

Certificate Course
on

Developing Communication Skills & Understanding Body Language



Certificate Course
on

Developing Communication Skills & Understanding Body Language



Session : 2017-18

Organised by:



Department of Business Administration
Shri Ram College, Muzaffarnagar

in association with

**Himalayan Management & Development
Resource Institute (HIMADRI), Rishikesh**

Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

Shri Ram College, Muzaffarnagar

SRGC is a part of Shri Ram Group of Colleges, which is the culmination of the dream of one man who had the vision to reform destiny, an eminent educationalist Dr. S.C. Kulshreshtha. He formed 'Shri Ram Charitable Trust, with an aim of promoting quality education at an affordable fees. SRGC is one of the leading educational institute of West UP of India. SRGC has more than 13000 students with great brilliance, academic vigor and competitive spirit, SRGC caters to the knowledge and skill set as per the industry needs and in tune with time. In this regard college has collaborated with the leading International Institute MIT (US) and ITB, Ireland.

SRGC has built up the world class learning resources which consists of the focused learning space in the form of lecture halls, series of computer centers, digital centralized library, laboratories, residential accommodation in campus for boys and girls, sports facilities, cafeteria, canteen and Wi-Fi campus with 24x7 Internet facilities. SRGC is running 9 distinct campuses Muzaffarnagar Saharanpur and Bulandshahar districts. SRGC institutions have brilliance and believe in igniting minds, making independent and learned intellectuals. SRGC has been acclaimed and honoured at various events and occasions with numerous awards which speak volumes about the brilliance that is taught at SRGC.

Introduction:

Importance of communication has always been realized all times in organisation as it is the most vital means of making people connect with one another. It is widely accepted fact that communication plays significant role in starting, developing and maintaining relations, however, organisations seem least bothered on how to develop good communication skills of the employees. Today, not only in corporate but in almost all aspects of social life, communication plays a crucial role. Thinking of effectiveness of any place of work whether in business, government or social sector it is almost impossible to be successful without having good communication skills. People have to communicate with one other, exchange ideas, emotions, information, take decisions and talk about innovations. Developing communication skills, be it verbal or non-verbal is very-very important at a stage of student life itself.

Understanding Body Language is also equally or you can say sometimes more important than having good verbal communication. It provides you with an

extra advantage in your daily life if you understand what a person want to communicate with its Body Language. Body Language Basics will provide you with a great set of skills to understand that 'what is not said' is just as important as 'what is said'. It will also give you an ability to see and understand how your own Body Language is being seen. You will be able to adjust and improve the way you communicate through non-verbal communications.

Course Objective -

The main objective of the course is to assist the students developing their communication competence by providing information regarding different forms of communication and their appropriate use along with good understanding of body language.

Duration of Course -

60 Hours

Eligibility -

All the students pursuing any undergraduate course or above are eligible to participate in the present course.

Learning Outcomes -

- By the end of this program, participants will be able, to communicate more effectively and efficiently by:
 - i. Listening, and responding with an open mind in a more effective way.
 - ii. Using appropriate communication methods,
 - iii. Minimizing communication barriers,
 - iv. Using verbal and non-verbal messages appropriately.
 - v. Relating and networking with others.
 - vi. Giving and receiving instruction correctly
 - vii. Use of two-way communication feedback.
 - viii. Recognize and appreciate cultural and gender difference in communication.

Certificate Course
on
**Developing Communication Skills and Understanding
Body Language**
(Duration- 60 Hours)

offered by

**Department of Business Administration
Shri Ram College, Muzaffarnagar**


in association with

**Himalayan Management and Development
Resource Institute (HiMADRI), Rishikesh**

Introduction

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Understanding Body Language is also equally or you can say sometimes more important than having good verbal communication. It provides you with an extra advantage in your daily life if you understand what a person want to communicate with its Body Language. Body Language Basics will provide you with a great set of skills to understand that 'what is not said' is just as important as 'what is said'. It will also give you an ability to see and understand how your own Body Language is being seen. You will be able to adjust and improve the way you communicate through non-verbal communications.


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Course Objective

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Course Modules

Module 1 Communication: An Introduction	Module 7 Reading Skills
Module 2 Effective Communication	Module 8 Communicating With Body language
Module 3 Listening Skills-I	Module 9 Non-Verbal Communication
Module 4 Listening Skills-II	Module 10 Reading Body Language
Module 5 Oral Communication Skills (Communication in Context-I)	Module 11 Body Language Mistakes
Module 6 Oral Communication Skills (Communication in Context-II)	Module 12 Gender Differences


Learning outcomes

By the end of this program, participants will be able. to communicate more effectively and efficiently by:

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- ii. Using appropriate communication methods.
- iii. Minimizing communication barriers.
- iv. Using verbal and non-verbal messages appropriately.
- v. Relating and networking with others.
- vi. Giving and receiving instruction correctly
- vii. Use of two-way communication feedback.
- viii. Recognize and appreciate cultural and gender difference in communication.

Eligibility

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Conducted by

This Course is offered by the **Department of Business Administration**, a department of Shri ram College, Muzaffarnagar, that offers three year degree course Bachelor of Business Administration at graduate level in association with **Himalayan Management and Development Resource Institute (HiMADRI), Rishikesh** is a registered Trust developing and disseminating the knowledge resources for students, faculty and professionals.



(Virek K. Jyoti)

Course Coordinator



President, HiMADRI



Coordinator, IQAC



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IQAC, Shri Ram College,
Muzaffarnagar**



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on
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Resource Institute (HiMADRI), Rishikesh

Detailed Course Modules

<p>Module 1 Communication: An Introduction Definition, Nature and Scope of Communication Importance and Purpose of Communication Process of Communication Types of Communication</p>	<p>Module 7 Reading Skills <input type="checkbox"/> Purpose, Process, Methodologies <input type="checkbox"/> Skimming and Scanning <input type="checkbox"/> Levels of Reading <input type="checkbox"/> Reading Comprehension <input type="checkbox"/> Academic Reading Tips</p>
<p>Module 2 Effective Communication Essentials of Effective Communication Communication Techniques Barriers to Communication</p>	<p>Module 8 Communicating With Body language <input type="checkbox"/> Learning a New Language <input type="checkbox"/> The Power of Body Language <input type="checkbox"/> More Than Words <input type="checkbox"/> Actions Speak Louder Than Words</p>
<p>Module 3 Listening Skills-I <input type="checkbox"/> Purpose of Listening <input type="checkbox"/> Listening to Conversation (Formal and Informal) <input type="checkbox"/> Active Listening- an Effective Listening Skill <input type="checkbox"/> Benefits of Effective Listening <input type="checkbox"/> Barriers to Listening</p>	<p>Module 9 Non-Verbal Communication <input type="checkbox"/> Common Gestures <input type="checkbox"/> The Signals You Send to Others <input type="checkbox"/> It's Not What You Say, It's How You Say It <input type="checkbox"/> What Your Posture Says</p>


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Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.)	
Module 4 Listening Skills-II <input type="checkbox"/> Academic Listening (Listening to Lectures) <input type="checkbox"/> Listening to Talks and Presentations <input type="checkbox"/> Note Taking Tips	Module 10 Reading Body Language <input type="checkbox"/> Head Position <input type="checkbox"/> Translating Gestures Into Words <input type="checkbox"/> Open Vs. Closed Body Language <input type="checkbox"/> The Eyes Have It
Module 5 Oral Communication Skills (Communication in Context-I) <input type="checkbox"/> Asking for and giving information <input type="checkbox"/> Offering and responding to offers <input type="checkbox"/> Requesting and responding to requests <input type="checkbox"/> Congratulating people on their success <input type="checkbox"/> Expressing condolences <input type="checkbox"/> Asking questions and responding politely <input type="checkbox"/> Apologizing and forgiving	Module 11 Body Language Mistakes <input type="checkbox"/> Poor Posture <input type="checkbox"/> Invading Personal Space <input type="checkbox"/> Quick Movements <input type="checkbox"/> Fidgeting
Module 6 Oral Communication Skills (Communication in Context-II) <input type="checkbox"/> Giving Instructions <input type="checkbox"/> Seeking and giving permission <input type="checkbox"/> Expressing opinions(likes and dislikes) <input type="checkbox"/> Agreeing and disagreeing <input type="checkbox"/> Demanding explanations <input type="checkbox"/> Asking for and giving advice and suggestions <input type="checkbox"/> Expressing sympathy	Module 12 Gender Differences <input type="checkbox"/> Facial Expressions <input type="checkbox"/> Personal Distances <input type="checkbox"/> Female Body Language <input type="checkbox"/> Male Body Language


 (Vivek Kumar Tyagi)
Course Coordinator


President, HiMADRI


Coordinator, IQAC


Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar



SHRI RAM COLLEGE

(Affiliated to CCS University, Meerut & Approved by NCTE)

CIRCULAR ROAD, MUZAFFARNAGAR

'A' Grade Accredited by NAAC

Dated- 20/07/2017

To
The Director
Himalayan Management and Development Resource Institute (HiMADRI), Rishikesh

Subject: Proposal for conducting Certificate Course titled "Developing Communication Skills and understanding Body Language"

Dear Sir/Madam,

We are pleased to inform that Shri Ram College, Muzaffarnagar has been pioneer in education in various fields of studies and affiliated to Chaudhary Charan Singh University, Meerut. It also offers Bachelor of Business Administration as a full time three years programme.

We are aware that your esteemed organization believes in the culture of maintaining interaction with premier institutions by offering opportunity to the students to have direct exposures to the challenges ahead by imparting expertise in many fields with the aim of making contribution to generate successful professionals and also as a social and philanthropic responsibility.

