



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)

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 April and May, 2021

G. Nandani

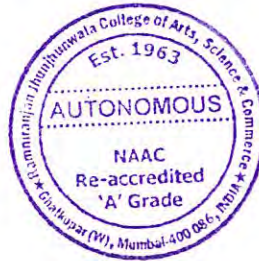
Prof Nandini Jagannaryan

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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Academic Year: 2020-21

Value Added Course (Personality Development Sessions)

SYBBI: Personality Development- Intermediate Level

Report

Name of the Activity:

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

Brief Report:

1. SYBBI: Grooming Etiquettes:

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

Number of Beneficiary: SYBBI: 60

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

Time: SYBBI: 2.00 pm to 5.00 pm

Event Platform: Online (Google Meet)

Resource Person: Mr. Ambareesh Kshirsagar (Pacific Consultancy & Training Services)

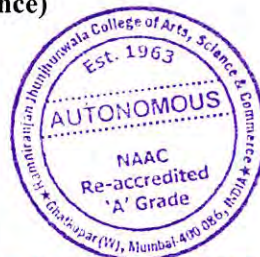
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BBI Department

Academic Year: 2020-21

Value Added Course (Personality Development Sessions)

SYBBI: Personality Development- Intermediate Level

Duration: SYBBI: 40 Hours

Learning Outcome: 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:

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

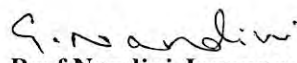
Eligibility: Undergraduate Students

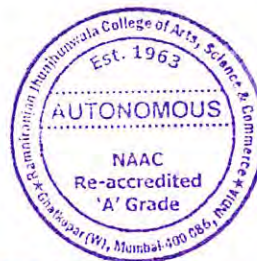
Syllabus included: SYBBI: PERSONAL DEVELOPMENT PROGRAMME – PERSONALITY DEVELOPMENT (INTERMEDIATE LEVEL)

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%)


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



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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 – Personality
Development
(Intermediate Level)**

A

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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.

Course Code: **RJBBIC02**

Duration: **40** hours

Credits : **02**

LEARNING OUTCOME

- Helps students in choosing and building a successful career.
- Helps students in getting a good job and progress in life.



COURSE OBJECTIVE

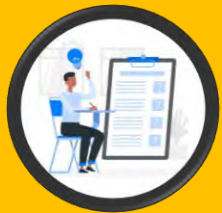
Development started early in life has strong and positive impact on the students.



**COURSE
CONTENT**

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.

EVALUATION



Continuous evaluation theory and practical's – presentations, role plays on stress management and team working and report writing

100 MARKS



PASSING 40

WHO SHOULD DO

A student enrolled in UG and has, preferably, completed the basic level

IT?



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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