

Deccan Education Society's

# Kirti M. Doongursee College of Arts, Science and Commerce (AUTONOMOUS)



Affiliated to

## UNIVERSITY OF MUMBAI

Syllabus for  
Program: Bachelor of Management Studies  
Majors: Human Resource

Choice Based Credit System (CBCS)  
with effect from  
Academic Year 2023-2024

## **PROGRAM OUTCOMES**

<b>PO</b>	<b>Description</b>
	A student completing Bachelor's Degree in <b>Management Studies</b> Program will be able to
P01	<b>Disciplinary Knowledge:</b> Capability of executing comprehensive knowledge and understanding of business acumen.
P02	<b>Communication Skills:</b> Demonstrate proficiency for Business Communication for effective and professional business management.
P03	<b>Critical Thinking &amp; Problem solving:</b> Ability to engage in reflective and independent thinking by understanding the concepts of various business domains. Capability to deduce a business problem and apply the classroom learning into practice to offer a solution for the same.
P04	<b>Leadership Skills:</b> Ability to develop group behavior and lead a team to achieve the individual, group and organizational goals.
P05	<b>Ethical &amp; Social Awareness/Reasoning:</b> Ability to ascertain unethical behavior, falsification, and manipulation of information. Ability to manage self and various social systems. To build perspective about global environment including cultural, social and sustainability issues.
P06	<b>Lifelong learning:</b> Capability of self-paced and self-directed learning aimed at personal development and for improving knowledge/skill development and reskilling in all areas of Commerce.
P07	<b>Global Perspective:</b> Understand the application of management concepts in scenarios relating to the global business environment.

**Deccan Education Society's  
Kirti M. Doongursee College (Autonomous)**

**Proposed Curriculum as per NEP 2020**

**Year of Implementation- 2023-24**

**Name of the Department: Bachelors of Management Studies**

<b>Semester</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Vertical</b>	<b>Credit</b>
<b>I</b>	K23UCBMSHMJ111	Introduction of Human Skills	Major	4
	K23UCBMSHMJ112	Manpower Planning & Recruitment	Major	2
	K23UCBMSOE131	Generating New Ideas	OE	2
	K23UCBMSVC141	Computer Skills for Business Administration-1	VSC	2
	K23UCBMSSC151	Professional Written Communication	SEC	2

<b>Semester</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Vertical</b>	<b>Credit</b>
<b>II</b>	K23UCBMSHMJ211	Managing Workplace Diversity	Major	4
	K23UCBMSHMJ212	Induction and Onboarding	Major	2
	K23UCBMSMR221	Principles of Management	Minor	2
	K23UCBMSOE231	Business Planning	OE	2
	K23UCBMSVC241	Computer Skills for Business Administration-II	VSC	2
	K23UCBMSSC251	Soft Skills- I	SEC	2

<b>Course Code</b>	<b>HR MAJOR SEM – I - Introduction of Human Skills</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>K23UCBMSHMJ111</b>	<b>Paper I</b>	<b>4</b>	<b>4</b>

**Course Outcomes:**

After successful completion of this course, students would be able to

- Identify the terms and concepts of human nature and their behaviour in organization
- Describe the various aspects of human life span with its traits, group behavior, organizational change and creativity.
- Use the human skills lessons, theories and outcomes in personal and professional life.
- Select and categorize different human skills tools as per the professional demand of the market
- Persuade and predict the utilization of human skills concepts in various situations of life.

<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>
I	<b>Understanding of Human Nature</b>	<b>15</b>
	Human Behaviour and personality Human Thinking, Intelligence, and perceptions	
II	<b>Understanding the Dynamics of Group Behavior</b>	<b>15</b>
	Introduction to Group Behaviour Organizational Processes and Systems	
III	<b>Organizational Culture, Motivation and Coaching at workplace</b>	<b>15</b>
	Understanding Organizational Culture Motivation at workplace Understanding Mentorship v/s Coaching	
IV	<b>Organisational Change, Creativity and Work Stress</b>	<b>15</b>
	Organisational change and creativity Organisational Development and work stress	

