



SANDIPANI
ACADEMY

PENDRI (MASTURI), BILASPUR (C.G.)

Session - 2024 - 25

IQAC

Organizes

A

Value Added Course

On

Communication Skill And Personality Development

(23rd August 2024 - 30th August 2024)

Venue: Seminar Hall

Time - 10:00 am Onwards

Principal

Dr. Rita Singh

Sandipani Academy

Pendri (Masturi), Bilaspur (C.G.)



ABOUT THE COURSE:

The course communication skill and personality development focuses on learning the important skill sets that helps you effectively and efficiently communicate your ideas and messages simple ways and also on time.

Understanding this soft skills related techniques for communication is valuable both for your personal situation (development) and at work place (for your professional career development).

You can utilize these skills together with other skills like presentation skills in selling your business ideas (getting investors) and services, and promoting or marketing any idea, as well resolving conflicts in many situations, and negotiations.

RESOURCE PERSON:

- Mr. Prakash Mishra , *Asst. Prof.*
~~HOD~~, Department of English,
Dr. C.V. Raman University, Kargi Road Kota,
Bilaspur (C.G.)
- Mr. Ram Khilaven Sahu
IQAC Coordinator
Sandipani Academy, Pendri (Masturi),
Bilaspur (C.G.)
- Mrs. Suchitra Dey
Assistant Professor
Sandipani Academy, Pendri (Masturi),
Bilaspur (C.G.)

Registration Open - 12th August 2024

Last Date for registration on - 22nd August 2024

Commencement of classes : 23rd August 2024

For more data visit : www.sandipanieducation.in

Email Id : sandipanieducation.masturi@gmail.com

Contact : 9109916556, 7389839077

Note : Registration open for all





SANDIPANI
ACADEMY

Pendri(Masturi),Bilaspur-Shivrinarayan Road
District - Bilaspur - 495 551 (C.G.)
Mobile : +91 9765152052
Website : www.sandipanigroup.org
Email : sandipanieducation.masturi@gmail.com

SA(M)B/Edu./2024/Aug./2024/674

Date- 16/08/2024

Invitation!

To,

**Head of Department,
Department of English,
Dr. C.V. Raman University Kargiroad Kota,
Bilaspur (C.G.)**

Subject: Invitation letter to invite Mr. Prakash Mishra Asst. Professor as the Teacher for Value Added Course "Communication Skill & Personality Development".

Respected Sir,

We are pleased to inform you that Sandipani Academy Pendri (Masturi), Bilaspur (C.G.) is an eminent Institution has been working in Educational Field since 2016, is going to Organize Value Added Course **"Communication Skill & Personality Development"** We are Honored to have Mr. Prakash Mishra (Asst. Professor Dept. of English) as the **Expert Teacher** of the value added course **Communication Skill & Personality Development**, which is being scheduled on **23 Aug. 2024 at 10:00 am to 03:50 pm.**

The purpose of the **Value Added Course "Communication Skill & Personality Development"** is to Develop Skill. in specific reference to Skill enhancement.

We will be grateful to Mr. Prakash Mishra, if he could accept our Invitation for The Value Added Course and request you to grace the Occasion. We are looking forward to your kind Approval Of computational thinking, encompasses a wide range to Topics, from different type of **Communication Skill & Personality Development** in Skills.

Thanks and Regards,

Copy To Invitation Letter:-

1. Registrar
Dr. C.V. Raman University Kargiroad Kota,
Bilaspur (C.G.)
2. Department of English,
Dr. C.V. Raman University Kargiroad Kota,
Bilaspur (C.G.)

Received
D. 16/08/2024.
H. 16/08/2024.

