



**CAPACITY BUILDING & PERSONALITY DEVELOPMENT  
PROGRAM (PDP): FOR UG & PG FEMALE STUDENTS OF  
FACULTY OF MANAGEMENT SCIENCES & COMMERCE,  
& LAW**

**(THURSDAY 25 NOV, 2021)**

Organised by



Centre for Life Skills & Soft Skills (CLAS)

**Maharshi Dayanand University (MDU) – Rohtak**

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC [www.mdu.ac.in](http://www.mdu.ac.in)

In support with

**National Commission for Women**

### **Maharshi Dayanand University (MDU):**

Maharshi Dayanand University, Rohtak, established in 1976 as a residential University with the objective of promoting inter-disciplinary higher education and research with special emphasis on studies of environmental, ecological and life sciences, is making rapid progress to emerge as a leading educational institution of the nation. Now it is a teaching-cum-affiliating university with a formidable track record in academics, research, literacy and cultural activities, and sports. Currently, there are 38 Post-Graduate Departments and 11 Faculties in the university. The territorial jurisdiction of the university extends to 10 districts of Southern Haryana. The overall progress made by the university in all fields resulted in the university receiving the 'A+' grade from NAAC in March 2019. University, with its large campus, provides excellent infrastructural facilities and necessary student support services, benefiting the students. Beautiful landscaping is a hallmark of the varsity. The university has entered into national and international level strategic tie-ups with academic and research organisations for joint academic and research programmes. Recently, the university has signed MoU with National Skill Development Corporation to facilitate the skill development of University students. We are all set to emerge as a pioneer University with overall excellence and global outlook, and deep commitment towards social and community causes in times to come. To know more about the university please visit: [www.mdu.ac.in](http://www.mdu.ac.in)

### **Centre for Life Skills & Soft Skills (CLAS):**

**The Centre for Life Skills & Soft Skills** is a newly established centre of *Maharshi Dayanand University* in the year 2020 under the aegis Ch. Ranbir Singh Institute of Social & Economic Change. *The centre aims at nurturing graduate attributes among students by inculcating communicative, soft and life skills to help them better citizens of the world.* It is imperative to mention here that '**Life Skills & Soft Skills**' is one of the focus areas of **The National Education Policy 2020 (NEP 2020)**.

The centre aims at strengthening language competence, spoken and written; ability to describe, argue, cohere and draw inferences; and manage body language and non-verbal components of communication to add to the communicative

competence. Besides, programs will sensitise the students and impart among them the core values of humanities to sustain hard skills-based capabilities.

The centre will also design courses on demand for various Centres/ Departments/Faculties/Institutes of the University. It will act as a nodal centre for mediation and approval of value addition courses and programs offered by colleges & institutes affiliated to Maharshi Dayanand University. Visit the centre online at: <http://mdu.ac.in/ASPX/Cells.aspx?Dept=132>

### **The National Commission for Women:**

The National Commission for Women was set up as statutory body in January 1992 under the National Commission for Women Act, 1990 (Act No.20 of 1990 of Government of India) to review the Constitutional and legal safeguards for women; recommend remedial legislative measures, facilitate redressal of grievances and advise the Government on all policy matters affecting women.

In keeping with its mandate, the Commission initiated various steps to improve the status of women and worked for their economic empowerment during the year under report. The Commission completed its visits to all the States/UTs except Lakshdweep and prepared Gender Profiles to assess the status of women and their empowerment. It received a large number of complaints and acted suo-moto in several cases to provide speedy justice. It took up the issue of child marriage, sponsored legal awareness programmes, Parivarik Mahila Lok Adalats and reviewed laws such as Dowry Prohibition Act, 1961, PNDT Act 1994, Indian Penal Code 1860 and the National Commission for Women Act, 1990 to make them more stringent and effective. It organised workshops/consultations, constituted expert committees on economic empowerment of women, conducted workshops/seminars for gender awareness and took up publicity campaigns against female foeticide, violence against women etc., in order to generate awareness in the society against these social evils.

Visit the National Commission for Women online at: <http://ncw.nic.in/>

**About the workshop:**

This workshop shall be exclusively dedicated to the female students pursuing Under Graduate & Post Graduate Programmes from M.D University Rohtak. The objective of the workshop is to orient the female students for entering the job/employment market. The course contents of the workshop will focus on learning and applying the use of intuitive, logical and critical thinking, communication and interpersonal skills, not limited to cognitive/creative skills. These skills and behaviour sets, when learned, will enhance the outcome of employability.

