

**AC – 28/03/2025**

**Item No. – 7.8 (N) (4b) Sem. IV**

## **As Per NEP 2020**

# **University of Mumbai**



### **Syllabus for Basket of OE Vertical 3**

**Faculty of Commerce & Management**

**Board of Studies in Business Management**

**Second Year Programme**

**Semester**

**IV**

**Title of Paper**

**Credits**

**I) Management Skills**

**2**

**From the Academic Year**

**2025-26**

### Title of Paper - Management Skills

Sr. No.	Heading	Particulars
1	<b>Description the course :</b>  <b>Including but Not limited to :</b>	<p>1. Introduction</p> <p>Management skills are essential for personal and professional success, covering areas such as self-management, teamwork, time management, and decision-making. These skills help individuals become more confident, responsible, and efficient in handling tasks. Learning management skills improves discipline, emotional control, and problem-solving abilities. They are practical in nature, allowing individuals to apply them immediately in their studies, jobs, and personal lives.</p> <p>2. Relevance</p> <p>In today's fast-paced world, strong management skills are more important than ever. Employers actively seek individuals who can manage their time, work well in teams, and make sound decisions. The ability to handle emotions, pride, and ego is crucial for maintaining a positive and professional work environment. Developing these skills helps individuals stay focused, reduce stress, and increase their productivity. Whether in education, business, or personal life, management skills are relevant and beneficial for everyone.</p> <p>3. Usefulness</p> <p>Management skills play a key role in achieving personal and professional goals. Strong self-management helps individuals stay motivated, disciplined, and goal-oriented.. Good decision-making allows individuals to analyze situations, solve problems quickly, and make better choices. Time management ensures that tasks are completed on time, reducing workload stress and improving efficiency.</p> <p>4. Application</p> <p>Management skills are widely applicable in both personal and professional settings. Leaders and managers use them to build high-performing teams and make strategic decisions. Students apply time management and self-</p>

discipline to complete their studies and meet deadlines efficiently. Entrepreneurs use decision-making and self-management to run their businesses successfully. Professionals across various industries rely on these skills to meet deadlines, collaborate effectively, and solve challenges.

#### **5. Interest**

Management skills are engaging because they focus on real-life situations and practical problem-solving. Learning how to manage time, control emotions, and make smart decisions is both interesting and rewarding. The development of these skills includes interactive exercises and case studies, making the learning process more engaging.

#### **6. Connection with Other Courses**

Management skills are closely related to business management, psychology, leadership studies, and human resource management. They complement subjects like organizational behavior, project management, and corporate training by providing practical knowledge. . Even in fields like law, medicine, and engineering, these skills are valuable for handling responsibilities and working with others.

#### **7. Demand in the Industry**

Companies today highly value employees who have strong management skills, including self-discipline, teamwork, and leadership qualities. Organizations prefer individuals who can manage their time effectively, meet deadlines, and work independently. Management skills are applicable across all sectors, including IT, healthcare, finance, education, and marketing, making them essential for career success.

#### **8. Job Prospects**

Mastering management skills opens up numerous career opportunities across different industries. Professionals in management, human resources, team leadership, and project coordination benefit greatly from developing these

		skills. Teamwork and leadership skills help individuals advance to higher positions within their organizations.. Having expertise in management skills gives job seekers a competitive edge, increasing their chances of securing desirable positions.
2	<b>Vertical :</b>	Open Elective
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits ( 1 credit = 15 Hours)
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<b>Course Objectives:</b> <ol style="list-style-type: none"> <li>1. Identify personal strengths and weaknesses to develop self-discipline, goal-setting, and emotional control strategies.</li> <li>2. Apply active listening, feedback techniques, and non-verbal communication skills to enhance team collaboration.</li> <li>3. Use structured decision-making techniques like SWOT analysis and Cost-Benefit Analysis for problem-solving.</li> </ol>	

