



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

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Grams : RITTNORTH
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No. NITTTR/EMGT/

SPEED POST

Dated: 01.08.2011

10. Director of Technical Education
Govt. of Maharashtra
3, Mahapalika Marg,
P B No.1967, Mumbai 400 001

Subject: Short Term Course on 'Modern Office Management' for office staff of polytechnics from 05 – 09 September, 2011 at NITTTR, Sector – 26, Chandigarh – regarding

Dear Sir/Madam,

A Short Term Course on 'Modern Office Management' for office staff of polytechnics from 05 – 09 September, 2011 at NITTTR, Sector – 26, Chandigarh has been included in the Operation Plan of the institute for the year 2011 – 2012 under item No. 1.2.84 in accordance with the needs identified for all the states of India (National Programme).

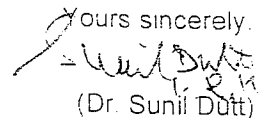
As the course would enable the participating office staff of polytechnics to equip with requisite knowledge & skills pertaining to managing office works; and operation and functions of office equipment effectively, we request you to kindly sponsor at least 4-5 office staff from polytechnics of your state to participate in the programme. A copy of Information Sheet indicating the Operational Plan No. dates, duration, course objectives, content, venue, course coordinator and methodology of the course for circulation amongst the teachers of various polytechnics in your state is enclosed.

Please note that the participating office staff from Government and Government-aided polytechnics will be paid TA/DA for journey period alone for their to-and fro journey restricted to AC – 3 tier by rail/bus on production of relevant tickets/receipts etc. as per institute rules. They would also be provided free boarding and lodging in the institute hostel during their stay at this institute. Private polytechnics will have to bear the expenditure on TA/DA as well as the boarding and lodging of the participants sponsored by them for attending this course. Participants may avail boarding/lodging in the institute hostel by paying the usual charges as per institute rules.

We shall be grateful if you can kindly send us a list of office staff of polytechnics from your state who would be participating in the above course scheduled to be held from 05 – 09 September, 2011 at this institute by 23.08.2011 to enable us to send admission letters to participants and make other necessary arrangements accordingly.

Thanking you,

Encls as above

Yours sincerely,

(Dr. Sunil Dutt)

Associate Professor & Course Co-coordinator
Education and Educational Mgt Department

HSC-SC-512

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH,
SECTOR – 26, CHANDIGARH

Education & Educational Management Department

Information Sheet

- Title of the Course :** Modern Office Management for ministerial staff
- Operational Plan No.:** 1.2.84.
- Dates and Venue :** 05– 09 September, 2011 at NITTTR, Chandigarh
- Course Objectives :** The course aims at equipping office staff polytechnics, and officials of DTEs/BTEs of all states with requisite knowledge & skills pertaining to managing office works; and operation and functions of office equipment effectively
- Course content :** Communication, Time Management, Noting/drafting & forms of written communication, filing procedures, writing memos/official letters, Inter-personal relations, Management of meetings, Introduction to Computer and its Applications, DOS, MS-Word, Windows, Internet & its applications and Hands-on Experience on Computer; Fax Machine, Photocopier, Duplicating Machine, Operation of EPABX and Telephonic conversation.
- Methodology :** Course objectives will be achieved through brief inputs by faculty/staff, demonstration of modern office equipment, explaining its use and functions followed by hands on experiences by the participants etc.
- Course Coordinators:** Dr. Sunil Dutt , Associate Professor (sunildut2002@yahoo.co.in) and Dr. PK Tulsi , Professor (tusli_pk@yahoo.com)