As we know, thinking of effectiveness of any piece of work whether in business, government or social sector it is almost impossible to be successful without having good communication skills. Understanding Body Language is also equally or you can say sometimes more important than having good verbal communication. Developing communication skills, be it verbal or non-verbal and understanding Body Language is very-very important at a stage of student life itself. Keeping this into view we want to introduce a certificate course on "Developing Communication Skills and Understanding Body Language" in association with your esteemed organization.

We shall be highly thankful if you approve our proposal to make an association with us by imparting expertise for the sake of personality development of the students Looking forward for a favorable response.

With warm regards



Behera
Director

Shri Ram College, Muzaffarnagar



HIMALAYAN MANAGEMENT AND DEVELOPMENT RESOURCE INSTITUTE

Dated- 01/08/2017

To
Principal/ Director
Shri Ram College
Muzaffarnagar

**Subject- Acceptance letter for the proposal for conducting Certificate Course titled
"Developing Communication Skills and understanding Body Language"**

Dear Sir

We are already working in association under the MOU signed by both of us and we are beyond excited to write this response to your offer but firstly we would like to pay our gratitude for trusting our organization and sending us a proposal. HiMADRI has earned a great name in the marketplace after the vigilance and dedication of half a decade in this field and we are glad you have reckoned it.

As we have reviewed your proposal thoroughly and we believe it is quite smoothly crafted. All the details are compatible with the service we can offer thus we shall carry it out the way you want. Nonetheless, we would also like to bring this into your attention that all the proposed methods are subject to change as per the situation. However, our team will make sure it informs you prior to any amendments.

Hoping for a healthy relationship.

Director, Collaboration

HiMADRI, Rishikesh



Shri Ram College, Muzaffarnagar
Department of Business Administration


Notice


Dated-5/08/2017


All the students are hereby informed that a certificate course named, "Developing Communication skills and understanding Body Language" is being introduced by Department of Business Administration, Shri Ram College, Muzaffarnagar in association with Himalayan Management and Development Resource Institute (HiMADRI), Rishikesh. Duration of the course is 60 hours and starting date of course will be 4/09/2017. Students pursuing any undergraduate course or above can join this course on first come first serve basis due to limited availability of seats.

cc:

1. Principal/Director, SRC
2. Coordinator, IQAC
3. All the HODs of SRC


Mr. Vivek Kumar Tyagi
Course Coordinator


Mr. Vivek Kumar Tyagi
Course Coordinator


Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar

Shri Ram College, Muzaffarnagar

List of students

(Developing Communication Skills and Body Language)

2017-18

SN	Name	Father Name	Class
1	ADITI GARG	MANOJ KUMAR GARG	BBA I Year
2	ADITYA SINGH SISHODIA	RAKESH SINGH SISHODIA	BBA I Year
3	NIGARVI RATHI	SHI DEVENDAR SINGH RATHI	BBA I Year
4	ANKIT BALIYAN	NARENDRA BALIYAN	BBA II Year
5	DIXIT CHAUHAN	ANIL CHAUHAN	BBA II Year
6	GUSHYANT AHLAWAT	DHARMENDRA	BBA II Year
7	VIVEK CHAUDHARY	SUNIL KUMAR	BBA III Year
8	YUMNA WAJIDI	SAJID HASAN	BBA III Year
9	MD AKRAM	HUSNA	BBA III Year
10	ANJALI BALIYAN	MOHANVEER SINGH	BBA III Year
11	POOJA RATHI	Mr ASHOK RATHI	BJMC I ST YEAR
12	PRASHANT RATHI	Mr ASHOK KUMAR	BJMC I ST YEAR
13	RANJEET TITORIYA	Mr RAKESH TITORIYA	BJMC I ST YEAR
14	SARITA	Mr SHRI SATENDRA KUMAR	BJMC I ST YEAR
15	KAMALKANT	YOGESH	BJMC IINDYEAR
16	SHIV KUMAR	DHEERN SINGH	MJMC IIND YEAR
17	VIJAY SINGH PUNDEER	HARIOM PUNDEER	MJMC IIND YEAR
18	AMIT KUMAR	PURAN SINGH	B.Com
19	NETIA	DHARAM PAL	B.Com
20	CHANCHAL	MUKESH	B.Com
21	KUNIKA	RAKESH KUMAR SHANDILYA	M.Com
22	URVASHI	SURENDRA SINGH	M.Com
23	SANA ZAIDI	ALI AFROZ	M.Com
24	AAKANKSHA KAKRAN	YASHPAL KAKRAN	M.Sc. (Micro) II Year
25	ASHISH KUMAR	BALLO SINGH	M.Sc. (Micro) II Year
26	AMIT PANWAR	SAHAB SINGH	M.Sc. (Biotech) II Year
27	KM MEGHA RAWAT	GOPAL SINGH RAWAT	M.Sc. (Biotech) II Year
28	SHIVA BHARDWAJ	PAWAN BHARDWAJ	M.Sc. (Biotech) II Year
29	KM ANURADHA SAINI	SHARICHAND SAINI	M.Sc. (Biotech) II Year
30	NEESHU KUMAR	JAGVEER SINGH	BCA II Year
31	SHUBHAM NAMDEV	PRABHAT KUMAR	BCA III Year
32	SONU KUMAR	SHIV KUMAR	BCA III Year
33	KM SWATI DEVI	SATPAL SAINI	BCA III Year
34	VIKAS GARG	CHANDRA PRAKASH GARG	BCA III Year
35	KM VINITA YADAV	MANGRU RAM	BCA III Year
36	VIPUL GOYAL	LOKESH GOYAL	BCA III Year
37	DHEERAJ KUMAR	KARAN SINGH	BCA III Year
38	DIGVIJAY SHARMA	MADHO RAM	BCA III Year
39	KM DIKSHA SHARMA	AMIT KR. SHARMA	BCA III Year
40	SHIVANSH DHIRAN	HUKAM CHAND	BCA III Year


 Co-ordinator
 IQAC, Shri Ram College,
 Muzaffarnagar


 Principal
 Shri Ram College
 Muzaffarnagar

SHRI RAM COLLEGE, MUZAFFARNAGR

List of students (DCS&UBL)

2017-18

S.No	NAME	FATHER'S NAME	YEAR
1	DEEPAK JAIN	Mr ANIL KUMAR JAIN	BCOM III YEAR
2	MD. AZEEM	Mr KASEEM	BCOM III YEAR
3	SUMIT KUMAR	Mr DHANVIR SINGH	BCOM III YEAR
4	VISHAL KUMAR	Mr KADAM SINGH	BCOM III YEAR
5	RAVI DHIMAN	Mr ASHOK KUMAR	BCOM III YEAR
6	PANKIT KUMAR	Mr RAMNIVAS	BCOM III YEAR
7	ANUJ	Mr RAMANAND	BCOM III YEAR
8	KM RUBY	Mr RAVINDR KUMAR	BCOM III YEAR
9	KM SIMRAN	Mr CHOTU LAL	BCOM III YEAR
10	MOHD SHADAB	Mr SHAMEEM AHMAD	BCOM III YEAR
11	AADITYA PUNDIR	Mr RAVINDRA KUMAR	BBA I YEAR
12	AJAY KUMAR	Mr RAJKUMAR	BBA I YEAR
13	ARIF	Mr MEHBOOB ALI	BBA I YEAR
14	KM PINKI	Mr SUBHASH	BBA I YEAR
15	MANIK GARG	Mr SHELENDRA GARG	BBA I YEAR
16	MOHD. JUNED	MOHD. GULZAR	BBA I YEAR
17	PRAGITI	Mr SHIVPRATAP	BBA I YEAR
18	PRATYAKSHI GOYAL	Mr RITESH GOYAL	BBA I YEAR
19	PREETI SHARMA	Mr RAJKUMAR SHARMA	BBA I YEAR
20	PRIYANSHI TYAGI	Mr VISVASH TYAGI	BBA I YEAR
21	RAKSHIT SHARAWAT	Mr DEVPAL SINGH	BBA I YEAR
22	RENU SAINI	Mr RAKESH KUMAR	BBA I YEAR
23	RIMSHA	Mr ARSHAD ALI	BBA I YEAR
24	RISHABH	Mr PARMOD DHIMAN	BBA I YEAR
25	RIYA TILAK	Mr SUSHIL KUMAR	BBA I YEAR
26	SADAF RANA	Mr SHADAB RANA	BBA I YEAR
27	SAGAR	Mr MUKESH	BBA I YEAR
28	SAGAR CHANDEL	Mr SUBHASH CHANDEL	BBA I YEAR
29	SAGAR RATHI	Mr SUDESH RATHI	BBA I YEAR
30	SAHIBA NAAZ	Mr MUSTAKEEM	BBA I YEAR


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Lecture Register Subject DCSUB

