

**CPA COLLEGE OF GLOBAL STUDIES  
PUTHANATHANI**

**UPDATE GRADUATE DEVELOPMENT PROGRAMME**



**ORGANIZED BY  
CENTRE FOR COSMOPOLITAN STUDIES**

**REPORT 2020-24**



**CPA**  
**COLLEGE OF GLOBAL STUDIES**  
Affiliated to the University of Calicut & Recognized by Govt. of Kerala  
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The Centre for Cosmopolitan Studies was started in 2020 to explore cosmopolitanism which encompasses global, society complexity. Individual experiences and the openness of a just society. The CCS promote a scientific and social science approach that emphasizes individual experiences, understanding contemporary social and cultural environments aiming at illuminating ethical dimensions of citizenship in a diverse society.

The Centre started a programme known as “UPDATE GRADUATE DEVELOPMENT PROGRAMME” as a parallel programme along with the Degree programme. It is a unique and comprehensive three-year add-on course designed to enhance students' life skills and soft skills, ultimately contributing to an improved quality of life. The programme 10 interactive sessions in each year with Natural Camp, Yoga, and visits to Central Universities. The classes are engaged by well-known trainers of the area. It also organises seminars and conferences, hosts visiting scholars.

The primary aim of the program is to empower students with essential life skills and soft skills that go beyond the traditional academic curriculum. It also emphasise training in effective communication, time management, stress management, and decision-making.

Soft skills, including teamwork, leadership, problem-solving, and adaptability, are honed through various activities and workshops. The annual nature camp fosters a sense of appreciation and responsibility for the environment while encouraging students to explore the natural world.

Students are exposed to hands-on experiences through outbound training sessions, fostering practical learning. Eminent personalities are invited to handle sessions on a wide range of topics, providing students with diverse perspectives and insights. Preparing students for their future careers, the program includes placement training sessions. Regular workshops and seminars are organized to impart life skills and enhance personal development. Students participate in soft skills training sessions that improve their interpersonal skills and emotional intelligence.

The yearly nature camp provides students with opportunities to connect with nature, engage in outdoor activities, and learn about environmental conservation. Practical experiences through outbound training sessions build confidence, teamwork, and problem-solving abilities. A dedicated space known as "Update Hall" is provided for

conducting classes and workshops, creating an ideal learning environment. Eminent personalities from various fields are invited to share their expertise and insights with students, broadening their horizons. Specialized training programs prepare students for their future careers; including interview skills, resume building, and job search strategies.

This programme is coordinated by Mr. E. Sadaruddheen, the Vice Principal of CPA College. Over the years, the program had a significant positive impact on the students of CPA College. They have reported improvements in their communication skills, increased self-confidence, and a better understanding of environmental issues. Furthermore, the programme has contributed to better employability among students, with many securing placements in reputable organizations.

The Update programme has become a cornerstone of holistic education at the college, preparing students not only for academic success but also for personal and professional growth. The program's commitment to nurturing well-rounded individuals is a testament to CPA College's dedication to its students' overall development.

## VISION AND MISSION

### VISION

Motivating the students for learning in general and for "employability" in particular, which encourages the clarification and attainment of each individual's personal objectives through a process of planning, experience and reflection.

### MISSION

The programme sets out to develop along with the curriculum the following set of skills generic across all disciplines, which would help the student to respond to the changing needs of employers and to support their career planning activities into the future:

- *Knowing yourself:* Identifying values, skills, interests and other personal attributes. Reviewing previous experience and analyzing these components in the form of a summary statement or record.
- *Researching opportunities for employment and further study:* Seeking and assessing relevant information. Identifying sources of help and support.
- *Decision-making:* Obtaining feedback on ideas for careers development. Identifying personal priorities and constraints. Integrating self-assessment with the options available.
- *Goal-setting and taking action:* Writing and implementing an action plan.
- Communicating effectively orally and in writing to achieve objectives. Reviewing progress and identifying learning points.
- Seminars/Class sessions
- Mentoring Programmes
- Development of Transferrable skills through Work Experience and Internships

## **Course structure:**

This course is delivered through hands on process, reflective activities, group discussions, role plays etc.

The course span 3 years and having 6 papers along with practical sessions. The following are the papers and units

Paper 1: Wellbeing : Healthy lifestyle, Identifying Emotions, Emotional regulation, Yoga

Paper 2: Communication skills: Verbal and Nonverbal communication, Active listening, Assertive communication, Empathy

Paper 3: Career Planning: Recognizing strength, Overcoming Obstacles, Goal setting, Orientation to Government jobs

Paper 4: Self-management: Self-acceptance, Stress Management, Sustainable living, Problem

Solving, Personal boundaries,

Paper 5: Social Living : Appreciating diversity, Gender equality, Friendship and relationship, Team work and leadership, Conflict resolution,

Paper 6: Responsible decision making: Growth mindset , Responsible Decision Making,

Higher studies and courses, Central universities, Presentation skills, CV Preparation, Group Discussion, Facing Interview

## **Lesson Delivery:**

A qualified lesson must have the following components in delivery process

- ✓ Icebreakers
- ✓ Opening activity
- ✓ Activity for understanding the topic
- ✓ Activity for applying the concepts
- ✓ Group discussions
- ✓ Role play
- ✓ Paired discussion/activity
- ✓ Audio-visual aids
- ✓ Worksheets
- ✓ Summarise the learning

## **Facilitators**

Facilitators must be educated and have enough knowledge on the topic and skilled in facilitation

### **PAPER: 1**

#### **WELL BEING**

#### **Paper 1: Well being**

##### **Unit 1: Healthy Lifestyle**

**3 hours**

Good nutrition, daily exercise and adequate sleep are the foundations of healthy living. A healthy lifestyle keeps you fit, energetic and at reduced risk for disease. According to WHO, Healthy living is a way of living that helps you enjoy more aspects of your life **Learning Objectives:**

1. Explore habits and patterns that help in physical wellbeing. (Eating patterns, sleeping patterns, exercise routines)
2. Understanding obstacles in following these patterns.
3. Identify action plan for optimal physical well-being

##### **Lesson Inputs:**

Define health, myth about health, habits of healthy living: Hydrate, Body movement, Eating habits, sleep hygiene, obstacles in following healthy habits, plan for well-being

##### **Unit 2: Identifying Emotions**

**3 hours**

Identifying emotions is knowing when feelings are present in ourselves and others. It is closely related to emotional literacy, which means being able to label feelings with specific feeling words. At its highest level it means being able to predict feelings in advance.

### **Learning Objectives:**

1. Students will be able aware the importance of recognizing one's emotions
2. Students will be able to normalize and label one's own emotion accurately and accept them
3. Students will be able recognize others feelings from their outward expressions

### **Lesson inputs**

Human feelings, purpose of emotions, how emotional awareness help wellbeing, knowing the feeling is present, feeling-body connection, acknowledge the feelings, identifying the feelings, accepting the feelings, reflecting on the feelings

### **Unit 3: Emotional Regulation**

**3 hours**

Emotion regulation” is a person's ability to effectively manage and respond to an emotional experience. People unconsciously use emotion regulation strategies to cope with difficult situations many times throughout each day. Practicing it consciously and effectively will help us to flow with the ups and downs of life and relate well with others

### **Learning Objectives:**

1. Identify what triggers our emotions and it's outcome on ourselves and others
2. Explore relevant strategies to manage emotion

### **Lesson Inputs**

Emotional triggers, impact of emotional expression on self and others, self-compassion, strategies to regulate sadness, anger and fear.

### **Unit 4: Yoga**

**PAPER 2:**  
**COMMUNICATION SKILL**

**Unit 1: Communication:**

**3 hours**

Being able to communicate effectively is perhaps the most important of all life skills. It is what enables us to pass information to other people, and to understand what is said to us. The lesson discusses importance of nonverbal cues in communication

**Learning Objectives**

1. Students will be able to identify and analyse verbal and nonverbal cues of communication  
2. Students will demonstrate and apply nonverbal communication in real-life situations.

**Learning inputs:**

Importance of non-verbal cues, how non-verbal cues influence meaning, eye contact, inflections, pauses, tonality, gestures

**Unit 2: Active listening**

**3 hours**

Active listening refers to a pattern of listening that keeps you engaged with your conversation partner in a positive way. It is the process of listening attentively while someone else speaks, paraphrasing and reflecting back what is said, and withholding judgment and advice

**Learning Objectives**

1. Students will identify characteristics of active listening.
2. Students will identify and familiarize themselves with the verbal and nonverbal signals that are important to good listening.
3. Students will practice listening techniques and skills.



### **Learning Inputs:**

Active listening means whole body listening, Listen to understand, not to reply, non- judgementality and empathy in listening, road blocks of active listening, techniques for active listening: 1. Paying attention with body (Turn to the speakers, lean forward, use gestures etc) 2. Eye contact 3. Asking for clarification 4. Ask open ended and close ended questions. 5.

Paraphrase to ensure 6. Listening to understand 7. Brief verbal affirmations like “I see,” “I know,” “Sure,” “Thank you,” or “I understand” etc. 8. Summarise

### **Unit 3: Assertive Communication**

**3 hours**

Assertive communication is the ability to express positive and negative ideas and feelings in an open, honest and direct way. It recognises our rights whilst still respecting the rights of others. It allows us to take responsibility for ourselves and our actions without judging or blaming other people

### **Learning Objectives**

1. students will understand assertive communication
2. Students will recognize assertiveness as effective behaviour
3. students will learn to practice assertive communication

### **Learning inputs**

how our communication affect others, communication and emotion, ineffective communication, Passive communication, Passive aggressive communication, aggressive communication, what is assertive communication, why assertive communication is effective, Saying No, when to say No, How to say No, 3C's of assertive communication: Confidence, Clear and Controlled, others techniques of assertive communication

## **Unit 4: Empathy**

**3 hours**

Empathy is the capacity to understand or feel what another person is experiencing from within their frame of reference, that is, the capacity to place oneself in another's position.

