



**OFFICE, PRINCIPAL GOVERNMENT TULSI COLLEGE, ANUPPUR**

**Affiliated to Awadhesh Pratap Singh University Rewa (MP)**

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

**E-mail: [hegtdcano@mp.gov.in](mailto:hegtdcano@mp.gov.in)**

**9893076404**

Certificate Course on managerial skills Development 32 Hour

**GOVERNMENT TULSI COLLEGE  
ANUPPUR (M.P)**

**CERTIFICATE COURSE ON  
MANAGERIAL SKILL  
DEVELOPMENT**

REGISTRATION OPEN ONLY FOR PG  
STUDENT

**32 HOURS**

**04 APRIL, 2023**

**DR. JK SANT  
PRINCIPAL**

Dr Devendra Singh Bagri  
Convener

Dr Akanchha Rathore  
Co-convener

Shahbaz Khan  
Secretary

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

**PRINCIPAL  
Govt. Tulsi College 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 hour

**About Course**

Strengthen your management skills in areas of communication, organizational change, human resources and employee motivation. You can use this course to build the skills needed to advance your career or to assume more managerial responsibilities.

**REGISTRATION FORM**

*Please use CAPITAL letters to fill the form.*

Name: \_\_\_\_\_

In Hindi: \_\_\_\_\_

Enrollment No. \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile Number: \_\_\_\_\_

Alternate Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

Gender: \_\_\_\_\_

Category: \_\_\_\_\_

Date of Birth: (dd/mm/yyyy) \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Affix recent passport size photograph (color)
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GOVERNMENT TULSI COLLEGE, ANUPPUR (M.P.)  
Certificate Course on Managerial Skill Development  
Hours: 32 hours (10 April to 29 April 2023)

## Course Feedback Form

Please fill the short questionnaire to make the course 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 expectations  
1. Strongly disagree 5. Strongly agree
- C. The lecture sequence was well planned  
1. Strongly disagree 5. Strongly agree
- D. The contents were illustrated with  
1. Too few examples 5. Adequate examples
- E. The level of the course was  
1. Too low 5. Too high
- F. The course contents compared with your expectations  
1. Too theoretical 5. Too empirical
- G. The course exposed you to new knowledge and practices  
1. Strongly disagree 5. Strongly agree

### THE CONDUCT OF THE COURSE

- A. The lectures were clear and easy to understand  
1. Strongly disagree 5. Strongly agree
- B. The teaching aids were effectively used  
1. Strongly disagree 5. Strongly agree
- C. The course material handed out was adequate  
1. Strongly disagree 5. Strongly agree
- D. The instructors encouraged interaction and were helpful  
1. Strongly disagree 5. Strongly agree
- E. Were objectives of the course realized? Y  / N

Please give overall rating of the course

90% - 100% ( )	60% - 70% ( )
80% - 90% ( )	50% - 60% ( )
70% - 80% ( )	below 50% ( )

Optional

Name \_\_\_\_\_ Class \_\_\_\_\_

  
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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 संलग्नित है.

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

संलग्न : पाठ्यक्रम एवं समयसारणी.

*अनुमति दी जाती है*

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*भवदीय*

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

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**शासकीय तुलसी महाविद्यालय अनूपपुर, (म.प्र.)**

Affiliated to Awadhesh Pratap Singh University, Rewa (M.P.)

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 दें।



शासकीय तुलसी महाविद्यालय,  
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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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Hours: 32 hours  
TIME TABLE

