



# **Dr S.C. Gulhane Prerna College of Commerce, Science and Arts**

Run by Prerna Sewa Mandal  
Reshimbag Square, Nagpur-24

Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University  
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.32)

Ph.: 2745296, 2746840

E-mail: [prernacollegengp@gmail.com](mailto:prernacollegengp@gmail.com)



## **REPORT ON**

### **“Certificate Course In Personality Development”**

**Department:** Commerce and Management

**Title of the Program:** A 12 days Certificate Course In Personality Development

**Guest Speakers:** Mr. Nityanand Tiwari ,Director,TWAM,Multi-purpose  
Services

**Program Coordinator:** Ms Sakshi Shivhare

**Date and Time:** 5<sup>nd</sup> to 20<sup>th</sup> April 2023 from 10.30am to 1.30pm.

#### **Objectives:**

The primary goals of the institution are to achieve overall personality development for all students, which is also part of its vision and mission. The programme aims to bring about personality development with regard to the different behavioral dimensions that have far reaching significance in the direction of organizational effectiveness.

1. To communicate to students the significance of personality development.
2. To know all key aspect of personality development.
3. To make students know about self-awareness, life skills, soft skills, need for personal development and basic personality values.
4. To discuss all phases of personality development, from understanding personality to boosting self-assurance.
5. To be aware of and examine numerous methods for enhancing overall personality.
6. To assist the students in developing leading personalities.

  
Program Coordinator  
Dr. S. C. Gulhane Prerna College of  
Commerce, Science and Arts, Nagpur-24



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## Highlights:

### Day 1

#### Inaugural Ceremony:

**Hon'ble Chief Guest:** -Dr S. C. Gulhane, Secretary, Prerna Sewa Mandal, Nagpur.

**Hon'ble Chair Person:** - Dr Pravin Joshi, Director, Dr S.C.Gulhane Prerna College of Commerce, Science and Arts , Abhilasha Gudadhe, CEO Prerna Sewa Mandal, Dr. Prakash Durugkar, Principal, Dr S.C.Gulhane Prerna College of Commerce, Science and Arts.

**Guest of Honour:** - Mr. Nityanand Tiwari

**Anchoring and Vote of thanks by:** Dr. Sonika Mishra

**Date and Time** -5<sup>nd</sup> to 20<sup>th</sup> April 2023 from 10.30am to 1.30pm..

### Day 2(Goal Setting)

The course started with some activities like introduce yourself in mnemonic way which was performed by each student before the participants which tried to remove stage fear from them.

- Sir has taught them how to make eye contact with one another while presenting yourself.
- He explained that an individual's personality is shaped by a combination of effective communication, good dressing sense, emotion management, and body language. This process takes time and careful work.
- Sir has also added techniques for presenting yourself to the public in order to engage them in conversation.
- The session ended with narrating with short story on Buddha.

### Day 3(Communication Skills)

- In this session, sir focused on speaking skills, reading skills, and writing skills by citing various examples.
- He also added the importance of eye contact, inner motivation, and direct communication to shape the personality of students.
- The resource person explained the significance of body language and emotional intelligence alongside intellectual intelligence in students lives.
- In the example, he divided the body into three zones:  
-Power Zone



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- West Zone
- Idea Zone

## Day 4 (Emotional Intelligence)

- He motivated the student to work in a team for the desired effect. He has explained the full form of TEAM: Together, everyone achieved a miracle.
- He made the students aware of verbal and non-verbal communication with examples.
- He differentiated between the introvert and extrovert kinds of personalities.
- He conducted a questions-and-answers session by asking open-ended and closed-ended questions to students.

## Day 5(Presentation Skills)

- On the fourth day, Sir has to establish the importance of vocabulary and grammar in communication.
- Sir has also helped students to develop their vocabulary by giving them practical tasks.
- He made the students aware of the stress management model and also taught them how to overcome stress in their daily routines.
- He discussed about listening skills and its various types, like
  - Critical Listening
  - Selective Listening
  - non-directive listening
  - Listening to recall

## Day 6 (Rational Thinking)

- Nityanand Sir teaches we are a personality or product 'we are a make good shape of personality of various way of product like packing, packaging, labeling and marketing. We are a product of our personality.
- Sir teaches a very important thing how to identify self SWOT analysis.
- S-Strength
- W-Weaknesses
- O-Opportunity
- T-Threats
- Sir tells one important thing write a few words in day or maintains a daily diary.



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## Day 7 (Interview Techniques)

- Resource person teach how to face interview and learn interview skill.
- Hobbies, activities, courses mentioned that time of interview.
- Educational qualification always saying descending order.(current to past)
- End of interview how to benefit you for institution.(dedication of work punctual and discipline)

## Day 8 (Positive Attitude)

- Nityanand sir teaches how to handle stress situation by peacefully.
- Passive-harming themselves
- Aggressive-handle to both parties
- Assertive-stand up own right on positive way.
- So apply above method you safely out any type of panic situation.

