SHRI GURU RAM RAI UNIVERSITY DEHRADUN
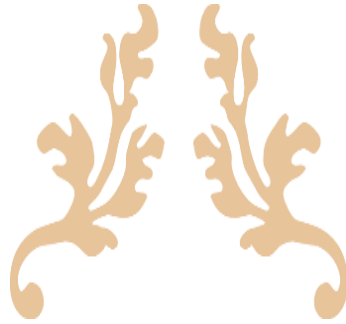
VALUE ADDED COURSES

SGRRU
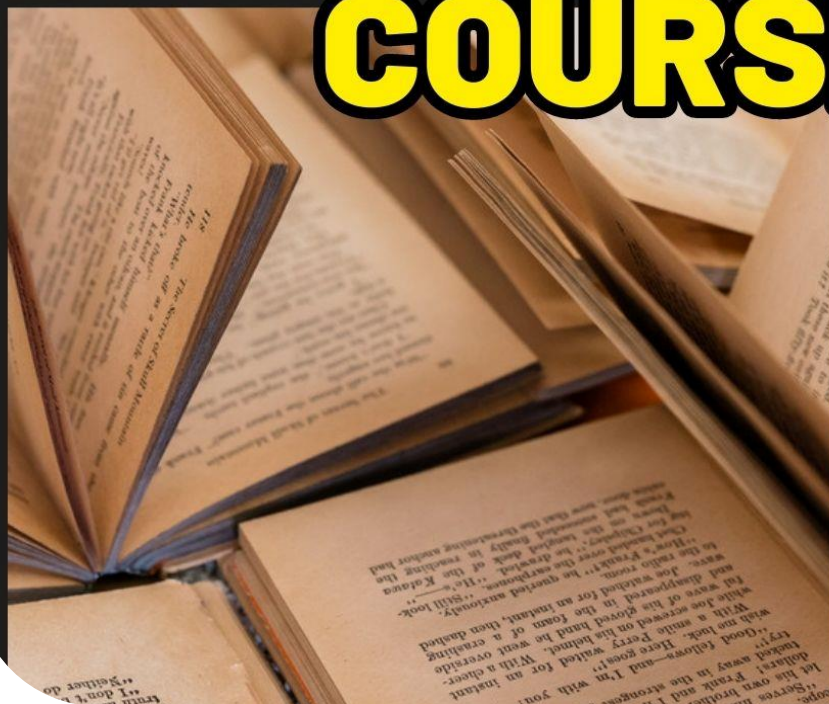
SGRR UNIVERSITY

Brochure of Value-Added Courses
College of Management & Commerce
Studies
2018-19

ABOUT THE UNIVERSITY

Shri Guru Ram Rai University was established by a religious and philanthropic leader, Shri Mahant Devendra Dass Ji Maharaj in the year 2017. It is situated in the heart of city, Uttarakhand. We are extremely privileged to extend the values and ethos of the Shri Guru Ram Rai Education mission through SGRR University to impart quality education and in successfully placing more than 80% students in various companies across the globe. SGRR University has humongous campus spread over 80 acres of land. Its state-of-art facilities give opportunities to develop leadership skills and to achieve professional excellence. It has 3500+ students from different countries, 29 states and Union Territories and providing cultural melange and global exposure to our students. One of the biggest boosts from university is its unmatched experience in delivering quality education that helps to develop confidence and will give you more knowledge, industry exposure, building good networking and high self-esteem. This will change your overall personality and develop you into a complete professional to face any challenge.

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INTRODUCTION

Traditional education provides a strong foundation, but to stay competitive and relevant, individuals must continually enhance their skill set. Enter value-added courses, a gateway to a world of specialized expertise designed to complement and enrich existing knowledge.

Value-added courses go beyond the conventional academic curriculum, offering practical insights and hands-on experience in niche areas. These courses are meticulously crafted to bridge the gap between theoretical learning and real-world application, empowering individuals to navigate the complexities of contemporary professional landscapes.

Conduction of value added courses :

Value Added Course is not mandatory to qualify for any programme and the credits earned through the Value-Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. It is a teacher assisted learning course open to all students without any additional fee.

