



NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

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Ref. No. NBM/Adm-05/2024

Date...11.05.2024

NOTICE

It is notified for all concerned that the 2nd Semester classes of B. A and B. Com under CCF will be started on and from 13 th May 2024.

The Syndicate approved the syllabi of CVAC Course to be studied in Sem -2 for semester wise four-year (Hons & Hons with Research)/three year (Multidisciplinary)programme of U.G .Courses of studies under CCF under University of Calcutta vide CSR /40/23.

Title of the course is "Value Oriented Life Skill Education ".

The syllabus is attached herewith.

Shosh 11.05.2024
(Dr. Ayantika Ghosh)

PRINCIPAL

Copy forwarded for information to :

1. Noticeboard
2. Teachers 'room
3. Office
4. Library

Principal
Naba Ballygunge Mahavidyalaya
27E, Bosepukur Road
Kolkata-700042

2-Credit CVAC Course (For 2nd Semester)

Value-oriented Life-Skill Education

(Self Awareness, Relationship Building, Effective Communication, Change Management, Stress Management & Responsible Decision Making)

Course Objective:

This course aims to increase students' self-understanding to enhance their self-awareness and to expand their capacity of self-actualization through the grooming of value-oriented life skills. It facilitates their understanding of personal characteristics and of themselves in relation to the social systems they have been brought up in. It will also equip them with a positive mind set and a proper perspective to remove the commonly observed biases in relationships. Instead they are expected to adopt compassionate attitude to human actions. It will further help them in controlling, organizing and coordinating the activities of the mind in order to achieve their defined goals. It will help the students in appreciating different types of intelligence possessed by human mind and identify them, apply them. It will enhance their ability of critical thinking, focus, concentration and help them in making responsible decisions. Overall aim is to empower students with the knowledge, skills, and mindset necessary to lead a fulfilling and purposeful life, while making positive contributions to society.

Intended Learning Outcomes:

After successful completion of this course students are expected to

1. **Develop self-awareness:** The course intends to help individuals gain an understanding of themselves, their values, beliefs, strengths, and weaknesses. It encourages self-reflection and introspection to promote personal growth and self-improvement;
2. **Promote personal growth and self-improvement:** The course encourages individuals to set personal goals, explore their passions, and work towards self-improvement. It provides tools and techniques to develop a growth mindset, set meaningful goals, and manage time effectively;
3. **Enhance interpersonal skills:** The course focuses on improving individuals' interpersonal skills, such as effective communication, active listening, empathetic approaches and appreciation of interdependence. It aims to enhance their ability to build positive and meaningful relationships with others;
4. **Utilize Multiple-intelligence:** People may learn and acquire information in different ways. The course will help the takers to identify, appreciate and make use of these

different types of intelligence and that will definitely increase their diversity tolerance and unconditional respect for others;

5. **Cultivate resilience and well-being:** The course aims to equip individuals with strategies and techniques to cope with challenges, setbacks, and stress. It emphasizes the development of resilience, emotional intelligence, and well-being to lead a balanced and fulfilling life.
6. **Foster values-based decision-making:** The course emphasizes the importance of values in decision-making processes. It aims to develop individuals' ability to make ethical and value-based choices in their personal and professional lives.

Teaching-learning Methodology:

Emphasis will be on the grooming of Emotional Intelligence & Ethics. The pedagogy of Social Emotional Learning (SEL) will be followed where students are expected to take an active part in the learning process. Lectures will cover the bare conceptual part of the topic and it will be supplemented by a number of interactive and participatory tools like creation of joint experiential space, making meaning and teaching complex thinking through relatable stories, role-plays, problem-based learning, etc. In tutorials and skill workshops students will be grouped into small teams and various exercises involving inter and intra-group interactions will be given to enable them to understand their own life experience from different perspectives. Some guest talks can also be arranged, whenever needed.

Probable Teachers/ Instructors:

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Any teacher with some background in Philosophy, Psychology, Linguistics, any discipline under Social Science or anyone with some orientation in Personality Development and/or Value Workshops will be able to handle the course.