### **Learning Objectives:**

1. Students will be able to define "empathy and they will be able to explain what it means to have different perspectives.
2. Students will be able to practice ways to be more understanding

### **Learning Inputs:**

Empathy: Understanding others feeling, understanding others perspectives, Non-judgementality, Difference between empathy and sympathy, situations for being empathetic, outcome of empathy in relationship, techniques to be empathetic

## **PAPER :3**

### **CAREER PLANNING**

#### **Unit 1: Recognizing strength**

**3 hours**

Knowing and understanding our unique strengths is an important step in career decision- making. Through the explorative process, students identify and share their strengths and limitations explore how this awareness can inform life choice

#### **Learning objectives:**

1. Students will be able to identify their strengths and limitations
2. Students will recognize how the identification of their strengths and limitation can help to inform life choices
3. Students will be able to make a plan to improve their limitations

#### **Lesson Inputs**

Strength V/s limitation, how strength and limitation are getting formed, explore each individual students talent, skill and uniqueness (Differentiate these three things), identify limitation, recognize what limitation they should work on, plan for improving the limitation for individual student

#### **Unit 2: Confidence building**

**3 hours**

Confidence comes from feelings of well-being, acceptance of your body and mind (your self- esteem) and belief in your own ability, skills and experience. Experience in past determines one's self confidence. Happy news about confidence is that it can be developed at any stages of life through awareness, practice and support.

#### **Learning Objectives:**

1. Students will recognize the process of building confidence
2. Students will identify and evaluate how overcoming obstacles helped them to improve their confidence
3. Each students make a plan to improve their self confidence

### **Lesson Inputs:**

How confidence is built, confidence and emotions, being aware of feeling, self-talk, self-comparison, how confident people think and feel, antidotes of low confidence

### **Unit 3: Career Planning**

**3 hours**

Career planning is a process for Identifying what you are good at. Knowing how your skills, talents, values, and interests translate into possible jobs or careers. Matching your career goals to your financial needs. Matching your career goals to your educational needs. Making good decisions for yourself

### **Learning Objectives:**

1. Students will identify their career goals.
2. Students will recognize how education can help them achieve their goals.
3. Students will identify the steps to reaching their career goals.

### **Learning Inputs:**

Identifying own talents, matching talents with careers, setting SMART Goals, setting educational goals, Preparing and individual roadmap

### **Unit 4: Orientation to Government jobs**

**3 hours**

This is an programs is intended to orient students into different stream of government jobs and its importance

### **Learning objectives**

1. Students will understand the importance of securing the government jobs
2. Students will be able to understand both central and state government jobs
3. Students will understand how to apply and prepare for government jobs

### **Learning Inputs:**

Why Government jobs, UPSC, SSC, Railway, NDA and other central government jobs, KPSC, University jobs etc. Entry tests, skills and knowledge required for governments jobs, Planning and preparations, Coaching centres, online coaching programs

## **PAPER : 4**

### **SELF-MANAGEMENT**

#### **Unit 1 : Self-acceptance**

**3 hours**

Self-acceptance is defined as “an individual's acceptance of all of his/her attributes, positive or negative.” It includes body acceptance, self-protection from negative criticism, and believing in one's capacities

#### **Learning Objectives**

1. Students understand why self-acceptance is important
2. Students recognize the things they love about themselves, things they struggle to accept about themselves and how it affects their state of mind
3. Students learn to practice self-love and self-acceptance

#### **Lesson Inputs:**

Things they love about themselves, things they don't love about themselves, forming Self- image, body positivity, impact of self-acceptance, circle of control and circle of influence, Embracing imperfection, forgive yourself, Acts of self-love: Appreciate and acknowledge yourself, positive self-talk, be surrounded with people accepting you, share with trusted ones etc.

#### **Unit 2: Stress Management**

**3 hours**

Stress is a normal psychological and physical reaction to the demands of life. A small amount of stress can be good, motivating you to perform well. But multiple challenges daily, such as sitting in traffic, meeting deadlines and paying bills, can push you beyond your ability to cope. Stress management gives you a range of tools to reset your alarm system. It can help your mind and body adapt

#### **Learning objectives:**

1. Students understand what is stress and identify their own stressors
2. Students recognize how they behave when stress hit them
3. Students learn and practice effective stress management practices

### **Lesson Inputs:**

What is stress, types of stress, sources of stress, impact of stress on body and mind, stress responses, Coping mechanism: Appraisal focused, emotion focused, problem focuses. Stress reduction techniques: Autogenic training, Body Scan, Muscle Relaxation, Mindfulness

### **Unit 3: Problem Solving**

**3 hours**

Problem solving is the act of defining a problem; determining the cause of the problem; identifying, prioritizing, and selecting alternatives for a solution; and implementing a solution. Learning objectives

Students will identify problems that they face.

Students will identify strategies that can be used for problem solving. Students will apply effective techniques to solve the problem

### **Learning inputs:**

Defining problem, identify the problems each one face in real life, steps of problem solving: identifying the problem, analyse the problem, brainstorm solution, pick a solution, implement and review

### **Unit 4: Sustainable living**

**3 hours**

Sustainable living is a practical philosophy that aims to reduce personal and societal environmental impact by making positive changes which counteract climate change and other negative environmental concerns. More simply, sustainable living is a method of reducing one's

“carbon footprint”.

### **Learning Objectives:**

1. Student reflect how our life style affects the eco-system and its sustainability
2. Students will be able to make responsible choices that helps sustainability

## **Learning Input**

How human life styles affect the eco-system and it's sustainability, define sustainability, carbon foot print, sustainable life style.

### **Unit 5: Personal Boundary**

**3 hours**

Personal boundaries are the limits and rules we set for ourselves within relationships. A person with healthy boundaries can say “no” to others when they want to, but they are also comfortable opening themselves up to intimacy and close relationships.

#### **Learning objectives:**

1. Students identify appropriate boundaries to get respected and to respect
2. Students will be able to differentiate healthy and unhealthy relationship
3. Students will be able recognize warning signs that boundary is crossed in an unhealthy way

#### **Learning Inputs:**

Respect, characteristics of respectful relationship, things you don't want to hear, don't want to get, don't want people do to you, Saying No respectfully, Asking consent, respecting others choices, warning signals of unhealthy relationship

## **PAPER:5**

### **SOCIAL LIVING**

#### **Unit 1: Appreciating Diversity**

**3 hours**

In a global economy, diversity is a given and cultural awareness is essential. Diversity is the mosaic of people whose varied backgrounds, styles, perspectives, values and beliefs can be assets to groups, organizations, and the communities in which we live. More than ever, it is important to embrace diversity and celebrate its many positives

#### **Learning Objectives:**

1. Students will be able to appreciate diversity and celebrate differences
2. Students will be able to recognize stereotyping and the concept of lumping

#### **Learning Inputs:**

Diversity is a natural phenomenon, interdependence, diversity as opportunity, stereotyping and its impact, responsible decision to accept diversity and not to stereotype.

#### **Unit 2: Gender Equality**

**3 hours**

women and men must enjoy equal opportunities, choices, capabilities, power and knowledge as equal citizens. Equipping girls and boys, women and men with the knowledge, values, attitudes and skills to tackle gender disparities is a precondition to building a sustainable future for all.

#### **Learning Objectives:**

1. Students can define gender discrimination and relate it to their own lives.
2. Students reflect about how they can make the social spaces they involve gender inclusive

#### **Learning Inputs**

Equality, Gender roles, gender stereotypes, discrimination and violence against women gender equality in family, educational institutions, workplace etc.



### **Unit 3: Friendship and relationship**

**3 hours**

Relationship skills aren't something we're born with or learn in school. Like most skills, we learn through experience, through our relationships. Growing up, we may never have learned healthy ways to cope, handle conflict or express ourselves. In fact, we may have learned just the opposite from our past experiences. We can change this by learning and practicing effective relationship skills.

#### **Learning objectives:**

1. Learn to maintain friendship and manage unhealthy peer pressure
2. Establish the importance of various relationships and people in school, at home and beyond.

#### **Learning Inputs**

Qualities of a good relationship, Relationship breakers, relationship skills: Communication, authenticity, unconditional positive regard, feeling for them, humour, listening, showing gratitude etc. Respect personal boundaries, Negative peer pressure and overcoming it

### **Unit 4: Conflict resolution**

**3 hours**

Conflict resolution is a way for two or more parties to find a peaceful solution to a disagreement among them. The disagreement may be personal, financial, political, or emotional. When a dispute arises, often the best course of action is negotiation to resolve the disagreement

#### **Learning objectives:**

1. Recognise causes and consequences of conflicts
2. Use strategies for preventing and resolving conflicts

## **Learning Inputs**

What is conflict, When disagreement turns to conflict, reasons of conflict, conflict as opportunity, different approaches of resolving conflict (Directing, Compromising, Cooperating, accommodating, avoiding), Negotiation skills, techniques of resolving conflict:

Communicate, Listen, Understand others perspective, Explore options and solutions

## **Unit 5: Team work and leadership**

**3 hours**

Leadership and teamwork have a direct impact on the **ability** for an organization to carry out its mission. You need leadership to make sure everyone on your team is going in the same direction and working towards the same goal. It's an important employment skill in current scenario in all fields

### **Learning objectives:**

1. Students will understand the importance of cooperation and team work
2. Students will learn to demonstrate the ability to lead and work with others

### **Learning Inputs:**

What is team work and why team work, different roles in team works, inclusion and acceptance in team work, how leaders are evolved, how effective leaders behave, 3C's of team work: Cooperate- Willingness to work others, ability to put a group's needs above your own, Communicate- The ability to get ideas across. (Active listening, Perspective taking and assertive communication), Collaborate- The courage to put out individual ideas, along with the flexibility to develop and refine them collectively.

