



**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			C	ESE (E)	PA (M)	ESE (V)	PA (I)	
3	-	0	3	50	-	-	-	50

L- Lectures; P- Practical; OJT- On Job Training; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

**Content:**

Sr. No.	Content	Hrs.
1	<b>Health and Fitness (Yoga and meditation) :</b> Importance of Healthy food habits and its components, Yoga-methods, types, philosophy and risks, Health benefits of Yoga, Basics of meditation and its forms, importance of Yoga and meditation in daily life	12
2	<b>Cleanliness and hygiene :</b> Importance of cleanliness and some clean habits to be followed, personal hygiene and its importance, difference between cleanliness and personal hygiene, components of personal hygiene	10
3	<b>Formal dressing and Basic etiquettes :</b> Etiquettes-Meaning, need and types, Basics and importance of etiquettes, clothing etiquettes for different occasions, dressing etiquettes for work place, work place etiquettes	10
4	<b>Stress and anger management-Being positive(Coping with stress) :</b> Symptoms of stress, causes of stress, link between anger and stress, methods of stress management, Anger issues: symptoms, causes and effects, ways of coping with anger	10
	<b>Total</b>	<b>42</b>

**Reference Books:**

1. Indian Business Etiquette By Raghu Palat , Jayco Publications
2. Yoga and Meditation By Stephen Knapp, Prabhat Prakashan

**Course Outcomes:**

After learning the course the students should be able to understand:

1. Role of diet in maintaining health.
2. Nutritional facts about different food items.
3. Importance of cleanliness and hygiene
4. How to dress up for formal occasions especially work place etiquettes.
5. Ways to manage stress and anger in day to day life.