

FACULTY OF COMMERCE & MANAGEMENT

**SRIDEV SUMAN UTTARAKHAND VISHWAVIDHYALAYA
BADSHAHITHAUL, (TEHRI GARHWAL), UTTARAKHAND**



Ordinance and syllabus for one year

For

P.G. Diploma in Aviation

in accordance with

National Education Policy-2020

2023

Board of Studies in Faculty of Commerce & Management

Sridev Suman Uttarakhand Vishwavidyalaya, Badshahithaul, (Tehri-Garhwal)

(Pt. Lalit Mohan Sharma Campus, Rishikesh)




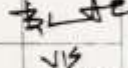

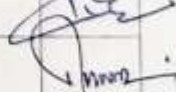
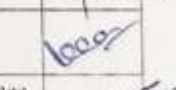

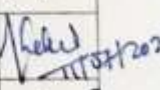




Proceedings of Second Annual Meeting of Board of Studies held on 11th July, 2023

In accordance with

National Education Policy 2020

Following the provisions specified in National Education Policy 2020 for the new academic curriculum (Syllabi), for the modifications and additions in the Syllabi as per section of 13 (7) and section of 35(1) University Statutes, the constitution of the Board of Studies in Commerce & Management, Sridev Suman Uttarakhand Vishwavidyalaya, Badshahithaul, Tehri- Garhwal (Pt. Lalit Mohan Sharma Campus, Rishikesh) is hereby notified by Honorable Vice- Chancellor as follows vide notification 2865/SDSUV/Administration/2023 dated 6th July, 2023.

List of Members of Board of Studies 2023-24

S.N.	Name	Designation	Nominated As	Signature
1.	Prof. Kanchan Lata Sinha	Head & Dean	Chairperson	
2.	Prof. Vijay Prakash	Professor (Subject Expert)	Member	
3.	Prof. V.N. Gupta	Professor	Member	
4.	Prof. Bharat Singh	Professor	Member	
5.	Prof. V.K. Gupta	Professor	Member	
6.	Prof. C.S. Negi	Professor	Member	
7.	Prof. Dharmendra Tiwari	Professor	Member	
8.	Prof. K.K. Verma	Professor S.R.T. Campus, Badshahithaul	Member	
9.	Prof. H.C. Purohit	Head & Dean Faculty of Commerce & Management Doon University, Dehradun	V.C. Nominee	 11/07/2023
10.	Prof. V. N. Sharma	Principal Govt P.G. College, Laksar	Principal	 11/07/2023
11.	Prof. A.K. Tiwari	Principal Govt. P.G. College, Purola	Principal	 11/7/23
12.	Prof. Rajesh Kumar Ubhan	Principal Govt. College, Narendra Nagar	Principal	
13.	Mrs. Rashmi Haldar	Deputy Director Directorate of Economics & Statistics (DES), Uttarakhand	V.C. Nominee	 11/07/23

ORDINANCE FOR DIPLOMA IN AVIATION COURSE AFFILIATED WITH SRI DEV SUMAN UTTARAKHAND UNIVERSITY, BADSHAHITHAUL, TEHRI GARHWAL.

COURSE – DIPLOMA IN AVIATION.


INTRODUCTION – Diploma in Aviation will be a full time diploma level course for duration of one (01) year that will deal with the management of airport and aviation. The aim of the course is to prepare human resources for junior / middle level positions in aviation industry with the required competency level.

MINIMUM ELIGIBILITY CRITERIA – Minimum eligibility for pursuing a Diploma in Aviation will be 10+2 or equivalent from recognized board. They must secure at least 45% marks in 10+2 examination. The admission to the course will be done on the basis of score in 10+2 followed by personal interview.

EXAMINATION SCHEME – The course will be run in annual mode with internal valuation (30 marks) and term end examination (70 marks). The internal valuation of 30 marks will consist 10 marks of assignment, 10 marks of quiz/class test, 5 marks of presentation / case study and 5 marks for attendance.

The term end exam will be of 70 marks and the paper pattern will be as per Sri Dev Suman University examination norms.

Each student will also pursue four (04) weeks internship / field training in aviation industry during winter break. After completing the internship student will submit project report to the institute which will carry 100 marks evaluated on the basis of 40% internal and 60% awarded by the external examiner to be appointed by the university at term end.

By 



INFRASTRUCTURE REQUIRED – Minimum infrastructure for a batch of 60 students will be as follows –

Minimum 02 ICT enabled classroom with sitting capacity of 60 students.

Mock display model of aircraft.

Computer lab with minimum 30 systems equipped with latest and original courses specific required software.

