Lok Jagruti Kendra University
University with a Difference

Diploma
in
Gaming & Animation

Course Code:025110406

Management Skills

Programme/ Branch Name		Diploma in Gaming & Animation			
Course Name	Management Skills			**Course Code**	025110406
Course Type	HSSC	BSC	ESC	PCC	OEC	PEC

Legends: HSSC: Humanities and Social Sciences Courses   BSC: Basic Science Courses
ESC: Engineering Science Courses   PCC: Program Core Courses
OEC: Open Elective Courses   PEC: Program Elective Courses

1. Teaching And Examination Scheme

Teaching Hours / Week / Credits				Evaluation Scheme			
L	**T**	**P**	**Total Credit**	**CCE**	**SEE (Th)**	**SEE (Pr)**	**TOTAL**
0	0	2	1	50	-	50	100

Legends:

L: Lectures   T: Tutorial   P: Practical
CCE: Continuous & Comprehensive Evaluation
SEE (Th):   Semester End Evaluation (Theory)
SEE (Pr):   Semester End Evaluation (Practical)

2. Prerequisite
✓ English
✓ Professional Practices
✓ Social & Cultural Values

3. Rationale
To transform the student mindset into the professional mindset certain skills are essential. The Management skills focus on such aspects through which abilities of an individual can be developed to achieve professional & personal goals.

4. Objectives
✓ To understand the significance of Leadership.
✓ To enable the students to understand the significance of core Management Skills.
✓ To acquire Management Skills to enhance the performance and quality of professionals in human resource management
✓ To expose students to the different concepts, theories and practices of conflicts and Conflict management.
✓ To impart conflict management skills and techniques to effectively manage conflicts at the work place and community.

5. Contents

Unit No.	Topics	Sub-Topics	Learning Outcome	% Weightage	Hours
1	**Leadership Skills**	1.1. Introduction 1.2. Definitions 1.3. Need for Leadership 1.4. Classification of Leadership 1.5. Functions & Responsibilities 1.6. Factors for achieving Effective Leadership 1.7. Manager as a Leader	• To develop leadership qualities • To learn different aspects for effective leadership	25	6
2	**Decision Making & Problem Solving**	2.1. Need for Decision 2.2. Factors affecting the Decision Making 2.3. Steps & Stages in Decision Making 2.4. Concept of Problem Solving 2.5. Steps & Stages in Problem Solving 2.6. Creative Problem Solving	• To Develop thinking & decision making skills • To develop the ability to solve the problems creatively	20	6

3	**Conflict Management & Stress Management**	3.1. Concept of Conflict
		    3.1.1 Definition
		    3.1.2 Meaning
		3.2. Level & Types of Conflict
		3.3. Causes of Conflicts
		3.4. Techniques for Conflict Management
		3.5. Methods of Conflict Resolution
		3.6. Concept of Stress
		    3.6.1 Definition
		    3.6.2 Meaning
		3.7. Causes of Stress
		3.8. Methods to Eliminate/ Manage the Stress
			• To understand the concept, source & impact of conflict
			• To understand the different approaches & methods conflict management & resolution
			• To Identify the causes of Stress
			• To develop the ability to manage stress
				20	6

4	**Organization Management**	4.1. Definition of Management 4.2. Characteristics of Management 4.3. Functions of Management 4.4. Definition of Organization 4.5. Characteristics of Organization 4.6. Organizational Structure & Level of Management	• To understand the Management & Organization Structure	20	4
5	**Case Study**	5.1. Case Study- 1 5.2. Case Study- 2	• Learn the ability to plan, implement & analyzed different Management	15	2

			Skills through Case Study		
				Total Hours	**24**

6. Reference Books

1) Personality Development and Soft Skills by Barun Mitra, Oxford University Press
2) Interpersonal Effectiveness and Self Actualization by D.W. Johnson, Allyn and Bacon
3) Life Skills & Personality Development by Maithry Shinde, Cambridge University Press
4) Industrial Management & Entrepreneurship Development by A.P. Verma, Katsons Books
5) Conflict Resolution: Theory, Research & Practice by James Schellenburg, State University of New York Press
6) Interpersonal Conflicts at work by Robert J Edelmann, Hyderabad University Press