

VAC Name: Office Procedures
(MC-VA-02)



Department of Commerce
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SWAMI VIVEKANAND SUBHARTI UNIVERSITY
(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)



Ref. No.: SVSU/DOC/2019/ VAC-13

Date: 09/05/2019

Notice

Subject: Commencement of Value Added Course of session 2018-19 from 13-05-2019.

All the students of B.Com, B.Com(H) & M.Com are, herewith, informed that for making the students aware about the industry oriented program, Value added courses are going to be started from 13-05-2019.

Student, who have been registered in the course, are advised to attend their classes as per the schedule. The Registration fee per student for each Value Added Course is Rs. 50/- .

Kindly contact to your concerned VAC faculty for further queries.

The list of Value Added courses, which would be running, is given below:

S. No.	Name of the value-added courses	Course Code	Program	Year	Faculty	No. of Registered Students	Date	Total No. of Hours	Room No.
1	Office Procedures	MC-VA-02	B. Com.	III	Ms. Sarika	24	13-17 May,2019	30	LT - 01
2	Human Values & Professional Ethics	MC-VA-04	B. Com & B. Com (H)	II	Dr. Monika Mehrotra	5+7=12	13-17 May,2019	30	LT - 02
3	Entrepreneurship Development	MC-VA-07	B. Com. (H)	I	Dr. Avanish Kr. Tyagi	17	13-17 May,2019	30	LT - 03
4	Marketing of Financial Services	MC - VA-06	B. Com.	II	Dr. Lokesh Verma	09	18-23 May,2019	30	LT - 01

Principal
AVGSCMC

PRINCIPAL

Acharya Vishnu Gupta

Subharti Institute of Management & Commerce

Cc to:

1. Student Notice Board
2. Class Coordinators
3. VAC Faculty
4. Office File

S.V.S.U. MEERUT

Registrar
Swami Vivekanand
Subharti University
MEERUT



Acharya Vishnu Gupta

Subharti Institute of Management & Commerce

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COURSE CONTENTS

Office Procedures

Course Code: MC-VA-02

Session: 2018-19

Time duration: 30 Hr.

Module 1: Present yourself as a professional

Chapter 1: Entering the Workforce

Chapter 2: Becoming a Professional

Chapter 3: Managing and Organizing Yourself

Module Review Test

Module 2: Work ethically in a customer-focused workplace team

Chapter 4: Working Ethically

Chapter 5: Understanding the Workplace Team

Chapter 6: Developing Customer Focus

Module Review Test

Module 3: Communicate professionally in the workplace

Chapter 7: Improving Communication Skills

Chapter 8: Communicating with Technology

Chapter 9: Developing Presentation Skills

Chapter 10: Planning Meetings and Events

Module Review Test

Module 4: Manage records, make travel arrangements, and execute general administrative duties


Chapter 11: Managing Physical Records

Chapter 12: Managing Electronic Records and Mail

Chapter 13: Coordinating Business Travel

Chapter 14: Understanding Financial Documents


Registrar
Swami Vivekanand
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Report

25 May, 2019

on

Value Added Course

Session: 2018-19

Program: B. Com.

Date: 13-17 May, 2019

Course Name: Office Procedure

Course Code: MC- VA- 02

No. of Students Enrolled in the Course in the year: 24

Resource Person: Mrs. SarikaAbhay

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

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

Acharya Vishnu Gupt Subharti College of Management and Commerce						
Attendace Record of students enrolled in Value Added Course of Odd Semester (2018-19)						
Session: 2018-19		Program: B. Com.		Year: III		
Course: Office Procedure			Course Code: MC-VA-02			
No. of Students Enrolled in the Course in the year: 23			Faculty Coordinator: Ms. Sarika Abhay			
Program Date: 13-17 May,2019			5/13/2019	5/14/2019	5/15/2019	5/16/2019
sl no.	Student Unique Enrolment ID	Name of the student				
1	1607010001576	Ankur Chauhan	P	P	P	P
2	1607010001579	Anurag Pandey	P	P	P	P
3	1607010001585	Ayushi Singh	P	P	P	P
4	1607010001588	Chinu Baliyan	P	P	P	P
5	1607010001589	Dilip Kumar	P	P	Ab	P
6	1607010001608	Mahima malik	P	P	P	P
7	1607010001611	Megha Tyagi	P	P	P	P
8	1607010001612	Mohd Salman	P	P	P	P
9	1607010001614	Monis Faridi	P	P	P	P
10	1607010001615	Monty Rathi	P	P	P	P
11	1607010001620	Nishant Dalal	P	P	P	P
12	1607010001633	Priyanka Manga	P	P	P	P
13	1607010001634	Pulkit Kumar Dixit	P	P	P	P
14	1607010001635	Pushpa Teresa Kujur	P	P	P	P
15	1607010001641	Shikha Tyagi	P	P	P	P
16	1607010001643	Shivani Rana	P	A	P	P
17	1607010001644	Shivani Sharma	P	P	P	P
18	1607010001651	Sumit Kumar	Ab	P	P	P
19	1607010001653	Sushank Sejwar	P	P	P	P
20	1607010001660	Vaishali	Ab	P	P	P
21	1607010001661	Vandana Kumari	P	P	P	P
22	1607010001665	Vikrant kumar	P	P	P	P
23	1607010001666	Vipin Motla	P	P	P	P

Faculty Signature

Principal, AVGSCMC

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Where Education is Passion.....

Certificate of Participation

This is to certify that Mr./Ms *Ankur Chandra* of *B. Com*
program/course of *V* semester has actively Participated in Value Added
Course
on *office procedure* Conducted/organized by
Acharya Vihnu Gupt Subharti College of Management & Commerce, Swami
Vivekanand Subharti University, on *13-17 May, 2019*

We wish success and good luck in your future Endeavour.

Saika
VAC Course Coordinator

AKG
Principal, AVGSCMC

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Certificate of Participation

This is to certify that Mr./Ms *malima Malik* of *B. Com*
program/course of *V* semester has actively Participated in Value Added
Course
on *office procedure* Conducted/organized by
Acharya Vihnu Gupt Subharti College of Management & Commerce, Swami
Vivekanand Subharti University, on *13-17 May, 2019*

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Saika
VAC Course Coordinator

AKG
Principal, AVGSCMC

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This is to certify that Mr./Ms Dilip Kumar of B. Com
program/course of I semester has actively Participated in Value Added
Course

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Vivekanand Subharti University, on 13-17 May, 2019

WewishsuccessandgoodluckinyourfutureEndeavour.

VAC Course Coordinator

Principal, AVGSCMC

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This is to certify that Mr./Ms Ankur Chanhani of B. Com
program/course of I semester has actively Participated in Value Added
Course

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Vivekanand Subharti University, on 13-17 May, 2019

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VAC Course Coordinator

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