



# GRY INSTITUTE OF PHARMACY

**BORAWAN, KHARGONE**

*(Approved by AICTE & PCI; Affiliated to RGPV; Recognized by Govt. of M.P.)*

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## **5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

<b>S.N</b>	<b>Particulars</b>	<b>Page No</b>
1.	Capacity building and skills 2021	01-13
2.	Capacity building and skills 2020	14-24
3.	Capacity building and skills 2019	25-36
4.	Capacity building and skills 2018	37-44
5.	Capacity building and skills 2017	45-51



**GRY Institute of Pharmacy,  
Borawan**

# **HEALTH HYGIENE TRAINING MANUAL**

**(DATE-04/08/2021)**



*Deer*  
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GRY. Institute of Pharmacy  
BORAWAN (Kurgone) 451228



# **GRY Institute of Pharmacy, Borawan**

## **1. Hygiene & Sanitation:**

- 1.1 Hair – properly cut and combed for gents and neatly tied for ladies.
- 1.2 Finger nails – properly manicured and clean. Long nails not allowed.
- 1.3 Daily bath.
- 1.4 Clean and disinfect hands and wash feet after visiting toilet.

## **2 Habits:**

- 2.1 Blowing of nose, spitting not permitted in college premises. Use wash basins for the same.
- 2.2 Chewing of tobacco, pan-masala and smoking is not permitted in the premises.
- 2.3 Avoid putting fingers in nose / ear / mouth.
- 2.4 Mobile is not permitted in college premises.

## **3 Uniforms/Apron:**

- 3.1 Uniform/Apron is for the protection of the product from contamination. It also protects the person from product.
- 3.2 Use of clean & proper uniform for the work .
- 3.3 Uniform consists of Cap, full gown (Pent/shirt), head mask.
  - Cap to prevent hair / dandruff falling in the product.
  - Full Gown to prevent dead body cells, sweat, body hair contaminating the product.
  - Head mask to cover the nose and mouth which are natural reservoir of germs and to protect the person from dust inhalation.
- 3.4 All uniform is neat and clean.



**WASH HANDS WITH LIQUID SOAP AND  
WATER AFTER VISITING TOILET**

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**WASHED OR CLEANED HANDS MAY  
CONTAIN GERMS OR MICROORGANISM  
AND NEED TO BE SANITIZED**



**AFTER CLEANING YOUR HANDS, APPLY  
DISINFECTANT (HAND SANITIZER)**



**ALWAYS USE HAND GLOVES WHILE  
HANDLING CHEMICALS / SOLVENTS AND  
ENSURE THAT SLEEVES ARE TUCKED  
INSIDE THE GLOVES**



**ALWAYS WEAR NOSE MASK WHILE  
HANDLING CHEMICALS / SOLVENTS**



  
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**USE CLEAN FOOTWEAR**

## 4.0 Hygiene, Microorganisms, Housekeeping:

### 4.1 Hygiene:

#### 4.1.1 What does hygiene mean?

- Hygiene means cleanliness of human body, freedom from dirt and disease causing germs.
- Human body has many areas, which can lodge dirt / dust and becomes a good place for breeding microorganisms.

#### 4.1.2 How to maintain good hygiene?

- Daily bath with application of soap.
- Trimming of hair on regular basis, hair care to avoid formation of dandruff, lice.
- Cutting finger nails and toe nails regularly, keeping them clean.
- Proper cleaning of genitals.
- Washing and disinfecting hands after visiting toilet.
- Brushing teeth at least twice daily for good mouth care.
- Keeping ears and nose clean.



**Daily bath with application of soap.**



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**GRY Institute of Pharmacy, Borawan**  
**Seminar on Health and Hygiene**  
**Attendance Sheet**  
**04.08.2021**

S.N	Name	Signature
1	Aakash Suresh	<i>A</i>
2	Aayush Dinesh Kumrawat	<i>Aayush</i>
3	Ali Khlzar Shakir Hussain	<del>ABS</del>
4	Altab Ayyub Khan	<i>Altab</i>
5	Amit Ramkaran Yadav	<i>Amit</i>
6	Anjali Satish Batham	<i>Asatham</i>
7	Ankit Deepak Yadav	<i>Ankit</i>
8	Ankit Mohan Savner	<i>Asavner</i>
9	Ankit Parasram Yadav	<i>Ankit</i>
10	Ankit Shantilal Dharwal	<i>ADharwal</i>
11	Ashvin Rakesh Yadav	<i>Ashvin</i>
12	Ashvini Sunil Yadav	<del>ABS</del>
13	Babita Sanjay Yadav	<i>Biyadav</i>
14	Bhavesh Bhagirath Patel	<i>Bipatel</i>
15	Bhavesh Vijay Bhandari	<i>Bhavesh</i>
16	Chandan Mahesh Dhangar	<del>ABS</del>
17	Chiranjivi Prakash Yadav	<i>Cyadav</i>
18	Deepak Jitendra Girase	<i>Deepak</i>
19	Deepak Ramkaran Ochhane	<i>Deepak</i>
20	Deepak Ratanlal Jain	<del>ABS</del>
21	Dhiraj Mukesh Patel	<i>Dhiraj</i>
22	Dhiraj Prakash Borse	<i>Dborse</i>
23	Diksha Mukesh Patel	<i>Diksha</i>
24	Durgesh Laluram Maikale	<i>Durgesh</i>
25	Farin Mubarik Khan	<i>Farin</i>
26	Garima Baghsingh Patel	<i>Garima</i>
27	Gautam Dinesh Yadav	<del>ABS</del>
28	Gopal Keshav Yadav	<i>Gopkeshav</i>
29	Goutam Jayram Dodwe	<i>Goutam</i>
30	Goutam Ramchandra Kushwah	<i>Goutam</i>
31	Goutam Thakurlal Rathore	<i>Goutam</i>
32	Hansraj Anil Choudhary	<i>Hansraj</i>
33	Harsh Paras Patidar	<i>Harsh</i>
34	Harshdeep Gopal Chandore	<i>Harshdeep</i>
35	Harshit Dinesh Kumrawat	<i>Harshit</i>



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36	Hemant Rajendra Vagile	<u>Hemant</u>
37	Itesh Dewla Tadwe	<u>Itesh</u>
38	Jay Govind Sisodiya	<del>ABS</del>
39	Jaya Sadarsingh Dudve	Jaya
40	Jayesh Premlal Choudhary	Jayesh
41	Jiten Bala Rawat	Jiten
42	Kajal Nawal Singh	Kajal
43	Kamesh Arun Rathod	Kamesh
44	Khatija Sajid Khan	<u>Khatija</u>
45	Komal Yashwant Yadav	K
46	Krishna Sanjay	<u>Krishna</u>
47	Kuldeep Rupesh Kumawat	<u>Kuldeep</u>
48	Lekha Paras Patidar	<del>ABS</del>
49	Madhusudan Hariram Yadav	Madhusudan
50	Mahesh Dhannalal Nagpure	<del>ABS</del>
51	Manish Ramlal Birla	Manish
52	Matinrja Amin Mansuri	Matinrja
53	Monika Praveen Yadav	<u>Monika</u>
54	Montu Santosh Yadav	<u>Montu</u>
55	Nandani Pandhari Patidar	<u>Nandani</u>
56	Nandini Ishwarlal Gupta	<del>ABS</del>
57	Nandini Nimba	<u>Nandini</u>
58	Narmada Sudama Yadav	<u>Narmada</u>
59	Navneet Revaram Patidar	<u>Navneet</u>
60	Nihar Pankaj Karma	<u>Nihar</u>
61	Niraj Jitendra Chouhan	<u>Niraj</u>
62	Nirmal Kamal Yadav	<u>Nirmal</u>
63	Omeshree Bhureshingh Solanki	<u>Omeshree</u>
64	Palak Mukesh Patidar	<u>Palak</u>
65	Pankaj Kishor Yadav	<u>Pankaj</u>
66	Pareesh Babu Chaudhary	<u>Pareesh</u>
67	Paridhi Kundanlal Verma	<u>Paridhi</u>
68	Pawan Mahesh Yadav	<u>Pawan</u>
69	Pooja Rajesh Punasiya	<u>Pooja</u>
70	Pratik Rajendra Joshi	<u>Pratik</u>
71	Pravesh Lakhan	<u>Pravesh</u>
72	Preeti Lokendra Mandloi	<u>Preeti</u>
73	Radhika Sanjay Verma	<u>Radhika</u>
74	Raj Dinesh Rathod	<u>Raj</u>



