



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

“Personality Development Course” 2023-24

November 10, 2023 to December 30, 2023

Conducted by- Department of Humanities

Faculty Name-Dr. Prachi Sinha



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



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Value Added Course Personality Development Course Index

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Ref. No.

Date: 03/11/2023

NOTICE

It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on 03/11/2023 at 12.00 PM 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

CC :-

1. All members of IQAC



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Minutes of Meeting

Date: 04/11/2023

Time: 12:00 PM

Place: Seminar Room

Attendees:

S.No.	Name	Designation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Agenda:

1. To organize Alumni, meet and farewell for the final year students.
2. To conduct student exit survey.
3. To discuss important questions for Mumbai University examination.
4. Soft skills training for placement and internship.
5. Analysis of slow learner and their mentoring.
6. To discuss about the conduction of Mumbai University practical examination.
7. Submission of dissertation and projects by students.
8. To organize seminars by final year students.
9. To conduct remedial classes for weak learners on difficult topics on Saturdays.
10. To organize science exhibition, Panache, departmental quizzes, Industrial trips, surveys etc.
11. To organize Value added courses for Semester 2nd Students

Minutes:

The meeting was called to order by Principal at 12.PM in Seminar Room. The attendees were welcomed, and the agenda for the meeting was presented.

1. **To organize Alumni, meet and farewell for the final year students:** The Principal proposed organizing an Alumni meet to facilitate interactions between current students and successful graduates. The event will serve as an opportunity for networking, mentorship, and sharing experiences. Additionally, a farewell program will be arranged



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to bid farewell to the final year students and celebrate their achievements. The specific dates and details of these events will be decided in consultation with the concerned faculty members and student representatives.

2. **To conduct student exit survey:** The Principal suggested conducting a student exit survey to gather feedback from graduating students. The survey will focus on their overall college experience, including academic programs, infrastructure, faculty support, extracurricular activities, and placement opportunities. The feedback received will help in assessing the college's strengths and areas for improvement.
3. **To discuss important questions for Mumbai University examination:** The Principal highlighted the need to discuss and finalize the important questions for the upcoming University examination. Faculty members were encouraged to collaborate and share their expertise in determining the key topics and questions that students should focus on during their exam preparation. This will ensure that students are well-prepared for the examination.
4. **Soft skills training for placement and internship:** To enhance students' employability and prepare them for the professional world, the Principal proposed conducting soft skills Training programs. These programs will focus on improving students' communication skills, teamwork abilities, time management, and overall personality development.
5. The Training will specifically target placement and internship opportunities, equipping students with the necessary skills to succeed in their future careers.
6. **Analysis of slow learners and their mentoring:** The Principal emphasized the importance of identifying and addressing the needs of slow learners. It was suggested to analyze the performance and progress of such students and provide them with personalized mentoring and support. Faculty members were requested to closely monitor the academic progress of slow learners and implement strategies to help them overcome their challenges.
7. **To discuss the conduction of Mumbai University practical examination:** The Principal proposed a discussion on the conduction of practical examinations. The logistics, evaluation criteria, and assessment procedures for the practical exams will be determined and communicated to the faculty members. It was emphasized that the practical examinations should provide a fair and comprehensive assessment of students' practical knowledge and skills.
8. **Submission of dissertations and projects by students:** The Principal reminded the faculty members about the submission deadline for dissertations and projects by the students. Clear instructions and guidelines regarding the format, content, and submission process should be provided to the students to ensure a smooth submission process.



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9. **To organize seminars by final year students:** To showcase the research and academic achievements of the final year students, the Principal suggested organizing seminars where they can present their findings and share their knowledge with the college community. This will provide a platform for intellectual exchange and foster a culture of academic engagement.
10. **To conduct remedial classes for weak learners on difficult topics on Saturdays:** The Principal recommended organizing remedial classes on Saturdays to provide additional support to weak learners. These classes will focus on addressing difficult topics and concepts, helping students overcome their challenges and improve their understanding. Faculty members were encouraged to volunteer and contribute to these remedial classes.
11. **To organize science exhibition, Panache, departmental quizzes, industrial trips, surveys, etc.:** The Principal proposed organizing various extracurricular activities and events, such as science exhibitions, cultural events like Panache, departmental quizzes, industrial trips, and surveys. These activities will provide students with opportunities for practical learning, creative expression, and holistic development.
12. **To organize Value added courses for Semester 2nd Students**
The Principal elaborated on the importance of providing value-added courses to enhance the academic experience and skill set of students. Various suggestions were put forth regarding the types of value-added courses that could be beneficial for Semester 2nd students. Suggestions included courses related to communication skills, coding, financial literacy, and career development.

