Hindi Vidya PracharSamiti's

Ramniranjan Jhunjhunwala College

of Arts, Science & Commerce

(Empowered Autonomous College)

Affiliated to

UNIVERSITY OF MUMBAI

Program: B.Com in Management Studies

Program Code: RJCUBCOMMS

(2024-2025)

TABLE OF CONTENTS

THE PREAMBLE

Why Bcom MS?

Studying management gives you all the skills you need to deal with employees in a professional and an organized manner. It will also give you the knowledge and confidence you need to direct teams successfully. However, it’s important to remember that before you can manage other people, you need to know how to manage yourself. Completing a management degree will help you to learn a range of essential skills such as self-discipline, and organization which you’ll also be able to use when managing others in the future.

Why Bcom MS at RJ College?

The program Bcom Management Studies was introduced in the year 2024-25 with an aim to cater the growing demand of management graduates at the job market. We at RJ college has carved a niche for ourselves in the field of management with excellent faculties who are stalwarts in the field of management. We aim to provide quality education to the learners by offering them the courses that would enhance their skills and make them job ready.

Our Curriculum, Your Strength

Our strength is our curriculum which we have designed by taking feedback from various stakeholders like the industry, peers, students and alumni. This is designed in such a way that the learner will enjoy the teaching learning process. The curriculum would enable the learners to enhance their personality and face the real business world challenges.

PROGRAM OUTCOMES OF GENERAL UNDERGRADUATE DEGREE PROGRAMS

Students of all undergraduate degree programme at the time of graduation will be benefited will be able to

Critical Thinking

Comprehend the matter they come across and be capable to take a sound viewpoint about things which will highlight their intellectual acumen as well as enable them to look at the world through multiple lenses

Effective communication

Listen, speak, read and write. They should communicate properly by conveying their thoughts. They will use technology for communication. They will be able to network with people with all available channels. They will be developing communication skills in English, Hindi and a local language would be an added advantage.

Social Interaction

Respect each other and should be able to resolve conflicts and help in reaching amicable solution. They should be able to work in diverse teams. They should be able to distinguish when and what is socially acceptable.

Responsible citizen

Contribute to Nation development through social service. Being empathetic and sympathetic to fellow beings.

Honesty and Integrity, Ethics

Recognize different values and systems and respect them. In decision making moral values should be given prime importance.

Environmental and Sustainability

Environmental issues would be considered and problem solving with sustainable development would be chosen.

Life Long learning

Enjoy learning in every situation.

Programme Specific Outcome Bcom in Management Studies

PSO1: Develop Management Skills and Knowledge

- Equip students with comprehensive knowledge of management principles, business operations, and organizational behaviour to handle complex business challenges effectively.
- Enable students to analyse, plan, and execute business strategies, making them capable of taking up managerial roles in diverse sectors.

PSO2: Enhance Analytical and Decision-Making Abilities

- Foster critical thinking, problem-solving, and decision-making skills by engaging students in case studies, simulations, and real-world business scenarios.
- Prepare students to make informed decisions using quantitative and qualitative data, enhancing their ability to manage projects and teams.

PSO3: Promote Ethical and Socially Responsible Business Practices

- Instill a sense of ethics, corporate social responsibility, and sustainability in students, preparing them to lead businesses with integrity and a focus on long-term societal impact.
- Encourage students to be mindful of ethical dilemmas and make principled choices in business settings, reflecting a commitment to ethical leadership.