Library comprising minimum 400 volumes of course specific books, journals and periodicals with reading room facility.

Other amenities such as toilet, open area, multipurpose hall, canteen, sports etc. will be desirable.

SYLLABUS – The syllabus of the course with comprise the following paper -

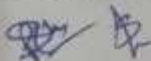
BY ✓


MD,

Diploma in Aviation Management

1. Business Communication
2. Introduction to Airline Industry
3. Business computing
4. IATA Travel & Tourism (Foundation)
5. Air Ticketing and fare construction
6. Cargo Handling
7. Universal Values and Social Ethics
8. Safety Management

Sr. No.	Course	L	T	P
1	Business Communication	3	0	0
2	Introduction to Airline Industry	3	0	0
3	Business Computing	3	0	0
4	IATA Travel and Tourism	3	0	0
5	Air Ticketing and Fare Construction	3	0	0
6	Cargo Handling	3	0	0
7	Universal Values and Ethics	3	0	0
8	Safety Management	3	0	0
9	Internship / On job Training	6	0	0
TOTAL		30	0	0





1. Business Communication

CODE	BusinessCommunication	L	T	P	C
		3	0	0	3
Pre-requisites/Exposure	12 th level English				
Co-requisites	--				

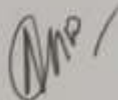
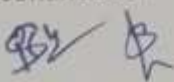
Course Objectives

The objectives of this course are:

- To provide an overview of Prerequisites to Business Communication.
- To put in use the basic mechanics of Grammar.
- To provide an outline to effective Organizational Communication.
- To underline the nuances of Business communication.
- To impart the correct practices of the strategies of Effective Business writing.

Catalog Description

Effective communication is an integral part of life. Communication is a process of exchanging ideas, messages, information etc. through verbal or nonverbal communication. In this course, the focus will be on improving LSRW skills, i.e. listening, speaking, reading and writing. Students will learn how to communicate effectively through prescribed syllabus as well as through Pearson Global English solutions. Classroom assignments/activities specifically designed to encourage students to play an active role for enhancing their knowledge and developing learning strategies. Blended learning-online and traditional lectures with other active teaching methodologies, such as group discussions, cooperative group solving problems, quizzes, discussions and assignments enable students towards understanding various aspects of effective communication. Class participation is a fundamental aspect of this course student are encouraged to actively take part in all group activities and to give an oral group presentation. Through an experience-based curriculum highly interactive exercises, and powerful presentation, students will become the type of communicator that others search for and remember. Students will not only notice a huge improvement, they will be having a lot of fun in this learning process. Students will have two F2F and one online lecture (24 +12=36 sessions). Assessment process is continuous.



Course Content

Unit I:

8 lectures hours

Prerequisites to Business Communication

- Paraphrasing
- Deciphering Instructions
- Interpreting Guidelines
- Dos and Don'ts of participating in Online Discussion Boards and
- Referencing Styles(MLA,Chicago,APA)

Unit II:

7 lectures hours

Grammar Plus/ Enriching Business Vocabulary & ReadingSkills

- Tenses/PassiveVoice
- Conditional Sentences
- Commonerrors
- Building Blocks of Vocabulary
- Business Idiomsand Collocations
- Reading and analysis of Business articles, short reports, success stories and caselets.

Unit III:

7 lectures hours

Effective Business Communication. Communication--Anoverview.

- Origin, meaning and process of Communication.
- Goals of Communication
- Organizational Communication
- Directions/Flow of Communication.
- Barriers to Communication
- Cross-cultural/Intercultural communication.

Unit IV:

7 lectures hours

Critical Thinking & Writing Skills--Empower your writing skills.

- Mind Mapping
- Prerequisites to paragraph writing
- Methods of Paragraph Development
- Precis writing
- Abstract writing
- Summary writing

Handwritten initials/signature

Handwritten initials/signature

Unit V:**8 lectures hours****The Writing Strategy in Business messages & Presentation skills**

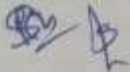
- Preparing Effective business messages (Planning steps, organizing content, drafting, beginning & ending. Proof-reading & final editing)
- Writing Good news, Bad news and Neutral messages.
- How to draft Memo, agenda & Minutes of Meeting?
- Effective presentation skills.
- Group Presentations (Organizational communication)

Text Books

1. Mishra. B, Sharma. S (2011) Communication Skills for Engineers and Scientists. PHI Learning Pvt. Ltd. ISBN: 8120337190.
2. Chaturvedi P. D, Chaturvedi M. (2011) Business Communication: Concepts, Cases and Applications. Pearson Education India. ISBN: 8131718727.
3. Greenbaum. Sidney. College Grammar of English. Longman Publishers. ISBN: 9780582285972.

