

# COMMUNICATION

SHORT TERM COURSE ON  
HOLISTIC APPROACH TO  
**EFFECTIVE**  
COMMUNICATION

 40 Hrs

 Begins 17 Oct, 22

 INR 1000/-

## Note Sheet

Rama University  
Uttar Pradesh,  
Kanpur  
Department: Office of  
the Dean Academic  
Affairs  
Ref No. RU/DAA/2023/  
002 (04/01/2023)

- 1 -  
The career orientated short term course "Historic  
Approach to Effective Communication" is successfully  
completed in December-2023 by Faculty of Commerce  
and Management, 35 students attended the said  
course. Evaluation done by course coordinator  
and verified by concerned Dean. Kindly proceed  
for certificate and after that we can proceed  
for incentive as per H & D policy.

*[Signature]* - 04/01/23

Dean-Academic Affairs  
Rama University Uttar Pradesh  
Kanpur

- 2 -

- Faculty of Management Short term course has been  
Completed and qualified student list attached.
- Recommendation for certificate of qualified students.
- Put up for perusal and approval pl.

*[Signature]*  
04/1/2023

Registrar/VC

- 3 -

*[Signature]*



# RAMA UNIVERSITY UTTAR PRADESH, KANPUR

(vide U.P. Act No.1 of 2014 as passed by State Legislature and recognized, by UGC U/s 2(f))

Dated: 24.05.2022

Ref. No.: R.U./Reg./2022/ 421

To,

Dean

Faculty of Commerce and Management

A Short term course proposal on "Talent Acquisition & Talent Management" and "Holistic Approach & to effective communication" in the Faculty of Commerce and Management duly approved is forwarded herewith for further necessary action.

Copy to:

1. Dean Academic
2. Controller of Examinations
3. Office File

(Registrar)

Registrar

Rama University

Uttar Pradesh

Kanpur-209217

## Note Sheet

Rama University  
Uttar Pradesh,  
Kanpur  
Department: Office of  
the Dean Academic  
Affairs

Ref No. RU/DAA/2022/  
027 (25/04/2022)

Faculty of Commerce and Management is proposed  
two short term courses to enhance the skills  
of aspirant in the month of August - Sept - 2022  
and in October - 2022 on "Talent Acquisition &  
Talent Management - 1" and "Holistic Approach  
to effective communication" respectively.  
Kindly approve.

*[Signature]*  
23/05/2022  
Dean - Academic Affairs  
Rama University Uttar Pradesh  
Kanpur

- 2 -

- Faculty of Commerce and Management is proposed  
two short term courses to enhance the skills.
- put up for perusal and approval pl.

*[Signature]*  
24/5/2022

Registrar/VC

*[Signature]*  
Approved

*[Signature]*  
24/5/2022

**Course Curriculum(w.e.f. Session 2022-23)**

**MCom**

S. No.	Item No.	Existing	Recommendation /Action Taken
1.	RU/FCM/BOS/ 2022/001 Revision in syllabus for the batch 2022-23	The syllabus was developed as per CBCS model 2016 and AICTE MBA Curriculum 2018	As per feed-back obtained from stakeholders, no revision is required and the syllabus of 2021-22 will be continue for batch 2022-23

**3. Recommendation on New courses/Short term training**

S. No.	Item No.	Feedback from Faculty/Student	Recommendation /Action Taken
1	Ref: RU/FCM/ BOS/2022/001	Training/ certificate based short term courses for developing practical skill	Two short term courses has been designed for enhancing the skills of the students. <ul style="list-style-type: none"> <li>• Holistic Approach to Effective Communication</li> <li>• Talent Acquisition &amp; Talent Management</li> </ul>

**4. Consideration of the curricula of the new programs**

S. No.	Item No.	Feedback from Faculty/subject experts/Industries	Recommendation /Action Taken
1	Ref: RU/FCM/BOS/ 2022/001	Course is based on learning given by freedom fighter per UP Higher Education Council: Circular from Registrar dated 11/04/2022	Applicability of the courses has been thoroughly discussed in BCom (H) program.

