PU/PN/AC/015/ (1962)
College Code: - 013

3.4.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years (5)

3.4.3.1: Number of research papers in the Journals notified on UGC website during the last five years

YEAR- 2017

Sr. No	Title of paper	Name of the author/s	Name of journal	ISSN number
1	"Social skills assessment for FYBA students""	Hasina Shaikh	Scholarly Research Journal for Interdisciplinary Studies	2319-4766
2	Self-Management at Workplace	Hasina Shaikh	International Inventive Multidisciplinary Journal	2348-7135

Principal Incharge
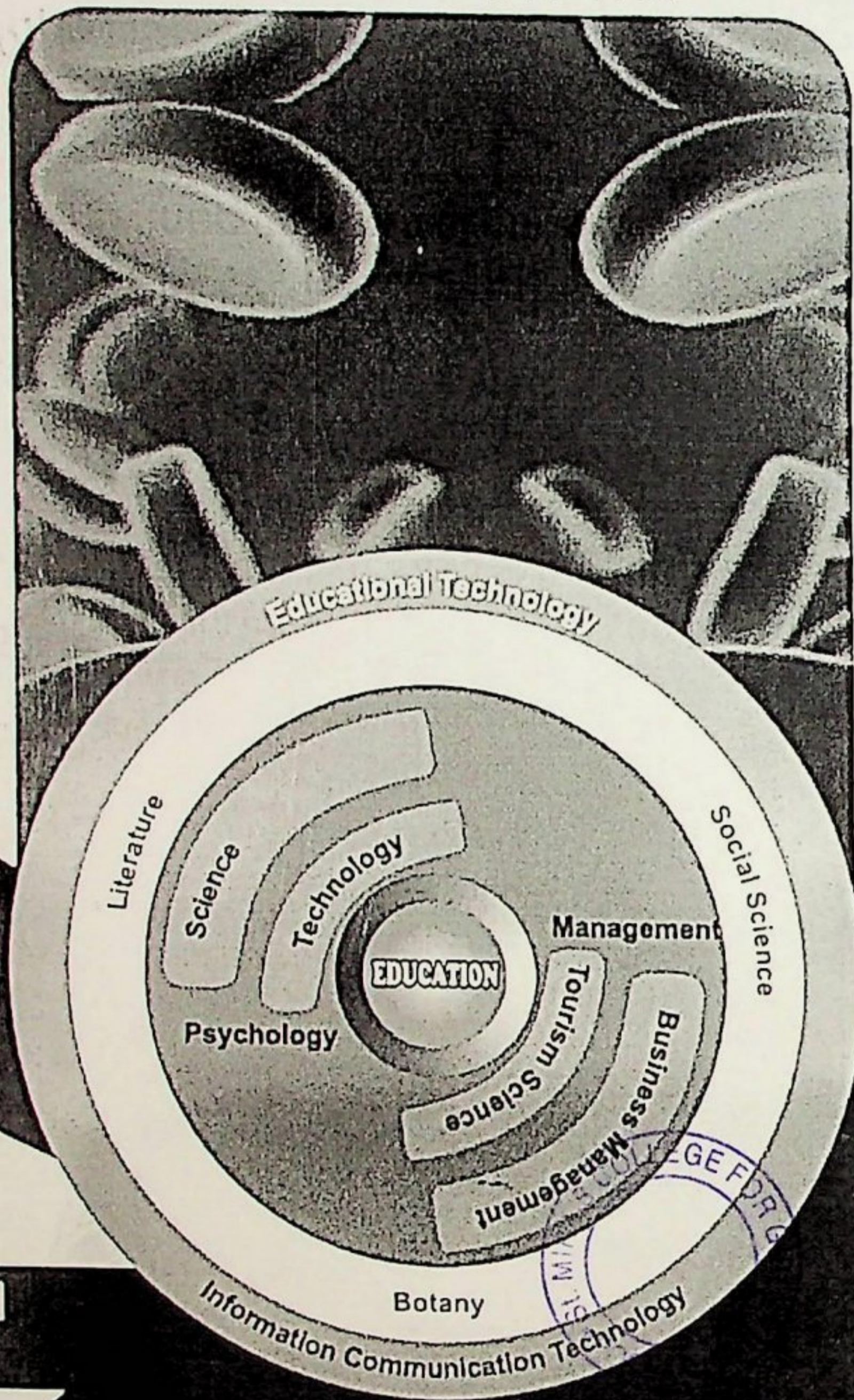St. Mira's College for Girls, Pune.