R. Singh
16/08/2024
Principal

Principal
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

Registered Office : LIG-II/148, Sector-2, Pt. Dindayal Upadhyay Nagar, Raipur (CG) 492010



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SANDIPANI ACADEMY
PENDRI (MASTURI), BILASPUR (C.G.)
EDUCATION DEPARTMENT

SESSION - 2024 - 25

VALUE ADDED COURSE

Communication Skill & Personality Development

1.	Course Duration	06 days 23.08.2024 - 30.08.2024
2.	Course Timing	10:00 am To 03:50 pm
3.	Course Entry	Open to all students
4.	Course Fees	Free
5.	Course Instructor	• Mr. Prakash Mishra
6.	Assessment	Multiple Choice Questions & Assigned Activity

Course Content:

Here is a potential course content outline for "communication skill and personality development":

COURSE OBJECTIVE

Upon completion of this course the learners will be able to:

- Develop an understanding of self and others
- Take responsibility and accept criticisms
- Understand effective decision -making skills
 - Gain complete control over emotions
 - Develop interpersonal relationships

LEARNING OUTCOMES

On completion of the course, the learners should be able to:

- Improves self -awareness for better organizational performance
 - Creates understanding of non -verbal forms of communication
 - Think critically and collaborate with others to achieve goals
 - Apply the skills of problem solving and conflict management
- Definition of Communication

- Communication Process, Features/Components
- Principles (7Cs) and Importance of Communication
- Barriers to Communication
- Verbal and Non-Verbal Communications
- Definition of Communication Skills
- Importance of Communication Skills
- Top Communication Skills and Attributes
- Four Skills of Language – Listen, Speak, Read, Write
- Definition of Personality and Personality Development
- Key Elements, Characteristics of Personality
- Importance and Role of Personality Development
- Personality Development and Communication Skills
- Example Application of Communication Skills - Group, Presentations, Meetings, Managing etc.

ESSENTIAL COMMUNICATION SKILLS

Communication tab

Effective communication skills help you to receive and convey information, ideas and messages in ways that are powerful and appropriate to the situation.

WRITTEN COMMUNICATION

Convey ideas and information through the use of written language.

ORAL COMMUNICATION

Convey ideas and information through the use of spoken language.

NON-VERBAL AND VISUAL COMMUNICATION

Convey ideas and information through the use of imagery or wordless cues.

ACTIVE LISTENING

Communicate effectively by summarizing and restating what you hear in your own words in order to confirm the understanding of all parties. Active listening helps people to open up, avoid misunderstandings, resolve conflicts and build trust.

CONTEXTUAL COMMUNICATION

Communicate effectively in different contexts, including those pertaining to various populations, persons, situations, environments or sets of behaviors. This includes such contexts as professional, cross-cultural, online, academic and crisis communication.

EDUCATION DEPARTMENT**PRESS VIGYAPTI****DATE - 30.08.2024**

सांदीपनी एकेडमी प्रशिक्षार्थियों ने मूल्यवर्धित पाठ्यक्रम में शिक्षा में "संचार कौशल एवं व्यक्तित्व विकास" के महत्व को जाना