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

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ATTENDANCE SHEET

SN	Name Of Student	Class	DATE						
			10/04/23	11/04/23	12/04/23	13/04/23	15/04/23	17/04/23	
1	Shiv Kumar Singh	IV sem	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	
2	Shubham Vishwakarma	IV sem	Shub	Shub	Shub	Shub	Shub	Shub	
3	Lalman Yadav	iv sem	Lalman	Lalman	Lalman	Lalman	Lalman	Lalman	
4	Ranjana Nayak	iv sem	Ranjana	Ranjana	Ranjana	Ranjana	Ranjana	Ranjana	
5	Nandani Yadav	iv sem	Nandani	Nandani	Nandani	Nandani	Nandani	Nandani	
6	Nainishi Gupta	iv sem	Nainishi	Nainishi	Nainishi	Nainishi	Nainishi	Nainishi	
7	Riya Rautel	IV sem	Riya	Riya	Riya	Riya	Riya	Riya	
8	Yasmin Anand	iv sem	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin	
9	Sateendra Kumar	IV sem	Sateendra	Sateendra	Sateendra	Sateendra	Sateendra	Sateendra	
10	Jagendra Singh	iv sem	Jagendra	Jagendra	Jagendra	Jagendra	Jagendra	Jagendra	
11	Jeevan Singh	iv sem	Jeevan	Jeevan	Jeevan	Jeevan	Jeevan	Jeevan	
12	Suraj Kumar Rathoor	iv sem	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj	
13	Safiya Patil	iv sem	Safiya	Safiya	Safiya	Safiya	Safiya	Safiya	
14	Jyoti Patel	iv sem	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	
15	Shivali Soni	iv sem	Shivali	Shivali	Shivali	Shivali	Shivali	Shivali	
16	Vedvati	iv sem	Vedvati	Vedvati	Vedvati	Vedvati	Vedvati	Vedvati	
17	Anjani Khamaria	iv sem	Anjani	Anjani	Anjani	Anjani	Anjani	Anjani	
18	Durgesh Routel	iv sem	Durgesh	Durgesh	Durgesh	Durgesh	Durgesh	Durgesh	
19	Hardeep Singh	iv sem	Hardeep	Hardeep	Hardeep	Hardeep	Hardeep	Hardeep	
20	PRANJAL UPADHYAY	II SEM	Pranjal	Pranjal	Pranjal	Pranjal	Pranjal	Pranjal	
21	Pinky Bano	II SEM	Pinky	Pinky	Pinky	Pinky	Pinky	Pinky	
22	Shambhavi Singh Chahlot	II sem	Shambhavi	Shambhavi	Shambhavi	Shambhavi	Shambhavi	Shambhavi	
23	Royal Shrivastava	II sem	Royal	Royal	Royal	Royal	Royal	Royal	
24	Ragini Kavat	II Sem	Ragini	Ragini	Ragini	Ragini	Ragini	Ragini	
25	Pooja Pavika	II Sem	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	
26	Parvati Sharma	II sem	Parvati	Parvati	Parvati	Parvati	Parvati	Parvati	
27	Aradhana Dwivedi	II Sem	Aradhana	Aradhana	Aradhana	Aradhana	Aradhana	Aradhana	
28	Ritika Kumar Agrawal	II sem	Ritika	Ritika	Ritika	Ritika	Ritika	Ritika	
29	Dakshin Keshwari	II Sem	Dakshin	Dakshin	Dakshin	Dakshin	Dakshin	Dakshin	
30	Kamleshwari Yadav	II SEM	Kamleshwari	Kamleshwari	Kamleshwari	Kamleshwari	Kamleshwari	Kamleshwari	
31	Shivani Jaiswal	II sem	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	
32	Ashti Singh	II sem	Ashti	Ashti	Ashti	Ashti	Ashti	Ashti	
33	Uttam Kumar Puri	II sem	Uttam	Uttam	Uttam	Uttam	Uttam	Uttam	
34	Suresh Singh	II sem	Suresh	Suresh	Suresh	Suresh	Suresh	Suresh	
35	Savitri Rajgopal	II sem	Savitri	Savitri	Savitri	Savitri	Savitri	Savitri	
36	Narendera Prasad	II Sem	Narendera	Narendera	Narendera	Narendera	Narendera	Narendera	

