



Semester: II		
Course name: JEEVAN KAUSHAL - LIFE SKILLS (Applicable for students enrolled from the academic year 2025-26)		
Course code: V1BC250211T		
Course Credits: 2		
Pedagogy: Classrooms lecture, Fieldwork, Case studies, Group discussion, Workshops, Leadership games and group simulations, Team-based problem-solving tasks, and Group project planning and management.		
Course Description: The purpose of this course is to equip the students with essential life skills that are necessary for personal and professional development.		
Learning Objectives: It emphasizes on cognitive, emotional, and behavioural skills and aims to foster self-awareness, empathy, communication, critical thinking, and problem-solving.		
Course Outcomes: Upon successful completion of the course, students will be able to: CO1: Demonstrate effective communication skills, including active listening, clear speaking, appropriate body language, and proficient written expression across professional contexts. CO2: Apply professional etiquette, digital competencies, and collaborative skills essential for modern workplaces, including resume writing, interview skills, and group discussions. CO3: Develop leadership and management capabilities through understanding leadership styles, teamwork, decision-making, motivation, and emotional intelligence. CO4: Exhibit time management, critical thinking, adaptability, and a growth mindset to respond to diverse professional challenges effectively. CO5: Appreciate and practice universal human values such as truth, peace, love, non-violence, and right conduct in personal and societal relationships.		
Unit	Details	No. of lectures
Unit 1: Communication Skills	<ul style="list-style-type: none"> Basics of Communication: Types and Process Listening Skills: Active and Empathetic Listening Speaking Skills: Clarity, Tone, and Confidence Non-verbal Communication: Body Language and Gestures Written Communication: Email, Reports, Notes Public Speaking and Presentation Skills Barriers to Communication and Overcoming them 	2
Unit 2: Professional Skills	<ul style="list-style-type: none"> Professionalism: Attitude, Behavior, and Code of Conduct Workplace Ethics and Etiquette Digital Skills: Email Etiquette, Online Collaboration, MS Office Tools Adaptability, Flexibility, and Growth Mindset Resume Writing and Interview Skills Group Discussion Skills Exploring Career Opportunities Cognitive and Non-Cognitive Skills Presentation Skills Trust and Collaboration Listening as a Team Skill Brainstorming Social and Cultural Etiquette 	4



	<ul style="list-style-type: none"> Internal Communication 	
Unit 3: Leadership and Management Skills	<ul style="list-style-type: none"> Introduction to Leadership: Traits, Styles, and Qualities Teamwork: Roles, Synergy, and Conflict Resolution Motivation and Delegation Time and Resource Management Critical Thinking and Decision-Making Ethical Leadership and Change Management Emotional Intelligence: Concepts and Components 	4
Unit 4: Universal Human Values	<ul style="list-style-type: none"> Introduction to Human Values: Truth, Love, Peace, Non-Violence, Right Conduct Harmony in the Self and with Others Relationship and Respect in Family and Society Appreciation of Indian Culture and Diversity Happiness, Contentment, and Inner Peace Constitutional Values, Justice, and Human Rights 	2

Recommended readings & references:

- Sen, Madhuchanda. *An Introduction to Critical Thinking*. Delhi: Pearson, 2010.
- Silvia, P. J. *How to Read a Lot*, Washington DC: American Psychological Association, 2007
- Additional resources on digital literacy and social media communication are available through the UGC's e-book platform.
- Lee, K. (2021, February 14). How to Write a Neat Resume? Wikihow. <https://www..com/Write-a-Neat-Resume>
- Indeed (n.d.) Cover Letter Samples. <https://www.indeed.com/career-advice/coverletter-samples>
- Freshersworld. (2022, December). Difference Between Resume CV & bio-data. Freshersworld. <https://placement.freshersworld.com/difference-between-%20r%C3%A9sum%C3%A9-cvbio-data/33122016>
- Robert Half. (n.d.). Planning and conducting a job interview. Robert Half. <https://www.roberthalf.co.nz/management-advice/recruitment-process/conduct-interviews>
- Basham, A. L. (1954). *The Wonder That Was India*. London: Picador Press.
- Basu, D. D. (2015). *Workbook on the Constitution of India*, Paperback Edition. Nagpur: Lexisnexis.
- Ghosh, A. (1998). *The Foundations of Indian Culture*. Pondicherry: Sri Aurobindo Ashram.
- Joshi, K. (1997). *Education for Character Development*. Delhi: Dharam Hinduja Centre of Indic Studies.
- Milton, R. (1973). *The Nature of Human Values*. New York: The Free Press.
- Mookerji, R. K. (1989). *Ancient Indian Education*. Delhi: Motilal Banarasidass.
- Preamble to The Constitution of India together with Articles 15, 16, 19-22, 23, 24, 26, 39, 51A.
- Saraswati, S. S. (2008). *Asana Pranayama Mudra Bandha*. Munger, India: Bihar School of Yoga.
- Seth, L. (2010). *We the Children of India: The Preamble to Our Constitution*. New Delhi:
- UGC guidelines on "Educational Framework for Global Citizenship in Higher Education"
- Compilation – CCMT. (2012). *Transforming Indians to Transform India*. Chinmay Mission, Chennai.



