

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

**OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA :: HYDERABAD**

- Sub : TECHNICAL EDUCATION –T & PS - Virtual Training Programme being conducted by Dr. MCRHRDI, Hyderabad - Nomination called for – Reg.
- Ref : Lr. No. T2/CPA/129/2020, Dt: 26.08.2020 from the Director General & E.O. Spl. C.S. to Govt. of Telangana, Dr. MCRHRDI, Hyderabad received through mail.

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With reference to subject and reference cited, all the Principals of Govt. Polytechnics of Telangana state are hereby informed that the Dr. MCRHRDI, Hyderabad is conducting Virtual training programme as shown below.

Sl. No.	Name of Course	Duration	Last date for submission of nominations	Name of the Course coordinator	Level and type of Participants
1.	Virtual training programme on "Communication and Presentation Skills for Individual and Organizational Effectiveness"	28.09.2020 to 30.09.2020 (3 Days)	21.09.2020	Dr. K. Suresh Kumar	All Gazetted Officers/ Non Gazetted Officers

In this connection, all the Principals of Govt. Polytechnics of Telangana state are requested to circulate the same among the Gazetted Officers /Non Gazetted Officers and forward nominations for the above training programme in the proforma enclosed to this office, on or before 11.09.2020 respectively to take further action in the matter. They may send the nomination to mail ID: adtrg.ts@gmail.com to submit the same to Dr. MCRHRDI, Hyderabad and the nominated candidates shall attend the training programme online by using desktop computer / laptop / Smart phone through the link provided to them time to time.

Encl: As above

Signature Not Verified
Digitally signed by SWAMY AVULA
Date: 2020.08.31 13:14:23 IST
Reason: Approved
FOR COMMISSIONER

To,
The Principals of all Govt. Polytechnics under control
of Department of Technical Education, T.S., Hyderabad.
Copy to Secretary, SBTET, T.S., Hyderabad.

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

Annexure-I

Programme Details
(to be filled by the Course Coordinator)

S.No.	Item of Programme	Details
1	Title of the Programme	Virtual Training Programme on “Communication and Presentation Skills for Individual and Organizational Effectiveness”
2	Duration	3 days
3	Dates	from 28.09.2020 to 30.09.2020
4	Aim & Objectives	To equip Knowledge on Communication and presentation Skills for individual and Organization Growth. Describe the process off effective communication.
5	Level of Participants	All Gazetted Officers & Non- Gazetted Officers
6	Last date for receipt of nominations	21.09.2020
7	Name & Designation of the Course Coordinator	Dr. K. Suresh Kumar, Junior Faculty-CPA
8	Contact details of the Course Coordinator (Land line with extension no., mobile number and e-mail ID)	Dr. MCR HRD IT Road No.25, Jubilee Hills Hyderabad - 500 033 Phone No: 23557583, 23548487,Ex: 484 Mobile : +91 9948119421 / 8885526715 Email: dr.mcrhrditcpa@gmail.com / sureshkumark@mcrhrdi.gov.in

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

Annexure-II

Nomination Form

S.No.	Item	Details
1	Name of the nominated	
2	Date of Birth	
3	Mobile No. (Whatsapp)	
4	Designation in present post	
5	Cadre	
6	Academic qualifications	
7	Professional qualifications	
8	Whether hostel accommodation required? (Y/N)	
To be filled by the sponsoring authority		
Certified that		
a)	The particulars given above are correct	
b)	Due care has been taken about the training needs of the officer nominated with reference to his/her present/future duties vis-à-vis contents of the course	
c)	The officer, if nomination is confirmed, will be relieved on full time basis to attend the training programme.	
Address for communication to the Nominating authority		
	Name	
	Full postal Address	
	Landline No.	
	Fax No.	
	Mobile No.	
	E-mail ID	
Signature of Nominating Authority with Seal		
	Reference No. of the Nominating authority	