

Charutar Vidya Mandal's
S. M. PATEL COLLEGE OF HOME SCIENCE

[An Autonomous Institution Affiliated with Sardar Patel University]

Vallabh Vidyanagar – Gujarat

**CERTIFICATE COURSE ON
APPEARANCE MANAGEMENT & ETIQUETTES**

(30 HOURS)



GROOMING



MANNERS



COMMUNICATION



SOCIAL GRACES



CONFIDENCE



LOOK GOOD
FEEL CONFIDENT



COMMUNICATE
WITH CONFIDENCE



BUILD POSITIVE
IMPRESSIONS



PRACTICE
GOOD ETIQUETTES

[Course Coordinator: **Ms. Kalpana Srivastava**]

A REPORT ON CERTIFICATE COURSE

S. M. Patel College of Home Science [Autonomous]

Department of Family Resource Management

2026 - 27

CERTIFICATE COURSE ON APPEARANCE MANAGEMENT & ETIQUETTES

• Course Title	CERTIFICATE COURSE ON APPEARANCE MANAGEMENT & ETIQUETTES
• Department	Family Resource Management
• Coordinator	Ms. Kalpana Srivastava
• Duration (Hours)	30 Hours
• Credits	2 Credits
• Date	August 2026 to September 2026
• Number of Participants	36
• Course Objective	To develop grooming skills, enhance personal presentation and self-confidence, and promote appropriate social and professional etiquette among undergraduate students, homemakers, and working professionals.
• Major Topics (Covered)	Module 1: Introduction to Appearance Management Module 2: Personal & Professional Grooming Module 3: Dressing Sense & Wardrobe Management Module 4: Basics of Makeup & Styling Module 5: Body Language & Non-Verbal Communication Module 6: Social Etiquette Module 7: Professional Etiquette & Resume Building
• Activities Conducted	➤ Demonstrations on (grooming, makeup, dressing) ➤ Role plays and mock sessions (communication, body language, interview, dining etiquettes) ➤ Interactive discussions ➤ Real-life examples

•Learning Outcomes	By the end of the course, participants will: ✓ Develop self-confidence, a positive self-image, and a professional attitude. ✓ Improve personal grooming, dressing sense, and overall appearance to suit different social and professional occasions. ✓ Understand and practise appropriate social and professional etiquette, including manners, conduct, and workplace behaviour. ✓ Enhance verbal and non-verbal communication skills, including body language, interpersonal interaction, and effective self-expression. ✓ Strengthen personal presentation skills to create a positive and lasting impression in social and professional settings.
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Annexures

❖ *Course Brochure / Flyer*

❖ *List of Participants*

❖ *Photographs*

❖ *Sample Certificates Issue*



S. M. PATEL COLLEGE OF HOME SCIENCE

[AN AUTONOMOUS INSTITUTION]

AFFILIATED WITH SARDAR PATEL UNIVERSITY

REACCREDITED BY NAAC (B++)

COLLEGE WITH POTENTIAL FOR EXCELLENCE (CPE-II)

VALLABH VIDYANAGAR - GUJARAT

“APPEARANCE MANAGEMENT & ETIQUETTES”

A CERTIFICATE COURSE

THE NEED:

To nurture confidence, enhance personal style, and cultivate a graceful presence - empowering individuals to leave a lasting impression with elegance and poise.

DESIGNED FOR:

Students, homemakers, and professionals seeking to refine their grooming, boost confidence, and cultivate graceful etiquette. Ideal for anyone aspiring to enhance communication skills, make lasting impressions, and present themselves with poise in every sphere of life.

Email: smpcollege@yahoo.in

Website: www.smphomescience.edu.in



COURSE HIGHLIGHTS:

- About Appearance Management
- Personal Grooming
- Smart Wardrobe Management
- Basics of Makeup & Styling
- Body Language
- Professional & Social Etiquette



COURSE COORDINATOR:

Ms. Kalpana Srivastava

M: 9974032981



“TRANSFORM
YOUR PERSONALITY
WITH CONFIDENCE, GROOMING,
AND
PROFESSIONAL ETIQUETTE FOR SUCCESS
IN EVERY SPHERE OF LIFE.”

FEES: ONLY 1000/-

Register Fast.

Course starting soon.

