FOREWORD

During my tenure in higher and technical education, various initiatives were undertaken to improve overall quality of higher education in the State of Haryana. In recent years, there has been an increasing awareness that our students need to learn the entire gamut of interpersonal skills to supplement core learning. This would enable them to grow into responsible citizens with self-esteem, with a capacity towards self-growth.

Poised on the threshold of higher education, our students have immense potential, and they need expert guidance to help them dream big and transfer their aspirations into positive energy. This requires a paradigm shift in discourse as well as pedagogy.

We ideated, brainstormed and collaborated with experts in this field as well as with various stakeholders to see how this gap between regular teaching-learning process and demands of today’s competitive work environment of Industry 4.0 can be bridged. Our students need to be prepared for a future which includes cyber-physical systems, internet of things and cognitive computing, and be guided by our core values of empathy, mindfulness and a sense of responsibility towards our fellow human beings and environment. Could we create content that would guide and inspire our students to optimise their potential and develop positive psychology? It was also envisaged that the mentorship programme created in all colleges in the year 2017-18 would be used as a platform to focus on building core strengths and skills along with a strong work ethic.

This is the whole thought process which led to the writing of this Foundation Booklet – RISE. I hope this booklet will serve as a ready reckoner for mentorship groups and a self-understanding and self-growth guide for individual students. I am sure that both students and teachers will find it useful and elevating. The spirit behind creating this booklet is the spirit that motivates each of us to reflect, innovate, and strive towards excellence.

Jyoti Arora, IAS
The then Additional Chief Secretary, Government of Haryana
Department of Higher & Technical Education
PREFACE

For the last 4 years, the Government of Haryana has been making tremendous efforts to improve the facilities for higher education ecosystem in the state. The state has achieved remarkable progress in its higher and technical education sector and is committed in its endeavour to further provide quality education to its students. One of the key concerns faced by our students is that majority of them lack appropriate proficiency in soft skills and digital literacy. This is the reason they lag in competition in leading National/ Multi-National companies in private sector.

These days employers consider critical thinking, problem solving and teamwork as essential for working in a modern business environment. The ability to process information accurately and to communicate effectively are often quoted as pre-requisite skills in many of the present job profiles. It is recognized that such skills and ease in navigating digital technology are essentials of a good résumé. The challenge faced by our students is that even though they possess adequate core skills matching the job-profile, the skills acquired through academic degree programs seldom prepare them adequately in the twin areas of soft skills and digital literacy.

Hence, a clear intervention is necessary to equip our students with industry driven soft skills and digital literacy, and enhance their employability to required levels. The Department of Higher Education is already taking various initiatives towards these objectives, and working closely with the Industry Associations and individual consultants. Accordingly, it was decided to prepare a handbook which would help our students in developing soft skills, positive psychology, life skills and business skills. The objective of this handbook is to create confidence among students, which would prepare them for life as well as the job scenario. Further plans are being formulated to include mandatory components on soft skills and digital literacy in degree courses in order to bring our students at par with the best.

This Foundation Booklet RISE is one such initiative in the direction of providing quality education to the youth of Haryana. This will be followed by more reforms and initiatives, especially in the areas of industry interventions, placements and start-ups which would help position Haryana as a premier Education Hub in North India.

Anil Kumar, IAS
Additional Chief Secretary, Government of Haryana
Department of Higher & Technical Education
ACKNOWLEDGEMENTS

The foundation booklet RISE is an outcome of sustained commitment and enthusiasm of several administrators and experts in the field of education. First and foremost, it was the then Additional Chief Secretary, Department of Higher & Technical Education, madam Jyoti Arora IAS who shared her vision of a booklet on life skills and soft skills that would focus on bridging the gap between curriculum-based learning and challenges posed by a fast-changing world. Youth today need to understand and interpret technology as global citizens and contribute to nation building.

So, with this as our inspiration, a team of educationists and administrators was put together to discuss and generate a book-plan specifically designed for students and teachers of our colleges. I am especially indebted to the core group of educationists – Professor Nandita Shukla Singh from Department of Education, and Professor Deepti Gupta from Department of English, Panjab University, Chandigarh; and Dr. Brajesh Sawhney from Department of English, Kurukshetra University, Kurukshetra. I also appreciate the Principals and teachers from various colleges of our state, and representatives of our industry associates, KPMG, who contributed to this booklet with valuable inputs and insights.

I take immense pleasure in acknowledging the debt of gratitude to the current Additional Chief Secretary Higher Education and Technical Education Sh. Anil Kumar IAS, who has been a source of constant encouragement, and whose acumen and insight have made this booklet gain in numerous ways.

Further, I wish to place on record the valuable contribution made by my predecessors, Sh. Vijay Singh Dahiya IAS, and Sh. Anurag Aggarwal IAS. Dr. Hemant Verma, Deputy Director has liaised and moderated among the various teams involved in creating this booklet.

I would like to congratulate the authors of this booklet for creating content which excites, provokes and inspires. I also appreciate Ms. Shweta Rao of The Banyan Tree for her deep involvement with the project, it has gained immensely from her expertise. I hope the booklet will prove to be a valuable aid to students as they rise to their full potential.

A. Sreenivas, IAS
Director Higher Education
Government of Haryana
RISE

REFLECT • INNOVATE • STRIVE • EXCEL

This booklet has been designed to inspire and empower you with life skills and soft skills which you need to make the most out of life. Life skills are usually associated with managing and living a better quality of life. They help to accomplish ambitions and live life to its full potential. Soft skills are people skills that determine the impact and effectiveness in a social and professional environment. Together, the life skills and soft skills enrich and empower individual and social life.

This booklet is divided into 4 sections:
1. Turning Dreams into Reality
2. Blueprint for Self-growth
3. Being Effective
4. Being Responsible

Section I: Turning Dreams into Reality

This section begins with strategies to empower you with a positive mind-set, and skills to optimise your talents and abilities. It will also help you put failures and disappointments in the right perspective, guiding you to convert them into opportunities for exponential growth. Handling competition, resolving conflicts and creating a powerful chain of learning and consolidating skills will take you a step forward towards realizing your dreams.

Time management, taking the right decisions and finding creative solutions in tough situations will be of vital importance in both, your personal and professional life. Extra-curricular activities in college can give you ample opportunities to develop these skills, as well as maximise your potential as a person.

1. Think Positive
2. Learning from Failure
3. Time Management
4. Maximum ‘Me’ (ECA)
5. Conflict Resolution
6. Critical Thinking and Decision Making
7. Creative Thinking

Section II: Blueprint for Self-growth

Skills acquired to conquer your circumstances and realise your dreams often go astray unless you really understand what you want for yourself. More often than not, your ambitions are somebody else’s – this section empowers you to understand who you are and what is it that you want for yourself – what it means for ‘you’ as an individual to be happy! This knowledge will make the learning in Section 1 more meaningful and whole.

Understanding your needs, wants and desires, ambitions and aspirations will also make you more focused as a person. Core concepts of happiness, self esteem, mindfulless and gratitude will help you see the world from a more balanced perspective, and learning to take care of your body as
well as your mind will bring greater harmony and joy in your day-to-day life.

1. Understanding Myself
2. Discovering Authentic Happiness
3. Self Esteem
4. Mindfulness and the Power of Gratitude

Section III: Being Effective

As you grow in life and in learning, soft skills like communication, confidence, leadership and teamwork make you more effective as a person. The way you conduct yourself in society and within the family determines your influence and impact. In professional arena, these skills are highly sought after and very highly paid. Whether you take up a job, or start up on your own, skills like initiative and responsibility, being able to influence situations to your advantage, lead to a sense of personal strength and effectiveness.

1. Soft Skills
2. Communication Skills
3. Self Confidence
4. Leadership and Teamwork
5. Entrepreneurship

Section IV: Being Responsible

With this last section you are ready for a renewed assessment of your life-goals and career choices, armed with the newly gained understanding and strategies. How to use technology responsibly, how you will contribute to the well-being of your society, and humanity at large in your own unique way open the discussion towards responsible citizenship.

1. Smart Career Choices
2. Login Password
3. Change begins with ‘Me’
4. Guardians of the World

Chapter plan and practice

Each chapter has some words of wisdom, instances of rising above challenges, and achievements of our people who have brought glory to our state. Inspiring stories and interesting snippets have been used to demonstrate the power of self-belief and self-motivation. The book content has been augmented with interesting and useful internet resources, especially with Videos in Hindi which may be accessed by the students for self-building.

Each chapter ends with student’s space which has activities and prompts for collective as well as self-learning. Each of you may use the booklet in your own way, at your own pace, and according to your need. As you read, respond, think and write, this booklet may become a journal of your personal growth.

The booklet may be used in the mentorship groups. The mentors may discuss the skills in their groups and use the activities to create learning and practicing situations. All chapters come with performance aspect and mentors are requested to pay special attention to the activities by follow-up, discussion and feedback components.
## CONTENTS

1. Think Positive: Believe It to Achieve It!  
2. Learning from Failure: Fall Down Seven Times, Get Up Eight  
3. Time Management: Getting More out of Life  
4. Maximum ‘Me’: Creating Inner Resources  
5. Conflict Resolution: Learning to Respond, Not React  
6. Critical Thinking and Decision Making: Going beyond the Obvious  
7. Thinking Creatively: Innovate, Create, Optimise  
8. Understanding Myself: Needs, Desires, Aspirations  
10. Self Esteem: Cultivating a Positive Self-Image  
11. Mindfulness and the Power of Gratitude: Awareness and Acknowledgement of the World  
12. Optimising Soft Skills: Getting Ready to Face the World  
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14. Self Confidence: Learning Strategies to Build Yourself  
15. Leadership and Teamwork: Good Leaders are Great Team Players too!  
16. Entrepreneurship: Marshal your Resources and Create Value  
18. Login-password: Using the Internet  
19. Change begins with ‘Me’: Taking First Steps  
20. Guardians of the World: I Can Make a Difference!
Each one of us is special, creative, wonderful and unique. Much of our success and fulfilment depends on how we see our life and circumstances.

Your Attitude Matters!!

On the table, there was a glass. It had some water. And then there was an argument. Some said, “The glass is half full!” True! There were others who said, “The glass is half empty!” That's also true!

And then a child got up and filled the glass with water. She said, “The glass can be refilled!”

