



Department of Biotechnology

25 October 2019

CIRCULAR

VALUE ADDED COURSE

(Professional Communication Course)


Student of B.Sc. M.Sc. and B. Tech Biotech are hereby informed that value added course "Professional Communication Course" is scheduled from 4 Nov. 2019 in your respective classroom, Academic Block-III,

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Dr. Nasreen Javed
- Duration: 2 hrs

Program Overview:

The objective of this course is to do develop and practice effective written, oral and visual communication skills in order to apply in various scientific and academic professional situations.


Dean
Faculty of Science
Invertis University, Bareilly (U.P.)


Registrar
Invertis University
Bareilly

Dr. Shashank Upadhyaya

(HOD)

Head

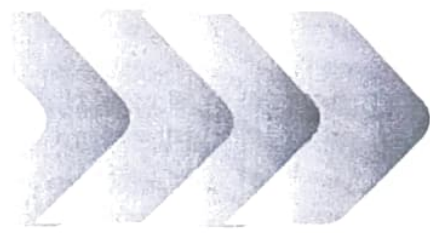
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Invertis University, Bareilly (U.P.)

Professional Communication Course



Organised by:-

Department of Biotechnology




Program :- B.Sc. M.Sc.
B. Tech Biotech


 03:00 PM TO 05:00 PM

 Nov. 4 – Nov.30, 2019

HOD :
Dr. Shashank Upadhyaya

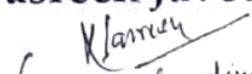

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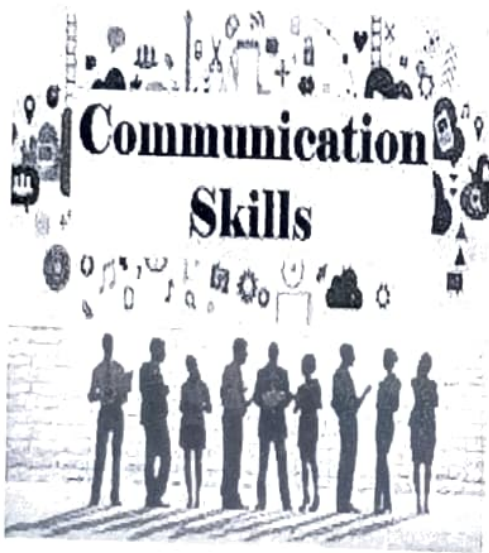
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Key Speaker :
Dr. Nasreen Javed


(Course Coordinator)


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Professional Communication Course



Course Overview:

The objective of this course is to do develop and practice effective written, oral and visual communication skills in order to apply in various scientific and academic professional situations.

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PC – 02 Professional Communication Course

Course Name	Professional Communication Course
Objective of the Course	To develop and practice effective Written, oral and Visual communication skills in order to apply in various professional situations.
Brief Outline of the Course	This course helps to send clear messages, choose appropriate social behaviours, acquire essential listening skills, develop strong problem solving strategies, obtain proper speaking skills, learn how to work well in a group setting, and gain self-confidence. Topics will be covered through real life examples that encourage students to work with authentic documents. Written and oral responses to these documents will be used to facilitate discussion and ground theory in real world examples.
Eligibility of participants	First year students of B. Tech in Biotechnology
Course duration	48 hrs (4hrs per week for whole semester)
Certificate Criteria	NA
Syllabus	<p>Unit 1 Learn how to sent proper mail/messages, choose appropriate social behaviours</p> <p>Unit 2 Acquire essential listening skills, develop strong problem solving strategies, obtain proper speaking skills</p> <p>Unit 3 Learn how to work well in a group setting, and gain self-confidence.</p> <p>Unit 4 Explain through real life examples that encourage students to work with authentic documents.</p> <p>Unit 5 Written and oral responses to these documents will be used to facilitate discussion and ground theory in real world examples.</p>
Course Coordinator	Mrs. Nasreen Javed


Head

Department of Biotechnology
Invertis University, Bareilly (U.P.)


