

**Centre for Training and Research in Language and Communication
Sardar Patel University, Vallabh Vidyanagar**

The Centre is happy to announce the launch of the following 13-Week Advanced Certificate Courses: **(1) Communication Skills** (a) in English, (b) in Hindi, (c) in Gujarati; **(2) Translation and Translation Skills** (a) in English, (b) in Hindi, (c) in Gujarati; **(3) Journalism and Press Reporting** (a) in English, (b) in Hindi, and (c) in Gujarati.

Salient features of these Courses

- University approved and University Certified.
- Unavailable in the traditional system of education.
- Designed not only to improve your communication skills but also to mould your personality to the needs of the time, and to give you a cutting edge in the job market.
- No clash with your regular studies because you will not be required to do any extra work except putting to use in your day-to-day work the skills that you master.
- Skills include study skills, time management skills, research skills, social/people skills etc
- Instruction and Training from University teachers, who are experts in the subjects concerned.
- Assurance of Value for Money since you will be able to see for yourself the change in your personality and skills.
- Part of the University's social and professional commitment to academic excellence.

Who is eligible to apply: You are if you have passed HSC Examination and are enrolled on a UG course in this or any other university.

Intake: 20 trainees/course.

Timings: 5.30 pm to 7.30 pm.

Admission procedure: All you will need to do is to take a diagnostic test in multiple-choice format covering all the skills. There is no pass or fail on the test. You will also need to face an interview wherein you will be tested for your personality. You will be admitted if you figure in the merit-list. Courses begin from 16 December 2004.

Fee: Rs.2,500 per course. **Application + Test Fee:** Rs.100/-. **Last date for Application:** 10.12.2004.

Test Date: 14.12.2004.

Application forms will be available from the **stores section** of the **University** during **office hours** on **any working day** or can be **downloaded** from www.spuuvvn.edu/CTRLC.htm. Completed forms must be submitted to the Academic Section of the University by **10.12.2004** before 4.00 pm. For details, contact the Honorary Director, Dr Javed Khan on 98257 17855; Fax: 02692-237258; e-mail: ctrlc@rediffmail.com.

B Natraj, Registrar
24/11/2004