



Criterion : VII – Institutional Values and Best Practices

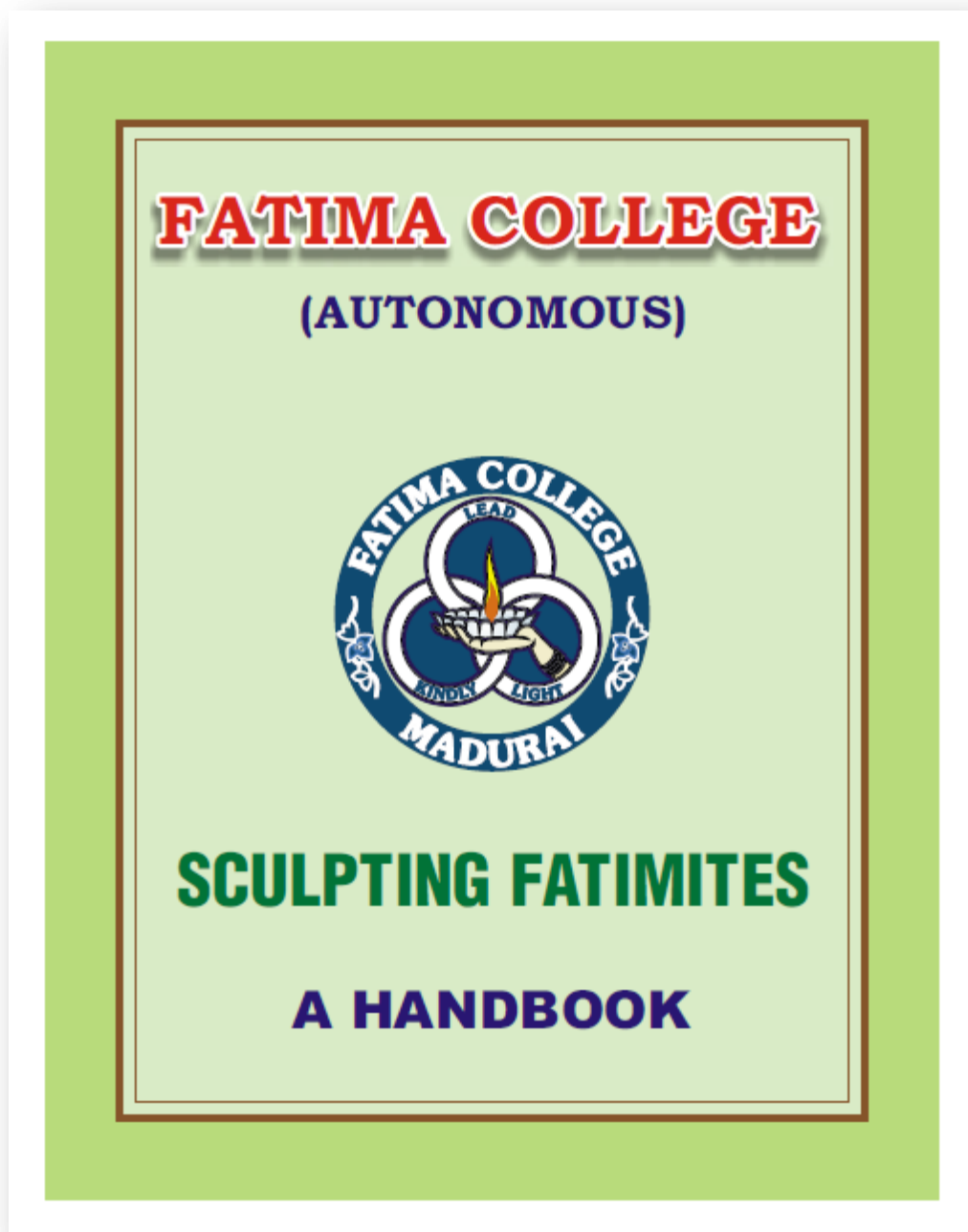
Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



Handbooks, Manuals and Brochure on Human Values and Professional Ethics

A Handbook For students distributed during Value education and Ethical studies classes





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COLLEGE HISTORY

Fatima College (Autonomous), Mary Land, Madurai, is a Post Graduate and Research Institution for Women affiliated to Madurai Kamaraj University. It is a Catholic Minority institution established and run by St. Joseph's Society of Madurai (of the Congregation of the Sisters of St. Joseph of Lyon, France). This institution came into existence through the tireless efforts of the missionary sisters of St. Joseph of Lyon and the zeal and heroic sacrifice of Rev. Sr. Rose Benedicta, the Foundress of the College.

The College was started in St. Joseph's school Campus Madurai as a Second Grade College with 63 students in 1953. It was upgraded into a Post Graduate College in 1964; Autonomous in 1990 and a Research Institute in 2004. The College currently offers 21 Undergraduate Programmes, 14 Postgraduate Programmes, 2 Professional Programmes, and 6 Departments have become Research Centres. Currently the college has a strength of 4153 Students, 197 Teaching Staff and 91 Non-Teaching Staff.

The comprehensive assessment by NAAC in 1999 placed Fatima College in Five Star Status of merit. The College strives to sustain excellence, quality and relevance while equipping the students to meet the demands of higher education in India. In 2004, UGC conferred the status of "College with Potential for Excellence". In 2006 and 2013, NAAC Re-Accredited the College with 'A' Grade. The College was ranked 94th in the All India NIRF Ranking in 2019 by MHRD.



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MOTHER ROSE - FOUNDER OF OUR COLLEGE



Rev. Sr. Rose Benedict was born on Aug. 24, 1898 in Leema, Canada. She lost her parents when she was very young. She became a member of the Congregation of Sisters of St. Joseph of Lyon in 1913 when she was fifteen years old. In 1924, Sr. Rose Benedict came to India as a missionary.

In 1948, His Grace Peter Leonard, the then Archbishop of Madurai, conceived the idea of starting a College for women in Madurai. The visionary in Sr. Rose Benedict capitalized on the idea immediately - A person with vision who daringly met the challenges in life. Her catch word was 'go ahead'. She loved the downtrodden with a compassionate heart and dedicated herself in the service. Dec. 27, 1968 she passed away. In appreciation of her service to education, Madurai Kamaraj University honoured her by erecting her statue in the old University campus. The people of Madurai remembering her yeoman service conferred on her the title 'Man of Madurai'.



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VISION OF OUR COLLEGE

“WOMEN'S EMPOWERMENT THROUGH EDUCATION”

To empower women by developing human capabilities through quality education based on Christian values, making them responsible citizens who can work for the advancement of the society and promote communal harmony in the multi-religious and multi-cultural reality of India eventually evolving into women of communion.

MISSION OF OUR COLLEGE

- ❖ To enhance quality of life through the development of individuals.
- ❖ To enable women to become contributors in the economic, social and political development of India.
- ❖ To equip the students with 21st century skill-sets with a focus on problem-solving abilities.
- ❖ To motivate them to work for social justice.
- ❖ To give preference to the rural, economically backward and first-generation learners.
- ❖ To enable students to be employed in the technology oriented, competitive market.

MOTTO

Lead Kindly Light

COLLEGE PRAYER

God our Father, source of all goodness, we believe that you are present in the whole creation. We humbly ask of you to watch over this College and its inmates. Bless our parents, our teachers, our friends and well-wishers. Help us to grow as responsible women, caring for every kind of neighbour, especially our less fortunate brothers and sisters. May every prayer and work of ours begin with you and happily end with you.

Our Lady of Fatima, Pray for us. – Amen



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OUR LOGO

| | |
|--|--|
|  | <p><i>THREE INTERLOCKING CIRCLES</i></p> <hr style="width: 50%; margin: 5px auto;"/> <p>SYMBOLIZE A CLOSE UNION EXISTING AMONG THE STAFF AND STUDENTS, WITH GOD AS THE KEY LINK.</p> |
|  | <p><i>HAND HOLDING THE LAMP</i></p> <hr style="width: 50%; margin: 5px auto;"/> <p>THE HAND OF THE ALMA MATER BEARING THE LIGHT OF FATIMA'S IDEALS.</p> |
|  | <p><i>IVY</i></p> <hr style="width: 50%; margin: 5px auto;"/> <p>THE SYMBOL OF HUMILITY AND LOYALTY.</p> |
| <div style="border: 1px solid #000080; padding: 5px; display: inline-block; background-color: white;"> LEAD KINDLY LIGHT </div> | <p><i>MOTTO</i></p> <hr style="width: 50%; margin: 5px auto;"/> <p>BOTH A WISH AND PRAYER</p> |

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MADURAI



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LEAP-St. Joseph of Lyon's educational Apostolate policy

I. Spiritual / Faith and Value Formation

Every human person is created in the image of God, in His likeness; the life of Christ propels sacrificial love, which implores us towards an educational involvement to enable human persons to a life of personal integrity, development, social commitment nourished by an encounter with God through our religious life. We creatively open up opportunities for interfaith relations, inter-religious exposures, interfaith scriptural understanding. Education is a transformation process, we try to bring about changes in the mindset and attitude of the students, which in turn will help transform society.

II. Integrity of The Human Person Through Quality Education

Quality education in the true sense produces persons who are capable of looking to nobler things in life. It has reference to things like the all-round development of the person, humanism, authentic values, intellectual curiosity and acuteness, aesthetic sensitivity, character formation, social awareness, healthy relationships, refined manners, dignified self presentation, intelligence and clear self-expression, good diction and thoroughness about everything.

We enable each student to see her life as a gift of God, as a call to serve. We help them realize that it is right attitude and principle that give power and dignity to one's life. We nurture the vocational dimension of life in each student and help each to interpret one's life in the light of God's plan for her and contribute to life.

III. Education for Social Transformation

Our institutions should be training centers where we develop visionary leaders with character and mental stamina to face any crisis and also intelligence to make their own opinions freely and capacity to bring about social transformation and thus contributing towards nation building process. Our Educational Apostolate is socially relevant in the sense that it promotes awareness and action to reclaim Social Justice, Gender justice, Eco – justice, Human Rights and champions the cause of those in the periphery.



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VALUES FOR WELL-BEING

1. COMPASSION

- **Personal**
Being compassionate helps to overcome differences.
Extend a helping hand to others in need.
- **At Home**
Be kind to all at home.
Console and counsel family members in distress.
- **In College**
Nurture good relationships by listening to others.
Spend healthy and productive time with friends.
- **At Work**
Make an effort to show others that you care.
Challenge yourself to smile more, in all circumstances at your workplace.
- **In Society**
Be ready to offer selfless service to people in need.
- **For Environment**
Act with concern and compassion to protect our environment.



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2. COURTESY

- **Personal**

Show Politeness combined with kindness in behaviour with others.

Deal with all class of people, rich or poor with the same grace and elegance.

- **At Home**

Thank and appreciate all at home generously.

Be courteous and polite while speaking with all at home.

- **In College**

Be good mannered on all occasions.

You "Please" and "Thankyou" whenever possible.

- **At Work**

Exercise courtesy gently at all times in the workplace.

- **In Society**

Be gracious and polite to the next door neighbours.

Be courteous to all people irrespective of their status, caste or creed.

- **For Environment**

Be considerate in the usage of water, electricity and space.



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3. COURAGE

- **Personal**
Stand up for yourself.
Take a stand against unfair act.
- **At Home**
Show courage in admitting your fault.
Be frank and open in pointing out others mistakes.
- **In College**
Be open minded and provide your feedback wherever needed.
Communicate with confidence.
- **At Work**
Be courageous in expressing the feeling of hurt.
Build strong support and network through honesty.
- **In Society**
Come out from your comfort zone and face the reality.
Do the right thing even in difficult situations.
- **For Environment**
Raise your voice against pollution.
Stop the act that creates pollution.



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4. GRATITUDE

- **Personal**
Notice good things, look for them, appreciate them.
Count your blessings when they happen.
- **At Home**
Let your parent know how grateful you are to them.
Return a favour, or act with kindness or thoughtfulness.
- **In College**
Give a genuine compliment.
Feel and express gratitude in multiple ways
- **At Work**
Be appreciative and thankful to the people who impact you positively.
- **In Society**
Notice new things you are grateful for every day.
- **For Environment**
As a thank you note to nature let us return the favour by keeping the earth clean.
Words, thoughts and actions of gratitude towards our beloved earth are important to revive our ailing earth.



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5. HUMILITY

- **Personal**

Think less of self and give importance for other's feelings.

Accept any appreciation with sincere gratitude.

- **At Home**

Spend time with family members productively.

Practise Humility at every moment of each day without pride.

- **In College**

Accept the knowledge of your fellow mates without comparison.

Let pride not dominate you when you achieve great things.

- **At Work**

Give positive feedback when something goes wrong in work place.

Respect your colleagues view.

- **In Society**

Live a life with great simplicity without any ego and that will keep you close to the society.

Help others to improve rather than looking down on them.

- **For Environment**

Be humble before the might of nature.

Avoid using up natural resources lavishly.



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6. LOYALTY

- **Personal**

Being loyal to yourself and to others is a fundamental rule in everyone's life.

- **At Home**

Keeping your words, show that you are trustworthy. Never give up your family.

- **In College**

Build trust and friendly relationship and honour commitments.

Be Investigative, but not speculative.

- **At Work**

Create a belief that you will not gossip or spread rumours.

- **In Society**

Share the honest opinion and decline the opportunity to spread gossip.

Be committed to a common good cause.

- **For Environment**

Use energy efficient light bulbs to conserve electricity.

Be loyal to nature, by avoiding pollution.



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7. PUNCTUALITY

- **Personal**

Wake up early in the morning.

Avoid procrastination, stay organized.

- **At Home**

Plan a daily schedule and avoid wastage of time and energy of family members.

Give priority to the appointments made with family members.

- **In College**

People trust you when you keep up time.

Set your clock forward by ten minutes.

- **At Work**

Don't keep others waiting.

Keeping up time is a sign of professionalism.

- **In Society**

Be at the right place at the right time.

Respect the time of yours and others.



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8. RESPECT

- **Personal**

Learn to respect by being kind, polite and thankful.

Build a strong foundation for relationships through respect.

- **At Home**

Respect each and every word of parents.

Feelings of parents and siblings are just as important as your feelings, respect them.

- **In College**

Help to create positive learning environment by respecting everyone.

Speak softly and behave politely with teachers.

- **At Work**

Respect other people's idea to change or improve work.

Use good body language and tone of voice in work place.

- **In Society**

Respect diversity of opinions and value every one's contribution.

Pass or post comments with due respects in social media.

- **For Environment**

Respect the environment by planting trees.

Encourage the creation and innovation in the environment.



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9. RESPONSIBILITY

- **Personal**

Fullfill your obligation on time.

Be moderate and balanced in all things.

- **At Home**

Discharge faithfully all household works.

Help to solve family problems.

- **In College**

Assume responsibility for your academic performance.