❖ *List of Participants*

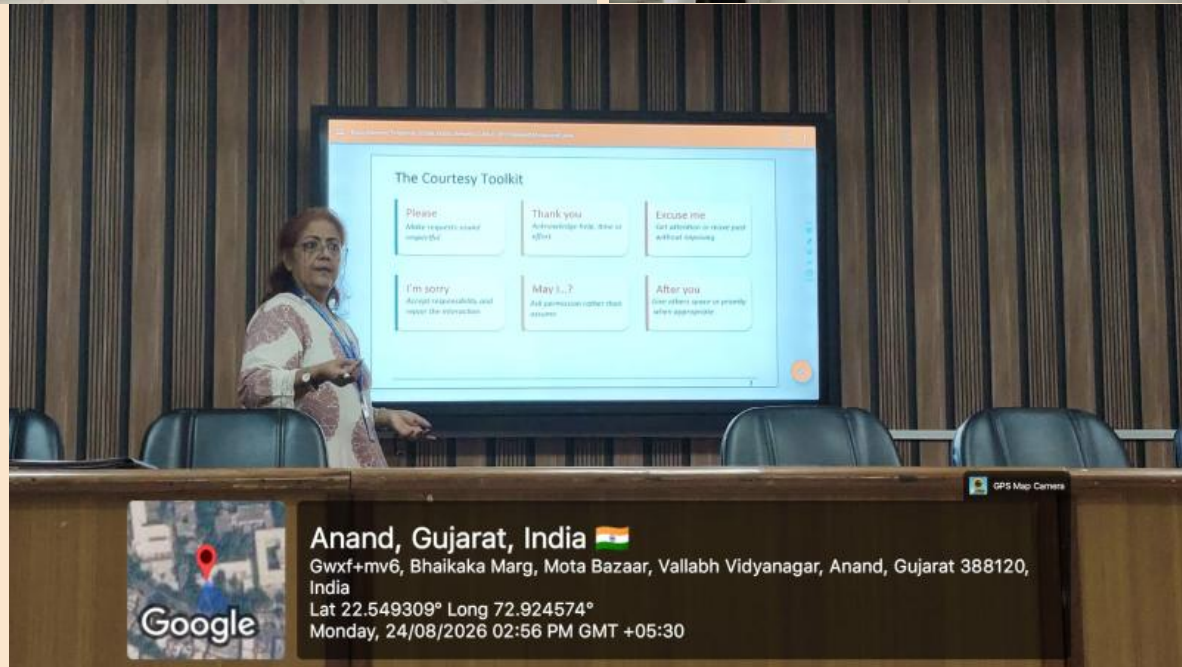
S. M. Patel College of Home Science (Autonomous)
Certificate Course on
'Appearance Management & Etiquettes'
August - September 2026

S. No.	Name of the Participant
1	Mahi Nilesh Kumar Bhatt
2	Katha Pareshbhai Patel
3	Dhara Chetankumar Patel
4	Zahabiya Aasik Hussain Vhora
5	Janvi Narendrabhai Prajapati
6	Dhara Alpeshkumar Dave
7	Krishna Mohanbhai Valani
8	Mahi Hardik Kumar Thakar
9	Mahi Shaileshbhai Patel
10	Saniyabanu Samirmiya Malek
11	Dhruvi Kishorbhai Patel
12	Priyanshiben Dineshbhai Sargara
13	Dhruvisha Haribhai Bharwad
14	Manasvi Kaushikbhai Maru
15	Zeel Dhaval Kumar Patel
16	Krishna H Panchal
17	Neha Piyushbhai Thakor
18	Grishmi Mansukhbhai Khimani
19	Diksha Mayurkumar Suthar
20	Tisha Dipak Bhai Machhi
21	Meera Maheshbhai Bhatt
22	Zeel Amitkumar Parekh
23	Gracy Denish Bhai Parmar
24	Urvi Pareshbhai Thakkar
25	Aayushi Balkrishna Patel
26	Heer Sanjaykumar Patel
27	Vandana Raturajsinh Chauhan
28	Kirtan Bhaveshbhai Parmar
29	Urvisha Devendrasinh Chauhan
30	Heer Narayanbhai Marwadi
31	Piyush Maheshbhai Jadwani
32	Bhumi Umesbhai Machhi
33	Ridhhi Sargara
34	Ridhhi Prajapati
35	Snehal Vijaybhai Chauhan
36	Devanshi Vishalbhai Brahmabhatt

❖ Photographs







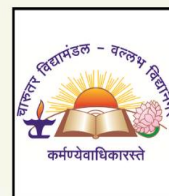








A Charutar Vidya Mandal Institute
S. M. PATEL COLLEGE OF HOME SCIENCE
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VALLABH VIDYANAGAR



CERTIFICATE

of Completion

This Certificate is given to :

DHARA ALPESHKUMAR DAVE

She/ He has completed a 30-hour certificate course on

"APPEARANCE MANAGEMENT & ETIQUETTE"

conducted by the Department of Family Resource Management in August 2026.

Her/His dedication and commitment to the learning process are truly commendable.

Kalpana Srivastava
Course Coordinator

Dr. Bhavana Y. Chauhan
Principal



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VALLABH VIDYANAGAR



CERTIFICATE

of Completion

This Certificate is given to :

BHUMI UMESHBHAI MACHHI

She/ He has completed a 30-hour certificate course on

"APPEARANCE MANAGEMENT & ETIQUETTE"

conducted by the Department of Family Resource Management in August 2026.

Her/His dedication and commitment to the learning process are truly commendable.


Kalpana Srivastava
Course Coordinator


Dr. Bhavana Y. Chauhan
Principal

HAPPY LEARNING