

# **Best Practice 1**

## **Title:-**

**Universal human values, developing ethics and character of the students to make them a complete professional by stress management through Indian ethos**

## **Objective:-**

Objective 1:- To empower an individual to understand the basic principles on awareness (Jagrukta) consciousness (Chetna) and Spirituality (Aadhyatmikta).

Objective 2:- To develop human character and ethics in the student's life by stress management through Indian ethos

## **Context:-**

In human life, there is a great importance of ethos, ethics and values. Without ethos, human beings can't live a life with peace, success and the real beauty of human life. Ethos deals with sentiment, sets of beliefs, character, moral psychology, and ideals etc.

Which represent Nation or Community or Culture? Indian culture includes diversity and it has independent co-existence of various streams which take various ways but converge at the same destination.

Indian ethos guides human beings on how to live a life with the qualities of truthfulness, purity, compassion, forgiveness, self-satisfaction, simplicity, equality, control of sense of organs and many more.

Today we are in the 21st Century and facing a lot of problems regarding our individual life, social as well as in front of Nation and all these problems are connected to each other. If we have sorrow in our life and have disturbed personal life then our behaviour inculcates a negative effect on society also.

In this competitive world, every person carries a very heavy burden of ambitions and this burden deals with anxiety, stress, jealousy, animosity, lust, greed which lead to a painful life, a number of addictions and ultimately committing suicide or painful end of life.

For the last few decades in India, the young generation is leading to addictive life, violent culture due to ignoring Indian Ethos and Indian Culture.

We read a beautiful thought on school walls "If wealth is lost, nothing is lost. If health is lost, something is lost. But if the character is lost, everything is lost". There is a lot of importance to our character when we behave in society or organization.

In human life, if we successfully adopt the Indian ethos, ethics & values in a proper manner, then human beings can live a life with happiness and satisfaction and we can create a well-cultured & well-educated society. And for this Biyani Institute of Science and Management (BISMA) had covered many certificate course on different Indian ethos to develop ethics and character of the students that help them for enhancing professional career and also managing stress level in the corporate world.

This certificate course help in many ways like:-

- It will enhance efficiency and effectiveness in day-to-day life.

- The course will almost cover each and every aspects related to mind, body and soul.
- The course will give enough inputs to understand Vedas, Purans, Upanishads.
- You will be able to differentiate and understand the fundamental knowledge related to and God.
- Decision making approach which will help you in Professional and Personal life.
- It will enhance your Motivation, Awareness, Confidence and Concentration.
- You will observe improvements in your thinking pattern.
- Your real introduction and purpose of human life.
- Impact of food we eat on our body, mind and our thoughts.

### **Teaching Methodology:-**

- Recorded Videos in both English and Hindi separately
- Study Material in both English and Hindi separately in simplified and easy language.
- Live Problem Solving Sessions" with Dr. Sanjay Biyani
- Online Tests will be conducted after the completion of the course.
- The Course content includes stories, real life situations using Questions-Answers Pattern.

## **Best Practice 2**

### **Title:-**

**Emphasis on Yoga - Meditation and Positive Mental Health.**

### **Objective:-**

To empower the individual to understand the power of mind, body, emotions and soul so that the learner can take better decisions in day-to-day life. Uncertainty about Corona virus disease 2019 (COVID-19) and resulting lockdown caused widespread panic, stress, and anxiety. Yoga is a best known practice that reduces stress and anxiety and may enhance immunity. Yoga-meditation is the latest technique to ensure a healthy mind. The practice of yoga discards waste thought leads to harmony between mind, intellect and desires. The experience of this peaceful state brings a natural power of concentration. In order to improve the mental health of our students so that they can overcome the stress of pandemic we started regular sessions on Yoga and Meditation.

### **Context:-**

Apart from boosting immunity, yoga practices also help Covid patients to de-stress and that aids the recovery process further. During the second waves of COVID – 19, Recovering from COVID – 19 can be an arduous journey with fear of symptoms worsening and nobody around to comfort you physically. If there is anything that is helping people to combat the loneliness, stress and the physical discomfort that come with the disease, it is the ancient practice of Yoga. No wonder many people are taking to Yoga for complete healing and feeling positive. Apart from boosting immunity, yoga practices also help Covid patients to de-stress and that aids the recovery process further. The mindfulness and meditation aspects of yoga are ways of training the mind so that one is not distracted and caught up in its endless churning thought stream. These practices build resilience, help the patient cope with stress and manage potential triggers for anxiety. After the new session started from the September 2021, the Biyani Institute of Science and Management made up the decision of starting Yoga, Meditation and Positive Mental Health for the students which will help to recover from the stress and also to focus on the studies in full fledged manner.

