

REGISTRATION FORM

**TRAINING PROGRAMME
on
Advanced Office Management & Administrative Skills
UNDER TEQIP PHASE – III**

1. Name :
2. Gender :
3. Designation :
4. Department :
5. Organization :
6. Correspondence Address :
7. Contact No. :
8. E-mail ID :
9. Qualification :
10. Working Exp. (Year).....
11. Lodging Requirement : Yes/No.....
12. Nature of job:
13. Registration fee details:

(Signature of the Applicant with Date)

ORGANISING COMMITTEE

- Chief Patron**
Shri Prashant Mehta IAS
- Patron**
Er. Ramesh Agrawal Secretary, SECS
- Chairman**
Dr. R.K. Pandit Director, MITS
- Coordinator**
Prof. Prabhakar Sharma Incharge-EDC
- Organizing Secretary**
Dr. P. S. Bhadouria Asst. Project Leader,
EDC, MITS

ADVISORY COMMITTEE

1. **Dr. Manjaree Pandit**
Dean Academics
2. **Dr. Rajeev Kansal**
Dean Student Welfare
3. **Dr. Laxmi Srivastava**
Coordinator TEQIP-III
4. **Dr. Pratesh Jayaswal**
Academic Coordinator TEQIP-III

ADDRESS FOR CORRESPONDENCE

Dr. P. S. Bhadouria
Organising Secretary
Entrepreneurship Development Cell
Madhav Institute of Technology & Science
Race Course Road, Gola Ka Mandir, Gwalior – 474 005 (M.P.)
Tel : 0751-2409317 Mob : 9425121133
E-mail : edcmitsgw@yahoo.com

**Training Programme
on
ADVANCED OFFICE MANAGEMENT
& ADMINISTRATIVE SKILLS
under
Technical Education Quality
Improvement Programme (TEQIP-III)**

(19th September – 23rd September 2018)



Organised by
Madhav Institute of Technology & Science
(A Govt. Aided UGC Autonomous Institute NAAC accredited Affiliated to RGPV, Bhopal)
Entrepreneurship Development Cell
Race Course Road, Gola Ka Mandir
Gwalior – 474 005 (M.P.)
www.mitsgwalior.in

INTRODUCTION: Madhav Institute of Technology and Science, Gwalior has been offering Advanced Office Management and Administrative Skills Training Programme for Administrative and Technical Staff of different organizations through Technical Education Quality Improvement Programme (TEQIP-III). The Institute decides to improve the potential of Administrative and Technical Staff for achieving the target of training assigned to it.

OBJECTIVES : The basic objective of training programme is to increase the efficiency of the administrative and technical staff for getting maximum output in their respective organizations. The points describing the objectives of the programme are as follows:

- ⇒ Quality Issues in Administrative Work.
- ⇒ Process of Day to Day Working.
- ⇒ Procedure of Filing, Noting, Drafting, etc.
- ⇒ Use of Technology in the routine work.
- ⇒ Work Ethics and Way of Communication.
- ⇒ Administrative and Management Skills.

Tentative Programme Schedule:

- ⇒ Inaugural Function
- ⇒ Introduction to the Course Objectives
- ⇒ Administrative and Management Skills
- ⇒ Communication and Soft Skills
- ⇒ Computer Competency
- ⇒ Evaluation through Assessment
- ⇒ Feedback Session and Certificate Distribution

Course Contents:

Advance Office Management and Administrative Skills:

- ⇒ File Management
- ⇒ Time Management
- ⇒ Planning and Problem Solving
- ⇒ Decision Making

Soft Skills

- ⇒ Work Ethics
- ⇒ Interpersonal Skills
- ⇒ Team Work
- ⇒ Flexibility and Adaptability

Communication Skills

- ⇒ Verbal and Non-verbal Communication
- ⇒ Listening
- ⇒ Presentation Skills
- ⇒ Writing Skills

Fundamentals of Computer & Internet Access

- ⇒ Computer Fundamentals
- ⇒ Operating System and Software Handling
- ⇒ Microsoft Office Package
- ⇒ Internet.

ELIGIBILITY FOR PARTICIPATION

Administrative and Technical Staff of any Engineering/Research Institute and Industry may participate.

REGISTRATION

The participants may register by sending the completed and duly signed application form available from E.D. Cell, MITS or through Institute's Website latest by 17th September, 2018. The seats are limited upto 30

Note: Registration fees

Participants for TEQIP-III Institution- No Fee

Other Institutes participants fees – 1,500/-

Industrial participants fees – 2,500/-

Note: Application should be submitted through proper channel.

About Institute:

Madhav Institute of Technology & Science (MITS), Gwalior was established in 1957 by His Highness Sir Jiwaji Rao Scindia, Maharaja,. The foundation stone of the institute was laid by the then President Dr. Rajendra Prasad, on 20th October, 1956 and the building was inaugurated by President Dr. S. Radhakrishnan on 11th December, 1964.

On the occasion of Golden Jubilee Celebrations of the institute, the president of India, Dr. Pratibha Devi Singh Patil graced the Golden Jubilee Celebrations of the institute as Chief Guest on 30th June, 2008.

The institute has completed 60 years in 2017 and celebrated its Diamond Jubilee.

About Gwalior:

Gwalior is a major and the northern-most city in the Indian state of Madhya Pradesh and one of the Counter-magnet cities.

Located 319 kilometres (198 mi) south of Delhi, the capital city of India, Gwalior occupies a strategic location in the Gird region of India.