

MANSA COLLEGE OF EDUCATION, KURUD, BHILAI

VALUE ADDED COURSE

COMPUTER EDUCATION

VALUE ADDED COURSE - COMPUTER EDUCATION

If you want to know What is a computer education the ans is Computer education means gaining basic knowledge and skills to operate computers in order to perform desired jobs. Computer Education not only involves basic knowledge about computer, computer education extends to various branches of study in various fields and sectors.

'VISION'

TO EXCEL IN THE EMERGING AREAS OF COMPUTER SCIENCE AND ENGINEERING BY IMPARTING KNOWLEDGE, RELEVANT PRACTICES AND INCULCATING HUMAN VALUES TO TRANSFORM THE STUDENTS AS POTENTIAL RESOURCES TO CONTRIBUTE INNOVATIVELY THROUGH ADVANCED COMPUTING IN REAL TIME SITUATIONS..



Registration fee : Free

Date : 05/12/2022 to 19/12/2022

Time : 1 Hour



ORGANISED BY
INTERNAL QUALITY ASSURANCE CELL
(IQAC)

**MANSA COLLEGE OF
EDUCATION, BHILAI**

IN COLLABORATE WITH

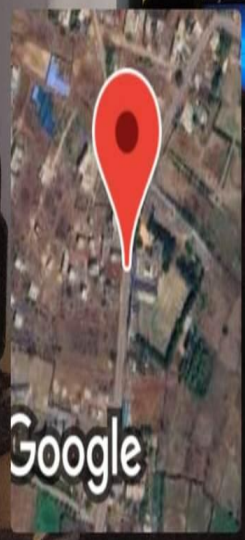
'DIGITURG LLP'

COMPUTER EDUCATION





GPS Map Camera



Google

Bhilai, Chhattisgarh, India

69P2+R57, Kohka, Bhilai, Chhattisgarh 490026, India

Lat 21.237008°

Long 81.350607°

07/12/22 04:13 PM GMT +05:30

THESIS WRITING

MANSA COLLEGE OF EDUCATION, KURUD BHILAI
IN COLLABORATE WITH
TEKACK CONSULTING LLC
VALUE ADDED COURSE
THESIS WRITING

COURSE CONTENT:-

- introduction
- thesis writing
- details of thesis writing
- purpose of the study
- methodology
- analysis and interpretation data
- summary

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

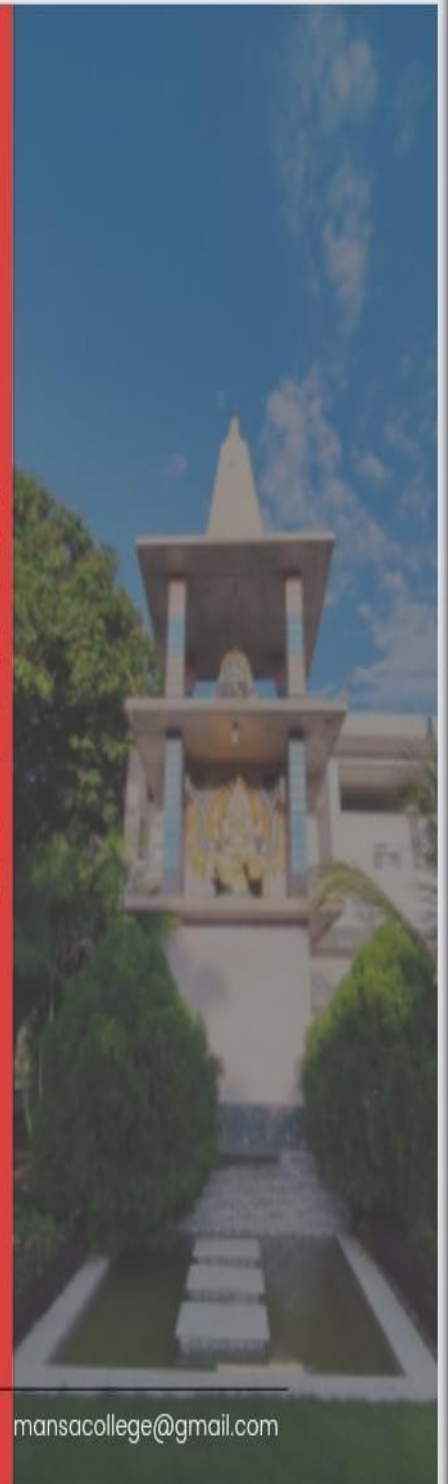
Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Counselling LLC

DATE:

04/05/2022 TO 18/05/22

ABOUT US

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.



CONTACT US

Mobile No. - 9893750431

mansacollege@gmail.com

THESIS WRITING



HOW TO MAKE EFFECTIVE PRESENTATION

MANSA COLLEGE OF
EDUCATION, KURUD
BHILAI (C.G.)

CHAIR PATRON

B.S. SAXENA
(CHAIRMAN)

MR. SANJEEV SAXENA
(DIRECTOR)

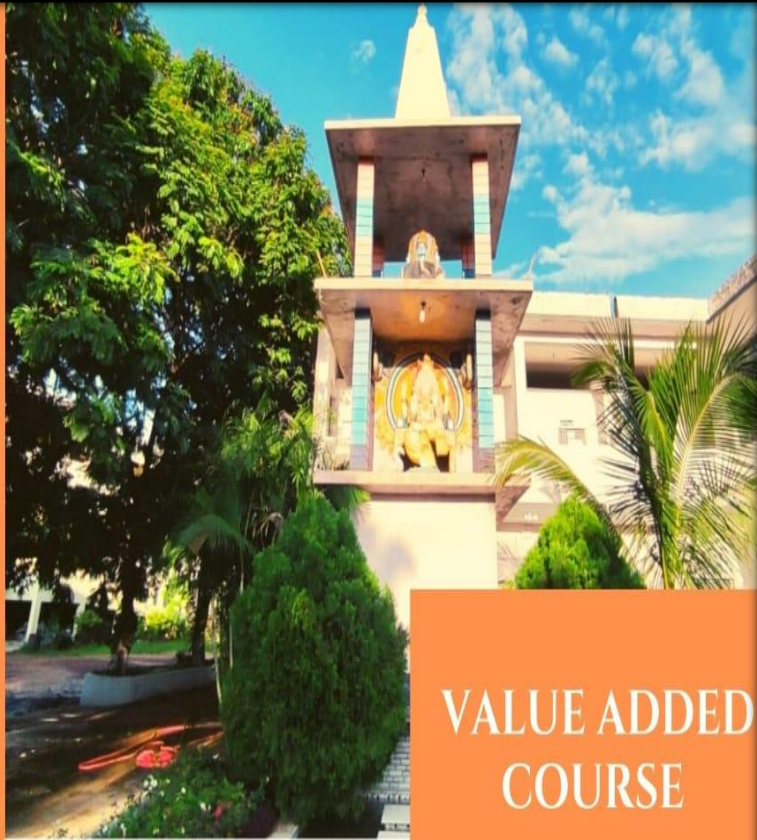
PROF. SMITA SAXENA
(PRINCIPAL)