Fullfill your obligations of studying diligently, in order to become self-reliant.

- **At Work**

Make judical use of time while discharging duties.

Honour commitments made to superiors, colleagues and juniors in work place.

- **In Society**

Fullfill your responsibility to the society.

Help the nation in times of crisis.

- **For Environment**

Preserve natural resources without wasting it.

Abide by the rules and regulations devised for the common good.



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10. SINCERITY

- **Personal**
Acknowledge both the good and bad in your life.
Know when to trust your gut feelings.
- **At Home**
Be truthful, speak from your heart.
Be generous and sincere in expressing love.
- **In College**
Be sincere in attending class, doing assignment and preparing for test.
Be kind without expecting anything in return.
- **At Work**
Apologize when you make a mistake.
Be honest about your strengths and weaknesses.
- **In Society**
Be friendly with everyone, which is the most significant feature of sincerity.
- **For Environment**
Make a sincere attempt to protect the environment.
Don't waste natural resources.



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11. HONESTY

- **Personal**

Be real with yourself and others about who you are, what you want.

Have honest intentions in speech and action and gain the attention and respect of others.

- **At Home**

Be kind with your words even if the truth is painful and learn to communicate well with your family members.

Say what you mean and mean what you say

- **In College**

Being honest may not get you a lot of friends but it'll always get you the right ones.

When you fail, adjust your attitude to get back on track and feel happy that you'll never make that mistake again

- **At Work**

Willingly accept responsibility by admitting a mistake or an error in judgement.

Non-judgmental and authentic listening is one of the best tools to foster honesty in relationships.

- **In Society**

Hold people accountable when their words do not match their actions.

If you are looking for ways to be honest first you need to be truthful to yourself.

- **For Environment**

Honesty Changes the Way you look at the environment.



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12. SELF CONTROL

- **Personal**

Need to Monitor your behaviour to ensure that you are doing the right things.

Control spending money unnecessarily.

- **At Home**

Stay calm and composed even during frustrating situations.

Remind yourself of the consequences and actions when you lose.

- **In College**

Make productive choices and not impulsive choices.

Eat healthy food and exercise regularly for good health.

- **At Work**

Perform the job without distraction.

Bring your best self to work every day.

- **In Society**

Be selective in your responses in social media.

Develop mental health by lowering anxiety and depression.

- **For Environment**

Eat natural food rather than junk food.

Do not damage public property.



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***"Education is the passport
to the future, for tomorrow
belong to those who
prepare for it today"***

- Malcom X



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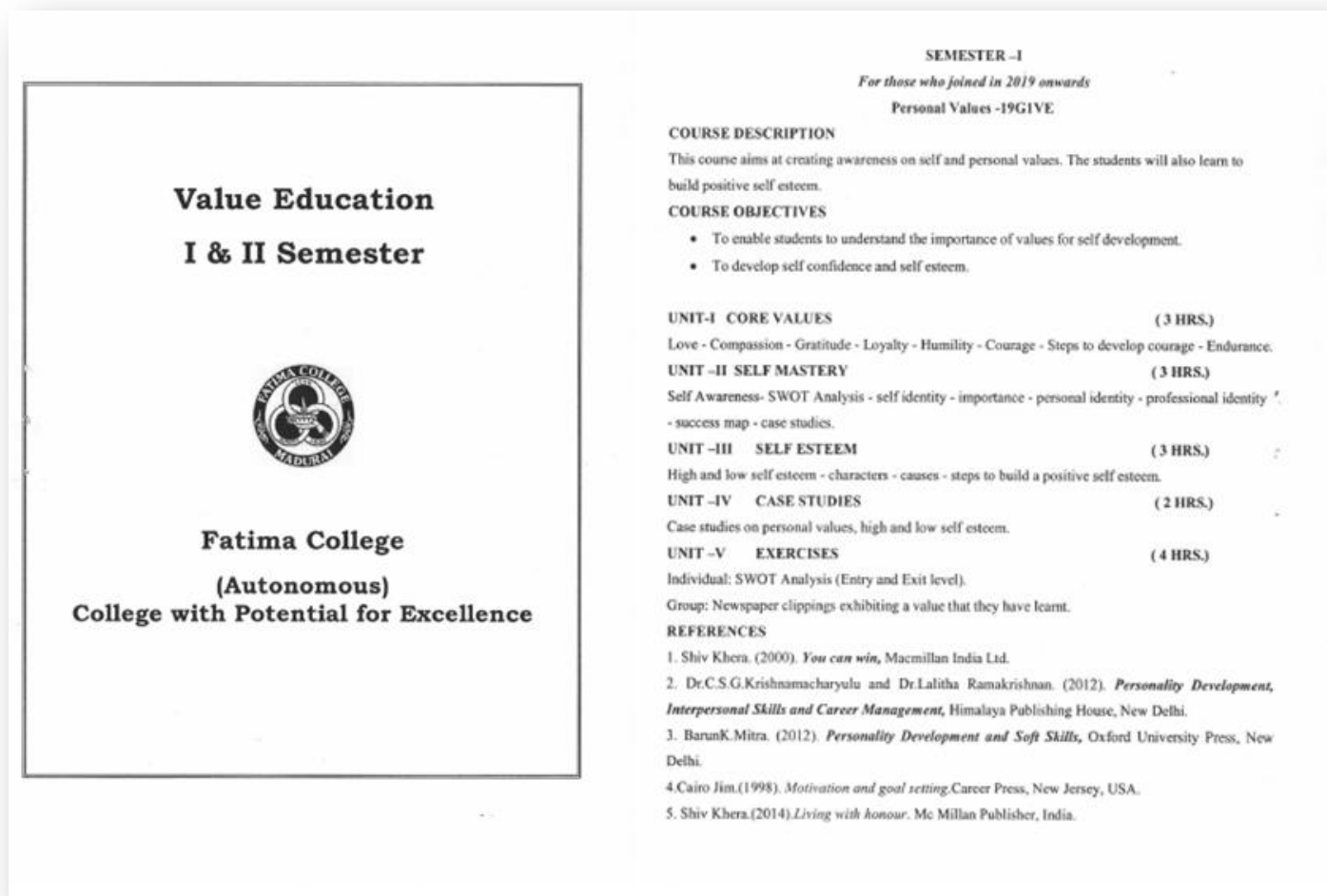
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Teacher's handbook to handle Value education and Ethical studies classes for students.





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- What are personal Values?

Values that help an individual to fit into a society and environment as a responsible member contributing to it, what he can derive from it and what it can provide are personal values. Personal values help an individual to come into terms with the reality around him.

1. Love

"If you judge people, you have no time to love them"

- Mother Teresa

The Bible says "Love thy neighbor as thyself" what it actually means is "Look man, you know your deficiencies. Yet you overlook them and admire yourself.

A small token appreciating the service is a token of love. It is neither wages nor bribe. It is three that both the receiver and giver become happy over a little gesture.

Love destroys all evil totally and completely

What does the kural say?

People with deficiency in love devote everything to themselves whereas people with love devote their body and soul to others.

Love not only sustains virtues but also nourishes righteous values.

2. Compassion

"You must time to your fellow men – even if its is a little thing, do something for others –something for which you get no pay but the the privilege of doing it" – Alberi Schweitzer.

Compassion in nothing but genuine pity or sympathy that makes a person helpful or be merciful to those who need it.

Compassion is a quality that tells us not to reject anyone for his deficiencies

What does the kural say?

Compassion accrues wealth for superior to material wealth possessed even by the meanest.

Wealth can be regained if lost but compassion if lost can never be reacquired.

3. Gratitude

He who receives a benefit with gratitude repays the
First instatement on his debi.

- Seneca

Gratitude is a philosophy of life that one cultivates. 'Thanks giving' is an expression of gratitude especially to God

A Chinese proverb says, "when you eat a fruit, think of the person who planted the tree"

"Practising gratitude, acknowledging the blessings in our lives and making it a point to recognize good things can change us positively. People who practice gratitude.

1. Feel better about their lives, 2. Are more optimistic.

3. More energetic and enthusiastic, 4. Are more joyful,

5. Sleep better, 6. Help others

In short, gratitude enhances self esteem and helps us sharpen our focus on the most important things. Barbara Frederic, a psychologist says "Gratitude has the potential to change everything from its ordinary state to being a gift" So, we can say decidedly that all that looked routine and ordinary gets extraordinary and hallowed as acts of kindness deserving the magical phrase 'Thank you'.

Gratitude is a fruit of great cultivation you do not find it among gross people"

-Samuel Johnson.

What does the Kural say?

Discerning people will have immense gratitude even for little acts of help they receive.

Erase unkind acts off your mind instantly. but be ever grateful for kind acts of help.

4. Loyalty

It is the most important quality one looks for in one's family, spouse, friends, employers and employees. A sense of loyalty in all relationships generates a sense of belonging. Loyalty is an attitude as well as an action.

5. Courage



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Courage is another name for the ability to face criticism. It is easy to rationalize problematic behaviour. However, we need courage to challenge our self limiting beliefs, face cynicism, false convictions, inflated egos and excuses.

Courage is the quality that enables a person to face adversity without succumbing to fear. Courage is neither fearlessness nor reckless behaviour. Courage is confronting fear. Recklessness often grows out of vanity and is foolish. The ability to choose the right thing to do requires wisdom. Courage is a demonstration of the wisdom to know when to take a firm stand.

The courage displayed by Gandhi and Martin Luther King inspired others to stand against injustice non-violently even at the cost of great personal hardship.

The Many Dimensions of Courage

| | |
|--------------------------------------|--|
| 1. Courage to dream | Courage to face reality. |
| 2. Courage to show grace in victory. | Courage to maintain honour in defeat. |
| 3. Courage to teach. | Courage to learn. |
| 4. Courage to confront | Courage to be confronted. |
| 5. Courage to show anger. | Courage to apologize. |
| 6. Courage of conviction | Courage to challenge our false convictions |
| 7. Courage to speak out | Courage to listen. |
| 8. Courage to judge. | Courage to forgive. |
| 9. Courage to love. | Courage to face rejection. |

Five Steps to Develop Courage

1. Face up to reality
2. Re-examine your value system and take a stand
3. Build character, build courage.
4. Practise small acts of courage.
5. Perfect practice leads to preparation

Prepare by trying to anticipate situations, and then be ready for the totally

6. Endurance

Fortitude can be defined as a combination of patience and courage which enables a person to face adversity with calmness and grace. Players win, players lose, players prepare, players practice, players get hurt but players get up. No matter what the outcome is, players play. The greatest test of courage is accepting loss without losing heart. One individual with a backbone will accomplish more than a hundred men with a wishbone.

7. Humility

When people feel that they have got more than what they deserve and they actually do that's humility.

Sincere deserving appreciation needs to be accepted and acknowledged with sincere gratitude. That's humility.

8. Pride

Pride leads to self confidence whereas conceit leads to arrogance.

Self-respect does not mean that I deserve more respect than others. Basic courtesy and manners are also a part of respect and dignity besides learning and training.

Humility does not mean that people think less of themselves; it only means that they think of themselves less.

Self awareness

Meaning- Knowing one's own, Attitudes- opinion, Feelings- emotion, Motives- purpose

Desires- needs, Strengths-weaknesses, Accurate self assessment

Key areas of self awareness

Personality traits, Personal values, Habits, Emotions, Psychological needs

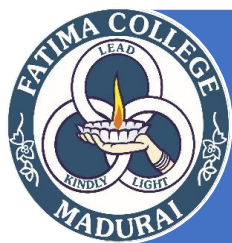
How to create self awareness?

Seeking feedback from others

Reflecting on one's own feelings and behaviours

Taking self scoring tests

JoHari Window Explanation for Self Awareness



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6 Traits of Good Character

• Trustworthiness

- You are honest, loyal, and reliable.
- You do what you say you will do.
- You have the courage to do the right thing, and you don't lie, cheat, or steal.

• Respect

- You are considerate of others and accept their differences.
- You make decisions that show you respect your health and the health of others.
- Even if you disagree with another person's point of view, you use good manners in your dealings with people.
- You treat other people's property with care and respect.

• Responsibility

- You use self-control—you think before you act and consider the consequences.
- You are accountable for your choices and decisions, and don't blame others for your actions.
- You try your best and complete projects you start, even when things don't go as planned.

• Fairness

- You play by the rules, take turns, and share.
- You are open minded, and you listen to others.
- You don't take advantage of others, and you don't blame others.

• Caring

- A caring person is kind and compassionate.
- You express gratitude, are forgiving toward others, and want to help people in need.

• Citizenship

- Demonstrating good citizenship means you advocate for a safe and healthy environment at school and in your community.
- You take an interest in the world around you.
- You obey rules and laws, and show respect for authority.

Tips for Promoting a Healthy Identity

1. Recognize your strengths and weaknesses
 - Be honest and realistic

- Take credit for what you do well

- Evaluate your weaknesses without being too critical. Set goals to improve areas of weakness.

2. Demonstrate positive values

- Surround yourself with people who are positive and share your values.

3. Develop a purpose in your life

- Sense of purpose helps you set goals and work to achieve them.
- Find something that you love to do and do it frequently.

4. Form meaningful relationships

- Surround yourself with positive supportive people.
- Friends who will be honest with you and provide constructive criticism.

5. Avoid unhealthy high-risk behaviors

6. Stop making life a contest.

- Recognize there will always be people more or less able than you in areas in life.
- Be content with doing the best you can in all areas that matter to you.

7. Contribute to the community and help someone else.

• Self esteem:

Self-esteem is how we feel about ourselves. Our opinion of ourselves critically influences everything from our performance at work, our relationships, and our role as a parent to our accomplishments in life. Self-esteem is a major component in determining success or failure. High self-esteem leads to a happy, gratifying and purposeful life. Unless you perceive yourself as worthwhile, you cannot have high self-esteem. All great world leaders and teachers throughout history have concluded that one must be internally driven in order to be a success.

People with high self-esteem grow in conviction, competence and willingness to accept responsibility. They face life with optimism, have better relationships and fulfilling lives. They are motivated and ambitious. They are more sensitive. Their performance and risk-taking ability go up. They can give and receive criticism and compliments, tactfully, and with ease.

Self-esteem is a feeling which comes from an awareness of what is good and having done it.

High Self-esteem:

- Builds strong conviction.
- Creates willingness to accept responsibility
- Builds optimistic attitudes.
- Leads to better relationships and fulfilling lives.
- Makes a person more sensitive to others needs and develop a caring attitude.



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- Makes a person self – motivated and ambitious.
- Makes a person open to new opportunities and challenges.
- Improves performance and increases risk- taking ability.
- Helps a person give and receive both criticism and compliments tactfully and easily.