## DAY 9 (Time Management)

- Sir has explained the importance of Time management.
- He told that effective time management enables you to be more productive, reduce stress, and achieve better work-life balance.
- Sir has mentioned some tips on how to manage time effectively:
  - Set clear goals
  - Make a schedule
  - Learn to say no
  - Delegate tasks

## DAY 10 (Developing Social relations)

- Sir has emphasis on developing social relations with peers and Subordinates.
- Sir told that developing social relations is essential for maintaining mental and emotional health.
- Sir focused on developing Positive social connections can help reduce stress, increase happiness, and promote feelings of belonging and support.
- Sir has mentioned some tips on how to develop social relationships:
- Be proactive



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- Volunteer
- Attend social events
- Practice active listening

## Day 11 (Preparing Resume/CV/Bio-data)

- Sir explained about how to prepare c.v. and resume. The Guest also elaborated about various techniques and objectives for the preparation of C.V. and Resume.
- Thereafter, the Resource Person systematically analyzed how to set the goal in our life. He also explained the difference between aims and goals. He elaborated various types of Goals such as career, financial, familial etc.
- He talked about the importance of Time Management by citing an example from the story.
- Finally, the Resource Person instructed about the preparation for the interviews and invited the Questions and Answers from the participants. Afterwards, the students came forward and introduced themselves.
- At the last, Mr. Ashish Farhan, RJ from Radio Mirchi, came in the session to entertain the students. We should be goal-centric in our life and should be motivated to achieve it.

## Day 12

### (Valedictory Function)

- On the Twelveth day, the Certificate Course in Personality Development was concluded with the valedictory function.
- Dr. Prakash Durugkar, Principal of the college, welcomed to honourable chief guest Dr S. C. Gulhane, Secretary, Prerna Sewa Mandal.
- Dr. Pravin Joshi, Director of the college welcomed Ms. Abhilasha Gudadhe CEO of Dr. S. C. Gulhane Prerna college of Commerce, Science and Arts.
- Ms. Sakshi Shivare Welcome the resource person, Mr. Nityanand Tiwari.
- Dr Prakash Durugkar made introductory and concluding remarks.
- Dr. Pravin Joshi shared his valuable views and thoughts on the importance of Personality Development.
- On this occasion dignitaries distributed certificates to all enrolled students for this certification course.
- The vote of thanks was done by Ms. Mayuri Ingle.



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## **Outcomes:**

- Students understand the significance of personality development
- Students gained knowledge of the important they need to have in order to succeed in the future.
- Students discovered how a person's distinct personality is determined by their organised pattern of behaviour.
- The Certificate course enabled the students to grasp the different skills in personality development
- The Certificate programme helps in cultivating a good approach and attitude.
- The certificate programme gave students a lot of confidence and improved their self-esteem

**No. of Beneficiaries:** 55 Students

**Programme Coordinator:** Ms Sakshi Shivhare

**Date :** 5<sup>th</sup> April 2023 to 20<sup>st</sup> April 2023



*Dr. S. C. Gulhane*  
Program Coordinator  
Dr. S. C. Gulhane Prerna College  
Commerce, Science and Arts, Nagpur



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## Extra Curricular Activities Committee

### 'Certificate course in Soft Skill and Personality Development'

From 5<sup>th</sup> April 2023 to 20<sup>th</sup> April 2023

From 10.00 am to 1.00 pm

### "Topics"

Sr. No	Topic	Schedule	Report Writing	Signature
1.	Confidence Building	6/4/2023	Ms. Sakshi S	
2.	Goal Setting	10/4/2023	Ms. Roshani M	
3.	Communication Skills	11/4/2023	Ms. Roshani M	
4.	Emotional Intelligence	12/4/2023	Ms. Roshani M	
5.	Presentation Skills	15 /4/2023	Mr. Sandip Alone	
6.	Developing Social relations			
7.	Positive Attitude	17/4/2023	Mr. Sandip Alone	
8.	Rational Thinking			
9.	Interview Techniques	18 /4/2023	Mr. Sandip Alone	
10.	Preparing Resume/CV/Bio-data			
11.	Time Management	19/4/2023	Mrs. Priti Jais	
12.	Developing patience's/credibility & attaining maturity			
13	Valedictory Function	20/04/2023	Mrs. Priti Jais	

Ms. Sakshi Shivhare

Co-ordinator

Program Coordinator  
Dr. S. C. Gulhane Prerna College  
Commerce, Science and Arts, Nag.



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## Notice

All the students are hereby informed that the Extra Curricular Committee of Dr. S. C. Gulhane Prerna College of Commerce, Science and Arts is going to organize a **'Certificate Course in Soft Skills & Personality Development'**. This course is designed to provide individuals with the necessary skills and knowledge to develop a positive and confident personality.

The Duration of the course will be 12 days from 5<sup>th</sup> April 2023 to 18<sup>th</sup> April 2023 from 10:00 am to 12:00 noon everyday in Room No. 301. The session will be conducted by the experts in this field.

