

# Proceedings of the Board of Studies meeting:

Subject: Life skills

Date: 19-06-2020

Time: 2 PM

## Agenda:

To analyse the outcome of the life skill program during the past academic year and to incorporate necessary innovation keeping in mind the prevailing social scenario and the need to equip the students to face the new situation arising out of the Pandemic and lockdown.

The members discussed the topics listed in the syllabus and the methodology adopted and the relevance to get the desired outcome.

Rev. Fr. Leslie Moras gave some valuable suggestions regarding the above aspects. Fr. Moras suggested two important changes in the syllabus.

- 1) The objective has to be restated in keeping with the new scenario and the challenges faced by the young people nowadays.
- 2) The question paper has a case study analysis. This is not specified in the syllabus.

Hence the syllabus should clearly reflect this portion as unit 5.

Fr. Moraes also suggested that care should be taken while framing the questions so that the student is required to express in his/her writeup, the personalisation of information and knowledge along with the learning outcome.

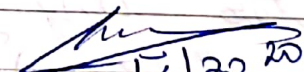
The objective: life skill program intend to equip ~~the~~ students and create an impact in the core of a student to face real life situations and make right choices to face challenges successfully.

Unit 5. Case study

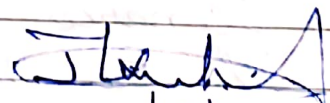
Critical analysis of the prevailing social scenario and disturbing events that occur; from the student's perspective. Draw conclusions and ~~also~~ give relevant suggestions.

Rev. Fr. Leslie Moraes

Episcopal Vicar for Education  
and Health Care

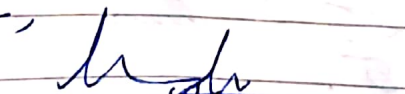
  
19/6/2020

FR. MARIA XAVIER SONIL  
VICE RECTOR

  
19/6/2020

Mary P. Kurian

Dept. of Life Skills and Environmental Studies  
SPC,

  
19/6/2020

DEPARTMENT OF LIFE SKILLS

SL NO	NAME OF FACULTY	DESIGNATION
1	Prof. Mary P Kurian HOD, St. Philomena's college, Mysore	Chairperson
2	Rev. Prof. LESLIE MORAS Former Principal & Professor of English Episcopal Vicar For Education, Bishop's House,	SPECIAL MEMBER
3	REV. FR. MARIA XAVIER SUNIL Vice Rector	College Nominee Relevant Education Field

4. Prof. Subi Manicki  
MDES

Member

PAGE NO

DATE

Proceedings of the meeting of BOS  
Members

Subject : Life Skills

Date : 17-12-2021

Time : 11.30 AM

Agenda : To incorporate changes in the syllabus  
The BOS members of the department of life skills after due deliberations drew up the following conclusions :

This unique program carried out by St. Philomenas College is acclaimed by many academicians as very useful for students. The management used the privilege of autonomy to introduce this program in the UG level as a compulsory paper and we could manage to ensure the participation of students and do things ~~seriously~~ with due seriousness.

To equip our students with ethical, moral and social values, while improving their communication skills is necessary.

Topics included in the existing syllabus were analysed and the members were of the opinion that we need to retain them.

For the first year students it could be reorganised as follows:

Unit 1: Personal and academic skills

Unit 2: Spiritual, mental and physical fitness.

Unit 3: Social skills.

Rev. Fr. Leslie Monas sought clarification from Mr. Nagaraj Urs who is in charge of implementation of NEP in the college and the Principal, regarding the award of credits and making it part of CGPA the number of hours allotted <sup>per week</sup> to cover the syllabus etc.

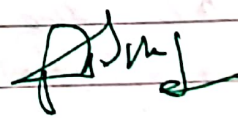
There is ambiguity in these matters.

The deliberations were inconclusive and the members decided to meet again ~~and~~ draw up the final conclusions.

Members:

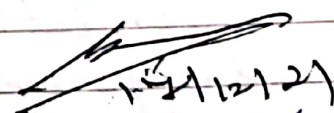
1. Dr. Alphonsus D'souza

Principal, St. Philomenas college



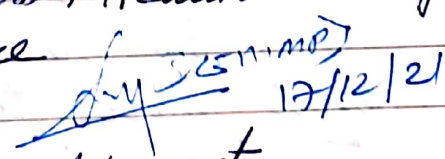
2. Rev. Fr. Leslie Monas

Episcopal Vicar for Education + Health Ministry  
Bishop's House Mysore

  
15/12/21

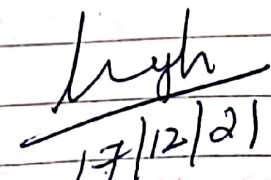
3. Mr. Selvi Maveli

CEO, Training and Development  
MDÉS, Mysore

  
17/12/21

4. Ms. Mary P. Kurien

HOD, Dept. of Life Skills  
St. Philomenas college,

  
17/12/21

## Proceedings of the BOS meeting dated 11-3-2022

BOS members analysed the existing syllabus for its relevance with the changing scenario. The observation was that the present version of the syllabus evolved as a result of the experience during the last ten years and it is ~~all~~ comprehensive suitable for the life and development of a young student. Members felt; including a chapter on 'current affairs' with topics

- (1) Science and Technology
- (2) International relations
- (3) World organisations and their functions
- (4) India specific developments —  
Socio cultural and economic developments in India

will be appropriate.

