

**REGISTRATION FORM  
Part-B Motivational Training  
“Planning and Execution of Work”**

**Three Days**

(29<sup>th</sup>, 30<sup>th</sup> and 1<sup>st</sup> December 2018)  
(Sponsored By TEQIP-III)

Name of Participant:

Designation :

Name of the Organization:

Mailing Address:

Tel. No. :

Mobile No. :

Fax :

E-mail ID :-

Date :

Signature of Applicant :

Seal and Signature of Sponsoring Authority

**Patrons**

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**Course Faculty**

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Part-B Motivational Training  
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**Under TEQIP-III**



**Organized By**

**Sardar Patel College of Engineering**  
(Government Aided Autonomous Institute Permanently  
Affiliated To University of Mumbai)  
Andheri, (West),Mumbai- 400 058.

**Venue  
Alibaug**

<p><b>About SPCE</b> Sardar Patel College of Engineering under the management of the BhartiyaVidyaBhavan, was founded by kulpati Dr. K.M.Munshi. It was established to meet the growing demand of engineering talent. The foundation stone of the college was laid on 17<sup>th</sup> September 1961 by Shri. Y.B. Chavan (Chief Minister of Maharashtra who later became the defense minister of India).</p> <p>The college was inaugurated by the First Prime Minister of India, Pandit Jawaharlal Nehru in 1962. The college is dedicated to SardarVallabhbbhai Patel, an eminent nation builder of independent India. The college is autonomous and affiliated to the University of Mumbai for Full-time degree and post graduate degree courses.</p> <p>The institute has set high standards for aspiring engineering students and also meets the needs of quality education in challenging world of business .Over last 50 years the college has gained an excellent reputation in the field of technical education.</p> <p>SPCE is one of the few colleges that have received Grade 'A+' rating for its aided courses from the Govt. of Maharashtra which certifies the spirit of excellence that the institute has symbolized and always practiced. Institute has celebrated its golden jubilee in the year 2012.</p>	<p><b>About the Workshop</b> SPCE is organizing <b>three days</b> <b>"Workshop on MS Office"</b> under TEQIP-III. This workshop is arranged to serve one of the objectives of TEQIP-III that is enhancing institutional and system management effectiveness.</p> <p><b>Course Objective</b></p> <ol style="list-style-type: none"> <li>To make participants aware of How to use MS Office effectively.</li> </ol> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>IMPORTANT DATES :</b></p> <p>Confirmation of participants for course till <b>16<sup>th</sup>October 2018</b></p> </div>	<p><b>Outcomes of the Workshop</b> After successful completion of the workshop participants will be able to :</p> <ol style="list-style-type: none"> <li>Write Reports using Word.</li> <li>Use Excel in day to day work.</li> <li>Make presentations.</li> </ol> <p><b>Eligibility:</b> Workshop is intended preferably for Supporting Staff members. No TA/DA will be provided from this institute.</p>
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