**5. Review of Teaching Process/Pedagogy**


S. No.	Item No.	Existing	Recommendation /Action Taken
1	RU/FCM/BOS/ 2022/001	Audio visible aids, Projectors, white board, Peaceful, good aeration, well Lighted.	Proper interaction with students, involve the students in training & learning program.

6. **Result Analysis:** ---Summary of Result Analysis of the students' performance in the semester examination was presented and it was suggested that the course instructors should conduct remedial classes for the students whose performance was not found satisfactory.

7. **Feedback Analysis:**---Analysis was performed based on summary of already collected feedback from students regarding programmes objective and programmes outcome.

8. **Any other issue with the permission of the Chair:** --- No

The meeting concluded with a vote of thanks to the chair.  
Date of the Next Meeting: to be decided and conveyed later

  
Prof. (Dr.) Vaishali Dhingra  
(Chairperson)

*Encl.: Recommended Curricula attached for consideration and approval.*

CC:  
1. Dean  
2. Registrar Office



Dean Management Rama University <deanmanagement@ramauniversity.ac.in>

### TRANSACTION ID FOR SHORT TERM COURSE

Komal Malviya <acc.komal.malviya@ramauniversity.ac.in>

Fri, Dec 23, 2022 at 4:07 PM

To: Dean Management Rama University <deanmanagement@ramauniversity.ac.in>


Cc: "R.K. Yadav" <examcontroller@ramauniversity.ac.in>, Devendra Singh Bagga <devendra.fcm@ramauniversity.ac.in>, Akash Goel <akash.goel@ramauniversity.ac.in>, "Himanshu.mnd acc" <acc.himanshu.mnd@ramauniversity.ac.in>

Dear MA'am,

Please find the confirmation sheet attached of 35 students who have paid STC (Holistic approach to effective communication) fee.

Thanks  
Komal Malviya

[Quoted text hidden]

 SHORT TERM COURSE STC -EFFECTIVE COMMUNICATION (1).xls  
28K

## Faculty of Commerce and Management, RAMA UNIVERSITY

## SHORT TERM COURSE

"Holistic approach to effective communication"

17th Oct 2022- 27th Dec 2022

S.NO	RUM	NAME OF THE STUDENT	CLASS & YEAR	TRANSACTION ID	Remarks by accounts	Amount
1	RUM2221142	ALYA GUPTA	MBA-I	10-10-22 228395371852	Done	1000
2	RUM2221233	ANUJ	MBA-I	10-10-22 228358029435	Done	1000
3	RUM2221378	HEMA	MBA-I	b-265,i-5333,c-8900	Done	1000
4	RUM2221415	ADIYI TRIPATHI	MBA-I	10-10-22 228395288731	Done	1000
5	RUM2220758	AMISHA TRIPATHI	MBA-I	10-10-22 228395297952	Done	1000
6	RUM2221278	RISHABH SINGH RATHOR	MBA-I	10-10-22 104419	Done	1000
7	RUM2221340	AVANI KUSHWAHA	MBA-I	b-265,i-5334,c-8900	Done	1000
8	RUM2220206	ABHAY CHAUHAN	MBA-I	CCAVERNUNES 12-10-22 2285	Done	1000
9	RUM2220783	SRASHTI BHARDWAJ	BBA-I	UPI/228540578824/CR/SRA	Done	1000
10	RUM2221409	TATHAGAT SHUKLA	MBA-I	b-265,i-5335,c-2636	Done	1000
11	RUM2221514	YASH TIWARI	MBA-I	b-265,i-5333,c-8900	Done	1000
12	RUM2220267	AMIT RAJPUT	MBA-I	b-265,i-5333,c-8900	Done	1000
13	RUM2220445	SUMIT KUMAR	MBA-I	b-265,i-5333,c-8900	Done	1000
14	RUM2221526	PRASHANT PRAJAPTI	MBA-I	b-265,i-5335,c-2636	Done	1000
15	RUM2221386	MAHAK SAINI	BBA-I	15-10-22 111676427996	Done	1000
16	RUM2221339	SAUMYA RANJAN MISHRA	B.COM-I	15-10-22 111676449303	Done	1000
17	RUM2220785	DIPANSHI SHARMA	BBA-I	14-10-22 973574	Done	1000
18	RUM2220871	SURAJ SINGH	MBA-I	15-10-22 111676553807	Done	1000
19	RUM2221408	NIDHI PAL	MBA-I	b-047,i 1243,c-6002	Done	1000
20	RUM2221240	GIRDHARI KUMAR MISHRA	MBA-I	15-10-22 024718	Done	1000
21	RUM2220369	ANSHU SHARMA	BBA-I	18-10-22 111679564940	Done	1000

