



गोंडवाना विद्यापीठ, गडचिरोली

(महाराष्ट्र शासन अधिसूचना क्रमांक २००७/(३२२/०७) विशि -४ महाराष्ट्र अधिनियम १९९४ (१९९४ चा महा.३५) च्या कलम ३ च्या पोटकलम (२) अन्वये
दिनांक २७ सप्टेंबर, २०११ रोजी स्थापित राज्य विद्यापीठ)

विद्यापीठ विकास विभाग

डॉ.एस.एम.रोकडे
विशेषकार्य अधिकारी

एम.आय.डी.सी. रोड कॉम्प्लेक्स गडचिरोली - ४४२६०५(महा.)

फोन:०७९३२.२२६५५४, २२३१०४ फॅक्स : ०७९३२.२२२६५१

Email : bcud.gondwanauniversity@gmail.com

web:gondwana.digitaluniversity.ac web:www.unigug.org

क्रमांक/गो.वि./ ८८९ /२०१७

दिनांक : ३० /३/२०१७

प्रति,

मा.प्राचार्य,
सर्व संलग्नीत महाविद्यालये,
गोंडवाना विद्यापीठ, गडचिरोली

विषय:— **Advance Course on Secretarial Effectiveness for ES,PPS,PA,PS& Office Staff**
या विषयावर आयोजित प्रशिक्षणामध्ये सहभागी होण्या बाबत.

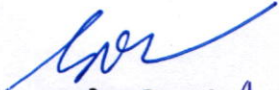
संदर्भ:— राष्ट्रीय उत्पादकता परिषद यांचे पत्र क्र. NO.GN/IE/T12/186/16-17 Date: 06th
जानेवारी, २०१७ यांचा दि.२८/२/२०१७ चा ईमेल.

महोदय,

उपरोक्त संदर्भाकित विषयान्वये कळविण्यात येते की, राष्ट्रीय उत्पादकता परिषद,
गांधीनगर व्दारे “**Advance Course on Secretarial Effectiveness for ES,PPS,PA,PS& Office Staff**” या विषयावर दि.१७ ते २१ एप्रिल २०१७ या कालावधी करिता माउंटआबू येथे प्रशिक्षणाचे अयोजन केलेले आहे. सदर प्रशिक्षणामध्ये सहभागी होण्यासाठी संदर्भीय पत्राचे अवलोकन करावे,ही विनती.

सधन्यवाद.

सहपत्र:— सदर्भीय पत्र


(विशेष कार्य अधिकारी)
विद्यापीठ विकास विभाग
गोंडवाना विद्यापीठ, गडचिरोली.



NATIONAL PRODUCTIVITY COUNCIL

राष्ट्रीय उत्पादकता परिषद
NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Government of India)

ई-5, जी.आई.डी.सी. इलेक्ट्रॉनिक्स एस्टेट, सेक्टर-26, गांधीनगर-382 028, गुजरात, भारत.
E-5, GIDC Electronics Estate, Sector-26, Gandhinagar-382028. Gujarat, India.

No. GN/IE/T12/186/16-17

Date: 06th January, 2017

Registrar
Gondwana University
M.I.D.C. Road Complex Godchiroli,
Maharashtra- 422 605

4412 28/02/17

Sub: Request for nomination in training programme on "Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff" from 17th to 21st April, 2017 at Mount Abu.

ear Sir/Madam,

National Productivity Council, Regional Directorate, Gandhinagar, Gujarat is pleased to announce its Residential Training Programme on "Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff" from 17th to 21st April, 2017 at Mount Abu.

NPC has continuously endeavoured to upgrade and assist the organisations in enhancing their efficiency and effectiveness through active learning imbibed in its training courses, aimed at benefiting both the employers as well as employees. Keeping above in view, the training programme aims at providing an insight to the participants about various requisite behavioural, technical/digital skills, tools and techniques on secretarial effectiveness for delivering better quality of work.

The training programme has been designed for all level PA, PS, ES and officers of various functions from central and state govt. department, PSUs, private sectors, corporations, banks, boards, cooperatives, Educational Institutes, Colleges, autonomous and service organisation.

