



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, (Coimbatore))

ERODE-638107

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING VALUE ADDED COURSE – SYLLABUS

17VCOIS-INTERPERSONAL SKILLS FOR CORPORATES

PAPER-I FUNDAMENTALS OF INTERPERSONAL MANAGEMENT

Course Objective:

To enable the students to understand and develop interpersonal skills.

UNIT I		4 Hours
Unit-1 Interpersonal skills – Definition - Scope of Interpersonal skills-Human Recourse Planning: Concepts - Process and Needs of Human Recourse Planning –Objectives and Functions of Human Resource Management-Problems in Human Resource Management.		
UNIT II		4 Hours
Dynamics of Inter group Relations – Intra organizational bargaining-The resolution of conflict: Negotiation and third party Intervention – Industrial Action. The organizational context-Equal oppourtunities.An attempt to restructure employment relations-Workers Participation in management.		
UNIT III		4 Hours
Internal Mobility- Promotion- Transfer – Demotion.Training-Objectives of training- Identifying training needs-training methods-training administration-training evolution.Employee Empowerment - concepts- Elements-Approaches Empowerment-Importance-Barriers to Empowerment		
UNIT IV		4 Hours
Recruitment – Meaning – Process - Recruitment policy- Recruitment organization- Sources of Recruitment - Techniques of Recruitment. Selection – Meaning of Selection – Steps in Selection Process – Selection Testing (Psychological Tests) – Selection Interviewing.		
UNIT V		4 Hours
Working conditions and work behavior –Working hours and shifts-Employee Remuneration-Basic wages , Essentials of a sound wage and salary structure-Process of wage determination-Dearness Allowance ,Bonus-Fringe benefits and incentives.		
	Total Hours	20 Hours

BOOKS FOR REFERENCE:

G.B. Gupta -Human Resource Management -Sultan Chand & Sons,2012
MizraS.Saiyaderin–Human Resource Management -Mc Grawhill education
India Pvt Ltd,2008

Course Outcome:

- Recognize the importance of interpersonal skills.
- Analyze the Group dynamics and Group behavior.
- Acquire knowledge on Recruitment and Selection process.



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DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING
VALUE ADDED COURSE – SYLLABUS

17VCOIS – INTERPERSONAL SKILLS FOR CORPORATE PAPER-II CORPORATE ETHICS AND BEHAVIOUR

Course Objective : To enable the students to have an exposure in Professional Ethics.

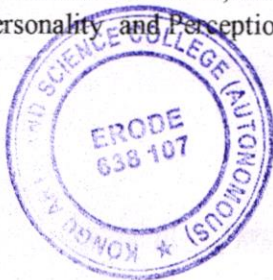
UNIT I		4 Hours
Ethical principles in business - Introduction - organization structure and ethics. Ethics programme- Ethics committee-Functions of ethics committee. Organisational Behaviour: Meaning and Scope of Organizational Behavior - Features of Organizational Behaviour – Individual behaviour and Group behaviour.		
UNIT II		4 Hours
Personality: Meaning – Determinants – Personality Traits – Personality attributes influencing Organisational Behavior. Perception: Meaning and Importance – Factors influencing perception – Perception in individual decision making – Meaning and techniques of Group Decision Making.		
UNIT III		4 Hours
Communication: Meaning, functions and process of Communication – Characteristics of Good communication system-Importance of communication - Barriers to effective communication and methods of overcoming.		
UNIT IV		4 Hours
Leadership: Meaning – significance and Nature of Leadership– Functions of Leader- Types of Leader -Qualities of Effective Leader and Leadership Style. Different approaches to study of Leadership. Trait theories- Behavioral theories – Managerial Grid.		
UNIT V		4 Hours
Conflict: Meaning and types of conflict – Negotiation process. Stress: Stress and behavior – Sources of stress – General Stress syndrome – Effectsof job stress – Individual and Organisational strategies in managing stress.		
Total Hours		20 Hours

BOOKS FOR REFERENCE:

- ❖ L.M. Prasad- Organisational Behaviour, Sultan Chand & Sons, 2011
- ❖ Jit.S. Chandan- Organisational Behaviour, Vikas Publishing House
- ❖ Stephen P. Robbins-Organisational Behaviour, Pearson Education

Course Outcome: On Completion of this course, the students will be able to

- Understand the concept of Personality and Perception.
- Evaluate Leadership style.
- Learn how to manage stress .



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