



**BACHELOR OF BUSINESS ADMINISTRATION (BUSINESS PROCESS MANAGEMENT)**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**LEARNING OUTCOMES- BASED CURRICULUM FRAMEWORK (LOCF)**

**SYLLABUS**

**BACHELOR OF BUSINESS ADMINISTRATION (BUSINESS PROCESS MANAGEMENT)**

**2025-2028 Batch**

**SEMESTER - I**

### **PROGRAM LEARNING OUTCOMES (PLO'S):**

**PLO1.** To provide students with experience in integrating the concepts and techniques from the various functional areas of business and generating solutions for contemporary business problems.

**PLO2.** To manifest the students with a high level of knowledge and skills including theoretical, analytical and critical thinking, decision making, intellectual independence, leadership, planning and organization, and problem solving with paramount ability to communicate ideas effectively.

**PLO3.** To transform the student to play a pioneering and leading role in the community, enabling her to take responsibility and contribute to solving problems through innovative thinking, collective work, reflection, and self-development.

**PLO4.** To demonstrate competence in applying the tools and techniques of Business Management to industry and to enable students to take intrapreneurial and entrepreneurial activities.

**PLO5.** To develop competence to become global citizens through appreciating diversity, acquiring skills in digital technologies, and demonstrating awareness to professional values, ethics and sustainability issues to solve complex business problems.

### **PROGRAMME SPECIFIC OUTCOME (PSO'S)**

Upon the completion of BBA (Business Process Management) program, the graduates will be able to

**PSO1:** Enrich their knowledge and skills in various domains of business process services to become Industry ready.

**PSO2:** Develop corporate etiquette, critical thinking, and exhibit a spirit of co-operation, leadership, and teamwork.

**PSO3:** Understand the framework of controls and compliances in various domains of BPS.

**PSO4:** Gain expertise on modern methods and techniques used in the Business Process Industry.



**BACHELOR OF BUSINESS ADMINISTRATION (BUSINESS PROCESS MANAGEMENT)**  
**CHOICE BASED CREDIT SYSTEM (CBCS)**  
**LEARNING OUTCOMES- BASED CURRICULUM FRAMEWORK (LOCF)**  
**SYLLABUS & SCHEME OF EXAMINATION**  
**2025-2028 Batch**  
**SEMESTER -I**

Semester	Part	Course Code	Title of the Course	Course Type	Instruction hours/week	Contact hours	Tutorial	Duration of Examination	Examination Marks			Credits
									CA	ESE	TOTAL	
<b>I</b>	I	TAM2501A/ HIN2501A/ FRE2501A	Tamil Paper I / Hindi Paper I / French Paper I	L	4	58	2	3	25	75	100	3
	II	ENG2501A	English Paper I	E	4	58	2	3	25	75	100	3
	III	BB25C01	Contemporary Management	CC	5	73	2	3	25	75	100	3
	III	BB25C02	Financial Accounting	CC	5	73	2	3	25	75	100	3
	III	BB25C03	Organizational Behaviour	CC	5	73	2	3	25	75	100	3
	III	TH24A02	Mathematics for Management I	GE	5	73	2	3	25	75	100	4
<b>I</b>	IV	NME25B1/ NME25A1	Basic Tamil I / Advanced Tamil I	AEC	2	28	2	-	100	-	100	2
<b>I</b>	IV	NME23WS	Women Studies	AEC	2	30	-	-	100	-	100	
<b>I</b>	VI	NM25GAW	General Awareness	AECC	SS	-	-	-	100	-	100	Gr
<b>I-II</b>	VI	COM25SER	Community Services 30 Hours	GC	-	-	-	-	-	-	-	-
<b>I-V</b>	VI	24BONL1 24BONL2 24BONL3	Online Course I Online Course II Online Course III	ACC	-	-	-	-	-	-	-	-

L-Language

E-English

CC – Core Courses CA – Continuous Assessment

GE – Generic Elective ESE - End Semester Examination

ACC- Additional Credit Course

AEC – Ability Enhancing Course

AECC- Ability Enhancement Compulsory course

### **Examination System**

One test for continuous assessment will be conducted on pre-determined dates i.e. Commencing on the 50<sup>th</sup> day from the date of reopening. The model exam will be conducted after completing 85<sup>th</sup> working days. Marks for ESE and CA with reference to the maximum for the courses will be as follows.

### **Question Paper Pattern**

#### **I Year UG - Continuous Internal Assessment Pattern**

CIA Test	- 5 Marks (Conducted for 45 marks after 50 days)
Model Exam (2,5,8 Marks)	- 7 Marks (Conducted for 75 marks after 85 days - Q.P. Pattern Each Unit 15 Marks)
Sem/Ass/Quiz	- 5 Marks
Class Participation	- 5 Marks
Attendance	- 3 Marks 91-100% attendance: 3 Marks: 81-90% attendance: 2 Marks; 75-80%attendance: 1 Marks)
<b>Total</b>	<b>-25 Marks</b>

#### **Language English CA pattern -Theory (First 3 Units)**

Section A	5 x 1 (No choice)	- 5 Marks
Section B	4 x 5 (4 out of 6)	-20 Marks (250 words)
Section C	2 x 10(2 out of 3)	-20 Marks (500 words)
Total		-45 Marks

#### **Core and Allied CA pattern -Theory (First 3 Units)**

Section A	3 x 2	- 6 Marks
Section B	3 x 5	-15 Marks (either or – same CLO level
Section C	3 x 8	-24 Marks (either or – same CLO level
Total		-45 Marks

#### **UGAccountscoursesCAPattern(First 3 units)**

Section A	3 x 2 (No Choice)	- 6 Marks
Section B	3 x 5 (No Choice)	-15 Marks
Section C	3 x 8	-24 Marks (either or – same CLO level
Total		-45 Marks

#### **Language English Model and ESE Pattern -Theory**

Section A	10 x1 (No choice)	-10 Marks
Section B	5 x 5 (5 out of 7)	-25 Marks (250 words)
Section C	4 x10 (2 out of 3)	-40 Marks (600 -700 words)
Total		- 75 Marks

#### **Core and Allied Model and ESE Pattern -Theory**

Section A	5 x 2	-10 Marks
Section B	5 x 5	-25 Marks (either or – same CLO level
Section C	5 x 8	-40 Marks (either or – same CLO level
Total		- 75 Marks

#### **UG Accounts courses Model and ESE Pattern**

Section A	5 x 2 (No Choice)	-10 Marks
Section B	5 x 5 (No Choice)	-25 Marks
Section C	5 x 8	-40 Marks (either or – same CLO level
Total		- 75Marks

#### **Advanced Tamil/Basic Tamil :**

CIA test	: 25 Marks (conducted for 50 Marks after 50 days)
Model Exam	:50 Marks (conducted for 75 Marks after 85 days)

Quiz	: 15 Marks
Assignment	: 10 Marks
Total	:100 Marks

**Continuous Internal Assessment Pattern for the Foundation Course – Women's Studies**

Quiz after each module of class hours	-50 Marks
Assignment after each unit	-25 Marks
Project submission at the end of course	- 25 Marks
Total Mark	-100

COURSE CODE	COURSE TITLE	Category	L	T	P	Credit
BB25C01	CONTEMPORARY MANAGEMENT	Theory	73	2	-	3

### Preamble

1. To impart thorough understanding of management fundamentals and diverse managerial functions to students.
2. To empower students with comprehension of essential managerial skills crucial for achieving success in managerial roles.
3. To equip students with knowledge in planning, decision-making, organizing, and controlling, essential for navigating evolving organizational structures, globalization, technological advancements, and diverse workforce dynamics.
4. To integrate the concept of social responsibility into business decision-making processes.

### Course Learning Outcomes

On the successful completion of the course, students will be able to

CLO Number	CLO Statement	Knowledge Level
CLO1	Recall fundamental concepts, definitions, and scope of management including traditional and modern approaches, ethics, social responsibility, and lessons from Indian Knowledge Systems (IKS).	K1
CLO2	Explain the nature, functions, and significance of core managerial functions such as planning, organizing, staffing, directing, controlling, and coordinating in diverse business contexts.	K2
CLO3	Apply principles of management, decision-making, creativity, and innovation using tools like OKRs, AI, and design thinking to solve business problems and enhance organizational performance.	K3
CLO4	Analyze the impact of management structures, control techniques, and emerging trends like Industry 4.0/5.0, DEI, and crisis/change management on organizational effectiveness and sustainability.	K4

### Mapping with Programme Learning Outcomes

CLOs	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1	S	S	M	S	S
CLO2	S	S	S	S	M
CLO3	S	S	S	M	L
CLO4	S	M	M	S	L

S-Strong; M-Medium; L-Low

**UNIT – I****14 Hours**

Management: Meaning - Definition – **\*Scope\*** - Features – Levels – **\*Managerial Roles and Skills\***- Management as an art or a science or a profession – Functions of Management - **\*Management Thoughts (Scientific & Modern Management)\***- Ethics - **\*Social Responsibility\*** – Sustainable Management - Management Lessons From IKS (Arthashastra and Thirukkural).

**UNIT – II****15 Hours**

Planning: Meaning - Definition – **\*Nature\*** - Characteristics – Importance – **\*Process – \*Types\*** - Limitations – Management by OKRs (Objectives and Key Results) - Decision Making: Meaning- Definition - Features – **\*Process\*** –Types - Artificial Intelligence in Decision Making -Design Thinking - Creativity – Innovation.

**UNIT – III****14 Hours**

Organising: Meaning - Definition – **\*Principles\***– Formal and Informal Organization - **\*Forms of Organisation (Organisation Structure)\*** - **\*Delegation and Authority\*** — Learning Organization-Centralization and Decentralization.

Staffing-Meaning-Importance- **\*Process of Staffing\*** – Directing- Definition- Characteristics– Importance- **\*Manager Vs Leader\***.

**UNIT – IV****15 Hours**

Controlling: Definition – **\*Characteristics\***– Importance - Limitations - Control Process – Effective control system - Types of Control - Control Techniques: Budgetary Control and Non budgetary control-Management by Walking Around (MBWA).

**\*Co-ordination: Meaning\*** - **\*Definition\***– Features – Types – Benefits. Co-Working Spaces- Meaning -Opportunities and Challenges.

**UNIT – V****15 Hours**

Emerging Trends in Management: Crisis Management- Change Management (adapting to change)- Gender Balance - Diversity, Equity, and Inclusion (DEI) - Global Management Competencies.

**\*Introduction to Industry 4.0- Need\***– Reasons for Adopting Industry 4.0 - Definition – Goals and Design Principles - Technologies of Industry 4.0- Skills required for Industry 4.0- Advancements in Industry 4.0– Impact of Industry 4.0 on Society, Business, Government and People - Introduction to Industry 5.0 - Principles of Industry 5.0.

