

2	CAT -II	30
3	Attendance	10
4	End Term Examination	30

VAC104	ETIQUETTE FOR PROFESSIONALS
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course shall prepare the students to face situations where they will be meeting people with various profiles & demographics. The student should be able to meet the cultural & professional requirements of the company they would be working for.

Course Objective and Course Outcomes

Etiquette is an integral part of the personality of an individual. This course will give the students, how the professionals behave at the work place/s. An employee is expected to behave in a certain manner when at work. There are lot of do's & don'ts to follow when any individual is at work.

Course Content

Module I

5 hours

Why Etiquette Matters

What is the importance of the etiquette at the work place? Why etiquette is important at the work place?

Module II

5 hours

The Common Courtesies of Life

People behave in a certain way when they are in a public place. We all need to understand which of the common courtesies the individuals should follow.

Module III

5 hours

Polite Conversation

Why it is important to be polite while speaking with colleagues or any other person? How does speaking politely help an individual?

Module IV

5 hours

Telephone Etiquette

Speaking to someone on telephone is an art. The way an individual speaks on phone tells about the behaviour of that person.

Module V

5 hours

Correspondence

While at work, the employee corresponds with his/her colleagues, vendors, suppliers, clients etc. Hence, it is quite important for the employee to know how he/she should correspond with others.

Module VI

5 hours

Basic Table Manners

It is quite important for the person to know how he/she should behave while dining with colleagues or clients. What do's & don'ts should an individual follow while dining out.

Practicum

1. Creation of Presentations and portfolios.
2. Roleplay and simulations

Textbook

Smith, J. R. (2019). *Professional Etiquette: Navigating Success in the Business World*. XYZ Publishing.

Reference Book

Johnson, L. M. (2019). *Business Etiquette: A Comprehensive Guide for Professionals*. ABC Press.

	Evaluation Component	Weightage (%)
1	CAT -I	30
2	CAT -II	30
3	Attendance	10
4	End Term Examination	30


Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY
E D U C A T I O N F O R L I F E
(Recognized by UGC and a member of AIU)

Ref.No.:KRMU/Admin./Notice/2019-20/ 1464CA3 Dated: 04th December, 2019

NOTICE

This is to put for information that School of Hotel Management & Catering Technology is offering Value-Added Course (VAC) for all interested students during Even Semester as per the following specifications.

Course Code	Course Title	Coordinating Department / School	Duration
VAC 104	Etiquette For Professionals	SOHMCT	30 Hrs.

- Maximum 100 seats are available for the course.
- Course Start Date: 02 January 2020
- Course End Date: 19 March 2020

All interested students are required to confirm their registration with the Dean-School of Hotel Management & Catering Technology latest by **20th December, 2019.**

h. mahar

Registrar

Registrar

Copy to:

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)

- Vice Chancellor : For kind information
- Dean (Academics Affairs)
- Controller of Examinations
- All Deans/ School Coordinators
- All Faculty Members/ Mentors
- Notice Board
- Office Copy

[Signature]

