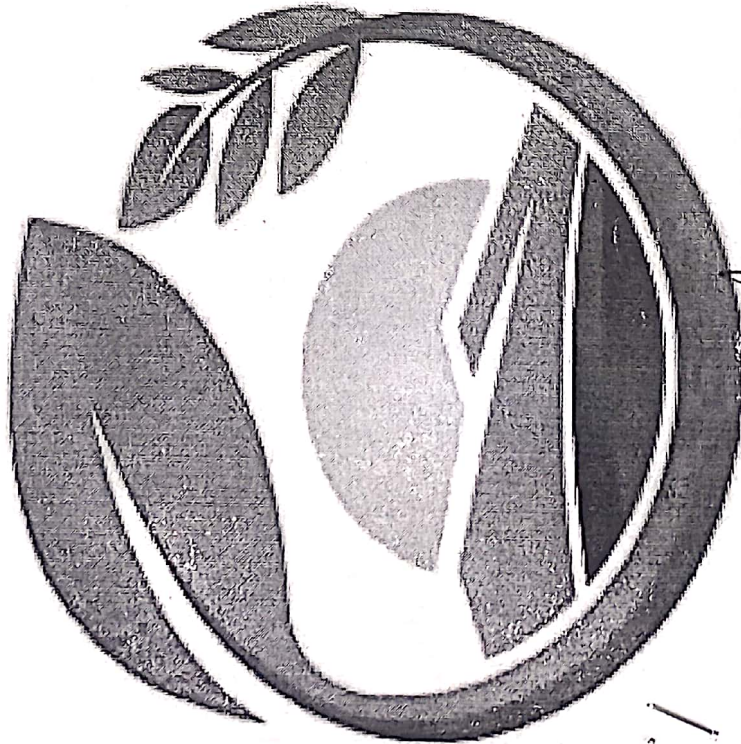

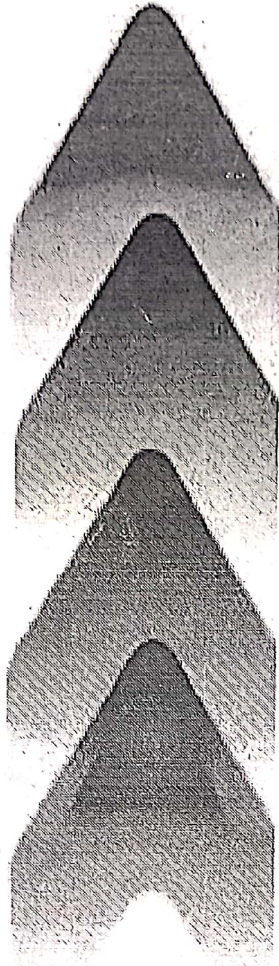


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Personal Grooming




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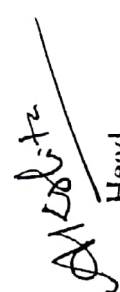


Time- 3 to 5 pm

DATE- 11/10/21 TO 26/11/2021

Key Speaker : Mr. Appras Willias

HOD : Dr. Akshita Banga


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Course Overview

Grooming is the secret of real elegance and success.

This course will enhance the focus on personal hygiene, grooming and positive mindset.


Types of personal grooming.

Style and discipline.

