



Online Training

on

COMMUNICATION SKILLS AND TECHNICAL WRITING

03-23 FEBRUARY, 2021

by

Directorate Human Resource Management

CCS HAU, Hisar 125004

(Haryana) India

**ACADEMY OF AGRICULTURAL RESEARCH AND EDUCATION MANAGEMENT
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY
HISAR-125 004 (HARYANA), INDIA**



Dr. M.S. Sidhpuria
Director

No.HRM/77-97
Dated: 18/01/2021

Dear Sir/Madam,

The Academy of Agricultural Research & Education Management, Directorate of Human Resource Management is organizing an Online Training on "Communication Skills and Technical Writing" from 3.02.2021 to 23.02.2021. This course is open for Extension personnel/ Scientists/Teachers working in SAUs/ICAR Institutes and related organizations. The course has been specially designed with the following objectives:

- Proficiency in comprehension and presentation.
- Communication among individuals and groups.
- To develop communication skills for meaningful and effective interaction.
- Communication and writing skills for effective teaching, research and extension.
- To sensitize the participants to principles of communication and technical writing for effective discharge of their duties and personality development.

The nominations of faculty working in your Department/Directorate/RRS/KVK should reach the undersigned latest by **28.01.2021** (manjunagpalmehta@gmail.com/anjugaina@hau.ac.in). Number of seats in this course is 30. The participants are required to pay a sum of Rs. 2000/- (Rs. Two thousand only) as registration fee which will be deposited at the time of registration on 3rd February, 2021.

The application proforma is enclosed.

[Handwritten signature]
18/01/2021

Director, HRM

Encl: as above

CC:

1. Vice-Chancellors, SAUs
2. Director, ICAR Institutes
3. All Deans/Directors/Heads of Departments, CCSHAU, Hisar
4. Principal, College of Agriculture, Kaul
5. Principal, Extension Education Institute, Nilokheri
6. All RRS/KVKs, CCSHAU, Hisar
7. S.V.C. for the information of the Vice-Chancellor, CCSHAU, Hisar

**ACADEMY OF AGRICULTURAL RESEARCH & EDUCATION MANAGEMENT
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**

***Online Training on Communication Skills and Technical Writing
03 February- 23 February, 2021***

FORMAT FOR NOMINATION (Make copies if required)

1. Name :
2. Designation :
3. Department/Office :
4. Date of joining
the present post :
5. Date of birth :
6. Address for communication

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7. Telephone: Office Residence.....
Fax E-mail.....

8. Qualifications:

Degree	Year	University	Subject
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9. Name and No. of Scheme out of which registration fee (and T.A., D.A. for outstation candidates) will be met

Signature of the Participant

CERTIFICATE OF THE SPONSORING AUTHORITY

Ms./Mr./Dr..... is hereby nominated for participation in the Online Training on “Communication Skills and Technical Writing” from 3.02.2021 to 23.02.2021 being organized by the Academy of Agricultural Research and Education Management, Directorate of Human Resource Management, CCSHAU, Hisar. He/She will be relieved by the Department/office and treated on official duty during the period of the course.

Signature of the Competent Authority
(Office seal)

**DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CCS HARYANA AGRICULTURAL UNIVERSITY
HISAR-125 004 (HARYANA), INDIA**

Online Training

on

COMMUNICATION SKILLS AND TECHNICAL WRITING

03-23 FEBRUARY, 2021

Target Group	Extension Specialists/Teachers/Scientists working in SAUs, ICAR Institutes, State Universities, Colleges and other organizations.
Number of seats	30 (Thirty)
Last date	28 th January, 2021

NOTE:

- Registration Fee of Rs.2000/- per participant to be deposited through online after selection in the course.
- Participation Certificate will be issued in digital form.
- Interested applicants must send their details in the prescribed proforma.

FOR MORE DETAILS CONTACT

Ms. Manju Mehta

Course Coordinator

Joint Director, DHRM

CCS HAU, Hisar-125004

(Haryana) India

Off: 01662-255414; Mobile: 9255526303

Email ID: manjunagpalmehta@gmail.com

Dr. Anju Kumari

Course Coordinator

Assistant Director, DHRM

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