

2014

North Maharashtra University, Jalgaon

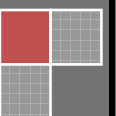


FACULTY OF COMMERCE & MANAGEMENT

Structure of Master in Business Management (Personnel Management)

MBM(PM)

(w.e.f.: June-2014)





North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

NEW STRUCTURE OF

MASTER IN BUSINESS MANAGEMENT (PERSONNEL MANAGEMENT)

MBM (PM)

Semester-I and II (w.e.f.-June 2014)			
Paper	Semester-I	Paper	Semester-II
1.1	Principles & Practices of Management	2.1	Organisation Behaviour
1.2	Industrial Psychology & Sociology	2.2	Corporate Social Responsibility
1.3	Industrial Economics	2.3	Labour Economics
1.4	Personnel Administration & Management	2.4	Industrial Relations & Trade Union
1.5	Labour Legislations - I	2.5	Labour Legislations - II
1.6	Computer Application - I	2.6	Computer Application - II
1.7	Professionals communication Skills	2.7	Field Work & Viva-Voce

Semester-III and IV (w.e.f.-June 2015)			
Paper	Semester-III	Paper	Semester-IV
3.1	Research Methodology	4.1	Industrial Safety Management
3.2	Labour Welfare & Administration	4.2	Management Information Systems & ERP
3.3	Labour Costing & Compensation Management	4.3	Industrial Counseling
3.4	Human Resource Management - I	4.4	Human Resource Management - II
3.5	Social Security & Welfare Legislations	4.5	Industrial Compliance Framework
3.6	Public Relations	4.6	Case Study in Industrial Relations
3.7	Case Study in Personnel Management	4.7	Project Report & Viva-Voce



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FACULTY OF COMMERCE & MANAGEMENT

STRUCTURE OF MASTER IN BUSINESS MANAGEMENT (PERSONNEL MANAGEMENT)

MBM (PM)

1. TITLE OF THE DEGREE

This degree shall be titled as Master in Business Management (Personnel Management), MBM (Personnel Management) for Short. This new curricula shall be effective from June 2014.

2. DURATION

The regular Full Time Course shall be of 2 Years duration; comprising of 4 Semesters through Theory papers, Field Work, Practical, Project report, Viva-voce, and such other Continuous Evaluation Systems as may be prescribed, in this respect, from time to time.

3. ELIGIBILITY FOR ADMISSION

Any Graduate & equivalent there to and/or as prescribed by North Maharashtra University, Jalgaon.

4. PATTERN

4.1. This Course is a Full Time Post Graduate Course under University Grants Commission (UGC) and the curriculum comprises 28 papers.

4.2. Each semester will have 7 papers of 100 marks each, thus comprising 2800 marks for the Post Graduate Degree.

4.3. The external assessment shall be based on external written examination to be conducted by the university at the end of the each semester.

4.4. The student shall not be allowed to appear for the semester examination unless the Head/Director of the Institution certifies completion of internal work, regularity, practical, Field work, etc. The institution shall submit alongwith this certificate Internal marks to the Controller of Examinations of the University.

4.5. CGPA system as devised by the University shall be applicable.

4.6. Continuous evaluation of the students shall comprise the 60+40 pattern; where every paper of 100 marks, shall be divided as External evaluation of 60 marks and internal continuous assessment of 40 marks.

4.7. Continuous Internal assessment comprises-

4.7.1. Two Class tests of 10 Marks each – Total 20 Marks

4.7.2. Twenty (20) Marks for Classroom Paper Presentation, Research Paper Presentations at State Seminars, Research Paper Presentations at National Seminars, Publications in Journals, Practical's (Computer related courses), Presentations of Case Study, Group Discussions, Book Review, Survey, Event Management, Industrial Visit, Placement Activities, Institutional Branding Activities, etc. in related

subjects (atleast FOUR activities have to be completed by the student per semester per paper to be supervised and guided by the concerned teacher).

5. PASSING STANDARDS

- 5.1. In order to pass the examination the candidate has to obtain 50% marks in aggregate & at least 40% marks for each head separately, that is 24 marks out of 60 (External) & 16 marks out of 40 marks (Internal) for all courses.
- 5.2. The student shall be allowed to keep the terms of the next year as per the University rules.

6. GUIDELINES FOR TEACHING

- 6.1. There shall be atleast 48 lecture hours per semester per course. The duration of the lectures shall be 60 minutes each. There shall be atleast 14-16 weeks of teaching before commencement of examination of respective semester.
- 6.2. There shall be 4 lectures / week / paper.
- 6.3. The semester workload is balanced with 7 full papers of 100 marks each / semester. Thus 336 lectures hours are considered for teaching sessions and 48 lectures shall be used for continuous assessment.
- 6.4. Self study shall be natural requirement beside the time table. The Faculty will have to exert a little extra for cultivating reading habits amongst the students.
- 6.5. The teaching method shall comprise a mix of Lectures, Seminars, Group discussions, Brain storming, Game playing, Interactions with Executives etc. so as to prepare the students to face the challenges for this Audio-visual aids, Practical & Field Work should be a major source of acquiring knowledge.
- 6.6. Case study method preferably shall be used wherever possible for the better understanding of the students.
- 6.7. Each institute shall issue annual souvenir to each student and a copy of the same shall be submitted to the university before the end of the year.

7. PRACTICAL TRAINING THROUGH PROJECT & FIELD WORK

• PROJECT WORK

- 7.1. Each student shall have to undergo a practical training for a period upto 6 weeks during vacation falling after the end of first year.
- 7.2. In the Fourth semester examination student were to do "Project Work" individually on the basis of specialization offered. No group work is allowed in this. The topic should be decided with consultation and guidance of internal teacher of the Institute at the end of the first year, so that the student can take up the training during the vacations. The Project should be necessarily Research oriented, Innovative and Problem solving. No teacher shall be entrusted with more than 15 students for guidance and supervision.
- 7.3. The institute shall submit the detailed list of candidate with Project Titles, name of the organization, internal guide & functional elective to the university on or before date prescribed by the University.