**\* Highlighted Text offered in blended mode (Links Provided)**

Case study Analysis- (Internal Evaluation Only)

**Text Book:**

Sl. No.	Author(s)	Title of the Book	Publisher	Year & Edition
1	Gareth Jones and Jennifer George	Contemporary Management	McGraw-Hill	2024 13 <sup>th</sup> Edn
2	L M Prasad	Principles and Practice of Management	Sultan Chand and Sons	2024 11 <sup>th</sup> Edn
3	Gupta CB	Management Theory and Practice	Sultan Chand & Sons	2023 21 <sup>st</sup> Revised Edn
4	P. Kaliraj, T. Devi, Higher Education for Industry 4.0 and Transformation to Education 5.0			

**Reference Books:**

Sl. No.	Author(s)	Title of the Book	Publisher	Year & Edition
1	Harold Koontz, Heinz Weihrich & Mark V. Cannice	Essentials of Management- An International, Innovation and Leadership Perspective	Tata McGraw Hill	2023 11 <sup>th</sup> Edn
2	Stephen P Robbins; Mary K Coulter	Management	Hoboken, NJ : Pearson	2021 15 <sup>th</sup> Edn
3	Mahadevan, B., Bhat Vinayak Rajat, Nagendra Pavana R.N.	Introduction to Indian Knowledge System: Concepts and Applications	PHI Learning Private Ltd. Delhi.	2022



## Reference Links:

### Web-links

1. Management Lessons from Kautilya's Arthashastra :  
<https://theintactone.com/2019/08/09/mcie-u1-topic-3-management-lessons-from-kautilya-arthashastra/>  
<https://www.esamskriti.com/e/Spirituality/Education/Arthashastra-Lessons-for-Management-Theory-1.aspx>
2. Management Concepts in Thirukkural:  
[https://www.researchgate.net/publication/338570731\\_management\\_concepts\\_in\\_thirukkural](https://www.researchgate.net/publication/338570731_management_concepts_in_thirukkural)
3. OKRs : <https://www.whatmatters.com/resources/okr-and-mbo-difference-between?utm>
4. AI in Decision Making : <https://intellias.com/ai-decision-making/?utm>
5. Coworking Spaces: [https://www.zoho.com/workdrive/digest/work-culture/9-benefits-and-challenges-of-coworking-spaces.html?utm\\_source=chatgpt.com](https://www.zoho.com/workdrive/digest/work-culture/9-benefits-and-challenges-of-coworking-spaces.html?utm_source=chatgpt.com)
6. Diversity, Equity and Inclusion | UN Global Compact:  
<https://unglobalcompact.org/take-action/action/dei?utm>

### OER Resources:

1. <https://openstax.org/books/principles-management/pages/3-3-the-industrial-revolution>
2. <https://www.toolshero.com/management/14-principles-of-management/>
3. [https://biz.libretexts.org/Bookshelves/Management/Principles\\_of\\_Management](https://biz.libretexts.org/Bookshelves/Management/Principles_of_Management)
4. e-PGPathshala:  
<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=ahLCajOqz6/GWFCSpr/XYg==>

### NPTEL Video Links:

1. **Concept of Management, Organizing, Controlling, Management & Society, Creativity & Innovation:** <https://nptel.ac.in/courses/122108038>
2. **Introduction to Industry 4.0 :** <https://youtu.be/wgWRLu8p90M>

## Blended Learning Links

S.no	Topic	Blended Learning Links
1	Scope of Management	<a href="https://youtu.be/r19R2oHY1cc">https://youtu.be/r19R2oHY1cc</a>
2	Managerial Roles and Skills	<a href="https://youtu.be/YRN-qlwZnVQ">https://youtu.be/YRN-qlwZnVQ</a>
3	Management Thoughts: Scientific	<a href="https://youtu.be/N0FdYnx9-vA">https://youtu.be/N0FdYnx9-vA</a> <a href="https://youtu.be/O_jsxkRCS4U">https://youtu.be/O_jsxkRCS4U</a>
4	Modern Management Thoughts	<a href="https://youtu.be/B28ipvdbf-U">https://youtu.be/B28ipvdbf-U</a> <a href="https://youtu.be/6553W0BS4y0">https://youtu.be/6553W0BS4y0</a>
5	Social Responsibility	<a href="https://youtu.be/ZoKihFLCY0s">https://youtu.be/ZoKihFLCY0s</a>
6	Nature of Planning	<a href="https://youtu.be/x3RCjZU9n5o">https://youtu.be/x3RCjZU9n5o</a>
7	Process of Planning	<a href="https://youtu.be/QDRkZbbwTq8">https://youtu.be/QDRkZbbwTq8</a>
8	Types of Plans- Singleuse plans & Standing Plans	<a href="https://youtu.be/KWy_m6QfFhw">https://youtu.be/KWy_m6QfFhw</a>
9	Decision making Process	<a href="https://youtu.be/vliBLYBlxi4">https://youtu.be/vliBLYBlxi4</a>
10	Organising: Principles	<a href="https://youtu.be/bAKgOVSmstQ">https://youtu.be/bAKgOVSmstQ</a>
11	Forms of Organisation (organisation structure)	<a href="https://youtu.be/bj0E1wcdLtE">https://youtu.be/bj0E1wcdLtE</a>
12	Delegation & Authority	<a href="https://youtu.be/kLXk_RoaSLg">https://youtu.be/kLXk_RoaSLg</a> <a href="https://youtu.be/WsqH8ygPS1k">https://youtu.be/WsqH8ygPS1k</a>
13	Process of staffing	<a href="https://youtu.be/uyw9kRCh0Kw">https://youtu.be/uyw9kRCh0Kw</a>
14	Manager Vs Leader	<a href="https://youtu.be/-ktIjqpHG8k">https://youtu.be/-ktIjqpHG8k</a>
15	Characteristics of Controlling	<a href="https://youtu.be/0FfDk1-JgVs">https://youtu.be/0FfDk1-JgVs</a>
16	Coordination: Meaning and Definition	<a href="https://youtu.be/wFJwzB-0JV4">https://youtu.be/wFJwzB-0JV4</a>
17	Introduction to Industry 4.0- Need	<a href="https://youtu.be/wgWRLu8p90M">https://youtu.be/wgWRLu8p90M</a>

**Pedagogy:** Chalk& Talk, lecture, Seminar, PPT, Group Discussion, Activity Based, Case Study

## CONTENT AND PRESENTATION SCHEDULE

Module No.	Topic	CLOs	No. of Hours	Content Delivery Methods	Learning Methods
<b>UNIT-I</b>					
1	Management: Meaning - Definition – <b>Scope</b>	CLO1 CLO2	2	Lecture – PPT/Group reading	Participatory Learning
2	Features – Levels – Managerial Roles and Skills	CLO1 CLO2	2	Lecture – PPT/Group reading	Participatory Learning
3	Management as an art or a science or a profession	CLO1 CLO2	2	Lecture – PPT/Group reading	Participatory Learning
4	Functions of Management	CLO1 CLO2	2	Lecture – PPT/Group reading	Experiential Learning
5	Management Thoughts (Scientific & Modern Management)*-	CLO3 CLO4	2	Display	Experiential Learning
6	Ethics - Social Responsibility	CLO3 CLO4	2	Lecture – PPT/Group reading	Participatory Learning
7	Sustainable Management - Management Lessons From IKS (Arthashastra and Thirukkural).	CLO3 CLO4	2	Lecture – PPT/Group reading	Participatory Learning
<b>UNIT-II</b>					
8	Planning: Meaning - Definition – Nature-Characteristics	CLO1 CLO2	3	PPT	Experiential Learning
9	Importance-Process-Types	CLO1 CLO2	3	Lecture – PPT/Group reading	Problem-based Learning
10	Limitations – Management by OKRs (Objectives and Key Results)	CLO1 CLO2	3	Lecture – PPT/Group reading	Experiential Learning

11	Decision Making: Meaning- Definition - Features	CLO3 CLO4	2	Lecture – PPT/Group reading	Participatory Learning
12	Process–Types - Artificial Intelligence in Decision Making	CLO3 CLO4	2	PPT	Experiential Learning
13	Design Design Thinking - Creativity – Innovation	CLO3 CLO4	2	PPT	Experiential Learning
<b>UNIT-III</b>					
14	Organising: Meaning - Definition	CLO1 CLO2	3	PPT and Lecture	Experiential Learning
15	Principles– Formal and Informal Organization - Forms of Organisation (Organisation Structure)	CLO1 CLO2	2	Lecture – PPT/Group reading	Participatory Learning
16	Delegation and Authority	CLO1 CLO2	2	Lecture – PPT/Group reading	Participatory Learning
17	Learning Organization- Centralization and Decentralization.	CLO3 CLO4	2	Lecture – PPT	Problem-based Learning
18	Staffing-Meaning- Importance- Process of Staffing	CLO3 CLO4	2	Lecture – PPT	Participatory Learning
19	Directing- Definition- Characteristics– Importance- Manager Vs Leader	CLO1 CLO2	3	PPT	Problem-based Learning
<b>UNIT-IV</b>					
20	Controlling: Definition – Characteristics– Importance - Limitations -	CLO1 CLO2	4	Lecture – PPT/Group reading	Experiential Learning
21	Control Process – Effective control system - Types of Control	CLO1 CLO2	3	Lecture – PPT/Group reading	Experiential Learning
22	- Control Techniques: Budgetary Control and Non budgetary control	CLO1 CLO2	3	PPT and Lecture	Problem-based Learning
23	Management by Walking Around (MBWA)	CLO3 CLO4	2	PPT and Lecture	Problem-based Learning
24	Co-ordination: Meaning - Definition– Features – Types – Benefits	CLO3 CLO4	2	Lecture – PPT/Group reading	Participatory Learning
25	Co-Working Spaces- Meaning -Opportunities and Challenges	CLO3 CLO4	1	Lecture – PPT/Group reading	Participatory Learning
<b>UNIT-V</b>					

26	Emerging Trends in Management: Crisis Management- Change Management (adapting to change)-	CLO1 CLO2	1	PPT and Lecture	Experiential Learning
27	Gender Balance - Diversity, Equity, and Inclusion (DEI) - Global Management Competencies.	CLO1 CLO2	1	Lecture – PPT/Group reading	Experiential Learning
28	Introduction to Industry 4.0- Need– Reasons for Adopting Industry 4.0 - Definition	CLO3 CLO4	1	Lecture – PPT/Group reading	Experiential Learning
29	– Goals and Design Principles - Technologies of Industry 4.0- Skills required for Industry 4.0-	CLO3 CLO4	1	PPT and Lecture	Experiential Learning
30	Advancements in Industry 4.0— Impact of Industry 4.0 on Society, Business, Government and People	CLO3 CLO3	1	PPT and Lecture	Problem-based Learning
31	roduction to Industry5.0 – Principles of Industry 5.0.	CLO1 CLO2	1	Lecture – PPT/Group reading	Participatory Learning

### **COURSE DESIGNER:**

Name of the course	Contemporary Management
Name of the Faculty	Dr R Radhamani
Participatory Learning	40 %
Experiential Learning	40 %
Problem-based Learning	20%

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>Category</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credit</b>
<b>BB25C02</b>	<b>FINANCIAL ACCOUNTING</b>	<b>Theory</b>	<b>73</b>	<b>2</b>	<b>-</b>	<b>3</b>

### **Preamble**

- To understand the basic concepts, conventions and principles of financial accounting.
- To deepen knowledge on all the components of the final accounts, using a double entry book keeping perspective.
- To convey sufficient knowledge for an adequate interpretation, analysis and use the information provided by financial accounting.
- To familiarize students with special systems like Hire Purchase and Bills of Exchange.
- To effectively communicate financial results and position to stakeholders.

### **Course Learning Outcomes**

On the successful completion of the course, students will be able to

<b>CLO Number</b>	<b>CLO Statement</b>	<b>Knowledge Level</b>
CLO1	Recognize the fundamental concepts, principles, and significance of financial accounting.	K1
CLO2	Apply accounting tools and techniques to record, classify, and summarize financial transactions using the double-entry bookkeeping system.	K2
CLO3	Prepare and interpret financial statements by incorporating adjustments and adhering to accounting standards.	K3
CLO4	Analyze financial data, assess accounting operations, and evaluate financial reports for informed decision-making.	K4

### **Mapping with Programme Learning Outcomes**

<b>CLOs</b>	<b>PLO1</b>	<b>PLO2</b>	<b>PLO3</b>	<b>PLO4</b>	<b>PLO5</b>
<b>CLO1</b>	<b>S</b>	<b>S</b>	<b>M</b>	<b>S</b>	<b>S</b>
<b>CLO2</b>	<b>S</b>	<b>S</b>	<b>M</b>	<b>S</b>	<b>M</b>
<b>CLO3</b>	<b>L</b>	<b>S</b>	<b>S</b>	<b>M</b>	<b>M</b>
<b>CLO4</b>	<b>S</b>	<b>L</b>	<b>S</b>	<b>S</b>	<b>S</b>

S-Strong; M-Medium, L- Low

**Financial Accounting - BB25C02****(73 Hours)****UNIT – I****15 Hours**

Nature of Accounting - **\*GAAP\*** - Generally Accepted Accounting Principles - Accounting Concepts and conventions – Accounting Cycle – Accounting Equations - AI in Accounting – IKS in Accounting (Arthshastra & Bahi-Khata System) - **\*Kinds of Accounts\*** - Journal - Ledger - Subsidiary Books: Purchase Book - Sales Book - Returns Book - Cash Book.

