



A Report on ICT based Short Term Course

on

“Managing Yourself”

September 18th – 22nd, 2017



Organised by

Department of Applied Science & Humanities

Jaipur Engineering College and Research Centre, Jaipur

In association with

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS
TRAINING AND RESEARCH, CHANDIGARH**

Course Coordinators

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Objectives of the Course

This ICT based course has been specifically designed for developing interest among the faculty of Applied Science and Humanities.

The main contents of the STC will include:

- Develop understanding of self and decide about vision and goal of life.
- Analyze individuals role to determine the extent of Role
- Efficacy present in one's position and actions required to enhance role efficacy.
- Identify the competencies required for performing role effectively as a teacher in particular and citizen in general.
- Manage body, mind, emotion, value and role effectively
- Make aware of the desirable behavioural parameters such as leadership, creativity, management of communication etc. for development.
- Aware of the causes of stress in role and method of coping it.
- Make understand importance of emotional balance in profession
- Develop a plan for managing self to achieve high in profession and lead a happy life.

Target Audience

The program is targeted towards the development of the faculty of various Universities, Engineering Colleges and Polytechnic Colleges. This course was specially designed for developing interest among the faculty of Applied Science and Humanities

Resource Persons

Faculty from NITTTR, Chandigarh, experts/ academicians from IITs & NITs.

A REPORT ON ICT BASED SHORT TERM COURSE ON “MANAGING YOURSELF”

The Department of Applied Sciences and Humanities of Jaipur Engineering College and Research Centre, (JECRC), Jaipur organized a five-day long Faculty Development Program (FDP) in the form of an ICT based Short Term Course (STC) on the topic “*Managing Yourself*” from September 18 to 22, 2017. This STC Course was conducted in association with National Institute of Technical Teachers Training and Research, Chandigarh. The whole course was divided into three sessions.

Some Photographs of Inaugural function:





Day – 1: Monday, September 18, 2017

The ICT program was inaugurated by Guest of Honour, Prof. B. R. Tripathi, Professor of Physics, S S Jain Subodh P G College, Jaipur in the Seminar Hall of the college. At this occasion, Dean B. Tech. I Year, Prof. U. K. Pareek; Course Cordinators, Prof. R. K. Mangal, Dr. Ruchi Mathur, Dr. Barkha Srivastava, Dr. Mukul Sharma expressed their views on the relevance and importance of the topic under discussion. Prof. Tripathi emphasized on the values, which are necessary for leading a peaceful and successful personal and professional life. At this occasion, faculty members of department and students showed their enthusiastic approach towards learning the values and the most relevant topic like '*managing yourself*'.

The second session started at 11.00 AM, in which the Resource Person was eminent personality Prof. R.K. Wats from NITTTR, Chandigarh. Prof Wats, in his address, emphasized on the role and importance of effective communication in personal and professional life. He gave many tips for the faculty members and students about maintain a balance between body and mind, emotions and expectations. For achieving satisfaction in life, he also advocated of making life goal oriented, and keep striving hard, without worrying for failure, to achieve those goals.

Prof. Wats emphasized upon the three types of teachers: an average teacher teaches the subject, a good teacher explains the things, but a great teacher inspires for further learning. He explained through many illustrations the qualities of good and genuine teachers. A teacher must have sense of humour, positive attitude, high expectations, fairness, flexibility, practical approach, social approach, goal oriented approach, consideration of contextual realities in order to motivate the psyche of the students. Prof. Wats, during his interaction with the audience, again emphasized on the inculcation of effectiveness in teaching. He advocated few tips for effective teaching, such as, updated knowledge of the concerned subject, patience, intellectual curiosity, achievement, awareness around self, maturity, involvement in community, organization of classes, notes, teaching resources, mission, enthusiasm, ideal character, balanced personalities, literary interests, love towards teaching, teaching methodology, politeness, effective grammar and communication, good memory, democratic attitude etc. The session ended with a lot of applause from the audience for such a wonderful interaction.

The Third session started at 2.30 PM. In this session, Prof. Jitendra Mohan threw light on increasing the self-efficacy and self-efficiency. Prof. Mohan started his discussion by telling about three good and bad qualities of individuals' lives. He correlated action, work, habit, character and fate through the illustrations of Lord Krishna. He put emphasis on making the management strategies through illustrations of Leo Tolstoy, Lord Krishna, Seneca, St. Patric etc., that the direction of the movement of the action plays a crucial role in managing life. Time and goal determination is very necessary for self-development. The main aim of self-development is to attain efficacy, efficiency, effectiveness and excellence. One needs to focus upon the self, and for this every theory one believes in seems to be true.

