

Integrated Management Course Activity Report

Faculties -- Mrs. Mona Upadhyaya, and Mr. Anil J Patil

No of sessions conducted: 18 sessions of 2 hours each. (This includes 2 introductory sessions, T1 & T2)

Mode of Instruction: Online Through Google Meet

Duration: 12 September to 1 November 2020 (29 and 30 August Introduction sessions)

Integrated Self-management is skill based non-technical Value added course. It is conducted as **Value added course for SPCE students and Certificate course for REWA students**. Course is designed keeping in mind following learning outcomes.

- Identify tools and resources for successful self-management
- Understand the importance of constructive attitudes for success.
- Evaluate and develop your emotional intelligence
- Identify factors that prevent from achieving excellence & use the techniques to overcome them.
- Increase over all personal effectiveness.

The topics covered were

- 1) Enhancing Personal Effectiveness.
- 2) Self-Awareness
- 3) Motivation,
- 4) Time management,
- 5) Communication skills Part 1
- 6) Communication skills Part 2
- 7) Group dynamics and teambuilding,
- 8) Dealing with failure
- 9) Stress Management
- 10) Emotional Management
- 11) Goal Setting
- 12) Conflict management and interpersonal skills,
- 13) Transactional Analysis.
- 14) Presentation Skills

7 Sessions were conducted by Mona Upadhyaya, and 7 sessions by Anil Patil, Introductory sessions (2), T1 & T2 were conducted by both the faculties.

The course was interactive and offered a basic introduction to some of the factors associated with personal self-management and self-exploration. It also offered students tools to analyze and understand own self through activity like SWOT analysis, for identifying resources, for managing time through various activities, dealing with failures through storytelling and experience sharing, Understanding the importance of healthy habits by being proactive and setting their goals and targets to achieve success in life.

Students learned strategies for developing a solution-focused, positive thinking style, how they can best manage their own attitudes and thought processes thus enabling them to optimize their performance in all walk of life. They also learned how to create synergy with team and deal with conflicts through

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interpersonal and intrapersonal communication skills and manage change uncertainty and confusion by becoming more assertive and exploring their own mind-set. The overall skill building was done by conducting the sessions with lots of group activities, effective interactions & impactful films.

The students were evaluated based on their understanding of the concepts by Presenting with PPT and movie review. (T1 & T2 respectively) along with lot of worksheets given to students based on the topics during the course.

Feedback

The student's feedback was very positive & encouraging they enjoyed the course and feel more confident and belief in own capabilities. They also reported that the soft skills they have learned during this course has helped them in developing their overall personality and now help them in dealing with academic and personal growth. We would like to specifically mention that this course has given lot of confidence to the students came from vernacular medium.

Feedback from Rewa students was also quite encouraging they informed that this is first time they are attending this kind of course and their first exposure besides academics to prepare and present PPT to faculty explain them the concepts learned.

Students also reported that they have advised lot of their friends to join the course next time.

Many students realized the importance of counselor's support and some students have stated availing counselling services also to deal with their personal problems.

As faculty we observed Less number of students joined because

- a) They have Lots of online lectures to attend.
- b) Many students joined the similar course which started earlier to ISM.
- c) Students outside of Mumbai had network & electricity issues.
- d) Over shooting of time by earlier faculty, or extra lectures arranged on Saturday.

Mona Upadhyaya

Anil Patil

Mona Upadhyaya

25 November 2020