



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
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Ref. No.: SMVDU/AA/23/339

Date: 17th July, 2023

NOTIFICATION

Sub: Nominating of Nodal Officer for Universities Collaboration Initiative of Mission Youth and for coordinating with Mission Youth in relation to the Soft Skill Training Program.

Ref: Letter no. FD-MY/33/2023, dated: 19th June, 2023 of OSD, Mission Youth, UT J&K

With reference to the captioned subject, and as approved by the Competent Authority Mr. B.K. Bhatia, Training and Placement Officer, SMVDU is hereby nominated as Nodal Officer for Universities Collaboration Initiative of Mission Youth and for coordinating with Mission Youth in relation to the imparting of Soft Skill Training Program/ Courses to final year students through Universities across J&K.

Further, Mr. B.K. Bhatia shall liaise with OSD, Mission Youth, J&K, Office of the Chief Executive Officer, Mission Youth, J&K, Govt. of J&K, Civil Secretariat, Jammu/ Srinagar (email id: missionyouthjk@gmail.com) regarding the subject matter.


17/07/23
Registrar

Encl: Brief note about the Program as received from OSD, Mission Youth, J&K

Copy to:

1. OSD, Mission Youth, J&K, Office of the Chief Executive Officer, Mission Youth, J&K, Govt. of J&K, Civil Secretariat, Jammu/ Srinagar, for information.
2. Dean, Academic Affairs, for information.
3. I/c Dean, R&D, for information.
4. Mr. B.K. Bhatia, Training and Placement Officer, SMVDU, for necessary action.
5. AR (Vice-Chancellor Office), for the information of Hon'ble Vice-Chancellor.
6. I/c Website for uploading on University website.
7. Concerned file

EXECUTIVE SUMMARY

Evidence is growing across fields and disciplines that highlights the importance of “soft skills” to the achievement of long-term education, employment, health, and violence prevention outcomes. Soft skills are skills, behaviors, and personal qualities that help people to navigate their environment, relate well with others, perform well, and achieve their goals. Soft skills are expressed in the form of observable behaviors, generally in the performance of a task, Once believed to be fixed personality traits, evidence shows that soft skills are malleable throughout the life cycle. Government of Jammu and Kashmir through Mission Youth has placed more and more attention on soft or life skills. Much less attention has been placed on understanding how these skills are built and what practitioners should do to foster them. A broad consensus holds that increasing youth soft skills is critical to many development outcomes. Yet the field lacks explanations of how to do this, especially at scale and among the most disadvantaged youth, this document identifies guiding principles and strategies that foster soft skill development among young adults, across different program contexts and youth characteristics.

The Need for Finishing Schools in Jammu and Kashmir:

Finishing schools can play a crucial role in addressing some of the challenges faced by graduates in Jammu and Kashmir. By providing additional training and education in areas such as language skills, communication, and technology, these schools can help bridge the skills gap and enhance the employability of graduates. Additionally, finishing schools can provide a platform for graduates to network and gain exposure to different industries. This can be particularly beneficial for graduates who may not have access to such opportunities in their hometowns.

Starting of Initiative:

The development of skills, employment, and good personality among the people of the Jammu and Kashmir is the main responsibility of the government and the medium of education is a major deciding factor in achieving this goal. With this objective in mind, the Finishing School Initiative will be implemented by Mission Youth in collaboration with the Institutions of Higher Learning in

Jammu and Kashmir, The objective of the Finishing School Training is to impart soft skills training and spoken English training to the students of Jammu and Kashmir and increase their employability.

Purpose of Initiative:

Finishing School aims at empowering students with various Skill sets in addition to Knowledge that makes them Industry ready. Finishing School Trainers enable students to hone their Life Skills, Employability Skills, Functional and Spoken English Skills so as to carve a niche in the competitive and dynamic world.

Finishing school training is to be given to final year students studying in colleges and universities. A total of 75 hours of training will be given to the students under finishing school Which have been divided into a total of 6 components.

Vision:

To prepare Graduating students of Jammu and Kashmir for better employability, Industry readiness, and a prosperous career through appropriate training interventions.