### Spectrum of Positivity

<table>
<thead>
<tr>
<th>Belief</th>
<th>Constructive Thinking</th>
<th>Creative Thinking</th>
<th>Optimism</th>
<th>Courage</th>
<th>Motivation</th>
<th>Happiness</th>
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<td>A state of mind that expects the best to happen. You enter situations with a firm belief that they will turn out in your favour. You prepare accordingly, and radiate confidence.</td>
<td>With a positive attitude, you are not afraid to look for new ways of doing things. You devise ways to do things differently, and better.</td>
<td>Expecting situations and plans to improve and to turn out well.</td>
<td>You handle the low points of life with courage, decisiveness and persistence.</td>
<td>It is the energy and enthusiasm to do things and accomplish goals.</td>
<td>A person with a positive attitude is usually happy, and creates happiness for others.</td>
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A positive frame of mind can help you in many ways and in many situations. It will help you stay calm in difficult situations, not to lose hope, and to continue whatever you are doing, despite difficulties or failure.
WORDS OF WISDOM
FROM THE BHAGVAD GITA

उद्धरेदात्मनात्मानं नात्मानमवसादयेत् ।
आत्ममैव ह्यात्मनो बन्धुरात्ममैव ररपधुरात्मनः॥

One should raise/uplift oneself through the self, and never lower oneself; oneself alone is one’s friend and oneself alone is one’s enemy.
(So never underestimate your capacities and capabilities.)

Creative visualization uses the imagination, the power of thoughts and your subconscious mind. It is what in recent years has been called the law of attraction.

Visualize what you want to happen in your life. Visualize in detail, making it as real and positive as you can. Believe you are already living it, and act in accordance.

Creative visualization can help you achieve both big and small dreams and goals. It can help you improve relationships, learn new habits and skills, find a better job, or build a prosperous business. Just remember what Arthur Ashe said about putting your thoughts into action as well! Start where you are. Use what you have. Do what you can!
Consider this! Life challenges are different for all. But by embracing our uniqueness, we can all stand out and gain control over our lives and happiness. One special ability that enables us all to turn the tide and live a better life is that of OPTIMISM.

Activity 1: Breaking Ice
The group may be divided into pairs. The pairs have 4 minutes to interact with their partners. At the end of 4 minutes, each student comes forward and introduces his/ her partner in 1 minute. Let’s see how many positive qualities he/ she has been able to pick-up!

Activity 2: Watch the movie:

UP: A wonderful animation movie which reminds us that it is never too late to start life’s next adventure! Also, that sometimes we need to let go of things we got used to thinking were important but were actually just holding us back.
Discuss:
1. What are the things that hold you back!
2. Have you tried to break out of negative thought pattern?

List 5 songs that lift your mood!
List 5 movies that make you feel positive!
List 5 qualities in yourself that make you feel good!
List 5 memories that you cherish!

Activity 3: A Minute to Lift your Mood
Be ready with the stop watch. The members of the group have to write as many things as possible which make them smile. At the end of one minute, everyone shares her/ his inputs. Count the smiles and share feedback. What is it that makes most of us smile?

Internet resources

- Inspiring video in Hindi: Mindset is more powerful than Skillset | Innovation and Creativity Series https://www.youtube.com/watch?v=U_QCjW4WfKY
- Change Your Life with the Power of Positive Thinking: How to Overcome Limiting Beliefs: Brian Tracy Video: https://www.youtube.com/watch?v=BJDnem6Fzqo
- How to control Negative Thoughts | Youth Motivational Videos | Ask Simerjeet 3 : https://www.youtube.com/watch?v=rMJ3saAX7ns
Failures are a natural part of success. In fact, they are the building blocks of learning – with each step, we understand what worked, and how to go about achieving the desired outcome! We all had setbacks or failed at one point or the other – failed to score good marks, got scolded for being indisciplined, failed at learning a new skill or practising the old one - the list is endless. What matters is not how we fell but how we got up.

Over the years, negative thoughts about failure make us afraid of failures. Soon we end up using foul methods to succeed or start choosing easier, 'safer' paths. The idea is to change these thoughts, to instil self-belief and take hurdles head-on. So what can we do to equip ourselves?

We need to readjust the negative experiences associated with failure...
- I am worthless.
- Everyone will dislike me now.
- How will I face my family?
- I can never succeed.

To ones associated with success:
- I will learn from this.
- Everyone fails at something or the other.
- My family loves me and will continue to love me.
- I will succeed, of course!

From a young age, our system teaches us that failure is bad and that there is no scope for mistakes. But life does not work that way. Life is not a series of report cards with grades stamped on them. The idea is not to avoid failure, but to learn skills to deal with it and learn from it.

ACCEPT FAILURE AS A PART OF THE PROCESS: We need to accept failure as a setback and not the final destination. It just means we need to push harder and work relentlessly towards our goal.

IT IS OKAY TO FEEL FRUSTRATED: To accept failure does not mean that we need to deny the emotions it brings with it. It is okay to be sad, irritated, depressed or angry. You will hurt. Accept it. Let the pain take its course. Denying its existence can create a pressure cooker sort of a situation - over time steam will build up and either let out a whistle or worse, burst the cooker.

YOU ARE NOT A FAILURE. YOU JUST HAD A SETBACK: We need to readjust our vocabulary. Failure is just a setback that occurs to present a learning opportunity. Failure today does not guarantee failure tomorrow.
BE HONEST: This is the toughest part. Failures become difficult to accept because we fool ourselves rather than facing the truth. Try to ask yourself these questions and present true answers for them:

- Why did I fail?
- How can I change it?

MOVE FORWARD: Rather than mulling over it, moping around and cursing self or the situation, move ahead. Learn from the mistakes, and start acting on them immediately to change future outcomes.

- List out the reasons for failure.
- Make a road map of the way forward.
- Plan and execute.

Internet resources

The glory of life is not in ‘never falling’; it is in ‘rising’ each time we fall! NEVER GIVE UP! Akshay Kumar Motivational Video 2018 | HINDI | WORK HARD: https://www.youtube.com/watch?v=2zw60GPoUog

One does not have to be famous to beat failures. One just needs to go on and keep trying:

THE STORY OF MADAN LAL

Born without arms in a poor family in Fatehabad, Haryana – Facing many hardships, and failures, he didn’t give up. Today he owns his own shop and is a renowned tailor!

Life will never be easy. It will throw hurdles in our way.

All we need to do is cross those hurdles despite them blocking our vision and making the journey temporarily tough.

Once we learn to face these hurdles, we lessen the distance between success and ourselves, we learn to enjoy the journey to it, and see the positive side in each situation.

So, every time you fall, get up, dust your clothes and take the first step to the rest of the journey!
**DANGAL:** A movie that shows how success is built over a period of time. Geeta and Babita Phogat faced powerful peer pressure, stereotypes and many adversities to finally become champions.

1. Did Geeta and Babita always win? What were the challenges they faced?
2. What was the effect of defeat on Geeta?
3. What did Geeta do to overcome her weaknesses? Where did her strength come from?

Talk about an incident where you learnt from defeat/failure and emerged successful.

**Thirsty crow revisited!**

We all know how the thirsty crow found a solution to quench his thirst. 15 years later, he was teaching the same strategies to his daughter!

“Like this, my dear! You pick up each pebble, and drop it in the jug. The water will come up, by and by!”

“Offoh Papa!” exclaimed the daughter, and flew off.

Minutes later she returned with a straw.

“Times have changed, Papa, we need to think smart, and find new solutions!!” she said with a grin.

Deepa Malik: Born in Sonepat district, she discovered about 20 years back that she would have to spend the rest of her life in a wheelchair. She could have given up. But she chose to fight. Of all the things, she chose sports! And her accolades are known to everyone. She is the first woman to win a medal at Paralympic games!
As human beings it is in our nature to be different. We love different things, we feel differently about different subjects. We want to live a life full of adventure, with high expectations, fulfilment and personal satisfaction. Yet, most of us don’t get enough time to pursue our studies, let alone our passions. Most of us explain, “I don’t have enough time” and, “I don’t know where my time goes!” But when you start early, you have planned your day, and you end your day with a sense of achievement! What this means is that laziness and procrastination are the biggest enemies of achievement and a happy life, whereas hard work is the best friend!

Imagine you have a bank account that deposits Rs. 86,400 each morning. You have to spend the whole amount by midnight. At midnight, the balance would go back to zero. What would you do? Of course, you would draw out every rupee each day!

We all have such a bank. Its name is Time. Every morning, it credits you with 86,400 seconds. Whatever time you have failed to use wisely, is lost forever. Each day, the account starts afresh. Each night, it destroys the unused time. If you fail to use the day’s deposits, it’s your loss and you can’t appeal to get it back.

Time management is yours to decide how you spend the time, just as with money you decide how you spend your money. It is never the case of us not having enough time to do things, but the case of whether we want to do them and where they fall in our priorities.
Remember!

You are not a robot! Schedule some time to relax so you can rest and refresh your mind and body. This will enable you to study more effectively. Get enough sleep as well. A sleep-deprived student is not going to be able to perform at his or her best!
Everyone knows the ____________ of good time management, and yet so many people suffer from bad time management. From the students who always ____________ to submit assignments on time, to the actors/ sportsmen who ____________ on a personal assistant to organise their days, we could all benefit from a more ____________ approach.

The simple fact is that poor time management can have terrible ____________. These include getting a bad ____________ for always being late, and seeing your free time go ____________.

On the other hand, people who manage their time well are more ____________. They improve their job ____________, and are known to ____________ less from sleep problems and ____________.

2. Now answer the following questions:
   a. Do you spend more than an hour on the following? Which? How much time for each?
   b. Internet (__________)
      Chatting (__________)
      YOUTUBE (__________)
      Internet Surfing (__________)
   c. Do you always finish your work on time? Why/Why not?
   d. How would you benefit from a more organised approach to time management?
   e. Have you suffered from any of the consequences of poor time management? (Scolding/ Stress/ Other)

3. Activity: Fill Your Daily Activity Log

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<tr>
<th>Activity</th>
<th>Planned or Unplanned</th>
<th>Start Time</th>
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The purpose of education is to help you grow into a happy, resourceful and productive member of society. College life provides you with knowledge, practice and exposure aimed at your all-round growth. This essentially means intellectual, physical, moral, sensible and social development. E.C.A., short for Extra-Curricular Activities like Music, Painting, Dramatics, Public speaking, dance, literary expression et cetera help you grow into well-integrated individuals who are capable of creating a work/life balance and who contribute to well-being of others.

You know but little of that which is within you. For behind you is the ocean of infinite power and blessedness.

Swami Vivekananda

Extra-curricular Activities (ECA) actually complement the curricular activities and groom the students in the Art of living and working together. They are the true and practical experience gained by students by their own learnings. In college, participating in voluntary activities gives you an opportunity to develop yourself through NSS, Women Cell, Red Ribbon Club, Red Cross initiatives and many others. Connecting with people not only widens your understanding, it makes you grow in empathy and promotes teamwork.

BENEFITS OF EXTRA-CURRICULAR ACTIVITIES

- Personality development
- Enhanced self-expression
- Boost in self-confidence
- Improved academic performance
- Better career opportunities

“Teach me, and I will forget. Show me, and I might remember. Involve me, and I will never forget.”

