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

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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Registrar Invertis University Bareilly Mr. Himanshu Joshi

(HOD) Department

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PROFESSIONAL
ETIQUETTE
Organised by:Department of
Pharmacy

Program:- B Pharm II

02:00 PM TO 3:00 PM Aug 02- Dec 14 2021

Mr. Himanshu Joshi

Head of Departing in the department of Pharmacy Invertes University Bareilly

Key speaker

Ms. Lipi Nogai

Hegistrar Invertis University Bareilly



PROFESSIONAL ETIQUETTES

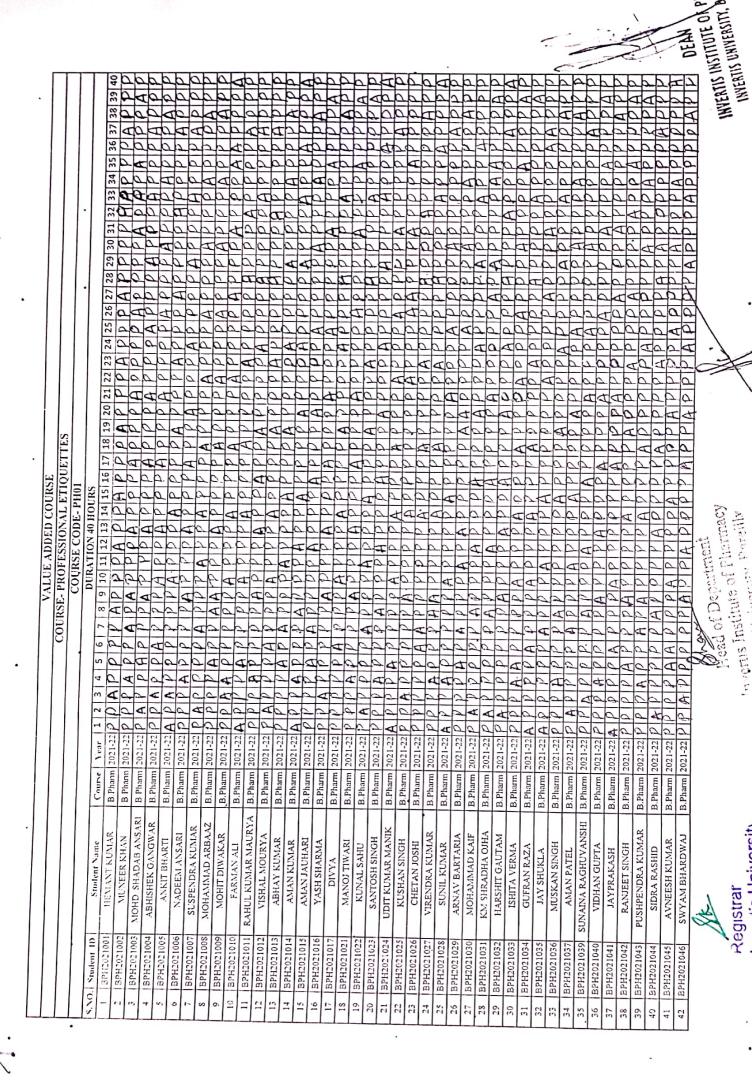
Course Overview

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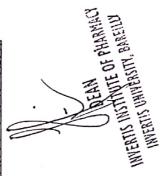
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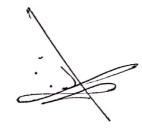
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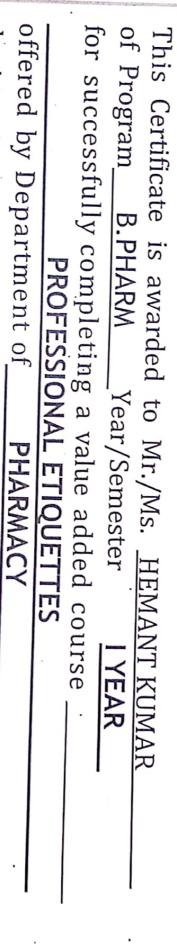


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CERTIFICATE OF VALUE ADDED COURSE



during 02 AUGUST 2021-14 DECEMBER 2021 Sharry

Head of the Department

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course

PROFESSIONAL ETIQUETTES during 02 AUGUST 2021-14 DECEMBER 2021 offered by Department of of Program B.PHARM This Certificate is awarded to Mr./Ms. MUNEER KHAN __Year/Semester PHARMACY I YEAR

Head of the Department

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. MOHD. SHADAB ANSARI **B.PHARM** __Year/Semester **YEAR**

