About NIT, Jalandhar

Dr B R Ambedkar National Institute of Technology Jalandhar is amongst the 31 NITs established by Ministry of HRD, Government of India. The institute came into existence in the year 1988 (earlier Regional Engineering College Jalandhar) and obtained the status "Institute of National Importance" by Act of Parliament 2007. The institute is offering B Tech programme in various disciplines like Computer Science and Engineering, Electronics and Communication Engineering, Instrumentation and Control Engineering, Mechanical Engineering, Civil Engineering, Textile Technology, Biotechnology, Chemical Engineering, and Industrial & Production Engineering. In addition to B Tech programmes, the institute offers MBA, M Sc programmes in Physics, Chemistry and Mathematics, M Tech programmes in all Engineering departments, and Ph D programmes.

Vision

To build a rich intellectual potential embedded with interdisciplinary knowledge, human values and professional ethics among the youth, aspirant of becoming scientists, engineers and technologists so that they contribute to society and create a niche for a successful career.

Mission

To become a leading and a unique institution of higher learning, offering state-of-the art education, research and training in science, engineering and technology to students who are able and eager to become change agents for the industrial and economic progress of the nation. To nurture and sustain an academic ambience conducive to the development and growth of committed professionals for sustainable development of the nation and to accomplish its integration into the global economy.

Who can attend the Course?

Academicians, Research Scholars and PG Students from all the Engineering disciplines, Humanities and Management, and Applied Sciences and Industry Professionals can attend the course. The interested persons need to apply in the prescribed format by due date (through proper channel) along with a registration fee. The registration fee has to be enclosed in the form of a demand draft favoring "The Director, Dr B R Ambedkar National Institute of Technology Jalandhar' payable at Jalandhar.

Registration Fee per participant

(a) From academic Institute @ Rs. 1000/-

(b) From Industries @Rs. 1000/-

The selection will be made on the basis of 'first come first serve' and confirmation letters will be sent as soon as the Registration Forms are received to enable the participants to make travel arrangements in time. The registration process will be considered as complete only after the registration form is received through proper channel; however, the candidates may submit advance copy directly through email, post or by hand.

Email: ssac@nitj.ac.in

Interested candidates may submit their details through URL

https://forms.gle/cuNdoxPJyz82WWVZ9

VENUE: NKN Lab, NIT Jalandhar

IMPORTANT DATES

- **Last Date of Registration: 24.02.2020**
- **Confirmation of selection: 25.02.2020**

Organizing Committee

Chief Patron

Professor Lalit Kumar Awasthi
Director, NIT Jalandhar

Patron

Dr Jagwinder Singh
Head, Dept. of Humanities and Management

Coordinators

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Associate Professor, Department of Industrial Production Engineering
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Advisory Committee

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Dr Rajeev Kukreja
Dr Gyan Prakash
Mr. Rohit Rana
Dr. Kapil Goyal
Dr. Kuldeep Kumar
Dr. S B S Bedi
Dr. Aditya Prakash
Dr Preeti Puri
Dr. Kiran Bajwa
Dr. Mohit Tyagi
Dr. Nitesh Kashyap

One Week Short Term Course

On

"Soft Skills and Academic Communication"

(March 5-9, 2020)

(TEQIP-III Sponsored)

Organized by

Centre for Training and Placement

And

Department of Humanities and Management

Dr B R Ambedkar National Institute of Technology

GT Road Bye-Pass, Jalandhar 144011 Punjab

Website: www.nitj.ac.in

OBJECTIVES OF THE COURSE

Soft Skills, a tinkle word today has fascinated students, professionals and entrepreneurs all over the world. Soft skills are today's power skills. They are an amalgam of interpersonal, intrapersonal, communication and social intelligence skills that are in high demand across all industries and jobs. A strong foundation of intrapersonal and interpersonal skills is critical to success in the workplace. Together, these skills will help you build relationships and improve productivity within and outside your organization.

Communication is key to humans. In today's world of connected societies, it is even more important than earlier. Mechanisms of communication are however, to be developed over time, in a series of skills that require specialized training and exposure to different ways of handling information. This course will cater to the academician, research scholar and modern engineer's capabilities by providing training to them in various components of their communication needs and soft skills for both professional and academic growth.

The course will acquaint you with guidelines that will help you to create well-crafted academic communication. It will give you the opportunity to practice your communication and soft skills and to receive extensive feedback from experts. The course will provide an opportunity for you to learn about professional norms for a range of activities that surround the academic enterprise, including, for example, the academic writing for thesis and research work, individual skills management.

COURSE CONTENTS

The important contents of the short term course are as follows:

- Academic and professional communication
- Academic Writings
- Individual skills Management
- Interpersonal skills
- Foundations of Professional Identity
- Critical Thinking and Problem Solving
- Interview skills
- Leadership and Influence
- Group discussions
- Communication and Persuasion in the Digital Age
- Professional talks and body language,
- The language of science and engineering communication.
- Excel Skills for Business

GENERAL INFORMATION

- Registration kit, Course material and working lunch shall be provided to the participants.
- No TA/DA shall be paid to the participants. The participants are expected to bear TA/DA themselves.
- Stay in hostels can be arranged for the outstation candidates on payment basis if desired.

ABOUT THE DEPARTMENTS

Centre for Training

The Centre for Training serves as a central facility for all the departments. The Training Cell @ NIT Jalandhar is responsible for arranging industrial training of the students, arranging activities for developing inter personal skills, strengthening technical skills, arranging GATE coaching for the students and overall personality grooming.

Department of Humanities and Management has been offering the core and elective courses to the B Tech students of all the disciplines since 1989. Two Year Regular MBA Programmes in Finance, Marketing, HRM since 2013. The Department offers Full / Part Time PhD Programme in Business Management (Human Resource Management, Strategic Management, Marketing Management and Entrepreneurship Development & Management) & English Literature and Linguistics. The Department offers consultancy in the field of Entrepreneurship Development and Management, Marketing Management, Human Resource Management, English Literature & Linguistics, communication and Soft Skills.

Dr B R Ambedkar National Institute of Technology
Jalandhar 144011, Punjab
One Week Short Term Course
On
"Soft Skills and Academic Communication"

(March 5-9, 2020)
(TEQIP-III Sponsored)

Name: ……....……....

(In capital letters)

Designation: ……....…….....

Department: ……..…..…….....

Organization:……..……...…..……

Address:……

….

…….....

……..…….....

Contact No: ……

Email: ……..……...

Accommodation Required: (Yes/No)

Details of Demand Draft:……

……..

Signature of the Participant:……....

RECOMMENDATION OF THE SPONSORING AUTHORITY:

The applicant is hereby sponsored and will be permitted to attend the Short Term Course if selected.

Date: _____

Signature and Seal of Sponsoring Authority