



# Tolani College of Commerce (Autonomous)

## तोलांनी वाणिज्य महाविद्यालय (स्वायत्त)

**Knowledge is Supreme**

(Sponsored and Managed by Tolani Education Society, Mumbai - 400 021)  
(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)

Re-Accredited (3<sup>rd</sup> Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

150-151, SHER-E-PUNJAB SOCIETY,  
GURU GOBIND SINGH ROAD,  
ANDHERI (EAST), MUMBAI-400 093.

Tel. : (022) 6153 5455  
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E-mail : tcc@tolani.edu  
Website : tcc.tolani.edu

<b>Name of the Programme</b>	<b>Bachelor of Management Studies</b>					
<b>Name of the Course</b>	<b>Major: Foundation of Human Skills</b>					
<b>Semester</b>	<b>I</b>					
<b>Number of Credits</b>	<b>02</b>					
<b>Number of Lectures</b>	<b>30</b>					
<b>Lecture Duration</b>	<b>60 Minutes</b>					
<b>Total Marks:</b>	<b>CE</b>	<b>20</b>	<b>SEE</b>	<b>30</b>	<b>Total</b>	<b>50</b>

<b>Sr.No.</b>	<b>Objectives</b>
LOC1	To acquaint the students to understand and appreciate the basis of Human Skills in general and in certain specific situations.
LOC2	To familiarize the students about differences in human behaviour in an individual and group setup.

<b>Sr. No.</b>	<b>Outcomes</b>
CO1	It would support the student to learn practical knowledge of soft skills and behavioural skills and development required to engage Human Capital as per the industry needs.
CO2	Learners will understand individual, group and organizational behavioural dynamics.



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Module. No	Details	No. of Lectures
1	<b>Understanding of Human Nature</b> <ul style="list-style-type: none"><li>• Individual Behaviour: Concept of a man, individual differences, factors affecting individual differences, Influence of environment.</li><li>• Personality and attitude: Determinants of personality, Personality traits theory, Big five model, Personality traits important for organizational behaviour like authoritarianism, locus of control, Machiavellianism, introversion-extroversion achievement orientation, self – esteem, risk taking, self-monitoring and type A and B personalities, Concept of understanding self through JOHARI WINDOWS,.</li><li>• Perceptions: Introduction, Definitions, Determinants of Perception, Errors in Perception, Perception and its Impact on Organizations.</li></ul>	10
2	<b>Introduction to Group Behaviour</b> <ul style="list-style-type: none"><li>• Introduction to Group Behaviour</li><li>• Group Dynamics: Nature, types, group behaviour model (roles, norms, status, process, structures)</li><li>• Team effectiveness: nature, types of teams, ways of forming an effective team.</li><li>• Setting goals.</li><li>• Organizational processes and system.</li><li>• Power and politics: nature, bases of power, politics nature, types, causes of organizational politics, political games.</li></ul>	10



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3	Organizational Culture , Motivation at workplace and Organizational Stress	10
	<ul style="list-style-type: none"><li>Organizational Culture:</li><li>Characteristics of organizational culture.</li><li>Types, functions and barriers of organizational culture</li><li>Ways of creating and maintaining effective organization culture</li><li>Motivation at workplace: Concept of motivation Theories of motivation in an organisational set up.</li><li>A.Maslow Need Heirachy</li><li>F.Hertzberg Dual Factor</li><li>Mc.Gregor theory X and theory Y.</li><li>Ways of motivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace.</li><li>Organizational Stress: Introduction, Definition, The Nature of Stress, The Effects of Stress , Causes of Stress and Stress Management</li></ul>	

### Reference Books:

- Organisational behaviour, John W.Newstrom and Keith Davis, Tata McGrawhill
- Organisational behaviour, Fred Luthans, McGrawhill,New york
- Organisational behaviour, K.Aswathappa, Himalaya Publishing House
- Essentials of management, Koontz,Harold, Tata McGrawhill

### Scheme of Evaluation Pattern

#### Table 1A: Scheme of Continuous Evaluation (CE)

### Scheme of Evaluation Pattern

Sub-components	Maximum Marks	Conditions for passing
1)Assignment/Case Studies/ Presentation/Book Review/Project	10	a) A learner must be present for each of the sub-components.
2) MCQ Based Test	10	b) The subtotal of all the 2 sub-components must be minimum 08 marks
Total	20	



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### Table 1B: Scheme of Semester End Examination (SEE) Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30

Minimum Marks to Pass:12

Duration:1 Hour

Question Number	Particular	Marks
Q-1	Attempt any TWO of the following:(Module 01) a. Full Length Question (5 marks) b. Full Length Question (5 marks) c. Full Length Question (5 marks)	10
Q-2	Attempt any TWO of the following: (Module 02) a. Full Length Question (5 marks) b. Full Length Question (5 marks) c. Full Length Question (5 marks)	10
Q-3	Attempt any TWO of the following: (Module 03) a. Full Length Question (5 marks) b. Full Length Question (5 marks) c. Full Length Question (5 marks)	10