



HINDU KANYA MAHAVIDYALAYA, JIND
Affiliated to C. R. S. University, Jind



A
Report
on
Value Added Course
on
Email Etiquette Training

Mrs. Ritu
Course Coordinator

Mrs. Anjali Gupta
Convenor, VAC

Dr. Punam Kajal
Principal

Report

Name of the Course	Email Etiquette Training
Date of Course	7 February 2024 to 19 March 2024
Duration	32 Hours
No. of Students Enrolled in the Course	50
No. of Students Completed the Course	50
Learning Outcomes of the Course	<ol style="list-style-type: none">1) Effective Communication: Participants will gain proficiency in crafting clear, concise, and professional emails, fostering effective communication within the workplace.2) Professional Tone and Language: The training will emphasize the importance of using a professional tone and language in emails, ensuring that messages are conveyed respectfully and appropriately.3) Email Organization and Management: Participants will learn strategies for organizing and managing their emails efficiently, including effective use of folders, tags, and other tools to streamline communication and reduce clutter.4) Security and Privacy Awareness: The training will cover best practices for maintaining email security and privacy, educating participants on how to recognize and avoid potential threats such as phishing scams and unauthorized access.

Notice

Notice No :- 200965

Dated :- 25-01-2024

NOTICE

All the students of UG/PG programs of the college are informed that for overall development of students the following Value Added Courses are going to be introduced from 7th February, 2024. After the completion of the course the qualifying students will be awarded certificates. The students who are interested to get enrolled in these Value Added Courses are required to submit their names to Mrs. Anjali (English) & Mrs. Anju (Mathematics) up to 2nd February, 2024.

Duration of the Course: 32 Hours

Time of the lecture: 2:15 pm – 3:15 pm



Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Sr. No.	Name of the Value Added Courses	Teacher Incharge	Room No.
1	Women Entrepreneurship	Ms. Arzoo	207
2	Conversational English	Mrs. Sushila	208
3	Time Management	Ms. Aakanksha	116
4	Stress Management	Mrs. Nitisha	117
5	Email Etiquette Training	Mrs. Ritu	218
6	Basics of Home Science	Mrs. Anu Rani	119
7	Environmental Sustainability	Mrs. Ranjana	221
8	Moral Education	Mrs. Nisha	222
9	Vedic Maths	Mrs. Anjali	223

Syllabus

**Syllabus
for
Value Added Course
Email Etiquette Training
Course Code: EET – 2024
Duration: 32 Hours**

Course Outcomes:

1. **Effective Communication:** Participants will gain proficiency in crafting clear, concise, and professional emails, fostering effective communication within the workplace.
2. **Professional Tone and Language:** The training will emphasize the importance of using a professional tone and language in emails, ensuring that messages are conveyed respectfully and appropriately.
3. **Email Organization and Management:** Participants will learn strategies for organizing and managing their emails efficiently, including effective use of folders, tags, and other tools to streamline communication and reduce clutter.
4. **Security and Privacy Awareness:** The training will cover best practices for maintaining email security and privacy, educating participants on how to recognize and avoid potential threats such as phishing scams and unauthorized access.

Module - I

Introduction to Email Etiquette Training, Evaluate Your Email Usage, Email Misuse and Abuse.

Module - II

Create Structure for Success, Forward-To-Cc-Bcc, High Importance v/s Low Importance, Salutation, Introduction: Body, Conclusion, Signature, Draft, Time Delays.

Module - III

Grammar Perfect, Using Spell Checker, Check for Simple Sentences, Use the Active Voice, Punctuation, Emoticons, Text Talk.

Reference Books:

1. Email Etiquettes by Dr. Clare Lynch.
2. Email Etiquette by Samantha Miller.
3. Email Etiquette by Lawrence Finnegan.

Assessment Procedure:

The students will be assessed by viva-voce as per the following assessment criterion:

A+	90% & above
A	75% & above but less than 90%
B	60% & above but less than 75%
C	50% & above but less than 60%
D	35% & above but less than 50%


The candidate scoring less than 35% will be considered 'Not Qualified'.