Action Items:

1. The Principal will coordinate with faculty members and student representatives to finalize the dates and details of the Alumni meet and farewell program.
2. Faculty members will develop and conduct the student exit survey, ensuring comprehensive feedback is collected.
3. Faculty members will collaborate to finalize important questions for the upcoming MUMBAI UNIVERSITY examination.
4. The administration will organize soft skills training programs, focusing on placement and internship opportunities.
5. Faculty members will identify slow learners, provide personalized mentoring, and monitor their progress.
6. Faculty members will discuss and plan the conduction of university practical examinations, ensuring fairness and thorough assessment.
7. The administration will remind students about the submission deadline for dissertations and projects, providing clear guidelines.
8. The administration will facilitate the organization of seminars by final year students, allowing them to showcase their research and knowledge.
9. Faculty members will schedule remedial classes for weak learners on Saturdays, focusing on difficult topics.



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10. The administration will coordinate the organization of science exhibitions, Panache, departmental quizzes, industrial trips, surveys, and other extracurricular activities.

11. The Academic Committee will compile a list of potential value-added courses based on the suggestions provided during the meeting.

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 02.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

Principal

CC :-

1. All members of IQAC



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Date-06/11/2023

Notice

We are pleased to inform all the students that the Value Added Course (VAC)-
Personality Development Course classes will commence from **10 November, 2023**. 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: 2 September, 2023

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

Faculty Coordinator- Dr. PrachiSinha

Principal

CC-
IQAC Head
HOD of all departments



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Date-06/11/2023

Circular

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

Faculty Coordinator- Dr. PrachiSinha

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CC-

IQAC Head

HOD of all departments



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Value Added Course: Personality Development Course Program Expected Outcomes

On completion of the Value Added Course on Personality Development, students will be able to:

1. **Self-awareness:** Students will have a deeper understanding of their own strengths, weaknesses, values, and beliefs, leading to enhanced self-awareness and introspection.
2. **Confidence and self-esteem:** The course will help students develop confidence in themselves and their abilities, leading to improved self-esteem and a positive self-image.
3. **Effective communication skills:** Students will learn how to communicate effectively in various contexts, including interpersonal communication, public speaking, and written communication.
4. **Interpersonal skills:** Students will develop interpersonal skills such as empathy, active listening, and conflict resolution, enabling them to build and maintain positive relationships with others.
5. **Leadership skills:** The course will provide students with the knowledge and skills necessary to lead others effectively, including goal setting, decision making, and motivating team members.
6. **Emotional intelligence:** Students will learn to recognize, understand, and manage their own emotions, as well as the emotions of others, leading to improved relationships and greater resilience in the face of challenges.
7. **Adaptability and resilience:** The course will help students develop the ability to adapt to change and bounce back from setbacks, fostering resilience and a growth mindset.
8. **Professionalism:** Students will learn the importance of professionalism in the workplace, including qualities such as punctuality, accountability, and integrity.
9. **Goal setting and time management:** Students will develop skills in setting and achieving goals, as well as managing their time effectively to maximize productivity and success.
10. **Personal branding:** The course will help students understand the concept of personal branding and how to cultivate a positive personal brand that aligns with their goals and values.



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Value Added Course: Personality Development Course

Program

COURSE OUTCOME

Subject	Personality Development Course
CO1	Understand the concept of personal branding and develop strategies to cultivate a positive personal brand that aligns with their values, goals, and aspirations.
CO2	By learning techniques to overcome self-doubt, build self-esteem, and project a positive self-image, individuals can enhance their confidence levels and approach life's challenges with greater assurance.
CO3	The course teach individuals how to communicate clearly, assertively, and empathetically, improving their interpersonal relationships and professional interactions.



