

G.S. COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS), JABALPUR

PG SUBJECT CODE & EXAMINATION MARKS SCHEME

GROUP	SUBJECT CODE	SUBJECT	INTERNAL MARKS		EXTERNAL MARKS		VIVA	
			MAX.	MIN.	MAX.	MIN.	MAX.	MIN.
		M.A- (HRA) - I SEMESTER						
	HR101	MANAGEMENT CONCEPTS	25	10	75	30		
	HR102	ECONOMICS and BUSINESS ENVIRONMENT	25	10	75	30		
	HR103	PRINCIPLES OF PERSONNEL MANAGEMENT	25	10	75	30		
	HR104	INDUSTRIAL RELATIONS	25	10	75	30		
	HR105	LABOUR LEGISLATION	25	10	75	30		
		M.A- (HRA) - II SEMESTER						
	HR201	HUMAN RECORCE MANAGEMENT	25	10	75	30		
	HR202	INDUSTRIAL RELATIONS-II	25	10	75	30		
	HR203	BUSINESS COMMUNICATION	25	10	75	30		
	HR204	RESEARCH METHODOLOGY	25	10	75	30		
	HR205	COMPUTER CONCEPTS & PROGRAMMING	25	10	75	30		
		M.A- (HRA) - III SEMESTER						
	HR301	ORGANISATIONAL BEHAVIOUR	25	10	75	30		
	HR302	INDUSTRIAL PSYCHOLOGY	25	10	75	30		
	HR303	HUMAN RESOURCE DEVELOPMENT	25	10	75	30		
	HR304	BUSINESS LAW	25	10	75	30		
	HR305	PROJECT REPORT					50	20
		VIVA-VOCE					50	20
		M.A- (HRA) - IV SEMESTER						
	HR401	ORGANISATIONAL CHANGE & DEVELOPMENT	25	10	75	30		
	HR402	LABOUR LEGISLATION - II	25	10	75	30		
	HR403	MANAGEMENT INFORMANTION SYSTEM	25	10	75	30		
	HR404	BUSINESS POLICY & STRATEGIC MANAGEMENT	25	10	75	30		
	HR405	PROJECT REPORT					50	20
		VIVA-VOCE					50	20

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South Civil Lines, Jabalpur (M.P.)

Department of Management

M. A. (H.R.A.) - III Semester Syllabus Recommended by Board of Studies

Session : 2020-21 Onwards

Internal Max. Marks : 25

Main Exam Max. Marks : 75

Min. Marks : 10

Min. Marks : 30

Title of Subject : 301 - Organisational Behaviour

UNIT - I INTRODUCTION TO O.B.

Definition, nature & scope of O.B. Key elements-people, structure, technology & environment. Approaches to O.B. , Models of O.B.

UNIT - II MICRO PERSPECTIVE OF O.B.

Individual differences-Attitude, Perception, Personality, Values, learning. Behavioural differences, predictability of Behaviour, fundamental, consistency in human behaviour.

UNIT - III INTER - ACTIVE PROCESS

- a) Inter- personal relations - T.A. & Johari Model
- b) Intra- group & Inter-group behaviour
- c) Types of group-groups & teams.
- d) Group Dynamics - factors
- e) Group decision making

UNIT - IV ORGANISATIONAL THEORY & DESIGN

Meaning, Structural configurations. Delegation & decentralisation, formalisation, departmentalisation, organisational structure models.

UNIT - V ORGANISATIONAL CULTURE & CLIMATE

Meaning & definition. How culture is formed, sustained & changed. Organisational effectiveness, nature, approaches, criteria. Learning organisations.

