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SURYA-THE ENERGY
Management Research Journal
(Quarterly Double Blind Peer Reviewed Referred Journal)
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**Invite for paper submission
for April - June 2020 issue**

The next issue of the Journal SURYA-THE ENERGY April - June 2020 would be based on non thematic topics / issues.

The length of the Research paper / Case Study / article should be between 3000 and 3500 words. It is absolutely necessary to provide the required references in the body of the text, so that the readers are informed about the sources of the data, information, views or opinions. The contributors are requested to refer to **Plagiarism Policy** which is readily available on the institutes website (www.simmc.org). Further, the author is solely responsible for the accuracy of all the figures, quotations and references. Please follow APA style of referencing.

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From the Desk of Chairman, Editorial Board...



Like previous issues, this issue of Synergy - A Quarterly Management Journal for the quarter January- March 2020 also contains an array of interesting articles / Research papers such as, H.R.M. - Past, Present and Future, A Study of Working Capital Management of Aquatic Formulations (India) Ltd., The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, A Study on Modernizing Next Generation Education with the use of Virtual Reality and Augmented Reality, Designing Your Animation Character, What is More Important Emotions or Sense of Duty?, 22 course Meal for Healthy & Happy 21st Century, Tsunami Survivor An Employee's Breathtaking Experience.

The Editorial Board takes the opportunity to thank all the contributors for whole heartedly extending their support through research papers and consequently in bringing out this January- March 2020 Issue.

The content and standing in all the published articles are exclusive views and personal opinions of the respective authors and they do not necessarily reflect the official views and opinions of the Editorial Board of the Institute. We hope this Issue would definitely bring innovative value addition in your existing knowledge.

Happy Reading!!

Prof. (Dr.) Sanjay B. Chordiya
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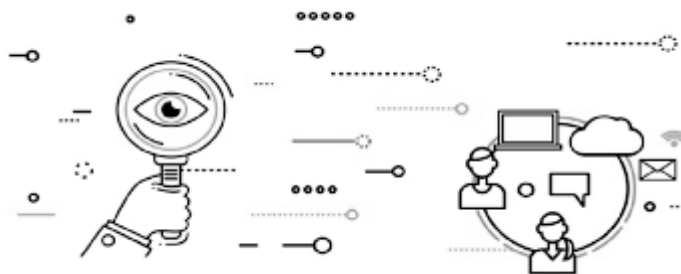
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(This is the last article written by the author for this journal. The Editors would like to pay tribute to the deceased author through publication of this article.)

(Editors)

The world of globalization & high information technology has changed the dimension of Human Resource Management towards technology driven. The drive for development is transforming the Human Resource Management challenges and grabbing the future business opportunities with innovations. It further changed from operational discipline towards more strategic discipline. Today, the Human Resources are not confined with only administrative work. The domain of Human Resource has totally transformed into a well informed division that use cloud-based software to hire, manage time-offs and conducts on-boarding and off-boarding exercises. On the other Automation is a larger aspect for HR innovation, through which numerous functions winding up with



totally digitalised and further disposing of the requirement for human association.

Worldwide organizations are working in extreme competitive environment and the human resource professionals are consistently confronting business challenges as a result of the advanced Internet-empowered innovations. With the advent of new technologies, it is

assumed that organizations will confront numerous genuine human resource issues with time. Another real challenge for Human Resource Management is to develop and retain proficient & competent resources.

HR experts have likely difficulties in managing workforce, for example, talent and leadership are ending up significantly scarcer assets as compared to the prior organizational environment. At the same time workforce is becoming older on an average. Now emotional health of an employee is getting more focus than previous, which is another important challenge for the HR professionals to handle with.

Workforce Diversity:

Through incorporating diverse cultures, recruiting overseas and retaining external talents, today more organizations are transforming themselves into international associations as they endeavour to global reach. The time of remaining at one organization throughout the career is no more exist for the Human Resource; mobility is the new norm for them. What's more, with that, employees continuously opt for job choice and change dependent on their family contemplations. The difficulties of overseeing talents, enhancing leadership development, and managing work-life balance are viewed as significant future challenges for Human Resource Management.

Socio-Economic Aspects and Globalization:

Another key challenge for future is envisioning Change and control. It incorporates overseeing socio-economic aspects and globalization. With that the future obstacles for Human Resource Management will be organizational empowerment worldwide. This will further classify an organization into a more learning organization and transform Human Resource Management into a strategic partner.

Globalization significantly affects the work force of an organization. It takes into account greater diversity inside the organization as well as economic growth of the nations in which the organization is hiring.

However, unless the company is providing new employments in various nations and not just moving existing occupations starting with one nation to another, job growth for one nation equals job losses for another. In this context Human Resource practitioners must have the awareness to know about the negative impact that downsizing can have on employee morale because decrease in morale often cause decrease in production. So, HR should have a proactive system set up, which can address such morale issues.

Information and Communication Technology:

With the requirement of time, today Human Resource Professionals utilize online networking sites, for example, Facebook and LinkedIn, to enlist most appropriate employees for various division of the association. This improves efficiency and increase financial advantages. The competitive job market has led the Human Resource Management to use the social media to recruit the candidates & hire the companies. HR professionals should be prompt enough to hire appropriate applicants as compared to their competitors. This would mean that starting the dialog even before the competitor approaches.

The Internet has opened up the job market, stretching out the talent pool to almost every edge of the world. Today, HR experts procure applicants from different nations who talk distinctive dialects and practice traditions that might be unlike those of the organization's neighbourhood workers. This realizes changes to common HR policies as the staff must deliver to concerns, for example, social and ethnic sensitivity.

Political and Legal:

Political and legal conditions of countries are exceptionally unstable, along these factors changes in ideological groups and guidelines creates new laws. Therefore HR experts need to pursue all laws while working together for the benefit of the business. It is the obligation of

Human Resource and Industrial Relations professionals to completely inspect the implication of these progressions and realizes important alternative adjustments inside the organization for the sake of optimum utilization of resources.

Human Resource Operations:

The current challenge for a Human Resource expert is business continuity of an association. At the same time it is realized that business ought not to be dependent on explicit individual. On the other loss of competent team members can have ominous effect on employee morale. Coping up with making these sudden changes and to avoid adjustment issues, HR must be dynamic in succession planning.

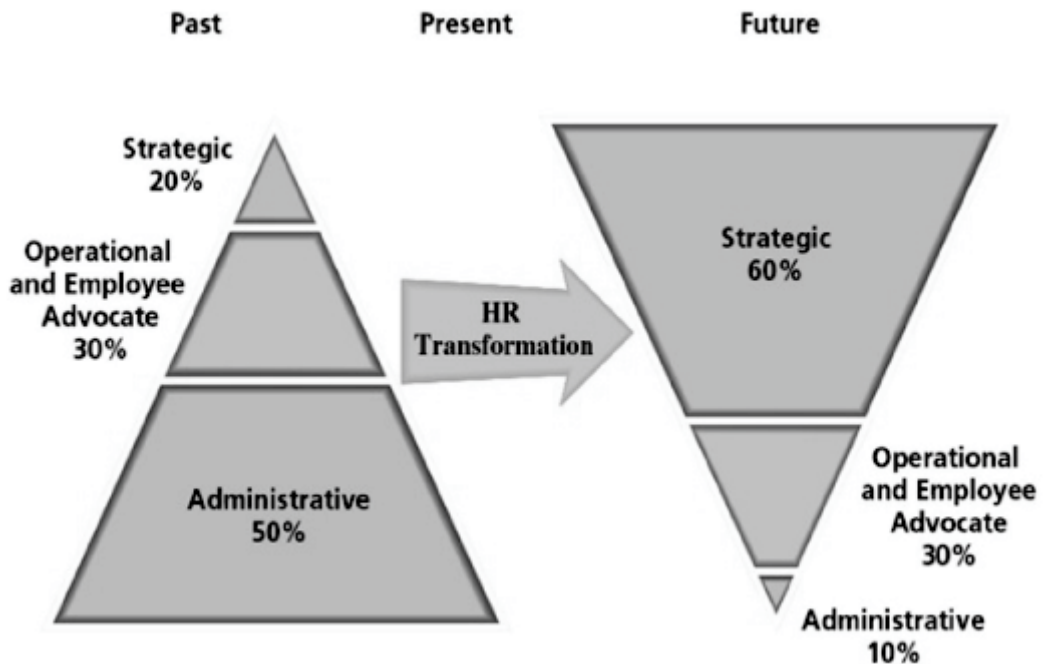
Human Resource operations are changing using next generation mechanization devices and institutionalized procedures. This thus raises benefit levels and enhances the worker experience. Associations are putting individuals' analysis at the core. Data analytics is implanted into everyday HR processes consistently, and its predictive power is utilized to drive better decision making. The job of business partner is being supplanted altogether with another new talent value leader. To drive enhancements in operational execution, HR is ending up increasingly agile. Functional changes in HR operations are opening up with HR experts for

more strategic work. This is likewise empowering the rise of new role, for example, workforce analytics professional, robot trainer, virtual culture architect, data, talent and AI integrator and cyber ecosystem designer.

This may sound interesting, yet indeed; HR will be composed by technically knowledgeable individuals, information researchers, recruiter experts, connectors and brand editors. HR professionals with abilities to understand analyze data and forecast trends will be the need of the hour.

Technologically sound as well as updated HR professionals will take care of issues or convey extra advantages to the organization.

To conclude, future challenges of Human Resource Management are proceeding with in view of changing workforce demographic and diversities, contending in global condition, innovative changes, analysing the employee skill gaps, creating human capital through learning organization and achieving societal objective through association.



SURYADATTA

A Study of Working Capital Management of Aquatic Formulations (India) Ltd.

**Dr. Shriprakash Soni
Ekta Verma**

ABSTRACT:

Decisions relating to working capital (Current Assets – Current Liabilities) and short-term financing are known as working capital management. It involves the relationship between a firm’s short-term assets and its short-term liabilities. The goal of working capital management is to ensure that the firm is able to continue its operation and that it has sufficient cash flow to satisfy both maturing short-term debt and upcoming operational expenses. Working capital is used in Aquatic Formulations (I) Ltd. for the purpose of raw material, work in progress, finished goods, inventories, sundry debtors, and day to day cash requirements. The company keeps certain funds which is automatically available to finance the current assets requirements. The various information regarding “Working Capital Management” such as classification, determinants, sources have been discussed relating to Aquatic Formulations (I) Ltd. The working capital management has shown increase in the period of study. This shows working capital is managed effectively and all the other departments are working in perfect co-ordination to ensure the progress of the company.

KEYWORDS:

Working Capital, Current Assets, Current Liabilities, Effective Management, Efficiency.

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Introduction:

Cash is the lifeblood of business is an often-repeated maxim amongst financial managers. Working capital management refers to the management of current or short-term assets and short-term liabilities. Components

of short-term assets include inventories, loans and advances, debtors, investments and cash and bank balances. Short-term liabilities include creditors, trade advances, borrowings and provisions. The major emphasis is, however, on short-term assets, since short-term liabilities arise in the context of short-term assets. It is important that companies minimize risk by prudent working capital management.

Company Profile:

Aquatic Formulations (I) Ltd. is working since last two decades. This company has started by Mr. Bharat Mehta that is now grown into a large and dynamic business house, which currently occupies a leading position in the fields of Bulk Drugs Pharmaceutical Formulations in the Domestic as well as Export Market. These two decades of experience since 1985, have taken Aquatic Formulations from strength to strength in the health care business to a next level.