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AN INTERNATIONAL, PEER REVIEWED, QUARTERLY
SCHOLARLY RESEARCH JOURNAL FOR INTERDISCIPLINARY STUDIES

(1)

SOCIAL SKILLS ASSESSMENT FOR F.Y.B.A. STUDENTS

Prof. Hasina Shaikh, *Assistant Professor, Education Dept., St. Mira's College for Girls*
Dr. Gargee Mitra, *Principal I/C, MAEERs MIT School of Education & Research, Pune*

Introduction:

We humans are social animals and most of our human progress has been due to the fact that we are good social interactors. Thus, developing a distinct set of social skills is a foundation of social success.

Though some of the human kind seems to adapt very well to the different social skills very easily, there are still many who need to be coached and guided for handling the different social situations. The good news is that social skills can be developed through practice. Researchers in social skills have always highlighted the importance of non-verbal communication more than verbal communication.

Classrooms are actually the place where social skills are practiced the most by the students. It is in the classrooms that social hierarchies are established and depending upon how well they practice their social skills, the social standing are determined. Apart from this, academic functioning, social skills and problem behaviour are inter related. Social skills equip us with the strategies for forming and maintaining relationships, for solving problems and conflicts with other people.

Social skills are the skills we use to communicate and interact with each other, both verbally and non-verbally, through gestures, body language and our personal appearance.
(www.skillsyouneed.com/ips/social-skills.html)

Social skills is further defined as a proficiency at suggesting desirable responses in others and consists of many competencies like developing others, inspirational leadership, influence, communication, change catalyst, conflict management, building bonds, teamwork, collaboration, etc. In a layman's language, social skills can be explained as the different set of abilities that are necessary to get along with others and also to create and maintain a satisfying relationship.

Social skills are the components of behaviour and are not the same as behaviour. Walker (1983) defines social skills as "a set of competencies that a) allow an individual to initiate and maintain positive social relationships, b) contribute to peer acceptance and to a satisfactory school adjustment, and c) allow an individual to cope effectively with the larger social environment". Prior to deciding the development of social skills among students it is crucial to understand what a student can and cannot do. It is therefore important that educators who value the development of these social skills also need to focus attention on the assessment of these skills.

Principal Incharge
St. Mira's College for Girls, Pune

Need for Social Skills in college students:

☐ Many college going students today struggle to get along moderately with their peers and if this feeling of social failure or social non-acceptance persists for a long time then it may lead to students feeling low, incompetent and non-confident.

☐ The college students are from the age group where they become career oriented and want to focus on their upcoming job. In the absence of the basic social skills, it would severely limit the quality of work that they would produce in future. We can therefore also state that social skills may predict how well the students would perform at home, educational institution and in the future workplace.

☐ Researches have shown that students who are socially skilled spend more time on task and more time helping others. This also helps solving classroom problem behaviour and achievement increases.

☐ A healthy set of social skills among the students shall also lead to a healthy relationship with parents, teachers, friends and all others thus meeting the needs of our pragmatist society.

☐ By developing our social skills people find us more desirable which shall help students in building strong interpersonal relationships.

☐ Promoting social skills also helps in promoting our happiness and satisfaction which in turn boosts our self-esteem and reduces our day to day life stress.

☐ Most job sectors look for employees who are "people smart" and they are also ready to give lucrative offers to clients who fit into these employability criteria. These individuals are in high demand as organizations do not just benefit monetarily but also excel in their marketing strategy and can communicate well to their clientele. Thus a good set of social skills is a career success predictor.

☐ Better social skills results in better communication which results in us relating efficiently to a larger group of people. A person with a well developed social skill finds it very comfortable to communicate his outlook, thoughts or ideas to a larger group of people and even convey his negative thoughts or disagreements to people who may not agree to his / her point of view.

