

M.B.A.(Human Resource Development)



**Full time M.B.A. (Human Resource Development) Course
Session 2016-18**

**DEPARTMENT OF MANAGEMENT
KUSHABHAU THAKRE
PATRAKARITA AVAM JANSANCHAR VISHWAVIDYALAYA
RAIPUR (C.G.)**

**TWO YEAR M.B.A. (Human Resource Development) PROGRAM
COURSE STRUCTURE**

FIRST SEMESTER

MARKS

	Subject/Paper	Theory	Internal	Total
101	Management Concepts and Process	75	25	100
102	Organizational Behavior	75	25	100
103	Communication Skills	75	25	100
104	Information Technology For Managers	75	25	100
105	Human Resource Management	75	25	100
106	Managerial Economics	75	25	100
107	Accounting for Managers	75	25	100

SECOND SEMESTER

MARKS

	Subject/Paper	Theory	Internal	Total
	Core Subjects			
201	Social Psychology	75	25	100
202	Human Resource Planning & Development	75	25	100
203	Industrial Relations & Labor Laws	75	25	100
204	HR Research Methods	75	25	100
	Electives Subjects(Any Three)			
205	Marketing Management	75	25	100
206	Consumer Behavior	75	25	100
207	Organization Development	75	25	100
208	Introduction to Media Management	75	25	100
209	T.V Program Production	75	25	100

THIRD SEMESTER

MARKS

	Subject/Paper	Theory	Internal	Total
	Core Subjects			
301	Business Law	75	25	100
302	Business ethics and management by Indian values	75	25	100
303	Emerging Issues in HRM	75	25	100
304	Training & Performance Management	75	25	100
	Electives Subjects(Any Three)			
305	Global Business Environment	75	25	100
306	International HRM	75	25	100
307	Industrial & Service Marketing	75	25	100
308	Event Management	75	25	100
309	Radio Program Production	75	25	100

FOURTH SEMESTER

MARKS

	Subject/Paper	External	Internal	Total
401	Strategic HRM	75	25	100
402	Entrepreneurship	75	25	100
403	Project work			300
				500

***Each subject will carry 4 credit points**

**MBA (Human Resource Development)
FIRST SEMESTER**

Paper - I

MBA (HRD) 101 - MANAGEMENT CONCEPTS AND PROCESS

Maximum Marks – 75

Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Concepts, nature, scope , significance, functions and principles of management, historical evolution of management thoughts .

Unit-2

Planning-concepts, components and steps involved in planning process, advantages and limitations of planning.

Unit-3

Organizing – principles and process of organizing, organization structures, line-staff relations, delegation and decentralization, Staffing .

Unit-4

Directing—principles of directing, motivation, theories of motivation
Coordination—nature , need , types and methods of coordination.

Unit-5

Control—concept and process of control, principles of controlling , types of controls.

Suggested Readings :

1. **Agrawal, R.D.Organization and Management- TMH, New Delhi**
2. Stoner and Freeman, **Management**, Prentice Hall, N. Delhi.
3. Koontz, O' Donnell Wehrich, **Principles of Management**, McGraw Hill, New York.
4. Peter F. Drucker, **The Practice of Management**, Allied Publishers.
5. Massie, **Essentials of Management**, AITBS, New Delhi.
6. Terry and Franklin,**Principles of Management**, AITBS, New Delhi.

Paper - II

MBA(HRD) 102 - ORGANISATIONAL BEHAVIOUR

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each | =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each | =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each | =05×10 | =50 Marks |

Unit-1

Nature of organizational behavior ,Individual Differences, Personality, Attitudes, Values, Emotional Intelligence.

Unit-2

Intra-personal Processes: Sensation, Perception, learning, Motivation.

Unit-3

Inter-personal behavior, leadership .

Unit-4

Group Behavior-Intra-group and Inter-group processes and behaviour.

Unit-5

Team Development and Team Functioning, conflict management - Intra and Inter personal conflict.

