

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: June - November 2024

Department : Business Administration
Name of the Faculty : Ms. Arthy Infanta A
Course Title : Performance Management
Course Code : 19BA/MC/PM54
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Jun 19 – 26, 2024 (Day Order 1 - 6)	Unit I Performance Planning 1.1 Performance Planning- Definition, Meaning 1.2 Determining Key Job Responsibilities – Key Result Areas and Key Performance Indicators	Lecture Method with PowerPoint Presentation	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	CA Test and Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.3 Goal Setting and Goal Statement-SMART Objectives	Lecture Method with Powerpoint presentation	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	CA Test and Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	1.4 The Performance – Planning Meeting, Responsibilities of the Employees and Managers	Lecture Method with Powerpoint presentation, Role Play	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	CA Test and Other Component
July 15 – 23, 2024 (Day Order 1 - 6)	Unit II Performance Execution 2.1 Performance Tracking and Performance	Lecture Method with Powerpoint presentation	Rao T V, Performance Management – Towards Organizational Excellence –	CA Test and Other Component

	Motivators 2.2 Performance Execution – Managerial and Employee Responsibilities		Sage Publications 2016	
July 24 – 31, 2024 (Day Order 1 - 6)	2.3 Role of Top Management in Performance Evaluation Process 2.4 Self-Appraisal – Importance and Methods	Lecture Method with Powerpoint presentation	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	CA Test and Other Component
Aug 1 – 5, 2024 (Day Order 1 - 3)	Unit III Performance Assessment 3.1 Performance Appraisal Methods: Straight Ranking, Paired Comparison, Critical Incident, Free Essay, Check List, Behaviorally Anchored Rating Scale, MBO (in Brief)	Lecture Method with Powerpoint Presentation Case Analysis	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	CA Test and Other Component
Aug 6 – 10, 2024	C.A. Test – I			

Aug 12 – 14, 2024 (Day Order 4-6)	3.2 Performance Evaluation Form – Characteristics of an Ideal form, Kinds of Questions 3.3 Rating Scales and Rating Errors	Lecture Method with Powerpoint presentation	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	CA Test and Other Component
Aug 16 – 23, 2024 (Day Order 1-6)	3.4 Bias and Issues in Performance Assessment	Lecture Method with Powerpoint presentation	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	CA Test and Other Component
Aug 27 – Sep 3, 2024 (Day Order 1-6)	Unit IV Performance Review 4.1 Performance Review Discussion (PRD) – Constructive Feedback	Lecture Method with Powerpoint presentation	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	CA Test and Other Component
Sep 4 – 11, 2024 (Day Order 1-6)	4.2 Roles of employee and manager in review process 4.3 Closure of review process	Lecture Method with Powerpoint presentation	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	CA Test and Other Component
Sep 12 - 20, 2024 (Day Order 1- 6)	4.4 Documentation of Appraisal review Unit V Performance Appraisal Report 5.1 Linking Scores to Compensation Planning , Training and Competency Mapping	Lecture Method with Powerpoint presentation	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	CA Test and Other Component
Sep 23 - 26, 2024	(Contd.)	Lecture Method	Rao T V,	CA Test and Other

(Day Order 1-4)	5.1 Linking Scores to Compensation Planning , Training and Competency Mapping	with Powerpoint presentation	Performance Management – Towards Organizational Excellence – Sage Publications 2016	Component
Sep 27 – Oct 3, 2024	C.A. Test – II			
Oct 4 – 5, 2024 (Day 5 & 6)	5.2 Reasons for Failure of Performance Appraisal	Lecture Method with Powerpoint presentation	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	Other Components
Oct 7 - 15, 2024 (Day Order 1 to 6)	5.3 Management training requirements for performance appraisals	Lecture Method with Powerpoint presentation	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	Other Components
Oct 16 - 22, 2024 (Day Order 1 to 6)	(Contd.) 5.3 Management training requirements for performance appraisals	Lecture Method with Powerpoint presentation, Group Discussion	Rao T V, Performance Management – Towards Organizational Excellence – Sage Publications 2016	Class Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION			

Other Components:

- **Participatory Learning Methods** - Role play to be enacted on different organizational scenarios pertaining to performance Management – 25 Marks – 24.07.2024
- **Experiential Learning Methods** - Preparation of the Performance Review – 25 Marks – 11.09.2024.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: June - November 2024

