

	EVENT COMPLETION REPORT	
	Training Programme on: "Record Keeping & Office Support Skills" for non teaching staffs /clerical staff	Date: 28/02/2026 Time: 11:00 AM to 12:00 PM
	Venue: VIPS Campus	

Organised by: Venkateshwar Institute of Paramedical Sciences

1. Introduction

Venkateshwar Institute of Paramedical Sciences organized a training programme for non-teaching (clerical) Staff on the topic **"Record Keeping & Office Support Skills"**. The training focused on enhancing administrative efficiency and strengthening documentation practices within the institute.

Clerical staff play a vital role in maintaining institutional records, managing office documentation, and ensuring smooth communication between departments. Recognizing the importance of systematic record maintenance and confidentiality, this programme was conducted to upgrade their professional skills and awareness in modern office practices.

2. Objectives

The main objectives of the training programme were:

- To improve basic file management skills among clerical staff.
- To create awareness regarding proper documentation and systematic record keeping.
- To emphasize the importance of confidentiality of official documents.
- To introduce staff to digital record awareness and electronic data handling.
- To enhance overall office efficiency and accountability.


Sumit Mathur


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3. Event Highlights

- The programme commenced with a welcome address by the administrative head of the institute.
- A detailed session was conducted on basic file management, including:
 - File indexing and numbering systems
 - Proper labeling and categorization
 - Safe storage practices
 - Retrieval techniques
- A session on confidentiality of documents covered:
 - Importance of maintaining privacy of student and institutional records
 - Handling sensitive documents responsibly
 - Ethical practices in office administration
- The digital record awareness session focused on:
 - Introduction to digital documentation
 - Safe use of computers and official email
 - Data backup and protection
 - Basic cyber security awareness
- Interactive discussions and practical examples were included to ensure better understanding.
- Staff members actively participated and clarified their doubts regarding daily office challenges.

4. Outcomes

The training programme resulted in:

- Improved understanding of systematic record maintenance.
- Enhanced awareness about confidentiality and data protection.
- Better knowledge of digital record handling and office software usage.
- Increased confidence among clerical staff in managing institutional documentation.
- Strengthened coordination and efficiency in administrative work.

5. Conclusion

The Training Programme on “**Record Keeping & Office Support Skills**” was successfully conducted at Venkateshwar Institute of Paramedical Sciences. The initiative proved to be highly beneficial for non-teaching staff by upgrading their administrative competencies and aligning their skills with modern office requirements.

Such training programmes contribute significantly to institutional growth by ensuring accuracy, transparency, and professionalism in record management practices.

6. Acknowledgements

The institute extends sincere gratitude to:

- The Management and Principal for their guidance and support.
- The resource person/trainer for delivering informative and practical sessions.
- All clerical staff members for their active participation and cooperation.
- The organizing committee for successfully coordinating the programme.


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(A Constituent Unit of Sai Tirupati University, approved under Section 2(f) of the UGC Act, 1956)

STU/VIPS/2026/149

DATE- 23/02/2026

CIRCULAR

Subject: Training programme on "record keeping & office support skills" for non-teaching (clerical) staff

This is to inform all concerned that the institute has organized a training programme on "record keeping & office support skills" exclusively for non-teaching (clerical) staff on 28 february. The training programme aims to enhance administrative efficiency and strengthen documentation practices within the institution. The key topics covered under this programme include:

- Basic file management
- Confidentiality of documents

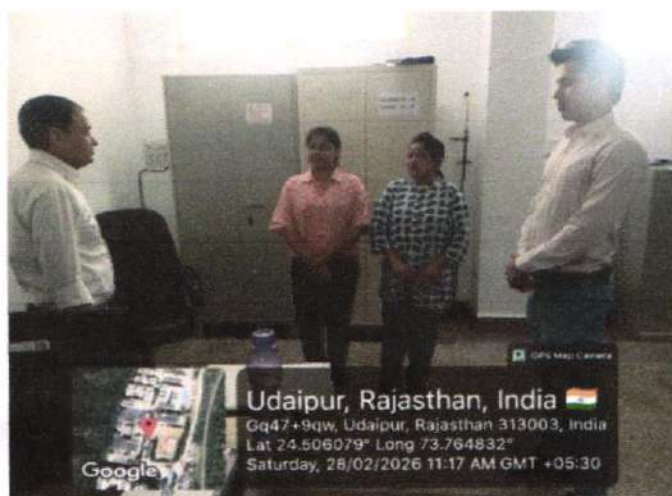
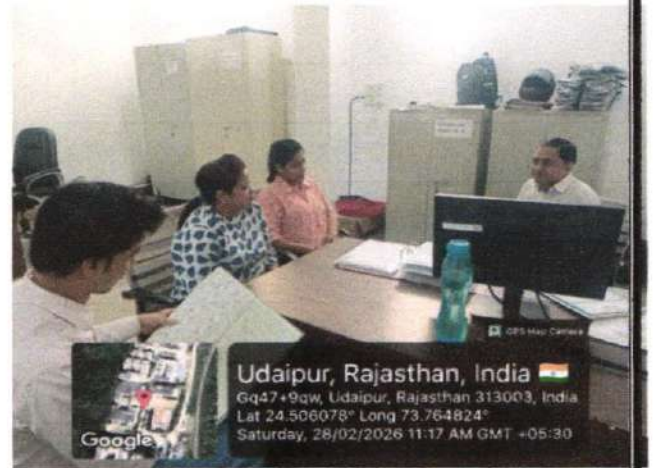
All clerical staff members are directed to attend the training programme as per the schedule provided by the administrative office. Attendance is mandatory. This initiative has been undertaken to improve office functioning, ensure transparency, and maintain high standards of institutional documentation.

Principal

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