

Professional Etiquettes Syllabus (PH01)

Scope: A study of the interpersonal and communication skills fundamental for success in the workplace. Students will hone their professional style as they study topics including professional behavior, interpersonal interaction, and civility as they relate to the workplace.

Course Outcomes: The course has four major learning objectives. Upon completion of this course a student should be able to:

1. Determine the attitudes and behaviors appropriate to workplace situations and settings.
2. Use interpersonal and communication skills to enhance his/her job effectiveness.
3. Adopt attitudes and behaviors consistent with standard workplace expectations.
4. Inculcate professionalism for better team work approach.

Unit I

10 hours

Universal Design for Learning

Representation:

- Provide options for perception
- Provide options for language
- Provide options for comprehension

Action and Expression:

- Use multiple media for communication
- Building fluencies with graduated levels of practice and performance
- Provide options for executive functions

Engagement:

- Optimizing individual choice and autonomy

Unit II

Application and Assessment of 21st Century Workplace Skills

10 hours

Effective Communication


- Interpersonal skills
- Personal responsibility
- Social and civic responsibility
- Interactive communication

Digital-age Literacy

- Technological literacy
- Visual literacy
- Information literacy
- Cultural literacy

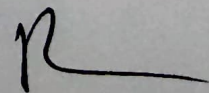
Inventive Thinking

- Adaptability and managing complexity
- Self-direction



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Unit III

10 Hours

Work Approach

Individual

- Group
- Interpersonal: One-to-one interview

Chapter Readings: listed

Selected Reading: additional readings listed, linked or attached as a pdf files. Include samples of exemplar Portfolios

Audio Podcast: Instructor lecture or other selected audio files

Video: listed, linked or attach selected files

Unit IV


10 Hours

Fostering collaboration and community

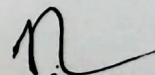
Promoting expectation and beliefs that optimize motivation

Develop self-assessment and reflection

Weekly contributions to the course glossary. Add topic specific terms, phrases and skills with definitions and explanations included. Enhancement and tags are encouraged



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03 Aug 2020

CIRCULAR

VALUE ADDED COURSE (Professional Etiquettes)- B.Pharm

Student of B.Pharm Ist Year are hereby informed you that "Professional Etiquettes" classes are scheduled from 05 August 2020 in your respective classroom, Academic Block-III.

Schedule:

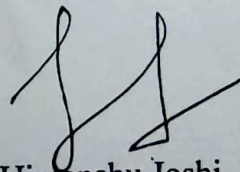
- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Ms. Lipi Nogai
- Duration: 2 hrs

Program Overview:

Basic Etiquette sessions help students to prepare themselves for their upcoming corporate life where they can be presentable. It enhances their basic responsibilities and manners that are considered sacred and acceptable and society. Overall enhancement of a student carves him into a confident person.



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Mr. Himanshu Joshi

(HOD)

Head of Department
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Established by Govt. of U.P. on 27 of 1980 Act. 1986 vide U.P. Act 22 of 1989.

PROFESSIONAL
ETIQUETTE
Organised by:-
Department of
Pharmacy

Program:- B Pharm I
02:00 PM TO 3:00 PM
Aug 05- Dec 17 2020



HOD:

Mr. Himanshu Joshi

Head of Department
Invertis Institute of Pharmacy
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Key speaker
Ms. Lipi Nogai



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Established by Govt. of U.P. in 27 of 1986 Act, 1954 vide U.P. Act 22 of 1919.

PROFESSIONAL ETIQUETTES

Course Overview

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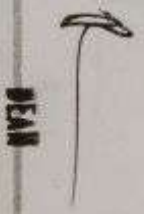
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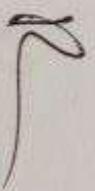
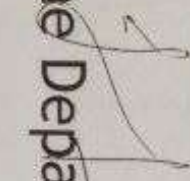
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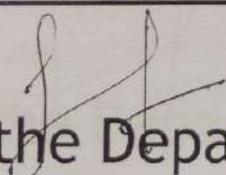


