

लक्ष्मी मूर्ती, पीएच.डी.

उप-निदेशक (प्रलेखन)

Lakshmi Murthy, Ph.D.

Deputy Director (Documentation)



राष्ट्रीय कृषि विस्तार प्रबंध संस्थान

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन)  
राजेन्द्रनगर, हैदराबाद - ५०० ०३०, टी.एस., भारत.

**NATIONAL INSTITUTE OF AGRICULTURAL  
EXTENSION MANAGEMENT (MANAGE)**

(An organization of Ministry of Agriculture & Farmers Welfare, Govt. of India)  
Rajendranagar, Hyderabad - 500 030. T.S.

Tel : 040-24016687 Cell : 9848785837

E-mail : lakshmi@manage.gov.in | Web : www.manage.gov.in

MNG-12/ICT-KM-262/2019-2020

17<sup>th</sup> June 2019

Sub: Training programme on "Documentation and Report Writing" during 29<sup>th</sup> July to 2<sup>nd</sup> August 2019 at MANAGE – Regd.

Dear Sir,

The National Institute of Agricultural Extension Management (MANAGE), an organization under the Ministry of Agriculture, Govt. of India, is organizing a training programme on "Documentation and Report Writing" during 29<sup>th</sup> July to 2<sup>nd</sup> August 2019 at MANAGE, Hyderabad.

Good quality documentation of project experiences, knowledge and lessons learnt is the need of the hour. Innovations and good practices need to be documented for learning and dissemination to various stakeholders. The current program is aimed at improving skills of participants in documentation and reporting. The objectives are to impart an understanding of the importance and value of systematic documentation in programs and projects, orient participants to the process and tools for documentation and focus on report writing skills.

The training program is meant for Senior / Middle Level Officers from Agriculture and Allied Departments, faculty from State Agricultural Universities, KVKs, EEs and SAMETIs and other agricultural extension and training Institutions. This is to request you to kindly nominate 4 or 5 officers /faculty members from your Organization to attend the above-mentioned training program. There is no course fee and boarding and lodging will be provided by MANAGE. However, travel charges would have to be borne by the organizations nominating the participants. Participants are requested not to bring their spouse, children with them to the training program due to limited hostel accommodation at MANAGE. Please note that participants will have to pay an extra charge for the additional days of stay at MANAGE which shall be subject to prior permission and availability of accommodation.

Please send your nominations along with contact details of your nominees to Dr. Lakshmi Murthy, Deputy Director (Documentation) & Course Director, MANAGE by email: [lakshmi@manage.gov.in](mailto:lakshmi@manage.gov.in) (Mobile: +91 9848785837), or by fax (040-24015388), by 19<sup>th</sup> July 2019.

A line of confirmation of nominations will be highly appreciated.

Thanking you, with regards,

Yours sincerely,

*Lakshmi Murthy*  
(Lakshmi Murthy)

To  
The Vice chancellor  
Navsari Agricultural University,  
Dandi Rd, Erugam,  
Navsari-396 450  
Gujarat

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circulate on  
website on  
27/6/19*

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