**Scope and theme of the workshop:**

The following key areas will be covered in this workshop.

- A. Personal Capacity Building
- B. Professional -Career Skills
- C. Digital Literacy & Effective use of Social Media

**Course content:**

- A. Personal Capacity Building (Session duration- 1.5 hours) (10.00 -11.30 AM)
  - Listening
  - Brainstorming
  - Time management
  - Stress management
  - Group Discussion Skills and Internal Communication

***Objective and outcome:***

The session's objective is to make learners engage in effective communication by respecting diversity and embracing good listening skills. Practice interpersonal skills for better relations with seniors, juniors, peers and stakeholders. Understand the importance of documentation of key critical ideas/thoughts articulated and action points to be implemented. Learning effective time management skills, thereby avoiding unwarranted stress.

B. Professional -Career Skills shall focus on building (Session duration- 1.5 hours)

Timings: (11.45 -01.15 PM)

- Identifying Career Opportunities
- Resume Skills
- Interview Skills
- Presentation Skills

**Objective and outcome:** The career skill aims at empowering an individual with ability to prepare an appropriate resume, addressing the necessary gaps for facing interviews and actively and effectively presenting their skill set thereof, etc. It is also important that students /individuals possess the knowledge and how to explore career opportunities for themselves, considering their innate strengths and weaknesses.

C. Digital Literacy & Effective use of Social Media (Session duration- 1.5 hours)

Timings: (03.00 -04.30 PM)

**Objective and outcome:** The session aims to generate awareness among women on safe usage of internet and social media platforms; raising awareness about cybercrimes, and advising users about the resources/ recourse available to women to prevent the problems and also how to handle such crimes.

**Target Group:** Any female undergraduate/ post-graduate MDU and Its Affiliated Colleges student pursuing the programmes under concerned faculty, interested in upgrading her soft skills.

**Mode & Seats:** There will be one-day virtual session for each university, with minimum of 150 students. The university shall use the WebEx platform for conducting the training.

**Registration:**

- No Registration Fee
- Registration will be done on a First Come First Serve basis.
- Register online for the online workshop by using the link below:  
<https://forms.gle/XTX9H4zuBmKL5rVZ7>

## **ORGANISING COMMITTEE**

### **CHIEF PATRON**

**Prof. Rajbir Singh**

Vice-Chancellor, Maharshi Dayanand University (MDU), Rohtak

### **PATRON**

**Prof. Inder Jeet Singh**

Director, Chaudhary Ranbir Singh Institute of Social and Economic Change

**Prof. Raj Kumar** - Dean, Faculty of Management Sciences & Commerce,

**Prof. (Mrs.) Kavita Dhull** - Dean – Faculty of Law

### **WORKSHOP DIRECTORS**

**Prof. Pushpa Dahiya** – Director, Women’s Studies Centre

**Prof. Ashish Dahiya** - Director, Centre for Life Skills & Soft Skills (CLAS)

**Prof. Sanju Nanda** - Chief Warden (Girls), Dean & Head – Pharmaceutical Sciences

### **COORDINATOR**

**Dr. Divya Malhan**, Additional Director, Centre for Life Skills & Soft Skills (CLAS)

### **DEPUTY COORDINATORS**

**Mr. Arun Kumar**

Dy. Director - CLAS

**Dr. Nidhi**

Dy. Director - CLAS

## **TEST YOURSELF:**

For studying to be effective, it is vital that the students remember the information taught to them. After completing all three sessions, students will be asked to take an online quiz organised through MyGov.

The participants will be tested for their understanding of the subject through MCQs. The question paper will be based on the booklet/ training sessions conducted under the program. The participants will have to answer 20 Multiple-Choice Questions prepared by NCW within a time frame of 30 minutes. The question paper will be made available online at the time of examination. Assessment of question papers will be computerised.

**Marking scheme:** Each correct answer will be awarded two marks. There will be no negative marking.

**Certification:** All the participants will be able to download a 'Certificate of Participation' on completing the quiz.

Top 25 participants will be provided a 'Certificate of Commendation' duly signed by NCW, MyGov and or Head of the Institute. In case of the duplicity of the result, preference will be given to participants who have taken less time to answer all the questions correctly.

**Output:** The data of the female students who complete this programme successfully shall be provided to the Office of Director – Career Counselling & Placement Cell (CCPC). The Office of CCPC of the University shall facilitate conducting a campus placement program and encourage those who have undergone the PDP program to apply.

## **Contact Us:**

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