

REVISED SYLLABUS FOR MASTER IN PERSONNEL MANAGEMENT (MPM)
COURSE

(WITH EFFECT FROM JUNE, 1997)

Semester I.

- Unit course No. 1. Principles and Practice of Management
2. Labour welfare
3. Personnel Management I
4. Organisational Behaviour I
5. Industrial Relation & Trade Unions
6. Field work Report.

Semester II.

- Unit course No. 7. Industrial Economics
8. Statistical Methods and Research
Methodology
9. Personnel Management II
10. Organisational Behaviour II
11. Labour Costs and Accounting
12. External Viva based on field work report

Semester III.

- Unit course No. 13. Labour legislation I
14. Industrial Sociology
15. Labour Economics
16. Industrial Hygiene and Safety Management
17. Human Resource Development I
18. Project report work.

Semester IV

- Unit course No. 19. Labour Legislation II
20. Case studies in Industrial Relations
21. Management Science
22. Case Studies in Personnel Management
23. Human Resource Development II
24. External Viva based on Project report.

MASTER IN PERSONNEL MANAGEMENT
SEMESTER I

UNIT COURSE NO 1) PRINCIPLES AND PRACTICE OF MANAGEMENT

- a) Management - Definition, nature, scope, function, development of management thought.
- b) Planning as a function of management, steps in planning.
- c) Organising, structure, authority-centralised decentralised, delegated, responsibility, span of control, Decision making process.
- d) Directing, concept, function, problem, types & theories of leadership.
- e) Directing concept, functions problems types of controls.

2. Labour welfare

- a) Labour welfare :History, Principles concepts, objectives Scop & limitations.
- b) (i) Role, qualifications, functions and duties of labour welfare. /
(ii) Interrlationship of welfare and productivity.
- c) Workers participation in management govt. approaches and practices.
- d) Social security policies and programmes in India. objectives, Definition, Social Insurance, Social assistance, public service.
- e) Labour welfare legislations.
 - (i) Factories act 1948 provisions related to welfare.
 - (ii) ESI Act 1948.
 - (iii) The employees provident fund act, 1952.
 - (iv) Payment of Gratuti Act, 1961.
 - (v) Maternity Benefit Act, 1961.
 - (vi) Indian mine Act, 1952.
 - (vii) Indian plantation Act, 1951.

3. PERSONNEL MANAGEMENT - I

- (a) Personnel Management - Nature. objectives, definitions, scope, development, organization of personnel management, department, qualities of personnel manager.
- (b) personnel Management practices in industry - Recruitment, selection, induction, placement, wage and salary administration fringe benefits, promotion and transfers career planning and development.

4. ORGANISATIONAL BEHAVIOUR - I

- (a) Organisation behavior - Definition, scope importance models of organisational behavior, human side of enterprise.
- (b) psychological tests, place of psychological test in industry role of psychological in industry.

5. INDUSTRIAL RELATIONS AND TRADE UNIONS

- (a) Industrial Relation - definitions, objectives scope.
- (b) Industrial relations machinery in India - statutory, non statutory, Industrial Desputes ,causes and cures.
- (c) Trade Union - philosophy, origin,types,growth development trade union-membership, finance, leadership, regulations-Recognition, Registration, problems of trade union.
- (d) Special features of industrial Relations and trade unions in co-operative sector, public sector, private sector, unorganised sector.
- (e) Collective Bargaining, negotiations strikes, lockouts, code of conduct and dicipline, grievance procedure.

- (f) TU and productivity.
TU and IR Division of questions for the test paper.
Test paper Section A TU - marks 50
Section B IR - marks 50.
- (g) Employment policy.

6. FIELD WORK REPORT.

- About 1000 words based on candidates observation on the working of the personnel department.
- Field work should be presented in classroom.