Poor self esteem

- They are generally gossipmongers.
- They have a critical nature. They criticize as if there is a contest going on and they have to win a prize.
- They have high egos – they are arrogant – and believe they know it all. People with low self- esteem are generally difficult to work with and for. They tear down others to get a feeling of superiority.
- They are closed minded and self-centered.
- They constantly make excuses –always justifying failures.
- They never accept responsibility –always blaming others.
- They have a fatalistic attitude – no initiative and always waiting for things to happen.
- They are jealous by nature.
- They are un willing to accept positive criticism. They become defensive.

Causes of low self –esteem

Negative self – talk or negative auto –suggestions

This is when we say to ourselves, consciously or unconsciously, statements such as:

- I have a poor memory
- I'm not good at math.
- I'm not an athlete.
- I'm tired.

Such statements only reinforce the negative and put ourselves down. Very soon our mind starts believing these statements and our behavior changes accordingly. They become self- fulfilling prophecies.

SEMESTER –II

For those who joined in 2019 onwards

Values for life

COURSE DESCRIPTION

The course aims at creating positive attitude among students and motivate them to set goals in life.

COURSE OBJECTIVES

- To enable students to learn the importance of self identity.
- To make them know their self worth and value.
- To enthuse them to set specific goals.

UNIT-I ATTITUDE (3 HRS.)

Attitude towards life- Factors determining attitude - negative attitude - consequences.

UNIT –II MOTIVATION (3 HRS.)

Difference between inspiration and motivation, external and internal motivation, demotivating factors, steps to motivate others.

UNIT –III GOAL SETTING (3 HRS.)

Goal setting and its importance - reasons for not setting goals - steps in goal setting - Meaningless goals

UNIT –IV CASE STUDIES (3 HRS.)

Case studies on people with positive and negative attitude and on inspiring people.

UNIT –V EXERCISES (3 HRS.)

Individual: Setting short and long term goals.

Group: Finding solutions with positive attitude for selected case studies .

REFERENCES

1. Shiv Khera (2000), *You can win*, Macmillan India Ltd.
2. Dr.C.S.G.Krishnamacharyulu and Dr.Lalitha Ramakrishnan (2012), *Personality Development, Interpersonal Skills and Career Management*, Himalaya Publishing House, New Delhi.
3. BarunK.Mitra (2012), *Personality Development and Soft Skills*, Oxford University Press, New Delhi.
4. Motivation and goal setting – Jim Cairo
5. Living with honour – Shiv Khera



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



Attitude

The definition of an attitude is a way of feeling or acting toward a person, thing or situation. Passion for a sport, dislike for a certain actor and negativity toward life in general are each an example of an attitude.

YOUR ATTITUDE CONTRIBUTES TO SUCCESS

A study attributed to Harvard University found that when a person gets a job, 85% of the time it is because of their attitude, and only 15% of the time because of how smart they are and how many facts and figures they know. Surprisingly, almost 100% of education dollars go to teach facts and figures which account for only 15% of success in work

Our attitude determines how we look at a setback. To a positive thinker, it can be a stepping stone to success. To a negative thinker, it can be a stumbling block.

Intelligence is quickness to learn. Ability is the skill to apply what is learned. Competence is the ability and the desire to apply what is learned. Desire is the attitude that makes a skillful person competent. Many skillful people are incompetent. Ability without the right attitude is wasted.

• FACTORS THAT DETERMINE OUR ATTITUDE

1. Environment
2. Experience
3. Education

Environment

Environment consists of the following:

- Home : Positive or negative influences
- School : Peer pressure
- Work: Supportive or over – critical supervisor
- Media : television, newspapers, magazines, radio, movies
- Cultural background
- Religious background
- Traditions and beliefs
- Social environment
- Political environment.

Experiences

Our behavior changes according to our experiences with people and events in our life. If we have a positive experience with a person, our attitude toward him becomes positive and vice versa.

Education

We are drowning in information but starving for knowledge and wisdom. Education ought to teach us not only how to make a living but also how to live.

• RECOGNIZE PEOPLE WITH A POSITIVE ATTITUDE

They are caring, confident, patient, and humble. They have high expectations of themselves and others. They anticipate positive outcomes.

• THE BENEFITS OF A POSITIVE ATTITUDE

These are many and easy to see. But what is easy to see is also easy to miss. To mention a few, a positive attitude

- Increases productivity
- Fosters team work
- Solves problems
- Improves quality
- Makes for congenial atmosphere
- Breeds loyalty
- Increases profits
- Fosters better relationships with employers, employees, and customers
- Reduces stress
- Helps a person become a contributing member of society and an asset to their country.
- Makes for a pleasing personality.

THE CONSEQUENCES OF A NEGATIVE ATTITUDE

- Bitterness
- Resentment
- A purposeless life
- Ill health
- High stress level for themselves and others



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They create a negative environment at home and work and become a liability to society. They also pass on their negative behavior to others around them and to future generations.

WHEN WE BECOME AWARE OF OUR NEGATIVE ATTITUDE, WHY DON'T WE CHANGE?

Human nature generally resists change. Change is uncomfortable. Regardless of its positive or negative effect, change can be stressful. Sometimes we get so comfortable with our negativity that even when the change is for the positive, we don't want to accept it. We stay with the negative.

STEPS TO BUILD A POSITIVE ATTITUDE

- Become aware of the principles that build a positive attitude
- Desire to be positive
- Cultivate the discipline and dedication to practice those principles.

We need to accept responsibility for our behavior and actions.

People with negative attitudes will be blame the whole world, their parents, teachers, spouse, the economy and the government for their failures.

Step 1: Change focus, Look for the positive

We need to become good finders, we need to focus on the positive in life.

Who is an optimist?

Think only of the best, work only for the best, and expect only the best

Forget the mistakes of the past and press on to the greater achievements of the future. Give everyone a smile. Spend so much time improving yourself that you have no time left to criticize others.

Step 2: Make a Habit of Doing it Now

Procrastination leads to a negative attitude.

A completed task is fulfilling and energizing; an incomplete task drains energy like a leak from a tank.

If you want to build and maintain a positive attitude, get into the habit of living in the present and doing it now.

Step 3: Develop an Attitude of Gratitude

Count your blessings, not your troubles. Take time to smell the roses.

Step 4: Get into a continuous Education Program

Intellectual education influences the head and values based education influences the heart. In fact, education influences the heart. In fact, education that does not train the heart can be dangerous. If we want to build character in our offices, homes and society, we must achieve a minimum level of moral and ethical literacy. Education that builds fundamental traits of character- such as honesty, compassion, courage, persistence and responsibility- is absolutely essential. We don't need more academic education we need more values education.

Education without values

True education is training of both the head and the heart. We need to compete for knowledge and wisdom, not for grades. Knowledge is piling up facts, wisdom is simplifying it. One could have good grades and a degree without learning much. The most important thing one can learn is to "learn to learn."

Commonsense

Education and knowledge without commonsense has little meaning. Commonsense is the ability to see things as they are and do them as they ought to be done. The best education without commonsense is worthless. An abundance of commonsense is called wisdom.

Knowledge is power

We hear every day that knowledge is power. Not really. Knowledge is information. It is potential power and it becomes power only when it is acted upon.

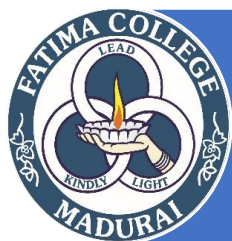
Education takes many forms, it is not just grades and a degree. It is.

- Cultivating your strength
- Learning self – discipline
- Listening
- Desiring to learn

Step 5: Build positive self – Esteem

What is self – Esteem?

Self – esteem is the way we feel about ourselves. When we feel good within, our performance goes up, our relationships improve both at home and at work.



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Motivation

Motivation

An inferred process within an animal or an individual that causes that organism to move towards a goal
Motivation is classified into two types: external and internal.

External motivation

External motivation comes from outside, such as money, societal approval, fame or fear. Example of external motivation are fear of getting spanked by parents and fear of getting fired at work.

Fear Motivation

The advantages of fear motivation are:

- It gets the job done quickly
- It is instantaneous
- It prevents loss, by meeting deadlines.
- In the short run the person's performance may improve.

We learn from history that the pyramids were built by slaves.

Internal motivation

Internal motivation is the inner gratification, not for success or winning, but for the fulfillment that comes from having done it, it is a feeling of accomplishment, rather than just achieving a goal.

Self motivation • Do it now • Break up the task into small steps • Don't wait for mood or inspiration • Start action • Solutions will follow if you try

Motivational strategies Develop & train them, Find new skills, Get feedback on their performance, Expand their ability to work, Rotate their work

Motivational techniques- Leading Appeal to benefits Appeal to emotions Appeal to needs & wants Appeal to expertise

A few steps to motivate others:

- Give recognition
- Give respect
- Make work interesting
- Be a good listener
- Throw a challenge
- Help but don't do for others what they should do for themselves.

Goal Settings

Goal-Setting Goals are desired result, purpose, or objective that one strives to attain

Goals should be Tangible and SMART: Specific, Measurable, Attainable, Relevant/Realistic Time-Oriented

Types of Goals Short-term A goal that can be achieved in a relative short period of time Ex: To complete the course. Long-term A goal that takes a long period of time to achieve Ex: Great success in career

Goal Setting and Analysis

Identify the goal

List all your dreams

Prepare a goal statement

Read one hour per day

Check your goals harms the interest of anybody

Goal is personal, positive, practical, flexible, time bound and measurable

Identify anybody has already achieved success

Focus on your most successful moments in life

Identify the internal and external obstacles in achieving each goal Con't

Identify the qualities and behavior required to reach each goal

Identify the resources, people, materials and institutions help you in achieving goal

Prepare a step plan to reach goal

Start implementing the plan of action

Review the progress

Analyse the reasons Start behaving and acting as if you have already achieved your goals

Steps to achieving your goals

Your self in OK state

Really tapping into what really you want

Goal does not depend anyone to achieve it

Stand in accomplishment - step into time

If anything would make this more make it now

Think the significant people in your life

Realisation of this goal – to a higher goal

Imagine yourself having achieved the goal

Imagine what you want it to be

Willing to commit & to do. Now do it

Most people do not set goals because they are not sure what they want, they don't know how to set goals, they are afraid they won't reach them, or they have poor self-esteem. To reach a goal, you must be able to see where you want to go, and then, when you want to go, and then, when you arrive, you'll see even farther. You have the potential to be whatever you want to be, but you first have to decide what that is. Following are guidelines for setting effective goals.



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In your personal life.

1. Goals should be an extension of your values, when goals support what you believe in, life becomes meaningful and exciting. Goals based on values make it easier for you to determine your priorities. Prioritize goals, and then focus your efforts on no more than two or three of your highest priorities. Research has shown that people are most effective when they limit their activities to a maximum of three simultaneous goals.
2. Goals should be specific. Goals such as happiness, success, and wealth are too vague to be effective.
3. Goals should be written, writing down your goals represents a commitment and has been proven to have a powerful influence on the brain's subconscious.
4. Set challenging but realistic goals. Be realistic. Don't pledge to be president of your company by the end of the year if you are now a file clerk. Set intermediate short-term goals that bring you closer to your ultimate goals.

When you dream big, be careful with whom you share your goals. Many people laugh at dreamers, so keep your goals to yourself or share them only with supportive people.

5. Visualize your goals. The more details your visualized goals contain, the easier it is for the subconscious to embrace them. When your mind accepts your visualized goal as reality, you will work long and hard to achieve it.
6. Reward Yourself. This provides incentive and helps overcome roadblocks such as procrastination. Figure out ahead of time how you'll reward yourself after you accomplish your goal:

Environment

Knowledge helps you to reach your destination provided you know what the destination is. Goals should be consistent with our values. Goals lead to purpose in life. It is the starting point for success. Aim for the moon. Even if you miss, you will become one of the stars.

Quality Not Quantity

It is not uncommon to hear that it is not the quantity of time that we spend with our families but the quality that matters.

Health

We lose our health in the process of earning money and then we lose money in trying to regain health.

Social Responsibility

In the process of making money, we neglect our social responsibilities and let the system deteriorate till we become victims ourselves.

Scrutinize your Goals

A person who aims at nothing never misses. Aiming low is the biggest mistake. Winners see objectives, losers see obstacles.

Our goals should be high enough to motivate yet realistic enough to avoid discouragement. Anything we do, either takes us closer to our goal or further away.

Each goal must be evaluated in light of the following

1. Is it the truth?
2. Is it fair, to all concerned?
3. Will it get me good will?
4. Will it get me health, wealth, and peace of mind?
5. Is it consistent with my other goals?
6. Can I commit myself to it?

Goals must Be Balanced

Our life is like a wheel with six spokes.

1. Family our loved ones are the reason to live and make a living.
2. Financial, Represents our career and the things that money can buy.
3. Physical, Our health, without which nothing makes sense.
4. Mental, Represents knowledge and wisdom.
5. Social, Every individual and organization has social responsibility without which society starts dying.
6. Spiritual, Our value system represents ethics and character.

Every behavior comes out of the "pain or gain" principle. If the gain is greater than the pain, that is the motivator. If the pain is greater than the gain, then that is a deterrent.

Gains can be tangible, such as: monetary rewards, vacations, and gifts. They can be intangible, such as: recognition, appreciation, sense of achievement, promotion, growth, responsibility, sense of fulfillment, self-worth, accomplishment, and belief.

What is the difference between Inspiration and motivation?

Inspiration is changing thinking; motivation is changing action.

7 Reasons why people don't set goals

1. Lack of belief & scepticism
2. Setting the wrong goals
3. Previous disappointments
4. Fear!
5. Laziness
6. Comfort zone
7. Everything in short span of time



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Ethical Studies
III & IV Semester



Fatima College
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SEMESTER –III

For those who joined in 2019 onwards

Ethical Studies- 19G3VE3

COURSE DESCRIPTION

The course aims at creating positive attitude among students and motivate them to set goals in life.

COURSE OBJECTIVES

- To enable students to learn the importance of self identity.
- To make them know their self worth and value.
- To enthuse them to set specific goals.

UNIT-I INTERPERSONAL AWARENESS (3 HRS.)

Trust and relationship- resolving interpersonal problems.

UNIT –II LEADERSHIP (3 HRS.)

Qualities of a good leader-promoting high performance teams.

UNIT –III DIGITAL CITIZENSHIP (3HRS)

Good digital etiquette-had digital etiquette-cell phone etiquette and video chat etiquette.Netiquette -productive use of social media-Face Book and WhatsApp Etiquette and Cyber bullying.

UNIT –IV CASE STUDIES (2 HRS.)

Case studies on great leaders and impact of social media and trust & Relationship.

UNIT –V EXERCISES (4 HRS.)

Individual: Write up on the person whom you admire the most and the quality that inspired you.

Group: Positive and negative impact of internet, mobile phones, and social media.

