

SWAMI RAMA HIMALAYAN UNIVERSITY

Swami Ram Nagar, Jolly Grant,
Uttarakhand 248016

CORPORATE ETIQUETTE CLUB (Personal Development Club)

1. Introduction

The Corporate Etiquette Club at Swami Rama Himalayan University is dedicated to preparing students for the professional world by instilling workplace manners, communication skills, and business decorum. The club offers a platform to learn, practice, and master the soft skills essential for success in corporate environments.

2. Objectives

The objectives of the Club are:

- Develop professional behaviour and workplace etiquette among students.
- Enhance communication, grooming, and interpersonal skills for corporate settings.
- Prepare students for interviews, meetings, and formal business interactions.
- Build confidence and cultural sensitivity for diverse professional environments.

3. Club Committee

The Club shall be governed by a committee comprising the following members:

Composition	Roles
Dr. Geeta Rana Sharma, Associate Professor, HSMS	Chairperson
Dr. Apurvaa Trivedi, Associate Professor, HSMS	Treasurer
Dr. Ravindra Sharma, Assistant Professor, HSMS	Member Secretary
Ms. Roma Bisht, BBA	Member (Student Coordinator)

Students Detail

Name of Student	Registration No.	Enrollment No.	Program
Divya Jyoti Chand	DD22112302011	SRHU22000102	B.Com (2022 Batch)
Rachit Solanki	DD22112302027	SRHU22000118	B.Com (2022 Batch)
Tanisha Rawat	DD22112302042	SRHU22000133	B.Com (2022 Batch)
Aman Nautiyal	DD231105301004	SRHU23000285	B.Com (2023 Batch)
Neer Dhingra	DD231105301021	SRHU23000301	B.Com (2023 Batch)
Shagun Rawat	DD231105301037	SRHU23000317	B.Com (2023 Batch)
Akansha Gupta	DD231105301054	SRHU23000332	B.Com (2023 Batch)
Harman Preet Singh	DD231105301070	SRHU23000348	B.Com (2023 Batch)
Priyanshu Bisht	DD231105301086	SRHU23000364	B.Com (2023 Batch)
Sunidhi Ramola	DD231105301102	SRHU23000380	B.Com (2023 Batch)
Gautam Sahu	DD22112301013	SRHU22000057	BBA (2022 Batch)
Roma Bisht	DD22112301029	SRHU22000073	BBA (2022 Batch)
Mahak Painuly	DD22112301044	SRHU22000088	BBA (2022 Batch)
Rahul Singh	DD231105501012	SRHU23000391	MBA (2023 Batch)
Kajal Saini	DD231105501027	SRHU23000403	MBA (2023 Batch)

*Note: Preferred roles in the clubs is defined by Club coordinator

4. Terms and Conditions

Sr. No.	Clause	Details
1.	Quorum	50% of the total members
2.	Tenure of the Club	Perpetual
3.	Tenure of the Chairperson	3 years
4.	Tenure of the Members	2-3 years
5.	Frequency of Meetings	<i>Preferably once per quarter.</i>
6.	Meeting Notice and Agenda	The member secretary with prior approval of Chairperson shall circulate the Meeting Notice and Agenda to all the members at least seven (7) working days prior to date of the meeting.
7.	Minutes of the Meeting	The Secretary records the minutes, which are signed by the Chairperson and Secretary. A signed copy is forwarded to members within three (3) working days of the meeting.
8.	Duties and function	(a) Planning and helping manage events at the University level in accordance with the spirit and ethos of the institute. (b) Promoting and arranging club activities to bring out the talents of students in the performing the activities. (c) To plan and organize competitions at the University, Regional and State Level.
9.	Funding and Resources	a. Institutional budget allocation b. Donations and sponsorships
10.	Amendments	Any amendment to this club must be proposed in writing and approved by a two-thirds majority of the Club Committee.
11.	Dissolution	In the event of dissolution, the assets and liabilities of the Club shall be transferred to the Swami Rama Himalayan University.

5. Services Offered (Suggested Activities can be added more activities)

- **Mock Interviews** – Practice professional greetings, posture, and responses.
- **Business Dining & Dress Etiquette** – Learn formal dining manners and corporate grooming.
- **Email, Call & Meeting Protocols** – Master formal writing, video call behaviour, and meeting conduct.
- **Cultural Etiquette Sessions** – Understand global workplace norms and cross-cultural behaviour.
- **Role-Plays & Simulations** – Act out real corporate scenarios like negotiations and client meetings.

Greetal Kumar

Sign. of Chairperson

Corporate Etiquette Club
Swami Rama Himalayan University

[Signature]

Sign. of Treasurer

[Signature]

Sign. of Member Secretary

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NOTICE

CORPORATE ETIQUETTE CLUBS

(Personal Development Clubs)

SRHU/PDC/CEC/2024/01

Date: 10th April 2024

This is to inform all students of Swami Rama Himalayan University (SRHU) that an Engaging Session on Elevator Pitch Competition will be conducted to introduce themselves effectively and confidently in a short span of time a vital skill in professional networking and interviews

Details of the Event:

- **Event:** Engaging Session- Elevator Pitch Competition
- **Date:** 16th April 2024
- **Time:** 2:00 PM to 3:00 PM
- **Venue:** Aryabhata Seminar Hall / HLT-2
- **Organized by:** Corporate Etiquette Club, SRHU
- **Eligibility:** All undergraduate and postgraduate students interested in marketing, branding, advertising, or entrepreneurship

All students are encouraged to participate actively in the session to strengthen their understanding of modern marketing concepts and to develop essential professional competencies. Attendance of registered club members is mandatory.

For further details, please contact the Club Coordinator or the respective Batch Representatives.

Think Creatively, Strategically!

Pratima Kumar

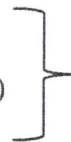
Chairperson

Chairperson

Corporate Etiquette Club
Swami Rama Himalayan University

Copy to:

Hon'ble President
Hon'ble Vice Chancellor
Director General (Academic Development)
Pro-Vice Chancellor
Registrar
Dean, HSMS
Heads of Departments



for kind information please

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REPORT

Organized by : Corporate Etiquette Club, Swami Rama Himalayan University
Date : 16th April 2024
Venue : Himalayan School of Management Studies, Swami Rama Himalayan University
Time : 2:00 PM to 3:00 PM

The Corporate Etiquette Club successfully organized an engaging session on the topic “Elevator Pitch Competition” on 26th September 2023 from 2:00 PM to 3:00 PM at LT-1, 2nd floor, HSMS Building. The session was conducted by Ms. Sheela Bijalwan, Assistant Professor, who guided the participants throughout the activity.

The objective of the session was to enhance students’ ability to introduce themselves effectively and confidently in a short span of time a vital skill in professional networking and interviews. The session concluded on a positive note with a vote of thanks to Mr. Sathe for his valuable guidance. The Corporate Etiquette Club received appreciation for organizing a practical and relevant session that added value to the students' professional development.

During the competition, students delivered concise self-introductions, showcasing their academic background, career aspirations, and strengths within a strict time limit of 30 to 60 seconds. Ms. Bijalwan provided valuable feedback to participants, highlighting strengths and offering suggestions for improvement in communication style, clarity, and confidence.

The session was well-received and proved to be a practical learning experience. It helped students build confidence, improve articulation, and understand the importance of making a strong first impression in professional settings.

EVENT HIGHLIGHT



Geeta Rana
Dr. Geeta Rana

Chairperson

Chairperson
Corporate Etiquette Club
Swami Rama Himalayan University