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Share Experiences



S K Sharma

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My Introduction

I was born on 9 July 1938 at Jagos, a remote village on the bank of river Yamuna in the district of Baghpat, Uttar Pradesh. My father, Pt Lakhiram was an easygoing simple farmer. Circumstances and poverty kept him away from school during his childhood, and thus he remained unlettered and confined to his peasantry throughout his life. In short, he led an absolutely uneventful life and unnoticed went down in the simple annals of the poor. My mother, Shrimati Khajani Devi was a deeply religious lady. She was partially literate and hence could read some religious books. As a child I could perceive that her religious nature had a direct bearing on her conduct. She led a very short and austere life.

As there was not even a primary school in the vicinity of my remotely located village, I was sent to stay with two relatives in turn to get my elementary education. I passed my matriculation exam in 1955 and graduated in arts in 1959 from Meerut University Meerut. Then I entered the BT course and completed it in 1960. Ultimately, I became a teacher in a small and newly founded school near my village on 1 July 1960.

My life was not planned at all . Chance and fate have been the dominating factors for every occurrence in its course. However, I have always been deliberate for three

things on my part– hard work, discipline and regularity.

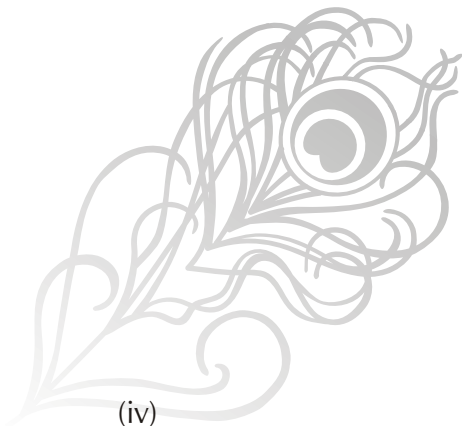
After working as a teacher for fifteen years in three different schools and one college, I became the founder Principal of Shambhu Dayal Modern School, Sonapat. My association with this school lasted for nineteen years. Owing to an unfortunate tussle with the management, I left the school and got relieved on 4 Jan 1993. Then I started looking after a very small school, namely, Rishikul Vidyapeeth Sonapat, which I had started at my residence in 1991 sensing my impending break-up with Shambhu Dayal Modern School. Presently, I am the Chairman of Rishikul Vidyapeeth. But even today I would like to be known as a proud teacher who could contribute his mite to the cause of education. My best assets have always been my students and I love them from the core of my heart.

SK Sharma



Foreword

This book embodies my personal experiences and perceptions of life. It basically deals with the domain of educational activities that have concerned me during the course of my professional life. It highlights the importance of small things that enable us to reach the sublime irrespective of our humble origins and backgrounds. Accomplishing success and sustaining it is all about attaching due importance to these small things, which we generally ignore to lead a pathetic life. The human predicament is that man longs for success but ironically shuns the basic ingredients of success. This is my firm belief that a positive attitude and perseverance can always lead us to our cherished destination. Who does not like to enjoy the fruits of his own garden, especially when trees have been planted, reared, and pruned by his own hands? Let us, therefore, all endeavour to get what we want by the labour of our own hands without waiting in vain for the gifts of fortune.



Administration



Administration is neither a journey nor a fixed destination. It is a continuous process for a smooth journey keeping in view the destination. Administration is the creation of a system by a person or persons for running the total work smoothly to get the optimum output within the stipulated time frame and with minimum manpower. The head of an organization should first form various departments for a systematic assignment of work after thoughtfully categorising it. For instance, he can form the following departments for an accelerated progress of work:

Think Tank

It is a team of experts who study the surroundings, requirements of the people, requisite capital, infrastructure, etc. It lays out planning and sets the target. This panel is the core committee of an organisation and it evolves the total system by forming rules, regulations and cadres.

Coordinators

The role of coordinators is very important in running an organisation smoothly. The coordinators serve as a vital link between the working staff and the administration. They should possess excellent managerial skills and the requisite expertise in their work so that the progress of work may be swift and result oriented. They must maintain a proper record of it on a daily basis.

In-charges

Every department should have in-charges. They should be seniors and have administrative qualities. They should be held accountable for the progress of work in the organisation. They may be given persons of their choice. If an in-charge finds that a particular worker is not performing the assigned tasks to his satisfaction, he should call the worker in private and try to motivate him in a constructive and amicable manner.

Administrator

The biggest onus to run an organisation is on the administrator. Total work revolves around him, and his speed determines the progress of an institution. He must have A to Z knowledge of the work. He is the major part of planning and its systematic execution to have desirable outcomes.

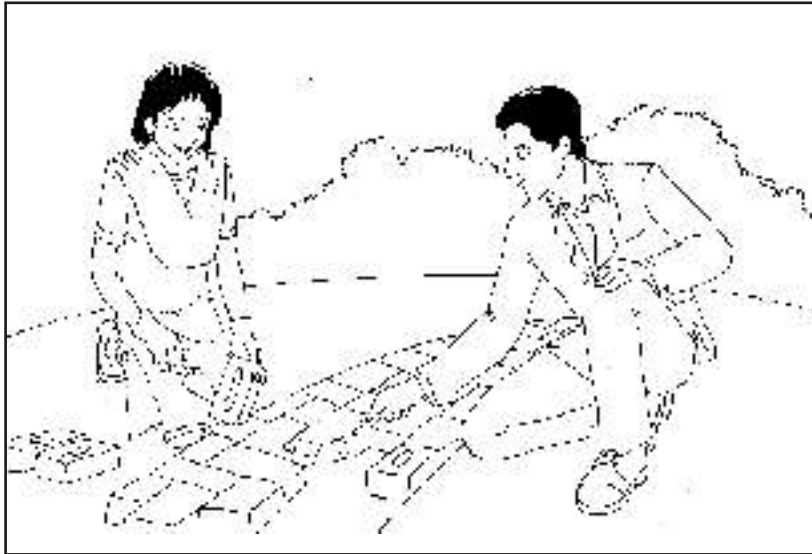
The administrator should not directly involve himself in the work. His prime responsibility is to get the work done with the help of his subordinate in-charges. He should intimate them about his expectations and aspirations from time to time. He should not have direct concern with individual worker or workers. However, he must have rapport with some authentic

workers so as to get feedback about his administrative team members and to ensure that they are not misusing the power given to them. If the administrator wants to initiate a change in the system, he should first try to have a consensus. In case, the change does not bring desirable outcomes, the failure would go into everybody's account instead of his alone. Moreover, he needs to realise that different people on this earth have different talents and capabilities. None can force them to stand on one platform. A wise administrator always accepts people as they are without any snobbish scrutiny and uses their raw talents to his advantage.



A Successful Administrator

“What a good administrator expects from his employees, he himself does it first.”



Most people think that administrators, like poets, are born and not made. To a great extent this is true because talents do differ from person to person. One has to believe in this intrinsic principle of individual differences. At the same time, it is not necessary that a successful administrator would beget a son endowed with the same managerial skills and insights. Dheeru Bhai Ambani had never received any formal education or training in administration. Whatever he learnt, he learnt it from his personal experiences of everyday life. His phenomenal success in setting up such a huge empire greatly owes to his perseverance, hard work, and indomitability to stand firm in the face of adversity. On the other hand, his sons Mukesh Ambani and Anil Ambani, though they are doing famously well in their respective ventures, could have done even better, were they not disputing with each other like commoners.

Problems crop up when we do not endeavour to broaden our vision and transcend mental narrowness. Consequently, we lack inner motivation and mental toughness to overcome transitory obstacles. Children of Gandhis, Shastris, Patels and other legends could not sustain the glories achieved by their fathers because certain qualities may not be inherited from parents. The essence is that everybody has to find his own road and have a deliberate initiation into the world of action for achieving success in the chosen field. Glory doesn't come to idlers. It comes to those who have an unyielding desire to succeed and the receptivity to follow the footsteps of proven people-though after making a prudent assessment of their relevance to the present day conditions. Coming back to the question as how to become an efficient administrator, it is very essential to bring about certain positive changes in the behavioural domain besides developing the requisite expertise and insight into the nature of work one deals with. It should be clearly borne in mind that nobody can get the denomination of being a successful administrator merely by grabbing the chair without getting the necessary work experience. For example, in the field of education, a person who himself has been a sincere teacher and understands the grievances of a teacher can go on to become an outstanding principal. An attempt has been made here to sum up some common traits of a successful administrator.

ESSENTIAL TRAITS OF A SUCCESSFUL ADMINISTRATOR

A successful administrator is supposed to have the following qualities in him:

- ☐ Good communication skills
- ☐ Receptivity to learn and admit mistakes
- ☐ Boldness to owe failures to himself and success to his employees
- ☐ Sophisticated behaviour with concealed strictness to get the work done

- ☐ Exemplary conduct to instill sincerity in his employees
- ☐ Decency in behaviour towards employees
- ☐ Faith in employees and sensitivity towards their basic needs
- ☐ Credence in common welfare
- ☐ Perseverance and hard work
- ☐ Promptness to act
- ☐ Innovative thinking and resourcefulness
- ☐ A broad vision
- ☐ Generosity and goodwill towards all
- ☐ Healthy interests and penchant for creative work
- ☐ No cynical attitude towards anybody



- ☐ Habit to plan his daily routine in advance
- ☐ Mental strength to guard himself against whims and impulsive behaviour
- ☐ Realisation of the fact that doing a work is easier than getting it done
- ☐ Impartiality in allocation of work as per the potential and interest of one's employees
- ☐ Promptness in executing plans and removing drawbacks without any unnecessary delay



- ☐ Preference to the overall growth of the institution rather than self-indulgences
- ☐ Courtesy to apologise for inability in doing somebody a favour
- ☐ Broad-mindedness to make new administrators
- ☐ Skill to bring transparency to the system
- ☐ Awareness of the fact that hard work brings self-confidence, respect and promotion in designation



- ☐ Ability to get along well with others
- ☐ Brevity and relevance in speech
- ☐ Qualities of leadership and team spirit
- ☐ Unshakable faith in the dictum 'What you expect from

your team members, first do it yourself'

- ☐ Foresightedness to initiate timely changes



- ☐ Acceptance of positive suggestions made by others
- ☐ Constructive approach even in the face of adversities
- ☐ Caring attitude towards his team members
- ☐ Proper maintenance of personal and official records



- ☐ An open and frank exterior
- ☐ Curiosity to learn so as to avoid stagnation
- ☐ Self-integrity
- ☐ Encouragement towards productive activities

- ☐ A refined way of talking to the colleagues

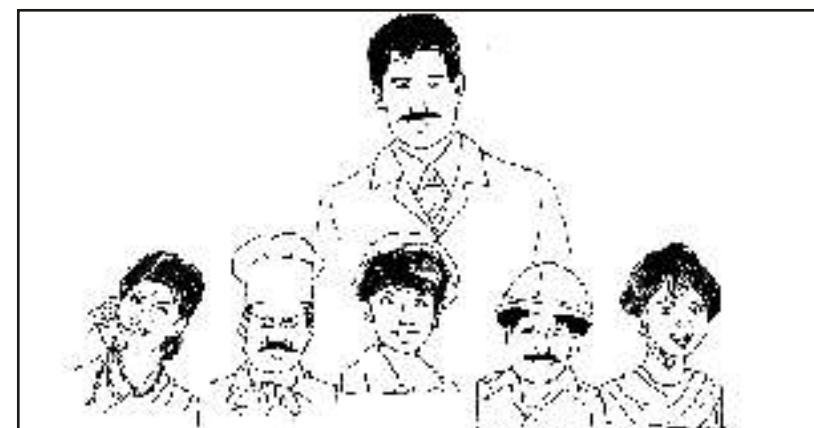


- ☐ Charismatic personality
- ☐ A problem solving attitude
- ☐ High moral values
- ☐ Attentiveness to identify the weaker links in the organisation
- ☐ Quality of leading from the front
- ☐ Ability to identify the latent talents of employees and assign them work accordingly
- ☐ Ability to ensure a timely realisation of pre-determined objectives
- ☐ Belief in action rather than building castles in the air
- ☐ Motivational techniques
- ☐ Belief in honouring commitments
- ☐ Skill to set realistic goals
- ☐ Regularity and Punctuality
- ☐ Professional knowledge
- ☐ Pleasing countenance
- ☐ Insight into the persona of the staff members



