

Details of support lent to Dr Saurabh Kumar during 2019-20 (6.3.3)

S.No.	Type of Training Programme	Topic of training programme	Date of training Programme	Page no.
1.	Two days professional development /administrative training programme for non-teaching staff	Stress Management	20-21 Feb. 2020	1-2
2.	Two days professional development /administrative training programme for teaching staff	Stress Management	22-23 Feb. 2020	3-4


Registrar
Manglayatan University
Banswan, ALIGARH



Dated: 04 Feb. 2020

To,
Dr Saurabh Kumar,
IBM
Mangalayatan University

Subject: Request to address administrative support Staff as Resource Person for two days training programme

Dear Sir,

It is my great privilege to inform you that Human Resource Department and DJMC are organizing two days training programme on Stress Management for the administrative support Staff of the University and invite you as a Resource person to deliver your thoughts. Your Presence amongst us on this occasion will be inspirational and highly educative for our teaching faculty here. It is our earnest desire that you may have deliver the thoughts, would inspire value based professional behavior.

We shall plan the date and time of this programme as per your convenience. We, however, prefer date 20 Feb.-21 Feb.2020, if that suits you.

With kind regards

HEAD,

DJMC

Registrar
Mangalayatan University,
Bawan, ALIGARH

Dated: 06 Feb.2020

To,
HEAD,
DJMC

Subject: Acceptance as Resource Person for Training Programme for administrative support staff

Dear Sir,

Firstly I want to convey my thanks for your invitation to address administrative support staff as resource person for two days training programme on Stress Management.

I accept your invitation and want to inform you that I will be available for the training programme from 20-21 Feb.2020. Kindly inform me the detailed schedule of the training programme for my convenience.

Thanks & Regards



Dr Saurabh Kumar

Associate Professor



Registrar
Mangalyatan University
Basant, ALIGARH

Dated: 05 Feb.2020

To,
HoD,
IBM

Subject: Acceptance as Resource Person for Training Programme

Dear Sir,

Firstly I want to convey my thanks for your invitation to address teaching staff as resource person for two days training programme on Stress Management.

I accept your invitation and want to inform you that I will be available for the training programme from 22-23 Feb.2020. Kindly inform me the detailed schedule of the training programme for my convenience.

Thanks & Regards



Dr Saurabh Kumar

Associate Professor



Registrar
Mangayatan University,
Bawen, ALIGARH



Dated: 03 Feb. 2020

To,
Dr Saurabh Kumar,
IBM
Mangalayatan University

Subject: Request to address Teaching Staff as Resource Person for two days training programme

Dear Sir,

It is my great privilege to inform you that Institute of Business Management & Human Resource Department is organizing two days training programme on Stress Management for the Teaching Faculty of the University and invite you as a Resource person to deliver your thoughts. Your Presence amongst us on this occasion will be inspirational and highly educative for our teaching faculty here. It is our earnest desire that you may have deliver the thoughts, would inspire value based professional behavior.

We shall plan the date and time of this programme as per your convenience. We, however, prefer date 22 Feb.-23 Feb.2020, if that suits you.

With kind regards

HoD

IBM