DSS-11/6/2023-Social Science (E 1611)

The National Institute of Health and Family Welfare
(Academic Section)

16th November, 2023

Circular

With reference to e-office DSS-11/6/2023-Social Science (E 1611) note # 30 received on dated 14.11.2023 “Training Course On Research Methodology for Health Professionals is scheduled to be held on 20th to 24th November, 2023 in the Committee Room at Teaching Block of the NIHFW, New Delhi is as per details given below:

The following arrangement for the Training Program has to be done.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Course Coordinator</td>
<td>Dr. Sarita Gautam</td>
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<td>2.</td>
<td>Course CoCoordinator</td>
<td>Dr. Rajesh Kumar</td>
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<td>3.</td>
<td>Course Associate</td>
<td>Dr. Sangita Mishra</td>
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<td>4.</td>
<td>Hostel Accommodation</td>
<td>Sh. Subash Chand RO and MS Hostel</td>
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<tr>
<td>5.</td>
<td>A.V. equipment/overhead Projector, Laptop and power point.</td>
<td>Mr. B.K. Sharma, Technical Officer (AVE)</td>
</tr>
<tr>
<td>6.</td>
<td>Computer lab (on 20/11/23 from 3:30 to 5:00 PM and on 24/11/23 from 9:30 AM to 1:00 PM)</td>
<td>Mr. Pankaj Gautam, I/c-Computer Center</td>
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<td>7.</td>
<td>Tea, snacks &amp; Working Lunch to be provided for the 27 persons for 5 days.</td>
<td>Sh. Subash Chand RO and MS Hostel</td>
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<td>8.</td>
<td>Photography</td>
<td>Mr. A.A.A. Khan</td>
</tr>
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<td>9.</td>
<td>Xeroxing work</td>
<td>Mr. S.K. Gayan I/c, (Press)</td>
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<td>10.</td>
<td>Printing of Banner Maintenance and other arrangements</td>
<td>WMO</td>
</tr>
</tbody>
</table>

For any information/clarification, please contact the Course coordinator.

It is requested that a report in this regard should be forwarded in the Academic Section after the completion of Training course.

This issues with the approval of the Director.

To,
All concerned

(S.K. Gupta)                                                     
Section Officer (Acad.)                                        

Cont.....
Copy to:

1. PA to Director/PA to Dean/DDA
2. WMO, NIHFW
3. Workshop & Maintenance Section should ensure functioning of Diesel Generator in case of electricity failure, J.E. Civil/Electricity Supervisor.
4. Dr. Ankur Yadav, I/c Communication,
5. Dr. Monika Saini, Chairperson, Hostel,
6. Mr. Pankaj Gautam, I/c, Computer Center.
7. Smt. Hans Kumari, I/c, Teaching Block
8. Section officer (Accounts)
9. I/C Admin-1
10. Sh. Shivcharan, Transport Supervisor - vehicle arrangements.
11. Attendant Teaching Block
12. Receptionist, NIHFW, Security Officer, Main Gate-1.

[Signature]