PROFESSIONAL ETIQUETTES

offered by Department of PHARMACY

during <u>02 AUGUST 2021-14 DECEMBER 202</u>1 Harr

Head of the Department

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

of Program_ for successfully completing a value added course This Certificate is awarded to Mr./Ms. ABHISHEK GANGWAR **B.PHARM** PROFESSIONAL ETIQUETTES _Year/Semester **I YEAR**

offered by Department of PHARMACY

during 02 AUGUST 2021-14 DECEMBER 2021

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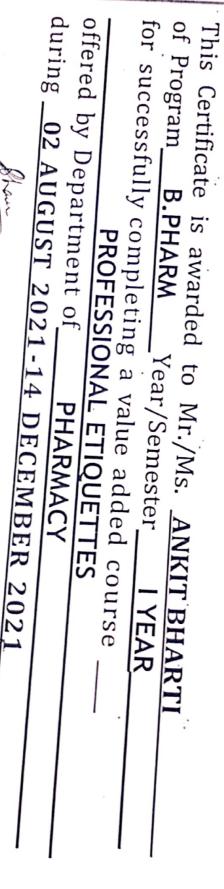
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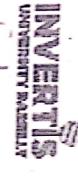
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offered by Department of for successfully completing a value added course
PROFESSIONAL ETIQUETTES This Certificate is awarded to Mr./Ms. NADEEM ANSARI of Program_ B.PHARM _Year/Semester YEAR

during 02 AUGUST 2021-14 DECEMBER 2021

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Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. SUSPENDRA KUMAR B.PHARM Year/Semester PROFESSIONAL ETIQUETTES I YEAR

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for successfully completing a value added course of Program. This Certificate is awarded to Mr./Ms. MOHAMMAD ARBAAZ **B.PHARM** PROFESSIONAL ETIQUETTES _Year/Semester_ YEAR

during 02 AUGUST 2021-14 DECEMBER 202;

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CERTIFICATE OF VALUE ADDED COURSE

offered by Department of for successfully completing a value added course of Program **B.PHARM** This Certificate is awarded to Mr./Ms. MOHIT DIWAKAR PROFESSIONAL ETIQUETTES _Year/Semester PHARMACY YEAR

during 02 AUGUST 2021-14 DECEMBER 2021

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during <u>02 AUGUST 2021-14 DECEMBER 202</u>1 offered by Department of for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. FARMAN ALI Shame **B.PHARM** PROFESSIONAL ETIQUETTES __Year/Semester_ PHARMACY I YEAR

