

SUPPORTING DOCUMENTS

CRITERION 2

**2.3.4: Preparation and adherence of Academic Calendar
and Teaching plans by the institution**

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BY



N. L. Dalmia[®]

Institute of Management Studies and Research

(A School of Excellence of N. L. Dalmia Educational Society)

N. L. DALMIA INSTITUTE OF
MANAGEMENT STUDIES AND RESEARCH

FOR

NAAC ACCREDITATION SECOND CYCLE 2022



N. L. Dalmia[®]

Institute of Management Studies and Research

(A School of Excellence of N. L. Dalmia Educational Society)

Teaching Plans
A.Y.2017-18



TEACHING PLAN

Course Code	
Course Title	Management Control System
Course Instructor/s	Prof. Ruchika Agarwal
Credit Value	
Program & Semester	PGDBM (HR) - Sem III
Course Objectives	<ul style="list-style-type: none"> • To allow students to gain knowledge, insights and analytical skills related to how a firm's manager go about designing, implementing and using planning and control systems to implement a firm's strategies • The course will describe the environment in which management control takes place, called responsibility centers; the sequential steps in typical management control process; and finally the variations in management control system.
Learning Outcomes	The course would be helpful to all the students irrespective of the industry (profit as well as non-profit organization) they join as it provides an overall insight to the implementation and execution of strategies.
Pedagogy/Teaching Learning Methodology	<ul style="list-style-type: none"> • Interactive Lectures for the concepts and the fundamentals. • Discussion on cases that emphasizes actual practice. It will help students to analyze situations and will also give a feel of what actually happens in companies. • Group work will also be a major component of the course. The groups are formed in a manner such that students get to work with people from different educational, professional and cultural backgrounds.
Session Plan	
Session 1	Sub Topic: Basic concepts & Boundaries of MCS
Topic: The Nature of Management Control Systems	Methodology: Classroom lecture
Session 2	Sub Topic: Understanding importance of MCS
Topic: The Nature of Management Control Systems	Methodology: Case Study
Session 3	Sub Topic: Corporate Level & Business Unit Strategies
Topic: Understanding Strategies	Methodology: Flipclass
Session 4	Sub Topic: Understanding of Goal Congruence and formal control system
Topic: Understanding Strategies	Methodology: Case Study

Session 5	Sub Topic:	Revenue & Expense Centers
Topic: Responsibility Centers	Methodology:	Classroom lecture
Session 6	Sub Topic:	Revenue & Expense Centers
Topic: Responsibility Centers	Methodology:	Case Study
Session 7	Sub Topic:	Types of profit centers and measuring profitability
Topic: Profit Centers	Methodology:	Classroom lecture and Numerical Examples
Session 8	Sub Topic:	Strategic profitability decisions
Topic: Profit Centers	Methodology:	Case Study
Session 9	Sub Topic:	Measurement of performance
Topic: Measuring and controlling assets employed	Methodology:	Classroom lecture and Numerical Examples
Session 10	Sub Topic:	Measurement of performance
Topic: Measuring and controlling assets employed	Methodology:	Case Study
Session 11	Sub Topic:	Corporate and Business Unit Strategy
Topic: Control for Differentiated Strategies	Methodology:	Classroom lecture
Session 12	Sub Topic:	Corporate and Business Unit Strategy
Topic: Control for Differentiated Strategies	Methodology:	Case Study
Session 13	Sub Topic:	Service Organisations
Topic: Control for Differentiated Strategies	Methodology:	Classroom Lecture
Session 14	Sub Topic:	General Management Topics
Topic: General Management Topic	Methodology:	Group Discussion
Session 15	Sub Topic:	General Management Topics
Topic: General Management Topic	Methodology:	Group Discussion


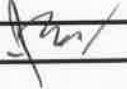
Specific assessment methods/task	% Weights	Marks	Intended *Course Learning Outcomes to be assessed	
			*CLO1	*CLO2
Group Assessment:				
Presentation				
Project	20%	10	As above	As above
Assignment	20%	10	As above	As above
Others				
Individual Assessment:				
Mid Term				
CP				
(Assignment and Class Participation)				
End Term (Final 30 marks)	60%	30	As above	As above

Text Book :

Author/s	Title	Year	Publication
1. Robert N Anthony & Vijay Govindarajan	Management Control Systems	Latest Edition	McGraw Hill Education

Suggested Readings:

Author/s	Title	Year	Publication
1. K.C. Pandey, P.K. Bandgar and S.P. Das	Management Control Systems	Latest Edition	Vipul Prakashan

Signature of Faculties & Date :	
Approved by H.O.D.:	
Approved by Dean/Director:	



