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MBA (PM) I SEM. Nov.  
Exam. Dec., 2016  
M.A. M.Sc. ....  
First/Third Semester  
Pages... (A) ... to ... 06

SS 395  
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MBA(PM) 101

FOR COLLEGE ONLY

Detailed Course Outlines  
FIRST SEMESTER  
MANAGEMENT CONCEPTS

SS-521  
SS-642  
SS-587  
SS-5

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)

Planning: Concepts, Importance in Strategic Management, Types of Plan (Mission, Objective, Strategy, Tactics) MOST, Planning Process, Decision- Making

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

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CONTENTS

2/16

Personnel Functions: Personnel Management: Concept Importance, Objective, Scope, Nature, Evolution and Development of personnel management, HRM, Globalization and HRM

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, Significant Methods and Types of Personnel Research, Personnel Audit Significance, Steps in the process of Personnel Audit, Personnel Record and Reports, Human Resource Information System (HRIS)

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

QUESTIONS PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH

Control: Meaning, Types, Designing Control System with special reference to PERT & CPM

Suggested Reading

Agarwal R D	:	Organization & Management
Allen	:	Management & Organization
Bartol & Martin	:	Management
Dwivedi R S	:	Management An Integrated Approach
Drucker P F	:	The Practice of Management
Koontz & Wehrich	:	Essentials of Management
McFarland	:	Management: Principles & Practice
Newman & Summer	:	Process of Management
Prasad L M	:	Principles & Practice of Management
Rao & Narayan	:	Management Concepts & Thoughts
Stoner & Freeman	:	Management
Terry	:	Principles of Management
Tripathi & Reddy	:	Principles of Management

SS-395  
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NOTE : One case study to be given in the paper

PERSONNEL MANAGEMENT

BA(PM) I 102

QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH

Max Marks	100
Internal	30
External	70
Time	3 Hrs.

SS-642  
SS-522  
SS-588  
SS-583  
SS-396  
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Suggested Reading

Northcott	:	Personnel Management
Yoder Dale	:	Personnel Management & Industrial Relation
Flippo, 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
Mamoria C B	:	Personnel Management

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Monappa & Saiyadin	Personnel Management
Ahuja K K	Personnel Management
Werther & Davis	Personnel Management & Human Resource
De Cenzo & Robbins	Personnel/ Human Resource Management

- Discipline : concepts, importance, types, discipline and productivity
- Grievance Handling
- Domestic Inquiry
- Suspension, Dismissal and Retrenchment
- Managerial skills for promoting discipline
- Absenteeism ; Causes and remedial measures

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

**INDUSTRIAL RELATIONS**

MBA (PM) 103

QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH

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

**Suggested Reading :**

Norman Maier	:	Principles of Human Relations
Keith Davis	:	Human Behaviour
Ganguli H C	:	Industrial Productivity & Motivation
Pareek & Rao	:	Designing & Managing Human Resource System
Smith Henryday	:	Psychology of Industrial Behaviour
Pramod Verma	:	Management of Industrial Relations
Likert Renesis	:	The Human Organization
McGregor	:	The Human Side of Enterprise
Rudravsavraj	:	Human Factor in Management
Das R K	:	Problems & Methods of Indian Labour Legislation
Mamoria C B	:	Dynamics of Industrial Relations in India
Monappa & Saiyadin	:	Industrial Relation
Ahuja K K	:	Industrial Relation

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

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INDUSTRIAL LAWS

HUMAN RESOURCE DEVELOPMENT (HRD)

MBA (PM) 104

MBA (PM) 105

QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH

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Max Marks 100  
Internal 30  
External 70  
Time 3 Hrs

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.

OBJECTIVE

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

CONTENTS

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

CONTENTS

- Introduction - HRD concepts, Pre requisites, Tasks of HRD 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 of Performance Appraisal, Performance appraisal Practices in Indian Industry, 360 Degree Appraisal and its implementation, potential Appraisal
- Management By Objective: concept, nature, process elements; SWOT Analysis; Organizational Mission, Objective setting; Structure for MBO, Implementation of MBO

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

Suggested Reading

Pareek & Rao : Designing & Managing Human Resource System  
 Rao & Perleim : Recent Experiences in HRD  
 Nair & Rao : Excellence Through HRD

