



**MANGALMAY**  
INSTITUTE OF MANAGEMENT TECHNOLOGY



## Value Added Course Certification Course

On  
**Life Skills**

Resource Person  
Ms. Vandana  
Assistant Professor, MIMT

**01-March,2024 to 22-March,2024**



**Toll Free : 1800 103 3797 | [www.mangalmay.net.in](http://www.mangalmay.net.in)**

Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India



**Schedule of Certification Course on “Life skills”**

**Duration:30 hours**

<b>Sr.No.</b>	<b>Resource Person</b>	<b>Topic Covered</b>	<b>Date &amp; Time</b>
1.	Ms.Vandana	<ul style="list-style-type: none"><li>● <b>Meaning and Importance of Life skills.</b></li></ul>	1 <sup>st</sup> March,2024 3:00p.m.-5:00p.m.
2.	Ms.Vandana	<ul style="list-style-type: none"><li>● Life skills according to WHO</li><li>● Self- awareness</li><li>● Critical thinking</li></ul>	4 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.
3.	Ms.Vandana	<ul style="list-style-type: none"><li>● Creative thinking,</li><li>● Decision making</li><li>● Problem solving,</li></ul>	5 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.
4.	Ms.Vandana	<ul style="list-style-type: none"><li>● Coping with Emotion</li><li>● Stress Management: Stress, reasons and effects</li></ul>	6 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.
5.	Ms.Vandana	<ul style="list-style-type: none"><li>● <b>Social Skills- Meaning and Importance</b></li><li>● Effective Communication and Interpersonal relationships</li></ul>	7 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.



6.	Ms.Vandana	<ul style="list-style-type: none"><li>• Types of communication – Verbal, Non-verbal communication.</li></ul>	11 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.
7.	Ms.Vandana	<ul style="list-style-type: none"><li>• Empathy- Difference between Empathy and Sympathy</li><li>• Strategies to improve empathy skills for improving negotiations</li></ul>	12 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.
8.	Ms.Vandana	<ul style="list-style-type: none"><li>• Morals, Values and Ethics</li></ul>	13 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.
9.	Ms.Vandana	<ul style="list-style-type: none"><li>• Integrity, Respect for Others,</li><li>• Living Peacefully. Caring, Sharing, Honesty,</li></ul>	14 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.
10.	Ms.Vandana	<ul style="list-style-type: none"><li>• Time management, Cooperation, Character, Spirituality</li></ul>	15 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.
11.	Ms.Vandana	<ul style="list-style-type: none"><li>• <b>Leadership Skill</b>– Meaning and Importance</li></ul>	18 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.



<b>12.</b>	Ms.Vandana	<ul style="list-style-type: none"><li>• Types and Style of Leadership</li></ul>	19 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.
<b>13.</b>	Ms.Vandana	<ul style="list-style-type: none"><li>• Entrepreneurial and Moral leadership</li></ul>	20 <sup>th</sup> March,2024 3:00p.m.-5:00p.m.
<b>14.</b>	Ms.Vandana	<ul style="list-style-type: none"><li>• Growing as a leader</li></ul>	21 <sup>st</sup> March,2024 3:00p.m.-5:00p.m.
<b>15.</b>	Ms.Vandana	<ul style="list-style-type: none"><li>• Crisis management</li></ul>	22nd March,2024 3:00p.m.-5:00p.m.



## **SYLLABUS**

### **Certification Course on “Life Skills”**

**Duration: 30 Hours**

#### **Course objectives:-**

- To develop the ability to analyse situations, make informed decisions, fostering problem-solving skills and sound judgment,
- To understand the strengths, weaknesses, emotions, values, and beliefs of an individual.
- To create self-regulation, empathy, and resilience to manage emotions effectively, cope with stress, and maintain mental well-being.
- To develop interpersonal skills and adopt good leadership behaviour for empowerment of self and others.
- To set appropriate goals, manage stress and time effectively.

#### **Course Outcomes:-**

- Get a clear understanding of good communication skills.
- Identify career opportunities in consideration of personal potential and aspirations.
- Demonstrate a set of non-cognitive skills such as empathy, creativity, teamwork, and collaboration, for smooth and efficient functioning at a workplace.
- Create cognitive and non-cognitive skills for use in day-to-day life.
- Develop effective listening skills as team leaders and/or team members for the proper functioning of the team.