Classes for a VAC are conducted during the RESERVED Time Slot in a week or beyond the regular class hours The value-added courses may be also conducted during weekends / vacation period. A student will be permitted to register only one Value Added Course in a Semester.

student will be encouraged to opt for the VAC offered by his/her parent Department/Faculty. Industry Experts / Eminent Academicians from other Institutes are eligible to offer the value-added course. The course can be offered only if there are at least 5 students opting for it. The students may be allowed to take value added courses offered by other departments after obtaining permission from Dean offering the course. The duration of value added course is 30 hours with a combination 18 hours (60%) of theory and 12 hours (40%) of practical. However, the combination of theory and practical shall be decided by the course teacher with the approval of the Dean

Guidelines for conducting value added courses

- ❖ Value Added Course is not mandatory to qualify for any program.
- ❖ It is a instructor supported learning course open to all students without any added fee.
- ❖ Classes for VAC will be conducted during the **RESERVED** Time Slot in a week or beyond the regular class hours.
- ❖ The value-added courses may be also conducted during weekends / vacation period.
- ❖ A student will be permitted to register only one Value Added Course in a Semester.

❖ Students may be permitted to enrol in value-added courses offered by other departments/ Schools after obtaining permission from the Department's Head offering the course.

Duration and venue

- ❖ The duration of value-added course should not be less than 30 hours.
- ❖ The Dean of the respective School shall provide class room/s based on the number of students/batches.
- ❖ VAC shall be conducted in the respective School itself.

Registration procedure

The list of Value-Added Courses, along with the syllabus, will be available on the University Website. A student must register for a Value-Added Course offered during the semester by completing and submitting the registration form. The Department Head shall segregate according to the option chosen and send it to the Dean of the school offering the specific Value-Added Courses.

- Each faculty member in charge of a course is responsible for maintaining Attendance and Assessment Records for candidates who have registered for the course.
- The Record must include information about the students' attendance and Assignments, seminars, and other activities that were carried out.

- The record shall be signed by the Course Instructor and the Head of the Department at the end of the semester and kept in safe custody for future verification.

- Each student must have a minimum of 75% attendance in all courses for the semester in order to be eligible to take certificate.

- Attendance requirements may be relaxed by up to 10% for valid reasons such as illness, representing the University in extracurricular activities, and participation in NCC.

- The students who have successfully completed the Value Added Course shall be issued with a Certificate duly signed by the Authorized signatories.

Conflict Management

Course Code: VAC2018-32

Course Objectives

- To enhance and improve the techniques and skills in conflict management
- To manage interpersonal disputes among parties

Course Outcomes-

- Define and explain the different thoughts on conflict
- Discuss about constructive and Destructive Conflict
- State the systems approach to conflict Diagnosis

Module I:

Conflict: Different thoughts on conflict, Constructive and Destructive Conflict, Conflict. Chaos and complexity theories.

Module II :

Systems approach to conflict Diagnosis. Managing, using, resolving conflict through negotiation. Effective Strategies for Managing Human Conflict.

Module III:

Change Leading to Conflict, Common Manifestation of Conflict, Functional and Dysfunctional Aspects of Conflict, Levels of Conflict, Conflict Continuum and Power Continuum.

References:

- Booth, A., Crouter, A. C., & Clements, M. (Eds). Couples in Conflict. Mahwah, NJ. Lawrence Erlbaum.
- Casing a Promised Land by Goodall: Carbondale: Southern Illinois University Press.
- Conflict Management & Organization Development by Willem F.G. Mastenbroe: John Wiley & Sons.
- www.en.wikipedia.org/wiki/Conflict_management.

Advanced Logical Reasoning in Industry

Course Code: VAC2018-33

Course Objectives

- To know what is Logical Reasoning
- To understand the various categories of Logical Reasoning
- To acquire knowledge on Problem Solving

Course Outcomes-

- To understand about Logical Reasoning
- To understand the dynamics of Logical Reasoning
- To acquire the knowledge of problem solving of Logical Reasoning

Course Content:

Module I:

Introduction to Logical Reasoning: Verbal Reasoning, Non-verbal Reasoning and analytical reasoning.

