

**MADHYA PRADESH HIGHER EDUCATION**  
**BBA (HOSPITAL ADMINISTRATION)**

Syllabus

BBA (H.A) Three/Four Years Degree Program  
Annual System – I TO IV

**Proposed as per NEP – 2020**

To be implemented from Academic Year 2021-22

Sangeet  
[Signature]

Smriti  
[Signature]

Chaitan  
[Signature]

## BBA (H.A) Three/Four Years Degree Program

Annual System – I TO IV

Proposed as per NEP – 2020 to be implemented from Academic Year 2021-22

Nomenclature and Course Outline

First Year

### BBA (HOSPITAL ADMINISTRATION)

Course Type	Subject Name
Major - 1	Principles of Business Administration
Major - 2	Introduction to Hospital Administration
Minor	Introduction to Anatomy & Physiology
Elective - 1	Select any one from the vocational Subject list
Vocational - 1	Select any one from the vocational Subject list
Foundation – 1	Hindi + English
Foundation – 2	Environmental Studies + Yoga & Meditation
Internship	Field Projects/Apprenticeship /Community Engagement & Services

*Sangeeta*  
*MS*  
*Arveta*  
*Pragnya*  
*Alkeshwar*  
*Aravind*  
*Aravind*

## BBA (HOSPITAL ADMINISTRATION)

### First Year

Course Type	Subject Code	Subject Name	Credit Hours	Cumulative Credits Hour
Major -1	MAJBHA-101	Principles of Business Administration	6	6
Major - 2	MAJBHA-102	Introduction to Hospital Administration	6	12
Minor	MINBHA-103	Introduction to Anatomy & Physiology	6	18
Elective	Code as per list attached	Select any one from the vocational Subject list	6	24
Vocational	Code as per list attached	Select any one from the vocational Subject list	4	28
Foundation – 1	FOUBHA-104	Hindi	2	30
	FOUBHA-105	English	2	32
Foundation – 2	FOUBHA-106	EVS	2	34
	FOUBHA-107	Yoga & Meditation	2	36
Internship	INTBHA- 108	Field Projects/Apprenticeship /Community Engagement & Services	4	40
		<b>Total Credit for 1 Year</b>		<b>40</b>

*Sangub*

*MS*

*Arvita*

*Sun Akshay*

*Aravind*

**List of Elective Subjects BBA (HOSPITAL ADMINISTRATION) -First Year**

**(As per NEP- 2020)**

SN	Subject Code	Subject Name
1	ELCBHA -001	Strategic Management in Health Care
2	ELCBHA -002	Quality in Health Care Management

**List of Vocational Subjects BBA (HOSPITAL ADMINISTRATION) -First Year**

**(As per NEP- 2020)**

SN	Subject Code	Subject Name
1	VOCBHA -001	Marketing Management
2	VOCBHA -002	IT in Health Care
3	VOCBHA -003	OB in Health Care

*Sangeeta*  
*M. S.* *Pruthi* *Agar* *Hudson* *Chand* *Verma*

## Minor - MINBHA-103- INTRODUCTION TO HUMAN PHYSIOLOGY & ANATOMY

**Course Objectives:** The objectives of the course are to enable students to learn and to have a good understanding of Human Physiology & Anatomy, as it is necessary for Hospital Administrators.

### Course Content:

**Unit I** - Principles of bio-physics as applicable to the human body. Excitable Tissue –Nerve and Muscle. Composition of blood, blood groups in human, Coagulation, oxygen and carbon dioxide transport.

**Unit II** Nervous system in human body CNS, Autonomic Sympathetic & Parasympathetic and their applied physiology. Physiology of reproduction in humans. Reproductive development in human beings, Function of placenta in human

**Unit III** - Introduction and Anatomical terms , Osteology-Major Bones, Joints-types and structure of synovial joints like Hip,Knee,Shoulder Joints , Muscles---major muscles of upper and lower limbs.

**Unit IV**- Nervous Systems----central and peripheral nervous system including A.N.S Structure and function , Thorax Sternum and Ribs , Vertebral column : lungs, pleura, pericardium , Blood supply of Heart structure, mediastinum .

**Unit V** -Abdomen and Pelvis ,

Sacrum, Anterior abdominal wall, Inguinal region, peritoneum, Spleen, Oesophagus, Stomach, Small Intestines, Liver and Pancreas, and Kidney, Ureters, Diaphragm and Posterior wall of Abdomen.

### Text Readings:

\* 1.Elaine N Marieb-Essentials of Human Anatomy & hysiology,8e(Indian Reprint)Pearson Education

2.Elaine N Marieb-Human Anatomy & Physiology(With Atlas),6e(Indian Reprint)Pearson Education

3. Essentials of Human Anatomy I B Singh Jaypee Bros.

4. B.D.Chaurasia Human anatomy

Marieb-Essentials of Human Anatomy & Physiology-Pearson Education, 2009

*Sangeeta*  
*Intita*  
*Bgm*  
*Ally*  
*Elaine*  
*Book*

## Elective - ELCBHA -001 – STRATEGIC MANAGEMENT IN HEALTH CARE

### Course Objectives

The objective of this course is to enable students integrate knowledge of various functional areas and other aspects of management, required to develop strategies based on organizational perceived opportunities and threats in Hospital Administration.

### Course Contents

**Unit I** - Meaning, Need and Process of Strategic Management : Business Policy. Corporate Planning and Strategic management, single and multiple SBU organizations vision, Mission, business definition and objectives and goals; need , formulation and changes, hierarchy of objectives, specificity of mission and objectives. Role of strategic management in marketing, finance , HR in Hospitals.

**Unit II** -SWOT analysis , industry and international environmental factors:

Analysis of environment, diagnosis of environment – factors influencing it; environmental threats and opportunity profile (ETOP), internal strengths and weakness; factors affecting, techniques of internal analysis , diagnosis of strengths and weakness, strategic advantage profile (SAP) in Hospitals.

**Unit III** - Strategy alternatives : Grand Strategy and their sub strategies:

Stability, expansion , retrenchment and combination. Types of strategy alternatives- internal and external, related unrelated, horizontal and vertical, active and passive internal strategy variations in Hospitals.

**Unit-IV** - Strategic choice and analysis : managerial choice factors, choice processes, strategic gape analysis, ETOP-SAP matching, BCG product, portfolio matrix, GE nine cell planning grid, contingency strategies in Hospitals.

**Unit V** -Strategy Implementation, Concept, Barriers, Implementation process : Project and procedural implementation, resource allocation, structural implementation, plan and policy implementation, leadership implementation in Hospitals.

**Unit VI** -Strategy evaluations and control, control and evaluation process: motivation to evaluate, criteria for evaluation, measuring and feedback, evaluation and corrective action in Hospitals.

### Text Reading:

Kazmi Azhar Strategic Management & Business policy, Tata McGrawhill.

Hill Lomash & P K Mishra business Policy & Strategic Management Vikas Publiccation

Parthasarthy Fundamentals of Strategic Management, Wiley India

Thomson- Strategic Management Concepts & cases, Tata McGrawhill.



## Elective - ELCBHA -002 QUALITY IN HEALTH CARE MANAGEMENT

**Objectives:** The Objective of the course are to help the students gain and understanding of the events & problems which occur in day working of healthcare organizations. Student is expected to develop a diagnostic and problems which occur in day to day working of healthcare organizations. Student is expected to develop a diagnostic and problem solving approach. It will help the students to sharpen his comprehension, analytical, descriptive and international skills.

### Course Content

**Unit I** - Basic Concept, Definition, Terminology of Quality Management,

Quality Policy and Objectives, Managing the design of Health Care services.

**Unit II** - Economics of Quality, Quality Assurance, Zero Defect Concepts,

Quality Specifications. Quantification of Patients Satisfactions. Quality Circles.

**Unit III** - Statistical Aids in Limits and Tolerances. Inspection Manufacturing Planning

for Quality, Managing Clinical Audit – Diagnosis in the problem & designing the solution .

**Unit IV** - Sampling Plans for Attributes and Variable and Various Control Charts.

Total Quality Control, Improving Dental Health.

**Unit V** - Quality Accreditations in Healthcare, JCI, NABH, NABL

### Suggested Readings:

- 1) Quality Management by Kanishka Bedi, Oxford Publications, TQM by Dr. D D Sharma
- 2) Total Quality by James R Evans Cengage Publications

*Sangeeta*  
*AK* *Smruti* *Raj* *Abhishek* *Arjun* *Arjun*

## Vocational - VOCBBAHA- 001 -MARKETING MANAGEMENT

### Course Objectives

The Objectives of this course are to provide the students exposure to modern marketing concepts, tools, and techniques, and help them develop abilities and skills required for the performance of marketing functions in Hospitals .

### Course Contents

**Unit I - Marketing Concepts:** Customer Value and Satisfaction, Customers Delight, Conceptualizing Task and Philosophies of Marketing Management, Value Chain, scanning the Marketing Environment in Hospitals.

**Unit II- Marketing Segmentation, Targeting, and Positioning:** Market segmentations, levels of market segmentations, patterns' procedures, requirement for effective segmentation, evaluating the market segments, selecting the market segments, tool for competitive differentiation, developing a positioning strategy in Hospitals.

**Unit III - Product Decision:** Objectives, Product classification, Product-Mix, Product life cycle strategies, equity, challenges, repositioning branding, introduction and factors contributing the growth of packaging, introduction of labeling in Hospitals.

**Unit IV- Pricing Decision:** Factors affecting price, pricing methods and strategies in Hospitals.

**Unit V - Promotion Decisions:** A view of Communication Process, developing effective communication, Promotion-Mix elements. Emerging Trends in Marketing: An introduction to Internet marketing, Multi level marketing, and introduction of CRM & EVENT marketing in Hospitals.

### Text Readings

1. Philip Kotler (1999) **Principles of Marketing Management**, New Delhi: Prentice Hall of India, Millennium Edition.
- 2.<sup>a</sup> William J. Stanton, Michael J. Etzel and Bruce J. Welker (1995) **Fundamentals of Marketing Management**, New York: Mc Graw Hill, 10<sup>th</sup> Edition.
3. Philip Kotler (1998). **Marketing Management, Planning Analysis and Control**, New Delhi, Prentice Hall of India, 9<sup>th</sup> Edition.

### Suggested Readings

1. William L. Pride and O.C. Ferrell (1993). **Marketing Concepts and Strategies**, Boston: Houghton Mifflin Co., 8<sup>th</sup> Edition

*Dr. Sangeeta*  
*14*  
*Dr. Sangeeta*  
*Dr. Sangeeta*  
*Dr. Sangeeta*  
*Dr. Sangeeta*



## Vocational - VOCBHA- 002 - IT IN HEALTH CARE

**Course Objectives** The objectives of the course are to introduce the students, the concepts of computer hardware and software and to acquaint them with IT Tools in Hospitals.

### Course Contents:

**Unit I** Introduction to Computer - Hardware: Input / Output devices, storage devices and memory. Software: System and Application Software, Compilers, Interpreters & Assemblers. Computer Languages: Levels of languages, generation and their features. Generation of Computer (Phases of development of computers).

Number System: Introduction to number system, binary, decimal, hexadecimal and their inter conversions and their uses in computer system in Hospitals. HTML:-Basics of HTML Tags, Basics of E-Mail, Searching techniques,

**Unit II** Operating Systems ,DOS: External and Internal Commands and Features.

WINDOWS 7,10: Basic Operations, utilities and features. DOS: Introduction, features and basic commands. Internal and External Commands.

**Unit III** MS Word 2007: Word basics, formatting text and documents, working with headers, footers and footnotes, tabs, tables and sorting, working with graphics, templates, wizards and sample documents, introduction to mail merge and macros.

MS Excel 2007: Excel basics, rearranging worksheets, excel formatting tips and techniques, introduction to functions, Excel's chart features, working with graphics, using worksheet as databases, automating "what-if" projects.

MS PowerPoint 2007: PowerPoint basics, creating presentation the easy way, working with text in PowerPoint, working with graphics in power point

MS Access 2007: Database creation, screen/form design, report generation using wizard

**Unit IV** E-Commerce in Healthcare: E-commerce Framework, E-Commerce Application and business models, Mobile and wireless computing fundamentals, Wireless Technology and switching methods.

**Unit V** - Basics of Network and Internet Security : Virus and its types , Client and Server Security, Firewall. Network Types and Network Topology . Networking Devices, DSS and Expert System.

### Text Readings:

1. Dhiraj Sharma, **Foundation of IT**, Excel Books New Delhi- 2009
2. Nikuj Sharma, **Fundamentals Of Computers**,2010,Parshwa Publications,
3. Sibsankar Haldar-Operating Systems-(Indian Original)Pearson Education
4. William Stallings-Operating Systems,6e-(Indian Reprint)Pearson Education

Sangeeta  
15

15

15

15

15

15

## Vocational - VOCBHA- 003 - OB IN HEALTH CARE

**Course Objectives** The objectives of the course are to introduce the students, the concepts of Organization Behavior in Health Care.

### Course Content

**Unit I** - Foundation of individual Behaviour: The organization & the individual, Personality Determinants and attributes. Attitude, learning and Learning Theories. O B models.

**Unit II** - Motivation: Definition and concept, theories of motivation- Maslows Hierarchy of needs, Herzbergs two factor theory, ERG theory, Vrooms expectancy theory, Equity theory, Reinforcement theory and Behavioural Modification.

**Unit III** - Foundation of group behaviour: Defining and classifying groups, stages of group development, group structure, group process, group vs team, Team effectiveness.

**Unit IV** - Conflict management and Negotiation: Defining conflicts, transitions in conflict thought, functional vs dysfunctional conflict, conflict process, conflict management techniques, Negotiation process, Bargaining Strategies.

**Unit V** - Organizational culture and organizational change: Concept, Relationship of culture with organizational behaviour, levels of organization culture, analyzing and managing changing organizational culture, forces for change, Resistance to change, approaches to managing organizational change.

**Unit VI** - Time Management and Stress Management: Stress, work stress and its management. Concept of time management, Barriers of effective time management, Tools and techniques for effective time management.





### Text Readings:

1. Stephen Robins, Timothy A Judgi , Seema Sanghi , Organization Behaviour, Pearson Publication
2. John.W. Newstrom and Keith Davis, Organization Behaviour , Human Behaviour at work, New Delhi, Tata Mc Graw Hill, Latest edition
3. M.N.Mishra, Organization Behaviour, Vikas Publication House, Reprint, Latest Edition.

*Sangeeta*  
*Arushi*  
*Shruti*  
*Shruti*  
*Shruti*  
*Shruti*  
*Shruti*

## आधार पाठ्यक्रम: प्रथम प्रश्न पत्र - हिन्दी भाषा

		(भाग-ए) परिचय	
कार्यक्रम : यूजी लेवल प्रमाण-पत्र	कक्षा : बी.ए. / बी.कॉम / बी.एस.सी. / बी.एच.एस.सी. / बी.सी.ए. / बी.बी.ए. (प्रथम वर्ष)	मार्च 2021	मार्च 2021 2022
	विषय :-	आधार पाठ्यक्रम	
1	कोर्स कोड:	XI-FCEAIT	
2	कोर्स का शीर्षक:	भाषा और संस्कृति	
3	कोर्स का प्रकार	आधार पाठ्यक्रम	
4	कोर्स अपेक्षित	कक्षा 12वीं उत्तीर्ण किसी भी विषय समूह से।	
5	कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	1. उत्कृष्ट साहित्यिक पाठों के अध्ययन से रुचि का विकास करना। 2. सांस्कृतिक चेतना और राष्ट्रीय भावना का विकास करना। 3. भाषा-ज्ञान। 4. सामान्य शब्दावली और विशेष शब्दावली के अध्ययन द्वारा भाषा एवं संस्कृति बोध का विकास करना 5. विशिष्ट शब्दावली (बीज शब्द / की वर्ड) से परिचित करवाते हुए बोध के स्तर को विकसित करना। 6. प्रतियोगी परीक्षाओं हेतु तैयार करना।	
6	क्रेडिट मान	02 क्रेडिट	
7	कुल अंक	50 अंक	
8	उत्तीर्ण अंक	17 अंक	

(भाग - बी) कोर्स सामग्री		
व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15 घंटे		
यूनिट	विषय	व्याख्यान की संख्या
इकाई- एक	1. मैथिलीशरण गुप्त. परिचय पाठ: मातृभूमि (कविता)	5 घण्टे
	2. प्रेमचन्द: परिचय पाठ: शतरंज के खिलाडी (कहानी)	
	3. व्यंग्य: शरद जोशी-जीप पर सवार इल्लियाँ	
इकाई- दो	1. वैचारिक-भारतीय भाषाओं में राम	5 घण्टे
	2. आचार्य रामचन्द्र शुक्ल: परिचय पाठ: उत्साह (भावमूलक निबन्ध)	
	3. रामधारी सिंह दिनकर: परिचय पाठ: भारत एक है (संस्कृति)	
	4. आदिशंकराचार्य-जीवन व दर्शन	
इकाई- तीन	1. पर्यायवाची शब्द; विलोम शब्द; अनेक शब्द के लिए एक शब्द (हिन्दी व्याकरण)	5 घण्टे
	2. संधि और उसके प्रकार (हिन्दी व्याकरण)	
	3. बीज शब्द- धर्म, अद्वैत, भाषा, अवधारणा, उदासीकरण।	
सार बिन्दु (की वर्ड) / टैग सर्च करें		
मैथिलीशरण गुप्त:	मैथिलीशरण गुप्त की कविता मातृभूमि	
प्रेमचन्द	प्रेमचन्द शतरंज के खिलाडी	
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर	

७/१८/२१

Sangul  
18

18

18



PART A: Introduction			
Program: UG Level	Class: I Year	Year: 2021-22	Session: 2021-22 onwards
Subject: Foundation Course (English)			
1.	Course Code	X1-FCHBIT	
2.	Course Title	English Language and Indian Culture	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	To study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation Course category.	
5.	Course Learning Outcomes (CLO)	Through this course the students will be able to: 1. Prepare for various competitive exams by developing their English language competence. 2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations. 3. Build and enhance their vocabulary. 4. Develop their communication skills by strengthening grammar and usages. 5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.	
6.	Credit Value	2 Credit	
7.	Total Marks	Max. Marks: 50	Min. Pass Marks: 17
PART B: Content of the Course			
Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P			
Total No. of Lectures:			
Unit	Topics	No. of Lectures	
I	<b>Reading, Writing and Interpretation Skills:</b> 1. Where The Mind is Without Fear- Rabindranath Tagore [Key Word: Patriotism] 2. National Education - M. K. Gandhi [Key Word: Edification] 3. The Axe- R.K Narayan [Key Word: Environment] 4. The Wonder That Was India- A.L Basham (an excerpt) [Key Word: Indianness] 5. Preface to the Mahabharata C. Rajagopalachari [Key Word: Indian Mythology]	05	
II	<b>Comprehension Skill:</b> Unseen Passage followed by Multiple choice questions	05	
III	<b>Basic Language Skills 1:</b> Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution. <b>2:</b> Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles,	05	

*Sangeeta*  
*AK*

*Sanjay*  
*Pruthi*  
*Chandana*  
*Leela*

Time and Tense			
<b>PART C: Learning Resources</b>			
Textbooks, Reference Books, Other Resources			
Suggested Readings			
Essential English Grammar – Raymond Murphy, Cambridge University Press.			
• Practical English Grammar Exercises 1- A. J. Thomson & A. V. Martinet, Oxford India.			
• Practical English Usage - Michael Swan, Oxford			
• English Grammar in Use – Raymond Murphy, Cambridge University Press.			
<b>Part D: Assessment and Evaluation</b>			
Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50
U.E. Time 2 Hours			
External Assessment (UE)		Time: 2 Hours	
Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark			

*A. S. Kushwah*  
21/5/21

Dr. A.S. Kushwah  
Chairman BOS Jiwaji University, Gwalior

*31/05/21*  
**प्राचार्य**  
शा.एस.एल.पी. स्वातंत्र्य महाविद्यालय  
मुयार, ज्वालियर

*Sanguch*  
*AK*  
*21*  
*21*  
*21*  
*21*

**Foundation Course: ENVIRONMENTAL EDUCATION**

PART A: Introduction			
Program: UG Level Certificate	Class: UG I Year	Year: <del>FIRST</del> Year	Session: 2021-22 onwards
Subject: Environmental Education			
1.	Course Code	X1-FCAC1T	
2.	Course Title	Environmental Education	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	<p>A course intended to create awareness about the life of human beings which is an integral part of environment; and to inculcate the skills required to protect the environment from all sides.</p> <p>To study this course, the student must have a knowledge about the environmental components, pollution, biodiversity, and ecosystem at senior secondary, class 12<sup>th</sup> level:</p>	
5.	Course Learning Outcomes (CLO)	<ol style="list-style-type: none"> <li>1. To understand various aspects of life forms, ecological processes, and the impacts on them by the human during Anthropocene era.</li> <li>2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make inform decisions.</li> <li>3. To develop empathy for all life forms, awareness, and responsibility towards environmental protection and nature preservation.</li> <li>4. To develop the critical thinking for shaping strategies such as; scientific, social, economic, administrative &amp; legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development.</li> <li>5. To prepare for the competitive exams.</li> </ol>	
6.	Credit Value	2 Credit	
7.	Total Marks	Max.Marks : 50	Min. Passing Marks:17