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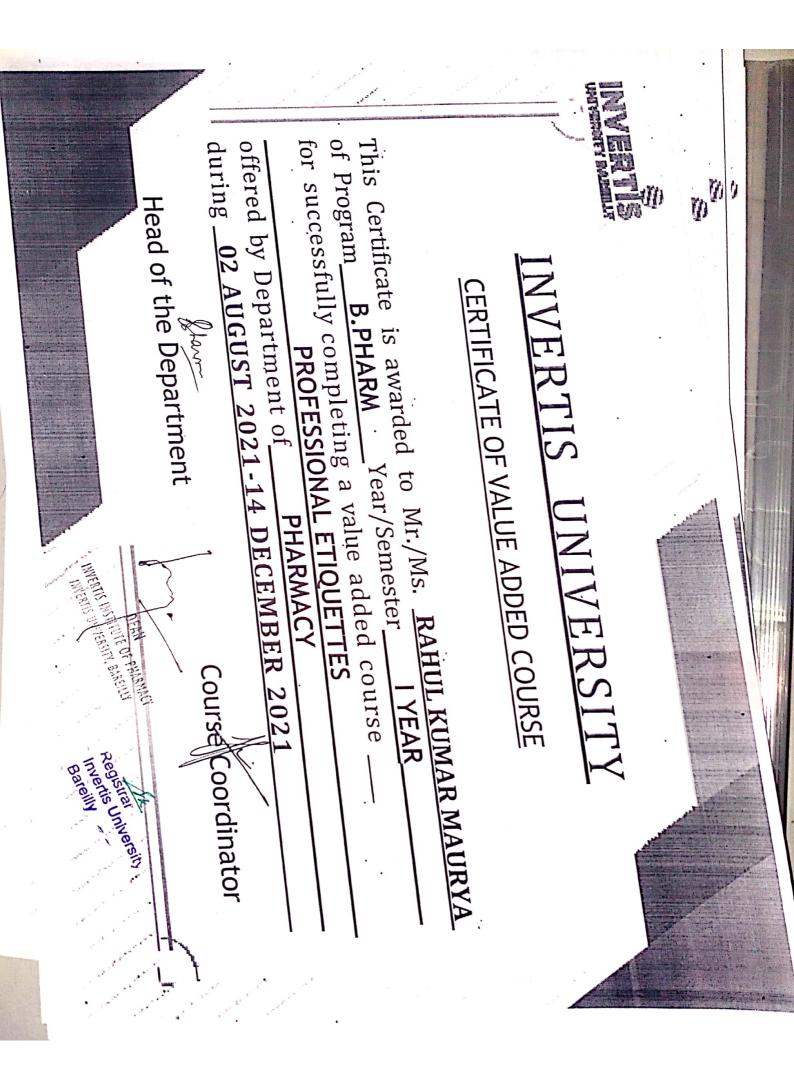
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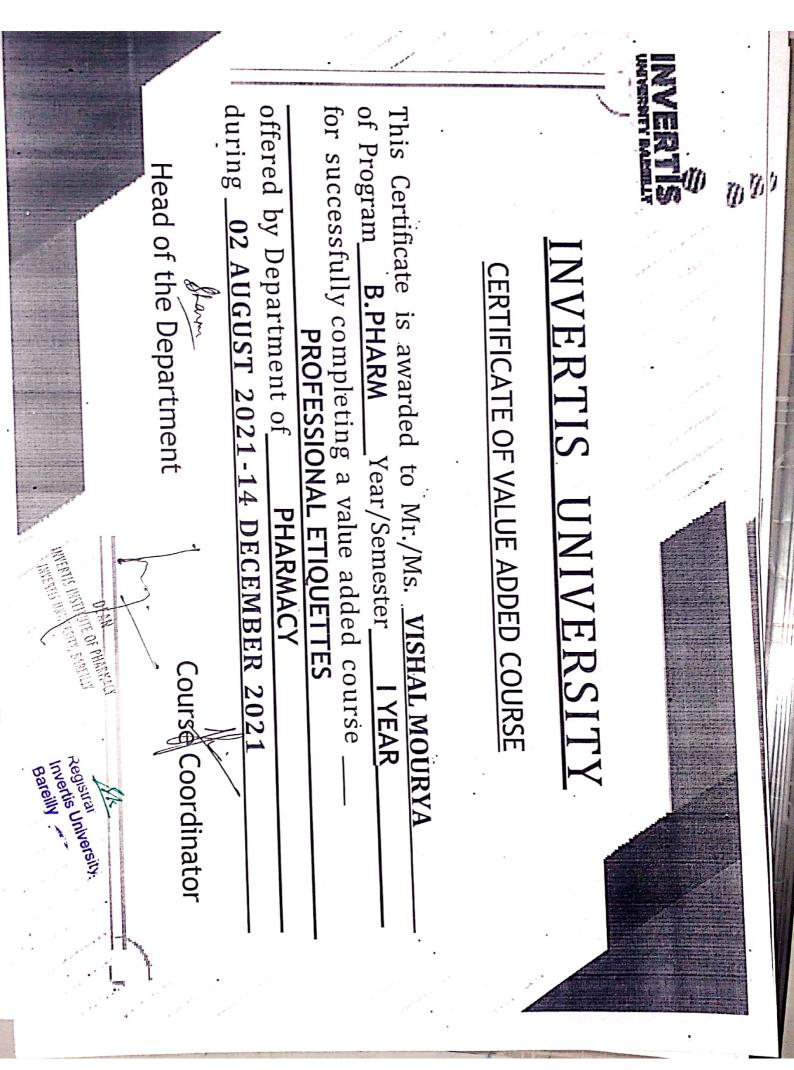
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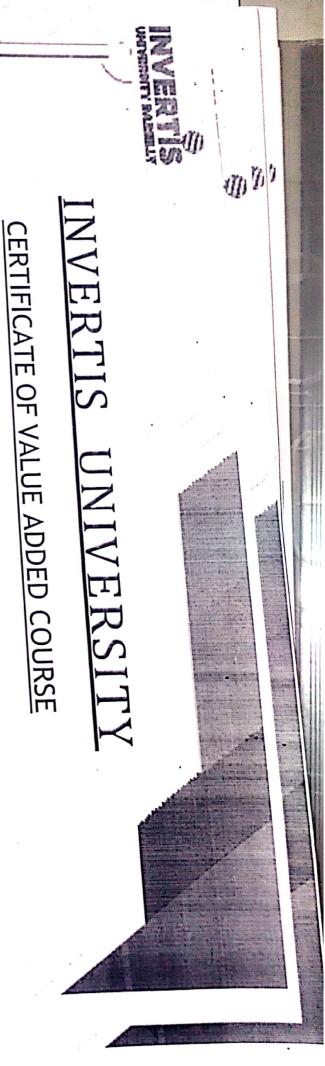
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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course This Certificate is awarded to Mr./Ms. AMAN KUMAR of Program_ **B.PHARM** PROFESSIONAL ETIQUETTES Year/Semester | YEAR