## **PAPER: 6**

### **RESPONSIBLE DECISION MAKING**

#### **Unit 1: Growth Mindset**

**3 hours**

Growth mindset or fixed mindset—can the way we think about ourselves and our abilities shape our lives? Absolutely. The way we think about our intellect and talents not only affects the way we feel, it can also affect what we achieve, whether we stick to new habits, or if we will go on to develop new skills.

#### **Learning objectives:**

1. Learn to develop positive attitude at the face of challenges
2. Practice actions to develop growth mindset

#### **Learning Inputs**

Failure and associated emotion, How challenges help our intelligence to grow, neural plasticity, Fixed Mindset, Growth Mindset, How to develop growth mindset: Curiosity, believe in yourself because your brain is elastic, Use the power of Yet, Give yourself time

#### **Unit 2: Responsible decision making**

**3 hours**

The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns, and social norms; the realistic evaluation of consequences of various actions; and a consideration of the well-being of oneself and others

#### **Learning objectives**

1. Students will be able to reflect on the pros and consequence decisions they took in the past
2. Students will understand the process of responsible decision making
3. Students will practice evaluating the decision in terms of how it affect their current situation, future and others

## Learning Inputs

Types of decisions: Leaving others to take decision, Snap decision, responsible decision, what makes a decision responsible?: How it affects their 'Now', future and others, process of responsible decision: Identify the decision, Gather relevant information, Identify the alternatives, Weigh the evidence, Choose among the alternatives, Take action, Review your decision.

### **Unit 3: Career Planning**

**3 hours**

This program is intended to provide information on course for higher studies, professional certifications and job openings in private sector

#### **Learning objective:**

1. Students will be aware about the courses for higher studies in Kerala, other states and abroad.
2. Students will be aware about the professional certifications, professional development programs, license, registration etc. in their field
3. Students will be aware about the job openings in private sectors, recruiters, online job application portals in their fields

#### **Learning Inputs:**

Master degree courses and colleges, Professional certifications, Professional development courses, licenses, registrations, online job portals, recruiters, Major employers

### **Unit 4: Central university admission orientation**

**3 hours**

This programs is intended to give orientation for students on premier institutes, central universities which offer higher studies in their area of studies

#### **Learning objectives:**

1. Students will be aware about the premier institutes and central universities which offer higher study program in their area of studies

2. Students will be aware about the preparation strategies for cracking entrance tests in those institutes.

### **Learning inputs**

Central universities and courses, admission mode, entry tests, preparation strategies etc.

### **Unit 5: Presentation skill**

**3 hours**

Presentation skills can be defined as a set of abilities that enable an individual to: interact with the audience; **transmit the messages with clarity**; engage the audience in the presentation; and interpret and understand the mindsets of the listeners.

### **Learning objectives:**

1. Normalise and learn how to deal with nervousness and gain confidence
2. Learn and practice effective ways (strategies) of addressing the audience

### **Learning inputs:**

Normalise nervousness, strategies to calm nervousness, Verbal and non-verbal effectiveness in presentation, How to script a presentation, strategies to deliver effectively

### **Unit 6: CV Presentation**

**3 hours**

This program is about how to prepare a convincing Curriculum Vitae

### **Learning objectives:**

1. Explain what a CV is used for and be familiar with common formats
2. Understand that a CV should highlight the skills, personal qualities, qualifications, interests, and experience that a potential employer is looking for create a draft CV

## **Learning Inputs**

What is CV meant for?, content of CV: Career objectives, Personal profile, Experience, Education, other relevant information, reference. How to draft an attractive CV: Reader- friendly, layout, colour, flow etc.

### **Unit 7: Group Discussion**

**3 hours**

Group Discussion or GD is a type of discussion that involves people sharing ideas or activities. People in the group discussion are connected with one basic idea. Based on that idea, everyone in the group represents his/her perspective

This lesson is about giving students practical experience on conducting GD for job interviews

#### **Learning objectives:**

1. Students will be able to understand ways to positively contribute to a discussion
2. Students demonstrate active listening skills and share original thoughts to contribute to a discussion.
3. Students practice appropriate questions to ask during a discussion to demonstrate listening and comprehension

#### **Learning Inputs:**

Why employers are conducting group discussion? (confidence and leadership capabilities, as well as communications skills generally.) Opening up, verbal and nonverbal cues, authenticity, initiation, active listening, accommodating, appreciation, asking question, managing emotions etc.

### **Unit 8: Facing Interview**

**3 hours**

This session is about giving practical experience on how to face job interviews

### Learning objectives:

1. Students will identify ways to reduce the stress involved with interviewing
2. Students will identify and prepare answers for potential interview questions.
3. Students will identify appropriate and inappropriate behaviour and attire for interviews.

### Learning Inputs

Normalise nervousness, Strategies to calm nervousness, Things to prepare before interview, Greeting and good starts, How to introduce yourself, how to prepare for interview, how to answer interview questions, Do's and Don'ts in interview, dress code for interview

### DOMAIN WISE DISTRIBUTION OF THE PROGRAM

No.	Units	Domain
1	Recognizing strength	Self-Awareness
2	Overcoming obstacles (Self-confidence)	Self-Awareness
3	Healthy lifestyle	Self-Management
4	Identifying Emotions	Self-Management
5	Emotional Regulation	Self-Management
6	Empathy	Social Awareness
7	Communication - Verbal and Nonverbal	Relationship
8	Active listening	Relationship
9	Assertive Communication	Relationship
10	Career Planning 1: Goal setting	Responsible Decision Making

11	Career Planning 2: Orientation to Govt Jobs	Responsible Decision Making
12	Yoga	Self-Management
13	Team Work and Leadership	Relationship
14	Self-acceptance	Self-awareness
15	Stress Management	Self-Management
16	Appreciating Diversity	Social Awareness
17	Gender Equality	Social Awareness
18	Friendship & Relationship	Relationship
19	Conflict Resolution	Relationship
20	Problem Solving	Responsible Decision Making
21	Sustainable living	Responsible Decision Making
22	Nature Camp	Responsible Decision Making
23	Growth Mindset	Self-Management
24	Personal boundaries + respect	Social Awareness
25	Responsible decision making	Responsible Decision Making
26	Career Planning 3: Higher Studies (Courses, Certifications, Pvt.Jobs etc)	Responsible Decision Making
27	Career Planning 4(Central University Orientation +Visit	Responsible Decision Making
28	Presentation Skill	Responsible Decision Making



29	CV Preperation	Responsible Decision Making
30	Facing Interview Group Discussion	Responsible Decision Making

## YEAR-WISE DISTRIBUTION OF THE COURSE

No	Year 1
1	Getting started
2	Recognizing strength
3	Overcoming obstacles (Self-confidence)
4	Healthy lifestyle
5	Identifying Emotions
6	Emotional Regulation
7	Empathy
8	Communication - Verbal and Nonverbal
9	Active listening
10	Assertive Communication
11	Career Planning 1 : Goal Setting
12	Career Planning 2: Orientation to Government jobs
13	Yoga
No	Year 2
1	Team Work and Leadership
2	Self-acceptance
4	Stress Management

5	Appreciating Diversity
6	Gender Equality
7	Friendship & Relationship
8	Conflict Resolution
9	Problem Solving
10	Sustainable living
11	Nature Camp
<b>No</b>	<b>Year 3</b>
1	Growth Mindset
2	Personal Boundaries + Respect
3	Responsible Decision Making
4	Career Planning- 3 Higher Studies (Courses, Certifications, Pvt.Jobs etc)
5	Career Planning 4 (Central University Orientation+ Visits)
6	Career Planning 3 (Govt. Jobs)
7	Presentation Skill
8	CV Preparation
9	Group Discussion
10	Facing Interview

**FACULTIES AND CLASSES  
2020-23 BATCH**

<b>FIRST YEAR</b>				
SL NO	DATE	NAME OF THE RP	TOPIC	TIME
1	13-01-2021	Abhishad Aziz	Achievement motivation & power of Adolescence	FN
2	01-02-2021	Zakir Hussain	Ethics and Morals	FN
3	08-02-2021	Hussain Sir & Shameem	Life Style	FN
4	08-02-2021	Shameem	Health	FN
5	24-02-2021	Suhail Babu	Self awareness, critical and creative thinking	AN
6	19-03-2021	Anshad	Life Skill: Social Skills: IPR & Communication	FN
7	22-10-2021	Jamal	Orientation for Government Employment	FN
8	28-10-2021	VC Muhammed	Life Skills: Emotional Skills (Coping with stress & Coping with Emotions)	FN
9	24-11-2021	Mr. Suhail Babu	Career Planning & Learning Skills	FN
10	30-11-2021	Nature Camp	Attappadi	2 Days

<b>SECOND YEAR</b>				
SL No	Date	Name of the RP	Topic	Time
1	03-02-2021	Riyas & Jaleel	Team Work and Leadership	AN
2	11-02-2022	Suhail Babu	Self Acceptence	FN
3	08-06-2022	Vineeth & Kamarudheen	Stress Management	FN

4	13-06-2022	Mina Thanzeeha	Appreciating Diversity, Gender Equality	AN
5	20-07-2022	Anshad Kulathor	Freindship & Relationship, Conflict Resolution	AN

THIRD YEAR				
SL No	Date	Name of the RP	Topic	Time
1	10&11-10-2022	Riyas , Jaleel & Suresh	Two Days Residential Camp For Placement Training @ Malayil Farm House	2 Days
			Facing Interview	
			CV Preperation	
			Presentation Skill	
			Group Discussion	
			OBT	
			Growth mindset	
2	09-01-2023	Central Unity visit	Botany Only	2
3	16-01-2023	Central Unity visit	Zoology Only	2
4	09-02-2023	Central Unity visit	Psychology Only	2

5	21-02-2023	Sadarudheen E	Review & Sum up	2
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## COOPERATION