AB  
(डा. अर्चना पंचोली)

AK Sangeetha  
22

Abhishek

Pranav

Arjun

Arjun



PART B: Content of the Course		
Total No. of Lectures-15 Hrs. (01 hours per week):		
Total No. of Lectures: 15		
Unit	Topics	No. of Lectures
I	<b>Environment and Natural Resources:</b> <ul style="list-style-type: none"> <li>• Multidisciplinary nature, Scope and Importance of Environment</li> <li>• Components of Environment: Atmosphere, Hydrosphere, Lithosphere, and Biosphere.</li> <li>• Brief account of Natural Resources and associated problems: Land Resource, Water Resource, Energy Resource</li> <li>• Concept of Sustainability and Sustainable Development</li> </ul> <i>Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable Development</i>	5 Hrs.
II	<b>Biome, Ecosystem and Biodiversity:</b> <ul style="list-style-type: none"> <li>• Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marine</li> <li>• Ecosystem: Structure function and types their Preservation &amp; Restoration</li> <li>• Biodiversity and its conservation practices.</li> </ul> <i>Keywords: Biome, Ecosystem, Biodiversity</i>	4 Hrs.
III	<b>Environmental Pollution, Management and Social Issues:</b> <ul style="list-style-type: none"> <li>• Pollution: Types, Control measures, Management and associated problems.</li> <li>• Environmental Law and Legislation: Protection and conservation Acts.</li> <li>• International Agreement &amp; Programme.</li> <li>• Environmental Movements, communication and public awareness programme.</li> <li>• National and International organizations related to environment conservation and monitoring.</li> <li>• Role of information technology in environment and human health.</li> </ul> <i>Keywords: Pollution, Environmental Legislation, Environmental Movement, Environmental programme and organization.</i>	6 Hrs.
Suggested activities: (at least one) <ol style="list-style-type: none"> <li>1. Visit to an area to document environmental assets: rivers / forest / flora / fauna.</li> <li>2. Visit to a local polluted site Urban / Rural/ Industrial / Agricultural</li> <li>3. Study of simple ecosystem.</li> </ol>		

AB  
(डा. अरुणा पंचोली)

Sangeeta  
23  
Ajay  
Sangeeta

### PART C: Learning Resources

#### Textbooks, Reference Books, Other Resources

- Singh; J.S., Singh S.P. and Gupta, S.R.; "Ecology; Environment Science and Conservation ", S Chand publishing , New Delhi , (2018)
- Divan, S. and Rosencranz , A. , "Environmental Law and Policy in India :Cases, Material & Status" Oxford University Press , India , (2002) 2<sup>nd</sup> Edition .
- Odum , E.P. , "Fundamentals of Ecology " , Philadelphia Saundres , (1971)
- Bharucha , Erach , "Environmental studies " Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha , Kaushik , C.P. "Perspectives in Environmental Studies "New age International Publishers , (2018), 6<sup>th</sup> Edition .
- Asthana, D. K Asthana Meera, "A Textbook of Environmental Studies", S. Chand.Publishing, New Delhi, (2007)
- National Digital Library (<https://ndl.iitkgp.ac.in/homestudy/science>)
- Epg- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इराक भरूचा, पर्यावरण अध्ययन, ओरियन्ट ब्लैकस्वान प्राइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन] मोतीलाल बनारसीलाल पब्लिशर्स दिल्ली.(2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स.(2018)

#### Suggested equivalent online course -

- i. The Health Effects of Climate Change (edx)
- ii. Climate Change: Financial Risks and Opportunities (edx)
- iii. Introduction to Environmental Law and Policy (coursera)
- iv. Women in environmental biology (coursera)
- v. Our Earth: It's Climate, History, and Processes (coursera)
- vi. Ecology, physiology, environmental science (national digital library)

AB  
(डा० अर्चना पंचोली)

Sangeeta  
Anurag  
Sangeeta  
Anurag  
Sangeeta  
Anurag

भाग अ परिचय

पाठ्यक्रम: स्नातक प्रमाण पत्र	कक्षा: स्नातक प्रथम वर्ष	वर्ष: FIRST YEAR	सत्र: 2021-22
विषय: पर्यावरण अध्ययन			
1) पाठ्यक्रम कोड:	पर्यावरण अध्ययन	XIFCACIT	
2) पाठ्यक्रम शीर्षक:	आधार पाठ्यक्रम		
3) पाठ्यक्रम प्रकार:	✓ सीनियर सेकेंडरी कक्षा 12 वी तक विद्यार्थी को पर्यावरण के घटक, प्रदूषण, जैव विविधता, पारिस्थितिकी तंत्र का ज्ञान होना आवश्यक है।		
4) पूर्वापेक्षा	✓ इस पाठ्यक्रम के माध्यम से अपेक्षा है कि विद्यार्थी पर्यावरण के प्रति जागरूकता को दृष्टिगत रखते हुए उसके विभिन्न घटकों का प्रबंधन एवं सतत् विकास की आवश्यकता को ध्यान में रखकर मानव विकास हेतु क्रियाकलाप करें।		
5) पाठ्यक्रम अध्ययन की परिलब्धियां (C.L.O.)	<ul style="list-style-type: none"> <li>✓ इस पाठ्यक्रम के माध्यम से आने वाले मानवजनित युग में विद्यार्थियों में विभिन्न जीवन प्रारूप पारिस्थितिकी प्रक्रियाओं व उन पर होने वाले मानवीय प्रभावों की व्यापक समझ का विकास करना है।</li> <li>✓ विद्यार्थियों में ऐसी क्षमताओं का विकास करना है जिससे वह पर्यावरण संबंधित मुद्दों को पहचान कर अन्तर्निहित कारकों का विश्लेषण कर सकें एवं उनसे संबंधित क्रियाकलाप व नीतियों का मूल्यांकन कर नीतिगत रूपरेखा विकसित करने में सहयोग कर सकें।</li> <li>✓ पर्यावरण सुरक्षा व प्रकृति संरक्षण हेतु सभी जीवन प्रारूपों के लिए समानुभूति, जागरूकता एवं उत्तरदायित्वों का बोध कराना।</li> <li>✓ पर्यावरण सुरक्षा, जैव विविधता संरक्षण, पर्यावरण समानता एवं सतत् विकास हेतु वैज्ञानिक, सामाजिक, आर्थिक, प्रशासनिक व वैधानिक नीतियों को स्वरूप प्रदान करने की महत्वपूर्ण सोच को विकसित करना है।</li> <li>✓ विद्यार्थी को प्रतियोगी परीक्षा के लिए तैयार करना</li> </ul>		
क्रेडिट	02 क्रेडिट		
कुल अंक	अधिकतम अंक:- 50, न्यूनतम प्राप्तिक - 17		

(डा. अर्चना पंचवती)

25 Sangeet  
 25  
 25  
 25  
 25



### Part-C

#### Learning Resource

Text Book, References Books, Other resources

- Singh, J.S., Singh S.P. and Gupta, S.R.; "Ecology: Environment Science and Conservation", S Chand publishing, New Delhi, (2018)
- Divan, S. and Rosencranz, A., "Environmental Law and Policy in India :Cases, Material & Status" Oxford University Press, India, (2002) 2<sup>nd</sup> Edition.
- Odum, E.P., "Fundamentals of Ecology", Philadelphia Saunders, (1971)
- Bharucha, Erach, "Environmental studies", Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha, Kaushik, C.P. "Perspectives in Environmental Studies" New age International Publishers, (2018), 6<sup>th</sup> Edition.
- Ashana, D. K Ashana Meera, "A Textbook of Environmental Studies", S. Chand Publishing, New Delhi, (2007)
- National Digital Library (<https://ndi.itkkgp.ac.in/homestudy/science>)
- Epg- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इराक भरुचा, पर्यावरण अध्ययन, ओरिएंट ब्लैकस्वान प्रइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन, मोतीलाल बनारसीलाल पब्लिशर्स दिल्ली (2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स (2018)

#### Suggested equivalent online course –

- The Health Effects of Climate Change (edx)
- Climate Change: Financial Risks and Opportunities (edx)
- Introduction to Environmental Law and Policy (coursera)
- Women in environmental biology (coursera)
- Our Earth: It's Climate, History, and Processes (coursera)
- Ecology, physiology, environmental science (national digital library)

(डा० अर्चना पंचोली)

*[Handwritten signatures and initials]*

## Foundation Course: Yoga and Meditation

Part-A: Introduction			
Program: Certificate course	Class: B.A. 1 Year	Year: 2021	Session: 2021 – 2022
Subject: Yogic Science			
1.	Course Code	AI-YOSC1F	
2.	Course Title	Yoga and Meditation (Paper-2)	
3.	Course Type	Foundation Course	
4.	Pre-requisite (If any)	For BA I Year students, this course is compulsory for all.	
5.	Course Learning Outcomes	After studying this course, students will be able to: • Take care of their own Physical Mental emotional, social and spiritual health.	
6.	Credit Value	Theory-2	
7.	Total Marks	Max. Marks: 50	Min. Passing Marks: 17
Part-B: Content of the Course			
Total numbers of Lectures (in hours per week): 2 hours per week			
Total Lectures: 30 hours; L – T – P: 2 – 0 – 0			
Units	Topics	No. of Lectures	
I	<b>Introduction to Yoga and Yogic Practices</b> 1. Yoga: Etymology, definitions, aim, objectives and misconceptions 2. Yoga: Its Origin, history and development 3. Rules and regulations to be followed by Yoga Practitioners 4. Introduction to Yoga practices 5. Shatkarma: meaning, purpose and their significance in Yoga Sadhana 6. Introduction to Yogic Loosening practices and Surya Namaskar <b>Key Words:</b> History and Development of Yoga, Shatkarma, Common Yogic Practices.	10	
II	<b>Breathing Practices and Pranayama</b> 1. Sectional Breathing (Abdominal, Thoracic and Clavicular)	10	

	<p>2.Yogic Deep Breathing</p> <p>3.Concept of Puraka, Rechaka and Kumbhaka</p> <p>4. Concept of Bandha and Mudra</p> <p>5. AnulmoaViloma/NadiShodhana</p> <p>6. Shitali7. Bhramari</p> <p><b>Key Words:</b>Sectional breathing, Deep breathing, Bandha &amp; Mudra, Shitali, Bhramari.</p>	
III	<p><b>Practices leading to Meditation</b></p> <p>1.Recitation of Pranava Mantra</p> <p>2. Recitation of Hymns, in vocations and prayers</p> <p>3. Anter Maun</p> <p>4. Breath Meditation</p> <p>5. Om Dhyana</p> <p><b>Key Words:</b> Pranav Mantra, Antermaun, Breath Meditation, Om Dhyana.</p>	10

**Part-C: Learning Resources**

Text Books, Reference Books, Other resources

**Suggested Readings:**

1. Singh S. P & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.
2. Swami Dharendra Brahachari: YogasanaVijnana, Dharendra Yoga Publication, New Delhi, 1966.
3. Saraswati, Swami Satyanand: Asana, Pranayama, Mudra, Bandha (APMB), Yoga Publication Trust, Munger, 2013.
4. H. R. Nagendra: Asana, Pranayama, Mudra, Bandha, Swami Vivekananda YogPrakashan, Bangalore, 2002.
5. Ishwar Bhardwaj: SaralYogasana, Satyam Publishing House, New Delhi, 2018.
6. Shri Rai Singh Chouhan: Mudra Rahasya, Bhartiya Yog Sansthan, New Delhi, 2014.
7. Dr. Vishwanath Prasad Sanha: Dhyana Yoga, Bhartiya Yog Sansthan, New Delhi, 1987.
8. Shri Deshraj: Dhyana Sadhana, Bhartiya Yoga Sansthan, New Delhi, 2015.

**Suggestive digital platforms web links:**

1. [www.rishikeshnathyogshala.com](http://www.rishikeshnathyogshala.com)

**Suggested equivalent online courses:**1.<https://sahayji.com/hathayoga-course>

2. <https://thevogaoinstitute.org/>

**Part D: Assessment and Evaluation**

Maximum Marks:	50	
University Examination (Objective)	50	
Time:	01.00 Hour	
<b>External Assessment:</b>	Objective questions	50
University Examination		
	<b>Total</b>	<b>50</b>
Any Remarks/suggestions:		

*[Handwritten signatures and marks]*  
Sangeet  
Sunita Singh  
30  
Nishant  
[Signature]



आधार पाठ्यक्रम :योग एवं ध्यान

भाग अ - परिचय			
प्रोग्राम: सर्टिफिकेट	कक्षा : स्नातक प्रथम वर्ष	वर्ष: 2021	सत्र: 2021- 2022
विषय: योग विज्ञान			
1	पाठ्यक्रम का कोड	AI-YOSC1F	
2	पाठ्यक्रम का शीर्षक	योग एवं ध्यान (प्रश्न पत्र 2)	
3	पाठ्यक्रम का प्रकार	आधार पाठ्यक्रम	
4	पूर्वपिक्षा(Prerequisite) (यदि कोई हो)	स्नातक प्रथम वर्षके छात्रों के लिए आधार पाठ्यक्रम अनिवार्य विषय है।	
5	पाठ्यक्रम अध्ययन की परिलब्धियां(कोर्स लर्निंग आउटकम) (CLO)	इस पाठ्यक्रम का अध्ययन करने के बाद, छात्र निम्न में सक्षम होंगे: • अपने स्वयं के शारीरिक मानसिक भावनात्मक, सामाजिक और आध्यात्मिक स्वास्थ्य के विकास में।	
6	क्रेडिटमान	2	
7	कुल अंक	अधिकतम अंक: 50	न्यूनतम उत्तीर्ण अंक: 17
भाग ब- पाठ्यक्रम की विषयवस्तु			
ब्याख्यान की कुल संख्या- (प्रति सप्ताह घंटे में): 30 (दो घंटे प्रति सप्ताह) L-T-P: 2-0-0			
इकाई	विषय	ब्याख्यान की संख्या	
I	योग और योगिक अभ्यासों का परिचय 1. योग: व्युत्पत्ति, परिभाषाएं, उद्देश्य, उद्देश्य और गलत धारणाएं 2. योग: इसकी उत्पत्ति, इतिहास और विकास 3. योग अभ्यासकर्ताओं द्वारा पालन किए जाने वाले नियम और विनियम 4. योग प्रथाओं का परिचय	10	

AK Sangeet  
Sangeet 3  
Sangeet  
Sangeet  
Sangeet  
Sangeet

	<p>5. षट्कर्म: योग साधना में अर्थ, उद्देश्य और उनका महत्व</p> <p>6. योगिकशिक्षण और सूर्य नमस्कार का परिचय</p> <p>सार बिंदु (कीवर्ड): योग का इतिहास और विकास, योग के सिद्धांत और महत्व, सामान्य योगिक अभ्यास।</p>	
II	<p>श्वास अभ्यास और प्राणायाम</p> <p>1. अनुभागीय श्वास (पेट, थोरेसिक और क्लैविक्युलर)</p> <p>2. योगिक गहरी श्वास</p> <p>3. पुरक, रेचक और कुंभक की अवधारणा</p> <p>4. बंध और मुद्रा की अवधारणा</p> <p>5. अनुलोम विलोम/नाडी शोधन</p> <p>6. शीतली एवं 7. धामरी</p> <p>सार बिंदु (कीवर्ड): पुरक, रेचक और कुंभक, बंध और मुद्रा, प्राणायाम</p>	10
III	<p>ध्यान अभ्यास</p> <p>1. प्रणव मंत्र का पाठ</p> <p>2. मंत्रों का पाठ, मंगलाचरण और प्रार्थनाओं में</p> <p>3. अंतर मौन</p> <p>4. श्वास ध्यान</p> <p>5. ओम ध्यान</p> <p>सार बिंदु (कीवर्ड): प्रणव मंत्र, श्वास ध्यान, ओम ध्यान</p>	10
भाग स-अनुशासित अध्ययन संसाधन		
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन		
अनुशासित सहायक पुस्तकें /ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:		


  
 32

1. सिंह एस. पी. और योगी मुकेश: फाउंडेशन ऑफ योग, स्टैंडर्डपब्लिकेशन, नई दिल्ली, 2010.
  2. स्वामी धीरेंद्र ब्रह्मचारी: योगासन विज्ञान, धीरेंद्र योग प्रकाशन, नई दिल्ली, 1966.
  3. सरस्वती, स्वामी सत्यानंद: आसन, प्राणायाम, मुद्रा, बंध (APMB), योग प्रकाशन ट्रस्ट, मुंगेर, 2013.
  4. एच. आर. नागेंद्र: आसन, प्राणायाम, मुद्रा, बंध, स्वामी विवेकानंद योग प्रकाशन, बेंगलोर, 2002.
  5. ईश्वर भारद्वाज: सरल योगासन, सत्यमपब्लिशिंग हाउस, नई दिल्ली, 2018.
  6. श्री राय सिंह चौहान: मुद्रा रहस्य, भारतीय योग संस्थान, नई दिल्ली, 2014.
  7. डॉ विश्वनाथ प्रसाद संह्या: ध्यान योग, भारतीय योग संस्थान, नई दिल्ली, 1987.
  8. श्री देशराज: ध्यान साधना, भारतीय योग संस्थान, नई दिल्ली, 2015.
- अनुशंसितडिजिटलप्लेटफॉर्मवेब लिंक:

1. [www.rishikeshnathyogshala.com](http://www.rishikeshnathyogshala.com)

अनुशंसित समकक्ष ऑनलाइन पाठ्यक्रम:

1. <https://sahayji.com/hathayoga-course>
2. <https://theyogainstitute.org/>

भाग द - अनुशंसित मूल्यांकन विधियां:

अनुशंसितसतत मूल्यांकन विधियां:

अधिकतम अंक: 50

विश्वविद्यालयीनपरीक्षा (वस्तुनिष्ठ) अंक:50

आकलन :	वस्तुनिष्ठप्रश्न	50 x 1 = 50
विश्वविद्यालयीन परीक्षा:		कुल अंक: 50
समय- 01.00 घंटे		

कोई टिप्पणी/सुझाव:

Sangeetha  
 Sruti  
 33  
 Akshay  
 Akshay  
 Akshay  
 Akshay  
 Akshay

**MADHYA PRADESH HIGHER EDUCATION**  
**BBA (HOSPITAL ADMINISTRATION)**

Syllabus

BBA (H.A) Three/Four Years Degree Program  
Annual System – I TO IV

**Proposed as per NEP – 2020**

To be implemented from Academic Year 2021-22

Sangeet  
[Signature]

Smriti  
[Signature]

Chaitan  
[Signature]

## BBA (H.A) Three/Four Years Degree Program

Annual System – I TO IV

Proposed as per NEP – 2020 to be implemented from Academic Year 2021-22

Nomenclature and Course Outline

First Year

### BBA (HOSPITAL ADMINISTRATION)

Course Type	Subject Name
Major - 1	Principles of Business Administration
Major - 2	Introduction to Hospital Administration
Minor	Introduction to Anatomy & Physiology
Elective - 1	Select any one from the vocational Subject list
Vocational - 1	Select any one from the vocational Subject list
Foundation – 1	Hindi + English
Foundation – 2	Environmental Studies + Yoga & Meditation
Internship	Field Projects/Apprenticeship /Community Engagement & Services

*Sangeeta*  
*MS*  
*Arveta*  
*Pragnya*  
*Alkeshwar*  
*Aravind*  
*Aravind*

## BBA (HOSPITAL ADMINISTRATION)

### First Year

Course Type	Subject Code	Subject Name	Credit Hours	Cumulative Credits Hour
Major -1	MAJBHA-101	Principles of Business Administration	6	6
Major - 2	MAJBHA-102	Introduction to Hospital Administration	6	12
Minor	MINBHA-103	Introduction to Anatomy & Physiology	6	18
Elective	Code as per list attached	Select any one from the vocational Subject list	6	24
Vocational	Code as per list attached	Select any one from the vocational Subject list	4	28
Foundation – 1	FOUBHA-104	Hindi	2	30
	FOUBHA-105	English	2	32
Foundation – 2	FOUBHA-106	EVS	2	34
	FOUBHA-107	Yoga & Meditation	2	36
Internship	INTBHA- 108	Field Projects/Apprenticeship /Community Engagement & Services	4	40
		<b>Total Credit for 1 Year</b>		<b>40</b>

*Sangub*

*MS*

*Arvita*

*Sun Akshay*

*Aravind*

**List of Elective Subjects BBA (HOSPITAL ADMINISTRATION) -First Year**

**(As per NEP- 2020)**

SN	Subject Code	Subject Name
1	ELCBHA -001	Strategic Management in Health Care
2	ELCBHA -002	Quality in Health Care Management

**List of Vocational Subjects BBA (HOSPITAL ADMINISTRATION) -First Year**

**(As per NEP- 2020)**

SN	Subject Code	Subject Name
1	VOCBHA -001	Marketing Management
2	VOCBHA -002	IT in Health Care
3	VOCBHA -003	OB in Health Care

*Sangeeta*  
*M.S.* *Arvato* *Agar* *Hudson* *Aravind* *Aravind*

## Minor - MINBHA-103- INTRODUCTION TO HUMAN PHYSIOLOGY & ANATOMY

**Course Objectives:** The objectives of the course are to enable students to learn and to have a good understanding of Human Physiology & Anatomy, as it is necessary for Hospital Administrators.