Suggested Readings :

1. Luthans Fred, Organizational Behaviour.,New York, McGraw Hill.
2. Robbins S.P., Organizational Behaviour, New Delhi, PHI.
3. Singh, Dalip, Emotional Intelligence at Work, Response Books, Sage Publications, Delhi.
4. Davis Keith, Human Behaviour at Work, TMH, New Delhi
5. Pareek Udai, Organizational Behaviour, Oxford, IBH, Mumbai
6. Hersey Paul and Blanchard, Management of Organizational Behaviour, Prentice Hall of India, New Delhi.
7. Uma Shekharan, Organization Behaviour, TMH, New Delhi.
8. Dwivedi, R.S. Human Relations and Organizational Behaviour, Galgotia, New Delhi.

Paper - III

MBA (HRD) 103 – Communication Skills

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit 1

Business Communication: concept, nature, process, objectives, role and importance of communication, Barriers to communication.

Unit 2

Channels and types of communication, seven Cs of communication, Importance and essentials of business reports.

Unit 3

Meaning and purpose of agenda, business circulars, office memos, sales letter.

Unit 4

Speaking skills, making presentation: oral and power point, Group discussion, participation in conferences.

Unit 5

Meaning and importance of business Etiquette, Ethics and values of communication

Suggested Readings :

- 1. Business Communication concepts and skills T. N Chhabra. Sun India**
- Raman, Meenakshi and Prakash Singh. 2006. Business communication. New Delhi: Oxford University Press.
- Ober Scot. 2004. Contemporary Business Communication, Fifth Edition, New Delhi: Biztantra
- Bell A. H. and Dayle Smith 1999 Management Communication, Singapore: John Wiley & Sons (Asia) Pvt. Ltd.
- Bovee Courtland, L.2003. Business Communication Today, Seventh Edition. Delhi: Pearson Education.
- Lesikar and Flatley. 2005. Basic Business Communication, Tenth Edition, New Delhi: Tata McGraw Hill.
- Taylor, Shirley, Communication for Business: A Practical Approach, Addison-Wesley Longman Ltd, 1991
- Rajendra Pal and J.S.Korlahalli- Essentials of Business Communication, Sultan Chand & Sons, New Delhi
- R.C.Sharma & Krishna Mohan- Business Correspondence & Report Writing. TMH New Delhi.

Paper - IV
MBA(HRD) 104 - Information Technology for Managers

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Introduction to Computers- Hardware, Software, System software, Application software and packages, Introduction to embedded software

Unit-2

Fundamentals of Operating System, MS-Windows, Unix/ Linux, Introduction to Emerging Communication Technologies

Unit-3

Commonly used software Packages like Microsoft Word, Microsoft Excel, Microsoft Power Point

Unit-4

Types of Network- LAN, WAN and MAN, Introduction to Electronic Commerce and Electronic Business

Unit-5

Introduction to World Wide Web- Internet Operations- Internet Browsers and Business Websites, Use of Search Engines and Google Applications

Suggested Readings

1. Burch, John and Grudnitski Gary. **Information Systems** : Theory and Practice, New York, John Wiley.
2. David, Van Over. **Foundations of Business Systems**. Fort Worth, Dryden.
3. Eliason, A.L. **On-Line Business Computer Applications**., Chicago, Science Research Association.
4. Estrada, Susan. **Connecting to the Internet**. Sebastopol, C A, O'Reilly.
5. John, Moss Jones, **Automating Managers : the implications of Information Technology for Managers**. London, Pinter.
6. Long, L. **Computers**, Englewood Cliffs, New Jersey, Prentice Hall Inc.
7. Summer, M. **Computers Concepts and Uses**., Englewood Cliffs, New Jersey, Prentice- Hall Inc.

Paper - V

MBA (HRD) 105 – Human Resource Management

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- 1 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 = 10 Marks
- 2 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 =15 Marks
- 3 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 =50 Marks

Unit-1

Concepts and Perspectives on Human Resource Management; Evolution and Philosophy of Human Resource Management, HR challenges in changing environment

Unit-2

Human Resource Policy and Planning; Job Analysis. Methods of , Job Analysis, Description , Job specification.

Unit-3

Recruiting and Selecting Human Resources ,Placement and Induction.

