

SHORT-TERM COURSE

On

“Communication Skills”

May 14-18, 2018

Jointly Organized by

**Department of Humanities and Social Sciences
and
Department of Computer Science and Engineering**



Malaviya National Institute of Technology, Jaipur

J.L.N. Marg, Jaipur-302017 (Rajasthan)

(Website-<http://mnit.ac.in>)

In Collaboration With:



**National Institute for Technical Teachers Training and
Research (NITTTR), Chandigarh**

About Malaviya National Institute of Technology Jaipur

Malaviya National Institute of Technology Jaipur is one of the premier NITs, established by the Ministry of Human Resource Development, Government of India. The Institute, earlier known as MREC Jaipur, was established as a joint venture of the Government of India and the Government of Rajasthan in 1963. Later in 2002, the college was given the status of National Institute of Technology, and on 15 August 2007, proclaimed as an 'Institute of National Importance' through an Act of Parliament.

The lush green campus of MNIT is centrally located in the city of Jaipur, and spreads over 325 acres of land. At present the Institute offers undergraduate and postgraduate courses (M.Tech. /M.B.A./ M.Planning /M.Sc. & Ph.D.) to about 5000 students, in almost all leading fields of engineering & technology, architecture, management and sciences. Through the internationally renowned faculty, laboratories with state of art equipments and excellent infrastructure, the institute is actively engaged in research, consultancy and developmental activities, besides imparting regular teaching.

About National Institute for Technical Teachers Training and Research (NITTTR), Chandigarh

In realization of the need for training better quality technicians to meet the large scale industrialization of the country, the ministry of Human Resource Development, Government of India established four Regional Technical Teachers' Training Institutes at Bhopal, Chandigarh, Chennai and Kolkata in 1967. The Institute at Chandigarh is one of these four NITTTRs, started in collaboration with Royal Netherlands Government (upto 1974). It was designed to meet the requirements of developing polytechnic education in the northern region covering the states of Jammu and Kashmir, Himachal Pradesh, Punjab, Haryana, Rajasthan, Uttar Pradesh, Uttarakhand, Delhi and Union Territory of Chandigarh. The Institute is registered under the Societies Registration Act, 1860 and is managed by a Board of Governors.

The institute started with long term teachers' training programmes for polytechnic teachers in 1967 and was also entrusted with the responsibility of promoting curriculum development work for the states in the region. To improve the competence of teachers for implementing new curricula designed by this institute, short term courses have been offered since 1967. The institute established a Media Centre in 1981 for preparing print & non-print instructional materials.

The institute also set up the department of Rural Development and the department of Entrepreneurship Development to assist polytechnics in directing their efforts towards training manpower and disseminating information in these areas. The Educational Television and Computer Science departments were established in the year 1981 and 1982 respectively. Since 1983, the institute has been guiding and assisting the states in the areas of Educational Planning and Management. Since 1992, the institute started offering Regular Master of Engineering Programmes in (i) Engineering Education and (ii) Manufacturing Technology. In the year 1994, two more courses namely Master of Engineering in Construction Technology and Management and Computer Science and Engineering were added. In the year 1998, two more Master of Engineering Programmes in Instrumentation and Control and Electronics and Communication Engineering were added, and, since 2005, the institute started offering Modular

Master of Engineering Programmes in all the above disciplines. All these programmes, being offered for teachers of technical institutions and their administrators, professionals from industry and general candidates, are duly approved by AICTE and affiliated to Panjab University, Chandigarh.

Since June 2001, this institute has been conducting short term courses in various subjects for faculty of Engineering Colleges in addition to organizing AICTE sponsored Induction Training Programmes. Education and Training Programmes, Curriculum Development, Instructional Material Development, Research and Development, Extension Services, Consultancy in Technical Education and Technology areas. The institute has been recognized as a 'Research Centre' by Panjab University, Chandigarh (in 2006) as well as by Punjab Technical University, Jalandhar (in 2005) for pursuing research work leading to the degree of Doctor of Philosophy.

About the Department of Humanities and Social Sciences

The Department of Humanities and Social Sciences was established in Malaviya Regional Engineering College in 1965. Currently there are five faculty members in the Department who have specialized in various contemporary areas of Humanities and Social Sciences. Majority of the faculty members hold Doctoral degrees and are engaged in high-quality research and teaching. They have to their credit several books and articles published in national and international journals and books. The Language Laboratory of the Department is well-furnished with twenty-one computer terminals and modern software essential for the teaching of undergraduate and post graduate courses. The Department of HSS has organized one International Conference, Summer Schools, FDPs, and many National Workshops.

About the Department of Computer Science and Engineering

The Department of Computer Science and Engineering started functioning in 1994. The Department offers Four Year courses leading to the Bachelor's Degree and also Post Graduate Program leading to M. Tech. in Computer Science and Engineering. It offers Ph.D. programs in various specializations like Wireless Sensor Networks, MANET, Network Security, QoS in Wireless Networks, Cloud Computing, Big Data, Real Time Systems, Image Processing, etc. The Department is equipped with state of the art labs to support the UG, PG and Research Programs.