RESOURCE PERSON

S. MANNMAD RAO
(DIRECTOR - EDIFY, EXTERNSHIP
SERVICES PVT LTD)

CONTACT :-

Date :- 02/05/2022 to 16/05/2022



COURSE CONTENT

- Introduction
- Planning your Presentation
- The Presentation Sequence
- Creating Effective Visual Aids
- Presentation Techniques
- Practice

VALUE ADDED
COURSE

**Effective
Presentation**

EDIFY
EXTERNSHIP
SERVICES
PRIVATE LIMITED,
DURG (C.G.)

HOW TO MAKE EFFECTIVE PRESENTATION



INTERPERSONAL SKILL

**MANSA COLLEGE OF EDUCATION, KURUD BHILAI
IN COLLABORATE WITH
TEKACK CONSULTING LLC
VALUE ADDED COURSE
INTERPERSONAL SKILLS**

COURSE CONTENT:-

- interpersonal skills/facilitation skills
- essential IP competencies
- developing IP skills
- life positions
- management conflict styles
- factors hampering interpersonal interactions
- strokes
- utility
- enter personal skill – BC
- building positive relationship
- dealing with criticism
- negotiations
- step involved
- negotiation tactis and behaviou

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Counsulting LLC

DATE:

18/04/2022 TO 03/05/2022

ABOUT US

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INTERPERSONAL SKILL



SHORT FILM MAKING : PHOTOGRAPHY & SCRIPTING

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
TEKACK CONSULTING LLC

VALUE ADDED COURSE

SHORT FILM MAKING

COURSE CONTENT:-

- The Art of Storytelling
- Script & Storyboard
- Understanding Video Cameras
- Frame Rates & Video Sizes
- Camera Works
- Framing Techniques
- Lighting
- Shooting a Scene
- Sound Acquisition
- Directing

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Counsulting LLC

DATE:

04/04/2022 TO 18/04/2022

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SHORT FILM MAKING : PHOTOGRAPHY & SCRIPTING



LIFE SKILLS - GROUP DISCUSSION



MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
EDIFY EXTERNSHIP SERVICES PRIVATE
LIMITED, DURG (C.G.)

VALUE ADDED COURSE

LIFE SKILLS - GROUP DISCUSSION

COURSE CONTENT:-

- definition of group discussion
- group discussion
- prerequisites of a group discussion
- benefits in group discussion
- silent features
- group discussion format
- conflicts
- do's and don'ts in group discussion
- important points in group discussion
- accept criticism
- suggestion
- topics of importance frequently discussed
- dewey's system for problem solving

About

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CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

S. Mannmad Rao
(Director - Edify, Externship
Services PVT LTD)

DATE:

14/03/2022 TO 28/03/2022

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LIFE SKILLS - GROUP DISCUSSION



MODEL MAKING

VALUE ADDED COURSE MODEL MAKING

COURSE CONTENT:-

- introduction
- role of model making in education
- as a part of teaching aids
- types of model
- benefits

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Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

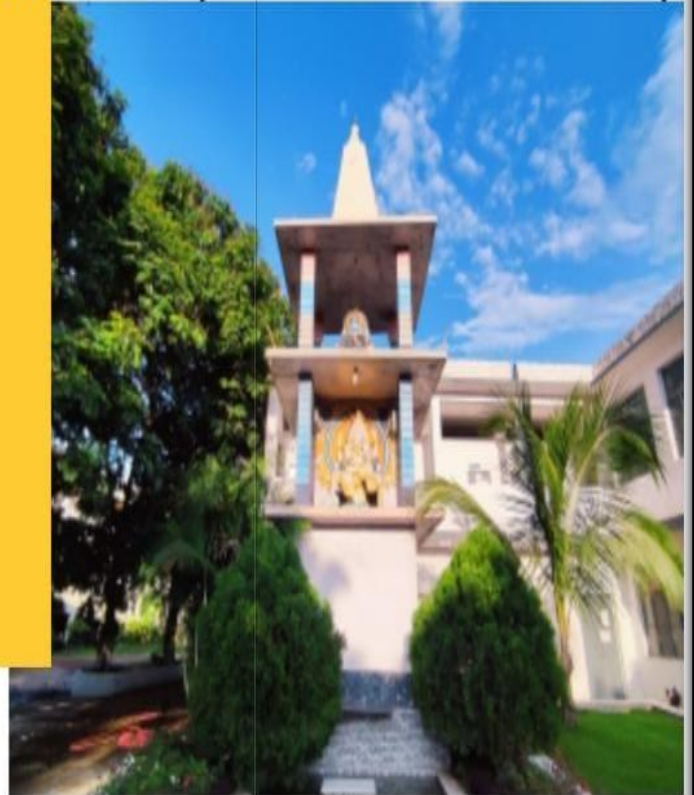
Mr. Mahendra Thakur
CEO, UTransformation

DATE:

07/03/2022 TO 21/03/2022

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
UTRANSFORMATION (INSPIRATION TO TRANSFORMATION)



About Us

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MODEL MAKING



BASIC CONCEPT OF ICT TOOL

VALUE ADDED COURSE BASIC CONCEPT OF ICT TOOL

COURSE CONTENT:-

- introduction
- definition
- components of ICT
- classification of ICT
- benefits of ICT
- Aims and objective of ICT
- ICT and education



CHIEF PATRON

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(Director)

Mrs. Smita Saxena
(Principal)

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RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Consulting LLC

DATE:

01/03/2022 TO 15/03/2022

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

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BASIC CONCEPT OF ICT TOOL



SYNOPSIS WRITING

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH IETA VALUE ADDED COURSE SYNOPSIS WRITING

COURSE CONTENT:-

- Get formatting guidelines from your instructor or advisor
- Set up the headings for your sections
- Format your references
- Use the introduction to identify your research problem
- Describe the work done by other researchers in your literature review.
- Set forth the goals or objectives for your research project
- List your hypotheses for your research project.
- Discuss the methodology and methods you'll use in your research.
- Complete your abstract last
- Let your synopsis sit for a while before you start editing
- Make your writing clear and concise
- Check the format of your references.
- Proofread your synopsis carefully