22	RUM2220528	SHRUTI YADAV	MBA-I	b-270,i-5387,c-8900	Exam	1000
23	RUM2221432	SAGUN SENGAL	BBA-I	b-270,i-5387,c-8900	Exam	1000
24	RUM2220971	OM NARAYAN	MBA-I	b-270,i-5393c-8900	Exam	1000
25	RUM2221387	VISHVESH PRAJAPATI	BBA-I	b-270,i-5393c-8900	Exam	1000
26	RUM2221427	KALPENDRA SINGH RAJPOOT	B.COM-I	b-270,i-5393c-8900	Exam	1000
27	RUM2220926	VAIBHAV TRIVEDI	B.COM-I	B-270,i-5393,C-8900	Exam	1000
28	RUM2220965	DIVYANSH CHANDRA SAINI	BBA-I	B-270,i-5393,C-8900	Exam	1000
29	RUM2220653	ADARSH CHAUHAN	B.COM-I	B-270,i-5393,C-8900	Exam	1000
30	RUM2221235	MOEEN KHAN	BBA-I	B-270,i-5393,C-8900	Exam	1000
31	RUM2220404	ANUBHAV SINGH CHAUH	MBA-I	b-270,i-5394,c-8900	Exam	1000
32	RUM2221074	KHUSHI GUPTA	MBA-I	b-270,i-5396,c-8900	Exam	1000
33	RUM2221577	SHUBHAM SHARMA	MBA-I	b-270,i-5396,c-8900	Exam	1000
34	RUM2220665	SHASHIKALA	MBA-I	b-271,i-5397,c-8900	Exam	1000
35	RUM2221414	VISHVAS RANJAN YADAV	MBA-I	14-10-22 111675410835	Exam	1000

*v. dhingra*

Dr. Vaishali Dhingra  
Dean, FCM

*Verified  
Komal  
03/01/2023*



**RAMA UNIVERSITY UTTAR PRADESH, KANPUR**

**TIME TABLE ODD SEMESTER 2022-23 [w.e.f. 3/ Nov./2022]**

**MBA (DUAL/ABM/HHM/MPM) I SEMESTER**

Day / Time	9:30-10:20	10:20-11:10	11:10-12:00	12:00-12:50	12:50-1:45	1:45-2:35	2:35-3:25	3:25-4:15
Mon			CFIS (MBSE101) Mr. Devendra Singh Bagga	LIB	<b>L U N C H</b>	PPM (MBGM 101) Dr. Indu Shukla	Managerial Economics (MBOE 101) Mr. Vikas Mishra	AFM (MBGM-102) Mrs. Nisha N. Daniel
Tue				PPM (MBGM 101) Dr. Indu Shukla		O.B. (MBGM 103) Mrs. Sweta Saxena	CFIS (MBSE 101) Mr. Devendra Singh Bagga	AFM (MBGM-102) Mrs. Nisha N. Daniel
Wed			Short Term Course	PPM (MBGM 101) Dr. Indu Shukla		O.B. (MBGM 103) Mrs. Sweta Saxena	Managerial Economics (MBOE 101) Mr. Vikas Mishra	AFM (MBGM-102) Mrs. Nisha N. Daniel
Thu		AFM (MBGM-102) Mrs. Nisha N. Daniel		PPM (MBGM 101) Dr. Indu Shukla		CFIS (MBSE 101) Mr. Devendra Singh Bagga	Managerial Economics (MBOE 101) Mr. Vikas Mishra	O.B. (MBGM 103) Mrs. Sweta Saxena
Fri			LIB	PPM (MBGM 101) Dr. Indu Shukla		CFIS (MBSE 101) Mr. Devendra Singh Bagga	Managerial Economics (MBOE 101) Mr. Vikas Mishra	O.B. (MBGM 103) Mrs. Sweta Saxena
Sat	Soft Skill							

