



Productivity Enhancement Program

PROPOSAL

Date: 9th August, 2019

To,
The Director,
NIT Arunachal Pradesh.

Subject: Proposal for conducting The Art of Living Productivity Enhancement Program for your institute under TEQIP-III

Respected Sir,

The Art of Living takes this opportunity to introduce our “Art of Living – Productivity Enhancement Program”, specially designed for the support staff & faculties of TEQIP III institutes. We are very glad to present the further details of the workshop curated by our panel of experts with decades of experience.

We understand your vision is to impart the best academic and technical knowledge with ethics, morals and integrity. This program equips the support staff & faculties to increase efficiency, productivity and motivation, manage stress, have a positive attitude.

Please find enclosed herewith the details of the program.

Please feel free to contact our expert Ms. Dimple Kalwani (75750 35413, dimplekalwani1118@gmail.com) or Mr. Sagar Anandani (97400 74263, youthactivities@vki.org) with any queries you may have.

Request you to guide us further for scheduling this program in your institute.

Looking forward to an enduring partnership.

With warm regards,

Yours Sincerely,

Rajesh Jagasia,
National Director
Art of Living Programs
Email id: ntc@artofliving.org

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ABOUT THE ORGANIZATION

Founded in 1981 by Gurudev Sri Sri Ravi Shankar, The Art of Living is an educational and humanitarian movement engaged in stress-management and service initiatives. The organization operates globally in 155 countries and has touched the lives of over 370 million people.

Vyakti Vikas Kendra - India (VVKI) founded by H.H. Sri Sri Ravi Shankar in 1996, headquartered in Bangalore, is a registered charitable trust which runs various Art of Living courses. VVKI have a network of experts throughout the country for providing training on Art of Living programs.

The programs are guided by Gurudev's philosophy of peace: "Unless we have a stress-free mind and a violence-free society, we cannot achieve world peace." To help individuals get rid of stress and experience inner peace, The Art of Living offers stress-elimination programs which include breathing techniques, meditation and yoga. These programs have helped millions around the world to overcome stress, depression and violent tendencies.

Art of living strongly believes that Educational institutions have the primary responsibility to inspire students towards a higher vision and create a strong sense of bonding between the institution and the students to nurture a stress free holistic environment. We have organized various workshops for students as well as faculties in institutions across the globe and helped them achieve their goals. Many prestigious institutes across the globe like Harvard, Stanford, Cornell, Berkeley, Purdue, MIT, USC, Indian Institute of Technology, Indian Institute of Management, National Institute of Fashion Technology, XLRI have included youth programs of Art of Living in their curriculum and are being immensely benefited by the same.

BACKGROUND

"Education has five aspects – information, concepts, attitude, imagination and freedom"
– Gurudev Sri Sri Ravi Shankar

Education is to prepare a person for life. To an experienced educationist, it is a well-known fact that the age group of 18-30 years is extremely crucial. This is the age where issues of career, relationships, peer/parental pressures, and anxiety about the future, come to the fore simultaneously. For a youth bogged down by these issues, academic performance and development to their full potential suffers.

Educational institutions, thus, have the primary responsibility to not only inspire students towards a higher vision but also create a strong sense of bonding between the institution and the students to nurture a stress free holistic environment.

INTRODUCTION TO PRODUCTIVITY ENHANCEMENT PROGRAM

Educationists have a significant role to play in the institute’s development. They act as a catalyst in shaping and guiding the youth of the nation. They are the link between young minds and the society. So it’s very necessary to provide them with training opportunities and give attention to their overall growth so that they can impart quality knowledge and skills to students.

TARGET AUDIENCE

Support staff & faculty members

OBJECTIVES

- Increasing efficiency, productivity and motivation
- Stress management
- Have a positive and optimistic attitude
- Clarity of mind for better decision making
- Enhance individual effectiveness by inculcating dynamism and leadership qualities
- Develop commitment towards work
- Instil a sense of responsibility towards the institution

PROGRAM FORMAT & SCHEDULE

This is a holistic program, conducted for 6 consecutive days (3 hours per day).

CORE SESSIONS

DAY	CONTENT
1	Effectively handling stress at workplace
2	Time management - Improving Efficiency & Productivity through sustained high energy levels
3	ROAD - R esponse Effectiveness, O rganising Self, A ttitudinal Shift, D ecision Making
4	Relaxation & clarity of mind through meditation
5	Adhering to commitments through inner peace & outer dynamism
6	Instilling a sense of responsibility towards the institution, students & colleagues

METHODOLOGY

- Role play based processes
- Brainstorming sessions
- Group activities and discussions
- Yoga Asanas, pranayama and meditation
- Seminars and Interaction with senior Art of Living teachers

LOGISTICS TO BE PROVIDED BY THE INSTITUTE:

- Clean, ventilated hall with enough space to accommodate a batch of 30 participants
- Yoga mats/daris
- Good Audio /Video and Sound Mike System and Projector
- White board or Flipcharts
- Drinking water and washroom facility

FINANCIALS PER BATCH

Batch size: 30 participants

Duration: 6 consecutive days (3 hours per day)

trainers per batch: 2 trainers (In order to have effective gender-specific interaction, gender-wise trainer (1 Male & 1 Female) shall be needed)

Proposed honorarium per trainer per day: Rs. 5,000/- (as per NPIU guidelines for Industry Experts)

The institutes may also arrange for the trainers' travel/stay if needed.