### Course Content:

**Unit I** - Principles of bio-physics as applicable to the human body. Excitable Tissue –Nerve and Muscle. Composition of blood, blood groups in human, Coagulation, oxygen and carbon dioxide transport.

**Unit II** Nervous system in human body CNS, Autonomic Sympathetic & Parasympathetic and their applied physiology. Physiology of reproduction in humans. Reproductive development in human beings, Function of placenta in human

**Unit III** - Introduction and Anatomical terms , Osteology-Major Bones, Joints-types and structure of synovial joints like Hip,Knee,Shoulder Joints , Muscles---major muscles of upper and lower limbs.

**Unit IV**- Nervous Systems----central and peripheral nervous system including A.N.S Structure and function , Thorax Sternum and Ribs , Vertebral column : lungs, pleura, pericardium , Blood supply of Heart structure, mediastinum .

**Unit V** -Abdomen and Pelvis ,

Sacrum, Anterior abdominal wall, Inguinal region, peritoneum, Spleen, Oesophagus, Stomach, Small Intestines, Liver and Pancreas, and Kidney, Ureters, Diaphragm and Posterior wall of Abdomen.

### Text Readings:

\* 1.Elaine N Marieb-Essentials of Human Anatomy & hysiology,8e(Indian Reprint)Pearson Education

2.Elaine N Marieb-Human Anatomy & Physiology(With Atlas),6e(Indian Reprint)Pearson Education

3. Essentials of Human Anatomy I B Singh Jaypee Bros.

4. B.D.Chaurasia Human anatomy

Marieb-Essentials of Human Anatomy & Physiology-Pearson Education, 2009

*Sangeeta*  
*Intita*  
*Bgm* *Ally* *Elav* *Leah*



## Elective - ELCBHA -001 – STRATEGIC MANAGEMENT IN HEALTH CARE

### Course Objectives

The objective of this course is to enable students integrate knowledge of various functional areas and other aspects of management, required to develop strategies based on organizational perceived opportunities and threats in Hospital Administration.

### Course Contents

**Unit I** - Meaning, Need and Process of Strategic Management : Business Policy. Corporate Planning and Strategic management, single and multiple SBU organizations vision, Mission, business definition and objectives and goals; need , formulation and changes, hierarchy of objectives, specificity of mission and objectives. Role of strategic management in marketing, finance , HR in Hospitals.

**Unit II** -SWOT analysis , industry and international environmental factors:

Analysis of environment, diagnosis of environment – factors influencing it; environmental threats and opportunity profile (ETOP), internal strengths and weakness; factors affecting, techniques of internal analysis , diagnosis of strengths and weakness, strategic advantage profile (SAP) in Hospitals.

**Unit III** - Strategy alternatives : Grand Strategy and their sub strategies:

Stability, expansion , retrenchment and combination. Types of strategy alternatives- internal and external, related unrelated, horizontal and vertical, active and passive internal strategy variations in Hospitals.

**Unit-IV** - Strategic choice and analysis : managerial choice factors, choice processes, strategic gape analysis, ETOP-SAP matching, BCG product, portfolio matrix, GE nine cell planning grid, contingency strategies in Hospitals.

**Unit V** -Strategy Implementation, Concept, Barriers, Implementation process : Project and procedural implementation, resource allocation, structural implementation, plan and policy implementation, leadership implementation in Hospitals.

**Unit VI** -Strategy evaluations and control, control and evaluation process: motivation to evaluate, criteria for evaluation, measuring and feedback, evaluation and corrective action in Hospitals.

### Text Reading:

Kazmi Azhar Strategic Management & Business policy, Tata McGrawhill.

Hill Lomash & P K Mishra business Policy & Strategic Management Vikas Publiccation

Parthasarthy Fundamentals of Strategic Management, Wiley India

Thomson- Strategic Management Concepts & cases, Tata McGrawhill.

  
The bottom of the page features several handwritten signatures and initials in blue ink. From left to right, there is a signature that appears to be 'Sangeetha', a signature that looks like 'Anita' with '12' written below it, a signature that looks like 'Sop', a signature that looks like 'Mishra', a signature that looks like 'Anand', and a signature that looks like 'Lomash'.

## Elective - ELCBHA -002 QUALITY IN HEALTH CARE MANAGEMENT

**Objectives:** The Objective of the course are to help the students gain and understanding of the events & problems which occur in day working of healthcare organizations. Student is expected to develop a diagnostic and problems which occur in day to day working of healthcare organizations. Student is expected to develop a diagnostic and problem solving approach. It will help the students to sharpen his comprehension, analytical, descriptive and international skills.

### Course Content

**Unit I** - Basic Concept, Definition, Terminology of Quality Management,

Quality Policy and Objectives, Managing the design of Health Care services.

**Unit II** - Economics of Quality, Quality Assurance, Zero Defect Concepts,

Quality Specifications. Quantification of Patients Satisfactions. Quality Circles.

**Unit III** - Statistical Aids in Limits and Tolerances. Inspection Manufacturing Planning

for Quality, Managing Clinical Audit – Diagnosis in the problem & designing the solution .

**Unit IV** - Sampling Plans for Attributes and Variable and Various Control Charts.

Total Quality Control, Improving Dental Health.

**Unit V** - Quality Accreditations in Healthcare, JCI, NABH, NABL

### Suggested Readings:

- 1) Quality Management by Kanishka Bedi, Oxford Publications,  
TQM by Dr. D D Sharma
- 2) Total Quality by James R Evans Cengage Publications

*Sangeeta*  
*AK* *Smruti* *Raj* *Abhishek* *Arjun* *Arjun*

## Vocational - VOCBBAHA- 001 -MARKETING MANAGEMENT

### Course Objectives

The Objectives of this course are to provide the students exposure to modern marketing concepts, tools, and techniques, and help them develop abilities and skills required for the performance of marketing functions in Hospitals .

### Course Contents

**Unit I - Marketing Concepts:** Customer Value and Satisfaction, Customers Delight, Conceptualizing Task and Philosophies of Marketing Management, Value Chain, scanning the Marketing Environment in Hospitals.

**Unit II- Marketing Segmentation, Targeting, and Positioning:** Market segmentations, levels of market segmentations, patterns' procedures, requirement for effective segmentation, evaluating the market segments, selecting the market segments, tool for competitive differentiation, developing a positioning strategy in Hospitals.

**Unit III - Product Decision:** Objectives, Product classification, Product-Mix, Product life cycle strategies, equity, challenges, repositioning branding, introduction and factors contributing the growth of packaging, introduction of labeling in Hospitals.

**Unit IV- Pricing Decision:** Factors affecting price, pricing methods and strategies in Hospitals.

**Unit V - Promotion Decisions:** A view of Communication Process, developing effective communication, Promotion-Mix elements. Emerging Trends in Marketing: An introduction to Internet marketing, Multi level marketing, and introduction of CRM & EVENT marketing in Hospitals.

### Text Readings

1. Philip Kotler (1999) **Principles of Marketing Management**, New Delhi: Prentice Hall of India, Millennium Edition.
- 2.<sup>a</sup> William J. Stanton, Michael J. Etzel and Bruce J. Welker (1995) **Fundamentals of Marketing Management**, New York: Mc Graw Hill, 10<sup>th</sup> Edition.
3. Philip Kotler (1998). **Marketing Management, Planning Analysis and Control**, New Delhi, Prentice Hall of India, 9<sup>th</sup> Edition.

### Suggested Readings

1. William L. Pride and O.C. Ferrell (1993). **Marketing Concepts and Strategies**, Boston: Houghton Mifflin Co., 8<sup>th</sup> Edition

*Dr. Sangeeta*  
*14*  
*Dr. Sangeeta*  
*Dr. Sangeeta*  
*Dr. Sangeeta*  
*Dr. Sangeeta*

## Vocational - VOCBHA- 002 - IT IN HEALTH CARE

**Course Objectives** The objectives of the course are to introduce the students, the concepts of computer hardware and software and to acquaint them with IT Tools in Hospitals.

### Course Contents:

**Unit I** Introduction to Computer - Hardware: Input / Output devices, storage devices and memory. Software: System and Application Software, Compilers, Interpreters & Assemblers. Computer Languages: Levels of languages, generation and their features. Generation of Computer (Phases of development of computers).

Number System: Introduction to number system, binary, decimal, hexadecimal and their inter conversions and their uses in computer system in Hospitals. HTML:-Basics of HTML Tags, Basics of E-Mail, Searching techniques,

**Unit II** Operating Systems ,DOS: External and Internal Commands and Features.

WINDOWS 7,10: Basic Operations, utilities and features. DOS: Introduction, features and basic commands. Internal and External Commands.

**Unit III** MS Word 2007: Word basics, formatting text and documents, working with headers, footers and footnotes, tabs, tables and sorting, working with graphics, templates, wizards and sample documents, introduction to mail merge and macros.

MS Excel 2007: Excel basics, rearranging worksheets, excel formatting tips and techniques, introduction to functions, Excel's chart features, working with graphics, using worksheet as databases, automating "what-if" projects.

MS PowerPoint 2007: PowerPoint basics, creating presentation the easy way, working with text in PowerPoint, working with graphics in power point

MS Access 2007: Database creation, screen/form design, report generation using wizard

**Unit IV** E-Commerce in Healthcare: E-commerce Framework, E-Commerce Application and business models, Mobile and wireless computing fundamentals, Wireless Technology and switching methods.

**Unit V** - Basics of Network and Internet Security : Virus and its types , Client and Server Security, Firewall. Network Types and Network Topology . Networking Devices, DSS and Expert System.

### Text Readings:

1. Dhiraj Sharma, **Foundation of IT**, Excel Books New Delhi- 2009
2. Nikuj Sharma, **Fundamentals Of Computers**,2010,Parshwa Publications,
3. Sibsankar Haldar-Operating Systems-(Indian Original)Pearson Education
4. William Stallings-Operating Systems,6e-(Indian Reprint)Pearson Education

Sangeeta  
15

15

15

15

15

15

## Vocational - VOCBHA- 003 - OB IN HEALTH CARE

**Course Objectives** The objectives of the course are to introduce the students, the concepts of Organization Behavior in Health Care.

### Course Content

**Unit I** - Foundation of individual Behaviour: The organization & the individual, Personality Determinants and attributes. Attitude, learning and Learning Theories. O B models.

**Unit II** - Motivation: Definition and concept, theories of motivation- Maslows Hierarchy of needs, Herzbergs two factor theory, ERG theory, Vrooms expectancy theory, Equity theory, Reinforcement theory and Behavioural Modification.

**Unit III** - Foundation of group behaviour: Defining and classifying groups, stages of group development, group structure, group process, group vs team, Team effectiveness.

**Unit IV** - Conflict management and Negotiation: Defining conflicts, transitions in conflict thought, functional vs dysfunctional conflict, conflict process, conflict management techniques, Negotiation process, Bargaining Strategies.

**Unit V** - Organizational culture and organizational change: Concept, Relationship of culture with organizational behaviour, levels of organization culture, analyzing and managing changing organizational culture, forces for change, Resistance to change, approaches to managing organizational change.

**Unit VI** - Time Management and Stress Management: Stress, work stress and its management. Concept of time management, Barriers of effective time management, Tools and techniques for effective time management.





### Text Readings:

1. Stephen Robins, Timothy A Judgi , Seema Sanghi , Organization Behaviour, Pearson Publication
2. John.W. Newstrom and Keith Davis, Organization Behaviour , Human Behaviour at work, New Delhi, Tata Mc Graw Hill, Latest edition
3. M.N.Mishra, Organization Behaviour, Vikas Publication House, Reprint, Latest Edition.

*Sangeeta*  
*Arushi*  
*Shruti*  
*Shruti*  
*Shruti*  
*Shruti*

## आधार पाठ्यक्रम: प्रथम प्रश्न पत्र - हिन्दी भाषा

		(भाग-ए) परिचय		
कार्यक्रम : यूजी लेवल प्रमाण-पत्र	कक्षा : बी.ए. / बी.कॉम / बी.एस.सी. / बी.एच.एस.सी. / बी.सी.ए. / बी.बी.ए. (प्रथम वर्ष)	मार्च 2021	मार्च 2021	2022
	विषय :-	आधार पाठ्यक्रम		
1	कोर्स कोड:	XI-FCEAIT		
2	कोर्स का शीर्षक:	भाषा और संस्कृति		
3	कोर्स का प्रकार	आधार पाठ्यक्रम		
4	कोर्स अपेक्षित	कक्षा 12वीं उत्तीर्ण किसी भी विषय समूह से।		
5	कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	1. उत्कृष्ट साहित्यिक पाठों के अध्ययन से रुचि का विकास करना। 2. सांस्कृतिक चेतना और राष्ट्रीय भावना का विकास करना। 3. भाषा-ज्ञान। 4. सामान्य शब्दावली और विशेष शब्दावली के अध्ययन द्वारा भाषा एवं संस्कृति बोध का विकास करना। 5. विशिष्ट शब्दावली (बीज शब्द / की वर्ड) से परिचित करवाते हुए बोध के स्तर को विकसित करना। 6. प्रतियोगी परीक्षाओं हेतु तैयार करना।		
6	क्रेडिट मान	02 क्रेडिट		
7	कुल अंक	50 अंक		
8	उत्तीर्ण अंक	17 अंक		

(भाग - बी) कोर्स सामग्री		
व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15 घंटे		
यूनिट	विषय	व्याख्यान की संख्या
इकाई- एक	1. मैथिलीशरण गुप्त. परिचय पाठ: मातृभूमि (कविता)	5 घण्टे
	2. प्रेमचन्द: परिचय पाठ: शतरंज के खिलाडी (कहानी)	
	3. व्यंग्य: शरद जोशी-जीप पर सवार इल्लियाँ	
इकाई- दो	1. वैचारिक-भारतीय भाषाओं में राम	5 घण्टे
	2. आचार्य रामचन्द्र शुक्ल: परिचय पाठ: उत्साह (भावमूलक निबन्ध)	
	3. रामधारी सिंह दिनकर: परिचय पाठ: भारत एक है (संस्कृति)	
	4. आदिशंकराचार्य-जीवन व दर्शन	
इकाई- तीन	1. पर्यायवाची शब्द; विलोम शब्द; अनेक शब्द के लिए एक शब्द (हिन्दी व्याकरण)	5 घण्टे
	2. संधि और उसके प्रकार (हिन्दी व्याकरण)	
	3. बीज शब्द- धर्म, अद्वैत, भाषा, अवधारणा, उदासीकरण।	
सार बिन्दु (की वर्ड) / टैग सर्च करें		
मैथिलीशरण गुप्त:	मैथिलीशरण गुप्त की कविता मातृभूमि	
प्रेमचन्द	प्रेमचन्द शतरंज के खिलाडी	
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर	

७/१८/२१

Sangul  
18

18

18

आचार्य रामचन्द्र शुक्ल	उत्साह निबन्ध रामचन्द्र शुक्ल
स्वामी विवेकानन्द	शिकारो गारुडान
धर्म क्या है	
अद्वैत	
भाषा विज्ञान	
भाषा परिभाषा	
अक्षररणा का अर्थ एवं परिभाषा	
उदासीकरण की विशेषता	
पद्यवाच्यी शब्द	
विलोम शब्द	
अनेक शब्द के लिए एक शब्द	
सधि	

(भाग सी)	
अनुशासित अध्ययन संसाधन	
पाठ्य पुस्तके, सन्दर्भ पुस्तकें, अन्य संसाधन	
1	प्रेमचन्द- मानसरोवर, खण्ड 3
2	आचार्य रामचन्द्र शुक्ल- चिन्तामणि, भाग 1
3	डॉ. वासुदेव नन्दन प्रसाद: आधुनिक हिन्दी व्याकरण और रचना, भारती भवन, ठाकुर बाड़ी रोड, पटना, बिहार
4	डॉ. राजेश्वर चतुर्वेदी, हिन्दी व्याकरण- उपकार प्रकाशन, आगरा उ.प्र.
5	
6	हिन्दी ज्ञान कोश
7	इन्टर नेट सामग्री- टैग में उल्लेखित

(भाग डी)	
निरंक	

ओम्कार  
 (डॉ. ओम्कार शुक्ल)  
 हिन्दी अध्यापक संस्थान

19

Champ  
 M. S. Chandra  
 S. S. Chandra



PART A: Introduction			
Program: UG Level	Class: I Year	Year: 2021-22	Session: 2021-22 onwards
Subject: Foundation Course (English)			
1.	Course Code	X1-FCHBIT	
2.	Course Title	English Language and Indian Culture	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	To study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation Course category.	
5.	Course Learning Outcomes (CLO)	Through this course the students will be able to: 1. Prepare for various competitive exams by developing their English language competence. 2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations. 3. Build and enhance their vocabulary. 4. Develop their communication skills by strengthening grammar and usages. 5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.	
6.	Credit Value	2 Credit	
7.	Total Marks	Max. Marks: 50	Min. Pass Marks: 17
PART B: Content of the Course			
Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P			
Total No. of Lectures:			
Unit	Topics	No. of Lectures	
I	<b>Reading, Writing and Interpretation Skills:</b> 1. Where The Mind is Without Fear– Rabindranath Tagore [Key Word: Patriotism] 2. National Education – M. K. Gandhi [Key Word: Edification] 3. The Axe- R.K Narayan [Key Word: Environment] 4. The Wonder That Was India- A.L Basham (an excerpt) [Key Word: Indianness] 5. Preface to the Mahabharata C. Rajagopalachari [Key Word: Indian Mythology]	05	
II	<b>Comprehension Skill:</b> Unseen Passage followed by Multiple choice questions	05	
III	<b>Basic Language Skills 1:</b> Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution. <b>2:</b> Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles,	05	

*Sangeeta*  
*AK*

*Sanu*  
*Arjun*  
*Arjun*  
*Arjun*

Time and Tense			
<b>PART C: Learning Resources</b>			
Textbooks, Reference Books, Other Resources			
Suggested Readings			
Essential English Grammar – Raymond Murphy, Cambridge University Press.			
• Practical English Grammar Exercises 1- A. J. Thomson & A. V. Martinet, Oxford India.			
• Practical English Usage - Michael Swan, Oxford			
• English Grammar in Use – Raymond Murphy, Cambridge University Press.			
<b>Part D: Assessment and Evaluation</b>			
Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50
U.E. Time 2 Hours			
External Assessment (UE)		Time: 2 Hours	
Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark			

*A. S. Kushwah*  
21/5/21

Dr. A.S. Kushwah  
Chairman BOS Jiwaji University, Gwalior

*31/05/21*  
**प्राचार्य**  
शा.एस.एल.पी. स्वातंत्र्य महाविद्यालय  
मुबार, ज्वालियर

*Sangeet*  
*AK*  
*21*  
*Pruthi*  
*21/5/21*  
*Pruthi*  
*Pruthi*

**Foundation Course: ENVIRONMENTAL EDUCATION**

PART A: Introduction			
Program: UG Level Certificate	Class: UG I Year	Year: <del>FIRST</del> Year	Session: 2021-22 onwards
Subject: Environmental Education			
1.	Course Code	X1-FCAC1T	
2.	Course Title	Environmental Education	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	<p>A course intended to create awareness about the life of human beings which is an integral part of environment; and to inculcate the skills required to protect the environment from all sides.</p> <p>To study this course, the student must have a knowledge about the environmental components, pollution, biodiversity, and ecosystem at senior secondary, class 12<sup>th</sup> level:</p>	
5.	Course Learning Outcomes (CLO)	<ol style="list-style-type: none"> <li>1. To understand various aspects of life forms, ecological processes, and the impacts on them by the human during Anthropocene era.</li> <li>2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make inform decisions.</li> <li>3. To develop empathy for all life forms, awareness, and responsibility towards environmental protection and nature preservation.</li> <li>4. To develop the critical thinking for shaping strategies such as; scientific, social, economic, administrative &amp; legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development.</li> <li>5. To prepare for the competitive exams.</li> </ol>	
6.	Credit Value	2 Credit	
7.	Total Marks	Max.Marks : 50	Min. Passing Marks:17

AB  
(डा. अर्चना पंचोली)