Reference Books

1. Pal, Rajendra and Korlahalli, J.S. (2011) Essentials of Business Communication. Sultan Chand & Sons. ISBN: 9788180547294.
2. Kaul, Asha. (2014) Effective Business Communication. PHI Learning Pvt. Ltd. ISBN: 9788120338487.
3. Murphy, R. (2007) Essential English Grammar. CUP. ISBN: 8175960299.
4. C. Muralikrishna and S. Mishra (2011) Communication Skills for Engineers, Pearson education. ISBN: 9788131733844.

Modes of Evaluation: Quiz/Assignment/presentation/extempore/Written Examination Examination Scheme:

2. Introduction to Airline Industry

CODE	Introduction to Airline Industry	L	T	P	C
		4	0	0	4
Pre-requisites/Exposure	12 th level English				
Co-requisites	--				

Course Objective:

To enable the students with an understanding of the basic principles, kinds and nature of airlines travel.

Catalog Description:

The main objective of Airport functions of Airlines course is to familiarize students with the basic understanding of Aircraft, Airports and airlines. This will also help students to have an understanding of standard procedures being followed at the airports. This would help to develop analytical ability of students. The course focuses on identification of basic airlines functions and to develop understanding of Airport and Airlines operations.

Classroom activities involving lectures, discussions & case studies (topped up with role play) will be designed to encourage students to get involved and absorb & assimilate inputs. These activities will also be supplemented by group discussions, cooperative group solving problems, analysis of video scenes and debates. Class participation is a fundamental aspect of this course. Students will be encouraged to actively take part in all group activities and to give an oral group presentation. Students will be expected to interact with media resources, such as, web sites, videos, DVDs, and newspapers etc.

Course Content

Unit I Introduction to Airline and Airport Management (10 Hrs)

History of Aviation- Development of Air transportation in India- Major players in Airline Industry- Market potential of Indian Airline Industry— Current challenges in Airline Industry- Competition in Airline Industry.

BY

MP

Unit II ICAO & IATA

(12 Hrs)

ICAO – International Civil Aviation Organisation International body comprising Governments of various Countries Origin – Aims of ICAO, Functions of ICAO-Role of ICAO in International Air Transportation IATA- International Air Transportation Association IATA is the world organization of Scheduled Airlines of all countries Origin – Aims of IATA, Functions of IATA-Role of IATA in International Air Transportation

Unit III Airport Management

(12 Hrs)

Airport planning- Operational area and Terminal planning, design, and operation- Airport Operations-Airport functions- Organization structure of Airports Sectors-Airport Authorities- Global and Indian scenario of Airport management – DGCA –AAI.

Unit IV Airline Operations

(12 Hrs)

Organization Structure of Airline Sectors Airline Terminal Management- Flight Information Counter/Reservation and Ticketing- Check In/Issue of Boarding Pass-Customs and Immigration Formalities-Co-ordination- Security Clearance-Baggage-Handling- Handling of Stretcher Passengers and Human Remains-Handling of CIP, VIP & VVIP- Co-ordination of Supporting Agencies /Departments

Unit V Ground Support and Equipment

(10 Hrs)

Handling of CIP, VIP & VVIP-Co-ordination of Supporting Agencies /Departments. Ground Support Equipment (GSE) – Meaning – Type of GSE's – Chocks Trestles – Air Cart – Dollies –Ladders – Belt Loader – Catering Truck -Hi lift Vehicle – Container Loader – De-Anti Icing Vehicles-Coaches – Tractor – Trolleys – Pushback Vehicle – Ground Power Unit (GPU) – Air Conditioning Unit (ACU) – Toilet Cart – Water Cart

Books:

1. Wells. A, "Airport Planning and Management," 4th edition, McGraw-hill, London, 2000.
2. Alexander T. Well, Seth Young, "Principles of Airport Management," McGraw Hill 2003
3. Aviation Maintenance Management – Harry A. Kinnison – McGraw Hill
4. Risk Management and Error Reduction in Aviation Maintenance – Manoj S. Patankar and James C. Taylor – Ashgate Publishing Ltd.
5. Managing Maintenance Error – James Reason and Alan Hobbs - Ashgate Publishing Ltd

3. Business Computing

CODE	Introduction to Airline Industry	L	T	P	C
		3	0	0	3
Pre-requisites/Exposure	Basic understanding of Computer				
Co-requisites	--				

Course Objectives

The objectives of this course are:

1. Developing an understanding of the key concepts applied in Logistics Management
2. To provide a framework for considering Logistics Management problems and issues and to apply these concepts in practice.
3. To highlight the importance of all activities of distribution and a nunderstanding of concepts like inbound and outbound logistics, warehouse, inventory etc.
4. To develop skills for planning, designing the operational facilities of Logistics with the analytical and critical understanding.
5. To understand the role of logistics information system and value chain excellence of firm.
6. To develop ability to make rational logistics related decisions on the basis of problem analysis.
7. To develop ability to apply principles and practices of Logistics Management in real business applications.

