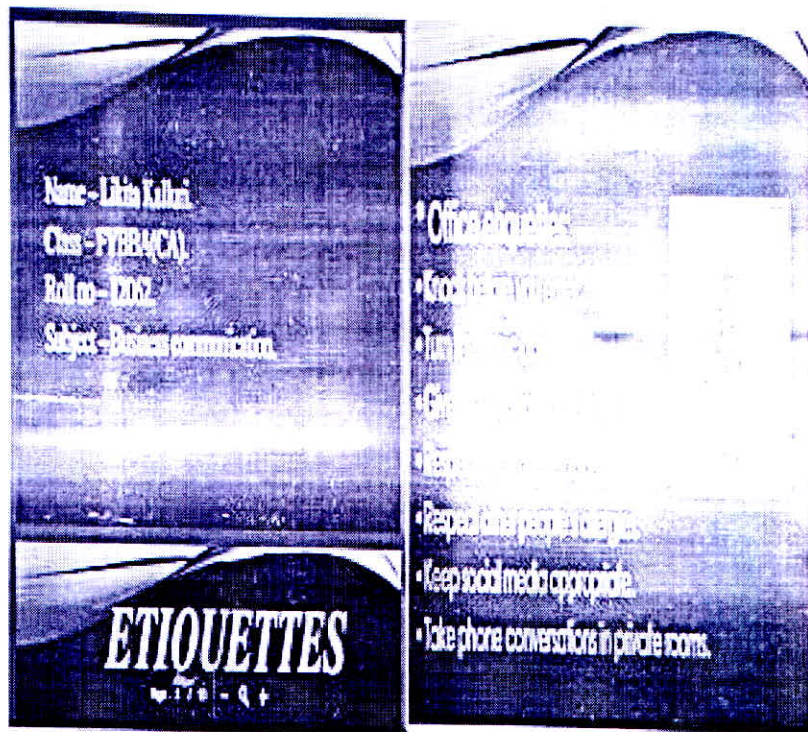


St. Mira's College for Girls, Pune  
(Autonomous-Affiliated to Savitribai Phule Pune University)  
BBA(CA) (BC 12001)  
Subject: Business Communication Skills  
SEMESTER: I  
Year (Example: 2020-2021)

1. Unit No.: IV
2. Employability/Entrepreneurship/Skill development
3. Business Etiquettes – Office , Networking, Dressing and Lift Etiquettes.



*[Handwritten Signature]*  
Name and Signature of the Subject Teacher:



*[Handwritten Signature]*  
Principal Incharge  
St. Mira's College for Girls