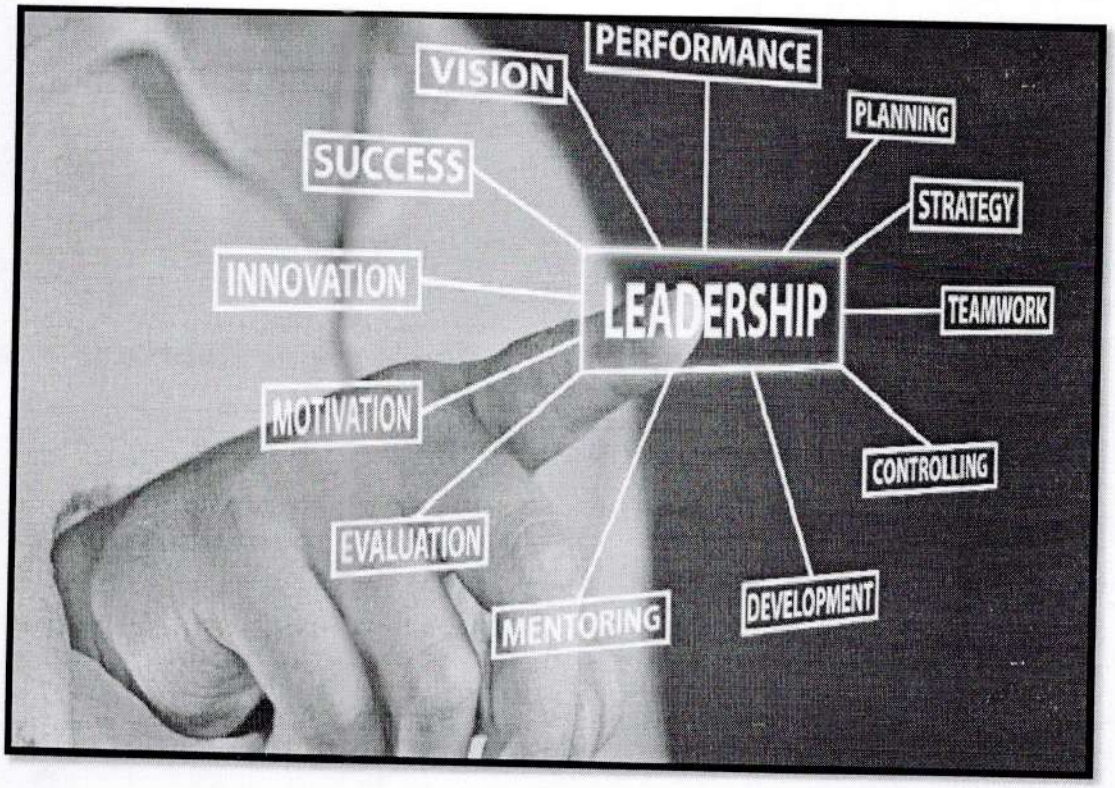
VALUE-ADDED COURSE
ON
EFFECTIVE LEADERSHIP SKILLS



SESSION: 2021-2022

DEPARTMENT OF EDUCATION
HALDIA GOVERNMEMNT COLLEGE

Officer-in-charge
Haldia Government College
P.O.-Debhog, Dist.- Purba Medinipur

Course Title: Effective Leadership Skills

Introduction: Leadership is the ability to delegate, inspire and communicate effectively within a group. It is a process to achieve a common goal by influencing others. An effective leader has the ability to pulls together diverse talents, backgrounds, experiences and encourages them to step up to the achievement of the desired goals. This course aims to develop the following objectives. The main areas that are taken into account in this course are: leadership qualities development, differentiating between management skills and self analysis.

Course Duration: 30 hrs.