S.No.	Subject Code	Subject Name	Faculty Name
1	MBGM 101	Principles and Practices of Management	Dr. Indu Shukla
2	MBGM 102	Accounts for Managers	Mrs. Nisha N. Nancy
3	MBGM 103	Organizational Behaviour	Mrs. Sweta Saxena
4	MBOE 101	Managerial Economics	Mr. Vikas Mishra
5	MBOE 102	Quantitative Techniques	Mrs. Sweta Saxena
6	MBSE 101	Computer Fundamentals & Information System	Mr. Devendra Singh Bagga
7	MHSC101	English Communication	To be deputed from other department
8		MOOC	Mr. Devendra Singh Bagga

*[Signature]*  
HOD  
FCM, RU

*[Signature]*  
Dean  
FCM, RU

**Faculty of Commerce and Management**  
**RAMA UNIVERSITY UTTAR PRADESH, KANPUR**  
**TIME TABLE ODD SEMESTER 2022-23 (w.e.f. 3/ Nov./2022)**  
**BCOM(H) I SEMESTER**

Day / Time	9:30-10:20	10:20-11:10	11:10-12:00	12:00-12:50	12:50-1:45	1:45-2:35	2:35-3:25	3:25-4:15
Mon	LIB	Micro Economics (BBOE 101) Mr. Vikas Mishra	Principles of Management (BBGM101) Dr. Indu Shukla	Principles of Management (BBGM101) Dr. Indu Shukla	<b>L U N C H</b>	Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		MOOC (Computer Lab)
Tue	LIB	Micro Economics (BBOE 101) Mr. Vikas Mishra		MOOC (Computer Lab)		Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		Micro Economics (BBOE 101) Mr. Vikas Mishra
Wed		Principles of Management (BBGM101) Dr. Indu Shukla	Short Term Course	MOOC (Computer Lab)		Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		LIB
Thu		Principles of Management (BBGM101) Dr. Indu Shukla		LIB		Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		Micro Economics (BBOE 101) Mr. Vikas Mishra
Fri		Micro Economics (BBOE 101) Mr. Vikas Mishra	Principles of Management (BBGM101) Dr. Indu Shukla	Micro Economics (BBOE 101) Mr. Vikas Mishra		Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		MOOC (Computer Lab)
Sat	Soft Skill							
S.No.	Subject Code	Subject Name			Faculty Name			
1	BBGM101	Principles of Management			Dr. Indu Shukla			
2	BBGM102	Financial Accounting			Mrs. Nisha N. Nancy			
3	BHSC101	English Communication			To be deputed from other department			
4	BBOE101	Micro Economics			Mr. Vikas Mishra			
5	BBSE101	Business Statistics			Mrs. Sweta Saxena			
6		MOOC			Mr. Devendra Singh Bagga			

*Indu Shukla*  
HOD  
FCM,RU

*V. Nisha N. Daniel*  
Dean  
FCM,RU

**Faculty of Commerce and Management**  
**RAMA UNIVERSITY UTTAR PRADESH, KANPUR**  
**TIME TABLE ODD SEMESTER 2022-23 (w.e.f. 11/ Nov./2022)**