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75	Raj Mahendra Patil	<del>ABS</del>
76	Raj Sukhdev Suryavanshi	Raj
77	Raja Dinesh Sen	Raja
78	Rajesh Jagdish Prajapat	Rajesh
79	Ram Purushottam Kushwah	Ram
80	Ram Santosh Mandloi	Ram
81	Rampal Shankarsingh Solanki	Rampal
82	Rani Virendra singh Mandloi	Rani
83	Ravin Gumansingh Chouhan	Ravin
84	Rayeen Mohd Ashfak	Rayeen
85	Ritik Malakar	<del>ABS</del>
86	Ritu Virendrasingh Yadav mandloi	Ritu
87	Riya Vishnu Rathod	Riya
88	Rizwan Sharif Khan	Rizwan
89	Rounak Mukesh Yadav	Rounak
90	Ruchita Panditrao Patil	Ruchita
91	Rupesh Sukhadev Yadav	Rupesh
92	Sakshi Gopalkrishna Keshare	Sakshi
93	Sakshi Hitesh Nimade	Sakshi Nimade
94	Sandeep Ajay Karma	<del>ABS</del>
95	Satish Suresh Engla	Satish
96	Shivam Badam Rathod	<del>ABS</del>
97	Shivam Sohanlal Yadav	Shivam
98	Shivam Tarachand Patel	Shivam
99	Shivani Shiv ji Yadav	Shivani
100	Shruti Anil Singh Chandel	Shruti Chandel
101	Shruti Gajendra Upadhyay	Shruti
102	Sujita Baliram Yadav	Sujita
103	Ujjawal Vikrant Chakradhari	Ujjawal
104	Vaidehi Nitin Joshi	Vaidehi
105	Vanshika Ritesh Jaiswal	Vanshika
106	Vijay Ganesh Yadav	Vijay
107	Vijay Omkar Ningwal	Vijay
108	Vinay Mukesh	Vinay
109	Vineet Harkiya Jadhav	Vineet
110	Vinod Mishrilal Senani	Vinod
111	Vipul Santosh Kumrawat	Vipul
112	Vishal Sherulal Bamniya	Vishal
113	Yash Santosh Verma	<del>ABS</del>



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Ref: III/Admin./021/0..01791

Date: MARCH 01, 2021

## Notice

All the B. Pharmacy III year students are informed that, we are going to conduct a Seminar on Soft Skill during 02/03/2021 and 03/03/2021. It is compulsory for everyone to attend the Seminar.

Trainer Name: Dr. Nishant Dubey, Soft Skill Trainer

Topic: Soft Skill



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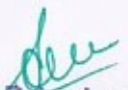
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**GRY INSTITUTE OF PHARMACY  
BORAWAN  
Training Programme  
On  
Soft Skills  
(Manual)  
(02/03/2021 and 03/03/2021)**



  
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## Soft Skills Trainer's Manual

**Module No:** 01

**Module Title:** Communication Skills

### Importance of the Module:

The trainee has to communicate effectively and efficiently with the instructors and colleagues in the training centre and customers, supervisors and co-workers in the workplace. Effective communication will improve the interpersonal relationship, productivity and minimize conflict. You will need to request information, discuss problems, give instructions, work in teams, and interact with colleagues and clients. If you are to achieve co-operation and effective teamwork, good human relations skills are essential.

Everything you do in the workplace, results from communication. Therefore good reading, writing, speaking and listening skills are essential if tasks are going to be completed and goals to be achieved. In following occasions in your career you will find various reasons why successful communication skills are important.

- To secure an interview and get the job
- To do your job well
- To advance in your career

### Content

Topic
Different types of Communication : <ul style="list-style-type: none"><li>➤ Verbal communication</li><li>➤ Oral communication</li><li>➤ Written communication</li><li>➤ Non-verbal communication</li></ul>
Body language and platform skills
Internet & e-mail communication
Communication etiquettes
Barriers to communication
Effective listening skills <ul style="list-style-type: none"><li>○ Types of listening</li></ul>
Effective presentation
Effective communication skills



  
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### Mode of delivery:

This module will be delivered throughout the course as a supporting document for soft skills delivery and to be used along with the technical curriculum modules/tasks. After the each activity teacher has to give feedback based on above topics.

### Activities:

1. Make a presentation by each students on subject matter learnt on rotational basis
2. Request student to maintain summarized weekly note book
3. Fill forms related to work environment, make written request for leave
4. Search related job vacancy in news papers/gazette/any electronic media and prepare application/CV
5. Teacher has to give feedback and maintain students' performance record

### Assessment guide:

When a task is assessed in the technical curriculum consider the performance of the trainee related to soft skills too. During the formative assessment instructor has to give feedback and maintain students' performance record.

### Reference material/Supporting resources:

#### Communication

What is Communication?

What does it mean to you?

*The process of communication is what allows us to interact with other people; without it, we would be unable to share knowledge or experiences with anything outside of ourselves. Common forms of communication include speaking, writing, gestures, touch and broadcasting.*

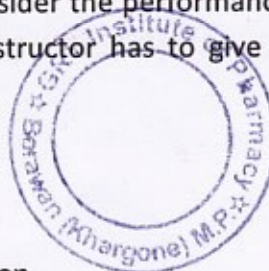
Wikipedia definition

*Communication is a process of exchanging information, ideas, thoughts, feelings and emotions through speech signals, writing or behavior. In communication process, a sender encodes a message and then using a medium and sends it to appropriate feedback using a medium.*

- Different types of communication
  - Verbal/non-verbal communication

#### Verbal Vs Non Verbal

Can we communicate without words?



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G R Y Institute of Pharmacy, Borawan (Khargone)

III Year B.Pharma

Two Days Program on Soft Skill

Training Attendance (2-3 March 2021)

S.N	Name	Attendace 02.03.21	Attendace 03.03.21
1	Aadarsh Jaiswal	P	A
2	Aarti Ghatte	P	P
3	Aaryan Medha	P	P
4	Abhishek Rewal	P	P
5	Abhishek Tiwari	P	P
6	Adityaraj Solanki	P	P
7	Ajay Sunil Verma	P	P
8	Amaan Khan	P	P
9	Amit Yadav	P	P
10	Anamika Savle	P	P
11	Anjali Patel	P	P
12	Ankit Rathor	P	P
13	Anuj Punasiya	P	P
14	Ashutosh Shukla	P	P
15	Avdhesh Mourya	P	P
16	Bhavesh Sonis	P	P
17	Chandan Kalam	P	P
18	Chetan Kag	A	P
19	Chetan Choudhari	P	P
20	Chetan Marathe	P	P
21	Deepak Prajapat	P	A
22	Deepak Mourya	P	P
23	Deepanshu Rathod	P	P
24	Devendra Ahire	P	P
25	Farhan Shaikh	P	P
26	Gourav Kushwah	P	P
27	Goutam Malviya	P	P
28	Harshit Yadav	P	P
29	Himanshi Singh	P	P
30	Jain pritesh Naveen	P	P
31	Jitendra Pawar	P	P
32	Karnika Rathod	A	P
33	Keshav Gupta	P	P
34	Ketan Mali	P	P
35	Kuldeep Muchala	P	P
36	Mahi Vani	P	P
37	Manish Rawat	P	P
38	Matin Sheikh	P	P



*[Signature]*  
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39	Mayank Joshi	P	P
40	Miskat Khan	P	P
41	Mohit Gupta	P	P
42	Monika kanade	A	P
43	Nandani Vani	P	P
44	Neha Yadav	P	P
45	Nitika Khatariya	P	P
46	Nivrutti Mahajan	P	P
47	Palak Mahajan	P	P
48	Pankaj patil	P	P
49	Pawan Yadav	P	P
50	Piyush Mahawar	P	P
51	Prakash Rathore	P	P
52	Rajkumar Yadav	P	P
53	Ram Yadav	P	P
54	Reena Yadav	A	P
55	Rohit Patel	P	P
56	Rohit Solanki	P	P
57	Roshan Sawale	P	A
58	Sadashiv Yadav	P	P
59	Sakshi Salunke	P	P
60	Sandeep Yadav	P	P
61	Sawan Dharve	P	P
62	Sawan Patidar	P	P
63	Shakti Verma	P	P
64	Shivam Birla	P	P
65	Shivam Singh	P	P
66	Shivani Rathore	P	P
67	Shivani Yadav	P	P
68	Shubham Soni	P	P
69	Shyam Yadav	P	P
70	Sourabh Tirole	P	A
71	Sourabh kalme	P	P
72	Sourabh Karma	P	P
73	Sunil Jairam	P	P
74	Tejhsvani Rav	P	P
75	Trapti Jaiswal	P	P
76	Vaishnavi Kushwah	P	P
77	Vijay Rathod	P	P
78	Vipin Dodwa	P	P
79	Vishal Thakur	P	P
80	Yogesh Birla	P	P
81	Yogesh Patel	P	P
82	Yogesh Singh Solanki	P	P



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Ref: III/Admin./020/01682-B

Date: May 27, 2020

### Notice

All the B. Pharmacy 1<sup>st</sup> year students are informed to attend seminar on 27/05/2020 at 11.00 AM to attend Seminar on Health and Hygiene.

