Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati, Kolkata-700 114
Phone: +91 33 2523 3900, Telfax: +91 33 2563 7957
Website: www.gnit.ac.in, Email: info@gnit.ac.in

Curriculum
&
Syllabus

For

Course: Bachelor of Business Administration in Hospital Management [BBA(HM)]
BBA(HM) (Honours)
BBA(HM) (Honours with Research)

Regulation – 25 (R-25)

Under Autonomy

Proposed Curriculum & Syllabus for BBA(HM) (1st to 8th Sem) under Autonomy

Incorporation of NEP-2020
(Effective from 2025-26 admission batches)

Approved by AICTE
Affiliated to MAKAUT
GURU NANAK INSTITUTE OF TECHNOLOGY

GURU NANAK INSTITUTE OF TECHNOLOGY

157/F, Nilgunj Road, Sodepur, Kolkata-114

Affiliated to -

Maulana Abul Kalam Azad University of Technology

(Formerly known as WBUT)

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GENERAL COURSE STRUCTURE
&
CREDIT DISTRIBUTION

GENERAL COURSE STRUCTURE

A. Definition of Credit:

Activity Type	Contact Hours per Week (1 Semester ≈ 15 weeks)	Equivalent Credit
Lecture (L)	1 hour	1 Credit
Tutorial (T)	1 hour	1 Credit
Practical / Laboratory (P)	2 hours	1 Credit
Project Work / Seminar	2 hours (or as assigned)	1 Credit
Internship / Field Work	Equivalent to 40–45 hours of work	1 Credit

A. Abbreviations and Course Code definition:

Abbreviation	Full Form / Meaning
DSC	Discipline Specific Core (Major Subject)
DSE	Discipline Specific Elective (Elective from specialization/minor basket)
GE	Generic Elective (Elective from other disciplines/baskets)
AEC	Ability Enhancement Compulsory Course (e.g., English, Constitution, MIL, Entrepreneurship)
SEC	Skill Enhancement Course (e.g., Life Skills, IT Skills, Cyber Security, Internship)
VAC	Value Added Course (e.g., Yoga, Health & Wellness, NSS, Environment Studies)
MIM	Management Elective Course Code

Course Name:

1. Bachelor of Business Administration in Hospital Management

Course Level/Duration/System:

Course Level - Undergraduate
Duration - Four years/ Eight Semesters with multiple entry and exit.

The following options will be made available to the students joining BBA(HM) Research Program:

a. Three Years: Bachelor of Business Administration in Hospital Management (BBA – Hospital Management)
b. Four Years: Bachelor of Business Administration in Hospital Management with Honours: BBA (Hospital Management – Honours)
Bachelor of Business Administration in Hospital Management with Honours and Research: BBA (Hospital Management – Honours with Research)

Minimum Eligibility Criteria for Opting in the Fourth Year-

For BBA (Hospital Management – Honours with Research): Successful completion of BBA in Hospital Management Degree
For BBA (Hospital Management – Honours): Successful completion of BBA in Hospital Management Degree

Note: Students who are **eligible for BBA (Hospital Management** – Honours with Research) shall have the choice to pursue either:

- **BBA (Hospital Management – Honours), or**
- **BBA (Hospital Management – Honours with Research)**

SEMESTER WISE CREDIT DISTRIBUTION:

Semester	Core Courses (DSC – Major)	AEC	GE	VAC	SEC	DSE	Total Credits
I	8	2	3	3	2	2	20
II	8	2	3	3	2	2	20
III	8	2	3	–	3	4	20
IV	11	2	–	–	2	6	21
V	10	–	–	–	4	6	20
VI	17	–	–	–	–	3	20
VII	10	–	–	–	–	9	19
VIII	8	–	–	–	12	–	20

Category-wise distribution:

Description	Core Courses (DSC)	AEC	GE	VAC	SEC	DSE	Total Credits
BBA (Hospital Management)	80	8	9	6	25	32	160

Course duration and Credits-

Course Name	Duration	Credit
BBA(HM)	3 Years	Total Credits = 122
BBA(HM) (Honours)	4 Years	Total Credits = 160
BBA(HM) (Honours with Research)	4 Years	Total Credits = 160

INDUCTION PROGRAM

- ➔ **The Student Induction Program is mandatory.**
- ➔ **The Student Induction Program will be of duration Three weeks**
- ➔ **Induction program for the students to be offered right at the beginning of the first year**
- ➔ **Events under Student Induction Program -**

  - **Physical activity**
  - **Creative Arts**
  - **Universal Human Values**
  - **Literary**
  - **Proficiency Modules**
  - **Lectures by Eminent People**
  - **Visits to local Areas**
  - **Familiarization to Department/Branch**
  - **Innovations**

Mandatory Visits/Seminars/Workshops/Expert Lectures:

1. **One industrial visit after fourth semester for the students of each branch.**
2. **One-week workshop during the winter break after the first semester on Soft Skill Development.**
3. **One expert lecture for the students to be organized in every semester by resource persons from domain specific industries.**

Programme Outcome of BBA in Hospital Management (PO)

PO No.	Programme Outcome
PO1	Demonstrate foundational knowledge and skills required to effectively apply principles and practices of hospital and healthcare management.
PO2	Apply critical thinking and problem-solving skills to adapt knowledge and strategies in novel and diverse healthcare situations.
PO3	Integrate information from multiple sources and synthesize concepts to develop a comprehensive understanding of healthcare systems.
PO4	Collect, organize, analyze, and interpret healthcare data from various sources to draw meaningful insights and make informed decisions.
PO5	Utilize Information and Communication Technology (ICT) tools effectively to access, evaluate, and manage healthcare-related information.
PO6	Demonstrate the ability to work collaboratively in teams, showing cooperation, coordination, and shared responsibility.
PO7	Communicate effectively through active listening, critical reading and writing, and clearly presenting complex information to varied audiences.
PO8	Exhibit strong ethical values and professional integrity while managing hospital operations and making administrative decisions.
PO9	Recognize the importance of social responsibility and actively contribute to addressing societal healthcare needs and community welfare.
PO10	Develop an entrepreneurial mindset with the ability to identify opportunities, manage risks, and innovate in the healthcare sector.
PO11	Engage in lifelong learning to stay updated with emerging trends, technologies, and regulatory changes in the healthcare industry.

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GURU NANAK INSTITUTE OF TECHNOLOGY

CURRICULUM

Course: Bachelor of Business Administration in Hospital Management [BBA(HM)]
BBA(HM) (Honours)
BBA(HM) (Honours with Research)

Under Autonomy, following NEP-2020 structure (Course Duration - 4 years)

SEMESTER-I

3 WEEKS COMPULSORY INDUCTION PROGRAM

Sl.	Subject Type	Code	Subject Name	Credits			Total Credits
				L	T	P	
THEORY							
1.	**DSC (major)**	BBA(HM) 101	Hospital Operations Management & planning	3	1		4
2.		BBA(HM) 102	Principles of Management	3	1	0	4
3	**DSE**	MIM101	Fundamentals of Accounts	2	0	0	2
4.	**GE**		Any one from GE basket	2	1		3
5.	**AEC**	AEC101	English & Professional Communication	2			2
SESSIONAL							
6	**SEC**	SEC181	Life skills & Personality Development	2		0	2
7	**VAC**	VAC181 A/B	Yoga/Health & wellness	3		0	3
Total Credit				**17**	**3**	**0**	**20**

SEMESTER-II							
Sl.	**Subject Type**	**Code**	**Subject Name**	**Credits**			**Total Credits**
				L	**T**	**P**	
THEORY							
1.	**DSC (major)**	BBA(HM) 201	Medical Terminologies-I	3	1		4
2.		BBA(HM) 202	Medical Records Science-I	3	1		4
3.	**DSE**	MIM201	Organization Behaviour	2	0		2
4.	**GE**		Any one from GE basket	2	1		3
5.	**AEC**	AEC201	Modern Indian Languages and Literature	2			2
SESSIONAL							
6	**SEC**	SEC281	IT Skills	2			2
7	**VAC**	VAC281A	Critical Thinking	2			2
		VAC281B	NSS	2			2
		VAC281C	Environment Studies	2			2
		VAC282	Indian Knowledge System	1			1
	Additional Course**	AEC 281	Indian or Foreign Language	1	1		0
Total Credit				**17**	**3**	**0**	**20**

