



Short Course on Language & Interactive Skills

Organized by

Academy of Agricultural Research and Education Management

**DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY
HISAR**

Short Course on Language and Interactive Skills
(April 23 to May 2, 2019)

Brief Introduction : Information revolution has transformed the world to a global village, wherein there is a vast flow of information through different communication media. In this process a large quantum of information goes waste due to shortage of trained professionals. To overpower this limitation, skilled manpower needs to be developed so as to reduce the gap in communication of information and increase interaction among all concerned. English has become the universal language of science and it is of utmost importance for the scientific community to acquire skills in the use of English language. English is acquiring significance as a handy tool, both in academic and professional pursuits. Through the proper acquisition and correct use of English language, scientists gain access to the vast scientific literature available world-wide. They, then can disseminate that knowledge among the farming community. Recognizing this aspect, the present course is designed to help people work effectively and efficiently in contemporary information society. The course has been specially designed to equip the participants with communicative and interactive skills in English language.

Objectives:

- To provide a broader perspective to language comprehension.
- To develop language skills for meaningful and effective interaction.
- To enhance intelligibility of the communicative English.
- To enable the speaker to switch his/her linguistic gear according to different situations.
- To sensitize the participants to principles of communication for effective discharge of their duties and personality development.

This course in interactive skills will cover:

- Proficiency in comprehension and presentation.
- Communication among individuals and groups.
- Guidance in usage of emphatic expressions.
- Basic guidance in pronunciation.
- Intelligibility in Spoken English.
- Communication for Effective Teaching

Duration and Venue: Ten days / Directorate Human Resource Management CCS HAU, Hisar

PARTICIPANTS

The course has been designed for the extension specialists /teachers/scientists working in SAUs, ICAR Institutes, State Universities, Colleges and other organisations. Total number of seats has been kept at 30.

NOMINATION AND REGISTRATION

The candidate interested to join this course must send their nomination in the prescribed format through proper channel positively by 10th April, 2019. The participants are required to pay a sum of Rs.1600/- (Rs. One thousand Six Hundred only) as registration fee. The registration fee shall be deposited in cash at the time of registration on April 23, 2019.

TRAVEL AND OTHER ARRANGEMENTS

No expenses for travel or otherwise will be borne by the Academy. The sponsoring Department will meet the expenditure on TA/DA and registration fee of the participants as per their rules. For outstation participants, accommodation in the University Faculty House and simple vegetarian food will be arranged on charges to be paid by the participants.

LOCATION

Hisar is located about 165 km. from Delhi on National Highway No 9. Hisar city is connected by Bus and Rail to all parts of the country. The climate of Hisar will be hot with day temperature around 38 during the period of the course.

Nominations in the prescribed format may be sent through respective controlling officers to:

**The Director,
Human Resource Management,
CCSHAU, Hisar- 125004 (Haryana).**

Tel. (O) 01662-284316 , 255414

Course Coordinators:

**Aparna Sharma
Course Director
Associate Professor
Department of LHC
CCS HAU, Hisar 125004
(Haryana) India
Off: 01662-255288
Mob. 94162-40941**

**Poonam Mor
Course Coordinator
Assistant Professor
Department of LHC
CCS HAU, Hisar 125004
(Haryana) India
Off. 01662-255288
Mob. 94681-86586**

**Manju Mehta
Coordinator
Joint director
Directorate of Human
Resource Management
CCS HAU, Hisar 125004
(Haryana) India
Off: 01662-255414
Mob. 9255526303**

E-mail: aarem@hau.ernet.in, manjunagpalmehta@gmail.com

ACADEMY OF AGRICULTURAL RESEARCH & EDUCATION MANAGEMENT
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CCS Haryana Agricultural University, HISAR.
Language & Interactive Skills
April 23 to May 2, 2019

FORMAT FOR NOMINATION (Make copies if required)

1. Name :
2. Designation :
3. a) Department/Office :
- b) University/Institute :
4. Date of joining :
5. Date of birth :
6. Address for Communication :

-
7. Telephone: Office Mob.....
 Fax E-mail.....

8. Qualifications:

Degree	Year	University	Subject
--------	------	------------	---------

9. Experience:

Position Held	From	Date To	Institution	Nature of duties
---------------	------	---------	-------------	------------------

10. Accommodation: Required/Not required

Signature of the Participant

CERTIFICATE OF THE SPONSORING AUTHORITY

Ms./Mr./Dr..... is hereby nominated for participation in the Short Course on "Language and Interactive Skills" being organized by Academy of Agricultural Research and Education Management, Directorate of Human Resource Management, CCSHAU, Hisar from April 23 to May 2, 2019. He/she will be relieved by the Department/office and treated on official duty during the period of the course. The registration fee and other charges for attending this course will be borne by the sponsoring authority/candidate.

Signature of the Competent Authority
(Office seal)