

Venue:
Guwahati,
Assam

**Capacity Building
Training for Non-Teaching,
Administrative and
Finance Staff, Librarians,
Lab Technicians**

Date: 08-12 January 2019

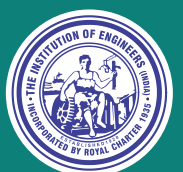
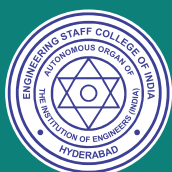


Organised By

ENGINEERING STAFF COLLEGE OF INDIA

ISO 9001 : 2015 Certified & CEA Recognised Institution

Old Bombay Road, Gachi Bowli, Hyderabad - 500 032, Mobile: 09493056708 /
9912523285 / 7799550303, Ph: 040- 6630 4113 / 4116, Fax : 040 - 2300 1515,
Email: escifdpcell2017@gmail.com, fdpcellesci2017@gmail.com, www.escihyd.org



INTRODUCTION :

The need for comprehensive education is growing more and more and demand for quality education is becoming irrefutable. The partners of education industry not only the teaching faculty but also the supporting staff in both administration and lab purposes is becoming a must and development oriented with it.

The growth of the student would be complete when the surrounding facilitators both In academic, practical and administration all contribute in the development of the student and make him more successful so not only the teaching; non-teaching staff also has important role to play.

From our experience we observe that only teaching staff or the faculty alone get some training inputs; but there is a definite lack of training for the non-teaching staff, Administrative Staff Librarians and Technicians, this can result in the imbalance in the students growth, so it recommended that for the best values that the college or Institution can get only when the training is ensured for both teaching and non-teaching staff.

This module of training for both non-teaching staff, Administrative Staff and Librarians, Technicians recommended by us is gaining immensely popularity and purposeful. The feedback of the college who have undergone training for non-teaching staff has been very good and the principal and the college management are asking more of it.

Keeping this in view we also would like that your esteemed college would accept our proposal with kind recommendations. The topics considered are as follows:

TRAINING CONTENTS:

- Noting & Drafting
- Administrative Vigilance-Disciplinary Procedures
- Establishment Rules
- Purchase Management in Government
- Financial Management in Autonomous Organisation
- Goods and Services Tax
- Right to Information
- Organisational Behavior in Government
- Communication Skills and Personality Development
- Stress and Time Management
- Emotional Intelligence and Interpersonal Skills
- Work Etiquette, Ethics and Values

VENUE: Guwahati, Assam

DATES: 08-12 January 2019

TARGET AUDIENCE:

Non - Teaching, Administrative and Finance Staff, Lab Assistants / Technicians, Librarians, Jr.Accountant. , Lab Technician , Lab Assistant, Jr./Sr. Assistant, Technical Assistant,Jr./Sr. Instructor, Office Subordinate will find the programme useful.

CERTIFICATE:

A certificate of participation will be awarded to each participant on conclusion of the programme.

PROGRAMME SCHEDULE :-

Programme Starts on : 08.01.2019 at 09.00 Hrs
Programme closes on : 12.01.2019 at 14.00 Hrs
Check-in for residential participants : 07.01.19 (After 12.00Hrs)
Check-out for residential participants : 12.01.19(Before 12.00Hrs)

For Accompanying spouse and / or children(in the age group of 5 to 12 years), the tentative charges would be Rs. 9000 and Rs. 7000 respectively for the entire duration, payable directly to the hotel by the Participant participation fee is non-refundable. however, substitution can be made.

PROGRAM FEES:

Residential Program Fees per Participant for 5 days:

Rs. 32,500 + 18 % GST

Non-Residential Program Fees per Participant for 5 days:

Rs. 22,500 + 18% GST

The above Program FEES includes:

- a. Reading Material.
- b. Program Kit (Bag, Writing Pad and Pen etc).
- c. Program Fee/Faculty Conference charges.
- d. Institutional Overheads.
- e. Course Completion Certificate.
- f. Executive Lunch, Tea and Snacks during Program days.
- g. Twin Sharing Accomodation Fee in case of Residential participant which includes Breakfast and Dinner
- h. Resource Person/ Expert Faculty Air Ticket Charges and Local Transport Charges
- I. Resource Persons/Experts AC Lodging and Boarding Charges @Hotel.
- j. Other Miscellaneous Expenses.

ESCI ACCOUNT DETAILS:

Cheque/DD's may kindly be in favour of "IE(I)-Engineering Staff College of India, Payable at Hyderabad"

PAN Card No AAATT3439Q; Service Tax registration No AAATT3439QST008. (Under commercial training or coaching services- Clause 65 (105) (ZZC) of Finance act 1994). Alternatively the payment may be made by Electronic Fund Transfer (EFT) to ESCI - SB A/c No. 10007111201 with The SBI, PBB, Rajbhavan Road Branch, Khairatabad, Hyderabad - 500 004 by RTG's / NIFT / IFSC / Code No. SBIN 0004159-MICR No.500002075. While using EFT/Draft method of payment.

PFMS AGENCY: ESCI HYDERABAD

Unique Agency Code: VC00013636

To register, manually please send your nominations (10 days prior to date of commencement of the programme) giving details of name, designation, contact address, email address, mobile number, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to:

THE HEAD(FDP CELL)

Engineering Staff College of India

Gachi Bowli, Hyderabad – 500 032

Mobile: 09493056708/ 09912523285/ 07799550303

Ph: 040- 6630 4113/ 4116, Fax : 040 - 2300 1515,

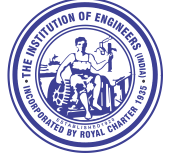
Email:escifdpcell2017@gmail.com,

fdpcellesci2017@gmail.com



ESCI

Capacity Building Training for Non-Teaching, Administrative and Finance Staff, Lab Technicians



Organized by
Engineering Staff College of India (ESCI) Hyderabad
Date: 08-12 January 2019 at Guwahati, Assam

Registration Form

Please tick ()

- I will / will not attend this Training.
 We are nominating the following person(s) to attend this Training.
 Accomodation Required / Not required

S. No	Name of the Delegate	Designation	Contact No.

Name: _____

Department: _____ Designation : _____

Organization: _____

Address : _____

City: _____ Pin code: _____

Tel: _____ Fax: _____

Email: _____ Web: _____

Authorized Signature and Stamp

You are requested to send your reply by email, to:

Head (FDP Cell)
FDP Cell, Engineering Staff College of India
 Old Bombay Road, Gachibowli, Hyd-500 032
Phone: 040-6630 4113, **Fax:** 040-23001515
Mobile: 09912523285, 9493056708, 9440372792, 7799550303
Email: escifdpcell2017@gmail.com, fdpcellesci2017@gmail.com

Glimpses of our very recent programs under TEQIP - III



Organised By

ENGINEERING STAFF COLLEGE OF INDIA

ISO 9001 : 2015 Certified & CEA Recognised Institution

Old Bombay Road, Gachi Bowli, Hyderabad - 500 032, Mobile: 09493056708 / 9912523285 / 7799550303, Ph: 040- 6630 4113 / 4116, Fax : 040 - 2300 1515, Email: escifdpcell2017@gmail.com, fdpcellesci2017@gmail.com, www.escihyd.org