**Reference books:**

- *Organisational behaviour, S.Robbins, Prentice Hall*
- *Organisational behaviour, John W.Newstrom and Keith Davis, Tata McGrawhill*
- *Organisational behaviour, Fred Luthans, McGrawhill, Newyork*
- *Organisational behaviour, K.Aswathappa, Himalaya Publishing House*
- *Essentials of management, Koontz, Harold, Tata McGrawhill*

<b>Course Code</b>	<b>HR MAJOR SEM – I – Manpower Planning &amp; Recruitment</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>K23UCBMSHMJ112</b>	<b>Paper II</b>	<b>2</b>	<b>2</b>
<b>Course Outcomes:</b>			
After successful completion of this course, students would be able to			
<ul style="list-style-type: none"> <li>• State the concepts of recruitment and selection, induction and soft skills.</li> <li>• Explain the process, methods and importance of recruitment and selection</li> <li>• Discover new methods of recruitment</li> <li>• Formulate good Recruitment and Promotion strategies and interview structure.</li> </ul>			
<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>	
<b>I</b>	<b>Manpower planning</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Manpower Planning</li> <li>• Concepts of Recruitment</li> <li>• Job Analysis</li> <li>• Job Design</li> <li>• Basics of Job Specification</li> </ul>		
<b>II</b>	<b>Recruitment</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Recruitment Types</li> <li>• Sources of Recruitment</li> <li>• Trends in Recruitment</li> <li>• Promotion</li> <li>• Interview</li> <li>• Skills for Talent acquisition manager</li> </ul>		
<b>References Books:</b>			
<ul style="list-style-type: none"> <li>• <i>Dipak Kumar Bhattacharya - Human Resource Management</i></li> <li>• <i>Arun Monappa- Managing Human Resource</i></li> <li>• <i>C.B. Memoria -Personnel Management-</i></li> <li>• <i>Bisvrajeet Pattanayak, Human Resource Management, Prentice - Hall India</i></li> <li>• <i>Armstrong, Michael &amp; Baron Anglenela Handbook of Strategic HRM. New Delhi: Jaico Publishing House.</i></li> <li>• <i>Mello, Jeffrey A. Strategic Human Resource Management</i></li> </ul>			

<b>Course Code</b>	<b>OPEN ELECTIVE SEM - I - Generating New Ideas</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>K23UCBMSOE131</b>	<b>Paper II</b>	<b>2</b>	<b>2</b>

**Course Outcomes:**

After successful completion of this course, students would be able to

- Identify and learn about the opportunities to discover and evaluate viable business ideas for new venture creation.
- Describe the various concepts & aspects related to the generation & evaluation of business ideas & design thinking.
- Apply and implement the methods & techniques in generating a viable entrepreneurial idea suitable for the market.

<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>
I	<b>Idea Generation &amp; Design Thinking</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Idea Generation</li> <li>• Opportunity Recognition.</li> </ul>	
II	<b>Idea Evaluation &amp; Feasibility Analysis</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Idea Screening</li> <li>• Environmental Scanning</li> <li>• Market survey.</li> <li>• Entrepreneurship Development Cycle.</li> </ul>	

**Reference Books:**

- *The Business Idea: The Early Stages of Entrepreneurship* - Soren Hougaard, 2005, Springer Publication.
- *The Business Idea Factory: A World-Class System for Creating Successful Business Ideas* - Andrii Sedniev, 2013, Createspace Independent Pub.
- *Testing Business Ideas: A Field Guide for Rapid Experimentation* - David J. Bland, Alexander Osterwalder, 2019, Wiley.
- *Innovation and Entrepreneurship* - Arvind Kumar Bhatt, 2016, Laxmi Publications Pvt. Ltd.
- *Entrepreneurship Simplified: From Idea to IPO* - Ashok Soota & S.R. Gopalan, 2021, Penguin Random House.