सांदीपनी एकेडमी शिक्षा विभाग में नई शिक्षा नीति के तहत प्रशिक्षार्थियों को मूल्यवर्धित पाठ्यक्रम में शिक्षा के अंतर्गत "संचार कौशल एवं व्यक्तित्व विकास" अर्थात् **Communication Skill & Personality Development** के विषय से जोड़ना है। मूल्यवर्धित पाठ्यक्रम रोजगार क्षमता एवं आत्म विश्वास बढ़ाने में कौशल प्रदान करता है। यह छात्रों को जीवन में सफलता प्राप्त करने के लिए आवश्यक कौशल से पूर्ण करने के लिए डिजाइन तैयार किए गए पाठ्यक्रम का हिस्सा है। बी.एड. एवं डी.एल.एड. प्रशिक्षार्थियों के लिए भावी जीवन में पाठ्यक्रम के बोझ से संचार मानवीय अनुभव का एक महत्वपूर्ण हिस्सा है। एक - दूसरे के साथ संवाद करके समझ कर नये कौशल विकसित करने में सक्षम बनाते हैं। सांदीपनी एकेडमी शिक्षा विभाग में मूल्यवर्धित पाठ्यक्रम के अंतर्गत शिक्षा में "संचार कौशल एवं व्यक्तित्व विकास" पर प्रशिक्षण दिया गया। जिसके प्रमुख वक्ता श्री प्रकाश मिश्रा, सहायक प्राध्यापक, डॉ. सी.वी. रमन विश्वविद्यालय, कोटा विलासपुर के अतिथि के रूप में आमंत्रित किया गया। संचार कौशल एवं व्यक्तित्व विकास के प्रमुख बिन्दु एवं उनके विशेष महत्व को भली - भौति समझाया गया। व्यावहारिक एवं प्रायोगिक के द्वारा संचार कौशल एवं व्यक्तित्व विकास को जीवन से जोड़ने की कला समझाए एवं संबंधित विषयो पर चर्चा की गई। व्यक्तित्व विकास में संचार कौशल को बेहतर बनाते हैं एवं अपने संबंधो को भी बेहतर बना सकते हैं। सिद्धांत द्वारा वर्णित पांच व्यापक व्यक्तित्व लक्षण बहिमुखता, सहमति, खुलापन, कर्तव्यनिष्ठा एवं विक्षिप्तता है। व्यक्तित्व सिद्धांतकार एवं शोधकर्ता मानवीय गुणों की विविधता को परिभाषित करने और समझने का प्रयास करते हैं। लोगो के सोचने, समझने, सीखने एवं भाव व्यक्त करने के कई तरीके से भली - भौति समझते हैं। सांदीपनी महाविद्यालय के सहायक प्राध्यापक श्रीमती सुचित्रा डे के द्वारा मूल्यवर्धित पाठ्यक्रम में मूल उद्देश्य संचार कौशल एवं व्यक्तित्व विकास के विशिष्ट संदर्भ में विकास करना है। जिसमें बी.एड. एवं डी.एल.एड. के सभी प्रशिक्षार्थी सम्मिलित हुए एवं इस कार्यक्रम को संपन्न कराने में महाविद्यालय के प्राचार्य डॉ. रीता सिंह, IQAC समन्वयक श्री राम खिलावन साहू, सभी सहायक प्राध्यापकों एवं सभी प्रशिक्षार्थियों की उपस्थिति उत्साहपूर्ण एवं सहयोग सराहनीय रहा।

प्राचार्य

SANDIPANI ACADEMY

PENDRI (MASTURI), BILASPUR (C.G.)

VALUE ADDED COURSE
Communication Skill & Personality Development
B.Ed. - II Year 2024
Test - I

MM: 10

Date : 27.08.2024

Time : 03:15 – 03:45 PM

Student Name :

Class :

1. What is the primary goal of effective communication?

- a) To convey information
- b) To persuade others
- c) To build relationships
- d) To express oneself

Answer: c) To build relationships

2. Which of the following is a key aspect of active listening?

- a) Giving advice
- b) Asking questions
- c) Paraphrasing and summarizing
- d) Interrupting

Answer: c) Paraphrasing and summarizing

3. What is the most effective way to handle conflict in communication?

- a) Avoiding the issue
- b) Being aggressive
- c) Being passive
- d) Being assertive

Answer: d) Being assertive

4. What is the key to building self-confidence?

- a) Focusing on weaknesses
- b) Focusing on strengths
- c) Comparing oneself to others
- d) Seeking constant feedback

Answer: b) Focusing on strengths

5. Which of the following is a characteristic of an emotionally intelligent person?

- a) Being highly competitive
- b) Being highly critical
- c) Being self-aware and empathetic
- d) Being highly ambitious

Answer: c) Being self-aware and empathetic



VALUE ADDED COURSE

Communication Skill & Personality Development

B.Ed. - II Year 2024

Test - II

MM: 10

Date : 28.08.2024

Time : 03:15 - 03:45 PM

Student Name :

Class :