(Course Coordinator)


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Faculty of Science


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Value Added Course


Course Name - Professional Communication


Course Code - PC02

Duration - 48 HOURS


List of Enrolled students

S.No.	Student IDs	Student Name	Year	Program
1	MSBT2018022	HIRA KHAN	2019-20	M.Sc. Biotech
2	MSBT2018023	YUSHRA NIGAR	2019-20	M.Sc. Biotech
3	MSBT2018024	AMIRA JAVED	2019-20	M.Sc. Biotech
4	MSBT2018025	SUNNY PATEL	2019-20	M.Sc. Biotech
5	MSBT2018026	DIVYANSHI SAHADEV	2019-20	M.Sc. Biotech
6	MSBT2018028	NEHA MADAN	2019-20	M.Sc. Biotech
7	MSMB2018003	PRABHAT KUMAR	2019-20	M.Sc. Micro
8	MSMB2018004	SUMEDHA GUPTA	2019-20	M.Sc. Micro
9	MSMB2018005	SHRUTI AGARWAL	2019-20	M.Sc. Micro
10	MSMB2018006	SUPRIYA GAUTAM	2019-20	M.Sc. Micro
11	MSMB2018007	MOHD NAWED	2019-20	M.Sc. Micro
12	BT2016008	SAUMYA GUPTA	2019-20	B.Tech Biotech
13	BT2016030	SHAGUFTA ANSARI	2019-20	B.Tech Biotech
14	BT2016020	SHAIENDRA KUMAR	2019-20	B.Tech Biotech
15	BT2016006	SIDDHARTH GUPTA	2019-20	B.Tech Biotech
16	BT2016019	SURAJ VERMA	2019-20	B.Tech Biotech
17	BSBT2017030	PRIYANKA SINGH	2019-20	B.Sc. Biotech
18	BSBT2017031	KM MANSI RASTOGI	2019-20	B.Sc. Biotech
19	BSBT2017032	DEEKASHA KUMARI	2019-20	B.Sc. Biotech


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Value Added Course
 Course Name - Professional Communication
 Course Code - PC02
 Duration - 48 HOURS

(November 4 to November, 30, 2019)

S.No.	Student ID	Course	Student IDs	Year	4	5	6	7	8	9	11	13	14	15	16	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	HIRA KHAN	M.Sc. Biotech	MSBT2018022	2019-20	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	YUSHA NIGAR	M.Sc. Biotech	MSBT2018023	2019-20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	AMIRA JAVED	M.Sc. Biotech	MSBT2018024	2019-20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	SUNNY FATEL	M.Sc. Biotech	MSBT2018025	2019-20	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	DIVANSHI SAKHDEV	M.Sc. Biotech	MSBT2018026	2019-20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	NEHA MADAN	M.Sc. Biotech	MSBT2018028	2019-20	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	PRABHAT KUMAR	M.Sc. Micro	MSMB2018003	2019-20	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	SUNEHA GUPTA	M.Sc. Micro	MSMB2018004	2019-20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	SHRUTI AGARWAL	M.Sc. Micro	MSMB2018005	2019-20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	SURVYA GAUTAM	M.Sc. Micro	MSMB2018006	2019-20	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	MOHG NAWED	M.Sc. Micro	MSMB2018007	2019-20	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	SAUMYA GUPTA	B.Tech Biotech	BT2016008	2019-20	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	SHAGUNTA ANSARI	B.Tech Biotech	BT2016030	2019-20	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	SHALESHA KUMAR	B.Tech Biotech	BT2016020	2019-20	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	SIDDHARTH GUPTA	B.Tech Biotech	BT2016006	2019-20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	SUBAL VERMA	B.Tech Biotech	BT2016019	2019-20	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	PRINYA JINGH	B.Sc. Biotech	BSBT2017030	2019-20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	KM MAANSI RASTOGI	B.Sc. Biotech	BSBT2017031	2019-20	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	DEEKSHA KUMARI	B.Sc. Biotech	BSBT2017032	2019-20	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Total Student Resort = 15 13 13 15 14 13 15 14 14 15 15 14 14 15 14 13 15 15 15 14 15 14 15 16

[Signature]
 Head

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[Signature]
 Head

(Course Coordinator)

[Signature]
 Dean

Faculty of Science
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