

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT
M.COM.PART-1 (EXTERNAL) YEARLY

MANAGEMENT THEORY & PRACTICE
(SYLLABUS EFFECTIVE FROM YEAR 2020-2021 AND ONWARDS)

UNIT: 1 Management (10%)

Management Meaning and Definition, Meaning of Principles of Management, Meaning and need of Management Theories

Management Theories : Human Relation School, Social System School, System Management school, Decision Management School, Quantitative Measurement School, Contingency Management School, Comparative Management School.

Meaning and Characteristics of Learning Organization, Japanese Management Techniques Characteristics, Modern Management School

UNIT: 2 BASIC UNDERSTANDING OF CULTURE & POWER (5%)

UNIT: 3 KNOWLEDGE MANAGEMENT (5%)

Introduction, Definition of Knowledge Management, Importance of Knowledge Management, Process of Knowledge Management, Successful Measurement of Knowledge Management.

UNIT: 4 PERFORMANCE APPRAISAL AND MAINTAINING HUMAN RESOURCES (20%)

Introduction, Importance of Performance Appraisal, Definition of Performance Appraisal, Objective of Performance Appraisal, Who will Appraisal, Performance Appraisal Process, Methods of Performance Appraisal, Overcoming Performance Appraisal Problem, Essential Characteristics of an Effective System, Limitation of Performance Appraisal, Maintaining of Human Resource, Compensation, Fringe Benefits, Types of Fringe Benefits.

UNIT: 5 DISCIPLINE MANAGEMENT (10%)

Nature of Discipline, Importance, Causes, Means of Effective Discipline.

UNIT: 6 MANAGING CHANGE (5%)

The Basic Change Process, Resistance to Change (Individual and Organizational)

UNIT: 7 BUILDING EFFECTIVE TEAMS (5%)

Team and Network, Internal and External Dynamics.

UNIT: 8 CONFLICT MANAGEMENT (10%)

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Nature of Conflict, Changing views of Conflict Functional and Dysfunctional Conflict, Conflict Process, Conflict Levels, Transactional Analysis, Conflict Resolutions, Management Implications.

UNIT: 9 INTRODUCTION TO FOLLOWING CONCEPTS

(20%)


Core Competence, Total Quality Management, Empowerment, Business Process Re-engineering(BRP), Enterprise Resource Planning (ERP), Cyber cope, Value Stream Management, Vision & Mission.

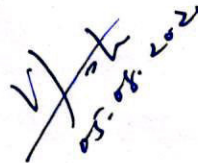
UNIT: 10 CASE STUDY

(10%)

Reference Books:

1. Management Text & Cases- V.S.P. Rao&Hari Krishna Excel BooksYadav
2. Human Resource Management & Industrial Relations-Mahajan Public House
3. Organizational Behavior-Dr. Aswathappa
4. Management New Concept & Direction-Dr. Ramnik J. Yadav


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