Semester I

Sr No	Course Code	Subject	Credits
1	RJMAJBCOMMS111	Principles of Management	3
2	RJMAJBCOMMS112	Introduction to Financial Accounting	3
3	RJOECBCOMMS111	Quantitative Techniques in Management-I	2
4	RJOECBCOMMS112	Business Economics 1	2
5	RJVSCBCOMMS111	Introduction to Computers	2
6	RJSECBCOMMS111	Basics of Personal Finances	2
7	RJAECBCOMMS111	Business Communication	2
8	RJVECBCOMMS111	New Trends in Environmental Management	2
9	RJIKSBCOMMS111	Chanakya on Leadership	2
10	RJCCBCOMMS111	Rotaract Club and other activities	2
Total credits			**22**

Semester II

Sr No	Course Code	Subject	Credits
1	RJMAJBCOMMS121	Human Resource Management	3
2	RJMAJBCOMMS122	Introduction to Cost Accounting	3
3	RJMINBCOMMS121	Principles of Marketing	2
4	RJOECBCOMMS121	Quantitative Techniques in Management-II	2
5	RJOECBCOMMS122	Business Economics II	2
6	RJVSCBCOMMS121	Basics of Business Analytics	2
7	RJSECBCOMMS121	Organisational Behaviour	2
8	RJAECBCOMMS121	Export Import Documentation & Procedures	2
9	RJVECBCOMMS121	Corporate Governance & CSR	2
10	RJCCBCOMMS121	Rotaract Club and other activities	2
Total credits			**22**

DISTRIBUTION OF TOPICS AND CREDITS

Semester I

Courses	Unit wise	Credits	Hrs
Principles of Management RJMAJBCOMMS111	1. Introduction to Management 2. Planning, Decision Making &Organizing 3. Motivation & Leadership 4. Coordination, Controlling and Change Management	3	45
Introduction to Financial Accounting RJMAJBCOMMS112	1. Fundamentals of Financial Accounting 2. Accounting Transactions –I 3. Accounting Transactions –II 4. Final Accounts	3	45
Quantitative Techniques in Management –I RJOECBCOMMS111	1. Introduction to Statistics 2. Measures of Dispersion, Co-Relation and Linear Regression 3. Time Series and Index Number 4. Probability and Decision Theory	2	30
Business Economics-I RJOECBCOMMS112	1. Introduction 2. Demand Analysis 3. Supply and Production Decisions and Cost of Production 4. Market structure: Perfect competition and Monopoly and pricing and output decision under Imperfect Competition	2	30
Introduction to Computers RJVSCBCOMMS111	1. Introduction 2. Microsoft Word 3. Microsoft Excel 4. Microsoft Power Point	2	30
Basics of Personal Finance RJSECBCOMMS111	1. Understanding Personal Finance 2. Risk Analysis & Insurance Planning 3. Retirement Planning & Employees Benefits 4. Investment Planning	2	30
Business Communication RJAECBCOMMS111	1. Theory of Communication 2. Communication in Business World 3. Business Correspondence 4. Corporate Etiquettes	2	30
New Trends in Environmental Management RJVECBCOMMS111	1. Introduction to Environmental Management 2. Introduction to Innovation 3. Global Environmental Concerns and Planning of Settlements	2	30
Chanakya on Leadership RJIKSBCOMMS111	1. Ethics and values 2. Leadership 3. Management practices by Chanakya	2	30
Co-curricular: Rotaract	Rotaract Club, DLLE, etc.	2	30

Semester II

Courses	Unit Wise	Credits	Hrs
Human Resource Management RJMAJBCOMMS121	1. Introduction 2. Recruitment and selection 3. Performance Appraisal & Career planning 4. Talent management	3	45
Introduction to Cost Accounting RJMAJBCOMMS122	1. Introduction to Cost Accounting 2. Elements of Cost 3. Process Costing 4. Operating Costing	3	45
Principles of Marketing RJMINBCOMMS121	1. Introduction to Marketing 2. Marketing Environment, Research and Consumer Behaviour 3. Marketing Mix 4. Segmentation, Targeting and Positioning and Trends In Marketing	2	30
Quantitative Techniques in Management- II RJOECBCOMMS121	1. 1. Elementary Financial Mathematics 2. Matrices and Determinants 3. Derivatives and Applications of Derivatives Numerical Analysis [Interpolation]	2	30
Business Economics II RJOECBCOMMS122	1. Introduction to Macroeconomic Data and Theory 2. Money, Inflation and Monetary Policy 3. Constituents of Fiscal Policy 4. Open Economy: Theory and Issues of International Trade	2	30
Basics of Business Analytics RJVSCBCOMMS121	1. Introduction to Excel, Function 2. Data Handling 3. Pivot & Automation	2	30
Organisational Behaviour RJSECBCOMMS121	1. Introduction Organizational Behaviour 2. Employees Behaviour 3. Team, Conflict and Stress Management 4. Power Politics & Organisational Development	2	30
Export Import Documentation & Procedures RJAECBCOMMS121	1.Introduction to Export and Import 2. Export Import Documentation 3.Export-Import Procedure	2	30
Corporate Ethics & CSR RJVECBCOMMS121	1. Introduction to Ethics and Business Ethics 2. Ethics in Marketing, Finance and HRM 3. Corporate Governance 4. Corporate Social Responsibility (CSR)	2	30
Co-curricular	Rotaract Club, DLLE, etc.	2	30