UNIVERSITY ASSOCIATIONS



Berkeley PURDUE
UNIVERSITY OF CALIFORNIA UNIVERSITY



Massachusetts Institute of Technology



TEXAS
The University of Texas at Austin



HARVARD UNIVERSITY



Cornell University



Stanford University




XLRI Jamshedpur
School of Business & Human Resources



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TESTIMONIALS FROM TEQIP III INSTITUTIONS




GOVERNMENT ENGINEERING COLLEGE, JAGDALPUR, BASTAR(C.G)
 PHONE NO. 07782229439 - FAX 229401 E-mail: Principal@gecjdp.ac.in

No./GECJDP/ TEQIP III /2017 3785 Jagdalpur, Date: 27/10/2017

I am confident that the techniques & knowledge which was taught in the course will help them to manage their stress (emotional, mental & physical) in their personal & professional lives in an effective way & students will not only come up as better engineers but as a better human beings.

[Signature]
 Government Engineering College
 Jagdalpur
 Govt. Engineering College
 Ja

SHRI GOVINDRAM SEKSARIA INSTITUTE OF TECHNOLOGY & SCIENCE
 (A Grant-in-Aid Autonomous Institution, Established in 1952)


Ref. No. _____ Date: 24/05/2018

LETTER OF APPERCIATION

The training program/workshop proved to be extremely useful in acquiring life skills, leadership qualities, and ability to face challenges, managing stress and making right choices in the journey of life.

[Signature]
 (Dean Student Affairs)

Kvswaraya Marg (Park Road), INDORE - 452 003 (M.P.) India • Director : +91 731 2582112
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UNIVERSITY COLLEGE OF ENGINEERING AND TECHNOLOGY
 (UCET)

VINOBA BHAVE UNIVERSITY
 Hazaribag - 825319 (Jharkhand)
 Approved by UGC & AICTE, New Delhi


Ph.No.: 06546-261929 (O); Fax : 06546-261929; E-mail : drvks_0007@yahoo.co.in; website: ucetvbuhzb.in

Ref. No.- _____ Date:- 10/09/18

We appreciate the efforts of Art of Living for organizing this program in our institute. This program gave right direction to intellectual, emotional and spiritual development of young boys and girls there by improving their learning ability.

[Signature]
 (Dr. V. K. Sinha)
 Director
 UCET, VBO, Hazaribag

Forwarded to TEQIP Coordinator UCET, VBO, Hazaribag

Dr. P G.Latha
 Associate Professor
 Division of Electrical & Electronics Engg.
 School of Engineering
 Cochin University of Science & Technology
 Kochi, Kerala, India
 PIN-682022

Date: 18-09-2018
 Place: Kochi 22

The feedback after the program is highly encouraging, as reported by participants.

Sincerely,
[Signature]
 DR.P.G LATHA
 Associate Professor
 Division of Electrical Engg
 School of Engineering
 Cochin University of Science & Tech.

ANNEXURE 1 - PROGRAM CONTENT

SESSION 1: EFFECTIVELY HANDLING STRESS AT WORKPLACE

Learning Goals and Objectives:

- Correlation between Stress & Mind
- Understanding the existence of negative emotions like inertia, lust, jealousy, hatred, grief and anger as an outcome of Stress
- Essentials to experience calm, happy and positive state of mind
- Coping with emotions and linkage to past and future thoughts
- Positive state of mind and its relation with Present Moment

Expected Outcome:

- Participants start realising that without a means to handle stress, negative emotions can lead to a situation where one loses sight of reason. When the ability to reason is lost, it creates an unproductive & inefficient workplace.
- Participants will gain greater understanding of stress in their own lives and will experience how breathing techniques can reduce stress.

Discussion & Practices:

- Introduction and Practise to Sudarshan Kriya
- Breath -- Mind -- Body Connections
- Bringing the Mind to the Present
- Events/Trauma and the Mind
- Rhythms of the Breath and their Relation to Emotions
- Sleep and Its Effect on the Body/Mind Complex
- Focus and Concentration

SESSION 2: TIME MANAGEMENT - IMPROVING EFFICIENCY & PRODUCTIVITY THROUGH SUSTAINED HIGH ENERGY LEVELS

Learning Goals and Objectives:

- Insight into the seven levels of our existence and how they impact our emotions and state of mind.
- Discussion of the sources of energy, how we can increase our own energy, and the relationship between our energy level and our state of mind.
- Effective Goal-setting and Prioritisation of tasks
- Implementation of Effective Techniques for Time Management

Expected Outcomes:

- Participants will understand how their own bodies, minds, intellect and emotions interrelate.
- Participants will understand sources of energy, and how to increase energy in their own lives by attending to levels of existence. They will experience how breathing techniques can increase energy.
- Participants will learn to use the Eisenhower Matrix for Time-Management for goal-setting and accomplishing tasks.

