

1.1.3 - List of Activities for Courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years

Sr. No.	Name of the Course	Course Code
	MSC	
1	Cloud computing	MSE21905
2	Practical paper based on Software Architecture and Design Pattern, Machine Learning & Web Frameworks	MS32004
	MCOM	
3	Introduction to Behavioural Finance	MCM32004
4	Capital Markets and Financial Services	MCM42001
5	Project Work (Business Administration)	MCM42004
6	Project Work (Accountancy)	MCM42006
	MA ECONOMICS	
7	Research Project	MEC42003
	FYBCOM	
8	Compulsory English	AC#12001
9	Compulsory English	AC#22001
10	Business Mathematics and Statistics	AC12001
11	Business Mathematics and Statistics	AC22001
12	Consumer Protection & Business Ethics	C12006
13	Consumer Protection & Business Ethics	C22006
14	Business Administration	AC12008
15	Business Administration	AC22008
	SYBCOM	
16	Business Administration - I	C31608
17	Business Administration - I	C41608
	TYBCOM	
18	Business Administration - II	C51708
19	Business Administration - II	C61708
20	Marketing - III	C51713
21	Marketing - III	C61713
	FYBA	
22	Comp. English EM	A12001
23	Optional English	A12005
24	Optional English	A22005
	SYBA	
25	Comp English-EM	A31601
26	Comp English-EM	A41602
27	Comp English-MM	A31602
28	Comp English-MM	A41602
29	English-1	A31614
30	English-2	A41614
	TYBA	
31	Comp English EM	A51701
32	Comp English EM	A61701
33	Comp English MM	A51702
34	Comp English MM	A61702
35	Sociology Special-3	A51712
36	English-3	A51715
37	English-4	A61715
38	English -4	A51716
39	English -5	A61716
40	Psychology Special -3	A51718



St. Mira's College for Girls, Pune
(Autonomous-Affiliated to Savitribai Phule Pune University)

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Sr. No.	Name of the Course	Course Code
	FYBSC	
41	Discrete Mathematics	BS12003
42	Principles of Digital Electronics	BS12008
43	Electronics Practical	BSP12012
44	Graph Theory	BS22003
	SYBSC	
45	Mathematics - Numerical Analysis	BS31604
46	Mathematics - Operations Research	BS41604
47	Digital System Design	BS31605
48	PIC Microcontroller Architecture, Interfacing & Programming	BS41605
	TYBSC	
49	Operating Systems	BS61701
50	Object oriented analysis and design	BS51706
51	Advanced database management system	BS61706
52	Lab Course III	BSP61709
	FYBBA	
53	Principles of Management	BB22001
	TYBBA	
54	Entrepreneurship Development	BB51702
55	Specialisation - Finance	BB61706A
56	Specialisation - HR	BB61706B
57	Specialisation - Marketing	BB61706C
	FYBBA(CA)	
58	Business Communication Skills	BC12001
59	Principles of Management	BC12002
60	C Language	BC12003
	SYBBA(CA)	
61	Software Engineering	BC31605
62	Operating System	BC31603
	TYBBA(CA)	
63	Web technology	BC51702
64	Project	BC51706
65	Advanced Web Technology	BC61701
66	Project	BC61706

Jayab

IQAC Co-Ordinator
St. Mira's College for Girls, Pune



G. H. Gidwani

Principal
St. Mira's College for Girls

St. Mira's College for Girls, Pune
(Autonomous-Affiliated to Savitribai Phule Pune University)
BBA(CA)
Subject: Principles of Management
SEMESTER: I
Year (Example: 2020-2021)

1. Unit No.: I_III
2. Employability/Entrepreneurship/Skill development
3. Key Skills and Competencies of a Manager+ Case Study

ST. MIRAS COLLEGE, PUNE

**MANAGEMENT
ASSIGNMENT - 01**

Dr. Manisha Jaiswal
Roll no. 22020

QUALITIES OF A MANAGER

- Physical (health, vigour, and address)
- Mental (ability to understand and learn, judgement, mental vigour, and capability)
- Moral (energy, firmness, initiative, loyalty, tact, and dignity)
- Education (general acquaintance)
- Technical (peculiar to the function being performed)
- Experience (growing from the work)

MANAGERIAL SKILLS

A manager has to perform a number of jobs. It is sometimes said that a manager should have proper skills to perform these jobs.