Name of trainer:

Mr. Vinit Shivane (Sr Executive QA, From Maxheal Laboratories PVT LTD ,Sachin Surat, Gujarat)



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# **HEALTH HYGIENE TRAINING MANUAL**

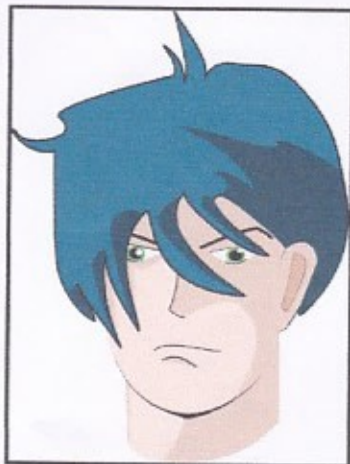
**(DATE-27/05/2020)**



  
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X



✓

**Do not let hair to grow.**  
Trim hair on regular basis and avoid formation of dandruff and lice.

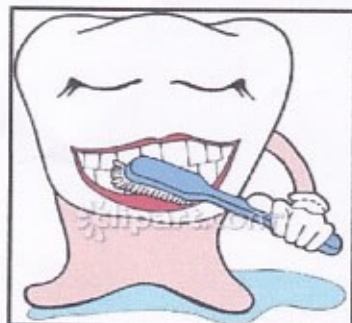


X



✓

**Do not let nails to grow.**  
Cut finger nails and toe nails regularly, and keep them clean.



**Brush teeth at least twice daily for good mouth care.**



## 4.2 Microorganisms:

### 4.2.1 What are microorganisms?

- These are very fine living organisms that can be seen only through a microscope.
- There are many varieties like bacteria, virus, fungus etc. The presence of microorganisms is felt when they grow to a large extent e.g. fungal growth on stale food, black patches of mold in wet areas etc.
- Some of the microorganisms are dangerous to human beings as they cause diseases like tuberculosis. They can also attack medicines and spoil them.
- Microbes are of different types and although they are so tiny, they are difficult to destroy. Under adverse conditions, they change into spores which are much more

  
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- They can remain in spore form for a very long time and germinate into vegetative cell when the conditions are favorable.
- Microbes cannot be seen by naked eye; they can be seen with microscope. Presence of microbes is detected using plates containing nutrient broth like agar.
- Even a single microbial cell or spore grows rapidly in nutrient broth – every 20 minutes doubling in the number. As a result, a visible spot appears which is known as CFU – Colony Forming Unit. Microbial count in air, water or on surfaces is measured in terms of CFU.

## **4.2.2 Where do we find microorganisms?**

- They are everywhere- in water, in air, in the dirt and dust, in the excreta of animals. Human body is also a big source of microorganisms.
- The main areas for presence of microbes on human body are -
  - ✓ Scalp, hair - dandruff
  - ✓ Nose – exhaled breath, Ears
  - ✓ Mouth – saliva, teeth
  - ✓ Armpits
  - ✓ Hands & Feet – nails, fingers, toes
  - ✓ Genitals

## **4.2.3 Methods for controlling / destroying microbes:**

- Use of disinfectants to control microbial growth and numbers. Examples are -
  - ✓ 70% IPA/ Sterillium/ V-Sterile as cleaning Agent for hand sanitization.
  - ✓ Bactokill-W1, 3.0%/ Microcidal-W2, 2.5%/ Megaspore-W3, 3.0%/ 70%IPA/ as disinfectant agent
- It is essential to use different types of disinfectants alternately; otherwise microbes develop resistance to a particular type of disinfectant.
- Use of steam under high pressure i.e. autoclaving for sterilization i.e. total elimination of microbes.
- Use of Ultra Violet light to control microbial count in enclosed area or water flowing through circulation system.
- Use of Laminar Flow Unit to keep a limited area free of particles and microbes. The HEPA filters in LAF / RLAF units filter out particles & microbes.

## **4.2.4 Preventing growth of microorganisms:**

- By maintaining good personal hygiene
- By keeping the premises clean. This includes the surroundings, toilets, corridor.
- By sanitation of premises on a regular basis using different cleaning agents and disinfectants.
- By regular pest control e.g. of house flies, rodents, insects etc.
- By keeping the equipment clean and dry air.
- By not allowing water accumulation on the floors, by avoiding dampness of the walls
- By using special filters in the air conditioning system



  
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**GRY Institute of Pharmacy, Borawan**  
**Seminar on Health and Hygiene**  
**Attendance Sheet**  
**27.05.2020**

S.N	Enroll. No	Name	Sign.
1	0816PY201002	Abhishek Yadav	<i>Abhishek</i>
2	0816PY201003	Aditi Gupta	<i>Aditi</i>
3	0816PY201004	Ajay Malviya	<i>Ajay</i>
4	0816PY201005	Ajay Mourya	<i>Ajay</i>
5	0816PY201006	Anil Mali	<i>Anil</i>
6	0816PY201007	Animesh Yadav	
7	0816PY201008	Anjali Gore	<i>Anjali</i>
8	0816PY201009	Ankit Jaiswal	<i>Ankit</i>
9	0816PY201010	Arman Kureshi	<i>Arman</i>
10	0816PY201011	Arun Yadav	<i>Arun</i>
11	0816PY201012	Aryansh	<i>Aryansh</i>
12	0816PY201013	Ashutosh Patel	<i>Ashutosh</i>
13	0816PY201014	Ashvin Kshetre	<i>Ashwin</i>
14	0816PY201015	Ashvin Jirati	<i>Ashwin</i>
15	0816PY201016	Chaudhari Nikhil	<i>Nikhil</i>
16	0816PY201017	Chaudhary Mihir	<i>Mihir</i>
17	0816PY201020	Devendra Kumrawat	<i>Devendra</i>
18	0816PY201021	Dipanshu Yadav	<i>Dipanshu</i>
19	0816PY201022	Divansingh	<i>Divansingh</i>
20	0816PY201024	Gourav	<i>Gourav</i>
21	0816PY201025	Hansha Kushwah	<i>Hansha</i>
22	0816PY201026	Jaipal singh Sagar	<i>Jaipal</i>
23	0816PY201027	Jay Kumrawat	<i>Jay</i>
24	0816PY201028	Jay Yadav	<del>ABG</del>
25	0816PY201029	Jaya sen	<i>Jaya sen</i>
26	0816PY201030	Jeevan Chouhan	<i>Jeevan</i>
27	0816PY201031	Jitendra Patidar	<i>Jitendra</i>
28	0816PY201032	Kapil Rathod	<i>Kapil</i>
29	0816PY201033	Krishna Prajapat	<i>Krishna Prajapat</i>
30	0816PY201034	Kshitij Patel	<i>Kshitij</i>
31	0816PY201035	Kunal Patidar	<i>Kunal</i>
32	0816PY201036	Kunal Rathod	<i>Kunal Rathod</i>
33	0816PY201037	Lakshya Gupta	<i>Lakshya</i>
34	0816PY201038	Lalit Choudhari	<i>Lalit Choudhari</i>
35	0816PY201039	Lankit Bhomraj	<i>Lankit</i>
36	0816PY201040	Loken Rathod	<del>ABG</del>
37	0816PY201041	Lokesh Kanade	<i>Lokesh</i>
38	0816PY201042	Mahendra Rao	<i>Mahendra</i>
39	0816PY201043	Megha Rathoud	<i>Megha</i>
40	0816PY201044	Mohandas Bairagi	<i>Mohandas</i>
41	0816PY201045	Mohbai Chouhan	<i>Mohbai</i>
42	0816PY201046	Mohd Adnan Sheikh	<i>Mohd Adnan</i>
43	0816PY201047	Mohit Rajput	<del>ABG</del>
44	0816PY201049	Nandini Yadav	<i>Nandini</i>
45	0816PY201050	Nandini Verma	<i>Nandini</i>
46	0816PY201051	Narayan Tanwar	<i>Narayan</i>
47	0816PY201052	Nichal Amit Vasant	<i>Nichal</i>
48	0816PY201053	Nikhil Sharma	<i>Nikhil</i>
49	0816PY201054	Nikhil Yadav	<i>Nikhil</i>