PGDBM (HR) -Semester I

Academic Year 2017-18

TEACHING PLAN

Course Code	
Course Title	Business Economics
Course Instructor/s	Prof. Ruchika Agarwal
Credit Value	
Program & Semester	PGDBM (HR) - Sem I
Course Objectives	<ul style="list-style-type: none"> • To make the students understand and appreciate the basic structure of any economy (India and other global economies) • To expose them to the various components of the economy and their impact on business world.
Learning Outcomes	The course would be helpful to all the students irrespective of the industry as it provides an overall insight of the economic dimension of any country and thus businesses.
Pedagogy/Teaching Learning Methodology	<ul style="list-style-type: none"> • Interactive Lectures for the concepts and the fundamentals. • Discussion on current macroeconomic data related to Indian economy to relate theory to practice. • Discussion on structure and macroeconomic factors of global economies to make them understand the functioning of global economy.
Session Plan	
Session 1	Sub Topic: Economic Environment of Business
Topic: Introduction to Macroeconomics	Methodology: Classroom lecture
Session 2	Sub Topic: Non - Economic Environment of Business
Topic: Introduction to Macroeconomics	Methodology: Flipclass
Session 3	Sub Topic: National Income Measurement - India
Topic: National Income	Methodology: Classroom lecture
Session 4	Sub Topic: National Income Measurement - Other Economies
Topic: National Income	Methodology: Presentation by Students

Session 5	Sub Topic:	Inflationary Concepts and trend - Indian Economy
Topic: Inflation	Methodology:	Classroom lecture including historical data analysis
Session 6	Sub Topic:	Inflation - Causes and Impact
Topic: Inflation	Methodology:	Classroom lecture
Session 7	Sub Topic:	Inflation - Comparative & Trend Analysis
Topic: Inflation	Methodology:	Data Analysis by Students
Session 8	Sub Topic:	Money Market - Structure & Functions
Topic: Money Market	Methodology:	Classroom Lecture
Session 9	Sub Topic:	Money market instruments in India
Topic: Money Market	Methodology:	Classroom lecture
Session 10	Sub Topic:	Monetary Policy - Objectives & Instruments
Topic: Monetary Policy	Methodology:	Classroom Lecture including Indian Case Study
Session 11	Sub Topic:	Monetary Policy & Inflation linkage
Topic: Monetary Policy	Methodology:	Analysis / presentation by students across economies
Session 12	Sub Topic:	Fiscal Policy
Topic: Fiscal Policy	Methodology:	Classroom Lecture
Session 13	Sub Topic:	Financial Markets
Topic: Financial Markets	Methodology:	Classroom Lecture
Session 14	Sub Topic:	General Economics Topics
Topic: General Economics Topic	Methodology:	Group Discussion



Specific assessment methods/task	% Weights	Marks	Intended *Course Learning Outcomes to be assessed	
			*CLO1	*CLO2
Group Assessment:				
Presentation				
Project	10%	5	As above	As above
Assignment	10%	5	As above	As above
Others				
Individual Assessment:				
Mid Term				
CP				
(Assignment and Class Participation)	20%	10	As above	As above
End Term (Final 60 marks)	60%	30	As above	As above

Text Book :

Author/s	Title	Year	Publication
1. Veena Keshav Pailwar	Economic Environment of Business	Latest Edition	PHI

Suggested Readings:

Author/s	Title	Year	Publication
1. Aswathappa	Business Environment	Latest Edition	HPH
2. Shymal Roy	Macroeconomic Policy Environment	Latest Edition	McGraw Hill

Signature of Faculties & Date :	
Approved by H.O.D.:	
Approved by Dean/Director:	



TEACHING PLAN

Course Code	
Course Title	Business Environment
Course Instructor/s	Prof. Ruchika Agarwal
Credit Value	
Program & Semester	Semester II - PGDBM (Mktg)
Course Objectives	To helps students understand & appreciate the basic structure of Indian economy. To familiarise them with the various constituents of business environment and to understand the rationale for various strategies. To expose the students to the various macroeconomics components and their impact on business world.
Learning Outcomes	The course would be helpful to all the students irrespective of the industry they work in. Student would have an overall insight of the economic dimension of any business and to improve their ability to operate effectively in the contemporary globalized world as managers or entrepreneurs.
Pedagogy/Teaching Learning	Interactive lectures for concepts and fundamentals, Presentations on national and global economic parameters, exercises on the real time national data
Session Plan	
Session 1	
Topic : Business Environment and its Constituents	Sub Topic: Introduction to Macro and Micro Business Environment and its constituents
	Methodology: Interactive Lecture
Session 2	
Topic : Business Environment and its Constituents	Sub Topic: Introduction to Legal, Demographic, Technological, Natural Environment
	Methodology: Lecture with case discussion
Session 3 & 4	
Topic : Business Environment and its Constituents	Sub Topic: Discussion on the Economic and Non-economic environment with cases
	Methodology: Presentations

Session 5	
Topic: Economic System	
	Sub Topic: Classification on the basis of ownership and allocation of resources
	Methodology: Interactive Lecture
Session 6	
Topic: Economic System	
	Sub Topic: Planning Process
	Methodology: Lecture with case discussion
Session 7	
Topic: Business Cycles and Fluctuations	
	Sub Topic: Factors leading to business fluctuations
	Methodology: Interactive Lecture
Session 8	
Topic: Business Cycles and Fluctuations	
	Sub Topic: Business cycle analysis using macroeconomic indicators
	Methodology: Lecture with case discussion
Session 9	
Topic: Business Cycles and Fluctuations	
	Sub Topic: Analysis of global economies and their growth cycles
	Methodology: Presentations
Session 10	
Topic: National Income and Growth	
	Sub Topic: Measurement of Aggregate Income
	Methodology: Interactive Lecture