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



ATTENDANCE SHEET
VAG COURSE FOR ACADEMIC YEAR 2019-20
COURSE CODE: VAC104
COURSE TITLE: ETIQUETTE FOR PROFESSIONALS

ROLL NO	NAME	PROGRAMME	SEMESTER	02.01.2020	03.01.2020	04.01.2020	07.01.2020	09.01.2020	10.01.2020	11.01.2020	14.01.2020	15.01.2020	16.01.2020	18.01.2020	21.01.2020
1705230020	PUNEET GUPTA	LLB (Hons.)	Semester-VI	A	P	P	P	P	P	P	P	P	P	P	P
1705230012	PRINCY GOEL	LLB (Hons.)	Semester-VI	P	P	P	P	P	P	P	P	P	P	P	P
1705230002	RIDDHI MALIK	LLB (Hons.)	Semester-VI	P	P	P	P	P	P	P	P	P	P	P	P
1505140024	HAPPY SONI	BBA LLB (H)	Semester-X	P	P	P	P	P	P	P	P	P	P	P	P
1505140022	MANSI KAUSHIK	BBA LLB (H)	Semester-X	A	P	P	A	P	P	P	P	P	P	P	P
1505140017	AARSHI R KAPOOR	BBA LLB (H)	Semester-X	P	P	P	P	P	P	P	P	P	P	P	P
1505140016	SUMIT	BBA LLB (H)	Semester-X	P	P	P	P	P	P	P	P	P	P	P	P
1505140003	SWATI CHHOKER	BBA LLB (H)	Semester-X	P	P	A	P	P	P	P	P	P	P	P	P
1505140002	SHANU LAMBA	BBA LLB (H)	Semester-X	P	P	P	P	P	P	P	P	P	P	P	P
1601030002	CHANDERSEN	B.Tech EEE	Semester-VIII	P	P	P	A	P	P	P	P	P	P	P	P
1501040008	ANUBHAV SHARMA	B.Tech ECE	Semester-VIII	P	P	P	P	P	P	P	P	P	P	P	P
1601010044	KULDEEP RAWAT	B.Tech CSE	Semester-VIII	A	P	A	P	P	P	P	P	P	P	P	P
1601010029	ROHIT SAINI	B.Tech CSE	Semester-VIII	P	A	P	P	P	P	P	P	P	P	P	P
1601010024	RISHAV BHARDWAZ	B.Tech CSE	Semester-VIII	P	P	P	A	P	P	P	P	P	P	P	P
1601010015	RAGHAV GUPTA	B.Tech CSE	Semester-VIII	P	A	A	P	P	P	P	P	A	P	P	P
1604120040	SAMEER KHAN	B.Pharm	Semester-VIII	P	A	P	P	P	P	P	P	P	P	P	P
1604120036	MOHIT	B.Pharm	Semester-VIII	P	A	A	P	P	P	P	P	P	P	P	P
1604120034	DEEPAK VERMA	B.Pharm	Semester-VIII	P	A	A	P	P	P	P	P	P	P	P	P
1604120028	PAWAN SAINI	B.Pharm	Semester-VIII	A	P	A	A	A	P	P	P	P	A	P	P
1604120008	SACHIN	B.Pharm	Semester-VIII	P	P	P	P	P	P	P	P	P	P	P	P
1604120004	GOLDY SAHNI	B.Pharm	Semester-VIII	P	P	A	A	A	P	P	P	P	P	P	P
1505150001	ANISHA GOYAL	B.Com LLB (H)	Semester-X	P	P	P	P	P	P	P	P	P	P	P	P
1709200031	CHITRANSHI GOSWAMI	B.A. (JMC)	Semester-VI	P	P	P	A	P	P	P	P	P	A	P	P
1709200016	PRATEEK SHARMA	B.A. (JMC)	Semester-VI	P	P	P	P	P	P	P	P	P	P	P	P
1709200013	LAWISH RAJPOOT	B.A. (JMC)	Semester-VI	P	P	P	P	P	P	P	P	P	P	P	P
1708180012	DHANANJAY SINGH	B.A. (H) English	Semester-VI	P	A	P	P	A	P	P	P	P	P	P	P
1708180005	DEEPIKA KUMARI	B.A. (H) English	Semester-VI	P	A	P	P	P	P	P	P	P	P	P	P
1708180004	ANISHA JANGHU	B.A. (H) English	Semester-VI	A	A	P	P	P	P	P	P	P	P	P	P

Def

MS

Registrar
K.R. Mangalam University (Haryana)
Sohna Road, Gurugram, (Haryana)

COURSE IN CHARGE

DEAN
School of Hotel Management & Catering Technology (SOHMACT)
K.R. Mangalam University-DEAN
Sohna road, Gurugram Haryana 122103



ATTENDANCE SHEET
VAC COURSE FOR ACADEMIC YEAR 2019-20
COURSE CODE: VAC104
COURSE TITLE: ETIQUETTE FOR PROFESSIONALS

ROLL NO	NAME	24.01.2020	28.01.2020	30.01.2020	01.02.2020	04.02.2020	05.02.2020	06.02.2020	07.02.2020	08.02.2020	11.02.2020	12.02.2020	14.02.2020	15.02.2020	19.02.2020	22.02.2020
1705230020	PUNEET GUPTA	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1705230012	PRINCY GOEL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1705230002	RIDHI MALIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1505140024	HAPPY SONI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1505140022	MANSI KAUSHIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1505140017	AARSHI R KAPOOR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1505140016	SUMIT	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1505140003	SWATI CHHOKER	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1505140002	SHANU LAMBA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1601030002	CHANDERSEN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1501040008	ANUBHAV SHARMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1601010044	KULDEEP RAWAT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1601010029	ROHIT SAINI	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
1601010024	RISHAV BHARDWAZ	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1601010015	RAGHAV GUPTA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1604120040	SAMEER KHAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1604120036	MOHIT	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1604120034	DEEPAK VERMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1604120028	PAWAN SAINI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1604120008	SACHIN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1604120004	GOLDY SAHNI	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1505150001	ANISHA GOYAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1709200031	CHITRANSHI GOSWAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1709200016	PRADEEP SHARMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1709200013	LAWISH RAJPOOT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1708180012	DHANANJAY SINGH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1708180005	DEEPIKA KUMARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
1708180004	ANISHA JANGHU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