Course Content

UNIT 1

(03 Hrs)

INTRODUCTION TO COMPUTER SYSTEM

Basic Computer Organization, Differentiating between Data & Information, Types of Computers.

UNIT 2

(03 Hrs)

SOFTWARE

Various Types of Software, System Software, Application Software (ready to use/Customized Software), Compiler Software, Programming Language Software's.

UNIT3 (03 Hrs)
INTRODUCTION TO WINDOWS

UNIT4 (10Hrs)
INTRODUCTION TO MS-OFFICE2007

Microsoft Work2007, Microsoft Excel2007, Microsoft PowerPoint2007, Microsoft Access2007.

UNIT5 (04Hrs)
NETWORKS

Networking Basics, Topologies, Software, Basics of Internet, Bandwidth Issues.,
E-mail, Risks and Protection of Networks.

UNIT6 (08Hrs)

INTRODUCTION TO PROGRAMMING

Writing Logic for Program/Pseudo Code (Flowcharting), Introduction to Programming Languages with examples in Visual Basic.


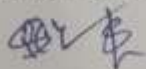
UNIT7 (05Hrs)

INTRODUCTION TO ANALYSIS /ACCOUNTING SOFTWARE
(05 Hrs)

SPSS / Tally.

TextBook:

1. Annexure, A. DETAILED SYLLABUS MASTER OF COMPUTER APPLICATION
(MCA) Wef 2015-16 Semester I MCA-101 Computer Architecture (3-1-0) Credit-06.



ReferenceBooks

1. Rajaraman, V. (2016). Gridcomputing, *Resonance*, 21(5), 401-415.

Modes of Evaluation: Quiz/Assignment/Project/Discussion/Written
ExaminationScheme:

82/2

Am2

P.T.O.

B

4. IATA Travel & Tourism (Foundation)

CODE	IATA Travel & Tourism(Foundation)	L	T	P	C
		3	0	0	3
Pre-requisites/Exposure	Basic understanding of Aviation Industry				
Co-requisites	--				

Course Objectives

1. Advise customers on passport and visa requirements, as well as on travel insurance options
2. Promote services and facilities available to airline passengers during their travel
3. Interpret standard industry codes to plan and reserve travel itineraries
4. Sell rail travel, car rental, hotel accommodation, cruises and pre-packaged tour products
5. Provide good customer service and retain customer loyalty
6. Use the Global Distribution System to make and maintain reservations and issue travel documents

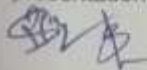
Catalog Description

The main objective of the course is to familiarize students with the basic understanding of travel and tourism.

It helps students to acquire essential knowledge and skills to work in the travel and tourism industry and become an effective travel professional. Provide advice on flight, accommodation and tour products, and how to ensure travelers fulfill necessary travel requirements. Improve your customer service and sales skills in order to better advise travel customers about when and where to travel based on their needs. Learn to use a global distribution system (GDS) to create and manage reservations.

Classroom activities involving lectures, discussions & case studies (topped up with roleplay) will be designed to encourage students to get involved and absorb & assimilate inputs. These activities will also be supplemented by group discussions, cooperative group solving problems, analysis of video scenes and debates.

Class participation is a fundamental aspect of this course. Students will be encouraged to actively take part in all group activities and to give an oral group presentation. Students will be expected to interact with media resources, such



as, web sites, videos, DVDs, and newspapers etc.

Unit:

(08Hrs)

Unit – 1 Evolution of Transport Systems, Importance of Transport in Tourism, Major transport systems – rail, road, water transport Geography in Travel Planning

Unit II:

(08Hrs)

Air transport and its evolution, present policies and regulations pertaining to airlines, limitations of weights and capacities. Function of ICAO, DGCA, IATA, AAI. Evolution of Civil Aviation in India, A case study of Indian Airlines, and Air India. Marketing strategies, emergence of no-frill airlines.

Unit – 3

(08Hrs)

Surface Transport System, Approved Transit Transport, Document connected with Road Transport, RTO, Recreational Vehicles, Road Taxies Fitness Certificates. Major Highways across India and abroad.