Aquatic has started their venture initially with domestic trading in bulk drugs and gradually ventured into the areas of export, imports, and indenting. Innovation about Constant diversification and expansion has resulted in creation of large clientele in domestic and international markets. Furthermore, it is a contributing factor for the high turnover rate, which increased by 400% in the last decade. Thus, The

Company strides to achieve global standards in the field of Pharmaceuticals and bulk drugs.

Scope of the Study:

The scope of the study is identified after and during the study is conducted. The main scope of the study was to put into practical the theoretical aspect of the study into real life work experience. The study of working capital is based on tools like Ratio Analysis, Statement of changes in working capital. Further the study is based on last 5 years Annual Reports of Aquatic Formulations (I) Ltd.

Research Objectives:

- 1) To study the liquidity position through various working capital related ratios.
- 2) To study the working capital elements such as receivables accounts, Cash management, Inventory management.

Research Methodology:

Descriptive Research:

Descriptive research helped to find out facts and details of the Aquatic Formulations (I) Ltd. Researcher have been enquired directly to senior executives and senior employees about what has happened and what is happening in the company.

Historical Research:

Through historical research,

Researcher has been found past details which is affecting current situation of Aquatic Formulations (I) Ltd. This Research Paper "A Study of Working Capital Management at Aquatic Formulations (I) Ltd" is considered as an analytical research.

Analytical Research is defined as the research in which, researcher has to use facts or information already available, and analyze these to make a critical evaluation of the facts, figures, data or material.

Source of Research Data:

Primary Data:

The primary data is that data which is collected fresh or first hand, and for first time which is original in nature. In this study the Primary data has been collected from Personal Interaction with Director Mr. Darshan B. Mehta, Finance manager Mr. Santosh Kshirsagar and other staff members regarding Financial Statements, Inventory Holding Period, Debtors Collection Period, and Creditors Payment Period etc.

Secondary Data:

The secondary data are those which have already collected and stored. Secondary data easily get those secondary data from records, annual reports of the company etc. It will save the time, money and efforts to collect the data.

The major source of data for this project was collected through annual reports, profit and loss account of 5 year period from FY 2013-14 to 2017-18 and some more information collected from internet and text sources.

Sampling Design:

Sampling Unit: Financial Statements

Sampling Size: Last Five Years Financial Statements

Tool Used for calculations: MS-Excel

Tools Used for Analysis of Data:

The data were analyzed using the following financial tools. They are –

- 1) Ratio Analysis.
- 2) Statement of Changes in Working Capital.

Purposes of Working Capital Management:

Effective management of working capital is means of accomplishing the firm's goal of adequate liquidity. It is concerned with the administration of current assets and current liabilities. It has the main following objectives-

1. To maximize profit of the firm.
2. To help in timely payment of bills.
3. To maintain sufficient current assets.
4. To ensure adequate liquidity of the firms.
5. It protects the solvency of the firm.
6. To discharge current liabilities.
7. To increase the value of the firm.
8. To minimize the risk of business.

Need of Working Capital:

The need for working capital arises due to the time gap between production and realization of cash from sales. Working capital is must for every business for purchasing raw-materials, semi-finished goods, stores and spares etc. and the following purposes.

1. To purchase raw materials, spare parts and other component.

A manufacturing firm needs raw-materials and other components parts for the purpose of converting them in to final products, for this purpose it requires working capital. Trading concern requires less working capital.

2. To meet overhead expenses.

Working capital is required to meet recurring overhead expenses such as cost of fuel, power, office expenses and other manufacturing expenses.

3. To hold finished and spare parts etc.

Stock represents current asset. A firm that can afford to maintain stock of required finished goods, work in progress and spares in required quantities can operate successfully. So for that adequate quantity of working capital is required.

4. To pay selling and distribution expenses.

Working capital is required to pay selling and distribution expenses. It includes cost of packing, commission etc.

5. Working capital is required for repairs and maintenance both machinery as well as factory buildings.

6. Working capital is required to pay wages, salaries and other charges.

7. It is helpful in maintain uncertainties involved in business field.

Importance of Working Capital:**1. Solvency of the business:**

Adequate working capital helps in maintaining the solvency of the business by providing uninterrupted of production.

2. Goodwill: Sufficient amount of working capital enables a firm to make prompt payments and makes and maintain the goodwill.

3. Easy loans: Adequate working capital leads to high solvency and credit standing can arrange loans from banks and other on easy and favorable terms.

4. Cash discounts: Adequate working capital also enables a concern to avail cash discounts on the purchases and hence reduces cost.

5. Regular Supply of Raw Material: Sufficient working capital ensures regular supply of raw material and continuous production.

6. Regular payment of salaries, wages and other day to day commitments: It leads to the

satisfaction of the employees and raises the morale of its employees, increases their efficiency, reduces wastage and costs and enhances production and profits.

7. Exploitation of favorable market conditions: If a firm is having adequate working capital then it can exploit the favorable market conditions such as purchasing its requirements in bulk when the prices are lower and holding its inventories for higher prices.

8. Ability to Face Crises: A concern can face the situation during the depression.

9. Quick and regular return on investments: Sufficient working capital enables a concern to pay quick and regular of dividends to its investors and gains confidence of the investors and can raise more funds in future.

10. High Morale: Adequate working capital brings an environment of securities, confidence, high morale which results in overall efficiency in a business.

The following guidelines should be effective in Working Capital Management:

1) Cash management: Identify the cash balance which allows for the business to meet day to day expenses, but reduces cash holding costs.

2) Inventory Management: Identify

the level of inventory which allows for uninterrupted production but reduces the investment in raw materials and minimizes reordering costs and hence increases cash flow. Besides this, the lead times in production should be lowered to reduce Work in Process (WIP) and similarly, the Finished Goods should be kept on as low level as possible to avoid over production.

3) Debtors Management: Identify the appropriate credit policy, i.e. credit terms, discounts etc. which will attract customers, such that any impact on cash flows and the cash conversion cycle will be offset by increased revenue and hence Return on Capital. Debtors credit period should be less than 90 days to achieve good working capital ratio and position of the company.

Operating Cycle:

The operating cycle is the average period of time required for a business to make an initial outlay of cash to produce goods, sell the goods, and receive cash from customers in exchange for the goods. If a company is a reseller, then the operating cycle does not include any time for production - it is simply the date from the initial cash outlay to the date of cash receipt from the customer.

The operating cycle is useful for estimating the amount of working capital that a company will need in order to maintain or grow its business. A company with an

extremely short operating cycle requires less cash to maintain its operations, and so can still grow while selling at relatively small margins. Conversely, a business may have fat margins and yet still require additional financing to grow at even a modest pace, if its operating cycle is unusually long.

Data Analysis and Interpretation:

1) Net Working Capital (NWC):

Table No: 1 (Rs. in Lakhs)

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Current Asset	16,465.44	15,850.93	17,362.77	20,591.89	29,936.99
Current Liabilities	4,514.68	13,038.13	13,981.61	16,361.10	24,016.09
Net Working Capital	1,950.76	2,812.80	3,381.16	4,230.79	5,920.90

The above table shows that during the year 2013-2014 the company has Rs. 1,950.76 lakhs N.W.C. which increase to Rs. 2812.80 lakhs in year 2014 – 2015 which further increased in the year 2015 – 2016 to Rs. 3381.16 thereby showing an upward movement. in the year 2016-2017 the net working capital further increased to Rs.4230.79. The N.W.C of the company is increasing compared to the previous years, in the year 2017-2018 the company has Rs. 5920.90 N.W.C this means the company in a positive position & N.W.C has improved vary fast as compared to the previous years which show liquidity Position of Aquatic Formulation (I) Ltd. has always more & sufficient working capital available to pay off its current liabilities

2) Current Ratio:

Table No: 2 (Rs. in Lakhs)

It is seen from the above table that during the year 2013-14 the current ratio was 1.13, during the year 2014-

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Current Asset	16,465.44	15,850.93	17,362.77	20,591.89	29,936.99
Inventories	1,986.79	2,232.74	3,277.90	3,027.76	3,986.95
Quick Assets	14,478.65	13,618.19	14,084.87	17,564.13	25,950.04
Current Liabilities	14,514.68	13,038.13	13,981.61	16,361.10	24,016.09
Quick Ratio	1.00	1.04	1.01	1.07	1.08

15 the ratio increases to 1.22 there after it shows an improvement and increases in the year 2015-16 to 1.24. Further it showed an upward movement in the year 2016-17 it was 1.26 and in the year 2017-18 it declines slightly by 1.25. This shows the current ratio increases every year. Hence, it can be said that there is enough current assets in Aquatic Formulations (I) ltd. to meet its current liabilities.

3) Acid Test Ratio / Quick Ratio / Liquidity Ratio:

Table No: 3 (Rs. in Lakhs)

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Current Asset	16,465.44	15,850.93	17,362.77	20,591.89	29,936.99
Current Liabilities	14,514.68	13,038.13	13,981.61	16,361.10	24,016.09
Current Ratio	1.13	1.22	1.24	1.26	1.25

The standard quick ratio is 1:1. During the year 2013-14 the quick ratio was 1.00, in the year 2014-15 it increases to 1.04, in the year 2015-16 the quick ratio decreases to 1.01, in the year 2016-17 it increases 1.07, in the year 2017-18 it increases 1.08, due to increase in quick assets. Although the Quick ratio is fluctuating but it is above the standard ratio, hence it shows that the liquidity position of the company is adequate.

4) Absolute Liquidity Ratio:

Table No: 4 (Rs. in Lakhs)

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Cash & Bank Balance	6,325	8,195	10,527	1,287.33	1,967.55
Current Liabilities	14,514.68	13,038.13	13,981.61	16,361.10	24,016.09
Absolute Liquidity Ratio	0.44	0.66	0.75	0.78	0.76

During the year 2013-14 the Absolute liquidity ratio was 0.04, during the year 2014-15 it was 0.06 and in the year 2015-16 it was 0.07, in the year 2016-17 it was 0.12. This shows the Absolute liquidity ratio increases every year but it is below the standard ratio. In the year 2017-18 the Absolute liquidity ratio has decreases 0.08. Hence, it shows that the liquidity position of the company is satisfactory.

5) Inventory Turnover Ratio:

Table No: 5 (Rs. in Lakhs)

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Net Sales	18,922.29	36,036.22	41,166.44	39,500.37	56,827.79
Closing Inventory	1,283.79	1,232.74	3,277.01	3,027.08	1,355.93
Inventory Turnover Ratio	4.28 Times	13.4 Times	12.26 Times	13.2 Times	14.22 Times

It is seen from the above chart that during the year 2013-14 the Inventory Turnover Ratio is 14.56 times, in the year 2014-15 it increased drastically to 16.14 times, in the year 2015-16 it decreased to 12.56 times. In the year 2016-17 it is 13.05 times which improved to 14.25 times in the year 2017-18. This shows the company has more sales.

6) Inventory Holding Period:

Table No: 6 (Rs. in Lakhs)

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Net Sales	28,922.29	36,036.22	41,166.44	39,500.37	56,827.79
Average Debtors	13,173.19	12,303.10	12,604.33	15,012.08	22,590.66
Debtors Turnover Ratio	2.2 Times	2.93 Times	3.27 Times	2.63 Times	2.52 Times

Inventory holding period fluctuating over the years. It was 25.07 days in the year 2013-14. It decreased to 22.61 days in the year 2014-15, it increased to 29.14 days in the year 2015-16, that decrease in the year 2016-17 to 27.97 days and in the year 2017-18 it again came back to normal holding period of 25.61 days.