****Additional Course - Indian Languages: Sanskrit/Hindi/All Regional languages**
Foreign Languages: Spanish/German/French/Korean/Mandarin

SEMESTER-III							
Sl.	**Subject Type**	**Code**	**Subject Name**	**Credits**			**Total Credits**
				L	**T**	**P**	
THEORY							
1.	**DSC (major)**	BBA(HM) 301	Medical Records Science-II	3	1		4
2.		BBA(HM) 302	Medical Terminology-II	3	1		4
3.	**DSE**	MIM301	Principles of Marketing	3	1		4
4.	**GE**		Any one from GE basket	2	1		3
5.	**AEC**	AEC301	The Constitution Human Rights and Law	2			2
SESSIONAL							
6	**SEC**	SEC381	Understanding basics of Cyber Security	3			3
Total Credit				**16**	**4**		**20**

SEMESTER-IV							
Sl.	**Subject Type**	**Code**	**Subject Name**	**Credits**			**Total Credits**
				L	**T**	**P**	
THEORY							
1.	**DSC major**	BBA(HM) 401	Support Utility Services- I	3	1		4
2.		BBA(HM) 402	Hospital Inventory & Purchase Management	3	1		4
3		BBA(HM) 403	Medical Ethics, Law and Etiquette	2	1		3
4.	**DSE**	MIM401	Human Resource Management	2	1		3
5.		MIM402	Sales and Distribution Management	2	1		3
6.	**AEC**	AEC401	Society Culture and Human Behavior	2			2
SESSIONAL							
7.	**SEC**	SEC481	Project and Discussion				2
Total Credit				**14**	**5**		**21**

SEMESTER-V							
Sl.	**Subject Type**	**Code**	**Subject Name**	**Credits**			**Total Credits**
				L	**T**	**P**	
THEORY							
1.	**DSC**	BBA(HM) 501	Support Utility Services- II	4	1		5
2.		BBA (HM) 502	Epidemiological Transition in Healthcare	4	1		5
3.	**DSE**	MIM501	Financial Management	2	1		3
4.		MIM502	Entrepreneurship	2	1		3
SESSIONAL							
4.	**SEC**	SEC581	Minor Project/Internship				4
Total Credit				**12**	**4**		**20**

SEMESTER-VI							
Sl.	**Subject Type**	**Code**	**Subject Name**	**Credits**			**Total Credits**
				L	**T**	**P**	
THEORY							
1.	**DSC**	BBA(HM) 601	Quality In Healthcare	3	1		4
2.		BBA(HM) 602	Public Health and Healthcare Policy	3	1		4
3.		BBA(HM) 603	Occupational Health and Hazards	3	1		4
		BBA(HM) 604	Research Methodology in Healthcare system	4	1		5
4	**DSE**	MIM601	Customer Relationship management	2	1		3
Total Credit				**15**	**5**		**20**

SEMESTER-VII							
Sl.	**Subject Type**	**Code**	**Subject Name**	**Credits**			**Total Credits**
				L	**T**	**P**	
THEORY							
1.	**DSC**	BBA(HM) 701	Healthcare Management Information System	4	1		5
3.		BBA(HM) 702	Health Insurance	4	1		5
4.	**DSE**	MIM701	Consumer Behaviour	2	1		3
5.		MIM702	Strategic Management	2	1		3
6.		MIM703	Managing Workplace Diversity	2	1		3
Total Credit				**14**	**5**		**19**

SEMESTER-VIII							
Sl.	**Subject Type**	**Code**	**Subject Name**	**Credits**			**Total Credits**
				L	**T**	**P**	
THEORY							
1.	**DSC**	BBA(HM) 801	Applications of AI in Healthcare	3	1		4
2.		BBA(HM) 802	Health Economics	3	1		4
SESSIONAL							
3	**SEC**	SEC881	DISSERTATION				12
Total Credit				**8**	**2**		**20**

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Curriculum Structure & Detailed Syllabus (Effective from 2025-26 admission batch)

Semester - 1

Semester	1
Paper Code	BBA(HM)101
Paper Name	Hospital Operations Management & planning
Credit	4
Total Contact Hours	50
Contact Hours/Week	3L + 1T + 0P

CO No.	Course Outcome Statement
CO1	Understand the structure, organization, and regulatory requirements of hospitals.
CO2	Analyze the evolution, classification, and societal role of hospitals in India.
CO3	Apply principles of planning in designing hospital facilities and services.
CO4	Examine national health planning frameworks and policies such as NHP 2017 and NPP.
CO5	Evaluate key national health programmes and their impact on public health.

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	3	2	2	–	–	–	1	3	–	–	2
CO2	2	2	3	1	–	–	2	–	3	–	2
CO3	3	3	2	2	1	2	1	2	–	2	2
CO4	2	2	3	1	–	–	2	2	3	–	3
CO5	2	3	2	2	–	1	2	2	3	–	3

Sl	Course content	Mapped modules	Hour allotted
CO1	• Definition of Hospital • Organization of the hospital • Governing body, Hospital committees and hospital functionaries • Duties and responsibilities of various levels of management • Levels of Healthcare Delivery System • Licenses & Approvals required to set up & run Hospitals	**M1**	**10**
CO2	• Hospitals in the framework of India's Health Policy, Origin, Evolution & Growth of Hospitals, Importance of Hospitals in Society • Classification of Hospitals Teaching / Non-teaching, Super speciality/General, Govt./Non- Govt. Large/small, Accredited / Non-accredited	**M2**	**12**

CO3	• Guiding principles in planning hospital facilities & services Planning the hospital building • Stages in planning, Finance, Location, Need assessment survey of community, factors determining site etc	**M3**	**8**
CO4	Health Planning • National Health Policy,2017 • National Population Policy NITI Aayog	**M3, M4**	**10**
CO5	National Health Programmes: • National Dengue control programme • National Leprosy Eradication Control Programme, • National Framework for Malaria Elimination (2016-2030) programme • RNTCP, • Universal Immunization Programme • RCH Phase II • Vision 2020 • National Health Mission, • National Mental Health Programme,	**M5**	**10**

Text Books	
SL NO	Book Names
1	1. Hospitals – Facilities Planning & Management – by G. D. Kunders
2	Preventive and Social Medicine - by K. Park

Reference Books	
SL NO	Book Names
1	Lean Hospitals: Improving Quality, Patient Safety, and Employee Engagement – by Mark Garban
2	Hospital Management and Administration: Principles and Practice – by B V Subrahmanyam
3	Hospital: Man, Woman, Birth, Death, Infinity, Plus Red Tape, Bad Behaviour, Money, God and Diversity of Steroids – by Julie Salamon

Semester	1
Paper Code	BBA(HM)102
Paper Name	Principles of Management
Credit	4
Total Contact Hours	50
Contact Hours/Week	3L + 1T

Course Objectives	
CO1:	To help the students to develop cognizance of the importance of management principles.
CO2:	To enable them to analyze and understand the environment of the organization.
CO3:	To study the all-management functions of organization.
CO4:	To enable them to understand the structure and changes of the organization.

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**
CO1	3	2	2	–	–	1	1	2	–	2	2
CO2	2	3	2	1	–	1	2	1	–	2	2
CO3	3	2	2	2	1	2	2	2	–	2	2
CO4	2	3	2	–	–	2	2	2	–	2	2

Course Code:	**BBA(HM)102**	
Course:	**Principles of Management** Credits:4.0	
	Contents	
Chapter	**Name of the topic**	**Hours**
Unit-I	Introduction to Management • Definition and nature of management • Evolution of management theories • Functions of management (planning, organizing, leading, controlling) • Roles and skills of managers • Managerial levels and hierarchy	**10**

Unit-II	Planning and Decision Making • Importance and benefits of planning • Types of plans (strategic, tactical, operational) • Steps in planning • Environmental scanning • Decision-making process and techniques	**10**
Unit-III	Organizing • Organizational structure • Departmentalization and span of control • Authority, responsibility, and delegation	**10**

Unit-IV	Leading and Motivating • Leadership-- definition and styles • Communication and its importance • Motivation theories	**10**
Unit-V	Controlling and resistance to management • Elements of control process • Types of control (feedforward, concurrent, feedback) • Concept of resistance to change • Overcoming resistance to change	**10**
	Total	**50**

Text Books	
SL NO	Book Names
1	Premvir Kapoor – *Principles of Management*, Khanna Publishing House
2	James A. Stoner, Edward Freeman, Daniel Gilbert – *Management*, Pearson

Reference Books	
SL NO	Book Names
1	Heinz Weihrich, Harold Koontz – *Essentials of Management*, Tata McGraw-Hill
2	V.S.P. Rao, Hari Krishna – *Management: Text & Cases*, Excel Books

Semester	1
Paper Code	MIM101
Paper Name	Fundamentals of Accounts
Credit	2
Total Contact Hours	30
Contact Hours/Week	2L

Course Objectives	
CO1:	This course enables students to gain preliminary knowledge about accounts.
CO2:	This course will enable the students to combine practice and theoretical knowledge of accounting
CO3:	The students of this course will be active learners and develop awareness of emerging trends in accounts
CO4:	The course will provide decision making skills to the students in the financial analysis context,
CO5:	The students of this course will have the ability to identify and analyse accounts related problems and opportunities in real life situations.

