



R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: www.rjcollege.edu.in Email: rjcollege@rjcollege.edu.in Tel No: +91 22 25151763 Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI II NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

HINDI VIDYA PRACHAR SAMITI'S

RAMNIRANJAN JHUNJHUNWALA COLLEGE OF ARTS, SCIENCE & COMMERCE

(AUTONOMOUS)

BBI Department

Academic Year: 2018-19

Value Added Course (Personality Development Sessions)

Notice

Department of B. Com (Banking & Insurance) is going to conduct a Value added course on Personality Development and Building Soft-skills for FYBBI Students during the month of August and September-2018.

Duration:

FYBBI: 30 Hours

Learning Outcome:

Helps students in honing up their confidence level and basic skills of public speaking and expressions.

Why should one do it:

To Equip themselves with key skills and build a strong foundation which can go a long way not only up to Third Year of graduation, but for the rest of their career.

Eligibility: Undergraduate Students




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Syllabus included for FYBBI:

PERSONAL DEVELOPMENT PROGRAMME – PUBLIC SPEAKING (BASIC LEVEL)


Unit I	Introduction to Professional world –KASH, grooming conventions, meeting and dining etiquette, Winning attitude, self-confidence and discipline
Unit II	Foundation 1: English Grammar (articles, verbs, tenses, prepositions etc.) Conversational English (reading, pronunciation, etiquette, small talk, GD etc.)
Unit III	Foundation 2: Introduction to Public speaking / giving speeches with hands on practice
Unit IV	Foundation 3: Basics of Corporate English – Applications, Expressions
Unit V	Dining Etiquette


Requirements: Students must have basic English communication skills, and basic Computer knowledge.

Evaluation: Continuous Evaluation after each unit

Test, Speaking, reading and writing assignments

Marks: 100 Marks (Passing Standard: 40%)


Prof Nandini Jagannaryan
Head, Dept. of B.Com.(Banking and Insurance)


PRINCIPAL
Dr. Usha Mukund
RAMNIRANJAN JHUNJHUNWALA COLLEGE
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Brochure:



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(Autonomous)
Opposite Ghatkopar Railway Station, Ghatkopar (W), Mumbai 400 086.

DEPARTMENT OF B.COM (BANKING AND INSURANCE)

Presents

Value Added Course
Personality Development Sessions for FYBBI Class
Public Speaking- Basic Level

Speakers

Mrs. Sunita Dias and Mr. Rohit Gujral
(Pacific Consultancy & Training Services)

August 19th to September 14,
2018

10:00 am to 1.00 pm

Room no. 48




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BROCHURE

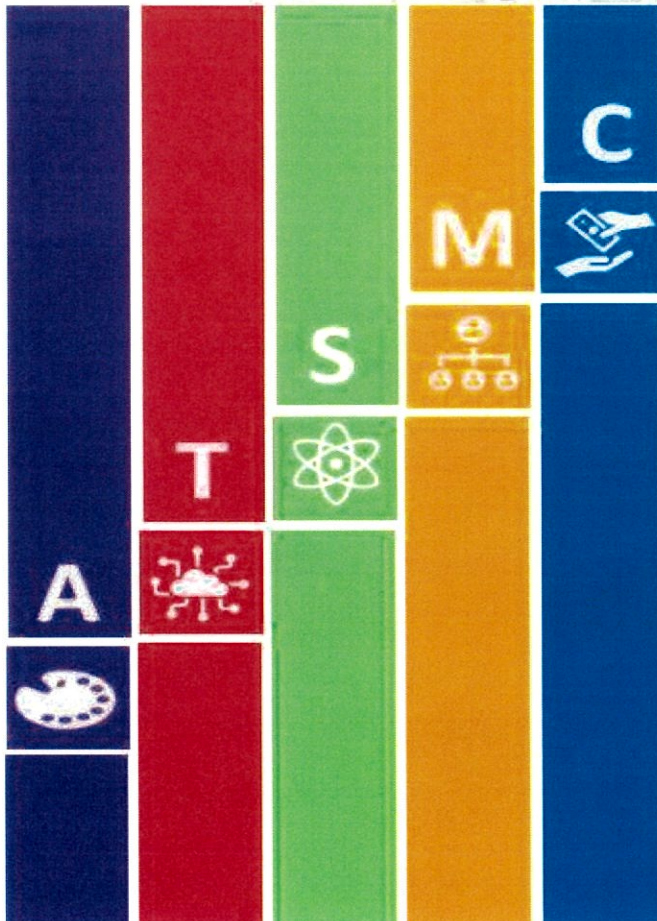


Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE (AUTONOMOUS)

