

Department of Agriculture

20 Jan 2022

CIRCULAR

VALUE ADDED COURSE (Professional Etiquettes)

B. Sc (H) Agriculture


Students of B. Sc (H) Agriculture IIIrd year are hereby informed that value added course "Professional Etiquettes" is scheduled from 01 Feb 2022 in your respective classroom, Academic Block-III.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Mrs. Aishwarya Kaushik
- Duration: 2 hrs

Program Overview:

The objective of this course is to develop accounting professionals who are ready to deal with complex transactions in the corporate world and are able to maintain books of accounts as per the requirement.


Dean Faculty of Agriculture

Invertis University
Bareilly-243123, UP


Registrar
Invertis University
Bareilly


Dr. Akshita Banga

(HOD)
Head

Department of Agriculture
Invertis University, Bareilly

Department of Agriculture

04 Oct 2021

CIRCULAR

VALUE ADDED COURSE (Personal Grooming)

B. Sc (H) Agriculture

Students of B. Sc (H) Agriculture Ist year are hereby informed that value added course "Personal Grooming" is scheduled from 11 October 2021 in your respective classroom, Academic Block-III.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Mr. Appras Willias
- Duration: 2 hrs

Program Overview:

The objective of this course is to develop accounting professionals who are ready to deal with complex transactions in the corporate world and are able to maintain books of accounts as per the requirement.



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01 Oct 2021

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VALUE ADDED COURSE (Presentation Skills)

B. Sc (H) Agriculture

Students of B. Sc (H) Agriculture IVth year are hereby informed that value added course "Presentation Skills" is scheduled from 11 October 2021 in your respective classroom, Academic Block-III.

Schedule:

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

Program Overview:

The objective of this course is to develop accounting professionals who are ready to deal with complex transactions in the corporate world and are able to maintain books of accounts as per the requirement.



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01 Oct 2021

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VALUE ADDED COURSE (Academic Research Writing)

B. Sc (H) Agriculture

Students of B. Sc (H) Agriculture IInd year are hereby informed that value added course "Academic Research Writing" is scheduled from 11 October 2021 in your respective classroom, Academic Block-III.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Mr. Abhirup Mitra
- Duration: 2 hrs

Program Overview:

The objective of this course is to develop accounting professionals who are ready to deal with complex transactions in the corporate world and are able to maintain books of accounts as per the requirement.



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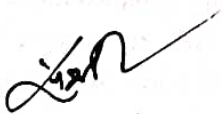


Value Added Courses Syllabus

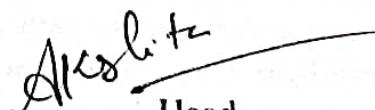
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**Course Code AG -01 Course Name- Professional Etiquettes
(36 hours)**

- Fosters a professional environment.
- Generates a base level of mutual respect.
- Improves communication between employees.
- Creates a baseline for interaction with those of other cultures.
- Improves your business image.

Module 1. 12 Hours


Workplace Courtesy: Everyday courtesies include holding the door for the person behind you, privately and publicly thanking colleagues who help you, encouraging your co-workers, and treating others as you would like to be treated. Neglecting these courtesies can damage your relationships, cause hurt feelings, and lead to misunderstandings that are difficult to repair. In this unit, we will explore workplace manners and the positive behavioral qualities most employers seek in their employees.

Module 2. 12 Hours

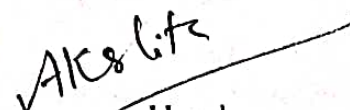
Workplace Communication: Employees are regularly expected to interpret information correctly and communicate with their colleagues, customers, and clients in a respectful manner. Effective communication can increase motivation and create a positive work environment. Even so, one of the leading causes of conflict in the workplace is a lack of adequate or clear communication. Miscommunication can arise from a number of sources, including poor listening skills, misinformation, and misinterpreting verbal, nonverbal, and virtual messages. In this unit, we explore ways to avoid communication errors, since they can lead to disastrous results if left unrecognized and unchecked.

Module 3. 12 Hours

Diversity in the workplace: Organizations that encourage their employees to share new and creative ideas to get a competitive edge. Practices that foster diversity and inclusion increase employee satisfaction by making everyone feel like a valuable member of a team working together toward a common goal. Bringing people who have different ideas and experiences together creates a diverse community that can harness the talents of each individual for the good of the whole. While many companies have a diverse workforce, it takes effort and understanding to create an inclusive environment where everyone feels like they are valuable and appreciated. In this unit, we explore diversity and inclusion in the workplace.