Session 11	
Topic: National Income and Growth	
	Sub Topic: Discussion on global economies measurement methods
	Methodology: Class Discussion
Session 12	
Topic: National Income and Growth	
	Sub Topic: Poverty, Growth and Inclusive Growth
	Methodology: Interactive Lecture
Session 13	
Topic: Inflation and Business Environment	
	Sub Topic: Types and Measurement of Inflation
	Methodology: Lecture with real data analysis
Session 14	
Topic: Inflation and Business Environment	
	Sub Topic: Effects and Control of Inflation
	Methodology: Interactive Lecture
Session 15 & 16	
Topic: Inflation and Business Environment	
	Sub Topic: Class Test and Discussion
	Methodology: Test and Discussion
Session 17	
Topic: Monetary Policy and Environment	
	Sub Topic: Types and Instruments of Monetary Policy
	Methodology: Interactive Lecture
Session 18	
Topic: Monetary Policy and Environment	
	Sub Topic: Monetary Policy Transmission Mechanism
	Methodology: Lecture with case discussion

Session 19	
Topic: Monetary Policy and Environment	
	Sub Topic: Analysis of Monetary Policies Globally
	Methodology: Presentations
Session 20	
Topic: Fiscal Policy and Environment	
	Sub Topic: Types and Instruments of Fiscal Policy
	Methodology: Interactive Lecture
Session 21	
Topic: Fiscal Policy and Environment	
	Sub Topic: Measurement of Government Deficit
	Methodology: Lecture with case discussion
Session 22	
Topic: Fiscal Policy and Environment	
	Sub Topic: Indian Fiscal Policy and financing of public deficit
	Methodology: Presentations
Session 23	
Topic: Financial System, Crisis and Reforms	
	Sub Topic: Constituents of Financial System
	Methodology: Interactive Lecture
Session 24	
Topic: Financial System, Crisis and Reforms	
	Sub Topic: - Y&R model of Brand assessment - strategies based on the above model
	Methodology: Class Discussion
Session 25	
Topic: Financial System, Crisis and Reforms	
	Sub Topic: -Need for financial value of a brand - challenges - various methods
	Methodology: Presentations
Session 26	
Topic: Balance of Payments	
	Sub Topic: Understanding Balance of Payments in India
	Methodology: Interactive Lecture
Session 27	
Topic: Balance of Payments	
	Sub Topic: Class Test and Discussion
	Methodology: Class Test

Specific assessment methods/task	% Weights	Marks	Intended *Course Learning Outcomes to be assessed	
			*CLO1	*CLO2
Group Assessment:				
Presentation	20%	20	Assess Outcomes mentioned above	Assess Outcomes mentioned above
Project				
Assignment				
Others				
Individual Assessment:				
Mid Term		NA	Assess Outcomes mentioned above	Assess Outcomes mentioned above
CP	10%	10		
(Assignment and Class Participation)	10%	10		
End Term (Final 60 marks)	60%	60		

Text Book :

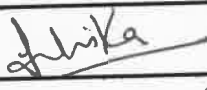
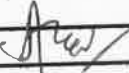
Author/s	Title	Year	Publication
Veena Keshav Pailwar	Business Environment	Latest Edition	PHI Publications
Misra and Puri	Economic Environment of Business	Latest Edition	Himalaya Publications
Shymal Roy	Macroeconomic Policy Environment	Latest Edition	McGraw Hill

Journals/Periodicals

1	Business Standard or any other Business Newspaper
2	Credit Policies on RBI Website

Online Database

1	National Economic Data on Ministry of Finance Website
2	Indian Database on RBI Website

Signature of Faculties & Date :	
Approved by H.O.D.:	



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GRADE "A" ACCREDITED - NAAC

**PGDM
Course Plan**

Program	PGDM
Course Title	Business Communication
Course Credit	04
Academic Year	2017-18
Batch	2017-19
Semester	I
Duration (Hrs.)	40 Hours
Name of the Faculty	Prof. Pius Moras
HOD	Dr. Amarjeev Kaul

1. Course Overview

Business Communication plays an important role in corporate life. All through one's life communication builds relationships, creates bonds, helps in networking, supports knowledge and understanding, promotes harmony and peace and makes life meaningful and purposeful. Soft Skills is not an option but a necessity as it provides an additional edge to every person to move ahead in life at the personal as well as professional level. For every MBA student it is not only what you tell in an interview but how you tell and sell your talents and attitude. While excellence in communications skills can help a student to stand apart and be counted at every stage the lack of it can hinder his/her professional and personal development.

