

BASKET - V**COURSES OFFERED BY DEPARTMENT OF ENGLISH**

S. No.	Course Code	Course Title	Course Type	Credits	Prerequisite
1	DEHU0602	Research and Project Writing	Workshop mode	2	Nil
2	DEHU0201	Life Skills Development (LSD) - IV [Presentation Skills]	Practice	2	Nil
3	DEHU0202	Life Skills Development (LSD) -V [GD & PI]	Practice	2	Nil

COURSES OFFERED BY SCHOOL OF MANAGEMENT

S. No.	Course Code	Course Title	Course Type	Credits	Prerequisite
1	MBDM1202	Operation Research	Theory	2	Nil
2	MBDM1104	Quantitative Techniques	Theory	4	Nil
3	MGGM2316	Project Management	Theory	4	Nil
	BBAR1205	MS EXCEL	Workshop	4	Nil
	DEMG0105	Human Resource Management	Theory	2	Nil
	MGGM0001	Statistical Programming-R	workshop	4	Nil
	MGGM0002	Quality Management	Theory	4	Nil
	MGGM0003	Gender Issues in Organisation	Theory	4	Nil

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1	DEHU0602	Research and Project Writing	Workshop mode	2	Nil
2	DEHU0201	Life Skills Development (LSD) - IV [Presentation Skills]	Practice	2	Nil
3	DEHU0202	Life Skills Development (LSD) -V [GD & PI]	Practice	2	Nil

Syllabus

DEHU0602 Research and Project Writing

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
Research and Project Writing	DEHU0602	Workshop mode	2	-Nil-	0-3-0

OBJECTIVES

To acquaint students with the skills and practices needed to write up research findings/ project proposals, and to create a preliminary plan for completing project/research work.

OUTCOMES

Culminates in the production of a research product (research paper or project) that evidences originality, appropriate organization, clarity of purpose, critical analysis, and accuracy and completeness of documentation.

COURSE OUTLINE

LAB 1: Introduction to Research and Project Writing Process

Selection of a topic that truly interests you, Pose your topic as a question to be answered or a problem to be solved

LAB 2: Discovering, Narrowing, and Focusing a Researchable Topic

LAB 3: Aims/Objectives

What do you want to know, prove, demonstrate, analyse, test, investigate, or examine

LAB 4: Research Question

Why is this an important research question? How will you analyse this issue?

LAB 5: Research Plan and Timeline

How you will complete the work within a time frame?

LAB 5: Literature Review

What do you already know about this issue? (What have others said and provided evidence for?)

LAB 6: Research Framework and Methods

How will you examine this issue?

LAB 7: Discussion of Results

What are the main findings of your research/project work?

LAB 8: Conclusions

What are the implications of these findings? What are the fruitful research directions on this topic?

LAB 9: Research/ Project Draft

Title Page, Abstract, Table of Contents (not required if only two pages long), Introduction, Research Statement, Methods or approach, Preliminary discussion and results, Work plan with timetable, Implication of research, List of references, Appendix

LAB 10 : Revising and Editing

Check overall organization, Sentence level concerns: sentence structure, word choices, punctuation, spelling,

Documentation: consistent use of one system, citation of all material not considered common knowledge, appropriate use of endnotes or footnotes, accuracy of list of works cited.

LAB 11: Draft of your Final Project

LAB 12: Final Outcome and Presentation

(The course will be facilitated through project-based learning, presentations, and writing workshops)

TEXT BOOKS:

The Essential Guide to Doing your Research Project by O'LEARY (2011)

REFERENCES:

Professional Presentations by Goodale (2007)

EVALUATION SYSTEM (CONTINUOUS INTERNAL ASSESSMENT)

<i>Methods</i>	<i>Project/ Research Topic Selection & Presentation</i>	<i>Presentation of Research Questions</i>	<i>Presentati on Literature Review</i>	<i>Presentati on Methodol ogy</i>	<i>Presentati on Outcome</i>	<i>Final Project Presentati on</i>	<i>Project Draft/ Research Paper</i>	<i>% of Marks 100(B est 5)</i>
Total	20	20	20	20	20	20	20	100

