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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

Ref. No. NITTTR/Media/

136273

Office of Pr. Secretary TTE  
Diary No. 122/secy/TTE  
Date 27/2/15

Principal Secretary-cum-Director,  
Training & Technical Education,  
National Capital Territory of Delhi,  
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2792369 Office

Director : 2794417 निवास / Resi.

ई पी ए बी एक्स | 2759500  
EPABX (0172) | 2759600

फैक्स/Fax : 0172-2791366/2793893

Dated: 4.2.2015

9 FEB 2015

DD(TTE) Sh. Bhatnagar  
copy to Asstt. Programme  
to upload on  
website

Sh. Bhatnagar

**Subject: Short Term Course on "Managing Yourself" w.e.f. 16-20 March, 2015 at NITTTR, Chandigarh**

Dear Sir/Madam,

We are organizing the above cited programme for the faculty of Engg. Colleges and polytechnics of all States of Northern Region. Seeing the today's scenario and the important role, a teacher has to play, this programme has been designed with the following objectives in mind: Develop understanding of self and decide about vision and goal of life; Analyze individuals role to determine the extent of role efficacy present in one's position and actions required to enhance role efficacy; Identify the competencies required for performing role effectively as a teacher in particular and citizen in general; Manage body, mind emotion, value and role effectively; Make aware of the desirable behavioral parameters such as leadership, creativity, management of communication etc. for development.; Aware of the causes of stress in role and method of coping it; Make understand importance of emotional balance in profession; Develop a plan for managing self to achieve high in profession and lead a happy life.

We hope that you will find the programme quite useful for the faculty of Engineering Colleges and Polytechnics and sponsor them to participate in the above programme. TA/DA will be borne by this institute as per institute norms limited to AC 3 tier only for the participants of Govt. /Govt. Aided Institutions. Participants from Private Institutions and University Institutes of Engineering & Technology (UIETs)/Schools of Engg. & Technology/College of Engg. & Technology/Other Departments of University (whether Govt. or otherwise) are NOT eligible to get TA/DA reimbursement even though the above departments of the Universities may be AICTE approved. They will have to bear their own traveling expenditure. However, no fee will be charged for attending the course from participants of private institutions. Participants from Institutions covered under TEQIP -II and from Centrally Funded Institutions will have to pay Rs. 5618/- (inclusive of service tax) as course fee (per week per participant) and the TA/DA of such participants will be borne by their respective institutions whether they are government/government aided or private institutions. Accommodation will be provided in the institute hostel as per the availability.

May I request you to send the list of nominated teachers for participating in the above cited programme by Fax No. 0172-2791366/2793893 or e-mail: [snehalatagoyal@yahoo.com](mailto:snehalatagoyal@yahoo.com) ; [rakeshwats@yahoo.com](mailto:rakeshwats@yahoo.com)  
Looking forward for your reply.

With regards,

Yours sincerely,

(Dr. Rakesh K. Wats)  
Professor Incharge,  
Media & Continuing Education Centre

Media & Continuing Education Centre