



राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान
मानव संसाधन विकास मंत्रालय, भारत सरकार
सक्टर 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

Speed Post

No. NITTTR/EMGT/ 6887

D. S. Dutt Dated: 07.2016

8. Secretary-cum-Director,
Training and Technical Education, Govt. of Delhi,
Muni Maya Ram Marg, Prem Bari Pul,
Pitampura (Near TV Tower)
DELHI - 110 034

सुभाष चन्द्र बोस
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Subject: Short Term Course on '**Institutional Management & Evaluation**' for Principals and HoDs of Engineering Colleges and Polytechnics scheduled to be held from 29 August - 02 September, 2016 at NITTTR, Chandigarh - Request for sponsoring them regarding

2016
13.7.16
PS to DR

Dear Sir/Madam,

A Short Term Course on '**Institutional Management & Evaluation**' for Principals & HoDs of Engineering Colleges and Polytechnics scheduled to be held from 29 August - 02 September, 2016 at NITTTR, Chandigarh has been included in the Operation Plan of the institute (ID-53) for the year 2016 - 2017 in accordance with the needs identified for the all the states in the country.

As the above programme will equip the participating Principals and HoDs of Engineering Colleges and Polytechnics with requisite managerial skills for managing and evaluating institutions, departments, efficiently and effectively, we request you to kindly sponsor Principals/HoDs from your engineering college/polytechnic in 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 are enclosed for your kind perusal.

Please note that the participating Principals and HoDs from Government and Government-aided polytechnics and engineering colleges will be paid TA/DA for journey period alone for their to and fro journey 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. Faculty of engineering colleges covered under TEQIP-II will have to pay a programme fee of Rs. 10,000/- (15.00% ST extra) per participant (no TA/DA, boarding/lodging will be paid except working lunch and two times tea). **Faculty of Private engineering colleges/polytechnics will have to bear the expenditure on TA/DA. However, they will be provided free boarding and lodging in the institute hostel during their stay at this institute.** We shall be grateful if you can kindly send us a list of Principals & HoDs from your engineering colleges/polytechnics (by 16th August, 2016) who would be participating in the above programme scheduled to be held from 29 August - 02 September, 2016 at this institute to enable us make other necessary arrangements accordingly.

Looking forward to hear from you,

Encls : As above

Yours sincerely,

Sunil Dutt
(Dr. Sunil Dutt)

Professor, Education & Educational Management and
Programme Coordinator

P.T.O.

2103
3003
Date: 13/7/2016

Att. Programme to upload on website

S. No	Name of the Course	Institutional Management and Evaluation
1.	Oplan Number	ID-56
2.	Dates	29 August - 02 September, 2016
3.	Venue	NITTTR, Chandigarh
4.	Target Group	Principals and HoDs of Polytechnics & Engineering Colleges
5.	Course Objectives	The course aims at equipping the Principals and HoDs of Polytechnics & Engineering Colleges with requisite managerial skills for managing and evaluating institutions, departments, sections efficiently and effectively
6.	Course Contents	Overview of Institutional Management; Strategic Planning; Academic Planning & Management; Resources Management - requirement, procurement & utilization; IRG; Networking with other institutes/industries; Quality Assurance; Staff Development; Developing and empowering employees; Institutional evaluation - concept, components vis-à-vis NBA criteria etc.
7.	Coordinator	Dr. Sunil Dutt, Professor
8.	Email Address	sunildut2002@yahoo.co.in; 09815906121