

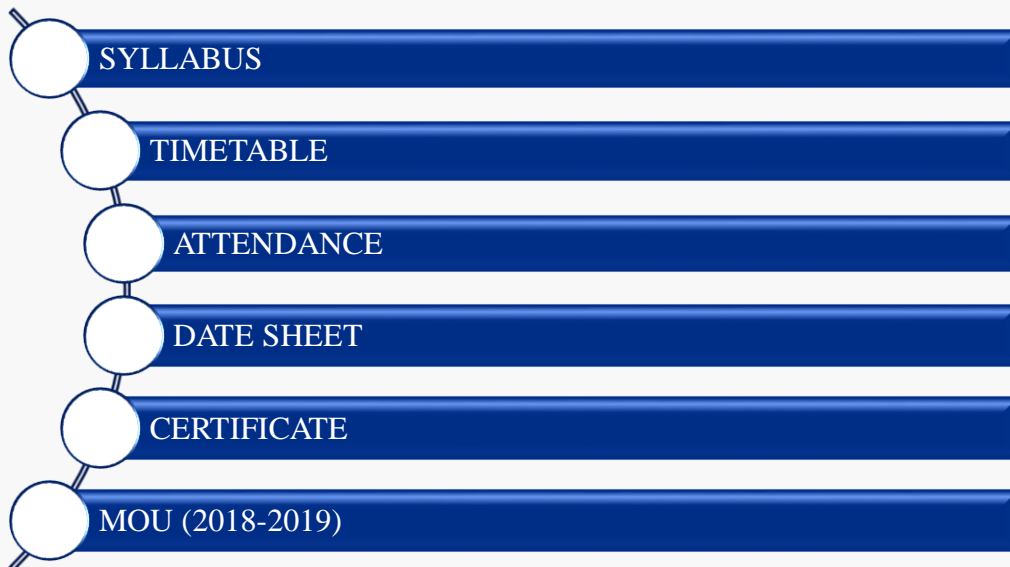


St. Bede's College Shimla
(UGC-NAAC "A+" Grade Re-Accredited)

CRITERION 1

1.2.1&1.2.2

COMMUNICATION SKILLS & PERSONALITY DEVELOPMENT





St. Bede's College Shimla

Syllabus

**COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT
ADD-ON COURSE
(THIRD YEAR)**

Module 1: Personality- The Introduction

Personality meaning, determinants- physical, intellectual, emotional, cultural

Traits of personality, importance of personality development.

Module 2: Personality Development

Grooming, dress code, do's and don'ts, Social etiquettes, self confidence.

Module 3: Self Analysis

SWOT analysis, Creative thinking, Goal Setting, time management, prioritizing work

Module 4 : Communication and its Importance

Definition, process, and different types of communication

Resume Writing, letter writing, report writing, article writing and Creative writing

Module 5 : Leadership as a process

Group discussions, working in a team, class participation. Learning How to face personal interview.

mallym
Principal
St. Bede's College
Shimla 1710

[BACK](#)



St. Bede's College Shimla

Timetable (2018-2023)

TIME TABLE FOR VALUE ADDED COURSES-2018

FIRST YEAR

COURSE	DAYS	TIMINGS	ROOM NO.
BEAUTY & FITNESS	MONDAY	9:00-9:45	D4
	SATURDAY	1:30-3:00	D4
INTERNET TECHNOLOGY AND WEB PAGE DESIGN	MONDAY	9:00-9:45	COMPUTER LAB1
	TUESDAY	9:00-9:45	COMPUTER LAB1
	SATURDAY	1:30-3:00	COMPUTER LAB1
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	MONDAY	9:00-9:45	B8
	TUESDAY	9:00-9:45	B8
	SATURDAY	1:30-3:00	B8
TALLY (GROUP I)	MONDAY	9:00-9:45	COMPUTER LAB2
	TUESDAY	9:00-9:45	COMPUTER LAB2
	SATURDAY	1:30-3:00	COMPUTER LAB2
TALLY (GROUP II)	MONDAY-WEDNESDAY	9:45-10:30	COMPUTER LAB2
	FRIDAY	9:00-9:45	COMPUTER LAB2
FRENCH	MONDAY	9:00-9:45	D9
	TUESDAY	9:00-9:45	D9
	SATURDAY	1:30-3:00	D9
TRAVEL AND TOURISM	MONDAY	9:00-9:45	D8
	TUESDAY	9:00-9:45	D8
	SATURDAY	1:30-3:00	D8