About the STC

Effective communication is vital in all careers. We live in a communication era, with rapid expansion in the reach of different modes of communication, and improved techniques for the interpersonal exchange of ideas. Communication is highly necessary for our society, as it is only through exchange of ideas and co-operation that a society can grow and develop. Effective communication is essential for faculty members of academic institutions in order to provide students the required knowledge of the subject and also to equip them with employability skills.

It gives us immense pleasure to inform you that the Department of Humanities and Social Sciences and the Department of Computer Science and Engineering, MNIT Jaipur is jointly organizing a Short-Term Course on "Communication Skills" for Faculty Members/Academicians from May 14 to 18, 2018 in collaboration with NITTTR, Chandigarh.

The main objective of the program is to make the participants mindful about the importance and different aspects of Communication Skills, such as Verbal and Non-verbal Communication Skills, Classroom Communication, Communication for Developing Employability, etc. The course aims at equipping teachers to be competent in facing the challenges of the dynamic learning environment, by providing an insight to the effective use of communication skills for success at the workplace. The participants can hone their abilities through interactive sessions and impart the skills to their students.

This Short Term Course is duly recognized by AICTE for all purposes.

Contents Covered:

The following topics will be covered during the STC:

- Significance and Process of Communication
- Articulation and Pronunciation
- Non-verbal Communication
- Verbal Communication
 - Listening Skills
 - Speaking Skills
 - Reading Skills
 - Writing Skills
- Presentation Skills
- Report Writing
- Inter-personal Relations
- Resume Writing
- Group Discussion
- Appearing for an Interview
- Field Visit

Participants

The Short-Term Course is an interdisciplinary programme and is exclusively designed for the faculty members of Engineering, Sciences, Architecture, Humanities and Social Sciences, and Management.

Resource Persons

The contents of the programme will be delivered by the faculty members of NITTR Chandigarh, MNIT Jaipur and experts from outside institutions.

Registration Details

- Last date of Registration – **May 12, 2018 (Saturday)**
- **Registration Fees**
Faculty Members/Academicians: **FREE for the candidates as the program is sponsored by NITTR Chandigarh.**
- Number of Seats : **30 (Thirty only)**
- The Registration Form is available on the website of MNIT, Jaipur at the end of this Brochure.
- TA/DA will be provided to the outstation Govt. or Govt. aided colleges participants only.

- The duly filled registration form may be sent to the undersigned through mail latest by **May 12, 2018** to:
Dr. Preeti Bhatt, Coordinator - STC on Communication Skills
Department of Humanities and Social Sciences
Malaviya National Institute of Technology
J.L. N. Marg Jaipur 302017, Rajasthan
Email: pbhatt.hum@mnit.ac.in
- *Limited seats are available for the programme and will be allocated on first come first served basis.*

Accommodation

- *The participants may be provided with accommodation in the Guest House/Hostels depending on the availability, on payment basis. Request for Accommodation should be conveyed through email in advance. Shared accommodation will be provided on first come first served basis.*

How to Reach MNIT

Jaipur is well connected to all main cities in the India by road, railways and air services. MNIT is situated on Jawaharlal Nehru (J.L.N.) Marg and is about 10 km s away from central railway station and the main bus stand (Sindhi Camp) of Jaipur. Airport (located at Sanganer) is about 4 kms away from the Institute.

ORGANISING COMMITTEE:

Patrons

- **Prof. Udaykumar Yaragatti**, Director, MNIT, Jaipur
- **Prof. Shyam Sundar Pattnaik**, Director, NITTTR, Chandigarh

Members

- **Dr. Nupur Tandon**, Head, Department of Humanities and Social Sciences, MNIT Jaipur
- **Dr. Girdhari Singh**, Head, Computer Science and Engineering, MNIT Jaipur
- **All Faculty Members**, Departments of Humanities and Social Sciences, and Computer Science and Engineering, MNIT Jaipur

Coordinators

- **Prof. PK Singla**, NITTTR, Chandigarh
- **Ms Nanny Tripathi**, Associate Professor, Department of Humanities and Social Sciences, MNIT
- **Dr. Preeti Bhatt**, Assistant Professor, Department of Humanities and Social Sciences, MNIT
- **Dr Meenakshi Tripathi**, Assistant Professor, Department of Computer Science and Engineering, MNIT

Contact Details

In case of any query about the STC please contact:-

Dr. Preeti Bhatt, Convener	Dr. Meenakshi Tripathi, Convener
Assistant Professor	Assistant Professor
Department of Humanities and Social Sciences	Department of Computer Science and Engineering
Phone: +91-9549657352	Phone: +91-9549654393
Email: pbhatt.hum@mnit.ac.in	Email: mtripathi.cse@mnit.ac.in

Registration Form

Short-Term Course On “Communication Skills”

May14-18, 2018

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Malaviya National Institute of Technology Jaipur
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National Institute of Technical Teachers Training and Research, Chandigarh

Name of Participant (Dr. /Mr./Ms.) _____

Designation _____

Name of Institute with Address

Teaching Experience (in years) _____

Subjects Taught _____

Mailing Address _____

City: _____ State: _____ Pin: _____

Telephone: _____ (With STD Code)

Mobile No.: _____

E- Mail (CAPITAL LETTERS): _____

Date:

Signature

Forwarded by: **Director/Principal/Head of the Department of the Institute**

PS: All fields are required to be filled mandatorily.