1. What is the most effective way to develop a positive attitude?

- a) Focusing on negative thoughts
- b) Surrounding oneself with negative people
- c) Practicing gratitude and positive self-talk
- d) Avoiding challenges

Answer: c) Practicing gratitude and positive self-talk

2. What is the primary purpose of nonverbal communication?

- a) To convey complex information
- b) To reinforce verbal messages
- c) To contradict verbal messages
- d) To distract from verbal messages

Answer: b) To reinforce verbal messages

3. Which of the following is an effective way to handle feedback?

- a) Becoming defensive
- b) Ignoring it
- c) Asking clarifying questions
- d) Dismissing it

Answer: c) Asking clarifying questions

4. What is the key to effective public speaking?

- a) Memorizing a script
- b) Reading from a paper
- c) Making eye contact and varying tone
- d) Speaking quickly

Answer: c) Making eye contact and varying tone

5. What is the key to building resilience?

- a) Avoiding challenges
- b) Focusing on weaknesses
- c) Practicing self-care and learning from failures
- d) Seeking constant validation

Answer: c) Practicing self-care and learning from failures



VALUE ADDED COURSE

Communication Skill & Personality Development

B.Ed. - II Year 2024

Test - III

MM: 50

Date : 30.08.2024

Time : 02:15 – 03:45 PM

Student Name :

Class :

1. Which of the following is a characteristic of a growth mindset?

- a) Believing intelligence is fixed
- b) Embracing challenges
- c) Fearing failure
- d) Seeking constant praise

Answer: b) Embracing challenges

2. What is the most effective way to develop emotional intelligence?

- a) Focusing on intellectual intelligence
- b) Practicing self-awareness and empathy
- c) Surrounding oneself with emotionally intelligent people
- d) Avoiding emotional situations

Answer: b) Practicing self-awareness and empathy

3. Which of the following is an effective way to clarify expectations in communication?

- a) Assuming you understand the other person's perspective
- b) Asking open-ended questions
- c) Giving unsolicited advice
- d) Interrupting the other person

Answer: b) Asking open-ended questions

4. What is the primary purpose of active listening?

- a) To prepare your response
- b) To understand the other person's perspective
- c) To interrupt the other person
- d) To give advice

Answer: b) To understand the other person's perspective

5. Which of the following nonverbal cues can convey confidence?

- a) Crossing your arms
- b) Making eye contact
- c) Fidgeting
- d) Avoiding eye contact

Answer: b) Making eye contact

6. What is the most effective way to handle a misunderstanding in communication?

- a) Ignoring it
- b) Becoming defensive
- c) Clarifying and apologizing
- d) Blaming the other person

Answer: c) Clarifying and apologizing

7. Which of the following is an effective way to provide feedback?

- a) Focusing on the person, not the behavior
- b) Being vague and general
- c) Focusing on specific behaviors and actions
- d) Giving unsolicited advice

Answer: c) Focusing on specific behaviors and actions

8. Which of the following is a key aspect of self-awareness?

- a) Understanding others' motivations
- b) Recognizing your own strengths and weaknesses
- c) Focusing on external validation
- d) Ignoring your emotions

Answer: b) Recognizing your own strengths and weaknesses

9. What is the primary goal of personal growth?

- a) Achieving perfection
- b) Overcoming flaws
- c) Enhancing self-awareness and self-acceptance
- d) Meeting others' expectations

Answer: c) Enhancing self-awareness and self-acceptance

10. Which of the following is a characteristic of emotional intelligence?

- a) Suppressing emotions
- b) Expressing emotions impulsively
- c) Recognizing and managing emotions
- d) Ignoring others' emotions

Answer: c) Recognizing and managing emotions

11. What is the most effective way to build resilience?

- a) Avoiding challenges
- b) Focusing on past failures
- c) Practicing self-care and learning from failures
- d) Seeking constant validation

Answer: c) Practicing self-care and learning from failures

12. Which of the following is a key aspect of developing a growth mindset?

- a) Believing intelligence is fixed
- b) Embracing challenges and learning from failures
- c) Focusing on natural talent
- d) Avoiding criticism

