



Sri Lakshmi Narayana Institute of Medical Sciences

Osudu, Agaram Village, Kudapakkam post, Puducherry – 605 502

Department of Anatomy

Date:15.08.2019

From

Dr. Vijisha Phalgunan
Professor and Head,
Department of Anatomy,
Sri Lakshmi Narayana Institute of Medical Sciences
BIHER
Puducherry

To

The Dean,
Sri Lakshmi Narayana Institute of Medical sciences
BIHER
Puducherry

Sub: Permission to conduct value-added course: Building Leadership Skills

Dear sir,

With reference to the subject mentioned above, the department proposes to conduct a value-added course titled: **Building Leadership Skills for 1st year MBBS students** in Sept 2019. We solicit your kind permission for the same.

Kind Regards

Dr. Vijisha Phalgunan

FOR THE USE OF DEANS OFFICE

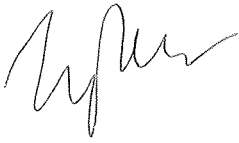
Names of Committee members for evaluating the course:

The Dean: **Dr. Jayalakshmi**

The HOD: **Dr. Vijisha Phalgunan**

The Expert: **Dr. Vijisha Phalgunan**

The committee has discussed about the course and is approved.



Dean



Subject Expert



HOD



OFFICE OF THE DEAN

Sri Lakshmi Narayana Institute of Medical Sciences
OSUDU, AGARAM VILLAGE, VILLIANUR COMMUNE, KUDAPAKKAM POST,
PUDUCHERRY - 605 502.

[Recognised by Medical Council of India, Ministry of Health letter No. U/12012/249/2005-ME (P -II) dt. 11/07/2011]
[Affiliated to Bharath University, Chennai - TN]

Circular

15.08.2019

Sub: Organising Value-added Course on Building leadership skills. reg

With reference to the above mentioned subject, it is to bring to your notice that Sri Lakshmi Narayana Institute of Medical Sciences, Puducherry affiliated by Bharath Institute of Higher Education and Research is organizing a value added course on “Cytogenetics” during September 2019 for 1st year MBBS students(2019-2020). The course content for the same is enclosed below.”

Dean

(Dr.Jayalakshmi)

COURSE CONTENT

Particulars	Description
Course Title	Cytogenetics
Course Code	ANA01
Topics and content of the course in the Hand book	<ol style="list-style-type: none"> 1. Self-awareness-1 2. Self-awareness-2 3. Interpersonal relationships-1 4. Interpersonal relationships-2 5. listening skills, and empathy. 6. Influence 7. 8. Leading during times of change 9. Communication skills-1 10. Communication skills -2 11. Motivation and engagement 12. leading with vision, and purpose 13. Building effective team 14. Building effective team 15. Reflective writing
Advantages of learning and evaluation	In-depth knowledge of genetics and its application
Further learning	Advanced techniques cytogenetics

Opportunities	
Key Competencies	On successful completion of the course the students will have skill in karyotyping
Target Student	1 st MBBS
Duration	30 hours, Dec-Jan2020
Theory Session	28hrs
Practical Session	2 hrs
Assessment Procedure	Short answer questions

COURSE PROPOSAL

COURSE TITLE: BUILDING LEADERSHIP SKILLS

Course Objective:

1. introduction to various aspects of communication & interpersonal relationships
2. To learn basics of working in effective teams
3. To learn the basic skills involved in leadership

Course Outcome: leadership skills

Course Audience: Medical undergraduates

Course Coordinator: Dr.Vijisha Phalgunan

Course Faculties with Qualification and Designation:

