

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



A Report on Value Added Course on Social Etiquettes

Mrs. Anjali Gupta Course Coordinator Dr. Geeta Gupta Convenor, VAC Dr. Punam Kajal Principal

Report

》 明智慧和时期的国际组织的影响和时期的国际	Report
Name of the Course	Social Etiquettes
Date of Course	19 October 2023 – 7 December 2023
Duration	32 Hours
No. of Students Enrolled in	80
the Course	
No. of Students Completed the	62
Course	
Learning Outcomes of the	Upon completion of this course, the students will be able:
Course	
	1. To Improve awareness of social norms and cultural nuances.
	2. To enhance communication
	skills for articulate and confident expression.
	3. To demonstrate respectful
	behavior through proper social conduct.
	4. To Cultivate poise and
	confidence in various social and professional contexts

Notice

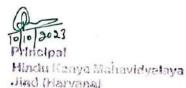
NOTICE

Notice No.: 200782

Date: 10.10.2023

All the students of UG/PG programs of the college are informed that for overall development of students, 10 Value Added Courses of 32 hours each are going to be introduced from 19th October 2023. After the completion of the course there will be an exam of the course. Those students who will qualify the exam will be awarded certificates. The students who are interested to get enrolled in these Value-Added Courses are required to \checkmark against their selected course in registration form up to 14th October 2023.

Sr No.	Name of Value-Added Course	Overall Incharge	Teacher	Time	Room No.
1.	Grammar for Competitive Examinations	Dr. Geeta Gupta	Mrs. Sushila	2:15 pm- 3:15 pm	208
2.	Social Etiquettes	Mrs. Anjali Gupta	Ms. Divya	2:15 pm- 3:15 pm	209
3.	Human Rights	Mrs. Neelam	Dr. Rachna	2:15 pm-3:15 pm	210
4.	Computer Programming in C	Mrs. Anju	Mrs. Ritu	2:15 pm- 3:15 pm	217
5.	Ecology and Waste Management	Dr. Neelam Rani	Dr. Munni	2:15 pm- 3:15 pm	221
•6.	Soft Skills	Dr. Sushma Garg	Ms. Aakanksha	2:15 pm-3:15 pm	116
7.	History of Haryana for Competitive Examinations	Dr. Rashmi	Mrs. Soni	2:15 pm- 3:15 pm	117
8.	Women and Society in India	Dr. Anshu Sailpar	Mrs. Jyoti	2:15 pm- 3:15 pm	223
9.	Health and Nutrition	Dr. Seema	Mrs. Tanu	2:15 pm-3:15 pm	222
10.	Skin Care	Mrs. Arti Saini	Mrs. Nitisha	2:15 pm- 3:15 pm	118



Syllabus

Syllabus for Value Added Course in Social Etiquettes Course Code: SE-2023

> Time: 1 Hour Max. Marks: 50 Min. Marks: 20

Note: The examiner is required to set twenty-five questions, all questions are compulsory and carry equal marks.

Learning Outcomes of the Course:

Upon completion of this course, the students will be able:

- 1. To Improve awareness of social norms and cultural nuances.
- 2. To enhance communication skills for articulate and confident expression.
- 3. To demonstrate respectful behavior through proper social conduct.
- 4. To Cultivate poise and confidence in various social and professional contexts

Unit-I

Communication Etiquette:

Magic words of courtesy , Common incorrect phrases, Reject bad language, Greetings andintroductions, Self introductions, Names- an important part of one's identity, Titles are important.

Unit-II

Develop your dressing sense:

Dressing right, Decoding dress codes on invitation cards, Inappropriate dressing, What's right forwork.

Office Etiquettes:

Unit –III

Respecting people's time, Going office when Ill, Least among equals.

Unit-IV

Telephone and Mobile Etiquettes:

Conversational courtesies, Mobile phone Etiquettes, Telephonic conversations, Email Courtesies, your voice gives you away.