Department : Business Administration
Name/s of the Faculty : Ms. Pushpalatha R
Course Title : Business Taxation
Course Code : 19BA/MC/BT54
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Jun 19 – 26, 2024 (Day Order 1 - 6)	Unit 1 - Introduction 1.1 Taxation – Meaning, Importance, Features and Types of Tax 1.2 Basic Concepts in Income Tax	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.3 Residential Status and Incidence of Tax	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	Unit 2 - Income under the Head Salaries 2.1 Salary – Meaning, Basis of Charge 2.2 Allowances, Perquisites, Other Receipts.	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component
July 15 – 23, 2024 (Day Order 1 - 6)	2.2 Allowances, Perquisites, Other Receipts. 2.3 Treatment of Provident Fund	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component
July 24 – 31, 2024 (Day Order 1 - 6)	2.4 Computation of Taxable Salary	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component

Aug 1 – 5, 2024 (Day Order 1 - 3)	Unit 3 - Income under the Head House property and Profits and Gains from Business and Profession 3.1 House Property - Basis of Charge and Computation of Self-Occupied and Let out House property income	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component
Aug 6 – 10, 2024	C.A. Test – I			
Aug 12 – 14, 2024 (Day Order 4-6)	Contd)., 3.1 House Property - Basis of Charge and Computation of Self-Occupied and Let out House property income	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component
Aug 16 – 23, 2024 (Day Order 1-6)	3.2 Computation of Profits and Gains of Business and Professional Income	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component
Aug 27 – Sep 3, 2024 (Day Order 1-6)	3.3 Capital Gains – Computation of Short Term and Long Term Capital Gains	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component
Sep 4 – 11, 2024 (Day Order 1-6)	Unit 4 - Computation of Taxable Income and Tax Liability 4.1 Income from Other Sources – Casual and General Incomes	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component
Sep 12 - 20, 2024 (Day Order 1- 6)	4.2 Set-off and Carry forward of Losses 4.3 Deductions	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component

Sep 23 - 26, 2024 (Day Order 1-4)	4.4 Computation of Tax Liability	Lecture & Problem Solving	Income Tax Law and Practice - Gaur, V.P. and D.B Narang	C A Test & Other Component
Sep 27 – Oct 3, 2024	C.A. Test – II			
Oct 4 – 5, 2024 (Day 5 & 6)	Unit 5 - Overview of GST 5.1 Basic concepts, Levy and Liability under GST	Lecture	Excise Law Times https://www.taxmanagementindia.com/	Group Discussion & Other Component
Oct 7 - 15, 2024 (Day Order 1 to 6)	Contd., 5.1 Basic concepts, Levy and Liability under GST	Lecture and Presentation	Excise Law Times https://www.taxmanagementindia.com/	Group Discussion & Other Component
Oct 16 - 22, 2024 (Day Order 1 to 6)	5.2 Central GST Act 2017, Integrated GST Act 2017, State GST Act 2017, Union Territory GST Act 2017	Lecture and Presentation	Excise Law Times https://www.taxmanagementindia.com/	Group Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION			

Other Components:

- **Problem solving Method:** Objective Test on Unit I, II & III - 20 Marks on 30.08.2024
- **Participatory Learning Method:** IT Case Analysis – 15 Marks - 17.09.2024
- **Experiential Learning Method:** Model making on GST – 15 Marks - Exhibit on 10.10.2024.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: June - November 2024

Department : Business Administration
Name/s of the faculty : Ms. Yamini M
Course Title : Business Analytics
Course Code : 19BA/MC/BA53
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Jun 19 – 26, 2024 (Day Order 1 - 6)	Unit 1 : Introduction 1.1 Business Analytics – Meaning, Definition and Importance 1.2 Data – Meaning, Organization and Sources of Data	Presentation, Case Analysis	PPTs and reference material as provided Trainer	CA Test and Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.2 Database Management System - Definition, Characteristics, Architecture and Security 1.2 Types of Data Models - Concepts and constraints of RDBMS	Case Analysis, Presentation	PPTs and reference material as provided Trainer	CA Test and Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	Unit 2 : Structured Query Language 2.1 Introduction 2.2 MySql Installer - Download sample Database - Loading Sample Database 2.3 SQL Process, SQL Commands – DDL, DML, DCL, DQL, SQL Constraints	Presentation, Hands on Practical's, Simulation	PPTs and reference material as provided Trainer	CA Test and Other Component