1.Dr. Vijisha Phalgunan – Professor & H.O.D

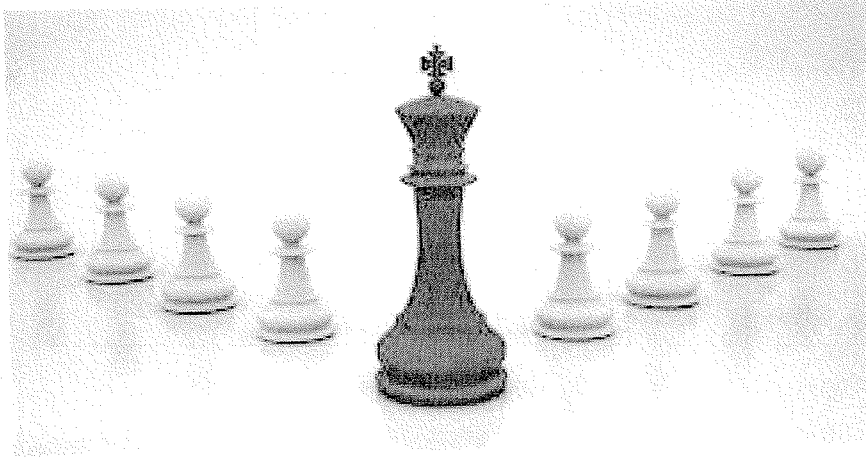
Course Curriculum/Topics with schedule (Min of 30 hours)

SINo	Date	Topic	Time	Hours
1.	15.09.2019	Self-awareness-1	4-5p.m	1
2.	16.09.19	Self-awareness-2	4-5p.m	1
3.	17.09.19	Interpersonal relationships-1	4-6p.m	2
4.	18.09.2019	Interpersonal relationships-2	4-6p.m	2
5.	19.09.2019	listening skills, and empathy. Influence	1-4 p.m	3
6.	20.09.2019	Leading during times of change	4-6p.m	2
7.	21.09.2019	Communication skills-1	1-4p.m	3
8.	22.09.2019	Communication skills -2	1-4p.m	3
9.	24.09.2019	Motivation and engagement	4-6p.m	2
10.	25.09.2019	leading with vision, and purpose	4-6p.m	2
11.	26.09.2019	Building effective team	1-4p.m	3
12.	27.09.2019	Building effective team	4-6p.m	2
13.	28.09.2019	Reflective writing	4-6p.m	2
			Total Hours	30

REFERENCE BOOKS:

1. The Leader Who had no Title – Robin Sharma
2. Emotional Intelligence 2.0 – Travis Bradberry

BUILDING LEADERSHIP SKILLS



PARTICIPANT HAND BOOK

COURSE DETAILS

Particulars	Description
Course Title	Building Leadership skills
Course Code	ANA02
Objective	Self-awareness-1 Self-awareness-2

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SLIMS

	Interpersonal relationships-1 Interpersonal relationships-2 listening skills, and empathy. Influence Leading during times of change Communication skills-1 Communication skills -2 Motivation and engagement leading with vision, and purpose Building effective team Building effective team Reflective writing
Further learning opportunities	Advanced communication
Key Competencies	Interpersonal communication Team work Reflective writing
Target Student	1st MBBS Students
Duration	30hrs – Sept 2019
Theory Session	20hrs
Practical Session	10hrs
Assessment Procedure	Multiple choice questions

The four styles of leadership are:

- Direct,
- Coach,
- Support, and. **Delegate**

- **WHAT ARE LEADERSHIP SKILLS?**

- A broad definition of leadership focuses on the ability to inspire and organize other people to achieve a shared goal, typically on a schedule. Leadership skills are important in any organization, since they facilitate strong teams and the ability to get tasks done efficiently. Since this is an all-encompassing definition, your leadership skill set might differ from your colleague’s. You might demonstrate “soft” leadership skills like patience, empathy and deep listening while your colleague demonstrates strengths in risk-taking and decision-making. Whatever your natural strengths are, developing leadership skills that align with those aptitudes is your ticket to greater effectiveness on the job.

- **DEVELOPING LEADERSHIP SKILLS**

- Developing leadership skills is one of the most powerful moves you can make to transform your professional and personal life. It’s an empowering process of harnessing your natural talents to inspire others. As you work on developing leadership skills, you become more attuned to your strengths and weaknesses, which creates self-awareness and the ability to relate to others.

