

## Course Content of Value/ Skills/awareness courses

### Yoga for Life

#### Course Content & Schedule:

Session- 2017-2018

Batch -I

Time – 10 Hours

Date	Module	Topic
28/12/2017	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
29/12/2017	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
30/12/2017	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
31/12/2017	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
02/01/2018	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**

Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2017-2018

Batch -II

Time – 10 Hours

Date	Module	Topic
18/03/2018	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
19/03/2018	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
20/03/2018	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
21/03/2018	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
22/03/2018	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2017-2018

Batch -III

Time – 10 Hours

Date	Module	Topic
15/04/2018	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
16/04/2018	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara, Dharana Dhyana And Samadhi
17/04/2018	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
18/04/2018	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
19/04/2018	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises

  
**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2017-2018

Batch -IV

Time – 10 Hours

Date	Module	Topic
02/04/2018	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
03/04/2018	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
04/04/2018	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
05/04/2018	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
06/04/2018	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**

Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2017-2018

Batch -V

Time – 10 Hours

Date	Module	Topic
30/08/2018	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
31/08/2018	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara, Dharana Dhyana And Samadhi
01/09/2018	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
02/09/2018	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
03/09/2018	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2017-2018

Batch -VI

Time – 10 Hours

Date	Module	Topic
15/09/2018	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
16/09/2018	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
17/09/2018	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
18/09/2018	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
19/09/2018	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**

Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)


# Basic Computer Proficiency

## Course Content & Schedule:


Session- 2017-2018

Time – 9 hours

Date	Module	Topic
12/03/2018	Introduction	A basic overview of how the storage folders work on your computer's hard drive
13/03/2018		Creation of logical storage folders and also learn how to search for files using windows Creation of tables and calendars.
14/03/2018	Basic	Open, save and format a basic document.
15/03/2018		Type a simple note or a letter using Microsoft Word.
16/03/2018	Basic Word And internet	Creating New Folders, View Options, Archiving, Creating a Professional Email Image: Create an email
		Building the document ,Inserting a picture Inserting a table
17/03/2018	Basic practice	. Building the document ,Inserting a picture Inserting a table

  
Computer Department  
M. Sundaral Sharma (Open)  
University, Bilaspur

18/03/2018		Editing a table. Copy & paste text Printing the document
19/03/2018		Creating a PowerPoint Presentation,



**Course Instructor**  
Computer Department  
Dr. Sundar Lal Sharma (Open)  
University, Bilaspur



# Yoga for Life

## Course Content & Schedule:

### SESSION 2018-2019

#### Batch -I

Time – 10 Hours

Date	Module	Topic
29/01/2019	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
30/01/2019	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
31/01/2019	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
01/02/2019	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
02/02/2019	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2018-2019

Batch -II

Time – 10 Hours

Date	Module	Topic
08/03/2019	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
09/03/2019	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
10/03/2019	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
11/03/2019	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
12/03/2019	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2018-2019

Batch -III

Time – 10 Hours

Date	Module	Topic
23/03/2019	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
24/03/2019	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
25/03/2019	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
26/03/2019	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
27/03/2019	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2018-2019

Batch -IV

Time – 10 Hours

Date	Module	Topic
05/04/2019	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
06/04/2019	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara, Dharana Dhyana And Samadhi
07/04/2019	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
08/04/2019	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
09/04/2019	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarjal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2018-2019

Batch -V

Time – 10 Hours

Date	Module	Topic
25/04/2019	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
26/04/2019	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
27/04/2019	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
28/04/2019	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
29/04/2019	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2018-2019

Batch -VI

Time – 10 Hours

Date	Module	Topic
11/05/2019	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
12/05/2019	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
13/05/2019	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
14/05/2019	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
15/05/2019	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2018-2019

Batch -VII

Time – 10 Hours

Date	Module	Topic
07/09/2019	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
08/09/2019	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
09/09/2019	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
10/09/2019	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
11/09/2019	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2018-2019

