

## B.VOC. in BFSI

The details of experiential learning are described in this document. Kindly refer to the respective pages as shown in the tables below for the courses offered in various academic sessions.

### Year 2018-19

<b>Course Title</b>	<b>Year of Offering</b>	<b>Students Name</b>	<b>Page no</b>
Organizational Behavior	2019	All Students of 2nd Semester	02
Fundamentals of Management	2019	All Students of 2nd Semester	02
Business Communication and Soft Skills	2018	All Students of 1st Semester	02

**Organizational Behavior (BFSI-204):** Organizations are not buildings or pieces of machinery. Organizations are, indeed, people who interact to accomplish shared objectives. The study of organizational behavior (OB) and its affiliated subjects helps us **understand what people think, feel and do in organizational settings. For managers and, realistically, all employees, this knowledge helps predict, understand and control organizational events.**

Though there is still considerable debate as to the components or topics of the area of OB, there appears to be general accord that OB includes the core topics of Organizational behavior is a field of study that investigates the impact that individuals, groups and structure have on behavior within organizations for the purpose of applying such knowledge towards improving an organization's effectiveness. Though there is still considerable debate as to the components or topics of the area of OB, there appears to be general accord that OB includes the core topics of Managing Individual Behavior: Personality; Perception and Attribution; Values and Attitudes; Emotions & Emotional Intelligence, Learning, Decision Making, Leadership, Managing Group and Teams. Conflict Management and Stress Management.

**Fundamentals of Management (BFSI-206):** Management is essential to any organization that wishes to be efficient and achieve its aims. Without someone in a position of authority there would be organizational anarchy with no structure and very little, if any focus. It has been said that management has four basic functions – planning, organizing, leading and controlling. Fundamentals of Management offers the students to have a detailed view of Management, nature, importance & Functions, Management as Art, Science & Profession- Management as social System. Planning, Organizing, Staffing, Staffing, Directing and controlling having a clear management structure in place is vital for any successful organization. Efficient and well intentioned management sets the tone for the rest of the staff. **It is common for the attitude approach of managers to filter through the entire organization, so having managers working in an exemplary way is an excellent example for employees and FOM helps students to develop such attitude.**

**Business Communication and Soft Skills (BFSI-103):** Business communication is exchanging information in order to promote an organization's goals, objectives, aims, and activities, as well as increase profits within the company. Business Communication is goal oriented. The rules, regulations and policies of a company have to be communicated to people within and outside the organization. Business Communication is regulated by certain rules and norms. In early times, business communication was limited to paper-work, telephone calls etc. But now with advent of technology, we have cell phones, video conferencing, emails, and satellite communication to support business communication. Through Case studies of very famous business organizations, the experiential learning aspect of the teaching practices is inculcated amongst the students. **By analyzing cases of well renowned organizations such as Apple students can critically analyze that effective business communication helps in building goodwill of an organization. Business communication skills are critical to the success of any organization despite its size, geographical location, and its mission. Business communication is interlinked with internal culture and external image of any organization.** So it is the determining factor to communication inside the organization. Good Business communication practices assist the organization in achieving its goal of informing, persuading, favorable relationship, and organizational goodwill.