- ☐ Open-mindedness towards constructive criticism
- ☐ Enthusiasm and tactfulness
- ☐ Flexibility to accept changes
- ☐ Resourcefulness to find tools for self-appraisal
- ☐ Determination, persistence, commitment and dedication
- ☐ Diplomacy in settling issues concerning disputes and conflicts amicably
- ☐ Ability to analyse things in an impartial manner, and prescribe effective remedial measures to solve institutional problems
- ☐ Ability to convince others
- ☐ Management of time pragmatically
- ☐ Knack to guide and counsel one's staff
- ☐ Wide vision to shun all pettiness
- ☐ Strong will power to achieve the cherished goals
- ☐ Optimism and dynamism
- ☐ Quick decision making
- ☐ Devotion to work and avoidance of idle gossip
- ☐ Resourcefulness to update the system

- ☐ Self-control and maturity
- ☐ Eagerness to learn new things
- ☐ Realistic and practical approach
- ☐ Attitude to achieve excellence and perfection in work
- ☐ Accuracy in work
- ☐ Desire to serve the nation
- ☐ Tendency to discourage groupism in the staff
- ☐ Adoption of Chanakya's policy of 'Sam, Dam, Dand, Bhed' to get the work done
- ☐ Activeness in taking frequent and regular supervisory rounds of the campus



- ☐ A complete knowledge of the institution and its functioning
- ☐ Openness to introduce new technologies in the organisation
- ☐ Continuation of all constructive decisions taken earlier after properly weighing their present utility
- ☐ Devotion of more time to serve the institution
- ☐ Tendency to discourage sneaks and flatterers
- ☐ Ability to judge others in an unprejudiced and unbiased

manner

- ❑ Ability to assure a person of every possible assistance in the future if it is not instantly possible to render it



- ❑ Fortitude to make an employee realise his mistakes and suggest corrective measures
- ❑ Careful continuation of relations with a disputed person to avoid unnecessary deception
- ❑ Tendency to avoid relatives and friends desirous of seeking jobs in the organisation as they shirk work and it is generally inconvenient to reprimand them
- ❑ Boldness to reach the defaulter and tell him his fault in his face
- ❑ Maintaining a good rapport with students and employees for getting feedback from the public, in order to rectify any flaws in the system
- ❑ Systematic approach towards everything to avoid any undesirable outcome
- ❑ Modesty in everyday expenses, as it is easy to subtract but difficult to add
- ❑ Readiness to adopt himself to one's social surroundings, but without bartering one's self-esteem

- ❑ Avoidance to recruit local persons, as those who live near the Ganga seldom realise its importance
- ❑ Realisation of the fact that an assignment can be completed by means of supervision, self-involvement, knowledge of work, and a bit of pressure on co-workers



- ❑ Clarity in conveying messages
- ❑ Decision-making through consensus
- ❑ Mental strength to guard oneself against weak sentimentality
- ❑ Avoidance to act on the spur of the moment to prevent unwanted outcome
- ❑ Pleasing personality and a sound moral character
- ❑ Receptivity to absorb the wisdom of great people
- ❑ Carefulness in making social relations to avoid unnecessary defamation

QUALITIES OF A GOOD SCHOOL ADMINISTRATOR

Leadership Qualities

- ❑ Organises Staff members in a team in order to get better work from them



- ☐ Reviews their work periodically and gives instructions for further improvement
- ☐ Encourages staff members to set their own goals in their respective areas of work
- ☐ Judges a staff member's performance on the basis of his success in meeting the goals he set for himself
- ☐ Involves his team members in decision-making to get unanimity
- ☐ Has a helping attitude towards the genuine problems of staff members

Academic Responsibilities

- ☐ Ensures that classes and sections are assigned to different teachers in an impartial manner
- ☐ Plans in advance for making term-wise academic schedules for internal examinations and evaluation of students' academic and other activities
- ☐ Motivates teachers to acquire effective teaching-learning methods
- ☐ Supervises classroom teaching
- ☐ Organises in-service training programmes for teachers
- ☐ Sets norms for maintaining the decorum
- ☐ Updates himself with the latest developments in the field of education
- ☐ Keeps a close rapport with Department & Faculty Heads for the smooth progress of academic work
- ☐ Organises workshops and seminars for teachers to hone their teaching skills

Miscellaneous

- ☐ Prepares budgets for infrastructural development of the institution

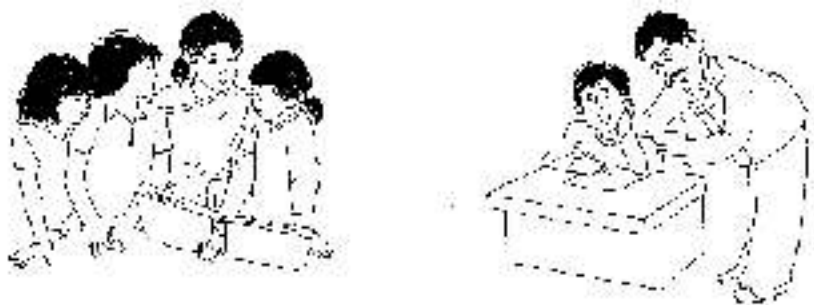
- ☐ Sets norms for expenditure
- ☐ Systematises procedure for purchase, storing of articles, stock taking, etc.
- ☐ Keeps a close rapport with staff, students, and parents
- ☐ Attends meetings/ conferences to get new and better ideas
- ☐ Believes in punctuality, hardwork and self-discipline
- ☐ Leads the team from the front



- ☐ Shares success with his team
- ☐ Owns the responsibility for failures
- ☐ Ensures a proper utilization of available resources
- ☐ Never entertains flatterers
- ☐ Assesses people by their sincerity towards work



The Making Of A Successful Teacher



“Teaching is the means whereby the experienced members of the group guide the immature and infant members in their adjustments of life”

The real prosperity of a country does not rely on the abundance of its revenues or the strength of its fortifications, but on its seats of learning. To accelerate the qualitative growth of our nation, it is absolutely essential to educate the masses, which is possible only when we have the requisite number of efficient teachers. We can no more depend on those few divinely inspired 'gurus' who possess an instinctive knack to perform the onerous task of teaching. So, there is an instant need to attract able and academically sound individuals towards this profession. There are people who become teachers by chance or under the compulsion of circumstances. But they should take full advantage of the opportunity they have got. They ought to understand that

their entry to this profession may be by chance, but once they get in, nothing should be left to chance. We all need to admit that to become a successful teacher is as challenging and painstaking as to become an efficient doctor or an engineer.

Individuals with low self-esteem cannot achieve success in this field. It



is very unfortunate that some teachers degrade their own profession to be lower, inferior and less lucrative than others. Such opinions are utterly faulty subjective and generally influenced by personal deficiencies and incompetence. The job of a teacher is as challenging and rewarding as that of any other popular professional. It is a dignified as well as profitable occupation. So, competent men and women should never demur to take up teaching profession. It is certainly a vital means to earn one's living and lead a quality life.

A teacher can command everyone's respect if he has a professional approach towards his work. As the work of a trained doctor cannot be done by a quack, no semi-educated person should be preferred to a professional teacher. Therefore, one should work tirelessly to acquire such cognitive and behavioural skills as make him special and irreplaceable.

Such expertise can only be attained if one has a professional approach towards this esteemed vocation and is able to render effective services to the nation. To ensure this, a teacher has to be:

- ◆ competent
- ◆ well-qualified
- ◆ properly trained
- ◆ resourceful
- ◆ skillful
- ◆ proficient in speaking
- ◆ progressive and morally sound.



NEED OF PROFESSIONALISM IN TEACHING

We are generally educated to perceive teachers as highly austere beings who have no personal desires and aspirations. They are hailed as born missionaries, who are

supposed to lead an utterly strict life to edify pupils and infuse all divinity into them. Although it is not a faulty observation altogether, yet it needs a bit of rectification to judiciously define the position and role of a teacher in the present educational scenario. A teacher, after all, is a human first, and he has his own liabilities to shoulder. Moreover, he is free to aspire for a comfortable life. But at the same time it should not be taken to mean that a teacher ceases to be honest and hankers after money as a deer chases the elusive presence of water in deserts. Therefore, it is imperative to strike a fine balance between need and greed.



Roughly speaking, the word 'professionalism' can be defined as a mindful fusion of mercenary and missionary approaches, besides being synonymous with the requisite proficiency to render effective services in a particular field. So, we have to bear in mind that while teaching is a profitable occupation, it is also an exalted onus to train children for the all round prosperity of a nation. A teacher can brighten or mar the future of a child. Therefore, it is absolutely essential that teachers equip themselves in different areas and achieve essential expertise in training children so that they may become enlightened citizens and serve their country with greater efficiency.

PARAMETERS OF A SUCCESSFUL TEACHER

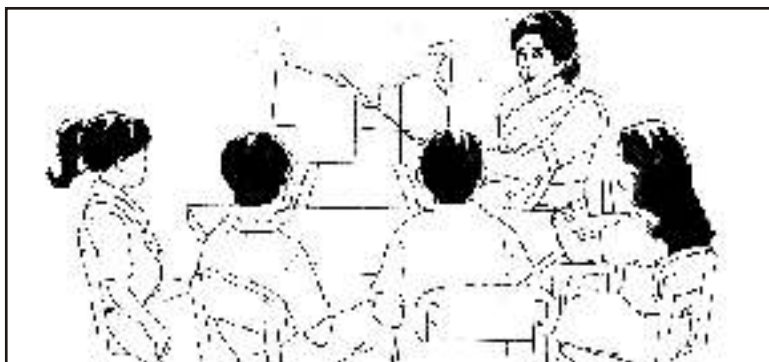
A Really Efficient Teacher Is One Who:

- prepares his lessons in advance to avoid embarrassing

situations in the class

- ensures conciseness in teaching by being selective while imparting knowledge
- endeavours persistently to improve his communication skills
- is always receptive to learn new things
- remains in constant touch with authentic books to update his cognizance
- knows how to make proper use of modern technologies
- ensures individualised attention in the class
- imparts comprehensive knowledge to his pupils
- enhances meta-cognitive abilities of the students
- has a command over his subject
- works tirelessly for the qualitative improvement in his teaching
- is always proactive to undertake in-service training programmes
- utilises his time doing constructive things
- completes his syllabus well in time
- finds new techniques for a speedy revision
- never suppresses his students' curiosity
- assists students in solving at least 20 Model Test Papers during an academic session
- aims at the harmonious growth and righteous conduct of the children





- has a problem solving attitude
- creates a conducive academic atmosphere in the class, and makes sincere efforts to satisfy the insatiable curiosity of the young learners
- selects and organises the subject matter in accordance with children's level of understanding
- assists the students in setting realistic goals
- creates appropriate learning situations to bring about desirable cognitive and behavioural changes in the children
- tells his students to attach due importance to a legible hand for a beautiful presentation of contents
- adjusts his teaching behaviour according to individual differences of children
- maintains a proper record of his students' all round progress
- assists slow learners in the identification of their individual problems and suggests them remedial measures
- has a close rapport with the parents and keeps them well-informed about their children's academic progress
- never inflicts corporal punishment on the students
- *resorts to motivational methods to deal with derailed*

