

SHORT TERM COURSE On SOFT SKILLS



(September 07 to September 30, 2016)

Organized by



**IPS College of Tech. & Mgmt.
Gwalior, M.P, India -474001**

Phone: (0751) 3052400, 3052408

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www.ipsgwalior.org

ABOUT IPS-CTM, GWALIOR

IPS College of Technology and Management was established in the year 2007, aiming to become the most preferred engineering college in central India for students to obtain a world-class engineering education, and develop into the leaders of tomorrow. IPS-CTM endeavors to make the students technologically superior and ethically strong, who in turn, shall contribute to the advancement of society and humankind. The committed faculty advances the boundaries of knowledge through interdisciplinary research. The Institute, on its part, pursues continuous development of infrastructure and enhancement of state-of-the art equipment to provide our students a technologically up-to-date and intellectually inspiring environment of learning, research, creativity, innovation, and professional activity.

VISION

"To produce technically sound, professionally competent, and socially committed individuals imbued with ethical values to serve the society."

MISSION

"To build a centre of excellence for learning where young talents can be nurtured to their fullest potential, through focus on teaching, learning, research and innovation in order to improve quality of life of the community and the nation at large."

OBJECTIVE OF TRAINING

Soft skills are the quite essential element for the growth of an individual.

Effective communication and interpersonal skills play a vital role when it comes to progressing up the ladder in an organization. We help in grooming students who are a link between the company and external world; so they are able to present themselves with distinction.

Objectives of soft skills training for

Corporate/Individuals:

- Inspiring leadership excellence & dynamic communication
- Enhancing team building and time management skills

COURSE CONTENT

In this short term training course, the following topics may be covered:

- The Warm-up
- Corporate Expectations and The Selection Process
- Interview Skills
- Group Discussions
- Resume Writing
- E-mail Writing
- Do's & Don'ts
- Body Language
- Team Management

ELIGIBILITY

This course is open for all the stream/Branches of BE and some other Graduate and Post Graduate Courses.

FEES

Rs. 3500/- per students.

Fee can be deposited Cash or by DD in favour of “**Principal, IPS-CTM**”, payable at Gwalior.

There is no provision of TA and DA. The registration form completed in all respects, should reach on or before September 06, 2016

The Corresponding Address:

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BOARDING AND LODGING

Accommodation for participants may be provided on request. The charges will have to be borne by the participants.

ORGANIZING COMMITTEE

Dr. P.S. Chauhan

Principal, IPS-CTM, Gwalior

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IMPORTANT DATES

Last date for receiving application:
September 06, 2016

Intimation of selection by Email:
September 06, 2016

Application Form SHORT TERM COURSE On SOFT SKILLS

(September 07 to September 30, 2016)

1. Name(in Block Letters):
2. Designation:
3. Institution/ Organization/ University:
4. Address for Correspondence:
5. Mobile No:
6. E-mail:
7. Highest Qualification:
8. Specialization:
9. Experience (in years):
 - a) Teaching:
 - b) Industrial:
10. Accommodation: Yes/No
11. Registration Amount: Rs
Cash/DD:
If Demand Draft:
DD No:
Bank:
Date:

Kindly register my name for the Short Term Course on **Soft Skills** to be held at IPS-CTM, Gwalior.

Place:

Date:

Signature of the Applicant