Class B&A Section _____ Month September 2017-18

Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar

Shri Ram College
Muzaffarnagar

Sr. No.	Name of Student	FI	1	2	3	4	5	6	7	8	9	10
1.	ARIZI GREG.	MAG.				P	P	A	A	P	A	
2.	ADITHA SINGH SINGHAN	ESS				A	P	P	A	P	P	
3.	AJGALUT EDITH	EDSE				P	P	P	P	A	P	
4.	ANIKET BATHWAL	M.B.				P	P	A	A	P	P	
5.	DIXIT CHAVHAN	AI				P	A	P	P	P	A	
6.	DUMHANT ANILWAT	A				P	P	P	P	A	P	
7.	VIVEK CHAUDHARY	SK				P	P	P	A	P	P	
8.	MUSINA WASTAY	CH				A	P	P	P	A	A	
9.	MA. ARJAN	H				P	P	A	A	P	A	
10.	ANIRAJ BATHWAL	MC										
11.	POOJA LATHE	MAR.				P	A	P	P	P	P	
12.	PRASHANT LATHE	MAR.				P	P	P	P	P	P	
13.	EASWATI TETOLWA	MET				A	P	P	P	A	A	
14.	CAETIA.	MILK.				P	A	P	P	A	P	
15.	KAMALKANT	Y				P	P	A	P	P	P	
16.	SIZU KUMAR	DI				A	A	P	P	A	A	
17.	KITAY SINGH JINDAN	HP				A	P	P	P	P	A	
18.	AMIT KUMAR	PS				P	P	P	P	A	A	
19.	AKHA	D				P	A	A	P	P	P	
20.	CHANCHAL	M				P	A	P	P	A	A	
21.	KUNAIKA	RKS				P	P	P	A	P	P	2
22.	WIVAHAT	SE				P	P	P	P	A	P	
23.	SANA ZABI	AA				P	P	A	P	P	P	D
24.	PARANISHA RAJAN	YE				P	P	P	P	A	A	
25.	ANISHA KUMAR	RE				P	P	P	P	P	P	5
26.	AMIT PAULWAL	SS				P	A	P	P	A	P	1
27.	Km. MEDHA PAND	GSS				P	P	P	A	P	P	
28.	SITVA BHADWANT	PB				P	A	P	P	P	P	
29.	Km. ANURASHA JAIN	SS				A	P	P	P	P	A	
30.	WILSHU SAINI	SS				P	P	P	P	P	P	
31.	SANUBHAM NAMDEV	PK				P	A	P	P	P	P	
32.	SANU KUMAR	SK				A	P	P	P	A	P	
33.	Km. CHITTI DEVI	SS				P	P	P	P	A	P	
34.	VIKAS GARG	CPC				P	P	A	P	P	P	
35.	Km. VINITA YADAV	MR				A	P	P	P	P	P	
36.	VISUJ GOYAL	LG				P	P	A	P	P	P	
37.	DHEEPAI KUMAR	KE				P	P	P	P	A	P	
38.	DIVYJAY SHARMA	MZ				P	A	P	P	P	P	
39.	Km. DEEPA SHARMA	AKS										
40.	SHIVAMH DIXITAN	H.C.				P	P	P	P	P	P	
	Sig. of Lecturer											

Sr. No.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
1.	A	P	P	P	P	P		P	P	P	P	A	P		P	P	P						
2.	P	P	A	A	P	A		P	P	P	P	P			P	A	P						
3.	P	P	P	A	P	P		P	P	A	P	P	P		P	P	P						
4.	P	A	P	P	P	A		P	P	P	A	P	P		P	A	P						
5.	P	P	A	P	P	P		A	P	P	P	P	P		P	P	P						
6.	A	P	P	P	P	A		P	P	P	P	P	A		P	P	P						
7.	P	P	P	P	P	A		P	P	A	P	P	P		A	P	P						
8.	P	P	A	P	P	P		P	P	P	A	P	P		P	P	A						
9.	P	P	A	P	A	P		A	P	P	P	P	P		P	A	P						
10.																							
11.	P	P	A	P	P	P		P	P	P	P	P	P		P	P	A						
12.	P	P	A	P	A	P		P	P	P	P	P	P		P	P	P						
13.	P	P	P	P	P	A		P	P	P	P	P	P		P	P	A						
14.	P	P	A	P	P	P		P	P	P	P	P	P		P	P	A						
15.	P	P	P	P	P	A		P	P	P	P	P	P		P	P	P						
16.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
17.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
18.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
19.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
20.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
21.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
22.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
23.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
24.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
25.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
26.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
27.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
28.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
29.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
30.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						
31.	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P						

Co-ordinator _____
Principal _____
IQAC, Shri Ram College, Muzaffarnagar
Shri Ram College Muzaffarnagar



HIMALAYAN MANAGEMENT AND
DEVELOPMENT RESOURCE INSTITUTE



Affiliated to CCS university, Meerut
Accredited by NAAC with grade 'A'

Certificate

We are pleased to present this certificate to Mr/Ms.....
Student of who has successfully completed a certificate course namely
“Developing Communication Skills and Understanding Body Language” offered by
Department of Business Administration, Shri Ram College, Muzaffarnagar in
association with Himalayan Management and Development Resource Institute
(HiMADRI), Rishikesh in Sept-Oct 20....

We wish him/her a prosperous future.

President, HiMADRI

Coordinator, IQAC

Course Coordinator

Co-ordinator
Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

Shri Ram College, Muzaffarnagar

Department of Business Administration

Certificate Course (Developing Communication Skills and Understanding Body Language)

Summary of conduction of the course

Eligible students have participated and attended classes for developing their communication skills and better understanding of body language. The summary after conduction of the course is as follows-

S N	Particulars	Status
1	Course Duration	60 hrs
2	Date of Commencement	4/09/2017
3	No of students enrolled	70
4	No of students participated and provided with certificates	66


Mr. Vivek Kumar Tyagi
Course Coordinator


Co-ordinator
ICAC, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar

**Certificate Course
on**

**Developing Communication
Skills & Understanding
Body Language**



**Certificate Course
on**

**Developing Communication
Skills & Understanding
Body Language**



Session : 2018-19

Organised by:



Department of Business Administration
Shri Ram College, Muzaffarnagar

In association with

**Himalayan Management & Development
Resource Institute (HIMADRI), Rishikesh**

Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

Shri Ram College, Muzaffarnagar

SRG is a part of Shri Ram Group of Colleges, which is the culmination of the dream of one man who had the vision to reform destiny, an eminent educationalist Dr. S.C. Kulshreshtha. He formed 'Shri Ram Charitable Trust, with an aim of promoting quality education at an affordable fees. SRGC is one of the leading educational institute of West UP of India. SRGC has more than 13000 students with great brilliance, academic vigor and competitive spirit. SRGC caters to the knowledge and skill set as per the industry needs and in tune with time. In this regard college has collaborated with the leading International Institute MIT (US) and ITB, Ireland.

SRGC has built up the world class learning resources which consists of the focused learning space in the form of lecture halls, series of computer centers, digital centralized library, laboratories, residential accommodation in campus for boys and girls, sports facilities, canteen, cafeteria, canteen and Wi-Fi campus with 24x7 Internet facilities. SRGC is running 9 distinct campuses Muzaffarnagar Saharanpur and Bulandshahar districts. SRGC institutions have brilliance and believe in igniting minds, making independent and learned intellectuals. SRGC has been acclaimed and honoured at various events and occasions with numerous awards which speak volumes about the brilliance that is taught at SRGC.

Introduction:

Importance of communication has always been realized all times in organisation as it is the most vital means of making people connect with one another. It is widely accepted fact that communication plays significant role in starting, developing and maintaining relations, however, organisations seem least bothered on how to develop good communication skills of the employees. Today, not only in corporate but in almost all aspects of social life, communication plays a crucial role. Thinking of effectiveness of any piece of work whether in business, government or social sector it is almost impossible to be successful without having good communication skills. People have to communicate with one other, exchange ideas, emotions, information, take decisions and talk about innovations. Developing communication skills, be it verbal or non-verbal is very-very important at a stage of student life itself.

Understanding Body Language is also equally or you can say sometimes more important than having good verbal communication. It provides you with an

extra advantage in your daily life if you understand what a person want to communicate with its Body Language. Body Language Basics will provide you with a great set of skills to understand that 'what is not said' is just as important as 'what is said'. It will also give you an ability to see and understand how your own Body Language is being seen. You will be able to adjust and improve the way you communicate through non-verbal communications.

Course Objective -

The main objective of the course is to assist the students developing their communication competence by providing information regarding different forms of communication and their appropriate use along with good understanding of Body language.

Duration of Course -

60 Hours

Eligibility -

All the students pursuing any undergraduate course or above are eligible to participate in the present course.

Learning Outcomes -

By the end of this program, participants will be able, to communicate more effectively and efficiently by:

- i. Listening, and responding with an open mind in a more effective way.
- ii. Using appropriate communication methods.
- iii. Minimizing communication barriers.
- iv. Using verbal and non-verbal messages appropriately.
- v. Relating and networking with others.
- vi. Giving and receiving instruction correctly
- vii. Use of two-way communication feedback.
- viii. Recognize and appreciate cultural and gender difference in communication.


Shri Ram College, Muzaffarnagar

Department of Business Administration

Notice

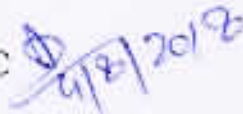
Dated-04/08/2018


All the students are hereby informed that a certificate course named, "Developing Communication skills and understanding Body Language" is being introduced by Department of Business Administration, Shri Ram College, Muzaffarnagar in association with Himalayan Management and Development Resource Institute (HiMADRI), Rishikesh. Duration of the course is 60 hours and starting date of course will be 3/09/2018. Students pursuing any undergraduate course or above can join this course on first come first serve basis due to limited availability of seats.


