

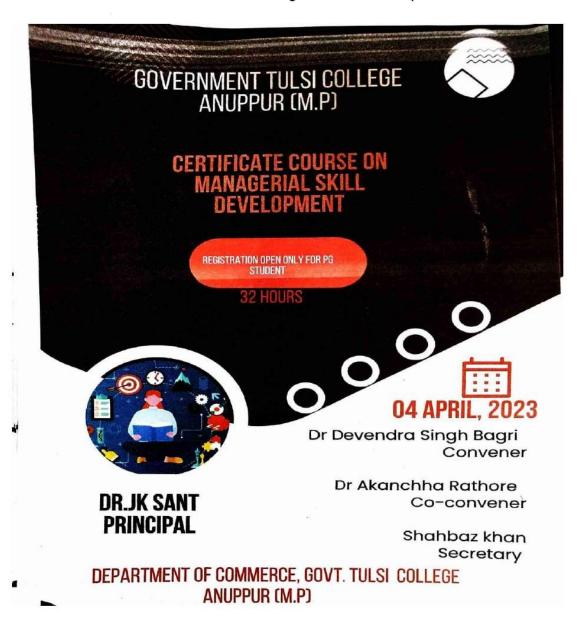
Affiliated to Awadhesh Pratap Singh University Rewa (MP)

Registered Under Section 2 (F) & 12 (B) of UGC Act

E-mail: hegtdcano@mp.gov.in

29893076404

Certificate Course on managerial skills Development 32 Hour







Affiliated to Awadhesh Pratap Singh University Rewa (MP)

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E-mail: hegtdcano@mp.gov.in

| · · · · · · · · · · · · · · Certifi | icate Course on Managerial Skill Deve | lopment | |
|--|--|----------------|-----------------|
| | Hours: 32 hour | | |
| | About Course | 2.5 | 1 |
| Strengthen your ma | nagement skills in areas of communication, | organizatio | nal change, hu |
| resources and employee mo career or to assume more ma | tivation. You can use this course to build the | skills neede | ed to advance |
| | anageriai responsibilities. | | ÷ . |
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| GOVERNMENT TULSI COLLI Certificate Course on Manag Hours: 32 hours (10 Apr | EGE, ANUPPUR (M.P.) erial Skill Development | |
|---|--|--|
| Course Feedb | eack Form | |
| Please fill the short questionnaire to make the cou | irse better. | |
| | | |
| Please respond below with 1, 2, 3, 4 or 5, where 1 | and 5 are explained. | |
| THE DESIGN OF THE COURSE | | |
| A. Were objectives of the course clear to you? | Y [/ N [| |
| B. The course contents met with your expectation | | |
| Strongly disagree | 5. Strongly agree | |
| C. The lecture sequence was well planned | J. Buongly agree | |
| Strongly disagree | 5. Strongly agree | |
| D. The contents were illustrated with | 5. Strongly agree | |
| The contents were mustrated with Too few examples | 5. A doqueto augusta | |
| E. The level of the course was | 5. Adequate examples | |
| 1. Too low | 5 T 1:-1 | |
| F. The course contents compared with your expense. | 5. Too high | |
| | | |
| 1. Too theoretical | 5. Too empirical | |
| G. The course exposed you to new knowledge and | | |
| Strongly disagree | 5. Strongly agree | |
| THE CONDUCT OF THE COURSE | | |
| | | |
| A. The lectures were clear and easy to understand | 1 1 | |
| 1. Strongly disagree | 5. Strongly agree | |
| 3. The teaching aids were effectively used | | |
| 1. Strongly disagree | 5. Strongly agree | |
| C. The course material handed out was adequate | | |
| Strongly disagree The instruction | 5. Strongly agree | |
| D. The instructors encouraged interaction and wer | | |
| I. Strongly disagree | 5. Strongly agree | |
| E. Were objectives of the course realized? Y lease give overall rating of the course | /N [] | |
| lease give overall rating of the course | | |
| 90% - 100% () | 60% - 70% () | |
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प्रति,

दिनांक 05.04,2023

प्राचार्य महोदय शासकीय तुलसी महाविद्यालय, अनूपपुर (म.प्र.)