- 7.4. The student has to write a report based on the actual training undergone during the vacations at the specific selected business enterprise, get it certified by the concerned teacher that the Project report has been satisfactorily completed and submit THREE typed copies of the same to the Head / Director of the institute.
- 7.5. Two copies of the report submitted by the student shall be forwarded to the University by the Institute before date prescribed by the University.
- 7.6. Student may use SPSS software if required.
- 7.7. One of the reports submitted by the student shall be forwarded to the University by the Institute before 31st December.
- 7.8. The Student has to prepare PowerPoint presentation based on Project work to be presented at the time of Viva voce
- 7.9. 10 % of the projects May be given by institute to the students for summer training as basic research projects.
- 7.10. The project work will carry maximum 100 marks, of which internal teacher shall award marks out of maximum 40 marks on the basis of project work done by the student as a continuous assessment. Remaining marks shall be awarded out of maximum 60 marks by examining the student during Viva-voce, by the panel of the external examiners to be appointed by the University.
- 7.11. No students will be permitted to appear for Viva-voce and Semester IV examinations, unless and until (s)he submits the project report before the stipulated time.

- **FIELD WORK**

- 7.12. Each student shall have to complete the chosen Field Work. Atleast two field visits in consultation with internal supervisor (teacher).
- 7.13. In the First semester examination student were to do "Field Work" individually/ in the group comprising at max. Four (4) students at a time/ organization. The group is allowed to work with maximum four students while visiting to the field/ organization. The organization/ field visits should be decided with consultation and guidance of internal teacher of the Institute. A combined Field Visit report based on both the visits should be compiled in one Report culminating & clubbing the results of both the visits. It should be necessarily practical oriented, and Problem solving. No teacher shall be entrusted with more than 15 students for guidance and supervision.
- 7.14. The institute shall submit to the university the detailed list of Students with name of the organization to be visited along with name of the internal guide before every visit on or before date prescribed by the University.
- 7.15. The student has to write a report based on the Field Visits to selected business enterprises, get it certified by the concerned teacher that the Field Visits have been satisfactorily completed and submit TWO typed copies of the Field Visit report to the Head / Director of the institute.

- 7.16. One copy of the report submitted by the student shall be forwarded to the University by the Institute before the date prescribed by the University.
- 7.17. The Field work will carry maximum 100 marks, of which internal teacher shall award marks out of maximum 40 marks on the basis of Field Work done by the student as a continuous assessment. Remaining marks shall be awarded out of maximum 60 marks by examining the student during Viva-voce, by the panel of the external examiners to be appointed by the University.
- 7.18. No students will be permitted to appear for Viva-voce & Semester I examinations, unless and until (s)he submits the Field visit report before the stipulated time.

8. STRUCTURE OF THE QUESTION PAPER

- 9.1. Each question paper shall be of 60 marks and of 3 hours duration.
- 9.2. **For Theory papers** there will be 2 Sections. In section I a candidate shall be required to answer 3 questions out of 5 questions & in section II (s)he shall be required to answer 2 questions out of 3 questions. All questions shall carry equal marks i.e. 12 marks each.
- 9.3. **For Composite papers (theory and practical / problems)** there will be 2 sections. In section I (practical/problem) a student shall be required to answer 3 questions out of 5 questions & in section II (Theory) (s)he shall be required to answer 2 questions out of 3 questions. All questions shall carry equal marks i.e. 12 marks each.
- 9.4. **For papers including case studies** there shall be 2 Sections. In Section I (Theory) a student shall be required to answer 3 questions out of 5 questions & in Section II (Case studies) 2 case Studies out of 3 case studies to be attempted by the students. All questions shall carry equal marks i.e. 12 marks each.
- 9.5. **For case studies** out of 5 cases 3 cases should be attempted by the student. Each case shall carry 20 marks.

9. ELIGIBILITY OF THE FACULTY

As per norms fixed by UGC, Govt. of Maharashtra and North Maharashtra University.

M.A. (Economics) / MBM (PM)/ MPM /M.Com/ FCA/ FCWA)/M.B.A. or equivalent for General Papers

MCA/M.Sc. (Computer Science/IT)/B.E.(Computer/IT) or equivalent for Computer Papers

10. JOB OPPORTUNITIES FOR MPM STUDENTS ARE IN THE FOLLOWING SECTORS :-

1. Government
2. Semi-governments
3. Public
4. Private
5. Banking
6. Corporate

7. I.T.
8. Co-operative
9. N.G.O. (Social and Political)
- 10.N.G.O. (Religious, spiritual and aesthetic)

THE POSSIBLE JOB ROLES FOR MBM(PM) GRADUATE ARE -

1. Personnel Manager/ Executive
2. H.R. Manager/ Executive
3. Labour Welfare Officer
4. Law Officer
5. Training and Development Officer
6. Recruitment and Selection Officer
7. Industrial Relation Officer
8. Industrial Safety Manager
9. Public Relation Officer
10. Industrial Counsellor
- 11.Arbitrator
- 12Adjudicator
13. Works Committee Manager
- 14.Wage and Salary Officer
15. Factory Inspectors



North Maharashtra University, Jalgaon

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FACULTY OF COMMERCE & MANAGEMENT

EQUIVALENCE OF OLD & NEW COURSES FOR MASTER IN BUSINESS MANAGEMENT (PERSONNEL MANAGEMENT)

MBM (PM)

Paper No.	New courses (w.e.f.- June 2011)	Paper No.	Old courses (w.e.f.- June 2014)
Semester-I			
1.1	Principles & Practices of Management	1.1	Principles & Practices of Management
1.2	Industrial Psychology & Sociology	1.2	Industrial Psychology & Sociology
1.3	Industrial Economics	1.3	Industrial Economics
1.4	Personnel Administration & Management	1.4	Personnel Administration & Management
1.5	Laws for Wages & Working Conditions	1.5	Labour Legislation – I
1.6	Computer Fundamentals & Office Automation	1.6	Computer Applications - I
1.7	Field Work & Viva-Voce	2.7	Field Work & Viva-Voce
Semester-II			
2.1	Organization Behavior	2.1	Organizational Behavior
2.2	Social Issues & Responsibilities	2.2	Corporate Social Responsibility
2.3	Labour Economics	2.3	Labour Economics
2.4	Industrial Relations & Trade Union	2.4	Industrial Relations & Trade Union
2.5	Laws relating to Industrial Relations	2.5	Labour Legislation – II
2.6	Introduction to Internet & Web Technologies	2.6	Computer Applications - II
2.7	Research Methodology & Statistical tools	3.1	Research Methodology
Semester-III			
3.1	Labour Welfare & Administration	3.2	Labour Welfare & Administration
3.2	Industrial Safety Management	4.1	Industrial Safety Management
3.3	Labour Costing & Compensation Management	3.3	Labour Costing & Compensation Management
3.4	Principles of Human Resource Management	3.4	Human Resource Management - I
3.5	Social Security & Welfare Regulations	3.5	Social Security & Welfare Legislation
3.6	Public Relations	3.6	Public Relations
3.7	Case Study in Personnel Management	3.7	Case Study in Personnel Management
Semester-IV			
4.1	*Competitive Business Skills Or Training & Development	1.7	Professional Communication Skills
4.2	Human Resource Information Systems & ERP	4.2	Management Information Systems & ERP
4.3	Industrial Counseling	4.3	Industrial Counseling
4.4	HRM Practices	4.4	Human Resource Management - II
4.5	Industrial Compliance Framework	4.5	Industrial Compliance Framework
4.6	Case Study in IR	4.6	Case Study in Industrial Relations
4.7	Project Report & Viva-Voce	4.7	Project Report & Viva-Voce



