



PCET's

S.B. Patil Institute of Management

**Skill Development for Non-Teaching staff at PCET**

Pimpri Chinchwad Education Trust had organized a Skill development programme with National Skill Development Corporation, for their non-Teaching staff under Skill India with the Minister of Skill Development & Entrepreneurship Government of India. The skill development classes were for a period of 3 months in which various topics related to office management was taught to them. These sessions were conducted from January till March and examination was conducted after it.

Content covered included

1. Application of Computers (MEP/N0202)
2. Operate various office equipment (MEP/N0203)
3. Managing routine office activities (MEP/N0204)
4. Managing a health, safe and secure working environment. (MEP/N0207)

Three of our office assistant attended these sessions and have cleared the exam conducted for the same.







Dr.Kirti Dharwadkar

Director