REFERENCES

- Shiv Khera (2000), *You can win*, Macmillan India Ltd.
- Dr.C.S.G.Krishnamacharyulu and Dr.Lalitha Ramakrishnan (2012), *Personality Development, Interpersonal Skills and Career Management*, Himalaya Publishing House, New Delhi.
- BarunK.Mitra (2012), *Personality Development and Soft Skills*, Oxford University Press, New Delhi.

Interpersonal skill

- A set of behaviours which allow you to communicate effectively and unambiguously in a face-to- face setting
- They can also be thought of as behaviours which assist progress towards achieving an objective

Six interpersonal skills which form a process that is applicable to all situations:

- Analyzing the situation
- Establishing a realistic objective
- Selecting appropriate ways of behaving
- Controlling your behaviour
- Shaping other people's behaviour
- Monitoring our own and others' behavior

6 Success elements in relationship

- Self-awareness,
- Self confidence,
- Positive personal impact,
- Outstanding performance,
- Communication skills and
- Interpersonal competence

- to succeed in your career and life.

Interpersonal communication skills

- I-statements help you express the way you feel and what you want with great clarity. Sometimes people use "you" statements, such as "You never collect the registers on time and then we have to leave school late in the evenings waiting on you!" This type of statement can make others feel angry and defensive immediately. When you use I-statements, such as, "I really need to get the registers before 1:00pm so that I can complete the attendance sheet so that I can leave school at dismissal time." you express your the concern in terms of you.
- A respectful tone of voice conveys that you are taking others seriously and that you also expect to be taken seriously. In addition, people with good
- Eye contact is vital for good communication. For example, how would you feel if the person you were talking to kept looking around the corridor or out the window?



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- Appropriate body language encourages conversation. Nodding your head, smiling, laughing, using words such as "uh-huh" and "yeah" and asking questions at appropriate times assure the person that you are really listening.
- Clear, organized ideas help you accurately and honestly describe your feelings and contribute to conversations and to decisions that need to be made. Good communicators are also specific. For example, a good communicator would say, "I need to use the computer from 7-9," as opposed to "I'll need the computer today."

Conflict

- Conflict occurs in situations in which there is opposition. Opposition occurs when a solution cannot be found in a disagreement.
- Conflict is a disagreement through which the parties involved perceive a threat to their needs, well-being, interests or concerns.
- Perceive a threat can be physical, emotional, power, status, intellectual, etc.
- Conflict is healthy and a normal part of any human relationship.

Conflict Resolution

Conflict resolution involves identifying areas of agreement and areas of compromise so that a solution to the disagreement or conflict occurs.

Tips to resolve conflicts

- Make sure that you remain calm at all times.
- Speak with a non-provoking tone of voice; quietly, slowly, and calmly.
- Listen to the other person carefully without interrupting them.
- Respect the other person when voicing your own opinion or point of view.
- Let the other person know that you understand them fully by asking questions pertaining to his or her understanding and repeating what the person is saying.
- Use humour if possible.
- Try placing yourself in the other person's shoes.
- Try not to be judgmental. Do not do anything to embarrass the other person. Do not accuse the other person of anything. Also, do not punish or scold them.
- Do not stand close to them. Stand a few feet away from them.
- Make sure that your posture, body language, and tone of voice is non-threatening.

- Do not talk with the other person in front of a group of people. Go into an office or some other place to discuss the situation. (Caution: Do not go into place that will prevent you from receiving help if you need it.)
- Make sure that what you say is simple, clear and direct.
- Do not take anything the other person says personally when he or she is angry, because they probably do not mean it.
- Make sure that you are not alone just in case the other person becomes very hostile.
- If you are having a heated argument with another person, save your feelings and opinions for another time and place.
- Do not rush.
- Let the other person know that you do not want to fight, but that you want to resolve the situation in a friendly manner.
- Make sure that you apologize for anything you may have said or done to offend them

Conflict is destructive when it

- Takes attention away from other important activities
- Undermines morale or self-concept
- Polarizes people and groups, reducing cooperation
- Increases or sharpens difference
- Leads to irresponsible and harmful behaviour, such as fighting, name-calling.

Conflict is constructive when it :

- Results in clarification of important problems and issues
- Results in solutions to problems
- Involves people in resolving issues important to them
- Causes authentic communication
- Helps release emotion, anxiety, and stress
- Builds cooperation among people through learning more about each other
- Joining in resolving the conflict
- Helps individuals develop understanding and skills.

Given below are statements of behaviors in conflict situations. How often do you follow the behaviours? Indicate your agreement on a 5- point scale.

Scale : 5- Usually, 4 – Occasionally, 3- Some time, 2- Rarely, 1- Never.



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| S.No | Statement | Scale | | | | |
|------|--|-------|---|---|---|---|
| 1. | I explore our differences, not backing down, but not imposing my view either. | 1 | 2 | 3 | 4 | 5 |
| 2. | I agree to a middle ground rather than look for a completely satisfying solution | | | | | |
| 3. | I give in totally rather than try to change another's opinion. | | | | | |
| 4. | I try to win the other person over. | | | | | |
| 5. | I prefer to avoid the other person until the problem is solved. | | | | | |
| 6. | I disagree openly, then invite more discussion about our differences. | | | | | |
| 7. | I admit I am half wrong rather than explore our differences | | | | | |
| 8. | I put aside any controversial aspects of an issue. | | | | | |
| 9. | I work to come out victorious, no matter what. | | | | | |
| 10. | I would rather we both lose than risk an emotional confrontation | | | | | |
| 11. | I look for a mutually satisfactory solution | | | | | |
| 12. | I have reputation for meeting a person halfway. | | | | | |
| 13. | I agree early on, rather than agree about a point | | | | | |
| 14. | I never back away from a good argument. | | | | | |
| 15. | I feel that most differences are not worth worrying about. | | | | | |
| 16. | Rather than let the other person make a decision without my input, I make sure I am heard and also that I hear the other person out. | | | | | |
| 17. | I expect to get out about half of what I really want to say. | | | | | |
| 18. | I give in as soon as the other party gets emotional about an issue. | | | | | |
| 19. | I would rather win than end up compromising. | | | | | |
| 20. | I will try to postpone discussing the issue until I can think it through thoroughly. | | | | | |

Scoring and Interpretation : Total your choices for each set of statement and record it here.

| Style | Collaborating | Compromising | Accommodating | Competing | Avoiding |
|-----------|---------------|--------------|---------------|-----------|------------|
| Statement | 1,6,11,16 | 2,7,12,17 | 3,8,13,18 | 4,9,14,19 | 5,10,15,20 |
| Max score | 20 | 20 | 20 | 20 | 20 |

What is your frequency of using these styles?

- High Interpersonal skill– if score is 17 or above.
- Moderate – if it is 8 to 16.
- Low – if it is 7 or less.

Leadership

The term leadership means to lead people. The behavioural approach of human behaviour about a person, group, people etc. It is a process to influence people by the leadership quality.

Leadership behaviour is a psychological approach of human behaviour.

It influences people to give best performance in the organisation.

It is the process in which follower and leaders lead.

The term leadership means to lead people.

The behavioural approach of human behaviour about a person, group, people etc.

It is a process to influence people by the leadership quality. Leadership

Characteristics of Leadership

It is an interpersonal influencing, exercised in situation and directed through the communication process towards the attainment of a specified goal or goals.

It is influencing people to follow you to work willing for the achievement of goal

It is process of getting other people to follow you and to do willingly the things that you want them to do.

Qualities of good leadership

Kind hearted, Wisdom, Strong determination, Better communication, Knowledgeable

Problem solving, Positive attitude, Risk taking behaviour, Intelligence Qualities of leadership

Importance of leadership

A. Leader is a representative of subordinates, B. Leader is an appropriate counsellor

C. Leader develops team spirit, D. Leader manages time

Leadership & management

• Management - is a process of planning, organising, coordinating, directing, and controlling the activities of others.

• Leadership - is the process of influencing for the purpose of achieving their goals.

• Management- manager manages the work in organisation. Leadership- leader leads the group.

Types of Leadership

Autocratic leadership based on negativity threat, Under the autocratic leadership style, all decision-making powers are centralized in the leader. Autocratic style of Leadership & punishment. It is centred leadership in the organisation.

The democratic leadership style favours decision-making by the group. The democratic leadership involves group discussion and decision on policy on the basis of the technical advices on the supplied by the leader and it involves a freedom of choice of work partners at their work place.



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Laissez Faire or free rein style -A free rein leader does not lead, but leaves the group entirely to itself such a leader allows maximum freedom to subordinates, i.e. they are given a free hand in deciding their own policies and methods.

Motivational quotient of Leadership

Circle the alphabet that correspond your response. Response categories : T- True F-False

| S.No | STATEMENT | Response | |
|------|--|----------|---|
| 1. | I am energized when people count on me for ideas | | |
| 2. | As practice, I ask people challenging questions when we are working on projects together. | T | F |
| 3. | I take delight in complimenting people that I work with when progress is made | T | F |
| 4. | I find it easy to be the cheerleader for others, when times are good and when times are bad. | T | F |
| 5. | Team accomplishment is more important to me than my own personal accomplishments. | T | F |
| 6. | When involved in group projects, building team cohesiveness is important to me. | T | F |
| 7. | People often take my ideas and run with them. | T | F |
| 8. | I find pleasure in being a convincing person. | T | F |
| 9. | When involved in group projects, coaching others is an activity that I gravitate toward. | T | F |
| 10. | Resolving interpersonal conflict is an activity that I enjoy | T | F |

Key L if you have more than 5 Ts you are a servant leader.

Figures out who are based on the following categorization

| Roles | Number of Statements |
|--------------|----------------------|
| Collaborator | 1,4,7,10,13,16,19 |
| Communicator | 2,5,8,11,14,17,20 |
| Challenger | 3,6,9,12,15,18,21 |

Team member readiness

Do you like to be a team member? For each of the following statements, circle the level agreement or disagreement that you personally feel based on the scale given under.

5- Strongly Agree, 4- Agree, 3- Uncertain, 2- Disagree, 1- Strongly disagree

| S.No | Statement | Scale | | | | |
|------|---|-------|---|---|---|---|
| 1. | I like being part of a team and having my performance assessed in terms of my contribution to the team. | 5 | 4 | 3 | 2 | 1 |
| 2. | No person's needs should be compromised in order for a department to achieve its goals. | 5 | 4 | 3 | 2 | 1 |
| 3. | I like the thrill and excitement from taking risks. | 5 | 4 | 3 | 2 | 1 |
| 4. | If a person's job performance is inadequate, it is irrelevant how much effort he or she made. | 5 | 4 | 3 | 2 | 1 |
| 5. | I like things to be stable and predictable. | 5 | 4 | 3 | 2 | 1 |
| 6. | I prefer managers who provide detailed and rational explanations for their decisions. | 5 | 4 | 3 | 2 | 1 |
| 7. | I like to work where there isn't a great deal of pressure and where people are essentially easygoing. | 5 | 4 | 3 | 2 | 1 |

Scoring key: Add the numbers ticked and find your score. If your score is more than 20 you have inclination to work in teams. If the score is 30 or above, you are a team player.

Digital Citizenship

Digital citizenship is about confident and positive engagement with digital technology. A digital citizen is a person with the skills and knowledge to effectively use digital technologies to participate in society, communicate with others and create and consume digital content.

Three core principles that responsible digital citizens should practise are:

- ENGAGE positively
- KNOW your online world
- CHOOSE consciously.

Eg report offensive or illegal content, don't respond to hurtful or nasty comments, learn how new skills will help you explore the online world, recognise online risks and how to manage them, keep passwords secret, strong and unique, choose friends wisely online — not everybody online is who they claim to be, regularly review your connections and remove people, ask for permission before uploading pictures of your friends.

Examples of Inappropriate Digital Etiquette

- Speaking or texting on the cell phone while driving
- Carrying on loud cell phone conversations in crowded areas or at public performances
- Texting while carrying on conversations
- Using technology for bullying or like behaviors
- Unwillingness to share public technology
- Using camera phones inappropriately
- Using communication devices for non-class related issues during class time

Examples of Appropriate Digital Etiquette

- Turning cell phone ringers to vibrate or silent when in public areas



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- Keeping cell phone conversations private by moving 10-20 feet away from others and speaking with a soft voice
- Offering to share technology with others
- Inform adults of misuse of technology (bullying)
- Stopping vehicle in safe area to use cell phones
- Check for messages on communication devices during personal time

Netiquette

Netiquette is a combination of Internet/Network etiquette. Good online manners are vital to a productive and supportive online learning environment. It is important that we all communicate clearly and carefully in order to avoid online misunderstandings.

a. Be polite and respectful at all times.

- Be tolerant of views expressed by others. Your online classroom may include students from all over the world. Keep in mind that you probably have something to gain from exposure to views and backgrounds different than your own.
- Address the idea, not the person. If reacting to someone else's message: Address the idea, not the person. Remember to be polite and respectful.
- Be careful when using sarcasm and humor. Do not include any obscenities in your messages. Without face-to-face communications, people may take your humor personally, and you never know who may be offended by expressions that are commonplace to you. Keep in mind that online forms of communication are absent of any emotion. Many times the instructor cannot determine how a particular comment should be taken. Be sure to word your communications carefully.
- Think carefully about your content when you write. Think carefully about what you write about others. Always assume that your electronic messages will be forwarded. Do not write anything that you would not want broadcasted to the entire class.

Whats app etiquettes

- Avoid sharing violent and/or vulgar pictures/videos such as murder, accidents or something which is not soothing.
- Confirm the validity of the news you wish to share prior to circulating it in your group, even if it has been forwarded to you by any person.
- Post only that information aligns with your interest or expertise or which interests members in the group.
- If you circulate factual news, you will be respected by the group members. It also brings honour to you and your group.
- Never share anti-social elements
- The purpose/reason for the formation of the group should be known and one should act accordingly.
- If you want to discuss something with an individual member, you can do it but only if it is necessary.
- As most of us are a part of more than one group, it might happen that we share the same information/post repeatedly. So it is better to delete the old posts, in order to avoid its repetition on groups.
- Avoid sharing a series of posts (pictures, videos, quotes, etc.) in one go as it can turn into a burden for the group members.

- Avoid sharing false medical notes and do not support rumors.
- Your conduct on a group should be such that the admin is not hated by the post.
- When you share any post in a group always specify the day and mention your name with it. By doing this, unknown contacts will get to know you.
- You should not remain silent in any group. You must make it a point to interact with members on group to let them know that you exist.
- When you forward any videos/pictures, always remember to indicate the context of the material, which makes the post more clear.

Cyberbullying:

- React appropriately to hurtful or nasty message
- Block the sender of nasty message
- Never open message or email from someone you don't know
- Always ask permission before revealing someone else details
- Change your password often
- Only give details to trusted friends
- Is bullying that takes place over the internet or cell phone. It usually involves harassing, threatening
- Embarrassing and making fun of young people online. Children who deal with online bullying will often feel hurt by the actions of others, which can lead to depression and low self-esteem.