North Maharashtra University, Jalgaon

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FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: I

Paper: 1.1 PRINCIPLES AND PRACTICES OF MANAGEMENT

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

Objective :

After going through this Subject you will able to :

- Introduces a number of important concepts and principles of management and describes the changing nature of mgt.
- Understand the essential features of management principles
- Know throws light on the complex set of roles performed by managers in their day to day life and the skills required to perform those roles effectively.
- Introduction is given to several influential view points and approaches that have shaped managerial thinking during the past one hundred years.
- Understand the importance and changing role of global management practices.

1- Introduction to Management

(15)

- a) Definition, Nature , Scope, Functions
- b) Process of Mgt.
Planning- Need & Steps in Planning
Organizing- Importance & Structure of org.
Directing - Meaning & principles
Co-ordination- Need & importance
- c) Mgt. & Administration, MBO, Span of Mgt.,
Delegation of Authority.

2- Managing & Managers

(12)

- d) Why study org. & Mgt.
- e) Efficiency & Effectiveness
- f) Mgt. Levels & Skills
- g) Need for vision, ethics & responsiveness to culture diversity.

3- Contribution of Mgt. thinker

(10)

- a) F. W. Taylor, Henry Fayol, Max Weber, C. Bernard

4- Mgt. in 21 century

(13)

- a) Liberalization, Privatization, Globalization
- b) Japanese Mgt., American Mgt.
- c) ISO certification , Environment friendly packaging ,
Culture & multi cultural.
- d) JIT, TQM.s

Reference Books :

- 1) Principles & practice of Management – Dr. Sakhtiwai Murgan, New Age Int. Publications
- 2) Principles & practice of Management – L.M.Prasad, Sultan chand & sons.
- 3) Principles of Management – T.Ramasamy, Himalaya Publishing House
- 4) Management 6th Edition- James A.F. Stoner, R. Edward, Daniel R.,
Prentice- Hall India



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FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: I

Paper: 1.2 INDUSTRIAL SOCIOLOGY & PSYCHOLOGY

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will be able to :

- Distinguish between Industrial Sociology and Industrial Psychology. Illustrate with Example.
- Understand the nature of Industrial Sociology and the disciplines with which it is directly connected, together with the basic concepts relative to it, are examined.
- Understand the relations between the social sciences- including economics – on the one hand and Social welfare and personnel mgt, on the other.
- Analyze the various types of social relations existing in Industry.
- Understand what Industrial Psychology is and how does psychology fit in HRM.
- Understanding human behavior in the workplace.
- To familiarize students with the field of human relations, pointing out ways this information can be of personal value.
- Understand the emerging challenges in the Human Relations area.

Industrial Sociology

1 –Industrial Sociology (3)

- a. Definition-Industry, The Sociological approach-Sociology-psychology-Economics
- b. The task of Industrial Sociology- Meaning, nature, scope & significance
- c. Social Welfare- Social Relation and Personnel Management

6 – Industrialization (4)

- a. Early Industrialism in India,
- b. The factory System: Its characteristics, factory as social organization
- c. social institution in India

2 – Emergence of Industrial society (4)

- a) The Internal Structure of Industry- Formal/Informal-Departmentation-Line , staff and functional activity, organizational development,
- b) The Theory of Industrial Democracy and Trade Union.

3 - Employee Socialization

- a. Socialization: A Learning Process
- b. Theories of Socialization

4 – Industrial Bureaucracy, (4)

- a. problems in Bureaucracy

5 – The working environment, (6)

- Impact of automation, computerization, rationalization, specialization
- technological change in work organization and society

Industrial Psychology

1 – Industrial Psychology (6)

- a) Concept- A branch of practical psychology,
- b) Objective, development, scope, problems,
- c) Function & values of Industrial psychology

2 –Psychological Test (8)

- a) Concept, Characteristics of good test, who make decision from Test & how?
Types of test

- b) Ability Test
- c) Personality test
- d) Intelligence test
- e) Attitude test
- f) 16PF

3 – Human Relations

(15)

- a) Nature ,Principles, importance , Approaches of Human Relations
- b) Main Components & Techniques of Human Relations
- c) Fundamentals of motivation,
- d) The social system- Individual Behavior & Group Behavior
- e) The Technical system- Technology & People at work, Quality Improvement, Job Redesign & Job Enrichment
- f) The Administrative system- Fundamentals of Leadership, Developing Personnel
- g) Behavioural effectiveness- communicating for effectiveness,
- h) International Human Relations,
- i) Human Relations challenges of the future

Reference Books

- 1) Fundamental of Industrial Sociology- Tata McGRAW- HIL
- 2) Introduction to psychology – Clifford T. Morgan, Tata McGRAW- HILL
- 3) Social Psychology –Robert Baron , Donn Byrne, Nyla Branscombe
- 4) Human Relation- Tata McGRAW- HILL



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FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: I

Paper: 1.3 INDUSTRIAL ECONOMICS

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will able to:

- Know the conceptual framework of Indian Economy.
- Understand the role of Industrialization in Economic development.
- Appreciate the importance and changing role of economic resource of India.
- Understand the features and economic problem in Industry and various sectors.
- Analyze the emerging Trends in Globalisation, Liberalisation and Privatisation.
- Understand the Importance of Productivity Analysis.