CHIEF PATRON

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(Director)
Mrs. Smita Saxena
(Principal)

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RESOURCE PERSON

Dr. Pramod kumar Gupta, Senior
Consultant, Foundational Literacy
and Numeracy DEE NCERT Delhi

DATE:

31/08/2021 TO 15/09/2021

About Us

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SYNOPSIS WRITING



VISUAL EFFECTS

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
DIGITURG LLP
VALUE ADDED COURSE

VISUAL EFFECTS:

COURSE CONTENT:-

- Overflow and clipping
- Overflow: the 'overflow' property
- Clipping: the 'clip' property
- Visibility: the 'visibility' property

CHIEF PATRON

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(Director)

Mrs. Smita Saxena
(Principal)

CONTACT US

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Mobile No. - 9893750431

RESOURCE PERSON

Mr. Ravi Mishra
CEO, Digiturg

DATE:

07/02/2022 TO 21/02/2022

About Us

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VISUAL EFFECTS



VIDEO EDITING

VALUE ADDED COURSE

VIDEO EDITING

COURSE CONTENT:-

- Principles of Editing
- Editing for the genre
- Film Appreciation
- Screenplay and Direction
- Cinematography
- Operations and Movements (Pan, Lilt, Trolley, Dolly, Crane)
- Adobe After Effects
- Digital Filmmaking
- Post Production Tools

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Ravi Mishra
CEO, Digiturg

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH DIGITURG LLP

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CONTACT US

mansacollege@gmail.com

Mobile No. - 9893750431

DATE:

01/01/2022 TO 15/02/2022



VIDEO EDITING



PERSONALITY DEVELOPMENT



MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
EDIFY EXTERNSHIP SERVICES PRIVATE LIMITED, DURG
(C.G.)

About Us

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VALUE ADDED COURSE

PERSONALITY DEVELOPMENT

COURSE CONTENT:-

- Describe how a personality develops.
- Define the stages of personality development.
- Describe basic personality traits.
- Describe how morals are developed.
- Define personality types.
- Describe Jung theories about development.
- Describe how personality affects career choices.
- Describe methods for changing your personality.
- Describe personality disorders.
- Describe how to work on personality changes.

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

S. Mannmad Rao
(Director - Edify, Externship
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Mobile No. - 9893750431

DATE: 17/01/2022 TO 01/02/2022

PERSONALITY DEVELOPMENT



LIFE SKILLS - LANGUAGE TRAINING

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
EDIFY EXTERNSHIP SERVICES PRIVATE LIMITED, DURG (C.G.)



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Mobile No. - 9893750431

DATE: 28/12/2021 TO 11/01/2022

VALUE ADDED COURSE

LIFE SKILLS - LANGUAGE
TRAINING

COURSE CONTENT:-

- Introduction of phonetics and acoustics of accents
- research issues in modelling acoustics of accents of English
- current research problems
- accent analysis and models
- accent morphing
- audio demo

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

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(Director - Edify, Externship
Services PVT LTD)

LIFE SKILLS - LANGUAGE TRAINING



SELF DEFENCE

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
ELITE KARATE ACADEMY

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.



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mansacollege@gmail.com

Mobile No. - 9893750431

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr Deepak Gupta
National Referee 6th DAN Black Belt
Gen. Secretary, Elite Karate Academy

VALUE ADDED COURSE

SELF DEFENCE

COURSE CONTENT:-

- The 5 Main Threats to Personal Security
- How to Protect Yourself Against Violence
- Basic Concepts about Violence
- The Importance of Prevention
- Why Prevention Represents 90% of Potential to Survive
- Practical and Effective Fighting Techniques
- What Fear is
- How to Overcome Fear in General
- How to Overcome the Fear of Fighting
- How to Prevent Assaults to Vehicles and Hijacking
- What is Road Safety
- How to React when Someone Attempt to Rob Your Vehicle
- How to Avoid Assaults in Elevators, Shopping and ATMs
- What Happens in Assaults with Rape and Homicide and Why
- How to Prevent a Rape
- How to Use Improvised Weapons
- The Rules of Personal Safety on the Street
- How to Use a Knife for Self-Defense
- What Self-Defense Instructors Will Never Teach You
- How to Defend Yourself Against Any Street Fighter
- Street Boxing Techniques for Self-Defense and How to Use Them
- Self-Defense Techniques to Escape Any Grabs and Wrist Holds
- How to Defend Yourself from Stronger Attackers
- How to Defend Yourself from Experienced Attackers

DATE: 06/12/2021 TO 20/12/2021

SELF DEFENCE





TECHNIQUES OF DATA COLLECTION & PRESENTATION OF DATA

VALUE ADDED COURSE

TECHNIQUES OF DATA COLLECTION & PRESENTATION OF DATA

COURSE CONTENT:-

- what is the data collection
- why do we need data collection
- what are the different methods of data collection
- specific data collection techniques
- data collection tools
- the importance of ensuring accurate and appropriate data collection and presentation of data
- issues related to maintaining the integrity of data collection and presentation of

CONTACT US

mansacollege@gmail.com

DATE: 22/11/2021 TO 06/12/2021

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATION WITH
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Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Consulting LLC



TECHNIQUES OF DATA COLLECTION & PRESENTATION OF DATA





LIBRARY MANAGEMENT



VALUE ADDED COURSE

LIBRARY MANAGEMENT

COURSE CONTENT:-

- outline
- library- a system
- broad function of a library
- RC major functions
- integrated library management system
- SLIM ++ as a ILM
- ACQUISITION
- circulation
- serial control
- online public access catalogues
- inter library loan
- current awareness services

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Booklets are printed materials with four or more pages, containing details about a business, event, product, promotion, etc.

