



Acharya Vishnu Gupt
SUBHARTI COLLEGE OF MANAGEMENT AND COMMERCE

Information Brochure



ADMISSION OPEN

"VALUE ADDED COURSE "

(Session: 2020-21)



"ENRICH THE KNOWLEDGE & INSIGHTS OF STUDENTS TO ENHANCE THE EMPLOYABILITY"



Organised by
Acharya Vishnu Gupt Subharti College of Management and Commerce
Swami Vivekanand Subharti University, Meerut (U.P.)

What is a Value Added Course?

The employment scene today requires that a student wanting a job be an all-rounder, with several skills. Pursuing multiple long-winding degree programs is no answer to this. Rather than spending a lifetime seeking higher education, Value Added Courses give you the chance to update your skill set in only a fraction of the time and money. But, the value they create is very high.

Why should I do a Value Added Course?

Value added courses are the fine way to fill the gaps in your knowledge and add competitive edge to your job prospects. As systems, programs and practices change, making it critical for job-seekers to have a range of competencies, Value Added Courses can help you to be a winner. Starting off with a Value Added Course helps you to have a foundation on which to build your career. Many these courses may lead you on to your own enterprise or to further qualification, if needed.

Who can take admission to a Value Added Course?

Value added courses are **mandatory** for students of II year of all courses of AVGSCMC. Students of III year of management & Commerce and of other courses of University may take admission in Value Added Courses.

How to Register for a course?

Students may contact the Faculty In-charge- Value Added Courses, Mr. Kavish Sharma (Phone No-8958444454)

Certificate

Certificate will be provided to the students after completion of the course. The attendance criteria is 75% for qualifying the value added courses.

Schedule of Value Added Courses offered by AVGSCMC

(Session: 2020-21)

No.	Name of the value-added courses	Course Code	Fee (Rs)	Course Coordinator	Total No. of Hours
1	Soft Skills & Personality Development	SSPD-VAC-01	1500/-	Dr. Padma Misra	30
2	Practical Orientation on Entrepreneurship	POE-VAC-02	1500/-	Ms. Sarika	30
3	Talent Management	TM-VAC-03	1500/-	Dr. Shreya Panwar	30
4	Product and Brand Management	PBM-VAC-04	1500/-	Dr. Vivek Agrawal	30

Prof. (Dr.) R. K. Ghai
Director



Acharya Vishnu Gupta

Subharti College of Management & Commerce

Website: management.subharti.org, e-mail: management@subharti.org, Ph: 0121-3058039, Extn-2841, Telefax: 0121-3058030, 2439067

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)



Ref. No.: SVSU/AVGSCMC/2020/ 23430

Date: 28/10/2020


Notice

Subject: Registration and Commencement of Value Added Course for session 2020-21.

All students of MBA and M Com. II Year are hereby informed that Value Added Course to be started from 3-11-2020, have been made mandatory for them for which they are required to register themselves latest by 10-11-2020.

The Registration form is available with VAC Coordinator, students to collect the form and return dully filled in form latest by 10-11-2020.

Name of the value-added course	Course Code	Course	Year of offering	VAC Coordinator	Total No of Hours
Soft Skills & Personality Development	SSPD-VAC-01	MBA & M. Com. II Year	2020	Dr. Padma Misra	30


Prof. (Dr.) R. K. Ghai

Director- AVGSCMC
DIRECTOR
Subharti Institute of
Management & Commerce
S.V.S.U., MEERUT

Cc to:

1. Student Notice Board for information please.
2. Class Coordinator for communication to concerned students.
3. Office File for record keeping.



Course Contents:

Week 1: 4 Hours

1. Soft Skills Vs Hard Skills
2. Major Soft Skills for 21st Century
3. Verbal or Nonverbal soft skills
4. **Week 1 Assessment Quiz: 05 Questions**

Week 2: 4 Hours

1. Introduction to Writing Skills
2. Letter Writing
3. Writing Emails
4. Writing Business reports/ audits/ feedback reports.
5. Writing Presentations.
6. Writing CV
7. Jargons and technical terms
8. **Week 2 Assessment Quiz: 05 Questions**

Week 3: 4 Hours

1. Introduction to Speaking Skills
2. Conducting a Meeting
3. Public Speaking
4. Difficult Communication
5. Tongue Twisters
6. **Week 3 Assessment Quiz: 05 Questions**

Week 4: 4 Hours

1. Introduction to Listening Skills
2. Types of Listening
3. Language Pronunciations
4. Use of Mind Mapping
5. **Week 4 Assessment Quiz: 05 Questions**

Week 5: 4 Hours

1. Introduction to Non-Verbal Language
2. Body Language
3. Reading Mind through Body Language.
4. **Week 5 Assessment Quiz: 05 Questions**

Week 6: 4 Hours

1. Business Etiquettes & Table Manners
2. Clothing styles for different occasions.
3. Culturally Different Communication.
4. **Week 6 Assessment Quiz: 05 Questions**

Week 7: 3 Hours

1. Personality types and learning difficulty
2. Personality through signature evaluation-mistakes to avoid in signature
3. Improving personality through Stress Management
4. Assertive vs. Aggressive conversation
5. **Week 7 Assessment Quiz: 05 Questions**