Students can maintain a work book where they note down the goals for the semester and every week developments in current affairs.

Due to paucity of time to discuss all the topics in the class room, the methodology for delivery will be in the blended mode. Resource material will be prepared by experts in the field and made available to the students on-line.

In the light of NEP, this course will have two credits with 3 hrs of teaching. 1 hr of theory and two hrs of activities like group discussion, debate and situation analysis etc.

The assessment pattern will be as follows:

Internal assessment for 40 marks  
End semester exam for 60 marks.  
with the question paper having  
six five mark questions  
6000.

Two ten mark questions  
and one situation analysis carrying  
ten marks.

$6 \times 5 = 30$ ,  $2 \times 10 = 20$ ,  $1 \times 10 = 10$ , Total 60

In the IA component  
10 marks will be for work diary  
remaining 30 will be for attendance,  
speaking skills and writing skills.

The conclusion is;

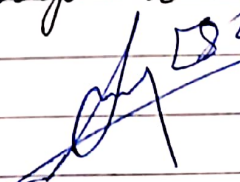
Anybody with a vision to impart  
holistic and effective education to mould  
a better human being will find this  
course valuable and worth trying out.

Members present

Rev. Fr. Leslie Moras - subject expert  
Episcopal vicar for Education and health care

Mr. Selvi Maveley (External member)  
CEO for Training and development  
MDES, Mysore

Ms. Mary P. Kurian  
HOD, Dept. of life skills.  
SPC, Mysore

  
H. Kurian  
11/3/2022

Proceedings of the BOS meeting on Life Skills  
 Date: 14-12-2022 Time: 10:30 onwards  
 Agenda: To innovate the existing syllabus.

The meeting commenced with the briefing by Rev. Fr. Leslie Moras. Father explained to the members the objective of the life skill program and it was introduced in keeping with the ethos of the institution to impart value based education.

The members analysed the content of the syllabus and Prof. Mahesh observed that the content is comprehensive but too vast for the limited time to deliver. While adding a topic sustainable life style the content need to be reorganized and restructured. The members also felt the need for exploring better mode of delivery.

The meeting concluded with the resolution that the members will meet again once the modified syllabus is ready.

Members present:

Prof. Mahesh R. - University nominee  
 DDB in life skills  
 BIMs, Manasa gangthri  
 Mysore

14/12/2022

Rev. Fr. Leslie Moras  
 (Member)

14/12/2022

Dr. Ravi J D Saldanha, Principal  
 St. Philomenas College  
 Mysore.



Mr. Selby Navelis  
CEO, TSD, MPES  
(MEMBER)

~~SECRET~~

FR CHRISTOPHER

Christoph

Asst Rector

Dept of Life Skills (Teaching Faculty)

# Minutes of the Board of Studies Meeting

Date: 15.12.2023

Time: 03.45 pm

Venue: St. Philomena's College

## Attendees :

- Fr. Richard Meneses Chairperson
- Dr. Rathan Almeida
- Fr. Noel D' Cunha
- Fr. Sandeep Kumar

## Agenda :

1. Retaining of the Syllabus
2. Modality of assessment

### 1. Retaining of the Syllabus

The current syllabus was evaluated based on its effectiveness in achieving the academic goals and its relevance to the current industry standards and advancements.

## Key points Discussed:

1. **Relevance:** The core subjects and topics within the syllabus were found to be highly relevant to the field of study. The foundational principles and key concepts continue to be essential for students' understanding and future application.

### 2. Minor Updates:

- Inclusion of Recent Developments:

To keep the syllabus up-to-date, it was suggested to incorporate recent research findings, technological advancements, and emerging trends within the subject area. This ensures that students are learning the most current information and techniques.

- **Case Studies and Practical Examples**  
Adding new case studies and practical examples relevant to current practices can help students better understand the real-world application of theoretical knowledge.

### 3. Feedback from Teachers:

- **Faculty Feedback:** Professors and lecturers provided their insights and experiences with the current syllabus, highlighting areas that may benefit from additional content or restructuring.
- **Student Feedback:** Student representatives have shared their experiences and suggestions, emphasizing the need for more interactive and engaging materials.

### Decisions Made:

- **Core Syllabus Retained:** The fundamental structure and core content of the syllabus will remain unchanged as it continues to meet educational objectives.
- **Continuous Review:** The syllabus will be reviewed periodically to ensure it

remains current and effective

By retaining the core syllabus while making strategic updates, the Board aims to provide students with a solid foundation and relevant knowledge that prepares them for future challenges and opportunities.

