

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**