SESSION PLAN: RESEARCH AND PROJECT WRITING

S. No.	Topic	Pedagogy	Details	Th +Tut	Pra	video	Proj
1	Research and Project Writing Process	Google Search	What is research? Ways of doing research? Video Link: http://www.crlsresearchguide.org/ https://www.youtube.com/watch?v=Og4BGyZr_Nk	0	1	1	1
2	Discovering, Narrowing, and Focusing a Researchable Topic	Presentation	Rationale for choosing a topic	0	1	0	1
3	Aims/Objectives	Presentation		0	1	0	1
4	Research Question	Probing	https://www.youtube.com/watch?v=ryTDfTnCauw https://www.youtube.com/watch?v=GhXQNxL4VCQ	0	1	1	1
5	Research Plan and Timeline	Use of Timeline Charts		0	1	0	1
6	Literature Review	Online Search, Reading		0	1	0	1
7	Research Framework and Methods	Presentation	http://www.newagepublishers.com/samplechapter/000896.pdf http://spers.ca/wp-content/uploads/2013/08/50-activities-for-developing-critical-thinking-skills.pdf	0	1	0	1

S. No.	Topic	Pedagogy	Details	Th +Tut	Pra	video	Proj
8	Discussion of Results	Presentation		0	1	0	1
9	Conclusions	Presentation		0	1	0	1
10	Research/ Project Draft	Doing	<u>Handouts: Abstratcts and Summaries</u> <u>Link:https://www.rit.edu/research/srs/proposalprep/write_proposal</u> <u>http://www.sagepub.com/sites/default/files/upm-binaries/54537_Osmond_ch1.pdf</u> <u>https://drhazelhall.files.wordpress.com/2013/01/2013_hall_rules-conventions_ac_writing.pdf</u>	0	1	0	1
11	Revising and Editing	Online Activity	<u>https://ilrb.cf.ac.uk/citingreferences/tutorial/activity2.html</u>	0	1	1	1
12	Final Outcome	Presentation & Project Submission	<u>http://www.englishisapieceofcake.com/presentation-lesson-plan.html</u>	0	1	0	1

**DEHU0201 Life Skills Development (LSD) – IV
(Presentation Skills)**

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
DEHU0201 Life Skills Development (LSD) – IV (Presentation Skills)	DEHU0201	Practice	2	-Nil-	0-3-0

This course is designed for students as part of their work regularly give presentations to help them push through any anxieties about presentation by immersing them in a practice-intensive environment.

OBJECTIVES

The objectives of this course are:

- Exercises to help the learner build confidence and sense of presence
- Enable to plan and prepare an effective, audience and message oriented presentation and, using a range of tools and props

OUTCOMES

- Gain insight into effective techniques for calming nerves
- Learn different tools to add diversity and interest to engage an audience

A student is required to take up five lab tests of 100 marks.

LAB 1: PRESENT YOURSELF

Formal Introduction, An Overview of Presentation, Managing your Fear

http://www.dailymotion.com/video/xejw5r_how-can-i-get-over-stage-fright-and_news

LAB 2:WHAT MAKES A GOOD PRESENTATION?

Stage fright and how to conquer it, Video analysis: Steve Jobs

https://www.youtube.com/watch?v=RHX-xnP_G5s

LAB 3: ENGAGING YOUR AUDIENCE

Using humour, Story telling, Effective questioning, Using aids

LAB 4: BODY LANGUAGE/NON-VERBAL/ APPEAL FUNCTIONS

Exercise eye contact, Gesture, Common body language

<https://www.youtube.com/watch?v=feRrvPjGRRc> , <https://www.youtube.com/watch?v=TD884DI-kLc>

LAB 5:RESEARCH YOUR TOPIC (GOOGLE SEARCH)

Choose a topic that interests you, Plan and Prepare, Deliver

LAB 6:PROFILE PRESENTATION

Prepare a profile for your University or Department and present it to the class individually.
Establish credibility, and use sales pitch.