Technical Skills

A manager must have the necessary technical skills or the ability to work with the numbers, tools, techniques, procedures etc. First the manager has to set up many small managers have to deal with technical aspects of the organization's operations. Technical skills include knowledge of and proficiency in certain specialized tasks in engineering, computers, finance or manufacturing.

Human Skills

It is the ability to work with other people both individually and in a group. Managers with human skills can get best out of the people working with them. They know how to communicate, motivate, lead and inspire subordinates and team. These skills are needed by managers to perform their jobs more effectively than the others.

Conceptual Skills

Conceptual skills are the ability to conceptualize and coordinate various activities. Managers must have the ability to think and to conceptualize about abstract problems. They must be able to see the organization as a whole and the relationship among its various subunits and how they help the organization to achieve its broader purpose. Conceptual skills are highly important for managers. Most of managers have to take decisions in those which are essential for the organization to survive. These skills are important in their making the organization's strategy.

These skills can be depicted in a diagram.

ROLE OF A MANAGER

A role is measured with the list of duties of a manager within an organization. Henry Mintzberg did a detailed study of his duties as a manager at work in the late 1970s.

Role	Description	Illustrative description
A. Interpersonal		
1. Figure head	Symbolic head, subject to perform a number of routine duties of a high-level nature.	Directing visitors, signing legal documents.
2. Leader	Responsible for the activities of subordinates, responsible for setting, training, and motivating them.	Preparing all statements, meeting on subordinates.
3. Liaison	Manages up-downward network of people within and outside the organization to get work done.	Handling mail, keeping contacts with subordinates.
B. Informational		
1. Monitor	Seeks and receives info variety of sources, understands the nature of information, filters it, forwards it through subordinates, keeps an eye on the organization's status.	Handling routine reports and receiving information, acts as a center of information.
2. Disseminator	Transmits information received from subordinates to the organization, disseminates information to subordinates, keeps them informed.	Handling information about routine, looking information and meeting.
3. Spokesperson	Transmits information to outsiders on the organization's plans, policies, actions and results, serves as input on the organization's activities.	Handling business information to outsiders, handling press meeting.
C. Decisional		
1. Entrepreneur	Initiates the organization and its development, the opportunities for change, recognizes changes, taking great change, recognizes change of status, projects in the future.	Handling strategy and team resources to develop new programs.
2. Disturbance Handler	Responsible for restoring order when the organization faces difficulties, recognizes and handles difficulties.	Handling disturbances and restoring normalcy.
3. Resource Allocator	Responsible for the allocation of organizational resources at all levels, where the nature of resources is all organizational, organizational, financial.	Allocating human resources and applying organizational resources for subordinates.
4. Negotiator	Responsible for negotiating the organization's interests in the organization.	Participating in negotiations on behalf of organization.

SKILLS NEEDED AT DIFFERENT MANAGEMENT LEVELS

Fig. 1.10. Skill needs at different management levels.

MR. T. RAO, MANAGER IS MR. SUNDAR PHILLAI

Philai Sundararajan is a business executive. He is the chief executive officer (CEO) of a public limited company in the automobile industry.

He has almost every quality of a manager. He only sees to make people's life easier with the help of technology. He is a hardworking and a very hardworking person. He is described by himself as "the most only one person who is not a manager".

He never calls out of office or his leadership role. He is very communicative, instead of emphasizing on his own. He is very approachable and soft spoken. He has his work speech for himself, sometimes a subtle dominance and often to say please and despite his growing popularity, he believes in keeping a low profile. He is physically fit and reasonably good at sports and he also does good deeds and also helps to maintain the team.

I look up to him as a leader, good manager and a good human being.

Kajal Jaisinghani
Name and Signature of the Subject Teacher:

