

Standard Documentation Process

Date- 21/06/2022

Speaker: Dr. Sudhakar Bokephode

In today's fast-paced business world, Institute must continually adapt and improve to stay competitive. One critical aspect of this is ensuring that internal processes are efficient, consistent, and scalable.

This is where process documentation comes into play. As a crucial part of maintaining and optimizing operations, process documentation serves as the foundation for growth and continuous improvement.

ASM Group of Institute had organized A Professional Development Program for Non-teaching staff on 21st June 2022. At the beginning of the session, Mr. Kalyankar welcomed and felicitated Dr. Bokephode.

Dr. Bokephode explained Standard documentation process to everyone. The benefits of documentation process like Improved efficiency, Enhanced communication, continuous improvement, Greater transparency. Then he talk about Steps to create effective documentation. He also brief about types of documents need to be maintained like Student general register, Inward register and outward register, Inward file and Outward file, Books of accounts, etc.

The session was very informative and important for all non teaching staff. Session ending with light refreshment.



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Maharashtra 411019, India

Latitude
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Longitude
73.7994167°

Local 11:48:16 AM
GMT 06:18:16 AM

Altitude 570 meters
Tuesday, 21.06.2022



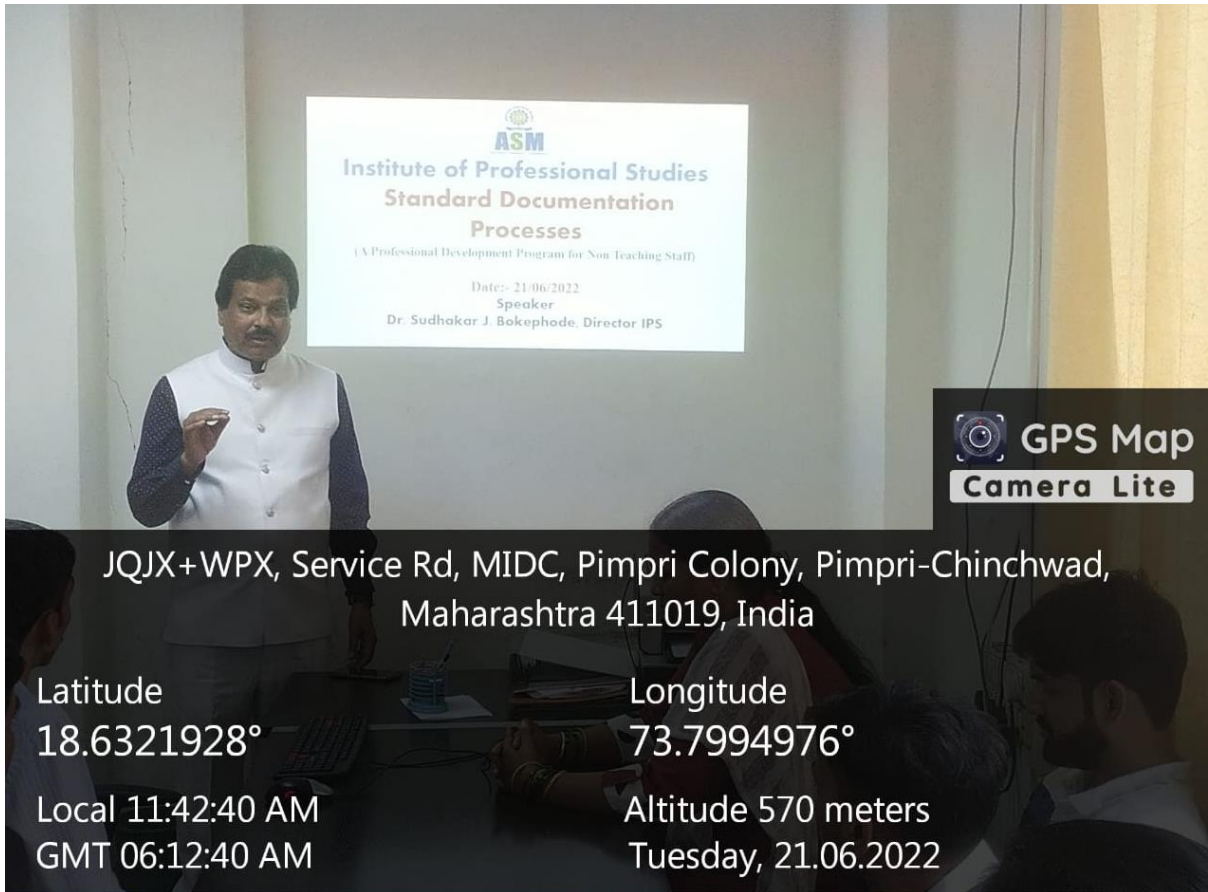
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Maharashtra 411019, India


Latitude
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Longitude
73.79949119°

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Institute of Professional Studies
Standard Documentation
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(A Professional Development Program for Non-Teaching Staff)
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Dr. Sudhakar J. Bokehode, Director IPS

 **GPS Map**
Camera Lite

JQJX+WPX, Service Rd, MIDC, Pimpri Colony, Pimpri-Chinchwad,
Maharashtra 411019, India

Latitude
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Longitude
73.7994976°

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Altitude 570 meters
Tuesday, 21.06.2022



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73.7994943°

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Altitude 570 meters
Tuesday, 21.06.2022