Reference Books:

- 1. At Ease With Etiquettes by Nina Kochar
- 2. Modern Etiquette Made Easy by Myka Meier

Mrs. Anjali Gupta (Course Coordinator)

Dr. Geeta Gunta

(Convenor, VAC)



Principal Hindu Kanya Mahavidyalaya Dia Runam Kajal (Principal)

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	1	Class	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III	B.A.III			1
		Name	NIKKI	ASHA	SUSHIL	TANNU	NANCY	TINKU	TANNU	NEHA MALIK	MANISHA	SWAIL	MUSKAN	DEEPANSHI	MONIKA	SIYA	INALI	RAVISHA	NEHA	ITOYL	SAMITI	SWEETY	DEEPIKA	DEFIU	DEEPIKA	ANNU	MUNIKA	KAFI	POONAM			
- IT LA	Sr	Ŷ	54	55	56	57	58	59	60	61	79	50	64	ŝ	90	67	89	69	20	12	2	/3	4	2 2	9 F	10	0/	2	80			

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No. of Concession, Name	Signature	1	NI.Bb.	Atha	Surril	Tannel	Nancy	Timpu	Tannel	Nehowald	Mani sha	Swell	Muskan	Feeplerika	NIONTA	Siye	A /	Ravisha	Neha	Stureti	Samt	Sweety	Acebi ka	0	Deepipo	B	Monika	Kabi	6	0	Hindu Kanya Mahavidyalaya Jind (Harvana)	
	Day	32		٩	A	A	Р	d	D	A	D	β	d	d	d	D	A	d	d	Р	d	Р	Р	d	ط	D	D	d	d	Aining	Hindu H	1 200
	Day	31	d	0	d	d	d	d	\$	d	D	A	d	٩	d	d	6	d	A	d	A	d	d	d	d	Р	6	Q	a			•
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	Day	25	-	C	A	٩	C	A	٩	Р	9	A	d	A	Р	6	H	6	Р	6	P	6	Ø	a	d	A	Q	A	A			
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	/ Day			A	Р	0	Р	6	A	P	G	2	D	٩	6	d	Ð	C	A	P	C	d D	9	2	A	A	C	0	P			
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and the second second		KON NO.	1211922002279	1211922002282	1211922002287	1211922002289	1211922002294	1211922002297	1211922002304	1211922002312	1211922002314	1211922002319	1211922002322	1211922002324	1211922002326	1211922002332	1211922002337	1211922002342	1211922002347	1211922002352	1211922002357	1211922002362	1211922002367	1211922002377	1211922002382	1211922002387	1211922002392	1211922002397	1211922002407			

Award List

Hindu Kanya Mahavidyalaya, Jind

Value Added Course (32 Hours)

on

Social Etiquettes Session: 2023-24 (19 Oct. 2023 - 07 Dec. 2023) Award List

Max. Marks - 50 Min. Marks - 20

Sr No.	Name	Father Name	Class	Roll No.	Total Marks Obtained
1	ANNU KUMARI	RAJBIR	B.A.III	1211922002007	42
2	SONIA	SHAMSHER SINGH	B.A.III	1211922002012	38
3	ROHINI	BALWINDER SINGH	B.A.III	1211922002017	48
4	PINKI	PUNJAB SINGH	B.A.III	1211922002022	48
5	ANSHU	RAJBIR	B.A.III	1211922002032	48
6	KALPANA	SUBHASH CHANDER	B.A III	1211922002037	50
7	CHANPREET KAUR	BALJEET	B.A.III	1211922002042	42
8	ANJALI	SUNIL	B.A.III	1211922002047	48
9	NISHA	MANOJ KUMAR	B.A.III	1211922002057	48
10	NEHA	RAJENDER SINGH	B.A.III	1211922002062	50
11	SANJANA	RAJESH	B.A.III	1211922002067	48
12	SHUBHAM DEVI	KARAN SINGH	B.A.III	1211922002072	48
13	KOMAL	ANIL KUMAR	B.A.III	1211922002082	42
14	BABITA	RAJESH KUMAR	B.A.III	1211922002102	36
15	SONIA	RAJKUMAR	B.A.III	1211922002107	32
16	SHIWANI	HIMMAT SINGH	B.A.III	1211922002117	48
17	ADITI	JITENDER	B.A.III	1211922002122	28
18	MOSAM	JOGINDER	B.A.III	1211922002127	24
19	SONAM	DILBAG	B.A.III	1211922002132	24
20	PREETI	DILAWAR	B.A.III	1211922002137	48
21	ANNU	RAM SINGH	B.A.III	1211922002147	48
22	ANJALI	SATISH	B.A.III	1211922002157	32
23	SAKSHI	RAJKAPOOR	B.A.III	1211922002162	50
24	ASHU	JALDHIR	B.A.III	1211922002167	44
25	PRACHI MITTAL	AJAY MITTAL	B.A.III	1211922002172	50
		()	ege.	Philas	