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SEMESTER -IV

For those who joined in 2019 onwards

Ethical Studies -19G4VE4

COURSE DESCRIPTION

This course offers insight into personality development, time management and tackling procrastination.

COURSE OBJECTIVES

- To realize the importance of relationships.
- To hone their leadership qualities.
- To value time and manage it responsibly.

UNITS

UNIT –I Personality Development (3 HRS.)

Steps to build positive personality-25 steps to build personality.

UNIT –II Time Management (3 HRS.)

Meaning-Process of time management- Strategies of time management.

UNIT –III Tackling Procrastination (3 HRS.)

Why do you procrastinate – Effects of Procrastination - Overcoming procrastination.

UNIT –IV Case Studies (3 HRS.)

Life history of popular personalities, Cases of ideal and poor time management, Causes and consequences of procrastination

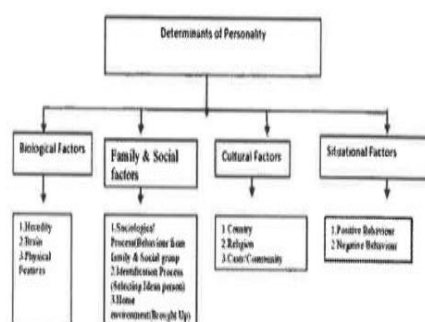
UNIT –V Exercises (3HRS.) Individual: Describing them self based on their Traits, Values practises, Behaviours with friends, family and strangers.

Group: As a Team real life time management experiences should be presented.

REFERENCES:

- 1.Dr.C.S.G.Krishnamacharyalu and Dr.Lalitha Ramakrishnan.(2012).*Personality Development, Interpersonal Skills and career Management*. Himalaya publishing house, New Delhi.
- 2.Marc Mancini.(2005).*Time management*. Tata Mc Graw-Hill Publishing Co Ltd, New Delhi.
- 3.Abishek Thakaro.(2013). *Super students*. Pustak Mahal, New Delhi.

Personality Development



Definition of Personality Development

Personality development is actually the development from the organized pattern of attitudes and behaviors which makes an individual distinctive.

THINGS TO ENHANCE YOUR PERSONALITY

Don't compare your life, Don't have negative thoughts or things you cannot control. Instead invest your energy in the positive present moment, Don't waste your precious energy on gossip, Dream more while you are awake

HEALTH - Drink plenty of water, Eat breakfast like a King, lunch like a Prince and dinner like a Beggar, Eat more foods that grow on trees, Live with the 3 E's – Energy, Enthusiasm, and Empathy, Make time for prayer, Play more games, Read more books, Sleep for 7 hours, Take a 10-30 minutes' walk every day --- and while you walk, smile

Fundamental Techniques in Handling People- Don't criticize, condemn or complain. Give honest and sincere appreciation.

WAYS TO MAKE PEOPLE LIKE YOU - Become genuinely interested in other people. Smile. Be a good listener. Encourage others to talk about themselves.

WIN PEOPLE TO YOUR WAY OF THINKING - Show respect for the other person's opinions. Never say, "You're wrong." If you are wrong, admit it quickly and emphatically.



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Begin in a friendly way. Try honestly to see things from the other person's point of view. Begin with praise and honest appreciation. Call attention to people's mistakes indirectly. Talk about your own mistakes before criticizing the other person. Ask questions instead of giving direct orders. Use encouragement. Make the fault seem easy to correct. Make the other person happy about doing the thing you suggest.

Stop Worrying and Start Living

• Don't stew about the futures. Just live each day until bedtime. • Ask yourself, "What is the worst that can possibly happen if I can't solve my problem?" • Prepare yourself mentally to accept the worst-if necessary. • Then calmly try to improve upon the worst-which you have already mentally agreed to accept.

TECHNIQUES IN ANALYZING WORRY - Get the facts. Half the worry in the world is caused by people trying to make decisions before they have sufficient knowledge on which to base a decision. After carefully weighing all the facts, come to a decision. Once a decision is carefully reached, act!

When you, or any of your associates, are tempted to worry about a problem, write out and answer the following questions: What is the problem? What is the cause of the problem? What are all possible solutions? What is the best solution?

HOW TO MAKE GOOD PERSONALITY - Don't be loud. Know when to speak up. Don't be afraid to talk to others. Having a sense of humor is a plus. Remember personality doesn't mean that you should have looks. Be kind and considerate.

TIPS - Keep a smart head and keep cool. Don't shout or be aggressive. Don't doubt yourself. Be executive in dress. Create your own personal style. Don't copy anyone.

How winners are different from losers- Hard work and consistency, Never give up attitude, Focus and determination, Strategic planning and deliverance, Self-confidence, Time management, Practical, Positive thinking.

Building A positive Attitude

Positive attitude is a state of mind that is well worth developing and strengthening. with a positive attitude you see the bright side of life, become optimistic and expect the best to happen.

Out comes of Attitudes

The influence of attitudes on individuals and organization are far reaching, table 3-2 shows how positive and negative attitudes work.

Outcomes of Attitudes

| Positive attitude | |
|---|--|
| Individual | Organization |
| Makes a person feel and look pleasant | Creates congenial work climate |
| Encourages socializing and becoming member of many associations | Fosters creativity and innovation |
| Inspires one to accomplish and excel | Increases productivity and profitability |
| Negative attitude | |
| Develops the nature of self blaming or fault finding in others | Causes poor morale |
| Avoids work and challenges in life | Results in interpersonal conflicts |
| Become ironers | Lowers productivity and profitability |
| Causes failure at work place | |

You can build positive attitude If you really will to develop it. Box 3-1 gives the steps outlined by shiv khara (2002) which will make your effort easy and fruitful.

Steps to build positive personality

Step 1: Change focus, look for the positive

You can categorize people as career critics or analysts, pessimists or optimists and skeptics or positive thinkers. Career critics see the dirt on

Andrew Carnegie, who built a steel empire told, "Dealing with people is like digging gold: when you go digging for an ounce of gold, you have to move tons of dirt to get an ounce of gold. But when you go digging, you do not go looking for the dirt, you go looking for the gold.

Step 2: Make a habit of doing it now

If you want to build a positive attitude, learn the phrase, "do it now" and stop the habit of procrastination. Procrastination leads to a negative attitude and results. A completed task is fulfilling and energizing an incomplete one is demoralizing and degenerating.

Step 3: Develop an attitude of gratitude

Count your blessings, not your troubles. We are so focused on complaining about things we do not have that we lose sight of the things we have. There is a lot to be thankful for. Our parents, our friends and our teachers have taught us many things. They helped us to shape our personality and competences.

Step 4: Get into a continuous education program

The most important thing one can learn is to "learn to learn" Learning is a continuous life-long process. What do you learn and how? We learn how to lead a purposeful life and learn from people and organizations we come across.



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Information, knowledge and wisdom

We have two popular sayings : Knowledge is power 'and' Ignorance is Bills' There is nothing wrong with ignorance, but making a career out of it stupidity. Wisdom is nothing more than dispelling ignorance. We live in an information age. It is estimated that the amount of knowledge is doubling every year. With information so readily available, it is easy to dispel ignorance. Schools are a fountain of knowledge.

Morals and character

True education is training of both the head and the heart. Intellectual education influences the head and value based education influences the heart. If we want to build character in our offices, homes and society, we must achieve a minimum level of moral and ethical literacy. Education that builds fundamental traits of character -such as honesty, compassion, courage, persistence and responsibility -is absolutely essential.

Step 5: Build a positive self-esteem

Self-esteem is the way we feel about ourselves. When we feel good within, our performance goes up, our relationships improve both at home and at work. The world looks nicer. If you want to build positive self-esteem quickly, one of the fastest ways is to do something for others who cannot repay you in cash or kind.

Step6: Stay away from negative influences

Today we live in global village characterized by information avalanche and social diversity. Exposures to mass media on a large scale and interactions with people of diverse cultures have both positive and negative influences on our mind, we also face peer pressure. You need courage to say "No, thank you," to the weak and negatively influenced peers and stay away from negative influences.

Step :7: Learn to like the things that need to be done

Some things need to be done whether we like them or not. Different people have aversions for different things. Some students dislike mathematics some employees dislike. Touring jobs. But when, what we do not like becomes part of our work. There is no escape what we have to do is to tell ourselves that we do not dislike or scared by it.

Step: 8 Start your day with a positive thought

Practice having positive thoughts and behavior daily until they become a habit Read or listen to something positive first thing in the morning. After a good night's sleep we are relaxed and our subconscious is receptive. It sets the tone for the day, and puts, using the right frame of mind to make every day positive day.

Tips to build pleasing personality

Here are some tips to build and maintain pleasing personality,

Make appearance pleasing

Pay attention to grooming : people like to interact with someone who takes care There is no set way of dressing. Just take care. wear good clothes that make you feel good. Clean your shoes. How you look and smell is important. Not only body odor, but bad breath is also a real turn off. If you feel good, people catch your mood and feel good too.

Look energetic: Look after your body. Do some exercises at home or in gym. Keep your body in good shape. Look elegant and active.

Make relationships positive

Accept others with zeal: Accept a person as he is and where he is. This attitude takes away hostility in human relationship. It is not possible to behave pleasantly with one whom you hate. When you accept a person as he is, you can relax and feel free with the concerned person. Then he too will be happy and friendly with you.

Be out going : Maturity provides you with this important quality. You must be other person-centered rather than self centered. Too much selfishness takes away the friendly nature to go out of the way to help a person in need.

Be creative: Be a person with original ideas and interests to create and sustain interest in conversations and even in formal interactions.

Make your communication pleasant

Smile: smile when you speak to someone, smile when you talk on the phone, and smile when you are alone. It requires only 12 muscles to smile whereas 103 muscles to frown. Smiling tells people that you like them a break even if they are a teacher, a traffic cop or just the utility man trying to do his job.

Listen with empathy: people like to talk, and they like to have people listen. So if you are a good listener you are on your way to selling yourself. Look at the person and follow what they are saying. Watch their body language and fall into step with them Repeat what you think they said before you add your own story. Walk in their shoes

Speak with concern smile just remember to smile when you start speaking yourself. Also the most important word in the English language is the name of the person to whom you are speaking. Use it and try to remember it , and if you forget, just ask. Say " I am sorry, but I do not remember your name could you tell me again?"

Show gratitude: when you express gratitude you are filled with nice feelings, Every night think about the people who gave you a break: the canteen lady, the professor and the bus driver who



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made your life pleasant. You will sleep better and look forward to tomorrow, smile more readily, listen more easily, iron your shirt with more humor and bound up the stairs with more energy.

Personality Type

Who are you? Circle the number that indicates what you are.

| S.No | Statement | Scale | Statement |
|------|--|-----------------|--|
| 1. | Casual about appointments | 1 2 3 4 5 6 7 8 | Never late |
| 2. | Happy with what I get | 1 2 3 4 5 6 7 8 | Very competitive |
| 3. | Never feel rushed | 1 2 3 4 5 6 7 8 | Always feel rushed |
| 4. | Take things one at a time | 1 2 3 4 5 6 7 8 | Try to do many things at once |
| 5. | Slow doing things | 1 2 3 4 5 6 7 8 | Fast (eating, walking etc.) |
| 6. | Do not express feelings | 1 2 3 4 5 6 7 8 | Openly express feelings |
| 7. | Few interests out side work | 1 2 3 4 5 6 7 8 | Many interests outside work |
| 8. | Leave things to God | 1 2 3 4 5 6 7 8 | Believe in my effort |
| 9. | Youth have less opportunities to grow | 1 2 3 4 5 6 7 8 | Opportunities do no come. We have to find. |
| 10. | Success goes to the strong, politically powerful | 1 2 3 4 5 6 7 8 | Merit has a definite chance to win |

If your score is in the range of 60-80, you are Sanguine Person (positive, hard working and social). You are liable to be stressed. You need life goals, planning and stress training.

If it is less than 60, you are a complacent person (Solitary, less concerned and pessimist) you need to develop individuality and socialization skills, you need training for motivation, leadership and achievement orientation training.

Values and preferences profile

What are your interests in life? Indicate how far do you agree or disagree with the following statements by placing a tick mark in the box against the statements.

Scale 5-Strongly agree, 4 – Agree, 3 I am not sure, 2- Disagree, 1- strongly

Disagree.

| S.No | Statement | 5 | 4 | 3 | 2 | 1 |
|------|---|---|---|---|---|---|
| 1. | An enjoyable, satisfying job. | | | | | |
| 2. | A high paying job | | | | | |
| 3. | A good marriage | | | | | |
| 4. | Meeting new people social events | | | | | |
| 5. | Involvement in community activities | | | | | |
| 6. | A career with challenging opportunities | | | | | |
| 7. | Exercising and playing sports | | | | | |
| 8. | Intellectual development | | | | | |
| 9. | A career with challenging opportunities | | | | | |

| | | | | | | | |
|-----|--|--|--|--|--|--|--|
| 10. | Nice cars, clothes, home and so on. | | | | | | |
| 11. | Spending time with family | | | | | | |
| 12. | Having several close friends | | | | | | |
| 13. | Volunteer work for service like blood donation camps, AIDS awareness, etc. | | | | | | |
| 14. | Meditation, quietness, prayer | | | | | | |
| 15. | A healthy balanced diet | | | | | | |
| 16. | Educational reading, self improvement programs | | | | | | |

Find your score and record them as follows

| Type | Statements | Max score | My score | Type | Statements | Max score | My score |
|--------------|------------|-----------|----------|--------------|------------|-----------|----------|
| Professional | 1,9 | 10 | | Community | 5,13 | 10 | |
| Financial | 2,10 | 10 | | Spiritual | 6,14 | 10 | |
| Family | 3,11 | 10 | | Physical | 7,15 | 10 | |
| Social | 4,12 | 10 | | Intellectual | 8,16 | 10 | |

The higher score indicates your preferred value.

TIME MANAGEMENT

College students often report that their inability to manage their time is the biggest problem they face in examinations. Time management is a skill few people master. But it is one that most people need, especially managers.

What is time management?

Time can neither be created nor stored. You can not slow it down or speed it up. As such, time really can not be managed. Given this, time management involves managing the following controllable variables.

- Individual with competencies to work
- Work requiring time, energy and skills
- Outcomes-the result of performance
- Influencing factors- resources environment.

What you really manage is yourself, your activity during time, and defining outcomes and physical actions required in a given environment. In other words, time management can after to all of the practices that individuals follow to make better use of their time. It refers to principles and systems that individuals use to make conscious decisions about the activities that occupy their time.



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Why time management?