FIRST YEAR				
SL No	Date	Name of the RP	Topic	Time
1	11-01-2021	Abhishad Aziz	Achivmnt motvn & pwr of Adlsnc	AN
2	27-01-2021	Zakir Hussain	Ethics and Morals	FN
3	09-02-2021	Hussain Sir & Shameem	Life Style	AN
4	09-02-2021	Shameem	Health	AN
5	23-02-2021	Abdul Gafoor	Self awareness, criticaland creative thinking	FN
6	15-03-2021	Anshad	Life Skill: Social Skills: IPR & Communication	AN
7	20-10-2021	Jamal	Orientation for Government Employment	AN
8	26-10-2021	VC Muhammed	Life Skills: Emotional Skills (Coping with stress & Coping with Emotions)	FN
9	02-11-2021	Natural Camp	Attappadi Camp Centre (Two days)	2Days
10	22-11-2021	Mr. Kamarudheen	Career Planning & Learning Skills	AN
SECOND YEAR				
SL No	Date	Name of the RP	Topic	Time
1	10-02-2022	Suhail Babu	Self Acceptance	FN

2	22-02-2022	Riyas & Jaleel	Team Work and Leadership	FN
3	06-06-2022	Vineeth	Stress Management	AN
4	13-06-2022	Mina Thanzeeha	Appreciating Diversity, Gender Equality	FN
5	25-07-2022	Anshad Kulathor	Freindship & Relationship, Conflict Resolution	FN

THIRD YEAR				
SL No	Date	Name of the RP	Topic	Time
1	01 & 02	Lead -	Two Days Residential Camp For Placement Training @Lead College, Palakkad	2 days
2	/12/22	Thomman & Staffs	Facing Interview	
	04-01-2023	Central Unity Visit	CV Preperation	
			Presentation Skill	
			Group Discussion	
			OBT	
			Grwoth mindset	
			Jamia Millia Delhi	

3	23-02-2023	Sadarudheen E	Review & Sum up	2 days
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### BBA

FIRST YEAR				
SL No	Date	Name of the RP	Topic	Time
1	12-01-2021	Abhishad Aziz	Achivmnt motvn & pwr of Adlsnc	FN
2	28-01-2021	Zakir Hussain	Ethics and Morals	AN
3	09-02-2021	Hussain Sir & Shameem	Life Style	FN
4	09-02-2021	shameem	Health	FN
5	16-03-2021	Suhail Babu	Self awareness, criticaland creative thinking	FN
6	18-03-2021	Anshad	Life Skill: Social Skills: IPR & Communication	AN
7	21-10-2021	Jamal	Orientation for Government Employment	FN
8	27-10-2021	VC Muhammed	Life Skills: Emotional Skills (Coping with stress & Coping with Emotions)	AN
9	23-11-2021	Mr. Suhail Babu	Career Planning & Learning Skills	FN

SECOND YEAR				
SL No	Date	Name of the RP	Topic	Time
1	14-02-2022	Suhail / Kamarudheen	Self Acceptence	AN



2	17-02-2022	Riyas & Jaleel	Team Work and Leadership	FN
3	07-06-2022	Kamarudheen	Stress Management	AN
4	14-06-2022	Mina Thanzeeha	Appreciating Diversity, Gender Equality	FN
5	25-07-2022	Anshad Kulathor	Freindship & Relationship, Conflict Resolution	AN

THIRD YEAR				
SL No	Date	Name of the RP	Topic	Time
1	01 & 02 /12/22	Lead - Thomman & Staffs	Grwoth Mindset	2 Days
			Two Days Residential Camp For Placement Training @Lead College, Palakkad	
			Facing Interview	
			CV Preperation	
			Presentation Skill	
			Group Discussion	
			OBT	
			Growth mindset	
2	09-02-2023	Central Unity Visit	Jamia Millia Delhi	2 days

3	22-02-2023	Sadarudheen E	Review & Sum up	2 days
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### ENGLISH AND BTTM

FIRST YEAR				
SL No	Date	Name of the RP	Topic	Time
1	12-01-2021	Abhishad Aziz	Achivmnt motvn & pwr of Adlsnc	AN
2	28-01-2021	Zakir Hussain	Ethics and Morals	FN
3	08-02-2021	Hussain Sir & Shameem	Life Style	AN
4	08-02-2021	Shameem	Health	AN
5	24-02-2021	Suhail Babu	Self awareness, criticaland creative thinking	FN
6	15-03-2021	Anshad	Life Skill: Social Skills: IPR & Communication	FN
7	21-10-2021	Jamal	Orientation for Government Employment	AN
8	27-10-2021	VC Muhammed	Life Skills: Emotional Skills (Coping with stress & Coping with Emotions)	FN
9	23-11-2021	Mr. Suhail Babu	Career Planning & Learning Skills	AN
10	30-11-2021	BTTM Only	Nature Camp	2 Days
11	18-01-2022	English Only	Nature Camp	2 Days

SECOND YEAR				
SL No	Date	Name of the RP	Topic	Time
1	14-02-2022	Suhail / Kamarudheen	Self Acceptence	FN
2	17-02-2022	Riyas & Jaleel	Team Work and Leadership	AN
3	07-06-2022	Kamarudheen	Stress Management	FN
4	14-06-2022	Mina Thanzeeha	Appreciating Diversity, Gender Equality	AN
5	20-07-2022	Anshad Kulathor	Freindship & Relationship, Conflict Resolution	FN

THIRD YEAR				
SL No	Date	Name of the RP	Topic	Time
1	16 & 17 -11-22	Lead - Thomman & Staffs	Two Days Residential Camp For Placement Training @Lead College, Palakkad Facing Interview CV Preperation Presentation Skill Group Discussion OBT Grwoth mindset	2 Days
2	17-01-2023	Central Universiy visit	Tourism Only Kashmir University	2 Days

3	09-02-2023	Central University visit	Tourism Only Kashmir University	2 Days
4	21-02-2023	Sadarudheen E	Review & Sum up	2 Days

### ZOOLOGY, BOTANY & PSYCHOLOGY

FIRST YEAR				
SL No	Date	Name of the RP	Topic	Time
1	13-01-2021	Abhishad Aziz	Achivmnt motvn & pwr of Adlsnc	FN
2	01-02-2021	Zakir Hussain	Ethics and Morals	FN
3	08-02-2021	Hussain Sir & Shameem	Life Style	FN
4	08-02-2021	Shameem	Health	FN
5	24-02-2021	Suhail Babu	Self awareness, criticaland creative thinking	AN
6	19-03-2021	Anshad	Life Skill: Social Skills: IPR & Communication	FN
7	22-10-2021	Jamal	Orientation for Government Employment	FN
8	28-10-2021	VC Muhammed	Life Skills: Emotional Skills (Coping with stress & Coping with Emotions)	FN
9	24-11-2021	Mr. Suhail Babu	Career Planning & Learning Skills	FN
10	30-11-2021	Nature Camp	Attappadi	2 Days

SECOND YEAR				
SL No	Date	Name of the RP	Topic	Time

1	03-02-2021	Riyas & Jaleel	Team Work and Leadership	AN
2	11-02-2022	Suhail Babu	Self Acceptence	FN
3	08-06-2022	Vineeth & Kamarudheen	Stress Management	FN
4	13-06-2022	Mina Thanzeeha	Appreciating Diversity, Gender Equality	AN
5	20-07-2022	Anshad Kulathor	Freindship & Relationship, Conflict Resolution	AN

THIRD YEAR				
SL No	Date	Name of the RP	Topic	Time
1	10&11-102022	Riyas , Jaleel & Suresh	Two Days Residential Camp For Placement Training @ Malayil Farm House	2 Days
			Facing Interview	
			CV Preperation	
			Presentation Skill	
			Group Discussion	
			OBT	
			Growth mindset	
2	09-01-2023	Central Unity visit	Botany Only	2 Days
3	16-01-2023	Central Unity visit	Zoology Only	2 Days
4	09-02-2023	Central Unity visit	Psychology Only	2 Days
5	21-02-2023	Sadarudheen E	Review & Sum up	2 Days

**2021-24 BATCH**

**BTTM**

<b>FIRST YEAR</b>				
<b>SL No</b>	<b>Date</b>	<b>Name of the RP</b>	<b>Topic</b>	<b>Time</b>
1	08-11-2021	Abhishad	Achievement Motivation & Power of Adolsnce	AN
2	25-11-2021	Zakkir Hussain	Ethics & Morals	FN
3	13-12-2021	Dr. K Hussain	Healthy life style	AN
4	21-12-2021	VC Muhammed	Identifying Emotions, Emotional Regulation	FN
5	04-01-2022	Zuhail Babu	Empathy	AN
6	07-03-2022	Mr. Anshad	Communication - Verbal and Nonverbal, Active listening	FN
7	15-03-2022	Suhail	Confident Conversation	AN
8	27-06-2022	Jamal	Goal Setting & Orientation to Govt Jobs	FN
<b>SECOND YEAR</b>				
<b>SL No</b>	<b>Date</b>	<b>Name of the RP</b>	<b>Topic</b>	<b>Time</b>
1	14-07-2022	Nature Camp	Three Days @ Chinnar Wildlife (49 Students) ENG	3 days
2	31-08-2022	Riyas & Jaleel	Team Work and Leadership	FN
3	14-11-2022	Afsal Madavoor	Self-Acceptance	FN
4	16-11-2022	Anshad	Freindship, Relationship & Conflict Resolution	AN
5	15-12-2022	Kamarudheen	Stress Management	FN

6	15-03-2023	Noosiya	Appreciating Diversity, Gender Equality	FN
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THIRD YEARS				
SL No	Date	Name of the RP	Topic	Time
1	16-08-23 & 17-08-23	Suresh, Riyas & Jaleel	Two Days Placement Training (BTTM & ZOOL)	2 Days
			Facing Interview	
			CV Preperation	
			Presentation Skill	
			Group Discussion	
			OBT	
			Growth mindset	
2	14-02-2024	Jamia Millia	Central University visit	1 Day

