OBJECTIVES

- To acquaint students with the theory and practice of the process of organizational development, and to develop the skills in organizational effectiveness, change and climate.

CONTENTS

- Organizational Development: Concepts, Scope, Historical Perspectives, Characteristics, OD process.


- OD in Indian Industry

- Organizational Effectiveness - Concept, Factors, Goals, Functional and System Research Approach. Maximization vs Optimization of Effectiveness. Organizational and Managerial Effectiveness. Effectiveness through Adaptive Coping Cycle


- Organizational Climate Concepts. Factors Affecting Organizational climate, Measurement of Organizational Climate.

Suggested Reading
Warren G B Organizational Development
<table>
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<tr>
<th>Authors</th>
<th>Organizational Development</th>
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<tbody>
<tr>
<td>Robert L K</td>
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<tr>
<td>Richard J Selfridge &amp; Stanley L Sokolik</td>
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<td>Beekhar R</td>
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<td>Newton Morgulhes &amp; Rai A P</td>
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<td>Abad Ahammad</td>
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<td>Rensis R L</td>
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<td>John P C</td>
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<td>Keith Davis</td>
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<td>Warren G B</td>
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<td>French &amp; Bell</td>
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**NOTE:** One case study to be given in the paper.

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**COMENSATIONAL PLANNING**

MBA (PM) 302

**OBJECTIVES**

- To provide understanding of management compensation and wage and salary administration in corporate sector and public service.
- To impart skills in formulating compensation policy and systems based on principles of equity and efficiency.

**CONTENTS**

- Employee Compensation: Definition and Objectives, Types, Factors Affecting Employees Compensation, Employee

Wage Administration: Need for a Rational Wage Policy, Components of Industrial Pay Structure, Methods of Payment and Incentive Plans, Methods of Wage Fixation.

Salary Administration: Aims of Salary Administration, Principles of Salary Formulation, Components of Salary Administration, Salary Structure, Salary Progression, Salary Administration Procedure and other Allowances, Employee’s Stock Option Plan (ESOP), Pay for performance system

Fringe Benefits: Concept, Philosophy, Principles, Classification, Necessity and Importance of Fringe Benefits In India, Economic Justification, Fringe Benefits & Recent Job satisfaction trends in Fringe Benefits in Indian Industries, Social significance of fringe benefits

Job Evaluation: Concept, Scope, Limitations, Methods of Job Evaluation

Job Pricing Techniques: Pricing of Managerial Jobs

Suggested Reading

- Flippo Edwin B: Principles of Personnel Management
- Scott W E, Clotheir: Personnel Management
- R C & Spriegl W R: Principles of Industrial Organization
- Kimball D D & Kimball J: Personnel Management & Industrial Relations
- Yoder Dale: Personnel Management & Industrial Relations
- De cenzo & Robbins: Personnel/Human Resource Management
- Wether & Davis: Personnel Management & Human Resource
- Mamoria C B: Personnel Management

NOTE : One case study is to be given in the paper.
OBJECTIVE

To prepare the student for the role of future manager of training system in an organization.

CONTENTS

- Training need Identification Concepts of Learning, Training, Education, Development, Importance of Training & Development in the Organization
- Setting of Training and Development Objectives
- Planning, Designing Training Programmes
- Organization of a Training Department
- Training Methodology
- The Manager as a Trainer, Developing Effective Trainer, Qualities of an Effective Trainers
- Evolution of Training Programmes
- Finding the Effectiveness of Training
- Training and Development Activities in Indian organizations, Multi Skilling, Cross Functional Training, Cross-Cultural Training

Suggested Reading

Craig L R
Taylor & Lippitt
Dugan L

Training & Development Handbook
Management Development & Training Handbook
Approaches to Training & Development
Lynton & Pareek
Chaudhary D P
Virmani & Seth

ISTD
ILO
Kalyani

Training for Development
Training Methodology & Management
Evaluating Management Training & Development
Training & Development
Diagnosing Management Training & Development Needs
Training for Development

