

TIME MANAGEMENT

- FEBA SUSAN THOMAS (B.A. III Year)

“Productivity is never an accident. It is always the result of commitment to excellence, intelligent planning, and focused efforts.”

Time is one of life's most valuable possessions, as it is something you can never get back. Subsequently, one of the most essential life skills to master is time management. After all, time management is life management.

The objective is to learn to make each day count. Managing time effectively does more than just increasing productivity. It also yields health benefits. When time is managed wisely, it minimizes stress and improves the overall quality of one's life. Time management is the technique to use the available time efficiently and to make the most of it. As easy as it may seem, it takes a lot of efforts to master this technique. One who learns how to manage time can achieve almost anything in life.

It is said that the first step towards success is efficient time management. One who cannot manage his time properly is likely to fail at almost everything he does. Efficient time management improves the quality of work.

Self discipline is the key to manage one's time well.

Time Management Tips

Here are a few quick tips to help one manage time efficiently:

1. Preparation of a to-do list every morning
2. Prioritization of tasks
3. Scheduling time for each task
4. Keeping a check of the tasks as they get completed
5. Taking breaks in between the tasks
6. Meditation
7. Healthy eating habits
8. Taking proper rest

Time is free but it is priceless, one cannot own it but one can use it. One cannot keep it but one can spend it. Once lost, one can never get time back. Time is the scarcest resource and unless it is managed, nothing else can be managed.

“An inch of time is an inch of gold. But you cannot buy that inch of time with an inch of gold”.

QUIZ

- AAKANKSHA SHUKLA (B.A. III Year)

1. Who is the Minister of Skill Development of India?

- (a) Giriraj Singh (b) Rajnath Singh
(c) Mahendra Nath (d) Krishna Raj

2. How many courses are available under NSDC?

- (a) 250 (b) 360
(d) 100 (d) 300

3. Who is the CEO of NSDC?

- (a) A.K. Naik (b) Manish Kumar
(c) M. Naik (d) Kumarswamy

4. An example of skill can be:

- (a) Communication (b) Leadership
(c) Conflict resolution (d) All of the above

5. Skill Development is important for:

- (a) Earning money. (b) Personal growth
(c) Enhancing employability (d) All of the above

6. Name the campaign that will be launched by India on the occasion of the first ever UN World Youth Skills Day?

- (a) Namami Gange Campaign
(b) Skill India Campaign
(c) Yuva Kalyan Kosh
(d) Sab Haath Rozgaar Campaign

7. An initiative for Skill Development in India is:

- (a) NSDM (b) PMKVY (c) None of these (d) Both a & b

8. On July 15, 2015 Prime Minister Narendra Modi unveiled National Policy for Skill Development and Entrepreneurship 2015. It is intended to replace the _____.

- (a) National Policy on Skill Development 2009
(b) International Policy on Skill Development 2009
(c) National Policy on Skill Development 2004
(d) National Policy on Skill Development 2000

Answers:

1. Ans. (c) 2. Ans. (a) 3. Ans. (b) 4. Ans. (d) 5. Ans. (d)
6. Ans. (b) 7. Ans. (d) 8. Ans. (d)

SKILL DEVELOPMENT: NEED OF THE HOUR

- ROBIN SINGH (B.A. III Year)

India's transition to a knowledge-based economy requires a new generation of educated and skilled people. Its competitive edge will be determined by its people's ability to create, share, and use knowledge effectively. A knowledgeable economy requires India to develop workers— knowledgeable and technocrats— the ones who are flexible and analytical, and thus, who can be the driving force for innovation and growth. To achieve this, India needs a flexible education system: basic education to provide the foundation for learning and secondary and tertiary education to develop core capabilities and core technical skills.

So why is skill development a dire need?

Firstly, skills are no longer a matter of choice. It has become mandatory to be skilled for better future prospects in the professional world.

Secondly, as India aims to become a 5 trillion dollar economy, we require skilled and able people in different fields because skilled employees yield higher productivity and have the ability to work more effectively and efficiently.