2. Course Outcome (CO)

Sr. No	At the end of the course the students will be able to:
CO 1	Understand and differentiate between the various concepts of Business communication.
CO 2	Practice and gain confidence through simulated exercises of business communication and practice them in day to day life.
CO 3	Strengthen their network and develop a better connect with those around them at the personal and professional level.
CO 4	Understand the dynamics of corporate life and be industry ready for an edge during the placements.
CO 5	Develop an optimistic attitude with positive self image and gain self confidence for applying it in personal and professional life.

3. Course Outcome and Program Outcome Mapping

Course Learning Outcomes (CLO)		Program Objectives (PO)				
		PO1	PO2	PO3	PO4	PO5
CO 1	Understand and differentiate between the various concepts and practices of Business communication.	M	M		M	M
CO 2	Practice and gain confidence through simulated exercises of business communication and practice them in day to day life.	H	M	H		H
CO 3	Strengthen their network and develop a better connect with those around them at the personal and professional level.		H	M	M	M
CO 4	Understand the dynamics of corporate life and be industry ready for an edge during the placements with mastery in Group Discussion and Personal Interview	H	H	H	M	H
CO 5	Develop an optimistic attitude with positive self image and gain self confidence for applying it in personal and professional life.	H	H	H	M	H

H- Highly correlated, M- Moderately correlated, L- Slight correlation

- PO1- Apply knowledge of management theories and practices to solve business problems
 PO2-Foster Analytical and Critical Thinking abilities for data based decision making
 PO3-Ability to develop Value based Leadership ability
 PO4-Ability to understand, analyse and communicate global, economic, legal and ethical aspects of business
 PO5-Ability to lead themselves and others in the achievement of organisational goals, contributing effectively to a team environment

4. Course Overview

Module Number	Topic	Sessions
PRINCIPLES OF COMMUNICATION		
1.	Introduction to Communication Characteristics of communication. Barriers to communication Overcoming communication Barriers.	1 - 3
2.	Organizational Communication: <ul style="list-style-type: none"> • 7 Cs of communication • Corporate communication – Effective Meetings. • Importance of conversation. • Negotiation skills 	4 & 5.
3.	Non-Verbal Communication <ul style="list-style-type: none"> • Classification of Non-verbal communication. • Body language. • Para-lingual aspects of communication. 	6,7, & 8

4	Listening <ul style="list-style-type: none"> • Meaning and art of listening – Importance, essential facts and process. • Types of listening. • Barriers to effective listening. • Effective listening techniques. 	9
5.	Public Speaking and Presentation skills <ul style="list-style-type: none"> • Importance. • Presentation and public speaking. • Elements of public speaking. 	10 & 11.
6.	Effective Presentation Skills <ul style="list-style-type: none"> • Power point murder weapons. • Elements of effective presentation. • Presentation stages Before, during and after 	12 & 13
7.	Employment communication. Interviews <ul style="list-style-type: none"> • CV & Resume and Cover letter • Frequently asked questions. • Do's, don'ts and tips. Group Discussions (GD) <ul style="list-style-type: none"> • Importance and types of GD. • Elements of GD. • Do's, don'ts and tips. 	14, 15 & 16
8.	Business Etiquette <ul style="list-style-type: none"> • Importance. • Forming first impressions. • Importance of Dress, Time, Telephone and dining etiquette. 	17
9.	Internet & Social Media <ul style="list-style-type: none"> • Technology based communication tools. • Social networking. 	18
10.	Business writing <ul style="list-style-type: none"> • Importance of effective writing. • Essential features of business writing. • Writing routine, persuasive and routine messages. Business correspondence <ul style="list-style-type: none"> • Business Letters. • Memos • Emails. 	19 & 20
11.	Reports and Proposals <ul style="list-style-type: none"> • Basic features and types. • Writing the report. • Project proposal 	21 & 22
12.	Power of Positive thinking and visualization.	23.
13.	Student Presentations.	24, 25, 26
14.	Summarization, Recap and feedback for industry readiness	27

5. Pre requisites /co requisites (if any) from students

Sr. No	Details
1.	Open mindedness and willingness to learn.
2.	Hunger for knowledge and excellence
3.	Clear focus for a purposeful life
4.	Hard working and participation in all activities and simulation exercises for experiential learning.
5.	Appreciate and celebrate ones uniqueness and visualize oneself as a victor and not a victim without comparing with anyone

6. Detailed Assessment Plan (Briefly describe each component and how the students are going to be evaluated)

Sr. No	Components with details	Individual/Group	Marks
1	Continuous Assessment (Practicals) <ul style="list-style-type: none"> • Class Participation-5 Marks (Individual assessment) • Speech- 5 (Individual assessment) • Group Discussion-10 Marks (Individual assessment) • Personal Interview-10 Marks (Individual assessment) • Class Presentation-10 Marks (Group of 7 to 8. Marks given individually) 	Individual Assessment	40%
2	Semester End Exams (Written)	Individual assessment	60%
	Total		100%

