Detailed Course Outlines

FIRST SEMESTER

MANAGEMENT CONCEPTS

MBA(PM) 101

Max Marks: 100
Internal: 30
External: 70
Time: 3 Hrs

OBJECTIVE

To provide an understanding of tasks and functions of management which will serve as a foundation for management studies.

CONTENTS

The Foundation of Management: Concept and nature, Significance, Social Responsibility of Management, Ethics of Management, Professionalisation of Management in India

Evolution of Management Thoughts. Study of Contributions made by Taylor, Fayol, Mayo, Drucker, William Ouchi (Theory Z)


Organizing: Concepts, Nature, Significance, Division of work, Departmentalization, Span of Management, Formal and Informal Organizational Structure, Line and Staff Relationships, Delegation and Decentralization, Authority, Responsibility, Relationship, Management by Exception, Stalling-nature, significance, Co-ordination, concept, principles, limitations, steps

Leadership & Motivation: Meaning, Concepts, Nature, Motivation; Concepts, Meaning, Types, Significance in Human Resource Management; Communication: Meaning, Importance, Network process, Barriers, Methods and types, Building effective communication
Control: Meaning, Types, Designing Control System with special reference to PERT & CPM

Suggested Reading

Agarwal R D
Allen
Bartol & Martin
Dwivedi R S
Drucker P F
Koontz & Weihrich
McFarland
Newman & Summer
Prasad L M
Rao & Narayan
Stoner & Freeman
Terry
Tripathi & Reddy

Organization & Management
Management & Organization
Management
Management An Integrated Approach
The Practice of Management
Essentials of Management
Management: Principles & Practice
Process of Management
Principles & Practice of Management
Management Concepts & Thoughts
Management
Principles of Management
Principles of Management

NOTE: One case study to be given in the paper

PERSONNEL MANAGEMENT

BA(PM) 1102

Max Marks 100
Internal 30
External 70
Time 3 Hrs.

QUESTION PAPERS MAY KINDLY BE PREPARED ONLY IN ENGLISH

OBJECTIVE

To create an understanding in the student of the various aspects of personnel management, their interaction, in the execution of managerial responsibilities and their application for management and organizational effectiveness.
CONTENTS


Personnel Office: Functions & Organization of Personnel Office; The role of a Personnel Manager, The position of the personnel Department in the organization, Challenges of modern Personnel Management

Procurement of Personnel: Recruitment, Methods, Source Selection, Selection Device & their importance, Steps in Selection Process, Placement, Induction and orientation training, Promotion, Demotion and Transfer

Personnel Research and Audit: Personnel Research, Significance of Methods and Types of Personnel Research, Personnel Audit Significance, Steps in the process of Personnel Audit, Person Record and Reports, Human Resource Information System (HRI).

Recent Techniques In HRM, Flexi Time, Flexi Work, Work Sharing and Total Quality Human resource strategy & Compress week.

Suggested Reading

Northcott: Personnel Management
Yoder Dale: Personnel Management & Industrial Relation
Flippan Edwin B: Personnel Management
Bhagoliwal T N: Personnel Management & Industrial Relation
Bhatia S K: Personnel Management & Industrial Relation
Tripathi P C: Personnel Management
Byars L L: Human Resource & Personnel Management
Beer: Human Resource Management
Klatt L: Human Resource Management
Manoria C B: Personnel Management
NOTE: One case study is to be given in the paper.

INDUSTRIAL RELATIONS

MBA (PM) 103

Max Marks: 100
Internal: 30
External: 70
Time: 3 Hrs

OBJECTIVE
To acquaint the student with the relation systems existing in the form of industrial relations and human relations and to give them an insight into the problems of IR such as industrial disputes, Indiscipline, Absenteeism etc. and to help them in solving these problems.

CONTENTS
Introduction: Concept, Scope and Objective of Industrial Relations; Impact of Industrial Relations on Organizational Effectiveness; The role of state and the central govt in managing industrial relations; Functional requirement of a good industrial relation programme.

Industrial Disputes: Meaning, Forms and Causes of Industrial disputes; effects & Preventive Machinery for the settlement of Industrial Disputes.

Human Relation In Industry: meaning and approach, difference between human relations and industrial relations, importance of human relations in maintaining good industrial relations.
Discipline: concepts, importance, types, discipline and productivity

Grievance Handling

Domestic Inquiry

Suspension, Dismissal and Retrenchment

Managerial skills for promoting discipline

Absenteism: Causes and remedial measures

Suggested Reading:

- Norman Maier
- Keith Davis
- Ganguli H C
- Pareek & Rao
- Smith Henryday
- Pramod Verma
- Likert Renesis
- McGregor
- Rudravsvraj
- Das R K
- Mamoria C B
- Monappa & Saiyadin
- Ahuja K K

- Principles of Human Relations
- Human Behaviour
- Industrial Productivity & Motivation
- Designing & Managing Human Resource System
- Psychology of Industrial Behaviour
- Management of Industrial Relations
- The Human Organization
- The Human Side of Enterprise
- Human Factor in Management
- Problems & Methods of Indian Labour Legislation
- Dynamics of Industrial Relations in India
- Industrial Relation
- Industrial Relation

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

MBA (PM) 104

Max Marks 100
Internal 30
External 70
Time 3 Hrs

OBJECTIVE
- To impart the knowledge of the contents of legislation relating to service and regulation of working conditions.
- To students and enable them to interpret and apply these laws.

