



Peace begins
with tolerance
and
RESPECT FROM
every one

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HUMAN
RIGHTS

HUMAN RIGHTS

UNIT -1: HISTORICAL DEVELOPMENT OF HUMAN RIGHTS

• Introduction	01
• Nature and Scope of Human Rights	01
• Importance of Human Rights	01
• Theories of Human Rights	01
• Historical Development of Human Rights	02

UNIT -2: U.N. AND INTERNATIONAL INSTRUMENTS

• Universal Declaration of Human Rights	05
• Preamble	05
• The General Assembly	05
• Article 1-30	07
• Amnesty	10
• Preamble	11
• Declaration of the Rights of the Child	14
• Agreement	14

Unit -3: PUNISHMENT

• Introduction	15
• The Right to Life	15
• Right against Torture	17
• Right to Fair Trial	17
• Cultural and Ethnic Rights	18
• Right to Creations	19

Unit -4: CONTEMPORARY HUMAN RIGHTS

• Children's Rights	20
• Women's Rights	22
• Draft and Human Rights	24
• Other Rights	24
• Fundamental Duties	29

UNIT -5: NATIONAL HUMAN RIGHTS COMMISSION

2019 - 2020

• Constitution of the Commission	31
• Functions of the Commission	31
• Format for filing a complaint with the NHRC	32
• Guidelines on how to file complaint with the NHRC	33
• State Human Rights Commission	34
• Duties of public	35
• Central Information Commission	36
• Power of the	36
• Right to Education	37



Department of Life Education
 Sacred Heart College
 Tirupattur - 635 601, Vellore

HUMAN RIGHTS

CONTENT

UNIT -1: HISTORICAL DEVELOPMENT OF HUMAN RIGHTS

▪ Introduction	01
▪ Nature and Scope of Human Rights	01
▪ Importance of Human Rights	01
▪ Theories of Human Rights	01
▪ Historical Development of Human Rights	02

UNIT -2: U.N.O. AND INTERNATIONAL HUMAN RIGHTS

▪ Universal Declaration of Human Rights	06
▪ Preamble	06
▪ The General Assembly	06
▪ Articles 1-30	07
▪ Amnesty International	10
▪ Preamble	11
▪ Constituent Assembly	14
▪ Amendment of the Constitution	14

Unit -4: FUNDAMENTAL RIGHTS

▪ Classification of Fundamental Rights	15
▪ The Right to Equality (Article 14 - 18)	15
▪ The Right to Freedom (Article 19-22)	16
▪ Right against Exploitation (Article – 23 & 24)	17
▪ Right to freedom of religion (Article 25 – 28)	17
▪ Cultural and Educational Right of Minorities (Articles 29 & 30)	18
▪ Right to Constitutional Remedies (Article 32 & 32A)	18

Unit -5: CONTEMPORARY ISSUES ON HUMAN RIGHTS

▪ Children's Rights	20
▪ Women's Rights	22
▪ Dalits and Human Rights:	24
▪ Other Rights	24
▪ Fundamental Duties	29

Unit -6: NATIONAL HUMAN RIGHTS COMMISSION, STATE HUMAN RIGHTS.,

▪ Constitution of the National Human Rights Commission (NHRC)	31
▪ Functions of the Commission	31
▪ Format for filing a complaint with the NHRC	32
▪ Guidelines on how to file complaint with the NHRC	33
▪ State Human Rights Commissions	34
▪ Duties of public authorities	35
▪ Central Information Commission	36
▪ Power of the commissions	36
▪ Right to Education – 2010	37



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Tirupattur - 635 601, Vellore District, Tamil Nadu, India.