Mwalia
6/7/2018
Coordinator



St. Bede's College Shimla

**TIME TABLE FOR VALUE ADDED COURSES-2019
FIRST YEAR**

COURSE	DAYS	TIMINGS	ROOM NO.
BEAUTY & FITNESS	FRIDAY	9:00-9:45	D8
	SATURDAY	1:30-2:15	D8
INTERNET TECHNOLOGY AND WEB PAGE DESIGN	FRIDAY	9:00-9:45	COMPUTER LAB1
	SATURDAY	1:30-2:15	COMPUTER LAB1
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	FRIDAY	9:00-9:45	B9
	SATURDAY	1:30-2:15	B9
TALLY (GROUP I)	MONDAY	2:45-3:30	COMPUTER LAB2
	WEDNESDAY	2:00-3:30	COMPUTER LAB2
TALLY (GROUP II)	FRIDAY	9:00-9:45	COMPUTER LAB2
	SATURDAY	1:30-3:00	COMPUTER LAB2
FRENCH	FRIDAY	9:00-9:45	D9
	SATURDAY	1:30-2:15	D9
TRAVEL AND TOURISM	FRIDAY	9:00-9:45	D2
	SATURDAY	1:30-2:15	D2

C. Swalia
9/7/2019
Coordinator

[BACK](#)



St. Bede's College Shimla

COURSE NAME	DAY	TIME	ROOM
TALLY ACE	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
INTERNET TECHNOLOGY & WEB PAGE DESIGNING	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
FRENCH	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
BEAUTY & FITNESS	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
TRAVEL & TOURISM	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	MONDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS
	TUESDAY	2:00 PM -2:45 PM	ONLINE ON MS TEAMS

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St. Bede's College Shimla

COURSE NAME	TIME	MODE
TALLY ACE	MAY 7, 2021	ONLINE ON MS TEAMS
INTERNET TECHNOLOGY & WEB PAGE DESIGNING	APRIL 10, 2021	ONLINE ON MS TEAMS
FRENCH	APRIL 10, 2021	ONLINE ON MS TEAMS
BEAUTY & FITNESS	APRIL 10, 2021	ONLINE ON MS TEAMS
TRAVEL & TOURISM	APRIL 10, 2021	ONLINE ON MS TEAMS
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	APRIL 10, 2021	ONLINE ON MS TEAMS

[BACK](#)



St. Bede's College Shimla


**ST. BEDE'S COLLEGE, SHIMLA
TIME-TABLE FOR ADD ON COURSES THIRD YEAR
2022-23**

Date: August 16, 2022

COURSE NAME	DAY	TIME	ROOM
NUTRITION AND HEALTH EDUCATION	THURSDAY	3:15 PM -4:15 PM	A3
	SATURDAY	3:15 PM -4:15 PM	A3
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	THURSDAY	3:15 PM -4:15 PM	B11
	SATURDAY	3:15 PM -4:15 PM	B11
PHYSICAL FITNESS AND YOGA	THURSDAY	3:15 PM -4:15 PM	COMMON ROOM
	SATURDAY	2:30 PM-3:30 PM	BASKETBALL COURT

Note:

- All Add on courses will commence from August 20, 2022, except German Language.
- Nutrition and Health Education course will commence from August 25, 2022


PRINCIPAL
Principal
St. Bede's College
Shimla 171002



St. Bede's College Shimla

Attendance (2018-2023)

Faculty... SS ... Class... 1 Year... 2018

Section... Skills Semester... Session...