Mr. Vivek Kumar Tyagi
Course Coordinator


cc:

1. Principal/Director, SRC
2. Coordinator, IQAC
3. All the HODs of SRC




Mr. Vivek Kumar Tyagi
Course Coordinator


Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar

Shri Ram College, Muzaffarnagar


List of students

(Developing Communication Skills and Body Language)

2018-19

SN	Name	Father Name	Class
1	AAYUSHI SRIVASTAVA	PRAMOD SRIVASTAVA	BBA I Year
2	AAYUSHI TYAGI	ANIL TYAGI	BBA I Year
3	SHIVANI	RAM KISHOR	BBA I Year
4	ARCHANA	SINGHRAJ SOLANKI	BBA II Year
5	ARIF	MEHBOOB ALI	BBA II Year
6	ARJUN SINGH	KHUSHI RAM	BBA II Year
7	ASHISH SONKER	GULAB CHAND	BBA III Year
8	KAIF	MOHD RASHID ALI	BBA III Year
9	KHUSHBOO KASHYAP	GOPAL CHAND KASHYAP	BBA III Year
10	KM HINA	ZULFFKAR	BBA III Year
11	SHIVANI BARMAN	HARISH KUMAR	MJMC IIND YEAR
12	SHIVANI GUPTA	RAMAKANT GUPTA	MJMC IIND YEAR
13	ASHU	NARESH KUMAR	MJMC IIND YEAR
14	PRIYA RAJPUT	MUKESH	MJMC IIND YEAR
15	YOGIRAJ	ROHTASH SINGH	MJMC IIND YEAR
16	SHEETAL INDORIA	JUET SINGH	MJMC IIND YEAR
17	SHEHZAD GOUR	Mr MOHD SULEMAN	BJMC IIND YEAR
18	SHIVAM BHARTI	Mr SANDEEP BHARTI	BJMC IIND YEAR
19	SHIVANG KUMAR	Mr RAKESH KUMAR	BJMC IIND YEAR
20	SUKH PAL	Mr RAKESH	BJMC IIND YEAR
21	VAIBHAV CHAUDHARY	Mr RAJVEER SINGH	BJMC IIND YEAR
22	DEEPAK JAIN	ANIL KUMAR JAIN	M.Com
23	HIMANSHU SINGHAL	SANJAY KUMAR	M.Com
24	AYUSHI TYAGI	MANISH TYAGI	M.Com
25	ANAS ANSARI	ZAHID ANSARI	B.Com
26	AYUSHI BANSAL	PANKAJ BANSAL	B.Com
27	ANSHIKA SHARMA	SHYAM BIHARI SHARMA	B.Com
28	DEEPAK PALIYAN	ROHITAS KUMAR	M.Sc. (Micro) II Year
29	KM ROHINI	IRAJ PAL SINGH	M.Sc. (Micro) II Year
30	KM, SHAYMA SAIFI	SALEEM AHMAD	M.Sc. (Micro) II Year
31	DAMPI KUMAR	OM PRAKASH	M.Sc. (Biotech) II Year
32	NIRANKUSH SHARMA	ANIRUDDH KUMAR	M.Sc. (Biotech) II Year
33	LAVANYA APRILA	SHYAM SUNDER	BCA III Year
34	MAHAK	SHRI NIWAS	BCA III Year
35	MANISH KUMAR	MUKESH KUMAR	BCA III Year
36	MANSI SAINI	MAHIPAL	BCA III Year
37	MAULIK BHARDWAJ	MANOJ KR. SHARMA	BCA III Year
38	MO JUNAID	SHAMEEM AHMAD	BCA III Year
39	MO MASOOM	MO TOSEEF	BCA III Year
40	MOHD. FAJAN	MOHD. ANEES AHMAD	BCA III Year


 Co-ordinator
 ICAC, Shri Ram College,
 Muzaffarnagar


 Principal
 Shri Ram College
 Muzaffarnagar


SHRI RAM COLLEGE, MUZAFFARNAGR


List of students

(Practical Banking)

2018-19

S.No.	NAME	FATHER'S NAME	YEAR
1	PRINCE KUMAR	Mr AJEET SINGH	BCOM III YEAR
2	VIKAS KUMAR BANSAL	Mr PRABHUDAYAL BANSAL	BCOM III YEAR
3	RITIKA BALIYAN	Mr SANJEEV KUMAR BALIYAN	BCOM III YEAR
4	PRASHANT DHIMAN	Mr SUSHIL DHIMAN	BCOM III YEAR
5	VIJAY KUMAR	Mr SHRI PAL SINGH	BCOM III YEAR
6	MOHD. SAHIN	Mr SALEEM ANSARI	BCOM III YEAR
7	PARIDHI MALIK	Mr RAJEEV MALIK	BCOM III YEAR
8	MOHD SAMEER	Mr MOHD ILYAS	BCOM III YEAR
9	VAIBHAV TANWAR	Mr PARVINDER TANWAR	BCOM III YEAR
10	SAGAR	Mr SIYARAM	BCOM III YEAR
11	AAKASH KUMAR	Mr RAJEEV KUMAR	BCOM III YEAR
12	MOHD SHAMEEM	Mr RAHMAT ALI	BBA I YEAR
13	MOHD SHAROOJ	Mr MOHD KASIM	BBA I YEAR
14	MOHD TALIB	Mr MOHD ANWAR	BBA I YEAR
15	MOHD. KALEEM	Mr SHAMSHAD ALI	BBA I YEAR
16	MOHD. SAKIB	Mr SAKOOR AHMED	BBA I YEAR
17	MOHD. JOHN	Mr ADIL	BBA I YEAR
18	MOHD. TAHSEEN	Mr MOHD. NASEER	BBA I YEAR
19	MOHIT KUMAR	Mr SHRIPAL SINGH	BBA I YEAR
20	MUHD NAEEM	Mr MUHD SHAHNAZAR	BBA I YEAR
21	MUNTAHA RANI	Mr DEEN MOHAMMAD	BBA I YEAR
22	NAJMUDDIN ARSLAN	Mr GULBAHAR	BBA I YEAR
23	NIKITA RATHI	Mr SHRAVAN RATHI	BBA I YEAR
24	NISHU CHAUDHARY	Mr PRATAP SINGH	BBA I YEAR
25	PALAK GUPTA	SANJAY GUPTA	BBA I YEAR
26	ANKIT	Mr SANJEEV KUMAR	BCOM III YEAR
27	RISHABH HARIYAL	Mr RAJ KUMAR HARIYAL	BCOM III YEAR
28	MOHD MADNI	Mr MOHD IDREESH	BCOM III YEAR
29	LAKTHA HAIDER	Mr VASI ABBAS	BCOM III YEAR
30	VIKRANT TYAGI	Mr ARVIND TYAGI	BCOM III YEAR
31	ANKI	Mr UDAY VEER SINGH	BCOM III YEAR
32	MAYANK DHAMA	Mr SURENDRA KR. DHAMA	BCOM III YEAR
33	JATIN BALIYAN	Mr PRAVEEN KUMAR	BCOM III YEAR
34	MOHD SUAIB	Mr AYYUB	BCOM III YEAR
35	SHAHDAT ALI	Mr RIYASAT ALI	BCOM III YEAR
36	MOHAMMAD AKIL	Mr ILYAS	BCOM III YEAR
37	VISHAL CHAUDHARY	Mr SANSAR SINGH	BCOM III YEAR
38	MAYANK	Mr AJAY KUMAR	BBA I YEAR
39	MUSHARRAF	Mr IQBAL QURESHI	BCOM III YEAR
40	AAKASH KUMAR	Mr RAJEEV KUMAR	BCOM III YEAR


Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar

Sr. No.	Name of Student	FI	1	2	3	4	5	6	7	8	9	10
1	ABYUSHI SIKHASTAVA	PS	P	P	P	A	P	P	P	P	P	P
2	ABYUSHI TYAGI	BT	P	P	P	P	P	P	P	P	P	P
3	SHIVANI	RE	P	P	P	P	P	P	P	P	P	P
4	ARCHANA	SS	A	P	P	P	A	P	P	P	P	P
5	ARSHI	MA	P	A	P	P	P	P	P	P	P	P
6	ARJUN SINGH	KR	A									
7	ASHISH SANKER	GC	P	P	P	P	P	P	P	P	P	P
8	KARIE	MRA	P	P	P	P	P	P	P	P	P	P
9	KRUSHBOO KASHYAP	GER	P	P	P	P	P	P	P	P	P	P
10	KM HINA	Z	A									
11	SHIVANI BIRMAN	AK	P	P	P	P	P	P	P	P	P	P
12	SATVANE GUPTA	KG	A	P	P	P	P	P	P	P	P	P
13	ASHU	NK	P	P	P	P	P	P	P	P	P	P
14	PREYA RAJPUT	M	P	P	P	P	P	P	P	P	P	P
15	YOGI RAJ	RS	A	P	P	P	P	P	P	P	P	P
16	SHWETA JINDOKIA	JS	P	P	P	P	P	P	P	P	P	P
17	SHEKAR GOUR	MG	P	P	P	P	P	P	P	P	P	P
18	SHIVAM BHARTI	SB	A	P	P	P	P	P	P	P	P	P
19	SHIVANI KUMAR	RE	P	P	P	P	P	P	P	P	P	P
20	SUKH PAL	R	P	P	P	P	P	P	P	P	P	P
21	VAIBHAV CHAUDHARY	RS	A	P	P	P	P	P	P	P	P	P
22	DEEPAK JAIN	AKI	P	P	P	P	P	P	P	P	P	P
23	HIMANSHU SINGHAL	SK	P	P	P	P	P	P	P	P	P	P
24	ABYUSHI TYAGI	MT	P	P	P	P	P	P	P	P	P	P
25	ANAS ANSARI	ZA	A	P	P	P	P	P	P	P	P	P
26	AYUSHI BANSAI	PB	A									
27	ANSHIKA SHARMA	SBS	P	P	P	P	P	P	P	P	P	P
28	DEEPAK BALYAN	RE	P	P	P	P	P	P	P	P	P	P
29	KM. ROHINI	BS	A	P	P	P	P	P	P	P	P	P
30	KM SHAYLI SINGH	SA	P	P	P	P	P	P	P	P	P	P
31	DAMZI KUMAR	OP	P	P	P	P	P	P	P	P	P	P
32	NIRANKUSH SHARMA	BE	A	P	P	P	P	P	P	P	P	P
33	LAVANYA APKEJA	SS	P	P	P	P	P	P	P	P	P	P
34	MAHAR	SN	P	P	P	P	P	P	P	P	P	P
35	MANISH KUMAR	MR	P	P	P	P	P	P	P	P	P	P
36	MANJEESHWARI	M	A	P	P	P	P	P	P	P	P	P
37	MAULIK BHARDWAJ	MS	P	P	P	P	P	P	P	P	P	P
38	MOJUNAJID	SA	P	P	P	P	P	P	P	P	P	P
39	MO MASOOM	MT	P	P	P	P	P	P	P	P	P	P
40	MOHD FAIZAN	MBA	A	P	P	P	P	P	P	P	P	P