Unit – 4

(08Hrs)

Rail Transport System, Major Railway System of world, Amtrak, Eurail, Brit Rail, Indian Railways. Past, Present, Future Tourist Trains, viz Palace on wheels, Royal Orient, Himalayan Queen. Facilities offered by Indian Railways ..International Luxury trains : The Orient Express , Trans Siberian railway

Unit – 5

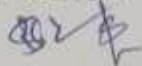
(10Hrs)

Water Transport System, Historical Past, Cruise ship, River Canal boats. Future prospects and growth of Water Transport in India. A case study of : Kerala & Venice

TextBooks:

1. IATA's Foundation in Travel and Tourism with Amadeus.
2. vans, N. (2015). *Strategic management for tourism, hospitality and events*. Routledge.
3. Theobald, W.F. (Ed.). (2012). *Global tourism*. Routledge.

ReferenceBooks



1. Goeldner, C. R., & Ritchie, J. B. (2007). *Tourism principles, practices, philosophies*. John Wiley & Sons.
2. Dickinson, J., & Lumsdon, L. (2010). *Slow travel and tourism*. Routledge.
3. Graham, A., Papatheodorou, A., & Forsyth, P. (Eds.). (2008). *Aviation and tourism: implications for leisure travel*. Ashgate Publishing, Ltd..

TextBooks:

1. IATA's Foundation in Travel and Tourism with Amadeus.
2. Evans, N. (2015). *Strategic management for tourism, hospitality and events*. Routledge.
3. Theobald, W. F. (Ed.). (2012). *Global tourism*. Routledge.

ReferenceBooks

1. Goeldner, C. R., & Ritchie, J. B. (2007). *Tourism principles, practices, philosophies*. John Wiley & Sons.
2. Dickinson, J., & Lumsdon, L. (2010). *Slow travel and tourism*. Routledge.
3. Graham, A., Papatheodorou, A., & Forsyth, P. (Eds.). (2008). *Aviation and tourism: implications for leisure travel*. Ashgate Publishing, Ltd..

Modes of Evaluation: Quiz/Test/Assignment/ Written Examination

BY

MD

5. Air Ticketing and fare construction

CODE	Air Ticketing and fare construction	L	T	P	C
		3	0	0	3
Pre-requisites/Exposure	Basic understanding of Tours and Travels				
Co-requisites	-				

Course Objectives

- 1) Understand Discounts, Taxes in Ticketing.
- 2) Understand the Codes and Abbreviations of Airline.
- 3) Understand the Documents Required for Air Travel.

Unit I:

(12 Hrs)

AIR TRANSPORT

Airlines Abbreviations, Codes and Definitions, Aircraft and in – flight services, Airport facilities and special passengers, Automation, Baggage, International Regulations.

Unit II:

(12 Hrs)

AIRFARES & TICKETING (12 Hrs)

Arrangement of the Tariff Manuals, Terms and Definitions, Published Fares, Currency Regulations, Round and Circle Trip fares, Journeys in different classes, Special fares, Discounted fares, Taxes, Ticketing instructions, BSP Procedures, Stock Control and Security of accountable documents, Review of basic Fare Construction Principles, The mileage system, Lowest combination principle, Around the World Fares, "Open Jaw" Journeys, Re – routings, Collection of Fare.

Unit III:

(10Hrs)

AIRFARES & TICKETING

Terms and abbreviations, Types of Tours, How and why tours are produced, Item included in a tour brochure, Booking Conditions, Reservation Procedures

Unit III:

(08Hrs)

TOUR PROGRAMMES

The Passport, Health Certificates, Taxes, Customs and Currency, Travel Insurance.