LAB 7: IMPROMPTU SPEAKING**LAB 8: VERBAL PRESENTATION**

Develop 5 minute presentation on the topic of your choice using at least three modern tools of verbal presentation, Presentation and Feedback

LAB 9: PRESENTATION ON JOB TRENDS (GROUP PRESENTATION)

Pick topics from jobsites and career portals, and make a group presentation

LAB 10 : LISTEN TO TED TALK

Present what motivated you, why it motivated you/ Take Aways, feedback on presenters

LAB 11: FILM-REVIEW

Feedback on verbal and non-verbal presentation, Wrap up

LAB 12: TEAM PRESENTATION (VIDEO RECORDED)

Presentation on domain area on which you have expertise, questions/answers, self -critique and class critique.

EVALUATION SYSTEM (CONTINUOUS INTERNAL ASSESSMENT)

<i>Methods</i>	<i>Researching & Presenting</i>	<i>Profile Presentation</i>	<i>Impromptu Speech</i>	<i>Presentation on Job Trends</i>	<i>Film Review & Presentation</i>	<i>Group Presentation</i>	<i>% of Marks 100(Best 5)</i>
Total	20	20	20	20	20	20	100

**DEHU0202 Life Skills Development (LSD) – V
(GD & PI)**

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
DEHU0201 Life Skills Development (LSD) – V (GD & PI)	DEHU0201	Practice	2	-Nil-	0-3-0

LEARNING OBJECTIVES

- To familiarize the learners with the process of GD and PI
- To build communication skills, group dynamics, knowledge base and attitude of learners

LEARNING OUTCOMES

- Increase confidence in speaking and enhance leadership quality
- Keep abreast with subject knowledge, current events and general awareness

A student is required to take up five lab tests of 100 marks.

LAB 1: Introduction to GD through a Group Discussion**Briefing and Debriefing****LAB 2: Cracking Group Discussions – I**

Real-Time Group Discussions: General Topic| Abstract topics, **Briefing and Debriefing**

LAB 3: Cracking Group Discussions-II

Real-Time Group Discussions: Factual topic | Controversial topics, **Briefing and Debriefing**

LAB 4 : Analysis of videos of Group Discussions

Common Mistakes in a Group Discussion, Do's and Don'ts in a Group Discussion
(Method Real Time Video Extracts representing important points)

LAB 5: Panel Discussions**LAB 6: GD Power Session**

Interactions with CUTM Alumni/Senior Team

LAB 7: Familiarize the learners with the job interview process and preparation

LAB 8 : Self-Introduction: USP

LAB 9: Frequently Asked Questions -I

Drills for Power Preparation

LAB 10: Frequently Asked Questions -II

Drills for Power Preparation

LAB 11: FACING AN INTERVIEW - MOCK INTERVIEW

Analysis of Videos of Interviews, Common Mistakes in a Interview, Do's and Don'ts in a PI

LAB 12: PI Power Session

Group Interview: Interactions with CUTM Alumni/ Interactions with Senior Team

EVALUATION SYSTEM (CONTINUOUS INTERNAL ASSESSMENT)

<i>Methods</i>	<i>Self-introduction</i>	<i>Mock Interview-I (HR)</i>	<i>Mock Interview-II (Technical)</i>	<i>GD - I</i>	<i>GD-II</i>	<i>Panel Discussion</i>	<i>% of Marks 100(Best 5)</i>
Total	10		20	20	20	30	100

Note:

All are practice-based courses with continuous internal evaluation system.

LSD –I, II & III will have practice mode with 50% internal and 50% external assessment.

There are no prerequisites to the courses offered by the Department of English.

Activities are suggestive.

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MBDM1202	Operation Research	Theory	2	Nil
MBDM1104	Quantitative Techniques	Theory	4	Nil
MGGM2316	Project Management	Theory	4	Nil
BBAR1205	MS EXCEL	Workshop	4	Nil
DEMG0105	Human Resource Management	Theory	2	Nil
MGGM0001	Statistical Programming-R	workshop	4	Nil
MGGM0002	Quality Management	Theory	4	Nil
MGGM0003	Gender Issues in Organisation	Theory	4	Nil

Syllabus

MBDM1202 Operation Research

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
Operation Research	MBDM1202	Theory	2	-Nil-	2-0-0

Unit: I

Forecasting: Forecasting, Simple Correlation, Regression Analysis, Time Series Analysis

Unit: II

Linear programming: Formulation, Graphic method, Simplex method.

