

# **MA (PM&IR)**

## **SEMESTER-1**

### **PAPER- 101.1 (General Management)**

Basic concept of Management and Nature of Business Organization, Roles and Responsibilities of Management, Management as a Profession, Management & Organization, Development of Management Thought- Contribution of Taylor, Fayol, Follet, Mayo.

Managerial Functions- Other schools of Management Thought.

Planning- Types of Plan, objectives, MBO.

Organization- Line & Staff Organization, Matrix Organization, Departmentation, Delegation, Decentralization.

Directing- Leading, Co-ordinating, Communication, Feedback.

Controlling- Span of Control.

### **PAPER- 101.2 (Industrial Relations-I)**

Meaning, Determinants of IR Systems, IR Models, Trade Unionism- Formation & Recognition, Economic Environment and TU, Employer's Unions, Managerial Unionism- Bank, Railway and Postal, Role and Responsibilities of TUs, IR Trends and Future in India, National Commission on Labour, ILO-Its Role and Impact on Tripartism in India.

### **PAPER- 101.3 (Labour Legislation-I)**

Principles and Determinants of Labour Legislations, Constitution and Labour Legislation, Major Classifications, Growth of Labour Legislation in India, Social Justice, Natural Justice and Distributive Justice, ILO- Its Impact on LL in India.

Factories Act, 1948; Industrial Employment (Standing Orders) Act, 1946; Orissa Shops & Commercial Estt. Act, 1956; Inter-State Migrant Workmen's Act, 1979; Contract Labour (Regulation & Abolition) Act, 1970.

### **PAPER- 101.4 (Industrial Economics)**

Economic Development, Specific Issues Concerning Economic Development, Factors Facilitating Economic Development, Study of Organization and Structure of Industries, Size of Industries, Location of Industries- Factor influencing location, Role of Govt. and State Financial Institutions in Development of Industries, Liberalization, Privatization and Globalization, Industrial Policies, Licensing, FERA, EXIT Policy.

### **PAPER- 101.5 (Social Research & Statistics)**

Scientific Methods, Planning a Research Project, Problem Identification- Formulation and Classifications, Objectives, Concepts, Hypothesis and Assumptions, Design of Research-Importance and Types, Sources of Data, Available data methods- Observation, Interview, Questionnaire, Sampling Techniques, Elementary Statistics- Frequency Distribution, Measures of Central Tendency, Dispersion, Co-relation and Regression.

### **PAPER- 101.6 (Industrial Sociology & Psychology)**

Social System- Concept and prerequisites of Industrialisation, Industrial Development, Types of Production Relationship, Socialisation of Individuals, Attitude of Work, Work Ethos, Culture and Ethics, Changing composition of Industrial Workforces, Assembly line Production & Automation, Social Implication of Automation, Scope of Industrial Psychology, Methods of Psychology, Frustration and Conflict, Frustration in Industrial Organization and their Consequences, Defence Mechanism- Emotions, Health Hazards associated with Introduction of new Technologies, Principles and Philosophy of Safety Management, Accident, Accident Proneness, Psychology of Accident.

## SEMESTER- 2

### PAPER- 201.1 (Human Resource Management-I)

Concept, Philosophy, Scope and Development of Human Resource Management, Growth of HRM functions in India, Human Resource Planning, Factors Influencing HR Planning, Corporate Planning, HR Policy- Implementation, Plan and Programme, Recruitment, Selection & Placement.

### PAPER- 201.2 (Industrial Relations-II)

Industrial Peace and Harmony, Code of discipline and Code of Conduct in Industry, Domestic Inquiry, Collective Bargaining- Status and Trend in India, Worker's Participation in Management0 Status & Trend, Grievance Management- Hotstove Rule, Conflict Management- Methods, Approach, Govt. Interventions( Conciliation, Arbitration and Adjudication), Contemporary Trends of Industrial Relations in India.

### PAPER- 201.3 (Labour Legislation-II)

Legislations Relating to IR: Industrial Disputes Act, 1948; Trade Unions Act, 1926.

Legislations Relating to Wages and Bonus: Payment of Wages Act, 1936; Minimum Wages Act, 1948; Payment of Bonus Act, 1965.

Legislations Relating to Social Security: Workmen's Compensation Act, 1923; ESI ACT, 1948; EPF Act, 1952; Maternity Benefit Act, 1961; Payment of Gratuity Act, 1972; Pension and Deposit Linked Insurance Scheme, 1976.

### PAPER- 201.4 (Labour & Managerial Economics)

Nature and scope of Labour Economics, Labour Problems of Developing Economy, Structure, Composition & Extent of Indian Labour Force, Basic of Labour Market, Supply & Demand.

Employment: Theories of Employment, Technology & Employment, Unemployment & Underemployment.

Wages: Economics of wages, Minimum, Living & Fair wages, Wage Policy for Developing Economy.

Managerial Economics: Concept, Managerial Economics and Business Decisions, Production Function, Return to Scale in Production, Optimisation in Production, Cost, Cost Output Relationship, Cost of Multiple Products, Break Even Analysis.

Theories of Price, Price Discrimination, Profit, Managerial Objectives, Profit Maximisation.

Capital Budgeting, Process, Investment, Appraisal, Uncertainty and Capital rationing.

### PAPER- 201.5 (Management Information System & Computer Application)

MIS: Automation of Information Processing, Computer Operating System, Types of Data Processing, Information Systems for Operational Control, Management control and Strategic Planning, Structure o MIS based on Organization Function, Application in HRM, Transaction Processing, Word and Text Processing, Computer Graphics, Computer based Message System, System Development Life Cycle.