Consequences of Social Skills:

Good Social Skills	Poor Social Skills
Positive and safe educational environment.	Experience difficulty in interpersonal relationship with parents, teachers and peers.
Child resiliency in the face of future crises or other stressful life events.	Evoking highly negative responses leading to peer rejection.
Students who seek an appropriate and safe avenue for aggression and frustration.	Shows signs and symptoms of depression, aggression and anxiety.

Students take personal responsibility for promoting safety.

Demonstrate poor academic performance as an indirect consequence.

Shows higher incidences of involvement in criminal justice as adults.

Research Question:

What is the social skill status of the F.Y.B.A. students?

Statement of the Problem:

To find the social skill status among the F.Y.B.A. students studying in an English medium under graduation college in Pune city.

Objective:

1.   To assess the social skill of the F.Y.B.A. students in Pune city.

Conceptual Definitions:

Social Skill: Socially acceptable learned behaviours that an enable an individual to interact effectively with others and to avoid or escape negative social interactions with others (Gresham & Elliott, 1990).

Operational Definition:

Social Skill: For the present study social skills refers to assessment of the three parameters of Self-awareness, Effective Communication and Interpersonal Relationships in the F.Y.B.A. students.

Theoretical Foundation:

Daniel Goleman puts it as "We are wired to connect". Eriksons Psychosocial Theory of personality development emphasizes the interrelationship between social and emotional domains. He emphasized the role of interpersonal relationships in solving a series of conflicts in a person.

Vygotsky (1978) highlighted that cognitive functions are connected to the external or social world. Vygotsky explained that children learn in a systematic and logical way as a result of dialogue and interaction with a skilled helper within a zone of proximal development (ZPD). The lower boundary of the ZPD are activities the learner can do on his or her own without the assistance of a teacher or mentor.

Bandura (1965, 1977, 1986), in his theories of social learning and social cognition, theorized three categories of influences on developing social competence: (1) behaviors children and adolescents observe within their home or culture, (2) cognitive factors such as a student's own expectations of success, and (3) social factors such as classroom and school climate.

Theory of Social Isolation: Wilson (1987) defined social isolation as "the lack of contact or of sustained interaction with individuals or institutions that represent mainstream society."

Hawthorne, G. (2006) defined it as living without companionship, having low levels of social contact, little social support, feeling separate from others, being an outsider, isolated and suffering loneliness."

State level seminar on
Emotional Management at Work Place
Organized by P. G. Department of education
SNDT Women's University, Pune. On Friday 14th September 2017.

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3. Self-Management at Workplace

Dr. Gargee Mitra[1]

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Asst. Prof. Hasina Shaikh[2]

St. Miras College for Girls, Pune.

Introduction:

Many a times we set reminders for our various daily activities like waking up, reaching for a meeting on time, committed appointments, etc. These are done to manage our daily work and commitments. Just like we need to manage our organizational needs similarly we also need to manage our own selves in the work place. It is always desirable to aim for a continuous improvement rather than an instant success. This makes Self-management an integral part of our workplace requirement.

Self management in the workplace represents various skills like decision making, enhancing working environment skills, setting specific goals, reality check and goal resetting, working towards facilitating hindrances to goal, self-observation, compare the current work behavior with goals set, self-monitoring, self-reinforcement, etc. Self-management is required by people in all kinds of workplace irrespective of the strength (number of employees) in the organization.

Self management has been defined in different ways by different people as there is a lot of ambiguity in the term. Daniel Goleman defined self-management in terms of its six traits: self-control, transparency, adaptability, achievement, initiative and optimism.

*Self-management is the ability to understand and regulate your own emotions, and use them to guide your behavior towards positive outcomes. (*https://www.bizlibrary.com*)*

Presentation:

The self management in the workplace is still an area that is not frequently spoken about. For an individual to be productive in office it is important that he understands his situations and so it is important that he maintains a good workplace relationship. Self-management skills is one of those best practices which shall undoubtedly ensure employee productivity and which employer would not want to hire and promote a productive employee? Thus, whatever the case may be,

both employer and employee benefit from a person developing self-management skills in the workplace.

