



**MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

## “Business Speaking and Business Writing”



### Value Added Certification Course

# BUSINESS SPEAKING & BUSINESS WRITING

for

**MBA First Year Students (Batch 2023-25)**

**Unlock the Power of Eloquence !**

**(Duration: 30 hours)**

**Date of Commencement : 6/12/2023**



**Resource Person**

**Er. ANURAG AGARWAL**

**Asst. Professor & Soft Skill Trainer  
MIMT, Greater Noida**



Toll Free : 1800 103 3797

[www.mimt.org](http://www.mimt.org)

Plot No. 8 & 9, Knowledge Park-II,  
Greater Noida, Delhi-NCR, India

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Date: 05-12-2023

### NOTICE

MIMT is going to organize the Value-added Certification Course: “Business Speaking and Business Writing” for the students of MBA 1<sup>st</sup> year, as per the following details:

**Date of Commencement:** 6<sup>th</sup> December, 2023

**Beneficiaries:** MBA 1<sup>st</sup> Year Students

**Total Duration:** 30 hours

**Venue:** MBA Classroom

**Resource Person:** Er. Anurag Agarwal (Assistant Professor and Soft Skill Trainer)

**Dr. Lalit Kumar Sharma**  
Dean, MIMT

**Copy to:**

Director Office  
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HOD  
Faculty members  
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## **Syllabus:**

**Duration: 30 Hours**



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	<b>Content</b>
1.	<b>Module 1:</b> <ol style="list-style-type: none"><li>1. Orientation to the Course</li><li>2. Introduction to English Language</li><li>3. Revision of Grammatical Concepts</li><li>4. Personality</li><li>5. Attitude, Perception and Motivation</li></ol>
2.	<b>Module 2:</b> <ol style="list-style-type: none"><li>1. IKIGAI and SWOT Analysis</li><li>2. Emotional Intelligence</li><li>3. Time Management</li><li>4. Stress Management</li><li>5. Creativity and Innovation</li></ol>
3.	<b>Module 3:</b> <ol style="list-style-type: none"><li>1. Communication Skills</li><li>2. Presentation Skills</li><li>3. Leadership Skills</li><li>4. Interpersonal, Listening and Observation Skills</li><li>5. Entrepreneurial Skills</li></ol>
4.	<b>Module 4:</b> <ol style="list-style-type: none"><li>1. Body Language (Kinesics)</li><li>2. Dressing Sense</li><li>3. Professional Etiquettes and Manners (Telephone, Dining, Grooming etc.)</li><li>4. Difference between Resume, CV and Biodata</li><li>5. Resume Building / Templates</li></ol>
5.	<b>Module 5:</b> <ol style="list-style-type: none"><li>1. Self-Introduction</li><li>2. Profile / Image Building</li><li>3. Video Profile</li><li>4. Role of social media in Profiling</li><li>5. Application / Email / Letter Writing</li></ol>
6.	<b>Module 6:</b>



1. Group Discussion (Introduction – Purpose and Role of GD in Recruitment Process)
2. Dos and Don'ts of GD / Types of GD / GD Tips
3. Interview – Introduction
4. Types of Interview questions and some common HR Interview Questions
5. Mock GD / Interview Sessions

**Management Games / Activities:**

One activity in every session.

1. Role Play
2. Extempore
3. Catch the word
4. Group Discussion (GD)
5. Public Speaking
6. Rapid fire
7. Story Making
8. Picture Writing
9. It's a Challenge
10. Choose your own topic
11. Fill in the gaps
12. Conversation Exercise
13. Debate
14. Activity - Weekly Planner - Time Management
15. Activity Creating Brands - Posters, Flyers, Business Cards etc.
16. Activity - Creativity - Writing Assessment

**Section C:**

5 new words in every session (**Vocabulary**)



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## Schedule of Sessions:

### MBA(First Year)

Sno.	Date	Day	Content
1.	06-12- 2023	Wednesday	Orientation to the Course
2.	13-12- 2023	Wednesday	Introduction to English Language
3.	14-12- 2023	Thursday	Revision of Grammatical Concepts
4.	15-12- 2023	Friday	Introduction to Personality
5.	20-12-2023	Wednesday	Attitude, Perception and Motivation
6.	21-12- 2023	Thursday	IKIGAI and SWOT Analysis
7.	27-12- 2023	Wednesday	Various Soft Skills
8.	28-12-2023	Thursday	Time and Stress Management
9.	04-01- 2024	Thursday	EI, Creativity and Innovation
10.	10-01- 2024	Wednesday	Application, Email and Letter Drafting
11.	12-01-2024	Friday	Resume Building
12.	18-01-2024	Thursday	Body Language and Profile Building
13.	24-01-2024	Wednesday	Group Discussion (GD)
14.	14-02-2024	Wednesday	Interview
15.	26-02-2024	Monday	Assessment



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### Report

<b>Name of Certification Program</b>	Business Speaking and Business Writing
<b>Duration</b>	30 Hours (15x2 Hrs.)
<b>Date of Commencement</b>	6 <sup>th</sup> December, 2023 to 26 <sup>th</sup> February, 2024
<b>Venue</b>	MBA Classrooms
<b>Name of Trainer</b>	Mr. Anurag Agarwal
<b>Beneficiaries</b>	MBA I Semester students (Sections - A, B and C)
<b>Objective</b>	The program is not just an investment in language proficiency; it's an investment in the overall success, growth, and resilience of individuals in the modern professional landscape. The objective includes to make the students corporate ready to face challenges in their career and to groom the students by shaping their personality, enhancing their soft skills and make them prepared for the gruelling encounter i.e. Campus interview selection.
<b>Content</b>	<p>The content covered in this value-added course is given below–</p> <p><b>Day 1:</b> The session started with the orientation and overview of the course including its importance in personal and professional life.</p> <p><b>Day 2:</b> In this session, the students got aware about the basic features of English language.</p> <p><b>Day 3:</b> The resource person discussed several grammatical concepts in detail including parts of speech, modals, articles etc.</p> <p><b>Day 4:</b> In this session, the students learned about the importance of personality development through an activity.</p> <p><b>Day 5:</b> In this session, the resource person discussed about Attitude, Perception and Motivation with suitable practical examples.</p>



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**Day 6:** The session was on IKIGAI – A Japanese Concept and SWOT analysis by which students became self-aware.