Course Structure: This course design outline includes:

Unit-1

7 Hours

Introduction to Leadership (Roles, functions and characteristics of a leader; evolution and growth of leadership; Leadership traits and ethics; Attitude, Behaviour, Personality traits and leadership; Types and Styles of leadership

Unit II

7 Hours

Leadership and Management (Nature, Scope and Significance of Management; Levels of Management; Functions: Planning, Organizing, Staffing, Directing and Controlling; Skills: Conceptual, Human and Technical; Roles: Interpersonal, Informational and Decisional; difference between a leader and a manager

Unit III

9 Hours

Self Discovery (Awareness of personal values, beliefs and vision that motivates behaviour; Personal SWOT; Trust: Openness, confidentiality, blind spot and unknown part of personality; Self-disclosure, seeking feedback, self-reflection, introspection and self management) Team Dynamics (Foundations of Group behaviour; Group development; Group properties: Roles, norms, status, size, design and cohesiveness, Group decision making; Group culture and dynamics; Managing group conflict, power, politics, change and management of diversity

Unit IV

7 Hours

Case Studies on Leadership
Games/Activities/Exercises on Leadership

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Course Objective:

- To develop understanding about the concept of leadership and management.
- To be acquainted with the functions and characteristics of a good leader.
- To realize the importance of self discovery including SWOT analysis, team dynamics.
- Encourage students to write case studies on leadership.

Tentative Outcome: After successful completion of this course students will be able to achieve the following outcomes:

- To build the concept of leadership and management.
- To illustrate the characteristics of effective leadership skills.
- To apply SWOT analysis and other self discovery techniques.

Eligibility Criteria/ who can apply: 10+2 (Successfully completed higher secondary examination)

How to Apply: Students can collect the course enrollment form directly from the concerned department.

Resource Persons: Prof.Sipra Samanta, Prof. Kamala Kanta Kar, Prof. Nizamuddin Ahmed, Prof. Debarata Das.

Course Coordinator: Prof. Kamalakanta Kar, Assistant Professor in Education, Haldia Government College.

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COURSE REPORT ON: Effective Leadership skills

Introduction: The course on effective leadership skills is designed to equip students with the essential knowledge and skills to become effective leaders. This course focuses on developing a deep understanding on various essential leadership qualities, traits and ethics. Through a combination of theoretical lectures, case studies and interactive sessions students can enhance their leadership abilities.

Course Objectives: The course aims to enable students to:

1) To understand the functions and characteristics of a good leader.
2) To develop self-awareness to enhance leadership qualities.
3) Acquire skills for effective leadership and management.
4) Learn strategies for self-discovery.
5) Cultivate a positive group culture.

Course Content: The course covered the following topics:

UNIT1: Introduction to Leadership

UNIT2: Leadership and Management

UNIT3: Self Discovery and leadership management skills

UNIT4: Case study writing on leadership

Assessment: Assessment in this course is based on Oral Examination.

Teaching Methodology: The course is taught through a combination of lectures and tutorials. Students are encouraged to ask questions and participate in classroom discussions.

Conclusion: This course focused on providing students with the necessary tools and knowledge to become effective leaders in their respective field. The interactive nature of this course facilitates active learning. By active participation in this course students will definitely develop their leadership qualities.

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Student Enrollment Form

Add-on/ Value Added Course

on

Effective Leadership skills

Organized by:

Department of Education

Haldia Government College

Academic Session: ~~2020-2021~~ 2021 - 22

1. Name (Block Letters): SUMANA SAMANTA
2. College ID.: HGC/EDNH/20/103
3. University Registration No. with year: ~~200~~1160217 of 2020-2021
4. Department: EDUCATION (H)
5. Semester: 3rd SEM
6. Address: Vill-Sovaharnpur, P.O-Debhog, Dist-Purba Medinipur, Pin-721657
7. Contact No. (Whatsapp No.): 7478265061
8. Email id: Sumana.samanta360360@gmail.com

Sumana Samanta

Signature of the applicant

For Department Use Only

Approved / Not approved

Course Coordinator

Add-on/Value Added Course
on
Effective Leadership Skills
Organized by:
Department of Education
Haldia Government College
Academic Session: 2021-2022