7. Session Plan (Each session of 90 minutes)

Session No.	Topics/Unit	Pedagogy	Expected Learning outcome	Resources (Books/Chapters/Case etc.)
PRINCIPLES OF COMMUNICATION				
1	Introduction to Communication <ul style="list-style-type: none"> • What is communication? • Components of the communication process. • Types of communication. 	PPT, Videos, Class interaction, live examples and demonstrations.	Understand the importance of communication and be open to learning.	Business Communication – Mallika Nawal. Ch. 1

8.	Barriers to communication <ul style="list-style-type: none"> • Classification of Barriers – <ul style="list-style-type: none"> ○ Interpersonal, ○ Intrapersonal ○ Language ○ Semantic. ○ Degree of Knowledge ○ Perception. ○ Frame of Reference ○ Poor listening skills ○ Personal interests. ○ Speed of thought, ○ Physical distractions. 	PPT, Videos, Class interaction, live examples and demonstrations.	Be proactive to avoid the pitfalls so as to excel in communication.	Business Communication – Mallika Nawal. Ch. 1
9.	Barriers to communication <ul style="list-style-type: none"> ○ Lack of trust. ○ Hierarchy ○ Channel or medium ○ Emotional interference. ○ Cultural ○ Organizational. • Overcoming communication Barriers. • Characteristics of communication. 	PPT, Videos, Class interaction, live examples and demonstrations.	Be proactive to avoid the pitfalls so as to excel in communication.	Business Communication – Mallika Nawal. Ch. 1
4	Organizational Communication: <ul style="list-style-type: none"> • Importance of effective communication. • Organizational structure and communication. • Modes of communication - Formal -Informal, Oral-Written, Internal-External, Verbal-Non-verbal. • Types of communication – Intrapersonal, Interpersonal, Group and mass communication. 	PPT, Videos, Class interaction, live examples and demonstrations.	Understand the concepts, importance and be industry ready.	Business Communication – Mallika Nawal. Ch. 2.
5	Organizational Communication: <ul style="list-style-type: none"> • Importance of conversation. • Communication styles. • 7 Cs of communication • Communicating with the Boss • Corporate communication 	PPT, Videos, Class interaction, live examples and demonstrations.	Understand the concepts, importance and be industry ready.	Business Communication – Mallika Nawal. Ch. 2 Case study of X-Look Company – Plight of an intelligent

	<ul style="list-style-type: none"> – Effective Meetings. • Conflict communication • Negotiation skills <p>Crisis communication.</p>			management Trainee
6.	<p>Non-Verbal Communication</p> <ul style="list-style-type: none"> • Role and importance. • Classification of Non-verbal communication. • Body language. 	PPT, Videos, Class interaction, live examples and demonstrations.	Understand the intricacies of non-verbal communication and master the art and skills of non-verbal communication for an impactful and eventful corporate and personal life.	Business Communication – Mallika Nawal. Ch. 3
7	<p>Non-Verbal Communication</p> <ul style="list-style-type: none"> • Para-lingual aspects of communication. 	PPT, Videos, Class interaction, live examples and demonstrations.	Understand the intricacies of non-verbal communication and master the art and skills of non-verbal communication for an impactful and eventful corporate and personal life.	Business Communication – Mallika Nawal. Ch. 4
8	<p>Non-Verbal Communication</p> <ul style="list-style-type: none"> • Culture and non-verbal communication. • Non-verbal communication and business success. 	PPT, Videos, Class interaction, live examples and demonstrations.	Understand the intricacies of non-verbal communication and master the art and skills of non-verbal communication for an impactful and eventful corporate and personal life.	Business Communication – Mallika Nawal. Ch. 3 & 4 with additional material from Class teaching.
9	<p>Listening</p> <ul style="list-style-type: none"> • Meaning and art of listening – Importance, essential facts and process. • Types of listening. • Listening ROI • Barriers to effective listening. • Effective listening techniques. 	PPT, Videos, Class interaction, live examples and demonstrations.	Realize the importance and the need of this most ignored aspect of communication.	Business Communication – Mallika Nawal. Ch. 5
10	<p>Public Speaking and Presentation skills</p> <ul style="list-style-type: none"> • Importance of Presentations and public speaking. • Presentation and public speaking. 	PPT, Videos, Class interaction, live examples and demonstrations.	Understand that public speaking and presentation is a teachable skill that can be mastered with practice thus overcoming the fear	Business Communication – Mallika Nawal. Ch. 12 and class teaching.