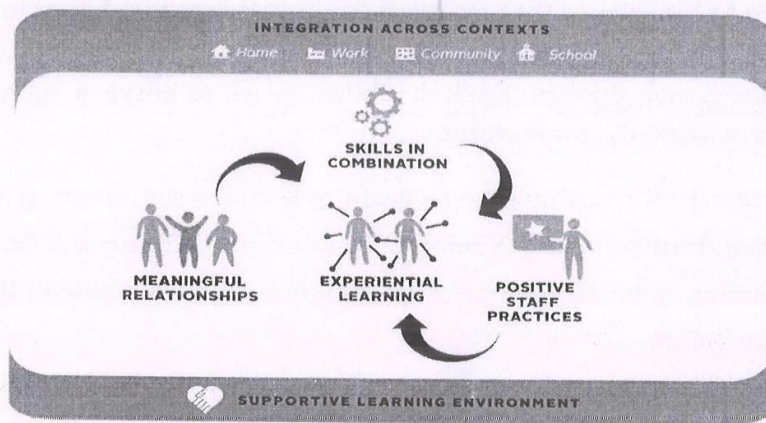
Mission:

- 1) The Mission of Finishing School initiative is to train the young minds, so that they emerge as polished diamonds in their respective fields and to prepare them for the corporate world by enhancing their Leadership and Employability Skills.

2) The Finishing School Initiative aims at creating a pool of resources in Jammu and Kashmir where no Youth is left behind when it comes to seek employment just due to skill gaps. Thus, we take a step towards creating trained Industry ready youth and they take a step towards creating a better nation.

KEY GUIDING PRINCIPLES for the programme

Three guiding principles for fostering soft skill development, applicable to out-of-school or Finishing School model. Therefore, while preparing and delivering topic among students these 3 principals should always be kept in consideration:



Principle 1: Promote experiential learning (through challenge, experience, practice, and reflection)

Soft skill development occurs “primarily through the feedback, reflection, learning, and growth that result from new experiences”. Programs and activities should give youth ways to practice and apply soft skills to tasks in everyday, meaningful situations so they can see the value and the “how-to” of soft skills Practice can include familiar and new tasks and should allow youth to use soft skills in a variety of situations. These can be within the program through roleplays or project-based learning, or in real-life situations through volunteering, outdoor projects, or workplace-based learning. Youth will be more motivated by activities that are both interesting for them and are novel or challenging.

Principle 2: Address skills in combination rather than in isolation, recognizing how they interconnect

Programs should address and promote a combination of soft skills, rather than single skills, through experiential learning. Program trainers/designers should consider how soft skills work together in performing a particular task, in order to determine when skills should be introduced. It is critical to understand how skills relate to and reinforce each other so that programs can reflect this and draw connections between interrelated skills throughout the program

Principle 3: Promote strong relationships between youth and among themselves

Experiential learning is most effective in the context of strong, supportive relationships. Strong, supportive relationships help youth feel confident and allows them to try new activities, roles, and behaviors. Supportive relationships are meaningful, caring, and two-way; youth's contributions and efforts are respected based on shared power, where youth are seen as valued partners and contributors

SUMMARY OF STRATEGIES FOR IMPLEMENTING THE GUIDING PRINCIPLES

The main strategies for implementation mentioned above, are summarized in the table below, organized according to the four guiding principles

PRINCIPLE STRATEGIES	PRINCIPLE STRATEGIES
1: Promote experiential learning (through challenge, experience, practice, and reflection)	<ul style="list-style-type: none">• Project-based learning• Organizational problem solving• Interactive lessons: skill demonstration, simulations, role plays, hypothetical decision-making exercises, debating case studies, games, and puzzles• Small group work and group discussions• Personal reflection time and practice• Storytelling• Service-learning

	<ul style="list-style-type: none"> • Specialized extracurricular activities, including performing arts, roleplays etc. • Outdoor adventure
2: Address skills in combination rather than in isolation, recognizing how they interconnect	<ul style="list-style-type: none"> • Planned and sequenced curriculum • Cyclical approach to skill development
3: Promote strong relationships between adults and youth and among youth themselves	<ul style="list-style-type: none"> • Perspective-taking exercises • Demonstrating caring • Collaborative group work • Peer modeling • Being sensitive to youth's reality • Sharing power and giving youth a say

