QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH

THIRD SEMESTER

ORGANIZATIONAL DEVELOPMENT

MBA (PM) 301

Max Marks 100
Internal 30
External 70
Time 3 Hrs

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 Change- Concept and Forces for Changes, Managing Planned Change, Resistance to Change: Approaches to Managing Change; Change Agents, Innovation, Empowerment.
- Organizational Climate Concepts, Factors Affecting Organizational climate, Measurement of Organizational Climate

Suggested Reading
Warren G B Organizational Development

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

COMENSATIONAL PLANNING

MBA (PM) 302

Max Marks 100
Internal 30
External 70
Time 3 Hrs

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
Scott W E. Clother
R C & Spiegel W R
Kimball D D
& Kimball J
Yoder Dale

Principles of Personnel Management
Personnel Management
Principles of Industrial Organization
Personnel Management & Industrial Relations
Personnel/Human Resource Management
Personnel Management & Human Resource
Personnel Management

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

MBA (PM) 303

Max Marks 100
Internal 30
External 70
Time 3 Hrs

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

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Lynton & Pareek
Chaudhary D P
Virmani & Seth

ISTD
ILO

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
Sales Promotion Employees' (Condition of Service) Act 1976

Suggested Reading
Kapoor N D
Malik P L
Sethi K L
Chakraborti B K
Misra S N
Bare Acts & Journals

Industrial Law
Industrial Law
Indian Labour Legislation
Labour Laws in India
Labour & Industrial Laws

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

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

HUMAN RESOURCE PLANNING AND ACCOUNTING

MBA (PM) 306

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:
  1. A Running Company with no major expansion plan
  2. A Running Company with Major Plan for expansion, Modernization and diversification
  3. 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
Dwivedi R S
Basota G R
Mahapatro & Patro

Manpower Planning
Manpower Management
HRM
Managing Manpower at Work

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