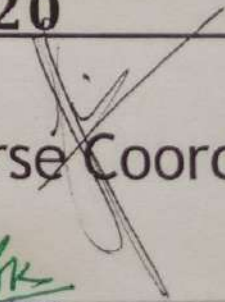
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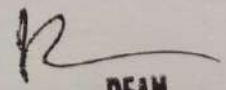
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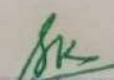
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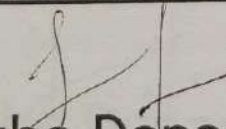
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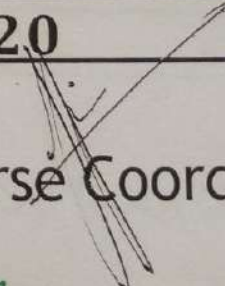
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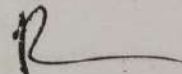
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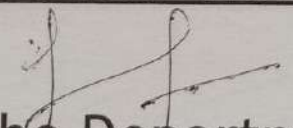

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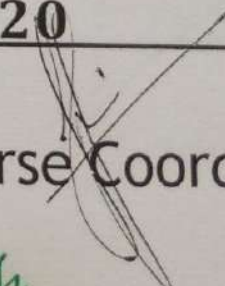
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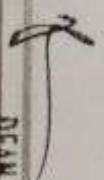
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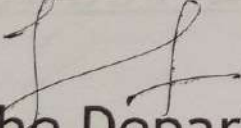
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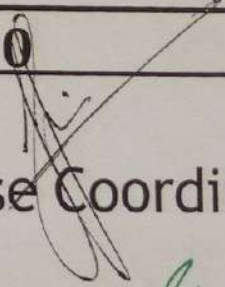
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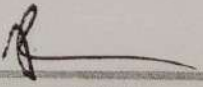
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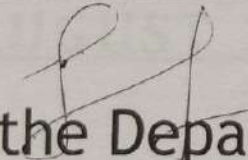
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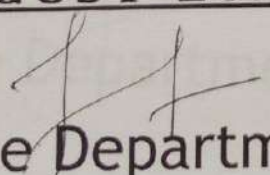
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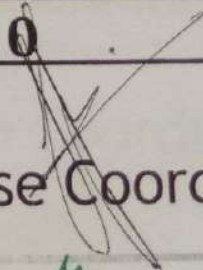
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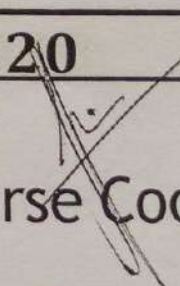
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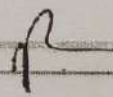
INVERTIS UNIVERSITY

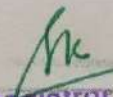
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. PAVAN KUMAR
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 05 AUGUST 2020-17 DECEMBER 2020


Head of the Department


Course Coordinator


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INVERTIS INSTITUTE OF PHARMACY
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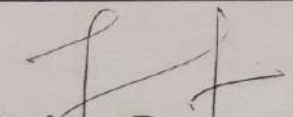
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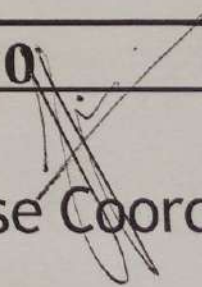
CERTIFICATE OF VALUE ADDED COURSE

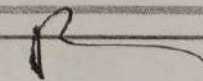
This Certificate is awarded to Mr./Ms. VIPIN MOURYA
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

offered by Department of PHARMACY
during 05 AUGUST 2020 -17 DECEMBER 2020


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INVERTIS UNIVERSITY, BAREILLY


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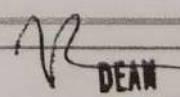
This Certificate is awarded to Mr./Ms. SHIVANI KASHYAP
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____


PROFESSIONAL ETIQUETTES

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during 05 AUGUST 2020 - 17 DECEMBER 2020


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Course Coordinator

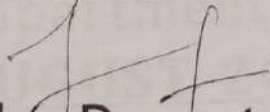

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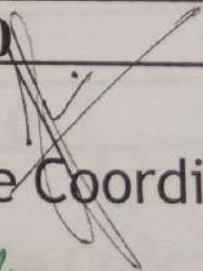

