

Health & Hygiene

1) Health (Physical and Mental Health)

a) Physical Health

Basic human anatomy: Understanding the body parts and the organ systems

Elements of physical health: Understanding the concepts of muscular strength, muscular endurance, cardiorespiratory endurance, flexibility, stability and balance.

Creating a sustainable daily routine: Importance of sleep, nutrition and exercise. Creating and incorporating a daily routine that sustains good physical health.

Regular health checkups: Understanding common symptoms of poor health. Healthcare routine and checkup frequency.

b) Mental Health

Elements of mental health: Understanding importance of mental health and its elements (The Ryff Scale) like autonomy, environmental mastery, personal growth, positive relations, purpose in life and self-acceptance.

Mental health care routine: Creating a mental healthcare routine for wellbeing and happiness. Importance of gratitude, self-validation, journaling, exercise, hobbies, 'me time', meaningful connections, contribution etc.

When to seek help: Warning signs of poor mental health. When, how and who to reach out to for help with proper safety and support.

Understanding the mind, body, spirit connection: Understanding the holistic philosophy of mind, body and spirit connection and interconnectedness of society and the human race

Mental Health resources list: Handy resource list to reach out to for any mental health support for self or loved ones.

Stress Management: Understanding stress, the types of stress and its importance. How to make stress your friend . Symptoms and stages of stress. Types of stressors and managing stress.

c) **Food and Nutrition**

Understanding nutrients (Macro & Micro nutrients): Understanding the composition of food - Macro Nutrients (Fats, Proteins & Carbohydrates) & Micro Nutrients (vitamins and minerals), their functions and the daily requirement.

Dietary requirements and elements of a balanced diet: Daily requirement of calories as per macro and micronutrients for a healthy mind and body. Understanding the definition and importance of a balanced diet.

Creating a diet plan: Creating a customized diet plan as per the BMI and activity level. Understanding what causes weight gain and weight loss and creating a sustainable diet plan with healthy food choices.

Choosing food wisely: Food menu planning, eating out, eating while travelling. How to make healthy food choices. Understanding food labels. Busting diet myths.

Understanding nutrient deficiencies and their symptoms: Changes in diet as per various seasons. Understanding symptoms caused by various nutrient deficiencies and foods which can help balance them out.

2) **Hygiene (Personal and Environmental Hygiene)**

a) **Personal Hygiene**

Definition and importance of Personal Hygiene: Understanding Personal Hygiene and its impact.

Elements of hygiene: Understanding various elements of hygiene and self-care like cleanliness and grooming, Disinfection and Protection etc.

Identifying good hygiene practices: Dental Hygiene, Physical Hygiene, Menstrual Hygiene, Hand and Nail Hygiene, Hygiene while travelling, Covid protocols and hygiene.

Self-care: Dos and Don'ts in hygiene regimen

Common mistakes to avoid: Most common hygiene mistakes. Busting the most common hygiene myths.

b) **Environmental Hygiene**

Definition and importance of Environmental Hygiene: Understanding basic environmental hygiene and environmental health, its elements, importance and impact

Dos and Don'ts of environmental hygiene: Institutional and occupational hygiene

Sanitation Practices: Understanding types of sanitation like basic, onsite, food, housing, environmental and ecological sanitation.

Understanding and avoiding contamination and pollution: Understanding Disease transmission. Importance of clean water supply. Understanding contamination and types of pollution. Pollution and contamination control and prevention measures.

ISO Standards for EHS: Understanding the ISO standards of Environmental Health and Safety. Understanding of other global health standards.