*See*  
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50	0816PY201055	Nisha Nekadi	Nisha
51	0816PY201056	Nitin Patidar	Nitin Patidar
52	0816PY201057	Pinki Chachriya	Pinki
53	0816PY201058	Pooja Ahire	Pooja
54	0816PY201059	Prachi Yadav	Prachi
55	0816PY201061	Priyanka R Rathor	Prathod
56	0816PY201062	Priyanka U Rathore	Priyanka
57	0816PY201063	Rahul	Rahul
58	0816PY201064	Rahul Vaskale	Raskale
59	0816PY201065	Rajput Aashutosh	Rajput
60	0816PY201066	Rashi Moyade	Rashi
61	0816PY201067	Rishika Bhagore	Rishika
62	0816PY201068	Ritik Jaiswal	Ritik
63	0816PY201069	Ritika Bhugwade	Ritika
64	0816PY201070	Roshani Bagul	Roshani
65	0816PY201071	Rounak Rathod	Rathod
66	0816PY201072	Saakshi Patidar	Spatidare
67	0816PY201073	Sakshi Jaiswal	Sakshi
68	0816PY201074	Saloni Rathore	Saloni
69	0816PY201075	Sarvesh Pawar	Sarvesh
70	0816PY201076	Satyam Mandloi	Satyam
71	0816PY201078	Shivam Birla	Shivam
72	0816PY201079	Shivpal Rajwal	Shivpal
73	0816PY201080	Shubham Dasondhi	Dasondhi
74	0816PY201081	Simran Khan	Simran
75	0816PY201082	Sonalee Randwa	<del>Sonalee</del> <del>ABS</del>
76	0816PY201083	Soubhagsingh Panwar	Soubhagsingh
77	0816PY201084	Subhash Patel	Subhash Patel
78	0816PY201085	Sumayya Khan	Sumayya
79	0816PY201086	Tarun Patel	Tarun
80	0816PY201087	Tarun Yadav	Tarun
81	0816PY201088	Tushar	Tushar
82	0816PY201089	Ujjawal Ahirwal	Ujjawal
83	0816PY201090	Urmila	Urmila
84	0816PY201091	Vaidik Modi	Vaidik
85	0816PY201092	Vaishnavi Gupta	Vaishnavi
86	0816PY201093	Vaishnavi Rathod	Vaishnavi
87	0816PY201094	Vandna	Vandna
88	0816PY201095	Vijay Patidar	Vijay
89	0816PY201096	Virendra Dhangar	Virendra
90	0816PY201097	Vishal Chouhan	Vishal
91	0816PY201098	Vishnu Patel	Vishnu
92	0816PY201099	Vivek	Vivek
93	0816PY201100	Yash Badgujar	Yash
94	0816PY201101	Yogesh Rathore	Yogesh
95	0816PY201103	Yuvraj SinghTomar	Yuvraj
96	0816PY201104	Yuvraj Tanwar	Yuvraj



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Ref: III/Admin./020/0.1734

Date: December 15, 2020


### Notice

All the B. Pharmacy III year students are hereby informed that, we have scheduled the seminar on soft skill during 18/12/2020 and 19/12/2020. All students must attend the same.

Name of trainer: Dr. Nishant Dubey, Soft Skill Trainer, Khargone.



  
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**GRY Institute of Pharmacy  
Borawan**



**GRY INSTITUTE OF PHARMACY  
BORAWAN  
Training Programme  
On  
Soft Skills  
(18/12/2020 and 19/12/2020)**



  
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## Voice attributes

What are they and how do they affect communication?

## Physical attributes

What could be considered here and how do they affect communication?

## The power of touch

What and when is OK?

Which is better, verbal or non verbal?



## Verbal Communication

Verbal communication refers to the form of communication in which message is transmitted verbally, communication is done by words, mouth and a piece of writing. Objective of every communication is to have people, understood what we are trying to convey.

### Parts of Verbal Communication - Oral or Written communication

In oral communication, spoken words are used. It includes face-to-face conversations, speech, telephonic conversation, video, radio, television, voice over internet. In oral communication, communication is influence by pitch, volume, speed and clarity of speaking.

In written communication, written signs or symbols are used to communicate. A written message may be printed or hand written. In written communication message can be transmitted via email, letter, report, memo etc. Message in written communication, is influenced by the vocabulary & grammar used, writing style, precision and clarity of the language used.

## Non-Verbal Communication

- Through signs & symbols.
- Non-verbal can go without verbal communication.
- Verbal can't go without non-verbal communication.



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Non-Verbal Communication is all aspects of communication other than words themselves. It includes how we utter words, features of environments that affect interactions and that influence personal images & interaction patterns.

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B. PHARMACY

III Year

Soft Skill Training

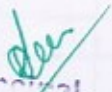
S.No	Enrollment No.	Name of Candidate	Signature 18.12.2020	Signature 19.12.2020
1.	0816PY131001	Aakash Verma	P	A
2.	0816PY131002	Aanandram Patidar	P	P
3.	0816PY131003	Abdulkhan Khan	P	P
4.	0816PY131005	Akram Mansuri	P	P
5.	0816PY131007	Akshita Thakur	P	P
6.	0816PY131008	Anand Girase	P	P
7.	0816PY131009	Ankit Patel	P	P
8.	0816PY131010	Ayushi Sharma	P	P
9.	0816PY131011	Bhola Rathor	P	P
10.	0816PY131012	Bhupendra Prajapat	A	P
11.	0816PY131013	Chandan Gole	P	P
12.	0816PY131015	Damini Sawle	P	P
13.	0816PY131016	Dayaram Mandloi	P	P
14.	0816PY131018	Deepak Mandloi	P	P
15.	0816PY131020	Dheeraj Sharma	P	P
16.	0816PY131021	Diksha Rathor	P	P
17.	0816PY131023	Divya Verma	P	P
18.	0816PY131025	Ganesh Solanki	P	P
19.	0816PY131026	Gopal Wagh	P	P
20.	0816PY131029	Harshal Soni	P	P
21.	0816PY131030	Himanshu Kochle	P	P
22.	0816PY131033	Jitendra Bhandari	P	P
23.	0816PY131036	Kishor Khanna	P	A
24.	0816PY131038	Lokesh Solanki	P	P
25.	0816PY131040	Mohd. Sharique Khan	P	P
26.	0816PY131045	Pankaj Gole	P	P
27.	0816PY131048	Pradeep Patel	P	P
28.	0816PY131049	Priyanka Narwe	P	P
29.	0816PY131050	Rahul Verma	P	P
30.	0816PY131053	Rajkumari Jat	P	P
31.	0816PY131054	Raju Barfa	A	P
32.	0816PY131055	Ram Morya	P	P
33.	0816PY131056	Ramlal Alawe	P	P
34.	0816PY131058	Ravindra Yadav	P	P
35.	0816PY131060	Rupali Patidar	P	P
36.	0816PY131061	Sachin Jaiswal	P	P
37.	0816PY131062	Sachin Malviy	P	P
38.	0816PY131066	Santosh Alawe	P	P
39.	0816PY131067	Seema Sisodiya	P	P
40.	0816PY131068	Shagun Billore	P	P
41.	0816PY131070	Shahrukh Shah	P	P
42.	0816PY131072	Shubham Paliwal	P	P



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43.	0816PY131073	Shubham Sisodiya	P	P
44.	0816PY131074	Sofiyan Mansuri	P	P
45.	0816PY131076	Sonu Patel	P	P
46.	0816PY131077	Subhas Yadav	P	P
47.	0816PY131079	Surbhi Yadav	P	P
48.	0816PY131080	Twinkle Dhare	P	P
49.	0816PY131084	Vishal Pawar	P	P
50.	0816PY131086	Yashwant Solanki	P	P

  
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 BOE  
 Contact: 451228





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Ref: III/Admin./019/0.1167-A

Date: June 14, 2019

### Notice

All the B. Pharmacy 1<sup>st</sup> year students are hereby informed to attend training on Health and Hygiene on 14.06.2019. The speaker of the event is Mr. Vinit Shivane (Sr. Executive QA ,Maxheal Laboratories PVT Ltd Sachin, Surat ).

