



ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE

(Affiliated to Mumbai University)

Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206
Ph. No. +91-8655678500, 9699625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

Value Added Course

“Leadership and Management Development Course”

September 1, 2022 to October 20, 2022

Coordinated By- Department of Management

Faculty Name- Mr. Vijay Saharam Singh



St. Wilfred's College of Arts, Commerce & Science



Value Added Course

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Where the mind is without fear! where the head is held high!



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Leadership and Management Development Course Index

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PRINCIPAL
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Date: 05/07/2022



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NOTICE

It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on 05/07/2022 at 11.00 AM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

Principal



[Signature]
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Date: 05/07/2022

CIRCULAR

It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on 05/07/2022 at 11.00 AM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

Principal




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Meeting Minutes

Date: 05/07/2022

Time: 11:00 AM

Place: Seminar Room

Attendees:

S.No.	Name	Designation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Agendas:

1. To frame time table for UG and PG courses.
2. Discussion on last year result.
3. Framing of academic planner.
4. FDP for faculty development.
5. Discuss admission policies, syllabus of value added course.
6. Discussion of teaching methodology and to incorporate new teaching method.
7. Promote teachers to participate in conferences and seminar
8. To organize guest lectures department wise to reach students development cell and plan to organize maximum activities by the student to organize.
9. Motivational Guest Speakers, Guest lectures department wise.
10. To organize Value added courses for Semester 1st Students.

Minutes:

The meeting was called to order by Principal at 11.AM in Seminar Room. The attendees were welcomed, and the agenda for the meeting was presented.

Frame time table for UG and PG courses:

The Principal proposed the framing of a comprehensive time table for undergraduate (UG) and postgraduate (PG) courses. It was suggested to ensure a balanced distribution of subjects, taking into account the availability of faculty members and minimizing scheduling conflicts. The faculty members responsible for each course were assigned the task of collaborating and finalizing the time table in consultation with the Principal.



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Discussion on last year's results:

The Principal initiated a discussion on the previous year's results to analyze and assess the academic performance of students. Faculty members were encouraged to provide insights and identify areas for improvement, both at the individual student level and within specific courses. This discussion aimed to identify strategies and interventions to enhance student outcomes in the future.

Framing of academic planner:

The Principal emphasized the importance of a well-structured academic planner to ensure smooth functioning of the institution. It was proposed to frame an academic planner that includes key academic events, examination schedules, assignment deadlines, and other important dates. The faculty members were requested to collaborate and contribute to the development of the academic planner.

Faculty Development Program (FDP) for faculty development:

Recognizing the significance of faculty development, the Principal proposed organizing a Faculty Development Program (FDP). The FDP will provide opportunities for faculty members to enhance their teaching skills, explore innovative pedagogical approaches, and stay updated with the latest developments in their respective fields. The specific topics and duration of the FDP will be determined in consultation with the concerned faculty members.

Discuss admission policies and syllabus of value-added courses:

The Principal called for a discussion on admission policies, specifically focusing on ensuring transparency and fairness in the admission process. Additionally, the syllabus of value-added courses, designed to provide additional skills and knowledge to students, was brought forward for review and refinement. Faculty members were encouraged to contribute their suggestions and insights to improve the admission policies and syllabus.

Discussion of teaching methodology and incorporating new teaching methods:

The Principal emphasized the need to continuously evolve teaching methodologies to enhance the learning experience of students. Faculty members were encouraged to share innovative teaching methods and techniques that have proven effective in their respective domains. It was proposed to incorporate new teaching methods into the curriculum to promote student engagement, critical thinking, and active learning.

Promotion of teachers' participation in conferences and seminars:

To foster professional growth and keep up with the latest developments in their fields, the Principal highlighted the importance of teachers' participation in conferences and seminars. Faculty members were encouraged to attend and present papers at relevant academic events to exchange knowledge, gain exposure, and establish collaborations with professionals from other institutions.

Organizing guest lectures department-wise and promoting student activities:



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The Principal proposed organizing guest lectures by experts and professionals in each department to enrich students' learning experience. These guest lectures would provide students with valuable insights, industry perspectives, and practical applications of their academic knowledge. Furthermore, the Principal emphasized the importance of promoting student development by encouraging them to organize maximum activities under the guidance of the Student Development Cell.

Action Items:

Faculty members responsible for UG and PG courses will collaborate to frame a comprehensive time table.

Faculty members will analyze and provide insights on the previous year's results, identifying areas for improvement.

Faculty members will collaborate to develop an academic planner, incorporating key academic events and deadlines.