**Principal
Hindu Kanya Mahavidyalay**


Mrs. Anju
(Co-Convenor, VAC)


Mrs. Anjali Gupta
(Convenor, VAC)


Dr. Geeta Gupta
(Co-ordinator, IQAC)

Dr. Punam Kajal
(Principal)

Attendance

VALUE-ADDED COURSE (Email Etiquette Training)

Daily Attendance Register - B.A. 3rd Year

Sl. No.	Name	Roll No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.	Sonia	1211922002024	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2.	Rohini	091	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3.	Anshu	030	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4.	Kalbna	031	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5.	Chandraseet	042	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6.	Nisha	057	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.	Neha	062	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8.	Sanjana	067	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9.	Shubham	072	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10.	Komal	082	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11.	Nitin	092	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12.	Labita	102	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13.	Sonia	107	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14.	Shivani	117	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15.	Mesam	127	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
16.	Sonam	132	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
17.	Preeti	137	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18.	Annu	147	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19.	Anjali	157	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
20.	Sakshi	162	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21.	Ashu	167	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
22.	Ananddeep	177	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P

From: 01 February, 2024 to 19 March, 2024
For the Month February, 2024 - March, 2024

Signature	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
Sonia	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Rohini	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
Anshu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kalbna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Chandraseet	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
Nisha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Neha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Sanjana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Shubham	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Komal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Nitin	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Sonia	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Shivani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Mesam	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
Sonam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
Preeti	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Annu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Anjali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Sakshi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Ashu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Ananddeep	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Principal
Hancu Kanya Mahavidyalaya
Jind (Punjab)

VALUE-ADDED COURSE (Email Etiquette-Training)

Daily Attendance Register B.A 3rd Year

Sl. No.	Name	Roll No.	For the Month												Signature		
			1	2	3	4	5	6	7	8	9	10	11	12		13	14
23	Rambhadrani	2119220292	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Nidhi	207	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Reena Devi	212	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Nurita Devi	217	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Kajal	227	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Priya	232	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	Gunjan	247	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	Anshu	252	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	Kajal	257	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	Manju	262	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	Manisha	272	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	Asha	282	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	Sushil	287	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	Tinku	297	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	Neha Mahil	312	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	Muskan	322	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	Siya Karan	332	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	Ravisha	342	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	Neha	347	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	Jyoti	352	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

From: 7th February, 2024 to 19th March, 2024
 For the Month February, 2024 - March, 2024

Sl. No.	Name	Roll No.	For the Month												Signature			
			16	17	18	19	20	21	22	23	24	25	26	27		28	29	30
	Rambhadrani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Nidhi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Reena		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Nurita		A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Kajal		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Priya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Gunjan		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Anshu		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
			A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Manju		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Manisha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Asha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Sushil		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Tinku		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Neha Mahil		A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Muskan		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Siya Karan		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Ravisha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Neha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Jyoti		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Principal
 Anbu Kumar Mishra
 and (Haryana)
 Diamond

VALUE-ADDED COURSE (Email Etiquette Training)
Daily Attendance Register BA Math Honr. 3rd Year

Sl. No.	Name	Roll No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1.	Shrika	1219221900	P	A	P	P	P	A	P	A	P	P	P	A	P	P	A	P
2.	Anjali	002	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3.	Teena	003	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4.	Manye Jain	004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5.	Pragya	005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6.	Geeta	006	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.	Manvi	007	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8.	Neha	009	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

From: 07th February, 2024 to 19th March, 2024
For the Month February, 2024 - March, 2024

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	Signature
A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shrika
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Anjali
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Teena
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Manvi
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Pragya
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Geeta
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Manvi
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Neha

Principal
Renu Kanya Mahavidyalaya
Jind (Haryana)

Diamond

Award List

Hindu Kanya Mahavidyalaya, Jind

Value-Added Course (32 Hours)

on

Email Etiquette Training

Session: 2023-24

(07 February, 2024 - 19 March, 2024)