**UNIT – II****14 Hours**

Trial Balance-**\*objectives\*** and methods of preparing Trial Balance - Rectification of Errors - **\*types of errors\*** - preparation of suspense account - effect of errors on profit - Reasons for difference between Cash Book and Pass Book Balance - Preparation of Bank Reconciliation Statement

**UNIT – III****14 Hours**

Depreciation – **\*Introduction, Need\*** - Methods: Straight line and Diminishing balance methods – Capital and Revenue expenditure - Preparation of Manufacturing – Trading and Profit and Loss Account – Balance Sheet - **\*Treatment of adjustments\***

**UNIT – IV****15 Hours**

Hire Purchase System – Default and Repossession - Hire Purchase Trading Account - Installment System - Bills of Exchange – entries in the books of drawer and acceptor.

**UNIT - V****15 Hours**

Final accounts of a company - Horizontal and vertical forms of income statement and Balance sheet and its contents - Financial statement analysis - comparative, common size statements and trend analysis –**\*Ethics in financial reporting\*** - Introduction to Digital Assets.

(Theory and Problems in the ratio of 20% and 80% respectively)

**TEXT BOOK:**

S.No	Author(s)	Title of the Book	Publisher	Year & Edition
1	T.S. Reddy and A. Murthy	Financial Accounting	Margham Publications.	2023 & 7th Edn
2	S.P. Jain ,K.L. Narang, Simmi Agrawal & Monika Sehgal	Financial Accounting	Kalyani Publishers	2023 9th Edn
3	M.P. Gupta and B.M. Agarwal	Financial Accounting	Sultan Chand Publications	2023 1st Edn

**REFERENCE BOOKS:**

Sl. No.	Author(s)	Title of the Book	Publisher	Year & Edition
1	S.N. Maheswari, Suneel K. Maheshwari, Sharad K. Maheshwari	Financial Accounting for BBA	Vikas Publishing House	2023 3rd Edn
2	P C Tulsian, Bharat Tulsian, Tushar Tulsian	Financial Accounting	Sultan Chand Publications	2023 2nd Edn

**Pedagogy:** Chalk & Talk, lecture, Seminar, PPT, Activity Based.

**Blended Learning Links**

S.no	Principles	Blended Learning Links
1	Principles	<a href="https://archive.nptel.ac.in/courses/110/106/110106147/">https://archive.nptel.ac.in/courses/110/106/110106147/</a>
2	Kinds of Accounts	<a href="https://archive.nptel.ac.in/courses/110/106/110106147/">https://archive.nptel.ac.in/courses/110/106/110106147/</a>
3	Objectives, Types of error	<a href="https://www.youtube.com/watch?v=zCZoqINp5P0">https://www.youtube.com/watch?v=zCZoqINp5P0</a>
4	Treatment of Adjustments	<a href="https://www.youtube.com/watch?v=LzVZuBIsusU">https://www.youtube.com/watch?v=LzVZuBIsusU</a>
5	Depreciation – Meaning, Need for depreciation	<a href="https://www.youtube.com/watch?v=fINkBABbqZU">https://www.youtube.com/watch?v=fINkBABbqZU</a>
6	Ethics in financial reporting.	<a href="https://onlinecourses.nptel.ac.in/noc25_mg24/preview">https://onlinecourses.nptel.ac.in/noc25_mg24/preview</a>



## CONTENT AND PRESENTATION SCHEDULE

Module No.	Topic	CLOs	No. of Hours	Content Delivery Methods	Learning Methods
<b>UNIT-I</b>					
1	Nature of Accounting - GAAP - Generally Accepted Accounting Principles - Accounting Concepts and conventions –	CLO1 CLO2	1	Lecture – PPT/Group reading	Participatory Learning
2	Accounting Cycle – Accounting Equations - AI in Accounting –	CLO1 CLO2	3	Lecture – PPT/Group reading	Participatory Learning
3	IKS in Accounting (Arthshastra & Bahi-Khata System) - *Kinds of Accounts -	CLO1 CLO2	2	Display	Experiential Learning
4	Journal - Ledger -	CLO3 CLO4	4	Display	Problem-based Learning
5	Subsidiary Books: Purchase Book - Sales Book - Returns Book - Cash Book.	CLO3 CLO4	5	Display	Problem-based Learning
<b>UNIT-II</b>					
6	Trial Balance-objectives and methods of preparing Trial Balance - Rectification of Errors	CLO1 CLO2	3	Lecture – Chalk and Talk	Problem-based Learning
7	Types of errors	CLO1 CLO2	2	Lecture – PPT/Group reading	Participatory Learning
8	Preparation of suspense account - effect of errors on profit -	CLO3 CLO4	1	Lecture – Chalk and Talk	Problem-based Learning
9	Reasons for difference between Cash Book and Pass Book Balance	CLO3 CLO4	4	Lecture – Chalk and Talk	Problem-based Learning
10	Preparation of Bank Reconciliation Statement	CLO3 CLO4	4	PPT	Problem-based Learning

UNIT-III					
11	Depreciation –Introduction, Need	CLO1 CLO2	3	Lecture – Chalk and Talk	Participatory Learning
12	Methods: Straight line and Diminishing balance methods –	CLO1 CLO2	2	Lecture – PPT/Group reading	Experiential Learning
13	Capital and Revenue expenditure -	CLO3 CLO4	2	Lecture – Chalk and Talk	Problem-based Learning
14	Preparation of Manufacturing	CLO3 CLO4	3	PPT	Problem-based Learning
15	Trading and Profit and Loss Account – Balance Sheet - Treatment of adjustments	CLO3 CLO4	4	Lecture – Chalk and Talk	Problem-based Learning
UNIT-IV					
16	Hire Purchase System – Default and Repossession - Hire Purchase Trading Account	CLO1 CLO2	5	PPT	Experiential Learning
17	Installment System - Bills of Exchange	CLO3 CLO4	5	Lecture – PPT/Group reading	Experiential Learning
18	Entries in the books of drawer and acceptor.	CLO1 CLO2	5	Lecture – Chalk and Talk	Problem-based Learning
UNIT-V					
19	Final accounts of a company - Horizontal and vertical forms of income statement and Balance sheet and its contents	CLO1 CLO2	4	Lecture – Chalk and Talk	Problem-based Learning
20	Financial statement analysis -	CLO3 CLO4	4	Lecture – Chalk and Talk	Experiential Learning
21	Comparative, common size statements and trend analysis	CLO3 CLO4	3	Lecture – Chalk and Talk	Participatory Learning
22	Ethics in financial reporting	CLO1 CLO2	2	Lecture – PPT	Problem-based Learning
23	Introduction to Digital Assets.	CLO3 CLO4	2	PPT and Lecture	Experiential Learning

#### COURSE DESIGNER:

Name of the course	Financial Accounting
Name of the Faculty	Dr. M. Theivanayaki
Participatory Learning	20 %
Experiential Learning	20 %
Problem-based Learning	60%



<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>Category</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credit</b>
<b>BB25C03</b>	<b>ORGANISATIONAL BEHAVIOUR</b>	<b>Theory</b>	<b>73</b>	<b>2</b>	<b>-</b>	<b>3</b>

### **Preamble**

1. To provide the students with knowledge on organizational behaviour concepts, theories, and business practices at national and global level.
2. To develop human relation skills (group dynamics, team building and leadership).
3. To analyze the impact of personality, values, perception, motivation, and attitudes on behaviour in organizations.
4. To apply organizational behaviour approaches in the workplace towards improving organization's effectiveness.

### **Course Learning Outcome**

On the successful completion of the course, students will be able to

<b>CLO Number</b>	<b>CLO Statement</b>	<b>Knowledge Level</b>
CLO1	Understand Organizational behavior concepts, theories and relate it to organizational context.	K1
CLO2	Recognize the impact of perceptions, attitudes, personality, culture and rewards on organizational performance.	K2
CLO3	Apply the needs of group dynamics, cohesiveness, power, politics and values for development of team building.	K3
CLO4	Analyse the behaviour of individuals and groups to handle stress and conflict in an organisation and adapt with the organization climate and changes.	K4

### **Mapping with Programme Learning Outcomes**

<b>CLOs</b>	<b>PLO1</b>	<b>PLO2</b>	<b>PLO3</b>	<b>PLO4</b>	<b>PLO5</b>
<b>CLO1</b>	S	S	S	L	S
<b>CLO2</b>	S	L	S	S	S
<b>CLO3</b>	S	S	S	M	M
<b>CLO4</b>	M	S	S	M	M

S-Strong; M-Medium; L-Low

## ORGANISATIONAL BEHAVIOUR – BB25C03

(73 Hours)

### UNIT – I

15 Hours

Nature and importance of Organizational Behaviour (OB) - **\*Concept and Relevance of OB in Modern Management\*** - Models of OB- Challenges and Opportunities faced by Managers applying OB- Revolutionizing Technology in OB - Learning: Concept and Implications; Conditioning and Social Learning Theories; Self-concept, Self-Esteem, **\*Personality, Meaning, Major determinants of Personality, Personality traits - Personality tests\*** - Panchakosha Model of Personality (Five layers of personality).

### UNIT – II

15 Hours

Perception- Process, importance, **\*factors influencing perception\***, Managerial and Behavioural applications of Perception, **\*Attribution Theory –Organizational Applications\*** **M o t i v a t i o n** - Concept, Theories (Maslow, Herzberg, and McGregor) - **\*Evaluation, Feedback and Reward** - Attitudes: characteristics, components, Types of Attitudes; Values, Beliefs and Attitudes with Managerial Implications\*

### UNIT – III

15 Hours

Group Dynamics- Definition, types of Groups, Stages of Group Development, **\*Team Building**, Emotional Intelligence (EI) in teamwork, AI in Workplace Collaboration and Team Dynamics - **Group Cohesiveness – Group norms -Group processes and Group Decision Making\***, Evolution of a Group into Teams. **\*Organisation Power: Concept, Source and Classification; Power Tactics; Coalitions\***; Politics: People's Response to Organisational Politics.

### UNIT – IV

14 Hours

Organisational Culture: Concept; Dominant Culture; Strong vs Weak Cultures; Creating and Sustaining Culture; **\*Across Culture\***; Employees Learning of The Culture; Bureaucratic Culture Influence Organizational Structure, Panchatantra way of Conflict Resolution - Responsive Culture. Organisational Stress & Conflict: Concept; Consequences and Sources; **\* Stress Management: Approaches; Types of Stress and Conflicts; Stages; Effects and Management of Conflicts \***.

### UNIT – V

14 Hours

Organisational Development and Climate – Objectives-Characteristics-Importance- Factors - Rational decision making- Vedic perspective - AI Application - **\*Organisational Effectiveness- Organisational Change and innovation - Concept and Forces for Change\***; Managing Planned Changes; Resistance to Change; **Boundedness of Managing the Change\***.

