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NORTH MAHARASHTRA UNIVERSITY,
JALGAON

Revised Syllabus for

Master in Personnel Management

(M.P.M.)

Semester-III & IV

(W.e.f. June, 2005)

NORTH MAHARASHTRA UNIVERSITY, JALGAON

Master in Personnel Management
Revised Syllabus (MPM) Semester-III
(With effect from June, 2005)

UNIT COURSE NO.: -13) LABOUR LEGISLATION-I

1. Minimum Wages Act. 1948
2. Payment of Wages Act. 1936
3. Payment of Bonus Act. 1965
4. Workman's Compensation Act. 1923
5. Trade union Act. 1926
6. MRTA Act. 1971
7. Industrial Disputes Act. 1947

UNIT COURSE NO.: -14) INDUSTRIAL SOCIOLOGY.

1. Industrial Sociology - Meaning, nature, scope & significance
2. Emergence of Industrial society, factory as social organization, organizational development.
3. Industrial bureaucracy, problems in bureaucracy,
4. Human relation in Industrial organization, Incentives & method of payment, formal & informal groups, Group Dynamics
5. The working environment, Impact of automation, computerization, rationalization, specialization & technological changes in work organization & society.
6. Industrialization & social institution in India

UNIT COURSE NO.: -15) LABOUR COST & ACCOUNTING

- A1) What is cost? Types of cost, elements of Cost

- A2) Labour Cost Computation & Control**
- i. What is Labour Cost?
 - ii. Various departments to control labour cost
 - iii. Time study & motion study
- B) Labour turnover**
- i. What is Labour turnover?
 - ii. Measurement of Labour turnover
 - iii. Causes of Labour turnover
 - iv. Measures of Labour turnover
 - iv. Cost of Labour turnover
- C) Labour Productivity**
1. What is Productivity?
 2. What is Labour Productivity?
 3. Causes of Low Labour Productivity
 4. Effect of Low Labour Productivity
 5. Measures to improve Labour Productivity
- D) Methods of recording attendance time**
1. Handwritten register
 2. Disc/token method
 3. Time recording clock
- E) Methods of Job Time Booking**
1. Job Card of Ticked
 2. Combine time & Job Card
 3. Piece work card record
- F. Piece workers, Casual Workers & out Workers**

- G) **Payroll Department**
1. Function of Payroll Department
 2. Preparation of Payroll
 3. Components of Gross Earnings
 4. Components of Deductions
 5. Pay slips
 6. Payment of Wages
 7. Cheques for Prevention of fraud in Payroll
- H) **Over Time**
1. Meaning of Overtime
 2. Treatment of overtime
 3. Reasons for discouraging of overtime
 4. How to Control overtime
- I) **Idle Time**
- i. Meaning of idle time
 - ii. Causes of idle time
 - iii. How to control idle time
 - iv. Treatment to idle time
Leave pay & wages
- J) **Job evaluation & merit rating**
1. Meaning & importance
 2. Advantages of Job Evaluation
 3. Principles of Job Evaluation
 4. Procedure of Job Evaluation
 5. Job evaluation methods
 6. Methods of Merit Rating

**UNIT COURSE NO.: -16) INDUSTRIAL HYGIENE AND
SAFETY MANAGEMENT**

Industrial Hygiene:

2. **The Working environment**-Physical and Social factors and their effect on the job performance -factors

in the work environment lighting, Temperature, Humidity, Noise, Vibration, Dust, Vapour, Fumes-Effluent-Ventilation-Crowding, Radiation, etc. Legal provision regarding pollution and environment protection, Control of Pollution

2. **Introduction to safety and accident Problem**
Development of Industrial safety movement, Causation of accident including ratio theory, unsafe action, unsafe conditions
3. Accident recording, Investigation and analysis, Cost of accident, Role of Management, Govt Workers (trade union) & autonomous bodies in Safety Management. Appointment, Qualification and Duties of Safety Officer.
4. Neet and various provisions related to safety under Factories Act.1948 & Maharashtra Factories Rules 1963 including reporting of accidents and records to be maintained E.S.I.B. Public Liability Insurance Act 1991, The Employment of Children Act.1938 Fatal Accidents Act.

**UNIT COURSE NO.: -17) HUMAN RESOURCE
MANAGEMENT-I**

1. Nature of Human Resource Management
2. Human Resource Management and Personnel Management
3. Human Resource Management and Human Resource Developments
4. Human Resource Planning
5. Employee training, methods of training, evaluation of training, training budged
6. Management Development Techniques

UNIT COURSE NO.: -18) PROJECT REPORT

Student will submit report based on practical experience on related issues of Personnel Management, Administration and human resource Management Practices. Report should be of minimum 2000 words

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Master in Personnel Management

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UNIT COURSE NO.: -19) MANAGEMENT SCIENCE

- I) **Approaches to Management:** -
Empirical, Human Behaviour, Social System, Mathematical, System, Contingency, Operational.
- II) **Management Concepts:** -
Departmentation, Delegation of Authority, Responsibility & Accountability, Centralization and decentralization, Span of Management
- III) **Modern Concepts in Management**
Liberalization, Privatization, Globalization, Japanese Management, TQM, Zero defect, JIT/Zero inventory, ISO Certification Series, Environment friendly packaging, Lifetime Employment.
- IV) **Case Studies in Management**

UNIT COURSE NO.: -20) LABOUR LEGISLATION-II

1. Domestic inquiry, principles of natural justice and equity
2. Industrial employment standing orders Act. 1946
3. The Contract Labour (Regulation and Abolitions) Act. 1970
6. The Employment Exchange Act. 1959

**UNIT COURSE NO.: -21) HUMAN RESOURCE
MANAGEMENT**

1. Development Communication Skill, Process of Communication, Methods of Communication, Pattern of Communication, Barrier of Communication.
1. Developing Interpersonal Skills, Johari Window, Transactional Analysis
3. Personality Development Time Management, Creativity
4. Human Resources Accounting & Audit
5. Human Resource Information System
6. Stress Management

**UNIT COURSE NO.: -22) CASE STUDIES IN PERSONNEL
MANAGEMENT**

A Student will studies at list ten cases on topics pertaining to the subject mention under unit Course 3,4,9, & 10

**UNIT COURSE NO.: -23) CASE STUDIES IN INDUSTRIAL
RELATIONS**

A Student will studies at least ten cases on topics pertaining to the subject mention under unit Course 2,5,7,11,15, & 16

**UNIT COURSE NO.: -24) EXTERNAL VIVA BASED ON
PROJECT REPORT**

Viva will be conducted on project report submitted by the students.

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