Increasing your capacity as a leader requires asking yourself three questions:

- **WHAT IS MY LEADERSHIP STYLE?**
- Understanding your leadership style opens the door for building managerial skills in harmony with your true nature. Is your leadership approach democratic, visionary, coaching, affiliative, pacesetter or commanding? With a sense of where you fall in these categories, you're better equipped to develop leadership skills.
- **WHAT ARE MY WEAK SPOTS?**
- What are leadership skills going to accomplish without a roadmap for improving on your weaknesses? Be honest in your self-examination. Are you empathetic to others' needs and feelings or do you focus solely on your own? Do you work to bring out the best in others, or do you dominate others? Are you confident in your decision-making abilities or are you plagued with self-doubt? When you know what your weaknesses are, you know where to start addressing them.
- **WHAT IS MY LEADERSHIP STYLE?**
- With a clear idea of your strengths and weaknesses, you're ready to take action by making a game plan aligned with your leadership style. If you identified a lack of confidence as a weakness, take steps to build self-confidence. If you identified poor communication as a weakness, start practicing effective communication techniques. With practice, you'll begin to embody examples of leadership skills to facilitate success in any endeavor.
- **EXAMPLES OF LEADERSHIP SKILLS**
- The following examples of leadership skills encapsulate outcomes that will help you become the most effective leader you can be.
- **1. BE PASSIONATE**
- No one wants to seek counsel from someone who doesn't care about the topic as much or more than they do. Passion is effort; passion is exertion. Passion is never giving up. Without it, you cease innovating and stagnate. When you display authentic enthusiasm and passion for the end result, your people will keep working to achieve their goals.
- Employees respond to those who are eager to help them learn and grow. Show passion for everything you do, including in your efforts at developing leadership skills. Your desire will be clear to your employees, and inspire them to improve leadership skills, too.

- **2. MODEL GREAT LEADERSHIP FOR OTHERS**

- What are leadership skills going to accomplish if they don't inspire others to action? Not much. People respect someone who walks the walk. Research supports this statement; a core characteristic of transformational leaders is the ability to be a role model. One of the most powerful examples of leadership skills is showing those around you exactly what you'd like to see them do. Don't waver on this. The strongest message you can send to your team is to model the behaviors you'd like to see. "If they can do this," your team will think, "So can I."

- **3. UNDERSTAND YOUR STRENGTHS AND USE THEM**

- No leader is born with everything necessary to succeed. Developing leadership skills takes time and effort, and it begins with a thorough examination of your strengths and weaknesses. A strong knowledge of your innate gifts and abilities means you can put them to work for you, while an understanding of your weaknesses provides you with areas you know you can improve. Addressing your shortcomings leads to true growth. You become strong enough to not only ask "What are leadership skills?" but also the pivotal question of "What are *my* leadership skills?"

- **4. SET CONCRETE GOALS AND EXECUTE THEM**

- Even the most formidable leaders don't come up with success out of nowhere. The grandest vision will never get off the ground if you don't plot a path to get there. When you're developing leadership skills, invest time in clarifying your goals and solidifying them. Formulating the right plan and setting meaningful benchmarks along the way gives you a map to follow, a methodology that will guide your business through the next week, month, year and decade. Once you achieve a particular goal, look toward another; constant striving to meet that next benchmark will give you and your employees a sense of meaning and pride. As you make progress on your goals, the examples of leadership skills you embody will speak volumes about your tenacity in realizing your business vision.

- **5. ADMIT WHEN YOU FAIL AND MOVE ON**

- What are leadership skills – does being an effective leader mean never making mistakes? Even the most powerful, inspiring leaders make mistakes. When you recognize an error, admit it openly and take action to correct it. Be open about your failures; discuss them with yourself and with your team. Learn from them. Ask yourself and your team, "How can I avoid making this mistake in the future?" Learning from your failures sends a powerful message to those around you. They understand that you will lead well even when you make a mistake. Those wondering how to improve leadership skills should learn how to recognize successes and failures.