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**
CO1	2	1	2	2	–	–	1	2	–	1	2
CO2	2	2	2	3	1	–	1	2	–	1	2
CO3	2	2	2	2	2	–	1	1	–	2	3
CO4	2	3	2	3	1	–	1	2	–	2	2
CO5	2	3	2	3	1	–	1	2	–	2	2

Sl	**Course content**	**Mapped modules**	**Hour allotted**
CO1	• Introduction to Accounting • Accounting: Meaning, Objectives and • Advantages. Users of Accounting Information. • Fundamental Accounting Assumptions: (Going Concern, Consistency, Accrual.) Accounting • Principles: (Accounting Entity, Money Measurement, Accounting	**M1**	**8**

	Period, • Full Disclosure, Materiality, Prudence, Cost Concept, and Dual Aspect, • Revenue recognition, matching.) Recording of • Transactions Double Entry System. Rules of • Debit and Credit • Journal and Ledger. • Preparation of Trial • Balance.		
CO2	• Financial Statements • Financial Statements: Objective and Importance. Trading and Profit and Loss Account: • Balance Sheet: Need, grouping, marshalling of assets and liabilities. Adjustments • in Preparation of Financial Statements: • (With respect to closing stock, outstanding expenses, prepaid expenses, accrued income, • Income received in advance, depreciation, bad debts, provision for doubtful debts.)	M2	5
CO3	• Cost Accounting: • Introduction: Definition of • Costing, Cost concepts • Types of costs, Classification of costs, Cost sheet	M2	7
CO4	• Materials control: Introduction: Various stock levels, • Economic Ordering Quantity • Various methods of pricing materials issues (FIFO and LIFO)	M3	5
CO5	• Analysis of Financial Statements. • Cash Flow Statement. • Glimpses of Computerised Accounting.	M4	5

Text Books	
SL NO	Book Names
1	S. N. Maheshwari, S. K. Maheshwari – *Accounting for Management*, Vikas Publishing House, Fifth Edition
2	William Stallings – *Computer Organization and Architecture*, Pearson/PHI, Sixth Edition.

Reference Books	
SL NO	Book Names
1	Donald P. Leach, Albert Paul Malvino, Goutam Saha – *Digital Principles and Applications*, Tata McGraw-Hill Education, 2011 Edition
2	M. Morris Mano – *Computer System Architecture*, Pearson/PHI, Third Edition

Semester	1
Paper Code	AEC101
Paper Name	English & Professional Communication and soft skill
Credit	2
Total Contact Hours	30
Contact Hours/Week	2L

Course Objectives	
CO1:	To improve communicative competence of the students.
CO2:	To enable the students converse in the real-life situations.
CO3:	To make the effective use of English for practical purposes.
CO4:	To enable the students, acquire phonetic skills.

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**
CO1	1	2	2	–	1	2	3	1	1	1	2
CO2	1	2	1	–	–	2	3	1	1	1	2
CO3	1	2	2	–	1	2	3	1	–	1	2
CO4	–	1	1	–	–	–	3	–	–	–	1

Course Code:	**AEC101**	
Course:	**English & Professional Communication and soft skill** Credits:2.0	
Contents		
Chapter	**Name of the topic**	**Hours**
Unit-I	Grammar: Tense, Voice, Phrases and Clauses, Narration, Transformation of Sentences, Vocabulary.	**6**
Unit-II	Communication: Definition, importance, purpose, elements, barriers, body language and strategies.	**8**
Unit-III	Reading Skills: Purpose, Articulation, Syllables, Accent and Voice Modulation.	**7**
Unit-IV	Presentation Skills, its structure, speech preparation, public speaking on special occasion. Interview, types, Group Discussion, Mock Sessions for practice.	**9**
	Total	**30**

List of Books

Name of Author	Title of the Book	Name of the Publisher
Anjana Tiwari	Communication Skills in English | AICTE Prescribed Textbook	Khanna Publishing House
Kulbhushan Kumar	English (with Lab Manual) | AICTE Prescribed Textbook	Khanna Publishing House
K C Verma	The Art of Communication	Kalpaz Publication.
B K Mitra	Personality Development and Soft Skills	Oxford Publication
Wren and Martin	High School Grammar and Composition, Wren and Martin	S Chand Publication

Semester	1
Paper Code	SEC181
Paper Name	Life skills & personality Development
Credit	2
Total Contact Hours	30
Contact Hours/Week	2L

Course Objectives	
CO1:	To enable the students, understand the essence of career growth and improvement of professional skills..
CO2:	To enable the students, realize the importance of attitude and its relation to the motivational acumen to manage the daily stress issues for a sum total development.
CO3:	To acquire deemed knowledge on the various tentacles of communicative skills and their subsequent application for a complete reflection.
CO4:	To make the students realize the use and necessity of soft skills in the corporate domain and job searching scenario.

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**
CO1	1	2	1	–	–	2	2	2	–	2	3
CO2	1	3	1	–	–	2	2	2	1	2	2
CO3	1	2	2	–	–	2	3	1	1	1	2
CO4	1	2	1	–	–	2	3	2	–	2	2

Course Code:	**SEC181**	
Course:	**Life Skills and Personality Development** Credits:2.0	
	Contents	
Chapter	**Name of the topic**	**Hours**
Unit-I	Career and Professional Skills: Listening skills, Reading skills, Writing skills, Resume preparation, exploring career opportunities, cognitive skills, presentation skills, social and cultural etiquettes, digital literacy, ethics and security.	**7**
Unit-II	Attitude and Motivation: Attitude: Concept, meaning, types, applicable factors in daily life. Motivation: Concept, meaning, types, causes of de motivation, remedial measures. Stress Management and Development of Capabilities: Stress: meaning, causes, solutions. Development of Capacities: Leadership qualities, time management, decision making, team work, work ethics, good manners and etiquettes.	**8**

Unit-III	Introduction to Soft Skills: Personal Skills, knowing oneself, confidence building, defining strengths and weaknesses, developing positive attitude, thinking positively, perceptions, values in daily life. Inter and Intra personal skills, Group Dynamics, the importance of a good networking system, troubleshooting method and problem solving tools and techniques.	**9**
Unit-IV	The various branches of Communication Skills: Reading texts, Speaking fluently, Writing effectively. E mail writing and etiquettes followed. Corporate and Job hunting Skills: The Behavioral etiquettes, mannerisms, Stress Management, Time Management, importance of proper body language, writing a good CV (with job application), career planning, importance of goal settings in different spheres and conducting of mock GD.	**6**
	Total	**30**

List of Books

Name of Author	**Title of the Book**	**Name of the Publisher**
Meena and V. Ayothi (2013)	A Book on Development of Soft Skills	PR Publisher and Distributor
Patra Avinash	The Spiritual Life and Culture of India	London, OUP.
Shiv Khera	You can win	MacMillan Books, New York, 2003.
B K Mitra	Personality Development and Soft Skills	Oxford Publication.
Alex K	Soft Skills - Know Yourself and Know your World	S Chand and Company Ltd.

Semester	1
Paper Code	VAC181A
Paper Name	Yoga
Credit	3
Total Contact Hours	45
Contact Hours/Week	3L

Course Objectives	
CO 1	To explain the meaning of Yoga, & its importance.
CO 2	To know the classification of Yoga & its values
CO 3	To know the different yogic practices and their significance. To understand the effects of kriyas, pranayam and asanas on our body.
CO 4	To comprehend the concept of health, healing, and disease by the influence of Yoga
CO 5	To know the way of Stress management through Yoga and Yogic dietary considerations.
CO 6	To know the need of Yoga for healthy living & Effects of Meditation on our body.

