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Pt. Sundarlal Sharma (Open) University, Chhattisgarh, Bilaspur (C.G)

BROUCHURE

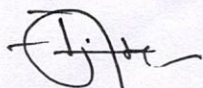
SKILL BASED PROGRAM

About the Institution:

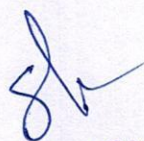
Pandit Sundarlal Sharma (Open) University (PSSOU), Chhattisgarh was established on 20th January 2005 under Chhattisgarh legislature in the 55th years of the republic day of India. The university has given the responsibility by the government to spread education through distance learning mode at different levels like certificate, diploma, undergraduate and postgraduate to people living in far flung areas of Chhattisgarh where regular education is not accessible and to educate the people who cannot attend regular classes. To fulfill its responsibilities the university has opened regional centers in four different places namely Raipur, Bastar, Ambikapur, and Bilaspur. Further, hundreds of study center have been established to provide course instruction to needy students.

Pandit Sunderlal Sharma (Open) University Chhattisgarh, Bilaspur is established with a purpose to make students knowledgeable, empowered and skilled through distance education system for the deprived groups of education in remote areas of the state. Today distance education system is known as the scientific method to make dreams come true in the field of education. University was established with the objective to advance and disseminate learning and knowledge by different means, including the use of any communication technology and to provide and promote opportunities for higher education to a larger segment of the population .The effort made will also encourage the open University and distance education systems in the educational pattern of the state. The academy of PSSOU aims at educating more and more people of rural socially economically backwards and to those who have craving for education but can't manage to go far in distant big cities. Study centers will be established by this university at maximum possible blocks of C.G. and in the places. The University has made its major objective

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BILASPUR (C.G.)



Dr. Anita Singh
Incharge NAAC Criteria-I
PSSOU, CG Bilaspur



to open study centers at such places. University will provide and generate all possible facilities and platform as to live up to the growing aspirations of the academic aspirants.

Emerging trends in technical and professional education call for value addition i.e. students must acquire something more than what is provided in the curriculum. No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. PSSOU offers a wide variety of value/skilled based courses in addition to the course selected to make them professionally sound and dynamic in the field. These courses are conducted by experts and help students stand apart from the rest in the job market by adding further value to their resume. These help a particular individual to develop skills in the chosen field of study for perfection attainment.

Yoga for Life

Course Objectives:

- Promoting positive health, prevention of stress related health problems and rehabilitation through Yoga.
- Invoke scientific attitude and team spirit to channelize their energies in to creative and constructive endeavors.
- To enable them to establish Yoga Therapy centers in the service of common man.

Course Outcome:

Upon completion of the course, the student will be able to demonstrate knowledge of the following topics:

- Develop body awareness.
- Learn how to use their bodies in a healthy way.
- Manage stress through breathing, awareness, meditation and healthy movement.
- Build concentration.

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- Increase their confidence and positive self-image.
- Feel part of a healthy, non-competitive group

Module

- Introduction to Yoga, Meaning , Definition of Yoga, History of Yoga Need for yoga in daily Life
- Eight Limbs of Yoga- Yama, Niyama Asa Dharana Dhyana And Samadhi na, Pranayama, Pratyahara
- Effect of Yoga- Yoga for Physical Fitness, Yoga for Health & wellness Yoga for Health & Diseases
- Suryanamakar And Asana's- Meaning Of Asana's , Guidelines For Practicing Asanasi, Do's & don't of Asana's Difference between Asana's & Physical Exercise- techniques and benefits
- Pranayama & Mudra's- Concept Of Puraka, Rechaka And Kumbhaka, Different Pranayama Exercises

Guidance and Counseling

Course Objectives:

- Identify and reflect on their career and lifestyle preference.
- Think broadly about career options and patterns of work.
- Actively pursue career ideas.
- Learn about actions they can take to start a career and to enter the job market after obtaining their master degree.

Course Outcome:

- Students should able to Identify and reflect their career.
- Students learn what they can offer the world of work and what it can offer them.
- Students think broadly about career options and patterns of work.

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- Students Learn about actions they can take to start a career and to enter the job market after obtaining their degree.

Module

- Guidance- Meaning, Definitions, Aims, Nature, Principles and Needs. Counseling- Meaning, Definitions, Elements-Characteristics – Objectives – Need – Types: Directive Counseling, Non-Directive Counseling.
- Qualities of a Counselor- Counselor – Qualities – Functions- Professional Ethics, Role of Teacher as counselor, Difference between Teacher and counselor.
- Group Guidance and Group Counseling- Group guidance – Meaning, Definition, Objectives, Problems, Significance, Group counseling – Meaning and Requirements - Uses.
- Testing Devices in Guidance- Testing devices in guidance-Meaning, Definition, Measurement, Uses of psychological tests: Intelligence tests – Aptitude test.
- Non –Testing Devices in Guidance- Non-testing devices in guidance: Observation – Cumulative record, Anecdotal record Case study, Autobiography, Rating Scale, Sociometry etc.
- Guidance Services in Schools- Guidance services at different school levels-Meaning, Significance and Types – Organization of Guidance services in schools – Role of guidance personnel.

