

Establishment Year : 1961  
Independent : 1970  
NAAC Reaccredited : B++ Grade



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Dayanand Education Society's  
**Dayanand College of Commerce, Latur**  
(Affiliated to - Swami Ramanand Teerth Marathwada University, Nanded.)

**Laxmiraman Lahoti**  
President

**Ramesh Biyani**  
Secretary

**Dr. Rajaram Pawar**  
M.Com., M.Phil., Ph.D.  
I/c, Principal

**Date: 04-11-2022**

## Personality Development Certificate Course

(30 Hours)

**Academic Year 2022-23**

**Action Taken Report**

Name of the Department : BBA

Name of the Course : Personality Development Certificate Course

(30 Hours)

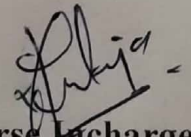
Name of the Course Incharge : Ms. Rutuja Deshmukh

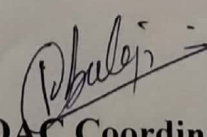
Date of Commencement : 01-09-2022

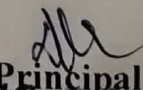
Duration of Course : 30 Hours

### Number of Participants:

Sr. No	Students (Boys)	Students (Girls)	Total participants
01	06	11	17

  
Course Incharge

  
IQAC Coordinator

  
Principal  
I/C. Principal

Dayanand College of Commerce  
LATUR

# Personality Development Training Program



In today's competitive world you need the attitude, confidence and determination to succeed.

This training program is an intensive and brief learning of various aspects of Personality and its development which will help you strengthen your soft skills, confidence and reach your goals.

## Course Pre-requisites:

NO

## Course Objectives:

- Develop effective communication skills verbal and in writing.
- Develop skills to be a catalyst in team and become capable to work collaboratively.
- Develop problem solving and critical thinking skills.
- Learn to effectively manage time.
- Develop emotional intelligence.

## Course Outcomes:

- Improved communication
- Professional behaviour development.
- Increased productivity.
- Increased work efficiency.
- Balanced emotions at workplace and in personal life.

## Detailed syllabus of personality development basic course

Duration: 32 hrs

Topics Covered:

No. of sessions	Particulars	Method
1 hr	Introduction to personality and working towards developing it	
	Definition and basics of personality	Theory
2 hrs	Analyzing strengths and weakness	S.W.O.T analysis activity and Personality assessment Test
	S.W.O.T analysis of personalities that students admire	Interactive session
1 hr	Body Language	Practical Class, videos on body language
1 hr	Self-Introduction	Practical Class
1 hr	Communication Skills ( Importance of listening, barriers to communication and overcoming them)	Theory cum practical class, impromptu speeches, communicating an idea, activity
2 hr	Building Self-esteem and self confidence (working on attitudes i.e.	Interactive session, sharing of experiences, case study analysis, role play discussion



	aggressive, assertive and submissive	
2 hrs	<b>Leadership</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Styles</li> <li>- Group Dynamics</li> <li>- Team building</li> </ul>	Activity, Group discussions, case studied, role play management games.
1 hr	Interpersonal relationships (communication with others) Intrapersonal communication (Self talk)	Stephen Covey's Circle of influence
2 hr	How to organize an event?	Interactive activity to boost planning and implementation skills with reference to leadership and interpersonal skills.
1 hr	<b>Stress Management</b> <ul style="list-style-type: none"> <li>- Understanding causes</li> <li>- Impact</li> <li>- Reaction to response</li> <li>- Managing stress</li> </ul>	Interactive session, relaxation techniques
2hrs	<b>Time Management</b> <ul style="list-style-type: none"> <li>- Concept</li> <li>- Importance and need</li> <li>- Steps towards better time management</li> </ul>	Management games
5 hrs	<b>Projecting a positive social image</b> <ul style="list-style-type: none"> <li>- Definition and importance of social image</li> <li>- Looking great and attractive</li> <li>- Grooming basics</li> <li>- Public Speaking</li> <li>- Voice modulation</li> </ul>	Practical session, videos on topic, presentations and feedback
2 hrs	<b>Emotional Intelligence</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Managing emotions</li> <li>- Learning to respond situations</li> <li>- Spiritual and inspirational talk</li> </ul>	Test, interactive session, encouraging students to self-talk for better self-assessment and managing emotions

Students must read a lot. Reading is food for thought; and a continuous feed will galvanize their focus and cause the release of creativity. Above course I have drafted in combination of few formal and informal books that I have studied and read. I have listed below few of them.



