

About the Institute:

MET's Institute of Engineering, under the umbrella of Bhujbal Knowledge City, is running seven UG programs in Mechanical, Civil, Electrical, Computer, Information Technology, Electronics, Electronics & Telecommunication and we are also having PG courses – M.E. (CAD Manufacturing & Engineering), M.E. (Computer Engineering) and MCA. All the programmes are approved by AICTE, DTE and affiliated with University of Pune. The institute is having leased line and broad-band internet with Wi-Fi facility for all the students and staff members in the campus.

About the Department:

The departments of Electronics and E&TC Engineering were established in the year 2006 with the inception of MET's Institute of Engineering, Bhujbal Knowledge City, with intake of 60 each.

We are having highly qualified and dedicated staff members with variety of academic as well as industrial experience.

Departments are equipped with 14 state of the art laboratories such as Hi Tech PCB lab with PTH setup, Process control, DSP, VLSI, Embedded lab etc.

The aim of the department is to produce quality engineering professionals in the field of Electronics and Communication.

The Departments has close interaction with industry and the students are exposed to the industrial world. The Training & Placement Cell, Alumni Association and Students' Association are the strong organs of the Departments. The students have been placed in various reputed companies like TCS, Bosch, Siemens, Syntel, Zensar, Rishabh Instruments, Indian Army etc.

Salient Features of the Department

- A good combination of faculty with academic & industrial experience.
- Highly qualified and dedicated staff.
- Faculty members have contributed to the research publications at national and international conferences.

Patron:

Hon. Mrs. Shefali Bhujbal,
Bhujbal Knowledge City, Nashik

Convener:

Dr. V.P.Wani,
Principal, MET's Institute of Engineering, Nashik

Workshop Coordinator:

Prof. Rajesh Rehpade (M: 98222 02099)
Email: rehpaderajesh@gmail.com
rajeshr_ioe@bkc.met.edu

Remote Centre Coordinator:

Mrs. Manjusha Khond (M: 99226 26582)
Email: manjushak_ioe@bkc.met.edu

How to Apply:

Those wishing to attend this course should first register online at <http://www.it.iitb.ac.in/nmeict>
Enrollment will be strictly online, and no other mode of application will be entertained.

Location and Transport:

The College is located at Adgaon, Nashik, 8 Kms from Dwarka circle towards Ozar (Mig) on Mumbai-Agra highway. City bus facility is available from various locations of Nashik.

For more details contact:

Mr. Shekhar Shinde
Department of E & TC Engineering,
MET's Institute of Engineering,
Bhujbal Knowledge City,
Adgaon, Nashik – 422 003.
Mobile : 98224 25220.
Email: shekharshinde100@gmail.com
shekharshinde100@bkc.met.edu

TWO WEEK SHORT TERM TRAINING PROGRAMME ON

" TECHNICAL COMMUNICATION "

One-week equivalent of work to be completed online, during

08th October to 11th November 2015

Physical participation at Remote centers during

30th November to 05th December 2015

Conducted by



Indian Institute of Technology, Bombay

Under NMEICT, MHRD, New Delhi

Organized by



Department of
Electronics + E & TC Engineering,
MET's Institute of Engineering,
Bhujbal Knowledge City,
Adgaon, Nashik – 422 003.

Tel.: (0253) 2303515 | Telefax: (0253) 2303203
www.metbhujbalknowledgcity.ac.in

Programme Objective:

STTP on Technical Communication

This Short Term Training Program (STTP) on **Technical Communication** is being conducted by IIT Bombay under the National Mission on Education through ICT (MHRD, Govt. of India) in collaboration with the Indian Society of Technical Education (ISTE), for enhancing teaching skills of faculty of engineering colleges. It is meant to train faculty from all departments of Science, Technology, Engineering, Mathematics (STEM), and Humanities. The trained faculty can potentially use contents from this course for

- i) teaching Undergraduate / Postgraduate (UG/PG) courses in Technical Communication, Scientific Communication or equivalent and
- ii) training project students to communicate their research or development work to various audience. On successful completion of this program they will be able to organize, comprehend, write, and present, short and long forms of any technical work in the framework of the Scientific Method. They will also be able to communicate this content within the widely accepted current norms. In this process, they will gain relevant examples in their own domain of knowledge, and be able to use those, along with the general illustrations given here, to train students in the craft of technical communication.

Eligibility:

- Any faculty member from STEM departments or from Humanities, Social Sciences, and Management disciplines (who conduct communications courses for STEM students).
- Science teachers teaching PG courses equivalent to M.Sc. level or UG courses in engineering (BE/B.Tech).
- Faculty from polytechnic institutes
- Teachers registered in a Masters or a Ph.D. program, during their employment as a teacher in one of the above categories.

Fee:

Participation Fee: Rs. 1000/- per participant.
(to be paid after verification by Cash or DD in favour of 'MET Institute of Engineering' payable at Nashik.)

Accommodation: Rs. 500/- per day on sharing basis.
Food: Rs. 200/- per day (including Tea, Lunch & Dinner)

Course Content:

Scientific method and its relationship to technical communication; Listening and note taking; Reading skills and summarizing; Writing skills: methods, organization, summary; Presentation skills: slide content, non-verbal; Interview and Group Discussion skills; Ethics; Gender and cultural issues; Internet communication.

