

CHOICE BASED CREDIT SYSTEM

FOR

**MASTER OF INDUSTRIAL
RELATIONS & PERSONNEL
MANAGEMENT**

UNDER

FACULTY OF COMMERCE

GONDWANA UNIVERSITY, GADCHIROLI

MASTER OF INDUSTRIAL RELATIONS & PERSONNEL MANAGEMENT

(TWO YEARS COURSE IN FACULTY OF COMMERCE)

COURSE AND EXAMINATION SCHEME WITH CHOICE BASED CREDIT SYSTEM

I – SEMESTER

Area	Unique Subject Code (USC)	Subject	Teaching Scheme				Examination Scheme				
			Weekly Hours			No. of Credits	Theory				
			L	T	Total Hours		Duration of Paper (Hrs.)	Max. Marks	Max. Marks Internal Assessment	Total	Min. Passing Marks
		ESE	IE								
Core Course	PCI1C01	Principles & Practice of Management	4	-	4	4	3	80	20	100	40
	PCI1C02	Personnel Management	4	-	4	4	3	80	20	100	40
	PCI1C03	Human Resource Development - I	4	-	4	4	3	80	20	100	40
Compulsory	PCI1F04	Organizational Behavior	4	-	4	4	3	80	20	100	40
	PCI1F05	Managerial	4	-	4	4	3	80	20	100	40

Foundation		communications									
	PCI1F06	Managerial Economics	4	-	4	4	3	80	20	100	40

**L= LECTURES T= THEORY ESE= END SEMESTER EXAMINATION IE= INTERNAL
EVALUATION**

GONDWANA UNIVERSITY, GADCHIROLI

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II – SEMESTER

Area	Unique Subject Code (USC)	Subject	Teaching Scheme				Examination Scheme				
			Weekly Hours			No. of Credits	Theory				
			L	T	Total Hours		Duration of Paper (Hrs.)	Max. Marks	Max. Marks Internal Assessment	Total	Min. Passing Marks
		ESE	IE								
Core Course	PCI2C01	Work Study & Job Evaluation	4	-	4	4	3	80	20	100	40
	PCI2C02	Human Resource Development - II (Training & Development)	4	-	4	4	3	80	20	100	40
	PCI2C03	Social Security & Labor Welfare	4	-	4	4	3	80	20	100	40
Compulsory Foundation	PCI2F04	Industrial Psychology & Sociology	4	-	4	4	3	80	20	100	40
	PCI2F05	Strategic Management	4	-	4	4	3	80	20	100	40
	PCI2F06	Computer Applications in Management	4	-	4	4	3	80	20	100	40

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M.I.R.P.M. FIRST SEMESTER

Paper PCI1C01

PRINCIPLES AND PRACTICE OF MANAGEMENT

Unit-I : BASIC CONCEPTS : Basic Concepts of Management, Role and Importance of Management in Modern Society , Management as a Social System The Operational Concept, of Management' Other Approaches to Management.

Unit-II : MANAGEMENT DEVELOPMENT : The Development of, Management Management in Antiquity Industrial, Revolution and its impact Emergence of Scientific, Management Movement Contribution of Taylor, Fayol and, Bernard to Management Science, Emergence of Modern, Management Thoughts and Contribution of Behavioral Science.

Unit-III :- THE PROCESS OF MANAGEMENT : The Process of Management, Planning, Organizing Staffing, Directing Controlling Nature, Purpose and Principles of Management Decision-making, Managerial Development Leading, Control Techniques.

Unit-IV :- MANAGEMENT CONCEPTS : Important Concepts in Management, Co-Operation and co-Ordination. Managerial Authority and Responsibility Delegation and Decentralization Line and Staff concepts. * Committees policies and Strategies Performance Appraisal.

Unit-V :- PROFESSIONAL MANAGEMENT : Management as Profession Practice and Need Social Responsibility of Business Management by objectives Top Management Functions.

REFERENCE BOOKS :

Tripathy, Reddy.	Principles of Management.
Mrityanjay Banerjee	Business Administration.
Koontz & O;Donnel	Koontz & O;Donnel
Systems analysis.	
James A.F.Stoner	Management.
Monday,Sharplin,	
Holmes & Filippo	Management Concept & practices.

