



S.U.S GOVERNMENT COLLEGE, SUNAM

Admission Started
Skill Based New Courses

By: Jagat Guru Nanak Dev Punjab State Open University, Patiala

Guaranteed Employment

Last Date For Admission is 28-02-2022

These courses can be done along with any Degree Program

COURSE NAME	DURATION	FEE (IN RUPEES)
Certificate Course in Creative Writing and Content Development	6 Months	Rs 750/- + Examination Fee 1000/-
Certificate in Business Etiquettes and Professionalism	6 Months	Rs 750/- + Examination Fee 1000/-
Certificate Programme in IT enabled Services	6 Months	RRs 750/- + Examination Fee 1000/-
Diploma in Fashion Designing	1 year	Rs 1500/- + Examination Fee 2000/-

ELIGIBILITY: 10+2 pass in Any Stream

CONTACT:

Prof Manpreet kaur 82642-18210
Dr Parminder Kaur 84277-54589
Prof Kamalpreet Singh 70589-70000
Prof Sukjinder Kaur 79869-88028



S.U.S. Govt. College, Sunam

Established in 1969, NAAC Accredited-Grade B (CGPA 2.72) Affiliated to: Punjabi University, Patiala E-mail: gcsunam@gmail.com, College website: www.susgesunam.com, Tel: 01676-220134

Notice

Date 4/2/2022

All the students are informed that the Jagat Guru Nanak Dev Punjab State Open University, Patiala established by the Punjab Government has conducted four courses in the college as follows:-

- 1) Certificate Programme in IT enabled Services.
- 2) Certificate in Business Etiquettes and Professionalism.
- 3) Certificate in Creative Writing and Content Development.
- 4) Diploma in Fashion Designing.

These courses are starting in February 2022. Students can enroll in these courses along with their studies.

Key Notes:

- 1) The duration of the certificate course is one semester and the duration of the diploma course is two semester.
- 2) The full fee for the certificate course is Rs.1750/ including the tuition fee of Rs.750 and Exam fee is Rs.1000/.
- 3) Full Fee of Diploma Course is Rs.3500/- including Tuition Fee Rs.1500/- and Examination fee is Rs.2000/.
- 4) The Certificates from the career oriented courses are useful for students to get employment abroad.
- 5) Study abroad is useful for going on Visa and getting a job
- 6) Diploma (fashion designing) students can run their own boutique along with the job.

7) Students outside the college can also take admission in these courses.

8) The educational qualification for these courses is 10+2 (any stream).

For more information can be contacted as follows.

1) Certificate Programme in IT enabled Services.

(Prof. Kamalpreet Singh Cheema 70589-70000)


2) Certificate in Business Etiquettes and Professionalism (Dr.Parminder Kaur 84277-54859)

3) Certificate in Creative Writing And Content Development.

(Prof. Manpreet Kaur 82642-18210)

4) Diploma in Fashion Designing

(Prof. Sukhjinder Kaur 79869-88028)


Principal
S.U.S. Govt. College
Sunam (Sangrur)

ਸ਼ਹੀਦ ਊਧਮ ਸਿੰਘ ਸਰਕਾਰੀ ਕਾਲਜ, ਸੁਨਾਮ

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Patiala E-mail: gesunam@gmail.com, College website: www.susgesunam.com, Tel: 01676-220134

Syllabus of Certificate course in Business Etiquettes and Professionalism Session 2021-22



A. Kaur

IQAC Co-ordinator
S.U.S. Govt. College
Sunam

Principal
S.U.S. Govt. College
Sunam

**CERTIFICATE COURSE IN BUSINESS ETIQUETTES
AND PROFESSIONALISM**

Course Objectives: Certificate course in Business Etiquettes and Professionalism has been designed to meet the following objectives:

- a) To learn the principles of business etiquettes and professional behavior
- b) To understand the etiquettes for making business correspondence effective
- c) To be able to present yourself confidently at various business situations
- d) Develop awareness of dining and multicultural etiquettes

Learning Outcome: After completion of course students will be able to:

- a) Demonstrate an understanding of professionalism in terms of workplace behaviors and workplace relationships.
- b) Adopt attitudes and behaviors consistent with standard workplace expectations.
- c) Presenting oneself with finesse and making others comfortable in a business setting.
- d) Developing basic life skills or etiquettes in order to succeed in corporate culture.

