



# ChhatrapatiShahu Ji Maharaj University, Kanpur

(Uttar Pradesh State University (Formerly Kanpur University, Kanpur))



## INSTITUTE OF BUSINESS MANAGEMENT

COURSE NAME: Corporate Communication

DURATION: 30 HRS

<b>INSTITUTE OF BUSINESS MANAGEMENT</b> <b>COURSE SCHEDULE</b> <b>COURSE NAME: Corporate Communication</b> <b>DURATION: 30 HRS</b> <span style="float: right;"><b>Time: 2 PM to 5 PM</b></span>					
<b>Submitted by:</b> <b>Dr. Sidhanshu Rai, Assistant Professor,</b> <b>IBM, CSJM University Kanpur.</b>					
S.No	UNIT	TOPIC	RESOURCE PERSON	DATE	NO. OF Hrs
1.	<b>Unit I -</b>	Fundamentals Communication	Dr. Sidhanshu Rai	12 Oct. 2020	3
2.		Types of Communication Dimensions of Communication	Dr. Sidhanshu Rai	13 Oct. 2020	3
3.	<b>Unit II</b>	Interview, Types of Interview Interview Techniques	Dr. Sidhanshu Rai	14 Oct. 2020	3
4.		Guidelines for Interviewee and Interviewer	Dr. Sidhanshu Rai	15 Oct. 2020	3
5.	<b>Unit III</b>	General Guidelines for effective Communication	Dr. Sidhanshu Rai	16 Oct. 2020	3
6.		Importance of Communication in Corporates	Dr. Sidhanshu Rai	17 Oct. 2020	3
7.	<b>Unit IV</b>	Office-Communication	Dr. Sidhanshu Rai	19 Oct. 2020	3
8.	<b>Unit V</b>	Business Letters and its layout	Dr. Sidhanshu Rai	20 Oct.2020	3
9.		Types of speeches, Public speaking	Dr. Sidhanshu Rai	21 Oct. 2020	3
10.		Audio/Visual Presentation	Dr. Sidhanshu Rai	22 Oct. 2020	3
<b>TOTAL NO. OF CLASSES</b>					<b>30</b>

Course Outcomes:

- The course will be helpful to understand the various levels of job opportunities in the market.

## Registered Students

S.No.	Student Name
1	PRIYA PAL
2	RASHMI TRIPATHI
3	PRIYANSHU DIXIT
4	RAGHVENDRA
5	RAHUL KUMAR
6	RAHUL NISHAD
7	RAJ SINGH
8	PRIYANJALI SINGH
9	RISHABH CHAUBEY
10	RISHABH PAL
11	RISHABH SAINI
12	RISHABH TIWARI
13	RISHI YADAV
14	RITESH GUPTA
15	RITESH KUMAR
16	RITIK GAUTAM
17	RITIKA KUSHWAHA
18	RIYA KATIYAR
19	ROSHNI YADAV
20	ROSHNI YADAV
21	RUPESH VERMA
22	RUPESH YADAV
23	SACHIN KUMAR
24	SACHIN RAJ
25	SACHIN SINGH
26	SAHIBA ALI
27	SAHIL GAUTAM
28	SAKSHAM DIWAKER
29	SAKSHAM TIWARI
30	SAKSHI GUPTA
31	SAKSHI PANDEY
32	SAMARDEEP PANDEY
33	SAMEER ALI
34	SANCHITA BAJPAI
35	SANDEEP KUMAR
36	SANSKRITI OJHA
37	SARTHAK RAJAN YADAV
38	SARVESH GUPTA
39	SATISH KUMAR PRAJAPATI
40	SATYA PRAKASH
41	SAURABH KATIYAR
42	SHAILENDRA TIWARI

43	SHALINI KUSHWAHA
44	SHIV NISHAD
45	SHIVAM PAL
46	SHIVANG DUBEY
47	SHIVANGI SINGH
48	SHIVANSHU PAL
49	SHIVANSHU PANDEY
50	SHOBHIT KUMAR



