

Participant Handbook

Sector
Beauty & Wellness

Sub-Sector
Yoga

Occupation
Yoga Services

Reference ID: **BWS/Q2203, Version 2.0**
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Yoga Trainer (B&W)



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Shri Narendra Modi
Prime Minister of India

“ Skilling is building a better India.
If we have to move India towards
development then Skill Development
should be our mission. ”



Certificate

COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

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BEAUTY & WELLNESS SECTOR SKILL COUNCIL

for

SKILLING CONTENT : PARTICIPANT HANDBOOK

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The preparation of this handbook would not have been possible without the Industry’s support. Industry feedback has been extremely encouraging from inception to conclusion and it is with their input that we have tried to bridge the skill gaps existing today in the industry.

This Participant Handbook is dedicated to the aspiring youth who desire to achieve special skills which will be a lifelong asset for their future endeavours.

About this book

Welcome to the “Yoga Trainer (B&W)” training programme. This PHB intends to facilitate the participants with detailed knowledge about the concept of Wellness industry, Yoga Trainer (B&W) profession and their functioning.

This Participant Handbook is designed based on the Qualification Pack (QP) under the National Skill Qualification framework (NSQF) and it comprises of the following National Occupational Standards (NOS)/ topics and additional topics.

1. BWS/N9001 Prepare and maintain work area
2. BWS/N2204 Conduct the advanced yoga sessions for 360-degree wellness
3. BWS/N2202 Conduct Hatha Yoga Sessions
4. BWS/N9002 Maintain health and safety at the workplace
5. BWS/N9003 Create a positive impression at the work place
6. BWS/N2208 Conduct the Bal Yoga sessions
7. BWS/N2209 Conduct the Mahila Yoga sessions
8. BWS/N2210 Conduct the Vridha Yoga sessions

Symbols Used



Key Learning
Outcomes



Unit
Objectives



Exercise



Tips



Notes



Activity



Summary

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1. Introduction

Unit 1.1 - The Concept of Yoga

Unit 1.2 - Definition of Yoga

Unit 1.3 - Four Streams of Yoga

Unit 1.4 - Yoga Terminology and their Meaning

Unit 1.5 - Job Role and Responsibilities of a Yoga Trainer

Unit 1.6 - Career Opportunities of a Yoga Trainer



Key Learning Outcomes



At the end of this module, you will be able to:

1. Restate the concept of Yoga
2. Restate the definition of Yoga
3. Identify the different streams of Yoga
4. Recognise the different terminologies used in Yoga
5. Identify the job responsibilities of a Yoga trainer
6. Recognise the career opportunities of a Yoga trainer

UNIT 1.1: The Concept of Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Restate the concept of Yoga
2. Identify different types of Yoga Sadhana

Yoga provides one of the best methods for self-discovery. It helps an individual to reach their full potential through the gradual improvement of self. The advanced stages of Yoga help an individual attain a state of superconscious, which results in a feeling of deep peace and bliss. Yoga was developed and perfected over centuries by different sage, philosophers and Yoga gurus. The practice of yoga regularly can improve blood circulation.

Yoga is gaining importance as an alternative therapy alongside traditional medicine. Many physicians recommend the practice of Yoga as an alternative therapy. There are many clinical studies that show the effectiveness of Yoga. The best part about yoga is that it can be practised within the comfort of your homes. Some of the yogic breathing exercises reduce stress and improve the health of an individual. The Practise of yoga leads to the union of individual consciousness with superior consciousness. An Individual who has experienced this oneness of existence is said to be “in Yoga” and is termed a Yogi. At this stage, an individual attains a state of freedom known as **Nirvana, Mukti, Kaivalya** or **Moksha**.

“Yoga” refers to the science of achieving union between body and mind to attain Self-realisation. The aim of Yoga practice (sādhana) is to overcome all kinds of sufferings and lead to a sense of freedom and fulfilment. According to yogic lore, Lord Shiva is seen as the first yogi or ādiyogi and the first guru or ādiguru. The knowledge regarding the science of yoga was propagated to different parts of the world including Asia, the Middle East, Northern America and South America. The Yogic system found its fullest expression in India. The Yoga culture was further propagated across the Indian sub-continent by Sage and Muni rishis such as Agastya and Saptarshi. Yoga is considered to be an immortal cultural outcome of the Indus Saraswati Valley Civilisation. It dates back to 2700 BC and caters to both material and spiritual upliftment. The fossilised remains and seals of Indus Saraswati Valley Civilisation with Yogic motifs and figures performing Yoga sādhanā suggests the presence of Yoga in ancient India. The seals and idols of mother Goddess are suggestive of Tantra Yoga. The presence of Yoga has been mentioned in the folklore, Vedas and Upanishads, Buddhist and Jain traditions, Darshanas, epics such as Mahabharata, Bhagavad Gita and Ramayana, etc. Though yoga had been practised since pre-Vedic times, it was codified into Yogic texts by Sage Patanjali. It is presented in the form of Patanjali Yoga Sutra.

Many sages have contributed to the development and preservation of the field through well-documented practices and literature. The practice of yoga is growing and blossoming with every passing day. A lot of people believe in the power of yoga as a cure for many health issues and problems. The widely practised Yoga Sadhanas are Yama, Niyama, Āsana, Prānāyāma, Pratyāhara, Dhāraṇa, Dhyāna, Samādhi, Mudras, Samadhi, Shatkarmas, Yuktāhāra, Mantra-japa, Yukta-karma, etc. **Yamas** are restraints and **Niyamas** are observances. The Yama, Niyama are considered to be pre-requisites for further Yoga practices.



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Fig. 1.1.1: Yoga is gaining importance as an alternative therapy

1.1.1 Types of Yoga Sadhaana

The **Āsanās** are capable of bringing about the stability of mind and body. *kuryat-tadasanam- sthairyam* involve adopting various psycho-physical body patterns and giving an individual the ability to maintain a body position for a considerable length of time.

Pranayama practices emphasise on developing an awareness of one's own breathing pattern which followed by voluntary regulation of respiration. It helps in developing mindfulness within an individual. In the initial stages, the mindfulness is practised by developing an awareness of the "flow of in-breath and out-breath" (*Svasa-prasava*) through nostrils, mouth and other body openings. The practices of mindfulness are further modified through regulated, controlled and monitored inhalation (*Svasa*), which leads to the awareness of body space getting filled (*puraka*), the spaces(*S*) remaining in a filled state (*kumbhaka*) and getting emptied (*rechaka*) during controlled exhalation (*Pravasa*).

Pratyahara indicates dissociation of one's consciousness (withdrawal) from the sense organs which connect with the external objects. **Dharana** indicates the broad-based field of attention, which is usually understood as concentration.

Dhyana (meditation) is a state of contemplation or focussed attention. **Samadhi** refers to the last stage of the eightfold path of yoga. It is the state of enlightenment where individual awareness dissolves in the great whole.

Mudras and Bandhas are practices associated with Pranayama. The adaptation of the physical gestures of Bandhas and Mudras helps an individual develop greater control over respiration. The practice of *dhyana* moves an individual towards self-realisation and leads to transcendence. The **Dhyana** is considered the essence of **Yoga Sadhana**. The **Satkarmas** are detoxification practices, which help in removing the toxins accumulated in the body. Yoga is gaining in importance all around the world. It provides solace to the restless mind. Additionally, it has also been picked up by modern man, as a way of maintaining health and fitness. Yoga has become a compulsory part of modern day education. Specialists use yoga to unfold the deeper layers of consciousness. Yoga has found profound benefits in curing some of the most contagious and infectious diseases.

UNIT 1.2: Definition of Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Restate the definition of Yoga
2. Compare the different philosophical definition of Yoga

'Yoga' is a Sanskrit word defining any form of connection. Yoga consists of a diverse range of techniques and exercises that allow us to connect to the inner self. Yoga is an ancient art based on harmonising the body, mind and spirit. The continued practice of yoga leads to a sense of peace and well-being. In recent time, more and more westerners are resorting to the practice of yoga to find a cure for chronic health problems. Though, most people are aware of the health benefits of yoga not everyone knows regarding the origin and exact definition of yoga. It is believed that Yoga merely includes stretching and warm-up exercises. Yoga involves the practice of physical postures and poses, which is referred to as 'asana' in Sanskrit. Yoga helps to create a balance between mind and body. Yoga makes use of different movements, relaxation technique, breathing exercises and meditation. Yoga is the oldest physical discipline in existence known to mankind.

The practice of Yoga increases the lubrication of joints, ligaments and tendons of the body. Yoga is a form of physical activity which involves the complete exercise of the body. The practice of Yoga on a daily basis creates a positive, permanent difference to the lifestyle of an individual. The practice of meditation and several breathing exercises on a regular basis helps eliminate stress and help an individual lead a healthy life. People suffering from backaches and arthritis are suggested to perform asana on a regular basis, which messages the internal organs and muscles at strategic locations. Pranayama is the best exercises, which helps increase the capacity of the lungs. The positive effects of yoga over health and mind are visible over time. They depend upon the stamina and overall health an individual can choose from mild pranayama or asana to highly intense asana.

The practice of Yoga asana is not associated with any side effect, which makes it one of the best healthy alternatives or options. One should know the right way of performing an asana, as any wrong attempt can cause sprain or injuries. The experience of connection to something is a state of yoga. In order to experience truth through yoga, one must study its classical definitions and reflect on their own understanding of the topic. Yoga can help us connect to the intuitive, creative part of us and realise eternal self at our core.

Many paths to Yoga: There are many traditional yogic paths that help awaken our inner consciousness. Some of the yogic paths include Tantra, Mantra, laya , Kundalini, Bhakti, Jnana, Karma Yoga and so on. Each of the paths consists of methods and techniques, which generate greater awareness and establishes the connection of self to life.

Yoga practices include Control of subtle forces (mudra and bandha), posture(asana), breathing (pranayama), cleansing the body and mind (Shatkarma), Visualisations ,chanting of mantras, and many forms of meditation.

Day-to-day meaning of Yoga: Yoga is a branch of science consisting of a range of techniques, which help an individual connect with their own self. Yoga emphasises upon performing the exercises in a strategic manner and feel the effect produced within their own body system by performing the exercises. For instance, if an individual breathes in a relaxed manner, it will slow their heart rate. Similarly, if we focus our mind, we will develop deep insight and mental peace.

Awakening of self is yoga: Yoga is any method which allows us to awaken our inner self. The practice of yoga on a regular basis helps us connect with our inner selves and other forces of life. Everything we do can become yoga if we do it with awareness. Awareness is the key to discovering the mysteries related to our self-identity. Yoga reveals the luminous intelligence and the beauty inside us.

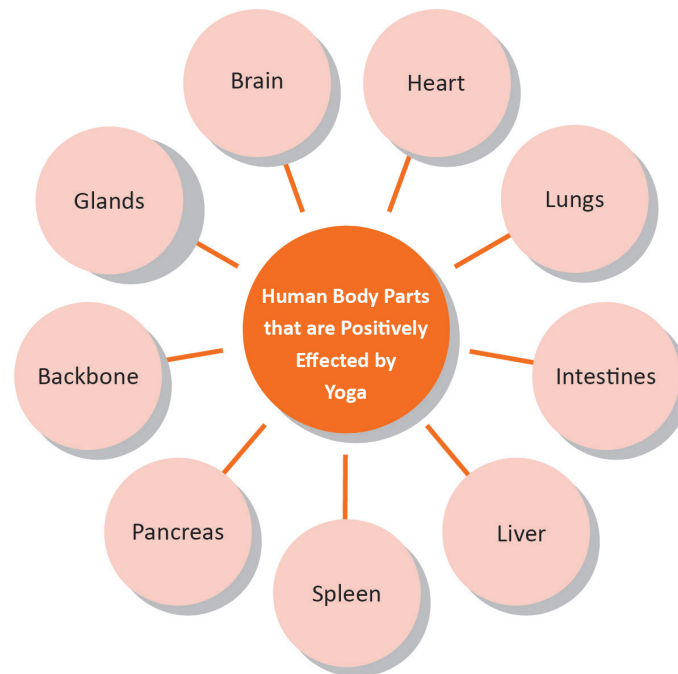


Fig. 1.2.1: Human Body Parts that are positively affected by yoga

1.2.1 The Philosophical Definition of Yoga

'Yoga' is a Sanskrit word which signifies any form of connection. Yoga means the conscious connection of the egoic self with the unlimited, eternal, higher self.

Patanjali's definition of yoga: The best definition of yoga was given by great Sage Patanjali in the system of Raja Yoga, where it has been stated that –“Yoga is the blocking (nirodha) of mental modifications (Chitta vritti) so that the seer (drasha) re-identifies with the higher self.

Hatha Yoga definition: Hatha Yoga includes postures (asana), purification techniques (shatkarma), breathing techniques (Pranayama) and energy regulation techniques (mudra and bandha). The definition of Yoga as per the Hatha Yoga text is the union of the upward force (prana) and downward force (apana) at the navel centre (manipura chakra). Hatha yoga teaches us to master the loyalty of our life force, which is also called Prana. An individual can access the source of their being by learning how to feel and manipulate the life force.

Kundalini yoga definition: Kundalini yoga is the science of releasing the dormant potential energy located at the base of the spine. Yoga has been defined in the Kundalini text as the “union of the mental current (ida) and the pranic current (Pingala) in the third eye (ajna chakra) or at the base chakra (Muladhara chakra). Yoga practice unifies duality in us by connecting body and mind and leads to the awakening of spiritual consciousness.

UNIT 1.3: Four Streams of Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the different streams of Yoga

Yoga has been further concentrated into four streams based upon individual requirements. The four streams have been discussed in details as below:

1. **Jnana Yoga:** Jnana Yoga helps an individual develop a logical mind with intuitive knowledge and immense awareness. The ultimate goal of the Jnana Yoga is to understand the reality of the soul (Atma) and differentiate it from the body. It enhances the inner contentment or satisfaction in an individual and relieves them of worldly desires. It aims to remove the barriers between an individual and their universe.

There are three phases in jnana yoga, which have been described below as:

- **Sravana** wherein the disciple listens attentively (hearing) to their Guru. The disciple listens to the ideas of the Guru and discusses his/her questions with the guru to seek answers.
- **Manana** refers to thinking deeply over the ideas suggested by the Guru.
- **Nididhyasana** refers to the realisation of the truth and transforming the thoughts into action.

2. **Bhakti Yoga:** The Bhakti Yoga aims towards the emotional maturity of an individual. Thus, performing the Bhakti Yoga enables one to attain calmness of mind. It focuses on establishing a relationship between the soul and the supreme soul (GOD). It emphasises upon controlling the emotion of the mind and being one with the supreme soul. It is less strenuous than any other form of Yoga and is practised through meditation. Kama (desire), combined with tyaga (sacrifice) forms **prema** (love). Prema along with saranagati (surrender) results in **bhakti**. The Bhagavad Purana provides us with nine forms of Bhakti:

- a. Sravan (listening)
- b. Kirtana (praising)
- c. Smarana (remembering)
- d. Pada- sevasna (rendering service)
- e. Archana (worshipping)
- f. Vandana (paying homage)
- g. Dasya (servitude)
- h. Sakhya (friendship)
- i. Atma-nivedana (complete surrender of the self)



Fig. 1.3.1: Bhakti Yoga

3. **Karma Yoga:** The Bhagavad Gita remains the main source for the conceptual basis of Karma Yoga. It was later elaborated by Swami Vivekananda. Karma yoga is attached to selfless service without anticipating much about the outcome. However, a Karma Yogi should not be confused with a modern-day workaholic. Karma yoga categorises actions as:

Tamasik– Actions which are binding, deteriorating, violent and is a result of a state of confusion and delusion.

Rajasik– Rajasik actions are performed out of burning desire and are backed by egoism.

Sattvik– Here the actions performed are free from any kind of attachment.

The essence of Karma yoga is to convert **Kamyā Karma** (action backed by desires) into **yogic karma** by practising detachment and committing oneself to lifelong work (karma).

4. **Raja Yoga:** Raja Yoga helps in gaining control over the mind through will power. It aims at reaching the highest state of peace or tranquillity through meditation. There are two types of practices under Raja Yoga as:

Bahiranga Yoga– It consists of rules and regulations at the behavioural level (Yama and niyama) as well as physical practices to gain better control over mind and body (asanas and pranayama).

Antaranaga Yoga– comprises of the following as defined by Sage Patanjali in his book. These have been further listed below as:

- a. **Yama** (the five abstentions)
- b. **Niyama** (the five observances)
- c. **Asana** (seated position used for meditation)
- d. **Pranayama** (control of the life force)
- e. **Pratyahara** (detachment)
- f. **Dharana** (concentration)
- g. **Dhyana** (meditative absorption)
- h. **Samadhi** (liberation)

UNIT 1.4: Yoga Terminology and their Meaning

Unit Objectives

At the end of this unit, you will be able to:

1. Recognise the different terminologies used in Yoga

1.4.1 Common Terminology Used in Yoga

Some of the common terminologies as used in Yoga are as follows:

Asana: Body Posture in Yoga

Ashtanga Yoga: It represents the eight limbs of yoga

Ayurveda: Ancient Indian Science of medicines

Bandha: Internal Lock which is used during yoga

Chakra: Seven energy centres of Body

Dosh: Body types as per Ayurveda, Pita (Fire), Vata (Air) and Kapha (Earth)

Hatha Yoga: A type of Yoga Path

Mudra: Hand Gesture during Yoga Practice

Mantra: Groups of words, chanted for creating a positive environment

Meditation or Dhyana: Practice of controlling and focusing the mind and process of self-awakening

Nadi: This is an Energy channel as per Vedic Believes, in which 'Prana' flows

Ojus: The subtle energy created in the body by the discipline of chastity

Om or AUM: The original universal syllable as per Vedic believes

Patanjali: Indian Sage who compiled all Yoga Sutras, which was earlier scattered in different forms

Pranayama: Types of breathing exercises in Yoga Practices

Props: Tools which are used for assisting yogis in doing yoga practice - for ex. Mat, Straps, etc.

Power Yoga: It is a type of Ashtanga Yoga which has more focus on Fitness

Sacrum: A triangular shaped Bone situated at the base of Spine

Samadhi: A state of meditation

Sadhana: Spiritual discipline for getting Sidhhi

Shanti: it means Peace and very frequently chanted during Yoga Practice

Shodhna: A purification process in Hatha Yoga

Sutras: Classical text for Yoga created by Yogis

Sushma Nadi: The Central Prana Current

Svadyaya: Self Study

Ujjayi: Sound of breath, taken from a slightly constricted throat

Upanishad: Ancient Vedic Text written by Indian Sages

Vinyasa: A body movement linked with breath

Yogi or Yogini: Disciple of Yoga

UNIT 1.5: Job Role and Responsibilities of a Yoga Trainer

Unit Objectives

At the end of this unit, you will be able to:

1. Restate the job responsibilities of a Yoga Trainer
2. Recognise the expectations of a Yoga trainer

1.5.1 Job Responsibilities of a Yoga Trainer

Following are the Job roles of a Yoga Instructor –

1. Enrolling new participants
2. Explaining the rules and regulations of performing yoga poses
3. Explaining Yoga and its importance for the physical and spiritual health of a person.
4. Teaching the various steps of yoga to participants
5. Narrating History of Yoga to create interest in participants
6. Monitor the participants while they perform asana
7. Assess the participant's health/age and create Yogasan plan for them
8. Ensure the safety plans are met while the participants perform Yogasana
9. Take appropriate actions as per organisational policy during times of emergency
10. Taking care of all organisational documentation like - taking regular attendance of participants
11. Creating Incident Reports
12. Assessing the learning outcome of participants on a regular basis
13. Recording and collection of the medical history of participants
14. Motivating and encouraging the participants in order to push them to achieve a higher level
15. Counselling participants for their diet plan and lifestyle improvement
16. Developing a professional relationship with participants

1.5.2 Expectations from a Yoga Trainer

Following are the Job roles of a Yoga Instructor –

1. The following are the expectations of a Yoga Trainer-
2. Greet all participants with a smile.
3. He/She should possess an energetic and positive attitude.
4. He/She should possess good speaking and listening skills.
5. He/She should be passionate about fitness.
6. He/She himself/herself should possess a fit and flexible body.
7. He/She should maintain discipline in the class.
8. He/She could create a yogasan plan as per individual need and fitness level.
9. He/She should wear an appropriate uniform during yoga class.

10. He/She should follow the organisation's rules and regulations.
11. He/She should be recording attendance and exercise hours of participants appropriately.
12. He/She should make the participants feel better after performing Yoga asana.
13. He/She should be able to motivate participants.
14. He/She should be able to perform as well as teach simply to complex asana.
15. He/She should be punctual and regular.
16. He/She should be able to complete the tasks given satisfactorily.
17. He/She should be able to work independently.
18. He/She should stay focused on the task at hand.
19. He/She should be able to decide on priorities of work.

UNIT 1.6: Career Opportunities of a Yoga Trainer

Unit Objectives

At the end of this unit, you will be able to:

1. Express the importance of Yoga as a career
2. Identify the eligibility to work as a Yoga trainer

1.6.1 Importance of Yoga as a Career

Today we are living in a world where people are more conscious of their health. This is also because the rate of the disease has considerably increased. This could be largely attributed to a stressful and sedentary lifestyle. The ones who are working in office tend to spend an entire day sitting in front of their computer screens with stiff necks. Hence, such a sedentary lifestyle is largely responsible for the increased rate of physical and mental problems. Yoga therapy is being currently observed as an alternative branch of medicine for a wide range of physical as well as mental problems. Yoga is based upon performing the *asanas* along with being mindful of your breathing. Further research of the various aspects of Yoga as an alternate branch of medication has created ample opportunities for the ones trained in professional yoga. Most professionals have been sharing their knowledge of the science of Yoga and meditation as Trainers. It is an emerging branch of holistic and alternative medical care. Hence, a lot of importance is being given to Yoga trainers. Practising Yoga also helps in curing mental health problems. An integral part of Yoga is practising physical exercises (*asanas*) and breathing exercises (*pranayama*).

1.6.2 Courses and Eligibility to Work as a Yoga Trainer

- **Certificate Course in Yoga (CCY):** It is a one and a half month course with the eligibility of HSC passed. There is no upper age limit for this course.
- **Bachelor in Arts (Yoga Philosophy):** The duration of the course is three years with the eligibility of 10+2 from any stream securing a minimum of 45% marks.
- **UG Diploma in Yoga Education:** It is a one year course with six months of internship. The person can be a graduate of any stream with a certificate in yoga.
- **PG Diploma in Yoga Therapy:** It is a one-year duration course with the eligibility of graduation with any stream from a recognised university
- **Master of Arts in Yoga:** It is a two-year duration course with the eligibility of minimum graduation from any stream.
- **Advanced Yoga Teacher's Training Course in Yoga (AYTTC):** It is a month duration course and the individual admitted to the course should possess a minimum of a certificate degree, diploma or graduation degree in yoga with two years of teaching experience

Career Opportunities in Yoga

After completing one's education, a student of Yoga sciences can work as –

- Yoga Instructor
- Yoga Trainer

Summary

- Yoga provides one of the best methods for self-discovery.
- Yoga is gaining importance as an alternative therapy alongside traditional medicine.
- Yoga” refers to the science of achieving union between body and mind to attain Self-realisation.
- The knowledge regarding the science of yoga was propagated to different parts of the world including Asia, the Middle East, Northern America and South America
- The fossilised remains and seals of Indus Saraswati Valley Civilisation with Yogic motifs and figures performing Yoga sādhanā suggests the presence of Yoga in ancient India.
- The **Āsanas** are capable of bringing about the stability of mind and body.
- **Pranayama** practices emphasise on developing an awareness of one’s own breathing pattern which followed by voluntary regulation of respiration.
- **Pratyahara** indicates dissociation of one’s consciousness (withdrawal) from the sense organs which connect with the external objects.
- **Mudras and Bandhas** are practices associated with Pranayama.
- The **Dhyana** is considered the essence of **Yoga Sadhana**.
- Yoga consists of a diverse range of techniques and exercises that allow us to connect to the inner self.
- Yoga helps to create a balance between mind and body.
- The practice of Yoga asana is not associated with any side effect, which makes it one of the best healthy alternatives or options.
- Yoga is a branch of science consisting of a range of techniques, which help an individual connect with their own self.
- Hatha Yoga includes postures (asana) , purification techniques (*shatkarma*), breathing techniques (*Pranayama*) and energy regulation techniques (*mudra and bandha*).
- Kundalini yoga is the science of releasing the dormant potential energy located at the base of the spine.
- Jnana Yoga helps an individual develop a logical mind with intuitive knowledge and immense awareness.
- The Bhakti Yoga aims towards the emotional maturity of an individual.
- The Bhagavad Gita remains the main source for the conceptual basis of Karma Yoga.
- The essence of Karma yoga is to convert **Kamyā Karma** (action backed by desires) into **yogic karma** by practising detachment and committing oneself to lifelong work (karma).
- Raja Yoga helps in gaining control over the mind through will power.
- Yoga is based upon performing the **asanas** along with being mindful of your breathing.
- An integral part of Yoga is practising physical exercises (asanas) and breathing exercises (pranayama).
- After completing one’s education, a student of Yoga sciences can work as–
 - Yoga Instructor
 - Yoga Trainer

Activity

- You have been appointed as a trainer in a newly opened Yoga Centre
- Make a list of the different tasks that you are entitled to perform as a Yoga Trainer.

Activity

- Go through the following terminologies
- Identify the importance of each and also explain the meaning
 - Ashtanga Yoga
 - Ayurveda
 - Bandha
 - Chakra
 - Mudra
 - Pranayama
 - Samadhi
 - Shodhna
 - Upanishad

Notes



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Exercise



A. Choose the correct alternative:

1. Which text provides the framework for all modern day yoga?
 - Yoga Sutra
 - Raja Yoga
 - Karma Yoga
2. Which of the following yoga focuses upon developing wisdom and intellect within an individual?
 - Jnana Yoga
 - Tantra Yoga
 - Ashtanga Yoga
3. Which one of the following is not a component of Raja yoga?
 - Yama
 - Pranayama
 - Karma Yoga
4. Which of the following is not a component of Antaranga Yoga?
 - Yama
 - Niyama
 - Antaranga
5. Which one of the following text has been written by Sage Patanjali?
 - Yoga Sutras
 - Patanjali yoga Sutras
 - Hatha Yoga Pradipika

B. Answer the following questions:

1. Identify career opportunities in Yoga.
2. Describe the eligibility to work as a Yoga trainer?
3. Outline the different components of Ashtanga Yoga.
4. Identify the different types of Yoga Sadhana.
5. Tell one benefit of practising Pranayama using Mula or Bandhas.

2. Prepare and Maintain Work Area



- Unit 2.1 - Setting up a Yoga Centre
- Unit 2.2 - Yoga Room
- Unit 2.3 - Yoga Equipment
- Unit 2.4 - Eight Limbs of Yoga
- Unit 2.5 - Bahiranga Yoga and Antaranga Yoga
- Unit 2.6 - Unity, Diversity and Benefits of Yoga
- Unit 2.7 - History of Yoga



Key Learning Outcomes



At the end of this module, you will be able to:

1. Recognise how to set up a Yoga Centre
2. Explain how to set up a yoga room
3. Identify the use of different yoga equipment
4. Restate the eight limbs of Yoga
5. Compare Bahiranga and Antaranga Yoga
6. Recognise the concept of unity and diversity in Yoga and the benefits of Yoga
7. Restate the history of Yoga

UNIT 2.1: Setting up a Yoga Centre

Unit Objectives

At the end of this unit, you will be able to:

1. Compare the health and wellness industry of India
2. Practise the setting up of a Yoga Centre

2.1.1 Health and Wellness Industry in India

Health and Wellness is an important sector in India and is growing at a fast pace. The Indian Health and Wellness market is worth Rs. 656 Billion. It is estimated to grow at a rate of 20% per annum. It has become one of the leading contributors to Indian Economy. The reason for the fast-paced growth is the changing preferences of Indian Customers along with rising consumerism. The rapid growth of the health and wellness sector has created a huge demand for trained personnel. There has been increasing awareness regarding health and well-being in both Indian men and women. The contributions of some of the other sectors to the Indian Economy are as follows –

Beauty and Wellness Sector (48%);

Slimming and Fitness Industry (48%);

Rejuvenation, Spa and other Lifestyle industries (4%).

The reasons for the growth of the Health and wellness sector in India are as follows:

- People are investing more in buying health products
- People are moving to cities and spending more money to avail lifestyle services and products
- Increased advertising and media campaign by celebrity models are aspiring more and more young people to look good and feel good

2.1.2 Setting up a Yoga Centre

Resources for setting up a Yoga centre:

The following resources are needed for setting up a Yoga Centre

1. A place for setting up a Yoga Centre
2. Staff for running a Yoga Centre
3. Yoga Equipment
4. Audio-video for Yoga Training
5. Consumables
6. Registration of Centre with various Government agencies

Place of setting up a Yoga Centre:

There are a number of factors which are taken into consideration for selecting a place for setting up a Yoga Centre.

1. Location
2. Availability of Parking

3. Availability of Natural Light and Fresh Air
4. Minimum Requirement of Room sizes for a Yoga Room
5. Lighting in the Yoga Room
6. Floor type
7. Air Conditioning

Location:

A Suitable location is one of the important factors for the selection of a yoga centre. A yoga centre should be located close to the city. Some of the things which should be taken into consideration before the selection of a yoga centre are as follows:

1. It should be centrally located
2. The approach to the building should be easy so that one does not have to walk too much before entering the yoga centre
3. The Place should be well connected with local transport
4. The Place should be situated distantly from other yoga centres as it helps in avoiding unnecessary competition

Availability of Parking:

Parking space is very important for any building or office. No yoga practitioner would like to waste his/her precious time in searching parking slot on a daily basis. Therefore, while the selection of a centre one should ensure that there is ample parking space with full security of parked vehicles.

UNIT 2.2: Yoga Room

Unit Objectives

At the end of this unit, you will be able to:

1. Restate how a Yoga room is set up

2.2.1 Setting up a Yoga Room

Availability of natural light and fresh air: A yoga studio should be spacious with ample light and proper ventilation. The room should have natural light preferably in the morning hours and should be away from crowded road and factories. Setting up a yoga centre away from pollution helps in complete rejuvenation of the mind and body.

Room Sizes: The room size depends upon the number of persons accommodated in a batch. Some of the factors which are taken into consideration while a selection of room size is as follows:

Minimum requirement of a person is 21 Square feet

The height of the room should be a minimum of 10 feet

The room should be lockable from inside so that the practitioners do not get disturbed during yoga sessions

Room Walls: The colours of the room wall should be light and soothing for the eyes. The walls of a yoga practice room could be adorned with pictures of various yoga poses which will create interest within the participants. One of the walls should have a mirror so that the practitioners can see their postures while performing yoga.

Room floor: A Yoga room should preferably have wooden flooring. The floor could also be covered with carpet or rug for getting some cushioning effect. However, the cushioning should not be in excess as it may reduce the surface friction and one may trip over while performing the asana.

Room Lighting: A Yoga room should have ample natural light. The windows should have curtains or blinds on them to keep hard sunlight away. The room should have artificial lights, which is required for performing exercises after sunset. White lights are preferred normally preferred in a yoga studio. Dim light can be used in the room for performing meditation and other relaxing practices such as Yoga Nidra.

Room temperature: The temperature of the yoga room should be maintained between 24-29 degrees. If the natural temperature is more than this an Air conditioner could be used. The Air conditioner should be even in all parts of the room.

Reception: The Reception is the entrance area where people inquire for various yoga courses running at the centre. Sometimes people are also made to wait in the reception areas before their batches. It should have a pleasing atmosphere with ample space for sitting. The Reception should be neatly decorated and well maintained.

Staff for Yoga Centre: The staff hired should have a passion for yoga and believe in its philosophy. Following is the staff requirement for a Yoga Centre-

- Receptionist (1-2)
- Yoga Trainer- depending upon centre size
- Housekeeping Assistant – depending upon centre size
- Support staff for Accounts and HR (1-2)

UNIT 2.3: Yoga Equipment



Unit Objectives







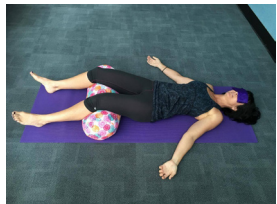

At the end of this unit, you will be able to:



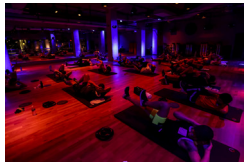





1. Identify the materials required for Yoga Services
2. Demonstrate the maintenance of Yoga centre and equipment

2.3.1 Materials required for Yoga Services


Some forms of yoga can be practised with the help of equipment and tools. The following provides a list of yoga equipment and tools:

Products and Materials Required for Yoga Services		
Well equipped yoga studio	<p>The participants should be provided with an appropriate environment for performing yoga asana. A Yoga studio should be designed accordingly keeping the following in mind:</p> <ul style="list-style-type: none"> • Minimum space requirement for a person is 21 square foot , so in case there are ten people the room size should be minimum 210 square feet • The height of the studio should be a minimum of 10 feet • The room should be lockable from inside so that the participants do not get disturbed while performing yoga • The colour of a yoga studio should be light and soothing for the eyes • There should be a mirror so that the participants can see their postures while performing yoga • The floor of the studio should be covered with carpet or rug for getting some cushioning effect 	
Yoga mats	<ul style="list-style-type: none"> • A mat is a first and foremost Yoga Equipment. • The use of a Yoga mat can prevent an individual from falling. • If the mat is not available thick bed sheet and blanket can be used. • Some of the specifications provided by a manufacturer for selecting a good quality Yoga mat are as follows: <ol style="list-style-type: none"> 1. Durability 2. Moisture resistant 3. Great traction and grip 4. Good cushioning 5. Non-slippery 6. Bio-degradable 7. Natural rubber 8. Nice thickness 9. Easy to clean 	

Products and Materials Required for Yoga Services		
Straps	The straps provide additional support while performing difficult asana so that the chances of tripping over and falling down are reduced.	
Blankets	<ul style="list-style-type: none"> The Blankets provide additional support while performing difficult poses. It also reduces the chances of getting bruised or slipping over and falling. 	
Blocks	The Blocks can be used for performing sit-ups, and wide leg stretches.	
Bolsters	<ul style="list-style-type: none"> The Bolsters come in different shapes and sizes. These are big cushions which provide additional support to the body while performing the difficult asana. 	
Chairs	<ul style="list-style-type: none"> The Yoga chairs can be used as a backrest while performing different meditation poses as they help an individual relax and concentrate. 	
Meditation Cushions	<ul style="list-style-type: none"> The meditation cushions are used for performing different poses in sitting position. They act as additional support and are beneficial for old age people suffering from osteoarthritis or anyone with a knee injury. 	
Eye Pillows	<ul style="list-style-type: none"> An eye pillow is a small bag filled with flax seeds, beads or gel beads that are placed over the eye when you lie on your back. It a tool that can be used to relieve stress and anxiety within a person. It can also be used while performing Yoga Nidra. 	
Mat Cleaning Wipes	<ul style="list-style-type: none"> The mat cleaning wipes are used to clean the surface of a yoga mat. The wipes are often used with essential oils which provides a soothing scent to the mat after cleaning. 	

Products and Materials Required for Yoga Services		
Yoga CDs	<ul style="list-style-type: none"> Many yoga studios play CDs with instructions or guide for performing the asana. The CDs are often prepared by yoga coaches or famous celebrities. 	
Aromatic Candles	<ul style="list-style-type: none"> The aromatic candles are often lit in a yoga studio to provide an appropriate and soothing environment for performing yoga. The smell of the essential oils helps in alleviating stress. 	
Dim Lights	<ul style="list-style-type: none"> The dim lights are used for adorning a yoga studio and are mainly used while performing meditation or Yoga Nidra. 	
Salt Lamp	<ul style="list-style-type: none"> The Salt Lamps help relax and rejuvenate by creating a soothing environment. The muted pink-orange glow helps in reducing stress, anxiety and depression. 	
Sandbags	<ul style="list-style-type: none"> Sandbags are powerful yoga props. These are used in restorative yoga and can help an individual feel supported while performing difficult poses in yoga. The sandbags are filled with flax seeds or gel beads. 	
Exercise Ball	<ul style="list-style-type: none"> The Yoga balls provide additional support while performing difficult yoga asana. The balls can be used to perform a sit-up. Sitting or bouncing on the yoga ball can help an individual lose weight. 	
Yoga Wedge	<ul style="list-style-type: none"> The Yoga wedge is made from lightweight foam and is designed to provide stability and support to the yoga practitioners. The foam edge has a tapered edge for better gripping and support. 	
Yoga Belt	The Yoga Belt provide additional support while performing difficult asana so that the chances of tripping over and falling down are reduced.	

Products and Materials Required for Yoga Services

Yoga Wheel	The Yoga Wheel is a hollow circular shaped prop which is designed to aid stretching, releasing tension and improving flexibility.	
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Investment required for a Yoga Centre: The investment required for opening a Yoga centre depends upon many factors such as the size of the studio, the estimated number of participants to be served per batch. A small yoga centre can be opened with an investment as little as Rs. 3-5 lacs. There is no cap on upper spending, as it solely depends upon the discretion of the builder. A luxurious with additional facilities will definitely cost more compared to a small size studio. However, it is recommended to invest a small amount in the beginning as return on investment in yoga business is slow compared to other businesses.

Registration process: The Yoga centres are of three types –Proprietorship, Partnership/LLP and Private Limited. In case of Partnership/LLP and Private Limited, the PAN of the organisation should be registered. However, in the case of the registration of Proprietorship company the personal PAN Card of an individual is also accepted. A current account should be opened for all type of companies for doing any business transaction. A 15 digit service tax number should be allotted to the institute or organisation if their total turnover exceeds 9 lac. Till that limit service tax registration is not mandatory.

2.3.2 Maintenance of Yoga Centre and Its Equipment

Maintenance of Yoga Studio: A yoga studio needs to have suitable conditions for performing yoga. The dilapidated walls and shredded mats might give the entire studio a worn out look and may fail to attract clients. Additionally, maintaining the studio in a proper condition can attract more participants. A number of factors should be taken into consideration for proper maintenance of a yoga studio:

1. The lights and ventilation system should be checked regularly
2. The fire extinguishers should be checked regularly for proper working conditions
3. The floor tiles should be mopped with disinfectants
4. The mirrors attached to the walls of the yoga rooms should be cleaned regularly
5. In the case of cushioned surfaces, they should be cleaned using brooms to eliminate the risk of ticks and mites
6. The shredded yoga mats should be replaced on a regular basis, as it reduces the risk of tripping over and falling
7. The sound system used during meditation practices should be checked on a regular basis
8. The Yoga studio should be supplied with a sufficient supply of clean drinking water
9. The water purifiers should be checked regularly to ensure that the filters and iron guards are working properly

Maintenance of Yoga Equipment: A standard yoga studio consists of a range of tools or equipment. Each equipment is provided with a user guide, which is issued by the manufacturer in the best interest of the user. The safety steps and cleaning measures are also mentioned in these manuals. The usage and cleaning processor some of these tools or equipment have been discussed below:

1. **Yoga Wheel:** The use of yoga wheel was first started in the year 2014 to improve spine health. Once the yoga wheel came into being, every alternate company have been making their own Yoga wheel. However, there are some contraindications from long term wrong usage of a product. A few of the most common brands which manufacture Yoga Wheels are *PeaceYoga, Gaiam, Yogiwheel, SukhaMat, Azora*, etc.

Manufacturer's Guide for using Yoga wheel:

- The Yoga wheel should be situated between the shoulder blades and should pinpoint the spine for effective stretching.
- For beginners, blocks can be used as props, as it provides additional support
- yoga wheel stoppers can be used by beginners
- A beginner should start practising on a large-sized wheel such as 15-inch as it puts less pressure on the back

Cleaning Yoga Wheels:

- Cork is the best cushion material for Yoga wheels due to its antimicrobial, moisture-resistant property.
- Hence, it reduces the chances of infection from sweat and germs.
- The soft, comfortable cushion is highly sustainable and slip-resistant in nature.
- The natural cork used on the wheel makes it easier to clean and prevents odour.
- A Wheel Wash Spray could be used for cleaning the Yoga Wheels
- Organic essential oil is used in the wash spray, which leaves a sweet aromatic smell on the yoga wheel
- The Sprays are available in 4 ounces and 8-ounce studio size
- The spray should be sprayed on the mat section and inner section generously
- A rag or towel could be used to scrub out marks on the yoga wheel

2. **Yoga mats:** Yoga mats find an important application in the practice of asanas. The mat prevents an individual from slipping, as they are sure to sweat while performing extensive exercises. The Yoga mats help a beginner have proper alignment while performing exercises.

Manufacturer's Guide for using Yoga mats

The material of a Yoga mat produces a significant impact on the health of an individual. Yoga mats made of vinyl is cheap, easy to clean and durable. However, the PVC (polyvinyl chloride) mats are made of heavy metals such as lead, cadmium and phthalates. A long term exposure to heavy metals can adversely affect the brain. Additionally, PVC mats cannot be recycled and can pollute the environment on disposal. On the other hand, Yoga mats made of natural rubber serves as an eco-friendly alternative to PVC mats. Organic Cotton and hemp yoga mats are recyclable and provide a much better grip compared to PVC mats.

Cleaning Yoga mats:

- The Yoga mats should be cleaned on a weekly or daily basis depending upon the number of batches/ classes held
- Clean your mats using antiseptic soap and water

- Never let your mat undergo spinning cycles in the washing machine as it may cause shredding of the mat
- After washing dry the mats outside in the sun, as the UV rays of the sun are natural anti-bacterial
- A small amount of dishwashing liquid like vim can be mixed with warm water and used for cleaning yoga mats.
- The mixture can be put in a spray bottle and used to clean every time.
- A sponge can be used to scrub the mat
- The mat should be wiped with clean water and dried before it is used again

3. Aromatic Candles: Aromatic candles find an important usage in the practice of Yoga therapy, as the aroma is known to relieve the person of stress and help an individual develop better concentration.

Manufacturer's guide: Trim the wick to the right length before lighting it for the first time which is about $1/8^{\text{th}}$ of an inch. For large rooms, more candles are required. In order to waft up the fragrance set the candle on a low table

Cleaning Standards: The sides of the container holding the candle should be cleaned to remove most of the soot particles. This ensures that next time that the candle is burned, the soot does not burn along with it.

UNIT 2.4: Eight Limbs of Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Restate the significance of the eight limbs of yoga

The eight limbs of yoga are as follows:

Yama: Universal morality

Niyama: Personal observances

Asanas: Body postures

Pranayama: Breathing exercises, and control of prana

Pratyahara: Control of the senses

Dharana: Concentration and cultivating inner perceptual awareness

Dhyana: Devotion, Meditation on the Divine

Samadhi: Union with the Divine

2.4.1 Significance of Eight Limbs of Yoga

1. **Yama** refers to practices, which are concerned with the outside world and our interaction with the world. The Yama can be further divided into five components such as-
 - a. **Non-violence (Ahimsa):** A person practising yoga, also known as a Yogi should restrain himself from the killing of animals.
 - b. **Truthfulness (Satya):** Yoga emphasises on the idea of being honest with others as well as oneself. It says that under no condition should an individual lie except in the situation, where lying could save the life of an individual.
 - c. **Righteousness (Asetya):** Yoga strongly prohibits the practice of stealing or cheating. It emphasises on fair trade policy.
 - d. **Wisdom (Brahmacharya):** The Principle of wisdom states that one should focus upon their inner peace and happiness and not give sole priority to outside objects for attaining happiness.
 - e. **Simplicity (Aparigraha):** A yogi should be rich inwardly and live modestly from outside. A Yogi should focus upon building positive internal energy which will keep his mind and soul purified.
2. **Niyama** refers to the duties one possesses towards their selves. The niyamas are practised to build a strong character. Thus, practising the niyamas helps one reconnect with their inner self and find out their greatest strengths. Niyamas help in practising self-discipline and changing worldview that they hold to a more positive one. The true essence of Niyama can be explained with the help of the following-
 - a. **Saucha:** "Leave a place cleaners then you find it" (Cleanliness)
 - b. **Santosh:** "Don't Worry, be happy" (Contentment)
 - c. **Tapas:** "When the going gets tough, the tough get going" (willpower and self-discipline)
 - d. **Svadhya:** "Learn from your mistakes" (Study of self and sacred scriptures)
 - e. **IshvaraPranidhana:** "Have faith" (surrender to the divine)

3. The word '**asana**' refers to the posture taken by one during practising meditation. The alignment instruction given by Sage Patanjali for practising asana is "**sthirthasukhamasanam**", which means the posture should be steady and comfortable. The **sthirthasukhasana** states that the practitioner should hold the position in a motionless and comfortable state for a length of time.
4. **Pranayama** emphasises upon breathing techniques. Therefore, by being mindful of our breath, we can positively impact our mind. One can practice different breathing techniques such as Chandra Bhedana (one breathes in through the left nostril or Chandra Nadi and breathes out through the right nostril or suryanadi) or more stimulating techniques such as Kapalabhati (shining skull cleaning breath). Pranayama is the practice of taking the breath back into the lungs. Apart from concentration Pranayama also helps one improve the clarity of mind and developing empathy as a part of their character.
5. **Pratya** means to withdraw from the different sensory stimulus and be mindful of our breathing. **Pratyahara** aims to boost the concentration power within an individual. It helps one meditate without being disturbed by external distractions. The experienced practitioners can practice pratyahara in everyday life without being easily disturbed by external noise or sounds. One should set aside 5-10 minutes each day and sit or lay with closed eyes.
6. **Dharana** refers to focused concentration, which means holding onto or maintaining a posture for a very long time. One of the main aspects of Dharana is visualising and focusing on the breath for a long time. Dharana is the practice of intense concentration where one focuses their entire attention on a single object such as the picture of a deity.
7. **Dhyana** refers to meditative absorption where one is lost into the process and does not think about it consciously. Dhyana is often known as the flow state where one is aware of the present moment without feeling any sense of attachment towards the same.
8. **Samadhi** is the last stage and is identified as by a state of pure bliss. Samadhi states that we enter into a state of eternal bliss only after we have established a peaceful relationship with our inner self and the outside world. It is a state of unity with the Almighty God and is based on mind-body integration.

UNIT 2.5: Bahiranga Yoga and Antaranga Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the different components of Bahiranga Yoga
2. Identify the components of Antaranga Yoga

The Bahiranga Yoga and **Antaranga Yoga** are two components of the Ashtanga Yoga.

Bahiranga is a Sanskrit term which means “external” or “outside” and is associated with the first four limbs out of the eight limbs of Ashtanga Yoga that is **Yama, Niyama, Asana** and **Pranayama**. However, the status of Pratyahara is undefined, as it is considered to be a part of Bahiranga Yoga by some Yoga practitioners, whereas others consider it to be part of Antaranga Yoga. Bahiranga yoga comprises the following:

2.5.1 Components of Bahiranga Yoga

The five yamas or personal virtues:

1. **Ahimsa (non-violence):** The killing of wild animals should be avoided.
2. **Satya (truthfulness):** An individual should always say and follow the path of truth.
3. **Asetya (non-stealing):** An individual should refrain from activities such as stealing or theft.
4. **Brahmacharya (Self-discipline and self-denial):** An individual should follow a disciplinarian attitude and should not take part in any criminal offence or activity.
5. **Aparigraha (non-possessiveness):** An individual should do away with their love for materialistic things and objects.

The five niyamas or codes of behaviour:

1. **Shaucha**— purity of mind and body
2. **Santosha**— contentment
3. **Tapas**— self-discipline
4. **Svadyaya**— Self-study
5. **Ishvara Pranidhana**— Devotion to a higher source

2.5.2. Components of Antaranga Yoga

The Asana or postures help in strengthening the body and mind. Breathing exercises such as Pranayama rejuvenates the body and mind by directing the life force energy as needed.

Antaranga yoga means an internal or inner path of yoga. It is controlled by the last three limbs of Ashtanga yoga- Dharana, dhyana and Samadhi. The benefit of Antaranga Yoga is internal rather than external. **Antaranaga Chetana** is the concept of internal consciousness which is experienced by the yogi during meditation. The practice of the Antaranga Yoga benefits the mind as well as the soul. The three parts of Antaranga Yoga are as follows:

Dharana (concentration): It involves reducing the distractions of the mind by concentrating on any single object such as that of an image or a diety.

Dhyana (meditation): In the state of Dhyana an individual sleeps into a deep meditation practice. During the practice of Dhyana, an individual is free from any form of distractions.

Samadhi (unity): Samadhi is the experience of obtaining unity with one's self. In a state of Samadhi, an individual feels oneness with God or the supreme soul. Samadhi is a state of absolute bliss and is considered the ultimate goal of yoga.

UNIT 2.6: Unity, Diversity and Benefits of Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Restate the concept of Unity in Diversity
2. Express the benefits of performing yoga

2.6.1 Concept of Unity and Diversity in Yoga

Unity in diversity is a concept of 'unity without uniformity and diversity without fragmentation that Shifts focus mere tolerance of physical, cultural, linguistic, social, religious, political, ideological and/or psychological differences to a more complex unity, which is based on the understanding differences between human interactions.

2.6.2 Benefits of Yoga

The benefits of Yoga can be discussed through the following points:

- Yoga helps to create a balance between mind and body and lead to self-enlightenment.
- Practising Yoga on a regular basis increases the lubrication of joints, ligaments and tendons of the body
- Yoga is an ancient art based on a harmonizing system for development of the mind, body and spirit.
- The regular practice leads to a sense of peace and well-being and also gives a feeling of being one with nature.
- Yoga is a perfect way to ensure physical and mental well-being.
- Through meditation, breathing exercises one can reduce stress from their day to day life
- Practising Pranayama regularly increases the capacity of lungs
- People suffering from backache and arthritis should perform the yoga asanas carefully as wrong postures can aggravate their physical conditions
- Anyone who is pregnant or has an ongoing medical condition such as glaucoma, high blood pressure should talk to their physician before practising yoga.
- The beginners should avoid extreme poses such as headstand, lotus position and forceful breathing.
- Though Yoga is effective as an alternative therapy, it cannot replace mainstream therapy completely. Hence, one should not stop visiting the doctor or taking medicines.
- Practising yoga on a regular basis regulates the functioning of adrenal glands and lowers the cortisol level of the blood.
- Yoga is a mood enhancer as it boosts the secretion of happy hormones or endorphins
- Practising yoga releases tension in the limbs
- Restorative asana, yoga nidra, Savasana, pranayama, and meditation have been known to reduce stress and promote sleep
- Practising yoga on a regular basis helps an individual develop a positive image about their own self and boost self-esteem
- According to several studies, asana, meditation, or a combination of the two, reduce pain in people suffering from arthritis, carpal tunnel syndrome, back pain, fibromyalgia, and other chronic conditions

- Yoga helps in reducing dependency on drugs as well as boosts the immune system
- Yoga and meditation builds awareness
- Yoga tames the mind and helps in controlling anger
- Yoga boosts emotional empathy within an individual which helps in improving relationships
- Kriyas or cleansing practices helps eliminate toxins from the body
- Karma Yoga (service to others) is integral to yogic philosophy

UNIT 2.7: History of Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Explain the evolution of Yoga
2. Restate the history of Yoga

Yoga had been mentioned in Rig Veda, and its evidence was found in the oldest civilization of Indus-Saraswati, which is considered to be more than 5000 years old (3000B.C.), it means Yoga is older than 5000 years. Yoga evolved in many forms during its journey of 5000 years. As explained earlier, mainly it has the following four paths -

- Bhakti Yoga
- Janan Yoga
- Karma Yoga
- Raj Yoga

2.7.1 Evolution of Yoga

After the Veda Period, the great 'Maharishi Patanjali' created text which was named as 'Patanjali Yog Sutras'. The period of evolution of yoga has been further classified as under:

1. Pre-Patanjali Period (Before 500 BC)
2. Patanjali Period (500 BC to 800 AD)
3. Post-Patanjali Period (800 AD onwards)

1. Pre-Patanjali Period (Before 500 BC)– It is also called as Veda Era since all Veda and Upanishads were written during this period.

Veda– These are the text which contains hymns, philosophy, and guidance for life. These are written in Sanskrit, which is considered to be the mother of all languages.

There are four Vedas as -

1. Rigveda
2. Yajurveda
3. Atharvaveda
4. Samdeva

Upanishads– Meaning of Upanishads is Sitting down on feet' which means getting 'Shiksha' or education. These are the essence of Vedas. There are more than 200 Upanishads available.

2. Patanjali Period (500 BC to 800 AD)– Maharishi Patanjali compiled all Yoga in a book called 'Yog sutras'. It has a total of 196 sutras or formula. The Book has four segments, called–Samadhi Pada, Sadhana Pada, Vibhuti Pada, Kaivalya Pada.

Samadhi Pada– In this segment Patanjali explains about Samadhi.

Sadhana Pada– In this segment he explains about meditation.

Vibhuti Pada– In this segment Patanjali explains about yoga.

Kaivalya Pada– In this segment Patanjali explains the connection of yoga with Body, mind, and soul.

Samadhi Pada– In this segment Patanjali explains about Samadhi.

3. Post-Patanjali Period (800 AD onwards)– Period after Patanjali Period, which covers the current period also, is called Post-Patanjali period. After Patanjali, there were many Yogis and Sants, who developed Yoga. Modern Yoga is also called '*Hath Yoga*' or physical Yoga. This is also related to '*Kundalini Yoga*' which is part of '*Raja Yoga*'. Modern Yoga is a mix of all the four paths of Yoga and gives more stress on postures. For getting complete benefits of Yoga, one should have a holistic approach towards it, even without any religious inclination.

2.7.2 History of Yoga

The early writings on yoga were transcribed on fragile palm leaves that were eventually lost or destroyed. The development of yoga can be traced back to over 5,000 years ago, but some researchers think that yoga may be up to 10,000 years old. Yoga's long, rich history can be discussed through four main periods as follows:

Pre-classical Yoga: Yoga was developed at the time of the Indus Sarasvati civilisation over 5000 years ago. The word Yoga had been first mentioned in the Rig Veda. Yoga was slowly refined by the Brahmins and Rishis, who documented their beliefs and practices in the Upanishads. The most renowned of the yogic scriptures is the Bhagavad Gita which was composed around 500 B.C. The Upanishads took the idea of ritual sacrifice from the Vedas and internalized it, teaching the sacrifice of the ego through self-knowledge, wisdom (jnana yoga) and action (Karma yoga).

Classical Yoga: The Classical period is defined by Patanjali Yoga Sutra, which is the first systemic presentation of Yoga. The classical yoga describes the path of Raja Yoga and dates back to the second century. Sage Patanjali is often considered the Father of Yoga and his Yoga Sutras strongly influence most styles of modern-day yoga. Yoga is a spiritual discipline which focuses on bringing harmony between mind and body. The word Yoga is derived from Sanskrit root 'yuj' meaning to 'to join' or 'to yoke' or 'to unite'. The aim of Yoga is self-realisation which helps an individual overcome all kinds of sufferings leading to a state of liberation.

History and Development of Yoga: Yoga has its origin thousands of years ago even before it was realised in true form. In the yogic texts and literature, Lord Shiva is considered the first yogi or Adiyogi. The seals and fossil remains of Indus Saraswati valley civilization has a number of Yogic figures and motifs, suggests the presence of Yoga in ancient India. The phallic symbols, seals of idols of mother Goddess are suggestive of Tantra Yoga. Presence of Yoga is available in folk traditions, Indus valley civilization, Vedic and Upanishadic heritage, Buddhist and Jain traditions, Darshanas, epics such as Ramayana and Mahabharat theistic traditions of Shaivas, Vaishnavas, and Tantric traditions. Pranayama was a part of the daily ritual, whereas Surya Namaskar was performed by the Sadhu and Rishi munis. Historical evidence of the existence of Yoga was seen in the pre-Vedic period (2700 B.C).

The period between 500 BC-800 A.D. is referred to as the Classical period in the history of Yoga. This period can be mainly dedicated to two great religious teachers- Buddha and Mahavira. Post-Classical period of yoga is referred to as the period between 800 A.D.-1700 A.D. where the teachings of great Acharyas- Adi Shankaracharya, Ramanujacharya, and Madhavacharya were prominent. Teachings of some of the great yoga gurus such as Suradasa, Tulasidasa, Purandardasa, Mirabai were some of the greatest

contributions during this period. During this period, the yoga practices were popularized by Yogic gurus such as Swatmaram Suri, Gheranda, Shrinivasa Bhatt, etc.

The modern yoga period refers to the period between 1700 - 1900 A.D. During this period, some of the great Yog acharyas- Ramana Maharshi, Ramakrishna Paramhansa, Paramhansa Yogananda, Vivekananda etc. contributed to the development of Raja Yoga. During this period, Vedanta, Bhakti yoga, Nathayoga or Hatha-yoga flourished. The Shadanga-yoga of Gorakshashatakam, Chaturanga-yoga of Hathayogapradipika, Saptanga-yoga of Gheranda Samhita, were the main components of the Hatha-yoga.

2.7.3 Contribution of Yoga Gurus

Yoga has spread all over the world by the teachings of great personalities like ShriT.Krishnamacharya, Swami Shivananda, Swami Kunalayananda, Swami Rama, Shri Yogendra, Sri Aurobindo, Maharshi Mahesh Yogi, Acharya Rajanish, Pattabhi Jois, BKS. Iyengar and Swami Satyananda Sarasvati. B.K.S. Iyengar was the founder of a different style of yoga known as “Iyengar Yoga”, which is considered to be one of the foremost types of yoga. In modern days, Sri Ravishankar & Swami Ramdev has contributed a lot in spreading Yoga to the common household.

The Hon’ble PrimeMinister Shri Narendra Modi proposed to declare 21st June as ‘International Yoga Day’. United Nations General Assembly declared the 21st of June as ‘International Yoga Day’. Since 21st June is the longest day of the year in the Northern Hemisphere and has special significance in many parts of the world, it has been chosen to be celebrated as a Yoga day.



Fig. 2.7.1: 21st June is celebrated as International Yoga Day



Fig. 2.7.2: PM Shri Narendra Modi doing Yoga with the citizen at Rajpath Marg on yoga day

Summary

- The Indian Health and Wellness market is worth Rs. 656 Billion.
- The reason for the fast-paced growth is the changing preferences of Indian Customers along with rising consumerism.
- Increased advertising and media campaign by celebrity models are aspiring more and more young people to look good and feel good
- The room size depends upon the number of persons accommodated in a batch.
- The colours of the room wall should be light and soothing for the eyes.
- A Yoga room should have ample natural light.
- The temperature of the yoga room should be maintained between 24-29 degrees.
- The Reception is the entrance area where people inquire for various yoga courses running at the centre.
- The Blankets provide additional support while performing difficult poses
- The investment required for opening a Yoga centre depends upon many factors such as the size of the studio, the estimated number of participants to be served per batch
- In case of Partnership/LLP and Private Limited, the PAN of the organisation should be registered.
- A 15 digit service tax number should be allotted to the institute or organisation if their total turnover exceeds 9 lac.
- The use of yoga wheel was first started in the year 2014 to improve spine health. Once the yoga wheel came
- The Yoga wheel should be situated between the shoulder blades and should pinpoint the spine for effective stretching
- Yoga mats find an important application in the practice of asanas.
- Organic Cotton and hemp yoga mats are recyclable and provide a much better grip compared to PVC mats.
- **Niyama** refers to the duties one possesses towards their selves.
- **Pranayama** emphasises upon breathing techniques
- Antaranga yoga means an internal or inner path of yoga.
- Practising yoga on a regular basis regulates the functioning of adrenal glands and lowers the cortisol level of the blood.
- Kriyas or cleansing practices helps eliminate toxins from the body
- Yoga had been mentioned in Rig Veda, and its evidence was found in the oldest civilization of Indus-Saraswati, which is considered to be more than 5000 years old (3000B.C.)
- Meaning of Upanishads is 'Sitting down on feet' which means getting 'Shiksha' or
- education.
- The development of yoga can be traced back to over 5,000 years ago.
- The Classical period is defined by Patanjali Yoga Sutra, which is the first systemic presentation of Yoga.
- Yoga has its origin thousands of years ago even before it was realised in true form.
- The Hon'ble Prime Minister Shri Narendra Modi proposed to declare 21st June as 'International Yoga Day'.

Activity



Mr X is a 58-year-old man suffering from frozen shoulders and stiff joints. Hence, he faces difficulty in performing certain yogic asana. Identify the props which could be used to help and support Mr X while performing the asana.

Activity



- Make a list of the asanas, as mentioned in Hatha Yoga Pradipika
- Try performing them one by one
- Discuss the challenges faced while performing the asana with your supervisor
- The total time allotted for this activity is 30 – 40 minutes.

Exercise



A. Choose the correct alternative:

- Which one of the following could be used as a prop while performing asana?
 - Straps
 - Chairs
 - Meditation cushion
- Which one of the following for making Yoga wheels due to its antimicrobial properties?
 - Cork
 - Plastic
 - Rubber
- Which is an eco-friendly alternative to PVC used in Yoga mats?
 - Natural Rubber
 - Cork
 - Wood
- Which of the following could be used for meditation purpose?
 - Straps
 - Bolsters
 - Salt lamps
- A Yoga mat should have the following features. Find the odd one out.
 - Durable
 - Bio-degradable
 - Colourful

B. Fill in the blanks:

- The Yoga Sutra is composed of _____
_____ different sutras or aphorisms, of Indian origin, which deal with the conception, theoretical and the practical aspects of Yoga.
- The _____ are considered as one of the basic foundations of the ancient concept of Yoga and its philosophy.
- _____ is one of the most popular types of yoga, which is widely practiced throughout the world. It is considered to be one of the branches of the practice of Yoga in the South Asian countries, including India.
- The three books on the Hatha Yoga are _____
_____, _____.
- The _____ may be considered as the personal and social ethics which one should follow or abide by while traversing the path of yoga.

C. Answer the following questions:

- Why is cork preferred for making Yoga wheels?
- Describe three ways in which a Yoga wheel can be used by a beginner.
- Explain three ways in which a Yoga mat can be cleaned.
- Demonstrate the asanas mentioned in the first two chapters of the Hatha Yoga Pradipika.
- Illustrate the ways to lead a yogic lifestyle.

3. Conduct Advanced Yoga and Hatha Yoga Sessions



Unit 3.1 - Principles of Yoga

Unit 3.2 - The concept of Bhagwad Gita

Unit 3.3 - The Yoga of Liberation by Renunciation

Unit 3.4 - Anatomy of the Human Body

Unit 3.5 - Shanti Prayer and Basic Yoga Rules

Unit 3.6 - Kriya

Unit 3.7 - Nada Anusandhana

Unit 3.8 - Sithili Vyama

Unit 3.9 - Instant Relaxation Technique

Unit 3.10 - Quick Relaxation Technique

Unit 3.11 - Bandha

Unit 3.12 - Mudra

Unit 3.13 - Surya Namaskar with Prayer and Bhija Mantra



UNIT 3.1: Principles of Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the different principles of Yoga

The principles of Yoga are based on the Patanjali Sutras as written by the sage Patanjali. A two-step process has been recommended in the Patanjali Sutras. The first step emphasises on the development of positive ethics, whereas the second step focuses on the effective practice of meditation. There are five basic principles which form the root of Yoga Philosophy and practice. Some of these have been discussed in details below:

3.1.1 Different Principles of Yoga

The Principles of Yoga can be described with the help of the following points:

1. **Non-violence (Ahimsa):** A person practising yoga, also known as a Yogi should restrain himself from the killing of animals.
2. **Truthfulness (Satya):** Yoga emphasises on the idea of being honest with others as well as oneself. It says that under no condition should an individual lie except in the situation, where lying could save the life of an individual. Those who consistently live in the truth radiate truth. They should be trusted by their fellow men.
3. **Righteousness (Asetya):** Yoga strongly prohibits the practice of stealing or cheating. It emphasises on fair trade policy. A Yogi is honest in their professional life and shouldn't seek unwanted advantage.
4. **Wisdom (Brahmacharya):** The Principle of wisdom states that one should focus upon their inner peace and happiness and not give sole priority to outside objects for attaining happiness. A yogi should direct all their actions for the enlightenment of their self.
5. **Simplicity (Aparigraha):** A yogi should be rich inwardly and live modestly from outside. A Yogi should focus upon building positive internal energy which will keep his mind and soul purified.
6. **Worship of the spiritual goal (Ishvara-pranidhana):** Yoga focuses upon being one with God. A yogi should remember his God at each and every stage of life and practice gratitude by offering prayers.
7. **The sacrifice of the ego (Shaucha):** Shaucha states that one should let go of the ego and focus on developing a humble self willing to rectify and learn.
8. **Self-discipline (tapas):** It aims at leading a disciplined life by letting go of greed and negativity.
9. **Reading (svadhyaya):** A yogi should read and chant prayers on a regular basis to enlighten their spiritual soul. The daily reading of mantra cleanses our spirit and helps us connect with the supreme soul.
10. **Contentment (santosha):** One of the most important rules of Yoga is that one should be satisfied with what they have as greed leads to 'niskarma'.

UNIT 3.2: The concept of Bhagwad Gita

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the importance of Bhagavad Gita as a yogic text

3.2.1 Bhagavad Gita as Yogic Text

The Bhagwad Gita has been based on the epic story of Mahabharata. One hundred thousand verses of the Bhagwad Gita have been divided into eighteen books and is one of the longest epic poems in the world. The Bhagwad Gita holds tremendous influence over the people and literature of India.

The epic story of Mahabharata describes the conflict for the throne of Hastinapura, a kingdom just north of modern Delhi that was the ancestral realm of a tribe known as the Bharatas.

The struggle is between two groups of cousins, the Pandavas (sons of Pandu), and the Kauravas (descendants of Kuru). The throne of Hastinapura was given to Pandu the younger brother instead of Dhritarashtra, the elder brother, as he was blind.

However, Pandu renounced the throne, and Dhritarashtra assumed all power after all. The sons of Pandu—Yudhishtira, Bhima, Arjuna, Nakula, and Sahadeva—grow up together with their cousins, the Kauravas. The Pandavas were forced to leave the kingdom owing to the cruel intentions of their uncle Dhritarashtra and cousins after the death of their father. During their exile period, the Pandavas jointly married the princess of Dhrupad known as Draupadi. The Pandavas returned and shared sovereignty with the Kauravas, but had to withdraw to the forest for thirteen years when Yudhishtira loosed all his possessions in a game of dice with Duryodhana, the eldest of the Kauravas. When they return from the forest to demand their share of the kingdom back, Duryodhana refused. Lord Krishna who was a cousin to the Pandavas came to their rescue and asked them to fight for their rights.

The battlefield of Mahabharata formed the very foundation of the Bhagavad Gita. The battle continued for eighteen days and ends with the defeat of the Kauravas.

The eighteen chapters of the Bhagavadgita are classified as 'yogas', starting with the 'yoga' of Arjuna's depression and ending with the yoga of 'liberation through renunciation'. The eighteen chapters are:

Chapter 1: अर्जुनविषादयोग - arjunavishadayoga

The Yoga of The Despondancy of Arjuna

Chapter 2: संख्यायोग - sankhyayoga

The Yoga of Knowledge

Chapter 3: कर्मयोग - karmayoga

The Yoga of Action

Chapter 4: ज्ञानविभगयोग - jyanavibhagayoga

The Yoga of The Division of Wisdom

Chapter 5: कर्मसंन्यासयोग- karmasannyasayoga

The Yoga of Renunciation of Action

Chapter 6: ध्यानयोग - dhyanyoga

The Yoga of Meditation

Chapter 7: ज्ञानविज्ञानयोग - gyanavigyanayoga

The Yoga of Wisdom and Realisation

Chapter 8: अक्षरब्रह्मयोग - aksharabrahmayoga

The Yoga of The Imperishable Brahman

Chapter 9: राजविद्याराजगुह्ययोग - rajavidyarakshaguhyayoga

The Yoga of The Kingly Science and the Kingly Secret

Chapter 10: विभूतियोग - vibhutyoga

The Yoga of The Divine Glories

Chapter 11: विस्वरूपदर्शनयोग - visvarupadarshanayoga

The Yoga of The Vision of the Cosmic Form

Chapter 12: भक्तियोग - bhaktiyoga

The Yoga of Devotion

Chapter 13: क्षेत्रक्षेत्रविभागयोग - kshetrakshetravibhagayoga

The Yoga of The Distinction Between the Field and the Knower of the Field

Chapter 14: गुणत्रयविभागयोग - gunatrayavibhagayoga

The Yoga of The Division of the Three Gunas

Chapter 15: पुरुशोत्तमयोग - purushottamayoga

The Yoga of The Supreme Spirit

Chapter 16: दैवासुरसम्पद्विभागयोग - daivasurasampadvibhagayoga

The Yoga of The Division Between the Divine and the Demoniactal

Chapter 17: श्रद्धात्रयविभागयोग - sraddhatrayavibhagayoga

The Yoga of The Division of the Threefold Faith

Chapter 18: मोक्षसंन्यासयोग - mokshasannyasayoga



Fig. 3.2.1: Bhagawad Geeta is used as a Yogic text

UNIT 3.3: The Yoga of Liberation by Renunciation

Unit Objectives

At the end of this unit, you will be able to:

1. Sketch an overview to Yoga Sutras
2. Restate the introduction to Vedas
3. Identify different scriptures and their relation to Yoga

Introduction to Yoga Sutras of Patanjali

The brief and succinct definition of Yoga was provided by Sage Patanjali in his book 'Patanjali Yoga Sutra' more than three thousand years ago. In the Yoga Sutras, Sage Patanjali has provided a very scientific and practical explanation of the philosophy and practice of Yoga. A section of the book describes what is "Ashtanga Yoga" or the eight limbs of Yoga, which provides practical guidelines for achieving the goals of yoga. Most of the Yoga practised today called Hatha Yoga includes physical postures (asanas) and some breathing techniques (Pranayama). One needs to include all eight limbs of yoga in their routine for achieving the final objectives.

3.3.1 Overview of Yoga Sutras

The Yoga Sutras could be divided into the following types as :

1. Patanjali Yoga Sutra
2. Hatha Yoga Pradipika
3. Gheranda Samhita
4. Shiva Samhita

The **Yoga Sutra** is composed of 195 – 196 different sutras or aphorisms, of Indian origin, which deal with the conception, theoretical and the practical aspects of Yoga. An aphorism is any terse, concise and generic information of a particular principle or truth of life.