S. No.	Regd. No.	Name	Univ. Roll No.	Phone No.	
				Parent	Student
1		Nikita Shukla			
2		Shakti Chandel			
3		Tshita			
4		Aditi Sharma			
5		Sansiti Kaushal			
6		Poochi Sharma			
7		Sakshi			
8		Ritika Naswal			
9		Anshu Katoch			
10		Riya Gupta			
11		Aditi Verma			
12		Sakshi Thakur			
13		Bhavana			
14		Tejuswini Kaushal			
15		Tanvi Sharma			
16		Aishwarya Khanna			
17		Makina Sharma			
18		Tika Negi			
19		Anshu Thakur			
20		Himani Sharma			
21		Neha Thakur			
22		Riya Pandey			
23		Ananya Jaiswal			
24		Parul Santhya			
25		Pratikha Rajta			
26		Kastika Thakur			
27		Susati			
28		Neha Koundal			
29		Neha			
30		Yashwita			
31		Divya			
32		Apar Katoch			
33		Susheel Koushi			
34		Mallika Kalyan			

Month... July ... Year... 2018

Previous Attendance	28 30 31		
	1	P	P
2	P	P	A
3	P	P	P
4	A	A	P
5	P	P	P
6	P	A	A
7	P	A	P
8	P	P	P
9	P	P	P
10	P	A	P
11	P	A	A
12	A	P	A
13	A	P	A
14	P	P	P
15	P	P	A
16	A	A	A
17	P	A	P
18	P	A	P
19	P	P	P
20	P	P	P
21	P	P	P
22	P	P	P
23	A	P	A
24	P	A	A
25	P	A	A
26	P	P	A
27	P	P	A
28	P	P	A
29	P	P	A
30	A	P	A
31	A	P	A
32	P	P	A
33	P	P	P
34	P	P	P

Dated.....
 Teacher's Signature: [Signature]
 Principal's Signature: [Signature]



St. Bede's College Shimla

Subject: Communication Skill Faculty..... Class: III Year
and Personality Development..... Session: 2021-2022
Section..... Semester.....

Formative Assessment (CCA)

Formative Assessment	Minor Tests	Minor Tests	Total CCA
Tests, Quizzes, M-I	M-I	M-I	M-I
(15)	(15)	(15)	(50)

S. No.	Regd. No.	Name	Univ. Roll No.	Parent	Phone No.
					Student
1		✓ Aditi Shyam	3190830002		
2		✓ Aditi Verma	3190830003		
3		✓ Akshita Chauhan	3190830004		
4		✓ Aranya Mahajan	3190830007		
5		✓ Anshika Joshi	3090830010		
6		✓ Aravika Singh	3190830013		
7		✓ Aryan Singh	3190830015		
8		✓ Chahat Kohli			
9		✓ Gunvishal Singh Kharwa			
10		✓ Harshit Sharma	3190830021		
11		✓ Mansiki Kaundal	3190830022		
12		✓ Neha			
13		✓ Neha Chauhan	3190830024		
14		✓ Nikita Sharma	3190830025		
15		✓ Rajal Thakur	3190830026		
16		✓ Kavini	3190830029		
17		✓ Kirti Bhatti	3190830030		
18		✓ Manan Bhatia	3190830035		
19		✓ Neha Chauhan	3190830011		
20		✓ Nikita Verma	3190830037		
21		✓ Nishika Verma	3190830038		
22		✓ Pooja	310830061		
23		✓ Priya Sharma	1190830080		
24		✓ Riga Shukla	3190830043		
25		✓ Ridhi Dard	3190830047		
26		✓ Ritika Dard	3190830045		
27		✓ Ruluya			
28		✓ Sakshi Sharma	3190830047		
29		✓ Shephali Dard	3190830049		
30		✓ Shivani	3190830050		
31		✓ Shreya Chauhan	3190830051		
32		✓ Shubhi Singh	1190830048		
33		✓ Tejpal Chauhan	3190830056		
34		✓ Varshika Mehra	3190830057		

Previous Attendance	Month: <u>October</u> Year: <u>2021</u>											
	1	2	3	4	5	6	7	8	9	10	11	12
P	P	P										
P	P											
			P	P	P							
				P	P	P						
							P	P				
									P	P		

Principal
St. Bede's College
Shimla

Dated: 30/10/21

Teacher's Signature

Principal's Signature

BACK



St. Bede's College Shimla

Daily Attendance Register of St. Bede's College for the month of _____ year 2022-23

CLASS.....
 SUB.....
 PAPER.....
 MONTH.....
 YEAR.....