1 – Introduction to Industrial development in India

(8)

- a) Indian industries during Pre-independence period
- b) Emergence of Modern Industries in India
- c) Emerging Trends in Globalization, Liberalization and Privatization.
- d) Globalization of Indian Agriculture-expecting fair deal from unfair world
- e) Impact of Liberalization Policies on the status of women
- f) Privatization of a Public Sector Unit.
- g) Impact of Liberalization on Corporate Sector

2– Indian Industrial System

- a) Condition after Independence - Industrial Expansion throughout five years plan (5)
- b) Small-scale, Cottage & Village Industries-Measures adopted for the development of these industries.
- c) Public Sector Industries
- d) Manufacturing & Service industries ,Problems of these Industries
- e) Foreign Collaborations
- f) Government intervention, regulation & control
- g) Location patterns of Industries in India : Developed & Undeveloped areas

3 – Role of Financial Institutions & Intermediaries

(8)

- a) NBFC
- b) Co-operative bank
- c) Public & Private banks
- d) Financial Institutions – IFCI, IDFC, IRBI, SFIs, BIFR

4 – Role of Foreign Capital

(5)

- a) Types of Foreign Capital
- b) MNC & Indian Foreign collaboration
- c) Foreign Investment in recent years (from 2007 onwards)
- d) Government Policy in regards to Foreign Capital
- e) Role of Foreign Investment in Public & Private sector

5 – Industrial sickness

(5)

- a) Extent of Industrial sickness in India
- b) Causes of Industrial sickness
- c) Government Policy in regards to Industrial sickness

6 – Indian Industries & Energy problem

(5)

- a) Nature of Energy problem in India

- b) Energy Crisis & Measures to solve energy problems

7 – Industrial Productivity

(5)

- a) Importance of Productivity Analysis
- b) Factors influencing Industrial Productivity

8 – India's Foreign Trade

(8)

- a) Importance of Foreign Trade for a developing country
- b) Provisions of WTO & its effects on Industries in India
- c) Recent Export-Import Policy of India

Reference Books

- 1) Industrial Economics – R.R.Barthwal, New Age Intl Publications
- 2) Industrial Economy of India – S.S.M.Desai & K.Bhalerao
- 3) Indian Economy – Rudra Dutt & Sundaram ,
- 4) Indian Economy- A. N. Agrawal, New age international Publication



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FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: I

Paper: 1.4 PERSONNEL ADMINISTRATION AND MANAGEMENT

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will be able to :

- Understand the features and function of Personnel Mgt.
- Pinpoint the important of Personnel policies, procedures, documentation and reports.
- Understand the structure of Personnel Department.
- Understand the role of Personnel Administration in an Organization.
- The evolving role of the Personnel Management in India.

1- Introduction to personnel management: (6)

- a) Nature, Objectives, scope, Importance.
- b) Personnel management functions in India
- c) Personnel Manager: Qualifications, Role, Functions, Qualities.

2- Development of Personnel management (4)

- a) Historical Development
- b) Personnel practices in Indian Industries
- c) Code of ethics for personnel Managers – prepare by National Institute of personnel Management.

3- Introduction to personnel Administration (12)

- a) Meaning, Definition, Scope, Importance
- b) Organizational structure of personnel department
- c) Personnel policies, procedures and programmes

Personnel records and documentations

- a) Personnel records- types
- b) Objectives of record system
- c) Technique and styles of record keeping
- d) Essentials of effective record keeping,

Personnel reports;

- a) Essentials of good report
- b) Types of reports

4- Compensation Management: (8)

- a) Concept & types of compensation,
- b) Factors influencing compensation
- c) Framework of Compensation policies
- d) Wage and Salary Administration
- e) Wage differentials- importance
- f) Preparing good wage plan
- g) Statutory Provision Related to Compensation
- h) International Compensation

5 - Recruitment selection placement and Induction

(6)

A. Recruitment: Definition and meaning

- a) Elements of good recruitment policy
- b) Sources of recruitment
- c) Recruitment practices in India

B. Selection procedures-

- a) Application form by the candidates
- b) Interviewing of candidates
- c) Techniques of questioning-general rules
- d) Barriers of effective selection

C. Placement

- a) Principles of effective placements

D. Induction: Meaning, elements

- a) Induction practices and policies
- b) Requisites of good induction program

6 - Job changes

(5)

A. Promotion- Definition, principles, procedures

- a) Objective and types of promotion policies
- b) Role of personnel department in promotion

B. Demotion- causes, regulations

- a) Policies of demotion

C. Transfer- nature, objectives

- b) Transfer policies and procedures

D. Separation

- c) Resignation, Discharge, Dismissal, Retrenchment, Lay-off,
- d) Golden Handshake, Retirement

7- Performance appraisal

- a) Objectives, Uses, Purpose of Performance appraisal
- b) Process of Performance appraisal
- c) Essentials of a good appraisal System
- d) Techniques of Performance appraisal
- e) Ways for improving Performance appraisals

8- Personnel problems in various sectors

(6)

- a) In Govt., public and private sectors,
- b) Corporate, Professionals, Social, co-operative and IT sector

Reference Books :

- 1) Personnel Management- C. B. Mamoria, Himalaya Publication
- 2) Personnel Management- A.M. Sharma- Himalaya Publication
- 3) Human Resource Management- V. S. P. Rao- Excel
- 4) Human Resource Management- S.S. Khanka, Schand & sons
- 5) Essentials of HRM- V.S.P.Rao, Excel
- 6) Human Resource Management- K. Aswathappa, Tata McGraw



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FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: I

Paper: 1.5 LAWS FOR WAGES & WORKING CONDITIONS

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will able to:

- Introduction to Labour Legislation
- Understand the need of labour Legislations and principles of labour Legislations.
- Know the objective and scope of wages and working conditions related Laws.
- Know the provisions of wages and working conditions related acts.

1 Introduction

(3)

- a) Meaning of Labour Legislation
- b) Need for Labour Legislation
- c) Principles of Labour Legislation
- d) Objectives of Labour Legislation

2 The Payment of Wages Act, 1936

(8)

- a) Meaning of Wages, Types of Wages
- b) Features of Wage policy
- c) Factors affecting Wages
- d) Time and method of payment, Fines, Claims of wages, Attachment of Property,
-Notice of abstract of the act.

3 Minimum Wages Act, 1948

(7)

- a) Object and scope the act, Important definitions,
- b) Manner of fixation of minimum wages, Obligation of employers
- c) Advisory board, Central advisory board,
- d) Authority claims, Offences and penalties,
- e) Compliances under the act.

