

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	Assignments/Presentations	20
2	Activities	20
3	Attendance	10
4	End Term Examination	50



Registrar
K. R. Mangalam University
Gurgaon, 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/2021-22/ 2663(H) Dated: 08th December, 2021

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
VAC104	Etiquettes for Professionals	SOHMCT	30 Hrs.

Maximum 100 seats are available for the course.

Course Start Date: 02 January 2022

Course End Date: 19 March 2022

All interested students are required to confirm their registration with the Dean-School of Hotel Management & Catering Technology latest by **24th December, 2021.**

Signature

Registrar

Copy to:

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

For kind information

Signature

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



ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2021-22

COURSE CODE: VAC104

COURSE TITLE: ETIQUETTE FOR PROFESSIONALS

ROLL NO	NAME	PROGRAMME	SEMESTER	2-Jan-22	3-Jan-22	4-Jan-22	7-Jan-22	9-Jan-22
2108190005	KRISH RAJ	B.A. (H) Economics	Semester-II	P	P	P	P	A
2108190014	NAZIA PARVEEN HAQUE	B.A. (H) Economics	Semester-II	A	P	P	P	P
2108190018	SUHANEE GUPTA	B.A. (H) Economics	Semester-II	P	P	P	P	P
2108180009	HITANSHI CHAWLA	B.A. (H) English	Semester-II	P	P	P	P	P
2108180005	NAMAN GUPTA	B.A. (H) English	Semester-II	P	P	P	P	P
2108180004	FATIMA DURRANI	B.A. (H) English	Semester-II	A	P	P	P	P
2108180008	BHAWNA KATARIA	B.A. (H) English	Semester-II	P	P	P	P	P
2108180007	DIVYA RAWAT	B.A. (H) English	Semester-II	P	P	P	P	P
2108180006	EKNOOR JUNEJA	B.A. (H) English	Semester-II	P	P	A	P	A
2108180012	GUNGN	B.A. (H) English	Semester-II	A	A	P	P	A
	SHIVANSHU KUMAR							
2108190016	BARMAN	B.A. (H) Economics	Semester-II	P	P	A	A	A
2108180011	MILIND MALIK	B.A. (H) English	Semester-II	P	P	P	P	A
2108180003	AMIT CHAUHAN	BACHELOR OF ARTS (II)		P	P	P	P	P
2108180008	Bhawna Kataria	BACHELOR OF ARTS (II)		P	P	P	P	P
2108180007	DIVYA RAWAT	BACHELOR OF ARTS (II)		P	P	P	P	P
2108180006	EKNOOR JUNEJA	BACHELOR OF ARTS (II)		P	P	P	P	P
2108180004	FATIMA DURRANI	BACHELOR OF ARTS (II)		P	P	P	P	P
2108180012	Gungun .	BACHELOR OF ARTS (II)		P	P	P	P	P
2108180009	HITANSHI CHAWLA	BACHELOR OF ARTS (II)		P	P	P	P	P
2108190005	KRISH RAJ	BACHELOR OF ARTS (II)		P	P	P	P	P
2108180001	MAYURI .	BACHELOR OF ARTS (II)		P	P	P	P	P
2108180011	Milind Malik	BACHELOR OF ARTS (II)		P	P	P	P	P
2108180005	NAMAN GUPTA	BACHELOR OF ARTS (II)		P	P	P	P	P
2108190014	NAZIA PARVEEN HAQUE	BACHELOR OF ARTS (II)		P	P	P	P	P
2108190016	SHIVANSHU KUMAR BARMAN	BACHELOR OF ARTS (II)		P	A	P	P	P
2108190019	snehlata kumari	BACHELOR OF ARTS (II)		P	P	P	A	P
2108190018	Suhaneer Gupta	BACHELOR OF ARTS (II)		P	A	A	P	P