**BBA I SEMESTER**

Day / Time	9:30-10:20	10:20-11:10	11:10-12:00	12:00-12:50	12:50-1:45	1:45-2:35	2:35-3:25	3:25-4:15
Mon	LIB	Micro Economics (BBOE 101) Mr. Vikas Mishra	Principles of Management (BBGM101) Dr. Indu Shukla	Principles of Management (BBGM101) Dr. Indu Shukla	<b>L U N C H</b>	Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		MOOC (Computer Lab)
Tue	LIB	Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		Micro Economics (BBOE 101) Mr. Vikas Mishra		Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		LIB
Wed	English Communication (BHSC101)	Principles of Management (BBGM101) Dr. Indu Shukla	Short Term Course	Micro Economics (BBOE 101) Mr. Vikas Mishra		Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		LIB
Thu	English Communication (BHSC101)	Principles of Management (BBGM101) Dr. Indu Shukla		Micro Economics (BBOE 101) Mr. Vikas Mishra		Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		MOOC (Computer Lab)
Fri	English Communication (BHSC101)	LIB	Principles of Management (BBGM101) Dr. Indu Shukla	Micro Economics (BBOE 101) Mr. Vikas Mishra		Financial Accounting (BBGM 102) Mrs. Nisha N. Daniel		MOOC (Computer Lab)
Sat	Soft Skill							
S.No.	Subject Code	Subject Name		Faculty Name				
1	BBGM101	Principles of Management		Dr. Indu Shukla				
2	BBGM102	Financial Accounting		Mrs. Nisha N. Nancy				
3	BHSC101	English Communication		To be deputed from other department				
4	BBOE101	Micro Economics		Mr. Vikas Mishra				
5	BBSE101	Business Statistics		Mrs. Sweta Saxena				
6		MOOC		Mr. Devendra Singh Bagga				

*(Signature)*  
**FCM, RU**

*(Signature)*  
**Dean**  
**FCM, RU**



**ORDINANCE GOVERNING**  
**CAREER ORIENTED SHORT TERM COURSES**

**“Holistic approach to effective communication”**

*Offered by*



**Faculty of Commerce and Management**

**RAMA UNIVERSITY UTTAR PRADESH, KANPUR**

## CONTENTS

	Pages
<b>Part: 1- Ordinance governing career oriented short term courses</b>	<b>3-8</b>
I- General Provision	
A- Eligibility	
B- Course Fee	
II- Admission Procedure	
III- Conduct of the Course	
IV- Attendance Rules	
<b>Part: 2- Course Detail</b>	<b>10</b>
I- Course Structure and Evaluation	
II- Course Syllabi of “Holistic approach to effective communication”	

**Part: 1**

**Ordinance Governing**

**Career Oriented Short Term Courses**

**“Holistic approach to effective communication”**

## **I. General Provisions**

1. The program of study leading to Career Oriented Short Term Course (Certificate Program) of Faculty of Commerce and Management of Rama University Uttar Pradesh, Kanpur shall be of Eight weeks, and shall be basically for the persons who are having interest in this field or they want to build their career in the web development field. The program shall have the status of Add-on Skill Oriented Program under Career Oriented Sort Term Course.
2. The Certificate programs shall have the status of “Short Term Courses” of Rama University Uttar Pradesh, Kanpur and shall be governed by the general rules of the Short Term Courses.
3. The minimum intake to the Certificate Courses shall be 15, which may be increased to 45 in due course of time by a resolution of the University.
4. The Program of study leading to Career Oriented Short Term Course (Certificate Program) of the Rama University Uttar Pradesh, Kanpur shall be conducted in the Faculty of Commerce and Management in the evening hours or during any such duration which would be appropriate.
5. The admission to Career Oriented Short Term Course (Certificate Program) shall be dealt with by the Dean, Faculty of Commerce and Management. The last date for the receipt of the application form shall be fixed by the Dean of the Faculty.
6. The candidate seeking admission will have to apply on a prescribed format available from the University/ Faculty on payment of prescribed fee.
7. The candidate may be required to pay the processing fee as directed by the Faculty from time to time. No Application Form shall be considered for admission unless it is complete in all respects including attested copies of the photographs of the candidates containing his/her signature thereon and all necessary documents are attached thereto, such as:
  - a) Attested copies of mark-sheets of all the examinations passed;
  - b) Certificate from an appropriate authority certifying that the candidate belongs to Scheduled Caste/Scheduled Tribe/OBC or that the candidate is Physically Challenged.
8. The provisional admission to the Program shall be made in order of merit based or on the candidate’s performance in TEST/GD/PI, and academic record.
9. The completed Application Forms for registration at Faculty of Commerce and Management, Rama University Uttar Pradesh, Kanpur along with documents required under ordinance at above point 6 shall be sent to the Registrar.
10. Provisional admission cannot be claimed by any applicant as a matter of right. The provisional admission or readmission of an applicant shall be entirely at the discretion of the Ordinance Governing Career Oriented Short Term Courses: “Holistic approach to effective communication”



Admission Committee, which may refuse to admit any candidate without assigning any reason thereof.