Week 8: 3 Hours

1. Mock Interview Practice session
2. Meeting Role Play
3. Role Play: Dealing with a difficult employee.
4. **Week 8 Assessment Quiz: 05 Questions**


Registrar
Swami Vivekanand
Subharti University
MEERUT



Acharya Vishnu Gupt
Subharti College of Management & Commerce

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

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)



Date: 11/10/2021

**Report
on
Value Added Course on
“Soft Skills & Personality Development”
Course Code: SSPD-VAC-01**

The Value Added Course was conducted from Dec 2020 to March 2021. Details are as Follows:

Course Hours: 30

Course Duration: 8 weeks

No. of Weekly Tests: 8


Modus Operandi: Offline

Pedagogy: Classroom Teaching, Audio-Video sessions, Role Plays, Activities, Self-Analysis, Peer Analysis, Cross-team Analysis, Presentations.

No. of candidates awarded certificate: 37

Summary:

The conduction of value added course faced various challenges as it had to follow Covid-19 protocols. There is a need for video recording facility so that role play can be recorded and then replayed for students to see and learn where they can improve.


Prof. (Dr.) R.K. Ghai

Dean-FoMC; Director-AVGSCMC

Prof. (Dr.) R.K. GHAI
Dean, Faculty of Management
& Commerce
Director AVGSCMC


**Registrar
Swami Vivekanand
Subharti University
MEERUT**



Acharya Vishnu Gupta
Subharti College of Management & Commerce

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

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)



Value Added Course on “Soft Skills & Personality Development”



(Students are learning about “Soft Skills & Personality Development”)





Acharya Vishnu Gupta
Subharti College of Management & Commerce
 Website: management.subharti.org, e-mail: management@subharti.org, Ph: 0121-3058039, Extn-2841, Telefax: 0121-3058030, 243
 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)



List of Qualified Students in Value Added Course
on
Soft Skills and Personality Development(SSPD-VAC-01)

Sl. No.	Student Name	Program
1	ABHISHEK SHARMA	MBA
2	Annu Antony	MBA
3	B. Lalawmpuia	MBA
4	Md shahbaz	MBA
5	Sajal kumar	MBA
6	Sameeksha Tyagi	MBA
7	Seema baliyan	MBA
8	Kajal Sharma	MBA
9	Aarvi Royal	B.Com (H)
10	Aayushi soni	B.Com (H)
11	Aditya Pratap singh	B.Com (H)
12	Ajeet singh	B.Com (H)
13	Harshika	B.Com (H)
14	Ishu	B.Com (H)
15	kanishk nain	B.Com (H)
16	Laiba Muskan	B.Com (H)
17	Neha Tomar	B.Com (H)
18	Prashant	B.Com (H)
19	Pratishtha	B.Com (H)
20	Sagar tomar	B.Com (H)
21	Vanshika Garg	B.Com (H)
22	Adeel	B.Com
23	Akansha Chaudhary	B.Com
24	Harsh chaudhary	B.Com
25	Hrithik bhati	B.Com
26	Kajal choudhary	B.Com
27	Kirtika banduni	B.Com
28	Preety Raj	B.Com
29	Riya Malik	B.Com
30	Samar Khan	B.Com
31	Shelly chauhan	B.Com
32	Shivani chanket	B.Com
33	Tanishka goel	B.Com
34	Akshita aggarwal	BBA
35	Ashutosh Sharma	BBA
36	Rama Shree	BBA
37	Ritika sinha	BBA


Prof. (Dr.) Padma Misra
 Course Coordinator


Prof. (Dr.) R.K. Ghai
 Dean, FoMC; Director-AVGSCMC
 Prof. (Dr.) R.K. Ghai
 Dean, Faculty of Management
 & Commerce
 Director AVGSCMC

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


 Registrar
 Swami Vivekanand
 Subharti University
 MEERUT



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Meerut
UGC Approved

Where Education is a Passion...



CERTIFICATE

Session 2020.-2021

Mr./Ms. VANSHIKA GARG [B.COM(H)] has shown VERY GOOD

Performance in 8 - Week Value Added Course

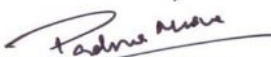
on

SOFT SKILLS & PERSONALITY DEVELOPMENT

Organized by

Faculty of Management and Commerce

This certificate is hence awarded on successful completion of the Value Added Course.


Prof. (Dr.) Padma Misra
Course Coordinator
Management & Commerce


Prof. (Dr.) R.K. Ghai
Dean & Director
Management & Commerce



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Meerut
UGC Approved

Where Education is a Passion...



CERTIFICATE

Session 2020.-2021

Mr./Ms. Ashutosh Sharma [BBA] has shown Excellent

Performance in 8 - Week Value Added Course

on

SOFT SKILLS & PERSONALITY DEVELOPMENT

Organized by

Faculty of Management and Commerce

This certificate is hence awarded on successful completion of the Value Added Course.


Prof. (Dr.) Padma Misra
Course Coordinator
Management & Commerce


Prof. (Dr.) R.K. Ghai
Dean & Director
Management & Commerce