<b>Course Code</b>	<b>VOCATIONAL SKILL COURSE SEM – I - Computer Skills for Business Administration</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>K23UCBMSVC141</b>	<b>Paper I</b>	<b>2</b>	<b>2</b>
<b>Course Outcomes:</b>			
After successful completion of this course, students would be able to			
<ul style="list-style-type: none"> <li>• Perform basic tasks in document and presentation applications</li> <li>• Use templates, text and graphic effects in document and presentation applications</li> <li>• Edit and organize a presentation</li> <li>• Generate reports and presentation</li> </ul>			
<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>	
I	<b>Documents</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Creating and Managing Documents</li> <li>• Formatting Paragraphs and Texts</li> <li>• Manage Options and Settings for Documents</li> </ul>		
II	<b>Presentations and Networks</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Introduction to Power Point</li> <li>• Power Point Functions</li> <li>• Presentation Functions</li> <li>• Google Slides</li> <li>• Canva Presentation</li> </ul>		
<b>Reference Books:</b>			
<ul style="list-style-type: none"> <li>• <i>New Perspectives Microsoft Office 365 &amp; Office 2019 Introductory</i>, by Patrick Carey, Katherine T. Pinard, Ann Shaffer and Mark Shellman, Cengage</li> <li>• <i>MOS 2010 Study Guide</i>, John Pierce &amp; Geoff Evelyn</li> <li>• <i>Microsoft Office 365- A Complete Guide to Master Word, Excel and PowerPoint 365</i>, Matt Vic,</li> <li>• <i>Information Technology for Management, 6TH ED (With CD)</i>, by Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)</li> <li>• <i>Computer Applications In Business</i>, by Dr. Sandeep Srivastava, Dr. Mirza Shab Shah, Er.Meera Goyal, SBPD Publications.</li> <li>• <i>Information Security and IT Risk</i> by Manish Agrawal, Alex Campoe, Eric Pierce, Wiley</li> </ul>			



<b>Course Code</b>	<b>SKILL ENHANCEMENT COURSE SEM – I – Professional Written Communication</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>K23UCBMSSC151</b>	<b>Paper I</b>	<b>2</b>	<b>2</b>

**Course Outcomes:**

After successful completion of this course, students would be able to

- Understand, state and infer the various phrases, terminologies and jargons used in computer based and written communications at organizational level.
- Discover, illustrate, and employ the organizational correspondences for effective formal communication at various hierarchical levels.
- Indicate, restate and demonstrate competence while working on web browsers, carrying out online research, evaluating online sources for credibility, and utilizing online communication tools (e.g., email, social media) responsibly and securely
- Choose, compare and interpret different communication forms, correspondence structure as well as inspect its effectiveness in challenging circumstances for business professionals.

<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>
I	<b>Introduction to Basics of Professional Written Communications</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Basic Fundamentals of Written Communication</li> <li>• Basics of Electronic Mail</li> <li>• Professional Meeting</li> </ul>	
II	<b>Professional Correspondence</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Layouts of Letters</li> <li>• Types of Professional Correspondence</li> </ul>	

**Reference Books:**

- *HBR Guide to Better Business Writing* by Bryan A. Garner, HBR Press.
- *Writing That Works: How to Communicate Effectively in Business*, Kenneth Roman and Joel Raphaelson, Collins Reference
- *The Truth About the New Rules of Business Writing* by Natalie Canavor and Claire Meirowitz,
- *Business Correspondence and Report Writing* by RC Sharma, Krishna Mohan and Virendra Singh Nirban, McGraw Hill.
- *Storytelling with Data: A Data Visualization Guide for Business Professionals* by Cole Nussbaumer Knaflic, Wiley.
- *Business English Writing: Advanced Masterclass* by Marc Roche, Macson Bell Business English Books.
- *Business Writing for Dummies* by Natalie Canavor, John Wiley & Sons

