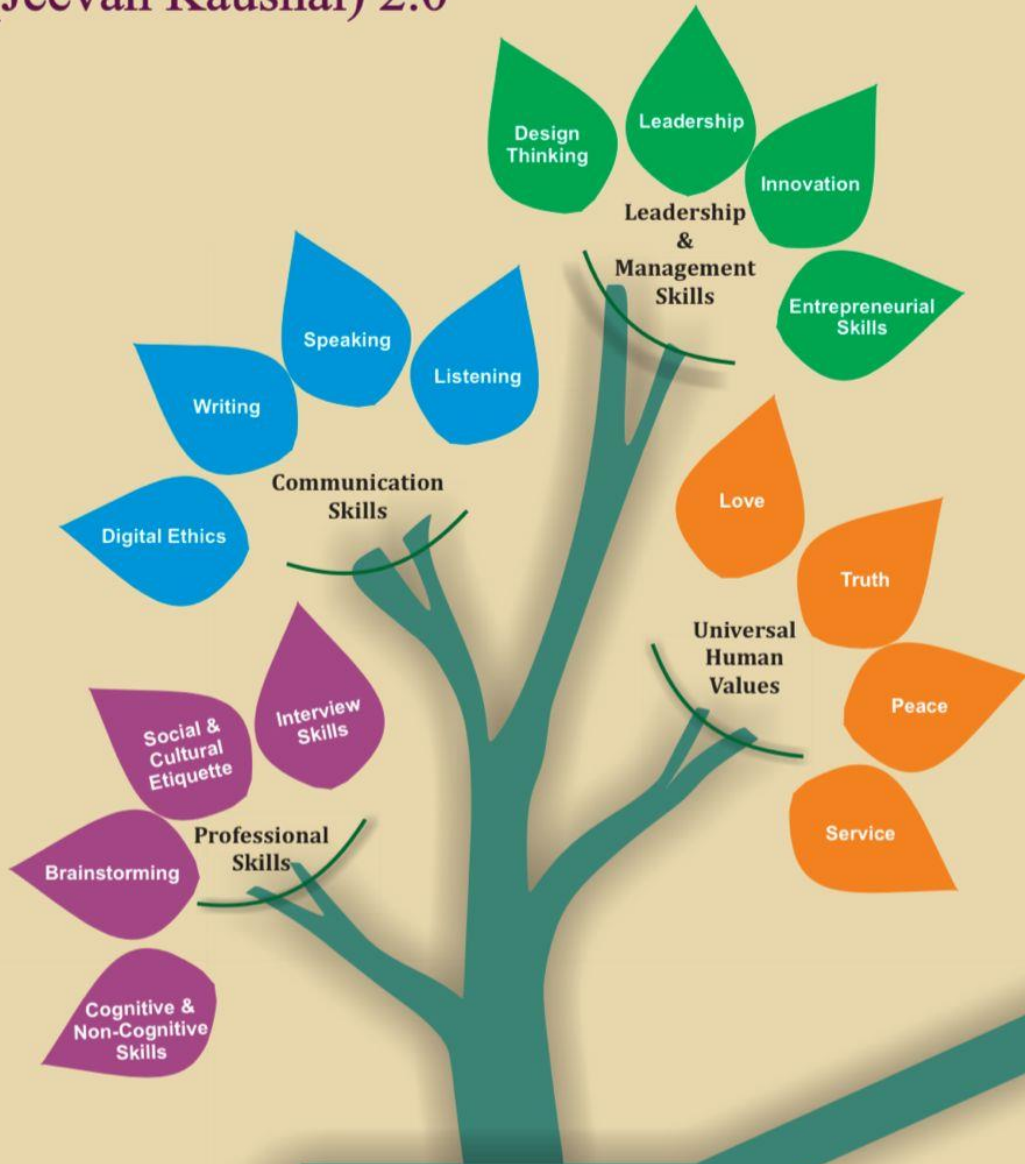


ACTIVITY BY FINISHING SCHOOL ON
PROFESSIONAL SKILLS (BUSINESS
ETHICS , HUMAN VALUES)