AK Sangeetha  
22

Abhishek

Pranav

Arjun

Arjun

**PART B: Content of the Course**

Total No. of Lectures-15 Hrs. (01 hours per week):		
Total No. of Lectures: 15		
Unit	Topics	No. of Lectures
I	<b>Environment and Natural Resources:</b> <ul style="list-style-type: none"><li>• Multidisciplinary nature, Scope and Importance of Environment</li><li>• Components of Environment: Atmosphere, Hydrosphere, Lithosphere, and Biosphere.</li><li>• Brief account of Natural Resources and associated problems: Land Resource, Water Resource, Energy Resource</li><li>• Concept of Sustainability and Sustainable Development</li></ul> <i>Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable Development</i>	5 Hrs.
II	<b>Biome, Ecosystem and Biodiversity:</b> <ul style="list-style-type: none"><li>• Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marine</li><li>• Ecosystem: Structure function and types their Preservation &amp; Restoration</li><li>• Biodiversity and its conservation practices.</li></ul> <i>Keywords: Biome, Ecosystem, Biodiversity</i>	4 Hrs.
III	<b>Environmental Pollution, Management and Social Issues:</b> <ul style="list-style-type: none"><li>• Pollution: Types, Control measures, Management and associated problems.</li><li>• Environmental Law and Legislation: Protection and conservation Acts.</li><li>• International Agreement &amp; Programme.</li><li>• Environmental Movements, communication and public awareness programme.</li><li>• National and International organizations related to environment conservation and monitoring.</li><li>• Role of information technology in environment and human health.</li></ul> <i>Keywords: Pollution, Environmental Legislation, Environmental Movement, Environmental programme and organization.</i>	6 Hrs.
Suggested activities: (at least one) <ol style="list-style-type: none"><li>1. Visit to an area to document environmental assets: rivers / forest / flora / fauna.</li><li>2. Visit to a local polluted site Urban / Rural/ Industrial / Agricultural</li><li>3. Study of simple ecosystem.</li></ol>		

AB  
(डा. अरुणा पंचोली)

23  
Sangeeta  
Ajay  
Sunita

### PART C: Learning Resources

#### Textbooks, Reference Books, Other Resources

- Singh; J.S., Singh S.P. and Gupta, S.R.; "Ecology; Environment Science and Conservation ", S Chand publishing , New Delhi , (2018)
- Divan, S. and Rosencranz , A. , "Environmental Law and Policy in India :Cases, Material & Status" Oxford University Press , India , (2002) 2<sup>nd</sup> Edition .
- Odum , E.P. , "Fundamentals of Ecology " , Philadelphia Saundres , (1971)
- Bharucha , Erach , "Environmental studies " Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha , Kaushik , C.P. "Perspectives in Environmental Studies "New age International Publishers , (2018), 6<sup>th</sup> Edition .
- Asthana, D. K Asthana Meera, "A Textbook of Environmental Studies", S. Chand.Publishing, New Delhi, (2007)
- National Digital Library (<https://ndl.iitkgp.ac.in/homestudy/science>)
- Epg- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इराक भरूचा, पर्यावरण अध्ययन, ओरियन्ट ब्लैकस्वान प्राइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन] मोतीलाल बनारसीलाल पब्लिशर्स दिल्ली.(2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स.(2018)

#### Suggested equivalent online course -

- i. The Health Effects of Climate Change (edx)
- ii. Climate Change: Financial Risks and Opportunities (edx)
- iii. Introduction to Environmental Law and Policy (coursera)
- iv. Women in environmental biology (coursera)
- v. Our Earth: It's Climate, History, and Processes (coursera)
- vi. Ecology, physiology, environmental science (national digital library)

AB  
(डा० अर्चना पंचोली)

Sangeeta  
Anurag  
Sangeeta  
Anurag  
Sangeeta  
Anurag

भाग अ परिचय

पाठ्यक्रम: स्नातक प्रमाण पत्र	कक्षा: स्नातक प्रथम वर्ष	वर्ष: FIRST YEAR	सत्र: 2021-22
विषय: पर्यावरण अध्ययन			
1) पाठ्यक्रम कोड:	पर्यावरण अध्ययन		
2) पाठ्यक्रम शीर्षक:	XIFECACIT		
3) पाठ्यक्रम प्रकार:	आधार पाठ्यक्रम		
4) पूर्वापेक्षा	<ul style="list-style-type: none"> <li>✓ सीनियर सेकण्डरी कक्षा 12 वी तक विद्यार्थी को पर्यावरण के घटक, प्रदूषण, जैव विविधता, पारिस्थितिकी तंत्र का ज्ञान होना आवश्यक है।</li> <li>✓ इस पाठ्यक्रम के माध्यम से अपेक्षा है कि विद्यार्थी पर्यावरण के प्रति जागरूकता को दृष्टिगत रखते हुए उसके विभिन्न घटकों का प्रबंधन एवं सतत् विकास की आवश्यकता को ध्यान में रखकर मानव विकास हेतु क्रियाकलाप करें।</li> </ul>		
5) पाठ्यक्रम अध्ययन की परिलब्धियां (C.L.O.)	<ul style="list-style-type: none"> <li>✓ इस पाठ्यक्रम के माध्यम से आने वाले मानवजनित युग में विद्यार्थियों में विभिन्न जीवन प्रारूप पारिस्थितिकी प्रक्रियाओं व उन पर होने वाले मानवीय प्रभावों की व्यापक समझ का विकास करना है।</li> <li>✓ विद्यार्थियों में ऐसी क्षमताओं का विकास करना है जिससे वह पर्यावरण संबंधित मुद्दों को पहचान कर अन्तर्निहित कारकों का विश्लेषण कर सकें एवं उनसे संबंधित क्रियाकलाप व नीतियों का मूल्यांकन कर नीतिगत रूपरेखा विकसित करने में सहयोग कर सकें।</li> <li>✓ पर्यावरण सुरक्षा व प्रकृति संरक्षण हेतु सभी जीवन प्रारूपों के लिए समानुभूति, जागरूकता एवं उत्तरदायित्वों का बोध कराना।</li> <li>✓ पर्यावरण सुरक्षा, जैव विविधता संरक्षण, पर्यावरण समानता एवं सतत् विकास हेतु वैज्ञानिक, सामाजिक, आर्थिक, प्रशासनिक व वैधानिक नीतियों को स्वरूप प्रदान करने की महत्वपूर्ण सोच को विकसित करना है।</li> <li>✓ विद्यार्थी को प्रतियोगी परीक्षा के लिए तैयार करना</li> </ul>		
क्रेडिट	02 क्रेडिट		
कुल अंक	अधिकतम अंक:- 50, न्यूनतम प्राप्तिक - 17		

(डा. अर्चना पंचवती)

25 Sangeet  
 25  
 25  
 25  
 25

भाग - ब पाठ्यक्रम की विषयवस्तु कुल व्याख्यान - 15 घंटे (1 घंटा प्रति सप्ताह)		कुल व्याख्यान
ईकाई	विषयः	
I	पर्यावरण एवं प्राकृतिक संसाधनः <ul style="list-style-type: none"> <li>✓ पर्यावरण की बहुशास्त्रीय प्रकृति. विषय क्षेत्र एवं महत्व</li> <li>✓ पर्यावरण के घटक. वायुमण्डल, जल मण्डल, स्थल मण्डल व जैव मण्डल</li> <li>✓ प्राकृतिक संसाधन एवं संबंधित समस्याएँ का संक्षिप्त विवरण: भू-संसाधन, जल संसाधन, ऊर्जा संसाधन</li> <li>✓ दीर्घकालिक एवं सतत विकास की अवधारणा</li> </ul> कुंजी शब्द: पर्यावरण, वन, खनिज, खाद्य, भू, जल, ऊर्जा एवं सतत विकास बायोम, पारिस्थितिकी तंत्र एवं जैव विविधता: <ul style="list-style-type: none"> <li>✓ मुख्य बायोम: उष्णकटिबंधीय, शीतोष्ण, वन, घास का मैदान, मरुस्थल, टुण्डरा, आर्द्रभूमि, महाना व समुद्री</li> <li>✓ पारिस्थितिकी तंत्र की संरचना. कार्य एवं प्रकार व इनका संरक्षण तथा पुनः स्थापन</li> <li>✓ जैव विविधता और उसका संरक्षण</li> </ul> कुंजी शब्द: बायोम, पारिस्थितिकी तंत्र, जैव विविधता पर्यावरण प्रदूषण, प्रबंधन एवं सामाजिक मुद्दे: <ul style="list-style-type: none"> <li>✓ प्रदूषण के प्रकार, नियंत्रण के उपाय, प्रबंधन एवं उससे जुड़ी समस्याएँ</li> <li>✓ पर्यावरण कानून एवं अधिनियम: पर्यावरण सुरक्षा एवं संरक्षण विधान</li> </ul> अन्तर्राष्ट्रीय समझौता एवं कार्यक्रम: <ul style="list-style-type: none"> <li>✓ पर्यावरण आंदोलन, संचार एवं जनजागरूकता कार्यक्रम</li> <li>✓ पर्यावरण संरक्षण एवं नियंत्रण से संबंधित राष्ट्रीय एवं अन्तर्राष्ट्रीय संगठन</li> <li>✓ पर्यावरण और मानव स्वास्थ्य में सूचना प्रौद्योगिकी की भूमिका।</li> </ul> कुंजी शब्द: प्रदूषण, पर्यावरण कानून एवं विधान, पर्यावरण आंदोलन, पर्यावरण कार्यक्रम एवं संगठन	5
II		5
III		5


  
 Sangeeta  
 Anurag  
 Anurag  
 Anurag

(30 अर्चना पंचोल)

### Part-C

#### Learning Resource

Text Book, References Books, Other resources

- Singh, J.S., Singh S.P. and Gupta, S.R.; "Ecology: Environment Science and Conservation", S Chand publishing, New Delhi, (2018)
- Divan, S. and Rosencranz, A., "Environmental Law and Policy in India :Cases, Material & Status" Oxford University Press, India, (2002) 2<sup>nd</sup> Edition.
- Odum, E.P., "Fundamentals of Ecology", Philadelphia Saunders, (1971)
- Bharucha, Erach, "Environmental studies", Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha, Kaushik, C.P. "Perspectives in Environmental Studies" New age International Publishers, (2018), 6<sup>th</sup> Edition.
- Ashana, D. K Ashana Meera, "A Textbook of Environmental Studies", S. Chand Publishing, New Delhi, (2007)
- National Digital Library (<https://ndi.itkkgp.ac.in/homestudy/science>)
- Epg- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इराक भरुचा, पर्यावरण अध्ययन, ओरिएंट ब्लैकस्वान प्रइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन, मोतीलाल बनारसीलाल पब्लिशर्स दिल्ली (2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स (2018)

#### Suggested equivalent online course -

- The Health Effects of Climate Change (edx)
- Climate Change: Financial Risks and Opportunities (edx)
- Introduction to Environmental Law and Policy (coursera)
- Women in environmental biology (coursera)
- Our Earth: It's Climate, History, and Processes (coursera)
- Ecology, physiology, environmental science (national digital library)

(डा० अर्चना पंचोली)

*[Handwritten signatures and initials]*



## Foundation Course: Yoga and Meditation

Part-A: Introduction			
Program: Certificate course	Class: B.A. 1 Year	Year: 2021	Session: 2021 – 2022
Subject: Yogic Science			
1.	Course Code	AI-YOSC1F	
2.	Course Title	Yoga and Meditation (Paper-2)	
3.	Course Type	Foundation Course	
4.	Pre-requisite (If any)	For BA I Year students, this course is compulsory for all.	
5.	Course Learning Outcomes	After studying this course, students will be able to: • Take care of their own Physical Mental emotional, social and spiritual health.	
6.	Credit Value	Theory-2	
7.	Total Marks	Max. Marks: 50	Min. Passing Marks: 17
Part-B: Content of the Course			
Total numbers of Lectures (in hours per week): 2 hours per week			
Total Lectures: 30 hours; L – T – P: 2 – 0 – 0			
Units	Topics	No. of Lectures	
I	<b>Introduction to Yoga and Yogic Practices</b> 1. Yoga: Etymology, definitions, aim, objectives and misconceptions 2. Yoga: Its Origin, history and development 3. Rules and regulations to be followed by Yoga Practitioners 4. Introduction to Yoga practices 5. Shatkarma: meaning, purpose and their significance in Yoga Sadhana 6. Introduction to Yogic Loosening practices and Surya Namaskar <b>Key Words:</b> History and Development of Yoga, Shatkarma, Common Yogic Practices.	10	
II	<b>Breathing Practices and Pranayama</b> 1. Sectional Breathing (Abdominal, Thoracic and Clavicular)	10	

	<p>2.Yogic Deep Breathing</p> <p>3.Concept of Puraka, Rechaka and Kumbhaka</p> <p>4. Concept of Bandha and Mudra</p> <p>5. Anulmoa Viloma/Nadi Shodhana</p> <p>6. Shitali</p> <p>7. Bhramari</p> <p><b>Key Words:</b> Sectional breathing, Deep breathing, Bandha &amp; Mudra, Shitali, Bhramari.</p>	
III	<p><b>Practices leading to Meditation</b></p> <p>1. Recitation of Pranava Mantra</p> <p>2. Recitation of Hymns, in vocations and prayers</p> <p>3. Antra Maun</p> <p>4. Breath Meditation</p> <p>5. Om Dhyana</p> <p><b>Key Words:</b> Pranav Mantra, Antra maun, Breath Meditation, Om Dhyana.</p>	10

**Part-C: Learning Resources**

Text Books, Reference Books, Other resources

**Suggested Readings:**

1. Singh S. P & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.
2. Swami Dharendra Brahachari: Yogasana Vijnana, Dharendra Yoga Publication, New Delhi, 1966.
3. Saraswati, Swami Satyanand: Asana, Pranayama, Mudra, Bandha (APMB), Yoga Publication Trust, Munger, 2013.
4. H. R. Nagendra: Asana, Pranayama, Mudra, Bandha, Swami Vivekananda YogPrakashan, Bangalore, 2002.
5. Ishwar Bhardwaj: Saral Yogasana, Satyam Publishing House, New Delhi, 2018.
6. Shri Rai Singh Chouhan: Mudra Rahasya, Bhartiya Yog Sansthan, New Delhi, 2014.
7. Dr. Vishwanath Prasad Sanha: Dhyana Yoga, Bhartiya Yog Sansthan, New Delhi, 1987.
8. Shri Deshraj: Dhyana Sadhana, Bhartiya Yoga Sansthan, New Delhi, 2015.

**Suggestive digital platforms web links:**

1. [www.rishikeshnathyogshala.com](http://www.rishikeshnathyogshala.com)

**Suggested equivalent online courses:** 1. <https://sahayji.com/hathayoga-course>

2. <https://thevogaoinstitute.org/>

**Part D: Assessment and Evaluation**

Maximum Marks: 50

University Examination (Objective) 50

Time: 01.00 Hour

<b>External Assessment:</b> University Examination	Objective questions	50
---	---------------------	----

	<b>Total</b>	<b>50</b>
--	--------------	-----------

Any Remarks/suggestions:

*[Handwritten signatures and marks]*  
Sangeet  
Sunita Singh  
30  
Nishant  
[Signature]

आधार पाठ्यक्रम :योग एवं ध्यान

भाग अ - परिचय			
प्रोग्राम: सर्टिफिकेट	कक्षा : स्नातक प्रथम वर्ष	वर्ष: 2021	सत्र: 2021- 2022
विषय: योग विज्ञान			
1	पाठ्यक्रम का कोड	AI-YOSC1F	
2	पाठ्यक्रम का शीर्षक	योग एवं ध्यान (प्रश्न पत्र 2)	
3	पाठ्यक्रम का प्रकार	आधार पाठ्यक्रम	
4	पूर्वपिक्षा(Prerequisite) (यदि कोई हो)	स्नातक प्रथम वर्षके छात्रों के लिए आधार पाठ्यक्रम अनिवार्य विषय है।	
5	पाठ्यक्रम अध्ययन की परिलब्धियां(कोर्स लर्निंग आउटकम) (CLO)	इस पाठ्यक्रम का अध्ययन करने के बाद, छात्र निम्न में सक्षम होंगे: • अपने स्वयं के शारीरिक मानसिक भावनात्मक, सामाजिक और आध्यात्मिक स्वास्थ्य के विकास में।	
6	क्रेडिटमान	2	
7	कुल अंक	अधिकतम अंक: 50	न्यूनतम उत्तीर्ण अंक: 17
भाग ब- पाठ्यक्रम की विषयवस्तु			
ब्याख्यान की कुल संख्या- (प्रति सप्ताह घंटे में): 30 (दो घंटे प्रति सप्ताह) L-T-P: 2-0-0			
इकाई	विषय	ब्याख्यान की संख्या	
I	योग और योगिक अभ्यासों का परिचय 1. योग: व्युत्पत्ति, परिभाषाएं, उद्देश्य, उद्देश्य और गलत धारणाएं 2. योग: इसकी उत्पत्ति, इतिहास और विकास 3. योग अभ्यासकर्ताओं द्वारा पालन किए जाने वाले नियम और विनियम 4. योग प्रथाओं का परिचय	10	

Sangeet  
 Anurag  
 3  
 Anurag  
 Anurag  
 Anurag

	<p>5. षट्कर्म: योग साधना में अर्थ, उद्देश्य और उनका महत्व</p> <p>6. योगिकशिक्षलीकरण और सूर्य नमस्कार का परिचय</p> <p>सार बिंदु (कीवर्ड): योग का इतिहास और विकास, योग के सिद्धांत और महत्व, सामान्य योगिक अभ्यास।</p>	
II	<p>श्वास अभ्यास और प्राणायाम</p> <p>1. अनुभागीय श्वास (पेट, थोरेसिक और क्लैविक्युलर)</p> <p>2. योगिक गहरी श्वास</p> <p>3. पुरक, रेचक और कुंभक की अवधारणा</p> <p>4. बंध और मुद्रा की अवधारणा</p> <p>5. अनुलोम विलोम/नाडी शोधन</p> <p>6. शीतली एवं 7. धामरी</p> <p>सार बिंदु (कीवर्ड): पुरक, रेचक और कुंभक, बंध और मुद्रा, प्राणायाम</p>	10
III	<p>ध्यान अभ्यास</p> <p>1. प्रणव मंत्र का पाठ</p> <p>2. मंत्रों का पाठ, मंगलाचरण और प्रार्थनाओं में</p> <p>3. अंतर मौन</p> <p>4. श्वास ध्यान</p> <p>5. ओम ध्यान</p> <p>सार बिंदु (कीवर्ड): प्रणव मंत्र, श्वास ध्यान, ओम ध्यान</p>	10
भाग स-अनुशासित अध्ययन संसाधन		
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन		
अनुशासित सहायक पुस्तकें /ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:		

1. सिंह एस. पी. और योगी मुकेश: फाउंडेशन ऑफ योग, स्टैंडर्डपब्लिकेशन, नई दिल्ली, 2010.
  2. स्वामी धीरेंद्र ब्रह्मचारी: योगासन विज्ञान, धीरेंद्र योग प्रकाशन, नई दिल्ली, 1966.
  3. सरस्वती, स्वामी सत्यानंद: आसन, प्राणायाम, मुद्रा, बंध (APMB), योग प्रकाशन ट्रस्ट, मुंगेर, 2013.
  4. एच. आर. नागेंद्र: आसन, प्राणायाम, मुद्रा, बंध, स्वामी विवेकानंद योग प्रकाशन, बेंगलोर, 2002.
  5. ईश्वर भारद्वाज: सरल योगासन, सत्यमपब्लिशिंग हाउस, नई दिल्ली, 2018.
  6. श्री राय सिंह चौहान: मुद्रा रहस्य, भारतीय योग संस्थान, नई दिल्ली, 2014.
  7. डॉ विश्वनाथ प्रसाद संह्या: ध्यान योग, भारतीय योग संस्थान, नई दिल्ली, 1987.
  8. श्री देशराज: ध्यान साधना, भारतीय योग संस्थान, नई दिल्ली, 2015.
- अनुशंसितडिजिटलप्लेटफॉर्मवेब लिंक:

1. [www.rishikeshnathyogshala.com](http://www.rishikeshnathyogshala.com)

अनुशंसित समकक्ष ऑनलाइन पाठ्यक्रम:

1. <https://sahayji.com/hathayoga-course>
2. <https://theyogainstitute.org/>

भाग द - अनुशंसित मूल्यांकन विधियां:

अनुशंसितसतत मूल्यांकन विधियां:

अधिकतम अंक: 50

विश्वविद्यालयीनपरीक्षा (वस्तुनिष्ठ) अंक:50

आकलन :	वस्तुनिष्ठप्रश्न	50 x 1 = 50
विश्वविद्यालयीन परीक्षा:		कुल अंक: 50
समय- 01.00 घंटे		

कोई टिप्पणी/सुझाव:

Sangeetha  
 Anurag  
 Anurag  
 Anurag  
 Anurag  
 Anurag  
 33

**MADHYA PRADESH HIGHER EDUCATION**  
**BBA (HOSPITAL ADMINISTRATION)**

Syllabus

BBA (H.A) Three/Four Years Degree Program  
Annual System – I TO IV

**Proposed as per NEP – 2020**

To be implemented from Academic Year 2021-22

Sangeet  
[Signature]

Smriti  
[Signature]

Chaitan  
[Signature]

## BBA (H.A) Three/Four Years Degree Program

Annual System – I TO IV

Proposed as per NEP – 2020 to be implemented from Academic Year 2021-22

Nomenclature and Course Outline

First Year

### BBA (HOSPITAL ADMINISTRATION)

Course Type	Subject Name
Major - 1	Principles of Business Administration
Major - 2	Introduction to Hospital Administration
Minor	Introduction to Anatomy & Physiology
Elective - 1	Select any one from the vocational Subject list
Vocational - 1	Select any one from the vocational Subject list
Foundation – 1	Hindi + English
Foundation – 2	Environmental Studies + Yoga & Meditation
Internship	Field Projects/Apprenticeship /Community Engagement & Services

*Sangeeta*  
*MS*  
*Arveta*  
*Pragnya*  
*Alkeshwar*  
*Aravind*  
*Aravind*



## BBA (HOSPITAL ADMINISTRATION)

### First Year

Course Type	Subject Code	Subject Name	Credit Hours	Cumulative Credits Hour
Major -1	MAJBHA-101	Principles of Business Administration	6	6
Major - 2	MAJBHA-102	Introduction to Hospital Administration	6	12
Minor	MINBHA-103	Introduction to Anatomy & Physiology	6	18
Elective	Code as per list attached	Select any one from the vocational Subject list	6	24
Vocational	Code as per list attached	Select any one from the vocational Subject list	4	28
Foundation – 1	FOUBHA-104	Hindi	2	30
	FOUBHA-105	English	2	32
Foundation – 2	FOUBHA-106	EVS	2	34
	FOUBHA-107	Yoga & Meditation	2	36
Internship	INTBHA- 108	Field Projects/Apprenticeship /Community Engagement & Services	4	40
		<b>Total Credit for 1 Year</b>		<b>40</b>

*Sangub*

*MS*

*Arvita*

*Sun Akshay*

*Aravind*

**List of Elective Subjects BBA (HOSPITAL ADMINISTRATION) -First Year**

**(As per NEP- 2020)**

SN	Subject Code	Subject Name
1	ELCBHA -001	Strategic Management in Health Care
2	ELCBHA -002	Quality in Health Care Management

**List of Vocational Subjects BBA (HOSPITAL ADMINISTRATION) -First Year**

**(As per NEP- 2020)**

SN	Subject Code	Subject Name
1	VOCBHA -001	Marketing Management
2	VOCBHA -002	IT in Health Care
3	VOCBHA -003	OB in Health Care

*Sangeeta*  
*M. S.* *Pruthi* *Agar* *Hudson* *Chand* *Verma*

## Minor - MINBHA-103- INTRODUCTION TO HUMAN PHYSIOLOGY & ANATOMY

**Course Objectives:** The objectives of the course are to enable students to learn and to have a good understanding of Human Physiology & Anatomy, as it is necessary for Hospital Administrators.