– A Chinese proverb
ECA help build your resumé and get you extra credits. In this competitive era, where percentages act as game changers, students pursuing any co-curricular activities of their choice are given preference for any popular course.

| **ART** | Improves motor-skills; Encourages self-expression; Encourages creativity; Encourages acceptance of others. |
| **MUSIC** | Improves coordination; Encourages concentration; Develops patience; Improves self-confidence; Helps in relaxation of mind and body. |
| **DRAMA/PERFORMING ARTS** | Improves language skills; Teaches empathy; Helps develop a moral sense; Improves long-term memory; Develops public-speaking abilities. |
| **ECO CLUB (FRIENDS OF ENVIRONMENT)** | Improves social awareness; Encourages sustainable life choices; Encourages creativity; Encourages critical thinking. |
| **SPORTS AND RECREATION** | Teaches coordination; Improves overall health; Improves reflexes; Teaches team work. |
| **COMMUNITY ENGAGEMENT** | Helps us empathise; Boosts mindfulness; Builds gratitude; Develops communication skills; Teaches team-work. |
| **SOCIAL ACTIVISM** | Develops critical and creative thinking; Builds communication skills; Boosts negotiation and problem-solving; Empathy and leadership skills. |

**DAILY PRACTICE**

- Set aside some time to follow your interests.
- Take initiative and create a role play/activity in your chosen area of interest.
- Maintain a diary.
- Record what you did and what you gained.
STUDENT’S SPACE

1. Are you a part of NSS/ NCC/ Women Cell/YRC/ Red Ribbon? What did you do in these clubs/societies that you really enjoyed?

2. Do you work in a group/team, or do you perform alone? What do you enjoy more? Why?

3. Create a role play:

**4 TEAMS: 4 SITUATIONS**
- Bringing internet to the village
- Rain-water harvesting
- Keeping surroundings clean
- Superstitions

**Brief:** Students will enjoy this classroom activity where the class will be divided into 4 teams. Each team has to create a skit in one week. Use Comedy, Singing and Music. You can make posters, placards and use musical instruments. Time duration: 2 weeks.

A movie on the power of dance to transform lives. The movie, a blockbuster hit, proves yet again that if you dare to dream, impossible is nothing!

SECRET SUPERSTAR

Insia, an ambitious young girl, dreams of becoming a singer, but faces opposition from her father. She strives to follow her passion by anonymously posting her songs on the Internet.
Conflicts are a natural part of life. The World would be a boring place if each one agreed with the other! There would be no innovation if people who dared to think differently did not fight their way through. So being in a conflict is not wrong as such. *It is how we respond to the conflict which determines a positive or a negative change.* In that sense, conflicts have the potential of being instruments of positive change, in ourselves and our situation.

On the other hand, if we let the disagreements get the better of us, we risk losing people in our lives, and even getting into trouble with the authorities.

Here is a story that illustrates how any problem, issue, or conflict has many aspects. We have to understand the problem from others’ frame of reference also; only then we will discover answers and solutions that were invisible to us before.

**Points to ponder:**

- Do you think the old man could have handled the question better?
- Do you think the city man could have asked differently?
- Try to re-work the situation from both perspectives. All problems come with different aspects, don’t they!

A city man walking in the desert approached an old man sitting in the sand. “How far to the nearest oasis?” he inquired.

The old man did not respond. “I said, how far is it to the nearest oasis?” the man asked, a bit more loudly this time and enunciating his words very carefully.

The old man still did not respond. The man shook his head in frustration, turned, and began to walk away.

The old man called out, “It will take you three hours!”

The man spun around to face the old man. “Couldn’t you have told me that when I first asked?”

“No,” replied the old man. “I couldn’t answer until I knew how fast you walk.”
ESSENTIAL WAYS TO RESOLVE CONFLICTS

01
Step Back and take a Deep Breath: Conflicts lead to irritation and anger. Only a calm mind responds whereas an agitated mind reacts.

02
Identify the Source of Conflict: Get to the root cause of the problem. Take a step back and evaluate objectively the causes of the conflict.

03
It Does Not Have to be about Winning: Our aim should be resolution of the conflict. No one wins or loses. Our strength lies in resolving the situation amicably.

04
Listen to Understand, Not React: If we truly attempt to listen and understand, chances of conflicts resolving smoothly are higher.

05
Be Assertive, Not Aggressive: Put your point across calmly and assertively. Do not get aggressive. Aggression aggravates the situation.

06
Negotiation is an Art: Negotiation skills help throughout life and effective conflict resolutions come from reasonable negotiations.

07
Let Past Remain in Past: Conflicts that drag in the past get murky. Resolutions become impossible if we bring past occurrences into the present argument.

08
Empathise: Put yourself in the other person’s shoe. Understand his perspective. Learn to empathise. Chances are there would be no conflicts at all.

09
Saying Sorry is Not Hard: Saying sorry does not make you a loser or a weak person, only the strongest people and say sorry.

DAILY PRACTICE

- Choose a Sport! Sports are the biggest tool to learn teamwork and conflict resolution. Choose a team game and play as often as you can.
- Observe people around you. What are the usual points of conflict? Consciously practise listening before responding.

Wisdom Gained

Conflicts will always stay. But you can make a difference by resolving them without disruption. One wrong impulsive step can lead to irreversible damage to self and others. So be the bigger person. Wait, breathe, respond and resolve.
1. **See the illustration.**

   Write about an incident where you handled a conflict with smart strategy, where everything was resolved, and everyone was satisfied!

2. **Stand facing a wall.**
   **Push with all your strength.**

   Did it move even a little? Conflicts are exactly like that – they do not move and simply tire us out. A better idea is to create doorways or staircases to scale the wall!

   Look for alternate strategies instead.

3. **Discuss the Movie**

   In the movie, Munna, the local don, initially believes in resolving all conflicts only through the use of force, coercion and threats. But gradually he learns to resolve all disputes through love, compassion and kindness, and becomes the darling of the audience. A big hit, this movie got people into actually practising Gandhigiri to resolve conflicts.

4. **So, what are the alternate ways you would use to diffuse a situation?**
   
   a. With someone who is younger to you?
   b. With someone who is older than you?
   c. With your parents?
   d. With a friend?

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**Internet resources**

- Hindi Video on How to Deal with Negative People and Thoughts | Coach on Campus 4 | Simerjeet Singh: [https://www.youtube.com/watch?v=Mgs5oEA99Ys](https://www.youtube.com/watch?v=Mgs5oEA99Ys)
Critical thinking is the ability to think clearly and rationally, understanding the logical connection between ideas. It is an ability to engage in reflective and independent thinking. It is about being an active learner rather than a passive recipient of information. Critical thinkers will identify, analyse and solve problems systematically rather than by intuition or instinct. Critical thinking is required by everyone from farmers to businessmen, writers to scientists, policy-makers and defense personnel.

Skills for Critical Thinking

- Think about a topic or issue in an objective and analytical way.
- Identify the different points of view.
- Evaluate a point of view to determine how strong or valid it is.
- Recognise any weaknesses or negative points in the evidence or argument.
- Notice the implications behind a statement or argument.
- Provide structured reasoning and support for your argument.

WORDS OF WISDOM

The foundations of critical thinking lie in our eternal spirit and will to knowledge. The Kena Upanishad begins with the student asking questions about the cause of all thinking, seeing and hearing. The Atharva Veda regards knowledge as the prime force that awakens intelligence, leading to many other benefits.

Tools to boost your critical thinking

**OBSERVATION:** Observe life around you. See how people around you solve complex issues.

**EXTENSIVE READING:** Read everything from newspapers, editorial pages of news magazines, fiction and articles on current issues and the human condition.

**BEING OPEN-MINDED:** Consider other options, opinions, and the opposing point of view.

**FORESIGHT:** Use past experiences to understand patterns and possibilities.

**CONSIDER HUMAN FACTORS:** Consider the impact of personal preferences, attitudes and emotional responses.

**BRAINSTORMING:** Have discussions with others in a way that opens up possibilities towards creative solutions.
Decision Making

In its simplest sense, decision-making is an act of choosing between two or more courses of action. If we fail to take a logical decision at the right time about our life, career, education, health, relationships, or any other important matter, we may miss out on some golden opportunities that life had to offer. Decision making is also a key skill in the workplace, and is particularly important if one wants to be an effective leader.

Decision making involves asking the right questions, thinking positively by seeing problems as ‘challenges’, or opportunities to gain something, rather than insurmountable difficulties.

- Be confident in your ability to solve problems successfully.
- Be resilient, understand that solving problems successfully can take time and effort.
- Don’t put problems off; motivate yourself to get to the task right away.

Steps to follow in Decision Making

1. **Identify** the core of the problem.
3. Develop and **Evaluate** the alternatives >> Think coolly and critically, make a mind map of pros and cons. Be rational and not emotional.
4. **Get your ethics right** >> Will it benefit all? Would it hurt anyone?
5. **Take the decision** and implement it.

**USE MIND-MAPS:** Create mind-maps to open up and analyse the problem at hand.

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**Internet resources**

- **What is Critical Thinking?** (Animation)
  https://www.youtube.com/watch?v=HnJ1bqXUn1M
- **Stop Memorizing & Start Understanding | Skills of the Future Workforce | CC 1:**
  https://www.youtube.com/watch?v=TQtWjJy2CMM
- **Hindi Video on how to Improve your Decision Making Skills | CC 11| Simerjeet Singh:**
  https://www.youtube.com/watch?v=-0_4raopwyI
- **भेड़ चाल | Groupthink | Herd Mentality | Unquestioned Belief | Hindi Inspirational Short Story**
  https://www.youtube.com/watch?v=8W7pYW35h0U
- **Read SWOT Analysis:** https://www.skillsyouneed.com/lead/swot-analysis.html
Activity 1: Imagine the following and answer the questions!

Pretend that you have been assigned the task of conducting a tour for aliens who are visiting earth and observing human life. You’re speeding along in a racing air taxi, viewing the landscape below, and you float over Nahar Singh cricket stadium at Faridabad. One of your aliens looks down and becomes very confused, so you tell him that there is a match going on. Try to answer the following questions for your alien guest.

1. What is a match?
2. What is a team?
3. What is ‘Winning’ and why should one not ‘Lose’?
4. Why can’t the people in the seats just go down on the field and join in?

Activity 2: Using the steps discussed earlier, consider the following:

1. Should students add their teachers as friends on Facebook?
2. Is the first impression of a person, always right?
3. Should lecture attendance be optional?
4. Are Smart phones making us brain-dead?

Activity 3: Think and answer:

What made you opt for the course and the subjects you have opted for?

1. Did your family or your friends influence you in this decision?
2. In how much detail do you know about your perceived career?
3. Do you know what qualifications and preparation this career would require?

Activity 4: Write arguments for and against!

Amit has recently secured admission in a university abroad. He can go but by raising a huge loan. If he does not go, he can use the loan to buy land for farming. His family will be secure. But if he studies abroad, he may be educated and may become rich. Then he can help his family. Write arguments for and against each of the two decisions.

