Gujarat Technological University

No. GTU/GTT/4526   **Date: 30th June, 2014**

To,
Director/Principal
GTU affiliated Degree Engineering Colleges

Sub: Organizing Government sponsored Communications Skill Development Program in your institute.

GTU is pleased to announce the roll out of the Skills Development program across colleges of Gujarat Technological University (GTU). This program is brought through GTT in association with NSDC and NASSCOM. This endeavor will be a step ahead towards achieving the objective of holistic skill development to students across GTU colleges.

NASSCOM the premier Trade Body and Chamber of Commerce for the IT-ITeS industry has launched this initiative to scale quality, capacity and increase the groundswell of talent for this industry.

The key objective of NASSCOM is to have a ready deployable talent pool (certified Job Ready) with the least amount of intervention from industry. The focus of this program is on Entry Level Talent through training intervention in colleges.

About the program:

This program will be delivered by corporate trainers in face to face mode of delivery. Total duration of the program is 60 hours spread over one month. This training program will be on campus to corporate which will help students in improving their communication skills.

If any GTU affiliated Degree Engineering institute wants to host this 30 day long program in their institute, then minimum 100 students should be available for training in one college for that college to be eligible for this program.

Following is the requirements to host this 30 day course in your institute in addition to have 100 students.

1. Batch Size: The batch size would need to be a min/ max of 25-35.
2. Each student would be made available for the Training Program for 2.5 hours per day for one month
3. Pre-assessment & Selection: GTT would carry out pre-assessment of the students who have applied for the course and shortlist the select candidates to undergo training. The final decision on selection of candidates eligible to undergo training is with GTT.
4. Training schedule: Training programme will be conducted over 30 days excluding Sundays.
5. Training Fees: This training program is free of cost.

6. Assessment fees: Students have to bear an assessment fee of Rs 500 + VAT 12.5% = 562.50 per student, in a Demand Draft DD
7. Institute will have to provide one class room for one batch with
   a) Overhead projector (with 2000 lumens)
   b) Whiteboard with markers
   c) Internet connectivity for each student
   d) PC with standard MS Office - for each student (only for assessment)
   e) One computer lab with capacity of 35 for 5 days

8. Colleges will have to provide following documents of the participating students to GTT

   a. Plus 12 certificate and marks sheet
   b. Aadhar card
   c. Bank account with Bank of India
   d. Signed GTT Code of Conduct
   e. Declaration form

Further institute should

- Ensure that proper publicity of the program will be made for their institute students and shall encourage the program in a manner so that students registering for the programme shall have a mandatory attendance of min 80% during the training programme.
- Shall make available the infrastructure (including IT infrastructure, applications and connectivity) required to conduct these programs. The details of such infrastructure to be provided.
- Shall provide all the support services and facilities to **GTT** during the conduct of the said program.
- Shall coordinate with **GTT and facilitate conduct of** the **final** assessment including the assessment to be conducted by the external agency identified by GTT, **as per schedule communicated by GTT.**

In the first phase this program is open to only few colleges and colleges will be selected on first come first serve basis. Please apply online at below mentioned link for conducting this free of cost course for your institute students.

https://docs.google.com/a/gtu.edu.in/forms/d/14-XA3B-DOUxfjMrhmnvSO5UbeBI7EQr40e-gWNEAf1E/viewform?usp=send_form

Completion Certificate
At the end of the training program and on successfully clearing the evaluation students will be provided with a certificate from GTT & NASSCOM.

You are encouraged to discuss following points with students about this program:

1. Communicating effectively is the most important of all life skills: Developing your communication skills can help all aspects of your life, from your professional life to social

gatherings and everything in between. The ability to communicate information accurately, clearly and as intended, is a vital skill in a professional environment and something that should not be overlooked.

2. Utilizing your time effectively with the use of technology provides you the edge: Google Apps for Education is a unique platform which allows you to effectively Collaborate & Communicate with a free suite of tools that promotes teamwork. Our program is designed to help you understand and improve your communication skills and use of technology (Google Apps). Our training program will provide effective solutions on:

➢ Oral Communication	➢ Written Communication
➢ Organizational Behavior	➢ Effective Listening & Reading Skills
➢ Google Apps	➢ Google Docs

For more information about this program, you may contact Mr. Naresh Jadeja, Deputy Director, GTU on deputy_dir2@gtu.edu.in

I/ C Registrar