Duration of course: 6 Months

Eligibility: Any student enrolled in degree program of college

Sr. No.	Course Title	Credit
Paper-I	Business Etiquettes	6
Paper-II	Soft Skills	6
Paper-III	Organisational Behaviour and Professionalism	6
Total		18

Detailed Syllabus (Paper wise Distribution)

Paper-I: Business Etiquettes

Max. Marks: 100

External: 70

Internal: 30

Pass: 35%

Credits: 6

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

Section-A

Business Etiquettes- An Overview: Significance of Business Etiquettes in 21st Century- Professional Advantage; Need and Importance of Professionalism

Workplace Etiquette: Etiquette for Personal Contact- Personal Appearance, Gestures, Postures, Facial Expressions, Eye-contact, Space distancing

E-Mail Etiquette: Significance of Netiquette, E-mail: Way of professional communication, Basic Email Etiquettes: Proper Grammar, Spelling, Punctuation, Styling and Formatting, Body of Email, Response, Privacy

Section-B

Telephone Etiquette: Telephone Communication Techniques -Placing Telephone calls, Answering Calls, Transferring Calls, Putting Calls on Hold, Taking Messages, Handling Rude Callers, Tactful Responses, Leaving Professional Messages; Developing Cell Phone Etiquettes; Voicemail Etiquette; Telephonic Courtesies

Dining Etiquette: Basics of Dining Etiquettes; Basic essentials of dining table etiquettes - Napkin Etiquette, Seating arrangements, laying the table, how to use Cutlery, Posture & Behavior, Do's and Don'ts; International Dining Etiquettes.

Multi-Cultural Challenges: Cultural Differences and their Effects on Business Etiquette .

Paper-II: Soft Skills

Max. Marks: 100

External: 70

Internal: 30

Pass: 35%

Credits: 6

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
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5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

Section-A

Communication Skills: Understanding Human Communication, Constitutive Processes of Communication, Language as a tool of communication, Barriers to Effective communication, Strategies to Overcome the Barriers.

Emotional intelligence: Importance, concept, theory and measurements.

Stress Management: Strategies for preventing and relieving stress.

Time management: Meaning; Techniques and styles.

Section-B

Interview Skills: Interview Skills; in-depth perspectives, Interviewer and Interviewee, Before, During and After the Interview, Tips for Success.

Meeting Etiquette: Managing a Meeting-Meeting agenda, Minute taking; Duties of the chairperson and secretary; Effective Meeting Strategies - Preparing for the meeting, Conducting the meeting, Evaluating the meeting

Presentation Etiquettes: Importance of Preparation and Practice; Effective Delivery Techniques, Audience Analysis, Handling Stage Fright.

Paper-III: Organisational Behaviour and Professionalism

Max. Marks: 100

External: 70

Internal: 30

Pass: 35%

Credits: 6

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

Section-A

Teamwork and Leadership Skills: Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills.

Personality: Meaning & Definition, Determinants of Personality, Personality Traits, Personality and Organisational Behaviour

Motivation: Nature & Importance, Herzberg's Two Factor theory, Maslow's Need Hierarchy theory, Alderfer's ERG theory

Section-B

Decision-Making and Problem-Solving Skills: Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills.

Conflict Management: Conflict - Definition, Nature, Types and Causes; Methods of Conflict Resolution.

Human Resource Management: Introduction to HRM, Selection, Orientation, Training & Development, Performance Appraisal, Incentives

Case Study Analysis

Suggested Readings:

- Barbara Pachter, Marjorie Brody. Complete Business Etiquette Handbook. Prentice Hall, 2015.
- Dhanavel, S.P. English and Soft Skills. Hyderabad: Orient BlackSwan, 2021.
- Koneru, Aruna. Professional Communication. Delhi: McGraw, 2008.
- Mahanand, Anand. English for Academic and Professional Skills. Delhi: McGraw, 2013. Print.
- Nancy Mitchell. Etiquette Rules : A Field Guide to Modern Manners. Wellfleet Press, 2015.
- Rani, D Sudha, TVS Reddy, D Ravi, and AS Jyotsna. A Workbook on English Grammar and Composition. Delhi: McGraw, 2016.
- Raghu Palat, Indian Business Etiquette, Jaico Books, 2015.
- Rizvi, M. Ashraf. Effective Technical Communication. Delhi: McGraw, 2018.
- Pease, Allan and Barbara Pease. The Definitive Book of Body Language. New Delhi: Manjul Publishing House, 2005.
- Tengse, Ajay R. Soft Skills: A Textbook for undergraduates, Orient BlackSwan, 2015.