Prof. Mohan further mentioned that self-discovery is mentioned in every religion, commitment to winning in life must be a priority of everyone. He discussed about the technical pillars of excellence (human excellence), which are evidence based thinking and practice, decision support system, learning and risk management, and effectiveness and efficacy. Further, he discussed about the building skills of excellence, and principles of excellence which include foundation skills, financial inputs, networking, innovations and quality, leadership, governance, social representation, result orientation etc. Other managerial skills are team work, increased productivity, readiness for changes, self-management, professional management, good health, integrity and dignity, spirituality and prosperity. At last, Prof. Mohan explained seven dimensions of life: physical, social, spiritual, physical, emotional, intellectual, and environmental.

The session concluded at 4.30 PM with the quotation of Mahatma Gandhi:

“Be the change you wish to see in the world!”

Day – 2: Tuesday, September 19, 2017

The second day of FDP witnessed three sessions. The first two sessions were jointly addressed by Prof S. Kaushik. Prof S. Kaushik divided his lecture into two parts: Managing Leadership and Motivating Self and others.

Prof. Kaushik threw light in a very motivating way on ‘leadership’. He also mentioned the importance of the online courses in today’s scenario, which are very important for the upgradation of the knowledge. Prof Kaushik put emphasis on various MOOCs, especially Swayam, run by government agencies for applying theory to practice to make knowledge easily accessible to the public at large. The importance and relevance of such online courses can be further ascertained through the fact these courses can be availed by those who have heavy work schedules and are unable to join regular courses. Such courses are given credits, which eventually helps students to score in their university exams.

Then, Prof. Kaushik discussed in detail the difference between wants, needs and desires. He said that unfulfilled needs motivate people to act. Major motivational factors of human actions were classified as: achievement, power. He further touched upon and differentiated between the various leadership styles like autocratic, democratic, affiliative and Laissez Faire leadership. The session was concluded with

the concept of situational leadership in which Prof. Kaushik envisaged mixture of all styles to suit the situation.

Session III started at 2.00 PM. The subject of this session was the discussion of the management of your resources by Prof. Rakesh K. Wats. In this session, Prof. Wats discussed strategies for effective performance and satisfaction, which is the most sought-after outcome behind managing the resources. Resources are the means which can be well used in time of utter needs. He illustrated through a poem of Edwin Markham that good human beings find satisfaction in using own resources. He discussed seven motives of human life: profit, sporting, fame, patriotism, work, home and character. Four kinds of fitness are required for the attainment of the same motives: physical, financial, emotional and moral fitness.

Further, Prof. Wats referred the theory of Napoleon Hill who advocated of 12 riches in life for success: positive mental attitude, sound health harmony in relationships, freedom from fear, hope of achievements, capacity for faith, willingness to share one's blessings, labour of love, open mind in all subjects, self-discipline, the capability of understanding people and financial security.

The main resources of an individual are: knowledge, skills, time, material resources, organization, and emotional attitude. Prof Wats explained how these resources can be well managed. He discussed the triangle of success as skills, knowledge and attitude.

At last, Prof Wats explained how one can learn to act in the minimum available resources and make the best of them. The session was very informative and concluded at 4.00 PM.

Day – 3: Wednesday, September 20, 2017

The third day of the STC was held in three sessions. The first two sessions were addressed by Ms. Manjula from NITTTR and she divided her lecture series in to two parts: first, Emotional Intelligence (EI), and secondly, Prioritizing Values and Developing Attitude.

Ms. Manjula started her lecture introducing the concept of Emotional Intelligence and how it plays a crucial role in the development of the personality of an individual. She attributed the lack of emotional feelings and the increasing technological factors as the causes of changes in society. Ms. Manjula advocated on

focusing on the present rather than looking at past or towards future. She gave two options: Pick your battles or Be willing to forgive. Either choice will decide the fate of human relationship. She illustrated that how the same human being can behave and dispose differently in different situations. So, one has to take decision to either fight or flight according to prevalent conditions. Further, Ms. Manjula guided the audience to seek freedom from stress.