July 15 – 23, 2024 (Day Order 1 - 6)	2.4 Data Integrity, Data Types, SQL Operators, Expressions, 2.5 Querying Database, Retrieving result sets, Sub Queries, 2.6 Syntax for various Clauses of SQL - Functions and Joins, Indexes, Views, Transactions	Presentation, Hands on Practical's, Group Discussion	PPTs and reference material as provided Trainer	CA Test and Other Component
July 24 – 31, 2024 (Day Order 1 - 6)	Unit 3 : Basics of SAS 3.1 Introduction to SAS, Installation of SAS University Edition, 3.2 Prerequisites for data analysis using SAS, SAS Architecture, Data Types, Formats and Informats	Lectures and Hands on Practical's, Case Study , Simulation	PPTs and reference material as provided Trainer	CA Test and Other Component
Aug 1 – 5, 2024 (Day Order 1 - 3)	3.3 SAS coding- Data step and proc step, Libraries 3.4 Importing external data, Reading and Manipulating Data 3.5 Functions - Data Transformations - Conditional Statements	Lectures and Hands on Practical's, Simulation	PPTs and reference material as provided Trainer	CA Test and Other Component
Aug 6 – 10, 2024	C.A. Test – I			
Aug 12 – 14, 2024 (Day Order 4-6)	Unit 4 : Python 4.1 Basics of Python, Installation of Anaconda Navigator,	Presentation, Hands on Practical's , Case Analysis	PPTs and reference material as provided Trainer	CA Test and Other Component
Aug 16 – 23, 2024 (Day Order 1-6)	4.2 Data types – String, Tuples, Set, Lists, Dictionary, Arrays, Spyder	Presentation, Hands on Practical's , Simulation	PPTs and reference material as provided Trainer	CA Test and Other Component

Aug 27 – Sep 3, 2024 (Day Order 1-6)	4.3 Importing and Exporting Files - Data Manipulation 4.4 Descriptive Statistics and Documentation with Jupyter	Presentation, Hands on Practical's , Simulation	PPTs and reference material as provided Trainer	CA Test and Other Component
Sep 4 – 11, 2024 (Day Order 1-6)	Unit 5 : R Programming 5.1 Basics of R - Installation of R studio 5.2 Vectors, Matrices, Data types	Presentation, Hands on Practical's , Simulation	PPTs and reference material as provided Trainer	CA Test and Other Component
Sep 12 - 20, 2024 (Day Order 1- 6)	5.3 Importing files, writing files, Merging Files, Data Manipulation 5.4 Creation and Deletion of New Variables, Sorting of Data	Presentation, Hands on Practical's , Simulation , Case Analysis	PPTs and reference material as provided Trainer	CA Test and Other Component
Sep 23 - 26, 2024 (Day Order 1-4)	5.5 Functions, Graphical Presentation and Descriptive Statistics	Presentation, Hands on Practical's , Simulation	PPTs and reference material as provided Trainer	CA Test and Other Component
Sep 27 – Oct 3, 2024	C.A. Test – II			
Oct 4 – 5, 2024 (Day 5 & 6)	Revision	Practical's	PPTs and reference material as provided Trainer	Discussion
Oct 7 - 15, 2024 (Day Order 1 to 6)	Revision	Practical's	PPTs and reference material as provided Trainer	Discussion
Oct 16 - 22, 2024 (Day Order 1 to 6)	Revision	Practical's	PPTs and reference material as provided Trainer	Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION			

Other Components:

- **Experiential Learning Method** - Unit 1 - Assignments on Introduction to Business Analytics - 26.07.2024 – 25 Marks
- **Problem Solving Method** - Unit 2, 3, 4 and 5 - Online MCQ Test – 12.09.2024 - 25 Marks.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: June - November 2024