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Students List of Certificate Course in Business Etiquettes and Professionalism Session 2021-22

IQAC Co-ordinator
S.U.S. Govt. College
Sunam

Principal
S.U.S. Govt. College
(Sunam)
Sunam

Jagat Guru Nanak Dev University patiala
Certificate Course in Business Etiquettes and Professionalism
Session 2021-22

#	Student ID	NAME	FATHER NAME	Signature of Student
1	PSOU-STUD-22-45068	Anishka Rani	Chiman Lal	Anishka Rani
2	PSOU-STUD-22-45069	Gagandeep Kaur	Mithu Singh	Gagandeep kaur.
3	PSOU-STUD-22-45072	Priya Bansal	Ashwani Bansal	Priya Bansal
4	PSOU-STUD-22-45073	Pushpinder Kaur	Gobind Singh	Pushpinder Kaur
5	PSOU-STUD-22-45074	Rajveer Kaur	Gurwinder Singh	Rajveer kaur
6	PSOU-STUD-22-22449	Vikramjeet Singh	Karmjeet singh	Vikramjeet Singh
7	PSOU-STUD-22-91901	Gurdeep singh	Jasvir singh	Gurdeep Singh
8	PSOU-STUD-22-85617	Abhay sindhani	Sunil kumar	GURDEEP SINGH
9	PSOU-STUD-22-81343	Kulwinder Singh	Jagdeep Singh	Kulwinder Singh
10	PSOU-STUD-22-16440	Sonu	Bhola ram	Sonu
11	PSOU-STUD-22-29576	Lovely Bansal	Ramesh Kumar	Lovely Bansal
12	PSOU-STUD-22-53553	Jaspreet kaur	Satnam Singh	Jaspreet Kaur
13	PSOU-STUD-22-15970	Tamanna	Hans raj	Tamanna
14	PSOU-STUD-22-42254	Jasmeet kaur	Jarnail Singh	Jasmeet kaur
15	PSOU-STUD-22-92374	Charanpreet kaur	Ravinder Singh	Charanpreet Kaur
16	PSOU-STUD-22-77832	sompreet kaur	Balwinder puri	sompreet kaur
17	PSOU-STUD-22-22114	Ishwar kumar	Meghraj bansal	Ishwar kumar
18	PSOU-STUD-22-67215	Ishika Gupta	Sanjeev Kumar Bansal	Ishika Gupta
19	PSOU-STUD-22-90422	Akashdeep singh jammu	Gurpal singh	Akashdeep Singh
20	PSOU-STUD-22-50437	Soni	Najar singh	Soni
21	PSOU-STUD-22-17412	Meet Rani	Boby	Meet Rani
22	PSOU-STUD-22-74608	Udit Sharma	Sanjay Sharma	Udit Sharma
23	PSOU-STUD-22-11919	Kamaljeet Kaur	Gurmeet Singh	Kamaljeet kaur.
24	PSOU-STUD-22-16343	KAVLEEN SINGH	Daljit Singh	KAVLEEN SINGH
25	PSOU-STUD-22-90936	Harjot Singh	Krishan singh	Harjot Singh
26	PSOU-STUD-22-69338	ISHU KUMAR	RAKESH KUMAR	Ishu kumar
27	PSOU-STUD-22-85549	komalpreet Kaur	Baljit Singh	komalpreet kaur
28	PSOU-STUD-22-95788	Parveen bansal	Krishan kumar	Parveen Bansal
29	PSOU-STUD-22-80992	ISHAN JINDAL	RAM NARAIN	ISHAN JINDAL
30	PSOU-STUD-22-75397	Harsh bansal	Jeet kumar	Harsh bansal
31	PSOU-STUD-22-45111	Kush garg	Vikas garg	Kush garg
32	PSOU-STUD-22-40876	Janvi sharma	Rajiv sharma	Janvi sharma
33	PSOU-STUD-22-23961	SALONY RANI	Mr. Jatinder kumar	Salony Rani
34	Manpreet_kaur31900	Manpreet kaur	Gurtej singh	Manpreet kaur
35	PSOU-STUD-22-20169	Harmandeep singh	Jagdish singh	Harmandeep Singh
36	PSOU-STUD-22-64329	PAHULVEER SINGH CHA	JUJHAR SINGH CHATHA	Pahulveer Singh
37	PSOU-STUD-22-95715	CHARAN KUMAR	JIWAN KUMAR	Charan kumar
38	PSOU-STUD-22-14788	Harshit Bansal	Anil kumar	Harshit Bansal
39	PSOU-STUD-22-71245	Komalpreet kaur	Avtar singh	Komalpreet kaur
40	PSOU-STUD-G22-26222	Mehak Singla	Mr. Rajesh Kumar	Mehak Singla
41	PSOU-STUD-G22-26224	Sandeep Kaur	Harbans singh	Sandeep kaur
42	PSOU-STUD-21-12310	ARSHDEEP KAUR	JASPAL SINGH	Arshdeep kaur
43	PSOU-STUD-21-12494	laddi singh	jaggi singh	laddi singh
44	PSOU-STUD-21-10929	Mukul Mittal	Anil kumar	Mukul Mittal