**MANSA COLLEGE OF EDUCATION, KURUD
BHILAI**

**IN COLLABORATE WITH
DIGITURG LLP**

CONTACT US

mansacollege@gmail.com

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

DATE: 08/11/2021 TO 22/11/2021

LIBRARY MANAGEMENT



STRESS MANAGEMENT



**MANSA COLLEGE OF EDUCATION,
KURUD BHILAI (C.G.)**

COURSE CONTENT

- What is stress ?
- Why is stress management important
- Relationship between stress and job performance
- Experiencing stress
- Module of the stress management process
- Managing stress objectives
- How can awareness of stress symptoms be enhanced ?
- Sources of stress
- Resiliency
- Short term strategies
- Strategies type of stresses and what we can do about them

CHIEF PATRON

➤ **B.S. Saxena
(Chairman)**

➤ **Sanjeev Saxena
(Director)**

➤ **Prof. Smita Saxena
(Principal)**

RESOURCE PERSON

➤ **S. Mannmad Rao
(Director - Edify,
Externship Services
PVT LTD**



**VALUE ADDED COURSE
STRESS MANAGEMENT**

**EDIFY EXTERNSHIP SERVICES
PRIVATE LIMITED, DURG (C. G.)**

DATE: 18/10/2021 TO 03/11/2021

STRESS MANAGEMENT



TIME MANAGEMENT



MANSA COLLEGE OF EDUCATION, KURUD BHILAI

**IN COLLABORATE WITH
TEKACK CONSULTING LLC**

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VALUE ADDED COURSE

TIME MANAGEMENT

COURSE CONTENT:-

- what is time management
- why do we need time management
- the process of time management
- principle of time management
- costing your time making activity logs
- planning prioritising scheduling goal setting
- achieve your goals

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Counsulting LLC

CONTACT US

mansacollege@gmail.com

DATE: 22/09/2021 TO 07/10/2021

TIME MANAGEMENT



DEVELOPING LEADERSHIP SKILL

COURSE CONTENT:-

- today is realities
- what is leadership?
- what do leaders do?
- key leadership skills
- ways to develop leadership skills
- summary

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

S. Mannmad Rao
(Director - Edify, Externship
Services PVT LTD)

CONTACT US

mansacollege@gmail.com

Mobile No. - 9893750431

DATE: 13/09/2021 TO 27/09/2021

VALUE ADDED COURSE

DEVELOPING LEADERSHIP SKILL



MANSA COLLEGE OF EDUCATION, KURUD BHILAI

**IN COLLABORATE WITH
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DEVELOPING LEADERSHIP SKILL



TRAIN THE TRAINER

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

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VALUE ADDED COURSE

TRAIN THE TRAINER



COURSE CONTENT:-

employee empowerment
leadership and change
team building and teamwork
effective communication
education and training
importance of training
who will do the training
how employees learn best
developing a job training program

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Mahendra Thakur
CEO, UTransformation

CONTACT US

mansacollege@gmail.co
Mobile No. - 9893750431

DATE:

31/08/2021 TO 15/09/2021

TRAIN THE TRAINER



RESUME WRITING



VALUE ADDED COURSE

RESUME WRITING

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
EDIFY EXTERNSHIP SERVICES PRIVATE LIMITED, DURG (C.G.)

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DATE: 02/08/2021 TO 16/08/2021

COURSE CONTENT:-

- the basics of writing an effective resume
- resume rules
- resume = marketing tool
- must have categories on a resume
- templates: to use or not to use?
- education
- work experience
- use action verbs! keep it brief and to the point
- tie skills to context
- other resume categories
- objectives
- summary of qualifications
- where to start ?
- other strategies
- the importance of research
- checklist
- types of resumes
- cover letter basics guiding principles
- employer name
- position
- use examples
- show your knowledge of the employer
- related skill to the objective
- the big finish

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

S. Mannmad Rao
(Director - Edify, Externship
Services PVT LTD)

CONTACT US

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Mobile No. - 9893750431

RESUME WRITING



INTERVIEW PREPARATION

VALUE ADDED COURSE

INTERVIEW PREPARATION

COURSE CONTENT:-

- preparing for interviews
- the interview experience
- how to prepare for a job interview
- the purpose of the interview
- the stage of the interview
- introduction
- visualisation
- what to wear
- body language
- what to take
- reframing awkward questions
- questions to expert and to ask
- different types of interview

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

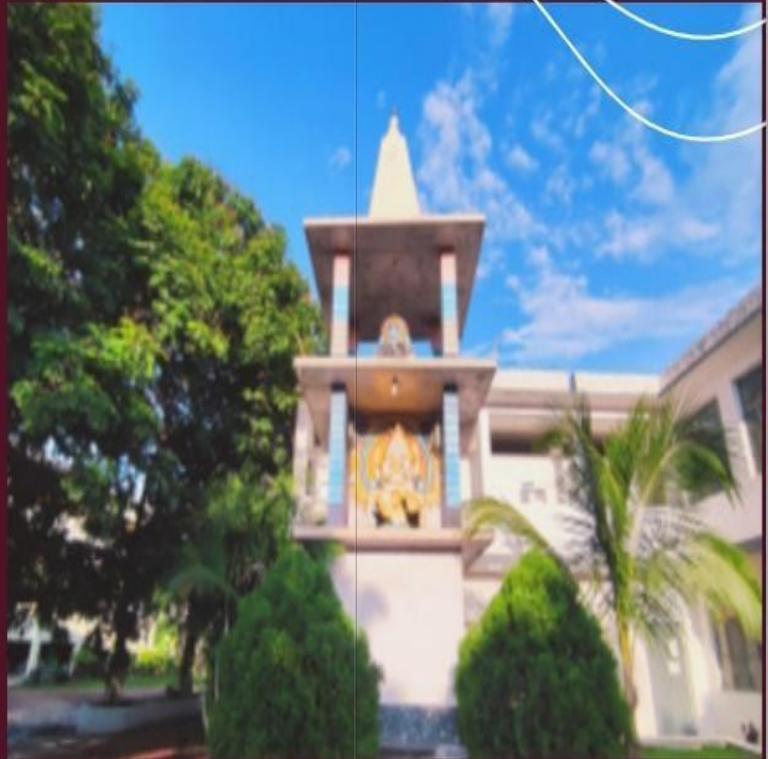
Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Ashish Singh
VP Operations
Spicerorb .Orb Enterprises INC

CONTACT US

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Mobile No. - 9893750431



MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
SPICERORB.ORB ENTERPRISES INC

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

DATE: 26/07/2021 TO 09/08/2021

INTERVIEW PREPARATION



COMMUNICATION SKILL

Value Added Course Communication Skill

Chief Patron

Mr. B.S.Saxena

(Chairman)

Mr. Sanjeev Saxena

Principal

Prof. Smita Saxena

Convener

Mrs. Punam Sahu

(IQAC Cordinator)

Resource Person

S. Mannmad Rao

(Director - Edify,
Externship Services

PVT LTD



organized by
internal quality assurance
cell(IQAC)

MANSA COLLEGE OF EDUCATION

BHILAI

in collaborate with Edify

About Us !