Registrar

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

COURSE INCHARGE

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



ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2021-22

COURSE CODE: VAC104

COURSE TITLE: ETIQUETTE FOR PROFESSIONALS

ROLL NO	NAME	10-Jan-22	11-Jan-22	14-Jan-22	15-Jan-22	16-Jan-22	18-Jan-22	21-Jan-22	24-Jan-22
2108190005	KRISH RAJ	P	P	P	P	P	A	P	A
2108190014	NAZIA PARVEEN HAQUE	P	P	P	P	P	P	P	P
2108190018	SUHANEE GUPTA	P	P	A	P	P	P	P	P
2108180009	HITANSHI CHAWLA	P	A	P	P	P	A	P	A
2108180005	NAMAN GUPTA	P	P	P	P	P	P	P	P
2108180004	FATIMA DURRANI	P	P	P	P	P	P	A	P
2108180008	BHAWNA KATARIA	P	P	P	P	P	P	P	P
2108180007	DIVYA RAWAT	P	P	P	P	P	P	P	A
2108180006	EKNOOR JUNEJA	P	P	P	A	P	P	P	A
2108180012	GUNGUN	P	P	P	A	P	P	P	P
	SHIVANSHU KUMAR								
2108190016	BARMAN	P	P	P	P	P	P	A	P
2108180011	MILIND MALIK	P	P	A	P	P	A	P	A
2108180003	AMIT CHAUHAN	P	P	P	P	P	P	P	A
2108180008	Bhawna Kataria	P	P	P	P	P	P	P	P
2108180007	DIVYA RAWAT	P	P	P	P	P	P	P	P
2108180006	EKNOOR JUNEJA	P	P	P	P	P	P	P	P
2108180004	FATIMA DURRANI	P	P	P	P	P	P	P	P
2108180012	Gungun .	P	P	P	P	P	P	P	P
2108180009	HITANSHI CHAWLA	P	P	P	P	P	P	P	P
2108190005	KRISH RAJ	P	P	P	P	P	P	P	P
2108180001	MAYURI .	P	P	P	P	P	P	P	P
2108180011	Milind Malik	P	P	P	P	P	P	P	P
2108180005	NAMAN GUPTA	P	P	P	P	P	P	P	P
2108190014	NAZIA PARVEEN HAQUE	P	P	P	P	P	P	P	P
2108190016	SHIVANSHU KUMAR BARMAN	P	P	P	P	P	P	P	P
2108190019	snehlata kumari	P	P	P	A	P	P	P	P
2108190018	Suhane Gupta	P	P	P	P	P	P	P	P

COURSE INCHARGE

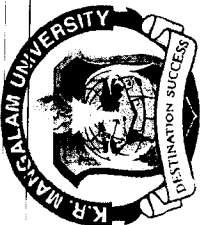
Registrar

K.R. Mangalam University

Gurgaon (Haryana)

DEAN

Galaxy Technology



ATTENDANCE SHEET
VAC COURSE FOR ACADEMIC YEAR 2021-22
COURSE CODE: VAC104
COURSE TITLE: ETIQUETTE FOR PROFESSIONALS

ROLL NO	NAME	28-Jan-22	30-Jan-22	1-Feb-22	4-Feb-22	5-Feb-22	6-Feb-22	7-Feb-22	8-Feb-22
2108190005	KRISH RAJ	P	P	P	A	P	P	A	P
2108190014	NAZIA PARVEEN HAQUE	P	P	P	P	A	P	P	P
2108190018	SUHANEE GUPTA	P	P	P	P	P	P	P	P
2108180009	HITANSHI CHAWLA	P	P	P	P	A	P	P	A
2108180005	NAMAN GUPTA	P	P	P	P	P	P	A	P
2108180004	FATIMA DURRANI	P	P	P	P	P	P	P	P
2108180008	BHAWNA KATARIA	P	P	P	P	A	P	P	P
2108180007	DIVYA RAWAT	P	P	P	A	P	P	P	P
2108180006	EKNOOR JUNEJA	P	P	P	P	P	P	P	A
2108180012	GUNGUN	A	P	P	P	A	P	P	P
	SHIVANSHU KUMAR								
2108190016	BARMAN	P	P	P	P	P	P	P	A
2108180011	MILIND MALIK	P	P	P	A	P	P	A	P
2108180003	AMIT CHAUHAN	P	P	P	P	P	P	P	P
2108180008	Bhawna Kataria	P	P	P	P	P	P	P	P
2108180007	DIVYA RAWAT	P	P	P	P	P	P	P	P
2108180006	EKNOOR JUNEJA	P	P	P	P	P	P	P	P
2108180004	FATIMA DURRANI	P	P	P	P	P	P	P	P
2108180012	Gungun	P	P	P	P	P	P	P	P
2108180009	HITANSHI CHAWLA	P	P	P	P	P	P	P	P
2108190005	KRISH RAJ	P	P	P	P	P	P	P	P
2108180001	MAYURI	P	P	P	P	P	P	P	P
2108180011	Milind Malik	P	P	A	P	P	P	P	P
2108180005	NAMAN GUPTA	P	P	A	P	P	P	P	P
2108190014	NAZIA PARVEEN HAQUE	P	P	P	P	P	P	P	P
2108190016	SHIVANSHU KUMAR BARMAN	P	P	P	P	P	P	P	P
2108190019	snehlata kumari	P	P	P	P	P	P	P	P
2108190018	Suhanee Gupta	P	P	P	P	P	P	P	P