This shows the company is maintaining their inventory-holding days between 22 to 25 days.

7) Debtors Turnover Ratio:

Table No: 7 (Rs. in Lakhs)

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Days in a Year	365	365	366	365	365
Inventory Turnover Ratio	14.56 Times	16.14 Times	12.56 Times	13.05 Times	14.22 Times
Inventory Holding Period	25.07 Days	22.61 Days	29.14 Days	27.97 Days	25.61 Days

It is clear that debtor turnover ratio is going upward over the years. It was 2.2 times in the year 2013-14. It increased to 2.93 times in the year 2014-15, It again increased to 3.27 times in the year 2015-16 but it decreased to 2.63 times and then it again decreased to 2.52 Times in the year 2016-17 and 2017-18 respectively.

8) Debtors Collection Period:

Table No: 8 (Rs. in Lakhs)

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Days in a Year	365	365	366	365	365
Debtors Turnover Ratio	2.2 Times	2.93 Times	3.27 Times	2.63 Times	2.52 Times
Debtors Collection Period	165.91 Days	124.57 Days	111.93 Days	138.78 Days	144.84 Days

Debt collection period changing over the years. It was 165.91 days in the year 2013-14. It decreased to 124.57 days in the year 2014-15, but in the year 2015-16 it slightly decreased to 111.93 days. There was a subsequent increase in the year 2016-17 and 2017-18 to 138.78 days and 144.84 days respectively. This shows the inefficient credit collection performance of the company initially which improved over the period.

9) Creditors Turnover Ratio:

Table No: 9 (Rs. in Lakhs)

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Net Purchases	37,348.2	36,384.95	59,111.81	32,791.18	51,386.46
Average Creditors	16,217.18	9,232.41	10,789.72	11,051.92	15,252.42
Creditors Turnover Ratio	2.31 Times	4.72 Times	4.75 Times	3.4 Times	3.7 Times

It is clear that creditor turnover ratio changing over the years. It was 2.69 times in the year 2013-14. It increased to 4.72 times in the year 2014-15, there was a decreased in the year 2015-16 by 3.73 times and 2016-17 decreased to 3.4 times and in the year 2017-18 decreased to 2.7 times. It shows that company has making prompt payment to the creditors.

10) Creditors Turnover Ratio:

Table No: 10 (Rs. in Lakhs)

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Net Sales	78,997.73	78,276.76	81,166.44	73,220.17	78,822.19
Net Working Capital	1,90,526	2,07,780	2,58,111	1,71,019	2,27,129
WCTR	14.83 Times	12.81 Times	2.93 Times	3.94 Times	3.57 Times

Average payment period changing over the years. It was 135.69 days in the year 2013-14. It decreased to 77.33 days in the year 2014-15. In the year 2015-16 and 2016-17 it increased to 98.12 days and 107.35 days respectively. In the year 2017-18 it decreased as compared to 2016-17 by 135.19 days. It indicates that the company has taken the steps to prompt payment to the creditors.

11) Working Capital Turnover Ratio (WCTR):

Table No: 11 (Rs. in Lakhs)

Years	2013-14	2014-15	2015-16	2016-17	2017-18
Days in Year	365	365	365	365	365
Creditor Turnover Ratio	2.69 Times	4.72 Times	3.73 Times	3.4 Times	2.7 Times
Creditor Payment Period	135.69 Days	77.33 Days	98.12 Days	107.35 Days	135.19 Days

The Working Capital Turnover Ratio is fluctuating year to year that was high in the year 2013-14 to 14.83 times; there was a subsequent decrease in the year 2014-15 and 2015-16 to 12.81 times and 12.18 times. It decreases in the year 2016-17 to 9.34 and 2017-18 it increases

to 9.60 times. This shows the company is utilizing working capital effectively.

Findings:

1. Working capital of the Aquatic Formulations (I) Ltd. was increasing and showing positive working capital per year.

2. The Aquatic Formulations (I) Ltd has higher current and quick ratios are i.e., 1.25 and 1.08 respectively as compare to previous years.

3. Inventory turnover ratio was 14.56 times in the year 2013-14. In the year 2014-15 it has increased by 16.14 times. In the year 2015-16 it has decreased by 12.56 times. It increased in the year 2016-17 by 13.05 times. In the last year 2017-18 it has again increased by 14.25 times.

4. Debtor's turnover ratio is very high in the year 2015-16. In the year 2016-2017 it has decreased by 2.63 times as compared to 2015-2016 and in the last year 2017-2018 it has again decreased by 2.52 times.

5. Creditor's turnover ratio has slightly decreased in the years 2015-2016 by 0.99 as compare to 2014-15. In the year 2016-2017 and 2017-2018 it has decreased by 3.4 and 2.7 times.

6. Working capital turnover ratio is very high in the year 2013-2014. In the year 2014-2015 it has decreased by 2.02 times as compared to 2013-2014 and in the last year 2017-2018

it has again decreased by 2.58times as compare to 2015-2016.

Conclusions:

1. Company should maintain adequate level of working capital to meet the day to day operations and maintain business operations. The effective management of working capital requires both medium-term planning and immediate reactions to the fast changes taking in the present business environment.

2. The Company's Quick Ratio is increasing every year which is the good sign for the company; Current Ratio shows that the company's liquidity position is very good with regards to the investment in current assets.

3. The study on Statement of changes in Working Capital shows that the effect on working capital of Trade Receivables, Cash and Bank balance and Inventory is increasing every year which indicates the good financial position of the company.

Suggestions:

1. Working capital of the company has increasing every year. Profit also increasing every year this is good sign for the company. It has to maintain it further, to run the business long term.

2. The Current and quick ratios are almost up to the standard requirement. So the Working capital management of Aquatic

Formulations (I) Ltd. is satisfactory and it has to maintain it further.

3. The company has sufficient working capital and has better liquidity position. By efficient utilizing this short-term capital, then it should increase the turnover.

4. The company should take precautionary measures for investing and collecting funds from receivables and to reduce the bad debts.

5. The company has sufficient working capital and has better liquidity position. By efficient utilizing this short-term capital, then it should increase the turnover.

Limitations of the Study:

1) The study is based on the information given in the annual report or other secondary sources connected to the topic.

2) Analysis is purely based on the historical facts and information.

3) Scope of the study is limited as it concentrates only on Aquatic Formulation (I) Ltd as it may vary from Industry to Industry

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The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013

Shantilal Hajeri

Abstract:

Since the women did not have enough work at home in a nuclear family and since the income of one person was not sufficient to meet the expenditure of city life, the women also thought of working. This created the problem for the safety of the women at work place. To mitigate this problem

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013” was passed to provide protection of women employees against sexual harassment and to protect the right of women employees to work with dignity.

This paper deals with the important provisions of the Act with an intention to create the awareness among all the workers.

Key words: Sexual Harassment, Workplace, Women worker, Hostile Work Environment

Introduction:

There is a saying in Sanskrit, “Udyogo Purush Lakshanam” which means the “Doing a job is the natural character of a man”. In olden days men used to work and earn the lively hood and the women used to take care of maintaining and running the family. Running the family was treated as important as earning the lively hood. Also there was the concept of joint family.

Due to industrialization and shortage of job opportunities at villages, people started migrating to cities. But the cost of living in cities was very high. Only the worker and his family started to migrate to cities since they could not afford big houses. This led to the culture of nuclear families. Since the women did not have enough work at home in a nuclear family and since the income of one person was not sufficient to meet the expenditure of city life, the women also thought of working. This created the problem for the safety of the women at work place. To

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mitigate this problem “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013” was enacted.

Objectives:

The objectives of this paper are

- a. To study the important provisions of “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013”
- b. To create awareness among the readers about the Act so that they will comply with the same and avoid penal actions.
- c. To offer suggestions to make the implementation of the Act more effective

Research Methodology:

The study is based on secondary data obtained from Websites, magazines, publications and books.

Data Analysis

The important provisions of the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013” are given below:

General information about this act is as under:

- a. The Law Recognizes Gender equality under Article 14 of the Constitution of India and the right to life & live with dignity under Article 21 of the Constitution

which includes a right to a safe environment free from sexual harassment

- b. The Law Lays down a uniform procedure for conducting an enquiry into the complaint on sexual harassment across a very wide range of employers including the government, armed forces, private organized sector as well as the unorganized sector such as agriculture, domestic work, construction work and the service industry
- c. The law makes sexual harassment at workplace a legal wrong
- d. It aims at man-woman harmony at work place
- e. It aims to build up confidence amongst female employees to stand up against harassment
- f. It makes the employer duty-bound to ensure a harassment-free atmosphere for woman to enhance work productivity
- g. This Law Provides a Civil Remedy. If the Harassment is Criminal, File a Complaint with the Police for action under IPC 354/509

Main Objectives of the Act are to provide protection of women employees against sexual harassment and to protect the right of women employees to work with dignity.

The Act extends to the whole of India. The Act is applicable to all organisations where women are employed. The act covers all women

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in the organised or unorganised sectors. public or private and clients, customers and domestic workers irrespective of their age or employment status such as regular/temporary/ad-hoc/daily wage employees, whether for remuneration including volunteers, Contractual worker, probationer trainee apprentice etc.

Important Definitions

1. Sexual Harassment : Sexual harassment includes unwelcome sexual behavior of direct or implied nature such as Physical contact & advances, Request for sexual favours, Sexually colored remarks, Showing pornography & unwelcome physical, verbal or non-verbal sexual conduct Sexual harassment is unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual or physical conduct of a sexual nature where

- a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
- c. Such conduct has the purpose of or effect of unreasonably interfering with an individual's work performance or creating an

intimidating, hostile, or offensive working environment.

2. 'Workplace' means
 - a. organizations, departments, institutions, office, branch unit etc. in the public/private sector, both organized and unorganized,
 - b. hospitals, nursing homes, educational institutions, sports institutes, stadiums, sports complex,
 - c. NGOs, trusts, cooperatives, societies, service providers &
 - d. any place visited by the employee in the course of employment including transportation
3. 'Employer' means the head or the person responsible for formulation & administration of policies of the workplace, the person discharging contractual obligations with respect to his/her employees and for a domestic worker, the person who benefits from that employment

Important Provisions of the Act.

1. What Behavior May Be Harassing?

A) Written:

- a. Unwelcome suggestive, sexually explicit or obscene letters, notes, e-mails or invitations.

B) Verbal:

- a. Derogatory, sexually explicit or offensive comments, epithets, slurs or jokes;

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- b. inappropriate comments about an individual's body or sexual activities;
- c. repeated unwelcome propositions or sexual flirtations; direct or subtle pressure or repeated unwelcome requests for dates or sexual activities.

C) Visual:

- a) Sexually oriented gestures, display of sexually suggestive or derogatory objects, pictures, cartoons, posters or drawings.
- b) Looking a person up and down (“elevator eyes”)

D) Physical:

- a. Impeding or blocking movements, touching, patting, pinching, or any other unnecessary or unwanted physical contact.
- b. Touching an employee's hair, clothing or body.
- c. Brushing up against a person.

Essential Ingredients of Sexual Harassment:

- a) Sexual in nature b) Must be unwelcome c) Must occur at Workplace.

Telling someone that his/her behavior is unwanted or offensive is an important first step in stopping sexual harassment.