## FINANCE

FIRST YEAR				
SL No	Date	Name of the RP	Topic	Time
1	10-11-2021	Abhishad	Achievement Motivation & Power of Adolsnce	FN
2	25-11-2021	Zakkir Hussain	Ethics & Morals	AN
3	13-12-2021	Dr. K Hussain	Healthy life style	FN
4	21-12-2021	VC Muhammed	Identifying Emotions, Emotional Regulation	AN
5	04-01-2022	Zuhail Babu	Empathy	FN
6	07-03-2022	Mr. Anshad	Communication - Verbal and Nonverbal, Active listening	AN
7	15-03-2022	Suhail	Confident Conversation	FN
8	23-03-2022	Nature Camp	Two days @ Attappadi (60x675+19750)+1000	2 Days
9	29-06-2022	Jamal	Goal Setting & Orientation to Govt Jobs	FN

SECOND YEAR				
SL No	Date	Name of the RP	Topic	Time
1	31-08-2022	Riyas & Jaleel	Team Work and Leadership	AN
2	15-11-2022	Afsal Madavoor	Self Acceptance	AN
3	16-11-2022	Anshad	Freindship, Relationship & Conflict Resolution	FN
4	15-12-2022	Kamarudheen	Stress Management	AN
5	16-03-2023	Noosiya	Appreciating Diversity, Gender Equality	FN
1	31-08-2022	Riyas & Jaleel	Team Work and Leadership	AN



THIRD YEAR				
SL No	Date	Name of the RP	Topic	Time
1	11-08-23 & 1208-23	Suresh, Riyas & Jaleel	Two Days Placement Training (Fin & Psycho)	2 Days
			Facing Interview	
			CV Preperation	
			Presentation Skill	
			Group Discussion	
			OBT	
			Growth mindset	
2	14-02-2024	Pondicherry	Central University visit (From All Classes)	1 Day

### ENGLISH AND PSYCHOLOGY

FIRST YEAR				
SL No	Date	Name of the RP	Topic	Time
1	09-11-2021	Abhishad	Achievement Motivation & Power of Adolsnce	AN
2	29-11-2021	Zakkir Hussain	Ethics & Morals	FN
3	14-12-2021	Dr. K Hussain	Healthy life style	AN
4	22-12-2021	VC Muhammed	Identifying Emotions, Emotional Regulation	FN
5	05-01-2022	Zuhail Babu	Empathy	AN
6	07-03-2022	Nature Camp	Three Days @ Tholpetty (21 Students Psycho	3 days

7	14-03-2022	Anshad	Communication & Active listening	FN
8	22-03-2022	Suhail	Confident Conversation	FN
9	27-06-2022	Jamal	Goal Setting & Orientation to Govt Jobs	AN
10	28-06-2022	Nature Camp	Three Days @ Peppara Wildlife (41 Students)ENG	2 days

SECOND YEAR				
SL No	Date	Name of the RP	Topic	Time
1	22-08-2022	Riyas & Jaleel	Team Work and Leadership	AN
2	09-11-2022	Anshad	Freindship, Relationship & Conflict Resolution	AN
3	14-11-2022	Afsal Madavoor	Self Acceptance	AN
4	13-12-2022	Kamarudheen	Stress Management	FN
5	14-03-2023	Noosiya	Appreciating Diversity, Gender Equality	AN

THIRD YEAR				
SL No	Date	Name of the RP	Topic	Time
1	11-08-23 & 1208-23	Suresh, Riyas & Jaleel	Two Days Placement Training (Fin & Psycho)	2 Days
			Facing Interview	
			CV Preperation	
			Presentation Skill	

			Group Discussion	
			OBT	
			Growth mindset & Career Planning	
2	29-01-24 & 30-01-24	Suresh, Riyas & Jaleel	Same as above (English & BBA)	2 Days

### ZOOLOGY AND BOTANY

FIRST YEAR				
SL No	Date	Name of the RP	Topic	Time
1	09-11-2021	Abhishad	Achievement Motivation & Power of Adolsnce	FN
2	29-11-2021	Zakkir Hussain	Ethics & Morals	AN
3	14-12-2021	Dr. K Hussain	Healthy life style	FN
4	22-12-2021	VC Muhammed	Identifying Emotions, Emotional Regulation	AN
5	05-01-2022	Zuhail Babu	Empathy	FN
6	07-03-2022	Nature Camp	Botany Only 21 Students (Three Days @ Tholpetty)	
7	14-03-2022	Anshad	Communication & Active listening	AN
8	23-03-2022	Nature Camp	Tow days @ Attappadi (33x675+19750+1000)	2 Days
9	29-06-2022	Jamal	Goal Setting & Orientation to Govt Jobs	AN

SECOND YEAR				
SL No	Date	Name of the RP	Topic	Time
1	22-08-2022	Riyas & Jaleel	Team Work and Leadership	FN
2	26-10-2022	Afsal	Self Acceptance	FN

3	09-11-2022	Anshad	Freindship, Relationship & Conflict Resolution	FN
4	13-12-2022	Kamarudheen	Stress Management	AN
5	16-03-2023	Noosiya	Appreciating Diversity, Gender Equality	FN
THIRD YEAR				
SL No	Date	Name of the RP	Topic	Time
1	16-08-23 & 1708-23 (Zoology) 18-08-23 & 1908-23 (Botany)	Suresh, Riyas & Jaleel	Two Days Placement Training (BTTM & Zoology)	2 Days
			Facing Interview	
			CV Preperation	
			Presentation Skill	
			Group Discussion	
			OBT	
			Growth mindset	
2	02-01-2024	Kashmir University	Central University Visit	1 Day

**BBA**

FIRST YEAR				
SL No	Date	Name of the RP	Topic	Time
1	08-11-2021	Abhishad Aziz	Achievement Motivation & Power of Adolsnce	FN
2	08-12-2021	Zakkir Hussain	Ethics & Morals	AN
3	15-12-2021	Dr. K Hussain	Healthy life style	FN
4	23-12-2021	VC Muhammed	Identifying Emotions, Emotional Regulation	AN
5	06-01-2022	Zuhail Babu	Empathy	FN

6	21-03-2022	Anshad	Communication & Active listening	AN
7	23-03-2022	Suhail	Confident Conversation	FN
8	30-06-2022	Jamal	Goal Setting & Orientation to Govt Jobs	AN

SECOND YEAR				
SL No	Date	Name of the RP	Topic	Time
1	17-08-2022	Riyas & Jaleel	Team Work and Leadership	AN
2	27-08-2022	Nature Camp	Two Days Nature Camp Attappadi (58)	
3	15-11-2022	Afsal Madavoor	Self Acceptance	FN
4	17-11-2022	Anshad	Freindship, Relationship & Conflict Resolution	AN
5	14-12-2022	Kamarudheen	Stress Management	FN

THIRD YEAR				
SL No	Date	Name of the RP	Topic	Time
1	29-01-24 & 3001-24	Suresh, Riyas & Jaleel	Two Days Placement Training	2 Days
			Facing Interview	
			CV Preperation	
			Presentation Skill	
			Group Discussion	
			OBT	

			Growth mindset	
2	14-02-2024	Delhi University	Central University visit (BBA, ENG, Psy, Fin)	1 Day

### COOPERATION

FIRST YEAR				
SL No	Date	Name of the RP	Topic	Time
1	10-11-2021	Abhishad	Achievement Motivation & Power of Adolsnce	AN
2	08-12-2021	Zakkir Hussain	Ethics & Morals	FN
3	15-12-2021	Dr. K Hussain	Healthy life style	AN
4	23-12-2021	VC Muhammed	Identifying Emotions, Emotional Regulation	FN
5	06-01-2022	Zuhail Babu	Empathy	AN
6	21-03-2022	Anshad	Communication & Active listening	FN
7	23-03-2022	Suhail	Confident Conversation	AN
8	30-06-2022	Jamal	Goal Setting & Orientation to Govt Jobs	FN
SECOND YEAR				
SL No	Date	Name of the RP	Topic	Time
1	17-08-2022	Riyas & Jaleel	Team Work and Leadership	FN
2	27-08-2022	Nature Camp	Two Days Nature Camp Attappadi (59)	
3	26-10-2022	Afsal	Self Acceptence	AN
4	17-11-2022	Anshad	Freindship, Relationship & Conflict Resolution	FN

5	14-12-2022	Kamarudheen	Stress Management	AN
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6	14-03-2023	Noosiya	Appreciating Diversity, Gender Equality	FN
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**THIRD YEAR**

SL No	Date	Name of the RP	Topic	Time
1	18-08-23 & 19-08-23	Suresh, Riyas & Saleel	Two Days Placement Training (Coop & Botany)	2 Days
			Facing Interview	
			CV Preperation	
			Presentation Skill	
			Group Discussion	
			OBT	
2	08-02-2024	University Visit	Jamia Millia Delhi	1 Day

## VARIOUS UPDATE PROGRAMMES

### ACHIEVEMENT MOTIVATION & POWER OF ADOLESCENCE

The Achievement Motivation and Power of Adolescence program aims to empower college students by enhancing their motivation levels and understanding of their capabilities during this crucial phase of development. It Increase awareness of the importance of achievement motivation in academic and personal success. famous motivational speaker Abhishad guruvayur Provide strategies to boost self-esteem and confidence among students. Foster a growth mindset to overcome challenges and setbacks. Cultivate a sense of responsibility and agency in pursuing goals. Facilitate group discussions, goal-setting exercises, and role-playing scenarios to encourage peer learning and support stress-relief strategies to help students manage pressure Regular assessments and feedback sessions will be conducted to measure the effectiveness of the program and gather insights for improve The Achievement Motivation and Power of Adolescence program aims to equip students with the mindset, skills, and support needed to navigate challenges, pursue their aspirations, and thrive in both academic and personal domains. By fostering a culture of motivation and empowerment, the program seeks to empower the next generation of leaders and change-makers.







## ETHICS AND MORALITY

The class underscores the multifaceted nature of stress among CPA College students, influenced by factors such as social media, family dynamics, academic pressures, and friendships. By implementing targeted interventions and support systems, CPA College can foster a healthier and more conducive environment for stress management among its student body.

