

**PROCEEDINGS OF THE MEETING OF CENTRE FOR LIFE SKILLS AND SOFT SKILLS
HELD ON 30th SEPTEMBER, 2020 AT 12.45 PM IN THE OFFICE OF
DIRECTOR, CRSIS&EC.**

THE AGENDA OF THE MEETING WAS TO CONFIRM THE MINUTES OF PREVIOUS MEETING AND APPROVE THE SYLLABUS FOR PROGRAMS TO BE OFFERED BY THE CENTRE:

Members present:

- Professor Nina Singh, Director, CRSIS&EC
- Professor Ashish Dahiya, Director, Centre for Life Skills & Soft Skills
- Dr. Divya Malhan, Additional Director, Centre for Life Skills & Soft Skills
- Dr. Arun Kumar, Dy. Director, Centre for Life Skills & Soft Skills
- Dr. Nidhi, Dy. Director, Centre for Life Skills & Soft Skills

The minutes of the previous meeting held on 23 Sept 2020 were confirmed. After detailed deliberations and discussions following items were taken in the meeting:

Item No-1

Offering Courses in Foundation & Open Electives: As resolved in previous meeting, that in view of approved blueprint of Centre, initially Two Papers may be offered for Post Graduate Programmes as Foundation Elective & Open Elective offered as Paper -1 Foundation Elective: Life Skills, Paper - II Open Elective: Communication & Soft Skills,. The draft syllabus of the same was discussed and same was approved. (Placed at Annexure-1), The same may be taken in the BoS for Approval Please.

Item No-2

Offering Online/ Blended Workshops: The Centre aims at nurturing graduate attributes among students and help them become better citizens of the world. The Workshops shall be held as per modules of Foundation & Open Elective Papers of the Centre. It shall involve In-house Resource Persons & External Resource Persons. The First phase is as under:

- 1) Developing Effective Communication Skills - Mr. Divas Gupta (External) & Dr. Divya (Internal)
- 2) Social Media Skills & Awareness of Prevention Against Cyber Crime - Mr. Alok Mittal (IPS)/ Mr. Rakshit Tandon & Dr. Arun Hooda
- 3) Life Skills : Bank Services for Youth - Mr. Ashwani Bansal / Bank Nominee(PNB) & Dr. Nidhi
- 4) Life Skills : Passport Facilitation Services - Dr. Anoop Kumar(IHTM) & Prof. Ashish Dahiya

More workshops shall be planned for next phase.

The same was approved.

Nina Singh
30.9.2020

Ashish
30/09/2020

Divya
30/09/2020

Arun
30/09/2020

Nidhi
30/9/20

Item No-3

Space Allocation for The Centre, Officials & Staff: The Director CRSIS&EC was requested to kindly provide space for the centre/ officials & Staff.

It was resolved that Director CPAS may be requested for the needful for Dy. Director - CLAS for space at Gurugram. The necessary provisions for space for CLAS at CRSIS&EC, MDU have been notified by the Director CRSIS&EC. Further, classrooms shall be needed in future. Thus it is requested to the university authorities to make alternate arrangements for the existing occupants

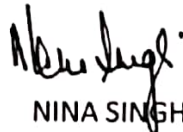
Item No-4

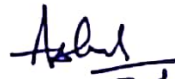
Requirements for Staff, Furniture, Fixtures & Equipments for CLAS: A Proposal in this regard may be submitted to The Director CRSIS&EC for the same.

Item No-5

Updating university website about the details of CLAS: It was resolved that Dr. Arun was requested to kindly provide details to webmaster and get the details updated on the University website.


Meeting ended with thanks to the Chair.