4 Payment of Bonus Act, 1965

(8)

- a. Objective, scope, application of the act
- b. Eligibility for bonus and its payment
- c. Bonus linked with production
- d. Exemption
- e. Compliances under the act.
- f. Offences and penalties

5 Payment of Gratuity Act, 1972

- a. application of the act, Important definitions
- b. When Gratuity is payable
- c. Amount of gratuity payable
- d. Forfeiture of Gratuity
- e. Controlling authority and the appellate authority
- f. Obligations and rights of the employer
- g. Compliances under the act

6 The Employees' provident funds and miscellaneous provisions act,1952

- a. application of the act
- b. Important definitions
- c. Schemes under the act-

Employees' provident funds scheme, 1952 – Applicability, contributions, nomination, benefits and offence, Special provisions for newspaper Employees, Cine Workers, Employees with disability, International worker

Employees' pension scheme, 1995 – Applicability and benefits

Employees' Deposit-linked insurance scheme, 1952- contributions and benefits

7 The Employees' State Insurance Act,1948

- a. Applicability of the act, Contributions.
- b. Important definitions
- c. Employees' State Insurance
- d. Employees' State Insurance scheme
- e. Administration ESI Corporation
- f. Benefits
- g. ESI Court
- h. Exemption and compliances

8 The Equal Remuneration Act, 1976

(8)

- a. Equal Pay for Equal Work
- b. No discrimination to be made while recruiting Men and Women.
- c. Exceptions
- d. Claims and Complaints
- e. Penalties
- f. Maintenance of Register
- g. Case-Law

9. Contract Labour (Regulation and abolition) Act, 1970

(8)

- a. Scope and Applicability of the act
- b. Important definitions
- c. Advisory Boards
- d. Registration of establishments
- e. prohibition of contract labour
- f. licensing of contractors
- g. Welfare and health of Contract Labour
- h. Penalties and Procedure
- i. Powers of Inspectors

REFERENCE BOOKS

1. Labour Industrial laws- Dr.V.G.Goswami, Central Law Agency.
2. Labour Laws- Taxmann, Taxmann.
3. Labour Law- S. D. Geet, Nirali Prakashan
4. Industrial Relations – T. N. Chhabra, R. K. Suri, Dhanpat Rai & co.
5. Labour Laws for managers- B. D. Singh, Excel
6. Industrial Jurisprudence & L.L.- A. M. Sarma, Himalaya Publication



North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: I

Paper: 1.6 Computer Fundamentals and Office Automation

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

Objectives:

- To understand basic concepts of computer
- To understand concepts of Hardware and Software of computer
- To familiarize students with different basic applications.

1. **Characteristics of modern computer** (2)
 - a. Hardware requirements
 - b. Software requirements
2. **Introduction to hardware and Software** (5)
 - a. Types of software – System software, Application software
 - b. Types of Operating system – characteristics, comparison of the features of operating system, examples of operating system
 - c. Hardware - scanner, printer, barcode reader, biometrics, fax handling
 - d. Network – LAN, WAN, MAN, modem, switches, hub
3. **File System** (2)
 - a. windows environment, file manager, searching a file, security in windows
4. **Modern Systems** (3)
 - a. Introduction to latest terminology – freeware, open source, outsourcing, BPO, ERP, CRM
 - b. Zip and unzip files
 - c. Editing pdf files

MS-OFFICE 2007

- **Word 2007** (12)
 - a. Creating a new document, opening and saving a document
 - b. Font and paragraph Formatting
 - c. Copying and Moving Text and Object
 - d. Tables
 - e. Lists
 - f. Page Formatting with borders and header & footer
 - g. Inserting Graphics, Pictures, and Table of Contents
 - h. Printing a document
 - i. Mailmerge
- **Excel 2007** (12)
 - a. Opening a Blank or New Workbook, General Organization
 - b. Basic Formulas and Use of built in Functions
 - c. Working with Data: Entering, Editing, Copy, Cut, Paste, Paste Special
 - d. Formatting Data and Using the Right Mouse Click
 - e. Saving, Page Setup, and Printing
 - f. Using Headers and Footers
 - g. Manipulating Data using Data Names and Ranges, Filters and Sort, and Validation Lists
 - h. Data from External Sources, Import and Export of data
 - i. Using and Formatting Tables
 - j. Data Analysis Using Charts and Graphs

- **PowerPoint 2007**

(12)

- a. Creating a Basic Presentation
- b. Layouts in presentation
- c. Working with Text
- d. Working with Themes and Styles
- e. Working with Charts, Graphs, & Tables
- f. Working with Media Clips and Animation
- g. Hyperlink

Reference Books

1. SAMS Teach Yourself Microsoft Office 2007- Greg Perry ISBN 0-672-32901-8
2. Fundamentals of MS Office 2007 – Gretchen Douglas, Mark Connell
3. How To Do Everything With Adobe Acrobat 7.0 - Doug Sahlin
4. Adobe Acrobat 7.0 Quick Steps - Marty Matthews, John Cronan

List of Practical's

1. File and folder handling in windows (copy, move, paste, secure). handling scanner, printer, fax, barcode reader
2. Create and print a simple document
3. Create a document with tables and formulas
4. Create a letter using mailmerge
5. Create a simple datasheet
6. Manipulate data using data menu of MS Excel 2007
7. Create a data sheet and insert a chart
8. Create a datasheet using multiple sheets in functions and formulas
9. Create a simple presentation using different layouts and design
10. Create a presentation using custom animation and slide transition
11. Create presentation using hyperlinks
12. Edit PDF files



North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: IV

Paper: 1.7 Professional Communication Skills

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will able to :

- Studying the personality development of individuals is the micro perspective.
- Understanding the communication cycle.
- Studying the “Why” and “To Whom” Parts of communication.
- Know the process of Interview Techniques.
- Understand the needs and benefits of written communication.

Unit 1: Introduction to Communication Theory

8

- a. Communication as a Social Science
- b. The Fact of communication
- c. The need for Communication
- d. Communication , Language and information
- e. The right to Communicate

Unit 2 :The “Why” and “To Whom” Parts of communication

13

- a. Defining Communication
- b. Types of Communication- verbal/Non verbal,
Technological/ Non Technological,
Mediated/Non mediated,
Participatory/Non Participatory
Intrapersonal or face to face Communication
Focused and Unfocused Interactions
- c. The three Stages of Interpersonal Communication
The Phatic Stage, The Personal Stage, The Intimate Stage
- d. Group Communication
- e. Mass Communication
- f. Interactive Communication
- g. Western Models of Communication
- h. Indian Communication Theories
- i. Barriers of Communication
- j. Mass Communication and culture
- k. The Phenomenon of mass culture

Unit 3: Written Communication

8

- a. Qualities of good letter
- b. Resume writing
- c. Layouts of business letters
- d. Writing different types of letters:-
 - i. Enquiries & Replies
 - ii. Orders & Replies
 - iii. Complaints & Claims
 - iv. Sales Letters
 - v. Application Letters

- vi. Reference letters / Testimonials
- vii. Reports writing
- e. Giving Feedback

Unit 4: Personality development

8

- a. Team Building , Goal setting
- b. Time Management, Work Life Balance
- c. Developing Interpersonal Relations
- d. Analytical Skills, Multitask Ability
- e. I am OK you are OK, Positive thinking
- a. Creativity
- b. Meditation.
- c. Listening Skills.
- d. Body Language.
- e. Non Verbal Communication Skills.