1. Puts the person on notice
2. Gives him/her the opportunity to change

Sexual Harassment should not be tolerated in the workplace or in work-related settings, no matter the time or place it occurs. If the complainant had welcomed the respondent's conduct, the incident cannot fall under sexual harassment

No court can take cognisance of an offence punishable under this act except on a complaint made by the aggrieved or on her behalf. Every offence under this law shall be non-cognisable. It means, no police officer can take suo moto action on it without any direction from a judicial magistrate

3. Kinds of Workplace Harassment:

- 1) Hostile Work Environment
- 2) Quid Pro Quo Environment

1) Hostile Work Environment: It means

- a. Creating an intimidating work environment & humiliating treatment that affect health/safety of woman
- b. A pervasive sexual harassment that makes the work environment 'hostile'
- c. The sexist remarks, display of pornography or sexist/obscene graffiti, physical contact/brushing against women create hostile work environment

Sexual harassment is created when unwelcome harassment is severe or pervasive enough to alter the conditions of an individual's

employment or creates an abusive, intimidating, hostile or offensive working environment.

A single or unusually severe incident of harassment may be sufficient to create a hostile work environment, particularly when the harassment is physical.

2) Quid Pro Quo Sexual Harassment. It means

- a. Implied/explicit promise of preferential treatment in job
- b. threat of detrimental nature & threat to job
- c. sexual favours or advances in exchange for benefits
- d. Using a sexually explicit behaviour or speech as a condition for providing employment
- e. Any retaliatory action such as dismissal, demotion, difficult work conditions on a refusal to comply with a 'request'

Occurs when an employee's submission to or rejection of unwelcome sexual advances or conduct is used as the basis for an employment decision affecting that employee.

Examples:

- “If you want a promotion, you must sleep with me.”
- “If you do not want to be disciplined for being late and missing work, you must go out on a date with me.”

4. Responsibilities of the Employer

- a. To prohibit sexual harassment as part of service rules
 - b. To formulate & disseminate sexual harassment prevention policy.
 - c. The Policy should state what constitutes sexual harassment & the procedures to process a complaint
 - d. To provide safe no-harassment work environment
 - e. To take preventive measures
 - f. To conduct sensitization programmes to stakeholders
- a. To organize workshops on the provisions of the law & conduct employees awareness programmes at regular intervals
 - b. To declare contact details of the members of the Complaint Committee

5. Steps Employers must Take

- a. Prohibit sexual harassment & prescribe penalties in the rules & display it
- b. Private employers should include the prohibition in the standing orders under the Industrial Employment (Standing Orders) Act, 1940 or its equivalent
- c. Provide work conditions in respect of work, leisure, health and hygiene with no hostile environment towards women
- d. Ensure attendance of the

- e. respondent for enquiry
- f. Support the complainant to file criminal petition
- f. Creating Awareness on Preventive Measures

- c. fine of Rs 50,000 in case of any violation of this act
- c. In subsequent violations, the amount of fine will get doubled & may lead to cancelation of his license or registration of his firm

6. 'No-Harassment' Policy

- 1 A no-sexual harassment policy to be instituted in every organisation
- 2 It is a declaration to prevent, prohibit or eradicate sexual harassment &
- 3 An explanation of penalties, including termination of service, the employer will impose for sexual harassment & with a detailed outline of the grievance handling procedures
- 4 No-Harassment Policy Should
 - a. State that anyone found guilty of harassment after investigation will be put to disciplinary action and
 - b. should lay down strict rules regarding harassment of or by third parties like clients, customers etc.
 - c. an express provision to keep all sexual harassment complaints and procedures confidential & time bound

7. Employer to get punishment for Dereliction (Negligence)

- a. Every employer should create an environment free from sexual harassment
- b. An employer will be liable to a

8. How to Deal with Unwanted Attention?

1. Tell the individual that the behavior is unwelcome and to stop the behavior now.
2. Document the Incident:
 - a. Date, time, place of incident;
 - b. Specific unwelcome behavior;
 - c. Your response;
 - d. Names of witnesses; and
 - e. Copies of documentation (e.g. notes, e-mails, pictures, etc.)
3. Immediately report the behavior to your supervisor or the agency or the official designated to receive complaints.
4. Be Specific When Reporting Unwanted Behavior: Who? What? Where? When? Why?
5. Answers to other questions.
 - a. A. How many times has this happened?
 - b. Any witnesses?
 - c. What were your feelings?
 - d. Was your work affected?
 - e. Did you document the incident?
 - f. What remedy do you want?
6. Report Retaliation: If you believe that you are the subject of retaliation, immediately report this to your supervisor and/or to appropriate agency official.

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9. The Complaint Committee.

It is mandatory to set up a Complaints Committee to deal with incidents of sexual harassment

- a. The committee must be headed by a woman
- b. Half of its members should be women &
- c. It should include a third-party representative from an NGO/an agency conversant with the subject
- d. A member of the committee must have 5 years experience in social service or be familiar with labour, service, civil or criminal law

Types of Complaint Committee

Two kinds of committee for different types of organization are provided for in the law

An Internal Complaints Committee (ICC), at least a 5 member committee at all workplaces employing 10 or more workers

A Local Complaints Committee (LCC). A five-member committee at the district level for handling complaints from workplaces employing less than 10 workers

When the complaint is against the employer, it will be handled by LCC

A Domestic worker can file a complaint. A domestic worker is one employed for household work for remuneration

They can approach the LCC in case of any complaint

Relatives of the employer cannot file a complaint

10. Procedures for Filing a Complaint

- a. A complaint shall include 6 copies with supporting documents
- b. The complaint committee should send one copy to the respondent within 7 working days to get a reply
- c. The respondent has to file his reply within 10 working days
- d. The complaint committee has to inquire into the complaint, with principles of natural justice

How to Prepare a Complaint?

- a. Be specific about the incident
- b. Don't make any general allegations such as the officer harassed me.
- c. Tell exactly what happened with details, dates, witnesses & documents
- d. Be honest, don't lie, as the complainant can be sued for lying or false submission
- e. Also, request what the complainant wants like, "I want the head to reassign me to a different officer"
- f. The employer need not have to accept her suggestion, but her input would be helpful

Time Limit for Filing a Complaint

- a. A complaint of sexual harassment

- needs to be filed within 3 months
- b. The period may extend to another 3 months, in grave circumstances that prevented her from filing the complaint in time

11. Provision for Conciliation

- a. The ICC/LCC can take steps to settle the matter between the aggrieved woman & the respondent,
- b. This option will be used only at the request of the woman
- c. Monetary settlement shall not be the basis of conciliation
- d. If the settlement is not reached, the complainant can go back to the Committee & initiate an inquiry

12. Criminal Case

If the complaint discloses a criminal offence, the committee should pass on the complaint within 7 days to the police for criminal action under IPC. Crime can be charged under IPC 509 or any other section as the incident discloses.

13. Period of Inquiry & Action

- a. The Committee is required to complete the inquiry within 90 days
- b. On completion of the inquiry, the report should be sent to either the employer or the District Officer within 10 days of its completion
- c. They are mandated to take action on the report within 60 days

- d. If allegation is not proved the committee to send a report stating that no action is required
- e. Interim Action During Inquiry
- 1 The aggrieved or the respondent can be transferred to avoid face to face contact
 - 2 Grant leave to the aggrieved up to 3 months
 - 3 Other reliefs to the aggrieved as prescribed in the rules
 - 4 The employer should implement the above recommendation and inform the committee about it
- f. Committee should recommend actions against the respondent as per the rules in force. It may be a deduction of an appropriate sum from the respondent's salary or asking him to pay the sum. If the amount is not paid, it can be recovered as an arrear of land revenue.
- g. The committee can recommend for restraining the respondent from supervision of complainant's work
- h. If rules on punishment are not framed, the complaint committee can recommend an appropriate punishment
- i. Such a punishment can be a written apology, a warning, a reprimand or censure, withholding of promotion/pay rise/increments, termination from service, subjecting to counselling or forcing to do community service.
- j. On arriving at the amount to be paid, the complaints committee

should consider the following factors:

- 1 the trauma, pain or distress caused
- 2 The loss of career opportunity due to the incident
- 3 Medical expenses incurred
- 4 Income of the respondent
- 5 Feasibility of such payment in lumpsum etc.

14. Dealing with a False/Malicious Complaint

- a. If complaint is false with malicious intent, the complainant can be penalized as per the Service Rules
- b. An enquiry to be conducted prior to establishing malicious intent
- c. Mere inability to prove a complaint will not attract penalty
- d. Any malicious complaint by a woman will attract the same punishment, a man who has been found guilty of the offence at the workplace suffers

15. Non-Disclosure of Identity of aggrieved woman

- a. Prohibits disclosure of the identity & address of the aggrieved woman respondent and the witness
- b. Anyone who discloses the name or identity of the aggrieved woman or witnesses will be liable to pay a penalty of Rs 5,000
- c. But information regarding the justice secured to any victim,

without disclosing the identity, can be publicised

16. Ex-Parte Decision

- a. The complaints committee can terminate the inquiry proceedings or give an ex-parte decision, if the complainant or the respondent fails, without sufficient cause, to present her self or himself for three consecutive hearings
- b. Ex-parte or termination order will not be passed without giving the complainant/respondent a 15-day notice in writing

17 Civil suit for damages

Civil suit may survive for damages under tort laws for mental anguish, physical harassment, loss of income and employment caused by the sexual harassment

Suggestions.

1. Many times women suffer in silence instead of enforcing their rights under the Act. Such women are afraid of negative publicity they may get if they take action under the Act. The women who take the action under the Act should be felicitated and they should be made to feel that it is a positive step to punish the guilty under the act.
2. The movements like "Me Too" should be encouraged so that the women who have undergone

sexual harassment can shame the culprits. Even if there is no official punishment, the social stigma can act as a deterrent for the image conscious men. It is worth mentioning here that recently a Union Minister has to resign based on the complaints by his victims.

Conclusion

Many cases of harassment go unrecorded due to inaction by the victims. There is a need to encourage the women to exercise their rights without any fear and to instill the confidence in them.

Limitations of the Study:

The study is very brief and the author has relied upon the secondary data. Readers should consider this paper for general awareness.

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A Study on Modernizing Next Generation Education with the use of Virtual Reality and Augmented Reality

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Abstract

Virtual Reality and Augmented Reality is one of the promising industries in India at present. Virtual Reality and Augmented Reality has wide applications throughout, Education being one such field. Education means learning and later implementing the learned. Virtual Reality and Augmented Reality helps in learning and understanding not just by reading but by experiencing the subject. Exploring the theory of teaching learning pyramid, which says that 50% of knowledge is gained from discussions, 75% by doing and 90% by teaching others, researcher has tried to explain how applications of Virtual Reality and Augmented Reality focus on physical and mental involvement of an individual, which helps in understanding and knowledge retention. Challenges in implementation of applications of Virtual Reality and Augmented Reality in cash stripped public schools and other educational sectors are briefly discussed in this research paper.

Keywords - Next Generation Education, Media and Entertainment, Defense Planning, Knowledge Retention.

Introduction

In view of Antonin Artaud "illusion is not distinct from reality." Renaissance Europe produced believable depiction of spaces that did not exist, in "multiplying of artificial worlds". Some elements of VR appeared in early 1860s. Exact origin of virtual reality is disputed, because of difficulty to formulate a definition for the concept of a surrogate reality.

Augmented Reality (AR)

Augmented Reality is a technology that superimposes a CG image on a user's view of the real world, thus providing a composite view.

Virtual Reality (VR)

An interactive experience within a computer-generated simulated environment is known as Virtual reality (VR). It

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mainly consists of audio-visual interaction to a real world or imaginative environment. Augmented reality can be considered as a form of VR, as it layers CG image over live camera of a smart phone.