### Course Content:

**Unit I** - Principles of bio-physics as applicable to the human body. Excitable Tissue –Nerve and Muscle. Composition of blood, blood groups in human, Coagulation, oxygen and carbon dioxide transport.

**Unit II** Nervous system in human body CNS, Autonomic Sympathetic & Parasympathetic and their applied physiology. Physiology of reproduction in humans. Reproductive development in human beings, Function of placenta in human

**Unit III** - Introduction and Anatomical terms , Osteology-Major Bones, Joints-types and structure of synovial joints like Hip,Knee,Shoulder Joints , Muscles---major muscles of upper and lower limbs.

**Unit IV**- Nervous Systems----central and peripheral nervous system including A.N.S Structure and function , Thorax Sternum and Ribs , Vertebral column : lungs, pleura, pericardium , Blood supply of Heart structure, mediastinum .

**Unit V** -Abdomen and Pelvis ,

Sacrum, Anterior abdominal wall, Inguinal region, peritoneum, Spleen, Oesophagus, Stomach, Small Intestines, Liver and Pancreas, and Kidney, Ureters, Diaphragm and Posterior wall of Abdomen.

### Text Readings:

\* 1.Elaine N Marieb-Essentials of Human Anatomy & hysiology,8e(Indian Reprint)Pearson Education

2.Elaine N Marieb-Human Anatomy & Physiology(With Atlas),6e(Indian Reprint)Pearson Education

3. Essentials of Human Anatomy I B Singh Jaypee Bros.

4. B.D.Chaurasia Human anatomy

Marieb-Essentials of Human Anatomy & Physiology-Pearson Education, 2009

*Sangeeta*  
*Intita*  
*Bgm*  
*Ally*  
*Elaine*  
*Book*

## Elective - ELCBHA -001 – STRATEGIC MANAGEMENT IN HEALTH CARE

### Course Objectives

The objective of this course is to enable students integrate knowledge of various functional areas and other aspects of management, required to develop strategies based on organizational perceived opportunities and threats in Hospital Administration.

### Course Contents

**Unit I** - Meaning, Need and Process of Strategic Management : Business Policy. Corporate Planning and Strategic management, single and multiple SBU organizations vision, Mission, business definition and objectives and goals; need , formulation and changes, hierarchy of objectives, specificity of mission and objectives. Role of strategic management in marketing, finance , HR in Hospitals.

**Unit II** -SWOT analysis , industry and international environmental factors:

Analysis of environment, diagnosis of environment – factors influencing it; environmental threats and opportunity profile (ETOP), internal strengths and weakness; factors affecting, techniques of internal analysis , diagnosis of strengths and weakness, strategic advantage profile (SAP) in Hospitals.

**Unit III** - Strategy alternatives : Grand Strategy and their sub strategies:

Stability, expansion , retrenchment and combination. Types of strategy alternatives- internal and external, related unrelated, horizontal and vertical, active and passive internal strategy variations in Hospitals.

**Unit-IV** - Strategic choice and analysis : managerial choice factors, choice processes, strategic gape analysis, ETOP-SAP matching, BCG product, portfolio matrix, GE nine cell planning grid, contingency strategies in Hospitals.

**Unit V** -Strategy Implementation, Concept, Barriers, Implementation process : Project and procedural implementation, resource allocation, structural implementation, plan and policy implementation, leadership implementation in Hospitals.

**Unit VI** -Strategy evaluations and control, control and evaluation process: motivation to evaluate, criteria for evaluation, measuring and feedback, evaluation and corrective action in Hospitals.

### Text Reading:

Kazmi Azhar Strategic Management & Business policy, Tata McGrawhill.

Hill Lomash & P K Mishra business Policy & Strategic Management Vikas Publiccation

Parthasarthy Fundamentals of Strategic Management, Wiley India

Thomson- Strategic Management Concepts & cases, Tata McGrawhill.

  
The bottom of the page features several handwritten signatures and initials in blue ink. From left to right, there is a signature that appears to be 'Sangeetha', a signature that looks like 'Anita' with '12' written below it, a signature that looks like 'Sop', a signature that looks like 'Mishra', a signature that looks like 'Anand', and a signature that looks like 'Lomash'.

## Elective - ELCBHA -002 QUALITY IN HEALTH CARE MANAGEMENT

**Objectives:** The Objective of the course are to help the students gain and understanding of the events & problems which occur in day working of healthcare organizations. Student is expected to develop a diagnostic and problems which occur in day to day working of healthcare organizations. Student is expected to develop a diagnostic and problem solving approach. It will help the students to sharpen his comprehension, analytical, descriptive and international skills.

### Course Content

**Unit I** - Basic Concept, Definition, Terminology of Quality Management,

Quality Policy and Objectives, Managing the design of Health Care services.

**Unit II** - Economics of Quality, Quality Assurance, Zero Defect Concepts,

Quality Specifications. Quantification of Patients Satisfactions. Quality Circles.

**Unit III** - Statistical Aids in Limits and Tolerances. Inspection Manufacturing Planning

for Quality, Managing Clinical Audit – Diagnosis in the problem & designing the solution .

**Unit IV** - Sampling Plans for Attributes and Variable and Various Control Charts.

Total Quality Control, Improving Dental Health.

**Unit V** - Quality Accreditations in Healthcare, JCI, NABH, NABL

### Suggested Readings:

- 1) Quality Management by Kanishka Bedi, Oxford Publications,  
TQM by Dr. D D Sharma
- 2) Total Quality by James R Evans Cengage Publications

*Sangeeta*  
*AK* *Smruti* *Rgn* *Mishra* *Amey* *Book*

## Vocational - VOCBBAHA- 001 -MARKETING MANAGEMENT

### Course Objectives

The Objectives of this course are to provide the students exposure to modern marketing concepts, tools, and techniques, and help them develop abilities and skills required for the performance of marketing functions in Hospitals .

### Course Contents

**Unit I - Marketing Concepts:** Customer Value and Satisfaction, Customers Delight, Conceptualizing Task and Philosophies of Marketing Management, Value Chain, scanning the Marketing Environment in Hospitals.

**Unit II- Marketing Segmentation, Targeting, and Positioning:** Market segmentations, levels of market segmentations, patterns' procedures, requirement for effective segmentation, evaluating the market segments, selecting the market segments, tool for competitive differentiation, developing a positioning strategy in Hospitals.

**Unit III - Product Decision:** Objectives, Product classification, Product-Mix, Product life cycle strategies, equity, challenges, repositioning branding, introduction and factors contributing the growth of packaging, introduction of labeling in Hospitals.

**Unit IV- Pricing Decision:** Factors affecting price, pricing methods and strategies in Hospitals.

**Unit V - Promotion Decisions:** A view of Communication Process, developing effective communication, Promotion-Mix elements. Emerging Trends in Marketing: An introduction to Internet marketing, Multi level marketing, and introduction of CRM & EVENT marketing in Hospitals.

### Text Readings

1. Philip Kotler (1999) **Principles of Marketing Management**, New Delhi: Prentice Hall of India, Millennium Edition.
- 2.<sup>a</sup> William J. Stanton, Michael J. Etzel and Bruce J. Welker (1995) **Fundamentals of Marketing Management**, New York: Mc Graw Hill, 10<sup>th</sup> Edition.
3. Philip Kotler (1998). **Marketing Management, Planning Analysis and Control**, New Delhi, Prentice Hall of India, 9<sup>th</sup> Edition.

### Suggested Readings

1. William L. Pride and O.C. Ferrell (1993). **Marketing Concepts and Strategies**, Boston: Houghton Mifflin Co., 8<sup>th</sup> Edition

*Dr. Sangeeta*

*Smruti*  
14

*Dr. P. P.*

*Michael*

*Dr. P. P.*

*Dr. P. P.*

## Vocational - VOCBHA- 002 - IT IN HEALTH CARE

**Course Objectives** The objectives of the course are to introduce the students, the concepts of computer hardware and software and to acquaint them with IT Tools in Hospitals.

### Course Contents:

**Unit I** Introduction to Computer - Hardware: Input / Output devices, storage devices and memory. Software: System and Application Software, Compilers, Interpreters & Assemblers. Computer Languages: Levels of languages, generation and their features. Generation of Computer (Phases of development of computers).

Number System: Introduction to number system, binary, decimal, hexadecimal and their inter conversions and their uses in computer system in Hospitals. HTML:-Basics of HTML Tags, Basics of E-Mail, Searching techniques,

**Unit II** Operating Systems ,DOS: External and Internal Commands and Features.

WINDOWS 7,10: Basic Operations, utilities and features. DOS: Introduction, features and basic commands. Internal and External Commands.

**Unit III** MS Word 2007: Word basics, formatting text and documents, working with headers, footers and footnotes, tabs, tables and sorting, working with graphics, templates, wizards and sample documents, introduction to mail merge and macros.

MS Excel 2007: Excel basics, rearranging worksheets, excel formatting tips and techniques, introduction to functions, Excel's chart features, working with graphics, using worksheet as databases, automating "what-if" projects.

MS PowerPoint 2007: PowerPoint basics, creating presentation the easy way, working with text in PowerPoint, working with graphics in power point

MS Access 2007: Database creation, screen/form design, report generation using wizard

**Unit IV** E-Commerce in Healthcare: E-commerce Framework, E-Commerce Application and business models, Mobile and wireless computing fundamentals, Wireless Technology and switching methods.

**Unit V** - Basics of Network and Internet Security : Virus and its types , Client and Server Security, Firewall. Network Types and Network Topology . Networking Devices, DSS and Expert System.

### Text Readings:

1. Dhiraj Sharma, **Foundation of IT**, Excel Books New Delhi- 2009
2. Nikuj Sharma, **Fundamentals Of Computers**,2010,Parshwa Publications,
3. Sibsankar Haldar-Operating Systems-(Indian Original)Pearson Education
4. William Stallings-Operating Systems,6e-(Indian Reprint)Pearson Education

Sangeetha  
15

15

15

15

15

15

## Vocational - VOCBHA- 003 - OB IN HEALTH CARE

**Course Objectives** The objectives of the course are to introduce the students, the concepts of Organization Behavior in Health Care.

### Course Content

**Unit I** - Foundation of individual Behaviour: The organization & the individual, Personality Determinants and attributes. Attitude, learning and Learning Theories. O B models.

**Unit II** - Motivation: Definition and concept, theories of motivation- Maslows Hierarchy of needs, Herzbergs two factor theory, ERG theory, Vrooms expectancy theory, Equity theory, Reinforcement theory and Behavioural Modification.

**Unit III** - Foundation of group behaviour: Defining and classifying groups, stages of group development, group structure, group process, group vs team, Team effectiveness.

**Unit IV** - Conflict management and Negotiation: Defining conflicts, transitions in conflict thought, functional vs dysfunctional conflict, conflict process, conflict management techniques, Negotiation process, Bargaining Strategies.

**Unit V** - Organizational culture and organizational change: Concept, Relationship of culture with organizational behaviour, levels of organization culture, analyzing and managing changing organizational culture, forces for change, Resistance to change, approaches to managing organizational change.

**Unit VI** - Time Management and Stress Management: Stress, work stress and its management. Concept of time management, Barriers of effective time management, Tools and techniques for effective time management.

### Text Readings:





1. Stephen Robins, Timothy A Judgi , Seema Sanghi , Organization Behaviour, Pearson Publication
2. John.W. Newstrom and Keith Davis, Organization Behaviour , Human Behaviour at work, New Delhi, Tata Mc Graw Hill, Latest edition
3. M.N.Mishra, Organization Behaviour, Vikas Publication House, Reprint, Latest Edition.

*Sangeeta*  
*Arushi*  
*Shruti*  
*Shruti*  
*Shruti*  
*Shruti*  
*Shruti*



## आधार पाठ्यक्रम: प्रथम प्रश्न पत्र - हिन्दी भाषा

		(भाग-ए) परिचय		
कार्यक्रम : यूजी लेवल प्रमाण-पत्र	कक्षा : बी.ए. / बी.कॉम / बी.एस.सी. / बी.एच.एस.सी. / बी.सी.ए. / बी.बी.ए. (प्रथम वर्ष)	मार्च 2021	मार्च 2021	2022
	विषय :-	आधार पाठ्यक्रम		
1	कोर्स कोड:	XI-FCEAIT		
2	कोर्स का शीर्षक:	भाषा और संस्कृति		
3	कोर्स का प्रकार	आधार पाठ्यक्रम		
4	कोर्स अपेक्षित	कक्षा 12वीं उत्तीर्ण किसी भी विषय समूह से।		
5	कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	1. उत्कृष्ट साहित्यिक पाठों के अध्ययन से रुचि का विकास करना। 2. सांस्कृतिक चेतना और राष्ट्रीय भावना का विकास करना। 3. भाषा-ज्ञान। 4. सामान्य शब्दावली और विशेष शब्दावली के अध्ययन द्वारा भाषा एवं संस्कृति बोध का विकास करना। 5. विशिष्ट शब्दावली (बीज शब्द / की वर्ड) से परिचित करवाते हुए बोध के स्तर को विकसित करना। 6. प्रतियोगी परीक्षाओं हेतु तैयार करना।		
6	क्रेडिट मान	02 क्रेडिट		
7	कुल अंक	50 अंक		
8	उत्तीर्ण अंक	17 अंक		

(भाग - बी) कोर्स सामग्री		
व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15 घंटे		
यूनिट	विषय	व्याख्यान की संख्या
इकाई- एक	1. मैथिलीशरण गुप्त. परिचय पाठ: मातृभूमि (कविता)	5 घण्टे
	2. प्रेमचन्द: परिचय पाठ: शतरंज के खिलाडी (कहानी)	
	3. व्यंग्य: शरद जोशी-जीप पर सवार इल्लियाँ	
इकाई- दो	1. वैचारिक-भारतीय भाषाओं में राम	5 घण्टे
	2. आचार्य रामचन्द्र शुक्ल: परिचय पाठ: उत्साह (भावमूलक निबन्ध)	
	3. रामधारी सिंह दिनकर: परिचय पाठ: भारत एक है (संस्कृति)	
	4. आदिशंकराचार्य-जीवन व दर्शन	
इकाई- तीन	1. पर्यायवाची शब्द; विलोम शब्द; अनेक शब्द के लिए एक शब्द (हिन्दी व्याकरण)	5 घण्टे
	2. संधि और उसके प्रकार (हिन्दी व्याकरण)	
	3. बीज शब्द- धर्म, अद्वैत, भाषा, अवधारणा, उदासीकरण।	
सार बिन्दु (की वर्ड) / टैग सर्च करें		
मैथिलीशरण गुप्त:	मैथिलीशरण गुप्त की कविता मातृभूमि	
प्रेमचन्द	प्रेमचन्द शतरंज के खिलाडी	
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर	

७/१८/२१

Sangul  
18

18

18



PART A: Introduction			
Program: UG Level	Class: I Year	Year: 2021-22	Session: 2021-22 onwards
Subject: Foundation Course (English)			
1.	Course Code	X1-FCHBIT	
2.	Course Title	English Language and Indian Culture	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	To study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation Course category.	
5.	Course Learning Outcomes (CLO)	Through this course the students will be able to: 1. Prepare for various competitive exams by developing their English language competence. 2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations. 3. Build and enhance their vocabulary. 4. Develop their communication skills by strengthening grammar and usages. 5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.	
6.	Credit Value	2 Credit	
7.	Total Marks	Max. Marks: 50	Min. Pass Marks: 17
PART B: Content of the Course			
Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P			
Total No. of Lectures:			
Unit	Topics	No. of Lectures	
I	<b>Reading, Writing and Interpretation Skills:</b> 1. Where The Mind is Without Fear- Rabindranath Tagore [Key Word: Patriotism] 2. National Education - M. K. Gandhi [Key Word: Edification] 3. The Axe- R.K Narayan [Key Word: Environment] 4. The Wonder That Was India- A.L Basham (an excerpt) [Key Word: Indianness] 5. Preface to the Mahabharata C. Rajagopalachari [Key Word: Indian Mythology]	05	
II	<b>Comprehension Skill:</b> Unseen Passage followed by Multiple choice questions	05	
III	<b>Basic Language Skills 1:</b> Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution. <b>2:</b> Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles,	05	

*Sangeeta*  
*20*

*Sanjay*  
*Chandrasekhar*  
*20*

Time and Tense			
<b>PART C: Learning Resources</b>			
Textbooks, Reference Books, Other Resources			
Suggested Readings			
Essential English Grammar – Raymond Murphy, Cambridge University Press.			
• Practical English Grammar Exercises 1- A. J. Thomson & A. V. Martinet, Oxford India.			
• Practical English Usage - Michael Swan, Oxford			
• English Grammar in Use – Raymond Murphy, Cambridge University Press.			
<b>Part D: Assessment and Evaluation</b>			
Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50
U.E. Time 2 Hours			
External Assessment (UE)		Time: 2 Hours	
Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark			

*A. S. Kushwah*  
21/5/21

Dr. A.S. Kushwah  
Chairman BOS Jiwaji University, Gwalior

*31/05/21*  
**प्राचार्य**  
शा.एस.एल.पी. स्वातंत्र्य महाविद्यालय  
मुयार, ज्वालियर

*Sanguch*  
*AK*  
*21*  
*21*  
*21*  
*21*

**Foundation Course: ENVIRONMENTAL EDUCATION**

PART A: Introduction			
Program: UG Level Certificate	Class: UG I Year	Year: <del>FIRST</del> Year	Session: 2021-22 onwards
Subject: Environmental Education			
1.	Course Code	X1-FCAC1T	
2.	Course Title	Environmental Education	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	<p>A course intended to create awareness about the life of human beings which is an integral part of environment; and to inculcate the skills required to protect the environment from all sides.</p> <p>To study this course, the student must have a knowledge about the environmental components, pollution, biodiversity, and ecosystem at senior secondary, class 12<sup>th</sup> level:</p>	
5.	Course Learning Outcomes (CLO)	<ol style="list-style-type: none"> <li>1. To understand various aspects of life forms, ecological processes, and the impacts on them by the human during Anthropocene era.</li> <li>2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make inform decisions.</li> <li>3. To develop empathy for all life forms, awareness, and responsibility towards environmental protection and nature preservation.</li> <li>4. To develop the critical thinking for shaping strategies such as; scientific, social, economic, administrative &amp; legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development.</li> <li>5. To prepare for the competitive exams.</li> </ol>	
6.	Credit Value	2 Credit	
7.	Total Marks	Max.Marks : 50	Min. Passing Marks:17

AB  
(डा. अर्चना पंचोली)

AK Sangeetha  
22

Abhishek

Pranav

Arjun

Arjun

**PART B: Content of the Course**

Total No. of Lectures-15 Hrs. (01 hours per week):		
Total No. of Lectures: 15		
Unit	Topics	No. of Lectures
I	<b>Environment and Natural Resources:</b> <ul style="list-style-type: none"><li>• Multidisciplinary nature, Scope and Importance of Environment</li><li>• Components of Environment: Atmosphere, Hydrosphere, Lithosphere, and Biosphere.</li><li>• Brief account of Natural Resources and associated problems: Land Resource, Water Resource, Energy Resource</li><li>• Concept of Sustainability and Sustainable Development</li></ul> <i>Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable Development</i>	5 Hrs.
II	<b>Biome, Ecosystem and Biodiversity:</b> <ul style="list-style-type: none"><li>• Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marine</li><li>• Ecosystem: Structure function and types their Preservation &amp; Restoration</li><li>• Biodiversity and its conservation practices.</li></ul> <i>Keywords: Biome, Ecosystem, Biodiversity</i>	4 Hrs.
III	<b>Environmental Pollution, Management and Social Issues:</b> <ul style="list-style-type: none"><li>• Pollution: Types, Control measures, Management and associated problems.</li><li>• Environmental Law and Legislation: Protection and conservation Acts.</li><li>• International Agreement &amp; Programme.</li><li>• Environmental Movements, communication and public awareness programme.</li><li>• National and International organizations related to environment conservation and monitoring.</li><li>• Role of information technology in environment and human health.</li></ul> <i>Keywords: Pollution, Environmental Legislation, Environmental Movement, Environmental programme and organization.</i>	6 Hrs.

