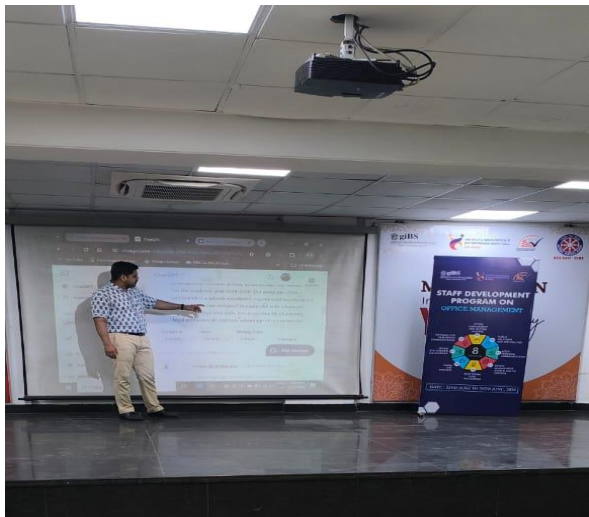


SDP ON OFFICE MANAGEMENT

24TH TO 27TH JUNE 2024



GIBS organized a Staff Development Program from 24th - 27th June 2024 on the topic “**OFFICE MANAGEMENT**”. This program was designed to promote the use of technology in streamlining administrative processes and to increase the overall efficiency and productivity of administrative staff. This SDP aims to provide comprehensive training in areas of public office management, work simplification, Interpersonal Communications, Electronic Data Processing, Office management System & its control, Filing & Indexing, and Introduction to Business Communications.

Day – 1

Session -1: Introduction to Office Management & Record Keeping

On day 1 i.e. 24th June 2024, Prof. (Dr.) Vikas Nath, Director, GIBS equipped employees with essential skills in organizing office operations, maintaining accurate records, and improving overall efficiency. Participants learnt best practices for document management, data protection, and streamlining administrative processes.

Session -2: Indexing & Filing System

2nd Session of 24th June 2024 was taken by Prof. (Dr.) Urvesh Chaudhary, Professor, GIBS who has extensive experience in handling the team of IQAC. She lead the staff in learning and gaining knowledge on indexing & filing system required to maintain records and documents.

Day -2

Session -1 Intrapersonal Communication

On day 2 i.e. 25th June 2024, Prof. (Dr.) Suman Dahiya Professor, GIBS, took an interesting session where staff learnt the importance of words and vocabulary and communicating effectively in professional and personal life.

Session -2: Office Management System & its Control

Ms. Geeta Khari, Asst Prof at GIBS, took a hands-on session on Office Management System & its control. This practical session enhanced the administrative efficiency of the staff through effective

management systems. The session covered techniques for monitoring office operations, implementing control measures, and ensuring optimal workflow, ultimately improving productivity and organizational performance.

Day -3

Session – 1: Introduction to Business Communication

Dr. Anjali Gupta, Asst Prof at GIBS took this session where she targeted the communication gap that is felt in formal and informal activities. She covered effective verbal and written communication, active listening, and professional etiquette, aiming to improve internal and external business interactions for greater organizational success.

Session -2: Public Relations, Job Analysis, Description & Specifications, and Work Simplification

Session 2 of SDP was taken by Ms. Ashima Wadhwa, Associate Professor, GIBS where she covered Public Relations, Job Analysis, Descriptions & Specifications, and Work Simplification to enhance efficiency, clarity in roles, and effective communication.

Day -4

Session – 1: Office Stationeries & Supplies

The first session on the 4th day of SDP was led by Mr. Tej Prakash. The topic was aligned with logistics, operations & supplies required by staff, and how to manage, stock, and keep a record of the same.

Session -2: Electronic Data Processing

The last topic of SDP was on the topic "Electronic Data Processing" presented by Dr. Jasjeet Singh, Assistant Professor, GIBS. The topic enlightened on recording the data, tracking the data with ease, and creating a single directory for all the files. This will ease the work of staff & make them more productive. Also creating documents with the help of AI tools was the highlight of the session.

STAFF DEVELOPMENT PROGRAM ON OFFICE MANAGEMENT (24/6/2024 to 27/6/2024)			
DAY/DATE	TIME	TOPIC	FACULTY
Monday (24/6/2024)	2:45 PM–3:45 PM	Introduction to Office Management & Record Keeping	Dr. Vikas Nath
	3:45 PM–4:45 PM	Filing & Indexing	Dr. Urvesh Chaudhary
Tuesday (25/6/2024)	2:45 PM–3:45 PM	Inter Personal Communications	Prof. Suman Dahiya
	3:45 PM–4:45 PM	Office Management System & its Control	Ms. Geeta Khari
Wednesday (26/6/2024)	2:45 PM–3:45 PM	Introduction to Business Communication	Dr. Anjali Gupta
	3:45 PM–4:45PM	Public Relations, Job Analysis, Description & Specifications, Work Simplification	Ms. Ashima Wadhwa
Thursday (27/06/2024)	2:45 PM–3:45PM	Office Stationeries & Supplies	Mr. Tej Parkash
	3:45 PM–4:45PM	Electronic Data Processing	Dr. Jasjeet Singh

FLYER OF THE EVENT



TYPE OF EVENT	SDP
VENUE	Room Number – 312
TIME & DURATION	02:45 AM to 04:45 PM
CONDUCTED BY	GIBS
ORGANISED FOR	All Non-Teaching Staff Member
NAME OF THE COORDINATOR	Ms. Ashima Wadhwa & Dr. Jasjeet Singh
ATTENDANCE	24
RESOURCE PERSON	Prof. (Dr.) Vikas Nath, Prof. (Dr.) Urvesh Choudhary, Prof. (Dr.) Suman Dahiya, Ms. Gita Khari, Dr. Anjali Gupta, Ms. Ashima Wadhwa, Mr. Tej Prakash, Dr. Jasjeet Singh

<p>OBJECTIVES OF THE EVENT</p>	<ol style="list-style-type: none"> 1. To provide employees with the latest knowledge and skills related to office management. 2. Train staff in best practices in record keeping, filing, and indexing. 3. To foster effective interpersonal communication and streamline office management systems. 4. Keep employees updated on the latest technological advancements and how to leverage them for improved office management.
<p>LEARNING OUTCOME</p>	<ol style="list-style-type: none"> 1. Participants gained a comprehensive understanding of office management, record keeping, and effective communication. 2. Participants learnt to organize tasks, files, and schedules more efficiently, leading to a more structured and orderly office environment. 3. They developed skills in filing, indexing, and managing office systems. 4. They have been equipped with knowledge in business communication, public relations, and electronic data processing.
<p>SHORT FALL DURING EVENT</p>	<p>No Short comings</p>
<p>LINK OF ONLINE VIDEO</p>	<p>https://youtu.be/aJ7Ib5CnjHo SDP day 4</p> <p>https://youtu.be/rZ_OZQgj0Ig SDP day 3</p> <p>https://youtu.be/QIDaqs3zKRs SDP day 2</p>

	https://youtu.be/lwxOVKytVMA SDP day 1
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PREPARED & SUBMITTED BY: DR. JASJEET SINGH, ASSISTANT PROFESSOR, GIBS