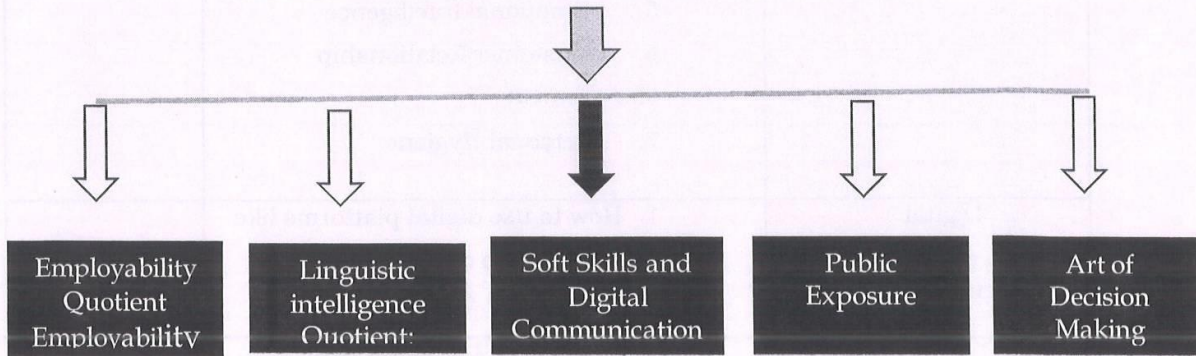
The Out of school Model is a pioneering venture of the Mission Youth, programme is initiated with a purpose of enhancing employability of qualified youths from the UT of J&K.

Finishing School is an initiative that will involve all the institutions of Higher learning present in the UT of J&K who will be responsible for the day-to-day implementation of the program to make students 'Industry Ready' and to expand the 'Repertoire of Skills'

OUR METHODOLOGY

It is an intelligent combination of training, technology, and fun in learning. We aim to mould fresh graduates into priced assets who are ready to face any challenge head-on, our aim is to craft a student to be a winner forever and we call it Career Development Program.

Our Training Programme emphasizes on



The Main Topics of The Finishing School Include:

Session	Contents	Duration
Employability Quotient:	<ol style="list-style-type: none"> 1. Acing the Personal Interview 2. Art of Participating in GD 3. Resume Building 4. Mock Interview 5. Interview questions 6. Etiquette 7. Body language 8. Group Discussion 9. Presentation skills 	10 Hours
Linguistic intelligence	<ol style="list-style-type: none"> 1. Grammar: Parts of Speech, Forming Sentences, Putting Sentences Together, 2. Tenses Vocabulary: Easy Recall Techniques Group Learning 	16 Hours

	Activity	
Soft Skills	<ol style="list-style-type: none"> 1. Communication skills 2. Leadership and Team Building 3. Time Management 4. Stress Management 5. Emotional Intelligence 6. Customer Relationship Management 7. Personal Hygiene 	08 Hours
Digital Communication	<ol style="list-style-type: none"> 1 How to use digital platforms like Naukri.com etc. 2 Use of Chat GPT 3 Resume uploading and boosting 4 LinkedIn profile creating and boosting 5 Teleconferencing 6 Etiquette of Email writing, Telephonic conversation 7 Correct use of social media 	08 Hours
Public Exposure: Social Graces and Etiquettes:	<ol style="list-style-type: none"> 1. PowerPoint Presentation 2. Debate 3. Speech 4. Workplace Etiquettes: 5. Social gathering Etiquettes: 	10 Hours
Art of Decision Making:	<ol style="list-style-type: none"> 1. Gather Information 2. Identify the problem 3. List Options 4. Weigh Pros and Cons 5. Consider long term effects 	08 Hours

	6. Evaluate Risks 7. Consider personal Values 8. Seek Advice 9. Make a decision 10. Monitor Outcomes	
		60 Hours

Course Period:

The timeframe to complete the course is minimum 60 hours, the course should be completed within a period of 2 months.

Eligibility: -

University and college students, who are enrolled in final year of their academics are eligible for this programme, candidates can take training in their respective institution only. Institutions can enroll recently passes students in case deemed important.

Batch Size: -

Batch size shall be limited to 40 students.

Cost:

Mission Youth shall bear the cost of Rs. 42.00 per hour of training, as per the common Cost Norm of the Ministry of Skill Development and Entrepreneurship. (Notification dated 1st January 2021, as listed in Category II of SCHEDULE-II)

Monitoring and Evaluation of the program:

Every institute shall form a committee for the monitoring and implementation of this program, each committee formed shall have a member from mission Youth. Report of the training shall be shared with the Mission Youth Fortnightly.