

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

SYLLABUS OF MANAGEMENT FOR TY.B.COM FROM 2008 ONWARDS.

MANAGEMENT –III

1. INTRODUCTION TO TIME MANAGEMENT:

How to read and write effectively, Innovation and Creativity, New Psychological dimensions for Managing People, Time Management a Qualitative approach.

2. PLANNING:

A Tool for Time Management, Meaning of Planning, Planning and Controlling Relationship, Factors affecting the Planning Time.

3. THE ART OF NEGOTIATION FOR TIME MANAGEMENT.

4. MANAGING CONFLICT FOR EFFECTIVE TIME MANAGEMENT.

5. RELEVANCE OF EFFECTIVE COMMUNICATION FOR TIME MANAGEMENT

6. STRESS MANAGEMENT: Concept, Nature and Dimensions of Stress.

7. RESEARCHES ON STRESS – An over view

8. STRESS: Its Effects, Causes and ways of Coping with Stress, Stress and Burnout.

9. EMERGING CONCERNS: Artificial Intelligence V/S Human Intelligence Development of Artificial Intelligence and its Relavance. Management education issues of Concern – Regulation, Govt issues, Faculty issues – Content, Curriculum and Process of Delivery. Faculty Development, Placement Phobia. Future Agenda's, Reward Management in Changing Scenario – Innovative Pay Strategies.

References :

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|----|---|---|--|
| 1) | Time Management | - | Shankar Digambar Bagade |
| 2) | Stress Management | - | Dr. H. L. Kalia, Dr. Satish Pai Dr. Ravishankar, Dr. Upindar Dhar |
| 3) | Perspectives for effective Mgt | - | H.L.Kalia, S.Ravishankar R.K.Mishra, K. B. Kaushal |
| 4) | Managing Twenty first Century Organization | | S. G. Bhanusali |
| 5) | Psychology of Human Behavior of work | | Cipan Kumar, S. Gopinathan |
| 6) | Organizational Behavior | | Aswathapa |
| 7) | Management of Organizational slren | | Gulati (Newcent) Publication |