



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA
Centre of Training and Placement

Ref. No. IKGPTU/T&P/.....192.....

Dated. 18/02/25

Dean Academics/Directors/HoDs (All Academic Departments)
All University Campuses
I.K. Gujral Punjab Technical University Jalandhar, Kapurthala

Sub: Registration for the online courses being offered by NIIT Foundation in collaboration with the Infosys Foundation running a Youth Skilling Program.

Dear Sir/ Madam

In reference to subject cited above, NIIT Foundation in collaboration with the Infosys Foundation running a Youth Skilling Program is offering online courses. It is designed to empower final year students (UG/PG) with key employable skills in high demand sectors ensuring that they are fully equipped for Successful Career.

Program Highlights :

Program Name: Program In Professional Edge (Free of Cost)

Mode of Delivery: Online

Comprehensive Skill development: Focus on Communication Skills, team work, Problem solving, Professional etiquette, Time Management and Decision Making.

Intensive Training: A minimum of 60 hours of skill building tailored to industry needs.

Batch Plan: Each batch will consist of 30 to 35 participants, allowing for personalized attention and hands on learning experience.

Batch Eligible: 2025 Passing Out

Interested students may register at the link mentioned below by Feb 25, 2025:-

https://docs.google.com/forms/d/e/1FAIpQLSfl_rjt-o_2jhrnPcBI78c87igyPtZj4Dp2nL5K2X9sc-9eFA/viewform

You are requested to kindly direct the Training & Placement Faculty Coordinator of your campus/ department to share the information with the concerned students & to motivate them to enroll for the courses.

For any further queries, you may please call to undersigned @ +91- 9478098136.

With profound regards,

Mohit Jain
Mohit Jain

Assistant Registrar (T&P)

CC:

1. SVC: For kind information of the Hon'ble Vice Chancellor
2. Registrar: For kind information
3. Head (CT&P): For kind information
4. Deputy Director (T&P): For kind information
5. File

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Session Description	Session No
Live Class Program orientation	1
Personality Development and Knowing yourself	2
Communication Skills (Verbal Non Verbal)	3
Behaviour and Positive Attitude	4
Grooming and Appearance	5
LIVE CLASS 1	6
Telephone etiquette and Video calls etiquette	7
Email and Business writing	8
Leadership Skills	9
Time Management and Decision Making	10
CGT Live Class 1 - Introduction and purpose of CGT sessions. Introduction to differ	11
LIVE CLASS 2 / Assignment 1	12
Resume Writing	13
Self Introduction	14
Interview skills - Part 1	15
Interview skills - Part 2	16
Group Discussion	17
LIVE CLASS 3 / Summative Module Assessment 1	18
Customer Relationship Management	19
Customer Relationship Management	20
Workplace safety and ethics	21
Workplace safety and ethics	22
Workplace safety and ethics	23
LIVE CLASS 4 / Assignment 2	24
CGT Live Class 2 - Resume Building and Introduction to Interview preparation	25
Mock Interview	26
Mock Interview	27
Mock Interview	28
Feedback: Master Live Class / Summative Module Assessment 2	29
Appraisal_LMS_Assignment	30
Appraisal_LMS_Module_Assessment	31
Appraisal_JAS_Final_Assessment	32