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COMMUNICATION SKILL

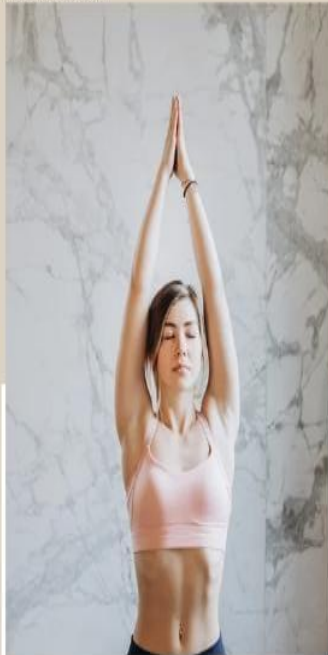




YOGA

VALUE ADDED COURSE - YOGA TRAINING

Yoga is a systematic practice of physical exercise, breath control, relaxation, diet control, positive thinking, and meditation aimed at developing harmony in the body, mind, and environment. The practice entails low-impact physical activity, postures (called asanas), breathing techniques (pranayama), relaxation, and meditation.



Yoga is something gives you
Open-handedly without
demanding anything!



CHIEF PATRON

CHAIRMAN

Mr. Sanjeev Saxena

PRINCIPAL

Prof. Smita Saxena

CONVENER

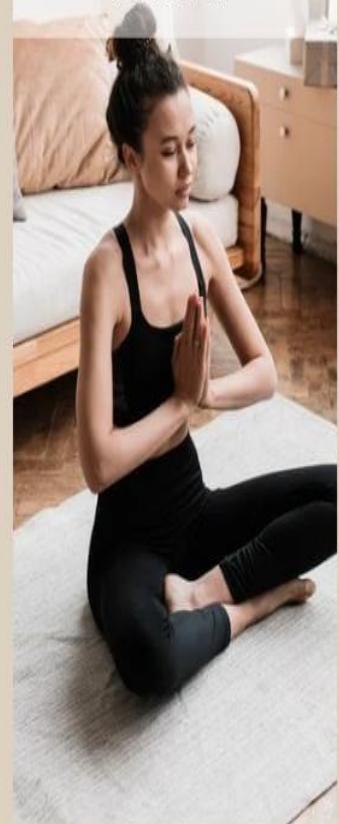
Dr. Pushpa Sharma

RESOURCE PERSON

Miss. Soniya Tiwari

organized by
internal quality
assurance cell(IQAC)

**MANSA COLLEGE
OF EDUCATION
BHILAI**



IN COLLABORATE WITH
'EDIFY'

YOGA



MANSA COLLEGE OF EDUCATION, BHILAI

VALUE ADDED COURSE 2022-23

E-CONTENT DEVELOPMENT



MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
EDIFY EXTERNSHIP SERVICES PRIVATE
LIMITED, DURG (C.G.)

VALUE ADDED COURSE E-CONTENT DEVELOPMENT

COURSE CONTENT:-

in this course you will learn
how to create use:-

- Blog
- Video for YouTube
- Google Classroom
- Google Forms
- Website
- Zoom
- Online Assessment
- Mobile Device Assistance

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

S. Mannmad Rao
(Director - Edify, Externship
Services PVT LTD)

About

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

DATE:

12/09/22 TO 28/09/22

Mobile No. - 9893750431

mansacollege@gmail.com

E-CONTENT DEVELOPMENT



COMPUTER EDUCATION

VALUE ADDED COURSE - BASIC COMPUTER

If you want to know What is a computer education the ans is Computer education means gaining basic knowledge and skills to operate computers in order to perform desired jobs. Computer Education not only involves basic knowledge about computer, computer education extends to various branches of study in various fields and sectors.

'VISION'

TO EXCEL IN THE EMERGING AREAS OF COMPUTER SCIENCE AND ENGINEERING BY IMPARTING KNOWLEDGE, RELEVANT PRACTICES AND INCULCATING HUMAN VALUES TO TRANSFORM THE STUDENTS AS POTENTIAL RESOURCES TO CONTRIBUTE INNOVATIVELY THROUGH ADVANCED COMPUTING IN REAL TIME SITUATIONS.,



Registration fee : Free

Date : 05/12/2022 to 19/12/2022

Time :1 Hour



ORGANISED BY
INTERNAL QUALITY ASSURANCE CELL
(IQAC)

**MANSA COLLEGE OF
EDUCATION, BHILAI**

COMPUTER EDUCATION



COMMUNICATION SKILL

Value Added Course Communication Skill

Chief Patron

Mr. B.S.Saxena

(Chairman)

Mr. Sanjeev Saxena

Principal

Prof. Smita Saxena

Convener

Mrs. Punam Sahu

(IQAC Cordinator)

Resource Person

S. Mannmad Rao

(Director - Edify,

Externship Services

PVT LTD



organized by
internal quality assurance
cell(IQAC)

MANSA COLLEGE OF EDUCATION

BHILAI

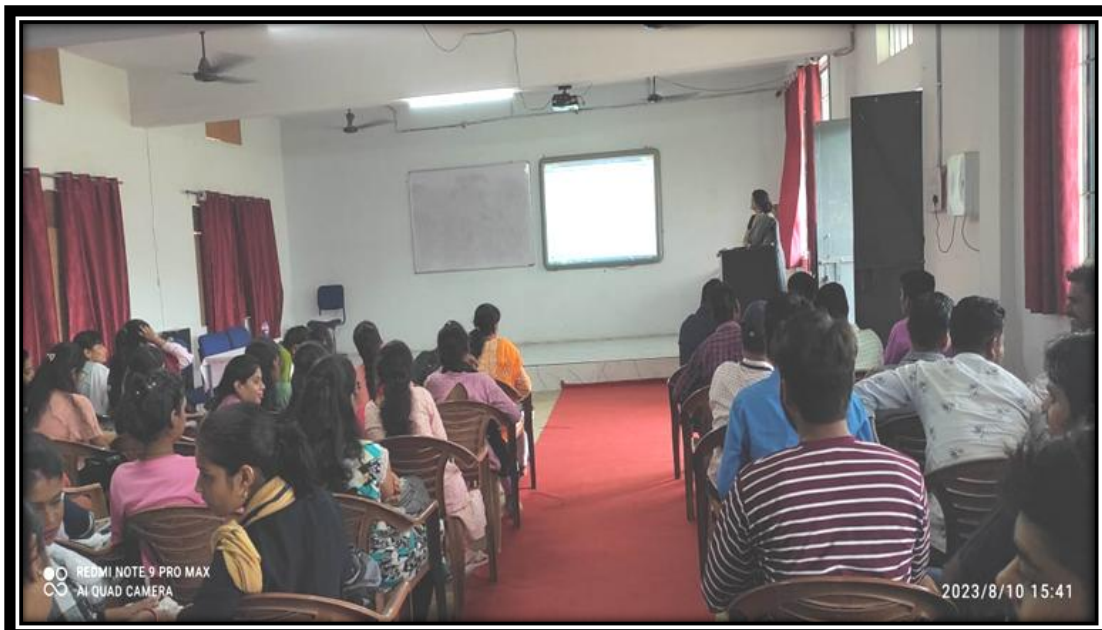
in collaborate with Edify

About Us !