#	Student ID	NAME	FATHER NAME	Signature of Student
45	PSOU-STUD-21-11218	KHUSHYALI KANSAL	SANJEEV KANSAL	
46	PSOU-STUD-21-10927	Gurjot singh	ramdin singh	Gurjot Singh
47	PSOU-STUD-21-11536	lovepreet kaur	Harwinder Singh	Harwinder Singh
48	PSOU-STUD-21-11546	nirmal singh	balwinder singh	balwinder Singh
49	PSOU-STUD-21-11027	Geetanshu bansal	PREMPAL BANSAL	Geetanshu Bansal
50	PSOU-STUD-21-11815	TANIA	DHARAMPAL KATHURIA	Tania
51	Abhinandan_adlakha_55655	Abhinandan adlakha	Sumit adlakha	Abhinandan adlakha
52	PSOU-STUD-22-10290	Dhanupriya	Prem chand goyal	Dhanupriya
53	PSOU-STUD-22-63516	Kulwinder kaur	Jagdish Singh	Kulwinder Singh
54	PSOU-STUD-22-49174	Manpreet Sharma	Kamaljeet Sharma	Manpreet Sharma
55	PSOU-STUD-22-17360	Radha Rani	Sandeep kumar	Radha Rani
56	PSOU-STUD-22-91418	sandeep kaur	lakhvir singh	Sandeep Kaur
57	PSOU-STUD-22-94480	SIMRANJEET SINGH	Sukhchain singh	Simranjeet Singh
58	PSOU-STUD-22-80957	Sourav Garg	Kewal Krishan	Sourav Garg
59	PSOU-STUD-22-75119	Sukhwinder Singh	Makhan singh	Sukhwinder Singh
60	PSOU-STUD-22-96918	Vikas khan	Raj khan	Vikas Khan

Serial No. 04454



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-21-10927

Roll No : 2250905



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Gurjot Singh
Father's Name (Mr.) : Ramdin Singh
Mother's Name (Mrs.): Karamjit Kaur

LSC-ID : PSOU-CNTR-21-1049
Name of LSC : Govt. College, Sunam .
Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	B
2.	GC-BE-01T	Business Etiquettes	6	B+
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	126

Cumulative Grade Points Average (CGPA) : 7.00 (10 Point scale)

Place : PATIALA
Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 04459



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-45072

Roll No : 2250914



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Priya Bansal

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Ashwani Bansal

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Meenu Bansal

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A+
2.	GC-BE-01T	Business Etiquettes	6	A
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	B+

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	144

Cumulative Grade Points Average (CGPA) : 8.00 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 04460



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-45073

Roll No : 2250915



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Pushpinder Kaur

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Gobind Singh

Name of LSC : Govt. College, Sunam.

Mother's Name (Mrs.): Gurdeep Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	O
2.	GC-BE-01T	Business Etiquettes	6	A+
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A+

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	168

Cumulative Grade Points Average (CGPA) : 9.33 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 04466



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-45074

Roll No : 2250916



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Rajveer Kaur

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Gurwinder Singh

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Gurpreet Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A+
2.	GC-BE-01T	Business Etiquettes	6	A
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A+

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	156

Cumulative Grade Points Average (CGPA) : 8.67 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

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Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 04462



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-21-12310

Roll No : 2250917



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Arshdeep Kaur

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Jaspal Singh

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Baljinder Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A+
2.	GC-BE-01T	Business Etiquettes	6	A
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A+

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	156

Cumulative Grade Points Average (CGPA) : 8.67 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 04464



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-63516

Roll No : 2250921



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Kulwinder Kaur

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Jagdish Singh

Name of LSC : Govt. College, Sunam.