Currently, VR technology uses VR headsets, multi-projected environments, sounds and other sensations to simulate physical presence in a virtual or imaginary environment. With the help of VR equipments an artificial world can be explored and interacted. Haptic systems are used to create vibrations and other sensations through controllers. This tactile information is also known as force feedback video gaming and training applications.

Objectives

1. To ascertain the scope of integrating AR and VR in education.
2. To study the efforts and challenges in integrating AR and VR in educational institutes to modernize next generation education.

Research Methodology

Nature of data collected by the researcher is secondary. Researcher has used internet and e-references to collect the data required for the research. Links to the source of data is mentioned in the Bibliography located at the end of this paper.

Next Generation Education

Historically, education industry has

been slow in clinching new technologies. Considering the cash-strapped public schools it has been difficult to find footing for massive educational technology space. There has been instances of updating and upgrading current education technologies, in order to make space for the next generation education system. Smart boards and smart class rooms are some examples of such technologies. Augmented Reality and Virtual reality are technologies that the world perceives and is penetrating into every form of education.

Scope and Challenges of AR and VR in Education

Professionals involved with student learning, are most likely familiar with the Learning Pyramid. Theory of teaching learning pyramid says students remember 5% from lectures, 10% from reading, 20% from hearing, 30% from demonstration, 50% from discussions, 75% by doing and 90% by teaching others.

Teaching requires a lot of efforts and command over the subject taught. Hence teaching others has the maximum impact over learning and retaining the knowledge. However 75% of knowledge is gained by doing. Virtual Reality and Augmented Reality technologies focus on physical and mental involvement of an individual. Knowledge transmission is by doing i.e., by interacting with the Virtual Environment. Interaction with the environment could be by

means of discussion, audio visual, exploring the subject and various simulations.

The interactions and simulation in virtual environment helps understanding the subject better. Learning while doing i.e., interactive learning helps retaining the knowledge and reproducing when required.

Science Fiction film makers have explored and implemented the applications of Virtual Reality in various films successfully. Hollywood Films like Avatar, Avengers and Iron Man to name a few, have explored and showed various implementations of Virtual Reality and Augmented Reality in real life scenarios. Indian film industry has also worked on the concepts Virtual Reality and Augmented Reality and shown its applications in various ways, one such example is of RA One, where Virtual Reality and Augmented Reality is used for gaming.

Apart from science fiction films applications of Virtual Reality and Augmented Reality are limitless. Applications of Virtual Reality and Augmented Reality have a wider scope but not limited to following sectors:

- Primary Education
- Secondary Education
- Sciences
- Architecture and Planning
- Media and Entertainment
- Defense Planning

Primary Education

Primary education is the base for any education system. If a strong foundation is laid then the structure is unshakeable and holds for a long time. Similarly when a strong base is built during primary learning then the pupil is able to perform even the most difficult task with ease. Understanding the basic concepts of every subject is utmost important. Considering current trends and digitization, every other person has a smart phone gadget. Private players are capitalizing on learning via digital content for primary education. One such startup which is trying to find breakthrough in the market is Byjus. With introduction of Virtual Reality and Augmented Reality in primary education, learning becomes fun, understanding becomes easy and retention of knowledge is utmost. At early age, human mind is most receptive and absorbs information from its surroundings. Introducing Virtual Reality and Augmented Reality at early stage helps in habit formation and better understanding which later helps in personality development.

Secondary Education

Virtual Reality and Augmented Reality Secondary education helps in developing learning and exploring attitude amongst students. This is a crucial stage of education where a student develops liking towards a subject and also decides his further course of studies and career. With the help of Virtual Reality and Augmented

Reality in secondary education, liking towards a subject can be transformed into passion with the help of deep understanding of the concepts, without having to imagine them. Use of Virtual Reality and Augmented Reality enables a student not just to see but also experience the concepts with various examples, ability to interact with the environment while learning boosts this experience further which helps in learning and retaining the knowledge gained. With the additional understanding of a subject and concepts, a student is able to decide his career path and excel in his career.

Sciences

Applications of Virtual Reality and Augmented reality are limitless in the field of sciences. Understanding of subjects like Physics, Chemistry and Biology and their basic concepts have always been tricky for a student. Understanding chemical bonding, carbon dating, atoms, protons, neutrons and likewise, imagining the complexity of their structures through drawings has always been a challenge. Concepts of friction, tension, speed, collision and likewise, though being simple once understood, are always scary for students. Anatomy of a human, animal, alien, muscles, joints, nerves system and such biological terms have been mystification to many students. Imagining all the above mentioned concepts and understanding them with the help of diagrams and models in some cases

is very difficult as access. Access to the information and models with Virtual Reality and Augmented Reality, helps in understanding the concept better. Interactivity of the models gives a clarity of concepts and also helps understand margin of error. Black Panther is one such example of real life implementation of Virtual Reality and Augmented Reality.

Architecture and Planning

Real estate is one of the booming sectors in the current economy. Architecture planning is a primary requirement for real estate. Real estate has evolved from drawing to walkthrough. However, even after creating walkthrough, architects have to create sample flats in order to convince their clients and give them a feel of space and interiors. Virtual Reality and Augmented Reality have helped builders reduce this cost burden and has also helped in increasing customer base as the client can view sample flats at their own place with the help of Virtual Reality Headset and Gears. Applewood Kitchen, Wren Kitchens are a few examples who have been exploring the applications of Virtual Reality to promote their products.

Media and Entertainment

Virtual Reality and Augmented Reality have wide applications in Media and Entertainment industry. Games and movies have been developed with the help of Virtual

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Reality. User experience has improved as user gets involved in the Game or Movie and feels himself to be a part of the same. User gets detached from surroundings. There are adverse effects of this technology as being unaware of the surroundings can lead to fatal results at times. However, this technology is attracting a lot of users. Application of Augmented Reality have shown fascinating and jaw dropping user experiences. Games have always mesmerized kids but with the advancement of technology and sophisticated interactivity, gaming industry has developed its market not just among kids but also with their parents. Movies are enthralling when experienced rather than just viewed. This way messages from movies leave an everlasting effect when felt. Equipments like Oculus rift, HTC vive, Samsung headgear are used for Virtual Reality and Augmented Reality applications.

Defense Planning

Defense for any country is important. Planning strategies for movements and locations plays a vital role in defense. Not all locations have easy approach, especially the border areas and LoC's. Some locations have extreme temperatures, dense forests, presence of wild life and other nature based obstacles which make it difficult to survive. However, armed forces make their way and not just survive but also safeguard their nation at such extreme conditions. Planning their support and surveying the area personally is troublesome.

Virtual Reality and Augmented Reality can help survey the area and project the collected data. Understanding the terrain and its complexity with the use of Virtual Reality and Augmented Reality is comparatively easier. Armed forces can be trained using Virtual Reality and Augmented Reality for such extreme conditions and terrains. In case of war situations or while planning for a combat, application of Virtual Reality and Augmented Reality helps in forecasting the results and thus helps in understanding the viability of the plan. Application of Virtual Reality and Augmented Reality are wide and fruitful for defense as well.

Findings

Researcher feels that Virtual Reality and Augmented Reality has tremendous scope of application in various industries. Science Fiction Movies have experimented and also tried to show wide applications of Virtual Reality and Augmented Reality. Movies like Avengers, Black Panther, Avatar to name a few. Virtual Reality and Augmented Reality has also seen its implementations in interior designing. Applewood Kitchen, Wren Kitchens are a few examples of companies who are trying to implement Virtual Reality and Augmented Reality. However, researcher has observed that there is lot of investment required for Virtual Reality and Augmented Reality to be implemented in any sector. Cash-strapped public schools and

education sector faces a challenge of investment into Virtual Reality and Augmented Reality. This is limiting penetration of Virtual Reality and Augmented Reality into education sector. Whereas, Media and Entertainment has begun experimenting with the application of Virtual Reality and Augmented Reality via Gaming, Movies and also product presentations. Defense, on the contrary, is investing for betterment.

However, lack of knowledgeable professionals is a challenge as there is no formal established education system for Virtual Reality and Augmented Reality. Hence growth of Virtual Reality and Augmented Reality and its applications and penetration in the current market scenario is sluggish.

Conclusion

Researcher is aware that Virtual Reality and Augmented Reality has a wide range of applications and is capable of revolutionizing industries. However, there is a need of conviction and investments are required to fulfill these convictions. There is also a need of accepting and implementing new methods of teaching and learning, in order to make learning pleasant, understandable, interactive and knowledge acquisitive.

Suggestions for further research

Researcher felt that more and more research needs to be made to understand applications of Virtual Reality and Augmented Reality in modernizing next generation

education and challenges faced by the industries in implementing the applications of Virtual Reality and Augmented Reality with ease. Researcher suggests following topics for further research

1. Challenges faced by education industry in implementation of applications of Virtual Reality and Augmented Reality.
2. Availability of knowledgeable professionals to understand and teach applications of Virtual Reality and Augmented Reality.

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Designing Your Animation Character

SURYADATTA

Amol Gupte
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Abstract:

Designing a character for your animation may seem to be a piece of cake, however it is not as easy as you perceive it to be. Incorrect characteristics of your model are likely to attract failure. The researcher has put in efforts to provide few tips through his research in order to take a step towards improvisation of character modeling. He has discussed about some simple things which need to be a part of one's observation. The enhancement of such skills will only help animators/modelers to visualize their character in a much precise manner. While this process may not appeal to some, it is utmost important to get your character design right for conveying the intended message to the audience.

Introduction:

One of the most important aspects in animation is the "Character Design". While interacting with students, professional artists have revealed that they possess excellent talents from software abilities to conceptualization skills, however the students are unable to design their character well. Unfortunately, this proves to be a setback for the animators/modelers who are involved in an exceptionally creative field. Many animation students who are phenomenal in their work lose golden opportunities due to lack of observation skills. The animator/modeler may develop an extra-ordinary piece of work overall, however if the character design is not the way it should be, it will defeat the purpose. While you may possess exceptional drawing/sketching skills, designing your character requires you to take your creative thinking one step ahead by expanding your horizons further.

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Keywords: character design, character modeling, 3d modeling, 3d character, 3d animation.

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Objectives:

1. To highlight the lack of observation skills in animators/modelers.
2. To enhance observation skills amongst

animators/modelers which in turn will help them in character designing.

3. To justify the character that animators/modelers have designed.

Concept of Character Design:

Designing your character demands a lot of observations in your daily life. It primarily involves the character's physical attributes, dressing style, body language, various gestures, and to sum it up; an overall appearance. If you expect your protagonist and supporting characters to appeal to the audience, it goes unsaid that you design your characters appropriately. Hence, the researcher strongly recommends that you should identify the target audience on highest priority. Once you master this step, it becomes far more easier to visualize your character based on the story. Observing other's work (but not copying) is likely to help you develop your character design in a much focused manner. This may just direct you towards realizing the Do's and Dont's while designing a character, because it is important to understand why some characters click and some don't. There is abundant research material available in various forms such as TV Advertisements, Hoarding Ads, Food Boxes, Social Media Platforms, Mobile Phone Games, Books, and many more.