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

School of Hotel Management
(Catering Technology) (SCHV-CH)
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana) 122103

COURSE INCHARGE



ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2021-22

COURSE CODE: VAC104

COURSE TITLE: ETIQUETTE FOR PROFESSIONALS

ROLL NO	NAME	11-Feb-22	12-Feb-22	14-Feb-22	15-Feb-22	19-Feb-22	22-Feb-22	25-Feb-22	1-Mar-22
2108190005	KRISH RAJ	P	P	P	P	P	P	P	P
2108190014	NAZIA PARVEEN HAQUE	P	A	A	A	P	A	P	P
2108190018	SUHANEE GUPTA	A	P	P	P	P	P	P	A
2108180009	HITANSHI CHAWLA	P	P	A	A	P	P	P	A
2108180005	NAMAN GUPTA	P	P	P	P	A	P	P	A
2108180004	FATIMA DURRANI	P	P	A	A	A	A	P	P
2108180008	BHAWNA KATARIA	A	P	P	P	P	P	A	P
2108180007	DIVYA RAWAT	A	P	P	P	P	A	P	A
2108180006	EKNOOR JUNEJA	P	P	P	P	P	P	A	P
2108180012	GUNGUN	A	P	P	P	P	A	P	P
2108190016	SHIVANSHU KUMAR BARMAN	A	P	P	A	P	P	P	P
2108180011	MILIND MALIK	P	A	P	P	A	P	P	P
2108180003	AMIT CHAUHAN	P	P	P	P	A	P	P	P
2108180008	Bhawna Kataria	P	P	P	A	P	P	P	P
2108180007	DIVYA RAWAT	P	P	P	P	P	P	P	P
2108180006	EKNOOR JUNEJA	P	P	P	P	P	P	P	P
2108180004	FATIMA DURRANI	P	P	P	P	A	P	P	P
2108180012	Gungun	P	P	P	P	P	P	P	P
2108180009	HITANSHI CHAWLA	P	P	P	A	P	A	P	P
2108190005	KRISH RAJ	P	P	P	P	P	P	P	P
2108180001	MAYURI	P	P	P	P	P	P	P	P
2108180011	Milind Malik	P	P	P	P	A	P	P	A
2108180005	NAMAN GUPTA	P	P	P	P	P	P	A	P
2108190014	NAZIA PARVEEN HAQUE	P	P	P	P	P	P	P	P
2108190016	SHIVANSHU KUMAR BARMAN	P	P	P	P	P	P	P	P
2108190019	snehlata kumari	P	P	P	P	P	P	A	P
2108190018	Suhancee Gupta	P	P	P	P	P	P	P	P

COURSE INCHARGE

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

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ATTENDANCE SHEET
VAC COURSE FOR ACADEMIC YEAR 2021-22
COURSE CODE: VAC104
COURSE TITLE: ETIQUETTE FOR PROFESSIONALS

ROLL NO	NAME	6-Mar-22	12-Mar-22	14-Mar-22	15-Mar-22	18-Mar-22	19-Mar-22	TOTAL	Present	Percentage
2108190005	KRISH RAJ	P	P	P	P	P	A	35	29	82.86
2108190014	NAZIA PARVEEN HAQUE	P	P	P	P	P	P	35	29	82.86
2108190018	SUHANEE GUPTA	A	P	P	A	P	A	35	29	82.86
2108180009	HITANSHI CHAWLA	P	P	P	P	P	P	35	27	77.14
2108180005	NAMAN GUPTA	P	A	P	A	P	P	35	30	85.71
2108180004	FATIMA DURRANI	A	A	P	P	P	P	35	27	77.14
2108180008	BHAWNA KATARIA	P	P	P	P	P	P	35	31	88.57
2108180007	DIVYA RAWAT	P	P	P	P	P	P	35	30	85.71
2108180006	EKNOOR JUNEJA	P	A	P	P	P	P	35	29	82.86
2108180012	GUNGJN	P	P	P	P	P	P	35	27	77.14
2108190016	SHIVANSHU KUMAR BARMAN	P	P	P	P	P	P	35	28	80.00
2108180011	MILIND MALIK	P	P	P	P	P	P	35	27	77.14
2108180003	AMIT CHAUHAN	P	P	P	P	P	P	35	33	94.29
2108180008	Bhawna Kataria	P	P	P	A	P	P	35	33	94.29
2108180007	DIVYA RAWAT	P	P	P	A	P	P	35	33	94.29
2108180006	EKNOOR JUNEJA	P	P	P	A	P	P	35	34	97.14
2108180004	FATIMA DURRANI	P	P	P	A	P	P	35	33	94.29
2108180012	Gungun	P	P	P	A	P	P	35	34	97.14
2108180009	HITANSHI CHAWLA	P	P	P	A	P	P	35	32	91.43
2108190005	KRISH RAJ	P	P	P	A	P	P	35	33	94.29
2108180001	MAYURI	P	A	P	A	P	P	35	33	94.29
2108180011	Milind Malik	P	P	P	A	A	P	35	30	85.71
2108180005	NAMAN GUPTA	P	P	P	P	P	P	35	33	94.29
2108190014	NAZIA PARVEEN HAQUE	P	P	P	P	A	P	35	34	97.14
2108190016	SHIVANSHU KUMAR BARMAN	P	P	P	P	P	P	35	34	97.14
2108190019	snehlata kumari	A	P	P	P	P	P	35	30	85.71
2108190018	Suhane Gupta	A	P	A	Registrar	P	P	35	31	88.57