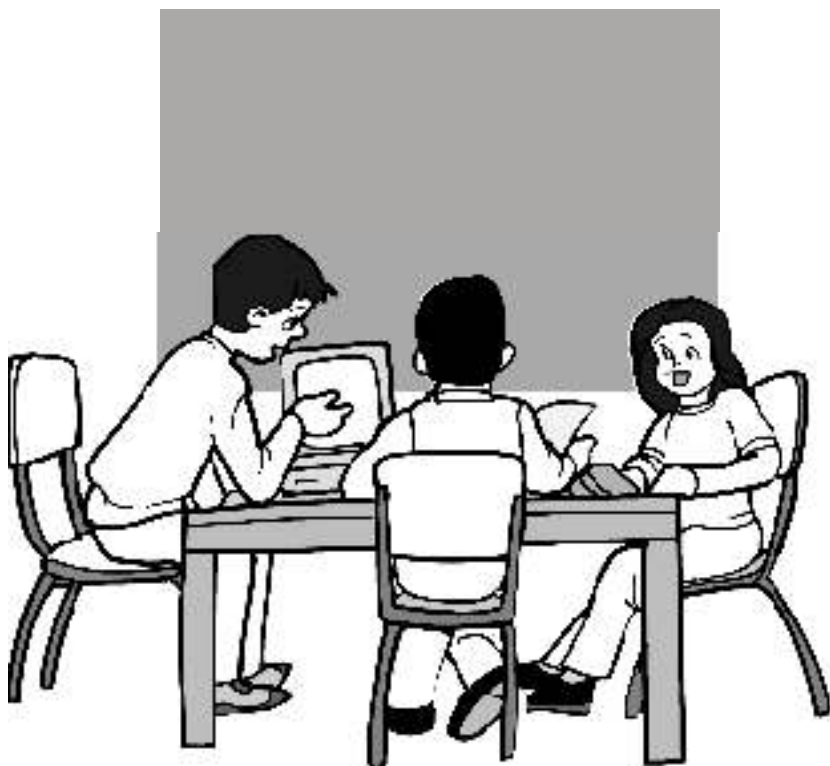
children

- evaluates students' academic performance impartially and judiciously



- receives feedback from students to assess the effectiveness of his teaching methods, because students are the best judges of his credentials as a teacher.
- has a pleasing personality
- has no prejudices about any student
- has a sound moral character
- believes in the dignity of labour and self-discipline
- understands that if students create indiscipline in the class, it is because of his own unimpressive teaching
- puts on sobre clothes and is very careful about his public appearances as he is a role model for the shaping children
- believes in convincing teaching rather than imposing one
- what he expects from his students he himself does it first

- has a high self-esteem
- feels that his personal growth and the growth of the institution he works in are interrelated.
- leads his pupils to attain emotional stability by providing them appropriate opportunities for a constructive sublimation of instincts
- helps the children to adjust themselves to their physical, social & spiritual surroundings
- understands that learning situations should provide students requisite freedom to develop creative contributions
- promotes learning by doing
- creates such an atmosphere in the class as causes the student to interact in a productive manner.



Teaching: A Multi-dimensional Profession

INNOVATION IN TEACHING

Innovation in teaching can be brought in by:

- ◆ using the latest technology
- ◆ creating a conducive atmosphere for learning



- ◆ involving the students in open and healthy discussions
- ◆ organizing workshops and seminars to find effective solutions to educational problems
- ◆ simplifying the topic
- ◆ organizing educational trips and excursions from time to time
- ◆ being a guide, friend, and philosopher
- ◆ undertaking in- service training programmes to hone teaching skills towards perfection
- ◆ updating the knowledge
- ◆ being an effective communicator
- ◆ adopting effective teaching strategies
- ◆ developing an attitude of 'Learning to Learn'
- ◆ making the learning process child centred

- ◆ creating effective learning situations to promote self-learning
- ◆ listening to and respecting each student's point of view
- ◆ encouraging and facilitating students' participation and shared decision making
- ◆ convincing students of the judiciousness of a disposition rather than imposing it on them
- ◆ encouraging students to think for themselves
- ◆ using time in variable and flexible ways to cater to students' needs
- ◆ including learning activities that are relevant to students
- ◆ providing questions and tasks that stimulate students' thinking beyond rote learning
- ◆ supporting students in developing and using effective learning strategies

STUDENTS' SATISFACTION – SOLE CRITERION TO ASSESS A TEACHER'S PERFORMANCE

A teacher can be deemed successful by his students only when he

- ◆ satisfies their insatiable curiosity



- ◆ adjusts his teaching as per their understanding level
- ◆ involves them in the teaching-learning process

- ◆ encourages them to think innovatively
- ◆ gives due importance to their responses
- ◆ appreciates their minutest achievements
- ◆ promotes creativity rather than rote-learning
- ◆ shows receptivity to update his teaching
- ◆ has ability to generate and arrange the contents in a logical flow
- ◆ assists them in solving their academic and personal problems

REQUISITES FOR A TEACHER'S ALL-ROUND DEVELOPMENT

- ◆ Participation in social activities
- ◆ Readiness to face challenges
- ◆ A positive attitude towards life
- ◆ A sound knowledge of real life situations
- ◆ Politeness in behaviour



- ◆ Hard work and receptivity to learn
- ◆ Pleasing personality

- ◆ High self-esteem and self-belief
- ◆ Spirit of humanism
- ◆ Promptness in taking initiatives
- ◆ Avoidance to find faults with others
- ◆ Self-confidence
- ◆ Good communication skills
- ◆ Disapproval of dogmatic feelings
- ◆ Belief in action rather than words
- ◆ Readiness to undertake in-service training programmes
- ◆ Sense of responsibility
- ◆ Mastery over his/her subject
- ◆ Sincerity towards profession
- ◆ Curiosity to learn
- ◆ A good rapport with the colleagues and students
- ◆ Knowledge of the latest techniques
- ◆ Punctuality and regularity
- ◆ Active participation in day to day activities

EXTENT OF GROWTH IN TEACHING PROFESSION

It is generally believed that teaching profession is the last resort of unsuccessful educated persons. It is an absolutely wrong disposition because this profession is as yielding and lucrative as any other. The only requirement is that teachers have high self-esteem and work tirelessly to acquire the requisite knack to perform the challenging task of teaching. They can do so by:

- ◆ improving their hidden potential to the maximum
- ◆ being creative and innovative

- ◆ adopting latest techniques and teaching tools
- ◆ updating their knowledge
- ◆ simplifying the topics integrating various teaching aids
- ◆ showing readiness to change and accepting challenges boldly
- ◆ developing a pleasing personality



- ◆ being a role model for students
- ◆ being a facilitator, guide, and philosopher
- ◆ enhancing efficiency by resorting to self assessment techniques
- ◆ realizing the fact that possession of huge fortunes is not the only means to bring them recognition; their good qualities and abilities also render them denomination of being distinguished beings
- ◆ Considering this profession as the best means to serve the society and the nation

PARTICIPATION IN SCHOOL ACTIVITIES – A MUST FOR A TEACHER AS IT HELPS IN:

- ◆ professional growth and advancement
- ◆ letting out the hidden potential
- ◆ recognizing his/her strengths and overcoming the

weaknesses

- ◆ keeping pace with the dynamic world
- ◆ developing self-confidence
- ◆ developing a pleasing personality
- ◆ rendering contentment
- ◆ broadening the vision
- ◆ learning new ways and techniques to motivate and guide the students
- ◆ developing innovative ideas
- ◆ bringing novelty and freshness in life
- ◆ winning acknowledgment and appreciation
- ◆ facing challenges boldly
- ◆ enhancing creativity
- ◆ forming creative assignments for students

A BROAD VISION AND POSITIVE THINKING TAKES A MAN UP AS IT HELPS IN:

- ◆ eradicating all the negative thoughts
- ◆ making a person confident
- ◆ removing hesitation and developing absolute faith in oneself
- ◆ building a pleasing personality
- ◆ deriving desirable outcomes
- ◆ making future plans and their successful execution
- ◆ establishing good interpersonal relationship
- ◆ developing a positive outlook
- ◆ making adjustments to fit in the changing scenario
- ◆ developing a dynamic and robust personality

- ◆ making a person perfect and smart
- ◆ recognizing the strengths and overcoming the weaknesses
- ◆ developing a high self-esteem

AWARENESS OF TECHNOLOGY – INDISPENSABLE FOR A TEACHER AS IT:

- ◆ improves efficiency of a teacher
- ◆ helps to simplify the topic
- ◆ helps to impart knowledge in a more effective manner



- ◆ makes the teaching-learning process easy and interesting
- ◆ provides effective tools for assessing the outcomes of teaching
- ◆ helps in professional growth and advancement
- ◆ helps in keeping pace with the world
- ◆ helps in programmed instruction
- ◆ brings variety in teaching and learning process
- ◆ provides him an appropriate platform to exercise the systematic application of scientific methods & tools in the teaching-learning process
- ◆ helps him in forming suitable strategies for achieving the

requisite teaching objectives

- ◆ lessens the burden of a teacher
- ◆ helps in the positive transfer of information and removes its complexities
- ◆ assists in creating a proper classroom environment
- ◆ makes it easy to handle the complicated and problematic topics
- ◆ equips the teacher with the latest educational gadgets to strengthen his teaching techniques

SAY NO TO CORPORAL PUNISHMENT

Some teachers believe that corporal punishment is the only remedy for derailed children. They think that it is essential to rigidly control and modify a child's basic instincts into predetermined channels of thinking and behaving; 'spare the rod and spoil the child' is their guiding motto. But this theory is neither productive nor valid in the present scenario of education. Moreover, it reveals a teacher's incompetence and lack of understanding.



CORPORAL PUNISHMENT:

- ◆ creates the feeling of hatred in children turns them into cynics
- ◆ makes them rebellious and even more indisciplined
- ◆ scares away them from studies
- ◆ creates mental complexes
- ◆ suppresses curiosity and creativity

- ◆ mars their normal development
- ◆ leads to an unnecessary suppression of instincts, which may result in a violent burst of emotions
- ◆ kills childish innocence and is the root cause of increasing student unrest



Thus we need to understand that the main cause of indisciplined behaviour in the classes is bad teaching. A really proficient teacher is one who resorts to motivational methods to maintain discipline in the class. Moreover, he organises his teaching in such a way that children always take interest in it and wait eagerly to attend his classes.

MOTIVATION AND EDUCATION

Motivation is that force which not only incites an individual's actions but also determines their direction and subsequent productivity.

Motivation in School learning:

- ◆ creates appropriate conditions for making pupils behave in desirable manner
- ◆ helps students to visualize the end product of their academic pursuits in such a manner that they feel the desire to participate in the teaching-learning process
- ◆ encourages self-learning
- ◆ instils self-confidence and enthusiasm into pupil to explore new mental horizons
- ◆ enables the pupils to set realistic goals for themselves and achieve them by means of self made efforts
- ◆ removes passivity from the teaching-learning process

- ◆ provides effective solutions to different educational problems



- ◆ is the only way to tackle slow learners and problem children
- ◆ enables a teacher to deal with children of varied aptitudes, interests and capabilities
- ◆ promotes a positive attitude for solving educational problems in a practical and sensible manner rather than by resorting to pre-concieved ideas and theories

TEACHER IS A FACILITATOR

A teacher is not to stuff the child's mind with pre-determined thoughts. He is only a facilitator and his job is to:

- ◆ act like a motivator to inculcate in children the healthy habit of self learning
- ◆ acquaint the students with the main factors of learning i.e. observation, imagination and thinking
- ◆ work as a sympathetic guide to show pupils new appropriate ways to acquire knowledge
- ◆ awaken the consciousness of students much more than merely instruct them



- ◆ instil sincerity, dedication, confidence into the young learners by means of self exemplary behaviour
- ◆ develop the concentration and artistic expression through manual and skillful work
- ◆ set examples before pupils and make them believe in self imposed discipline and positive attitude
- ◆ act like a friend, philosopher and a guide towards the students
- ◆ provide the children appropriate situations for learning by doing

TEACHER BRINGS ABOUT SOCIAL CHANGE

A teacher can bring about social change by :

- ◆ being a role model for his pupils
- ◆ enabling students to discriminate between right and wrong
- ◆ acquainting students with existing social norms
- ◆ inculcating love of truth in the students
- ◆ being an eternal object lesson for them
- ◆ playing a leading role in uprooting social evils
- ◆ leading a simple and truthful life



