

## NOTICE

In the academic year 2018-2019 Centre for Continuing Education has organised training for Supporting Staff in two parts

Part A : “ Workshop on MS Office ” Group – I

Date : 19<sup>th</sup> ,26<sup>th</sup> Oct. & 02<sup>nd</sup> Nov. 2018 Venue : SPCE

Part A : “ Workshop on MS Office ” Group – II

Date : 20<sup>th</sup> , 22<sup>nd</sup> & 26<sup>th</sup> November 2018 Venue : SPCE

The main objective was to make the participants aware of the MS Office

Part B : Motivational Training “ Planning and Execution of work ”

Date : 29<sup>th</sup> , 30<sup>th</sup> Nov. and 01<sup>st</sup> December 2018 Venue : Alibaug

The main objective was to guide the participants to manage day to day work effectively, to understand work ethics & etiquettes, and to take up the responsibility with dedication.

In this regard the session on “ **Program Review Meet & Way Forward** ” is organised on **01<sup>st</sup> February 2019 at 2.00 p.m. to 4.00 p.m. in room no. 119** SPCE counsellors Mr. Anil Patil & Mrs. Mona U. will be conducting this session. All the supporting staff are co-ordially invited for the same.



CCE Chairperson