Regular practice of yoga has shown effective results. Different asanas boost immunity, build the body's strength, increase energy levels, bring down anxiety and stress, infuses positivity and freshness in the mind.

All the College lecture of every day start after the Yoga and meditation session for all the students. Students who take up yoga and meditation as their daily routine can have a better quality of life than those who refrain themselves from incorporating them. It relieves stress among students that can allow them to overcome obstacles in their academic lives in a better way. As meditation technique requires strong attention, it aids students in enhancing the ability to concentrate in hyperactive situations such as: Meeting deadlines, Preparing for tests, Competing for getting good grades and Daily assignments.

Through Yoga and meditation students will be help for the following details:-

- Decision making approach which will help you in Professional and Personal life.
- It will enhance your Motivation, Awareness, Confidence and Concentration.
- You will observe improvements in your thinking pattern. Your real introduction and purpose of human life.
- Impact of food we eat on our body, mind and our thoughts.

The “feel-good” chemical (endorphin) released by an individual’s body during yoga, can help them gain clarity of mind and feel fresh to tackle academic challenges. Furthermore, this will help students maintain their spirits as well as motivate others. This will enable them to make friends, interact with new people and be the person that people want to hang around with. Yoga and meditation are often considered as a good source of relaxation as they aid in lowering blood pressure as well as hormone regulation. Additionally, by doing yoga on a daily basis, students can obtain a better immune system thus a healthier body.

They can also give students a sharper clarity that is required to think with a different perspective and make rational decisions.

This further enables students to keep their emotions in control and analyze the outcome of their reaction with every aspect of their lives.

### **Evidence of Success:**

Problems encountered and resources required:

The top challenges that the college faced in implementing the Yoga and Meditation for students and faculty members are as follows:

1. Finding a good teacher to start up with the given resources.
2. Attracting students for the Yoga classes and webinars specially when they are in the lazy mode
3. Looking at schedule and plan a time each day that will be uninterrupted (or least interrupted) and free from meal times.

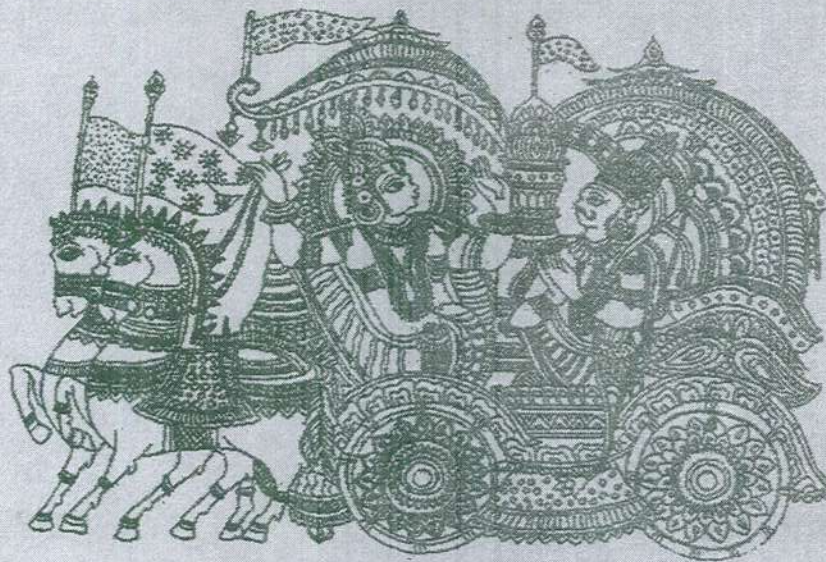




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INSTITUTE OF SCIENCE & MANAGEMENT



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Value Added Course on  
*Self Management through Gita (SMG)*







# BIYANI INSTITUTE OF SCIENCE AND MANAGEMENT, JAIPUR

## Unit III

- Letters of Inquiry and reply
- Letter of Order
- Letters of Complaints,
- Claims and Adjustments Sales Letters,
- Promotional leaflets and
- fliers Credit and Status Enquiry, Collection
- Series Consumer Grievance Letters

## References:-

1. Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
2. 2. Alien, R. K. (1970) Organisational Management through Communication.
3. Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press.
4. Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai.
5. Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
6. Balan, K. R. and Rayudu C. S. (1996) Effective Communication, Beacon New Delhi.