The brochure giving programme objectives, coverage, methodology, faculty, dates, venue, and registration procedure is enclosed for your kind perusal. The Programme fee of **Rs. 45,000/- + 15 % Service Tax** (Rs. Forty Five Thousand Only + 15 % Service Tax) for residential participants is inclusive of boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or **Rs. 27,000/- + 15 % Service Tax** (Rs. Twenty Seven Thousand Only + 15 % Service Tax) for non-residential participants is inclusive of breakfast, lunch, course material kit, and professional charges.

We are sure that you would take advantage of this and nominate a few officials from your organization. The detailed brochure is also available on <http://www.npcindia.gov.in> Kindly feel free to call us on 079-232 87344 or 09428200659, or mail at: gandhinagar@npcindia.gov.in, in case any further clarification is required. We look forward to your continuous support and an early response.

Thanking you,

Yours sincerely,

Regional Director

Phone : 079-23287344, 23287345 Fax : 079-23287443 E-mail : gandhinagar@npcindia.gov.in Website : www.npcindia.gov.in

Headquaters : "Utpadakta Bhavan", Lodi Road, New Delhi - 110 003.

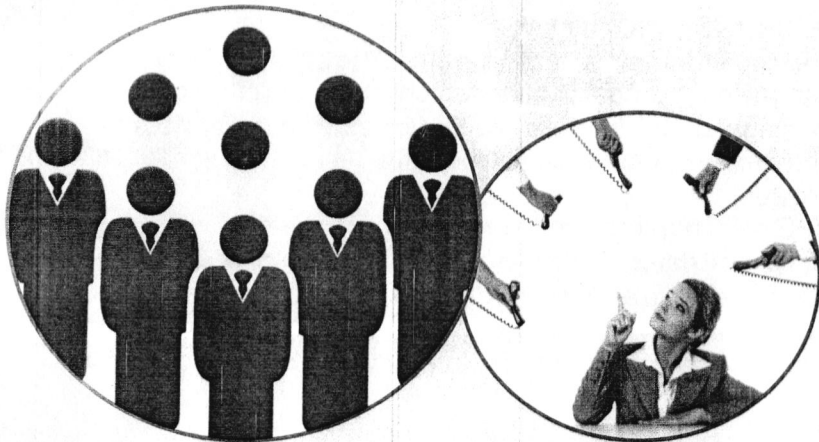
Office at Bangalore - Bhopal - Mumbai - Kolkatta - Chandigarh - Guwahati - Kanpur

Chennai - Patna - Bhubaneshwar - Hyberabad - Jaipur

FORTHCOMING TRAINING PROGRAMMES

Programme	Dates	Residential/ Non Residential	Venue	Participation Fee Per Person
Management of Corporate Social Responsibility with focus on effective Implementation, Impact and Sustainability	15 th -19 th May 2017	Residential Training Program	Ahmedabad	Residential: Rs. 45,000/ +ST
Office effectiveness Management with focus on Lean office, 5S and Productivity improvement practices	26 th -30 th June 2017	Residential Training Program	Mount Abu (Rajasthan)	Residential: Rs. 45,000/ +ST

For further details of program, please visit : www.npcindia.gov.in



CONTACT DETAILS:

Shri M. M. Senghal, JAO / N. C. Joshi, Jr. Asst. ☎ 079-23287344

✉ gandhinagar@npcindia.gov.in

Shri Vikas Meena, Assistant Director 📞 +91-9428200659

Shri S. Paliwal, Regional Director ☎ 079-23287345

CORRESPONDENCE ADDRESS

NATIONAL PRODUCTIVITY COUNCIL

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email: gandhinagar@npcindia.gov.in