**Day 7:** The resource person discussed lots of soft skills just like communication, presentation, leadership, listening etc. The students were asked to differentiate between hard and soft skills.

**Day 8:** In this session, the students were taught about the importance of Time and Stress Management in our life. The resource person discussed about various strategies to cope with stress along with Time Management tips.

**Day 9:** The resource person explained to the students about the hot and burning topic of the current scenario - Emotional Intelligence (EI or EQ), its various components – self-awareness, self-regulation, motivation, empathy and social skills. The session focussed on the concept of IQ Vs EQ. The key takeaway of the session was EQ is the new IQ. Moreover, the students also got an idea about the importance of creativity and innovation.

**Day 10:** On this day, the students were taught about written communication. They learned how to write a formal application, letter, and email.

**Day 11:** In this session, the resource person discussed about how to build an effective resume. The students also came to know about the difference between resume biodata and CV.

**Day 12:** The session was on body language i.e. non-verbal communication. The students were given emphasis on postures, gestures, chronemics, proxemics, kinesics, sign and para language.

**Day 13:** In this session, the students got to know about group discussion (GD) including its tips and tricks. The students got aware about dos and don'ts of GD in detail. A mock GD session was also organised to get the practical exposure.

**Day 14:** In this session, the resource person discussed several tips about how to crack an interview. They were also taught about by



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	<p>types of interviews; types of questions and mock interview session was also organised.</p> <p><b>Day 15:</b> An assessment of the students done by the resource person based on their learnings and development.</p>
<p><b>Outcome of Activity</b></p>	<p>The outcomes encompass heightened proficiency in communication and the cultivation of essential interpersonal attributes, contributing to a sophisticated and harmonious professional milieu.</p>





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## List of Beneficiaries:

1	AAKRATI GUPTA	122	NITIN
2	ABHAY KUMAR DIXIT	123	PANKAJ YADAV
3	ABHAY SINGH BAGHEL	124	PRAGYA KUMARI
4	ABHAY YADAV	125	PRASHANT KUMAR GIRI
5	ADARSH GUPTA	126	PRINCE KUMAR
6	ADARSH MISHRA	127	PRIYA BHARTI
7	AKANKSHA OJHA	128	PUNEET KUSHWAHA
8	AKASH BAGHEL	129	RADHA SINGH
9	AKASH JAISWAL	130	RAGHAV GUPTA
10	AKSHAY PRATAP SINGH	131	RAGHAV SINGH
11	ALFIYA SIDDIQUI	132	RAHUL GOYAL
12	ANCHAL SINGH	133	RAJ KUMAR VISHWAKARMA
13	ANKIT TALAN	134	RAJNEESH SINGH
14	ANKUR KUMAR YADAV	135	RAJSHREE
15	ANURAG SINGH	136	RANI KUMARI PRASAD
16	ARADHYA GUPTA	137	ROSHAN SAHU
17	ARYAN PRATAP SINGH	138	SACHIN KUMAR VERMA
18	ASHUTOSH GUPTA	139	SATYAM PATHAK
19	AYUSH GUPTA	140	SAURABH TIWARI
20	AYUSHI	141	SHIVAM GUPTA
21	BHASKAR SHARMA	142	SHIVAM VERMA
22	CHHITIZ RAI	143	SHREYA RANJAN
23	DEEPAK KUMAR	144	SHRISTI GUPTA
24	DEEPANSHU JAKHAR	145	SHUBHAM KUMAR
25	DHEERAJ KOHLI	146	SHWETA VISHWAKARMA
26	DIG VIJAY SINGH	147	SIDDHARTHA SINGH
27	DILNAWAZ AHMED	148	SNEHA SHARMA
28	DISHA TAYAL	149	SOHINI CHAUHAN
29	GADDAM KARTHIK KUMAR	150	SONALI PANDEY
30	GAURAV SINGH	151	SUMIT VISHWAKARMA
31	GUNJAN	152	TANISHA SINGH
32	HARSHIT MISHRA	153	TUSHAR GUPTA
33	ISHA BARARIA	154	VARSHA JAIN
34	ISHITA GUPTA	155	VIKAS SHARMA



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36	KARTIKAY	157	ABHISHEK PRATAP SINGH
37	KM AAKANKSHA MISHRA	158	ADITYA PANDEY
38	KM ANSHIKA SHUKLA	159	ADITYA PATEL
39	KOMAL KUMARI	160	AKASH SRIVASTAV
40	KOMAL SONI	161	ALOK KUMAR MISHRA
41	MALIKA SHAHI	162	AMAN PANDEY
42	MANALI VERMA	163	AMRITA JAYASHWAL
43	MANISHA SINGH	164	ANCHAL SINGH
44	MANOJ CHAUHAN	165	ANISHA AGRAWAL
45	MUSKAAN SIROHI	166	ANJALI SINGH
46	MUSKAN	167	ANJU SHARMA
47	NEHA	168	ANKUR KUMAR
48	NIKHIL SINGH	169	ANMOL TIWARI
49	NISHI MISHRA	170	ANSHIKA SINGH
50	NIYATI BHAWSAR	171	ANUGRAH SHARMA
51	OM PRANJAL	172	ASHUTOSH KUMAR THAKUR
52	PRATHMA PANDEY	173	AVANTIKA VERMA
53	PRIYANKA KUMARI	174	AVICHAL SHUKLA
54	PRIYANSH BHATI	175	AYUSH TIWARI
55	PYUSH DEV	176	CHETAN GIRI
56	RAHUL GUPTA	177	CHIRAG GOYAL
57	RAHUL KUMAR	178	DEEPALI SINGH
58	RAJEEV TIWARI	179	DHARMENDRA DUBEY
59	RAVI KUMAR	180	DIVYANSHI GUPTA
60	RITU RAJ	181	DRISHTY SHARMA
61	SABEEHA KIRAN	182	FAHEEM AHMAD
62	SAURABH KUMAR SINGH	183	GAURAV SINGH MAHRA
63	SAURAV KUMAR CHOUHARY	184	GOVIND KUMAR PATHAK
64	SHIVAM SHARMA	185	HARSH JAISWAL
65	SHRISTI CHAURASIA	186	HARSH KUMAR
66	SIMRAN JAISWAL	187	HARSHIT SRIVASTAV
67	SMRUTI RANJAN ROUT	188	HIMANSHU SHUKLA
68	SONU KUMAR PANDEY	189	ISHANT KUSHWAHA
69	SWATI BHARTI	190	ISHIKA DHIMAN
70	TEJ PAL SINGH	191	JAGRITI KUMARI
71	UDIT KUSHWAHA	192	JAI