1. Body Language – Allan and Barbara Pease
2. Seven habits of highly effective people – Stephen Covey
3. You can win – Shiv Khera
4. Think and grow rich – Napoleon Hill
5. Talent is overrated – Geoff Colvin
6. Who moved my cheese – Dr. Spencer Johnson
7. Oxford English grammar
8. Word power made easy –Norman Lewis



Rutuja Deshmukh's Management Trainings,  
Softskills Trainer,  
9766322449

Establishment Year: 1961  
Independent: 1970  
NAAC Grade (3<sup>rd</sup> cycle): B ++ (2.97)



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Email: dayanandcommerce@gmail.com



## Dayanand College of Commerce, Latur Internal Quality Assurance Cell,

(Affiliated to - Swami Ramanand Teerth Marathwada University, Nanded.)

**Dr. Balaji G. Kamble**

M.Com., SET, NET, Ph.D.

IQAC Coordinator

**Dr. Rajaram S.Pawar**

M.Com., M.Phil., Ph.D.

I/c. Principal & IQAC Chairman

IQAC/2022-23/

Date: 19/08/2022

To,

**Ms. Rutuja Deshmukh,**

Incharge,

Personality Development Certificate Course

As per the decisions made in the meeting conducted in IQAC dated on 18.08.2022, you are informed to start Personality Development Certificate Course for BBA students in the first term for the academic year 2022-23.

**IQAC Coordinator  
Co-ordinator**

Internal Quality Assurance Cell  
Dayanand College of Commerce, Latur.

**Principal  
I/C. Principal  
Dayanand College of Commerce  
LATUR**



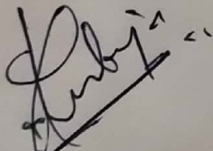
## DAYANAND COLLEGE OF COMMERCE, LATUR

We build excellent careers

### NOTICE

All Students of BBA I year are hereby inform that Mrs. Rutuja Deshmukh (Soft Skill & Communication Coach) will be conducting a personality development course of 30 Hrs. for the academic year 2022-23 especially BBA FY Students from 1<sup>st</sup> Sept. 2022 in morning session at 9.00am, Hall No. 229. These classes will held thrice a week i.e. from Thursday to Saturday and will focus on developing soft skills

**Note :** Attendance is compulsory

  
Incharge

  
IQAC

  
I/c Principal  
Dayanand College of Commerce  
LATUR

Dayanand College of Commerce, Latur

Personality Development Course

30 hrs Certification Course

Registration Form

1. Full Name: Greeta Patil
2. Class & Division: BBA I
3. Roll. No: 7057
4. Address: Old AUSA Road, Latur
5. Mobile No: 9503832760
6. Fees: \_\_\_\_\_



*[Signature]*  
Incharge

IQAC Co-Ordinator  
Dr.B.G.Kamble

I/C Principal  
Dr.R.S.Pawar

Dayanand College of Commerce, Latur

Personality Development Course

30 hrs Certification Course

Registration Form

1. Full Name: Netake Pranali
2. Class & Division: BBA I
3. Roll. No: 7051
4. Address: Mhada colony, Latur.
5. Mobile No: 9825292514
6. Fees: \_\_\_\_\_



*[Signature]*  
Incharge

*[Signature]*  
IQAC Co-Ordinator  
Dr.B.G.Kamble

*[Signature]*  
I/C Principal  
Dr.B.S.Pawar  
**I/C. Principal**  
Dayanand College of Commerce  
LATUR



# Dayanand College of Commerce, Latur

Academic year 2023-24



## Feedback Form

Name: Greeta patil

Q.1. Have you attended the class regularly?  Yes/No

Q.2. If no, give reason:

Q.3. What do you think of following?

- |                               |   |   |  |         |          |
|-------------------------------|---|---|--|---------|----------|
|                               | <input checked="" type="checkbox"/> Excellent | <input checked="" type="checkbox"/> Very Good | <input checked="" type="checkbox"/> Good | Average | Not good |
| a. Teacher is                 |   |   |  |         |          |
| b. Lessons are                |   |   |  |         |          |
| c. Assignments given in class |   |   |  |         |          |

Q.4. What is your opinion on following

- |                             |           |   |  |         |          |
|-----------------------------|-----------|---|--|---------|----------|
|                             | Excellent | <input checked="" type="checkbox"/> Very Good | <input checked="" type="checkbox"/> Good | Average | Not good |
| a. Timings of class         |           |   |  |         |          |
| b. Syllabus of course       |           |   |  |         |          |
| c. Activities held in class |           |   |  |         |          |

Q.5. What do you liked the most about the course?