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COURSE INCHARGE

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

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



K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

VALUE ADDED COURSE (VAC)

ACADEMIC YEAR 2021-22

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	2021-22	2108190005	KRISH RAJ	B.A. (H) Economics	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
2	2021-22	2108190014	NAZIA PARVEEN HAQUE	B.A. (H) Economics	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
3	2021-22	2108190018	SUHANEE GUPTA	B.A. (H) Economics	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
4	2021-22	2108180009	HITANSHI CHAWLA	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
5	2021-22	2108180005	NAMAN GUPTA	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
6	2021-22	2108180004	FATIMA DURRANI	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
7	2021-22	2108180008	BHAWNA KATARIA	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
8	2021-22	2108180007	DIVYA RAWAT	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
9	2021-22	2108180006	EKNOOR JUNEJA	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
10	2021-22	2108180012	GUNGUN	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
11	2021-22	2108190016	SHIVANSHU KUMAR BARMAN	B.A. (H) Economics	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
12	2021-22	2108180011	MILIND MALIK	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
13	2021-22	2108180003	AMIT CHAUHAN	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
14	2021-22	2108180008	Bhawna Kataria	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
15	2021-22	2108180007	DIVYA RAWAT	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
16	2021-22	2108180006	EKNOOR JUNEJA	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
17	2021-22	2108180004	FATIMA DURRANI	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
18	2021-22	2108180012	Gungun .	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
19	2021-22	2108180009	HITANSHI CHAWLA	B.A. (H) Economics	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
20	2021-22	2108190005	KRISH RAJ	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
21	2021-22	2108180001	MAYURI .	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
22	2021-22	2108180011	Milind Malik	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
23	2021-22	2108180005	NAMAN GUPTA	B.A. (H) English	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
24	2021-22	2108190014	NAZIA PARVEEN HAQUE	B.A. (H) Economics	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
25	2021-22	2108190016	SHIVANSHU KUMAR BARMAN	B.A. (H) Economics	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
26	2021-22	2108190019	snehlata kumari	B.A. (H) Economics	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)
27	2021-22	2108190018	Suhanee Gupta	B.A. (H) Economics	Semester-II	VAC104	ETIQUETTE FOR PROFESSIONALS	School of Humanities (SOHS)

[Signature]

Registrar
K.R. Mangalam University
C-10, Road, Gurugram (Haryana)



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **KRISH RAJ**, University Enrolment No **2108190005** of **B.A. (H) Economics** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

Date: 01.09.2022

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 **NAZIA PARVEEN HAQUE**, University Enrolment No **2108190014** of **B.A. (H) Economics** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22** (Even Semester).

Date: 01.09.2022

haqajan

Controller of Examination

Registrar

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CERTIFICATE OF COMPLETION

This is to certify that **SUHANEE GUPTA**, University Enrolment No **2108190018** of **B.A. (H) Economics** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22** (Even Semester).

Date: 01.09.2022

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This is to certify that **HITANSHI CHAWLA**, University Enrolment No **2108180009** of **B.A. (H) English** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22** (**Even Semester**).

Date: 01.09.2022

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This is to certify that **NAMAN GUPTA**, University Enrolment No **2108180005** of **B.A. (H) English** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

Date: 01.09.2022

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This is to certify that **FATIMA DURRANI**, University Enrolment No **2108180004** of **B.A. (H) English** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22** (Even Semester).

