

From: Goutam Sadhu <gsadhu@iihmr.edu.in>
Sent: 29 October 2023 13:26
To: MBAHM 28; MBAPM 15; MBADM 3; IIHMRU Academics; Hitendra Singh Rathore; Shivani Arora
Cc: P. R. Sodani; IIHMR Registrar; Kirti Agarwal; Kajal Sitlani; S.P.Chattopadhyay; COE IIHMR
Subject: Select one course from second basket on value added course : Management Skill Lab

Dear Students,

We appreciate your active participation, enthusiasms and interest shown in the 1st value added course of language lab. Hope you all have a good learning on your 1st value added course. The feedback of the respective language faculty member was also very positive. Majority of the students have done good in their respective language course of English, Germany, French and Spanish.

Each of the course is of 8 days *6 hours=48 hours. All the language course of 48 hours has been completed on 27th October and after the class on 3rd November 2023 (Friday) French course will also going to be complete 48 hours.

All the students who have maintained at least 75% attendance and got minimum 50% marks will get the certificate on language course.

As you know your second basket on value added course is on Management Skill Lab. In the basket there are 6 different courses as follow in which you have to select any one of your choices.

Basket 2: Management Skill Lab (Coordinator: Dr. Kajal Sitlani)		
Sn	Course	Faculty
1	Personal Growth and Team Building	Dr. Tripti Bisawa
2	Lean Management	Dr. Susmit Jain
3	Digital and Social Media Marketing	Dr. Seema Mehta
4	Negotiation & Conflict Management Skills	Dr. Deepti Sharma
5	Investment Management	Dr. Rajesh Kothari
6	Soft Skill and Personality Traits	Dr. Kajal Sitlani


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The second value added course will start from 8th December 2023. This course will be of 48 hours to be covered in 8 Friday.

Academic section and IT department will float the above course of Basket-2 in Coll poll on 30th October 2023 and you have to select any one course of your interest from Basket-2 till 1st November 5.30 pm.

It will not be possible to change your option once you select the course. Hence think twice and then select only one course of your interest.

Best Wishes to ALL.

Dr. Goutam Sadhu
Coordinator- Value Added Course

Dear Mr. Hitendra Singh Rathore, Head, IT, IIHMR University is requested to float the above basket of second value added course on 30th October 2023 in the coll-poll so that students could select the course of their choice from Basket-2 of Management Skill Lab.



Goutam Sadhu

Dr. Goutam Sadhu

Professor and Proctor, IIHMR University
and

Adjunct Faculty, Johns Hopkins University, USA

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**MBA Hospital and Health Management
MBA Pharmaceutical Management
MBA Development Management**

2023-24

Value Added Course

Management Skill Lab

Course Plan




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1. Course Information

Course Title:	Personal Growth and Team Building
Course Code	VAC-006
Course Credit	
Course Instructor	Dr. Tripti Bisawa

2. Program Outcome (PO)

- To provide exposure to the essential management skills that managers ought to possess to perform their duties efficiently.
- To assess current level of skill competence and knowledge and create corporate readiness of students
- To apply approaches, tools and techniques to improve the effectiveness at individual and organizational level.
- To enhance team building skills and leadership skills to analyze and take decisions.
- Develop a professional demeanor, contributing positively to workplace culture and leadership.
- Analyze and optimize processes to improve productivity, reduce costs, and enhance overall organizational performance.

3. Course Description

This course aims at honing the interpersonal skills of the participants by providing them an opportunity to know themselves better and become competent in interpersonal relationships, and learn how their feelings affect and are affected by others' perceptions and feelings. The course also intends to focus on the dynamics of team development.

4. Course Objective

To make students familiar with various attributes of personal growth
To develop self awareness and understanding of others' behaviours and actions
To make students acquainted with techniques of stress management
To make students accustomed with time management skills to create work-life balance
To develop the skills of effective team building

5. Course Outcome

After the course, students should be able to

CO 1	Develop an understanding of self and others.
CO 2	Develop interpersonal skills and demonstrate high adaptability towards change.

CO 3	Become proactive, Set progressive goals/aims, take responsibility and accept criticisms.
CO 4	Maximise their own potential in enabling a holistic development and be always high on the learning curve.
CO 5	Demonstrate critical thinking.
CO 6	Become a team-player with better collaboration.