  
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**GRY Institute of Pharmacy,  
Borawan**

# **HEALTH HYGIENE TRAINING MANUAL**

**(DATE-14/06/2019)**



  
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Pneumococci



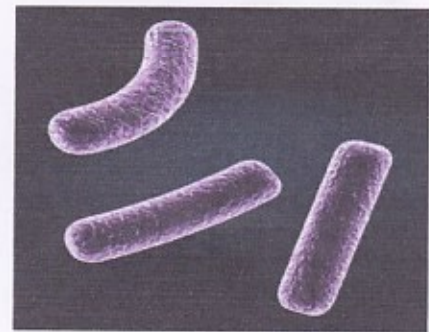
Yeast



Bacterial Spores



Molds



Bacilli

## 4.3 Housekeeping:

### 4.3.1 Housekeeping means-

- Clean and tidy area.
- Proper, orderly arrangement of goods.
- No accumulation of dirt, dust, debris.
- Area free from clutter.
- Areas that are maintained properly in respect of walls, ceiling, plumbing, and floor i.e. The building aspects are properly maintained.

### 4.3.2

Housekeeping covers total premises, right from the immediate surroundings of the college, internal open space, storage area, laboratory area. It applies to office area, tables, drawers, workshop and toilets as well.



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## **REMEMBER!!!**

**HYGIENE IS THE MOST IMPORTANT THING AS FAR AS KEEPING EVERYONE HEALTHY.**

**HOUSEKEEPING IS THE RESPONSIBILITY OF ALL OF US.**

**KEEP YOUR OWN SELF AND SURROUNDINGS PURE AND CLEAN.**

**THIS HYGIENE WILL KEEP YOU HEALTHY AND BENEFIT YOUR WORLDLY LIFE.**



*Keep area clean, tidy and free from clutter*



*Keep all the chemicals and goods in proper orderly arrangement with labeling for identification and segregation*



# **PLEASE**

## **KEEP YOUR WORK AREA CLEAN**

## **PRACTICE GOOD HOUSEKEEPING**

## **A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE**

*[Signature]*  
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**GRY Institute of Pharmacy, Borawan**  
**Program on Health and Hygiene**  
**Attendance Sheet**  
**14.06.2019**

S.No	Enrollment No	Name of Candidate	Signature
1	0816PY191001	Aakansha Hirve	
2	0816PY191002	Aakansha Mahajan	
3	0816PY191003	Aakash Tirole	
4	0816PY191004	Abdul Taiyyab Bohra	
5	0816PY191005	Abhay Singh Chouhan	
6	0816PY191006	Aditya Patidar	
7	0816PY191007	Ajay Kanoje	
8	0816PY191008	Ajay Mandloi	<del>ABC</del>
9	0816PY191009	Aman	
10	0816PY191010	Aman Yadav	
11	0816PY191011	Amisha	
12	0816PY191012	Aniket Parman	
13	0816PY191013	Anil Patel	
14	0816PY191014	Anish	
15	0816PY191015	Ankita Undle	
16	0816PY191017	Ashish Kumrawat	
17	0816PY191018	Ashutosh Suryavanshi	
18	0816PY191019	Ashvin Rathod	
19	0816PY191021	Azam Shaikh	
20	0816PY191023	Bhumika Vaishnav	
21	0816PY191024	Chaudhari Bhavesh Krushna	
22	0816PY191025	Chaudhari Divyesh Sanjay	
23	0816PY191026	Choudhari Sourabh Krushna	
24	0816PY191027	Dipanshu Engla	
25	0816PY191028	Divya Fatakde	
26	0816PY191029	Esha Gupta	
27	0816PY191030	Faizan Beg Mirza	
28	0816PY191031	Farid Shah	
29	0816PY191032	Ganesh Choudhari	



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30	0816PY191033	Gopikishan yadav	<del>Gopikishan</del>
31	0816PY191034	Harish Pawar	<del>Harish</del>
32	0816PY191035	Harshita Rathod	Harshita
33	0816PY191036	Ishita Thakur	Ishita
34	0816PY191037	Ishwar Khernar	Ishwar
35	0816PY191038	Jay Kumar Madhukar	Jay
36	0816PY191039	Jayant Sen	Jayant
37	0816PY191040	Jayesh Patil	Jayesh
38	0816PY191041	Jitendra Jaiswal	Jitendra
39	0816PY191042	Kamal Chitte	Kamal
40	0816PY191043	Khushi Mahajan	Khushi
41	0816PY191044	Krishna	Krishna
42	0816PY191045	Mayank	Mayank
43	0816PY191046	Mayur Kumar Punasiya	ABS
44	0816PY191047	Meenakshi Chouhan	Meenakshi
45	0816PY191048	Mohit Solanki	Mohit
46	0816PY191049	Nikunj Mandloi	Nikunj
47	0816PY191050	Nisha Prajapat	Nisha
48	0816PY191051	Nitesh	Nitesh
49	0816PY191053	Pallavi Patel	Pallavi
50	0816PY191054	Pankaj Patel	ABS
51	0816PY191056	Patel Sumit Jagdish	Sumit
52	0816PY191057	Patil Durgesh Devendra	Durgesh
53	0816PY191058	Patil Vaibhav Arjun	ABS
54	0816PY191059	Pooja Barfa	Pooja
55	0816PY191060	Pradeep Singh	Pradeep
56	0816PY191061	Preetam Kushwah	Preetam
57	0816PY191062	Princi Tomar	Princi
58	0816PY191063	Rahul Basuli	Rahul
59	0816PY191064	Rajkumar Dhamande	Rajkumar
60	0816PY191065	Ramakant Vishwakarma	Ramakant
61	0816PY191067	Rishiraj Patel	Rishiraj
62	0816PY191068	Ritesh Patel	Ritesh
63	0816PY191069	Ritesh Sen	Ritesh



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64	0816PY191071	Rohit	Rohit
65	0816PY191072	Rohit Tirole	Rohit Tirole
66	0816PY191073	Rupesh Patidar	Rupesh
67	0816PY191074	Sachin Yadav	Sachin
68	0816PY191075	Sandeep	Sandeep
69	0816PY191076	Sarosh Khan	Sarosh
70	0816PY191077	Savan Pawar	Savan
71	0816PY191078	Sawan Patidar	S Patidar
72	0816PY191079	Sawan	Sawan
73	0816PY191080	Shahil Rathod	Shahil
74	0816PY191081	Shalin Kumravat	Shalin
75	0816PY191082	Shivam Yadav	Shivam
76	0816PY191083	Shivani Mandloi	AB.S
77	0816PY191084	Shivani Sahu	Shivani
78	0816PY191085	Shivprakash Yadav	Shivprakash
79	0816PY191086	Shruti Mandloi	Shruti
80	0816PY191087	Shubham Rathor	Shubham
81	0816PY191088	Sourabh Yadav	Sourabh
82	0816PY191089	Sumit Prajapat	Sumit
83	0816PY191090	Sumit Yadav	Sumit
84	0816PY191091	Vaishnavi Mahajan	Vaishnavi
85	0816PY191092	Vandana Yadav	Vandana
86	0816PY191093	Vanshika Tongare	Vanshika
87	0816PY191094	Varsha Malakar	Varsha
88	0816PY191096	Vinayak	Vinayak
89	0816PY191098	Yashraj Wasale	Yashraj
90	0816PY191099	Yasin Khan	Yasin
91	0816PY191100	Yogendra Mandloi	Yogendra
92	0894PY191003	Bhavesh verma	Bhavesh



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Ref: III/Admin./019/0.1530

Date: December 17, 2019

### Notice

All the B. Pharmacy III<sup>rd</sup> year students are hereby informed to attend training on Soft Skill scheduled from 20.12.2019 to 21.12.2019. The speaker of the event is Dr. Nishant Dubey, Soft skill trainer.