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Value Added Course

Personality Development Course

(November 10, 2023 to 2 January 2, 2024)

Syllabus

Topic	Week Days
Introduction to personality development Self-awareness: Understanding personality traits, strengths, weaknesses, and values Self-assessment tools and exercises Goal setting: Setting personal development objectives	Monday-Saturday
Verbal communication: Effective speaking and listening skills Non-verbal communication: Body language, facial expressions, and gestures Assertiveness training: Expressing opinions, setting boundaries, and saying no Empathy and active listening: Understanding others' perspectives and building rapport	Monday-Saturday
Understanding emotions: Recognizing and labeling emotions Emotional regulation: Managing stress, anger, and anxiety Empathy and social awareness: Understanding others' emotions and perspectives Relationship management: Building and maintaining positive relationships	Monday-Saturday
Leadership styles and qualities Decision making and problem-solving Motivation and inspiration: Techniques for motivating oneself and others Teamwork and collaboration: Effective team building and conflict resolution	Monday-Saturday
Personal branding: Identifying strengths, values, and unique selling points Professional etiquette and image management Career planning and development: Setting career goals and strategies for advancement Lifelong learning: Developing a growth mindset and commitment to continuous self-improvement	Monday-Saturday



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Syllabus: Personality Development Course

Unit 1: Understanding Self

- Introduction to personality development
- Self-awareness: Understanding personality traits, strengths, weaknesses, and values
- Self-assessment tools and exercises
- Goal setting: Setting personal development objectives

Unit 2: Communication and Interpersonal Skills

- Verbal communication: Effective speaking and listening skills
- Non-verbal communication: Body language, facial expressions, and gestures
- Assertiveness training: Expressing opinions, setting boundaries, and saying no
- Empathy and active listening: Understanding others' perspectives and building rapport

Unit 3: Emotional Intelligence

- Understanding emotions: Recognizing and labeling emotions
- Emotional regulation: Managing stress, anger, and anxiety
- Empathy and social awareness: Understanding others' emotions and perspectives
- Relationship management: Building and maintaining positive relationships

Unit 4: Leadership and Teamwork

- Leadership styles and qualities
- Decision making and problem-solving
- Motivation and inspiration: Techniques for motivating oneself and others
- Teamwork and collaboration: Effective team building and conflict resolution

Unit 5: Personal Branding and Professional Development

- Personal branding: Identifying strengths, values, and unique selling points
- Professional etiquette and image management
- Career planning and development: Setting career goals and strategies for advancement
- Lifelong learning: Developing a growth mindset and commitment to continuous self-improvement



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Time Table Personality Development Course

W.e.f.: 10/11/2023

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

PRINCIPAL

Copy to:

- Vice Principal/HOD's of all Departments
- IQAC Head



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Lesson Plan Creative Writing Course

Unit	Topic	Weekdays	Allotment
Unit-I	Introduction to personality development Self-awareness: Understanding personality traits, strengths, weaknesses, and values	Monday-Saturday	03:00-04:00PM
Unit-I	Self-assessment tools and exercises Goal setting: Setting personal development objectives	Monday-Saturday	03:00-04:00PM
Unit-II	Verbal communication: Effective speaking and listening skills Non-verbal communication: Body language, facial expressions, and gestures	Monday-Saturday	03:00-04:00PM
Unit-II	Assertiveness training: Expressing opinions, setting boundaries, and saying no Empathy and active listening: Understanding others' perspectives and building rapport	Monday-Saturday	03:00-04:00PM
Unit-III	Understanding emotions: Recognizing and labeling emotions Emotional regulation: Managing stress, anger, and anxiety	Monday-Saturday	03:00-04:00PM
Unit-III	Empathy and social awareness: Understanding others' emotions and perspectives Relationship management: Building and maintaining positive relationships	Monday-Saturday	03:00-04:00PM
Unit-IV	Leadership styles and qualities Decision making and problem-solving	Monday-Saturday	03:00-04:00PM
Unit-IV	Motivation and inspiration: Techniques for motivating oneself and others Teamwork and collaboration: Effective team building and conflict resolution	Monday-Saturday	03:00-04:00PM
Unit-V	Personal branding: Identifying strengths, values, and unique selling points Professional etiquette and image management	Monday-Saturday	03:00-04:00PM
Unit-V	Career planning and development: Setting career goals and strategies for advancement Lifelong learning: Developing a growth mindset and commitment to continuous self-improvement	Monday-Saturday	03:00-04:00PM



