

## CAREER DEVELOPMENT CENTRE



Date: 1<sup>st</sup> September 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 7<sup>th</sup> September 2020 and will be held at Vish-506 Seminar Hall.


The details are as follows

COURSE	For Registered Students
KEY SPEAKER	Ms. Jasneet Kaur Kohli
TIMINGS	4 PM to 6 PM
COURSE DURATION	32 Hours
ORGANISING DEPARTMENT	Career Development Centre

**Objective:** **Basic Course on Grooming, Social Etiquette, and Behaviour** 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:

1. The training will run in online mode (till further notice) on MS Team. Students will be assigned batch (as per the schedule) and will be added to their respective MS Teams.
2. It is suggested to all the above-mentioned students to attend the training (detailed schedule will be shared in your respective batch on MS Team).
3. The Department concerned shall notify the details about timings and MS Team batch of the training sessions. In case of any query please contact the Career Development Centre, DIT University.

  
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4. Interested student will have to register for the course on or before 05th September 2020 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.

Gaurav Singh  
Head- Career Development Centre

Career Development Co.  
DIT University, Dehradun

To

All / Dean / Director / Head of Department

Chairman

Chancellor

Vice Chancellor

Pro Vice Chancellor

Manager Admin

HR Department

For information please

Registrar  
BIF University, Dehradun

## Basic Course on Grooming, Social Etiquette, and Behaviour (VAT-53)

**Course:** -For Registered Students

**Venue:** -Online – MS Team

**Trainer:** -Ms. Jasneet Kohli (CDC)

**Date:** -7<sup>th</sup> September 2020 to 26<sup>th</sup> September 2020

**Duration:** - 32 Hrs.

**Timings:** -4 pm to 6 pm

**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 ‘Basic Course on Grooming, Social Etiquette, and Behaviour’ 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</b>	4

  
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	<b>Activities &amp; Games:</b> (i) Stand Up for Fillers, (ii) Mimes, (iii) Short Speech Challenge	
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

  
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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: 2020-21)

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

VAT Code: VAT 53

Duration in Hours: 32

Number of Students Enrolled: 26

Number of Students Completed: 26

**Grades:**

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

Student ID	Student Name	Program/Course	Year	Passing Grade
170102048	PALLAVI RAWAT	BTCSE	4th Year	S
180102260	MAYANK KUMAR	BTCSE	3rd Year	G
180921005	ABHINAV GUPTA	BPHARM	3rd Year	G
170823034	KHALIDA PARVEEN .	BARCH	4th Year	S
190184064	CHAYAN D RANPARA	BTCSE-AI&DS	2nd Year	G
190921051	ALFISHA .	BPHARM	2nd Year	G
190102269	HEMANT NEUPANE	BTCSE	2nd Year	S
180101019	ARPAN AGRAWAL	BTCE	3rd Year	G
180178040	ANANT RAKWAL	BTCSE-ML	3rd Year	G
190102046	MEHUL TYAGI	BTCSE	2nd Year	S
190102217	DEEPAK NEGI	BTCSE	2nd Year	G
190184100	ARYAMAN ABROL	BTCSE-AI&DS	2nd Year	S
180101023	ANIRUDDHA REANG	BTCE	3rd Year	G
180113020	ROHIT NEGI	BTME-AE	3rd Year	S
170112026	SHREYANSH .	BTCSE-IOT	4th Year	G
180102064	VEDANSHI GARG	BTCSE	3rd Year	G
180109038	SAJAL JAIN	BTCSE-BDA	3rd Year	S
180106057	AJAY BHAN	BTME	3rd Year	G
190184055	AVNI AGARWAL	BTCSE-AI&DS	2nd Year	G
180102210	AAKRITI AGARWAL	BTCSE	3rd Year	S
190102162	SHIVAM GAIROLA	BTCSE	2nd Year	G
180110007	VIKAS SINGH MEHTA	BTCSE-CCV	3rd Year	G
180101014	AMIT SINGH RAWAT	BTCE	3rd Year	S
190102289	SANDEEP ANAND	BTCSE	2nd Year	G
190921007	HITESH SINGH	BPHARM	2nd Year	S
190102016	ASHWANI RAWAT	BTCSE	2nd Year	G

*Abhishek*  
*Vanshika*  
Head - CDC  
Career Development Cell  
DIT University, Dehradun

*LR*  
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DIT University, Dehradun