(Also known as R. J. College of Arts, Science & Commerce as per UGC Notification)

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NAAC Accredited 'A GRADE' with CGPA 3.50

Knowledge is all Ambrosia



CERTIFICATE COURSE IN

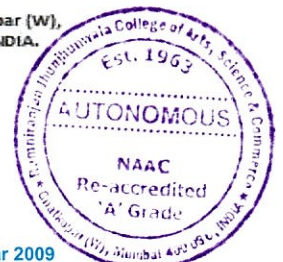
Personal
Development
Programme – Public
Speaking

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Usha

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**CERTIFICATE Personal Development Programme –
 COURSE IN Public Speaking**

UNIT 1

Introduction to Professional world –KASH, grooming conventions, meeting and dining etiquette, Winning attitude, self-confidence and discipline

UNIT 2

Foundation 1: English Grammar (articles, verbs, tenses, prepositions etc.)
 Conversational English (reading, pronunciation, etiquette, small talk, GD etc.)

UNIT 3

Foundation 2: Introduction to Public speaking / giving speeches with hands on practice

UNIT 4

Foundation 3: Basics of Corporate English – Applications, Expressions

UNIT 4

Dining Etiquette

Course Code: **RJBB11**

Duration: **30** hours



MEDIUM OF INSTRUCTION

English

EVALUATION

Continuous evaluation

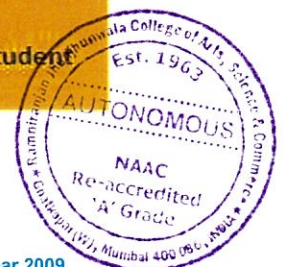
100 MARKS



PASSING 40

WHO SHOULD DO IT?

Any student



Usha

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Value Added Course (Personality Development Sessions)

Report

Name of the Activity:

FYBBI: Value Added Course (Personality Development Sessions) Public Speaking- Basic Level

Brief Report:

1. FYBBI: Public Speaking:

- ❖ Honing up their confidence level and basic skills of public speaking and expressions
- ❖ Enhancing the self confidence of the students

Number of Students:

FYBBI: 60 Students

Date: From August 19th to September 14, 2018

Time: 8.00 am to 11.00 pm

Resource Person: Mrs. Sunita Dias and Mr. Rohit Gujral (Pacific Consultancy & Training Services)




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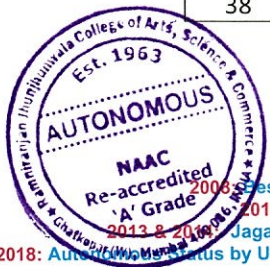
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STUDENTS WHO COMPLETED THE VALUE ADDED COURSE