- Chinmaya Yuva Kendra. (2008) Awakening: Indians to India. Chinmay Mission, Chennai.
- The Urban Fight. (2018, October 23). How to Write a Resume for Freshers & Experienced People (Step-by-Step Tutorial)

YouTube video : <https://www.youtube.com/watch?v=y8YH0Qbu5h4>

- Ashokan, M. S. (2015). Karmayogi: A Biography of E. Sreedharan. Penguin Random House, London, UK
- Martin, R. (2007). How successful leaders think. Harvard Business Review 85(6), 60.
- Maxwell, J. C. (2007). The 21 Irrefutable Laws of Leadership. 10th Ed. Nashville, USA: Thomas Nelson.
- Sinek, S. (2009). Start with Why: How Great Leaders Inspire Everyone to Take Action. Portfolio London: Penguin.
- Lynn A. B. (2015). The Emotional Intelligence Activity Book: 50 Activities for Promoting EQ at Work. Gildan Media Corporation, New York.

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- Fries, K. (2019). Eight Essential Qualities That Define Great Leadership Forbes. <https://www.forbes.com/sites/kimberlyfries/2018/02/08/8-essentialqualities-that-define-greatleadership/#452ecc963b63>
- Akhilesh, K. B. (n.d). Lecture no 9 Leadership in the NPTEL Course on Evolution of Management. <https://nptel.ac.in/courses/122/108/122108038/>



Semester: II		
Course name: Panchkosha: Holistic Personality Development (Applicable for students enrolled for the academic years 2023-24 & 2024-25)		
Course code: V1BC230211T		
Course Type: VAC		
Course Credits: 2		
Pedagogy: Classrooms lecture, Case studies, Group discussion & Seminar		
Course Description: This course has three themes namely personal, inter-personal and social skills which are essential for today's youth to face the demand and challenges of everyday life efficiently and effectively. The aim of the course is to develop ability in students to maintain a state of wellbeing and adapt and demonstrate of positive behaviour while interacting with the others in everyday life situations		
Learning Objectives: The course aims to help learners to acquire conceptual knowledge of: LO1. The ability to maintain a state of wellbeing with a holistic development of personality by introducing five Koshas or the five levels of mind -body complex. LO2. adaptation and demonstration of positive behaviour while interacting with the others in everyday life situations. To guide students so as to build personalities based on the understanding of Panchkosha.		
Course Outcomes: On successful completion of the course, students will be able to: CO1. Develop personal and inter-personal skills to manage situations through a balanced and mature approach. CO2. Develop a healthy attitude towards others and coping with stress		
Unit	Details	No. of classes
Unit 1: The significance of human values, Elements of personality development	Introduction to human/personality development and its importance to enhance career success and happiness in life-mental and physical health, social growth, spiritual growth, emotional growth Panchkosha -introduction Annamaya kosha (physical body) Pranamaya kosha (life force energy) Manomaya kosha (Psychological wellness) Vijnanamaya kosha(intellect) Anandamaya kosha (happiness and blissfulness)	3
Unit 2: Shaping personal skills- Annamaya kosha - Pranamaya kosha	Lateral thinking and Problem solving Stress and emotions Time management Social etiquettes Development of life force Balanced diet and exercise	3
Unit 3: Sharpening inter-personal skills - Manomaya kosha- Vijnanamaya kosha	Conflict management and resolution Assertiveness Active listening and empathy Non-verbal Communications Controlling the mind Critical thinking and decision making	3



Unit 4: Strengthening social skills- Anandamaya kosha	Integrity in public and personal life Ethical relationships Digital dizziness and social networking Equity, equality and justice Experience of happiness and bliss Self-realization	3
Unit 5: Self Development	Physical Development, Cognitive Development Language Development, Social Development, Moral Development, Gender Development	3
Practical Exercises/Skill Development Activities: group discussions, debates, quiz, asanas, meditation, watching documentaries, project report		
Suggested Readings/References: 1) How to Win Friends and Influence People by Dale Carnegie, 1936 2) The 8th Habit: from Effectiveness to Greatness, by Stephen R. Covey 2007, Simon & Schuster Ltd 3) The Magic of Thinking Big by David J. Schwartz, 1959 4) Think and Grow Rich by Napoleon Hill, 1937 5) Failing Forward: Turning Mistakes into Stepping Stones for Success by John C. Maxwell 2000 6) Psycho-Cybernetics by Maxwell Maltz, 1960 7) Awaken the Giant Within: How to Take Immediate Control of Your Mental, Emotional, Physical and Financial Destiny! By Tony Robbins, 1991 8) The Pentagon of Creation: As Expounded in the Upani 9) Panchkosha :The Five Sheaths of the human being , Swami Nishchalanand, Kindle edition.		