

SES's L.S.RAHEJA COLLEGE OF ARTS AND COMMERCE
(AUTONOMOUS)



Syllabus of Foundation of Human Skills under NEP 2020 Vertical - VSC with effect from 2024-25

Department of Commerce & Management

Head of the Department/Sr. Person: Prof. Dr. Anupama Nerurkar

**Date of approval by the Board of Studies (Commerce & Management):
25/04/2024**

Approved by the Academic Council on: 29/04/2024

Ratified by the Governing Body on: 06/05/2024



Programme: Bachelor of Commerce (Management Studies)		Semester: II			
Course: FOUNDATION OF HUMAN SKILLS Academic Year: 2024-2025 Batch: 2024-2027		Code: UGBMSIIVSC 24			
Teaching Scheme	Evaluation Scheme				
Lectures	Practical	Tutorials	Credits	Internal Continuous Assessment (ICA) (weightage)	Term End Examinations (TEE) (weightage)
30	Nil	Nil	2	20 marks/40% of the total marks	30 marks/60% of the total marks

Particulars	Marks
Presentation/Viva Voce	10
Assignment/Project	10
Total	20

Learning Objectives :	To equip individuals with the foundation skills necessary to thrive personally and professionally in today's dynamic and interconnected world.
Learning Outcomes :	<ol style="list-style-type: none"> 1. To effectively utilize concepts of self-awareness and emotional intelligence, demonstrating comprehension and practical application. 2. To critically assess personal and interpersonal behaviours, motivational strategies, synthesizing these insights into personalized growth.
Pedagogy:	Interactive discussions, Case studies, Project work, Video based interactions and Group Assignments

Each lecture session would be of one hour duration (30 sessions).

Module	Module Content	Module Wise Pedagogy Used	Module Wise Duration/ Lectures
I	Understanding of Human Nature; Individual Behaviour; Personality and attitude: Determinants of personality, Personality traits theory, Big five model, Personality traits importance for organizational behaviour, Concept of understanding self through JOHARI WINDOWS, Nature and components of	Interactive discussion Case studies Video based interactions	15

	attitude, Functions of attitude, Ways of changing attitude, Thinking, learning and perceptions: Thinking skills, thinking styles and thinking hat, Managerial skills and development, Learning characteristics, theories of learning Intelligence, type, Perception features and factor influencing individual perception, Effects of Perceptual error in managerial decision making at work place.		
II	Introduction to Group Behaviour - Group Dynamics: Nature, types, group behaviour model, Team effectiveness: nature, types of teams, ways of forming an effective team. Setting goals. • Motivation at workplace: Concept of motivation Theories of motivation in an organisational set up. A.Maslow Need Hierarchy Hertzberg Dual Factor McGregor theory X and theory Y. Ways of motivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace.	Case studies Project work Group assignment	15

REFERENCE BOOKS

1. Robbins, S. P., Judge, T. A., & Millett, B. (2015). *OB: the essentials*. Pearson Higher Education AU.
2. Drucker, P. (2004). Organization behaviour. *Management Today*.
3. Luthans, F. (2002). The need for and meaning of positive organizational behavior. *Journal of Organizational Behavior: The International Journal of Industrial, Occupational and Organizational Psychology and Behavior*, 23(6), 695-706.

QUESTION PAPER PATTERN
Internal Continuous Assessment (ICA) Pattern

Particulars	Marks
Presentation/Viva Voce	10
Assignment/Project	10
Total	20

Term End Examinations (TEE)
Question Paper Pattern

Maximum Marks: 30

Duration: 1 Hour

All questions are compulsory.

Question No.	Description	Total Marks
1	A. Full Length Theory Question OR	12
	B. Full Length Theory Question	
2	A. Full Length Theory Question OR	12
	B. Full Length Theory Question	
3	Short Notes (Any 2 out of 3)	6

The Full length theory questions of 12 marks each may be split up into two smaller questions carrying 6 marks each.