



TECNIA INSTITUTE OF ADVANCED STUDIES

GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to GGSIP University
Recognized Under Sec. 2(f) of UGC Act 1956

INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085
Tel: 91-11-27555121-24, E-Mail : directortias@tecnia.in, Website: www.tiaspg.tecnia.in



Department of Management Sciences
(Session: 2023-24)

Ref: TIAS/2023-24/MBA/ACAD/VAC/105

Dated: 18/05/2024

Kind Attn: TIAS Students

Subject: Certificate Course in Strong Work Ethics

Status as on date: 18/05/2024

This is to certify that the course module for value added course on Certificate Course in Strong Work Ethics scheduled from 02.02.24 to 17.05.24 comprising of 30 Hours deliverance has been completed by the resource person Dr. Pooja Sharma, Faculty in Department of Management Sciences, MBA with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes
1	Appearance: Emphasizes the significance of proper dress, grooming, hygiene, and manners in professional settings. Attendance: Stresses the importance of regular attendance, punctuality, proactive communication about planned absences, and timely completion of missed assignments (10 Hours)	Student will be able to promote healthy work environment.
2	Attitude: Explores the impact of a positive attitude on personal and professional growth, emphasizing confidence, self-belief, and goal setting. Character: Delves deeper into the attributes of loyalty, honesty, dependability, reliability, initiative, and self-control, highlighting their role in building trust and credibility. (10 Hours)	Students will be able to show the power of integrity at workplace.

HoD
MBA-TIAS

Coordinator
Internal Quality Assessment Cell (IQAC)
Tecnia Institute of Advanced Studies
New Delhi-110085

3	Communication: Enhances verbal and non-verbal communication skills, emphasizing active listening, effective expression, and the importance of clear, respectful communication in various contexts. (5 Hours)	Students will be able to differentiate ethical and unethical behavioral aspects
4	Organizational Skill: Expands on skills related to time management, task prioritization, and adaptability to change, equipping learners with strategies for efficient organization and resilience in dynamic work environments. (5 Hours)	Students will be able to differentiate ethical and unethical behavioral aspects

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.

Signature of Faculty

Dr Pooja Sharma
Associate Professor, DMS

Dated:

Submitted to HoD-

Coordinator
Internal Quality Assessment Cell (IQAC)
Tecnia Institute of Advanced Studies
New Delhi-110085



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STUDENT'S DECLARATION

This is to certify that the course module for value added course on Certificate Course in Strong Work Ethics scheduled from 02.02.24 to 17.05.24 comprising of 30 Hours deliverance has been completed by the resource person Dr. Pooja Sharma, Faculty in Department of Management Sciences, MBA to our satisfaction and is able to help in developing our professional skills and knowledge.

S.No	Enrollment No	Name	Signature
1.	00917003922	Yash	Yash
2.	01212003922	Deepak	Deepak
3.	35121803922	Vishakha	Vishakha
4.	36117003922	Shruti Jain	Shruti
5.	25821303922	Jayant Chauhan	JD
6.	00512002425	Uday	Uday

HoD
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