26	AMANDEEP	AMARJEET SINGH	B.A.III	1211922002177	40
27	URVASHI	SATPAL SINGH	B.A.III	1211922002187	34
28	RAMBHATERI	JAGDISH	B.A.III	1211922002192	30
29	JYOTI	KRISHAN	B.A.III	1211922002197	50
30	TANIYA	HARISH	B.A.III	1211922002202	48
31	NIDHI	JAIPAL	B.A.III	1211922002207	42
32	RAVEENA DEVI	KULDEEP	B.A.III	1211922002212	32
33	NAVITA DEVI	SUKHDEV SINGH	B.A.III	1211922002217	40
34	BHATERI	RAMPAL	B.A.III	1211922002219	A
35	SANJU	SANSAR SINGH	B.A.III	1211922002224	A
36	KAJAL	SHAMSHER SINGH	B.A.III	1211922002227	42
37	DEVI	MAHIPAL	B.A.III	1211922002229	A
38	PRIYA	RAJENDER	B.A.III	1211922002232	26
39	SHAKSHI	MAMAN	B.A.III	1211922002234	A
40	ANNU	RAMESH	B.A.III	1211922002239	A
41	NISHA	CHAND	B.A.III	1211922002242	42
42	PRIYA	KAILASH BHARTI	B.A.III	1211922002244	A
43	GUNJAN	BIHARILAL	B.A.III	1211922002247	36
44	KHUSBOO	MAHENDER SINGH	B.A.III	1211922002249	A
45	ANSHU	MAHAVEER	B.A.III	1211922002252	36
46	KAJAL	RAJESH KUMAR	B.A.III	1211922002257	48
47	ANUJ	KITAB SINGH	B.A.III	1211922002259	А
48	ULINAM	JAGDEEP SINGH	B.A.III	1211922002262	32
49	NISHU	KARAN SINGH	B.A.III	1211922002267	42
50	KHUSHBU	ANIL KUMAR	B.A.III	1211922002269	А
51	MANISHA	RAMDIYA	B.A.III	1211922002272	42
52	KHUSHABU	KULDEEP	B.A.III	1211922002274	А
53	ANTIMA	ROHTASH KUMAR	B.A.III	1211922002277	48
54	ΝΙΚΚΙ	HANS RAJ	B.A.III	1211922002279	A
55	ASHA	RANBIR	B.A.III	1211922002282	50
56	SUSHIL	SULTAN SINGH	B.A.III	1211922002287	48
57	TANNU	RAMESH	B.A.III	1211922002289	A
58	NANCY	SULTAN	B.A.III	1211922002294	· A
59	τινκυ	KULDEEP	B.A.III	1211922002297	48
60	TANNU	SURESH KUMAR	B.A.III	1211922002304	A
61	NEHA MALIK	SATISH	B.A.III	1211922002312	48
62	MANISHA	RAJBIR	B.A.III	1211922002314	A
63	SWATI	INDER	B.A.III	1211922002319	A
64	MUSKAN	VINOD	B.A.III	1211922002313	A
65	DEEPANSHI	PARVEEN GOYAL	B.A.III	1211922002322	A A

66	MONIKA	RAJESH KUMAR	B.A.III	1211922002326	A
67	SIYA	OM PRAKASH	B.A.III	1211922002332	42
68	ANJALI	DHARAMBIR	B.A.III	1211922002337	38
69	RAVISHA	VIJENDER	B.A.III	1211922002342	48
70	NEHA	HARIPAL	B.A.III	1211922002347	40
71	JYOTI	KULDEEP	B.A.III	1211922002352	48
72	SAMITI	SHIV KUMAR	B.A.III	1211922002357	38
73	SWEETY	SUNIL	B.A.III	1211922002362	34
74	DEEPIKA	RAJKUMAR	B.A.III	1211922002367	48
75	NEETU	SURENDER	B.A.III	1211922002377	48
76	DEEPIKA	NARESH KUMAR	B.A.III	1211922002382	50
77	ANNU	RAMESH	B.A.III	1211922002387	48
78	MONIKA	BARU RAM	B.A.III	1211922002392	36
79	KAFI	MAHAVIR SINGH	B.A.III	1211922002397	50
80	POONAM	SURAJMUNNI	B.A.III	1211922002407	36

Drug

a Principal Hindu Kanya Mahavidyalaya Jind (Haryana)

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Course Completion Certificate