The Yoga Sutra is considered as the authoritative and important text on Yoga, which discusses all the eight limbs of the yogic practices. These aphorisms or sutras were synthesised, compiled, organised and preached by the eminent sage **Patanjali**, in around 400 CE. Thus, these are known as the Patanjali Yoga Sutras, which offer the means of leading a meaningful and purposeful life.

In the medieval age, this text by Patanjali was the most famous and had been translated into languages like Arabic, Old Javanese, as well as forty other Indian languages and dialects. In the nineteenth century, the importance of this text was revived by Swami Vivekananda, with the help of the Theosophical Society. Consequently, until today, the Patanjali Yoga Sutras are considered valuable and necessary for the betterment of one's life and living.

1. Patanjali Yoga Sutra

The Patanjali Yoga Sutras are considered as one of the basic foundations of the ancient concept of Yoga and its philosophy. In Sanskrit, the word "sutra" means "threads" – the Patanjali Yoga Sutras are divided into four parts or books, where each one is called a "pada", which was a basic unit of

poetry in the Vedic times. Each “pada” consist of the various aphorisms or sutras which make up the Patanjali Yoga Sutra. The four main “padas” of the Patanjali Yoga Sutra are–

- i. Samadhi Pada – this consists of 51 sutras
- ii. Sadhana Pada – this consists of 55 sutras
- iii. Vibhuti Pada – this consists of 56 sutras
- iv. Kaivalya Pada – this consists of 34 sutras

Steps to Perform the Patanjali Yoga Sutra

To understand the Patanjali Yoga Sutras and interpret them, you need to follow these steps –

1. Sit comfortably in a clean area.
2. Relax and calm your mind to be free from any kinds of anxiety, pressure or tension.
3. Maintain your focus on your breathing pattern – inhalation and exhalation.
4. Be conscious of your surrounding area.
5. Understand and internalise the basic principles of each “pada” of the Patanjali Yoga Sutras.

Principles of Patanjali Yoga Sutra

The modern practice of Yoga is often termed as the **Patanjali Yoga Sutras**. During the nineteenth century, **Swami Vivekananda** established the similarity or equation between **Patanjali Yoga Sutras** and the **Raja Yoga**. Thus, these sutras are sometimes also known by the other names like “Royal Yoga”, “Raja Yoga”, “Classical Yoga”, “Sahaj Marg”, or “Royal Union”.

The Yoga Sutras of Patanjali are also sometimes referred to as “Raja Yoga” or the “Royal Yoga”.

In sutra 2 of the first chapter, Patanjali has defined yoga as :

“yogascitta vritti nirodhah” (Sanskrit)

“Yoga is the restraint of the modifications of the mind-stuff.”

– translation by Swami Vivekananda

In subsequent sutras, Sage Patanjali explained that once the mind is properly restrained, then the true self” can rest in its own true nature.

The eight limbs of yoga as defined in the second chapter of Patanjali Yoga Sutra are as follows:

Yamas (self-restraint): The Yamas describe how to interact with the outside world at a social level. The five Yamas are Ahimsa (non-violence), Satya (truthfulness), Asteya (non-stealing), Brahmacharya (abstinence), Aparigraha (non-hoarding).

Niyamas (observances): The niyamas states the guidelines for self-discipline. The five niyamas are shoucha (cleanliness), santosha (contentment), tapas (austerity), swadhyaya (the study of the scriptures and self-study), and Ishwara pranidhana (surrender to God). Together, Yamas and niyamas provide a moral and ethical code which is to be followed by an aspiring yogi.

Asana (posture): Asana refers to the seated position taken by yogis while performing the asana.

Pranayama (breath control): Pranayama mainly consists of breath control and breathing exercises which help in controlling the mind or senses.

Pratyahara (sense withdrawal): Through pratyahara one gains the ability to withdraw their senses from objects and gain better self-control.

Dharana (concentration/focus): Dharana involves focusing the mind on a single object for long periods of time.

Dhyana (meditation): When the thinking and the focus of the mind are oriented towards a single object, the yogi enters the state of meditation.

Samadhi (total absorption): Samadhi is the final stage when the individual is lost in meditation and becomes one with the universe. It is only in the highest stage of “Samadhi”, called the “nirbeeja Samadhi” (seedless Samadhi) where the mind is fully under control and brings the yogi to a state of peace and tranquillity.

2. Hatha Yoga Pradipika

The Hatha Yoga Pradipika is one of the three main scripts written on the Hatha Yoga and its practices. It was written in around 1350, in Sanskrit, by Swami Svatomarama. The name “Pradipika” means “light”, “to illuminate”, i.e. to show light upon the Hatha Yoga, where “ha” is the sun, “tha” is the moon, and “yoga” means to join. The meaning of the title may be said to be the ways of going beyond all the mundane reality in which the spirit and nature are kept separated.

The Hatha Yoga may be seen as the union between the two chief energies of human life – the physical and the mental. The practices mentioned in this text by Svatomarama, are aimed to prepare the physical body for the higher mental and spiritual practices of yoga and meditation.

Hatha Yoga is one of the most popular types of yoga, which is widely practised throughout the world. It is considered to be one of the branches of the practice of Yoga in the South Asian countries, including India. Hatha Yoga is an ancient system of yoga, which chiefly deals with pranayama, i.e., breathing exercises, and asanas, i.e. postures of yoga.

Hatha Yoga postures assist in keeping the body and mind in a peaceful state, in preparing the person for higher spiritual activities like meditation. In Sanskrit, the word “Hatha” means either “forceful” or “willful”, i.e. the yoga of activity. Again, in Sanskrit, “ha” means the Sun, and “the” means the Moon, which means that it is also the yoga of balance.

The literal meaning of the Hatha Yoga is the union of the human body through the application of the discipline of the force. It emphasises on achieving mastery over the body to attain spiritual perfection where the mind can be withdrawn from any kind of material desires. Hatha Yoga is most famous in the Western countries of the world, where it is practised as a kind of exercise that helps in both mental concentration, and strength, relaxation and flexibility of the body.

Foundation of Hatha Yoga



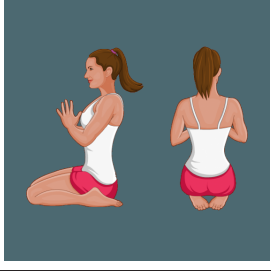
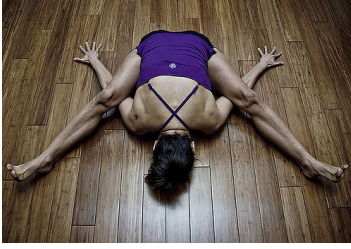

The Hatha Yoga is considered to be associated with the Yogis of the Natha Sampradaya, in India, and their founder is the mythical person, Matsyendranath. Matsyendranath is a famous sage who has known both Buddhist and Hindu tantric schools and hatha yoga practices. Sometimes, the Hatha Yoga has also been associated with Dashanami Sampradaya, under the mystical figure of the Dattatreya. There are two main forms of the Hatha Yoga – one that is practised by Kapila through eight mudras and the other that is practised by Yajnavalkya through the eight limbs of the Ashtanga yoga.

Divisions of the Book

Hatha Yoga Pradipika consists of four chapters, which emphasise on the practice of different types of asanas (body postures), purification of the body and mind, mudras (symbolic gestures), Nadi (bodily connections), Sakti (energies), kriya and bandha, kundalini (coiled power), chakra (bodily spiritual centres), pranayama (breath controls), and many more topics. According to the Hindu Yoga, Lord Shiva is considered to have imparted the secrets and knowledge of the Hatha Yoga to the goddess Parvati.

This book is divided into four chapters –

Chapter 1 – It deals with Asanas, among which are –

Asanas	Steps	Image
1. Swastika asana	<ul style="list-style-type: none"> Keep both hands under both thighs. Keep the body in a straight posture. Sit calmly in this posture. 	<p>SWASTIKASANA THE AUSPICIOUS POSE</p>  <p>yogicwayoflife.com</p>
2. Gomukha asana	<ul style="list-style-type: none"> Place the right ankle of the right foot on the left side. Place the left ankle of the left foot on the right side. Then, perform this asana by posing like a cow. 	
3. Virasana	<ul style="list-style-type: none"> Place the right foot on the left thigh. Place the left foot on the right thigh. Then, perform the pose of virasana. 	
4. Kurmasana	<ul style="list-style-type: none"> Position the right ankle on the left side of the anus. Position the left ankle on the right side of the anus. Then, perform the pose of kurmasana. 	
5. Padmasana	<ul style="list-style-type: none"> Position the right foot on the left thigh. Position the left foot on the right thigh. Hold the toes of both the feet, by crossing the hands on the back. Place the chin against the chest. Fix the gaze on the tip of the nose. 	<p>Padmasana</p> 



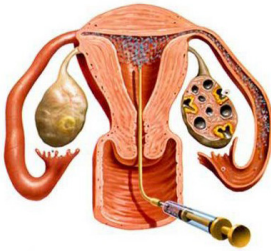
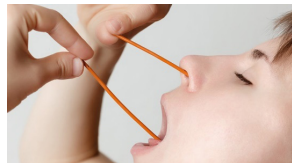
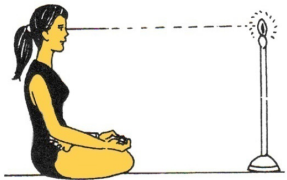
The remaining asanas and postures mentioned in Chapter 1 are –

1. Uttana kurma asana
2. Dhanura asana
3. Matsya asana
4. Paschima tana
5. Mayura asana

6. Sava asana
7. Siddhasana
8. Kukkuta asana
9. Simhasana
10. Bhadrasana

Details about all these asanas can be found on the website:
<http://www.sacred-texts.com/hin/hyp/hyp03.htm>

Chapter 2 – it deals with Pranayama and Shatkarma, among which are –




Pranayama & Shatkarma	Steps	Image
1. Pranayama	<ul style="list-style-type: none"> • Sit in the posture of the padmasana. • Slowly inhale by using the left nostril (Chandra) and blocking the right nostril (Surya). • Hold the position for as long as possible. • Then, slowly exhale by using the right nostril. • Repeat the procedure by using the alternate nostrils. 	
2. Dhauti	<ul style="list-style-type: none"> • A strip of cloth which is 3 inches in width and 15 cubits in length is moistened in some warm water. • Then, it is swallowed by following the advice of the yoga guru/trainer. • The end of the cloth should be held by the teeth. • Then, the cloth is slowly taken out of the mouth, following the advice of the trainer/ yoga guru. 	
3. Basti	<ul style="list-style-type: none"> • Squat in the appropriate posture in the water, whose level is navel – deep. • Take a smooth, long pipe of 6 inches long and half an inch in diameter. • Keep the pipe open at both ends. • Insert the pipe half inside the anus. • Then, contract the muscles of the anus, and then expel the pipe. 	
4. Neti	<ul style="list-style-type: none"> • Take a chord which is about 6 inches in length, made of threads. • Then, pass the cord through the nasal passage. • Then, take out the end of the cord through the mouth. 	
5. Trataka	<ul style="list-style-type: none"> • Be steady and calm the self. • Then, gaze at any small mark or light, steadily, for as long as possible. • Hold the gaze until the eyes are filled with tears. 	

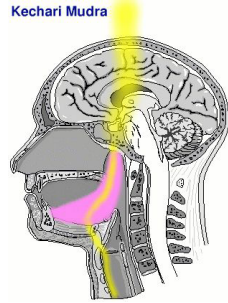
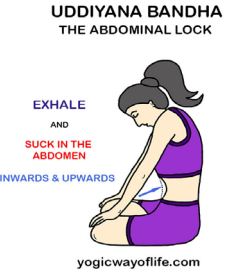
The remaining Pranayama and Shatkarma are –

1. Nauli
2. Kapala Bhati
3. Gaja Karani
4. Manomani
5. Kumbhakas
6. Surya Bhedana
7. Ujjayi
8. Sukari
9. Sitali
10. Bhastrika
11. Bhramari
12. Murchha
13. Plavini

Details of all these Pranayama and Shatkarma can be found on the website:
<http://www.sacred-texts.com/hin/hyp/hyp04.htm>

Chapter 3 – it deals with Bandha and Mudras, among which are –

Bandha & Mudra	Steps	Image
1. Maha Mudra	<ul style="list-style-type: none"> • With the left heel of the left foot, press the yoni or the perineum. • Then, stretch the right foot forward. • Press the right toe of the right foot by using the thumb and index finger. • Perform Jalandhara Bandha, inhale the air. • Allow the air taken through the breath, to go down the body. • Then, exhale the breath slowly. 	
2. Maha Bandha	<ul style="list-style-type: none"> • With the left heel of the left foot, press the perineum. • Position the right foot on the left thigh. • Inhale by placing the chin against the chest. • Hold the air inside and fix the mind on the area between the two eyebrows. • Then, exhale slowly, and repeat the process on the opposite side. 	
3. Maha Vedha	<ul style="list-style-type: none"> • Inhale the air and keep it trapped inside. • Calm the mind and keep it steady. • Rest both the hands on the ground. • Raise the body in a way that the buttocks strike against the ground. 	

Bandha & Mudra	Steps	Image
4. Khechari	<ul style="list-style-type: none"> • Turn the tongue over itself, and press it inside the gullet or oesophagus. • Keep the eyesight steady by holding it in the area between the two eyebrows. • You should perform this under the advice and supervision of a yoga guru/practitioner. 	 <p>Khechari Mudra</p>
5. Uddiyana Bandha	<ul style="list-style-type: none"> • Press the portion of the belly above and/or below the navel, backwards towards the spinal cord. 	 <p>UDDIYANA BANDHA THE ABDOMINAL LOCK</p> <p>EXHALE AND SUCK IN THE ABDOMEN INWARDS & UPWARDS</p> <p>yogicwayoflife.com</p>

The remaining Bandha and Mudra in this chapter are –

1. Mula Bandha
2. Jalandhara Bandha
3. Viparita Karani
4. Vajroli
5. Sahajoli
6. Amaroli
7. Sakti chalana

Details of these Bandha and Mudra can be found on the website:
<http://www.sacred-texts.com/hin/hyp/hyp05.htm>

Chapter 4 – it deals with Samadhi, among which are –

Samadhi	Steps
1. Sambhavi Mudra	<ul style="list-style-type: none"> • Keep the eyesight directed towards external objects. • Fix the attention inwardly towards the Brahman. • Hold the eyesight steadily, without blinking the eyelids.
2. Unmani	<ul style="list-style-type: none"> • Pay attention to the light on the tip of the nose. • Fix the gaze on that light. • Raise the eyebrows, slightly. • Allow the mind to contemplate inwardly on the Brahman.
3. Taraka	<ul style="list-style-type: none"> • Keep the mind calm and steady. • Keep the eyes in a half closed manner. • Fix the eyesight on the tip of the nose.



Fig. 3.3.1: The state of Samadhi leads to enlightenment



Fig. 3.3.2: A Yogi Performing Sambhavi Mudra

The rest of the postures related to Samadhi are –

1. Arambha Avastha
2. Parichaya Avastha
3. Khechari
4. Ghata Avastha

The remaining bodily postures of Samadhi are mentioned in details on the website:
<http://www.sacred-texts.com/hin/hyp/hyp06.htm>

3. Gheranda Samhita

The Gheranda Samhita is a famous Sanskrit text on the practices of the Hatha Yoga, alongside the Hatha Yoga Pradipika and the Shiva Samhita. This text is thought to be composed in the seventeenth century, and the meaning of the title is “Gheranda’s Collection”. The text of the Gheranda is a yoga manual which is taught to the king Chandakapali by the sage Gheranda. The yoga practices mentioned in the book aims to purify and cleanse the body in order to prepare it for the higher states of spiritual achievement including the state of Samadhi and the knowledge of the soul.

The Gheranda Samhita stresses on the **sevenfold limbs of yoga** which are –

- **Samadhi**, to attain isolation – it includes various methods and tools to be used in the process
- **Dhyana**, to attain perception – it is dedicated to meditation to attain oneness of the soul
- **Pranayama**, to attain lightness – it includes ten breathing techniques
- **Pratyahara**, to achieve a calming sensation – it includes five techniques of concentration
- **Mudra**, to steady the being – it includes twenty-five gestures or mudras
- **Asana**, to attain strength – it includes thirty-two postures
- **Shatkarma**, to attain purification of the soul – it involves six ways of cleansing

This text on yoga is divided into seven chapters, where each chapter talks about a unique journey in the path of yoga. Among all the yoga practices which are mentioned in this text, only **32** of these are considered to be useful for humans. There are **84 root asanas**, which are mostly done in the seated and meditative postures.

4. Shiva Samhita

The Shiva Samhita is a text on yoga, written in Sanskrit, during the sixteenth or seventeenth century. The meaning of the title is “Shiva’s Compendium”. It is considered to have been composed in or around the region of Varanasi, the spiritual capital of India. This text is regarded as one of the most ancient complete guides of the Hatha Yoga practices. It is written from the perspective of Lord Shiva and is addressed to goddess Parvati.

There are **84 asanas** or body postures in the whole text, alongside other topics and concepts on yogic philosophy, mudra, tantra or tantric practices, meditation, and the five different types of prana. The book is classified into five chapters, among which the first one is a treatise on the Advaita Vedanta philosophy, under the influence of the Sri Vidya School in south India.

Divisions of the Book

The Shiva Samhita is divided into five chapters. In a nutshell, the chapters of the Shiva Samhita may be discussed as –

- **The first chapter**– It states that there is “one eternal true knowledge “along with different ways of achieving self – liberation or ‘moksha’ and the practice of yoga in this regard.
- **The second chapter**– it includes the description of how the external macro – the phenomenon is internalised by the human body through equivalents, as the outside world is also contained inside the human body.
- **The third chapter**– it states the value and importance of having a guru/teacher, the different physiological theories, elements of the body, the theory of asana, and stages of yoga.
- **The fourth chapter**– it includes the concept of the awakening of the kundalini or inner energy, the different mudras, and various yoga practices which can result in the attaining of special powers or siddhis.
- **The fifth chapter**– it is the longest chapter and contains the description of the different mudras, chakras, one’s self – liberation, inner strength, energy and sounds.

3.3.2 Introduction of Veda

The Vedas are considered the most sacred books as well as the earliest literary record of Indo-Aryan civilisation. The Vedas are the original scriptures of Hindu teachings and contain spiritual knowledge encompassing all aspects of life. Vedic literature is the highest religious authority for all sections of Hindus.

Origin of Vedas: The Vedas are the earliest documents created by the human mind. It is difficult to say when was the first time that Vedas were mentioned or how did they come into existence.

The general assumption is that the Vedic hymns were either taught by God to the sages or that they were revealed by the sages themselves. The Vedas were mainly compiled by Vyasa Krishna Dwaipayana during the time of existence of Lord Krishna, i.e. around 1500 BC.

Classification of the Veda: The Vedas are of the following types - Rig-Veda, Sama Veda, Yajur Veda and the Atharva Veda. The Rig Veda is considered one of the main scriptures. The four Vedas are collectively known as "Chaturveda," of which the first three Vedas viz., Rig Veda, Sama Veda and Yajur Veda agree in language, form and content.

Structure of Vedas: Each Veda consists of four parts – the Brahmanas (rituals), the Samhitas (hymns), the Aranyakas (theologies) and the Upanishads (philosophies). Samhita is the collection of mantras or hymns. Each Veda has several Brahmanas attached to it, which are religious texts. The "Vedanta" or the Upanishads form the concluding portions of Veda. The Upanishads and the Aranyakas discuss the political problems and are the concluding portions of the Brahmanas. The Aranyakas (forest texts) intend to serve as objects of meditation for ascetics.

3.3.3 Scriptures

Rig Veda: The Rig Veda is the main source of knowledge on Rig Vedic Civilisation and consists of inspired songs and hymns. It is the oldest book in any Indo-European language and dates back to 1500 B.C.-1000 B.C. Some scholars date the Rig Veda as early as 12000 BC - 4000 B.C.

The Rig-Vedic 'Samhita' is a collection of 1,017 hymns or 'suktas', covering about 10,600 stanzas. It has been divided into eight 'adhayayas' or chapters, which are again sub-divided into groups. The 'hymns' have been made famous by the teachings of the Rishi or Munis. The Rig Veda provides a detailed account of the political, social, religious and economic background of the civilisation of that time.

Sama Veda: The Sama Veda is a pure literary collection of melodies (saman). The hymns in the Sama Veda used as musical notes were mostly drawn from Rig Veda. Hence, its text is a reduced version of the Rig Veda.

Yajur Veda: The Yajur Veda is a liturgical collection made to meet the demands of ceremonial religion. The Yajurveda is served a guidebook for priests who perform sacrificial acts ('yajus'). There is six complete recession of Yajur Veda- Madyandina, Kanva, Taittiriya, Kathaka, Maitrayani and Kapisthala.

Atharva Veda: The Atharva Veda is completely different from the other three Vedas and is next in importance to the Rig Veda with regards to sociology and history. The hymns of the Atharva Veda are more diverse in nature than the Rig Veda. Many scholars do not consider the Atharva Veda as part of the Vedas at all. The Atharva Veda portrays a clear picture of the Vedic society.

Upanishad: Upanishad refers to mystic teaching and has been derived from upa (near), ni (down) and shad (to sit). The teachings of the Upanishads were transferred by the Gurus to their sisya within the serene and quiet environment of a Gurukul. Samkara derives the word Upanishad as a substitute from the root sad, 'to loosen', 'to reach' or 'to destroy' with upa and ni as prefixes and Kvip as termination.

Upanishad refers to Brahma Knowledge which destroys ignorance. The treatises that deal with Brahma Knowledge are called the Upanishads. The Upanishads set forth prime Vedic doctrines like yoga, meditation, karma, self-realisation, reincarnation, which were hidden under the symbols of an older mystery religion. The Upanishads are believed to be prevalent even before the times of Lord Krishna and Buddha. Most of the great teachings of the later Hindu and Buddhist Philosophy present in the Upanishads have been derived from Sage Yajnavalkya. He taught the doctrine of “neti-neti”. the view that truth can be found only through the negation of all thoughts about it. Some of the other important Upanishadic sages are- Uddalka Aruni, Shwetaketu, Shandilya, Aitareya, Pippalada, Sanat Kumara. Many earlier Vedic teachers like Manu, Brihaspati, Ayasya and Narad, are also found in the Upanishads.

Some of the major Upanishads are as follows:

Īśā (IsUp), White Yajurveda

Kena (KeUp), Samaveda

Kaṭha (KaUp), Black Yajurveda

Praṣna (PrUp), Atharvaveda

Muṇḍaka (MuUp), Atharvaveda

Mandukya (MaUp), Atharvaveda

Taittirīya (TaiUp), Black Yajurveda

Aitareya, (AiUp), Rigveda

Chāndogya (ChhUp), Samaveda

Bṛhadāraṇyaka (BṛUp), White Yajurveda

Shvetashvatara Upanishad

Kaushitaki Upanishad

Maitri Upanishad

UNIT 3.4: Anatomy of the Human Body

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the different organ systems of the human body
2. Recognise the importance of Yogic diet
3. Restate the importance of good eating habits

3.4.1 Organ Systems of Human Body

Human Body is a very complex machine where all of its components work in tandem. The human body can be divided into the following systems-

1. Skeletal System
2. Cardiovascular system
3. Muscular System
4. Digestive System
5. Nervous system
6. Endocrine System
7. Respiratory system
8. Immune and Lymphatic System
9. Urinary System
10. Male Reproductive System
11. Female Reproductive system

Skeletal System: An adult human skeletal system consists of 206 bones. This skeletal system could be divided into- axial skeleton and appendicular skeleton. The axial skeleton runs along the body's midline. It consists of around 80 bones spread through the Skull, Hyoid, Auditory ossicles, Ribs, Sternum and Vertebral column. The appendicular skeleton is made up of 126 bones which are spread through the Upper limbs, Lower limbs, Pelvic girdle and Pectoral (shoulder) girdle



Fig. 3.4.1: Skeletal System

Skull: The skull is composed of 22 bones which are fused together except in the mandible region. These 21 bones are separate in children, which allow the brain to grow. However, they are fused in adults to give added protection. The mandible forms the only movable joint in the skull with the temporal bone. The bones at the superior portion of the skull form the cranium, which protects the brain from damage. The bones of the inferior and anterior portion of the skull are known as facial bones and support the eyes, nose, and mouth.



Fig. 3.4.2: Skull

Hyoid and Auditory Ossicles: The hyoid is a small, U-shaped bone found inferior to the mandible. The hyoid does not form a joint with any other bone and hence called a floating bone. The hyoid's function is to hold the trachea open and to form a bony connection for the tongue muscles. The malleus, incus and stapes are the smallest bones in the body and are collectively known as the auditory ossicles. They are found in a small cavity inside the temporal bone and transmit and amplify sound from the eardrum to the inner ear.



Fig: 3.4.3 Hyoid and Auditory Ossicles

Vertebrae: Twenty-six vertebrae form the vertebral column of the human body. They are named by region:

Cervical (neck)- 7 vertebrae

Thoracic (chest)- 12 vertebrae

Lumbar (lower back)- 5 vertebrae

Sacrum- 1 vertebra

Coccyx (tailbone) -1 vertebra

With the exception of Sacrum and coccyx, each vertebra is named by the first letter of its region and its position along the superior-inferior axis. For Example, the most superior thoracic vertebrae are called T1, and the most inferior is called T12.



Fig. 3.4.4: Vertebrae

Ribs and Sternum: The sternum, or breastbone, is a thin, knife-shaped bone located along the midline of the anterior side of the thoracic region of the skeleton. The sternum connects to the ribs by thin bands of cartilage called the costal cartilage. There are 12 pairs of ribs that together with the sternum form the ribcage. The first seven ribs are known as “true ribs” because they directly connect the thoracic vertebrae to the sternum through costal cartilage. Ribs 8, 9 and 10 all connect to the sternum through the cartilage that is connected to the cartilage of the seventh rib, so they are considered to be “false ribs”. Ribs 11 and 12 are also false ribs but are considered to be floating ribs, as they do not have any cartilage attachment to the sternum.

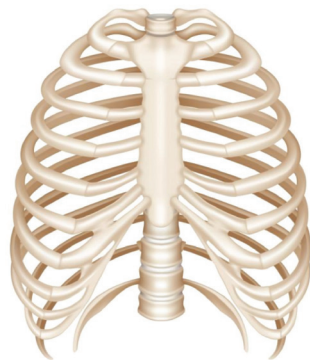


Fig. 3.4.5: Ribs and Sternum

Pectoral Girdle and Upper Limb: The pectoral girdle connects the bones of the upper limb (arm) to the axial skeleton and consists of the left and right clavicles and left and right scapulae. The humerus is the bone of the upper arm. It forms the ball and socket joint of the shoulder with the scapula and forms the elbow joint with the lower arm bones. The radius and ulna are the two bones of the forearm. The ulna is on the medial side of the forearm and forms a hinge joint with the humerus at the elbow. The radius allows the forearm and hand to turn over at the wrist joint. The lower arm bones and the carpels (a group of eight small bones) form the wrist joint that gives added flexibility to the wrist. The carpals are further connected with five metacarpals, which form the bones of the hand. Each finger has three bones known as phalanges. However, the thumb has only two phalanges.

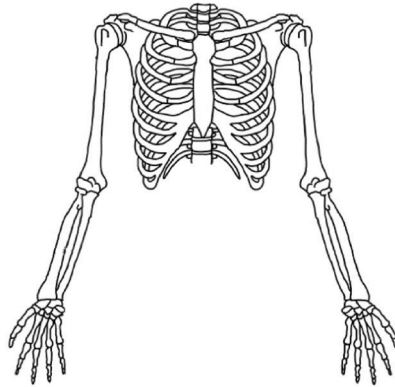


Fig. 3.4.6: Pectoral Girdle and upper limb

Pelvic Girdle and Lower Limb: The Pelvic Girdle formed by the left and right hip bones connects the lower limb (leg) bones to the axial skeleton. The femur is the largest bone in the body and the only bone of the thigh (femoral) region. The femur forms the ball and socket hip joint with the hip bone and forms the knee joint with the tibia and patella. Patella is one of the few bones which is not present at birth and is commonly called the **knee cap**. The patella forms in early childhood to support the Knee for walking and crawling.

The lower leg consists of two main bones which are the Tibia and Fibula. The tibia is much larger than the fibula and bears all of the body's weight. The muscles are attached to the fibulae and help in maintaining balance. The tibia and fibula along with the talus forms the ankle joint.

The tarsals are a group of seven small bones that form the posterior end of the heel and foot. The Tarsals form joints with the five long metatarsals of the foot. Then each of the metatarsals forms a joint with each set of phalanges in the toes. Each toe has three phalanges, excepting the big toe, which only has two phalanges.



Fig. 3.4.7: Pelvic Girdle and lower limb

Cardiovascular System: The cardiovascular system consists of the heart and blood vessels. The Cardiovascular system is responsible for transporting nutrients, oxygen, hormones, and cellular waste products throughout the body. The cardiovascular system consists of the heart along with arteries and veins. The heart is the size of the fist and pumps over 5 litres of blood every minute.

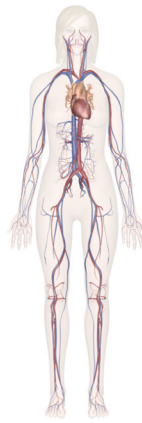


Fig. 3.4.8: Cardiovascular System

The Heart: The Heart is a muscular structure located medial to the lungs within the thoracic cavity. The bottom tip of the heart, known as the apex, is turned to the left so that about $\frac{2}{3}$ of the heart is left aligned with the other $\frac{1}{3}$ aligned to the right. The base of the heart connects to the great blood vessels of the body such as the aorta, vena cava, pulmonary trunk and pulmonary veins.

There are two primary circulatory loops in the body the pulmonary circulation loop and the systemic circulation loop. The pulmonary circulation transports deoxygenated blood from the right side of the heart to the lungs. The right atrium and right ventricle are the pumping chambers of the heart that support the pulmonary circulation. Systemic Circulation carries oxygenated blood from the left side of the heart to all tissues and organs. The Systemic circulation returns de-oxygenated blood to the right side of the heart. The left atrium and left ventricle form the pumping chambers for the systemic circulation loop.

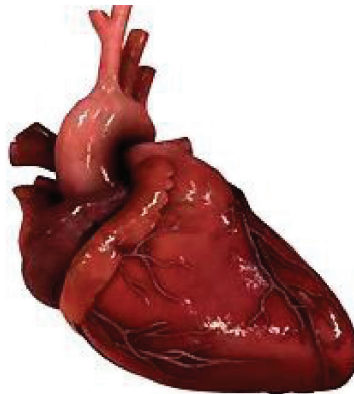


Fig. 3.4.9: The Heart

Blood Vessels: The blood vessels can be divided into –arteries, veins and capillaries. The size of blood vessels corresponds to the amount of blood that passes through the vessel. The blood vessels contain a hollow lumen through which the blood is able to flow. The walls of the capillaries are thin whereas the wall of the arteries is thick, as they have to pump the blood for longer distances.

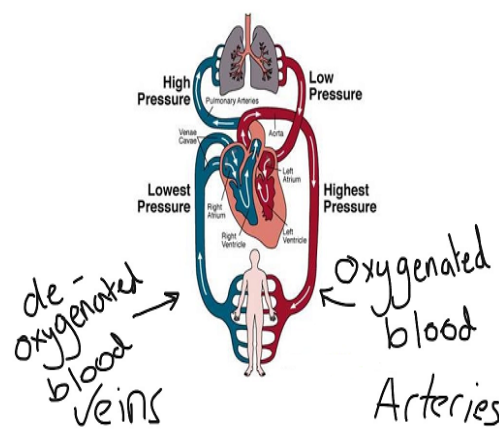


Fig. 3.4.10 : The Exchange of oxygenated and deoxygenated blood through the heart and lungs

Muscular System: The muscular system is responsible for the movement of the human body. There are 700 muscles attached to the bones of the skeletal system and make up roughly half of a person's body weight. The muscle tissues are of three different types based on their position and functions.

- 1. Cardiac muscles**— The cardiac muscles are also known as heart muscles or **myocardium**. The Cardiac muscles are the involuntary striated muscle that constitutes the main tissues of the walls of the heart. Cardiac muscles are autorhythmic and are intrinsically controlled. The Cardiac muscles tend to have light and dark stripes when viewed under the microscope. The arrangement of protein fibres inside of the cells causes these light and dark bands. Striations indicate that a muscle cell is very strong, unlike visceral muscles. The cells of cardiac muscle are branched X or Y-shaped cells tightly connected together by special junctions called intercalated disks. Intercalated disks are made up of finger-like projections from neighbouring cells that interlock to provide a communication channel between the cells. The intercalated disks and branched structure allow muscle cells to resist high blood pressures.
- 2. Smooth muscles**— The smooth muscles line some of the hollow internal organs such as stomach, intestine and bladder. The smooth muscles are an involuntary group of muscles and are also known as visceral muscles. The smooth muscles have a smooth uniform appearance when viewed under the microscope.
- 3. Skeletal muscles**— The skeletal muscles are striated muscle tissues which are under the voluntary control of the somatic nervous system. The skeletal muscles are attached to bones across a joint.

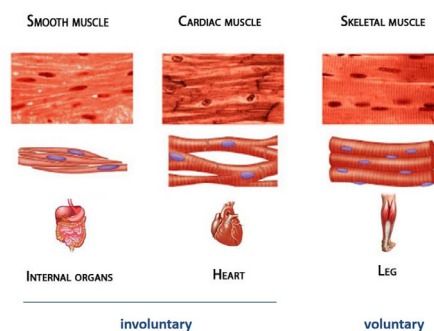


Fig. 3.4.11: Different types of muscle cells

Digestive System and accessory organs: The digestive system helps in the breakdown of complex organic matter into simple products. It consists of a group of organs working together, which convert food into basic nutrients and energy needed for the body. The food passes through a long tube inside the body known as the alimentary canal or the gastrointestinal tract (GI). The alimentary canal is made up of pharynx, oesophagus, stomach, small intestines and large intestine.

Pharynx: The pharynx, or throat, is a funnel-shaped tube connected to the posterior end of the mouth. The pharynx is responsible for passing the chewed food from the mouth to the oesophagus. The Pharynx contains a flap of tissue known as the epiglottis, which directs the food to the oesophagus.

Oesophagus: The Oesophagus is a muscular tube connecting the pharynx to the stomach. The Oesophagus carries masses of food along its length. At the inferior end of the oesophagus is a muscular ring called the lower oesophageal sphincter or cardiac sphincter. The role of the sphincter is to close off the end of the Oesophagus and prevent the bail flow of the food from the stomach to the oesophagus.

Stomach: The Stomach is a muscular bag located on the left side of the abdominal cavity. The stomach is positioned inferior to the diaphragm. The stomach acts as a storage tank for food and is about the size of two fist places next to each other. The Stomach contains Hydrochloric acid (HCL) and digestive enzymes which aid in the digestion of food.

Small intestine: The Small Intestine in a long thin tube, which is about 1 inch in diameter and 10 feet in length. It is located inferior to the stomach and takes up most of the space of the abdominal cavity. The entire small intestine is coiled like a hose, and the inside surface is full of ridges and folds. The fold increases the surface area for the digestion and absorption of food.

Large Intestine: The large intestine is a long, thick tube about 2 ½ inches in diameter and about 5 feet long. It is located just inferior to the stomach and wraps around the superior and lateral border of the small intestine. The large intestine absorbs water and contains many symbiotic bacteria that aid in the breaking down of wastes to extract some small amounts of nutrients. The faeces in the large intestine exit the body through the anal canal.

Liver and Gall bladder: The Liver is an accessory organ of the digestive system, located at the right side of the stomach, inferior to the diaphragm and superior to the small intestine. It is the second largest organ of the human body and weighs about 3 pounds. One of the main functions of the liver is the production of bile and its secretion into the small intestine. The gall bladder is a small pear-shaped organ located just posterior to the liver. The gall bladder is used to store and recycle excess bile from the small intestine so that it can be used for the digestion of food.

Pancreas: The pancreas is a large gland located just inferior and posterior to the stomach. The pancreas is about 6 inches long and shaped like a short, lumpy snake with its “head” connected to the duodenum and its “tail” pointing to the left wall of the abdominal cavity. The pancreas secretes digestive enzymes into the small intestine to complete the chemical digestion.

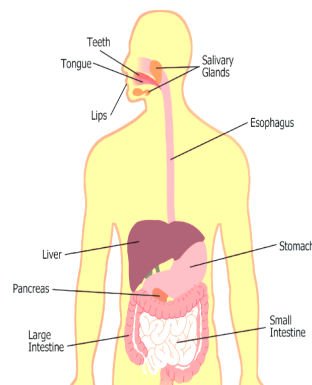


Fig. 3.4.12: The various components of the digestive system

Endocrine System: The components of the Endocrine system are as follows-

1. Pituitary gland
2. Pineal gland
3. Pancreas
4. Ovaries
5. Testes
6. Thyroid and
7. Parathyroid glands

Functions of the system:

- The endocrine system is mediated by hormones which are synthesised by endocrine glands and directly poured into the bloodstream
- The pituitary or Master Gland is situated in the brain and controls the activities of all other endocrine organs.
- The Pineal gland produces melatonin which regulates sleep patterns.
- The pancreases produce enzymes which are responsible for maintaining the blood sugar level.
- The thyroid and parathyroid gland produce thyroxine and para thyroxine which regulates the basic metabolic activities of the body.
- The Adrenal gland produces the flight hormone known as adrenaline which prepares the body for emergencies.
- The testes produce the male hormone known as Testosterone, and the ovaries produce the female hormones known as oestrogen and progesterone.

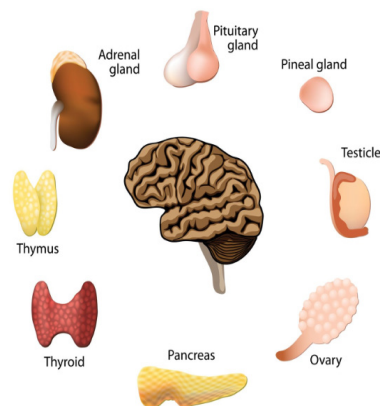


Fig. 3.4.13: Components of the endocrine system

Nervous system: The components of the nervous system are as follows-

1. Brain
2. Spinal Cord
3. Neurons

Functions of the nervous system:

- The nervous system comprises a network of cells and fibres which carry nerve impulses between various parts of the body.

- The sensory nerves carry impulses from different body parts to the brain, and the motor neurons conduct impulses from the brain or spinal cord to muscles or gland.

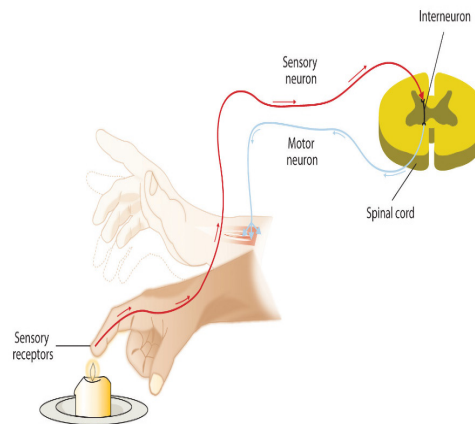


Fig. 3.4.14: Conduction of nerve impulses via sensory and motor neurons

Respiratory system:

The components of the Respiratory system are as follows-

- Nose
- Larynx
- Lungs
- Alveoli/air sacs
- Blood vessels

The functions of the respiratory system are as follows:

- The air breathed in through the nose is passed onto the lungs through the larynx or voice box.
- The deoxygenated air (air rich in carbon dioxide) is exchanged with oxygen-rich blood pumped through the heart at the site of alveoli

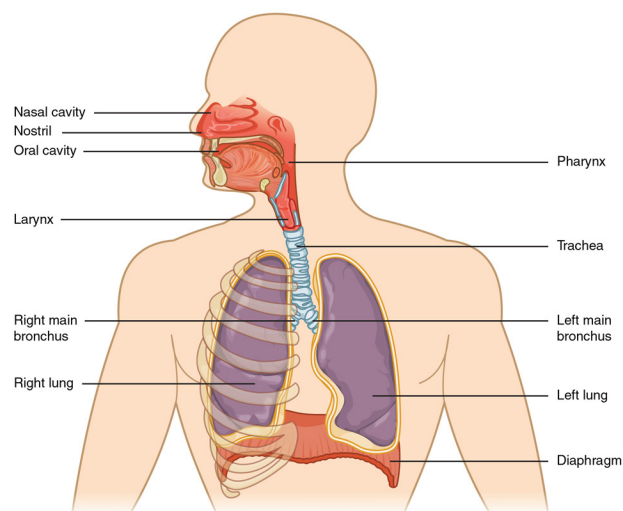


Fig. 3.4.15: Different Components of the Respiratory system

Excretory System:

The components of the excretory system are as follows-

1. Kidney
2. Urinary System
3. Ureters
4. Rectum
5. Anus

Functions of the Excretory System

1. The kidney filters and purifies the blood.
2. The kidney helps in the formation of urine by filtration of the blood.
3. The urine is passed to the urinary bladder through the ureters which are passed out of the body through the urethra.
4. The stool formed is passed out of the body through the rectum.

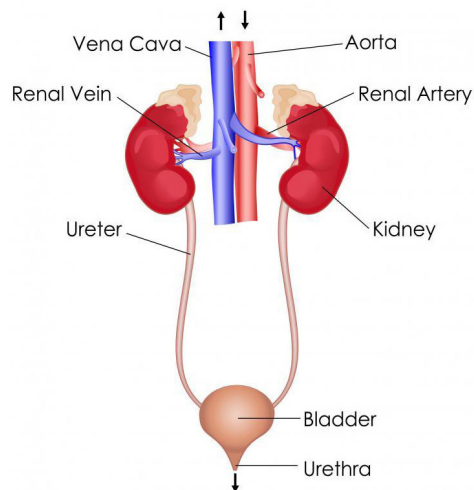


Fig. 3.4.16: Components of the human excretory system

Reproductive System:

The Reproductive system can be divided into –Male reproductive system and the female reproductive system.

Male Reproductive System

- The main function of the male reproductive system is the production of sperms
- The testis produces Testosterone which is the male sex hormone
- The testis produces sperms which are released by the penis during ejaculation

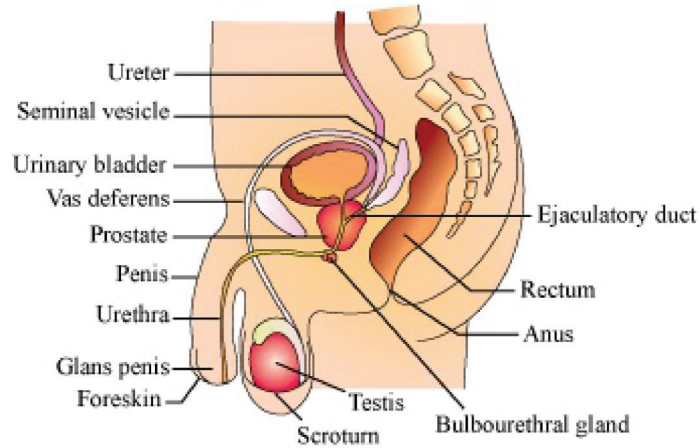


Fig. 3.4.17: Male Reproductive System

Female Reproductive System

- The female reproductive system consists of the ovaries, fallopian tubes, uterus and mammary glands.
- The eggs or 'ova' are produced by the ovaries which are carried to the uterus by the fallopian tube
- The foetus or baby develops inside the uterus

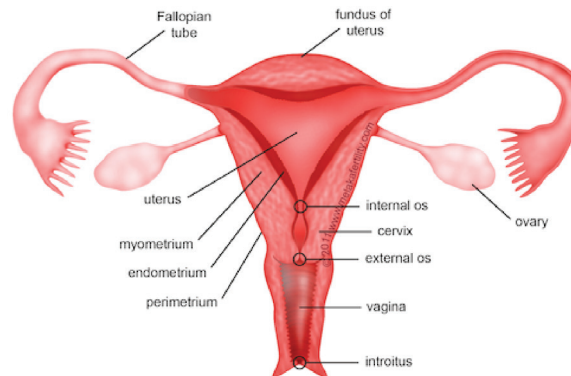


Fig. 3.4.18: Female Reproductive System

The immune and lymphatic system:

The components of the Immune and Lymphatic system are as follows-

1. Thymus
2. Bone Marrow
3. WBCs
4. Lymphocytes and macrophages

Functions of the immune and lymphatic system:

- The immune system safeguards the body against diseases caused by viruses and foreign pathogens through phagocytic (pathogen engulfing) activity depicted by white blood cells, lymphocytes and macrophages.
- The lymphocytes and macrophages produced in the bone marrow offer protection against foreign pathogens.
- The thymus is the major organ of the immune system producing T- lymphocytes.

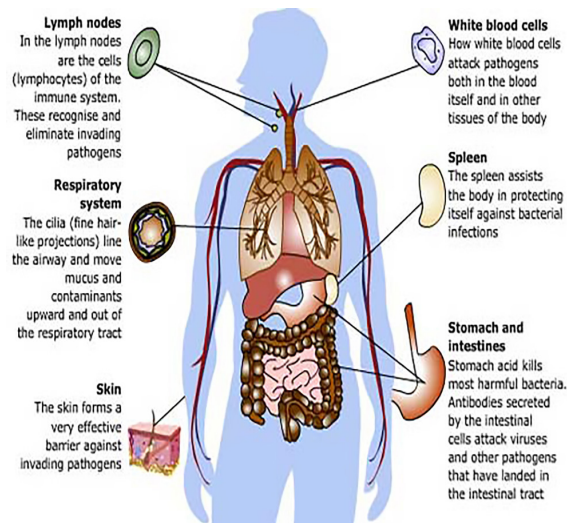


Fig. 3.4.19: Different components of the immune system

3.4.2 Introduction of Yoga Diet

Yogic diet refers to tapping out energy from all objects based on three gunas –Rajas, Tamas and Sattvas.


Rajas refer to negative energy which is expressed in the form of anger or agitation

Tamas refers to inertia, in the lack of which an individual becomes lethargic



Sattvas refers to lightness, peacefulness and harmony

Yoga believes that three basic forms of energy can be seen in all aspects of life including our bodies, our thoughts, our feelings, and our food. Some foods, such as meat, spicy foods, and caffeine, are believed to possess Rajas form of energy. Others, such as fatty, fermented, and overcooked foods, are seen to possess tamas form of energy, whereas raw fruits or lightly-cooked vegetables are believed to comprise of Sattvas form of energy. A Yogi should mainly consume Sattvic food to be in good health.

A Yogic diet comprises the following:

Different types of Yogic diet		
Sattvic foods	Raw fruits, vegetables, raw milk, legumes, whole grains, lightly cooked food	

Different types of Yogic diet

Rajasic foods	Meat, spices, stimulants such as tea, coffee, etc.	
Tamasic foods	Fermented foods, fried foods, onions, fish, eggs, alcohol, frozen foods, fatty foods	

3.4.3 Importance of Good Eating Habits

A healthy brain resides in a healthy body, and a healthy body is dependent on the kind of diet we eat. Hence, it is important to eat healthy as it also helps us in combating many physical problems or health issues by developing a strong immunity. A poor diet has been associated with major health risks such as type 2 diabetes, hypertension, cholesterol, heart disease, etc. Some of the benefits of eating healthy have been discussed below:

- Eating healthy can help us control weight. For instance, skipping a healthy breakfast in the morning can often make an individual fall short of energy. This can make an individual opt for fast food just before lunch, ultimately gaining weight. Additionally, skipping meals can increase blood sugar level which increases fat storage in the body. Hence, it is very important to eat the right food in the right amount at the right time.
- Eating a healthy diet can effectively balance the blood serotonin level which keeps an individual happy and relaxed.
- A proper diet aids in developing immunity which helps to combat diseases
- Eating a balanced diet helps the body in scavenging optimal amount of energy which help is to keep moving

Fasting and Yoga

Yogis believe that fasting can have a profound effect on the mind and body. It is believed to a cleansing practice as it helps individual gain control over their materialistic needs. Yogis have stressed upon the concept of **Relative fast**, that is choosing a form of eating that is simple yet comfortable. For instance, eating just fruits and vegetables for a day and avoiding eating any other kind of spicy food. It is also believed to act as a good detox mechanism. The point is to gain control over our hunger and other materialistic needs and become absorbed in more meaningful activities. For example, we can totally let go of social media for a day or two in our lives and focus on more meaningful activities. Spiritual fasting means taking a break to invest in energy which is more important to us.

UNIT 3.5: Shanti Prayer and Basic Yoga Rules

Unit Objectives

At the end of this unit, you will be able to:

1. Practise yogic Shanti prayer at the beginning of a session
2. Identify the Dos and Don'ts of Yoga practice
3. Apply the basic rules of Yoga practice

3.5.1 Yogic Shanti Prayer

There are some prayers which one can offer while practising Yoga. Some of these have been discussed below:

1. OM saha navavatu
saha nau bhunaktu
saha viryam karavavahai
tejasvi navadhitam astu
ma vidvishavahai
Om Shanti, Shanti, Shanti
2. May we be protected together.
May we be nourished together.
May we create strength among one another.
May our study be filled with brilliance and light.
May there be no hostility between us.
Om peace, peace, peace.
3. Om bhur bhuvah svaha
Tat savitur varenyam
Bargo devasya dhimahi
Dhiyo yona prachodayat

I reflect on the unity of Divine Spirit, which pervades everything in the earth, the atmosphere, and heavens.

May this Supreme Consciousness protect me and illuminate my intellect that I may realize my inherent Oneness with That.

I meditate on the great luminous light that enlightens all three worlds.

May it enlighten all.

3.5.2 Dos and Don'ts of Yoga Practice

The Do's and Don'ts of yoga practice have been discussed below as:

Do's:

1. "Early to bed and early to rise makes a man healthy, wealthy and wise" is a universally accepted proverb. A Yoga practitioner should follow a routine lifestyle, get up early in the morning and perform the exercises in fasting mode. Yoga can be practised one hour after a liquid diet, 3 hours after refreshments or 5 hours after full meals.
2. After practising yoga, one should rest for a while before taking a bath
3. Yoga should be performed on a levelled floor
4. The doors and windows of the yoga room should be kept open for light and air to enter
5. One should not practice yoga on a cement and mortar floor
6. Start yoga practice by facing east or north in the morning, west or south in the evening
7. One should practice yoga in a calm manner
8. One should try to perform yoga asana regularly
9. One should be mindful while performing yoga and keep away other thoughts at bay
10. Practising the yoga asana massages the urinary bladder and helps in passing the urine
11. If one sweats while practising yoga, they can use a neat piece of cloth for cleaning the sweat
12. Pranayama should follow the asanas and meditation should be done after Pranayama
13. Lay on your back after performing asanas. Practice relaxed breathing for 2-5 minutes
14. Sudden movements while the transition from one position of an asana to the other should be avoided

Don'ts:

1. Practising yoga during periods
2. Practising yoga with full tummy or right after meals
3. Drink water immediately after performing yoga
4. Practising yoga with fractures or sprains
5. Practising strenuous exercises immediately after performing yoga
6. Practising yoga in an unclean place
7. Practising yoga in a smoky room
8. Practising yoga in areas with a foul smell
9. Practising asana without expert supervision in pregnancy
10. Think about your life problems while performing yoga

3.5.3 Basic Rules for Yoga Students

Yoga is not just working out but also a spiritual and meditative practice. Hence, typical gym rules do not apply in a yoga studio. Some of the basic rules which should be followed by a yoga student during a yoga practice session are as follows:

1. The students should arrive at the class on time, as arriving late can disturb the entire class
2. The students should come to the class in neatly done uniforms. They may wear light deodorants and should appear clean
3. Yoga asana should be performed in a peaceful environment devoid of any distraction

4. Keep your cell phones in silent while attending a yoga class
5. The students should wear decent and fully covered clothes while performing yoga
6. The yoga asana is performed sitting on the wooden concrete floor. Therefore, the students should come inside the class only after they have removed their shoes.
7. Avoid using strong deodorants or cologne
8. Enter the class and settle down quietly
9. Leave your children at home while coming to the yoga class
10. At times your teachers may be harsh on you as you find difficulty in executing each asana to the perfection. However, you need to understand that it is for your own long term betterment.
11. Observe silence during Yoga Nidra and Savasana
12. Keep your work stations clean
13. Always fold your mat and keep it in its place before leaving for the day
14. Yoga can be performed by people of all age groups.
15. Early morning hours are the best time for yoga practice.
16. Yoga can be practised in cool and properly ventilated rooms. It can also be practised outdoors amidst trees and flowers.
17. One should wear loose and light comfortable clothes during yoga practice.
18. Spongy and air-filled mats should be avoided as they bad for the spine in the long run.
19. It is advisable to fill only half of the stomach with food, one quarter with water and keep the remaining quarter empty.
20. The yoga asana should be performed with an empty bladder or intestine.
21. The yoga asana should be best performed on an empty stomach as a filled up stomach may make performing the asana difficult.
22. Mouth breathing should be avoided in yoga, and the breathing should be deep and only performed through the nose.
23. Yoga practices boost up or encourage mindfulness within an individual.
24. One should have a relaxed posture while performing the asana.
25. It is essential to perform any Yoga programme on both sides of the body to maintain a balanced state of the body.
26. One should stop performing asana in case they feel a certain kind of pain in the body.
27. One should refrain from performing any inverted poses during menstruation or pregnancy.

UNIT 3.6: Kriya

Unit Objectives

At the end of this unit, you will be able to:

1. Demonstrate different types of Kriya

3.6.1 Different Types of Kriya

Kriyas are cleansing practices performed daily. For instance, bathing, washing face, brushing teeth are all examples of daily kriyas. **Yoga kriyas** refer to special yoga technique developed by yogis, which are meant to cleanse the internal organs. Few specific forms of Kriya have been listed below:

1. Trataka for eyesight
2. Neti for the upper nasal track (from throat to nostrils)
3. Kapalbhathi for the lower respiratory track (from nostril to lungs)
4. Dhouti for upper gastro intestinal tract (GIT)
5. Nauli for abdominal viscera (Agnisara is the preparatory phase for nauli)
6. Basti for lower gastrointestinal (GIT) especially the rectum.

1. **Kapalbhathi:** Kapalbhathi is an important Shatkarma in Yoga, which helps in purifying the internal body systems. It is a powerful breathing exercise which not only helps in losing weight but also brings the entire body system in a state of balance.

The steps for performing Kapalbhathi are as follows:

- Sit in any meditative posture.
- Keep your head, neck, and spine straight.
- Close your eyes and collapse the shoulder.
- Breathe normally.
- Relax the whole body.
- Practice rapid breathing with passive inhalation and forceful exhalation.
- Exhale the air out by vigorous flapping movements of the abdomen in quick succession.
- Inhale passively by relaxing the abdominal muscles at the end of exhalation.
- Repeat the exhalation at the rate of 60 strokes in 1 minute.

Benefits of Kapalbhathi:

- Stimulates the brain cells.
- Improves blood circulation.
- It balances and strengthens the nervous system.
- It aids digestion and removes gas and acidity.
- Regular practices of Kapal Bhati is also beneficial for belly fat loss.
- It activates the body and removes lethargy.
- It is an effective cure for asthma.

Limitations of Kapalbhati:

An individual suffering from any one or combination of the following conditions should refrain from the Practice of Kapalbhati:

- High blood pressure
- Ischemic heart disease
- Vertigo
- Epilepsy
- Hernia
- Gastric ulcer
- Slip disc
- Spondylitis
- women during menses
- Pregnancy



Fig. 3.6.1: A man performing Kapalbhati

2. Vyutkarma Kapalbhati

Vyutkarma Kapalbhati is one of the variations of Kapalbhati. It is also known as the skull shining breathing technique. In vyutkarma Kapalbhati water is sucked through the nose and expelled through the mouth. The different steps of performing the Vyutkarma Kapalbhati are as follows:

- Add a tablespoon of salt to a bowl of lukewarm water. The warm water cleanses the mucous lining of the nasal cavity.
- It is performed in a standing position
- Cup your palms and collect water in it. Take the palms close to your nostrils.
- Tilt the head at an angle and pour water into the nostrils. A vessel or even a glass can be used to pour water inside the nostrils.
- With practice, the water will flow down the throat and is expelled through the mouth
- Repeat the process a few times to get the cleaning effect

Benefits of vyutkarma Kapalbhati:

The different health benefits of Vyutkarma Kapalbhati are as follows:

- It cleanses the mucus from the nasal cavity and throat.
- As per Gheranda Samhita, the practice of Vyutkarma Kapalbhati removes Kapha Dosha and gives good health and vigour to the body.
- Practising the asana activates the energy centres in the brain. It activates the Bindu Chakra at the back of the head

VYUTKRAMA KAPALBHATI SINUS CLEANING KRIYA



Fig. 3.6.2: Vyutkarma Kapalbhati helps in curing sinus (Source: www.yogicwayoflife.com)

3. Anunasika Breathing: It is a preparatory kriya for Pranayama. In Anunasika Breathing cleansing is done by deep inhalation and exhalation. The different steps of performing Anunasika Breathing are as follows:

- Exhale completely
- Inhale through both the nostrils
- Hold the breath for few seconds
- Blast out the air through both nostrils in short bursts till the lungs are completely empty
- Close the right nostril using the thumb of the right hand
- Inhale and blast out the air through the left nostril
- In the next step, close the left nostril using the ring and little fingers of the right hand in Anunasika Mudra
- Repeat the process several times using alternate nostrils
- This type of breathing practice clears the respiratory passage

Health benefits of Anunasika Breathing:

- Controls high blood pressure
- Cures migraine problems and headache
- Reduces the risk of coronary stroke
- Reduces stress and anxiety within an individual

4. Jal Neti: Jal Neti is a nasal hygiene technique, which uses water to purify and clean the nasal path. It is one of the six purification procedures or 'Shatkarmas' mentioned in the Hatha Yoga Pradipika. The steps of performing Jal Neti are as follows:

- Take a mug of lukewarm water.
- Add 1-2 teaspoon of salt to the neti pot.
- Hold the neti pot in the right hand.
- Inserts the nozzle of the neti pot into right nostril.
- Keep the mouth open and breathe through the mouth.
- Slightly tilt your head to the left, let the water from the neti flow through the right nostril and come out through the left nostril.
- Continue the process until the pot is empty.
- Repeat the same procedure this time from the left nostril.

Benefits:

The different benefits of performing Jal Neti are as follows:

- It helps to clear nasal passage.
- Cures the problem of cough and cold
- Controls Hypersensitivity
- Useful in curing Headaches
- Useful in curing Sinusitis

Limitations:

The activity cannot be performed under the following conditions:

- Ear infection
- Nasal septum operation.
- Eye operation



Fig. 3.6.3: Jal Neti cleans the nasal pathway

5. Sutra Neti: Sutra Neti is a Hatha Yoga technique which is used to clean the nasal cavity. It is one of the six purification methods as mentioned in Hatha Yoga Pradipika. The different steps of performing Sutra Neti are as follows:

- Insert the end of a soft and thin rubber catheter into the nostril horizontally
- Lift your head slightly back
- Insert the index finger and the middle finger of the right hand inside your mouth and catch the catheter at the back of the throat
- Take out the last part of catheter through the mouth and give a gentle message to the whole passage
- Remove the catheter from the nose slowly

Benefits:

The different benefits of Sutra Neti are as follows:

- It clears the nose and pharynx
- Performing the activity increases will power
- Controls nasal allergy

Limitations:

This particular activity cannot be performed under the following conditions:

- Back pain
- High blood pressure
- Cardiac problem
- Pregnancy
- Menses

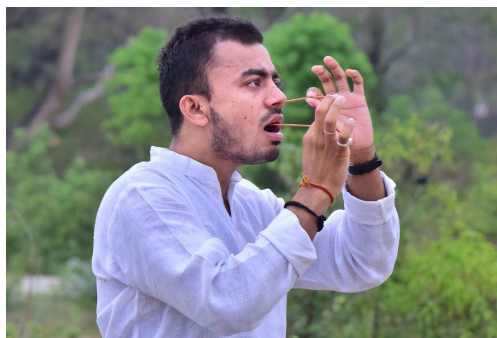


Fig. 3.6.4: Sutra Neti helps in clearing the nasal passage

6. Vaman Dhouti: Vaman Dhaauti or Kunjal Kriya is the process of purification of the upper digestive tract. The different steps of performing the Vaman Dhouti are as follows:

- Boil 1 litre of drinking water and let it cool down to lukewarm temperature
- Add equal proportions of salt and sodium bicarbonate and stir well
- Stand or sit comfortably
- Keep drinking the mixture till you feel the stomach is full and can take no more
- Exhale completely and draw the belly in, that is towards the spine
- After 5-10 second relax the abdomen
- Inhale and let the stomach get inflated like a balloon

- Apply slight pressure with your palms on the pit of the stomach and vomit the water out
- If you are unable to vomit insert the forefinger and touch the palate
- Rest for a few seconds and repeat the step above
- Keep doing it till the water comes out
- Do not strain yourself at any point in time.

Recommended practice:

- Practise daily for two weeks early in the morning then on alternate days for one month
- After that follow up the practice with once a fortnight or a month as required
- Rest well after the practice
- Have light sattvic diet for the rest of the day

Limitations:

The Vaman dhauti should not be practised by people with high B.P., Stomach ulcers, colitis, acidity and other heart ailments.

Benefits:

- The benefits of Vaman Dhauti are as follows:
- It has a favourable effect on the functioning of the kidneys, liver and intestines.
- The Kriya helps to reduce excess phlegm, gastric and bile juices
- Vaman Dhauti offers relief in case of gas, flatulence, constipation, obesity, etc
- It detoxifies the digestive system and organs

7. Shankaprakshalana: In Shankaprakshalana the yogi drinks two glasses of warm salty water while in a sitting or squatting position. In this particular yoga kriya, five asanas are practised. Each of the asanas is practised eight times.

- Tadasana (mountain pose)



Fig. 3.6.3: Mountain pose (Tadasana)

- Tiryaka tadasana (swaying palm tree pose)

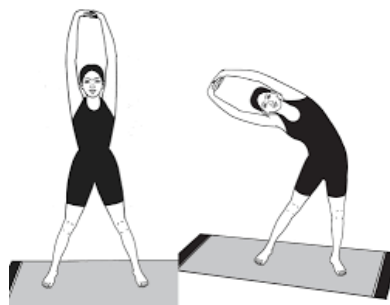


Fig. 3.6.4: Swaying Palm Tree Pose

- Kati chakrasana (standing spinal twist)



Fig. 3.6.5: A woman performing Standing Spinal Twist

- Tiryaka bhujangasana (twisting cobra pose)



Fig. 3.6.6: A yogi performing Twisting Cobra Pose

- Udarakarshasana (abdominal twist pose)



Fig. 3.6.7: A Yogi performing abdominal twist pose

The cycle repeats drinking water and performing the asana until the bowel movement becomes clear. Following this, the yogi should rest in Shavasana for 105 minutes. A meal of rice and mung daal with ghee can be eaten.

The stomach is one of the largest endocrine organs in the body producing as many as 30 different hormones. Some of these hormones play a very important role such as delayed gastric emptying (GLP-1), inhibits gastric emptying (Glicentin), inhibits intestinal motility, stimulates mucous production (PYY), stimulates colonic peristalsis, etc. Therefore, any kind of gastrointestinal disorder may result in diarrhoea or constipation, unpleasant taste in the mouth, gas building, flatulence, belching, etc. The health benefits of performing kriya are as follows:

- It is a natural way of removing toxins and rejuvenating the intestine
- Reduces problems related to the digestive system such as indigestion, constipation, gas, bloating and acidity
- Helps burn extra calories
- Practising the asana can make one feel energetic and also boosts confidence

8. Nauli: The **Nauli Kriya** is a powerful Hatha Yoga technique, which messages all organs in the abdomen. The different steps of performing the Nauli are as follows:

- Stand upright with your legs slightly apart
- Inhale deeply through the nose
- Exhale through the mouth
- Bend the knees slightly
- Place both hands on the thighs
- Draw the muscles along the sides of the abdomen
- Contract the muscles that run parallel to each other in the centre of the abdomen. This creates a strong suction effect within the whole abdominal cavity.
- Repeat the process 5-6 times

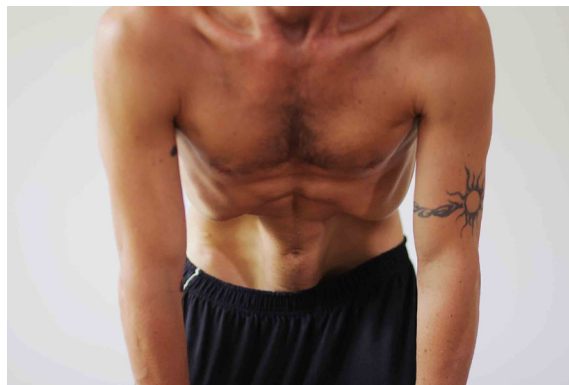


Fig. 3.6.8: A Yogi practising Nauli Kriya

The different health benefits of performing the Nauli Kriya are as follows:

- Strengthens the abdominal muscles
- Massages the internal organs
- Regulates blood pressure
- It is helpful for curing heartburn and skin diseases

Nauli Kriya should not be performed under the following conditions:

- Pregnancy
- Empty stomach
- In case of having kidney gallstones

9. Pranayama: **Pranayama** is the conscious awareness of one's breathing. The controlled breathing helps in relaxing the mind during meditation. Pranayama is the fourth aspect of Astanga Yoga practice. Pranayama consists of the following stages:

- Puraka** (inhalation)
- Abhyantarakumbhaka** (The state of mindful pause after inhalation)

- c. **Rechaka** (Exhalation)
- d. **BahyaKumbhaka** (the mindful pause after exhalation)

Importance of pranayama: Day to day stress, physical habits and tensions restrict the flow of energy in our bodies. It can affect our breathing patterns making our breaths more restricted and shallow. Therefore, breathing consciously can relax our minds as well as maintain the right energy flow within the body.

Benefits of Pranayama

Some of the benefits of performing Pranayama on a regular basis are as follows:

- It strengthens the respiratory organs
- It stimulates the parasympathetic system which controls our emotional response
- The slow and calm breathing patterns can help relax the mind and focus in the present moment

Different types of Pranayama:

A. Bhastrika Pranayama: *Bhastrika* is an important breathing exercise performed in Yoga. It is treated as a cleaning exercise and helps clear the mind of worries and stress. It should be performed at the beginning of Pranayama practice and must be followed by Kapalbhata. It helps in relieving the symptoms of depression and anxiety.

Steps to perform a Bhastrika Pranayama:

- Sit in any meditative pose
- Take a deep breath
- keep the mind and body calm
- Keep your body , neck and head straight
- Quickly inhale and exhale ten times

Benefits:

- Relives inflammation of the throat
- Reduce gastric problems
- Good for curing asthma
- Purifies nadis
- Good for muscular dystrophy ailment
- Reduces fat from the body
- Good for the treatment of cold and cough

Precautions:

- Since the Bhastrika Pranayama stimulates the nervous system, the process should not be performed at night
- People with hypertension and heart issues should not perform the Bhastrika Pranayam
- Pregnant women should refrain themselves from performing the Bhastrika Pranayam



Fig. 3.6.9: Different steps of Bhastrika Pranayama

B. Sectional Breathing (Vibhagiya Pranayama): Vibhagha Pranayama is known as lobular or sectional breathing. It is the ABC of Pranayama and acts as good breathing control. The control is exercised over the three major portions of the lungs which is the Adhama (inferior or lower abdominal area), Madhyama (Mid or Intercostal area) and dhyana (Superior or Clavicular area). **Adham Pranayama** is performed to control the breathing lower lobe of the lungs. The steps to perform an Adham Pranayama have been detailed below:

- Place the palms on the chest in the region of the diaphragm
- Breathe deeply by first using the front section of the lower lungs
- Breathe following the side section of the lungs
- Follow this by using the back section
- Breathe out following the back section first, then the side section and finally the front section of the lower lung area
- Repeat the activity at least 9 times
- Move your hands from front to side to back as it helps you to focus your mind on those areas

Madhyam Pranayama is performed to control the breathing in the middle portion of the lungs. The steps to perform a Madhyam Pranayama have been discussed below as:

- Place your hands on the chest over the breast region
- Breathe using the middle lobe of the lungs
- First, breathe using the front of the mid lung area
- Follow the breathing using the side and back section
- Breathe out first using the back, then the side and finally using the front section of the middle portion of the lungs
- Repeat this 9 times
- While performing the exercise move the hands from the front to the back to the side

Adhyam Pranayama is performed to control the breathing of the superior lobes of the lungs. The different steps for performing an Adhyam Pranayama are as follows:

- Place the hands on the upper chest, just below the collar bones that is the Clavicle.
- Breathe deeply so that the breathing inflates the upper lobes situated under the armpit
- Place the palms of the hands on the upper back lung area
- Breathe deeply so that the force of the breath raises the hands
- Repeat the activity for at least 9 times.

Benefits:

The different health benefits of performing a Vibhaga Pranayama are as follows:

- The deep breathing exercises help in improving the capacity of lungs
- Performing the exercise improves blood circulation to different parts of the lungs
- The deep breathing exercises produce a calming effect on the brain and nerves
- Deep breathing exercises help in the treatment of hypertension

C. Surya anulomaviloma: The main characteristic of this type of pranayama is that an individual breathes through alternate nostrils. The steps to performing an **Anulom Viloma Pranayama** are as follows:

- Sit in any meditative pose
- Close your eyes and keep your spine and head aligned in a straight line
- Relax your body by taking few deep breaths
- Position your right hands in Nasika Mudra
- Close the left nostril with the little and ring fingers of nasika mudra
- Inhale and exhale using the right nostril only (suryanadi)
- Keep the left nostril closed during the entire practice



Fig. 3.6.10: Performing Pranayama using Nasika Mudra (Source: Researchgate)

- One cycle comprises of inhalation and an exhalation
- Practice nine rounds of the anulomaviloma

Indication and contraindication:

- Time taken for exhalation should be longer than inhalation
- Patients suffering from depression may practice 27 rounds of the anulomaviloma before breakfast, lunch, dinner and sleep
- People who are underweight and suffering from heart disease or high blood pressure should avoid practising the asana



*Fig. 3.6.11: Performing a Surya Anuloma Viloma
(Source: www.sarvyoga.com)*

Benefits:

The following are the benefits of performing Surya Anulom Viloma on a daily basis:

- The practice of Surya Anulom Viloma ensures proper supply of life energy to all organs boosting the overall health of an individual
- Performing the exercise on regular basis balances both the hemispheres of the brain bringing a state of peace and tranquillity
- It acts as a cleansing technique and helps in the removal of toxins from the body
- It can help an individual in reducing weight
- Performing the Surya Anulom Viloma helps to cure mental problems such as depression, tension and anxiety
- It improves the functioning of lungs

D. Chandra Anuloma Viloma: The **Chandra Anuloma Viloma** is similar to Surya Anulomaviloma excepting the nostrils, which are used for the breathing exercises. The steps to performing a Chandra Anuloma Viloma are as follows:

- Sit in any meditative pose
- Perform Nasarga Mudra with your right hand
- Close your right nostril with the thumb
- Inhale slowly using the left nostril (Chandra Nadi)
- Count till eight
- Keep the right nostril closed for a continuous period
- Repeat the practice for a total of 9 rounds

Indication and contraindication:

- Time taken for exhalation should be longer than inhalation
- Patients suffering from depression may practice 27 rounds of the anulomaviloma before breakfast, lunch, dinner and sleep
- People who are underweight and suffering from heart disease or high blood pressure should avoid practising the asana

Benefits:

- Regulates body heat
- Reduces problems of heartburn
- Refreshes the mind and makes one active
- Helpful in controlling high blood pressure
- Useful in reducing stress, tension and mental problems



Fig. 3.6.12: Chandra Anuloma Viloma

E. Nadi Suddhi Pranayama: ‘Nadis’ refer to different energy channels which are present within the human body. The **NadiShodhan Pranayama** or Nadi Suddhi helps clear the blocked energy channels and brings about a calming effect.