List of Participants

Sl. No.	Name	College ID	Regn. No.	Signature
1.	Apurba Maity	095	1160022	Apurba Maity
2.	Gopal Murmu	011	1160051	Gopal Murmu
3.	Rupsana Khatun	038	1160139	Rupsana Khatun
4.	Ankita Das	109	1160014	Ankita Das
5.	Priyanka Maity	034	1160120	Priyanka Maity
6.	Soeran Gayen	051	1160191	Soeran Gayen
7.	Moumita Pradhan	005	1160093	Moumita Pradhan
8.	Piu Samanta	057	1160115	Piu Samanta
9.	Sarjina Khatun	003	1160163	Sarjina Khatun
10.	Mitali Paramanik	014	1160086	Mitali Paramanik
11.	Moumita Naskar	061	1160091	Moumita Naskar
12.	Susmita Gaunia	029	1160232	Susmita Gaunia
13.	Sangita Maity	102	1160156	Sangita Maity
14.	Papiya Bera	030	1160106	Papiya Bera
15.	Dolon Bera	043	1160046	Dolon Bera
16.	Sanchayeta Das	067	1160150	Sanchayeta Das
17.	Rupa Jana	083	1160138	Rupa Jana
18.	Pallabi Ghosh	052	1160105	Pallabi Ghosh
19.	Mallika Kotal	099	1160079	Mallika Kotal
20.	Sanchita Pramanik	056	1160152	Sanchita Pramanik
21.	Taniya Parvin	073	1160247	Taniya Parvin
22.	Jayashree Bera	094	1160061	Jayashree Bera

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Add-on/ Value Added Course

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Effective Leadership Skills

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Haldia Government College

Academic Session: 2021 -2022

List of Participants

Sl. No.	Name	College ID	Regn. No.	Signature
23	Kanishka Bhuniyan	028	1160066	Kanishka Bhuniyan
24.	Manjerun Khatun	013	1160084	Manjerun khatun.
25.	Sanchayita Patra Barman	025	1160151	Sanchayita Patra Barman
26.	Sudipa Maity	97	1160207	Sudipa Maity
27.	Madhurima Jana	101	1160077	Madhurima Jana
28.	Sangeeta Bera.	006	1160153	Sangeeta Bera.
29.	Soumija Garai	98	1160188	Soumija Garai.
30.	Asmina khatun	084	1160029	Asmina khatun
31.	Soumili Pramanik	050	1160137	Soumili Pramanik
32.	Arjina khatun	107	1160024	Arjina khatun
33.	Manasi Maity	108	1160081	Manasi Maity
34.	Supraiya Sautya	031	1160226	Supraiya Sautya
35	Pariya Santra	1075	1160107	Pariya Santra
36.	Sunil Rana	064	1160220	Sunil Rana
37	Subhajit Raul.	085	1160199	Subhajit Raul.
38	Sattwik Mondal	040	1160166	Sattwik Mondal
39	Uttam Mandi	016	1160255	Uttam Mandi
40	Goutam Rinda	100	1160052	Goutam Rinda
42	Lakshman Dey	058	1160075	Lakshman Dey
43.	Shreya Dolai	033	1160173	Shreya Dolai
44	Sumana Samanta	103	1160217	Sumana Samanta
45.	Sunita Jana	021	1160221	Sunita Jana

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Add-on/ Value Added Course

on

Effective Leadership & Skills

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Department of Education

Haldia Government College

Academic Session: 2021-2022

List of Participants

Sl. No.	Name	College ID	Regn. No.	Signature
46	Ganesh Das	019	1160049	Ganesh Das
47.	Krishanu Adak	046	1160070	Krishanu Adak
48.	Sujan Das	105	1160209	Sujan Das
49.	Avijit Sath	009	1160030	Avijit Sath
50	Subhendu Paul	113	1160203	Subhendu Paul
51.	Sk. Ayub.	055	1160178	Sk. Ayub.
52	Sameeba Mondal	032	1160190	Sameeba Mondal

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SL. NO.	Name
1	ANKITA DAS
2	APURBA MAITY
3	ARJINA KHATUN
4	ASMINA KHATUN
5	AVIJIT SETH
6	DOLON BERA
7	GANESH DAS
8	GOPAL MURMU
9	GOUTAM DINDA
10	JAYASHREE BERA
11	KANINIKA BHUNIYAN
12	KRISHANU ADAK
13	LAKSHMAN DAS
14	MADHURIMA JANA
15	MALLIKA KOTAL
16	MANASI MAITY
17	MANJERUN KHATUN
18	MITALI PARAMANIK
19	MOUMITA NASKAR
20	MOUMITA PRADHAN
21	PALLABI GHOSH
22	PAPIYA BERA
23	PAPIYA SANTRA
24	PIU SAMANTA
25	PRIYANKA MAITY
26	RUPA JANA
27	RUPSANA KHATUN
28	SANCHAYETA DAS
29	SANCHAYITA PATRA BARMAN
30	SANCHITA PRAMANIK
31	SANGEETA BERA
32	SANGITA MAITY