There are few key ideas that are central to Self-Management (www.self-managementinstitute.org/)

- Generally when people have control over their own life, they are happier.
- Good people when they are given more responsibility, they tend to flourish.
- The traditional hierarchical model of organizations is not scalable.
- There is an undeniable link between freedom and economic prosperity in nations around the world and also between lack of freedom and corruption at the national level. The same is true for human organizations in general.

Tips for self-management in workplace:

There are various ways to develop the self-management proficiency at work place. Some of them are:

➤ Be proactive and take an initiative. If we are keen on fulfilling the vision and mission of our institution where we work, then it is not just sufficient that we are working but we need to see that the complete team is motivated enough to work and be a part of the effort. For this reason it is important to take the initiative when and where required. Thus it is not enough to be just a good listener but it is equally necessary to be a good initiator too. It also means that we need to always take the ownership of our job without playing the blame game.

➤ Begin with the end in mind and anticipate problems well in advance so that you may have the strategy to avoid it if faced with the problem.

➤ Recognize your feelings and either accept or confront it.

➤ Tolerate anti ideas when interacting with colleagues but do maintain your dignity in all circumstances.

➤ Put first things first and deal with various tasks at work one at a time. It is a good idea to prepare a 'to do' list and then plan the key task prior to the other tasks. It is very essential that we prioritize our work and understand which work is urgent, which is important and which is urgent as well as important. At times too many low priority activities take up our most time of the office work. There are many task management softwares available that can help us in this regard.

➤ Think win/win and be on a lookout for rare opportunities where you may get to face challenges and show your skill and grow in the institution.

➤ Seek first to understand, then to be understood.

- Do not let your emotions be in control of your behavior. Make your emotions work to your advantage. Be open, accurate and honest while expressing your emotions.

- Accept the feedback given to your performance with a positive attitude. Seek feedback for your performance.

- Think positive and chat with positive thinking people.

- Have a dream and pursue it. Keep reminding yourself of your dream very often and if possible every day. You may write your goal to be achieved in bold and keep it at a place where you may see it very often in a day. Follow your dream with full heart and passion till you keep going step by step closer to it.

- Live in the present and do not repent over past things or actions. Keep reminding yourself that nothing is impossible and with determination and effort everything can be achieved.

- Do not stop perseverance. We need to be a life-long learner to support our dreams and also to fulfill the organizations goals. You and your team should add value to your organization.

- Be punctual in all affairs related to work and manage your commitments and time. Do things on your own which you are expected to complete and delegate the task which can be done by others. This will help in managing time efficiently.

- Follow the professional ethics of your organization.

- Be physically active as it will strengthen not just your body but also your mind. When a person has an active nervous system then it will result in more productivity at work.

- Have a balanced diet and possibly have meals on time. Take care of yourself so that you also have some time to think over the work in your hand.

- Be flexible at times because in spite of your noble intentions there will be days when you will not be able to get the things completed on your task list. Also be willing to embrace change depending upon the changing organizational structure and new opportunities that arise.

Not all are lucky enough to be born with these set of skills and so some of us may need to develop these skills with practice. It should also be highlighted here that there is no uniform practice that shall work for everyone. It is sometimes advisable to experiment with what works the best for oneself and it is also good to understand and accept initially that in some cases it may also be time consuming. At times the job situations also change which may demand a control on our selves. There may not be a clear chain of command or too many conflicting ideas and different expectations and standards of performances from different bosses. It becomes very necessary in such a situation to keep a track of our performance and focus attention on the resource gaps so that the work becomes more rewarding. There are many emotional
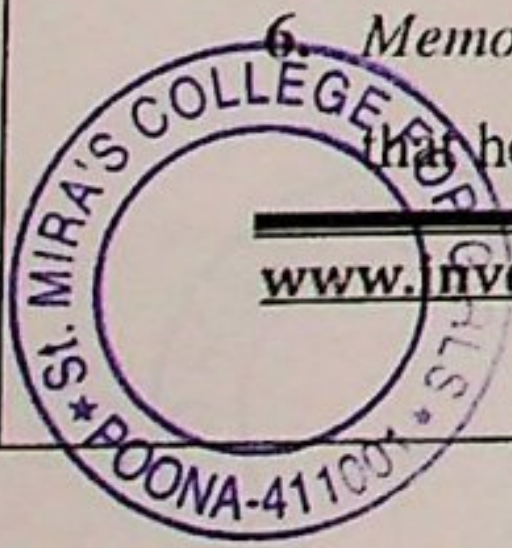
competencies that can be targeted by self – management training like self-assessment (introspection), self-confidence, self-control and a person becomes more efficient when he/she takes charge of their own changes.

