



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

Ref. No. IKGPTU/T&P/.....683

Dated: 05/ May/ 2026

Directors/Principals
All the University Campuses & it's Affiliated Colleges
I K Gujral Punjab Technical University Jalandhar

Sub: Regarding the online certificate course (Free of cost) being offered by NIIT Foundation in collaboration with the Infosys Project.

Respected Sir/Madam

NIIT Foundation, in collaboration with the Infosys Foundation, runs a Youth Skilling Program — an initiative to bridge the gap between education and employability.

Program details are as mentioned below:-

Program Name	:	AI Prime Digital Productivity (Free of Cost)
Mode of Delivery	:	Online
Course/ Stream	:	BBA, B.Com, BCA, MBA, MCA, BA
Batch Eligible	:	2026 passing out
Duration	:	98 hours
Batch Size	:	150–200 students

Interested students may register at the link mentioned below:-

<https://docs.google.com/forms/d/144IN81iSZNuR9QL3EArYIs-6LbuPXs-U7AADDfg5F7Y/edit>

Course Curriculum:-

The program is designed to build a strong foundation in **AI-enabled digital productivity** while enhancing overall **employability and workplace readiness skills**. Key components include:-

➤ **AI & Digital Productivity Tools**

- Google Workspace (Docs, Sheets, Slides)
- Microsoft Office 365 (Word, Excel, PowerPoint)
- Voice-to-Text AI Tools (for efficient documentation)
- OCR (Optical Character Recognition) Tools for smart document scanning
- Smart Compose & AI-assisted writing tools for professional communication

➤ **Workplace & Employability Skills**

- Resume Building & Interview Preparation
- Workplace Ethics & Professional Behaviour
- Time Management & Productivity Techniques
- Communication Skills (Verbal & Written)

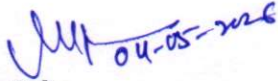
“Propelling Punjab to a prosperous Knowledge Society”

I.K. Gujral Punjab Technical University
Jalandhar-Kapurthala Highway, Kapurthala -144 603. Phone : 01822-282580
E-mail : placements@ptu.ac.in Website : www.ptu.ac.in

You are requested to kindly direct the Training & Placement Officer/ Faculty Coordinator of your college/ campus to share the information with the concerned students & to motivate them to enroll for the courses. ***Last date of online registration is 07-May-26 before 1300 hrs.***

Date & time of the course (through online mode) will be informed later on.

With profound regards,

 04-05-2026

Er. Mohit Jain

Assistant Registrar (CR&A)

CC:

1. SVC: For kind information of the Hon'ble Vice Chancellor
2. Head (CR&A): For his kind information
3. DR (ITS) - To upload at University website
4. File.