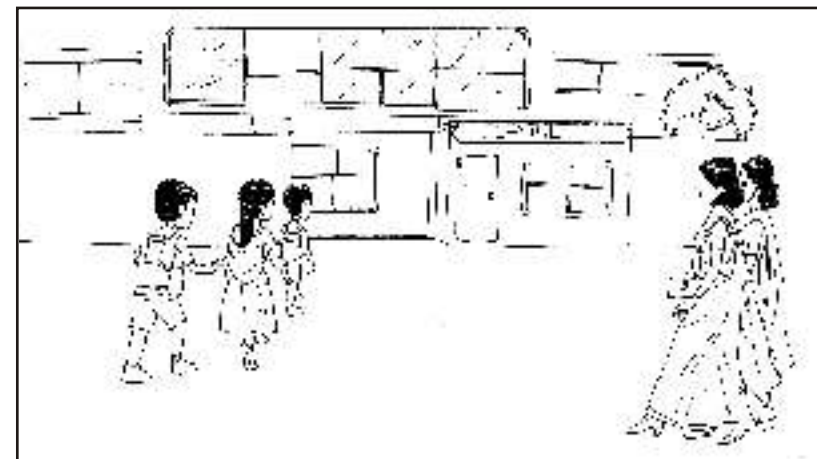
- ◆ turning his pupils into efficient enlightened citizens
- ◆ infusing qualities of leadership into children
- ◆ taking initiatives to eradicate social evils
- ◆ telling his students the meaning of real prosperity
- ◆ transcending all narrowness
- ◆ developing a habit of viewing things in their real perspective

THE GROWTH OF A TEACHER IS THE GROWTH OF THE INSTITUTION

A teacher's all round development brings about a speedy growth of the institution and helps it to attain incomparable heights. He can assist his institution to grow at an accelerated pace by:

- ◆ raising his efficiency level
- ◆ realizing the fact that his individual interests and those of the institution he works in are joint
- ◆ working persistently to hone his varied skills
- ◆ not wasting his time on useless pursuits
- ◆ not indulging himself in any party-politics

- ◆ confining himself to his work only
- ◆ being careful about his general conduct
- ◆ realizing the fact that we can attain our rights simply by doing our duties and that devotion and humility take man up to the apex of life



LEARNING IS A LIFELONG PROCESS

- ◆ Learning begins from the cradle and continues upto the grave
- ◆ Learn everything you come across
- ◆ Expand cognizance by learning something new daily
- ◆ Be receptive to be benefitted by others' experiences
- ◆ Keep pace with the fast moving world. Learn from your past experiences
- ◆ The instinct to explore is inherent in humans and it keeps getting satisfied with their interaction with their physical, social and spiritual environment



- ◆ Learning is an eternal process and every existing phenomenon has something unique to teach
- ◆ Age is not a barrier in the way to learn new things
- ◆ Have a broad vision and increase your knowledge
- ◆ Be in touch with the changes and accept the challenges ahead
- ◆ Experience teaches us better than anything else
- ◆ Aim high and try to hit your goal
- ◆ Learn from nature to bloom and spread fragrance everywhere
- ◆ Never get disheartened by failures
- ◆ Man learns from his own mistakes and failures

A GOOD TEACHER CAN TAP THE HIDDEN POTENTIAL OF HIS STUDENTS BY:

- ◆ developing curiosity among them
- ◆ creating a congenial atmosphere in the class
- ◆ providing them suitable forums to express their views freely
- ◆ developing a close rapport with them and their parents

- ◆ making teaching-learning process more effective and productive
- ◆ identifying their inherent talents and grooming them accordingly
- ◆ motivating them to understand their own abilities and skills
- ◆ providing opportunities for their willing participation in the classroom activities
- ◆ broadening their mental horizons and enabling them to attain excellence in their chosen fields



In the end it can be concluded that the job of a teacher is highly onerous but equally rewarding. If he performs his duties with sincerity and devotion, it is the best service to the nation on his part. A teacher should, therefore, guide the adolescent students to constructively utilize their youthful energies that are equally ready for the good and the evil channels. He can do it only when he himself leads a transparent and austere life and becomes an eternal object lesson to his pupils. This should be clearly borne in mind that a teacher, who frequently resorts to telling lies, cannot inspire his pupils to be truthful or to love truth. Similarly, an arrogant teacher cannot teach decency merely through the word of his mouth. This is so because his overall personality has a direct bearing on the behaviour of his students. Initially, it all seems to be a highly demanding task, but once he is in the habit of motivating his pupils to reach the sublime, his ecstasy would know no bounds and he would feel divine.

Students – True Assets to a Nation

The destiny of a country rests in the hands of students because what they think today, the nation will think tomorrow. Standing on the threshold of youth, a student cherishes splendid visions, colourful dreams, and buoyant hopes. It is the spring time of his life when his energies, equally exposed to good and evil channels, are at the highest. His mind is like a lump of wax upon which any kind of image can be easily fixed. Student days form the most crucial period in one's life when one can make or mar one's career forever. Rightly has it been described as the period of preparatory training in getting well-equipped for the challenges of life. A student should, therefore, sweat buckets to attain mental ability and physical fitness of the highest order. Only then he would be able to render efficient services to his motherland and lead a comfortable life as well.



The first duty of an ideal student is to keep his body healthy, active, and agile. It is absolutely correct that a sound mind dwells in a sound body. To keep the house of his mind safe and strong against the attacks of disease and sickness, he should take a keen interest in games and sports. Games impart freshness and also help in the constructive sublimation of instincts. Moreover, a student should do his work with his own hands. Is it not ridiculous that people hire domestic help to get their household work done and then they rush to join gyms to reduce obesity? Therefore, it should be borne in mind that to shun the dignity of labour is to evade life.

An ideal student is never careless about his health and

physical fitness. He builds his muscles by healthy exercises, learns the dignity of manual labour, takes simple food, avoids the luxuries of tongue, and cultivates the habit of economy, simplicity, and self-restraint. Even if he hails from a rich family, he leads a life of self-dependence, probity, and celibacy.

On the intellectual side, a good student devotes a greater part of his time in the selfless pursuit of knowledge and wisdom. He has a deep love for books and goes to the library with a mind that perceives and receives. He devotes equal time to all the subjects and completes his assignments regularly. To take an examination is a joyous experience to him because he prepares for it right from the beginning.

He always believes in hard work and leaves nothing to chance and fate. He regards life as a perpetual struggle and faces its trials with a spirit of bravery, fortitude, and self-trust.

Besides this, an ideal student always forms his moral character.

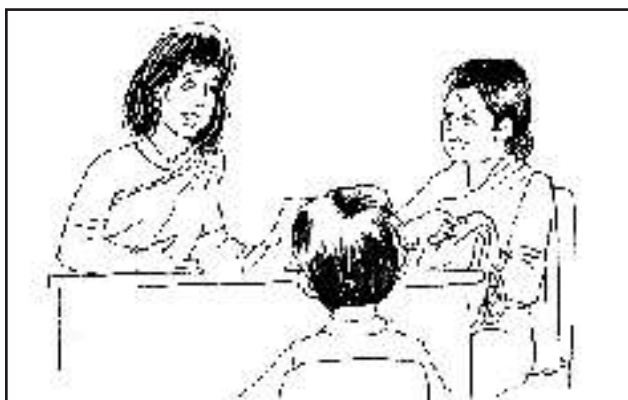
Obedience to parents, respect for teachers, sympathy for the poor, love for all and malice towards none are his chief moral ideals. He knows that courtesy costs nothing but pays a lot. A spirit of tolerance, discipline, and decency characterises every aspect of his general conduct.

To sum up, a good student is one who strives hard to develop in himself every intellectual and moral power and strengthens himself physically, mentally, and spiritually so that he turns out at the end of his academic career an efficient citizen. Such distinction can certainly be achieved if he makes a judicious use of resources at his disposal and is never distracted by petty considerations.



Essential traits of a good student

- ◆ Fondness for hard work
- ◆ Positive attitude towards life
- ◆ **Effective communication skills**
- ◆ Constructive thinking
- ◆ Decent behaviour towards others
- ◆ **Ability to score above 70% marks**
- ◆ **Cursive handwriting**
- ◆ Regularity in doing homework

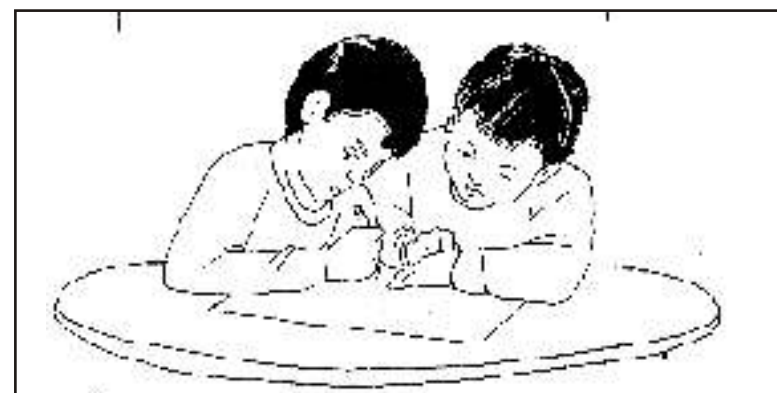


- ◆ Sound moral character
- ◆ Preference to wear sober clothes
- ◆ Receptivity to learn new things
- ◆ **Refined interests eg, creative writing, project making, social service, etc**
- ◆ **Willing participation in at least one stage activity and one game**
- ◆ Pleasing gestures
- ◆ Respect for elders

- ◆ Knack for setting realistic goals
- ◆ Skill to manage time productively
- ◆ Courage to show perseverance in the face of hardships
- ◆ Love for the motherland
- ◆ **Habit of maintaining personal certificate file, photo album, and diary**
- ◆ Healthy eating habits
- ◆ Sense of personal hygiene
- ◆ Belief in the fact that preparation leads to confidence

A STUDENT CAN SCORE 100% MARKS IN AN EXAM BY:

- ☑ setting a balanced timetable and following it sincerely
- ☑ setting his target and working accordingly
- ☑ getting his academic problems solved with the help of subject teachers
- ☑ writing relevant and to the point answers
- ☑ consulting reference books for the clarity of concepts
- ☑ solving the assignments in an exemplary manner
- ☑ grasping the basic concepts of each subject



- ✓ doing more and more practice by writing
- ✓ learning from mistakes
- ✓ doing homework regularly
- ✓ involving himself in group studies
- ✓ avoiding cutting and over writing
- ✓ having command over language
- ✓ doing hard work
- ✓ not being nervous during exams
- ✓ increasing his writing speed
- ✓ avoiding bad company
- ✓ refraining himself from indulging in idle gossip
- ✓ having a positive attitude
- ✓ focusing on the NCERT books
- ✓ following the CBSE board pattern
- ✓ being regular in his studies
- ✓ avoiding spelling mistakes, repetition and digressions
- ✓ doing more and more practice of numericals, maps and chemical equations
- ✓ not leaving any question unsolved
- ✓ feeling relaxed before the exams
- ✓ writing the questions & answers in a proper sequence
- ✓ drawing proper diagrams wherever required
- ✓ revising the complete syllabus well before exams
- ✓ underlining the main points and topics on the answer sheet
- ✓ attending the classes regularly
- ✓ paying more attention to classroom teaching



- ✓ listening to the teachers attentively
- ✓ making class-notes
- ✓ devoting equal time to all subjects
- ✓ making his own notes
- ✓ inculcating the habit of doing the work timely
- ✓ having queries about his doubts
- ✓ keeping his target in view
- ✓ being confident of his abilities
- ✓ working hard to maintain the competitive edge
- ✓ having an optimistic attitude
- ✓ being punctual in his workings
- ✓ giving ample time to revision work
- ✓ appearing in class-tests regularly
- ✓ taking unit-tests sincerely
- ✓ reading the question-paper carefully and thoroughly before attempting it



- ✓ analysing the mistakes made in terminal exams and not



repeating them in future

- ☑ practising model test papers
- ☑ developing the habit of reading reference books
- ☑ solving the question paper in a proper way
- ☑ being reasonably precise while answering the questions
- ☑ minutely observing his strengths and weaknesses
- ☑ devoting extra time to the subjects in which he faces problem
- ☑ inculcating the habit of self - evaluation
- ☑ utilizing every source to make himself efficient in every sphere of life
- ☑ keeping faith in himself to attain 100% marks in exams
- ☑ attempting the paper neatly and accurately
- ☑ giving more importance to studies than the other things
- ☑ understanding the value of time
- ☑ solving the comparatively easy questions in the beginning
- ☑ being very particular about each and every topic
- ☑ studying the things in detail and depth
- ☑ giving maximum time to self-study
- ☑ having a systematic division of time
- ☑ learning the topics with full concentration

TIPS FOR GETTING 100% MARKS IN ENGLISH

General

- ☑ Never waste your time in idle gossip, especially during the exams
- ☑ Select good pens to write with and present your matter

so legibly and precisely that it pleases the examiner

- ☑ Take your own stationery to the Examination Centre
- ☑ Mention question number in the centre of the answer sheet
- ☑ Attempt all the questions of a section in a proper sequence
- ☑ Maintain the proper sequence of tenses, eg. He assured me that he would help me (not "will help me")
- ☑ Never exceed the prescribed word limit
- ☑ Read questions carefully before attempting them

Reading Section

Attempting Comprehension Passages

- ☑ Read the passage carefully and silently to have a good grasp of the passage
- ☑ After understanding the gist of the passage, proceed to answer questions one by one
- ☑ Underline the relevant sentences and phrases that answer a particular question
- ☑ Never be upset by a few difficult words appearing in the passage because your aim is to get only a general idea of the passage
- ☑ Answer the questions by making the expression of a question the statement of your answer. For example, if you are asked, "What are the causes of unemployment in India?"