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APPLICATION FORM

Add On Course-"Personality Development Course "

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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Enrolled List:-

S. No.	Class	Name
1.	B.A.	BalashettyKhushi Mahesh
2.	B.A.	BhagitSonaliVinesh
3.	B.A.	Colaco Caroline Mario
4.	B.A.	GaikwadSarthak Vijay
5.	B.A.	Gupta Yashi Sanjay
6.	B.A.	HileTanviDatta
7.	B.A.	JadhavNidhiDilip
8.	B.A.	John Gabrielle Anna Arun
9.	B.A.	KarnekarGauravNarendra
10.	B.A.	Mehta ArmaanJatinder
11.	B.A.	More RenukaAshish
12.	B.A.	NajeKashishJoshanaNaje
13.	B.A.	PatilAdityaHarishchandra
14.	B.A.	Shah MuskanMohammad Umar
15.	B.A.	SolkarMuskanUmer
16.	B.Com. (A&F)	BadekarTanmayDattatray
17.	B.Com. (A&F)	BhosaleSnehal Ashok
18.	B.Com. (A&F)	DcunhaRonn Edwin
19.	B.Com. (A&F)	DhakrasAshwiniPrمود
20.	B.Com. (A&F)	Gupta Nancy Santosh
21.	B.Com. (A&F)	JangamShreyaSachin
22.	B.Com. (A&F)	KathawaleMosmiNaresh
23.	B.Com. (A&F)	KurangaleRiya Ramesh
24.	B.Com. (A&F)	ParangePreranaJanardan
25.	B.Com. (A&F)	PatilJanhaviBhalchandra
26.	B.Sc.	ShindeAartiAnnaso
27.	B.Sc.	GadgeAshishArun
28.	B.Sc.	DivyaPandharinathGhogare
29.	B.Sc.	Patil Jay Vijay
30.	B.Sc.	Madhura Vilas Patil
31.	B.Sc.	Khan Mohammad Arman
32.	B.Sc.	PiyushSugraOvhal
33.	B.Sc.	PrachiPanditSonawane
34.	B.Sc.	Hatwate Ram Pradumna
35.	B.Sc.	Riya Chaudhary
36.	B.Sc.	Desai ShivangiChandrashekhar
37.	B.M.S	Sutar Samarth
38.	B.M.S	Matang Sameer Manoj
39.	B.M.S	LabadeSanikaChandrakant
40.	B.M.S	GadageSarveshJanardan
41.	B.Sc. (I.T.)	Khan ShahaanIqbal
42.	B.Sc. (I.T.)	JumareSharvin Krishna
43.	B.Sc. (I.T.)	MhatreShashankShashikant



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44.	B.Sc. (I.T.)	KhalapurkarShrutiSantosh
45.	B.Sc. (I.T.)	JaybhayeShubhamJalindar
46.	B.Sc. CS	PatilApeksha Anil
47.	B.Sc. CS	ChoudharyBhaveshPunamchand
48.	B.Sc. CS	DhanawadeDarshanaKrushna
49.	B.Sc. CS	YadavDikshaRamjee
50.	B.Sc. CS	Kambari Jay Suresh
51.	B.Com.	JingareTanujaPandurang
52.	B.Com.	JunghareBhagyashreeAnanta
53.	B.Com.	KarnekarVrushabhPrakash
54.	B.Com.	Khadse Harsh Kishor
55.	B.Com.	KhaireVivek Rajesh
56.	B.Com.	Mali PreetiLaxman
57.	B.Com.	Mali VaibhavVarshakant
58.	B.Com.	Malusare Harsh Rajesh
59.	B.Com.	MandeSamikshaRavindra
60.	B.Com.	MandeYashRavindra