Your objective is to catch the audience's attention and make them believe what you have designed is truly appealing. There may be thousands of other artists who may

design a character the way you do. However, there has to be some unique element in your design which makes your character stand out from the rest. Though, it has to make visual sense in the audience's minds. It takes much more than you think to visualize and bring your character to life virtually. One of the principles of Animation is "Exaggeration". Hence, this is one opportunity and an additional liberty for you to make use of this principle while bringing down your character design on your sketching sheet. Let us consider the world famous sailor "Popeye" for instance. We all know that spinach is an amazingly versatile leafy vegetable, which is rich in vitamins, minerals, and extremely nutritional. However, when Popeye consumes a dose of spinach, he develops incomparable strength and agility within seconds, with an add-on as his bulging forearms. Though we are aware that this is practically not possible in real life, these are some elements which are well thought and designed to create an extra impact for that character.

Now, let us try to design a character of our own; a 20 year old female student who is cheerful, smart and is the center of attraction in her college. As we had discussed earlier, the first thing you need to do is identify the target audience. Before you start designing this character, there are few questions that you need to ask yourself; What is this girl's family background? What is her family's financial status? Is she good or bad in her academics? What are the girl's likes and dislikes? Who are her

friends or who does she hang out with? Is the girl helpful to others or an arrogant girl with attitude? Is she moody? How will her dressing sense be? Is she shabby or very particular about her habits and hygiene? How does she commute? What are her food habits? There are many such questions, the answers to which will help you to visualize your character in a much better way and acquire a convincing outcome. While designing such a model it is also essential to take into consideration if the character is a real life human or a cartoon character. The reason for this thought is that the body proportions will vary in both cases.

In case of a real life human model the body proportions will need to be as per the human body anatomy, while in case of a cartoon character there are no such limitations. In either cases, it is mandatory that you have the model ready on a paper sheet before you actually start modeling it in your preferred 3D software.

There are many other elements which are extremely important when it comes to the finished product. One of them is texturing. Once you have your 3D model ready it is time that you give it the right complexion along with appropriate clothes and other essential accessories which are best suited to that character. You may assume that giving a texture to a 3D model is no big deal, and might just end up with a wrong cover to your valuable book. Here you are expected to consider the character's ethnicity, geographical location, and other such

elements which are bound to affect its body type or skin type.

Once you have a concrete character design, one intricate step is to create a 3D model of that character in your preferred software. It is important that you think of preparing your model from animation point of view. Hence, having a quadrilateral polygon structure in your model is strongly recommended by the researcher. Acquiring this habit will make it easier for rigging, texturing, dynamics, as well as animation and all other purposes. In case you make a non-quad polygon structure the back-end system is likely to create complications while dividing the triangles, pentagons or polygons with higher vertices. It is a good idea to follow a specific pattern. As we all know, pattern represents repetition, hence you can save an enormous amount of time and complications if you are capable of identifying patterns before-hand for a specific 3D model. Also, if you develop this skill while creating various character models, it will be a cake-walk for you to edit your model within minimal time. This way you can also make modifications in larger models with an investment of lesser time and efforts, but getting the desired results effectively.

Ambition is the first step towards improvement. However, if you think you can create a masterpiece having an unmatched complexity by directly jumping into 3D modeling, BEWARE! You will undoubtedly attract a huge quantum of disappointment and

frustration. While it is good to know that you may have had an image of your character model in your head from a long time, it is essential that you get your technical skills up to the required level. The reason to have this approach is that when it is time to plan your project you should be asking yourself about the technical hurdles which might cross roads with you and how you could solve them realistically. Many beginners have a misconception that a single seamless mesh will make the best 3D model. Instead, such an approach will complicate the model all the more. Making mistakes during learning is absolutely acceptable, because that will expose you to the "Don'ts" while modeling. This practice will also prove to be a learning process and ultimately help you in continual improvement.

The researcher strongly recommends that the 3D model that you create should necessarily have a simple mesh. In case you make a complicated structure, firstly the file will be extremely heavy and secondly you will certainly come across a nightmare while making even the slightest modifications in the model. This carelessness again will invade your patience and eventually tie up your creativity in chains. Hence, it is advisable that you spend considerable amount of time to first have a clear sketch of your character, and then think of how you could make it even simpler as a 3D model instead of just rushing your way towards completion without any planning. Investing quality time in the

initial stages will save you from disaster and humiliation.

Conclusion:

1. The researcher has observed that though animators/modelers possess excellent skills as far as software and other tools are concerned, they lack the power of observation. This leads to failures and slower career progression. An effective way out is to interact with more and more people. This will improve your observation skills and enhance the way you see people. This process will automatically lead you to notice the different behaviors, gestures, styles, dressing sense, way of walking / running / sitting talking / laughing / crying and many such things, which will help you in designing the character very precisely.
2. Animators do a phenomenal job in designing 3D models, however it has also been observed that the character actually differs from the way it should be. This happens due to lack of observation. There are some minute but impactful elements which the animator misses out while making those 3D models. The animator can improve his communication skills up to a great extent by reading, writing, watching, observing, and interacting with people. This process will be of extensive help in getting his character model correct and also conveying the right message to the audience as desired.

Suggestions for further research:

Since researcher had certain limitations, he felt that an additional research needs to be done in order to understand the root cause of these hurdles along with the solutions for them. Researcher suggests following topics for further research...

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2. Importance of Observation Skills for Character Modeling.

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What is More Important Emotions or Sense of Duty?

Dr. Anand G. Gaikwad

I was working in a Personnel and Administrative Department and handling the generalist profile in one of the reputed Steel Manufacturing Companies whose plant was located in P. C. M. C. Area, Pune for duration of about 10 years, a few years back.

There was one incident which took place where the driver had stolen Cash of Rs. One Lakh. There was an urgent requirement of cash in our Branch Office which was situated at Aundh. The Finance Manager from the Plant office was instructed by the Top Management to remit the required cash immediately. He checked the arrangements as to how to transfer the cash. Those days On Line Banking System was not developed. He could manage a Mini Bus and handed over the cash to its driver to be given to the concerned person within next one hour, which was the reasonable time of transit from Plant Office to Branch Office around 11:30 a.m.

After an hour or so, around 12:40 p.m. there was a phone call from branch office enquiring about the cash. Those days Mobile Phones were not there. It was learned that the Mini bus had not reached the Branch Office, at that time. This news was quite shocking and thus, it created havoc in the Finance and Personnel and Administration Department. After listening to the news, the Personnel Manager started locating the bus. Immediately, he started from Plant Office towards Branch Office in the General Manager's reserved vehicle. He was looking for the Company Mini bus during his journey till the Branch Office, but he could not locate the same. He started suspecting as to what might have happened, in the meantime.

Everybody was worried and discussions were going on for further line of action for about an hour or so. All of a sudden, at around 3.00 p.m. there was a phone call from local PCO by an unknown person, informing about the

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Minibus; the telephone number was mentioned on the side panel of the Minibus. The caller informed that the Minibus was parked on the extreme left side of the road after a bridge in Katraj. He also informed that the situation of interior of the driver's cabin of the Minibus is badly damaged and the driver is beaten up ruthlessly by the unknown robbers.

The Personnel Manager, Transport officer and two other drivers reached the place, but the actual scene was completely different. They noticed that there was no absolute damage to the bus; in fact; it was in a good condition and parked neatly near S. T. Bus Stand.

Subsequently, the Personnel Manager reported this incident to the Police Station at Katraj; where the bus was found and also at Aundh Police Station where the Branch Office was located; as per the procedure of Police Department. The complaint against the driver was registered and police started investigating into this matter, on the basis of the documents and photographs given to the police department.

Meanwhile, respective H. O. D.s had given orders to all the concerned departments' employees (Personnel and Administration, Transport, Security and Finance) that they should not leave the Plant Office till further instructions. Thereafter, around 6 p.m. the Personnel Manager asked me to check the documents (Licence, Ration Card and Character

Certificates) of all the drivers and security guards and prepare the file. My regular duty timings were 9:00 a.m. to 5 p.m., but after understanding the gravity of the situation, I decided to stay back at the Plant Office for the whole night and started looking for the necessary documents in the personal files of all the drivers and security guards. More than 50 drivers and 100 security guards were there on the roll of the company. I collected all the documents for each one of the employees and prepared sets of the photocopies for every employee. This work continued till the workers of the first shift arrived the next day around 6.00 a. m. The worried Personnel Manager; who could not have sound sleep all through the night; reported for the duty next day at 6 a.m., three hours earlier than the routine timings. He was very pleased to see me working without break till 6 a.m. for almost 21 hours. He admired my special efforts for rising to the occasion at the need of the hour and promised me for qualitative appreciation at appropriate time.

Fifteen days later, police caught the driver from his native place and recovered cash of Rs. 40,000/-. The same was intimated to the Personnel Manager; who went to police station immediately for completion of further formalities.

Police carried out detailed investigation of this case and found some facts mentioned below:-

1. The driver's mother was

What is More Important Emotions or Sense of Duty?

seriously ill and needed immediate hospitalization which required around Rs. 50,000/-

2. The driver had applied; for advance of Rs. 50,000/- against salary; stating the above reason clearly and honestly; but his application was rejected by the Finance Department on the ground that earlier advance of Rs. 50,000/- was not clear,
3. He paid Rs. 50,000/- for his mother's hospitalization and purchased medicines of Rs. 10,000/- for his mother.

Company could get Rs. 40,000/- from Police department and Rs. 60,000/- from the Insurance Company against the Insurance Policy of Cash – in – Transit.

After learning the facts of the case the following unanswered and unavoidable questions crop up:-

- a) Had the consequences been different in case the Finance Department accepted the application for Salary Advance on Humanitarian grounds?
- b) What changes could be incorporated in Company Policies to avoid recurrence of such incidents in future?



Today we talk about Global Village or navigating into the VUCA (Volatility, Uncertainty, Complexity and Ambiguity) World, Industry 4.0 etc.

No matter how technology and business take their height & shape, there are certain values & principles which will be having their existence and need till the end of this world. However it's been very painful to see these values and principles going away mile by mile from humans especially the youth.

Thus it is high time that we take a back step and refill and rejuvenate ourselves with these values and principles and take a high jump towards development and success of business and mankind.

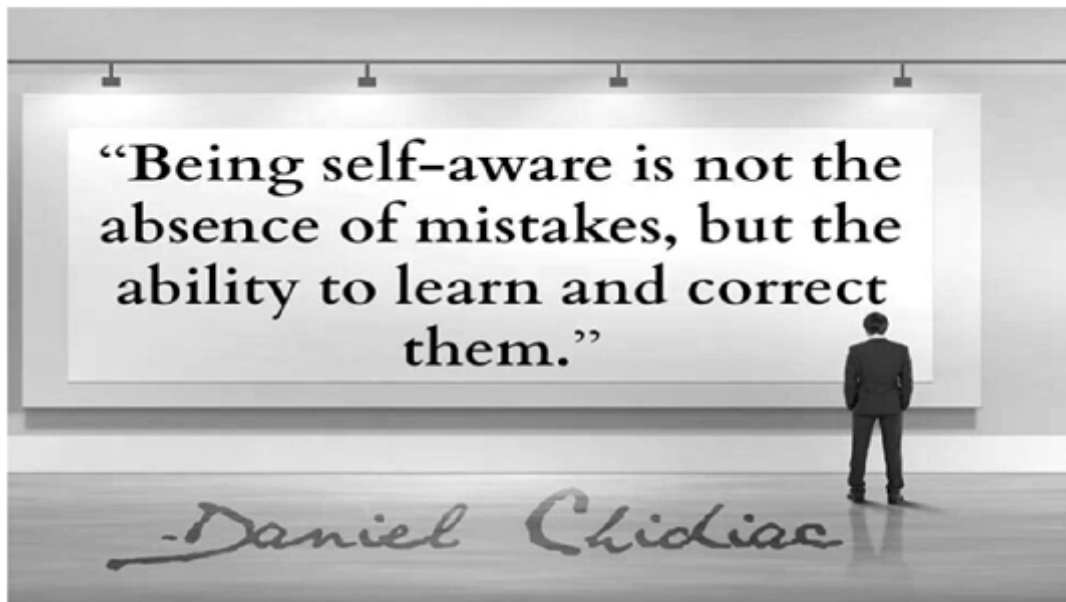
Everyone becomes presentable by outer grooming but if we have not done our inner grooming (that is the values & principles) right we won't be preferable.