SEM I
SEC

SEMESTER	:	I SEC
TITLE OF THE SUBJECT /COURSE	:	Basics of Personal Finances
COURSE CODE	:	RJSECBCOMMS111
CREDITS	:	2
DURATION (Hours)	:	30

FYBMS	SEMESTER I
RJSECBCOMMS111 Basics of Personal Finances	**Course Outcomes:** ● Explain key concepts of personal finance, including budgeting, cash flow management, and the importance of financial statements. ● Develop strategies for effective debt management, maintaining good credit, and making informed decisions regarding credit cards and loans. ● Analyze personal risk exposure and select appropriate insurance policies to manage health, property, and liability risks. ● Construct a diversified investment portfolio and formulate a retirement plan using various schemes, assessing retirement needs and strategies.

Course Outcome Number	On completing the course the student will be able to	PSO Addressed	Blooms Level
CO1	Evaluate individual financial situations and create tailored budgets and cash flow management strategies.	1,2,3	1,2,3,4
CO2	Implement effective debt management techniques and maintain a strong credit profile through informed use of credit products.	1,2,3	5,6
CO3	Identify personal financial risks and select appropriate insurance policies to protect against potential losses.	1,2,3	3,5,6
CO4	Develop a comprehensive investment strategy and retirement plan, utilizing various financial instruments and schemes to secure long-term financial health.	1,2,3	2,3,4,5,6

SEMESTER I (THEORY)		L	Cr
Subject: Basics of Personal Finances	**Paper Code:** RJSECBCOMMS111	30	2
UNIT I		**08**	
Introduction			
● Introduction and needs of Personal Finance. Basic Financial concept.Time value of money applications. Personal financial statements, Cash flow and debt management, tools and budgets Money Management. Tax planning, Managing Checking and Savings Accounts. Maintaining Good Credit . Credit Cards and Consumer Loans. Vehicle and Other Major Purchases. Obtaining Affordable Housing Income and Asset Protection Managing Property and Liability Risk. Managing Health Expenses			
UNIT II		**12**	
Risk Analysis & Insurance Planning			
● Risk management and insurance decision in personal financial planning, x Various Insurance Policies and Strategies for General Insurance, Life Insurance, Motor Insurance, Medical Insurance.			
UNIT III		**10**	
Investment, Retirement Planning & Employees Benefits			
● Risk Return Analysis Investing in Stocks and Bonds ,Mutual Fund, Derivatives, Investing in Real Estate, Asset Allocation, Investment strategies and Portfolio construction and management ● Retirement need analysis techniques, Development of retirement plan, Various retirement schemes such as Employees Provident Fund (EPF), Public Provident Fund (PPF), Superannuation Fund, Gratuity, Other Pension Plan and Post-retirement counseling			

References:

1. "Money Wise: How to Save, Invest, and Make Money Work for You" by N. S. K. Rao
2. "The Wealthy Gardener" by John Soforic
3. "How to Avoid Loss and Earn Consistently in the Stock Market" by Prasenjit Paul
4. "Financial Freedom: A Guide to Achieving Financial Independence" by A. R. S. S. Prasad
5. "Rich Dad’s Guide to Investing" by Robert Kiyosaki