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73	VANSH SAINI	194	KARAN
74	VISHAL RATHI	195	KIRTI RAI
75	VIVEK KUMAR	196	KM AMBIKA
76	VYOM SINGH	197	KM AMISHA TAHLANI
77	YOMPI NYODU	198	KM NEHA SUYAL
78	ABHI SAXENA	199	KM SAPNA KUMARI
79	ABHISHEK KUMAR GOUR	200	KOMAL SHARMA
80	ABHISHEK SHARMA	201	KUNAL GAUR
81	ABHISHEK TIWARI	202	KUNAL GUPTA
82	ADITI TYAGI	203	MAHIMA KUMARI
83	ADITYA	204	MOHD FAIZAN ALI
84	ADITYA SINGH	205	MOHIT SHRIVASTAV
85	AKANKSHA GUPTA	206	MONTY
86	AKASH KUMAR	207	MRITYUNJAY SINGH
87	AKTA SHUKLA	208	MUKESH KUMAR
88	ANCHAL SRIVASTAVA	209	MUSKAN KUMAR
89	ANIKET SINGH	210	NIKHIL KUMAR SINGH
90	ANIL GURU	211	NIKHIL SINGH
91	ANJANAY YADAV	212	NOOPUR VAISY
92	ANNU KASHYAP	213	PRATAP KUMAR CHOUDHARY
93	ANUBHAV TEOTIA	214	PRIYA KUMARI
94	ANURAG YADAV	215	PRIYANSHU KUMAR
95	ARVIND SAHANI	216	PRIYANSHU VISHWAKARMA
96	ASHISH YADAV	217	PUNEET SHARMA
97	ASHWANI KUMAR	218	RAJ DEO PRASAD
98	AVANISH KUMAR PANDEY	219	RISHABH MISHRA
99	BABLY	220	SACHIN KUMAR
100	CHANDNI	221	SANGAM SHAKYA
101	DEEKSHA AGRAHARI	222	SATENDRA PRATAP SINGH
102	DEEPAK SINGH	223	SAURABH TIWARI
103	DHARAM VEER	224	SAURAV KUMAR
104	DHRUV SHARMA	225	SHOUBHIK DEY
105	DIVYA TIWARI	226	SHREYA SINGH
106	GARIMA SHUKLA	227	SHRUTI SHARMA
107	HEMA	228	SHUBHAM SINGH SHAHI
108	KATYAYAN	229	SHUBHANGI KUMARI



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110	KM ATIKA PRIYDARSHNI	231	SONAKSHI SHARMA
111	KM RUPALI MUDGIL	232	STUTI TIWARI
112	KUMKUM	233	SUMBUL AKHTAR
113	KUNAL KASHYAP	234	SUMIT YADAV
114	KUNAL SHARMA	235	SURAJ SINGH YADAV
115	LUCKY	236	TANISHA GUPTA
116	MD MODASSHIR MANNAN	237	TANYA SINGH SENGAR
117	MD SHADMAN	238	VINEET SHUKLA
118	NAVEEN SHUKLA	239	VISHAL
119	NEHA KUMARI	240	VISHAL YADAV
120	NIKHIL KAPASIYA	241	VIVEK SHARMA
121	NITESH PANDEY	242	YASHI GOYAL

**Glimpses of Certification program:**



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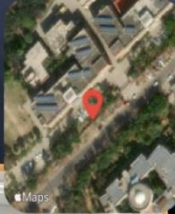
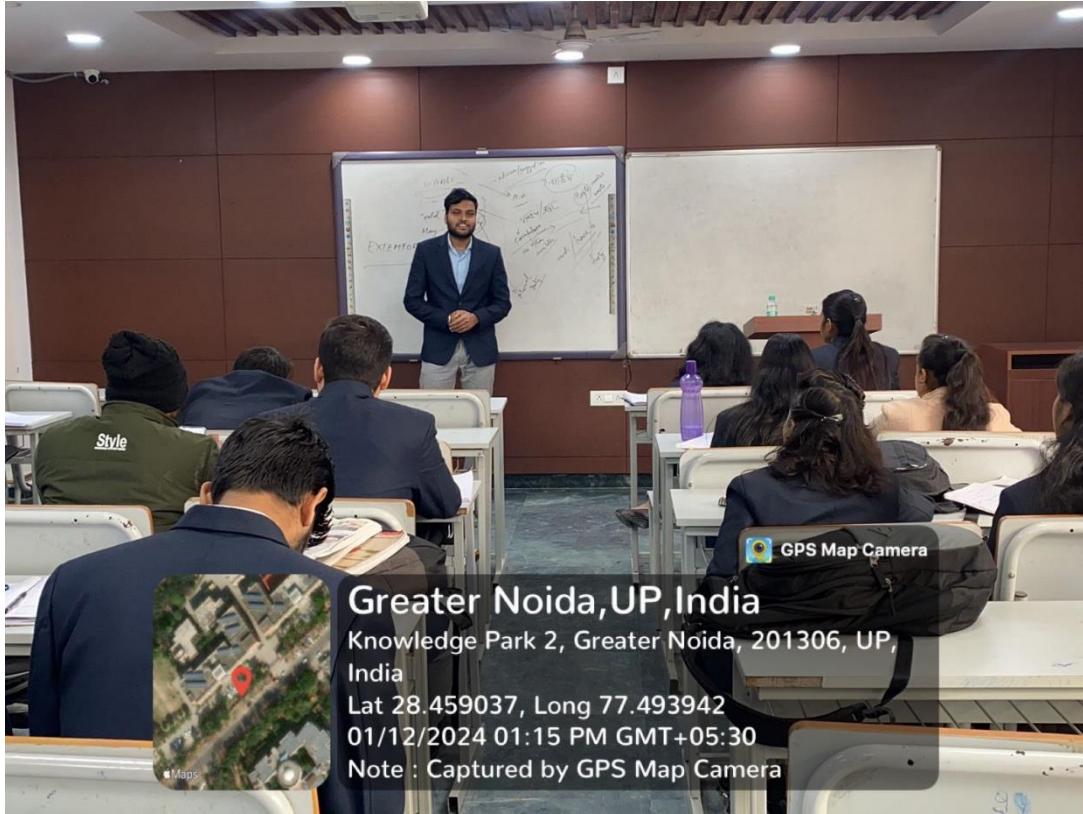