Date: 01.09.2022

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This is to certify that **BHAWNA KATARIA**, University Enrolment No **2108180008** of **B.A. (H) English** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

Date: 01.09.2022

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This is to certify that **DIVYA RAWAT**, University Enrolment No **2108180007** of **B.A. (H) English** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

Date: 01.09.2022

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This is to certify that **EKNOOR JUNEJA**, University Enrolment No **2108180006** of **B.A. (H) English** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22** (Even Semester).

Date: 01.09.2022

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This is to certify that **GUNGUN**, University Enrolment No **2108180012** of **B.A. (H) English** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

Date: 01.09.2022

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This is to certify that **SHIVANSHU KUMAR BARMAN**, University Enrolment No **2108190016** of **B.A. (H) Economics** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

Date: 01.09.2022

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This is to certify that **MILIND MALIK**, University Enrolment No **2108180011** of **B.A. (H) English** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

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This is to certify that **AMIT CHAUHAN**, University Enrolment No **2108180003** of **BACHELOR OF ARTS (HONS) - ENGLISH** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session 2021-22 (Even Semester).

Date: 01.09.2022

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This is to certify that **Bhawna Kataria**, University Enrolment No **2108180008** of **B.A. POLITICAL SCIENCE (HONS) - ENGLISH** programme has successfully qualified **IN THE VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during **Academic Session 2021-22 (Even Semester)**.

Date: 01.09.2022

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This is to certify that **DIVYA RAJWAT**, University Enrolment No **2168180007** of
BACHELOR OF ARTS (HONS) - ENGLISH programme has successfully qualified
in **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during
Academic Session 2021-22 (Even Semester).

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This is to certify that **EKNOOR JUNEJA**, University Enrolment No **2108180006** of **BACHELOR OF ARTS (HONS) - ENGLISH** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session 2021-22 (Even Semester).

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It is hereby verified and certify that **FATIMA DURRANI**, University Enrolment No **2108180004** of **B.A. POLITICAL SCIENCE**, **BACHELOR OF ARTS (HONS) - ENGLISH** programme has successfully qualified in the **WINTER ADDED COURSE VACUUM (ETIQUETTE FOR PROFESSIONALS)** during **Academic Session 2021-22 (Even Semester)**.

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This is to certify that **Gunguk .**, University Enrolment No **2108180012** of **BACHELOR OF ARTS (HONS) - ENGLISH** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

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This is to certify that **HITANSHI CHAWLA**, University Enrolment No **2108180009** of
BACHELOR OF ARTS (HONS) - ENGLISH programme has successfully qualified
VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS) during
Academic Session 2021-22 (Even Semester).

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This is to certify that **KRISH RAJ**, University Enrolment No **2108190005** of **BACHELOR OF ARTS (HONS) - ECONOMICS** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

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This is to certify that **MAYURI**., University Enrolment No **2108180001** of **BACHELOR OF ARTS (HONS) - ENGLISH** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

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This is to certify that **Milind Malik**, University Enrolment No **2108180011** of **BACHELOR OF ARTS (HONS) - ENGLISH** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session **2021-22 (Even Semester)**.

Date: 01.09.2022

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THIS IS TO CERTIFY THAT **NAMAN GUPTA**, University Enrolment No **2108180005** of
BACHELOR OF ARTS (HONS) - ENGLISH programme has successfully qualified
COURSE VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS) during
Academic Session **2021-22 (Even Semester)**.

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THIS is to certify that **NAZIA PARVEEN HAQUE**, University Enrolment No **2108190014**
has successfully completed the **BACHELOR OF ARTS (HONS) - ECONOMICS** programme
and has qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)**
during Academic Session **2021-22 (Even Semester)**.

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This is to certify that **GHIVANSHU KUMAR BARMAN**, University Enrolment No **21081900016** of **BACHELOR OF ARTS (HONS) - ECONOMICS** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during Academic Session 2021-22 (Even Semester).

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This is to certify that **snehata kumari**, University Enrolment No **2108190019** of **BACHELOR OF ARTS (HONS) - ECONOMICS** programme has successfully qualified **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during **Academic Session 2021-22 (Even Semester)**.

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This is to certify that **Suhaneer Gupta**, University Enrolment No **21081900018** of
BACHELOR OF ARTS (HONS) - ECONOMICS programme has successfully qualified
in the **VALUE ADDED COURSE VAC104 (ETIQUETTE FOR PROFESSIONALS)** during
Academic Session 2021-22 (Even Semester).

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