

Business Letters & Report Writing



Department of Management Studies
Subharti Institute of Technology And Engineering
Swami Vivekanand Subharti University, Meerut
 (Approved by AICTE)



Subhartipuram, NH-58 Delhi-Haridwar Bypass Road, Meerut-250005 (U.P.)
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E-mail: principal_site@gmail.com, principal_engg@gmail.com, Website: www.subharti.org

Letter No.: SVSU/SITE/DOMS/2019/VAc-15

Date: 24/04/2019

Notice

Subject: Registration of Value Added Course of session 2018-19 latest by 27-04-2019.
 All the students of MBA, BBA are, herewith, informed that for the making the students aware about the industry oriented program, Value added courses are being introduced in this session. Student, who wish to join the course, are advised to get registered in the course as per his/her area of interest. The Registration form is available with your Coordinators, so kindly collect the form and return back to them after filling it, latest by 27-04-2019. The list of Value Added courses are given below:

Name of the value-added courses	Course Code	Program	Year of offering	Faculty	Year
Simulation of Business Systems	ET-VA-01	MBA	2018-19	Dr. Padma Misra	2nd
E-Commerce	ET-VA-02	MBA/BBA	2018-19	Dr. Gaurab Sharma	all
Advanced Operation Research Procedures	ET-VA-03	MBA/BBA	2018-19	Mr. Kavish Sharma	all
Business Letters & Report Writing	ET-VA-04	BBA	2018-19	Ms. Rakhi Jha	1st year
Digital Marketing	ET-VA-05	BBA	2018-19	Dr. Princi Gupta	all
Planning and Managing Small Businesses	ET-VA-06	BBA	2018-19	Dr. Avanish Kr. Tyagi	2nd and 3rd year
Tourism Marketing	ET-VA-07	MBA	2018-19	Dr. Padma Misra	All
Soft Skills for Managers	ET-VA-08	BBA/MBA	2018-19	Dhirendra Singh	All

Cc to:

1. Principal, SITE
2. Student Notice Board
3. All Coordinators
4. Office File

[Signature]
 Head of the Department
 DOMS, SITE

[Signature]
 Registrar
 Swami Vivekanand
 Subharti University
 MEERUT

Subhartipuram, Delhi-Haridwar Meerut Bypass Road, NH-58, Meerut - 250 005
 E-mail: subharti@subharti.org, Website : www.subharti.org

HEAD

DOMS,

Swami Vivekanand Subharti University

MEERUT

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Acharya Vishnu Gupta

Subharti Institute of Management & Commerce

Website: management.subharti.org, e-mail: management@subharti.org, Ph: 0121-3058039, Extn-2841, Telefax: 0121-3058030, 24x7

A constituent college of

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)



COURSE CONTENTS

Business Letters & Report Writing

Course Code: MC-VA-03

Session: 2018-19

Time duration: 30 Hr.

- Organizing and Drafting Business Letters
- Revising Business Letters
- Short Workplace Messages & Digital Media
- Positive & Neutral Letters
- Negative Letters
- Persuasive Letters
- Informal Reports
- Proposals & Formal Reports
- Professionalism at Work: Business Etiquette, Ethics, Teamwork, and Meetings
- Business Presentations
- The Job Search, Resumes, & Cover Messages
- Interviewing & Following Up
- Succeeding in the Social & Mobile Workplace

Registrar
Swami Vivekanand
Subharti University
MEERUT

PRINCIPAL
Acharya Vishnu Gupta
Subharti Institute of Management & Commerce
S.V.S.U., MEERUT



Acharya Vishnu Gupt

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Report

21st May, 2019

on

Value Added Course

Session: 2018-19

Program: M. Com

Date: 18-23 May, 2019

Course Name: Business Letters & Report Writing

Course Code: MC- VA- 03

No. of Students Enrolled in the Course in the year: 1

Resource Person: Mrs. RakhiJha

Objective of Value Added Course:

The objective of conducting the VAC was to enhance the knowledge of the students and make them aware about competitive edge to their job prospects.

Outcome of Value Added Course:

Value added courses are the fine way to fill the gaps in the knowledge of students and add competitive edge to their job prospects. As systems, programs and practices change, making it critical for job-seekers to have a range of competencies, Value Added Courses helped the students to be a winner. The purpose of the Value Added Courses is to make you industry-ready and that was fulfilled very effectively. Starting off with a Value Added Course helped the students to have a foundation on which to build their career.