**\* Highlighted Text offered in blended mode (Links Provided)**

Case study (internal valuation only)

**Text Books:**

Sl.No	Author(s)	Title of the Book	Publisher	Year & Edition
1.	L.M. Prasad	Organizational Behaviour	Sultan Chand & Sons	2024 & 4 <sup>th</sup> Edn
2.	Stephen P. Robbins, Timothy A. Judge Neharika Vohra	Organizational Behaviour	Pearson	2023 & 19 <sup>th</sup> Edn
3.	Steven McShane, Mary Ann Von Glinow	Organizational Behaviour	McGraw-Hill Higher Education	2024 & 8 <sup>th</sup> Edn

**Reference Books:**

Sl.No	Author(s)	Title of the Book	Publisher	Year & Edition
1.	Steven L. McShane, Mary Ann Von Glinow, Himanshu Rai	Organizational Behaviour	McGraw Hill	2022 9 <sup>th</sup> Edn
2.	Dr. F. C. Sharma	Organizational Behaviour	SBPD Publications	2021 1 <sup>st</sup> Edn
3.	Mathias J. Seventh	Organizational Behavior: How to Turn Your Business Into The Professional Organization That You Want	Author's Republic	2019 1 <sup>st</sup> Edn

**Pedagogy:** Chalk& Talk, lecture, Seminar, PPT, Group Discussion, Activity Based, Case Study.

### Blended Learning Links:

S.No.	Topics	Blended Learning Links
1	Concept and Relevance of OB in Modern Management	<a href="https://www.youtube.com/watch?v=sLHfYnxh8s&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTs b&amp;index=3">https://www.youtube.com/watch?v=sLHfYnxh8s&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTs b&amp;index=3</a>
2	Personality, Personality traits	<a href="https://www.youtube.com/watch?v=vJuYtdksW6c&amp;list= PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=6">https://www.youtube.com/watch?v=vJuYtdksW6c&amp;list= PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=6</a>
3	Personality tests	<a href="https://www.youtube.com/watch?v=fncSqQxgGnw&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=7">https://www.youtube.com/watch?v=fncSqQxgGnw&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=7</a>
4	Factors influencing perception,	<a href="https://www.youtube.com/watch?v=DNdUY4nz1qQ&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=11">https://www.youtube.com/watch?v=DNdUY4nz1qQ&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=11</a>
5	Attribution Theory – Organisational Applications	<a href="https://www.youtube.com/watch?v=hKCCzdqhs1I&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=12">https://www.youtube.com/watch?v=hKCCzdqhs1I&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=12</a>
6	Evaluation, Feedback and Rewards	<a href="https://www.youtube.com/watch?v=MK9Jt7BxoYM&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=18">https://www.youtube.com/watch?v=MK9Jt7BxoYM&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=18</a>
7	Values, Beliefs and Attitudes with Managerial Implications	<a href="https://www.youtube.com/watch?v=qaCs1PyPG04&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=10">https://www.youtube.com/watch?v=qaCs1PyPG04&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=10</a>
8	Team Building	<a href="https://www.youtube.com/watch?v=6mBLT7gux2I&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=22">https://www.youtube.com/watch?v=6mBLT7gux2I&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=22</a>
9	Group Cohesiveness – Group norms - Group processes and Group Decision Making,	<a href="https://www.youtube.com/watch?v=v1gigx9fweY&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=23">https://www.youtube.com/watch?v=v1gigx9fweY&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=23</a>
10	Organisation Power: Concept and Classification; power Tactics; Coalitions	<a href="https://www.youtube.com/watch?v=3wLDyPN4QMY&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=26">https://www.youtube.com/watch?v=3wLDyPN4QMY&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=26</a>
11	Across culture	<a href="https://www.youtube.com/watch?v=_s6z81TGMXQ&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=41">https://www.youtube.com/watch?v=_s6z81TGMXQ&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=41</a>
12	Managing Stress and Conflicts.	<a href="https://www.youtube.com/watch?v=KHD0pIh6UEg&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=20">https://www.youtube.com/watch?v=KHD0pIh6UEg&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=20</a>
		<a href="https://www.youtube.com/watch?v=KXTi6S-pLa8&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=25">https://www.youtube.com/watch?v=KXTi6S-pLa8&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=25</a>
13	Organisational Effectiveness- Organisational Change and innovation - Concept and Forces for Change	<a href="https://www.youtube.com/watch?v=TnhBeaFbHYo&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=39">https://www.youtube.com/watch?v=TnhBeaFbHYo&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=39</a>
14	Boundedness of Managing the Change.	<a href="https://www.youtube.com/watch?v=Ws2gVrVzYbo&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=40">https://www.youtube.com/watch?v=Ws2gVrVzYbo&amp;list=PLbMVogVj5nJQYXoO3foSZ6CrU7aCCwTsb&amp;index=40</a>

## CONTENT AND PRESENTATION SCHEDULE

Module No.	Topic	CLOs	No. of Hours	Content Delivery Methods	Learning Methods
<b>UNIT-I</b>					
1	Nature and importance of Organizational Behaviour (OB) - Concept and Relevance of OB in Modern Management	CLO1 CLO2	2	Lecture – PPT/Group reading	Participatory Learning
2	Models of OB- Challenges and Opportunities faced by Managers applying OB- Revolutionizing Technology in OB	CLO1 CLO2	3	Lecture – PPT/Group reading	Participatory Learning
3	Learning: Concept and Implications; Conditioning and Social Learning Theories;	CLO3 CLO4	2	Lecture – PPT/Group reading	Problem-based Learning
4	Personality, Meaning, Major determinants of Personality, Personality traits - Personality tests	CLO3 CLO4	3	PPT and Lecture	Experiential Learning
5	Self-concept, Self-Esteem, - Panchakosha Model of Personality (Five layers of personality).	CLO3 CLO4	5	Display	Experiential Learning
<b>UNIT-II</b>					
6	Perception- Process, importance, factors influencing perception	CLO1 CLO2	3	PPT	Experiential Learning
7	Managerial and Behavioural applications of Perception,	CLO1 CLO2	2	PPT	Experiential Learning
8	Attribution Theory – Organizational Applications Motivation -Concept, Theories (Maslow, Herzberg, and McGregor) -	CLO3 CLO4	3	Lecture – PPT/Group reading	Participatory Learning
9	Evaluation, Feedback and Reward - Attitudes: characteristics, components, Types of Attitudes	CLO3 CLO4	2	Lecture – PPT/Group reading	Participatory Learning
10	Values, Beliefs and Attitudes with Managerial Implications	CLO1 CLO2	5	PPT	Problem-based Learning



UNIT-III					
11	Group Dynamics- Definition, types of Groups, Stages of Group Development	CLO1 CLO2	3	PPT and Lecture	Experiential Learning
12	Team Building, Emotional Intelligence (EI) in teamwork, AI in Workplace Collaboration and Team Dynamics -	CLO1 CLO3	2	PPT and Lecture	Participatory Learning
13	Group Cohesiveness – Group norms -Group processes and Group Decision Making	CLO1 CLO3	3	Lecture – PPT/Group reading	Participatory Learning
14	Evolution of a Group into Teams. *Organisation Power: Concept, Source and Classification;	CLO3 CLO4	2	Lecture – PPT	Problem-based Learning
15	Power Tactics; Coalitions; Politics: People's Response to Organizational Politics.	CLO3 CLO4	5	Lecture – PPT	Participatory Learning
UNIT-IV					
16	Organizational Culture: Concept; Dominant Culture; Strong vs Weak Cultures; Creating and Sustaining Culture;	CLO1 CLO2	5	PPT and Lecture	Experiential Learning
17	Across Culture; Employees Learning of The Culture; Bureaucratic Culture Influence Organizational Structure,	CLO1 CLO3	5	PPT and Lecture	Experiential Learning
18	Panchatantra way of Conflict Resolution - Responsive Culture.	CLO1 CLO3	2	PPT and Lecture	Problem-based Learning
19	Organizational Stress & Conflict: Concept; Consequences and Sources	CLO3 CLO4	2	PPT and Lecture	Experiential Learning
UNIT-V					
20	Organizational Development and Climate Objectives-Characteristics-Importance-	CLO1 CLO2	4	PPT and Lecture	Experiential Learning
21	Factors - Rational decision making- Vedic perspective - AI Application -	CLO2 CLO3	3	PPT and Lecture	Experiential Learning
22	Organisational Effectiveness- Organisational Change and	CLO2 CLO4	2	Lecture – PPT/Group reading	Participatory Learning

	innovation - Concept and Forces for Change				
23	Managing Planned Changes; Resistance to Change;	CLO2 CLO4	3	PPT and Lecture	Participatory Learning
24	Boundedness of Managing the Change	CLO2 CLO3	2	PPT and Lecture	Participatory Learning

**COURSE DESIGNER:**

Name of the course	Organizational Behaviour
Name of the Faculty	Mrs. A.Deepika
Participatory Learning	40 %
Experiential Learning	40 %
Problem-based Learning	20%



**PSGR**  
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**BACHELOR OF BUSINESS ADMINISTRATION (BUSINESS PROCESS MANAGEMENT)**

**CHOICE BASED CREDIT SYSTEM (CBCS) &  
LEARNING OUTCOMES- BASED CURRICULUM FRAMEWORK (LOCF)**

**SYLLABUS**

**BACHELOR OF BUSINESS ADMINISTRATION  
(BUSINESS PROCESS MANAGEMENT)**

**2025-2028 Batch**

**Semester-II**



**BACHELOR OF BUSINESS ADMINISTRATION (BUSINESS PROCESS MANAGEMENT)**

**CHOICE BASED CREDIT SYSTEM (CBCS) &**

**LEARNING OUTCOMES- BASED CURRICULUM FRAMEWORK (LOCF)**

**SYLLABUS & SCHEME OF EXAMINATION**

**2025-2028 Batch**

**SEMESTER -II**

Semester	Part	Course Code	Title of the Course	Course Type	Instruction hours/week	Contact hours	Tutorial	Duration of Examination	Examination Marks			Credits
									CA	ESE	TOTAL	
II	I	TAM2502A/ HIN2502A/ FRE2502A	Tamil Paper II / Hindi Paper II / French Paper II	L	4	58	2	3	25	75	100	3
	II	ENG2502A	English Paper II	E	4	58	2	3	25	75	100	3
	III	BA25C04	Business Regulatory Framework	CC	5	73	2	3	25	75	100	3
	III	BA25C05	Business Etiquette and Corporate Grooming	CC	5	73	2	3	25	75	100	3
	III	BB25C06	Human Resource Management	CC	5	73	2	3	25	75	100	3
	III	TH24A10	Mathematics for Management II	GE	5	73	2	3	25	75	100	4
	IV	NM25UHR	Universal Human Values and Human Rights	AEC	2	30	-	-	100	-	100	2
	IV	NME25B2/ NME25A2	*Basic Tamil II / Advanced Tamil II	AEC	-	-	-	-	100	-	100	Gr
I-II	VI	NM25GAW	General Awareness	AECC	SS	-	-	-	100	-	100	Gr
I-II	VI	COM25SER	Community Services 30 Hours	GC	-	-	-	-	-	-	-	-
I-V	VI	24BONL1 24BONL2 24BONL3	Online Course I Online Course II Online Course III	ACC	-	-	-	-	-	-	-	-

L-Language

CC-Core Courses

GE-Generic Elective

AECC- Ability Enhancement Compulsory Courses

ACC- Additional Credit Course

Gr – Grade

E-English

CA-Continuous Assessment

ESE-End Semester Examination

SEC-Skill Enhancement Course

AEC – Ability Enhancing Course

\*After Class Hours

## EXAMINATION SYSTEM

One Test for Continuous Assessment will be conducted on Pre-determined dates i.e., commencing on the 50<sup>th</sup> day from the date of reopening. The Model Exam will be conducted after completing 85<sup>th</sup> working days. Marks for ESE and CA with reference to the maximum for the courses will be as follows

### **CA Question Paper Pattern and Distribution of marks- Language and English**

Section A	5 x 1( No Choice)	= 5 Marks
Section B	4 x 5 ( 4 out of 6)	= 20 Marks (250 words)
Section C	2 x 10(2 out of 3)	= 20 Marks (500 Words)
<b>Total</b>		<b>= 45 Marks</b>

### **Core & Allied- Theory - (First 3 Units)**

One question with a weightage of 2 Marks:	2x3 = 6 marks
One question with a weightage of 5 Marks: (Internal Choice at the same CLO level)	5x3 = 15 Marks
One question with a weightage of 8 Marks: (Internal Choice at the same CLO level)	8x3 = 24 Marks
<b>Total</b>	<b>= 45 Marks</b>