Your answer should be, "The causes of unemployment in India are"

- ☑ Write brief and to the point answers and avoid unnecessary details.

Note Making (For XI and XII)

- ☑ Read the passage carefully and underline the main pieces of information
- ☑ Put up a suitable title as per your understanding of the passage
- ☑ Develop underlined portions into notes and sub-notes using phrases only
- ☑ Use appropriate abbreviations (at least four)
- ☑ Develop notes into sentences to write the summary

Writing Section

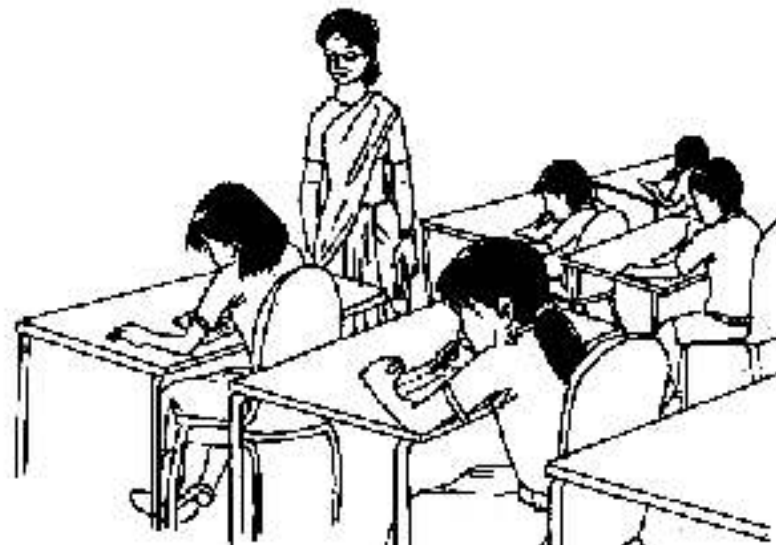
- ☑ Follow the prescribed format strictly while drafting notices, messages, letters, reports, advertisements, posters, articles, etc.
- ☑ Write simple and error free sentences
- ☑ Use your general awareness while writing reports, letters, articles, etc.

Grammar Section

- ☑ Revise all the chapters of grammar and exercises done previously
- ☑ Read the sentence time and again to find the missing words
- ☑ While attempting error finding questions, try to find out more glaring mistakes first and then go on to attempt difficult ones. Write in your answer sheet only the words/phrases/sentences that you fill in the blanks. Don't copy the whole passage/dialogue

Literature/Textbooks Section

- ☑ Revise each and every chapter thoroughly. Never neglect even the minutest detail/reference given in a poem/fiction/drama
- ☑ Make brief notes on every chapter for a swift revision during the exam
- ☑ Base your answers on the textual contents, and convey the same in your own words without any subjective manipulation
- ☑ Learn names of all the chapters, writers, and characters with correct spelling
- ☑ Have complete knowledge of literary devices
- ☑ Learn some impressive defining words to describe characters



Parenthood - A Big Responsibility

Every parent aspires to see his children performing heroics in their chosen fields. What he himself couldn't achieve in life, he expects it from them to do it for him. You ask a father who he would like to be surpassed by in a particular venture, and the most occurring answer would be, 'by his own son.' It all speaks of a father's aspiring heart that keeps throbbing for the well-being of his children. But at times it so happens that parents get carried away and forget their responsibilities. In fact, aspirations often turn into despair, and longings, into wild dreams if not supported by efforts and selfless performance of duties. The responsibilities to be borne at the domestic front should never be thrown at schools, for what a child learns at home has an indelible impact on it and guides its course of life to a great extent. For instance, if the atmosphere of a family is unhealthy and there is a constant flow of negative emotions, the children of a such family would also develop a cynical attitude toward life. Even the best of schools would find it difficult, if not impossible, to lessen the negative influence of the family. Isn't it ridiculous that some parents keep pampering their children by surrounding them with all sorts of worldly pleasures, and then expect it from their schools to reform their comfort seeking children? The things parents want their children to do, they should do them first. For example, if a mother wants that her children should develop healthy eating habits, first she will have to refrain herself from the pleasures of tongue. Similarly, if a father wants his children to lead an austere life, he himself will have to set examples before them by his own conduct.

Hence it is expected of parents that they don't shun their duties and play an active role in ensuring a harmonious growth of their children.



A WORD OF ADVICE FOR PARENTS

- ◆ Provide a conducive atmosphere at home for an effective inculcation of healthy habits in your children
- ◆ Allow children a free hand to do things independently though under an unnoticed supervision
- ◆ Never boast of your riches and public relations before your children as it may breed vanity
- ◆ Don't hesitate to appreciate children when they have done something praiseworthy
- ◆ Never compare your children with others as it breeds hindering complexes
- ◆ Spare some time to spend with them to share their spontaneous feelings, aspirations, likes and dislikes
- ◆ Protect your children from the negative influences of the society by enlightening them from time to time
- ◆ Pursue healthy interests so that the family becomes an everlasting influence on the children
- ◆ Pay reverence to moral values to become an eternal object lesson for your children
- ◆ Take care of your own behaviour as children learn most things from parents



- ◆ Develop in them socially desirable virtues like love, compassion, generosity, truthfulness, mercy & tolerance
- ◆ Never criticise your relatives and friends in front of your

children even if they deserve it

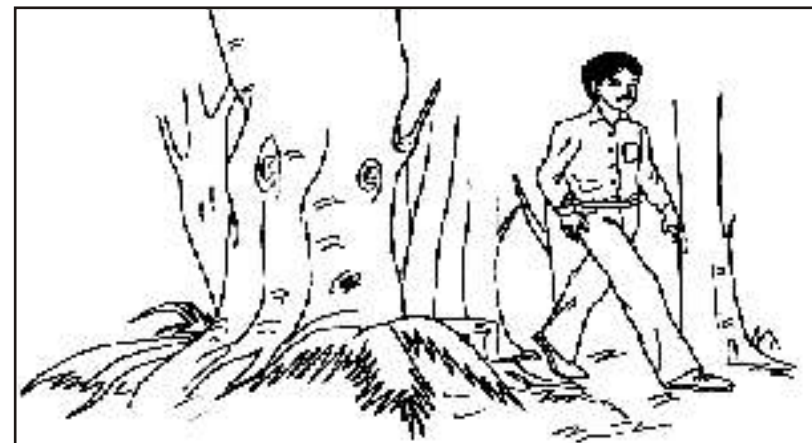
- ◆ Lead a simple transparent life so as to command genuine respect of your children



- ◆ Provide your children a separate corner in the house where they can study peacefully
- ◆ Try to identify the inherent talents of your children by closely perceiving every small thing that they keep doing out of sheer curiosity and interest
- ◆ Let the children make their own academic/ professional choices instead of going by trends
- ◆ Never compel your children to do things that don't suit their aptitude and instinctive interests
- ◆ Visit the school of your children regularly so as to get proper feedback about their academic progress
- ◆ Don't allow family disputes to occur in front of your children
- ◆ Help the children in forming a suitable timetable allocating time for studies, games and other healthy interests in a right proportion



Life



At times life has to be deemed as a narrow tunnel with numerous bends and twists, and whosoever passes through it without harming himself is successful.

Many celebrated philosophers have endeavoured to explicate 'life' but their definitions, more often than not, are subjective and fragmentary. Some perceive it as 'a tale told by an idiot, full of sound and fury, signifying nothing', 'a general drama of pain with occasional episodes of happiness' and there are others who hail it as a celebration. As a matter of fact no one has comprehended the complexity of the concept of life in its totality. Their opinions have been significantly affected by their personal experiences and dispositions. In a perplexing situations like this, the most prudent thing would be to accept life as a blessing of God. Whatever time-span has been given to us, we should live it happily and productively so that people may cherish our sweet memories when we are no more in this world. It does not matter how long we live; what eventually matters is how we live. We need to understand that the purpose of life is a life of purpose. Yogi Raman, one of the characters of Robin S Sharma's fable 'The Monk Who Sold His Ferrari', says "there are no mistakes in life, only lessons. There is no such thing as a negative experience, only opportunities to grow, learn, and advance along the road of self-mastery.



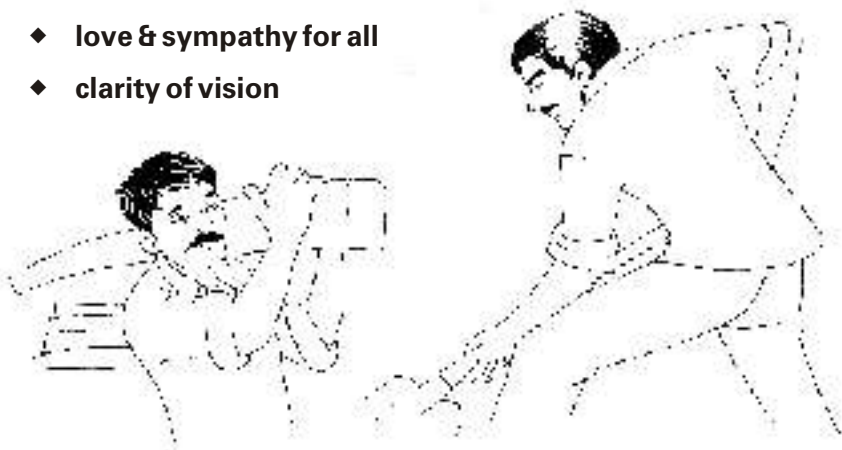
From struggle comes strength. Even pain can be a wonderful teacher". Whatever happens in this world of mortals has a purpose, and misfortunes strengthen us and provide us a new impetus to take up bigger challenges in life. Failure, whether of the personal, professional or even spiritual kind, is indispensable for the personal growth of a being.

