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

(Established by Ministry of Human Resource Development, Govt)  
SECTOR 26 CHANDIGARH 160 019  
(An ISO 9001: 2000 Certified Institute)

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Ref: NITTTR/CDC/S-1/ 26946  
Date: 7-3-17

Principal Secretary-cum-Director  
Training and Technical Education, Delhi  
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1636/Dir (TTE)  
21-3-17

Subject: Short-term course on 'Developing Healthy Work Culture in Technical Institutions' from 22-24 March, 2017 at NITTTR, Chandigarh.

Dear Sir/Madam,

A short-term course on 'Developing Healthy Work Culture in Technical Institutions' is included in the Operational Plan of the institute for the year 2016-17. The course is scheduled to be held from 22-24 March, 2017 at NITTTR, Chandigarh.

The short-term course has been designed for teachers from technical institutions and aims at equipping them with requisite knowledge and skills for 'Developing Healthy Work Culture in Technical Institutions'. For achieving the above aim, the course contents include various topics on Developing Healthy Work Culture such as Stress Management, Time Management, Team Building, Conflict Management, Communication Skills and Effective Leadership etc.

TA/DA to the participants of Govt. and Govt. aided institutions will be paid by NITTTR, Chandigarh, as per institute rules. Traveling restricted to AC-3 tier train fare is permissible. The participants 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 free boarding and lodging in the institute hostel as per institute rules.

We would be grateful if you kindly arrange to send us a list of faculty members from polytechnics/engineering colleges of your state who will participate in the above short term course by 15<sup>th</sup> March, 2017 to enable us to make necessary arrangements at our end. We request you to sponsor at least 4-5 faculty members from your state to participate in the short term course. For further details please contact Prof. SK Gupta, Coordinator of this course at his email: skgupta38@yahoo.com or mobile no. 09815941962.

We look forward to hear from you at the earliest.

Yours sincerely,

(Dr. AB Gupta)