Unit 5: Interview Techniques

8

- l. General Tips on taking interview - Do's & don'ts.
- m. Pre & post Preparation of the interview.
- n. Common Questions and flow-Warm-up questions-Questions that set the stage- detail part of interview-the trick negative questions- intention testing questions- compention and financial details- difference between the American and Indian Interviews
- o. The Interviewer Perspective

Reference Books

1. Business communication for managers- Penrose, Rasberry, Myers, cenage Learning
2. Business communication – Raman & Singh, oxford Publication
3. Communication Today – Ruben Roy, Himalaya Publication
4. Business communication- C. S. Raydu, Himalaya Publication
5. Communication for Business- Taylor, Pearson Education
6. Communication Skills- Dr. Rao & Dr. Das, Himalaya Publication
7. Contemporary Business Communication- Scot Ober, Biztantra, Dreamtech
8. Business communication Today- Bovee, Thill, Schatzman- Pearson
9. Basics of Business communication- Lesikar & Flately, Tata Mc Graw Hills
10. Business communication- R. K. Madhukar, Vikas Publication

SEM –II



North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: II

Paper: 2.1 ORGANISATION BEHAVIOUR

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will be able to :

- Understand the nature & scope of O.B.
- The value of the systematic study of O.B.
- Identify the contributions made by OB by major behavioral science discipline

CHAPTER 1) Introduction

(6)

- a) Definition of O.B
- b) Nature & Scope of O.B.
- c) influence of various disciplines on OB
- d) challenges and opportunities for O.B.

CHAPTER 2) Individual Behavior

(12)

- a) values – meaning, importance, types, relevance to OB
- b) Perception - Definition, Importance, Factors Influencing Perception, problems in Perception
- c) Personality - Concept. Determinants and Types
- d) learning – concept, Theories of Learning
- e) Attitudes - Types, Components & Functions. Attitudes & O.B.
- f) job satisfaction - Concept of Job Satisfaction, factors affecting job satisfaction, ways of measuring it, job satisfaction & work performance

CHAPTER 3) Group Dynamics

(6)

- a) Groups in Organization, Nature, Membership, Process of Group Development, Types of Groups
- b) Group Norms, Group Conformity, Group Cohesion, Group Size, Group Think, Group Shift.

CHAPTER 4) Motivation

(6)

- a) Meaning & Types of Motives
- b) Theories of Motivation
 - i) Hierarchy of needs Theory
 - ii) Theory X and Theory Y
 - iii) Motivation-Hygiene Two Factor theory
 - iv) Vroom's Expectancy theory
- c) Motivation applied - Financial and non-Financial motivators

CHAPTER 5) Leadership

(6)

- a) Meaning, Functions, Styles of Leadership
- b) Theories of Leadership
 - i. Fielders Leadership Contingency theory
 - ii. Hersey-Blanchard's Situational Leadership Theory
 - iii. Path Goal Theory
 - iv. Charismatic Leadership Theory
 - v. Transformation Leadership Theory
 - vi. Ohio State Leadership Quadrants and Management Grids

CHAPTER 6) Power & Conflicts**(8)**

- a) Meaning & Sources of Power
- b) Organisational Politics, factors causing Political behaviour
- c) Conflicts – Meaning, levels of Conflicts
- d) Intrapersonal Conflict - Role Identity, Role Perception, Role Expectation, Role Conflict.
- e) Interpersonal Conflict (Transactional Analysis and Johari Window)
- f) Conflict Management

CHAPTER 7) Change Management and Development**(6)**

- a) Why Organization changes? Planned Change, Resistance to change, Managing resistance to change
- b) Meaning of organization development, Characteristics, Objectives.
- c) Work stress: Meaning of Stress, Nature and sources of stress, Consequences of Stress, Coping Strategies for the Stress

REFERENCE BOOKS

1. Organization Behavior – Arun Kumar & N. Meenakshi, Vikas Publishers
2. Organization Behavior – Schernerhorn, Hunt, Osborn, Willy India
3. Foundation of OB – Slocum & Hellriegel, Cenage Learning
4. Organization Behavior – Nelson & Quick, Cenage Learning
5. Organization Behavior – Dr. Nirajkumar, Himalaya Publications
6. Organization Behavior – K. Ashwathappa - Himalaya Publications
7. Management & OB – Jayantee Mukherjee-Saha, Excel Books
8. Organization Behavior – Suja R. Nair, Himalaya Publications
9. Organization Behavior –Stephen P . Robbins, Pearson
10. Organization Behavior –S.S. Khanka – S. Chand Publications
11. Organization Behavior –Fred Luthans - TMH
12. Human Behavior at Work –Keith Devis – MCGRaw Hill
13. Organization Behavior – P G Aquinas, Excel books, New Delhi
14. Organization Behavior – M.N. Mishra, Vikas Publications



North Maharashtra University, Jalgaon

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FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: II

Paper: 2.2 Corporate Social Responsibility

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will able to :

- Understanding social issues and problems
- Pinpoints the importance of Business ethics, Mind Mgt, Self-Development.
- Understand the Corporate Governance practices in India.
- Know the ethical issues in functional Areas.

