



Bharatiya Vidya Bhavan's
Sardar Patel College of Engineering

(Govt. Aided Autonomous Institute Affiliated to University of Mumbai)
Munshi Nagar, Bhavan's Campus, Andheri (W), Mumbai 400058.



Date: 27th August 2020

NOTICE – Certification Program on “Integrated Self-Management”

The Training & Placement Office is organizing a **Certification Program** for all B. Tech. students on **“Integrated Self-Management”** during the odd semester of the Academic Year 2020-21. This program is mandatorily recommended for S. Y. Students and is optional for T. Y. and Final Year Students.

The detailed outline of this course is given in the **Annexure-I**. This course would be conducted by Mr. Anil Patil and Ms. Mona Upadhyay. On successful completion of this course, students would be awarded a **Certificate** which will be useful to students during the **campus placements**.

An introductory session for this course would be conducted on **Saturday, 29th August 2020, at 5.00 pm** via **Google Meet**.

The interested students need to register at following link to attend the introductory session of this Certificate Program: <https://forms.gle/HmKucR4JqY3UtRus5>

Sd/-

Dr. Rahul T. Dahatonde

T & P Officer

Annexure – I

Lecture No.	Topics to be Covered	Duration (hrs.)
1	Introduction and overview of the course	2
2	Self-Awareness	2
3	Motivation	2
4	Enhancing Personal Effectiveness	2
5	Verbal and non-verbal Communication	2
6	Assertive communication	2
7	Team building and group dynamics	2
		14
Test 1	First Assessment (Quiz)	2
8	Time Management	2
9	Dealing with failure	2
10	Goal setting and decision making	2
11	Emotional management	2
12	Stress management	2
13	Interpersonal relation building	2
14	Introduction to Transactional analysis	2
15	Enhancing Presentation skills	2
		32
Test 2	Second Assessment (Group or Individual activity/ Presentation)	2
	Total duration	34

First Assessment: 20 points

Second Assessment: 20 points

Attendance: 10 points

For certification: Min. 25 points

S Grade: 45 to 50 points

A Grade: 40 to 44 points

B Grade: 35 to 39 points

C Grade: 30 to 34 points

D Grade: 25 to 29 points

About the Trainers

Mr. Anil J. Patil is retired from L & T Engineering as Head – Technical Training after 39 years of service and has been conducting training programs as freelancer on Communication, Interpersonal Skills & Personal Effectiveness, Customer Focus, Time Management, Six Thinking Hats, Creativity, Corporate Governance & Statutory Compliance, 5S, TQM & LEAN, Value Stream Mapping. He is an active social activist and has also authored 04 books and more than 100 short stories in Marathi.

Ms. Mona Upadhyay is a counselling psychologist. She has worked with Tata Institute of Social Sciences and is currently associated with SPCE as student counsellor. She is also teaching Psychology at SPIT.