(Affiliated to Thiruvalluvar University, Vellore)

Accredited by NAAC (4th Cycle - under RAF) with CGPA of 3.31/4 at 'A+' Grade

HUMAN RIGHTS

UNIT - 1:

HISTORICAL DEVELOPMENT OF HUMAN RIGHTS: Introduction, Nature and Scope of Human Rights, Importance of Human Rights, Theories of Human Rights, Historical Development of Human Rights

UNIT - 2:

U.N.O AND INTERNATIONAL HUMAN RIGHTS: Universal Declaration of Human Rights, Preamble, The General Assembly, Articles 1-30, Amnesty International, Preamble, Constituent Assembly, Amendment of the Constitution

UNIT - 3:

FUNDAMENTAL RIGHTS: Classification of Fundamental Rights, The Right to Equality (Article 14 - 18), The Right to Freedom (Article 19 - 22), Right against Exploitation (Article - 23 & 24), Right to freedom of religion (Article 25 - 28), Cultural and Educational Right of Minorities (Articles 29 & 30), Right to Constitutional Remedies (Article 32 & 32A)

UNIT - 4:

CONTEMPORARY ISSUES ON HUMAN RIGHTS: Children's Rights, Women's Rights, Dalits and Human Rights, Other Rights, Fundamental Duties

UNIT - 5:

NATIONAL HUMAN RIGHTS COMMISSION, STATE HUMAN RIGHT: Constitution of the National Human Rights Commission (NHRC), Functions of the Commission, Format for filing a complaint with the NHRC, Guidelines on how to file complaint with the NHRC, State Human Rights Commissions, Duties of public authorities, Central Information Commission, Power of the commissions, Right to Education - 2010

VALUE EDUCATION

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Sacred Heart College
Tirupattur-635 601, Vellore
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VALUE EDUCATION

CONTENT

1. FAITH IN GOD

A. Why Do People Deny the Existence Of God	1
B. Why Do People Believe in God	3
C. Evil and the Existence of God	6
D. Evolution and Existence of God	8
E. Youth and Spirituality	8
F. Why Youth Should Move Towards Spirituality	9

2. MAJOR RELIGIONS

A. Origins of	11
B. Religion	12
C. Core Values	14
D. Core	17
E. Core	21

3. SOCIAL

A.	26
B.	30
C.	35
D.	39
E.	42
A. Moral Degradation	48
B. Respect for Life	50
C. Respect for Women	54
D. Corruption	60
E. Social Media	60

4. PURSUIT OF HAPPINESS

A. World Happiness Report	64
B. Becoming a Happy Person	65
C. The Seven Secrets of Happiness	65
D. Ten Things You	67
E. Teaching of Jesus on Happiness	68
F. Teaching of Buddha on Happiness	70

