

## **SPECIAL TRAINING SERIES ON COMMUNICATION SKILLS DEVELOPMENT**

Under the Skill and Personality Development  
Program(SPDC) Scheme, AICTE, New Delhi.

**(Funded by AICTE, New Delhi)**



<b>Training Dates</b>	<b>: 9<sup>th</sup> , 14<sup>th</sup> , 21<sup>st</sup> and 28<sup>th</sup> July 2022</b>
<b>Timing</b>	<b>: 2.00 – 4.00 pm</b>
<b>Opening of the session</b>	<b>: 9<sup>th</sup> July 2022 From 2-2.15pm</b>
<b>Venue</b>	<b>: Sowparnika Seminar Hall</b>

Dr. Niranjan Chiplunkar, The Principal, NMAMIT, Nitte, and  
Dr. Sudesh Bekal, Dean (R&D), NMAMIT, Nitte, will preside over  
the opening of the session.

### About the SPDC Scheme

The SPDC is sponsored by AICTE under the scheme AICTE Quality Improvement Scheme (AQIS). The broad objective of the scheme is to provide opportunity to SC/ST students in the Institute to reorient and empower themselves in the light of emerging employment opportunities at all levels. The scheme will provide training, support and guidance for underprivileged engineering and diploma students of various disciplines to enhance their skills with help of modules on communication, personality development and proficiency in English language.

### About the Training Program

This series of training program aims to train the students in skills like personality development and soft skills to strengthen their personal/employability skills for industrial employability opportunities. The training will facilitate the students to enhance their skills in emerging areas to match industry expectations and make them emerge as successful candidates for employment opportunities and other professional challenges.

### Topics Covered

Improving written communication such as Emails Text messages , Blog posts, Business letters, Reports, Proposals, Contracts, Job descriptions and Bulletins.

### Target Audience

It is mandatory for all SC/ST students of all the branches to attend this series of training program. Any interested students can attend this training program.

### Contact Details

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### **Schedule**

**Time: 2.00 – 4.00 pm**

**First Day (9th July. 2022)**

**Topic: Basics of Writing Skill – PART I**

**Resource Person:** Mr Srinivas, Department of Humanities,  
NMAM Institute Technology. Nitte

**Second Day (14th July 2022)**

**Topic: Basics of Writing Skill – PART II**

**Resource Person:** Mr Srinivas, Department of Humanities,  
NMAM Institute Technology. Nitte

**Third Day (21<sup>st</sup> July 2022)**

**Topic: Email Writing Skill – PART I**

**Resource Person:** Dr. Joy E Martis, Assistant Professor,  
Department of Humanities, NMAM Institute Technology.  
Nitte

**Fourth Day (28<sup>th</sup> July 2022)**

**Topic: Email Writing Skill – PART II**

**Resource Person:** Dr. Joy E Martis, Assistant Professor,  
Department of Humanities, NMAM Institute Technology.  
Nitte