The literal definition of inner grooming is as follows: It is mental & spiritual transformation of a person with learning, re-learning & unlearning certain things. It deals with making a person not only a good corporate personality or an entrepreneur but also a responsible citizen and a sensitive human being.

In my view inner grooming includes following 21 points and must become a part and parcel of the curriculum:

1. SELF AWARENESS:

Self-awareness is the capacity for introspection and the ability to recognize oneself as an individual separate from the environment and other individuals. It is not to be confused with consciousness. In other words it is good knowledge and judgment about oneself. This further helps us to do our own SWOT Analysis (S=Strengths; W=Weaknesses; O=Opportunities T=Threats)



1. SELF DISCIPLINE

Self discipline means self control, which is a sign of inner strength and control of yourself, your actions, and your reactions. Self discipline gives you the power to stick to your decisions and follow them through, without changing your mind, and is therefore, one of the important requirements for achieving goals

2. CONFIDENCE BUILDING

“Because one believes in oneself, one doesn't try to convince others.

Because one is content with oneself, one doesn't need others' approval. Because one accepts oneself, the whole world accepts him or her”- **Lao Tzu**

“You are the only person on earth who can use your ability”. - **Zig Ziglar**

In a nut shell have faith in yourself and you can win all the battles

3. ANGER MANAGEMENT

Giving back and arguing is the easiest way to react however keeping ourselves calm is the most difficult way. And the right way is always difficult. Choice is ours!!!

When you can't control what's happening. Challenge yourself to control the way you respond to what's happening. That's where your power is.

**“It’s not the load that breaks
you down, it’s the way you
carry it.”
~ Lou Holtz**

5. STRESS MANAGEMENT

Managing stress is all about taking charge: taking charge of your thoughts, your emotions, your schedule, your environment, and the way you deal with problems. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and fun – plus the resilience to hold up under pressure and meet challenges head on. We can adapt the following stress management strategy

**Stress management strategy #1:
Avoid unnecessary stress**

**Stress management strategy #2:
Alter the situation**

**Stress management strategy #3:
Adapt to the stressor**

**Stress management strategy #4:
Accept the things you can't change**

**Stress management strategy #5:
Make time for fun and relaxation**

**Stress management strategy #6:
Adopt a healthy lifestyle**

6. CHANGE MANAGEMENT

In today's world “Change is the only constant”. The more we accept this more life becomes easy.

7. INTERPERSONAL SKILLS:

It is the ability to communicate or interact well with other people. Another **definition** of **interpersonal skills** means that set of **abilities** that enable a person to interact positively and work effectively with other people

8. PATIENCE BUILDING

Patience is a person's ability to wait something out or endure something tedious, without getting riled up. Having **patience** means you can remain calm, even when you've been waiting forever or dealing with something painstakingly slow or trying to teach someone how to do



something and they just don't get it.

We can follow the 6 steps and build our patience:

1. Pick up on the thoughts and physical feelings of being impatient
2. Figure out what's causing your impatience
3. Take a moment to ground yourself
4. Take 5 deep breaths to slow your heart rate down
5. Shift your perspective about your situation if you can
6. Find something good or interesting in the situation if you can

9. EGO MANAGEMENT:

Your **ego** is your conscious mind, the part of your identity that you consider your "self." If you say someone has "a big **ego**," then you are saying he is too full of himself. Everyone has an ego. It consists of the feeling inside you which makes you feel different from everyone else. **Ego is also related to**

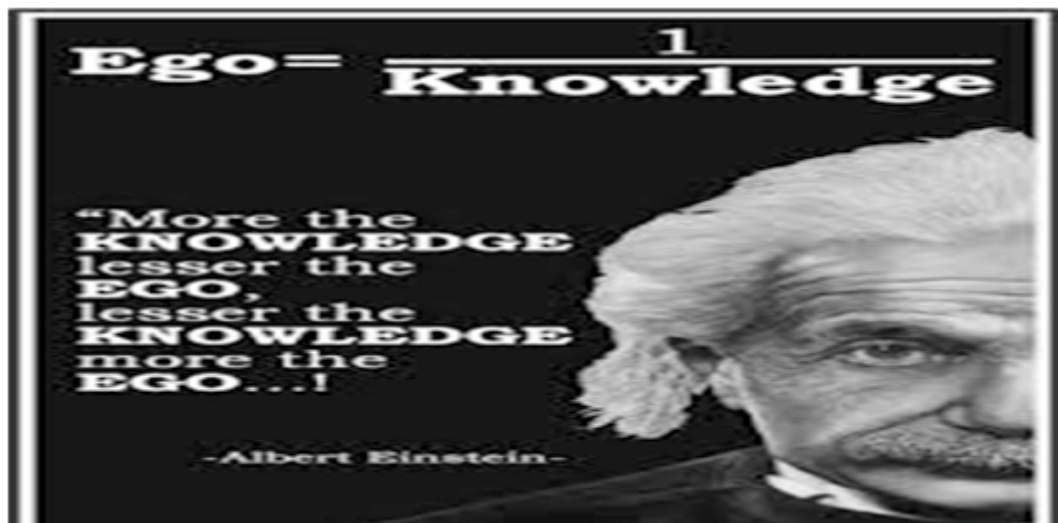
self-image and self-esteem.

We should always remember that being humble and less egoistic has so many benefits. Being full of love and less anger is always a great way to overcome feelings like this and that it feels great when someone reaches out to us for help.

Plus when it comes to things like this, we should always consult our closest friends. They can help you in times like this.

Always remember that we are much more powerful, strong and beautiful than your high ego can ever be. There is nothing in life that we cannot master.

Whenever we feel like it's your ego taking over, just let them know that you are free to do anything and that it is time to let go. The ego is like a bully. You can make it powerless if you want to.



**10. DEVELOPING
EMOTIONAL QUOTIENT:**

EQ is the level of a person's emotional intelligence, often as represented by a score in a standardized test. Emotional intelligence is the capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically

**11. OVRCOMING INFERIORITY
V/S SUPERIORITY COMPLEX**

Superiority complex is a psychological defense mechanism that compensates for an **inferiority complex**. The term was coined by Alfred Adler as part of his school of individual psychology.

Most people either have inferiority complex or superiority complex. Either they underestimate themselves and suffer from inferiority complex or they over estimate themselves and have superiority complex.

**No one can make you feel
inferior without your consent.**

- Eleanor Roosevelt

**Steps to follow to overcome
inferiority complex:**

1. Don't compare
2. Accept yourself as you are
3. Love yourself – self love is the best solution to heal your inner wounds

4. Grow within spirituality
5. Witness the emotions

12. FOREGIVENESS:

Psychologists generally define forgiveness as a conscious, deliberate decision to release feelings of resentment or vengeance toward a person or group who has harmed you, regardless of whether they actually deserve your forgiveness.

Just as important as defining what forgiveness is, though, is understanding what forgiveness is *not*. Experts who study or teach forgiveness make clear that when you forgive; you do not gloss over or deny the seriousness of an offense against you. Forgiveness does not mean forgetting, nor does it mean condoning or excusing offenses. Though forgiveness can help repair a damaged relationship, it doesn't obligate you to reconcile with the person who harmed you, or release them from legal accountability.

Instead, forgiveness brings the forgiver peace of mind and frees him or her from corrosive anger. While there is some debate over whether true forgiveness requires positive feelings toward the offender, experts agree that it at least involves letting go of deeply held negative feelings. In that way, it empowers you to recognize the pain you suffered without letting that pain define you, enabling you to heal and move on with your life.

While early research focused on forgiveness of others by individuals, new areas of research are starting to examine the benefits of group forgiveness and self-forgiveness

The first to APOLOGIZE
is the bravest. The first to
FORGIVE is the strongest.
The first to FORGET is the
HAPPIEST.

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13. POSITIVE & RIGHT ATTITUDE

Here are a few definitions of Positive Attitude:

1. Positive attitude is a state of mind that envisions and expects favorable results.
2. The willingness to try doing new

things

3. The belief that everything would turn all right
4. It is an attitude that helps you see the good in people.
5. It is a mental attitude that sees the good and the accomplishments in your life, rather than the negative and the failures.
6. A positive attitude is a mindset that helps you see and recognize opportunities.
7. Positive attitude means positive thinking
8. It is optimism and maintaining a positive mindset
9. It is a mental attitude that focuses on the bright side of life
10. It is a mindset that uses the words, "I can", and "it is possible".



Character Traits of People with a Positive Attitude:

1. A positive attitude is mental outlook of optimism and of expecting good things to happen. People who possess this attitude are easier to get along with, are happy, and they spread joy around them.

2. A person with a positive state of mind does not dwell on the problems and difficulties of the past, and does not let them dictate his or her life. Such a person would rather learn from past mistakes and move on.

3. A positive attitude can affect your life favorably in all areas. People with a positive outlook, view life, challenges, and the situations they go through, with confidence and are sure they can deal with them.

4. These people would not be stuck in a negative attitude of fear, lack of self-esteem and passivity. People with a positive attitude will not let failure or obstacles stand in their way, and will always try to find ways to overcome them.

14. NO AROGANCE:

Being arrogant is being unpleasantly proud and behaving as if you are more important than, or know than, other people.

How to Overcome Arrogance

“Arrogance is knowledge minus wisdom.” Celso Cukierkorn

Lack of self-compassion drives arrogance. We tend to take ourselves too seriously, that's why we want to

look better in the eyes of others. The best antidote to overcome arrogance is to treat ourselves more kindly.

Laugh at yourself. When you can poke fun at your flaws, you let go of the need to look perfect in front of other people. You don't need to downplay yourself either. False modesty doesn't help. Acknowledge your weak links. Feel proud of being a “work in progress.”

Admit your errors. Owning your actions makes you free. Even if that means becoming accountable for your mistakes. When you stop blaming others, you stop pretending you are better than everyone else.

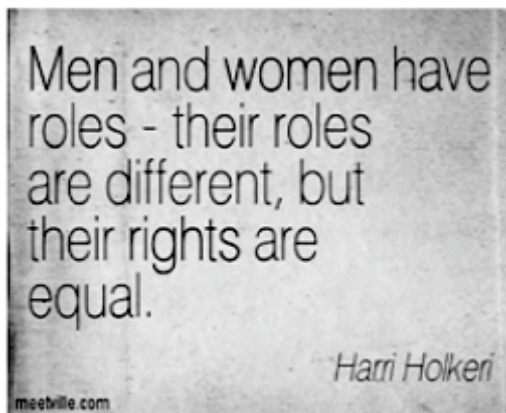
Spend time with yourself. Meditate, go for a walk, write your accomplishments in a journal, or simply take some time to appreciate your own company. When you feel good being alone, the desire to be appreciated by others diminishes. Look for your own acceptance rather than others.

