



**Shri Madhwa Vadiraja Institute of Technology and Management**  
(A Unit of Shri Sode Vadiraja Mutt Education Trust®)  
**Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA**

**NON TEACHING STAFF TRAINING PROGRAMME (SCHEDULE)**

<b>9.30 – 9.45 am</b>	<b>9.45 – 11.10 am</b>	<b>11. 30 am – 1 pm</b>	<b>2 – 4 pm</b>	<b>4 – 4.20 pm</b>
<b>Inauguration</b> Prof. Dr. Radhakrishna Aithal, Principal.	<b>Basic Writing Skills</b> (Punctuation, Confused Words, Misused words, Redundant Words, Essential Grammar)	<b>Business Email Writing</b> (Conventions, Basic Grammar, Practice in Drafting Models)	<b>Business Letter Writing, Telephone Conversation Skills &amp; General Conversation Skills</b>	<b>Feedback &amp; Concluding Remarks by the Principal</b>

Principal

Coordinator