School of

Etiquette & Finishing Skills

IXth Report
August 27' 2019

Work Accomplished (2018-19)

*Successfully
completed 1st
season of
operations in
school and college*



School Orientation

- Conducted on 1st May for all MS students and teachers to discuss the concept, curriculum and benefits of SEFS
- The strategic positioning of the orientation helped generate clarity and enthusiasm for SEFS and enabled students to talk to their parents about SEFS in their upcoming vacations
- Students of all classes as well as teachers showed enthusiasm in the session. An interactive Q&A sessions helped students and teachers to clarify doubts
- It was an interactive event where all the SEFS staff got to interact with the school students and teachers on a single platform



*Feedback of
SEFS classes
(Mody School)*

Rave Reviews
received from Mody
School Principal

Parents of School
Students have
appreciated the
concept and started
seeing a difference in
their wards

Students of all
classes have
appreciated the
classes and shown
enthusiasm for the
same this session

School students have
enthusiastically
brought parents and
family members for
tours to share their
pride in SEFS

Some Comments

SEFS Campus tours

- Tours conducted for over 600 visitors
- Visitors were mainly parents of 1st Year and School students
- 454 visitor book entries
- Unanimous appreciation was done by all for the concept and infrastructure

SEFS is a very unique thing about the institute. I feel my daughter will pass out from the university learning all the essentials required for a comprehensive personality development.

- Dr. Sanjay Arora
(Service), Jaipur

It's nice and new experience here, I liked the concept of Finishing School.

- Deep Nigam (Govt. Service), Nainital

The overall grooming section for girls is quite impressive and we would love, if the students gets the best of it and of course the faculties are very nice.

Renu Jain, (Homemaker),
Kota

The finishing school is the best part of Mody University. I would love to learn all the etiquette and I just loved it. I won't miss this opportunity at all.

- Niharika Khandelwal,
(Business) Harda

Schedule for 2019-20 Session

*Finishing skills
training is being
imparted to
Mody School
students from
classes 3 – 12 on
Saturdays*



Awaiting Initiation

SEFS Advertisements
and Promotions

Lew Bayer's Visit

Approval on Rewards
and Recognition
Program for SEFS

SEFS Corporate
Program launch

SEFS Advertisements and Promotions

Promotional events yet to start

Civility Experts Action Item

Low Bayer's visit being planned

To establish SEFS as the
Launchpad for Mody Corporate
training in India

Kickstart SEFS Promotional
Events in India



REWARD & RECOGNITION

SEFS has developed a comprehensive R&R program to drive the skills and attitude we are trying to inculcate. Top performers in the following categories are proposed to be rewarded.

Attendance

Courtesy &
Civility

Best Grooming

Punctuality

Maximum
Improvement

English only
communication

Leadership &
Teamwork

Best
Maintained
Register

Class
Interaction

SEFS Corporate Training

SEFS is ready with the corporate training modules and the topics for the same have been shared.

*Thank
you!*

School of

Etiquette & Finishing Skills

XIth Report
May 13th 2020

Lockdown Learning Initiative

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Civility at Work Training (London) Summary Report

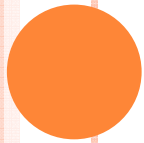
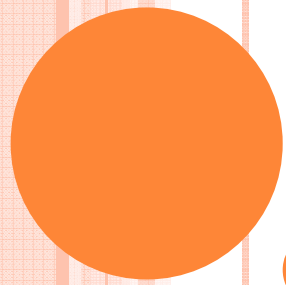
Attended by : Ms. Harsha Rohit

Mody
Etiquette Academy

&

Finishing School





MEAFS

OVERVIEW

The "Mark of a Lady" workshop incorporating the "Art of Dressing and Maquillage" along with the "Art of Communication and Public Speaking" was conducted for the college students in the months of July and August. (12 days) . We would like to share some moments captured during the same





School of

Etiquette & Finishing Skills

Xth Report

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SCHOOL
OF
ETIQUETTE & FINISHING SKILLS





Our Mission



“KRITSNAM”

Let completeness define you

About SEFS



- School of Etiquette & Finishing skills (SEFS) was first conceptualized by our Honourable Chairman, Shri R.P Mody, 5 years back as he foresaw the need for not only inculcating but also re-emphasizing at regular intervals, a culture of respect and etiquette in addition to building life skills which, although not a part of academics, was crucial for success in life.
- To convert SEFS into reality, Mrs. Hasha Rohit was roped in by Mr. Mody so that SEFS turns a pioneer in the high potential field of finishing skills education.

Founder Principal- Mrs. Harsha Rohit



The SEFS Project was taken over by Founder Principal, Mrs. Harsha Rohit from Oct' 17.

