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

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4321/Dir
25/7/17

Dr. AB Gupta
Professor & Head,
Curriculum Development Centre

Ref: NITTTR/CDC/S-1/ 006883
Date: 20 JUL 2017

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

Dir. (TE)

22/7/17
PS H2 DW
25-7-17

Subject: Short-term course on 'Communication Skills' from 21-25 August, 2017 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 2017-18 under OPLAN No. ID 34 on request from some of the states. expressed by them in the 'annual need assessment workshops'. The course is scheduled to be held from 21-25 August, 2017 at NITTTR. Chandigarh.

The short-term course has been designed for teachers of technical institutions 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 communication, presentation skills, report writing, personality development and employable skills 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 only 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 boarding and lodging facility in the institute hostel.

We would be grateful if you kindly sponsor and arrange to send us a list of faculty members from polytechnics of your state, who will participate in the above short term course by 14th August, 2017 to enable us to make necessary arrangements at our end. We request you to kindly sponsor at least 2-3 faculty members from each polytechnic/engineering colleges 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: pksingia@gmail.com or mobile No. 09041013502.

We look forward to hearing from you at your earliest.

Yours sincerely,

(Dr. A.B. Gupta)

99/TE/SB
31.7.2017

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26/7/2017

1230/00 (TE)
27/7/17

Copy to: AASH Programme to upload on D7ZE website.