### **Model & End Semester Examination – Question paper Pattern and Distribution of Marks -**

#### **Language and English – UG**

Section A	10 x 1( No Choice)	= 10 Marks
Section B	5 x 5 ( 5 out of 7)	= 25 Marks (250 words)
Section C	4 x 10(2 out of 3)	= 40 Marks (600-700 words)
<b>Total</b>		<b>= 75 Marks</b>

### **Core & Allied (Theory)**

One question with a weightage of 2 Marks:	2x5=10 Marks
One question with a weightage of 5 Marks: (Internal Choice at the same CLO level)	5x5=25 Marks
One question with a weightage of 8 Marks: (Internal Choice at the same CLO level)	8x5=40 Marks
<b>Total</b>	<b>=75 Marks</b>

### **Continuous Internal Assessment (CA) Language,**

#### **English, Core & Allied**

CIA Test	- 5 Marks (Conducted for 45 marks after 50 days)
Model Exam	- 7 Marks (Conducted for 75 marks - Q.P. Pattern (2,5,8 Marks) (Each Unit 15 Marks)
Sem/Ass/Quiz	- 5 Marks
Class Participation	- 5 Marks
Attendance	- 3 Marks (91-100% attendance: 3 Marks; 81-90% attendance: 2 Marks; 75-80% attendance: 1 Marks)
<b>Total</b>	<b>: 25 Marks</b>

**Advanced Tamil & Basic Tamil**

CIA	: 25 Marks (Conducted for 50 marks after 50 Days)
Model	: 50 Marks Conducted for 75 marks after 50 Days)
Quiz	: 15 Marks
Assignment	: 10 Marks
<b>Total</b>	<b>: 100 Marks</b>

**Universal Human Values and Human Rights**

Quiz	- 50 Marks
Assignment	- 25 Marks
Project	- 25 Marks
<b>Total</b>	<b>- 100 Marks</b>

COURSE CODE	COURSE TITLE	CATEGORY	L	T	P	CREDITS
BA25C04	BUSINESS REGULATORY FRAMEWORK	Core	73	2	-	3

### Preamble

1. To provide students with a comprehensive understanding of the principles and legal frameworks
2. To integrate modern technologies to enhance the understanding and application of traditional laws for contemporary business challenges.
3. To emphasize ethical practices, cultural values from Indian Knowledge Systems (IKS)

### Prerequisite

- Basic Knowledge in Regulatory Frame Work

### Course Learning Outcomes

On the successful completion of the course, students will be able to

CLO Number	CLO Statement	Knowledge Level
CLO1	Demonstrate an in-depth understanding of the Indian Contract Act, Sale of Goods Act, and Companies Act, including their legal provisions, processes, and applications in real-world business scenarios.	K1
CLO2	Analyze the significance of employment laws in India and evaluate their impact on employer-employee relationships, including recent legal amendments and the role of digital compliance tools.	K2
CLO3	Examine emerging trends in business law, including Intellectual Property Rights (IPR), Artificial Intelligence, and International Trade Laws, and assess their legal and ethical implications.	K3
CLO4	Apply knowledge of business laws and ethical considerations to address challenges in corporate administration, contract enforcement, labor regulations, and sustainability, integrating advanced technologies for effective decision-making.	K4

### Mapping with Programme Learning Outcomes

CLOs	PLO1	PLO2	PLO3	PLO4	PLO5
CLO 1	S	M	S	S	M
CLO 2	S	S	M	M	S
CLO 3	L	S	S	M	M
CLO 4	M	S	S	S	S

S-Strong; M-Medium; L-Low

## **BUSINESS REGULATORY FRAMEWORK-BA25C04-73 HRS**

### **UNIT I**

**(15 HOURS)**

Indian Contract Act: Definition and Essentials of Contract- Types of Contracts-Competent Party-Usage of AI tools to assess the competency of Parties-Free Consent-Consideration-Performance of Contract-Discharge of Contract & Rules for Compensation- Contingent Contract & Quasi Contract. Special Contract Act: Indemnity & Guarantee- Bailment & Pledge- Law of Agency - Meaning, Modes of creating Agency-Types of Agents- Personal Liability of an Agent and Termination of Agency.

### **UNIT II**

**(14 HOURS)**

Sale of Goods Act: Definition-Formation of Contract of Sale- Essentials of a Contract of Sale- Sale and Agreement to sell – Condition and Warranties – Definition and Types of Conditions- Role-Transfer of property in goods-Principles of Transfer of Title – Transfer of title by Unpaid Seller and his rights- Actionable Remedies for an Unpaid Seller- Sale of Auction - Characteristics -Auction Terms. Hire Purchase Agreement- Conditions and Terms -AI and Automation.

### **UNIT III**

**(15 HOURS)**

Indian Partnership Act and Negotiable Instrument Act: Definition and Essentials of Partnership-Types- Rights, Duties and Relation of Partner. Limited liability Partnership-Salient features of LLP-Difference between LLP and Partnership- Extent and limitation of liability of LLP and partners. Dissolution of Partnership Firms. The Negotiable Instrument Act-Meaning and Characteristics-Types-Parties to a Negotiable Instrument -Negotiation and Assignment-Discharge and Dishonor of Negotiable Instrument- Presumptions as to Negotiable Instruments-Crossing and Bouncing of Cheque AI-based Fraud Detection in Negotiable Instruments

### **UNIT IV**

**(14 HOURS)**

Industrial Law: Introduction – Factories Act 1948- Health Safety Welfare measures. Payment of Wages Act : Objectives and Scope of the Act-Deductions from Wages. Payment of bonus Act - Objectives and Application of the Act-Eligibility for Bonus. Payment of Gratuity Act: Objectives-Rules regarding Payment of Gratuity-Recovery of Gratuity-Penalties-Procedure for nomination-Exemption of Employer from Liability. The Employees Provident Funds and Miscellaneous Provisions Act - Gig Economy and Platform Worker Regulations

### **UNIT V**

**(15 HOURS)**

Companies Act: Introduction- Kinds of Companies – Lifting of Corporate veil- Incorporation Promoters and their Role- Documentation. Memorandum of Association (MoA) - Purpose and Contents – Alteration - Articles of Association (AoA) - Purpose and Contents – Alteration. Prospectus - Introduction- Contents – Types. Directors-Types, Power and duties. Company meetings and proceedings-Kinds. Winding up of company-Kinds. AI-Driven Corporate Administration. IKS Views on Ethical Liquidation.

#### **Text Book**

<b>S.No</b>	<b>Author(s)</b>	<b>Title</b>	<b>Publishers</b>	<b>Year and Edition</b>
1	Marisa Anne Pagnattaro	The Legal and Regulatory Environment of Business	McGraw hill – Higher Education	2025 and 1 <sup>st</sup> edn.
2	Tulsian.P.C	Business Law	Sultan Chand& Sons	2023 and 1st edn.



**Books for Reference**

S.No	Author(s)	Title	Publishers	Year and Edition
1	N. Choudhuri	Business Regulatory Framework	Taurean Publications	2025 and 1 <sup>st</sup> edn.
2	Ankita, Sandeep Kumar	Business Regulatory Framework	Chyren Publications	2025 and 1 <sup>st</sup> edn.

**Reference links**

S.No	Unit	Topic	Reference Links
1.	I	Usage of AI tools to assess the competency of Parties	<a href="https://youtu.be/nhVGxEc7nkA?si=eptiqi64vsgUI_115">https://youtu.be/nhVGxEc7nkA?si=eptiqi64vsgUI_115</a>
2.	II	Formation of Contract of Sale	<a href="https://youtu.be/li4NopFWoXE?si=MSJjZengeV_yFVne_z">https://youtu.be/li4NopFWoXE?si=MSJjZengeV_yFVne_z</a>
3.	II	Transfer of property in goods	<a href="https://youtu.be/2Um847XTjDQ?si=GkQcvSVutW_0Vg_UFb">https://youtu.be/2Um847XTjDQ?si=GkQcvSVutW_0Vg_UFb</a>
4.	IV	Objectives and Application of the Payment of Bonus Act	<a href="https://www.youtube.com/watch?v=gPMoRTkcYzc">https://www.youtube.com/watch?v=gPMoRTkcYzc</a>
5.	V	AI-Driven Corporate Administration	<a href="https://youtu.be/DnBtTF7ASGw?si=yhMKrdBYeE_bYS_4KV">https://youtu.be/DnBtTF7ASGw?si=yhMKrdBYeE_bYS_4KV</a>
6.	V	IKS Views on Ethical Liquidation	<a href="https://youtu.be/5-ZhzEJX-kU?si=hWJU-_N6Vf7b9kcAz">https://youtu.be/5-ZhzEJX-kU?si=hWJU-_N6Vf7b9kcAz</a>

**Pedagogy**

Chalk& Talk, lecture, Seminar, Power Point Presentation, Group Discussion and Case Study

**Course Content and Presentation Schedule**

Module. No	Topic	CLO Level	No of Hours	Content delivery Methods	Learning Methods
<b>UNIT I (15 Hours)</b>					
1.	Indian Contract Act: Definition and Essentials of Contract-	CLO1 CLO2 CLO3	1	Lecture – PPT/Group reading	Participatory Learning
2.	Types of Contract-	CLO1 CLO2 CLO4	1	Display	Experiential Learning
3.	Competent Party-	CLO1 CLO2 CLO4	1	Display	Experiential Learning
4.	Usage of AI tools to assess	CLO1	1	Blended Mode	Experiential

	the competency of Parties	CLO2 CLO4			Learning
5.	Free Consent-	CLO1 CLO2 CLO3	1	Display	Participatory Learning
6.	Consideration-	CLO2 CLO3 CLO4	1	Display	Participatory Learning
7.	Performance of Contract-	CLO1 CLO2 CLO3	1	Lecture – PPT	Problem-based Learning
8.	Discharge of Contract & Rules for Compensation-	CLO1 CLO2 CLO3	1	Lecture – PPT	Problem-based Learning
9.	Contingent Contract & Quasi Contract.	CLO1 CLO2 CLO4	1	Lecture PPT	Problem-based Learning
10.	Special Contract Act: Indemnity & Guarantee-	CLO1 CLO3 CLO4	1	OER	Experiential Learning
11.	Bailment & Pledge-	CLO2 CLO3 CLO4	1	OER	Experiential Learning
12.	Law of Agency -	CLO2 CLO3 CLO4	1	OER	Experiential Learning
13.	Meaning, Modes of creating Agency-	CLO1 CLO2 CLO3	1	OER	Experiential Learning
14.	Types of Agents-	CLO1 CLO3 CLO4	1	Lecture – PPT	Problem-based Learning
15.	Personal Liability of an Agent and Termination of Agency-	CLO1 CLO2 CLO3	1	OER	Experiential Learning
<b>UNIT II (14 Hours)</b>					
16	Sale of goods act: Definition-	CLO1 CLO2 CLO3	1	Think Write and Share	Experiential Learning
17	Formation of Contract of Sale	CLO1 CLO2 CLO3	1	Quiz using AI tools	Experiential Learning
18	Essentials of a Contract of Sale-	CLO1 CLO2 CLO3	1	Flipped classroom, Assignment	Participatory Learning
19	Sale and Agreement to sell	CLO1 CLO2 CLO3	1	Flipped classroom, Assignment	Participatory Learning