### **Class Structure:**

- *Lecture Sessions:* The class began with informative lectures on the physiology of stress, its psychological effects, and the importance of stress management.

- *Interactive Discussions:* Participants engaged in open discussions to share their experiences with stress and exchange coping strategies.

- *Practical Exercises:* Various stress management techniques such as deep breathing, mindfulness meditation, progressive muscle relaxation, and time management exercises were taught and practiced.

- *Case Studies:* Real-life case studies were analysed to understand different stress scenarios and effective coping mechanisms.

- *Group Activities:* Collaborative activities were conducted to foster teamwork and peer support in stress management efforts.

The “Ethics and Morality” class provide valuable insights and practical tools for participants to better understand and cope with stress in their lives. By promoting stress awareness and teaching effective coping strategies, the class aimed.





## HEALTHY LIFESTYLE

The recent talk on promoting a healthy lifestyle offered valuable insights and practical tips for individuals looking to improve their overall well-being. The speaker emphasizes the importance of adopting healthy habits and making conscious choices to enhance physical, mental, and emotional health. Key Points Discussed: Nutrition and Diet: The talk highlighted the significance of maintaining a balanced diet rich in fruits, vegetables, whole grains, lean proteins, and healthy fats. It emphasized the importance of portion control, mindful eating, and staying hydrated by consuming an adequate amount of water daily. Physical Activity: Regular physical activity was emphasized as a cornerstone of a healthy lifestyle, with recommendations to engage in at least 150 minutes of moderate-intensity exercise per week. The talk discusses the benefits of various forms of physical activity, including cardiovascular exercises, strength training, flexibility exercises, and recreational activities. Stress Management: Strategies for managing stress and promoting mental well-being were discussed, including mindfulness practices, relaxation techniques, and stress-reducing activities such as yoga and meditation. The importance of adequate sleep in maintaining cognitive function and emotional stability was highlighted, along with tips for improving sleep quality. Avoiding Harmful Substances: The talk underscores the importance of avoiding harmful substances such as tobacco,

excessive alcohol, and illicit drugs, and their detrimental effects on overall health. Strategies for quitting smoking and seeking support for substance abuse were addressed, along with resources available for individuals in need of assistance. Social Connection and Support: The role of social connections and supportive relationships in promoting mental health and resilience was discussed. The talk emphasizes the importance of nurturing relationships, fostering social connections, and seeking support from friends, family, or mental health professionals when needed.



## **SELF AWARENESS, CRITICAL AND CREATIVE THINKING**

The workshop's primary objective was to enhance students' understanding and application of self-awareness, critical thinking, and creative thinking. These skills are integral not only for academic success but also for personal and professional development.



## **LIFE SKILLS: EMOTIONAL SKILLS**

The workshop aimed to equip students with essential life skills and emotional intelligence to enhance their personal and academic growth. It comprised interactive sessions, group discussions, and practical exercises tailored to engage first-year students effectively. The following topics were covered:

### **1. Introduction to Life Skills:**

- Definition and significance of life skills in personal and professional development.
- Types of life skills (e.g., communication, problem-solving, decision-making, time management).

### **2. Emotional Intelligence:**

- Understanding emotions and their impact on behavior and decision-making.
- Components of emotional intelligence (self-awareness, self-regulation, social awareness, relationship management).

### **3. Practical Strategies:**

- Mindfulness and relaxation techniques for stress management.
- Effective communication skills for building healthy relationships.
- Problem-solving and decision-making exercises to enhance critical thinking.

### **4. Case Studies and Role-Playing:**

- Real-life scenarios were presented to encourage students' application of learned skills.
- Role-playing activities facilitated experiential learning and skill development.



## **TWO DAY NATURAL CAMP**

Natural camps play a crucial role in promoting environmental awareness and conservation. They provide a direct connection to nature, fostering a sense of responsibility and appreciation for the environment. These camps offer an immersive experience, allowing people to learn about ecosystems, biodiversity, and sustainable practices. Moreover, they contribute to ecotourism, supporting local economies while encouraging the preservation of natural habitats. Ultimately, natural camps serve as educational hubs, inspiring individuals to become stewards of the planet.

Attappadi is a serene natural camp nestled in the western ghats of Kerala, India. With lush greenery, diverse flora and fauna, and a tranquil environment, it offers a perfect retreat for nature enthusiasts. Explore the rich tribal culture, embark on nature trails, and experience the beauty of the Nilgiri Biosphere

Reserve. It's a haven for those seeking a peaceful escape surrounded by the wonders of the natural world.

Attappadi, situated in the Palakkad district of Kerala, India, is a picturesque region renowned for its natural beauty and cultural diversity. Hosting a natural camp in Attappadi offers participants a unique blend of experiences. The scope of natural camps in Attappadi, Kerala, is significant due to its unique blend of biodiversity, indigenous culture, and the potential for sustainable tourism. Attappadi is known for its rich

biodiversity, including diverse flora and fauna. Natural camps can serve as platforms to explore and appreciate this unique ecosystem.

The presence of indigenous tribes adds cultural richness. Natural camps can facilitate cultural exchange programs, allowing participants to learn about and respect the tribal way of life. Given its ecological importance, Attappadi can become a hub for environmental education. Natural camps can host workshops, seminars, and programs focusing on conservation and sustainable practices. The scope for responsible ecotourism is immense. Natural camps can contribute to the development of eco-friendly tourism, promoting a balance between tourism activities and the preservation of natural habitats. Attappadi's unique ecosystem provides ample opportunities for ecological research. Natural camps can collaborate with researchers and institutions to conduct studies on biodiversity, climate, and conservation.

The diverse terrain in Attappadi offers opportunities for adventure activities like trekking, wildlife safaris, and nature trails, enhancing the scope for adventure tourism. Engaging local communities in natural camp activities can provide economic benefits and create a sense of ownership, ensuring that the benefits of tourism are shared locally. Natural camps can play a role in promoting sustainable development by adhering to eco-friendly practices, supporting local livelihoods, and minimizing the ecological footprint.

## OBJECTIVES

The objectives of a natural camp typically include:

- ❖ *Environmental Education:* To educate participants about the importance of ecosystems, biodiversity, and sustainable practices.
- ❖ *Conservation Awareness:* Raise awareness about environmental conservation and the need to protect natural habitats.
- ❖ *Outdoor Skills:* Develop outdoor skills, survival techniques, and a deeper understanding of nature through hands-on experiences.
- ❖ *Cultural Exchange:* Facilitate cultural exchange, especially in areas with indigenous communities, fostering understanding and respect for diverse lifestyles.
- ❖ *Adventure and Recreation:* Provide opportunities for outdoor recreation and adventure activities to promote physical well-being.
- ❖ *Promotion of Ecotourism:* Support local economies through responsible and sustainable ecotourism practices.

- ❖ *Research and Documentation:* Encourage research and documentation of local flora, fauna, and ecosystems, contributing to scientific knowledge.
- ❖ *Team Building:* Foster teamwork, leadership, and interpersonal skills through group activities in a natural setting.
- ❖ *Stress Reduction:* Serve as a retreat for individuals to unwind, de-stress, and reconnect with nature.
- ❖ *Promotion of Sustainable Practices:* Model and promote eco-friendly practices, encouraging participants to adopt sustainable habits in their daily lives.

## OUTCOMES

The outcomes of a natural camp often include:

- ❖ *Environmental Awareness:* Participants gain a heightened awareness of environmental issues, fostering a sense of responsibility towards nature.
- ❖ *Education:* Increased knowledge about ecosystems, wildlife, and sustainable practices through hands-on learning experiences.
- ❖ *Conservation Mindset:* Development of a conservation mindset, leading to a greater commitment to protecting natural resources and habitats.
- ❖ *Personal Growth:* Enhanced personal growth through overcoming challenges, building resilience, and developing outdoor skills.
- ❖ *Cultural Appreciation:* Greater appreciation and understanding of diverse cultures, especially those linked to indigenous communities in the area.
- ❖ *Stewardship:* Participants often become stewards of the environment, actively contributing to conservation efforts in their communities.
- ❖ *Physical Fitness:* Improved physical fitness through outdoor activities, promoting a healthy and active lifestyle.
- ❖ *Community Building:* Formation of strong bonds among participants, fostering a sense of community and shared environmental values.
- ❖ *Eco-conscious Behavior:* Adoption of eco-conscious behavior and sustainable practices in daily life, influenced by the camp experience.

In summary, a natural camp in Attappadi offers a holistic experience, combining the exploration of diverse ecosystems, cultural immersion, adventure, and a commitment to environmental conservation. It serves as a gateway to appreciate the intrinsic connection between nature and culture in this captivating region of Kerala.







## CAREER PLANNING

Career planning and learning initiatives play a pivotal role in assisting individuals in navigating their professional journeys effectively, acquiring new skills, and achieving their career aspirations. This report provides an overview of the key components, objectives, and strategies involved in enhancing career planning and learning programs. Career planning and learning are essential for individuals to thrive in today's dynamic and competitive job market. As industries evolve and job roles change,

individuals must continuously assess their skills, explore new opportunities, and invest in their professional development to remain competitive and adaptable. These following topics are covered in this section; Assist individuals in identifying their strengths, weaknesses, interests, and values to make informed career decisions, Help individuals establish clear and achievable career goals aligned with their aspirations and capabilities, Provide resources and guidance for individuals to explore various career options, industries, and job roles, Encourage individuals to build and maintain professional networks to access opportunities and support in their careers and Provide strategies and tools for individuals to manage their careers proactively, including self-promotion and negotiation skills.



## IDENTIFYING EMOTIONS & EMOTION REGULATION

The purpose of the seminar was to raise awareness about the importance of understanding emotions and mastering emotional regulation techniques. It includes a discussion of the various components of emotions, including physiological responses, subjective experiences, and behavioral expressions. Attendees learned about the significance of being aware of their emotions. And also emphasizes the role of self-awareness in recognizing and understanding one's emotional state. Practical strategies were provided to help attendees identify and label their emotions accurately. Through exercises and examples, participants learned to distinguish between different emotions and discern their underlying causes.



