

From

The Director,  
Technical Education Haryana,  
Chandigarh.

To

The Principal,  
GP Ambala/ Hisar/ Manesar/ Narnaul/ Uttawar/ Nilokheri/ Sirsa/  
Loharu/ Nathu Sri Chopta/ Sonapat/ Jhajjar/ Adampur/Sanghi(HQ  
at CR-poly Rohtak)  
GPW Faridabad/ Ambala/ Sirsa/  
CRP/VTI- Rohtak/SJP Damla/  
All private Polytechnics

Memo No. /Dev.  
Dated Chandigarh the;

**Subject: Training for faculty of Polytechnics.**

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I am directed to inform you that all the newly recruited faculty in your institutions is to be trained in the areas namely Teaching Pedagogy, Classroom Management, Instruction Method, Question paper setting, Communication skills, Motivation, use of Multi-media etc. NITTTR regularly organizes programmes covering these areas partly or fully. The calendar of NITTTR is also available on their web site and also has been circulated by this office. It is to be ensured that all the newly recruited faculty undergoes two week training. Failing of compliance may invite disciplinary action against Principal/concerned faculty including extension of probation period.

In case NITTTR fails to accommodate our faculty members in their programmes schedule in the notified calendar it is brought to your notice that six programmes specifically catering above mentioned areas is being organised as per the schedule.

1. 13-24 October, 2008
2. 17-28 November, 2008
3. 12-23 January, 2009
4. 02-13 February, 2009
5. 16-27 February, 2009
6. 09-20 March, 2009

You may plan sponsoring faculty in such a manner so as regular teaching is also not affected substantially and all newly recruited faculty also undergoes the requisite training by the due date. It is also applicable to the faculty recruited for Government Polytechnic Cheeka/Government Polytechnic Lisana.

For all the Govt Polytechnics/Aided Polytechnics participants there are no charges. However for private participants the expenditure is tentatively Rs.5500/- per participant has to be borne by the private institution.

All the private institutions have to sponsor atleast one faculty member in every programme as mentioned above. The list of faculty members being sponsored as per schedule be communicated to JD Academic, State Board of Technical Education and to Prof.P.K.Tulsi, NITTTR. In case the faculty members who have been sponsored fails to participate his/her substitute may please be sponsored.

Joint Director (Projects)  
For Director Technical Education,  
Haryana, Chandigarh.

Endst No.	/Project.	Dated
1.	Dr.PK.Tulsi, Professor and Head, Education and Educational Management Department, NITTTR, Sec-26, Chandigarh in reference to letter No.NITTTR/EMGT/22699 dated 22.8.08 proposal is acceptable. As discussed the Govt/Aided institutions participant are exempted from any fee/charges. Regarding lectures to be conducted by RIE, the scheduling and venue shall be worked out as per mutual convenience.	
2.	Director RIE, Sec-32, Chandigarh. It is in reference to discussion held with Prof.Revhti for organizing Joint Programme with NITTTR for our system participants. The broad schedule has been worked out. The venue and internal details shall be worked out as per mutual convenience and your kind consent.	
3.	Offg Member Secretary HSBTE to ensure compliance of said training by private polytechnics failing which action may be taken.	
4.	JD Academic for information.	
5.	Ms. Amita, Programmer host this letter in the web site and if possible please mail Govt/Govt. Aided/Private Polytechnics.	
6.	JD Engg. For information and also to put up a draft of D.O addressed to Vice Chancellor of affiliating Universities for making this kind of training compulsory for private institution of the State.	
7.	JD (SPFU) for information	
8.	JD(A) for information	
9.	PS/FCTE	
10.	PA/DTE	

Joint Director (Projects)  
For Director Technical Education,  
Haryana, Chandigarh.

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