



Estd. 1972

# Sunbeam Women's College Varuna

College Code: 198

(Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi)  
(Accredited by NAAC)

Towards Women Empowerment ...

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Date : 06.04.2026

## NOTICE

### Commencement of 30-Hour Certificate Program: Soft Skills & Professional Development



All students are hereby informed that a 30-Hour Certificate Program on Soft Skills and Professional Competency will be conducted under the expert guidance of **Ms. Khyati Pathak, Soft Skills and Etiquette Coach & POSH Trainer.**

#### Program Objectives

This certificate program aims to equip students with the following competencies:

- Enhance oral and written communication skills for academic and professional settings
- Build confidence, self-presentation, and public speaking abilities
- Develop personality, interpersonal skills, and professional etiquette
- Foster teamwork, leadership, and collaborative work habits
- Prepare students for placements, interviews, and corporate environments

#### Program Details

- Program Title: Soft Skills and Professional Competency
- Total Duration: 30 Hours (Certificate Program)
- Faculty Coordinator: Ms. Khyati Pathak
- Commencement Date: 09 April 2026
- Schedule: Thursday & Friday
- Fee: ₹100/-

#### Certificate Eligibility

Students must maintain a minimum of **75% attendance** across all **30 hours** of the program and actively participate in all activities and assessments to be eligible for the **Certificate of Completion**. Regular attendance and enthusiastic participation are strongly encouraged.

**Note:** Interested students may collect the consent form from Dr. Himanshi (9670590525) and Dr. Rinu (9793892063)

**Dr. Shalini Singh**  
Administrative Head

**Dr. Rajeev Singh**  
Principal