6. Course Articulation Matrix (Interrelation between CO and PO):

Outcomes	CO 1	CO 2	CO 3	CO 4	CO 5	CO 6
PO1	2	3	3	3	2	3
PO2	2	3	3	3	3	3
PO3	3	2	1	1	2	3
PO4	2	3	2	2	3	3
PO5	3	2	2	2	2	3
PO6	2	2	1	1	2	3

Note: Enter 1, 2 or 3 in the cell if the respective CO is related to the respective PO. Here, 3 denotes **high** strength of correlation between CO and PO, 2 denotes **medium** strength of correlation between CO and PO and 1 denotes **weak** strength of correlation between CO and PO.

7. Course Pedagogy

The course will be covered by-

- Lecture-cum-discussion
- Case analysis
- Individual/Group Assignments and Presentations
- Audio-Video reflections
- Quizzes
- Management Games
- Role Play/Simulation activity

8. Course Requirement

Effective learning requires the active participation of students in class, and it is therefore desired that every student report to the class well-prepared to present and defend his/her ideas. Preparation

for the class calls for pre-reading the topics/cases to be discussed later. Further, for meaningful discussion of the cases, the students must come ready with their case analysis identification, genesis of, and recommendations to resolve the problem(s).

9. Course Syllabus

Unit	Content/ Topics	CO	Bloom's Learning (BL) Levels
Unit 1	Introduction: Physical, Mental and Spiritual aspects of Personal Growth, Communication, Critical Thinking and Building Confidence	1,2	1,2,3,4,5,6
Unit 2	Knowing Self and Others: Developing Self Awareness and Emotional Intelligence	1,2	1,2,3,4,5,6
Unit 3	Stress, Health and Coping skills: The mind-body connection, Wellness and life choices, Coping with stress, depression, anger and anxiety	2,3,4	1,2,3,4,5,6
Unit 4	Time Management: Problems, Distractions, and Procrastination, Creating Worklife Balance	3,4	1,2,3,4,5,6
Unit 5	Team Building: Dynamics and processes of team behavior, team norms and team development, Conflict Management	1,2,6	1,2,3,4,5,6

Note: Please enter appropriate BL levels against each unit in the above table. The Bloom's Taxonomy Levels are as follows:

BL1: Remember

BL2: Understand

BL3: Apply

BL4: Analyse

BL5: Evaluate

BL6: Create

10. Course Policies

This course abides by the University's policies, which can be found in the Student Handbook. Please note the following:

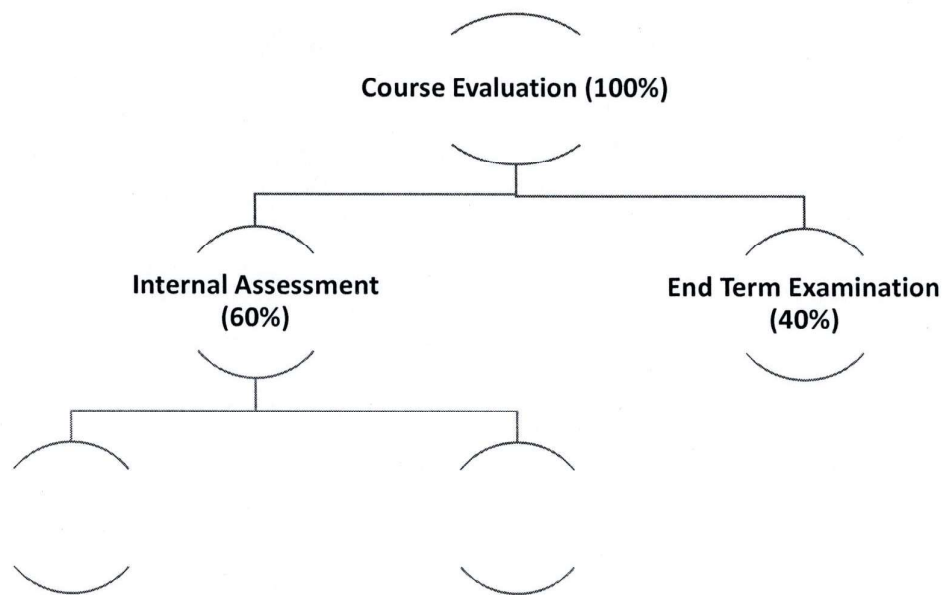
Attendance: Students must maintain a minimum attendance of 75% to be eligible to appear in the End-Term Examination of the course. Please refer to the student handbook for further details.