विषय: सर्टिफिकेट कोर्स प्रारंभ करने हेतु अनुमति बाबत.

महोदय,

सविनय निवेदन है की वाणिज्य विभाग द्वारा स्नातकोत्तर स्तर के विद्यार्थियों के लिए प्रबंधकीय कौशल विकास पर 32 घंटे की सर्टिफिकेट कोर्स प्रारंभ किया जाना है जिसकी तिथि 10 अप्रैल से 29 अप्रैल 2023 प्रस्तावित है कोर्स का पाठ्यक्रम एवं समय सारणी संलगित है.

अतः महोदय से निवेदन है कि उक्त सर्टिफिकेट कोर्से प्रारंभ करने की अनुमति प्रदान करें.

संलग्न : पाठ्यक्रम एवं समयसारणी.

अाउमि रीजारी है PRINCIPAL Govt. Tulsi College Anuppur

Distt. Anuppur (M.P.)

डॉ. देवेन्द्र सिंह बागरी कोर्से समन्वयक/ विभागाध्यक्ष वाणिज्य विभाग शासकीय तुलसी महाविद्यालय. अनूपपुर (म.प्र.)





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06.04.2023

सूचना

शासकीय तुलसी महाविद्यालय, अनूपपुर (म.प्र.) के वाणिज्य विभाग द्वारा स्नातकोत्तर स्तर के विद्यार्थियों के लिए प्रबंधकीय कौशल विकास पर 32 घंटे की सर्टिफिकेट कोर्स प्रारंभ किया जा रहा है जिसकी तिथि 10 अप्रैल से 29 अप्रैल 2023 है इच्छुक विद्यार्थी वाणिज्य विभाग से पंजीयन फॉर्म प्राप्त कर ले एवं दिनांक 10 अप्रैल 2023 के पूर्व जमा कर देवें.

शासकीय तुल्सी महाविद्यालय, PRINCIPAL Govt. शासूमपुरु(मण्डा, Anuppur Distt. Anuppur (M.P.)





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DEPARTMENT OF COMMERCE GOVERNMENT TULSI COLLEGE, ANUPPUR (M.P.)

Certificate Course on Managerial Skill Development Hours: 32 hours

COURSE OBJECTIVES

- To enable the students to handle a wide variety of assignments.
- · To improve the total personality of the student
- To help students realize the importance of team building and interpersonal communication
- To develop their conceptual and analytical abilities to manage people.

COURSE OUTCOME: - By successfully completing the course the students will be able to

- To handle wide variety of assignment to handle wide variety of assignments
- · To improve the total personality of the students
- To realize the importance of team building and interpersonal communication
- To develop their conceptual and analytical abilities to manage people.

COURSE CONTENT

Module 1: Introduction to managerial skills

6 hours

Importance of competent managers, skills required for managers, learning of skills and application of skills

Module 2: Personality

6 hours

Determinants of personality, personality characteristics, self learning style values, attitude towards change

Module 3: Team building and effective communication

14 hours

Developing teams and teamwork, advantages of team, communication, how to make oral presentation, conduct meeting, reporting project, reporting of Ease analysis.

Module 4: Problem solving and Building relationship

6 hours

Problem solving- creativity – innovation - steps of analytical problem solving – limitations.





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DEPARTMENT OF COMMERCE GOVERNMENT TULSI COLLEGE, ANUPPUR (M.P.) Certificate Course on Managerial Skill Development

