

MIND MANAGEMENT & HUMAN VALUES – STUDENT MANUAL

THIS DOCUMENT IS APPLICABLE ONLY TO THE STUDENTS OF

‘BCA - D’

2nd SEMESTER

1. MM.H.V. will be conducted over a duration of 3 working days – 3 sessions per day. Each session can span between 60-120 minutes. If the situation demands, the time-table can have less than or more than 3 classes, with prior notice, which is a rarity.

Topics covered in the second semester

1. Bias – 1 & 1/2 hours
2. Creativity – 1 & 1/2 hours
3. Leadership + ‘AHAM’ – 1 & 1/2 hours
4. Habits – 1 & 1/2 hours
5. Yoga – Part 1 – Cyclic Meditation – 1 & 1/2 hours
6. Yoga – Part 2 – Kriya and Pranayama – 1 & 1/2 hours
7. Yoga – Part 3 – Vaishnavi Mudra – 1 & 1/2 hours
8. MGIEP Guided Session – 2 hours

Essential Information – Students must compulsorily attend all 3 yoga classes to be eligible for the Yoga Exam.

2. Students missing M.M.H.V. sessions alongside their classmates, for valid reasons, should make up for the same with coming batches by attending the **Remedial Classes**. The dates and times for the **remedial course** will be posted on the **official MMHV Telegram group**. In case of a medical emergency, leave letters with supporting medical documents should be submitted to class teachers, and a copy should be submitted to MMHV Faculty. This rule also applies to students participating in competitions or fests at any level. **This course is not exempted to any student of any course at Jain University on any grounds.**

3. Students cannot choose a date or a section to attend the M.M.H.V. course and have to compulsorily attend with the section they would be allotted to.
4. During the 3-day M.M.H.V course, no other classes are generally conducted. However, students should keep in touch with their class teachers and coordinators for special classes scheduled , if any.
5. Those opting for college bus facility and hostel-based food facility, should look for an alternative on these days if required, thereby, giving priority to the course structure.
6. All the sessions will start on time, and students arriving late will not be allowed into the hall/room.
7. Predominantly, most sessions will have activities. Students are expected to carry writing material to take down important points, and participate in all the activities.
8. One session on each day will be for Yoga. Students must carry individual yoga mats, and follow the prescribed **dress code** – Tracks and Loose-fitting garments are advised. **Strictly** – no jeans, shorts, sleeveless, 3/4ths, tight-fitting garments, formals.
9. Students should sit in the allocated places and are not allowed to carry cell phones/smart watches. No one is allowed to carry food and drinks, except water.
10. Students cannot attend to religious/personal commitments during course hours and must be present for the entire duration of each session.
11. Study Material, Sample Formats and Team Allotments will be provided beforehand and should be accessed through the **MMHV Telegram Group**. For further queries, students can meet **MMHV faculty in Room 816 - 8th floor**
12. Team allotment gives each student an absolute picture of the course, with respect to Personality Study and Peer Review. Hence, one should be thoroughly aware of one's team and team members. Any team member not aligning to the team and its activities will end up losing marks and in the worst-case scenario will be deprived of precious 50 I.A. marks.
13. In case of a change of team leader, the M.M.H.V. faculty should be informed within 24 hours from the time of the I.A. briefing. Both the old and the new leader should be present during this discussion on the change of leader.
14. The team leader should maintain contact details of all the team members, and create an online group. He/she will be solely responsible for coordination and timely submission of all the team projects.
15. **Though the team leader is in charge of submissions**, the team members must share the onus of checking the necessary information with the leader.
16. If a student is a **“late admission”** to the course, they should immediately contact the Department of M.M.H.V. for their team allotments and remedial class dates.
17. All rules and deadlines for project submissions will be strictly implemented. **After deadlines, the project will be assessed only for half of the assigned marks.**

18. Internal Assessment Components – 50 marks

- a. **Yoga Exam – 10 marks** – Remedial will be granted only in medical emergencies, provided the student has furnished valid medical documents.
- b. **Personality Study Project – 10 marks** – This is a team project. Leaders must mention in submission emails which team members contributed to the work.
- c. **Peer Review – 10 marks**
- d. **Attendance – 10 marks**
- e. **MGIEP – 10 marks**
- f. **MCQ test based on - Jñānotsava** (Podcast series) and **Anubhūti** (Indian Knowledge System) – **20 marks**