### **Syllabus of life skills Course**

#### **1) Introduction to Life Skills**

- Meaning and Importance of life skills
- Life skills according to WHO: Self- awareness, Critical thinking, Creative thinking, Decision making, Problem solving, Coping with Emotion.
- Stress Management: Stress, reasons and effects

#### **2) Social Skills**

- Effective Communication and Interpersonal relationships – Types of communication – Verbal, Non-verbal communication.
- Empathy- Difference between Empathy and Sympathy, Strategies to improve empathy skills for improving negotiations



- Morals, Values and Ethics: Integrity, Respect for Others, Living Peacefully.  
Caring, Sharing, Honesty, Time management, Cooperation, Character, Spirituality

**3) Leadership Skill**

- Leadership – Meaning and Importance
- Types and Style of Leadership
- Entrepreneurial and Moral leadership
- Growing as a leader

**4) Crisis management – Meaning & Importance**



# Mangalmai Institute of Management Technology Greater Noida (U.P.)



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26<sup>th</sup> February, 2024

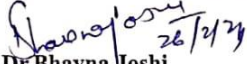
## NOTICE

This is to inform the students of B.Ed. I year that the Certification Course on "Life Skills" is being scheduled from 1<sup>st</sup> March, 2024 to 22<sup>nd</sup> March, 2024. This course will help the students to develop interpersonal skills, critical thinking, stress- management, self- awareness and problem- solving abilities among youth.

### Course Details:

- **Timing :** 3:00 pm to 5:00 pm
- **Resource Person:** Ms. Vandana (Assistant Professor, Department of Education, MIMT)

Course certificate will be issued after the successful completion of the course. It's mandatory for all the registered students to attend all the classes regularly.

  
26/2/24  
**Dr. Bhavna Joshi**  
HOD

  
**Ms. Neha Jindal**  
Convener

**Annexure:**  
Syllabus  
Schedule

CC to:  
Principal  
IQAC Coordinator  
Faculty Members  
Notice Board  
Office File



	<b>Report</b>
Name of the Course	Certification Course on “ <b>Life Skills</b> ”
Date	1 <sup>st</sup> March,2024 to 22 <sup>nd</sup> March,2024
Venue	Classroom, Block C
Organized by	Department of Education,MIMT
Participated by	Students of B.Ed. I year
Convener	Neha Jindal,Assistant Professor,Department of Education,MIMT
Resource Person	Ms. Vandana,Assistant Professor,Department of Education,MIMT
Objective	<p>On completion of Certification Course on “<b>Life Skills</b>”, the prospective teacher educator will be able to:</p> <ul style="list-style-type: none"><li>● To develop a greater sense of self-awareness and appreciation for others.</li><li>● Build confidence both in spoken skills and for group collaboration and cooperation</li><li>● To develop the ability to recover from failures and view them as learning opportunities.</li><li>● To understand the strengths, weaknesses, emotions, values, and beliefs of an individual.</li><li>● To create self-regulation, empathy, and resilience to manage emotions effectively, cope with stress, and maintain mental well-being.</li><li>● To develop interpersonal skills and adopt good leadership behaviour for empowerment of self and others.</li><li>● To set appropriate goals, manage stress and time effectively.</li></ul>





Content	<p><b>Planning &amp; Execution:</b> Ms Neha Jindal was assigned the responsibility to conduct the course. The proposal was forwarded to the Management to get it approved. It was accepted on 26<sup>th</sup> February, 2024. Thereafter, Ms. Vandana (Assistant Professor, MIMT) was approached to conduct the course. They were convinced and sent course schedule. The Plan of Action was prepared.</p> <p>Day wise Activity:</p>
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**Day 1 (1<sup>st</sup> March, 2024)**

On the First day in Session-1, Ms. Vandana discussed about the basic introduction of Life skills. In this she explained the meaning and significance of Life Skills.

**Day 2(4<sup>th</sup> March,2024)**

On the Second day in Session-2, Ms. Vandana explained the students about Life skills according to WHO. She introduced Self- awareness and Critical thinking the most important factors of Life Skills. These genres focus on the development of student's creativity, self-confidence and social skills

**Day 3(5<sup>th</sup> March,2024)**

- On the Third day in Session-3, Ms. Vandana explained about Creative thinking and decision making. She also conducted the activity related to Creative thinking. Students enjoyed a lot. Ms. Vandana discussed about Problem solving skill with students.