- When should an individual perform a **Nadi Shodhan** Pranayama?

An individual should practice a NadiShodhan Pranayama under the following conditions:

1. Cold
2. Depression
3. Low Mental Energy
4. Sluggish Digestion
5. Blocked left nostril

The different steps of performing a Nadi Shuddhi Pranayama are as follows:

- Sit comfortably with spine and shoulders relaxed
- Place the tip of the index finger and middle finger of the right hand in between the eyebrows, the ring finger and little finger on the left nostril and the thumb on the right nostril
- Use the ring finger and little finger to open or close the left nostril and thumb for the right nostril
- Press your thumb on the right nostril and breathe out gently through the left nostril
- Next, breathe in from the left nostril
- Then press the left nostril gently with the ring finger and little finger
- Then remove the right thumb from the right nostril

- Breathe out through the right nostril
- Thus, you have completed one round of NadiShodhan Pranayama

Benefits

- Strengthens the lungs
- Improves blood circulation
- Calms the nervous system
- Reduces stress and anxiety
- Reduces body odour
- Boosts the immune system
- Regulates body temperature
- Nadi Suddhi pranayama helps in weight loss by increasing the rate of metabolism
- It helps to calm the nervous system
- Regular practice helps reduce stress
- Alternate Nostril breathing helps to release excess body heat
- It can help improve appetite
- Alternate Nostril breathing can help reduce body odour



Fig. 3.6.13: Different Steps of Nadi Shodhana Pranayama

F. Sithili Pranayama: *Sithili Pranayama* is the type of pranayama, which is used for cooling the restless mind. Thus, performing the pranayama brings the mind and the physical body in a state of harmony. The steps of performing Sithili pranayama are as follows:

- Sit in any meditative pose
- Place the hands on the knees in Gyan Mudra
- Roll the tongue from the sides and make a slight “o” with your mouth
- Inhale deeply through the tongue and mouth
- Fill the lungs to the maximum capacity
- Close the mouth
- Slowly exhale through the nostrils

A word of caution:

The one suffering from cold, cough and tonsillitis should refrain from performing the Sithili Pranayama

Benefits of Sithili Pranayama:

- Practising the asana helps in purifying the blood
- Practising the asana helps control high blood pressure
- Relieves indigestion and chronic cough
- Cures skin disease
- Reduces tension
- Keeps teeth and gum healthy
- It helps in reducing spleen and other related diseases

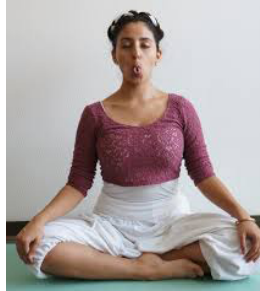


Fig. 3.6.14: Sithili Pranayama induces cooling within the body

G. Sithkari Pranayama: Sitkari Pranayama is a type of yogic breathing exercise, which calms both the mind and the body. Sitkati and Sitali Pranayama are different from the rest of the Pranayama in that they cool the body instead of heating it. The steps to performing a Sitkari Pranayama are as follows:

- Sit on the ground in a position of Padmasana or Sukhasana
- Breathe normally for a few minutes
- Touch the upper and lower teeth together
- Touch your tongue upwards
- Open your lips and inhale deeply which produces a hissing sound
- Hold your breath
- Exhale slowly through the nose
- Ensure the duration of exhalation is twice that of inhalation
- Repeat the process 10-15 times

Precautions for performing Sitkari pranayama:

- Should be avoided in a winter season
- Should be avoided in AC rooms
- The exercise should be performed in an empty stomach
- Low blood pressure patients should refrain from practising sitkari pranayama
- Sitkari Pranayama should be avoided by the ones suffering from cold, cough, constipation

Benefits:

The benefits of performing a Sitkari Pranayama are:

- Cools down the body
- Monitors and regulates the blood pressure
- Reduces excessive stomach heat
- Produces a calming effect on the mind

- Reduces stress
- Improves dental health



Fig. 3.6.15: Sithkari Pranayama is also a cooling exercise

H. Satanta-Cooling Pranayama:



Fig: 3.6.16: A yogi performing Satanta (cooling) Pranayama

UJJAI PRANAYAMA: Ujjayi Pranayama is a part of Ashtanga Yoga practices used by ancient Yogis of India. The practice of this kind of Pranayama involves deep inhalation using both nostrils with a half-closed glottis. The different steps of performing an Ujjayi Pranayama are as follows:

- Sit in any comfortable position like Padmasana, Siddhasana or Virasana.
- Keep the back rigid and erect.
- Lower the hand to the trunk.
- Rest the chin at the notch between the collar-bones.
- Stretch the arms out straight and rest the back of the wrists on the knees.
- Join the tips of the index fingers to the thumb tips, keeping the other fingers extended.
- Keep your eyes closed.
- Take a slow, deep, steady breath through both nostrils. The incoming air should be felt hard against the roof palette.
- Pull the abdomen back, towards the spine.
- Hold the breath for a second or two. This internal retention is called **antara Kumbhaka**.
- Exhale slowly, deeply and steadily, until the lungs are completely empty. While exhaling the passing of the outgoing air should be felt on the roof of the palate. The brushing of the air on the palate makes as aspirate sound called **Rechaka**.

- Wait for a second before drawing in the fresh air. The waiting period is called ***bahya Kumbhaka***.
- This completes one cycle of Ujjayi Pranayama.
- Repeat the cycles for five to ten minutes keeping the eyes closed throughout.
- Lie on the floor in Savasana.

Benefits of Ujjayi Pranayama

- Ujjayi Pranayama aerates the lungs, removes phlegm, gives endurance, soothes the nerves and tones the entire system.
- Ujjayi Pranayama without Kumbhaka, done in a reclining position, is ideal for persons suffering from high blood pressure or coronary troubles.
- Ujjayi Pranayama exercises diaphragm muscles improving flexibility.
- Ujjayi Pranayama helps calm the body, as it increases the circulation of blood.
- Ujjayi provides meditative effects by maintaining the tempo of the workout session
- Ujjayi Pranayama helps strengthen the digestive and Nervous system.
- Ujjayi Pranayama improves the functioning of the excretory system.
- Ujjayi Pranayama helps clear the lungs and nasal cavity.
- This form of Pranayama helps to cure the issues related to irritable bowel syndrome.
- This form of exercise helps develop concentration powers.
- Ujjayi Pranayama can also be effectively used for pain reduction, insomnia, and migraines.

Precautions:

- A person suffering from Hypertension should refrain from the practice of Ujjayi Pranayama
- Forced breathing should be avoided
- If you feel dizzy while performing this kind of Pranayama, immediately discontinue it



Fig. 3.6.17: A yogi performing Ujjayi Pranayama

I. **Brahmari Pranayama:** Brahmari Pranayama is made from the Hindi word Brahma which means “bumblebee”. More commonly it is known as **Bumble Bee meditation**. The practice of this kind of meditation helps in calming the mind immediately. The steps of performing a Bhramari Pranayama are as follows:

- Sit in Padmasana
- Close your eyes, breathe deeply
- Close your ear lids with your thumbs
- Place your index finger just above your eyebrows and the rest of your fingers on your eyes
- Focus on the area between your eyebrows
- Breathe out slowly through your nose along with making a humming sound “om.”
- Repeat the process 5 times

Precautions:

- The ear cartilage should not be placed too hard
- This kind of Pranayama should be done in the morning in the empty stomach only
- This kind of Pranayama should be performed under a Yoga expert only

The benefits of performing Brahmari Yoga are as follows:

- Helps in improving concentration and memory
- Relieves hypertension
- Helps in relaxing the mind and lowering stress
- Helpful in curing migraine and paralysis
- Regulates the functioning of the endocrine system
- Provides easy childbirth



Fig. 3.6.18: Trainers performing Brahmari Pranayama
(Source: www.vedicgrace.in)

UNIT 3.7: Nada Anusandhana

Unit Objectives

At the end of this unit, you will be able to:

1. Demonstrate different breathing practices

3.7.1 Breathing Practices

Yoga takes into consideration the process of mindful breathing which helps in relaxation of the mind and body. The breathing practices in yoga can be explained with the help of a few simple exercises

1. Hands in and out

I. Starting Position: Tadasana

II. Practice

Step-1: Stand erect with feet, and knees close together

Step-2: Place your hands by the side of your body with fingers stretched out

Step-3: Align legs, head and trunk in a straight line



Step-4: Stretch your arms in front in level with your shoulders

Step-5: Bring your palms together



Step-6: Spread your arms sideways in a horizontal plane and breathe in



Step-7: Bring your arms forward with palms touching each other and breathe out



Step-8: Repeat the process five times synchronising the breathing with the movement of the arms

Benefits:

- Increased arms flexibility
- Increased hands strength
- Improved grip

2. Hands Stretch Breathing

The Hands Stretch breathing can be performed through the following stages:

- Starting position



Stage 1: 90 degrees

- Inhale, stretch the arms straight in front of your body so that the arms are at the shoulder level
- Twist the arms so that the palms face outwards
- Fully stretch the arms



- Relax, exhale, bring the arms back onto the chest



- Relax your shoulders again



- Repeat 5 times

Stage 2: 135 degrees

- Inhale, Stretch the arms above the forehead at an angle of 135 degrees
- Fully stretch the arms



- Relax, exhale, bring the arms back onto the chest



- Collapse the shoulders again



- Repeat 5 times

Stage 3: 180 degrees

- Stretch your arms vertically above the head



- Move your arms up and down to the nose tip
- Inhale while moving up
- Exhale while moving down
- Press your palms close to your chest



- Relax in StithiTadasana, observe the changes in your body
- Repeat the process 5 times

Benefits:

- Strengthens muscles of wrists, arms and shoulders
- Improves blood circulation to the fingers
- Improved flexibility

3. Ankle Stretch Breathing

The different steps of performing an Ankle Stretch Breathing are as follows:

Tadasana

Step-1: Stand erect with feet close together, knees together.

Step-2: Hands along the thighs with fingers stretched out.

Step-3: The legs, trunk and the head aligned in a straight line.



- I. Starting position (Sthiti): Tadasana
- II. Practice

Step-5: Place the palms in front of your thighs.

Step-6: Inhale, raise your hands and stretch the ankles.



Step-7: Exhale and bring your hands down.



Step-8: Repeat the process five times, breathing in synchronization. Feel the stretch, from your ankles to your fingers as you reach upwards.



Step-9: Relax in standing position, hands by the side of the thighs.



Benefits:

The benefits of performing the ankle stretch breathing are as follows:

- Improved Flexibility
- Improved muscle strength
- Improved endurance
- Reduces stress and anxiety
- Improved breathing patterns

4. Rabbit Breathing

Rabbit Breathing is the kind of breathing exercise which provides great benefits for asthmatic patients. It is also beneficial for people with diabetes. In children, performing Rabbit Breathing can calm them down. Additionally, it helps in easing breathing difficulties. The different steps of performing Rabbit Breathing are as follows:

Step 1: Sit in a position of Vajrasana

Step 2: Keep your heels apart and well tucked under your buttocks

Step 3: Keep the head, shoulders and buttocks in a straight line

Step 4: Bend forward and rest the forearms on the floor



Step 5: Place the elbow by the side of the knees and palms flat on the ground

Step 6: Maintain your head at a distance of one hand length from the ground to the chin

Step 7: Open your mouth partially and protrude the tongue with its tip just touching the lower lip

Step 8: Pant like a rabbit, using only the upper part of your chest

Step 9: Feel the air going in and out of the lungs

Step 10: Feel the expansion and contraction of the chest muscles

Step 11: Close your mouth and relax

Step 12: Stretch your hands forward, resting your forehead on the ground



Step 13: Come back to the original sitting position

Step 14: Feel the relaxation of chest and thorax

NOTE:

- Breathe rapidly through the mouth only, using the chest (thoracic) muscles
- Make sure that the abdomen presses on your thighs, preventing any abdominal movement
- Do not drop your head on to the floor.

Benefits:

The benefits of Rabbit breathing are as follows:

- It produces a calming effect on children when they are upset
- Beneficial for people with asthma as it helps in regulating their breathing pattern
- Also recommended for people with diabetes and nasal allergy as it helps in clearing the respiratory system.

Precautions:

It should be avoided by people suffering from epilepsy and high blood pressure.

5. Tiger Breathing

The different steps of tiger breathing are as follows:

I. Starting position: Dandasana

- The Dandasana is a type of warm-up pose which is performed before practising other asanas. The different steps of performing Dandasana are as follows:
- Sit erect on the ground with your back straight and legs stretched out
- Press your buttocks on the floor and align your head in a manner so that the crown faces the ceiling

- Flex your feet and press your heels
- Place your palms next to your hips on the floor
- Ground the lower half of the body firmly to the floor
- Breathe normally and hold the posture for 20-30 seconds

II. Practice

- Lean forward, maintaining a distance of one arm from the knees
- Press the palms on the ground
- Stand with the help of your knees
- While inhaling maintain the spine in a concave position



- Raise your head and look up
- While exhaling arch the spine upwards
- Slowly bend the head down
- Bring the chin closer to the chest



Fig. 3.7.1: Arch your back upwards making it convex

- Repeat the practice for five rounds

Benefits:

Helps in the cure of asthma, back pain, hypertension, headache, neck pain, menstrual issues

Limitations:

People with severe back pain, injury in hips and knees should avoid performing this asana

6. Shashankasana (Hare pose): The **Shashankasana** is also known as the “Hare Pose” as the asana resembles a hare in the final position. The different steps of performing a Shashankasana are as follows:

- Sit in Vajrasana or kneel down pose
- Place your hands on the thighs and breathe in a relaxed manner
- Raise both your hands above the head with palms facing forward
- Slowly bend down and bring the hand forward, till the forehead and arms touch the ground
- Rest in this position for as long as you are comfortable
- Exhale slowly and come back to the starting position
- Repeat the process for 5-10 rounds

The different benefits of performing Shashankasana are as follows:

- The practice of the asana relaxes the mind and reduces depression
- It tones the pelvic muscles and relieves sciatic pain
- The asana helps in the treatment of sexual disorders
- Practising the asana gives a relaxing stretch to the upper body



Fig. 3.7.2: Practising the Shashankasana helps in reducing stress

7. Straight Leg Rising Breathing (ALTERNATIVE AND BOTH LEG)

The different steps of performing the straight leg raising are as follows:

- Sit or lie down on your back with legs straight
- Bend the knee of the operated leg to a 90-degree angle keeping your foot flat on the floor
- Tighten the muscles on your straight leg by contracting your quadriceps
- Keep your quad tightened
- Slowly lift the operated leg six inches off the floor
- Hold for three seconds
- Slowly lower your leg to the floor
- Relax and repeat 10 more times

Tips:

- Continue to inhale and exhale throughout the exercise
- Concentrate on contracting the muscles on the front of the thigh



Fig. 3.7.3: A yogi performing Straight Leg Rising Breathing

8. Sethubandhasana Breathing

The Sethubandhasana is also known as the Bridge Pose. The different steps of performing Setubandhasana breathing are as follows:

- Lie on your back
- Fold your knees and keep your feet hip distance apart
- Keep arms beside your body palms facing down
- Inhale and slowly lift your lower back followed by middle and upper back off the floor
- Roll in the shoulders
- Touch the chest to the chin without bringing the chin down
- Support your weight with the help of shoulders, arms and feet
- Put both the thigh parallel to each other on the floor
- Interlock the fingers and push the hands on the floor to lift the torso up
- Hold the pose
- Exhale as you slowly release the pose

Benefits of the bridge pose:

The benefits of the Bridge pose are as follows:

- Strengthens the muscles of the back
- Relieves the tired back
- Gives a good stretch to the chest, neck and spine
- Calms the brain reducing stress, depression and anxiety
- Open up the lungs and reduces thyroid problems
- Improves digestion
- Relieves symptoms of menstrual pain
- Helpful in asthma, high blood pressure, osteoporosis

Contraindication

A person suffering from neck and back injury should avoid performing the asana

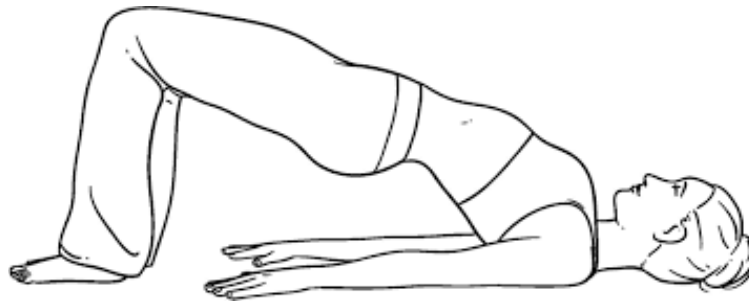


Fig. 3.7.4: A yogi performing the Bridge Pose

UNIT 3.8: Sithili Vyama

Unit Objectives

At the end of this unit, you will be able to:

1. Identify different types of Sithili Vyama

3.8.1 Different Types of Sitali Vyayama

1. **Toe Bending:** Toe bending is also known as *PadangulinNaman* as per the Indian Yoga terminology. The toes play an important role in maintaining body balance. The toes play an important role in shifting the body weight towards the Centre of Gravity. Hence, performing the toe bending on a regular basis can help an individual attain more flexibility while performing the exercises. The steps for performing the toe bending exercises have been discussed below:

Step-1: Sit with your legs stretched

Step-2: Maintain some distance between the legs

Step-3: Shift the focus to the toes



Step-4: Inhale deeply and move the toes backwards



Step-5: Exhale while moving the toes forward



Step-6: Do not move your ankle. Keep your eyes closed while practising.



Step-7: Keep your eyes closed while practising.

Step-8: Repeat 10 times.

Benefits of Toe bending exercise:

- Promotes mobility of the toes and stimulates the circulation of blood into the feet
- Stretches the lower leg and foot muscles
- Helps to relieve varicose veins, tiredness and swelling in the legs
- Strengthens the foot muscles and promotes mobility of the ankles
- Promotes blood circulation and relaxation of the ankles

2. **Ankle bending:** The Ankle Bending is also known as GulfNaman as per Indian translation. The steps can be discussed below as:

Step-1: Sit with your legs stretched.

Step-2: Maintain some distance between your legs.



- Step-3: Shift your focus towards the ankles.
- Step-4: Touch the heel with the floor.
- Step-5: Inhale deeply while moving the feet backwards.



Step-6: Exhale when moving the feet forward



Step-7: Concentrate on the movement of the ankles

Step-8: Repeat the exercise ten times

3. **Ankle rotation:** The Ankle Rotation is also known as *Gulf chakra* as per the Indian Yogic literature. The steps of ankle rotation have been detailed below as:

Step-1: Sit on the floor with your legs stretched out

Step-2: Set the legs little apart and straight



Step-3: Rotate your feet clockwise and anti-clockwise, with the heels touching the floor



Step-4: Rotate your foot simultaneously or alternatively



Step-5: Breathe in a relaxed manner

Step-6: Practice this for ten times

Step-7: Do not allow the knees to be stirred

Step-8: Keep your body straight and erect

Step-9: keep your eyes closed

Step-10: Remain attentive of your breathing pattern

Benefits of ankle bending and ankle rotation:

- The practice of the asana loosens the tendons and muscles in leg and foot
- Improves flexibility while walking, standing
- Enhances core strength and endurance
- Improves the blood circulation in the upper part of the legs
- Strengthens the ligaments and tendons
- Reduces the chances of injury and 'wearing out' of ligaments while running



Ankle Rotation

Fig. 3.8.1: How to perform an ankle rotation

4. Knee bending: The knee bending exercise is also known as JanuNaman in Indian translation. The Steps of Knee bending are as follows:

- Bend your right knee and lift it above the floor
- Interlock your fingers below your thighs



- Hold the thighs up to the chest level
- Keep the heels near the thighs
- Inhale slowly while straightening your legs



- Do not allow the heel or toes to touch the floor
- As you exhale, the thighs should get back to the chest level
- Practice this 5-10 times with both the legs alternatively

5. Knee Rotation: The knee is composed of a ball and socket joint which allows free and all around the rotation. The knee rotation can be performed in a few simple, easy and steps as below:

- Sit with your legs stretched
- Bend the right leg at the knee as described in practice
- Place the hands under the right thigh and interlock the fingers or cross the arms holding the elbows.
- Lift your right leg from the knee area
- Clasp your knee with the help of your hands interlocking your fingers around the knee



- Inhale while moving the legs from clockwise to an anti-clockwise direction
- Exhale while moving the legs back from an anti-clockwise to the clockwise direction
- Repeat the process with the left leg



Benefits of knee exercises:

The different benefits of performing knee exercises are as follows:

- It helps in strengthening muscles around the knee
- Reduces stress across the joint
- Improves flexibility around the knee and supporting muscles
- Regular warm-ups and stretches can further enhance flexibility

6. Knee Cap tightening: The knee cap tightening can be performed in two simple and easy steps as follows:

- Slowly pull the kneecaps upwards and then release them.



- Repeat this practice 20 times with normal breathing.

The benefits of performing Knee Cap Tightening exercise are as follows:

- It helps in reducing joint pain
- Reduces the problem of frozen knee
- It makes the calf muscles more flexible

7. Half Butterfly

The half butterfly position is also known as **Ardha Title Asana**. It is beneficial for young women as well as pregnant ladies. Thus, performing the exercise regularly has been seen to reduce menstruation related pain in women along with loosening the muscles of the hips and knee. It helps in improving flexibility and enables faster delivery in pregnant women. The various steps of performing half butterfly are as follows:

- Sit with your back and legs straight



- Place your right foot on top of the left thigh
- Hold the toes of the right foot with your left hand



- Inhale slowly while moving the knees up
- Exhale while moving the knees down
- Use your right hand for support
- Return to the initial position
- Repeat the exercise with the left leg



Benefits of a half butterfly position:

The benefits of a half butterfly position are as follows:

- Stretches the muscles of the inner hips and thighs
- Enhances blood circulation to the hips
- Good preparation for meditation posture
- Improves mobility of the hip joint

8. Full butterfly: Full Butterfly is a hatha yoga pose and is also known as ***BaddhaKonsana*** as per the Indian yogic texts and literature. It involves deep, relaxed breathing coordinated with leg movements. The detailed steps of performing a full butterfly position are as follows:

- Start the pose by sitting on the floor



- Exhale, bend the knees
- Bring the heels to close the pelvic region
- Touch the soles of the feet together



- Clasp the hands around the toes
- Inhale and slowly bring the knees up



- Exhale bring the knees down
- Keep the toes touched together
- Repeat the up and down movement of the knees 5-10 times

Benefits:

The different benefits of performing the Badha Konasana are as follows:

- It places stress on the connective tissue of the groin making the ligaments and tendons healthier.
- The Baddhakonsana can be modified by resting the head on the ground and breathing deeply, as it helps in relieving the tensions
- Practising the asana opens the Sacral Chakra, which is the energy centre for creativity, pleasure, sensuality etc.
- The asana is extremely beneficial to be moms-to-be as it improves blood circulation, strengthens the pelvic muscles and helps in the safe delivery
- The butterfly pose activates the kidney and abdominal glands

9. **Wrist Rotation:** The wrist joint rotation is also known as Manibandha Chakra as per the Indian Yogic text and literature. The Asana can be performed in a sitting position. The steps could be detailed below as:

- Remain in the sitting pose.
- Keep the neck and spine straight.
- Stretch both your hands forward to the shoulder level.
- Keep the elbow straight and erect.
- Form a clenched fist with the right hand, placing the thumb inside.
- Grasp the wrist joint of the right hand firmly with the left palm.
- Now rotate the clenched fist clockwise and then anti-clockwise.
- Repeat this ten times with alternate hands.
- Perform the activity with both the hands in a circular motion.
- Do not allow the elbows to bend.
- Repeat this ten times.
- Get back in Sukhasana once the exercise is over.
- Keep your eyes closed and concentrate on the breathing pattern.

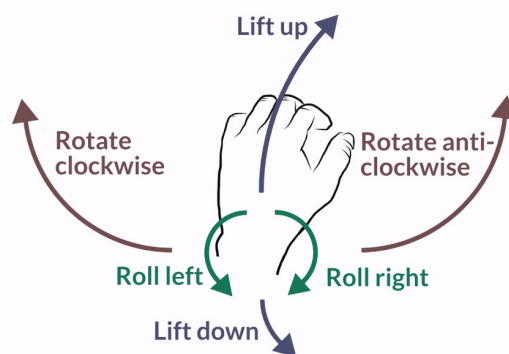


Fig. 3.8.2: Different positions of wrist rotation

The benefits of performing wrist rotation are as follows:

- Improves the grip
- Reduces the chances of Tendonitis
- Reduces the chances of contracting Tennis elbow
- Improve wrist mobility

10. Shoulder rotation: The shoulder rotation pose is also known as *Skandh Chakra* as per the Indian Yogic texts and literature. It helps in loosening the muscles around the shoulders and enables free or unrestricted movement. The different steps of shoulder rotation are as follows:

- Stand straight with your legs apart
- Put your hands on the shoulders



- Breathe normally
- Start rotating your arms in big circles to the back



- Repeat the rotation to the front
- Release the hands
- Get back to an initial standing pose

Benefits of Shoulder rotation are as follows:

- Practising the shoulder rotations on a regular basis improves the flexibility of the joint
- Practising the shoulder rotation removes the muscle strain
- Reduces the chances of contracting a frozen shoulder

11. Neck rotation: The neck movement is also known as *Griva Sanchalana* as per Indian translation. The asana can be performed on a regular basis for improving flexibility in the neck region. The steps of performing a neck movement are as follows:

- Keep your spine and neck straight
- Close your eyes and keep your palms on your knees
- Concentrate on your neck
- Inhale, move your neck backwards



- Remain in the position for 2-3 seconds
- Come back to the center, then exhale
- Inhale then move your head to the left



- Remain the position for 2-3 seconds
- Again come back to the center
- Repeat the exercise 10-12 times

Benefits of performing the exercise are as follows:

- Makes the neck more flexible
- Makes the neck muscles strong
- Improves blood circulation
- Useful for the one who works in bent neck positions for long hours
- Removes fat from the neck and shoulder region

12. Neck Bending: The neck movement is also known as *Griva Sanchalana* as per Indian translation. The asana can be performed on a regular basis for improving flexibility in the neck region. The steps of performing a neck movement are as follows:

- Keep your spine and neck straight
- Close your eyes and keep your palms on your knees
- Concentrate on your neck
- Inhale, move your neck backwards



- Remain in the position for 2-3 seconds
- Move the neck downward and touch your collarbone with your chin



- Exhale, while bringing the neck downwards
- Repeat this exercise for 10-15 minutes

Benefits of performing the exercise are as follows:

- Makes the neck more flexible
- Makes the neck muscles strong
- Improves blood circulation
- Useful for the one who works in bent neck positions for long hours
- Removes fat from the neck and shoulder region

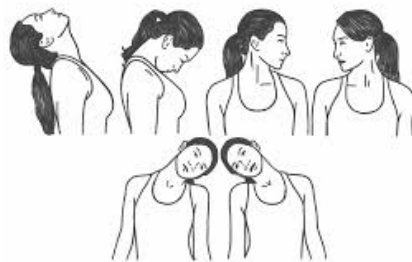


Fig. 3.8.3: Different steps of neck rotation and bending exercis

UNIT 3.9: Instant Relaxation Technique

Unit Objectives

At the end of this unit, you will be able to:

1. Demonstrate how to perform Sakti Vikasaka
2. Practise different loosening practices

The **Instant Relaxation Technique (IRT)** is an effective way of bringing the body and mind to rest instantaneously. IRT is usually performed at the beginning of yoga practice. The detailed steps of practising the IRT are as follows:

- Keep the face relaxed and smiling all throughout
- Tighten the toes, ankle joints and calf muscles
- Pull up the knee caps
- Tighten the thigh muscles and buttocks
- Exhale and pull the abdomen inside
- Make fists and tighten the arms
- Inhale and expand the chest
- Tighten neck, shoulder and facial muscles
- Tighten the whole body from toes to head
- Relax the whole body instantaneously
- Relax the whole body

3.9.1 Sakti Vikasaka

Sakti Vikasaka is known as strengthening practice. It is performed by an individual for the purpose of developing core strength and endurance. There are different types of Sakti Vikasaka practices, which have been discussed in the following sections:

A. Mani Bandha Sakti Vikasaka

The Mani Bandha Sakti Vikasaka can be performed as per the following steps:

Tadasana

- Stand erect with feet and knees pressed together.
- Place your hands along the thighs with fingers stretched out.
- The head, trunk and legs should be aligned in a straight line.

I. Starting position (Sthiti): Tadasana

II. Practice

Stage 1 (Arms stretched in front)

- Stretch your arms to the front, keeping them parallel to the ground.
- Turn your palms into fists (palms facing down).

Now, move the fists up and down from the wrist vigorously.

Repeat 10 rounds.

Stage 2 (Arms bent)

- Stretch your arms sideways at the shoulder level, keeping them parallel to the ground.
- Bend your arms at the elbows and bring them closer to the chest.
- Your palms should face downwards.
- Make loose fists with your hands and move them up and down from the wrist with force.

NOTE:

- The movement should be from the wrists
- The movements should be vigorous and forceful
- Keep the arms as stiff as possible
- Keep the breathing normal



Fig. 3.9.1: Moving the fists up from the wrists with a jerk

Benefits:

- Improves flexibility
- Improves grip
- Reduces the chance of tendonitis

B. Karaprashta Sakti Vikasaka (Back of hand)

The different steps of performing the Karaprashta Sakti Vikasaka are as follows:

Tadasana

- Stand erect with feet and knees pressed together.
- Place your hands along the thighs with your fingers stretched out.
- Align the legs, trunk and head in a straight line.

I. Starting position (Sthiti): Tadasana

II. Practice

Stage 1 (Arms stretched in front)

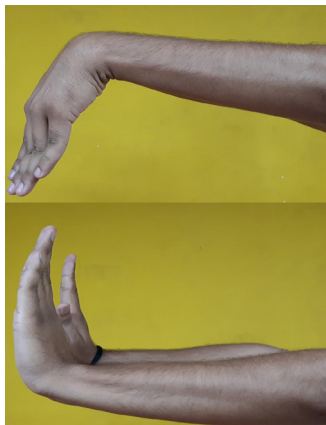
- Stretch the arms in front of the chest at shoulder level.
- Your palms should be open and face downwards.
- Move the palms up and down forcefully from the wrist.
- Repeat ten times.

Stage 2 (Arms bent)

- Stretch your arms sideways at the shoulder level, keeping them parallel to the ground.
- Now bend them at the elbows and bring the hands near the chest
- Your palms should be facing downwards.
- Keep the palms open and fingers together.
- Now move the palms up and down, forcefully from the wrist.
- Repeat ten times.

Note:

- The movement should be from the wrist.
- Movement should be forceful and vigorous.
- Try touching the forearms while bringing the palms up and down.
- Keep the arms as stiff as possible.
- Keep the breathing Normal

**C. Anguli Sakti Vikasaka (Fingers)**

The different steps of performing the Anguli Sakti Vikasaka are as follows:

Tadasana

- Stand erect with feet and knees pressed together.
- Place your hands along the thighs with your fingers stretched out.
- The legs, trunk and the head aligned in a straight line.

Stage 1 (Arms in front)

- Stretch your arms in front, keeping them parallel to the ground.
- Give the fingers of both hands the shape of the hood of a cobra.
- Stiffen the entire length of the arms from the shoulder joints to the fingertips.
- Hold the position for 1-2 minutes.



Fig: 3.9.2: Fingers should be stretched out to give it the shape of the hood of a

cobra

Stage 2 (Arms bent)

- Bring the hands near to the chest by bending the arms at the elbows. Repeat the same practice.

NOTE:

- Tighten the arms
- Repeat it for a few rounds.

D. Khaponi Sakti Vikasaka (elbows)

The different steps of performing the Khaponi Sakti Vikasaka are as follows:

Tadasana

- Stand erect with your feet and knees together.
- Place your hands along the thighs with your fingers stretched out.
- Align the legs, trunk and head in a straight line.

I. Starting position (Sthiti): Tadasana

II. Practice

Stage 1 (With fists)

- Stretch your arms beside the body
- Make the palms into tight fists with palms facing forward

- Bend the arms at the elbows and raise your clenched fists to the shoulder level with a jerk.



- Then stretch them down again with a jerk.
- Repeat 10-15 times.

Stage 2 (With open palms)

- Keep your palms open with the fingers close together.
- Repeat jerking your arms up and down from the elbows.
- Repeat 10-15 times.



NOTE:

- The elbows should remain stationary.
- The fists / palms must come up to the level of the shoulders and then down straight.
- The fists / palms must neither touch the shoulders when going up nor touch the thighs when coming down.

Benefits:

- Practising the asana strengthens the elbows
- It improves the circulation of blood to the arteries.
- It helps in developing strength and symmetry with constant practice.

E. Bhujanga Bandha Sakti Vikasaka (Upper arms)

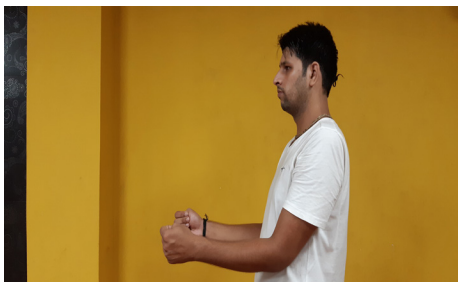
The different steps of performing the Bhujanga Bandha Sakti Vikasaka are as follows:

Tadasana

- Stand erect with feet close together, knees together.
- Place your hands along the thighs with fingers stretched out.
- Align the legs, trunk and head in a straight line.

I. Starting position (Sthiti): Tadasana

- Turn your hands into tight fists with the thumbs tucked in.
- Bend the elbows and raise the forearms, so that they are parallel to the ground.



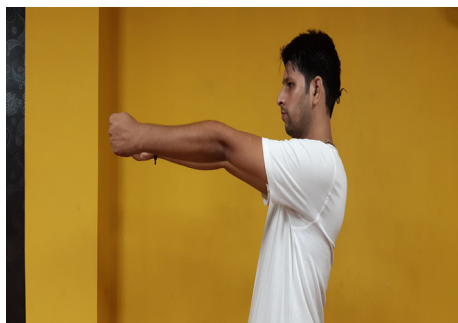
II. Practice

Stage 1 (Alternate arms)

- Push the right arm vigorously and forcefully forward to the level of the shoulder.
- Then, pull it back to the starting position.
- Next, push the left arm forward and pull it back in the same manner.
- Thus, move the arms vigorously and alternately.
- Repeat 20 times.
- Keep breathing normally.

Stage 2 (Both arms)

- Do the same movement as above with both the arms together.



- Repeat twenty times.

NOTE:

- Push and pull the arms forcefully and vigorously.
- During the forward movement, the arms should be parallel to the ground and palms facing up.
- Ensure the elbows must not go back beyond the body while pulling back (i.e. the starting position).

Benefits:

- This practice develops the arms muscles.
- Strengthen elbow joints.

F. Skanda Sakti Vikasaka

The different steps of performing the *Skanda Sakti Vikasaka* are as follows:

Tadasana

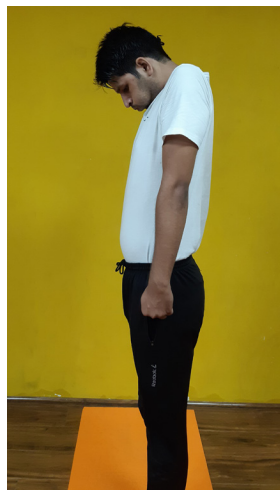
- Stand erect with your feet and knees together.
- Place your hands along the thighs with fingers stretched out.
- The legs, trunk and head should be aligned in a straight line.

I. Starting position (Sthiti): Tadasana

- Make tight fists with your hands with the thumbs tucked inside.
- Bend the elbows and raise the forearms till they are parallel to the ground.

II. Practice

- Give your mouth the shape of a crow's beak and suck in air through the mouth.
- Hold your breath by blowing the cheeks out



- Keep your eyes closed
- Keep your back straight and arms down
- Move the shoulders up and down vigorously.
- Repeat it ten times.

- Lift the head to normal position
- Keep your eyes open your eyes and exhale gradually through the nose

Note:

- The arms should be kept rigid, stiff and straight at the side.
- The up and down movement should be vigorous.
- In case of difficulty, perform normal breathing keeping the head straight.

Benefits:

- It tones the muscles of the bone, blood vessels, nerves, etc.

G. Griva Sakti Vikasaka

The Griva Sakti Vikasaka has two different variants. Both of these variants have been discussed in details below:

Griva Sakti Vikasaka 1**I. Starting position (Sthiti): Tadasana**

- Stand erect with feet and knees close together.
- Place your hands along the thighs with fingers stretched out.
- The legs, trunk and the head aligned in a straight line.
- Relax your neck completely; keep your eyes open.

II. Practice**Stage 1 (Turning or twisting)**

- Turn your head with a jerk once towards your right, then towards the left.

Step-1: Turn head to the right**Step 2- Turn head to the left**

- Repeat this ten times.

Stage 2 (Forward and backwards)

- Jerk your head first forward and then backwards.
- During forward movement, the chin should touch the area between the collar bones (sternal notch).



- When it goes back, it should touch the nape of your neck.



- Repeat this 10 times.

NOTE:

- Movements are done with a jerk to produce the desired effect.
- The neck must be completely relaxed.
- Keep the mouth closed and eyes wide open throughout the practice.
- Keep the breathing pattern normal

Griva Sakti Vikasaka 2**I. Starting position (Sthiti): Tadasana**

- Stand erect with your feet and knees together.
- Place your hands along the thighs with fingers stretched out.
- Align the legs, trunk and the head in a straight line.
- Relax your neck completely; keep your eyes open.

II. Practice

- Inhale and exhale through the nose (“Bellows effect”) vigorously which stretches the veins of your neck.
- Blow your stomach outside during exhaling
- Draw it in while breathing out.
- Repeat twenty times.

Benefits:

- Improves flexibility
- Strengthens and tones the muscles of the neck
- Reduces the chances of neck injury

H. Kati Sakti Vikasaka (Back)

Kati Sakti vikasaka has two different variants. Each of the variants has been discussed in details below:

Stage 1**I. Starting position (Sthiti): Tadasana**

- Stand erect with your feet and knees together.
- Place hands along the thighs with fingers stretched out.
- Align legs, trunk and head in a straight line.
- Clench your right hand to form a fist with the thumb tucked in and take to your back
- Now, hold the right wrist with the left hand.
- Both the hands should be in contact with the back.

II. Practice

- Breathe in deeply; bend backwards as far as possible keeping the hands in contact with the back.
- Maintain this posture for a few moments.
- Then, while breathing out, bend forward trying to touch the knees with your head.
- Repeat the practice ten times.

Stage 2**I. Starting position**

- Same as stage 1 except that the left hand should be formed into a fist and the right hand should hold the left wrist.

II. Practice

- Same as in stage 1

NOTE:

- The hands at the back must always be in contact with the body.
- Hold the positions for a moment.

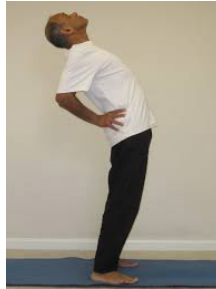
J. Kati Shakti Vikasaka 2 (Back) Forward and backward bending

I. Starting position (Sthiti): Tadasana

- Spread your legs apart as far as possible.
- Place your hands on the hips with the thumbs pointing forward and the fingers pointing backwards.

II. Practice

- While inhaling bend backwards from the waist as far as possible.
- Hold the position for some time.



- Exhale; bend forward trying to touch the head to the ground without bending the knees.
- Repeat this for 10 rounds.

NOTE:

- The hands should be placed on the hips all throughout.
- Do not bend the knees any time during the practice.
- Do not make forceful movements.

Benefits:

- Improves flexibility
- Helps in removing belly fat
- Strengthens and tones waist muscles

K. Janu Sakti Vikasaka (Knee)

The detailed steps of performing the Janu Sakti Vikasaka have been discussed as below:

I. Starting position (Sthiti): Tadasana

- Stand erect with feet and knees together.
- Place hands along the thighs with fingers stretched out.
- The legs, trunk and the head aligned in a straight line.

II. Practice

- Spread the legs one meter apart.
- While breathing in raise the hands sideways
- Place them parallel to the ground
- Exhale and bend to the right till the right-hand touch the right knee.
- The left palm should face forwards.
- Come up with breathing in.
- Repeat four to five times.

Benefits:

- The asana is beneficial for the treatment of rheumatic conditions
- Practising the asana improves blood circulation in the knee region



Fig: 3.9.3: Janu Sakti Vikasaka

L. Jangha Saktisakti Vikasaka

There are two different variants of the Jangha Sakti Vikasaka. Each of these has been discussed in details below:

M. Jangha Shakti Vikasaka 1 (Thighs)**I. Starting position (Sthiti): Tadasana**

- Stand erect with feet close together, knees together.
- Hands along the thighs with fingers stretched out.
- The legs, trunk and the head aligned in a straight line.

II. Practice**Stage 1 (Chair sitting)**

- Stretch out the arms straight in front at shoulder height, palms facing downwards.
- Inhale and bend your knees gradually till your thighs come parallel to the ground.
- Hold your breath and maintain the position for a while.
- Come up while breathing out.
- Repeat 5 times.

NOTE:

- The knees must be together throughout the practice.
- Heels or toes must not be raised from the ground at any time during the practice.
- If you find it difficult to hold breath, you can do it with normal breathing initially.
- Keep the arms parallel to the ground all through.
- Keep the back, neck and head as erect as possible.

Stage 2 (Knee spreading)

- Spread your arms sideways at shoulder height.
- Raise your heels (both touching each other) and throw your entire weight on the toes.
- Breathe in, bend your knees and spread them apart.
- Hold your breath in this position.
- Exhale and begin to rise gradually.
- Repeat ten times.

Note:

- Never sit on the heels.
- Avoid breathing forcefully during the preliminary stage of practice

Benefits:

- Develop and strengthen the thighs.

N. Jangha Shakti Vikasaka 2 (Thighs) Jumping up**Stage 1****I. Starting position (Sthiti):**Tadasana

- Breathe in, open up your arms and jump up simultaneously
- Come down on your toes with the feet going apart.
- Breathe out, reverse the whole process and get back to the starting position.
- Repeat ten times.

II. Practice**Stage 2**

- Now, just reverse the breathing pattern and repeat the movements in the same manner.

Note:

- Palms should not touch each other or even thighs while going up.
- While coming down (after jumping up), the legs should not bend at the knees.
- Always come down on the toes.

O. Pindali Sakti Vikasaka (Calves)

The different steps of performing the Pindali Sakti Vikasaka are as follows:

I. Starting position (Sthiti): Tadasana

- Stand erect with feet and knees together.
- Place your hands along the thighs with fingers stretched out.
- Legs, trunk and neck, should be aligned in a straight line.
- Clench the fists and stretch your arms forward at shoulder height.

II. Practice

- Inhale and squat down as much as possible.

- Hold your breath, stand up while your arms describe one full circle in a manner of rowing the boat.
- On completion of the circle, the arms should be held before the chest, fists touching each other
- Exhale sharply while pulling the arms slightly backwards and expanding the chest.
- Repeat 10 times.

NOTE:

- The knees should remain close to each other all throughout the practice.
- The feet should remain on the ground all throughout the practice.

3.9.2 Losing Practices (Sithilikarana Vyama)

Sithilikarana Vyayama is loosening or warm-up practices, which help an individual, relax. The Sithilikarana Vyayama ends up Shavasana, which is a dead body position. There are different variants of loosening practices. Some of these have been discussed below as:

1. Jogging:

There are different kinds of jogging practices. Some of these have been discussed below as:

a. Slow Jogging



Step-1: Make a loose fist of your hands and place them on the chest. Collapse and relax your shoulder



Step-2: Jog on your toes.

Note: Repeat the practice 10-30 times

b. Backward Jogging

Step-1: Lean a little forward and increase the speed and do jogging gradually



Step 2- start hitting the buttocks with the heels

Note: Repeat the practice 20 times

c. Forward Jogging

Step-1: Lean backward a little and increase your speed.



Step-2: Lift your knee till chest level

Note: Repeat the practice 20 times

d. Side Jogging



Step 1: Slowly lift your leg sideways



Step 2: Make your speed fast and try to touch your heels to the buttocks

Note: Repeat the practice 20 times

2. Forward Bending and Backward Bending:

The steps of performing forward and backward bend are as follows:



Step 1: Stretch the arms straight above your head with your arms facing forward



Step 2: Inhale and bend backwards with your arms stretched above the head



Step 3: Exhale and then bend forward as much as possible

Step 4: This completes a cycle

Step 5: Repeat the process 5- 10 times

Benefits:

- Improves flexibility
- Improves blood circulation
- Relieves the mind of stress and anxiety
- Improves core strength and endurance
- Strengthens the muscles of legs and arms

3. Side Bending (standing):

The steps of performing a Side Bending are as follows:



Step 1: Keep legs one meter apart, raise your hands sideways parallel to the ground



Step 2: Exhale and bend to the right till the right-hand touch the right heels

Step 3: Breathe and remain in that position for 2-3 minutes

Step 4: Exhale and come back to the straight position again



Step 5: Exhale and bend to the left till the left-hand touch the left heels

Step 6: Breathe and remain in that position for 2-3 minutes

Step 7: Exhale and come back to the straight position again

Benefits:

- Acts as a detox
- Improves blood circulation
- Relieves the mind of stress and anxiety
- Improves core strength and endurance
- Strengthens the muscles of the arms and legs

4. Twisting

Twisting can be performed as a relaxation exercise. The different steps of twisting are as follows:



Step 1: Spread legs about one meter apart

Step 2: Inhale and raise your hands sideways parallel to the ground



Step 3-Twist to the right keeping the right hand straight

Step 4-Twist the neck and look at the tip of the fingers

Step 5- Bend the left hand at the elbow to bring the hands close to the chest

Benefits:

The benefits of performing the twisting pose are as follows:

- Acts as a detox
- Improves blood circulation
- Relieves the mind of stress and anxiety
- Improves core strength and endurance
- Strengthens the muscles of legs and arms

5. Hip Rotation

The different steps of performing a hip twist exercise are as follows:



Step 1: Keep your legs apart at a distance of 1 meter



Step 2: Rest both your palms on the waist region

Step 3: Move your waist from right to left in a circling manner



Step 4: Move your waist in an anti-clockwise direction

The benefits of performing Hip Rotation are as follows:

- Relieves the mind of stress and anxiety
- Improves core strength and endurance
- Strengthens the muscles of the hip and thigh region

6. Alternate toe touching

The different steps for performing a toe touching exercise are as follows:



Step 1: Sit on the ground; stretch your legs keeping a distance of 2 metres in between them



Step 2: Inhale and bend forward, touch the toe of the right leg with the left hand



Step 3: Exhale and bend forward, touch the toe of the left leg with the right hand

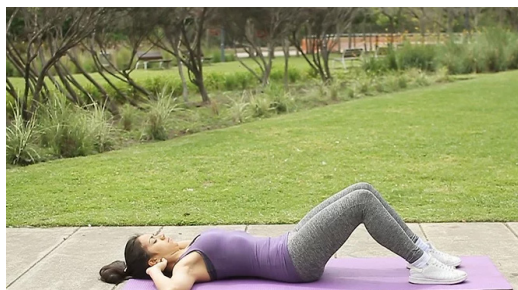
Benefits:

- Relieves the mind of stress and anxiety
- Improves core strength and endurance
- Strengthens the muscles of arms, legs and hip region

7. Sit-up

The different steps of performing a sit-up are as follows:

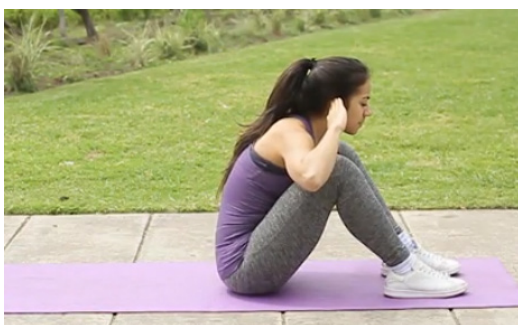
Sit-up Steps (Source: www.wikihow.com)



Lie down on your back with your knees bent



Put your fingertips at the back of your ears



Lift up your torso close to your thighs



Bring your body back to the starting position

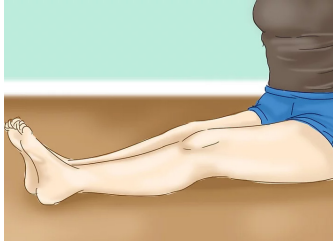
Benefits:

- Relieves the mind of stress and anxiety
- Improves core strength and endurance
- Strengthens the muscles of arms, legs and hip region
- Helps in reducing abdominal fat

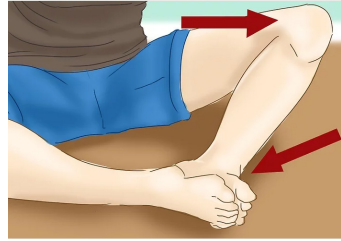
8. Butterfly (sitting)

Full Butterfly is a hatha yoga posture and is also known as **BaddhaKonsana** as per the Indian yoga text and literature. It involves deep, relaxed breathing coordinated with leg movements.

Different steps of a Butterfly position (Source: www.wikihow.com)



Sit on the floor stretching your legs out



Bring the soles of the feet together



Bring your heels as close to the body as you can



Lean forward



Hold the pose for 30 seconds



Relax and repeat the stretch

Benefits:

- Relieves the mind of stress and anxiety
- Improves core strength and endurance
- Strengthens the muscles of arms, legs and hip region
- Reduce menstrual problems
- Improves blood circulation

9. Chapatti making (sitting)

The different steps of a chapatti making exercise are as follows:



Step 1: Sit on the ground and keep your legs wide part



Step 2: Keep both your palms on the ground and exhale while pushing your body forward



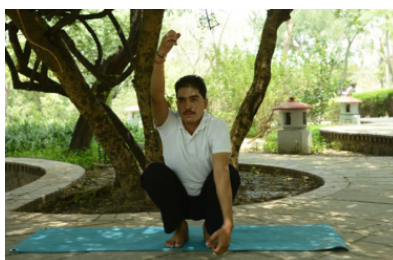
Step 3: Inhale and come back to normal position

Benefits:

- Relieves the mind of stress and anxiety
- Improves core strength and endurance
- Strengthens the muscles of arms, legs and hip region

10. Rope Pulling (Rajju Karshasana)

The different steps of performing a Rope Pulling exercise are as follows:



Step 1: Sit on the ground



Step 2: Stretch both your hands in front of you



Step 3: Make your hands look like you are holding a rope



Step 4: Pull your hands as if you are pulling a rope

Benefits:

- Relieves the mind of stress and anxiety
- Improves core strength and endurance
- Strengthens the muscles of arms, legs and hip region

11. Bhunmana

The Bhunmanasana is a type of relaxation exercise. It is also known as 'greeting the earth in common English. The different steps of performing the asana are as follows:

- Sit with straight legs and relaxed back
- Rest your hands on your thighs
- Inhale and raise your arms to the shoulder height
- Exhale, tilt the upper body back slightly
- Twist left
- Place your hands beside your body
- Bend the arms and bring your forehead towards the floor
- Press the right buttock close to the floor
- Inhale and come up again with your arms stretched out into the front

- Exhale and return to the original position
- Repeat with the other side

The benefits of performing exercise are as follows:

- Strengthens the muscles of the chest
- Relaxes the muscles of the back
- Maintains the flexibility of the spine

12. Crow Walking

The different steps of performing a crow walk are as follows:



Step 1: Sit in a squatting position with your feet apart and buttocks above heels. Place your palms on the knees. Take small steps in squatting position.



Step 2: Walk on toes or soles of the feet, as you take a step forward bring your opposite knee to the floor

Benefits:

- Relieves the mind of stress and anxiety
- Improves flexibility
- Improves core strength and endurance
- Strengthens the muscles of arms, legs and hip region

13. Straight leg and both leg rising

Straight leg raising (single and both supine)

The different steps of single and both leg raising are as follows:

Stage 1: Alternate legs

- Inhale and raise the right leg slowly up (up to 90 degrees)
- Exhale and return the leg to the floor as slowly as possible
- Repeat the process with the left leg
- Perform the exercise 5-10 times

Stage 2: Both legs

- Lie on the back with the legs together
- Inhale and slowly raise both your legs without bending them at the knees
- Exhale and slowly return your legs to the floor
- Perform the activity 5 times



Fig. 3.9.4: Straight leg raising helps in strengthening pelvic floor muscles

Benefits:

- Reduces abdominal fat
- Tones abdomen
- Messages intra-abdominal organs

14. Cycling (supine)

The Cycling Yoga pose is also known as ***Pada Sanchalanasana*** as per Indian translation. The asana is performed for the improvement of the digestive system and abdominal organs. The different steps of performing cycling exercise are as follows:

- Lie down flat on your back.
- Raise both your legs
- Bring your knees close to the chest by bending them.
- Raise your right leg and keep it straight while staying in this position.
- In this forward position, bend your knee again.
- Bring the right thigh back to chest, straighten the left leg, bend the left knee and lower the leg in the forward movement.
- Move both legs alternatively in the fashion of paddling a bicycle.
- The heel of your feet should not touch the floor while practising Pada Sanchalanasana.
- Perform the cyclic movements alternatively 10 times in the forward direction and 10 times in the backward direction while practising Pada Sanchalanasana or Cycling yoga pose.
- This completes one cycle of Pada Sanchalana

Benefits:

- The simple and best exercise for reducing fat
- Tones the stomach muscles
- Improves digestion
- Beneficial in reducing constipation and acidity



Fig. 3.9.5: Cycling practice helps in reducing abdominal fat

15. Rocking and rolling (supine)

The Rocking and Rolling posture of yoga is also known as **Jhulana Ludhakana** as per Indian translation. The different steps of performing the asana are as follows:

1. Get in the Shavasana pose
2. Bend your knees, keeping the soles above
3. Push your knees towards your chest
4. Spread your arms on both sides
5. Inhale, turn the upper part of your body to the left and legs towards the right
6. Exhale and come to the centre
7. Inhale, turn the upper part of the body to the right and legs towards the left
8. Remain in the position for 2-3 seconds
9. Come back to the centre
10. Come back to the Shavasana pose

Benefits:

- Provides a good message to the entire back, buttocks and hip area
- Removes unnecessary fat from the waist

Contraindications:

- Those with the spinal problem should not perform the asana
- Those with abdominal surgery shouldn't perform the asana
- The asana should not be performed in the 2nd or 3rd trimester of pregnancy



Fig. 3.9.6: Performing rocking and rolling improves blood circulation

16. Jathara Parivartana Kriya

Jathara Parivartana Kriya is also known as an Abdominal Twist. The detailed steps for performing an abdominal twist are as follows:

- Lie flat on the floor with your arms stretched wide onto the side
- Raise both your legs, fold them at the knee
- Press your legs close to the abdomen
- Inhale and slowly turn towards the right
- Exhale and come back to the centre
- Lift your legs straight up
- Inhale and turn slightly towards the right
- Exhale and come back to the centre
- This completes one cycle
- Repeat the exercise 10-15 times

Benefits of Jathara Parivartanasana:

- Generates elasticity and strengthens the core muscles.
- The twist in the abdominal organs improves circulation throughout the gut.
- Improves digestion
- Stretches the oblique
- Relaxes the back
- Relieves lower back pain
- Increases the flexibility of the hips and lower back
- Releases the pent up emotions

Contra-indications:

Avoid in case of stomach and hip surgeries.



Fig. 3.9.7: A yogi practising Jathara Parivartana Kriya

17. Naukasana Swing (Supine)

The **Naukasana** is also known as the Boat pose in common English. Practising the asana helps in strengthening the core abdomen as well as the back muscles. The different steps of performing the Naukasana are as follows:

- Lie down on your yoga mat, with your feet together and your arms by the sides.
- Keep your arms straight, and your fingers stretched towards the toes.
- Inhale deeply and as you exhale, lift your chest and feet off the ground
- Feel the tension in your stomach area as the abdominal muscles contract.

- Rest the weight of your body entirely on your buttocks.
- Hold your breath and remain in the position for a few seconds.
- Now exhale and relax as you slowly bring the body back to the starting position.
- You can perform 3-4 repetitions daily but do not overdo it.

Benefits of Naukasana:

The different benefits of performing Naukasana are as follows:

- Naukasana strengthens the abdominal muscles.
- It strengthens the muscles of the thighs, arms and shoulders.
- It improves the health of all abdominal organs including the liver, pancreas and kidneys.
- It helps in regulating blood sugar level.
- It toughens muscles of neck, shoulder and the legs.
- Practising the asana helps in reducing belly fat.
- Practising the asana improves digestion, removes excess gas and reduces constipation.
- Performing the asana relieves the mind of tension and anxiety.
- Asthma and heart patients are advised not to practice Naukasana.

Contraindications:

- The asana should not be performed with low blood pressure, migraine and severe headache.
- People suffering from chronic diseases or spinal disorders should not practise the asana
- The asana should be avoided during pregnancy and also during the first two days of the menstrual cycle.



Fig. 3.9.8: A yogi performing Naukasana Swing

18. Pavana Mukthasana Kriya

The different steps of performing the **Pavana Mukthasana Kriya** are as follows:

- Sit with legs straight.
- Keep the back straight and relaxed.
- Clasp the fingers under the right knee and raise the right leg slightly off the floor.
- Inhale deeply.
- Exhaling and bend the right knee
- Pull the thigh towards the body.
- Ensure that the back is straight.
- Bend the head forward and touch the knee with the forehead or the nose.
- Bend back slightly at this stage.

- Inhale and raise the head, straighten the upper body and straighten out the leg.
- Do not touch the floor with the foot.
- Perform the exercise 5 times with the right leg and 5 times with the left.
- Then return to the starting position

Benefits:

- The asana helps in stretching the muscles of the back and buttocks.
- Promotes spine flexibility and hips and relaxing the neck.
- Practising the asana improves blood circulation to different parts of the body.
- It is especially effective in relieving sciatic complaints.

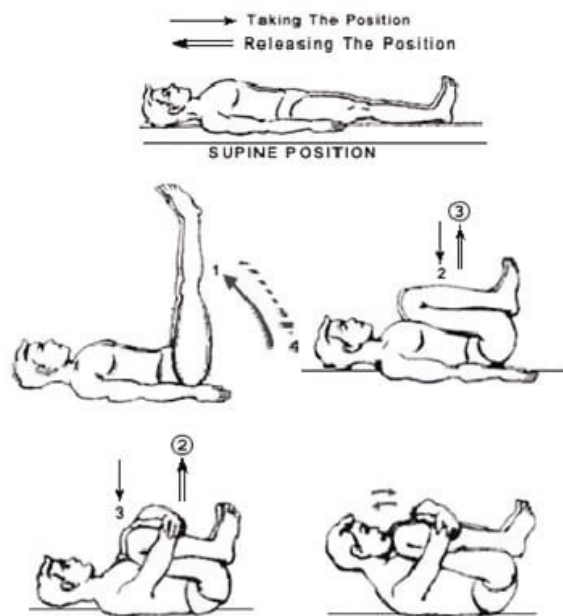


Fig. 3.9.9: Vector diagram for performing Pawana Muktasana Kriya

19. Bhujanga Parvarthasana Swing (prone)

Bhujangasana is also known as the **Cobra pose** in common English. The detailed steps to performing a Bhujangasana are as follows:

- Lie flat on your stomach.
- Place your hands at the side
- Move your hands to the front making sure they are at shoulder level
- Place your body weight on your palms
- Inhale and raise yourself up
- Hold the position for 10-15 minutes
- Exhale and lower yourself down

Benefits:

- Makes spine stronger
- Cures female hormonal disorders
- Regulates metabolism
- Stimulates digestive system
- Releases stress

Precautions:

It should not be performed with headache, hernia and back injury.



Fig. 3.9.10: A woman performing Bhujangasana
(Source: www.satyaliveyoga.com)

20. Naukasana Chalana (Prone)

The **Naukasana** is also known as “Oaring the boat’ in common English. Practising the asana helps in strengthening the core abdomen as well as the back muscles. The different steps of performing the Naukasana are as follows:



Step -1: Lie down on your yoga mat with your feet together and your arms on the sides of your thighs



Step- 2: Bend forward and make a pose of rowing the boat



Step-3: Inhale, Holding the same pose go back as much as you can

Step-4: Inhale and come to the front again

Step- 5: Exhale, go back

Step-6: Repeat 5-10 times

Benefits:

- Practising the Naukasana Chalana strengthens the abdominal muscles
- It strengthens the muscles of arms, thighs and shoulders
- It improves the health of organs in the abdomen such as liver, pancreas and kidney
- It toughens the muscles of neck, shoulders and legs
- Reduces belly fat
- Aids in curing PCOS

21. Dhanurasana Swing (Prone)

The Dhanurasana is also known as the **bridge pose**. The different steps of performing the Dhanurasana are as follows:

- Lie flat on your stomach with your feet hip-width apart and your arms by the side of the body.
- Fold your knees and hold your ankles with the help of your hands.
- Inhale deeply and lift your chest off the ground.
- Look straight ahead with a smile on your face.
- Hold the position for some time and remain mindful of your breathing.
- Your body should be curved like a bow.
- Ensure that you do not overstretch.
- As you exhale, bring your legs and chest to the ground.
- Release the ankles and relax.

The different health benefits of performing the Dhanurasana are as follows:

- Helps in reducing weight
- Improves appetite and digestion
- Practising Dhanurasana cures rheumatism and other gastrointestinal problems
- The practice of Dhanurasana improves blood circulation

- Practising Dhanurasana gives flexibility to the back
- Practising Dhanurasana strengthens the back muscles



*Fig. 3.9.11: Practising Dhanurasana helps in reducing belly fat
(Source: www.totalyoga.org)*

22. Salabha Salabhasana (Prone)

The Salambha Salabhasana is also known as the Locust pose in common English and is a prone position asana. The steps to performing a Salabhasana are as follows:

- Lie flat on the stomach with legs straight
- Bring the palms under your thighs
- Inhale and using the back muscles raise both one of your legs as high as possible and fold the other leg close to the knee of the raised leg
- Hold the pose for 5 breaths
- Exhale and slowly lower your legs to the floor
- Return to the starting position and relax the body

Benefits of Salabhasana:

Some of the benefits of performing Salabhasana are as follows:

- Toning and balancing the functions of the liver, stomach and other abdominal organs
- Regulates bowel movement
- Tightens the muscles of the buttocks
- Strengthens the lower back
- Improves posture
- Reduces stress



Fig. 3.9.12: A yogi performing Salabhasana

UNIT 3.10: Quick Relaxation Technique

Unit Objectives

At the end of this unit, you will be able to:

1. Demonstrate different types of quick relaxation techniques
2. Practise sitting position asana
3. Demonstrate asana in a prone position
4. Practise asana in the supine position
5. Demonstrate various asana in a standing position

The Quick Relaxation Techniques brings relaxation through deep awareness and regulation of breath. It takes around 3-5 minutes to perform and produces a calming effect over the mind. The detailed steps to performing a QRT are as follows:

- Lie down in Shavasana or sit on a chair
- Breathe in and out normally
- Observe the movements of the abdominal muscles going up and down
- Synchronise the movement with slow breathing
- Practise this for 5-7 cycles
- Feel the lightness in your entire body as you inhale slowly and deeply
- As you exhale release the tension and collapse the muscles
- Observe this for 5-7 cycles
- Chant A sound (A-Kara) during exhalation

Yoga has different asana specific to meditation, which helps reduce stress and focus on the present moment. Some of these asanas have been discussed in details below:

3.10.1 Sitting Position Asana

1. Padmasana

The Padmasana is sitting position yoga and is used for performing meditation. The Padmasana is also known as the **Lotus Pose Yoga**. The different steps of performing the Padmasana are as follows:

- a. Sit with your legs in front of the body
- b. Bend the left knee
- c. Place the left foot on the right thigh
- d. Bend the right knee
- e. Place the right foot on the left thigh
- f. The knees should be firmly on the floor
- g. Place your hands on your knees
- h. Close your eyes
- i. Arms should be relaxed and held in a mudra position
- j. Keep the head, neck and back in a straight line

- k. Inhale deeply and slowly
- l. Feel the breath while you exhale out
- m. Be in the position for 10-15 minutes

Benefits:

The different benefits of performing Padmasana are as follows:

- Padmasana is a highly preferred asana for increasing focus and concentration.
- Performing the asana Calms the mind.
- Performing the asana boosts metabolism increasing hunger
- The asana helps the body and mind relax
- Practising the asana helps to strengthen the ankles and knees
- Helps stimulate the abdomen, spine and bladder
- This asana strengthens the hip and knee joints of the female
- It helps to reduce the unwanted fat in the hip and thigh region.



*Fig. 3.10.1: practising Padmasana reduces stress
(Source: www.yogajournal.com)*

2. Vajrasana

The Vajrasana is also known as the Thunderbolt pose. The different steps of performing the asana are as follows:

Steps:

- a. kneel on the floor with knees close to each other
- b. Bring the toes together separating the heels
- c. Rest the buttocks on the inside surface of your feet
- d. Place your hands on your thighs
- e. The back and head should be aligned in a straight line
- f. Close your eyes
- g. Feel your breath as you inhale and exhale deeply and slowly
- h. Relax your whole body

The different benefits of performing Vajrasana are as follows:

- 1. Calms the mind and reduces stress.
- 2. Cures constipation, acidity and boost the process of digestion.

3. Helps to get rid of back pain.
4. Helps cure stomach disorder.
5. It helps to cure urinary problems.
6. Strengthens sexual organs.
7. Improves blood circulation.
8. It is preferred for meditation and concentration.
9. Promotes weight loss.
10. Strengthens thigh muscles.
11. Acts as a pain killer for arthritis patients

The different precautions which should be followed for performing Vajrasana are as follows:

1. A person suffering from joint pain should not practice this asana.
2. The asana should be practised under the expert guidance

3. Sukhasana

Sukhasana is one of the most basic poses of Yoga and can be performed by anyone without much supervision or difficulty. The name is derived from Sanskrit where 'Sukha' means pleasure and 'asana' means pose.

Steps:

- Sit on the floor
- Fold your left leg up on the right thigh
- Fold the right leg so that it touches the left thigh
- Rest your hands on your knees in a chin mudra position
- Keep the spine erect
- Be mindful of your breathing

Benefits:

Some of the benefits of Sukhasana are as follows:

- The opening of the hips
- Lengthening of the spine
- Creates a calming effect on the person performing the asana

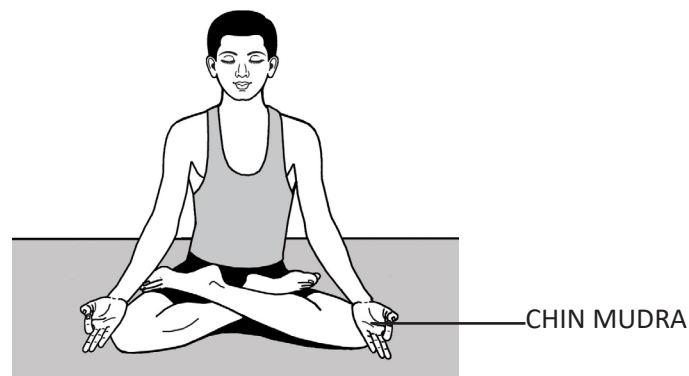


Fig. 3.10.2: Sukhasana is one of the easiest postures of meditation
(Source: www.yogatoday.com)

4. Siddhasana

The *Siddhasana* improves the flexibility of the hips, knees, ankles, and strengthens the back. It differs from *svastikasana*, in that you tuck your feet into your thighs between the thighs and calves on both sides. The posture is considered the perfect meditation posture for anyone practising celibacy. *Siddhasana* is also beneficial for men with various prostate problems. The different steps of performing the *Siddhasana* are as follows:

- Sit on the floor with legs close to each other
- For males place the left foot between the anus and the testis(Perineum). For females place the left foot touching the labia majora of the vagina
- Take the right foot and place it over the left foot
- Slid your right foot toe in the space between the left calf muscles
- Press the chin against the chest
- Gaze at the space between your eyebrows and breathe mindfully
- The hands can be kept in a chin mudra position
- Maintain the position for 10-15 minutes

Benefits:

- Helps in maintaining the spinal cord in a straight and steady position
- Helps to convert the sexual energy into subtle energy known as 'ojas.'
- Helps an individual control sex urge and regulates the functioning of sexual organs
- Stabilises the nervous system and produces a calming effect



Fig. 3.10.3: Siddhasana can be performed for the reproductive well being

5. Siddhi Yoni Asana

Siddha Yoni asana is a seated yoga pose for women. In common English, this posture is known as accomplished for women. It is the feminine counterpart for *Siddhasana*. The different steps of performing the *Siddhi Yoni Asana* are as follows:

Sit straight on the floor with your legs stretched out

Press the balls of your heels firmly to the ground.

Bend the left knee and bring the heel neat to the perineum.

Fold your right leg and rest it against the pubic bone with the toes pointing down.

Place one ankle on top of the other and allow both your knees to touch the floor.