- **6. INSPIRE OTHERS**

- If you're complaining about every little detail and can only see the worst-case scenario at the end of every plan, you have little chance of inspiring others. Inspiration is an extension of belief; if you say, "No, that won't work" or "why bother?" to an employee, you're signaling to them that you do not believe in their idea, in them or even in the business itself. An employee who feels you do not believe in them will not perform well, and can even create a domino effect of poor morale across the business. Instead, believe in others and what they are capable of. Inspire them to work harder and reach greater heights. Developing leadership skills throughout your business by generating and focusing positive energy, even when

things aren't going according to plan, is the secret to sustained growth.

- **7. FIND YOUR HIGHER PURPOSE**

- When developing leadership skills, it's essential that you know why you're putting time and effort into your chosen goal. What drives you? Your immediate response may be straightforward: a larger paycheck from a job well done or the prestige that comes from higher rank. But step back for a moment. Why do you want that larger paycheck? Is it so your family feels more secure? Perhaps you want to lead because you feel you can help others by developing products and services that they need, or you see a place where you can cause positive change in your industry. These are all higher purposes, and by identifying your own, you can better operate as a confident, knowledgeable and empowering leader for others.
- As you hone your effectiveness as a leader in your own life – whether that's in a professional or personal capacity – you'll strengthen the efforts you put into your own goals. Those around you will see the hard work and passion you bring to the table each day, stirring them work on developing leadership skills, too.
- Developing leadership skills is one of the most powerful steps you can take for your career. Discover the driving force that inspires you to become the best leader you can be.
- Leadership skills can play a large role in a person's career development. Technical skills and a college degree may only take you so far. To be an effective leader and help move your career forward, you'll also need soft skills, such as the ability to be a good listener and communicator.
- There are several core leadership skills that are considered important traits to help you become a more effective leader. Whether it's taking the initiative, developing critical thinking skills, or learning how to motivate and empower those around you, you must constantly be challenging yourself to enhance your leadership capabilities.

- By showing that you have what it takes to be a leader, you can fast-track your career. If you're looking for a new job or promotion, you're more likely to get where you want to go if you have a steady track record of being successful in leadership roles in your professional and personal life.
- There are many different types of leaders, but very few people are natural, born leaders. Most of us need to learn, develop, and improve on how to be a good leader. Leadership development involves identifying and mastering the key skills and characteristics that are required to become a successful leader.
- KEY TAKEAWAYS

. Taking Initiative

Most bosses will only assign employees tasks they know they can do. That's why it's important to volunteer to take on more responsibilities while going above and beyond at your current position. Focus on learning competencies that fall outside your primary knowledge area.

Don't be complacent. Step out of your comfort zone and challenge yourself to improve. Remember, the more work you do, the more you are learning. Learning more and taking on more responsibility will eventually help move you into a leadership role at your workplace. Also, others will more easily accept you as a leader when that day comes, because you will have established a track record of taking the initiative, being a student of learning, and using that newfound knowledge for making improvements.

Critical Thinking

To be hired for a high-profile job, you will need to be a critical thinker. Good leaders can foresee potential problems before they happen. They can also develop ways to prevent problems from happening.

Good leaders are also aware of potential opportunities and take advantage of them to benefit the company and employees. In other words, be proactive. Don't wait for things to happen; instead, anticipate them, and help the team be ready in case something goes wrong. If you're a leader and an employee brings a problem to your attention, help them determine the cause and put preventive measures in place to ensure it doesn't negatively impact the employees, the company, and the customers.

Be a Follower

Leaders should learn to recognize the value of team members, learn from them, and encourage other team members to learn from them. Learn things that you didn't know from a person who specializes in a particular area. If an employee has a new idea, encourage it, and see where it goes. Be one of their biggest fans. Help them to step out of their comfort zone and by believing in them; you'll instill confidence. Recognize when one of your employees is taking the type of initiative that you took when you were just starting out, building your skillset, and honing your leadership skills.

The Bottom Line

Good leadership skills are essential to career development. If you want to improve your leadership skills, think about what actions you can take to be more influential. If you are already a leader, think about how you can influence others.