## EMPATHY

The session prompted students to engage in discussions, share personal experiences, and contemplate the role of empathy in understanding others. And also provides theoretical knowledge with practical examples, illustrating how empathy serves to bridge gaps, enhance communication, and nurture a more compassionate society. The exploration of empathy extended to its psychological foundations, emphasizing its significance in mental health and emotional well-being. For students, the discussion delved into how empathy enriches literary comprehension and character analysis, providing a nuanced appreciation of texts and narratives.



### **COMMUNICATION (VERBAL AND NON-VERBAL) ACTIVE LISTENING**

The update program, focusing on both verbal and non-verbal aspects with a special emphasis on active listening. The session highlights the critical role communication plays in various aspects of life, underscoring the importance of both verbal and non-verbal elements. The primary focus of this particular session was on the skill of active listening. The session was designed to be dynamic, encouraging active participation and providing a platform for individuals to apply theoretical concepts. The exploration of verbal communication included discussions on language choice, clarity in expression, tone, and pitch modulation. It emphasizes the significance of words in effective communication and provided insights into delivering constructive feedback. In the segment dedicated to non-verbal communication, participants delved into the intricacies of body language, facial expressions, gestures, and proxemics. Practical exercises were employed to hone participants' active listening skills, enabling them to respond thoughtfully to information and perspectives shared by others.



## **TEAMWORK AND LEADERSHIP**

This section delved core principles of effective leadership, emphasizing communication strategies and decision-making processes, and connecting these concepts to the specific demands of managing travel and tourism operations. Real-world examples and case studies were shared, enriching the students' understanding of leadership's practical applications in the travel industry. The interactive nature of the program was a standout feature. Through group discussions and travel-specific team-building exercises, students applied leadership and teamwork concepts in simulated scenarios relevant to the industry. Roleplaying scenarios added a practical dimension, enabling students to immerse themselves in situations mirroring real-world challenges specific to travel and tourism management. The experiential learning approach reinforced theoretical concepts and empowered students with skills crucial for problemsolving in this dynamic industry. The program also dedicated attention to teamwork dynamics, recognizing the collaborative nature of the travel and tourism sector.



## **FRIENDSHIP, RELATIONSHIP & CONFLICT**

CPA College of Global Studies organized a session “Empower Students with Report On Friendship,

Relationship & Conflict” as part of its Update Programme, The Resource person delved into various Friendship Dynamics, Relationship Building and Conflict Resolution Strategies. Interactive activities such as group discussions and role-plays were

incorporated to enhance student engagement, The insights gained are expected to benefit students both academically and personally



## SELF-ACCEPTANCE

The event aimed to shed light on the importance of self-acceptance in fostering personal growth, resilience, and emotional well-being. This section includes a discussion regarding the following key points

### **Key Points Discussed:**

- ✓ **Definition of Self-Acceptance:** The speaker began by defining self-acceptance as “an individual’s acceptance of all of his/her attributes, positive or negative”. He emphasized that self-acceptance goes beyond mere tolerance or resignation; it involves acknowledging and affirming one's inherent worthiness and uniqueness.
- ✓ **The Significance of Self-Acceptance:** The speech highlighted the significance of self-acceptance in various aspects of life, including personal relationships, emotional



well-being, and resilience. The speaker emphasized that self-acceptance lays the foundation for healthy self-esteem, authentic connections with others, and inner peace.

- ✓ **Challenges to Self-Acceptance:** The speaker addressed common challenges and barriers to self-acceptance, such as societal norms, cultural expectations, and internalized self-criticism. They discussed how external pressures and comparisons often lead individuals to doubt their worthiness and seek validation from others.
- ✓ **Strategies for Cultivating Self-Acceptance:** Practical strategies for fostering self-acceptance were discussed, including:
  - o Practicing self-compassion and kindness toward oneself.
  - o Challenging negative self-talk and self-limiting beliefs.
  - o Cultivating mindfulness to foster self-awareness and acceptance of present-moment experiences.
  - o Embracing imperfection and recognizing that vulnerability is a strength.
  - o Seeking support from trusted friends, family members, or mental health professionals.
- ✓ **The Journey of Self-Discovery:** The speech emphasized that self-acceptance is a journey of self-discovery and growth, requiring patience, courage, and self-reflection. The speaker encouraged the audience to embrace their authenticity and honor their unique identities, free from societal judgments or expectations.



## APPRECIATING DIVERSITY AND GENDER EQUALITY

The objective of promoting appreciation of diversity and gender equality in the classroom is to create

an inclusive and respectful learning environment that values and celebrates differences among students. This objective aims to foster a sense of belonging, acceptance, and understanding among students from various backgrounds, ethnicities, cultures, and genders. By incorporating diversity and gender equality into the classroom, educators seek to equip students with the knowledge, skills, and attitudes necessary to navigate a diverse and interconnected world. The students were Facilitated open discussions on topics related to diversity and gender equality. They were encouraged to express their opinions, ask questions, and engage in respectful dialogue to enhance their understanding of different perspectives. Conducted interactive activities such as group projects, debates, and simulations to encourage collaboration among students from diverse backgrounds. Utilized multimedia resources, including documentaries and films, to explore issues related to diversity and gender equality. The classroom became a safe space for students to express themselves without fear of judgment. Students reported feeling more connected to their peers, contributing to a positive and inclusive learning environment. The efforts to promote appreciation for diversity and gender equality in our class have yielded positive results, fostering a more inclusive and understanding learning environment. Ongoing initiatives will continue to reinforce these values, preparing students not only academically but also socially for the diverse world they will encounter beyond the classroom.



## **RECOGNISING THE STRENGTH & OVERCOMING OBSTACLES**

The event aimed to provide students with insights and strategies to maximize their potential, navigate challenges effectively, and excel in their academic and personal pursuits. And also highlights the role of perseverance, resilience, and adaptability in achieving one's goals



## **TWO DAYS OF PLACEMENT TRAINING (FINISHING SCHOOL PROGRAM)**

As part of the update class all the final year students are given two days of placement training program with comprehensive guidance and practical skills necessary to succeed in the competitive job market.

Day 1 of the program focused on fundamental aspects of the placement process. It commenced with an overview of the current job market trends and the importance of effective placement strategies. Students were introduced to the key components of a successful job application, including crafting a compelling resume and writing an impactful cover letter. Through interactive workshops and one-on-one sessions, participants received personalized feedback and guidance on refining their resumes to highlight their strengths and accomplishments effectively.

Following the resume workshop, the program delved into interview preparation techniques. Experienced industry professionals and career advisors led sessions on how to research prospective employers, anticipate interview questions, and effectively communicate one's skills and experiences during an interview. Mock interview sessions provided students with invaluable hands-on experience and constructive feedback to enhance their confidence and performance in real-life interview scenarios.

Day 2 of the training program was dedicated to enhancing students' communication and presentation skills, essential for success in group discussions and interviews. Participants engaged in group activities and role-playing exercises to develop effective communication strategies, articulate their ideas persuasively, and engage in constructive dialogue. Moreover, sessions on effective presentation techniques equipped students with the skills to deliver impactful and engaging presentations, showcasing their expertise and suitability for prospective employers.

Throughout the two-day program, emphasis was placed on fostering a supportive and collaborative learning environment where students could learn from each other's experiences, share insights, and build confidence in their abilities. Interactive Q&A sessions allowed students to seek clarification on specific topics and address any concerns they had about the job search process.







## **CENTRAL UNIVERSITY VISITS**

CPA College of Global Studies organized a Central University Visit along with their National Trip for the final year UG students. These visits helped them to interact with the senior professors and deans of the universities. Some of the Central Universities students visited are

- Jawaharlal Nehru University New Delhi
- Jamia Millia Islamia Central University
- Pondicherry Central University
- Goa University

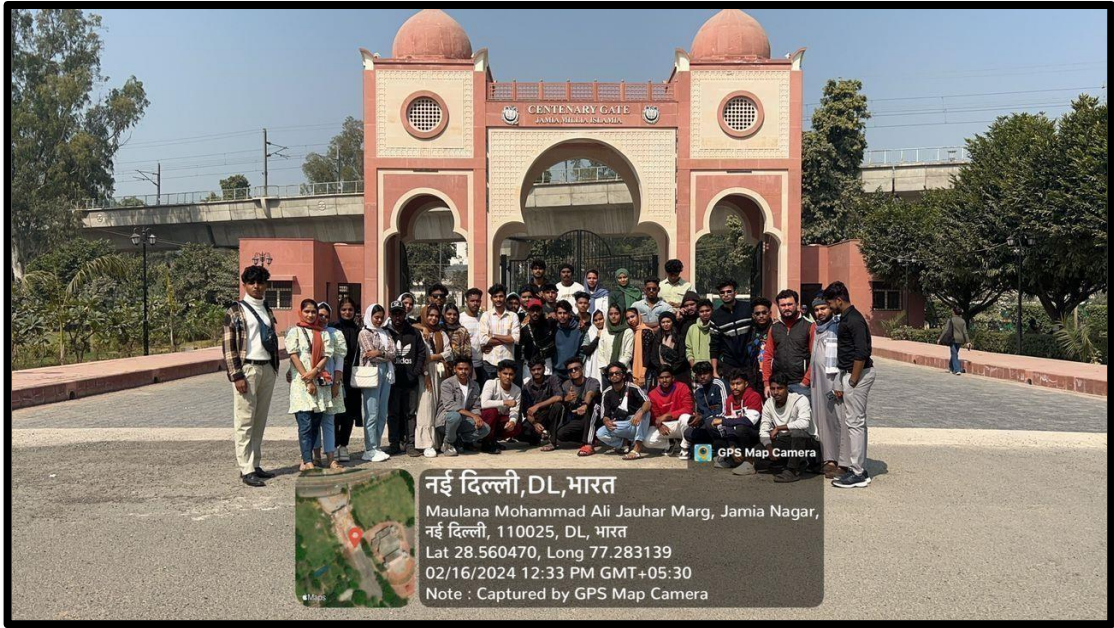
## **OBJECTIVES**

- To increase awareness of higher education and foster familiarity with University Campuses
- Reinforcing experiential and relational learning
- To give a firsthand exposure to university libraries

## **OUTCOMES**

- Central University visits along with their National Trip helped the students to visualize and understand various facilities of university departments. Students got a first-hand experience to visit the libraries.
- Interactions with the Dean and Professors of various dept. helped them to identify the opportunities for their future (career) and prepare themselves accordingly.





