

CAREER DEVELOPMENT CENTRE



Date: 10/03/2022

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 14th March 2022 and will be held at Vish-506 Seminar Hall.

The details are as follows

COURSE	For Registered Students
KEY SPEAKER	Ms. Vrinda Sharma
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 01st March 2022 by giving their names to their training coordinator or they can send their interest at cdc@dituniversity.edu.in through their university email ID.

For Dr. Sonia
Coordinator: Dr. Sonia Munjal
(Prof-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

Registrar
DIT University, Dehradun

Campus to Corporate and Corporate Communication (VAT-53)

Course:-For Registered Students

Venue:-Vish 506-Seminar Hall

Trainer:-Ms. Vrinda Sharma (CDC)

Date:-14th March 2022- 20th May 2022

Duration:-40 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. Suggested Activities & Games: (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. Suggested Activities & Games: (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. Suggested Activities & Exercises: (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. Suggested Exercises, Games & Activities: 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. Suggested Exercises, Games & Activities: 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. Suggested Activities & Exercises: (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



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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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Annexure - II

Value added course Details (Academic Year: 2021-22)

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

VAT Code: VAT 53

Duration in Hours: 32

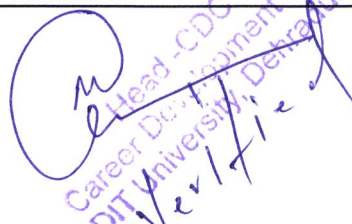
Number of Students Enrolled: 23

Number of Students Completed: 23

Grades:

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

Student ID	Student Name	Program/Course	Year	Passing Grade
180113017	PIYUSH MITTAL	Bachelor of Technology in Mechanical Engineering with Spl. In Automobile	4th Year	S
180107013	PRANSHU SHUKLA	Bachelor of Technology in Petroleum Engineering	4th Year	S
191259014	SHAURYA KUDIYAL	Bachelor of Computer Applications with specialization in Application Development in collaboration with Oracle University	3rd Year	S
190102030	SHREE NIDHI	Bachelor of Technology in Computer Science and Engineering	3rd Year	G
201148011	MANSI	Bachelor of Arts(Hons) in Psychology	2nd Year	G
191074008	MOHIT SONTIYAL	Bachelor of Science (Hons)in Physics	3rd Year	S
191279001	ROSHAN RATURI	Bachelor of Computer Applications	3rd Year	S
211074005	GOVIND CHAND	Bachelor of Science (Hons)in Physics	1st Year	S
211149008	RAJESHWARI	Bachelor of Arts (Hons)in English	1st Year	S
180921043	SHAHRAKH KHAN	Bachelor of Pharmacy	4th Year	G
200101032	REHAN ANSARI	Bachelor of Technology in Civil Engineering	2nd Year	G
190102243	PRAKRITEE BHARDWAJ	Bachelor of Technology in Computer Science and Engineering	3rd Year	S
180823034	NIKHIL SINGLA	Bachelor of Architecture	4th Year	S
190112005	ANKIT RAJ	Bachelor of Technology in CSE with Specialization in Artificial Intelligence & Data Science in Association with IBM	3rd Year	G
190110029	PRAKRIYA ADHIKARI	Bachelor of Technology in CSE with Spl. in CCV - IBM	3rd Year	G
200823039	PAMIT SINGH LUTHRA	Bachelor of Architecture	2nd Year	S
211172013	MEDHA SHARMA	Bachelor of Arts(Hons) in Economics	1st Year	S
210102453	YOURAJ SHARMA	Bachelor of Technology in Computer Science and Engineering	1st Year	G
210101003	ABHAY ANAND	Bachelor of Technology in Civil Engineering	1st Year	S
211581002	VARUN KUMAR	Diploma in computer science and engineering	1st Year	S
210102927	VISHAL BHATT	Bachelor of Technology in Computer Science and Engineering	1st Year	G
215795006	DEEPAK KUMAR MAURYA	Master of Pharmacy in Pharmacology	1st Year	G
190823042	SUDHANSHU KOTALIA	Bachelor of Architecture	3rd Year	S


 Head - CDC
 Career Development Cell
 DIT University, Dehradun


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