Batch -VIII

Time – 10 Hours

Date	Module	Topic
05/08/2019	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
06/08/2019	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
07/08/2019	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
08/08/2019	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
09/08/2019	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)



# Basic Computer Proficiency

## Course Content & Schedule :

SESSION 2018-2019

Time – 9 hours

Date	Module	Topic
22/3/2019 And 23/03/2019	Introduction	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.
24/3/2019  25/3/2019	Basic	Open, save and format a basic document.
		Type a simple note or a letter using Microsoft Word.
26/3/2019	Basic Word And internet	Creating New Folders, View Options, Archiving, Creating a Professional Email Image: Create an email
		Building the document ,Inserting a picture Inserting a table
27/3/2019	Basic practice	. Building the document ,Inserting a picture Inserting a table

*D. Prakash*  
Computer Department  
Dr. Sundarjal Sharma (Open)  
University, Bilaspur

28/3/2019		Editing a table. Copy & paste text Printing the document
29/3/2019		Creating a PowerPoint Presentation,

*Prakash*  
**Course Instructor**  
Computer Department  
Dr. Sundarjal Sharma (Open)  
University, Bilaspur

## Guidance and Counseling:


### Course Content & Schedule:

SESSION 2018-2019

Batch -I

Time – 10 hours

Date	Module	Topic
26/10/2018	Guidance & Counseling	Guidance- Meaning, Definitions, Aims, Nature, Principles and Needs.
		Counseling– Meaning, Definitions, Elements- Characteristics – Objectives – Need – Types: Directive Counseling, Non-Directive Counseling
27/10/2018	Qualities of a Counselor	Counselor – Qualities – Functions- Professional Ethics
		Role of Teacher as counselor, Difference between Teacher and counselor
28/10/2018	Group Guidance and Group Counseling	Group guidance – Meaning, Definition, Objectives, Problems, Significance
		Group counseling – Meaning, Requirements - Uses.

  
**Head**  
Department of Psychology  
Pt. Sundarlal Sharma (Open) Uni  
Bilaspur (C.G.)

29/10/2018	Testing Devices in Guidance	Testing devices in guidance-Meaning, Definition, Measurement, Uses of psychological tests: Intelligence tests – Aptitude tests-
30/10/2018	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, Types – Organization of Guidance services in schools – Role of guidance personnel

*S. R. Das*

**Course Instructor**

**Head**

Department of Psychology  
Pt. Sundarlal Sharma (Open) Uni  
Bilaspur (C.G.)

## Guidance and Counseling:


### Course Content & Schedule:

SESSION 2018-2019

Batch -II

Time – 10 hours

Date	Module	Topic
31/10/2018	Guidance & Counseling	Guidance- Meaning, Definitions, Aims, Nature, Principles and Needs.
		Counseling– Meaning, Definitions, Elements- Characteristics – Objectives – Need – Types: Directive Counseling, Non-Directive Counseling
01/11/2018	Qualities of a Counselor	Counselor – Qualities – Functions- Professional Ethics
		Role of Teacher as counselor, Difference between Teacher and counselor
02/11/2018	Group Guidance and Group Counseling	Group guidance – Meaning, Definition, Objectives, Problems, Significance
		Group counseling – Meaning, Requirements - Uses.
03/11/2018	Testing Devices in Guidance	Testing devices in guidance-Meaning, Definition, Measurement, Uses of psychological tests: Intelligence tests – Aptitude tests-

  
**Head**  
Department of Psychology  
Chhanna (Orissa) Univ

04/11/2018	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, Types – Organization of Guidance services in schools – Role of guidance personnel

*S. P. Rao*

**Course Instructor**

**Head**

Department of Psychology  
Pt. Sundarlal Sharma (Open) Uni  
Bilaspur (C.G.)

