

Professional Etiquette 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

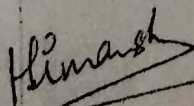
- Interpersonal skills
- Personal responsibility
- Social and civic responsibility
- Interactive communication

Digital-age Literacy

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

Inventive Thinking

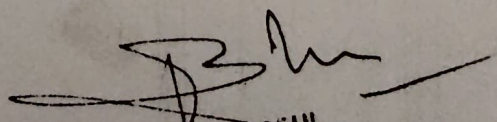
- Adaptability and managing complexity
- Self-direction



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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

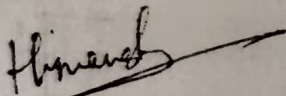
10 Hours

Fostering collaboration and community

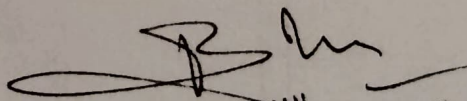
Promoting expectation and beliefs that optimize motivation

Develop self-assessment and reflection

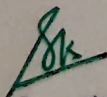
Weekly contributions to the course glossary. Add topic specific terms, phrases and skills with definitions and explanations included. Enhancement and tags are encouraged



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Department of Pharmacy

29 July 2021

CIRCULAR

**VALUE ADDED COURSE (PROFESSIONAL ETIQUETTE)-
B.Pharm**

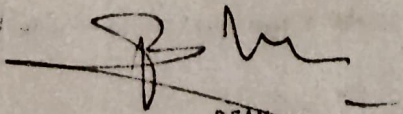
Student of B.Pharm. Ist Year are hereby informed you that online "Professional Etiquette class" is scheduled from 02 August 2021 in your respective classroom, Academic Block-III.

Schedule:

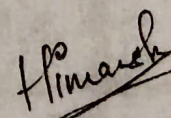
- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Ms. Lipi Nogai
- Duration: 2 hrs

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 of Department
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Established by Govt. of U.P. Part II of 1956 Act, 1956 and Part II of 1980 Act, 1980

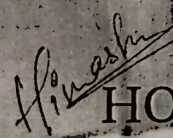
PROFESSIONAL ETIQUETTE

Organised by:-
Department of
Pharmacy

Program:- B Pharm II

02:00 PM TO 3:00 PM

Aug 02- Dec 14 2021



HOD.

Mr. Himanshu Joshi

Head of Department
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Key speaker

Ms. Lipi Nogai



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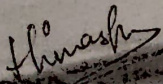
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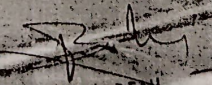
Established by Govt. of U.P. Part IV of 1956 Act. 1974 vide U.P. Act 27 of 1974

PROFESSIONAL ETIQUETTES

Course Overview

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RAHUL KUMAR MAURYA

1 YEAR

Year/Semester

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INVERTIS UNIVERSITY, BAREILLY

Registrar
Invertis University
Bareilly

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. PUSHPENDRA KUMAR
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES

offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Shan
Head of the Department

[Signature]
Course Coordinator

DEAN
INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

[Signature]
Registrar
Inverts University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SIDRA RASHID
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES

offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Sham
Head of the Department

[Signature]
Course Coordinator

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INVERTIS UNIVERSITY, BAREILLY

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Invertis University
Bareilly

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. AVNEESH KUMAR
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course
PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

[Signature]
Head of the Department

[Signature]
Course Coordinator

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INVERTIS UNIVERSITY BAREILLY

Registrar
Invertis University
Bareilly

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SWYAM BHARDWAI
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Blaw
Head of the Department

[Signature]
Course Coordinator

DEAN
INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BAREILLY

[Signature]
Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SHIVAM VERMA
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Shaw
Head of the Department

[Signature]
Course Coordinator

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Invertis University
Bareilly

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. JITIN KUMAR
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