## YOGA

The yoga class provided by CPA College of Global Studies as part of its update program is designed to offer students a holistic approach to health and wellness. This class focuses on incorporating the foundational principles of yoga to improve students' physical and mental wellbeing, helping them manage academic stress and maintain a balanced lifestyle.

During the session, students engage in a series of guided poses, breathing exercises, and mindfulness practices led by a certified instructor. The program is structured to be accessible for all experience levels, from beginners to those already familiar with yoga. Each session emphasizes relaxation, concentration, and flexibility, offering practical tools for students to use in their daily lives.

By integrating this yoga class into the update program, CPA College aims to foster a supportive environment where students can recharge and gain valuable skills for personal well-being. This aligns with the college's commitment to nurturing not only academic growth but also the overall health and resilience of its students.

### OBJECTIVES:

- ❖ Enhancing Physical Health: Improving flexibility, strength, and balance.
- ❖ Promoting Mental Well-being: Reducing stress and fostering mental clarity.
- ❖ Encouraging Mindfulness: Teaching students to be present and increase awareness.
- ❖ Building a Healthy Routine: Encouraging students to incorporate yoga into their daily lives.

### OUTCOMES:

- ❖ Improved Physical Fitness: Increased flexibility, strength, and stamina.
- ❖ Stress Reduction: Enhanced ability to manage stress and anxiety.
- ❖ Better Focus and Concentration: Sharper mental focus and improved academic performance.



## CONVOCATION CEREMONY

The Convocation Ceremony at CPA College of Global Studies is a significant event that celebrates the academic achievements of its graduates. During this ceremony, students who have successfully completed their programs are awarded their degrees in recognition of their hard work and dedication. And it is a day devoted to celebrating an important point in student's lives. Examinations are finally over; parents admire their children for reaching the finishing line of a long marathon. Additionally, the college also provides certificates to students who have completed various update courses, offering them further credentials for their enhanced skills and knowledge. The convocation serves as a formal occasion to honour the accomplishments of both degree graduates and those completing specialized courses, marking a pivotal moment in their educational journey





## Format of Lesson Plan

Name of the lesson :.....

Name of the facilitator :.....

Lesson duration : ..... To .....

Lesson Objective:

Lesson flow:

No	Stages	Activity
1	Icebreaker	
2.	Opening	
3	Activity for understanding the topic	



4.	Activity for application	
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Does the lesson include (Please Tick?)

Group Discussion 2. Paired activity 3. Role play 4. Simulation

#### FORMAT OF FEEDBACK FORM

Name :

Class :

Session attended :

Date of the session :

Facilitated by :

The session was

Engaging  Fun  Captivating  Informative

What are the major learning for you from the session?

What are the things you will apply in your life from this session?

Does the session have the following elements?

Icebreakers  Opening activity  Activity for understanding the topic

Activity for applying the concepts.  Group discussion.  Role play

Paired discussion/activity  Audio-visual aids.  Worksheets

**S.**

Summarise the learning

How do you rate the session over all?

|-----|-----|-----|-----|

1

2

3

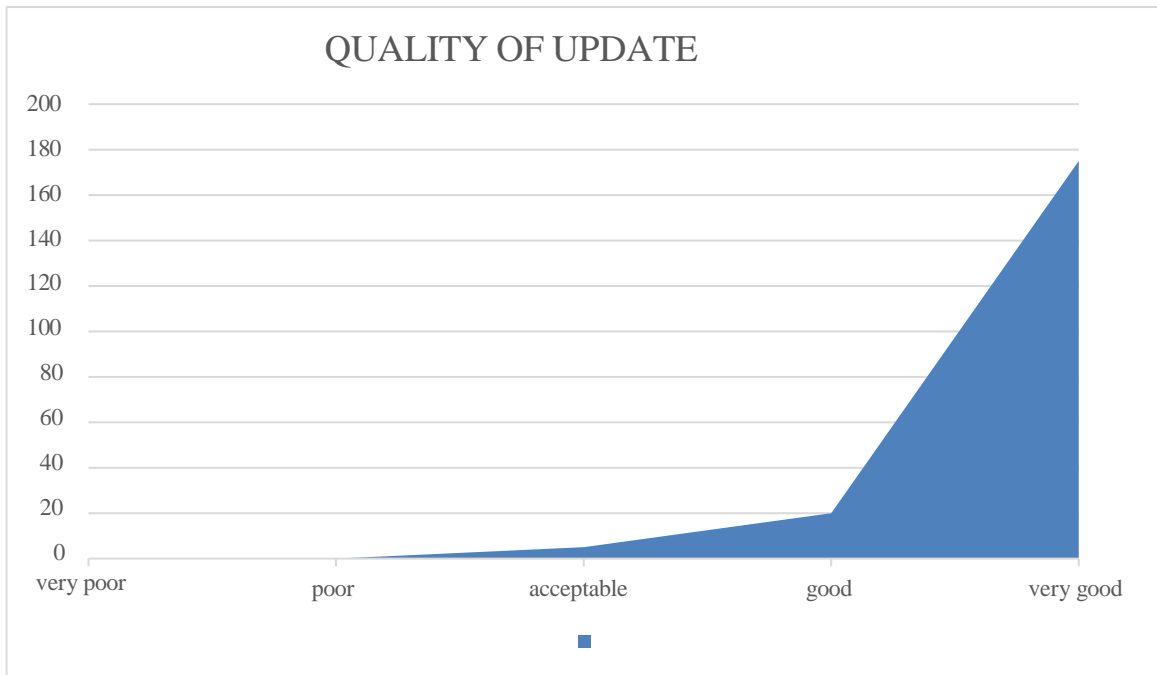
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5

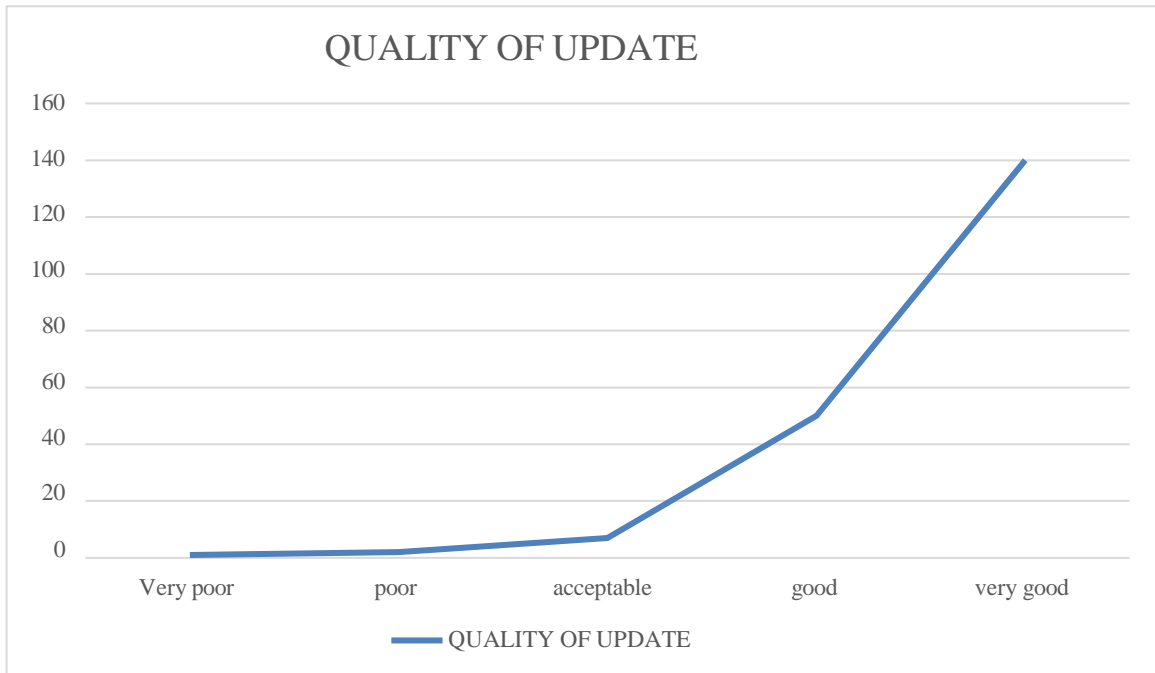
## FEEDBACK

The following diagrams displays feedback of course accomplished students regarding the quality of update course

### 2020-23 BATCH



## 2021-24 BATCH



The update classes provided by CPA College of Global Studies have proven to be highly effective in enhancing students' knowledge and skills, ensuring they remain at the forefront of their professional fields. The courses are designed to address the latest trends and developments, equipping students with the tools they need for continued success. We are proud to announce that two batches from our college have successfully completed the update courses, demonstrating their commitment to excellence and professional growth. In recognition of their hard work and dedication, certificates of completion were awarded to the students during the convocation ceremony of the first batch, marking an important milestone in their academic journey.

# CERTIFICATE

## Of Achievement

This Certificate is Proudly Presented to

*Mohammed Shameel P*

Who has Successfully Completed the three years Graduate Skill Development Programme of 2020-23 Batch (UPDATE) Under the Centre for Cosmopolitan Studies, Held at CPA College of Global Studies, Puthanathani.



**CPA**



CO-ORDINATOR

PRINCIPAL