SEM II
SEC

SEMESTER	:	II SEC
TITLE OF THE SUBJECT /COURSE	:	Organisation Behaviour
COURSE CODE	:	RJSECBCOMMS121
CREDITS	:	2
DURATION (Hours)	:	30

FYBMS	SEMESTER II
RJSECBCOMMS121Organisation Behaviour	**Course Outcomes:** ● Understand the core concepts and evolution of Organizational Behavior. ● Apply critical thinking, learn about various thinking types, and understand the Six Thinking Hats technique. ● Learn effective team dynamics, conflict resolution, and strategies for managing stress in organizational settings. ● Gain insights into power dynamics, politics, learning organizations, and organizational development practices.

Course Outcome Number	On completing the course he student will be able to	PSO Addressed	Blooms Level
CO1	Grasp the fundamentals of Organizational Behavior and its significance in modern workplaces.	1,2,3,4	1,2,3
CO2	Recognize the factors shaping perception, personality attributes, and attitudes in organizational contexts.	1,2,3.4	3,4,5,6
CO3	Demonstrate an understanding of effective teamwork, conflict resolution, and stress management strategies	1,2,3,4	3,4,5,6
CO4	Evaluate power dynamics, the concept of a learning organization, and practices related to organizational development.	1,2,3,4	4,5,6

SEMESTER II		L	Cr
Course : Organisation Behaviour	Course Code : RJSECBMS121	30	2
UNIT I		08	
Introduction to Organizational Behaviour			
• Introduction to Organizational Behaviour- Concept, definitions, Evolution of OB. Changing profiles of employees and customers,Globalization,Flattening of the globe, Diversity,Privacy. Organisational culture and cross culture dynamics. • Interpersonal relationship Understanding self and others, Johari window, Transactional Analysis			
UNIT II		08	
Employees Behaviour			
• Thinking: Concept, types of thinking, Six Thinking hats • Learning : Concept Theories of Learning, Managerial implications of learning • Perception : Concept, Factors influencing perception, Attribution theory of perception, Issues involved in perception, Pygmalion effect. • Personality: Concept, Personality attributes influencing organization behavior, Locus of Control, Machiavellianism • Attitude			
UNIT III		07	
Team, Conflict and Stress Management			
• Effective team Group Development, group decision making, group behavior, understanding difference between team and group, Team Building • Conflict management: concept, causes, types and stages. Effects of conflicts and management of conflicts. • Stress management Concept of stress, causes of stress, strategies for coping stress.			
UNIT IV		07	
Power Politics &Organisational Development			
• Power politics: Concept, Sources and classification of power, Coalitions, peoples response to organizational politics. Concept of impressing management • Learning organization: concept. Factors influencing learning organisation • organizational development			

References:

a. "Organizational Behaviour" by Stephen P. Robbins and Timothy A. Judge
b. "Organizational Behaviour: Text and Cases" by K. Aswathappa
c. "Organizational Behaviour" by Fred Luthans
d. "Essentials of Organizational Behavior" by Stephen P. Robbins and Timothy A. Judge
e. "Organizational Behaviour: Understanding and Managing Life at Work" by Gary Johns and Alan M. Saks

EVALUATION AND ASSESSMENT

MODE OF EVALUATION

Courses	Credits	Type	Marks	Internal Assessment	Sem End
Principles of Management	3	Major/DSC	75	25(20MPresentation +5 M Attendance)	50
Introduction to Financial Accounting	3	Major/DSC	75	25(20MWritten+5 MAttendance)	50
Quantitative Techniques in Management -I	2	Open elective	50	20(20MWritten)	30
Business Economics1	2	Open elective	50	20(20MWritten)	30
Introduction to Computers	2	VSEC/SEC	50	20(20MPractical)	30
Basics of Personal Finances	2	VSEC/SEC	50	20(20MPresentation)	30
Business Communication	2	AEC	50	20(20MAssignment)	30
New Trends in Environmental Management	2	VEC	50	20(20MAssignment)	30
Chanakya on Leadership	2	IKS	50	20(20MAssignment)	30
Co-curricular Course	2	CC	50	--	