Faculty Signature

Registrar
Swami Vivekanand
Subharti University

PRINCIPAL

Acharya Vishnu Gupt

Subharti Institute of Management & Commerce

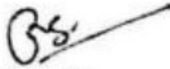
S.V.S.U., MEERUT

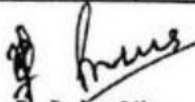
Department of Management Studies

Subharti Institute of Technology and Engineering

Attendance Record of students enrolled in Value Added Course of Odd Semester (2018-19)

Session: 2018-19		Program: BBA		Year: I				
Course: Business Letters and Report Writing				Course Code: ET-VA-04				
No. of Students Enrolled in the Course in the year: 05				Faculty Coordinator: Mrs. Rakhi Jha				
Program Date: 18-23 May, 2019								
Sl.No.	Name of the student	Father's Name	5/18/2019	5/20/2019	5/21/2019	5/22/2019	5/23/2019	
1	Aman Tyagi	Deepak Tyagi	A	P	P	P	P	
2	Yash Gupta	Praveen Kumar	P	A	P	P	P	
3	Aishwary Kamboj	Sanjay Kamboj	P	P	A	P	P	
4	Abhishek Dahiya	Atendra Singh	P	P	P	A	P	
5	Saleem	Mohd. Arif	P	P	P	P	A	


Mrs. Rakhi Jha
Faculty Coordinator


Dr. Padma Misra
Head, DOMS, SITE


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Subharti Institute of Technology and Engineering
Attendance Record of students enrolled in Value Added Course of Odd Semester (2018-19)

Session: 2018-19

Program: BBA

Year: I

Course: Business Letteres and Report Writing

Course Code: ET- VA-04

No. of Students Enrolled in the Couse in the year: 12

Faculty Coordinator: Dr. Gaurab Kumar Sharma

Program Date: 11-16 May,2019

Session: 2018-19

S. No.	Student's Name	Father's Name	Program	Year
1	Praveen Pal	Sh. Rishi Pal	BBA	I
2	Varun Bhardwaj	Sh. Dev Dutt Sharma	BBA	I
3	SakshiTyagi	Sh. Sanjay Tyagi	BBA	I
4	ArpitBaliyan	Sh. SompalBaliyan	BBA	I
5	SahilAtray	Sh. Pradeep Kumar Sharma	BBA	I
6	TasmiyaTasleem	Sh.Mohd.Tasleem	BBA	I
7	ArpitBaliyan	Sh. SompalBaliyan	BBA	I
8	Ankit Singh	Sh. Sheeshpal Singh	BBA	I
9	Harshit Chaudhary	Sh. Veer Pal Singh Chaudhary	BBA	I
10	AbhinavChandel	Sh. Dinesh	BBA	I
11	Sagar Kumar	Sh. Mukesh Kumar	BBA	I
12	Vikakanshu	Sh. Vijay Singh	BBA	I

Head
Department of Management Studies

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Where Education is Passion.....

Certificate of Participation

This is to certify that Mr./Ms. Ankit Singh of BBA program/course of II semester has actively Participated in Value Added Course on BUSINESS LETTERS & REPORT WRITING Conducted/organized by Acharya Vihnu Gupt Subharti College of Management & Commerce, Swami Vivekanand Subharti University, on 11-16 May 2019

We wish success and good luck in your future Endeavour.

VAC Course Coordinator

Dr. Ganes Sharma

Principal, AVGSCMC

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Certificate of Participation

This is to certify that Mr./Ms. Praveen Pal of BBA program/course of II semester has actively Participated in Value Added Course on BUSINESS LETTERS & REPORT WRITING Conducted/organized by Acharya Vihnu Gupt Subharti College of Management & Commerce, Swami Vivekanand Subharti University, on 11-16 May 2019

We wish success and good luck in your future Endeavour.

VAC Course Coordinator

Dr. Ganes Sharma

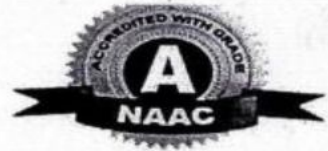
Principal, AVGSCMC

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Certificate of Participation

This is to certify that Mr./Ms Swati of BBA
program/course of III semester has actively Participated in Value Added Course
on Business Letters & Report Writing Conducted/organized by
Acharya Vihnu Gupta Subharti College of Management & Commerce, Swami
Vivekanand Subharti University, on 11-16 May, 2019

We wish success and good luck in your future Endeavour.

VAC Course Coordinator

Principal, AVGSCMC

Registrar
Swami Vivekanand
Subharti University
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Certificate of Participation

This is to certify that Mr./Ms Varun Bhardwaj of BBA
program/course of IInd semester has actively Participated in Value Added
Course
on BUSINESS LETTERS & REPORT WRITING Conducted/organized by
Acharya Vihnu Gupta Subharti College of Management & Commerce, Swami
Vivekanand Subharti University, on 11-16 May, 2019

We wish success and good luck in your future Endeavour.

VAC Course Coordinator

Dr. Ganesh Sharma

Principal, AVGSCMC