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Greater Noida, UP, India

Knowledge Park 2, Greater Noida, 201306, UP, India

Lat 28.459037, Long 77.493942

01/12/2024 01:15 PM GMT+05:30

Note : Captured by GPS Map Camera

GPS Map Camera



Greater Noida, UP, India

Knowledge Park 2, Greater Noida, 201306, UP, India

Lat 28.459154, Long 77.493877

01/12/2024 01:18 PM GMT+05:30

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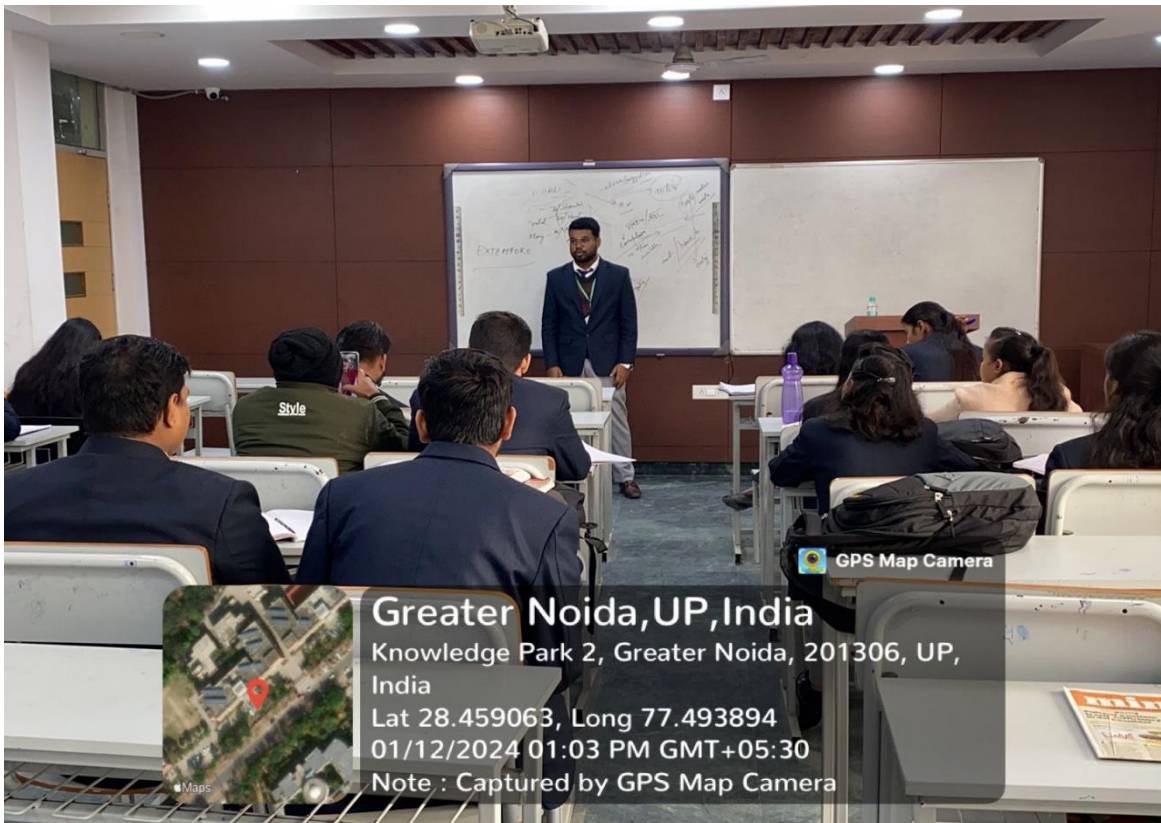
GPS Map Camera



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Greater Noida, UP, India

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Lat 28.459063, Long 77.493894

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## Attendance sheets Assessment:

Mangalmay Institute of Management & Technology,  
Greater Noida  
MBA - I SEM (2023-25) Date: 26/2/24

S. No	Name	SECTION	Signature
1	AAKRATI GUPTA	A	Akrati
2	ABHAY KUMAR DIXIT	A	Abhay Dixit
3	ABHAY SINGH BAGHEL	A	Abhay
4	ABHAY YADAV	A	Abhay
5	ADARSH GUPTA	A	Adarsh Gupta
6	ADARSH MISHRA	A	Adarsh
7	AKANKSHA OJHA	A	Akanksha Ojha
8	AKASH BAGHEL	A	Akash
9	AKASH JAISWAL	A	Akash
10	AKSHAY PRATAP SINGH	A	Akshay
11	ALFIYA SIDDIQUI	A	Alfiya Siddiqui
12	ANCHAL SINGH	A	Anchal Singh
13	ANKIT TALAN	A	Ankit Talan
14	ANKUR KUMAR YADAV	A	Ankur
15	ANURAG SINGH	A	Anurag Singh
16	ARADHYA GUPTA	A	Aradhya Gupta
17	ARYAN PRATAP SINGH	A	Aryan Pratap Singh
18	ASHUTOSH GUPTA	A	Ashutosh
19	AYUSH GUPTA	A	Ayush Gupta
20	AYUSHI	A	Ayushi
21	BHASKAR SHARMA	A	Bhaskar
22	CHHITIZ RAI	A	Chhitiz Rai
23	DEEPAK KUMAR	A	
24	DEEPANSHU JAKHAR	A	Deepanshu
25	DHEERAJ KOHLI	A	Dheeraj
26	DIG VIJAY SINGH	A	Digvijay Singh
27	DILNAWAZ AHMED	A	Dilnawaz
28	DISHA TAYAL	A	Disha
29	GADDAM KARTHIK KUMAR	A	Gaddam
30	GAURAV SINGH	A	Gaurav Singh
31	GUNJAN	A	Gunjan
32	HARSHIT MISHRA	A	Harshit
33	ISHA BARARIA	A	Isha
34	ISHITA GUPTA	A	Ishita
35	KAJAL PANDIT	A	Kajal
36	KARTIKAY	A	Kartikay
37	KM AAKANKSHA MISHRA	A	Aakanksha Mishra
38	KM ANSHIKA SHUKLA	A	Anshika





