

NORTH MAHARASHTRA UNIVERSITY, JALGAON

Revised Structure for MPM Course

(With Effect from June, 2004)

SEMESTER -I

Unit Course No 1	Principles and Practice of Management
Unit Course No 2	Labour Welfare
Unit Course No 3	Personnel Management-I
Unit Course No 4	Organizational Behaviour-I
Unit Course No 5	Industrial Relations & Trade Unions
Unit Course No 6	Field Work Report

SEMESTER -II

Unit Course No 7	Industrial Economics
Unit Course No 8	Statistical Methods & Research Methodology
Unit Course No 9	Personnel Management II
Unit Course No 10	Organizational Behaviour II
Unit Course No 11	Labour Economics
Unit Course No 12	External Viva based on Field Work Report

SEMESTER -III

Unit Course No 13	Labour Legislation I
Unit Course No 14	Industrial Sociology
Unit Course No 15	Labour Cost and Accounting
Unit Course No 16	Industrial Hygiene and Safety Management
Unit Course No 17	Human Resource Management I
Unit Course No 18	Project Report

SEMESTER -IV

Unit Course No 19	Management Science
Unit Course No 20	Labour Legislation II
Unit Course No 21	Human Resource Management II
Unit Course No 22	Case Studies in Personnel Management
Unit Course No 23	Case Studies in Industrial Relations
Unit Course No 24	External Viva Based on Project Report

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Equivalence

NEW

OLD

SEMESTER-I

Unit Course No

1 Principles and Practice of Management	1 Principles and Practice of Management
2 Labour Welfare	2 Labour Welfare
3 Personnel Management I	3 Personnel Management I
4 Organizational Behaviour I	4 Organizational Behaviour I
5 Industrial Relations & Trade Unions	5 Industrial Relations & Trade Unions
6 Field Work Report	6 Field Work Report

SEMESTER- II

7 Industrial Economics	7 Industrial Economics
8 Statistical Methods & Research Methodology	8 Statistical Methods & Research Methodology
9 Personnel Management II	9 Personnel Management II
10 Organizational Behaviour II	10 Organizational Behaviour II
11 Labour Economics	15 Labour Economics
12 External Viva based on Field Work Report	12 External Viva based on Field Work Report

SEMESTER- III

13 Labour Legislation I	13 Labour Legislation I
14 Industrial Sociology	14 Industrial Sociology
15 Labour Cost and Accounting	11 Labour Cost and Accounting
16 Industrial Hygiene and Safety Management	16 Industrial Hygiene and Safety Management
17 Human Resource Management I	17 Human Resource Development I
18 Project Report	18 Project Report

SEMESTER IV

19 Management Science	21 Management Science
20 Labour Legislation II	19 Labour Legislation
21 Human Resource Management II	23 Human Resource Development II
22 Case Studies in Personnel Management	22 Case Studies in Personnel Mgr.
23 Case Studies in Industrial Relations	20 Case Studies in Industrial Relations
24 External Viva Based on Project Report	24 External Viva Based on Project Report

NORTH MAHARASHTRA UNIVERSITY, JALGAON 425001

Master in Personnel Management
(Revised Syllabus With effect from June 2004)

SEMESTER-I

Unit Course No. 1) Principles and Practice of Management

- 1) Management :- Definition, Nature, Scope, Functions, Principles.
- 2) Development of Management Thought - Contribution of Management Thinker – Taylor, Fayol, Bernard, Peter Drucker
- 3) Process of Management :-
 - Planning – Importance, Need, Steps in Planning
 - Decision making Process
 - Organizing – Need, Importance, Structure, Organizational Chart (Tall, flat, line, staff)
 - Directing – Fundamentals, Principles
 - Control – Need, Steps to effective controlling
 - Co – Ordination – Need, importance

Unit Course No. 2) Labour Welfare

- a) Labour Welfare – History, Principles Concepts, Objectives Scope & limitations
- b) (i) Role, Qualifications, functions and duties of labour welfare
(ii) Interrelationship 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) Bombay Labour welfare Fund Act
 - ii) ESI ACT 1948
 - iii) The Employers Provident fund Act, 1952.
 - iv) Payment of gratuity Act 1961
 - v) Maternity Benefit Act 1961
 - vi) Indian Mine Act, 1952
 - vii) Indian Plantation Act, 1951

Unit Course No.3) Personnel Management-I

- 1) Personnel Management :- Nature, Objectives, scope, Historical development.

- 2) Organisation of Personnel Department, qualities of personnel manager, personnel management practices in Indian industry
- 3) Recruitment, selection, induction, placement.
- 4) Wage and salary administration
- 5) Performance appraisal.

