



GOVERNMENT OF PUDUCHERRY



KANCHI MAMUNIVAR CENTRE FOR POSTGRADUATE STUDIES
(AUTONOMOUS)

(A College with Potential for Excellence - Reaccredited by NACC with 'A' Grade)
Lawspet, Puducherry-605 008

<http://kmcpgs.puducherry.gov.in>

kmcpgs@gmail.com

Phone: 0413-2251613 & 2251687

7.1.15 The institution offers a course on Human Values and Professional Ethics

DECLARATION

This is to declare that **Kanchi Mamunivar Centre for Postgraduate Studies, Airport Road, Lawspet, Puducherry 605008 (Department of Commerce)** offers subjects on “Human Resource Management and Organizational Behaviour” which forms part of “Human Values and Professional Ethics”.

Dr. R. VASANTHAKUMARI

Director

DIRECTOR
KANCHI MAMUNIVAR CENTRE FOR
POST-GRADUATE STUDIES (Autonomous)
PUDUCHERRY-8.



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DEPARTMENT OF COMMERCE

M.Com., & M.Phil., SUBJECTS AND SYLLABUS

2015-16

M.Com I & II Year Subjects and Syllabus 2015-2016

	Code	Title of Paper	Subject Code	Hrs /Week (30)	Crs	Total Crs
S-1	H-01	Business Environment		5	4	23
	H-02	Advanced Corporate Accounting		5	4	
	H-03	Financial Management		5	4	
	H-04	Corporate Legal Framework		5	4	
	SC-01	Principles of Management	Soft core for the other majors.	5	3	
	SC-02	Life Skills		5	2	
	H-05	Comprehensive Viva		-	2	
S-2	H-06	Statistical Analysis		5	4	21
	H-07	Management Theories and Organizational Behaviour		5	4	
	H-08	Marketing Management		5	4	
	H-09	Tax Planning and Management		5	4	
	SC-03	Computer Application in Financial Accounting (with Practical)		5	3	
	H-10	Comprehensive Viva		-	2	
S-3	H-11	Business Economics 314		5	4	22
	H-12	Human Resource Management 315		5	4	
	H-13	Services Marketing 316		5	4	
	SC-4	Computer Application in Business Statistics (with Practical) 317, 321		5	3	
	SC-05	Entrepreneurial Development Programme 319		5	3	
	SC-06	Communication Skills 318		5	2	
	H-14	Comprehensive Viva 320		-	2	
S-4	H-15	Banking and Financial Institution		5	4	24
	H-16	Cost and Management Accounting 322		5	4	
	H-17	International Business		5	4	
	H-18	E-Commerce (with Practical)		5	4	
	SC-07	Working Capital Management 323		5	3	
	SC-08	Security Analysis and Portfolio Management		5	3	
	H-19	Comprehensive Viva		-	2	
Total		Hard Core				68
		Soft Core				22
		TOTAL CREDITS				90

- 1. COHT-314
- 2. COHT-315
- 3. " - 316
- 4. " 317
- 5. COSC 318
- 6. COHT 319
- 7. COHV 320
- 8. COHP 321

Semester - II**H-07- MANAGEMENT THEORIES AND ORGANIZATIONAL BEHAVIOR**

UNIT I: Organizational Theory- Evolution of Classical, Neo-Classical, System and Contingency theories of Organization- Informal Organization - Bureaucratic structure - Project and Matrix Organization.

UNIT II: Organizational Behavior - Nature and Scope- Models of organizational behavior -significance of special- psychological and social factors for understanding organizational behavior- significance of Culture in organizations.

UNIT III: Individual Behaviour – Personality- Transactional Analysis- Perception and Learning- Theoretical and Empirical foundations & Models of Motivation.

UNIT IV: Group Dynamics- Leadership-Theories and styles- Small group and inter-group behavior- Management of Conflicts - Morale and Productivity. Change Management - Organizational Change, Adaptation, growth and Development - Organizational Effectiveness – Approaches - Quality of Work Life - Power and Politics in organization.

Reference Books:

1. Organization Theory & Behaviour - Rao VSP & Narayana P.S
2. Organizational Behaviour Text & Cases - Aswathapa K
3. Organizational Behaviour at work- Keith Davis
4. Organizational Behaviour – Robin Stephen P.
5. Human Relations &Organizational Behaviour- R.S. Dwivedi
6. Organizational Behaviour - Prasad L.M.

Semester - III**H-12- Human Resource Management**

UNIT I: Human Resource Management -Concept, nature, scope, functions and significance of HRM - Organization and structure of Personnel Department - Role and status accorded to Personnel Department - Professionalization of HRM in India- Dimensions of HRM policies - Present status of HRM in India.

UNIT II: Human Resource Planning- Determination of the quality and quantity of personnel, Job-Analysis, Job-Description and Job-Specification –Recruitment, Sources of recruitment and their evaluation- Selection: Selection techniques, Induction and Placement - Promotion, Transfers, Demotion and Discharge. Training and Development- Nature, Objectives, Significance and principles- Determination of training needs, methods of training and development and their evaluation. -Performance Management: Nature, Objectives and methods of Performance Appraisal, Defects in Performance Appraisal, Potential Appraisal.

UNIT III: Compensation and Remuneration- Significance of wage and salary administration, Factors determining wage levels- Job-evaluation, objectives, methods, determination of wage-structure- Methods of wage payment including incentive plans.- Employee benefits and services, Financial and Non-financial benefits. Job Satisfaction and Discipline- Factors relating to job-satisfaction, importance, measures to increase it - Employee Morale Development theory and policy factors - Measurement of morale, McGregor's "Hot Stove Rule".

UNIT IV: Industrial relations, Significance, Objectives, Approaches -Industrial Disputes, Causes, Forms, Preventive Machinery- Collective Bargaining: Basic Concepts - Trade unions: Definition, Objectives, Functions Social Security in India- Employee welfare, Grievance Handling, Sources and forms of Grievances, Grievance Procedure, Disciplinary Procedure

Note: Proportion of Questions:

Reference Books:

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|--------------------------------------|-------------------------------|
| 1. Human Resource Management | - Gary Dessler & Biju Varkkey |
| 2. Personnel Management | - Edwin B Flippo |
| 3. Human Resources Management | - Mizra S. Saiyadain, |
| 4. Employee Training and Development | - Raymond Noe |
| 5. Human Resource Management | - K . Aswathappa |
| 6. Strategic Compensation | - Joe Martocchio |