Sig. of Lecturer

Sr. No.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
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6	A	A	A																				
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37	A	P	P	P	P					P	P	P	P	P	P	P	P	P	P	P	P	P	
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39	P	P	P	P	P					P	P	P	P	P	P	P	P	P	P	P	P	P	
40	P	P	P	P	P					P	P	P	P	P	P	P	P	P	P	P	P	P	

Co-ordinator
IOAC, Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

Sr. No.	Name of Student	FI	1	2	3	4	5	6	7	8	9	10
1.	Prince Kumar	AS				A	P	P	A	P		P
2.	Vikas Ka. Bansal	PS				P	P	P	P	A		A
3.	Ritika Baliyan	SKB				P	P	A	P	P		P
4.	Prashant Dhiman	SD				P	P	P	P	P		P
5.	Vijay Kumar	SPS				P	P	P	P	A		P
6.	Milika Sahin	SA				P	P	P	P	P		P
7.	Panidhi Malik	RM				P	P	P	P	A		P
8.	Mohd. Sameer	MT				P	P	P	A	P		P
9.	Vaibhav Tarunan	PT				P	P	P	P	A		A
10.	Sagar	GR				A	P	P	P	P		P
11.	Aakash Kumar	RK				P	P	P	P	A		P
12.	Mohd. Shameen	RA				P	P	P	A	P		P
13.	Mohd. Shouray	MK				P	P	P	P	P		P
14.	Mohd. Talib	MA				A	P	P	P	P		A
15.	Mohd. Kaleem	SA				A	P	A	P	A		P
16.	Mohd. Sakib	SA				P	P	P	P	A		P
17.	Mohd. John	A				P	A	P	P	P		P
18.	Mohd. Tahseen	MN				P	P	A	P	P		P
19.	Mohit Kumar	SS				P	A	A	P	P		P
20.	Mohd. Naem	MS				P	P	A	P	P		P
21.	Muntaha Rani	DM				A	P	P	P	A		P
22.	Naymuddin Ansan	GR				P	P	P	A	P		P
23.	Nikita Rathi	SR				P	A	P	P	P		P
24.	Nishu Chaudhary	PS				P	P	P	P	A		P
25.	Palak Gupta	SG				P	A	P	A	A		A
26.	Ankit	SK				A	P	A	P	P		P
27.	Rishabh Harjyal	RKH				P	P	P	P	A		P
28.	Mohd. Madni	MT				A	P	P	P	P		A
29.	Lakha Haider	VA				P	P	P	P	A		P
30.	Vikrant Tyagi	AT				A	P	P	P	P		A
31.	Anki	UVS				P	P	P	P	P		P
32.	Mayank Dhama	SKD				P	P	A	P	P		P
33.	Jatin Baliyan	PK				A	P	P	A	P		P
34.	Mohd. Sunish	A				P	A	P	P	A		P
35.	Shahdat Ali	RA				P	P	A	P	P		P
36.	Mohammad Akil	T				P	P	P	P	A		P
37.	Vishal Chaudhary	SS				P	P	P	P	P		P
38.	Mayank	AK				P	P	P	A	P		P
39.	Musthazay	IQ				P	P	A	P	P		P
40.	Aakash Kumar	RK				P	P	P	A	P		P

Sin of lecturer

Sr. No.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
1	P	P	A	P	P		P	P	P	P		P		P	P	P	A	P	P			
2	A	P	P	P	P		P	A	P	P		A		P	P	P	P	A	A			
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6	A	P	P	A	P		P	P	P	A		P		P	A	P	P	P	P			
7	P	P	A	P	P		A	P	P	P		A		P	P	P	P	A	A			
8	P	A	P	P	P		P	A	P	P		P		P	P	P	P	P	A			
9	P	P	P	P	P		P	P	A	P		P		P	A	P	A	P	P			
10	P	P	P	P	A		P	P	P	A		P		P	P	A	A	P	P			
11	P	A	P	P	P		P	P	P	P		P		P	P	A	A	P	P			
12	P	A	P	P	P		A	P	P	P		A		P	P	P	P	P	P			
13	P	P	A	P	P		P	P	P	P		P		P	A	P	P	A	P			
14	P	P	P	P	A		A	P	P	P		P		P	P	P	A	P	P			
15	P	P	P	P	A		P	P	P	A		P		P	P	P	P	A	P			
16	P	P	P	P	P		P	P	P	P		A		P	P	P	P	P	A			
17	P	P	P	A	P		P	P	A	P		P		P	P	A	P	P	P			
18	P	A	P	P	P		P	P	P	P		P		A	A	P	P	P	A			
19	A	P	P	P	P		P	P	A	P		P		A	P	P	P	P	P			
20	P	A	P	P	P		P	P	A	P		P		P	A	P	A	P	P			
21	P	A	P	P	P		P	A	P	P		P		P	P	P	A	P	P			
22	P	P	P	A	P		P	P	A	P		P		A	P	P	P	A	P			
23	P	P	P	P	A		A	P	P	A		P		P	P	P	A	P	P			
24	A	P	P	P	P		P	A	P	P		A		P	A	P	P	P	A			
25	P	P	P	A	P		P	P	P	P		A		P	A	P	P	P	A			
26	P	A	P	P	A		P	P	A	P		P		P	P	P	A	P	P			
27	P	P	P	P	P		P	P	P	A		P		A	P	P	P	A	P			
28	P	P	A	A	P		P	P	P	A		P		P	P	A	P	P	P			
29	P	P	P	P	A		A	P	P	P		P		A	P	P	P	A	P			
30	A	P	P	P	P		P	A	P	P		P		P	P	P	A	P	P			
31	P	A	P	P	P		P	P	P	P		A		P	A	P	P	P	P			
32	P	P	A	A	P		P	A	P	P		P		P	P	A	P	A	P			
33	P	P	P	P	P		P	P	A	P		P		P	P	P	P	P	A			
34	P	P	P	A	P		P	P	P	A		P		A	A	P	P	A	P			
35	P	P	A	A	P		A	P	P	P		P		P	P	P	A	P	P			
36	A	P	P	P	A		P	P	A	P		P		P	A	P	P	P	A			
37	P	A	P	P	P		P	A	P	P		P		A	A	P	P	A	P			
38	P	P	P	A	A		A	P	P	P		P		P	P	A	P	P	A			
39	A	P	P	P	P		P	A	P	P		P		A	A	P	P	P	P			
40	P	P	P	P	P		P	P	A	P		P		P	P	P	A	P	P			

Co-ordinator
 IQAC, Shri Ram College,
 Muzaffarnagar

Principal
 Shri Ram College
 Muzaffarnagar



HIMALAYAN MANAGEMENT AND
DEVELOPMENT RESOURCE INSTITUTE



Affiliated to CCS university, Meerut
Accredited by NAAC with grade 'A'

Certificate

We are pleased to present this certificate to Mr/Ms.....
Student of who has successfully completed a certificate course namely
“Developing Communication Skills and Understanding Body Language” offered by
Department of Business Administration, Shri Ram College, Muzaffarnagar in
association with Himalayan Management and Development Resource Institute
(HiMADRI), Rishikesh in Sept-Oct 20....

We wish him/her a prosperous future.

Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

President, HiMADRI

Coordinator, IQAC

Course Coordinator

Shri Ram College, Muzaffarnagar

Department of Business Administration

Certificate Course (Developing Communication Skills and Understanding Body Language)

Summary of conduction of the course

Eligible students have participated and attended classes for developing their communication skills and better understanding of body language. The summary after conduction of the course is as follows-

S N	Particulars	Status
1	Course Duration	60 hrs
2	Date of Commencement	3/09/2018
3	No of students enrolled	80
4	No of students participated and provided with certificates	80

Mr. Vivek Kumar Tyagi

Course Coordinator

Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

Certificate Course
on

Developing Communication Skills & Understanding Body Language



Certificate Course
on

Developing Communication Skills & Understanding Body Language



Session : 2019-20

Organised by:



Department of Business Administration
Shri Ram College, Muzaffarnagar

in association with

**Himalayan Management & Development
Resource Institute (HiMADRI), Rishikesh**

Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

Shri Ram College, Muzaffarnagar

SRC is a part of Shri Ram Group of Colleges, which is the culmination of the dream of one man who had the vision to reform destiny, an eminent educationalist Dr. S.C. Kulshreshtha. He formed 'Shri Ram Charitable Trust, with an aim of promoting quality education at an affordable fees. SRGC is one of the leading educational institute of West UP of India. SRGC has more than 13000 students with great brilliance, academic vigor and competitive spirit. SRGC caters to the knowledge and skill set as per the industry needs and in tune with time. In this regard college has collaborated with the leading International Institute MIT (US) and ITB, Ireland.

SRGC has built up the world class learning resources which consists of the focused learning space in the form of lecture halls, series of computer centers, digital centralized library, laboratories, residential accommodation in campus for boys and girls, sports facilities, cafeteria, canteen and Wi-Fi campus with 24x7 Internet facilities. SRGC is running 9 distinct campuses Muzaffarnagar Saharanpur and Bulandshahar districts. SRGC institutions have brilliance and believe in igniting minds, making independent and learned intellectuals. SRGC has been acclaimed and honoured at various events and occasions with numerous awards which speak volumes about the brilliance that is taught at SRGC.