11. Provisional admission will be made strictly on combined merit and availability of seats on the date of admission and the mere fact that call letter has been issued shall not entitle a candidate to claim admission.

12. The candidate granted provisional admission shall deposit fee within the period prescribed by the Admission Committee failing which, the admission shall stand cancelled.

13. Provisional admission of a candidate is liable to be cancelled at any time:

i) If it is detected that, there is something against the candidate which would have prevented him/her from being admitted to the Program.

ii) If the candidate is found at a later stage to have provided any false information, and /or

iii) If he/she has been punished for an act of gross misconduct, indiscipline or an act involving moral turpitude.

13. There shall be an Admission Committee for Career Oriented Short Term Course (Certificate Programs) admission, constituted under the provisions of Ordinances and consisting of the Dean or his nominee. Admission shall be made in accordance with these ordinances and the rules made there under.

**A. Eligibility:**

i) The candidate seeking admission to Career Oriented Short Term Course must be completed 10+2 from any recognized board/Institute in any stream.

**B. Intake & Reservations:**

The intake to Career Oriented Short Term Course shall be 30. The reservation in admission shall be as per rules.

Reservations:

SC Candidates 15 % of the intake ST Candidates 7.5% of the intake PC Candidates 3% of the intake (on horizontal reservation basis) OBC Candidates 27% of the intake

(a) The candidates seeking admission under the above categories must fulfill the minimum eligibility conditions and qualifying requirements.

(b) The SC/ ST/OBC candidates must enclose attested copy of the caste certificate along with their Application Form stating that the candidate belongs to SC/ST/OBC Category.

Ordinance Governing Career Oriented Short Term Courses: "Holistic approach to effective communication"

The following are empowered to issue SC/ST/OBC Certificates:

(I) District magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Deputy Commissioner/Deputy Collector /1st Class Stipendiary Magistrate/City Magistrate/Sub Divisional magistrate/ Taluka Magistrate/ Executive Magistrate /Extra Assistant Commissioner.  
(ii) Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar.

(iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

(v) Administrator/Secretary to the Administrator/ Development Officer (Lakshadweep Islands).

(vi) Candidate must note that certificate from any other person/authority shall not be accepted in any case.

(c) 3% seats on horizontal reservation basis shall be reserved for Physically Challenged Candidates (i) 1% for Visually Impaired (ii) 1% for Hearing Impaired (iii) 1% for Orthopedically Handicapped. In case no candidate is available in any of the above three sub-categories, the unfilled seats shall be filled by the candidates belonging to the remaining sub-categories.

A candidate applying under PC category must attach a certificate by CMO, District Hospital. However, he/she will be considered under PC category only after verification from the University Medical Board. Admit cards for admission shall be issued to such candidates only on production of the above-mentioned verification certificates from the Medical Board constituted by the University for the purpose.

(d) Separate final merit list will be prepared for the candidates under each of the above categories.

(e) Vacant seats reserved for SC/ST/OBC candidates, if any, may be filled up as per rules.

#### **B. Course Fee:**

a) The Program will run as a Short Term Course of Study as prescribed under the Career Oriented Short Term Course (Certificate Programs) of Rama University Uttar Pradesh, Kanpur.

b) The Short Term Course fee may vary as per the course.