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

Hours: 32 hour

### ATTENDANCE SHEET

SN	Name Of Student	Class	DATE						
			18/04/23	19/04/23	20/04/23	21/04/23	22/04/23	23/04/23	
1	Shankar singh	IV Sem	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar	
2	Shubham vikramsingh	IV Sem	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	
3	Rajman Yadav	iv sem	Rajman	Rajman	Rajman	Rajman	Rajman	Rajman	
4	Rajlaxmi Nayak	iv sem	Rajlaxmi	Rajlaxmi	Rajlaxmi	Rajlaxmi	Rajlaxmi	Rajlaxmi	
5	Nandani Yadav	iv sem	Nandani	Nandani	Nandani	Nandani	Nandani	Nandani	
6	Nainshi Gupta	iv sem	Nainshi	Nainshi	Nainshi	Nainshi	Nainshi	Nainshi	
7	Riya Rautel	IV Sem	Riya	Riya	Riya	Riya	Riya	Riya	
8	Yasmin anisari	iv Sem	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin	Yasmin	
9	Satendra Kumar	iv Sem	Satendra	Satendra	Satendra	Satendra	Satendra	Satendra	
10	Jagendra Singh	iv sem	Jagendra	Jagendra	Jagendra	Jagendra	Jagendra	Jagendra	
11	Jeevan Singh	iv sem	Jeevan	Jeevan	Jeevan	Jeevan	Jeevan	Jeevan	
12	Suraj Kumar Pathor	iv sem	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj	
13	Safiya piteen	iv sem	Safiya	Safiya	Safiya	Safiya	Safiya	Safiya	
14	Jyoti Patil	iv Sem	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	
15	Shivshilpi Soni	iv Sem	Shivshilpi	Shivshilpi	Shivshilpi	Shivshilpi	Shivshilpi	Shivshilpi	
16	Vedwati	iv sem	Vedwati	Vedwati	Vedwati	Vedwati	Vedwati	Vedwati	
17	Anjani Khamporia	iv Sem	Anjani	Anjani	Anjani	Anjani	Anjani	Anjani	
18	Durgesh Rautel	iv Sem	Durgesh	Durgesh	Durgesh	Durgesh	Durgesh	Durgesh	
19	Harsh Singh	iv sem	Harsh	Harsh	Harsh	Harsh	Harsh	Harsh	
20	PRANJAL UPADHAY	II SEM	Pranjal	Pranjal	Pranjal	Pranjal	Pranjal	Pranjal	
21	Pinku Bano	II Sem	Pinku	Pinku	Pinku	Pinku	Pinku	Pinku	
22	Shambhavi Singh Gahlot	II Sem	Shambhavi	Shambhavi	Shambhavi	Shambhavi	Shambhavi	Shambhavi	
23	Aarti Singh	II sem	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	
24	Pooja Shrivastava	II Sem	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	
25	Ragini Kewat	II Sem	Ragini	Ragini	Ragini	Ragini	Ragini	Ragini	
26	Pooja Pawar	II Sem	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	
27	Pooja Sharma	II Sem	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	
28	Aradhna dwivedi	II SEM	Aradhna	Aradhna	Aradhna	Aradhna	Aradhna	Aradhna	
29	Ritik Kumar Agrawal	II sem	Ritik	Ritik	Ritik	Ritik	Ritik	Ritik	
30	Dadpankeshwaruni	II Sem	Dadpank	Dadpank	Dadpank	Dadpank	Dadpank	Dadpank	
31	Kamleshwari yadav	II sem	Kamlesh	Kamlesh	Kamlesh	Kamlesh	Kamlesh	Kamlesh	
32	Shivani Jaiswal	II SEM	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani	
33	Uttam Kumar Grewal	II sem	Uttam	Uttam	Uttam	Uttam	Uttam	Uttam	
34	Shruti Singh	II sem	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	
35	Savitri Purohit	II sem	Savitri	Savitri	Savitri	Savitri	Savitri	Savitri	
36	Neha Prasad	II Sem	Neha	Neha	Neha	Neha	Neha	Neha	