offered by Department of PHARMACY

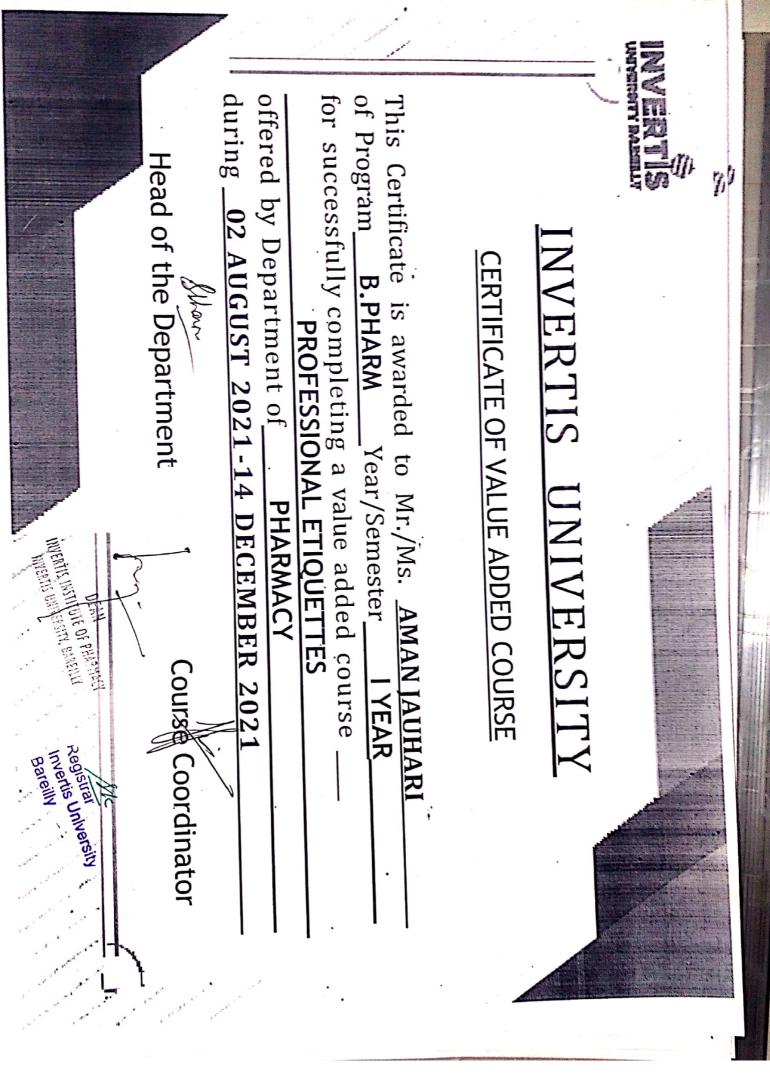
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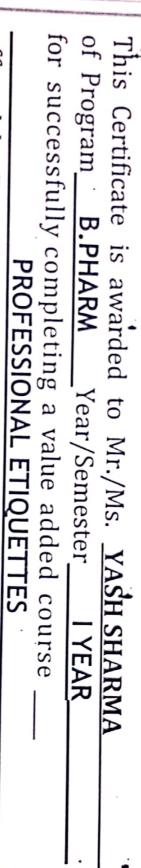
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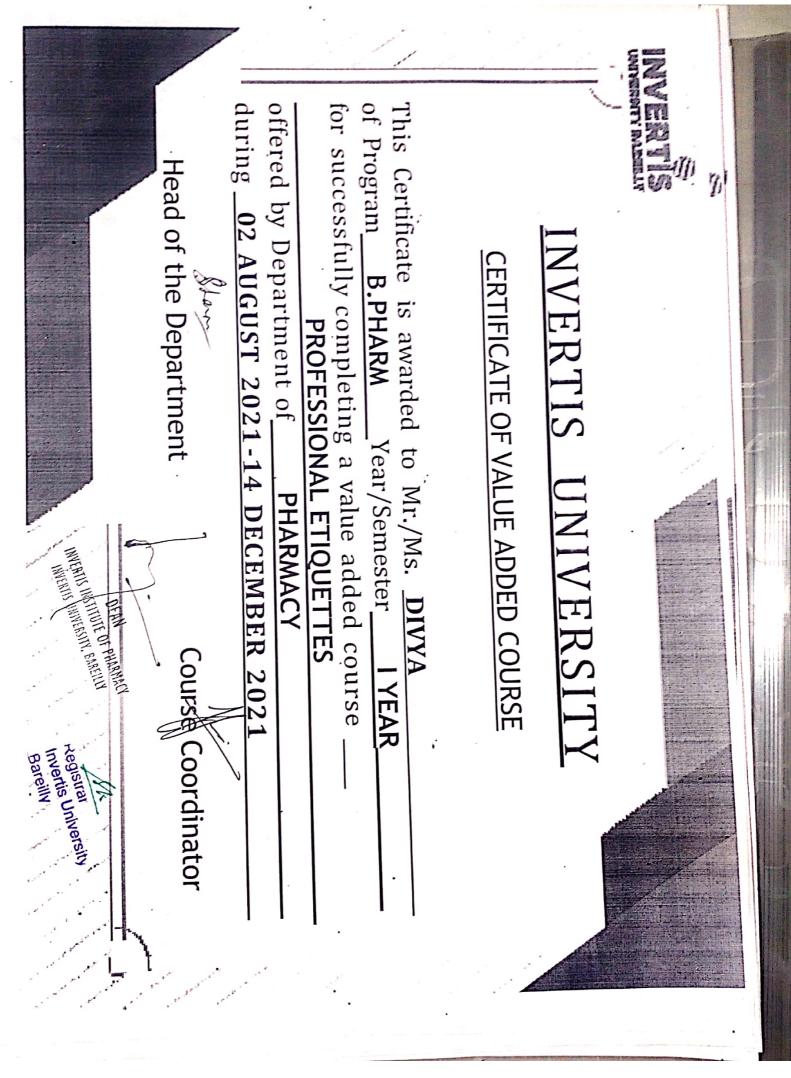
during 02 AUGUST 2021-14 DECEMBER 202 offered by Department of PHARMACY

