

ANNOUNCEMENT

CEP SHORT TERM COURSE

On

Effective Communication and Presentation Skills (21st -24th May 2019)



Organized by

Department of Humanities & Social Sciences
Indian Institute of Technology Patna
Amhara Road, Bihta
Bihar-801103

INTRODUCTION

In present times, the workplace is an important part of life and the ability to deliver presentations is a crucial skill that every employee should possess. Effectively delivered presentations not only send the message across to the audience successfully but also help to influence decisions and decide policy matters. The purpose of this course is to empower students (under graduates) and fresh entrants in the professional world by helping them develop their speaking and presentation skills.

OBJECTIVES

The objective of this course is to educationally impact the lives of the participants. The course contents will familiarise the participants with the nuances involved in speaking and delivering presentations. The course participants will realize their true potential and hone various skills needed to work effectively in any organization.

COURSE CONTENTS

1. Word accent
2. Intonation and stress
3. Correct Pronunciation
4. Body language
5. Resume Writing and Interview Skills
6. Creating and Delivering Presentations
7. Individual practice sessions

TARGET AUDIENCE

Graduate and undergraduate students, early career academics and professionals

RESOURCE PERSONS

Dr. Smriti Singh

Associate Professor of English
Department of Humanities and Social Sciences,
IIT Patna.

Dr. Sweta Sinha

Assistant Professor of Linguistics
Department of Humanities and Social Sciences,
IIT Patna.

HOW TO APPLY

Scanned copy of the filled in Registration Form should be sent to smriti@iitp.ac.in on or before May 5, 2019. Since, the number of seats is limited, early registrants will be given a preference.

PROGRAMME FEE

Students	INR 3000/-
Academicians / Prof.	INR 4000/-

Programme fee includes admission-cum tuition fee, course kit, tea and lunch. A Certificate of participation from IIT Patna will be awarded to all participants after successful completion of the course.

ACCOMMODATION

There is a limited availability of accommodation in IIT Patna hostels for student participants at an affordable rate, which will be offered on a first-come-first served basis. Besides there are several hotels and guest-houses around IIT Patna where the participants may stay during the course.

COURSE COORDINATOR

Dr. Smriti Singh
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Department of Humanities and Social Sciences
Indian Institute of Technology Patna
Bihta – 801106
Mob : 9199202209
Email : smriti@iitp.ac.in

Dr. Sweta Sinha
Assistant Professor
Department of Humanities and Social Sciences
Indian Institute of Technology Patna
Bihta – 801106
Mob : 7091497211
Email : sweta@iitp.ac.in

FEE PAYMENT

The Participation fees for the CEP programmes will be accepted only through Demand Draft drawn in favour of “Indian Institute of Technology Patna” or e-transfer /RTGS/ NEFT. Personal cheque will not be accepted in any case.

The fee may be sent by Bank Transfer into the following account with a scanned copy of the payment receipt being sent to smriti@iitp.ac.in

Name of the Account: Registrar, IIT Patna
Bank: State Bank of India,
Branch: IIT Patna, Bihta
Bank Account No.: 30957551934
MICR Code: 801002005
Swift code: SBININBB156
Beneficiary: Indian Institute of Technology
Patna
Bank Telephone: 0612-3028062
IFSC: SBIN0017164
Account Type: Savings A/c

IMPORTANT DATES:

Last date of Registration	30 th April 2019
Last Date of Payment	30 th April 2019
Participant Confirmation	5 th May 2019

ABOUT IIT PATNA

IIT Patna is an institute of National importance by an Act of the Indian Parliament in 2008. It is ranked 108 among BRICS nations by the QS World University Rankings of 2018. It is ranked 24 among engineering colleges in India by the National Institutional Ranking Framework in 2018. IIT Patna's campus is located at Bihta, 35 km from Patna and 20 km from Ara, at a 501 acres site. The nearest railway station is Bihta, 2 km from the campus. IIT Patna has good road connectivity to and from Patna and Ara. Regular bus services have been provided by the Govt. of Bihar from Gandhi Maidan, Patna to IIT Patna campus. The nearest airport to reach IIT Patna campus is Jai Prakash Narayan Domestic Airport, Patna, which is located 5 km southwest of Patna.

HOW TO REACH

IIT Patna's campus is located at Bihta, 35 km from Patna and, at a 501 acres (203 ha) site. The nearest railway station is Bihta, 2 km from the campus. It is located 28 km west of Patna Junction railway station. IIT Patna has well road connectivity to and from Patna. Regular bus services have been provided by the Govt. of Bihar from Gandhi Maidan, Patna to IIT Patna campus. The nearest airport to reach IIT Patna campus is Jai Prakash Narayan Domestic Airport, Patna, which is located 5 kilometres southwest of Patna

COURSE REGISTRATION CEP SHORT TERM COURSE ON “EFFECTIVE COMMUNICATION AND PRESENTATION SKILLS”

1. Name: _____
 2. Date of Birth: (DD/MM/YYYY)_____
 3. Sex (M/F):_____
 4. Designation:_____
 5. Organisation:_____
 6. Address for correspondence _____

 7. Email:_____
 8. Phone/Mobile:_____
 9. Highest Academic Qualification:_____
 10. Specialization:_____
 11. Details of fee payment (Reference no., date of payment, amount etc.):_____
- Date:_____
- Place:_____
- Signature_____