Paper PCI1C02

PERSONNEL MANAGEMENT.

Unit-I

Personnel Management-

Definition, Nature, Scope & Functions, Qualities of Personnel Manager, Status of personnel Manager & his functions, Organizational Structure of Personnel Department

Unit-II

Employment Functions-

Manpower Planning, Meaning & definition, Objectives of Manpower Plan, Need for Human Resource planning, Manpower planning process, job analysis, job description, job specifications, performance standards.

Unit-III

Operative functions.

Recruitment, selection, training, development, Promotion & transfer.

Unit-IV

Computer Applications in Human Resources Management, Computer applications in personnel training & EDP – Types of applications— Some specific applications— Managing data Personnel and Systems management.

Unit-V

Personnel Research & Audit. Personnel Research, Purpose & Need, Approaches to Personnel Research. Process of Personnel Research. Personnel Audit. Concept & Need, Process of Personnel Audit & Reporting Recent trends in Personnel function.

REFERENCE BOOKS :

Dale, Yoder	Personnel Management & Industrial Relations.
Northcott	Personnel Management Principles & Practices.
Filippo	Personnel Management.
Sen-Gupta & others	Personnel Management & Industrial relations.
Strauss & Sayle	Personnel Management & Industrial Relations.
Indian Institute of Personnel Management in India.	Personnel Management.
Charles Myer	Industrial Relations in India.
Rudra Basavraj	Personnel Administration practices in India
R.S. Davar	Personnel Management & Industrial relation
C.B. Mamoria	Personnel Management & Industrial Relations
P.C. Shejwalkar	Personnel Management & Industrial Relations

Paper PCI1C03

HUMAN RESOURCE DEVELOPMENT-I

Unit-I

Recruitment-

Meaning & Definition, Recruitment Policy, Sources of Recruitment, Methods of Recruitment, recruitment Practices in Private & Public Sector of India.

Unit-II

Selection-I

Scientific Selection- Rightman on Right job, Selection Policy, Determining nature of job to be filled nature of personnel required, nature & sources of recruitment, Selection Process. Essentials of Selection procedures, Steps in Selection Procedure, Application Blank-Bio-data.

Unit-III

Selection-II

Psychological tests-Purposes, Characteristics, Types, Advantages, Interviews- Objectives & types, interview techniques or procedures, Qualities of good Interview, limitation of Interview techniques. * Placement and Induction.

Unit-IV

Performance Appraisal-I

Meaning, Importance & Purpose, Methods of Performance Appraisal, Essentials of Appraisal system Limitations and Problems in Appraisal Techniques, Appraisal Interview, Appraisal in M.B.O.

Unit-V

Internal Mobility.

(a) Promotion-Meaning, Objectives, Bases of Promotion, Promotion Policy.

(b) Transfer-Meaning, Reasons of Personnel transfer, Reasons of company initiated transfer, Transfer Policy, Procedure for transfer.

(C) Demotion- Meaning, Causes, Demotion Policy.

REFERENCE BOOKS :

1. Dale, Yoder Personnel Management & Industrial Relations.
2. Northcott Personnel Management Principles & Practices.
3. Filippo Personnel Management.
4. Sen-Gupta & others Personnel Management & Industrial relations.
5. Strauss & Sayle Personnel Management & Industrial Relations.
6. Indian Institute of Personnel Management in India. Personnel Management.
7. Charles Myer Industrial Relations in India.
8. Rudra Basavraj Personnel Administration practices in India
9. R.S. Davar Personnel Management & Industrial relation
10. C.B. Mamoria Personnel Management & Industrial Relations
11. P.C. Shejwalkar Personnel Management & Industrial Relations

Paper PCI1F04

ORGANIZATIONAL BEHAVIOUR

Unit-I

Understanding Organisation, Significance of Scientific study of Human Behaviour, Hawthorn Studies it's importance & implication, Approaches-cognitive, Behaviourstic & Social learning framework Human Need, theory, Maslows & Herzberg Motivation Process.

Unit-II

Perspectives of Organisation, Perception & Impression, Personality & Attitudes, Learning Values.

