

## Professional Communication and Skill Development



### KERAL VERMA FACULTY OF SCIENCE

SWAMI VIVEKANAND SUBHARTI UNIVERSITY  
Subhartipuram, NH-58, Delhi-Haridwar-Meerut, Bypass Road, Meerut -250005

### Department of Biotechnology

Ref: KVFOS/BT/2016/VAC-28

Date: 07/12/2016

### NOTICE

**Subject:** Value Added courses regarding

It is hereby informed to all UG and PG students that for enhancement of knowledge and skills, the department have introduced the following a value added courses.

Students are suggested to register themselves for participating in value added course:

S. No.	Course	Course Code	Course duration
1	Professional Communication and Skill Development	VAC BT 101	30-11-2016 to 05-12-2016
2	Computer Fundamentals	VAC BT 102	06-12-2016 to 11-12-2016
3	Technology for Mushroom Cultivation	VAC BT 103	12-12-2016 to 17-12-2016

The course is of 30 hrs and a certificate will be issued after the completion of the course.

Registration can be made two days before the start of the course.

For more information and registration, contact HoD.

Copy to:

1. The Dean ... for information
2. Notice Board ... for students information
3. Concern Course Coordinators

*Rekha Dixit*

(Dr. Rekha Dixit)  
H O D

## Course Content

Name of Value Added Course: Professional Communications and Skill Development  
Course Code: VAC-BI-101

Time: 30hrs

**Objectives:** The present course hopes to address most of these aspects through an interactive approach of teaching learning process; focusing on various dimensions of communication skills. The course also focuses on enhancing the ability to handle casual and formed situations in terms of personal and intellectual grooming.

**Module 01 – Non verbal Communication**

Body Language  
Paralanguage skills

**Module 02 – Self Introduction**

Introducing self  
Speaking about achievements  
Voicing future aspects

**Module 03 – Conversation in Real life situations**

Meeting people,  
Traveling  
Visiting Places  
Shopping

**Module 04 – Manners and Etiquettes**

Personal grooming  
Dress code  
Telephone etiquettes  
Intellectual grooming

**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.



Department of Biotechnology  
Keral Verma Faculty of Science  
SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(i) of UGC Act 1956)  
Ph: 0121-2439578, 2439052, 3058031, 3056032. Telefax: 0121

Ref No. - KVFO5/BT/2016/VAC-26

DEPARTMENT OF BIOTECHNOLOGY

Report on Value Added Course

A one week value added course on PROFESSIONAL COMMUNICATION AND SKILL DEVELOPMENT was conducted in the department for UG students. The course starts on 30-11-2016 and 50 students registered themselves in the course. The sessions were handled by course coordinator Dr Rafat. The course was completed on 05-12-2016 and all the 50 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

  
Registrar  
Swami Vivekanand  
Subharti University  
MEERUT



**Students attending Value Added course**





## Keral Verma Subharti College of Science

Website: [www.subharti.org](http://www.subharti.org), email: [Science@subharti.org](mailto:Science@subharti.org), Ph: 0121-24390578,  
2439052/3055000 (Extn.2728), Telefax: 0121-3058030, 2439056

A constituent college of

## SWAMI VIVEKANAND SUBHARTI UNIVERSITY

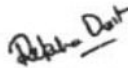
(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(i) of UGC Act 1956)

Name of Value Added Course: **Professional Communication**

Course Code: **VAC BT 101**

S. No.	Enrollment No.	Name of Students
1	1606020002277	ANITA SHARMA
2	1606020002323	SACHIN
3	1319100413	ANNU
4	1606020002281	ANUJ KUMAR
5	1606020002287	DIMPLE SINGH RANA
6	1606020002292	GURUMAYUM ROCKY SHARMA
7	1606020002294	KARUNA GIRI
8	1606020002303	KM. ALISHA
9	1606020002297	KM. SALONI TYAGI
10	1606020002309	MAHD ZUAIB
11	1606020002316	PANKAJ SHARMA
12	1319100432	RAKIB MALIK
13	1606020002324	SACHIN SHARMA
14	1606020002328	SHALINI SHRIVASTVA
15	1606010002080	AMISHA PANWAR
16	1606010002104	KANIKA KASHYAP
17	1606010002108	KM. DIMPY MALHOTRA
18	1606010002113	KM. SHAGUN BHARDWAJ
19	1606010002159	SONAL GHANSAL
20	1606010001825	ABHISHEK TRIPATHI
21	1606010001840	ANIKA SINGH
22	1606010001842	ANKIT VERMA
23	1606010001844	ANKUR VIKAL
24	1606010001856	ASHISH KUMAR
25	1606010001860	BABAR
26	1606010001861	BHURA
27	1606010001862	CHHAVI
28	1606010001885	HARIS ANSARI
29	1606010001903	KAPIL
30	1606010001912	KM SONIYA JOSHI
31	1606010001914	KM. LIPIKA
32	1606010001917	KM. SHALU
33	1606010001919	KM. SHIVANI
34	1606010001933	MANPREET KAUR
35	1606010001939	MD. SUHAIL
36	1606010001943	MOHD RASHID
37	1606010001945	MOHD USMAN
38	1606010001948	MOHIT KAPASIYA
39	1606010001953	MONEY DHANKARD
40	160601860200155	NEHA CHAUDHARY
41	1606010001961	NIKHIL KUMAR
42	1606010001967	NISHA IRSHAD
43	1606010001969	NISHU KUMARI
44	160601001969	NISHU SAINI
45	1606010001976	PAWAN PAL
46	1606010001977	POOJA
47	1606010001980	POONAM
48	1606010001985	PREETY SHARMA
49	1606010001990	RAFIYA ALI
50	1606010001991	RAHUL

  
Registrar  
Swami Vivekanand  
Subharti University  
MEERUT

  
(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.....* Akash Mandal..... *Class* M.Sc Biotechnology  
*Department/College.....* Biotechnology, KVFOS .....*has successfully*  
*completed the Value Added Course entitled "Professional Communication and Skill*  
*Development" during, 30.11.2016 to 05.12.2016.*

उत्तिष्ठतः जाग्रतः प्राप्य वरान्निबोधत

*Rekha Dixit*

Dr. Rekha Dixit  
(HOD)

*Rafat*

Dr Rafat  
(Coordinator)