Courses	Credits	Type	Marks	Internal Assessment	Sem End
Human Resource Management	3	Major/DSC	75	25(20MPresentation +5 M Attendance)	50
Introduction to Cost Accounting	3	Major/DSC	75	25(20MWritten+5 MAttendance)	50
Principles of Marketing	2	Minor	50	20(20MPresentation)	30
Quantitative Techniques in Management -II	2	OEC	50	20(20MWritten)	30
Business Economics II	2	OEC	50	20(20MPresentation)	30
Advance Excel	2	VSC	50	20(20MPractical)	30
Organizational Behaviour	2	SEC	50	20(20MPresentation)	30
Artificial Intelligence in Management	2	AEC	50	20(20MAssignment)	30
Corporate Ethics & CSR	2	VEC	50	20(20MPresentation)	30
Co-curricular Course	2	CC	50	--	

EVALUATIONMETHOD

Internal Assessment

1. Major Courses: 25 Marks & all other Courses except Co-Curricular Course: 20 Marks
2. **Mode of Evaluation:**
   - Presentation (Group wise 10 min each group; criteria for marking: On the basis of Presentation skills, Communication, PPT file, Attire, Report)
   - Written (Duration: 30 Min)
   - Lab Practical (Duration: 30 Min)
   - Assignment(Hand Written/Typed)

Written Question Paper Pattern
Internal Assessment

Marks: 20 **Duration: 30 min**

Q.1) Multiple choice questions. (1 marks each) (05 Marks)
1.
2.
3.
4.
5.

Q.2) Explain the following concepts. (1 marks each) (05 Marks)
1.
2.
3.
4.
5.

Q.3) Answer the questions. (Any TWO) (10 Marks)
1.
2.
3.

Semester End Exam

Marks: 30 **Duration: 1 Hr**

Q.1) Answer the question. (10 Marks)

OR

Q.1) Answer the question. (10 Marks)

Q.2) Answer the question. (10 Marks)

OR

Q.2) Answer the question. (10 Marks)

Q.3) Answer the question. (10 Marks)

OR

Q.3) Answer the question. (10 Marks)

Semester End Exam

Marks: 50	**Duration: 1.5 Hrs**

Q.1) Answer the question. (10 Marks)

OR

Q.1) Answer the question. (10 Marks)

Q.2) Answer the question. (10 Marks)

OR

Q.2) Answer the question. (10 Marks)

Q.3) Answer the question. (10 Marks)

OR

Q.3) Answer the question. (10 Marks)

Q.4) Answer the question. (10 Marks)

OR

Q.4) Answer the question. (10 Marks)

Q.5) Answer the question. (10 Marks)

OR

Q.5) Answer the question. (10 Marks)

RULES AND REGULATIONS REGARDING ASSESSMENT AND EVALUATION

FOR FY UNDER NEP FROM A.Y. 2023-2024 ONWARDS-

1. A learner appearing for first year examination under NEP will have **maximum of 22 credits** and examinations will be of **maximum 550 marks.**

2. Courses having **2 credits, 3 credits and 4 credits** will have examinations of **50, 75, 100 marks** respectively.

3. With regard to Major Course, Minor Course and OEC:

Continuous evaluation of 40-60 adopted under autonomy (2018) shall continue for all the courses; for the courses with 2 credits and 50 marks, Internal is of 20 marks (only one IA) and External 30 marks (SEE); while the courses with 3 credits and 75 marks, it is 25 marks (only one IA) and 50 marks (SEE). In case of courses of 100 marks, the break up of marks will be 40 marks (IA) and 60 marks (SEE).

4. With regard to IKS, VSEC (VSC and SEC), AEC, VEC:

These will be of 2 Credits each and of 50 marks. Continuous evaluation of 40-60 wherein Internal is of 20 marks and SEE of 30 marks or Only one SEE of 50 marks or continuous evaluation of more than one test by the respective coordinating department or as directed by the EC.