"Remember that time is money" – Benjamin Franklin's (1748) Advice to a young tradesman, Being successful does not make you manage your time well. Managing your time well makes you successful. The importance of time management is recognized in two ways

(i) When efficiency matters

Efficiency requires avoidance of wastages, By some estimates, people waste about hours per day. Signs of time wasting:

- Messy desk and cluttered (or no) files
- Can not find things
- Miss appointments, need to reschedule them late and /or unprepared for meetings
- Volunteer to do things other people should do
- Tired/ unable to concentrate

Why strategy?

Time management requires strategic approach because it is one that requires positive attitude and right devices. It is interesting to note some of the proverbs and principles.

- Time and tide wait for none.
- Procrastination is thief of time.
- Time is precious, Do not waste it,
- Northcote Parkinson postulated a law: work expands with the availability of time.

Time management process

The steps in the strategic management of time include the following.

Inspiration: The success of an individual depends more on inspiration than perspiration. Without whole hearted commitment and dreams of achievement, one cannot succeed in tough and challenging tasks.

"If you can dream it, you can do it" professed Walt Disney. Disneyland was built in 366 days, from ground -breaking to first day open to the public.

Set goals: Record your goals and then divide them into subgoals is relating to units of activities: a project, or an action plan, goals, Then the long term and short term ones may be identified. The key questions are :

- Why am I doing this?
- What is the goal?
- Why will I succeed?
- What happens if I choose not to do it?

For instance, when you are planning to study for examination, your goal settings will be like this.

- (i) Become manager – require first class at MBA degree examination
- (ii) Achieve more than 60 per cent marks.
- (iii) Produce good answers to at least 4 questions.
- (iv) Concentrate on 3 out of 5 units in the book
- (v) I will succeed if I do like this, because I have to answer 5 out of 10 questions and I study 3 units, there is a possibility of answering 6 questions.

Prioritize goals: Evaluate the goals. An importance rating may be established deadlines may be set, and priorities assigned.

For instance a student in MBA final year will have two goals –(i) getting degree and (ii) getting job. The priority is to be given to finishing degree and he should not take interview at the cost of examinations.

Prepare task list: For each of the goals identify the tasks. This process results in a plan with a task list.

A week before the semester end examination, a student may have a list of tasks as follows.

- Read six subjects for examination
- Finish mini- project report
- Submit term assignment
- Participate in management festival organized by local college

Since they are competing for his time, he has to manage the available time.

Develop performance schedule: Make a schedule or calendar or activities. It may be a daily, weekly, monthly or other planning periods, usually fixed, but sometimes variable Don't include routine and recurring tasks unless you think it is necessary.

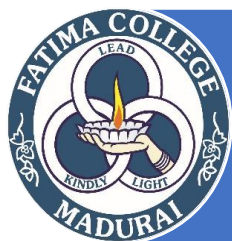
Establish review milestones: Emphasize reviews of performance against plan. This helps you to reorganize the schedule and reenergize your mind.

Effective time management

As noted earlier, there are four areas in which one can make contribution to manage time, In these four areas, effectiveness can be achieved by employing tools given in Table 4-5

Time Management Tools

| S.No | Focus area | Tools |
|------|-----------------------|--|
| 1. | Individual | Do it now attitude, Faster decisions and stress management |
| 2. | Scheduling (planners) | Task list, planners and Time audit |
| 3. | Prioritizers | |
| 4. | Work design | |



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| | |
|------------------|--|
| 5. Work progress | Clocks, organizers, Software applications as lightweight personal information manager of project management software |
| 6. People | Team work |

Cultivate time habits

One may view changing the approach to time management as a personal development issue and reap the benefit of handling time differently at work and home. The tips for changing personality are:

- Cultivate good time habits – Procrastination is thief of time. Don't postpone. Develop a do it now attitude.
- Planning ability – Have clear focus on goals. Identify tasks and list them. Prepare schedules. Use planners and planner software.
- Organise – Get organized Categorize them as : (i) those I have to do and (ii) those I can assign to others. Delegate the assignable tasks with clear time deadlines and performance goals or expectations.
- Work is a play – Work with a rhythm that suits your body and mind. Then work will become a natural body exercise. You feel work is fun and workplace is a playground.
- Avoid stress – Quite often, the planned schedules may not work. Either you or your team members could not complete the work in time. As a result, time pressures build up and you may start experiencing stress. Under stress, one will not be able to work well. So learn to cope with the stress.
- Review and revise – Task completion requires monitoring progress from time to time. Keep watch on progress and conduct review sessions. Make up for the delays and focus on incompletes. Encourage self and others to finish work in time.

Use planners

Different devices to help schedule the tasks are developed over the years. Table 4-6 presents them in brief.

Table 4-6 Scheduling devices

| | |
|-------------------------|--|
| "To Do" list /Task list | "The traditional method is to write these on a piece of paper with a pen or pencil, usually on a note pad or clip-board. Write down things you have to do, then decide what to do at the moment, what to schedule for later, what to get someone else to do, and what to put off for a later time period. when you accomplish one of the items on a task list, you check it off or cross it off. |
| Daily/ weekly planner | Write down appointments, classes, and meetings on a chronological log book or chart if you are more visual, sketch out your schedule. |
| Long term planner | Use a monthly chart so that you can plan ahead. Long term planners will also serve as a reminder to constructively plan time for yourself. |

EMPLOY PRINORITIZING TECHNIQUES

Some of the popular techniques for setting priorities are described here.

ABC analysis – A technique that has been used in business management for a long time is the categorization of large data into groups. These groups are often marked A,B, and C- hence the name. Activities that are perceived as having highest priority are assigned an A, those with lowest priority are labeled C. ABC analysis can incorporate more than three groups.

Pareto analysis (The 80/20 Rule) – Critical few and the trivial many, this is the idea that 80% of tasks can be completed in 20% of the disposable time. The remaining 20% of tasks will take up 80% of the time. This principle is used to sort tasks into two parts tasks that fall into the first category be assigned a higher priority.

Fit- Essentially, fit is the congruence of the requirements of a task (location, financial investment, time, etc.) with the available resources at the time. Often people are constrained by externally controlled schedules, locations, etc., and "fit" allows us to maximize our productivity given those constraints.

Time gap – If one encounters a gap of 15 minutes in their schedule, it is typically more efficient to complete a task that would require 15 minutes, than to complete a task that can be done in 5 minutes, or to start a task that would take 4 weeks.

Time of the day- This concept also applies to time of the day: free time at 7 a.m. is probably less usefully applied to the goal of learning the drums. and more productively a time to read a book.

Location – Lastly, fit can be applied to location: free time at home would be used differently from free time at work, in town, etc.

POSEC METHOD

Posec is an acronym for prioritize by organizing, Streamlining, Economizing and Contributing.

The method dictates a template which emphasizes an average individual's immediate sense of emotional and monetary security as explained in Table 4-7 The key idea of this method is stated below:

By attending to one's personal responsibilities first, an individual is better positioned to shoulder collective responsibilities.

Posec method

| Step | Task | Focus points |
|--------------|--|---------------------|
| prioritizing | Your time and define your life by goals | Time and goals |
| Organizing | identify tasks you have to accomplish regularly to be successful | Family and Finances |
| Streamlining | Order things you may not like to do, but must | Work and Chores |



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| | | |
|--------------|--|--------------------------|
| | do | |
| Economizing | Decide on things you should do or may even like to do, but they're not pressing urgent | Pastimes and Socializing |
| Contributing | Paying attention to the remaining things that make a difference | Social obligations |

The Eisenhower method

All tasks are evaluated using the criteria important /unimportant and urgent/not urgent and put in according quadrants as shown in Figure 4-1 The actions to be taken are also.

| | | |
|------------|-------------|-------------------------|
| Urgent | Delegate | Do it now personally |
| Not-Urgent | Dropped | Fix dead line and do it |
| | Unimportant | Important |

Procrastinations

Meaning

Procrastination is the act of delaying or postponing a task or set of tasks

To Keep delaying something that must be done, often because it is unpleasant or boring.

Procrastination is the habit of delaying an important task, usually by focusing on less dignified, more enjoyable, and easier activities instead. It is different from laziness, which is the unwillingness to act.

Is Procrastination the Same as Being Lazy?

Procrastination is often confused with laziness, but they are very different.

Procrastination is an active process- you choose to do something else instead of the that you know you should be doing. In contrast, laziness suggests apathy, inactivity and an unwillingness to act.

Procrastination usually involves ignoring an unpleasant, but likely more important task in favor of one that is more enjoyable or easier.

The Reasons why we Procrastinate

1. Not knowing what needs to be done
2. Not knowing how to do something
3. Not wanting to do something

4. Not caring if it gets done or not
5. Not caring when something gets done
6. Not feeling in the mood to do it
7. Being in the habit of waiting until the last minute
8. Believing that you work better under pressure
9. Thinking that you can finish it at the last minute
10. Lacking the initiative to get started
11. Forgetting
12. Blaming sickness or poor health
13. Waiting for the right moment
14. Needing time to think about the task
15. Delaying one task in favor of working on another
16. Filling your day with low – priority tasks
17. Starting a high- priority task and then go off to make a coffee.
18. What to be in "right mood," or wait for the "right time" to tackle a task.
19. Poor organization
20. Having doubts about your ability and are worried about failing.
21. Some people fear success as much as failure. They think that success will lead to them being swamped with requests to take on more tasks.
22. Surprisingly, perfectionists are often procrastinators
23. Poor decision –making

Effects of Procrastinations

1. You will lose precious time
2. You will blow opportunities
3. You won't be able to meet goals
4. You could ruin your career
5. You will lower your self – esteem
6. You will make poor decisions
7. You will damage your reputation
8. Procrastination can lead to poor academic performance.
9. Higher levels of stress associated with procrastination may be linked to poor self – compassion.
10. Procrastination promotes negative feelings.
11. Procrastination is self- defeating behavior.
12. Putting off what needs to be done likely results in a poor product.
13. With procrastination, you get things done, but they're the wrong things.
14. You add to the workload of others when you procrastinate.
15. Procrastinators may be paralyzed. By fear of making a mistake, a loss of self –worth.
16. The end- product of chronic procrastination may be mental health issues.
- 17.



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10. Ways To Beat Procrastination And Get Things Done

1. Take the smallest step possible
2. Identify a positive outcome from your action
3. Give yourself a hard deadline, then schedule it
4. Be kind to yourself- forgive yourself
5. Understand the underlying reasons you're procrastinating
6. Shut off your phone and set a timer
7. Get an accountability partner
8. Give yourself a reward for each task you complete
9. Schedule (and stick to) 'Procrastination time' in your day
10. Set a few daily non- negotiable
11. "eat an elephant beetle" first thing, every day! Get those tasks that you find least pleasant out of the way early.
12. Prioritize your to- do list using eisenhower's urgent/important principle:
13. Use task -and time – management apps. There are numerous apps designed to help you to be more organized, such as trello and to do list
14. Start with quick and small tasks first. These "Small wins" will give you a sense of achievement,

| Score | Comment |
|-------|--|
| | You're procrastinator, and it's not something to be proud of. It means that you miss deadlines and waste a lot of time. As a result, your boss is not getting from you what you're capable of delivering, and he or she is probably very frustrated with this. Follow the link below to find out why you're doing this, and how you can stop it. |
| 25-50 | |
| | You're a mild procrastinator, you need to understand better why you procrastinate- there are several reasons, for it, and more than one may apply to you. And you need to learn the steps you can take to stop doing it. Click the link below for more information. |
| 51-65 | |
| | Good news! You're not a Systematic procrastinator! You do, however, occasionally |
| 66-95 | |

Are you a procrastinator

| | Factors | Definitely True | Often true | Sometimes true | Rarely true | Never true |
|-----|--|-----------------|------------|----------------|-------------|------------|
| 1. | I often fail to meet deadlines. | | | | | |
| 2. | I am often late to appointments. | | | | | |
| 3. | I get started on projects at the last minute. | | | | | |
| 4. | I rarely get tasks accomplished on time | | | | | |
| 5. | I have difficulty making up my mind. | | | | | |
| 6. | I feel overwhelmed by my daily tasks | | | | | |
| 7. | I delay making decisions. | | | | | |
| 8. | I avoid getting started on difficult tasks. | | | | | |
| 9. | I often doubt myself. | | | | | |
| 10. | I put off daily activities. | | | | | |
| 11. | I'm afraid of making the wrong decision. | | | | | |
| 12. | I create justifications and reasons for delaying getting tasks done. | | | | | |
| 13. | I'm afraid of failing or making a mistake. | | | | | |
| 14. | If it is not the best, it's not good enough. | | | | | |
| 15. | I get easily distracted. | | | | | |
| 16. | I have difficulty focusing on one task. | | | | | |
| 17. | I have difficulty deciding which task to start first. | | | | | |
| 18. | I have difficulty deciding which task to start first. | | | | | |
| 19. | My avoidance leads to tasks accumulating and building up. | | | | | |
| 20. | I feel like I'm always trying to catch up. | | | | | |
| 21. | I create excuses to delay doing what needs to get done. | | | | | |
| 22. | I can't finish a project unless it's perfect. | | | | | |
| 23. | I would rather a project unless it's perfect. | | | | | |
| 24. | I do not return phone calls and emails promptly. | | | | | |
| 25. | I don't trust my self to make the right decisions. | | | | | |



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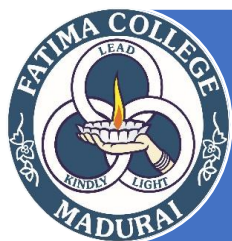
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**Ethical Studies
V & VI Semester**



**Fatima College
(Autonomous)
College with Potential for Excellence**



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SEMESTER -V

For those who joined in 2019 onwards

Ethical Studies-19G5VE5

COURSE DESCRIPTION

This course enables the students to understand the recipe for healthy marriage. It also deals with stress management.

COURSE OBJECTIVES

1. To understand the value and importance of family
2. To prepare mentally for marriage and family life
3. To learn to manage stress

UNITS

UNIT -I THE STUDENT AND HER FAMILY (3 HRS.)

A student's right to healthy parental attitudes-freedom, responsibility and maturity- self-sacrificing parents- maintaining balance- declaration of independence- personal freedom

UNIT -II MARRIAGE, HEALTH AND WELLNESS (3 HRS.)

General principles about choosing a partner- positive reasons for marrying- qualities required to ensure a good relationship- important elements in a healthy marriage relationship- friendship in marriage- secrets of success in marriage- prevention of breakdown- a recipe for healthy marriage

UNIT -III STRESS MANAGEMENT (3 HRS)

What is stress- causes of stress- importance of coping with stress-symptoms of stress- right ways to keep stress away.

UNIT -IV CASE STUDIES (3 HRS.)

Case study of authoritative, permissive and democratic parental styles, healthy and successful marriages and Comparison between effective and poor stress management

UNIT -V EXERCISE (3 HRS.)

Individual: Prepare an Advertisement- "Wanted Bridegroom" with qualities type of family you expect.

Group: Cause of Stress & Solution suggested by the peer group in the following format.