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**
CO1	1	1	2	–	–	–	1	2	2	–	2
CO2	1	1	2	–	–	–	1	2	2	–	2
CO3	2	2	2	–	–	–	1	2	2	–	2
CO4	2	2	2	–	–	–	1	3	3	–	2
CO5	2	3	1	–	–	–	1	2	2	–	2
CO6	2	2	2	–	–	–	1	2	3	–	2

Course Code:	**VAC181A**	
Course:	**Yoga** Credits:3.0	
Contents		
Chapter	**Name of the topic**	**Hours**
Unit-I	**Introduction to Yoga** Concept & principles, aims and objectives, classifications, Role of Yoga in character building, Therapeutic values of Yoga, Role of Yoga practices in developing concentration, will power and discipline, Difference between Yoga Asana and physical exercises, Importance of Yoga in daily life.	**15**

Unit-II	**Asanas, Kriya & Pranayam** Positions of Asanas: Guidelines, importance and limitations. Standing, Sitting, Supine, Proline and Balancing Asanas. (Any three asanas from each) Definitions of kriyas, Types, brief ideas of each kriya and importance.	**15**
Unit-III	Pranayam: Definition, guidelines for the practice of pranayama, importance, limitations	**10**
Unit-IV	**Yoga and Health** Need of Yoga for health, concept of health and healing: yogic perspectives Yogic principles of healthy living and the role of Yoga in stress management and yogic dietary considerations	**5**
	Total	**45**

List of Books

Name of Author	**Title of the Book**	**Name of the Publisher**
Nagendra, H. R. & Nagarathna, R.	Samagra Yoga Chikitse	Bengaluru: Swami Vivekananda Yoga Prakasana
Kumar, Ajith	Yoga Pravesha	Bengaluru: Rashtrothanna Prakashana
D.M Jyoti	Yoga and Physical Activities	lulu.com3101, Hills borough, NC27609, United State

Semester	1
Paper Code	VAC181B
Paper Name	Health & Wellness
Credit	3
Total Contact Hours	45
Contact Hours/Week	3L

CO No.	Course Objective
1	To help understand the importance of a healthy lifestyle
2	To familiarize students about physical and mental health
3	To create awareness of various lifestyle related diseases
4	To provide understanding of stress management

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	2	2	2	–	–	–	1	2	3	–	2
CO2	2	2	2	–	–	–	1	2	3	–	2
CO3	2	3	2	–	–	–	2	2	3	–	2
CO4	2	3	1	–	–	–	1	2	2	–	2

Course Code:	**VAC181B**	
Course:	**Health & Wellness** Credits:3.0	
	Contents	
Chapter	**Name of the topic**	**Hours**
Unit-I	**Introduction to Health and Wellness** • Define and differentiate health and wellness. • Importance of health and wellness Education. • Local, demographic, societal issues and factors affecting health and wellness. • Diet and nutrition for health & wellness. • Essential components of balanced diet for healthy living with specific reference to the role of carbohydrates, proteins, fats, vitamins & minerals.	**15**
Unit-II	• Malnutrition, under nutrition and over nutrition. • Processed foods and unhealthy eating habits. • Body systems and common diseases. • Sedentary lifestyle and its risk of disease.	**10**
Unit-III	**Management of Health & Wellness** • Healthy foods for prevention and progression of Cancer, Hypertension, Cardiovascular, and metabolic diseases (Obesity, Diabetes, Polycystic Ovarian Syndrome). • Types of Physical Fitness and its Health benefits. • Modern lifestyle and hypo-kinetic diseases; prevention and management through exercise. • Postural deformities and corrective measures.	**15**
Unit-IV	**Anxiety, Stress and Aging** • Meaning of Anxiety, Stress and Aging • Types and Causes of Stress • Stress relief through Exercise and Yoga • Role of sleep-in maintenance of physical and mental health.	**5**
	Total	**45**

List of Books

Name of Author	Title of the Book
Steven N. Blair, William L. Haskell	Physical Activity and Health
Emily Attached & Marzia Fernandez	Mental Health Workbook
Nashay Lorick	Mental Health Workbook for Women: Exercises to Transform Negative Thoughts and Improve Well-Being
C. Nyambichu & Jeff Lumiri	Lifestyle Diseases: Lifestyle Disease Management
Angela Clow & Sarah Edmunds	Physical Activity and Mental Health

Semester - 2

Semester	2
Paper Code	BBA(HM) 201
Paper Name	Medical Terminologies-I
Credit	4
Total Contact Hours	50
Contact Hours/Week	3L+1T

Course Objectives	
CO1	Well-versed in defining the basics of human anatomy and physiology
CO2	Identify and define prefixes, roots, and suffices in order to construct proper medical terminology.
CO3	Skilled at interpreting the key body systems and functions, understanding the related diseases and surgical procedures
CO4	Expert in evaluating and utilizing the correct prescription terms.
CO5	Competent in understanding a variety of medical imaging technologies and standard examination positions

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**
CO1	3	2	2	–	–	–	1	–	–	–	2
CO2	3	2	2	–	–	–	2	–	–	–	2
CO3	3	3	2	1	–	–	2	–	–	–	2
CO4	3	2	1	–	–	–	2	2	–	–	2
CO5	3	2	2	1	2	–	1	–	–	–	3

Module	**Paper details**	**Hours**
1.	• Basics of Human Body, Body cavities, Body planes and Basic examination	3
2.	• Introduction to medical terminology, Word formation, Greek & Latin prepositional • Commonly used prefixes, suffixes and root words in medical terminology, • Commonly used medical terms to define different parts of the body	10

3.	• Basic knowledge and Elementary Diseases of Human System • Elementary Diseases of Cardio-Vascular System (IHD, Heart valve Disease, CHD, Anemia, Thalasemia, Hemophilia), • Therapeutic and surgical procedures- Angioplasty • CABG, CPR, Defibrillation, Pacemaker implantation. • Elementary Diseases of Urinary System (Dialysis, Nephritis, BPH & Hydronephrosis) • Elementary Diseases of Endocrine system (Diabetes, Diabetic Foot, Gangrene, Hypo and Hypersecretion diseases)	15

4.	• Elementary Diseases of nervous system (Stroke, Quadriplegia, Alzheimers's disease) Therapeutic and surgical procedures- Awake brain surgery, Epilepsy surgery, Locomotor training for spinal • cord injury, trigeminal neuralgia surgery, Deep brain stimulation	10
5.	• Fundamentals of Diagnostic procedure- USG, MRI, X-Ray, CT scan, PET scan, Biopsy, FNAC • Fundamentals of Diagnostic procedure- CT scan, PET scan, Biopsy, FNAC • Cardiology Dept: ECG, Echo, Angiogram, Coronary Angiography, Doppler ultrasonography • Cardiology Dept: 64 Slice CT, Cardiac catheterization, Holter	12

Suggested Readings:

1) Paramedics-Six in One, Jaypee Brothers
2) Human physiology vol 1&2 by Dr. C C Chatterjee
3) Guyton and Hall Textbook of medical Physiology
4) Colour atlas of human body
5) Grays Anatomy for Students Ricard L Drake
6) Park'stextbookofPreventive&Socialmedicine

Semester	2
Paper Code	BBA(HM) 202
Paper Name	Medical Records Science I
Credit	4
Total Contact Hours	50
Contact Hours/Week	3L+1T

Course Objectives	
CO1	This course enables students to gain preliminary knowledge about medical records.
CO2	This course will enable the students to combine practice and theoretical knowledge of coding, indexing, computerization of MR.
CO3	The students of this course will be active learners and develop awareness of retention of medical records and about the various medico legal cases.
CO4	The students will also have a vivid knowledge about the medical audit processes for quality improvement.

