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<th>Sr. No.</th>
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<th>Course Scheme</th>
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<td>Industrial Sociology &amp; Communication</td>
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Dr. R.P. Ingole  
Chairman  
Faculty of Commerce  
Gondwana University, Gadchiroli.
UNIT- I
Concept of Management:

UNIT-II
Level of Management:
Different levels of Management – Function of Management.

UNIT-III
Organising:
Concept of organization, Importance of Organization, Principle of Span of control, Line organization, line and Staff organization, Functional organization, Committees, limitation of Committee system, Delegation of authority, Principle of effective delegation.

UNIT-IV
Management Planning:

UNIT-V
Decision Making:
Concept of Decision Making, types of decision, Steps involved in Decision Making, importance of Decision Making, the role of committees
UNIT-VI
Motivation:
Concept of Motivation, Financial & Non-financial Motivation, Moral & Industrial Relations.

UNIT-VII
Direction:
Meaning, technique, importance of direction.

UNIT-VIII
Control:
Concept, Characteristics, & Process of Control.

UNIT-IX
Professional Management:
Management as a Profession, Professional Management, emergence of separate class of professional managers in India, Profiles of Indian Managers.

Lectures:- 60 or 45 minutes duration each

Reference Books

1. Business Management : K.R. Dixit
2. Principle Of Management : T. Ramaswamy
UNIT- I


Development of Wage System, Theories of wage, principle of wage differentials.

UNIT- II

Industrial Relations: Concept, Scope & Philosophy of Industrial relations, development of employee employer relations

UNIT- III

Trade Unions :


UNIT-IV

Industrial Disputes :

Causes & Types of Industrial Disputes, Industrial Disputes in India – Critical analysis.

UNIT-V

Method of Solving Industrial Disputes :


Strike & Direct action: Success & Failure.
UNIT-VI

Industrial Relations Machinery;

Growth & Development at centre and in the state- the working and functioning, assessment & evaluation.

UNIT-VII

Participative Management:

From class conflict to class collaboration- work committees, joint committees, shops councils & JMC.

Labour Management relations at plant level.

Role of labour and personnel officer.

Participative management in India.

UNIT-VIII

Industrial Relations & Public sectors- state as a model employer. Labour management relations in public enterprises. Industrial unrest in public enterprises.

Lectures:- 60 or 45 minutes duration each

Reference Books:-

1) A. M. Sharma - Personnel and Human Resource Management.
3) Business Laws-N. M. Wechlekar
4) Company Law-Avatar Singh
Paper – III

Personnel Management

UNIT-I
Concept of Personnel Management :
Concept, Nature, Scope & Significances, changing philosophy, personnel policy formulation, man power development.

UNIT-II
Personnel Organization :
States of Personnel department, authority, responsibility & accountability.
Operative function : Employing, Retaining, development, refining & integrating.

UNIT-III

UNIT-IV
Recruitment & Selection :
Sources, Agencies, Methods, Technique, & procedure, Psychological testing.
Role of employment exchanges.

UNIT-V
Personnel Administration : Welfare administration, Organization and Discipline, Grievance Handling Procedure in India.

UNIT-VI
Training and Development : Need and Objective of Training, Training methods, developing Training programs- appraisal.
Induction, promotions, transfers, termination- principles, procedures & effects.
Succession Planning – concept.
UNIT-VII
Performance Appraisal :
Performance Appraisal methods, constraints.
Performance Appraisal in India.

UNIT-VIII
Moral of Managerial cadre, Moral of Supervisory Grade Employees, Moral of Workers.

UNIT-IX

Lectures:- 60 or 45 minutes duration each

Reference Books:-
1) A. M. Sharma - Personnel and Human Resource Management.
3) V. P. Michael -Human Resource Management & Human Relations
5) C. B. Mamoria - Personnel Management
Paper – IV
Labour Legislation in India

UNIT- I
Introduction

Nature, Scope, Character, growth and development of about legislation about Industrial laws in Indian- Legislations & the constitution of India.


UNIT-II
Normative Labour Legislations:


UNIT-III

UNIT-IV
Industrial Relations Legislations:


UNIT-V
Labour Administration:

Growth of Labour administration – Functions of Central and State Government Officer. Machinery for enforcement of Industrial Relations - Legislations in India.

Dynamic Labour Administration- Perspective for future.
Lectures:- 60 or 45 minutes duration each

Reference Books:-

1) Business and Commercial Laws-Sen and Mitra.
2) An Introduction to Mercantile Laws-N. D. Kapoor
3) Business Laws-N. M. Wechlekar
4) Law of Contract-Avtar Singh
5) Business Laws-Kuchhal M.C.
6) Business Law for Management-Bulchandani K.R.
Paper – V

Labour Welfare and Social Security

UNIT- I Meaning, Scope, and objectives of Labour Welfare need for work in India various approaches of Labour Welfare.

UNIT-II Aspects of Labour Welfare: Well being of worker and his family, health and Hygiene, safety and social; security, Recreation, Amenities of Life. Education as a component of welfare work, workers Education non formal and vocational training, family Planning, Saving and thriffs, Housing and community services Co-operatives.


UNIT-V Social Security: Meaning and Concept of Social Security, need of social security in India, Form of social security, critical study of the implementations, of social security measures in India.


Lectures:- 60 or 45 minutes duration each

Reference Books:-

1. Managing Human Resources – Monappa
2. Dynamics of Personnel Management in India – R.D. Agrawal
3) Business and Commercial Laws-Sen and Mitra.
Paper – VI

Industrial Sociology and Communication

UNIT-I Industrial Sociology: Meaning, and Scope,

UNIT-II Industrialisation: Evolution of modern factory system growth of suburbs and suburbia, Industrial Housing, Problems of Slums.

UNIT-III Work Organization: Formal and Informal, Industrial democracy, structures and characteristics, power, Authority, Status systems of Work Role, Social Conflict, Their resolution.

UNIT-IV Industrial Culture: Changing pattern of Indian culture, nature and characteristics of emerging, Industrial culture.

UNIT-V Organizational Behaviour Dynamics: Leadership in Industry types ad styles, effects and outcome.

UNIT-VI Industrial Communication: Communication Process: Elements, fundamentals and feed. Purpose and significance of communication in organization essential features in effective communication, catching attention devices. Types of communication: oral, written, visual principles of effectives communication, Interpersonal, Supervisory and Grapevine systems. Semantics, Readability, listening, cybernetics, over communication, Rumours, Propaganda, and P.R.

UNIT-VI Corporate communication: Communication with in management upward, downward, cross communication. Communication with individuals, groups, Trade Unions Families of employees. Group communication, problem discussion meetings, participation of employees through suggestion box system, preparation of progress chart graphs, slides and visuals, stimulation exercises, notices, press relations including advertising.

Lectures:– 60 or 45 minutes duration each

Reference Books:-

1) Business and Commercial Laws-Sen and Mitra.
2) An Introduction to Mercantile Laws-N. D. Kapoor