The administration will organize a Faculty Development Program (FDP) for faculty members, focusing on their professional growth.

The admission policies and syllabus of value-added courses will be reviewed and refined based on faculty members' suggestions.

Faculty members will explore and incorporate new teaching methodologies into the curriculum.

Faculty members will be encouraged to participate in conferences and seminars relevant to their areas of expertise.

The administration will organize department-wise guest lectures, inviting experts and professionals to share their knowledge.

The Student Development Cell will work with students to plan and organize a maximum number of activities to promote their holistic development.

These action items will be followed up on in subsequent meetings to track progress and ensure the successful implementation of the proposed agendas.

Closing:

Principal expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration and dedication are essential in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals and work collectively towards the holistic development of the students.

The meeting concluded at 01.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

Principal



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Date-29/08/2022

Notice

We are pleased to inform all the students that the Value Added Course (VAC)- **Leadership and Management Development** classes will commence from **September 1, 2022**. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

Details of the VAC Classes:

Start Date: September 1, 2022

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Mr. Vijay Saharam Singh

Principal

CC-

HOD of all departments



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Date- 29/08/2022

Circular

We are pleased to inform all the students that the Value Added Course (VAC)-
Leadership and Management Development classes will commence from
September 1, 2022. This course is designed to provide additional skills and
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improving your career prospects.

Details of the VAC Classes:

Start Date: September 1, 2022

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Mr. Vijay Saharam Singh

Principal

CC-
HOD of all departments



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Value Added Course: Leadership and Management Development Course Certificate Program Expected Outcomes

On completion of the course, student will be able to-

- Participants often develop a deeper understanding of leadership theories, styles, and strategies.
- The course may focus on practical management skills such as decision-making.
- Leadership and management development often involve self-assessment and reflection exercises.
- Effective communication is crucial for leadership and management success.
- Leadership and management development courses often address team dynamics and collaboration.
- The course may cover strategic management concepts such as goal setting, vision development.
- In today's dynamic business environment, change is inevitable. Leadership and management development courses may provide strategies for leading and managing change effectively.
- Participants may have the chance to network with peers, industry experts, and guest speakers during the course.
- Developing strong leadership and management skills can enhance participants' career prospects and open doors to new opportunities.
- Ultimately, the outcomes of leadership and management development extend beyond individual growth to benefit the organization as a whole.



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Value Added Course: Leadership and Management Development Course Program COURSE OUTCOME

Subject	Leadership Resource Management Certificate
CO1	The principles and best practices of performance management, rule or HRM, including goal setting, feedback, coaching.
CO2	Development strong communication skills for conveying vision, goals, expectations.
CO3	Understand ethical considerations and values-based leadership principles, Benefit including integrity.



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Value Added Course Leadership and Management Development Course

September 1, 2022 to October 20, 2022

Syllabus

Topic	Week Days
<ul style="list-style-type: none">• Understanding Leadership vs. Management• Leadership Theories and Models• Roles and Responsibilities of Leaders and Managers	Monday-Saturday
<ul style="list-style-type: none">• Typography Fundamentals• Typeface Classification• Font Selection and Pairing	Monday-Saturday
<ul style="list-style-type: none">• Assessing Personal Leadership Style• Strengths-Based Leadership Development• Goal Setting and Action Planning	Monday-Saturday
<ul style="list-style-type: none">• Building High-Performing Teams• Team Dynamics and Group Development Stages• Leveraging Diversity and Inclusion	Monday-Saturday
<ul style="list-style-type: none">• Strategic Thinking and Vision Development• SWOT Analysis and Strategic Planning Process• Setting SMART Goals and Objectives	Monday-Saturday



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Syllabus: Leadership and Management Development Course

Unit-I

1. Understanding Leadership vs. Management
2. Leadership Theories and Models
3. Roles and Responsibilities of Leaders and Managers

Unit-II

1. Typography Fundamentals
2. Typeface Classification
3. Font Selection and Pairing

Unit-III

1. Assessing Personal Leadership Style
2. Strengths-Based Leadership Development
3. Goal Setting and Action Planning

Unit-IV

1. Building High-Performing Teams
2. Team Dynamics and Group Development Stages
3. Leveraging Diversity and Inclusion

Unit-V

1. Strategic Thinking and Vision Development
2. SWOT Analysis and Strategic Planning Process
3. Setting SMART Goals and Objectives