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Course Code AG -02

Course Name- Personal Grooming (36 hours)

Course Outcomes

- Have good grooming.
- Know how to dress decently.
- Understand and develop a positive attitude..
- Be able to improve self-esteem, self-confidence and self-presentation.
- Develop effective communication skills.

Module 1. 12 Hours

Interview Skills: Online Image (Building a strong impression online and sustaining online credibility), Self-Awareness (To Know your personality through an MBTI Grooming To study corporate), grooming habits (The right attire), Body Language (To imbibe the right body language for a professional environment), Confidence (To increase self-belief and faith in one's own abilities Interview), FAQs Learn to face frequently asked interview questions, Resume-To build a strong profiles through effective resume writing, Rejections-To understand how to handle interview rejections and come back from set-backs.

Module 2. 12 Hours

Corporate reading: Values-An introduction to values in a corporate environment, Ownership-To learn how to be accountable and own tasks, projects etc., Respect -To understand the importance of respect as a critical corporate value Teamwork To understand collaboration and its importance in the corporate world Autodidactism To leverage self-learning and selfdirected education Flexibility To learn how to be flexible while playing multiple roles Time Management To improve effectiveness at work and achieve a balance Stress Management To understand how stress can be managed and to lower depression Positive Attitude To take the step towards positive success by adapting the right approach LinkedIn (Profile Management) To gain knowledge on LinkedIn account management and tips to enhance a profile SWOT Analysis To Self evaluate and analyze strengths and areas of improvement

Module 3. 12 Hours

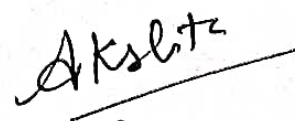
In basket simulation (Learning Application) Group Discussion rules and enhance Public Speaking skills (Group Discussion) Tips to handle Interviews and be able to create the right impression (Mock Interviews)



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Course Code AG -03 Course Name- Presentation Skills (36 hours)

- Understand the fundamentals of effective, successful presentations.
- Plan and prepare powerful presentations that engage the audience.
- Eliminate speaker anxiety and nervousness.
- Polish and learn delivery techniques to present information like a professional.
- Use visual aids effectively.

MODULE 1 12 Hours


Preparation of presentation – 1st part – what, how, for whom, structure, principles and presentation technique, business presentation specifications, Report Writing, Developing Effective Presentation Skills. Oral Presentation: Principles of oral presentation, factors affecting presentation, sales presentation, training presentation, conducting surveys.

MODULE 2 12 Hours

Speeches to motivate, effective presentation skills. Slide Presentation: Craft your message, Make visuals, Include proper content for your presentation. Verbal communication – jawbreakers, argumentation, usable and unsuitable phrases, Communication skills – listening, empathic reaction,

Module3. 12 Hours

Feedback appreciation and critique, Paradigm of human cooperation why there could be problems to start the communication and what to do with it – Defense against manipulation, how to say NO, stress management, Image and etiquettes.


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Course Code AG -04 Course Name- Academic Research Writing (36 hours)

- Understand writing as a process that usually takes multiple drafts to create and complete a successful text.
- Define the collaborative and social aspects of the writing process.
- Being able to write in an academic style.
- Focus, development, unity, coherence, and correctness on content.

Module 1 12 Hours

Academic & research writing: Introduction; Importance of academic writing; Basic rules of academic writing English in academic writing I & II; Styles of research writing Plagiarism: Introduction; Tools for the detection of plagiarism; Avoiding plagiarism.

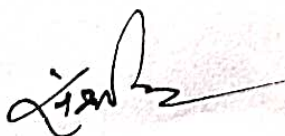
Module 2. 12 Hours

Journal Metrics, Author Metrics Literature review: Introduction, Source of literature; Process of literature review, Online literature databases; Literature management tools.

Module 3. 12 Hours

Review Paper Writing, Research paper writing, Referencing and citation; Submission and; Post submission. Thesis Writing , Methods and Results Sections, Discuss a variety of journal articles that present data in different ways. Wrap- up scientific manuscripts plus Overview of grant writing.


The Abstract, Introduction, and Discussion: Getting to the main point and summarizing effectively. How to conduct literature reviews. Writing an effective discussion.



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