Suggested activities: (at least one)

1. Visit to an area to document environmental assets: rivers / forest / flora / fauna.
2. Visit to a local polluted site Urban / Rural/ Industrial / Agricultural
3. Study of simple ecosystem.

AB  
(डा. अरुणा पंचोली)

23  
Sangeeta  
Ajay  
Sunita

### PART C: Learning Resources

#### Textbooks, Reference Books, Other Resources

- Singh; J.S., Singh S.P. and Gupta, S.R.; "Ecology; Environment Science and Conservation ", S Chand publishing , New Delhi , (2018)
- Divan, S. and Rosencranz , A. , "Environmental Law and Policy in India :Cases, Material & Status" Oxford University Press , India , (2002) 2<sup>nd</sup> Edition .
- Odum , E.P. , "Fundamentals of Ecology " , Philadelphia Saundres , (1971)
- Bharucha , Erach , "Environmental studies " Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha , Kaushik , C.P. "Perspectives in Environmental Studies "New age International Publishers , (2018), 6<sup>th</sup> Edition .
- Asthana, D. K Asthana Meera, "A Textbook of Environmental Studies", S. Chand.Publishing, New Delhi, (2007)
- National Digital Library (<https://ndl.iitkgp.ac.in/homestudy/science>)
- Epg- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इराक भरूचा, पर्यावरण अध्ययन, ओरियन्ट ब्लैकस्वान प्राइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन] मोतीलाल बनारसीलाल पब्लिशर्स दिल्ली.(2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स.(2018)

#### Suggested equivalent online course -

- i. The Health Effects of Climate Change (edx)
- ii. Climate Change: Financial Risks and Opportunities (edx)
- iii. Introduction to Environmental Law and Policy (coursera)
- iv. Women in environmental biology (coursera)
- v. Our Earth: It's Climate, History, and Processes (coursera)
- vi. Ecology, physiology, environmental science (national digital library)

AB  
(डा० अर्चना पंचोली)

Sangeeta  
Anurag  
Sangeeta  
Anurag  
Sangeeta  
Anurag



भाग अ परिचय

पाठ्यक्रम: स्नातक प्रमाण पत्र	कक्षा: स्नातक प्रथम वर्ष	वर्ष: FIRST YEAR	सत्र: 2021-22
विषय: पर्यावरण अध्ययन			
1) पाठ्यक्रम कोड:	पर्यावरण अध्ययन		
2) पाठ्यक्रम शीर्षक:	XIFECACIT		
3) पाठ्यक्रम प्रकार:	आधार पाठ्यक्रम		
4) पूर्वापेक्षा	<ul style="list-style-type: none"> <li>✓ सीनियर सेकेंडरी कक्षा 12 वी तक विद्यार्थी को पर्यावरण के घटक, प्रदूषण, जैव विविधता, पारिस्थितिकी तंत्र का ज्ञान होना आवश्यक है।</li> <li>✓ इस पाठ्यक्रम के माध्यम से अपेक्षा है कि विद्यार्थी पर्यावरण के प्रति जागरूकता को दृष्टिगत रखते हुए उसके विभिन्न घटकों का प्रबंधन एवं सतत् विकास की आवश्यकता को ध्यान में रखकर मानव विकास हेतु क्रियाकलाप करें।</li> </ul>		
5) पाठ्यक्रम अध्ययन की परिलब्धियां (C.L.O.)	<ul style="list-style-type: none"> <li>✓ इस पाठ्यक्रम के माध्यम से आने वाले मानवजनित युग में विद्यार्थियों में विभिन्न जीवन प्रारूप पारिस्थितिकी प्रक्रियाओं व उन पर होने वाले मानवीय प्रभावों की व्यापक समझ का विकास करना है।</li> <li>✓ विद्यार्थियों में ऐसी क्षमताओं का विकास करना है जिससे वह पर्यावरण संबंधित मुद्दों को पहचान कर अन्तर्निहित कारकों का विश्लेषण कर सकें एवं उनसे संबंधित क्रियाकलाप व नीतियों का मूल्यांकन कर नीतिगत रूपरेखा विकसित करने में सहयोग कर सकें।</li> <li>✓ पर्यावरण सुरक्षा व प्रकृति संरक्षण हेतु सभी जीवन प्रारूपों के लिए समानुभूति, जागरूकता एवं उत्तरदायित्वों का बोध कराना।</li> <li>✓ पर्यावरण सुरक्षा, जैव विविधता संरक्षण, पर्यावरण समानता एवं सतत् विकास हेतु वैज्ञानिक, सामाजिक, आर्थिक, प्रशासनिक व वैधानिक नीतियों को स्वरूप प्रदान करने की महत्वपूर्ण सोच को विकसित करना है।</li> <li>✓ विद्यार्थी को प्रतियोगी परीक्षा के लिए तैयार करना</li> </ul>		
क्रेडिट	02 क्रेडिट		
कुल अंक	अधिकतम अंक:- 50, न्यूनतम प्राप्तिक - 17		

(डा. अर्चना पंचवती)

25 Sangeet  
 25  
 25  
 25



**Part-C**  
**Learning Resource**

Text Book, References Books, Other resources

- Singh, J.S., Singh S.P. and Gupta, S.R.; "Ecology: Environment Science and Conservation", S Chand publishing, New Delhi, (2018)
- Divan, S. and Rosencranz, A., "Environmental Law and Policy in India :Cases, Material & Status" Oxford University Press, India, (2002) 2<sup>nd</sup> Edition.
- Odum, E.P., "Fundamentals of Ecology", Philadelphia Saunders, (1971)
- Bharucha, Erach, "Environmental studies", Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha, Kaushik, C.P. "Perspectives in Environmental Studies" New age International Publishers, (2018), 6<sup>th</sup> Edition.
- Ashana, D. K Ashana Meera, "A Textbook of Environmental Studies", S. Chand Publishing, New Delhi, (2007)
- National Digital Library (<https://ndi.itkkgp.ac.in/homestudy/science>)
- Epg- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इराक भरुचा, पर्यावरण अध्ययन, ओरिएंट ब्लैकस्वान प्रइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन, मोतीलाल बनारसीलाल पब्लिशर्स दिल्ली (2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स (2018)

**Suggested equivalent online course -**

- The Health Effects of Climate Change (edx)
- Climate Change: Financial Risks and Opportunities (edx)
- Introduction to Environmental Law and Policy (coursera)
- Women in environmental biology (coursera)
- Our Earth: It's Climate, History, and Processes (coursera)
- Ecology, physiology, environmental science (national digital library)

(डा० अर्चना पंचोली)

*[Handwritten signatures and initials in blue ink]*

## Foundation Course: Yoga and Meditation

Part-A: Introduction			
Program: Certificate course	Class: B.A. 1 Year	Year: 2021	Session: 2021 – 2022
Subject: Yogic Science			
1.	Course Code	A1-YOSC1F	
2.	Course Title	Yoga and Meditation (Paper-2)	
3.	Course Type	Foundation Course	
4.	Pre-requisite (If any)	For BA I Year students, this course is compulsory for all.	
5.	Course Learning Outcomes	After studying this course, students will be able to: • Take care of their own Physical Mental emotional, social and spiritual health.	
6.	Credit Value	Theory-2	
7.	Total Marks	Max. Marks: 50	Min. Passing Marks: 17
Part-B: Content of the Course			
Total numbers of Lectures (in hours per week): 2 hours per week			
Total Lectures: 30 hours; L – T – P: 2 – 0 – 0			
Units	Topics	No. of Lectures	
I	<b>Introduction to Yoga and Yogic Practices</b> 1. Yoga: Etymology, definitions, aim, objectives and misconceptions 2. Yoga: Its Origin, history and development 3. Rules and regulations to be followed by Yoga Practitioners 4. Introduction to Yoga practices 5. Shatkarma: meaning, purpose and their significance in Yoga Sadhana 6. Introduction to Yogic Loosening practices and Surya Namaskar <b>Key Words:</b> History and Development of Yoga, Shatkarma, Common Yogic Practices.	10	
II	<b>Breathing Practices and Pranayama</b> 1. Sectional Breathing (Abdominal, Thoracic and Clavicular)	10	

	<p>2.Yogic Deep Breathing</p> <p>3.Concept of Puraka, Rechaka and Kumbhaka</p> <p>4. Concept of Bandha and Mudra</p> <p>5. Anulmoa Viloma/Nadi Shodhana</p> <p>6. Shitali</p> <p>7. Bhramari</p> <p><b>Key Words:</b> Sectional breathing, Deep breathing, Bandha &amp; Mudra, Shitali, Bhramari.</p>	
III	<p><b>Practices leading to Meditation</b></p> <p>1. Recitation of Pranava Mantra</p> <p>2. Recitation of Hymns, in vocations and prayers</p> <p>3. Antra Maun</p> <p>4. Breath Meditation</p> <p>5. Om Dhyana</p> <p><b>Key Words:</b> Pranav Mantra, Antra maun, Breath Meditation, Om Dhyana.</p>	10

**Part-C: Learning Resources**

Text Books, Reference Books, Other resources

**Suggested Readings:**

1. Singh S. P & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.
2. Swami Dharendra Brahmachari: Yogasana Vijnana, Dharendra Yoga Publication, New Delhi, 1966.
3. Saraswati, Swami Satyanand: Asana, Pranayama, Mudra, Bandha (APMB), Yoga Publication Trust, Munger, 2013.
4. H. R. Nagendra: Asana, Pranayama, Mudra, Bandha, Swami Vivekananda YogPrakashan, Bangalore, 2002.
5. Ishwar Bhardwaj: Saral Yogasana, Satyam Publishing House, New Delhi, 2018.
6. Shri Rai Singh Chouhan: Mudra Rahasya, Bhartiya Yog Sansthan, New Delhi, 2014.
7. Dr. Vishwanath Prasad Sanha: Dhyana Yoga, Bhartiya Yog Sansthan, New Delhi, 1987.
8. Shri Deshraj: Dhyana Sadhana, Bhartiya Yoga Sansthan, New Delhi, 2015.

**Suggestive digital platforms web links:**

1. [www.rishikeshnathyogshala.com](http://www.rishikeshnathyogshala.com)

**Suggested equivalent online courses:** 1. <https://sahayji.com/hathayoga-course>

2. <https://thevogaoinstitute.org/>

**Part D: Assessment and Evaluation**

Maximum Marks: 50

University Examination (Objective) 50

Time: 01.00 Hour

<b>External Assessment:</b> University Examination	Objective questions	50
	<b>Total</b>	<b>50</b>

Any Remarks/suggestions:

*[Handwritten signatures and marks]*  
Sangeet  
Sunita Singh  
30  
Nishant  
[Signature]

आधार पाठ्यक्रम :योग एवं ध्यान

भाग अ - परिचय			
प्रोग्राम: सर्टिफिकेट	कक्षा : स्नातक प्रथम वर्ष	वर्ष: 2021	सत्र: 2021- 2022
विषय: योग विज्ञान			
1	पाठ्यक्रम का कोड	AI-YOSC1F	
2	पाठ्यक्रम का शीर्षक	योग एवं ध्यान (प्रश्न पत्र 2)	
3	पाठ्यक्रम का प्रकार	आधार पाठ्यक्रम	
4	पूर्वपिक्षा(Prerequisite) (यदि कोई हो)	स्नातक प्रथम वर्षके छात्रों के लिए आधार पाठ्यक्रम अनिवार्य विषय है।	
5	पाठ्यक्रम अध्ययन की परिलब्धियां(कोर्स लर्निंग आउटकम) (CLO)	इस पाठ्यक्रम का अध्ययन करने के बाद, छात्र निम्न में सक्षम होंगे: • अपने स्वयं के शारीरिक मानसिक भावनात्मक, सामाजिक और आध्यात्मिक स्वास्थ्य के विकास में।	
6	क्रेडिटमान	2	
7	कुल अंक	अधिकतम अंक: 50	न्यूनतम उत्तीर्ण अंक: 17
भाग ब- पाठ्यक्रम की विषयवस्तु			
ब्याख्यान की कुल संख्या- (प्रति सप्ताह घंटे में): 30 (दो घंटे प्रति सप्ताह) L-T-P: 2-0-0			
इकाई	विषय	ब्याख्यान की संख्या	
I	योग और योगिक अभ्यासों का परिचय 1. योग: व्युत्पत्ति, परिभाषाएं, उद्देश्य, उद्देश्य और गलत धारणाएं 2. योग: इसकी उत्पत्ति, इतिहास और विकास 3. योग अभ्यासकर्ताओं द्वारा पालन किए जाने वाले नियम और विनियम 4. योग प्रथाओं का परिचय	10	

AK Sangeet  
Sangeet 3  
Sangeet  
Sangeet  
Sangeet  
Sangeet

	<p>5. षट्कर्म: योग साधना में अर्थ, उद्देश्य और उनका महत्व</p> <p>6. योगिकशिक्षलीकरण और सूर्य नमस्कार का परिचय</p> <p>सार बिंदु (कीवर्ड): योग का इतिहास और विकास, योग के सिद्धांत और महत्व, सामान्य योगिक अभ्यास।</p>	
II	<p>श्वास अभ्यास और प्राणायाम</p> <p>1. अनुभागीय श्वास (पेट, थोरेसिक और क्लैविक्युलर)</p> <p>2. योगिक गहरी श्वास</p> <p>3. पुरक, रेचक और कुंभक की अवधारणा</p> <p>4. बंध और मुद्रा की अवधारणा</p> <p>5. अनुलोम विलोम/नाडी शोधन</p> <p>6. शीतली एवं 7. धामरी</p> <p>सार बिंदु (कीवर्ड): पुरक, रेचक और कुंभक, बंध और मुद्रा, प्राणायाम</p>	10
III	<p>ध्यान अभ्यास</p> <p>1. प्रणव मंत्र का पाठ</p> <p>2. मंत्रों का पाठ, मंगलाचरण और प्रार्थनाओं में</p> <p>3. अंतर मौन</p> <p>4. श्वास ध्यान</p> <p>5. ओम ध्यान</p> <p>सार बिंदु (कीवर्ड): प्रणव मंत्र, श्वास ध्यान, ओम ध्यान</p>	10
भाग स-अनुशासित अध्ययन संसाधन		
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन		
अनुशासित सहायक पुस्तकें /ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:		


  
 32



1. सिंह एस. पी. और योगी मुकेश: फाउंडेशन ऑफ योग, स्टैंडर्डपब्लिकेशन, नई दिल्ली, 2010.
  2. स्वामी धीरेंद्र ब्रह्मचारी: योगासन विज्ञान, धीरेंद्र योग प्रकाशन, नई दिल्ली, 1966.
  3. सरस्वती, स्वामी सत्यानंद: आसन, प्राणायाम, मुद्रा, बंध (APMB), योग प्रकाशन ट्रस्ट, मुंगेर, 2013.
  4. एच. आर. नागेंद्र: आसन, प्राणायाम, मुद्रा, बंध, स्वामी विवेकानंद योग प्रकाशन, बेंगलोर, 2002.
  5. ईश्वर भारद्वाज: सरल योगासन, सत्यमपब्लिशिंग हाउस, नई दिल्ली, 2018.
  6. श्री राय सिंह चौहान: मुद्रा रहस्य, भारतीय योग संस्थान, नई दिल्ली, 2014.
  7. डॉ विश्वनाथ प्रसाद संह्या: ध्यान योग, भारतीय योग संस्थान, नई दिल्ली, 1987.
  8. श्री देशराज: ध्यान साधना, भारतीय योग संस्थान, नई दिल्ली, 2015.
- अनुशंसितडिजिटलप्लेटफॉर्मवेब लिंक:

1. [www.rishikeshnathyogshala.com](http://www.rishikeshnathyogshala.com)

अनुशंसित समकक्ष ऑनलाइन पाठ्यक्रम:

1. <https://sahayji.com/hathayoga-course>
2. <https://theyogainstitute.org/>

भाग द - अनुशंसित मूल्यांकन विधियां:

अनुशंसितसतत मूल्यांकन विधियां:

अधिकतम अंक: 50

विश्वविद्यालयीनपरीक्षा (वस्तुनिष्ठ) अंक:50

आकलन :	वस्तुनिष्ठप्रश्न	50 x 1 = 50
विश्वविद्यालयीन परीक्षा:		कुल अंक: 50
समय- 01.00 घंटे		

कोई टिप्पणी/सुझाव:

Sangeetha  
 Sruti  
 33  
 Akshay  
 Akshay  
 Akshay  
 Akshay  
 Akshay

**MADHYA PRADESH HIGHER EDUCATION**  
**BBA (HOSPITAL ADMINISTRATION)**

Syllabus

BBA (H.A) Three/Four Years Degree Program  
Annual System – I TO IV

**Proposed as per NEP – 2020**

To be implemented from Academic Year 2021-22

Sangeet  
[Signature]

Smriti  
[Signature]

Chaitan  
[Signature]

## BBA (H.A) Three/Four Years Degree Program

Annual System – I TO IV

Proposed as per NEP – 2020 to be implemented from Academic Year 2021-22

Nomenclature and Course Outline

First Year

### BBA (HOSPITAL ADMINISTRATION)

Course Type	Subject Name
Major -1	Principles of Business Administration
Major - 2	Introduction to Hospital Administration
Minor	Introduction to Anatomy & Physiology
Elective - 1	Select any one from the vocational Subject list
Vocational - 1	Select any one from the vocational Subject list
Foundation – 1	Hindi + English
Foundation – 2	Environmental Studies + Yoga & Meditation
Internship	Field Projects/Apprenticeship /Community Engagement & Services

*Sangeeta*  
*MS*  
*Arveta*  
*Pragnya*  
*Alkeshwar*  
*Aravind*  
*Aravind*

## BBA (HOSPITAL ADMINISTRATION)

### First Year

Course Type	Subject Code	Subject Name	Credit Hours	Cumulative Credits Hour
Major -1	MAJBHA-101	Principles of Business Administration	6	6
Major - 2	MAJBHA-102	Introduction to Hospital Administration	6	12
Minor	MINBHA-103	Introduction to Anatomy & Physiology	6	18
Elective	Code as per list attached	Select any one from the vocational Subject list	6	24
Vocational	Code as per list attached	Select any one from the vocational Subject list	4	28
Foundation – 1	FOUBHA-104	Hindi	2	30
	FOUBHA-105	English	2	32
Foundation – 2	FOUBHA-106	EVS	2	34
	FOUBHA-107	Yoga & Meditation	2	36
Internship	INTBHA- 108	Field Projects/Apprenticeship /Community Engagement & Services	4	40
		<b>Total Credit for 1 Year</b>		<b>40</b>

*Sangub*

*MS*

*Arvita*

*Sun Akshay*

*Aravind*

**List of Elective Subjects BBA (HOSPITAL ADMINISTRATION) -First Year**

**(As per NEP- 2020)**

SN	Subject Code	Subject Name
1	ELCBHA -001	Strategic Management in Health Care
2	ELCBHA -002	Quality in Health Care Management

**List of Vocational Subjects BBA (HOSPITAL ADMINISTRATION) -First Year**

**(As per NEP- 2020)**

SN	Subject Code	Subject Name
1	VOCBHA -001	Marketing Management
2	VOCBHA -002	IT in Health Care
3	VOCBHA -003	OB in Health Care

*Sangeeta*  
*M.S.* *Arvato* *Agar* *Hudson* *Aravind* *Vijay*

## Minor - MINBHA-103- INTRODUCTION TO HUMAN PHYSIOLOGY & ANATOMY

**Course Objectives:** The objectives of the course are to enable students to learn and to have a good understanding of Human Physiology & Anatomy, as it is necessary for Hospital Administrators.