Unit-4

Manpower Training and Development, Performance Appraisal and Potential Evaluation; Job Evaluation, Compensation management .

Unit-5

Employees' Welfare; Industrial Relations & Trade Unionism; Grievance Management.

Suggested Readings :

1. **Aswathappa, K. Human Resource and Personnel Management Tata McGraw Hill, New Delhi.**
2. **Das, R.P. Management of Industrial Relations, Varanasi, MTC**
3. **Rao, N and Das R.P. Cases in Human Resource Management, Himalaya Publishing House, Mumbai.**
4. **De Cenzo, D.A. & Robbins S P. Human Resource Management, New York, John Wiley.**
5. **Guy, V & Mattock J. The New International Manager, London, Kogan Page.**
6. **Holloway, J. ed. Performance Measurement and Evaluation. New Delhi, Sage.**
7. **Monappa, A. & Saiyadain M. Personnel Management., New Delhi, Tata McGraw Hill.**
8. **Dwivedi, R.S. HRM in Indian Organization, New Delhi, Galgotia.**
9. **Pareek, Udai. Designing & Managing Human Resource System, New Delhi, Oxford Pub. Co.**
10. **Stone, Lloyed and Leslie W.Rue, Human Resource and Personnel Management Richard D. Irwin, Lllionis.**

Paper - VI

MBA(HRD) 106 - MANAGERIAL ECONOMICS

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Nature and Scope of Managerial Economics, Fundamental Concepts in Managerial Economics, Role and Responsibilities of Managerial Economist.

Unit-2

Law & Nature of Demand, Demand Determinants, Demand Forecasting, Demand Function, Elasticity of Demand, Law of Returns.

Unit-3

Price-output decisions under different market conditions - Perfect and Imperfect Competition, Monopoly, Monopolistic Competition, Oligopoly, Non-Price Competition, Price Discrimination.

Unit-4

Balance of Payment, Concept and measurement of National Income, Gross Domestic Savings.

Unit-5

Nature and Concept of Profit, Theories of Profit, Business Fluctuations and Trade Cycles, Impact of Trade Cycle on Society.

Suggested Readings :

- 1 Managerial Economics P.L Mehta Sultan Chand and sons
2. Adhikary, M. **Business Economics**, New Delhi, Excel Books.
3. Baumol, W.J. **Economic Theory and Operations Analysis**, New Delhi, Prentice Hall Inc.
- 4 Chopra, O.P., **Managerial Economics**, New Delhi, Tata McGraw Hill.
- 5 Keat Paul G & Philips K.Y. Young, **Managerial Economics**, Prentice Hall, New Jersey.
- 6 Koutsoyiannis, A. **Modern Micro Economics**, New York, Macmillan.
- 7 Milgrom, P and Roberts J. **Economics, Organization and Management**. Englewood Cliffs, New Jersey, Prentice Hall Inc.
- 8 Mehta P.L., Analysis, **Problems & Cases**, Sultan Chand & Sons, New Delhi.

Paper - VII

MBA (HRD) 107 - ACCOUNTING FOR MANAGERS

Maximum Marks – 75

Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Introduction to Accounting: Meaning of Accounting, GAAP, Accounting concepts and conventions, Double Entry System of accounting, journalizing the transactions, posting entries in ledger accounts and preparation of trial balance.

Unit-2

Preparation of Final Accounts: Differentiation between capital and revenue expenditure and receipt, Trading Account, Profit and Loss account, Balance Sheet with adjustment entries.

Unit-3

Accounting in different fields: Concept of Inflation Accounting, Human resources accounting.

Unit-4

Introduction to Cost Accounting: Nature, Role, Scope, Concept of cost centers and cost units, Classification of cost by nature and behavior, Essentials while establishing a cost system.

Unit-5

Cost – Volume – Profit Analysis: Calculating BEP, Margin of Safety, Calculation and Interpretation of BEP under different situations. Graphical Method of Calculating BEP

Suggested Readings :

- R.L. Gupta, V.K. Gupta, “**Principles of Accountancy**”, Sultan Chand & Sons, 6th Edition, 1996.
- S.N. Maheshwari, “**Introduction to Accounting**”, Vikas Publishing House, New Delhi: III Edition, 2001.
- S N Maheshwari, “**Cost Accounting, Theory and Problems**”, Vikas Publications, New Delhi: III Edition 2000.