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## MBA - I SEM (2023-25)

S. No	Name	SECTION	Signature	
39	KOMAL KUMARI	A	Komal Kumari.	✓
40	KOMAL SONI	A	<del>Komal Soni.</del>	
41	MALIKA SHAHI	A	Malika	
42	MANALI VERMA	A	Manali	✓
43	MANISHA SINGH	A	Manisha	✓
44	MANOJ CHAUHAN	A	Manoj	✓
45	MUSKAAN SIROHI	A	Muskaan	
46	MUSKAN	A	Muskan	
47	NEHA	A	Neha	✓
48	NIKHIL SINGH	A	Nikhil	
49	NISHI MISHRA	A	Nishi	
50	NIYATI BHAWSAR	A	Niyati	
51	OM PRANJAL	A		
52	PRATHMA PANDEY	A	Prathma	✓
53	PRIYANKA KUMARI	A	Priyanka Kumari	
54	PRIYANSH BHATI	A		
55	PYUSH DEV	A	Pyush	✓
56	RAHUL GUPTA	A	Rahul Gupta	
57	RAHUL KUMAR	A	Rahul Kumar	✓
58	RAJEEV TIWARI	A	Rajeev	
59	RAVI KUMAR	A		
60	RITU RAJ	A	Ritu Raj	✓
61	SABEEHA KIRAN	A	Sabeeha Kiran	✓
62	SAURABH KUMAR SINGH	A	Saurabh	
63	SAURAV KUMAR	A	Saurav	
64	SHIVAM SHARMA	A	Shivam	✓
65	SHRISTI CHAURASIA	A	Shristi	
66	SIMRAN JAISWAL	A	Simran	
67	SMRUTI RANJAN ROUT	A		
68	SONU KUMAR PANDEY	A	Sonu Kumar Pandey.	✓
69	SWATI BHARTI	A	Swati Bharti	✓
70	TEJ PAL SINGH	A	Tej Pal Singh	✓
71	UDIT KUSHWAHA	A	Udit	✓
72	VAISHNAVI RAI	A	Vaishnavi	✓
73	VANSH SAINI	A	Vansh Saini	✓
74	VISHAL RATHI	A	Vishal	✓
75	VIVEK KUMAR	A	Vivek	✓
76	VYOM SINGH	A	Vyom Singh	✓
77	YOMPI NYODU	A	Yompi Nyodu	✓



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## MBA - I SEM (2023-25)

26/02/2024

42

S. No	Name	SECTION	Signature
1	ABHI SAXENA	B	Abhi Saxena
2	ABHISHEK KUMAR GOUR	B	Abhishek Gour
3	ABHISHEK SHARMA	B	Abhishek Sharma
4	ABHISHEK TIWARI	B	
5	ADITI TYAGI	B	Aditi Tyagi
6	ADITYA	B	Aditya
7	ADITYA SINGH	B	Aditya Singh
8	AKANKSHA GUPTA	B	Akanksha Gupta
9	AKASH KUMAR	B	
10	AKTA SHUKLA	B	Akshita
11	ANCHAL SRIVASTAVA	B	Anchal
12	ANIKET SINGH	B	Aniket
13	ANIL GURU	B	Anil Guru
14	ANJANAY YADAV	B	Anjanay
15	ANNU KASHYAP	B	Annu
16	ANUBHAV TEOTIA	B	Anubhav Teotia
17	ANURAG YADAV	B	Anurag Yadav
18	ARVIND SAHANI	B	Arvind Sahani
19	ASHISH YADAV	B	Ashish
20	ASHWANI KUMAR	B	Ashwani
21	AVANISH KUMAR PANDEY	B	Avanish K. Pandey
22	BABLY	B	Babli
23	CHANDNI	B	Chandni
24	DEEKSHA AGRAHARI	B	Deeksha
25	DEEPAK SINGH	B	Deepak
26	DHARAM VEER	B	Dharam Veer
27	DHRUV SHARMA	B	Dhruv Sharma
28	DIVYA TIWARI	B	Divya Tiwari
29	GARIMA SHUKLA	B	Garima Shukla
30	HEMA	B	Hema
31	KATYAYAN	B	Katyayan
32	KESHAV GARG	B	Keshav
33	KM ATIKA PRIYDARSHNI	B	Atika
34	KM RUPALI MUDGIL	B	Rupali
35	KUMKUM	B	Kumkum
36	KUNAL KASHYAP	B	Kunal
37	KUNAL SHARMA	B	Kunal
38	LUCKY	B	Lucky
39	MD MODASSHIR MANNAN	B	Modasshir
40	MD SHADMAN	B	Shadman
41	NAVEEN SHUKLA	B	Navneeshukla
42	NEHA KUMARI	B	Neha Kaur
43	NIKHIL KAPASIYA	B	Nikhil
44	NITESH PANDEY	B	Nitesh



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Knowledge Park-II, Greater Noida (U.P.)

## MBA - I SEM (2023-25)

S. No	Name	SECTION	Signature
45	NITIN	B	
46	PANKAJ YADAV	B	Pankaj
47	PRAGYA KUMARI	B	Pragya Kumari
48	PRASHANT KUMAR GIRI	B	Prashant Kumari
49	PRINCE KUMAR	B	Prince Kumar
50	PRIYA BHARTI	B	Priyarthi
51	PUNEET KUSHWAHA	B	Puneet
52	RADHA SINGH	B	Radha
53	RAGHAV GUPTA	B	Raghad
54	RAGHAV SINGH	B	Raghad
55	RAHUL GOYAL	B	Rahul
56	RAJ KUMAR VISHWAKARMA	B	Raj Kumar Vishwakarma
57	RAJNEESH SINGH	B	Rajneesh Singh
58	RAJSHREE	B	Rajshree
59	RANI KUMARI PRASAD	B	Rani Kumari Prasad
60	ROSHAN SAHU	B	Roshan Sahu
61	SACHIN KUMAR VERMA	B	Sachin Kumar Verma
62	SATYAM PATHAK	B	Satyam Pathak
63	SAURABH TIWARI	B	Saurabh
64	SHIVAM GUPTA	B	
65	SHIVAM VERMA	B	Shivam Verma
66	SHREYA RANJAN	B	Shreya Ranjan
67	SHRISTI GUPTA	B	Shristi
68	SHUBHAM KUMAR	B	Shub
69	SHWETA VISHWAKARMA	B	Shweta
70	SIDDHARTHA SINGH	B	Siddharth Singh
71	SNEHA SHARMA	B	Sneha
72	SOHINI CHAUHAN	B	Sohini
73	SONALI PANDEY	B	Sonali Pandey
74	SUMIT VISHWAKARMA	B	Sumit
75	TANISHA SINGH	B	Tanisha Singh
76	TUSHAR GUPTA	B	Tushar Gupta
77	VARSHA JAIN	B	Varsha Jain
78	VIKAS SHARMA	B	Vikas
79	VIKESH KUMAR YADAV	B	Vikesh Yadav



