



DELHI TECHNOLOGICAL UNIVERSITY
Formerly Delhi College of Engineering
Govt. of NCT of Delhi
Shahabad Daulatpur, Main Bawana Rd., Delhi - 110042
(Human Resource Development Centre)



No: DTU/HRDC/Staff-MSWord/2023-24/ 96

Date: 15.03.2024

To,

All Deans, Heads, Directors & Branch Incharges
Delhi Technological University

Dear Sir,

The Human Resource Development Centre, DTU is organizing a *Hands-on-training on Tools for Document Writing in MS Word for administrative staff of DTU* on 21st of March, 2024.

The training will be undertaken by Mr. Yogesh Kumar, Educational Media Generalist (Retd.) AIIMS, New Delhi. This training aims to enhance the participants' MS Word skills for efficient document creation, formatting, and editing. Through this hands-on training, attendees will optimize workflow, improve document quality, and contribute effectively to improve productivity at the workplace. The training program is organized at the Computer Centre, DTU.

In this regard, you are requested to kindly depute the staff as per the list enclosed to participate in this training program.

With Warm Regards,



(Prof. Madhusudan Singh)
Registrar

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Copy to:

1. PA to VC for kind information of the Hqn'ble Vice Chancellor.
2. Head CC, with request to provide training space with 40 Computers from 10.00 A.M. to 5.30 P.M. on 21st March 2024 and staff to assist in the training program.
3. Head (CC) with a request to upload the letter on university website.
4. DR(GA) with a request to arrange necessary hospitality for this program.


(Dr. P. K. Goyal)
Director, HRDC