

PERSONALITY DEVELOPMENT

SYLLABUS

OBJECTIVES:

To understand the scope of communication skills personality and its development

To develop core skills for development of self

To cultivate interpersonal for successful life

UNIT -1 Personality Development Skills

- Introduction to personality
- Definition
- Elements of personality
- Determinants
- Self-Esteem and Self-Confidence
- Thinking and Problem Solving Skills

UNIT-2 Interpersonal Skills

- Hard Skills and Soft Skills
- Effective Communication
- Social Effectiveness
- Leadership
- Personal Grooming
- Personal Hygiene

UNIT-3 Body Language

- Introduction of Body Language
- Definition
- Types of body language
- functions of body language
- Role of body language
- Proxemics

UNIT-4 Interview Preparation

- Introduction of Interview Preparation
- Resume Writing
- Dress Code
- Mock Interview
- How to be Successful in an Interview
- Preparation of Self Interview
- Skills for successful interview

COMMUNICATION SKILLS

SYLLABUS

OBJECTIVES:

To understand the scope of communication skills personality and its development

To develop core skills for development of self

To cultivate interpersonal for successful life

UNIT-1 Communication: An Introduction

- Definition ,Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication
- Effective Communication
- Communication Techniques
- Barriers to Communication

UNIT-2 Non-Verbal Communication

- Personal Appearance
- Gestures , Postures
- Facial Expression
- Eye Contacts
- Body Language
- Time Language
- Tips for Improving Non-Verbal Communication

UNIT-3 Listening skills

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening an Effective Listening Skill
- Benefits to Listening

- Academic Listening (Listening to Lectures)
- Listening to Talks and Presentations

UNIT-4 Oral Communication Skills

- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet Symbols
- Spelling and Pronunciation
- Asking for and giving information
- Congratulating people on their success

TIME TABLE

SESSION 2015-16

Communication Skills and Personality Development

Time: 10:00 -11:45 AM

S.NO.	DAY	COMMUNICATION SKILLS 10:00-10:45 AM	BREAK 10:45- 11:00AM	PERSONALITY DEVELOPMENT 11:00 - 11:45 AM
1	MONDAY	DR. S. FRANCIS	B	DR. DIVYA SHARMA
2	TUESDAY	MR. VIVEK SHARMA	R	MR. KAILASH SHARMA
3	WEDNESDAY	DR. M.K. SHARMA	E	MRS. SUMAN PANDEY
4	THURSDAY	DR. S. FRANCIS	A	DR. DIVYA SHARMA
5	FRIDAY	MRS. RASIKA MALAVIYA	K	MRS. REENA SHUKLA
6	SATURDAY	MR. VIVEK SHARMA		MR. KAILASH SHARMA

नाम Communication Skill & Personality Development
माहिती
Firm's Name Monthly

हाजिरी रजिस्ट्रर

माह

Jan

सन् 2016

Attendance Register Month

January

Monthly

क्रमांक No.	नाम Name	पद Designation	Monthly																														कुल दिवस Total Days	वर Leave	कुल रकम Total Amount	उपवास Advance	बकाया Balance	हस्ताक्षर Signature																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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1	Aarti Yadav	F	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP

Character Education Skills & Personality Development महिचारी

First's Name Monthly

क्रमांक No.	नाम Name	वर्ग Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14
35	Chander Singh Thakur	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	Capi Ku Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	Chaitra Desai	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	Hemlata Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	Hemant Chandra	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	Himani Yadav	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	Hitesh Kumar	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	Indu Rajak	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	Jagdish Patel	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	Jai Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	Jaganti Joshi	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	Jeetu Shende	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	Jitendra Ku Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	Juhi Parmar	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	Jyoti Kumari	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	Jyoti Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	Kavita Nayak	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	Kailash Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	Komal Narayan	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	Karun Bhan	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	Kaushalya Jagat	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	Ramesh Kumar	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
57	Kedarnath	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	Kishor Nath	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	Kiron Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	Krishan Rahangdale	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	Lav Kumar Verma	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
62	Lekshmi Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	Lokesh Chaudhari	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	Lokesh Ku Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	Madhu Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	Mamta Pradhan	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P

हाजिरी रजिस्ट्रार

Attendance Register Month

माह जनवरी

January

क्रमांक No.	नाम Name	वर्ग Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14
35	Chander Singh Thakur	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	Capi Ku Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	Chaitra Desai	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	Hemlata Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	Hemant Chandra	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	Himani Yadav	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	Hitesh Kumar	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	Indu Rajak	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	Jagdish Patel	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	Jai Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	Jaganti Joshi	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	Jeetu Shende	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	Jitendra Ku Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	Juhi Parmar	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	Jyoti Kumari	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	Jyoti Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	Kavita Nayak	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	Kailash Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	Komal Narayan	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	Karun Bhan	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	Kaushalya Jagat	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	Ramesh Kumar	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
57	Kedarnath	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	Kishor Nath	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	Kiron Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	Krishan Rahangdale	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	Lav Kumar Verma	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
62	Lekshmi Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	Lokesh Chaudhari	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	Lokesh Ku Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	Madhu Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	Mamta Pradhan	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P

