

ADD-ON COURSE SYLLABUS

SJCM MS 01 ISD: INTERACTIVE SKILL DEVELOPMENT

Duration: 30 Hours

Course Objective

To facilitate the students to develop various soft skills in the management perspective.

Course Outcome

- Define Soft skills
- Develop effective communication skills (spoken and written)
- To develop self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.
- Conduct effective business correspondence and prepare business reports which produce results.

This course is a blend of both theoretical and practical sessions.

Course Layout

MODULE- I **5**
Hours

Soft skills – meaning, objective, significance, role, types

MODULE- II **5**
Hours

Interview Techniques - Importance of Interview - art of conducting and giving interviews – Types- *Practical exercises also*

MODULE- III **7 Hours**

Meetings - Importance of Meetings - Opening and Closing Meetings, preparing agenda and minutes of the meeting, e– Meetings - *Practical exercises also*

MODULE - IV

7 Hours

Group Discussions- Participating and Conducting Group discussions – Purposes of GD- Traits required – Do's and Don'ts in GD - *Practical exercises also*

MODULE- V

6 Hours

Etiquette - Principles - Practices – Benefits - Types of etiquette – Role play- Guidelines

REFERENCE BOOKS:

1. *C.G. Krishnamacharyulu & Lalitha*, Soft Skills of Personality Development, Himalaya Publishing House
2. *Lesikar R.V. & Flatley M. E.*, Basic Business Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd., New Delhi

SJCM MS 01 SEE: SKILL ENHANCEMENT AND EMPLOYABILITY

Duration: 30 Hours

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SJCM MS 02 FP: FINANCIAL PLANNING

Duration: 30 Hours

Course Objective

To familiarize the students with concepts and principles of management of finance.

Course Outcome

- Define Financial Planning
- Identify optimum capital structure
- Knowledge about Judicious use of Funds
- Management of Working capital
- Identify the determinants of dividend policy

MODULE I

4 Hours

Meaning, definition, importance, Financial planning- Financial manager's role

MODULE II

4 Hours

Sources of Finance, Types: Ownership securities, Creditorship securities, New financial instruments

MODULE III

6 Hours

Capitalisation – meaning, theories - over capitalization, under capitalization, Capital structure –meaning, theories. optimum capital structure

MODULE IV

7 Hours

Working Capital Management, Concepts- need- kinds-determinants-sources - management of working capital, Cash, Receivables & Inventory management – meaning, objectives & significance only

MODULE V

7 Hours

Dividend Decision, Meaning, Approaches- Theories - Determinants of dividend policy

REFERENCE BOOKS

1. *S. N. Maheshwari*, Financial Management, Sulthan Chand and Sons
2. *M. Pandey*, Financial Management, Vikas Publishing House

SJCM MS 03 TB: TEAM BUILDING

Duration: 30 Hours

Course Objective

To facilitate the students to develop inter personal skills and practice the benefits of team work and synergy.

Course Outcome

- Define types of teams
- Define benefits of team work
- Understand methods of designing teams
- Demonstrate team building activities

This course is a blend of both theoretical and practical sessions.

Course Layout

Module 1

5 hours

Concepts of Team Building

Team openness - inclusion- collaboration

Module 2**5 hours**

Levels of Team Building

Forming - storming - norming - performing/adjourning

Module 3

Elements of Team Work

5 hoursCommunication - Commitment - Respect for others - Delegation - Adaptability -
Clear plans**Module 4****6 hours**

Cs in Team Building

Confidence(Trust) - Consensus - Commitment - Collaboration -
Communication(Open)**Module 5****9hours**

Contents of Team Building

Lectures - Discussions - Case Studies - Experiential Activities like team building
games, simulations**REFERENCE BOOKS**

1. *Santhosh Kumar*, Soft Skill for Business, Vikas Publishing House
2. *Rai & Rai*, Business Communication, Himalaya Publishing House

SJCM MS 01 SSD: SOFT SKILL DEVELOPMENT**Duration: 30 Hours****Course Objective**

To facilitate the students to develop various soft skills in the management perspective.

Course Outcome

- Define Soft skills
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- Conduct effective business correspondence and prepare business reports which produce results.

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Course Layout

MODULE- I **5**
Hours

Soft skills – meaning, objective, significance, role, types

MODULE- II **5**
Hours

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MODULE- III **7 Hours**

Meetings - Importance of Meetings - Opening and Closing Meetings, preparing agenda and minutes of the meeting, e– Meetings - *Practical exercises also*

MODULE - IV **7 Hours**

Group Discussions- Participating and Conducting Group discussions – Purposes of GD- Traits required – Do’s and Don’ts in GD - *Practical exercises also*

MODULE- V **6 Hours**

Etiquette - Principles - Practices – Benefits - Types of etiquette – Role play- Guidelines

REFERENCE BOOKS:

5. *C.G. Krishnamacharyulu & Lalitha*, Soft Skills of Personality Development, Himalaya Publishing House
6. *Lesikar R.V. & Flatley M. E.*, Basic Business Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd.,New Delhi

FIT Yuva
SJCM MS 04 FY
Department of Management Studies

Add-On Course (2023-24)
Syllabus

Faculty In-charge: **Dr. Sharon Lee Jose**

Total credits : 2

Contact Hours : 60 Hours

This add on Course is a part of **SBIC Initiative (Stay Back In Campus)** of the Department of Management Studies. This add on Course was initiated on 31st July 2023 out of students feedback on curriculum and as a follow up action. The name FIT-Yuva was inspired from **FIT INDIA Movement** launched by our Honorable Prime Minister **Shri. Narendra Modi**.

Course Objectives

1. To understand and remember fitness as a mantra, and learn the basics of fitness, health and nutrition
2. To apply the fitness mantra by pursuing any arts or sports activity of their interest.

3. To evaluate the happiness among students by analyzing students involved and engaged in cultural and sports activities.
4. To create an environment of happiness, health and positivity

Module 1 - Social and ethical issues of drug abuse (11 hours)

Conflicting values concerning drug use within modern societies - social, religious, and personal. Ethical dilemma – abuse of drugs among sports and arts idols, legalizing illicit drugs. Awareness of drugs (Meth, cocaine and other stimulants, Club drugs, Hallucinogens, Inhalants, Opioid painkillers) and their consequences

Module 2 - Introduction to healthier diet plan (11 hours)

Nutrient Function and Sources –theories on Proteins, Fat, Carbohydrates, Vitamin A, D, E, C, B6, Thiamin, Riboflavin, Niacin, Folate, Calcium, Iron

Module 3 - Introduction to healthier life style (8 hours)

Theories on Yoga, Sports, Arts, and Gym - Basic Rules and Regulations

Module 4 – Practical sessions (15-30 hours)

Practical sessions by encouraging SBIC- Staying back in Campus and involving in any of the extracurricular activities like Sports, Arts, Gym or any other interested events.

Module 5 - Theory & Practical sessions (8 hours)

Theoretical sessions on organizing Fest/Event. Conduct of Intradepartmental Arts and Sports Competition to encourage a healthier life style among students.

Reference text book and resources

1. Contemporary Yoga Education: Transforming the body, mind & soul,
Nirmaljit K. Rathee Sudesh Bhardwaj, ESI
2. Textbook of Human Nutrition, Anjana Agarwal and Shobha A. Udipi,
JAYPEE

3. Substance Abuse: A Comprehensive Textbook, Joyce H. Lowinson,
Lippincott Williams & Wilkins