## Guidance and Counseling:


### Course Content & Schedule:

SESSION 2018-2019

Batch -III

Time – 10 hours

Date	Module	Topic
25/4/2019	Guidance & Counseling	Guidance- Meaning, Definitions, Aims, Nature, Principles and Needs.
		Counseling– Meaning, Definitions, Elements- Characteristics – Objectives – Need – Types: Directive Counseling, Non-Directive Counseling
26/4/2019	Qualities of a Counselor	Counselor – Qualities – Functions- Professional Ethics
		Role of Teacher as counselor, Difference between Teacher and counselor
27/4/2019	Group Guidance and Group Counseling	Group guidance – Meaning, Definition, Objectives, Problems, Significance
		Group counseling – Meaning, Requirements - Uses.
28/4/2019	Testing Devices in Guidance	Testing devices in guidance-Meaning, Definition, Measurement, Uses of psychological tests: Intelligence tests – Aptitude tests-

  
**Head**  
Department of Psychology  
Jugal Sharma (Open) Uni

29/04/2019	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, Types – Organization of Guidance services in schools – Role of guidance personnel

*S. P. Rao*

**Course Instructor**

**Head**

**Department of Psychology  
Pt. Sundarlal Sharma (Open) Uni  
Bilaspur (C.G.)**



# Yoga for Life

## Course Content & Schedule:

Session- 2019-20

Batch -I

Time – 10 Hours

Date	Module	Topic
26/12/2019	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
27/12/2019	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
28/12/2019	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
29/12/2019	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
30/12/2019	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises

  
**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2019-20

Batch -II

Time – 10 Hours

Date	Module	Topic
11/2/2020	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
12/02/2020	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
13/02/2020	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
14/02/2020	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
15/02/2020	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2019-20

Batch -III

Time – 10 Hours

Date	Module	Topic
26/02/2020	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
27/02/2020	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara, Dharana Dhyana And Samadhi
28/02/2020	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
29/02/2020	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
30/02/2020	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**

Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2019-20

Batch -IV

Time – 10 Hours

Date	Module	Topic
12/03/2020	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
13/03/2020	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
14/03/2020	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
15/03/2020	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
16/03/2020	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises

  
Course Instructor

Head  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

Session- 2019-20

Batch -V

Time – 10 Hours

Date	Module	Topic
18/11/2020	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
19/11/2020	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
20/11/2020	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
21/11/2020	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
22/11/2020	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises

*S. P. Das*

**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

## Guidance and Counseling:

### Course Content & Schedule:

Session- 2019-20

Batch -I

Time – 10 hours

Date	Module	Topic
18/09/2020	Guidance & Counseling	Guidance- Meaning, Definitions, Aims, Nature, Principles and Needs.
		Counseling– Meaning, Definitions, Elements- Characteristics – Objectives – Need – Types: Directive Counseling, Non-Directive Counseling
19/09/2020	Qualities of a Counselor	Counselor – Qualities – Functions- Professional Ethics
		Role of Teacher as counselor, Difference between Teacher and counselor
20/09/2020	Group Guidance and Group Counseling	Group guidance – Meaning, Definition, Objectives, Problems, Significance
		Group counseling – Meaning, Requirements - Uses.
21/09/2020	Testing Devices in Guidance	Testing devices in guidance-Meaning, Definition, Measurement, Uses of psychological tests: Intelligence tests – Aptitude tests-

*S. P. Sharma*

Head  
Department of Psychology  
Sundarlal Sharma (Open) Uni

22/09/2020	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, Types – Organization of Guidance services in schools – Role of guidance personnel

  
**Course Instructor**

**Head**  
 Department of Psychology  
**Pt. Sundarlal Sharma (Open) Univ.**  
 Bilaspur (C.G.)

## Guidance and Counseling:

### Course Content & Schedule:

Session- 2019-20

Batch -II

Time – 10 hours

Date	Module	Topic
22/09/2020	Guidance & Counseling	Guidance- Meaning, Definitions, Aims, Nature, Principles and Needs.
		Counseling– Meaning, Definitions, Elements- Characteristics – Objectives – Need – Types: Directive Counseling, Non-Directive Counseling
23/09/2020	Qualities of a Counselor	Counselor – Qualities – Functions- Professional Ethics
		Role of Teacher as counselor, Difference between Teacher and counselor
24/09/2020	Group Guidance and Group Counseling	Group guidance – Meaning, Definition, Objectives, Problems, Significance
		Group counseling – Meaning, Requirements - Uses.
25/09/2020	Testing Devices in Guidance	Testing devices in guidance-Meaning, Definition, Measurement, Uses of psychological tests: Intelligence tests – Aptitude tests-



