

CAREER DEVELOPMENT CENTRE



Date: 17/01/2020

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 2nd Feb 2020 and will be held at Vish-506 Seminar Hall.

The details are as follows

COURSE	For Registered Students
KEY SPEAKER	Mrs. Jasneet Kaur Kohli
TIMINGS	Every Saturday 9 am to 1 pm
COURSE DURATION	40 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 28th January 2020 by giving their names to their training coordinator or they can send their interest at cdc@dituniversity.edu.in through their university email ID.

Gaurav Singh
(Head-CDC)

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:-Mrs. Jasneet Kaur Kohli (CDC)

Date:-2nd Feb 2020 – 8th March 2020

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




Registrar
DIT University, Dehradun

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

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.


Registrar
DIT University, Dehradun

Annexure - II

Value added course Details (Academic Year: 2019-20)

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

VAT Code: VAT 53

Duration in Hours: 32

Number of Students Enrolled: 28

Number of Students Completed: 25

Grades:	G= GOOD ; S = Satisfactory ; P = Poor ; W = Withdraw			
Student ID	Student Name	Program/Course	Year	Passing Grade
160105004	VINAY PATHAK	BTCSE	4th Year	S
160107059	RAGIB ATHAR	BTPE	4th Year	S
190106910	DEVENDRA SINGH KARKI	BTME	2nd Year	S
160109027	SAUMYA NAUTIYAL	BTCSE-BDA	4th Year	G
160111056	SRISHTI KUMAR SRIVASTAVA	BTCSE-CSF	4th Year	S
170107902	NAWAZ AHMAD	BTPE	4th Year	G
18P277049	JAVED AHAMAD	DIP-PHR	2nd Year	S
160105012	NIKHIL PATHAK	BTIT	4th Year	P
160103018	SAKSHAM JAIN	BTECE	4th Year	G
160107024	ANKIT GOYAL	BTPE	4th Year	S
170102279	SAYEMA ANSARI	BTCSE	3rd Year	S
160109031	SUBHASHREE SUBHADARSHINEE	BTCSE-BDA	4th Year	S
160110026	NAVEEN SHIVNANI	BTCSE-CCV	4th Year	P
191279039	GAURAV GANGWAR	BCA	1st Year	S
160103037	ALANKRITA .	BTECE	4th Year	G
170921014	PATHSARTHAK SAXENA	BPHARM	3rd Year	G
186122066	HEENA VERMA	MBA-TRI	2nd Year	S
160921047	AKANSHA KARANWAL	BPHARM	4th Year	G
160102005	PRANSHUL JUGRAN	BTCSE	4th Year	S
171279064	HONEY KUMAR	BCA	3rd Year	S
170102206	DHARMVIR DHARMACHARYA	BTCSE	3rd Year	P
160105011	PRIYANKA DEY	BTIT	4th Year	S
160102193	SARTHAK RAJ VATS	BTCSE	4th Year	S
170102078	SURYANSH CHOUDHARY	BTCSE	3rd Year	G
160823022	RACHIT AGRAWAL	BARC	4th Year	S
160104002	PRAKRITI MAURYA	BTEE	4th Year	G
160106048	AMIT KUMAR YADAV	BTCSE	4th Year	S
160102223	DEVANSHI HANDA	BTME	4th Year	S

VAT-53
 Renewal - All Rep
 of Attached
 Students
 → Marks has
 been verified
 by the Controller
 → Award sheet / Certificate
 needs to be disbursement.

Renewal file - VAT-53
 Head - CDC
 Member Development Cell
 P.T.U. University, Dehradun
 11/11/2019