Introduction:

Importance of communication has always been realized all times in organisation as it is the most vital means of making people connect with one another. It is widely accepted fact that communication plays significant role in starting, developing and maintaining relations. However, organisations seem least bothered on how to develop good communication skills of the employees. Today, not only in corporate but in almost all aspects of social life, communication plays a crucial role. Thinking of effectiveness of any piece of work whether in business, government or social sector it is almost impossible to be successful without having good communication skills. People have to communicate with one other, exchange ideas, emotions, information, take decisions and talk about innovations. Developing communication skills, be it verbal or non-verbal is very-very important at a stage of student life itself.

Understanding Body Language is also equally or you can say sometimes more important than having good verbal communication. It provides you with an

extra advantage in your daily life if you understand what a person want to communicate with its Body Language. Body Language Basics will provide you with a great set of skills to understand that 'what is not said' is just as important as 'what is said'. It will also give you an ability to see and understand how your own Body Language is being seen. You will be able to adjust and improve the way you communicate through non-verbal communications.

Course Objective -

The main objective of the course is to assist the students developing their communication competence by providing information regarding different forms of communication and their appropriate use along with good understanding of body language.

Duration of Course -

60 Hours

Eligibility -

All the students pursuing any undergraduate course or above are eligible to participate in the present course.

Learning Outcomes -

By the end of this program, participants will be able, to communicate more effectively and efficiently by:


- i. Listening, and responding with an open mind in a more effective way.
- ii. Using appropriate communication methods.
- iii. Minimizing communication barriers.
- iv. Using verbal and non-verbal messages appropriately.
- v. Relating and networking with others.
- vi. Giving and receiving instruction correctly
- vii. Use of two-way communication feedback.
- viii. Recognize and appreciate cultural and gender difference in communication.


Shri Ram College, Muzaffarnagar
Department of Business Administration

Notice

Dated-10/08/2019

All the students are hereby informed that a certificate course named, "Developing Communication skills and understanding Body Language" is being introduced by Department of Business Administration, Shri Ram College, Muzaffarnagar in association with Himalayan Management and Development Resource Institute (HiMADRI), Rishikesh. Duration of the course is 60 hours and starting date of course will be 2/09/2019. Students pursuing any undergraduate course or above can join this course on first come first serve basis due to limited availability of seats.


Mr. Vivek Kumar Tyagi
Course Coordinator


Mr. Vivek Kumar Tyagi
Course Coordinator

cc:

1. Principal/Director, SRC
2. Coordinator, IQAC
3. All the HODs of SRC


Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar

Shri Ram College, Muzaffarnagar

List of students

(Developing Communication Skills and Body Language)

2019-20

SN	Name	Father Name	Class
1	ADITYA	DIARM SINGH	BBA I Year
2	MONISH ABBASI	SHAMEEM AHMAD	BBA I Year
3	NAINCY	SUDHIR CHAUDHARY	BBA I Year
4	TARUN KUMAR	RAJESH KUMAR	BBA II Year
5	UMANG MALIK	RISHIPAL MALIK	BBA II Year
6	UMME AEMAN	SHAID ALI	BBA II Year
7	ALKA	RAMESHWAR	BBA III Year
8	ALTAMAS KHAN	SHER KHAN	BBA III Year
9	MOHAMMAD YAHYA	MOHAMMAD ISHA	BBA III Year
10	MOHD ABID	JULFIKAR	BBA III Year
11	ABDUL QADIR	Mr JAFAR ALI	BJMC III RD YEAR
12	ADARSH KUMAR	Mr DHIRENDRA DAS	BJMC III RD YEAR
13	AFSHEEN	Mr YOONUS	BJMC III RD YEAR
14	AJAY KUMAR	Mr NISHACHAL	BJMC III RD YEAR
15	ANJALI	Mr SATYAPAL	BJMC III RD YEAR
16	AARTI DEVI	Mr ASHOK KUMAR	BJMC III RD YEAR
17	ARPIT RATHORE	Mr SUKHVEER SINGH	BJMC III RD YEAR
18	MUKUL BHANIWAL	Mr MUKESH KUMAR	BJMC III RD YEAR
19	AASHI SIDDIQUE	AARIF SIDDIQUE	B.Com
20	MANSI	RAMBIR SINGH	B.Com
21	HIMANSHU	SUSHIL SHARMA	B.Com
22	HEMA	BHOPAL SINGH	M.Com
23	PRASHANT PUNDIR	BHOPAL SINGH	M.Com
24	NEELANSHI SHARMA	ANIL SHARMA	M.Com
25	HUMA RANA	MOHD AFZAL	M.Sc. (Micro) II Year
26	VISHAL KUMAR	JAGPAL SINGH	M.Sc. (Micro) II Year
27	VIKAS PUNDIR	AMARPAL SINGH	M.Sc. (Micro) II Year
28	NIKUNJ KUMAR	PRAMOD KUMAR	M.Sc. (Micro) II Year
29	SONALI RAO	VIJAY KUMAR	M.Sc. (Biotech) II Year
30	TUSHAR PUNDIR	PAWAN SINGH	M.Sc. (Biotech) II Year
31	NEELIMA TOMAR	GIRWER SINGH	M.Sc. (Biotech) II Year
32	AADITYA KUMAR	Mr RAKESH KUMAR	BCA III year
33	AASHISH CHAUHAN	Mr SANJEEV KUMAR	BCA III year
34	RAJAT SHARMA	Mr KHEMCHAND SHARMA	BCA III year
35	RIYA SHARMA	Mr YOGESH SHARMA	BCA III year
36	KAJAL MALIK	Mr JAGAT SINGH	BCA III year
37	KAMINI	Mr MAHESH	BCA III year
38	VANSH SHARMA	Mr YOGESH SHARMA	BCA III year
39	VIKAS TYAGI	Mr SHASHIKANT TYAGI	BCA III year
40	VIPUL SHARMA	Mr MANOJ SHARMA	BCA III year


 Co-ordinator
 IQAC, Shri Ram College,
 Muzaffarnagar


 Principal
 Shri Ram College
 Muzaffarnagar

SHRI RAM COLLEGE, MUZAFFARNAGR
List of students for (DC&UBL)

2019-20

S.No.	NAME	FATHER'S NAME	YEAR
1	KM, KIRAN	Mr RAVINDER KUMAR	BCOM III YEAR
2	ASHUTOSH KAUSHIK	Mr UMASHANKAR	BCOM III YEAR
3	SHAHBAJ	Mr MOHD.ILYAS	BCOM III YEAR
4	ADIL	Mr MOHD ANWAR	BCOM III YEAR
5	FAIZABBAS ZAIDI	Mr AFTAB HUSSAIN ZAIDI	BCOM III YEAR
6	SAPNA UPADHYAY	Mr PRAVEEN KUMAR UPADHYAY	BCOM III YEAR
7	HIMANSHU	Mr RAJ KUMAR KASHYAP	BCOM III YEAR
8	SUJATA RANI	Mr SATVEER	BCOM III YEAR
9	MOHD.NAEEM	Mr MOHD.JUMMA	BCOM III YEAR
10	HIMANSHU RATHE	Mr MEGHPAL SINGH	BCOM III YEAR
11	AKANKSHA	Mr MR PARVEEN SHARMA	BBA II YEAR
12	AKASH KUMAR	Mr MR JITENDRA KUMAR KASHYAP	BBA II YEAR
13	ALIYA SIDDIQUI	Mr MR NAHID HASAN	BBA II YEAR
14	AMREEN	Mr ABDUL SALAM	BBA II YEAR
15	AMREEN	Mr MOHD SALEEM	BBA II YEAR
16	ANIRUDH KUMAR	Mr RUPESH KUMAR	BBA II YEAR
17	ANISH CHOUDHARY	Mr ABBAS CHOUDHARY	BBA II YEAR
18	ANJALI SHARMA	Mr LOKESH SHARMA	BBA II YEAR
19	ANUJ KUMAR	Mr SHIV KUMAR	BBA II YEAR
20	APOORVA	Mr NIRBHAY SINGH	BBA II YEAR
21	ARBAZ KHAN	Mr TASLEEN KHAN	BBA II YEAR
22	ARHAMA	Mr AFZAL AHMAD	BBA II YEAR
23	ARJUN SINGH	Mr MUKESH KUMAR DHIMAN	BBA II YEAR
24	ATUL SAINI	Mr VIRENDRA SAINI	BBA II YEAR
25	AYUSH TYAGI	Mr NEERAJ TYAGI	BBA II YEAR
26	RANI CHOUDHARY	Mr MEHANDI HASAN	BCOM III YEAR
27	MONTI	Mr MAHENDRA SINGH	BCOM III YEAR
28	SHAQIB	Mr SHAMSHAD	BCOM III YEAR
29	ASJAD ILAHI	Mr AMJAD ILAHI	BCOM III YEAR
30	SEEBAA	Mr HARUN ALI	BCOM III YEAR
31	ANKIT KUMAR	Mr MUKESH KUMAR	BCOM III YEAR
32	GUDHAL	Mr RAKESH KUMAR	BCOM III YEAR
33	MOHD SHIKEB	Mr MOHD ASLAM	BCOM III YEAR
34	VISHAL SAINI	Mr VEDPAL SINGH SAINI	BCOM III YEAR
35	KAJAL	Mr MINTU	BCOM III YEAR
36	HIMANSHU	Mr MAHIPAL SINGH	BCOM III YEAR
37	RAJAT VERMA	Mr SUSHIL VERMA	BCOM III YEAR
38	SHADAB	Mr MO.SHAHZAD	BCOM III YEAR
39	KM VISHAKHA	Mr SANDEEP	BCOM III YEAR
40	RAVISH	Mr SHAKEEL	BCOM III YEAR