<b>Course Code</b>	<b>HR MAJOR SEM – II - Managing Workplace Diversity</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>K23UCBMSHMJ211</b>	<b>Paper I</b>	<b>4</b>	<b>4</b>
<b>Course Outcomes:</b>			
After successful completion of this course, students would be able to			
<ul style="list-style-type: none"> <li>• Identify the terms and concepts of workforce diversity and its significance at workplace</li> <li>• Describe the several aspects of relationship between workforce diversity and HRM functions, also its issues and trends.</li> <li>• Use the tools and models of workforce diversity to effectively optimize and instill the variety of talent into the organization.</li> <li>• Summarize the workforce diversity strategies and best practices to promote diversity and inclusion at workplace.</li> <li>• Design an effective diversity and inclusion plan to sensitize and promote equality at workplace.</li> </ul>			
<b>Unit</b>			
<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>	
I	<b>Introduction to Management of Workplace Diversity</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Concept, Need for Businesses to Embrace Diversity</li> <li>• Benefits of Workplace Diversity</li> <li>• Challenges to managing Diversity</li> <li>• Diversity Model</li> </ul>		
II	<b>Workforce Diversity and HRM Functions</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Workforce Diversity and HRM Functions</li> <li>• Role of Recruiter in Hiring Diversified Workforce</li> <li>• Workforce Diversity – Key to Organizational Performance</li> </ul>		
III	<b>Strategies to Manage Diversity</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Planning for diversity</li> <li>• Organizing for diversity: Cross functional teams</li> <li>• Role of leadership in managing diversity</li> <li>• Diversity Training and Mentoring</li> </ul>		
IV	<b>Management of Issues and trends in Workplace Diversity</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Management of Diversity in Workplace</li> <li>• Coping with issues related to diversity</li> <li>• Best Practices in Achieving Workforce Diversity</li> <li>• Recent Trends of Diversity</li> </ul>		
<b>Reference books:</b>			
<ul style="list-style-type: none"> <li>• <i>Dessler Gary, A Framework for Human Resource Management, Pearson Publication, 7th</i></li> </ul>			

*Edition.*

- *Handbook of Research on Workforce Diversity in a Global Society, edited by Scott, Chaunda L.*
- *Diversity in the Workforce: Current Issues and Emerging Trends edited by Marilyn Y. Byrd, Chaunda L. Scott*
- *Managing Diversity: Human Resource Strategies for Transforming the Workplace Ellen Ernst Kossek, Sharon A. Lobel*

<b>Course Code</b>	<b>HR MAJOR SEM – II - Selection &amp; Induction</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>K23UCBMSHMJ212</b>	<b>Paper II</b>	<b>2</b>	<b>2</b>
<b>Course Outcomes:</b>			
After successful completion of this course, students would be able to			
<ul style="list-style-type: none"> <li>• Explain the process, methods and importance of selection</li> <li>• Formulate solution for overcoming hurdles in Selection</li> <li>• Evaluate placement requisites</li> <li>• Implement induction activities</li> </ul>			
<b>Unit</b>			
<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>	
I	<b>Selection</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Selection</li> <li>• Interviewing</li> <li>• Selection Hurdles and Ways to Overcome Them</li> <li>• Quitting Techniques and Exit Interview-Meaning, importance</li> </ul>		
II	<b>Placement &amp; Induction</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Induction</li> <li>• Orientation &amp; Onboarding</li> </ul>		
<b>References Books:</b>			
<ul style="list-style-type: none"> <li>• <i>Dipak Kumar Bhattacharya - Human Resource Management</i></li> <li>• <i>Arun Monappa- Managing Human Resource .</i></li> <li>• <i>C.B. Memoria -Personnel Management</i></li> </ul>			

<b>Course Code</b>	<b>MINOR SEM – II - Principles of Management</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>K23UCBMSMR221</b>	<b>Paper I</b>	<b>2</b>	<b>2</b>
<b>Course Outcomes:</b>			
After successful completion of this course, students would be able to			
<ul style="list-style-type: none"> <li>• Relate and list organizational work culture and the multifaceted aspects of management.</li> <li>• Identify and compare managerial principles alongside their applications in the various areas of business operations in relation to management levels and their responsibilities.</li> <li>• Demonstrate and practice use of managerial principles in different departments and sectors of an organization and their operations.</li> <li>• Debate and examine the application of managerial principles in real life business problems.</li> </ul>			
<b>Unit</b>			
<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>	
I	<b>Fundamentals of Management</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Nature of Management:</li> <li>• Management Functions in Organization</li> <li>• Recent Trends in Management</li> </ul>		
II	<b>Management Applications</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Management Applications to Marketing</li> <li>• Management Applications to Human Resources</li> <li>• Management Applications to Finance</li> <li>• Management Applications to Operations</li> </ul>		
<b>Reference Books:</b>			
<ul style="list-style-type: none"> <li>• Kotlar, Philip, <i>Marketing Management, Prentice Hall, New Delhi.</i></li> <li>• Stanton, Etzel, Walker, <i>Fundamentals of Marketing, Tata-McGraw Hill, New Delhi.</i></li> <li>• Saxena, Rajan, <i>Marketing Management, Tata-McGraw Hill, New Delhi.</i></li> <li>• McCarthy, E.J., <i>Basic Marketing: A managerial approach, Irwin, New York.</i></li> <li>• Pillai R S, Bagavathi, <i>Modern Marketing</i></li> <li>• <i>Principles of Management, Ramasamy, Himalya Publication, Mumbai</i></li> <li>• <i>Principles of Management, Tripathi Reddy, Tata Mc Grew Hill</i></li> <li>• <i>Management Text &amp; Cases, VSP Rao, Excel Books, Delhi</i></li> <li>• <i>Management Concepts and OB, P S Rao &amp; N V Shah, Ajab Pustakalaya</i></li> <li>• <i>Essentials of Management, Koontz II &amp; W, Mc. Grew Hill, New York</i></li> <li>• <i>Principles of Management-Text and Cases – Dr. M. Sakthivel Murugan, New Age Publications</i></li> </ul>			