Mother's Name (Mrs.): Sukhpal Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	O
2.	GC-BE-01T	Business Etiquettes	6	A
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	156

Cumulative Grade Points Average (CGPA) : 8.67 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 04470



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-96918

Roll No : 2250929



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Vikas Khan

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Raj Khan

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Mandeep Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	B
2.	GC-BE-01T	Business Etiquettes	6	B
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	B+

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	114

Cumulative Grade Points Average (CGPA) : 6.33 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 01, 4, 7 1



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-G22-26224

Roll No : 2250931



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Sandeep Kaur

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Harbans Singh

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Ranjeet Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A+
2.	GC-BE-01T	Business Etiquettes	6	B
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	138

Cumulative Grade Points Average (CGPA) : 7.67 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 04473



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-71245

Roll No : 2250933

Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism



Name : Komalpreet Kaur

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Avtar Singh

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Gurmeet Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A+
2.	GC-BE-01T	Business Etiquettes	6	A
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A+

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	156

Cumulative Grade Points Average (CGPA) : 8.67 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 04474



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-20169

Roll No : 2250934



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Harmandeep Singh

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Jagdish Singh

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Sukhpal Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A+
2.	GC-BE-01T	Business Etiquettes	6	A
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	150

Cumulative Grade Points Average (CGPA) : 8.33 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 0448



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-16343

Roll No : 2250952



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Kavleen Singh

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Daljit Singh

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Rampreet Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A
2.	GC-BE-01T	Business Etiquettes	6	A
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	144

Cumulative Grade Points Average (CGPA) : 8.00 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 044B2



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-29576

Roll No : 2250954



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Lovely Bansal

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Ramesh Kumar

Name of LSC : Govt. College, Sunam.

Mother's Name (Mrs.): Meenu Bansal

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A
2.	GC-BE-01T	Business Etiquettes	6	B+
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	138

Cumulative Grade Points Average (CGPA) : 7.67 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 04483



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-53553

Roll No : 2250955



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Jaspreet Kaur

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Satnam Singh

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Kuldeep Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A
2.	GC-BE-01T	Business Etiquettes	6	A
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A+

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	150

Cumulative Grade Points Average (CGPA) : 8.33 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 044B?



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : PSOU-STUD-22-22449

Roll No : 2250964



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Vikramjeet Singh

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Karmjeet Singh

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Shinder Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A
2.	GC-BE-01T	Business Etiquettes	6	B
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	132

Cumulative Grade Points Average (CGPA) : 7.33 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0

Serial No. 04492



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ:19 ਤਹਿਤ ਸਥਾਪਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ-ਬਿਉਰਾ-ਕਾਰਡ
RESULT-CUM-DETAILED MARKS CARD

(Statement of Marks-cum-Certificate)

Regd No : Gagandeep_kaur40349

Roll No : 2257671



Examination : Aug. 2022

Programme : Certificate Course in Business Etiquettes and Professionalism

Name : Gagandeep Kaur

LSC-ID : PSOU-CNTR-21-1049

Father's Name (Mr.) : Mithu Singh

Name of LSC : Govt. College, Sunam .

Mother's Name (Mrs.): Paramjit Kaur

Cycle : Jan 2022

S.No.	Course Code	Course Name	Credits	Grade
1.	GC-BE-02T	Soft Skills	6	A
2.	GC-BE-01T	Business Etiquettes	6	B
3.	GC-BE-03T	Organisational Behaviour and Professionalism	6	A

(Percentage = CGPA x 9.5)

RESULT : PASS

Total Credits	Total Grade Points
18	132

Cumulative Grade Points Average (CGPA) : 7.33 (10 Point scale)

Place : PATIALA

Dated : 11-01-2023

Given under the seal of the University

Prepared by

Checked by

Asst. Registrar

Controller of Examinations

GRADING CRITERION:

Marks	≥90 & ≤ 100	≥80 & < 90	≥70 & < 80	≥60 & < 70	≥50 & < 60	≥45 & < 50	≥40 & < 45	<40
Grade	O	A+	A	B+	B	C	P	F
Grade Point	10	9	8	7	6	5	4	0