Co-ordinator
I.C.A.C, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar

Lecture Register Subject DCSUB

Class BBA Section 1 Month Sept 2019

Sr. No.	Name of Student	FI	1	2	3	4	5	6	7	8	9	10
1	ADITYA	DS	P	P	P	P	P	A	A	A	A	A
2	MONISH ADIASI	SA	A	P	P	P	P	A	P	P	P	P
2	NEENCY	SC	P	P	P	P	P	P	P	P	P	P
4	PARUN KUMAR	KK	P	P	P	P	P	P	P	P	P	P
5	ISMANG MALIK	EM	A	P	P	P	P	P	P	P	P	P
6	UMME ABMAN	SA	P	P	P	P	P	P	P	P	P	P
7	ALKA	R	P	P	P	P	P	P	P	P	P	P
8	ALTAMAS KHAN	SK	A	P	P	P	P	P	P	P	P	P
9	MOHAMMAD YAHYA	M2	P	P	P	P	P	P	P	P	P	P
10	MOHD. AZID	I	C	A	P	P	P	P	P	P	P	P
11	ABDUL QADIR	JA	P	P	P	P	P	P	P	P	P	P
12	ADARSH KUMAR	DD	A	P	P	P	P	P	P	P	P	P
13	AFSHERN	Y	P	P	P	P	P	P	P	P	P	P
14	AJAY KUMAR	N	A	P	P	P	P	P	P	P	P	P
15	ANJALI	SP	P	P	P	P	P	P	P	P	P	P
16	AARTI DEVI	AK	Z	A	P	P	P	P	P	P	P	P
17	ARPIT RATHORE	SS	P	P	P	P	P	P	P	P	P	P
18	MUKUL KHANWAL	ME	P	P	P	P	P	P	P	P	P	P
19	AASHI SIDDIQUE	AS	A	P	P	P	P	P	P	P	P	P
20	MANSI	RS	A	A	A	A	A	A	A	A	A	A
21	HIMANSHU	SS	P	P	P	P	P	P	P	P	P	P
22	HAMA	SS	P	P	P	P	P	P	P	P	P	P
23	PRASHANT PUNDIR	ES	P	P	P	P	P	P	P	P	P	P
24	NEELANSHI SHARMA	AS	P	P	P	P	P	P	P	P	P	P
25	HUMA RANA	MA	P	P	P	P	P	P	P	P	P	P
26	VISHAL KUMAR	JS	P	P	P	P	P	P	P	P	P	P
27	VIKAS PUNDIR	AS	P	P	P	P	P	P	P	P	P	P
28	NIKUNJ KUMAR	PK	P	P	P	P	P	P	P	P	P	P
29	SONALI RAD	VE	P	P	P	P	P	P	P	P	P	P
30	PUSHAR PUNDIR	PS	P	P	P	P	P	P	P	P	P	P
31	NEELIMA PATTAR	GS	P	P	P	P	P	P	P	P	P	P
32	ABDITYA KUMAR	KK	P	P	P	P	P	P	P	P	P	P
33	AASHISH CHAUHAN	SK	P	P	P	P	P	P	P	P	P	P
34	RAJAT SHARMA	KCS	P	P	P	P	P	P	P	P	P	P
35	RIYA SHARMA	YS	A	P	P	P	P	P	P	P	P	P
36	KAJAL MALIK	JS	P	P	P	P	P	P	P	P	P	P
37	KAMINI	M	A	P	P	P	P	P	P	P	P	P
38	VANSH SHARMA	YS	P	P	P	P	P	P	P	P	P	P
39	VIKAL PYAGI	SP	P	P	P	P	P	P	P	P	P	P
40	VIPUL SHARMA	MS	P	P	P	P	P	P	P	P	P	P

Sig. of Lecturer

Sr. No.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Co-ordinator
Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

Lecture Register Subject DCSR

Class BBA Section _____ Month Oct 2019

Sr. No.	Name of Student	FI	1	2	3	4	5	6	7	8	9	10
1	ADITYA	DS	P	A	P	P	P					PA
2	MONISH KESARI	SA	A		P	P	P					PP
3	NAINCY	SC	P		A	P	P					PP
4	TRUN KUMAR	RK	A		P	P	P					PP
5	UMANG MALIK	RM	P		P	A	P					AP
6	UMME AEMAN	SA	P		P	P	P					PA
7	ALKA	R	A		P	P	P					PP
8	ALTAMDS KHAN	SK	P		P	P	P					PA
9	MOHAMMAD YAHYA	MI	P		A	P	P					PP
10	MOHD ASID	J	A		P	P	P					PP
11	ABDUL RADIR	JA	P		P	P	P					PA
12	ADARSH KUMAR	DD	A		P	P	P					AP
13	ABRHEEN	Y	P		P	P	P					PP
14	AJAY KUMAR	N	P		P	P	P					PP
15	ANJALI	SP	P		P	P	P					PP
16	AARTI DEVI	AK	A		P	P	P					PP
17	ARPIT PATHORE	SS	P		P	P	P					AP
18	MUKUL SHANJAL	MK	P		P	P	P					PA
19	AASHI SIDDIQUE	AS	P		P	P	P					PP
20	MANSI	RS	A									A
21	HIMANSHU	SS	P		P	P						PP
22	HEMA	BS										
23	PRASHANT PUNDIR	RS	P		P	P	P					PA
24	NEELANSHI SHARMA	AS	P		P	P	P					PP
25	HUMA RANA	MA	P		P	A	P					PP
26	VISHAL KUMAR	IS	A		A	P	P					PP
27	VIKAS PUNDIR	AP	P		P	P	P					PA
28	NIKUNJ KUMAR	PK	P		P	P	P					PP
29	SANALI RAO	VK										
30	TUSHAR PUNDIR	PS	P		A	P	P					PP
31	NEELIMA ROMAN	GS	P		P	P	A					PA
32	AADITYA KUMAR	RE	A		P	P	P					PP
33	ARCHISH CHAUHAN	SE	P		P	A	P					PP
34	RAJAT SHARMA	KCS	P		P	P	P					PA
35	RIYA SHARMA	YS	P		P	P	P					AP
36	KAJAL MALIK	JS	P		A	P	P					PP
37	KAMINI	M	A		P	P	P					AP
38	VANSH SHARMA	YS	P		A	P	P					PP
39	VIKAS VAGI	ST										
40	VIPUL SHARMA	MS	P		P	P	P					PA

Sig. of Lecturer

Sr. No.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
1	P	P			P	P	P	P	A		P	P	P									PP
2	A	P			P	P	P	P	P		P	P	P									PP
3	P	A			P	A	P	P	P		P	P	P									PP
4	P	P			P	A	P	P	P		P	P	P									PP
5	P	P			P	P	P	P	P		P	A	P	P								PP
6	P	A			P	A	P	P	P		P	A	P	P								AP
7	P	P			P	P	P	P	P		P	A	P	P								PP
8	P	P			P	A	P	P	P		P	P	P									AP
9	P	P			P	P	A	P	P		P	P	P									PP
10	P	P			P	P	P	P	P		P	A	P	P								PP
11	P	P			P	P	P	P	A		P	P	P									PP
12	P	P			P	A	P	P	P		P	A	P	P								PP
13	P	A			P	P	P	P	A		P	P	A	P								PP
14	P	A			P	A	P	P	P		P	A	P	P								PP
15	P	A			P	A	P	P	P		P	P	P									PP
16	P	P			P	P	P	P	A		P	P	P									AP
17	P	A			P	P	P	P	P		P	A	P	P								PP
18	P	P			P	A	P	P	P		P	P	A	P								PP
19	P	P			P	A	P	P	P		P	P	P									AP
20	P	P			P	A	P	P	P		P	P	P									PP
21	P	P			P	A	P	P	P		P	P	P									PP
22																						
23	P	P			P	P	P	P	A		P	P	P									PP
24	P	P			P	P	P	A	P		P	A	P	P								PA
25	P	P			P	A	P	P	P		P	A	A	P								PP
26	P	P			P	A	P	P	P		P	A	P	P								PP
27	P	A			P	A	P	P	P		P	A	P	P								PP
28	P	A			P	P	P	A	P		P	P	A	P								PP
29																						
30	P	P			P	P	A	P	P		P	A	P	P								PP
31	P	P			P	P	P	P	A		P	P	P									PP
32	P	P			P	A	P	P	P		P	P	P									PA
33	P	P			P	P	A	P	P		P	A	P	P								AP
34	P	P			P	A	P	P	A		P	P	A	P								PP
35	P	P			P	P	A	P	P		P	A	P	P								PP
36	P	P			P	A	P	P	P		P	A	P	P								PP
37	P	P			P	A	A	P	P		P	A	P	P								PP
38	P	P			P	P	P	P	A		P	P	P	P								PA
39																						
40	P	P			P	P	A	P	A		P	P	P									PP