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26/09/2020	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, Types – Organization of Guidance services in schools – Role of guidance personnel

*S. P. Rao*

**Course Instructor**

**Head**

**Department of Psychology**  
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**Bilaspur (C.G.)**

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# Yoga for Life

## Course Content & Schedule

SESSION -2020-2021

Batch -I

Time – 10 Hours

Date	Module	Topic
03/03/2021	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
04/03/2021	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
05/03/2021	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
06/03/2021	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
07/03/2021	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



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**Head**

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Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

SESSION -2020-2021

Batch -II

Time – 10 Hours

Date	Module	Topic
17/03/2021	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
18/03/2021	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
19/03/2021	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
20/03/2021	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
21/03/2021	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



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Bilaspur (C.G.)

# Yoga for Life


## Course Content & Schedule:

SESSION -2020-2021

Batch -III

Time – 10 Hours

Date	Module	Topic
01/04/2021	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
02/04/2021	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara, Dharana Dhyana And Samadhi
03/04/2021	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
04/04/2021	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
05/04/2021	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises

  
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**Head**

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# Yoga for Life

## Course Content & Schedule:

**SESSION -2020-2021**

**Batch -IV**

**Time – 10 Hours**

<b>Date</b>	<b>Module</b>	<b>Topic</b>
16/08/2021	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
17/08/2021	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
18/08/2021	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
19/08/2021	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
20/08/2021	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises

  
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**Head**

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# Yoga for Life

## Course Content & Schedule:

SESSION -2020-2021

Batch -V

Time – 10 Hours

Date	Module	Topic
24/09/2021	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
25/09/2021	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
26/09/2021	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
27/09/2021	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
28/09/2021	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**

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Bilaspur (C.G.)


# Guidance and Counseling:

## Course Content & Schedule:

### SESSION -2020-2021

Time – 10 Hours

Date	Module	Topic
18/03/2021	Guidance & Counseling	Guidance- Meaning, Definitions, Aims, Nature, Principles and Needs.
		Counseling– Meaning, Definitions, Elements- Characteristics – Objectives – Need – Types: Directive Counseling, Non-Directive Counseling
19/03/2021	Qualities of a Counselor	Counselor – Qualities – Functions- Professional Ethics
		Role of Teacher as counselor, Difference between Teacher and counselor
20/03/2021	Group Guidance and Group Counseling	Group guidance – Meaning, Definition, Objectives, Problems, Significance
		Group counseling – Meaning, Requirements - Uses.
21/03/2021	Testing Devices in Guidance	Testing devices in guidance-Meaning, Definition, Measurement, Uses of psychological tests: Intelligence tests – Aptitude tests-

  
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Bilaspur (C.G.)

22/03/2021	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, Types – Organization of Guidance services in schools – Role of guidance personnel

*S. R. Das*

**Course Instructor**

**Head**

Department of Psychology  
Pt. Sundarlal Sharma (Open) Univ  
Bilaspur (C.G.)



