**TEACHING PLAN**

**ORGANISATIONAL BEHAVIOUR**

Jan

Introduction – Concept and scope of organizational behavior, historical

development of organizational behavior, emerging trends and hanging profiles

of workforce; Foundations of organizational behavior, challenges of

organizational behavior. doubts

Feb

Foundations of individual behavior; Individual Processes – Personality, values,

attitudes, perception, learning and motivation, emotional intelligence:

meaning, implications. Test

March

Foundations of group behavior; Team Processes– Interpersonal

communication, group dynamics, teams and teamwork, conflict and

negotiation in workplace, power and politics. Test and presentation

April

Organizational processes – organizational structure and design, organizational

culture, organizational change, development and stress management. revision and test.

**HUMAN RESOURCE MANAGEMENT**

Jan

Introduction – nature and scope of human resource management, HRM

objectives and functions, HRM policies, HRM in globally competitive

environment; strategic human resource management, HR outsourcing – BPO,

KPO. test

Feb

Acquiring human resources – human resource planning, job analysis and job

design, employee involvement, flexible work schedule, recruitment, selecting

human resources, placement and induction, right sizing.revision

March

Developing human resources – employee training, training need assessment,

training methods and evaluation, cross-cultural training, designing executive

development programme, techniques of executive development, career

planning and development. Employee retention, Succession planning.doubts and test

April

Enhancing and rewarding performance – establishing the performance

management system, establishing rewards and pay plans, employee benefits,

ensuring a safe and healthy work environment. Balance Scorecard,Competency based HRM. revision and test.

**BUSINESS LAW**

JAN

Law of contract: meaning and essentials of a valid contract; offer and acceptance;

capacity to contract; consent and free consent; consideration; void agreements;

quasi contract; different mode of discharge of contract; remedies for breech of

contract. revision , presentation

FEB

Purpose and meaning of the contract of the guarantee; kinds of guarantees; rights

and obligations of creditors; rights, liabilities and discharge of surety; contract of

indemnity; Definition of bailment and its kinds; duties and rights of a bailer and a

bailey; rights and duties of a pledger and pledgee.test

MARCH

Contract of agency; definition of agent and agency; creation of agency; duties and

rights of agent and principal; principal’s duties towards agents and third parties;

termination of agency; power of attorney.

Law of sale of goods – definition and essential of a contract of sale, conditions and

warrantees, passing of property in goods; performance of contract; right of unpaid

sailor; remedies for breach of contract. test, doubts

APRIL

Negotiable instrument act – Meaning and essential elements of a negotiable

instruments; types of negotiable instrument; holder and holder in due course;

negotiation of negotiable instruments; dishonor of negotiable instruments. Meaning

and scope of information technology act; digital signature; electronic governance;

regulation of certifying authority; digital signature certificates; duties of subscribers;

penalties adjudication and offences.

RTI Act 2005 : Purpose, Right to Information and Obligation of Public Authorities,

Exemption from disclosure of information. revision doubts

**CONSUMER PROTECTION**

JAN

Concept and types of consumer, need for consumer protection; approaches to

consumer protection; consumer buying motives; doctrines of caveat emptor

and caveat venditor; concept of consumer’s sovereignty; basic consumer

rights.test

feb

Measures for consumer protection in India; basic provisions of the Consumer

Protection Act.(CPA)1986; organizational set up for consumer protection

under CPA; procedure of filing a complaint; relief available.test revision

march

Competition Act – Provisions relating to consumer protection; Role of

voluntary consumer organizations; formation and registration of a voluntary

consumer organization, business self-regulation, consumer awareness – role

of media and government. test

april

Recent developments in consumer protection movement; consumer

information and knowledge as means of protection; sources of consumer

information, ethical marketing as an instrument of consumer protection, Role

of Advertising Standard Council of India in consumer protection. doubts revision