Structure for the preparatory workshop:

'Get, Set, Go.....'

## GUJARAT TECHNOLOGICAL UNIVERSITY

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Offers a 5-week preparatory Workshop through Gujarat Knowledge Society

for the young,

who have passed the Xth and XIIth + GCET examinations and who are preparing to start their higher studies at Gujarat Technological University

Structure for the preparatory workshop:

# 'Get, Set, Go.....'

A 5 week preparatory workshop has been proposed by Gujarat Technological University (GTU) for the students who are looking forward to join the Degree or Diploma programs in Engineering or Pharmacy.

The idea behind initiating this project is to provide a platform for the prospective students to gain and upgrade their basic knowledge and also brush and hone their skills. Basic knowledge of English, Computers; Communication skills; along with attitudinal training to be able to face the problems with confidence are the prime areas where the students need to gear up so that when they join the GTU programs in July 2012, they may have prepared themselves well. This will then help them in better understanding of their academic courses as well as obtain better results.

'Get, Set, Go......' is an initiative taken up by GTU in association with Gujarat Knowledge Society (GKS) which will catalyze the process of preparing the students for meeting their objectives. It will equip the students to break open from the cocoon and spread its wings to take a colourful flight.

'Get, Set, Go......' – offers a 32 days' workshop to the students who are looking forward to join the Degree or Diploma programs in Engineering or Pharmacy. With the new semesters beginning in mid July 2012 and with a good long period from June 2012 to the beginning of the new session, the entire idea is to make excellent use of this time to upgrade the knowledge and sharpen the axe for a sharp future.

### Structure for the preparatory workshop:

'Get, Set, Go.....

Three modules, namely -

- 1. English and Basic Communication Skills
- 2. Advanced Computer Concepts
- 3. Life Skills Training program

will be inculcated in this program. Rigorous training sessions will be conducted by experts in the respective fields and this package together will help students fare better in their respective fields.

These programs will be offered in Ahmedabad, Baroda, Surat and Rajkot. Various colleges in these centers will be identified and the workshop will be conducted under the guidance and expertise of GKS.

After the completion of the workshop the exams and evaluation process for each of the module will be carried out. The successful candidates will be certified by GKS.

#### Details of the workshop:

| Workshop begins on | 4 <sup>th</sup> June 2012 – Monday  |
|--------------------|---|
| Workshop ends on   | 10 <sup>th</sup> July 2012 – Tuesday  |
| *Batch timings     | Monday to Saturday.<br>8:00am<br>1:00pm<br>4:00pm   |
| Courses covered    | English and Basic     Communication Skills     Advanced Computer     Concepts     Life Skills Training     program    |
| Fees per student   | Rupees Two Thousand One<br>Hundred (2100) for the entire<br>package including all the<br>three modules along with the |

Structure for the preparatory workshop:

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'Get, Set, Go......

|                         | material and examination fees to be paid directly to GKS. |
|-------------------------|---|
| Date of the examination | 22 <sup>nd</sup> July 2012, Sunday                        |

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Admission of the student is subject to the availability of the batch.

\*Admissions are on First Come, First Serve basis. \*Fees once paid, are not refundable under any circumstances.

#### **Course Contents**

| Basic Communication Skills |                                   |  |
|----------------------------|-----------------------------------|--|
| 1                          | Basic Grammar and parts of speech |  |
| 2                          | Vocabulary                        |  |
| 3                          | Reading skills                    |  |
| 4                          | Listening skills                  |  |
| 5                          | Writing skills                    |  |
| 6                          | Personality Development           |  |
| 7                          | Business Etiquette                |  |
| 8                          | Interview techniques              |  |
| 9                          | Body Language                     |  |

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#### **Course Contents**

| Advanced Computer Concepts |                                     |  |
|----------------------------|-------------------------------------|--|
| 1                          | Computer Fundamentals               |  |
| 2                          | Windows XP Basics                   |  |
| 3                          | File and folder management with PDF |  |
| 4                          | MS-Word 2007                        |  |
| 5                          | MS-Excel 2007                       |  |
| 6                          | MS-PowerPoint 2007                  |  |
| 7                          | MS-Outlook 2007                     |  |
| 8                          | MS-Office Indic 2007                |  |
| 9                          | Storage Devices                     |  |
| 10                         | Internet and E-mails                |  |
| 11                         | Project                             |  |

| <u>Life Skills Training Programme</u> |  |  |
|---------------------------------------|--|--|
| 1                                     | Goal setting and career planning               |  |
| 2                                     | Leadership skills and Management               |  |
| 3                                     | Stress Management                              |  |
| 4                                     | Communication Skills                           |  |
| 5                                     | Motivation, team work and interpersonal skills |  |
| 6                                     | Time Management                                |  |
| 7 Art of writing                      |  |  |
| 8                                     | Business awareness and Entrepreneurship        |  |
| 9                                     | Emotional Intelligence                         |  |

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# For further inquiry and details, kindly contact the Zonal Coordinator of the respective zones:

| Name of the person  | Designation       | Zone                   | Contact number |
|---------------------|-------------------|------------------------|----------------|
| Mr. Kiran Parmar    | GKS Center        | Ahmedabad              | 9898488417     |
| Mr. Tejas Farki     | Zonal coordinator | Ahmedabad              | 9909030296     |
| Ms. Amar Desai      | Zonal coordinator | Ahmedabad              | 9909030293     |
| Mr. Hemal Joshi     | Zonal coordinator | Ahmedabad              | 9909030291     |
| Mr. Nayan Bajaniya  | Zonal coordinator | Vadodara               | 9099771111     |
| Mr. Arif Mansuri    | Zonal coordinator | Vallabh<br>Vidhyanagar | 9909980016     |
| Mr. Shantilal Tadvi | Zonal coordinator | Surat                  | 9909980014     |
| Mr. Chirag Dholaria | Zonal coordinator | Rajkot                 | 9904022040     |

# For further inquiry and details, kindly contact the Zonal Coordinator of the respective zones

|               | District<br>Zone | Center   | Contact Person  |
|---------------|------------------|--|---|
| 1             | Ahmedabad        | GKS Center Library Building, L. D. College of Engineering, Ahmedabad   | Kiran Parmar<br>(M) 9898488417<br>Tejas Farki<br>(M) 9909030296                                       |
| 1 / minedabad |                  | Shri & Smt P.K Kotawala<br>Arts College<br>Patan   | Hemal Joshi<br>(M) 9909030291   |
|               |                  | Government Polytechnic,<br>Nh-8 , Motipura,<br>Himmatnagar   | Amar Desai<br>(M) 9909030293  |
| 2             | Vadodara         | Polytechnic M.S University, Nr shastri bridge, Fathegunj Vadodara  B and B polytechnics, Vallabh Vidhyanagar | Nayan Bajania<br>(M) 9099771111<br>Dipti Purohit<br>(M) 08980409171<br>Arif Mansuri<br>(M) 9909980016 |
| 3             | Rajkot           | Amritlal Virpal Parekh Technical<br>Institute (AVPTI),<br>Nr. Hemugadhavi hall<br>Rajkot                     | Chirag Dholariya<br>(M) 9904022040  |
| 4             | Surat            | Dr. S & S. S Gandhi Government<br>Engineering College,<br>Aminities Block,<br>Surat                          | Shantilal Tadvi<br>(M) 9909980014<br>Ashok Vankar<br>(M) 9974712726                                   |