SEMISTER II

7. INDUSTRIAL ECONOMICS

1. Industrial Development in India.
2. State in relation to Industry - industrial policy of the government of India for the last 3 years.
3. Regulation and control of industry - public, private, joint and co-operative sector and their problems.
4. Capital Vs. consumption goods industries.
5. Small scale, cottage and village industries.
6. Definition of productivity, factors affecting productivity in India and measures to improve productivity.
7. Location of industries in India.
8. Cover financial institution like IDBI, ICICI, IFCI, UTI co-operative societies co-operative banks.
9. General awareness of various types of industries like machine tools, chemical, pharmaceuticals, electronics and transport.
10. Financing of industries - capital structure of companies organisation and functioning of specialised agencies for financing industry.
11. Taxation.

8. STATISTICAL METHODS & RESEARCH METHODOLOGY.

1. Population and sample: Notation of a statistical population and a sample from a population and illustrations. Description of simple random sampling with and without replacement. Use of random number table. Description of stratified sampling and systematic sampling.
2. Tabulation: parts of table, rules of tabulation, requirement of good statistical table. Construction of table with one and two factors of classification.
3. Diagrammatic representation of data : Need and limitations, construction of bar diagram, multiple bar diagram, sub divided bar diagram, pie diagram.

4. Frequency distribution : Need to condensation of numerical data. Forming a Frequency distribution from raw data class limits, class boundaries, class marks, class frequencies (less than and greater than types). Graphical representation of a frequency distribution : drawing frequency polygon histogram, cumulative frequency polygon.

5. Measures of Central tendency : Notion of central tendency of data , Measures of location averages) requirements of good measure of location.

(i) arithmetic mean : Defination and computation for ungrouped and grouped data, change of origin and scale .

(ii) Median : Defination and computation for ungrouped and grouped data, graphical determination of the median

(iii) Mode : Defination and Computation for ungrouped and group data, graphical determination of the mode situations where one kind of average is preferable to others, notation of a weighted mean

6. Measure of dispersion :

Notation of dispersion of data. measure of dispersion

(i) Range : Defination and computation for ungrouped and grouped data.

(ii) Variance and standard deviation : Defination and computation for ungrouped and grouped data, change of origin and scale

9. Personnel management - II

(a) Job evaluation ,Performance appraisal, merite rating job enlargement

(b) Personnel Problems in public, private and cooperative sectors.

(c) Disciplinary actions-rewards and punishment.

10. Organisational Behaviour - II

a) Human relations, superior subordinate relationship, work curve management of changes.

b) Motivation-theories and techniques, Industrial Morale, Fatigue, boredom stresses and strains.

c) Industrial conflict- Types management conflict.

11. Labour costs and Accounting

Labour cost-Computation and Control: Labour cost and its control, personnel department, labour turnover, causes of Labour turnover, cost of labour turnover, labour turnover and stagstability, index, labour reports, engineering and works study department, work study, time study procedure, job evaluation merit rating, labour productivity, time keeping department, methods of recording attendance time, methods of job time booking, piece workers, casual workers and out workers, payroll department, preparation of payroll, computation of gross earnings and net payable, preparation of wage packets and paying out wages, internal check regarding wages, cost accounting department, documentation of wages, accounting, wages analysis treatment of overtime, ideal time leave pay etc. work out problems exercises

Remuneration and incentives: Introduction, wage levels, justification of incentives under indian conditions, factors in an incentives systems, principles applicable to all incentive schemes, remuneration systems, time rates at ordinary levels, times rate high wage levels, graduated time rates, straight piece rates, individual bonus systems, group bonus systems, bonus systems for indirect worker indirect monetary incentives, non monetary incentives, worked out problems exectives.

12. External viva based on field work report

SEMESTER III

Unit course No. 13.

Labour Legislation - I

- a) i. Minimum wages Act, 1948.
ii. Payment of wages Act, 1936
iii. Payment of bonus Act, 1965.
iv. Workmans compensation Act, 1923.
- b) Factories Act, 1948.
- c) i. Trade Union Act, 1926.
ii. MRTUP Act 1971.
iii. Industrial dispute Act, 1947.

14. Industrial Sociology.

- a) Industrial sociology nature, scope and significance.
- b) Industrial society-Emergence, problems of Industrial sociology.
- c) Factory as social organisation formal and informal groups group Dynamics.
- d) Industrial bureaucracy role of executives, organisation-development
- e) Impact of automation, computerisation and technological unges on work organisation and society, Industrialisation and ial Institution in India.