Module II:

The Dynamics of Logical Reasoning : Analogy, Classification, Coding-Decoding, Blood relation, Venn diagram, Calendar, Clocks, Direction and Distance, Input Output, Puzzle.

Module III:

Problem Solving: Deductive reasoning, Inductive reasoning, Analogical reasoning, Abductive reasoning, Cause-and-effect reasoning, Critical thinking, Decomposition reasoning.

References:

- Logical & Verbal Reasoning Test - Practical Examples: Talent Q-Type Practical Examples With Answers and Explanations (Korn Ferry Talent Q Aptitude Test - Practical Examples) by GES Publishing | 16 September 2021, Kindle Edition.
- Critical Thinking and Logical Reasoning: For Grades 3-5 (Gift of Logic)by Ranga Raghuram | 24 January 2014 Paperback Kindle Edition.
- Competition Success Review.

Course Code: VAC2018-34

Course Objective-

- Define the fundamental concepts of information systems within the context of healthcare.
- Explore the role and significance of information systems in optimizing hospital operations and patient care.
- Examine the components and functionalities of Hospital Information Systems, including Electronic Health Records (EHR), Patient Management Systems, and other relevant modules.

Course Outcomes-

- To analyze the role of Information System in healthcare
- To explain the significance of Information System in Hospitals
- To Plan the functionalities of Health Information System

Module I: Introduction to Healthcare Information Systems Overview of Healthcare Information Systems (HIS) Historical Evolution and Milestones in Healthcare IT Significance and Impact of Information Systems on Healthcare Delivery

Module II: Components and Functionalities of Hospital Information Systems (HIS) Electronic Health Records (EHR) and Patient Management Systems Laboratory Information Systems (LIS) and Radiology Information Systems (RIS) Integration of HIS Modules for Comprehensive Patient Care

Module III: Data Management and Security in Healthcare Challenges in Healthcare Data Management Best Practices for Data Security and Privacy Compliance with Healthcare Data Standards and Regulations

Module IV : Health Information Exchange (HIE) and Interoperability Importance of Interoperability in Healthcare Health Information Exchange Models and Implementation Addressing Challenges in Achieving Seamless Data Exchange

References:

- Bali, R., & Bhattacharyya, S. B. Principles of Hospital Administration and Planning. Elsevier India.

- Sakharkar, B. M., & Katti, V. R. Hospital and Healthcare Management. Jaypee Brothers Medical Publishers.
- Thankappan, K. R., & Sankar, A. Hospital Management: Text and Cases. Orient BlackSwan.
- Padmakumar, R., & Menon, A. S. Hospital Management. PHI Learning Private Limited.

MS Office Package

Course Code: VAC2018-35

Course Objective :

- Enhanced Skills: Participants gain proficiency in using various Microsoft Office applications.
- Increased Productivity: Learn to leverage advanced features to work more efficiently.
- Professional Development: Obtain a certification to showcase skills to potential employers or improve job performance.

Course Outcome :

- Proficiency in Microsoft Office Applications.
- Effective Document Creation and Management.
- Data Analysis and Visualization Skills.
- Time Management and Collaboration.

Course Content

Module I: Microsoft Word : Total Hrs : 7

- Formatting documents.
- Working with templates.
- Collaboration and reviewing tools.

Module II : Microsoft Excel: Total Hrs : 8

- Formulas and functions.
- Data visualization and charts.
- Pivot tables and analysis tools.

Module III : Microsoft PowerPoint: Total Hrs : 8

- Creating impactful presentations.
- Slide design and animation.
- Presentation tips for effective communication.

Module IV : Microsoft Outlook: Total Hrs : 8

- Email organization and management.
- Calendar and scheduling features.
- Collaboration tools within Outlook.