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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course

PROFESSIONAL ETIQUETTES offered by Department of of Program_ This Certificate is awarded to Mr./Ms. MANOJ TIWARJ B.PHARM _Year/Semester PHARMACY I YEAR

during <u>02 AUGUST 2021-14 DECEMBER 2021</u> Head of the Department Sharm

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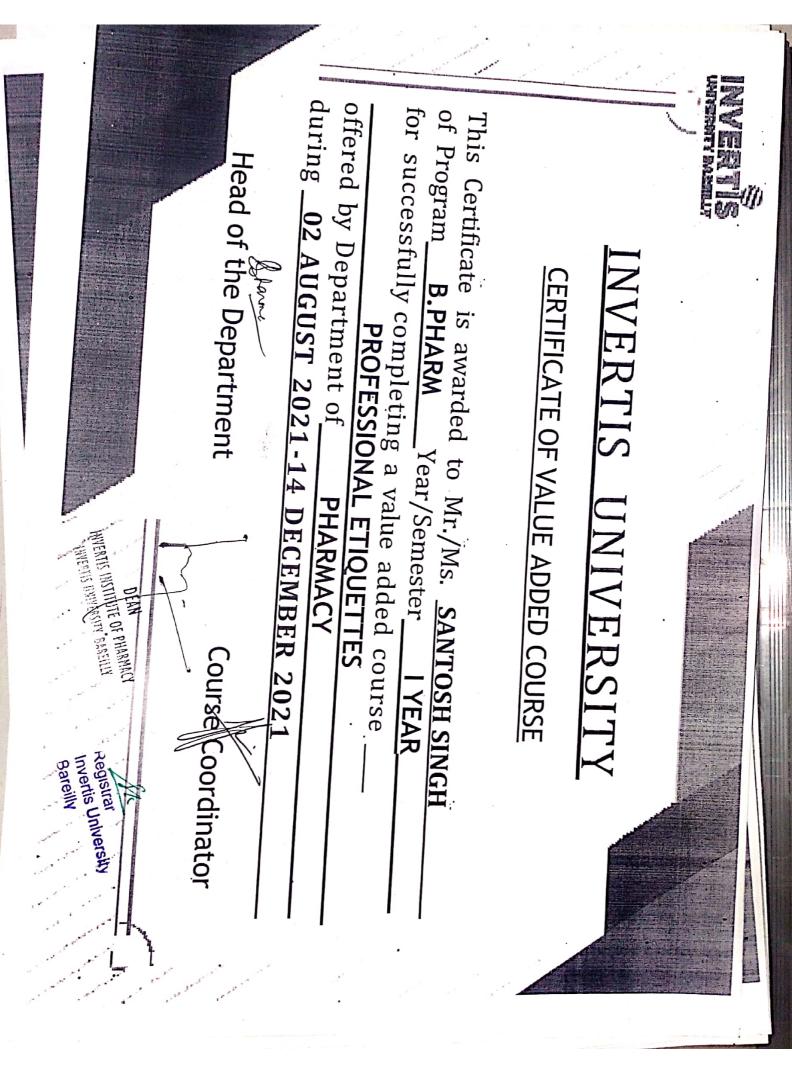
during 02 AUGUST 2021-14 DECEMBER 202 offered by Department of for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. KUNAL SAHU B.PHARM PROFESSIONAL ETIQUETTES __Year/Semester PHARMACY YEAR