Activity 5: Watch movies that celebrate critical thinking and decision making:

Swades: Mohan Bhargav is an accomplished man with a job in NASA, but a part of him yearns for home, for India. He makes a decision to return despite his friends and peers advising against it and applies his knowledge to bring electricity to his village.

Hidden Figures: A team of extremely gifted and talented female African-American mathematicians plays a vital role in the early years of the US space program of NASA.
Creative thinking means looking at something in a new way. It means thinking differently. It is also called lateral thinking, or, “thinking out of the box”. It is linked with problem-solving and critical thinking. We all practise creative thinking in our daily life, but we need to recognise this in ourselves. It starts with a problem, and with people declaring “This can’t be done...” but someone or the other comes up with a solution, which gets us wide-eyed in admiration, “Oh, but we never thought of it like this!” so, creative thinkers are innovative and inventive.

Creativity involves arts such as writing a novel, painting a picture, or composing music. The field of STEM (Science, Technology, Engineering, and Maths) is highly creative. Designing a more efficient assembly-line robot, writing an innovative new computer program, or developing a testable hypothesis are all highly creative acts.

*If you can create something, not only will you enrich your personal life, you’ll have an advantage in whatever field you enter!*

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**Creative Problem-Solving:**

A creative problem solver will find new solutions, rather than simply identifying and implementing the norm. You might brainstorm new ways to cut energy use, find new ways to cut costs during a budget crisis, or develop a syllabus to make learning fun!

**Unlock Your Mind**

*Panchatantra for Management Lessons at IIM Ahmedabad:* Written in 300 BCE, Panchatantra provides an ideal vantage point for understanding modern conflicts involving individuals, philosophies, organisations or consciousness, and depicts creative thinking to arrive at clever, original, and inventive solutions. Remember the story *The Monkey and the Crocodile!* When mid-river, the crocodile told the monkey the real reason for taking him home! That Mrs. Crocodile wanted to eat his heart! The monkey used his creative thinking and saved his life. What did he say?
Solve riddles, read a variety of books, online newspapers and articles.

Take exercise in some form. Try to express yourself through dance, music and painting/sketching. Don’t say, “But I have never done this!” Just try.

Listen to different kinds of music.

Some games that make you think creatively are Chess, Hockey, and Soccer.

Have faith in yourself, and believe that the Universe can help you.

Draw, sketch, use colours and highlighters to make your notes interesting. Make your study time a happy time.

Keep some time for yourself, play with a pet, take a quiet walk. Do any routine activity that allows your thoughts to swirl through your mind.

MIND TOOLS

Observation Past Experience Critical Thinking Foresight Intuition

Creative Problem-solving

THE PEARL ACADEMY OF FASHION, JAIPUR
45 DEGREES OUTSIDE, 27 DEGREES INSIDE!!
The radical architecture of the institute emerges from a fusion of the rich traditional building knowledge bank and cutting-edge contemporary architecture. Open courtyards, a step-well or baoli and jaalis have been used to keep the premises cool.

JUGAAD/ BULLET SANTI BIG HIT IN KENYA!!
A Bullet Motor-cycle has been converted into a tractor, which has a tiller attached. This Jugaad is a perfect example of creative thinking and problem-solving. Can you think of any other instances of Jugaad?

Recently, coating the pavement white has emerged as a creative solution for temperature control. Asphalt pavements: 116°F degrees. White coated pavement: 98°F degrees.
Activity 1. Make a Story

This exercise is a lot of fun and will encourage creative thinking in the students. Here’s what you do: Make cards which have 10 random words written on each of them (Can be done in Hindi). Let the entire class suggest these words. Each team of 6 will get a card and they have to use the words on this card to make a story. Draw lots within the team to determine the sequence i.e. who begins, who’s next and so on. The student who began the story gives it a fitting finish. Here are 2 samples of cards:

| पटाखा | गिनती | दरवाजा |
| गिठाई | तारीफ़ | रहस्य |
| हवाई-जहाज़ | रंि | पव्वत |
| चित्र |

| Lake | Sky | Sun-glasses |
| Newspaper | Mangoes |
| Music | Wrist-Watch | Metro |
| Television | WhatsApp |

Activity 2:

Remember the story of Tenali Rama?? When the king got displeased with Tenali and ordered him not to show his face, Tenali came with a pot over his head!! Or Birbal’s creative solutions to problems posed by Akbar! Can you think of any other instances of creative thinking in your life?

Activity 3: “IDEA SEEDS”

The fox and the bird seem to be having an interesting conversation! Write a poem or a story based on the picture.
Each of us is a unique individual – with special qualities and interests. Each of us has some basic needs, many desires, and finally, aspirations that relate to our goals in life.

When we understand what we need, and learn to differentiate it from what we want, we become ready to lead more fulfilling lives as human beings. Getting what we need sustains us and getting what we want gratifies us, but neither is a condition for ‘happiness’. When we progress in awareness not only of what we need or want but of social and universal values, we create happiness for ourselves and all around us.

Air, food, water, clothing, shelter and safety, freedom from disease and pain, and other physical necessities are needs of the body. These contribute to bodily ease and are limited, or finite.

When we enter the world of feelings and emotions we feel and seek love, understanding, compassion, trust, respect, gratitude, we debate the concepts of justice and mercy – we strive to find a balance between our own needs and what is expected of us. The mental, psychological or emotional needs tend to be larger, and virtually infinite.

Many times, we try to satisfy our emotional needs through food and other means of physical gratification!

The things we do:
- We gulp our food without even tasting or appreciating its flavours.
- We eat to satisfy urges rather than requirements and end up eating junk.
We indulge in buying new clothes, new smart phones, the bigger and better of everything.

And thus, in spite of putting in so many efforts and most of our money towards fulfilling these physical desires, we end up feeling empty, neglecting to understand what we really want – a process both unfulfilling and counter-productive.

Understanding ourselves enables us to realise our needs and visualize our goals correctly. It then indicates the direction for their fulfilment. It also helps to remove our confusions and contradictions and bring harmony at all levels.

We need to strive for harmony between what our body needs and what our mind wants!

**IMPORTANCE OF FITNESS:**

No amount of mindful eating can replace exercise. Irrespective of age or gender, all of us need some physical activity to keep ourselves fit. Physical activity not only promotes physical health but is essential for a robust mental health as well! Choose a sport that you like, or simply go for a walk or a jog, or else practise some yoga.

The word “Yoga” originates from Sanskrit and means “to join, to unite”.

Did you know these facts about Yoga?

- India gave Yoga to the world! And today it is the most popular form of exercise world over.
- Practising yoga increases life-span!
- Yoga is not just for the body. It is for the mind too. It is one of the best stress-busters!
- Regular practice of yoga also reduces food cravings.
- And that’s not all! Yoga also helps us concentrate more.
**DAILY PRACTICE**

1. **Be mindful.** Work with the senses and eat the right things in the right amount. Notice and enjoy colours, textures, and the taste of food.

2. **Keep technology off the table:** When eating, keep the phone and television off. You will develop better relationships with yourself and with those around you.

3. **Make fitness a part of life:** Take out at least 45 minutes of your day for giving your muscles a chance to breathe! Keeping busy is no substitute for a workout.

**STUDENT’S SPACE**

1. Make a list of your **most important physical needs.** Are these quantitative (limited) or qualitative (unlimited) in nature? Write L or U before each.

2. Write down **6 most important needs (not things) to make you happy.** Are these quantitative (limited) or qualitative (unlimited) in nature? Write L or U before each.

3. Suppose that as you slept tonight, a miracle occurred. When you awake tomorrow, what would be the changes that you notice, that would tell you that your life has changed for the better? This question helps you identify what you really want, what’s getting in the way, and how to overcome those obstacles.

The first step in making healthy decisions is knowing ourselves. The second step, of course, is actually taking action. It’s stepping into the decisions that support and serve us.
Have you ever thought about what makes you happy? Or for that matter what would make you happy? You probably have a list in your head of all the things that would make you happy. Guess what! You are making a list of all the things that give you pleasure, not happiness!

What is prosperity? Tick the choice/s you think is/ are right:
1. Having more food than I need.
2. Having more than enough money.
3. The love and care of my family.
4. Having the latest smart phone, bike or clothes of latest fashion.

“Happiness comes when your work and words are of benefit to yourself and to others.”
– Buddha

True happiness is deeper than material belongings. Meaningfulness of life holds the key. As long as we are doing something worthwhile, we are raising our chances of being happy. So, if money is not true happiness, what is? According to our ancient scriptures, true happiness comes from balance, compassion and peace of mind.

Let us clarify a few points.

- All this does not mean that wanting money is bad. Or that it will make you unhappy.
- It is important to have material goals in life. It is what you do with money and possessions that really counts.
- So, having ambitions, making a good career, earning your livelihood: all are very important. But simultaneously, we are talking about keeping the larger goals of life in mind.
Read on to see the various ways these individuals created Happiness for themselves, by creating Happiness for others:

- Rani Bang and Abhay Bang have introduced modern medicine in tribal villages of central India, and have created a system of good healthcare facilities.
- Shirish Apte revived the traditional system of water tanks in Maharashtra!
- Viswanath teaches photography to tribal kids.
- Mukund has created over 10,000 computers from scrap, for the poor students!
- Mahima and Vijendra Shekhawat invented a paper that is made out of elephant dung! They started Haathi Chaap, an organisation that makes paper and several other products like bags, notebooks, stationery and many more, out of the elephant waste.

We can learn to be happy. But we need to clear our vision and actively work towards the true path to happiness.

12 STEPS TO HAPPINESS

- THANK and appreciate someone everyday.
- EXPERIENCE new things. Don’t be afraid of trying.
- GIVE something to another person without thinking of returns.
- HIKE outdoors, enjoy nature.
- HELP someone who is in need of assistance.
- MEDITATE and adopt mindful practices.
- EAT healthy.
- SOCIALIZE, Empathise, Connect.
- EXERCISE regularly.
- STRIVE towards a stated goal. Work hard.
- SLEEP well. Take timely breaks to refresh your body and mind.
- STAY cheerful and optimistic.

Internet resources

- 3 खुशी के लिए 3 कदम: 3 Steps for Happiness by Sandeep Maheshwari in Hindi: https://www.youtube.com/watch?v=ULzHeFtSDDg
- Rumi Quotes in Hindi | Reflections on Self Awareness & Visualization by Simerjeet Singh https://www.youtube.com/watch?v=-uHchieqdyE
- Read more to know where these heroes found their happiness! https://www.thebetterindia.com/13279/68-inspiring-heroes-of-india/
Activity 1: Happiness Journal

Think about the questions below and note down answers to each in your journal. Revisit these lists when you are feeling sad. Watch your mood lift up!