Unit-III

Group Dynamics, Group formation, Group interaction, Conflict Management, Team Management —Morale||

Unit-IV

Leadership-What is leadership? Managerial styles Managerial effectiveness, Indian Manager

& His effectiveness, Delegation Decision Making.

Unit-V

Organisation Change & Development, Process of Organisation change, Approaches to planned change. Lewis three step model, O.D. Values & Interventions.

REFERENCE BOOKS :

1. Keith Devis Human Behaviour at Work.
2. Kundson & Fleeror Management of Organizational Behaviour.
3. Korman A.K. Organizational Behaviour.
4. Prasad Organisation Theory & Behaviour.
5. Uma Sekharan Organizational Behaviour.
6. K.Aswhappa,Himalaya Organizational.

SECOND SEMESTER
Paper PCI2C01
WORK STUDY AND JOB EVALUATION

Unit-I

Concept of Ergonomics, Work design, Work Study, Motion Studies, time study, Fatigue study, Work simplification, Principles & Rules of motion study.

Unit-II

Job Evaluation-Definition, Objectives, Principles, Advantage, Limitation, Different Methods of job evaluation.

Unit-III

The Indian Worker-Background of Industrial workers Rural-or-Urban Caste structure, education & skills. Commitment & Adjustment to industrial life, Privatised worker, Absenteeism, work organisation, Unionization.

Unit-IV

Computer Application in Human Resource Management.

Unit-V

Working Condition, Meaning & Scope of working condition, Provisions of the factory Act, Hours of work. Need for controlling Hours of work.

REFERENCE BOOKS :

1. Dale, Yoder Personnel Management & Industrial Relations.
2. Northcott- Personnel Management Principles & Practices.
3. Filippo Personnel Management
4. Sen-Gupta & Others. Personnel Management & Industrial Relations.
5. Strauss & Sayle Personnel Management & Industrial Relations.
6. Indian Institute of Personnel Mgt..
Govt. of India Report of the National Personnel Management in India.
Commission on Labour

Paper PCI2C02
HUMAN RESOURCE DEVELOPMENT-II
(TRAINING DEVELOPMENT)

Unit-I

Training-Definition, Need, Objectives, Advantages Assessment of Training needs, Setting of training objectives.

Unit-II

Training Programme-Training for Special Groups, Supervisors, Middle Managers, Senior Executives and workers, Design of training Programmes. Training of trainers.

Unit-III

Training Aids & Methods-Simulation, Apprenticeship on the job training, Lectures, Case studies. Role Playing, T- Group training, seminar, conference, vestibule training, training by supervisor & experienced persons.

Unit-IV

Executive Development- Managerial function, knowledge & Skills of Manager, Management Development Need & Importance, Aims, Pedagogical Approaches and techniques of Management Development on the job and off the job training.

Unit-V

Administration of Management Development Programme. career planning, Need, Objectives, Courses for management development, administration of management development programme, Organizational Development- Concept, Characteristics, goals, Process of Organisational Development Programme.

REFERENCE BOOKS :

1. Dale, Yoder Personnel Management & Industrial Relations.
2. Northcott- Personnel Management Principles & Practices.
3. Filippo Personnel Management
4. Sen-Gupta & Others. Personnel Management & Industrial Relations.
5. Strauss & Sayle Personnel Management & Industrial Relations.
6. Indian Institute of Personnel Mgt..
Govt. of India Report of the National Personnel Management in India.
Commission on Labour

Paper PCI2C03
SOCIAL SECURITY & LABOUR WELFARE

Unit-I

Labour Welfare-Concept, Definition, Scope, Aims and objectives, Necessity, principles of labour Welfare History of Labour Welfare in India, Effects of Welfare work on Industrial Relations, Welfare Officer.

Unit-II

Social Security- Definition, Social Assistance, Social Insurance, I.L.O. and Social Security in Different countries. Brief Introduction to maternity Benefit Act-1961. Employees state Insurance Act- Provident Fund Act-& Payment of Gratuity Act.

Unit-III

Welfare Provision. Statutory Provisions, Voluntary Provisions, Labour Welfare funds.