Class.....

Subject.....

Paper.....

SKILLS AND PERSONALITY DEVELOPMENT

Serial Number	Name of Student	Registration No.	Registration No.	Previous Attendance	DATES																							GRADE	No. of Lectures	Attendance									
					15/8	16/8	17/8	18/8	19/8	20/8	21/8	22/8	23/8	24/8	25/8	26/8	27/8	28/8	29/8	30/8	31/8	1/9	2/9	3/9	4/9	5/9	6/9				7/9	8/9	9/9	10/9	11/9	12/9	13/9	14/9	15/9
1.	MECHA VERMA				A	1	2	A	3	4	5	6	7	A	8	9	10	11	12	A	13	14	15	16	17	A	18	19	A	20		B							
2.	PRIYA SHARMA				1	2	3	4	A	5	6	7	A	8	9	10	11	12	13	A	14	15	16	A	17	A	18	A	19		B								
3.	HARSHITA SHARMA				A	1	2	3	4	A	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	A	22		B							
4.	ASTHA NEGI				A	1	A	2	A	3	4	5	A	6	A	7	8	9	10	A	11	A	12	13	14	15	A	16	A	17	A	18	A	19		A			
5.	RITISHA RAJ				A	A	A	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	A	15	A	16	17	18	19	20	21	A	22		A				
6.	ANITALI VERMA				1	2	3	4	5	6	7	8	A	9	10	A	11	12	13	A	14	A	15	A	16	17	A	18	A	19	20		A						
7.	DIYA VERMA				A	A	A	1	2	3	4	5	6	7	8	9	10	11	12	A	13	A	14	A	15	A	16	17	A	18	A	19		B					
8.	RAVISHA VERMA				1	2	3	4	5	A	6	7	8	9	A	10	A	11	12	A	13	A	14	A	15	A	16	17	A	18	A	19		B					
9.	DISHA THAKUR				A	1	2	A	3	4	5	6	A	7	8	9	10	11	12	A	13	A	14	A	15	A	16	17	A	18	A	19		B					
10.	MEGHA CHIBBER				A	1	2	3	4	A	5	A	6	7	A	8	9	10	A	11	A	12	A	13	14	15	A	16	17	A	18	A	19		B				
11.	SONIA THAKUR				1	2	3	4	A	5	A	6	A	7	8	9	10	11	A	12	A	13	14	15	A	16	17	A	18	A	19		B						
12.	DIVYANSHI DAMSETH				A	1	A	2	A	3	4	5	A	6	A	7	8	9	10	A	11	A	12	A	13	14	A	15	16	17	A	18	A	19		B			
13.	NITISHA				A	A	A	A	1	A	A	A	A	A	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16		-						
14.	RITIKA SHARMA				A	A	A	A	A	A	A	A	A	A	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16		-						
15.	ALISHA CHANDEL				A	A	A	1	2	A	A	A	3	4	5	6	7	8	9	10	A	11	12	13	A	14	15	16	17	18		-							
16.	DEVYANSHI SHARMA				A	A	A	1	A	2	3	A	4	5	6	7	8	9	10	A	11	A	12	A	13	14	15	16	17	18	19		B						
17.	DEVYANSHI YADAV				A	A	A	A	A	A	A	A	A	A	1	2	3	4	5	6	7	8	A	9	A	10	11	12	13	14	15	16		B					
18.	ANGEL MAHIMA				A	1	A	A	2	A	A	A	A	A	1	2	3	4	5	6	7	8	A	9	A	10	11	12	13	14	15	16		B					