19. End-Semester-Exam (E.S.E.) –

- a. Online MCQ exam – 50 questions of 1 mark each – 50 Marks (**Note – Minimum pass for E.S.E – 18 marks**)
The final exam will be conducted online at the semester end using MCQ format with Case Studies

20. Overall Pass Marks (C.A + E.S.E) – 40 marks or more. **No minimum marks are prescribed for I.A. – However, scoring 22 marks or more would give a better chance towards getting an overall of 40 marks or more to pass subject**
21. The section is divided into six teams. All students must find their names in one of the six teams listed below. If a student's name isn't listed, please mail us at m.shraddha@jainuniversity.ac.in, and we will allot you to a team.
22. **If any students have shifted to other sections, such students must inform the MMHV faculty, giving a letter in writing.**

Notes of M.M.H.V.'s Theory Topics

<https://drive.google.com/file/d/1u4pvoO8SgtoeDbaAjtrsJzXHINZLjTRM/view?usp=sharing>

Notes of M.M.H.V.'s Yoga Portions

<https://drive.google.com/file/d/1s6yQ2CkqZQ9ShmFuTrraDxZdIRrPda9/view?usp=sharing>

Activity	Date & Day	
Yoga MCQ	April 3 rd	Wednesday
PEER REVIEW	April 3 rd	Wednesday
MGIEP	April 5 th	Friday
M.C.Q. based on Jñānotsava and Anubhūti	April 4 th	Thursday
Script for Personality Study Project	March 30 th	Saturday
Finalized Personality Study Project Video	April 6 th	Saturday

PERSONALITY STUDY – 10 MARKS

Team Number	Topic, Folder Name in Bold Letters and Google Drive Links
1	Dr Vikram Ambalal Sara Bhai – ISRO Founder - https://drive.google.com/drive/folders/1UkdMFR-V8jIX7PGb19mzsPHcBRNRTa4e?usp=share_link
2	Sardar Vallabha Bhai Patel – Unification of All the princely states of India - https://drive.google.com/drive/folders/1zn43tvcMd4H7oBWzq32Uhd6e_I2_r2he?usp=share_link
3	Pandit Bhimsen Joshi - Hindustani Music – https://drive.google.com/drive/folders/1qWfB13s_STFPFXiYGUI9yzVI4BZJAZUg?usp=share_link
4	Prof Roddam Narasimha – Fluid Dynamics – https://drive.google.com/drive/folders/1C1MMTKgFLTFG1rzqdlcgc9aJiviLI-rF?usp=share_link
5	Smt MS SubbuLakshmi – Carnatic Music, A golden voice, a golden heart, https://drive.google.com/drive/folders/1fzw2KzE35DYZ_uvdS6groozFjmRQSJgh?usp=share_link
6	Jayaprakash Narayan – Social Service, Total Revolution https://drive.google.com/drive/folders/1E2u-f6J1yPZ8CGCsynN0jNRURPuUy7W1?usp=share_link

INSTRUCTIONS

1. **How should the initial script be?** A template is available when you click on this link and the same should be followed without fail – https://drive.google.com/drive/folders/1T3S-KqcYsfpuJTXee2avmBWxj0KROQn2?usp=drive_link
2. **What is the purpose of giving away civilian awards; what is it to understand such achievers and How to make a video?** A template is available when you click on this link and the same should be followed without fail – https://drive.google.com/drive/folders/1T3S-KqcYsfpuJTXee2avmBWxj0KROQn2?usp=drive_link
3. **The initial script** should be submitted to – civilianawardsofindia@gmail.com
4. Post the approval of the script, the final video should be submitted to – civilianawardsofindia@gmail.com
5. The video should not be prepared using existing videos or clippings, as available on the internet. The video should be prepared only using images of a HQ/decent quality and should follow all other aspects as described in the template.

