



# Dr B R Ambedkar National Institute of Technology Jalandhar, Punjab (India)-144011

Centre for Training & Placement  
and  
Department of Humanities & Management

## TEQIP III- Sponsored Online Short Term Course on “Effective Communication Skills in the Digital Era” (August 11- 15, 2020)

### ABOUT NIT JALANDHAR

Dr B R Ambedkar National Institute of Technology Jalandhar was established in the year 1987 as Regional Engineering College and was given the status of National Institute of Technology (Deemed University) by the Government of India on October 17, 2002, under the aegis of Ministry of Human Resource Development, New Delhi. The Ministry of Human Resource Development, Government of India has declared the Institute as “Institute of National Importance” under the act of Parliament-2007. The institute offers B.Tech programmes in 11 engineering disciplines. In addition to the B.Tech programmes, the Institute offers M. Tech and Ph.D programmes in all these disciplines. The institute is striving to achieve excellence in research and academia at its fullest. The institute ranked 52 amongst the top 200 Indian institutes and 12th among the 31 NITs in NIRF ranking 2020.

### ABOUT THE STC

Advancements in technology and the rapid propagation of digital media and online alliance entail administrators to lead their organizations with erudite communication skills, adapted for these new-fangled ways of working. To be a successful frontrunner in the contemporary era, you must be able to effectively persuade and influence at all levels, in person and virtually. The course is intended to develop continuing proficiency in communication skills in the digital era. It will also try to broaden the learners’ perceptions of the world by exposing them to a variety of topics based on reading, writing, speaking and listening skills.

### CONTENTS OF THE STC

Technology and Human Personality; Mobile Technology and Human Personality; E-Mail Principles, Importance of Netiquette; Email Etiquette, Effective Communication; Barriers to Effective Communication, Significance of Listening; Barriers to Listening, Basic Telephone Skills: Essential Telephone Skills

### RESOURCE PERSON



Prof. T. Ravichandran is currently a Professor of English in the Department of Humanities and Social Sciences at the Indian Institute of Technology Kanpur, Uttar Pradesh, India. He is a recipient of the Fulbright-Nehru Academic and Professional Excellence Fellowship (2014-15) for his research/teaching at Duke University, North Carolina, USA. He is honored with Champa Devi Gangwal Chair Professorship at IIT Kanpur. His NPTEL Video and Web courses on Communication Skills are well-acclaimed nationally and internationally. His NPTEL MOOC on Developing Soft Skills and Personality became immensely popular and well-received by about fifteen thousand participants from India and abroad.

### TENTATIVE SCHEDULE

Session 1: 11:00 AM – 12:30 PM  
Session 2: 12:45 PM – 2:00 PM

### REGISTRATION DETAILS (Last Date of Registration- August 9, 2020)

NITJ Students/Faculty- No Registration Fees

Outside Institute Participants - Rs. 100

Register on the following link (click on the link to register):

[https://docs.google.com/forms/d/e/1FAIpQLScEB3ZxoQWcq1Mat4Mh\\_OQ8uSA6ilrXgkWB04BA1AYVLjSVvQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScEB3ZxoQWcq1Mat4Mh_OQ8uSA6ilrXgkWB04BA1AYVLjSVvQ/viewform)

- The STC link will be sent to the registered participants.
- E-Certificate will be issued to registered participants after verification of attendance of all sessions.

### ORGANIZING COMMITTEE

#### PATRON

Professor Lalit K Awasthi  
Director, NIT Jalandhar

#### CO-PATRON (S)

Dr. S. Ghosh  
Dr. Jagwinder Singh  
Dr. Rajiv Kukreja  
Dr. Rajeev Trehan

#### CHIEF CONVENOR

Dr. Ajay Gupta  
Head Training Cell

#### CONVENOR

Dr. Shyamkiran Kaur  
Assistant Training Officer

#### COORDINATORS

Dr. Kapil Kumar Goyal  
Assistant Training Officer  
Dr. Kuldeep Kumar  
Assistant Training Officer

#### CONTACT PERSON

For any query contact the STC  
Coordinators/Convenors  
Mobile: 8360610589,  
8059000377, 9461210063  
Email: [kaurask@nitj.ac.in](mailto:kaurask@nitj.ac.in),  
[goyalkk@nitj.ac.in](mailto:goyalkk@nitj.ac.in),  
[kumark@nitj.ac.in](mailto:kumark@nitj.ac.in)

#### ORGANIZED BY

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and Placement  
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Management

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