Thirdly, we are blessed with a high youth population but due to lack of skills, it has turned into a liability on our economy. So it is the need of the hour to utilize their potential smartly so that they can be an asset and not a liability.

Fourthly, skill development is not only beneficial for individual development but also for the development of the nation as a whole.

Next, lack of proper skills has been a serious impediment to national progress and the quality of technical and vocational education imparted by vocational training institutions, such as ITIs, Polytechnics and others, in the country has been a matter of concern among policy makers. Now it is time to attenuate this through ingenious skill development programs that must be put into proper execution for achieving the purpose.

SKILLS - NUTRITION TO HUMAN MINDS

- PRANJALI VERULKAR (B.A. III Year)

अनभ्यासे विषं शास्त्रमजीर्णे भोजनम् विषं।

“Just like the best food doesn't help the body in the problem of indigestion and works as a poison, the absence of sustained exercise of skills and subjects also does the same thing to a professional.”

-Chanakya

Proper skills may lead to 95% success in the very first attempt of sending a rover to the Moon's south polar region as Mission 'Chandrayaan 2' at a cost 20 times less than that of the attempts of the other powerful space agencies. Well, the example says it all; the skilled ones do their work well, finishing it off in style like M. S. Dhoni, while the others keep mocking you for the 5% failure when they don't even own a space programme. Skill is a permanent asset a man can possess. Even if he has nothing, his skills might get him respect, dignity and possession anytime, anywhere. A portable charger to a de-escalating battery, sugar to coffee, stars of hope to a dark night of endless dreams, skills feed human minds and their wants. A person with innumerable good qualities but no skill set might stand a storm temporarily but even a soft breeze at the end of it would make him wither away whereas, skills sharpen the intellect of a man and developing them makes one face the storms like grass; unaffected, un-erased and undisturbed. After all, it is the quality that matters and not the quantity. Skills give one what one deserves and developed skills open new paths of success, glory and wellness.

A 19 year old girl, Bianca Andreescu, sets new goals after winning the US Open title defeating 23 times Grand Slam champion Serena Williams. From battling poverty to running for Asian glory, 19 year old Hima Das's stunning rise as Indian athletics' pin- up girl proves that the real miracle lies within one's own self. Not everything in life happens out of the blue and what comes so, has only a short lived life, whether happiness or fame. History is a witness that people have long been known by their practiced skills that brought them eminence, may it be a 16 year old 'Abhimanyu' who pierced straight into the Chakravayuh of much more experienced warriors or be it 'Tansen' in the courts of King Akbar, the skills have always said it all.

But is it enough to own a skill? Planting a seed and not nourishing it daily may make the plant dry away. Same goes with the human minds. There is a constant need of feeding it from time to time so as to maintain its functioning and prepare it for a better and qualitative outcome. So rise up, tie up your shoelaces, sharpen your skills and be the 'Chandrayaan 2' of your dreams.



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SKILL DEVELOPMENT AND INDIAN YOUTH

- MARIA HUSSAIN (B.A. III Year)

The young generation is the foundation of any nation. As a building cannot survive without a strong foundation, a nation also cannot survive without a strong, efficient and skilled youth.

Skill Development is one of the essential ingredients for India's future economic growth. Firstly, we need to redefine the relationship between education, employment and skill development.

Skills are of two types- General Skills and Job Specific Skills. Both are mandatory to succeed.

Students should be involved in skill development projects from an early age. Government alone cannot accomplish this task. Non -Governmental Organizations, Self Help Groups and common people need to take initiatives. Government initiatives such as 'Skill India' and 'National Skill Development Mission' under the Ministry of Skill Development and Entrepreneurship (MSDE) are working with full force to empower India's youth with skill.