1) Understanding Social Issues

(12)

- a) Indian social problems: definition, nature, Characteristic and Causes of Social Problems
- b) Social Issues (current issues)- corporate environment: Castism, Regionalism, Agitation in Youth, Urbanization, Terrorism, Black money
- c) Culture, Cultural differences & Discrimination – Equal opportunities.
- d) Business & Society
- e) Social Cost of Development

2) Business Ethics

(10)

- i) Values, norms & beliefs, ethical behaviour
- ii) Meaning & Importance & Factors affecting Business Ethics
- iii) Morality, Applied Ethics, Moral Standards, Code of Ethics
- iv) Ethical Decision Making
- v) Role & Qualities Of CEO

3) Ethical Mind

(06)

- i) Basics of Mind Management
- ii) Self Development
- iii) Stages of Self Development

4) Corporate Social Responsibility

(10)

- i) Concept & Definition of Corporate Social Responsibility
- ii) Scope of Corporate Social Responsibility
- iii) Corporate Social Responsibility and the Law
- iv) Corporate Social Responsiveness
- v) Corporate Social Performance
- vi) Areas of Social Responsibility of Business
- vii) Social Accounting & Social Audit

Chapter 5) Corporate Governance

(10)

- i) Concept, Meaning, & Principles of Corporate Governance
- ii) Issues in Corporate Governance
- iii) Parties to Corporate Governance
- iv) Professionalization of Corporate Governance
- v) 'Good' Corporate Governance
- vi) Corporate Governance Practices in India

Reference Books

1. Corporate Governance & Business Ethics- Mandal- Tata McGraw Hill
2. Business Ethics & Values by Senthil Kumar, Himalaya Publications
3. Corporate Governance: Principal Policies & Practices by Fernando, Pearson Education.
4. Corporate Ethics: The Business Code of Conduct for Ethical Employees by Steven R. Barth.
5. Business Ethics by Agalgatti, Nirali Publication
6. Ethics in Management & Indian Ethos by Biswanath Ghosh, Vikas Publications
7. Ethical Management: Text cases in BE & CG by Satish Modi, Mcmillions
8. Business Ethics Manisha Paliwal, New age International
9. Business Ethics: Text & Cases, by C.S.V. Murthy, Himalaya Publication
10. Social Problems in India by Ram Ahuja, Rawat Publications.
11. Business Ethics in Corporate Governance by CSV Murthy, Himalaya Publication
12. Corporate Social Responsibility by Baxi & Prasad, Excel Books
13. Business Ethics and values: S.K.Bhatia, Deep & Deep Publication Pvt. Ltd, New Delhi.



North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: II

Paper: 2.3 LABOUR ECONOMICS

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will able to :

- Understanding the concept, scope of Labour Economics.
- Understand the features and Labour problem in Industry and various sectors.
- Know the Labour Market, Wage determination and their impact
- Know the Occupational Structure & Economic Development in India
- Identify the contributions made by Labour Policy and that impact on Labour Productivity and problems.

1 – Introduction to Labour Economics

(No. of lec-6)

- a) Meaning, Definition, Nature and Scope of Labour Economics
- b) Role of Workers in Developing economy

2 – Labour market

(No. of lec-6)

- a) Demand of Labour
- b) Supply of Labour
- c) Mobility of Labour
- d) Government & Non-Government employment exchanges
- e) New Economic Policy and its impact on Indian Labour Market.

3 – Occupational Structure & Economic Development in India

(No. of lec-10)

- a) Changing profile of GDP & Employment in India (post-liberalization)
- b) Workers participation in Mgt.
- c) Employment in agriculture industry & services in different States

4 – Labour problems & Labour policy

(No. of lec-10)

- a) Agricultural labour, seasonal labour, labour problems in organized & unorganized sector
- b) Employment policy of Government of India
- c) Government policies & schemes to promote employment
- d) Technology & Employment

5 – Labour Productivity

(No. of lec-6)

- a) Concept and its measurement
- b) Empirical analysis of labour productivity
- c) Determinants of labour productivity

6 – Wages

(No. of lec-10)

- a) Concept & Principles
- b) Disparities in wages in same industry, different industry & different regions
- c) Measures to reduce differentiation in wages
- d) National Wages Policy of India

Reference Books

- 1) Economics of labour – R, Jayaprakash Reddy
- 2) Indian Economy – Rudra Dutt & Sundaram, S.chand
- 3) Indian Economy – Mishra & Puri,
- 4) Industrial Economics – R.R.Barthwal,
- 5) Industrial & Labour Economics- S. D. Geet, Nirali Prakashan
- 6) Economics – K. K. Dewett, S.chand
- 7) Indian Economics- A. N. Agrawal, New Age Inter.



North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: II

Paper: 2.4 INDUSTRIAL RELATIONS & TRADE UNION

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will be able to :

- Understanding "Industrial Relations" and prerequisites for successful Industrial Programmes
- Studying Industrial Relations of Developing Economy
- Pinpoints the importance of Discipline in industry.
- Studying the Industrial Conflicts and Grievance in Industry.
- Introduction to Trade Union
- Industrial Relations in the context of Globalization.
- Elaborate the methods for prevention of industrial disputes.
- Examine the effectiveness of judicial machinery in resolving disputes.

1 Industrial Relations

06

- a. Concept & Definitions of Industrial Relations
- b. Importance, Objectives & Scope of Industrial Relations
- c. Factors affecting Industrial Relations
- d. Prerequisites for successful Industrial Programmes

2 Industrial Conflicts

12

I. Definitions Nature & Classification of Disputes

ii. Causes & Effect of Disputes

iii. Industrial Dispute settlement Machinery

a. Conciliation

Meaning, Machinery, Qualities of conciliator, role of conciliator, Voluntary & compulsory Conciliation, procedure & practices in India

b. Arbitration

Concept, Advantages of Arbitration, Evils of Arbitration, Types of Arbitration, Reference of Dispute to Arbitration under I.D.Act.1947, Qualification of arbitrators, Procedure for investigation, Submission of Award, Voluntary Arbitration, Compulsory Arbitration & its criticism

c. Adjudication

Importance of Adjudication, Types of Adjudication, Three tier system of Adjudication- Labour Court – Industrial tribunal – National tribunals, Machinery for settlement of dispute to Adjudication, Observation of NCL and Adjudication

d. Collective bargaining

Meaning & concept, functions, structure, Types of bargaining, elements of bargaining, conditions for the success of collective bargaining

3 Grievance in Industry

08

- a. Definition, Need & Effects of Grievances
- b. Types of Grievance procedure
- c. Model of Grievance procedure
- d. Grievance procedure for Settlement

- e. Elements of successful grievance redressal procedure
- f. Errors in handling grievance redressal procedure

4 Discipline in Industry

08

- a. Meaning & Definition of Discipline
- b. Kinds of Discipline
- c. Causes of indiscipline
- d. Discipline maintenance system
- e. McGregor's' Hot stove Rule
- f. Procedure of disciplinary action