Unit: III

Transportation Model: Initial solution-NWCM, LCM, VAM Test for optimality, MODI method

Unit: IV

Assignment Problem: Hungarian Method, Travelling Salesman problem. Game Theory.

Books Recommended:

1. Operation Research - V.K.Kapoor (Text)
2. Business Statistics - J K Sharma (Text)
3. Fundamentals of Statistics - S.C.Gupta
4. Operation Research - S.D.Sharma

MBDM1104 Quantitative Techniques

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
Quantitative Techniques	MBDM1104	Theory	4	-Nil-	3-0-0

Course Objective:

To acquaint the students with different application of quantitative techniques in business decision making.

Course Content:

Unit: I

Nature, Scope and limitations of statistics; uses of statistics to business and industrial activities, Statistical Data – primary and secondary data, Collection of data, Classification and tabulation of data, Diagrammatic and graphic representation of data. Questionnaire –its characteristics and drafting

Unit-II

Data Measure of Central Tendency: Introduction, Meaning of quantitative technique, statistical research , Measures of central tendency (Averages), Arithmetic mean, Weighted Mean, Median, Mode Measures of Dispersion: Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variation

Unit: III

Probability: Basic concepts, Bayesian, Probability Distribution- Binomial, Poisson, Normal Distribution

Unit-IV

Sampling: Introduction, why sampling, sampling methods, Sampling distribution, standard error, type I and II error, Estimation, properties of good estimator, Type of estimation, Confidence limit .Hypothesis: Hypothesis testing, Z-test, t-test, Chi square test, F-test, ANOVA

Books Recommended:

1. Business Statistics - J K Sharma (Text)
2. Statistics for Management - Levin / Rubin
3. Fundamentals of statistics - Elhance
4. Statistical Methods - S.P. Gupta

MGGM2316 Project Management

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
Project Management	MBDM1104	Theory	4	-Nil-	3-0-0

Course Objective:

Project Management is a fast-growing and increasingly ‘professionalised’ discipline with record numbers of practitioners now gaining the PMI certification. As a mainstream skill, critical to business success, and under closer scrutiny for the benefits it delivers, it’s important the students of today – and practitioners of tomorrow – can rely on a comprehensive and contemporary text to support their learning. It takes a decision-making, business-oriented approach to the management of projects, which is reinforced throughout the text with current examples of project management in action. Upon completion of this course, attendees will be able to: Define and describe common project management terminology. Use a step-by-step process to manage projects faster while using fewer resources, Avoid common pitfalls and mistakes in managing projects, Apply the Tricks of the Trade® used by thousands of project managers around the world in the IT, IS, New Product Development, Financial Services, Manufacturing, Pharmaceutical and other industries.

Course Content:

Unit: I

Project Management framework; Introduction to Project Management; Project Life Cycle and Organisation, Project vs. Operational work, Stakeholders, Organisational Influences

Project Management Process for a Project, groups, Initiating, planning, executing, monitoring &controlling and closing process groups.

Project management Knowledge area;

Project Integration Management; Develop project charter, develop project management plan, direct and manage project execution, monitor and control project work, perform integrated change control, close project or phase.