CONTENTS
- Factories Act 1948
- Mines Act 1952
- Plantation Labour Act 1951
- Contract Labour (Regulation and Abolition) Act 1970
- Child Labour (Prohibition & Regulation) Act, 1986

Suggested Readings

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
Bare Acts & Journals
HUMAN RESOURCE DEVELOPMENT (HRD)

MBA(PM) 105

Max Marks 100
Internal 30
External 70
Time 3 Hrs

OBJECTIVE
To develop the students to take on the challenges of Human Resource Development.
By making them understand the HRD climate in the industry
performance Appraisal System in the Organisations

CONTENTS
Introduction - HRD concepts, Pre requisites , Tasks of HR
Department, HRD Mechanism, Role analysis and Role Efficacy

- Functioning of HRD System, Principles in designing HRD system

- HR Development Strategy , HRD experience in Indian industry
HRD climate and culture

- Career Planning -Concept, Responsibility for Career Planning
Process for Career Planning and Development, Career Planning
and Succession Planning

- Performance Appraisal : Concept, Importance ,Rational o
Performance Appraisal, Performance appraisal Practices in Indian
Industry, 360 Degree Appraisal and its implementation, potenti
Appraisal

- Management By Objective: concept, nature , process ,elements
SWOT Analysis: Organizational Mission, Objective setting
Structure for MBO, Implementation of MBO

Suggested Reading
Pareek & Rao
Rao & Pereira
Nair & Rao

Designing & Managing Human
Resource System
Recent Experiences in HRD
Excellence Through HRD
NOTE: One case study is to be given in the paper

ORGANISATIONAL PSYCHOLOGY

MBA(PM) 106

Max Marks 100
Internal 30
External 70
Time 3 Hrs

OBJECTIVE

To acquaint the student with the application of Psychology in the industry.

CONTENTS

- Organisational Psychology – Concept, Nature and Scope
- Individual Differences
- Human Engineering: Industrial Accidents
- The use of Psychological tests in selection and placement
- Fatigue, Monotony, Boredom, Working Environment Organisational culture and Organisational effectiveness
- Morale – Meaning, Characteristics, Determinants, Measuring Morale, Methods of increasing Morale: Morale and Productivity, Morale and Job Satisfaction
- Job Satisfaction and its various Aspects
- Employee counselling – meaning, need, goals, types, methods, Process counseling: Meaning, Need, Goals, Types, Methods, Process
Suggested Reading
Tiffin J & McCormick
Anastasi Anne
Cronbach L J
Nunnally J C Jr.
Blum M L &
Balinsky B
Ghosh & Ghorpade
Mauer Norman R F
Schein Edger H
Harrel Thomas
Blum & Naylor
Mohanty G

Industrial Psychology
Psychological Testing
Essentials of Psychological Testing
Tests & Measurements
Assessment & Prediction
Counseling & Psychology

Industrial Psychology
Psychology in Industry
Organizational Psychology
Industrial Psychology
Industrial Psychology
Industrial & Organizational Psychology

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

COMPUTER APPLICATION – I

MBA (PM) 107

Max Marks 100
Internal 30 70 50
External 80 70
Time 3 Hrs

OBJECTIVE

Personnel computers are becoming highly popular for variety of small / medium sized applications. The objective of the course is to familiarize students with modern software tools to assist applications development on PC’s.
The course aims at providing theoretical and practical insight into Programming in BASIC. It also gives a general introduction of the Concepts and capabilities of computers.

**CONTENTS**

Introduction to computers and its functional units, Evolution of computers, classification of computers, number system and memory organization. Introduction to software, generation of computer languages, software packages, personal computer and its applications.

Introduction to operating system and its functions: types of operating systems. Introduction to DOS and its general commands, concept of word processing. Illustration of word processing with the help of MS-Word: Operational Aspect of MS-Word

Spreadsheet and elementary components using Macros in MS—Excel. Creating reports and using what-if analysis

System analysis and design with special reference to HRM. An overview of SAD. System development life cycle. Data flow diagrams and Decision Tables. Use of computers and softwares in HRM

**Suggested Reading**

French C S
Rajaraman V
Taxali
Galgatis
Goyal D P
Sinha

**Computer Studies**

Fundamentals of Computers
Foxpro
Foxpro
MIS
Computer Fundamentals
<table>
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**SEMINAR**

**MBA (PM) 108**

| Max Marks | 50 |
| Internal  | 50 |

**OBJECTIVES**
- To give the students a theoretical understanding of the element of a good Seminar.
- To provide opportunities for presenting an effective Seminar.
- To develop self-confidence and overcome stage fear of Seminar.

**CONTENTS**
- Seminar as a Basic Management Skill
- Theory of effective Oral communication
- Elements of Effective Communication
- Seminar Composition - Introduction, Body, Conclusion