5 Introduction to Trade Union- I

- a. The Theory of Industrial Democracy- Necessary Conditions for a Trade Union, Objectives, Methods of achieved objective
- b. Revolution Theory of Trade Union
- c. Gandhian Theory of Trusteeship
- d. The Collective Bargaining or Economic Protection Theory
- e. Robert F.Hoxie Theory of Business Unionism, Friendly or Uplift Unionism
- f. Frank Tannenbaum Theory of Technological Unionism.
- g. Selig Perlman Theory- Job Conscious Unionism, union and the Intellectuals- Union Goals and Tactics.
- h. Union Control of Industrial Theory- Power Theory, Business Theory, Functional Theory, Environmental Theory, Social Relation Theory

6 Introduction to Trade Union- II

16

- a. Origin and development of Trade Unions
- b. Functions of Trade Unions
- c. Factors responsible for growth of industrial unions
- d. Registration of trade union
- e. Recognition of trade union
- f. Rights and responsibilities of registered trade union
- g. Membership of trade union
- h. Finance of Trade Unions
- i. Employer's organisation in India
- j. Problems of trade union
- k. Recommendations of NCL for strengthening trade union

Reference Books

- 1) Industrial Relations – T. N. Chhabra, R. K. Suri, Dhanpat Rai & co.
- 2) Industrial Relations – A. M. Sharma, Himalaya Publication
- 3) Dynamics of Industrial Relations – C.B. Mamoria, Himalaya Publication
- 4) Personnel Management Vol 1,2,3- Arunkumar & Rachana sharma, Mangaldeep



North Maharashtra University, Jalgaon

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FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: II

Paper: 2.5 LAWS RELATING TO INDUSTRIAL RELATIONS

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will able to :

- Introduction to Labour Legislation related to Industrial Relations.
- Understand the need of labour Legislations and principles of labour Legislations.
- Know the objective and scope of Industrial Relations related Laws.
- Know the provisions of related acts.
- Elaborate the methods for prevention of industrial disputes.
- Examine the effectiveness of judicial machinery in resolving disputes.

1 : <u>Factories Act, 1948</u>	8
2 : The Industrial Dispute Act, 1947	10
3: The Trade Union Act, 1926	10
4: The Maharashtra Recognition of Trade Union & Prevention of unfair Labour Practices Act, 1971	10
5: The Industrial Employment Standing Order Act, 1946	08
6: Employment Exchange Act, 1959	06
7: The Apprentice Act, 1961	06
8: The Private Security Agencies (Regulation) Act, 2005.	
9: I. T Act, 2000	

REFERENCE BOOKS

1. Labour Industrial laws- Dr.V.G.Goswami, Central Law Agency.
2. Labour Laws- Taxmann, Taxmann.
3. Labour Law- S. D. Geet, Nirali Prakashan
4. Industrial Relations – T. N. Chhabra, R. K. Suri, Dhanpat Rai & co.
5. Industrial Jurisprudence & L.L.- A. M. Sarma, Himalaya Publication



North Maharashtra University, Jalgaon
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FACULTY OF COMMERCE & MANAGEMENT
New Syllabus: M.B.M. (Personnel Management)
SEMESTER: II

Paper: 2.6 INTRODUCTION TO INTERNET AND WEB TECHNOLOGIES

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will able to :

- To understand the basic terminology & concept of world wide web
- To get a brief overview of internet & the different tools of internet.
- To aware the students about implementing & deploying websites.
- To familiarize students about managing data in to computerized system and web servers.

1: The Internet

(08)

Introduction to networks and internet, history, internet, intranet & extranet, Internet culture, business culture on internet. Collaborative computing and the internet, Modes of connecting to internet, internet service providers, internet address, standard address, Domain name, DNS, IPv6, modems, communications software, and internet tools.

2 : World Wide Web

(14)

Introduction, miscellaneous web browser details, searching the www: directories of search engines. TCP/IP: introduction to browser, coast-to-coast surfing, and hypertext mark-up language, webpage installation, web page setup, basics of HTML formatting, creation of hyperlinks.

3: Electronic Mail

(12)

Introduction, advantages and disadvantages, email, addresses, message components, message composition, mailer features, email inner workings, email management, MIMF types, newsgroups, mailing lists, chat rooms, secure-mails SMTP PICO, pine, library cards cat -logs, online reference works.

4: Servers

(06)

Introduction to web servers: PWS, IIS, Apache. Accessing and using these servers. Privacy and security topics: introduction, software complexity, Attacks, Security and privacy levels, security policy, accessibility and risk.

5: Dreamweaver

(08)

The Dreamweaver Interface: Window, Toolbars, status bar, Browser, Saving document
Creating first page: defining the site, page properties, page title, background, margins.
Inserting text and Images: Finding text, replacing text, creating Paragraphs, Formatting text, Inserting dates, and inserting images.
Links: creating links, on text, on images, saving a site.

Lab work

1. Network and internet – Understanding Hardware and software set up of Computer Laboratory..
2. Introduction to www, web browser, Internet explorer.
3. Net surfing – Extracting information from web using Google and other search engines.(Give specific topic)
4. Email account : create email account, compose and send mail, open received mail, address book.
5. Chat Room: create account, search for relevant chat room, chatting to exchange information.
6. HTML : Create HTML pages, Use different tags.
7. HTML continued : Create tables, Use Images, Hyperlinks.
8. Dreamweaver: Creating WebPages.
9. Create a small web site- for any personnel management function, using Dreamweaver.



North Maharashtra University, Jalgaon

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FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: M.B.M. (Personnel Management)

SEMESTER: I

Paper: 2.7 FIELD WORK & VIVA-VOCE

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 48 hours

After going through this Subject you will able to :

- Work at any Industry for **8 days** & study personnel or HR department's - for Practical Training (External)
- Study any one FOR Assignment (Internal)
 - Visit to E.S.I. Corporation
 - Visit to P.F. office
 - Visit to Labour Commissioner Office
 - Visit to Employment Exchange Office
 - Visit to Labour Court
 - Visit to Industrial Court
 -

1. Practical Training

- a) Compulsory Industrial Visit & study personnel or HR department in (Corporate/Professional/ Social/Government personnel or HR department) Report & Viva
- b) Study any one FOR Assignment:-
 - i. Visit to E.S.I. Corporation
 - ii. Visit to P.F. office
 - iii. Visit to Labour Commissioner Office
 - iv. Visit to Employment Exchange Office
 - v. Visit to Labour Court
 - vi. Visit to Industrial Court