Mrs. Harsha Rohit has:

- An M.Sc in Anthropology
- Over 10 years of experience in running her own finishing school named **HR Trikaya** in Jaipur.
- Rich experience growth conceptualizing, curriculum design, career counseling and life skills, soft skills & finishing skills training.
- She is an associate national training partner of ICAI (Institute of Chartered Accountants of India), Jaipur
- She is a CSR Partner of FICCI FLO
- She is a guest faculty to most of the Reputed Universities and A Level Schools in Rajasthan
- She has trained over 2500 Chartered Accountants, Engineers, Cost Accountants and other professionals who are successfully placed with MNCs like Bosch, John Deere, TCS, KPMG, Deloitte, EY, HLL, Reliance, World Bank, P&G, Infosys, ONGC, HPCL, Coal India, SAIL India, Tata Steel, Tata Motors, CITI Bank, BOA, PNB and many more.

Concept of Finishing School

A finishing school is an institution which teaches students the finer aspects of etiquette and soft skills over and above the academic qualifications.

The first Finishing School was established in **Switzerland** in the late 1800s.

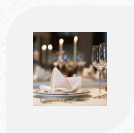
Notable finishing schools were Brilliantmont, founded in 1882, now an international secondary school, and Château Mont-Choisi, founded in 1885.

The **United Kingdom** incorporated **soft skills, finishing skills, life skills and professional skills** in its school academic curriculum in 2015.

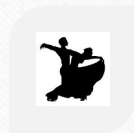


Program Highlights:

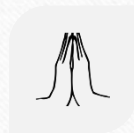
SEFS has a specially curated curriculum for the students of Mody University
A few of the various modules students learn here are:



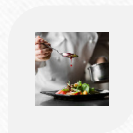
FINE DINING



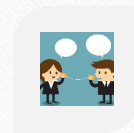
BALLROOM
DANCING



CIVILITY AND
VALUES



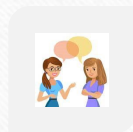
GASTRONOMY



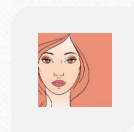
COMMUNICATION
SKILLS



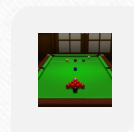
CROSS
CULTURAL
AWARENESS



INTERPERSONAL
SKILLS



GROOMING
AND ART OF
MAQUILLAGE



INDOOR GAMES

School of

Etiquette & Finishing Skills

XIIth Report
August 04'20 - April 05' 2021

Online Class Challenges

Online Classes started from 4th Aug'20:

Shortage of trainers
(due to resignations
and lack of backfill)

Lack of awareness on
online class
conduction processes

SEFS Modules were
designed with a lot of
classroom activities
which could not be
conducted online

Student attendance
and interaction during
online classes

Lack of clarity on
online examination
process.

1st year online
orientation

LIFE SKILL DEVELOPMENT THROUGH YOGA

NO. OF STUDANT	MORNING	EVENING
70	33	37
NAME OF SCHOOL	MORNING	EVENING
SOB	8	8
SLAS	5	6
SET	7	10
SOA	3	4
SOL	5	5
SOD	5	4

REGULAR WEEKLY PLANNER (2MONTH)

1-APRIL-2019 TO 5-JUNE-2019

MONDAY	STRETCHING ASANA
TUESDAY	BACK WARD BANDING ASANA
WEDNESDAY	BLANCING ASANA
THUESDAY	ARTISTIC ASANA
FRIDAY	STRETCHING WITH RYTHAMIC ASANA
SATURDAY	MEDITATION (IRT, QRT, DRT)
SUNDAY	WEEK OFF



HOW TO CONDUCT REGULAR CLASS

PRAYER	OM Sahana Vavatu Sahanau Bhunaktu Saha Viryam Karavavahai Tejasvi Navaditamastu...
LOOSEING	EXECERISE (HEAD TO TOE)
STANDING SERIES	3
SITTING	3
SUPINE	3
PRONE	3
PRANYAMA	15
SHANTI MANTRA	Om sarve bhavantu sukhinah...



20TH MAY TO 5TH JUNE 2019 SPECIAL MEDITATION CLASS FOR EXAM STRESS RELIEF
(OM CHANTING, MSRT, PET)

FOLLOWING HATH YOG, IYENGAR YOGA, VINYASA SERIES, SPECIAL TECHICHQUES
MSRT, CM, PET, KUDANLINI.