2018 - 2019

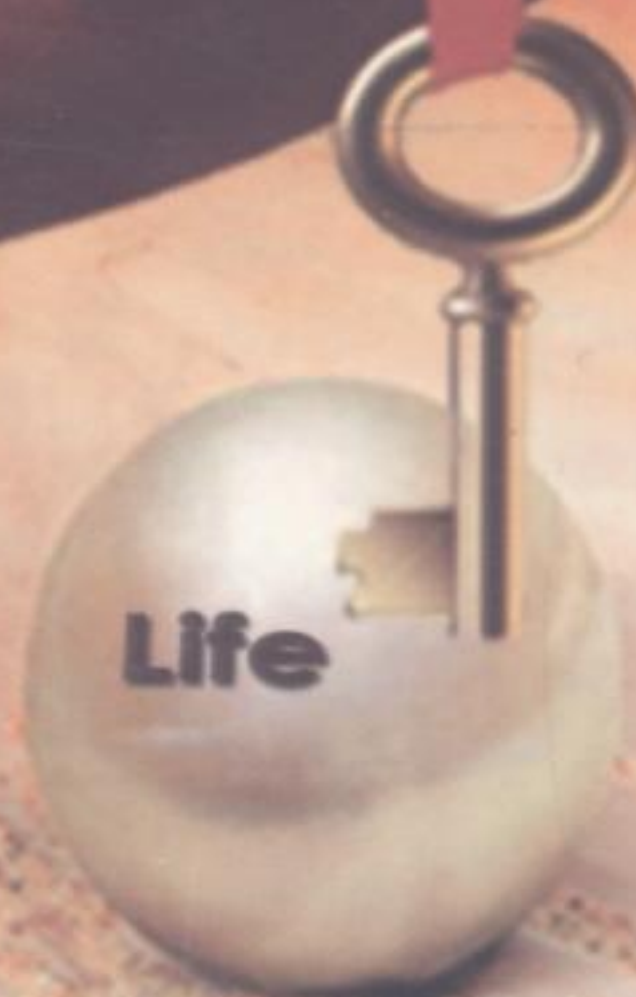


**VALUE EDUCATION
CONTENT**

1. FAITH IN GOD	
A. Why Do People Deny the Existence Of God	1
B. Why Do People Believe in God	5
C. Evil and the Existence of God	6
D. Evolution and Existence of God	8
E. Youth and Spirituality	8
F. Why Youth Should Move Towards Spirituality	9
2. MAJOR RELIGIONS	
A. Origins of Religions	11
B. Religious Conflicts	12
C. Core Values of Hinduism	14
D. Core Values of Islam	17
E. Core Values of Christianity	21
3. SOCIAL RESPONSIBILITY	
A. Environmental Problems	26
B. Poverty	30
C. Inequality	35
D. Mahatma Gandhi and Liberation of India	39
E. Gandhian Solution for Corruption in India	42
4. MORAL VALUES/ ETHICS	
A. Moral Degradation	45
B. Respect for Life	48
C. Respect for Women	50
D. Corruption	54
E. Social Media	60
5. PURSUIT OF HAPPINESS	
A. World Happiness Report	64
B. Becoming a Happy Person	65
C. The Seven Secretes of Happiness	65
D. Ten Things You can Do to be Happy	67
E. Teaching of Jesus on Happiness	68
F. Teaching of Buddha on Happiness	70

**"Your beliefs become your thoughts.
Your thoughts become your words.
Your words become your actions.
Your actions become your habits.
Your habits become your values.
Your values become your destiny."**

- Mahatma Gandhi,



Department: Life education
Subject: VALUE EDUCATION II

Subject Code: VE205B

Syllabus

Unit - 1

Faith in God: Why do People Deny the Existence of God, Why do People Believe in God, Evil and the Existence of God, Evolution and Existence of God, Youth and Spirituality, Why Youth Should Move Towards Spirituality

Unit - II: Major Religions

Origins of Religions, Religious Conflicts, Core Values of Hinduism, Core Values of Islam, Core Values of Christianity

Unit - III: Social Responsibility

Environmental Problems, Poverty, Inequality, Mahatma Gandhi and Liberation of India, Gandhian Solution for Corruption in India

Unit - IV: Moral Values/Ehhics

Moral Degradation, Respect for Life, Respect for Women, Corruption, Social Media

Unit - V: Pursuit of Happiness

World Happiness Report, Becoming a Happy Person, The Seven Secretes of Happiness, Ten Things you can do to be happy, Teaching of Jesus of Happiness, Teaching of Buddha on Happiness



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Employability SKILLS

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Edited by
Fr. Joseph Leo SDB,
Fr. Andrews Stephen Raj SDB



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CONTENTS

General Introduction	08
Chapter 1 Choosing one's career path	11
Chapter 2 Job Hunting Skills	27
Chapter 3 Effective Communication Skills	41
Chapter 4 Body Language	53
Chapter 5 Personal Grooming & Professional Etiquette	63
Chapter 6 Telephone & E-mail Etiquette	73
Chapter 7 Interview Process	85
Chapter 8 20 FAQs	103
Chapter 9 Interview Day Checklist	109
Chapter 10 Mock Interview	115



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Department: Life education
Subject: Communication Skills
Subject Code: SK404