NINA SINGH
30.9.2020


ASHISH DAHIYA
30/09/2020


DIVYA MALHAN
30/09/2020


ARUN KUMAR
30/9/2020


NIDHI
30/9/20

Centre for Life Skills & Soft Skills
Chaudhary Ranbir Singh Institute of Social & Economic Change
Maharshi Dayanand University - Rohtak, Haryana

Foundation Elective: Life Skills

Paper Code: 20CLASF1

Total Marks: 50

External Marks: 40

Credits: Two

Internal Marks: 10

Unit-1

Introduction to Life Skills and life Skills Education, Conceptual Basis of Life Skills: Definition, Need and significance.; Classification of Life Skills - Generic, Problem Specific and Area Specific Skills; Models of Life Skills - WHO Model, 4H Targeting Life Skills Model

Unit-2

Personal Development: Me and My Assets, Stages of Adolescence, Self Building Confidence, Life Skills for Personal Effectiveness; Values: Punctuality, Honesty, Loyalty, Dependability, Reliability; Choosing Positive Values, Understanding mental Models, Self-Motivation, Stress & Emotions, Surviving Tough Times, Introductory - Indian Culinary & Eating Skills.

Unit-3

Life Skills at Work: Goal Setting & Action Planning - Goal Setting Basics, Smart Goals, Achieving Goals through Technology - Effective Presentations Through Office 365, Google Suite/ Slides, Podcasts; Creative Thinking, Out of the Box Thinking; Problem Solving & Steps in Problem Solving; Decision Making, Consequences of Decision Making; Time Management.

Unit-4

Application of Life Skills in day - to- day life in India : Basic Living for Youth, Introduction, Readiness to live away from Home for Education/ Job or Other Such Reasons, Your Personal Information, Importance of Bank Account, Driving License, Adhaar Card, PAN Card, Passport, Insurance, Applying for them; Supporting Thyself, Fundamentals of Getting a Job, Basic Expenses, Getting Around, Social Media Skills, Awareness of Prevention against Cyber Crime .

Suggested Readings:

1. Adolescence & Life Skills (2003) Commonwealth Youth Programme, Asia Centre, TATA Mc Graw - Hill
2. Global Evaluation of Life Skills Education Programmes - United Nations

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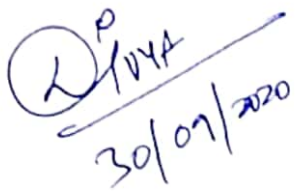
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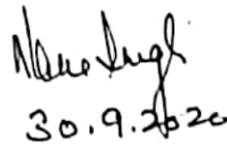
3. Life Skills & Leadership Manual, supported by USAID, Peace Corps, Washington.
4. Nair VR (2010) Life Skills, Personality & Leadership - RGNIYD- Tamil Nadu
5. RGNYID (2008) Facilitators Manual on Enhancing Life Skills
6. Stella Cottrell (2008) The Study Skills Handbook, Palgrave Macmillan Ltd. (3rd Ed.) New York
7. Stewart D. Friedman (2014) Leading the Life You Want: Skills for Integrating Work & Life, Harvard Business Review Press

Online Resources:

1. Developing Life Skills - Central University of Kerala, SWAYAM
2. Life Skills: Transitioning to Living on Your Own - Udemey


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Centre for Life Skills & Soft Skills
Chaudhary Ranbir Singh Institute of Social & Economic Change
Maharshi Dayanand University - Rohtak, Haryana

Open Elective: Communication & Soft Skills

Total Marks: 50

External Marks: 40

Credits: Two

Internal Marks: 10

Unit-1

Communication Basis: Introduction to communication skills, The Communication process, listening vs hearing, effective listening skills, Barriers to communication and effective listening, Active listening, Interpersonal Communication.

Unit-2

Communicating Non-verbally: Understanding non-verbal communication and non-verbal cues, Body Language, Dressing appropriately of the occasion, sign language, Kinesics, Haptics, Vocalics, Proxemics, Chronemics and Gestures.

Unit-3

Communicating Verbally: Understanding verbal communication, formal and informal communication at works, interview skills, presentation skills, public speaking and overcoming fears of public-speaking, grapevine, negotiation skills, cross-cultural communication.

Unit-4

I. Written communication

Relevance of written communication, email, letter writing, sending text messages, preparing content for presentation and speech.

II. Etiquette

Email Etiquette, Social Media Etiquette, Dining Etiquette, Telephone Etiquette, Office Etiquette, Social Etiquette, Meeting Etiquette, Travel etiquette (Bus/Train/Aeroplane) and online etiquette.

Man Singh
30/9/2020

Arsh
30/09/2020

DIVA
30/09/2020

Shub
30/09/2020

Manu
30/9/20