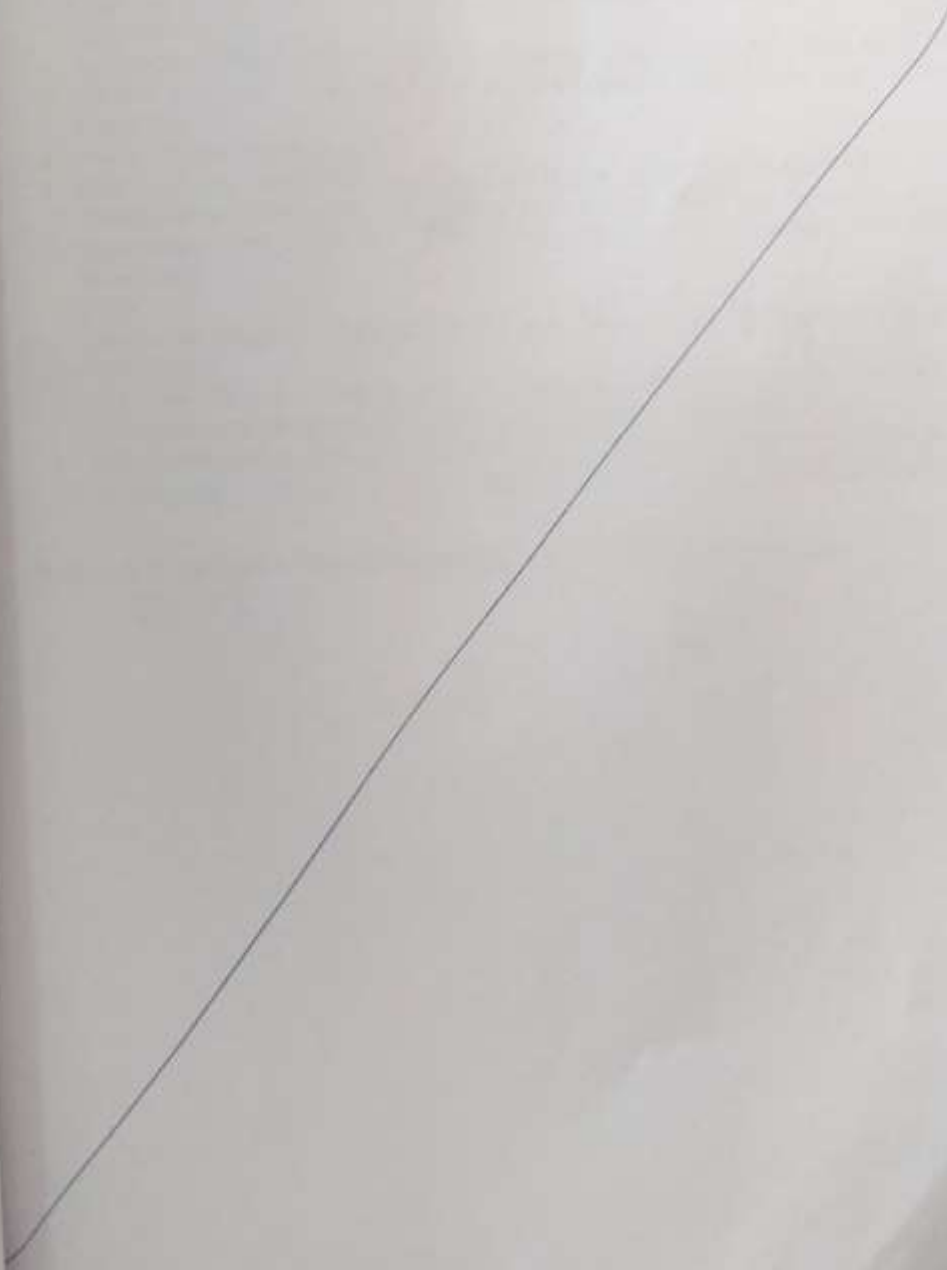
BL

(Signature)

General preventive measures, The Travel Information Manual (TIM), Consequence of Negligence

BS

Am



Skill Developments Activities:

1. Prepare a list of general preventive measures.
2. Write a Report on Travel Information Manual.
3. List out the Consequences of Negligence during Tour

Reference Books:

1. Jagmohan Negi: Travel Agency & Tour Operation – Concepts and Principles (Kanishka Pub, NewDelhi)
2. Jagmohan Negi: Air Travel and Fare Construction. - Kanishka Pub, New Delhi 2004
3. Dennis, L. Foster: The Business of Travel Agency Operations and Administration (Mc. Graw Hill)
4. Study Kit for IATA/UFTAA
5. Guides to IATA/UFTAA Training Courses and journals published by International Air Transport Association and Universal Federation of Travel Agent Association
6. Jagmohan Negi – Air Travel Ticketing and Fare Construction, Kanishka Publishers, New Delhi, 2004
7. Jagmohan Negi – International Tourism and Travel, S.Chand & Company Ltd, New Delhi, 2004
8. Mohinder Chand – Travel Agency Management – An Introductory Text, 2nd Revised and Enlarged Edition, Anmol Publications Pvt Ltd, New Delhi.
9. <http://www.iata.org/training/subject-areas/Pages/fares-ticketing-courses.aspx>
10. <https://www.amazon.in/Air-Fares-Ticketing-Doris-Davidoff/dp/0133244849>

Modes of Evaluation: Quiz/Test/Assignment/ Written Examination

BL

Am

6. Cargo Handling

CODE	Cargo Handling	L	T	P	C
		3	0	0	3
Pre-requisites/Exposure	TheSeniorsecondaryknowledgeofbasicairportoperations & processes.				
Co-requisites	--				

Course Objectives

1. To help the students to understand the scope & need for airport cargo handling.
2. To enable students to apply these concepts at the airports or terminals.
3. To provide the students to analys especific cargo handling service process for further action.
4. To enable students to synthesize related information and evaluate options for the most logical and optimal solutions.