## **II. ADMISSION PROCEDURE**

1. Admission to Career Oriented Short Term Course (Certificate Programs) shall be made in order of merit.

2. The admission process may be reviewed as per need from time to time.

Ordinance Governing Career Oriented Short Term Courses: "Holistic approach to effective communication"

### III. CONDUCT OF THE COURSE

1. To qualify for the Career Oriented Short Term Course (Certificate Programs), the candidate must submit the assignments/projects as contained in the Course structure / syllabus detailed herein after.

2. The students shall be permitted to simultaneously pursue any one of the proposed program at a time along with their regular diploma/degree program.

### IV. ATTENDANCE RULES

(a) A student is required to have full, i.e., 100%, attendance and exemption up to 25% can be considered for specific cogent reasons. Out of this 25%, only 10% exemption will be permitted without taking any application from the student. Rest 15% exemption may be given by the Dean. The cogent reasons for exemption are given below:

(i) Participation in NCC/NSC/NSS Camps duly supported by certificate.

(ii) Participation in University or College Team Games or Interstate or Inter University tournaments, duly supported by certificate from the Secretary of the University Sports Board or President of the College Athletic Association concerned.

(iii) Participation in Educational Excursions, which form a part of teaching in any subject conducted on working days duly certified by the Dean.

(iv) University Deputation for Youth Festival duly certified by the Dean.

(v) Prolonged illness duly certified by the Medical Officer or the Superintendent, Rama Hospital, Rama University or any other Registered Medical Practitioner, provided such certificate is submitted to the Dean, Faculty of Commerce and Management in time.

(vi) No relaxation beyond 25% shall be considered in any case.

(b) The attendance of a newly admitted candidate shall be counted from the date of his/her admission, or date of beginning of classes whichever is later, while in the case of promoted candidates, attendance shall be counted from the date on which respective class begins.

(c) There shall be an Attendance Monitoring Committee in the Faculty under the Chairmanship of the Dean.

**Part: 2**

**Course Detail**

**Career Oriented Short Term Courses.**

**“Holistic approach to effective communication”**

## **I. COURSE STRUCTURE AND EVALUATION:**

Candidates for the Career Oriented Short Term Course (Certificate Programs) shall be evaluated on the basis of Assignments/Projects in accordance with the syllabi or course prescribed in the Ordinances.

### **Course Structure**

The Career Oriented Short Term Course (Certificate Programs) duration may vary on the basis course category. A student is required to complete the syllabus offer Certificate Program as per the details given below.

## **II. Course Syllabus:**

### **“Holistic approach to effective communication”**

Here are a few things you must know about the course that will help you understand the relevance and admission-related details about the course.

### **ABOUT THE COURSE:**

Through this program, the participants will:

- Understand what communication is.
- Understand and appreciate the role of body language in communication.
- Understand and practice Active Listening
- Understand and appreciate how to give and receive feedback

### **DURATION:**

- 30 hours spread in 1 month

### **COURSE FEES:**

- INR 1000

### **INSTRUCTOR:**

- Prof. (Dr.) Manish Dhingra, Dean (R & D), Rama University.

### **ELIGIBILITY:**

- Students pursuing professional courses like BBA/ MBA/ Ph D / Executives of Organizations// Faculty / officers of Administration of Government Organizations (only for Indian citizens residing in India).

Ordinance Governing Career Oriented Short Term Courses: “Holistic approach to effective communication”




**RAMA UNIVERSITY, MANDHANA, KANPUR, UTTAR PRADESH**  
**Faculty of Commerce and Management**  
**Short Term Course**  
**"HOLISTIC APPROACH TO EFFECTIVE COMMUNICATION"**  
**Result Sheet**