### Course Content:

**Unit I** - Principles of bio-physics as applicable to the human body. Excitable Tissue –Nerve and Muscle. Composition of blood, blood groups in human, Coagulation, oxygen and carbon dioxide transport.

**Unit II** Nervous system in human body CNS, Autonomic Sympathetic & Parasympathetic and their applied physiology. Physiology of reproduction in humans. Reproductive development in human beings, Function of placenta in human

**Unit III** - Introduction and Anatomical terms , Osteology-Major Bones, Joints-types and structure of synovial joints like Hip,Knee,Shoulder Joints , Muscles---major muscles of upper and lower limbs.

**Unit IV**- Nervous Systems----central and peripheral nervous system including A.N.S Structure and function , Thorax Sternum and Ribs , Vertebral column : lungs, pleura, pericardium , Blood supply of Heart structure, mediastinum .

**Unit V** -Abdomen and Pelvis ,

Sacrum, Anterior abdominal wall, Inguinal region, peritoneum, Spleen, Oesophagus, Stomach, Small Intestines, Liver and Pancreas, and Kidney, Ureters, Diaphragm and Posterior wall of Abdomen.

### Text Readings:

\* 1.Elaine N Marieb-Essentials of Human Anatomy & hysiology,8e(Indian Reprint)Pearson Education

2.Elaine N Marieb-Human Anatomy & Physiology(With Atlas),6e(Indian Reprint)Pearson Education

3. Essentials of Human Anatomy I B Singh Jaypee Bros.

4. B.D.Chaurasia Human anatomy

Marieb-Essentials of Human Anatomy & Physiology-Pearson Education, 2009

*Sangeeta*  
*Intita*  
*Bgm* *Ally* *Elav* *Leah*

## Elective - ELCBHA -001 – STRATEGIC MANAGEMENT IN HEALTH CARE

### Course Objectives

The objective of this course is to enable students integrate knowledge of various functional areas and other aspects of management, required to develop strategies based on organizational perceived opportunities and threats in Hospital Administration.

### Course Contents

**Unit I** - Meaning, Need and Process of Strategic Management : Business Policy. Corporate Planning and Strategic management, single and multiple SBU organizations vision, Mission, business definition and objectives and goals; need , formulation and changes, hierarchy of objectives, specificity of mission and objectives. Role of strategic management in marketing, finance , HR in Hospitals.

**Unit II** -SWOT analysis , industry and international environmental factors:

Analysis of environment, diagnosis of environment – factors influencing it; environmental threats and opportunity profile (ETOP), internal strengths and weakness; factors affecting, techniques of internal analysis , diagnosis of strengths and weakness, strategic advantage profile (SAP) in Hospitals.

**Unit III** - Strategy alternatives : Grand Strategy and their sub strategies:

Stability, expansion , retrenchment and combination. Types of strategy alternatives- internal and external, related unrelated, horizontal and vertical, active and passive internal strategy variations in Hospitals.

**Unit-IV** - Strategic choice and analysis : managerial choice factors, choice processes, strategic gape analysis, ETOP-SAP matching, BCG product, portfolio matrix, GE nine cell planning grid, contingency strategies in Hospitals.

**Unit V** -Strategy Implementation, Concept, Barriers, Implementation process : Project and procedural implementation, resource allocation, structural implementation, plan and policy implementation, leadership implementation in Hospitals.

**Unit VI** -Strategy evaluations and control, control and evaluation process: motivation to evaluate, criteria for evaluation, measuring and feedback, evaluation and corrective action in Hospitals.

### Text Reading:

Kazmi Azhar Strategic Management & Business policy, Tata McGrawhill.

Hill Lomash & P K Mishra business Policy & Strategic Management Vikas Publiccation

Parthasarthy Fundamentals of Strategic Management, Wiley India

Thomson- Strategic Management Concepts & cases, Tata McGrawhill.

  
The bottom of the page features several handwritten signatures and initials in blue ink. From left to right, there is a signature that appears to be 'Sangeetha', a signature that looks like 'Anita' with '12' written below it, a signature that looks like 'Sop', a signature that looks like 'Mishra', a signature that looks like 'Anita', and a signature that looks like 'Lomash'.

## Elective - ELCBHA -002 QUALITY IN HEALTH CARE MANAGEMENT

**Objectives:** The Objective of the course are to help the students gain and understanding of the events & problems which occur in day working of healthcare organizations. Student is expected to develop a diagnostic and problems which occur in day to day working of healthcare organizations. Student is expected to develop a diagnostic and problem solving approach. It will help the students to sharpen his comprehension, analytical, descriptive and international skills.

### Course Content

**Unit I** - Basic Concept, Definition, Terminology of Quality Management,

Quality Policy and Objectives, Managing the design of Health Care services.

**Unit II** - Economics of Quality, Quality Assurance, Zero Defect Concepts,

Quality Specifications. Quantification of Patients Satisfactions. Quality Circles.

**Unit III** - Statistical Aids in Limits and Tolerances. Inspection Manufacturing Planning

for Quality, Managing Clinical Audit – Diagnosis in the problem & designing the solution .

**Unit IV** - Sampling Plans for Attributes and Variable and Various Control Charts.

Total Quality Control, Improving Dental Health.

**Unit V** - Quality Accreditations in Healthcare, JCI, NABH, NABL

### Suggested Readings:

- 1) Quality Management by Kanishka Bedi, Oxford Publications,  
TQM by Dr. D D Sharma
- 2) Total Quality by James R Evans Cengage Publications

*Sangeeta*  
*AK* *Smruti* *Rgn* *Abhishek* *Amey* *Adarsh*



## Vocational - VOCBBAHA- 001 -MARKETING MANAGEMENT

### Course Objectives

The Objectives of this course are to provide the students exposure to modern marketing concepts, tools, and techniques, and help them develop abilities and skills required for the performance of marketing functions in Hospitals .

### Course Contents

**Unit I - Marketing Concepts:** Customer Value and Satisfaction, Customers Delight, Conceptualizing Task and Philosophies of Marketing Management, Value Chain, scanning the Marketing Environment in Hospitals.

**Unit II- Marketing Segmentation, Targeting, and Positioning:** Market segmentations, levels of market segmentations, patterns' procedures, requirement for effective segmentation, evaluating the market segments, selecting the market segments, tool for competitive differentiation, developing a positioning strategy in Hospitals.

**Unit III - Product Decision:** Objectives, Product classification, Product-Mix, Product life cycle strategies, equity, challenges, repositioning branding, introduction and factors contributing the growth of packaging, introduction of labeling in Hospitals.

**Unit IV- Pricing Decision:** Factors affecting price, pricing methods and strategies in Hospitals.

**Unit V - Promotion Decisions:** A view of Communication Process, developing effective communication, Promotion-Mix elements. Emerging Trends in Marketing: An introduction to Internet marketing, Multi level marketing, and introduction of CRM & EVENT marketing in Hospitals.

### Text Readings

1. Philip Kotler (1999) **Principles of Marketing Management**, New Delhi: Prentice Hall of India, Millennium Edition.
- 2.<sup>a</sup> William J. Stanton, Michael J. Etzel and Bruce J. Welker (1995) **Fundamentals of Marketing Management**, New York: Mc Graw Hill, 10<sup>th</sup> Edition.
3. Philip Kotler (1998). **Marketing Management, Planning Analysis and Control**, New Delhi, Prentice Hall of India, 9<sup>th</sup> Edition.

### Suggested Readings

1. William L. Pride and O.C. Ferrell (1993). **Marketing Concepts and Strategies**, Boston: Houghton Mifflin Co., 8<sup>th</sup> Edition

*Dr. Sangeeta*

*Smruti*  
14

*Pran*

*Michael*

*Chauhan*

*Arora*

## Vocational - VOCBHA- 002 - IT IN HEALTH CARE

**Course Objectives** The objectives of the course are to introduce the students, the concepts of computer hardware and software and to acquaint them with IT Tools in Hospitals.

### Course Contents:

**Unit I** Introduction to Computer - Hardware: Input / Output devices, storage devices and memory. Software: System and Application Software, Compilers, Interpreters & Assemblers. Computer Languages: Levels of languages, generation and their features. Generation of Computer (Phases of development of computers).

Number System: Introduction to number system, binary, decimal, hexadecimal and their inter conversions and their uses in computer system in Hospitals. HTML:-Basics of HTML Tags, Basics of E-Mail, Searching techniques,

**Unit II** Operating Systems ,DOS: External and Internal Commands and Features.

WINDOWS 7,10: Basic Operations, utilities and features. DOS: Introduction, features and basic commands. Internal and External Commands.

**Unit III** MS Word 2007: Word basics, formatting text and documents, working with headers, footers and footnotes, tabs, tables and sorting, working with graphics, templates, wizards and sample documents, introduction to mail merge and macros.

MS Excel 2007: Excel basics, rearranging worksheets, excel formatting tips and techniques, introduction to functions, Excel's chart features, working with graphics, using worksheet as databases, automating "what-if" projects.

MS PowerPoint 2007: PowerPoint basics, creating presentation the easy way, working with text in PowerPoint, working with graphics in power point

MS Access 2007: Database creation, screen/form design, report generation using wizard

**Unit IV** E-Commerce in Healthcare: E-commerce Framework, E-Commerce Application and business models, Mobile and wireless computing fundamentals, Wireless Technology and switching methods.

**Unit V** - Basics of Network and Internet Security : Virus and its types , Client and Server Security, Firewall. Network Types and Network Topology . Networking Devices, DSS and Expert System.

### Text Readings:

1. Dhiraj Sharma, **Foundation of IT**, Excel Books New Delhi- 2009
2. Nikuj Sharma, **Fundamentals Of Computers**,2010,Parshwa Publications,
3. Sibsankar Haldar-Operating Systems-(Indian Original)Pearson Education
4. William Stallings-Operating Systems,6e-(Indian Reprint)Pearson Education

Sangeetha  
15

15

15

15

15

15

## Vocational - VOCBHA- 003 - OB IN HEALTH CARE

**Course Objectives** The objectives of the course are to introduce the students, the concepts of Organization Behavior in Health Care.

### Course Content

**Unit I** - Foundation of individual Behaviour: The organization & the individual, Personality Determinants and attributes. Attitude, learning and Learning Theories. O B models.

**Unit II** - Motivation: Definition and concept, theories of motivation- Maslows Hierarchy of needs, Herzbergs two factor theory, ERG theory, Vrooms expectancy theory, Equity theory, Reinforcement theory and Behavioural Modification.

**Unit III** - Foundation of group behaviour: Defining and classifying groups, stages of group development, group structure, group process, group vs team, Team effectiveness.

**Unit IV** - Conflict management and Negotiation: Defining conflicts, transitions in conflict thought, functional vs dysfunctional conflict, conflict process, conflict management techniques, Negotiation process, Bargaining Strategies.

**Unit V** - Organizational culture and organizational change: Concept, Relationship of culture with organizational behaviour, levels of organization culture, analyzing and managing changing organizational culture, forces for change, Resistance to change, approaches to managing organizational change.

**Unit VI** - Time Management and Stress Management: Stress, work stress and its management. Concept of time management, Barriers of effective time management, Tools and techniques for effective time management.

### Text Readings:

1. Stephen Robins, Timothy A Judgi , Seema Sanghi , Organization Behaviour, Pearson Publication
2. John.W. Newstrom and Keith Davis, Organization Behaviour , Human Behaviour at work, New Delhi, Tata Mc Graw Hill, Latest edition
3. M.N.Mishra, Organization Behaviour, Vikas Publication House, Reprint, Latest Edition.

*Sangeeta*  
*Arushi*  
*Shruti*  
*Shruti*  
*Shruti*  
*Shruti*  
*Shruti*

## आधार पाठ्यक्रम: प्रथम प्रश्न पत्र - हिन्दी भाषा

		(भाग-ए) परिचय	
कार्यक्रम : यूजी लेवल प्रमाण-पत्र	कक्षा : बी.ए. / बी.कॉम / बी.एस.सी. / बी.एच.एस.सी. / बी.सी.ए. / बी.बी.ए. (प्रथम वर्ष)	मार्च 2021	मार्च 2021 2022
	विषय :-	आधार पाठ्यक्रम	
1	कोर्स कोड:	XI-FCEAIT	
2	कोर्स का शीर्षक:	भाषा और संस्कृति	
3	कोर्स का प्रकार	आधार पाठ्यक्रम	
4	कोर्स अपेक्षित	कक्षा 12वीं उत्तीर्ण किसी भी विषय समूह से।	
5	कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	1. उत्कृष्ट साहित्यिक पाठों के अध्ययन से रुचि का विकास करना। 2. सांस्कृतिक चेतना और राष्ट्रीय भावना का विकास करना। 3. भाषा-ज्ञान। 4. सामान्य शब्दावली और विशेष शब्दावली के अध्ययन द्वारा भाषा एवं संस्कृति बोध का विकास करना 5. विशिष्ट शब्दावली (बीज शब्द / की वर्ड) से परिचित करवाते हुए बोध के स्तर को विकसित करना। 6. प्रतियोगी परीक्षाओं हेतु तैयार करना।	
6	क्रेडिट मान	02 क्रेडिट	
7	कुल अंक	50 अंक	
8	उत्तीर्ण अंक	17 अंक	

01/12/21

Sangeeta

Sunita  
17

Jay

Mukund

Anand

(भाग - बी) कोर्स सामग्री		
व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15 घंटे		
यूनिट	विषय	व्याख्यान की संख्या
इकाई- एक	1. मैथिलीशरण गुप्त. परिचय पाठ: मातृभूमि (कविता)	5 घण्टे
	2. प्रेमचन्द: परिचय पाठ: शतरंज के खिलाडी (कहानी)	
	3. व्यंग्य: शरद जोशी-जीप पर सवार इल्लियाँ	
इकाई- दो	1. वैचारिक-भारतीय भाषाओं में राम	5 घण्टे
	2. आचार्य रामचन्द्र शुक्ल: परिचय पाठ: उत्साह (भावमूलक निबन्ध)	
	3. रामधारी सिंह दिनकर: परिचय पाठ: भारत एक है (संस्कृति)	
	4. आदिशंकराचार्य-जीवन व दर्शन	
इकाई- तीन	1. पर्यायवाची शब्द; विलोम शब्द; अनेक शब्द के लिए एक शब्द (हिन्दी व्याकरण)	5 घण्टे
	2. संधि और उसके प्रकार (हिन्दी व्याकरण)	
	3. बीज शब्द- धर्म, अद्वैत, भाषा, अवधारणा, उदारीकरण।	
सार बिन्दु (की वर्ड) / टैग सर्च करें		
मैथिलीशरण गुप्त:	मैथिलीशरण गुप्त की कविता मातृभूमि	
प्रेमचन्द	प्रेमचन्द शतरंज के खिलाडी	
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर	

७/१८/२१

Sangul  
18

18

18

आचार्य रामचन्द्र शुक्ल	उत्साह निबन्ध रामचन्द्र शुक्ल
स्वामी विवेकानन्द	शिकारो गारुडान
धर्म क्या है	
अद्वैत	
भाषा विज्ञान	
भाषा परिभाषा	
अक्षरारण का अर्थ एवं परिभाषा	
उदासीकरण की विशेषता	
पद्योपयोगी शब्द	
दिलोम शब्द	
अनेक शब्द के लिए एक शब्द	
सधि	

(भाग सी)	
अनुशासित अध्ययन संसाधन	
पाठ्य पुस्तके, सन्दर्भ पुस्तकें, अन्य संसाधन	
1	प्रेमचन्द- मानसरोवर, खण्ड 3
2	आचार्य रामचन्द्र शुक्ल- चिन्तामणि, भाग 1
3	डॉ. वासुदेव नन्दन प्रसाद: आधुनिक हिन्दी व्याकरण और रचना, भारती भवन, ठाकुर बाड़ी रोड, पटना, बिहार
4	डॉ. राजेश्वर चतुर्वेदी, हिन्दी व्याकरण- उपकार प्रकाशन, आगरा उ.प्र.
5	
6	हिन्दी ज्ञान कोश
7	इन्टर नेट सामग्री- टैग में उल्लेखित

(भाग डी)	
निरंक	

ओम्कार  
 (डा. ओम्कार शुक्ल)  
 हेड/अध्यापक-शिक्षण

Sargul  
 19  
 Champa  
 M. K. Singh  
 Singh

PART A: Introduction			
Program: UG Level	Class: I Year	Year: 2021-22	Session: 2021-22 onwards
Subject: Foundation Course (English)			
1.	Course Code	X1-FCHBIT	
2.	Course Title	English Language and Indian Culture	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	To study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation Course category.	
5.	Course Learning Outcomes (CLO)	Through this course the students will be able to: 1. Prepare for various competitive exams by developing their English language competence. 2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations. 3. Build and enhance their vocabulary. 4. Develop their communication skills by strengthening grammar and usages. 5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.	
6.	Credit Value	2 Credit	
7.	Total Marks	Max. Marks: 50	Min. Pass Marks: 17
PART B: Content of the Course			
Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P			
Total No. of Lectures:			
Unit	Topics	No. of Lectures	
I	<b>Reading, Writing and Interpretation Skills:</b> 1. Where The Mind is Without Fear- Rabindranath Tagore [Key Word: Patriotism] 2. National Education - M. K. Gandhi [Key Word: Edification] 3. The Axe- R.K Narayan [Key Word: Environment] 4. The Wonder That Was India- A.L Basham (an excerpt) [Key Word: Indianness] 5. Preface to the Mahabharata C. Rajagopalachari [Key Word: Indian Mythology]	05	
II	<b>Comprehension Skill:</b> Unseen Passage followed by Multiple choice questions	05	
III	<b>Basic Language Skills 1:</b> Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution. <b>2:</b> Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles,	05	

*Sangeeta*  
*AK*

*Sanjay*  
*Pruthi*  
*Chandana*  
*Leela*

Time and Tense			
<b>PART C: Learning Resources</b>			
Textbooks, Reference Books, Other Resources			
Suggested Readings			
Essential English Grammar – Raymond Murphy, Cambridge University Press.			
• Practical English Grammar Exercises 1- A. J. Thomson & A. V. Martinet, Oxford India.			
• Practical English Usage - Michael Swan, Oxford			
• English Grammar in Use – Raymond Murphy, Cambridge University Press.			
<b>Part D: Assessment and Evaluation</b>			
Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50
U.E. Time 2 Hours			
External Assessment (UE)		Time: 2 Hours	
Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark			

*A. S. Kushwah*  
21/5/21

Dr. A.S. Kushwah  
Chairman BOS Jiwaji University, Gwalior

*31/05/21*  
**प्राचार्य**  
शा.एस.एल.पी. स्वातंत्र्य महाविद्यालय  
मुयार, ज्वालियर

*Sanguch*  
*AK*  
*21*  
*21*  
*21*  
*21*



**Foundation Course: ENVIRONMENTAL EDUCATION**

PART A: Introduction			
Program: UG Level Certificate	Class: UG I Year	Year: <del>FIRST</del> Year	Session: 2021-22 onwards
Subject: Environmental Education			
1.	Course Code	X1-FCAC1T	
2.	Course Title	Environmental Education	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	<p>A course intended to create awareness about the life of human beings which is an integral part of environment; and to inculcate the skills required to protect the environment from all sides.</p> <p>To study this course, the student must have a knowledge about the environmental components, pollution, biodiversity, and ecosystem at senior secondary, class 12<sup>th</sup> level:</p>	
5.	Course Learning Outcomes (CLO)	<ol style="list-style-type: none"> <li>1. To understand various aspects of life forms, ecological processes, and the impacts on them by the human during Anthropocene era.</li> <li>2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make inform decisions.</li> <li>3. To develop empathy for all life forms, awareness, and responsibility towards environmental protection and nature preservation.</li> <li>4. To develop the critical thinking for shaping strategies such as; scientific, social, economic, administrative &amp; legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development.</li> <li>5. To prepare for the competitive exams.</li> </ol>	
6.	Credit Value	2 Credit	
7.	Total Marks	Max.Marks : 50	Min. Passing Marks:17

AB  
(डा. अर्चना पंचोली)

AK Sangeet  
22

Abhishek

Pran

Pran

Pran

**PART B: Content of the Course**

Total No. of Lectures-15 Hrs. (01 hours per week):		
Total No. of Lectures: 15		
Unit	Topics	No. of Lectures
I	<b>Environment and Natural Resources:</b> <ul style="list-style-type: none"><li>• Multidisciplinary nature, Scope and Importance of Environment</li><li>• Components of Environment: Atmosphere, Hydrosphere, Lithosphere, and Biosphere.</li><li>• Brief account of Natural Resources and associated problems: Land Resource, Water Resource, Energy Resource</li><li>• Concept of Sustainability and Sustainable Development</li></ul> <i>Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable Development</i>	5 Hrs.
II	<b>Biome, Ecosystem and Biodiversity:</b> <ul style="list-style-type: none"><li>• Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marine</li><li>• Ecosystem: Structure function and types their Preservation &amp; Restoration</li><li>• Biodiversity and its conservation practices.</li></ul> <i>Keywords: Biome, Ecosystem, Biodiversity</i>	4 Hrs.
III	<b>Environmental Pollution, Management and Social Issues:</b> <ul style="list-style-type: none"><li>• Pollution: Types, Control measures, Management and associated problems.</li><li>• Environmental Law and Legislation: Protection and conservation Acts.</li><li>• International Agreement &amp; Programme.</li><li>• Environmental Movements, communication and public awareness programme.</li><li>• National and International organizations related to environment conservation and monitoring.</li><li>• Role of information technology in environment and human health.</li></ul> <i>Keywords: Pollution, Environmental Legislation, Environmental Movement, Environmental programme and organization.</i>	6 Hrs.

