



GONDWANA UNIVERSITY, GADCHIROLI

(Established by Government of Maharashtra Notification No. MISC -2007/(322/07) UNI -4
Dated 27th Sept. 2011 State University Governed by Maharashtra University Act, 1994)

Office of the Director Students' Welfare

Dr.I.S. Mohurley

Director

Mobile: 7774027661, 9422893555

MIDC Road, Complex, GADCHIROLI – 442 605 (M.S)

web: unigug.org/ gondwana.digitaluniversity.ac

Email : director.studentwelfaregug@ gmail.com

पत्र क्र. No.GU/DSW/145/2015

Dt: 21/9 /2015

Circular

To,

The principal
All Affiliated colleges, and Head of P.G.T.D.
Gondwana University, Gadchiroli.

Subject:- Regarding Faculty Development Programme : 5th - 9th Oct, 2015.

Respected Sir/Madam,

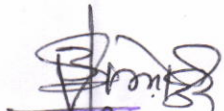
It is hereby informed that the Gondwana University in collaboration with Tata Consultancy Services Ltd, Nagpur would be conducting the first Faculty Development programme as a part of the Academic Interface Program (AIP) on October 5th-9th, 2015 in the University.

This program is an effort to touch the undergraduate community to become more employable by receiving corporate ready training which is to be imparted by a select group of teachers handpicked by the University. The end result is to empower the students through this strategic training and make them more employable. The teacher would have to undergo a Five days Faculty Development Programme which will be conducted by Facilitators form TCS. Post completion of this program, each of the faculty would receive a FDP participation certificate from TCS.

In this regard, I would request you to kindly help and circulate this to the faculty community preferably from the Department of English of your college and do kindly nominate the teacher along with his/her details such as Name, Teaching experience, Department, Mobile No., email address and other responsibilities given by the college, etc. upto **28th Sept 2015** for confirmation of nomination. The batch size of this programme is limited to maximum 30 only. TA/DA of the participaly will not be paid by the university.

Please do co-operate.

Thanking you.


(Dr I S Mohurley)
Director Students' Welfare
गोंडवाना विद्यापीठ, गडचिरोली

- Copy to : 1) Hon'ble Vice-chancellor, Gondwana University, Gadchiroli.
2) Hon'ble Registrar, Gondwana University, Gadchiroli.

Units	Name of the Session	Duration of Unit
Unit I	Overview of Corporate and BPS Industry	2 hrs and 30 mins
Unit II	Difference between Campus and Corporate	1 hr and 30 mins
Unit III	Grooming for Corporate	24 hrs
Unit IV	Elementary Level English Communication	10 hrs 30 mins
Unit V	Intermediate Level English Communication	12 hrs 30 mins
Unit VI	Advanced Level English Communication	24 hrs

TTT Topic	Duration of TTT
Concept - Overview of BPS industry	20 mins
Activity - Facts of BPS	10 mins
Concept - Difference between Campus and Corporate	20 mins
Activity - Difference between Campus and Corporate	30 mins
	1 hr 20 mins
Orientation on Unit	30 mins
Concept-Dressing and Grooming Skills	15 mins
Activity - Show video - Workplace Etiquette	20 mins
Activity - Email Etiquette	15 mins
Activity - Telephone Etiquette	25 mins
Concept - Meeting Etiquette	15 mins
Activity - Presentation Skills	15 mins
Activity - Analytical Thinking	30 mins
Activity - Listening Skills	15 mins
Concept - Time Management	15 mins
Activity - Team Skills	15 mins
Concept - Assertiveness	20 mins
Activity - Stress Management	20 mins
Activity- Ownership	20 mins
Concept - Attention To Detail	15 mins
Activity - Attention To Detail	15 mins
	5 hrs
Orientation on Unit	15 mins
Activity - Feed My Fish	15 mins
Concept- Sound	30 mins
Concept- Pronunciation	1 hr
Activity - Syllable	15 mins
Activity - Vocabulary	15 mins
	2 hrs 30 mins
Orientation on Unit	15 mins
Activity - Reading Comprehension	15 mins
Activity - Listening Comprehension	30 mins
Activity - Practice Time - Common Errors	15 mins
Activity - Face to Face Interpretation - Can you interpret	15 mins
	1 hr 30 mins
Orientation on Unit	15 mins
Activity - Short Story Recitation Skill	15 mins
Activity - Interview skills	20 mins
Concept - Resume Writing	15 mins
Activity - Group Discussion	20 mins
Concept - Social Conversation Skills	15 mins
Activity- Presentation Skills	20 mins
	2 hrs
Total duration	12 hrs 30 mins + 4 hours