## 2. Modality of Assessment

The Board evaluated the current assessment methods and found it to be a comprehensive evaluation of student performance. Suggestions included:

The meeting concluded with a vote of thanks to all members for their contributions.

Richard Menezes

x Almeida

x Almeida

F. J. Landeupky

# Minutes of the Board of Studies Meeting

Date: 20.12.2024

Time: 03.45pm

Venue: St. Philomena's College

## Attendees:

- Dr. Richard Menezes, Chairperson
- Dr. Rathan Almeida
- Dr. Noel D Cunha
- Dr. Sandeep Kumar

## Agenda:

1. Reshaping of the Syllabus
2. Evaluation of teaching methods
3. New modality of assessment

### 1. Reshaping of the Syllabus

#### Key Points Discussed

The board discussed the need to update the syllabus with the latest knowledge and technologies. This includes incorporating new theories, practices, tools and methodologies that are currently being used. Leveraging the experience and insights of faculty members who have been teaching the syllabus and ensuring that the syllabus includes the most recent research findings in the field to keep the academic content cutting-edge and relevant, the following syllabus was thought

of for the coming year.

It was decided to integrate case studies and examples from day to day life to help students understand the practical applications of theoretical knowledge. By reshaping the syllabus, the Board aims to provide a curriculum that is not only up-to-date and relevant but also engaging and comprehensive for students. So the board thought of the following syllabus for the coming year.

### I. Self-Awareness

- Meaning of Self-Awareness.
- Theories and practices
  - \* Johari's window
  - \* Mindfulness
  - \* Self-talk
  - \* Strength-based approach
- Importance of methods to develop the skill

### II. Social and Interpersonal Skills

- Meaning of Social and Interpersonal Skills
- Theories and practices
  - \* Group Dynamics
  - \* Peer Pressure
  - \* Dependability
- Benefits and methods to develop the skills

### III. Effective Communication

- Meaning of effective communication

- Theories and practices
  - \* Purpose, Forms, Barriers
  - \* Active listening
- Benefits and methods to develop the skill

#### IV. Empathy

- Meaning of Empathy
- Theories and practices
  - \* Cognitive Empathy
  - \* Affective Empathy
- Benefits and methods to develop the skill

#### V. Creative thinking

- Meaning of Creative thinking
- Theories and practices
  - \* Curiosity
  - \* Guilford's Structure of Intellect model
  - \* Genepore Model
  - \* Componential Theory of Creativity
- Benefits and methods to develop the skill

#### VI Critical thinking

- Meaning of Critical thinking
- Theories and practices
  - \* Bloom's Taxonomy
  - \* Socratic Method
- Benefits and methods to develop the skill

#### VII. Problem Solving

- Meaning of Problem Solving
- Theories and practices

- \* Kepner - Tregoe Method
- \* TRIZ (Theory of Inventive Problem Solving)
- \* Six Thinking Hats
- Benefits and methods to develop the skill

## VIII Decision Making

- Meaning of Decision Making
- Theories and practices
  - \* Time Management Matrix
  - \* Goal Setting
  - \* Dual-Process Theory
  - \* Rational Decision Making Model
- Benefits and methods to develop the skill

## IX. Resilience and Stress Management

- Meaning of Resilience and Stress Management
- Theories and practices
  - \* Mindfulness - Based Stress Reduction (MBSR)
  - \* Social Support Theory
  - \* General Adaptation Syndrome (GAS)
- Benefits and methods to develop the skill.

## X. Handling Emotions

- Meaning of Handling Emotions
- Theories and practices
  - \* Emotional Maturity
  - \* Cognitive Appraisal Theory
  - \* Emotion Regulation Theory
  - \* Cognitive - Behavioural Theory (CBT)



- Benefits and methods to develop the skill.

## Case Studies

- FOMO
- Woke culture
- Artificial Intelligence
- Emergency Management
- Civic Sense

## 2. Introduction of New Teaching Methods

The Board discussed various innovative teaching methods to enhance student engagement and learning outcomes.

Proposed methods included:

- **Active Learning:** Implementing activities that promote critical thinking and problem solving by group discussions, random questions, quizzes, role playing, skits, chart preparations etc.
- **Blended Learning:** Combining online digital media with traditional classroom methods. Introducing field teaching and conducting surveys.
- **Interactive Learning:** Using technology and multimedia to create interactive lessons.

## 3. New Modality of Assessment

The Board evaluated the current assessment methods and suggested new modalities to provide a more comprehensive evaluation of student

performance. Suggestions included :

- **Formative Assessments** : Continuous assessment through quizzes, assignments and in class activities.
- **Summative Assessments** : Evaluating student performance through end-of-term exams and final projects.

The meeting concluded with a vote of thanks to all members for their contributions.

Signatures

x Richard Menezes

x Abhinav

x Shubh

Fr. Sandeep