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Time Table

Leadership and Management Development Course

w.e.f-05/07/2022

Days	Subject	Time
Monday	Leadership and Management Development Course	03:00-04:00PM
Tuesday	Leadership and Management Development Course	03:00-04:00PM
Wednesday	Leadership and Management Development Course	03:00-04:00PM
Thursday	Leadership and Management Development Course	03:00-04:00PM
Friday	Leadership and Management Development Course	03:00-04:00PM
Saturday	Leadership and Management Development Course	03:00-04:00PM

PRINCIPAL

Copy to:

- Vice Principal
- HOD's of all Departments



Principal
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Lesson Plan

Leadership and Management Development Course

Unit	Topic	Weekdays	Allotment
Unit-I	Understanding Leadership vs. Management Leadership Theories and Models	Monday-Saturday	03:00-04:00PM
Unit-I	Roles and Responsibilities of Leaders and Managers	Monday-Saturday	03:00-04:00PM
Unit-II	Typography Fundamentals Typeface Classification	Monday-Saturday	03:00-04:00PM
Unit-II	Font Selection and Pairing	Monday-Saturday	03:00-04:00PM
Unit-III	Assessing Personal Leadership Style Strengths-Based Leadership Development	Monday-Saturday	03:00-04:00PM
Unit-III	Goal Setting and Action Planning	Monday-Saturday	03:00-04:00PM
Unit-IV	Building High-Performing Teams Team Dynamics and Group Development Stages	Monday-Saturday	03:00-04:00PM
Unit-IV	Leveraging Diversity and Inclusion	Monday-Saturday	03:00-04:00PM
Unit-V	Strategic Thinking and Vision Development SWOT Analysis and Strategic Planning Process	Monday-Saturday	03:00-04:00PM
Unit-V	Setting SMART Goals and Objectives	Monday-Saturday	03:00-04:00PM



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APPLICATION FORM

Add On Course-"Leadership and Management Development"

Student's Name :

Father's Name :

Class :

Percentage of Marks obtained in Last Qualifying Examination:

Date of Admission in this Institution:

Phone No. :

Mobile :

DETAILS OF ADD ON COURSES

Parent's Signature:Student's Signature:

Date:

Date:

Reference

Signature of Counsellor:

Name of Counsellor :

Remarks of Counsellor :

Remarks of Principal :



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“Leadership and Management Development Course”

September 1, 2022 to October 20, 2022

Enrolled List:-

S. No.	Class	Name
1.	B.ScIT	Amit Vilas Jathot
2.	B.Sc IT	SumedhSubhashSakpal
3.	B.Sc IT	HamidullahHakimullah Khan
4.	B.Sc IT	Atharva Anil More
5.	B.Sc IT	RohanSarjeraoVaybhase
6.	B.Sc IT	PrathameshRaghunathShisave
7.	B.Sc IT	YashJagdishBharadwaj
8.	B.Sc IT	VinitUmeshPatil
9.	B.Sc IT	PrachiDigambarTamboli
10.	B.Sc IT	AnuragAvinashNikam
11.	B.Sc IT	SumitSantposhKhedekar
12.	B.Sc IT	Farah Mojeeb Ansari
13.	B.Sc IT	YuvrajSahu
14.	B.Sc IT	RuthikDnyaneshwarBhoir
15.	B.Sc IT	SahilRavikantPagade
16.	B.Sc IT	Pearl Manilal
17.	B.Sc IT	Pratika Sanjay Patare
18.	B.Sc IT	Siddhi DadasahebPisal
19.	B.Sc IT	PrathamJaybhimShinge
20.	BMS	Om BadelalJaiswar
21.	BMS	AnubhavKrishbhan Singh
22.	BMS	Sanket Sanjay Daphale
23.	BMS	SurajChandrakantDukare
24.	BSC	MuskanNavshadShaikh
25.	BSC	ShrutiMhaskar
26.	BSC	MilkiMukesh Singh
27.	BSC	Shreya Vilas Bhomkar
28.	BSC	AnkitaDilipKamble
29.	BSC	Ganesh ParshuramMushkam
30.	BSC	TanmayPrakashKadav
31.	BSC	AnkushAbhayraj Pal
32.	BSC	Om MarutiChavan
33.	BSC	FardeenFarooqueJalgaonkar
34.	BSC	HarshalJaydasBhomkar
35.	BAF	AshwiniPramodDhakras
36.	BAF	MosmiKathawale
37.	BAF	HarshadaGhanshyam Wawa
38.	BAF	Riddhi Sunil Patil
39.	BAF	BhosaleSnehal Ashok
40.	BAF	Patil Siddhi Krishna