			of public speaking to rise higher in corporate life.	
11	Public Speaking and Presentation skills <ul style="list-style-type: none"> • Elements of public speaking. • Choice of methods. • Non-verbal cues. • Motivating audience. 	PPT, Videos, Class interaction, live examples and demonstrations.	Understand that public speaking and presentation is a teachable skill that can be mastered with practice thus overcoming the fear of public speaking to rise higher in corporate life.	Class teaching and supporting material provided by the Faculty.
12	Effective Presentation Skills <ul style="list-style-type: none"> • Power point murder weapons. • Know your audience. • Elements of effective presentation 	PPT, Videos, Class interaction, live examples and demonstrations.	Understand that public speaking and presentation is a teachable skill that can be mastered with practice thus overcoming the fear of public speaking to rise higher in corporate life.	Business Communication – Mallika Nawal. Ch. 12 and class teaching.
13	Effective Presentation Skills <ul style="list-style-type: none"> • Pre-Presentation stage (Who-Why-What-When-Where-How). • Presentation stage (during the presentation) Post-Presentation stage.	PPT, Videos, Class interaction, live examples and demonstrations.	Understand that public speaking and presentation is a teachable skill that can be mastered with practice thus overcoming the fear of public speaking to rise higher in corporate life.	Business Communication – Mallika Nawal. Ch. 12 and class teaching.
14	Employment communication. Interviews <ul style="list-style-type: none"> • CV & Resume and Cover letter • Myths and facts about interviews. • Job interviews: Before-During and after. 	PPT, Videos, Class interaction, live examples and demonstrations.	To acquire a better understanding of the recruitment process and equip oneself to be ready for dream jobs knowing fully well that the problem is not of unemployment but employability. Clear, powerful and pointed communication is the key to success.	Business Communication – Mallika Nawal. Ch. 10, 16 and class teaching.
15	Employment communication. Interviews <ul style="list-style-type: none"> • Frequently asked questions. • Do's, don'ts and tips. 	PPT, Videos, Class interaction, live examples and	Prepares the students for the crucial interview that has the potential to get into	Business Communication – Mallika Nawal. Ch. 16 and the


		demonstrations.	their dream job.	actual interview.
16	Group Discussions (GD) <ul style="list-style-type: none"> • Importance and types of GD. • Elements of GD. • Do's, don'ts and tips. 	PPT, Videos, Class interaction, live examples and demonstrations.	Empowers the students to prepare themselves for doing well at the first stage of recruitment.	Class teaching, supporting material provided by the Faculty and the actual GD
17	Business Etiquette <ul style="list-style-type: none"> • Importance. • Forming first impressions. • Importance of Dress, Time, Telephone and dining etiquette. 	PPT, Videos, Class interaction, live examples and demonstrations.	Helps the students to deal with the corporate life in an effective manner for their own betterment as well as the betterment of the Organization that they work.	Business Communication – Mallika Nawal. Ch. 13, 14, 17 & 18
18	Internet & Social Media <ul style="list-style-type: none"> • Technology based communication tools. • Social networking. 	PPT, Videos, Class interaction, live examples and demonstrations.	Once cannot run away from technology. The students should realize the value of technology and use it to their advantage.	Business Communication – Mallika Nawal. Ch. 13 and class teaching.
19	Business writing <ul style="list-style-type: none"> • Importance of effective writing. • Essential features of business writing. • Writing routine, persuasive and routine messages. 	PPT, Videos, Class interaction, live examples and demonstrations.	The students will realize that the business writing/correspondence, proposals and reports have to be written care, caution and elegance since it forms a record that has to stand the test of scrutiny and should serve the organization to enhance its image and performance.	Business Communication – Mallika Nawal. Ch. 6, 8 and Class teaching.
20	Business correspondence <ul style="list-style-type: none"> • Importance of Business writing. • Business Letters. • Ten commandments of letter writing • Case studies • Cover letters • Resumes • Memos • Emails. 	PPT, Videos, Class interaction, live examples and demonstrations.	The students will realize that the business writing/correspondence, proposals and reports have to be written care, caution and elegance since it forms a record that has to stand the test of scrutiny and	Business Communication – Mallika Nawal. Ch. 6, 7 & 8

			should serve the organization to enhance its image and performance.	
21	Reports and Proposals <ul style="list-style-type: none"> • Basic features and types. • Planning the report. 	PPT, Videos, Class interaction, live examples and demonstrations.	The students will realize that the business writing/correspondence, proposals and reports have to be written care, caution and elegance since it forms a record that has to stand the test of scrutiny and should serve the organization to enhance its image and performance.	Business Communication – Mallika Nawal. Ch. 11
22	Reports and Proposals <ul style="list-style-type: none"> • Writing the report. • Project proposal 	PPT, Videos, Class interaction, live examples and demonstrations.	The students will realize that the business writing/correspondence, proposals and reports have to be written care, caution and elegance since it forms a record that has to stand the test of scrutiny and should serve the organization to enhance its image and performance.	Business Communication – Mallika Nawal. Ch. 11
23	Conversations and Negotiations Power of Positive thinking and visualization.	PPT, Videos, Class interaction, live examples and demonstrations. Group Exercise	Conversations and negotiations are critical for Bring about an awareness that organizations culture and performance in-house and with the outside word. The business dealings/partnerships/interactions hinge around conversations and negotiations.	Business Communication – Mallika Nawal. Ch. 15, Class teaching and Group Exercise

