

# CAREER DEVELOPMENT CENTRE



Date: 10/03/2023

## NOTICE

### Basic Course on Grooming, Social Etiquette, and Behaviour

VAT: 53

All the interested students across all the courses of DIT University are hereby informed that training on “Basic Course on Grooming, Social Etiquette, and Behaviour” is being offered by career Development centre, DIT university. The course is scheduled to start from 14<sup>th</sup> March 2023 and will be held at Vish-506 Seminar Hall.

The details are as follows

COURSE	For Registered Students
KEY SPEAKER	Ms. Sushila Khurana
TIMINGS	Every Saturday 9 am to 1 pm
COURSE DURATION	32 Hours
ORGANISING DEPARTMENT	Career Development Centre

**Objective:** Campus to corporate and corporate communication is the opportunity for students to learn the necessary skills for future employment. It is packed with number of subject areas which help prepare for the challenges to come. This program will enable attendees to embed the necessary skills for future success through practice and experiential learning. It allows thorough practice of skills and space to fail safely so that lessons can be learnt in a more comprehensive way.

Note: Interested student will have to register for the course on or before 12<sup>th</sup> March 2023 by giving their names to their training coordinator or they can send their interest at [cdc@dituniversity.edu.in](mailto:cdc@dituniversity.edu.in) through their university email ID.

Career Services Cell  
DIT University, Dehradun  
Coordinator: Mr. Saurav Badoni  
(In-charge-Career Development Centre)

To

All / Dean / Director / Head of Department

Chairman

Chancellor

Vice Chancellor

Pro Vice Chancellor

Manager Admin

HR Department

For information please

## Campus to Corporate and Corporate Communication (VAT-53)

**Course:-**For Registered Students

**Venue:-**Vish 506-Seminar Hall

**Trainer:-**Ms. Sushila Khurana (CDC)

**Date:-**14<sup>th</sup> March 2023- 20<sup>th</sup> May 2023

**Duration:-**32 Hrs.

**Timings:-**9 am to 1 pm (Every Saturday)

**Overview:** Young adults today are under tremendous pressure in order to carve out a niche for survival in life. They are subjected to fierce competitions with peers not only in academics, but also in job hunting and establishing careers. It has long been felt that besides prescribed curricula, our students must be given additional training in relevant aspects so designed to widen their outlook and perspectives.

Accordingly, a student-centric module on 'Campus to Corporate and Corporate Communications' is innovated to train our students, keeping in mind that the programme should be simple to manage, but rich in content and values. It is designed for 40 hours. The goals are to -

- develop life-skills and enhance potential of students
- enrich mind-sets of students towards establishing their own career

### Content:

S.NO	MODULE	No. of hours
1.	Communication skills ( Overview , importance , process )	3
2.	Speech Structuring : Speaking activity ( panel discussion , product lunch )	2
3.	Nonverbal Language : Importance Body language , Intonation , Paralinguistic (kinesics , Proxemics , Haptics & Chromatics )	2
4	Self-Analysis & Interpersonal skills: MBTI and other personality test. <b>Suggested Activities &amp; Games:</b> (i) I Am (ii) Flip (iii) A Letter to Yourself, (iv) Card Pieces, (v) Blindfold Game, (vi) Crazy Comic.	4
5.	Presentation skills: Purpose, Elements, Designing & Delivery of Presentation. How to prepare for a formal presentation, Presentation Exercises a) Welcome speech, c) Farewell Speech, d) Vote of thanks etc. <b>Suggested Activities &amp; Games:</b> (i) Stand Up for Fillers, (ii) Mimes, (iii) Short Speech Challenge	4

6.	Leadership & Team Building skills Importance, How to develop Leadership Skills? Best Leadership & Team Building Examples. <b>Suggested Activities &amp; Exercises:</b> (i) Leadership Pizza, (ii) Minefield, (iii) Leaders You Admire.	3
7.	Online Profiling & Social Media Ethics : Social Media ethics and etiquette, Do's & Don'ts, LinkedIn Profile Development, Example Sharing, Feedback Sharing & Error Analysis.	4
8.	Etiquette : Social & Telephone etiquette ( activity based)	3
9	Group Discussion: Importance, Do's & Don'ts, Personality Traits, Tips and Strategies, Types of Group Discussions. <b>Suggested Exercises, Games &amp; Activities:</b> Mock Group Discussions (on basic topics), with feedback sharing	4
10	Personal Interview: Importance, Do's & Don'ts, Personality Interview, Tips and Strategies, Etiquette Rules. <b>Suggested Exercises, Games &amp; Activities:</b> Mock Personal Interviews (contd.) with feedback sharing and error analysis.	4
11.	Employability skills & CV writing: What Skills Do Employers Expect From Graduates? CV vs. Resume, CV writing Do's & Don'ts, Tips with Best Examples/ Samples, Feedback Sharing & Error Analysis.  <b>Suggested Activities &amp; Exercises:</b> (i) Relevant Videos on 'Employability', (ii) Group Discussions on Newspaper Articles, (iii) Sample correction, (iv) writing exercise.	5
12.	Personality Development : Attitude ( Positive , negative ) , SWOT analysis , Time management , Anger management	2

**Outcome:-**

- Learn how to communicate confidently and assertively with anyone either on a one-to-one or in large groups.
- Learn how to competently demonstrate active listening for peers and in the future customers and colleagues.
- Learn how to build and successfully work with teams.
- Create effective plans to work towards personal, academic and professional goals and aspirations.
- Learn how to manage precious time more effectively and reduce stress.
- Learn how to negotiate conflict effectively and assertively.

