



राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH

(Established by Ministry of Human Resource Development, Govt. of India)

SECTOR 26 CHANDIGARH 160 019

(An ISO 9001: 2000 Certified Institute)

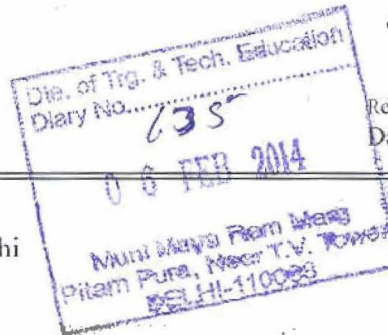
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Dr. AB Gupta
Professor & Head,
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Ref: NITTTR/CDC/S-1//

Date: 31 JAN 2014

38872

Principal Secretary-cum-Director
Training and Technical Education, Delhi
Muni Mayaram Marg, Prem Bari Pul
Pitampur, Near TV Tower,
Delhi-110034

Subject: Short-term course on 'Communication Skills' from 10-14 March, 2014 at NITTTR, Chandigarh.

Dear Sir/Madam,

A short-term course on 'Communication Skills' is included in the Operational Plan of the institute for the year 2013-14 under Item No. 1.2.189 on request from some of the states, expressed by them in the 'annual need assessment workshops'. The course is scheduled to be held from 10-14 March, 2014 at NITTTR, Chandigarh.

The short-term course has been designed for polytechnic teachers and aims at equipping them with requisite knowledge and skills for developing communication skills amongst students and their own. For achieving the above aim, the course contents include various topics on Communication Skills (Verbal and Non Verbal) presentation skills, personality development and inter-personal relations amongst the participants etc.

TA/DA to the participants of Govt. and Govt. aided institutions from their institution to NITTTR, Chandigarh and back will be paid by NITTTR, Chandigarh, as per institute rules. Traveling by AC-3 tier only is permissible. The will also be provided free boarding and lodging in the institute hostel. The TA/DA of participants from private institutions will have to be borne by their respective institutions. They may avail boarding and lodging facility in the institute hostel by paying the charges as per institute rules.

We would be grateful if you kindly arrange to send us a list of faculty members from polytechnics of your state who will participate in the above short term course by 20th February, 2014 to enable us to make necessary arrangements at our end. We request you to sponsor at least 2-3 faculty members from each polytechnic of your state to participate in the short term course. For further details please contact Prof. PK Singla, Coordinator of this course at his email: pksingla@gmail.com or mobile No. 09041013302.

We look forward to hearing from you at your earliest.

Yours sincerely,

(Dr. A.B. Gupta)

Dr. Beryon
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PKS
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Shivendra
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