DAY - SCHEDULE	TOPIC
DAY 1	<ul style="list-style-type: none"> • Introduction to Employability skills curriculum and assessment patterns • Facilitating the students about the importance employability skills by explaining them on Poor Employment Ratio of Graduates and Freshers in India due to lack of Employability skills • Dividing the class into 4 groups for science and 6 groups for arts students • appoint potential students as leaders/guide/in charge for their team and inform the students that they will get points which will be converted as marks based on their team performance, grooming and conduct
DAY 2	<p><u>Personal Grooming:</u></p> <ul style="list-style-type: none"> • We begin with the lesson on Personal Grooming so that the students will be set to follow from the first day on proper dress codes, clean shave, neat haircut, general hygiene and proper postures which makes them to appear good. • Introduction to Personal Grooming and its importance • Displaying of Pictures to make the students to understand on Amateur and Professional Dress Codes; Amateur hairstyles and Professional Hairstyles; Amateur and Professional Accessories and proper postures. • Facilitating the students that the developing of external appearance alone will not make them perfect in grooming; their behavior with others also matters to make good impression in surrounding. • Train the students on the ways to improve their professional appearances. • At the end of this session, the students will be learned about what is grooming and its importance. And thereby, we will announce the students to come with proper grooming from next class as they're going to attend various training sessions on employability skills.
DAY 3 & 4	<p><u>Career Planning:</u></p> <ul style="list-style-type: none"> • Facilitation on what is Career? • Make the students to think and discuss about from when the career starts, followed by the explanation from Facilitator. • Teach the students about the difference between Job and Career and make them clear on these two aspects. • Training the students on the steps to be followed to make their career plan based on their interest and abilities. • Classroom exercise – Charts and markers will be given to all the teams. Students will discuss among their group

	and they will work on making a sample career plan by following the steps of career planning process on chart. After completion, each and every team will come and present it on stage.
DAY 5	Assignment on Understanding of Career and Preparing Career Plan – Test.
DAY 6 & 7	<p><u>Job Hunting Skills:</u></p> <ul style="list-style-type: none"> • Introduction to Job Search and Job-hunting skills By the end of this lesson each and every student will get a clear idea on what they can do after their degree with regards to finding jobs. • Facilitation on different types of job hunting • Explanation on tools required for Job hunting • Training the students to explore the world of work and find their dream companies and make them to follow the companies regularly through journals and websites. It will help them identify the skills required for the jobs and they can learn and develop on those skills during their studies. So that, when the time comes they will be ready to face the opportunities from their dream organizations. • Familiarization of Walk-in Interviews and Campus Interviews. Prepare the students to meet both the opportunities. • Orientation on Govt. Job opportunities and competitive exams. • Make the students to get to know about the most popular job portal websites and sign up.
DAY 8	<p><u>Preparation for Assignment – Market Scanning</u></p> <ul style="list-style-type: none"> • Giving instructions to the students on how to do the Assignment on Market Scanning • Class work on reservation of company names for preparing unique assignments about available job opportunities in real companies.
DAY 9	<p><u>Hiring Process:</u></p> <ul style="list-style-type: none"> • Introduction to Hiring process • Facilitation on how the candidates are being hired by companies through hiring process • Explain the students about different stages of hiring process • Teach the students about what is Aptitude Test and make them to understand why it is being conducted as a first methodology in hiring process by some companies. Explain the students about the different parameters of aptitude tests. Referring useful website to help the students to prepare for aptitude tests • Brief introduction on Resume screening, Group Discussion and Job interview