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S. No.	Class	Name
41.	B.Com.	Duste Adnan Aslam
42.	B.Com.	Fodkar Uzair Sadique
43.	B.Com.	Gaikwad Prem Mangesh
44.	B.Com.	Gholap Om Rajesh
45.	B.Com.	Jalgaonkar Raees Ibrahim
46.	B.Com.	Kakade Kartik Kailas
47.	B.Com.	Kamble Prashil Uttam
48.	B.Com.	Karale Darshan Kaluram
49.	B.Com.	Khopatkar Mandar Uday
50.	B.Com.	Pawar Deep Mahesh
51.	B.Com.	Phadke Harshal Jayendra
52.	B.Com.	Ramane Sarthak Vilas
53.	B.Com.	Rathod Ganesh Vasant
54.	B.Com.	Sawant Tanmay Krishnat
55.	B.Com.	Singh Anubhav Krishbhan



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Attendance Sheet

S. No.	Class	Name	Signature	September/October																			
1.	B.ScIT	Amit Vilas Jathot																					
2.	B.Sc IT	SumedhSubhashSakpal																					
3.	B.Sc IT	HamidullahHakimullah Khan																					
4.	B.Sc IT	Atharva Anil More																					
5.	B.Sc IT	RohanSarjeraoVaybhase																					
6.	B.Sc IT	PrathameshRaghunathShisave																					
7.	B.Sc IT	YashJagdishBharadwaj																					
8.	B.Sc IT	VinitUmeshPatil																					
9.	B.Sc IT	PrachiDigambarTamboli																					
10.	B.Sc IT	AnuragAvinashNikam																					
11.	B.Sc IT	SumitSantposhKhedekar																					
12.	B.Sc IT	Farah Mojeeb Ansari																					
13.	B.Sc IT	YuvrajSahu																					
14.	B.Sc IT	RuthikDnyaneshwarBhoir																					
15.	B.Sc IT	SahilRavikantPagade																					
16.	B.Sc IT	Pearl Manilal																					
17.	B.Sc IT	Pratika Sanjay Patare																					
18.	B.Sc IT	Siddhi DadasahebPisal																					
19.	B.Sc IT	PrathamJaybhimShinge																					
20.	BMS	Om BadelalJaiswar																					
21.	BMS	AnubhavKrishbhan Singh																					
22.	BMS	Sanket Sanjay Daphale																					
23.	BMS	SurajChandrakantDukare																					
24.	BSC	MuskanNavshadShaikh																					
25.	BSC	ShrutiMhaskar																					
26.	BSC	MilkiMukesh Singh																					
27.	BSC	Shreya Vilas Bhomkar																					
28.	BSC	AnkitaDilipKamble																					
29.	BSC	Ganesh ParshuramMushkam																					
30.	BSC	TanmayPrakashKadav																					
31.	BSC	AnkushAbhayraj Pal																					
32.	BSC	Om MarutiChavan																					
33.	BSC	FardeenFarooqueJalgaonkar																					
34.	BSC	HarshalJaydasBhomkar																					
35.	BAF	AshwiniPramodDhakras																					
36.	BAF	MosmiKathawale																					
37.	BAF	HarshadaGhanshyam Wawa																					
38.	BAF	Riddhi Sunil Patil																					
39.	BAF	BhosaleSnehal Ashok																					
40.	BAF	Patil Siddhi Krishna																					



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Teacher's Signature



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S. No.	Class	Name	Signature	September/October																		
41.	B.Com.	Duste Adnan Aslam																				
42.	B.Com.	Fodkar Uzair Sadique																				
43.	B.Com.	Gaikwad Prem Mangesh																				
44.	B.Com.	Gholap Om Rajesh																				
45.	B.Com.	Jalgaonkar Raees Ibrahim																				
46.	B.Com.	Kakade Kartik Kailas																				
47.	B.Com.	Kamble Prashil Uttam																				
48.	B.Com.	Karale Darshan Kaluram																				
49.	B.Com.	Khopatkar Mandar Uday																				
50.	B.Com.	Pawar Deep Mahesh																				
51.	B.Com.	Phadke Harshal Jayendra																				
52.	B.Com.	Ramane Sarthak Vilas																				
53.	B.Com.	Rathod Ganesh Vasant																				
54.	B.Com.	Sawant Tanmay Krishnat																				
55.	B.Com.	Singh Anubhav Krishbhan																				

Teacher's Signature



Principal
St. Wilfred's College of
Arts, Commerce & Science

Where the mind is without fear! where the head is held high!