24	Student Presentations Presentation- I Process of Communication & Barriers to communication Presentation- II Organizational Communication. Presentation- III Non-Verbal Communication	PPT with student presentation of 5 Mins per student.	Students will realize how well they have digested the concepts and the subject and get an opportunity to face an intelligent audience while presenting the topic. This calls not only for hard work but also smart work.	Student Presentations based on Class teaching, Main and internet.
24	Student Presentations Presentation- IV Effective Presentations and Public Speaking Presentation- V Interviews and Group Discussion		Students will realize how well they have digested the concepts and the subject and get an opportunity to face an intelligent audience while presenting the topic. This calls not only for hard work but also smart work.	
25	Student Presentations Presentation- VI Written Communication (CV, Reports, Memos, and Minutes etc.) Presentation- VII Business Etiquette (Email, Telephone, Dining, dress)		Students will realize how well they have digested the concepts and the subject and get an opportunity to face an intelligent audience while presenting the topic. This calls not only for hard work but also smart work.	
26	Summarization, Recap and feedback for industry readiness		The final feedback and summarization with experiential and theoretical inputs as well as latest trends and happenings that are critical for their success in corporate life.	

8. Books, Reading Materials, Other Resources (Databases/journals/periodicals) prescribed

Sr. No	Reading Material
1.	Business Communication – Mallika Nawal (Published by Cengage Learning), Second Edition. 2020 (Reprint)
2.	Technical Communication – Principles and Practice (Second Edition). Meenakshi Raman and Sangeeta Sharma (Oxford University Press).2012
3.	Communication Skills - Leena Sen. (Published by PHI Learning Private Limited). 2011.

Prepared by: Faculty name and signature with date	Prof. Pius Moras 
Approved by: HOD – Name and signature with date	A. Kaul DR - A. KAUL 29/11/2017

Course Plan

Program	PGDM
Course Title	Labour Law
Course Credit	4
Academic Year	2017-2018
Batch	PG-HR
Semester	I
Duration (Hrs)	40 hours
Name of the Faculty	Prof Ulhas Deshpande
HOD	Prof Caral D'cunha

1. Course Overview

Labour Laws is the study of all employee and employer related service conditions. This course, therefore, encourages students to better understand, explain the frame work of laws.

The basic principal tenet and underpinning philosophy of labour laws is to protect the interests of the employees by saving them from exploitation and harassment on the one hand and providing enough leverage and stick of good governance to employers so as to have conductive work culture on the other hand. The cordial and congenial relationship can be had only when both the limbs of organisation have better understanding in the light of limits of their rights, responsibilities and duties.

The Labour laws as are generally very complex but to explain and project those laws with the case laws in a manner as simple as possible.

The labour laws are divided in three groups

- 1) Wage administration
- 2) Work related statutory requirements
- 3) Social securities.

Classroom activities involving lectures, discussions and case studies (topped up with role-play) will be designed to encourage students to get involved and absorb & assimilate inputs.

2. Course Outcome (CO)

Sr. No	At the end of the course students will able to
CO1	Explain and analyse the Laws
CO2	Apply different laws in day to day work to have smooth working and harmonious relations in the industry.
CO3	Enable students to understand service related laws and compliances as per the governments requirements and to avoid litigations.

3. Course Outcome and Program Outcome mapping

	PO1	PO2	PO3	PO4	PO5
CO1	H			H	H
CO2	H			M	H
CO3	H			H	H

H- Highly correlated, M- Moderately correlated, L- Slight correlation

PO1- Apply knowledge of management theories and practices to solve business problems

PO2-Foster Analytical and Critical Thinking abilities for data based decision making

PO3-Ability to develop Value based Leadership ability

PO4-Ability to understand, analyse and communicate global, economic, legal and ethical aspects of business

PO5- Ability to lead themselves and others in the achievement of organisational goals, contributing effectively to a team environment

4. Course Overview

Module No.	Topic	Sessions
1	Introduction	4
2	Wage administration. Payment of wages Act, Equal Remuneration,& Payment of Bonus Act,	2
3	Industrial Employment (Standing Orders) Act 1946, Contract Labour Act, The Industrial Disputes Act, The Factories Act & The apprentice Act. The Trade unions Act,1926.	10
4	The Employees' Provident Funds and Miscellaneous Act, 1952, The Employees state insurance Act, The Maternity benefit Act,1961.The Payment of gratuity Act & The Employees 's Compensation Act.	7

5. Pre requisites /co requisites (if any) from students

Sr. No	Details
1	Pre reading from the reference book given: Labour Laws By H L Kumar.- by universal law publication. Current Labour Reports for latest developments in Labour Laws.