The world believes that India, a country of billions of people, as the next upcoming power but with half of the population still struggling to be skilled, this dream seems far. Skills form the backbone of all missions and a country can only grow if its workforce has the best of technical, industrial and soft skills. 'Skill India' Mission has offered one of the best platforms to the Indian youth to polish their professional skills. 'Skill India' is the force behind the vocational training initiatives growing across India, producing a generation of highly skilled and employable youth.

SKILL DEVELOPMENT: THE PROCESS

- ANWESHA SEN (M.A. III Semester)

Skill development is the process of:

Identifying your skill gaps

Developing and sharpening those skills.

'Skills' determine the ability to execute plans effectively and gain something every time one hits the floor, but even more important than picking the skill gaps, is realizing our own skills. We can never think of developing our skills if we are unaware of the ones we already have and the ones we need.

In the constantly changing world, with regard to industry and the job market, there is now an inevitably high-soaring need for skilled workers.

As our former President Pranab Mukherjee has said in an event in Kolkata, "We often boast about India's demographic dividend. But the question that arises is what do we do with this if we cannot skill them, if we cannot educate them and cannot enhance their employability. "

India is relatively young as a nation with around 28 million youth population being added every year. More than 50 percent of its population is below the age of twenty-five and more than 65 percent are aged below thirty-five. In 2020, the average age of an Indian will be expectedly twenty-nine years, while it will be thirty-seven for China and forty-eight for Japan.

When the population of the country strives together to work on enhancing its skills, there is no way a country can ever stumble on the way to progress and development.

FIRST DAY AT WORK

- SHAMBHAVI BHANOT (B.A. III Year)

Seven in the morning,
Rushing through the wooden doors,
Mind somewhat like air raged,
Asking me to do more.

Seventy feet tall glass building,
Trees all around with sun at its best glow.
"Clink!" Sounding the lift doors,
High heels tapping the marble, here, my confidence blows.

Eight thirty and I am not awake yet,
Huddling through blankets and the door,
Fighting with my inner strength,
I wish I could be less dreaming and working more.

The dream can still become true,
All I need to do is rush and run through.
With the bags and laptop and formals and presentation,
But wait, am I late? Well, I still got no clue.

I was glad I reached and others were late,
I was all set to present my magnanimous goal,
Though I felt sad a bit on how they made me wait,
But the wait is worth it when your skills play a leading role.

MONEY IS DIFFICULT

- ARCHNA LAKRA (M.A. III Semester)

“Invest your time wisely; wasted time is worse than wasted money.”

Earning money is difficult. It is a well-known fact that money is needed for each and every thing that man needs today and it is also equally known how hard it is to earn money and all the more difficult to keep a steady flow of income to meet our day-to-day needs. One such skill which can put one in line for new income options is YouTube. It is really a solid resource for developing a knowledge base. What YouTube is and how it can be utilized should be known through Creator Academy at YouTube itself. It is a series of 31 lessons that starts with the basics and branches out into how to avoid burnout among other topics. The lessons are, of course submitted in YouTube video format coupled with multiple choice questions that help one define their vision for what they are hoping to gain from the online platform. Thus, YouTube is a very good stage for earning money and popularity and to showcase one's talent and develop various skills. In today's 'glocalised' world where people are too busy browsing through the internet, one can easily learn a new skill through online workshops or programs, something that can diversify one's income sources.

SKETCHING OUT A SKILLED INDIA

- VINAYAK TIWARI (B.A. III Year)

The seventh largest economy of the world, India with its gigantic youth population of 600 million, holds in itself a huge scope for becoming the leading economic Superpower, socio-political giant and a prosperous nation in the world forum.

But today's Indian society still has a long way towards its empowerment. Despite having immense capabilities, the Indian youth still lacks the value of true learning, attaining skills and getting educationally empowered. The current Indian educational structure and society's old mentality is the real cause of hindrance. This system weighs an individual's skills and values it by the level of one's academic and so called 'professional' degrees, which nowadays have become a mandatory proof to convince the world of one's capabilities.