The era we are living in is the age of rapid flux and baffling complexities. The rational beings of this computer age are leading a monotonous and regimented life, which has no close relation to nature. Everyone hankers after money in this commercial and materialistic world thinking that it would enable him to lead a happy and meaningful life. Mystics opine that aspiring to attain happiness is our instinctive nature. But this is the only thing in this world that cannot be bought or sold. Money brings happiness till it satisfies our bare needs. Beyond this longing for wealth is avarice and the root cause of human predicament. The plight of the human race is pitiable because people tend to feel tempted by worldly pleasures. They have forgotten that the leitmotif of the earthly existence is to glow with happiness. The human beings accumulate treasures on the earth by the optimum utilization of wisdom and material resources. But in the endeavour to become the master of the riches, we ignore, consciously or unconsciously, the absolute, timeless, and eternal values, which are indispensable to build treasures in heaven. Consequently, happiness and self contentment still remain illusory, for we need to hail some irradiated notions and beliefs to feed the so-called agitated soul. Satisfaction comes when we perform the allocated duties with full devotion and dedication keeping in mind that our performance of duties brings happiness to our fellow-beings, which is prime aspiration of our soul. This is not the chore our boss assigns, but it's the moral obligation that has been allotted to us by the Super Intelligence. To make our life rapturous and jubilant, we should cultivate the basic human values in our character. Merely existing for bread is not civilization. If we go on fulfilling our earthly aspirations, we will never get the delight of the paradise. It would be pertinent

here to dispel certain misconceptions about happiness. One may think that the less one works, the more one will have the chances to experience happiness. However, the real source of happiness lies in persevering with our work without worrying too much about personal gains. Long lasting happiness springs from steadily working to accomplish goals and advancing in the direction of the life's purpose. The secret of happiness lies in finding out what you truly love to do. Goeth said that "we are shaped and fashioned by what we love". Every individual aspires to attain phenomenal success in this competitive world. But a very few competitors remember the aphorism "between two stools one falls to the ground". Some spirited people dive into a new venture to transform their lofty aspirations into reality, and to become exemplary without thinking it through. They forget to sort out their priorities before making a decision about the future, and consequently they find themselves in the depths of depression. So, the first and foremost requisite of notching up conspicuous success is to set the goals meticulously. One should ponder hard over all the ins and outs of the situation before taking recourse to action. Undoubtedly, worry is action's worst enemy, but one must single out a place for fishing where the fish are. One can dare to forget the universally accepted dictum "action without thought is like shooting without aim" at one's peril. Some renowned and eminent educationists opine that setting the goals and pre-thoughts to action are two disparate things. But they are the two sides of the same coin. Even goals cannot be set without exploring the advantages and disadvantages of the field one is interested in. Therefore, the enlightened and wise people often precede their performances with a pleasant and positive thought to accomplish their cherished goals. One should also accept the fact that success is never final in this ever changing world. You can never be complacent at any stage. One cannot afford to relax one's efforts after a great achievement. One has to put in a great deal of effort to sustain success. Hence to succeed in this world one is supposed to have the following characteristics in common:



- ◆ **ability to set explicit goals**
- ◆ **dogged determination to accomplish the set goals within the stipulated time**
- ◆ **passionate devotion**
- ◆ **a conciliatory approach**
- ◆ **an optimistic outlook**
- ◆ **love & sympathy for all**
- ◆ **clarity of vision**



Life is a fight against the emotional, mental, personal, physical and psychological stress. A man who has tremendous courage to battle his way to the resounding triumph has the knack to endure the appalling hardships of this mysteriously fabricated world. Leading a smooth and contented life in this world of mortals is a very arduous task. Life is not merely a matter of survival. It is a war waged against discomfort, drudgery, and travail to attain peace of mind. The earthly problems may be acute and grave, but they are to be faced bravely. We often hear people say that depression is a natural feeling if our problems seem intractable. To feel depressed is to lose the will to fight. Arjuna did not want to fight against the members of his family. His bow fell from his hands and his fingers trembled, but Lord Krishna guided him to follow the path of righteousness and fight selflessly for the restoration of peace and justice. The decision to fight can bring radical changes in our present state of mind. It removes depression

and inspires us to live a purposeful and contented life. We should never forget that the society recognizes only those fighters who grapple with the considerable challenges and always remain self-motivated. We should never forget that "the difficult is done at once, the impossible takes a little longer". One should always bear in mind that there is no substitute for victory in war. The wise beings believe that it's better to light one candle than curse darkness. One cannot dare to ignore the profound significance of the far-reaching effects of positive thinking. It's the only talisman that stimulates the modernistic competitors. The positive outlook assists us in taking the bull by horns. The power of positive thought inspires us to transform the formidable obstacles into challenges and opportunities. A judicious blend of toil and positive thinking paves the way for ever lasting happiness.

Fatalists believe that events are decided by fate and we cannot control them. But we are to shun the fatalistic outlook to make our existence meaningful and peaceful. It has been rightly said, "When we are born, we are crying while the world rejoices.. we should live our lives in such a way that when we die, the world cries while we are rejoicing."

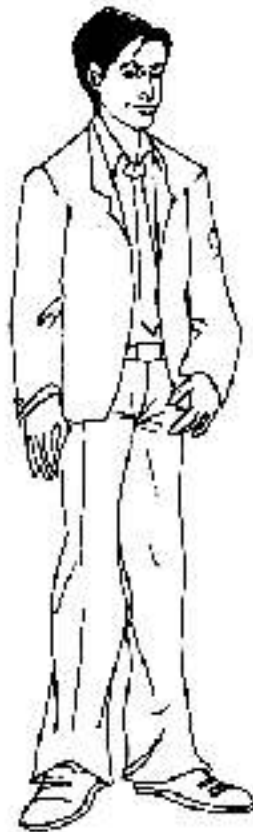


So, push yourself to do more and to experience more. Harness your energy to start expanding your dreams... Don't accept a life of mediocrity, when you hold such infinite potential within the fortress of your mind. Dare to tap into your greatness. This is your birthright!

IN NUTSHELL, A PERSON WHO -

- is always positive and constructive
- believes in hard work
- conforms to the set system
- has good communication skills
- always focuses the target
- talks to the point
- remains cheerful even in the face of adversity
- never forgets his friends
- is a man of sound moral character
- is regular and punctual
- has a zest for life
- plans and acts well
- is generous and benevolent
- leads a transparent and simple life
- is able to shun worldly temptations
- remains enthusiastic

will certainly achieve sublime heights and create history in life.

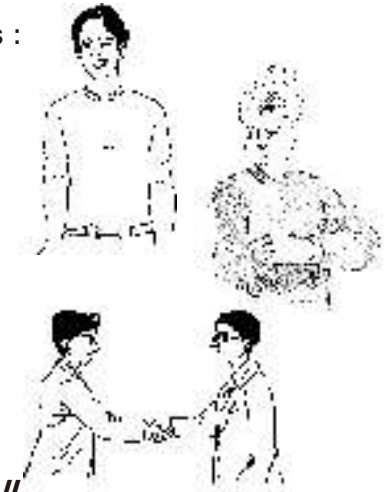


Share Experiences

Definition Of A Successful Life

Life is successful if one possesses :

- ✱ good health
- ✱ sufficient wealth
- ✱ a sound moral character
- ✱ a good social reputation and
- ✱ a trustworthy friend



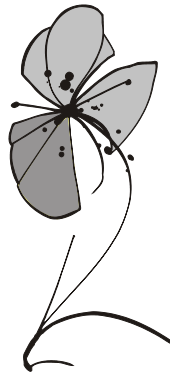
HOW TO MAKE LIFE SUCCESSFUL

- ✱ What you expect from others, first do it yourself
- ✱ Have a positive attitude towards life
- ✱ Love life
- ✱ Live the present moment to the best of your ability
- ✱ Always adjust, never compromise
- ✱ Respect others & gain respect
- ✱ Work hard and achieve what we desire for in life against all the odds
- ✱ Have a high self esteem
- ✱ Celebrate life
- ✱ Spare time for your nears and dears & show your concern towards them
- ✱ Enjoy your work
- ✱ Be disciplined & health conscious
- ✱ Eliminate vices
- ✱ Be courageous & magnanimous
- ✱ Work towards self realization
- ✱ Take adversities as stepping stones to success
- ✱ Appreciate the good qualities and strengths of your

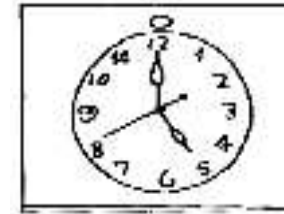


friends

- ✿ Have faith in yourself
- ✿ Believe in God
- ✿ Set your priorities right
- ✿ Never despise anyone
- ✿ Don't feel jealous of others
- ✿ Set high goals for yourself
- ✿ Be receptive
- ✿ Stand firm in the face of adversities
- ✿ Have a balance between your aspirations and efforts
- ✿ Save at least some part of your income for your future
- ✿ Understand that life is to live, not to complain
- ✿ Never waste your energy in finding faults with others
- ✿ Do at least one good deed daily
- ✿ Shun distracting temptations to lead a peaceful life
- ✿ Have faith in the dignity of labour
- ✿ Have good relations with your neighbours
- ✿ Bring happiness and joy to others
- ✿ Remember that sorrows and clouds are have a limited time span
- ✿ Believe in co-existence
- ✿ Love your motherland
- ✿ Respect your parents and do everything to get their blessings
- ✿ Shape up your own destiny by means of hard work, self-reverence, self-knowledge and self-control



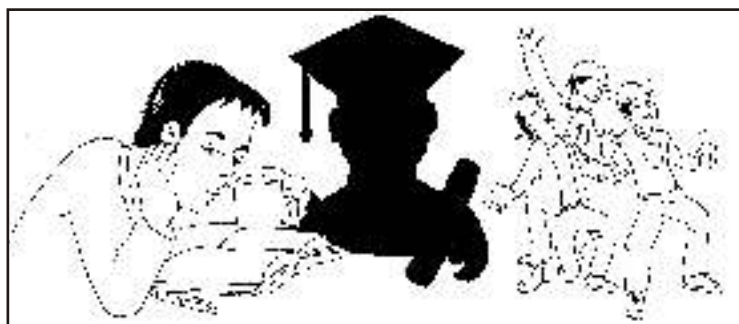
Manage Your Time and Live Happily



People in general complain of mental fatigue owing to excess of work, hectic schedule and so on. They grumble that they don't get time to do things they would relish doing otherwise. In nine cases out of ten these complaints are unjust and baseless, for it is not the scarcity but mismanagement of time that creates chaos around us and blocks the range of our capabilities. Consequently we find ourselves in the state of utter despair and hopelessness. We are deprived of things we truly deserve for ourselves. The span of twenty four hours is the same to all but its magnitude of productivity differs from person to person. Those who acknowledge the worth of time, utilize it productively and go on to get enormous success in life. They live the present moment to the best of their ability and shape their own destiny. On the other hand there are others who keep lying inactive in their own gloomy cells waiting in vain for some supernatural powers to help them out. Such sluggish people find it extremely difficult to overcome their mental inhibitions, and hence lead a pathetic life. Strangely enough, they long for a longer existence without bothering to understand that life is counted in deeds – not in years and that an uneventful life is generally boring and devoid of joy. What they scarcely realize is the fact that one crowded hour of glorious life is worth an age without a name.

Is it not ridiculous that poor labourers in our country waste their valuable time on useless pursuits like watching TV at the roadside tea stalls, gambling, playing cards, blah, blah, blah, and then they come up with their grumbings that external world conspires to keep them in a perineal state of poverty?

Similarly, housewives in India – even in mediocre families – are always eager to hire domestic help to share their so called 'household drudgery'. In fact they want more time to watch those TV programmes on family disputes of an unreal upper class. Strangely enough these women – who generally go obese because of their long passive sittings in their cushioned sofas – show a lot of discontentment with the modern life for its being terribly hectic and monotonous. They are possibly correct if they perceive life as this for their mind is constantly busy making speculations about things that dwell in their inexplicable mental domains.



There are countless instances in the history of humans when less talented people attained incomparable heights in their lives, for they respected time and filled their day toiling hard and doing something constructive. On the contrary, there have been others who possess an immense potential to perform heroics, but because of their own sluggishness they lead an insignificant life and leave the stage of life unnoticed and unlamented.

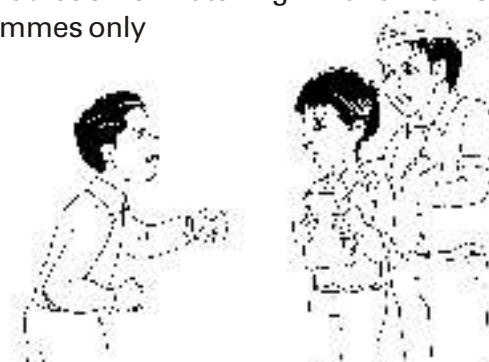
What we finally need to understand is that the span of life can be fixed by our gods, but how it is to be used has been left to man's own discretion.