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“Personality Development Course ”

November 10, 2023 to December 30, 2024

Attendance Sheet

S. No.	Class	Name	Signature	November/December																				
1.	B.A.	BalashettyKhushi Mahesh																						
2.	B.A.	BhagitSonaliVinesh																						
3.	B.A.	Colaco Caroline Mario																						
4.	B.A.	GaikwadSarthak Vijay																						
5.	B.A.	Gupta Yashi Sanjay																						
6.	B.A.	HileTanviDatta																						
7.	B.A.	JadhavNidhiDilip																						
8.	B.A.	John Gabrielle Anna Arun																						
9.	B.A.	KarnekarGauravNarendra																						
10.	B.A.	Mehta ArmaanJatinder																						
11.	B.A.	More RenukaAshish																						
12.	B.A.	NajeKashishJoshanaJe																						
13.	B.A.	PatilAdityaHarishchandra																						
14.	B.A.	Shah MuskanMohammad																						
15.	B.A.	SolkarMuskanUmer																						
16.	B.Com. (A&F)	BadekarTanmayDattatray																						
17.	B.Com. (A&F)	BhosaleSnehal Ashok																						
18.	B.Com. (A&F)	DcunhaRonn Edwin																						
19.	B.Com. (A&F)	DhakrasAshwiniPrمود																						
20.	B.Com. (A&F)	Gupta Nancy Santosh																						
21.	B.Com. (A&F)	JangamShreyaSachin																						
22.	B.Com. (A&F)	KathawaleMosmiNaresh																						
23.	B.Com. (A&F)	KurangaleRiya Ramesh																						
24.	B.Com. (A&F)	ParangePreranaJanardan																						
25.	B.Com. (A&F)	PatilJanhaviBhalchandra																						
26.	B.Sc.	ShindeAartiAnnaso																						
27.	B.Sc.	GadgeAshishArun																						
28.	B.Sc.	DivyaPandharinathGhogare																						
29.	B.Sc.	Patil Jay Vijay																						
30.	B.Sc.	Madhura Vilas Patil																						
31.	B.Sc.	Khan Mohammad Arman																						
32.	B.Sc.	PiyushSugraOvhal																						
33.	B.Sc.	PrachiPanditSonawane																						
34.	B.Sc.	Hatwate Ram Pradumna																						
35.	B.Sc.	Riya Chaudhary																						
36.	B.Sc.	Desai Shivangi																						
37.	B.M.S	Sutar Samarth																						
38.	B.M.S	Matang Sameer Manoj																						
39.	B.M.S	LabadeSanikaChandrakant																						
40.	B.M.S	GadageSarveshJanardan																						

Teacher's Signature



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



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

S. No.	Class	Name	Signature	November/December															
41.	B.Sc. (I.T.)	Khan ShahaanIqbal																	
42.	B.Sc. (I.T.)	JumareSharvin Krishna																	
43.	B.Sc. (I.T.)	MhatreShashankShashikant																	
44.	B.Sc. (I.T.)	KhalapurkarShrutiSantosh																	
45.	B.Sc. (I.T.)	JaybhayeShubhamJalindar																	
46.	B.Sc. CS	PatilApeksha Anil																	
47.	B.Sc. CS	ChoudharyBhaveshPunamcha nd																	
48.	B.Sc. CS	DhanawadeDarshanaKrushna																	
49.	B.Sc. CS	YadavDikshaRamjee																	
50.	B.Sc. CS	Kambari Jay Suresh																	
51.	B.Com.	JingareTanujaPandurang																	
52.	B.Com.	JunghareBhagyashreeAnanta																	
53.	B.Com.	KarnekarVrushabhPrakash																	
54.	B.Com.	Khadse Harsh Kishor																	
55.	B.Com.	KhairVivek Rajesh																	
56.	B.Com.	Mali PreetiLaxman																	
57.	B.Com.	Mali VaibhavVarshakant																	
58.	B.Com.	Malusare Harsh Rajesh																	
59.	B.Com.	MandeSamikshaRavindra																	
60.	B.Com.	MandeYashRavindra																	

Teacher's Signature



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