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## MBA - I SEM (2023-25)

S. No	Name	SECTION	Signature
1	ABHISHEK PRATAP SINGH	C	Abhishek
2	ADITYA PANDEY	C	Aditya Pandey
3	ADITYA PATEL	C	Aditya Patel
4	AKASH SRIVASTAV	C	Akash Srivastav
5	ALOK KUMAR MISHRA	C	Alok Kumar Mishra
6	AMAN PANDEY	C	Aman Pandey
7	AMRITA JAYASHWAL	C	Amrita Jayashwal
8	ANCHAL SINGH	C	Anchal Singh
9	ANISHA AGRAWAL	C	Anisha Agrawal
10	ANJALI SINGH	C	Anjali Singh
11	ANJU SHARMA	C	Anju Sharma
12	ANKUR KUMAR	C	Ankur Kumar
13	ANMOL TIWARI	C	Anmol Tiwari
14	ANSHIKA SINGH	C	Anshika Singh
15	ANUGRAH SHARMA	C	Anugrah Sharma
16	ASHUTOSH KUMAR THAKUR	C	Ashutosh Kumar Thakur
17	AVANTIKA VERMA	C	Avantika Verma
18	AVICHAL SHUKLA	C	Avichal Shukla
19	AYUSH TIWARI	C	Ayush Tiwari
20	CHETAN GIRI	C	Chetan Giri
21	CHIRAG GOYAL	C	Chirag Goyal
22	DEEPALI SINGH	C	Deepali Singh
23	DHARMENDRA DUBEY	C	Dharmendra Dubey
24	DIVYANSHI GUPTA	C	Divyanshi Gupta
25	DRISHTY SHARMA	C	Drishty Sharma
26	FAHEEM AHMAD	C	Faheem Ahmad
27	GAURAV SINGH MAHRA	C	Gaurav Singh Mahra
28	GOVIND KUMAR PATHAK	C	Govind Kumar Pathak
29	HARSH JAISWAL	C	Harsh Jaiswal
30	HARSH KUMAR	C	Harsh Kumar
31	HARSHIT SRIVASTAV	C	Harshit Srivastav
32	HIMANSHU SHUKLA	C	Himanshu Shukla
33	ISHANT KUSHWAHA	C	Ishant Kushwaha
34	ISHIKA DHIMAN	C	Ishika Dhiman
35	JAGRITI KUMARI	C	Jagrati Kumari
36	JAI	C	Jai
37	KAJAL KUMARI	C	Kajal Kumari
38	KARAN	C	Karan
39	KIRTI RAI	C	Kirti Rai
40	KM AMBIKA	C	KM Ambika
41	KM AMISHA TAHLANI	C	KM Amisha Tahlani
42	KM NEHA SUYAL	C	KM Neha Suyal
43	KM SAPNA KUMARI	C	KM Sapna Kumari
44	KOMAL SHARMA	C	Komal Sharma



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## MBA - I SEM (2023-25)

S. No	Name	SECTION	Signature
45	KUNAL GAUR	C	
46	KUNAL GUPTA	C	Kunal
47	MAHIMA KUMARI	C	Mahima
48	MOHD FAIZAN ALI	C	Faizan
49	MOHIT SHRIVASTAV	C	Mohit Shrivastav
50	MONTY	C	
51	MRITYUNJAY SINGH	C	
52	MUKESH KUMAR	C	Mukesh Kumar
53	MUSKAN KUMAR	C	Muskan Kumar
54	NIKHIL KUMAR SINGH	C	Nikhil
55	NIKHIL SINGH	C	Nikhil
56	NOOPUR VAISY	C	Noopur
57	PRATAP KUMAR	C	Pratap Kumar
58	PRIYA KUMARI	C	Priya
59	PRIYANSHU KUMAR	C	Priyanshu Kumar
60	PRIYANSHU VISHWAKARMA	C	Priyanshu
61	PUNEET SHARMA	C	Puneet
62	RAJ DEO PRASAD	C	Raj Deo Prasad
63	RISHABH MISHRA	C	Rishabh
64	SACHIN KUMAR	C	Sachin Kumar
65	SANGAM SHAKYA	C	Sangam
66	SATENDRA PRATAP SINGH	C	Satendra
67	SAURABH TIWARI	C	Saurabh Tiwari
68	SAURAV KUMAR	C	Saurav Kumar
69	SHOUBHIK DEY	C	Shoubhik Dey
70	SHREYA SINGH	C	Shreya
71	SHRUTI SHARMA	C	Shruti
72	SHUBHAM SINGH SHAHI	C	Shubham
73	SHUBHANGI KUMARI	C	
74	SHWETA	C	Shweta
75	SONAKSHI SHARMA	C	Sonakshi Sharma
76	STUTI TIWARI	C	Stuti
77	SUMBUL AKHTAR	C	Sumbul Akhtar
78	SUMIT YADAV	C	Sumit
79	SURAJ SINGH YADAV	C	Suraj
80	TANISHA GUPTA	C	Tanisha Gupta
81	TANYA SINGH SENGAR	C	Tanya
82	VINEET SHUKLA	C	Vineet Shukla
83	VISHAL	C	Vishal
84	VISHAL YADAV	C	Vishal
85	VIVEK SHARMA	C	Vivek
86	YASHI GOYAL	C	Yashi



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## Assessment Scores (Grades):