Stretch your arms forward and place both your hands on each of the knees.

Touch the tip of your thumb with the index finger keeping the rest of the fingers straight
Close your eyes and meditate.

Modify:

1. If there is a pain in the ankle, a blanket or cloth could be used as support.
2. Beginners can sit on a blanket while performing the asana to keep their spine straight

Benefits:

1. The Practice of the asana helps in keeping the mind alert
2. Increases blood circulation in the lumbar region and abdomen
3. It is beneficial in the cure of urinary continence.
4. Regulates cardiac function and controls blood pressure.
5. Cures piles and haemorrhoids.
6. Cures asthma and insomnia.

Contraindications:

The asana should be avoided in case of:

1. Recent surgery, especially on the back or hip.
2. Lower back pain, and sciatica.
3. Knee pain, arthritis or recent knee injuries



Fig. 3.10.4: A yogi practising Siddhi Yoni Asana

6. Bhadrasana

Bhadrasana is also known as the Gracious Pose Yoga. The different steps of performing the Bhadrasana are as follows:

- Begin seated on a yoga mat
- Fold your feet backwards
- Draw them towards the pelvis
- Inhale deeply

- Exhale slowly
- Be in that position for 10-15 minutes
- Relax and return to the original position

Health Benefits of Bhadrasana (Gracious Pose):

- Develops flexibility of legs
- Improves digestion
- Strengthens backbone, thighs, hips and buttocks
- Activates Muladhara or root chakra
- Eases delivery, labour during childbirth
- Develops brain power
- Improves focus and concentration
- Combats fatigue
- Reduces stress and calms down the mind
- Bhadrasana is a good meditation pose for those who find it difficult to sit in more classical poses like *Padmasana* and *Siddhasana*.
- The asana can also be performed by people suffering from varicose veins, and aching leg.



Fig. 3.10.5: bhadrasana activates the reproductive organs

7. Dhyana Veerasana

DhyanaVirasana is also known as Hero's meditation pose. The Sanskrit name has been derived from three words, dhyana which means meditation, Veera which means hero, and Asana which means posture.

The different steps to performing a DhyanaVeerasana are as follows:

- Sit straight keeping the legs stretched out in front
- Place the left leg under the right one so that left heel touches the right buttock
- Next, place the right leg over the top of the left bent leg
- Place both the hands on the right knee
- Hold the head, neck and back in a straight line
- Close your eyes and relax
- Inhale and exhale deeply
- Be in that position for 1 minute
- People suffering from spinal or migraine disorder should avoid performing the asana

Benefits of DhyanaVeerasana:

Some of the benefits of performing DhyanaVeerasana are as follows:

- Gives strength to the pelvic muscles
- Improves digestion, relieves gastric troubles
- Relieves the muscle cramps
- Strengthen leg muscles
- Messages the pelvic and reproductive organs
- Enhances concentration and memory



*Fig. 3.10.6: Dhyana veerasana helps in increasing focus
(Source: www.yogajournal.com)*

8. Paschimottanasana

The Paschimottasana is an asana in hatha yoga. It is also known as the Seated forward bend. The different steps of performing the Paschimottanasana are as follows:

- Sit with your legs straight
- Inhale and stretch your arms over your shoulder
- Exhale and bend forward
- Your chin should touch your toes
- Keep your knees as straight as possible
- Place your head on your legs
- Hold the pose for 2-3 minutes
- Inhale and return to the original position with your arms stretched out
- Exhale and lower your arms

Benefits of Paschimottanasana:

- The asana helps in reducing stress.
- Reduces fat deposits in the abdomen.
- Calms the mind and reduces anxiety.
- Helps in coping with anger and irritability
- Stretches the spine and brings flexibility.
- Good for constipation and digestive disorder.
- Useful for increasing height.
- Regular practice cures impotency and improves sexual function.
- Tones the pelvic organs.
- Balance the menstrual cycles.

Precautions:

- Pregnant women should not practice Paschimottanasana.
- A person suffering from slip disc or sciatica problem, asthma should avoid Paschimottanasana.
- Ulcer patient should not practice.



Fig. 3.10.7: Performing Paschimottanasana

9. Gomukhasana

Gomukhasana is a seated asana in hatha yoga. It is also known as Cow face pose in modern English. The different steps for performing a Gomukhasana are as follows:

1. Sit straight on the ground with your legs stretched out
2. Gently bend your left leg and place it under your right buttock
3. Place the right leg over your left thigh
4. Fold your left arm and place it behind your back
5. Take your right arm over your right shoulder
6. Stretch it over till you can actually hold your left hand
7. Keep the trunk erect and expand your chest
8. Hold this pose for around 2-3 minutes
9. Focus on your breathing

Precautions:

1. People suffering from shoulder, neck and knee pain must refrain from practising the Gomukhasana
2. The ones with frozen shoulders should abstain from performing the exercise

Benefits:

1. Practising the asana helps to fix the back making it more elastic
2. Performing the asana reduces backaches
3. Practising the asana helps in the treatment of Sciatica
4. It enhances the working of the kidneys
5. Reduce stress and anxiety
6. The asana also works as an effective cure for sexual ailments



Fig. 3.10.8: Front and Backward view of Gomukhasana

10. Vakrasana

Vakrasana is also known as the **Half Spinal Twist Posture** in common English. The different steps of performing Vakrasana are as follows:

- Sit on the mat with your legs stretched
- keep your hands parallel to your hips or thighs
- Bend your left knee at 90 degrees with knee pointing towards the sky
- Place your right hand on the outer side of the folded left knee while twisting your waist
- Ensure that your right elbow touches the left knee
- Hold your left ankle with your right hand
- Turn your head towards your left and place your left hand on the floor just behind the hip
- Hold the position for a count of 30
- Release your hand holding the right ankle and your left twist
- Turn your head and stretch your legs
- Keep your hands on the mat in a relaxed position and rest for 10 seconds

Benefits of Vakrasana:

The different health benefits of Vakrasana are as follows:

- Increases spine elasticity and tones the spinal nerves.
- Stretches and strengthens the muscles.
- Helps relief stiffness of the vertebrae.
- Massages the abdominal organs.
- Reduces belly fat.
- Regulates the secretion of digestive juices.
- Loosens the hip joints, relieving stiffness.
- Reduces belly fat.
- Stimulates Navel chakra or Manipur chakra.



Fig. 3.10.9: Practising Vakrasana

11. Ardha Matsyendrasana

The Ardha Matsyendrasana is also known as the **Half Lord of the Fishes Pose**. The different steps of performing the Ardha Matsyendrasana are as follows:

1. Keep the right foot by the side of the left buttock
2. Keep the left foot on top, with the foot in front of the right knee and the left knee raised upward
3. Inhale and raise the arms shoulder high, keeping the elbows straight
4. Exhale, twist to the left, place the right arm by the outer side of the left knee and hold the left ankle with the right hand
5. Take the left arm behind the back and rest the back of the left hand against the right side of the waist

Precautions:

- The asana must be avoided during pregnancy and menstruation
- One who has undergone recent heart, abdomen and brain surgery should avoid performing this asana
- Those with hernia or peptic ulcers should avoid performing the asana
- People with a slipped disc problem should avoid performing the asana

Benefits:

- The asana makes the spine more flexible
- It improves the way of functioning of spinal cord
- Practising the asana helps relieve stiffness and back pain
- Practising the asana boost the functioning of the digestive organs
- The asana regulates the secretion of adrenalin and bile
- The asana helps to reduce stress and tension



Fig. 3.10.10: Practising Ardha Maysyendrasana

12. Ustrasana (Camel Pose)

The Ushtrasana is also known as the **Camel Pose**. Practising the asana helps in strengthening the back.

The different steps of performing an Ushtrasana are as follows:

- Sit in Vajrasana with your feet and knees slightly apart
- Stand on your knees and stretch the arms to the sides
- Lean backwards and put the hands on the heels
- Stretch the neck backwards and let the body weight rest on the arms
- The arch as far back as possible
- Return to kneeling position then back to vajrasana

Precautions:

- A person with a back injury should not perform the asana
- A person with high or low blood pressure should not perform the asana
- The asana should be performed under expert supervision only

The different benefits of practising the Ustrasana are as follows:

- Ustrasana stretches the anterior muscles of the body.
- Improves flexibility of the spine and strengthens it.

- Camel Pose Improves digestion
- Gives relaxation to the lower back.
- Useful as an initial practice for back bending.

Contraindications:

- People suffering from severe back and neck injury, high or low blood pressure, migraine



Fig. 3.10.11: Ustrasana improves the flexibility of the spine

13. Mandukasana

The Madukasana is also known as **Frog Pose** in common english. Practising the asana helps in toning the abdominal region as well as messages the internal organs. The different steps of performing the Manduksana are as follows:

Steps of Mandukasana (Method 1): –

- Comfortably sit in Vajrasana (Thunderbolt Pose)
- Close the fists of your hands.
- While clinching the fists press your thumb inside with the fingers.
- Press the navel with your fists, exhale and bend forward.
- Hold the breath while bending forward and look straight.
- Stay in this position for some time, inhale and come back to starting position (Vajrasana).
- Repeat this for three to four times.

Steps of Mandukasana (Method -2): –

- Sit in Vajrasana pose.
- Place your right palm on your left palm
- keep them on the navel.
- Now press your stomach inwards.
- Exhale and bend forward, look straight.
- Hold your breath and position for some time.
- Slowly inhale and come back to Starting Position.

Repeat this for 3 to 4 times.

Benefits of Mandukasana:-

- Boosts the secretion of insulin.
- Cure the problems related to stomach.
- It is beneficial in cardiovascular diseases.

- Useful for flexibility of thighs and legs.
- It improves the functioning of the digestive system and excretory system.
- It cures the pain of ankles, knees and back.

Precaution: –

Those People who are suffering from abdominal injuries and any kind of back pain do not perform the Manduk asana. In case of knee injury avoid performing Mandukasana.



Fig. 3.10.12: The Mandukasana improves the functioning of the digestive system

14. Veerasana

The Veerasana is also known as the **Hero's Pose** in yoga. Practising the asana stretches the arches of the foot. The different steps of performing the Veerasana are as follows:

- Take the left foot forward
- Keep it a significant distance apart from the right foot
- Join the palms of your hands and place them on the knees of the left leg
- Bend the left leg in such a way that the thigh and the calf come in a perpendicular line
- Raise the joined hands and take it above the head
- Tilt your head backwards, keep the sight backwards down

Precautions:

- The process of backward bending should not be slow in nature. Otherwise, it may become difficult to maintain balance
- It should not be performed by those with severe backache
- Ones with a knee injury should avoid performing the asana
- Ones with an ankle injury should avoid practising the asana

Benefits:

- The benefits of performing asana are as follows:
- Improves blood circulation
- Increases the flexibility of the spinal cord
- Performing the asana massages the inner abdominal organs

15. Shankhasana

Shankasana is also known as **hare pose** in common english. Practising the asana helps in stretching the spinal cord and relieving back pain. The different steps of performing the Shankasana are as follows:

- Sit in Vajrasana or the Thunderbolt pose.
- Place your hands on the thighs and breathe in a relaxed manner.
- Hold the right hand with the left hand.
- Inhale deeply as your chest expands.
- When you exhale bend forward and touch your forehead to the ground.
- Rest the forehead on the ground in the final position.
- Remain in this position for as long as possible.
- Exhale slowly and come back to the starting position
- Repeat the process for 5 to 10 rounds.

Benefits of Shashankasana:

- This asana helps to relax the mind and relieves depression.
- It tones the pelvic muscles
- The asana cures sexual disorders.
- It gives a good relaxing stretch to the upper body.



Fig. 3.10.13: The Shankhasana is an effective yoga pose for relieving the mind and curing depression

16. Janusirasana

It is also known as a head-to-knee pose in common English. Practising the asana helps in strengthening the back and gives a good stretch to the shoulder and vertebral column. The different steps for performing the posture are as follows:

- Sit on the floor with your back erect
- Stretch out your left leg
- Bend your right knee, placing the bottom of the right foot against the inner side of the left thigh
- Bend your head and reach towards your toe
- Hold your toe with both your hands
- Hold on to that position for 2-3 minutes
- Inhale and release the pose

Precautions:

- Avoid performing the asana if you have asthma or diarrhoea
- Avoid performing the asana with a knee injury
- Avoid performing the asana if you have a lumbar disc herniation

Benefits:

The different benefits of performing Janurisana are as follows:

- Cures constipation
- Enhances the flexibility of the ribs.
- Enhances the functional capacity of kidneys.
- Stretches and strengthens the blood vessel.
- Improves blood circulation to the liver, spleen and pancreas.
- It stimulates different glands and secretory organs.
- Practising the asana improves the flexibility of the trapezius muscle, deltoid muscle, thighbone and bicep muscles.
- Energizes and strengthens the digestive organs, cures constipation and other troubles.
- Janusirasana is very beneficial for patients with diabetes.
- Helps short control temper, regulates bowel movement and improves digestion
- Provides adequate flexibility to the back muscles.
- Janusirasana helps oneself to balance the level of blood sugar and also the metabolic process.
- Relieves compression of the spine and sciatica
- This asana improves concentration capacity and intellectual endurance of the body



Fig. 3.10.14: The Janurisana massages the internal digestive organs

17. Maytasana

Matyasana is a back bending asana in hatha yoga. It is also known as the **Fish pose** in common english. The different steps of performing the Matyasana are as follows:

- Sit comfortably in any position which suits you
- Cross your legs such that your feet cross each other at your middle
- Breathe in and lift your chest up
- Your crown should touch the floor
- Slightly pressurize your shoulder blade by lifting your chest up

Contraindications and Cautions:

The asana should not be performed under the following conditions:

- High or low blood pressure
- Migraine
- Insomnia
- Serious lower-back or neck injury

Therapeutic Applications

The Practice of Matyasana helps to cure the following problems:

- Constipation
- Respiratory ailments
- Mild backache
- Fatigue
- Anxiety
- Menstrual pain



Fig. 3.10.15: A yogi performing Matyasana

18. Lolasana

Lolasana is a hand balancing asana in modern-day yoga. In common English, it is also known as the **Pendant Pose**. The different steps of performing the Lolasana are as follows:

- Sit comfortably in any position which suits you
- Cross your legs such that your feet cross each other at your middle
- Try and raise yourself from that position with the help of your hands
- Be in that position for 2-3 minutes
- Exhale, and slowly come back to the original position

Benefits:

The different benefits of performing Lolasana are as follows:

- Strengthens wrists
- Tones arms
- Develops abdominal muscles
- Strengthens back muscles

Contraindications:

An individual with the following conditions should not perform the asana:

- Wrist injuries
- Shoulder pain
- Neck problems



Fig. 3.10.16: Lolasana helps to strengthen wrists and back muscles

19. Garbhasana

Garbhasana is a balancing asana in a seating position in modern-day yoga. In common English it is known as the ***Embryo in womb pose***.

The different steps of performing a Garbhasana are as follows:

- Sit in Padmasana or the lotus pose
- Insert the hands in the gap within the thighs and calf muscles
- Bend the elbows around the calf muscles to hold the legs
- Lift up the legs with the hands
- Exhale during the process
- Hold your ears with the help of your hands
- This is the final position
- Put the entire weight of the body on the buttocks
- Concentrate on maintaining the balance of the body

Precautions:

- Persons with skip disc or spondylitis should avoid performing the asana
- A person with hip, the back injury should avoid performing the asana

Benefits:

- Cures colic pain
- Removes abdominal fat
- Cures gas trouble
- Improves digestion power



Fig. 3.10.17: Practising the asana improves digestion power

20. Simhasana

The simhasana is also known as ***Lion's pose*** in common English. Practising the asana helps in strengthening the throat, lung and human voice. The different steps of performing the Simhasana are as follows:

- Sit in vajrasana
- Tuck the toes under
- Place the hands on the knees and straighten the arms
- Inhaling deeply through the nose raise the shoulders slightly upwards
- Exhale strongly through the mouth
- Press the hands firmly on the knees and spread the fingers wide apart
- Open the eyes wide and look up
- Stretch the tongue out and vocalise a lion's roar, say "ahh."

- Ensure the “ahh” sound comes from the abdomen and not the throat

Precautions:

People with weak wrists may practice Simhasana while sitting in Vajrasana

Benefits:

- Beneficial for attaining good health of ears, nose, throat and eyes
- Reduces emotional stress and frustration
- Useful for shy, nervous people, who are introvert in nature
- Beneficial for those who stutter
- Removes tension from the chest

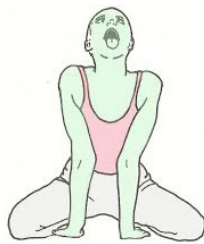


Fig. 3.10.18: Simhasana is a detoxification exercise which cleanses and strengthens the lungs

The SuptaVajrasana is modern day yoga and is also known as **Recline Hero Pose** in common english. The different steps of performing the Supta Vajrasana are as follows:

- Sit in an upright position
- Rest your hands on the thighs
- Breathe normally and place your hands on the floor beside the buttocks
- Lean the body back until the elbows rest on the floor
- Lower the head backwards until the top of the head touches the floor
- Bring the palms together in front of the chest and hold the posture
- Inhale through the nose and exhale through the mouth
- With the help of the elbows slowly return to the starting position

Benefits:

- Increases the flexibility of the spine
- Stretches the hips and thigh muscles
- Strengthens the lungs and is useful for the treatment of bronchitis

Caution:

- Avoid performing the asana during an asthma attack
- An individual who has undergone knee or underground injury should avoid performing the asana

21. Gaumukhasana

The Gaumukhasana is also known as the *cow face pose*. The different steps of performing the Gaumukhasana are as follows:

- Sit on the yoga mat with your back straight and legs extended
- Put your feet together and place your palms next to your hips.
- Bend your right leg and place the right feet under your left buttock.
- Stack your left knee over your right knee.
- Raise the left arm above your head and bend the elbow.
- Simultaneously, bring the right arm behind your back and interlock both hands.
- Take deep ujjayi breaths and stay as long as you are comfortable.
- Now, as you exhale, release your arms.
- Uncross your legs and repeat for the other leg.

Benefits of Gomukhasana:

- Cures sciatica
- Helps in high blood-pressure
- Reproductive organs are toned and massaged with regular practice
- Cures stiff shoulders
- Elongates spine
- Beneficial for those with bad posture
- Reduces stress and anxiety
- Strengthens back muscles
- Stimulates kidneys
- Strengthens muscles of ankles, hips, thighs, shoulders, triceps, inner armpits and chest

Contraindications:

The asana should not be performed under the following conditions:

- Shoulder pain or injury
- Pain in any particular area of the body
- Soft tissue injury in the leg
- Muscle tear or pain in thighs
- Bleeding piles
- Spondylitis

22. Gupta Padmasana

The Gupta Padmasana is also known as the hidden lotus pose in common english. The different steps for performing a Gupta Padmasana are as follows:

- Sit in Padmasana
- Bend down towards your abdomen
- Bend more, try and place your chin on the floor
- Bring your arms at the back

- Place your palms together with the fingers pointing towards the head
- Lie completely on the floor, try and relax the whole body
- Breathe quietly, hold onto the position for sometime
- Return to the starting position

Precautions:

- An individual with a cervical spine should not perform the asana.
- The asana should not be performed with pain in the knee, shoulders and hips

Benefits:

- It is helpful for curing migraine
- The asana has a positive influence on the entire spine
- Practising the asana is beneficial for rounded back and hip displacement



Fig. 3.10.19: Practising the Gupta Padmasana helps improve spine flexibility

23. Pada Prasar Paschimottanasana

The PadaPrasarPaschimostasana is also known as forwarding Bend with legs wide in common english. The various steps of performing PadhaPrasarPaschimostasana are as follows:

- Sit with your legs straight and wide apart
- Rest your hands on the thighs
- Inhale, raise both arms above the head
- Exhale, bend forward
- Keep the back straight
- Grasp the toes
- Touch the floor with your forehead
- Inhale and bring the body back to the original position

Precautions:

- An individual who has undergone abdominal surgery should not perform the asana
- An individual with hip or knee injury should not perform the asana

Benefits:

- Practising the asana helps in stretching the muscles of the inner groin



Fig. 3.10.20: The Pada Prasar Paschimottanasana helps in strengthening the muscles of the inner groin

24. Ek Pada Padosthanasana

The ***Eka Pada Padmottanasana*** is also known as the “one leg raised to head pose”. The various steps for performing the asana are as follows:

- Sit with your legs stretched forward
- Bend the left foot and place its foot flat on the ground in front of the left buttock
- Fold the right leg keeping the knee on the ground
- Place the right heel under the perineum
- Interlock the fingers under the left foot
- Raise the left foot and straighten the knee
- Bring the knee up to the nose
- Keep the leg straight
- Stretch each leg a maximum of 5 times
- Inhale while seated
- Retain while raising and lowering the leg
- Exhale when seated
- Practising the asana makes hamstring muscles strong and hip joints flexible
- It should be avoided by individuals suffering from back pain or injury

Precautions:

- Practising the asana makes hamstring muscles strong and hip joints flexible

Benefits:

- An individual suffering from back pain or injury should refrain from performing the asana

3.10.2 Prone Position Asana

What is a prone position?

Prone refers to a body position in which the person lies flat on the chest with their backside up. Anatomically, the dorsal side is up, and the ventral side is down. Any prone position asana should be maintained for 30 seconds.

Importance of prone position

There are different asana of yoga which is performed in a prone position. The prone position is used increasingly for the treatment of patients with Acute Respiratory Distress Syndrome. Some of the physiological benefits of the prone position are as follows:

- Improves oxygenation
- Improves respiratory mechanics
- Homogenises the pleural pressure gradient
- Increases lung volume
- Facilitates the drainage of secretions

The different asana performed under prone position have been discussed below as:

1. Navasana

The Navasana is also known as the Boat pose and is performed for improving abdominal and core strength. It also helps in toning the deep hip flexors. The step by step instructions for performing a Navasana is as follows:

Step 1: Sit with your legs stretched out on the floor

Step 2: Lift your feet off the floor

Step 3: Keep your knees bent at first

Step 4: Inhale and slowly relax your knees so that your legs are parallel to the floor

Step 5: Keep the straight spine throughout

Step 6: Straighten your legs to a 45-degree angle so that it makes a V shape

Step 7: Straighten your arms with the palms opened and fingers pointing

Step 8: Stay in that position for at least 5 breaths

Step 9: Exhale as you slowly bring your legs down



Fig. 3.10.21: Steps of Navasana (Source: www.indianyoga.com)

Benefits of Naukasana:-

- Strengthens the back and abdominal muscles.
- Tones the leg and arm muscles.
- Useful for people with a hernia.
- It helps to remove belly fat.
- It improves digestion.

Precaution:

The Asana should not be practised under the following conditions:

- Low blood pressure
- Severe headache
- Migraine
- Spinal disorder
- Asthma
- Cardiac disorder
- Pregnancy
- First two days of the menstrual cycle

2. Bhujangasana

Bhujanaga means snake or cobra. In this asana, the body of an individual is raised like the hood of a snake. The steps of performing a Bhujangasana are as follows:

Step 1- Lie flat on the stomach and rest your head on your hands

Step 2- Join the legs and stretch your arms

Step 3-Keep the forehead on the ground

Step 4- Inhale and slowly lift your head up

Step 5- Raise your head and come up to the level of the navel

Step 6- Stay in that position for a minute or two

Step 7- Exhale and bring your head back to the ground

Step 8- This is Bhujangasana

A word of caution:

- The asana should be avoided by the ones who have undergone abdominal surgery for at least 2-3 months
- It should be practised by the ones suffering from a hernia, ulcers, etc.

The different benefits of Bhujanagasana are as follows:

- The Asana helps stretch the muscles in the shoulders, chest and abdomen.
- The Bhujangasana decreases the stiffness of the lower back and strengthens the arms and shoulders.
- It increases flexibility, improves menstrual irregularities in women.
- The practice of the Bhujangasana elevates mood, reduces stress and depression
- Bhujangasana improves blood circulation in the body

- The Bhujangasana improves digestion , massages the abdominal organs
- It also helps to cure the symptoms of asthma.
- The Bhujangasana helps strengthen the spinal cord



Fig. 3.10.22: The different steps of Bhujangasana (Step 1)



Fig. 3.10.23: The different steps of Bhujangasana (Step 2)

3. Sarpasana

Sarpasana is a prone position asana that is similar to bhujanagasana. ‘Sarpa’ comes from Sanskrit meaning Snake and ‘asana’ means pose. The steps of performing a sarpasana are as follows:

- Lie flat on the stomach with your legs straight and feet together.
- Interlock the fingers and place the hands on top of the buttocks.
- Place the chin on the floor.
- Using lower back muscles raise the chest from the floor as far as possible.
- Push the hands backwards and raise the arms as high as possible.
- Raise the body as high as possible without straining.
- Squeeze the shoulder blades together and look forward.
- Hold the position as long as possible.
- Slowly return to the starting position.

Contra-indications

- People with heart conditions and high blood pressure should avoid performing the asana
- The asana should not be performed during periods
- People with severe back pain should avoid performing sarpasana

The benefits of performing a Sarpasana are:

- a. It strengthens the back
- b. The posture helps in stretching the abdominal cavity and the chest
- c. Performing the asana exercises the internal organs such as pancreas, liver, intestines,
- d. Performing the asana on a regular basis helps control gynaecological problems
- e. Performing the asana stimulates appetite and alleviates constipation

6. Ardha Shalabhasana

Ardha Shalabhasana is an intermediate pose of shalabhasana. It is also known as the *half locust pose* in English. The steps for performing an Ardha Shalabhasana are as follows:

- Lie flat on the stomach with legs straight
- Bring the palms under your thighs
- Inhale and using your back muscles raise only one of your legs as high as possible.
- Hold the pose for 5 breaths
- Exhale and slowly lower your legs
- Return to the starting position and relax

Benefits of Ardha Shalabhasana:

- It is beneficial to incurring most spine disorders.
- It is helpful for curing backache and sciatica pain.
- Useful for removing unwanted fats around the abdomen, waist, hips and thighs.
- Daily practice of this Asana can cure cervical spondylitis and spinal cord ailments.
- Strengthening your wrists, hips, thighs, legs, lower abdomen and diaphragm.

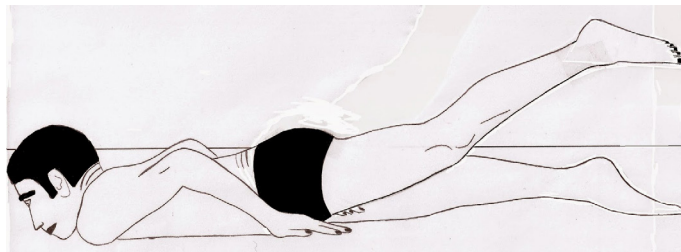


Fig. 3.10.24: A yogi performing Ardha shalabhasana

7. Shalabhasana

The Shalabhasana is also known as the Locust pose. The different steps of performing the Shalabhasana are as follows:

- Lie down on your Stomach
- Place both hands underneath the thighs.
- Inhale and lift your right leg up.
- Rest your chin on the ground.
- Hold this position for 10-20 seconds.
- Exhale and bring your leg to the initial position.
- Repeat the practice with the left leg.
- Repeat this 5-7 times.
- Inhale and lift your both legs up

- Repeat the process with both legs 2-4 times.

Benefits of Shalabhasana

- It helps in curing spine disorders.
- It is helpful for curing backache and sciatica pain.
- Useful for removing unwanted belly fat.
- Daily practice of this Asana can cure cervical spondylitis and other spine ailments.
- Strengthens the legs, thighs, wrists, hips, etc.
- Toughens back muscles.

Note: –

The asana should not be practised in case of recent surgery.



Fig. 3.10.25: Saralabhasana massages the internal abdominal organs

8. Saral Dhanurasana

The Saral Dhaurasana is also known as **Easy bow pose**. It is a prone position asana and could be performed in the following steps:

- Lie flat on your tummy
- Spread your legs a little apart
- Rest your forehead on the floor
- Put your arms alongside your body
- Bend the knees so that feet come towards the buttocks
- Reach back with hands and catch hold of the ankles
- Inhale and raise trunk off the floor
- Your head should look forward
- Push little back with your legs and stretch out your arms straight
- In this practice the knees and thighs remain on the floor and while breathing normally just work gently into the arching of the back.
- Hold the position for 2-3 minutes
- Release and come down slowly
- Repeat 5 times

Contraindications:

Those with spine injury should not perform the asana. It should not be performed under menstruation.

Benefits:

- Strengthens the back and abdominal muscles
- Adds greater flexibility to the back
- Relieves menstrual discomfort



Fig 3.10.26: Practising Dhanurasana helps in reducing belly fat
(Source: www.totalyoga.org)

3.10.3 Supine Position Asana

The supine position means lying horizontally with one's face upwards. Supine yoga postures are performed lying on the back and are a great way to relax or promote flexibility. Some different asana could be performed in the supine position such as:

1. Halasana

The *Halasana* is also known as the plough pose in common English. It derives its name from Sanskrit where *Hala* means bow and *Asana* means posture. The Halasana pose resembles a typical plough used in Indian and Tibet. The steps to performing a Halasana are as follows:

- Lie flat on your back with arms resting by the side of your body and palms facing downwards
- Inhale and lift your feet off the ground using abdominal muscles so that your legs are placed at a 90-degree angle
- Use your hands for supporting your hips and slowly lift them off the floor
- Try to remain in the position till a count of 50-100
- Ensure that your back is perpendicular to the ground
- Hold the position for a minute or two
- Exhale and slowly bring your legs down



Fig. 3.10.27: props can be used while performing Halasana
(Source: www.abhyasayoga.in)

Precautions:

The asanas should not be performed by individual suffering from diarrhoea, neck injury or females undergoing menstruation

The ones suffering from high blood pressure and asthma should refrain themselves from performing the asana

Pregnant ladies should perform the asana only under expert supervision

Benefits:

The benefits of performing asana are as follows:

- Practising the asana aids in digestion
- The asana regulates metabolism and helps in weight loss
- The asana is excellent for diabetic patients, as it normalises blood sugar level
- The asana helps to relax the stress of the back muscles
- The asana is helpful in reducing stress and fatigue
- The asana cures backaches, infertility, sinusitis and insomnia
- Regular practice of the asana can cure problems like obesity, constipation, diabetes and menstrual disorders
- Halasana helps reduce belly fat and body fat

2. Sarvangasana

Sarvangasana is also known as **Shoulder Stand Posture**. It used to strengthen the back muscles as well as develop good body balance. The steps of performing a Sarvangasana are as follows:

- Lie straight on the back
- Inhale and slowly raise your legs, buttocks and upper part of the body from the floor
- Support your back with the help of your hands
- slowly extend the legs and back fully upright
- Ensure that the chin touches the chest
- The back and legs should form a vertical line
- Remain in this position and breathe for about 1-5 minutes
- Exhale and then lower your legs slowly
- Return to the starting position

Variation of Sarvangasana:

- While remaining in the position of Sarvangasana turn the pelvis and the legs to the right
- Support the right buttock on the right hand
- Hold the position for approximately one minute
- In the next step, turn the pelvis and the legs to the left
- Support the left buttock on the left hand
- Hold the position for approximately one minute
- Return slowly to the starting position

Word of caution:

- The Asana should be avoided by one with high blood pressure, hyperactive thyroid gland and also by the ones with pain in the cervical spine.
- Children under the age of 14 years should not hold the position for a very long time

Benefits:

- Performing the asana detoxifies the body and calms the mind
- Regulates function of the thyroid gland and related organs

- The inverted postures stimulate blood supply in the body
- Performing the asana helps in curing swollen legs



Fig. 3.10.28: Practising the asana improves blood circulation
 Source: www.101yogasan.com

3. Chakrasana

Chakrasana is also known as **Urdhva Dhanurasana** is a backbend asana performed in the supine position. The wheel pose stimulates the flow of positive energy within the body. It is commonly known as the Upward Facing Bow Pose. It is also called the back bridge and gives sufficient flexibility to the spine. The various steps of performing a Chakrasana are as follows:

- Lie flat with your back on the floor
- Bend your knees so that the sole of your feet touch the floor
- Place your feet close to the buttocks
- Place your hands behind your shoulders
- Balance your weight on your knees
- Using your limbs lift your entire body off the mat
- Take deep breaths
- Hold the pose for a minute or two
- Gently lower your back on the ground
- Lie down in savasana

Contraindications:

- The individual performs the asana should not deal with tendonitis
- Ones with shoulder impingement should avoid performing the asana
- Those with high blood pressure should avoid performing the asana

Benefits:

The benefits of performing asana are as follows:

- Performing the asana gives your lungs and chest a good stretch
- Performing the asana strengthens your legs, abdomen, buttocks, spine, shoulder blades
- The asana stimulates the pituitary and thyroid glands
- Practising the asana gives a good stretch to hip flexors, core and wrist flexors
- Performing the asana cures infertility, asthma and osteoporosis
- It also reduces stress and depression in an individual



Fig. 3.10.29: Chakrasana improves body balance

4. Setu Bandhasana

Setu Bandha Sarvangasana or Setu Bandhasana is also known as the bridge pose. The pose resembles the structure of a bridge. It helps in stretching the back, neck, chest and relaxes the entire body. The asana is best performed early in the morning in an empty stomach. It can also be performed in the evening. The steps of performing a Setu Bandhasana have been discussed below as:

- Lie flat on your back
- Bend your knees and place the feet floor width apart
- Place the ankles and knees in a straight line
- Rest your arms beside your body with the palms facing downwards
- Inhale and lift your back off the floor
- Roll in your shoulders
- Make sure your chin touches your chest
- Let your shoulders, arms, feet support your weight
- Make sure your thighs are parallel to each other and to the floor
- Interlock your fingers and push your hands harder to the ground to lift your torso higher
- Hold the posture for at least a minute
- Exhale and release the pose



Fig. 3.10.30: Setu Bandhasana is also known as the Bridge Pose
(Source: www.vyfhealth.com)

Precautions:

- People suffering from neck injury should avoid performing the asana
- Pregnant women may perform this asana but only under expert's guidance
- One with back problems should avoid performing the asana

The benefits of performing asana are as follows:

- The asana helps in strengthening the back muscles
- It also helps in stretching and toning the spine, neck and chest

- Practising the asana helps reduce stress, anxiety and depression
- Performing the asana helps control thyroid problems
- Practising the asana also relieves digestion problems
- Regular practice of the asana helps improve blood circulation

5. Viparitha Karani

The **ViparithaKarani** is a mild inversion pose which is performed by resting one's legs against the wall. It is also known as the **Lake Pose** or '**Legs up the wall pose**'. The asana has anti-ageing effects on the body, as performing the asana reduces wrinkles. The asana should be performed in an empty stomach early in the morning. The different steps of performing a ViparithaKarani are as follows:

- Lie down on the floor making sure that the back of your legs press against the wall
- Place the sole of your feet upwards
- Make sure that your back and head are resting on the floor so that the body forms a 90-degree angle
- You can support your hips with the help of a prop
- Keep your head and neck in a neutral position
- Close your eyes and breathe deeply



*Fig. 3.10.31: Relaxing with legs up the wall
(Source:www.dangdanghealth.blogspot.com)*

Precautions:

- Since the asana has a mild inversion, it must be avoided during menstruation
- This asana should be avoided by an individual with severe eye problems such as Glaucoma
- The ones with back and neck problems should perform the asana under the supervision of an expert


Benefits:



The different benefits of performing ViparithaKarani are as follows:


- It helps to relax tired, cramped feet and legs
- It helps relieve mild backache
- Performing the asana produces a calming effect on the mind by reducing symptoms of anxiety, mild depression, insomnia, migraine and premenstrual syndrome


3.10.4 Standing Position Asana



The standing yoga poses help an individual acquire both strength and flexibility. The standing poses are energetically more uplifting and are performed for the shorter duration of time compared to other yoga poses. Some of the different standing position asanas have been discussed below:


Asana	Steps	Precaution	Benefits
<p>Trikonasana</p>  <p>The Trikonasana is a Triangle pose asana. It is also known as Utthita Trikonasana.</p>	<ol style="list-style-type: none"> 1. The different steps of performing a Trikonasana are as follows: 2. Stand straight and separate your feet comfortably apart 3. Turn your right foot out 90 degrees and left a foot in by 15 degrees 4. Align the centre of your right heel with the centre of your arch of the left foot 5. Deeply inhale and as you exhale bend your body to the right down the hips, keeping the waist straight, allow the left hand to come up in the air while your right hand comes down towards the floor. 6. Stretch maximum and be steady 7. Relax the body more and more with each exhalation 8. As you inhale, come up, bring your arms down to your sides and straighten your feet 	<p>The asana should not be performed by people suffering from :</p> <ol style="list-style-type: none"> 1. Migraine 2. Diarrhoea 3. Low blood pressure 4. Neck and back injuries 	<p>The benefits of performing a Trikonasana are as follows:</p> <ol style="list-style-type: none"> 1. Strengthens the legs, ankles, knees, arms and chest 2. Sketches and opens the hips, groins, calves, hamstrings, shoulders 3. Boosts mental, physical equilibrium 4. Helps improve digestion, reduces anxiety, back pain, etc. 5. Practising the asana helps in burning fat 6. It helps growing children acquire good height 7. The asana boosts the mobility of hip joints and neck 8. Practising the asana gives proper stretch to the spine 9. Practising the asana provides stamina, focus and body balance 10. digestion, reduces anxiety, back pain, etc. 11. Practising the asana helps in burning fat 12. It helps growing children acquire good height 13. The asana boosts the mobility of hip joints and neck 14. Practising the asana gives proper stretch to the spine 15. Practising the asana provides stamina, focus and body balance

Asana	Steps	Precaution	Benefits
<p>Ardhachakrasana</p>  <p>The ArdhaChakrasana or Half-moon pose is a standing asana in modern yoga. The asana helps in strengthening the abdomen, thigh, vertebral column and ankle</p>	<p>The Steps of performing an ArdhaChakrasana are as follows:</p> <ol style="list-style-type: none"> 1. Stand straight with feet together and arms alongside the body 2. Balance your weight equally on both feet 3. Breath in and extend your arms overhead 4. Breath out, gently bend backwards pushing the pelvis forward 5. Keep your arms in line with the ears 6. Keep your elbows and knees straight, head up and lift your chest toward the ceiling 7. hold the position 8. Breathe in and come back up 9. Breathe out, bring the arms down and relax 	<p>The asana should not be performed by people suffering with:</p> <ol style="list-style-type: none"> 1. Serious hip and spinal problems 2. High blood pressure and brain ailments 3. Peptic ulcers 4. Hernia 5. Pregnant women 	<p>The benefits of performing asana are as follows:</p> <ol style="list-style-type: none"> 1. Tones the arms and shoulder muscles 2. Helps in stretching the upper front upper torso
<p>Garudasana</p>  <p>Garudasana is a standing balancing asana and is also known as the Eagle Pose. The asana strengthens the calf and ankle muscles.</p>	<p>The steps of performing the Garudasana are as follows:</p> <ol style="list-style-type: none"> 1. Stand with your feet together and arms by your side 2. Draw your left foot upward, bending the knees as you lift it 3. Wrap the left foot around the right leg 	<p>The asana should not be performed under the following condition:</p> <ul style="list-style-type: none"> • Ankle injury • Shoulder injury • high or low blood pressure • asthma 	<p>The benefits of performing asana are as follows:</p> <ul style="list-style-type: none"> • Strengthens and stretches the calf muscles • stretches hips, thighs and shoulders • improves the sense of balance • Helps alleviate sciatica and rheumatism

Asana	Steps	Precaution	Benefits
	<ol style="list-style-type: none"> 4. Rest the back of the left thigh on the right thigh 5. Cross the arms at the elbow, left over right 6. Join the palms of the hands together, pointing the fingers upward 7. inhale and hold the posture for 1-2 minutes 8. Exhale and return to the Tadasana position 9. Repeat the posture with the right leg 		
<p>Parshwakonasana</p>  <p>Utthita Parshwakonasana or extended Side angle pose is modern-day yoga. It involves the use of different muscle groups of legs, ankles, groin, chest, lungs, shoulders, etc.</p>	<p>The steps of performing a Parshwakonasana are as follows:</p> <ol style="list-style-type: none"> 1. stand straight 2. Exhale, step your feet 3-4 feet apart 3. Turn your right foot out and left foot slightly in about 45 degrees 4. Bend your right knee to bring your right leg and thigh to a 90-degree angle with your right kneecap in line with your right ankle 5. Exhale, extend your body over the right leg and bring your right arm down 6. Reach your left arm over your head 		

Asana	Steps	Precaution	Benefits
	<ol style="list-style-type: none"> 7. Revolve the rib cage towards the ceiling 8. Look up from underneath the left armpit towards the ceiling 9. hold the position for 5-15 breaths 10. Inhale and come back to the original position 		
<p>Pada Hastasana</p>  <p>The english name for <i>Pada Hastasana</i> is <i>gorilla pose</i> or hand under foot pose. It is the third pose of Surya Namaskar or sun salutation technique.</p>	<p>The gorilla pose can be performed using the following basic steps:</p> <ol style="list-style-type: none"> 1. Stand erect on a Yoga mat hip – distance apart 2. Exhale and fold forward at the hips keeping the back straight 3. Reach down with the hands and slid the fingers under the feet 4. Resting the palms under the feet, lift the head, lengthen the spine and look forward 5. Breathe out, bend forward with the chest on the thighs 6. Hold the pose for 5-6 breaths 	<p>The asana should not be performed under the following conditions:</p> <ol style="list-style-type: none"> 1. In case of severe back problems and spinal disorder 2. In the case of high blood pressure 3. It should not be performed in case an individual is suffering from ulcer 4. People suffering from heart problems should not practice the asana 	<p>The benefits of performing PadaHastasana are as follows:</p> <ol style="list-style-type: none"> 1. Increases flexibility 2. Stimulates the functioning of the pineal and adrenal glands 3. It activates the energy zones that rest at the spine 4. Performing the asana provides relief from physical and mental exhaustion 5. The asana speeds up the process of digestion 6. The asana is helpful in removing fat from the abdomen

Asana	Steps	Precaution	Benefits
<p>Parivartha Trikonasana</p>  <p>The Parivartha Trikonasana is known as the Revolved Triangle Pose. It helps in strengthening the leg, hip and vertebral column</p>	<p>The steps for forming a revolved triangle pose are as follows:</p> <ol style="list-style-type: none"> 1. Stand with your legs widely spaced apart 2. Stretch both your legs as far as possible so that your body weight is balanced through the Centre of Gravity 3. Point both your feet towards the same direction 4. Flex your body from the torso 5. Revolve and bend down 6. Place your right hands in front of your right legs 7. Lift your left hand up 8. Exhale, return to the original position 	<p>The asana should not be performed under the following conditions:</p> <ol style="list-style-type: none"> 1. Neck pain or injury 2. Low blood pressure 3. Insomnia 4. Headache 5. Diarrhoea 	<p>The benefits of performing asana are as follows:</p> <ol style="list-style-type: none"> 1. The asana helps in expanding chest and shoulders 2. The asana improves the mobility of the neck 3. The asana helps in strengthening and toning the spine 4. The asana helps to improve digestion and relieves constipation 5. Performing the asana soothes and stills the mind
<p>Natavar Asana</p>  <p>The Natvar Asana is also known as Lord Krishna's pose.</p>	<p>The different steps of performing the Natavara asana are as follows:</p> <ol style="list-style-type: none"> 1. Stand erect 2. Place the right foot to the left of the left leg with the toes slightly above the ground and the sole almost vertical 3. Rest the right calf against the left leg 4. Raise both hands in the pose of playing the flute 5. Reverse the legs and repeat the same steps 		<p>The benefits of performing Natavara asana are as follows:</p> <ol style="list-style-type: none"> 1. Controls the nerves 2. Improves concentration 3. Is a good preparatory pose for meditation 4. Boosts metabolic rate which helps in fat shedding 5. Practising the asana makes the arms and legs stronger 6. Improves body balance 7. Practising the asana is good for digestion 8. The asana helps reduce stress and develop stamina

Asana	Steps	Precaution	Benefits
<p>Virshasana</p>  <p>The Vrikshasana is also known as the Tree Pose. Practising the pose helps an individual gain body balance</p>	<p>The different steps of performing the Vrikshasana are as follows:</p> <ol style="list-style-type: none"> 1. Stand tall and straight with arms by the side of the body 2. Bend your right knee and place your right foot high up on your left thigh 3. Find your balance 4. Take a deep breath in 5. Gracefully raise your arms above your head and bring it to the front in a 'Namaste' mudra 6. Ensure that your spine is straight 7. With slow exhalation return back to the original position 	<p>The asana should not be practised under the following conditions:</p> <ol style="list-style-type: none"> 1. High blood pressure 2. Migraine 3. Insomnia 4. Acute knee problems 5. Hip injury 	<p>The benefits of performing asana are as follows:</p> <ol style="list-style-type: none"> 1. It stretches the entire body from toes to fingers 2. Performing the asana increases stamina and immunity 3. Performing the asana boost the flexibility of legs, chest and back muscles 4. It makes your ankle stronger 5. Calms and relaxes the Central Nervous System 6. Helps cure rheumatic pain 7. It helps in strengthening the ligament and tendon 8. Practising the asana brings balance and equilibrium to mind 9. Helps alleviate Sciatica 10. Makes legs strong, improves body balance

UNIT 3.11: Bandha

Unit Objectives

At the end of this unit, you will be able to:

1. Demonstrate Jalandhar Bandha
2. Practise Mula Bandha
3. Practise Uddiyan Bandha

Jalandhar Bandha

Jalandhar Bandha is one of the energetic locks used in Hatha yoga. Jalandhar Bandha is a subtler process which works on internal energy systems. Performing the Jalandhar Bandha activates the visuddha (throat) chakra, which aids in communication, self-expression and freedom. The different steps of performing the Jalandhar Bandha are as follows:

- Inhale deeply and hold the breath
- Place the hands on the knees
- Lift the shoulders and tilt the body forward, keeping the back straight
- Press the chin between the collarbones exerting pressure on the windpipe and oesophagus
- Concentrate on the throat and hold the breath for as long as possible
- With a long exhalation return to the starting position
- The ones with a thyroid problem should refrain from practising the asana

The benefits of performing Jalandhar Bandha are as follows:

- Practising the asana awakens the inner energy centres
- Improves the ability to retain the breath for a long time
- Beneficial for throat diseases
- Regulates thyroid function
- Enhances the ability to concentrate

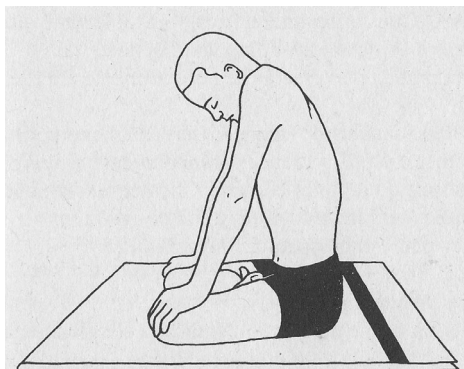


Fig. 3.11.1: Jalandhar Bandha
(Source: www.fivepillarsyoga.com)

Mula Bandha

The mulabandha is also known as the Root Lock technique, which unlocks the vital energy force along with reducing bodily ailments. The MulaBandha technique can be performed with any sitting posture asana. In most of the seating posture asanas the pelvic floor experiences pressure from the heels. The pelvic floor muscles are an integral part of performing the MulBandhaasanas. The steps to performing a MulBandha asana are as follows:

- Sit down in any position
- Inhale deeply filling your lungs from bottom to top
- Lock your chin against the chest
- Retain your breath
- Slowly contract and pull the pelvic floor muscles
- Hold the lock position but do not overstrain it
- Hold the bandha as long as possible
- To end the root lock practice, relax the pelvic floor muscles
- Slowly raise your head and exhale
- Mulabandha is the contraction of certain pelvic floor muscles, not the entire perineum
- People with heart disease should not practice this bandha

The benefits of performing MulaBandhas are as follows:

- It facilitates the correct flow of life energy
- It tones the urogenital and excretory systems
- Asthma, bronchitis and arthritis can also be controlled or reduced by performing this asana



*Fig. 3.11.2: Performing a MulaBandha
(Source: www.yogajournal.com)*

Uddiyan Bandha

The UddiyanBanda is also known as Upward Abdominal Lock. The different steps of performing an Uddiyan Banda are as follows:

- Sit in a relaxed position
- Inhale deeply through your nose
- Exhale quickly and forcibly through the nose
- Contract your abdominal muscles fully to push as much air out of lungs as possible
- Perform a 'Mock Inhalation'
- Expand the rib cage as much as possible without actually inhaling air
- Hold the bandhas for 10-15 minutes
- Slowly release the abdominal grip and inhale normally

Precautions:

It should not be performed by individual suffering from:

- Stomach or intestinal ulcers
- Hernia
- High blood pressure
- Heart disease
- Glaucoma
- Menstruation
- Pregnancy

The benefits of performing aUddiyanBandas are as follows:

- It helps in relieving constipation
- It helps in reducing digestion related problems
- It tones the urogenital and excretory systems
- Asthma, bronchitis and arthritis can also be controlled by performing this asana



*Fig. 3.11.3: UddiyanBandha
(Source: www.yogajournal.com)*



UNIT 3.12: Mudra




Unit Objectives



At the end of this unit, you will be able to:

1. Recognise the importance of different types of mudra

MUDRA is a hand gesture that guides the energy flow to specific areas of the brain. The MUDRA is performed along with breathing to increase the flow of prana in the body. By performing various MUDRAS, a connection is established with patterns in the brain that controls the unconscious reflexes.



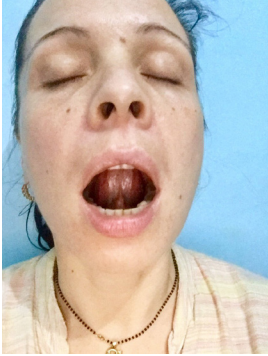
Different types of Mudra		
Nasaga Mudra	<ul style="list-style-type: none"> • Nasaga Mudra is a yogic hand position used in Pranayama known as NadiShodana, which is also known as alternate nostril breathing common English. • The Yogi places the middle finger and forefinger at a point between the eyebrows. • The thumb is used to close off the right nostril, and the ring finger is used to close off the left nostril. • The right hand is used in Nasaga Mudra as it is associated with giving and enlightenment. • Nasaga Mudra is known to harmonise the left and right hemispheres of the mind when the practice in conjunction with Pranayama 	
Gyan Mudra	<ul style="list-style-type: none"> • Sit down in any meditative pose such as Vajra Asana (Diamond Pose), Sukha Asana (Easy Pose), or Padma Asana (Lotus Pose). • You may even perform the Gyan Mudra while or sitting comfortably on a chair. • Ensure that your back is held straight and your chest and head are held high. • Rest your hands on your knees with your palms facing upwards. • Touch the tip of the index finger to the tip of the thumb. • The rest of the finger should be held straight and parallel to each other. • Perform the Mudra with both hands. • Close your eyes and focus on your breath. • To further enhance the effectiveness of the Gyan Mudra, chant the word Om (Aum) in conjunction with every exhale. 	

Different types of Mudra		
	<p>Benefits:</p> <ul style="list-style-type: none"> • One of the main benefits of the Gyan Mudra is its ability to relax the body and focus the mind to the task of meditation. • It also helps to relieve stress and worldly problems. 	
Chin Mudra	<ul style="list-style-type: none"> • The Chin Mudra is formed by joining the tip of the index finger with the tip of the thumb to form a circle • Extend the middle, ring and little fingers straight • Rest the hands with the palms down onto the middle of thighs while sitting in a Vajrasana • The mudra activates the diaphragm which results in deep stomach breathing • The breathing is executed in a ratio of 4:5:5:2 (where 4 is inhalation, 5 is holding the breath in, 5 is exhalation, and 2 is holding the breath out) • The Chin Mudra enhances memory and intellectual power, calms anger, gives relief from migraine and headache • Used for relieving leg pain • Energises the nervous system 	
Chinmaya Mudra	<ul style="list-style-type: none"> • Curl the middle, little and ring fingers into the palm • Rest the hands with the palms down in the middle of the thighs while sitting in a Vajrasana • The mudra activates the ribs making them expand sideways on inhalation • The slow rhythmic breathing is executed in a 4:5:5:2 ratio • Facilitates breathing in the middle lobe of the lungs • Reduces stress and blood pressure • Used when feeling low energy or under sluggish digestion 	
Adi Mudra	<ul style="list-style-type: none"> • The thumb is folded into the palm • The rest of the fingers are folded over the thumb making a fist • Rest the palms of the hand onto the middle of the thighs • The Mudra activates the pectoral muscles making the chest expand upwards on inhalation • Slow rhythmic breathing occurs in a ration of 4:5:5:2 	


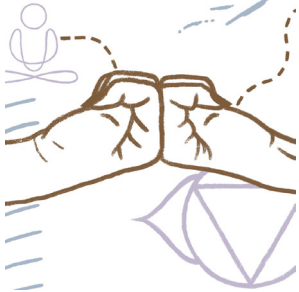

Different types of Mudra		
	<ul style="list-style-type: none"> • Calms the nervous system • Facilitates breathing in the upper lobe • Use when feeling anxious 	
Maduki Mudra	<ul style="list-style-type: none"> • The different steps of performing the Maduki Mudra are as follows: <ul style="list-style-type: none"> • Sit in <i>Vajrasana</i> or thunderbolt position. • The perineum should touch the yoga mat • Keep the body erect with the spine • Keep the eyes closed. • Keep the mouth closed throughout the practice. Rotate the tongue inside the palate. This will stimulate certain centres in the head which will facilitate the secretion of nectar or amrita. • Benefits of the MaduKi Mudra are as follows: <ul style="list-style-type: none"> • The pressure on the Perineum activates the Mooladhara Chakra • The secreted nectar has a rejuvenating effect on the entire body • The nectar keeps the yogi healthy 	
Buchuri Mudra	<ul style="list-style-type: none"> • This kind of Yoga mudra is associated with the organ of perception. During practising the mudra, one needs to focus their entire attention to the tip of their nose. Sadhakas who gain success in Buchuri Mudra gain incredible control over their sense of smell. 	
Aakashi Mudra	<ul style="list-style-type: none"> • The Askashi Mudra can be performed using the following steps: <ul style="list-style-type: none"> • Inhale deeply, bend the head back • Look up • Retain the breath as long as possible • Exhale, return to the starting position • Remain in the meditative pose for sometime • The benefits of performing Mudra are as follows: <ul style="list-style-type: none"> • Activates the thyroid gland • Balances the nadis • Guides energy down the Sahasrara Chakra • Calms the mind and uplifts the thoughts 	

Different types of Mudra		
Traghi Mudra	<p>The different steps of performing the Traghi Mudra are as follows:</p> <ul style="list-style-type: none"> • Sit in Padmasana • Place the fingertips on the floor • Raise the body and hold it briefly • Support the body weight on fingertips only • Return to the starting position <p>Benefits:</p> <ul style="list-style-type: none"> • Cures depression • Improves digestion • Strengthens finger, arms, shoulder, chest <p>Precautions:</p> <ul style="list-style-type: none"> • The asana should not be practised during menstruation, pregnancy or with haemorrhoids 	
Kaki Mudra	<p>The different steps of performing the Kaki Mudra are as follows:</p> <ul style="list-style-type: none"> • Keep the nostrils closed with the help of the thumbs. • Keep your eyes open • Roll your lips forming a beak and inhale deeply • Keep your mouth closed and hold the breath. • Touch the chin with the throat. • Lift the neck upwards and exhale through the nostrils. • Practice this for at least two to three minutes. <p>Benefits of Kaki Mudra</p> <ul style="list-style-type: none"> • Tones the face • Strengthens the nasal system • Strengthens the respiratory system • rejuvenates the skin • Reduces skin blemishes • Boost the glow on the face and skin • boost the function of the thyroid and parathyroid gland • Cleanses the 5th Chakra 	
Bhujangi Mudra	<p>The different steps of performing the Bhujangi Mudra are as follows:</p> <ul style="list-style-type: none"> • Sit in any meditative pose • Inhale air through the mouth in gulps so that it reaches the stomach • It can be performed 3-5 times in a day in the context of one feeling excessively hungry 	

Different types of Mudra

<p>Ashwini Mudra</p>	<ul style="list-style-type: none"> • Ashwini Mudra is often practised in a comfortable seated position • The Yogi inhales and holds the breath then contacts the sphincter four to five times before exhaling • The Ashwini Mudra helps in increasing energy and awareness • It also produces a calming effect on the mind • A Chin Mudra or a Jnana Mudra can be adopted for the Ashwini Mudra <p>The different benefits of Ashwini Mudra are as follows:</p> <ul style="list-style-type: none"> • Ashwini Mudra gives control of the anal muscles • The Mudra helps in preserving the vital energy forces of the body • It is good for curing piles and prolapse of rectum and uterus • The asana helps to cure constipation • Practising the Mudra awakens the dormant Kundalini Shakti • It gives strength and vigour to prevent premature death 	 
<p>Kechri Mudra</p>	<p>The different steps of performing the Kechri Mudra are as follows:</p> <ul style="list-style-type: none"> • Sit in any meditative pose • Close the mouth and roll the tongue up to touch the upper palate • With practice, the tongue will be able to touch the uvula at the back of the throat • Once the tongue enters the nasal cavity, try and hold it for a few minutes • The tongue on entering the nasal cavity can stimulate certain areas of the brain as constant churning of the tongue produces a liquid which emanates from the roof of the cavity • This is the nectar or Amriti produced and has a nourishing effect on the body 	

Different types of Mudra

<p>Yog Mudra</p>	<p>The different steps of performing the Yog Mudra are as follows:</p> <ul style="list-style-type: none"> • Sit in Vajrasana or any other meditative pose • Inhale and stretch the arms above the head • Then bring them behind the back, grasp the left wrist using the right hand • Exhale , bend the body forward from the hips • Keep the back straight till the forehead touches the floor • Bring the body forward inhaling slowly • At the same time stretch the arms above the head • Exhale and return to the starting position <p>The different benefits of performing the Yog Mudra are as follows:</p> <ul style="list-style-type: none"> • It calms the mind and nerves • Increase blood supply to the head • Increases the ability to concentrate • Stimulates the function of the digestive system 	
<p>Brahma Mudra</p>	<ul style="list-style-type: none"> • Make a fist with the thumb tucked inside • Press the knuckles against each other • Straighten both hands and bring it as close to the chest as possible • Shoulders and both arms should be in front pushing the chest back • The slow rhythmic breathing happens in the ration of 4:5:5:2 • Activates metabolism • Allows the flow of energy to the entire body 	
<p>Bhairava Mudra</p>	<ul style="list-style-type: none"> • Bhairava Mudra is a ritualistic gesture of the hands used in spiritual Yoga practices to produce a balanced energy flow • In this mudra, the right hand is placed on the top of the left hand • It is believed to activate consciousness in an individual 	

UNIT 3.13: Surya Namaskar with Prayer and Bhija Mantra

Unit Objectives

At the end of this unit, you will be able to:

1. Demonstrate different steps of Surya Namaskar
2. Recognise the benefits of Surya Namaskar
3. Restate the importance of Bhija Mantra

Steps of Surya Namaskar

The **Surya Namaskar** or sun salutations consist of a sequence of 12 powerful yoga poses. It is great cardio and produces a positive impact on the mind and body. An individual should preferably start their day with SuryaNamaskar. The activity should be performed in an empty stomach. There are 13 different poses of Surya Namaskar, and each has a different health benefit. This has been further represented in a tabular format.

Different steps of Surya Namaskar	
Pranamasana (Prayer pose)	<ul style="list-style-type: none"> • Stand straight • Bring your feet together • Bring your palms together and rest it on the chest • Breathe normally
Hastauttanasana (Raised arms pose)	<ul style="list-style-type: none"> • Breathe in, lift the arms up and back • Keep the biceps close to the ears • Stretch the whole body from the heels to the tips of the fingers
Hastapadasana (Standing forward bend)	<ul style="list-style-type: none"> • Exhale, bend forward from the waist keeping the spine erect • Exhale, bring the hands down to the floor beside the feet
AshwaSanchalanasana (Equestrian pose)	<ul style="list-style-type: none"> • Breathe in, push your right leg back, as far as possible • Bring the right knee to the floor and look up
Dandasana (Stick pose)	<ul style="list-style-type: none"> • Breathe in • Take the left leg back • Bring the whole body in a straight line
AshtangaNamaskara (Salute with eight parts)	<ul style="list-style-type: none"> • Bring your knees down to the floor and exhale • Take the hips back slightly • Slide forward, rest your chin on the floor • Raise your posterior little bit • Touch the floor with your hands, feet, knees, chest and chin (eight parts of the body; hence the name Ashtanga)

Different steps of Surya Namaskar	
Bhujangasana (Cobra Pose)	<ul style="list-style-type: none"> • Slide forward • Raise the chest in a cobra pose • Keep your elbows bent • Keep your shoulders away from the ears • Look towards the ceiling
AdhoMukhaSvanasana (Downward facing dog pose)	<ul style="list-style-type: none"> • Breathe out • Lift the hips and the tail bone up • Bring the body in an inverted V pose
AshwaSanchalāsana (Equestrian pose)	<ul style="list-style-type: none"> • Breathe in • Bring the right foot forward in between the two hands • Press the left knee down to the floor • Press the hips down and right calf perpendicular to the floor • Look up
Hastapadasana (Standing forward bend)	<ul style="list-style-type: none"> • Breathe out • Keep the palms on the floor • Try and keep the knees as straight as possible • Try and touch your nose to the knees • Keep breathing
Hastauttanasana (Raised arms pose)	<ul style="list-style-type: none"> • Breathe in • Roll the spine up • Hands go up and bend backwards a little bit • Keep your biceps beside your ears
Tadasana (Mountain Pose)	<ul style="list-style-type: none"> • Exhale, straighten the body • Bring the arms down • Relax in this position

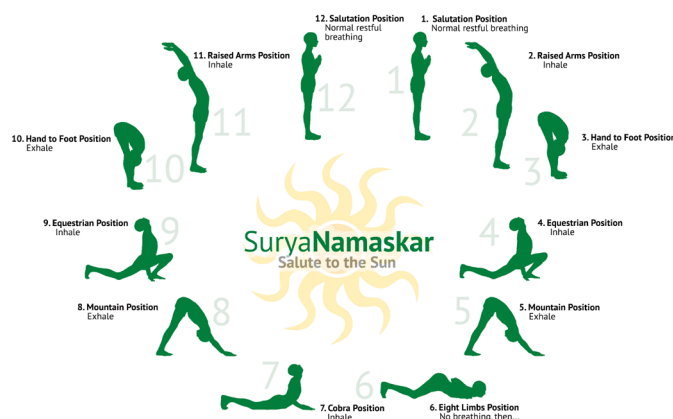


Fig. 3.13.1: (Source: www.yoginrainbow.com)

Benefits of Surya Namaskar

The different benefits of performing Surya Namaskar are as follows:

- Practising the Surya Namaskar on a regular basis improves blood circulation in the body
- Performing the exercises increases the capacity of the lungs
- The Surya Namaskar acts as a great way to detox your body by helping to get rid of excess carbon dioxide and other toxic gases
- It is a great cardiovascular activity that helps in stretching the abdominal muscles
- Practising the asana helps in the toning of arms, abs along with giving flexibility to the spine
- It helps to strengthen the entire skeletal system including the ligaments and tendons
- Practising the Surya Namaskar on a regular basis helps in regulating the menstrual cycle
- Practising the asana regularly prevents the onset of wrinkles

Bija Mantra

A **Bija Mantra** is also known as a seed mantra used in meditation or yoga practice. The best known Bija Mantra is Om (Aum). Some of the other common Bija Mantras are:

Krim- It is believed to awaken the lower chakras

Shrim- It is thought to promote health, joy and beauty

Hrim-It is associated with creativity, purification of the heart and healing

Hum- chanting the mantra energises the body and eliminates negativity

The Bija Mantra is as follows:

Om HramMitrayaNamah

Om HrimRavayeNama

Om HrumSuryayaNamah

Om HraimBhanvayeNamah

Om HroumKhagayeNamah

Om HrahPushneNamah

Om HramHiranyaGarbhayaNamah

Om HrimMarichayenamah

Om HrumAdityayaNamah

Om HraimSavitreNamah

Om HroumArkayaNamah

Om HrahBhaskarayaNamah

Deep Relaxation Technique (DRT)

The Deep Relaxation technique is a more intense form of relaxation and is performed at the end of yoga practice. This form of relaxation brings the mind and body together. The steps for performing a Deep Relaxation Technique (DRT) have been detailed below:

1. Starting Position: Shavasana
2. Practice

Be comfortable and relax completely.

Phase 1

- Move your toes
- Slowly and subsequently relax the shoes, ankle joints, calf muscles
- Gently pull up the knee caps
- Relax the thigh muscles, hip joints, pelvic region and Waist region
- Relax the lower part of the body completely

Phase 2

- Relax the middle part of the body
- Relax your abdominal and chest muscles
- Relax your lower back and loosen all the vertebral joints one by one
- Shift your awareness to the tips of the fingers
- Relax your fingers one by one. Relax your forearms and palms
- Loosen the elbows and wrist joints
- Relax your arm and shoulders
- Relax the muscles and nerves of the neck

Phase 3

- Shift your focus to the head region
- Relax slowly and subsequently the chin, lower jaw, upper jaw, lower gums, upper gums, lower and upper teeth
- Gently deviate your attention to the lips
- Relax the lower and upper lip
- Shift your awareness to your nose
- Be mindful of your breathing pattern
- Relax the cheek muscles and keep a gentle smile on the face
- Relax your eyeball muscles, relax your eyelids, eyebrows and the region in between the eyebrows
- Chant M-kara and feel the vibrations in your head region

Phase 4

- Chant an AUM in a single breath
- Feel the changes throughout your body from head to toe and then relax

Phase 5

- Slowly come out of your body consciousness and visualise your body lying on the floor completely relaxed.

Phase 6

- Expand the horizon of your awareness as vast as the blue sky
- Feel yourself to be part of the blue sky
- Enjoy the blissful state of silence

Phase 7

- Slowly come back to body consciousness
- Inhale deeply
- Chant AUM-kara
- Feel the vibrations throughout your body
- Feel the smoothening and massaging effect from toes to head

Phase 8

- Move your whole body
- Feel lightness, awareness and movement of energy throughout the body
- Bring your legs together
- Place your hands by the side of the body
- Turn over to the left or right side
- Get up when you are completely relaxed.

Summary

- The principles of Yoga are based on the Patanjali Sutras as written by the sage Patanjali.
- Yoga emphasises on the idea of being honest with others as well as oneself.
- A yogi should be rich inwardly and live modestly from outside.
- The Bhagwad Gita has been based on the epic story of Mahabharata.
- The brief and succinct definition of Yoga was provided by Sage Patanjali in his book 'Patanjali Yoga Sutra' more than three thousand years ago.
- The **Yoga Sutra** is composed of 195 – 196 different sutras or aphorisms, of Indian origin, which deal with the conception, theoretical and the practical aspects of Yoga.
- In the nineteenth century, the importance of this text was revived by Swami Vivekananda, with the help of the Theosophical Society.
- In Sanskrit, the word “sutra” means “threads” – the Patanjali Yoga Sutras are divided into four parts or books, where each one is called a “pada”.
- Samadhi is the final stage when the individual is lost in meditation and becomes one with the universe.
- The Hatha Yoga Pradipika is one of the three main scripts written on the Hatha Yoga and its practices.
- Hatha Yoga postures assist in keeping the body and mind in a peaceful state.
- The text of the Gheranda is a yoga manual which is taught to the king Chandakapali by the sage Gheranda.
- The Shiva Samhita is a text on yoga, written in Sanskrit, during the sixteenth or seventeenth century.
- The Rig Veda provides a detailed account of the political, social, religious and economic background of the civilisation of that time.
- The hymns in the Sama Veda used as musical notes were mostly drawn from Rig Veda.
- Upanishad refers to mystic teaching and has been derived from upa (near), ni (down) and shad (to sit).
- The sternum, or breastbone, is a thin, knife-shaped bone located along the midline of the anterior side of the thoracic region of the skeleton.
- The Pelvic Girdle formed by the left and right hip bones connects the lower limb (leg) bones to the axial skeleton.
- There are 700 muscles attached to the bones of the skeletal system and makeup roughly half of a person's body weight.
- The Liver is an accessory organ of the digestive system, located at the right side of the stomach, inferior to the diaphragm and superior to the small intestine.
- The pancreas is a large gland located just inferior and posterior to the stomach.
- Yoga believes that three basic forms of energy can be seen in all aspects of life including our bodies, our thoughts, our feelings, and our food.
- A healthy brain resides in a healthy body, and a healthy body is dependent on the kind of diet we eat.
- Yogis have stressed upon the concept of **Relative fast**, that is choosing a form of eating that is simple yet comfortable.
- Kapalabhati is an important Shatkarma in Yoga, which helps in purifying the internal body systems.
- **Jal Neti** is a nasal hygiene technique, which uses water to purify and clean the nasal path.
- Sutra Neti is a Hatha Yoga technique which is used to clean the nasal cavity.
- The controlled breathing helps in relaxing the mind during meditation.
- **Vibhagha Pranayama** is known as lobular or sectional breathing. It is the ABC of Pranayama and acts as good breathing control.