Hours: 32 hours
TIME TABLE

| SN | DATE | TOPIC | NAME OF TEACHER | HOURS | SIGN |
|----|---|---|--|-------|--------|
| 1 | 10/04/23 | INAUGURATION Introduction To Managerial Skills- Basic Concept, Features, Importance | Dr. Devendra Singh Bagri (Asst. Professor- Commerce) | 2 | Dans |
| 2 | 11/04/23 | Competent Managers And Skills Required For Effective Managers | Dr. Devendra Singh Bagri (Asst. Professor- Commerce) | 2 | San |
| 3 | And Application Of Skills | | Dr. Devendra Singh Bagri (Asst. Professor- Commerce) | 2 | Zan |
| 4 | 13/04/23 Personality :-Determinants Of Personality, Personality Characteristics | | Shahbaz Khan (Asst. Professor- Commerce) | 2 | She |
| 5 | | | Shahbaz Khan (Asst. Professor- Commerce) | 2 | 110 |
| 6 | 6 17/04/23 Attitude Towards Change | | Shahbaz Khan (Asst. Professor- Commerce) | 2 | Schon |
| 7 | 18/04/23 | Team Building:- Concepts And Importance | Gyan Prakash Pandey (Asst. Professor-Sociology) | 2 | 2 |
| 8 | 19/04/23 | Developing Teams And Teamwork, Advantages Of Team | Gyan Prakash Pandey (Asst. Professor- Sociology) | 2 | X |
| 9 | 20/04/23 | Communication | Vinod Kumar Kol (Asst. Professor- Sociology) | 2 | 101 |
| 10 | 21/04/23 | Effective Oral Presentation | Dr. Neeraj Mishra (Asst. Professor- Commerce) | 2 | 1/2 |
| 11 | 24/04/23 How to Conduct Meeting | | Sangeeta Basrani (Asst. Professor- Zoology) | 2 | 82- |
| 12 | 25/04/23 Reporting Project | | Kamlesh Chawle (Asst. Professor- Pol. Sc) | 2 | \$ |
| 13 | 26/04/23 | Reporting Of Ease Analysis | Sanjeev Dwivedi (Asst. Professor- 284 apy) | 2 | 27/2 |
| 14 | 27/04/23 Problem Solving And Building Relationship | | Dr. Aakanchha Rathore (Asst. Professor- Commerce) | 2 | Polsar |
| 15 | 28/04/23 | Problem Solving, Creativity, Innovation, Steps Of Analytical Problem Solving | Dr. Aakanchha Rathore (Asst. Professor- Commerce) | 2 | Bucen |
| 16 | 29/04/23 | Limitations Of Analytical Problem Solving | Dr. Aakanchha Rathore (Asst. Professor- | 2 | Procon |
| | | VALEDICTORY | Commerce) | | - |
| | | | Total Hours | 32 | |

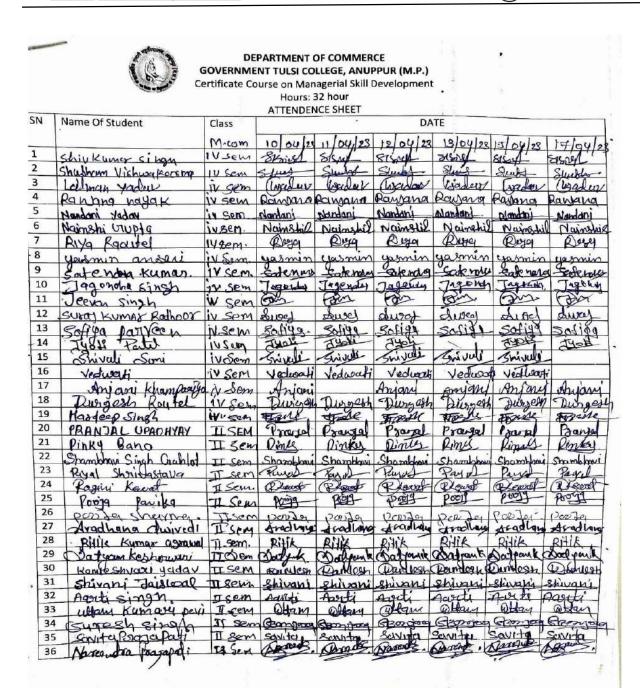




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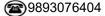