Mangalmay Institute of Management & Technology (MIMT), Greater Noida			
Sec A, B and C	Business Speaking and Writing	Final Assessment	26-02-2024
MBA - I SEM (2023-25) - Soft Skills			
S. No	Name	SECTION	Grade
1	AAKRATI GUPTA	A	B
2	ABHAY KUMAR DIXIT	A	B
3	ABHAY SINGH BAGHEL	A	B
4	ABHAY YADAV	A	B+
5	ADARSH GUPTA	A	B+
6	ADARSH MISHRA	A	B
7	AKANKSHA OJHA	A	A
8	AKASH BAGHEL	A	B
9	AKASH JAISWAL	A	B
10	AKSHAY PRATAP SINGH	A	B
11	ALFIYA SIDDIQUI	A	B+
12	ANCHAL SINGH	A	A
13	ANKIT TALAN	A	B
14	ANKUR KUMAR YADAV	A	B
15	ANURAG SINGH	A	B+
16	ARADHYA GUPTA	A	B
17	ARYAN PRATAP SINGH	A	B
18	ASHUTOSH GUPTA	A	B
19	AYUSH GUPTA	A	B
20	AYUSHI	A	B
21	BHASKAR SHARMA	A	B
22	CHHITIZ RAI	A	B
23	DEEPAK KUMAR	A	Absent
24	DEEPANSHU JAKHAR	A	B+
25	DHEERAJ KOHLI	A	B
26	DIG VIJAY SINGH	A	B+
27	DILNAWAZ AHMED	A	A
28	DISHA TAYAL	A	B
29	GADDAM KARTHIK KUMAR	A	B



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30	GAURAV SINGH	A	B
31	GUNJAN	A	B+
32	HARSHIT MISHRA	A	B+
33	ISHA BARARIA	A	A+
34	ISHITA GUPTA	A	A
35	KAJAL PANDIT	A	A
36	KARTIKAY	A	B
37	KM AAKANKSHA MISHRA	A	A
38	KM ANSHIKA SHUKLA	A	A
39	KOMAL KUMARI	A	A
40	KOMAL SONI	A	B
41	MALIKA SHAHI	A	A
42	MANALI VERMA	A	A
43	MANISHA SINGH	A	A+
44	MANOJ CHAUHAN	A	A
45	MUSKAAN SIROHI	A	B+
46	MUSKAN	A	B
47	NEHA	A	A
48	NIKHIL SINGH	A	B+
49	NISHI MISHRA	A	B+
50	NIYATI BHAWSAR	A	B+
51	OM PRANJAL	A	Absent
52	PRATHMA PANDEY	A	A
53	PRIYANKA KUMARI	A	B+
54	PRIYANSH BHATI	A	Absent
55	PYUSH DEV	A	A+
56	RAHUL GUPTA	A	B
57	RAHUL KUMAR	A	B
58	RAJEEV TIWARI	A	B+
59	RAVI KUMAR	A	Absent
60	RITU RAJ	A	B+
61	SABEEHA KIRAN	A	A+
62	SAURABH KUMAR SINGH	A	B
63	SAURAV KUMAR CHOUDHARY	A	B
64	SHIVAM SHARMA	A	B
65	SHRISTI CHAURASIA	A	B+
66	SIMRAN JAISWAL	A	B
67	SMRUTI RANJAN ROUT	A	Absent
68	SONU KUMAR PANDEY	A	B+
69	SWATI BHARTI	A	B+
70	TEJ PAL SINGH	A	B+



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71	UDIT KUSHWAHA	A	B+
72	VAISHNAVI RAI	A	B +
73	VANSH SAINI	A	A+
74	VISHAL RATHI	A	B
75	VIVEK KUMAR	A	B
76	VYOM SINGH	A	B
77	YOMPI NYODU	A	B+
78	ABHI SAXENA	B	B
79	ABHISHEK KUMAR GOUR	B	B
80	ABHISHEK SHARMA	B	B
81	ABHISHEK TIWARI	B	Absent
82	ADITI TYAGI	B	B+
83	ADITYA	B	A+
84	ADITYA SINGH	B	B+
85	AKANKSHA GUPTA	B	B
86	AKASH KUMAR	B	Absent
87	AKTA SHUKLA	B	A
88	ANCHAL SRIVASTAVA	B	B+
89	ANIKET SINGH	B	B
90	ANIL GURU	B	B
91	ANJANAY YADAV	B	B
92	ANNU KASHYAP	B	B
93	ANUBHAV TEOTIA	B	A
94	ANURAG YADAV	B	B
95	ARVIND SAHANI	B	B
96	ASHISH YADAV	B	B+
97	ASHWANI KUMAR	B	B
98	AVANISH KUMAR PANDEY	B	A
99	BABLY	B	B
100	CHANDNI	B	B+
101	DEEKSHA AGRAHARI	B	B
102	DEEPAK SINGH	B	B+
103	DHARAM VEER	B	B
104	DHRUV SHARMA	B	B
105	DIVYA TIWARI	B	B
106	GARIMA SHUKLA	B	B
107	HEMA	B	B+
108	KATYAYAN	B	A+
109	KESHAV GARG	B	B+
110	KM ATIKA PRIYDARSHNI	B	B
111	KM RUPALI MUDGIL	B	B+
112	KUMKUM	B	B





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113	KUNAL KASHYAP	B	Absent
114	KUNAL SHARMA	B	A
115	LUCKY	B	A+
116	MD MODASSHIR MANNAN	B	B
117	MD SHADMAN	B	B
118	NAVEEN SHUKLA	B	A+
119	NEHA KUMARI	B	B
120	NIKHIL KAPASIYA	B	A
121	NITESH PANDEY	B	A
122	NITIN	B	Absent
123	PANKAJ YADAV	B	B
124	PRAGYA KUMARI	B	B
125	PRASHANT KUMAR GIRI	B	B
126	PRINCE KUMAR	B	B
127	PRIYA BHARTI	B	B
128	PUNEET KUSHWAHA	B	B
129	RADHA SINGH	B	B
130	RAGHAV GUPTA	B	B
131	RAGHAV SINGH	B	B+
132	RAHUL GOYAL	B	B
133	RAJ KUMAR VISHWAKARMA	B	B
134	RAJNEESH SINGH	B	B
135	RAJSHREE	B	A
136	RANI KUMARI PRASAD	B	B+
137	ROSHAN SAHU	B	B
138	SACHIN KUMAR VERMA	B	B
139	SATYAM PATHAK	B	B
140	SAURABH TIWARI	B	A
141	SHIVAM GUPTA	B	Absent
142	SHIVAM VERMA	B	B
143	SHREYA RANJAN	B	B+
144	SHRISTI GUPTA	B	B+
145	SHUBHAM KUMAR	B	A+
146	SHWETA VISHWAKARMA	B	B
147	SIDDHARTHA SINGH	B	B
148	SNEHA SHARMA	B	A
149	SOHINI CHAUHAN	B	B
150	SONALI PANDEY	B	B+
151	SUMIT VISHWAKARMA	B	B+
152	TANISHA SINGH	B	B+
153	TUSHAR GUPTA	B	A
154	VARSHA JAIN	B	B