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.



COMMUNICATION SKILL



STRESS MANAGEMENT



**MANSA COLLEGE OF EDUCATION,
KURUD BHILAI (C.G.)**

COURSE CONTENT

- What is stress ?
- Why is stress management important
- Relationship between stress and job performance
- Experiencing stress
- Module of the stress management process
- Managing stress objectives
- How can awareness of stress symptoms be enhanced ?
- Sources of stress
- Resiliency
- Short term strategies
- Strategies type of stresses and what we can do about them

CHIEF PATRON

▶ **B.S. Saxena**
(Chairman)

▶ **Sanjeev Saxena**
(Director)

▶ **Prof. Smita Saxena**
(Principal)

RESOURCE PERSON

▶ **S. Mannmad Rao**
(Director - Edify,
Externship Services
PVT LTD)



**VALUE ADDED COURSE
STRESS MANAGEMENT**

EDIFY EXTERNSHIP SERVICES
PRIVATE LIMITED, DURG (C. G.)

DATE: 06/10/22 TO 22/10/22

STRESS MANAGEMENT



EFFECTIVE PRESENTATION

MANSA COLLEGE OF
EDUCATION, KURUD
BHILAI (C.G.)

CHAIR PATRON

B.S. SAXENA
(CHAIRMAN)

MR. SANJEEV SAXENA
(DIRECTOR)

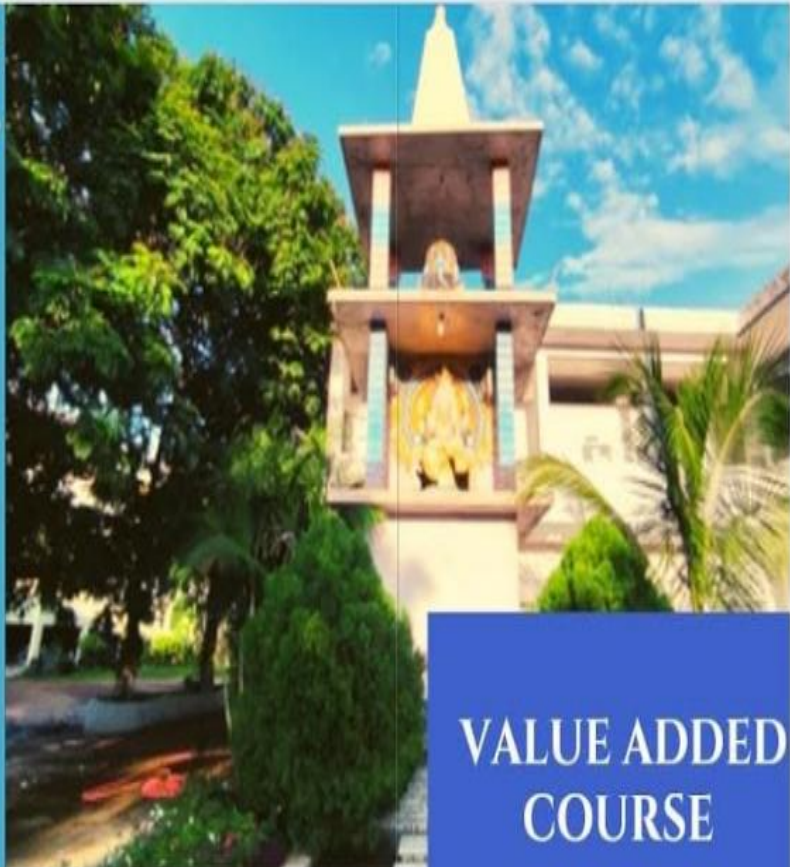
PROF. SMITA SAXENA
(PRINCIPAL)

RESOURCE PERSON

S. MANNMAD RAO
(DIRECTOR - EDIFY,
EXTERNSHIP SERVICES
PVT LTD)

Date :-

18/05/2023 to 03/06/2023



COURSE CONTENT

- Introduction
- Planning your Presentation
- The Presentation Sequence
- Creating Effective Visual Aids
- Presentation Techniques
- Practice

VALUE ADDED
COURSE

Effective
Presentation

EDIFY
EXTERNSHIP
SERVICES
PRIVATE LIMITED,
DURG (C.G.)

EFFECTIVE PRESENTATION



INTERVIEW PREPARATION

VALUE ADDED COURSE

INTERVIEW PREPARATION

COURSE CONTENT:-

- preparing for interviews
- the interview experience
- how to prepare for a job interview
- the purpose of the interview
- the stage of the interview
- introduction
- visualisation
- what to wear
- body language
- what to take
- reframing awkward questions
- questions to expert and to ask
- different types of interview.



CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

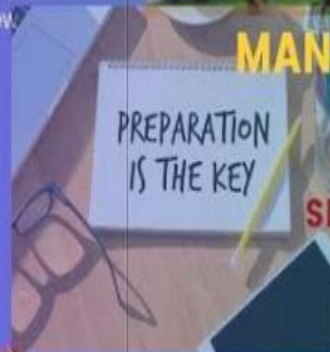
Mr. Ashish Singh
VP Operations
Spicerorb .Orb Enterprises INC

CONTACT US

mansacollege@gmail.com
Mobile No. - 9893750431

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
SPICERORB.ORB ENTERPRISES INC



Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

DATE 18/07/2022 TO 03/08/2022

INTERVIEW PREPARATION



RESUME WRITING



VALUE ADDED COURSE

RESUME WRITING

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
EDIFY EXTERNSHIP SERVICES PRIVATE LIMITED, DURG (C.G.)

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

DATE: 01/08/2022 TO 19/08/2022

COURSE CONTENT:-

- the basics of writing an effective resume
- resume rules
- resume = marketing tool
- must have categories on a resume
- templates: to use or not to use?
- education
- work experience
- use action verbs! keep it brief and to the point
- tie skills to context
- other resume categories
- objectives
- summary of qualifications
- where to start ?
- other strategies
- the importance of research
- checklist
- types of resumes
- cover letter basics guiding principles
- employer name
- position
- use examples
- show your knowledge of the employer
- related skill to the objective
- the big finish

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

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(Director - Edify, Externship
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RESUME WRITING



TRAIN THE TRAINER

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

**IN COLLABORATE WITH
UTRANSFORMATION (INSPIRATION TO TRANSFORMATION)**

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

VALUE ADDED COURSE

TRAIN THE TRAINER



COURSE CONTENT:-

employee empowerment
leadership and change
team building and teamwork
effective communication
education and training
importance of training
who will do the training
how employees learn best
developing a job training program

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Mahendra Thakur
CEO, UTransformation

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mansacollege@gmail.co
Mobile No. - 9893750431

DATE:

22/08/2022 TO 07/09/2022

TRAIN THE TRAINER



DEVELOPING LEADERSHIP SKILL

VALUE ADDED COURSE

DEVELOPING LEADERSHIP SKILL

COURSE CONTENT:-

- today is realities
- what is leadership?
- what do leaders do?
- key leadership skills
- ways to develop leadership skills
- summary

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

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(Director - Edify, Externship
Services PVT LTD)

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Mobile No. - 9893750431

DATE: 06/09/2022 TO 23/09/2022



MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
EDIFY EXTERNSHIP SERVICES PRIVATE LIMITED, DURG (C.G.)

