

Government College of Engineering & Research, Avasari(Kh.)

**One Week STTP on Developing Basic Competencies in Laboratory and Office Management for Supporting Staff
Duration 15th – 19th Dec. 2015 under State Project Facilitation Unit (SPFU) Maharashtra jointly with Government
College of Engineering & Research, Awasari (Khurd).**

Day	Date	9 To 10 am	10 am To 11.30 am	11.30 To 11.45 am	11.45 am To 1.15 pm	1.15 To 2.15 pm	02.15 pm to 03.45 pm	3.45 To 4 pm	04.00 pm To 05.30 pm
Tuesday	15/12/2015	Registrati on &Break fast	Inauguration and Key Note address		Motivation and Job Enrichment Part -I Dr. V. D. Patil (NITTTR, Pune)		Motivation and Job Enrichment Part -II Dr. V. D. Patil (NITTTR, Pune)		Duties & Responsibilities of Supporting Staff Dr. V. D. Patil (NITTTR, Pune)
Wednesday	16/12/2015	B R E A K F A S T	MCSR (Conduct) Rule, 1981 (Shri. Pramod Renghe, AO (Rtd.) Finance Dept., Pune)	T E A B R E A K	General principles of Leave, Kinds of leave (Shri. Pramod Renghe, AO (Rtd.), Finance Dept., Pune)	L U N C H	Store & Purchase Management (Shri. Ashok Joshi, Dy. Director (Rtd.), Finance Dept., Pune)	T E A B R E A K	Framing a proposal for Write off (Shri. Ashok Joshi, Dy. Director (Rtd.), Finance Dept., Pune)
Thursday	17/12/2015		Role of life style for good health Part -I (Dr. Archana Thombare, Medical Officer, YASHADA, Pune)		Role of life style for good health Part -II (Dr. Archana Thombare, Medical Officer, YASHADA, Pune)		Journey towards my self -A four minute miles (Shri. Anand Desai, Director, Dheya Foundation)		Journey towards my self -A four minute miles (Shri. Anand Desai, Director, Dheya Foundation)
Friday	18/12/2015		DCPS/Service Retirement benefits Part-I (Shri. Ashok Joshi, Dy. Director (Rtd.), Finance Dept., Pune)		DCPS/Service Retirement benefits Part-II (Shri. Ashok Joshi, Dy. Director(Rtd.), Finance Dept., Pune)		MCSR (TA) Rule and LTC, Concept of pay and pay fixtation, maintaining of SB (Shri. Pramod Renghe, AO (Rtd.) Finance Dept. Pune)		MCSR (TA) Rule and LTC, Encashment of leave, Jointing Time, Pay in suspension period and retirement (Shri. Pramod Renghe, AO (Rtd.) Finance Dept. Pune)
Saturday	19/12/2015		Note Writing & Record Keeping (Prof. S. V. Joshi, I/c Principal, GCOE, Avasari)		Planning of Imporatant works Dr.V.D.Patil (NITTTR, Pune)		Presentation of Action Plan and plenary discussion (Group Activity) Dr. V. D. Patil (NITTTR, Pune)		Experience sharing and Valedictory Function (Dr.D. R. Nandanwar, I/c Joint Director, Regional Office, Pune)

Shri. A. S. Mane
Programme Co-coordinator

Dr. S. V. Karmare
Programme Coordinator