Discussion & Practices:

- The Seven Levels of Body, Mind, Intellect and Emotions
- Sources of Energy
- Prana and the Breath
- Food: Types of Food and Its Effect
- Effect of Food on the Body

- Effect of Food on the Mind
- Energy and the Mind
- Understanding and Application of Eisenhower Matrix for Time-Management

SESSION 3: ROAD - RESPONSE EFFECTIVENESS, ORGANISING SELF, ATTITUDINAL SHIFT, DECISION MAKING

Learning Goals and Objectives:

- Response Effectiveness – Acceptance of People, objects and situations
- Organising Self - Secret of Happiness
- Attitudinal Shift – Secret of Compassion
- Decision Making and Clarity of Mind – Secret of Peace
- Establishing harmony with people – Secrets of Relationships

Expected Outcomes:

- Participants start becoming aware of their relationship with the peace of mind and experience Harmony in the outer world of people, objects and situations.
- Participants start becoming aware that accepting of people and circumstances are connected with enhanced harmony with people, leading to rational response to situations instead of emotional reactions.
- Participants will understand how to organise themselves by understanding their own mental tendencies and habits and how to change them. They will experience how the Sudarshan Kriya can increase energy and break negative thought patterns, freeing up the mind and bringing greater clarity and focus.
- Participants learn to shift attitudes by getting over victim consciousness of blaming others for the mistakes; getting over Culprit/Guilty consciousness of blaming oneself for the mistakes.
- Participants learn about the effortlessness in compassion and importance of calm mind in handling mistakes.
- Participants will experience a calm and quiet state of mind, in which information can be processed rationally leading to better and quick decision making.

Discussion & Practices:

- Types of listening
- Types of questioning
- Reacting v/s responding
- Group Activity to understand intentions behind mistakes and how to handle them
- Guest lecture on Secret of peace, compassion & relationships
- Life as an expression of happiness.
- Inner world of peace and outer world of dynamism – Key to happiness and prosperity
- Harmony in outer world of events and circumstances and inner world of emotions and feelings.
- Delinking Happiness from people and situations
- Accepting people and situations as they are

SESSION 4: RELAXATION & CLARITY OF MIND THROUGH MEDITATION

Learning Goals and Objectives:

- Understand effect of meditation on mind and body
- Understand and experience the effect of yoga on mind and body

Expected Outcomes:

- Participants will experience and understand how breath can be used to tap to the infinite source of happiness and joy i.e. meditative state of mind.
- Transcending the levels of existence to experience inner peace.
- Use Meditation as a tool to experience relaxation at will.
- Learn effective yoga to experience harmony between body, breath and mind.

Discussion & Practices:

- Learning Yoga and Asanas
- Sudarshan Kriya
- Guided Panchakosha meditation
- Scientific benefits of meditation and Sudarshan Kriya

SESSION 5: ADHERING TO COMMITMENTS THROUGH INNER PEACE & OUTER DYNAMISM

Learning Goals and Objectives:

- To understand the value of commitment and the conflict between commitment and convenience
- Understanding the link between the Peaceful state of mind (Nivritti) in the Inner world and dynamic expression (Pravritti) in the Outer world.
- Complementary coexistence of dispassion and enthusiasm
- Understanding the principle of Duality (Dvaita) and Non-Duality (Advaita) via Quantum Physics.
- To discuss the role of Ego in outer dynamism

Expected Outcomes:

- Participants will be able to take more commitments and fulfil them.
- Participants will experience that their ego often dictates behavioural patterns. Through techniques to handle ego, dynamism in expression and communication is a natural side-effect.
- Effortless nature of Nivritti - Restoration of the inner peace leading to the creation of a conducive environment for inculcating human values.
- Only when we are calm and relaxed can we connect with our inner self, our intuition, and come up with spiritual strength to restore harmony in difficult and challenging situations

Discussion & Practices:

- What is commitment?
- Commitment vs Comfort/Convenience
- Ego and Naturalness
- Anxiety and Confidence
- When does Ease vanish?
- The Ego-Handling Technique

SESSION 6: INSTILLING A SENSE OF RESPONSIBILITY TOWARDS THE INSTITUTION, STUDENTS & COLLEAGUES

Learning Goals and Objectives:

- Understand role in institution building
- Understand the meaning of responsibility

Expected Outcomes:

- Participants start taking responsibility rather than waiting to someone to give it to them.
- Participants will start taking initiative and be motivated to accomplish their roles and duties.

Discussion & Practices:

- Responsibility & Belongingness
- Team service project to be carried out in institute
- Impact of laziness on institution and students
- Interpersonal Relations
- Needs vs Responsibilities
- Mathematics of Responsibility
- Power vs Responsibility
- Correlation between roles in life and responsibility