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

DEVELOPING LEADERSHIP SKILL



TIME MANAGEMENT



MANSA COLLEGE OF EDUCATION, KURUD, BHILAI

**IN COLLABORATE WITH
TEKACK CONSULTING LLC**

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

VALUE ADDED COURSE TIME MANAGEMENT

COURSE CONTENT:-

- what is time management
- why do we need time management
- the process of time management
- principle of time management
- costing your time making activity logs
- planning prioritising scheduling goal setting
- achieve your goals

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

^{SESS}
Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Counselling LLC

CONTACT US

mansacollege@gmail.com

DATE:01/11/2022 TO 17/11/2022



TIME MANAGEMENT



LIBRARY MANAGEMENT



VALUE ADDED COURSE

LIBRARY MANAGEMENT

COURSE CONTENT:-

- outline
- library- a system
- broad function of a library
- RC major functions
- integrated library management system
- SUM ++ as a ILMs
- ACQUISITION
- circulation
- serial control
- online public access catalogues
- inter library loan
- current awareness services

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Booklets are printed materials with four or more pages, containing details about a business, event, product, promotion, etc.

**MANSA COLLEGE OF EDUCATION, KURUD
BHILAI**

**IN COLLABORATE WITH
DIGITURG LLP**

CONTACT US

mansacollege@gmail.com

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

DATE: 14/11/2022 TO 30/11/2022

LIBRARY MANAGEMENT



TECHNIQUES OF DATA COLLECTION & PRESENTATION OF DATA

VALUE ADDED COURSE

TECHNIQUES OF DATA COLLECTION & PRESENTATION OF DATA

COURSE CONTENT:-

- what is the data collection
- why do we need data collection
- what are the different methods of data collection
- specific data collection techniques
- data collection tools
- the importance of ensuring accurate and appropriate data collection and presentation of data
- issues related to maintaining the integrity of data collection and presentation of

CONTACT US

mansacollege@gmail.com

DATE:

28/11/2022 TO 14/12/2022

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
TEKACK CONSULTING LLC

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Counselling LLC



TECHNIQUES OF DATA COLLECTION & PRESENTATION OF DATA



LIFE SKILLS – LANGUAGE TRAINING

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
EDIFY EXTERNSHIP SERVICES PRIVATE LIMITED, DURG
(C.G.)



Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

CONTACT US

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Mobile No. - 9893750431

DATE: 28/12/2022 TO 12/01/23

VALUE ADDED COURSE

LIFE SKILLS - LANGUAGE TRAINING

COURSE CONTENT:-

- introduction of phonetics and acoustics of accents
- research issues in modelling acoustics of accents of English
- current research problems
- accent analysis and models
- accent morphing
- audio demo

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

S. Mannmad Rao
(Director - Edify, Externship
Services PVT LTD)

LIFE SKILLS – LANGUAGE TRAINING



PERSONALITY DEVELOPMENT



MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
EDIFY EXTERNSHIP SERVICES PRIVATE LIMITED, BANG
(C.A)

About Us

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

VALUE ADDED COURSE

PERSONALITY DEVELOPMENT

COURSE CONTENT:-

- Describe how a personality develops.
- Define the stages of personality development.
- Describe basic personality traits.
- Describe how morals are developed.
- Define personality types.
- Describe Jung theories about development.
- Describe how personality affects career choices.
- Describe methods for changing your personality.
- Describe personality disorders.
- Describe how to work on personality changes.

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

S. Mannmad Rao
(Director - Edify, Externship
Services PVT LTD

CONTACT US

mansacollege@gmail.com
Mobile No. - 9893750431

DATE: 18/01/2023 TO 31/01/2023

PERSONALITY DEVELOPMENT



VIDEO EDITING

VALUE ADDED COURSE

VIDEO EDITING

COURSE CONTENT:-

- Principles of Editing
- Editing for the genre
- Film Appreciation
- Screenplay and Direction
- Cinematography
- Operations and Movements (Pan, Lilt, Trolley, Dolly, Crane)
- Adobe After Effects
- Digital Filmmaking
- Post Production Tools

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH DIGITURG LLP

ABOUT US

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Ravi Mishra
CEO, Digiturg

CONTACT US

mansacollege@gmail.com

Mobile No. - 9893750431

DATE:

01/02/2023 TO 16/02/2023



VIDEO EDITING



VISUAL EFFECTS

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
DIGITURG LLP
VALUE ADDED COURSE

VISUAL EFFECTS:

COURSE CONTENT:-

- Overflow and clipping
- Overflow: the 'overflow' property
- Clipping: the 'clip' property
- Visibility: the 'visibility' property

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

CONTACT US

mansacollege@gmail.com
Mobile No. - 9893750431

RESOURCE PERSON

Mr. Ravi Mishra
CEO, Digiturg

DATE:

20/02/2023 TO 07/03/2023

About Us

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.



VISUAL EFFECTS



SYNOPSIS WRITING

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH IETA VALUE ADDED COURSE SYNOPSIS WRITING

COURSE CONTENT:-

- Get formatting guidelines from your instructor or advisor
- Set up the headings for your sections
- Format your references
- Use the introduction to identify your research problem
- Describe the work done by other researchers in your literature review.
- Set forth the goals or objectives for your research project
- List your hypotheses for your research project.
- Discuss the methodology and methods you'll use in your research.
- Complete your abstract last
- Let your synopsis sit for a while before you start editing
- Make your writing clear and concise
- Check the format of your references.
- Proofread your synopsis carefully

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

CONTACT US

mansacollege@gmail.com
Mobile No. - 9893750431

RESOURCE PERSON

Dr. Pramod kumar Gupta, Senior
Consultant, Foundational Literacy
and Numeracy DEE NCERT Delhi

DATE:

09/03/2023 TO 25/03/2023

About Us

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.