Email: Each student has an email id and a password provided by the University. Students will receive course-related information in this email. Students are advised to check this email for updates on the course regularly.

11. Course Assessment

Students' performance in the course will be evaluated by following two components:

1. Internal Assessment (60%)
2. End-Term Examination (40%)



Continuous Internal Assessment (CIA): The Continuous Internal Assessment will be of 60 % weightage (30 marks). The faculty will conduct the Continuous Internal Assessment of the students by using at least two methods of Assessment from the methods given below:

1. Home Assignments (Individual / Group)
2. Viva-Voce

3. Case Study
4. Review Paper
5. Group Work
6. Presentations
7. Model Development Role-Play
8. Rapid Fire Questions
9. Quiz
10. Class Assignments (Individual / Group)
11. Posters
12. Class Participation

End-Term Examination (ETE): It carries 40 % weightage, covering the full syllabus of the course. The end-term examination will be of a maximum of 20 marks.

12.CO and Assessment Alignment Matrix:

S. No.	Activity	CO1	CO2	CO3	CO4	CO5	CO6
1.	Home Assignments (Individual / Group)	√	√	√	√	√	√
2.	Viva-Voce						
3.	Case Study						
4.	Review Paper						
5.	Group Work				√		
6.	Presentations						√
7.	Model Development Role-Play						
8.	Rapid Fire Questions						
9.	Quiz						
10.	Class Assignments (Individual / Group)	√	√	√	√	√	√
11.	Posters						
12.	Class Participation	√	√	√	√	√	√
13.	Internal Assessment	√	√	√	√	√	√
14.	End Term Examination	√	√	√	√	√	√

Note: Please tick the relevant cell to show the respective alignment

13. Session Plan

Day/Date	Topic/Contents	Pedagogy	Readings
Friday 8/12/2023	Introduction: Physical, Mental and Spiritual aspects of Personal Growth	Lecture/Discussions/Group Work/Management Games/Role Plays/Quiz/Presentation	The 7 Habits of Highly Effective People : Powerful Lessons in Personal Change by Stephen R. Covey
Friday 15/12/2023	Introduction: Communication, Critical Thinking and Building Confidence	Lecture/Discussions/Group Work/Management Games/Role Plays/Quiz/Presentation	Thinking, Fast and Slow by Daniel Kahneman
Friday 22/12/2023	Knowing Oneself and Others: Developing Self Awareness and Emotional Intelligence	Lecture/Discussions/Group Work/Management Games/Role Plays/Quiz/Presentation	7 Mindsets to Master Self-Awareness by Elizabeth Diamond
Friday 29/12/2023	Stress, Health and Coping skills: The mind-body connection, Wellness and life choices	Lecture/Discussions/Group Work/Management Games/Role Plays/Quiz/Presentation	Getting Things Done: The Art of Stress-Free Productivity by David Allen
Friday 5/01/2024	Stress, Health and Coping skills: Coping with stress, depression, anger and anxiety	Lecture/Discussions/Group Work/Management Games/Role Plays/Quiz/Presentation	Getting Things Done: The Art of Stress-Free Productivity by David Allen
Friday 12/01/2024	Time Management: Problems, Distractions, and Procrastination, Creating Worklife Balance	Lecture/Discussions/Group Work/Management Games/Role Plays/Quiz/Presentation	First Things First: To-Do List for Living by Stephen R. Covey, A. Roger Merrill, and Rebecca R. Merrill.
Friday 19/01/2024	Team Building: Dynamics and processes of team behavior, team norms and team development, Conflict Management	Lecture/Discussions/Group Work/Management Games/Role Plays/Quiz/Presentation	The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team by John C. Maxwell
Friday 26/01/2024	Republic Day - Closed Holiday - Home Assignments	Assignments	-

14. Readings

- Allen, D. (2002). *Getting things done*. Piatkus Books.
- Covey, S. R. (1989). *The 7 habits of highly effective people*. Free Press.