19.	ACTHA				1	2	3	4	5	6	7	A	8	9	A	10	11	12	13	14	15	16	A	17	A	18	A	19	20	21		-							
20.	DIYA RAMAIA				A	A	A	1	A	2	A	3	A	4	5	6	7	8	9	A	10	A	11	12	A	13	14	15	16	17	18	19		A					
21.	ASHLESHA GARG				A	1	2	3	4	5	6	7	8	A	9	10	11	A	12	A	13	14	A	15	16	17	18	19	20		A								
22.	SAMKIDHI GUPTA				1	2	3	4	5	6	7	8	A	9	10	11	A	12	A	13	14	A	15	16	17	18	19	20		A									
23.	ADITI THAKUR				A	A	A	A	A	1	2	A	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20		B						
24.	ANSHIKA				1	A	A	2	3	4	5	A	6	7	8	9	A	10	A	11	12	A	13	14	15	A	16	17	18	19		-							
25.	ANANYA VERMA				A	1	A	2	A	3	A	4	5	A	6	A	7	8	9	A	10	A	11	A	12	A	13	14	A	15	16	17	18	19		A			
26.	SHIKADHA GUPTA				A	A	A	1	2	3	4	A	5	6	7	A	8	9	10	11	A	12	13	A	14	15	16	17	A	18	A	19	20		A				
27.	HIMANSHI				A	A	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	A	15	16	17	18	A	19	20	21		A							
28.	STUTI SOOD				A	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	A	15	16	17	18	A	19	20	21	22	23		A						
29.	ASTHA ROHTA				1	2	3	4	5	6	A	7	8	A	9	10	11	12	13	A	14	A	15	16	17	18	A	19	20	21		C							
30.	THINLEY WANJIMO				A	A	1	2	3	4	5	A	6	A	7	A	8	9	10	11	A	12	A	13	14	A	15	16	17	18	19	20		A					
31.	FRAGATI THAKUR				1	2	3	4	5	6	7	A	8	9	A	10	11	A	12	A	13	14	A	15	16	A	17	A	18		B								
32.	AKSHYA ROACH				1	2	A	3	4	5	6	7	8	A	9	A	10	11	12	13	14	A	A	A	15	16	17	18	A	19	20		A						
33.	SAMKIDHI MALL				1	A	2	A	3	4	5	6	7	8	9	10	11	12	13	14	A	A	A	15	16	17	18	A	19	20		A							
34.	AASTHA CHANDEL				A	1	2	3	4	5	A	6	A	7	8	9	10	11	12	A	13	A	14	A	15	16	17	18	19	20		A							
35.	SEHAR SEHNI				A	A	1	A	2	3	A	4	5	A	6	7	8	9	A	10	A	11	12	A	13	14	A	15	16	17	18	19		B					
36.	ADITI CHAUHAN				A	A	1	2	3	4	5	A	6	A	7	8	9	A	10	11	12	A	13	14	A	15	16	17	18	19	20	21		A					
37.	ROZI KASHID				1	2	A	3	4	A	5	6	7	8	A	9	10	11	12	13	14	A	A	A	15	16	17	18	19	20		A							
38.	SUWANI CHAUHAN				A	A	1	2	3	4	5	A	6	A	7	8	9	A	10	11	12	13	14	A	15	16	17	18	19	20		A							
39.	RASHI BHARDWAJ				A	1	2	3	4	5	6	A	7	8	A	9	10	A	11	12	13	14	A	15	16	17	18	19	20	21		A							
40.	AANCHAL SUARNA				1	2	A	A	3	4	A	5	6	7	8	9	10	A	11	A	12	A	13	14	15	16	17	18	19	20	21		A						

