



**Rugma M**  
**Program Assistant**

**Work Profile at HSTP**

**PMU**

1. Act as the primary contact for program procedures and SoP's.
2. Assist in development, track adherence to SoP's and change them according to user experience.
3. Organize and update the Program Progress Monitoring (PPM) charts monthly.
4. Assist National coordinator, in checking the completeness of the Skill Enhancement Form submitted by the staff.
5. Schedule meetings and coordinate with PMU team members to ensure presence.
6. Collect and compile information for the Quarterly Progress Report (QPR) and Annual Progress Report (APR) from each program.
7. Organize and update the Program Outputs chart within 4 hours of receiving the update.
8. **Website related:**
  - a. Organize and update the website uploads chart within 4 hours of receiving the update.
  - b. Upload social media content (Twitter) in coordination with program teams.
  - c. Organize and update the mailing lists within a day of receiving the update.
  - d. Interact with website, *design, print and other vendors to support delivery within given deadlines.*

**HPSR program support:**

1. Schedule meetings and coordinate calendar invites.
2. Follow up for assignment submissions, feedback forms.
3. Assist in organizing application folder and first level screening.
4. Responding to general queries on the fellowship on email and phone.
5. Drafting and sending out letters and other forms whenever applicable.
6. Preparing drafts documents with the necessary data and share with Program Specialist and Faculty whenever necessary.

**Admin:**

1. Support Facilitate overall Administration
2. Workshops, Meeting, Events Management.
3. Organise distribution and storage of correspondence
4. Assist in facilitating travel related services
5. Assist to Maintain Attendance, Leave and monthly reporting.
6. Prepare minutes/ memos/ admin communication as required.

**KEY ACHIEVEMENTS:**

- Participated in New Delhi World Book Fair (2015) held in Pragati Maidan, New Delhi.
- Participated in India International Trade Fair (2011) held in Pragati Maidan, New Delhi.

**EDUCATION:**

- Pursuing MLIS from IGNOU, New Delhi
- Completed BLIS from IGNOU, New Delhi
- Completed B. Com from SOL, Delhi University, New Delhi.
- Completed BA ENGLISH (MAJOR) from IGNOU, New Delhi.