Unit: II

Project Scope Management; collect requirements, define scope, create WBS, verify scope, control scope

Project Time Management; Define activities, sequence activities, estimate, develop and schedule

Unit: III

Project Cost Management; Estimate costs, determine budget, control costs

Project Quality Management; Plan quality, perform quality assurance, perform quality control

Project HR Management; Develop HR plan, acquire project team, develop and manage project team

Unit: IV

Project Communications Management; Identify stakeholders, plan communication, distribute information, manage expectation of stake holders, report performance

Project Risk Management; Plan risks; identify risks, perform quality and quantitative risk analysis, plan risk responses, monitor and control risks

Project Procurement Management; Plan procurements, conduct procurements, administer procurements, close procurements

Books Recommended:

1. Projects: Planning, Analysis, Financing, Implementation & Review, Prasanna Chandra
2. Small and Medium Enterprises in India: IIBF (Know your banking-V)
3. Introduction to Project Finance: An Analytical Perspective, H R Machiraju
2. Project Management, Maylor
3. Project Management : By Jeffery Pinto
4. Project Management, K.Nagarajan
5. A Guide to The Project Management Body of Knowledge (PMBOK® Guide) 4th edition

BBAR1205 MS EXCEL

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
MS EXCEL	BBAR1205	Workshop	4	-Nil-	0-3-0

Course Contents:

Unit 1: Excel Introduction, directright, The Excel Interface, directright, Basic Navigation and Editing,

Unit 2: Getting Going, Orientation & efficiency, Editing, Viewing, Spreadsheet Structure, Cell References, Named Ranges, Basic Macros, Design

Unit 3: Administration, Customising Excel, Housekeeping, Connecting Workbooks
Documentation, Protecting and Sharing, Google Docs, Excel Troubleshooting, Data Handling, Sorting and Filtering, Controlling User Input, - Working with Dates & Times

Unit 4: U- Working with Text, Lookup and Reference, Logical Functions, Data Analysis, Working with Numbers, Summarising Data, PivotTables 1 - Simple Summaries, PivotTables 2 - Manipulating Data,

Unit 5: PowerPivot: Handling Big Data, Formula Auditing, Advanced Macros and VBA, Modelling, Presentation, Cell Formatting, Number Formatting, Conditional Formatting, Graphs and Charts, Page and print setup

DEMG0105 Human Resource Management

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
Human Resource Management	DEMG0105	Theory	2	-Nil-	2-0-0

Course Objective:

- To expose the students to the intricacies of Human Resource Management practices and Human behavior at work.
- To provide theoretical knowledge and practical skills in the area of HRM.
- To expose the students to the legal framework of HRM and its application.
- To stimulate analytical thinking, Problem solving, Communication skills and team orientation among students for meeting the HR requirements.

Course Outcomes

- Student will be able to identify and analyse problems in the field of HRM and be able to provide innovative solutions
- Students will be able to adopt appropriate recruiting methods and assess the validity of selection procedures, and make appropriate staffing decisions.
- The students will be able to outline the methods of staff engagement in organizations.
- The students will be able to develop framework for evaluating training needs, designing a training program, and evaluating training results.
- The students will be able to objectively compare the methods of assessing performance.
- The students will be able to design comprehensive remuneration and benefits for employee retention.
- The student will be able to explain the concept of talent management through career planning.
- The students will be able to understand and explain the alignment of HR systems with the strategic business objectives of a firm

Course Contents:

Unit 1: The Genesis

The Evolution of the Discipline, Concept and models of HRM, Human Resource Planning

Unit 2:

Job Analysis , Recruitment and Selection, Induction and Orientation, Training and development.

Unit 3:

Performance management, Compensation Management and rewards, Career Planning and Development

Unit 4:

Discipline and Grievances, Employee Separation, Industrial Relation,

Books Recommended:

1. Dessler,G. A framework of Human resource Management.(10th Edition) Pearson.
2. Aswathapa, Human Resource & Personnel management, TMH
3. SubbaRao. Essentials of Human resource Management and Industrial relations; Himalaya Publishing.
4. Rao,T.V.Human resource development. Response books.

MGGM0001 Statistical Programming-R

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
Statistical Programming-R	MGGM0001	workshop	4	-Nil-	0-3-0

[Syllabus to be included]

MGGM0002 Quality Management

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
Quality Management	MGGM0002	Theory	4	-Nil-	3-0-0

[Syllabus to be included]

MGGM0003 Gender Issues in Organisation

Subject	Code	Type of course	Credits	Prerequisite	T-P-Pr (hrs)
Gender Issues in Organisation	MGGM0003	Theory	4	-Nil-	3-0-0

[Syllabus to be included]