Dated.....

Lecturer's Signature

Lecturer Name

Dated.....

Received By.....

Principal's Signature
 St. Bede's College
 Shimla 171002
 Clerk's Signature

Teacher's Name
 ANNETTE JAMES
 Teacher's Signature



St. Bede's College Shimla

Date Sheet (2018-2023)

DATE SHEET FOR VALUE ADDED COURSES

SESSION-2018-19

DATED: NOVEMBER 13, 2018

COURSE	CLASS	DATE	TIMING	ROOM NO.
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	IST YEAR	NOVEMBER 17, 2018	1:00-2:00	B8 & B9

Nwalia
13/11/2018
COORDINATOR

[BACK](#)



St. Bede's College Shimla

**DATE SHEET FOR VALUE ADDED COURSES
SESSION-2019-20**

DATED: FEBRUARY 24, 2020

COURSE	CLASS	DATE	TIMING S	ROOM NO.
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	IST YEAR	FEBRUARY 28, 2020	9:00-10:00	B9
BEAUTY & FITNESS	IST YEAR	FEBRUARY 29, 2020	1:30-3:00	D2
FRENCH	IST YEAR	MARCH 7, 2020	1:30-2:30	D9
INTERNET TECHNOLOGY AND WEB PAGE DESIGN	IST YEAR	MARCH 7, 2020	1:30-3:00	COMPUTER LAB
ADVANCE COURSE IN BEAUTY & FITNESS	IIND YEAR	FEBRUARY 29, 2020	1:30-3:00	D2
FRENCH	IIND YEAR	MARCH 7, 2020	1:30-2:30	D9
PHP PROGRAMMING	IIND YEAR	MARCH 7, 2020	1:30-3:00	COMPUTER LAB

Nwalia
24/2/2020

COORDINATOR



St. Bede's College Shimla



*Add on Courses
St. Bede's College, Shimla*

NOTICE

MARCH 26, 2022

DATESHEET FOR ADD-ON COURSES

COURSE NAME	CLASS	TIME	MODE
COMMUNICATIO N SKILLS AND PERSONALITY DEVELOPMENT	THIRD YEAR	MARCH 30, 2022 4:00 PM – 5:00 PM	ONLINE ON MS-TEAMS

Neha
NEHA WALIA *26/3/2022*
(Coordinator)

[BACK](#)



St. Bede's College Shimla



March 18, 2023

*Add on Courses
St. Bede's College, Shimla*

**DATESHEET FOR ADD-ON COURSES
2022-23**

COURSE NAME	CLASS	TIME	ROOM
PHYSICAL FITNESS AND YOGA	SECOND YEAR	MARCH 21, 2023 3:15 PM – 4:15 PM	A-10
PHYSICAL FITNESS AND YOGA	FIRST YEAR	MARCH 22, 2023 3:15 PM – 4:15 PM	A-10
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	THIRD YEAR	MARCH 23, 2023 1:45 PM ONWARDS MARCH 24, 2023 2:30 PM ONWARDS	B7
NUTRITION AND HEALTH EDUCATION	THIRD YEAR	MARCH 23, 2023 2:00 PM – 4:00 PM	A3
PHYSICAL FITNESS AND YOGA	THIRD YEAR	MARCH 23, 2023 3:15 PM – 4:15 PM	A-10


PRINCIPAL



St. Bede's College Shimla

Certificate (2018-2023)



St. Bede's College
SHIMLA

CERTIFICATE OF MERIT

This certificate is awarded to
ANKITA SHARMA
for successfully completing
COMMUNICATION SKILLS &
PERSONALITY DEVELOPMENT PROGRAM
acquiring
Grade B

Munishwar Parsad
Founder Member

Dr. Sister Beena John
Principal



in collaboration with

**SERVE MANGALAYA
WELFARE TRUST**



St. Bede's College Shimla



St. Bede's College

SHIMLA

CERTIFICATE OF MERIT

This certificate is awarded to
Ananya Dhingra
D/o Sh. Mool Chand Dhingra
student of B.A. 1st Year
for successfully completing
**Communication Skills and
Personality Development Course**
acquiring Grade **A+**

Reg. No. : 191021

Certificate No. : 190085

Dated : 16/11/2021

Principal

Principal
St. Bede's College
Shimla - 171 002



St. Bede's College Shimla



St. Bede's College

SHIMLA

CERTIFICATE OF MERIT

This certificate is awarded to

Aditi Shyam

D/o Sh. Hari Singh Shyam
student of B.Com - IIIrd Year

for successfully completing

**Communication Skills and
Personality Development Course**
acquiring Grade **B**

Reg. No.: 193031

Certificate No.: 210001

Dated : 20/5/2022

mollym
Principal

Principal
St. Bede's College
Shimla-171002



St. Bede's College Shimla



St. Bede's College

NAAC Re-Accredited A+ Grade

CERTIFICATE OF MERIT

This certificate is awarded to

Priyanka Thakur

D/o Sh. Inder Singh

student of B.C.A.- IIIrd Year

for successfully completing

Communication Skills and Personality Development Course

acquiring Grade A

for the session 2022-23

Certificate No: 220209

Regd. No.: 206008

Date: May 23, 2023


Prof. Sr. Molly Abraham

Principal

St. Bede's College

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