

Government College of Engineering Amravati

(An Autonomous Institute of Government of Maharashtra)

One-Week Short Term Training

on

**“Capacity Enhancement Training
for Technical Supporting Staff”**

17th to 21th December 2019

REGISTRATION FORM

Name: _____

Designation: _____

Institute/Organization: _____

Address for
communication: _____

Mobile/Tel: _____

E-mail: _____

Educational Qualification _____

Experience: _____

Registration Fee: Rs. _____

DD/Cheque details.: _____

Signature of Applicant:

Mr./Ms. _____ is an employee of this
institute and will be sponsored to attend the course, if
selected.

Seal and Signature of the sponsoring authority.
(Multiple copies of the form can be photocopied)

Chief Patrons

Dr. Abhay Wagh

Director, Technical Education, M.S, Mumbai

Er. Sanjay Jadhao

Chairman,

BoG ,Govt. College of Engineering, Amravati

Patrons

Dr. D. V. Jadhav

Joint Director, Technical Education, RO, Amravati

Prof. R. P. Borkar

Principal

Govt. College of Engineering, Amravati

Convener

Prof. Suchita Hirde

Faculty Incharge

Faculty and Staff Development Cell
Govt. College of Engineering, Amravati

Coordinator

Avani Londhe

Workshop Superitendant,

Mob.no.: 9890386249

Co- Coordinators

Mr. V. S. Lende

Instructor (Machinist),

Workshop Department

Mob.no.: 7620363680

Mr. M. C. Sapat

Lab Assistant,

Electrical Department

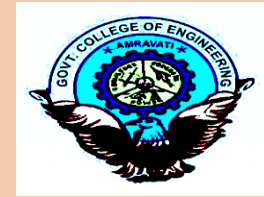
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E-mail: cetpss.gcoea@gmail.com

**Government College of Engineering
Amravati**

(An Autonomous Institute of Govt. of Maharashtra)

“Towards Global Technological Excellence”



One Week Short Term Training

on

**“Capacity Enhancement
Training for Technical
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17th to 21st December 2019

Coordinator

Avani Londhe

Workshop Superitendant

Organised by

**Faculty and Staff Development Cell
Government College of Engineering, Amravati**

(An autonomous Institute of Government of Maharashtra)

About the Institute

Government College of Engineering, Amravati was established in 1964. The institute has been awarded an Autonomous status in the year 2006 by Government of Maharashtra and is affiliated to Sant Gadge Baba Amravati University, Amravati. Institute offers seven UG and eight PG programs in engineering disciplines. The institute has its own campus spread over 105 acres of land. Over the years, the college has progressed by leaps and bounds into a premier institute of India, catering to the needs of industries, public sector undertakings, institutes and community in general.

The institute has successfully completed World Bank assisted projects under Technical Education Quality Improvement Program (TEQIP) Phase-I and Phase-II of Govt. of India. The Institute stood at 31st rank all over India as per outlook survey report 2018.

Overview of the Course:

The purpose of this training is to develop skills and techniques necessary for effective communication, public speaking and personality development. It will help the participants to raise confidence, communicate better with faculty and staff to actively participate in Institute development.

The workshop will also help them develop skills in Government office procedures like purchase, administrations etc, rules and regulations, stress management, effective communication, personality development, work culture and get along well with others by developing inter-personal and intra-personal communication.

Objectives of the Course:

- To become aware of the procedure for procurement, Stock, audit, Write off procedure as per Government rules.
- To become aware of M. C. S. (Leave) and M. C. S. (Pension) rules.
- To enable participants Inter personal relations, Stress management

Key Topics of the interest :

- Purchase procedure
- MCS rules and regulation
- Store management, stock, Audit Compliance, Write off procedure
- Income Tax, TDS, Legal aspects
- Stress management
- Time management

Resource Persons:

Faculty and experts from reputed institutions / organizations / industries will deliver sessions on above topics

Registration is Open to:

This program is open to technical Supporting Staff members from Polytechnics, Engineering Colleges & Preferably from Government Organisations

Accommodation:

The participants have to make their own arrangement for stay during the course, however the list of hotels and booking

How to Apply:

Registration fees of per participant is to be paid in the form of Demand Draft drawn in favor of "Principal, Government College of Engineering, Amravati", payable at Amravati along with the registration form duly filled and signed by Head of the Institution. In case the selected participant does not attend the course, the amount will not be refunded.

The completed application form should be submitted on or before 11th December 2019. To avoid delay in postage, the applicants can send scanned copies of DD and registration form by E-mail to course coordinator at

cetpss.gcoea@gmail.com

and at the time of training come along with original DD + registration form. The selected participants will be informed by e-mail only, latest by 12th December 2019.

Registration Fee

Supporting Staff Participant: Rs. 1000/-

Industry Participant: Rs. 2000/-

The Registration fee includes training kit, Breakfast, working Lunch, and Tea during training days.

Important Dates:

Last date for Registration: 11th December 2019

Intimation of Acceptance by Email:

12th December 2019

Address for Correspondence:

A. B. Londhe, Workshop Superintendant

Mobile: 9890386249.

Email: cetpss.gcoea@gmail.com