6. Detailed Assessment Plan (briefly describe each component and how the students are going to be evaluated)

Sr. No	Components with details	Individual/ Group	Marks	Intended CO
1	Attendance and Class Participation	Individual	10	
2	Presentations on Assignment- Students will be presenting on the topic assigned to them(One group comprises of two students)	Group	30	
3	End Semester Examination- The end semester exam will cover the entire course and assess the students understanding on Labour Laws	Individual	60	
4	TOTAL	Individual	60	

7. Session Plan (Each session of 90 minutes)

Session No	Topics	Pedagogy	Expected Learning outcome	Resources (Books/Chapters/Case etc)
1	The Apprentices Act, 1961	Interactive lectures for the concepts & the fundamentals	<ul style="list-style-type: none"> Contract of Apprenticeship Apprentices and Bonus 	Chapter - 1
2	The Contract Labour (Regulation and Abolition) Act, 1970	Interactive lectures for the concepts & the fundamentals	<ul style="list-style-type: none"> Prohibition of Contract Labour Payment of wages to Contract Labour 	Chapter - 4
3	The Child Labour (Prohibition and Regulation) Act, 1986	Interactive lectures for the concepts & the fundamentals	<ul style="list-style-type: none"> Maintenance of Register Penalties 	Chapter - 5
4	The Employee's Compensation Act, 1923	Interactive lectures for the concepts & the	<ul style="list-style-type: none"> Amount of Compensation and Method of 	Chapter - 6

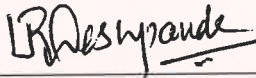
		fundamentals	<ul style="list-style-type: none"> Calculation Penalties 	
5	The Employees' Provident Funds and Miscellaneous Provisions Act, 1952	Interactive lectures for the concepts & the fundamentals	<ul style="list-style-type: none"> Applicability of the Act Employees' Pension Scheme 	Chapter - 7
6	The Employees' Provident Funds and Miscellaneous Provisions Act, 1952	Interactive lectures for the concepts & the fundamentals	<ul style="list-style-type: none"> Online EPF Service Offences by Companies 	Chapter - 7
7	The Employees' State Insurance Act, 1948	Interactive lectures for the concepts & the fundamentals	<ul style="list-style-type: none"> Employees engaged by a Contractor Casual / Temporary Employee 	Chapter - 8
8	The Employees' State Insurance Act, 1948	Interactive lectures for the concepts & the fundamentals	<ul style="list-style-type: none"> ESI Benefit Inspection scheme for employees' state insurance corporation 	Chapter - 8
9	The Equal Remuneration Act, 1976	Interactive lectures for the concepts & the fundamentals.	<ul style="list-style-type: none"> Duty of Employer to Pay Equal Remuneration to Men and Women Workers for same Work of a Regular Nature 	Chapter - 11
10	The Factories Act, 1948	Interactive lectures for the concepts & the fundamentals	<ul style="list-style-type: none"> Obligations of an Employer Registers, Notices, Returns and Reports under the Factories Act, 1948 	Chapter - 12
11	The Industrial Disputes Act, 1947	Interactive lectures for the concepts & the fundamentals, Corselets	<ul style="list-style-type: none"> Works Committee Reference of Disputes to Arbitration Illegal Strikes and Lock-Outs 	Chapter - 13

12	The Industrial Disputes Act, 1947	Interactive lectures for the concepts & the fundamentals, Corselets	<ul style="list-style-type: none"> • Closure and Compensation • Unfair Labour Practices • Miscellaneous Matters 	Chapter - 13
13	Industrial Employment (Standing Orders) Act, 1946	Interactive lectures & discussion	<ul style="list-style-type: none"> • Procedure for Certification of Standing Orders • Penalties and Procedure – Section 13 	Chapter - 14
14	The Maternity Benefit Act, 1961	Interactive lectures & discussion	<ul style="list-style-type: none"> • Entitlement to Payment of Maternity Benefit • Payment of Medical Bonus 	Chapter - 15
15	The Minimum Wages Act, 1948	Interactive lectures for the concepts & the fundamentals	<ul style="list-style-type: none"> • Minimum Rates of Wages • Hours of Work and Holidays 	Chapter - 17
16	The Payment of Gratuity Act, 1972	Interactive lectures & discussion	<ul style="list-style-type: none"> • Average monthly Wages – Calculations • Mode of Payment of Gratuity 	Chapter - 20
17	The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	Interactive lectures & discussion	<ul style="list-style-type: none"> • Internal Committee • Conciliation • Punishment 	Chapter - 23
18	The Trade Unions Act, 1926	Interactive lectures & discussion	<ul style="list-style-type: none"> • Registration of a Trade Union • Cognizance of Offences 	Chapter - 24
19	Presentations by the students on the topics assigned	Presentation by the students	Understanding of the Law and Its Implantation.	
20	Presentations by the students on the topics assigned	Presentation by the students	Understanding of the Law and Its Implantation.	
21	Presentations by the students on the topics assigned	Presentation by the students	Understanding of the Law and Its Implantation.	

22	Presentations by the students on the topics assigned	Presentation by the students	Understanding of the Law and Its Implantation.	
23	Presentations by the students on the topics assigned	Presentation by the students	Understanding of the Law and Its Implantation.	

8. Books, Reading Materials, Other Resources (Databases/journals/periodicals) prescribed

Sr. No	Details
1	Labour Laws By H L Kumar, universal Publication. Ninth edition
2	Current Labor Report Monthly magazine.
3	Arbitrator Magazine.
4	Magazines:- Human Capital, Harvard Business Review, People matters

Prepared by: (Faculty name and signature with date)	Prof. Ulhas Deshpande 
Approved by: HOD – Name and signature with date	Prof Caral D'cunha 