



**DR B R AMBEDKAR
NATIONAL INSTITUTE OF TECHNOLOGY
JALANDHAR (144011)**

Short Term Training Program

on

**Effective Office Management and
Team Building for
Organizational Growth**

(25th – 27th October , 2021)

Organized by:

Centre for Continuing Education

**Dr B R Ambedkar National Institute of Technology
Jalandhar - 144011**

ABOUT US



Dr B R Ambedkar National Institute of Technology was established in the year 1987 as Regional Engineering College and was given the status of National Institute of Technology (Deemed University) by the Government of India on October 17, 2002 under the aegis of Ministry of Human Resource Development, New Delhi. Now the Ministry of Human Resource Development, Government of India has declared the Institute as “Institute of National Importance” under the act of Parliament-2007. As one of the National Institutes of Technology (NIT), the Institute has the responsibility of providing high quality education in Engineering, Technology and Sciences to produce competent technical and scientific manpower for the country.

ABOUT CENTRE FOR CONTINUING EDUCATION

(CCE) is established in the Institute to cater the need of the society. The centre will provide a multidisciplinary platform for policy discourse. This will bring researches, practitioners and interested members of our community together in order such burning issues. Interactions among public officials, civil society and the private sector in the search for creative solutions to public policy problems take management decision for development of society.

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The Centre will cover the wide range of short and long-term program to be offered to all citizens of India and Abroad.

FACILITIES

- Guest house & Hostel facility available.
- Well-equipped classroom
- Tennis Court, Basketball court, Cricket Ground, etc
- Gym Facility
- Cells and Clubs

OBJECTIVES

- To create opportunity to experience and gain more knowledge in a particular field.
- To provide requisite inputs for knowledge improvements.
- To provide opportunity to visit and study at NIT Jalandhar for a short period of time.
- To available the expertise of NIT to benefit of Indian Industries and Govt Organisation.

CONTENTS TO BE COVERED

- Changing Scenario and Role of Office Personnel
- Modern Office Management
- Effective Interpersonal Communication for better result
- Time Management and Team work
- Employee Performance and Professional Ethics
- Laboratory Management
- Stress Management
- Motivation
- Procurement of Goods & Services
- Noting and Drafting

CERTIFICATION

A certificate from NIT will be issued to those participants who satisfactorily complete the requirements of the course.

METHODOLOGY

A combination of theoretical and practical inputs in the form of group discussions, role plays, case studies will be used for knowledge sharing.

PARTICIPANT'S PROFILE

All officials of Central & State Government Departments, Public Sectors, Educational Institutions, Engineering Colleges and Polytechnic Colleges .

VENUE/ DELIVERY OF PROGRAM

CCE, Dr B R Ambedkar
National Institute of Technology,
Jalandhar -144011

REGISTRATION

The numbers of seats are limited and nomination will be accepted on first-cum-first basis.

Interested candidate/organization needs to fill the **registration form**.

Last date of nomination is 20.10.2021

PROGRAMME FEE

The registration fee

Residential : Rs 25,000/- + GST

Non Residential : Rs 15,000/- + GST

(Internal candidates shall be exempted from GST)

REGISTRATION & PAYMENT LINK

<https://www.nitj.ac.in/events/registration/eomtb2021/login>

TRAVEL AND ACCOMODATION

The Participants will have to make their own travel arrangements to reach the venue of the program before or on 25.10.2021

Stay and Food arrangements shall be provided to the participants on availabilities of Seats.

PLACES TO VISIT

**Golden Temple,
Wagha Border,
Devi Talab Mandir,
Jang-e-Azadi memorial,
Rangla Punjab,
Hari Pattan Bird Sanctuary**

(Participants may visit to the different places during free time)

CHIEF - PATRON

Sh Subhash Chandra Ralhan, Chairperson, BOG NITJ

PATRON

Prof. Lalit Kumar Awasthi, Director, NITJ

COORDINATOR

Dr S K Mishra, Registrar & Head, CCE

CO-COORDINATORS

Mr. Saurav Gupta, Mr. Ramneek Kumar

For any query Email us : stc@nitj.ac.in || Contact us : +91- 9478098010