

**Short Term Course
Registration Form
ICT BASED PROGRAMME
ON
“COMMUNICATION SKILLS”**

FEBRUARY 22-26, 2016

At

Rajasthan Technical University, Kota



**Organized by
National Institute of Technical Teachers
Training and Research, Chandigarh**

Name:.....
Designation:
Address
.....
Phone & Fax:.....
Mobile.....
E-mail:
Address of Sponsoring Authority:
.....

Signature of candidate

The Institute is sponsoring Mr./Mrs./Dr.
.....

to attend the FDP at RTU, Kota, Rajasthan.

Signature and seal of Sponsoring Authority

About RTU

Rajasthan Technical University (RTU) is located in Kota in the state of Rajasthan. It was established in 2006 by the Government of Rajasthan to enhance the technical education in the state. The University currently affiliates about 129 Engineering Colleges, 04 B.Arch, 41 MCA Colleges, 95 MBA Colleges, 44 M.Tech Colleges and 03 Hotel Management and Catering Institute. More than 2.5 lacs students study in the various institutes affiliated to the University. The University aims to provide quality technical education which may help Rajasthan in its technical development and will boost technical environment in the country.

About the Programme

The great thing is to know when to speak and when to keep quiet. Seneca

Eligibility

Faculty members, Academicians, Professionals, Students (Final year BTech, MTech, MBA etc).

Registration Fees

No registration fees, however limited number of seats on first come first basis.

Objectives:

To make the participants aware about importance and different aspects of Communication Skills such

as Verbal and Non-verbal Communication Skills; Classroom Communication, Communication for Developing Employable Skills etc.

Brief Course Contents

1. Significance and Process of Communication
2. Oral Communication
3. Articulation and Pronunciation
4. Non-verbal Communication
5. Classroom Communication
6. Listening Skills
7. Reading Skills
8. Writing Skills
9. Presentation Skills
10. Report Writing
11. Resume Writing
12. Group Discussion
13. Appearing for an Interview

Course Coordinators

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