- The practice of Surya AnulomViloma ensures proper supply of life energy to all organs boosting the overall health of an individual
- **Sithili Pranayama** is the type of pranayama, which is used for cooling the restless mind.
- Sitkari Pranayama is a type of yogic breathing exercise, which calms both the mind and the body.
- The Dandasana is a type of warm-up pose which is performed before practising other asanas.
- The half butterfly position is also known as **Ardha Title Asana**.
- Full Butterfly is a hatha yoga pose and is also known as **BaddhaKonsana** as per the Indian yogic texts and literature.
- The neck movement is also known as **Griva Sanchalana** as per Indian translation.
- **Sakti Vikasaka** is known as strengthening practice.
- Sithilikarana Vyayama is loosening or warm-up practices, which help an individual, relax.
- Full Butterfly is a hatha yoga posture and is also known as **BaddhaKonsana** as per the Indian yoga text and literature.
- The Bhunmanasana is a type of relaxation exercise. It is also known as 'greeting the earth in common English.
- The Cycling Yoga pose is also known as **Pada Sanchalana**
- **Jathara Parivartana Kriya** is also known as an Abdominal Twist
- Bhujangasana is also known as the **Cobra pose** in common English
- The **Naukasana** is also known as "Oaring the boat' in common English
- The Dhanurasana is also known as the **bridge pose**
- The Salambha Salabhasana is also known as the Locust pose in common English and is a prone position asana
- The siddhasana improves the flexibility of the hips, knees, ankles, and strengthens the back.
- The AardhaMatsyendrasana is also known as the **Half Lord of the Fishes Pose**.
- The Ushtrasana is also known as the **Camel Pose**.
- Practising the asana helps in toning the abdominal region as well as messages the internal organs.
- Lolasana is a hand balancing asana in modern-day yoga. In common english, it is also known as the Pendant Pose
- The Halasana pose resembles a typical plough used in Indian and Tibet. The
- The ParivarthaTrikonasana is known as the **Revolved Triangle Pose**. It helps in strengthening the leg, hip and vertebral column
- The **Surya Namaskar** or sun salutations consist of a sequence of 12 powerful yoga poses.
- It is a great cardio and produces a positive impact on the mind and body

Activity

Prepare a list of four different detoxification yoga practices. Write down the benefits of each and also mention the contraindications. On completion of the activity submit the practical notebook to the trainer

Activity

Mr X is a 64- year old man suffering from digestion issues. Suggest three different Yoga asana which can be performed by him and also mention the precautions.

Activity

- Prepare a poster of sattvic food items and also mention their health benefits
- Make the poster as colourful as possible
- On completion, submit the poster for evaluation

Activity

- Identify different asanas which can be performed for curing hormonal imbalance in women
- List the asanas in a piece of paper
- Then try performing them one by one
- Make a list of the challenges faced while performing the asanas
- Discuss them with your supervisor

Activity

- Practise the different steps of a sit-up
- Try performing it once with a prop (e.g. pillow) and once without a prop
- Notice the change in your energy levels
- Discuss the same with your trainer

Activity

Mr Y is an 84-year old man suffering from tennis elbow and frozen shoulders. What Yoga asana will you suggest to him? Try performing the asanas at your home. Discuss the challenges faced with your trainer.

Activity

- Make a list of different meditation poses (Hint: Vajrasana, Padmasana, Siddhasana)
- Try performing them one by one
- Identify the challenges while performing each pose
- Discuss the challenges with your trainer

Activity

- Prepare a poster
- Make a list of different asana performed in a sitting position
- Mention the stepwise details of performing each asana
- Also, mention the different health benefits
- On completion submit the poster to the trainer

Activity

- Identify five different asanas performed in the supine position
- Practice them one by one
- Write down the inhalation and exhalation pattern followed for each
- Identify the mistakes as highlighted by your supervisor and try performing the asanas again without repeating the mistakes

Activity

- Follow a one-month exercise plan
- In the first week perform Jalandhar Bandha only
- In the second week perform Mul Bandha
- In the third week perform Uddiyan Bandha
- In the fourth and final week perform all the three different type of Bandhas
- Notice the change in your physical and mental energy levels
- Discuss the same with your superior

Activity

- Perform the different steps of Surya Namaskar
- Identify the challenges in shifting from one pose to the next
- Discuss the same with your supervisor

Notes



A large rectangular area enclosed by an orange border, containing 25 horizontal lines for writing notes.

Exercise



A. Fill in the blanks:

1. The Principles of Yoga are based on _____.
 - Patanjali Sutra
 - Philosophy of Swami Vivekananda
 - Narad Bhakti Sutra
2. The Revolved chair pose Yoga is also known as _____.
 - ParivrttaUtkatasana
 - Garuda-asana
 - UrdhavaDhanurasana
3. The brain is located within the _____.
 - Cranial Cavity
 - Pleural Cavity
 - Dorsal Cavity
4. _____ refers to negative energy which is expressed in the form of anger of agitation.
 - Rajas
 - Tamas
 - Sattvas
5. There are two forms of meditation _____ and _____.
 - Concentrative meditation and Mindfulness meditation
 - Breathing medication and Concentrative meditation
 - Concentrative meditation and Relaxing meditation
6. The Paschimottanasana is also known as the _____.
 - Seated forward bend
 - Cow face pose
 - Downward dog face
7. The Mula Bandha is also known as the _____.
 - Root lock technique
 - Door lock Technique
 - Jalandhar Bandha
8. Performing _____ mudra creates a balance between the left and right hemisphere of the brain
 - Nasaga Mudra
 - Chin Mudra
 - Chinmaya mudra
9. _____ is performed to improve the flexibility of the spine
 - Ardha Matstyendarsana
 - Bhujangasana
 - All of the above

B. Match the following:

Column A	Column B
Ardha Matsyendrasana	Gomukhasna
Jalandhar Bandha	lobular or sectional breathing
Vibhagha Pranayama	Half lord of the fishes pose
Gastritis	cures respiratory disorder
Suryanamaskar	Pawanamuktasana
Cow face pose	Uddiyan Bandha
Upward abdominal lock	Detox practices
Rabbit breathing	Hastapadasana
Dog breathing	Strengthens pelvic floor muscles
Mula Bandha	Awakens inner energy centres

C. Descriptive questions:

1. Describe three health benefits of Sattvic foods.
2. Explain the health benefits of jogging.
3. Tell three exercises which can be performed for strengthening joints.
4. Why can Bhastrika Pranayama not be performed at night?
5. An individual is suffering from the following conditions- Cold, depression and low mental energy.
6. Which particular form of Pranayama can be performed by them?
6. Tell three exercises which can be performed for relaxation of joints.
7. Which Mudra helps in creating a balance between both the hemispheres of the brain?
8. Tell three asana which helps in improving blood circulation within the body.

4. Maintain Health and Safety of Work Area



Unit 4.1 - Identify Applicable Legislation Relating to the Workplace

Unit 4.2 - Safety during Yoga

Unit 4.3 - Handling Fire and Other Emergencies



Key Learning Outcomes



At the end of this module, you will be able to:

1. Define Hazard
2. Identify various safety hazards associated with Yoga
3. Demonstrate various safety precautions to be adopted during Yoga
4. Illustrate various emergency situations at the workplace
5. Recognise common injuries at the workplace
6. Use the First Aid box
7. Demonstrate the process of handling Fire Emergencies

UNIT 4.1: Identify Applicable Legislation Relating to the Workplace

Unit Objectives

At the end of this unit, you will be able to:

1. Define hazard
2. Identify Hazards at a Yoga Center
3. Describe Safety Precautions to be taken at a Yoga Center

4.1.1. Define Hazard

All places of work have their own set of rules, regulations and guidelines. All the employees are bound to abide by this legislation relating to the workplace. Alongside these, each place of work also has its own set of hazards, precautions and safety measures associated with it.

Hazards are a set of conditions, which pose as risks to health or life. It can be an atmosphere of the workplace, or construction of a machine, or working procedure, or any emergency situation, etc.

Let us look at an example to understand the concept in a better way.

If there is an oil spillage on the floor, there is a potential risk of a slip hazard. The use of Asbestos causes Cancer and other breathing problem disorders and health hazards. Use of broken electric wires creates electrocution hazard and fire hazard, through the sparks that emit out of them.



Fig. 4.1.1.1: Signage of Hazard

4.1.2 Hazards in the Workplace

Apart from some common hazards of working areas, the Yoga industry has some exclusive hazard, which is associated with making postures during Yoga. First, we will learn the common hazards of the workplace in detail –

- **Manual Handling**

Around 40% of the total accident at workplaces is reported due to this cause.



Fig. 4.1.1: Safety during manual handling is essential to prevent hazards

- **Accident by Moving or Falling Objects**

This is one of the other big hazards in the workplace. There are many big and heavy things at workplaces which are difficult to manage manually. During transportation also, if they are not secured properly, then there is a chance that they may fall from moving the vehicle or can fall on the person who opens the door of the closed transportation vehicle. Special safety arrangement should be made to load heavy objects.



Fig. 4.1.2: Sign denoting the danger of falling objects

- **Slips and Falls**

This is also one of the biggest reasons for workplace accidents. The floor of the workplace should be free from any oil or slippery material. Also, aisles should be clutter-free so that the movement of persons and trolleys remains smooth.

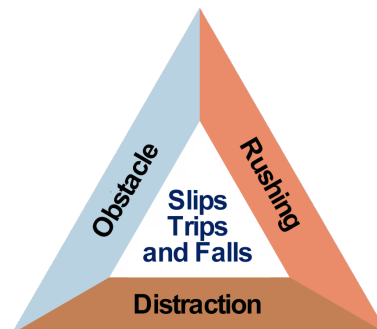


Fig. 4.1.3: Pyramid sign denoting the three main reasons for slips, trips, and falls

- **Other Hazards**

Apart from the above hazards, there are some other hazards which are very dangerous. These are the following –

- Physical Hazard
- Chemical Hazard
- Ergonomic Hazard

- Physical Hazard**

Physical hazards are the type of energies that may be hazardous to workers. Following are examples of physical hazards –

- Noise
- Vibration
- High temperature
- Very low temperature



Fig. 4.1.4: Types of physical hazards

- Chemical Hazard**

There are many chemicals that are used in workplaces. Prolonged exposure to chemicals, without using effective Personal Protective Equipment (PPE), can affect the human body adversely, causing chemical hazards. There are three ways of getting affected by chemicals.

- Inhalation
- Ingestion
- Absorption



Fig. 4.1.5: Sign denoting chemical hazards

c. Ergonomic Hazards

Ergonomic hazards can cause painful and disabling injuries to joints and muscles. These can occur from:

- Repetitive tasks
- Heavy, frequent, or awkward lifting
- Awkward grips, postures
- Using excessive force
- Overexertion
- Using wrong tools for the job or using tools improperly
- Using improperly maintained tools
- Hand-intensive work



Fig. 4.1.6: Ergonomic hazards may occur while performing difficult yoga poses

Correct Lifting position

The correct ways to lift a heavy object involve the following positions –

- Chin tucked in
- Comfortably straight back
- Leaning slightly forward
- Arms close to the body
- Secure grip
- Bent knees
- Proper foot positioning

4.1.3 Special Hazards in Yoga Center

Following are some special Hazards associated with Yoga Center –

- Falling hazard while doing upside down Yoga poses, like - Shirshasana or Sarvangasana
- The ergonomic hazard of Muscle pulling while doing difficult poses with a stiff body, like Paschimottanasana
- Neck pain hazards while doing difficult poses like- Sarvangasana
- Severe Back pain or Slip disc hazard while doing difficult poses like- Halasana
- Tearing ligament while doing some special asanas
- Sprained ankle hazard while doing some asanas, like - Vajrasana

4.1.4 Safety Precautions during Yoga

Following are the precautions to be taken while doing yoga –

First and foremost precaution is to do Yoga in the supervision of some trained Yoga Trainer only.

Get a doctor's advice before starting Yoga, especially after the age of 30 years.

Do not push yourself beyond your body's flexibility limit.

Never compete with anybody while doing difficult poses or holding a yoga pose for longer durations. Every person has different ability to do yoga, and everyone should respect its own body's endurance limit.

Do not attempt Yoga immediately after eating or drinking something; there should be a gap of minimum 3 to 5 hours after your last meal.



Fig. 4.1.7: For safety, it is best to perform yoga under a trainer's guidance

UNIT 4.2: Safety during Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Identify various Safety Hazards associated with Yoga
2. Illustrate various safety precautions to be adopted during Yoga

4.2.1 Safety Hazard during Practicing Yoga

Although Yoga is for improving one's health, if not done correctly it may cause harm to the body also. During Shirshasana, one may fall and get injured. Similarly, Sarvangasana has the same hazard. In some asanas, like Halasana - one may overstretch one's back and may get injured. The threat of Back injury is also present in the forward and backward bend and during Paschimottasana.

New practitioners may pull their muscles if the warm-up is not done properly or difficult posture asana is done without precautions.

One may get dehydrated if one is sweating too much during Yoga. There is a chance of vomiting if yoga is practised immediately after having a meal.

There is also a risk of Heart attack if a person is suffering from Heart disease and him/ she does very exhaustive Yoga, which increases their heart rate very high.



Fig. 4.2.1: Safety is needed during difficult asanas – like the Dhanurasana

4.2.2 Safety Precautions While Practicing Yoga

There are many threats present while practising Yoga, but these all can be avoided if it is done under supervision and with some precautions. Following are the precaution one must take during Yoga exercises –

- **Medical Condition of Yoga Practitioner**

A new Yoga Practitioner must get himself/herself medically checked completely. One must take one's doctor's advice before taking up Yoga exercises.

There are certain Yoga exercises, which should not be done by Heart patients or person suffering from other diseases. On review of medical reports, Yoga Trainer can advise properly which exercises needs to be avoided.

Starting Yoga, without knowing your medical condition may harm you very severely. We need to understand that all yoga postures are not advisable to all the persons.

- **Yoga under Supervision**

New Practitioner must start yoga under good supervision only. Yoga Trainer is required to give continuous advice for improvement. Yoga Trainer is also helpful in giving initial support while taking up difficult yoga postures. It is alright to practice some easy Yoga Postures after reading the book or by seeing the video. But, in the case of difficult postures, such as Shrisasan or Halasana, one must take the advice of a Yoga Trainer and perform the asanas under his/her supervision only.

- **Do not Push the Body Too Much**

Initially, the body of Yoga Practitioner would be stiff, and he/she might be over-enthusiastic for doing difficult yoga postures by seeing videos or fellow yoga practitioner. In that scenario, he/she might want to push his / her body to its limits of bending or straining. But you should not let him/her cross the limit and should allow his / her body to adjust. You should increase the intensity of Yoga Posture, gradually. You should continuously counsel them to have patience in doing difficult yoga postures.

- **Practising Yoga with Empty Stomach**

You should ensure that yoga should be practised with an empty stomach. There are many yoga postures in which you pose upside down or put pressure on your stomach. If you are not empty stomach, you could vomit, or there could be a pain in the stomach. Ideally, you should keep a gap of 3 to 5 hours as your last meal.

- **Do not Drink Too Much Water during Yoga Practice**

You should avoid drinking too much water during Yoga practice. The temperature of the room plays a great role in this. If there is too much heat in the Yoga room, then you tend to sweat more and feel thirstier. Hence you should do yoga at a comfortable temperature. If you really have to drink water then take only a few sips of water.

- **Take Precautions in Practicing Yoga during Pregnancy**

You can practice Yoga during pregnancy, but you need to take expert Yoga Trainers advice on the type of Yoga to be done and for other precautions. If precautions are not taken, there could be a complication in pregnancy, and the person may face abortion also.

- **Precautions in Practicing Yoga during Menstruation**

You should avoid asanas in which you have to elevate your pelvis higher than your heart. You should also avoid the postures which put pressure on your lower abdomen.

- **Precautions during Back Bending Yoga**

Never bend your back too much in initial attempts. Gradually increase the intensity. Bending your back too much or bending it with a jerk may cause harm to your back.

- **Precautions During Upside Down Yoga Poses**

Initially, always take the support doing upside down yoga. There is a big risk of falling, till the time you master these bodily poses. Also always do these asanas under supervision.

- **Precautions for Heart Patients**

There are some yoga poses which are prohibited for Heart patients. Persons undergone Bypass Surgery or Angioplasty must avoid all upside down poses and yoga postures which put Heart under strain.

- **Duration of Yoga Poses**

You should immediately leave a Yoga pose if you are feeling uncomfortable or feeling unbearable pain in any of your body part. Putting your body under undue stress may cause more harm than benefit.

- **Avoid Competition**

When doing Yoga in a group, it is natural to have a feeling of competition in doing a difficult pose or doing it for a longer period. You need to understand one thing that everybody has the different ability for bending or enduring the pain. Everyone gets the benefit of yoga (some less and some more), even if it is done for a shorter period. You should give your body some of me to adapt to Yoga. In competition, you may harm your body.

UNIT 4.3: Handling Fire and Other Emergencies

Unit Objectives

At the end of this unit, you will be able to:

1. Define emergency
2. Identify various emergency situations at the workplace
3. Identify common injuries at the workplace
4. Use the First Aid box and its constituents
5. Demonstrate the process of handling Fire Emergencies
6. Demonstrate the process of using a multipurpose Fire Extinguisher
7. Categorise Fire into different classes
8. Use suitable fire extinguisher as per fire type and class

4.3.1 Define Emergency

An Emergency is a sudden or unexpected state of the situation, which, if not tackled properly, will lead to loss of property, health or life. In cases where any mitigation is not possible, immediate evacuation is needed.



Fig. 4.3.1: Signage indicating an Emergency situation

4.3.2 Emergency Situations at Work Place

There are various emergency situations in the workplace. Some of them are –

- a. Accident emergency
- b. Electric shock emergency
- c. Medical emergency
- d. Emergency due to natural disasters, like flood, earthquake, tsunami, etc.
- e. Fire emergency

For first 3 emergencies, we need to give first aid and immediately call Ambulance. For Natural Disaster we should take shelter at a safe place or follow the company's emergency procedure. For Fire Emergencies we will discuss in detail. First, we will understand about common Injuries at the workplace and their First Aid.

4.3.3 Common Injuries at Work

As per the nature of the workplace, it is very difficult to eliminate the threat of accidents at workplaces. However, by using safety precautions, we can minimise the occurrence of accidents. Following are common injuries and their First Aid instructions –

- **Abrasions and Small Cuts**

Clean wound with soap and water. Apply antibiotic cream or Providone-iodine solution. Bandage and check to dress daily. See your doctor if there are signs of infection: increased redness, pus or red lines running from the wound.



Fig. 4.3.2: Abrasion or small cuts

- **Splinters**

Remove with sharp, pointed tweezers. (They should be sharp enough to pick up a single hair.) If the splinter is completely under the skin, expose splinter end with sewing needle doused in alcohol, and then remove with tweezers.



Fig. 4.3.3: Splinters

- **Lacerations**

Clean wound with soap and water.

Assess the damage: If the laceration is gaping or more than 1/4 inches deep, seek emergency help. Otherwise, apply pressure to stop bleeding. Close wound with butterfly closures or adhesive strips. Check to dress daily.

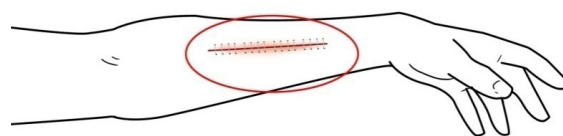


Fig. 4.3.4 Lacerations

- **Fractures**

Signs include extreme pain, swelling, bruising and an inability to move an adjacent joint. If you have any of these signs, you should be seen by a doctor to see whether you need an X-ray to evaluate for a fracture.

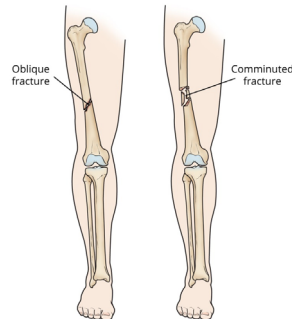


Fig. 4.3.5: Fractures

- **Amputation**

Apply pressure to the wounded area with a clean bandage. Don't panic. Call for help. Raise the wounded area above the heart. Wrap amputated appendage in a plastic bag. Keep appendage cool, not directly on ice. Sit in a chair near the door, and await help.



Fig. 4.3.6: Amputation

- **Eye Injuries**

Look in the mirror to assess eye. If foreign matter is embedded in the eye, go to the emergency room. If foreign matter is on the surface, flush it out with water, or use eyewash and cup. For chemical splashes, flush with running water for five to 10 minutes. If it hurts too much to open your eye, go to the emergency room.



Fig. 4.3.7: Eye injury

- **Fumes and Dust**

If you feel dizzy or are having trouble breathing, leave the area, and go to fresh air. If normal breathing doesn't return in 15 minutes, go to the emergency room.



Fig. 4.3.8: Fumes and dust affecting the lungs

4.3.4 Basic Things in First Aid Box

Top shelf: An asthma inhaler to counteract allergic reactions of fumes and dust; sharp scissors for cutting bandages; adhesive tape for bandaging; an elastic bandage for securing dressings.

Middle shelf: Needles for splinter removal are stored in sterile alcohol; splinter tweezers, precise enough to pick up a single hair; 4-inch by 4-inch gauze pads for bandaging; assorted adhesive strips for small cuts; a clean plastic bag for amputated parts; sterile rolled gauze for bandaging; butterfly bandages for drawing together larger lacerations.

Bottom shelf: Providone-iodine solution for killing germs; eyewash and cup; a small mirror for eye inspections; instant ice packs to reduce swelling or for transporting amputated parts to the hospital; latex gloves for eye examinations.



Fig. 4.3.9: First Aid kit

4.3.5 Handling Fire Emergencies

Fires and explosions can severely damage or destroy the premises or plant, resulting in emergency situations. There have been cases numerous fires started due to either badly maintained cables at the workplace, electric sparks, or due to open wood burning stoves and cigarettes. Make sure that all electric equipment is cleaned, and that dust is not allowed to accumulate. Report any defects you see in equipment.

4.3.6 Type of Fire Extinguishers

- 1. Water Extinguishers:** It is used to extinguish the fire on wood, paper, cloth, etc. It should not be used to extinguish the fire over electrical equipment.
- 2. Foam Extinguishers:** It is used to extinguish the fire caused by kerosene, spirit, thinner, etc. It also should not be used to extinguish the fire caused by electrical equipment.
- 3. Dry Powder Extinguishers:** This is used to extinguish – the fire evolving due to flammable liquids such as petrol, diesel, etc.
- 4. Carbon dioxide Fire Extinguisher:** Carbon Dioxide evolves from this fire extinguisher, and it can be used to extinguish fire over electric equipment, liquid gases, or fluids.

These fire-extinguishing equipment should be installed at the proper place, and it should be inspected, repaired and refilled regularly.

4.3.7 Fire Extinguishers Chart





Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO ₂)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

Fig. 4.3.10: Colour coding for fire safety

4.3.8 Class and Type of Fires

Class	Type
A	Wood, Paper, Ordinary Combustibles Extinguished by Cooling and Quenching Using Water or Dry Chemicals
B	Gasoline, Oil, Grease, Other Greasy Liquids Extinguished by Smothering, Cooling or Heat Shielding using Carbon Dioxide or Dry Chemicals

Class	Type
C	Electrical Equipment Fires Extinguished with Non-conducting Agents such as Carbon Dioxide or Dry Chemicals. DO NOT USE WATER.
D	Fires in Combustible Metals Extinguished by Using Specialized Extinguishing Powders

4.3.9 Class and Type of Fire Extinguisher to be used

Class of Fire	Type of Fire Extinguisher
B or C	Regular Dry Chemical
A, B, C, or D	Multi - Purpose Dry Chemical
D	Purple K Dry Chemical
B or C	KCL Dry Chemical
D	Dry Powder Special Compound
B or C	Carbon Dioxide (Dry)
B or C	Halogenated Agent (Gas)
A	Water
A	Water with Anti - Freeze
A or B	Water, Loaded Steam Style
B	Foam

4.3.10 How to Respond in Case of Fire

When fires occur, the role of a person is to minimise the damage, he/she should be –

- Extinguishing small fires
- Assisting in evacuations
- Notifying the local Fire Brigade promptly

4.3.11 How to Operate a Multipurpose Fire Extinguisher

Remember PASS

Class	Type
P – Pull the pin	In some models, you may have to remove a locking pin.
A – Aim	Aim low. Direct the hose or cone to the base of the fire.
S – Squeeze	Squeeze the handle. This will release the contents of the extinguisher.
S – Sweep	Sweep from side to side. Don't lessen the pressure on the handle. Try to keep it constant.

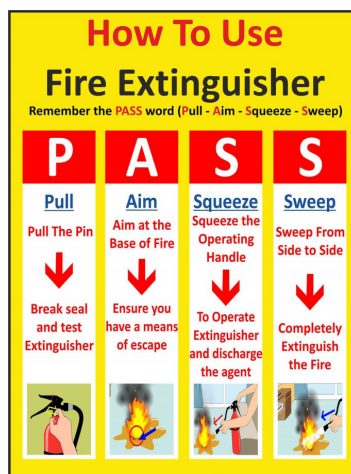


Fig. 4.3.11: PASS technique for operating fire extinguishers



Scan this QR Code to access the related PPT

Summary

- Hazards are a set of conditions, which pose as risks to health or life. It can be an atmosphere of the workplace, or construction of a machine, or working procedure, or any emergency situation, etc.
- If there is an oil spillage on the floor, there is a potential risk of a slip hazard.
- Apart from some common hazards of working areas, the Yoga industry has some exclusive hazards, which are associated with making postures during Yoga.
- Physical hazards are the type of energies that may be hazardous to workers.
- Prolonged exposure to chemicals, without using effective Personal Protective Equipment (PPE), can affect the human body adversely, causing chemical hazards.
- Ergonomic hazards can cause painful and disabling injuries to joints and muscles.
- Although Yoga is for improving one's health, if not done correctly it may cause harm to the body also.
- An Emergency is a sudden or unexpected state of the situation, which, if not tackled properly, will lead to loss of property, health or life.
- Fires and explosions can severely damage or destroy the premises or plant, resulting in emergency situations.

Activity

- The students will be given two scenarios upon which they will have to react.
- Scenario 1: In a yoga centre, there is a sudden outbreak of fire due to a short circuit. How will the Yoga Trainer react to the situation and help in combating the fire, ensuring minimum damage?
- Scenario 2: A young lady has joined in the Yoga class. She is new to this field and has to learn everything from scratch. How will the Yoga Trainer assist her and ensure her safety while performing the yoga poses?
- The students will be divided into two big groups, according to the total batch strength.
- Each group will enact the scenarios and demonstrate the ways to handle each scenario.
- The total time allotted for this activity will be 30 minutes.

Exercise



A. Choose the correct options:

1. Identify the correct meaning of hazard.
 - a. It is a set of good conditions at work
 - b. Hazard is a set of conditions which can be a risk to health or life
 - c. The condition of no production is called hazard
 - d. None of the above

2. Name the main hazard of a workplace, from the following -
 - a. Manual handling
 - b. Accident by moving or falling object
 - c. Slips and falls
 - d. Dust and fumes

3. Recognise which of these should be a part of the First Aid Box?
 - a. Sharp scissors
 - b. Adhesive tape
 - c. Providone – iodine solution
 - d. All of the above

4. State which kind of fire can be used by water.
 - a. B type
 - b. C type
 - c. D type
 - d. All of the above

5. Express which of these is not a part of the Safety Procedure of an Organisation?
 - a. Safety equipment to be used in the organization
 - b. Maximum leave an employee can take in a month/year
 - c. Emergency Evacuation Plan
 - d. Hazards of different processes of the organization

B. Answer in brief:

1. Discuss the different hazards which you may encounter in the workplace.
2. Identify the special hazards which you may come across in a yoga centre.
3. Explain the safety precautions you should follow while practising yoga.
4. Demonstrate how you would deal with common injuries at the workplace.
5. Illustrate the way you would combat a fire emergency in the workplace.

5. Create a Positive Impression at Work Area



Unit 5.1 - Personal Health and Hygiene

Unit 5.2 - Communication Skills

Unit 5.3 - Following the Organisation's Rules and Instructions



Key Learning Outcomes



At the end of this module, you will be able to:

1. Define Hygiene
2. Explain how to maintain good Hygiene
3. Describe Grooming Tips for men and women
4. Describe the communication process
5. Define points of good wring skill
6. Define meaning of Policies and Guidelines
7. Explain Organisational Procedures for Reporting and Documentation

UNIT 5.1: Personal Health and Hygiene

Unit Objectives

At the end of this unit, you will be able to:

1. Define Hygiene
2. Explain how to maintain good Hygiene
3. Explain about Grooming
4. Describe Grooming Tips for men and women
5. Define consequences of not grooming well
6. Describe the importance of grooming

5.1.1 Define Hygiene

Hygiene, It is the process of maintaining good health through maintaining a clean body and environment around us. Good hygiene is one of the most important practices to help with the prevention and spreading of infections and diseases.

Good physical and emotional health helps our bodies and minds to function properly without pain, anxiety, depression or discomfort. Improper hygiene can cause diseases, which can negatively impact our physical & mental well-being.

Poor hygiene causes us to smell bad (due to bacteria), develop infections, and contract diseases such as flu, common cold, E. Coli, Salmonella, and skin diseases such as ringworm, and scabies. Other problems such as tooth decay, lice in the hair, and foot infections are also caused due to poor hygiene.

5.1.2 How to Maintain Good Hygiene?

The ways to maintain good hygiene may be discussed as –

1. Washing hands, face, hair and other parts of the body, frequently.
2. Brushing/cleaning teeth at least once a day.
3. Cleaning the living quarters including frequent change of bed sheets, pillow covers, and changing personal clothes and undergarments frequently.
4. Taking care to avoid soiling of clothes and body parts, when urinating, vomiting or relieving oneself in the toilet.
5. Washing hands before eating- especially after touching animals.
6. Holding a tissue/handkerchief over the mouth when coughing or sneezing; if you use hands, make sure to wash them afterwards.
7. Suppression of habits such as nose-picking, touching the face, etc.
8. Not biting nails.
9. Washing hands after using the toilet.
10. Shower every day with soap/body wash. Remember to also wash under armpits and feet with soap. It's important to be clean. Always clean your private areas (the hair traps sweat and can stink if not washed regularly).
11. Shampoo and condition hair as needed. Most people have to wash their hair every day to prevent smell and grease. Remember to scrub your scalp and rinse all the product out of your hair until it is "squeaky" clean. Use a good smelling hair product. Keep it nice and neat.

12. Use roll-on, not spray deodorant to prevent armpit odour. [Use the deodorant when you are clean, not instead of getting clean.] Put deodorant on in the morning or any me you get sweaty.
13. Use a loon to smooth out dry skin. This is optional and isn't essential, but it's good for your skin and to prevent the look of ugly, dry, cracked skin.
14. Make sure to clean and clip your fingernails whenever they start getting white ends. Girls especially will notice if you have long, dirty nails. This counts for toenails, too.
15. Brush your teeth after every meal and floss them at least once a day. If you're a student, be sure to brush your teeth thoroughly every morning before school. They will look much cleaner, and your breath will be fresher. Make sure to brush your teeth thoroughly AND your tongue to get all the bacteria out. Using mouthwash is also highly recommended.
16. Take off your shoes as soon as you get home so they can air out and dry out.
17. Wear socks when you wear shoes. Each foot sweats a lot during the day, so your shoes will smell pretty bad if you don't wear socks.
18. Wear undershirts to help keep your regular shirt smelling fresher.
19. Cover your nose and mouth when you cough or sneeze. It is best to do it with a tissue.
20. If you're around animals of any kind, don't touch them before eating. If you do, be sure to wash your hands before eating.
21. Don't lick your fingers (such as when turning pages in a book).
22. Menstruating women should take care to change pads or tampons frequently.
23. Carry some mints around if you have a problem of bad breath. If the problem persists, then visit a doctor; you could be suffering from halitosis.
24. The hair on your chin, upper lip, ears, and nose can make you look unsightly. So remember to pluck it out when they start becoming visible on your face. Women should visit the salon every 15 days to shape up the eyebrows. Another safe and effective way is to opt for laser surgery for removing facial hair only if it fits your pocket.
25. Wear clean socks and apply some talcum powder before wearing shoes. Give your shoes some room to breathe especially after any strenuous activity. Own 2-3 pair of shoes and rotate their use. Buy a foot deodorant to help get rid of your foot odours.
26. Makeup clogs up your skin pores and gives germs a chance to multiply. If you do not remove the makeup before you hit the bed, you will surely have a couple of pimples sprouting out the next day. So no matter how red you are, you must remove your make up before you sleep.

5.1.3 Grooming

Grooming oneself includes washing, cleaning, combing, regularly cutting and styling the hair. It also includes cosmetic care of the body, such as shaving and other forms of depilation.

5.1.3.1 Grooming Tips - For Men

1. Trim the nose hairs: This is something very basic that makes a world of difference. Many companies make nose hair clippers for a moderate price.
2. Trim the eyebrows: actually, even recommend getting them professionally cleaned (not shaped) to open up the eyes. Remember to brush them up before you leave for the day as this opens up the eye, keeping the face more alert.
3. Clean the hair off your ears and neck: This is something your barber can do for you monthly that gives the appearance of good grooming. The sight of long ear hairs, or neck hair going into the collar of your shirt, is never appealing.

4. Keep your nails short and clean: Dirty, long fingernails require no explanation as to why they don't work. If your budget or schedule permits, try a monthly manicure/pedicure to have someone take care of this for you. I also recommend buffing your nails as a way to keep the healthy shine without looking artificial.
5. Brush and floss your teeth daily: it doesn't matter if your teeth are not perfectly straight and white, but please keep them clean. It is rather unappealing to talk to someone and see a built-up plaque or food stuck between their teeth. I know this one seems simple, but trust me when I tell you to take nothing for granted.
6. Have your clothes tailored to fit your body: This is a big one, as no matter what your shape is, the right fit makes everything look so much better.
7. Stand up straight: posture is very important. You create a sense of confidence and pride when standing tall, showing everyone you are secure in the man you are.
8. Cleanse your face, regularly, with a facial soap: I have so many male friends who use the same soap on their body that they use on their face. Most body soaps are too strong for the face. You must invest in a cleanser that is just for the face.
9. Remember less is more when it comes to fragrance: It's all right to smell good, but everyone doesn't have to smell it. The fragrance is such a personal preference, and you really must find the one that works best for you. Just remember not to bathe in it.
10. Match your belt to your shoes: This one is really simple and makes a world of difference. If you are wearing black shoes, you don't wear a brown belt. I'm not saying you need to be a fashion plate, but this basic p makes everything you wear look that much better.

5.1.3.2 Grooming Tips - For Women

It is not just your work that talks for you; it is your gestures and how you bring yourself. Individual self-care or Personal self-care for females is as essential as it is to men. How to sit, how to talk, when to talk, what to talk, may all seem fundamentals, but keep a lot of significance.

1. Look Fresh: The first thing is to look fresh. This is the primary phase of your grooming. Have your nails nicely maintained. Prevent dressing in fancy shades that are too shiny or appealing.
2. Using Perfume: Use a mild fragrance. Too much of a fragrance may be frustrating to the individuals around you. Also, you must take care not to put on intensely fragrant products when you are at a business conference.
3. Using Makeup: Cosmetics should be easy and mild for official places of work. Use makeup that is not too little and neither too large. Do not wear too much lipstick that it propagates on the paper napkin or the cup when you take a sip of water.
4. Using Jewelry: You must not wear a lot of jewellery. Jewellery that is loud and too huge would irritate individuals around a serious conversation. Use easy jewellery to avoid clinging earrings, huge wristbands, etc.
5. Hair Style: Your hairstyle should be easy and neat looking.
6. Wearing proper dress: Normally when you are at the workplace, you need to be presentable. At the workplace, with business individuals around, you should dress rather cautiously.
7. Eating in Public: Self-care also includes how you eat. Put the paper napkin on your lap. Make the lowest disturbance with the cutlery while you are consuming food.
8. Choosing Footwear: Wear comfortable and elegantly designed footwear.

5.1.3.3 Consequences of Not Grooming Well

One of the most effective ways we have to protect ourselves and others from illness is good personal hygiene. This involves washing your hands and taking a bath too. It means being careful not to cough or sneeze on others, cleaning things that you touch if you are unwell, putting items such as tissues (that may have germs) into a bin, and using protection (like gloves or condoms) when you might be at risk of catching an infection.

Personal hygiene, such as bathing, is very much dependent on the culture in which you live. In some cultures, it is expected that you will wash your body at least every day and use deodorants to stop body smells. Other cultures have different expectations.

5.1.3.4 Importance of Grooming

Keeping clean is an important part of staying healthy. For example, the simple act of washing hands before eating and after using the toilet is a proven and effective tool for fighting off germs and avoiding sickness.

Being clean and well-presented is also an important part of confidence for teenagers. If your child's body and breath smell alright, his clothes are clean, and he's on top of his basic personal hygiene, it can help him fit in with other people.

The following health-related problems can occur if one does not maintain good personal hygiene:

- **Body Odour**

Fresh perspiration, when allowed to evaporate does not cause body odour. An offensive smell is caused when bacteria that are present on the skin get to work on the sweat and decompose it. This is especially so in the groin, underarms, and feet or in clothing that has absorbed sweat. Diet influences the odour too. Bathing every day and changing of clothes that are in close contact with the body should take care of the problem. Talcum powders, of the non-medicated kind, can be used under the armpits. The addition of perfumes masks the odour.

Excessive perspiration can lead to the scaling of the skin or inflammation (Dermas). Usually, this is no cause for worry. Some people sweat more than others due to hereditary and body composition factors. Excessive perspiration may also be a symptom of diabetes, anaemia, and hyperthyroidism.

Body smells are caused by some factors working in combination, including:

- Chemicals in sweat, including pheromones, which are made by the body and sexually attract (or repel) other people
- Wastes excreted through the skin, such as metabolised alcohol
- The actions of bacteria that live on the skin and feed on dead skin cells and sweat
- Unwashed clothes, such as underwear and socks

- **Hand Washing**

Most infections, especially colds and gastroenteritis, are caught when we put our unwashed hands, which have germs on them, to our mouth. Some infections are caught when other people's dirty hands touch the food we eat. Hands and wrists should be washed with clean soap and water, using a brush if your fingernails are dirty. Dry your hands with something clean, such as paper towels or hot air dryers. You should always wash your hands:

- After using the toilet
- Before making or eating food
- After handling pet animals, like dogs and cats, etc.
- If you have been around someone who is coughing, has a cold, or has some other infectious diseases

- **Bad Breath**

Good dental hygiene includes regular brushing and flossing. Bad breath can be caused by diseases of the teeth, gums, and mouth, such as infections. Most people have bad breath first thing in the morning because saliva is not made while you're asleep. Bad breath proves another easily recognisable consequence of poor hygiene. It commonly develops from not regularly brushing and flossing your teeth. Bad breath results because of two main reasons. First, bacteria thrive on particles of food that can stick to your teeth. As the bacteria digest this food, their byproduct results in odour. Food can also get stuck in your teeth and rot over time, producing a foul odour.

Some foods that can cause bad breath include garlic and onion. Mouthwashes, Mouth sprays, and flavored chewing gum can make your breath smell better for a while, but if you have a health problem in your mouth, you need to see your dentist.

- **Smelly Feet & Shoes**

Smelly feet and shoes can also be a problem for you, whether you are sporty or not. You can avoid this by giving your feet extra attention in the shower, and make sure they're completely dry before putting your shoes on. It's a good idea to alternate your shoes and to wear cotton socks instead of socks made of synthetic fibers.

- **Travelling Hygiene**

When travelling overseas, take special care if you're not sure whether the water is safe. Suggestions include:

- Don't use tap water to clean your teeth.
- Drink only boiled water.
- Don't wash fruit or vegetables in unsafe water.
- If you have no other water source, make sure the water is boiled before you drink it by holding it at a rolling boil for one minute.
- When you wash your hands, make sure they are totally dry before you touch any food.
- Make sure any dishes, cups or other utensils are totally dry after they are washed.

- **Building Good Hygiene Habits**

Building good hygiene habits is not a work of a day; it takes continuous efforts. The following activities should be included in daily routine – washing hands, covering mouth when coughed and having regular baths or showers.

- **Dental Diseases**

Not only can poor dental hygiene lead to bad breath, but it can also lead to dental diseases. As you allow food particles and bacteria to build upon the teeth, a coating called plaque begins to form. The bacteria in this plaque release acid, which break down the enamel on your teeth. As this process continues over time, a hard substance called calculus can form on the teeth, irritating the surrounding gums. This irritation can progress into gingivitis, leading to inflammation of the gums, which can later lead to gum disease. Gum disease causes infection and eventually may destroy your teeth.

- **General Diseases**

Hygiene practices, such as washing your hands, prove the most effective ways to prevent contracting disease and spreading disease, according to the Mayo Clinic and the Center for Disease Control and Prevention (CDC). Your hands are in constant contact with both the environment and your face, providing easy transportation from the surface of an infected object or person to your nose or mouth. Washing your hands with clean running water and soap helps reduce the number of bacteria on your skin, lessening your chances of contracting diseases such as the common cold, influenza (flu), salmonellosis, hepatitis A, typhoid, streptococcus and staph infections.

- **Gender Specific**

Men and women have unique hygiene needs that if ignored may lead to health problems. For example, men who have an uncircumcised penis need to regularly retract the foreskin and clean beneath to prevent inflammation, phimosis (where the penis cannot fully retract the foreskin), or penile adhesions. Women must take care to keep the genitalia clean, and always wipe from front to back after using the restroom to prevent introducing infections from the rectum to the urethra.

- **Hygiene during travel**

Lice are tiny insects that live on the human scalp; they make a pinprick-like a puncture on the scalp, emit an anti-clotting substance and feed on the blood as nourishment. Lice thrive on unclean hair. Children are especially prone to lice infestation. Lice spread from one head to another when there is close contact, such as in school environments. Lice eggs are wrapped in a shiny white sheath and show up on the upper layers of hair as the infestation increases. They make the scalp itchy and are a cause of annoyance and embarrassment. In infants, they may cause disturbed sleep and bouts of crying. Unchecked, they can produce scalp infection.

- **Ear Wax**

Ear wax accumulates in the ear canal that leads from the outer ear to the eardrum. As the secretion comes out of the ear, it collects dust particles. Do not reach farther than you can with your little finger into your ear to clean it. Putting in hairpins, safety pins or blunt edged objects for cleaning inner parts of the ear might harm the ear. Ear wax should be cleaned by your doctor.

- **Urinary Infection**

The urinary infection causes pain or a burning sensation during urination. Chances of urinary infection increase during pregnancy and after any major surgery. The urine can be discoloured; itching, frequent urination, fever, and chills can also result from urinary infection. To avoid this infection, improve overall hygiene, both- toilets and personal parts. Wash or wipe front to back after urinating or defecating. Remember this when wiping or washing babies too, as a general rule. Do not wear tight fitting synthetic underwear. Drink plenty of water. Do not hold back when you have the tendency to urinate. If the condition persists, consult a doctor.

- **Pinworms**

These worms come out of the anal opening to lay eggs at night causing intense itching disturbed sleep; mild pain and diarrhoea are possible consequences. When scratching, eggs stick to the hand and under the nails and infect anything the personal touches. The eggs can pass through air or by contact with infected food or bed linen. The eggs cannot be killed by disinfectants and remain active in the dust for a long period. Bedclothes, undergarments, and nightwear of the infected

person must be washed thoroughly in hot water. A doctor has to be consulted to treat the worm infestation; sometimes all member of the family may be asked to take de-worming medication when one member is affected. Those infected must scrub hands well with soap before eating.

- **Athlete Foot (Ringworm of the Foot)**

A certain fungus that breeds in warm wet places-causes this infection, resulting in scaly skin or sores or blisters between toes - often spreading to the soles. Sometimes these skins cracks and sores become the site for other infections. Rub off peelings gently. Wash feet well and apply powder. A mild fungicidal ointment at bedtime will help. Keep feet exposed. If you have to wear shoes, wear coon socks; if the blisters begin to ooze, seek professional help from your doctor.

5.2.2.1.1 Written Communication

When a message is exchanged or communicated in a written form, it is called written communication. It is also a word based communication. It is widely used when the permanency and record of the messages are important and when the audience stays at a distance. It has different forms like letters, memos, reports, etc.

5.2.2.1.2 Oral Communication

When a message is exchanged between the parties orally, it is called Oral Communication. It is also a word-based communication but not in written form rather in verbal or oral form. Major forms of Oral Communication include conversation, interview, telephone, speech, etc.

5.2.2.2 Non-Verbal Communication

Communication without using words is called non-verbal communication. It is not a word-based communication. It does not use any written or spoken words but uses symbols, body language, colours, etc. to convey messages. Non-Verbal Communication can be visual, audio-visual and silent.

5.2.3 Problems in Communication

In the process of communication, care has to be taken to avoid communication barriers that can come up either consciously or unconsciously. Communication barrier can cause losses to a company in terms of money and productivity. Without good communication, a company is unable to exchange information essential for daily operations. But sometimes people fail to understand communication. Following are some of the symptoms of communication problems in an organisation:

- Lack of teamwork
- Poor planning or workload
- Insufficient resources and support
- Lateness
- Poor work quality
- Non-Cooperative people

5.2.4 Common Communication Barriers

Following are the barriers of Communication–

- **Assumption**– Generally, sender forgets to communicate complete information to the receiver, assuming that the receiver would know what has to be done. On the other hand, the receiver might assume an entirely different scenario causing a barrier in communication.
- **Use of Jargons**– Some people are in the habit of using jargons in their communication message. But they fail to understand that their jargons may not be clear to the receiver of the message. The receiver might misunderstand them, causing a barrier to communication.
- **Incomplete Sentences**– At times, people leave their sentences incomplete, like “I wanted to go but.....” This leaves the receiver with numerous assumptions, and the exact message cannot be conveyed.
- **Psychological Barriers**– The state of mind and mood of the sender and the receiver also affects the message delivery. If a person is in a bad mood, then a positive message can also sound negative. Senders may also spoil the message delivery by over communicating the message, i.e.,

communicating the same message through different channels and also giving too much information to make a point. This confuses the receiver, and the message context may not be clear.

- **Language Difference**– The difference of language between the sender and the receiver can also be a major cause of a barrier in communication. So both should make sure that the language used for communication is understandable to both. Or else the entire process of communication ends up in being a failure.
- **Prejudice**– The receiver might have some prejudices about the sender which may be based on culture, status, etc. In such cases, the receiver can misunderstand the exact idea of the communicated message. For example, a supervisor feels that the subordinate is not a sincere worker. So the supervisor, due to his prejudice towards the subordinate, will misjudge every communication of this subordinate.
- **Physical Barriers**– One of the major barriers to communication is the physical barrier. Physical barriers are present in the area surrounding the sender and receiver. Physical barriers include a work environment that has a lot of background noise, poor lighting or unstable temperature. These barriers can affect how individuals try to send and receive messages if there is a lot of background noise than the receiver may not hear what the sender is saying. If the temperature in a work environment is too hot or too cold, the sender may not be as focused on the message that they are trying to send. If people in the workplace are separated by a physical barrier, communication will not be as effective. They can use communication aids because it helps them get to know one another.

5.2.5 Active Listening

Listening is an underestimated skill, which is rarely taught and mostly neglected by all. Active listening means listening to understand communication. Active listening is an art that comes by practice. It takes more effort than plain “hearing”, but the benefits make it worthwhile. Listening goes beyond hearing.

Below are some tips to improve active listening:

Keys to effective listening	The bad listener	The good listener
Find areas of interest	Switches off during boring or dull subjects	Asks if there might be something of relevance to him
Judge content, not delivery	If delivery is poor, switches off	Considers content, skips over errors of delivery
Hold your fire	Jumps in before hearing the full argument	Waits until he understands fully before exercising his opinion
Listen for ideas	Listens for facts	Looks for a theme or thread in what is being said
Be flexible	Takes copious notes using only one system	Takes fewer notes. Uses several systems according to the speaker
Work at listening	Makes no real effort to listen – Fakes his attention	Works hard to concentrate
Resist distractions	Is easily distracted	Fights or avoids distractions, tolerates bad habits, know how to concentrate
Exercise your mind	Avoids difficult material, looks for light relief	Seeks complex material to exercise his mind
Keep your mind open	Reacts to emotional words	Hold his emotions in check

Table: Improvement of active listening

5.2.6 Writing Skills

For getting success in any industrial organisation, writing skill is also very important. Some of the key instructions for good writing skills are –

The clarity in Content: Your writing must be understood at the first reading. A business document is clear when it means exactly what the writer intends. Avoid technical jargon, unfamiliar words or informal language. Eliminate ambiguity, i.e. avoid using a word with a double meaning or misplacing a phrase within a sentence.

Remain Brief: Avoid unnecessary repetition. Include only relevant information. Come to the point quickly and without “waffle”. Omit unnecessary background information. Use short, familiar words instead of long words. Revise your first draft, looking for ways to reduce the number of words or to cut out unnecessary information.

Be Complete: Check that all the information, needed by the reader, is included: Who? What? Where? When? Why? How?

Accuracy in Spelling and Facts: Check your work for accuracy of punctuation, grammar, and spelling (especially the names of people and places). Check for accuracy of information: e.g. me, dates, figures and telephone numbers. Check for consistency of layout.

Be convincing: Use believable language. Provide supporting arguments for your point of view – e.g. provide examples, statistics or a quote from a respected authority. Suggest possibilities or probabilities rather than making forceful assertions. Avoid exaggeration and superlatives.

Show courtesy in Words: Whenever possible, say the phrase you’re writing positively with a pleasant tone. Display good manners and a caring attitude in your writing. Passive voice should be used when communicating bad news. This avoids negative overtones and personal criticism. Use language that is rational and unemotional.

5.2.7 How to Resolve Conflict

When people work together, conflict is often unavoidable because of differences in work goals and personal styles. Follow below guidelines for handling conflict in the workplace –

- **Talk with the Other Persons:**

Ask the other person to name a time when it would be convenient to meet. Arrange to meet in a place where you won’t be interrupted.

- **Focus on behaviour and event, not on personalities**

Say “When this happens ...” instead of “When you do” Describe a specific instance or event instead of generalising.

- **Listen Carefully**

- Listen to what the other person is saying instead of getting ready to react.
- Avoid interrupting the other person.
- After the other person finishes speaking, rephrase what was said to make sure you understood it.
- Ask questions to clarify your understanding.

- **Identify Points of Agreement and Disagreement**
 - Summarise the areas of agreement and disagreement.
 - Ask the other person if he or she agrees with your assessment.
 - Modify your assessment until both of you agree on the areas of conflict.

- **Prioritise the Area of Conflict**

Discuss which areas of conflict are most important for each of you to resolve.

- **Develop a Plan to Work on Each Conflict**
 - Start with the most important conflict.
 - Focus on the future.
 - Set up future meeting times to continue your discussions.

- **Follow through your Plan**
 - Stick with the discussions until you've worked through each area of conflict.
 - Maintain a collaborative, "let's-work-out-a-solution" attitude.

- **Build on your Success**
 - Look for opportunities to point out progress.
 - Compliment the other person's insights and achievements.

UNIT 5.3: Following the Organisation's Rules and Instructions

Unit Objectives

At the end of this unit, you will be able to:

1. Explain about Government Acts and Bylaws
2. Describe rules
3. Define meaning of Policies and Guidelines
4. Describe the meaning of Procedure
5. Explain what is work instruction
6. Discuss Organisational Procedures for Reporting and Documentation
7. Describe the importance of Reporting

5.3.1 Rules and Procedure Pyramid

Rules and Procedure Pyramid creates a relationship between different Government Rules and Bylaws and work instructions of an individual organisation.

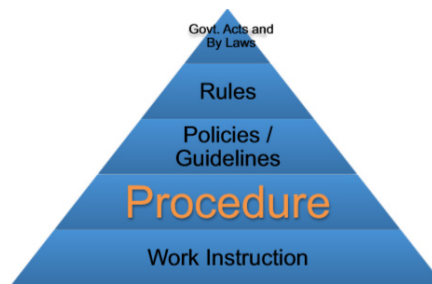


Fig. 5.3.1: Rules and Procedure Pyramid

5.3.2 Government Acts and Bylaws

Government Acts are those Acts and laws, which are made by the Government and following these Acts are compulsory. There is a penalty for not following Government Acts. Examples of this are the Income Tax Act, Sales Tax Law, etc.

5.3.3 Rules

Authoritative statement for what to do and what not is called Rule. It is given by an appropriate person of the body. The Rule is applicable in that forum or the body which is controlled by the rulemaking a person. This can be any organisation, society or a community of persons.

5.3.4 Policies and Guidelines

A policy is a definitive principle or rule that an organisation must follow to reach its long-term goal. Typically, a policy marks out an organisation's views on a particular matter.

Company guidelines establish the rules of conduct within an organisation. Guidelines define the responsibilities of both the employees and the employer. Company policies and procedures are made to protect the rights of employees as well as the business interest of employers.

Employees, including managers and supervisors, are expected to uphold company policy and work according to it. The employees should complete tasks accurately by being flexible and adapting to work plans and procedures as per the company policies.

Make sure you take a look at the handbook thoroughly within the first few days of joining the job. You can request for the handbook to your supervisor.

Some typical company guidelines include:

- Employee code of conduct (for example, dress code and behavioural approach)
- Attendance policy (for example, time of entry and exit from the workplace)
- Leave policy (for example, different types of leaves)
- Workplace safety (for example, understanding and following fire safety guidelines)
- Harassment policy (for example, engaging in the course of un-welcoming comment or conduct against a worker in a workplace)
- Substance abuse policy (for example, the ban on smoking, alcohol, and drugs)
- Property abuse policy (for example, damaging company assets)

5.3.5 Procedures

The Procedure is a broad guideline for carrying out any activity. To eliminate ambiguity in carrying out regular activities, all organisations make procedures for all day-to-day activities. All employees should read these procedures carefully before carrying out those activities.

Procedures and policies help an organisation to:

- Provide a framework for actions that help employees quickly understand what is expected of them
- Stop employees from discussing and re-discussing the same issues every time they arise
- Help in legal matters
- Act as a tool to improve the quality
- Create goodwill and trust among employees, customers, and clients
- Help employees behave in a professional and responsible manner

5.3.6 Work Instructions

This is the last but very important link in the chain. This is the base of the Pyramid. Work Instructions are detailed form of procedure. It has step-by-step details of the method for carrying out that activity.

5.3.7 Organisational Procedure for Reporting and Documentation

It is important to keep your supervisor and co-workers informed about any issues related to malfunctioning of equipment, task completion difficulties, timeline progress, and any other work-related issues. Such issues may include:

- a. Volume of work
- b. Quality of work
- c. The time within which the work needs to be completed

Since reporting and documentation are very important; hence it cannot be left to people to decide that in which format and structure they would document and report.

An organisational procedure has details of all requirements of Documentation and reporting. Such as –

- I. Format of report
- II. Who will create it
- III. To whom it should be submitted
- IV. Frequency of reporting
- V. Place of filing documentation
- VI. Retention duration of the document to keep



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Summary

- Hygiene, It is the process of maintaining good health through maintaining a clean body and environment around us.
- Good physical and emotional health helps our bodies and minds to function properly without pain, anxiety, depression or discomfort.
- Poor hygiene causes us to smell bad (due to bacteria), develop infections, and contract diseases such as flu, common cold, E. coli, Salmonella, and skin diseases such as ringworm, and scabies.
- Grooming oneself includes washing, cleaning, combing, regularly cutting and styling the hair. It also includes cosmetic care of the body, such as shaving and other forms of depilation.
- One of the most effective ways we have to protect ourselves and others from illness is good personal hygiene.
- Keeping clean is an important part of staying healthy.
- Communication is an exchange of information between people.
- Active listening means listening to understand communication.
- When people work together, conflict is often unavoidable because of differences in work goals and personal styles.
- Rules and Procedure Pyramid creates a relationship between different Government Rules and Bylaws and work instructions of an individual organisation.
- A policy is a definitive principle or rule that an organisation must follow to reach its long-term goal.
- The Procedure is a broad guideline for carrying out any activity.

Activity

- The students will be given a situation upon which they will have to react.
- Scenario: Ms X has to convey an information/message to Ms Y. Ms Z is the medium through whom X has sent her message, to communicate it to Y. How will the message be transmitted from X to Y, via Z, by the process of communication?
- The students will be divided into small groups, according to the total batch strength.
- Each group will have to enact this situation and demonstrate the appropriate method of communication.
- The time allotted to each group for this activity will be 10 – 15 minutes.

Exercise



Answer the following questions, in brief:

1. Explain the ways to maintain good hygiene.
2. Describe the ways of grooming for men and women.
3. Analyse the health problems that may occur for not maintaining proper grooming and personal hygiene.
4. Identify common communication barriers.
5. Define policies and guidelines.



6. Bal Yoga Sessions

- Unit 6.1 - Appropriate Opening and Closure of Session
- Unit 6.2 - Child's Medical History, Background, Preferences of Parents
- Unit 6.3 - Use of Yoga Tools and Techniques
- Unit 6.4 - Various Forms of Yoga and Its Effect on Body and Mind
- Unit 6.5 - Yoga Techniques and Compliant Safety Standards
- Unit 6.6 - Teaching Bal Yoga



Key Learning Outcomes



At the end of this module, you will be able to:

1. Describe the opening and closure session of yoga
2. Interpret Child's medical history, background and preferences of parents
3. Demonstrate the use of yoga tools and techniques
4. Identify various forms of yoga and its effect on mind and body
5. Restate yoga techniques and compliant safety standards
6. Describe yoga techniques and recommend correction

UNIT 6.1: Appropriate Opening and Closure of Session

Unit Objectives

At the end of this unit, you will be able to:

1. Tell the opening and closing chant
2. Describe teachings and philosophy application to Bal Yoga

6.1.1 Opening and Closing Chant

A yoga session opens and closes with chants in Sanskrit. In chanting the prayers, the ancient tradition of Patanjali is saluted. Chanting a mantra helps in enhancing the conscious level of an individual. Chanting a mantra brings us closer to the higher self. Additionally, it fills our minds with peace and tranquillity.

The Ashtanga Yoga starts with an opening chant, which offers gratitude to the lineage of teachers. The opening mantra is as follows:

Opening chant:

Om

I bow to the lotus feet of the Supreme Guru

which awaken insight into the happiness of pure Being,

which is the refuge, the jungle physician,

which eliminate the delusion caused by the poisonous herb of Samsara (conditioned existence).

I prostrate before the sage Patanjali

who has thousands of radiant, white heads (as the divine serpent, Ananta)

and who has, as far as his arms, assumed the form of a man

holding a conch shell (divine sound), a wheel (discus of light or infinite time) and a sword (discrimination).

Om

Closing chant:

Om

May the rulers of the earth keep to the path of virtue

For protecting the welfare of all generations.

May the religious, and all peoples be forever blessed,

May all beings everywhere be happy and free

Om peace, peace, perfect peace

The importance of chanting Om

Om embodies the divine energy and has three main characteristics –creation, preservation and liberation. Om has four syllables and is pronounced AUM. It begins in the solar plexus (a complex system of radiating nerves and ganglia found in the pit of the stomach in front of the aorta) and sends

vibrations up to the chest. The sound of the second syllable U moves from the throat towards the upper palette. The third syllable M is prolonged, and the vibration is produced through the upper chakras as the teeth come together. The final syllable represents the deep silence of the infinite, as the vibration rises through the body into the universe.

The reasons behind chanting Om are as follows:

- Om vibrates at the frequency of 432 Hz, which is the same vibrational frequency found in all things in nature
- Chanting Om acknowledge our connection to everything in the world
- Rhythmic pronunciation and vibration produces a claiming effect on the mind and body

6.1.2 Teachings and Philosophy Application to Bal Yoga

Application of philosophical teachings to yoga helps an individual become more responsive towards the poses. Some of the Yogic philosophies have been discussed over here:

Listen to the pose: One of the important aspects of Yoga is that it trains our minds to react to a situation or people without any judgement. A similar principle could be applied in life where an individual needs to find the right balance under pressure. Every posture of yoga teaches us to be in the present moment and find a balance between Sthiram (stability) and Sukham (comfort). Therefore, performing the asanas in early childhood helps in shaping the personality and character of an individual.

Use your breath as a guide: While performing the asanas, an individual can pant for breath. One of the most important principles that Yoga teaches us is never to stop. In case you feel fatigued, stop and take a step back, reset. Additionally, focussing upon the breath can inculcate the habit of mindfulness within the children.

Have faith in the practice: Yoga teaches the importance of 'Abhyas' or practice. An individual can excel a pose in two days' time or two years' time. However, with every move, an individual gets better at performing specific postures or asanas. This helps in inculcating the most important value in children that is under any situation they should never give up.

Some of these philosophies when integrated within the minds of children shape their character as well as enables them to make appropriate decisions. Yoga helps infuse peace and tranquillity within the mind of children. It teaches them one of the most important philosophies that are to 'Practice the pause'. Under any situation, an individual should first analyse the situation and ask as many questions as possible. This starts with understanding the importance of every posture or position in an asana. Yoga teaches patience and open-mindedness to children that are whatever comes your way, you should take it as a learning experience and to 'Respond and not to react'.

UNIT 6.2: Child's Medical History, Background, Preferences of Parents

Unit Objectives

At the end of this unit, you will be able to:

1. Explain the reasons for the collection of a child's medical history
2. Identify the sequence of yoga based on medical history
3. Identify the sequence of yoga based on preferences

In order to understand the preferences of the parents, the trainer will share a consent form with them. The parents have to fill in the form with particulars of their children. Only after getting due consent of the parents, the trainer can start with the practice sessions.

6.2.1 Child's Medical History

- To understand the physical needs and requirements of the children (for example, height and weight of the child)
- To avoid contraindications from the practice of any particular pose or asana
- To know if the child has already been diagnosed with any particular disease
- To gather knowledge regarding the family history of the child

Yoga Registration form	
Name of the Applicant:	
Date of Birth:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Communication Address:	
Contact address of the person in case of emergency:	
Specify program wish to attend:	<input type="checkbox"/> Short term <input type="checkbox"/> Medium term <input type="checkbox"/> Long term
Kind of program:	<input type="checkbox"/> In-house <input type="checkbox"/> visiting
Present health condition/fitness certificate:	
List of health ailments (if any):	
Prior yoga experience:	
Signature of parent/s:	
Date of application:	

Table 6.2.1.: Sample yoga registration form (Source: Author)

6.2.2 Sequence of Yoga Based on Medical History

It is very important to take note of the medical history of a child before starting the asanas. In case the child has been affected by a particular health disorder in the past, performing a particular asana can aggravate their health symptoms. Therefore, parents should cooperate with the trainers and provide them with complete health details of their children. Some of the common medical conditions found in children, specific asanas to be performed under the individual condition and the contraindications have been discussed below:

Health Conditions	Asanas	Benefits
Bronchitis (mild to severe)	Sukhasana (easy pose), Ardha Matsyendrasana (half spinal twist), simhasana (lion pose), Uttanasana (standing forward bend)	<ul style="list-style-type: none"> Practising the deep inhalation and exhalation techniques can help in the removal of sticky cough. Ardha Matsyendrasana increases oxygen supply to the lungs which help in detoxification.
Asthma	dhautdhauti, Ardha Maysyendrasana, Setu Bandhasana (Bridge Pose), Adho mukha savasana (Downward dog pose),	<ul style="list-style-type: none"> Kapalbhati is recommended for children with wheezing problems. Practising it regularly can help in expanding the lungs The downward dog pose helps in calming the mind and is good for people suffering from asthma and sinusitis The Ardha Maysyendrasana improves the supply of oxygen to the lungs reducing the probability of asthma restricting your child.
Diabetes	Kapalbhati, Dhanurasana, Ardha Matsyendrasana, Halasana	<ul style="list-style-type: none"> Dhanurasana improves the functioning of the Pancreas Kapalbhati stimulates the pancreas to release insulin which helps in controlling diabetes Practising Halasana helps in stimulating the Pancreas
Gastritis/Irritable Bowel Syndrome	Konasana, Setu bandhasana, Halasana	<ul style="list-style-type: none"> Practising Konasana helps in improving digestion Performing Setu Bandhasana de-stresses the mind Practising Halasana helps to cool down the body and mind
Learning disability	Pranayama, Paschimottanasana	<ul style="list-style-type: none"> Pranayama stimulates the central nervous system and improves learning in children Practising the Pasmittonasana stabilizes the mind, which aids in learning

Health Conditions	Asanas	Benefits
Emotional Trauma	Buddha Konsana, Tadasana, Upward facing dog pose	<ul style="list-style-type: none"> • Practising the Baddh Konsana can help control the level of adrenaline in the body and reduce the frightening or stress response of the body • Stretching out lengthens the abdominal cavity and opens the chest so that an individual feels more relaxed • Upward dog pose helps in clearing the throat as our throat opens becomes choked under emotional stress
Bacterial infection (past history of measles, mumps, chicken pox, etc)	Cobra pose, Downward facing pose,	<ul style="list-style-type: none"> • Practising the cobra pose stimulates the digestive and circulatory system in children which helps in fighting bacterial infection as 90% immunity resides in the gut • Practising the asana rejuvenates the body and improves the immune system

Table 6.2.2.1: Asanas and benefits based on medical history

6.2.3 The sequence of Yoga Based on Preferences

It is very important to take note of the preferences of the parents before starting the yoga practices with the children. Some of the preferences generally placed by parents and the particular asanas have been discussed below:

Preferences	Asanas	Benefits
To reduce obesity	Pawanamuktasana, Gomukhasana, Vajrasana	<ul style="list-style-type: none"> • Practising the Pawanamuktasana helps in toning the abdominal muscles and removing belly fat • Gomukhasana helps in toning the abdominal muscles reducing obesity • Practising Vajrasana increases blood flow to the lower abdomen and hip region

Preferences	Asanas	Benefits
To cure asthma	Sukhasana, Ardha Matsyendrasana, Setu Bandhasana	<ul style="list-style-type: none"> • Ardha Matsyendrasana increases oxygen supply to the lungs which help in detoxification. • Practising the deep inhalation and exhalation techniques help in the removal of sticky cough. • Practising the asana helps in opening of the lungs facilitating breathing
To reduce academic related stress	Garudasana, Uttanasana, Reclined bound angle pose, vajrasana	<ul style="list-style-type: none"> • The Restorative nature of the pose helps in relieving symptoms of stress and depression • Practising the Vajrasana produces a calming effect on the mind and body • Garudasana requires an individual to focus their mind at a single point which enhances concentration power and reduces stress

Table 6.2.2.2: Asanas and benefits based on the preferences of parents

UNIT 6.3: Use of Yoga Tools and Techniques

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the range of yoga tools
2. Describe the techniques used in child yoga

6.3.1 Range Of Yoga Tools

A range of yoga tools and techniques can be used for practising with the children. The purpose behind using such tools is to encourage the children for practising Yoga.

Meditation Cushion– The Cushions are a great way to encourage your children to perform Yoga asanas. The cushions come in really bright colours and are available in all sizes. The meditation cushion promotes proper posture along with encouraging a strong spine.

Storybooks– ‘Good Night Yoga’ is a coloured and highly illustrated children’s book which tells different stories along with teaching them simple yoga poses inspired by their favourite animals.

Yoga DVDs– Children could be shown videos where asanas are performed by children themselves or teenagers, as it helps in engaging them sufficiently.

Playful Yoga cards– The children could be shown colourful and vibrantly illustrated yoga cards showing basic poses with instructions on the back. The packs of cards are divided into colour coded categories (breathing, standing postures, forward bends, backward bends, balances and games. The diversity of the cards helps in customising the yoga session.

6.3.2 Techniques Used In Child Yoga

Techniques refer to the poses which are mostly practised with children. Some of the poses have been discussed below:

Bow pose (Dhanurasana)

Bow pose is also known as Dhanurasana. The benefits of performing Dhanurasana in children are:

- Stretches back and neck
- Lengthens the spine
- Strengthens the shoulders and wrist
- Increases blood circulation
- Calms the mind
- Helps in relieving back pain

[Refer to 3.14.2 for more details]

Bridge Pose

The bridge pose is also known as the **Setu Bandhasana**. Performing the bridge pose has a number of health benefits for children:

- Practising the bridge pose stimulates abdominal organs and thyroid glands
- Performing the asana improves digestion and helps in regulating metabolism

- Performing the asana revitalises the legs and stretches the shoulders
[Refer to 3.15.2 for more steps and details]

Cat Pose

The Cat pose is also known as **Marjaryasana** . The detailed steps of performing the Cat pose are as follows:

- Stand on the floor in a tabletop position with the help of your hands and knees.
- Set your hips, wrists and elbows in line and perpendicular to the floor
- Centre your head in a neutral position
- Exhale and bend your spine towards the ceiling
- Release your head toward the floor
- Inhale and come back to neutral table top position

Benefits:

- Stretches the back, torso and neck
- Provides a gentle message to the belly organs and spine

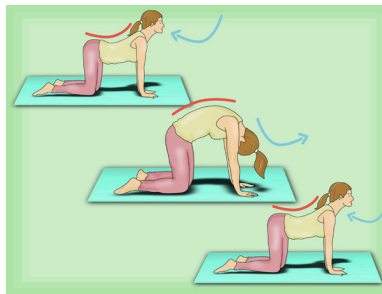


Fig. 6.3.1: Steps of performing cat pose
(Source: www.wikihow.com)

Cobra Pose

Bhujanaga means snake or cobra. In this asana, the body of an individual is raised like the hood of a snake.

[Refer to unit 3.14.2 for more details]

Corpse Pose

The corpse pose is also known as **Shavasana**. The steps to performing a Shavasana are as follows:

- Lie down straight on your back
- Keep your arms stretched out by the side or spread them wide apart
- Close your eyes and inhale deeply
- Exhale and open your eyes

The benefits of performing Shavasana are as follows:

- Reduces stress
- Produces a calming over the mind

- Lower blood pressure
- Relieves headache
- Improves sleep



*Fig: 6.3.2: Performing Shavasana
(Source: www.patientsengage.com)*

Cow face

Gomukhasana is a seated asana in hatha yoga. It is also known as **Cow face pose** in modern english.

[Refer to 3.13.2 for more details]

UNIT 6.4: Various Forms of Yoga and Its Effect on Body and Mind

Unit Objectives

At the end of this unit, you will be able to:

1. Recognise yoga perspectives on the structure, function and conditions of mind
2. Describe yoga psychology
3. Explain the importance of yogic lifestyle counselling

6.4.1 Yoga Perspectives on the Structure, Function and Conditions of Mind

Yoga has been effective in the treatment of mental health issues from time immemorial. The deep meditation techniques and breathing practices produce a calming effect on the mind. The practice of Yoga helps in the development of patience, which helps an individual create sufficient balance in their own life. Stress is the breeding ground of many physical and mental ailments. Practising Yoga on a regular basis has been seen to control the level of stress hormones such as cortisol. Therefore, reduced stress can be equated with better mental and emotional health. The deep breathing and meditation practices work on the hypothalamus-pituitary-adrenal axis. Practising Yoga on a regular basis increases the response of Parasympathetic Nervous System (PNS) over the Sympathetic Nervous System (SNS). This initiates a cascade of response within the body causing it to relax. When the body is relaxed, the message is automatically communicated to the brain causing it to relax. One of the most important aspects taught by Yoga is to practice mindfulness. Mindfulness practices help an individual focus in the present moment rather than gliding away in the past or future.