21-22 (FLS)

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| | | |

sl.no.	Name	Q1.	Q2.	Q3.	Q4.	Q5.	Total
1	ANKITA DAS	A	A	A	B	B	A
2	APURBA MAITY	A	B	B	B	A	B
3	ARJINA KHATUN	A	C	C	A	C	C
4	ASMINA KHATUN	B	B	B	A	B	B
5	AVIJIT SETH	B	C	C	A	C	C
6	DOLON BERA	B	B	B	A	B	B
7	GANESH DAS	C	C	C	A	C	C
8	GOPAL MURMU	C	C	A	A	A	A
9	GOUTAM DINDA	C	C	A	B	C	C
10	JAYASHREE BERA	A	A	A	C	C	A
11	KANINIKA BHUNIYAN	A	B	B	C	B	B
12	KRISHANU ADAK	B	B	B	A	B	B
13	LAKSHMAN DAS	B	C	C	C	A	C
14	MADHURIMA JANA	B	B	B	C	A	B
15	MALLIKA KOTAL	B	C	C	A	C	C
16	MANASI MAITY	C	A	A	A	C	A
17	MANJERUN KHATUN	C	C	C	A	A	A
18	MITALI PARAMANIK	A	A	C	A	A	A
19	MOUMITA NASKAR	A	C	C	A	C	C
20	MOUMITA PRADHAN	B	B	B	A	B	B
21	PALLABI GHOSH	B	C	C	C	A	C
22	PAPIYA BERA	B	B	B	A	B	B
23	PAPIYA SANTRA	C	C	C	A	B	C
24	PIU SAMANTA	C	A	A	A	C	A
25	PRIYANKA MAITY	C	C	C	A	B	C
26	RUPA JANA	A	A	B	A	B	A
27	RUPSANA KHATUN	A	C	C	B	C	C
28	SANCHAYETA DAS	A	A	A	B	B	A
29	SANCHAYITA PATRA BARMAN	B	B	B	C	C	B
30	SANCHITA PRAMANIK	B	C	C	C	B	C
31	SANGEETA BERA	B	A	A	A	B	A
32	SANGITA MAITY	C	C	C	A	A	C
33	SARJINA KHATUN	C	C	C	A	B	C
34	SATTWIK MONDAL	A	B	B	C	B	B
35	SHREYA DOLAI	A	C	C	A	C	C
36	SK AYUB	A	A	A	B	A	A
37	SOUMILI PRAMANIK	C	C	C	A	C	C
38	SOUMITA GURIA	C	A	A	A	C	A
39	SOUMITRA MONDAL	A	C	C	C	A	C
40	SOURAV GAYEN	A	A	A	B	C	A
41	SUBHAJIT RAUL	A	C	C	A	C	C
42	SUBHENDU PAUL	A	A	A	B	C	A
43	SUDIPA MAITY	B	B	B	C	C	B
44	SUJAN DAS	B	A	A	A	B	A
45	SUMANA SAMANTA	B	C	C	C	B	C
46	SUNIL RANA	C	A	A	A	C	A
47	SUNITA JANA	C	C	C	A	C	C
48	SUPRIYA SAUTYA	A	B	B	B	C	B
49	SUSMITA GAUNIA	A	A	A	C	B	A
50	TANIYA PARVIN	A	C	C	A	A	A
51	UTTAM MANDI	A	B	B	B	C	B

Assessment (Viva) (21-22) Leaderslist

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Haldia Government College
P.O.-Debhog, Dist.- Purba Medinipur

Certificate No. EDU-VAC 001

Department of Education
Haldia Government College

CERTIFICATE OF COMPLETION

Value Added Course
on
Effective Leadership skills

This is to certify that Mr./Miss. ANITA JANA of **Education** and **3rd** **Semester** has successfully completed Value Added Course on **Effective Leadership skills** organized by the Department of **Education**, Haldia Government College (Academic Session: 2021-22). We wish him/her bright future.

Kamala Kanta Kar
Course Coordinator

S. Samanta
Sipra Samanta
Head of the Department

Dr. Pijush Kanti Tripathi
Officer-in-Charge
Haldia Government College
P.O.-Debhog, Dist.- Purba Medinipur