## Guidance and Counseling:

### Course Content & Schedule:

SESSION -2020-2021

Batch II

Time – 10 Hours

Date	Module	Topic
24/08/2021	Guidance & Counseling	Guidance- Meaning, Definitions, Aims, Nature, Principles and Needs.
		Counseling– Meaning, Definitions, Elements- Characteristics – Objectives – Need – Types: Directive Counseling, Non-Directive Counseling
25/08/2021	Qualities of a Counselor	Counselor – Qualities – Functions- Professional Ethics
		Role of Teacher as counselor, Difference between Teacher and counselor
26/08/2021	Group Guidance and Group Counseling	Group guidance – Meaning, Definition, Objectives, Problems, Significance
		Group counseling – Meaning, Requirements - Uses.
27/08/2021	Testing Devices in Guidance	Testing devices in guidance-Meaning, Definition, Measurement, Uses of psychological tests: Intelligence tests – Aptitude tests-

*S. R. Rao*

**Head**  
Department of Psychology  
Pt. Sundarlal Sharma (Open) Uni  
Bilaspur (C.G.)

28/08/2021	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, Types – Organization of Guidance services in schools – Role of guidance personnel

*S. Sharma*

**Course Instructor**

**Head**

**Department of Psychology**  
**Pt. Sundarlal Sharma (Open) U.**  
**Bilaspur (C.G.)**

# Communication Skills

## Course Content & Schedule:

SESSION 2020-2021

Batch-I

Time -09 hours

Date	Module	Topic
16/03/2021	Introduction to Communication skill	Learning the Sounds of English, Production of Speech
		Characteristics of Voice Organization of Speech
17/03/2021	Listening:	Listening to presentations, listening to lectures
		watching documentaries (discovery/history channel videos with subtitles)
		General Tips for practical implementation
18/03/2021	Speaking	Short speech Demonstration and practice
		Making formal presentations (PPT)



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Bilaspur (C.G.)

19/03/2021	Reading	Reading a written speech by eminent personalities in the relevant field /short poems / short biography.
20/03/2021	Writing	Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts
		Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts



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H.O.D. Education  
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Bilaspur (C.G.)

# Communication Skills


## Course Content & Schedule:

SESSION -2020-2021

Batch -II

Time –09 hours

Date	Module	Topic
03/04/2021	Introduction to Communication skill	Learning the Sounds of English, Production of Speech
		Characteristics of Voice Organization of Speech
04/04/2021	Listening:	Listening to presentations, listening to lectures
		watching documentaries (discovery/history channel videos with subtitles)
		General Tips for practical implementation
05/04/2021	Speaking	Short speech Demonstration and practice
		Making formal presentations (PPT)

  
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06/04/2021	Reading	Reading a written speech by eminent personalities in the relevant field /short poems / short biography.
07/04/2021	Writing	Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts
		Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts



**Course Instructor**  
**Dr. (Smt.) Beena Singh**  
 H.O.D. Education  
 Pt. Sunderlal Sharma (Open) Uni.  
 Bilaspur (C.G.)

## Presentation skills


### Course Content & Schedule:

SESSION -2020-2021

Batch I

Time – 8 hours

Date	Module	Topic
16/03/2021	Introduction and Preparation of presentation	Preparation of presentation – 1st part – what, how, for whom, structure, principles and presentation technique
		Report Writing, Developing Effective Presentation Skills.
17/03/2021	Oral Presentation	Principles of oral presentation, factors affecting presentation, , training presentation
18/03/2021	Training presentation	, conducting Speeches to motivate, effective presentation skills
	Slide Presentation	Craft your message, Make visuals, Include proper content for your presentation surveys
19/03/2021	Slide Presentation	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

  
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H.O.D. Education  
Pt. Sunderlal Sharma (Open) Uni.  
Bilaspur (C.G.)

20/03/2021	Non verbal communication	, Non verbal communication during presentation. How to manage stress? what to do with hands, legs
	Activating the audience	Activating the audience with nonverbal communication, body language, Work with audience – icebreaking



**Course Instructor**

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H.O.D. Education  
Pt. Sunderlal Sharma (Open) Uni.  
Bilaspur (C.G.)