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Invertis University
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
INVERTIS UNIVERSITY

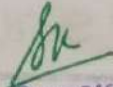
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SAKSHAM SHARMA
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 05 AUGUST 2020-17 DECEMBER 2020


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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. NITESH KUMAR MAURYA


of Program B.PHARM Year/Semester I YEAR

for successfully completing a value added course _____

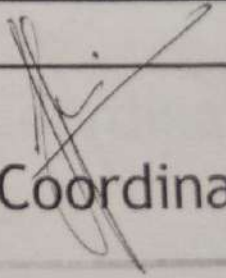
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
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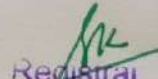
This Certificate is awarded to Mr./Ms. ADITYA CHAUHAN
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

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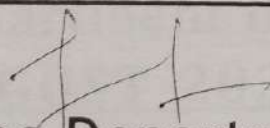

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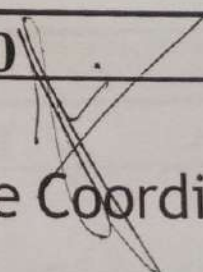
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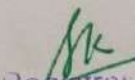
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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. ANKUR YADAV
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____
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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. MOHD. FARDEEM BEG


of Program B.PHARM Year/Semester I YEAR

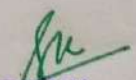
for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

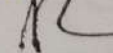
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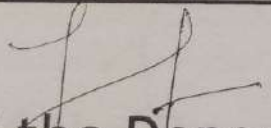
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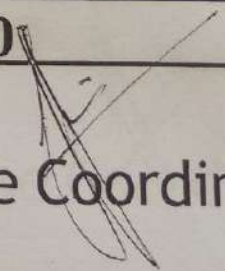
This Certificate is awarded to Mr./Ms. ROHIT GANGWAR
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

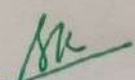
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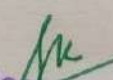
INVERTIS UNIVERSITY

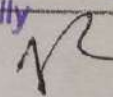
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SADDAM ALI
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
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Course Coordinator

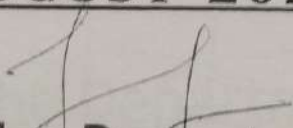

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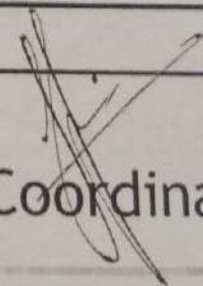

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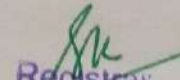
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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. RAJ KUMAR MALAKAR
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 05 AUGUST 2020 - 17 DECEMBER 2020


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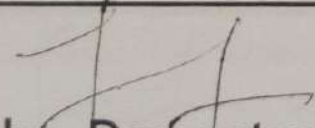
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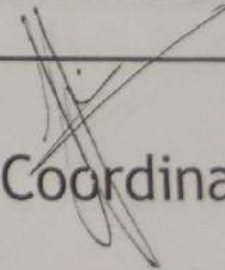
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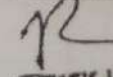
This Certificate is awarded to Mr./Ms. HIMANGI GUPTA
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

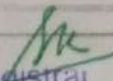
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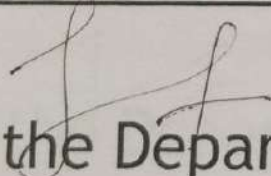
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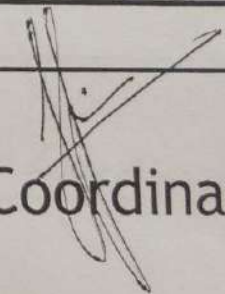
CERTIFICATE OF VALUE ADDED COURSE

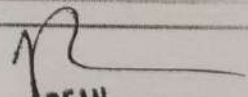
This Certificate is awarded to Mr./Ms. MOHD AZAM KHAN
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

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during 05 AUGUST 2020 -17 DECEMBER 2020