<b>Course Code</b>	<b>OPEN ELECTIVE SEM – II - Business Planning</b>	<b>Credits</b>	<b>Lectures /Week</b>
K23UCBMSOE231	Paper I	2	2

**Course Outcomes:**

After successful completion of this course, students would be able to

- Identify and define the various concepts & terms related to business planning, execution and implementation.
- Describe the guidelines and components for preparing a business plan.
- Analyze the risks, requisites & options available to entrepreneurs for creating a commercialized business plan.
- Develop and create a Business Plan relating to the planned entrepreneurial venture.

<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>
I	<b>Planning Process</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Business Plan</li> <li>• Business Planning Process</li> <li>• Entrepreneurial Development Program (EDP)</li> </ul>	
II	<b>Execution &amp; Implementation</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Guidelines &amp; components for writing Business Plan</li> <li>• Evaluating, Using &amp; Implementing business plans.</li> <li>• Launching formalities &amp; legal aspects.</li> </ul>	

**Reference Books:**

- *The Complete Book of Business Plans: Simple Steps to Writing Powerful Business Plans*
- *Brian J Hazelgren & Joseph A Covello Sourcebooks; 2nd edition (1 November 2006)*
- *The Business Plan Write-up Simplified: A practitioner's guide to writing the Business Plan– Sarada Ramani, 2017, Notion Press.*
- *Fundamentals of Entrepreneurship and Project Planning - Sultan Ahmad Madhurima Lall, 2021, Sultan Chand and Sons.*
- *Entrepreneurship & Small Business Management - CL Bansal, Haranand Publication.*
- *Successful Business Plan: Secrets & Strategies – Rhonda Abrams, 2019, Planning Shop, 7<sup>th</sup> Edition.*

<b>Course Code</b>	<b>VOCATIONAL SKILL COURSE SEM – II - Computer Skills for Business Administration II</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>K23UCBMSVC241</b>	<b>Paper I</b>	<b>2</b>	<b>2</b>
<b>Course Outcomes:</b>			
<p>After successful completion of this course, students would be able to</p> <ul style="list-style-type: none"> <li>• Develop familiarity with Excel's interface, including the ribbon, tabs, and menus. Learn to navigate worksheets, workbooks, and cells effectively.</li> <li>• Learn to create simple formulas for calculations</li> <li>• Understand how to manage multiple worksheets within a workbook.</li> <li>• Develop the ability to analyze data and derive actionable insights to support decision-making processes</li> </ul>			
<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>	
<b>I</b>	<b>Spreadsheets</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Manage Workbook Options and Settings</li> <li>• Format Worksheets and Workbooks</li> <li>• Data Formats and Layouts, Validation</li> <li>• Create and Manage Tables</li> <li>• Perform Operations with Formulas and Functions</li> </ul>		
<b>II</b>	<b>Basic Data Analysis and Business Intelligence</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Create Charts and Objects</li> <li>• Apply Custom Data Formats and Layouts</li> <li>• Create Advanced Formulas</li> <li>• Perform basic Data Analysis and Business Intelligence</li> <li>• Google Sheets</li> </ul>		
<b>Reference Books:</b>			
<ul style="list-style-type: none"> <li>• <i>New Perspectives Microsoft Office 365 &amp; Office 2019 Introductory, by Patrick Carey, Katherine</i></li> <li>• <i>Microsoft Office 365- A Complete Guide to Master Word, Excel and PowerPoint 365, Matt Vic, Information Technology for Management, 6TH ED (With CD), by Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)</i></li> <li>• <i>Computer Applications In Business, by Dr. Sandeep Srivastava, Dr. Mirza Shab Shah, Er. Meera Goyal, SBPD Publications.</i></li> <li>• <i>Artificial Intelligence and Machine Learning in Business Management - Concepts, Challenges, and Case Studies, by Sandeep Kumar Panda, Vaibhav Mishra, R. Balamurali.</i></li> </ul>			

