



Event Name: Professionalism in Institutional Administration

**Date: 01st April, 2026
Time: 10:00 AM**

Venue: Venkateshwar College of Nursing, Umarda

Organized by: Venkateshwar College of Nursing, Umarda, Udaipur

Introduction

The Venkateshwar College of Nursing, Udaipur, issued a circular announcing a Skill Development Program focused on “Professionalism in Institutional Administration”. The program was organized for the administrative staff to enhance workplace standards and improve administrative efficiency.

Objective

The primary objective of the program was to instil professionalism in institutional administration by covering essential topics such as:

1. Professional ethics
2. Effective documentation
3. Institutional communication
4. Office management

The aim was to uplift the administrative practices and ensure a more efficient work environment.

Event Highlights.

- The session was designed as a skill-development workshop targeting administrative staff members.
- Experts delivered insights on ethical conduct, documentation techniques, communication strategies, and office management best practices.

Outcomes

The program resulted in:

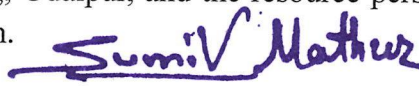
- Improved understanding of professional ethics among administrative personnel.
- Enhanced skills in documentation and communication within the institution.
- Better office management practices leading to increased administrative efficiency.
- An overall upliftment in workplace standards and professionalism.

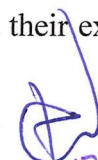
Conclusion

The Skill Development Program on Professionalism in Institutional Administration proved to be a valuable initiative for the administrative staff of Venkateshwar College of Nursing. It successfully addressed key aspects of institutional administration, thereby contributing to a more professional and efficient work environment.

Acknowledgement

The success of the program is attributed to the efforts of the principal and the administrative team of Venkateshwar College of Nursing, Udaipur, and the resource persons who shared their expertise on professionalism in administration.


**COORDINATOR
IQAC
SAI TIRUPATI UNIVERSITY
UDAIPUR**


**PRINCIPAL
VENKATESHWAR COLLEGE OF NURSING
UDAIPUR (RAJ.)**



Ref No: VCN/UDR/2026/175

Date:30/03/2026

Circular

Subject: Skill Development Program on Professionalism in institutional administration.

This is inform to all member of the administrative staff that skill development program scheduled to enhance our work place standard and administrative efficiency.

The session will focus on professionalism in institutional administration covering essential topics such as professional ethics, effective documentation, institutional communication and office management.

