

B.L.D.E. Association's



**A.S. PATIL COLLEGE OF COMMERCE,
(AUTONOMOUS), VIJAYAPUR**

Affiliated to Rani Channamma University, Belagavi

B.L.D.E.A's New Campus, Shri B.M. Patil Road, Vijayapur-586103.

**Department of Management
M.B.A. Programme**



**Value Added Certificate Course
in**

"Business Etiquettes"

Regulations Governing and Scheme of Examination

W.e.f. Academic year 2021-22 & Onwards



C. Bahadur
Director

**M.B.A. PROGRAMME
A.S.PATIL COLLEGE OF COMMERCE
(AUTONOMOUS) VIJAYAPUR-586103.**

Regulations Governing MBA Programme

Value Added Certificate wCourse

w.e.f. Academic Year 2021-22 & onwards

A NOTE ON AUTONOMOUS SYSTEM:

Autonomous Status is conferred to our college under section 64 of K.S.U Act 2000 from the academic year 2007-08 to 2012-13, Extension of Autonomy 2013-14 to 2018-19 and 2019-20 to 2023-24 Vide Order Nos.:

1. Joint Secretary of UGC letter No. F-22-1/2007(AC), dated 3.4.2007
2. Dept of Education (Higher) Govt. of Karnataka, Bangalore letter No. ED 149 UNE 2007, dated 19.10.2007
3. KUD's letter No. KU/CDC.Affil/Auto/2007-08/260/3511, dated 14.12.2007
4. Extension of Autonomy: UGC-MHRD No. F.22-1/2015 (AC), dated: 13-10-2015
5. Extension of Autonomy: UGC-MHRD No. F.22-1/2017 (AC), dated: 15-07-2020

PREAMBLE:

College autonomy, in essence, is the potential for promoting academic advancement. An autonomous college will have the freedom to devise its academic regulations, curricula, syllabi and modification thereof, evolve a more effective method of teaching & learning, conduct its examination and evaluation, and in making the improvements required for raising the quality of higher education. The final degree certificate will be awarded by Rani Channamma, University, Belagavi.

Autonomous college uses modern tools of educational technology to achieve higher standards & greater creativity. Today is an era of fast paced technological era and autonomy enables to adopt and implement as and when required.

A process of systematic internal assessment and continuous evaluation is necessary to build rapport between the teachers and learners. Very often it is the teacher who understands the students better than others. A student needs to learn socially relevant subjects under the present situation of Liberalization, Privatization and Globalization, so that he/she shall be able to face future challenges and shall be useful to the society. These needs can be addressed by the Autonomous System and help the student for his/her all-round development. Under the present condition, autonomy is the only answer to make the college a "Centre of Excellence" in higher education.

**Value Added Certificate Course
Regulations/ Brochure
COURSE DETAILS**

Title: Certificate Course in Business Etiquettes

Duration: 40 Hours

Pedagogy:

The course is primarily an interactive discussion including debates, cases, and multiple opportunities to apply the theories that are discussed. The pedagogy involves, teaching using various tools and hands-on application training. The course involves a mixture of lectures and practical, with an emphasis on developing an robust approach that will enable easy learning of the skills.

Regulations:

Introduction:

The goal of this course is to help students to Learn how to take your professionalism to the next level during this no-nonsense, hands-on training program. This program addresses communication styles, networking, dining etiquette, meeting etiquette, tipping etiquette, travel etiquette, email etiquette, voicemail etiquette, business cocktail party etiquette, wardrobe etiquette, and more. This program specifically for groups that want to polish their skills and improve their professional image.

Admission, Cancellation & Refund Policy:

Admission: Fill in the application form available in the office

Cancellation of Admission & Refund Policy:

Your admission will be cancelled:

1. If the admission form is incomplete,
2. If false documents have been submitted,
3. If required educational qualifications are not fulfilled,
4. If incorrect or wrong information is given,

Note: Admission once cancelled will not be re-considered and fee paid will not be refunded under any circumstance.

Eligibility Criteria:

PG degree students in any discipline from a recognized university.

Attendance Policy:

A student must obtain a minimum of 75% attendance. A student who has between 60% and 74% attendance on grounds of illness or any other unavoidable circumstance will have to seek condonation from the Prof-in-Charge of VAC. Without the condonation the student will not be allowed to appear for the examination.