**BIYANI INSTITUTE OF  
SCIENCE AND MANAGEMENT**  
**LIST OF STUDENTS ENROLLED IN VALUE  
ADDED COURSE (2021 -2022)**

**Self Management through Geeta**

S.No.	Name of Student	Class
1	PUSHPAM KUMARI	MBA (2nd Sem.)
2	RADHIKA TIWARI	MBA (2nd Sem.)
3	RAJNANDANI KUMARI	MBA (2nd Sem.)
4	RESHU AGRAHARI	MBA (2nd Sem.)
5	RIMJHIM KUMARI	MBA (2nd Sem.)
6	RITU SHEKHAWAT	MBA (2nd Sem.)
7	SAHAR YUSUF ZAI	MBA (2nd Sem.)
8	SANJULA KUMARI	MBA (2nd Sem.)
9	RASHI JAIN	MCA (2nd Sem.)
10	SAKSHI PRAJAPATI	MCA (2nd Sem.)
11	SHAIJAL TANWAR	MCA (2nd Sem.)
12	SHBNA ALI	MCA (2nd Sem.)
13	RITU TANWAR	MBA (4th Sem.)
14	SIMRAN AGRAWAL	MBA (4th Sem.)
15	VAISHNAVI DHABHAI	MBA (4th Sem.)
16	CHUDAMANI SARASWAT	MCA (6th Sem.)
17	NIKITA SAINI	MCA (6th Sem.)
18	RIYA GUPTA	MCA (6th Sem.)





# BIYANI INSTITUTE OF SCIENCE AND MANAGEMENT, JAIPUR

## ATTENDANCE SHEET OF STUDENTS ENROLLED IN VALUE ADDED COURSE (2021 -2022)

### Self Management through Geeta

Starting Date:-07<sup>th</sup> July 2022

S.No.	Name of Student	Class	07/07	08/07	11/07	13/07	15/07	18/07	20/07	22/07	25/07	27/07	29/07	01/08	03/08	05/08	07/08	10/08	12/08	14/08	16/08	18/08	20/08	22/08	24/08	26/08	28/08	01/09	03/09	05/09	07/09	09/09	20/09				
1	PUSHPAM KUMARI	MBA (2nd Sem.)	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P				
2	RADHIKA TIWARI	MBA (2nd Sem.)	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P				
3	RAJNANDANI KUMARI	MBA (2nd Sem.)	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
4	RESHU AGRAHARI	MBA (2nd Sem.)	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	A	P	P				
5	RIMJHIM KUMARI	MBA (2nd Sem.)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
6	RITU SHEKHAWAT	MBA (2nd Sem.)	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P				
7	SAHAR YUSUF ZAI	MBA (2nd Sem.)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
8	SANJULA KUMARI	MBA (2nd Sem.)	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A				
9	RASHI JAIN	MCA (2nd Sem.)	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
10	SAKSHI PRAJAPATI	MCA (2nd Sem.)	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				
11	SHAJAL TANWAR	MCA (2nd Sem.)	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
12	SHBNA ALI	MCA (2nd Sem.)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P				
13	RITU TANWAR	MBA (4th Sem.)	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
14	SIMRAN AGRAWAL	MBA (4th Sem.)	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
15	VAISHNAVI DHABHAI	MBA (4th Sem.)	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				
16	CHUDAMANI SARASWAT	MCA (6th Sem.)	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A			
17	NIKITA SAINI	MCA (6th Sem.)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
18	RIYA GUPTA	MCA (6th Sem.)	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P				
Total			18	18	18	19	18	18	19	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18			
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Faculty Signature																																					
HOD Signature																																					







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## Certificate

### Self Management through Geeta

This is to certify that....*Ms. Chudamani Saraswat*..... of .....MCA VI Sem.....  
class has completed the Certification Course on "Self Management through  
Geeta" organized from 07-07-2022 to 28-09-2022.

We wish her a bright future.



Place : Jaipur

Date : 28.09.2022

*SBiyani*

Director (Acad.)