I Loved the most about this course is self confident and courage and Stage courage which i have build up. And now am confident and self motivated to do any seminar at thousands of peoples. Thank you Rutuja Mam.

Q.6. What additional things you think should be added to the course to help you better?

I don't think that because Rutuja Mam have covered all the things which are beneficial for all the students in this era.



# Dayanand College of Commerce, Latur

Academic year 2023-24



## Feedback Form

Name: Netake pranali.

Q.1. Have you attended the class regularly?  Yes/No

Q.2. If no, give reason:

Q.3. What do you think of following?

Excellent  Very Good  Good  Average  Not good

- a. Teacher is
- b. Lessons are
- c. Assignments given in class

Q.4. What is your opinion on following

Excellent  Very Good  Good  Average  Not good

- a. Timings of class
- b. Syllabus of course
- c. Activities held in class

Q.5. What do you liked the most about the course?

personality development courses work so much on my confidence. you will  
I am so much confident now to  
give seminars, presentation etc.

Q.6. What additional things you think should be added to the course to help you better?

no i dont thing so to add any  
additional things.

Dayanand College of Commerce  
Personality Development Course

Test Paper



Marks:50

Class: BBA F.Y

- 
1. The purpose of a presentation intended to share information to audience is to \_\_\_\_\_
- Educate
  - Persuade
  - Understand the audience
  - connect
2. Communication is part of \_\_\_\_\_ Skills.
- hard
  - soft
  - rough
  - cognitive
3. The Response to a sender's message is called \_\_\_\_\_
- Feedback
  - Response
  - Reaction
  - Forward
4. As per Stephen Covy's theory of Circles of Influence the three concentric circles are in following order, starting with the innermost circle
- control, influence, concern
  - concern, response, control
  - concern, control, influence
  - influence, control, concern
5. One can start conversations by:
- Greetings and introducing oneself
  - Asking open ended questions
  - Giving away compliments
  - Bringing up a shared topic
- Only statement a
  - Statement b
  - Statement c and d
  - All of above

6. When an audience member without a microphone in a large audience asks a question during or after your presentation, it is important for the presenter to:

- a. Ask them to shout out question louder.
- b. Repeat the question for benefit of others who haven't heard it.
- c. Ignore the question as it wasn't audible.
- d. Ask them to come on stage to ask question in absence of microphone.

7. The outline of a presentation should include:

- a. Introduction, content and conclusion
- b. Question and answer session
- c. Acknowledgements
- d. References

8. In selecting presentation technologies, it is important to select technologies that are

- a. Available and can be used at the presentation venue
- b. Highly advanced and impressive
- c. User friendly
- d. Freely available to download and use

9. Which of the following is a requirement that a presenter should know to prepare effectively for a presentation?

- a. Duration of presentation
- b. Number of slides allowed
- c. Who the audience is?
- d. a and c

10. For a better readability, it is preferable that bullet points are:

- a. Paragraphs
- b. Short phrases or partial sentences
- c. page full text
- d. phrases and idioms

11. To contrast text on a presentation slide for better viewing, it is preferable to use:

- a. Dark text on light background
- b. light text on dark background
- c. Fancy templates with images
- d. Watermark logo

12. When rehearsing a presentation, it is helpful to recognize and prevent:

- a. possible gestures
- b. fillers such as umm and ahh





- c. Criticism from friends in the room
- d. possible questions from the audience

**13. The outline of a presentation is a:**

- a. List of major headings or topics to be covered in the presentation
- b. list of technologies that will be used to deliver the presentation
- c. list of external sources
- d. list of requirements and purpose of the presentation

**14. The possible order of points for describing the steps for doing something in sequence is known as:**

- a. Chronological Order
- b. Spatial order
- c. Topical order
- d. Descending Order

**15. When delivering a presentation as part of a team it is important to:**

- a. Coordinate your portion with others in the team and not duplicate their presentations
- b. Make sure all the team members have the same duration to present their portion
- c. rehearse only once
- d. Ignore other teammates and focus on own script.