नाम Communication Skill & Personality development माहिवाही

Firm's Name

Monthly

क्रमांक No	नाम Name	पद Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
65	Madhura Thapa	M	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
66	Manas Pal	M	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
67	Manish Verma	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	Moena Nishad	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	Mimakeshi Sinha	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	Mithun Jagat	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	Morika Nadiy	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	Mukesh Vishwakarma	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
73	Naman Suhane	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	Nandani Mishra	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
75	Neha Karm	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
76	Neha Sharma	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
77	Nidhi Shrivastava	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
78	Nikita Tordi	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
79	Nilesh Mishra	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
80	Nilesh Soniyat	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
81	Omprakash Nishad	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
82	P. Asha	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
83	Parmanend	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
84	Parvati Sahu	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
85	Payal Kukreja	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
86	Piyush Rookade	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
87	Pooja Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
88	Pooja Chakraborty	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
89	Pooja Chakraborty	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
90	Prechi Verma	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
91	Pranod Kumar	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
92	Prakash Patel	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
93	Preeti Sinha	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
94	Prithesh Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
95	Priya Shukla	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
96	Priyanka Shukla	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

हाजिरी रजिस्टर

Attendance Register Month

माह जनवरी सन 2016

January

क्रमांक No	नाम Name	पद Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	कुल दिवस Total Days	हजेर Hajeri	कुल रजिस्टर Total Register	अग्रिम Advance	वकाफ Vacation	रहो Sign
65	Madhura Thapa	M	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	Manas Pal	M	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	Manish Verma	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	Moena Nishad	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	Mimakeshi Sinha	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	Mithun Jagat	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	Morika Nadiy	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	Mukesh Vishwakarma	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
73	Naman Suhane	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	Nandani Mishra	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
75	Neha Karm	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
76	Neha Sharma	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
77	Nidhi Shrivastava	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
78	Nikita Tordi	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
79	Nilesh Mishra	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
80	Nilesh Soniyat	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
81	Omprakash Nishad	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
82	P. Asha	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
83	Parmanend	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
84	Parvati Sahu	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
85	Payal Kukreja	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
86	Piyush Rookade	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
87	Pooja Sahu	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
88	Pooja Chakraborty	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
89	Pooja Chakraborty	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
90	Prechi Verma	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
91	Pranod Kumar	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
92	Prakash Patel	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
93	Preeti Sinha	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
94	Prithesh Sahu	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
95	Priya Shukla	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
96	Priyanka Shukla	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Firm's Name			Monthly															Attendance Register Month															Hire			
क्रमांक No.	नाम Name	पद Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	वर्क Days	रकम Amount	एडवांस Advance	बलाना Balance
97	Prigra Kaur	F	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
98	Papa Sahu	F	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
99	Raghvendra Dewangan	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
100	Rahul Dhimar	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
101	Rahul Dubey	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
102	Rajkumar Dhimar	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
103	Rajesh Yadav	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
104	Raju Sahu	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
105	Rakesh Yadu	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
106	Rakhi Garghiye	F	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
107	Ramesh Sonkar	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
108	Rameshwar Yadav	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
109	Rani Kshatri	E	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
110	Rasmi Sharma	E	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
111	Ravi Kushwaha	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
112	Ravi Singh	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
113	Ritu Mahabiyar	E	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
114	Riya Kundu	E	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
115	Rohini Kumari	E	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
116	Ruksar	F	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
117	Rupendra Nishad	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
118	Sagar Patel	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
119	Sakshi Singh	F	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
120	Sanjay Sahu	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
121	Sapna Dawedi	F	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
122	Saraswati Sahu	E	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
123	Sarla Nishad	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
124	Satpurush das	M	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP									

Firm's Name

हाजिरी रजिस्ट्रार

साह

Attendance Register Month

Janu

PERSONALITY DEVELOPMENT

EXAMINATION, MARCH 2015-16

Time: *Three Hours*

Maximum Marks: 80

Notes: Attempt all the five questions. All questions carry equal marks.

UNIT-1

1. What do you understand by personality development ?

Or

What is difference between Self-Esteem and Self-Confidence ?

UNIT-2

2. What is the effective communication? Explain it with example ?

Or

What do you understand by Hard Skills and Soft Skills?

UNIT-3

3. . Explain the types of body language?

Or

Describe the function of body language?

UNIT-4

4. How do you prepare self Introduction?

Or

What is the purpose of mock interview?

COMMUNICATION SKILLS

EXAMINATION, MARCH 2015-16

Time: *Three Hours*

Maximum Marks: 80

Notes: Attempt all the five questions. All questions carry equal marks.

UNIT-1

1. What do you understand by communication skills? Explain its nature and scope?

Or

Describe the process of communication skills?

UNIT-2

2. Explain the barriers of communication skills?

Or

Describe your communication skills?

UNIT-3

3. What difference between formal and informal conversation?

Or

Explain the main purpose of listening skills?

UNIT-4

4. Write the importance of spoken English?

Or

Describe the International Phonetic Alphabet (IPA) Symbols?



Value Added Course

On

Communication Skills and Personality Development

Vipra, Arts Commerce and Physical Education College Raipur Chhattisgarh

Certificate

This is to certify that Jyoti Sahu..... has successfully completed one month *Value Added Course* on *Communication Skills & Personality Development* from **1 January 2016 to 30 January 2016** conducted by Education Department, Vipra Arts Commerce and Physical Education College Raipur, Chhattisgarh. We wish all the best for future endeavour.

Dr. Divya Sharma

Course Co-ordination

Dr. Meghesh Tiwari

Principal



**VIPRA, ARTS COMMERCE AND | PHYSICAL
EDUCATION COLLEGE RAIPUR CHHATTISGARH**

Outcomes of Assessment Value Added Course

On

Communication Skills and Personality Development

Duration-3h

Maximum Marks: 160

Date of declaration-12 June

S.No.	No. Of students Appearance	No. Of students who score 1 st division	No. Of students below 1 st division
1.	145	89	56