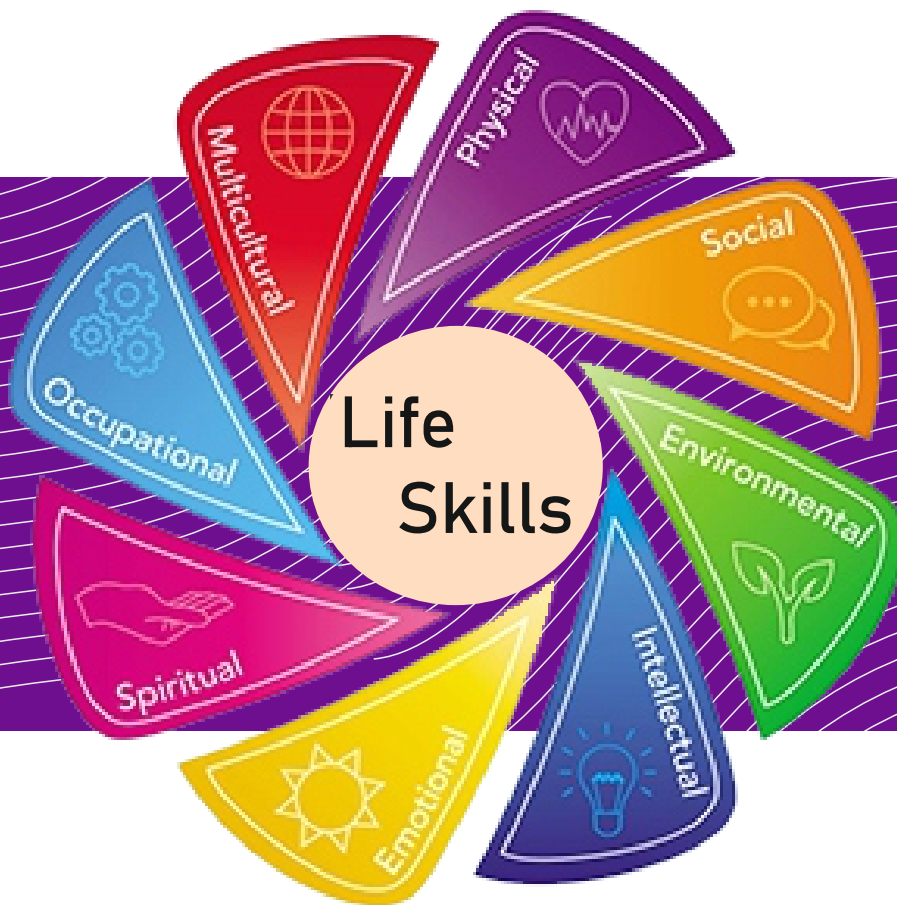


# LIFE SKILLS POLICY



# **MIER COLLEGE OF EDUCATION**

**Autonomous**

**Recognised by the Govt. of J&K and  
Permanently Affiliated to the University of Jammu  
Accredited by the NAAC with 'A+' Grade**

## **LIFE SKILLS POLICY**



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## LIFE SKILLS POLICY

### 1. PURPOSE

As per the Quality Mandate of University Grant Commission (UGC) 2020, Higher Education Institutions need to take initiatives for providing life skills, including soft skills to students. In pursuance of the guidelines issued by the UGC, MIER College of Education has framed a Life Skills Policy which will serve as guide for implementation of Life Skills Programme in the college and foster a culture of holistic approach to education, with emphasis on empowered youth.

### 2. RATIONALE

Life skills as a set of human skills acquired via learning or direct experience enable individuals to handle problems and questions commonly encountered in day to-day personal and professional life. The life skills programme at MIER College, therefore aims to inculcate in the students core skills which focus on empowerment, citizenship, learning and employability. The primary skills included in the programme are: personal and professional skills in the areas of understanding of self and others, interpersonal skills, teamwork, leadership and management skills, communication & presentation skills, fostering creativity and innovation for personal and professional excellence and inculcation of human values.

The Programme shall encourage, engage and motivate students in a variety of styles. It shall also provide a platform for students to express themselves through a range of tasks and activities that encourage creativity, confidence, independence and positive self-esteem.

### 3. OBJECTIVES OF THE PROGRAMME (As given in UGC's curriculum for life skills):

The objectives of the programme are:

1. To enhance one's ability to be fully self-aware by helping oneself to overcome all fears and insecurities and to grow fully from inside out and outside in.
2. To increase one's knowledge and awareness of emotional competency and emotional intelligence at place of study/work.



3. To provide opportunity for realising one's potential through practical experience.
4. To develop interpersonal skills and adopt good leadership behaviour for empowerment of self and others.
5. To set appropriate goals, manage stress and time effectively.
6. To manage competency- mix at all levels for achieving excellence with ethics.

#### 4. LEARNING OUTCOMES

At the end of the programme learners will be able to:

1. Gain self-competency and confidence
2. Practice emotional competency
3. Gain intellectual competency
4. Gain an edge through professional competency
5. Aim for high sense of social competency
6. Be an integral human being

#### 5. IMPLEMENTATION AND RESPONSIBILITY

The programme shall be implemented in every academic session for students of all programmes. The modules will be spread across different months during the entire duration of the respective programmes. The Head of the Departments in consultation with the Principal shall prepare a schedule of the programme. Experts in the field of life skills education and soft skills shall be invited as resource persons for the different courses of the programme.

The Life Skills Programme shall have following courses:

Course 1: Communication and Digital Skills

Course 2: Professional Skills

Course 3: Leadership Skills

Course 4: Universal Human Values



## 6. Framework of Life Skills Curriculum

S.No.	Courses	Module	Hours
1.	<b>Communication Skills and Digital Skills</b>	Listening	4 Hours
		Speaking	6 Hours
		Reading	3 Hours
		Writing and different modes of writing	4 Hours
		Non-verbal communication	5 Hours
		a. Introduction to MS Office tools: <ul style="list-style-type: none"> <li>▪ Word</li> <li>▪ Excel</li> <li>▪ PowerPoint</li> </ul>	4 Hours
		b. Effective use of Social Media	4 Hours
2.	<b>Professional Skills</b> A. Career Skills	Resume Skills	3 Hours
		Interview Skills	5 Hours
		Group Discussion Skills	4 Hours
		Exploring Career Opportunities	3 Hours
	<b>Professional Skills</b> B. Team Skills	Presentation Skills	5 Hours
		Trust and Collaboration	2 Hours
		Brainstorming	2 Hours
		Social and Cultural Etiquettes	2 Hours
		Internal Communication	2 Hours
3.	<b>Leadership and Management Skills</b>	Leadership Skills	6 Hours
		Managerial Skills	6 Hours
		Entrepreneurial Skills	6 Hours
		Innovative Leadership and Design Thinking	6 Hours
		Ethics and Integrity	6 Hours
4.	<b>Universal Human Values</b>	Love & Compassion	5 Hours
		Truth	5 Hours
		Non-Violence	5 Hours
		Righteousness	5 Hours
		Peace	4 Hours
		Service	3 Hours
		Renunciation (Sacrifice)	3 Hours
		Gratitude	5 Hours



## 7. DOCUMENTARY REQUIREMENTS

Feedback shall be taken from students about different modules of the programme.

With the goal of promoting holistic education through life skill courses, the policy will provide a diverse range of high-quality, relevant, and purposeful opportunities that will encourage young people to actively engage in their own learning by building and practicing skills over time and applying them in real-life situations.

**Chairperson**

**Principal**

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