S.N	Name of Student	Class and Year	Post (Final) Assessment Quiz (15)
1	ALYA GUPTA	MBA-I	13
2	ANUJ	MBA-I	8
3	HEMA	MBA-I	10
4	ADITI TRIPATHI	MBA-I	13
5	AMISHA TRIPATHI	MBA-I	9
6	RISHABH SINGH RATHORE	MBA-I	11
7	AVANI KUSHWAHA	MBA-I	10
8	ABHAY CHAUHAN	MBA-I	8
9	SRASHTI BHARDWAJ	BBA-I	8
10	TATHAGAT SHUKLA	MBA-I	10
11	YASH TIWARI	MBA-I	10
12	AMIT RAJPUT	MBA-I	8
13	SUMIT KUMAR	MBA-I	13
14	PRASHANT PRAJAPTI	MBA-I	13
15	MAHAK SAINI	BBA-I	8
16	SAUMYA RANJAN MISHRA	BCOM-I	13
17	DIPANSHI SHARMA	BBA-I	12
18	SURAJ SINGH	MBA-I	8
19	NIDHI PAL	MBA-I	10
20	GIRDHARI KUMAR MISHRA	MBA-I	10
21	ANSHU SHARMA	BBA-I	8
22	SHRUTI YADAV	MBA-I	13
23	SAGUN SEHGAL	BBA-I	11
24	OM NARAYAN	MBA-I	8
25	VISHVESH PRAJAPATI	BBA-I	11
26	KALPENDRA SINGH RAJPOOT	BCOM-I	11
27	VAIBHAV TRIVEDI	BCOM-I	10
28	DIVYANSH CHANDRA SAINI	BBA-I	10
29	ADARSH CHAUHAN	BCOM-I	11
30	MOEEN KHAN	BBA-I	11
31	ANUBHAV SINGH CHAUHAN	MBA-I	11
32	KHUSHI GUPTA	MBA-I	12
33	SHUBHAM SHARMA	MBA-I	11
34	SHASHIKALA	MBA-I	8
35	VISHVAS RANJAN YADAV	MBA-I	10

  
 Dr Manish Dhingra

Course Instructor

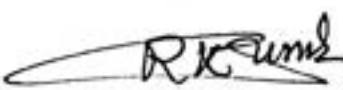
  
 Dr Vaishali Dhingra

Dean- Faculty of Commerce and Management

## SHORT TERM COURSE CERTIFICATE LIST

Course on "Holistic Approach To Effective Communication"  
17.10.2022 To 27.12.2022

Sl.No.	Faculty	Department	Condidate Name	Certificate No.
1	<b>Faculty of Commerce and Management</b>	<b>Management</b>	Alya Gupta	1213
2			Anuj	1214
3			Hema	1215
4			Aditi Tripathi	1216
5			Amisha Tripathi	1217
6			Rishabh Singh Rathore	1218
7			Avani Kushwaha	1219
8			Abhay Chauhan	1220
9			Srashti Bhardwaj	1221
10			Tathagat Shukla	1222
11			Yash Tiwari	1223
12			Amit Rajput	1224
13			Sumit Kumar	1225
14			Prashant Prajapti	1227
15			Mahak Saini	1228
16		<b>Commerce</b>	Saumya Ranjan Mishra	1229
17		<b>Management</b>	Dipanshi Sharma	1230
18			Suraj Singh	1231
19			Nidhi Pal	1232
20			Girdhari Kumar Mishra	1233
21			Anshu Sharma	1234
22			Shruti Yadav	1235
23			Sagun Sehgal	1236
24			Om Narayan	1237
25			Vishvesh Prajapati	1238
26			<b>Commerce</b>	Kalpendrra Singh Rajpoot
27		<b>Commerce</b>	Vaibhav Trivedi	1240
28		<b>Management</b>	Divyansh Chandra Saini	1241
29		<b>Commerce</b>	Adarsh Chauhan	1242
30		<b>Management</b>	Moeen Khan	1243
31			Anubhav Singh Chauhan	1244
32			Khushi Gupta	1245
33			Shubham Sharma	1246
34			Shashikala	1247
35			Vishvas Ranjan Yadav	1248

  
 Controller of Examinations



Ser. No. **1213**




**CERTIFICATE OF SHORT TERM COURSE**

This is to certify that

Mr. / Ms. Alya Gupta has successfully completed  
more than 30 hrs short term course on "Holistic Approach to Effective Communication"  
conducted from 17.10.2022 to 27.12.2022 in the department  
of Management Faculty of Commerce and Management

  
Dean, Faculty of Commerce and Management

  
Registrar/Controller of Examinations