# Presentation skills


## Course Content & Schedule:

SESSION -2020-2021

Batch II

Time – 8 hours

Date	Module	Topic
03/04/2021	Introduction and Preparation of presentation	Preparation of presentation – 1st part – what, how, for whom, structure, principles and presentation technique
		Report Writing, Developing Effective Presentation Skills.
04/03/2021	Oral Presentation	Principles of oral presentation, factors affecting presentation, , training presentation
05/03/2021	Training presentation	, conducting Speeches to motivate, effective presentation skills
	Slide Presentation	Craft your message, Make visuals, Include proper content for your presentation surveys
06/03/2021	Slide Presentation	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
07/03/2021	Non verbal communication	, Non verbal communication during presentation. How to manage stress? what to do with hands, legs

  
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Ph.D. Education  
Sunderlal Sharma (Open) Uni.  
Gurgaon (C.G.)

	Activating the audience	Activating the audience with nonverbal communication, body language, Work with audience – icebreaking
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**Course Instructor**

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H.O.D. Education  
Pt. Sunderlal Sharma (Open) Uni.  
Bilaspur (C.G.)

## STRESS MANAGEMENT

### Course Content & Schedule :

SESSION -2020-2021

Batch I

Time – 6 hours

Date	Module	Topic
24/08/2021	Introduction	Stress and Stress Management: Defined,Origins and Causes of Stres,
		Common Signs of a stressed-out .Individual,Common Signs of a Stressful Situation,Recognizing and Managing Stress
25/08/2021		Transforming stress to Motivational energy
		Levels of Stress, Family and Work Balance
26/08/20/21		Parental strain, ,Lifestyle habits and behaviors, Work burnouts
		Development of Power to discriminate, decide face co-6/3/21operate



**Course Instructor**

**Head**

**Department of Psychology**  
**Pt. Sundarlal Sharma (Open) Ur**  
**Bilaspur (C.G.)**

## STRESS MANAGEMENT

### Course Content & Schedule :

SESSION -2020-2021

Batch II

Time – 6 hours

Date	Module	Topic
18/03/2021	Introduction	Stress and Stress Management: Defined,Origins and Causes of Stres,
		Common Signs of a stressed-out .Individual,Common Signs of a Stressful Situation,Recognizing and Managing Stress
19/03/2021		Transforming stress to Motivational energy
		Levels of Stress, Family and Work Balance
20/03/2021		Parental strain, ,Lifestyle habits and behaviors, Work burnouts
		Development of Power to discriminate, decide face co-6/3/21 operate



**Course Instructor**

**Head**  
Department of Psychology  
Pt. Sundarlal Sharma (Open) Unit  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

SESSION 2021-2022

Batch -I

Time – 10 Hours

Date	Module	Topic
07/03/2022	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
08/03/2022	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
09/03/2022	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
10/03/2022	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
11/03/2022	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises

  
**Course Instructor**

**Head**  
Department of Yogic Science  
Pt. Sundarlal Sharma (Open) Uni.  
Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

SESSION 2021-2022

Batch -II

Time – 10 Hours

Date	Module	Topic
22/03/2022	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
23/03/2022	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara, Dharana Dhyana And Samadhi
24/03/2022	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
25/03/2022	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
26/03/2022	Pranayama & amp; Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

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Bilaspur (C.G.)

# Yoga for Life

## Course Content & Schedule:

SESSION 2021-2022

Batch -III

Time – 10 Hours

Date	Module	Topic
04/04/2022	Introduction to Yoga	Meaning , Definition of Yoga
		History of Yoga Need for yoga in daily Life
05/04/2022	Eight Limbs of Yoga	Yama, Niyama Asana, Pranayama, Pratyahara,
		Dharana Dhyana And Samadhi
06/04/2022	Effect of Yoga	Yoga for Physical Fitness
		Yoga for Health & wellness Yoga for Health & Diseases
07/04/2022	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
08/04/2022	Pranayama & Mudra's	Concept Of Puraka, Rechaka And Kumbhaka
		Different Pranayama Exercises



**Course Instructor**

**Head**

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Bilaspur (C.G.)