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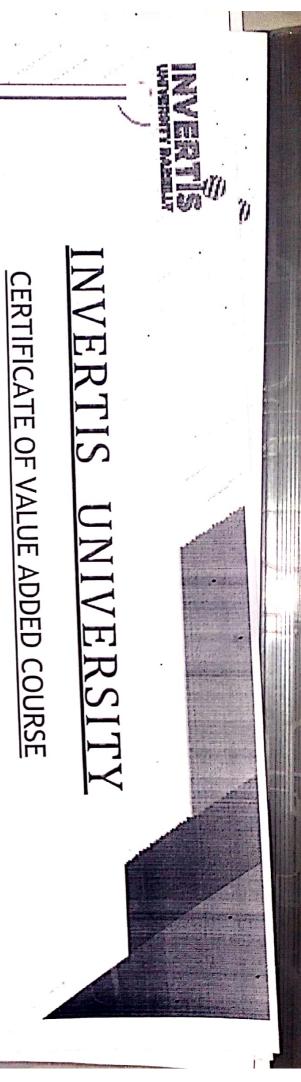
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Course Coordinator	/Ms. UDIT KUMAR MANIK mester I YEAR e added course TIQUETTES ARMACY ECEMBER 2021



for successfully completing a value added course This Certificate is awarded to Mr./Ms. KUSHAN SINGH of Program **B.PHARM** PROFESSIONAL ETIQUETTES __Year/Semester PHARMACY YEAR

during 02 AUGUST 2021-14 DECEMBER 2021 offered by Department of_

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offered by Department of PHARMACY

during 02 AUGUST 2021-14 DECEMBER 2021

Head of the Department

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Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

offered by Department of for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. VIRENDRA KUMAR **B.PHARM** Year/Semester PROFESSIONAL ETIQUETTES PHARMACY I YEAR

during 02 AUGUST 2021-14 DECEMBER 2021

Head of the Department

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CERTIFICATE OF VALUE ADDED COURSE

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

during 02 AUGUST 2021-14 DECEMBER 2021

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Head of the Department

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Registral University

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. ARNAV BARTARIA for successfully completing a value added course of Program. B.PHARM PROFESSIONAL ETIQUETTES Year/Semester_ PHARMACY

during 02 AUGUST 2021-14 DECEMBER 2021 offered by Department of_ Head of the Department The start



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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course This Certificate is awarded to Mr./Ms. MOHAMMAD KAIF of Program_ **B.PHARM** PROFESSIONAL ETIQUETTES Year/Semester **YEAR**

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

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Head of the Department

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. KM SHRADHA OJHA of Program_ offered by Department of. for successfully completing a value added course during 02 AUGUST 2021-14 DECEMBER 2021 Head of the Department **B.PHARM** Year/Semester. PROFESSIONAL ETIQUETTES PHARMACY | YEAR



CERTIFICATE OF VALUE ADDED COURSE

during 02 AUGUST 2021-14 DECEMBER 202 offered by Department of for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. HARSHIT GAUTAM Head of the Department a day B.PHARM PROFESSIONAL ETIQUETTES __Year/Semester PHARMACY YEAR

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Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

of Program_ This Certificate is awarded to Mr./Ms. ISHITA VERMA offered by Department of for successfully completing a value added course B.PHARM PROFESSIONAL ETIQUETTES ___Year/Semester PHARMACY YEAR

during 02 AUGUST 2021-14 DECEMBER 202 Story.

Head of the Department

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

during 02 AUGUST 2021-14 DECEMBER 202 for successfully completing a value added course

PROFESSIONAL ETIQUETTES offered by Department of This Certificate is awarded to Mr./Ms. GUFRAN RAZA B.PHARM _Year/Semester_ PHARMACY I YEAR

Head of the Department

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

offered by Department of for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. JAY SHUKLA B.PHARM PROFESSIONAL ETIQUETTES _Year/Semester PHARMACY YEAR