5. With regard to CC:

Vertical of CC shall also be more like a **continuous evaluation** where a student will be awarded marks on the basis of **his / her participation in the co-curricular activities of the department / other departments / associations / extension activities / intercollegiate events and JeevanKaushal**. A workbook will be provided to a student to keep a record of his / her participation and will be duly signed by the concerned teachers.

6. Duration of examinations:

a. An IA exam of 20/25 marks shall be of duration of 30 minutes.
b. An SEE exam of 30 marks (offline) shall be of duration of 1 hour.
c. An SEE exam of 50 marks (offline) shall be of duration of 1 ½ hour.
d. An SEE exam of 50 marks (online MCQ) shall be of 60 minutes.
e. An SEE exam of 60 marks (offline) shall be of duration of 2 hours.

7. There shall be **combined passing of Internals and SEE** in a given paper with a **minimum passing percentage of 40.**

8. **Appearing for SEE** for every paper is **compulsory** irrespective of the performance in the Internals examinations. A student absent in SEE will be thus declared failing in a given subject.

9. There shall be provision for supplementary examination for the benefit of students who miss their SEE on grounds of medical emergency or representing college at the national level event or any other equivalent event with a special permission granted by the Head of the institution.

10. There shall be no Additional Examinations for any of the Semesters except for the Semester V wherein one chance of credit improvement in Semester V shall be given before the Learner appears for the final Semester VI Examination.

11. A learner appearing for first year exam under NEP shall have examination of maximum **550 marks** to which effect **ATKT** is allowed for **maximum of 200 marks** corresponding to **failing in 3 / 4 courses** but must have passed in at least one Theory course of Major / Minor.

FOR SY AND TY-

12. For the SY (2023-2024) and TY (2023-2024 and 2024-2025) programs, 40 – 60 pattern of continuous evaluation continues. However, Internal 40% as 20 + 20 is revised from AY 2023-24 as 15 + 25 wherein, 15 marks of assignment and 25 marks of MCQs or any other mode of evaluation as decided by the respective department shall be implemented. Rest of the Rules and Regulations continues as earlier.

13. Ordinances **5042A, 5043A& 5044A, 5045A, 5046A, 5048A&B, 5049A, 5050A** and **0.229A**adopted under autonomy are to accepted as its under NEP. (Next Page)

ORDINANCES ADOPTED ON EXAMIANTIONS CONDUCTED UNDER AUTONOMY

ORDINANCE NUMBER	MATTER OF REFERENCE
5042A	**Grace Marks for passing in each head of passing** (Theory/ Practical/ Oral/ Sessional)
5043A, 5044A	**Grace marks for getting higher Class/ Grade (Grade Jump)**
5045A	**Condonation**
5046A	**Moderation**
5048A&B	**Amendments of Results** (Due to errors, Due to fraud, malpractices etc.)
5049A	**Appointment of paper setters, Examiners, Senior supervisors and conduct of examination etc.**
5050A	**Ordinance regarding Unfairmeans resorted to by the Student**
0.229A	**Benefit of 10 marks under NSS/ NCC/ LLLS/ SPORTS**

Explanation:

Ordinance 5042A: *the benefit of gracing of marks under the ordinance shall be applicable only if the candidate passes the entire examination of semester/year.*

Ordinance 5043A, 44A: *the benefit of gracing of marks under the ordinance shall be applicable only if the candidate passes in all the subjects and heads of the examination without the benefit of either gracing or condonation rules and shall be given for maximum of 1% of the aggregate marks of the examination or up to 10 marks, whichever is less.*

Ordinance 5045A: *the benefit of gracing of marks under the ordinance shall be applicable only if the candidate fails in only one head of passing and his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. Condonation of deficiency of marks be shown in the statement of marks in the form of asterisk and Ordinance number.*

Ordinance 5046A: *the ordinance shall be applicable as per the detailed scheme of moderation released by the University of Mumbai via its adaptation in totality.*

Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderators shall be taken as final.