Answer: b) Embracing challenges and learning from failures

13. What is the primary purpose of active listening?

- a) To prepare your response
- b) To understand the other person's perspective
- c) To interrupt the other person
- d) To give advice

Answer: b) To understand the other person's perspective

14. Which nonverbal cue can convey confidence?

- a) Crossing your arms
- b) Making eye contact
- c) Fidgeting
- d) Avoiding eye contact

Answer: b) Making eye contact

15. What is the most effective way to handle a misunderstanding in communication?

- a) Ignoring it
- b) Becoming defensive
- c) Clarifying and apologizing
- d) Blaming the other person

Answer: c) Clarifying and apologizing

16. Which of the following is an effective way to provide feedback?

- a) Focusing on the person, not the behavior
- b) Being vague and general
- c) Focusing on specific behaviors and actions
- d) Giving unsolicited advice

Answer: c) Focusing on specific behaviors and actions

17. What is the primary goal of effective communication?

- a) To convey information
- b) To persuade others
- c) To build relationships
- d) To express oneself

Answer: c) To build relationships

18. What is the key aspect of self-awareness?

- a) Understanding others' motivations
- b) Recognizing your own strengths and weaknesses
- c) Focusing on external validation
- d) Ignoring your emotions

Answer: b) Recognizing your own strengths and weaknesses

19. What is the primary goal of personal growth?

- a) Achieving perfection
- b) Overcoming flaws
- c) Enhancing self-awareness and self-acceptance
- d) Meeting others' expectations

Answer: c) Enhancing self-awareness and self-acceptance

20. Which characteristic is associated with emotional intelligence?

- a) Suppressing emotions
- b) Expressing emotions impulsively
- c) Recognizing and managing emotions
- d) Ignoring others' emotions

Answer: c) Recognizing and managing emotions

21. What is the most effective way to build resilience?

- a) Avoiding challenges
- b) Focusing on past failures
- c) Practicing self-care and learning from failures
- d) Seeking constant validation

Answer: c) Practicing self-care and learning from failures

22. Which aspect is key to developing a growth mindset?
- a) Believing intelligence is fixed
 - b) Embracing challenges and learning from failures
 - c) Focusing on natural talent
 - d) Avoiding criticism

Answer: b) Embracing challenges and learning from failures

23. What is the most effective way to handle conflict in communication?
- a) Avoiding the issue
 - b) Being aggressive
 - c) Being passive
 - d) Being assertive

Answer: d) Being assertive

24. What is the key to effective public speaking?
- a) Memorizing a script
 - b) Reading from a paper
 - c) Making eye contact and varying tone
 - d) Speaking quickly

Answer: c) Making eye contact and varying tone

25. What is the key to building resilience?
- a) Avoiding challenges
 - b) Focusing on weaknesses
 - c) Practicing self-care and learning from failures
 - d) Seeking constant validation

Answer: c) Practicing self-care and learning from failures



To,

Mr. Prakash Mishra
Asst. Professor,
Department of English,
Dr. C.V. Raman University Kargiroad Kota,
Bilaspur (Chhattisgarh)

Subject :- A Letter of Gratitude.

Respected Madam,

On behalf of the Department of Education, I want to express our appreciation to you for the guest lecture on Value Added Course "Communication Skill & Personality Development" It was extremely Develop in specific reference to Skill enhancement.

We hope to get a chance to here from you in future also.

Thanking You!

With Regards,

R. Singh
Principal 30/08/2021

Principal
Department of Education
Sandipani Academy
Bendri (Masturi) Bilaspur (C.G.)