<b>Course Code</b>	<b>SKILL ENHANCEMENT COURSE SEM – II – Soft Skills-I</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>K23UCBMSSC251</b>	<b>Paper I</b>	<b>2</b>	<b>2</b>
<b>Course Outcomes:</b>			
After successful completion of this course, students would be able to			
<ul style="list-style-type: none"> <li>• Identify the terms and concepts of basic and advance soft skills at personal and professional level.</li> <li>• Describe the aspects of communication skills, personal grooming and etiquettes, emotional and adversity quotient etc.</li> <li>• Differentiate and identify the several soft skills and its meticulous application for leaving an impact</li> <li>• Acquire the art of corporate communication and etiquette.</li> </ul>			
<b>Unit</b>			
<b>Unit</b>	<b>Topics</b>	<b>No of Lectures</b>	
I	<b>Basic Soft Skills</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Basic Communication Skills</li> <li>• Personal Grooming and Etiquettes</li> </ul>		
II	<b>Social Skills</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Building Interpersonal Communication</li> <li>• Building Emotional and Adversity Quotient</li> </ul>		
<b>Reference Books:</b>			
<ul style="list-style-type: none"> <li>• Dale Carnegie, <i>How to win friends and influence people.</i></li> <li>• Stephen R. Covey, <i>The 7 Habits of Highly Effective People</i></li> <li>• Robert B. Cialdini, <i>Influence: The Psychology of Persuasion</i></li> <li>• Kerry Patterson, <i>Crucial Conversations</i></li> <li>• Marshall B. Rosenberg, <i>Non-violent Communication.</i></li> </ul>			



## **Evaluation Scheme for First Year (UG) under NEP (4 credits)**

### **I. Internal Evaluation for Theory Courses - 40 Marks**

- 1) **Continuous Internal Assessment(CIA) Assignment** - Tutorial/ Case Study/ Project / Presentations/ Group Discussion / Ind. Visit. – 20 marks
- 2) **Continuous Internal Assessment(CIA) ONLINE Unit Test** – 20 marks

### **II. External Examination for Theory Courses - 60 Marks**

Duration: 2 Hours

Theory question paper pattern:

<b>Question</b>	<b>Based on</b>	<b>Marks</b>
Q.1	Unit I	15
Q.2	Unit II	15
Q.3	Unit III	15
Q.4	Unit IV	15

- All questions shall be compulsory with internal choice within the questions.
- Each Question may be sub-divided into sub questions as a, b, c, d, etc. & the allocation of Marks depends on the weightage of the topic.

**NOTE: To pass the examination, attendance is compulsory in both Internal & External Examinations.**

## **Evaluation Scheme for First Year (UG) under NEP (2 credits)**

### **I. Internal Evaluation for Theory Courses – 20 Marks**

- 1) **Continuous Internal Assessment(CIA) Assignment** - Tutorial/ Case Study/ Project / Presentations/ Group Discussion / Ind. Visit. – 10 marks
- 2) **Continuous Internal Assessment(CIA) ONLINE Unit Test** – 10 marks

### **II. External Examination for Theory Courses – 30 Marks**

Duration: 1 Hours

Theory question paper pattern: All questions are compulsory.

<b>Question</b>	<b>Based on</b>	<b>Marks</b>
Q.1	Unit I	15
Q.2	Unit II	15

- All questions shall be compulsory with internal choice within the questions.
- Each Question may be sub-divided into sub questions as a, b, c, d, etc. & the allocation of Marks depends on the weightage of the topic.

**NOTE: To pass the examination, attendance is compulsory in both Internal & External Examinations.**