

Ashoka Education Foundation

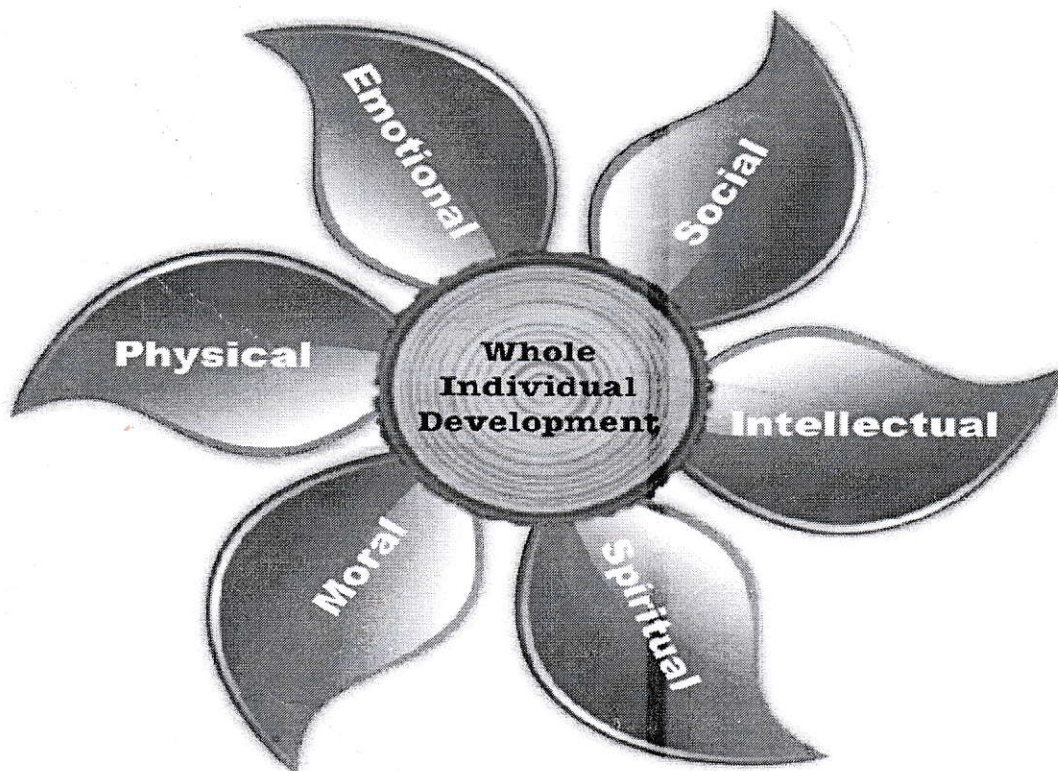
Higher Education

Holistic Development Cell

Standard Operating Procedures (SOPs)

1.0 Introduction:

Holistic Development cell will work for holistic or 360 degree development of students. This cell will help students in inculcating some life skills and human values in students. This cell will take care of physical, emotional and psychological well-being of students.



1.1 Objectives of the Club:

1. To impart selected life skills in students which will help them to live more happy and meaningful life
2. To inculcate selective social and Universal human values in students.
3. To help students in being physically, emotionally and mentally fit and make them ready to face challenges.

1.2 Working of the cell :

- Students of all the classes will register to Holistic development cell.
- The cell will assess the life skill level of every student through Skill Assessment tests and submit results to respective mentors of students.
- Students can also assess their skill level through self-introspection
- Mentors will assess the Skill level through observations and counseling sessions.
- All the results coming from three different assessments mentioned above will be compared and few skills will be identified for further improvements.
- The content and guidance for these skill improvements will be provided by Holistic development cell.

1.3 Scope of Operation:

This club will be functional in all four units of AEF (HE). This club will be functional in all classes of all units. One faculty will be appointed as “Holistic Development Cell Unit coordinator” by Principal of unit and unit coordinator will ensure Holistic Development Cell is effectively functional in his/her unit.

1.4: Collection of Quotes/ Stories/ Videos:

The Unit coordinator can organise competition to collect Quotes/ Stories/ Videos related to skills and human values identified prizes can be given to students / faculties submitting best Quotes/ Stories/ Videos etc. The same collection can be used entire year to send students as required. These Quotes/ Stories/ Videos can be shared on student’s class what’s app group daily/ weekly/ monthly as decided by unit coordinator and unit head.

