

M.B.A (P.M.) III
M.A. M.Sc. Exam., Dec., 2016
First/Third Semester (Third Sem)
Pages 01 to 08

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 Intervention- Concept, Nature, Sensitivity Training, Team Building, Survey Feedback, Process Consultation, Grid OD, Systems 4 Management, Action Research & OD.
- 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

~~SS 584~~

~~SS 402~~

~~SS 649~~

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Robert L K	413	Studies in Organizational Stress
Richard J Selfridge	414	Organizational Development
& Stanley L Sokolik	415	
Beckhar R	416	Organizational Development
Newton Morgulies		Organizational Development
& Rai A P		
Abad Ahamd		Management & Organizational Development
Rensis R L		The Human Organization
John P C		Managerial Behaviour Performance & Effectiveness
Keith Davis		Human Behaviour at Work
Warren G B		Changing Organizations
French & Bell		Organizational Development

~~SS 589~~

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

COMENSATIONAL PLANNING

MBA (PM) 302

QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH

~~SS 403~~

~~SS 589~~

~~SS 650~~

~~SS 595~~

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 Effecting Employees Compensation, Employee

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~~SS-595~~
~~SS-590~~
~~SS-403~~
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2/15
2/16

Compensation Planning, Problems in Compensation Planning, Behavioral Aspect of Employee Compensation

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 & Resent 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. Clothier	:	Personnel Management
R C & Spriegel W R	:	
Kimball D D	:	Principles of Industrial Organization
& Kimball J	:	
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

MBA (PM) 303

TRAINING AND DEVELOPMENT

QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH

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	Training & Development Handbook
Taylor & Lippitt	Management Development & Training Handbook
Dugan L	Approaches to Training & Development

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~~SS-551~~

~~SS-530~~

Lynton & Pareek
Chaudhary D P
Virmani & Seth

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

~~SS-551~~

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Training for Development

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

INDUSTRIAL LAWS

~~SS-552~~

~~SS-531~~

MBA (PM) 304

~~SS-597~~

Max Marks	100
Internal	30
External	70
Time	3 Hrs

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OBJECTIVES

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- 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
- Employee 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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SS-531

SS-532

SS-597

Sales Promotion Employees' (Condition of Service) Act 1976

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
- Bare Acts & Journals

SS-592

SS-405 = 2/13

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FUNCTIONAL MANAGEMENT

MBA (PM) 305

SS-518

SS-504

SS-552

QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH

SS-406

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Max Marks	100
Internal	30
External	70
Time	3 Hrs

SS-592

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

- Operations Management: Concept, Scope, Relationship with other Management Functions, Production Planning and Control, Inventory and Maintenance Management, Material Management, Quality Assurance and Control
- Financial Management : Concepts, Goals, Functions, Capital Structure and Sources of Finance, Financial Ratios and analysis of Balance Sheet and Profit and Loss Account.
- Marketing Management : Concepts, Marketing Mix, New product Development, Process (NPD), Marketing Research, Distribution Channels and Advertising Management