20	Condition and Warranties-	CLO1 CLO2 CLO3	1	Think Write and Share	Experiential Learning
21	Definition and Types of Conditions- Role-	CLO1 CLO2 CLO3	1	Think Write and Share	Experiential Learning
22	Transfer of property in goods	CLO1 CLO2 CLO3	1	Think Write and Share	Experiential Learning
23	Principles of Transfer of Title-	CLO1 CLO2 CLO3	1	Think Write and Share	Experiential Learning
24	Transfer of title by Unpaid Seller and his rights-	CLO1 CLO2 CLO3	1	Think Write and Share	Experiential Learning
25	Actionable Remedies for an Unpaid Seller-	CLO2 CLO3 CLO4	1	Group Discussion	Problem-based Learning
26	Sale of Auction – Characteristics-	CLO2 CLO3 CLO4	1	Group Discussion	Problem-based Learning
27	Auction Terms.	CLO1 CLO3 CLO4	1	Group Discussion	Problem-based Learning
28	Hire Purchase Agreement- Conditions and Terms-	CLO1 CLO3 CLO4	1	Group Discussion	Problem-based Learning
29	AI and Automation	CLO1 CLO3 CLO4	1	Quesdiscussion	Participatory Learning
<b>UNIT III (15 Hours)</b>					
30	Indian Partnership Act And Negotiable Instrument Act: Definition and Essentials of Partnership-	CLO1 CLO2 CLO3	1	Flipped classroom, Assignment	Participatory Learning
31	Types-	CLO1 CLO2 CLO4	1	Flipped classroom, Assignment	Participatory Learning
32	Rights, Duties and Relation of Partner.	CLO1 CLO1 CLO4	1	Flipped classroom, Assignment	Participatory Learning
33	Limited liability Partnership-	CLO2 CLO3 CLO4	1	Group Discussion	Problem-based Learning
34	Salient features of LLP-	CLO2 CLO3 CLO4	1	Seminar	Participatory Learning
35	Difference between LLP and Partnership-	CLO2 CLO3	1	Quiz using AI tools	Experiential Learning

		CLO4			
36	Extent and limitation of liability of LLP and Partners.	CLO1 CLO2 CLO3	1	Think Write and Share	Experiential Learning
37	Dissolution of Partnership Firms.	CLO2 CLO3 CLO4	1	Think Write and Share	Experiential Learning
38	The Negotiable Instrument Act-Meaning and Characteristics-	CLO1 CLO2 CLO3	1	Think Write and Share	Experiential Learning
39	Types-Parties to a Negotiable Instrument -	CLO1 CLO2 CLO3	1	Flipped, classroom, Assignment	Participatory Learning
40	Negotiation and Assignment-	CLO1 CLO2 CLO3	1	Quesdiscussion	Participatory Learning
41	Discharge and Dishonor of Negotiable Instrument-	CLO1 CLO2 CLO3	1	Quesdiscussion	Participatory Learning
42	Presumptions as to Negotiable Instruments-	CLO1 CLO2 CLO3	1	Seminar	Experiential Learning
43	Crossing and Bouncing of Cheque-	CLO1 CLO2 CLO3	1	Seminar	Experiential Learning
44	AI based Fraud detection in Negotiable Instruments	CLO1 CLO2 CLO3	1	Think Write and Share	Experiential Learning
<b>UNIT IV (14 Hours)</b>					
45	Industrial Law: Introduction -	CLO2 CLO3 CLO4	1	Quiz using AI tools	Experiential Learning
46	Factories Act 1948-	CLO1 CLO2 CLO3	1	Flipped classroom, Assignment	Participatory Learning
47	Health Safety Welfare measures.	CLO1 CLO2 CLO3	1	Flipped classroom, Assignment	Participatory Learning
48	Payment of Wages Act : Objectives and Scope of the Act-	CLO1 CLO2 CLO3	1	Flipped classroom, Assignment	Participatory Learning

49	Deductions from Wages.	CLO1 CLO2 CLO3	1	Flipped classroom Assignment	Participatory Learning
50	Payment of bonus Act-	CLO1	1	Group Discussion	Problem-based Learning

51	Objectives and Application of the Act	CLO1 CLO2 CLO3	1	Group Discussion	Problem-based Learning
52	Eligibility for Bonus.	CLO1 CLO2 CLO3	1	Seminar	Problem-based Learning
53	Payment of Gratuity Act: Objectives-Rules regarding payment of gratuity-	CLO1 CLO2 CLO3	1	Seminar	Problem-based Learning
54	Recovery of Gratuity-	CLO2 CLO3 CLO4	1	Seminar	Experiential Learning
55	Penalties – Procedure for nomination	CLO2 CLO3 CLO4	1	Seminar	Experiential Learning
56	Exemption of Employer from Liability.	CLO2 CLO3 CLO4	1	Seminar	Experiential Learning
57	The Employees Provident Funds and Miscellaneous Provisions Act.	CLO1 CLO2 CLO3	1	Seminar	Participatory Learning
58	Gig Economy and Platform Worker Regulations	CLO1 CLO2 CLO3	1	Seminar	Participatory Learning

#### UNIT V (15 Hours)

59	Companies act: Introduction-	CLO2 CLO3 CLO4	1	Think Write and Share	Experiential Learning
60	Kinds of Companies-	CLO2 CLO3 CLO4	1	Think Write and Share	Experiential Learning
61	Lifting of Corporate veil-	CLO2 CLO3 CLO4	1	Think Write and Share	Experiential Learning
62	Incorporation Promoters and their Role-	CLO2 CLO3 CLO4	1	Flipped classroom,	Participatory Learning
63	Documentation.	CLO1 CLO2 CLO3	1	Flipped classroom,	Participatory Learning
64	Memorandum of Association (MoA) -	CLO1 CLO2 CLO3	1	Flipped classroom	Participatory Learning

65	Purpose and Contents- Alteration -	CLO2 CLO3 CLO4	1	Flipped classroom,	Participatory Learning
66	Articles of Association (AoA)-	CLO1 CLO3	1	Seminar	Participatory Learning

67	Purpose and Contents-	CLO1 CLO3 CLO4	1	Seminar	Problem-based Learning
68	Alteration. Prospectus – Introduction- Contents – Types.	CLO1 CLO3 CLO4	1	Seminar	Problem-based Learning
69	Directors-Types , Power and duties.	CLO2 CLO3 CLO4	1	Flipped classroom	Participatory Learning
70	Company meetings and proceedings-Kinds	CLO1 CLO2 CLO4	1	Quescussion	Participatory Learning
71	Winding up of company- Kinds.	CLO1 CLO2 CLO3 CLO4	1	Quescussion	Participatory Learning
72	AI-Driven Corporate Administration	CLO1 CLO2 CLO3 CLO4	1	Quescussion	Participatory Learning
73	IKS Views on Ethical Liquidation	CLO1 CLO2 CLO3 CLO4	1	Quescussion	Participatory Learning

### Course Designers

1. Dr. M. Theivanayaki
2. Dr. R.Radhamani

S.NO	LEARNING METHODS	PERCENTAGE
1	Participatory Learning	40 %
2	Experiential Learning	40 %
3	Problem-based Learning	20%

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CATEGORY</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CREDITS</b>
<b>BA25C05</b>	<b>BUSINESS ETIQUETTE AND CORPORATE GROOMING</b>	<b>Theory</b>	<b>73</b>	<b>2</b>	<b>-</b>	<b>3</b>

#### **Preamble**

1. To develop essential skills in business etiquette, communication, and professionalism
2. To equip students to excel in professional interactions and adapt to dynamic workplace scenarios.
3. To prepare students to navigate professional challenges with confidence and empathy by blending core etiquette principles with advanced tools.

#### **Prerequisite**

Basic Knowledge in Etiquettes

#### **Course Learning Outcomes**

On the successful completion of the course, students will be able to

<b>CLO Number</b>	<b>CLO Statement</b>	<b>Knowledge Level</b>
CLO1	Understand the principles of business etiquette, workplace courtesy, and professional communication, and their significance in fostering effective workplace relationships and creating a positive professional image.	K1
CLO2	Associate the use of AI tools and Indian Knowledge Systems (IKS) with practical workplace scenarios to enhance task management, workplace courtesy, ethical decision-making, and professional interactions.	K2
CLO3	Apply key concepts of business attire, grooming, stress management, and time management to professional settings, ensuring alignment with organizational expectations and cultural sensitivities.	K3
CLO4	Analyze workplace challenges related to communication, conflict resolution, and professional behavior, leveraging AI, AR/VR tools, and IKS principles to propose effective and innovative solutions.	K4

#### **Mapping with Programme Learning Outcomes**

<b>CLOs</b>	<b>PLO1</b>	<b>PLO2</b>	<b>PLO3</b>	<b>PLO4</b>	<b>PLO5</b>
CLO1	M	S	L	M	S
CLO2	S	S	M	S	S
CLO3	S	S	M	S	S
CLO4	S	S	S	S	S

S- Strong; M-Medium; L-Low



## **BUSINESS ETIQUETTE AND CORPORATE GROOMING-BA25C05-73 HRS**

### **UNIT – I**

**(15 Hours)**

Business Etiquette: Introduction-Definition of Business Etiquette - ABCs of etiquette-meeting and greeting scenarios- Principles of exceptional work behavior-Role of good manners in business - \*Use of AI tools for prioritizing tasks and managing schedules-Key Functions- Principles of Professional management -Professional conduct and personal spacing- Applying ancient Indian wisdom for fostering respect, empathy, and holistic workplace interactions.

### **UNIT – II**

**(14 Hours)**

Workplace Courtesy and Business Ethics: Meaning of Workplace Courtesy- Practicing common courtesy and manners in a workplace-Etiquette at formal gatherings- Professional qualities expected from an employer's perspective - Handling Workplace Conflicts with Cultural Sensitivity- Application of IKS: Values like integrity and dedication- Hierarchy and Protocol. Ethical issues - conflict resolution strategies - Real life workplace scenarios- Leveraging AI to monitor and enforce workplace courtesy policies.

### **UNIT-III**

**(14 Hours)**

Corporate etiquette: Meaning- Dressing and grooming skills-Workplace Etiquette- AI tools for monitoring workplace behavior and feedback. Business etiquette-meeting etiquette- Telephone Etiquette-email etiquette- Professional Competencies- Time management -Team Skills-Stress Management-Attention to detail- IKS on maintaining politeness and respect in digital communication.

### **UNIT IV**

**(15 Hours)**

Business Communication: Introduction-Principles of effective Communication – Barriers to Communication – Communication etiquette- Communication through Reports – Agenda-Minutes of Meeting - Resume Writing - Interview Skills-Stages of Interview-Group Discussion-Critical success factors of Group Discussion- Answering Strategies- Social Conversion Skills-Presentation Skill- Difference between Conversations and Presentation-Critical success factors of Presentation--Creating Engaging presentations with Artificial Intelligence.