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KANPUR

S.No.	Name of Students	Day 1	Day 2	Day 3	Day 4	Day 5
1	PRIYA PAL	P	P	P	P	P
2	PRIYANJALI SINGH	P	P	P	P	P
3	PRIYANSHU DIXIT	P	P	P	P	P
4	RAGHVENDRA	A	P	P	P	P
5	RAHUL KUMAR	P	A	P	P	P
6	RAHUL NISHAD	P	P	P	P	P
7	RAJ SINGH	P	P	P	P	P
8	RASHMI TRIPATHI	P	P	P	P	P
9	RISHABH CHAUBEY	P	P	P	P	P
10	RISHABH PAL	P	P	A	P	A
11	RISHABH SAINI	A	P	P	P	P
12	RISHABH TIWARI	P	P	P	P	P
13	RISHI YADAV	P	P	P	P	P
14	RITESH GUPTA	P	P	P	A	P
15	RITESH KUMAR	P	A	P	A	P
16	RITIK GAUTAM	P	P	P	P	A
17	RITIKA KUSHWAHA	P	P	A	P	P
18	RIYA KATIYAR	P	P	P	P	P
19	ROSHNI YADAV	A	P	P	P	P
20	ROSHNI YADAV	P	P	P	A	P
21	RUPESH VERMA	P	A	P	P	P
22	RUPESH YADAV	P	P	P	P	P
23	SACHIN KUMAR	P	P	P	P	P
24	SACHIN RAJ	A	P	P	P	A
25	SACHIN SINGH	P	P	A	P	A
26	SAHIBA ALI	P	P	P	A	P
27	SAHIL GAUTAM	P	A	P	P	P
28	SAKSHAM DIWAKER	A	P	P	P	P
29	SAKSHAM TIWARI	P	P	P	P	P
30	SAKSHI GUPTA	P	P	P	P	P
31	SAKSHI PANDEY	P	P	A	A	A
32	SAMARDEEP PANDEY	P	P	P	A	P
33	SAMEER ALI	A	P	P	P	P
34	SANCHITA BAJPAI	P	A	A	P	P
35	SANDEEP KUMAR	P	P	P	P	P
36	SANSKRITI OJHA	P	P	P	A	A
37	SARTHAK RAJAN YADAV	P	P	P	P	P
38	SARVESH GUPTA	P	P	P	P	P
39	SATISH KUMAR PRAJAPATI	P	A	P	P	P
40	SATYA PRAKASH	P	P	P	P	A
41	SAURABH KATIYAR	A	P	P	P	P
42	SHAILENDRA TIWARI	P	P	P	P	P
43	SHALINI KUSHWAHA	P	P	P	P	A
44	SHIV NISHAD	P	P	P	P	P
45	SHIVAM PAL	P	A	P	P	P
46	SHIVANG DUBEY	P	P	A	A	P
47	SHIVANGI SINGH	P	P	P	P	P
48	SHIVANSHU PAL	P	P	P	P	P
49	SHIVANSHU PANDEY	P	P	P	P	P