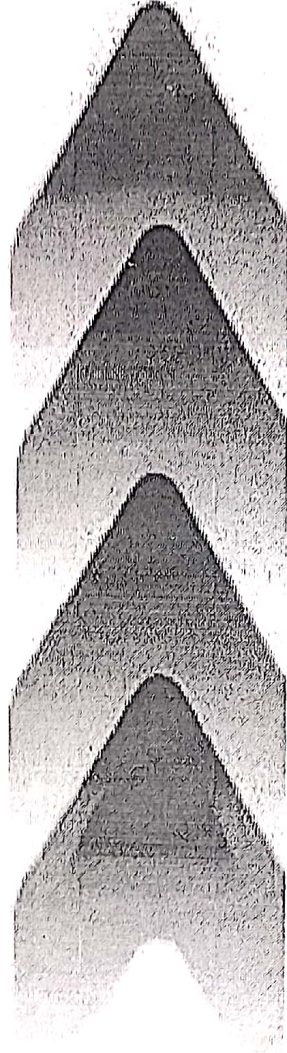
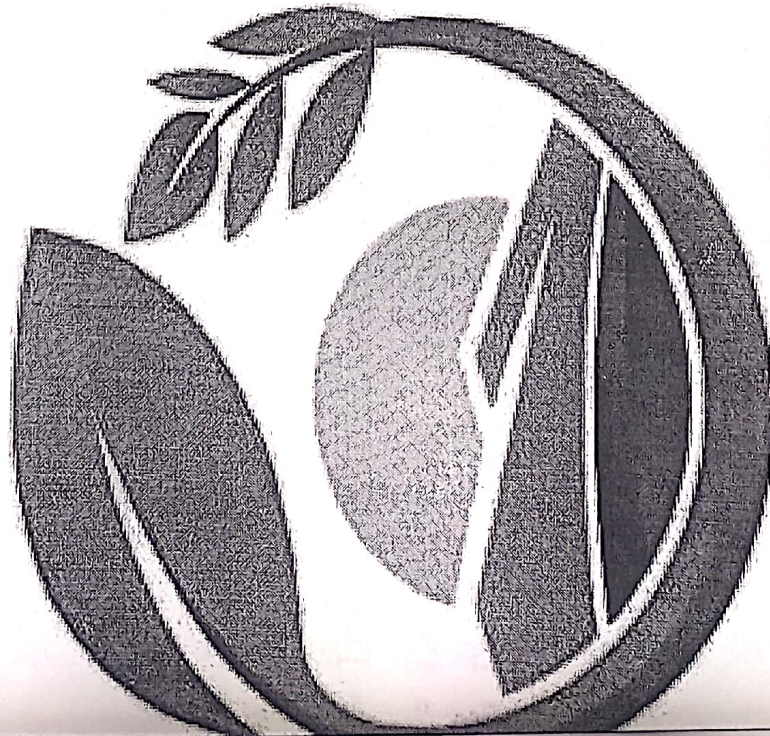

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Presentation Skills




Time- 3 to 5 pm

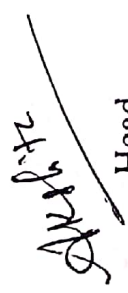
DATE- 11/10/21 TO 16/11/2021

Key Speaker : Dr. Mudita Verma

HOD : Dr. Akshita Banga


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Course Overview

- Improved Confidence & Better Communication.
- Career Success & Growth Opportunities.
- Increased Morale.
- Better Business & Client Success.
- Presentation Skills for Employees.
- Better Public Relation.

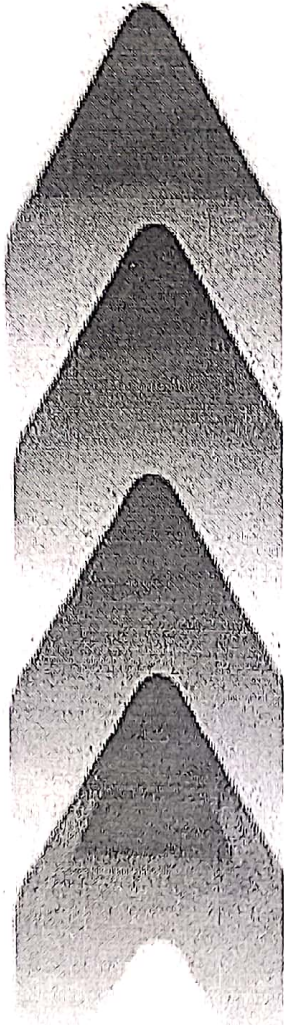



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Professional Etiquettes



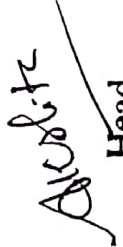
Time- 3 to 5 pm


DATE- 01/02/21 TO 22/03/2021

Key Speaker :Mrs. Aishwarya Kaushik

HOD : Dr. Akshita Banga



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Course Overview

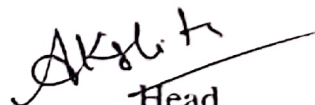
- Make a Good First Impression.
- Listen before speaking.
- Communication is Key.
- Understand your Work Environment.
- Be Personable Yet Professional.



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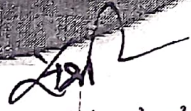


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Academic Research Writing


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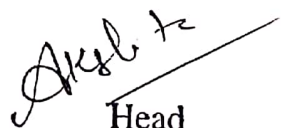
Time- 3 to 5 pm

DATE- 11/10/21 TO 23/11/2021

Key Speaker :Mr. Abhirup Mitra

HOD : Dr. Akshita Banga


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Course Overview

All the stages in depth like Pre-writing, drafting and the final revising stage which includes editing and proofreading.


4 C's of Academic writing which are clarity, coherence, control and credibility.

Steps- Planning, Drafting, Sharing, Evaluating, Revising, Editing and Publishing




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