6. **The Personality Study Project is a team project**, based on unique aspects of India's Civilian Awards, facilitated by Karthik Manjunath.
7. Topics are pre-decided. Each team should pay utmost attention to Introductory Video, Sample Script format and Topic-specific Briefing PPT.
8. The team leader must ensure equal distribution of work/roles among all the team members.
9. Time for Script Submission by mail to the assigned ID – 1 week. Script will be evaluated and suggestions will be mailed back for improvement.
10. Post suggestions, the teams will have another 1 week to submit the Revised Final Script and Documentary Video.
11. The Video must incorporate a **voice-over** commentary by one or more team members. **The duration of the final video must not cross 5 minutes. It must be submitted in a .MP4 format only.**
12. Irrespective of the size of the video, the team leader must load the file onto **google drive and provide editing and download access to the faculty.**
13. **Only google drive is the accepted cloud service to upload the submission files.** No alternative cloud service is acceptable, like pCloud, Dropbox Canva, Etc
14. **Post deadlines, the project will be assessed only for half of the assigned marks.**
15. In the submission mail, the team leader must clearly **mention the following details: campus, course, section, team number, team leader's name, topic, and names/roles of team members who have actively contributed to the work.** Failing this, the project will not be evaluated and marked as 'ZERO'.
16. All submission mails must be sent only by the team leader, from his/her mail ID only to civilianawardsofindia@gmail.com
17. Once a script/video submission is mailed, the team leader must check the sent mail and ensure the mail has not ended up in the draft box or outbox.
18. **The team leader should also ensure that the response to the mail sent is received within 5 working days. Failing which, the team leader should send a follow-up mail to civilianawardsofindia@gmail.com**

PEER REVIEW – 10 MARKS

INSTRUCTIONS

1. For this I.A component, Follow the instructions given during the Briefing sessions, and go through the screen shots provided here.
2. Team leaders will be in-charge of this component and must share the given link with their team members.
3. Students must submit this within the allotted time

The screenshot shows a Google Form interface with a blue header. The title of the form is "Mind Management & Human Values - Peer Review - 10 Marks - 1 Question - 3 Parameters". Below the title, a description states: "This form is a way to assess the student's understanding one's own peer based on group activities performed as per the requirement of MM&HV's IA". The form is associated with the email "nagashwini@jainuniversity.ac.in (not shared)" and includes a "Switch account" link. At the bottom of the form, there is a "Next" button, a progress bar indicating "Page 1 of 3", and a "Clear form" link. A footer message reads: "Never submit passwords through Google Forms." and "This form was created inside of Jain University. [Report Abuse](#)". The Google Forms logo is at the very bottom.

Mind Management & Human Values - Peer Review - 10 Marks - 1 Question - 3 Parameters

This form is a way to assess the student's understanding one's own peer based on group activities performed as per the requirement of MM&HV's IA

nagashwini@jainuniversity.ac.in (not shared) [Switch account](#)

[Next](#) Page 1 of 3 [Clear form](#)

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Google Forms

Name, Course and Section Details

Email Address as used during Login

Your answer

Name

Copy Your name from the list below and paste it as it is. Do not type the name the way you wish to. Please follow this protocol without fail.

Gunn N Bhandari
Harshitha N
Heena
Jainav Vohra
Jatin Jain
Johar Khozaim Vasaduwalla
Kalash Bhilosa
Kanishk P Jain
Kashish Jain
Kiran S Beldale
Komal A

Your answer

Registration Number

Registration Number is - USN Number as provided by Jain University. The same number used as user ID, to take up first semester final exam.

Your answer

Course and Section

Without mentioning the course's name and section, the responses provided to this Google Form will be automatically considered invalid

Your answer

[Back](#)

[Next](#)

Page 2 of 3

[Clear form](#)

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Google Forms

Duration - 10 Minutes

I rate my team-mate on the rank as seen below based on the three parameters -

1. Co-operated and coordinated with me enthusiastically
2. Actively participated in all the team projects with the same enthusiasm and commitment
3. Enriched my understanding of the project by giving critical feedback without any bias with an intention to improve the quality of the project

One should not to give the same rank to each member.

One cannot allot 1st rank to oneself. Further, one should give oneself the last rank. For Ex., If there is a group of 11 members, the person answering this questionnaire will mark himself/herself as the 11th ranked person

Missing on the above two instruction will lead to automatic disqualification and taken as zero

1. **Scroll the screen to the left, right, up and down as and when required.**
2. **All team members have to be given a rank.**
3. **No person can be given the same rank.**
4. **Without fail , one should give oneself the last rank compulsorily, without which the form submitted turns void and invalid**

	1	2	3	4	5	6	7	8	9
Gunn N Bhandari	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harshitha N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Heena	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jainav Vohra	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jatin Jain	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	1	2	3	4	5	6	7	8	9
Kashish Jain	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kiran S Beldale	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Komal A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Back Submit Page 3 of 3 Clear form

Never submit passwords through Google Forms.

