



# 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)

## BBI Department

Academic Year: 2020-21

Value Added Course (Personality Development Sessions)

FYBBI: Public Speaking (Basic Level)

### Notice

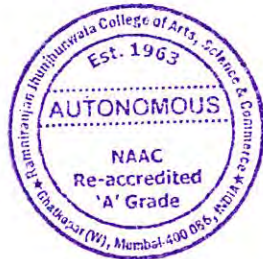
Department of B. Com (Banking & Insurance) is going to conduct a Value-added course on Personality Development and Building Soft-skills for FYBBI Students during the month of April and May, 2021.

*C. Nandini*

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

Dr. Himanshu Dawda

Principal  
PRINCIPAL  
RAMNIRANJAN JHUNJHUNWALA COLLEGE  
OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)  
Ghatkopar (W), Mumbai-400 086, Maharashtra, INDIA



2019: Star College Status by DBT

2008: Best College by University of Mumbai 2010: IMC RBNQ Award 'Performance Excellence' for the year 2009

2011: 'Best Teacher Award' by Government of Maharashtra 2013: DST-FIST 2014: DBT STAR College

2013 & 2014: 'Jagar Jaanivancha Award' by Govt, of Maharashtra 2016: ISO 14001:2015 2016: ISO 9001:2015 2017: ISO 27001:2013

2018: Autonomous Status by University Grants Commission (No. F. 22-1/2018(AC) - 28.05.2018) & by University of Mumbai (No.Aff./ICD/18-19/440 - 08.06.2018)



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## Value Added Course (Personality Development Sessions)

### FYBBI: Public Speaking (Basic Level)

### 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 Beneficiary: FYBBI: 62

Date: FYBBI: From April 10th to May 2nd, May 15th to 19th, 2021

Time: FYBBI: 10.00 am to 1.00 pm

Event Platform: Online (Google Meet)

Resource Person: Ms. Gargi Pharke (Pacific Consultancy & Training Services)

G. Nandani



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## BBI Department

Academic Year: 2020-21

### Value Added Course (Personality Development Sessions)

#### FYBBI: Public Speaking (Basic Level)

**Duration:** 40 Hours

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

**Why should one do it:**

**FYBBI:** 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

**Syllabus included:**

**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

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

**Evaluation:** Continuous Evaluation after each unit

**FYBBI:** Test, Speaking, reading and writing assignments

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

G. Nandini



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AY 2020 Onwards

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

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

Affiliated to UNIVERSITY OF MUMBAI II Recognized by UGC under 2f & 12B  
NAAC Accredited 'A GRADE' with CGPA 3.50

## Knowledge is all Ambrosia

**CERTIFICATE  
COURSE IN**

**PERSONAL DEVELOPMENT**

**PROGRAMME –**

**PUBLIC SPEAKING**

**(BASIC LEVEL)**

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M

C



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# ABOUT US

Hindi Vidya Prachar Samiti was incepted on the auspicious day of Shri Krishna Janmashtami, 15th August 1938. A brain child of a visionary Late Shri Nandkishore Singh Jairamji, samiti was established with the objectives of catering to the educational needs of the Hindi speaking community. Ramniranjan Jhunjhunwala College came into existence in 1963, enabling a larger section of the society to take advantage of the facilities provided for higher education.

From 1999-2000 the College has added a number of self-financing courses like B.M.S., B.B.I., B.Sc. in Computer Science, Information Technology, Biotechnology, M.Sc. in Computer Science, Biotechnology and Information Technology as well as add on courses, which further hone the special skills of the students.

The college has been reaccredited with 'A' Grade by NAAC in 2014 with a CGPA 3.50 and received the Best College Award (2007-2008) of the University of Mumbai. The College has been bestowed with IMC "Ramkrishna Bajaj Performance Excellence Trophy", 2010.

The Principal of the college was awarded "Best Teacher" by Government of Maharashtra in 2011.

Government of Maharashtra conferred the college with "JAAGAR JAANIVANCHA" (First in Mumbai Suburban- in 2013 and Second in Mumbai Suburban- in 2014) for safety of girls.

**C**ourse Code: **RJBBIC01**

**D**uration: **40** hours

**C**redits : **02**

## LEARNING OUTCOME

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



Development started early in life has strong and positive impact on the students. First year of graduation is an important milestone. Equipping them with key skills and building a strong foundation can go in long way not only up to Third Year of graduation, but for the rest of their career.

## COURSE OBJECTIVE



**COURSE  
CONTENT**

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, preposition 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.

## EVALUATION

Test, Speaking, reading and writing assignments



**100 MARKS**



**PASSING 40**

# WHO SHOULD DO

Any student who is enrolled for a graduation course

# IT?



Hindi Vidya Prachar Samiti's

**RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce  
(AUTONOMOUS)**

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## *Certificate of Completion*

This is to certify that

***CHAVAN MANSI SANJAY SHIVANI***

of Class **SYBBI** Roll No. 1

has successfully completed the Value-Added Course in Personal Development Programme – Communication, Presentation and **Personality** Development organized by Department of BBI and conducted from 05/04/2021 to 20/04/2021.

**COURSE CODE  
RJBBIC02**

Issue Date: 13 July, 2021



  
Dr. Himanshu Dawda  
In-charge Principal

CERTIFICATE ID: RJC-VAC-202021-01485