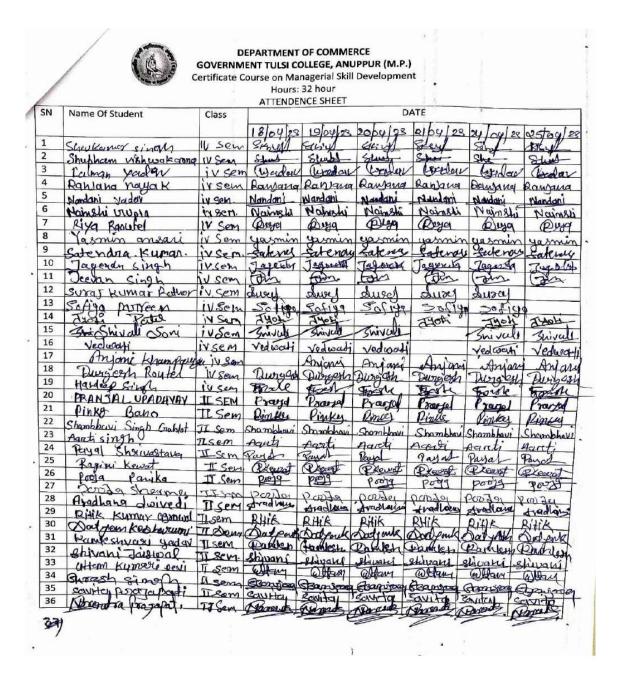


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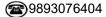




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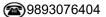




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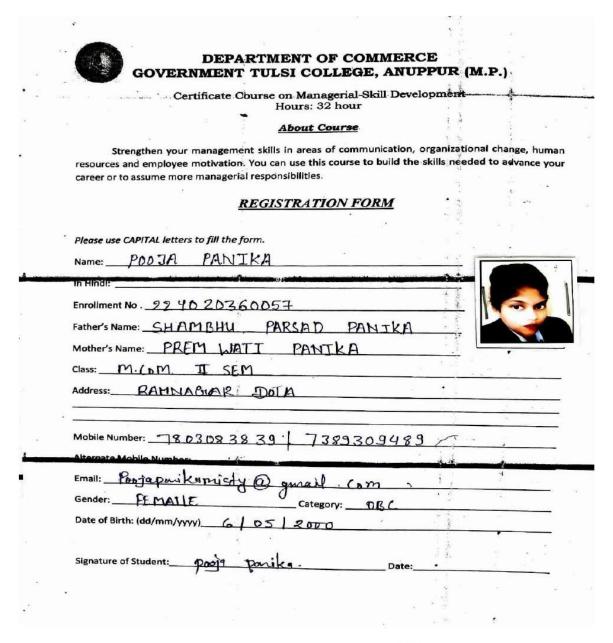




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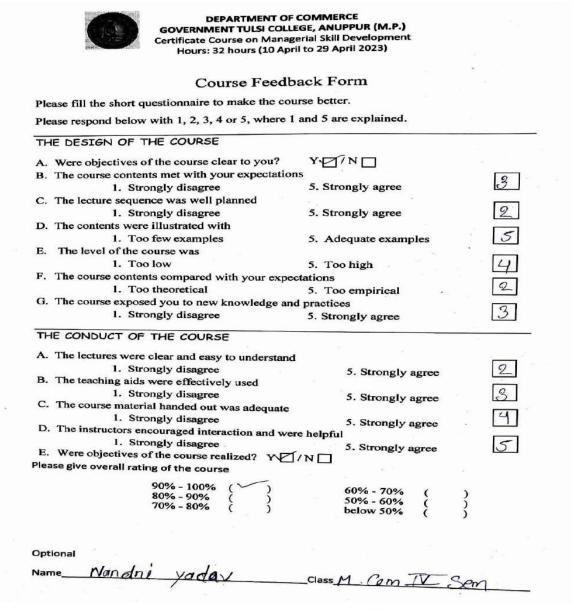




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Day 7- 18/04/23 Topic-Team Building: - Concepts and Importance

Resource Person- Gyan Prakash Pandey (Asst. Professor- Sociology)



Day 8- 19/04/23 Topic-Developing Teams and Teamwork, Advantages of Team

Resource Person-Gyan Prakash Pandey (Asst. Professor-Sociology)



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E-mail: hegtdcano@mp.gov.in





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E-mail: hegtdcano@mp.gov.in