8	<b>Course Outcomes:</b> <ol style="list-style-type: none"> <li>1. Implement self-management strategies to improve productivity through better Time planning and emotional regulation.</li> <li>2. Demonstrate effective team management by fostering clear communication And mentoring within a team.</li> <li>3. Apply decision-making frameworks to analyse real-world business or personal Challenges efficiently.</li> </ol>	
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9	<b>Modules</b>
	<b>Module 1: <u>Self-Management &amp; Time Management</u></b>
	<p><b>A. Self-Management:</b> Concepts Self-Evaluation- Self Discipline - Self Criticism, Self-Awareness.- Personal Development and Self-Management Identifying one's strengths and weaknesses, Planning &amp; Goal setting. - Managing self – emotions, ego, pride.</p> <p><b>B. Self-Management Skills</b> Meaning of Self-Management skill, Importance of Self-Management, Key Self-Management Skills</p> <p><b>C. Time Management:</b> Definition, the process of organizing and planning how to divide your time between tasks effectively, Core principles, Efficiency vs. effectiveness</p>
	<b>Module 2: <u>Team Management and Decision Making</u></b>
	<p><b>A. Team management;</b> Meaning and definition of team management, importance of team management, The importance of clear communication in teams, Active listening and feedback techniques, Non-verbal communication and body language.</p> <p><b>B. Team Development</b> Objectives, Identifying skill gaps and providing training opportunities, Coaching and mentoring for professional growth, Building high-performing teams and improving team dynamics.</p> <p><b>C. Decision Making:</b> Concept, Definition, Importance of Decision Making, Process of Decision Making, Techniques of Decision Making.</p>
10	<p><b>Reference Books:</b></p> <ul style="list-style-type: none"> <li>• <b>Covey, S. R. (1989).</b> <i>The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change</i>. Free Press.</li> <li>• <b>Tracy, B. (2017).</b> <i>Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time</i>. Berrett-Koehler Publishers.</li> <li>• <b>Goleman, D. (1995).</b> <i>Emotional Intelligence: Why It Can Matter More Than IQ</i>. Bantam Books.</li> <li>• <b>Lencioni, P. (2002).</b> <i>The Five Dysfunctions of a Team: A Leadership Fable</i>. Jossey-Bass.</li> <li>• <b>Robbins, S. P., &amp; Judge, T. A. (2019).</b> <i>Organizational Behavior</i>. Pearson.</li> <li>• <b>Bazerman, M. H., &amp; Moore, D. A. (2012).</b> <i>Judgment in Managerial Decision Making</i>. Wiley.</li> </ul>

11	<b>Internal Continuous Assessment: 40%</b>	<b>External, Semester End Examination 60% Individual Passing in Internal and External Examination</b>
12	<b>Continuous Evaluation through:</b> Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 3 )	20 Marks

## QUESTION PAPER PATTERN (External and Internal)

**For 2 Credits paper of 50 Marks**

### PAPER PATTERN- EXTERNAL

Time: 1 hr

Total Marks: 30

**Any 2 out of 3 Questions**

Q. No	Questions	Total
Q1	a. b.	15
Q2	a. b.	15
Q3	a. b.	15

#### **Note**

- A) Questions can be set from any module
- B) Equal weightage is to be given to all the modules.

### **PAPER PATTERN- INTERNAL**

Continuous Evaluation: Internal (20 marks)

	<b>Assessment/ Evaluation</b>	<b>Marks</b>
1	Class Test during the lectures. (Physical/ Online mode) (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	10
2	Participation and paper presentation in Workshop/ Conference/Seminar, Assignment	5
3	field visit, case study, group discussion, presentation, Certificate Course	5

**Sd/-**  
**Sign of the BOS**  
**Chairman**  
**Dr. Megha Somani**  
**Board of Studies in**  
**Business**  
**Management**

**Sd/-**  
**Sign of the**  
**Offg. Associate Dean**  
**Prin. Kishori Bhagat**  
**Faculty of Commerce**  
**& Management**

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**Prof. Kavita Laghate**  
**Faculty of**  
**Commerce &**  
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**Prin. Ravindra**  
**Bambardekar**  
**Faculty of**  
**Commerce &**  
**Management**