SYNOPSIS WRITING



BASIC CONCEPT OF ICT TOOL

VALUE ADDED COURSE BASIC CONCEPT OF ICT TOOL

COURSE CONTENT:-

- introduction
- definition
- components of ICT
- classification of ICT
- benefits of ICT
- Aims and objective of ICT
- ICT and education

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

CONTACT US

mansacollege@gmail.com

Mobile No. - 9893750431

RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Consulting LLC

DATE:

27/03/2023 TO 12/04/2023

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
TEKACK CONSULTING LLC



About Us

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

BASIC CONCEPT OF ICT TOOL



MODEL MAKING

VALUE ADDED COURSE MODEL MAKING

COURSE CONTENT:-

- introduction
- role of model making in education
- as a part of teaching aids
- types of model
- benefits

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

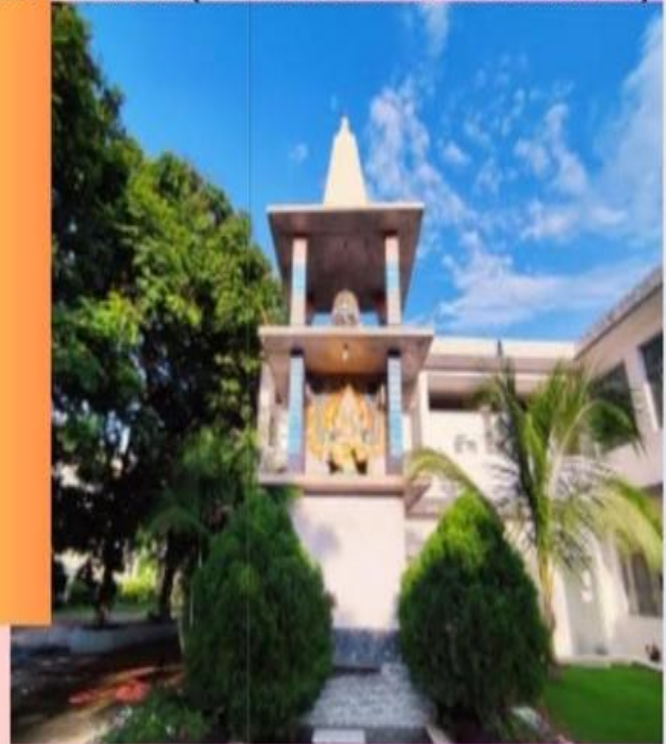
Mr. Mahendra Thakur
CEO, UTransformation

DATE:

10/04/2023 TO 26/04/2023

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
UTRANSFORMATION (INSPIRATION TO TRANSFORMATION)



About Us

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

CONTACT US

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mansacollege@gmail.com

MODEL MAKING



GROUP DISCUSSION



MANSA COLLEGE OF EDUCATION, KURUD BHILAI

**IN COLLABORATE WITH
EDIFY EXTERNSHIP SERVICES PRIVATE
LIMITED, DURG (C.G.)**

VALUE ADDED COURSE

LIFE SKILLS - GROUP DISCUSSION

COURSE CONTENT:-

- definition of group discussion
- group discussion
- prerequisites of a group discussion
- benefits in group discussion
- silent features
- group discussion format
- conflicts
- do's and don'ts in group discussion
- important points in group discussion
- accept criticism
- suggestion
- topics of importance frequently discussed
- dewey's system for problem solving

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

S. Mannmad Rao
(Director - Edify, Externship
Services PVT LTD)

About

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

DATE:

24/04/2023 TO 10/05/2023

Mobile No. - 9893750431

mansacollege@gmail.com

LIFE SKILLS - GROUP DISCUSSION



SHORT FILM MAKING

MANSA COLLEGE OF EDUCATION, KURUD BHILAI

IN COLLABORATE WITH
TEKACK CONSULTING LLC

VALUE ADDED COURSE

SHORT FILM MAKING

COURSE CONTENT:-

- The Art of Storytelling
- Script & Storyboard
- Understanding Video Cameras
- Frame Rates & Video Sizes
- Camera Works
- Framing Techniques
- Lighting
- Shooting a Scene
- Sound Acquisition
- Directing

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Counselling LLC

DATE:

11/05/23 TO 27/05/23

CONTACT US

ABOUT US

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

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SHORT FILM MAKING



INTERPERSONAL SKILL

**MANSA COLLEGE OF EDUCATION, KURUD BHILAI
IN COLLABORATE WITH
TEKACK CONSULTING LLC
VALUE ADDED COURSE
INTERPERSONAL SKILLS**

COURSE CONTENT:-

- interpersonal skills/facilitation skills
- essential IP competencies
- developing IP skills
- life positions
- management conflict styles
- factors hampering interpersonal interactions
- strokes
- utility
- enter personal skill – BC
- building positive relationship
- dealing with criticism
- negotiations
- step involved
- negotiation tactics and behaviour

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

CONTACT US

RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Consulting LLC

DATE:

29/05/2023 TO 13/05/2023

ABOUT US

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

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INTERPERSONAL SKILL



THESIS WRITING

MANSA COLLEGE OF EDUCATION, KURUD BHILAI
IN COLLABORATE WITH
TEKACK CONSULTING LLC
VALUE ADDED COURSE
THESIS WRITING

COURSE CONTENT:-

- introduction
- thesis writing
- details of thesis writing
- purpose of the study
- methodology
- analysis and interpretation data
- summary

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Mr. Harpreet Singh Sehgal
Operation Head,
Tekack Counselling LLC

DATE:

14/06/2023 TO 30/06/2023

ABOUT US

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.



CONTACT US

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THESIS WRITING



BASIC OF RESEARCH IN SOCIAL SCIENCE

VALUE ADDED COURSE

BASIC OF RESEARCH IN SOCIAL SCIENCE

COURSE CONTENT:-

- meaning of research
- nature of research
- need and importance of research
- scope of educational research
- area of educational research and different sources
- generating knowledge research
- types of educational research

CHIEF PATRON

Mr. Sanjeev Saxena
(Director)

Mrs. Smita Saxena
(Principal)

RESOURCE PERSON

Dr. Pramod kumar Gupta, Senior
Consultant, Foundational Literacy
and Numeracy DEE NCERT Delhi

DATE:

17/10/2022 TO 05/11/2022

CONTACT US

MANSA COLLEGE OF EDUCATION, KURUD BHILAI IN COLLABORATE WITH IETA



ABOUT US

Mansa College of Education, Durg was established in the year 2003 with the primary motive to nurture and facilitate students to discover the realms and pleasures of learning by building a progressive educational environment.

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BASIC OF RESEARCH IN SOCIAL SCIENCE