Unit-IV

Industrial Safety Health & Hygiene- Accidents, Trends causes, Prevention of accidents, Safety officer Recommendation of National Commission on Labour for safety. I.L.O. Deliberation. Statutory Health Provisions & Industrial Medical Officer. Mental health in Industry Importance of Industrial Hygiene, Occupational Hazards , Occupational Diseases, Recommendations of National Commission on labour. Statutory provisions Related to Hygiene.

Unit-V

International labour : Organisation & Labour Welfare-Membership of I.L.O. Structure, Function, Workers Education Scheme. Objectives, training programme Welfare for Special Categories of labour child labour, Women labour, Contract labour, handicapped & disabled labour. Agricultural & rural labour.

REFERENCE BOOK:

1. Dale, Yoder Personnel Management & Industrial Relations.
2. Northcott- Personnel Management Principles & Practices.
3. Filippo Personnel Management
4. Sen-Gupta & Others. Personnel Management & Industrial Relations.
5. Strauss & Sayle Personnel Management & Industrial
6. Relations Indian Institute of Personnel Management in India.
Personnel Management.
7. Charles Myer Industrial Relations in India.
8. Rudra Basavraj Personnel Administration Practices in India.
9. R.S. Davar Personnel Management & Industrial Relations.
10. C.B. Memoria Personnel Management & Industrial Relations.
11. P.G. Shejwalkar Personnel Management & Industrial Relations

Paper PCI2F04
INDUSTRIAL PSYCHOLOGY & SOCIOLOGY

Unit-I

Introduction : Definition, Nature Scope, Hurdles, Concepts. Group phenomena in Industry- Organisation Moral & Leadership Industrial Psychology in India.

Unit-II

Business Ethics :Principles, ethics in Practice, Unethical practices, Indian Manager's attitude towards Business ethics good ethics is good business. code of business ethics. Business codes of conduct.

Unit-III

Social Responsibility of Business :Doctrine/Concept. Rational, changing trends in social Responsibilities of Business, Area/ Dimension, Assumption Tools of social Responsibility of business

Unit-IV

Social Audit:Concept features, Benefits, Approaches.

Unit-V

Social Responsibilities of Indian Businessmen.

Paper PCI2F05
STRATEGIC MANAGEMENT

Unit-I

Strategic Management-Concept, Feature, Need Corporate Strategy- Components, Functions & Significance, Basic Foundation of strategic Management. Different Phases in formulation of corporate strategy.

Unit-II

External Environment-features of business external environmental, scanning of external environment. Features of environmental search and analysis. Appraising corporate competency of a firm. Setting corporate objectives. Choice of Corporate strategy.

Unit-III

Types of strategic Decision: Stability Strategy, growth strategy, Diversification strategy, International Business strategy Retrenchment strategy.

Unit-IV

Functional Strategies - Marketing, Manufacturing, Financial, R & D Strategies.

Unit-V

Implementation of strategy and corporate organization structure corporate strategy and social responsibility. Relationship between corporate strategy and corporate culture, Impact of personal values on corporate strategy. Role and responsibility of leader in designing and implementing strategy.

REFERENCE BOOK:

1. Corporate Strategic Management by R.M. Srivastava, Pragati Prakashan, Meerut.
2. Business Policy and Strategic Management by Lawrence R. Jauch by McGraw-Hill.
3. Business environment for strategic Management by Dr.K.Aswathappa, Himalaya Publishing House.
4. Strategic Analysis and Action by J.N. Fry, Prentice- Hall.

Paper PCI2F06
COMPUTER APPLICATIONS IN MANAGEMENT

Unit-I

Computers in Management, Role of computers in Management. Introduction to computers. Personal Computer and its Uses. Spreadsheet Software, lan application, Managerial Applications.

Unit-II

Managerial Application of Computers, Computer and Management Functions, Computer Based Financial Systems. Computer Based Inventory Systems. Computers in Human Resource Management, Role of Computer in Marketing & Sale (Maruti Udyog.)

Unit-III

Computers and Decisional Techniques. Operations Research and Management Decision making. Linear Programming- Problem Formulation and Graphical method.

Unit-IV

Managing Corporate Data Resources. Organising Data. Relational data base Management Sddystems. Query language. DBS- Implementation and Future Trends.

Unit-V

Systems Analysis and Computer languages. System Analysis and Design. Computer Programming. Unix-C. FOXPRO/DBASE-RDBMS.