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**
CO1	3	1	2	1	1	–	1	2	–	–	2
CO2	3	3	2	3	3	–	1	2	–	–	2
CO3	3	2	2	2	2	–	2	3	1	–	2
CO4	3	3	2	3	2	2	2	3	–	–	3

Sl	Course content	Mapped modules	Hour allotted

CO1	• Role of MR in health care delivery • Definition • Types of MR • Importance of MR, • Flow chart of function • Assembling & deficiency check • Format types of MR • Characteristics of MR • Ownership of MR • Maintenance of records in the ward • Content of MR	M1	15
CO2	• Coding • Indexing • Filing • Computerization of MR • Microfilming • Hospital statistics • ICD 9, 10 and 11 • Process of arranging medical records	M2	15
CO3	• Organization & management of MRD, • Retention of MR, • Preservation of MR,	M3	10
CO4	• Role of MRD personnel • Legal aspects of MR (Medico legal cases) • Medical Audit	M4	10

Suggested Readings:

1. Medical Records Organization and Management, GD Mooli—Jaypee
2. Hospital Administration, Tabish - O.U.P.
3. Principles of Hospital Administration & Planning, B.M.Sakharkar -Jaypee
4. Hospital Administration &Management, C.M. Francis & D' Souza- Jaypee
5. Management of Hospitals --Goel & Kumar-Deep & Deep.
6. Park's Textbook of Preventive & Social medicine.

Semester	2
Paper Code	MIM201
Paper Name	Organization Behaviour
Credit	2
Total Contact Hours	30
Contact Hours/Week	2L

Course Objectives	
CO1	Students will be able to have clear understanding of basic and history of Organization behaviour.
CO2	Students will be able to have clear understanding about individual behaviour aspects.
CO3	Students will be able to have clear understanding about group dynamics.
CO4	Students will be able to have clear understanding about power and political behaviour.
CO5	Students will be able to have clear understanding of global organization behaviour.

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**
CO1	2	2	2	–	–	1	2	2	–	1	2
CO2	2	3	2	–	–	2	2	2	–	1	2
CO3	2	3	2	–	–	3	2	2	–	2	2
CO4	2	3	2	–	–	2	2	2	–	2	2
CO5	2	3	3	–	–	2	2	2	–	2	3

Course Code:	**BBA(HM) MIM201**	
Course:	**ORGANIZATIONAL BEHAVIOUR** Credits:2.0	
Chapter	**Name of the Topic**	**Hours**
Unit-I	Introduction to Organizational Behaviour • Definition and scope of organizational behaviour • Importance of studying organizational behavior • Individual behaviour in organizations	**8**
Unit-II	Individual Behaviour • Personality definition, theories • Perception, attribution, and attitudes and Job satisfaction	**5**
Unit-III	Group and Team Dynamics • Types of groups in organizations • Stages of group development • Conflict management and negotiation skills	**8**
Unit-IV	Power and Political behaviour • Definition, • Power Dynamics • Sources and Types of political activities • Power tactics	**5**
Unit-V	International Organizational Behaviour • Definition, nature, characteristics • Cross-cultural differences and their impact on behaviour	**4**
	Total	**30**

List of Books

Sr. No.	Name of Author	Title of the BOOK	Publication
1	K. Aswathappa	Organizational behaviour, Text, Cases and Games	Himalaya Publishing House
2	Stephen P. Robbins	Organizational Behaviour, Eighteen Edition	Pearson
3	Stephen P. Robbins	Essentials of Organizational Behavior, Fourteenth Edition	Pearson
4	Fred Luthans	Organizational behavior: A modern behavioral approach to management	McGraw-Hill
5	Khanka S.S	Organizational Behaviour	S Chand & Company

Semester	2
Paper Code	AEC201
Paper Name	Modern Indian Languages and Literature
Credit	2
Total Contact Hours	30
Contact Hours/Week	2L

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	2	2	–	–	–	2	–	2	–	2
CO2	1	2	3	–	–	–	3	–	1	–	2
CO3	1	2	3	–	–	–	2	–	2	–	2
CO4	1	2	2	–	1	2	3	–	1	1	2

Course Objectives	
CO1	To understand the basics of the functional grammar, its usage and relevant application.
CO2	To understand technique, style, pattern and the logical development of thoughts in writing various different kinds of prose.
CO3	To understand the text and the key features associated with the literary aspects of MIL.
CO4	To understand the need and development of the structure of the contemporary communication skills and its relevant application.

Course Code:	**AEC201**	
Course:	**Modern Indian Languages and Literature** Credits:2.0	
Contents		
Chapter	**Name of the topic**	**Hours**
Unit-I	Functional Grammar and its usage: Formation of tenses, gerund, infinitive, verbal noun, synthesis of sentences, idioms and proverbs.	**6**

Unit-II	Develop the Writings in a New Pattern and Style: Expository, Descriptive, Reflective, Narrative, Biographical and Autobiographical. Letters (Formal type) and Report Scripting (News Paper style) and Features.	**7**
Unit-III	Poetry: Jack (E V Lucas), Snake (D H Lawrence). Prose: Kite (Somerset Maugham), The Hungry Stone (Rabindranath Tagore) Drama: Tara (Mahesh Dattani)	**9**
Unit-IV	Communication: Debate, Discussion, Public interaction, Safety measures of Communication, Power of Convincing others and Audio-Visual technology used for the contemporary communication system.	**8**
	Total	**30**

List of Books

Name of Author	**Title of the Book**	**Name of the Publisher**
Wren and Martin	High School Grammar and Composition	S Chand Publication
Palgrave	Golden Treasury	Oxford Publication
B K Mitra	Personality Development and Soft Skills	Oxford Publication
H.N. Kashyap	A Pageant of Poems (English, Paper back)	Selina Publishers

Semester	2
Paper Code	SEC281
Paper Name	IT Skills
Credit	2
Total Contact Hours	30
Contact Hours/Week	2L

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	2	2	2	3	–	2	–	–	1	2
CO2	1	2	2	2	3	2	3	–	–	2	2
CO3	2	3	2	3	3	–	2	1	–	2	2
CO4	2	3	2	2	3	–	2	–	–	3	3
CO5	2	3	2	2	3	–	1	3	–	2	3

Sl. No.	Course Objective
1	To understand the usage of various IT tools and software applications commonly used in business environments.
2	Understand the role and importance of IT tools in enhancing productivity, efficiency, and communication in business operations.
3	To understand the utilization of IT tools for data management, analysis, and reporting to support decision-making processes.
4	To understand CRM and technologies such as SEO and use it for business advancement.
5	To understand the importance of cyber security and IT governance.

Course Code:	**SEC281**	
Course:	**IT Skills**	Credits:2.0
	Contents	
Chapter	**Name of the topic**	**Hours**

Unit-I	Introduction to IT Tools in Business: Overview of IT tools and their importance in business, Role of IT tools in enhancing productivity and efficiency, Operating systems and software applications used in business, Introduction to internet and its impact on business, Overview of business information systems and databases, Introduction to ERP and its usages, ERP systems (e.g., SAP, Oracle, Microsoft Dynamics).	**7**
Unit-II	Communication and Collaboration Tools: Email communication and management, Instant messaging and online chat tools, Video conferencing and web conferencing tools, Document sharing and version control tools, Virtual team communication and coordination.	**5**

Unit-III	Data Management and Analysis Tools: Introduction to spreadsheets and data analysis, Advanced features of spreadsheet software (e.g., formulas, functions, pivot tables), Database management systems and their role in business, Business intelligence and data analytics tools.	**6**
Unit-IV	Marketing, HR Tools: Customer relationship management (CRM) systems, Marketing automation tools, Email marketing tools, HRIS (Human Resource Information System) concept and tools, Web analytics and search engine optimization (SEO) tools.	**6**
Unit-V	Cybersecurity and IT Governance: Importance of cybersecurity in business, Types of cyber threats and attack vectors, Network security and firewalls, Data encryption and secure communication, Risk assessment and management, IT governance frameworks and compliance standards.	**6**
	Total	**30**

List of Books

Name of Author	**Title of the Book**	**Name of the Publisher**
R.K. Jain	IT Tools and Business Systems	Khanna Publishing House
Debtoru Chatterjee	Cyber Crime And Its Prevention In Easy Steps	Khanna Publishing House
Debtoru Chatterjee	Cyber Attacks and Counter- Measures Made Simple	Khanna Publishing House
Mayank Bhusan Rajkumar Singh Rathore Aatif Jamshed	Fundamentals of Cyber Security (Principle, Theory and Practices)	BPB Publications
Nippani K.S	Digital India Governance Transformation	Nippani K.S