Be kind to yourself. If you are over-critical about your achievements, you will never feel satisfied. Take it easy. Learn to treat yourself with respect. Avoid comparing yourself to others. **Be your own benchmark.** Acknowledge your progress. Don't feel a failure when you fail, learn from your mistakes.

Stop trying to be right. There's no one truth. Every time I say this, many

people get upset. They write back and say that I'm wrong, and want to impose their truth — they have “the answer,” they tell me. I don't judge them. It just keeps me aware of not playing a game that no one wins.

Life is a journey of never-ending discovery. Take science for example. Scientists love making discoveries



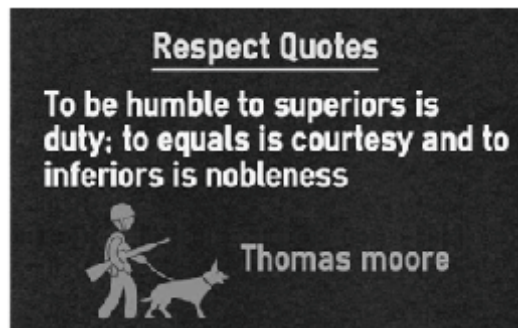
and prove former theories wrong - until another scientist comes and outsmart them. And the cycle goes on and on.

15. LEARNING TO RESPECT LEARN TO RESPECT GENDER:

LEARN TO RESPECT HIERARCHY:

Peers, Subordinates and Superiors

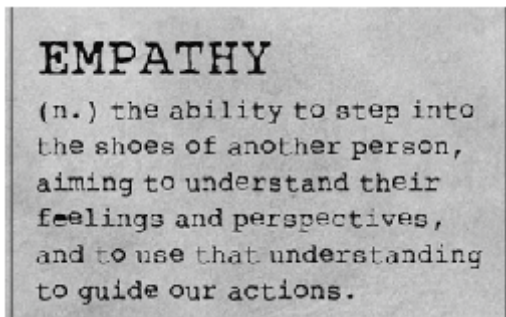
- Good etiquette involves showing respect not only to superiors, but also to our peers and subordinates; in other words, to everyone.
- If we treat everyone with respect, we will avoid making costly mistakes and experiencing discomfort by accidentally treating a superior in a disrespectful way.



16. LEARNING EMPATHY

Empathy is the capacity to understand or feel what another person is experiencing from within their frame of reference, that is, the capacity to place oneself in another's position. There are many definitions for empathy that encompass a broad range of states Psychologists Daniel Goleman and Paul Ekman break down the concept of empathy into the

following three categories.



Cognitive empathy is the ability to understand how a person feels and what they might be thinking. Cognitive empathy makes us better communicators, because it helps us relay information in a way that best reaches the other person.

Emotional empathy (also known as affective empathy) is the ability to share the feelings of another person. Some have described it as "your pain in my heart." This type of empathy helps you build emotional connections with others.

Compassionate empathy (also known as empathic concern) goes beyond simply understanding others and sharing their feelings: it actually

moves us to take action, to help however we can.

17. DEVELOPING LEADERSHIP QUALITIES

Leadership is the ability of an individual or a group of individuals to influence and guide followers or other members of an organization.

Leadership involves making sound -- and sometimes difficult -- decisions, creating and articulating a clear vision, establishing achievable goals and providing followers with the knowledge and tools necessary to achieve those goals



Following Are The Qualities Of A Good Leader:

- Honesty and Integrity
- Inspire Others
- Commitment and Passion
- Good Communicator
- Decision-Making Capabilities
- Accountability
- Delegation and Empowerment
- Creativity and Innovation
- Taking the responsibility of mistakes of subordinates
- Giving all credit to subordinates for a job well done
- Praise in public; criticize in private
- Accept people as they are and develop them as he/she wants

18. UNDERSTANDING THE

ESSENCE OF TEAM WORK

The real full form of the word team is
 T = Together E = Everyone
 A = Achieves M = More



19. LEARNING TO TAKE & ASSUME RESPONSIBILITY



TOWARDS SOCIETY

Qualities of a good citizen

- Obeys the law / Respects authority
- Contribute to Society and Community/ Performs Civic Duty
- Loves his/her country/ Patriotism
- Courtesy and respect for the rights of others
- Trust worthy and Honesty
- Tolerance
- Accountability
- Moral Courage
- Responsibility
- Self-Discipline

TOWARDS INSTITUTION

STUDENTS

RESPECT FOR ALL

Our Student Behaviour Management plan is based on a commitment to mutual respect for all members of the Lindfield community. Our key rights and responsibilities aim to assist each boy come to a better understanding of what it means to show Respect For All.

RIGHTS

Everyone has the **RIGHT** to:

<ul style="list-style-type: none"> ✓ Be treated with respect and dignity ✓ Be treated as an individual ✓ Feel safe while learning and interacting with others 	<ul style="list-style-type: none"> ✓ Actively participate in a positive learning environment ✓ Expect personal belongings and school property to be respected ✓ Be proud of his uniform and the traditions of Nowington College
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RESPONSIBILITIES

Everyone has the **RESPONSIBILITY** to:

<ul style="list-style-type: none"> ✓ Be respectful, courteous and considerate ✓ Accept and respect individual differences ✓ Act responsibly and sensibly in all situations 	<ul style="list-style-type: none"> ✓ Contribute positively to the learning environment ✓ Treat personal items and school property with due care and respect ✓ Follow college expectations with respect to values and dress codes
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TOWARDS THE COUNTRY

Voluntary Responsibilities

- Being loyal to one's country
- Understanding and using the judicial process accordingly
- Being an active member in the community
- Being and active member in civic organizations
- Voting properly and wisely in elections
- Being a cooperative citizen with law enforcement agencies
- Being well informed on current affairs or issues
- Being helpful and respectful to one's neighbours

citizens; an individual has accountability for acts and behaviors. Sometimes, though, taking accountability means admitting you made a mistake. Punishment may result, but accountability shows ownership and a willingness to admit mistakes.

TOWARDS THE WORLD

What is a Global Citizen?

- **Global Citizenship** means that as citizens of the world, we have responsibilities to each other and to the Earth itself. Whether through sharing knowledge, volunteerism or advocacy, everyone, including young people, can make a difference.

20. UNDERTSANDING ACCOUNTABILITY:

Accountability is a noun that describes accepting responsibility, and it can be personal or very public. A government has accountability for decisions and laws affecting its

We should consider accountability through the lens of five core principles: responsibility, explainability, accuracy, auditability, and fairness.

NIT Technology Review

21. DEALING WITH INSECURITY:

It is a feeling of uncertainty, a lack of confidence or anxiety about you. If we work on all the above mentioned points we won't be having any insecurity at work or otherwise



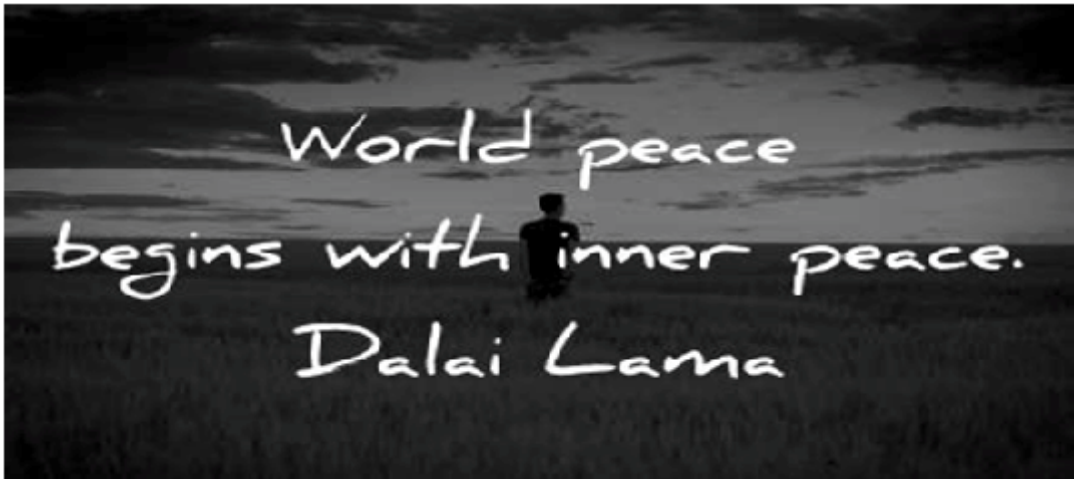
Uncertainty is the only certainty there is, and knowing how to live with insecurity is the only security

— John Allen Paulos —

AZ QUOTES

22. INNER PEACE:

Inner peace (or peace of mind) refers to a deliberate state of psychological or spiritual calm despite the potential presence of stressors. Peace of mind, serenity, and calmness are descriptions of a disposition free from the effects of stress.



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Tsunami Survivor- An Employee's Breathtaking Experience

Nivedita Gupte

(Some employees pass through terrible experience while discharging their duty with dedication, devotion and honesty. The author of this article has gone through such an experience while working in Maldives. This experience will teach the readers as to how to withstand with great patience and unshattered courage in adverse circumstances.)

(Editors)

This occurred in December 2004. I was working at TAJ Exotica Maldives in Housekeeping Department. The hotel has 60 rooms out of which 30 are on jetty. I was the one looking after these 30 rooms. There was a group of guests who were scheduled to reach the hotel by 8.00 A. M. for check-in. So we had to keep around 26 rooms ready before their arrival. I myself and two other room attendants were taking care of all the rooms' final touch up. In the interim, suddenly the water started becoming brackish. One of the room attendants thought that that must be the Shoal's sound which seemed to regular phenomenon. So we did not take the same; quite seriously. Little later, it was seen that the water level in the sea was increasing abruptly. At the same time, I received the message from Hotel reception that everyone even including the guests had already been informed to move towards the island immediately. To my utter surprise, no one informed me as to what the reason was; but it was only informed that it was a grave EMERGENCY.

The moment I came out of the room, I could see the water level increasing quite speedily. Suddenly, I started running towards the island on the jetty. When I was at the middle of the jetty the water level reached up to the height of my knees. When I looked around, I realized that I was standing in the middle of the flood. I could not locate the path leading towards the island where I wanted to reach safely. That was the moment I was afraid as to who will rescue and take me to the island.

Prof. Nivedita Gupte
Assist. Prof., SCHMTT

Tsunami Survivor- An Employee's Breathtaking Experience

There was a buggy (Transportation Vehicle) on the jetty to deliver guest luggage to the room. Somehow I managed to reach till the buggy. However the force of the water was so severe that I was literally thrown away from one side of the island to the other. I tried all the best to catch hold of a nearing coconut tree but unfortunately I could not. The force of the water was so high that I was continuously rolling upside

down in the water. I was literally pulled down and the water gushed into my ears, eyes and mouth. After some time, I was able to see the restaurant submerged in the sea.

(Image of restaurant)

When the force of the water was reduced, a bit, later I could succeed in catching a pillar. I was holding the pillar for almost 45 minutes when the rescue team arrived.



Old image of the hotel – Before Tsunami



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The ethos of Suryadatta is "Enlightening and Disseminating Knowledge for Prosperity" "ज्ञाननिर्धूत कल्मषाः"

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- **Suryadatta Institute of Business Management & Technology (SIBMT)**
- **Suryadatta Institute of Management & Information Research (SIMIR)**
- **Suryadatta College of Management, Information Research & Technology (SCMIRT)**
- **Suryadatta College of Hospitality Management & Travel Tourism (SCHMTT)**
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- **Pune Institute of Applied Technology (PIAT)**
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