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Google Forms

PEER REVIEW – LINKS				
Sl. No.	Class/Sec	Team	Name of the Leader	Google Links
1	BCA - D	TEAM 1	BHARATH K	https://forms.gle/zxx1m3BZcv4C1wit6
2	BCA - D	TEAM 2	LOCHAN S	https://forms.gle/tf1GFCBrmP8rhRxA6
3	BCA - D	TEAM 3	SUJAL KUMAR	https://forms.gle/MPHCfFZMfjoEq3ye6
4	BCA - D	TEAM 4	KAZIM MAHADI	https://forms.gle/XGy45UQSjoVZmLsn7
5	BCA - D	TEAM 5	SUBHRA SULAGNA DEBATA	https://forms.gle/VHUfKJKvqD3YWSd88
6	BCA - D	TEAM 6	ABHINAV ANEESAN	https://forms.gle/jXYWew713k5Yy6Q6A

MGIEP SEEK COURSE – 10 Marks

INSTRUCTIONS –

- UNESCO MGIEP - S.E.E.K Course is a mandatory online course that has to be taken up by students as part of **I.A.**
- Each student has to register for the course according to the guidelines given by the **M.M.H.V faculties** to avoid any faulty registrations.
- The S.E.E.K course consists of three major topics that have to be completed successfully in order to produce a completion certificate.
- A Guided session will be provided to help you with the course and to clear any queries
- After the successful completion of the course, students are supposed to submit the **completion certificate**.
- **Failing to do so will result in loss of 10 marks in I.A.**
- The deadline for submissions will be notified in the comprehensive file.

MGIEP Resource Files

Kindly refer to the link below to access the resource material to successfully complete the **MGIEP SEEK COURSE**

https://drive.google.com/drive/folders/1s6wUgR1_vSTV-g7gJW9NKdOy72DsMBB_?usp=sharing

YOGA EXAM

MCQ via Google Forms – 10 MARKS

INSTRUCTIONS –

1. The MMHV faculty will share a QR CODE on the scheduled test day, with the Team Leaders, who will have to share it with all the team members immediately.
2. Please click on the link. The link takes you to Google Forms.
3. In the sections provided in the Google Form, fill in necessary details like –
 - a. Name of the student – in CAPITAL LETTERS (as per college records) – for example – ABHISHEK SINGH
 - b. Course and Section. **For Ex., BCOM – ‘A’**
 - c. Registration Number. (If the student does not have/know the Registration Number, he/she may fill that section with some random numbers – 123)
4. Total time allotted to answer is 60 minutes, post which the google form will be locked and students will not be able to submit their responses.
5. The google forms have to be opened using a personal or a college provided Gmail ID only. Other service providers like Yahoo, Hotmail, Outlook, Etc., will not work.
6. Answers once submitted cannot be edited. Hence, students have to be careful while submitting.
7. The google forms will not let the student submit, without having attempted all the questions.
8. There is no special provision for any student to take up the exam separately. It happens in a group as per the sections. They should attend along with their respective class/sections.
9. Any request for rescheduling on the day of the exam will not be entertained.
10. In case a student, due to personal reasons, is doubtful of taking the practical exam on the given date, they should inform the MMHV faculty 24 hours in advance. Once approved by the faculty, a student is eligible to get an alternative practical exam date. The reason for absenteeism should be furnished with necessary documents.

Jñānotsava (PODCAST SERIES)

Anubhūti (INDIAN KNOWLEDGE SYSTEM) – 20 MARKS

INSTRUCTIONS

1. Every student must watch all the videos in series
2. The questions based on the videos will be given to the students ten days after the course through Google Form
3. For I.A., seven questions will be asked from each podcast (**Jñānotsava**). (Total number of podcasts – 4)
Thus, overall, 28 questions with one mark each

