

Preamble:

Competency is a process of identifying key competencies in an organization, and then using it for job evaluation, recruitment, training and development, performance and talent management, succession planning etc. This course is intended to make the participants understand designing, planning and implementation of assessment and development. The major objective of this course is to obtain knowledge about various psychometric testing another management techniques and tools, particularly observational skills. It also helps to understand the organizational interventions on the basis of the assessment results to optimize growth.

This one week short term training program on enhancing managerial competencies and documentation ability aims to provide exposure of develop the leadership and managerial qualities, which are required by organizational leaders in their day-to-day working. It deals with real life competencies which every manager has to display while performing their role of building and running the organization. Participants will learn a simple performance documentation process and understand its importance in preventing legal claims. Using proven techniques, participants will practice writing job-related documentation.

Themes:

Communication Competency.

Planning and Administration Competency.

Teamwork Competency.

Strategic Action Competency.

Multi Cultural Competency.

Self Management Competency

Clearly, concisely, and precisely

Natural curiosity

Resource Persons:

Faculties from reputed institutions like IITs, NITs, National Universities and R&D institutes.

Target Audience:

This training program is open for Academician, Scientist, Managerial Officers / Staff from Public Organization, Industries and Academic institutions.

Registration Fee:

The registration must be paid through a demand draft / at par cheque drawn in favor of **Dean Boy's Fund C.T.A.E.**, payable at Udaipur, Rajasthan. However no fee for the participants from MNIT Jaipur and CTAE Udaipur.

Delegates

Registration Fee (Rs)

Industry / R& D / Public organizations 5000/-

Academic Institutes 2500/-

Registration fee (non refundable) includes registration kit, course certificate, sessions tea and lunch.

Accommodation & Transport:

The facility for stay arrangements is available in the Scientist Hostel on payment basis as per university rules.

No TA/DA will be provided to the participants.

Important Dates:

Last date of Registration: 07 March 2019

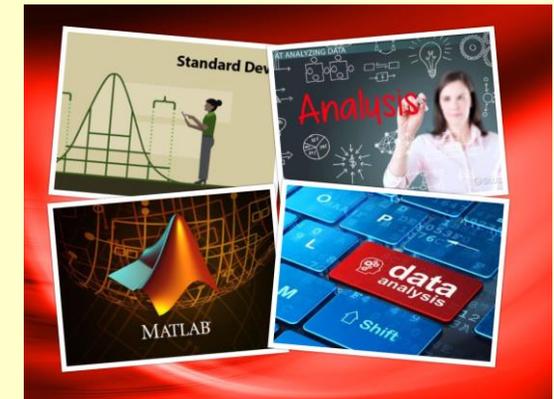
Intimation of selection (Email): 08 March 2019

TEQIP-III Sponsored

One week Short Term Course on

Enhancing Managerial Competencies and Documentation Ability at Work Place

March 11-15, 2019



Jointly Organized by

Department of Mechanical Engineering
College of Technology and Engineering,
Maharana Pratap University of Agriculture and Technology,
Udaipur-313001

&

Department of Mechanical Engg. and Chemical Engg.,
Malaviya National Institute of Technology Jaipur,
Malaviya Nagar, Jaipur-302017 (Raj.)

ONE WEEK STC

on

Enhancing Managerial Competencies and Documentation Ability at Work Place

11 March- 15 March, 2019

REGISTRATION FORM

Name

Designation and Official Address

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Mailing Address.....

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Accommodation required: Yes/ No

Phone/Mobile

E-mail:

Details of course fee Payment by crossed

Fee Transaction Details: _____

Date

Applicant Signature

Authorized Signatory

Patron: Prof. Udaykumar R. Yaragatti
Director, MNIT Jaipur
Prof. Ajay Kumar Sharma
Dean, CTAE, Udaipur

TEQIP Coordinators:

Prof. Mahesh Kothari, CTAE, Udaipur
Dr. Rohit Bhakar, MNIT, Jaipur

Chairman:

Prof. M. A. Salaoda, CTAE, Udaipur
Prof. Dilip Sharma, MNIT Jaipur
Prof. Kailash Singh, MNIT Jaipur

Conveners

Dr. Chitranjan, CTAE Udaipur
Dr. M. L. Meena, MNIT Jaipur
Dr. Sushant Upadhaya, MNIT Jaipur

Coordinators:

Dr. Nirupam Rohtagi, MNIT Jaipur
Dr. T. C. Gupta, MNIT Jaipur
Dr. Naveen Jain, CTAE Udaipur

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About Udaipur

Udaipur is a beautiful city of lakes, palaces and fountains which attracts more than one million tourists from within the country and abroad every year. Serene in the shadows dark green hills of Arawali, four lakes; Pichola, Fatehsagar, Udaisagar and Bari, are shimmering jewels, from the opal surface of which rise fairly snow white palaces; Jagmandir and Jagniwas. The famous temple of Shrinathji Nathdwara (50 km), Chittorgarh Fort (110 km), Ranakpur (90 km), Kumbalgarh (90 km) are the other places of interest. During September the climate of city is very pleasant and average temperature varies between 22°C to 34°C. Udaipur located on NH-8 and NH-76; east west corridor, is connected by daily Air India and Jet Airways flights from Delhi and Mumbai. It is also connected by train from Delhi (750 km), Ahmedabad (250 km), Mumbai (900 km), Indore (450 km) and Jaipur (450 km). Luxury coaches are also available from various important cities of India.

About Institute

The College of Technology and Engineering, Udaipur (CTAE) is a constituent college of the Maharana Pratap University of Agriculture and Technology, Udaipur. The college was started in 1964 with a Graduate Programme in Agricultural Engineering. Presently the CTAE has UG degree programmes in 8 branches, PG programmes in 12 disciplines and PhD programmes in 9 disciplines. The five undergraduate programmes of college i.e. Mechanical, Electrical, Mining, Civil and Agricultural Engineering are NBA accredited in Tier-1.

The college has been recognized as Outstanding Engineering College in Northern Region and has been awarded "Outstanding Institution Award" in 2013 by NITTTR Chandigarh. This College has ranked among the top 100 engineering colleges of the country by Department of Human Resources, Government of India under National Institute Ranking Framework.

The college has dynamic curriculum at par with best in the country, qualified & dedicated faculty, supportive staff and excellent infrastructure, the college is preferred destination of top ranking students of the State.