REFERENCES:

1. Mascarenhas, Marie.(1999). *Family Life Education* . CREST Inc,Bangalore.
2. Krishnamacharyulu C.S.G. & Lalitha Ramakrishnan.(2012). *Personality Development, Interpersonal Skills and Career Management*. Himalaya Publishing House, New Delhi.

Students and their family

EDUCATION TOWARDS RESPONSIBILITY

"Today the family has an extra burden to shoulder in order to prepare its youth to enter the 21st Century with their heads held high to face the on-slaught of Technology, Humanism and Materialism."

Students must realise that being educated is to be privileged. As Vivekananda said : " The educated in India owe a debt of gratitude to the million of uneducated in the villages who by their work have helped them get an education." While rural areas contribute to 70% GNP they receive only 30% of the benefits of health, Education and welfare.

Parents must encourage their children to reach out to others and to stand up in real concern in situations of injustice wherever they may exist. This is a part of education.

Amartya sen has laid stress on the important fact man has the capacity to derive happiness not only from his own welfare but also from the satisfaction of filling other peoples wants.

A Students right to healthy parental attitudes

Aside from the demands for a healthy emotional life, the student has a 'right' to healthy parental attitudes, if s/he is to be properly equipped for the serious work of adult living. It is to be emphasized at this point that parents are the first educators and that education in the art of living begins at birth.

The importance of this matter can only be appreciated when one is willing to accept the fact that when the student was at the school -going stage his /her personality was already being determined.

Certainly there are broad difference between the older and younger generations. and as our society becomes older, it acquires the tastes that are customarily associated with age and maturity. It pays more attention to art and intellectual life, than would be the case in a society of young people, which would probably be primarily interested in physical beauty, strength and vigour.

The position of the student in the family has changed drastically. Young students sense the difference between their tastes and those of the older majority. As a result they feel alienated from their family.

In a slowly changing society, the elder family members can understand the younger by reflecting upon their own student positions and experiences in their families. Today's student live a 'Schizophrenic life' Ready to reject tradition and even religious practices, S/he finds nothing enduring or worthwhile to substitute in their place, and a vacuum is created which his



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parents and teachers do not fill. In the home their life conforms to authoritarianism and tradition. Outside the home they rebel. A happy medium of attitude and behaviour must be found.

Freedom, Responsibility and Maturity

"Freedom is to be able to do what you have been created for" Tagore.

A adolescents quite naturally want to be independent and much of their aggressiveness centres around this desire. To some extent uncertainty in the awkward stage between dependence and freedom aggravates the strained family relationships.

Over protection

It is particularly difficult for students to acquire independence if they have been and are overprotected. Also, if they had too little control when young, and were brought up with too much freedom. It is difficult for them to learn the responsibilities, of freedom when they are older.

The adolescent who will not break loose from the mother presents a difficult problem. S/he does not want to leave home and the loving care of the mother. And as a result will not take up a career for which s/he is suited, or delay by even failing in the exams of interviews when they have to be partially or wholly independent.

Self sacrificing parents

We usually admire self-sacrificing parents. But there is a type of extreme self-sacrifice for the adolescent which should be looked upon with caution.

Parents who give up practically everything in their lives for their children, so emotionally dependent on their children, that they hamper their freedom. There is than bitter resentment if the parents wish is not followed.

When adolescents start thinking about a career, marriage or their future in general, they find themselves in a trap.

Pampered by over-indulgent parents, they now feel incapable, without great effort, of doing anything to 'hurt' their family, whatever they do in the way of cutting the thread that binds, will 'hurt' their family. No one who has built his or her personality so firmly around that of another, can stand to see that the other give his or her energies, affection and devotion to a third person, or profession, not of their choice.

Maintaining a balance

This means that parents must find a delicate balance between the amount of discipline and the degree of freedom they give their children. This balance will change as children grow into adolescents and young adults.

"Growing freedom must be accompanied by a growing sense of responsibility and internal discipline. As Donald Barr puts it 'Discipline is necessary to freedom. Though they seem antithetical, each without the other destroys it self. In painting, craft without imagination is sterile, and imagination without craft wrecks its image. In Governments, order without dissent stagnates. And rebellion without law, makes chaos, and both are despotic. The aim of maintaining a balance is to acquire maturity.

"Marriage preparation and marriage"

"Marriage is not for everyone. Some people with certain personality problems should never marry. Some never find the person with whom they can be happy. I want to say this very clearly to the singles- do not feel guilty because you are, or choose to be single.

I. Indian culture

Indian culture and traditional institutions offer little specific training for marriage and parenthood. Parents in the urban areas are reaching out for help in discharging this major responsibility more effectively, and many parents welcome a formal family life education in schools and colleges, to supplement what they are able to offer at home.

There are three types of marriages in india.

I Arranged marriages

Where relatives of both families arrange a match which they feel is suitable.

II. Love marriage

Where the couple meet, like each other feel their love is strong enough for them to marry whether or not their families approve.

III Arranged love marriage

Where a couple are mature enough to know their needs and then convince their families to approve of or select a partner they approve off and the marriage is arranged. This is the best form of marriage.

Rabindranath Tagore used to say in an arranged marriage, you put a kettle of cold water on the stove and bring it to the boil slowly. In a love marriage you start with a boiling kettle of water which often grows cold.

Since marriage is basically an intimate relationship of the masculine and feminine personalities, adjustment understanding, acceptance and communication are called for in large measure, if it is to survive the modern stresses and strains of today.



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Helping parents and teachers to prepare youth to be men and women, and for marriage and family life is perhaps the most important of our tasks. Our educational institutions too need a methodology and graded programme for this.

MARRIAGE

Marriage is a Communion of lives. It is the Home. It is work. It is concern for the children. It is also joy and Leisure in common.

Lin yutang gives the most beautiful description of what constitutes a marriage. He says "woman is water it substance in which water moves and lives and has its full being.

A Successful marriage is a happy blending of romance and friendship with more of humour, tolerance and a tolerance and acute differences.

FOUR STAgES OF MARRIACE PREPARATION

Marriage preparation can be considered under the following heads

a.REMOTE PREPARATION

From conception to childhood. Which is done mainly by the parents in the home. and their verbal and nonverbal examples.

b.PROXIMATE PREPARATION

During, schooling and adolescence done by the parents, other married eiders and teachers in Family life Education.

c.IMMEDIATE PREPARATION

During courtship, engagement and just before marriage- usually (after 18 years) and specifically devoted to marital life, done by trained persons, couples and special organist ions.

d. CONTINUING PREPARATION

For couples after marriage to support them for marital adjustments, in –law and other problems. Family life and child rearing . This is done by elders. Friends and religious or clergy.

REMOTE PREPARATION

"The home is one of the places in which the future of humanity is being shaped . –Gandhi

Marriage is the normal step in the constitution of a home and family. And, a Christian marriage is not a secular affair but a sacrament. It is considered sacred for Hindus.

PROXIMATE PREPARATION

This is the joint responsibility of parents and teachers.

While it is the primary responsibility of parents to develop a positive approach in attitudes and feelings to social life, marriage and family life in their growing adolescents. Education and social institutions can assist and supplement parental guidance. Young people need and should be given meaningful lectures and talks on the psychological, social and moral aspects of sex in human life and family living.

In this way they are better equipped and able to face with greater confidence the problems of sexuality and marriage in our changing society. Their numerous questions need to be answered. Their doubts to be clarified and any superstitions, myths and fears explained and dispelled. They can also ascertain whether the vocation of marriage is for them to choose or not.

Immediate Preparation

Parents should guide the children as to how to choose the right partners. They should acquire the attitude of openness to accept the choice made by their children. This openness should enable them to accept the choice even if wrong in their opinion. They can seek help in counseling if needed before hand and discuss their doubts etc.

Programmes for marriage preparation should be instituted at various levels in society. With the concerns of increasing divorce rate and fear of break-up in family relationships, it is logical that the problems be dealt with at its source and such preventive measures are the best insurance for happiness in the marital relationship.

Myths

1. People marry because they love each other. Experienced counselors tell us love alone does not guarantee a happy marriage.
2. Marriage is a cure of loneliness.
3. People think that " things will get better once I get married". Marriage is no escape from personal or family problems.

SOME GENERAL PRINCIPLES ABOUT CHOOSING A PARTNER

1. You should have common values.
2. You should respect the man/woman you marry.
3. S/he should be atleast as intelligent as you are or on a level to converse easily.
4. Steer clear of someone whose life you can run.
5. Nor should you choose one because you can reform him.
6. Whatever you do, don't marry someone who is looking for a mother.
7. Be careful about falling for someone too different from you.
8. Have naught to do with the man who is drifting.
9. To put this all in a positive fashion.



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1. What are his friends like?
2. What do your friends think of him?
3. What does your family think of him?

PRACTICAL GUIDELINES IN MAKING YOUR CHOICE

1. Similar values in personal, social and spiritual areas.
2. No major vices like alcoholism, drugs, gambling or womanizing before marriage in either partner.
3. Prior agreement on conduct. Work and responsibility in the home etc., especially if in joint family.
4. General agreement on family planning and children.
5. Financial stability of the husband in order to provide the basic necessities independent of wife's salary if working.
6. Prior agreement regarding wife's career if working etc., after marriage.

THE POSITIVE REASONS FOR MARRYING

1. Love for oneself and one's mate equally
2. Companionship
3. To share a life with another to fulfil each other's needs.
4. To satisfy sexual needs without making sex the only thing in marriage.
5. To build a healthy family life and care for children.

Qualities required For Good relationship

Adaptability & flexibility, Empathy, Ability to work through problems, Ability to give and receive love, Emotional Stability, Ability to communicate, Readiness to share and build a relationship.

From Engagement to Marriage

During the engagement there are doubts of any kind, they should be cleared and if necessary the couple should go counseling. Far better to break the engagement than to go on with the marriage for wrong reasons and then have the marriage break up. Engagement should last six to nine months but not longer than one year.

Characteristics of healthy relationships

Closeness, Shared goals and beliefs, shared experiences, Communication, Respect, Humour and Affection.

Characteristics of unhealthy relationships

1. Emotional 2. Physical 3. Sexual 4. Financial

STRESS MANAGEMENT

Anything that makes you tense, angry, frustrated, or miserable can be a potent source of stress. The life events that cause different levels of stress are given in Table shows the workplace stress factors for employees and managers.

Life events causing stress

| Stress level | Causal factors |
|--------------|--|
| Highest | Death of spouse, Divorce, Marital separation, jail term, Death of close family member, personal injury or illness, marriage Loss of job. |
| High | Marital reconciliation, Retirement, change in health of family member, pregnancy, sex difficulties, Gain of new family member, Business readjustment, Change of financial state and Death of close friend. |
| Moderate | Change in number of arguments with spouse, Mortgage of property, Foreclosure of mortgage or loan, Change in responsibilities at work, Son or daughter leaving home, Trouble with in-laws, Outstanding personal achievement, Spouse begins or stops work, Begin or end of career, Change in living conditions, Revision of personal habits and Trouble with boss. |
| Low | Change in work hours or conditions, Change in schools, change in recreation, Change in religious activities, Change in social activities, Mortgage loan, Change in sleeping habits, Change in number of family gatherings, Change in eating habits Vacation Festivals and Minor violations of the law. |

Various types of reactions are found among people under stress.

- Awareness – Subjective awareness of being under pressure.
- Fear – Constantly frightened or terrified, Impulses to run and hide. Fears of imminent fainting, collapse or death.
- Irritation – Increasing irritability and complaining, Frustration and aggression, Restlessness, Becoming more fussy, pessimistic, gloomy or suspicious, Lack of ability to feel pleasure or enjoyment, Fears of social embarrassment or failure and so on.
- Inability to concentrate- increasing inability to concentrate or complete tasks quickly, increasing indecision, unable to relax and so on.
- Breakdown – Increased tearfulness, Feeling mentally drained and helplessness.
- Inability to cooperate- Feeling of conflict.

PHYSICAL REACTIONS TO STRESS

The physical reactions to stress can be many and varied from person to person and situation to situation.



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- Hunger and digestion –Change in appetite, Indigestion, Constipation or diarrhea and “Butterflies” in the stomach.
- Aches- Headaches and backache.
- Symptoms of sickness –Nausea and squeamishness, Frequent urge to pass urine, constant restlessness and fidgeting.
- Weakness and tension- Tiredness and weakness, Sleep difficulties.
- Chest and heart related –Breathlessness, Chest discomfort, Rapid, Erratic, or more pronounced heart beat.
- Legs and hands –Muscle weakness or trembling. Pins and needles” in hands and feet.

How do people try to reduce?

Though stress is psychological it has impact on the health of the body and mind. As such a two pronged approach is necessary to improve physical health and mental stability.

(a) Physical defenses

Physical relaxation and health can be secured by the following three measures.

- Sleep –Sleep helps relax the body and mind, a sound sleep and good dinner make one feel better and ready for new tasks.
- Diet –Nutritious and balanced diet will help maintain good health and good thoughts.
- Exercise and sports –Regular exercise – simple walk to exercises in gym –will help one build healthy body and sound mind.

(b) Mental defenses

- Self –instruction- Those who have control over their mind may make efforts to direct themselves to positive thinking and approach to life.
- Control- Self-control is an important characteristic of Successful persons. They will be able to control feelings and divert their mind from stress points.
- Relaxation, breathing exercises and yoga- The exercises will be helpful to any one to prevent and overcome stress.
- Social support- If friends and relatives are supportive one can ventilate his or her ill feelings and find emotional release from the stress problems.
- Counseling – One to –one counseling, either by peers, elders, friends, mentor, or boss, in case of general problems will be of great help in providing relief from stress and solving problems, In case of deep psychological problems, professional help is essential.
- Prayer –Theists can offer prayers to their God and submit themselves to HIM or HER. In doing so they find relaxation and assurance for good outcomes. The mind finds peace with the feeling that all is destiny and it is God’s wills that ultimately prevails.

- Meditation –Concentrating the mind with or without a mantra (name chanted by religious people) will help make mind and body capable of coping with stress.
- Yoga – Yoga has acquired significance recently and many are following this tradition to tone up their health and ability to excel.
- Arts, music, and mind exercises- They are good for mind and body of the individuals.

Coping with stress

Coping with stress means recognising the source of stress and finding way by which it can be controlled

- Causes
- effects
- prevention

Stress Signals

- **Feelings** – Anxiety, irritability, fear, moodiness
- **Thoughts** – Self-criticism, forgetfulness, repetitive thoughts, fear of failure
- **Behaviour** – stuttering, difficulty speaking, crying, do not feel like talking to anyone, grinding teeth, drug use, increased or decreased appetite
- **Physical symptoms** – tight muscles, cold or sweaty hands, back or neck problems, sleep disturbances, dry mouth



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SEMESTER - VI

For those who joined in 2019 onwards

Ethical Studies -19G6VE6

COURSE DESCRIPTION

This course develops life skills in students and throws insight on qualities of a successful person.