REFERENCE BOOK HATH YOG PRADIPIKA, SIDHANTHO, BAND ASANA PRANAYAM.

21TH JUNE 2019 INTERNATIONAL YOGA DAY CELEBRATION.



WEEKLY PLANNER (1th JULY TO 25th AUG 2019)

WEEKLY WORKOUT

SUDHIKRIYA	JAL NETI, RUBBER NETI
SHANAKPRAKSHALAN	TWICE IN A MONTH
SURYA NAMSHKAR	21 ROUNDS
SITTING	3
SUPINE	3
PRONE	3
NADI SHODHAN KRIYA	15 MIN
SHANTI MANTRA	Om sarve bhavantu sukhinah...

DISTRICT YOGA COMPETITION 31ST JULY 2019 AT SIKAR. OUR STUDENT MUSKAN BENGOLI (SOL) ACHIVE SILVER MEDAL AT THIS COMPITITION.



INTER SCHOOL COMPETITION (28-8-19 TO 29-8-19)

RESULT

WINNER: SLS (MUSKAAN)

1ST RUNNERUP: SOB (AARZAA)

2ND RUNNERUP: SET (ADITI)



REGULAR WEEKLY PLANNER (2-9-19 TO 5 -10-19)

SUDHIKRIYA	JAL NETI, RUBBER NETI
SURYA NAMSHKAR	3-21 ROUNDS
ARTISTIC ASANA	10 MIN
SITTING	3
SUPING	3
PRONE	3
NADANUSANDHAN	15 MIN
SHANTI MANTRA	Om sarve bhavantu sukhinah...

OPEN STATE YOGA COMPETITION AT DELHI ON 23rd SEPTEMBER 2019. OUR STUDENT MUSKAN BENGOLI (SOL) ACHIVE GOLDEN MEDAL AND ADITI TIWARI (SET) ACHIVE SILVER MEDAL AT THIS COMPITITION.



COMPETITION 4-10-19 TO 5-10-19

SURYA NAMESHKAR ROUNDS: 102

RESULT:

WINNER SLS: (ASMITA)

1ST RUNNERUP SET: (ADITI TIWARI)

2ND RUNNERUP SOB: (KIRTI)

5TH OCT TO 22 OCT 2019 MIND RELEXATION THERAPY

(TRATAKA)

DIWALI BREAK 23ND TO 2ND NOV 2019



REGULAR WEEKLY PLANNER (4-11-19 TO 31-12-19)

PRAYER	OM OM Sahana Vavatu Sahanau Bhunaktu Saha Viryam Karavavahai Tejasvi Navaditamastu...
LOOSEING	EXECERISE (HEAD TO TOE)
STANDING SERIES	3
SITTING	3
ADVANCE ASANA	HEAD STAND, VRASHIK ASANA
RYTHMIC	
PRANYAMA	15
SHANTI MANTRA	Om sarve bhavantu sukhinah...

FDC PROGRAMME (1-1-20 TO 18-1-20)

BALANCING ASANA	STANDING
RYTHMIC	5 MIN
PYRAMID MAKING	
GROUP RYTHMIC	



COMPETITION ON SPORTS DAY (25 JAN 2020)

WINNER SET: ADITI TIWARI

1ST RUNNERUP SOB: SHIVANGI

2ND RUNNERUP SLAS: SHRISHTI



REGULAR PLAN (27-1-20 TO 28-2-20)

SURYA NAMASHKAR	WITH BEEJ MANTRA AND BREATHING
BANDA KRIYA	JALANDHAR, UDDIYAN, MULABANDHA
MUDRA	HASTH, KAYA
PRANAYAM	SURYA BHEDI, KAPALBHATI

1ST MARCH TO 6TH MARCH 2020

MEDITATION WITH PRANAYAM AND CHAKRA DHYAN

HOLI BRCAK (8 TO 12 MAR)