Received
Dr. Singh
30/08/2021

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सांदीपनी एकेडमी प्रशिक्षार्थियों ने मूल्यवर्धित पाठ्यक्रम में शिक्षा में 'संचार कौशल एवं व्यक्तित्व विकास के महत्व को जाना



Mohammed Nazir · September 3, 2024

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सांदीपनी एकेडमी प्रशिक्षार्थियों ने मूल्यवर्धित पाठ्यक्रम में शिक्षा में 'संचार कौशल एवं व्यक्तित्व विकास' के महत्व को जाना

सौम्य मोहम्मद नज़ीर हुसैन सांदीपनी एकेडमी शिक्षा विभाग में नई शिक्षा नीति के तहत प्रशिक्षार्थियों को मूल्यवर्धित पाठ्यक्रम में शिक्षा के अंतर्गत 'संचार कौशल एवं व्यक्तित्व विकास' अर्थात् Communication Skill & Personality Development के विषय से जोड़ता है। मूल्यवर्धित पाठ्यक्रम रोजगार क्षमता एवं आत्म विश्वास बढ़ाने में कौशल प्रदान करता है। यह छात्रों को जीवन में सफलता प्राप्त करने के लिए आवश्यक कौशल से पूर्ण करने के लिए डिज़ाइन तैयार किए गए पाठ्यक्रम का हिस्सा है। बी.एड. एवं डी.एल.एड. प्रशिक्षार्थियों के लिए भावी जीवन में पाठ्यक्रम के बोझ से संचार मानवीय अनुभव का एक महत्वपूर्ण हिस्सा है। एक दूसरे के साथ संवाद करके समझ कर नये कौशल विकसित करने में सक्षम बनाते हैं। सांदीपनी एकेडमी शिक्षा विभाग में मूल्यवर्धित पाठ्यक्रम के अंतर्गत शिक्षा में 'संचार कौशल एवं व्यक्तित्व विकास' पर प्रशिक्षण दिया गया। जिसके प्रमुख वक्ता श्री प्रकाश मिश्रा, सहायक प्राध्यापक, डॉ. सी.पी. रमन विश्वविद्यालय, कोटा बिलासपुर के अतिथि के रूप में आमंत्रित किया गया। संचार कौशल एवं व्यक्तित्व विकास के प्रमुख बिन्दु एवं उनके विशेष महत्व को भली भाँति समझाया गया। व्यावहारिक एवं प्रायोगिक के द्वारा संचार कौशल एवं व्यक्तित्व विकास को जीवन से जोड़ने की कला समझाए एवं संबंधित विषयों पर चर्चा की गई। व्यक्तित्व विकास में संचार कौशल को बेहतर बनाते हैं एवं अपने संबंधों को भी बेहतर बना सकते हैं। सिद्धांत द्वारा वर्णित पांच व्यापक व्यक्तित्व लक्षण यथामूर्खता, सहमति, खुलापन, कर्तव्यनिष्ठा एवं विद्विषता है। व्यक्तित्व सिद्धांतकार एवं शोधकर्ता मानवीय गुणों की विविधता को परिभाषित करने और समझने का प्रयास करते हैं। लोगों के सोचने, समझने, सोखने एवं भाव व्यक्त करने के कई तरीके से भली भाँति समझते हैं। सांदीपनी महाविद्यालय के सहायक प्राध्यापक श्रीमती सुचित्रा डे के द्वारा मूल्यवर्धित पाठ्यक्रम में मूल उद्देश्य संचार कौशल एवं व्यक्तित्व विकास के विभिन्न सटर्भ में विकास करना है। जिसमें बी.एड. एवं डी.एल.एड. के सभी प्रशिक्षार्थी सम्मिलित हुए एवं इस कार्यक्रम को सफल कराने में महाविद्यालय के प्राचार्य डॉ. रीता सिंह, IQAC समन्वयक श्री राम शिलाधर साहू, सभी सहायक प्राध्यापकों एवं सभी प्रशिक्षार्थियों की उपस्थिति उत्साहपूर्ण एवं सहयोग सहायनीय रहा।



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23 Aug. - 30 Aug. 2024

SIGNATURE

MR. PRAKASH MISHRA



SIGNATURE

DR. RITA SINGH