6.4.2 Yoga Psychology

“Yoga psychology is the science of the embodied relationship between consciousness and mind”- Dr Swami Shankardev Saraswati

Yoga psychology forms the theoretical basis of yoga psychotherapy. It plays a vital role in the treatment and management of psychological, spiritual and physical conditions. Modern medicine provides physical or emotional support to individuals based on the provision of prescription drugs alone or Cognitive Behavioural Therapy (CBT). Yoga Psychology aims at undertaking a holistic approach, also known as a bio-psycho-social-spiritual approach. It is preferred over purely biomedical or a purely psychological model.

There are four dimensions of Yoga psychology such as Yoga, Samkhya, Tantra and Vedanta. Each of these has been discussed with respect to the impact they produce over human psychology.

Yoga: Practising Yoga asanas boost emotional stability by increasing the production of the neurotransmitter Serotonin within the body. Serotonin is known to be the happy hormone which induces a sense of happiness and good mood within an individual.

Samkhya: Samkhya emphasises upon the concept of Purusha –Prakriti. It says that as long as the Purusha within us is passive, we will be subjected to the psychological turmoil of everyday life brought upon us by Prakriti. Practising yoga helps in raising the higher consciousness which helps in controlling the desires or inner turmoil brought upon by Prakriti.

Tantra: Tantra is based on the dual concept of Ishvara and Shakti which says that Ishwara is not external to the universe, but himself comprise the universe, and all living beings pervade within the universe.

Vedanta: The Vedanta states that Purusha, Deva, Ishwara all become merged in the concept of the Brahmana. It states that the Lord himself is the author of the Veda and is the only object of knowledge.

There are two primary levels of Yoga Psychotherapy:

1. Positive behavioural changes and the development of a stable ego
2. Psychotherapy which supports the journey from socially conditioned ego filled consciousness to an awakened self

6.4.3 Yogic Lifestyle Counselling

Lifestyle counselling through Yoga is based on a few important aspects such as –diet, mindful breathing and possessing a neutral mentality.

Diet: During teaching Yoga asanas to children, the trainer should focus upon some important aspects such as – daily diet, regular practice of asanas, mindful breathing for stress reduction and development of a neutral attitude. Diet is one of the important constituents for healthy living. In order to think right, it is important to feed yourself the right ingredients. Yoga science emphasises upon eating a sattvic diet, which consists of food cooked in low flame with the minimal of spices. Thus, eating the right proportion of fresh fruits and vegetables helps in building immunity. It also helps in balancing the craving for rich or spicy foods.

Mindfulness: Yoga focuses upon the aspect of mindful breathing where an individual focuses on deeply on the incoming and outgoing breath. By focussing on the breathing pattern, an individual is able to control or reduce the levels of stress and anxiety. Mindful breathing is taught to children with the help of Pranayama techniques.

Neutral mentality: An individual should possess a neutral mentality towards individual or situations. Yoga teaches the essence of patience and open-heartedness. It teaches neutral reception without being judgemental. These ideals are integrated within the children through regular yoga classes and workshop. Thus, balancing the different postures in asana helps an individual develop a high level of patience and durability.

UNIT 6.5: Yoga Techniques and Compliant Safety Standards

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the contraindication of yoga practices for specific conditions

6.5.1 Contraindication of Yoga Practices

The Yoga asanas are suggested as per individual health needs or requirements. Practising the asanas in sequential order can boost individual organs or organ systems. However, performing certain asanas under particular health conditions can produce far more deleterious effects. A few of these have been discussed under contraindications below:

Asanas	Contraindications
Dhanurasana	<ul style="list-style-type: none"> • The asana should not be performed by children with Migraine or the ones who have encountered a back injury
Setu Bandhasana	<ul style="list-style-type: none"> • It is important to know the medical condition of the child as one who has hernia, or peptic ulcers should refrain from performing the asana.
Marjaryasana	<ul style="list-style-type: none"> • Children with webbed neck or any form of disability should not perform the asana
Gomukhasana	<ul style="list-style-type: none"> • Trying to reach for the palms without understanding the flexibility of the arms can result in a sprain • Children with sciatica (often inherited genetically) should avoid performing the asana
Vriksasana	<ul style="list-style-type: none"> • Children with a back injury or genetic sciatica should be refrained from performing the exercise
Bhujangasana	<ul style="list-style-type: none"> • Beginners should be refrained raising their chest too high from the floor, as it may result in back injury

Table 6.5.1.1: Contraindication of specific yoga poses for children

UNIT 6.6: Teaching Bal Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Demonstrate Bal yoga asana based on six month duration

6.6.1 Six months of Bal Yoga

Bal Yoga Asana	
1st month	1. Alphabet yoga a. A FOR Aeroplane b. B for Butterfly c. C for cobra d. D for Dog
	2. Animal Pose Asana a. BUTTERFLY b. CAT POSE c. DOG POSE
	3. Basic Asana And Pranayama Pranayama a. Om chanting Breathing Practices b. Hands in and Out
	4. Standing Asana a. Tadasana b. Ardhakati Chakrasana
	5. Prone Asana a. Navasana b. Bhujangasana
	6. Supine Asana a. Straight leg raising b. Both leg raising
	7. Sitting Asana a. Butterfly b. Paschimostasana
	8. Meditation Pose a. Padmasana b. Suryanamskar

Bal Yoga Asana	
2nd month	1. Alphabet Yoga <ol style="list-style-type: none"> a. A FOR Aeroplane b. B for Butterfly c. C for cobra d. D for Dog e. E for Elephant f. F for Frog g. G for Grasshopper h. H for Hog- pogh
	2. Animal Pose Asana <ol style="list-style-type: none"> a. Butterfly b. Cat Pose c. Dog Pose d. Elephant Trunk Pose e. Fish Pose f. Garudasana
	3. Basic Asana And Pranayama Pranayama <ol style="list-style-type: none"> a. Om Chanting b. Nadi Suddhi Breathing Practices <ol style="list-style-type: none"> a. Hands in and Out b. Hands Stretch
	4. Standing Asana <ol style="list-style-type: none"> a. Tadasana b. Ardhakati Chakrasana c. Ardha Chakrasana d. Padhastasana
	5. Prone Asana <ol style="list-style-type: none"> a. Navasana b. Bhujangasana c. Sarpasana d. Salbhasana
	6. Supine Asana <ol style="list-style-type: none"> a. Straight leg raising b. Both leg raising c. Cycling d. Setu Bandhasana
	7. Sitting Asana <ol style="list-style-type: none"> a. Butterfly b. Paschimostasana c. Alternate toe touching d. Chakki Chalana
	8. Meditation Pose <ol style="list-style-type: none"> a. Padmasana b. Vajrasana c. Suryanamskar

Bal Yoga Asana	
3rd month	1. Alphabet Yoga <ol style="list-style-type: none"> A FOR Aeroplane B for Butterfly C for cobra D for Dog E for Elephant F for Frog G for Grasshopper H for Hog- pogh I for Ice-cream J For jumping K for Kati chakrasana L for Lotus Pose
	2. Animal Pose Asana <ol style="list-style-type: none"> Butterfly Cat Pose Dog Pose Elephant Trunk Pose Fish Pose Garudasana Hare pose Lion Pose Moneky pose
	3. Basic Asana And Pranayama Pranayama <ol style="list-style-type: none"> Om Chanting Nadi Suddhi Bhamari Breathing Practices <ol style="list-style-type: none"> Hands in and Out Hands Stretch Ankle Stretch
	4. Standing Asana <ol style="list-style-type: none"> Tadasana Ardhakati Chakrasana Ardha Chakrasana Padhastasana Trikonasana Viskhasana Garudasana
	5. Prone Asana <ol style="list-style-type: none"> Navasana Bhujangasana Sarpasana Salbhasana

Bal Yoga Asana	
	<p>6. Supine Asana</p> <ul style="list-style-type: none"> a. Straight leg raising b. Both leg raising c. Cycling d. Setu Bandhasana
	<p>7. Sitting Asana</p> <ul style="list-style-type: none"> a. Butterfly b. Paschimostasana c. Alternate toe touching d. Chakki Chalana e. Vakrasana f. Vajrasana g. Shankasana
	<p>8. Meditation Pose</p> <ul style="list-style-type: none"> a. Padmasana b. Vajrasana c. Suryanamskar
4th month	<p>1. Alphabet Yoga</p> <ul style="list-style-type: none"> a. A FOR Aeroplane b. B for Butterfly c. C for cobra d. D for Dog e. E for Elephant f. F for Frog g. G for Grasshopper h. H for Hog- pogh i. I for Ice-cream j. J For jumping k. K for Kati chakrasana l. L for Lotus Pose m. M for Mandukasana n. N for Naukasana o. O for one leg raising p. P for Parvatasana
	<p>2. Animal Pose Asana</p> <ul style="list-style-type: none"> a. Butterfly b. Cat Pose c. Dog Pose d. Elephant Trunk Pose e. Fish Pose f. Garudasana g. Hare pose h. Lion Pose i. Moneky pose j. Tiger Pose k. Tortoise Pose l. Cobra Pose

Bal Yoga Asana

3. Basic Asana And Pranayama

Pranayama

- a. Om Chanting
- b. Nadi Suddhi
- c. Bhamari

Breathing Practices

- a. Hands in and Out
- b. Hands Stretch
- c. Ankle Stretch

4. Standing Asana

- a. Tadasana
- b. Ardhakati Chakrasana
- c. Ardha Chakrasana
- d. Padhastasana
- e. Trikonasana
- f. Viskhasana
- g. Garudasana

5. Prone Asana

- a. Navasana
- b. Bhujangasana
- c. Sarpasana
- d. Salbhasana

6. Supine Asana

- a. Straight Leg Raising
- b. Both Leg Raising
- c. Cycling
- d. Setu Bandhasana

7. Sitting position asana

- a. Butterfly
- b. Pachimostasana
- c. Alternate Toe Touching
- d. Chakki Chalana
- e. Vakrasana
- f. Vajrasana
- g. Shankasana
- h. Mandukasana
- i. Ustrasana

8. Meditation Pose

- a. Padmasana
- b. Vajrasana
- c. Suryanamaskar

Bal Yoga Asana

5th month

1. Alphabet Yoga

- a. A FOR Aeroplane
- b. B for Butterfly
- c. C for cobra
- d. D for Dog
- e. E for Elephant
- f. F for Frog
- g. G for Grasshopper
- h. H for Hog- pogh
- i. I for Ice-cream
- j. J For jumping
- k. K for Kati chakrasana
- l. L for Lotus Pose
- m. M for Mandukasana
- n. N for Naukasana
- o. O for one leg raising
- p. P for Parvatasana
- q. Q for quite a breath
- r. R for Rabbit Pose
- s. S for Suryanamskar
- t. T for Tiger pose

2. Animal Pose Asana

- a. Butterfly
- b. Cat Pose
- c. Dog Pose
- d. Elephant Trunk Pose
- e. Fish Pose
- f. Garudasana
- g. Hare pose
- h. Lion Pose
- i. Moneky pose
- j. Tiger Pose
- k. Tortoise Pose
- l. Cobra Pose
- m. Camel Pose
- n. Cow Face Pose
- o. Frog Pose

3. Basic Asana And Pranayama**Pranayama**

- a. Om Chanting
- b. Nadi Suddhi
- c. Bhamari

Breathing Practices

- a. Hands in and Out
- b. Hands Stretch
- c. Ankle Stretch

Bal Yoga Asana	
	<p>4. Standing Asana</p> <ul style="list-style-type: none"> a. Tadasana b. Ardhakati Chakrasana c. Ardha Chakrasana d. Padhastasana e. Trikonasana f. Viskhasana g. Garudasana
	<p>5. Prone Asana</p> <ul style="list-style-type: none"> a. Navasana b. Bhujangasana c. Sarpasana d. Salbhasana
	<p>6. Supine Asana</p> <ul style="list-style-type: none"> a. Straight Leg Raising b. Both Leg Raising c. Cycling d. Setu Bandhasana
	<p>7. Sitting position asana</p> <ul style="list-style-type: none"> a. Butterfly b. Pachimostasana c. Alternate Toe Touching d. Chakki Chalana e. Vakrasana f. Vajrasana g. Shankasana h. Mandukasana i. Ustrasana
	<p>8. Meditation Pose</p> <ul style="list-style-type: none"> a. Padmasana b. Vajrasana c. Suryanamaskar

Bal Yoga Asana

6th month

1. Alphabet Yoga

- a. A FOR Aeroplane
- b. B for Butterfly
- c. C for cobra
- d. D for Dog
- e. E for Elephant
- f. F for Frog
- g. G for Grasshopper
- h. H for Hog- pogh
- i. I for Ice-cream
- j. J For jumping
- k. K for Kati chakrasana
- l. L for Lotus Pose
- m. M for Mandukasana
- n. N for Naukasana
- o. O for one leg raising
- p. P for Parvatasana
- q. Q for quite a breath
- r. R for Rabbit Pose
- s. S for Suryanamskar
- t. T for Tiger pose
- u. U for Ustrasana
- v. V for Vakrasana
- w. W for warrior pose
- x. X for X mass tree pose
- y. Y for Yog mudra
- z. Z for Zig Zag move

2. Animal Pose Asana

- a. Butterfly
- b. Cat Pose
- c. Dog Pose
- d. Elephant Trunk Pose
- e. Fish Pose
- f. Garudasana
- g. Hare pose
- h. Lion Pose
- i. Moneky pose
- j. Tiger Pose
- k. Tortoise Pose
- l. Cobra Pose
- m. Camel Pose
- n. Cow Face Pose
- o. Frog Pose
- p. Rabbit Pose

Bal Yoga Asana	
	<p>3. Basic Asana And Pranayama</p> <p>Pranayama</p> <ul style="list-style-type: none"> a. Om Chanting b. Nadi Suddhi c. Bhamari <p>Breathing Practices</p> <ul style="list-style-type: none"> a. Hands in and Out b. Hands Stretch c. Ankle Stretch
	<p>4. Standing Asana</p> <ul style="list-style-type: none"> a. Tadasana b. Ardhakati Chakrasana c. Ardha Chakrasana d. Padhastasana e. Trikonasana f. Viskhasana g. Garudasana
	<p>5. Prone Asana</p> <ul style="list-style-type: none"> a. Navasana b. Bhujangasana c. Sarpasana d. Salbhasana
	<p>6. Supine Asana</p> <ul style="list-style-type: none"> a. Straight Leg Raising b. Both Leg Raising c. Cycling d. Setu Bandhasana
	<p>7. Sitting position asana</p> <ul style="list-style-type: none"> a. Butterfly b. Pachimostasana c. Alternate Toe Touching d. Chakki Chalana e. Vakrasana f. Vajrasana g. Shankasana h. Mandukasana i. Ustrasana
	<p>8. Meditation Pose</p> <ul style="list-style-type: none"> a. Padmasana b. Vajrasana c. Suryanamaskar

Table: 6.6.1: Month-wise division of Bal yoga asana

Summary

- A yoga session opens and closes with chants in Sanskrit.
- Chanting a mantra helps in enhancing the conscious level of an individual.
- Om embodies the divine energy and has three main characteristics –creation, preservation and liberation.
- Under any situation, an individual should first analyse the situation and ask as many questions as possible.
- It is very important to take note of the medical history of a child before starting the asanas.
- Practising the Baddh Kongsana can help control the level of adrenaline in the body and reduce the frightening or stress response of the body
- Practising the Pawanamuktasana helps in toning the abdominal muscles and removing belly fat
- The Cushions are a great way to encourage your children to perform Yoga asanas.
- The children could be shown colourful and vibrantly illustrated yoga cards showing basic poses with instructions on the back.
- Bhujanaga means snake or cobra. In this asana, the body of an individual is raised like the hood of a snake.
- “Yoga psychology is the science of the embodied relationship between consciousness and mind”- Dr Swami Shankardev Saraswati
- Diet is one of the important constituents for healthy living. In order to think right, it is important to feed yourself the right ingredients. Yoga science emphasises upon eating a sattvic diet, which consists of food cooked in low flame with the minimal of spices.
- Practising the asanas in sequential order can boost individual organs or organ systems.

Activity

- Make a list of different yoga poses beneficial for children. Try performing them one by one. Identify the challenges while performing the asanas. Discuss the issue with your supervisor.
- X is a 14-year-old obese boy also suffering from Asthma. Keeping in mind the health condition of X, make a list of yoga asana which could be performed by him. Try performing the asana by yourself. Discuss any challenges faced with your supervisor.

Exercise



A. Choose the correct alternative:

1. Which of the following asana shouldnot be performed by a child with migraine?
 - Setu Bandhasana
 - Dhanurasana
 - Gomukhasana
2. Which of the following is NOT a part of yoga counselling?
 - Diet
 - Mindfulness
 - Travelling
3. Which one of the following nervous system is activated by performing yoga on a regular basis?
 - Parasympathetic nervous system
 - Sympathetic nervous system
 - Central nervous system
4. What is the Shavasana also known as?
 - The corpse pose
 - The cow pose
 - The donkey pose
5. **Purusha –Prakriti** is the concept emphasised by?
 - Samkhya
 - Tantra
 - Vedanta

B. Match the following:

Column A	Column B
Yoga tool	Marjyryasana
Shavasana	Meditation cushion
Cures gastritis	Vajrasana
Cat Pose	Pawamakutasana
Reduce academic related stress in children	Corpse Pose

C. Answer the Following questions:

1. Tell the three different yoga tools used for children.
2. Explain three benefits of Dhanurasana for children.
3. Describe the importance of chanting OM.
4. How can Garudasana boost concentration in children?
5. What are the benefits of mindfulness in children?
6. How is *Marjyryasana* performed?



7. Conduct the Mahila Yoga Sessions

- Unit 7.1 - Guest's Conditions and Aspirations Addressed through Yoga
- Unit 7.2 - Mahila Yoga Tools and Techniques
- Unit 7.3 - Yoga Practices Appropriate To Guest
- Unit 7.4 - Yoga and Its Effect on Body and Mind



Key Learning Outcomes



At the end of this module, you will be able to:

1. Explain how guest's conditions and aspirations are addressed through yoga
2. Identify yoga poses causing discomfort to guests
3. Describe the benefits of yoga to baby and mother

UNIT 7.1: Guest's Conditions and Aspirations Addressed through Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the reasons for the collection of guest's medical history
2. Demonstrate asanas based on guest specifications
3. Apply yoga teachings and philosophy to Mahila Yoga

7.1.1 Reasons for the Collection of Guest's Medical History

- To understand the physical needs and requirements of the participant (for example, height, weight, pre-menstruating, menstruating, post-menstruating, pregnant, etc.)
- To avoid contraindications from the practice of any particular asana
- To know if the person has already been diagnosed with any particular disease
- To gather knowledge regarding the family history of the guest

The Mahila Yoga sessions are designed keeping in mind the physiological and psychological needs of the women. Few specific asanas have been discussed below based upon the present health condition of the guests and the goals to be achieved.

7.1.2 Application of Teachings and Philosophy to Mahila Yoga

The teachings of Yoga tradition can be applied to women in a number of ways. The practice of regular yoga can produce different physiological and psychological benefits in women. Some of these have been detailed below:

Reduced stress: Practising yoga on a regular basis can boost up the serotonin level in the brain. Serotonins are known to be happy hormones, which can alleviate stress and emotional response within an individual.

Treats mood disorders: Many women and young girls suffer from Pre-Menstrual Stress (PMS). Additionally, women who have undergone menopause have reduced levels of serotonin which affects their overall mood pattern. Thus, practising yoga on a regular basis helps in the treatment of frequent mood swings in women.

Reduces gynaecological issues: The Practice of yoga on a regular basis can help cure hormonal disbalance. Most of the gynaecological issues occur in women due to hormonal misbalance. Hence, practising the asanas on a regular basis can message the underlying organs reducing the chances of malfunctioning.

Mindfulness: Yoga practice can help an individual become more mindful of their present situation. Mindfulness teaches an individual to focus only upon their incoming and outgoing breath amidst every stressful situation. This helps in shifting the focus entirely from a stressful situation and helps in finding out a solution to the problem.

Find balance in life: Women are multitasking as they have to balance both the burden of their family as well as perform well in their job sector. Therefore, one may struggle to find the right balance. Therefore, practising the asana on a regular basis helps them in developing a patient approach towards problems.

UNIT 7.2: Mahila Yoga Tools and Techniques

Unit Objectives

At the end of this unit, you will be able to:

1. Recognise various tools used in Mahila Yoga
2. Explain the different techniques applied in Mahila Yoga

7.2.1 Tools Used In Mahila Yoga

The different kinds of tools which can be used by women for performing Yoga asanas are as follows:

Yoga Mat:

- The yoga mat provides a clean, supportive and cushioning surface for performing the asanas
- The Yoga mats are extremely essential for pregnant women, as it reduces the risk of falling while performing the asanas
- The thicker mats are useful for the ones with joint issues

Blocks and Blankets:

- Yoga blocks are made up of wood, cork and bamboo
- A standard block measures 3" * 6" * 9."
- The blocks can be used by pregnant women for extending their reach in a pose like Trikonasana
- A thickly folded blanket can provide support to the hips in a seating position

Straps or belts:

- The straps or belts can be used to extend the stretch
- They can be used to keep the legs and arms in proper alignment
- Additionally, towels can be used to wipe off the excess sweat while performing the asanas.

7.2.2 Techniques Applied In Mahila Yoga

The techniques refer to the methods or practices which are applied in Mahila Yoga. Some of the most important aspects of Mahila Yoga are as follows:

1. Toning the pelvic floor-

Few of the yoga poses which could be performed for toning the pelvic floor in women are as follows:

A. Tadasana (Mountain Pose)

The Tadasana is also known as the Mountain pose in common English. The different steps of performing the Tadasana are as follows:

- Stand with your feet together
- Place your hands alongside your body
- You must make your thigh muscles firm
- Gently push your upper thighs inward
- Look slightly upward

- Breathe in and stretch your shoulders, arms, and chest upwards
- Hold the pose for a few seconds
- Exhale then release

Benefits:

- Practising the asana helps improve body posture
- Tone abdomen and buttocks
- Relieves sciatica
- Makes spine more agile
- Excellent asana for increasing height (over five year's times)
- Regulates digestive, nervous and respiratory systems

Contraindications:

The ones with the following problems should avoid performing the asana as :

- Insomnia
- Migraine
- Low blood pressure



*Fig. 7.2.1: A woman standing in a pose of Tadasana
(Source: www.yogajournal.com)*

B. Chair Pose (Utkatasana)

The chair pose is also known as the Utkatasana. In this asana, the yogi sits on an imaginary chair. It engages the strength of your legs, back and ankles. Utkatasana is a Sanskrit derivative which means 'powerful pose'. The different steps of performing an Utkatasana are as follows:

- Stand in Tadasana
- Inhale and raise your arms perpendicular to the floor
- Exhale and bend your knees
- Place your thighs as nearly parallel to the floor as possible
- The knees will project out over the feet
- The torso should lean slightly forward over the thighs

- The torso should form a right angle with the top of the thighs
- Firm your shoulder blades against the back
- Hold the position for a minute or two
- Exhale and come back to Tadasana

Benefits of Tadasana:

- Strengthens ankles, calves, thighs and spine
- Stretches the shoulders and chest
- Stimulates the abdominal organs
- Reduces flat feet

Precautions:

The pose should not be performed with insomnia and low blood pressure



*Fig. 7.2.2: A yogi performing the chair pose
(Source: www.yogajournal.com)*

C. Veerbhadrasana (Warrior Pose)

The warrior pose is also known as Virabhadrasana or Veerabhadrasana. The practice of the pose strengthens the arms, shoulders, thighs and back muscles. The pose is named after a fierce warrior, an incarnation of Lord Shiva. The different steps of performing the Veerbhadrasana are as follows:

- Stand straight with your legs wide apart
- Turn your right foot out by 90 degrees and left a foot out by 15 degrees
- Lift both arms sideways to shoulder height with palms facing upwards
- Breathe out, bend your right knee
- Turn your head and look to your right
- Stretch your arms farther
- Gently push your pelvis portion down
- Hold the pose for about 2-3 minutes
- Breathe in, come up
- Breathe out and bring your hands down from the sides
- Repeat the yoga pose

Benefits:

- The benefits of performing the chair pose are as follows:
- Strengthens and tones the arms, legs and lower back
- Improves the body balance
- Beneficial for those with frozen shoulders
- Helps in reducing stress and anxiety

Precautions:

- The warrior poses should not be performed by the following:
- The ones who have just recovered from a chronic illness
- People who have experienced spinal disorders
- People with high blood pressure
- The pose should be avoided by one suffering from diarrhoea
- People suffering from knee pain or arthritis



*Fig. 7.2.3: A yogi performing the warrior pose
(Source: www.yogatoday.com)*

2. Core abdomen and lower back strengthening–

The asanas which could be performed for strengthening the core abdomen and lower back of women are as follows:

A. Downward facing dog

The Downward facing dog is also known as the **Adho Mukha Savasana**. The detailed step of performing the asana is as follows:

- Come on to the floor with your hands and knees
- Exhale and lift your knees away from the floor
- Exhale, push your thighs back and stretch your heels
- Press the base of the fingers actively onto the floor
- Stay in the pose for 2-3 minutes
- Exhale and rest

Benefits:

- Strengthens the arms and shoulders
- Tones the core and waist
- Lengthens the hamstrings and calves
- Increases blood flow to the brain
- Stretches the spine and strengthens back

B. Bridge Pose

SetuBandha Sarvangasana or Setu Bandhasana is also known as the **bridge pose**. The pose resembles the structure of a bridge. It helps in stretching the back, neck, and chest and relaxes the entire body. [*Refer to unit 3.15; point 3*]

C. Cat Pose

The Cat pose is also known as Marjaryasana. Practising the asana helps in stretching the back, torso and neck. [*Refer to unit 7.3*]

D. Cow Pose

The cow pose is also known as Bitilasana. The detailed steps to performing the asana are as follows:

- Sit on all four of your arms and legs in a tabletop position
- Press your fingers against the mat
- Inhale slowly and lift your chest up
- Point your back towards the ceiling shaping it in the form of an arch
- Exhale and come back to the neutral position

Benefits:

- Messages the spine increasing flexibility
- Great as a warm-up before performing other exercises

3. Mindfulness breathing practices–

The asana which could be performed for boosting of mindfulness in women are as follows:

A. Ujjayi Pranayama

Ujjayi Pranayama is a part of Ashtanga Yoga practices used by ancient Yogis of India. The practice of this kind of Pranayama involves deep inhalation using both the nostrils with a half-closed glottis. [*Refer to 3.12.2 (9) for more details and steps*]

B. Nadi Shoddha Pranayama

‘Nadis’ refer to different energy channels which are present within the human body. The **Nadi Shodhana Pranayama** or NadiSuddhi helps clear the blocked energy channels and brings about a calming effect. [*Refer to 3.12.2 (5) for more steps and details*]

UNIT 7.3: Yoga Practices Appropriate To Guest

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the sequence of yoga practices to be performed as per guest needs

7.3.1 List of Mahila Yoga asana

The Yoga asana could be divided into six-month cycle depending upon the guest needs. It is designed keeping in mind the age and health condition of the guest. Some of the yoga asanas which could be performed by the guest have been entailed below as:

Mahila Yoga Asana	
1st month	1. Pranayama a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama
	2. Breathing Practices a. Hand In And Out b. Hand Stretch
	3. Loosing Practices a. Jogging b. Forward and Backward Bending
	4. Standing Asana a. Tadasana b. Ardhakati Chakrasana
	5. Sitting Asana a. Butterfly b. Paschimostasana Stretch
	6. Supine Asana a. Makrasana b. Navasana
	7. Prone Asana a. Savasana b. Straight Leg Raising
	8. Mudra a. Chin Mudra
	9. Trataka a. Joyti Trataka

Mahila Yoga Asana	
2nd month	1. Pranayama a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama c. Surya Bedhi Pranayama
	2. Breathing Practices a. Hand In And Out b. Hand Stretch c. Ankles Stretch
	3. Loosing Practices a. Jogging b. Forward and Backward Bending c. Side Bending
	4. Standing Asana a. Tadasana b. Ardhakati Chakrasana c. Ardha Chakrasana
	5. Sitting Asana a. Butterfly b. Paschimostasana Stretch c. Alternate Toe Touching d. Bhunamana
	6. Supine Asana a. Makrasana b. Navasana c. Bhujangasana
	7. Prone Asana a. Savasana b. Straight Leg Raising c. Both leg raising d. cycling
	8. Mudra a. Chin Mudra b. Chinmaya Mudra
	9. Trataka a. Joyti Trataka

Mahila Yoga Asana	
3rd month	1. Pranayama a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama c. Surya Bedhi Pranayama d. Chandra Bedhi Prayama
	2. Breathing Practices a. Hand In And Out b. Hand Stretch c. Ankles Stretch d. Dog Breath
	3. Loosing Practices a. Jogging b. Forward and Backward Bending c. Side Bending d. Twisting
	4. Standing Asana a. Tadasana b. Ardhakati Chakrasana c. Ardha Chakrasana d. Padhastasana
	5. Sitting Asana a. Butterfly b. Paschimostasana Stretch c. Alternate Toe Touching d. Bhunamana e. Chakki Chalana f. Chappati Making g. Paschimatanasana
	6. Supine Asana a. Makrasana b. Navasana c. Bhujangasana d. Sarpasana
	7. Prone Asana a. Savasana b. Straight Leg Raising c. Both leg raising d. cycling e. Both Leg Cycling
	8. Mudra a. Chin Mudra b. Chinmaya Mudra c. Adi Mudra
	9. Trataka a. Joyti Trataka

Mahila Yoga Asana	
4th month	1. Pranayama <ol style="list-style-type: none"> Surya Anuloma Viloma Pranayama Chandra Anuloma Viloma Pranayama Surya Bedhi Pranayama Chandra Bedhi Prayama Nadi Suddhi Pranayama Cooling Pranayama Sithli Pranayama Sitkari Pranayama Sadanta Pranayama
	2. Breathing Practices <ol style="list-style-type: none"> Hand In And Out Hand Stretch Ankles Stretch Dog Breath Rabbit Breathing Shankasana Breathing Straight Leg Raising Both Leg Raising
	3. Loosing Practices <ol style="list-style-type: none"> Jogging Forward and Backward Bending Side Bending Twisting
	4. Standing Asana <ol style="list-style-type: none"> Tadasana Ardhakati Chakrasana Ardha Chakrasana Padhastasana Trikonasana Viskhasana Garudasana
	5. Sitting Asana <ol style="list-style-type: none"> Butterfly Paschimostasana Stretch Alternate Toe Touching Bhunamana Chakki Chalana Chappati Making Paschimatanasana Vakrasana Ardha Masterndrasana Vajrasana

Mahila Yoga Asana	
	6. Supine Asana a. Makrasana b. Navasana c. Bhujangasana d. Sarpasana e. Nilama Salbhasana
	7. Prone Asana a. Savasana b. Straight Leg Raising c. Both leg raising d. cycling e. Both Leg Cycling f. Sisor
	8. Mudra a. Chin Mudra b. Chinmaya Mudra c. Adi Mudra d. Brahmara Mudra
	9. Trataka a. Joyti Trataka
5th month	1. Pranayama a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama c. Surya Bedhi Pranayama d. Chandra Bedhi Prayama e. Nadi Suddhi Pranayama f. Cooling Pranayama g. Sithli Pranayama h. Sitkari Pranayama i. Sadanta Pranayama j. Bhamari Pranayama
	2. Breathing Practices a. Hand In And Out b. Hand Stretch c. Ankles Stretch d. Dog Breath e. Rabbit Breathing f. Shankasana Breathing g. Straight Leg Raising h. Both Leg Raising
	3. Loosing Practices a. Jogging b. Forward and Backward Bending c. Side Bending d. Twisting

Mahila Yoga Asana

4. Standing Asana

- a. Tadasana
- b. Ardhakati Chakrasana
- c. Ardha Chakrasana
- d. Padhastasana
- e. Trikonasana
- f. Viskhasana
- g. Garudasana

5. Sitting Asana

- a. Butterfly
- b. Paschimostasana Stretch
- c. Alternate Toe Touching
- d. Bhunamana
- e. Chakki Chalana
- f. Chappati Making
- g. Paschimatanasana
- h. Vakrasana
- i. Ardha Masterndrasana
- j. Vajrasana
- k. Shankasana
- l. Mandukasana
- m. Ustrasana
- n. Supta Vajrasana

6. Supine Asana

- a. Makrasana
- b. Navasana
- c. Bhujangasana
- d. Sarpasana
- e. Nilama Salbhasana
- f. Salbhasana
- g. Saral Dhanurasana
- h. Dhanurasana

7. Prone Asana

- a. Savasana
- b. Straight Leg Raising
- c. Both leg raising
- d. cycling
- e. Both Leg Cycling
- f. Sisor
- g. Pawanamuktasana
- h. Setu Bandhasana

8. Mudra

- a. Chin Mudra
- b. Chinmaya Mudra
- c. Adi Mudra
- d. Brahmara Mudra

9. Tratka

- a. Joyti Tratka

Mahila Yoga Asana	
6th month	1. Pranayama a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama c. Surya Bedhi Pranayama d. Chandra Bedhi Prayama e. Nadi Suddhi Pranayama f. Cooling Pranayama g. Sithli Pranayama h. Sitkari Pranayama i. Sadanta Pranayama j. Brahmari Pranayama
	2. Breathing Practices a. Hand In And Out b. Hand Stretch c. Ankles Stretch d. Dog Breath e. Rabbit Breathing f. Shankasana Breathing g. Straight Leg Raising h. Both Leg Raising
	3. Loosing Practices a. Jogging b. Forward and Backward Bending c. Side Bending d. Twisting
	4. Standing Asana a. Tadasana b. Ardhakati Chakrasana c. Ardha Chakrasana d. Padhastasana e. Trikonasana f. Viskhasana g. Garudasana
	5. Sitting Asana a. Butterfly b. Paschimostasana Stretch c. Alternate Toe Touching d. Bhunamana e. Chakki Chalana f. Chappati Making g. Paschimatanasana h. Vakrasana i. Ardha Masterndrasana j. Vajrasana k. Shankasana l. Mandukasana m. Ustrasana n. Supta Vajrasana

Mahila Yoga Asana	
	6. Supine Asana a. Makrasana b. Navasana c. Bhujangasana d. Sarpasana e. Nilama Salbhasana f. Salbhasana g. Saral Dhanurasana h. Dhanurasana
	7. Prone Asana a. Savasana b. Straight Leg Raising c. Both leg raising d. cycling e. Both Leg Cycling f. Sisor g. Pavanmuktasana h. Setubandhasana
	8. Mudra a. Chin Mudra b. Chinmaya Mudra c. Adi Mudra d. Brahmara Mudra
	9. Trataka a. Joyti Trataka

Table: Month-wise division of Mahila yoga asana

UNIT 7.4: Yoga and Its Effect on Body and Mind

Unit Objectives

At the end of this unit, you will be able to:

1. Describe Yogic lifestyle counselling

7.4.1 Yogic Lifestyle Counselling

Lifestyle counselling through Yoga is based on a few important aspects such as –diet, mindful breathing and possessing a neutral mentality.

Diet:

The diet plays a very important role in maintaining the health of an individual. The diet requirements are completely different for young girls compared to expecting mothers or middle-aged women. The dietary requirements have been further represented in a chart below:

Stage of life	Dietary requirements
Pre-menstrual phase	Anti-inflammatory foods like fruits, vegetables, almonds, foods rich in serotonin such as green leafy vegetables
Menstrual phase	Soothing tea, chamomile to combat cramps, limit fatty foods, reduce alcohol or caffeine intake, iron-rich diet
Expecting Mothers	Protein-rich foods like meat, poultry, fish, eggs, beans, tofu, cheese, milk, nuts and seeds, daily prenatal vitamin particularly folic acid, vitamin B and C complex
Women above the age of 40	Whole grains, legumes, fruit and nuts, vegetables, milk and yoghurt, plant-based oils, fatty fish, nuts, avocados, etc.

Table: Diet requirements of a woman based on the stage of the lifecycle

Mindfulness:

Yoga focuses upon the aspect of mindful breathing, where an individual mainly focuses upon the incoming and outgoing breath. By focussing upon the breathing pattern, an individual is able to control or reduce the levels of stress and anxiety. Mindful breathing can be practised through methods of Pranayama.

Neutral mentality:

An individual should possess a neutral mentality in different situations or people. Yoga teaches neutral reception without being judgemental. It also helps women to create an effective balance between their work and family life.

Summary

- The Mahila Yoga sessions are designed keeping in mind the physiological and psychological needs of the women.
- Practising the Rabbit pose helps in the cure of thyroid disorder
- Practising the full butterfly position increases blood circulation within the pelvic region enhancing the functioning of the ovaries
- Practising the Bhujangasana boost the functioning of the adrenal glands
- Practising yoga on a regular basis can boost up the serotonin level in the brain.
- Prenatal yoga is a way to maintain a healthy mind and body.
- It is very important to take into consideration the medical history of a participant before starting the asana.
- An individual should possess a neutral mentality in different situations or people. Yoga teaches neutral reception without being judgemental.
- Practising the revolved side angle pose during pregnancy may create pressure on the lower abdomen which may affect the normal breathing pattern

Activity

Mrs Z has been suffering from mood disorder and osteoarthritis. Identify the yoga poses which could be suggested to cure her physical and mental health issues. Try performing the asana one by one by yourself. Also, identify the challenges which could arise while performing the asana. Discuss the same with your supervisor.

Activity

X is a 23-year-old woman suffering from hormonal disbalance and digestion related issues. Identify the yoga asana which could be performed to cure to her health issues. Try performing the asana by yourself one by one. Discuss any challenges faced with your trainer.

Exercise



A. Choose the correct alternative:

1. Which of the following asana boosts the functioning of the adrenal glands?
 - Dhanurasana
 - Virabhadrasana
 - Bhujangasana
2. Which of the following is NOT a benefit offered by performing prenatal yoga?
 - Improves sleep pattern
 - Reduces morning sickness
 - Regulates heartbeat
3. Which of the following asana is not safe to perform on the 4th month of pregnancy?
 - Utkatasana
 - Utthanasana
 - Vajrasana
4. Which of the following cannot be used as props by pregnant women for performing yoga?
 - Belts
 - Blocks
 - Weights
5. Women above the age of 40 should have a diet rich in _____?
 - Whole grains
 - Spices
 - Caffeine

B. Match the following:

Column A	Column B
Pre-menstrual phase	Setu Bandha Sarvangasana
Frog Pose	Releases emotional stress
Bridge Pose	Anti-inflammatory food
Garuda-asana	performed during 6-9 months of pregnancy
Upavistha Konasana	recommended for breast cancer patients

C. Answer the Following questions:

4. Describe the contra-indications of practising revolved side angle pose during Pregnancy period.
5. Tell three benefits of performing the downward facing dog pose.
6. Describe the application of straps while performing the asana.
7. Identify the application of blocks in performing Mahila yoga.
8. Describe three benefits of performing a full butterfly position



8. Conduct the Vridha Yoga Sessions

Unit 8.1 Guest's Conditions and Preferences

Unit 8.2 - Difficulties Due To Ageing in Performing Yoga

Unit 8.3 - Different Types of Yoga

Unit 8.4 - Yoga Nidra

Unit 8.5 - Vridha Yoga and Its Effect on Body and Mind



Key Learning Outcomes



At the end of this module, you will be able to:

1. Identify Guest conditions and preferences
2. Explain difficulties in performing yoga due to ageing
3. Describe different types of yoga
4. Explain Yoga Nidra
5. Recognise the effect of Vridha yoga on mind and body
6. Identify yoga sessions which could be performed to enhance well being
7. Describe yoga techniques and company safety standards
8. Describe yoga techniques and recommended correction

UNIT 8.1 Guest's Conditions and Preferences

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the reasons for the collection of guest's medical history
2. Demonstrate yoga based on medical history
3. Apply philosophy and teachings to vridha yoga

8.1.1 Reasons for The Collection of Guest's Medical History

- To understand the physical needs and requirements of the participant (for example, height, weight, age, physical deformity, etc.)
- To avoid contraindications from the practice of any particular asana
- To know if the person has already been diagnosed with any particular disease
- To gather knowledge regarding the family history of the guest

It is very important to take into consideration the medical history of a person as well as their sole preferences before deciding upon the asanas which are to be followed with them.

8.1.2 Yoga-Based On Medical History and Preferences

Health Conditions	Goal/Preferences	Asanas	Benefits
Arthritis	To have flexible joints	Veerbhadrasana, Vrikshasana, Marjariasana, Setubandhasana	<ul style="list-style-type: none"> • Practising the Veerbhadrasana helps in curing frozen shoulders • The Vrikshasana strengthens the legs and back • The cat stretch brings flexibility to the entire body including spine, wrists and shoulders • Setubandhasana helps in treating the symptoms of osteoporosis
Alzheimer's disease	To enhance memory and retention power	Pranayama, Shavasana, etc	<ul style="list-style-type: none"> • Focusing the entire attention on breath reduces mental stress which has a negative impact on mind and memory • Practising Shavasana calms the body and mind

Health Conditions	Goal/Preferences	Asanas	Benefits
Parkinson's disease	To improve body balance	Standing or mountain pose, tress pose, warrior pose, Locust pose, child's pose	<ul style="list-style-type: none"> • The standing pose helps strengthen the thighs, knees and ankles which helps in maintaining balance • The Warrior pose helps strengthen legs and ankles increasing stamina • Practising the tree pose helps to strengthen ankles, legs, spine, thighs, chest and shoulders, which helps in improving balance • Practising the asana stimulates the abdominal organs which help in curing indigestion and constipation • Practising the child's poses stretches hips, thighs, ankles which helps to relieve tension and improve body balance
Respiratory distress	To enhance the capacity of lungs	Pranayama, bhujangasana, Wheel pose, upward facing dog	<ul style="list-style-type: none"> • The deep breathing practices in Pranayama expands the lungs which aid in respiration • Practising the Bhujangasana fully opens the chest giving strength and elasticity to the lungs • Wheel pose expands the rib cage which allows more oxygen to enter the lungs • The upward facing dog lengthens the spine and opens the chest which causes more oxygen to enter the lungs

Health Conditions	Goal/Preferences	Asanas	Benefits
Loneliness and depression	To reduce the feelings of sadness and depression	Pranayama, downward facing dog, Virabhadrasana	<ul style="list-style-type: none"> • Focusing the entire attention on breath reduces mental stress along with feelings of loneliness and depression • The Virbhadrasana burns off negative energy making one feel relaxed and calm

8.1.3 Teachings and Philosophy Application to Vridha Yoga

The teachings of Yoga tradition can be applied to Vridha Yoga in a number of ways. Some of these have been discussed in details below:

Reduces nerve damage: The practice of yoga on a regular basis reduces the chances of nerve damage. Yoga helps in faster degeneration of toxic proteins, which on accumulation could lead to Alzheimer's. Therefore, it could be practised as a preventive measure against Alzheimer's.

Joint health: Yoga is a great way to improve flexibility at old age. The less vigorous yoga movements are a great way to loosen muscles. Yoga is a great way to tone muscles or prevent injury.

Respiration: With increasing age, the alveolar muscles loses its capacity to contract or relax. Regular practice of yoga improves respiratory function in the elderly. This could be particularly discussed with regards to the breathing exercises, which helps individual gain control over their thinking patterns by focussing more upon the breath.

Mindfulness: Yoga practice can help an individual become more mindful of their present situation. Mindfulness teaches an individual to focus only upon their incoming and outgoing breath amidst every stressful situation. This is particularly useful for the age group as they have often been seen to suffer from loneliness or insecurity led to anxiety issues. Applying the principles of mindfulness to daily life can also reduce stress and enhance longevity.

Balance and Stability: The Yoga poses focus on balance and stability which is extremely important for old age. Practising yoga on a regular basis helps in strengthening the muscles and improving body balance. This reduces the likelihood of fall for an elderly person.

UNIT 8.2: Difficulties Due To Ageing in Performing Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Demonstrate substitute warm-ups

Yoga asanas are a great way of improving joint and muscle flexibility in old age people. However, due to old age, people may find it difficult to perform certain poses. Therefore, it is important to suggest an alternative form of exercises, which could be performed easily by the old age people.

8.2.1 Plan Substitute Warm-Ups

The asanas to be performed could be divided based upon different age groups. In case of difficulty in performing any particular asana for old age groups, it could be substituted with brisk walking and joint movements.

Asanas	Benefits	Substitute practice
Badha Konasana	It is a restorative stretch which strengthens the muscles of the hip, thighs and joints improving blood circulation in the area.	Bound angle chair pose: The old age group could be allowed to take the support of a chair for performing the Badha konasana asana, as it would relieve the stress from their pelvic region due to sitting for long hours
Balasana	<ul style="list-style-type: none"> • Strengthens the muscles of the hips, joints and thighs • Messages the internal abdominal organs • Good for digestion removes excess gas and cures constipation 	Supine child's pose: Lay down flat, rest your head against a pillow. Fold your legs and lift it upwards towards your chest. Hold your legs with your hand. Inhale and exhale slowly. Come to rest. Repeat.
Downward facing dog pose	<ul style="list-style-type: none"> • Practising the asana helps in curing hand wrist problems • The asana is a good alternative for people with mobility issues 	Blocks and chair could be used as an aid in performing the asana
Bhujangasana	<ul style="list-style-type: none"> • Practising the asana improves blood circulation to the abdominal region • Performing the asana also helps in curing digestion related problems and relieve gas and constipation 	The Bhujangasana can be performed with the help of a pillow. Any old age person facing difficulty in performing the asana can slip a pillow between the gap of his legs. This provides sufficient support to the leg muscles and helps an individual remain in the pose for a longer duration of time.

Table: Alternatives to specific Asana

UNIT 8.3: Different Types of Yoga

Unit Objectives

At the end of this unit, you will be able to:

1. Demonstrate different yoga poses

Vridha Yoga Asana	
1st month	1. Pranayama a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama
	2. Breathing Practices a. Hand In And Out b. Hand Stretch
	3. Loosing Practices a. Jogging b. Forward and Backward Bending
	4. Sithilikarana Vyayama a. Passive Rotation Of Toes b. Toe Bending c. Ankle Rotation d. Knee Rotation e. Knee Cap Tightening f. Full Butterfly g. Waist Rotation h. Wrist Rotation i. Shoulder Rotation j. Neck Bending k. Neck Rotation
	5. Sakti Vikasaka Suksma Vyayama a. For Wrist-Mani bandha sakti vikasaka b. For palms- Kara Tala Sakti vikasaka c. For fingers- Anguli sakti vikasaka d. For elbow – Khaphoni sakti vikasaka e. For Arm – Bhuja bandha sakti vikasaka f. For Back- Kati sakti vikasaka g. For Thigh- Jangha sakti vikasaka h. For calf muscles- Pingla sakti vikasaka
	6. Standing Asana a. Tadasana b. Ardhakati Chakrasana
	7. Sitting Asana h. Butterfly i. Paschimatanasana Stretch

Vridha Yoga Asana	
	8. Supine a. Makrasana b. Navasana
	9. Prone Position Asana a. Savasana b. Straight Leg Raising
	10. Mudra a. Chin Mudra
	11. Trataka a. Joyti Trataka
2nd month	1. Pranayama a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama c. Surya Bedhi Pranayama
	2. Breathing Practices a. Hand In And Out b. Hand Stretch c. Ankles stretch
	4. Loosing Practices a. Jogging b. Forward and Backward Bending c. Side Bending
	4. Sithilikarana Vyayama a. Passive Rotation Of Toes b. Toe Bending c. Ankle Rotation d. Knee Rotation e. Knee Cap Tightening f. Full Butterfly g. Waist Rotation h. Wrist Rotation i. Shoulder Rotation j. Neck Bending k. Neck Rotation
	5. Sakti Vikasaka Suksma Vyayama a. For Wrist-Mani bandha sakti vikasaka b. For palms- Kara Tala Sakti vikasaka c. For fingers- Anguli sakti vikasaka d. For elbow – Khaphoni sakti vikasaka e. For Arm – Bhuja bandha sakti vikasaka f. For Back- Kati sakti vikasaka g. For Thigh- Jangha sakti vikasaka h. For calf muscles- Pingla sakti vikasaka

Vridha Yoga Asana	
	<p>6. Standing Asana</p> <ul style="list-style-type: none"> a. Tadasana b. Ardhakati Chakrasana c. Ardha Chakrasana
	<p>7. Sitting Asana</p> <ul style="list-style-type: none"> a. Butterfly b. Paschimatanasana Sretch c. Alternate Toe Touching d. Bhunamana
	<p>8. Supine</p> <ul style="list-style-type: none"> a. Makrasana b. Navasana c. Bhujangasana
	<p>9. Prone Position Asana</p> <ul style="list-style-type: none"> a. Savasana b. Straight Leg Raising c. Both leg raising d. cycling
	<p>10. Mudra</p> <ul style="list-style-type: none"> a. Chin Mudra b. Chinmaya Mudra
	<p>11. Trataka</p> <ul style="list-style-type: none"> a. Joyti Trataka
3rd month	<p>1. Pranayama</p> <ul style="list-style-type: none"> a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama c. Surya Bedhi Pranayama d. Chandra Bedhi Prayama
	<p>2. Breathing Practices</p> <ul style="list-style-type: none"> a. Hand In And Out b. Hand Stretch c. Ankles stretch d. Dog Breath
	<p>3. Loosing Practices</p> <ul style="list-style-type: none"> a. Jogging b. Forward and Backward Bending c. Side Bending

Vridha Yoga Asana

4. Sithilikarana Vyayama

- a. Passive Rotation Of Toes
- b. Toe Bending
- c. Ankle Rotation
- d. Knee Rotation
- e. Knee Cap Tightening
- f. Full Butterfly
- g. Waist Rotation
- h. Wrist Rotation
- i. Shoulder Rotation
- j. Neck Bending
- k. Neck Rotation

5. Sakti Vikasaka Suksma Vyayama

- a. For Wrist-Mani bandha sakti vikasaka
- b. For palms- Kara Tala Sakti vikasaka
- c. For fingers- Anguli sakti vikasaka
- d. For elbow – Khaphoni sakti vikasaka
- e. For Arm – Bhuja bandha sakti vikasaka
- f. For Back- Kati sakti vikasaka
- g. For Thigh- Jangha sakti vikasaka
- h. For calf muscles- Pingla sakti vikasaka

6. Standing Asana

- a. Tadasana
- b. Ardhakati Chakrasana
- c. Ardha Chakrasana
- d. Padhastasana

7. Sitting Asana

- h. Butterfly
- i. Paschimatanasana Stretch
- j. Alternate Toe Touching
- k. Bhunamana
- l. Chakki Chalana
- m. Chappati Making
- n. Paschimatanasana

8. Supine

- i. Makrasana
- j. Navasana
- k. Bhujangasana
- d. Sarpasana

9. Prone Position Asana

- a. Savasana
- b. Straight Leg Raising
- c. Both leg raising
- d. cycling
- e. Both leg cycling

Vridha Yoga Asana	
	<p>10. Mudra</p> <ul style="list-style-type: none"> a. Chin Mudra b. Chinmaya Mudra c. Adi Mudra
	<p>11. Trataka</p> <ul style="list-style-type: none"> a. Joyti Trataka
4th month	<p>1. Pranayama</p> <ul style="list-style-type: none"> a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama c. Surya Bedhi Pranayama d. Chandra Bedhi Prayama e. Nadi Suddhi Pranayama f. Cooling Pranayama g. Sithli Pranayama h. Sitkari Pranayama i. Sadanta Pranayama
	<p>2. Breathing Practices</p> <ul style="list-style-type: none"> a. Hand In And Out b. Hand Stretch c. Ankles stretch d. Dog Breath e. Rabbit Breathing f. Shankasana Breathing g. Straight Leg Raising h. Both Leg Raising
	<p>3. Loosing Practices</p> <ul style="list-style-type: none"> a. Jogging b. Forward and Backward Bending c. Side Bending d. Twisting
	<p>4. Sithilikarana Vyayama</p> <ul style="list-style-type: none"> a. Passive Rotation Of Toes b. Toe Bending c. Ankle Rotation d. Knee Rotation e. Knee Cap Tightening f. Full Butterfly g. Waist Rotation h. Wrist Rotation i. Shoulder Rotation j. Neck Bending k. Neck Rotation

Vridha Yoga Asana

- | | |
|--|--|
| | <p>5. Sakti Vikasaka Suksma Vyayama</p> <ul style="list-style-type: none"> a. For Wrist-Mani bandha sakti vikasaka b. For palms- Kara Tala Sakti vikasaka c. For fingers- Anguli sakti vikasaka d. For elbow – Khaphoni sakti vikasaka e. For Arm – Bhuja bandha sakti vikasaka f. For Back- Kati sakti vikasaka g. For Thigh- Jangha sakti vikasaka h. For calf muscles- Pingla sakti vikasaka |
| | <p>6. Standing Asana</p> <ul style="list-style-type: none"> a. Tadasana b. Ardhakati Chakrasana c. Ardha Chakrasana d. Padhastasana e. Trikonasana f. Viskhasana g. Garudasana |
| | <p>7. Sitting Asana</p> <ul style="list-style-type: none"> h. Butterfly i. Paschimatanasana Stretch j. Alternate Toe Touching k. Bhunamana l. Chakki Chalana m. Chappati Making n. Paschimatanasana o. Vakrasana p. Ardha Masterndrasana q. Vajrasana |
| | <p>8. Supine</p> <ul style="list-style-type: none"> i. Makrasana j. Navasana k. Bhujangasana d. Sarpasana e. Nilama Salbhasana |
| | <p>9. Prone Position Asana</p> <ul style="list-style-type: none"> a. Savasana b. Straight Leg Raising c. Both leg raising d. cycling e. Both leg cycling f. Sisor |
| | <p>10. Mudra</p> <ul style="list-style-type: none"> a. Chin Mudra b. Chinmaya Mudra c. Adi Mudra d. Brahmara Mudra |

Vridha Yoga Asana	
	11. Trataka a. Joyti Trataka
5th month	1. Pranayama a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama c. Surya Bedhi Pranayama d. Chandra Bedhi Prayama e. Nadi Suddhi Pranayama f. Cooling Pranayama g. Sithli Pranayama h. Sitkari Pranayama i. Sadanta Pranayama j. Bhamari Pranayama
	2. Breathing Practices a. Hand In And Out b. Hand Stretch c. Ankles stretch d. Dog Breath e. Rabbit Breathing f. Shankasana Breathing g. Straight Leg Raising h. Both Leg Raising
	3. Loosing Practices a. Jogging b. Forward and Backward Bending c. Side Bending d. Twisting
	4. Sithilikarana Vyayama a. Passive Rotation Of Toes b. Toe Bending c. Ankle Rotation d. Knee Rotation e. Knee Cap Tightening f. Full Butterfly g. Waist Rotation h. Wrist Rotation i. Shoulder Rotation j. Neck Bending k. Neck Rotation

Vridha Yoga Asana

5. Sakti Vikasaka Suksma Vyayama

- a. For Wrist-Mani bandha sakti vikasaka
- b. For palms- Kara Tala Sakti vikasaka
- c. For fingers- Anguli sakti vikasaka
- d. For elbow – Khaphoni sakti vikasaka
- e. For Arm – Bhuja bandha sakti vikasaka
- f. For Back- Kati sakti vikasaka
- g. For Thigh- Jangha sakti vikasaka
- h. For calf muscles- Pingla sakti vikasaka

6. Standing Asana

- a. Tadasana
- b. Ardhakati Chakrasana
- c. Ardha Chakrasana
- d. Padhastasana
- e. Trikonasana
- f. Viskhasana
- g. Garudasana

7. Sitting Asana

- a. Butterfly
- b. Paschimatanasana Stretch
- c. Alternate Toe Touching
- d. Bhunamana
- e. Chakki Chalana
- f. Chappati Making
- g. Paschimatanasana
- h. Vakrasana
- i. Ardha Masterndrasana
- j. Vajrasana
- k. Shankasana
- l. Mandukasana
- m. Ustrasana
- n. Supta Vajrasana

8. Supine

- i. Makrasana
- j. Navasana
- k. Bhujangasana
- d. Sarpasana
- e. Nilama Salbhasana
- f. Salbhasana
- g. Saral Dhanurasana
- h. Dhanurasana

Vridha Yoga Asana	
	<p>9. Prone Position Asana</p> <ul style="list-style-type: none"> a. Savasana b. Straight Leg Raising c. Both leg raising d. cycling e. Both leg cycling f. Sisor g. Pawanamuktasana h. Setu Bandhasana
	<p>10. Mudra</p> <ul style="list-style-type: none"> a. Chin Mudra b. Chinmaya Mudra c. Adi Mudra d. Brahmara Mudra
	<p>11. Trataka</p> <ul style="list-style-type: none"> a. Joyti Trataka
6 month	<p>1. Pranayama</p> <ul style="list-style-type: none"> a. Surya Anuloma Viloma Pranayama b. Chandra Anuloma Viloma Pranayama c. Surya Bedhi Pranayama d. Chandra Bedhi Prayama e. Nadi Suddhi Pranayama f. Cooling Pranayama g. Sithli Pranayama h. Sitkari Pranayama i. Sadanta Pranayama j. Bhamari Pranayama
	<p>2. Breathing Practices</p> <ul style="list-style-type: none"> a. Hand In And Out b. Hand Stretch c. Ankles stretch d. Dog Breath e. Rabbit Breathing f. Shankasana Breathing g. Straight Leg Raising h. Both Leg Raising
	<p>3. Loosing Practices</p> <ul style="list-style-type: none"> a. Jogging b. Forward and Backward Bending c. Side Bending d. Twisting

Vridha Yoga Asana

4. Sithilikarana Vyayama

- a. Passive Rotation Of Toes
- b. Toe Bending
- c. Ankle Rotation
- d. Knee Rotation
- e. Knee Cap Tightening
- f. Full Butterfly
- g. Waist Rotation
- h. Wrist Rotation
- i. Shoulder Rotation
- j. Neck Bending
- k. Neck Rotation

5. Sakti Vikasaka Suksma Vyayama

- a. For Wrist-Mani bandha sakti vikasaka
- b. For palms- Kara Tala Sakti vikasaka
- c. For fingers- Anguli sakti vikasaka
- d. For elbow – Khaphoni sakti vikasaka
- e. For Arm – Bhuja bandha sakti vikasaka
- f. For Back- Kati sakti vikasaka
- g. For Thigh- Jangha sakti vikasaka
- h. For calf muscles- Pingla sakti vikasaka

6. Standing Asana

- a. Tadasana
- b. Ardhakati Chakrasana
- c. Ardha Chakrasana
- d. Padhastasana
- e. Trikonasana
- f. Viskhasana
- g. Garudasana

7. Sitting Asana

- a. Butterfly
- b. Paschimatanasana Stretch
- c. Alternate Toe Touching
- d. Bhunamana
- e. Chakki Chalana
- f. Chappati Making
- g. Paschimatanasana
- h. Vakrasana
- i. Ardha Masterndrasana
- j. Vajrasana
- k. Shankasana
- l. Mandukasana
- m. Ustrasana
- n. Supta Vajrasana

Vridha Yoga Asana	
	8. Supine i. Makrasana j. Navasana k. Bhujangasana d. Sarpasana e. Nilama Salbhasana f. Salbhasana g. Saral Dhanurasana h. Dhanurasana
	9. Prone Position Asana a. Savasana b. Straight Leg Raising c. Both leg raising d. cycling e. Both leg cycling f. Sisor g. Pawanamuktasana h. Setu Bandhasana
	10. Mudra a. Chin Mudra b. Chinmaya Mudra c. Adi Mudra d. Brahmara Mudra
	11. Trataka a. Joyti Trataka

Table: Month-wise division of Vridha yoga asana

UNIT 8.4: Yoga Nidra

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the methods followed by the trainer
2. Describe the steps of yoga nidra
3. Explain the benefits of yoga nidra

Yoga Nidra is a state of consciousness between waking up and sleeping. Yoga Nidra is a state where the body is completely relaxed, and the practitioner becomes aware of his inner world by following a set of instructions. In Yoga Nidra the practitioner remains in a state of light withdrawals where out of the five senses that are sight, hearing, taste, smell and touch only the hearing remains awakened. Regular practice of Yoga Nidra has been seen to reduce stress and anxiety. Yoga Nidra has both historical and mythological origin. Lord Krishna is often associated with yoga nidra alongside many yogis and rishis had experienced yoga nidra throughout their lives.

8.4.1 Methods Followed By the Trainer

The trainer can adopt a variety of methods for helping the participants sink into a Yoga Nidra. Some of these have been discussed in details over here:

1. The trainer can use stories for taking the participants into an altogether different zone. The trainer can describe stories set in jungles, mountains and far-off countries
2. Ask the participants to visualize an object in their minds and stay focused onto it. It could help them in increasing their concentration power.
3. Time travel is an excellent method whereby an individual is asked to retrace their journey into a past life. This kind of practice helps an individual combat childhood stress or trauma.
4. Music can also be integrated into Yoga Nidra practice as it helps an individual focus better into the present as well as into the past

8.4.2 Steps of Yoga Nidra

The different steps of performing a Yoga Nidra are as follows:

- Lie peacefully down onto a yoga mat
- Relax and spread your arms at an angle from the body
- Try and connect to your heart's deepest desire
- Set an intention for each day's practice that is to relax or inquire into a particular belief
- Imagine a place, person or experience that helps you feel secure and at ease
- Gradually move your awareness through your body
- Become aware of your breath
- Feel the breath as the air enters through your nostrils and is expelled out
- Remain in this position for 10-15 minutes
- Relax, rest

8.4.3 Benefits

Some of the benefits of yoga nidra are as follows:

- Yoga Nidra is an effective method of counteracting stress
- Regular practice of yoga nidra provides relief from depression and anxiety
- Practising yoga Nidra releases tension from the body and mind
- Yoga Nidra is an effective method of obtaining sleep
- Performing the yoga Nidra relaxes the mind and helps infuse creativity within an individual



Fig. 8.4.1: Relaxing in YogaNidra (Source: www.yogainterntaional.com)

UNIT 8.5: Vridha Yoga and Its Effect on Body and Mind

Unit Objectives

At the end of this unit, you will be able to:

1. Explain the importance of yoga for the body
2. Identify the benefits of yoga for the mind

8.5.1 Yoga for Body

Regular practice of yoga produces a number of benefits for the mind and body. An aged person may be suffering from a number of health issues and disorders. Therefore, it is important to design yoga as per their health specifications. The different types of Yoga and their benefits to an aged person have been discussed in the earlier sections. [Refer to unit 9.3 for more details]

8.5.2 Benefits of Yoga for the Mind

Yoga Psychology

Yoga practice produces a positive impact on the brain as well as helps in overall personality development. Some of the basic yoga poses such as Pranayama mainly focuses on breathing patterns. The mindfulness taught through yoga sessions can help an individual in reducing the stress and anxiety faced by them on a daily basis. The transition through the various yoga poses helps an individual develop patience, which helps them on a daily basis.

Yoga lifestyle counselling:

Yoga emphasises upon three basic objectives for providing counselling to the participants. Some of these have been discussed in details below:

Diet

The diet requirements are completely different for different sets of disease and conditions. A healthy body depends much upon the dietary pattern followed by an individual. Under particular health conditions, the intake of one nutrient should be higher than the other. Some of these have been discussed over here:

Current health status	Dietary requirements
Osteoarthritis	Diet rich in omega 3 fatty acids such as trout, salmon, mackerel, tuna and sardines
Diabetes	High fibre slow release carbs such as sweet potatoes, oats, fruits, etc. should be suggested. Refined carbohydrates such as white bread, pasta, rice and soda should be avoided
Hypertension	Whole Grains, fruits (daily 4-5 servings), vegetables (daily 4-5 servings), meat, poultry, fish, nuts, dry beans, fats and oils
Mood swings and irritability	Whole grain bread, beans, soy, apples, pears, peaches, nuts and other fruits

Table: Diet based on disease or health condition

Mindfulness

The breathing techniques learned through yoga helps an individual being mindful of their present situation and surroundings. The deep breathing techniques help to relax the body, mind and muscles. Mindfulness can be attained by practising pranayama breathing techniques as well as performing yoga nidra on a daily basis.

Positive Thinking

Practising yoga on a regular basis helps an individual develop a positive thinking pattern. The transition through difficult poses helps an individual develop patience. The deep breathing techniques also help in self-reflection and contemplation which lessens the critical judgement aspect from an individual.

Summary

- Yoga helps in faster degeneration of toxic proteins, which on accumulation could lead to Alzheimer's.
- Yoga practice can help an individual become more mindful of their present situation.
- In case of difficulty in performing any particular asana for old age groups, it could be substituted with brisk walking and joint movements.
- The old age group could be allowed to take the support of a chair for performing the Badha konasana
- The Kati Chakrasana is also known as waist rotation commonly and is used to reduce belly fat as well as improve digestion and blood circulation to the abdominal region.
- The butterfly pose is also known as Badha Konasana.
- Supine position means horizontally with the face and torso up whereas the prone position means lying with the face down.
- The Pawanamuktasana is also known as the Wind releasing pose in common English.
- Yoga Nidra is a state of consciousness between waking up and sleeping.
- In Yoga Nidra, the practitioner remains in a state of light withdrawals where out of the five senses that are sight, hearing, taste, smell and touch only the hearing remains awakened.
- Music can also be integrated into Yoga Nidra practice as it helps an individual focus better into the present as well as into the past
- Yoga Nidra is an effective method of obtaining sleep
- The mindfulness taught through yoga sessions can help an individual in reducing the stress and anxiety faced by them on a daily basis.
- Practising yoga on a regular basis helps an individual develop a positive thinking pattern.
- The headstand should be of short duration and should be supported with a pillow as standing upside down for too long can cause excessive pressure against the retina.

Activity

Mr X is a 72-year old man who has recently undergone knee Surgery. Identify the challenges he could face while performing specific yoga asana. Find out alternative practice method and try performing them by yourselves. Discuss the challenges with your trainer (if any).

Activity

- Prepare a poster
- Make a diet chart for health specific health conditions such as
 - Osteoarthritis
 - Mood swing
 - Diabetes
- Submit the poster on completion for evaluation

Exercise



A. Choose the correct alternative:

1. _____ is an example of a restorative stretch Dhanurasana
 - Badha Konasana
 - Tadasana
 - Siddhasana
2. Yoga nidra is a state of _____ between waking up and sleeping
 - Consciousness
 - Unconsciousness
 - Trance
3. Yoga practice can help in _____
 - Personality development
 - Biceps development
 - Gaining weight
4. _____ should be suggested for diabetics
 - High fiber slow release carbs
 - Low fiber carbs
 - Refined carbohydrates
5. Pranayama enhances the capacity of the _____.
 - Lungs
 - Liver
 - Gall bladder

B. Identify the odd one out:

1. To enhance the capacity of lungs, one should perform Pranayama/ bhujangasana/ Halasana.
2. Practising Vrikshasana/Veerbhadrasana/ Garudasana helps in curing arthritis
3. The standing position asanas such as Trikonasana/ Kati Chakrasana/ butterfly pose helps in strengthening the muscles of the hip, thigh and back
4. Performing the Bhujangasana/ Pawanamuktasana/Utkatasana is good for the digestive system
5. Yoga lifestyle counselling focuses mainly upon diet/ mindfulness/ judgemental attitude

C. Answer the Following questions:

1. Describe the dietary requirements of a senior citizen suffering from diabetes and hypertension.
2. Tell three techniques which could be applied while practising Vridha yoga.
3. Explain the application of yoga nidra in counteracting stress.
4. How can Badha konasana prove detrimental for osteoarthritis?
5. Explain the application of the pillow as a prop while performing Bhujanagasana.