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155	VIKAS SHARMA	B	B
156	VIKESH KUMAR YADAV	B	A+
157	ABHISHEK PRATAP SINGH	C	B
158	ADITYA PANDEY	C	B
159	ADITYA PATEL	C	B
160	AKASH SRIVASTAV	C	B
161	ALOK KUMAR MISHRA	C	B
162	AMAN PANDEY	C	B
163	AMRITA JAYASHWAL	C	A+
164	ANCHAL SINGH	C	A
165	ANISHA AGRAWAL	C	A
166	ANJALI SINGH	C	B
167	ANJU SHARMA	C	A
168	ANKUR KUMAR	C	Absent
169	ANMOL TIWARI	C	A
170	ANSHIKA SINGH	C	B
171	ANUGRAH SHARMA	C	Absent
172	ASHUTOSH KUMAR THAKUR	C	B+
173	AVANTIKA VERMA	C	B
174	AVICHAL SHUKLA	C	B
175	AYUSH TIWARI	C	B
176	CHETAN GIRI	C	B+
177	CHIRAG GOYAL	C	A
178	DEEPALI SINGH	C	B+
179	DHARMENDRA DUBEY	C	B+
180	DIVYANSHI GUPTA	C	A
181	DRISHTY SHARMA	C	A
182	FAHEEM AHMAD	C	A
183	GAURAV SINGH MAHRA	C	A
184	GOVIND KUMAR PATHAK	C	B
185	HARSH JAISWAL	C	B+
186	HARSH KUMAR	C	B
187	HARSHIT SRIVASTAV	C	A
188	HIMANSHU SHUKLA	C	B
189	ISHANT KUSHWAHA	C	B+
190	ISHIKA DHIMAN	C	A
191	JAGRITI KUMARI	C	A+
192	JAI	C	A
193	KAJAL KUMARI	C	B
194	KARAN	C	B
195	KIRTI RAI	C	A
196	KM AMBIKA	C	A



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197	KM AMISHA TAHLANI	C	A
198	KM NEHA SUYAL	C	A
199	KM SAPNA KUMARI	C	B
200	KOMAL SHARMA	C	B
201	KUNAL GAUR	C	Absent
202	KUNAL GUPTA	C	B
203	MAHIMA KUMARI	C	B+
204	MOHD FAIZAN ALI	C	B+
205	MOHIT SHRIVASTAV	C	B+
206	MONTY	C	Absent
207	MRITYUNJAY SINGH	C	Absent
208	MUKESH KUMAR	C	B+
209	MUSKAN KUMAR	C	B+
210	NIKHIL KUMAR SINGH	C	A
211	NIKHIL SINGH	C	B
212	NOOPUR VAISY	C	B+
213	PRATAP KUMAR CHOUDHARY	C	B+
214	PRIYA KUMARI	C	B+
215	PRIYANSHU KUMAR	C	B
216	PRIYANSHU VISHWAKARMA	C	B
217	PUNEET SHARMA	C	A
218	RAJ DEO PRASAD	C	B+
219	RISHABH MISHRA	C	B+
220	SACHIN KUMAR	C	B
221	SANGAM SHAKYA	C	B
222	SATENDRA PRATAP SINGH	C	B
223	SAURABH TIWARI	C	B
224	SAURAV KUMAR	C	B
225	SHOUBHIK DEY	C	A
226	SHREYA SINGH	C	A+
227	SHRUTI SHARMA	C	B
228	SHUBHAM SINGH SHAHI	C	B
229	SHUBHANGI KUMARI	C	Absent
230	SHWETA	C	B+
231	SONAKSHI SHARMA	C	B
232	STUTI TIWARI	C	A+
233	SUMBUL AKHTAR	C	B
234	SUMIT YADAV	C	A+
235	SURAJ SINGH YADAV	C	B+
236	TANISHA GUPTA	C	B
237	TANYA SINGH SENGAR	C	B+
238	VINEET SHUKLA	C	B



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239	VISHAL	C	B
240	VISHAL YADAV	C	A
241	VIVEK SHARMA	C	B
242	YASHI GOYAL	C	Absent

Total Absentees = 17



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ISO 9001:2015, ISO 140001:2015 & ISO 50001:2018 Certified  
Knowledge Park-II, Greater Noida (U.P.)  
Website: www.mimt.org | Email: info@mangalmay.org | Ph.: 0120-2528400, 01



## Certificate of Merit / Participation

This Certificate is awarded to *Dr./Mr./Ms. Vansha Jain*  
of *MBA (1st Sem)* for attending *a certification Program on*  
*'Business speaking & Business Writing'*  
held on *from 6/12/23 to 26/02/24* as *a participant* and  
secured *"B" Grade*

  
Convener

  
HOD / Dean / Director

  
Chairman / Vice Chairman



## **Resource Person:**

**Name: Er. Anurag Agarwal**

**Assistant Professor and Soft Skill Trainer,**

**MIMT, Greater Noida.**



### **Profile:**

Er. Anurag Agarwal is having more than 20 years of rich experience in corporate and teaching sector. Currently, he is associated with MIMT in management department and working as an Assistant Professor and Soft Skill Trainer. He has worked with Quadrant, Amkette, Cross Pens, HIET, GNIOT, ITS, SRM University etc. as a Sr. Soft Skill Trainer.

His students have been selected in various companies just like Infosys, Wipro, TCS, ICICI Bank, Citi Bank, Newgen, Byju's etc.

His qualification includes B.Tech, MBA (Gold Medalist) and PhD (Pursuing)



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He also acted as a judge in various events and won several awards. He has presented research papers in several international conferences and his research papers also have been published in many reputed journals.