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Hours: 32 hour

ATTENDANCE SHEET

SN	Name Of Student	Class	DATE			
			06/09/22	07/09/22	08/09/22	09/09/22
1	Shrii Kumar Singh	IUSEM	Shrii	Shrii	Shrii	Shrii
2	Shubham Vishwakarma	IV SEM	Shubh	Shubh	Shubh	Shubh
3	Lalman Yadav	IV SEM	Lalman	Lalman	Lalman	Lalman
4	Ranjana Nayak	IV SEM	Ranjana	Ranjana	Ranjana	Ranjana
5	Nandani Yadav	IV SEM	Nandani	Nandani	Nandani	Nandani
6	Naimshi Dugga	IV SEM	Naimshi	Naimshi	Naimshi	Naimshi
7	Aliya Routel	IV SEM	Aliya	Aliya	Aliya	Aliya
8	Yasmin anisai	IV SEM	Yasmin	Yasmin	Yasmin	Yasmin
9	Satendra kumar	IV SEM	Satendra	Satendra	Satendra	Satendra
10	Jagendra Singh	IV SEM	Jagendra	Jagendra	Jagendra	Jagendra
11	Jeevan Singh	IV SEM	Jeevan	Jeevan	Jeevan	Jeevan
12	Suresh Kumar Rathor	IV SEM	Suresh	Suresh	Suresh	Suresh
13	Safiya Parveen	IV SEM	Safiya	Safiya	Safiya	Safiya
14	Tyoti Tati	IV SEM	Tyoti	Tyoti	Tyoti	Tyoti
15	Shivuli Soni	IV SEM	Shivuli	Shivuli	Shivuli	Shivuli
16	Vedwati	IV SEM	Vedwati	Vedwati	Vedwati	Vedwati
17	Anjani Khasnabhai	IV SEM	Anjani	Anjani	Anjani	Anjani
18	Durgesh Routel	IV SEM	Durgesh	Durgesh	Durgesh	Durgesh
19	Hardeep Singh	IV SEM	Hardeep	Hardeep	Hardeep	Hardeep
20	PRANJAL UPADHAY	II SEM	Pranjal	Pranjal	Pranjal	Pranjal
21	PINKY Bano	II SEM	Pinky	Pinky	Pinky	Pinky
22	Shambhavi Singh Gahlot	II SEM	Shambhavi	Shambhavi	Shambhavi	Shambhavi
23	Pooja Shrivastava	II SEM	Pooja	Pooja	Pooja	Pooja
24	Ragini Kaurat	II SEM	Ragini	Ragini	Ragini	Ragini
25	Pooja Pasra	II SEM	Pooja	Pooja	Pooja	Pooja
26	Pooja Srivastava	II SEM	Pooja	Pooja	Pooja	Pooja
27	Aradhana Dwivedi	II SEM	Aradhana	Aradhana	Aradhana	Aradhana
28	Ritika Kumar Anand	II SEM	Ritika	Ritika	Ritika	Ritika
29	Dakshin Kesharwari	II SEM	Dakshin	Dakshin	Dakshin	Dakshin
30	Kamleshwari Yadav	II SEM	Kamleshwari	Kamleshwari	Kamleshwari	Kamleshwari
31	Shivani Jaiswal	II SEM	Shivani	Shivani	Shivani	Shivani
32	Aarti Singh	II SEM	Aarti	Aarti	Aarti	Aarti
33	Uttam Kumari Devi	II SEM	Uttam	Uttam	Uttam	Uttam
34	Gurpreet Singh	II SEM	Gurpreet	Gurpreet	Gurpreet	Gurpreet
35	Savitri Prasad Puri	II SEM	Savitri	Savitri	Savitri	Savitri
36	Naradita Prasad	II SEM	Naradita	Naradita	Naradita	Naradita

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M.COM  
IV SEM

	Shan Gupta	Kishan	Kishan	Kishan	Kishan	Kishan	Kishan	Kishan
	Brajbhan Armo	Brajbhan	Brajbhan	Brajbhan	Brajbhan	Brajbhan	Brajbhan	Brajbhan
	Ajay KOL	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay
	Truti Agrawal	Truti	Truti	Truti	Truti	Truti	Truti	Truti
41	Ankita Singh	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita
42	Vikas Prajapati	Vikas	Vikas	Vikas	Vikas	Vikas	Vikas	Vikas
43	Mamish Agrawal	Mamish	Mamish	Mamish	Mamish	Mamish	Mamish	Mamish
44	Roshik Agrawal	Roshik	Roshik	Roshik	Roshik	Roshik	Roshik	Roshik
45								
46								
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M.com  
IV sem

	Sham Gupta	Kishan	Kishan	Kishan	Kishan	Kishan	Kishan	Kishan
	Brajbhan Azma	Brajbhan	Brajbhan	Brajbhan	Brajbhan	Brajbhan	Brajbhan	Brajbhan
	Ajmy (Ajmy)	Ajmy	Ajmy	Ajmy	Ajmy	Ajmy	Ajmy	Ajmy
40	Tanki Agrawal	Tanki	Tanki	Tanki	Tanki	Tanki	Tanki	Tanki
41	Ankita Singh	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita
42	Vikash prajapati	Vikash	Vikash	Vikash	Vikash	Vikash	Vikash	Vikash
43	Mamish Agrawal	Mamish	Mamish	Mamish	Mamish	Mamish	Mamish	Mamish
44	Pratik Agrawal	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik
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M.Com  
IV Sem

	Kishan	Kishan	Kishan	Kishan	Kishan	Kishan	Kishan
40	Brajbhan	Brajbhan	Brajbhan	Brajbhan	Brajbhan	Brajbhan	Brajbhan
41	Ajny	Ajny	Ajny	Ajny	Ajny	Ajny	Ajny
42	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita
43	Vikas	Vikas	Vikas	Vikas	Vikas	Vikas	Vikas
44	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik
45							
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**DEPARTMENT OF COMMERCE**  
**GOVERNMENT TULSI COLLEGE, ANUPPUR (M.P.)**

Certificate Course on Managerial-Skill Development  
Hours: 32 hour

**About Course**

Strengthen your management skills in areas of communication, organizational change, human resources and employee motivation. You can use this course to build the skills needed to advance your career or to assume more managerial responsibilities.