NOTE: One case study is to be given in the paper

INDUSTRIAL LAWS

MBA (PM) 304

Max Marks 100
Internal 30
External 70
Time 3 Hrs

OBJECTIVES
To impart the knowledge of the contents of laws relating to service and working conditions and labour welfare
To enable the student to impart and apply these laws

CONTENTS
- Payment of Bonus Act 1965
- Employees' Provident Fund and Miscellaneous Provisions Act 1952
- Equal Remuneration Act 1976
- Employment Exchange (Compulsory Notification of Vacancies) Act 1959
- Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1976
- Motor Transport Workers' Act 1961

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Suggested Reading
Kapoor N D Industrial Law
Malik P L Industrial Law
Sethi K L Indian labour Legislation
Chakraborti B K Labour Laws in India
Misra S N Labour & Industrial Laws
Barc Acts & Journals

FUNCTIONAL MANAGEMENT

MBA (PM) 305

Max Marks 100
Internal 30
External 70
Time 3 Hrs

OBJECTIVES
To develop an understanding of the concepts and techniques used in Operations/ Finance/ Marketing/ Corporate Management
To study inter – relationship among the various functions of management

CONTENTS
Corporate Management: Company – Definition and Types, Formation of a Company, Memorandum of Association, Article of Association, Prospectus, Share Capital and Types of Shares, Debentures.

Suggested Reading:
- Kotler P
- Khan & Jain
- Levin
- Van H
- Singh Avtar
- Davar R S
- Pandey I M
- Jain & Agarwal
- Shukla & Gulshan
- Shortlekor & Shortlekor: Modern Business & Management
- Marketing Management
- Financial Management
- Production-Operation Management
- Fundamentals of Financial Management
- Company Law
- Modern Marketing Management
- Financial Management
- Production Management
- Principles of Company Law

HUMAN RESOURCE PLANNING AND ACCOUNTING

Max Marks 100
Internal 30
External 70
Time 3 Hrs

OBJECTIVES
- To develop the analytical ability for understanding the implication of change in the manpower situation of a company and of the availability of Human Resource within the organization and outside so as to advice and assist the authority concerned in their human Resource Planning & Development activities.
To enable the students to acquire the knowledge and skills necessary for preparing the manpower plan of a business enterprise or to understand such a plan drawn up by the HRP cell of the company.

CONTENTS

- Human Resource Planning: Concepts and Significance
- Macro & Micro Level scenario of Human Resource Plan,
- Human Resource Planning Techniques and formulation of human resource Plan under the following situations:
  (a) A Running Company with no major expansion plan
  (b) A Running Company with Major Plan for expansion, Modernization and diversification
  (c) A new Company about to be set up
- Human Resource Information System, Exit policy and practice
- Human Resource Accounting – Concept and Evolution
- Human capital – Meaning, Objectives, Nature
- Human Resource as an Asset
- Valuation of Human Resource
- Methods of Human Resource Accounting
- Human Resource Accounting Models
- Discloser of Human Resource in the Financial Statements
- Human Resource Accounting in India

Suggested Reading

Agarwal D V : Manpower Planning
Dwivedi R S : Manpower Management
Basotra G R : HRM
Mahapatro & Patro : Managing Manpower at Work
NOTE: One case study is to be given in the paper

TRAINING REPORT AND VIVA VOCE

MBA (PM) 307

Max Marks 100

OBJECTIVE

To enable student to take a first hand study of the functions of Personnel Department in Companies

CONTENTS

The student will be required to submit a report on one -problem in the area of personnel management / Industrial Relations / Human Resource Development which they undertook in the organization. The candidate will write the project report through individual observation and work experience of in plant Training.

The focus would be on:
(a) Function and organization of personnel / IR / HRD dept.
(b) Actual activities and responsibilities of these executives.
(c) Identification and analysis of some major problems being experienced by the organization.
(d) Recommendations for resolving the problems.