Campus 1 : Sector 3, Vidya Vihar, Jaipur (India) • Campus 2 : Kalwar, Kalwar Road, Jaipur (India) • Campus 3 : Changanar, Kalwar Road, Jaipur (India)

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Value Added Course on  
*Health through  
Yoga & Ayurveda (CCHYA)*







# BIYANI INSTITUTE OF SCIENCE AND MANAGEMENT, JAIPUR

## Certificate Course Soft Skills

### Teaching Scheme:

3 Hours per Week

### Examination Scheme:

**Paper Code. Paper Name**  
SS-07 Soft Skills

**Duration Max. Marks**  
30 Hrs. 50 Marks.

Note: This certificate course is divided into three Units. Two questions will be set from each Unit. Students are required to attempt three questions in all taking one question from each Unit. Each Unit carry equal marks.

### Unit I

- Basic of Personality
- Theories of Personality
- Motivation
- Teaming: working with Teams
- Creative problem solving

### Unit II

- Self Confidence
- Positive Attitude
- Goal Setting
- Self- esteem

### Unit III

- Sensation
- Intuition
- Stages of Development
- Resume building

### References:-

1. Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
2. 2. Alien, R. K.(1970) Organisational Management through Communication.
3. Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press.
4. Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai.



# BIYANI INSTITUTE OF SCIENCE AND MANAGEMENT

## LIST OF STUDENTS ENROLLED IN VALUE ADDED COURSE (2021 -2022)

### Health through Yoga & Ayurveda

S.No.	Name of Student	Class
1	BABITA KUMARI	MBA (1st Sem.)
2	DHATRI TIWARI	MBA (1st Sem.)
3	DOLLY SHARMA	MBA (1st Sem.)
4	ISHITA MITTAL	MBA (1st Sem.)
5	KHUSHBU JANGID	MBA (1st Sem.)
6	KHUSHI AGRAWAL	MBA (1st Sem.)
7	KRATI AGRAWAL	MBA (1st Sem.)
8	MANSI SINGH RAJPUT	MBA (1st Sem.)
9	AMBIKA SHEKHAWAT	MCA (1st Sem.)
10	AYUSHI JAIN	MCA (1st Sem.)
11	HARSHITA NAIR	MCA (1st Sem.)
12	JANVI KHANDELWAL	MBA (3rd Sem.)
13	MANSI CHAUHAN	MBA (3rd Sem.)
14	BHARTI BAGHEL	MCA (3rd Sem.)
15	HARSHITA BHADORIA	MCA (3rd Sem.)





## Health through Yoga & Ayurveda

S.No.	Name of Student	Class	20/12	22/12	24/12	27/12	29/12	31/12	03/01	05/01	07/01	10/01	12/01	13/01	15/01	17/01	18/01	20/01	22/01	24/01	26/01	28/01	30/01	02/02	04/02	07/02	09/02	11/02	14/02	16/02	18/02	21/02	23/02	25/02	27/02
1	BABITA KUMARI	MBA (1st Sem.)	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P
2	DHATRI TIWARI	MBA (1st Sem.)	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
3	DOLLY SHARMA	MBA (1st Sem.)	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P
4	ISHITA MITTAL	MBA (1st Sem.)	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	KHUSHBU JANGID	MBA (1st Sem.)	P	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
6	KHUSHI AGRAWAL	MBA (1st Sem.)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	KRATI AGRAWAL	MBA (1st Sem.)	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P
8	MANSI SINGH RAJPUT	MBA (1st Sem.)	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
9	AMBIKA SHEKHAWAT	MCA (1st Sem.)	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P
10	AYUSHI JAIN	MCA (1st Sem.)	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	HARSHITA NAIR	MCA (1st Sem.)	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
12	JANVI KHANDELWAL	MBA (3rd Sem.)	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
13	MANSI CHAUHAN	MBA (3rd Sem.)	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	BHARTI BAGHEL	MCA (3rd Sem.)	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
15	HARSHITA BHADORIA	MCA (3rd Sem.)	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P
Total			15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
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## Certificate

### Health through Yoga & Ayurveda

This is to certify that *Ms. Harshita Nair* ..... of *MCA I Sem.* .....  
class has completed the Certification Course on "Health through Yoga &  
Ayurveda" organized from 20-12-2021 to 04-03-2022.

We wish her a bright future.



*SBiyani*

Place : Jaipur

Date : 04.03.2022

Director (Acad.)

Campus 1 - Sardar Vallabhbhai Patel Road, Jaipur (India) • Campus 2 - Kalwar Road, Kalwar, Jaipur (India) • Campus 3 - Chandra Shekhar, Kalwar Road, Jaipur (India)

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