VALUE ADDED COURSE

Building leadership skills ANA02

Batch 01 - List of Students Enrolled July 2019

2019	U19MB273	ARUSHI MAHINDRA GAIKWAD	Anatomy
2019	U19MB274	ASHA J	Anatomy
2019	U19MB275	ASHMI RAHIMAN	Anatomy
2019	U19MB276	ATHULYA RAVINDRAN	Anatomy
2019	U19MB277	BALAJI M	Anatomy
2019	U19MB278	BALAJI S	Anatomy
2019	U19MB279	BAVINENI RAMYA SAI SREE	Anatomy
2019	U19MB280	BHUVAN SUNDAR M	Anatomy
2019	U19MB281	BIPIN HARIKUMAR	Anatomy
2019	U19MB282	BOOPATHISHANKAR K	Anatomy
2019	U19MB283	CAMILUS D	Anatomy
2019	U19MB284	CELINA OKRAM	Anatomy
2019	U19MB285	CHALLA SINDHOOR	Anatomy
2019	U19MB286	CHATE RUTUJA BHALCHANDRA	Anatomy
2019	U19MB287	DHARSHANA G	Anatomy
2019	U19MB288	K DHARSHNI	Anatomy
2019	U19MB289	DHIR ASUTOSH ASHIM	Anatomy
2019	U19MB290	EZHILMARAN R	Anatomy



RESOURCE PERSON



COORDINATOR



**SRI LAKSHMI NARAYANA INSTITUTE OF HIGHER EDUCATION
AND RESEARCH**

Annexure - IV

BUILDING LEADERSHIP SKILLS

Multiple choice question

Course Code: ANA02

I. ANSWER ALL THE QUESTIONS :

(5x2=10 marks)

1. What are the most important values you demonstrate as a leader?
A.integrity, b.money, c.status, d.power
2. How have you gained commitment from your team?
A.influencing & persuading ,b.conducting parties, c.constant nagging
D.being very generous
- 3.How can a leader fail?
A.goals not achieved,b.scores not reached,c.reaching late,d.none of the above
4. What is Team leader ?
A.motivate the team,b.not participate in work,c.not effectively supervise,d.negative feedback
- 5.what is team manager?
A.handle tasks & responsibilities, b.relax, c.will complaint, d.none of the above



SRI LAKSHMI NARAYANA INSTITUTE OF HIGHER EDUCATION
AND RESEARCH

Swetha
19/11/2028

Annexure - IV

BUILDING LEADERSHIP SKILLS

Multiple choice question

Course Code: ANA02

(5x2 = 10 marks)

ANSWER ALL THE QUESTIONS:

1. What are the most important values you demonstrate as a leader?
 A integrity, b money, c status, d power
2. How have you gained commitment from your team?
 A influencing & persuading, b conducting parties, c constant nagging,
 D being very generous
3. How can a leader fail?
 A goals not achieved, b scores not reached, c reaching late, d none of the above
4. What is Team leader ?
 A motivate the team, b not participate in work, c not effectively supervise, d negative feedback
5. what is team manager?
 A handle tasks & responsibilities, b relay, c will complaint, d none of the above



SRI LAKSHMI NARAYANA INSTITUTE OF HIGHER EDUCATION
AND RESEARCH

Ajitha R
0191102259

Annexure - IV

BUILDING LEADERSHIP SKILLS

Multiple choice question

Course Code: ASAB2

(10 x 10 marks)

ANSWER ALL THE QUESTIONS.

1. What are the most important values you demonstrate as a leader?
a. integrity, b. money, c. status, d. power
2. How have you gained commitment from your team?
a. influencing & persuading, b. conducting parties, c. constant nagging
d. being very generous
3. How can a leader fail?
a. goals not achieved, b. scores not reached, c. teaching late, d. none of the above
4. What is Team leader?
a. motivate the team, b. not participate in work, c. not effectively
supervise, d. negative feedback
5. What is team manager?
a. handle tasks & responsibilities, b. relax, c. will complain, d. none of the above

Student Feedback Form

Course Name: Building leadership skills

Subject Code: **ANA02**

Name of Student: Balaji M Roll No.: V19MB277

We are constantly looking to improve our classes and deliver the best training to you. Your evaluations, comments and suggestions will help us to improve our performance

