

NAAC ACCREDITED



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FAIRFIELD

INSTITUTE OF MANAGEMENT & TECHNOLOGY



Affiliated to GGS IP University, an 'A+' Grade College by DHE, Govt. of NCT DELHI,
Approved by AICTE , Bar Council of India, NCTE and Recognised under 2(f) of UGC Act of 1956

CERTIFICATE COURSE

ON

PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS

APRIL 2025 – JUNE 2025

&

SEPTEMBER 2025 – NOVEMBER 2025



BLENDED LEARNING / समिश्रित अधिगम



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CERTIFICATE COURSE BROCHURE : 2025

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ABOUT FAIRFIELD COLLEGE

The Fairfield Institute of Management and Technology (FIMT) is a NAAC accredited prestigious college in Delhi with an ambiance representing the academic culture of the capital town of the largest democracy in the world and a vibrant emerging economy. Established by the Fairfield Group of Institutions, it is an 'A' grade college approved by the Government of NCT of Delhi, affiliated with the prestigious Guru Gobind Singh Indraprastha University. FIMT is approved by All India Council of Technical Education (AICTE), Bar Council of India (BCI), National Council for Teacher Education (NCTE) and other authenticating bodies. Fairfield Group of Institutions is backed by a legacy of 50 years of shaping students' careers in the country in areas of Management, Commerce, Teachers' education, Journalism, Information and Communication Technology, Humanities, and Law & Legal Studies. The institutional distinction includes social outreach, field studies, and job orientation programs in respective areas of Study with specialized Add On Courses.

INTRODUCTION OF THE CERTIFICATE COURSE

Certificate in Personality Development & Communication Skills is a 3-month full-time Certificate level course, which mainly deals with Personality Development & Communication Skills in professional way. Certificate in Personality Development & Communication Skills is the study of English spoken from a social and professional view and the focus of the study is to determine what makes an individual expert in English communication or act in a professional manner.

Subjects taught are Language understanding, enhancing vocabulary, Development in professional way and presentation. Candidates seeking admission must have minimum qualification of passing 10+2 or equivalent. Graduate and postgraduate are preferred.

Certificate in Personality Development & Communication Skills and students of said course could get a top job profile like corporate professional, social worker, junior writer, and researcher and stage speakers also.

EVALUATION METHODOLOGY OF THE CERTIFICATE COURSE

Evaluation methodology includes Hybrid Mode, Subjective and Objective Assessment, Presentation, class contribution and any other component as decided by the respective course faculties. A minimum of 75% attendance is a prerequisite for the successful completion of this program.

The program may require participants to work on individual/group assignments and/or projects. The main objective of such assignments / projects will be to help the participants apply their conceptual learning in the program to actual organizational decision scenarios.

The participants will have to secure the minimum passing marks in the respective evaluation.

Participants who successfully complete the same and satisfy the requisite attendance criteria, will be awarded a certificate of completion. Participants who are unable to clear the evaluation criteria but have the requisite attendance will be awarded a participation certificate.

HIGHLIGHTS OF THE CERTIFICATE COURSE

- This Certificate course holds significant merit for Teachers, seasoned In-Service Teachers, administrators and aspiring Professional Portfolio Pupil Teachers/Students.
- Duration of the Course: Three Months or 30 Hours.
- Mode: Hybrid (Offline/ Online).
- Medium of Instruction: Bilingual (Hindi/ English).

ADMISSION PROCESS

The Online Session will commence from April 2025 to June 2025 & September 2025 to November 2025 (on Saturdays only.) The Admission Committee of FIMT shall make admission based on screening / merit in 10+2 or Bachelor's degree in any discipline followed by Group Discussion.

ELIGIBILITY CRITERIA

An applicant who has successfully completed Senior Secondary School Course (10+2) or any equivalent with no age bar.

PEDAGOGY

The pedagogy will be highly interactive in hybrid mode. It will consist of a judicious blend of lectures, real life case studies, quizzes & assignment.

CERTIFICATE

After Course Completion, Certificate will be provided by Guru Gobind Singh Indraprastha University (GGSIPU) New Delhi.

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PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS

PROGRAMME CONTENT

Paper 1 - Basics of Spoken English

Chapter One: Stages of Basic English learning

- 1.1 Definition, nature and scope of Spoken English.
- 1.2 Theories of Spoken English.
- 1.3 Practical theories.
- 1.4 Professional Practical Theories.

Chapter Two: Professional understanding

- 2.1 Drafting skills.
- 2.2 Use of vocabularies
- 2.3 Selection of task.
- 2.4 Report writing.

Paper 2 - Advance professional Skills

Chapter Three: Corporate learning Skills

- 3.1 Official Competencies.
- 3.2 Executive manner of communication.
- 3.3 Self profiling and personality measurements.
- 3.4 Task planning and presentation

Chapter Four: Advance-writing Skills.

- 4.1 Writing aggression and solution.
- 4.2 Domestic and international communication Skills
- 4.3 Departmental writing skills.
- 4.4 Writing email, formal note making

Paper 3 - Corporate English skills

Chapter Five: Training of Professional Skills.

- 5.1 Selection of the statements.
- 5.2 Training of the junior staff.
- 5.3 Self Personality observation
- 5.4 Communication stress and discretion

Chapter Six: Role of Communication in Prevention, assessment & Learning

- 6.1 Psychological precursors to communication.
- 6.2 Words patterns – communication analysis
- 6.3 Learning official notice as per administration.
- 6.4 Language issues in formal life style.

REGISTRATION

- All interested candidates should register through the link <https://forms.gle/ZiLKSeWFL1a3sXzr7>
- Fee Structure: 10,000/- (₹)
- Examination fee : 1,000/- (₹)
- Payable through Online Mode.

ACCOUNT HOLDER NAME	FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY
BANK NAME	HDFC BANK
ACCOUNT NUMBER	50200024027620
ACCOUNT TYPE	CURRENT
RTGS/NEFT/IFSC CODE	HDFC 0004404
BRANCH	MAHIPALPUR

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PROFESSIONAL COURSES @FIMT

FIMT-SCHOOL OF LAW- BBA-LL.B. INTEGRATED(H.) , BA-LL.B. INTEGRATED(H.) , LL.M.

FIMT-SCHOOL OF ENGINEERING & TECHNOLOGY- BCA , B.TECH. (CSE / IT / AI&ML)

FIMT-SCHOOL OF JOURNALISM & MASS COMMUNICATION- BA(JMC)

FIMT-SCHOOL OF HUMANITIES & SOCIAL SCIENCES- BA-(H) ENG.

FIMT-SCHOOL OF BUSINESS ADMINISTRATION- BBA(GEN.)

FIMT-SCHOOL OF COMMERCE- B.COM.(H)

FIMT-SCHOOL OF EDUCATION- B.ED.



FIMT Institutional Campus, Bijwasan Road, New Delhi-110097, Email : fimtnd@gmail.com

24 x 7 Helpline : 9312352942, 9811568155

Website : www.fimt-ggsipu.org