9. Employability & Entrepreneurship Skills



Unit 9.1 - Personal Strengths & Value Systems

Unit 9.2 - Digital Literacy: A Recap

Unit 9.3 - Money Matters

Unit 9.4 - Preparing for Employment & Self Employment

Unit 9.5 - Understanding Entrepreneurship

Unit 9.6 - Preparing to be an Entrepreneur



Key Learning Outcomes



At the end of this module, you will be able to:

1. Explain the meaning of health
2. List common health issues
3. Discuss tips to prevent common health issues
4. Explain the meaning of hygiene
5. Discuss the purpose of Swacch Bharat Abhiyan
6. Explain the meaning of habit
7. Discuss ways to set up a safe work environment
8. Discuss critical safety habits to be followed by employees
9. Explain the importance of self-analysis
10. Discuss motivation with the help of Maslow's Hierarchy of Needs
11. Discuss the meaning of achievement motivation
12. List the characteristics of entrepreneurs with achievement motivation
13. List the different factors that motivate you
14. Discuss the role of attitude in self-analysis
15. Discuss how to maintain a positive attitude
16. List your strengths and weaknesses
17. Discuss the qualities of honest people
18. Describe the importance of honesty in entrepreneurs
19. Discuss the elements of a strong work ethic
20. Discuss how to foster a good work ethic
21. List the characteristics of highly creative people
22. List the characteristics of highly innovative people
23. Discuss the benefits of time management
24. List the traits of effective time managers
25. Describe effective time management technique
26. Discuss the importance of anger management
27. Describe anger management strategies
28. Discuss tips for anger management
29. Discuss the causes of stress
30. Discuss the symptoms of stress
31. Discuss tips for stress management
32. Identify the basic parts of a computer
33. Identify the basic parts of a keyboard
34. Recall basic computer terminology
35. Recall the functions of basic computer keys
36. Discuss the main applications of MS Office
37. Discuss the benefits of Microsoft Outlook
38. Discuss the different types of e-commerce
39. List the benefits of e-commerce for retailers and customers
40. Discuss how the Digital India campaign will help boost e-commerce in India
41. Describe how you will sell a product or service on an e-commerce platform

42. Discuss the importance of saving money
43. Discuss the benefits of saving money
44. Discuss the main types of bank accounts
45. Describe the process of opening a bank account
46. Differentiate between fixed and variable costs
47. Describe the main types of investment options
48. Describe the different types of insurance products
49. Describe the different types of taxes
50. Discuss the uses of online banking
51. Discuss the main types of electronic funds transfers
52. Discuss the steps to prepare for an interview
53. Discuss the steps to create an effective Resume
54. Discuss the most frequently asked interview questions
55. Discuss how to answer the most frequently asked interview questions
56. Discuss basic workplace terminology
57. Discuss the concept of entrepreneurship
58. Discuss the importance of entrepreneurship
59. Describe the characteristics of an entrepreneur
60. Describe the different types of enterprises
61. List the qualities of an effective leader
62. Discuss the benefits of effective leadership
63. List the traits of an effective team
64. Discuss the importance of listening effectively
65. Discuss how to listen effectively
66. Discuss the importance of speaking effectively
67. Discuss how to speak effectively
68. Discuss how to solve problems
69. List important problem solving traits
70. Discuss ways to assess problem solving skills
71. Discuss the importance of negotiation
72. Discuss how to negotiate
73. Discuss how to identify new business opportunities
74. Discuss how to identify business opportunities within your business
75. Explain the meaning of entrepreneur
76. Describe the different types of entrepreneurs
77. List the characteristics of entrepreneurs
78. Recall entrepreneur success stories
79. Discuss the entrepreneurial process
80. Describe the entrepreneurship ecosystem
81. Discuss the purpose of the Make in India campaign
82. Discuss key schemes to promote entrepreneurs
83. Discuss the relationship between entrepreneurship and risk appetite
84. Discuss the relationship between entrepreneurship and resilience

85. Describe the characteristics of a resilient entrepreneur
86. Discuss how to deal with failure
87. Discuss how market research is carried out
88. Describe the 4 Ps of marketing
89. Discuss the importance of idea generation
90. Recall basic business terminology
91. Discuss the need for CRM
92. Discuss the benefits of CRM
93. Discuss the need for networking
94. Discuss the benefits of networking
95. Discuss the importance of setting goals
96. Differentiate between short-term, medium-term and long-term goals
97. Discuss how to write a business plan
98. Explain the financial planning process
99. Discuss ways to manage your risk
100. Describe the procedure and formalities for applying for bank finance
101. Discuss how to manage your own enterprise
102. List important questions that every entrepreneur should ask before starting an enterprise

UNIT 9.1: Personal Strengths & Value Systems

Unit Objectives



At the end of this unit, you will be able to:

1. Explain the meaning of health
2. List common health issues
3. Discuss tips to prevent common health issues
4. Explain the meaning of hygiene
5. Understand the purpose of Swacch Bharat Abhiyan
6. Explain the meaning of habit
7. Discuss ways to set up a safe work environment
8. Discuss critical safety habits to be followed by employees
9. Explain the importance of self-analysis
10. Understand motivation with the help of Maslow's Hierarchy of Needs
11. Discuss the meaning of achievement motivation
12. List the characteristics of entrepreneurs with achievement motivation
13. List the different factors that motivate you
14. Discuss how to maintain a positive attitude
15. Discuss the role of attitude in self-analysis
16. List your strengths and weaknesses
17. Discuss the qualities of honest people
18. Describe the importance of honesty in entrepreneurs
19. Discuss the elements of a strong work ethic
20. Discuss how to foster a good work ethic
21. List the characteristics of highly creative people
22. List the characteristics of highly innovative people
23. Discuss the benefits of time management
24. List the traits of effective time managers
25. Describe effective time management technique
26. Discuss the importance of anger management
27. Describe anger management strategies
28. Discuss tips for anger management
29. Discuss the causes of stress
30. Discuss the symptoms of stress
31. Discuss tips for stress management

9.1.1 Health, Habits, Hygiene: What is Health

As per the World Health Organization (WHO), health is a “State of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity.” This means being healthy does not simply mean not being unhealthy – it also means you need to be at peace emotionally, and feel fit physically. For example, you cannot say you are healthy simply because you do not have any physical ailments like a cold or cough. You also need to think about whether you are feeling calm, relaxed and happy.

Common Health Issues

Some common health issues are:

- Allergies
- Asthma
- Skin Disorders
- Depression and Anxiety
- Diabetes
- Cough, Cold, Sore Throat
- Difficulty Sleeping
- Obesity

9.1.1.1 Tips to Prevent Health Issues



Taking measures to prevent ill health is always better than curing a disease or sickness. You can stay healthy by:

- Eating healthy foods like fruits, vegetables and nuts
- Cutting back on unhealthy and sugary foods
- Drinking enough water everyday
- Not smoking or drinking alcohol
- Exercising for at least 30 minutes a day, 4-5 times a week
- Taking vaccinations when required
- Practicing yoga exercises and meditation

How many of these health standards do you follow? Tick the ones that apply to you.

1. Get minimum 7-8 hours of sleep every night.
2. Avoid checking email first thing in the morning and right before you go to bed at night.
3. Don't skip meals – eat regular meals at correct meal times.
4. Read a little bit every single day.
5. Eat more home cooked food than junk food
6. Stand more than you sit.
7. Drink a glass of water first thing in the morning and have at least 8 glasses of water through the day.
8. Go to the doctor and dentist for regular checkups.
9. Exercise for 30 minutes at least 5 days a week.
10. Avoid consuming lots of aerated beverages.

9.1.1.2 What is Hygiene?

As per the World Health Organization (WHO), “Hygiene refers to conditions and practices that help to maintain health and prevent the spread of diseases.” In other words, hygiene means ensuring that you do whatever is required to keep your surroundings clean, so that you reduce the chances of spreading germs and diseases.

For instance, think about the kitchen in your home. Good hygiene means ensuring that the kitchen is always spick and span, the food is put away, dishes are washed and dustbins are not overflowing with garbage. Doing all this will reduce the chances of attracting pests like rats or cockroaches, and prevent the growth of fungus and other bacteria, which could spread disease.

How many of these health standards do you follow? Tick the ones that apply to you.

1. Have a bath or shower every day with soap – and wash your hair with shampoo 2-3 times a week.
2. Wear a fresh pair of clean undergarments every day.
3. Brush your teeth in the morning and before going to bed.
4. Cut your fingernails and toenails regularly.
5. Wash your hands with soap after going to the toilet.
6. Use an anti-perspirant deodorant on your underarms if you sweat a lot.
7. Wash your hands with soap before cooking or eating.
8. Stay home when you are sick, so other people don't catch what you have.
9. Wash dirty clothes with laundry soap before wearing them again.
10. Cover your nose with a tissue/your hand when coughing or sneezing.

See how healthy and hygienic you are, by giving yourself 1 point for every ticked statement! Then take a look at what your score means.

Your Score

- **0-7/20:** You need to work a lot harder to stay fit and fine! Make it a point to practice good habits daily and see how much better you feel!
- **7-14/20:** Not bad, but there is scope for improvement! Try and add a few more good habits to your daily routine.
- **14-20/20:** Great job! Keep up the good work! Your body and mind thank you!

9.1.1.3 Swachh Bharat Abhiyan

We have already discussed the importance of following good hygiene and health practices for ourselves. But, it is not enough for us to be healthy and hygienic. We must also extend this standard to our homes, our immediate surroundings and to our country as a whole.

The ‘Swachh Bharat Abhiyan’ (Clean India Mission) launched by Prime Minister Shri Narendra Modi on 2nd October 2014, believes in doing exactly this. The aim of this mission is to clean the streets and roads of India and raise the overall level of cleanliness. Currently this mission covers 4,041 cities and towns across the country. Millions of our people have taken the pledge for a clean India. You should take the pledge too, and do everything possible to keep our country clean!

9.1.1.4 What are Habits?

A habit is a behaviour that is repeated frequently. All of us have good habits and bad habits. Keep in mind the phrase by John Dryden: “We first make our habits, and then our habits make us.” This is why it is so important that you make good habits a way of life, and consciously avoid practicing bad habits.

Some good habits that you should make part of your daily routine are:

- Always having a positive attitude
- Making exercise a part of your daily routine
- Reading motivational and inspirational stories
- Smiling! Make it a habit to smile as often as possible
- Making time for family and friends
- Going to bed early and waking up early

Some bad habits that you should quit immediately are:

- Skipping breakfast
- Snacking frequently even when you are not hungry
- Eating too much fattening and sugary food
- Smoking, drinking alcohol and doing drugs
- Spending more money than you can afford
- Worrying about unimportant issues
- Staying up late and waking up late

9.1.1.5 Tips



1. Following healthy and hygienic practices every day will make you feel good mentally and physically.
2. Hygiene is two-thirds of health – so good hygiene will help you stay strong and healthy!

9.1.2 Safety: Tips to Design a Safe Workplace

Every employer is obligated to ensure that his workplace follows the highest possible safety protocol. When setting up a business, owners must make it a point to:

- Use ergonomically designed furniture and equipment to avoid stooping and twisting
- Provide mechanical aids to avoid lifting or carrying heavy objects
- Have protective equipment on hand for hazardous jobs
- Designate emergency exits and ensure they are easily accessible
- Set down health codes and ensure they are implemented
- Follow the practice of regular safety inspections in and around the workplace
- Ensure regular building inspections are conducted
- Get expert advice on workplace safety and follow it

9.1.2.1 Negotiable Employee Safety Habits

Every employer is obligated to ensure that his workplace follows the highest possible safety protocol. When setting up a business, owners must make it a point to:

- Immediately report unsafe conditions to a supervisor
- Recognize and report safety hazards that could lead to slips, trips and falls
- Report all injuries and accidents to a supervisor
- Wear the correct protective equipment when required
- Learn how to correctly use equipment provided for safety purposes
- Be aware of and avoid actions that could endanger other people
- Take rest breaks during the day and some time off from work during the week

9.1.2.2 Tips



1. Be aware of what emergency number to call at the time of a workplace emergency
2. Practice evacuation drills regularly to avoid chaotic evacuations

9.1.3 Self Analysis – Attitude, Achievement Motivation

To truly achieve your full potential, you need to take a deep look inside yourself and find out what kind of person you really are. This attempt to understand your personality is known as self-analysis. Assessing yourself in this manner will help you grow, and will also help you to identify areas within yourself that need to be further developed, changed or eliminated. You can better understand yourself by taking a deep look at what motivates you, what your attitude is like, and what your strengths and weaknesses are.

9.1.3.1 What is Motivation?

Very simply put, motivation is your reason for acting or behaving in a certain manner. It is important to understand that not everyone is motivated by the same desires – people are motivated by many, many different things. We can understand this better by looking at Maslow's Hierarchy of Needs.

9.1.3.2 Maslow's Hierarchy of Needs

Famous American psychologist Abraham Maslow wanted to understand what motivates people. He believed that people have five types of needs, ranging from very basic needs (called physiological needs) to more important needs that are required for self-growth (called self-actualization needs). Between the physiological and self-actualization needs are three other needs – safety needs, belongingness and love needs, and esteem needs. These needs are usually shown as a pyramid with five levels and are known as Maslow's Hierarchy of Needs.

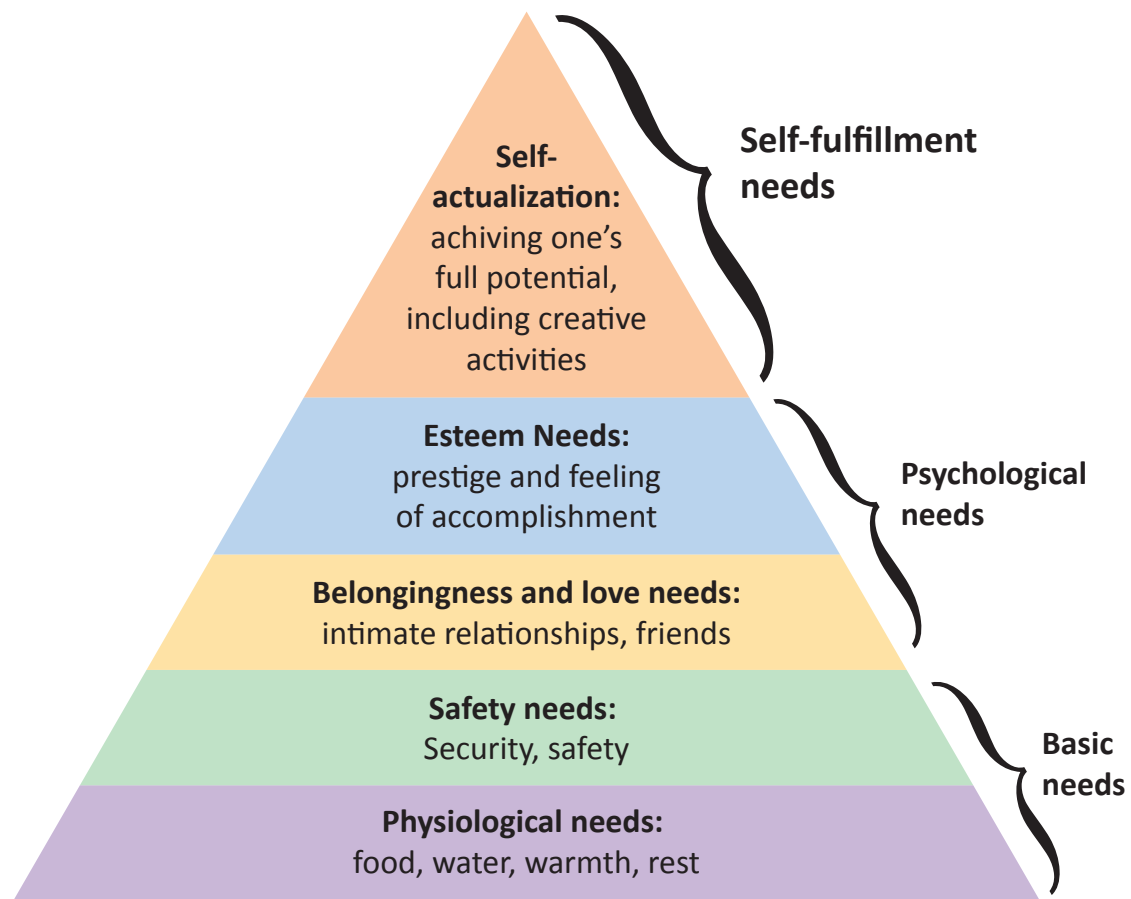


Fig. 9.1.3.2.1: Maslow's Hierarchy of Needs

As you can see from the pyramid, the lowest level depicts the most basic needs. Maslow believed that our behaviour is motivated by our basic needs, until those needs are met. Once they are fulfilled, we move to the next level and are motivated by the next level of needs. Let's understand this better with an example.

Rupa comes from a very poor family. She never has enough food, water, warmth or rest. According to Maslow, until Rupa is sure that she will get these basic needs, she will not even think about the next level of needs – her safety needs. But, once Rupa is confident that her basic needs will be met, she will move to the next level, and her behaviour will then be motivated by her need for security and safety. Once these new needs are met, Rupa will once again move to the next level, and be motivated by her need for relationships and friends. Once this need is satisfied, Rupa will then focus on the fourth level of needs – her esteem needs, after which she will move up to the fifth and last level of needs – the desire to achieve her full potential.

Characteristics of Entrepreneurs with Achievement Motivation

- Entrepreneurs with achievement motivation can be described as follows:
- Unafraid to take risks for personal accomplishment
- Love being challenged Future-oriented Flexible and adaptive
- Value negative feedback more than positive feedback
- Very persistent when it comes to achieving goals
- Extremely courageous
- Highly creative and innovative
- Restless - constantly looking to achieve more
- Feel personally responsible for solving problems

Think about it:

- How many of these traits do you have?
- Can you think of entrepreneurs who display these traits?

9.1.3.4 How to Cultivate a Positive Attitude

The good news is attitude is a choice. So it is possible to improve, control and change our attitude, if we decide we want to! The following tips help foster a positive mindset:

- Remember that you control your attitude, not the other way around
- Devote at least 15 minutes a day towards reading, watching or listening to something positive
- Avoid negative people who only complain and stop complaining yourself
- Expand your vocabulary with positive words and delete negative phrases from your mind
- Be appreciative and focus on what's good in yourself, in your life, and in others
- Stop thinking of yourself as a victim and start being proactive
- Imagine yourself succeeding and achieving your goals

9.1.3.5 What is Attitude?

Now that we understand why motivation is so important for self-analysis, let's look at the role our attitude plays in better understanding ourselves. Attitude can be described as your tendency (positive or negative), to think and feel about someone or something. Attitude is the foundation for success in every aspect of life. Our attitude can be our best friend or our worst enemy. In other words:

“The only disability in life is a bad attitude.”

When you start a business, you are sure to encounter a wide variety of emotions, from difficult times and failures to good times and successes. Your attitude is what will see you through the tough times and guide you towards success. Attitude is also infectious. It affects everyone around you, from your customers to your employees to your investors. A positive attitude helps build confidence in the workplace while a negative attitude is likely to result in the demotivation of your people.

9.1.3.6 What Are Your Strengths and Weaknesses

Another way to analyze yourself is by honestly identifying your strengths and weaknesses. This will help you use your strengths to your best advantage and reduce your weaknesses.

Note down all your strengths and weaknesses in the two columns below. Remember to be honest with yourself!

Strengths	Weaknesses

9.1.3.7 Tips



1. Achievement motivation can be learned.
2. Don't be afraid to make mistakes.
3. Train yourself to finish what you start.
4. Dream big.

9.1.4 Honesty & Work Ethics: What is Honesty?

Honesty is the quality of being fair and truthful. It means speaking and acting in a manner that inspires trust. A person who is described as honest is seen as truthful and sincere, and as someone who isn't deceitful or devious and doesn't steal or cheat. There are two dimensions of honesty – one is honesty in communication and the other is honesty in conduct.

Honesty is an extremely important trait because it results in peace of mind and builds relationships that are based on trust. Being dishonest, on the other hand, results in anxiety and leads to relationships full of distrust and conflict.

9.1.4.1 Qualities of Honest People

Honest individuals have certain distinct characteristics. Some common qualities among honest people are:

- They don't worry about what others think of them. They believe in being themselves – they don't bother about whether they are liked or disliked for their personalities.
- They stand up for their beliefs. They won't think twice about giving their honest opinion, even if they are aware that their point of view lies with the minority.
- They are thick-skinned. This means they are not affected by others judging them harshly for their honest opinions.
- They forge trusting, meaningful and healthy friendships. Honest people usually surround themselves with honest friends. They have faith that their friends will be truthful and upfront with them at all times.

They are trusted by their peers. They are seen as people who can be counted on for truthful and objective feedback and advice.

- **Honesty and employees:** When entrepreneurs build honest relationships with their employees, it leads to more transparency in the workplace, which results in higher work performance and better results.
- **Honesty and investors:** For entrepreneurs, being honest with investors means not only sharing strengths but also candidly disclosing current and potential weaknesses, problem areas and solution strategies. Keep in mind that investors have a lot of experience with startups and are aware that all new companies have problems. Claiming that everything is perfectly fine and running smoothly is a red flag for most investors.
- **Honesty with oneself:** The consequences of being dishonest with oneself can lead to dire results, especially in the case of entrepreneurs. For entrepreneurs to succeed, it is critical that they remain realistic about their situation at all times, and accurately judge every aspect of their enterprise for what it truly is.

9.1.4.2 Importance of Honesty in Entrepreneurs

One of the most important characteristics of entrepreneurs is honesty. When entrepreneurs are honest with their customers, employees and investors, it shows that they respect those that they work with. It is also important that entrepreneurs remain honest with themselves. Let's look at how being honest would lead to great benefits for entrepreneurs.

- **Honesty and customers:** When entrepreneurs are honest with their customers it leads to stronger relationships, which in turn results in business growth and a stronger customer network.

9.1.4.3 What are Work Ethics?

Being ethical in the workplace means displaying values like honesty, integrity and respect in all your decisions and communications. It means not displaying negative qualities like lying, cheating and stealing.

Workplace ethics play a big role in the profitability of a company. It is as crucial to an enterprise as high morale and teamwork. This is why most companies lay down specific workplace ethic guidelines that must compulsorily be followed by their employees. These guidelines are typically outlined in a company's employee handbook.

9.1.4.4 Elements of a Strong Work Ethic

An entrepreneur must display strong work ethics, as well as hire only those individuals who believe in and display the same level of ethical behavior in the workplace. Some elements of a strong work ethic are:

- **Professionalism:** This involves everything from how you present yourself in a corporate setting to the manner in which you treat others in the workplace.
- **Respectfulness:** This means remaining poised and diplomatic regardless of how stressful or volatile a situation is.
- **Dependability:** This means always keeping your word, whether it's arriving on time for a meeting or delivering work on time.
- **Dedication:** This means refusing to quit until the designated work is done, and completing the work at the highest possible level of excellence.
- **Determination:** This means embracing obstacles as challenges rather than letting them stop you, and pushing ahead with purpose and resilience to get the desired results.
- **Accountability:** This means taking responsibility for your actions and the consequences of your actions, and not making excuses for your mistakes.
- **Humility:** This means acknowledging everyone's efforts and hard work, and sharing the credit for accomplishments.

9.1.4.5 How to Foster a Good Work Ethic

As an entrepreneur, it is important that you clearly define the kind of behaviour that you expect from each and every team member in the workplace. You should make it clear that you expect employees to display positive work ethics like:

- **Honesty:** All work assigned to a person should be done with complete honesty, without any deceit or lies.
- **Good attitude:** All team members should be optimistic, energetic, and positive.
- **Reliability:** Employees should show up where they are supposed to be, when they are supposed to be there.
- **Good work habits:** Employees should always be well groomed, never use inappropriate language, conduct themselves professionally at all times, etc.
- **Initiative:** Doing the bare minimum is not enough. Every team member needs to be proactive and show initiative.
- **Trustworthiness:** Trust is non-negotiable. If an employee cannot be trusted, it's time to let that employee go.
- **Respect:** Employees need to respect the company, the law, their work, their colleagues and themselves.
- **Integrity:** Each and every team member should be completely ethical and must display above board behaviour at all times.
- **Efficiency:** Efficient employees help a company grow while inefficient employees result in a waste of time and resources.

9.1.4.6 Tips



1. Don't get angry when someone tells you the truth and you don't like what you hear.
2. Always be willing to accept responsibility for your mistakes.

9.1.5 Creativity & Innovation

What is Creativity

Creativity means thinking outside the box. It means viewing things in new ways or from different perspectives, and then converting these ideas into reality. Creativity involves two parts: thinking and producing. Simply having an idea makes you imaginative, not creative. However, having an idea and acting on it makes you creative.

Characteristics of Highly Creative People

Some characteristics of creative people are:

- They are imaginative and playful
- They see issues from different angles
- They notice small details
- They have very little tolerance for boredom
- They detest rules and routine
- They love to daydream
- They are very curious

What is Innovation?

There are many different definitions of innovation. In simple terms, innovation means turning an idea into a solution that adds value. It can also mean adding value by implementing a new product, service or process, or significantly improving on an existing product, service or process.

Characteristics of Highly Innovative People

- Some characteristics of highly innovative people are:
- They embrace doing things differently
- They don't believe in taking shortcuts
- They are not afraid to be unconventional
- They are highly proactive and persistent
- They are organized, cautious and risk-averse

9.1.5.1 Tips

1. Take regular breaks from your creative work to recharge yourself and gain fresh perspective.
2. Build prototypes frequently, test them out, get feedback, and make the required changes.

9.1.6 Time Management

Management is the process organizing your time, and deciding how to allocate your time between different activities. Good time management is the difference between working smart (getting more done in less time) and working hard (working for more time to get more done).

Effective time management leads to an efficient work output, even when you are faced with tight deadlines and high pressure situations. On the other hand, not managing your time effectively results in inefficient output and increases stress and anxiety.

Benefits of Time Management

Time management can lead to huge benefits like:

- Greater productivity
- Higher efficiency
- Better professional reputation
- Reduced stress
- Higher chances for career advancement
- Greater opportunities to achieve goals

Not managing time effectively can result in undesirable consequences like:

- Missing deadlines
- Inefficient work output
- Substandard work quality
- Poor professional reputation
- Stalled career
- Increase in stress and anxiety

9.1.6.1 Traits of Effective Time Managers

Some traits of effective time managers are:

- They begin projects early They set daily objectives
- They modify plans if required, to achieve better results
- They are flexible and open-minded
- They inform people in advance if their help will be required
- They know how to say no
- They break tasks into steps with specific deadlines
- They continually review long term goals
- They think of alternate solutions if and when required
- They ask for help when required They create backup plans

9.1.6.2 Effective Time Management Techniques

You can manage your time better by putting into practice certain time management techniques. Some helpful tips are:

- **Plan out your day as well as plan for interruptions.** Give yourself at least 30 minutes to figure out your time plan. In your plan, schedule some time for interruptions.
- **Put up a “Do Not Disturb” sign** when you absolutely have to complete a certain amount of work.
- **Close your mind to all distractions.** Train yourself to ignore ringing phones, don't reply to chat messages and disconnect from social media sites.
- **Delegate your work.** This will not only help your work get done faster, but will also show you the unique skills and abilities of those around you.
- **Stop procrastinating.** Remind yourself that procrastination typically arises due to the fear of failure or the belief that you cannot do things as perfectly as you wish to do them.
- **Prioritize.** List each task to be completed in order of its urgency or importance level. Then focus on completing each task, one by one.
- **Maintain a log of your work activities.** Analyze the log to help you understand how efficient you are, and how much time is wasted every day.
- **Create time management goals** to reduce time wastage.

9.1.6.3 Tips



1. Always complete the most important tasks first.
2. Get at least 7 – 8 hours of sleep every day.
3. Start your day early.
4. Don't waste too much time on small, unimportant details.
5. Set a time limit for every task that you will undertake.
6. Give yourself some time to unwind between tasks.

9.1.7 Anger Management

Anger management is the process of:

1. Learning to recognize the signs that you, or someone else, is becoming angry.
2. Taking the best course of action to calm down the situation in a positive way. Anger management does not mean suppressing anger.

Importance of Anger Management

Anger is a perfectly normal human emotion. In fact, when managed the right way, anger can be considered a healthy emotion. However, if it is not kept in check, anger can make us act inappropriately and can lead to us saying or doing things that we will likely later regret.

Extreme anger can:

- **Hurt you physically:** It leads to heart disease, diabetes, a weakened immune system, insomnia, and high blood pressure.
- **Hurt you mentally:** It can cloud your thinking and lead to stress, depression and mental health issues.
- **Hurt your career:** It can result in alienating your colleagues, bosses, clients and lead to the loss of respect.
- **Hurt your relationships:** It makes it hard for your family and friends to trust you, be honest with you and feel comfortable around you.

This is why anger management, or managing anger appropriately, is so important.

9.1.7.1 Anger Management Strategies

Here are some strategies that can help you control your anger:

Strategy 1: Relaxation: Something as simple as breathing deeply and looking at relaxing images works wonders in calming down angry feelings. Try this simple breathing exercise:

- Take a deep breath from your diaphragm (don't breathe from your chest)
- Visualize your breath coming up from your stomach
- Keep repeating a calming word like 'relax' or 'take it easy' (remember to keep breathing deeply while repeating the word)
- Picture a relaxing moment (this can be from your memory or your imagination)

Follow this relaxation technique daily, especially when you realize that you're starting to feel angry.

Strategy 2: Cognitive Restructuring: Cognitive restructuring means changing the manner in which you think. Anger can make you curse, swear, exaggerate and act very dramatically. When this happens, force yourself to replace your angry thoughts with more logical ones. For instance, instead of thinking 'Everything is ruined' change your mindset and tell yourself 'It's not the end of the world and getting angry won't solve this'.

Strategy 3: Problem Solving: Getting angry about a problem that you cannot control is a perfectly natural response. Sometimes, try as you may, there may not be a solution to the difficulty you are faced with. In such cases, stop focusing on solving the problem, and instead focus on handling and facing the problem. Remind yourself that you will do your best to deal with the situation, but that you will not blame yourself if you don't get the solution you desire.

Strategy 4: Better Communication: When you're angry, it is very easy to jump to inaccurate conclusions. In this case, you need to force yourself to stop reacting, and think carefully about what you want to say, before saying it. Avoid saying the first thing that enters your head. Force yourself to listen carefully to

what the other person is saying. Then think about the conversation before responding.

Strategy 5: Changing Your Environment: If you find that your environment is the cause of your anger, try and give yourself a break from your surroundings. Make an active decision to schedule some personal time for yourself, especially on days that are very hectic and stressful. Having even a brief amount of quiet or alone time is sure to help calm you down.

9.1.7.2 Tips for Anger Management



- The following tips will help you keep your anger in check:
- Take some time to collect your thoughts before you speak out in anger.
- Express the reason for your anger in an assertive, but non-confrontational manner once you have calmed down.
- Do some form of physical exercise like running or walking briskly when you feel yourself getting angry.
- Make short breaks part of your daily routine, especially during days that are stressful. Focus on how to solve a problem that's making you angry, rather than focusing on the fact that the problem is making you angry.

9.1.8 Stress Management

We say we are 'stressed' when we feel overloaded and unsure of our ability to deal with the pressures placed on us. Anything that challenges or threatens our well-being can be defined as a stress. It is important to note that stress can be good and bad. While good stress keeps us going, negative stress undermines our mental and physical health. This is why it is so important to manage negative stress effectively.

Causes of Stress

Stress can be caused by internal and external factors.

Internal causes of stress:

- Constant worry
- Rigid thinking
- Unrealistic expectations
- Pessimism
- Negative self-talk
- All in or all out attitude

External causes of stress:

- Major life changes
- Difficulties with relationships
- Having too much to do
- Difficulties at work or in school
- Financial difficulties
- Worrying about one's children and/or family

9.1.8.1 Symptoms of Stress

Stress can manifest itself in numerous ways. Take a look at the cognitive, emotional, physical and behavioral symptoms of stress.

Cognitive Symptoms	Emotional Symptoms
<ul style="list-style-type: none"> • Memory problems • Concentration issues • Lack of judgement • Pessimism • Anxiety • Constant worrying 	<ul style="list-style-type: none"> • Depression • Agitation • Irritability • Loneliness • Anxiety • Anger

Physical Symptoms	Behavioral Symptoms
<ul style="list-style-type: none"> • Aches and pain • Diarrhea or constipation • Nausea • Dizziness • Chest pain and/or rapid heartbeat • Frequent cold or flu like feelings 	<ul style="list-style-type: none"> • Increase or decrease in appetite • Over sleeping or not sleeping enough • Withdrawing socially • Ignoring responsibilities • Consumption of alcohol or cigarettes • Nervous habits like nail biting, pacing etc.

9.1.8.2 Tips for Stress Management



The following tips can help you manage your stress better:

- Note down the different ways in which you can handle the various sources of your stress.
- Remember that you cannot control everything, but you can control how you respond.
- Discuss your feelings, opinions and beliefs rather than reacting angrily, defensively or passively.
- Practice relaxation techniques like meditation, yoga or tai chi when you start feeling stressed.
- Devote a part of your day towards exercise.
- Eat healthy foods like fruits and vegetables. Avoid unhealthy foods especially those containing large amounts of sugar.
- Plan your day so that you can manage your time better, with less stress.
- Say no to people and things when required.
- Schedule time to pursue your hobbies and interests.
- Ensure you get at least 7-8 hours of sleep.
- Reduce your caffeine intake.
- Increase the time spent with family and friends.

UNIT 9.2: Digital Literacy: A Recap

Unit Objectives

At the end of this unit, you will be able to:

1. Identify the basic parts of a computer
2. Identify the basic parts of a keyboard
3. Recall basic computer terminology
4. Recall basic computer terminology
5. Recall the functions of basic computer keys
6. Discuss the main applications of MS Office
7. Discuss the benefits of Microsoft Outlook
8. Discuss the different types of e-commerce
9. List the benefits of e-commerce for retailers and customers
10. Discuss how the Digital India campaign will help boost e-commerce in India
11. Describe how you will sell a product or service on an e-commerce platform

9.2.1 Computer and Internet Basics

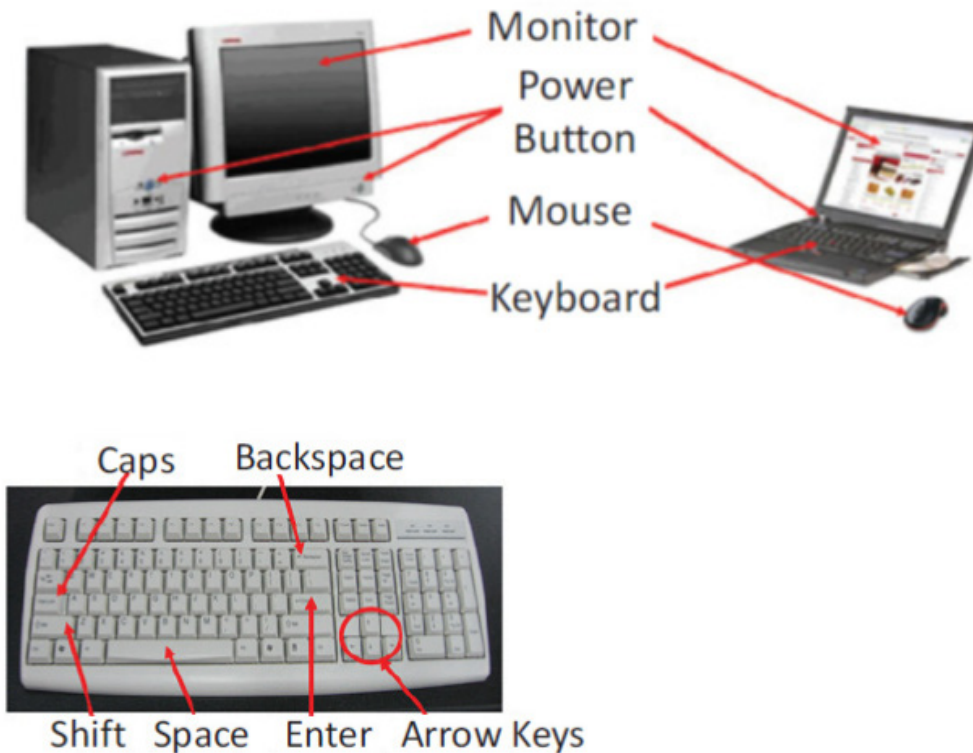


Fig. 9.2.1.1: Computer and Internet Basics

9.2.1.1 Basic Parts of a Computer

1. **Central Processing Unit (CPU):** The brain of the computer. It interprets and carries out program instructions.
2. **Hard Drive:** A device that stores large amounts of data.
3. **Monitor:** The device that contains the computer screen where the information is visually displayed.
4. **Desktop:** The first screen displayed after the operating system loads.
5. **Background:** The image that fills the background of the desktop.
6. **Mouse:** A hand-held device used to point to items on the monitor.
7. **Speakers:** Devices that enable you to hear sound from the computer.
8. **Printer:** A device that converts output from a computer into printed paper documents.
9. **Icon:** A small picture or image that visually represents something on your computer.
10. **Cursor:** An arrow which indicates where you are positioned on the screen.
11. **Program Menu:** A list of programs on your computer that can be accessed from the Start menu.
12. **Taskbar:** The horizontal bar at the bottom of the computer screen that lists applications that are currently in use.
13. **Recycle Bin:** A temporary storage for deleted files.

9.2.1.2 Basic Internet Terms

- **The Internet:** A vast, international collection of computer networks that transfers information.
- **The World Wide Web:** A system that lets you access information on the Internet.
- **Website:** A location on the World Wide Web (and Internet) that contains information about a specific topic.
- **Homepage:** Provides information about a website and directs you to other pages on that website.
- **Link/Hyperlink:** A highlighted or underlined icon, graphic, or text that takes you to another file or object.
- **Web Address/URL:** The address for a website.
- **Address Box:** A box in the browser window where you can type in a web address.

9.2.1.3 Basic Computer Keys

- **Arrow Keys:** Press these keys to move your cursor.
- **Space bar:** Adds a space.
- **Enter/Return:** Moves your cursor to a new line.
- **Shift:** Press this key if you want to type a capital letter or the upper symbol of a key.
- **Caps Lock:** Press this key if you want all the letters you type to be capital letters. Press it again to revert back to typing lowercase letters.
- **Backspace:** Deletes everything to the left of your cursor.

9.2.1.4 Tips



1. When visiting a .com address, there no need to type http:// or even www. Just type the name of the website and then press Ctrl + Enter. (Example: Type 'apple' and press Ctrl + Enter to go to www.apple.com)
2. Press the Ctrl key and press the + or - to increase and decrease the size of text.
3. Press F5 or Ctrl + R to refresh or reload a web page.

9.2.2 MS Office and Email

About MS Office

MS Office or Microsoft Office is a suite of computer programs developed by Microsoft. Although meant for all users, it offers different versions that cater specifically to students, home users and business users. All the programs are compatible with both, Windows and Macintosh.

Most Popular Office Products

Some of the most popular and universally used MS Office applications are:

1. **Microsoft Word:** Allows users to type text and add images to a document.
2. **Microsoft Excel:** Allows users to enter data into a spreadsheet and create calculations and graphs.
3. **Microsoft PowerPoint:** Allows users to add text, pictures and media and create slideshows and presentations.
4. **Microsoft Outlook:** Allows users to send and receive email.
5. **Microsoft OneNote:** Allows users to make drawings and notes with the feel of a pen on paper.
6. **Microsoft Access:** Allows users to store data over many tables.

Why Choose Microsoft Outlook

A popular email management choice especially in the workplace, Microsoft Outlook also includes an address book, notebook, web browser and calendar. Some major benefits of this program are:

- **Integrated search function:** You can use keywords to search for data across all Outlook programs.
- **Enhanced security:** Your email is safe from hackers, junk mail and phishing website email.
- **Email syncing:** Sync your mail with your calendar, contact list, notes in One Note and...your phone!
- **Offline access to email:** No Internet? No problem! Write emails offline and send them when you're connected again.

9.2.2.1 Tips



1. Press Ctrl+R as a shortcut method to reply to email.
2. Set your desktop notifications only for very important emails.
3. Flag messages quickly by selecting messages and hitting the Insert key.
4. Save frequently sent emails as a template to reuse again and again.
5. Conveniently save important emails as files.

9.2.3 E-Commerce

What is E-Commerce

E-commerce is the buying or selling of goods and services, or the transmitting of money or data, electronically on the internet. E-Commerce is the short form for “electronic commerce.”

Examples of E-Commerce:

- Online shopping Online auctions
- Online ticketing
- Electronic payments
- Internet banking

Types of E-Commerce

E-commerce can be classified based on the types of participants in the transaction. The main types of e-commerce are:

- **Business to Business (B2B):** Both the transacting parties are businesses.
- **Business to Consumer (B2C):** Businesses sell electronically to end-consumers.
- **Consumer to Consumer (C2C):** Consumers come together to buy, sell or trade items to other consumers.
- **Consumer-to-Business (C2B):** Consumers make products or services available for purchase to companies looking for exactly those services or products.
- **Business-to-Administration (B2A):** Online transactions conducted between companies and public administration.
- **Consumer-to-Administration (C2A):** Online transactions conducted between individuals and public administration.

9.2.3.1 Benefits of E-Commerce

The e-commerce business provides some benefits for retailers and customers.

Benefits for retailers:

- Establishes an online presence
- Reduces operational costs by removing overhead costs
- Increases brand awareness through the use of good keywords
- Increases sales by removing geographical and time constraints

Benefits for customers:

- Offers a wider range of choice than any physical store
- Enables goods and services to be purchased from remote locations
- Enables consumers to perform price comparisons

9.2.3.2 Digital India Campaign

Prime Minister Narendra Modi launched the Digital India campaign in 2015, with the objective of offering every citizen of India access to digital services, knowledge and information. The campaign aims to improve the country's online infrastructure and increase internet connectivity, thus boosting the e-commerce industry.

Currently, the majority of online transactions come from tier 2 and tier 3 cities. Once the Digital India campaign is in place, the government will deliver services through mobile connectivity, which will help deliver internet to remote corners of the country. This will help the e-commerce market to enter India's tier 4 towns and rural areas.

E-Commerce Activity

Choose a product or service that you want to sell online. Write a brief note explaining how you will use existing e-commerce platforms, or create a new e-commerce platform, to sell your product or service.

9.2.3.3 Tips



1. Before launching your e-commerce platform, test everything.
2. Pay close and personal attention to your social media.

UNIT 9.3: Money Matters

Unit Objectives

At the end of this unit, you will be able to:

1. Discuss the importance of saving money
2. Discuss the benefits of saving money
3. Discuss the main types of bank accounts
4. Describe the process of opening a bank account
5. Differentiate between fixed and variable costs
6. Describe the main types of investment options
7. Describe the different types of insurance products
8. Describe the different types of taxes
9. Discuss the uses of online banking
10. Discuss the main types of electronic funds transfers

9.3.1 Personal Finance – Why to Save

Importance of Saving

We all know that the future is unpredictable. You never know what will happen tomorrow, next week or next year. That's why saving money steadily through the years is so important. Saving money will help improve your financial situation over time. But more importantly, knowing that you have money stashed away for an emergency will give you peace of mind. Saving money also opens the door to many more options and possibilities.

Benefits of Saving

Inculcating the habit of saving leads to a vast number of benefits. Saving helps you:

- **Become financially independent:** When you have enough money saved up to feel secure you can start making your choices, from taking a vacation whenever you want, to switching careers or starting your own business.
- **Invest in yourself through education:** Through saving, you can earn enough to pay up for courses that will add to your professional experience and ultimately result in higher paying jobs.
- **Get out of debt:** Once you have saved enough as a reserve fund, you can use your savings to pay off debts like loans or bills that have accumulated over time.
- **Be prepared for surprise expenses:** Having money saved enables you to pay for unforeseen expenses like sudden car or house repairs, without feeling financially stressed.
- **Pay for emergencies:** Saving helps you deal with emergencies like sudden health issues or emergency trips without feeling financially burdened.
- **Afford large purchases and achieve major goals:** Saving diligently makes it possible to place down payments towards major purchases and goals, like buying a home or a car.
- **Retire:** The money you have saved over the years will keep you comfortable when you no longer have the income you would get from your job.

9.3.1.1 Tips



1. Break your spending habit. Try not spending on one expensive item per week, and put the money that you would have spent into your savings.
2. Decide that you will not buy anything on certain days or weeks and stick to your word.

9.3.2 Types of Bank Accounts

In India, banks offer four main types of bank accounts. These are:

1. Current Accounts
2. Savings Accounts
3. Recurring Deposit Accounts
4. Fixed Deposit Accounts

Current Accounts

Current accounts offer the most liquid deposits and thus, are best suited for businessmen and companies. As these accounts are not meant for investments and savings, there is no imposed limit on the number or amount of transactions that can be made on any given day. Current account holders are not paid any interest on the amounts held in their accounts. They are charged for certain services offered on such accounts.

Savings Accounts

Savings accounts are meant to promote savings, and are therefore the number one choice for salaried individuals, pensioners and students. While there is no restriction on the number and amount of deposits made, there are usually restrictions on the number and amount of withdrawals. Savings account holders are paid interest on their savings.

Recurring Deposit Accounts

Recurring Deposit accounts, also called RD accounts, are the accounts of choice for those who want to save an amount every month, but are unable to invest a large sum at one time. Such account holders deposit a small, fixed amount every month for a pre-determined period (minimum 6 months). Defaulting on a monthly payment results in the account holder being charged a penalty amount. The total amount is repaid with interest at the end of the specified period.

Fixed Deposit Accounts

Fixed Deposit accounts, also called FD accounts, are ideal for those who wish to deposit their savings for a long term in return for a high rate of interest. The rate of interest offered depends on the amount deposited and the time period, and also differs from bank to bank. In the case of an FD, a certain amount of money is deposited by the account holder for a fixed period of time. The money can be withdrawn when the period expires. If necessary, the depositor can break the fixed deposit prematurely. However, this usually attracts a penalty amount which also differs from bank to bank.

9.3.2.1 Opening a Bank Account

Opening a bank account is quite a simple process. Take a look at the steps to open an account of your own:

Step 1: Fill in the Account Opening Form

This form requires you to provide the following information:

- Personal details (name, address, phone number, date of birth, gender, occupation, address)
 - Method of receiving your account statement (hard copy/email)
 - Details of your initial deposit (cash/cheque)
 - Manner of operating your account (online/mobile banking/traditional via cheque, slip books)
- Ensure that you sign wherever required on the form.

Step 2: Affix your Photograph

Stick a recent photograph of yourself in the allotted space on the form.

Step 3: Provide your Know Your Customer (KYC) Details

KYC is a process that helps banks verify the identity and address of their customers. To open an account, every individual needs to submit certain approved documents with respect to photo identity (ID) and address proof. Some Officially Valid Documents (OVDs) are:

- Passport
- Driving License
- Voters' Identity Card
- PAN Card
- UIDAI (Aadhaar) Card

Step 4: Submit All your Documents

Submit the completed Account Opening Form and KYC documents. Then wait until the forms are processed and your account has been opened!

9.3.2.2 Tips



1. Select the right type of account.
2. Fill in complete nomination details.
3. Ask about fees.
4. Understand the rules.
5. Check for online banking – it's convenient!
6. Keep an eye on your bank balance.

9.3.3 Costs: Fixed vs Variable

What are Fixed and Variable Costs

- Fixed costs and variable costs together make up a company's total cost. These are the two types of costs that companies have to bear when producing goods and services.
- A fixed cost does not change with the volume of goods or services a company produces. It always remains the same.
- A variable cost, on the other hand, increases and decreases depending on the volume of goods and services produced. In other words, it varies with the amount produced.

Differences Between Fixed and Variable Costs

Let's take a look at some of the main differences between fixed and variable costs:

Criteria	Fixed Costs	Variable Costs
Meaning	A cost that stays the same, regardless of the output produced.	A cost that changes when the
Nature	Time related.	Incurred
Incurred	Incurred irrespective of units being produced.	Incurred only when units are produced.
Unit cost	Inversely proportional to the number of units produced.	Remains the same, per unit.
Examples	Depreciation, rent, salary, insurance, tax etc.	Material consumed, wages, commission on sales, packing expenses, etc.

9.3.3.1 Tips



1. When trying to determine whether a cost is fixed or variable, simply ask the following question: Will the particular cost change if the company stopped its production activities? If the answer is no, then it is a fixed cost. If the answer is yes, then it is probably a variable cost.

9.3.4 Investment, Insurance and Taxes

Investment

Investment means that money is spent today with the aim of reaping financial gains at a future time. The main types of investment options are as follows:

- **Bonds:** Bonds are instruments used by public and private companies to raise large sums of money – too large to be borrowed from a bank. These bonds are then issued in the public market and are bought by lenders.
- **Stocks:** Stocks or equity are shares that are issued by companies and are bought by the general public.
- **Small Savings Schemes:** Small Savings Schemes are tools meant to save money in small amounts. Some popular schemes are the Employees Provident Fund, Sukanya Samridhi Scheme and National Pension Scheme.
- **Mutual Funds:** Mutual Funds are professionally managed financial instruments that invest money in different securities on behalf of investors.
- **Fixed Deposits:** A fixed amount of money is kept aside with a financial institution for a fixed amount of time in return for interest on the money.
- **Real Estate:** Loans are taken from banks to purchase real estate, which is then leased or sold with the aim of making a profit on the appreciated property price.
- **Hedge Funds:** Hedge funds invest in both financial derivatives and/or publicly traded securities.
- **Private Equity:** Private Equity is trading in the shares of an operating company that is not publicly listed and whose shares are not available on the stock market.

- **Venture Capital:** Venture Capital involves investing substantial capital in a budding company in return for stocks in that company.

Insurance

There are two types of insurance:

1. Life Insurance
2. Non-Life or General Insurance.

Life Insurance Products

The main life insurance products are:

- **Term Insurance:** This is the simplest and cheapest form of insurance. It offers financial protection for a specified tenure, say 15 to 20 years. In the case of your death, your family is paid the sum assured. In the case of your surviving the term, the insurer pays nothing.
- **Endowment Policy:** This offers the dual benefit of insurance and investment. Part of the premium is allocated towards the sum assured, while the remaining premium gets invested in equity and debt. It pays a lump sum amount after the specified duration or on the death of the policyholder, whichever is earlier.
- **Unit-Linked Insurance Plan (ULIP):** Here part of the premium is spent on the life cover, while the remaining amount is invested in equity and debt. It helps develop a regular saving habit.
- **Money Back Life Insurance:** While the policyholder is alive, periodic payments of the partial survival benefits are made during the policy tenure. On the death of the insured, the insurance company pays the full sum assured along with survival benefits.
- **Whole Life Insurance:** It offers the dual benefit of insurance and investment. It offers insurance cover for the whole life of the person or up to 100 years whichever is earlier.

General Insurance

General Insurance deals with all insurance covering assets like animals, agricultural crops, goods, factories, cars and so on.

General Insurance Products:

- **Motor Insurance:** This can be divided into Four Wheeler Insurance and Two Wheeler Insurance.
- **Health Insurance:** The main types of health insurance are individual health insurance, family floater health insurance, comprehensive health insurance and critical illness insurance.
- **Travel Insurance:** This can be categorised into Individual Travel Policy, Family Travel Policy, Student Travel Insurance and Senior Citizen Health Insurance.
- **Home Insurance:** This protects the house and its contents from risk.
- **Marine Insurance:** This insurance covers goods, freight, cargo etc. against loss or damage during transit by rail, road, sea and/or air.

Taxes

There are two types of taxes:

1. Direct Taxes
2. Indirect Taxes.

Direct Tax

Direct taxes are levied directly on an entity or a person and are non-transferrable. Some examples of Direct Taxes are:

- **Income Tax:** This tax is levied on your earning in a financial year. It is applicable to both, individuals and companies.
- **Capital Gains Tax:** This tax is payable whenever you receive a sizable amount of money. It is usually of two types – short term capital gains from investments held for less than 36 months and long term capital gains from investments held for longer than 36 months.
- **Securities Transaction Tax:** This tax is added to the price of a share. It is levied every time you buy or sell shares.
- **Perquisite Tax:** This tax is levied is on perks that have been acquired by a company or used by an employee.
- **Corporate Tax:** Corporate tax is paid by companies from the revenue they earn.

Indirect Tax

Indirect taxes are levied on goods or services. Some examples of Indirect Taxes are:

- **Sales Tax:** Sales Tax is levied on the sale of a product.
- **Service Tax:** Service Tax is added to services provided in India.
- **Value Added Tax:** Value Added Tax is levied at the discretion of the state government. The tax is levied on goods sold in the state. The tax amount is decided by the state.
- **Customs Duty & Octroi:** Customs Duty is a charge that is applied on purchases that are imported from another country. Octroi is levied on goods that cross state borders within India.
- **Excise Duty:** Excise Duty is levied on all goods manufactured or produced in India.

9.3.4.1 Tips



1. Think about how quickly you need your money back and pick an investment option accordingly.
2. Ensure that you are buying the right type of insurance policy for yourself.
3. Remember, not paying taxes can result in penalties ranging from fines to imprisonment.

9.3.5 Online Banking, NEFT, RTGS, etc.

What is Online Banking

Internet or online banking allows account holders to access their account from a laptop at any location. In this way, instructions can be issued. To access an account, account holders simply need to use their unique customer ID number and password.

Internet banking can be used to:

- Find out an account balance
- Transfer amounts from one account to another
- Arrange for the issuance of cheques
- Instruct payments to be made
- Request for a cheque book
- Request for a statement of accounts
- Make a fixed deposit

Electronic Funds Transfers

Electronic funds transfer is a convenient way of transferring money from the comfort of one's own home, using integrated banking tools like internet and mobile banking.

Transferring funds via an electronic gateway is extremely convenient. With the help of online banking, you can choose to:

- Transfer funds into your own accounts of the same bank.
- Transfer funds into different accounts of the same bank.
- Transfer funds into accounts in different banks, using NEFT.
- Transfer funds into other bank accounts using RTGS.
- Transfer funds into various accounts using IMPS.

NEFT

NEFT stands for National Electronic Funds Transfer. This money transfer system allows you to electronically transfer funds from your respective bank accounts to any other account, either in the same bank or belonging to any other bank. NEFT can be used by individuals, firms and corporate organizations to transfer funds between accounts.

In order to transfer funds via NEFT, two things are required:

- A transferring bank
- A destination bank

Before you can transfer funds through NEFT, you will need to register the beneficiary who will be receiving the funds. In order to complete this registration, you will require the following

- Recipient's name
- Recipient's account number
- Recipient's bank's name
- Recipient's bank's IFSC code

RTGS

RTGS stands for Real Time Gross Settlement. This is a real time funds transfer system which enables you to transfer funds from one bank to another, in real time or on a gross basis. The transferred amount is immediately deducted from the account of one bank, and instantly credited to the other bank's account. The RTGS payment gateway is maintained by the Reserve Bank of India. The transactions between banks are made electronically.

RTGS can be used by individuals, companies and firms to transfer large sums of money. Before remitting funds through RTGS, you will need to add the beneficiary and his bank account details via your online banking account. In order to complete this registration, you will require the following information:

- Name of the beneficiary
- Beneficiary's account number
- Beneficiary's bank address
- Bank's IFSC code

IMPS

IMPS stands for Immediate Payment Service. This is a real-time, inter-bank, electronic funds transfer system used to transfer money instantly within banks across India. IMPS enables users to make instant electronic transfer payments using mobile phones through both, Mobile Banking and SMS. It can also be used through ATMs and online banking. IMPS is available 24 hours a day and 7 days a week. The system features a secure transfer gateway and immediately confirms orders that have been fulfilled.

To transfer money through IMPS, the you need to:

- Register for IMPS with your bank
- Receive a Mobile Money Identifier (MMID) from the bank
- Receive a MPIN from the bank

Once you have both these, you can login or make a request through SMS to transfer a particular amount to a beneficiary.

For the beneficiary to receive the transferred money, he must:

- Link his mobile number with his respective account
- Receive the MMID from the bank

In order to initiate a money transfer through IMPS, you will need to enter the following information:

- The beneficiary's mobile number
- The beneficiary's MMID
- The transfer amount
- Your MPIN

As soon as money has been deducted from your account and credited into the beneficiary's account, you will be sent a confirmation SMS with a transaction reference number, for future reference.

9.3.5.1 Differences Between NEFT, RTGS & IMPS

Criteria	NEFT	RTGS	IMPS
Settlement	Done in Batches	Real-Time	Real-Time
Full Form	national Electronic Fund Transfer	Real Time Gross Settlement	Immediate Payment Service
Timing on Monday to Friday	8.00 am - 6.30 pm	9.00 am - 4.30 pm	24x7
Timing on Saturday	8.00 am - 7.00 p.m.	9.00 am - 1.30 pm	24x7
Minimum amount of money transfer limit	₹ 1	₹ 2 lacs	₹ 1
Maximum amount of money transfer limit	₹ 10 lacs	₹ 10 lacs per day	₹ 2 lacs
Maximum charges as per RBI	Upto 10,000 - ₹ 2.5 above 10,000 - ₹ 1 lac - ₹ 5 above 1-2 lacs - ₹ 15 above 2-5 lacs - ₹ 25 above 5-10 lacs - ₹ 25	above 2-5 lacs - ₹ 25 above 5-10 lacs - ₹ 50	Upto 10,000 - ₹ 5 above 10,000 - ₹ 1 lac - ₹ 5 above 1-2 lacs - ₹ 15

9.3.5.2 Tips



1. Never click on any links in any e-mail message to access your online banking website.
2. You will never be asked for your credit or debit card details while using online banking.
3. Change your online banking password regularly.

UNIT 9.4: Preparing for Employment & Self Employment

Unit Objectives

At the end of this unit, you will be able to:

1. Discuss the steps to prepare for an interview
2. Discuss the steps to create an effective Resume
3. Discuss the most frequently asked interview questions
4. Discuss how to answer the most frequently asked interview questions
5. Discuss basic workplace terminology

9.4.1 Interview Preparation: How to Prepare for an Interview

The success of your getting the job that you want depends largely on how well your interview for that job goes. Therefore, before you go in for your interview, it is important that you prepare for it with a fair amount of research and planning. Take a look at the steps to follow in order to be well prepared for an interview:

1. Research the organization that you are having the interview with.

- Studying the company beforehand will help you be more prepared at the time of the interview. Your knowledge of the organization will help you answer questions at the time of the interview, and will leave you looking and feeling more confident. This is sure to make you stand out from other, not as well informed, candidates.
- Look for background information on the company. Try and find an overview of the company and its industry profile.
- Visit the company website to get a good idea of what the company does. A company website offers a wealth of important information. Read and understand the company's mission statement. Pay attention to the company's products/services and client list. Read through any press releases to get an idea of the company's projected growth and stability.
- Note down any questions that you have after your research has been completed.

2. Think about whether your skills and qualifications match the job requirements.

- Carefully read through and analyze the job description.
- Make a note of the knowledge, skills and abilities required to fulfill the job requirements.
- Take a look at the organization hierarchy. Figure out where the position you are applying for fits into this hierarchy.

3. Go through the most typical interview questions asked, and prepare your responses.

- Remember, in most interviews a mix of resume-based, behavioral and case study questions are asked.
- Think about the kind of answers you would like to provide to typical questions asked in these three areas.
- Practice these answers until you can express them confidently and clearly.

4. Plan your attire for the interview.

- It is always safest to opt for formal business attire, unless expressly informed to dress in business casual (in which case you should use your best judgement).
- Ensure that your clothes are clean and well-ironed. Pick neutral colours – nothing too bright or flashy.

- The shoes you wear should match your clothes, and should be clean and suitable for an interview.
- Remember, your aim is to leave everyone you meet with the impression that you are a professional and highly efficient person.

5. Ensure that you have packed everything that you may require during the interview.

- Carry a few copies of your resume. Use a good quality paper for your resume print outs.
- Always take along a notepad and a pen.
- Take along any information you may need to refer to, in order to fill out an application form.
- Carry a few samples of your work, if relevant.

6. Remember the importance of non-verbal communication.

- Practice projecting confidence. Remind yourself to smile and make eye contact. Practice giving a firm handshake.
- Keep in mind the importance of posture. Practice sitting up straight. Train yourself to stop nervous gestures like fidgeting and foot-tapping.
- Practice keeping your reactions in check. Remember, your facial expressions provide a good insight into your true feelings. Practice projecting a positive image.

7. Make a list of questions to end the interview with.

- Most interviews will end with the interviewer(s) asking if you have any questions. This is your chance to show that you have done your research and are interested in learning more about the company.
- If the interviewer does not ask you this question, you can inform him/her that you have some queries that you would like to discuss. This is the time for you to refer to the notes you made while studying the company.
- Some good questions to ask at this point are:
 - What do you consider the most important criteria for success in this job?
 - How will my performance be evaluated?
 - What are the opportunities for advancement?
 - What are the next steps in the hiring process?
- Remember, never ask for information that is easily available on the company website.

9.4.1.1 Tips



1. Ask insightful and probing questions.
2. When communicating, use effective forms of body language like smiling, making eye contact, and actively listening and nodding. Don't slouch, play with nearby items, fidget, chew gum, or mumble.

9.4.2 Preparing an Effective Resume

A resume is a formal document that lists a candidate's work experience, education and skills. A good resume gives a potential employer enough information to believe the applicant is worth interviewing. That's why it is so important to create a résumé that is effective. Take a look at the steps to create an effective resume:

Step 1: Write the Address Section: The Address section occupies the top of your resume. It includes information like your name, address, phone number and e-mail address. Insert a bold line under the section to separate it from rest of your resume.

Example:

Jasmine Watts
 Breach Candy, mumbai - India
 Contact No. +91 2223678270
 Email: jasmine.watts@gmail.com

Step 2: Add the Profile Summary Section: This part of your resume should list your overall experiences, achievements, awards, certifications and strengths. You can make your summary as short as 2-3 bullet points or as long as 8-10 bullet points.

Example:**Profile Summary**

- A Content Writer graduated from University of Strathclyde having 6 years of experience in writing website copy.
- Core expertise lies in content creation for e-learning courses, specifically for the k-12 segment.

Step 3: Include Your Educational Qualifications: When listing your academic records, first list your highest degree. Then add the second highest qualification under the highest one and so on. To provide a clear and accurate picture of your educational background, it is critical that include information on your position, rank, percentage or CPI for every degree or certification that you have listed.

If you have done any certifications and trainings, you can add a Trainings & Certifications section under your Educational Qualifications section.

Example:**Educational Qualification**

- Masters in International Management (2007) from Columbia University with 11.8 CPI.
- Bachelor of Management Studios (2004) from Mumbai University with 87% marks.
- 10+2 with Math, Stats (2001) from Maharashtra Board with 91% marks.
- High School (1999) from Maharashtra Board with 93% marks.

Step 4: List Your Technical Skills: When listing your technical skills, start with the skills that you are most confident about. Then add the skills that you do not have as good a command over. It is perfectly acceptable to include just one skill, if you feel that particular skill adds tremendous value to your résumé. If you do not have any technical skills, you can omit this step.

Example:**Technical Skills**

- Flash
- Photoshop

Step 5: Insert Your Academic Project Experience

List down all the important projects that you have worked on. Include the following information in this section:

Example:

Project title	Organization	Platform used
Contribution	Description	

Academic Projects**Project Title:** Different Communication Skills**Organization:** True Blue Solutions**Platform used:** Articulate**Contribution:** Content writing and graphic visualization**Description:** Development of storyboards for corporate induction & training programs.

Step 6: List Your Strengths: This is where you list all your major strengths. This section should be in the form of a bulleted list.

Example:**Strengths**

- Excellent oral, written and presentation skills
- Action-oriented and result-focused
- Great time management skills

Step 7: List Your Extracurricular Activities: It is very important to show that you have diverse interests and that your life consists of more than academics. Including your extracurricular activities can give you an added edge over other candidates who have similar academic scores and project experiences. This section should be in the form of a bulleted list.

Example:**Extracurricular Activities**

- Member of the Debate Club
- Played tennis at national level
- Won first prizes in the All India Camel Contest, 2010

Step 8: Write Your Personal Details: The last section of your résumé must include the following personal information:

- Date of birth
- Gender & marital status
- Nationality
- Languages known

Example:**Personal Details**

- Date of Birth: 25th May, 1981
- Gender & marital status: Female, Single
- Nationality: Indian
- Languages known: English, Hindi, Tamil, French

9.4.2.1 Tips



1. Keep your resume file name short, simple and informational.
2. Make sure the resume is neat and free from typing errors.
3. Always create your resume on plain white paper.

9.4.3 Interview FAQs

Take a look at some of the most frequently asked interview questions, and some helpful tips on how to answer them.

1. Can you tell me a little about yourself?

Tips to answer:

- Don't provide your full employment or personal history.
- Offer 2-3 specific experiences that you feel are most valuable and relevant.
- Conclude with how those experiences have made you perfect for this specific role.

2. How did you hear about the position?

Tips to answer:

- Tell the interviewer how you heard about the job – whether it was through a friend (name the friend), event or article (name them) or a job portal (say which one).
- Explain what excites you about the position and what in particular caught your eye about this role.

3. What do you know about the company?

Tips to answer:

- Don't recite the company's About Us page.
- Show that you understand and care about the company's goals.
- Explain why you believe in the company's mission and values.

4. Why do you want this job?

Tips to answer:

- Show that you are passionate about the job.
- Identify why the role is a great fit for you.
- Explain why you love the company.

5. Why should we hire you?

Tips to answer:

- Prove through your words that you can not only do the work, but can definitely deliver excellent results.
- Explain why you would be a great fit with the team and work culture.
- Explain why you should be chosen over any other candidate.

6. What are your greatest professional strengths?

Tips to answer:

- Be honest – share some of your real strengths, rather than give answers that you think sound good.
- Offer examples of specific strengths that are relevant to the position you are applying for.
- Provide examples of how you've demonstrated these strengths.

7. What do you consider to be your weaknesses?

Tips to answer:

- The purpose of this question is to gauge your self-awareness and honesty.
- Give an example of a trait that you struggle with, but that you're working on to improve.

8. What are your salary requirements?

Tips to answer:

- Do your research beforehand and find out the typical salary range for the job you are applying for.
- Figure out where you lie on the pay scale based on your experience, education, and skills.

- Be flexible. Tell the interviewer that you know your skills are valuable, but that you want the job and are willing to negotiate.

9. What do you like to do outside of work?

Tips to answer:

- The purpose of this question is to see if you will fit in with the company culture.
- Be honest – open up and share activities and hobbies that interest and excite you.

10. If you were an animal, which one would you want to be?

Tips to answer:

- The purpose of this question is to see if you are able to think on your feet.
- There's no wrong answer – but to make a great impression try to bring out your strengths or personality traits through your answer.

11. What do you think we could do better or differently?

Tips to answer:

- The purpose of this question is to see if you have done your research on the company, and to test whether you can think critically and come up with new ideas.
- Suggest new ideas. Show how your interests and expertise would help you execute these ideas.

12. Do you have any questions for us?

Tips to answer:

- Do not ask questions to which the answers can be easily found on the company website or through a quick online search.
- Ask intelligent questions that show your ability to think critically.

9.4.3.1 Tips



1. Be honest and confident while answering.
2. Use examples of your past experiences wherever possible to make your answers more impactful.

9.4.4 Work Readiness – Terms & Terminologies

Every employee should be well versed in the following terms:

- **Annual leave:** Paid vacation leave given by employers to employees.
- **Background Check:** A method used by employers to verify the accuracy of the information provided by potential candidates.
- **Benefits:** A part of an employee's compensation package.
- **Breaks:** Short periods of rest taken by employees during working hours.
- **Compensation Package:** The combination of salary and benefits that an employer provides to his/her employees.
- **Compensatory Time (Comp Time):** Time off in lieu of pay.
- **Contract Employee:** An employee who works for one organization that sells said employee's services to another company, either on a project or time basis.
- **Contract of Employment:** When an employee is offered work in exchange for wages or salary, and accepts the offer made by the employer, a contract of employment exists.
- **Corporate Culture:** The beliefs and values shared by all the members of a company, and imparted from one generation of employees to another.

- **Counter Offer/Counter Proposal:** A negotiation technique used by potential candidates to increase the amount of salary offered by a company.
- **Cover Letter:** A letter that accompanies a candidate's resume. It emphasizes the important points in the candidate's resume and provides real examples that prove the candidate's ability to perform the expected job role.
- **Curriculum Vitae (CV)/Resume:** A summary of a candidate's achievements, educational background, work experience, skills and strengths.
- **Declining Letter:** A letter sent by an employee to an employer, turning down the job offer made by the employer to the employee.
- **Deductions:** Amounts subtracted from an employee's pay and listed on the employee's pay slip.
- **Discrimination:** The act of treating one person not as favourably as another person.
- **Employee:** A person who works for another person in exchange for payment.
- **Employee Training:** A workshop or in-house training that an employee is asked to attend by his or her superior, for the benefit of the employer.
- **Employment Gaps:** Periods of unemployed time between jobs.
- **Fixed-Term Contract:** A contract of employment which gets terminated on an agreed-upon date.
- **Follow-Up:** The act of contacting a potential employer after a candidate has submitted his or her resume.
- **Freelancer/Consultant/Independent Contractor:** A person who works for him or herself and pitches for temporary jobs and projects with different employers.
- **Holiday:** Paid time-off from work.
- **Hourly Rate:** The amount of salary or wages paid for 60 minutes of work.
- **Internship:** A job opportunity offered by an employer to a potential employee, called an intern, to work at the employer's company for a fixed, limited time period.
- **Interview:** A conversation between a potential employee and a representative of an employer, in order to determine if the potential employee should be hired.
- **Job Application:** A form which asks for a candidate's information like the candidate's name, address, contact details and work experience. The purpose of a candidate submitting a job application, is to show that candidate's interest in working for a particular company.
- **Job Offer:** An offer of employment made by an employer to a potential employee.
- **Job Search Agent:** A program that enables candidates to search for employment opportunities by selecting criteria listed in the program, for job vacancies.
- **Lay Off:** A lay off occurs when an employee is temporarily let go from his or her job, due to the employer not having any work for that employee.
- **Leave:** Formal permission given to an employee, by his or her employer, to take a leave of absence from work.
- **Letter of Acceptance:** A letter given by an employer to an employee, confirming the offer of employment made by the employer, as well as the conditions of the offer.
- **Letter of Agreement:** A letter that outlines the terms of employment.
- **Letter of Recommendation:** A letter written for the purpose of validating the work skills of a person.
- **Maternity Leave:** Leave taken from work by women who are pregnant, or who have just given birth.
- **Mentor:** A person who is employed at a higher level than you, who offers you advice and guides you in your career.
- **Minimum wage:** The minimum wage amount paid on an hourly basis.
- **Notice:** An announcement made by an employee or an employer, stating that the employment contract will end on a particular date.

- **Offer of Employment:** An offer made by an employer to a prospective employee that contains important information pertaining to the job being offered, like the starting date, salary, working conditions etc.
- **Open-Ended Contract:** A contract of employment that continues till the employer or employee terminates it.
- **Overqualified:** A person who is not suited for a particular job because he or she has too many years of work experience, or a level of education that is much higher than required for the job, or is currently or was previously too highly paid.
- **Part-Time Worker:** An employee who works for fewer hours than the standard number of hours normally worked.
- **Paternity Leave:** Leave granted to a man who has recently become a father.
- **Recruiters/Headhunters/Executive Search Firms:** Professionals who are paid by employers to search for people to fill particular positions.
- **Resigning/Resignations:** When an employee formally informs his or her employer that he or she is quitting his or her job.
- **Self-Employed:** A person who has his or her own business and does not work in the capacity of an employee.
- **Time Sheet:** A form that is submitted to an employer, by an employee, that contains the number of hours worked every day by the employee.

UNIT 9.5: Understanding Entrepreneurship

Unit Objectives

At the end of this unit, you will be able to:

1. Discuss the concept of entrepreneurship
2. Discuss the importance of entrepreneurship
3. Describe the characteristics of an entrepreneur
4. Describe the different types of enterprises
5. List the qualities of an effective leader
6. Discuss the benefits of effective leadership
7. List the traits of an effective team
8. Discuss the importance of listening effectively
9. Discuss how to listen effectively
10. Discuss the importance of speaking effectively
11. Discuss how to speak effectively
12. Discuss how to solve problems
13. List important problem solving traits
14. Discuss ways to assess problem solving skills
15. Discuss the importance of negotiation
16. Discuss how to negotiate
17. Discuss how to identify new business opportunities
18. Discuss how to identify business opportunities within your business
19. Understand the meaning of entrepreneur
20. Describe the different types of entrepreneurs
21. List the characteristics of entrepreneurs
22. Recall entrepreneur success stories
23. Discuss the entrepreneurial process
24. Describe the entrepreneurship ecosystem
25. Discuss the government's role in the entrepreneurship ecosystem
26. Discuss the current entrepreneurship ecosystem in India
27. Understand the purpose of the Make in India campaign
28. Discuss the relationship between entrepreneurship and risk appetite
29. Discuss the relationship between entrepreneurship and resilience
30. Describe the characteristics of a resilient entrepreneur
31. Discuss how to deal with failure

9.5.1 Concept Introduction

Anyone who is determined to start a business, no matter what the risk, is an entrepreneur. Entrepreneurs run their own start-up, take responsibility for the financial risks and use creativity, innovation and vast reserves of self-motivation to achieve success. They dream big and are determined to do whatever it takes to turn their idea into a viable offering. The aim of an entrepreneur is to create an enterprise. The process of creating this enterprise is known as entrepreneurship.

