

Syllabus for Soft Skill Courses

B.Com -Semester – II

S S 102 A: Leadership Development

NO	TOPICS
UNIT- I	Concept of leadership
UNIT-II	Theories of leadership
UNIT-III	Leadership styles of Indian managers.
UNIT-IV	Leadership ethics
UNIT-V	Leadership Development Leadership Developmental Mechanisms Flowchart of Leadership Development

Reference book:

Unit No I, II, III, & IV from “Leadership and management” By A Chandramohan, Himalaya Publishing House.

Unit No V From “Leadership and Team Building”By Uday kumar Haldar, Oxford University, New Delhi .

SS 102 B: TEAM BUILDING TRAINING:

UNIT	TOPIC
UNIT 1	Group dynamics
	Group Definition
	Need of forming group
	Characteristics of a group
	Difference between formal and Informal Group
Unit 2	1) Group Theories
	Proximity Theory
	Activity Theory
	Exchange / Benefit Theory
	Balance Theory
2)	Group Development Stages
3)	Sociometry and Group Decision Making
Unit 3	Group Norms
	Group Roles
	Group Cohesion
Unit 4	Group Think
	Difference between Group and Team
	Team Building Design and Development
	Chrematistics of Different types of team
	Ginnetts Teams model
	Team Effectiveness

Reference Book : Team Building and Leadership - Unit V

Dr. D.K Tripathi Himalaya Publishing House

SS 102 C: ANALYSIS OF ACCOUNTING STATEMENTS

Objective: To show application of different tools to analyze accounting statements.

UNIT-I **Meaning, characteristics, components and importance of financial statements, Users of financial statements.**

UNIT-II **Meaning, objectives and methods of financial statement analysis.
Methods: Ratio Analysis, Common size statements to be used.**

UNIT-III **Types of financial statements: Profit & Loss Account, Balance Sheet (New format also to be explained)**

UNIT-IV **Analysis of P & L Account and Balance Sheet to be undertaken by using following tools:
Ratio Analysis and Common size statements.**

Profitability ratios: Gross profit ratio, Net profit ratio, Return on capital employed, Return on equity shareholders funds ratio.

Liquidity ratio: (Short term solvency ratio) Current ratio, Liquid ratio

Solvency ratio: Total debt to total assets ratio, Total debt to total equity ratio

Efficiency ratio: Receivable turnover ratio, Inventory turnover ratio, Total assets turnover ratio.

Different methods of calculation to be covered i.e. Ratio in the form of %, in the form of times, in the form of proportion etc.

Note: **(1) The concept of profitability, liquidity, solvency and efficiency to be explained to the students.**

(2) The logic of formation of formula to be explained i.e. the rational of selection of two given variables of the concern ratio to be explained.

(3) The practice of computation of ratios to be undertaken and sufficient numbers of illustrations of ratio should be solved and explained by the teachers. In the same manner at least two illustrations of common size statements should be prepared and explained by the teacher.

(4) For analysis purpose computed ratios (of all aspects) should be given with data of more than one year. In the same manner prepared (ready) common size statements of P& L Account and Balance sheet to be given of more than one year.

Through this analysis trend of respective ratio and aspect should be analyzed and explained i.e. whether respective aspect of company's health is showing healthy or unhealthy trend.

References:

Financial Management- Theory & Practice, By Prasanna Chandra,Tata McGraw Hill Publishing Company Limited.

SS 102 D: SPORTS & PRACTICE

- Unit - 1** **Meaning, Aim & Objectives of Physical Education**
Meaning of Sports, Significance of Play for a Child
- Unit – 2** **Physical Fitness**
Meaning of Physical Fitness. Components of Physical Fitness Aahpered
Physical Fitness Test
- Unit - 3** **Health**
Meaning, W.H.O. Definition Dimension of Health (Physical Dimension,
Mental Dimension, Social Dimension)
- Unit - 4** **Olympic & Asian Games**
Introduction, Historical Back Ground, Aims of Olympic Games.
Opening and Closing Ceremony.
Asian Games
- Introduction, Historical Back Ground, Aims of Asian Games. India in Olympic &**
Asian Games.

SS 102 E: INDIAN COSTITUTION-II

UNIT	TOPIC
Unit 1	Local Governments
Unit 2	Constitution as a Living Document
Unit 3	The Philosophy of the Constitution
Unit 4	Miscellaneous Provisions in Indian Constitution

**Reference - Unit 1, 2 & 3 from NCERT book - STD 11
Unit - 4 Indian's Constitution Part - VII,
Author M.V. Pylee, Pubisher: S. Chand**