[Signature]
Head of the Department

[Signature]
Course Coordinator

INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY GAREILLY

[Signature]
Registrar
Invertis University
Gareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. PUSHKAR YADAV
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Sahar
Head of the Department

[Signature]
Course Coordinator

DEAN

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INVERTIS UNIVERSITY, RAREILLY

[Signature]
Registrar
Invertis University
Rareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. ASIF USMANI
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Alam
Head of the Department

[Signature]
Course Coordinator

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INVERTIS UNIVERSITY, BAREILLY

DEAN

Registrar
Invertis University
Bareilly

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. MANMAY MISHRA
of Program B.PHARM Year/Semester I YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Blawg
Head of the Department

[Signature]
Course Coordinator

DEAN

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INVERTIS UNIVERSITY, RAIPUR

Registrar
Invertis University
Raipur

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. NAWAZ KHAN
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Head of the Department

Shau

[Signature]
DEAN
INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY BAREILLY

Course Coordinator

[Signature]

Registrar
Invertis University
Bareilly

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. FALAK
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

[Signature]
Head of the Department

[Signature]
Course Coordinator

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DEPARTMENT OF PHARMACY
DEAN

Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. NAVAL KISHOR SHUKLA
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course ____
PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

[Signature]
Head of the Department

[Signature]
Course Coordinator

[Signature]
DEAN

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INVERTIS UNIVERSITY, GARELLIV

Registrar
Invertis University
Garelliv

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. YASH AGARWAL
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
_____ offered by Department of PHARMACY
_____ during 02 AUGUST 2021-14 DECEMBER 2021

Sharan
Head of the Department

[Signature]
Course Coordinator

[Signature]
DEAN
INVERTIS INSTITUTE OF PHARMACY
INVERTIS UNIVERSITY, BANGALURU
Registrar
Invertis University
Bangalore

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. FAIZ ALI
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Sham
Head of the Department

[Signature]
Course Coordinator

DEPT
OF PHARMACY
INVERTIS INSTITUTE
INVERTIS UNIVERSITY, BAREILLY

Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. GOPAL SARAN RATHOR
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

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Course Coordinator

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INVERTIS UNIVERSITY BAREILLY
DEPARTMENT OF PHARMACY

Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. MOHIT KUMAR GANGWAR

of Program B.PHARM Year/Semester 1 YEAR

for successfully completing a value added course _____

PROFESSIONAL ETIQUETTES

offered by Department of PHARMACY

during 02 AUGUST 2021-14 DECEMBER 2021

Head of the Department



Course Coordinator



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INVERTIS UNIVERSITY BAREILLY


Registrar
Invertis University
Bareilly

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. JATIN MOURYA
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021


Head of the Department


Course Coordinator

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INVERTIS UNIVERSITY BAREILLY

Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SUDHANSHU DUBEY
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
PHARMACY
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

[Signature]
Head of the Department

[Signature]
Course Coordinator

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INVERTIS UNIVERSITY, BAREILLY

Registrar
Invertis University
Bareilly

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. SHER SINGH
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Sher
Head of the Department

[Signature]
Course Coordinator

DEAN

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INVERTIS UNIVERSITY, BAREILLY

Registrar
Inverts University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. NISHANT SINGH
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
_____ offered by Department of PHARMACY
_____ during 02 AUGUST 2021-14 DECEMBER 2021

Signature
Head of the Department

Signature
Course Coordinator

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INVERTIS UNIVERSITY, BAREILLY

Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. PRIVANK UPADHYAY
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course _____
PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Head of the Department



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Invertis University
Bareilly

INVERTIS UNIVERSITY

CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. PRAKASH DEEP VERMA
of Program B.PHARM Year/Semester 1 YEAR
for successfully completing a value added course
PROFESSIONAL ETIQUETTES
offered by Department of PHARMACY
during 02 AUGUST 2021-14 DECEMBER 2021

Prakash
Head of the Department

[Signature]
Course Coordinator

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[Signature]
Registrar
Invertis University
Bareilly