



Gyanmanjari
Innovative University

Course Syllabus
Gyanmanjari Institute of Management Studies
Semester-1 (BBA)

Subject: Leadership & Team Management - BBAXX11202

Type of course: Skill Enhancement Courses (SEC)

Prerequisite:

Any student who has studied and passed 12th Standard Examination in Science or General stream with English as one of the subjects from any recognized Board can join BBA Program.

Rationale:

Leadership and team management involve making informed and timely decisions. Leadership and team management skills are crucial for handling conflicts constructively. Leaders who are skilled in conflict resolution can turn disagreements into opportunities for growth and learning. In today's rapidly changing business landscape, leadership and team management skills are vital for navigating uncertainty and leading the organization through change. Leadership and team management skills are crucial for creating inclusive environments where diverse perspectives are valued, leading to better decision-making and problem-solving.

Teaching and Examination Scheme:

| Teaching Scheme | | | Credits | Examination Marks | | | Total Marks |
|-----------------|---|---|---------|-------------------|-----|-----|-------------|
| CI | T | P | | C | SEE | CCE | |
| | | | MSE | | | ALA | |
| 2 | 0 | 0 | 2 | 50 | 20 | 30 | 100 |

Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; SEE - Semester End Evaluation; MSE- Mid Semester Examination; V – Viva; CCE-Continuous and Comprehensive Evaluation; ALA- Active Learning Activities.

2 Credits * 25 Marks = 50 Marks (each credit carries 25 Marks)

SEE 50 Marks will be converted in to 25 Marks

CCE 50 Marks will be converted in to 25 Marks

It is compulsory to pass in each individual component.



Continuous Assessment:

(For each activity maximum-minimum range is 10 to 5 marks)

| Sr.No | Active Learning Activities | Marks |
|-------|---|-------|
| 1 | Quiz MCQ Test will be conducted on Moodle (10 MCQs from each module). | 10 |
| 2 | Attendance | 10 |
| 3 | Student's Preference | 10 |
| Total | | 30 |

Course Content:

| Sr. No | Course content | Hrs | % Weightage |
|--------|--|-----|-------------|
| 1 | Introduction Features <ul style="list-style-type: none"> • Definition and meaning • Importance of leadership • Role of leader • Leader vs. Manager • Essential qualities of an effective leader | 7 | 25 |
| 2 | Leadership Behavior <ul style="list-style-type: none"> • Styles of leaders (Autocratic, Bureaucratic, Charismatic, Democratic, Laissez-faire, Servant, Situational) • Leadership skills • Leadership traits • Five P's of leadership (Levels of leadership) | 8 | 25 |
| 3 | Introduction of Team <ul style="list-style-type: none"> • Meaning, Characteristics • Need of team in organization • Team Process • Group VS. Team • Phases of team development • Types of team | 7 | 25 |
| 4 | Team and its conflicts <ul style="list-style-type: none"> • Causes of conflicts • Managing team conflicts • Decision making (Process & Barriers of decision making) • Problem Solving (Steps) • Team Leader and their challenges | 8 | 25 |



Suggested Specification table with Marks (Theory):100

| Distribution of Theory Marks (Revised Bloom’s Taxonomy) | | | | | | |
|--|-----------------|-------------------|-----------------|-------------|--------------|------------|
| Level | Remembrance (R) | Understanding (U) | Application (A) | Analyze (N) | Evaluate (E) | Create (C) |
| Weightage | 10% | 30% | 30% | 20% | 10% | - |

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcome:

| | |
|---|--|
| After learning the course the students should be able to: | |
| CO1 | Understand how to develop leadership qualities. |
| CO2 | Understanding how to lead during times of crisis, uncertainty, and adversity. |
| CO3 | Students should gain a comprehensive understanding of various leadership theories and models, including trait theory, behavioral theory, contingency theory, transformational leadership, etc. |
| CO4 | Understanding the challenges of managing change within a team and learning strategies to navigate change successfully. |
| CO5 | Learning techniques to identify and address conflicts within the team and to collaboratively solve problems. |

Instructional Method:

The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory

The internal evaluation will be done on the basis of Active Learning Assignment

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in laboratory.

Reference Books:

[1] *Leadership*, By Saxena, Sanjay, Awasthi, Purnima, ISBN : 9788120339293, PHI India
 [2] *Managerial Leadership In Multicultural Organisations*, By Ramakrishnan, Kunneth, ISBN: 9788120347229, PHI India