16TH MARCH PENDAMIC PERIOD

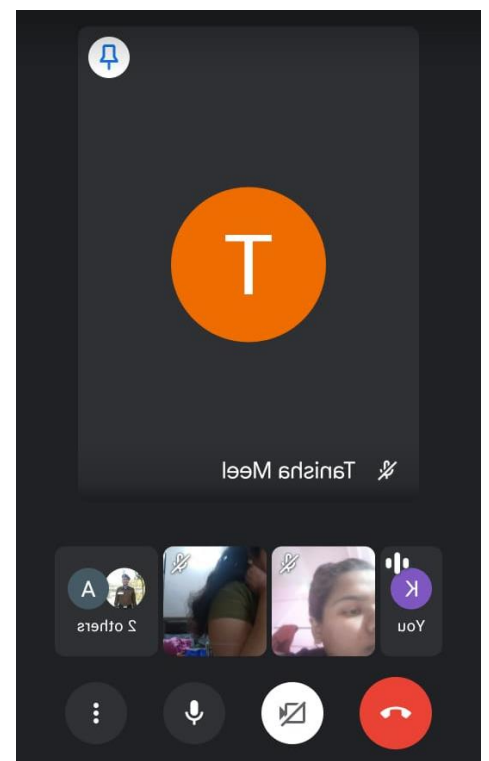
ONLINE YOGA CLASS (1ST APRIL 2020 TO TILL DATE)

TIMING- 7AM - 8AM (MONDAY TO FRIDAY)

SPECIAL ASANAS FOR LUNGS STRENGTHEN AND STRESS RELIFE
MEDITATIONS (SURYA NAMASKAR, GOMOUKH ASAN WITH
KAPALBHATI NADI SHODHAN, KAPALBHATI, BHARMRI UJJAI
BREATHING, DOG BREATHING)

INTERNATIONAL YOGA DAY CELEBRATION ON VERTULE
MODE

21 JUNE 2020 AT 7 AM TO 8 AM



BACHELOR OF PHYSIOTHERAPY (BPT)

FUNDAMENTAL OF YOGA		
REGULAR THEORY AND PRACTICAL CLASSES FROM 1 ST FEB 20 TO 26 TH FEB 20		
NO. OF STUDENT	THEORY CALSS (3 DAY IN A WEEK)	PRACTICAL CLASS (DAILY)
4	MONDAY AT 10 AM	9:00 AM
	TUESDAY AT 10 AM	
	THURSDAY AT 10 AM	

HOLI BRCAK (8 TO 12 MAR)

16TH MARCH PENDAMIC PERIOD

ONLINE BPT THEORY AND PRACTICAL CLASS (1ST APRIL 2020 TO 31ST APRIL 2020)

TIMING- 10 AM – 12 PM

CONTINUE PENDING COURSE ACCORDING TO SYLLABUS OR SPECIAL ASANAS FOR LUNGS STRENGTHEN AND STRESS RELIFE MEDITATIONS (SURYA NAMASKAR, GOMOUKH ASAN WITH KAPALBHATI NADI SHODHAN, KAPALBHATI, BHARAMARI UJJAYI BREATHING, DOG BREATHING)

RESTART ONLINE BPT THEORY AND PRACTICAL CLASS (10TH DEC 2020 TO TILL DATE)

TIMING- 12.30 PM – 2.30 PM

FUNDAMENTAL OF YOGA		
ONLINE BPT THEORY AND PRACTICAL CLASS (10 TH DEC 2020 TO TILL DATE)		
NO. OF STUDENT	THEORY CALSS	PRACTICAL CLASS
5	WEEKLY	DAILY

NEW SESSION START ACCORDING TO SYLLABUS AND SPECIAL ASANAS

GENERAL INTRODUCTION OF YOGA, DEFINATION, INTRODUCTION TO ASANAS, MEDITATION, PRNAYAM, YOGIK KRIYA, BANDMUDRA, YOGA FOR CONCENTRATION AND RELATION RELATED ASANAS, PROCEDURE, BENEFITS, CONTRAINDICATIONS FOR ASANAS. (REFERENCE BOOK- 1. SHARMA VK, HEALTH AND PHYSICAL EDUCATION 2. AGARWAL MM, SIX SYSTEM OF INDIAN PHILOSOPHY)