Ordinance 5048A&B: *section (A) of the ordinance is applicable to the case where it is found that the result of an examination has been affected by errors, the Controller of Examination shall have power to amend such result provided the errors are reported/ detected within 6 months from the date of declaration.*

Error means –

(a) Error in computer/ data entry, printing or programming and the like.
(b) Clerical error, manual or machine in totalling or entering of marks on mark list/ register.
(c) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

Section (B) of the ordinance is applicable in any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has been party of privy to or connived at such malpractice, fraud or improper conduct.

Ordinance 5049A: *the ordinance shall be applicable as per the guidelines of University of Mumbai.*

Ordinance 5050A: *the convener of the Unfair means committee shall take appropriate disciplinary action against the student/s using, attempting to use, instigating or allowing to use unfair means at the examination applying the ordinance as per the guidelines of University of Mumbai.*

Ordinance 0.229A: *the ordinance shall be applicable to the candidate for his/her satisfactory completion of NSS/NCC/DLLE/SPORTS. Benefit of 10 marks be shown in the Statement of Marks in the form of hashtag and Ordinance number.*

Teaching Learning Process

The teaching learning process in the learning outcomes based curriculum framework in the subject of Management Studies is designed to develop the cognitive skills of every learner. The course offers the requisite skills for a professions and jobs in all areas of management. All courses have Case studies as an integral part which promotes the learner to acquire the requisite skills for employment by learning real life problem solving skills.

An interesting combination of teaching learning processes is adopted in which the teacher and learners are actively involved.

Some of the salient teaching learning processes are

- ✓ Class lectures
- ✓ Presentations
- ✓ Group Discussion, workshops
- ✓ Case Study pedagogy
- ✓ Peer teaching and learning
- ✓ Project based learning, quiz, seminars, exhibitions, posters.
- ✓ Research Based Projects
- ✓ Technology enabled self-learning
- ✓ Internships
- ✓ LMS (Google Classroom)

The effective teaching strategies would address the requirements of leaner to learn at their own pace. The teaching pedagogy adopted to ensure inculcate higher order skills in the learner. The entire program is also designed to foster human values, environmental consciousness for an equable society. The teaching learning processes adopted would aim at participatory pedagogy.

Mapping of Curriculum for Employability/Entrepreneurship/Skill Development

Courses	Unit wise	Mapping
Basics of Personal Finances RJSECBCOMMS111	1. Understanding Personal Finance 2. Risk Analysis & Insurance Planning 3. Retirement Planning & Employees Benefits 4. Investment Planning	Entrepreneurship/ Skill development

Courses	Unit Wise	Mapping
Organisational Behaviour RJSECBCOMMS121	1. Introduction Organizational Behaviour 2. Employees Behaviour 3.Team, Conflict and Stress Management 4.Power Politics & Organisational Development	Skill development/ Employability

Mapping of Curriculum with Relevance to Local, Regional, National and Global Development Needs

Courses	Unit wise	Relevance to
Basics of Personal Finances RJSECBCOMMS111	1. Understanding Personal Finance 2. Risk Analysis & Insurance Planning 3. Retirement Planning & Employees Benefits 4. Investment Planning	Local, National, International

Courses	Unit Wise	
Organisational Behaviour RJSECBCOMMS121	1. Introduction Organizational Behaviour 2. Employees Behaviour 3. Team, Conflict and Stress Management 4. Power Politics & Organisational Develop ment	Local, National, International

Mapping of Curriculum with relevance to SDG

Courses	Unit wise	Mapping
Basics of Personal Finances RJSECBCOMMS111	1. Understanding Personal Finance 2. Risk Analysis & Insurance Planning 3. Retirement Planning & Employees Benefits 4. Investment Planning	SDG1, SDG8

Courses	Unit Wise	Mapping
Organisational Behaviour RJSECBCOMMS121	1. Introduction Organizational Behaviour 2. Employees Behaviour 3. Team, Conflict and Stress Management 4. Power Politics & Organisational Develop ment	SDG4,8,9& 12