during <u>02 AUGUST 2021-14 DECEMBER 202</u>1 Head of the Department

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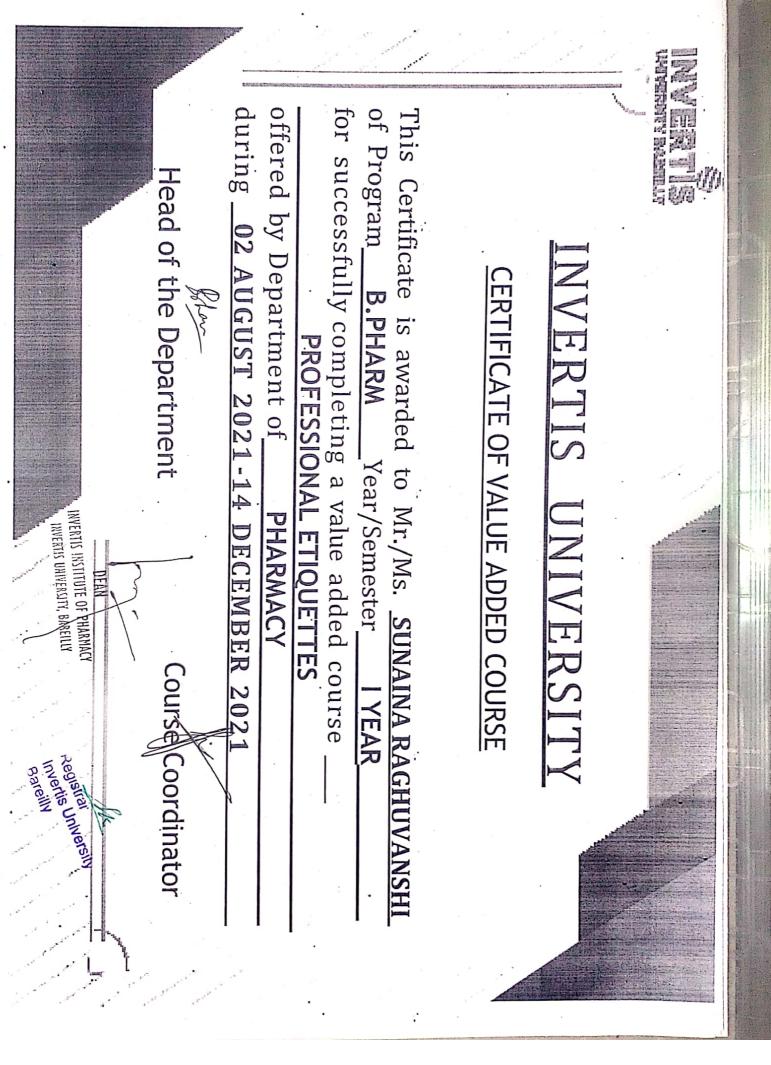
This Certificate is awarded to Mr./Ms. MUSKAN SINGH of Program B.PHARM Year/Semester I YEAR for successfully completing a value added course during 02 AUGUST 2021-14 DECEMBER 2021 offered by Department of Head of the Department PROFESSIONAL ETIQUETTES PHARMACY INVERTIS INSTITUTE OF PHARMAC INVERTIS UNIVERSITY, GAREILLY DIE Course Coordinator Registrat University Barellin



CERTIFICATE OF VALUE ADDED COURSE

offered by Department of for successfully completing a value added course This Certificate is awarded to Mr./Ms. AMAN PATEL of Program_ B.PHARM PROFESSIONAL ETIQUETTES _Year/Semester PHARMACY YEAR

during 02 AUGUST 2021-14 DECEMBER 2021 Head of the Department Course Coordinator Registral University





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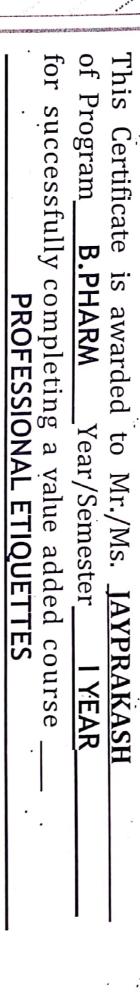
during 02 AUGUST 2021-14 DECEMBER 202 offered by Department of for successfully completing a value added course of Program This Certificate is awarded to Mr./Ms. VIDHAN GUPTA Head of the Department **B.PHARM** PROFESSIONAL ETIQUETTES __Year/Semester PHARMACY Course Coordinator **YEAR**

INVERTIS UNIVERSITY, BAREILLY

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during 02 AUGUST 2021-14 DECEMBER 2021

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Registrat University



CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course This Certificate is awarded to Mr./Ms. RANJEET SINGH of Program_ B.PHARM Year/Semester. PROFESSIONAL ETIQUETTES PHARMACY YEAR

during 02 AUGUST 2021-14 DECEMBER 2021 offered by Department of_

Head of the Department

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

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

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

PHARMACY

Head of the Department

Course Coordinator

Registrat University
Invertis University
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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. SIDRA RASHID **B.PHARM** PROFESSIONAL ETIQUETTES _Year/Semester PHARMACY YEAR

during 02 AUGUST 2021-14 DECEMBER 2023 offered by Department of

Head of the Department

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course This Certificate is awarded to Mr./Ms. AVNEESH KUMAR of Program___ **B.PHARM** PROFESSIONAL ETIQUETTES Year/Semester | YEAR

during 02 AUGUST 2021-14 DECEMBER 202 offered by Department of

PHARMACY

Head of the Department

Course Coordinator

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Registrat University



CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. SWYAM BHARDWAJ B.PHARM PROFESSIONAL ETIQUETTES __Year/Semester I YEAR

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

PHARMACY

Head of the Department

INVERTIS INSTITUTE OF PHARMACY Course Coordinator Registral University

INVERTIS UNIVERSITY, BAREILLY

Bareilly



CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. SHIVAM VERMA B.PHARM PROFESSIONAL ETIQUETTES Year/Semester__ I YEAR

during 02 AUGUST 2021-14 DECEMBER 202 offered by Department of_

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CERTIFICATE OF VALUE ADDED COURSE