2577459/2023/COLLEGE EDUCATION-DPI-HIGHER EDUCATION

1

Curriculum and Guidelines for Life Skills (Jeevan Kaushal) 2.0



University Grants Commission

Bahadur Shah Zafar Marg
New Delhi

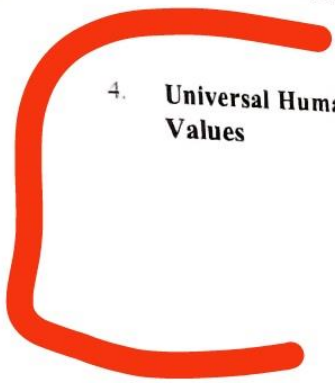


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2

Table of Contents

				Page No.	
Foreword				vii	
Note for Learners and Faculty Members				x	
Feedback				x	
Sr. No.	Courses	Module	Hours	Credits	
1.	Communication Skills	1 Listening	4 Hours	02	3
		2 Speaking	6 Hours		8
		3 Reading	3 Hours		13
		4 Writing and Different Modes of Writing	4 Hours		16
		5 Digital Literacy and Social Media	4 Hours		22
		6 Digital Ethics and Cyber Security	4 Hours		31
		7 Nonverbal Communication	5 Hours		35
2.	Professional Skills	8 Résumé Skills	3 Hours	02	45
	A. Career Skills	9 Interview Skills	5 Hours		51
		10 Group Discussion Skills	4 Hours		60
		11 Exploring Career Opportunities	3 Hours		69
	B. Team Skills	12 Cognitive and Non-Cognitive Skills	3 Hours	02	73
		13 Presentation Skills	4 Hours		94
		14 Trust and Collaboration	2 Hours		99
		15 Listening As a Team Skill	2 Hours		107
		16 Brainstorming	1 Hour		115
		17 Social and Cultural Etiquette	2 Hours		120
		18 Internal Communication	1 Hour		126
3.	Leadership and Management Skills	19 Leadership Skills	6 Hours	02	130
		20 Managerial Skills	6 Hours		134
		21 Entrepreneurial Skills	6 Hours		141
		22 Innovative Leadership and Design Thinking	5 Hours		145
		23 Ethics and Integrity	6 Hours		151
		24 Managing Personal Finance	1 Hour		154



4. Universal Human Values	25 Universal Human Values	30 Hours	02	159
	26 Love and Compassion (Prem and Karuna)	4 Hours		159
	27 Truth (Satya)	4 Hours		159
	28 Non-Violence (Ahimsa)	4 Hours		160
	29 Righteousness (Dharma)	4 Hours		161
	30 Peace (Shanti)	4 Hours		161
	31 Service (Seva)	3 Hours		161
	32 Renunciation (Sacrifice) Tyaga	3 Hours		162
	33 Constitutional Values, Justice, and Human Rights	4 Hours		163
				177

Acknowledgements

Report

Life skill classes organized by finishing school of Government college for girls Ludhiana.

Title:-Lifeskill 2.0

Date:- From 01Jan 2024-25 Feb. 2024

Resource Person:-Trainer for Professional skills (Dr. Kamlesh Kaur & Gurmeet Singh, Preeti, Ruchi)

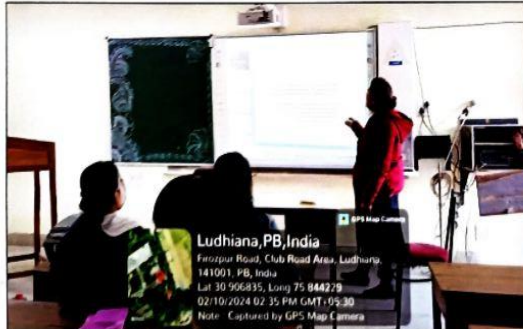
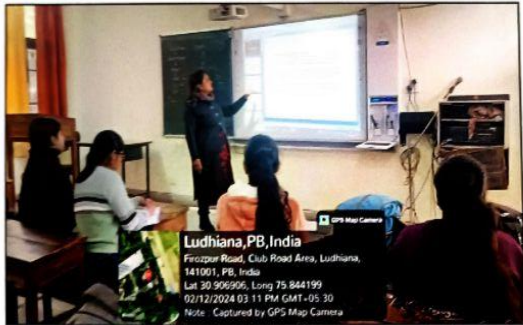
Trainer for Human Values Dr. Kamlesh Kaur, Dr. Dinesh

Number of students participates:-155

Number of Faculty participant:- 02 (for value & professional ethics)

Objective of Activity:- Life skill classes were organized with an objective to ameliorate the personality of the students through learning the basics of personal grooming and to acquaint them with the wide range of professional ethics .

Report :- Life skill classes were organised at Govt. College for Girls. Ludhiana by the Finishing School.The main purpose of these classes were to enhance the grooming skill of students. Many students from different streams from various courses enjoyed the classes and get valuable insights about professional ethics and various techniques of preparing appropriate resume and cover letter . Mrs. Kamlesh Kaur told different types of life values according to the different phases of life. Besides this she also told about the career opportunities and jobs availability in market. Students were very excited to have such amazing and fulfilling ideas of using universal value. Many students raised different queries about communication for daily life and based upon different events like interview, party and wedding. Mrs . Kamlesh was the organizer of this valuable event. A brief file of geo tag pics is attached separately to show the glimpse of life skill classes based on professional ethics & universal value.





Page 9 / 13