COURSE OBJECTIVES

1. To learn the basic skills required for life
2. To gain skills to overcome obstacles and succeed in life

UNITS

UNIT -I LIFE SKILLS (3 HRS.)

Problem solving- Critical and creative thinking- Disemment-Decision making- Managing emotions

UNIT -II SUCCESS (3 HRS.)

What is success?- Obstacles and overcoming obstacles- Choices and compromises- Qualities of a successful person- Reasons for failure, recipe for success

UNIT -III GIVING BACK TO SOCIETY (3 HRS.)

To Family, To Schools, To Colleges.

UNIT -IV CASE STUDIES (3 HRS.)

Problem solving, decision making case studies, successful personalities and persons who give back to society

UNIT -V EXERCISES (3 HRS.)

Individual: Chart work on Road map to success

Group: Analysis of case studies

REFERENCES:

1. Department of Foundation Course.(2010). *An Introduction to Personality Development*. Arul AnandarCollege, Karumathur.
2. Capt.RaviMahajan.(2011). *Yes We Can Together*. Do Good publishers, Chennai.
3. Barun K. Mitra.(2011). *Personality Development and Soft Skills*. Oxford University Press, Delhi.
4. C.S.G.Krishnamacharyulu& Lalitha Ramakrishnan.(2012). *Personality Development, Interpersonal Skills and Career Management*. Himalaya Publishing House, Mumbai.
5. Khera, Shiv.(2001). *You Can Win*. Macmillan India Ltd, New Delhi.
6. Koikara, Felix.(1990). *Live Your Values*. Don Bosco Youth Animation Centre, Chennai.

Life Skills

The abilities for adaptive and positive behaviour that enable individuals to deal effectively with the demands and challenges of everyday life

General Life skills

- Self awareness, Empathy, Interpersonal relationship, Effective communication, Critical thinking, Creative thinking, Problem solving, Decision making, Coping with emotion, Coping with stress

Critical thinking

Critical thinking is making objective judgements about choices and risks. It is the ability to analyse facts, issues and experiences based on the positive and negative aspects in an independent way.

Critical thinking is the ability to think clearly and rationally

Characteristics of critical thinker

- Raise pertinent questions, which are clear and precise, Identify the relevance and importance of ideas, Understand the logical connections between ideas, Listen carefully to others and give feed back, Look for evidence to support assumptions and beliefs, Reject information that is incorrect or irrelevant, Interested in finding new solutions, Solve problems systematically

Creative Thinking

This is a unique way of thinking, which is based on the insight we have about a particular area. Insight is the result of our depth of knowledge in that area or is based on the promotion of inborn talent

Creativity is the ability to imagine or invent something new.

Characteristics of Creative thinker

- Curious, Seeks problems, Enjoys challenge, Optimistic, Comfortable with imagination
- Sees problems as opportunities, Sees problems as interesting, Does not give up easily; perseveres, works hard

Decision Making

Decision making is our ability to choose the best alternative solution to a problem from the alternative options.



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Decision making helps us to deal constructively with decisions about our lives.

A good decision would be one whose outcome would be positive or beneficial.

- D - Describe the situations you need to make
- E - Explore your options
- C - Cross out the negative options
- I - Investigate the positive options
- D - Determine best course of action
- E - Evaluate what happens as a result

Problem Solving

Problem solving is a process involving four distinct steps

1. Defining the problem, Devising a strategy, Carrying out the strategy, Evaluating progress

Emotions

Importance of Coping with emotions

- Better self esteem, Improved interpersonal relationships, Better skills in handling interpersonal problems, Improved problem solving, Better skills for resolution of conflicts, Peace in the world

WHAT IS EMOTIONAL INTELLIGENCE

Emotional Intelligence (EI) is a recent behavioral study rising to prominence. It plays a big role in the study of organizational development of the people as it provides a scientific way to understand or assess people's behaviours, attitudes, strengths and weaknesses and interpersonal skills. Emotional health is fundamental to effective learning or working. Of late, Emotional Intelligence has become an important yardstick to assess people in the realms of interviews for recruitment, interpersonal skills, management skills and human resource planning. We should categorically understand that emotions in us can never be wiped out or killed. One's emotions will die only when one dies. What we should know is that positive emotions are important to hold human relations and they should be sustained. Negative and excessive emotions should be processed and brought under control.

E-IQ Test

1. I retaliate when verbally attacked
2. When I decide to buy something, I don't see my ability to buy it.
3. I get wild when others are angry with me.
4. I am an addict to smoking/liquor.
5. I ignore others' grief even that of my close relations.
6. I often worry about something or other.
7. I become excited when I shake hands with the opposite sex.
8. I often feel ashamed when I recall my behaviour in different situations.
9. My anger keeps surfacing often even when there is no provocation.
10. I often do not understand others' emotional disturbance.
11. I always feel guilty when I look back at my past.
12. In a get-together I feel I am ignored.
13. In a get-together I make extra effort and strain myself to make myself important.
14. In a get-together when somebody makes fun of me, I do not know how to react.
15. I regularly get anxious about my official commitments.
16. My failures always haunt me.
17. I become jealous about the people, who are doing well.
18. In my life, stress is something that never ends.
19. I have a character problem and I am not able to tame it.
20. I feel lonely and depressed every now and then.
21. When in a crowd, I want to speak only to select people.
22. I am uncomfortable with my body language.
23. I often feel I should remain silent when in a group.
24. When I see people around, I try to avoid meeting them.
25. I switch on the Television whenever a problem looms large in front of me.

| Score for "True" | Interence |
|------------------|--|
| 0 | Excellent |
| 1-2 | Good |
| 2-4 | OK you can improve your Emotional Intelligence. |
| 4-7 | You can only manage yourself. |
| 7-10 | You should immediately pay attention to your emotional health. |
| 10 above | You need counseling. |



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Success

If you really want to succeed, form the habit of doing things that failures don't like to do.

- Anonymous

Success is not an accident. It is the result of your attitude and your attitude is a choice. Hence success is a matter of Choice and not chance.

The secrets of success can be learnt from the life histories of successful people. Successful people have certain qualities in common no matter which period of history they lived in, and no matter what their fields of endeavor.

SUCCESS MANAGEMENT

There are various professions, which have a "high –defeat" rate leading to greater possibilities for "defeat" rate leading to greater possibilities for "depression." For example, managing people is something that is likely to bring despair and frustration to a large number of managers. No matter how much one motivates, counsels, mentors or leads by example, every manager is likely to encounter some unyielding hard nuts.

Everyone, irrespective of their biological, social and occupational differences, is interested in success. Some pursue it vigorously, while others pray for it peevishly. What is success? How is it realized? Is it reward to hard work or intelligence or luck? Will success questions. Particularly, those managing organization are very much worried about this elusive phenomenon.

SOME OBSTACLES TO SUCCESS (REAL OR IMAGINED)

- Ego
- Fear of failure/ success; lack of self- esteem
- No plan
- Lack of formalized goals
- Life changes
- Procrastination
- Family responsibilities
- Financial security issues
- Lack of focus, being muddled
- Giving up vision for promise of money
- Doing too much alone
- Over commitment
- Lack of commitment
- Lack of training
- Lack of persistence
- Lack of priorities.

OVER COMING OBSTACLES

People who have overcome obstacles are more secure than those who have never faced them. We all have problems and sometimes feel discouraged. Everyone faces disappointments; but winners don't get disheartened. The answer is perseverance.

An English proverb says, "A smooth sea never made a skillful mariner." Everything is difficult before it becomes easy. We cannot run away from our problems. Only losers quit and give up.

Choices and Compromises

We all have this great gift and along with this the work that in our life we have choices and compromises. At one point or the other all of us are at a verge that whether to go for this option or the another one. Each and every choice we make have an impact. We are all free to make our own choices but as soon as we make a choice or a decision it starts controlling us. That is the reason that we are always taught that make wise choices. It all depends on us that in which direction we are leading our life to. Even if sometimes the choices we make might not be correct, but giving control to those decisions which effect us might not be right.

Also life is not only about the fun and joy, it is also full of problems and sadness. Sometimes we face those things about which we haven't even dreamt of and everything which is balanced in our life goes up and down. Even in the life of most generous and genuine people some things happen which are out of their control and are too bad. But all we can do is compromise at that point of time.

It is so true that we cannot control the situations in our life but we can control our reaction towards them. Choices are ours, whether we come out with flying colors or struggles.

Its not the state in which we are going to depict how strong our soul is, but it's the behavior or the courage to handle the situations that would determine that are we successful in thinking better and living better.

"Life is not about all the joy and butterflies, but its about the choices and compromises we make".

Qualities that make a person successful

1. Desire

The motivation to succeed comes from the burning desire to achieve a purpose. Napoleon Hill wrote,

"Whatever the mind of man can conceive and believe, the mind can achieve.

2. Commitment

Try not to become a success, but rather try to become a man of value.

- Albert Einstein



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3. Responsibility

A duty which becomes a desire will ultimately become a delight.

People with character accept responsibilities. They make decisions and determine their own destiny in life. Accepting responsibilities involves taking risks and being accountable, which is sometimes uncomfortable.

4. (Hard Work)

Successful people ask how much work, not how little work they ask how many hours, not how few. The best musicians practice every day, often for hours. Winners don't need to apologize for winning because they work long and hard.

5. Character

Character is the sum total of a person's values, beliefs and personality. It is reflected in our behavior and in our actions. It needs to be preserved more than the richest jewel in the world. To be a winner takes character. George Washington said, "I hope I shall always possess firmness and virtue enough to maintain what I consider the most valuable of all titles, the character of an honest man."

6. Positive Believing

Having a positive attitude and being motivated is a choice we make every day. Living a positive life is not easy; but then neither is negative living. Given a choice, I would rather go for a positive living, positive thinking helps you use your abilities to the fullest.

7. Give more than you get

It is easy to succeed today. If you want to get ahead in life, go the extra mile. There is no competition on the extra mile. Are you willing to do a little more than you get paid for?

How many people you know are willing to do a little bit more than what they get paid for? Hardly any.

Most people don't want to do what they get paid for and a second category of people want only to do what they can get by with. They fulfill their quotas just to keep their jobs. Only a small fraction is willing to do a little bit more than what they get paid for. Why do they do more?

The advantages of doing more than you get paid for are:

- You make yourself more valuable, regardless of what you do and where you work.
- It gives you more confidence.
- People start looking at you as a leader.
- Others start trusting you.
- Superiors start respecting you.
- It breeds loyalty from both your subordinates and your superiors.
- It generates cooperation.
- It produces pride and satisfaction.

If we go the extra mile, where is the competition?

Hard working people are in demand everywhere regardless of age, experience or academic qualifications. Hard-working people:

- Can work without supervision
- Are punctual and considerate
- Listen carefully and carry out instructions accurately.
- Tell the truth
- Don't sulk when called upon to pitch in at the time of an emergency.
- Are result oriented rather than task oriented.
- Are cheerful and courteous.

Be a willing to Be a student - Get a mentor

A mentor or a teacher is a person whose hindsight can become your foresight. Look for someone who can mentor you. Choose your mentor carefully. A good mentor will guide and give direction, whereas a bad mentor will misguide. Show respect. Be an interested student. An interested student gets the best out of a teacher.

The best teachers will not give you something to drink, they will make you thirsty. They will put you on a path to seek answers.

Giving back to society

Give back to those that built the path for us

BENEFITS OF GIVING BACK TO SOCIETY

1. It creates a feeling of gratitude
2. Giving encourages a culture of giving
3. Strengthens communities and nations
4. Alleviates poverty, struggling and suffering
5. It helps you to share resources
6. Creates a nation of emotionally aware people
7. Provides people with the building blocks for their future development
8. You will grow as a person
9. Enjoy the health benefits of giving back
10. It feels good to give
11. Meet others
12. Take the lead
13. Share expertise
14. Improve skills—or learn new ones
15. Find new opportunities
16. Develop and grow as a person.
17. Gain a new perspective.



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18. Know that you're needed.
19. Boost your self-esteem.
20. Help keep earth beautiful

Giving back to family

1. Be grateful to them for whatever they have done for you.
- 2) Engage in regular and positive conversations with them.
- 3) Keep your life uncluttered and show them that you are relaxed, keeping well and enjoying your life. Your wellbeing is always their prime criteria.
- 4) Take their counsel and opinions on matters of importance where they can help you. This will give them immense happiness that they really matter a lot for you.
- 5) Present them things that they like very much. It could be any eatable thing, book or anything else. This will show your passion to them and make them satisfied.
- 6) Let your neighbours, friends, colleagues and relatives speak very good of you to them. Whenever they hear from others that you are truly a good person, well mannered, cultured etc. it will fill their hearts with pride and immense satisfaction of having parented you quite well.

- 7) Pay for your younger siblings and for your parents' bills

Importance of giving back to colleges and schools

1. Giving Back' Doesn't Have to Mean Money

Human capital is just as beneficial to the sustained vitality of a university and can be just as important, if not more, than purely financial support. Colleges and universities need both.

2. Giving Back Makes Us Sharper, Too

Education is a never-ending process. We continue to learn even after we graduate. And nothing is often more apparent than when we give back to our alma maters.

3. Giving Back Helps Your Own Reputation

Whether it's giving our money or our time, we should all want to see our College or school should thrive. Doing so can only help our own lot in life.

4. Karma and Networking

What about networking with the next generation? Giving back to your college can also help you increase your own network, and there's no better place to start than with the students and alumni of your alma mater.

5. Are You Giving Back to Your Alma Mater?

Many of the benefits you get from college are intangible, and the things you give back aren't always easy to measure. But one thing is clear: colleges and universities today are in desperate need of both financial support and volunteer assistance from their alumni. And giving back now can provide you with dividends for years to come.

6. The college and schools gave you so much to start with

When I think of my college, I have nothing but good memories. I look back and I think of all the things of my college gave to me. You gave me a start, new friends, great experience, life lessons.

WAYS TO GIVE BACK TO SCHOOLS AND COLLEGES

1. Volunteer
2. Offer your skills
3. Donate to charity, schools, colleges, family society
4. Volunteer with a local organization
5. Give gift donations in honor of family and friends
6. Donate things you don't need
7. Share credit card rewards
8. Providing scholarship to help lower income students
9. Mentor current students
10. Volunteer to speak at events
11. Write about your experiences
12. Engage in social media
13. Fill out those alumni surveys
14. Keep in touch with your college organizations
15. Join your alumni organization
16. Talk to prospective students
17. Text book donations
18. Helping poor students in giving meals
19. Lead
20. Lend a Helping Hand
21. Hire Other Alumni for Internships or Jobs
22. Share Your Expertise
23. Refer Prospective Students
24. Communicate
25. Give What You Can