Sr. No.	Name	Father Name	Class	Roll No	Grade Obtained
1	SONIA	SHAMSHER	B. A. III	1211922002012	A+
2	ROHINI	BALWINDER SINGH	B. A. III	1211922002017	B
3	ANSHU	RAJBIR	B. A. III	1211922002032	A
4	KALPNA	SUBHASH CHANDER	B. A. III	1211922002037	B
5	CHANPREET KAUR	BALJEET SINGH	B. A. III	1211922002042	B
6	NISHA	MANOJ KUMAR	B. A. III	1211922002057	B
7	NEHA	RAJENDER SINGH	B. A. III	1211922002062	B
8	SANJANA	RAJESH	B. A. III	1211922002067	A+
9	SHUBHAM DEVI	KARAN SINGH	B. A. III	1211922002072	A+
10	KOMAL	ANIL KUMAR	B. A. III	1211922002082	A
11	NITIN	VIKRAM	B. A. III	1211922002092	B
12	BABITA	RAJESH KUMAR	B. A. III	1211922002102	B
13	SONIA	RAJKUMAR	B. A. III	1211922002107	A+
14	SHIWANI	HIMMAT SINGH	B. A. III	1211922002117	A+
15	MOSAM	JOGINDER	B. A. III	1211922002127	B
16	SONAM	DILBAG	B. A. III	1211922002132	B
17	PREETI	DILAWAR	B. A. III	1211922002137	A
18	ANNU	RAM SINGH	B. A. III	1211922002147	A
19	ANJALI	SATISH	B. A. III	1211922002157	B
20	SAKSHI	RAJ KAPOOR	B. A. III	1211922002162	A+
21	ASHU	JALDHIR	B. A. III	1211922002167	B
22	AMANDEEP	AMARJEET SINGH	B. A. III	1211922002177	B
23	RAMBHATERI	JAGDISH	B. A. III	1211922002192	B
24	NIDHI	JAIPAL	B. A. III	1211922002207	A+
25	REENA DEVI	KULDEEP	B. A. III	1211922002212	B
26	NAVITA DEVI	SUKHDEV SINGH	B. A. III	1211922002217	B
27	KAJAL	SHAMSHER SINGH	B. A. III	1211922002227	B
28	PRIYA	RAJENDER	B. A. III	1211922002232	B
29	GUNJAN	BIHARI LAL	B. A. III	1211922002247	B
30	ANSHU	MAHAVEER	B. A. III	1211922002252	B
31	KAJAL	RAJESH KUMAR	B. A. III	1211922002257	B
32	MANJU	JAGDEEP SINGH	B. A. III	1211922002262	B
33	MANISHA	RAMDIYA	B. A. III	1211922002272	B
34	ASHA	RANBIR	B. A. III	1211922002282	A

Ketu

Principal
Hindu Kanya Mahavidyalaya
JIND (Haryana)

35	SUSHIL	SULTAN	B. A. III	1211922002287	A+
36	TINKU	KULDEEP	B. A. III	1211922002297	B
37	NEHA MALIK	SATISH	B. A. III	1211922002312	B
38	MUSKAN	VINOD	B. A. III	1211922002322	B
39	SIYA KUMARI	OM PARKASH	B. A. III	1211922002332	B
40	RAVISHA	VJENDER	B. A. III	1211922002342	B
41	NEHA	HARIPAL	B. A. III	1211922002347	B
42	JYOTI	KULDEEP	B. A. III	1211922002352	A+
43	ISHIKA	YASHPAL	B. A. Math (Hons.) III	1211922069001	B
44	ANJALI	DEVENDER KUMAR	B. A. Math (Hons.) III	1211922069002	A+
45	TEENA	VINOD KUMAR	B. A. Math (Hons.) III	1211922069003	A+
46	MANYA JAIN	NAVEEN JAIN	B. A. Math (Hons.) III	1211922069004	A+
47	PRAGYA	SHIVNARAIN	B. A. Math (Hons.) III	1211922069005	A+
48	GEETA	RADHESHYAM	B. A. Math (Hons.) III	1211922069006	A+
49	MANSI	RAM KARAN	B. A. Math (Hons.) III	1211922069007	B
50	NEHA	SATBIR SINGH	B. A. Math (Hons.) III	1211922069009	B

Ritu



Principal
Hindu Kanya Mahavidyalaya
JIND (Haryana)

Course Completion Certificate



Hindu Kanya Mahavidyalaya, Jind

Certificate of Value-Added Course

on

Email Etiquette Training

(32 Contact Hours)

Session: 2023-24

Certified that Ms. **SONIA D/o SHAMSHER** of Class **B.A III** Roll Number **1211922002012** has successfully completed 32 hours Value Added Course in 'Email Etiquette Training' from 7th February, 2024 to 19th March, 2024 with **A+** grade.

Mrs. Ritu
Course Coordinator

EET/VAC-2024/1

Mrs. Anju
Co-Convenor, VAC

Mrs. Anjali Gupta
Convenor, VAC

Dr. Punam Kajal
Principal



Hindu Kanya Mahavidyalaya, Jind

Certificate of Value-Added Course

on

Email Etiquette Training

(32 Contact Hours)

Session: 2023-24

Certified that Ms. **ROHINI D/o BALWINDER SINGH** of Class **B.A III** Roll Number **1211922002017** has successfully completed 32 hours Value Added Course in 'Email Etiquette Training' from 7th February, 2024 to 19th March, 2024 with **B** grade.

Mrs. Ritu
Course Coordinator

EET/VAC-2024/2

Mrs. Anju
Co-Convenor, VAC

Mrs. Anjali Gupta
Convenor, VAC

Dr. Punam Kajal
Principal