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**Value added course Details (Academic Year: 2022-23)**

VAT Course Name: Basic Course on Grooming, Social Etiquette, and Behavior

VAT Code: VAT 53

Duration in Hours: 32

Number of Students Enrolled: 48

Number of Students Completed: 45

**Grades:**

**G= GOOD ; S = Satisfactory ; P = Poor ; W = Withdraw**

Student ID	Student Name	Program/Course	Passing Grade
190102209	HEMANT KUMAR AGARWAL	Bachelor of Technology in Computer Science and Engineering	S
190106025	ADITYA KUMAR MISHRA	Bachelor of Technology in Mechanical Engineering	S
190178002	SHREY AGGARWAL	Bachelor of Technology in CSE with Spl. in ML	S
191358009	TANISH	Bachelor of Design with specialization in User Experience (UX)	G
190102151	NISHTHA JAIN	Bachelor of Technology in Computer Science and Engineering	G
190102152	SYED MOHAMMAD MEHMOOD	Bachelor of Technology in Computer Science and Engineering	S
190823023	KATYAYANI	Bachelor of Architecture	P
190106020	YASHOVARDHAN P N	Bachelor of Technology in Computer Science and Engineering	S
190111030	SIDDHANT S BISHT	Bachelor of Technology in CSE with Spl. in CSF - IBM	S
190109026	MANISH KUMAR PANDEY	Bachelor of Technology in CSE with Spl. in BDA - IBM	S
190184073	PRATIEK PARASHAR	Bachelor of Technology in CSE with Specialization in Artificial Intelligence & Data Science in Association with IBM	G
190106021	GAUTAM DARIYAL	Bachelor of Technology in Mechanical Engineering	G
190102243	PRAKRITEE BHARDWAJ	Bachelor of Technology in Computer Science and Engineering	S
190102253	PINTU KUMAR	Bachelor of Technology in Computer Science and Engineering	S
190105020	SUMIT KUMAR	Bachelor of Technology in Information Technology	S
190921082	AYUSH CHAUHAN	Bachelor of Pharmacy	S
190184076	PRITHU BANSAL	Bachelor of Technology in CSE with Specialization in Artificial Intelligence & Data Science in Association with IBM	S
190178031	HEMANT KUMAR	Bachelor of Technology in CSE with Spl. in ML	G
190102240	GAUTAM SHARMA	Bachelor of Technology in Computer Science and Engineering	G
190102191	ANKIT JAILWAL	Bachelor of Technology in Computer Science and Engineering	S
190102221	EKAGRA TYAGI	Bachelor of Technology in Computer Science and Engineering	S
190111027	AKASHDEEP KASHYAP	Bachelor of Technology in CSE with Spl. in CSF - IBM	S
191358027	KARTIKEY SINGH	Bachelor of Design with specialization in User Experience (UX)	S
190184082	SANYAM BANONI	Bachelor of Technology in CSE with Specialization in Artificial Intelligence & Data Science in Association with IBM	S
190823028	RAHIL DOGRA	Bachelor of Architecture	G
190102155	ADITYA VERMA	Bachelor of Technology in Computer Science and Engineering	G
190178032	UGERSAIN	Bachelor of Technology in CSE with Spl. in ML	S
190102269	HEMANT NEUPANE	Bachelor of Technology in Computer Science and Engineering	P
190102233	MOH ASIF SHEIKH	Bachelor of Technology in Computer Science and Engineering	S
190921085	ARUMQY BRAHMA	Bachelor of Pharmacy	S
190102251	ARSHIYA MAHAJAN	Bachelor of Technology in Computer Science and Engineering	S
190101031	SHAYNA LAKHNOTRA	Bachelor of Technology in Civil Engineering	G
190102262	RISHABH PANDEY	Bachelor of Technology in Computer Science and Engineering	G
190102235	ABHAY RAJ SINGH	Bachelor of Technology in Computer Science and Engineering	S
190105029	HARSH RAI	Bachelor of Technology in Information Technology	S
190102225	MAYANK RAJ BHADOURIA	Bachelor of Technology in Computer Science and Engineering	S
190102287	BHAVYA AGGARWAL	Bachelor of Technology in Computer Science and Engineering	S
190103010	KARTIK G PANWAR	Bachelor of Technology in Electronics and Communication Engineering	S
190102203	RAUNAK BIRLA	Bachelor of Technology in Computer Science and Engineering	G
190102212	ISHIKA MITTAL	Bachelor of Technology in Computer Science and Engineering	G
190105030	UTKARSH KUMAR	Bachelor of Technology in Information Technology	S
190102186	RITIK SHAKYA	Bachelor of Technology in Computer Science and Engineering	S
190823013	TIMOTHY BOVES	Bachelor of Architecture	S
190921067	MOHIT SHARMA	Bachelor of Pharmacy	S
190921078	NEERAJ SHUKLA	Bachelor of Pharmacy	P
190921087	RAJAN KUMAR	Bachelor of Pharmacy	G
190102242	RICHA SINHA	Bachelor of Technology in Computer Science and Engineering	G
190921069	VASU BATRA	Bachelor of Pharmacy	S

  
 Career Services Cell  
 DIT University, Dehradun