



# 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 || 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 SYBBI Students during the month of August and September-2018.

#### Duration:

30 Hours

#### Learning Outcome:

#### SYBBI:

Helps students in choosing and building a successful career


Helps students in getting a good job and progress in life.

#### Why should one do it:

To help students choose and build a career path and get a good job in their future.

**Eligibility:** Undergraduate Students



  
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Ghatkopar (W), Mumbai-400 086, Maharashtra, INDIA

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## Syllabus included For SYBBI:

### PERSONAL DEVELOPMENT PROGRAMME – PERSONAL GROOMING AND BUSINESS ETIQUETTE (INTERMEDIATE LEVEL)


Unit I	Building the Foundation: Understanding Personality and its Development, Assessment of various aspects of personality to get individualized feedback, Personal Goal Setting, understanding Career and Career path
Unit II	Fine tuning: Professional Communication essentials – getting your message across through emails, reports, covering letters, quick refresher on English language
Unit III	Professional Presentations: Making professional presentations using PowerPoint / Google slides
Unit IV	Learning the new order: Working with people – understanding interpersonal dynamics and team working
Unit V	Support skills: Understanding EQ and working on it. Stress and self-management. Conflict resolution.

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

**Evaluation:** Continuous Evaluation after each unit  
Continuous evaluation theory and practical – presentations, role plays on stress management and team working and report writing

**Marks:** 100 Marks (Passing Standard: 40%)

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

  
Dr. Usha Mukundan  
Principal  
RAMNIRANJAN JHUNJHUNWALA COLLEGE  
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## Brochure



Hindi Vidya Prachar Samiti's  
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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 SYBBI Class  
Personality Development-Intermediate Level

Speakers  
**Mr. Shreepad Pharke**  
(Pacific Consultancy & Training Services)

August 19th to September 14,  
2018

10:00 am to 1.00 pm

**Room no. 49**



  
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## BROCHURE



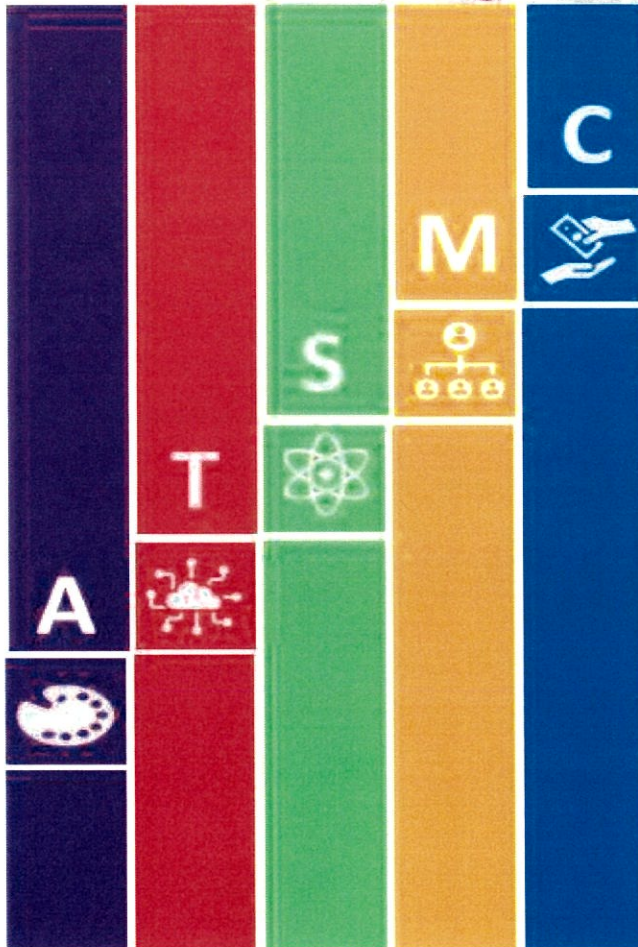
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# Knowledge is all Ambrosia



## CERTIFICATE COURSE IN

**Personal Development  
Programme – Personality  
Development  
(Intermediate Level)**

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*Usha*  
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**CERTIFICATE COURSE IN Personal Development Programme – Personal Grooming And Business Etiquette**

**UNIT 1**

Building the Foundation: Understanding Personality and its Development, Assessment of various aspects of personality to get individualized feedback, Personal Goal Setting, understanding Career and Career path

**UNIT 2**

Fine tuning: Professional Communication essentials – getting your message across through emails, reports, covering letters, quick refresher on English language

**UNIT 3**

Professional Presentations: Making professional presentations using PowerPoint / Google slides

**UNIT 4**

Learning the new order: Working with people – understanding interpersonal dynamics and team working

**UNIT 5**

Support skills: Understanding EQ and working on it. Stress and self-management. Conflict resolution.

Course Code: **RJBBI2**

Duration: **30** hours



**MEDIUM OF INSTRUCTION**

English

**EVALUATION**

Continuous evaluation

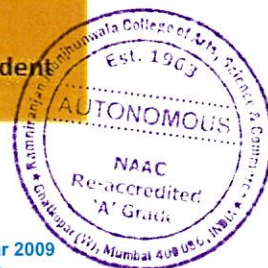
**100 MARKS**



**PASSING 40**

**WHO SHOULD DO IT?**

Any student



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## Value Added Course (Personality Development Sessions)

### Report

#### Name of the Activity:

SYBBI: Value Added Course (Personality Development Sessions) Personality Development-Intermediate Level

#### Brief Report:

SYBBI: Grooming Etiquettes:

- ❖ Understanding and developing one's personality
- ❖ Fine tuning communication skills
- ❖ Making professional presentations

#### Number of Students:

SYBBI: 60 Students

Date: From August 19th to September 14, 2018

Time: 9.00 am to 12 noon

Resource Person: Mr. Shreepad Pharke (Pacific Consultancy & Training Services)