Topic : Professionalism in Institutional Administration

Date : 01/04/2026

Venue: Seminar Hall VCON


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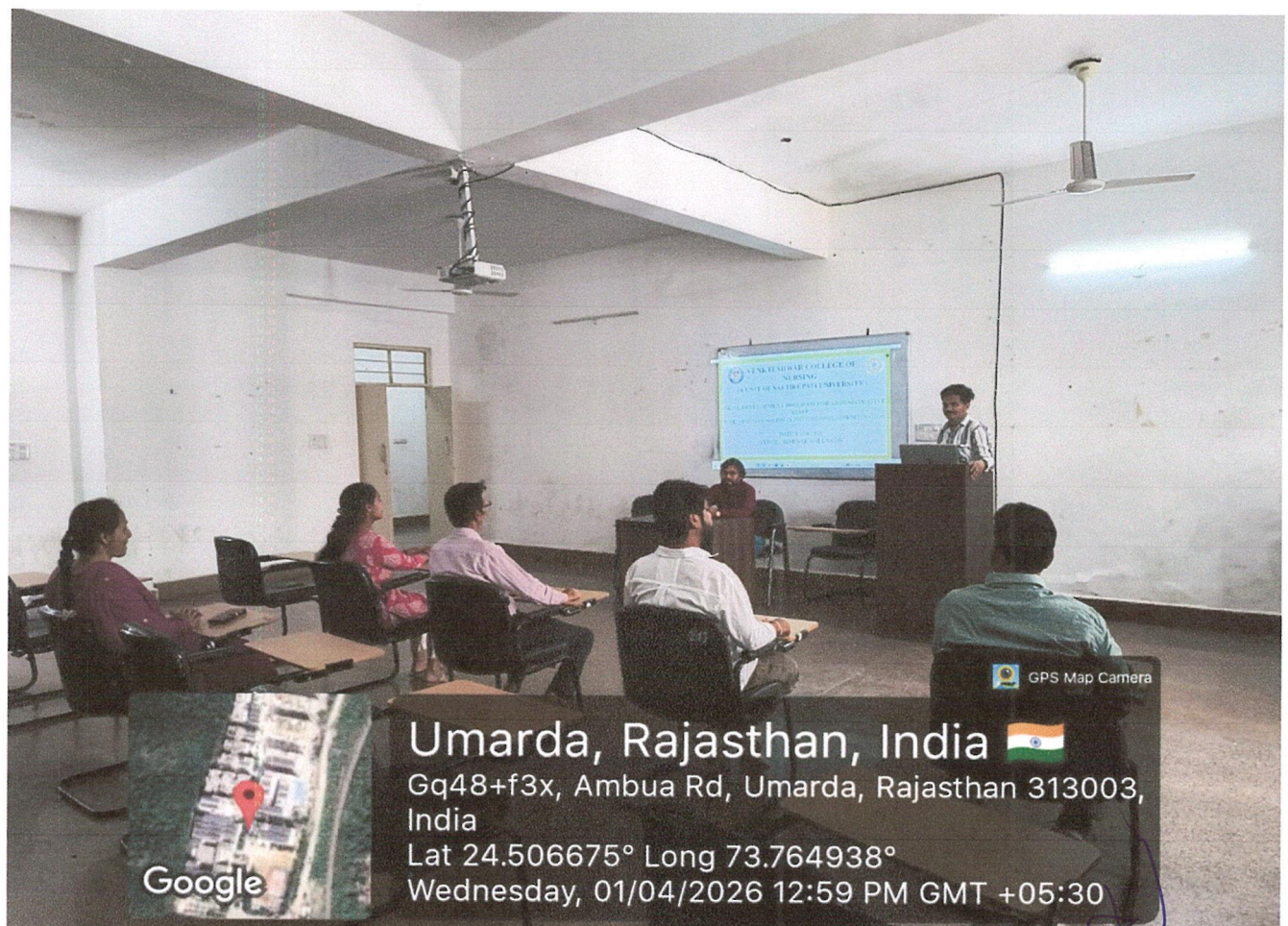
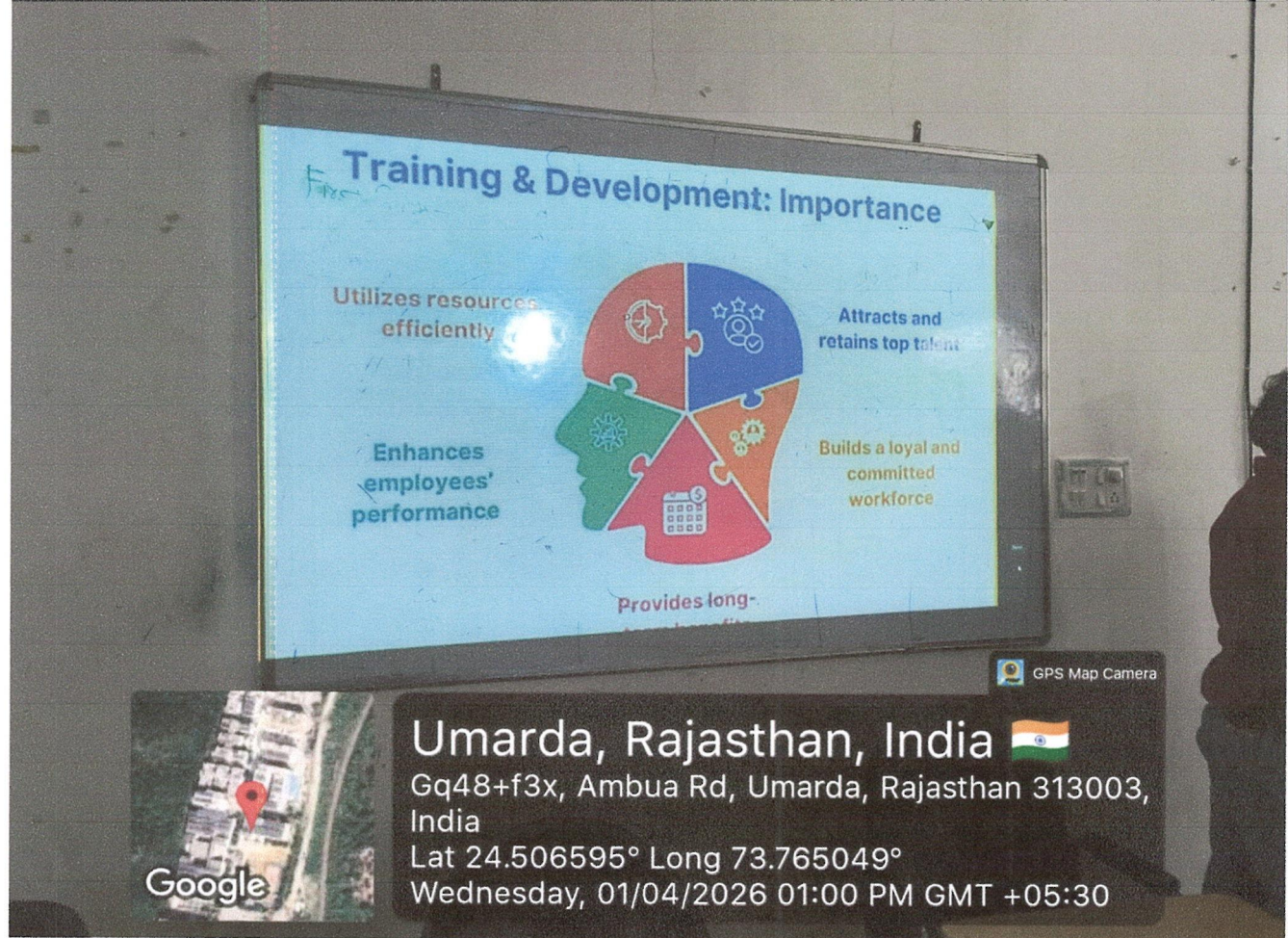
Administration

TIME: _____

STAFF ATTENDANCE

[illegible]

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VENKTESHWAR COLLEGE OF NURSING
UDAIPUR (RAJ.)
Authorized signatory



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UDAIPUR (RAJ.)



Umarda, Rajasthan, India 🇮🇳

Gq48+f3x, Ambua Rd, Umarda, Rajasthan 313003, India

Lat 24.506679° Long 73.764974°

Wednesday, 01/04/2026 12:59 PM GMT +05:30



Umarda, Rajasthan, India 🇮🇳

Gq48+f3x, Ambua Rd, Umarda, Rajasthan 313003, India

Lat 24.506668° Long 73.765042°

Wednesday, 01/04/2026 12:59 PM GMT +05:30

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