Sl. NO	Particulars	1	2	3	4	5
1	Objective of the course is clear					✓
2	Course contents met with your expectations					✓
3	Lecturer sequence was well planned					✓
4	Lectures were clear and easy to understand					
5	Teaching aids were effective					✓
6	Instructors encourage interaction and were helpful					
7	The level of the course					✓
8	Overall rating of the course	1	2	3	4	5

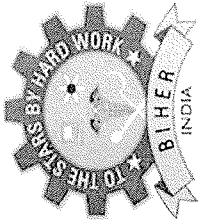
* Rating: 5 – Outstanding; 4 - Excellent; 3 – Good; 2– Satisfactory; 1 - Not-Satisfactory

Suggestions if any:

Balaji

Signature

Date:



Sri Lakshmi Narayana Institute of Medical Sciences

Affiliated to Bharath Institute of Higher Education & Research
(Deemed to be University under section 3 of the UGC Act 1956)



CERTIFICATE OF MERIT

This is to certify that Asha J has actively participated in the Value Added Course
on Cytogenetics held during Sept'2019 Organized by Department of Anatomy, Sri
Lakshmi Narayana Institute of Medical Sciences, Pondicherry- 605 502, India.

Dr. Vijisha P

RESOURCE PERSON

Dr. B. Rajesh

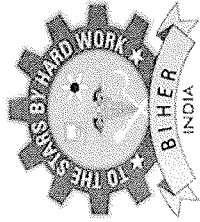
RESOURCE PERSON

Dr. Vijisha P

COORDINATOR

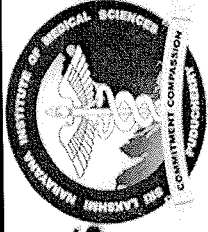
Dr. S. Balagurunathan

DEAN



Sri Lakshmi Narayana Institute of Medical Sciences

Affiliated to Bharath Institute of Higher Education & Research
(Deemed to be University under section 3 of the UGC Act 1956)



CERTIFICATE OF MERIT

This is to certify that Dharshni has actively participated in the Value Added Course on Cytogenetics held during Sept'2019 Organized by Department of Anatomy, Sri Lakshmi Narayana Institute of Medical Sciences, Pondicherry- 605 502, India.

Dr. Vijisha P

RESOURCE PERSON

Dr. B. Rajesh

RESOURCE PERSON

Dr. Vijisha P

COORDINATOR

Dr. S. Balagurunathan

DEAN



Sri Lakshmi Narayana Institute of Medical Sciences

Date 02/09/2019

From
Dr.R.Venkataramanan,
Professor and Head,
otorhinolaryngology,
SLIMS
Bharath Institute of Higher Education and Research,
Puducherry.

To
The Dean,
SLIMS
Bharath Institute of Higher Education and Research,
Puducherry.

Sub: Permission to conduct value-added course: ENG-An modern era for vertigo evaluation reg.

Dear Sir,

With reference to the subject mentioned above, the department proposes to conduct a value-added course titled: Simulation Based Training In Audiology on Sep 2019 to Dec 2019. We solicit your kind permission for the same.

Kind Regards

Dr.R.Venkataramanan

FOR THE USE OF DEANS OFFICE

Names of Committee members for evaluating the course:

The Dean:

The HOD:


The Expert:

The committee has discussed about the course and is approved.

Dean 

(Sign&Seal)

DEAN
Prof.K.BALAGURUNATHAN,M.S
(General surgeon)
SRI LAKSHMI NARAYANA
INSTITUTE OF MEDICAL SCIENCES
OSUDU PONDICHERRY


Dr. R. NITHISH TIMOTHY, M.S..
Reg. No.108008
Assistant Professor ENT
Sri Lakshmi Narayana Institute of Medical Sciences
Osudu, Kudapakkam, Puducherry-605 502.

SUBJECT EXPERT
(Sign &Seal)


Dr. R. VENKATARAMANAN, M.S..
Reg. No: 72549
Professor ENT
Sri Lakshmi Narayana Institute of Medical Sciences
Osudu, Kudapakkam, Puducherry-605 502.

HOD (SIGN AND SEAL)