

CERTIFICATE COURSE
IN
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT
(PROGRAMME PROJECT PROPOSAL)



**INDIRA PRIYADARSHINI GOVT. GIRLS' PG COLLEGE OF
COMMERCE, HALDWANI**

KUMAUN UNIVERSITY – NAINITAL -263139

UTTARAKHAND STATE - INDIA

INTRODUCTION:

The Government of Uttarakhand has made tremendous efforts to extend facilities for higher education in the state. The state has remarkable progress in the education sector and is providing quality education to its students; yet the majority of our graduating youth is unable to get better placement in various National/Multinational companies both in private and public sectors. Though on the directions of the Department of Higher Education, government colleges have started various add on courses as well as self financing courses to enhance the skills of the students as well as opportunities for employment by improving their capacities in various service sectors yet it is observed that despite these efforts, the students of outgoing classes are still in need of assistance and guidance for improving their skills in communication and personality development. Therefore in the light of the instructions given by the Department of Higher Education, Indira Priyadarshini Govt. Girls' PG College of Commerce, Haldwani, is presenting a programme project proposal, one year Certificate Course in 'Communication Skills and Personality Development' so that students may get opportunities to enhance their communication and soft skills for achieving success in getting better job opportunity and standing independently in the world of infinite work.

PROGRAMME OBJECTIVES:

- 1-Develop effective communication skills (Spoken and Written).
- 2-Develop effective presentation skills by enhancing self-confidence and a sense of self- esteem in students.
- 3-Enhance team management and leadership skills.
- 4- Groom the students through sensitizing them about proper behaviour, socially and professionally, in formal and informal situations.
- 5-Develop personalities with a mature outlook to function effectively in different situations.

[Signature]
10/08/2021

[Signature]
10/08/2021

[Signature]
10-08-21

TARGET GROUP LEARNERS:

Those candidates who have passed 10+2 from any recognized Education Board and are enrolled as regular students of the college.

DISCIPLINE SPECIFIC COURSES · LEARNING OUTCOME

<p>1- (a) Spoken English: This part will be of 50% of the course duration and include:</p> <p>(i) This part will include Parts of Speech and sentence formation (both spoken and written), prepositional phrases, co-ordinate conjunction, Active and Passive.</p> <p>(ii) Grammar and vocabulary</p> <p>(iii). Idioms, Phrases, Abbreviations Foreign words and phrases.</p> <p>(b)-Communication Part: It shall include extempore, group discussion and exposure to specimens of spoken English through audio-visual aids.</p> <p>(i) Meaning, principles and process of comm., types of comm., Barriers in communication.</p>	<p>1-To give the students the basic knowledge of grammar and the fundamental rules of sentence formation. While improving their speaking and writing skills they would be able to conduct effective business correspondence and prepare business reports producing results.</p> <p>2-To have awareness of the importance of language, overcome barriers of communication, speaking and listening effectively, mocksocial situations, mock interviews, listening and responding questions, telephonic conversation, to develop fluency in writing and speaking.</p>
<p>2-Accent Training: (This part will be of 10% of the course duration)</p>	<p>2-To pick up consonants and vowel sound, to gain proper knowledge of voice modulation, the relation of</p>

[Signature]
10/08/2021

[Signature]
10/08/21

[Signature]
10-08-21

	sound with words, intonation pattern and syllable stress.
<p>3-Writing Skills: This will be of 20% of the course duration. It will include Precis, letter writing (formal and informal), E-mail writing and, preparation of C.V and reports, Notices, Agenda, Minutes of meeting, Note taking and Note making.</p>	<p>3-To provide knowledge of comprehension and composition, writing e-mails and answering them, making office drafts, writing a curriculum vitae, report writing and precis writing.</p>
<p>4-Personality Development: This part will be of 20% of the course duration and it will include:</p> <p>1- Personality:</p> <ul style="list-style-type: none"> • Self-awareness • Goal setting • Creativity <p>2- Personal Grooming:</p> <ul style="list-style-type: none"> • Personal Hygiene • Social Effectiveness • Power of dressing sense • Business Etiquettes <p>3- Stress Management:</p> <ul style="list-style-type: none"> • Factors causing stress • Types of stress • Effects of stress on body and mind. • Stress removal techniques <p>4- Time Management:</p> <ul style="list-style-type: none"> • Necessity and benefits • Tools of time management <p>5- Leadership development:</p> <ul style="list-style-type: none"> • Meaning and importance • Types of leadership styles • Theories of leadership 	<p>4- (i) Handling people/managing group communication. (ii) Presentation Skills. (iii) Leadership and team work quality. (iv) Stress management. (v) Developing a healthy mind and attitude. (vi) Manners and social etiquettes. (vii) Event management and voice modulation/body language.</p>

[Signature]
10/08/2021

[Signature]
10/08/21

[Signature]
10.08.21

Duration of the Programme:

- The duration of the certificate course in 'communication and personality development' shall be as per the Kumaun university norms i.e. one year.
- The course will be conducted through regular classroom teaching and practice sessions.

The programme will be headed by a full-time course coordinator of the college and the counsellors will be the qualified professionals from affiliated colleges or outsourced experts.

- The actual teaching/practice sessions of the course shall not be below 80% of the course content package.

The use of audio-visual aid/language lab etc. shall not exceed 20% of the course content.

Instructional Delivery Mechanism:

- 1- Through face to face contact programmes.
- 2- By providing printed self-instructional material.
- 3- By providing audio CDs of specific lessons.
- 4- By audio-visual aid.
- 5- Language lab for practising and enhancing language proficiency by sharing the course material.

Procedure for Admission:

The Admission procedure for the course shall be the same as followed in Kumaun University, Nainital. The minimum number of students shall be 20 and the maximum number of students will not exceed 50.

[Handwritten Signature]
10/08/2021

[Handwritten Signature]
10/08/21

[Handwritten Signature]
10.08.21

Fee Structure:

The fee includes tuition fee and examination fee. It will be decided by the state government.

Evaluation:

The evaluation procedure will be the same as followed by Kumaun University Nainital norms.

Laboratory and library resources:

Language lab is needed and the college library will be the source of providing study material to the students.

Cost Estimates:

1- Contact programme	1,50,000/-
2- Study Materials	1,00,000/-
3- Audio-Video Materials	1,50,000/-
4- Lab and Library support	2,00,000/-
5- Maintenance (Staff and infrastructure etc.)	1,00,000/-
Total	Rs. 7,00,000/-

Quality Assurance Mechanism:

- 1- As and when the Kumaun university revises the curriculum, the curriculum of the proposed programme will be changed accordingly.
- 2- Support services will be improved according to the needs of the learners.
- 3- Self-instructional material will be developed using internal and external faculty and edited by senior Professors.

Syllabus

The syllabus is as approved by UGC and adopted by various universities/colleges.

Unit - 1 Spoken English 50%

[Signature]
10/08/2021

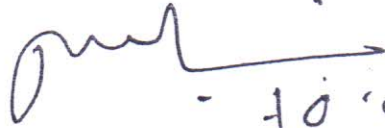
[Signature]
10/08/2021

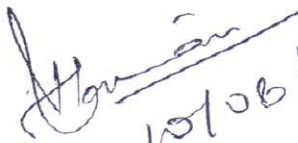
[Signature]
10/08/21


Unit - 2 Accent Training 10%

Unit - 3 Writing skills 20%

Unit - 4 Personality Development 20%


- 10.08.21


10/08/2021


10/08/2021

Wondershare
PDFelement