SR NO	NAME	CLASS	ROLL NO
1	BAIKAD RAMESHKUMAR GOPAL ANANTAMMA	FYBBI	1
2	CHAUDHARY ANAND MOHAN SANJIV KUMAR RENUKA	FYBBI	2
3	DUBEY ANAND BRIJESH KIRAN	FYBBI	4
4	GUPTA SANTOSHKUMAR DIVESHCHANDRA SUBHAVATI	FYBBI	6
5	HUNDARE KETAN DYANESHWAR SUREKHA	FYBBI	8
6	JAISWAL NEHA SURESH SAROJ	FYBBI	9
7	JAISWAL ROHIT SURESH SAROJ	FYBBI	10
8	KALOANDRA HALIMA USMAN ZAINAB	FYBBI	11
9	LAKHADE PRIYANKA SANJAY SANGITA	FYBBI	13
10	PALAV KUSHAL DINESH BINDU	FYBBI	14
11	PANDEY SHEETAL SATISH VINDHYAVASINI	FYBBI	15
12	PARAB SUHANI VINAYAK VINITA	FYBBI	16
13	RAJBHAR LAXMI DEVKARAN MANISHA	FYBBI	17
14	RAJBHAR NEHA RAJESH MAINA DEVI	FYBBI	18
15	SALUNKE PRANALI NARAYAN NAMBRATA	FYBBI	19
16	SATLE YOGITA MAHADEV MAMTA	FYBBI	21
17	SHAIKH MAHEK IRFAN SHABNAM	FYBBI	22
18	SHIRDHANKAR PRATIKSHA PRADEEP PRIYA	FYBBI	23
19	MAITRI SIMAN BHIMSEN GUNDMMA	FYBBI	24
20	SINGH NIDHI RAVINDRA PRATAP KANTI	FYBBI	25
21	TIWARI NILESH KUMAR KRISHNAKANT MEERADEVI	FYBBI	26
22	VISHWAKARMA RICHA GHANSHYAM MANISHA	FYBBI	27
23	CHAUGULE MAYURESH MAHADEV MADHAVI	FYBBI	28
24	MORE GAURI NAMDEV JAYASHREE	FYBBI	29
25	RAJPUT RINKY RAJESH LEENA	FYBBI	30
26	YADAV DEEPTI VIRENDRA SUMITRA	FYBBI	31
27	JADHAV PRATIK VITTHAL ALKA	FYBBI	32
28	YADAV ASHISHKUMAR RAMASARE CHANDADEV	FYBBI	33
29	MANDLIK SOURAV SHASHIKANT SHEVANTI	FYBBI	34
30	NAWALE NIKITA HARISHCHANDRA PRAMILA	FYBBI	35
31	PANDEY RIYA RISHIKESH VIDHYAWATI	FYBBI	36
32	KAVATI MEENA MOHAN VANITA	FYBBI	37
33	DALVI RAVEENA RAVINDRA ROHINI	FYBBI	38
34	PRASAD SACHIN RAJENDRA KALPATHI	FYBBI	41
35	YADAV AKASH SHRIRAM PARMASHEELA	FYBBI	42
36	TIWARI KOMAL JAGDISH ARCHANA	FYBBI	43
37	RABSE SWAPNIL SUNIL SHWETA	FYBBI	44
38	KHAN MOHAMMED WASEEM AKHTAR ALI GARIBUNISHA	FYBBI	46



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39	SIDDIQUE ATIFA ABDUL KALAM REHANA	FYBBI	47
40	GUPTA SHIVANI SACHALAL SHANTIDEVI	FYBBI	48
41	YADAV SIKHA SANJAY SUNITA	FYBBI	49
42	SAHU AARTI PRADEEP NALINI	FYBBI	50
43	AGAM KAJAL DADA SAVITA	FYBBI	51
44	JAGDALE ANIKET SHAMRAO SUNITA	FYBBI	52
45	CHAVAN VAISHNAVI RAJENDRA ASHA	FYBBI	53
46	DHASAL VAISHALI SAINATH RUKMINI	FYBBI	54
47	RAM DEEPAK KUMAR DUKHIRAM MURTI DEVI	FYBBI	56
48	GIRKAR KRUTIKA SHAM MEGHA	FYBBI	57
49	SHAHA MUSKAN NISHAR JABINA	FYBBI	58
50	GUPTA ANJALI PRADEEP KUMAR ANITA	FYBBI	59
51	ZORE SEJAL ZIMU PARVATI	FYBBI	60
52	JHA SUMANKUMAR VINAY GINNI	FYBBI	61
53	TIWARI ANAND SYAMJIT SARITA	FYBBI	62
54	SHINGARE SHWETA DEEPAK VANDANA	FYBBI	63
55	SINGH SAKSHI ANIL KIRAN	FYBBI	64
56	YADAV NIKITA RAMPALAT PREMADEVI	FYBBI	65
57	KHOND HARSHADA RAJENDRA SAVITA	FYBBI	66
58	BHOGLE DIVYA PRADEEP NEETA	FYBBI	67
59	PARADKAR SURBHI PARSHURAM PALLAVI	FYBBI	68



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Certificates

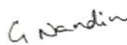
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Department of B.Com (Banking and Insurance)

This is to certify that

Shri/Kum. Dubey Anand

of class FYBBI has participated in 'Value Added Course'

August 19th to September 14, 2018


Prof. Nandini Jagannarayan
Head, Dept. of B.Com (Banking and Insurance)


Dr. Usha Mukundan
Principal

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