




REPORT OF VALUE ADDED COURSE DONE IN COLLABORATION

Madhuban College of Management, Barwani,

(I) Certificate Course on Enhancing Soft Skills and Personality

Value added course "Enhancing Soft Skill and Personality" was conducted for thirty hours for the B.Ed. and M.Ed. Students of the college from 11/09/2018 to 18/09/2018 in collaboration with Madhuban College of Management. The students of B.Ed. and M.Ed. enrolled for the course. The course consisted of theory classes, tasks and assignments. The assignments were submitted by the students in the college. The tasks given were assignments, group work, and presentation. The group presented their work in the face to face/online sessions. The assignments of the students were evaluated by the teachers. 85 Students completed their course successfully.




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Principal
Swa. Gulab Bai Yadav Smriti
Shiksha Mahavidhyalaya
BORAWAN (M.P.)



Enhancing soft skills and personality

Duration: 8 Days

Course Code: VACESSP18

Course purpose : Course Purpose: The purpose of the eight-day certificate course in enhancing soft skills and personality development for B.Ed and M.Ed. students is to equip them with the necessary skills and knowledge to develop their soft skills, communication abilities, and enhance their personality. The course aims to enhance the employability of the students by making them more confident, articulate and effective communicators, and more professional in their approach.

Course Learning Outcomes: CLOs

By the end of the program, participants will be able to:

1. Understand the importance of soft skills and personality development in personal and professional growth.
2. Develop their communication skills, including verbal and non-verbal communication, listening skills, and public speaking skills.
3. Enhance their inter-personal skills, including building effective relationships, teamwork, and conflict resolution.
4. Understand and implement time management techniques, stress management, and goal setting techniques.
5. Develop leadership skills and professionalism.

Programme Learning Outcomes: PLOs

1. Develop an understanding of the importance of soft skills and personality development in education and other professional fields.
2. Apply effective communication skills and techniques in their personal and professional lives.
3. Demonstrate the ability to work in a team and resolve conflicts effectively.
4. Demonstrate leadership skills and professionalism in their approach to work and life.

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5. Participants will be able to manage their time and prioritize tasks effectively.
6. Participants will be able to adapt to change and handle challenging situations with resilience.

Participants will be able to develop a personal action plan for continued personal growth and development.

Day 2:

- Introduction to the course (1 hour)
- Understanding the importance of communication skills (2 hours)
- Developing effective communication skills (2 hours)

Day 2:

- Self-awareness and self-assessment (1 hour)
- Emotional intelligence and its significance (2 hours)
- Emotional intelligence and leadership (2 hours)
- Developing emotional intelligence (2 hours)

Day 3:

- Conflict management and resolution (1 hour)
- Negotiation skills (2 hours)
- Problem-solving and decision-making (2 hours)
- Team building and team management (2 hours)

Day 4:

- Time management and productivity (1 hour)
- Goal setting and prioritization (2 hours)



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- Stress management techniques (2 hours)
- Building resilience (2 hours)

Day 5:

- Presentation skills (1 hour)
- Public speaking skills (2 hours)
- Articulation and voice modulation (2 hours)
- Confidence building (2 hours)

Day 6:


- Interpersonal skills (1 hour)
- Networking and building relationships (2 hours)
- Active listening (2 hours)
- Empathy and compassion (2 hours)

Day 7:

- Cultural competence and diversity (1 hour)
- Inclusivity and sensitivity (2 hours)
- Cross-cultural communication (2 hours)
- Global citizenship (2 hours)

Day 8:

- Personal branding and online presence (1 hour)
- Resume building and interview skills (2 hours)
- Career planning and professional development (2 hours)
- Course review and evaluation (3 hours)


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The course will run for eight days, with six hours of classes each day, including lunch break. Each day's classes will be divided into four 90-minute sessions, with breaks in between. The course will be assessed through various assignments and projects, such as group presentations, individual speeches, reflective journals, and role plays. Upon successful completion of the course, students will be awarded a certificate in enhancing soft skills and personality.

Assessment and Grading:

The program will be assessed based on participation in group discussions, completion of assignments, and active engagement in activities. The final assessment will be based on a reflection paper summarizing the key takeaways and action plans for personal and professional development.

Grading Criteria:


Participation in group discussions: 30%

Completion of assignments: 40%

Reflection paper: 30%

Attendance Policy: Participants are required to attend all sessions and complete all assignments to receive a certificate of completion for the Personality Development Program.




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GULAB BAI YADAV SMRITI SHIKSHA MAHAVIDYALAYA BORAWAN

NAAC
ACCREDITED
GRADE "B"

TEH-KASRAWAD, DISTRICT-KHARGONE (M.P.)
Recognized by NCTE, Affiliated by Devi Ahilya Vishwavidyalaya Indore

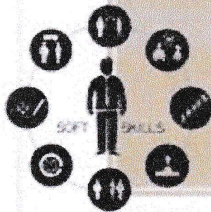


GULAB BAI YADAV SMRITI SHIKSHA MAHAVIDYALAY BORAWAN

IN COLLABORATION WITH

**MADHUBAN COLLEGE OF
MANAGEMENT, BARWANI**

ORGANIZED



Eight Days certificate course in
**Enhancing soft skill and
Personality**

From 11.09.2018 to 18 .09.2018

Last date of Registration: 10.09.2018

*Students interested in joining the course are requested to
contact the course Co-coordinator as mention in the
brochure attached*

Course coordinator: K. S. Tiwari



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Principal
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Shiksha Mahavidyalaya, Borawan (M.P.)

Prof. S.K. Tiwari
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www.gbyssm.com

Telephone No: 07282-277854

Email: principal.gbyssm@gmail.com





Feedback Form for Participants

Course Title: Enhancing Soft Skill and Personality

Organizer: GBYSSM Borawan

Date: 11.09.2018 to 18.09.2018

Course coordinator: KL Verma

Name Of Student / Participants: स्वेता लाम्बेकर
Programme: बी.ए.

Note:

Please take a few minutes to give us your feedback on the course by filling out this form. Your input will help us to improve our courses in the future.

01. Overall, how satisfied are you with the course?

Very satisfied Satisfied Neutral
 Unsatisfied Very unsatisfied

02. What did you like most about the course?

उत्कृष्टता और सहायता व तीव्र

03. What did you like least about the course?

नेत्रवर्धन लेखन

04. How would you rate the quality of the course materials (e.g. handouts, presentations, etc.)?

Excellent Good
 Fair Poor

05. How would you rate the instructor's effectiveness in presenting the course material?

Excellent Good
 Fair Poor

06. Did the course meet your expectations?



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Yes No

07. What specific topics or areas would you have liked to see covered in more detail?

हो अल्पसंख्यक क्षेत्रों का प्रत्यक्षिकता

08. What specific topics or areas did you find most valuable?

सबसे महत्वपूर्ण

09. Do you feel that the course has improved your understanding of personality development?

Yes

No

10. Would you recommend this course to others?

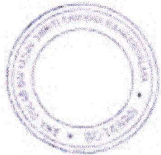
Yes

No

Any other comments or suggestions for improvement

अध्यय और अधिक होना चाहिए

Thank you for your time and feedback!



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