Department : Business Administration
Name/s of the Faculty : Dr.Deepa.S
Course Title : Leadership and Team Management
Course Code : 19BA/MC/LT53
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Jun 19 – 26, 2024 (Day Order 1 - 6)	Unit 1 Leadership – Introduction 1.1 Leadership – Meaning, Definition, Attributes and Characteristics of Leader 1.2 Styles and Approaches of Leadership	Lecturing through PowerPoint Presentation	Jan Carmichael, et.al - Leadership and Management Development Chandra Mohan - Leadership and Management	CA Test and Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.3 Types of Leadership and Steps for effective Leadership	Lecturing through PowerPoint Presentation	Jan Carmichael, et.al - Leadership and Management Development Chandra Mohan - Leadership and Management	CA Test and Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	Unit 2 Leadership – Theories and Factors 2.1 Theories of Leadership – Types - Trait Theory, Behavioral and Style Theory, Managerial Grid Model Theory, Functional Theory, Transactional and Transformational Theory	Lecturing through PowerPoint Presentation	Jan Carmichael, et.al - Leadership and Management Development Chandra Mohan - Leadership and Management	CA Test and Other Component
July 15 – 23, 2024 (Day Order 1 - 6)	2.2 Factors Influencing Leadership	Lecturing through PowerPoint Presentation	Bonnie T Yarbrough - Leading groups & Team, Cengage Learning	CA Test and Other Component
July 24 – 31, 2024 (Day Order 1 - 6)	Unit 3 Team – Introduction	Lecturing through	Bonnie T Yarbrough - Leading groups & Team,	CA Test and Other

	3.1 Team – Meaning, Nature and Importance of Team	PowerPoint Presentation	Cengage Learning	Component
Aug 1 – 5, 2024 (Day Order 1 - 3)	3.2 Purpose of Team, Types of Teams 3.3 Models of Team	Lecturing through PowerPoint Presentation	Bonnie T Yarbrough - Leading groups & Team, Cengage Learning	CA Test and Other Component
Aug 6 – 10, 2024	C.A. Test – I			
Aug 12 – 14, 2024 (Day Order 4-6)	3.4 Characteristics of a Good Team	Lecturing through PowerPoint Presentation	Uday Kumar Haldar - Leadership and Team Building	CA Test and Other Component
Aug 16 – 23, 2024 (Day Order 1-6)	Unit 4 Team Development and Team Building 4.1 Team Development – Meaning, Tuckman’s Team Development Model	Lecturing through PowerPoint Presentation	Uday Kumar Haldar - Leadership and Team Building	CA Test and Other Component
Aug 27 – Sep 3, 2024 (Day Order 1-6)	4.2 Team Building – Meaning, Importance and Principles of Team Building	Lecturing through PowerPoint Presentation	Uday Kumar Haldar - Leadership and Team Building	CA Test and Other Component
Sep 4 – 11, 2024 (Day Order 1-6)	4.3 Success Factors in Team Building	Lecturing through PowerPoint Presentation	Uday Kumar Haldar - Leadership and Team Building	CA Test and Other Component
Sep 12 - 20, 2024 (Day Order 1- 6)	4.4 Difference between Team Building and Team Development	Lecturing through PowerPoint Presentation	Uday Kumar Haldar - Leadership and Team Building Jan Carmichael, et.al - Leadership and Management Development	CA Test and Other Component
Sep 23 - 26, 2024 (Day Order 1-4)	Unit 5 Team Management 5.1 Team Management – Meaning and Features of Team Management	Lecturing through PowerPoint Presentation	Uday Kumar Haldar - Leadership and Team Building Jan Carmichael, et.al - Leadership and Management Development	CA Test and Other Component

Sep 27 – Oct 3, 2024	C.A. Test – II			
Oct 4 – 5, 2024 (Day 5 & 6)	5.2 Team Management Skills and Team Management process	Lecturing through PowerPoint Presentation	Chandra Mohan - Leadership and Management	Other Component
Oct 7 - 15, 2024 (Day Order 1 to 6)	5.3 Leadership Roles in Team Management	Lecturing through PowerPoint Presentation	Chandra Mohan - Leadership and Management	Discussion
Oct 16 - 22, 2024 (Day Order 1 to 6)	5.4 Responsibilities of Team Leader	Lecturing through PowerPoint Presentation	Chandra Mohan - Leadership and Management	Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION			

Other Components:

- **Problem Solving Method** - Quiz on Case laws from Unit 1 and Unit 2 on 19.07.2024 - 15 Marks
- **Experiential Learning Method** – Choose a leader and describe how he has demonstrated his traits and resolved Conflict resolution, adjusting to change, problem-solving, spearheading innovation from 28.08.2024 - 15 Marks
- **Participatory Learning Method** - Role Play to be done from any of the topics from Unit 3 to 5 on 25.09.2024 - 20 Marks.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: June - November 2024

Department : Business Administration
Name/s of the Faculty : Dr. Renuka Devi.S.V
Course Title : Compensation Management
Course Code : 19ID/IC/CM55
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Jun 19 – 26, 2024 (Day Order 1 - 6)	Unit 1 - Wage and Salary Administration 1.1 Concept of Wages and Salary, Theories of Wage 1.2 Types of wages, Components of wages	Lecture with PPT	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test and Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.3 Factors determining wages, Principles of wage administration	Lecture with PPT	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test and Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	Unit 2 - Wage Legislations 2.1 Principles of Equal Pay for Equal work	Lecture with PPT	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test and Other Component
July 15 – 23, 2024 (Day Order 1 - 6)	2.2 Job Evaluation – Definition, Objectives	Lecture with PPT	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test and Other Component

July 24 – 31, 2024 (Day Order 1 - 6)	2.3 Methods, Classification, Factor Comparison Method and Point Method of Job Evaluation	Lecture with PPT	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test and Other Component
Aug 1 – 5, 2024 (Day Order 1 - 3)	Unit 3 - Compensation Classification 3.1 Types - Incentives, Fringe Benefits	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test and Other Component
Aug 6 – 10, 2024	C.A. Test – I			
Aug 12 – 14, 2024 (Day Order 4-6)	3.2 Strategic Compensation Planning	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test and Other Component
Aug 16 – 23, 2024 (Day Order 1-6)	3.3 Determining Compensation	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test and Other Component
Aug 27 – Sep 3, 2024 (Day Order 1-6)	Unit 4 - Wage Structure 4.1 Wage Fixation – Flat Rate, Merit Rate, Wage survey	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test and Other Component
Sep 4 – 11, 2024 (Day Order 1-6)	4.2 Wage Payment – Wage Payment Policies – Wage Payment Systems – Wage Incentive Plans, Blue Collar Employees, White Collar Employees.	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test and Other Component

Sep 12 - 20, 2024 (Day Order 1- 6)	Unit 5 - Workmen's Compensation Act, 1923 5.1 Object, Scope and Coverage of the Act	Lecture with PPT	Kapoor .N.D. Elements of Industrial law , Sultan Chand and Sons ,New Delhi	CA Test and Other Component
Sep 23 - 26, 2024 (Day Order 1-4)	5.2 Definitions – Dependent, Employer, Partial Disablement.	Lecture with PPT	Kapoor .N.D. Elements of Industrial law , Sultan Chand and Sons ,New Delhi	CA Test and Other Component
Sep 27 – Oct 3, 2024	C.A. Test – II			
Oct 4 – 5, 2024 (Day 5 & 6)	5.2 Total Disablement, Workmen Injury Accident	Lecture with PPT	Kapoor .N.D. Elements of Industrial law , Sultan Chand and Sons ,New Delhi	Discussion
Oct 7 - 15, 2024 (Day Order 1 to 6)	5.3 Rules Regarding Employees Compensation	Lecture with PPT	Kapoor .N.D. Elements of Industrial law , Sultan Chand and Sons ,New Delhi	Discussion
Oct 16 - 22, 2024 (Day Order 1 to 6)	5.4 Amount and Distributions of Compensation, Notice and Claim	Lecture with PPT	Kapoor .N.D. Elements of Industrial law , Sultan Chand and Sons ,New Delhi	Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION			

Other Components:

- **Experiential Learning Methods** – Group Presentation on Pay commission –From 17.07.2024 - 10 Marks
- **Problem Solving Methods** - Objective type test on unit 1, 2 & 3 - 01.08.2024 - 25 marks
- **Participatory Learning Methods** - To design a structured compensation package plan for executive positions in different types of organisations – 04.09.2024 – 15 Marks.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: June - November 2024