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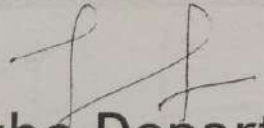
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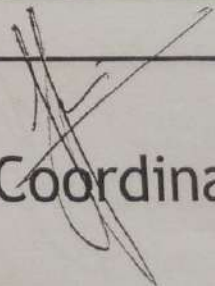
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. ABHISHEK KUMAR
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

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during 05 AUGUST 2020-17 DECEMBER 2020


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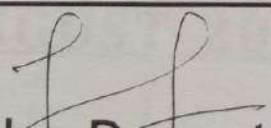
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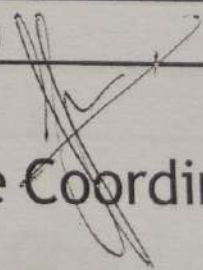
This Certificate is awarded to Mr./Ms. HIMANSHU ARYA
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

offered by Department of PHARMACY

during 05 AUGUST 2020-17 DECEMBER 2020


Head of the Department


Course Coordinator

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. AMAN KUMAR GAUR

of Program B.PHARM Year/Semester I YEAR

for successfully completing a value added course _____

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offered by Department of PHARMACY

during 05 AUGUST 2020-17 DECEMBER 2020

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Course Coordinator

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Bareilly

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SAURABH CHAUHAN

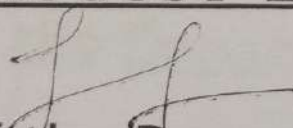
of Program B.PHARM Year/Semester I YEAR

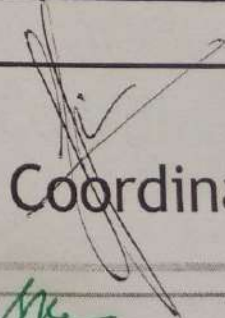
for successfully completing a value added course _____

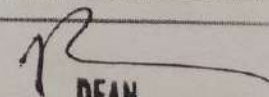
PROFESSIONAL ETIQUETTES

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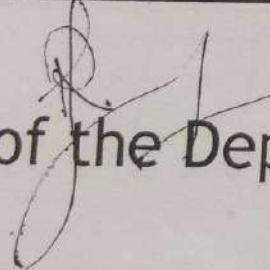

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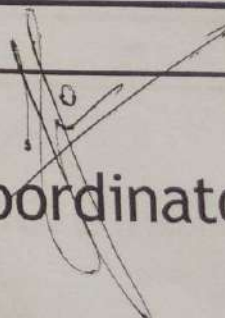

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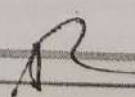
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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. TAUHEED ALI
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
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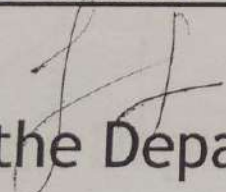

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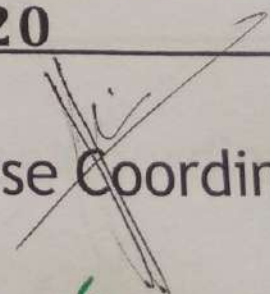

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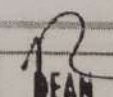
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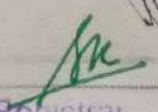
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SACHIN MISHRA
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
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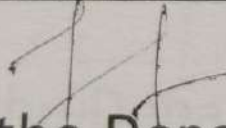
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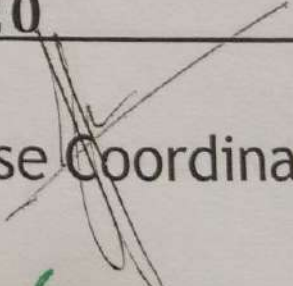
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. AFJAL HASAN
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

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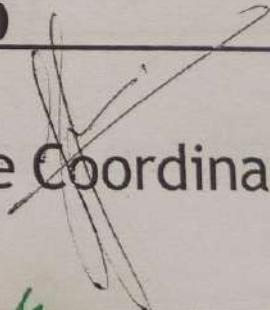
CERTIFICATE OF VALUE ADDED COURSE