In the second session, Ms. Manjula, through a questionnaire, asked the audience to explore themselves. She proved that a personality is the outcome of the totality of one's IQ and EQ. One's mental ability is judged through one's beliefs in values and analytical and reasoning abilities. EQ plays a major role covering 80% of success in comparison to IQ which is just 20%. One must always be ready to perform in the everchanging situations, as it is well said that there is nothing constant, but change. Change is the law of nature and the survival of the fittest is the only basis of existence on the earth.

She further said that expectations are the big reasons of problems in the life of human beings. Talks should be held to clear the confusion, not create a conflict. Human beings can be happy if they are willing to forgive one another.

The third session started at 2.30 PM. This session was addressed by Prof. Pramod Kumar Singla. Prof. Singla, in her address, focused upon positive thinking for individual excellence. Prof. Singla defined the word 'attitude' and explained its true meaning and importance. He tried to instil positivity in the audience through a poem of India's great poet Kalidas 'Salutation to Dawn'. He advocated that one should not waste one's present in just worrying because worries just disturb today's peace only, they can do no good to tomorrow's worries, or cannot take them away, they can just take away only present peace. He explained that it is the power of the positive mental attitude of human beings only that can bridge the gap between 'can't do' and 'can do'. This positive mental attitude becomes conducive to one's growth, expansion and success. Perseverance has a major role which keeps human beings affirmed in their goal.

Prof. Singla, further, threw light on the inner powers of human beings which he or she is ignorant of, and it is the high time to acknowledge them and utilise them. He listed some inner powers such as, power of concentration, will power, self-discipline, motivation, ambition, self-confidence, detachment, peace of mind, analysing the thoughts etc.

At last, the session concluded with the thought that perceptions of human beings are certainly coloured by their own internal world.

Day – 4: Thursday, September 21, 2017

Day 4 of the program had a detailed discussion over communication and relations. The resource person was Prof. Monika Agrawal. She explained the meaning of the word communication in its true sense, saying that it is an organized process of sharing the thoughts, ideas, feelings, plans with others. She put emphasis on various types and the media of communication through which the message is conveyed to the recipient. Further, she discussed the various factors which are responsible to disturb the process of communication, i.e., barriers to communication. She divided the barriers to communication into many parts, saying physical barriers, verbal and non-verbal barriers, interpersonal barriers, intrapersonal barriers, organizational barriers. And one's own attitudinal barriers. She also mentioned the ways to overcome the same.

In the second session, she discussed in detail what an effective communication is and what role it plays in managing one's relationships with others. Lack of communication gives birth to many conflicts with others, which can only be removed through dialogues. She mentioned how interpersonal relationships can be well maintained through good communication.

In the third session, Prof. Sunil Dutt had a very interesting discussion on the most interesting topic, the management of time and its role in one's life. Prof Dutt said everyone just complains about the lack of time only, but one must not forget that God has made no difference in human beings in the case of allotment of time, that is 24 hrs. Now it depends on the individual person how he utilizes this time in the most optimum way. He gave many examples through which the value of time was defined. He attributed many reasons as the time wasters, such as, indecision, failure to communicate in time, too much emphasis on trivial issues in organizations, inability to make a to do list, inefficiency in the delegation, procrastination, lack of planning and prioritizing the things, excessive gossips on workplaces, extended lunch breaks, frequent calls, hastily called meetings etc. He narrated an example of a colonel and a sepoy how miscommunication can lead to an odd situation.

At last, the session ended with the conclusion that time management is a must in one's life for getting success.

Day – 5: Friday, September 22, 2017

This was the last day of the five-day long STC, and the resource person was again, Prof. R.K. Wats. This time Prof Wats discussed through many examples that one can achieve and manage excellence through one's own creativity and innovative approach towards life and profession. If there is innovation in approach in our profession, the profession will look an attraction to us rather than a burden (as could have been in case of the absence of innovation and just a routine job).

In the same series, Prof. Wats discussed the strategies for one's own personal development, professional development, and the development of the organization. If one can manage oneself easily, this development can be easily achieved.

The third session was about the valediction of this course. A brief report of the said program was presented by Dr. Mukul Sharma in JECRC college in the presence of the Principal of the College, Prof. R. K. Mangal, coordinator STC highlighted some appreciable presentations of STC. Prof. V.K. Chandna. Principal congratulated to the Applied Sciences and Humanities department for the great success of the course. He also showed his gratitude towards NITTTR for such a wonderful, interesting and useful session. At last, Dr. Ruchi Mathur proposed a vote of thanks.

Some Photographs of Valedictory function:





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