Semester	2
Paper Code	VAC281A
Paper Name	Critical Thinking
Credit	2
Total Contact Hours	30
Contact Hours/Week	2L

CO. No.	Course Objective
1	Explain the meaning of critical thinking and its components.
2	To know the importance of critical thinking in every day's life.
3	To know the different kinds of arguments, its validity and evaluation
4	To understand the logical fallacies during arguments
5	Influence of biases during decision making
6	To learn the different techniques to analyze problem and find out the solutions

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	3	2	1	–	–	2	–	–	1	2
CO2	1	3	2	–	–	–	1	–	–	1	2
CO3	1	3	2	2	–	–	2	–	–	1	2
CO4	1	3	2	1	–	–	2	–	–	1	2
CO5	1	3	2	2	–	–	1	2	–	2	2
CO6	1	3	2	3	–	–	1	–	–	2	2

Course Code:	**VAC281A**	
Course:	**Critical Thinking** Credits:2.0	
	Contents	
Chapter	**Name of the topic**	**Hours**
Unit-I	**Introduction of Critical Thinking** ● Define Critical thinking ● Components of critical thinking ● Recognize clear thinking, critical thinking & clear writing ● Benefits of critical thinking in everyday life	**8**

Unit-II	**Arguments & Logical Fallacies** ● Constitution of an argument ● Describe Types of Inductive arguments ● Evaluating the validity and reliability of an argument ● Contextual evaluation of arguments ● What are logical fallacies ● Recognizing logical fallacies in arguments ● Spotting and refuting logical fallacies	**10**

Unit-III	**Cognitive Biases & Analyzing complex problems** ● What are cognitive biases? ● How cognitive biases can lead to poor decision-making ● Avoiding common cognitive biases ● Breaking down complex problems ● Analyzing complex problems using critical thinking techniques ● Using creative problem-solving skills to arrive at innovative solutions	**12**
	Total	**30**

List of Books

Name of Author	Title of the Book
M. Neil Browne, 2011	Asking the Right Questions: A Guide to Critical Thinking
Rolf Dobelli., 1981	The Art of Thinking Clearly
E Balaguruswamy, 2023	Developing Thinking Skills (The Way to Success) | AICTE Recommended
Anthony Weston 1986	A Rulebook for Arguments
Adam M. Grant, 2021	Think Again: The Power of Knowing What You Don't Know
Tom Chatfield, 2017	Critical Thinking: Your Guide to Effective Argument, Successful Analysis and Independent Study (Kindle Edition)

Semester	2
Paper Code	VAC281B
Paper Name	NSS
Credit	3
Total Contact Hours	45
Contact Hours/Week	3L

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	1	2	–	–	2	2	2	3	–	2
CO2	2	2	2	–	–	3	2	2	3	–	2
CO3	2	3	2	2	–	3	2	2	3	1	2
CO4	2	3	2	–	–	3	2	2	3	–	2
CO5	1	2	2	–	–	3	2	3	3	–	2

CO. No.	Course Objective
1	The course help students to understand rich cultural diversity of India and have pride through a better knowledge of the country
2	Students should be able to understand the community in which they work and their relationship
3	Identify the needs and problem of the community and involve them in problem solving
4	Develop capacity to meet emergencies and natural disasters
5	Practice national integration and social harmony

Course Code:	**VAC281B**	
Course:	**NSS** Credits:3.0	
Contents		
Chapter	**Name of the topic**	**Hours**
Unit-I	**Introduction & Basics Concept of NSS** History and Philosophy Aims, Objectives of NSS. Emblem Sign, NSS Badge, Clap, Flag NSS Song: Lakshya Geet, Sadbhavna Geet, Rastriya Yuba Geet Organizational Structure, Role and Responsibilities	**8**
Unit-II	**NSS Programme & Activities** Concept of Regular activities Visit and survey -orphanage, old age home & child care Methodology of conduct survey Basics of adaptation of village/slums Calender of NSS activities & maintenance of NSS work dairy Understanding Youth: Definition, Profile of youth, Challenges & opportunities of youth	**10**
Unit-III	**Volunteerism & Disaster Management** Volunteerism: Needs and importance, Shramdan as a part of volunteerism Meaning and types of Leadership, Qualities of good leadership, Importance and role of youth leadership Introduction of disaster management, Classification of disaster Role of youth in disaster management	**12**
	Total	**30**

Recommended Books and Links:

Sl. No.	Books and Links:
1	"Ministry of Youth Affairs and Sports".
2	"Contact Us | National Service Scheme".
3	"National Service Scheme | Ministry of Youth Affairs and Sports | GoI".
4	https://nss.gov.in/sites/default/files/Gujarat_0.pdf[bare URL PDF]
5	https://nss.gov.in/sites/default/files/Madhya%20Pradesh.pdf
6	NSS Manual: 2020

Semester	2
Paper Code	VAC281C
Paper Name	Environment Studies
Credit	2
Total Contact Hours	45
Contact Hours/Week	3L

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	3	3	2	–	–	1	2	3	1	2
CO2	2	3	3	2	1	2	2	2	3	1	3

Sl. No.	Course Objective
1	The course is designed to provide a working knowledge of environment, ecology and physical sciences for problem solving.
2	The learner will be able to remember, understand and apply the taught concepts and methods involving social and environmental processes for betterment of environmental health and safety.

Course Code:	**VAC281C**	
Course:	**Environmental Studies** Credits:2.0	
Contents		
Chapter	**Name of the topic**	**Hours**
Unit-I	**Fundamentals of Environment:** Introduction, Multidisciplinary nature, Scope and importance; the need for environmental education.	**4**
Unit-II	**Ecosystems** Ecosystems: Definition, Structure: food chains, food webs and function of ecosystem. Ecological Interactions, Biodiversity and Conservation – Levels, India as a mega-biodiversity nation, Threats to biodiversity, Ecosystem and biodiversity services.	**8**
Unit-III	**Environmental Pollution** Environmental Pollution - Types: - Air pollution, Water pollution, Land pollution, Noise pollution; pollutants, Effects of pollution, Control and Remedial measures.	**10**
Unit-IV	**Environmental Protection** Environmental Protection, Sustainable Development, Different Renewable Energy Sources- Wind Power, Water Power, Bio Fuel/Solid Bio Mass, Environmental Movements- Chipko movement.	**8**
	Total	**30**

List of Books

Name of Author	**Title of the Book**	**Name of the Publisher**
M.P. Poonia, S.C. Sharma	Environmental Studies	Khanna Publishing House
M.P. Poonia, S.C. Sharma	Environmental Engineering	Khanna Publishing House
G.N. Pandey	Environmental Management	Vikas Publishing House
Cunningham	Environmental Science	TMH.

Course Name: Indian Knowledge System

Course Code: VAC282

Contact (L: T: P): 1: 0 : 0

Total Contact Hours: 12

Credit: 1

Course Objectives:

The objective of this course is to make the students able to—

CO1: understand the extent and aspects of ancient Indian cultural, philosophical and scientific heritage.

CO2: explore the philosophical roots of Indian knowledge, the scientific temper and quest for advanced understanding of the universe and deeper knowledge of the self.

CO3: identify and describe the Indian scientific and technological tools, techniques and discoveries and assess their significance and continuing relevance.

CO4: develop a liberality and open-mindedness of outlook to foster lifelong learning.

CO5: acquire the skills to apply traditional knowledge in their everyday lives.

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	2	3	–	–	–	2	2	2	–	2
CO2	1	3	3	1	–	–	2	2	1	–	3
CO3	2	3	3	2	1	–	2	1	1	2	3
CO4	1	2	2	–	–	–	2	2	1	1	3
CO5	2	3	2	1	–	–	2	2	2	2	3

Course Content:

Module-1 An overview of Indian Knowledge System (IKS): (3L)

Importance of Ancient Knowledge - Definition of IKS - Classification framework of IKS - Unique aspects of IKS.
The Vedic corpus: Vedas and Vedangas - Distinctive features of Vedic life.
Indian philosophical systems: Different schools of philosophy (Orthodox and Unorthodox).

Module-2 Salient features of the Indian numeral system: (3L)

Developments in Indian Mathematics in ancient India - Importance of decimal representation - The discovery of zero and its importance - Unique approaches to represent numbers- Contribution of ancient Indian mathematicians
Highlights of Indian Astronomy: Historical development of astronomy in India- key contributions of ancient Indian astronomers.

