

SOFT SKILLS FOR EMPLOYABILITY (OEC)

Contact Hours: 60

Hours/week: 4

External Marks: 80

Internal Marks: 20

Module I: Personal Skills

10 hours

Self Introduction, Grooming standards and dressing, health and hygiene, courteous phrases, banquet etiquettes

Module II: Corporate Etiquettes

10 hours

Communication Skills – Oral and Written, understanding symbols, corporate etiquettes, Meeting etiquettes – Reporting and Minutes of the meeting

Module III: Social Skills

10 hours

Socialization, Telephone etiquettes, Email etiquettes, SMS etiquettes, Net-etiquettes, Dealing with difficult people. Interest profiling, career options (entrepreneurship & employment) and progression, recruitment process. Data interpretation, quantitative aptitude, general awareness, Test of reasoning, fundamentals concepts of management and strategy.

fundamental

Module IV: Resume writing

10 hours

Types of resume, objective, defending resume, common errors, Networking and reference seeking from corporate world, Social Networking profile (Big data analysis)

Module V: Group Discussion & Personal Interview

10 hours

Meaning, objectives, taking initiative, making a point, making impact, coordinating with the group, opinion formation, summarizing. Personal Interview - Meaning, types and objectives, dress code, basic mannerism and etiquettes, understanding self and job profile. MCQs (HR, Marketing, finance & strategic management etc)

Claps

Small Scale Industry Management (OEC)

Subject Code:

Contact Hours/Week: 04

Semester: III

Credits: 4

External Marks: 80

Internal Marks: 20

Objectives:

- To provide an overview of Small Scale Industry in the Indian Context
- To find out the role of institutional support to SSI

Outcome:

Students are introduced to the world of SSI & MSMEs and ways of managing them.

Module 1:

10 Hours

Introduction, role and importance of SSI's in Indian Economy. Concepts and Definitions of SSI and then to MSME, The MSMED Act, Government policy and initiatives, Growth and development of SSI in India, The All-India Census on SSI.

Module 2:

10 Hours

Problems facing the SSI sector in India, Role of Clusters in Promoting SSI, Sickness in SSIs, Causes of sickness, Detecting Sickness, Assessment of viability of sickness and their rehabilitation.

Module 3:

15 Hours

Institutional Support to SSI's set up by Central Government and State Government – NBMSME, KVIC, The Coir Board, MSME-DO, NSIC, NSTEDB, NPC, EDI, NRDCI, DIC, SFC, SIDC, SIADB, TCO, HUDCO, NABARD, SIDBI, EPCs.

Module 4:

10 Hours

Business Organisations: Introduction, Sole proprietorship, Joint Hindu family Business, Partnership, Franchising.

Module 5:

15 Hours

Introduction to SSIs Laws: The Indian Contract Act, The Sale of Goods Act, The Indian Partnership Act, The Limited Liability Partnership Act, The Indian Companies Act, The Negotiable Instruments Act, The Information Technology Act, The Consumer Protection Act, The Right to Information Act, The Competition Act, The Foreign Exchange Management Act.

Recommended Readings:

1. Small Business Management, by Megginson Byrd, McGraw Hill Education Pvt Ltd., Edition 2013.
2. Entrepreneurial Small Business, by Jerome Katz, Richard Green, McGraw Hill Education Pvt Ltd., Edition 2013.