While this course will be conducted in English, what it will **not** specifically address is training to improve English or Technical English language skills. But what will be covered is universal, and can be applied to any language one is comfortable with.

Teaching Faculty from IIT Bombay:

- Prof. P. Sunthar (Coordinator), Chemical Engineering
- Prof. M.P. Gururajan, Metallurgical Engineering and Materials Science
- Prof. Leena Jha, Sailesh J. Mehta, School of Management
- Prof. Ambarish Kunwar, Bio-sciences and Bioengineering
- Prof. Sahana Murthy, Education Technology
- Prof. Ashish Pandey, Sailesh J. Mehta, School of Management
- Prof. Prita Pant, Metallurgical Engineering and Materials Science
- Prof. D. Parthasarathy, Humanities and Social Sciences
- Prof. Sachin Patwardhan, Chemical Engineering
- Prof. Virendra Sethi, Environmental Science and Engineering

Important Dates:

- Last date for online registration: 30th Sep 2015
- Last date for payment of course fee at remote center: 30th Sep 2015
- Final approval of participation from IIT Bombay: 3rd Oct 2015
- Online course period: 8 Oct to 11 Nov 2015
- Face-to-face workshop: 30 Nov to 5 Dec 2015

Note: Seats are limited to **45 participants** only and to be filled on first come first serve basis.

ISTE Certification Criteria:

ISTE will provide the STTP completion certificate **only for eligible faculty**.

- (i) The certificate will be issued only to participants who get a minimum grade equivalent to 40% in every assignment posted during the online component and post workshop.
- (ii) It is also essential that the participants **attend all the days** of the face-to-face workshop.

STTP format

The STTP on Technical Communication will be conducted in the blended-MOOC format. It will consist of the following parts:

- i) **Online Component: IITBombayX (MOOCs) and Moodle (8 Oct to 11 Nov 2015): 5 Weeks**
Registered participants will listen to online video lectures and complete assessments in IITBombayX and Moodle platforms. They will be evaluated by giving grades for this portion. The online platform has a provision for conducting a discussion forum for clarifying doubts with IIT Bombay faculty.
- ii) **Face-to-face workshop (30 Nov to 5 Dec 2015): 6 Days**
Participants will assemble in a local college that is authorized to be a Remote Center for IIT Bombay's Technical Communication STTP. Sessions will be conducted by IIT Bombay faculty from IIT Bombay via the internet. Participants will be able to interact live through this audio-video link with IIT Bombay faculty. Participants will work individually and in groups to carry out tutorial exercises in various aspects of communication, with live feedback from IIT Bombay and the local Course Coordinators.
- iii) **Post workshop assignment:** Participants will need to submit online assignments after the completion of the face-to-face workshop. This will again be a graded evaluation.

MET'S INSTITUTE OF ENGINEERING

DEPARTMENT OF ELECTRONICS + E&TC ENGINEERING

INSTRUCTIONS FOR ONLINE REGISTRATION PROCESS FOR 'TECHNICAL COMMUNICATION' WORKSHOP

- To register for this ISTE STTP, you have to **create your account on IITB-NMEICT website**, if you have not created it earlier.
- You are requested to check **the eligibility criteria** in the section of "Who should Attend?". Also, available on the brochure
- If you are eligible, then **download the permission letter format** and get the permission letter **printed on your Institute letterhead**.
NOTE: Exact format must be followed. No editing is allowed.
Obtain your **Institute Head's signature and stamp**. The permission letter size should **not be more than 250kb and it has to be in jpg/jpeg format** only.
- Scan the permission letter and **upload the file on the on-line registration form**.
- You must fill up all the mandatory fields.
- After the registration, you will receive an email containing the detailed explanation of the registration process. Your **status will be "Registered"**. After your registration is verified by IIT Bombay, the **status will change to "Verified"**. You will get an email from IIT Bombay, instructing you to **pay the participation fees**.
- You need to contact the concerned center coordinator of your chosen remote center for payment of **participation fee of Rs. 1000/-**. Please check the mode of payment from the concerned center coordinator. The details of the center coordinator will be available in your IITB-NMEICT interface which you can access after logging in.
- **After the payment of participation fee**, the center coordinator will then change your registration **status to "Accepted"**.
- IIT Bombay will immediately confirm your registration and **status will then change to "Confirmed"**.
- After Confirmation participants will be doing the **online activity on IITBombayX website and Moodle from 08th October to 11th November 2015**.
- You will receive two confirmation emails from both the IITB-NMEICT website and Moodle. Please **save your Moodle username and password** as you will be mapped to the Moodle Course of 'Technical Communication workshop'.
- You are also required to **complete the sign up** using the same email id on **IIT BombayX website (www.iitbombayx.in)**.
- Failing to make the payment of participation fees on time, will make your registration status "Rejected"
- If your registration status shows "Rejected/invalid", in the final shortlisted participants' list, then you are not eligible for the STTPs.
- Both the components of **online and face to face interaction through A-VIEW are mandatory** for successful completion of the STTP and **for becoming eligible to get the IITB-ISTE Certificate**.
- For Accommodation and food enquiry please contact Centre / Workshop Coordinator.

If you have read all the above guidelines and understood the process, then please go ahead with the online registration.

Prof. R.B.Rehpade
Workshop Coordinator
M: 98222 02099