**REGISTRATION FORM**

Please use CAPITAL letters to fill the form.

Name: POOJA PANIKA

In Hindi: \_\_\_\_\_

Enrollment No. 224020360057

Father's Name: SHAMBHU PARSAD PANIKA

Mother's Name: PREM WATI PANIKA

Class: M.COM II SEM

Address: RAMNAGAR DOTA

Mobile Number: 7803093839 / 7389309489


Alternate Mobile Number: \_\_\_\_\_

Email: Poojapanika123@gmail.com

Gender: FEMALE Category: OBC

Date of Birth: (dd/mm/yyyy) 6/05/2000

Signature of Student: Pooja Panika Date: \_\_\_\_\_



  
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DEPARTMENT OF COMMERCE  
GOVERNMENT TULSI COLLEGE, ANUPPUR (M.P.)  
Certificate Course on Managerial Skill Development  
Hours: 32 hours (10 April to 29 April 2023)

## Course Feedback Form

Please fill the short questionnaire to make the course 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 expectations  
1. Strongly disagree 5. Strongly agree
- C. The lecture sequence was well planned  
1. Strongly disagree 5. Strongly agree
- D. The contents were illustrated with  
1. Too few examples 5. Adequate examples
- E. The level of the course was  
1. Too low 5. Too high
- F. The course contents compared with your expectations  
1. Too theoretical 5. Too empirical
- G. The course exposed you to new knowledge and practices  
1. Strongly disagree 5. Strongly agree

### THE CONDUCT OF THE COURSE

- A. The lectures were clear and easy to understand  
1. Strongly disagree 5. Strongly agree
- B. The teaching aids were effectively used  
1. Strongly disagree 5. Strongly agree
- C. The course material handed out was adequate  
1. Strongly disagree 5. Strongly agree
- D. The instructors encouraged interaction and were helpful  
1. Strongly disagree 5. Strongly agree
- E. Were objectives of the course realized? Y  / N

Please give overall rating of the course

90% - 100% (  )  
80% - 90% ( )  
70% - 80% ( )  
60% - 70% ( )  
50% - 60% ( )  
below 50% ( )

Optional

Name Nandni yadav Class M. Com IV Sem

  
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Certificate Course on Managerial Skill Development  
Hours: 32 hours**

**REPORT**

**Day 1- 10/04/23 INAUGURATION**

**Topic-Introduction to Managerial Skills- Basic Concept, Features, Importance**

**Resource Person- Dr. Devendra Singh Bagri (Asst. Professor- Commerce)**



**Day 2- 11/04/23 Topic-Competent Managers and Skills Required for Effective Managers**

**Resource Person- Dr. Devendra Singh Bagri (Asst. Professor- Commerce)**



  
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Resource Person- Dr. Devendra Singh



Day 4- 13/04/23

Topic-Personality: - Determinants of Personality, Personality Characteristics

Resource Person- Shahbaz Khan (Asst. Professor- Commerce)



Day 5- 15/04/23

Topic-Self Learning Style Values

Resource Person- Shahbaz Khan (Asst. Professor- Commerce)



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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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**Day 9- 20/04/23      Topic-Communication**  
**Resource Person- Vinod Kumar Kol (Asst. Professor- Sociology)**

**Day 10-21/04/23      Topic-Effective Oral Presentation**  
**Resource Person- Dr. Neeraj Mishra (Asst. Professor- Commerce)**

**Day 11-24/04/23      Topic-How to Conduct Meeting**  
**Resource Person- Sangita Basrani (Asst. Professor- Zoology)**

  
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Day 15- 28/04/23

Topic-Problem Solving, Creativity, Innovation, Steps of Analytical Problem Solving

Resource Person- Dr. Aakanchha Rathore (Asst. Professor- Commerce)



Day 16- 29/04/23

Topic-Limitations of Analytical Problem Solving

Resource Person- Dr. Aakanchha Rathore (Asst. Professor- Commerce)

### VALEDICTORY



  
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**Day 12- 25/04/23 Topic-Reporting Project**  
**Resource Person- Kamlesh Chawle (Asst. Professor- Pol. Sc)**

**Day 13- 26/04/23 Topic-Reporting of Ease Analysis**  
**Resource Person- Sanjeev Dwivedi (Asst. Professor- Zoology)**

**Day 14- 27/04/23 Topic-Problem Solving and Building Relationship**  
**Resource Person- Dr. Aakanchha Rathore (Asst. Professor- Commerce)**

  
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