



राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

[मानव संसाधन विकास मंत्रालय, भारत सरकार]

सैक्टर 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 : 2000 प्रमाणित CERTIFIED

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DTE	ADI	Date: 29 JUL 2010	
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DTE	59141		
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Director of Technical Education
Govt. of Haryana
Bays No. 7-12, Sector 4,
Panchkula, Haryana

Subject: National Level Short Term Course on Stress and Time Management vide O.Plan No. 1.2.92 scheduled to be held from 06-10 September, 2010 at NITTTR, Chandigarh for faculty of Polytechnics.

Dear Sir/Madam,;

It is for your kind information that this institute is holding a National Level Short Term Programme from 06-10 September, 2010 to be held at NITTTR, Chandigarh for the faculty of polytechnics, *as mentioned in subject above.*

This course aims at orienting the participants about the concept of Stress and Time Management and providing them with strategies to cope up with stress and managing time.

You are requested to sponsor 2-3 participants from each polytechnic of your state to attend the course. The TA/DA to participants from Govt. and Govt. aided polytechnic shall be paid as per institute rules. Principals and HODs are eligible to travel by 2nd AC. The **other faculty** is eligible to travel by AC-3 tier only. All participants are permissible to travel by Shatabadi from Delhi to Chandigarh and back to Delhi. However, participants from private institutes shall not be paid any TA/DA. They can avail boarding and lodging facilities at the institute at nominal rates. The sponsorships may please be sent by 20th August, 2010.

With kind regards,

Yours sincerely,

(Dr (Mrs) HK Gill)

Course Coordinator

Department of Education and Educational Management