1.5 Identified life skills:

Sr. No.	Life Skill	Month	Assessment method	Activities/ Programs
1	Self-awareness	July	Self-Introspection, Assessment test, Mentor Observation	Expert Session,
2	Empathy	Aug		Daily Quotes ,
3	Interpersonal Skills	Sept		Weekly Video,
4	Problem Solving	Oct		weekly story,
5	Decision Making	Nov		Alumni Talks,
6	Critical Thinking	Dec		Experience sharing ,
7	Creative thinking	Jan		Expert Talk,
8	Managing Emotions	Feb		Success Stories,
9	Coping with stress	Mar		Competitions ,
			Extension Activity	
			Role Play	
			Counselling sessions, Awards and Recognitions , Student Presentations	

1.6 Identified Human Values:

Sr. No.	Human Value	Month	Assessment method	Activities/ Programs
1	Peace	Aug	Self-Introspection, Assessment test, Mentor Observation	Videos,
2	Freedom	Sept		Movies
3	Truth	Oct		Documentaries
4	Ethics	Nov		Experience sharing
5	Dignity	Dec		Sessions
6	Spirituality	Jan		Talks
7	Scientific Temper	Feb		Yoga, Meditation

1.7 Activities to be carried out:

Sr. No.	Activity	Details	Responsibility	Activity contribution to objective number
3	Collection of impactful Quotes , Stories, Videos , Documentaries, Movies etc	1.4	Unit Coordinator	1,2,3
4	Skill Assessment	1.2	Unit Coordinator	1,2,3
6	Monthly Activities	1.5	Unit Coordinator	1,2,3

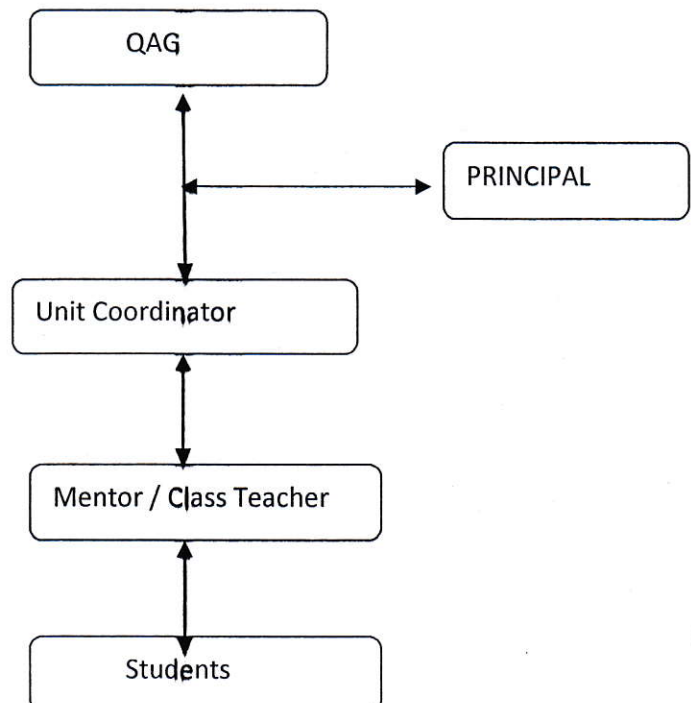
1.8 What's app group:

One central level what's app group will be made consisting of all unit coordinators, QAG head and principals of units. Communication related to some information, achievement of students etc can be done in group.

1.9 Reporting Mechanism:

1. Unit coordinator will plan the activities for the year under guidance of principal and will it send to QAG head.
2. Unit coordinator will prepare and submit report of Holistic Development cell activities conducted in every month by last working day of particular month to QAG head with CC to unit head.

1.10 Communication Flow:



1.11 Check list:

Sr. No.	Activity	Target Completion Date	Status
1	Daily Quotes	Daily	
2	Weekly Video/ Story	Every Monday	
3	Skill Assessment		
4	Expert Session	As Required	
5	Alumni Talks	As Required	
6	Experience sharing by students	As Required	
7	Extension Activity	At least 2 in semester	
8	Student Competitions	As required	
9	Counselling sessions of mentor	As required	
10	Student Presentations	One in every class in every month	
11	Awards and Recognitions	Prize Distribution Function	

