

Name of College: S. R. Luthra Institute of Management								
Faculty	Management			Program	Master of Business Administration (M.B.A.)			
Year	II			Version	1.0			
Semester	3			Effective From	June 2024			
Course Code	MGMB10300	Course Name	Social Skills (SS)					
Teaching Scheme				Examination Scheme				
Credits	Lecture (L)	Tutorial (T)	Practical (P)	ME	CE	SE	V	Total
0	0	0	0	0	0	50	---	50

Course Outcomes:

CO1	Develop skills and qualities required in a candidate to effectively pass through the group discussion.
CO2	Explain capabilities and aptitude to successfully clear personal interview.
CO3	Discuss ways to balance at work and home by improving time management, goal setting and managing stress.

Mapping Course Outcomes to Program Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6
CO1	2	1	-	-	3	1
CO2	2	2	-	-	1	1
CO3	1	-	2	1	3	1



Sr. No	Module	Description	CO	Marks	Hours
1	I	Group Discussion <ul style="list-style-type: none"> ● Meaning, what is evaluated in GD ● Roles performed by candidates in GD ● Do's and Don'ts in GD ● Effective use of body language in GD 	1	20	8
2	II	Interview Skill <ul style="list-style-type: none"> ● Meaning, purpose and what is evaluated ● Things to be taken care before interview ● Things to be taken care during interview ● Things to be taken care after interview ● Dos and Don'ts while facing interview 	2	15	6
3	III	Work Life Balance <ul style="list-style-type: none"> ● Self-Reflection & Goal Setting ● Time Management ● Stress Management ● Work Life Balance 	3	15	6

REFERENCES:

Books:	
1.	Hundiwala, S. (2019). <i>A complete kit for group discussion</i> . Arihant Publications.
2.	Desarda, S. (2014). <i>Master The Group Discussion & Personal Interview</i> . Notion Press.
3.	Jain, T. (2019). <i>Facing Group Discussion and Interviews: Selection Through Planned Efforts</i> .
4.	Hundiwala, S. (2012). <i>Facing the corporate Interviews</i> . Arihant Publications.
5.	Jones, F., Burke, R. J., & Minah Vestman. (2013). <i>Work-Life Balance: a Psychological Perspective</i> . Taylor and Francis.
6.	Pandey, S., & Pestonjee, D. M. (2013). <i>Stress and Work</i> . SAGE Publishing India.
Newspapers / Magazines / Journals:	
1.	Harvard Business Review
2.	People Matters