The education system of India, which initially aimed towards sincere learning and getting equipped with new skills and potential, has been converted into a rigid and tiring process of completing certain courses and programmes in order to qualify for being called a 'skilled personnel'. This is the reason for mass unemployment in the Indian economy, which is growing day by day. About 80% of the graduating Indian youth, lacks the required skill set for being employed and with around 50 lakh students graduating every year in India, we are just creating a huge community of unemployed youth with only degrees and certificates in their hands.

Dr. AP J Abdul Kalam has said, "Till the aim of education in India is just to attain a service or job, it will only create servants and never leaders." So the solution regarding the skill deficiency of our nation is to rediscover the true ideals involved in the process of education and learning. It is the need of the hour that the present day youth should understand that, "The soul of every improvement lies in the improvement of the soul". Education in real sense is the skill to eliminate every psychological barrier from the mind of an individual and to restore a broad-minded intellect, backed by useful vocational skills and to learn the art of applying these skills to solve real life problems.

The Indian education system should bravely accept its flaws and should transform its structure according to the needs of the present world. The outdated theoretical academic knowledge should be made more practicable involving more field visits, e-learning tools, industry driven projects and digital inputs. According to Mr. Nayana Mallapurkar, Head, TISS School of Vocational Education; 90% of employment opportunities require vocational and practical skills, and thus it should be the primary aim of modern education. These skills also include technical, literacy and communication skills.

The structure of education should necessarily give a respectful space to life skills, leadership and managerial skills. Such a strong action backed by a wholehearted support from the youth will definitely help in decreasing unemployment.

Moreover after a heavy dose of professional learning, modern students need to decorate their character with decent ethical values and cultural ideals. It will gradually transform them into young leaders; efficient, reliable and capable of achieving success in every field they step in. Only such revolutionary ideas and actions can fill the 'bottomless pit' of unemployment in our nation and can help in successfully sketching out 'a powerful and skilled India'.

COMMUNICATION: A MANDATORY SKILL FOR THE 21ST CENTURY

- CHINMAY KHARE (M.A. III Semester)

In this globally and digitally interconnected world, all learners, from cradle to career, need new skills and knowledge to succeed. If we want to prepare our children for success in school, work and life, opportunities to learn 21st-century skills are essential. The most important skill required today is that of communication.

It's significance: Communication is a broad term that incorporates multi-faceted levels of interaction and sharing of information. Students love to communicate using technology. This is an essential part of Media Fluency but it is more than just being able to effectively use digital media. It's about personal interactions as well. Responsible communication practice puts forth their best representation of who they are as individuals in every relationship and alliance they make in their lives. Whether talking face-to-face, blogging, texting, or creating a visual product, their values and beliefs are defined by how well they communicate with others. Encouraging them to develop and hone every aspect of their communication skills will serve them well in both their personal and professional lives. Effective communication skills are fundamental to succeed in life. Many jobs require strong communication skills. People with good communication skills also usually enjoy better interpersonal relationships with friends and family.

Effective communication is therefore a key interpersonal skill and learning how to improve our communication has many benefits. However, many people find it difficult to know where to start. There are generally four main areas of communication skills that most of us would do well to improve. These are listening, non-verbal communication, emotional awareness and management, and questioning.

One of the most common areas that needs improvement is listening. We all tend to forget that communication is a two-way process. We fall into the trap of 'broadcasting', where we just issue a message, and fail to listen to the response. Quite often, we do not really listen to others in a conversation since we are busy thinking about what we plan to say next. Improving our listening skills is likely to pay off in improvement in our relationships both at work and at home.

However, what is listening? Listening is not the same as hearing. Learning to listen means not only paying attention to the words being spoken but also understanding how they are being spoken and the non-verbal messages sent with them. It means giving full attention to the speaker and genuinely concentrating on what they are saying and what they are not saying. Good listeners use the techniques of clarification and reflection to confirm what the other person has said to avoid any confusion. These techniques also demonstrate very clearly that you are listening, just like active listening.

