


Criterion VII- - Institutional Values and Best Practices

Key Indicator – 7.2 Best Practices.

Metric No: 7.2.1. Describe any two best practices successfully implemented by the institution as per NAAC format given on its website

Any other relevant information



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

RESOURCE PERSONS



Dr. Regina Joel
Administrative Coordinator
Indira Group of Institutions



Mrs. Nancy Rajathi
Assistant professor of English
Indira College of Education

INDHIRA COLLEGE OF EDUCATION

Pandur, Thiruvallur- 631203

COMMUNICATION SKILLS



Via Series of
Lectures

A handwritten signature in blue ink, appearing to read 'A. J. Panik', written over a horizontal line.

PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Communication Skills Syllabus for B.Ed and M.Ed

Course Title: Communication Skills

Course Description:

This course is designed to enhance students' communication abilities in various contexts, including interpersonal, group, and professional settings. Through a combination of theoretical knowledge, practical exercises, and real-world applications, students will develop their verbal, nonverbal, listening, and written communication skills.

Course Objectives:

1. Understand the fundamentals of effective communication.
2. Develop proficiency in verbal and nonverbal communication.
3. Enhance active listening skills.
4. Improve written communication abilities.
5. Apply communication skills in diverse interpersonal and professional contexts.

Week 1: Introduction to Communication

- Definition and models of communication
- Importance of effective communication
- Barriers to communication and strategies to overcome them

Week 2: Verbal Communication

- Language and its impact on communication
- Principles of effective verbal communication
- Developing clarity and precision in speech


PRINCIPAL
INDIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Week 3: Nonverbal Communication

- Body language and gestures
- Facial expressions and eye contact
- Understanding cultural differences in nonverbal communication

Week 4: Listening Skills

- Importance of active listening
- Barriers to effective listening
- Techniques for improving listening skills

Week 5: Interpersonal Communication

- Building rapport and trust
- Conflict resolution and assertiveness
- Empathy and emotional intelligence

Week 6: Group Communication

- Dynamics of group communication
- Roles within groups
- Strategies for effective group communication and collaboration

Week 7: Professional Communication

- Business communication etiquette
- Writing professional emails and memos
- Conducting effective meetings and presentations

Week 8: Public Speaking

- Overcoming public speaking anxiety
- Structuring effective presentations
- Delivery techniques and audience engagement


PRINCIPAL
INDIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Week 9: Communication in Digital Age

- Social media communication
- Online etiquette and professionalism
- Digital literacy and critical thinking

Week 10: Cross-Cultural Communication

- Understanding cultural dimensions
- Strategies for effective cross-cultural communication
- Avoiding misunderstandings and conflicts

Week 11: Communication Ethics

- Ethical considerations in communication
- Integrity, honesty, and trustworthiness
- Ethical decision-making frameworks

Week 12: Communication in Specific Contexts

- Communication in healthcare
- Communication in education
- Communication in the workplace

Assessment:

- ✚ Class participation and engagement
- ✚ Written assignments (essays, reports, etc.)
- ✚ Oral presentations
- ✚ Group projects
- ✚ Exams (if applicable)


Textbook:

- "Communicating Effectively" by Saundra Hybels and Richard L. Weaver II
- Additional readings and resources will be provided throughout the course.


PRINCIPAL
INDIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

2. LEADERSHIP WORKSHOP FOR STUDENTS




PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

02.08.2019

Circular

Subject: Leadership Workshop 2019


Dear students,

We are delighted to announce the annual Leadership Workshop scheduled for 26.08.2019 to 31.08.2019. This workshop aims to equip participants with essential leadership skills and strategies to excel in their roles and contribute effectively to the organization's success.

The workshop will feature interactive sessions, group activities, and expert presentations focusing on various aspects of leadership, including communication, decision-making, conflict resolution, and team building.

Your active participation in this workshop is encouraged as it offers valuable opportunities for learning, networking, and personal development. Thank you for your commitment to continuous improvement and excellence. We look forward to your participation in the Leadership Workshop 2019.

By Principal



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Managed by Indira Educational and Charitable Trust

Recognized by NCTE & Affiliated to Tamil Nadu Teachers Education University - Re-Accredited by NAAC at B++ Level

Minutes of Leadership Workshop (2019)

Date: 26.08.2019

Time: 9.30 a.m

Location: INDHIRA COLLEGE OF EDUCATION

Agenda:

1. Welcome and Introductions
2. Review of Workshop Objectives
3. Presentation on Leadership Principles
4. Group Discussions and Activities
5. Q&A Session
6. Closing Remarks

1. Welcome and Introductions:


The workshop commenced with a warm welcome extended to all participants. Attendees introduced themselves, sharing their names and affiliations.

2. Review of Workshop Objectives:

The facilitator briefly reiterated the objectives of the workshop, emphasizing the importance of developing effective leadership skills.

3. Presentation on Leadership Principles:

A comprehensive presentation on key leadership principles was delivered, covering topics such as vision setting, communication, decision-making, and team building.



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Managed by Indira Educational and Charitable Trust

Recognized by NCTE & Affiliated to Tamil Nadu Teachers Education University - Re-Accredited by NAAC at B++ Level

- Examples and case studies were provided to illustrate each principle, fostering better understanding among the participants.