Module-3 Indian science and technology heritage: (3L)

Metals and metalworking - Mining and ore extraction –Structural engineering and architecture in ancient India: planning, materials, construction and approaches- Dyes and painting; Shipbuilding.

Module-4 Traditional Knowledge in Different Sectors: (3L)

Traditional knowledge and engineering. Traditional Agricultural practices (resources, methods, technical aids); Traditional Medicine and Surgery; History of traditional Art forms and Culture.

Text Books:

1. Amit Jha . *Traditional Knowledge System in India*. New Delhi: Atlantic Publishers, 2024.
2. B. Mahadevan, Vinayak Rajat Bhat, Nagendra Pavana . *Introduction to Indian Knowledge System: Concepts and Applications*. New Delhi: PHI, 2022.
3. Angad Godbole. *Science and Technology in Ancient India*. New Delhi: Biblia Implex, 2023.
4. Pritilakshmi Swain. *Indian Knowledge System*. New Delhi: Redshine Publication, 2024.
5. Vishnudut Purohit. *Fundamentals of Indian Knowledge System*. New Delhi: ABD Publishers, 2024.

Reference Books:

1. A. L. Basham. *The Wonder that was India*. Vol. I. New Delhi: Picador, 2019.

2. Arun Kumar Jha and Seema Sahay ed. *Aspects of Science and Technology in Ancient India.* Oxford and New Delhi: Taylor and Francis, 2023.

3. Kapil Kapoor and Awadhesh Kumar Singh. *Indian Knowledge Systems*. Vols. 1 and 2. New Delhi: D. K. Printworld, 2005.

4. S. N. Sen and K. S. Shukla, *History of Astronomy in India*. New Delhi: Indian National Science Academy, 2nd edition, 2000.

5. Arpit Srivastava. *Indian Knowledge System*. Rewa: AKS University, 2024.

Semester - 3

Semester	3
Paper Code	BBA(HM) 301
Paper Name	MEDICAL RECORDS SCIENCE- II
Credit	4
Total Contact Hours	50
Contact Hours/Week	3L+1T

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	3	1	2	1	1	–	1	2	–	–	2
CO2	3	3	2	3	3	–	1	2	–	–	2
CO3	3	2	2	2	2	–	2	3	1	–	2
CO4	3	3	2	3	2	2	2	3	–	–	3

Sl. No.	Course Objective
1	This course enables students to gain preliminary knowledge about medical records.
2	This course will enable the students to combine practice and theoretical knowledge of coding, indexing, computerization of MR
3	The students of this course will be active learners and develop awareness of retention of medical records and about the various medico legal cases.
4	The students will also have a vivid knowledge about the medical audit processes for quality improvement.

Sl	Course content	Mapped Module	Hours allotted
CO1	• Medical Record Department: various physical infrastructure and facilities crucial in a medical records department and staffing. • Functions of Medical Record Department & Flow of Medical record • List the various equipment required in the medical records department. • Explain special care to be taken to reserve the safety of records and protect them from insects, termites and prevent them from being exposed to heat, fire, dampness and dust. • Reports & returns in Medical Record System.	M1	15

CO2	• Maintain professional and medico-legal conduct Consent: Definition, importance • Describe the Standard Operating Procedures related to medico- legal conduct.	M2	10
CO3	• Basic knowledge of legal aspects of Medical Records: Factories Act, Workmen Compensation Act, Consumer Protection Act. • ESI and CGHS	M3	10
CO4	• Electronic health record and health statistics: • Definition and Importance of EHR. Explain the Health Information Management System (HIMS). • Define Health statistics, Describe the importance of statistics in healthcare, Describe the various statistical indicators for different departments and hospital.	M4	15

Suggested Readings:

1. Medical Records Organization and Management, GD Mooli—Jaypee
2. Hospital Administration, Tabish - O.U.P.
3. Principles of Hospital Administration & Planning, B.M.Sakharkar -Jaypee
4. Hospital Administration &Management, C.M. Francis & D' Souza- Jaypee
5. Management of Hospitals --Goel & Kumar-Deep & Deep.
6. Park's Textbook of Preventive & Social medicine.

Semester	3
Paper Code	BBA(HM) 302
Paper Name	Medical Terminology-II
Credit	4
Total Contact Hours	50
Contact Hours/Week	3L+1T

CO No.	Course Outcome Statement
CO1	Understand the basics of prescription reading and commonly used Latin terms and abbreviations.
CO2	Explain the structure, characteristics, and types of cells and tissues, including cell division.
CO3	Identify common diagnostic procedures used in various medical departments (Gastroenterology, Reproductive, Pulmonology, Orthopaedics).
CO4	Recognize elementary diseases of major body systems (Digestive, Reproductive, Respiratory) and related therapeutic and surgical procedures.
CO5	Interpret medical terminology used across various medical specialties and departments.

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	3	2	2	–	–	–	2	2	–	–	2
CO2	2	2	3	1	–	–	1	–	–	–	2
CO3	3	3	2	1	–	–	2	–	–	–	2
CO4	3	3	2	1	–	–	2	2	–	–	2
CO5	3	2	3	1	–	–	2	–	–	–	2

Sl	Course content	Mapped modules	Hour allotted
CO1	• Basics of Prescription Reading, • Common Latin term and abbreviations used in prescription writing • Definition and History of Cell • Discovery of Cell • Characteristics of Cell • Types of Tissue • Cell Devision	**M1**	**15**
CO2	• Gastroenterology Dept: Colonoscopy, ERCP, EGD, MRCP • Reproductive Dept: Colposcopy, HSG, Scrotal USG • Pulmonology Dept: Nuclear lung scanning, Pulmonary artery angiography • Orthopaedic Dept: Bone densitometry, Arthroscopy	**M2**	**10**

CO3	• Elementary Diseases of Digestive system (Peptic Ulcer, GERD, Dyspepsia, Jaundice, Gallstone, Hepatitis) Therapeutic and surgical procedures- Appendectomy, Cholecystectomy, Nephrectomy) • Elementary Diseases of Reproductive system- Female (Infertility, Endometriosis, PCOS, PCOD, Surgical procedure- Hysterectomy, Laparotomy • Elementary Diseases of Respiratory System (Asthma, Pneumonia, Tuberculosis, COPD, Emphysema)	**M3**	**10**
CO4	• Medical terminology used by Cardiologist ii. Medical terminology used by Neurologist iii. Medical terminology used by Nephrologist iv. Medical terminology used by Gastro-intestinologist v. Medical terminology used by ENT surgeon • Medical terminology used by Dentist vii. Medical terminology used by Orthopedic surgeon viii. Medical terminology used by Gynecologist ix. Medical terminology used by Oncologist x. Medical terminology used by Dermatologist xi. Medical terminology used by Endocrinologist	**M4**	**15**

Suggested Readings:

1) Paramedics-Six in One, Jaypee Brothers
2) Human physiology vol 1&2 by Dr. C C Chatterjee
3) Guyton and Hall Textbook of medical Physiology
4) Colour atlas of human body
5) Grays Anatomy for Students Ricard L Drake

Semester	3
Paper Code	MIM301
Paper Name	PRINCIPLES OF MARKETING
Credit	4
Total Contact Hours	50
Contact Hours/Week	3L+1T

Sl. No.	Course Objective
1	This course equips students with foundational knowledge in Marketing Management
2	Through this course, students will know the fundamentals of a Marketing plan.
3	The course will facilitate active learning and acquiring knowledge regarding emerging marketing management trends.
4	The course is designed to furnish students with decision-making skills relevant to marketing
5	Upon completing this course, students will be equipped to find solutions to marketing challenges and explore possibilities in practical settings..