Computer Application: Computer Fundamentals- Stand alone Computers, Computer Network, Using Office Suite (LOTUS, COREL, MICROSOFT), Computer Languages- BASIC, C++, Database Organization and Database Management System, Internet.

### PAPER-201.6 (Summer Training Report)

Summer Training Report- 75

Presentation- 25 (For at least 10 minutes in presence of all faculty members and an External)

## SEMESTER-3

### PAPER- 301.1 (Human Resource Management-II)

Performance Appraisal- Design, Method, Process and Problems, Potential Appraisal, Performance Counselling, Wage and Salary Administration, Job Evaluation, Internal Benchmarking, Competence Based Evaluation, Human Resource Audit, HRIS, TQM & HR, HR Environment, Changing role of HRM, Strategic HR Management, Profile of Indian Workers and Managers.

### PAPER- 301.2 (Organizational Behaviour-I)

Basic Concept and Scope of OB, Personality, Attitude, Values, Attribute, Learning, Perception, Job Satisfaction and Moral-Implication of Low and High Morale, Motivation- Theories of Motivation e.g. Maslow, McGregor, Herzberg, Mc. Lelland, Vroom, Alderfer Clayton, Adam, Porter & Lawler, Technology and Structure of Organization, Communication in Organization, Problems of Communication, Channels of Communication, Improving Communication in Organization.

### PAPER- 301.3 (Statistics & Computer Application)

Estimations and Testing of Hypothesis, Index Number- Meaning, Usefulness and Computers, Introduction to Analysis variance- One way, Two way and Multiple Comparisons (Newman Keuls, Tukey & Scheffe) Distinction Between Parametric and Non Parametric Tests- Chi Square, Wilkinson matched pairs, Signed Ranks Test, Graphic Representation & Interpretation, Using Systat Package for all Statistical Analysis.

### PAPER- 301.4 (Human Resource Development-I)

Basic Philosophy and Concept of HRD, HRD Interventions, Training and Development, Concepts and Importance, Efficiency and Economy in Training, Concept of Learning, Androgogy, Education and Development, Role of Motivation and Training, Identification of Training Needs, Organising Training Programmes, Training Methods and Techniques, Managerial Grid, Recent Trends in Management Development Techniques.

### PAPER- 301.5 (Basics of Marketing & Financial Management)

Marketing: Product and Pricing Policies, Market Research, Scales Administration, Advertising, Product Planning and Development, Introducing New product.

Financial Management: Scope of Financial Management, Capital Structure and Sources of Finance, Over and Under Capitalisation, Financial ratios and Analysis of Balance Sheet, Profit and Loss Accounts, Types of Budget and Budget Control

### PAPER- 301.6 (Total Quality Management & Productivity Management)

Basic Concepts of TQM, Seven stages of companywide Quality Control, Control Chart, Companywide Quality Improvement, Ta Quchi Methods, ISO 9000, Deming's 14 Points, Cross Bys Approaches, Juran Approach, Indian Standard, IS-2500.

Concept and Definition of Productivity, Methods of Raising Productivity, Works Study and Methods Study, Process Chart, Flow Chart, Operator Process, Simultaneous Motion and Man- Matching Chart, Work Measurement, Benefits, Techniques and Units of Measurement, Application of work Measurement, Time and Motion study, Job Evaluation, Concept of Value Analysis, PERT & CPM.

## SEMESTER-4

### PAPER- 401.1 (Organizational Behaviour-II)

Manager as a Leader, Effective Leadership, Theories of Leadership, Decision Making in Organization, Rational Decision and Decision Making Techniques, Group Dynamics, Small Group Behaviour, Inter personal Competence (Johari Window).

### PAPER- 401.2 (Human Resource Development-II)

Concept of Managing Change, Models of Organizational Change, Consulting, Approaches of Change- Manager as a change agent, Internal change agent, External change agent (Consultant), Organizational Climate and Change, Organizational Culture and Managerial Ethos, Managing Change, Organizational Development, Alternative Intervention, Institution Building, Employee Counselling- Meaning, Need and Types, Process, Problem Identification, Strategy and Skill Relationship, Counselling Environment.

### PAPER- 401.3 (Labour Administration & Social Security)

Labour Administration: Scope and Function in India and in Orissa, Labour Administration Machineries in India and Orissa, Labour Welfare- ILO & Labour Welfare.

Role & Status of Labour Welfare Officer, Welfare work inside the Factory and outside, Child Labour (Regulation & Abolition) Act, 1986.

Social Security: Definition and Scope of Social Security, Social Security in India, Social Assistance and Social Insurance, Global Phenomena of Social Security, International Agencies and Social Security, Social Security in USA, UK, Germany.

### PAPER- 401.4 (Business Environment & Strategic Management)

Role of Business in Modernisation of Society, Business Philosophy and Business Style, Type of Ownership- Growth of Business & Industry, Social Responsibility of Business, Business and Political System, Comparative Business Environment- MRTP & FERA, Globalisation, Change in Business Style, Development of Global Managers, e- business.

Strategic Management: BCG Matrix, SWOT Analysis, Strategic Objective, Strategic Alternatives, Choice Strategy Implementation and Evaluation.

### PAPER – 401.5

Seminar Presentation (Group) - 50 (In presence of all Faculty members and two Externals)

Comprehensive Viva- Voce- 50

### PAPER-401.6

Dissertation- 75

Viva- Voce- 25

In the Dissertation Viva-Voce two externals (One from academics and one from industry) will be present.