### **UNIT V**

**(15 Hours)**

Business Attire& Professionalism: Introduction to Business Attire-Nature-Importance-Guidelines for appropriate business attire. Professionalism- Importance, Functions and Types - AR/VR tools for simulating professional scenarios and honing skills. Personal Branding in the Digital Age - Business style and Professional image-Nature, elements, functions and importance -IKS teachings on simplicity and authenticity in personal presentation. Dress code-Importance and Types -Grooming for success- Importance- Key functions of Grooming for success

#### **Textbooks:**

<b>S.No</b>	<b>Author(s)</b>	<b>Title</b>	<b>Publishers</b>	<b>Year and Edition</b>
1.	Lizzie Post & Daniel Post Senning	Emily Post's Business Etiquette	William Morrow (HarperCollins)	2025 and 2 <sup>nd</sup> edn
2.	Michael Vaz, Aurara Vaz	Business Etiquette	Manan Prakashan	2024 and 1 <sup>st</sup> edn

**Books for Reference**

S.No	Author(s)	Title	Publishers	Year and Edition
1.	Prof. Manimekhalai Iyer	Foundations of Professional Skills	Digilearning Tech Pvt. Ltd.	2025 and 1 <sup>st</sup> edn
2.	Sarvesh Gulati	Corporate Grooming and Etiquette	Rupa Publications (Rupa imprint)	2025 and 1 <sup>st</sup> edn

**Reference links**

S.No	Unit	Topic	Reference Links
1.	I	Use of AI tools for prioritizing tasks and managing schedules	<a href="https://www.youtube.com/watch?v=a_G2-3zj7Muw">https://www.youtube.com/watch?v=a_G2-3zj7Muw</a>
2.	I	Applying ancient Indian wisdom for fostering respect, empathy, and holistic workplace interactions	<a href="https://www.youtube.com/watch?v=b9UvkK2xxr0">https://www.youtube.com/watch?v=b9UvkK2xxr0</a>
3.	II	Workplace Courtesy and Business Ethics	<a href="http://www.youtube.com/channel/UCr-3nRot7wM0IrCJZ3LW2g">http://www.youtube.com/channel/UCr-3nRot7wM0IrCJZ3LW2g</a>
4.	II	Application of IKS: Values like integrity and dedication	<a href="https://www.youtube.com/watch?v=AyJ1GdNSsJc">https://www.youtube.com/watch?v=AyJ1GdNSsJc</a>
5.	II	Leveraging AI to monitor and enforce workplace courtesy policies	<a href="https://www.youtube.com/watch?v=-n4rpBlvIqo">https://www.youtube.com/watch?v=-n4rpBlvIqo</a>
6.	III	AI tools for monitoring workplace behavior and feedback	<a href="https://www.youtube.com/watch?v=KXpgtsRPM04">https://www.youtube.com/watch?v=KXpgtsRPM04</a>
7.	III	IKS on maintaining politeness and respect in digital communication	<a href="https://www.youtube.com/watch?v=LZP1StpYEPM">https://www.youtube.com/watch?v=LZP1StpYEPM</a>
8.	IV	Critical success factors of Group Discussion	<a href="https://www.youtube.com/watch?v=3w3_2jlsRlsw">https://www.youtube.com/watch?v=3w3_2jlsRlsw</a>
9.	IV	Creating Engaging Presentations with Artificial Intelligence	<a href="https://www.youtube.com/watch?v=BZ_ObFC7NVA">https://www.youtube.com/watch?v=BZ_ObFC7NVA</a>

**Pedagogy**

Chalk& Talk, lecture, Seminar, Power Point Presentation, Group Discussion and Case Study

**Course Content and Presentation Schedule**

Module. No	Topic	CLO Level	No of Hours	Content Delivery Methods	Learning Methods
<b>UNIT I (15 Hours)</b>					
1	Business Etiquette:	CLO1 CLO2 CLO3	1	Q&A, /Role play	Experiential Learning
2	Introduction-	CLO1 CLO2 CLO3	1	Role play	Participatory Learning

3	Definition of Business etiquette	CLO1	1	Role play	Participatory Learning
4	ABCs of etiquette-	CLO2 CLO3 CLO4	1	Quescussion	Participatory Learning
5	meeting and greeting scenarios-	CLO2 CLO3 CLO4	1	Meeting role-play, greeting scenarios	Experiential Learning
6	Principles of exceptional work behavior -	CLO2 CLO3 CLO4	1	Debate, Quescussion, Pro-con grid	Participatory Learning
7	Role of good manners in business -	CLO1 CLO2 CLO3	1	Debate, Quescussion, Pro-con grid	Participatory Learning
8	Use of AI tool for prioritizing tasks and	CLO1 CLO2 CLO3	1	Hands-on activity: Simulating task management using AI	Participatory Learning
9	Managing schedules-	CLO1 CLO2 CLO3	1	Hands-on activity: Simulating task management using AI	Experiential Learning
10	Key Functions-	CLO3 CLO4	1	Flipped classroom,	Participatory Learning
11	Principles of Professional management -	CLO2 CLO3	1	Flipped classroom, Poster	Participatory Learning
12	Professional conduct and	CLO2 CLO3	1	Quescussion	Participatory Learning
13	personal spacing-	CLO2 CLO3	1	Flipped classroom, Poster	Experiential Learning
14	Applying ancient Indian wisdom for fostering respect,	CLO2 CLO3	1	Group discussion and self- assessment exercises	Participatory Learning
15	empathy, and holistic workplace interactions	CLO2 CLO3	1	Quescussion	Participatory Learning
<b>UNIT II (14 Hours)</b>					
16	Workplace Courtesy and Business Ethics:	CLO1 CLO2 CLO3	1	Quiz	Participatory Learning
17	Meaning of Workplace Courtesy-	CLO1 CLO2 CLO3	1	Quiz	Participatory Learning
18	Practicing common courtesy	CLO1 CLO2 CLO3	1	Quescussion	Participatory Learning
19	manners in a workplace- Etiquette at formal	CLO2 CLO3	1	Debate, Quescussion, Pro- con grid	Problem- based Learning

	gatherings				
20	Professional qualities expected from an employer's perspective.	CLO3 CLO4	1	Debate, Quescussion, Pro- con grid	Problem- based Learning
21	Handling Workplace Conflicts with cultural sensitivity	CLO3 CLO4	1	Debate, Quescussion, Pro- con grid	Problem- based Learning
22	Application of IKS:	CLO3 CLO4	1	Think-Pair & Share	Participatory Learning
23	Values like integrity and dedication-	CLO3 CLO4	1	Think-Pair & Share	Participatory Learning
24	Hierarchy and Protocol.	CLO1 CLO2	1	Word cloud/ Mind map / Think Write and Share	Participatory earning
25	Ethical issues -	CLO1 CLO2	1	Flipped classroom,	Experiential Learning
26	conflict resolution strategies -	CLO1 CLO2 CLO3	1	Flipped classroom, Poster	Experiential Learning
27	Real life workplace scenarios-	CLO2 CLO3 CLO4	1	Quescussion	Participatory Learning
28	Leveraging AI to monitor and	CLO1 CLO2 CLO3	1	Flipped classroom, Poster	Experiential Learning
29	enforce workplace courtesy policies	CLO1 CLO2 CLO3	1	Quescussion	Participatory Learning
<b>UNIT III (14 Hours)</b>					
30	Corporate etiquette:	CLO1 CLO2 CLO3	1	Quescussion	Participatory Learning
31	Meaning-	CLO1 CLO2 CLO3	1	Quescussion	Participatory Learning
32	Dressing and grooming skills-	CLO1 CLO2 CLO3	1	Group discussion	Experiential Learning
33	Workplace Etiquette-	CLO1 CLO2 CLO3	1	Student seminar	Experiential Learning
34	AI tools for monitoring workplace behavior and feedback	CLO1 CLO2 CLO3	1	Student seminar	Experiential Learning
35	Business etiquette-	CLO1 CLO2 CLO3	1	Flipped classroom, Discussion	Participatory Learning

36	meeting etiquette-	CLO2 CLO3	1	Discussion	Participatory Learning
37	Telephone Etiquette-	CLO1 CLO2 CLO3	1	Case study	Problem- based Learning
38	email etiquette-	CLO1 CLO2 CLO3 CLO4	1	Case study	Problem- based Learning
39	Professional Competencies-	CLO1 CLO2 CLO3	1	Case study	Problem- based Learning
40	Time management -	CLO1 CLO2 CLO3	1	Flipped classroom	Problem- based Learning
41	Team Skills-	CLO1 CLO2 CLO3	1	Poster	Problem- based Learning
42	Stress Management- Attention to detail-	CLO2 CLO3 CLO4	1	Presentation	Problem- based Learning
43	IKS on maintaining politeness and respect in digital communication	CLO1 CLO2 CLO3	1	Discussion	Experiential Learning
<b>UNIT IV (15 Hours)</b>					
44	Business Communication	CLO1 CLO2 CLO3	1	Group discussion	Experiential Learning
45	Introduction-Principles of effective Communication –	CLO1 CLO2 CLO3	1	Student seminar	Experiential Learning
46	Barriers to Communication –	CLO1 CLO2 CLO3	1	Student seminar	Experiential Learning
47	Communication etiquette-	CLO1 CLO2 CLO3 CLO4	1	Flipped classroom, Discussion	Participatory Learning
48	Communication through Reports –	CLO1 CLO2 CLO3	1	Discussion	Participatory Learning
49	Agenda- Minutes of Meeting –	CLO1 CLO2 CLO3	1	Think-Pair & Share	Participatory Learning
50	Resume Writing.	CLO1 CLO2 CLO3	1	Think-Pair & Share	Participatory Learning
51	Interview Skills-	CLO1 CLO2 CLO3	1	Word cloud/ Mind map / Think Write and Share	Participatory Learning

52	Stages of Interview-	CLO1 CLO2 CLO3	1	Presentation	Problem- based Learning
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53	Group Discussion-	CLO1 CLO2 CLO3	1	Group discussion	Experiential Learning
54	Critical success factors of Group Discussion	CLO2 CLO3 CLO4	1	Student seminar	Experiential Learning
55	Answering Strategies-	CLO1 CLO2 CLO3	1	Group discussion	Experiential Learning
56	Social Conversion Skills- Presentation Skill-	CLO1 CLO2 CLO3 CLO4	1	Student seminar	Experiential Learning
57	Difference between Conversations and Presentation- Critical success factors of Presentation-	CLO1 CLO2 CLO3	1	Group discussion	Experiential Learning
58	Creating Engaging presentations with Artificial Intelligence.	CLO1 CLO2 CLO3	1	Group discussion	Experiential Learning

**UNIT V (15 Hours)**

59	Business Attire& Professionalism :	CLO1 CLO2 CLO3	1	Presentation	Problem- based Learning
60	Introduction to Business Attire-	CLO1 CLO2 CLO3	1	Presentation	Problem- based Learning
61	Nature	CLO2 CLO3 CLO4	1	Student seminar	Experiential Learning
62	Importance	CLO2 CLO3 CLO4	1	Group discussion	Experiential Learning
63	Guidelines for appropriate business attire.	CLO2 CLO3 CLO4	1	Think-Pair & Share	Participatory Learning
64	Professionalism-	CLO2 CLO3	1	Think-Pair & Share	Participatory Learning
65	Importance, Functions and Types	CLO1 CLO2 CLO3	1	Student seminar	Experiential Learning
66	AR/VR tools for simulating professional scenarios and honing skills.	CLO1 CLO2 CLO3	1	Student seminar	Experiential Learning
67	Personal Branding in the digital age	CLO1 CLO2 CLO3	1	Student seminar	Experiential Learning

68	Business style and Professional image- Nature, elements ,functions and importance -	CLO1 CLO2 CLO3	1	Student seminar	Experiential Learning
69	IKS teachings on simplicity and authenticity in personal presentation	CLO1 CLO2 CLO3	1	Student seminar	Experiential Learning
70	Dress code-Importance and Types -	CLO1 CLO2 CLO3	1	ning checklist activity	Experiential Learning
71	Grooming for success-	CLO1 CLO2 CLO3	1	ning checklist activity	Experiential Learning
72	Importance-	CLO1 CLO2 CLO3	1	ning checklist activity	Experiential Learning
73	Key functions of Grooming for success.	CLO1 CLO2 CLO3	1	ning checklist activity	Experiential Learning

### Course Designers

1. Dr. M. Theivanayaki
2. Dr. R.Radhamani

S.NO	LEARNING METHODS	PERCENTAGE
1	Participatory Learning	40 %
2	Experiential Learning	40 %
3	Problem-based Learning	20%

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CATEGORY</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CREDITS</b>
<b>BB25C06</b>	<b>HUMAN RESOURCE MANAGEMENT</b>	<b>THEORY</b>	<b>73</b>	<b>2</b>	<b>-</b>	<b>3</b>

### Preamble

- To provide the students with knowledge in Human Resource Management concepts, theories, scope at national and global level.
- To develop skills for writing a Job Description, Job Specification, and Job Design.
- Synthesize information regarding the effectiveness of recruiting methods and the validity of selection procedures, and make appropriate staffing decisions.
- Design a training program using a useful framework for evaluating training needs, designing a training program, and evaluating training results and evaluate a company's implementation of a performance-based pay system.
- To understand the importance of HR Analytics, HR Audit and metrics

### Prerequisite

- Basic understanding of employee relations and workplace behavior, with interest in people management, motivation, and organizational performance.

