

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

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

Sub: Technical Education – T & P Section - Physical Training Programme on **"Mentoring Skills (DoPT, GoI Sponsored Program)"** scheduled from 14.09.2021 to 16.09.2021 at Dr.MCRHRDI, Hyderabad - Nominations called for- Reg.

Ref: Lr. No. T2/CPA/282/2021, Dated: 27.08.2021 received from the Director General (FAC), Dr. MCRHRDI, Hyderabad.

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Vide reference cited above, the Director General (FAC), Dr. MCRHRDI, Hyderabad requested this office to send the nominations of the participants for three days **"Optionally Residential"** Training Program on **" Mentoring Skills "** from 14.09.2021 to 16.09.2021 being conducted by Dr. MCRHRDI, Hyderabad.

S. No	Name of the Program	Duration & Dates of the Program	Last date for submitting nomination to O/o CTE	Name of the Course coordinator	Level and type of Participants
1	Training Program on Mentoring Skills	14.09.2021 to 16.09.2021 (Three days)	04.09.2021	Dr. Ravulapati Madhavi ,Assoc .Prof of Law & Head- CPA, Mobile: +919959614546, Email: drmcchrtditcpa@gmail.com/madhavi@mcrhrdi.gov.in	Level Gazetted

In this connection, all the Principals of Government Polytechnics of Telangana State are hereby directed to nominate the interested regular faculty for the above **"Optionally Residential"** Training Program in the given Proforma and send to this office through the Email ID: adtrg.ts@gmail.com before 04.09.2021 in order to submit to Dr. MCRHRDI, Hyderabad on or before 08.09.2021.

The receipt of this memo shall be acknowledged.

(This has the approval of the CTE, Telangana)

Encl: Annexure I & II

Signed by A Swamy
Date: 02-09-2021 15:31:47
Reason: Approved
FOR COMMISSIONER

To,
The Principals of all Govt. Polytechnics under control
of Department of Technical Education, Telangana State.
The Secretary, SBTET, T.S., Hyderabad.
The O/o Commissionerate of Technical Education, T.S., Hyderabad.



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA**

Road No.25, Jubilee Hills, Hyderabad - 500 033, Fax: 040 - 23557584

From
The Director General &
Spl. Chief Secy. to
Govt. of Telangana

To,
All the District Magistrates &
Collectors of Telangana,
Head of Departments &
Telangana Secretariat Departments

Letter No.T2/CPA/282/2021, Dated:27.08.2021

Sir/Madam,

Sub: Dr. MCR HRD Institute of Telangana– Trainings-Centre for Public Administration (CPA)–Training Programme on Mentoring Skills (DoPT, GoI Sponsored Programme) from 14.09.2021 to 16.09.2021 – Nominations invited – Reg.

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Dr. MCR Human Resource Development Institute is organizing a three day **Training Programme on Mentoring Skills (DoPT, GoI Sponsored Programme) from 14.09.2021 to 16.09.2021** at the Institute located at Road No.25, Jubilee Hills, Hyderabad 500 033.

2. A brief information about the aim of the programme, methodology proposed, level of participants to be nominated along with the Name and contact details of the Course Coordinator are given at Annexure-I.

3. Nominations are invited from your Department for the above programme. Nominations may please be sent in the prescribed form enclosed (Annexure II) on or before **08.09.2021**. Early communication of nominations will facilitate this Institute to make the necessary pre-training arrangements.

4. This is an **“optionally residential”** programme. However, accommodation & boarding will be provided on request to the participants, who come from Districts. Accommodation requirement shall be indicated in the nomination form.

5. Necessary instructions may be given to the concerned officer dealing with training in your Department/ District to contact the Course Coordinator for any further information.

6. **The nominated candidate should not be relieved until “confirmation of nomination” is received from this Institute.**

Yours faithfully

Dr. Ravulapati Madhavi,
Assoc. Prof. of Law, Head-CPA & CC
For Director General

Encl : Annexure. I & II

Programme Details
(to be filled by the Course Coordinator)

S.No.	Item of Programme	Details
1	Title of the Programme	Training Programme on Mentoring Skills
2	Duration	3 days
3	Dates	from 14.09.2021 to 16.09.2021
4	Objectives	At the end of the training programme, the participants will be able to: <ul style="list-style-type: none">• Describe the purpose of Mentoring• Define the role of a Mentor• Review the potential benefits obtained from the introduction of mentoring• Specify key competencies of Mentor• Clarify the relationship between employee performance & the role of Mentor
5	Level of Participants	Level Gazzeted
6	Last date for receipt of nominations	08.09.2021
7	Name & Designation of the Course Coordinator	Dr. Ravulapati Madhavi, Assoc. Prof. of Law & Head-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: 482 Mobile : +91 9959614546 Email: dr.mcrhrditcpa@gmail.com / madhvir@mcrhrdi.gov.in

Nomination Form

S.No.	Item	Details
1	Name of the nominated	
2	Date of Birth	
3	Mobile No. / Whatsapp No.	
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	