COURSE INCHARGE

Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

DEAN
School of Hotel Management &
Catering Technology
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)
DEAN



ATTENDANCE SHEET
VAC COURSE FOR ACADEMIC YEAR 2019-20
COURSE CODE: VAC104
COURSE TITLE: ETIQUETTE FOR PROFESSIONALS

ROLL NO	NAME	25.02.2020	01.03.2020	06.03.2020	12.03.2020	16.03.2020	15.03.2020	18.03.2020	19.03.2020	TOTAL	Present	%
1705230020	PUNEET GUPTA	P	P	P	P	P	P	P	P	35	33	94.29
1705230012	PRINCY GOEL	P	P	P	P	P	A	P	P	35	34	97.14
1705230002	RIDDHI MALIK	P	P	P	P	P	A	P	P	35	33	94.29
1505140024	HAPPY SONI	P	P	P	P	P	A	P	P	35	33	94.29
1505140022	MANSI KAUSHIK	P	P	P	P	P	A	P	P	35	32	91.43
1505140017	AARSHI R KAPOOR	P	P	P	P	P	A	P	P	35	34	97.14
1505140016	SUMIT	P	P	P	P	P	A	P	P	35	31	88.57
1505140003	SWATI CHHOKER	P	P	P	P	P	A	P	A	35	32	91.43
1505140002	SHANU LAMBA	P	A	P	P	P	A	P	P	35	33	94.29
1601030002	CHANDERSEN	P	A	P	P	P	A	P	A	35	28	80.00
1501040008	ANUBHAV SHARMA	P	P	P	P	P	P	P	P	35	34	97.14
1601010044	KULDEEP RAWAT	P	A	P	P	A	P	A	A	35	29	82.86
1601010029	ROHIT SAINI	P	P	P	P	P	P	P	P	35	31	88.57
1601010024	RISHAV BHARDWAZ	P	P	P	P	P	P	P	P	35	33	94.29
1601010015	RAGHAV GUPTA	P	P	P	P	P	P	P	P	35	32	91.43
1604120040	SAMEER KHAN	P	P	P	P	P	P	P	P	35	34	97.14
1604120036	MOHIT	P	P	P	P	P	P	P	P	35	31	88.57
1604120034	DEEPAK VERMA	P	A	P	P	P	P	P	A	35	29	82.86
1604120028	PAWAN SAINI	P	P	A	P	P	P	P	A	35	31	88.57
1604120008	SACHIN	P	P	P	P	P	P	P	A	35	31	88.57
1604120004	GOLDY SAHNI	P	A	P	P	A	A	A	P	35	29	82.86
1505150001	ANISHA GOYAL	P	P	P	P	A	P	P	P	35	30	85.71
1709200031	CHITRANSHI GOSWAMI	P	A	P	P	P	P	A	A	35	31	88.57
1709200016	PRATEEK SHARMA	P	A	P	P	P	P	A	P	35	32	91.43
1709200013	LAWISH RAJPOOT	P	P	P	P	P	P	P	A	35	32	91.43
1708180012	DHANANJAY SINGH	P	P	P	P	A	P	P	A	35	31	88.57
1708180005	DEEPIKA KUMARI	P	A	P	P	P	P	P	P	35	33	94.29
1708180004	ANISHA JANGHU	A	P	A	P	P	P	A	A	35	27	77.14

DEAN

COURSE IN CHARGE



VALUE ADDED COURSE (VAC)

ACADEMIC YEAR 2019-20

COURSE CODE: VAC104

COURSE TITLE: ETIQUETTE FOR PROFESSIONALS

COURSE OFFERED BY: SCHOOL OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (SOHMCCT)

