S. P. Mandali's

Ramnarain Ruia Autonomous College

(Affiliated to University of Mumbai)

RUIA COLLEGE
Explore ● Experience ● Excel

Syllabus for

Program: B.A.

Program Code: (COMMERCE) RUACOM

**(As per the guidelines of National Education Policy 2020
Academic year 2024-25)**

(Choice Based Credit System)

GRADUATE ATTRIBUTES

S. P. Mandali's Ramnarain Ruia Autonomous College has adopted the Outcome Based Education model to make its graduates globally competent and capable of advancing in their careers. The Bachelors Program in Arts encourages students to reflect on the broader purpose of their education.

GA	Description A student completing Bachelor's Degree in Arts program will be able to:
GA 1	Demonstrate understanding and skills of application of knowledge of historical and contemporary issues in the social and linguistic settings with a transdisciplinary perspective to make an informed judgement.
GA 2	Analyse and evaluate theories of individual and social behaviour in the familiar contexts and extrapolate to unfamiliar contexts in order to resolve contemporary issues.
GA 3	Effectively and ethically use concepts, vocabularies, methods and modern technologies in human sciences to make meaningful contribution in creation of information and its effective dissemination.
GA 4	Explore critical issues, ideas, phenomena and debates to define problems or to formulate hypotheses; as well as analyze evidences to formulate an opinion, identify strategies, evaluate outcomes, draw conclusions and/or develop and implement solutions.
GA 5	Demonstrate oral and written proficiency to analyse and synthesise information and apply a set of cognitive, affective, and behavioral skills to work individually and with diverse groups to foster personal growth and better appreciate the diverse social world in which we live.
GA 6	Develop a clear understanding of social institutional structures, systems, procedures, and policies existing across cultures, and interpret, compare and contrast ideas in diverse social- cultural contexts, to engage reasonably with diverse groups.
GA 7	React thoughtfully with emotional and moral competence to forms of expressive direct action and apply social strategies toward eradicating threats to a democratic society and a healthy planet.
GA 8	Articulate and apply values, principles, and ideals to the current societal challenges by integrating management and leadership skills to enhance the quality of life in the civic community through actions that enrich individual lives and benefit the community.
GA 9	Recognize and appreciate the diversity of human experience and thought, and apply intellect and creativity to contemporary scenario, to promote individual growth by practicing lifelong learning.

PROGRAM OUTCOMES

PO	Description **A student completing Bachelor's Degree in Arts program in the subject of Commerce will be able to:**
PO 1	Acquire and apply conceptual and functional knowledge of business, management, organization, marketing, human resource, finance, services and other allied sectors to solve real world problems of complex business scenario.
PO 2	Appraise and research various regulatory, social, political, economic and global factors impacting business practices, and assess and evaluate the challenges, and adapt to the constantly changing business environment.
PO 3	Gain critical insights and address issues in cross-culture and diversity, social responsibility and ethics and prepare for global excellence.
PO 4	Ability to identify, synthesize, articulate and apply multidisciplinary knowledge to practical business situations by using modern quantitative and qualitative tools and techniques.
PO 5	Critically investigate theoretical concepts and practical business problems by using appropriate research methods and analyse, formulate and propose solutions, and contribute to social, environment and sustainability goals.
PO 6	Develop and sharpen communicative competencies both oral and written, suitable in the modern technology oriented business settings and demonstrate leadership abilities to work independently, conduct team work, manage cross functional teams with diverse background through goal alignment and conflict resolution.
PO 7	Recognize opportunities for product or service development, and leverage creativity, innovation and entrepreneurial skills for managing new or existing business.
PO 8	Formulate plans and design strategies in line with the organization structure and resources and take fitting decisions using ethical approach, considering all stakeholders.

PROGRAM OUTLINE

YEAR	SEM	COURSE CODE	TYPE OF COURSE	COURSE TITLE	CREDITS
SYBA	**IV**	**RUASECCOME211**	**Skill Enhancement Course (SEC)**	**Management Skills**	**2**

SEMESTER IV

SYBA: Skill Enhancement Course

Course Code: RUASECCOME211

Course Title: Management Skills

Academic year 2024-25

COURSE OUTCOMES:

COURSE OUTCOME	DESCRIPTION **After completing this course a student will be able to:**
CO 1	Exhibit familiarity of theoretical concepts of management and functions of management viz. planning, organizing, decision making, delegating and controlling.
CO 2	Analyse the organisational problems and make optimal managerial decisions
CO 3	Appreciate and appraise the key skills of communication and coordination, and apply them for effective communication and management of organisational activities.
CO 4	Contribute as a manager / member of a team utilizing skills in management and propose solutions to solve organisational problems.
CO 5	Identify the areas for corporate social responsibility and propose initiatives for betterment of society.
CO 6	Analyse the role of business ethics, corporate governance and major challenges for change management.
CO 6	Apply the conceptual learning of management functions to the corporate world for effective management of business and service

DETAILED SYLLABUS

Course Code		Course Title: **Management Skills**	Credits- 2
RUASECCOME211	**Unit**	**Unit Title**	**Lectures** **(30)**
	I	**Management Skills** • Meaning and concept of management skills, Need and its importance • Management- Management Functions- Levels of Management • Communication- Process of of communication – Techniques of communication - Types -Importance of communication - Barriers- Overcoming the Barriers, Communication Networks - Communication Flows - Negotiation Skills with stakeholders- conduct of meetings- Building self-confidence	**15**

	II	• **Management Issues and Practices**
		  ● Corporate Social Responsibility
		  ● Management of Change – Resistance to Change – Steps
		  ● Corporate Governance
		  ● Stress Management at work
		  ● Business Ethics – need and Importance
			15

References:

- Drucker P. (2008). *The Practice of Management*. Harper Business.
- Durai. (2012). *Principles of Management: Text and Cases*. Pearson.
- Koontz H. (1972). *Principles of Management: An Analysis of Managerial Functions.*
- Tata McGraw Hill.
- Charles W. L. Hill and McShane S. (2007). *Principles of Management (SIE).*
- McGraw Hill Education.
- Ramasamy. (2010). Principles of Management. Himalaya Publications.
- Reddy T. (2012). Principles of Management. Tata McGraw Hill.
- Dr. Khanka S. S. (2013). *Human Resources Management –Text and Cases (5th Edition).* S.Chand & Co., New Delhi.
- Ashwathappa K. (2016). *Organisation Behaviour (12th Edition).* Himalaya Publishing House, Mumbai.

Modality of Assessment: Skill Enhancement Course (2 Credit Theory Course for BA)

Modality of Assessment

Theory Examination Pattern:

A) Internal Assessment- 40%- 40 Marks

Sr No	Evaluation type	Marks
1	One or more - Assignment / Presentation on Analysis of historical and contemporary business scenario/Case study/Research Project/ Field Visits and Active participation in routine class instructional deliveries (case studies/ seminars/presentation.	20
2	One class Test (multiple choice questions / objective/brief answers)	20
	TOTAL	**40**

B) External Examination- 60%- 60 Marks
Semester End Theory Examination:
1. Duration - These examinations shall be of **2 hours** duration.
2. Theory question paper pattern:

Paper Pattern: *All questions are compulsory*

Question	Options	Marks	Questions Based on
Q.1 (A,B,C)	Any 2 out of 3	15	Unit I
Q.2 (A,B,C)	Any 2 out of 3	15	Unit II
	TOTAL	**30**	

Overall Examination & Marks Distribution Pattern

Semester IV

Course	RUASECCOME211		Grand Total
	Internal	**External**	
Theory	**20**	**30**	**50**