SOME VALUABLE TIPS ON TIME MANAGEMENT

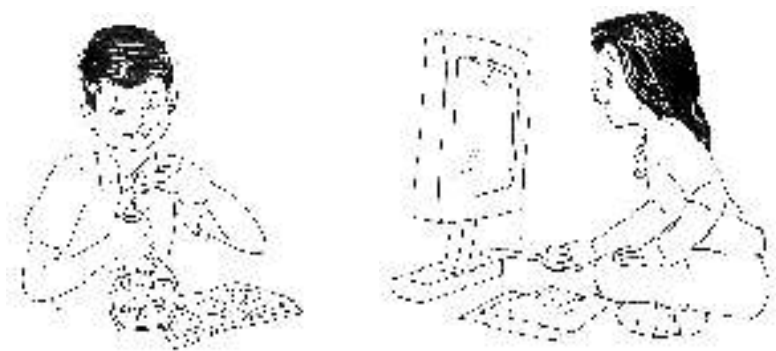
- ⦿ Plan your tomorrow today and note it down in your diary
- ⦿ Get your priorities right and fix the schedule accordingly
- ⦿ Devote appropriate time to different assignments as per

the magnitude of work

- ⦿ Never compromise with the time fixed for your daily chores and healthy interests
- ⦿ Don't indulge yourself in unproductive talks
- ⦿ Work on your weaknesses and improve your proficiency
- ⦿ Remain focussed till the task is achieved.
- ⦿ Seek assistance from people who can really do it for you
- ⦿ Make an assessment of the work done and the work left every day
- ⦿ Don't play pranks when doing a serious work
- ⦿ Do one thing at a time
- ⦿ Make it a habit to do your work, on time as you take your meals
- ⦿ Play such games and sports as consume less time and provide ample physical exercise
- ⦿ Develop healthy habits and have a constructive approach towards life
- ⦿ Never entertain negative thoughts that lead to passive thinking and more creativity
- ⦿ Talk to the point to get more out of your conversation and save everybody's time
- ⦿ Relish doing your work so that it becomes your favourite pastime
- ⦿ Fix the duration of watching TV and view some selective programmes only



- ⦿ Avoid getting involved in unnecessary disputes, for settling them will take much of your valuable time and energy
- ⦿ Take every care of your health so as to prevent illness, which may limit you to your bedroom for many days
- ⦿ Wake up early in the morning to start your day systematically
- ⦿ Don't visit your acquaintances and relatives too frequently so as to save time and avoid family disputes
- ⦿ Believe in the fact that change of work provides relaxation



- ⦿ Set your goals and remain focussed to achieve them and tame your wayward wanderings
- ⦿ Identify your genuine talents and choose your areas of activity accordingly to avoid any wastage of time
- ⦿ Never feel passive or lethargic and be busy like a bee as doing constructive work is never monotonous or boring
- ⦿ Take lessons in punctuality and perseverance from moving of planets, flowing of rivers and beating of heart. Think of the disaster their non-functioning may bring
- ⦿ Bear in mind that without completing your work, you can't feel relaxed even if you go on a trip to the moon



Learn to Overcome Difficulties



Once difficulties and adversities arrive in life, so many unknown fears start haunting us and we long to escape from them and dwell in a world where life is easy going and tension free. But as it said, 'There is place for escapists in this world', the more we try to shun difficulties, the more they torment us. As a matter of fact, the course of life is always bending and twisting. In other words it is full of challenges and hardships. The true wisdom lies in accepting them without feeling subdued. There are times in life when nothing takes place the way we like. Our best efforts to do things don't bear fruits. The closest of relatives and friends turn their back and condemn us to suffer alone. An endless gloom surrounds our existence and we wish to melt into the eternal darkness forever. This is where man's true character is put to test. Many meekly bow to adversities and have an early exit from the arena of life. And there are others who hail difficulties and hostile situations as the rare blessings of God. They deem obstacles to be the stepping stones to reach incomparable heights in life.

Perhaps, Prince Ram would not have become Lord Ram, had He not been exiled owing to the legendary stubbornness of Kaikei. He attained perinial glory by leading a highly austere life in the forests and showing exceptional endurance during taxing situations of life.

Hence, difficulties are opportunities that provide us a most suitable platform to show our real worth and be a face in the crowd.

TEN WAYS TO SOLVE A PROBLEM

- ▣ Never lose confidence when things are not going your way
- ▣ Don't exaggerate the problem that it appears worse than it really is
- ▣ Maintain your cool and think of the possible ways and means of coming out of a dire situation.
- ▣ Split the problem and solve it step by step
- ▣ Make an honest assessment of your own strengths and weaknesses and march ahead with caution
- ▣ Transcend all petty considerations and make decisions by consensus
- ▣ Ensure that solutions to problems are such as benefit all concerned
- ▣ Believe that every problem has a limited span of time
- ▣ Seek help from people you fully confide in and never forget their contributions
- ▣ Never lose temper in a difficult situation as it may turn things from bad to worse



Menace of Communalism

Precisely speaking, communalism can be defined as division of society on the basis of religion and propagation of misleading beliefs that a particular religion is most intrinsic among all others, and therefore, it should be prized even above one's nation. Unfortunately, religion is no more a source of sustenance for our spiritual being. On the contrary it is being used as a means to divide the mankind and satisfy the anarchic instinct inherent in humans. Consequently, there is wide spread violence around the globe and restoration of world peace seems to be a remote vision.



TODAY RELIGION IS PERVERTED TO:

- attain political power
- give communal colour to everyday conflicts
- safeguard the interests of religious heads and hide their corrupt deeds
- punish innocent people for not bowing their heads before the self-seeking corrupt religious leaders

Some of the glaring instances of blatant misuse of religion are as follows:

- In Pakistan, a girl was raped because her brother was accused of having an affair with a lady of higher strata

- In India, a man who married a girl of the same 'gotra' and begot children has been declared her brother by the community Panchayat
- A village panchayat pronounced death sentence on a person merely because he dared to marry a girl of higher caste
- Children and animals are brutally killed to please gods and goddesses
- Means of mass communication are being misused to popularise superstitions
- Human sensibilities are being exploited for monetary gains

Therefore, it is absolutely essential to tame this ghost of communalism before it puts an untimely end to human existence.

IT CAN BE OVERCOME BY:

- ◆ discouraging all those customs, rites and rituals that are not based on solid reasoning
- ◆ strengthening the twin ideals of democracy and secularism
- ◆ rejecting religious leaders, specially those who exploit religious sentiments of masses for narrow political gains
- ◆ educating common masses to discriminate between wrong & right
- ◆ unmasking the corrupt religious leaders
- ◆ propagating the paramount importance of peace and unity among different communities
- ◆ inflicting severe punishment on those who are found guilty of inciting communal feelings
- ◆ rewarding people & institutions of proven secular disposition

Effective Communication Skills - Indispensable for Success



Acquisition of effective communication skills goes a long way towards attaining success in every walk of life. It does enable us to establish fruitful relationships and fit efficiently into our social set-up. On the other hand deficiency in self-expression confines us to lead an isolated and pathetic life. Most rifts that exist between people or between nations are the results of poor communication. In India, our political and religious leaders keep making abrupt statements without thinking of their disastrous consequences. It is their recklessly spoken words that stir up the masses to indulge in religious riots and wanton killing of their fellow beings. In our families too, most disputes occur because of communication gap that arises from the inability in uttering right words at the right time.

HOW TO ACQUIRE THE DISTINCTION OF BEING AN ELOQUENT SPEAKER

Now the question rises whether good communication skills are inherent or can be acquired. The answer is that even the most introvert can go on to become eloquent speakers if they are determined to do so. History offers a number of examples where persons who could not utter a single compact

sentence before a gathering of few persons rose to the position of eminence as orators by dint of their untiring labour and application.

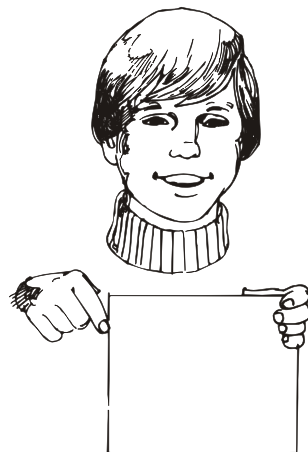
For instance, Clay, an eminent orator of Britain spoke before a band of bulls and oxen in order to acquire the power of facing a noisy and vicious audience. Indira Gandhi was a very introvert girl in her school days. She would shy away from public appearances. But her father Pt J L Nehru trained her in public speaking and the rest became history.

LEARN TO ANSWER TO-THE-POINT

Being specific and precise in answering questions is such an art as we cannot ignore to sound convincing in our dealings with people.

Answering to the point :

- ◆ shows clarity of thoughts
- ◆ saves time and energy
- ◆ increases efficiency
- ◆ develops the quality of leadership
- ◆ has a good impact on the listener
- ◆ makes us more focussed in life
- ◆ avoids digressions
- ◆ fascinates the listener
- ◆ reflects the character of the speaker/writer
- ◆ removes ambiguity
- ◆ enhances confidence
- ◆ accelerates our professional growth



One can acquire this skill by:

- ◆ understanding questions/things well

- ◆ assessing the mental setup of the interrogator
- ◆ being precise and brief
- ◆ being practical & unassuming
- ◆ improving communication skills
- ◆ focusing on the subject being discussed
- ◆ becoming sincere and truthful
- ◆ becoming bold and impartial
- ◆ being sincere and honest because a pretender can never show conviction
- ◆ having sound knowledge of the concerned subject

Drawbacks of not answering to the point

An ambiguous answer:

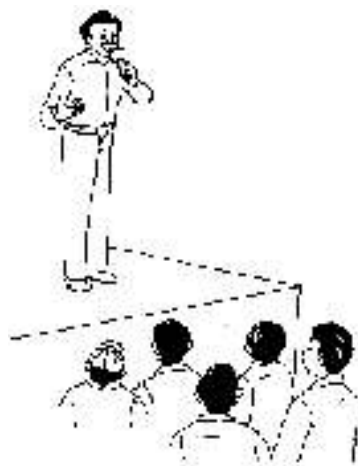
- puzzles others
- wastes time
- affects work efficiency adversely
- shows lack of knowledge & experience
- makes a person ineffective & degrades his leadership qualities.



VALUABLE TIPS ON HOW TO BECOME A SUCCESSFUL ORATOR

- ◆ Remove vocal deficiencies with the help of audio-visual aids
- ◆ Have command over expression and language

- Develop understanding of human psychology
- Have complete command over all the elements of elocution, delivery, gestures and articulation
- Expand your mental horizons by enhancing your reading habits
- Think of the consequences before you speak
- Bring universality into your thoughts
- Develop an upright moral character to make a good impression on the listeners
- Prepare points of your speech and practise to elaborate on them instead of cramming the whole speech



NOTES ON SOME IMPORTANT TOPICS FOR PUBLIC SPEAKING

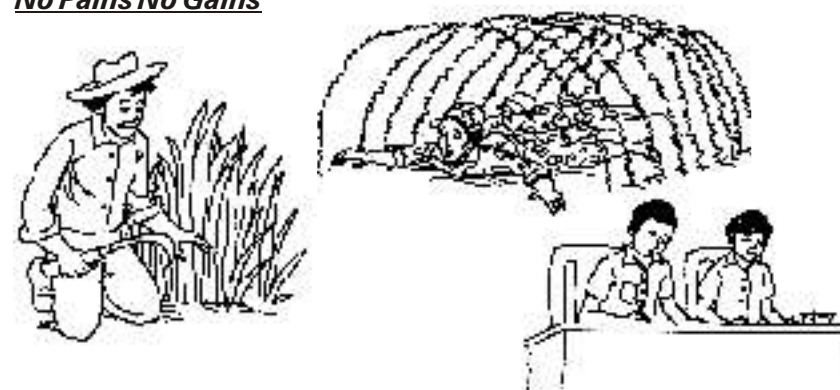
Co-education

- Promotes better understanding between boys and girls
- Instils confidence into girls
- Develops a sense of healthy competition
- Provides a better platform to both the sexes to groom their personality
- Compels the students to be linguistically refined
- Helps in bringing about constructive changes in the society



- Prepares the students for future life
- Removes hesitancy in talking to the members of the opposite sex
- Promotes a conducive academic atmosphere
- Promotes equality of sexes
- Develops a sense of decency

No Pains No Gains



"The height by great men reached and kept were not attained by sudden flight,

but they, while their companions slept were toiling upwards in the night."