LIST OF STUDENTS COMPLETING THE COURSE

S.NO	SESSION	ROLL NO	NAME	PROGRAMME	SEMESTER	COURSE CODE	COURSE TITLE	SCHOOL
1	2019-20	1705230020	PUNEET GUPTA	LLB (Hons.)	Semester-VI	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
2	2019-20	1705230012	PRINCY GOEL	LLB (Hons.)	Semester-VI	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
3	2019-20	1705230002	RIDDHI MALIK	LLB (Hons.)	Semester-VI	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
4	2019-20	1505140024	HAPPY SONI	BBA LLB (H)	Semester-X	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
5	2019-20	1505140022	MANISH KAUSHIK	BBA LLB (H)	Semester-X	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
6	2019-20	1505140017	AARSHI R KAPOOR	BBA LLB (H)	Semester-X	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
7	2019-20	1505140016	SUMIT	BBA LLB (H)	Semester-X	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
8	2019-20	1505140003	SWATI CHHOKER	BBA LLB (H)	Semester-X	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
9	2019-20	1505140002	SHANU LAMBA	BBA LLB (H)	Semester-X	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
10	2019-20	1601030002	CHANDERSEN	B.Tech EEE	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
11	2019-20	1501040008	ANUBHAV SHARMA	B.Tech ECE	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
12	2019-20	1601010044	KULDEEP RAWAT	B.Tech CSE	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
13	2019-20	1601010029	ROHIT SAINI	B.Tech CSE	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
14	2019-20	1601010024	RISHAV BHARDWAZ	B.Tech CSE	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
15	2019-20	1601010015	RAGHAV GUPTA	B.Tech CSE	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
16	2019-20	1604120040	SAMEER KHAN	B.Pharm	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
17	2019-20	1604120036	MOHIT	B.Pharm	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
18	2019-20	1604120034	DEEPAK VERMA	B.Pharm	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF MEDICAL AND APPLIED SCIENCES (SMAS)
19	2019-20	1604120028	PAWAN SAINI	B.Pharm	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF MEDICAL AND APPLIED SCIENCES (SMAS)
20	2019-20	1604120008	SACHIN	B.Pharm	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF MEDICAL AND APPLIED SCIENCES (SMAS)
21	2019-20	1604120004	GOLDY SAHNI	B.Pharm	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF MEDICAL AND APPLIED SCIENCES (SMAS)
22	2019-20	1505150001	ANISHA GOYAL	B.Com LLB (H)	Semester-VIII	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF MEDICAL AND APPLIED SCIENCES (SMAS)
23	2019-20	1709200031	CHITRANSHI GOSWAMI	B.A. (JMC)	Semester-VI	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF LEGAL STUDIES (SOLS)
24	2019-20	1709200016	PRATEEK SHARMA	B.A. (JMC)	Semester-VI	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF JOURNALISM AND MASS COMMUNICATION (SJMC)
25	2019-20	1709200013	LAWISH RAJPOOT	B.A. (JMC)	Semester-VI	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF JOURNALISM AND MASS COMMUNICATION (SJMC)
26	2019-20	1708180012	DHANANJAY SINGH	B.A. (H) English	Semester-VI	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF JOURNALISM AND MASS COMMUNICATION (SJMC)
27	2019-20	1708180005	DEEPIKA KUMARI	B.A. (H) English	Semester-VI	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF HUMANITIES (SOHS)
28	2019-20	1708180004	ANISHA JANGHU	B.A. (H) English	Semester-VI	VAC104	ETIQUETTE FOR PROFESSIONALS	SCHOOL OF HUMANITIES (SOHS)

Signature

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **ANISHA JANGHU**, University Enrolment No **1708180004** of **B.A. (H)** English programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

h. rajan

Date: 10.07.2020

Controller of Examination

Dr. P. S. Singh

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **DEEPIKA KUMARI**, University Enrolment No **1708180005** of **B.A. (H) English** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

Date: 10.07.2020

hahajan

Controller of Examination

Drp

Registrar
K.R. Mangalam University
Gurgaon Road, Gurgaon (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **DHANANJAY SINGH**, University Enrolment No **1708180012** of **B.A. (H) English** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

hahajan

Date: 10.07.2020

Controller of Examination

Prof.

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **LAWISH RAJPOOT**, University Enrolment No **1709200013** of **B.A. (JMC)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

hahajan

Date: 10.07.2020

Controller of Examination

[Signature]

Registrar

K.R. Mangalam University
S-112 Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **PRATEEK SHARMA**, University Enrolment No **1709200016** of **B.A. (JMC)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

hahajan

Date: 10.07.2020

Controller of Examination

Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **CHITRANSHI GOSWAMI**, University Enrolment No **1709200031** of **B.A. (JMC)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

hahajan

Date: 10.07.2020

Controller of Examination

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **ANISHA GOYAL**, University Enrolment No **1505150001** of **B.Com LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

h. rajan

Date: 10.07.2020

Controller of Examination

h. rajan

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **GOLDY SAHNI**, University Enrolment No **1604120004** of **B.Pharm** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)** .