This Certificate is awarded to Mr./Ms. RAJAT KUMAR
of Program B.PHARM Year/Semester I YEAR
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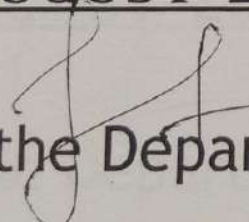

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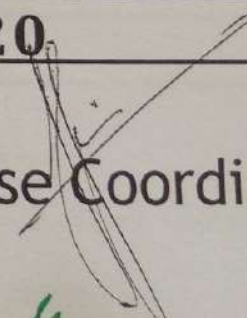
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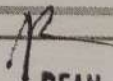
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SURYA PRATAP
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES

offered by Department of PHARMACY
during 05 AUGUST 2020-17 DECEMBER 2020


Head of the Department


Course Coordinator


DEAN
INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY


Registrar
Invertis University
Bareilly

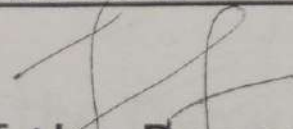
INVERTIS UNIVERSITY

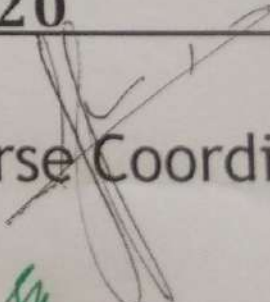
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. ISHAN MANOJ
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

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during 05 AUGUST 2020 - 17 DECEMBER 2020


Head of the Department


Course Coordinator

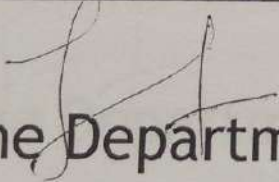
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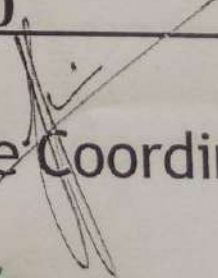
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SUMIT KUMAR
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

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Course Coordinator


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INVERTIS UNIVERSITY, BAREILLY


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Bareilly

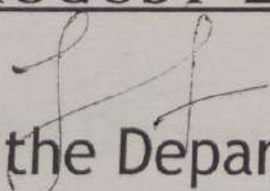
INVERTIS UNIVERSITY

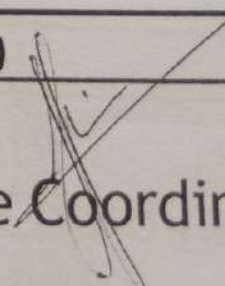
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SHIVAM GANGWAR
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

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during 05 AUGUST 2020 -17 DECEMBER 2020


Head of the Department


Course Coordinator

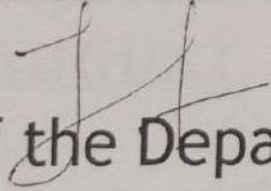
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CERTIFICATE OF VALUE ADDED COURSE

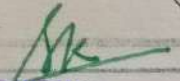
This Certificate is awarded to Mr./Ms. ANMOL SAXENA
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

offered by Department of PHARMACY
during 05 AUGUST 2020 - 17 DECEMBER 2020


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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. VAISHNAVI TEWARI

of Program B.PHARM Year/Semester I YEAR

for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

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during 05 AUGUST 2020-17 DECEMBER 2020

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Course Coordinator

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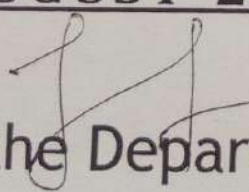
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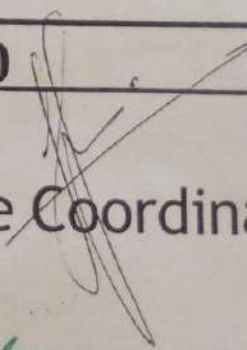
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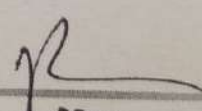
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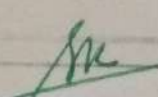
CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. ARYAN BATHAM
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
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