

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION : ASSAM
KAHILIPARA : GUWAHATI-19

No.PC/HE/Misc.73/2018/25

Dated Kahilipara the 19th July, 2018.

From : Smt. G. Phukan, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To, The Principals (all),
Govt. & Provincialised Colleges of Assam.

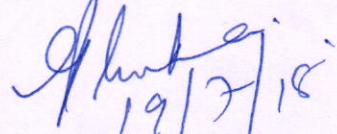
Sub : Regarding one day training programme for the Principals.

Sir,

I have the honour to enclose herewith a copy of letter received from the Director (Academic), XAVIER INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY Guwahati and request to co-operate the training programme 'GAIN A WINNER'S EDGE' to be held on 29th September, 2018 at Hotel Radisson Blu, Guwahati.

It may be mentioned here that the required expenditure for attending the said programme will have to be borne by the college authority from their own source, State Govt. will not provide any fund for this purpose.

Yours faithfully,



19/7/18

Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Memo No.PC/HE/Misc73/2018/20-A
Copy to:-

Dated Kahilipara the 19th July, 2018.

1. Smti. Vaishali Nayak, Deputy Secretary to the Govt. of Assam, Higher Education Deptt., Dispur, Guwahati-6.
2. Shri Bijit Debbarma, Director(Academic), Xavier Institute of Management and Information Technology, Bamunimaidan, Guwahati-21.


Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,

SMT. GITIMONI PHUKAN, ACS
The Director of Higher Education,
Govt. of Assam, Kalilipara, Guwahati.

Subject: Proposal for Nominating College Principals for the One-Day Program on Leadership by SHIV KHERA.

Respected Madam,

We deem it a great honour in presenting before you as an independent professional institute under Xavier's Foundation, Guwahati. It is engaged in Research, Training and Consultancy Services and carries out Management Development Programs (MDPs) for prominent private and public organisations including OIL, IOC, ONGC, AMTRON, ASTC, AFC, AGCL, APL, ATDC, Intel, GlaxoSmithKline among others. XIMIT has also been conducting various Faculty Development Programs (FDPs) for College Teachers & Researchers of this region. Besides, Principals of a good number of Provincialised Colleges of Assam have also been trained by XIMIT. Apart from this, in order to provide need-based and quality solution to the industry, XIMIT has started Consultancy Services to different corporate houses as well as to some provincialised colleges of this region. It has, by now, been regarded as a premier Single-Window Solution Provider in the North East India.

Let us express our sincere gratitude to your esteemed department and office for the kindness in supporting the MDPs on Finance & Accounts for College Principals held on January 3, 4 & 5, 2014 and on January 8, 9 & 10, 2015. We must acknowledge your cooperation in conducting some other programs too, e.g., MDPs on Office Management for Non-Teaching Staffs of Colleges of Assam.

One of our institution's mandates is to build a society that is vibrant and growing by harnessing the inherent potential of human being through knowledge sharing and enhancement. In doing so, and in pursuit of providing quality solution to the industrial and other corporate houses, XIMIT keeps on developing Training Programs based on needs.

In order to take the management & leadership training to a different level, and as suggested by many of our valued clients, we're bringing the internationally acclaimed trainer, management guru and the most sought-after speaker MR. SHIV KHERA, the author of International Bestseller YOU CAN WIN for a One-Day Leadership Program "GAIN A WINNER'S EDGE" on September 29, 2018 at Hotel Radisson Blu, Guwahati. Need not to say that this will be one of the best training events Guwahati has ever witnessed.

Hope you will find this program useful for sponsoring/nominating/recommending the Principals under your able leadership to participate in this extremely effective and high-impact program. May we take this opportunity to request for your leadership role in this regard?

Expecting a positive response and looking forward for a long term relation.

Yours Sincerely,

Bijit Debarma
Bijit Debarma
Director (Academic)



Encl:

- 1 The Summary of the Program
- 2 A Brief Profile of Mr. Shiv Khera
- 3 The Program Brochure
- 4 About the Organiser
- 5 Few of the Nominations/Recommendations
- 6 Sample Nomination Form

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TO BECOME A LEADER,
YOU NEED TO TRAIN WITH THE LEADER

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WIN

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ONE-DAY LEADERSHIP PROGRAM
GAIN A WINNER'S EDGE

29th Sept., 2018 (9:30 AM to 5-30 PM) - Hotel Radisson Blu, Guwahati

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Author of International Bestseller

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Email: training@ximit.net VISIT US AT www.ximit.net

"Indecision is a Decision too.....the saddest words in life are I SHOULD HAVE."