Date: 10.07.2020

hahajan

Controller of Examination

B.R.

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **SACHIN**, University Enrolment No **1604120008** of **B.Pharm** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

Date: 10.07.2020

h. mahajan

Controller of Examination

Registrar

K.R. Mangalam University
Sohna Road, Gurgaon (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **PAWAN SAINI**, University Enrolment No **1604120028** of **B.Pharm** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)** .

Date: 10.07.2020

hahajan

Controller of Examination

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **DEEPAK VERMA**, University Enrolment No **1604120034** of **B.Pharm** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

h. mahajan

Date: 10.07.2020

Controller of Examination

Prof. J

Registrar

K.R. Mangalam University
Sohni Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **MOHIT**, University Enrolment No **1604120036** of **B.Pharm** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)** .

Date: 10.07.2020

h. mahajan

Controller of Examination

Indu

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **SAMEER KHAN**, University Enrolment No **1604120040** of **B.Pharm** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)** .

Date: 10.07.2020

h. ahajan

Controller of Examination

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **RAGHAV GUPTA**, University Enrolment No **1601010015** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

brahajan

Date: 10.07.2020

Controller of Examination

Prof.

Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **RISHAV BHARDWAZ**, University Enrolment No **1601010024** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

Maahajan

Date: 10.07.2020

Controller of Examination

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **ROHIT SAINI**, University Enrolment No **1601010029** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)** .

Date: 10.07.2020

brahajan

Controller of Examination

End

Registrar

K.R. Mangalam University
Sohna Road, Gurgaon (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **KULDEEP RAWAT**, University Enrolment No **1601010044** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

h. ahajan

Date: 10.07.2020

Controller of Examination

h. ahajan

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **ANUBHAV SHARMA**, University Enrolment No **1501040008** of **B.Tech ECE** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

Date: 10.07.2020

hahajan

Controller of Examination

hahajan

Registrar

K.R. Mangalam University
Sohna Road, Gurgaon (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **CHANDERSEN**, University Enrolment No 1601030002 of B.Tech EEE programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session 2019-20 (Even Semester) .

Date: 10.07.2020

brahajan

Controller of Examination

Registrar

K.R. Mangalam University
Sahana Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **SHANU LAMBA**, University Enrolment No **1505140002** of **BBA LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

hahajan

Date: 10.07.2020

Controller of Examination

hahajan

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **SWATI CHHOKER**, University Enrolment No **1505140003** of **BBA LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

brahajan

Date: 10.07.2020

Controller of Examination

Edp

Registrar

K.R. Mangalam University
Sohni Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **SUMIT**, University Enrolment No **1505140016** of **BBA LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)** .

Date: 10.07.2020

brahajan

Controller of Examination

Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **AARSHI R KAPOOR**, University Enrolment No **1505140017** of **BBA LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

hachajan

Date: 10.07.2020

Controller of Examination

[Signature]

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **MANSI KAUSHIK**, University Enrolment No **1505140022** of **BBA LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

Date: 10.07.2020

Maahajan

Controller of Examination

[Signature]

Registrar

K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **HAPPY SONI**, University Enrolment No **1505140024** of **BBA LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

brahajan

Date: 10.07.2020

Controller of Examination

Registrar

K.R. Mangalam University
Sohna Road, Gurgaon (Haryana)



K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **RIDDHI MALIK**, University Enrolment No **1705230002** of **LLB (Hons.)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

hahajan

Date: 10.07.2020

Controller of Examination

Registrar

K.R. Mangalam University
Scheme Road, Gurgaon (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **PRINCY GOEL**, University Enrolment No **1705230012** of **LLB (Hons.)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20 (Even Semester)**.

Date: 10.07.2020

hahajan

Controller of Examination

hahajan

Registrar

K.R. Mangalam University

Plot No. 1, Sector 10, Gurgaon (Haryana)



K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **PUNEET GUPTA**, University Enrolment No **1705230020** of **LLB (Hons.)** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2019-20** (Even Semester) .

Date: 10.07.2020

hachajan

Controller of Examination/ *Def*

Registrar
K.R. Mangalam University
Sohna Road, Gurgaon (Haryana)