# Guidance and Counseling:


## Course Content & Schedule:

SESSION 2021-2022

Batch I

Time 10 HRS

Date	Module	Topic
21/03/2022	Guidance & Counseling	Guidance- Meaning, Definitions, Aims, Nature, Principles and Needs.
		Counseling- Meaning, Definitions, Elements- Characteristics – Objectives – Need – Types: Directive Counseling, Non-Directive Counseling
22/03/2022	Qualities of a Counselor	Counselor – Qualities – Functions- Professional Ethics
		Role of Teacher as counselor, Difference between Teacher and counselor
23/03/2022	Group Guidance and Group Counseling	Group guidance – Meaning, Definition, Objectives, Problems, Significance
		Group counseling – Meaning, Requirements - Uses.
24/03/2022	Testing Devices in Guidance	Testing devices in guidance-Meaning, Definition, Measurement, Uses of psychological tests: Intelligence tests – Aptitude tests-

  
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Bilaspur (C.G.)



25/03/2022	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, Types – Organization of Guidance services in schools – Role of guidance personnel

*S. Sharma*

**Course Instructor**

**Head**

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## Guidance and Counseling:

### Course Content & Schedule:

SESSION 2021-2022

Batch II


Time 10 HRS

Date	Module	Topic
29/03/2022	Guidance & Counseling	Guidance- Meaning, Definitions, Aims, Nature, Principles and Needs.
		Counseling- Meaning, Definitions, Elements- Characteristics – Objectives – Need – Types: Directive Counseling, Non-Directive Counseling
30/03/2022	Qualities of a Counselor	Counselor – Qualities – Functions- Professional Ethics
		Role of Teacher as counselor, Difference between Teacher and counselor
31/03/2022	Group Guidance and Group Counseling	Group guidance – Meaning, Definition, Objectives, Problems, Significance
		Group counseling – Meaning, Requirements - Uses.
01/04/2022	Testing Devices in Guidance	Testing devices in guidance-Meaning, Definition, Measurement, Uses of psychological tests: Intelligence tests – Aptitude tests-

*S. Adas*

**Head**  
Department of Psychology  
Pt. Sundarlal Sharma (Open) Uni  
Bilaspur (C.G.)

02/04/2022	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, Types – Organization of Guidance services in schools – Role of guidance personnel

  
**Course Instructor**  
**Head**  
 Department of Psychology  
 Pt. Sundarlal Sharma (Open) U  
 Bilaspur (C.G.)

## Presentation skills


### Course Content & Schedule:

SESSION 2021-2022

Batch I

Time – 8 hours

Date	Module	Topic
25/04/2022	Introduction and Preparation of presentation	Preparation of presentation – 1st part – what, how, for whom, structure, principles and presentation technique
		Report Writing, Developing Effective Presentation Skills.
26/04/2022	Oral Presentation	Principles of oral presentation, factors affecting presentation, , training presentation
27/04/2022	Training presentation	, conducting Speeches to motivate, effective presentation skills
	Slide Presentation	Craft your message, Make visuals, Include proper content for your presentation surveys
28/04/2022	Slide Presentation	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

  
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Bilaspur (C.G.)

29/04/2022	Non verbal communication	, Non verbal communication during presentation. How to manage stress? what to do with hands, legs
30/04/2022	Activating the audience	Activating the audience with nonverbal communication, body language, Work with audience – icebreaking

*B.S.*

**Course Instructor**  
**Dr. (Smt.) Beena Singh**  
 R.O.D. Education  
 Pt. Sunderlal Sharma (Open) Uni.  
 Bilaspur (C.G.)

# Communication Skills


## Course Content & Schedule:

SESSION 2021-2022

Batch I

Time –09 hours

Date	Module	Topic
25/04/2022	Introduction to Communication skill	Learning the Sounds of English, Production of Speech
		Characteristics of Voice Organization of Speech
26/04/2022	Listening:	Listening to presentations, listening to lectures
		watching documentaries (discovery/ history channel videos with subtitles)
		General Tips for practical implementation
27/04/2022	Speaking	Short speech Demonstration and practice
		Making formal presentations (PPT)
28/04/2022	Reading	Reading a written speech by eminent personalities in the relevant field /short poems / short biography.