Skill set required for self-management:

1. *Stress resistance:* When we are in stress, we usually make irrational decisions as our ability to think rationally is blocked. So it is important that we develop an ability to resist in a stressful situation. Stress at workplace is an unavoidable thing and so it is best if we face our stress and practice effective ways to cope with the work life stress. There are various ways to cope with workplace stress which can be practiced regularly. We can pursue our hobbies when we are free, go for walks, enjoy some ME time, go for a short holiday or a weekend getaway with friends or loved ones, pamper yourself occasionally, take power naps in between depending on the work in hand, have a good night sleep, eat healthy, practice yoga or meditation, listen to music of your choice, meet friends and relatives regularly, read good books, go for exhibitions or movies, etc.

2. *Self-confidence:* Each person should have a positive outlook and more importantly respect towards oneself. We should also know our strengths, limitations and abilities and learn to accept and respect them. Once we think positively about ourselves and face our fears with confidence then no negative thoughts can dominate us.

3. *Problem solving:* It is extremely important that we take the right decision even in the toughest of the situation and this requires us to keep reviewing our problem areas and to keep the mental process always in progress.

4. *Communication:* It is important that we communicate efficiently so that our information is communicated through the best possible channel with least amount of distortion and in the fastest possible manner. Every office or institution has a hierarchy of power in an official environment based on various factors. Be clear in communication with anyone in office as that is the lifeline of any workplace. Irrespective of what your position or hierarchy may be in the official ladder, speak with everyone and let there be give and take of information. Never cut a conversation with your coworker on the basis of a presumed status.

5. *Time Management:* Just producing good quality results is not enough if it is not delivered timely. The timely delivery is what determines the success of our effort. To excel in this we can try using the various time management techniques.

6. *Memory:* When someone is looking forward to effective self-management then it is important that he/she maintains deadlines and fulfill commitments. Subsequently this requires a person

to memorize certain events, facts, names, etc. If required then it is a good practice to use various memory training techniques.

7. *Internal Locus of Control:* Every individual has both an internal as well as an external locus of control. The individual with an external locus of control will always play the blame game and hold others or fate responsible for his small or big failures, but an individual with an Internal Locus of Control will always take responsibility for his / her own circumstances and this will help the person remove obstacles even though they may have temporarily appeared.
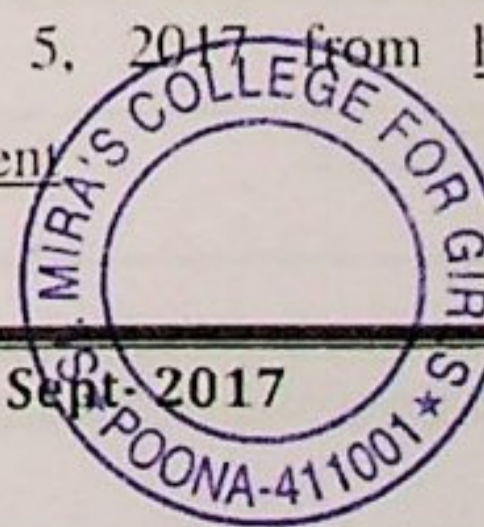
Conclusion:

By managing oneself we are not only helping ourselves adjust well with the workplace but in the process are promoting a very rich and productive organizational structure. Thus it is important that we identify the long term goals in our career or workplace and use techniques to manage ourselves so that you may add value to your organization. Also be willing to share your success story regarding coping with Self management so that you may help others in achieving their goals too. Be conscious to bring your best self to work every day because though you may not be able to control all the external factors every time, but you can do your best to control yourself, your work quality and your behaviour. Thus, using healthy self-management tips we may become a good workplace citizen.

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