Communication Skills

Course Objectives:

- Deal systematically with the four aspects of language i.e. reading, writing, listening and speaking.
- Facilitate an improved academic performance.
- Remove fear which is a stumbling block for many in their quest for speaking better.
- The students developed the habit of expressing things.

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S. R. Rao

- To imbibe the concepts of communication.

Course Outcome:

- Increased ability in students to overcome anxiety and nervousness when preparing for public speaking.
- Increased confidence in public speaking.
- Ability to make quality speeches/presentations.
- Improved English grammar, tenses and vocabulary and fluency in speaking

Module

- Introduction Learning the Sounds of English, Production of Speech Characteristics of Voice Organization of Speech.
- Listening: Listening to presentations, listening to lectures, watching documentaries (discovery / history channel videos with subtitles).
- Speaking: Short speech Demonstration and practice. Making formal presentations (PPT).
- Reading: Reading a written speech by eminent personalities in the relevant field /short poems / short biography.
- Writing: Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts.

Basic Computer Proficiency

Course Objectives:

- The student develops the basic of using computer in his day to day life.
- Student will become capable to use the basic vocabulary and terminology related to computer and word processing.
- Will become capable to Perform basic format and editing on a word document.

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S. R. Rao

- Use different basic computer language software and programs to practice English and typing skills

Course Outcome:

- You will learn to create a logical storage and working proficiently on computer.
- Students will become capable to use computer in their daily life like using word document and navigate way around the basic applications.
- Creation of an excel workbook and navigate your way around the basic applications.
- Creation of a professional email signature and learn how to edit and update it.
- Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures

Modules

- A basic overview of how the storage folders work on your computer's hard drive. Creation of logical storage folders and also learn how to search for files using windows Creation of tables and calendars.
- Open, save and format a basic document.
- Type a simple note or a letter using Microsoft Word.
- Creating New Folders, View Options, Archiving, Creating a Professional Email Image: Create an email.
- Building the document ,Inserting a picture Inserting a table .Editing a table. Copy & paste text Printing the document Creating a PowerPoint Presentation,

Presentation skills

Course Objectives:

- To let the students learn, Importance of good presentation skill.
- To make students to understand the different dimensions of skilled presentation.

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S. R. Ramesh

- To inculcate the spirit of effective presentation in students and make them efficient enough.

Course Outcome:

- Deal with nerves and think more positively about public speaking.
- Consider ways of grabbing the listener's attention, holding their interest, and concluding strongly.
- Use body language and tone of voice to enhance their presentations.
- Use slides and visual aids effectively.
- Deliver an enthusiastic and well-practiced presentation

Module-

- Preparation of presentation – 1st part – what, how, for whom, structure, principles and presentation technique, Report Writing, Developing Effective Presentation Skills.
- Oral Presentation: Principles of oral presentation, factors affecting presentation, , training presentation, conducting Speeches to motivate, effective presentation skills.
- Slide Presentation: Craft your message, Make visuals, Include proper content for your presentation surveys. Stealing the show, opening door question, Conflict situation solving, attack from the audience.
- Communication skills as a work experience, vicious circle of attack and defense, Non verbal communication during presentation. How to manage stress? what to do with hands, legs?
- Activating the audience with nonverbal communication, body language, Work with audience – icebreaking.

STRESS MANAGEMENT

Course objective

- To comprehend the basic rules of stress management.

B.A. *Dr. Arun*
S. P. Rao

- There is increased productivity in tasks of everyday life.
- There is an increased balance & value in daily activities.
- Individuals learn to understand their body, mind, and selves better.
- They become helpful to others undergoing times and situations of stress.
- They are better evaluators of situations and circumstances and how to handle them.
- Individuals live better overall lives with longer lifespans with these life skills

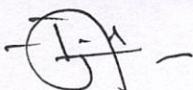
Course outcome

- Students will become capable to understand r stress-triggers and controlling them.
- Develop proactive reactions to stressful conditions.
- Use tips for managing stress in job, family and social life.
- Learn to handle stress through lifestyle changes.
- Develop an effective plan to diminish and curtail stress.
- Reduced personal stress.
- Individuals have improved decision-making capabilities.
- A better connection is built among family & friends

MODULE

- Stress and Stress Management: Defined, Origins and Causes of Stress,
- Common Signs of a stressed-out Individual, Common Signs of a Stressful Situation. Recognizing and Managing Stress, Transforming stress to Motivational energy.
- Levels of Stress, Family and Work Balance, Parental strain, ,Lifestyle habits and behaviors, Work burnouts, Development of Power to discriminate, decide face co-operate

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