<p>DAY 10</p>	<p><u>Preparing Resume:</u></p> <ul style="list-style-type: none"> • Learning of difference between Bio-Data, Resume, C.V and Job Profile • Explain the students that, as a fresher they need to prepare Resume. • Activity to understand the need of resume preparation • Do and Don'ts of preparing a resume • Facilitate the students on standard guidelines which are recommended by HRs – Number of Pages, Font Type, Font Size for Title and contents, Alignments, Bullets, Line Spacing values, Margin Type and Paragraph Justification etc., • Detailed explanation of various components of Resume document – Name and Contact details, how to insert Photo in Resume, Writing Career Objective, Formation of Educational Details, Work Experience, Skills, Projects, Research and Publications, Conferences and Workshops, Training and Certifications, Extra Curricular Activities, Achievements & Awards, References and Declaration
<p>DAY 11</p>	<ul style="list-style-type: none"> • By the end of this session students will be knowing well on all the components of resume and what to write on each component.
<p>DAY 12</p>	<p><u>On-Screen Demonstration on Building a Resume:</u></p> <ul style="list-style-type: none"> • On this session the Facilitator will call up a volunteer from the class and guide to him design his resume from the laptop using MS Office Word application. The same will be projected on LCD. So that, the students can able to see it take notes and seek for clarifications if any. • Facilitating the students to tailor their resume for different job description and keep the document up to date. • By the end of this session all the students will be aware of how to prepare resume with MS Office Word Document. • Assessment - Assignment work to students to prepare their own resume
<p>DAY 13, 14 & 15</p>	<p><u>Group Discussion:</u></p> <ul style="list-style-type: none"> • Introduction to Group Discussion • Explain the students about the purpose of Group Discussion and how the companies conduct the GD. • Classroom Activity on Group Discussion • Facilitate the students on what are the skills that will be assessed from candidates during the Group Discussion. • Train the students on how to participate and perform well in GD. <p><u>Students will be trained for GD on the below aspects</u></p> <ul style="list-style-type: none"> * Initiation Techniques * Showing enthusiasm * Being a team player * Developing confidence

	<ul style="list-style-type: none"> * Language fluency * Audibility and Clarity of speech * Body language * Conversation should be relevant to the topic * Allowing others to talk * Summarization Techniques etc., • Do's and Don'ts of Group Discussions • Facilitate the students on Points to be noted to excel in GD • By the end of this session the students will be trained to participate on Group Discussions.
DAY 16, 17	<p><u>Assessment on Group Discussion</u></p> <ul style="list-style-type: none"> • Preparation - Students will be spitted into groups of 10 members • Inform the students that, the topic for GD will be given on the spot and they should build their conversation extemporaneously during the GD round. • Each group will be evaluated, and marks will be given based on the performance of students in GD. • In each group the students those who are not performed, will be shifted to a special group where the poor performers from all the teams will be added.
DAY 18	<ul style="list-style-type: none"> • The poor performers will be trained again with extra care and they will be motivated by the facilitator to take part on supplementary round. All the poor performers can participate again, and they will get reduced marks.
DAY 19	<p><u>Interview Skills:</u></p> <ul style="list-style-type: none"> • Introduction to Job Interviews. • The objective of this lesson is to give an intensive training to the students on how to face the job interviews effectively and develop their interview skills to make them saleable in the competitive world of job market. • Make the students to aware that how an interview will be a life changing event and insist them on the importance of Job Interviews. • Facilitate the students on different types of Job Interviews such as Telephonic Interview, Skype calling and Face to Face interview etc., And train them on how to prepare themselves for each type of interview • Showing videos of Interviews on successful candidates and Failures. And make the students think, discuss and reflect on how the candidate got success on the interview and on the other side how another candidate got failed.
DAY 20 & 21	<p><u>Preparation for Interview:</u></p> <ul style="list-style-type: none"> • Facilitate the students on different steps to be followed for interview preparation (before the interview, during the day of interview and post interview follow ups) • Make the students to understand the importance of doing research about the company before going for an interview. And make them to know about the available vacancies and Job Descriptions, facilitate them to find