15. Labour Economics

- 1. Definations of economics and Labour Economics.
- 2. Labour market, Mobility of Labour supply and demand of Labour.
- 3. Role of worker in developmenting economic.
- 4. Employment policy and role of employment exchange. Decasualisation schemes. Discumes unempoyment measures takes in Government to reduce unempoyment.
- 5. Wages, Concepts theories, principles, determination, types wages, mothodes of wage payment, wage differentials, wage regulation and its execution, wages problems, wage components.
- 6. Wage fixation machinery, determinant or rational wage policy, wage policy for development economy.
- 7. The Labour problems in India-Casual, Badli, Probational Absenteeism, child labour, female labour.
- 8. Rehabilitation and automation.

16. Industrial Hygiene and Safety Management

Industrial Hygiene:

The working environment - Physical and social factors and their effects on the job performance - factors in the work environment lighting, temp., Humidity, noise, vibration, dust, vapour, fumes- effluents-ventilation-crowding, radiation, etc.

Safety Management:

Introduction to safety and accident problem.

Development of industrial safety movement, causation of accident including accident ratio theory, unsafe action, unsafe conditions.

Accident recording, investigation and analysis, cost of accidents.

Role of management, Govt. workers (trade union) and autonomous bodies in safety.

Appointment, qualification and duties of safety officer, Need and various provisions related to safety and health under factories Act, 1948 and Maharashtra Factories rule 1963 including reporting of accidents and records to be maintained. Workmen's Compensation Act 1923.

E.S.I.B, Public Liabilities Insurance Act 1991.

Fatal Accidents Act, Control of pollution.

17. Human Resource Development - I

a) Forecasting of human resources, innovative human resources options, strategic human resources planning.

b) Executive development:

i) Personality development, interaction with groups organisations and society, managing the boss, time management, creativity, transaction analysis.

ii) Skills Development:

a. Behavioural and Social skills-Interaction with the people, subordinates, superior and colleagues.

b. Conceptual skills.

iii) Supervisory development and workers education.

vi) Communication elements channel, methods, media barriers to communication, Improvement in communication skill.

18. Project report work.

SEMESTER - IV.

19. Labour Legislation - II

- a) Domestic Enquiry-Principles of nature justices and equity.
- b) Industrial Employment standing orders Act, 1946.

20. Case Studies in Industrial relations

A student will study at least 10 cases on topic pertaining to the subject mentioned under to above unit course no. 5.

21. Management Science

1. Fundamentals of Management Defination, functions, process management and administration, nature, principles, science, art of profession.
2. Development of Management Thought: Approches classical school, human relations, systems, social system, mathematical, emparical and contingency approach, contribution of management thinkers: especially taylor, foyal, bernard to management science.
3. Process of Management: Planning, Organizing coordinating, controlling, problem solving and decision making, directing & staffing.
4. Important concepts: Authority and responsibility, delegation, decentralization, performance appraisal, structures of organization: Flat, tall, line, staff

functional, committees, matrix (line and staff) span of control, specialization.

5. Case study technique : Approaches

22. Case studies in Personnel Management

A student will study at least 10 cases on topic pertaining to the subject mentioned under to above unit course no. 3 and 9.

23. Human Resource Development - II

- a) Concept, Objective and techniques of manpower planning.
- b) Training-Need, defination, objectives, importants steps, principles and methods in programming, evaluation and feed back, training equipments, formulation of training budget, role of human resource department for better productivity.

24. External Viva based on Project report.

Note : 1. Each unit course under each semester will have a written test of three hours duration, carrying 60 marks at the end of each semester except for Unit course No. 6,12,18,24, for which the total marks for each course will be 50 only.

Note:2 . Each unit course under each semester will have Internal written of two hours durations carrying 40 marks, except for unit course no.6,12,18,24

Note: 3 Each semester consist of 550 marks and total course consist of 2200 marks