Assessment Criteria:

Assessment Instruments	(%)
Course End Examination	70
Individual Assignments and/or Team case presentation	30
TOTAL	100

Certificate: Certificate will be issued only after the successful completion of the course. And having attained at least 50% Score in the course end examination.

Grading:

The following grades shall be mentioned in the certificates as per the result obtained by the candidates.

Sl. No	Score in Percentage	Grade
1	91-100	A++
2	81-90	A+
3	71-80	A
4	61-70	B+
5	50-60	B

Course Objectives:

- Explain the four basic behavioral styles and how to adapt to each.
- Describe appropriate office dress.
- Demonstrate effective self-introductions, introductions of others, and small talk.
- Successfully navigate a business meal.
- Develop an action plan to improve personal professionalism.

Course Outcomes:

This business etiquette course will:

- Define professional behavior and suggest standards for appearance, actions, and attitude in a business environment.
- Explain different communication styles and how to adjust to each.
- Prepare participants to handle a variety of social and business situations: networking events, business meetings, business meals, and more.
- Thoroughly review dining etiquette for everything from casual buffets to formal dinners.
- Review the essentials of online and offline business networking.
- Discuss workplace appearance for any dress code.

Course Content:

Sl. No.	Particulars	No. of Hours
1	<i>The Communication Box: Understanding Different Communication Styles</i> This course begins with Business Training Works' signature diagnostic tool, <i>The Communication Jungle</i> , with which participants learn to identify their own behavioral styles and those of their coworkers and clients in order to adjust for better communication. This feature is beneficial for all who wish to get along better with different kinds of people.	8
2	<i>Communication Etiquette: Saying and Doing the "Right" Things</i> Creating a dynamic self-introduction, introducing others, improving listening skills, wearing proper business attire, using grammatically correct language, and practicing good telephone behavior all contribute to first-rate business communication. In this unit, participants will have an opportunity to fine tune their business communication skills.	8
3	<i>Gracious Host, Guest: The Art and Science of Entertaining</i> From a seven-course meal to fast food, this section covers all aspects of dining etiquette. It explains the duties of a host and those of a guest. More important, it provides the answers to some of the trickiest business entertaining situations. What do you do when you have been invited to dinner but your host shows no sign of paying the bill? What do you do if	8

	you spill food on your dinner companion? For maximum effectiveness, clients may opt to include a practice dining session with this program.	
4	<i>Etiquette on the Move: Business Travel, Parties, Tradeshow, and More</i>	8
	How much to tip, when to tip, when to hand out business cards, and other similar situational questions often frustrate unsavvy business people. This component explores common and not-so-common business situations and explains what to do in each instance. At the client's request, international etiquette may be included in this discussion.	
5	<i>Dress for Success: Looking Your Best</i>	8
	Creating a positive visual impression is often as important as demonstrating effective verbal and listening skills. In this concluding lesson, participants will play fashion critic by identifying appropriate and inappropriate work attire in a series of photographs. This visual approach helps participants understand the difference between simply complying with a dress code versus looking their best. Emphasis is placed on appearing clean, well groomed, and appropriately dressed without their having to spend a fortune.	

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 Director
 M.B.A. PROGRAMME
 A.S.PATIL COLLEGE OF COMMERCE
 (AUTONOMOUS) VIJAYAPUR-586103.

A.S. PATIL COLLEGE OF COMMERCE, MBA PROGRAMME, VIJAYAPURA

Name of Teacher: V. M. Desai Semester: MBA II Semester (Autonomous)

Date: 08-08-2022 Subject: Business Etiquettes

Class:	Date of class:																				Total			
S.No.	Reg. No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	clasessees	
1	AP0121001	ABHISHEK M REBINAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
2	AP0121002	AKANKSHA H KULKARNI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
3	AP0121003	AKSHAY CHANDRAKANT KAMREDDY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
4	AP0121004	ANJANA CHAVAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
5	AP0121005	ANJUM M NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
6	AP0121006	BASAVARAJ KAREGOUDRA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
7	AP0121007	BASAVARAJ KOLAKUR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
8	AP0121008	CHOUGULE SIDDHARTH SANJAY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
9	AP0121009	GIRISH MARUTI NARAYANKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
10	AP0121010	KARTIK BASAVARAJ ZAMPA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
11	AP0121011	MAHALAXMI TORAVI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
12	AP0121012	MALINGARAY SAYABANNA BASNAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
13	AP0121013	NANDINI BHOGASHETTI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
14	AP0121014	NAVI SIDDHARAM DASHARATH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
15	AP0121015	NEENU JADHAV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
16	AP0121016	RAJAKUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
17	AP0121017	RAJAKUMAR SOREGANV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
18	AP0121018	SABREEN AHAMAD	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
19	AP0121019	SEEMA RODAGI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
20	AP0121020	SHREYAS DHARWADKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
21	AP0121021	SOUNDARYA BIRADAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
22	AP0121022	TAIMOOR SALOTAGI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
23	AP0121023	VIMALA JAMBAGI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20
24	AP0121024	VINUTA HALLADAMANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20