1. Make a list of what makes you happy now. Why?
2. Write what you do to make others happy.
3. Write what others do or have done that makes you the happiest. Concentrate on the happiness you had felt then.

Activity 2: Make a list

Make a list of what will make you happy 5 years from now. Why? Now think of the things that you thought would have made you happy 5 years ago. More often than we know, our ideas of happiness change with time. However, the good we do and the happiness we share stays with us.

Activity 3: Write a story!

Where is your maximum happiness coming from? Write a mini-story/poem on the grandma cat, and why she looks so happy!
Self-esteem means feeling good about yourself. It is the voice in your own head. The things you say to yourself play a big part in how you feel about yourself. From early in life, we are surrounded with advertisements, movies and social expectations. By the time we are ready for college, we tend to have set ideas about ideal body weight, size, complexion, looks, trends and styles in fashion. So, when some of us see ourselves not being fair, slim or stylish, we start disrespecting and disliking ourselves.

Take this Self-esteem Quiz, and figure out how you are doing on Self-esteem quotient:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I am better off than other people.</td>
<td>True</td>
</tr>
<tr>
<td>2</td>
<td>I accept myself as I am and am happy with myself.</td>
<td>True</td>
</tr>
<tr>
<td>3</td>
<td>I feel valued and needed.</td>
<td>True</td>
</tr>
<tr>
<td>4</td>
<td>Being myself is important.</td>
<td>True</td>
</tr>
<tr>
<td>5</td>
<td>I make friends easily.</td>
<td>True</td>
</tr>
<tr>
<td>6</td>
<td>I can accept criticism without feeling put down.</td>
<td>True</td>
</tr>
<tr>
<td>7</td>
<td>I admit my mistakes openly.</td>
<td>True</td>
</tr>
<tr>
<td>8</td>
<td>I am a happy, carefree person.</td>
<td>True</td>
</tr>
<tr>
<td>9</td>
<td>I don’t worry what others think of my views.</td>
<td>True</td>
</tr>
<tr>
<td>10</td>
<td>I don’t need others’ approval to feel good.</td>
<td>True</td>
</tr>
</tbody>
</table>

**Score yourself:**
Each True option gets you 1 point.

- 9-10 Points – You have a high level of self-esteem!
- 7-8 Points – Not bad but room for you to improve!
- 5-6 Points – Low self-esteem is holding you back!
- Below 5 Points – Start on a journey of self-discovery right now!

Internet resource: https://www.more-selfesteem.com
Handling Peer Pressure

In college, our idea of ourselves is majorly influenced by what our friends and class-mates think of us. Thus, instead of appreciating ourselves as we are, or improving our learning, skills or qualities, we start developing low self-esteem about our body, our family, and our background. We don’t have to be rich, or beautiful, or slim, or live in a big house with an army of servants to feel special! Being compassionate is more important than being fair skinned. Being hardworking is definitely more valued than being cunning! So, start today. Embrace yourself. You are the best version of you!

How we think of ourselves affects the choices we make – our life choices as well as the people we choose to be friends with. Choose friends who make you feel worthwhile. Make others feel worthwhile too!

Make a list of your special qualities, and smile at yourself everyday.

So how do we change our perception of self?

- **Reset the standards!**
  Obesity can be a health issue, so working towards ideal body weight to be fitter makes more sense rather aiming for a particular figure since that is in fashion. So, it is important to have meaningful, achievable standards.

- **I am more than my looks!**
  Question yourself. What is truly important? Is the outside more important than the inside? Our appearance changes with age but our true self remains the same. So, striving to be a better, more mindful, happy person is way more important than having a fair or acne-free skin. Remember to compliment yourself!

- **Exercise and eat healthy!**
  Regular exercise not only keeps the body fit but also keeps our mind positive. It boosts our self-confidence and enhances the body image. Eating healthy is the other side of the same coin.
**1. Learning Self Affirmation**

Self-affirmation is recognising that you exist, and that you are valued. Begin your sentences with ‘I Am’ and do not use negative words like ‘not’, ‘cannot’ et cetera. Always make your statements positive, and set them in the present.

For example:

WRONG: I AM not like everyone else.

RIGHT: I AM DIFFERENT from others.

Now think of some positive self-affirmations about yourself and write them down in your journal.

**2. List three situations where you overcame obstacles.**

They could be small events or significant, it does not matter. What matters is that you overcame problems and grew. So, think and write!

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**Body image**

I’m comfortable with the way I look.
I’m in tune with what my body needs.
I know that looks have nothing to do with worth or abilities.

**Mental health**

I make time to take care of myself, even when I’m dealing with difficult feelings or situations.
I know that I can start working to solve problems.
I can handle disappointments or difficult feelings, and I know they don’t reflect my worth.
Things may not be 100% perfect all the time, and that’s okay.

**Self-esteem**

I feel confident and capable.
I place realistic expectations on myself and others.
I respect myself.

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**Pride of Our Land:**

**Surya Kavi Dada Lakhmi Chand (1901-45)**

Known for his Raagnis which conveyed great morals, he gave a message to live a good lifestyle through skits called Saang, in our own language, Haryanvi. His widely popular work is Lakhmichand Ka Brahmgyaan part 1 and 2 that has been now sung by various Haryanvi artists.
Nature gives us sunlight, water, oxygen, greenery. The food we eat, the houses we live in, the clothes we wear – someone, somewhere has contributed to bring it all to us. Someone, somewhere has contributed to each and every aspect of our lives. Mindfulness and gratitude are two qualities that sharpen our attention to the good and the positive in our lives, helping us appreciate things that we tend to take for granted. Gratitude allows us to notice the blessings we have and shift focus from the frustrations of life. Mindfulness helps us react to our misfortunes with grace, acceptance, and meditation. Together these two practices nurture the happier self within us.

**Being mindful is being aware of the present moment, experiencing it fully.**

When you are sitting in the class, your mind flits around like a butterfly, jumping from one thought to another. ‘I wonder what would happen in the next class’, ‘What if there is a test scheduled?’, ‘Maybe I can quickly run to the canteen and get a samosa’, ‘Why is she not talking to me today?’ -- we are constantly jabbing our fingers on our mobiles, checking Facebook for the hundredth time! We are never fully present in the current moment. Mindfulness helps us focus on the present, and helps us optimise our performance.

**Being mindful is being conscious of not just all we do, but of all we think. It is inculcating the habit to discipline our thoughts.**

Try to take out 20 minutes each day and not think about anything at all. Don’t listen to music in this time, don’t fill your senses with visuals or sound. Let yourself be. **Breathe.**

Initially, your mind will wander. Let it. Bring it back kindly. You can observe your breath if you want. Gradually, you will start feeling in greater control of your emotions. This is a good beginning.

**UNDERSTANDING MINDFULNESS**

Mindfulness and well-being are closely interlinked. A mindful person is more likely to experience lesser stress, perform better, and be happier.

As a second step, when we turn the focus outwards to notice and appreciate the contribution of others in our lives, gratitude flows, which in turn leads to a higher level of well-being.
How Gratitude works
Gratitude is not just about being nice! It benefits us in every way!

Mindfulness leads to a feeling of goodwill and gratitude towards all.

WORDS OF WISDOM FROM BRIHADAARANYAKA UPANISHAD 1.4.14
सर्वे भवल्लु सुखिनः। सर्वे सन्तु निरामयः।
सर्वे भद्राणि परमत्तै। मा कश्चिं दुःखा
अभवभवत्॥
May all be happy; May all be in perfect health;
May all see what is spiritually uplifting; May all be free of suffering.

Internet resources
6 Mindfulness exercises: https://www.pocketmindfulness.com/6-mindfulness-exercises-you-can-try-today/
Missing Tile Syndrome | Attitude of Gratitude | Positive Thinking
Motivational Video in Hindi: https://www.youtube.com/watch?v=v9EeqWFUd7U
1. **Try a Gratitude Journal.**
   Maintain a journal. Jot down the blessings in your life. Even the everyday joys and happy coincidences – a serving of ice cream, good weather, a class that you enjoyed at college, a teacher who acknowledged your effort - anything at all.

2. **Fill up the box:**
   Fill up the box below with feelings of gratitude toward people and happenings in your life:
   - I am grateful for my family because
   - I am grateful for my friendship with __________ because
   - 3 good things that happened this week

3. **Write a Letter.**
   Thank someone you are truly grateful to! If possible, go and read this letter to the person.

4. **Give back.**
   Best form of expression of gratitude is giving back to the world. List three things you will do every day/week to express your gratitude for the good things of life.

5. **Find Inspiration.**
   When you feel down and out (We all do at some point or the other), surround yourself with gratitude, inspiring bits and quotes. Write down a list of things you are grateful for.

6. **Mindful Appreciation**
   In this exercise, all you have to do is notice 5 things in your day that usually go unappreciated. These things can be objects or people; it’s up to you. Find out how these things/processes came to exist, or how they really work.
The best education is aimed at our fullest development in terms of body, mind and spirit. Knowledge gained through class-room teaching, books, extra-curricular activities and our interaction in society – all shape us into the persons we are. It is also the skills we acquire and develop that help us engage with everyday life and its situations. While your hard skills (technical skills) make you proficient in your chosen career, it’s your soft skills (people skills) like communication skills, leadership, crisis management, a good work ethic, optimism, and creative thinking among others that make you successful in personal, social and professional life. Soft skills combine and balance intellect, intuition, motivation and a keen desire to be effective. These qualities add significance to your life!

Remember: Not everyone would have all the soft skills. But politeness, willingness to listen, and to understand are the essentials of a good personality. If you respect others, you will get respect in return. This forms the basis of a civilized society.

2 instances of how soft skills impact our daily life and our decisions: The way we stand, walk, talk or behave sends out subtle messages to people around us. For example, a doctor is required to have the ability to diagnose and prescribe treatments for a variety of ailments. But a doctor who does not have the soft skills of emotional intelligence, trustworthiness and approachability is not likely to be very highly regarded by his patients. Similarly, a salesperson who may have an in-depth knowledge of his market will find it difficult to close a deal and retain his clients if he lacks the interpersonal skills and negotiation.

The most important aspect of soft skills learning is to Practise them with understanding. Mere reading of books will not make you accomplished.
SOFT SKILLS FOR BEING FUTURE-READY

- Communication
- Leadership & Teamwork
- Decision-making
- Critical & Creative Thinking
- Self-Motivation & Positive Attitude
- Self-Awareness & Willingness to Learn
- Problem Solving
- Ability to Work Under Pressure
- Time Management
- Flexibility
- Responsibility
- Negotiation & Conflict Resolution

DAILY PRACTICE

- Observe people around you, and how they make use of different soft skills.
- Observe yourself, and what soft skills you use most.
- Try to understand and build on your strong soft skills. If you feel the need for improvement in some aspect, work on it. Talk to your parents, teachers and friends for feedback. Think about it carefully.