9.5.1.1 Importance of Entrepreneurship

Entrepreneurship is very important for the following reasons:

1. It results in the creation of new organizations
2. It brings creativity into the marketplace
3. It leads to improved standards of living
4. It helps develop the economy of a country

9.5.1.2 Characteristics of Entrepreneurs

All successful entrepreneurs have certain characteristics in common.

They are all:

1. Extremely passionate about their work
2. Confident in themselves
3. Disciplined and dedicated
4. Motivated and driven
5. Highly creative
6. Visionaries
7. Open-minded
8. Decisive

Entrepreneurs also have a tendency to:

1. Have a high risk tolerance
2. Thoroughly plan everything
3. Manage their money wisely
4. Make their customers their priority
5. Understand their offering and their market in detail
6. Ask for advice from experts when required
7. Know when to cut their losses

9.5.1.3 Examples of Famous Entrepreneurs

Some famous entrepreneurs are:

- Bill Gates (Founder of Microsoft)
- Steve Jobs (Co-founder of Apple)
- Mark Zuckerberg (Founder of Facebook)
- Pierre Omidyar (Founder of eBay)

9.5.1.4 Types of Enterprises

As an entrepreneur in India, you can own and run any of the following types of enterprises:

Sole Proprietorship: In a sole proprietorship, a single individual owns, manages and controls the enterprise. This type of business is the easiest to form with respect to legal formalities. The business and the owner have no separate legal existence. All profit belongs to the proprietor, as do all the losses—the liability of the entrepreneur is unlimited.

Partnership: A partnership firm is formed by two or more people. The owners of the enterprise are called partners. A partnership deed must be signed by all the partners. The firm and its partners have no separate legal existence. The profits are shared by the partners. With respect to losses, the liability of the partners is unlimited. A firm has a limited life span and must be dissolved when any one of the partners dies, retires, claims bankruptcy or goes insane.

Limited Liability Partnership (LLP): In a Limited Liability Partnership or LLP, the partners of the firm enjoy perpetual existence as well as the advantage of limited liability. Each partner's liability is limited to their agreed contribution to the LLP. The partnership and its partners have a separate legal existence.

9.5.1.5 Tips



1. Learn from others' failures.
2. Be certain that this is what you want.
3. Search for a problem to solve, rather than look for a problem to attach to your idea.

9.5.2 Leadership & Teamwork: Leadership and Leaders

Leadership means setting an example for others to follow. Setting a good example means not asking someone to do something that you wouldn't willingly want to do yourself. Leadership is about figuring out what to do in order to win as a team, and as a company.

Leaders believe in doing the right things. They also believe in helping others to do the right things. An effective leader is someone who:

- Creates an inspiring vision of the future.
- Motivates and inspires his team to pursue that vision.

9.5.2.1 Leadership Qualities That All Entrepreneurs Need

Building a successful enterprise is only possible if the entrepreneur in charge possesses excellent leadership qualities. Some critical leadership skills that every entrepreneur must have are:

1. **Pragmatism:** This means having the ability to highlight all obstacles and challenges, in order to resolve issues and reduce risks.
2. **Humility:** This means admitting to mistakes often and early, and being quick to take responsibility for your actions. Mistakes should be viewed as challenges to overcome, not opportunities to point blame.
3. **Flexibility:** It is critical for a good leader to be very flexible and quickly adapt to change. It is equally critical to know when to adapt and when not to.

4. **Authenticity:** This means showing both, your strengths and your weaknesses. It means being human and showing others that you are human.
5. **Reinvention:** This means refreshing or changing your leadership style when necessary. To do this, it's important to learn where your leadership gaps lie and find out what resources are required to close them.
6. **Awareness:** This means taking the time to recognize how others view you. It means understanding how your presence affects those around you.

9.5.2.2 Benefits of Effective Leadership

Effective leadership results in numerous benefits. Great leadership leads to the leader successfully:

- Gaining the loyalty and commitment of the team members
- Motivating the team to work towards achieving the company's goals and objectives
- Building morale and instilling confidence in the team members
- Fostering mutual understanding and team-spirit among team members
- Convincing team members about the need to change when a situation requires adaptability

9.5.2.3 Teamwork and Teams

Teamwork occurs when the people in a workplace combine their individual skills to pursue a common goal. Effective teams are made up of individuals who work together to achieve this common goal. A great team is one who holds themselves accountable for the end result.

9.5.2.4 Importance of Teamwork in Entrepreneurial Success

For an entrepreneurial leader, building an effective team is critical to the success of a venture. An entrepreneur must ensure that the team he builds possesses certain crucial qualities, traits and characteristics. An effective team is one which has:

1. **Unity of purpose:** All the team members should clearly understand and be equally committed to the purpose, vision and goals of the team.
2. **Great communication skills:** Team members should have the ability to express their concerns, ask questions and use diagrams, and charts to convey complex information.
3. **The ability to collaborate:** Every member should feel entitled to provide regular feedback on new ideas.
4. **Initiative:** The team should consist of proactive individuals. The members should have the enthusiasm to come up with new ideas, improve existing ideas, and conduct their own research.
5. **Visionary members:** The team should have the ability to anticipate problems and act on these potential problem before they turn into real problems.
6. **Great adaptability skills:** The team must believe that change is a positive force. Change should be seen as the chance to improve and try new things.
7. **Excellent organizational skills:** The team should have the ability to develop standard work processes, balance responsibilities, properly plan projects, and set in place methods to measure progress and ROI.

9.5.2.5 Tips



1. Don't get too attached to your original idea. Allow it to evolve and change.
2. Be aware of your weaknesses and build a team that will complement your shortfalls.
3. Hiring the right people is not enough. You need to promote or incentivize your most talented people to keep them motivated.
4. Earn your team's respect

9.5.3 Communication Skills

Listening is the ability to correctly receive and understand messages during the process of communication. Listening is critical for effective communication. Without effective listening skills, messages can easily be misunderstood. This results in a communication breakdown and can lead to the sender and the receiver of the message becoming frustrated or irritated.

It's very important to note that listening is not the same as hearing. Hearing just refers to sounds that you hear. Listening is a whole lot more than that. To listen, one requires focus. It means not only paying attention to the story, but also focusing on how the story is relayed, the way language and voice is used, and even how the speaker uses their body language. The ability to listen depends on how effectively one can perceive and understand both, verbal and non-verbal cues.

9.5.3.1 How to Listen Effectively

To listen effectively you should:

- Stop talking
- Stop interrupting
- Focus completely on what is being said
- Nod and use encouraging words and gestures
- Be open-minded
- Think about the speaker's perspective
- Be very, very patient
- Pay attention to the tone that is being used
- Pay attention to the speaker's gestures, facial expressions and eye movements
- Not try and rush the person
- Not let the speaker's mannerisms or habits irritate or distract you
- Be very, very patient
- Pay attention to the tone that is being used
- Pay attention to the speaker's gestures, facial expressions and eye movements
- Not try and rush the person
- Not let the speaker's mannerisms or habits irritate or distract you

9.5.3.2 How to Listen Effectively

How successfully a message gets conveyed depends entirely on how effectively you are able to get it through. An effective speaker is one who enunciates properly, pronounces words correctly, chooses the right words and speaks at a pace that is easily understandable. Besides this, the words spoken out loud need to match the gestures, tone and body language used.

What you say, and the tone in which you say it, results in numerous perceptions being formed. A person who speaks hesitantly may be perceived as having low self-esteem or lacking in knowledge of the discussed topic. Those with a quiet voice may very well be labelled as shy. And those who speak in commanding tones with high levels of clarity, are usually considered to be extremely confident. This makes speaking a very critical communication skill.

9.5.3.3 How to Speak Effectively

To speak effectively you should:

- Incorporate body language in your speech like eye contact, smiling, nodding, gesturing etc.
- Build a draft of your speech before actually making your speech.
- Ensure that all your emotions and feelings are under control.
- Pronounce your words distinctly with the correct pitch and intensity. Your speech should be crystal clear at all times.
- Use a pleasant and natural tone when speaking. Your audience should not feel like you are putting on an accent or being unnatural in any way.
- Use precise and specific words to drive your message home. Ambiguity should be avoided at all costs.
- Ensure that your speech has a logical flow.
- Be brief. Don't add any unnecessary information.
- Make a conscious effort to avoid irritating mannerisms like fidgeting, twitching etc.
- Choose your words carefully and use simple words that the majority of the audience will have no difficulty understanding.
- Use visual aids like slides or a whiteboard.
- Speak slowly so that your audience can easily understand what you're saying. However, be careful not to speak too slowly because this can come across as stiff, unprepared or even condescending.
- Remember to pause at the right moments.

9.5.3.4 Tips



1. If you're finding it difficult to focus on what someone is saying, try repeating their words in your head.
2. Always maintain eye contact with the person that you are communicating with, when speaking as well as listening. This conveys and also encourages interest in the conversation.

9.5.4 Problem Solving & Negotiation skills

As per The Concise Oxford Dictionary (1995), a problem is, “A doubtful or difficult matter requiring a solution”

All problems contain two elements:

1. Goals
2. Obstacles

The aim of problem solving is to recognize the obstacles and remove them in order to achieve the goals.

9.5.4.1 How to Solve Problems

Solving a problem requires a level of rational thinking. Here are some logical steps to follow when faced with an issue:

- **Step 1:** Identify the problem
- **Step 2:** Study the problem in detail
- **Step 3:** List all possible solutions
- **Step 4:** Select the best solution
- **Step 5:** Implement the chosen solution
- **Step 6:** Check that the problem has really been solved

9.5.4.2 Important Traits for Problem Solving

Highly developed problem solving skills are critical for both, business owners and their employees. The following personality traits play a big role in how effectively problems are solved:

- Being open minded
- Asking the right questions
- Being proactive
- Not panicking
- Having a positive attitude
- Focusing on the right problem

9.5.4.3 Important Traits for Problem Solving

As an entrepreneur, it would be a good idea to assess the level of problem solving skills of potential candidates before hiring them. Some ways to assess this skill are through:

- **Application forms:** Ask for proof of the candidate’s problem solving skills in the application form.
- **Psychometric tests:** Give potential candidates logical reasoning and critical thinking tests and see how they fare.
- **Interviews:** Create hypothetical problematic situations or raise ethical questions and see how the candidates respond.
- **Technical questions:** Give candidates examples of real life problems and evaluate their thought process.

9.5.4.4 What is Negotiation?

Negotiation is a method used to settle differences. The aim of negotiation is to resolve differences through a compromise or agreement while avoiding disputes. Without negotiation, conflicts are likely to lead to resentment between people. Good negotiation skills help satisfy both parties and go a long way towards developing strong relationships.

Why Negotiate

Starting a business requires many, many negotiations. Some negotiations are small while others are critical enough to make or break a startup. Negotiation also plays a big role inside the workplace. As an entrepreneur, you need to know not only how to negotiate yourself, but also how to train employees in the art of negotiation.

How to Negotiate

Take a look at some steps to help you negotiate:

Step 1: Pre-Negotiation Preparation: Agree on where to meet to discuss the problem, decide who all will be present and set a time limit for the discussion.

Step 2: Discuss the Problem: This involves asking questions, listening to the other side, putting your views forward and clarifying doubts.

Step 3: Clarify the Objective: Ensure that both parties want to solve the same problem and reach the same goal.

Step 4: Aim for a Win-Win Outcome: Try your best to be open minded when negotiating. Compromise and offer alternate solutions to reach an outcome where both parties win.

Step 5: Clearly Define the Agreement: When an agreement has been reached, the details of the agreement should be crystal clear to both sides, with no scope for misunderstandings.

Step 6: Implement the Agreed Upon Solution: Agree on a course of action to set the solution in motion.

9.5.4.5 Tips



1. Know exactly what you want before you work towards getting it
2. Give more importance to listening and thinking, than speaking
3. Focus on building a relationship rather than winning
4. Remember that your people skills will affect the outcome
5. Know when to walk away – sometimes reaching an agreement may not be possible

9.5.5 Business Opportunities Identification

“The entrepreneur always searches for change, responds to it and exploits it as an opportunity.”

Peter Drucker

The ability to identify business opportunities is an essential characteristic of an entrepreneur.

What is an Opportunity?

The word opportunity suggests a good chance or a favourable situation to do something offered by circumstances.

A business opportunity means a good or favourable change available to run a specific business in a given environment, at a given point of time.

Common Questions Faced by Entrepreneurs

A critical question that all entrepreneurs face is how to go about finding the business opportunity that is right for them.

Some common questions that entrepreneurs constantly think about are:

- Should the new enterprise introduce a new product or service based on an unmet need?
- Should the new enterprise select an existing product or service from one market and offer it in another where it may not be available?
- Should the enterprise be based on a tried and tested formula that has worked elsewhere?

It is therefore extremely important that entrepreneurs must learn how to identify new and existing business opportunities and evaluate their chances of success.

When is an Idea an Opportunity?

An idea is an opportunity when:

- It creates or adds value to a customer
- It solves a significant problem, removes a pain point or meets a demand
- Has a robust market and profit margin
- Is a good fit with the founder and management team at the right time and place

Factors to Consider When Looking for Opportunities

- Consider the following when looking for business opportunities:
- Economic trends Changes in funding
- Changing relationships between vendors, partners and suppliers
- Market trends
- Changes in political support
- Shift in target audience

Ways to Identify New Business Opportunities

- **Identify Market Inefficiencies:** When looking at a market, consider what inefficiencies are present in the market. Think about ways to correct these inefficiencies.
- **Remove Key Hassles:** Rather than create a new product or service, you can innovatively improve a product, service or process.
- **Create Something New:** Think about how you can create a new experience for customers, based on existing business models.
- **Pick a Growing Sector/Industry:** Research and find out which sectors or industries are growing and think about what opportunities you can tap in the same.
- **Think About Product Differentiation:** If you already have a product in mind, think about ways to set it apart from the existing ones.

Ways to Identify Business Opportunities Within Your Business

SWOT Analysis: An excellent way to identify opportunities inside your business is by creating a SWOT analysis. The acronym SWOT stands for strengths, weaknesses, opportunities, and threats. SWOT analysis framework:



Fig. 9.5.5.1: SWOT

Consider the following when looking for business opportunities:

By looking at yourself and your competitors using the SWOT framework, you can uncover opportunities that you can exploit, as well as manage and eliminate threats that could derail your success.

Establishing Your USP

Establish your USP and position yourself as different from your competitors. Identify why customers should buy from you and promote that reason.

Opportunity Analysis

Once you have identified an opportunity, you need to analyze it. To analyze an opportunity, you must:

- Focus on the idea
- Focus on the market of the idea
- Talk to industry leaders in the same space as the idea
- Talk to players in the same space as the idea

9.5.5.1 Tips



1. Remember, opportunities are situational.
2. Look for a proven track record.
3. Avoid the latest craze.
4. Love your idea.

9.5.6 Entrepreneurship Support Eco-System

An entrepreneur is a person who:

- Does not work for an employee
- Runs a small enterprise
- Assumes all the risks and rewards of the enterprise, idea, good or service

Types of Entrepreneurs

There are four main types of entrepreneurs:

1. **The Traditional Entrepreneur:** This type of entrepreneur usually has some kind of skill – they can be a carpenter, mechanic, cook etc. They have businesses that have been around for numerous years like restaurants, shops and carpenters. Typically, they gain plenty of experience in a particular industry before they begin their own business in a similar field.
2. **The Growth Potential Entrepreneur:** The desire of this type of entrepreneur is to start an enterprise that will grow, win many customers and make lots of money. Their ultimate aim is to eventually sell their enterprise for a nice profit. Such entrepreneurs usually have a science or technical background.
3. **The Project-Oriented Entrepreneur:** This type of entrepreneur generally has a background in the Arts or psychology. Their enterprises tend to be focus on something that they are very passionate about.
4. **The Lifestyle Entrepreneur:** This type of entrepreneur has usually worked as a teacher or a office assistant. They are more interested in selling something that people will enjoy, rather than making lots of money.

Characteristics of an Entrepreneur

Successful entrepreneurs have the following characteristics:

- They are highly motivated
- They are creative and persuasive
- They are mentally prepared to handle each and every task
- They have excellent business skills – they know how to evaluate their cash flow, sales and revenue
- They are willing to take great risks
- They are very proactive – this means they are willing to do the work themselves, rather than wait for someone else to do it
- They have a vision – they are able to see the big picture
- They are flexible and open-minded
- They are good at making decisions

9.5.6.1 Entrepreneur Success Stories

Dhiru Bhai Ambani

Dhirubhai Ambani began his entrepreneurial career by selling “bhajias” to pilgrims in Mount Girnar on weekends. At 16, he moved to Yemen where he worked as a gas-station attendant, and as a clerk in an oil company. He returned to India with Rs. 50,000 and started a textile trading company. Reliance went on to become the first Indian company to raise money in global markets and the first Indian company to feature in Forbes 500 list.

Dr. Karsanbhai Patel

Karsanbhai Patel made detergent powder in the backyard of his house. He sold his product door-to-door and offered a money back guarantee with every pack that was sold. He charged Rs. 3 per kg when the cheapest detergent at that time was Rs.13 per kg. Dr. Patel eventually started Nirma which became a whole new segment in the Indian domestic detergent market.

9.5.6.2 The Entrepreneurial Process

Let's take a look at the stages of the entrepreneurial process.

- **Stage 1: Idea Generation.** The entrepreneurial process begins with an idea that has been thought of by the entrepreneur. The idea is a problem that has the potential to be solved.
- **Stage 2: Germination or Recognition.** In this stage a possible solution to the identified problem is thought of.
- **Stage 3: Preparation or Rationalization.** The problem is studied further and research is done to find out how others have tried to solve the same problem.
- **Stage 4: Incubation or Fantasizing.** This stage involves creative thinking for the purpose of coming up with more ideas. Less thought is given to the problem areas.
- **Stage 5: Feasibility Study:** The next step is the creation of a feasibility study to determine if the idea will make a profit and if it should be seen through.
- **Stage 6: Illumination or Realization.** This is when all uncertain areas suddenly become clear. The entrepreneur feels confident that his idea has merit.
- **Stage 7: Verification or Validation.** In this final stage, the idea is verified to see if it works and if it is useful.

Take a look at the diagram below to get a better idea of this process.

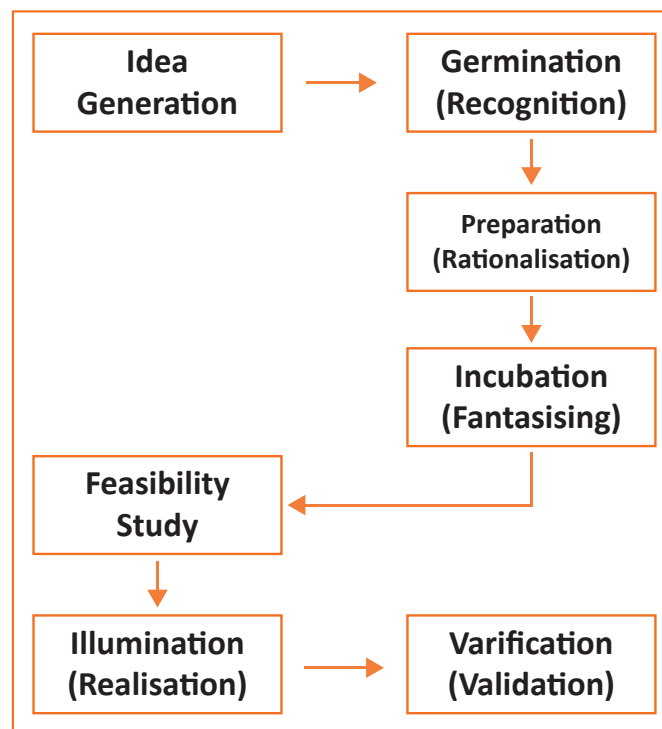


Fig. 9.5.6.2.1: Stages of the entrepreneurial process

9.5.6.3 What is an Entrepreneur?

The entrepreneurship support ecosystem signifies the collective and complete nature of entrepreneurship. New companies emerge and flourish not only because of the courageous, visionary entrepreneurs who launch them, but they thrive as they are set in an environment or 'ecosystem' made of private and public participants. These players nurture and sustain the new ventures, facilitating the entrepreneurs' efforts.

An entrepreneurship ecosystem comprises of the following six domains:

1. **Favourable Culture:** This includes elements such as tolerance of risk and errors, valuable networking and positive social standing of the entrepreneur.
2. **Facilitating Policies & Leadership:** This includes regulatory framework incentives and existence of public research institutes.
3. **Financing Options:** Angel financing, venture capitalists and micro loans would be good examples of this.
4. **Human Capital:** This refers to trained and untrained labour, entrepreneurs and entrepreneurship training programmes, etc.
5. **Conducive Markets for Products & Services:** This refers to an existence or scope of existence of a market for the product/service.
6. **Institutional & Infrastructural Support:** This includes legal and financing advisers, telecommunications, digital and transportation infrastructure, and entrepreneurship networking programmes.

These domains indicate whether there is a strong entrepreneurship support ecosystem and what actions should the government put in place to further encourage this ecosystem. The six domains and their various elements have been graphically depicted.

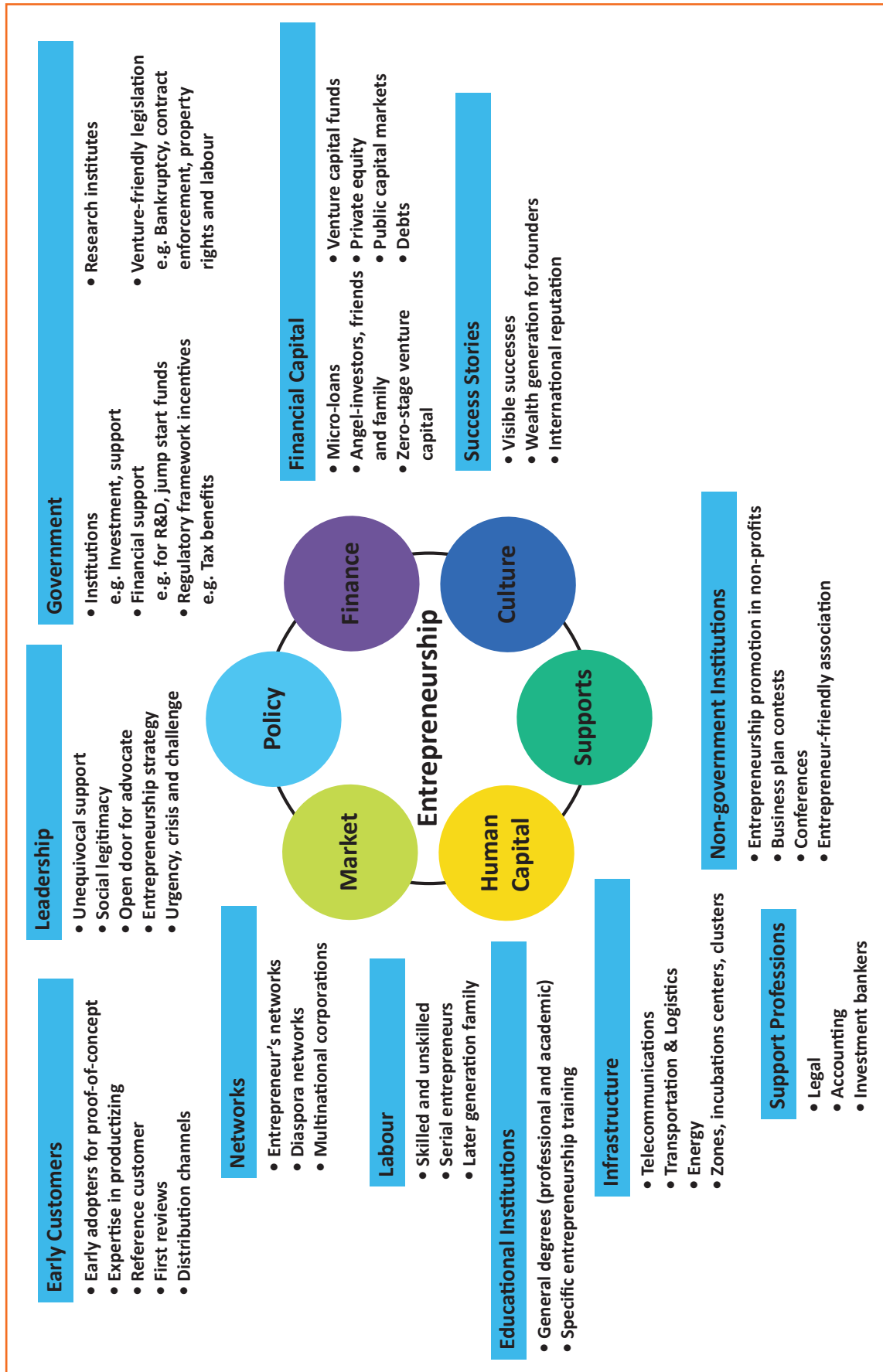


Fig. 9.5.6.3.1: Entrepreneurship support ecosystem

Every entrepreneurship support ecosystem is unique and all the elements of the ecosystem are interdependent. Although every region's entrepreneurship ecosystem can be broadly described by the above features, each ecosystem is the result of the hundred elements interacting in highly complex and particular ways.

Entrepreneurship ecosystems eventually become (largely) self-sustaining. When the six domains are resilient enough, they are mutually beneficial. At this point, government involvement can and should be significantly minimized. Public leaders do not need to invest a lot to sustain the ecosystem. It is imperative that the entrepreneurship ecosystem incentives are formulated to be self-liquidating, hence focusing on sustainability of the environment.

9.5.6.4 Make in India Campaign

Every entrepreneur has certain needs. Some of their important needs are:

- To easily get loans
- To easily find investors
- To get tax exemptions
- To easily access resources and good infrastructure
- To enjoy a procedure that is free of hassles and is quick
- To be able to easily partner with other firms

The Make in India campaign, launched by Prime Minister Modi aims to satisfy all these needs of young, aspiring entrepreneurs. Its objective is to:

- Make investment easy
- Support new ideas
- Enhance skill development
- Safeguard the ideas of entrepreneurs
- Create state-of-the-art facilities for manufacturing goods

9.5.6.5 Key Schemes to Promote Entrepreneurs

The government offers many schemes to support entrepreneurs. These schemes are run by various Ministries/ Departments of Government of India to support First Generation Entrepreneurs. Take a look at a few key schemes to promote entrepreneurship:

Name of the Scheme

1. Pradhan Mantri MUDRA Yojana - Micro Units Development and Refinance Agency (MUDRA),
2. STAND UP INDIA
3. Prime Minister Employment Generation Programme (PMEGP)
4. International Cooperation
5. Performance and Credit Rating
6. Marketing Assistance Scheme
7. Reimbursement of Registration Fee for Bar Coding
8. Enable Participation of MSMEs in State/District level Trade Fairs and Provide Funding Support
9. Capital Subsidy Support on Credit for Technology up gradation
10. Credit Guarantee Fund for Micro and Small Enterprise (CGFMSE)
11. Reimbursement of Certification Fees for Acquiring ISO Standards

12. Agricultural Marketing
13. Small Agricultural Marketing
14. Mega Food Park
15. Adivasi Mahila Sashaktikaran Yojana

Pradhan Mantri MUDRA Yojana, - Micro Units Development and Refinance Agency (MUDRA)

Under the aegis support of Pradhan Mantri MUDRA Yojana, MUDRA has already created its initial products/ schemes. The interventions have been named 'Shishu', 'Kishor' and 'Tarun' to signify the stage of growth/ development and funding needs of the beneficiary micro unit/entrepreneur and also provide a reference point for the next phase of graduation/growth to look forward to:

- **Shishu:** Covering loans upto Rs.50,000/-
- **Kishor:** Covering loans above Rs. 50,000/- and upto Rs.5 lakh
- **Tarun:** Covering loans above Rs. 5 lakh to Rs.10 lakh

Who can apply?: Any Indian citizen who has a business plan for a non-farm sector income generating activity such as manufacturing, processing, trading or service sector and whose credit need is less than Rs.10 lakh can approach either a Bank, MFI, or NBFC for availing of MUDRA loans under Pradhan Mantri Mudra Yojana (PMMY).

Stand Up India

The objective of the Standup India scheme is to facilitate bank loans between Rs.10 lakh and Rs.1 crore to at least one Schedule Caste (SC) or Scheduled Tribe (ST) borrower and at least one woman borrower per bank branch for setting up a Greenfield enterprise. This enterprise may be in manufacturing, services or the trading sector. In case of non-Individual enterprises at least 51% of the shareholding and controlling stake should be held by either an SC/ST or Woman Entrepreneur.

Who can apply?: ST, SC & Women

Prime Minister Employment Generation Programme (PMEGP)

The Scheme is implemented by Khadi and Village Industries Commission (KVIC), as the nodal agency at the National level. At the State level, the Scheme is implemented through State KVIC Directorates, State Khadi and Village Industries Boards (KVIBs) and District Industries Centres (DICs) and banks. The Government subsidy under the Scheme is routed. by KVIC through identified banks for eventual distribution to the beneficiaries/ entrepreneurs in their bank accounts.

Nature of assistance: The maximum cost of the project/unit admissible under manufacturing sector is Rs.25 lakh and under business/service sector is Rs.10 lakh. Levels of funding under PMEGP

Categories of beneficiaries under PMEGP	Beneficiary's contribution (of project cost)	Rate of Subsidy (of project cost)
Area (location of project/unit)		Urban Rural
General Category	10%	15% 25%
Special (including SC / ST / OBC / Minorities / Women, Ex- servicemen, Physically handicapped, NER, Hill and Border areas, etc.	05%	25% 35%

The balance amount of the total project cost will be provided by Banks as term loan as well as working capital.

Who can apply?: Any individual, above 18 years of age. At least VIII standard pass for projects costing above Rs.10 lakh in the manufacturing sector and above Rs.5 lakh in the business/service sector. Only new projects are considered for sanction under PMEGP. Self Help Groups (including those belonging to BPL provided that they have not availed benefits under any other Scheme), Institutions registered under Societies Registration Act,1860; Production Co-operative Societies, and Charitable Trusts are also eligible. Existing Units (under PMRY, REGP or any other scheme of Government of India or State Government) and the units that have already availed Government Subsidy under any other scheme of Government of India or State Government are NOT eligible.

International Cooperation Description

The Scheme would cover the following activities:

- Deputation of MSME business delegations to other countries for exploring new areas of technology infusion/ upgradation, facilitating joint ventures, improving market of MSMEs products, foreign collaborations, etc.
- Participation by Indian MSMEs in international exhibitions, trade fairs and buyer-seller meets in foreign countries as well as in India, in which there is international participation.
- Holding international conferences and seminars on topics and themes of interest to the MSME.

Nature of assistance: IC Scheme provides financial assistance towards the airfare and space rent of entrepreneurs. Assistance is provided on the basis of size and the type of the enterprise.

Who can apply?:

- State/Central Government Organisations;
- Industry/Enterprise Associations; and
- Registered Societies/Trusts and Organisations associated with the promotion and development of MSMEs

Performance and Credit Rating for Micro and Small Enterprises Description

The objective of the Scheme is to create awareness amongst micro & small enterprises about the strengths and weaknesses of their operations and also their credit worthiness.

Nature of assistance:

Turn Over	Fee to be reimbursed by Ministry of MSME
Up to Rs.50 lacs	75% of the fee charged by the rating agency subject to a ceiling Rs.15,000/-
Above Rs.50 lacs to Rs.200 lacs	75% of the fee charged by the rating agency subject to a ceiling of Rs.30,0001-
Above Rs.200 lacs	75% of the fee charged by the rating agency subject

Who can apply?: Any enterprise registered in India as a micro or small enterprise is eligible to apply.

Marketing Assistance Scheme Description

The assistance is provided for the following activities:

- Organizing exhibitions abroad and participation in international exhibitions/trade fairs
- Co-sponsoring of exhibitions organized by other organisations/industry associations/agencies
- Organizing buyer-seller meets, intensive campaigns and marketing promotion events

Nature of assistance: Financial assistance of up to 95% of the airfare and space rent of entrepreneurs. Assistance is provided on the basis of size and the type of the enterprise. Financial assistance for co-sponsoring would be limited to 40% of the net expenditure, subject to maximum amount of Rs.5 lakh.

Who can apply?: MSMEs, Industry Associations and other organizations related to MSME sector.

Reimbursement of Registration Fee for Bar Coding Description

The financial assistance is provided towards 75% reimbursement of only one-time registration fee and 75% of annual recurring fee for first three years paid by MSEs to GS1 India for using bar coding.

Nature of assistance: Funding support for reimbursement of 75% of one time and recurring bar code registration fees.

Who can apply?: All MSMEs with EM registration.

Enabling Participation of MSMEs in State/District Level Trade Fairs and Provide Funding Support

Provide marketing platform to manufacturing MSMEs by enabling their participation in state/district level exhibitions being organized by state/district authorities/associations.

Nature of assistance:

- Free registration for participating in trade fairs. The selection of participants would be done by the MSME-DIs post the submission of application.
- Reimbursement of 50% of to and fro actual fare by shortest distance/direct train (limited to AC II tier class) from the nearest railway station/bus fare to the place of exhibition and 50% space rental charges for MSMEs (General category entrepreneurs).
- For Women/SC/ST entrepreneurs & entrepreneurs from North Eastern Region Govt. of India will reimburse 80% of items listed above in Point (2).

Note: The total reimbursement will be max. Rs.30,000/- per unit for the SC/ST/Women/Physically

Handicapped entrepreneurs, while for the other units the max. limit will be Rs.20,000/- per person per MSME unit.

Note: The participant is required to submit follow-up proofs post attending the event to claim reimbursement. The proofs can be submitted after logging in online under the section "My Applications" or directly contacting a DI office.

Who can apply?: All MSMEs with EM registration.

Capital Subsidy Support on Credit for Technology Upgradation Description

MSMEs can get a capital subsidy (~15%) on credit availed for technology upgradation.

Nature of assistance: Financial assistance for availing credit and loan.

Who can apply?:

- Banks and financial institutions can apply to DC-MSME for availing support.
- MSMEs need to directly contact the respective banks for getting credit and capital subsidy.

How to apply?: If you are a financial institution, click on the "Apply Now" button or else you can also directly contact the Office of DC-MSME. You can view the contact details of Office of DC-MSME. If you are an MSME, directly contact the respective banks/financial institutions as listed in the scheme guidelines.

Provision of Collateral Free Credit for MSMEs Description

Banks and financial institutions are provided funding assistance under this scheme so that they can in turn lend collateral free credit to MSMEs.

Nature of assistance: Funding support to banks and financial institutions for lending collateral-free credit to MSMEs.

Who can apply?: Banks and financial institutions can apply to office of DC-MSME/MSME-DIs for availing support. MSMEs need to directly contact the respective banks for getting credit.

Reimbursement of certification fees for acquiring ISO standards - ISO 9000/ISO 14001 Certification Reimbursement

The Goal assistance will be provided for one-time reimbursement of expenditure to such MSME manufacturing units which acquire ISO 18000/ISO 22000/ISO 27000 certification.

Nature of assistance: Reimbursement of expenditure incurred on acquiring ISO standards.

Who can apply?: MSMEs with EM registration.

Agricultural Marketing Description

A capital investment subsidy for construction/renovation of rural godowns. Creation of scientific storage capacity and prevention of distress sale.

Nature of assistance: Subsidy @ 25% to farmers, 15% of project cost to companies.

Who can apply?: NGOs, SHGs, companies, co-operatives.

Small Agricultural Marketing Description

Business development description provides venture capital assistance in the form of equity, and arranges training and visits of agripreneurs

Farmers' Agriculture Business Consortium: Business development description provides venture capital assistance in the form of equity, and arranges training and visits of agripreneurs.

Nature of assistance: Financial assistance with a ceiling of Rs.5 lakh.

Who can apply?: Individuals, farmers, producer groups, partnership/propriety firms, SHGs, agripreneurs, etc.

Mega Food Park Description

Mechanism to link agricultural production and market to maximize value addition, enhance farmers income, create rural employment.

Nature of assistance: One-time capital grant of 50% of project cost with a limit of Rs.50 crore.

Who can apply?: Farmers, farmer groups, SHGs.

Adivasi Mahila Sashaktikaran Yojana Description

Concessional scheme for the economic development of ST women.

Nature of assistance: Term loan at concessional rates upto 90% of cost of scheme.

Who can apply?: Scheduled Tribes Women.

9.5.6.6 Tips



1. Research the existing market, network with other entrepreneurs, venture capitalists, angel investors, and thoroughly review the policies in place to enable your entrepreneurship.
2. Failure is a stepping stone and not the end of the road. Review yours and your peers' errors and correct them in your future venture.
3. Be proactive in your ecosystem. Identify the key features of your ecosystem and enrich them to ensure self-sustainability of your entrepreneurship support ecosystem.

9.5.7 Risk Appetite & Resilience

Entrepreneurship and Risk

Entrepreneurs are inherently risk takers. They are path-makers not path-takers. Unlike a normal, cautious person, an entrepreneur would not think twice about quitting his job (his sole income) and taking a risk on himself and his idea.

An entrepreneur is aware that while pursuing his dreams, assumptions can be proven wrong and unforeseen events may arise. He knows that after dealing with numerous problems, success is still not guaranteed. Entrepreneurship is synonymous with the ability to take risks. This ability, called risk-appetite, is an entrepreneurial trait that is partly genetic and partly acquired.

What is Risk Appetite?

Risk appetite is defined as the extent to which a company is equipped to take risk, in order to achieve its objectives. Essentially, it refers to the balance, struck by the company, between possible profits and the hazards caused by changes in the environment (economic ecosystem, policies, etc.). Taking on more risk may lead to higher rewards but have a high probability of losses as well. However, being too conservative may go against the company as it can miss out on good opportunities to grow and reach their objectives.

The levels of risk appetite can be broadly categorized as “low”, “medium” and “high.” The company’s entrepreneur(s) have to evaluate all potential alternatives and select the option most likely to succeed. Companies have varying levels of risk appetites for different objectives. The levels depend on:

- The type of industry
- Market pressures
- Company objectives

For example, a startup with a revolutionary concept will have a very high risk appetite. The startup can afford short term failures before it achieves longer term success. This type of appetite will not remain constant and will be adjusted to account for the present circumstances of the company.¹⁶⁷

Risk Appetite Statement

Companies have to define and articulate their risk appetite in sync with decisions made about their objectives and opportunities. The point of having a risk appetite statement is to have a framework that clearly states the acceptance and management of risk in business. It sets risk taking limits within the company. The risk appetite statement should convey the following:

- The nature of risks the business faces.
- Which risks the company is comfortable taking on and which risks are unacceptable.
- How much risk to accept in all the risk categories.
- The desired tradeoff between risk and reward.
- Measures of risk and methods of examining and regulating risk exposures.

Entrepreneurship and Resilience

Entrepreneurs are characterized by a set of qualities known as resilience. These qualities play an especially large role in the early stages of developing an enterprise. Risk resilience is an extremely valuable characteristic as it is believed to protect entrepreneurs against the threat of challenges and changes in the business environment.

What is Entrepreneurial Resilience?

Resilience is used to describe individuals who have the ability to overcome setbacks related to their life and career aspirations. A resilient person is someone who is capable of easily and quickly recovering from setbacks. For the entrepreneur, resilience is a critical trait. Entrepreneurial resilience can be enhanced in the following ways:

- By developing a professional network of coaches and mentors

- By accepting that change is a part of life
- By viewing obstacles as something that can be overcome

Characteristics of a Resilient Entrepreneur

The characteristics required to make an entrepreneur resilient enough to go the whole way in their business enterprise are:

- A strong internal sense of control
- Strong social connections
- Skill to learn from setbacks
- Ability to look at the bigger picture
- Ability to diversify and expand
- Survivor attitude
- Cash-flow conscious habits
- Attention to detail

9.5.7.1 Tips



1. Cultivate a great network of clients, suppliers, peers, friends and family. This will not only help you promote your business, but will also help you learn, identify new opportunities and stay tuned to changes in the market.
2. Don't dwell on setbacks. Focus on what you need to do next to get moving again.
3. While you should try and curtail expenses, ensure that it is not at the cost of your growth.

9.5.8 Success & Failures

Understanding Successes and Failures in Entrepreneurship

Shyam is a famous entrepreneur, known for his success story. But what most people don't know, is that Shyam failed numerous times before his enterprise became a success. Read his interview to get an idea of what entrepreneurship is really about, straight from an entrepreneur who has both, failed and succeeded.

Interviewer: Shyam, I have heard that entrepreneurs are great risk-takers who are never afraid of failing. Is this true?

Shyam: Ha ha, no of course it's not true! Most people believe that entrepreneurs need to be fearlessly enthusiastic. But the truth is, fear is a very normal and valid human reaction, especially when you are planning to start your own business! In fact, my biggest fear was the fear of failing. The reality is, entrepreneurs fail as much as they succeed. The trick is to not allow the fear of failing to stop you from going ahead with your plans. Remember, failures are lessons for future success!

Interviewer: What, according to you, is the reason that entrepreneurs fail?

Shyam: Well, there is no one single reason why entrepreneurs fail. An entrepreneur can fail due to numerous reasons. You could fail because you have allowed your fear of failure to defeat you. You could fail because you are unwilling to delegate (distribute) work. As the saying goes, "You can do anything, but not everything!" You could fail because you gave up too easily – maybe you were not persistent enough. You could fail because you were focusing your energy on small, insignificant tasks and ignoring the tasks that were most important. Other reasons for failing are partnering with the wrong people, not being able to sell your product to the right customers at the right time at the right price... and many more reasons!

Interviewer: As an entrepreneur, how do you feel failure should be looked at?

Shyam: I believe we should all look at failure as an asset, rather than as something negative. The way I see it, if you have an idea, you should try to make it work, even if there is a chance that you will fail. That's because not trying is failure right there, anyway! And failure is not the worst thing that can happen. I think having regrets because of not trying, and wondering 'what if' is far worse than trying and actually failing.

Interviewer: How did you feel when you failed for the first time?

Shyam: I was completely heartbroken! It was a very painful experience. But the good news is, you do recover from the failure. And with every subsequent failure, the recovery process gets a lot easier. That's because you start to see each failure more as a lesson that will eventually help you succeed, rather than as an obstacle that you cannot overcome. You will start to realize that failure has many benefits.

Interviewer: Can you tell us about some of the benefits of failing?

Shyam: One of the benefits that I have experienced personally from failing is that the failure made me see things in a new light. It gave me answers that I didn't have before. Failure can make you a lot stronger. It also helps keep your ego in control.

Interviewer: What advice would you give entrepreneurs who are about to start their own enterprises?

Shyam: I would tell them to do their research and ensure that their product is something that is actually wanted by customers. I'd tell them to pick their partners and employees very wisely and cautiously. I'd tell them that it's very important to be aggressive – push and market your product as aggressively as possible. I would warn them that starting an enterprise is very expensive and that they should be prepared for a situation where they run out of money.

I would tell them to create long term goals and put a plan in action to achieve that goal. I would tell them to build a product that is truly unique. Be very careful and ensure that you are not copying another startup. Lastly, I'd tell them that it's very important that they find the right investors.

Interviewer: That's some really helpful advice, Shyam! I'm sure this will help all entrepreneurs to be more prepared before they begin their journey! Thank you for all your insight!

9.5.8.1 Tips



1. Remember that nothing is impossible.
2. Identify your mission and your purpose before you start.
3. Plan your next steps – don't make decisions hastily.

UNIT 9.6: Preparing to be an Entrepreneur

Unit Objectives

At the end of this unit, you will be able to:

1. Discuss how market research is carried out
2. Describe the 4 Ps of marketing
3. Discuss the importance of idea generation
4. Recall basic business terminology
5. Discuss the need for CRM
6. Discuss the benefits of CRM
7. Discuss the need for networking
8. Discuss the benefits of networking
9. Understand the importance of setting goals
10. Differentiate between short-term, medium-term and long-term goals
11. Discuss how to write a business plan
12. Explain the financial planning process
13. Discuss ways to manage your risk
14. Describe the procedure and formalities for applying for bank finance
15. Discuss how to manage your own enterprise
16. List important questions that every entrepreneur should ask before starting an enterprise

9.6.1 Market Study / The 4 Ps of Marketing / Importance of an IDEA

Understanding Market Research

Market research is the process of gathering, analyzing and interpreting market information on a product or service that is being sold in that market. It also includes information on:

- Past, present and prospective customers
- Customer characteristics and spending habits
- The location and needs of the target market
- The overall industry
- Relevant competitors

Market research involves two types of data:

- **Primary information.** This is research collected by yourself or by someone hired by you.
- **Secondary information.** This is research that already exists and is out there for you to find and use.

Primary research

Primary research can be of two types:

- **Exploratory:** This is open-ended and usually involves detailed, unstructured interviews.
- **Specific:** This is precise and involves structured, formal interviews. Conducting specific research is the more expensive than conducting exploratory research.

Secondary research

Secondary research uses outside information. Some common secondary sources are:

- **Public sources:** These are usually free and have a lot of good information. Examples are government departments, business departments of public libraries etc.
- **Commercial sources:** These offer valuable information but usually require a fee to be paid. Examples are research and trade associations, banks and other financial institutions etc.
- **Educational institutions:** These offer a wealth of information. Examples are colleges, universities, technical institutes etc.

9.6.1.1 The 4 Ps of Marketing

The 4 Ps of marketing are:

1. Product,
2. Price,
3. Promotion and
4. Place.

Let's look at each of these 4 Ps in detail.

Product

A product can be:

- A tangible good
- An intangible service

Whatever your product is, it is critical that you have a clear understanding of what you are offering, and what its unique characteristics are, before you begin with the marketing process.

Some questions to ask yourself are:

- What does the customer want from the product/service?
- What needs does it satisfy?
- Are there any more features that can be added?
- Does it have any expensive and unnecessary features?
- How will customers use it?
- What should it be called?
- How is it different from similar products?
- How much will it cost to produce?
- Can it be sold at a profit?

Price

Once all the elements of Product have been established, the Price factor needs to be considered. The Price of a Product will depend on several factors such as profit margins, supply, demand and the marketing strategy.

Some questions to ask yourself are:

- What is the value of the product/service to customers?
- Do local products/services have established price points?
- Is the customer price sensitive?
- Should discounts be offered?
- How is your price compared to that of your competitors?

Promotion

Once you are certain about your Product and your Price, the next step is to look at ways to promote it. Some key elements of promotion are advertising, public relations, social media marketing, email marketing, search engine marketing, video marketing and more.

Some questions to ask yourself are:

- Where should you promote your product or service?
- What is the best medium to use to reach your target audience?
- When would be the best time to promote your product?
- How are your competitors promoting their products?

Place

According to most marketers, the basis of marketing is about offering the right product, at the right price, at the right place, at the right time. For this reason, selecting the best possible location is critical for converting prospective clients into actual clients.

Some questions to ask yourself are:

- Will your product or service be looked for in a physical store, online or both?
- What should you do to access the most appropriate distribution channels?
- Will you require a sales force?
- Where are your competitors offering their products or services?
- Should you follow in your competitors' footsteps?
- Should you do something different from your competitors?

Importance of an IDEA

Ideas are the foundation of progress. An idea can be small or ground-breaking, easy to accomplish or extremely complicated to implement. Whatever the case, the fact that it is an idea gives it merit. Without ideas, nothing is possible. Most people are afraid to speak out their ideas, out for fear of being ridiculed. However, if are an entrepreneur and want to remain competitive and innovative, you need to bring your ideas out into the light.¹⁷³

Some ways to do this are by:

- Establishing a culture of brainstorming where you invite all interested parties to contribute
- Discussing ideas out loud so that people can add their ideas, views, opinions to them
- Being open minded and not limiting your ideas, even if the idea who have seems ridiculous
- Not discarding ideas that you don't work on immediately, but instead making a note of them and shelving them so they can be revisited at a later date.

9.6.1.2 Tips

1. Keep in mind that good ideas do not always have to be unique.
2. Remember that timing plays a huge role in determining the success of your idea.
3. Situations and circumstances will always change, so be flexible and adapt your idea accordingly.

9.6.2 Business Entity Concepts: Basic Business Terminology

If your aim is to start and run a business, it is crucial that you have a good understanding of basic business terms. Every entrepreneur should be well versed in the following terms:

- **Accounting:** A systematic method of recording and reporting financial transactions.
- **Accounts payable:** Money owed by a company to its creditors.
- **Accounts Receivable:** The amount a company is owed by its clients.
- **Assets:** The value of everything a company owns and uses to conduct its business.
- **Balance Sheet:** A snapshot of a company's assets, liabilities and owner's equity at a given moment.
- **Bottom Line:** The total amount a business has earned or lost at the end of a month.
- **Business:** An organization that operates with the aim of making a profit.
- **Business to Business (B2B):** A business that sells goods or services to another business.
- **Business to Consumer (B2C):** A business that sells goods or services directly to the end user.
- **Capital:** The money a business has in its accounts, assets and investments. The two main types of capital are debt and equity.
- **Cash Flow:** The overall movement of funds through a business each month, including income and expenses.
- **Cash Flow Statement:** A statement showing the money that entered and exited a business during a specific period of time.
- **Contract:** A formal agreement to do work for pay.
- **Depreciation:** The degrading value of an asset over time.
- **Expense:** The costs that a business incurs through its operations.
- **Finance:** The management and allocation of money and other assets.
- **Financial Report:** A comprehensive account of a business' transactions and expenses.
- **Fixed Cost:** A one-time expense.
- **Income Statement (Profit and Loss Statement):** Shows the profitability of a business during a period of time.
- **Liabilities:** The value of what a business owes to someone else.
- **Marketing:** The process of promoting, selling and distributing a product or service.
- **Net Income/Profit:** Revenues minus expenses.
- **Net Worth:** The total value of a business.
- **Payback Period:** The amount of time it takes to recover the initial investment of a business.
- **Profit Margin:** The ratio of profit, divided by revenue, displayed as a percentage.
- **Return on Investment (ROI):** The amount of money a business gets as return from an investment.
- **Revenue:** The total amount of income before expenses are subtracted.
- **Sales Prospect:** A potential customer.
- **Supplier:** A provider of supplies to a business.
- **Target Market:** A specific group of customers at which a company's products and services are aimed.
- **Valuation:** An estimate of the overall worth of the business.
- **Variable Cost:** Expenses that change in proportion to the activity of a business.
- **Working Capital:** Calculated as current assets minus current liabilities.
- **Business Transactions:** There are three types of business transactions. These are:

- ◆ **Simple Transactions** – Usually a single transaction between a vendor and a customer. For example: Buying a cup of coffee.
- ◆ **Complex Transactions** – These transactions go through a number of events before they can be completed. For example: Buying a house.
- ◆ **Ongoing transactions** – These transactions usually require a contract. For example: Contract with a vendor.

9.6.3 Basic Accounting Formulas

Take a look some important accounting formulas that every entrepreneur needs to know.

1. **The Accounting Equation:** This is value of everything a company owns and uses to conduct its business.
Formula: $\text{Assets} = \text{Liability} + \text{Owner's Equity}$
2. **Net Income:** This is the profit of the company. Formula: $\text{Net Income} = \text{Revenues} - \text{Expenses}$
3. **Break-Even Point:** This is the point at which the company will not make a profit or a loss. The total cost and total revenues are equal.
Formula: $\text{Break-Even} = \text{Fixed Costs} / \text{Sales Price} - \text{Variable Cost per Unit}$
4. **Cash Ratio:** This tells us about the liquidity of a company. Formula: $\text{Cash Ratio} = \text{Cash} / \text{Current Liabilities}$
5. **Profit Margin:** This is shown as a percentage. It shows what percentage of sales are left over after all the expenses are paid by the business.
Formula: $\text{Profit Margin} = \text{Net Income} / \text{Sales}$
6. **Debt-to-Equity Ratio:** This ratio shows how much equity and debt a company is using to finance its assets, and whether the shareholder equity can fulfill obligations to creditors if the business starts making a loss.
Formula: $\text{Debt-to-Equity Ratio} = \text{Total Liabilities} / \text{Total Equity}$
7. **Cost of Goods Sold:** This is the total of all costs used to create a product or service, which has been sold.
Formula: $\text{Cost of Goods Sold} = \text{Cost of Materials/Inventory} - \text{Cost of Outputs}$
8. **Return on Investment (ROI):** This is usually shown as a percentage. It calculates the profits of an investment as a percentage of the original cost.
Formula: $\text{ROI} = \text{Net Profit} / \text{Total Investment} * 100$
9. **Simple Interest:** This is money you can earn by initially investing some money (the principal).
Formula: $A = P(1 + rt)$; $R = r * 100$
Where:
A = Total Accrued Amount (principal + interest) P = Principal Amount
I = Interest Amount
r = Rate of Interest per year in decimal; $r = R/100$ t = Time Period involved in months or years
10. **Annual Compound Interest:** The calculates the addition of interest to the principal sum of a loan or deposit.
Formula:
 $A = P (1 + r/n)^{nt}$
Where, A = the future value of the investment/loan, including interest
P = the principal investment amount (the initial deposit or loan amount) r = the annual interest rate (decimal)
n = the number of times that interest is compounded per year = the number of years the money is invested or borrowed for.

9.6.4 CRM & Networking

What is CRM?

CRM stands for Customer Relationship Management. Originally the expression Customer Relationship Management meant managing one's relationship with customers. However, today it refers to IT systems and software designed to help companies manage their relationships.

The Need for CRM

The better a company can manage its relationships with its customers, the higher the chances of the company's success. For any entrepreneur, the ability to successfully retain existing customers and expand the enterprise is paramount. This is why IT systems that focus on addressing the problems of dealing with customers on a daily basis are becoming more and more in demand.

Customer needs change over time, and technology can make it easier to understand what customers really want. This insight helps companies to be more responsive to the needs of their customers. It enables them to modify their business operations when required, so that their customers are always served in the best manner possible. Simply put, CRM helps companies recognize the value of their clients and enables them to capitalize on improved customer relations.

Benefits of CRM

CRM has a number of important benefits:

- It helps improve relations with existing customers which can lead to: Increased sales
 - ◆ Identification of customer needs
 - ◆ Cross-selling of products
 - ◆ It results in better marketing of one's products or services
- It enhances customer satisfaction and retention
- It improves profitability by identifying and focusing on the most profitable customers

9.6.4.1 What is Networking?

In business, networking means leveraging your business and personal connections in order to bring in a regular supply of new business. This marketing method is effective as well as low cost. It is a great way to develop sales opportunities and contacts. Networking can be based on referrals and introductions, or can take place via phone, email, and social and business networking websites.

The Need for Networking

Networking is an essential personal skill for business people, but it is even more important for entrepreneurs. The process of networking has its roots in relationship building. Networking results in greater communication and a stronger presence in the entrepreneurial ecosystem. This helps build strong relationships with other entrepreneurs.

Business networking events held across the globe play a huge role in connecting like-minded entrepreneurs who share the same fundamental beliefs in communication, exchanging ideas and converting ideas into realities. Such networking events also play a crucial role in connecting entrepreneurs with potential investors. Entrepreneurs may have vastly different experiences and backgrounds but they all have a common goal in mind – they all seek connection, inspiration, advice, opportunities and mentors. Networking offers them a platform to do just that. Benefits of Networking

Networking offers numerous benefits for entrepreneurs. Some of the major benefits are:

- Getting high quality leads
- Increased business opportunities
- Good source of relevant connections
- Advice from like-minded entrepreneurs
- Gaining visibility and raising your profile
- Meeting positive and enthusiastic people
- Increased self-confidence
- Satisfaction from helping others
- Building strong and lasting friendships

9.6.4.2 Tips



1. Use social media interactions to identify needs and gather feedback.
2. When networking, ask open-ended questions rather than yes/no type questions.

9.6.5 Business Plan: Why Set Goals

Setting goals is important because it gives you long-term vision and short-term motivation. Goals can be short term, medium term and long term.

Short-Term Goals

- These are specific goals for the immediate future. Example: Repairing a machine that has failed.

Medium-Term Goals

- These goals are built on your short term goals.
- They do not need to be as specific as your short term goals.

Example: Arranging for a service contract to ensure that your machines don't fail again.

Long-Term Goals

These goals require time and planning. They usually take a year or more to achieve.

Example: Planning your expenses so you can buy new machinery

Why Create a Business Plan

A business plan is a tool for understanding how your business is put together. It can be used to monitor progress, foster accountability and control the fate of the business. It usually offers a 3-5 year projection and outlines the plan that the company intends to follow to grow its revenues. A business plan is also a very important tool for getting the interest of key employees or future investors.

A business plan typically comprises of eight elements.

9.6.5.1 Elements of a Business Plan

Executive Summary

The executive summary follows the title page. The summary should clearly state your desires as the business owner in a short and businesslike way. It is an overview of your business and your plans. Ideally this should not be more than 1-2 pages.

Your Executive Summary should include:

- **The Mission Statement:** Explain what your business is all about.
Example: Nike's Mission Statement
Nike's mission statement is "To bring inspiration and innovation to every athlete in the world."
- **Company Information:** Provide information like when your business was formed, the names and roles of the founders, the number of employees, your business location(s) etc.
- **Growth Highlights:** Mention examples of company growth. Use graphs and charts where possible.
- **Your Products/Services:** Describe the products or services provided.
- **Financial Information:** Provide details on current bank and investors.
- **Summarize future plans:** Describe where you see your business in the future.

Business Description

The second section of your business plan needs to provide a detailed review of the different elements of your business. This will help potential investors to correctly understand your business goal and the uniqueness of your offering.

Your Business Description should include:

- A description of the nature of your business
- The market needs that you are aiming to satisfy
- The ways in which your products and services meet these needs
- The specific consumers and organizations that you intend to serve
- Your specific competitive advantages

Market Analysis

The market analysis section usually follows the business description. The aim of this section is to showcase your industry and market knowledge. This is also the section where you should lay down your research findings and conclusions.

Your Market Analysis should include:

- Your industry description and outlook
- Information on your target market
- The needs and demographics of your target audience
- The size of your target market
- The amount of market share you want to capture
- Your pricing structure
- Your competitive analysis
- Any regulatory requirements

Organization & Management

This section should come immediately after the Market Analysis. Your Organization & Management section should include:

- Your company's organizational structure

- Details of your company's ownership
- Details of your management team
- Qualifications of your board of directors
- Detailed descriptions of each division/department and its function
- The salary and benefits package that you offer your people
- The incentives that you offer

Service or Product Line

The next section is the service or product line section. This is where you describe your service or product, and stress on their benefits to potential and current customers. Explain in detail why your product of choice will fulfill the needs of your target audience.

Your Service or Product Line section should include:

- A description of your product/service
- A description of your product or service's life cycle
- A list of any copyright or patent filings
- A description of any R&D activities that you are involved in or planning

Marketing & Sales

Once the Service or Product Line section of your plan has been completed, you should start on the description of the marketing and sales management strategy for your business.

Your Marketing section should include the following strategies:

- **Market penetration strategy:** This strategy focuses on selling your existing products or services in existing markets, in order to increase your market share.
- **Growth strategy:** This strategy focuses on increasing the amount of market share, even if it reduces earnings in the short-term.
- **Channels of distribution strategy:** These can be wholesalers, retailers, distributors and even the internet.
- **Communication strategy:** These can be written strategies (e-mail, text, chat), oral strategies (phone calls, video chats, face-to-face conversations), non-verbal strategies (body language, facial expressions, tone of voice) and visual strategies (signs, webpages, illustrations).

Your Sales section should include the following information:

- **A salesforce strategy:** This strategy focuses on increasing the revenue of the enterprise.
- **A breakdown of your sales activities:** This means detailing out how you intend to sell your products or services – will you sell it offline or online, how many units do you intend to sell, what price do you plan to sell each unit at, etc.

Funding Request

This section is specifically for those who require funding for their venture. The Funding Request section should include the following information:

- How much funding you currently require.
- How much funding you will require over the next five years. This will depend on your long-term goals.
- The type of funding you want and how you plan to use it. Do you want funding that can be used only for a specific purpose, or funding that can be used for any kind of requirement?
- Strategic plans for the future. This will involve detailing out your long-term plans – what these plans are and how much money you will require to put these plans in motions.

- Historical and prospective financial information. This can be done by creating and maintaining all your financial records, right from the moment your enterprise started, to the present day. Documents required for this are your balance sheet which contains details of your company's assets and liabilities, your income statement which lists your company's revenues, expenses and net income for the year, your tax returns (usually for the last three years) and your cash flow budget which lists the cash that came in, the cash that went out and states whether you had a cash deficit (negative balance) or surplus (positive balance) at the end of each month.

Financial Planning

Before you begin building your enterprise, you need to plan your finances. Take a look at the steps for financial planning:

- **Step 1:** Create a financial plan. This should include your goals, strategies and timelines for accomplishing these goals.
- **Step 2:** Organize all your important financial documents. Maintain a file to hold your investment details, bank statements, tax papers, credit card bills, insurance papers and any other financial records.
- **Step 3:** Calculate your net worth. This means figure out what you own (assets like your house, bank accounts, investments etc.), and then subtract what you owe (liabilities like loans, pending credit card amounts etc.) the amount you are left with is your net worth.
- **Step 4:** Make a spending plan. This means write down in detail where your money will come from, and where it will go.
- **Step 5:** Build an emergency fund. A good emergency fund contains enough money to cover at least 6 months' worth of expenses.
- **Step 6:** Set up your insurance. Insurance provides long term financial security and protects you against risk.

Risk Management

As an entrepreneur, it is critical that you evaluate the risks involved with the type of enterprise that you want to start, before you begin setting up your company. Once you have identified potential risks, you can take steps to reduce them. Some ways to manage risks are:

- Research similar business and find out about their risks and how they were minimized.
- Evaluate current market trends and find out if similar products or services that launched a while ago are still being well received by the public.
- Think about whether you really have the required expertise to launch your product or service.
- Examine your finances and see if you have enough income to start your enterprise.
- Be aware of the current state of the economy, consider how the economy may change over time, and think about how your enterprise will be affected by any of those changes.
- Create a detailed business plan.

9.6.5.2 Tips



1. Ensure all the important elements are covered in your plan.
2. Scrutinize the numbers thoroughly.
3. Be concise and realistic.
4. Be conservative in your approach and your projections.
5. Use visuals like charts, graphs and images wherever possible.

9.6.6 Procedure and Formalities for Bank Finance

The Need for Bank Finance

For entrepreneurs, one of the most difficult challenges faced involves securing funds for start-ups. With numerous funding options available, entrepreneurs need to take a close look at which funding methodology works best for them. In India, banks are one of the largest funders of start-ups, offering funding to thousands of start-ups every year.

9.6.6.1 What Information Should Entrepreneurs Offer

Banks for Funding

When approaching a bank, entrepreneurs must have a clear idea of the different criteria that banks use to screen, rate and process loan applications. Entrepreneurs must also be aware of the importance of providing banks with accurate and correct information. It is now easier than ever for financial institutions to track any default behaviour of loan applicants. Entrepreneurs looking for funding from banks must provide banks with information relating to their general credentials, financial situation and guarantees or collaterals that can be offered.

General Credentials

This is where you, as an entrepreneur, provide the bank with background information on yourself. Such information includes:

- **Letter(s) of Introduction:** This letter should be written by a respected business person who knows you well enough to introduce you. The aim of this letter is set across your achievements and vouch for your character and integrity.
- **Your Profile:** This is basically your resume. You need to give the bank a good idea of your educational achievements, professional training, qualifications, employment record and achievements.
- **Business Brochure:** A business brochure typically provides information on company products, clients, how long the business has been running for etc.
- **Bank and Other References:** If you have an account with another bank, providing those bank references is a good idea.
- **Proof of Company Ownership or Registration:** In some cases, you may need to provide the bank with proof of company ownership and registration. A list of assets and liabilities may also be required.

Financial Situation

Banks will expect current financial information on your enterprise. The standard financial reports you should be prepared with are:

- Balance Sheet
- Profit-and-Loss Account
- Cash-Flow Statement
- Projected Sales and Revenues
- Business Plan
- Feasibility Study

Guarantees or Collaterals

Usually banks will refuse to grant you a loan without security. You can offer assets which the bank can seize and sell off if you do not repay the loan. Fixed assets like machinery, equipment, vehicles etc. are also considered to be security for loans.

9.6.6.2 The Lending Criteria of Banks

Your request for funding will have a higher chance of success if you can satisfy the following lending criteria:

- Good cash flow
- Adequate shareholders' funds
- Adequate security
- Experience in business
- Good reputation

The Procedure

To apply for funding the following procedure will need to be followed.

- Submit your application form and all other required documents to the bank.
- The bank will carefully assess your credit worthiness and assign ratings by analyzing your business information with respect to parameters like management, financial, operational and industry information as well as past loan performance.
- The bank will make a decision as to whether or not you should be given funding.

9.6.6.3 Tips



1. Get advice on funding options from experienced bankers.
2. Be cautious and avoid borrowing more than you need, for longer than you need, at an interest rate that is higher than you are comfortable with.

9.6.7 Enterprise Management - An Overview

To manage your enterprise effectively you need to look at many different aspects, right from managing the day-to-day activities to figuring out how to handle a large scale event. Let's take a look at some simple steps to manage your company effectively.

Step 1: Use your leadership skills and ask for advice when required: Let's take the example of Ramu, an entrepreneur who has recently started his own enterprise. Ramu has good leadership skills – he is honest, communicates well, knows how to delegate work etc. These leadership skills definitely help Ramu in the management of his enterprise. However, sometimes Ramu comes across situations that he is unsure how to handle. What should Ramu do in this case? One solution is for him to find a more experienced manager who is willing to mentor him. Another solution is for Ramu to use his networking skills so that he can connect with managers from other organizations, who can give him advice on how to handle such situations.

Step 2: Divide your work amongst others – realize that you cannot handle everything yourself: Even the most skilled manager in the world will not be able to manage every single task that an enterprise will demand of him. A smart manager needs to realize that the key to managing his enterprise lies in his dividing all his work between those around him. This is known as delegation. However, delegating is not enough. A manager must delegate effectively if he wants to see results. This is important because delegating, when done incorrectly, can result in you creating even more work for yourself. To delegate effectively, you can start by making two lists. One list should contain the things that you know you need to handle yourself. The second list should contain the things that you are confident can be given to others to manage and handle. Besides incorrect delegation, another issue that may arise is over-delegation. This means giving away too many of your tasks to others. The problem with this is, the more tasks you delegate, the more

time you will spend tracking and monitoring the work progress of those you have handed the tasks to. This will leave you with very little time to finish your own work.

Step 3: Hire the right people for the job: Hiring the right people goes a long way towards effectively managing your enterprise. To hire the best people suited for the job, you need to be very careful with your interview process. You should ask potential candidates the right questions and evaluate their answers carefully. Carrying out background checks is always a good practice. Running a credit check is also a good idea, especially if the people you are planning to hire will be handling your money. Create a detailed job description for each role that you want filled and ensure that all candidates have a clear and correct understanding of the job description. You should also have an employee manual in place, where you put down every expectation that you have from your employees. All these actions will help ensure that the right people are approached for running your enterprise.

Step 4: Motivate your employees and train them well: Your enterprise can only be managed effectively if your employees are motivated to work hard for your enterprise. Part of being motivated involves your employees believing in the vision and mission of your enterprise and genuinely wanting to make efforts towards pursuing the same. You can motivate your employees with recognition, bonuses and rewards for achievements. You can also motivate them by telling them about how their efforts have led to the company's success. This will help them feel pride and give them a sense of responsibility that will increase their motivation.

Besides motivating your people, your employees should be constantly trained in new practices and technologies. Remember, training is not a one-time effort. It is a consistent effort that needs to be carried out regularly.

Step 5: Train your people to handle your customers well: Your employees need to be well-versed in the art of customer management. This means they should be able to understand what their customers want, and also know how to satisfy their needs. For them to truly understand this, they need to see how you deal effectively with customers. This is called leading by example. Show them how you sincerely listen to your clients and the efforts that you put into understand their requirements. Let them listen to the type of questions that you ask your clients so they understand which questions are appropriate.

Step 6: Market your enterprise effectively: Use all your skills and the skills of your employees to market your enterprise in an effective manner. You can also hire a marketing agency if you feel you need help in this area.

Now that you know what is required to run your enterprise effectively, put these steps into play, and see how much easier managing your enterprise becomes!

9.6.7.1 Tips



1. Get advice on funding options from experienced bankers.
2. Be cautious and avoid borrowing more than you need, for longer than you need, at an interest rate that is higher than you are comfortable with.

9.6.7.2 Considering Entrepreneurship

Questions to Ask Yourself Before Considering Entrepreneurship

- Why am I starting a business?
- What problem am I solving?
- Have others attempted to solve this problem before? Did they succeed or fail?

- Do I have a mentor¹ or industry expert that I can call on?
- Who is my ideal customer²?
- Who are my competitors³?
- What makes my business idea different from other business ideas?
- What are the key features of my product or service?
- Have I done a SWOT⁴ analysis?
- What is the size of the market that will buy my product or service?
- What would it take to build a minimum viable product⁵ to test the market?
- How much money do I need to get started?
- Will I need to get a loan?
- How soon will my products or services be available?
- When will I break even⁶ or make a profit?
- How will those who invest in my idea make a profit?
- How should I set up the legal structure⁷ of my business?
- What taxes⁸ will I need to pay?
- What kind of insurance⁹ will I need?
- Have I reached out to potential customers for feedback

9.6.7.3 Tips



1. It is very important to validate your business ideas before you invest significant time, money and resources into it.
2. The more questions you ask yourself, the more prepared you will be to handle the highs and lows of starting an enterprise.

Footnotes:

1. A mentor is a trusted and experienced person who is willing to coach and guide you.
2. A customer is someone who buys goods and/or services.
3. A competitor is a person or company that sells products and/or services similar to your products and/or services.
4. SWOT stands for Strengths, Weaknesses, Opportunities and Threats. To conduct a SWOT analysis of your company, you need to list down all the strengths and weaknesses of your company, the opportunities that are present for your company and the threats faced by your company.
5. A minimum viable product is a product that has the fewest possible features, that can be sold to customers, for the purpose of getting feedback from customers on the product.
6. A company is said to break even when the profits of the company are equal to the costs.
7. The legal structure could be a sole proprietorship, partnership or limited liability partnership.
8. There are two types of taxes – direct taxes payable by a person or a company, or indirect taxes charged on goods and/or services.
9. There are two types of insurance – life insurance and general insurance. Life insurance covers human life while general insurance covers assets like animals, goods, cars etc.



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