P	P	A	P	P
P	P	P	P	A



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S.No.	Student Name	Certificate No.
1	PRIYA PAL	IBM-C005/1
2	RASHMI TRIPATHI	IBM-C005/2
3	PRIYANSHU DIXIT	IBM-C005/3
4	RAGHVENDRA	IBM-C005/4
5	RAHUL KUMAR	IBM-C005/5
6	RAHUL NISHAD	IBM-C005/6
7	RAJ SINGH	IBM-C005/7
8	PRIYANJALI SINGH	IBM-C005/8
9	RISHABH CHAUBEY	IBM-C005/9
10	RISHABH PAL	IBM-C005/10
11	RISHABH SAINI	IBM-C005/11
12	RISHABH TIWARI	IBM-C005/12
13	RISHI YADAV	IBM-C005/13
14	RITESH GUPTA	IBM-C005/14
15	RITESH KUMAR	IBM-C005/15
16	RITIK GAUTAM	IBM-C005/16
17	RITIKA KUSHWAHA	IBM-C005/17
18	RIYA KATIYAR	IBM-C005/18
19	ROSHNI YADAV	IBM-C005/19
20	ROSHNI YADAV	IBM-C005/20
21	RUPESH VERMA	IBM-C005/21
22	RUPESH YADAV	IBM-C005/22
23	SACHIN KUMAR	IBM-C005/23
24	SACHIN RAJ	IBM-C005/24
25	SACHIN SINGH	IBM-C005/25
26	SAHIBA ALI	IBM-C005/26
27	SAHIL GAUTAM	IBM-C005/27
28	SAKSHAM DIWAKER	IBM-C005/28
29	SAKSHAM TIWARI	IBM-C005/29
30	SAKSHI GUPTA	IBM-C005/30
31	SAKSHI PANDEY	IBM-C005/31
32	SAMARDEEP PANDEY	IBM-C005/32
33	SAMEER ALI	IBM-C005/33
34	SANCHITA BAJPAI	IBM-C005/34
35	SANDEEP KUMAR	IBM-C005/35
36	SANSKRITI OJHA	IBM-C005/36
37	SARTHAK RAJAN YADAV	IBM-C005/37
38	SARVESH GUPTA	IBM-C005/38
39	SATISH KUMAR PRAJAPATI	IBM-C005/39

40	SATYA PRAKASH	IBM-C005/40
41	SAURABH KATIYAR	IBM-C005/41
42	SHAILENDRA TIWARI	IBM-C005/42
43	SHALINI KUSHWAHA	IBM-C005/43
44	SHIV NISHAD	IBM-C005/44
45	SHIVAM PAL	IBM-C005/45
46	SHIVANG DUBEY	IBM-C005/46
47	SHIVANGI SINGH	IBM-C005/47
48	SHIVANSHU PAL	IBM-C005/48
49	SHIVANSHU PANDEY	IBM-C005/49
50	SHOBHIT KUMAR	IBM-C005/50





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**CERTIFICATE OF PARTICIPATION**

THIS IS TO CERTIFY THAT  
PRIYA PAL

Has successfully completed a course on "Corporate Communication "  
from 12 October 2020 to 22 October 2020

Course Co-ordinator  
Dr. Sidhanshu Rai

Certificate no. IBM-C005/1



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THIS IS TO CERTIFY THAT  
RASHMI TRIPATHI

Has successfully completed a course on "Corporate Communication "  
from 12 October 2020 to 22 October 2020

Course Co-ordinator  
Dr. Sidhanshu Rai

Certificate no. IBM-C005/2



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THIS IS TO CERTIFY THAT  
PRIYANSHU DIXIT

Has successfully completed a course on "Corporate Communication "  
from 12 October 2020 to 22 October 2020

Course Co-ordinator  
Dr. Sidhanshu Rai

Certificate no. IBM-C005/3



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THIS IS TO CERTIFY THAT  
RAGHVENDRA

Has successfully completed a course on "Corporate Communication "  
from 12 October 2020 to 22 October 2020

Course Co-ordinator  
Dr. Sidhanshu Rai

Certificate no. IBM-C005/4



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**CERTIFICATE OF PARTICIPATION**

THIS IS TO CERTIFY THAT  
RAHUL KUMAR

Has successfully completed a course on "Corporate Communication "  
from 12 October 2020 to 22 October 2020

Course Co-ordinator  
Dr. Sidhanshu Rai

Certificate no. IBM-C005/5



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**CERTIFICATE OF PARTICIPATION**

THIS IS TO CERTIFY THAT  
RAHUL NISHAD

Has successfully completed a course on "Corporate Communication "  
from 12 October 2020 to 22 October 2020

Course Co-ordinator  
Dr. Sidhanshu Rai

Certificate no. IBM-C005/6





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**CERTIFICATE OF PARTICIPATION**

THIS IS TO CERTIFY THAT  
RAJ SINGH

Has successfully completed a course on "Corporate Communication "  
from 12 October 2020 to 22 October 2020

Course Co-ordinator  
Dr. Sidhanshu Rai

Certificate no. IBM-C005/7