  
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**GRY INSTITUTE OF PHARMACY  
BORAWAN  
Training Programme  
On  
Soft Skills  
(20/12/2019 and 21/12/2019)**



  
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# GRY INSTITUTE OF PHARMACY BORAWAN

- Body language and platform skills

Body language is a type of nonverbal communication in which physical behavior, as opposed to words, are used to express or convey information. Such behavior includes facial expressions, body posture, gestures, eye movement, touch and the use of space.



- o Facial Expression

Face is the index of mind. Think how much information can be conveyed with a smile or a frown. By facial expressions we can show or we can understand happiness, sadness, anger and fear and much more.

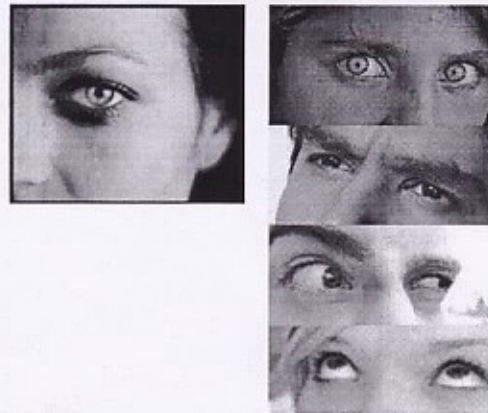


### Head

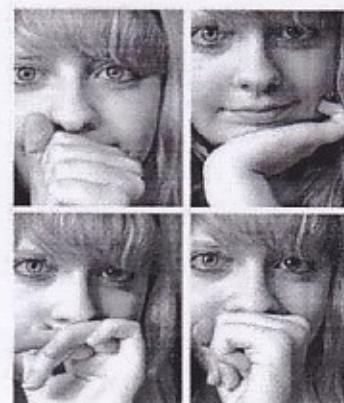
If someone moves his\her head up & down it means he\she is agree with you or saying yes and it also means understanding and acknowledgement. Sideways movement of head means no or not understood. If a person brings his head down and looking his feet or earths it is the symbol of humility & modesty.

### Eye Gaze

Looking at another person can indicate a range of emotions like anger, grudg and danger, a dangerous look can tel you someone is unhappy and no comfortable with.



### Gestures & Postures



  
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## G R Y Institute of Pharmacy, Borawan (Khargone)

### III Year B.Pharma

#### Soft Skill Program

S.No	Enrollment No.	Name	20.12.2019	21.12.2019
1.	0816PY161002	ABHISHEK KUMAWAT	P	P
2.	0816PY161003	ABHISHEK KUSHWAH	P	P
3.	0816PY161004	ABHISHEK PAL	P	P
4.	0816PY161005	AFRIDI KHAN	A	P
5.	0816PY161006	AJAY ATKADE	P	P
6.	0816PY161008	AMIT BAJAJ	P	P
7.	0816PY161010	AMITABH KUMRAWAT	P	P
8.	0816PY161012	ANJALI CHOLKAR	P	P
9.	0816PY161013	ANKIT SONIYA	P	A
10.	0816PY161014	ANKIT YADAV	P	P
11.	0816PY161015	ANSHUL GUPTA	P	P
12.	0816PY161016	ANSHUM JOSHI	P	P
13.	0816PY161017	DEVENDRA CHAVHAN	P	P
14.	0816PY161019	DIVYESH SOLANKI	P	P
15.	0816PY161020	FARUKH	P	P
16.	0816PY161022	GAURAV DINDORKAR	P	P
17.	0816PY161023	GOURAV MANDLOI	P	P
18.	0816PY161024	HARIOM GOLE	P	P
19.	0816PY161025	HIMANSHU BHAWSAR	P	P
20.	0816PY161026	HIMANSHU KUSHWAH	P	P
21.	0816PY161027	JABAJ	P	P
22.	0816PY161028	JAYSHREE	P	P
23.	0816PY161029	JEEVAN DHANGAR	P	P
24.	0816PY161032	KARAN DHANGAR	P	P
25.	0816PY161035	KRISHNA SALWE	A	P
26.	0816PY161036	KULDEEP JAISWAL	P	A
27.	0816PY161037	KUNAL SONI	P	P
28.	0816PY161038	KUNDAN YADAV	P	P
29.	0816PY161039	LALU YADAV	P	P
30.	0816PY161042	MANISH PRAJAPATI	P	P
31.	0816PY161045	MAYUR NIKUMBHE	P	P
32.	0816PY161046	MOHAMMED SOHEB	P	P
33.	0816PY161048	NANESHWAR SHINDE	P	P
34.	0816PY161049	NARAYAN CHOUHAN	P	P
35.	0816PY161050	NILESH MANDLOI	P	P
36.	0816PY161051	NITESH MALVIYA	P	P
37.	0816PY161052	OMPRAKASH BIRLA	P	A
38.	0816PY161053	PRAHALAD	P	P
39.	0816PY161054	PRATIBHA BHOSALE	P	P



  
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## G R Y Institute of Pharmacy, Borawan (Khargone)

### III Year B.Pharma

#### Soft Skill Program

40.	0816PY161055	PRATIBHA KUSHWAH	P	P
41.	0816PY161057	PREETESH MANDLOI	P	P
42.	0816PY161058	RAHUL MAHAJAN	P	P
43.	0816PY161059	RAHUL YADAV	P	P
44.	0816PY161060	RAMKRISHNA BIRLE	P	P
45.	0816PY161061	RAMVILAS YADAV	P	P
46.	0816PY161062	RANJANA CHAUHAN	A	A
47.	0816PY161063	RANJEET YADAV	P	P
48.	0816PY161064	RAVI	P	P
49.	0816PY161065	RISHITA GUPTA	P	P
50.	0816PY161066	ROHIT DASHORE	P	P
51.	0816PY161067	ROHIT PAWAR	P	P
52.	0816PY161069	SACHIN YADAV	P	P
53.	0816PY161070	SAHIL JAISWAL	P	P
54.	0816PY161072	SAKSHI MAHAJAN	P	P
55.	0816PY161073	SANGEETA DUDVE	P	P
56.	0816PY161074	SANJANA KUSHWAH	P	P
57.	0816PY161075	SANJAY	P	P
58.	0816PY161076	SAWAN	P	P
59.	0816PY161077	SHIV BHANU	P	P
60.	0816PY161078	SHIVAM	P	P
61.	0816PY161080	SHIVANI SOLANKI	P	P
62.	0816PY161081	SHRUTI MAHAJAN	P	P
63.	0816PY161082	SHUBHAM GUPTA	A	P
64.	0816PY161083	SHUBHAM PRAJAPATI	P	P
65.	0816PY161084	SHUBHAM PUNASIYA	P	P
66.	0816PY161085	SOHEB PATHAN	P	P
67.	0816PY161088	SWAPNIL CHAUHAN	P	P
68.	0816PY161089	SWARAJ DEVRAI	P	P
69.	0816PY161090	SWETA YADAV	P	P
70.	0816PY161091	TRIVESH GUPTA	P	P
71.	0816PY161093	VIJAY JADHAW	P	P
72.	0816PY161094	VIKASH SOLANKI	P	P
73.	0816PY161095	VIKRANT JADHAW	P	A
74.	0816PY161096	VINEET	P	P
75.	0816PY161097	VINESH PAWAR	P	P
76.	0816PY161098	VINOD PAWAR	P	P
77.	0816PY161100	YUVRAJ	P	P





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Visit us at: <http://www.gryip.com>, E-mail: [principalgry@gmail.com](mailto:principalgry@gmail.com)

Ref: III/Admin./018/01.61-A

Date: 01.06.2018

### Notice

All the B. Pharmacy 1<sup>st</sup> year students are informed that, institute is going to arrange training program on Health and Hygiene on 01/06/2018.