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	2	2	2	1	1	1	2	1	–	3	2
CO2	2	3	2	2	2	1	2	1	–	3	2
CO3	2	3	2	2	2	1	2	–	–	3	3
CO4	2	3	2	3	1	1	2	1	–	3	2
CO5	2	3	2	2	1	1	2	1	–	3	2

Sl	Course content	Hour allotted
M1	• What is marketing? • What is marketing: Goods, Services, Events, Experiences, Persons, Places, Properties, Organizations, Information, Ideas • Marketer, Demand, Market-types- Consumer market, business market, global market, non-profit and government market • Need, Want, Demand • Marketing Orientations: Production Concept, Product Concept, Selling Concept, Marketing Concept, Societal Marketing Concept, Holistic Marketing Concept	**10**
M2	• 4Ps of Marketing: Product, Price, Place, Promotion • 4As of Marketing: Acceptability, Affordability, Accessibility, Awareness • Marketing Environment: Major components of the micro-environment (Company, Suppliers, Marketing intermediaries, Competitors, Publics, Customers) and macro environment, Demographic and Economic Environment, Natural and Technological Environment, Political and Social-Cultural Environment	**10**

M3	• Marketing strategy and marketing mix- segmentation (geographic, demographic, psychographic, behavioral) and targeting, differentiation, and positioning • Consumer behavior, consumer behavior model, Characteristics affecting consumer behavior- cultural, social, personal, psychological	**8**
M4	• Product & service: Product Classification, Product and Services differentiation; Product Levels, Product Mix (BASIC), Product Life Cycle, New Product Development – definition, new product development process • Product and Service Decisions: Branding, Packaging, Labelling and Logos, Support Services • Product Line Decision	**8**
M5	• The New Role of Intermediaries • Factors Influencing Distribution Decisions	**4**
M6	• Promotion • Promotion Mix	**2**
M7	• What is price? • Pricing Strategies: Customer Value-Based Pricing, Cost-Based Pricing, Competition-Based Pricing, Other Internal and External Considerations affecting pricing	**4**
M8	• Sustainable Marketing and Marketing Ethics • Digital Marketing • Making a marketing plan	**4**

Suggested Readings:

1. Principles of Marketing (19th Edition) by Philip Kotler
2. Gary Armstrong and Sridhar Balasubramanian

Semester	3
Paper Code	AECC301
Paper Name	The Constitution Human Rights and Law
Credit	2
Total Contact Hours	30
Contact Hours/Week	2L

Sl. No.	Course Objective
1	Understand and infer the significance of the constitution of India to students from all walks of life and help them to understand the basic concepts of Indian constitution.
2	Outline the importance of fundamental rights as well as fundamental duties.
3	Relate the functioning of Union, State and Local Governments in the Indian federal system.
4	Explain the procedure and effects of emergency, composition and activities of election commission and amendment procedure.

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	2	3	–	–	–	2	3	2	–	2
CO2	1	2	2	–	–	–	2	3	2	–	2
CO3	1	2	3	–	–	2	2	3	2	–	2
CO4	1	3	2	1	–	–	2	3	2	–	3

Sl	Course content	Hour allotted
M1	**Introduction to Constitution:** Meaning and importance of the Constitution, salient features of Indian Constitution. Preamble of the Constitution. Fundamental rights- meaning and limitations. Directive principles of state policy and Fundamental duties -their enforcement and their relevance.	**6**
M2	**Union Government:** Union Executive- President, Vice-president, Prime Minister, Council of Ministers. Union Legislature- Parliament and Parliamentary proceedings. Union Judiciary-Supreme Court of India – composition and powers and functions.	**5**
M3	**State and Local Governments:** State Executive- Governor, Chief Minister, Council of Ministers. State Legislature-State Legislative Assembly and State Legislative Council. State Judiciary-High court. Local Government-Panchayat raj system with special reference to 73rd and Urban Local Self Govt. with special reference to74th Amendment	**6**
M4	**Election provisions, Emergency provisions, Amendment of the constitution:** Election Commission of India-composition, powers and functions and electoral process. Types ofemergency-grounds, procedure, duration and effects. Amendment of the constitution- meaning, procedureand limitations.	**5**
M5	**HUMAN RIGHTS:** Functioning of different human rights organizations in the country and the National Human RightsCommission in India, Relationship between Human Rights and Fundamental freedomNHRC and its working, other organizations working for the cause, Relationship between HumanRights and fundamental freedom, addressing rights of women, children, disabled and tribalsComparing diverse issues of tribals, refugees and prisoners. Challenges faced by legal academicians, activists and NGOs in effective implementation of Human Rightsand laws. Various perspectives and role of Media, Laws safeguarding Human Rights and its implementation.	**8**

Suggested Readings:

1. M.V.Pylee, "Introduction to the Constitution of India",4th Edition, Vikas publication,2005.

2. Durga Das Basu(DD Basu) , "Introduction to the constitution ofIndia",(Student Edition),19th edition,Prentice-Hall EEE, 2008.

3. Merunandan, "Multiple Choice Questions on Constitution of India", 2 nd Edition,Meraga publication,2007.

Semester	3
Paper Code	SEC381
Paper Name	Understanding basics of cyber security
Credit	3
Total Contact Hours	45
Contact Hours/Week	3L

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	1	3	2	2	3	–	1	2	–	–	3
CO2	1	3	2	2	3	–	2	3	1	–	3
CO3	1	2	2	1	3	–	2	3	1	–	3
CO4	2	2	2	2	3	–	1	2	–	3	2
CO5	2	3	2	3	3	–	2	3	–	–	3
CO6	2	3	2	2	3	–	1	3	–	–	3

	Course Outcomes
CO 1	After completion of this module, students would be able to understand the concept of Cyber security and issues and challenges associated with it.
CO 2	Students, at the end of this module, should be able to understand the cybercrimes, their nature, legal remedies and as to how report the crimes through available platforms and procedures.
CO 3	On completion of this module, students should be able to appreciate various privacy and security concerns on online Social media
CO 4	After the completion of this module, students would be able to understand the basic concepts related to E-Commerce
CO 5	After the completion of this module, They will become familiar with various digital payment modes and related cyber security aspects, RBI guidelines and preventive measures against digital payment frauds.
CO 6	Students, after completion of this module will be able to understand the basic security aspects related to Computer and Mobiles.

Course Code:	**SEC381**	
Course:	**Understanding basics of cyber security** Credits:3.0	
	Contents	
Chapter	**Name of the topic**	**Hours**
Unit-I	**Introduction to Cyber security** Defining Cyberspace and Overview of Computer and Web-technology, Fundamentals of data communication and networking, Concept of cyber security, Information security goals (Confidentiality, Integrity and availability), Issues and challenges of cyber security	**6**
Unit-II	**Cybercrime and Cyber law** Cyber laws, What offences are covered under these laws (Hacking, Data theft, Identity theft (including Password Theft), Email spoofing, Sending offensive messages, Voyeurism, Cyber terrorism) Punishment for cybercrime in India, Reporting of cybercrimes: Organisations dealing with Cybercrime and Cyber security in India.	**10**
Unit-III	**Social Media Overview and Security** Introduction to Social networks. Types of Social media, Social media platforms, Social media monitoring, Hash tag, Viral content, Social media marketing, Best practices for the use of Social media.	**6**
Unit-IV	**E - C o m m e r c e** Definition of E- Commerce, Main components of E-Commerce, Elements of E- Commerce security, E-Commerce threats, E-Commerce security best practices	**8**
Unit-V	**Digital Payments** Introduction to digital payments, Components of digital payment and stake holders, Modes of digital payments- Banking Cards, Unified Payment Interface (UPI), e- Wallets, Unstructured Supplementary Service Data (USSD), Aadhar enabled payments, Digital payments related common frauds and preventive measures. RBI guidelines on digital payments and customer protection in unauthorized banking transactions. Relevant provisions of Payment Settlement Act 2007.	**10**
Unit-VI	**Digital Devices S e c u r i t y** Password policy, Security patch management, Data backup, Downloading and management of third-party software, Device security policy, Cyber Security best practices	**5**
	Total	**45**

Suggested Readings:

S. No.	Title	Author(s)	Publisher / Year	Remarks
1	**Cybersecurity for Beginners**	Raef Meeuwisse	Cyber Simplicity / 2017	A simplified and beginner-friendly guide to cyber threats and protection
2	**Computer Security: Principles and Practice**	William Stallings, Lawrie Brown	Pearson / Latest Edition	Widely used textbook covering foundational principles of computer and cyber security
3	**Introduction to Cyber Security**	Chwan-Hwa (John) Wu, J. David Irwin	CRC Press / 2013	Comprehensive academic resource with theoretical and practical aspects
4	**Cyber Security Essentials**	Charles J. Brooks, Christopher Grow, Philip Craig, Donald Short	Wiley / 2018	Good for beginners to intermediate learners, covering networks, systems, and practical defense