**16. Which of the following are vital for any organization?**

- a. Group Discussion
- b. Debates
- c. Speeches
- d. Isolating team members to work effectively

**17. Which of the following qualities are important in group discussion?**

- a. Emotional Stability
- b. Hostility
- c. Passiveness
- d. Aggressiveness

**18. In group discussion one must communicate with \_\_\_\_\_**

- a. Knowledge / facts
- b. Hostility
- c. questioning
- d. Pride

**19. In group discussion one must be directed to its logical conclusion**

- a. True



Sign. of Invigilator [Signature]

Date \_\_\_\_\_

Roll No. 7019



# Dayanand College of Commerce, Latur

## • ANSWER BOOK - UNIT TEST • *We build excellent careers*

(BCA / BBA)

HOME EXAMINATION 202 - 202

Unit Test - I / II / III 202 - 202

Name Chaitrad sousthi Class BBA PH Division \_\_\_\_\_

Subject Personality Dev. No. of Supplement Tied \_\_\_\_\_

Q. 1	Q. 2	Q. 3	Q. 4	Q. 5	Q. 6	Q. 7	Q. 8	Q. 9	Q. 10	Grand Total	Sign. of Examiner
										<u>18/20</u>	<u>[Signature]</u>

Q.1. - - - - -

- a Educate ✓
- b persuade
- c Understand the audience
- d connect

Q.2. - - - - -

- a. hard
- b. soft ✓
- c. rough
- d. cognitive

Q.3. - - - - -

- a. The Response to a senders message is called - - - - -
- a. feedback ✓
  - b. response
  - c. reaction
  - d. forward



4. -----

- a. control, influence, concern
- b. concern, response, control ✓
- c. concern, control, influence
- d. influence, control, concern.

5. -----

- a. only statement a.
- b. statement b
- c. statement c & b
- d. All ✓

6. -----

- a. ASK them shout out
- b. Repeat the question of benefit
- c. Ignore the question ✓
- d. ASK them to come

7. -----

- a. Intro, content and conclusion.
- b. question and answer
- c. Acknowledgement ✓
- d. References.



8. The outline of a presentation should include -

- a. Introduction ✓
- b. Questions
- c. Acknowledgement
- d. References

9. Which of the following is a requirement

- a. Duration of presentation
- b. No. of slides allowed
- c. Who is audience ✓
- d. a and c.

10. + ---

- a. Paragraphs
- b. Short phrases ✓
- c. Page full text
- d. Phrases

11. ---

- a. Dark text on light background ✓
- b. Light text
- c. Fancy Templates
- d. Watermark logo.

12.

- a. possible gesture ✓
- b. filters such as umm and ahm ✓
- c. criticism
- d. possible questions

13.

- a. list of major headings ✓
- b. list of technologies
- c. list of external source
- d. list of requirement

14.

- a. chronological order ✓
- b. spatial order
- c. topical order
- d. descending order

15.

- a. co-ordinate your portion ✓
- b. make sure all the team members have
- c. rehearse only once
- d. ignore other teammates



16.

\_\_\_\_\_

- a. Group Discussion ✓
- b. debates
- c. speeches
- d. Isolating team members to work

17.

\_\_\_\_\_

- a. Emotional stability ✓
- b. Hostility
- c. passiveness
- d. aggressiveness

18

\_\_\_\_\_

- a. knowledge / facts ✓
- b. Hostility
- c. questioning
- d. pride



19.

\_\_\_\_\_

a.

True ✓

b.

False

20

\_\_\_\_\_

a.

when two or more people talking ✓

b.

when one person talking


c.

when less time is left

d.

when everyone is silent

Sign. of Invigilator



Date

Roll No 7052



# Dayanand College of Commerce, Latur

## ANSWER BOOK - UNIT TEST

*We build excellent careers*

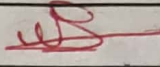
(BCA / BBA)

HOME EXAMINATION 202 - 202

Unit Test - I / II / III 202 - 202

Name Nalgnkar Prathmesh Class BBA - FY Division. \_\_\_\_\_

Subject Personality Development No. of Supplement Tied \_\_\_\_\_

Q. 1	Q. 2	Q. 3	Q. 4	Q. 5	Q. 6	Q. 7	Q. 8	Q. 9	Q. 10	Grand Total	Sign. of Examiner
										8/20	

Q1 \_\_\_\_\_ ?

→ a. Educate

Q2 \_\_\_\_\_ ?

→ b. soft

Q3 \_\_\_\_\_ ?

→ a. feedback.

Q4 \_\_\_\_\_ ?

→ b. concern, response, control



5

\_\_\_\_\_?

→ d. All of these

6

\_\_\_\_\_?

~~d. Ask them to come~~

→ c. Ignore the question.

7

\_\_\_\_\_?

→ c. Acknowledgement

8

The outline of a presentation should include

-----

→ a. Introduction

9

which of the following is a requirement

→ c. who is audience.



10

\_\_\_\_\_ ?

→ b. shorts phrases

11

\_\_\_\_\_ ?

→ a. Dark text on light background.

12

\_\_\_\_\_ ?

→ b. filters such as Umm & ahh.

13.

\_\_\_\_\_ ?

→ a. list of major headings

14.

\_\_\_\_\_ ?

→ a. chronological order

15.

\_\_\_\_\_ ?

a. co-ordinate your portion.

16. \_\_\_\_\_ ?

→ a. Group discussion.

17. \_\_\_\_\_ ?

→ a. Emotional stability

18. \_\_\_\_\_ ?

→ a. Knowledge / facts.

19. \_\_\_\_\_ ?

→ a. True.

20. \_\_\_\_\_ ?

→ a. when two or more people talking.

~~18~~







4, 3:53 PM

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# Dayanand College of Commerce, Latur

## Attendance Sheet for the Month Sep - Oct 2022-23

Name & Signature of the teacher Prof. R. Deshmukh  
Subject Personality Dev.

Class BBA-I Division 1

Name of Student	Lecture No.	Roll No.	Date																				Total Attendance			
			01	03	04	05	06	07	10	11	12	13	14	15	16	17	18	19	20	24	25	26		27	28	31
Priyanka M. Yadav			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	20
Nikhil M. Waghmare			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	18
Drishti R. Vyas			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	16
Geeta H. Shinde			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	16
Vaishnavi B. Shetkar			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	17
Nagrat R. Sagar			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	19
Geeta S. Patil			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	16
Poonali B. Netake			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	15
Rutuja N. Naibare			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	18
Prathmesh S. Nalgikar			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	20
Karan S. Hareyani			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	16
Seushti V. Chaikund			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	15
Shrinivas S. Chandak			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	16
Sakshi S. Chevale			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	20
Deeta T. Dekar			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	17
Talakar Shradha			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	17
Khandade Sujata			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	





# Dayanand College of Commerce, Latur

Attendance Sheet for the Month 2022-23

Name & Signature of the teacher prof. Doshmukh Rutuja.  
 Subject Personality Dev.

Class BBA - I

Division 1

Name of Student	Lecture No.	Date																				Total Attendance
		01	02	07	08	09	14	15	16	21	22	23	28	29	30	17	18	19	20			
Priyanka M. Yadav		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	16	
Nikhil M. Waghmore		N	N	N	A	N	N	N	N	A	N	A	N	N	A	N	N	A	N	N	13	
Orishi R. Vyas																					16	
Geeta H. Shinde																					04	
Vaishnavi B. Shetkar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	17	
Nagnath R. Sagar																					17	
Geeta S. Patil		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18	
Peanali B. Netake		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	17	
Rutuja N. Navhaze																					17	
Prathmesh S. Nalgikar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	
Karan S. Hareyani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20	
Sevshiti V. Gaikwad																					16	
Shrinivas S. Chandak																					17	
Sakshi S. Chavale																					16	
Datta Idkar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	
Khandade Sujata		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	
Shradha Talekar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	17	





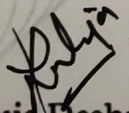
Dayanand Education Society's

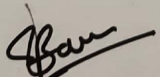
# DAYANAND COLLEGE OF COMMERCE, LATUR

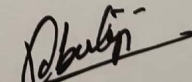
## PERSONALITY DEVELOPMENT CERTIFICATION COURSE

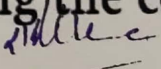
This to certify that Ms/Mr. Srushti Gaikwad  
has been successfully completed the **Personality  
Development Course**, held during the year 2022-23  
organised by BBA Department, Dayanand College of  
Commerce, Latur.

We appreciate his/her active participation during the course.

  
Rutuja Deshmukh  
Incharge

  
Dr. V.B. Satpute  
HOD BBA

  
Dr. Balaji Kamble  
IQAC Co-ordinator

  
I/C. Principal  
Dayanand College of Com  
LATUR  
Dr. R.S. Pawar  
I/C Principal



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## PERSONALITY DEVELOPMENT CERTIFICATION COURSE

This to certify that ~~Ms/Mr.~~ Prathmesh Nalgisakar  
has been successfully completed the **Personality  
Development Course**, held during the year 2022-23  
organised by BBA Department, Dayanand College of  
Commerce, Latur.

We appreciate his/her active participation during the course.

Rutuja Deshmukh  
Incharge

Dr. V.B. Satpute  
HOD BBA

Dr. Balaji Kamble  
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I/C. Principal  
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