STUDENT'S SPACE

1. Discuss a Movie

LAGAAN: Once upon a time in India
The story of how a village comes together to confront the oppression of British rule.

1. Which characters are assertive in the movie?
2. Which quality impressed you the most in Bhuvan?
3. How were leadership and teamwork both necessary to deal with British oppression?
4. Which soft skills helped the villagers win?
5. Which characters emerge powerful because they could convince others/ explain their point of view clearly?
6. Which instances in the movie highlight creative thinking?

Internet resources

- Ted talk by Robin Sharma: “Nobody is going to believe in you unless you believe in you!”
  https://www.youtube.com/watch?v=gOM8J4y98B0
- Simarjeet Singh talks about Top Skills required in 2020 (Hindi) | Jobs of the Future | Coach on Campus 2:
  https://www.youtube.com/watch?v=-XAclarRYRM
- Soft Skills - Overview
  https://www.youtube.com/channel/UCVLbzVxVTiLVKeGV7WEBg

Internet resources

- Observe people around you, and how they make use of different soft skills.
- Observe yourself, and what soft skills you use most.
- Try to understand and build on your strong soft skills. If you feel the need for improvement in some aspect, work on it. Talk to your parents, teachers and friends for feedback. Think about it carefully.
2. **Know what Soft Skills you have, and how.**

Given below is a situation that will require all the major soft skills. We have divided them broadly into 4 groups. Each student decides which skills he/she has. It is very likely that you have skills that belong to more than one category. The purpose of this exercise is to make you think about the skills you have, and those you can acquire to build your skill-set.

**Situation:** Your village/locality has received a grant from the government. In a period of 2 months, all the 300 homes have to be equipped with solar panels. Finally, there will be an inauguration function, a cultural programme, and community lunch.

**Group 1: Communicators:** you can **read, write, listen** and **explain** with confidence and accuracy.

**Group 2: Problem Solvers of the world:** you have: **critical thinking, creative thinking,** negotiation **skills,** and crisis managing abilities.

**Group 3: Leaders:** you are **confident;** you have team-building **skills;** you have planning and decision-making **skills.**

**Group 4: Organisers and Managers:** you have the **ability to set right goals;** you improve systems and processes; you have planning and scheduling **skills.**

Now write down which soft skills you have.

3. **Mind maps are used to clarify a set of ideas or options related to a single goal.**

Make your own Mind-Map: (http://www.mindmapping.com/)

Put your career goal in the centre, and fill up rest of the circles with the soft skills / biggest strengths you have and those you require. You can make different mind-maps for different goal options!!
We have all grown up listening to stories, sharing our thoughts, learning our lessons and writing our exams! This is how we communicate with ourselves and with others. Listening, speaking, reading and writing, are the four language skills. Non-Verbal Skills constitute more than 90% of our communication behaviour. All these are regarded as the most important part of skill-set required in our work environment today.

The ability to communicate effectively plays a decisive role in your growth and upward progress, no matter what you do in life. Good communication skills will help you in all aspects of life, as they impact our personal, professional and social relationships. In professional life they will help you get hired, gain promotions and of course, boost your career.

The most important impact of non-verbal skills above can be felt in enhanced trust, clarity and respect in a work environment. If you pay attention to your body language, and tone of voice, it will be a big plus in your performance. Empathy, openness to others’ point of view and confidence in what you can do create a harmonious environment with optimum growth potential.

In today’s digital age you must know how to effectively convey and receive messages in person as well as via phone, email, and social media. Very soon you shall be applying for jobs and appearing for interviews. Being confident in language skills will help you build a good résumé, and perform well in interviews.

“60% of all human communication is nonverbal body language; 30% is your tone, so that means 90% of what you’re saying isn’t coming out of your mouth.”
– Alex Hitchens

**Important Elements of Communication Skills:**
- Good eye contact
- Positive body language
- Confidence
- Empathy
- Open-Mindedness
- Respect for others
- Punctuality
- Feedback
Two things are important here, and if you think and act on these, you will be a more confident, and a happier person.

_first, it does not matter whether you speak and write in Hindi or English, so long as you know what you are talking about, and you express yourself clearly and confidently. Second, it matters that you use the language appropriate to the situation. In formal situations, especially in written medium, it is very important that you write correctly._

It means that you have to be mindful of what you say, how you say it, and how well you say it, and it can be learnt!

Further, it will give a tremendous boost to your career if you learn to communicate in English too! Just get rid of your fears and hesitation, and make learning English, an adventure!

1. Listening
   - Pay close attention to what the other person is saying, ask clarifying questions, and rephrase what the person says to ensure understanding (“So, what you’re saying is...”).
   - Listen attentively to News and TV programs, and Film dialogues! Then try them out yourself. Read the newspaper aloud, record your speech and listen. Gradually you will know where to pause, and where to alter your pitch. You will also improve in current affairs and general knowledge!
   - Write every day. It will improve your expression and will make you spend time with yourself.
   - Gradually you will gain in confidence, and you will be a happier person.

2. Speaking
   - Speak clearly, and at a moderate pace.
   - Select language appropriate to the audience.
   - Speak confidently but with modesty.
   - Convey messages concisely.
   - Provide concrete examples to illustrate points.
   - Restate important points towards the end of a talk.
   - Explain a difficult situation without getting angry.
   - Speak calmly even when you’re stressed, and state your needs, wants or feelings without criticizing or blaming.

3. Good Writing:
   - Focus on content and style both.
   - Knowing the purpose which a piece of writing serves, gives you a sense of direction.
   - Use simple language. Create reader-friendly content by avoiding adjectives, using the active voice, and opting for shorter words.
   - Aim to communicate your point effortlessly.
   - Be concise and brief. Respect your readers’ time.
   - Proofread Thoroughly, Revise Ruthlessly. Check Spellings. Re-read Thrice.
   - Be aware of attitude and perspective – Consideration and respect towards your reader promotes goodwill.
1. **Watch ARUNIMA SINHA: ON TOP OF THE WORLD (In Hindi)**

Arunima Sinha was the first female amputee to climb Mount Everest!! She was a national level volleyball player who was pushed from a running train by some robbers in 2011 while she was resisting them. As a result, one of her legs had to be amputated below the knee.

And then she went on to conquer Mount Everest!!

Watch her presentation [https://www.youtube.com/watch?v=Wxv_J34Fyo](https://www.youtube.com/watch?v=Wxv_J34Fyo)

Now discuss the following:

1. What type of body language does Arunima have?
2. What is her attitude to her disability?
3. What is the impact of Arunima’s choice to speak in Hindi?

2. **What do you think the rabbit and the lion are talking about in this picture? Write a mini story.**

3. **Watch this video and write your feedback on the following:**

“How to speak so that people want to listen | Julian Treasure”:
[https://youtu.be/eIho2S0ZahI](https://youtu.be/eIho2S0ZahI)

1. What is the impact of the presentation?
2. What role does body language (Posture, gestures, eye contact) play in this presentation?
In your journey towards building a better life, self confidence would play the most important part. It is the beginning towards feeling better about yourself, which will then help you to try out new options, face new challenges, and build yourself. This in turn leads towards a healthy self-esteem!

Confidence comes from within.

A good idea is to take small steps. Dress neatly. Think about what you want to do, each day. Plan for it. In your studies too, it is important to prepare. Read about the topic you are discussing in class. It will be easier to participate in class discussions, which will boost your confidence. The overall college life becomes happier and then you can try out other activities as well.

TRYING OUT new activities, saying yes to challenges can add freshness and interest to your life. But if you do not try, how would you gain in confidence? You will find that by saying “I Will” you can build a bright and happy life for yourself!!

DAILY BEST PRACTICES

- Exercise.
- Plan your day.
- Think positive about what you are about to do.
- Dress well.
- Give your best to what you do!
- Plan the next day.
- Maintain a diary.

All power is within you; you can do anything and everything. Believe in that. Do not believe that you are weak. – Swami Vivekananda

Discovering your strengths and special qualities begins with asking questions of yourself: What am I good at? Sports? Which sports? Cricket? Batting or bowling? And so on... Studies? Which subject? What excites me? How am I better than others? What more can I do to improve my performance? You may be good at stitching; maybe you organise your shelf or almirah very neatly; you may be very good in your interpersonal relationships; maybe your cooking is awesome; and maybe you are very helpful... think along these lines to discover that you have many skills and qualities you can feel good about, and develop.
The 23-year old Vinesh Phogat on Self-confidence: “I have self-belief. I feel there is nothing that I can't do!”

Vinesh Phogat suffered a terrible leg injury during a bout in the Rio Olympics in 2016. In her quarter final bout with Chinese Yanan Sun, she had to be carried out from the wrestling arena on a stretcher. But on August 20, 2018 she created history by becoming the first Indian woman wrestler to win a gold medal at both the Commonwealth and the Asian Games, and first woman wrestler to win back-to-back medals at the event!

“Injuries are part of an athlete’s career. It is difficult both emotionally and physically. I feel indeed I have become stronger than before.”

Vinesh spoke on facing Yanan Sun again, in Jakarta Palembang:

“There was pressure but it was to prove that I am actually stronger than her. I wanted to prove this today because I lost thrice to her before. And I have done this today.”

**4 Confidence Cheers**

- Know your strengths and weaknesses. Celebrate and develop your strengths and find ways to improve or manage your weaknesses.
- We all make mistakes. Don't think of your mistakes as negatives but rather as learning opportunities.
- Accept compliments and compliment yourself. Recognise your own achievements and celebrate them by rewarding yourself and telling friends and family about them.
- Use criticism as a learning experience. Listen to the criticism and make sure that you understand what is being said, and use it to learn and improve.
LAKSHYA: A movie where Karan develops from an aimless youth into an army officer. In the end he emerges confident, and achieves his Lakshya - his goal, and achieves personal growth in the process. Discuss:
1. How does Karan’s attitude to life and career change?
2. How does Karan build his self-confidence?
3. What are the instances of leadership, team-work and decision-making in the movie?
Talk about an incident where you emerged confident.

2. Write 5 lines on the characters/people you admire for their self-confidence. Why do you think they are so confident?

3. What do you think are your 10 best qualities?

4. List 5 things you think are achievable and which you can improve with some effort and hard work!

5. Name one quality the world will remember you for, 500 years from now. (It can be real or imagined) Please explain, why?
Most of us do not think of ourselves as leaders. It is only when we find that people listen to us, or when we are able to persuade or convince others, that we begin to see ourselves as leaders. Also, when we take lead in a crisis situation, and are able to handle the situation with critical thinking, problem-solving and positive attitude, that we become aware of this quality within us. Simultaneously, teamwork is a tremendous quality, and many of us play an important role in the successful outcome of a group effort.