After successful completion of the course, students will be awarded a certificate of course completion. This interested can register themselves on the Google form provided by paying Rs.100/- per head online on the given QR code in the registration form.

Registration Link:

For any query please feel free to contact Ms. Sakshi Shivhare (8237656020)

& Dr. Ashish Gupta (7666219284)

Ms. Sakshi Shivhare

Co-ordinator

Program Coordinator  
Dr. S. C. Gulhane Prerna College of  
Commerce, Science and Arts, Nagpur-24



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To

Date: 31/3/2023

**Mr. Nityanand Tiwari**

Personality Development Trainer

Nagpur

**Subject: Request to conduct 12 day 'Certificate Course in Soft Skills and Personality Development'**

**Respected Sir,**

The Extra-Curricular Activities Committee of Dr. S.C Gulhane Prerna College god commerce ,Science & arts is going to organize **12 day 'Certificate Course in Soft Skills and Personality Development'** for our students from **5<sup>th</sup> April,2023 to 19<sup>th</sup> April,2023** from 10.30 am to 1.30 pm.

We humbly request you to guide our students on the dates already discussed with you.

Please accept our request and oblige.

Thanking you

**Director**

**Dr Pravin Joshi**



**DR. S.C. GULHANE**  
**PRERNA COLLEGE OF COMMERCE, SCIENCE & ARTS**

Reshimbag, Nagpur.  
(Run By Prerna Sewa Mandal)  
NAAC Accredited with "B Grade"



## EXTRA-CURRICULAR ACTIVITIES COMMITTEE

Organizes

# Twelve day Certificate Course in Soft Skills & Personality Development

(FROM WED, 5TH APR 2023 TO TUE, 19TH APR 2023 )

## VALEDICTORY

THUR 20TH APR 2023

10.30 AM

HON'BLE CHIEF GUEST



**SHRI VIJAYKANT SAGAR SAHEB**  
DCP ZONE 4

Nagpur City Police, Nagpur.

HON'BLE RESOURCE PERSON



**MR NITYANAND TIWARI**  
Corporate Trainer

M.D., Twam Events

OUR INSPIRATION



**DR PRAVIN JOSHI**  
DIRECTOR  
PRERNA COLLEGE  
NAGPUR



**DR S.C. GULHANE**  
SECRETARY  
PRERNA SEWA MANDAL, NAGPUR.



**DR PRAKASH DURUGKAR**  
PRINCIPAL  
PRERNA COLLEGE  
NAGPUR



**DR LILADHAR REWATKAR**  
IQAC CO-ORDINATOR



**MS NEHA SAMUNDORE**  
ACADEMIC AND EXTRA-CURRICULAR ACTIVITIES  
COMMITTEE COORDINATOR



**MS SAKSHI SHIVHARE**  
PROGRAM CO-ORDINATOR



*Dr. S. C. Gulhane*  
Program Coordinator  
Dr. S. C. Gulhane Prerna College  
Commerce, Science and Arts, Nagpur



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### Dr. S. C. Gulhane Prerna College of Commerce, Science, and Arts Organizes a Certificate Course in **SOFT SKILLS & PERSONALITY DEVELOPMENT**

The Extra Curricular Activities committee of Dr. S. C. Gulhane Prerna College of Commerce, Science and Arts, organized a ten day certificate course in "Soft skill & Personality Development" to make students know about self-awareness, life skills, soft skills, need for personal Development etc.

On this occasion, eminent personality Shri Vijaykant Sagar Saheb, DCP Zone 4, Nagpur City Police, Nagpur was a chief guest. Mr. Nityanand Tiwari eminent and dynamic corporate trainer, M.D. Twam Events were the resource persons. Dr. S. C. Gulhane, Secretary, Prerna Sewa Mandal and Dr Pravin Joshi, Director, Dr. S. C. Gulhane Prerna College of Commerce, Science and Arts, were the guests of honour. Dr. Prakash Durugkar, Principal of Dr. S. C. Gulhane Prerna College of Commerce, Science and Arts was a chairperson. Initially, Ms. Palak Jaiswal welcomed and introduced the Guest to the program. Dr Prakash Durugkar, made introductory remarks, explaining the significance of communication skills and interpersonal skills in order to function in professional and social settings effectively. Dr Pravin Joshi, Director, summarized the idea of whole program. He mentioned different aspects of personality and how participants would be benefitted from this kind of program. Some of the students also shared their views and experiences. The Guest of honour, Dr S. C. Gulhane, Secretary, Prerna Sewa Mandal and chief guest Shri Vijaykant Sagar Saheb, DCP Zone 4, Nagpur City Police also motivated students by explaining them the significance of skills in day to day life and how they can excel in their career by working on personality development. The function concluded with the formal vote of thanks proposed by Mayuri Ingle. Around 55 students attended the program.



Nagpur, Maharashtra, India

47, Vakilpeth, LIG Colony, Chandan Nagar, Nagpur,

Maharashtra 440024, India

Lat N 21° 7' 51.65976"

Long E 79° 6' 23.24412"

20/04/23 11:57 AM



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