Principal

Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

Lecture Register Subject DCSUB

Class BBA Section _____ Month Sep 2019

Sr. No.	Name of Student	FI	1	2	3	4	5	6	7	8	9	10
1	Km. Kishan	RE	P	P	P	P	P	P	P	P	P	P
2	Ashutosh Koushik	U	P	P	P	P	P	P	P	P	P	P
3	Shahidaj	M-T	P	P	P	P	P	P	P	P	P	P
4	Adib	MA	P	P	P	P	P	P	P	P	P	P
5	Faizalbas Zaidi	AHZ	P	P	P	P	P	P	P	P	P	P
6	Sopna Upadhyay	PKU	P	P	P	P	P	P	P	P	P	P
7	Himanshu	REK	P	P	P	P	P	P	P	P	P	P
8	Sujata Rani	S	P	P	P	P	P	P	P	P	P	P
9	Nidhi Nareem	MJ	P	P	P	P	P	P	P	P	P	P
10	Himanshu Pathi	MS	P	P	P	P	P	P	P	P	P	P
11	Akanksha	PS	P	P	P	P	P	P	P	P	P	P
12	Aakash kumar	TKK	P	P	P	P	P	P	P	P	P	P
13	Aliya Sektajai	NH	P	P	P	P	P	P	P	P	P	P
14	Amreen	AS	P	P	P	P	P	P	P	P	P	P
15	Amreen	MS	P	P	P	P	P	P	P	P	P	P
16	Anirudh kumar	RK	P	P	P	P	P	P	P	P	P	P
17	Anish Choudhary	AC	P	P	P	P	P	P	P	P	P	P
18	Anjali Sharma	LS	P	P	P	P	P	P	P	P	P	P
19	Ahuj kumar	SK	P	P	P	P	P	P	P	P	P	P
20	Asomva	NS	P	P	P	P	P	P	P	P	P	P
21	Ahaz Khan	TK	P	P	P	P	P	P	P	P	P	P
22	Ashama	NA	P	P	P	P	P	P	P	P	P	P
23	Anjan Singh	MSO	P	P	P	P	P	P	P	P	P	P
24	Ahul Saisi	VS	P	P	P	P	P	P	P	P	P	P
25	Ayush Tyagi	NT	P	P	P	P	P	P	P	P	P	P
26	Ravi Choudhary	MH	P	P	P	P	P	P	P	P	P	P
27	Monti	MS	P	P	P	P	P	P	P	P	P	P
28	Shagih	S	P	P	P	P	P	P	P	P	P	P
29	Asjad Tjahi	AZ	P	P	P	P	P	P	P	P	P	P
30	Seeba	HA	P	P	P	P	P	P	P	P	P	P
31	Ankit kumar	MK	P	P	P	P	P	P	P	P	P	P
32	Quthal	RR	P	P	P	P	P	P	P	P	P	P
33	Mohd. Shikoh	MA	P	P	P	P	P	P	P	P	P	P
34	Vishal Saini	USE	P	P	P	P	P	P	P	P	P	P
35	Kajal	M	P	P	P	P	P	P	P	P	P	P
36	Himanshu	MS	P	P	P	P	P	P	P	P	P	P
37	Rajat Verma	SV	P	P	P	P	P	P	P	P	P	P
38	Shadeb	MS	P	P	P	P	P	P	P	P	P	P
39	Km Vishakha	S	P	P	P	P	P	P	P	P	P	P
40	Ravish	S	P	P	P	P	P	P	P	P	P	P
		Sig. of Lecturer										

Sr. No.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
		Signature																				

Co-ordinator
 (OAC, Shri Ram College,
 Muzaffarnagar)

Principal
 Shri Ram College
 Muzaffarnagar

Sr. No.	Name of Student	FI	1	2	3	4	5	6	7	8	9	10
1	Km. Kuran	Rk	P	P	A	P						AP
2	Ashutosh Kaurshit	U	P	A	A	P						PP
3	Shahbaj	MI	A	P	P	A						PA
4	Adil	MA	P	P	A	P						PP
5	Faizabaz Zaidi	AIKZ	P	P	A	A						AP
6	Sapna Upadhyay	PKU	P	A	A	P						PA
7	Himanshu	REK	P	A	P	P						PP
8	Sunita Bani	S	A	P	A	P						PP
9	Mohd. Naqam	MJ	P	Z	A	PA						AA
10	Himanshu Rathi	MS	A	P	A	P						PP
11	Akanksha	PS	A	A	P	P						PA
12	Akash Kumar	JKK	A	P	P	A						AP
13	Aliya Siddiqui	MNI	P	P	P	P						PP
14	Amreen	AS	P	A	P	P						PP
15	Amreen	MS	P	A	A	P						PP
16	Anshu Kumar	RE	P	P	A	P						PP
17	Anish Choudhary	AC	A	P	A	P						PP
18	Anjali Sharma	LS	P	P	P	A						PP
19	Anuj Kumar	SK	P	A	P	P						PP
20	Aparna	NS	A	P	A	P						PP
21	Arbaz Khan	TK	P	A	P	P						AA
22	Arham	AA	P	P	A	P						PP
23	Arya Singh	M&D	A	P	A	A	P					PP
24	Atul Saini	VS	P	P	P	P						AP
25	Ayush Tyagi	NT	P	P	P	P						AA
26	Bhavi Choudhary	MH	P	P	P	P						AP
27	Mansi	MS	P	P	A	P						AP
28	Shagik	S	A	P	P	P						AP
29	Ajmal Talwar	AI	A	P	A	P						PA
30	Seeta	HA	P	P	A	P						PP
31	Ankit Kumar	MK	A	P	P	A						AA
32	Gudhal	RE	P	P	A	A						PA
33	Mohd. Shiksh	MA	P	P	P	A						PA
34	Vishal Saini	VSS	A	P	P	A						PA
35	Kajal	M	P	P	A	A						AA
36	Himanshu	MS	P	P	A	A						PP
37	Rajat	SV	A	P	P	P						FA
38	Shadab	MS	P	Z	A	P						AP
39	Km. Vihokha	S	P	A	A	A						AP
40	Ravish	S	A	P	A	A						AP

Sig. of Lecturer

Sr. No.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
1	P	P	P	P	A	A	P	P	P	P	P	A	P	P								P	P
2	P	P	P	P	P	A	P	A	P	A	P	P	P	A								P	P
3	A	P	P	A	A	P	P	P	A	P	P	P	P									P	P
4	P	P	P	P	A	P	A	P	A	P	A	P	P	P								P	P
5	P	P	P	A	P	P	P	P	P	P	P	P	P	A								P	P
6	A	A	P	P	P	P	P	P	P	P	P	P	P	P								P	P
7	P	P	P	P	P	P	P	P	P	P	P	P	P	P								P	P
8	A	A	P	A	A	P	P	P	P	P	P	P	P	P								P	P
9	P	P	P	P	P	A	P	P	P	P	P	P	P	P								P	P
10	P	A	P	P	A	P	A	P	P	P	P	P	P	P								P	P
11	A	P	Z	P	A	P	P	P	A	P	P	P	P	P								P	P
12	P	P	P	P	P	P	P	P	P	P	P	P	P	P								P	P
13	P	A	P	P	P	P	P	P	P	P	P	P	P	P								P	P
14	P	P	P	P	P	P	P	P	P	P	P	P	P	P								P	P
15	A	P	P	A	P	P	A	P	P	Z	P	A	P	P								P	P
16	P	P	P	P	P	P	P	A	P	P	P	P	P	P								P	P
17	P	P	P	A	P	P	P	P	P	P	P	P	P	P								P	P
18	P	P	P	A	P	P	P	P	P	P	P	P	P	P								P	P
19	A	P	A	P	A	P	P	A	P	A	P	P	P	P								P	P
20	P	A	P	P	A	P	P	P	P	P	P	P	P	P								P	P
21	P	P	P	P	A	P	A	P	P	P	P	P	P	P								P	P
22	P	P	P	P	P	P	P	P	P	P	P	P	P	P								P	P
23	P	P	P	P	A	P	P	P	P	P	P	P	P	P								P	P
24	A	P	P	P	P	P	A	P	P	P	P	P	P	P								P	P
25	A	A	P	P	P	P	P	P	P	P	P	P	P	P								P	P
26	P	P	P	P	A	P	A	P	P	P	P	P	P	P								P	P
27	P	P	P	P	P	P	P	P	P	P	P	P	P	P								P	P
28	A	P	P	P	P	P	P	P	P	P	P	P	P	P								P	P
29	P	P	P	A	P	P	P	P	P	P	P	P	P	P								P	P
30	P	P	P	P	P	P	P	A	P	P	P	P	P	P								P	P
31	P	P	P	P	P	P	P	P	P	P	P	P	P	P								P	P
32	A	A	P	A	P	P	P	P	P	P	P	P	P	P								P	P
33	P	P	P	P	P	A	P	P	P	P	P	P	P	P								P	P
34	A	P	P	P	P	P	P	P	P	P	P	P	P	P								P	P
35	P	A	P	P	P	P	P	P	P	P	P	P	P	P								P	P
36	P	A	P	A	P	P	P	P	P	P	P	P	P	P								P	P
37	P	A	P	P	P	P	P	P	P	P	P	P	P	P								P	P
38	A	A	P	A	P	P	P	P	P	P	P	P	P	P								P	P
39	A	P	P	P	P	P	P	P	P	P	P	P	P	P								P	P
40	A	P	P	A	P	P	P	P	P	P	P	P	P	P								P	P

Co-ordinator
IOAC, Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar



HIMALAYAN MANAGEMENT AND
DEVELOPMENT RESOURCE INSTITUTE



Affiliated to CCS university, Meerut
Accredited by NAAC with grade 'A'

Certificate

We are pleased to present this certificate to Mr/Ms.....
Student of who has successfully completed a certificate course namely
“Developing Communication Skills and Understanding Body Language” offered by
Department of Business Administration, Shri Ram College, Muzaffarnagar in
association with Himalayan Management and Development Resource Institute
(HiMADRI), Rishikesh in Sept-Oct 20....

We wish him/her a prosperous future.

Co-ordinator
Shri Ram College
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

President, HiMADRI

Coordinator, IQAC

Course Coordinator

Shri Ram College, Muzaffarnagar

Department of Business Administration

Certificate Course (Developing Communication Skills and Understanding Body Language)

Summary of conduction of the course

- Eligible students have participated and attended classes for developing their communication skills and better understanding of body language. The summary after conduction of the course is as follows-

S N	Particulars	Status
1	Course Duration	60 hrs
2	Date of Commencement	2/09/2019
3	No of students enrolled	80
4	No of students participated and provided with certificates	80


Mr. Vivek Kumar Tyagi
Course Coordinator


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar