

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

Cir. Memo. No. T1/11195/ 2015

Dt: 11-01-2017

Sub:- TECHNICAL EDUCATION – The Training Programme on
"Conflict Management" Scheduled from **23.01.2017** to
25.01.2017, "Service Matters" and "Foundation course for
Junior Assistants" Scheduled from **Jan-2017 to March-2017**
Nominations called for Dr. MCRHRDI, Hyderabad – Reg.

- Ref:- 1. Lr. No. T2/CMBS/OVS/732/2016, Dt: 07-11-2016, received
From Dr. MCRHRDI, Hyderabad.
2. Lr. No. T2/919/OM&SP/2016-94, Dt: 31-12-2016, received
From Dr. MCRHRDI, Hyderabad.
3. Lr. No. T2/919/OM&SP/2016-28, Dt: 28-12-2016, received
From Dr. MCRHRDI, Hyderabad.

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 Programmers is below.

S. No.	Name of Course	Duration	Last date for submission of nominations	Name of the Course coordinator	Level and type of Participants
1	Conflict Management	23-01-2017 to 25-01-2017 (3 days)	18-01-2017	Dr. O. Vijayasree	Gazetted officers and above
2	Service Matters	30-01-2017 to 01-02-2017 (3 days)	21-01-2017	Sri.Saka Venkateswara Rao	Supdt and Sr. Asst
3	Service Matters	02-02-2017 to 04-02-2017 (3 days)	23-01-2017	Sri.Saka Venkateswara Rao	Supdt and Sr. Asst
4	Service Matters	16-02-2017 to 18-02-2017 (3 days)	02-02-2017	Sri.Saka Venkateswara Rao	Supdt and Sr. Asst
5	Service Matters	20-02-2017 to 22-02-2017 (3 days)	05-02-2017	Sri. K. Anil Kumar	Supdt and Sr. Asst
6	Foundation course for Junior Assistants	23-01-2017 to 18-02-2017 (22 days)	12.01.2017	Sri. K. Anil Kumar	Jr. Assistant
7	Foundation course for Junior Assistants	06-02-2017 to 28-02-2017 (18 days)	25-01-2017	Sri. K. Anil Kumar	Jr. Assistant
8	Foundation course for Junior Assistants	13-02-2017 to 10-03-2017 (22 days)	31-07-2017	Sri. K. Jagan Mohan Goud	Jr. Assistant
9	Foundation course for Junior Assistants	20-02-2017 to 18-03-2017 (22 days)	04-02-2017	Sri.Saka Venkateswara Rao	Jr. Assistant
10	Foundation course for Junior Assistants	01-03-2017 to 29-03-2017 (23 days)	18-02-2017	Sri. K. Jagan Mohan Goud	Jr. Assistant

They have requested to circulate the same among of Gazetted officers and above and Staff members 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 nomination to adtrg.ts@gmail.com.

Encl: As above

Sd/-A. VANI PRASAD
COMMISSIONER

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//

Adwined
SUPERINTENDENT
12/01/17

Annexure – I

Programme Title	:	Training Programme on “Conflict Management”
Venue	:	Dr MCR HRD Institute, Road No.25 Jubilee Hills, Hyderabad 500 033
Duration	:	3-Days 23 – 25 January, 2017
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 work place 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	:	18th January, 2017
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 : **23 – 25 January, 2017**

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:

- The particulars given above are correct
- 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
- The officer, if selected, will be relieved on full-time basis for attending the programme

ADDRESS FOR COMMUNICATION TO SPONSORING ORGANISATION

PIN:

PHONE:

FAX:

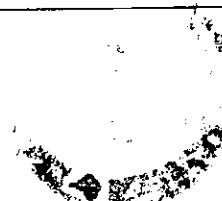
Signature of the sponsoring Authority with Seal)

Ref. No. of
Sponsoring Authority

Place:

Date:

ANNEXURE-I	
Programmc Title	: “Training on Service Matters”
Venue	: Dr. MCR Human Resource Development Institute, Road No.25, Jubilee Hills, Hyderabad – 500 033 Fax : 2355 7584
Duration	: Three days
Dates	: From (1) 30-01-2017 to 01-02-2017 (2) 02-02-2017 to 04-02-2017 (3)16-02-2017 to 18-02 2017 (4) 20-02-2017 to 22-02-2017 respectively
Aim	: To Provide Knowledge about the Rules and impart Skills in dealing with Service Matters.
Methodology	: Classroom Sessions, Interactive Sessions & Case Studies
Level and type of Participants	: Superintendents and Senior Assistants dealing with establishments.
Last date of receipt of Nominations	: (1)21-01-2017 (2)23-01-2017 (3)02-02-2017 (4)05-02-2017 respectively
Contact Address	: Dr. MCR HRD Institute Road No.25, Jubilee Hills Hyderabad - 500 033 Phone No: 23548487, Ex:175,182 & 377 Direct Line: 040-23558027 Fax: 040 – 2355 7584, Mobile No. 9248032081; 9248005303; 92480302073 Email: jaganmohangoud@mcrhrdi.gov.in venkateswararao@mcrhrdi.gov.in anilkumar@mcrhrdi.gov.in



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ANNEXURE – II
NOMINATION FORM

1. Programme Title	:	“Training on Service Matters”
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 Dates	:	From (1) 30-01-2017 to 01-02-2017 (2) 02-02-2017 to 04-02-2017 (3) 16-02-2017 to 18-02 2017 (4) 20-02-2017 to 22-02-2017 respectively
5. Name of the Candidate: (in CAPITAL Letters)	:	
1. Mobile No.	:	
7. SC/ST/OBC/Others:	:	
8. Date of Birth:	:	
9. Designation:	:	
10. Pay Scale:	:	
11. Basic Pay:	:	
12. Academic Qualifications:	:	
13. Professional Qualification:	:	
14. Address for Communication:	:	
15. 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

© The Officer, if selected, will be relieved on full time basis for attending the programme

ADDRESS FOR COMMUNICATION TO THE SPONSORING ORGANIZATION

PIN: PHONE(O) FAX: EMAIL:

(Signature of the Sponsoring authority with Seal)

Ref. No. of Sponsoring Authority

Place & Date

ANNEXURE-I

Programme Title	: Foundation Course for Junior Assistants
Venue	: Dr. MCR Human Resource Development Institute, Road No.25, Jubilee Hills, Hyderabad – 500 033 Fax : 2355 7584
Duration	: Four Weeks
Dates	: (1) 23-01-2017 to 18-02-2017 (2) 06-02-2017 to 28-02-2017 (3) 13-02-2017 to 10-03-2017 (4) 20-02-2017 to 18-03-2017 (5) 01-03-2017 to 29-03-2017
Aim	: To familiarize the newly recruited Junior Assistants with certain Administrative & Accounting Rules and Procedures required in day to day office work
Level and type of Participants	: Untrained Junior Assistants (up to 3 years of service)
Last date of receipt of Nominations	: (1) 12.01.2017 (2) 25.01.2017 (3) 31.01.2017 (4) 04-02-2017 (5) 18-02-2017 respectively
Name of the Course Coordinator's	Sri K. Jagan Mohan Goud, Head, COMSP Sri K. Anil Kumar, Junior Faculty Sri Saka Venkateswara Rao, Junior Faculty
Contact Addresses	Dr. MCR HRD Institute Road No.25, Jubilee Hills Hyderabad - 500 033 : Phone No: 23548487, Ex:175,182 & 377 Direct Line: 040-23558027 Fax: 040 – 2355 7584, Mobile No. 9248032081; 9248005303; 92480302073 Email: jaganmohangoud@mcrhrdi.gov.in venkateswararao@mcrhrdi.gov.in anilkumar@mcrhrdi.gov.in

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ANNEXURE – II
NOMINATION FORM

1. Programme Title	:	Foundation Course for Junior Assistants
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 Dates	:	(1) 23-01-2017 to 18-02-2017 (2) 06-02-2017 to 28-02-2017 (3) 13-02-2017 to 10-03-2017 (4) 20-02-2017 to 18-03-2017 (5) 01-03-2017 to 29-03-2017
5. Name of the Candidate: (in CAPITAL Letters)	:	
1. Mobile No.	:	
7. SC/ST/OBC/Others:	:	
8. Date of Birth:	:	
9. Designation:	:	
10. Pay Scale:	:	
11. Basic Pay:	:	
12. Academic Qualifications:	:	
13. Professional Qualification:	:	
14. Address for Communication:	:	
15. 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

© The Officer, if selected, will be relieved on full time basis for attending the programme

ADDRESS FOR COMMUNICATION TO THE SPONSORING ORGANIZATION

PIN: PHONE(O) FAX: EMAIL:

(Signature of the Sponsoring authority with Seal)

Ref. No. of Sponsoring Authority

Place & Date