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

Head of the Department

Course Coordinator

Registrar Invertis University

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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course

PROFESSIONAL ETIQUETTES of Program_ This Certificate is awarded to Mr./Ms. PUSHKAR YADAV **B.PHARM** __Year/Semester_ I YEAR

during 02 AUGUST 2021-14 DECEMBER 202 offered by Department of PHARMACY

Head of the Department

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course

PROFESSIONAL ETIQUETTES This Certificate is awarded to Mr./Ms. ASIF USMANI of Program_ **B.PHARM** __Year/Semester **YEAR**

during 02 AUGUST 2021-14 DECEMBER 2021

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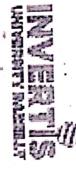
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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course

PROFESSIONAL ETIQUETTES of Program B.PHARM This Certificate is awarded to Mr./Ms. MANMAY MISHRA _Year/Semester YEAR

during 02 AUGUST 2021-14 DECEMBER 202 offered by Department of_ PHARMACY

Head of the Department

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Course Coordinator

INVERTIS INSTITUTE OF PHARMACE

Registrar University



CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. NAWAZ KHAN
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

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. FALAK B.PHARM __Year/Semester

PROFESSIONAL ETIQUETTES

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

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Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course This Certificate is awarded to Mr./Ms. NAVAL KISHOR SHUKLA of Program_ **B.PHARM** PROFESSIONAL ETIQUETTES Year/Semester YEAR

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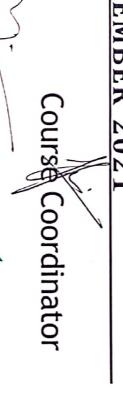
for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. YASH AGARWAL B.PHARM PROFESSIONAL ETIQUETTES _Year/Semester YEAR

during 02 AUGUST 2021-14 DECEMBER 2021

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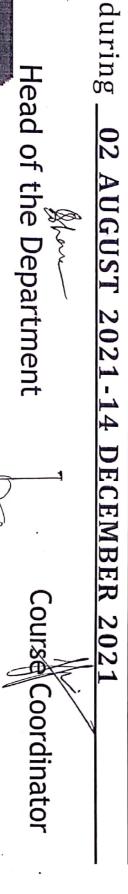
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offered by Department of for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. FAIZ ALI **B.PHARM** Year/Semester PROFESSIONAL ETIQUETTES PHARMACY 'I YEAR

Head of the Department





CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course

PROFESSIONAL ETIQUETTES This Certificate is awarded to Mr./Ms. GOPAL SARAN RATHOR of Program_ B.PHARM ___Year/Semester I YEAR

offered by Department of PHARMACY

during 02 AUGUST 2021-14 DECEMBER 2021

Head of the Department

Course Coordinator

Registrar Invertis University Bareilly



CERTIFICATE OF VALUE ADDED COURSE

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

of Program offered by Department of for successfully completing a value added course **B.PHARM** PROFESSIONAL ETIQUETTES Year/Semester PHARMACY YEAR

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Course Coordinator

Registrar Invertis University Bareilly



CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course of Program_ This Certificate is awarded to Mr./Ms. JATIN MOURYA **B.PHARM** PROFESSIONAL ETIQUETTES _Year/Semester YEAR

during <u>02 AUGUST 2021-14 DECEMBER 2021</u> offered by Department of PHARMACY

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Registrar Invertis University Bareilly



CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course This Certificate is awarded to Mr./Ms. SUDHANSHU DUBEY of Program_ **B.PHARM** PROFESSIONAL ETIQUETTES ___Year/Semester PHARMACY | YEAR

during 02 AUGUST 2021-14 DECEMBER 202 offered by Department of.

Head of the Department

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CERTIFICATE OF VALUE ADDED COURSE

for successfully completing a value added course of Program This Certificate is awarded to Mr./Ms. SHER SINGH B.PHARM Year/Semester_ PROFESSIONAL ETIQUETTES I YEAR

during 02 AUGUST 2021-14 DECEMBER 2021

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during 02 AUGUST 2021-14 DECEMBER 2021

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during 02 AUGUST 2021-14 DECEMBER 2021 This Certificate is awarded to Mr./Ms. PRIYANK UPADHYAY offered by Department of for successfully completing a value added course of Program_ **B.PHARM** PROFESSIONAL ETIQUETTES _Year/Semester PHARMACY YEAR

Head of the Department

Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. PRAKASH DEEP VERMA for successfully completing a value added course of Program_ **B.PHARM** Year/Semester PROFESSIONAL ETIQUETTES | YEAR

offered by Department of PHARMACY

during 02 AUGUST 2021-14 DECEMBER 2021

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