<table>
<thead>
<tr>
<th>As a leader I tend to</th>
<th>Always</th>
<th>Often</th>
<th>Sometimes</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Make my own decisions</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2. Tell others what to do</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3. Suggest a decision with its merits</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>4. Operate by strict rules</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>5. Participate just like any other person</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>6. Provide resources to others</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>7. Take suggestions from others before deciding</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>8. Rely on my own judgment</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>9. Implement the majority decision</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>10. Turn decision over to others</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>11. Generate a brainstorm session</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>12. Share my own ideas but no forcing</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Score: Add up your numbers. The highest number will show what leadership style seems natural for you. You should strive to understand different leadership styles and think of ways you might use them for different situations.
We too can develop the abilities to lead, motivate, command and inspire others. So how do we train ourselves to be competent leaders and get the required skills?

**How to develop leadership skills**

- Build a relationship of trust.
- Even though leadership is a personality trait, it can be developed through steady practice.
- Develop strong communication skills.
- Know more about your project. Do thorough research.
- Visualize what is possible and feasible.
- Listen to everyone, empathise, and then state your choice based on solid reasons.
- Do as much as you can yourself, and do not hesitate to ask for help.
- Take responsibility for result, good or bad.
- Stay optimistic and provide positive energy.

*Kung Fu Panda* is the story of Po, a clumsy Panda, who has to rise above his ordinary life to save his people from the menace of a snow leopard, Tai Lung. Under his mentor, Master Shifu, Po gains command of martial arts and transforms his greatest weaknesses into his greatest strengths. He teams up with the legendary Furious Five and fulfills his destiny as the hero who saves his homeland during its darkest hour.

Understanding Leadership and Team Building is important as it helps you take charge of your life. Developing these skills prepares you for responsible positions in your career. Valuable insights like critical thinking, decision-making, risk-management, and confident handling of challenging situations prepare you for entrepreneurship and Start-up initiatives as well.
1. **Activity: Paper Boat**

You need some newspaper for this activity. Divide your group into teams of 4 to 5 members each. Select/elect a Team Leader. Each team leader is given 4 sheets of paper and instructions to build 40 boats all of the same size. The team leader explains and divides the task to his/her team.

- The number of boats completed; their shape, finishing and appearance are important.
- Time frame is 15 minutes.

**Now Discuss:**

- Was each team satisfied with its instructions?
- What did the team leader focus on – Quality or Quantity?
- What style of leadership was displayed by each team leader?
- Did the team members ask for clarifications regarding role/goal?
- Was there any planning for the use of newspaper, people and the time available?
- What are the similarities between this exercise and our daily life?

2. **Discuss the Movie**

*Chak De!*

A perfect example of team leadership!

1. What strategies did SRK use as the coach?
2. What are the qualities of a successful team?
3. Why did the earlier team fail to win Gold in World Cup in the movie?
4. Why did SRK win his team’s respect in the end?

3. Write 5 lines on which kind of leader attracts you most. Who is your favourite leader?

4. Write 5 lines on what kind of qualities make a good team member?
Many of you dream of having your own Start-ups and wish to become successful entrepreneurs. But what do you need to become a successful entrepreneur? And, do you have it in you? Entrepreneurs think differently. An entrepreneur mind is organised and prepared to take risks, it can think out of the box and re-define the market rules if needed.

**THE ESSENTIALS OF ENTREPRENEURSHIP**

So here is some ground work you need to do before you decide to take the plunge:

- Research about the industry or business which you plan to get into.
- Research the area to see whether the business is market-fit or not.
- Plan every single step and have a 5-year view in mind. Don’t expect overnight success and be practical about how you are doing things.
- Don’t think of doing everything yourself; value your human resource – teams can make or break a business.
- Get your economics right and keep track of your finances. Businesses never make profits overnight. You need to weigh the time and capital you have versus the time and capital you need. Never panic. Instead, plan and work hard to take the plan to its fruition.
- Always be open to advice. Words of wisdom can flow in from any direction.

**WISDOM FROM THE PANCHATANTRA: HOW TO BE A SUCCESSFUL ENTREPRENEUR**

षड् दोषा: पुरुषेणह हातव्ा भूतततच्छता |
तिद्रा तन्द्रा भमं कोष: आलरमं दीर्घसूत्रता ||

One who wishes to prosper in this world, should avoid the following:
1. Ignorance (Lack of Information).
2. Lethargy (Disrespect of Time).
3. Fear (Inability to take Risk).
4. Anger (Reacting, not Responding).
5. Laziness (Delay in taking Decisions) and
6. Miserliness (Being stingy even where money is needed and not splurged).
So, you have taken a decision to begin a business and have a fair idea of its potential to succeed.

**Steps to keep in mind when beginning a start-up**

1. **Permissions and Paperwork**: Be it registrations or bank accounts, first and foremost, get your paperwork in order. If need be, seek expert help.

2. **Production**: So, what do you intend selling – is it a product or a service? You will need to decide on your selling cost and to understand whether your business will be viable and sustainable. Ask yourself—
   a. What am I producing? How am I producing it?
   b. What is the cost of my resources and raw-material? What are my fixed costs and what are my recurring and other costs? Include indirect taxes and depreciation.
   c. Qualification and salaries of people I need to run my business.

3. **Sales**: Assuming you have already done some research into your market, ask yourself—
   a. Who are my target clients?
   b. Why will they buy from me and not my competitors?
   c. What is the cost of competitive products in the market? How am I breaking into this competition?
   d. How will I price my product or service?

4. **Profit**: This is the amount left from the selling price after paying fixed and recurring costs, cost of marketing, depreciation and taxes. Most businesses take some time to break even. Make a plan to sustain your business for a long time, don’t get impatient or panic. Most businesses are cyclical in nature – like life, they will have good days and bad.

**Internet resources**

- The Extra Mile Effect | Hindi Motivational Videos for Success | CC 14  
  https://www.youtube.com/watch?v=gHNroB_QgXk&pbjreload=10


- Tutorial on Entrepreneur meaning & Types for BBA, B.Com & MBA students:  
  https://www.youtube.com/watch?v=EXScUdBTTt8
1. **Now it’s your turn to be an entrepreneur.**

   Work either individually or in pairs to produce an imaginary entrepreneurial business plan. It could be anything you like. Your plan should include:
   a. A summary of your business plan.
   b. Your production plan – what will you produce and how?
   c. Your selling plan – what and to whom do you plan to sell your product?
   d. Your marketing strategy – how do you plan to sell it?
   e. Your management team – whom do you want to employ and what skills and qualifications should they possess?
   f. Your operations – where will you run your business? What IT support will you need?
   g. Your financial forecast – how much money will you need to get started? Where will it come from? How much sales do you expect? Your estimated profits? When and how will you pay back your loans?

   **Now present your business plan in the class.**

2. **Write down five reasons each for both success and failure of a business plan.**

3. **We have watched the movie *Band Baaja Baaraat.* What do you think are the reasons behind the success of this joint enterprise?**

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**Kiran Mazumdar-Shaw**

- India’s richest self-made woman, Kiran Mazumdar-Shaw, founded biopharma firm Biocon in 1978.
- She started small, but her current net worth is $3.3 Billion. Biocon makes a range of generics to treat, among much else, autoimmune diseases, diabetes and cancer.
Choice of career is one of the most vital decisions of life. But as we enter college, most of us have only a vague idea of our prospective career. Stock responses include IAS, Professor, Engineer, Doctor, Chartered Accountant, and Business. All these are very responsible and rewarding careers, no doubt! But any further questioning about what each of these professions requires, and the kind of preparation being done, gets only an uncomfortable silence. Most of us drift into jobs which we get after graduation. Also, many of us make snap decisions based on what our parents or friends expect us to do. You will find a much more satisfying career if, instead, you take the time to think about your special interests, your strengths, and a matching career you will enjoy. All careers have a range of options, and it is important to understand that each option has its own value. Any work done with interest and expertise will give you a sense of achievement. It will get you respect. And it will get you recognition. There are 2 points to consider when you make a smart career choice. First, what kind of skill-set is required. And second, what kind of efforts are possible.

**WORDS OF WISDOM**

ज चोरहार्यं न च राजहार्यं न भाृतधार्यं न च भारकारी।

यमे कृते कार्यते एव जित्य विधायते सम्बंधल प्रस्तानम्॥

“Education is the best wealth among all. No one can steal it; no kingdom can snatch it. It cannot be divided among brothers and it is not heavy to carry. As one consumes or spends it, knowledge increases; as one shares, it expands.”

**Making a Smart Career Choice**
- Know what you’re good at.
- Figure out how you like to work.
- Set concrete financial goals.
- Use self-assessment tools.
- Make a Mind-Map.
There are lots of interesting career choices today, and you can make the choice that is right for you. A good career is the one that keeps you motivated, makes you grow in your profession, and which is financially rewarding. For this, you need to find the right fit. We have listed some career options which are interesting and will challenge the creative-types among you!

Besides, India has a rapidly expanding service sector that will need millions of trained knowledge workers. It has 5 Sunshine Sectors given below. Possession of soft skills will play a key role in getting you hired.

Once you have shortlisted a field of your choice, you can start building your knowledge-base and skill-set. You can supplement your college course with Add-on courses, Internships and trainings. See if a postgraduate degree will add value to your career requirement!

Get ready for Interview!

- Dress to impress. Formal clothing never goes wrong. Be sure the colours you use are not too bright unless the career of your choice specifically requires so. Do not wear clashing colours. Showcase your personality but keep it professional. Formal shoes.
- Be neat. Take care of your hair-cut and nails. No strong perfumes.
- Be punctual.
- Develop positive body language. Sit straight and relaxed. Don’t fiddle with your hands. Avoid excessive movement. Make eye contact. Don’t be anxious.
- Be articulate. Practise talking about your skills, interests and achievements.
- Most important: Be yourself. Play to your strengths. Let your individuality shine through.

Some Interesting Choices:
- Multimedia & Animation
- Magic
- Event Planning & Management
- Editing and Copywriting
- Cookery and Food Styling
- Presentation Making
- Ethical Hacking & Data Security

The 5 Sunshine Sectors
1. Information Technology
2. Telecom
3. Healthcare
4. Infrastructure
5. Retail

Résumé (Pronounced as re-zu-mey); Curriculum vitae (C.V.) in British English
A Résumé or C.V. is a brief summary of your qualifications, skills and achievements. Later, it will also mention your work experience.

The time to start building your Résumé is NOW! Knowledge of soft skills and participation in college activities help build your Résumé. Make value additions to your C.V. by opting for short-term courses and internships as well.
1. **Listed here are 5 popular goals.** Think about them carefully, and state if they fulfil the SMART criteria. Also, you can then place the goals of your choice in the left-hand column and think how they measure up on the SMART goals criteria.

