# **GOVT. COLLEGE OF ENGINEERING**

# NAGPUR





One Week Directorate of Technical Education Approved

# Faculty Development Program on General Administration and Office Automation

# 29/1/2024 to 02/02/2024

Under Research and Quality Assurance Cell

Organized by **Department of Civil Engineering** 

Phone No: (O) (07103) 295220, (P) 295226

#### www.gcoen.ac.in

**ABOUT NAGPUR** 

The Nagpur city, the second capital of Maharashtra, due to its strategic location has grown into industrial hub of Vidarbha. It accommodates Hingna, Butibori, Mihan MIDC which has tremendous opportunities for industrial growth. It has been an educational center since long. Nagpur is well connected to rest of the country through three national Highways as well as by rail and air.

## **ABOUT INSTITUTION**

Govt College of Engineering Nagpur has been established in 2016 by Govt of Maharashtra. It is approved by AICTE, New Delhi and affiliated with Rashtrasant Tukdoji Maharashtra Nagpur University, Nagpur. This youngest institute has already conducted number of training programs for the technical up gradation of students, faculty, as well as non-teaching staff. It has signed 22 MOUs with VNIT, TCS, MINAR Hydro, MITCON, Red Hat, NHAI, MCED. The college has a very cohesive collaboration at National level with Ministry of New and Renewable Energy (MNRE), industrial clusters like Vidarbha Industial Association (VIA), Entrepreneurship Maharashtra Center of development (MCED), Indian Universities & Institutes network on Disaster Risk Reductio-National Institute of Disaster Management (IUINDRR-NIDM).

# **ABOUT DEPARTMENT**

Department of Civil Engineering was established from the academic year 2016-17. It offers two program namely, B. Tech. Civil Engineering and M. Tech. in Infrastructure Engineering and Technology. B. Tech. Civil Engineering program is accredited by National Board of Accreditation (NBA).

#### **CHIEF PATRON**

Dr Vinod M. Mohitkar

Director Directorate of Technical Education Maharashtra State, Mumbai-400 001

# PATRON

Dr. S. S. Bhamare Joint Director, DTE Mumbai

Dr M. B. Daigavane Joint Director Technical Education Regional Office Nagpur

## CONVENER

**Prof. R. P. Borkar** Principal Govt. College of Engineering, Nagpur

# **Co-CONVENER**

**Prof S. S. Pusadkar** Head of Civil Engineering Department

# **COORDINATORS**

**Dr S. N. Khante** Dean , R & QA Associate Professor, Applied Mechanics 9860441250 Email: <u>snkhante@yahoo.com</u>

# Dr Kshitija Kadam

Associate Professor, Applied Mechanics +91 9326235484 Email: kadamkshitija7@gmail.com

#### **ORGANIZING COMMITTEE**

Dr Latesh Malik	Dr K. M. Tajane
Dr P. B. Daigawane	Dr J B Randhawa
Prof. A. A. Gawai	Dr S. A. Tekade
Prof P V Nandankar	

#### **ABOUT THE COURSE**

Govt. of Maharashtra recently launched E- office program. To participate in this program every institute must be equipped with qualified man power. This program aims at developing and improving general administration along with office automation. For success of organization, it's stakeholders' contribution is important. This training program will not only help institute to grow but also will help students to rip the benefits of growth of institute, efficient office automation and procedures. Staff must possess computer skills, strong written and oral skills. Specific qualifications are usually not necessary but specialization in any office procedure comes handy. Other attributes sought are good interpersonal skills, a well-presented appearance and an organized disposition. The program is designed to inculcate these attributes in the trainees.

## **MAJOR COURSE CONTENTS**

Broad areas to be covered are:

- 1. Office Automation
- 2. Financial Administration
- 3. Office Procedures
- 4. Digital tools for administration & Research
- 5. National Education Policy
- 6. Leadership & Interpersonal skills
- 7. Purchase Procedures
- 8. Taxation

#### CONTACT

#### Address

Sector 27, MIHAN Rehabilitation Colony, Khapri (Railway), Nagpur, Maharashtra, INDIA 441108 Location

https://maps.app.goo.gl/jFesvC3dHfiSYadi7?g\_st=iw

#### **RESOURCE PERSONS/ EXPERTS**

Trainers from Yashada, officers from Treasury, NIC, Accounts General, Chartered accountant and Faculty from RTMN University, Nagpur.

#### **ELIGIBILITY**

Full time teachers from any discipline from Government/Government-Aided Engineering Colleges, Polytechnics, Autonomous Government/Government-Aided Technical Universities/Departments, Govt Pharmacy College or Govt Higher Education Institutes are eligible to apply.

#### **ACCOMODATION AND TA/DA**

- Accommodation will be arranged on prior request in nearby hotels on paid basis.
- TA/DA will be provided by parent institute. Morning breakfast with tea and afternoon session tea will be provided by this college.
- Lunch and Dinner will be made available in canteen on chargeable basis.

#### REGISTRATION

No fee will be charged to the participants. Confirmation of eligible candidates will be on a FIRST-COME-FIRST-SERVE basis, however preference will be given to senior faculty.

## **REGISTRATION LINK**

https://forms.gle/a2Q8seqvvWTzqvUSA

# **IMPORTANT DATES**

Last Date of Registration: 25/01/2024 Selection of Participants: 27/01/2024 Commencement of Course: 29/01/2024

#### REGISTRATION FORM One Week FDP On

# General Administration and Office Automation

# 29/1/2024 to 02/02/2024

Name (In block letters):
Designation:
Address:
Phone No (Whatsapp & Calling):
E-mail:
I agree to abide by the rules & regulations of the FDP and I will attend the FDP for the entire duration.
Place:Date:Signature of the Applicant
This is to certify that,
is a regular staff of the institute. He/ She will be deputed for the said program and upon selection he/she will be relieved for attending the said FDP.
Name, Signature and Seal of Head of the Institute