Much of any message is communicated non-verbally. Some estimates suggest that this may be as much as 80% of the communication. It is, therefore, important to consider and understand non-verbal communication, particularly when it is absent or reduced, such as when you are communicating in writing. Non-verbal communication is often thought of as body language but it actually covers far more. It includes, for example, tone and pitch of the voice, body movement, eye contact, posture, facial expression and even physiological changes such as sweating. You can, therefore, understand other people better by paying close attention to their non-verbal communication. You can also ensure that your message is conveyed more clearly by ensuring that your words and body language are consistent.

The third under sung area of communication is awareness of our own and other people's emotions and the ability to manage those emotions. At work, it is easy to fall into the trap of thinking that everything should be logical and that emotion has no place. However, we are human and thus, messy and emotional. None of us can leave our emotions at home, nor should we try to do so. That is not to say that we should 'let it all hang out'. However, an awareness of emotions, both positive and negative, can definitely improve communication. This understanding of our own and others' emotion is known as Emotional Intelligence. There is considerable evidence that it is far more important to succeed in life than what we might call 'intellectual intelligence'. Emotional intelligence covers a wide range of skills, usually divided into personal skills and social skills. The personal skills include self-awareness, self-regulation and motivation. The social skills include empathy, adaptability and stress management. Each one of these is broken down into more branches. Fundamentally, the principle behind the different skills that make up emotional intelligence is that you have to be aware of and understand your own emotions and be able to master them, in order to understand and work well with others.

The fourth area where many people struggle is questioning. Questioning is a crucial skill to ensure that you have understood someone's message correctly. It is also a very good way of obtaining more information about a particular topic or simply starting a conversation and keeping it in a flow. Those with good questioning skills are often also seen as very good listeners, because they tend to spend far more time drawing information out from others than broadcasting their own opinions.

For most of us, improving our communication skills is an ongoing process. There is unlikely to ever come a point at which any of us could honestly say that we could learn no more about communication: that we were now experts, and never get it wrong. Just because we will never be 'experts', however, does not mean that we should not start the process of improvement. It is an investment of time that will very definitely pay off.

WHAT IS IT ALL ABOUT?

- ANVITA BHATTI (M.A. III Semester)

It's all about learning,
And acquiring new skills.
It's all about experience
And harnessing competence.
It's all about abilities.
What counts is perseverance.
It's all a process,
The keyword is resilience.
How one grows,
The training one undergoes.
The skills are many,
One can choose any,
Communication solves problems,
Adaptability ensures progress,
Sustainability depends on team work,
All efforts make countless dreams work,
Stress Management enhances creativity,
Understanding leads to empathy,
Technical, emotional or intellectual
Skill development leads to clarity.

COLLEGE DIARY

October

- 11 - Essay and Speech Competition on the occasion of 88th Birth Anniversary of Dr. APJ Abdul Kalam (Department of Commerce)
- 13- AMA Fest 2019 (Department of Management)
- 17-19 -ArtFest 2019-20 (Arts' Department)
- 17,18 - Skill Development Training Program in JNKV (Department of Chemistry)
- 19 Blood Donation Camp (NSS and NCC Volunteers)
- 19- Guest lecture by Mr. Nikhil Nainani,CA on GST (Department of Management)
- 21, 22 - Visit to Ramakrishna Ashram Senior Secondary School (Department of Mathematics)
- 22-24 - Edu-Fest (Department of Education)
- 23 - Poster making and Presentation Competition (Department of Commerce)
- 23 - Guest lecture by Mr. Moncy Joseph, Regional Manager, MPTDC (Department of History)
- 24 - Speech Competition on the occasion of Sardar Vallabhbhai Patel's Birth Anniversary (Department of Tax)
- 31 -National Unity Day celebration (Department of Education)

November

- 2 - Guest lecture by Mr. Jawaid Ali, Chief Internal Auditor (SIYANCO)
- 8, 9 - NAAC Sponsored National Seminar on Accreditation Ranking and Quality