Department : Business Administration
Name/s of the Faculty : Ms. Pushpalatha R
Course Title : Corporate Etiquette
Course Code : 19BA/GE/CE22
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Jun 19 – 26, 2024 (Day Order 1 - 6)	Unit 1- Etiquette at Workplace 1.1 Corporate Etiquette – Meaning, Need, Essentials of Corporate Etiquette	Lecture and Presentation	Corporate Communication by Paul. A. Argenti	CA Test and Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.2 Classifications of Corporate Etiquette – Clothing Etiquette, Email Etiquette, Telephone and Meeting Etiquette and their do's and dont's	Lecture and Presentation	Corporate Communication by Paul. A. Argenti	CA Test and Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	1.2 Classifications of Corporate Etiquette – Clothing Etiquette, Email Etiquette, Telephone and Meeting Etiquette and their do's and dont's	Lecture and Presentation	Corporate Communication by Paul. A. Argenti	CA Test and Other Component
July 15 – 23, 2024 (Day Order 1 - 6)	1.3 Desktop Etiquette - Codes of Conduct required at the Workstation	Lecture and Discussion	Corporate Communication by Paul. A. Argenti	CA Test and Other Component
July 24 – 31, 2024 (Day Order 1 - 6)	Unit 2 - Communication skills 2.1 Principles, Forms and Process of Communication	Lecture and Presentation	Basic Business Communication by Lesikar and Flatley, Mcgraw-Hill	CA Test and Other Component
Aug 1 – 5, 2024 (Day Order 1 - 3)	2.2 Types of Communication Barriers	Lecture and Presentation	Basic Business Communication by Lesikar and Flatley, Mcgraw-Hill	CA Test and Other Component

Aug 6 – 10, 2024	C.A. Test – I			
Aug 12 – 14, 2024 (Day Order 4-6)	2.3 Communication gaps	Lecture and Presentation	Basic Business Communication by Lesikar and Flatley, Mcgraw-Hill	CA Test and Other Component
Aug 16 – 23, 2024 (Day Order 1-6)	2.4 Tips to improve the communication skills	Lecture and Presentation	Basic Business Communication by Lesikar and Flatley, Mcgraw-Hill	CA Test and Other Component
Aug 27 – Sep 3, 2024 (Day Order 1-6)	(contd) 2.4 Tips to improve the communication skills Unit 3 - Interview Etiquette and Emotional Intelligence 3.1 Types of Interview, Codes of Conduct for Interview	Lecture and Presentation	Basic Business Communication by Lesikar and Flatley, Mcgraw-Hill	CA Test and Other Component
Sep 4 – 11, 2024 (Day Order 1-6)	3.1 Types of Interview, Codes of Conduct for Interview	Lecture and Presentation	Basic Business Communication by Lesikar and Flatley, Mcgraw-Hill	CA Test and Other Component
Sep 12 - 20, 2024 (Day Order 1- 6)	3.2 Preparation of Resume, Preparation for Group Discussion	Lecture and Discussion	Basic Business Communication by Lesikar and Flatley, Mcgraw-Hill	CA Test and Other Component
Sep 23 - 26, 2024 (Day Order 1-4)	3.3 Emotional Intelligence – Meaning, Tips to enhance interpersonal relationship at Workplace	Lecture and Presentation	https://positivepsychology.com/emotional-intelligence-eq/	CA Test and Other Component
Sep 27 – Oct 3, 2024	C.A. Test – II			

Oct 4 – 5, 2024 (Day 5 & 6)	3.3 Emotional Intelligence – Meaning, Tips to enhance interpersonal relationship at Workplace	Lecture and Presentation	https://positivepsychology.com/emotional-intelligence-eq/	Other Component
Oct 7 - 15, 2024 (Day Order 1 to 6)	3.4 Significance of interpersonal relationships in professional life	Lecture and Discussion	https://positivepsychology.com/emotional-intelligence-eq/ Sage Journals	Group Discussion
Oct 16 - 22, 2024 (Day Order 1 to 6)	Case Analysis	Lecture and Discussion	Sage Journals	Group Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION			

Other Component:

- **Participatory & Experiential Learning Methods:** Role Play exhibiting Etiquette in corporate office – 25 Marks - 15.07.24 onwards.

