

As Per NEP 2020

University of Mumbai



Syllabus for B.Com. (Transport Management) Basket of OE	
UG First Year	B.Com. (Transport Management)
Semester	I
Title of Paper	Credits 2/ 4
I) Management Skill Development	OE – 2 Credits (SEM I)
II)	
III)	
From the Academic Year	2024-25

OE- MANAGEMENT SKILL DEVELOPMENT (2 Credits) SEM- I

Sr. No.	Heading	Particulars
1	Description the course: Including but Not limited to :	Management Skill Development (2 Credit) SEM I The course aims at making the students aware about the different managerial skills and cultivate leadership. In this course, we will focus on enhancing your abilities to effectively lead, manage, and inspire others in various organizational settings. Taking a managerial skill development course can open up various job opportunities across industries. students could pursue roles such as project manager, team leader, operations manager, or even executive positions depending on your experience and qualifications. These courses often focus on leadership, communication, problem-solving, and strategic thinking, which are valuable skills sought after in many organizations.
2	Vertical:	Major/Minor / Open Elective ✓ /Skill Enhancement / Ability Enhancement/Indian Knowledge System (Choose By ✓)
3	Type:	Theory
4	Credit:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives (List some of the Course objectives) 1. To Develop a comprehensive understanding of essential managerial skills, including communication, decision-making, problem-solving, and conflict resolution. 2. To Cultivate leadership capabilities to motivate teams, foster innovation, and achieve organizational goals.	

	<p>3. To Explore strategies for effective time management, delegation, and prioritization to maximize productivity and efficiency.</p> <p>4. To Enhance interpersonal skills to build strong relationships, manage diverse teams, and navigate workplace dynamics.</p>								
8	<p>Course Outcomes: (List some of the course outcomes)</p> <ol style="list-style-type: none"> 1. Demonstrate proficiency in applying various managerial skills to real-world scenarios. 2. Exhibit effective leadership behaviours that inspire trust, collaboration, and engagement among team members. 3. Implement strategies for optimizing personal and team performance through effective time management and delegation. 4. Foster positive work environments by effectively managing conflicts, fostering open communication, and promoting inclusivity. 5. Reflect on personal growth and development, identifying areas for continuous improvement as a manager and leader. 								
9	<p>Modules I: - Per credit One module can be created</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Unit -I – Introduction to Managerial Skill</u> (One Credit)</td> <td style="width: 40%; text-align: right;">15 Lectures</td> </tr> <tr> <td colspan="2"> Meaning and concept of managerial skills, Need and its importance, Types of Managerial Skills, Techniques of skill development for effective management, Application of management skills. Coordination and Interpersonal roles. </td> </tr> <tr> <td><u>Unit -II - Communication Skills</u></td> <td style="text-align: right;">(One Credit) 15 Lectures</td> </tr> <tr> <td colspan="2"> Define Communication, Need and Importance of Communication, Principal of Communication, Process of Communication, Types of Communication, Role of Communication in Business, Methods of Communication, Role of motivation skills in developing managers. </td> </tr> </table>	<u>Unit -I – Introduction to Managerial Skill</u> (One Credit)	15 Lectures	Meaning and concept of managerial skills, Need and its importance, Types of Managerial Skills, Techniques of skill development for effective management, Application of management skills. Coordination and Interpersonal roles.		<u>Unit -II - Communication Skills</u>	(One Credit) 15 Lectures	Define Communication, Need and Importance of Communication, Principal of Communication, Process of Communication, Types of Communication, Role of Communication in Business, Methods of Communication, Role of motivation skills in developing managers.	
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10	<p>Text Books</p> <ul style="list-style-type: none"> ➤ A.S. Suden: Managerial Skills Development ➤ Mukta Goyal: Managerial Skills Development 								
11	<p>Reference Books:</p> <ul style="list-style-type: none"> ➤ E.H. McGrath, (2011). ‘Basic Managerial Skills for All (fourth Edition)’. Prentice Hall India Pvt., Limited ➤ David Allred Whetten, Kim S. Cameron, (2005). ‘Developing Management Skills’. Pearson/Prentice Hall. ➤ Bahaudin Ghulam Mujtaba, (2013). ‘Managerial Skills and Practices for Global Leadership’. ILEAD Academy, LLC. ➤ Robert N. Lussier, (2015). Management Fundamentals- Concepts, Applications, and Skill Development. SAGE Publications. ➤ Chris Routledge, Jan Carmichael. (2007). Personal Development and Management Skills. Chartered Institute of Personnel and Development 								

12	Internal Continuous Assessment: 50%	Semester End Examination: 50%																														
13	Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc. (at least 3)	Quizzes, Class Test, assignment																														
14	<p>Format of Question Paper: for the final examination Paper Pattern for 2 Credits: Semester End Examination: 30 Marks Time : 1.00 hr QUESTION PAPER PATTERN Attempt any 3 out of 5 questions</p> <table border="1" data-bbox="240 674 1437 1066"> <thead> <tr> <th data-bbox="240 674 492 730">Question No</th> <th data-bbox="500 674 1036 730">Questions</th> <th data-bbox="1044 674 1437 730">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 732 492 785">Q 1</td> <td data-bbox="500 732 1036 785">Practical/ Theory</td> <td data-bbox="1044 732 1437 785">10</td> </tr> <tr> <td data-bbox="240 787 492 840">Q 2</td> <td data-bbox="500 787 1036 840">Practical/ Theory</td> <td data-bbox="1044 787 1437 840">10</td> </tr> <tr> <td data-bbox="240 842 492 894">Q 3</td> <td data-bbox="500 842 1036 894">Practical/ Theory</td> <td data-bbox="1044 842 1437 894">10</td> </tr> <tr> <td data-bbox="240 896 492 949">Q 4</td> <td data-bbox="500 896 1036 949">Practical/ Theory</td> <td data-bbox="1044 896 1437 949">10</td> </tr> <tr> <td data-bbox="240 951 492 1003">Q 5</td> <td data-bbox="500 951 1036 1003">Practical/ Theory</td> <td data-bbox="1044 951 1437 1003">10</td> </tr> <tr> <td colspan="2" data-bbox="240 1005 1036 1066" style="text-align: center;">TOTAL</td> <td data-bbox="1044 1005 1437 1066" style="text-align: center;">30</td> </tr> </tbody> </table> <p>Note:</p> <ol style="list-style-type: none"> 1. Equal Weightage is to be given to all the modules. 2. 10 marks question may subdivided into 5 marks each. 3. Use of simple calculator is allowed in the examination. 4. Wherever possible more importance is to be given to the practical problems. <p>Continuous Evaluation: Internal (20 marks)</p> <table border="1" data-bbox="240 1375 1437 1768"> <thead> <tr> <th data-bbox="240 1375 370 1432"></th> <th data-bbox="378 1375 1242 1432">Assessment/ Evaluation</th> <th data-bbox="1250 1375 1437 1432">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1434 370 1598">1</td> <td data-bbox="378 1434 1242 1598">Class Test during the lectures. (Physical / Online mode). (Short notes/ MCQ's / Match the Pairs/ Answer in one sentence/ puzzles)</td> <td data-bbox="1250 1434 1437 1598">10</td> </tr> <tr> <td data-bbox="240 1600 370 1768">2</td> <td data-bbox="378 1600 1242 1768">Participation in Workshop/ Conference/ Seminar/ Case Study/ Field Visit/ Certificate Course. (Physical/online mode)</td> <td data-bbox="1250 1600 1437 1768">10</td> </tr> </tbody> </table>		Question No	Questions	Marks	Q 1	Practical/ Theory	10	Q 2	Practical/ Theory	10	Q 3	Practical/ Theory	10	Q 4	Practical/ Theory	10	Q 5	Practical/ Theory	10	TOTAL		30		Assessment/ Evaluation	Marks	1	Class Test during the lectures. (Physical / Online mode). (Short notes/ MCQ's / Match the Pairs/ Answer in one sentence/ puzzles)	10	2	Participation in Workshop/ Conference/ Seminar/ Case Study/ Field Visit/ Certificate Course. (Physical/online mode)	10
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**Sign of the BOS
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Ad-hoc Board of
Studies in Transport
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