

Course Name: Professional Development
Course code: VAC BT 101
Duration: 25.11.2017 - 30.11.2017



Course offered by:
Department of Biotechnology
VALUE ADDED COURSES
SESSION 2017-18



Professional Development

Objectives :

- Prepare students for lifelong productive careers which may include graduate studies, communication professions or corporate leadership.

Coordinator Name: Dr Rafat
Designation: Assistant Professor
Department: English, SVSU, Meerut
Email ID: dr.rafatkhanam@gmail.com
Ph No. 9634567094

VALUE ADDED COURSES Session 2017-18

REGISTRATION FORM

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Name:.....

Enrolment No......

Program:.....

Sem. & Year.....

Contact No./Mobile:.....

E-mail:.....

Course Opted:.....

Course Code:.....

Signature with date:.....

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Course Schedule

25.11.2017 – 30.11.2017

8.30 am – 12.30 pm
2.00 pm 4.00 pm

Name of Value Added Course: Professional Development

Course Code: VAC-BT-101

Time: 30hrs

Objectives: The purpose of commencing English communication skills course is to develop in students fundamental communication skills being integral to personal, social and professional interactions.

Module 01 – Self Introduction, Introducing self, speaking about achievements, voicing future aspects

Module 02 – Non verbal Communication, Body Language, Paralanguage skills.

Module 03 - Manners and Etiquettes, Personal grooming, Dress code, Telephone etiquettes, Intellectual grooming.

Module 04 – Conversation in Real life situations, Meeting people, Traveling, Visiting Places, Shopping

Module 05 – Public Speaking skills, Extempore, Role Play, Group Discussion

Module 06 – Practical Assessment
Presentations

Outcome:

1. Projecting the first impression
2. Use simple forms of polite expressions to establish basic social contact and to perform everyday functions including making requests and offers, conducting simple phone conversations, asking and telling time, giving simple directions, asking about price, ordering a meal, etc.
3. Students learn to use general, social and professional language.
4. Polishing manners to behave appropriately in social and professional circles.
5. Handling difficulty situations with grace style and professionalism.

Reference books:

1. An introduction to Professional English and Soft Skills by B. K. Das et al., Cambridge University Press
2. Technical Communication: Principles and Practice, Second Edition by Meenakshi Raman and Sangeeta Sharma, Oxford Publications.
3. Effective Technical Communication by M Ashraf Rizvi, The McGraw-Hill companies.
4. Understanding Body Language by Alan Pease.
5. Communicative Grammar of English by Geoffrey Leech and Ian Svartik.



Registrar
Swami Vivekanand
Subharti University
MEERUT

Reg No KVFS/BT/2017/VAC-42

DEPARTMENT OF BIOTECHNOLOGY

Report on Value Added Course

A one week value added course on PROFESSIONAL DEVELOPMENT was conducted in the department for UG students. The course starts on 25-11-2017 and 41 students registered themselves in the course. The sessions were handled by course coordinator Dr Rafat, for improving the communication skills of the students. The course was completed on 30-11-2017 and all the 41 students registered successfully completed the course. Students felt that the course was very much helpful and they got the basic knowledge on professional conversation.

Rafat
HOD

Department of Biotechnology



List of Students attending Value added course

Sl. no	Name of Students
1.	Aakhya Tyagi
2.	Amit Kumar
3.	Ankit Kumar
4.	Ankur
5.	Apurva Pandey
6.	Bindu Agarwal
7.	Charu Shridhar
8.	Fauzia Khan
9.	Karnika Rajmurti
10.	Km. Rasika
11.	Manjeet
12.	Nisha Chauhan
13.	Rahul Chaudhary
14.	Rink Choudhary
15.	Shivani Tyagi
16.	Shreesh Sharma
17.	Tannu Chandra
18.	Vidushi Chaudhary
19.	Akash Verma
20.	Jahangir Khan
21.	Kanchan Pal
22.	Kirti Avinash
23.	Km. Minakshi Yadav
24.	Km. Preeti Saini
25.	Monika Tivari
26.	Mukarram
27.	Reetika Chaudhary
28.	Sanjana Chaudhary
29.	Shallu
30.	Shan Mohd
31.	Vanshika Tyagi
32.	Yashvi Chaudhary
33.	Akshay
34.	Annu
35.	Anushka
36.	Faisal Salmani
37.	Malsawmtluangi
38.	Rashmi
39.	Vivek Sagar
40.	Atul
41.	Deepa



Registrar
Swami Vivekanand
Subharti University
MEERUT

Dr. Rekha Dixit
Dr. Rekha Dixit
(HOD)



Swami Vivekanand Subharti University, Meerut

CERTIFICATE OF COMPLETION

Organized by
**Department of Biotechnology,
Keral Verma Faculty of Science**

*This is to certify that..... Faisal Salmani Class..... M.Sc. Biotechnology
Department/College..... Biotechnology, KVSCOShas successfully
completed the Value Added Course entitled "Professional Development, 25.11.2017 to
30.11.2017.*

उत्तिष्ठतः जाग्रतः प्राप्य वरान्निबोधत


Dr. Rekha Dixit
(HOD)


Dr Rafat
(Coordinator)


Registrar
Swami Vivekanand
Subharti University
MEERUT