**Trainer Name:** Mr. Vinit Shivane SR. Executive QA Maxheal Laboratories PVT LTD Sachin Surat Gujarat.



  
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**GRY Institute of Pharmacy,  
Borawan**

# **HEALTH HYGIENE TRAINING MANUAL**

**(DATE-01/06/2018)**



  
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Ref: III/Admin./018/0.1269

Date: 11.12.2018


### Notice

All the B. Pharmacy 3<sup>rd</sup> Year students are informed that, institute is going to arrange training program on Soft Skill on 19/12/2018 and 20/12/2018.

**Trainer Name:** Dr. Nishant Dubey and Mr. Vivek Dube, English faculty and Soft Skill Trainer



  
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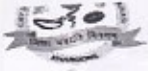
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Borawan**



**GRY INSTITUTE OF PHARMACY  
BORAWAN  
Training Programme  
On  
Soft Skills  
(19/12/2018 and 20/12/2018)**



  
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# GRY INSTITUTE OF PHARMACY BORAWAN

**Module No. 02**

**Module Title: Team building and Leadership**

**Importance of the Module:**

The trainees has to work as a member/leader of a team in the training centre and in the work place. Teamwork helps to achieve organizational objectives by solving problems and giving synergy effect. So team work is essential part of a work place success.


Employers look for people who know how to work well with others in the workplace. The ability to work as part of a team is one of the most important skills in today's job market.

Teamwork involves building relationships and working with other people using a number of important skills and habits:

- Working cooperatively
- Contributing to groups with ideas, suggestions, and effort
- Communication (both giving and receiving)
- Sense of responsibility
- Healthy respect for different opinions, customs, and individual preferences
- Ability to participate in group decision-making When employees work together to accomplish a goal, everyone benefits



**Content**

Ref. no	Topic	Appropriate module/task no. in the technical curriculum/ extra curricula activities
1.	What is team and team work.	
2.	Importance of team work in the work environment	
3.	Benefits and challenges	
4.	Leadership traits and skills	
5.	Key responsibilities of team leader and team members	
6.	Role model of leadership	
7.	Motivation for success	
8.	Effective communication for success of team work Communicate openly & supportively Listen actively Interpret nonverbal messages Give useful feedback Receive feedback effectively	 <b>Principal,</b> GRY. Institute of Pharmacy BORAWAN (Khargone) 451228



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## Mode of delivery:

This module will be delivered throughout the course as supporting document for soft skills delivery and to be used along with the technical curriculum modules/tasks.

Before start the Activity 3 and 4, instructor should provide brief introduction of expected outcome related to the soft skills applied. After completion of the activities instructor should have a one hour discussion with teams related to the soft skills applied and provide feedback. Instructor should advise the team to make a report on given format base on the activity performed.

For other activities (1, 2 & 5) instructor should give feedback related to the soft skills applied and developed.

## Activities

1. Form different groups to perform tasks in the technical curriculum whenever possible
2. Form groups for workshop cleaning, machine maintenance, gardening maintenance, waste management in training centre
3. Organize sports activities / social and cultural events to develop team building and leadership
4. Arrange open day /Exhibitions/blood donation camp
5. Appointing class monitor on rotational basis



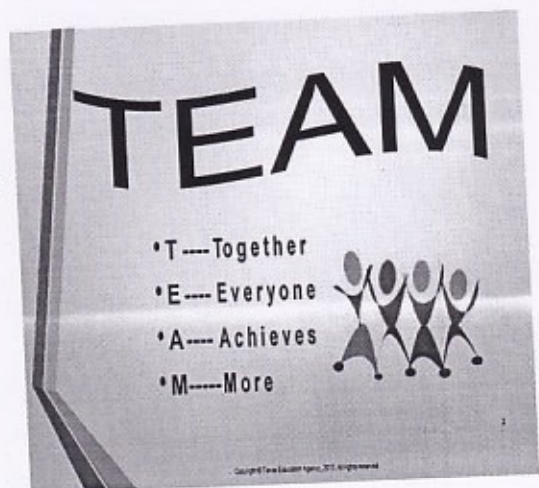
## Assessment guide:

When a task is assessed in technical curriculum consider the performance of the soft skill too. During the formative assessment instructor has to give feedback and maintain students performance record

## Reference material/Supporting resources.

### Team building and Leadership

- What is team and team work?
  - A Team - a group of people work together to achieve a common goal
  - Teamwork - the ability to cooperate and communicate effectively with others to achieve a common goal



- Importance of teamwork in present work environment
  - "To provide accurate information that would assist individuals in achieving a better quality of life."

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**G R Y Institute of Pharmacy, Borawan (Khargone)**  
**III Year B.Pharma**  
**Two Days Program on Soft Skill**  
**Training Attendance**

S.No	Enrollment	Name	19.12.2018	20.12.2018
1.	0816PY151001	Aayush Chippa	P	P
2.	0816PY151002	Aayush Sen	P	P
3.	0816PY151003	Abhay Mandloi	P	P
4.	0816PY151004	Abhishek Gupta	P	A
5.	0816PY151005	Aaditya Kushwah	P	P
6.	0816PY151007	Ajay Jashonde	P	P
7.	0816PY151008	Ajay Patel	P	P
8.	0816PY151009	Akshay Malviya	P	P
9.	0816PY151010	Arun Solanki	P	P
10.	0816PY151011	Arun Yadav	P	P
11.	0816PY151012	Aayushi Billore	A	P
12.	0816PY151014	Banty Mandloi	P	P
13.	0816PY151016	Chaista Jaiswal	P	P
14.	0816PY151017	Dayaram Nargesh	P	P
15.	0816PY151018	Dipak Gehware	P	P
16.	0816PY151020	Devendra Dhulkar	P	P
17.	0816PY151024	Gagan Sharma	A	P
18.	0816PY151025	Himanshu Jain	P	P
19.	0816PY151026	Himanshu Mewade	P	P
20.	0816PY151028	Jaideep Pawar	P	P
21.	0816PY151029	Karan Kushwah	P	P
22.	0816PY151031	Krishna Yadav	P	P
23.	0816PY151033	Kundan Yadav	P	P
24.	0816PY151034	Lakhan Baghel	P	P
25.	0816PY151035	Latesh Patidar	P	P
26.	0816PY151036	Lokendra Patidar	P	P
27.	0816PY151039	Maitha More	P	A
28.	0816PY151040	Manisha Rathore	P	P
29.	0816PY151041	Mohit Patidar	P	P
30.	0816PY151042	Mukesh Pawar	P	P
31.	0816PY151043	Narendra Sorada	P	P
32.	0816PY151044	Neha Sohani	P	P
33.	0816PY151045	Nikita Takey	P	P
34.	0816PY151046	Pawan Mansare	A	P
35.	0816PY151047	Payal Goswami	P	P
36.	0816PY151048	Pinki Jadhav	P	P
37.	0816PY151049	Pooja Mandloi	P	P
38.	0816PY151050	Pradeep Rathod	P	P
39.	0816PY151051	Prakash Patel	P	P
40.	0816PY151052	Pramila Singh Alawe	P	P



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**G R Y Institute of Pharmacy, Borawan (Khargone)**

III Year B.Pharma

**Two Days Program on Soft Skill**

**Training Attendance**

41.	0816PY151053	Pramod Patel	P	P
42.	0816PY151055	Priyanka Agrawal	P	P
43.	0816PY151056	Rahul Wagh	P	P
44.	0816PY151058	Rahul Karma	A	P
45.	0816PY151059	Rajendra Patel	P	P
46.	0816PY151060	Rajik Khan	P	P
47.	0816PY151061	Raju Solanki	P	P
48.	0816PY151062	Ranu Rathore	P	P
49.	0816PY151063	Rekha Silate	P	P
50.	0816PY151064	Ritunja	P	P
51.	0816PY151065	Rohit Vagada	P	P
52.	0816PY151066	Roshan Mandloi	P	P
53.	0816PY151067	Rupesh Kushwah	P	A
54.	0816PY151068	Sachin Yadav	P	P
55.	0816PY151069	Sakshi Dasondhi	P	P
56.	0816PY151071	Santosh Yadav	P	P
57.	0816PY151072	Saroj Kanasiya	P	P
58.	0816PY151073	Sarthak Kumrawat	P	P
59.	0816PY151075	Satish Kushwah	P	P
60.	0816PY151076	Savitri Pujara	P	P
61.	0816PY151077	Shivani Mahajan	P	P
62.	0816PY151079	Shubham Gupta	P	P
63.	0816PY151080	Shubham Jaiswal	A	P
64.	0816PY151081	Shubham Mukati	P	P
65.	0816PY151082	Shubham Rathore	P	P
66.	0816PY151083	Snehalata	P	P
67.	0816PY151084	Sohail Khan	P	P
68.	0816PY151085	Sunil Rathod	P	P
69.	0816PY151086	Sunil Sisidoya	P	P
70.	0816PY151090	Vardhika Patidar	P	P
71.	0816PY151091	Varsha Alawe	P	P
72.	0816PY151092	Varsha Sisodiya	P	P
73.	0816PY151093	Vijay Baghel	P	P
74.	0816PY151094	Vijay Chouhan	P	A
75.	0816PY151095	Vinita Sanche	P	P
76.	0816PY151097	Vishal Kushwah	P	P
77.	0816PY151099	Vishnu Yadav	P	P
78.	0816PY151100	Yogesh Choudhary	P	P



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Ref: III/Admin./017/04.19-13


Date: January 15, 2017

### Notice

All the B. Pharmacy 1<sup>st</sup> year students are informed to attend Health and Hygiene Training Program organized by our college on 17/01/2017 and 18/01/2017.