Course-outline (30 hours/ 2-credits)

Module I: Self-Awareness

(5 hours)

- Value yourself: Realize, Understand, Label, Express & Regulate your emotions (RULER Principle);

- **Quiet your Mind: Practice Mindfulness** (living in present), **Concentration** (attention & focus) & **Relaxation** (breathing exercises);
- **Know your personality: Body-mapping of emotions, Multiple intelligence, Personality types & understanding persona** (situation specific Thought-Feeling-Expression-Action);
- **Motivate Yourself: Extrinsic Motivation** (reward & punishment) and **Intrinsic Motivation** (sense of purpose & mastery);
- **Goal setting: Set realistic goals, make it SMART** (Specific, Measurable, Attainable, Relevant & Time-bound), prepare an Action Plan;

Module II: Relationship Building & Social Awareness (5 hours)

- **Ethical Foundation of Relationship: Core Values, Relationship Tree & Exploring personal needs in relations;**
- **Perspective & Mindset: Common biases in understanding perspective, Fixed Vs. Growth Mindset, Diversity tolerance, Emotional Judge & Emotional Scientist ;**
- **Empathy & Compassion: Noticing, Feeling & Responding; Emotion Scientist & Emotion Judge;**
- **Get help when needed, Not expect mind reading, Gratitude Diary;**
- **Teamwork & Cooperation: Understanding interdependence, solving complex problems through teamwork;**

Module III: Effective Communication (5 hours)

- **Modes of communication: Verbal- Speaking, Listening, Non-verbal- Postures & Gestures, Silence;**
- **Types of Communication: Passive, Aggressive, Passive-aggressive & Assertive;**
- **Team Skill: Adaptability & Flexibility, Negotiation, Collaboration;**
- **Leadership: Self Leader, Leading Others, Best Follower;**
- **Resilience: Understanding Resilience, Resilience in face of Social Challenges, Unconditional Positive Regards for Difference & Diversity;**

Module IV: Self-Management (5 hours)

- **Be Mindfulness: Live in present, be focused & conscious, no worry about past or fear about future, practice mindful listening, increase observation power;**
- **Recognize Multiple Intelligence: Spatial (visual), Verbal (linguistic), Interpersonal, Intrapersonal, Logical (mathematical), Kinesthetic (bodily), Musical, Naturalistic;**
- **Build up Self-confidence: Identify your strong points, identify the nature of your innate intelligence, build up positive relationships, be kind to yourself, learn to be assertive, say NO effectively, give yourself a challenge;**
- **Self-care: self-expression, self-care & selfishness, recognize burnout, personal grooming, time management & multi-tasking;**

- Self-management & Behavior Optimization: 5-A's of behavior optimization (Ask, Advise, Assess, Assist & Arrange);

Module V: Change Management & Stress Management (5 hours)

- Accept Changed Situation & Assess-Plan-Review; to cope replace "React" with "Response", be flexible & remember that change is a part of life;
- Burn out and Decision Making: Decision fatigue, irrational decision, unnecessary risk-preference, coping with physical exercise, increased social connectivity, writing gratitude journal, etc.
- Understanding Stress: Stressor, Manifestation of Stress,
- Managing Stress: Coping with Problem-focused Strategies, Emotion-focused Strategies, Meaning making, Social Support, Religious coping, etc.
- Role of Attitude & Commitment

Module VI: Responsible Decision Making & Resolving Conflicts (5 hours)

- Understanding Conflict: Internal Vs. External
- Management Strategies: Avoidance, Diffusion, Confrontation
- Negotiation: Win-win, Win-lose, Lose-lose;
- Strength-Weakness-Opportunity-Threat (SWOT) Analysis in terms of balancing EQ (Emotional Quotient) & IQ (Intelligence Quotient)
- Etiquettes, Ethics & Values: personal, professional & social

Suggested Readings:

Since the course will ideally draw resources from multiple sources, fitting the life-experience of the students and instructors to make it as much experiential and relatable as possible, hence, the emphasis on reading will be relatively less. The university should compile a volume on the background basics to be used in setting and answering MCQ questions. In spite of that a basic few books are given below.

1. Corey & Corey (2010): I Never Knew I Had a Choice: Explorations in Personal Growth;
2. Ford (1997): Game Plan: A Guide for Improving Human Relations and Personal Adjustment;
3. Johnson (2009): Reaching Out: Interpersonal Effectiveness and Self-actualization;
4. Brackett (2019): Permission to Feel- The Power of Emotional Intelligence to Achieve Well-being & Success;
5. Clear, J. (2018): Automatic Habits; -
6. Gladwell, M. (2007): Blink; .
7. Divyanandaprana, Pr. (2022): Self-Discovery;