Dr.  Beena Singh  
O.D. Education  
Pt. Sunderlal Sharma (Open) Uni.  
Bilaspur (C.G.)

29/04/2022	Writing	Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts
		Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts

BZ

**Course Instructor**  
 Dr. **Prakash Singh**  
 P.O.D. Education  
 Pt. Sunderlal Sharma (Open) Uni.  
 Bilaspur (C.G.)

# Communication Skills

## Course Content & Schedule:

SESSION 2021-2022

Batch II

Time –09 hours

Date	Module	Topic
02/04/2022	Introduction to Communication skill	Learning the Sounds of English, Production of Speech
		Characteristics of Voice Organization of Speech
03/04/2022	Listening:	Listening to presentations, listening to lectures
		watching documentaries (discovery/history channel videos with subtitles)
		General Tips for practical implementation
04/04/2022	Speaking	Short speech Demonstration and practice
		Making formal presentations (PPT)

*Beena*

Dr. (Smt.) Beena Singh

P.O.D. Education

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Bilaspur (C.G.)



05/04/2022	Reading	Reading a written speech by eminent personalities in the relevant field /short poems / short biography.
06/04/2022	Writing	Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts
		Writing Recommendations Interpreting visuals-charts / tables/flow diagrams/charts



**Course Instructor**  
**Dr. (Smt.) Beena Singh**  
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Bilaspur (C.G.)

## Presentation skills


### Course Content & Schedule:

SESSION 2021-2022

Batch II

Time – 8 hours

Date	Module	Topic
02/04/2022	Introduction and Preparation of presentation	Preparation of presentation – 1st part – what, how, for whom, structure, principles and presentation technique
		Report Writing, Developing Effective Presentation Skills.
03/04/2022	Oral Presentation	Principles of oral presentation, factors affecting presentation, , training presentation
04/04/2022	Training presentation	, conducting Speeches to motivate, effective presentation skills
	Slide Presentation	Craft your message, Make visuals, Include proper content for your presentation surveys
05/04/2022	Slide Presentation	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

  
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Bilaspur (C.G.)

06/04/2022	Non verbal communication	, Non verbal communication during presentation. How to manage stress? what to do with hands, legs
07/04/2022	Activating the audience	Activating the audience with nonverbal communication, body language, Work with audience – icebreaking



**Course Instructor**  
**Dr. (Smt.) Beena Singh**  
**P.O.D. Education**  
**Pt. Sunderlal Sharma (Open) Uni.**  
**Bilaspur (C.G.)**

## STRESS MANAGEMENT

### Course Content & Schedule :

SESSION 2021-2022

Batch I

Time – 6 hours

Date	Module	Topic
21/03/2022	Introduction	Stress and Stress Management: Defined,Origins and Causes of Stres,
		Common Signs of a stressed-out .Individual,Common Signs of a Stressful Situation,Recognizing and Managing Stress
22/03/2022		Transforming stress to Motivational energy
		Levels of Stress, Family and Work Balance
23/03/2022		Parental strain, ,Lifestyle habits and behaviors, Work burnouts
		Development of Power to discriminate, decide face co-6/3/21 operate



**Course Instructor**

**Head**

Department of Psychology  
Pt. Sundarlal Sharma (Open) Univ  
Bilaspur (C.G.)

# STRESS MANAGEMENT

## Course Content & Schedule :

SESSION 2021-2022

Batch II

Time – 6 hours

Date	Module	Topic
29/03/2022	Introduction	Stress and Stress Management: Defined,Origins and Causes of Stres,
		Common Signs of a stressed-out .Individual,Common Signs of a Stressful Situation,Recognizing and Managing Stress
30/03/2022		Transforming stress to Motivational energy
		Levels of Stress, Family and Work Balance
31/03/2022		Parental strain, ,Lifestyle habits and behaviors, Work burnouts
		Development of Power to discriminate, decide face co-6/3/21 operate

*S. N. Das*

**Course Instructor**

**Head**

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