Suggested activities: (at least one)

1. Visit to an area to document environmental assets: rivers / forest / flora / fauna.
2. Visit to a local polluted site Urban / Rural/ Industrial / Agricultural
3. Study of simple ecosystem.

AB  
(डा. अरुणा पंचोली)

23  
Sangeeta  
Ajay  
Sunita

### PART C: Learning Resources

#### Textbooks, Reference Books, Other Resources

- Singh; J.S., Singh S.P. and Gupta, S.R.; "Ecology; Environment Science and Conservation ", S Chand publishing , New Delhi , (2018)
- Divan, S. and Rosencranz , A. , "Environmental Law and Policy in India :Cases, Material & Status" Oxford University Press , India , (2002) 2<sup>nd</sup> Edition .
- Odum , E.P. , "Fundamentals of Ecology " , Philadelphia Saundres , (1971)
- Bharucha , Erach , "Environmental studies " Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha , Kaushik , C.P. "Perspectives in Environmental Studies "New age International Publishers , (2018), 6<sup>th</sup> Edition .
- Asthana, D. K Asthana Meera, "A Textbook of Environmental Studies", S. Chand.Publishing, New Delhi, (2007)
- National Digital Library (<https://ndl.iitkgp.ac.in/homestudy/science>)
- Epg- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इराक भरूचा, पर्यावरण अध्ययन, ओरियन्ट ब्लैकस्वान प्राइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन] मोतीलाल बनारसीलाल पब्लिशर्स दिल्ली.(2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स.(2018)

#### Suggested equivalent online course -

- i. The Health Effects of Climate Change (edx)
- ii. Climate Change: Financial Risks and Opportunities (edx)
- iii. Introduction to Environmental Law and Policy (coursera)
- iv. Women in environmental biology (coursera)
- v. Our Earth: It's Climate, History, and Processes (coursera)
- vi. Ecology, physiology, environmental science (national digital library)

AB  
(डा० अर्चना पंचोली)

Sangeeta  
Anurag  
Sangeeta  
Anurag  
Sangeeta  
Anurag

भाग अ परिचय

पाठ्यक्रम: स्नातक प्रमाण पत्र	कक्षा: स्नातक प्रथम वर्ष	वर्ष: FIRST YEAR	सत्र: 2021-22
विषय: पर्यावरण अध्ययन			
1) पाठ्यक्रम कोड:	पर्यावरण अध्ययन		
2) पाठ्यक्रम शीर्षक:	XIFCACIT		
3) पाठ्यक्रम प्रकार:	आधार पाठ्यक्रम		
4) पूर्वापेक्षा	<ul style="list-style-type: none"> <li>✓ सीनियर सेकेंडरी कक्षा 12 वी तक विद्यार्थी को पर्यावरण के घटक, प्रदूषण, जैव विविधता, पारिस्थितिकी तंत्र का ज्ञान होना आवश्यक है।</li> <li>✓ इस पाठ्यक्रम के माध्यम से अपेक्षा है कि विद्यार्थी पर्यावरण के प्रति जागरूकता को दृष्टिगत रखते हुए उसके विभिन्न घटकों का प्रबंधन एवं सतत् विकास की आवश्यकता को ध्यान में रखकर मानव विकास हेतु क्रियाकलाप करें।</li> </ul>		
5) पाठ्यक्रम अध्ययन की परिलब्धियां (C.L.O.)	<ul style="list-style-type: none"> <li>✓ इस पाठ्यक्रम के माध्यम से आने वाले मानवजनित युग में विद्यार्थियों में विभिन्न जीवन प्रारूप पारिस्थितिकी प्रक्रियाओं व उन पर होने वाले मानवीय प्रभावों की व्यापक समझ का विकास करना है।</li> <li>✓ विद्यार्थियों में ऐसी क्षमताओं का विकास करना है जिससे वह पर्यावरण संबंधित मुद्दों को पहचान कर अन्तर्निहित कारकों का विश्लेषण कर सकें एवं उनसे संबंधित क्रियाकलाप व नीतियों का मूल्यांकन कर नीतिगत रूपरेखा विकसित करने में सहयोग कर सकें।</li> <li>✓ पर्यावरण सुरक्षा व प्रकृति संरक्षण हेतु सभी जीवन प्रारूपों के लिए समानुभूति, जागरूकता एवं उत्तरदायित्वों का बोध कराना।</li> <li>✓ पर्यावरण सुरक्षा, जैव विविधता संरक्षण, पर्यावरण समानता एवं सतत् विकास हेतु वैज्ञानिक, सामाजिक, आर्थिक, प्रशासनिक व वैधानिक नीतियों को स्वरूप प्रदान करने की महत्वपूर्ण सोच को विकसित करना है।</li> <li>✓ विद्यार्थी को प्रतियोगी परीक्षा के लिए तैयार करना</li> </ul>		
क्रेडिट	02 क्रेडिट		
कुल अंक	अधिकतम अंक:- 50, न्यूनतम प्राप्तांक - 17		

(डा. अर्चना पंचवली)

25 Sangeet  
 25  
 25  
 25  
 25

भाग - ब पाठ्यक्रम की विषयवस्तु कुल व्याख्यान - 15 घंटे (1 घंटा प्रति सप्ताह)		कुल व्याख्यान
ईकाई	विषयः	
I	पर्यावरण एवं प्राकृतिक संसाधनः <ul style="list-style-type: none"> <li>✓ पर्यावरण की बहुशास्त्रीय प्रकृति. विषय क्षेत्र एवं महत्व</li> <li>✓ पर्यावरण के घटक. वायुमण्डल, जल मण्डल, स्थल मण्डल व जैव मण्डल</li> <li>✓ प्राकृतिक संसाधन एवं संबंधित समस्याएँ का संक्षिप्त विवरण: भू-संसाधन, जल संसाधन, ऊर्जा संसाधन</li> <li>✓ दीर्घकालिक एवं सतत विकास की अवधारणा</li> </ul> कुंजी शब्द: पर्यावरण, वन, खनिज, खाद्य, भू, जल, ऊर्जा एवं सतत विकास बायोम, पारिस्थितिकी तंत्र एवं जैव विविधता: <ul style="list-style-type: none"> <li>✓ मुख्य बायोम: उष्णकटिबंधीय, शीतोष्ण, वन, घास का मैदान, मरुस्थल, टुण्डरा, आर्द्रभूमि, महाना व समुद्री</li> <li>✓ पारिस्थितिकी तंत्र की संरचना. कार्य एवं प्रकार व इनका संरक्षण तथा पुनः स्थापन</li> <li>✓ जैव विविधता और उसका संरक्षण</li> </ul> कुंजी शब्द: बायोम, पारिस्थितिकी तंत्र, जैव विविधता पर्यावरण प्रदूषण, प्रबंधन एवं सामाजिक मुद्दे: <ul style="list-style-type: none"> <li>✓ प्रदूषण के प्रकार, नियंत्रण के उपाय, प्रबंधन एवं उससे जुड़ी समस्याएँ</li> <li>✓ पर्यावरण कानून एवं अधिनियम: पर्यावरण सुरक्षा एवं संरक्षण विधान</li> </ul> अन्तर्राष्ट्रीय समझौता एवं कार्यक्रम: <ul style="list-style-type: none"> <li>✓ पर्यावरण आंदोलन, संचार एवं जनजागरूकता कार्यक्रम</li> <li>✓ पर्यावरण संरक्षण एवं नियंत्रण से संबंधित राष्ट्रीय एवं अन्तर्राष्ट्रीय संगठन</li> <li>✓ पर्यावरण और मानव स्वास्थ्य में सूचना प्रौद्योगिकी की भूमिका।</li> </ul> कुंजी शब्द: प्रदूषण, पर्यावरण कानून एवं विधान, पर्यावरण आंदोलन, पर्यावरण कार्यक्रम एवं संगठन	5
II		5
III		5

 Sangeeta  
20  Anurag  
 Anurag  
 Anurag

Akh  
 (310 अर्चना पंचोल)

### Part-C

#### Learning Resource

Text Book, References Books, Other resources

- Singh, J.S., Singh S.P. and Gupta, S.R.; "Ecology: Environment Science and Conservation", S Chand publishing, New Delhi, (2018)
- Divan, S. and Rosencranz, A., "Environmental Law and Policy in India :Cases, Material & Status" Oxford University Press, India, (2002) 2<sup>nd</sup> Edition.
- Odum, E.P., "Fundamentals of Ecology", Philadelphia Saunders, (1971)
- Bharucha, Erach, "Environmental studies", Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha, Kaushik, C.P. "Perspectives in Environmental Studies" New age International Publishers, (2018), 6<sup>th</sup> Edition.
- Ashana, D. K Ashana Meera, "A Textbook of Environmental Studies", S. Chand Publishing, New Delhi, (2007)
- National Digital Library (<https://ndi.itkkgp.ac.in/homestudy/science>)
- Epg- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इराक भरुचा, पर्यावरण अध्ययन, ओरिएंट ब्लैकस्वान प्रइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन, मोतीलाल बनारसीलाल पब्लिशर्स दिल्ली (2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स (2018)

#### Suggested equivalent online course -

- The Health Effects of Climate Change (edx)
- Climate Change: Financial Risks and Opportunities (edx)
- Introduction to Environmental Law and Policy (coursera)
- Women in environmental biology (coursera)
- Our Earth: It's Climate, History, and Processes (coursera)
- Ecology, physiology, environmental science (national digital library)

(डा० अर्चना पंचोली)

*Handwritten signatures and initials:*  
Sangeeta  
of [unclear]  
[unclear]  
[unclear]  
[unclear]

## Foundation Course: Yoga and Meditation

Part-A: Introduction			
Program: Certificate course	Class: B.A. 1 Year	Year: 2021	Session: 2021 – 2022
Subject: Yogic Science			
1.	Course Code	AI-YOSC1F	
2.	Course Title	Yoga and Meditation (Paper-2)	
3.	Course Type	Foundation Course	
4.	Pre-requisite (If any)	For BA I Year students, this course is compulsory for all.	
5.	Course Learning Outcomes	After studying this course, students will be able to: • Take care of their own Physical Mental emotional, social and spiritual health.	
6.	Credit Value	Theory-2	
7.	Total Marks	Max. Marks: 50	Min. Passing Marks: 17
Part-B: Content of the Course			
Total numbers of Lectures (in hours per week): 2 hours per week			
Total Lectures: 30 hours; L – T – P: 2 – 0 – 0			
Units	Topics	No. of Lectures	
I	<b>Introduction to Yoga and Yogic Practices</b> 1. Yoga: Etymology, definitions, aim, objectives and misconceptions 2. Yoga: Its Origin, history and development 3. Rules and regulations to be followed by Yoga Practitioners 4. Introduction to Yoga practices 5. Shatkarma: meaning, purpose and their significance in Yoga Sadhana 6. Introduction to Yogic Loosening practices and Surya Namaskar <b>Key Words:</b> History and Development of Yoga, Shatkarma, Common Yogic Practices.	10	
II	<b>Breathing Practices and Pranayama</b> 1. Sectional Breathing (Abdominal, Thoracic and Clavicular)	10	

	<p>2.Yogic Deep Breathing</p> <p>3.Concept of Puraka, Rechaka and Kumbhaka</p> <p>4. Concept of Bandha and Mudra</p> <p>5. AnulmoaViloma/NadiShodhana</p> <p>6. Shitali7. Bhramari</p> <p><b>Key Words:</b>Sectional breathing, Deep breathing, Bandha &amp; Mudra, Shitali, Bhramari.</p>	
III	<p><b>Practices leading to Meditation</b></p> <p>1.Recitation of Pranava Mantra</p> <p>2. Recitation of Hymns, in vocations and prayers</p> <p>3. Anter Maun</p> <p>4. Breath Meditation</p> <p>5. Om Dhyana</p> <p><b>Key Words:</b> Pranav Mantra, Antermaun, Breath Meditation, Om Dhyana.</p>	10

**Part-C: Learning Resources**

Text Books, Reference Books, Other resources

**Suggested Readings:**

1. Singh S. P & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.
2. Swami Dharendra Brahmachari: YogasanaVijnana, Dharendra Yoga Publication, New Delhi, 1966.
3. Saraswati, Swami Satyanand: Asana, Pranayama, Mudra, Bandha (APMB), Yoga Publication Trust, Munger, 2013.
4. H. R. Nagendra: Asana, Pranayama, Mudra, Bandha, Swami Vivekananda YogPrakashan, Bangalore, 2002.
5. Ishwar Bhardwaj: SaralYogasana, Satyam Publishing House, New Delhi, 2018.
6. Shri Rai Singh Chouhan: Mudra Rahasya, Bhartiya Yog Sansthan, New Delhi, 2014.
7. Dr. Vishwanath Prasad Sanha: Dhyana Yoga, Bhartiya Yog Sansthan, New Delhi, 1987.
8. Shri Deshraj: Dhyana Sadhana, Bhartiya Yoga Sansthan, New Delhi, 2015.

**Suggestive digital platforms web links:**

1. [www.rishikeshnathyogshala.com](http://www.rishikeshnathyogshala.com)

**Suggested equivalent online courses:**1.<https://sahayji.com/hathayoga-course>

2. <https://thevogaoinstitute.org/>

29



**Part D: Assessment and Evaluation**

Maximum Marks: 50

University Examination (Objective) 50

Time: 01.00 Hour

<b>External Assessment:</b> University Examination	Objective questions	50
---	---------------------	----

	<b>Total</b>	<b>50</b>
--	--------------	-----------

Any Remarks/suggestions:

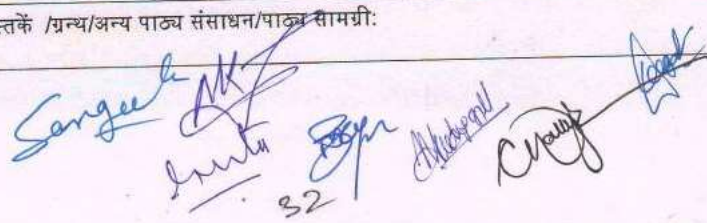
*[Handwritten signatures and marks]*  
Sangeet  
Sunita Singh  
30  
Nishant  
[Signature]

आधार पाठ्यक्रम :योग एवं ध्यान

भाग अ - परिचय			
प्रोग्राम: सर्टिफिकेट	कक्षा : स्नातक प्रथम वर्ष	वर्ष: 2021	सत्र: 2021- 2022
विषय: योग विज्ञान			
1	पाठ्यक्रम का कोड	AI-YOSC1F	
2	पाठ्यक्रम का शीर्षक	योग एवं ध्यान (प्रश्न पत्र 2)	
3	पाठ्यक्रम का प्रकार	आधार पाठ्यक्रम	
4	पूर्वपिक्षा(Prerequisite) (यदि कोई हो)	स्नातक प्रथम वर्षके छात्रों के लिए आधार पाठ्यक्रम अनिवार्य विषय है।	
5	पाठ्यक्रम अध्ययन की परिलब्धियां(कोर्स लर्निंग आउटकम) (CLO)	इस पाठ्यक्रम का अध्ययन करने के बाद, छात्र निम्न में सक्षम होंगे: • अपने स्वयं के शारीरिक मानसिक भावनात्मक, सामाजिक और आध्यात्मिक स्वास्थ्य के विकास में।	
6	क्रेडिटमान	2	
7	कुल अंक	अधिकतम अंक: 50	न्यूनतम उत्तीर्ण अंक: 17
भाग ब- पाठ्यक्रम की विषयवस्तु			
ब्याख्यान की कुल संख्या- (प्रति सप्ताह घंटे में): 30 (दो घंटे प्रति सप्ताह) L-T-P: 2 - 0 - 0			
इकाई	विषय	ब्याख्यान की संख्या	
I	योग और योगिक अभ्यासों का परिचय 1. योग: व्युत्पत्ति, परिभाषाएं, उद्देश्य, उद्देश्य और गलत धारणाएं 2. योग: इसकी उत्पत्ति, इतिहास और विकास 3. योग अभ्यासकर्ताओं द्वारा पालन किए जाने वाले नियम और विनियम 4. योग प्रथाओं का परिचय	10	

Sangeet  
 Anurag  
 3  
 Anurag  
 Anurag  
 Anurag

	<p>5. षट्कर्म: योग साधना में अर्थ, उद्देश्य और उनका महत्व</p> <p>6. योगिकशिक्षण और सूर्य नमस्कार का परिचय</p> <p>सार बिंदु (कीवर्ड): योग का इतिहास और विकास, योग के सिद्धांत और महत्व, सामान्य योगिक अभ्यास।</p>	
II	<p>श्वास अभ्यास और प्राणायाम</p> <p>1. अनुभागीय श्वास (पेट, थोरेसिक और क्लैविक्युलर)</p> <p>2. योगिक गहरी श्वास</p> <p>3. पुरक, रेचक और कुंभक की अवधारणा</p> <p>4. बंध और मुद्रा की अवधारणा</p> <p>5. अनुलोम विलोम/नाडी शोधन</p> <p>6. शीतली एवं 7. धामरी</p> <p>सार बिंदु (कीवर्ड): पुरक, रेचक और कुंभक, बंध और मुद्रा, प्राणायाम</p>	10
III	<p>ध्यान अभ्यास</p> <p>1. प्रणव मंत्र का पाठ</p> <p>2. मंत्रों का पाठ, मंगलाचरण और प्रार्थनाओं में</p> <p>3. अंतर मौन</p> <p>4. श्वास ध्यान</p> <p>5. ओम ध्यान</p> <p>सार बिंदु (कीवर्ड): प्रणव मंत्र, श्वास ध्यान, ओम ध्यान</p>	10
भाग स-अनुशासित अध्ययन संसाधन		
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन		
अनुशासित सहायक पुस्तकें /ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:		



1. सिंह एस. पी. और योगी मुकेश: फाउंडेशन ऑफ योग, स्टैंडर्डपब्लिकेशन, नई दिल्ली, 2010.
  2. स्वामी धीरेंद्र ब्रह्मचारी: योगासन विज्ञान, धीरेंद्र योग प्रकाशन, नई दिल्ली, 1966.
  3. सरस्वती, स्वामी सत्यानंद: आसन, प्राणायाम, मुद्रा, बंध (APMB), योग प्रकाशन ट्रस्ट, मुंगेर, 2013.
  4. एच. आर. नागेंद्र: आसन, प्राणायाम, मुद्रा, बंध, स्वामी विवेकानंद योग प्रकाशन, बेंगलोर, 2002.
  5. ईश्वर भारद्वाज: सरल योगासन, सत्यमपब्लिशिंग हाउस, नई दिल्ली, 2018.
  6. श्री राय सिंह चौहान: मुद्रा रहस्य, भारतीय योग संस्थान, नई दिल्ली, 2014.
  7. डॉ विश्वनाथ प्रसाद सहा: ध्यान योग, भारतीय योग संस्थान, नई दिल्ली, 1987.
  8. श्री देशराज: ध्यान साधना, भारतीय योग संस्थान, नई दिल्ली, 2015.
- अनुशंसितडिजिटलप्लेटफॉर्मवेब लिंक:

1. [www.rishikeshnathyogshala.com](http://www.rishikeshnathyogshala.com)

अनुशंसित समकक्ष ऑनलाइन पाठ्यक्रम:

1. <https://sahayji.com/hathayoga-course>
2. <https://theyogainstitute.org/>

भाग द - अनुशंसित मूल्यांकन विधियां:

अनुशंसितसतत मूल्यांकन विधियां:

अधिकतम अंक: 50

विश्वविद्यालयीनपरीक्षा (वस्तुनिष्ठ) अंक:50

आकलन :	वस्तुनिष्ठप्रश्न	50 x 1 = 50
विश्वविद्यालयीन परीक्षा:		कुल अंक: 50
समय- 01.00 घंटे		

कोई टिप्पणी/सुझाव:

Sangeetha  
 Sruti  
 33  
 Akshay  
 Akshay  
 Akshay  
 Akshay  
 Akshay