



राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

[मानव संसाधन विकास मंत्रालय, भारत सरकार]

सेक्टर 26, चण्डीगढ़ - 160 019

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH

[Ministry of Human Resource Development, Government of India]

SECTOR 26, CHANDIGARH - 160 019

ISO 9001 : 2008 प्रमाणित CERTIFIED

NITTTR/EMGT/

136945

Office of Pr:

Diary No...

Date...

Secretary-cum- Director,
Training and Technical Education,
Government of Delhi, Muni Maya Ram Marg,
Prem Bari Pul, Pitampura (Near TV Tower)
DELHI - 110 034

Subject :- Short Term Course on "Managerial Skills" from 23-27 March, 2015 at NITTTR,
Chandigarh. (O.Plan No.1.2.140)

Sir/Madam,

A Short Term Course on "Managerial Skills" was included in the Operational Plan of the Institute (O. Plan. No.1.2.140) on the basis of needs identified during Annual Workshops. The programme is scheduled from 23-27 March, 2015.

The programme aims at enabling the participating faculty to:

- understand the role of managerial skills in managing departments/institutions
- understand the concept and styles of leadership
- understand the concept and types of motivation and techniques of motivating employees
- understand the role, types and principles of effective organizational communication
- understand the concept and process of decision making
- understand the concept and techniques of conflict management.
- understand the process of constituting effective team
- understand the concept of interpersonal skills

The contents of the programme would include:

- Managerial Skills : An Overview
- Leadership
- Motivating employees
- Organizational communication
- Decision making
- Conflict management
- Team Building
- Interpersonal skills

You are requested to kindly ensure sponsorship of 04-05 faculty members from the polytechnics of your state. The sponsorships may kindly be sent by 10.03.2015.

Faculty members sponsored from Govt. and Govt. aided Institutions will be paid TA/DA and extended free boarding/lodging facilities for attending the programme. However, faculty from private Institutions will have to bear their own expenditure. Faculty sponsored from Institutions covered under TEQIP-II will have to pay a course fee of Rs.5618/- (inclusive service tax of Rs.12.36%) and bear their own TA/DA expenditure.

with regards,

Yours sincerely,

(Dr.P.K. Tulsi)

Professor & Head, EMGT Deptt.
& Course Coordinator