*W. S. K.*  
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## STUDENTS WHO COMPLETED THE VALUE ADDED COURSE

SR NO	NAME	CLASS	ROLL NO
1	ATHIRA MANOJ ADIPARAMBIL GIRIJA	SYBBI	1
2	AMUP PRATIKSHA DNYANESHWAR SANGITA	SYBBI	2
3	ANDHALE SHUBHAM KAILAS SUNITA	SYBBI	3
4	BABHALE BHAVANA GANESH PARINEETA	SYBBI	4
5	BOGATI KHADAG PURAN DEUSARA	SYBBI	5
6	CHAURASIYA POONAM PRABHUPRASAD PRAMILA	SYBBI	6
7	CHAURASIYA NEELAM VIJAYSHANKAR RATANMALA	SYBBI	7
8	CHOTHAVE SIDDHESH SUNIL PUSHPA	SYBBI	8
9	DANAWALE MEGHA MAHADEV KAUSHLYA	SYBBI	9
10	DUBEY RIYA MITHILESH REKHA	SYBBI	10
11	GAICHOR OMKAR VISHRAM VISHAKHA	SYBBI	11
12	GAWDE DIVYA SANJAY ANURADHA	SYBBI	12
13	GHODE POOJA KRISHNA SUNANDA	SYBBI	13
14	GUPTA RANI RAJESH MANOJA	SYBBI	14
15	GUPTA KETAR SHYAMSUNDAR KISHNAVATI	SYBBI	15
16	GUPTA ROHAN RAJESH KIRAN	SYBBI	16
17	GUPTA RIYA SUBHASH AARTI	SYBBI	17
18	HULAWALE PRATIKSHA PRABHAKAR VIJAYA	SYBBI	18
19	JAGTAP MANSI SANJAY PRIYA	SYBBI	19
20	KALANTRE KAJAL DATTATRAY SUREKHA	SYBBI	20
21	LOT DEEPAK GAUTAM ARTI	SYBBI	21
22	MISHRA SONI AKHILESH SUNITA	SYBBI	22
23	MISHRA PRAGATI BHOLANATH PUSHPA	SYBBI	23
24	MISHRA PRAGYA SANJAY KUMAR INDRAWATI	SYBBI	24
25	NARNE RADHA SUNIL RAJASHRI	SYBBI	25
26	PAL VIKAS RAMBRAT PATRAJI	SYBBI	26
27	PANDEY ANAND KUMAR ASHOK SAVITRI DEVI	SYBBI	27
28	PANDEY RACHANA RAMESHWAR ARTI	SYBBI	28
29	PANDEY AMEETKUMAR RAJENDRA SUSHMA	SYBBI	29
30	POKALE SHRADDHA SANJAY SHWETA	SYBBI	30
31	RAJBHAR SARITADEVI HARISHCHANDRA SONA	SYBBI	31
32	RAJBHAR SHWETA SHYAMLAL BHANUMATI	SYBBI	32
33	RANE SHRUTI VITHOBA SANDHYA	SYBBI	33
34	SAHANI PRAVIN PRAMOD ASHA	SYBBI	34
35	SHAIKH YASMEEN BANO MALANG PARVEEN BANO	SYBBI	35
36	SAWANT JAYESH RAMCHANDRA RASIKA	SYBBI	36
37	SHAIKH RIMSHA FAIYAZ AHMED FATIMA	SYBBI	37
38	SHUKLA ARCHANA JAGDAMBAPRASAD KUSUM	SYBBI	38



*Usha*  
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39	SHUKLA SARIKA RAM MANOHAR SEEMA	SYBBI	39
40	SINGH CHANCHAL RAMESH SUNITA	SYBBI	40
41	SINGH PRIYA JITENDRA SUDHA	SYBBI	41
42	SINGH VAIBHAV RAKESH MEERA	SYBBI	42
43	SINGH ARVIND DILIP SUNITA	SYBBI	43
44	SINGH NISHANT RAMPRATAP SUMAN	SYBBI	44
45	SINGH SAURABH HARIKESH GAYATRIDEVI	SYBBI	45
46	SONI PREETI INDRABAHADUR SUMAN	SYBBI	46
47	TALKAR VIRAJ ANAND VIDYA	SYBBI	47
48	TAMBE AMRUTA RAVI BHARTI	SYBBI	48
49	TUKRUL POOJA PRABHAKAR PRIYA	SYBBI	49
50	VISHWAKARMA JYOTI SARNATH PRAMILA	SYBBI	50
51	YADAV POONAM SUDAMA MAHESHWARI	SYBBI	51
52	YADAV SURAJ RAJKUMAR KUSUM	SYBBI	52
53	RAJBHAR MANISHA TUNNU SURATI	SYBBI	53
54	VERMA MANISHA UDAY URMILA	SYBBI	54
55	SINGH ASHUTOSH DINESH KUMAR ANITA	SYBBI	55
56	MISHRA SHUBHAM SUNIL KUMAR MALTI	SYBBI	56
57	YADAV POONAM RAJESH VIMALA DEVI	SYBBI	57
58	SHRIMALI SARIKA NARESH JYOTI	SYBBI	58
59	SINGH SHUBHAM RAJESH KUMAR PREM SHEELA	SYBBI	59
60	KHAN SHAHWAZ NAIM MOHD AFSANA	SYBBI	60



*Ushu*  
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March 6, 2020



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**Department of B.Com (Banking and Insurance)**

*This is to certify that*

**Shri/Kum. Gupta Rani**


*of class SYBBI has participated in 'Value Added Course'*

*August 19th to September 14, 2018*

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

*Usha*  
Dr. Usha Mukundan  
Principal

March 6, 2020



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