BOOKS RECOMMENDED

PAPERS 401 & 301 (To be matur..... below each paper)

1. Organisational Behaviour - Robbins
2. Human Behaviour at Work - J.W. New Storm & Keith Davis
3. Organisational Behaviour - Fred Luthans
4. Organisational Behaviour - Moorhead & Griffins
5. Managing organisational change - V. Nilakant & S. Ramnarayan
6. Organisational Development - French & Bell.
7. Human Resource Management & Organisational Behaviour - R.S. Dwivedi
8. Organisational Behaviour - K. Ashwasthappa
9. A New look Organisational Behaviour - Biswanath Ghose
10. Organisational Design & structure - M. Gangadhar Rao
11. Organisational Dynamics - M. N. Mishra
12. Organisational Development - R. K. Bhatia

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Title of Subject : 302 - Industrial Psychology

- Unit - I** Definition, Nature, Scope, Importance, Problems, Role of Psychology in ~~Industry~~, Foundations of Industrial Psychology, Approaches to Industrial Psychology, History of Psychology.
- Unit - II** Individual Differences, Testing: Definition, Nature, Types, Principles and Development. Psychological testing for Selection and Placement. The Criterion: Definition, Classical View. Requirements, Development and Theory.
- Unit - III** Quality of work life. Approaches to improve Quality of work life. Human engineering and Work study. Accidents and safety.
- Unit - IV** Working conditions. Fatigue, Attitude, Boredom and Monotony, Frustration, Labour Turnover
- Unit - V** Stress Management, Emotions: Theories and applications. Optimism, Emotional Intelligence and Self Efficacy, Morale and Productivity

BOOKS RECOMMENDED:

1. Industrial Psychology : Blum and Naylor
2. Industrial Psychology & Organisational Behaviour : Girish Bala Mohanty
3. Industrial Psychology : Ghosh & Ghorpade
4. Industrial & Personnel Psychology : Suri & Chhabra
5. Psychology in Industry : Norman R F Maier
6. Organisational Behaviour : Fred Luthans

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Title of Subject : 303 - Human Resource Development

- Unit - I** HRD the emerging concept. Objectives. Needs. Components of HRD. Subsystems of HRD. Principles in designing the HRD systems.
- Unit - II** Motivational aspects of HRD. Task analysis . Career Development Strategies and HRD. Overview of Strategic Interventions.
- Unit -III** Human resource development to improve industrial relations. HRD for trade unions. Developmental supervision. Role of Chief Executive in HRD.
- Unit -IV** Improving Employees Relation Climate, Stress Audit as HRD Mechanism. Structuring of HRD function in Indian Organisations.
- Unit-V** HRD in government and public system. Health and family welfare. Service industry. Education institutions. HRD in other sectors.(Defence, police, voluntary organisations). HRD in R & D organisations.

BOOKS RECOMMENDED:

1. Strategic Human Resource Development by Srinivas R. Kandula
2. Human Resources Development: Experiences, Interventions, Strategies by T.V. Rao
3. Alternative Approaches And Strategies of Human Resource Development by T.V. Rao, K.K. Venna, A.K. Khandelwal, E. Abraham S J

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Min. Marks : 30

Title of Subject : 304 - Business Law

UNIT - I Indian Contract Act. Essentials of a valid contract, Idemnity & guarantee. Bailment and Pledge Quasi - contract. Performance of contract. Discharge of contract.

UNIT - II INDIAN SALE OF GOODS ACT

- Rights & duties of seller & purchaser ;

- Distinction between sale & agreement to sell, conditions and warranties.

UNIT-III INDIAN PARTNERSHIP ACT

How partnership is constituted ? Rights and duties of a partner. How and when partnership is dissolved.

- Negotiable Instrument Act - Presentment, Negotiation, Dishonour of negotiable instrument.

UNIT-IV INDIAN COMPANIES ACT, 1956

What is a Company ? its legal status. How is a company incorporated. Main documents of a company. Doctrine of Ultra vires. Doctrine of Indoore Management.

UNIT-V Issue, allotment; transfer, transmission, surrender and forfeiture of shares;

Board of Directors, appointment, removal - power and duties of director.

Meetings of company - procedure.

How is legal personality of a company extinguished.

BOOK RECOMMENDED

1. Chawla & Garg : Mercantile Law
2. D.N. Agrawal : Mercantile Law
3. S.M. Shukia : Mercantile Law
4. M. Adhikari : Economic Legislation
5. S.S. Gulshan : Business Law
6. N.V. Paranjape : Company Law
7. Avtar Singh : Company Law
8. D.F. Mulla : Sale of Goods Act
9. Garg, Gupta & Chawla : Company Law

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PAPER CODE - 305

	MAX. MARKS	MIN. MARKS
A. PROJECT REPORT	50	20
B. VIVA VOCE	50	20