  
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# **GRY Institute of Pharmacy, Borawan**

## **1. Hygiene & Sanitation:**

- 1.1 Hair – properly cut and combed for gents and neatly tied for ladies.
- 1.2 Finger nails – properly manicured and clean. Long nails not allowed.
- 1.3 Daily bath.
- 1.4 Clean and disinfect hands and wash feet after visiting toilet.

## **2 Habits:**

- 2.1 Blowing of nose, spitting not permitted in college premises. Use wash basins for the same.
- 2.2 Chewing of tobacco, pan-masala and smoking is not permitted in the premises.
- 2.3 Avoid putting fingers in nose / ear / mouth.
- 2.4 Mobile is not permitted in college premises.

## **3 Uniforms/Apron:**

- 3.1 Uniform/Apron is for the protection of the product from contamination. It also protects the person from product.
- 3.2 Use of clean & proper uniform for the work .
- 3.3 Uniform consists of Cap, full gown (Pent/shirt), head mask.
  - Cap to prevent hair / dandruff falling in the product.
  - Full Gown to prevent dead body cells, sweat, body hair contaminating the product.
  - Head mask to cover the nose and mouth which are natural reservoir of germs and to protect the person from dust inhalation.
- 3.4 All uniform is neat and clean.



**WASH HANDS WITH LIQUID SOAP AND  
WATER AFTER VISITING TOILET**

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Ref: III/Admin./017/0.719

Date: January 15, 2017

### Notice

All the B. Pharmacy III year students are informed to attend Soft Skills Training Program organized by our college on 17/01/2017 and 18/01/2017.



  
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# GRY Institute of Pharmacy Borawan

- Body language and platform skills

**Body language** is a type of nonverbal **communication** in which physical behavior, as opposed to words, are used to express or convey information. Such behavior includes facial expressions, body posture, gestures, eye movement, touch and the use of space.



- Facial Expression

Face is the index of mind. Think how much information can be conveyed with a smile or a frown. By facial expressions we can show or we can understand happiness, sadness, anger and fear and much more.



### Head

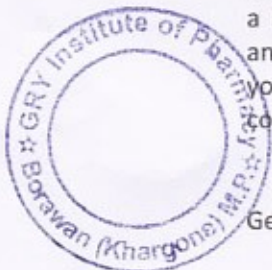
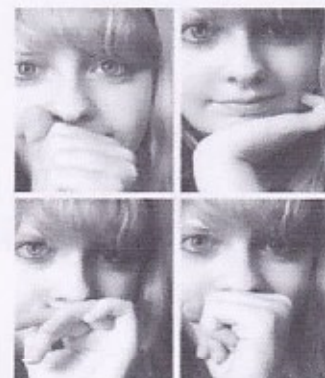
If someone moves his\her head up & down it means he\she is agree with you or saying yes and it also means understanding and acknowledgement. Sideways movement of head means no or not understood. If a person brings his head down and looking his feet or earths it is the symbol of humility & modesty.

### Eye Gaze

Looking at another person can indicate a range of emotions like anger, grudge and danger, a dangerous look can tell you someone is unhappy and not comfortable with.



### Gestures & Postures



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**Platform skills** are presentation behaviors that a trainer uses to transmit content effectively. Not to be confused with **skills** that guarantee participation (which, in general, only trainers use), both presenters and trainers must demonstrate excellent **platform skills** to get their messages across.

## o Internet and email communication

What is email communication?

Short for **electronic mail**, **email** (or e-mail) is defined as the transmission of messages over **communications** networks. Typically the messages are notes entered from the keyboard or electronic files stored on disk. Most mainframes, minicomputers, and computer networks have an **email** system.

What is the Internet communication?

**Internet communication** is referred to as the sharing of information, ideas, or simply words over the World Wide Web, or the **Internet**. The **Internet** consists of a worldwide string of connected networks that exchanges data through packet switching using the standardized **Internet Protocol Suite** (TCP/IP).

## • Communication etiquettes

Workplace **communication etiquette** involves commonly accepted norms and behaviors used while **communicating** with others in the workplace. Some aspects of workplace **etiquette** relate to basic standards of appropriateness when **communicating** with others.

What you hear

Tone of voice

Vocal clarity

Verbal expressiveness



40% of the message

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**G R Y Institute of Pharmacy, Borawan (Khargone)**

**B. PHARMACY**

**III Year B.Pharma**

**Two Days Program on Soft Skills**

S.No	Enrollment No.	Name of Candidate	Attendance 17.01.2017	Attendance 18.01.2017
1.	0816PY141002	Aashumal Choudhary	P	P
2.	0816PY141004	Akhay Yadav	P	P
3.	0816PY141014	Arun Yadav	P	P
4.	0816PY141015	Asalam Mansuri	P	P
5.	0816PY141019	Bharat Bhandari	P	P
6.	0816PY141020	Bhoopendra Yadav	P	P
7.	0816PY141022	Deepesh Rathor	P	P
8.	0816PY141025	Eshant Sharma	P	P
9.	0816PY141026	Farjana Khan	P	P
10.	0816PY141027	Gourav Kumawat	A	P
11.	0816PY141028	Harish Solanki	P	P
12.	0816PY141029	Himanshu Acharya	P	P
13.	0816PY141032	Jaydatt Choudhary	P	P
14.	0816PY141036	Kamlesh	P	P
15.	0816PY141041	Mahendra Dawar	P	P
16.	0816PY141044	Manvendra Singh	P	P
17.	0816PY141045	Mayank Yadav	P	P
18.	0816PY141048	Mudassir Khan	P	P
19.	0816PY141050	Nazim Khan	P	P
20.	0816PY141051	Neha Malviya	A	P
21.	0816PY141052	Neha Solanki	P	P
22.	0816PY141053	Nirmal Choudhary	P	P
23.	0816PY141055	Pallavi Mahajan	P	P
24.	0816PY141056	Piyush Kumar Soni	P	P
25.	0816PY141057	Poonam Rathod	P	A
26.	0816PY141058	Pradeep Malviya	P	P
27.	0816PY141059	Pragya Solanki	P	P
28.	0816PY141060	Priyal Patidar	P	P
29.	0816PY141063	Raghvendra Badore	P	P
30.	0816PY141064	Rajani Shah	P	P
31.	0816PY141069	Ramkrishna Birla	P	P
32.	0816PY141072	Ranu Mansare	P	P
33.	0816PY141074	Ravindra Solanki	P	P
34.	0816PY141076	Rohit Rathod	P	P
35.	0816PY141077	Rohit Sen	P	P
36.	0816PY141078	Sachin Choudhary	P	P
37.	0816PY141081	Sajjan Singh	P	P



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**B. PHARMACY**

**III Year B.Pharma**

**Two Days Program on Soft Skills**

38.	0816PY141082	Sangeeta Tarole	P	P
39.	0816PY141083	Sanjay Badole	A	P
40.	0816PY141089	Shailendra Verma	P	P
41.	0816PY141098	Yash Choudhary	P	A
42.	0816PY141099	Yogesh Dodwe	P	P
43.	0816PY141100	Yogeshwar Kuwar	P	P



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