Module V : Microsoft OneNote: Total Hrs : 5

- Note-taking and organization.
- Collaboration and sharing features

References:

- Gookin D. Word 2019 For Dummies. Hoboken, NJ: For Dummies; 2018.
- Lambert J, Frye C. Microsoft Word 2019 Step by Step. Redmond, WA: Microsoft Press; 2018.
- Alexander M, Kusleika R. Excel 2019 Bible. Hoboken, NJ: Wiley; 2018.
- Winston W. Microsoft Excel Data Analysis and Business Modeling. Redmond, WA: Microsoft Press; 2019.

Course Objective:

- To gain basic knowledge in Laws and Ethics to understand the concepts of regulatory compliance, requirements and desired ethics expected from professionals.
- The syllabus aims to test the student's ability to: Acquire adequate knowledge of the basic concepts of laws.

Course Outcome:

- Understanding of Legal Concepts:
- Awareness of Legal Systems and Institutions:
- Knowledge of Legal Rights and Responsibilities:
- Critical Thinking and Analytical Skills:

Course Content:

Module I:

Indian Contract Act, 1872 (a) Essential elements of a contract, offer and acceptance (b) Void and voidable agreements (c) Consideration, legality of object and consideration (d) Capacity of Parties, free consent (e) Quasi Contracts, Contingent Contracts (f) Performance of Contracts (g) Discharge of Contracts (h) Breach of Contract and Remedies for Breach of Contract

Module II:

Sale of Goods Act, 1930 (a) Definition (b) Transfer of (c) Performance of the Contract of Sale (d) Rights of Unpaid Vendor (e) Auction Sales

Module III:

Negotiable Instruments Act,1881 (a) Negotiable Instruments –Characteristics of Negotiable Instruments (b) Definitions of Promissory Note, Bill of Exchange and Cheque (c) Differences between Promissory Note, Bill of exchange and Cheque (d) Crossing – Meaning, Definition and Type of Crossing.

References:

- M.C. Kuchhal, and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.
- Avtar Singh, Business Law, Eastern Book Company, Lucknow.

- Ravinder Kumar, Legal Aspects of Business, Cengage Learning
- SN Maheshwari and SK Maheshwari, Business Law, National Publishing House, New Delhi.

Public Health Awareness

Course Objective : The main objective of the course is

- To inform and educate the mass about their certain health issues and to raise awareness regarding the targeted health issues .
- To create awareness about the available wellness resources and to share the adequate information upon health .
- To help students choose a lifestyle that knocks down unhealthy ambiance
- To combat diseases like stress, mental unhealthiness.

Course Outcome :

Course Content

Module I: (Total: 8 Hrs) Health and Personal Hygiene

Definition of health, Factors affecting health, Components of Health, ways to improve health. Definition of hygiene, meaning of personal hygiene and its importance , Types of personal hygiene, Benefits of personal hygiene, how to maintain a good personal hygiene, Negative effects of poor personal hygiene.

Module II: (Total: 8 Hrs) Anaemia & Nutrition

- Fundamentals of Nutrition and Food Science
- Nutrition for the Family
- Therapeutic Nutrition
- Nutrition and Fitness
- Impacts of Anemia on Women and Adolescent Girls - Malnutrition and micronutrient deficiencies .
- Anaemia Causes and Consequences and Iron Deficiency Anemia The Role of Iron in the Body, Dietary Recommendations, and Sources and Bioavailability

Module III: (Total: 8 Hrs) Mental Health

Definitions, concepts, dimensions and determinants - Life Style and IllnessVarious kind of stress, impact of stress, Management of stress , Perception, Thinking, Intelligence, Principles of Learning, Memory, Emotions, Personality, Psychological Changes during lifecycle, Family dynamics/Social Units, Myths, misconceptions about Mental Illness, Stigma & Discrimination

Module IV : (Total: 8 Hrs) Communicable diseases

Neglected, Tropical and Vector Borne Diseases., Tuberculosis., Coronavirus infections., Dengue, Hepatitis., Climate Change and Health, Measles, HIV/AIDS.

Reference Books:

- Prakash, Sesha N. 2017.Health & Hygiene , 1st edition, CBS.
- Kumar, Das Akhil. 2020. Preventive Health , 2nd edition, PHI Learning Pvt Ltd.
- Rao , Sunil S. 1997. Public Health Management , 2nd edition, Khanna Publishers.