

ST. MIRA' S COLLEGE FOR GIRLS, PUNE
(Autonomous - Affiliated to Savitribai Phule Pune University)

DISCIPLINE SPECIFIC SKILL ENHANCEMENT COURSE

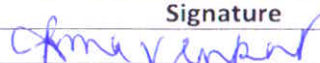
SYBCOM

BUSINESS ADMINISTRATION - I

Human Resource Function

Semester: III	Subject Code: C32108	Lectures: 12 Contact Hours	Credit: 1
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Sr. No.	(1)	(2)	(3)	(4)	
1	Area	Course Objectives	Activity	Evaluation	Skills
2	Ethics in Human Resource Management	Ability to analyse and evaluate the ethical practices in Human Resource Management	Case Analysis	Group Discussion	Experiential Learning
3	Interviews	Ability to create interview scenario and processes	Mock Interviews	Role Plays	Creativity and Team building Skills
4	Resume Writing	Ability to analyse SWOC and create an effective Resume	SWOC Analysis and Resume Writing	Resume Writing	Experiential Learning
5	Salary Slip	Ability to examine the Components of Salary	Collection and examination of Salary Slips	Reports Writing	Experiential Learning
6	Trends in HRM	Ability to appraise the functioning of HRM	Article, Blog and Book Reviews on Current Trends	Presentations/Report Writing	Critical Thinking & Presentation Skills

Board Of Studies		Name	Signature
Chairperson (HoD)		Dr. Rama Venkatachalam	

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DISCIPLINE SPECIFIC SKILL ENHANCEMENT COURSE
SYBCOM
BUSINESS ADMINISTRATION -I
Organisational Behaviour

Semester: IV	Subject Code: C42108	Lectures: 12 Contact Hours	Credit: 1
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Sr. No.	(1) Area	(2) Course Objectives	(3) Activity	(4) Evaluation	Skills
1	Area	Course Objectives	Activity	Evaluation	Skills
2	Emotional and Mental Wellbeing	Ability to analyse and evaluate the Emotional and Mental Wellbeing Programmes/Schemes	Study of Wellbeing Programmes provided by Employers	Report Writing/ PPT	Research & Analytical Skills
3	Job Attitudes	Ability to analyse and evaluate the different Job Attitudes	Job Attitude Surveys/Interviews	Report Writing	Research & Analytical Skills
4	Personality Development	Ability to examine various types of Personality Structures/Traits	Review of various Personality Traits	Presentation	Critical Thinking
5	Team Building	Ability to create and examine the Team Building processes	Team Building Activities	Team Performance activities like Role Plays/Games/ /PPTs	Collaborative Skills
6	Organisational Culture	Ability to examine and argue the impact of Organisational Culture	Case Studies	Group Discussion/Presentation	Experiential Learning

Board Of Studies	Name	Signature
Chairperson (HoD)	Dr. Rama Venkatachalam	