	<p>and identify the skills that are required by the companies for a particular job.</p> <ul style="list-style-type: none"> • Teach the students to prepare a perfect resume which focus on the particular job role. • Suggest the students to buy an executive file folder and train them with visual aids on how to organize their documents and certificates in a file folder for a good presentation. • Make the learners to be aware of interview dress codes and teach them how to wear tie (classroom demo). • Classroom practice on self-presentation skills.
DAY 22	<p><u>Top 20 FAQs:</u></p> <ul style="list-style-type: none"> • On this session the students will be taught in detail about how to answer for Top 20 Frequently Asked Interview Questions with best answers. At the end of the class give instructions to the students to get ready for the upcoming mock interview assessment.
DAY 23, 24 & 25	<p><u>Assessment on Interview Skills – Mock Interview</u></p> <ul style="list-style-type: none"> • Each and every student will attend the mock interview and they will be assessed on interview skills by the Facilitators and by the selected volunteers; marks will be given based on the performance of the students.

Personality Development

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My dreams

My Goals



My Values

My Emotions

Value Education

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Sacred Heart College (Autonomous)

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I. MY EMOTIONS AND EMOTIONAL INTELLIGENCE

Introduction to Emotions

PERSONALITY DEVELOPMENT

CONTENTS

Chapters: **Page Number:**

1. My Emotions and Emotional Intelligence	1
2. Manners and Etiquette	21
3. My Self Portrait	24
4. My Life Position	29
5. My dreams	31
6. My Goals	33
7. My Heroes	35
8. My Values	37
9. My Relationships	39
10. Being a Real Man and Woman	45

2021-2022 EDITION

“My friends, fill your minds with those things that are good and that deserve praise: things that are true, noble, right, pure, lovely, and honorable.”

Phil 4:8

PERSONALITY DEVELOPMENT


Syllabus

1. MY Emotions and Emotional Intelligence
2. Manners and Etiquette
3. My Self Portrait
4. My Life Position
5. My dreams
6. My Goals
7. My Heroes
8. My Values
9. My Relationships
10. Being a Real Man and Woman



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FOREWORD



Personal SKILLS

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CONTENTS

General Introduction	10
Chapter 1 Self - Esteem	13
Chapter 2 Attitude	31
Chapter 3 Goal Setting	41
Chapter 4 Time Management	51
Chapter 5 Creative Thinking	61
Chapter 6 Decision Making & Problem Solving	73
Chapter 7 Self Regulation & Determination	87
Chapter 8 Assertiveness	97
Chapter 9 Wellness of the Person	103

Chapter one, is highlighting the importance of Self esteem and Self analysis, which will give you an idea to identify yourself.

Chapter two, focusing on Attitude and Self-confidence, they will give the awareness of attitude and success in life along with self confidence.

Chapter three is discussing on Goal setting, which will motivate you to find and work towards your goal for the meaningful life.

Chapter four, emphasis the need and application of Time management. From this skill you will feel that life is made up of time.

Chapter five takes you to understand your Creativity and creative thinking level. This chapter will help to find your hidden talents which may also lead to develop your left and right brain.

Chapter six gives a chance to learn Decision making and Problem solving skills. These skills are important to take and make proper decision and solutions in critical situations.



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Personal Skills

Syllabus


1. Self - Esteem
2. Attitude
3. Goal Setting
4. Time Management
5. Creative Thinking
6. Decision Making & Problem Solving
7. Self-Regulation & Determination
8. Assertiveness
9. Wellness of the Person



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CONTENTS

General Introduction	10
Chapter 1 Developing Emotional Skills	11
Chapter 2 Affective Maturity	23
Chapter 3 Stress Management Skills	29
Chapter 4 Negotiation Skills	37
Chapter 5 Leadership Skills	41
Chapter 6 Team Building Skills	61
Chapter 7 Social Media	75



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Department: Life education

Subject: Social Skills

Syllabus

1. Developing Emotional Skills
2. Affective Maturity
3. Stress Management Skills
4. Negotiation Skills
5. Leadership Skills
6. Team Building Skills
7. Social Media