ACHARYA INSTITUTE OF TECHNOLOGY
Department of Business Administration

5 Days Staff Development Program on
Administrative Excellence and Digital Empowerment for Non-Teaching Staff

About the Program

- Designed to enhance administrative effectiveness, digital competency, and professional conduct of non-teaching staff at Acharya Institute of Technology.
- It focuses on institutional regulations, academic processes, and examination procedures.
- Covers digital tools such as Excel and AI applications for office and administrative use.
- Emphasizes effective communication and professional interaction with students and stakeholders.
- Aims to improve efficiency, accuracy, accountability, and service orientation in administrative functions.
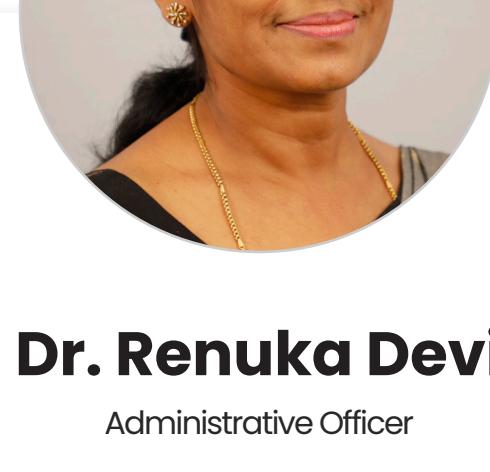- Supports smoother academic operations and stronger institutional governance.

19th to 23rd January 2026

Coordinator Prof. Arunmani C S, Assistant Professor – DBA
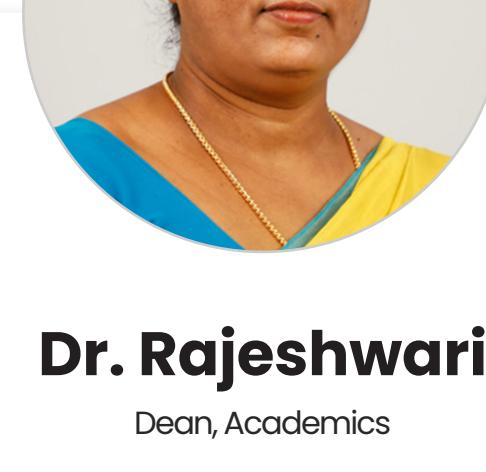
09:00 AM to 05:00 PM

Place MBA Seminar Hall, Acharya Campus

Speakers

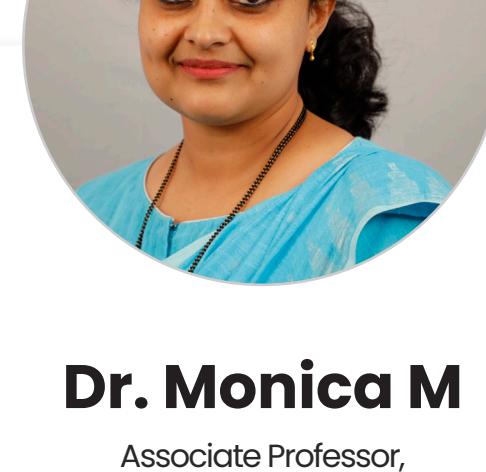**Dr. Renuka Devi**
Administrative Officer

Dr. Rajeshwari
Dean, Academics

Dr. Manjunath
Dean, Examination

Dr. Monica M
Associate Professor,
Department of Business Administration

Prof. Suhas Patel
Assistant Professor,
Department of Business Administration

Dr. Abhishek Venkateshwar
Associate Dean,
Faculty & Staff Development

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