**Day 4 (6<sup>th</sup> March,2024)**

- On the Fourth day in Session-4, she discussed about Stress Management: Stress, reasons and effects. She explained number of stress management techniques available to help the students to cope with their stress. These techniques can help reduce the amount of stress felt by students, which can lead to improved physical and mental health as well as increased academic performance.

- **Day 5 (7<sup>th</sup> March,2024)**

On the Fifth day in Session-5 , Ms. Vandana discussed about **Social Skills- Meaning and Importance**. Students enjoyed a lot.

**Day 6 (11<sup>th</sup> March,2024)**

- On the Sixth day in Session-6, she explained about Types of communication – Verbal, Non-verbal communication. She discussed



by their communication skills, pronunciations and how they interact with other people.

- **Day 7**(12<sup>th</sup> March,2024)

On the Seventh day in Session-7, Ms. Vandana told about Empathy- Difference between Empathy and Sympathy. She explained empathy creates a safer school culture. Increased empathy can decrease bullying and aggression among kids and make them kinder and more inclusive toward classmates. The students learned by enjoying the session.

**Day 8** (13<sup>th</sup> March, 2024)

On the Eight day in Session-8, Ms. Vandana discussed about Morals, Values and Ethics. She told students that inculcating good moral values will help students build a positive character. Boosts the self-confidence of student and help them to be positive in their life.

**Day 9**(14<sup>th</sup> March,2024)

- On the Ninth day in Session-9, she helped students to clear their doubts about “Integrity and Respect for Others.” Students also learned about living Peacefully. Caring, Sharing, Honesty,

**Day 10** (15<sup>th</sup> March,2024)

On the tenth day in Session-9, she helped students to clear their doubts about Time management. Students learned some techniques to manage their time.

**Day 11** (18<sup>th</sup> March,2024)



- On the eleventh day in Session-11, Ms. Vandana explained about **Leadership Skill**– its meaning and Importance.

**Day12(19<sup>th</sup> March,2024)**

- On the Twelfth day in Session-12 she discussed about Types and Style of Leadership. She explained that leadership quality provides them with a foundation for effective communication, collaboration, and problem-solving – skills that transcend academic settings and are vital for success in the broader context of life.

**Day 13(20<sup>th</sup> March,2024)**

- On the next day in Session-13, Ms. Vandana made students understand about Entrepreneurial and Moral leadership skills. She told students that entrepreneurship education teaches students how to think like an entrepreneur, gives them practical skills they can use in real-world situations, helps develop leadership skills they need as future leaders,

**Day 14 (21<sup>st</sup> March,2024)**

- On the fourteenth session she discussed explained in detail about **“Growing as a leader.”** In this session she discussed with students the qualities of a good leader. A good student leader should have a number of qualities. They should have strong communication skills, be organized and have strong problem-solving skills. They should also be able to inspire and motivate others.

**Day 15 (22nd March,2024)**



- On the last day in Session-15 Ms. Vandana told them about Crisis management. She explained that “Prevention is better than cure”, and thus it saves an organization from the time and costs it might lose in the chance of a crisis.

Students enjoyed the session.



Outcome	<p>The learning outcomes of the Certification Course on “<b>Creative Writing</b>” are:</p> <ul style="list-style-type: none"><li>● Students able to write effectively and produce clear and coherent prose demonstrating effective use of grammar and style.</li><li>● It developed practice writing and revision as a craft with attention to voice, style, form, language, technique, and other elements of literary composition.</li><li>● It helped to develop a positive attitude in every individual.</li><li>● It create demonstrate awareness of English as a language, including its systematic structure, history and uses.</li></ul> <p><b>50students of B.Ed. I year had done this course. The course was highly interactive and extremely motivated the students.</b></p>
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**Picture:1.1. Ms.Vandana taking a session of “Life Skills”**





**Picture:1.2. Interactive discussion by Ms Vandana with students**





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**Picture:1.3.& Picture1.4. Students solving questions on the topic**



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## B.Ed. 1st Year( 2023-2024)