Jñānotsava 1	https://drive.google.com/file/d/1E8di2h81FQYtYclUfkJcSsKUGMCLdhPB/view?usp=drivesdk
Jñānotsava 2	https://drive.google.com/file/d/1jJjGaiq8GgIGkwM2mHAHkgM5miaPlm36/view?usp=drivesdk
Jñānotsava 3	https://drive.google.com/file/d/1y_QO0oIr_Ggf35BfzkK40cidCtZlUmhI/view?usp=drivesdk
Jñānotsava 4 (a)	https://drive.google.com/file/d/1pnfQ6Ph-K5gi5llplA_MNCRN0G3o5_Lg/view?usp=drivesdk
Jñānotsava 4 (b)	https://drive.google.com/file/d/1F3cE8DdnZWgqA9Ly_9NYJF4bnOlxtfl/view?usp=drivesdk

Jñānotsava 1	Mr. Neelacantan	Practical Applications of Creative Thinking in everyday life.
Jñānotsava 2	Mr. Krishna Bharadwaj	Developing scientific temperament - A way to assess Life Situations objectively.
Jñānotsava 3	Mr. Gladson Johnson	Gearing up for a Healthy Future - the “ Right Way”.
Jñānotsava 4 (a) Video Podcast	Mr. Kapil Raizada	Comprehending technology as a driver of Economics in relation to the Country, and its role in Nation-Building.
Jñānotsava 4 (b) Audio Podcast	Mr. Nandan Prabhu	

- 4.** For I.A., four questions will be asked from each video of the **Anubhūti** series (Total number of videos – 3).
Thus, overall, 12 questions with one mark each

Anubhūti 1	https://drive.google.com/file/d/1st6N_-Y28_eUjyf5jdgg2D659E44fxQf/view?usp=drivesdk
Anubhūti 2	https://drive.google.com/file/d/15ahlRXyIPAm64q6MMiRm6pcWOapeh2K4/view?usp=drivesdk
Anubhūti 3	https://drive.google.com/file/d/17srUrvx3c1OGRIX75EPcPeBdUy_avbI9/view?usp=drivesdk

Anubhūti 1	Dr. Anantha Sharma	Indian Astronomy
Anubhūti 2	Dr. Anantha Sharma	Indian Chemistry and Metallurgy
Anubhūti 3	Dr. Anantha Sharma	Indian Mathematics

OVERALL, 40 QUESTIONS – 40 MARKS – CONVERTED TO 10 MARKS

TEAM 1	TEAM 2	TEAM 3
ADITHYAN N G	LOCHAN S	SUJAL KUMAR
BHARATH K	MOHAMMAD NISHAN	TOBITH VARGHESE
BHOOMI JAIN	HARSH NATH	VASANI JEMIN MUKESHBHAI
CHANDRALEKHA S	POOJA P	YASHASAVI PALIWAL
DEBOLINA JANA	POORVIKA C	AKASH P K
DIYA SUNIL	PRATYAKSH GOUR	AKSHAYA N
ISHITA BORDA	RAHUL TONY J	AMBIKA B SAJJAN
KARTHIK S GOWDA	ROHITH R	ANANYA H G
KHUSHBOO S CHHABRIA	S SRIDEVI	ANWESHA PAL
KHUSHI JAIN	SHALINA KHATUN	BHAVYA JIVANI
KISHORE K	SIDHARTH P SIBY	GITHANJALI M
LAKSHITH S LOKESH	SRII NITIN M	

TEAM 4	TEAM 5	TEAM 6
HARISH S S	SOUMYADIP RAHA	ABHINAV ANEESAN
KANISHQ CHHATTANI	ZAMEEL SUBHAAN	ARMAAN N
KAZIM MAHADI	ABDUL HAMEED JUNAIDI	NIKHIL SAJU THODUKAYIL
M B TEJASWINI	ASHISH UPREJA	AWUYA ATARI MOSES
POOJA R Y	AVANI SINGH	UJJWAL CHAUDHARY
PRIYANKA DIWAN	JAKKIDI SIDDANTH REDDY	RUBAKA THAPALIYA
PRIYANKA KASERA	MANKALESH R J	SAAMIN SOSAN
RAKSHIT RANJAN SINGH	MUKESHKUMAR M V	VIPUL MAHESH
RAVI TEJ N	RASHMI JAISWAL	HARSHA K
SAMPURNA SENAPATI	SUBHRA SULAGNA DEBATA	GANGIREDDYGARI VIPLAV KUMAR REDDY
SARONGI LAHA	SWASTI H S	DAVID MATIKKE FONTEH