

**APPLICATION FORM**

FACULTY AND STAFF DEVELOPMENT TRAINING CENTRE  
GOVERNMENT ENGINEERING COLLEGE, THRISSUR-09

*Short –term training programme*

**SKILL DEVELOPMENT FOR  
MINISTERIAL STAFF**

19<sup>th</sup> to 23<sup>rd</sup> December 2016

1. Name :
2. Age :
3. Gender : Male/Female
4. Qualification:
5. Designation :
6. Institution & Ph.No.
7. Address for communication:
8. Phone:
9. No. of courses previously attended:
10. Email:
11. Accommodation required: Yes/no

Declaration by the applicant

The above mentioned information is true to the best of my knowledge and belief. I agree to abide by the rules and regulations governing the course. I also undertake the responsibility to inform the coordinator in case, I am unable to attend the course.

Place: Signature of applicant

Date:

**Recommendation of the Head of Institution:**

(office seal)

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**Patron**

**Dr. K Vijayakumar**

**Director of Technical Education**

**Thiruvananthapuram**

**Dr. K P Indiradevi**

**Principal**

**Govt. Engineering College**

**Thrissur**

**Chief Coordinator:**

**Rajesh Vanchipura**

**Assistant Professor**

**Mechanical Department**

**Govt. Engineering College**

**Thrissur**

**Course coordinator:**

**Muhammed Haneefa**

**Senior Superintendent**

**Govt. Engineering College**

**Thrissur**

**FACULTY AND STAFF DEVELOPMENT  
TRAINING CENTRE  
GOVERNMENT ENGINEERING COLLEGE  
THRISSUR-680009**

**Short –term training programme**

**SKILL DEVELOPMENT FOR MINISTERIAL STAFF  
19<sup>th</sup> to 23<sup>rd</sup> December 2016**



*Organized by*

**ADMINISTRATION WING  
GOVERNMENT ENGINEERING COLLEGE  
THRISSUR**

*Sponsored by*

**DIRECTORATE OF TECHNICAL EDUCATION  
THIRUVANANTHAPURAM**

## About the Institute

The Government Engineering College, Thrissur is a centre of technical excellence and is one of the most prestigious technical educational institutions in Kerala. The foundation stone of the college was laid by late Pandit Jawaharlal Nehru, the first Prime Minister of India, on 26<sup>th</sup> April 1958. The college campus is spread over an area of 75 acres and is located at Ramavarmapuram which is about 5 Km from the heart of Thrissur town and about 6 Km from Thrissur railway station. The college is offering undergraduate courses in 8 branches of engineering fields and 11 post graduate courses and doctoral programme in many engineering disciplines.

## About FSDTC

The Faculty and Staff Development Training Centre proposed for Govt. Engineering College, Thrissur can organize training programmes on the basis of detailed training need analysis of the faculty and the ministerial/supporting staff of technical institutions in the state. Generally courses on work development, interpersonal relationships, empathy, communication skills, office automation, computer networking, E-governance, Stress management etc are necessary in the present scenario, where lack of these skills leads to poor performance of the employees.

## About the Course

SKILL DEVELOPMENT FOR MINISTERIAL STAFF aims the ministerial staff to improvise their knowledge in working sector, to enhance the technical skill, to monitor their emotions, to build up interpersonal relationships, thus develop their life skills.

## Course Objective

- To improve the mental and emotional health of the participants.
- To improve interpersonal relationships among co-workers for making office system more efficient and effective.
- To increase performance skills needed to perform the job functions of efficient administration.
- To understand, interpret and respond wisely to the emotions of others in our society.

## Course Contents

- Emotional intelligence
- Stress Management
- Job performance
- An outlook on service rules
- Store Purchase rules
- Important principles of auditing-KBM, KFC and auditing

## Course Faculty

The Various sessions of the training programme will be handled by eminent trainers and experts from different organizations.

## Eligibility

Administrative staffs coming under Technical Education Department, Kerala.

## Fee Structure

No registration fee will be charged from the participants. TA will be paid. Accommodation is available, if required.

## How to apply

Send your applications in the prescribed format to the following address. A scanned copy of the application may also be mailed to the coordinator's e-mail id. Selected candidates will be informed through e-mail.

Last date of receipt of application: 07/12/2016

## Address for communication

Muhammed Haneefa A  
Senior Superintendent  
Govt. Engineering College  
Thrissur  
Mob:9495047502

Email: [c5academic@gectcr.ac.in](mailto:c5academic@gectcr.ac.in)