(Signature)
Date: 08/08/2022

Class:																									Total
Date of class:																									classes
S.No.	Reg. No.	Name	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	40	classes	
1	AP0121001	ABHISHEK M REBINAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
2	AP0121002	AKANKSHA H KULKARNI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
3	AP0121003	AKSHAY CHANDRAKANT KAMREDDY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
4	AP0121004	ANJANA CHAVAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
5	AP0121005	ANJUM M NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
6	AP0121006	BASAVARAJ KAREGOURDRA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
7	AP0121007	BASAVARAJ KOLAKUR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
8	AP0121008	CHOUGULE SIDDHARTH SANJAY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
9	AP0121009	GIRISH MARUTI NARAYANKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
10	AP0121010	KARTIK BASAVARAJ ZAMPA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
11	AP0121011	MAHALAXMI TORAVI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
12	AP0121012	MALINGARAY SAYABANNA BASNAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
13	AP0121013	NANDINI BHOGASHEETTI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
14	AP0121014	NAVI SIDDHARAM DASHARATH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
15	AP0121015	NEENU JADHAV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
16	AP0121016	RAJAKUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
17	AP0121017	RAJAKUMAR SOREGANV	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
18	AP0121018	SABREEN AHAMAD	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
19	AP0121019	SEEMA RODAGI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
20	AP0121020	SHREYAS DHARWADKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
21	AP0121021	SOUNDARYA BIRADAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
22	AP0121022	TAIMOOR SALOTAGI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
23	AP0121023	VIMALA JAMBAGI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40
24	AP0121024	VINUTA HALLADAMANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	40

(Signature)
Director

B.L.D.E. Association's
A.S. PATIL COLLEGE OF COMMERCE(AUTONOMOUS), VIJAYAPURA
 VALUE ADDED COURSE BUSINESS ETIQUETTES MBA II Semester

Final Grade Sheet 2021-22

Sl. No.	E.Reg.No.	Name	Total Marks	Grade
1	AP0121001	ABHISHEK M REBINAL	92	A++
2	AP0121002	AKANKSHA H KULKARNI	90	A++
3	AP0121003	AKSHAY CHANDRAKANT KAMREDDY	89	A+
4	AP0121004	ANJANA CHAVAN	95	A++
5	AP0121005	ANJUM M NAIK	82	A+
6	AP0121006	BASAVARAJ KAREGOUDRA	75	A+
7	AP0121007	BASAVARAJ KOLAKUR	68	A
8	AP0121008	CHOUGULE SIDDHARTH SANJAY	0	F
9	AP0121009	GIRISH MARUTI NARAYANKAR	78	A
10	AP0121010	KARTIK BASAVARAJ ZAMPA	64	B+
11	AP0121011	MAHALAXMI TORAVI	79	A
12	AP0121012	MALINGARAY SAYABANNA BASNAL	70	A
13	AP0121013	NANDINI BHOGASHETTI	84	A+
14	AP0121014	NAVI SIDDHARAM DASHARATH	70	A
15	AP0121015	NEENU JADHAV	81	A+
16	AP0121016	RAJAKUMAR	0	F
17	AP0121017	RAJAKUMAR SOREGANV	72	A
18	AP0121018	SABREEN AHAMAD	80	A
19	AP0121019	SEEMA RODAGI	85	A+
20	AP0121020	SHREYAS DHARWADKAR	65	B+
21	AP0121021	SOUNDARYA BIRADAR	0	F
22	AP0121022	TAIMOOR SALOTAGI	62	B+
23	AP0121023	VIMALA JAMBAGI	74	A
24	AP0121024	VINUTA HALLADAMANI	71	A

(V.M. Desai)



C.P. Phalt
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