GOVERNMENT OF TELANGANA
OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
TELANGANA :: HYDERABAD

Cir. Memo. No. T1/11195/ 2015
Dt.:18-11-2016


Ref:- 1. Lr.No.T2/CMBS/OVS/653/2016, Dt: 07.11.2016 received from Dr. MCRHRDI, Hyderabad.
2. Lr.No.T2/CMBS/OVS/652/2016, Dt: 07.11.2016 received from Dr. MCRHRDI, Hyderabad.

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With reference to above letter cited, In this connection, Secretary SBTET, RJD and the all the Principals of Govt. Polytechnics of Telangana state are hereby informed that Dr. MCRHRDI, Hyderabad is conducting Training Programme on “Conflict Management” from 21.12.2016 to 23.12.2016 (03 days) and “Personal Effectiveness Skills” from 28.12.2016 to 30.12.2016 (03 days). They have requested to circulate the same among the Gazetted officers and above send nominations for the training programme, of those who are interested and have not undergone this programme earlier in the proforma enclosed office to take further action in the matter. They may send the nominations to adtrg.ts@gmail.com to “Conflict Management” from 21.12.2016 to 23.12.2016 on or before 08.12.2016 and “Personal Effectiveness Skills” from 28.12.2016 to 30.12.2016 on or before 14.12.2016 in order to submit for Dr. MCRHRDI, Hyderabad.

Encl: As above

Sd/- U.V.S.N. MURTHY
DIRECTOR (I/c)

To

The Principals of All Govt. Polytechnics under control of Department of Technical Education.
Copy to Secretary, SBTET, TS, Hyderabad.
Copy to RJD of Technical Education.
Copy to Stock File / Spare.

//F.B.O//

SUPERINTENDENT

[Stamp]
Programme Title: Training Programme on "Conflict Management"

Venue: Dr MCR HRD Institute, Road No.25 Jubilee Hills, Hyderabad 500 033

Duration: 3-Days

21 - 23 December 2016

Aim: Conflict is inevitable at workplace, which if not addressed and resolved properly can lead to bad consequences and result in personal animosity. When resolved effectively it not only eliminates various hidden problems but also results in many benefits. Hence, this program aims at building awareness and knowledge about various causes of conflicts at workplace and different methods to manage conflicts in different situations to ensure higher productivity.

Level and type of participant: Gazetted Officers and above

Methodology: Lecture, Group activities / Discussions, Interactions, Psychological instruments, Exercises & Films

Last date of receipt of Nominations: 8th December, 2016

The list of nominations to be sent to: Dr.O.Vijayasree, Professor, CMBS, Dr. MCR HRD Institute, Road No.25, Jubilee Hills, Hyderabad 500 033 M: 9248032101 Email: vijayasreeo@yahoo.com
NOMINATION FORM

1. Programme title: Training Programme on “Conflict Management”

2. Name of the Institute: Dr. MCR HRD INSTITUTE

3. Venue: Dr MCR HRD Institute, Road No.25 Jubilee Hills, Hyderabad 500 033

4. Programme Date: 21 - 23 December 2016

5. Name of the Candidate (in Capital letters):

6. SC/ST/OBC/OTHERS:

7. Date of Birth:

8. Designation:

9. Pay Scale:

10. Basic Pay:

11. Academic Qualification:

12. Professional Qualification:

13. Address for Communication:

14. Requirement for Accommodation:

FAX No: Phone No (O): Mobile No: Email:

Brief description of duties of the officer:

SIGNATURE OF THE CANDIDATE

TO BE FILLED IN BY THE SPONSORING AUTHORITY:

Certified that:

a. The particulars given above are correct

b. Due care has been taken of the training needs of the officer nominated with reference to his present/future duties viz-a-viz the contents of the course

c. The officer, if selected, will be relieved on full-time basis for attending the programme

ADDRESS FOR COMMUNICATION TO SPONSORING ORGANISATION

PIN:
PHONE:
FAX:

Ref. No. of Sponsoring Authority
Place:
Date:

Signature of the sponsoring Authority with Seal)
<table>
<thead>
<tr>
<th>Programme Title</th>
<th>Training Programme on &quot;Personal Effectiveness Skills&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Dr MCR HRD Institute, Road No.25</td>
</tr>
<tr>
<td></td>
<td>Jubilee Hills, Hyderabad 500 033</td>
</tr>
<tr>
<td>Duration</td>
<td>3-Days</td>
</tr>
<tr>
<td></td>
<td>28 - 30 December, 2016</td>
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<tr>
<td>Aim</td>
<td>To achieve organizational goals, every officer has to obtain commitment of his / her subordinates and support from superiors, which requires abundant interpersonal skills. To become interpersonally effective one has to first be effective with self and then become effective with others that is from independence to interdependence. Hence, this program aims at exploring into self to develop an insight into ones strengths and weaknesses and then focus on building up various skills to increase ones effectiveness.</td>
</tr>
<tr>
<td>Level and type of participant</td>
<td>Gazetted Officers and above</td>
</tr>
<tr>
<td>Methodology</td>
<td>Lecture, Group activities / Discussions, Interactions, Psychological instruments, Exercises &amp; Films</td>
</tr>
<tr>
<td>Last date of receipt of Nominations</td>
<td>14th December, 2016</td>
</tr>
<tr>
<td>The list of nominations to be sent to</td>
<td>Dr.O.Vijayasree, Professor, CMBS,</td>
</tr>
<tr>
<td></td>
<td>Dr. MCR HRD Institute,</td>
</tr>
<tr>
<td></td>
<td>Road No.25 Jubilee Hills, Hyderabad 500 033</td>
</tr>
<tr>
<td></td>
<td>M: 9248032101</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:vijayasreeo@yahoo.com">vijayasreeo@yahoo.com</a></td>
</tr>
</tbody>
</table>
NOMINATION FORM

1. Programme title: Training Programme on “Personal Effectiveness Skills”

2. Name of the Institute: DR. MCR HRD INSTITUTE
3. Venue: Dr MCR HRD Institute, Road No.25 Jubilee Hills, Hyderabad 500 033

4. Programme Date: 28 - 30 December, 2016

5. Name of the Candidate (in Capital letters): 

6. SC/ST/OBC/OTHERS: 

7. Date of Birth: 

8. Designation: 

9. Pay Scale: 

10. Basic Pay: 

11. Academic Qualification: 

12. Professional Qualification: 

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Signature of the sponsoring Authority with Seal)

Ref. No. of 
Sponsoring Authority 
Place: 
Date: 