### Course Learning Outcomes

On the successful completion of the course, students will be able to:

<b>CLO Number</b>	<b>CLO Statement</b>	<b>Knowledge Level</b>
<b>CLO1</b>	Understand the fundamentals and practices of human resource management	<b>K1</b>
<b>CLO2</b>	Recognize the competencies to recruit, induct, learn, train and appraise the performance of employees for better career and succession planning.	<b>K2</b>
<b>CLO3</b>	Apply the concepts of HRM, learning and training, performance appraisal, compensation, career & succession planning towards employee welfare and social security	<b>K3</b>
<b>CLO4</b>	Apply the strategies, latest trends & developments in HR and retain the best talents in the organization.	<b>K3</b>

### Mapping with Programme Learning Outcomes

<b>CLOs</b>	<b>PLO1</b>	<b>PLO2</b>	<b>PLO3</b>	<b>PLO4</b>	<b>PLO5</b>
<b>CLO1</b>	M	S	S	S	S
<b>CLO2</b>	S	L	S	S	S
<b>CLO3</b>	S	S	S	M	S
<b>CLO4</b>	S	S	S	S	S

S-Strong; M-Medium; L - Low



## **HUMAN RESOURCE MANAGEMENT – BB25C06 - 73 HRS**

### **Unit I**

**(15 Hrs)**

Human Resource Management - Meaning, Definition, Objectives and Nature of HRM – Evolution of HRM - Functions & Importance of HRM – Qualities, and Role of HR Manager, Ancient Wisdom for Modern HR: Valmiki's Perspectives - Corporate Objective - Human Resource Planning – Concept – objective –Need and Importance –process –levels – Problems - HRM in changing environment - Challenges in HRM. HR Structure, Strategy and Concept of People Management in a Systems Perspective.

### **Unit II**

**(15 Hrs)**

Job Analysis: Job Description - Job Specification – Objectives - Concept –Approaches- Methods. Job Design - Recruitment: Definition and Objectives of Recruitment– Recruitment Policy - Recruitment Philosophy from IKS (Insights from Arthashastra & Tirukkural) – Sources of Recruitment and Methods of Recruitment – Online recruitment (AI Powered Platforms and Mobile-optimized Recruitment Processes), RPA in Recruitment Process – HRIS- HR Automation. Selection: Definition and Purpose of Selection – Process – testing and Competency mapping - Digital Transformation- Recruitment and selection in Indian Scenario.

### **Unit III**

**(15 Hrs)**

Induction and Socialization - objectives, process, and stages - Training and development of Employees – Training Objectives – Need for Training – The Role of Practical Learning in Training: Insights from the Gurukul System - Training Methods - on-the-job training - off-the-job training - choosing optimum method - Advantages of Training – Evaluation of training. Types of instructors led training and learning - coaching, mentoring, job shadowing, online learning, and Blended learning. HR Virtual Assistants.

### **Unit IV**

**(14 Hrs)**

Performance Appraisal- Concept – Objective –importance –process –problems –essential Methods of Performance Appraisal – 360-degree appraisal techniques- Compensation –meaning, Essential, types, Components of compensation (direct and indirect) - Moonlighting in HRM - Reasons, types and its effects. HRM Tech Trends - Data-driven DEIB. Career Planning and Succession Planning- Objectives, Process and Career Counselling – Advantages and Limitations – Career Development Stages - Upskilling and reskilling initiatives.

### **Unit V**

**(14 Hrs)**

Promotion, Transfer and Demotion - Employee engagement and retention - Employee Health, Safety & Welfare - Wellness Apps and AI-Powered Platforms, Grievances & Discipline - Digital Grievance Management, Progressive Discipline Policies, Social Security - Recent developments in HRM - HR Software development (AI Integration, Employee Self-Service Portals & Cloud-Based Solutions) - HR Analytics – Definition, importance, role, and key metrics - HR Audit - Ethics in HRM.

**Text Book**

S. No.	Authors	Title	Publishers	Year and Edition
1.	K. Aswathappa & Sadhna Dash	Human Resource Management, Text & Cases	Mcgraw Hill	2023 and 10 <sup>th</sup> Edn
2.	Gary Dessler & Biju Varkey	Human Resource Management	Pearson Publishers	2024 and 17 <sup>th</sup> Edn

**Books for Reference**

S.No.	Authors	Title	Publishers	Year and Edition
1.	C. B. Gupta	Human Resource Management	h Chand & Sons	2025 and 1 <sup>st</sup> Edn
2.	Rahul Kumar Das	Human Resource Management	Notion Press	2022 and 1 <sup>st</sup> Edn

S. No.	Units	Topics	Reference links
<b>Reference links</b>			
1.	Unit –I	Objectives and Nature of HRM – Evolution of HRM - Functions & Importance of HRM – Qualities, and Role of HR Manager	<a href="https://archive.nptel.ac.in/courses/122/105/122105020/">https://archive.nptel.ac.in/courses/122/105/122105020/</a>
		HRM in changing environment - Challenges in HRM	<a href="https://www.youtube.com/watch?v=awUPBxAetlU">https://www.youtube.com/watch?v=awUPBxAetlU</a>
2.	Unit –II	Recruitment: Definition and Objectives of Recruitment – Recruitment Policy	<a href="https://archive.nptel.ac.in/courses/122/105/122105020/">https://archive.nptel.ac.in/courses/122/105/122105020/</a>
		Selection: Definition and Purpose of Selection	<a href="https://archive.nptel.ac.in/courses/122/105/122105020/">https://archive.nptel.ac.in/courses/122/105/122105020/</a>
3.	Unit –III	Training and development of Employees – Training Objectives – Need for Training	<a href="https://archive.nptel.ac.in/courses/122/105/122105020/">https://archive.nptel.ac.in/courses/122/105/122105020/</a>
4.	Unit –IV	Compensation –meaning, Essential, types	<a href="https://www.youtube.com/watch?v=c75U2xofWEM">https://www.youtube.com/watch?v=c75U2xofWEM</a>
		Career Planning	<a href="https://www.youtube.com/watch?v=-3gpquAjjios">https://www.youtube.com/watch?v=-3gpquAjjios</a>
5.	Unit - V	Employee Health, Safety & Welfare, Grievances & Discipline, Social Security	<a href="https://www.youtube.com/watch?v=KRjsEQXeBvo">https://www.youtube.com/watch?v=KRjsEQXeBvo</a> <a href="https://www.youtube.com/watch?v=KoDiuL6NqgQ&amp;t=1s">https://www.youtube.com/watch?v=KoDiuL6NqgQ&amp;t=1s</a>

**Pedagogy**

Chalk& Talk, lecture, Seminar, Power Point Presentation, Group Discussion and Case Study.

**Course Content and Presentation Schedule**

<b>Unit I (15 Hours)</b>					
<b>Module No.</b>	<b>Topic</b>	<b>CLO Level</b>	<b>No. of Hour s</b>	<b>Content Delivery methods</b>	<b>Learning Methods</b>
1	Human Resource Management Meaning and Definition	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
2	Objectives and Nature of HRM	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
3	Evolution of HRM	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
4	Functions and Importance of HRM	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
5	Qualities and Role of HR Manager	CLO2 CLO3	1	Lecture- Chalk & Talk, PPT	Experiential Learning
6	Ancient Wisdom for Modern HR: Valmiki's Perspectives	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
7	Corporate Objective	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Experiential Learning
8	Human Resource Planning – Concept, Objective	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Experiential Learning
9	Need and Importance of HRP	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
10	Human Resource Planning - Process	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Experiential Learning
11	Levels & Problems in HRP	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Experiential Learning
12	HRM in changing environment	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Experiential Learning
13	Challenges in HRM	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Problem based Learning
14	HR Structure and strategy	CLO3 CLO4	1	Lecture-	Problem based

				Chalk &Talk, PPT	Learning
15	Concept of people management in a system perspective	CLO2 CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Problem based Learning
<b>Unit II (15 Hours)</b>					
16	Job Analysis: Job Description & Job Specification.	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
17	Objectives & Concepts	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
18	Approaches & Methods	CLO3 CLO4	1	Lecture- Chalk &Talk,	Problem based Learning
19	Job Design – Concept	CLO1 CLO2	1	Lecture- Chalk &Talk	Experiential Learning
20	Recruitment: Definition	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
21	Objectives of Recruitment	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
22	Recruitment Policy	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Experiential Learning
23	Recruitment Philosophy from IKS (Insights from Arthashastra & Tirukkural)	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
24	Sources of Recruitment, Methods of Recruitment	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
25	Online Recruitment (AI Powered Platforms and Mobile-optimized Recruitment Processes)	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
26	RPA Recruitment Process; HRIS- HR Automation	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
27	Selection: Definition and Purpose of Selection	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Problem based Learning
28	Selection Process	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Problem based Learning
29	Testing & Competency mapping, Digital Transformation	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Problem based Learning
30	Recruitment and selection	CLO3	1	Lecture-	Problem based

	in Indian Scenario	CLO4		Chalk &Talk, PPT	Learning
<b>Unit III (15 Hours)</b>					
31	Induction & Socialization – Introduction	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
32	objectives & Process	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
33	Stages,	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
34	ng and development of Employees	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	articipatory learning
35	Training Objectives - Need for Training	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Experiential Learning
36	The Role of Practical Learning in Training: Insights from the Gurukul System	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Problem based Learning
37	Training Methods	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
38	On the job, Off the job training	CLO2 CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
39	Choosing optimum method	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Experiential Learning
40	Advantages of Training	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Experiential Learning
41	Evaluation of training	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
42	Types of instructors led training and learning	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Experiential Learning
43	Coaching, mentoring, job shadowing	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Experiential Learning
44	Online learning and Blended learning	CLO1 CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
45	HR Virtual Assistant	CLO2 CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
<b>Unit IV (14 Hours)</b>					
46	Performance Appraisal- Concept – Objective	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning

47	Importance & Process	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
48	Problems & Essential	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
49	Methods of Performance Appraisal	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
50	360-degree appraisal techniques	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
51	Compensation – Meaning, Essential & Types	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Problem based Learning
52	Components of compensation (direct and indirect)	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Experiential Learning
53	Moonlighting in HRM- Reasons, types, and its effects.	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Experiential Learning
54	HRM Tech Trends	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Problem based Learning
55	Data-driven DEIB	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
56	Career Planning	CLO1	1	ecture- Chalk &Talk, PPT	Problem based Learning
57	Succession Planning- Objectives & Process	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Experiential Learning
58	Career Counselling – Advantages and Limitations	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
59	Career Development Stages, Upskilling and reskilling initiatives	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
<b>Unit V (14 Hours)</b>					
60	Promotion	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
61	Transfer & Demotion	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Participatory Learning
62	Employee engagement and retention	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
63	Employee Health, Safety & Welfare, Wellness Apps and AI-Powered Platforms	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
64	Grievances & Discipline, Digital Grievance Management, Progressive Discipline Policies	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Experiential Learning
65	Tech-Enabled Employee Self- Service	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning

66	Social Security	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Participatory Learning
67	Recent developments in HRM	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
68	Use of technology in hiring & HRIS	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Participatory Learning
69	HR Analytics – Definition, importance	CLO1 CLO2	1	Lecture- Chalk &Talk, PPT	Problem based Learning
70	Role and key metrics	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Problem based Learning
71	HR Software development (AI Integration, Employee Self-Service Portals & Cloud- Based Solutions)	CLO2 CLO3	1	Lecture- Chalk &Talk, PPT	Experiential Learning
72	HR Audit	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Experiential Learning
73	Ethics in HRM	CLO3 CLO4	1	Lecture- Chalk &Talk, PPT	Experiential Learning

### Course Designers

1. Dr. R. Dhivya
2. Ms. M. Josephin Remitha

S. NO	LEARNING METHODS	PERCENTAGE
1	Participatory Learning	40 %
2	Experiential Learning	40 %
3	Problem Based Learning	20 %