Nothing notable can be achieved in life without putting in hard work. It is hard work that:

- ◆ provides a substitutes for average intelligence
- ◆ adds to self dignity
- ◆ bring us permanent success
- ◆ enable us to take us bigger responsibility in life
- ◆ gives an inner satisfaction and peace of mind
- ◆ bring us prosperity and fame
- ◆ enhance our hidden credentials

- ◆ instills into us a high degree of confidence and enthusiasm
- ◆ enable us to achieve incorporate height in life
- ◆ brought success to all great men like Dheerubhai Ambani, Bill Gates, Kalpana Chawla

"Fruits of labour are always sweeter than the gifts of fortune"

Value of games & sports

'All work and no play makes Jack a dull boy'

Games and sports are essential for -

- ◆ an all round development of body and mind
- ◆ combating sickness
- ◆ driving away the feelings of frustration and boredom
- ◆ inculcating the qualities of team-spirit, co-operation and leadership
- ◆ developing healthy feelings of completion
- ◆ understanding the value of discipline and dignity of manual labour
- ◆ inculcating the feelings of unity and equality
- ◆ providing a welcome diversion from the monotony of life
- ◆ strengthening the mind to accept the failures and successes of life
- ◆ getting recognition in the society
- ◆ fostering world unity
- ◆ promoting goodwill among different communities



Aims Of Education

- ◆ To develop a strong moral character
- ◆ To develop self-respect, self-confidence
- ◆ To bring about a harmonious growth of a child's mind, body and spirit
- ◆ To learn how to adjust well with others
- ◆ To improve vocational efficiency to make living
- ◆ To produce dynamic, resourceful and enterprising citizens
- ◆ To get training in the art of living efficiency
- ◆ To promote social and national unity
- ◆ To promote social, moral and spiritual values
- ◆ To encourage curiosity to enunciate innovative viewpoints so as to bring about constructive changes



Honesty Is The Best Policy

"An honest man is the noblest work of God"

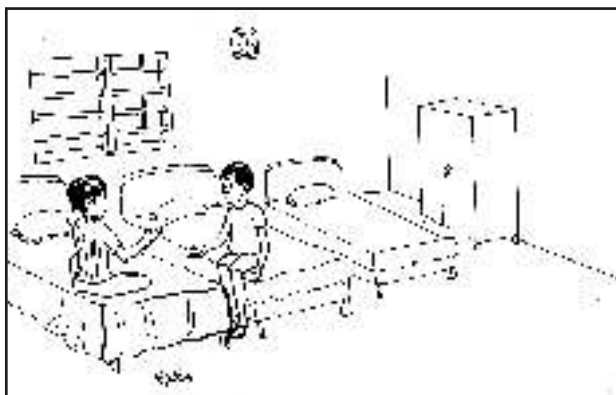
Honesty implies sacrifice, transparency in behaviour, sincerity of heart and earnestness of purpose.

Honesty in thought and action:

- ◆ promotes decency in human behavior
- ◆ enables us to adjust well with others
- ◆ breeds trust and confidence
- ◆ enables us to have more friends than foes, more peace than distraction
- ◆ leads to success and happiness

- ◆ gives a peculiar spiritual satisfaction and saves man from disappointment and frustration
- ◆ brings confidence, satisfaction and peace of mind
- ◆ brought success to all great people like Mahatma Gandhi, Mother Teresa, Abraham Lincoln, Nelson Mandela and a host of others

HOSTEL LIFE – A BOON FOR STUDENTS



Hostel Life:

- ◆ pertains to the life in a home away from the home
- ◆ is a blessing in disguise for the students as they inculcate in themselves the feelings of responsibility, co-operation, co-existence
- ◆ acknowledges the students with the value of hard work and thus turns them into responsible citizens
- ◆ gives them the opportunity to see the life through their own lenses
- ◆ promotes self-dependence, emotional stability and requisite maturity to bear biggest responsibilities in life
- ◆ instills the qualities of regularity and punctuality
- ◆ helps in building the attitude of sharing, caring and

brotherhood

- ◆ provides a toughening experience to face adversities in life
- ◆ promotes unity in diversity
- ◆ renders a most conducive atmosphere to excel in academic pursuits

HOW TO TAKE AN EXAM

Examinations are the test of one's knowledge or ability in different subjects. Some students fear examinations and spend sleepless nights out of tension. But they can take an examination successfully by keeping the following points in mind:



- ◆ Complete preparation in advance
- ◆ Regular preparation of self notes
- ◆ Constant consultation with the subject teachers to remove any doubts
- ◆ Devotion of time to every subject
- ◆ Development of innovative learning skills to ensure more productivity in less time
- ◆ No wastage of time in idle gossip
- ◆ Practice of unsolved papers in every subject to have perfection

Remember

"Sincere efforts always bear fruits"



HANDSOME IS THAT HANDSOME DOES

All physical charms – bright eyes, pointed nose, rosy cheeks, pearly teeth, and so on – are only a nine days' wonder

A really handsome person is one who:

- ◆ performs heroic deeds
- ◆ possesses a good moral character
- ◆ brings joy & peace to others
- ◆ believes in co-existence and togetherness
- ◆ has sympathy for the oppressed and the poor
- ◆ adjusts well with others
- ◆ has love for all and malice towards none
- ◆ Socrates, Mother Teresa & Mahatma Gandhi were not good - looking but we still remember them because of their great attributes and deeds.



It has been rightly said,

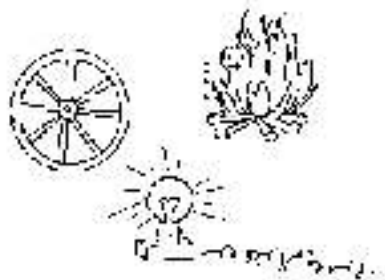
**"Beauties in vain though pretty eye may roll,
Charms strike the sight but merit wins the soul"**

NECESSITY IS THE MOTHER OF INVENTION

"Teach the necessity to reason thus there is no virtue like necessity" – William Shakespeare

It is necessity that:

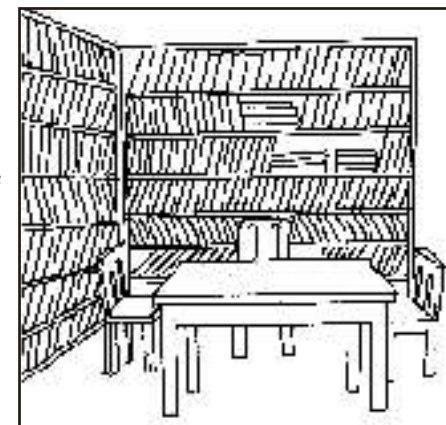
- ◆ initiates us into the world of action



- ◆ makes us inquisitive
- ◆ puts an end to all sluggishness
- ◆ motivates us to be tactful and resourceful
- ◆ enables us to make the best use of available resources
- ◆ empowers us to overcome all obstacles and handicaps
- ◆ inspires us to find ways to get success
- ◆ led to the invention of wheel, fire, electricity and a lot of other things

ROLE OF BOOKS IN OUR LIFE

- ◆ Immortal and inexhaustible treasure, house of wisdom, knowledge and experience
- ◆ Necessary for a sound health and the exercise of brain
- ◆ Remove ignorance and bring enlightenment
- ◆ Unfailing friends of solitude
- ◆ Teach us how to lead a better life
- ◆ A source of eternal joy and pleasure
- ◆ Set the moral tone of the human society
- ◆ Assist in professional growth
- ◆ Guide us to face the realities of life
- ◆ Take us into the company of great minds
- ◆ Make us travel around the world



*"My days among the dead are passed
Around me I behold
Where'er these casual eyes are cast
The mighty minds of old
My never failing friends are they,
With whom I converse day by day"*

– **Southey**

FAILURES ARE THE STEPPING STONES TO SUCCESS

"Success is counted sweetest by those who never succeed"

We must be ready to accept failures because they:

- ◆ infuse into us the inner strength to face adversities and lay the foundation of success
- ◆ provide us a chance to identify our own weaknesses for self-correction
- ◆ make us more confident and determined to go ahead in life
- ◆ motivate us to reform our ways
- ◆ brought success to so many great people like Abraham Lincoln, King Bruce, Edison and many others

ROLE OF ENGLISH IN GLOBALIZATION

English is the language that –

- ◆ has narrowed the world into a global village
- ◆ is the most widely used language
- ◆ provides us the first hand knowledge of Science and Technology
- ◆ is a window on the world
- ◆ is a must for a rapid professional growth

- ◆ helps us to develop an insight into the world of universal thoughts
- ◆ has been highly instrumental in uniting India, a country of tongues and turbans
- ◆ is a must for sustaining international relations
- ◆ is the base for all technological advancement
- ◆ is the medium of instruction in leading education institutions
- ◆ is the only means to get authentic information as all the world class books are written in English
- ◆ is the most impressive language and ensures an accelerated personality development
- ◆ provides more chances of employment
- ◆ facilitates international trade
- ◆ enhances political understanding
- ◆ fosters world - unity

SOME CATCHY CAPTIONS

SOPHISTICATED BEHAVIOUR



- ◆ Arrogance is the mask of cowardice
- ◆ Your speech reflects where you hail from

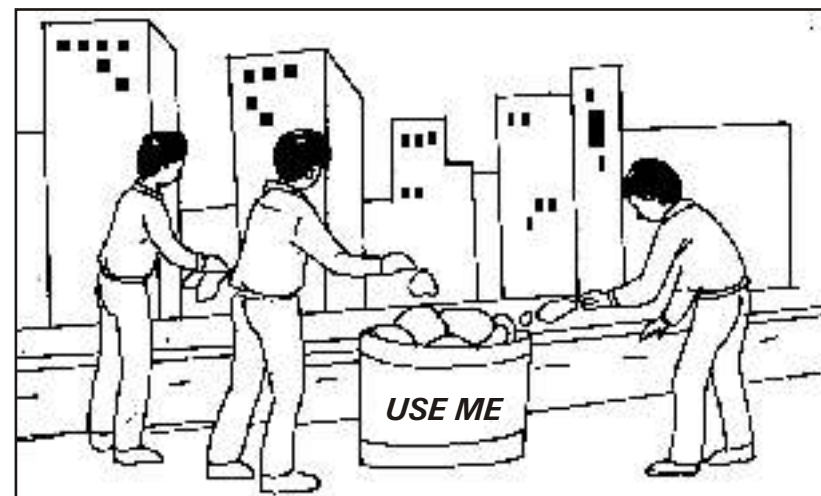
- ◆ One who insults others entails aspersions for self
- ◆ Decency is the hallmark of a true gentleman
- ◆ Anger brings ruin; courtesy, delight
- ◆ It is never late to give up your prejudices
- ◆ To thrive well in this world, learn to adjust with others
- ◆ Manners make a man; good manners make a complete man
- ◆ A good behaviour is the index of a larger fact than wisdom
- ◆ Love begets love; hatred, hatred

IMPORTANCE OF ENGLISH

- ◆ Learn English, be global
- ◆ English transcends all barriers and adorns linguistic diversities
- ◆ English expands the very ambit of civilization
- ◆ If Hindi is our heart, English is our mind
- ◆ English is the only medium to acquire authentic knowledge
- ◆ English sails the ship of mediocrity into the world of excellence
- ◆ English is the harbinger of peace and prosperity
- ◆ English enables us to act globally
- ◆ English provides an easy access into the deepest strata of knowledge
- ◆ English is a must for the integrity of India, a country of tongues & turbans
- ◆ English is the international currency of speech



CLEANLINESS



- ◆ People of a great nation know where to dispose off their filth
- ◆ The sense of hygiene distinguishes man from a beast
- ◆ Cleanliness is next to godliness
- ◆ Keep your surroundings neat & clean
- ◆ Health & hygiene go hand in hand
- ◆ The nicest place to visit is a clean place
- ◆ Please use dustbins
- ◆ Please don't litter, it turns everyone bitter
- ◆ Cleanliness sustains beauty
- ◆ Cleanliness reflects your character