<table>
<thead>
<tr>
<th>GOAL</th>
<th>Essential Qualifications (You think)</th>
<th>SPECIFIC</th>
<th>MEASURABLE</th>
<th>ACHIEVABLE</th>
<th>REALISTIC</th>
<th>TIME-BOUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>I want to join police services after graduation</td>
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<tr>
<td>I want to break a world record</td>
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<tr>
<td>I will make an app for security of the elderly</td>
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<tr>
<td>I want a job that will get me an opening salary of Rs. 5 lakhs/month</td>
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<tr>
<td>I will get selected in the Indian Cricket Team</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Your Goal</td>
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<td></td>
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</tr>
</tbody>
</table>

2. **Make your career plan through this mind-map.**
Internet has put a lot of sparkle, interest, information, and a variety of choices in our life. Access to knowledge, the best thoughts of the best minds, even the very expensive books – internet offers it all at a click-online!
Most of us use applications like Facebook, Instagram, WhatsApp or some chat Software. And we all take the Internet for granted. Whenever a notification pops-up on the mobile, we do not think before replying.
But just as we leave a footprint when we walk in sand, we leave digital footprints every time we are online. The challenge today is to use the Internet for optimising our learning, while being mindful about the information we are giving out – about our personal life, our preferences and about our personality as a whole.

Remember, your future employers are highly likely to read your online profiles and make decisions based upon the information they find out about you online.

Use the internet. Do not let it use you!
Treat internet like a database of information and opportunities. Internet can be used for career opportunities and to widen one’s horizon. So, do not limit yourself to the Facebook or WhatsApp or YouTube!!

Internet has brought the world together. In fact, it offers many interesting career opportunities as well! Today Gurugram is on the world map when it comes to IT Sector. Companies from all over the world have set up offices here to utilise the expertise offered by the region.
So about 500 million people are using the Internet in India as of June 2018. Worldwide, over 4 billion people were active internet users and 3.3 billion were social media users as of April 2018.

Educational Resources on the Internet:

- Undergraduate Syllabi Notes: Delhi University School of Open Learning: https://sol.du.ac.in
- TED TALKS: https://www.ted.com/talks
- NPTEL (National Programme on Technology Enhanced Learning) http://nptel.ac.in
- https://swayam.gov.in/
- Stanford University Nanodegrees in.udacity.com/
- High-level Video Lectures: https://cosmolearning.com
- Learning Skills & Soft Skills: https://www.skillsyouneed.com/

Beware of Fake IDs

1. Do not talk freely about your personal life.
2. Details like your date of birth, your hometown, your passwords can be used to make fake IDs.
3. Do not share compromising photos or messages online. Remember, they can be used later, by your ‘friends’/classmates/known persons.
4. If someone is posing as you, take the following steps:
   - Before reacting, find out who it could be.
   - Do not get scared. Ask for help. Talk to your teachers. They will guide you towards the appropriate steps.
   - There are Cyber Cells that you can contact for help if someone is bothering you online.

In the long run, we shape our lives, and we shape ourselves. And the choices we make are ultimately our own responsibility – E. Roosevelt
Movies to watch

Tron
An absolute classic that shows the potentials and dangers of technology.

The Pirates of Silicon Valley
Noah Wyle and Anthony Michael Hall play young tech entrepreneurs Steve Jobs and Bill Gates.

STUDENT’S SPACE

1. Which App do you spend your most time on? What do you use it for?
2. List out your 3 favourite internet sites. What do you watch on these sites?
3. How much time do you spend on the internet (all Apps together)? Is it worth it? List your reasons.
4. Have you used the internet for study related purposes? What did you look for? Did you find it?
5. Find out the details of the neighbourhood cyber cell and jot them down below. It would also be a great idea to jot down the rules! It is always better to know your cyber rights and responsibilities!

Some important suggestions:

1. One Network-less day every week. Use this day to meet people offline!
2. Never check your Apps at bed time! Keep your mobile away from your bed!
3. Do not let trolls win! If someone is harassing you online, report them!
4. Always check your privacy settings! Set them as YOU want them.
5. Never meet people whom you have just met online.
6. Facebook has launched new security safeguards to protect your profile picture from cloning, and much else. Check out how to protect your privacy at: https://www.facebook.com/help/756130824560105
Each of us has a responsibility towards fellow human beings – kindness, understanding, being helpful, what to take and what not to take, compassion and gratitude. We have also seen that we find our maximum happiness and sense of fulfilment from being needed and from practice of compassion.

But as we grow up, and begin to understand the social processes and practices, we begin to understand the meaning of social pressure. We begin to realise that power and authority have their own dynamics and demands.

Some of the most powerful pressures:
1. Family
2. Peer group
3. Social conventions and practices
4. Social patterns of discrimination on basis of gender, caste and class.

When we see such discriminations being practised, it becomes our duty to raise a voice. It is then, that each of us has to realise when to opt for individual choices and not buckle under social pressure.

Join efforts towards ‘Save the Girl- Child’

Our state is making tremendous efforts towards saving, nurturing and empowering girls towards a more equitable society. Join these efforts NOW!

Say ‘No’ to Dowry!
Dowry still remains popular in many areas of our state and nation at large. The onus of its eradication lies with youth, as the youth has the idealism and drive towards effecting positive social change.
As rational, sensitive and aware human beings, it becomes our first duty to help the suffering – be it the children, the elderly, the animals around us, or the plants. In fact, each of us has an area of impact where positive actions will be appreciated.

Female foeticide and dowry are but two types of discrimination against the girls, but the issues of domestic violence and other heinous crimes against women are being reported with regularity. In such a scenario, each individual has a tremendous responsibility towards preventing such crimes, and not stay silent due to pressures of one kind or another.

“An eye for eye only ends up making the whole world blind. Strength does not come from physical capacity. It comes from an indomitable will. In a gentle way, you can shake the world.”

–Mahatma Gandhi

As rational, sensitive and aware human beings, it becomes our first duty to help the suffering – be it the children, the elderly, the animals around us, or the plants. In fact, each of us has an area of impact where positive actions will be appreciated.

Similarly, raising a voice against injustice is the duty of each one of us. In many heartening instances, we have seen the youth of India take onus of responsibility, and effect public attention and redressal of injustice, exploitation or victimization.

Be a role model

Aspire to inspire. Your work gets noticed and may inspire others to follow.

Positive actions speak

Whether it is leaving a pot of water for passers-by, clothes for the homeless, food to abandoned cows and other animals – these seemingly small things go a long way in making the world a positive place.
1. “An unexamined life is not worth living.”

What it means is that each of us needs to think about and understand our priorities. Make a list of the social issues that concern you deeply.

2. Make a jingle/ slogan

Make a jingle/ slogan for empowering the girl child. If you wish, you can set it to music and sing it in your group!

3. Watch the movie. Write a few lines on the kind of discrimination Iqbal faced due to his disability.

**IQBAL:** Iqbal is hard of hearing and without speech. He dreams of playing in the Indian cricket team. When his disability hinders his selection, he asks a retired coach to train him. Winner of the National Film Award for Best Film on Other Social Issues, Iqbal stands for hope and resilience in human spirit.
All we need is a will to contribute, improve the lives of those around us. It is only we who can make the world a better place to live in.

Stuck with the mindset, ‘What can I do alone?'
Imagine if Mahatma Gandhi thought like that, or for that matter Bhagat Singh and all other freedom fighters had similar mindsets! The story of our country today would have been very different.

Each one of us has a role to play in making the world a healthy, liveable place for ourselves and the generations to come. The responsibility to look after our surroundings does not lie with the government alone. Nothing can work unless we, the citizens, take it upon ourselves and work responsibly along with other agencies to make a difference!

Internet resources
Help! Don’t Judge | Developing Helping Attitude | Hindi Vlog 11th April | Simerjeet Singh https://www.youtube.com/watch?v=ccnG25qM8ho
Nek Chand and his Rock Garden

Sitting in a dump-yard outside Chandigarh, he created an extraordinary world of fantasy!

Rock Garden has 2000 statues, man-made interlinked waterfalls, open-air theatres, sculptures made of scrap and waste like bangles, tiles, ceramic pots, bottles, glasses, electrical waste, and broken pipes!

WAYS TO CONTRIBUTE

1. **Plant trees:** Celebrate every achievement by planting and nurturing a tree. Trees, in turn, give us life.
2. **Volunteer for a cause:** Extend a helping hand. Every effort counts. Clean up the neighbouring park or street, help children with their homework, and the aged with their daily chores and needs.
3. **Reduce, Reuse and Recycle:** Reduce wastage, Reuse whatever is possible and Recycle whatever product you can.

The message of the Rock Garden!!

**Words of Wisdom**

स्वारथ सृज्ञा लक्ष्य, छाह बिहुला सूत
पीपल परमारथ कलो सुख सागर का मूल
– संत कबीर

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BENEFITS OF GIVING TO THE WORLD

1. Makes us feel good and gives a sense of happiness.
2. Helps boost our self-esteem.
3. Makes us feel needed.
4. Instills humility and a deep sense of gratitude for all that we have.
1. **The World Jar.**
   
   Take an old jar and cut a slit in its lid. Decorate the jar if you wish to! Whatever you earn/get as gift, set aside a portion of it for helping others. When you have collected some amount, help someone in need. Do not give it to a beggar! You could buy a sapling and plant it in the community area! Let this be your contribution to the world! Make up your own ways to use this money towards helping others.

2. **Have a skill?**
   
   Share! A girl in college gives tuition to the younger kids and teaches those for free, who cannot afford to pay her. Another student is good at painting and helps his community by doing odd paint jobs for free. So whatever skill you have can be used to give it back to the world.

3. **The 15-day help challenge!**
   
   Every day, do one thing to help others. It could be a simple thing of helping someone cross the road. Note it down here. At the end of the 15 days, re-read. How do you feel? Do you want to extend the challenge by another 15 days! And another!

**Watch the Movie: Forest Man**

(Winner of several international awards!)

Jadav Molai Payeng planted a whole forest of 1360 acres in Assam, all by himself!! Now it is home to many species like the tiger, the elephant, the rhinoceros, and a large variety of snakes. That is the power of one!!
AUTHORS

Dr. Neer Kanwal Mani, Associate Professor in English, Government College, Faridabad, has been teaching literature, Contemporary Critical Theory; Translation; Diaspora and Culture Studies for about 30 years. An award winning translator (for her translation of Krishna Sobti’s Sahitya Academy award winner Zindaginama) she believes in engaging students in social activism, helping them think on their feet and being more confident by way of dialogue and drama. To many, her approach is life-altering, her methods, thought-evoking and multi-layered.

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MODERATOR

Dr. Hemant Verma is a teacher turned into administrator. During his teaching career of 13 years as an associate professor, he devised various programs and conferences towards pedagogy of English, generating fresh thinking on purpose and strategy.

Dr. Verma is a Deputy Director in Higher Education Department, Haryana, and the State Nodal Officer RUSA. He has drafted many important policies, Acts and schemes for students and teachers during the last 10 years. His proven abilities towards teambuilding and interpersonal skills have contributed to the successful implementation of many ambitious policies of the Higher Education Department.