Unit Course No. 4) Organisational Behaviour I

- 1) **Organisational Behaviour** - Scope, Influence of various discipline on OB
- 2) **Personality** :- Personality Determinants, Personality Traits, Personality Attributes, Job Personality Fit.
- 3) **Attitudes, Job Satisfaction** - Factors affecting job satisfaction, measurement of job satisfaction
- 4) **Motivation** :- Productivity and motivation, moral and motivation, theories of motivation -
 - i) Hierarchy of needs theory
 - ii) Theory X and Theory Y.
 - iii) Motivation Hygiene Theory
 - iv) ERG Theory.
 - v) Mc Cellands Learned Needs Theory
 - vi) Task Characteristics theory
 - vii) Goal Setting theory.
 - viii) Equity Theory
 - ix) Expectancy Theory.
 - x) Reinforcement theory

Unit Course No. 5) Industrial Relations and Trade Union.

1. **Industrial Relations**:- definition, objectives, scope.
2. **Industrial Disputes** :- Causes, effects, methods of dispute settlement.
3. Model Grievance Procedure :-
4. Conciliation.
5. Arbitration.
6. Adjudication.
7. Collective Bargaining.
8. **Trade Unions**:- Philosophy, Origin, Growth and development and trade union movement.
9. Membership, finance, leadership, regulation, recognition, registration, problems of trade union.
10. Role of trade union in India.

Unit Course No.06) Field Work Report

About 1000 words based on candidates observation on the working of the personnel department
Field work should be presented in class room

SEMESTER II

Unit Course No. 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 institutions like IDBI, ICICI, IFCI, UTI Co-Operative Societies, and Co-Operative Banks.
- 9) General Awareness of various types of Industries like Manufacturing tools, Chemical, Pharmaceuticals, Electronics & transport.
- 10) Financing of Industries - capital structure of companies organization and functioning of specialized agencies for financing industry.

Unit Course No.08) Statistical Methods and Research

Methodology

Statistical Methods :-

1. Population and Sample :- Notation of a statistical population and a sample from population and illustrations. Descriptions 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 or two factor of classification.
3. Diagrammatic Representation of Data :- Need and limitations. Constructions of Bar Diagram, Multiple Bar Diagram, tab 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 - Definition and computation for ungrouped and grouped data, change of origin and scale
- ii) Median - Definition and computation for ungrouped and grouped data, graphical determination of the Median
- iii) Mode - Definition and computation for ungrouped and grouped 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, Measures of dispersion

- i) Range - Definition and computation for ungrouped and grouped data.
- ii) Variance and Standard Deviation - Definition and computation for ungrouped and grouped data, change of origin and scale.

Research Methodology :-

1. Meaning, Nature and Utility of Social Research, Research in management, Research process- formulation of research methodology, research design.
2. Hypothesis - Meaning and function, Criteria for a workable hypothesis, types of hypothesis.
3. Collection of Data - types of data, primary and secondary, methods of data collection - observation, interview and questionnaire method
4. Analysis and interpretation of data, Use of Computer in data processing.
5. Drafting of research report.

Unit Course No. 9) Personnel Management I

- 1) Job Studies :- Job Analysis, Job Enrichment, job enlargement, job design, job redesign, job description, job evaluation
- 2) Career Planning - Promotion, transfer, demotion.
- 3) Wage and salary Administration
- 4) Personnel problems in public, private and Co-operative and IT Sector.

- 5) **Disciplinary actions:-**
- i) Misconduct, inquiry, procedure of inquiry
 - ii) Punishment, Demotion, Suspension, Dismissal.

Unit Course No. 10) Organisational Behaviour II

- i) **Industrial Psychology** : - Scope, Objectives, importance, limitations.
- 2) **Psychological tests** : - Purpose, importance, and types of psychological tests, limitations
 - i) Intelligence test.
 - ii) Personality test.
 - iii) Social ability test.
 - iv) Attitude test.
 - v) Interest test.
- 3) **Conflict Management** : - Meaning, Sources of conflict, types of conflict, resolution of conflict.
- 4) **Change** : - Meaning, Resistance to change, implementation of change.

Unit Course No. 11) Labour Economics

1. Definitions of Economics and Labour economics.
2. Labour market, mobility of Labour supply and demand of Labour.
3. Role of worker in developing economy.
4. Employment policy and role of employment exchange, Decasualisation schemes, Measures taken by Government to reduce unemployment.
5. Wages, Concepts, Theories, Principles, Determination, Types of Wages, Methods of Wage Payment, Wage Differentiate, Wage Regulation and its Execution, Wage Components, Problems.
6. Wage fixation machinery, Determinants of rational wage policy, wage policy for developing economy.
7. Labour problems in India - Casual, Badli, Probational Absentecism, Child Labour, Female Labour.

Unit Course No. 12) External Viva Based on Field Work Report.

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