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- Covey, S. R., Merrill, A. R., & Merrill R. R. (1995). *First Things First: To-Do List for Living*. Simon and Schuster.
- Diamond E. (2010). *Mindsets to Master Self-Awareness*. AuthorHouse.
- Kahneman, D. (2011). *Thinking, fast and slow*. Farrar, Straus and Giroux.
- Maxwell, J. C. (2013). *The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team*. Thomas Nelson



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Serial No.	Admission ID	Student Name	Program	Course	Batch	Period	Total Sessions	Total Present	Total Absent
1	IIHMR-U/01/2023-25/1701	Deepankar Dileep Kumar	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	27	5
2	IIHMR-U/01/2023-25/1663	Adarsh Anand	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	12	20
3	IIHMR-U/01/2023-25/1795	Rishi Nandan Garg	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	0	32
4	IIHMR-U/01/2023-25/1763	Neeraj Kumar Meena	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	0	32
5	IIHMR-U/01/2023-25/1837	Shrey Mahajan	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	19	13
6	IIHMR-U/01/2023-25/1786	Rabjot Kaur Chawla	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	5	27
7	IIHMR-U/01/2023-25/1706	Eshika Jadon	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	19	13
8	IIHMR-U/01/2023-25/1819	Saryu Jadon	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	5	27
9	IIHMR-U/01/2023-25/1831	Shivangi Priya	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	9	23
10	IIHMR-U/01/2023-25/1659	Aaradhya Singh	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	0	32
11	IIHMR-U/01/2023-25/1670	Akhil Soni	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	7	25
12	IIHMR-U/01/2023-25/1703	Digvijay Singh Rajawat	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	6	26
13	IIHMR-U/01/2023-25/1709	Gandhi Vaishnavi Dilip	MBA (Hospital and Health Management)	Personal Growth and Team Building	28 Batch (2023-25)	Term-2	32	17	15
14	IIHMR-U/02/2023-25/0572	Shayna .	MBA (Pharmaceutical Management)	Personal Growth and Team Building	15 Batch (2023-25)	Term-2	32	28	4
15	IIHMR-U/02/2023-25/0554	Ramanuj Ram Patidar	MBA (Pharmaceutical Management)	Personal Growth and Team Building	15 Batch (2023-25)	Term-2	32	8	24
16	IIHMR-U/02/2023-25/0585	Suvikram Tiwari	MBA (Pharmaceutical Management)	Personal Growth and Team Building	15 Batch (2023-25)	Term-2	32	6	26
17	IIHMR-U/02/2023-25/0563	Sakshi Mishra	MBA (Pharmaceutical Management)	Personal Growth and Team Building	15 Batch (2023-25)	Term-2	32	27	5
18	IIHMR-U/02/2023-25/0478	Animesh Badole	MBA (Pharmaceutical Management)	Personal Growth and Team Building	15 Batch (2023-25)	Term-2	32	3	29
19	IIHMR-U/10/2023-25/0048	Rishabh Tiwari	MBA (Development Management)	Personal Growth and Team Building	03 Batch (2023-25)	Term-2	32	27	5


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Certification of Completion

This certifies that

Adarsh Anand

Master of Business Administration (Hospital and Health Management)

2023-25

has successfully completed Value Added Course (VAC) on

Personal Growth and Team Building

Conducted during **December 2023-January 2024**, accumulating a total of 48 hours
with **Grade C**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: May 31, 2024

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Certification of Completion

This certifies that

Akhil Soni

Master of Business Administration (Hospital and Health Management)

2023-25

has successfully completed Value Added Course (VAC) on

Personal Growth and Team Building

Conducted during **December 2023-January 2024**, accumulating a total of 48 hours
with **Grade P**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: May 31, 2024

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Certification of Completion

This certifies that

Eshika Jadon

Master of Business Administration (Hospital and Health Management)

2023-25

has successfully completed Value Added Course (VAC) on

Personal Growth and Team Building

Conducted during **December 2023-January 2024**, accumulating a total of 48 hours
with **Grade B+**

Dr. Goutam Sadhu

Professor and Coordinator (VAC)

Dr. P.R. Sodani

President

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Certification of Completion

This certifies that

Gandhi Vaishnavi Dilip

Master of Business Administration (Hospital and Health Management)

2023-25

has successfully completed Value Added Course (VAC) on

Personal Growth and Team Building

Conducted during **December 2023-January 2024**, accumulating a total of 48 hours
with **Grade A+**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

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Certification of Completion

This certifies that

Rabjot Kaur Chawla

Master of Business Administration (Hospital and Health Management)

2023-25

has successfully completed Value Added Course (VAC) on

Personal Growth and Team Building

Conducted during **December 2023-January 2024**, accumulating a total of 48 hours
with **Grade P**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: May 31, 2024

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