Catalog Description

This course provides air cargo handling overview and freight forwarders perspective about their cargo industry. This course cargo handling would focus on the business, operations and regulatory fundamentals. It will explore how the air cargo industry is changing and how to identify opportunities to become more successful as a manager in your company. The purpose of this course is to enlighten the students about various cargo handling process and system, which are prevalent in business industry.

The course focuses on identification of critical issues and framing of strategies & scenarios required to select and develop scarcere sources.

Classroom activities involving lectures, discussions & case studies (topped up with role play) will be designed to encourage students to get involved and absorb & assimilate inputs. These activities will also be supplemented by group discussions, cooperative group solving problems, analysis of video scenes and debates.

Class participation is a fundamental aspect of this course. Students will be encouraged to actively take part in all group activities and to give an oral group presentation. Students will be expected to interact with media resources, such as, web sites, videos, DVDs, and newspapers etc.

[Handwritten signature]

[Handwritten signature]

Course Content

UnitI:

(08Hrs)Cargo I

The Air Freight Forwarder, The Airlines, Geography, The Governing Bodies,

UnitII:

(08 Hrs)

Cargo Requiring Special Handling, Aircrafts & ULDs, International Time calculators

UnitIII:

(08Hrs)

Cargo Facility Planning, Warehousing, Customs Rules & Regulations, Introduction to DGR(Anoverview)

UnitIV:

(08Hrs)

Cargo-II

Glossary o f cargo terms, Aircraft type: Holds and Compartments

UnitV:

(08 Hrs)

ULDs, ULDContours, Loading and Tie Down, Routings, Acceptance of Cargo, Special Load

UnitVI:

(06Hrs)

Liability and Claims, Shipper Instruction and the Airway Bill, The Rating System, Interline Cargo

TextBooks

1. Bhalla, A.S.B., Vankar, A.A., & Zala, L.B. Runway Pavement Design of a proposed Airport with the use of FAARFIELD Software.
2. Hanlon, J.P. (2000). Strategic Airport Planning, Robert E. Caves and Geoffrey D. Gosling, Pergamon, Oxford, 1999. ISBN 008 042764 2, 451 pp, \$98.50.
3. Jarach, D. (2017). *Airport marketing: Strategies to cope with the new millennium environment*. Routledge.

Modes of Evaluation: Quiz/Test/Assignment/ Written Examination

7. Universal Values and Social Ethics

CODE	Universal Values and Social Ethics	L	T	P	C
		3	0	0	3
Pre-requisites/Exposure					
Co-requisites	--				

COURSE OBJECTIVES

To identify specific needs of student-Academic, Personal, Adjustment related and provide counselling. To help students build strength of character, ethics and values. Counselling students and provide confidence to improve their quality of life. To enable the parents to know about the performance and regularity

COURSE DESCRIPTION

The course will build the capability to help in developing self awareness and sensitivity, feeling of equality, compassion and oneness.

COURSE CONTENT:

Unitl (8
Hrs)

- Self-Awareness**-Self Awareness (self-concept, self-esteem, self-image, Techniques for enhancing self-awareness) and empathy (meaning and techniques to enhance empathy)
- Self-Discipline**- Meaning of Self Discipline for youth, Steps in inculcating the ability, Necessity to get along the social World,
- Self Confidence and Self Esteem**: Understanding self-confidence, benefits self-confidence, characteristics of self-confidence, how to build self- confidence, Definition of self-esteem, assessing one's own worth, How to develop self esteem
- Decision making**: Understanding of decision making, Components of Decision-Making Process, Common Strategies of Decision Making, Decision Making Scenarios

BL

MR

5. **Problem solving:** Problem solving; nature and scope, process of developing problem solving skill, development of interventions

UnitII (8
Hrs)

1. **Positive Attitude:** Understanding positive attitude; List of positive attitudes; Characteristics and Traits of a Positive Mindset; Outcomes of a positive Attitude; Tips on How to Have & Keep a Positive Mindset in Life and at Work; Assessment of Positive Attitude
2. **Anger Management:** Understanding Anger Management; Unhelpful Angry Behavior; Techniques To Manage Your Feelings
3. **Healthy Relationships:** Understanding Healthy Relationships; Keys of Healthy Relations; Building Healthy Relationships