Sr. No.	Registration No.	Name of Students	Father's name
1	BED202310393285	KUMARI BHAVNA	SANJEET CHOUDHARY
2	BED202310466268	KUMARI JYOTI	DEVANAND PANDEY
3	BED202310193053	MADHU KUSHWAH	ANAND MOHAN JHA
4	BED202310574628	MAHIMA	BHOJ RAJ SINGH
5	BED202310254525	MAMTA BHARTI	UMESH KUMAR
6	BED202310407182	MAMTA SINGH	RAJ NARAYAN SAH
7	BED202310037716	MANSI MISHRA	DHANANJAY SINGH
8	BED202310171779	MUBARAK	VED NARAYAN MISHRA
9	BED202310203846	MUKESH KUMAR GIRI	MUMTAJ
10	BED202310531427	MUKESH KUMAR TRIPATHI	SURJ DEV GIRI
11	BED202310304849	NAAZIA SAMI	VIJAY SHANKAR TRIPATHI
12	BED202310475508	NEELAM KUMARI	SAMI AHMAD RIZVI
13	BED202310100359	NEERAJ KUMAR	MUKESH KUMAR
14	BED202310547190	NEHA BHADANA	NAGESHWAR DAS
15	BED202310043081	NEHA KUMARI	HARENDRA BHADANA
16	BED202310554258	NEHA SINGH	BINOD KUMAR
17	BED202310507273	NIDHI CHAUHAN	RISHIPAL SINGH
18	BED202310468596	NIDHI PRIYA	PRADEEP KUMAR
19	BED202310195241	NISHIKALA YADAV	YOGENDRA SHARMA
20	BED202310444066	NITA KUMARI	RAMA KANT YADAV
21	BED202310419110	NITENDRA KUMAR SINGH	OM PRAKASH PANDEY
22	BED202310352521	NITISH KUMAR	SHIV KUMAR SINGH
23	BED202310355126	NITISH KUMAR	SHANKAR SINGH
24	BED202310546270	NUPUR BHATI	RAMANAND SINGH
25	BED202310572833	PINKI	SUBHASH BHATI
26	BED202310199220	POOJA	DINESH SHARMA
27	BED202310196373	POOJA BISHT	SURENDER SINGH
28	BED202310401203	POOJA KUMARI	RAJENDER SINGH BISHT
29	BED202310295495	POOJA TIWARI	KAVALDHAREE RAM
30	BED202310296719	PRACHI CHAUHAN	SHIV KISHOR TIWARI
31	BED202310173068	PRACHI SHARMA	KAKSHVEER SINGH
32	BED202310322613	PRADEEP KUMAR MAHTO	DINESH SHARMA
33	BED202310315478	PRADEEP SINGH	YOGENDRA MAHTO
34	BED202310011479	PRAMOD KUMAR YADAV	VIRENDRA SINGH
35	BED202310313410	PREETI KUMARI	SHREERAM YADAV
36	BED202310097585	PREETI SABHARWAL	RAMESH PRASAD
37	BED202310108244	PRINCE SHARMA	RAMESH SABHARWAL
38	BED202310029875	PRITY JHA	SUDHI KUMAR
39	BED202310097627	PRIYA NAGAR	ANAND MOHAN JHA
40	BED202310105142	PRIYA SHARMA	GHAMANDI NAGAR
41	BED202310076420	PRIYANKA CHAUHAN	GOVERDHAN SHARMA
42	BED202310323917	PRIYANKA NISHAD	RAJESH CHAUHAN
43	BED202310472609	PUJA KUMARI	JAY JAY SAHANI
44	BED202310522884	PUPPALA NEELIMA	NEELAM PRASAD YADAV

45	BED202310326665	RADHA KUMARI	RAJKISHOR RAY
46	BED202310531345	RAGHVENDRA KUMAR YADAV	SAMBHU PRASAD YADAV
47	BED202310211288	RAHUL KUMAR PAL	SHOBH NATH PAL
48	BED202310429584	RAJNI CHAUHAN	BRAHAM SINGH CHAUHAN
49	BED202310074638	RAKHI	VINOD KUMAR
50	BED202310314978	RAM KUMAR	JAG NARAYAN SINGH



Registered	Completed
Registered	Completed
Registered	Completed
Registered	Completed
Registered	Completed
Registered	Completed



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## **Profile of Resource Person**

### **Ms.Vandana**

**Core Skills:** Soft Skill Trainer, Content Writer, Highly skilled in Research writing, Motivational Speaker

**Qualification:** M.Phil. M.Ed., M.A. (English), NET, CTET

**Experience:** 6 years

**Research Area:** Soft Skills & Communication, Educational Psychology