

CENTER FOR LIFE MANAGEMENT

**DEPT. OF ORIENTAL STUDIES,
DEV SANSKRITI VISHWAVIDYALAYA,
GAYATRIKUNJ, SHANTIKUNJ, HARIDWAR (U.K.)**

Structure & Syllabus of B.Ed./Diploma/ Certificate

Semester	Title	L	T	P	C	Total Contact hrs.per week	Total
B.Ed./Dip. I Sem	Life Management	1	-	2	2	3	100
B.Ed./Dip. II Sem	Self-Excellence	1	-	2	2	3	100
Certificate	Personality Grooming	1	-	2	2	3	100
Total					6	9	300

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B.Ed./Dip. I semester

Course	Life Style Management	1	-	2	2	Max marks-100
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Part I

Unit I : *Basics of Life Style*

- Daily Routine
- View of Life
- Goal and Ideal your life
- Self-Evaluation

Unit II : *Process of life Style Management*

- Spiritual practice-(*Upasana /japa/meditation*)
- Creative potentials & positive use of negativity
- Behavior skills and relationship
- Stress (causes , effects & management)

Part II– (Applied Skills)

Unit III : *Personality Skills*

- Self-Assessment Techniques
- Adjustment Skills
- Creative Reading and Writing Skills

Unit IV : *Disaster Management*

- Concept of Disaster Management
- Types of Disaster
- Rescue and Relief

Part III

(Mission Concepts & Personality Refinement)

Unit V :

- Life and Deeds of Pt. Shriram Sharma Acharya and Mataji
- Gayatri Pariwar and its Branches
- Gayatri and Yajna
- Atmdev Sadhna: Atmbodh and Tatvabodh
- Pranayama: Nadishodhan, Pranakarshan
- Diary Writing

Reference Books

- अखण्ड ज्योति पत्रिका
- युग निर्माण योजना
- क्रान्तिधर्मी साहित्य – पं. श्रीराम शर्मा आचार्य
- बालकों के लिए दिव्य जीवन सन्देश – स्वामी शिवानन्द
- युवकों के प्रति –स्वामी विवेकानन्द
- दि सीक्रेट रहस्य – रान्डॉ बर्न
- तेजस्वी मन – ए पी जे अब्दुल कलाम
- सोच क्या है? – जे कृष्णमूर्ति
- विवेकानन्द की जीवनी – रोमां रोलां
- क्या कहें जब स्वयं से बात करें? –शैड डेल्म्सटेटर
- जीने की कला – स्वामी जगदात्मानन्द
- नया दिन नया जीवन – जे मौर्य सुरंश राम
- आनन्दमय जीवन का उत्सव –स्वामीराम
- जिओ शान से – रॉबिन शर्मा
- टाइम मैनेजमेंट – डॉ. रेखा व्यास
- आपके अवचेतन मन की शक्ति– डॉ.जोसेफ मर्फी
- जीना सीखो – स्वामी जगदात्मानन्द
- अपनी सीमाएँ पहचानो और उन्हें अनदेखा करो – जानमेसन
- To The Youth of India - Swami Vivekananda
- The Greatness Guide - Robin Sharma

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B.Ed./Diploma II Semester

Course	Self-Excellence	1	-	2	2	Max marks-100	
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Part I

Unit I :*Developing Personality Potential*

- Physical Well-Being
- Intellectual strength
- Emotional Maturity
- Purity of thought and action

Unit II :*Refinement of Personality*

- Self-awareness & Self -confidence
- Inner Health (*Upasana*)&Spiritual Insight
- Devotion to Duty
- Life of Integrity

Part II– (Applied Skills)

Unit III : *Personality Skills*

- Team Skills
- Group Discussion
- Positive Work Ethics

Unit IV : *Methods of Speech and Advance Skill*

- Sambhashana (Presentation Skills: AWGP, Guruji, Mataji DSVV, Sanskara, Personality Refinement, Life Management etc.)
- Swavlamban
- Thought Transformation through Anti-Corruption (Samajhdari, Imandari, Jimmedari, Bahaduri)

Part III

(Mission Concepts & Personality Refinement)

Unit V :

- Yug Nirman Satsankalp
- Thought Revolution Formulas
- Apne Ang Avyaon Se
- Pragyayoga (Spiritual Context)
- Jyoti Avatarna Dhyam
- The Art of Creative Writing

Reference Books

- अखण्ड ज्योति पत्रिका
- युग निर्माण योजना
- क्रान्तिधर्मी साहित्य—पं. श्रीराम शर्मा आचार्य
- लोकसेवियों के लिये दिशाबोध — ब्रह्मवर्चस
- जिओ शान से — रॉबिन शर्मा
- टाइम मैनेजमेंट — डॉ. रेखा व्यास
- आपके अवचेतन मन की शक्ति—डॉ.जोसेफ मर्फी,
- पर्सनैलिटी प्लस — फ्लोरेंस लिटार
- लोक व्यवहार — डेल कारनेगी
- बॉडी लैंग्वेज — एरिक वाटसन
- 100 सफलता के टिप्स
- प्रेरणा के दस कदम — शॉन डॉयेल
- आप और आपका व्यवहार — सूर्या सिन्हा
- The Law of Success — Napoleon Hill
- Success Through a Positive Mental Attitude —Dr.Napoleon Hill
- MANAGEMENT BY CONSCIOUS — G.P.GUPTA

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Certificate Course

Course	Personality Grooming	1	-	2	2	Max marks-100
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Part I

Unit I : Life Style & Self Evaluation

- Life style Management & time management
- Adjustment & Behavioral Skill
- Personality & its potentials
- Goal setting & Ideal of our life

Unit II :Emotional & Spiritual Development

- Emotional Intelligence & Intellectual Development
- Basics of effective study (Reading, Notes and Exam Preparation)
- Communication Skill (Body language, Facing the Interview & Public Speaking)
- Spiritual View of Life & Spiritual Life Style
- Karma Yoga and Way to Self Excellence

Part II– (Applied Skills)

Unit III :Personality Skills

- Self-Assessment Techniques
- Adjustment Skills
- Creative Reading and Writing Skills

Unit IV :Methods of Speech and Advance Skill

- Sambhashana (Presentation Skills: AWGP, Guruji, Mataji DSVVV, Sanskara, Personality Refinement, Life Management etc.)
- Swavlamban
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Part III

(Mission Concepts &Personality Refinement)

Unit V :

- Life and Deedes of *Pt. Shriram Sharma Acharya* and *Mataji*
- *Gayatri Pariwar* and its Branches
- Gayatri and Yajna
- Dafli and Pragma Songs
- Introduction of Shodesh Sanskara
- Karmkanda (Hawan, Deepyagya, Janmdin)

Reference Books

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- युग निर्माण योजना
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- टाइम मैनेजमेंट – डॉ. रेखा व्यास
- आपके अवचेतन मन की शक्ति—डॉ.जोसेफ मर्फी,
- पर्सनैलिटी प्लस – फ्लोरेंस लिटार
- लोक व्यवहार – डेल कारनेगी
- जीने की कला – स्वामी जगदात्मानन्द
- नया दिन नया जीवन – जे मौर्य सुरंश राम
- प्रेरणा के दस कदम –शॉन डॉयेल
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