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

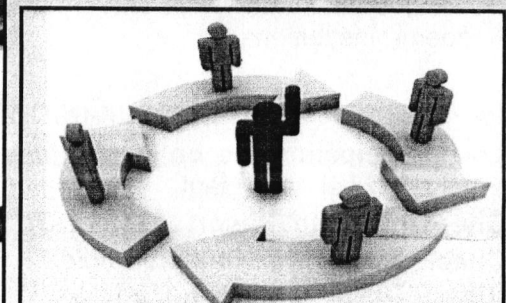
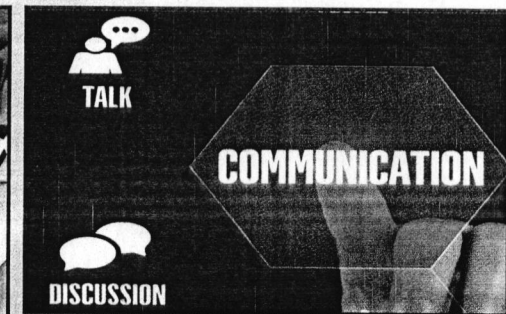
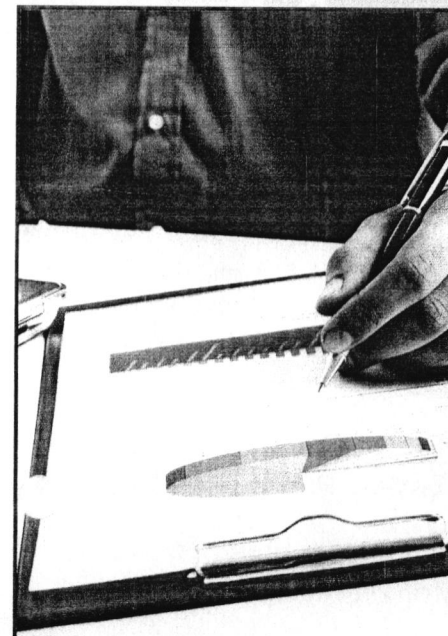
Announces RESIDENTIAL PROGRAMME on

“Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff”

From 17th - 21st April, 2017

at

Mount Abu (Rajasthan)



INTRODUCTION

In the digital age of fast changing technology, increased customer/beneficiaries' expectations result in the need for accurate and timely information for decision-making. This has considerably increased the importance of the office and the team managing it. Senior executives now, more than ever, need support from their secretaries and subordinate staff to achieve the goals of the organisation. The expectations in terms of quality, timeliness of output, knowledge about the new concepts, tools and time management are indeed very high. This training programme is aimed at equipping the office staff with requisite behavioral & technical/digital skills to enhance their efficiency and effectiveness in catering to e-governance/e-business needs.

OBJECTIVE

- ◆ To expose the participants to the new concepts of managing the office in ever changing times.
- ◆ To develop behavioural skills, the ability to manage self and the effectiveness of oneself for organisation.
- ◆ To prepare the secretaries and office staff to come up to the highest expectations of the bosses

BROAD COURSE CONTENTS

- ⇒ Changing Role of Executive Secretary in Digital Age
- ⇒ Executive's Expectations from a Secretary
- ⇒ Secretarial Effectiveness
- ⇒ Office System & Productivity
- ⇒ Emerging Concepts/ ICT tools in Digital Age
- ⇒ Teamwork and Co-operation
- ⇒ Communication and Inter-personnel skills
- ⇒ Managing Time at Workplace

PARTICIPANTS PROFILE

PA / PS / ES levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions etc.

PARTICIPATION FEE & CHECK-IN/CHECK-OUT INFORMATION

The participation fee on Residential basis : Rs. 45,000/- Plus 15% Service Tax per participant.

Check In at Hotel/Resort : 12 Noon Onwards on 17th April 2017

Check Out at Hotel/Resort : Before 11 AM on 21st April 2017

FACULTY & METHODOLOGY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field. The training methodology will have focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 12th April 2017

The nominating authority should ensure that the nominations are sent with Nominating authorities & Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. in letter, without fail, to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: **P.O No: NPC / GN / IE / T12/186/2016-17**

GENERAL INSTRUCTIONS

- ⇒ Training Programme duration from 17th to 21st April, 2017.
- ⇒ The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s) and site visits.
- ⇒ The fee once deposited is Non-refundable, however substitutions are allowed.
- ⇒ NPC will not provide accommodation before or after the above mentioned dates. Participants planning to stay longer than the schedule duration should arrange the same at their own cost.
- ⇒ Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.

PAYMENT DETAILS

- Fee is to be paid by DD/Cheque/ECS in the name of "National Productivity Council"
Payable at Gandhinagar, Gujarat
PAN No: AAATN0402F
Service Tax Registration No. AAATN0402FST008

■ ECS Payment details :

**Indian Overseas Bank, 70, Golf Link Branch, New Delhi,
SB A/C No. 026501000009207 ; MICR – 110020007
IIFSC No. IOBA0000265**

In case of ECS payment (NEFT/RTGS), the payment detail may kindly be intimated along with UTR number accordingly to programme coordinator.

**It is advisable to promote E- Payment mode like ECS/NEFT/RTGS.*