

Government College of Engineering and
Research, Awasari (Kh), Tal-
Ambegaon Dist – Pune.

REGISTRATION FORM

One Week STTP
on

Developing Basic Competencies in Laboratory and
Office Management for supporting staff
During 15th – 19th Dec. 2015.

Name: -----

Designation: -----

Institute: -----

Gender: Male / Female

Postal Address: -----

Email Id: -----

Telephone No. -----

Mobile No. -----

Experience (Years): -----

Payment details: DD No.-----

Name of Bank and Branch: -----

In favor of Principal, Government College of
Engineering and Research, Awasari (Kh)

Accommodation Required Yes / No

Signature of Applicant -----

Signature of Sponsoring Authority (With date and seal)

(Photocopies of registration form are acceptable)

CHIEF PATRON

Dr. Subhash Mahajan

(State Project Advisor, TEQIP-II)
Director, Technical Education,
Maharashtra State, Mumbai

PATRON

Dr. A. T. Pise

(State Project Coordinator, TEQIP -II)
Deputy Director, Technical Education,
Maharashtra State, Mumbai

Dr. D. R. Nandanwar

I/C Joint Director
Technical Education, Regional Office, Pune

CONVENER

Prof. S. V. Joshi

I/c Principal
Government College of Engineering & Research,
Awasari (Kh).

COURSE COORDINATOR

Dr. S. V. Karmare

Head, Department of Mechanical Engineering
Govt. College of Engg. & Research, Awasari

COURSE CO-COORDINATOR

Prof. A. S. Mane

Asst. Professor in Electrical Engineering
Govt. College of Engg. & Research, Awasari

ORGANIZING COMMITTEE

Dr. P. B. Daigavane

Prof. B. A. Patil

Prof. G. R. Phulay

Prof. A. A. Uplap

Prof. K. H. Kowdiki

Prof. U. S. Kakade

Prof. D. J. Pereira

Shri. C. A. Suryawanshi



One Week STTP

On

Developing Basic Competencies in Laboratory and
Office Management for supporting staff during
15th – 19th Dec. 2015.



ORGANIZED BY

Mechanical and Electronics &
Telecommunication Engineering Department
Government College of Engineering and
Research, Awasari(Kh),
Tal- Ambegaon, Dist- Pune, 412 405.

ABOUT THE COLLEGE:-



Government College of Engineering & Research, Awasari (Kh), Tal- Ambegaon, Dist - Pune, is established in August 2009 by Government of Maharashtra and is approved by All India Council for Technical Education, New Delhi. College campus is located in hilly area of a very picturesque location at a distance of 65 km from Pune off Pune-Nashik Highway. 30 km from Shivneri fort, Ozar and Lenyadri and 03 km from Manchar.

INTRODUCTION:-

In technical education sector teachers, supporting staff and equipments play an important role. Supporting staff is the backbone of organization. Men, Material, Machine & Money (4M) are traditionally known resources. Over a period of time the 5th M i.e. Methods got included in the list of basic resources. On one side, we always look for resources and talk about resource crunch. On other side knowingly or unknowingly lot of wastage of resources takes place. Resources are to be optimally utilized and that applies human resources as well Engineering colleges/ Polytechnics are undergoing tremendous changes in to the state of Maharashtra. On one hand there is pressure on the institutions to perform better and take steps so that maximum employment of quality pass outs is assured. At the same time, there is need to enhance effectiveness and efficiency in using institutional resources to make the activities cost effective. There is also pressure on the institutions to become autonomous and self sustained in their activities. All the supporting staff is the key persons who manage whole gamut of business of technical institutions. They carry out variety of roles and responsibilities in academics as well in administration. Therefore, there is need to sharpen the basic competency

skills like resources management, decision making and laboratory planning. Keeping these views in mind Directorate of Technical Education, Maharashtra State, Mumbai has organized **One Week STTP on Developing Basic Competencies in Laboratory and Office Management for supporting staff during 15th- 19th Dec. 2015**, at Government College of Engineering & Research, Awasari (Kh).

OBJECTIVES OF THE COURSE:-

- Duties and responsibilities of supporting staff.
- Documentation and record keeping, DSR maintenance
- Planning and Maintenance of the laboratory.
- Maharashtra Civil Services Rules (MCSR) 1981.
- Food habits for good health

OUTCOMES OF THE COURSE:-

After attending the programme, participants will be able to

- Explain the purpose of laboratory experiments.
- Plan laboratory experiments.
- Write laboratory reports..
- Develop laboratory instruction sheets, operation and maintenance of equipment.
- Enhance the knowledge about duties and responsibilities.
- Understand DCPS/Service retirement benefits, pay fixation and MCSR-1981.

VENUE:-

Government College of Engineering & Research, Awasari (Kh). Tal- Ambegaon, Dist.-Pune

IMPORTANT DATES:-

Last date for receiving the registration form with registration fee:- **9th Dec. 2015.**

Confirmation of Participants for course by Email:

11th Dec, 2015.

ELIGIBILITY:-

Laboratory assistants, Technicians, Workshop instructors & Supporting Staff from TEQIP supported Government, Government aided and Private Polytechnics and Engineering degree Institutes.

REGISTRATION FEE:-

Rs. 1000/- per participant.

Registration fees will have to be paid by Demand Draft of Nationalized Bank in favor of **Principal, Govt. College of Engineering and Research, Awasari (Kh)** payable at Manchar, Tal -Ambegaon, Dist -Pune. No fees shall be payable by staff members from TEQIP institutes/ Govt. institutes.

ALLOWANCES, LODGING AND BOARDING:-

No TA/ DA will be provided from this institute. Accommodation, if required will be provided in institute hostel on specific request. Breakfast, Lunch and Dinner during the course will be provided by the Institute.

ADDRESS FOR CORRESPONDANCE:-

COORDINATOR

Dr. S. V. Karmare

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