1. Group Discussions and Activities:

- Participants were divided into small groups to engage in discussions and activities aimed at applying the leadership principles discussed.

- Each group was tasked with analyzing a leadership scenario and developing strategies for addressing challenges and achieving goals.

- The activities encouraged collaboration, critical thinking, and creative problem-solving.

2. Question and Answer Session:

- An interactive Q&A session followed the group activities, allowing participants to seek clarification on any concepts or seek advice on specific leadership challenges they faced.

- The facilitator addressed queries and provided additional insights based on their expertise and experience.

3. Closing Remarks:

- The workshop concluded with a summary of key take aways and actionable steps for participants to continue their leadership development journey.

- Attendees were encouraged to apply the principles learned in their respective roles and organizations.

- Closing remarks expressed gratitude to the participants for their active participation and engagement throughout the workshop.



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Managed by Indira Educational and Charitable Trust

CIRCULAR

05.09.2020

To: B.Ed and M.Ed Students

Title: Leadership Workshop 2020

Dear Students,

We are excited to announce the annual Leadership Workshop scheduled from 14.09.2020 to 19.09.2020. This workshop aims to equip participants with essential leadership skills and strategies to excel in their roles and contribute effectively to the organization's success.

The workshop will feature interactive sessions, group activities, and expert presentations focusing on various aspects of leadership, including communication, decision-making, conflict resolution, and team building.

Your active participation in this workshop is encouraged as it offers valuable opportunities for learning, networking, and personal development. Further details regarding the agenda and registration process will be shared with you soon.

Thank you for your commitment to continuous improvement and excellence. We look forward to your participation in the Leadership Workshop 2020.

Best regards,

Principal

INDHIRA COLLEGE OF EDUCATION



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Managed by Indira Educational and Charitable Trust

Minutes of Leadership Workshop (2020)

Date: 26.08.2020


Time: 9:30 a.m

Location: Indhira College of Education

Agenda:

1. Welcome and Introductions
2. Review of Workshop Objectives
3. Presentation on Leadership Principles
4. Group Discussions and Activities
5. Q&A Session
6. Closing Remarks

The workshop commenced with a warm welcome to all attendees, who introduced themselves, stating their names and affiliations. Following this, the facilitator succinctly reiterated the workshop's objectives, underscoring the significance of honing effective leadership skills. A comprehensive presentation ensued, delving into essential leadership principles such as vision setting, communication, decision-making, and team building, supplemented with examples and case studies for better comprehension. Each group was tasked with analyzing leadership scenarios, devising strategies to overcome challenges, and achieve goals, fostering collaboration, critical thinking, and creative problem-solving. An interactive question and answer session ensued, providing a platform for participants to seek clarification or advice on leadership challenges. The facilitator addressed queries, offering additional insights based on their expertise and experience. Concluding the workshop, a summary of key takeaways and actionable steps was provided, urging attendees to implement learned principles in their roles and organizations. Gratitude was expressed to participants for their active engagement throughout the work.



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Managed by Indira Educational and Charitable Trust

CIRCULAR

03.11.23

Subject: Leadership Workshop Invitation for Indhira College of Education Faculty and Staff

Dear Faculty and Staff,

We are excited to announce an upcoming Leadership Workshop tailored specifically for the esteemed members of Indhira College of Education on 13.11.23. This workshop aims to enhance your leadership skills, empower you with valuable strategies, and foster a culture of growth and collaboration within our institution.

Best regards,

Principal

INDHIRA COLLEGE OF EDUCATION



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Managed by Indira Educational and Charitable Trust

REPORT ON LEADERSHIP WORKSHOP

Introduction:

The purpose of this report is to provide an assessment of the need for the upcoming Leadership Workshop at Indhira College of Education. This assessment aims to justify the investment of time and resources in conducting the workshop and to ensure alignment with the institution's goals and objectives.

Background:

Provide a brief overview of the context and rationale behind organizing the Leadership Workshop. Include any relevant information about recent changes, challenges, or strategic initiatives within the institution that necessitate leadership development among faculty and staff.


Methodology:

Describe the methods used to assess the need for the workshop, such as surveys, interviews, focusgroups, or analysis of performance data. Specify the sample size and demographics of participants involved in the assessment process.

Findings:

Present the key findings from the need assessment process. This may include:

- Identified gaps or areas for improvement in leadership skills among faculty and staff.
- Feedback from stakeholders regarding challenges faced in leadership roles.
- Interest and enthusiasm levels among potential participants for attending a leadership workshop.
- Alignment between the workshop objectives and the identified needs of the institution.



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Recognized by NCTE & Affiliated to Tamil Nadu Teachers Education University - Re-Accredited by NAAC at B++ Level

The Leadership Workshop presents a valuable opportunity to address the identified leadership development needs at Indhira College of Education. By investing in the professional growth and skill enhancement of our faculty and staff, we can foster a culture of excellence, innovation, and collaboration that ultimately contributes to the overall success and reputation of our institution.

The anticipated outcomes of the workshop align closely with our strategic objectives and will empower individuals to thrive in their respective roles while driving positive change within the organization. We are confident that by implementing the recommendations outlined in this report, we can maximize the impact of the Leadership Workshop and create lasting benefits for both individuals and the institution as a whole.



PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Managed by Indira Educational and Charitable Trust