UnitIII (8
Hrs)

1. **Character Strength:** Understanding Character Strength; What are major virtues by which we judge a person's actions and character? Focusing on your strengths; Use strength to boost happiness
2. **Human Aspirations:** Understanding basic human aspirations
3. **Social Responsibility:** Understanding Social Responsibilities; Contributing and connecting with the society
4. **Assertiveness:** Understanding assertiveness; Benefits of assertiveness; Learning when to Be Assertive

UnitIV (8
Hrs)

1. **Happiness and Gratitude:** Understanding happiness and Gratitude; factors that affect our happiness; Interesting Facts and Findings about happiness; Useful tips for happiness; Benefits of gratitude; Modern Psychological Perspectives on Gratitude; how Happiness and Gratitude is related to wellbeing
2. **Human Dignity:** Understanding Human Dignity; Fundamental rights of a person

BLK

AMV

3. **Earth, Our Home:** Our Role and Relationship with Nature

Text Books

1. Daniel Goleman (2012). Working with Emotional Intelligence. Bloomsbury Publishing India Private Limited
2. Thinking, Fast and Slow By Daniel Kahneman 2013
3. Creativity and Problem Solving By Brian Tracy 2015
4. Emotional Intelligence by Daniel Goleman 1995
5. Self-Compassion: The Proven Power of Being Kind to Yourself by Dr. Kristin Neff 2015

Modes of Evaluation: Quiz/Test/Assignment/ Written Examination

Handwritten signature

Handwritten signature

8. Safety Management

CODE	Safety Management	L	T	P	C
		3	0	0	3
Pre-requisites/Exposure	NA				
Co-requisites	--				

COURSE OBJECTIVE

Personal Self-Management Skills – Enabling Student to Learn and demonstrate a set of practical skills such as time management, self management, handling conflicts. Students to develop skills of effective decision making. Develop and nurture a deep understanding of personal motivation

General Social Skills: Students understand the consequences and the influences of the media.

Value Inculcation: Understanding and developing value education towards nation and global. Realize their potential as human beings and count themselves properly in the ways of the world

COURSE DESCRIPTION

The course will help students to enhance the skills for positive self-concepts and maximize students' full potential and personal development by: teaching a variety of practical skills required for everyday living; improving social skills; strengthening community connections and knowledge

COURSE CONTENT:

Unit I

(8 Hrs)

1. **Self Motivation:** Definition of self Motivation, Steps to motivate yourself, Helping students to bolster their own motivation
2. **Resilience-Mental Toughness:** Understanding of resilience, Characteristics of a resilient person, How to become more resilient, Benefits of resiliency
3. **Decision making:** Understanding of decision making, Effective decision making, Process of decision making

Unit II

8 (Hrs)

1. **The media and health:** Content Analysis of media techniques, comparing media

messages to previous Knowledge, oral presentations and project

2. **Conflict Management:** Understanding Conflict Management, Strategies to avoid Conflicts, Tips for Managing Conflict
3. **Giving:** Talk about your feelings when you give, how you feel when you make charitable contributions or buy things for those in need. Do you feel proud, helpful, kind, or generous? Does it make you feel good that you can make a difference in other people's lives?
4. **Humility:** Understanding Humility, importance of humility, why does humility matters, developing and cultivating humility

Unit III

8 (Hrs)

1. **Problemsolving:** Problemsolving: nature and scope, process of developing problem solving skill, development of interventions
2. **Time Management:** Understanding Time Management, Awareness of time wasters, Tips for Time Management, Benefits of Time Management
3. **Value Education towards nation and global development:** Constitutional or national values-Democracy, socialism, secularism, equality, justice, liberty, freedom and fraternity, Social Values, Professional Values, Religious Values, Aesthetic values

Text Books

1. Mentoring Programme Handbook, Chandigarh University, 2019

Reference Books:

2. Daniel Goleman (2012). Working with Emotional Intelligence. Bloomsbury Publishing India Private Limited Web Resources.
3. <http://www.skillsyouneed.com/ips/improving-communication>.
4. <https://www.mindtools.com/>
5. www.psychologytoday.com

Modes of Evaluation: Quiz/Test/Assignment/Written Examination

Q2 K

Ans

QUESTION PAPER PATTERN -

Duration - 03 hours

Marks-70 (End Term)

The question paper consist of 02 sections A and B section A consist of ten short answers type question out of which student have to attend any five questions. Each question of section A is of 06 marks. Section B consist of eight long questions, student have to attend any four questions. Each question of section B is of 10 marks.

B2 B

Am2