

## SPONSORSHIP CERTIFICATE

Certified that Mr. /Mrs. /Dr. \_\_\_\_\_

\_\_\_\_\_ is an employee of our institution and is hereby sponsored for the faculty development programme on “Professional Communication” to be conducted at MES College of Engineering Kuttippuram.

Mr. /Mrs. /Dr. \_\_\_\_\_

\_\_\_\_\_ will be permitted to attend the full programme if selected.

Name and Signature of the  
Head of the Institution

College Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

### For more details contact

Prof. Preetha R

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Mob: 9447703866

Prof. Karthick V

Email: [karthick\\_san06@yahoo.co.in](mailto:karthick_san06@yahoo.co.in)

Mob: 9961517363

Prof. Shibu N G

Email: [shibung143@gmail.com](mailto:shibung143@gmail.com)

Mob: 9496350143

## HOW TO APPLY

Application forms in the prescribed format duly filled up in all respects along with the sponsorship certificate from the head of the institution should reach the coordinator before the last date.

Registration fee for the course can be paid through Net banking/ NEFT.

Account Name: Continuing Education Cell- EEE

Dept.

Bank Name: Punjab National Bank

Branch Name: Thrikkanapuram

Bank Account No. : 6232000100003021

IFSC / RTGS Code: PUNB0623200

Registration can also be done at

<https://forms.gle/q77pSeveWy8rYcFP7>

Faculty members have to mail the scanned copy of signed sponsorship certificate and Netbanking details to [ceceee@mesce.ac.in](mailto:ceceee@mesce.ac.in). The hard copy of the sponsorship certificate should be submitted at the time of registration.

## WHO CAN APPLY

This course is intended for the faculty members, M.Tech/Research Scholars of all engineering disciplines of educational Institutions approved by AICTE. Also personnel from industries are eligible to apply. Number of seats are limited. Participants may submit an advance copy through email to the coordinators.

## COURSE FEE

1. For Teaching faculty - Rs. 750/-
2. For Industry Persons - Rs. 1000/-
3. Research/M.Tech Scholars - Rs. 400/-

## IMPORTANT DATES

Last date of Registration 23<sup>rd</sup> Dec 2019  
Intimation of selection 25<sup>th</sup> Dec 2019  
(through email/phone)

## MES COLLEGE OF ENGINEERING KUTTIPPURAM, KERALA-679582



Faculty Development Programme

On

## PROFESSIONAL COMMUNICATION

31<sup>st</sup> Dec 2019 to 4<sup>th</sup> Jan 2020

### Coordinators

Ms. Preetha R

Mr. Karhick V

Mr. Shibu N G

### Conveners

Dr. Nafeesa K & Dr. Mini P P

Organised by

Department of Electrical & Electronics Engg.

&

Department of Science & Humanities

MES College of Engineering Kuttippuram

Kerala – 679582

[www.mesce.ac.in](http://www.mesce.ac.in)



## ABOUT THE COLLEGE

M.E.S College of Engineering, the first Engineering College established under the self-financing sector in Kerala is situated on the beautiful and serene banks of Nila or Bharathapuzha. It was established as an institution with minority status in 1994. Widely acknowledged as one of the premier institutions imparting technical education in the state, the college offers admission to all categories of students with special consideration to educationally backward communities. At present there are eight undergraduate programmes including B Arch and ten post graduate courses in M Tech, MCA, MBA and M Arch In the college.

## ABOUT THE DEPARTMENT

The Department of Electrical and Electronics Engineering established in 1999 which leading to Bachelor's Degree in Electrical and Electronics Engineering. Specialisations for the Master's level programme in Instrumentation and Control is started from 2011 onwards. The Department has well equipped laboratories and computing facilities with latest technology and syllabus requirements. Well qualified faculty and skilled supporting staff are the strength of the department. From the beginning itself, the department is excelled in academic areas.

### Vision of EEE department

To develop as a centre of excellence in Electrical and Electronics Engineering to mould competent, committed and compassionate engineering professionals, with best technical, analytical, innovative and interactive skills.

### Mission of EEE department

To provide the highest quality teaching and learning environment to produce Electrical and Electronics Engineers having strong theoretical foundation, good design experience and exposure to research and development.

To inculcate value based, socially committed professionalism for overall development of students and society.

To develop and disseminate technology and help create systems to meet the energy requirement of the nation.

### Vision of Science & Humanities department

To create scientifically superior and ethically strong students who will take efficient and economical decisions in life.

## Mission of Science & Humanities department

To establish a rapport and support with all Engineering programmes and initiate teaching learning process of fundamentals and make students interested in Science and Humanities learning and in research activities.

To be responsive to changes in technology, socio-economic and environmental conditions.

To provide quality Science and Humanities education to the needs of local and international communities, encourage entrepreneurship and strive to solve problems of mankind.

## SIGNIFICANCE OF THE COURSE

Today, it is widely acknowledged that engineer's professional performances are developed through and generally influenced by communication. Professional skills are as important as language skills. The demands of the globalising society and the continuously upgrading technologies have imposed new requirements in transmitting the results of work to other people, understandably and persuasively, both verbally and in writing.

Professional communication aims at achieving following things like advising, counseling, giving orders, providing instructions, making decisions, personality development etc.

## OBJECTIVES

- Develop vocabulary and language skills relevant to engineering as a profession.
- Create effective technical presentation.
- Discuss a given technical/non-technical topic in a group setting and arrive at generalization.
- Create professional and technical documents that are clear and adhering to all the necessary conventions.

## RESOURCE PERSONS

Resource persons are experts from prestigious institutions, Industries and Research areas.

## Faculty Development Programme

on

# PROFESSIONAL COMMUNICATION

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### Registration Form

1. Name: \_\_\_\_\_  
(in block letters)
2. Age: \_\_\_\_\_ Sex: Male/Female \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. Name of the Institution/ Organisation:  
\_\_\_\_\_  
\_\_\_\_\_
5. Address for Communication:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Contact No: \_\_\_\_\_
7. Email : \_\_\_\_\_
8. Specialisation: \_\_\_\_\_
9. Experience: \_\_\_\_\_

### Certificate

Certified that the information furnished above is true to the best of my knowledge and belief. I agree to abide by the rules and regulations governing the conduct of the programme.

Place:

Date:

Signature of the Participant