**MBA (Human Resource Development)
SECOND SEMESTER**

Paper - I

MBA (HRD) 201 – SOCIAL PSYCHOLOGY

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Introduction to Social Psychology: Nature and concept of social psychology and social psychology related to other disciplines, Methods of social psychology, Current trend in social psychology and ethical issues

Unit-2

Social Perception: Non-Verbal Communication, theories of Attribution, Impression formation and impression management.

Unit-3

Social Identity: Self Concept, Self-esteem, Self-efficacy, Self-monitoring and self-focusing.

Unit-4

Social Influence: Conformity, Compliance and Obedience.

Unit-5

Group Dynamics: Introduction to Group, Formation, and types of group, Group dynamics, Crowding, Cooperation, competition and conflicts

REFERENCES

1. Myers D.G, Social Psychology, New Delhi, Latest edition, Tata Mc-Graw Hill Publishing.
2. Robert A Baron, Donn Byrne, Nyla R Branscombe, Gopa Bhardwaj, Social Psychology, latest Edition, Prentice-Hall India: New Delhi.

Paper - II

MBA(HRD) 202 - HUMAN RESOURCES PLANNING & DEVELOPMENT

Maximum Marks – 75
Minimum Passing Marks

– 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Human Resource Planning: Strategic planning, Basis for HRP , Meaning, Benefits, objectives ,methods and techniques .

Unit-2

HR Demand and Supply forecasting (. Job Analysis: Meaning, Purpose, Process, Methods of Collecting Data. Recruitment: Meaning, Modern Techniques of Recruitment; Sources- Internet Based, Placement Agencies.

Unit-3

Human Resource Development: Significance, Concept of HRD, features of HRD, Scope, Need , Framework, Techniques of HRD, Functions of HRD Manager.

Unit-4

Research in HRD ,HRD for workers, HRD overview in Govt. and Private systems, HRD for health, and HRD in service industries (Banking , Hospital , event etc)

Unit-5

Employee performance counseling, Making executive appraisals effective , Role of training in HRD , HRD Mechanisms.

REFERENCE BOOKS

- Recent Experiences in HRD, Rao, T.V., New Delhi. Oxford & IBH
- Human resource development & management 1ed, Ghosh Biswanath, Vikas Publication house pvt ltd
- Evaluation of HRD, Pareek, Udai, Jaipur, Rawat Publications
- S.S.Khanka, "Human Resource Management". S. Chand & Company Ltd.
- Gary Dessler, "Human Resource Management", Pearson Education
- Gerard V McMohan, "Recruitment and Selection", Prentice Hall of India
- C.R. Greer, "Strategic Human Resource Management", Pearson Education
- Human Resource Development, Haldar, ISBN: 9780195698718, Oxford University Press

Paper – III

MBA(HRD) 203 – Industrial Relation & Labour Laws

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- 1 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 = 10 Marks
- 2 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 =15 Marks
- 3 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 =50 Marks

Unit 1

Industrial Relation- Introduction, Evolution of industrial relation in India, Evaluation stages of industrial relation, Essentials of modern industrial system, industrial relation in India, conditions of good industrial relation

Unit 2

Industrial relation strategy, Parties to industrial relation, Grievance- meaning, causes of grievance, procedure for settlement of grievance, grievance settlement mechanisms.

Unit 3

Industrial Disputes Act 1947.

Unit 4

Provident Fund Act 1952, Minimum wages Act 1948, Payment of wages Act 1936, Payment of Bonus Act, 1965.

Unit 5

Trade union Act 1926, Factories Act 1948, Workmen compensation Act 1923, payment of gratuity Act 1972.

References :-

- Labour and Industrial laws , P.K. Padhi , Second edition , PHI .
- Human Resource Management , K.Aswhappa , TMH.

Paper - IV

MBA (HRD) 204 – HR RESEARCH METHODS

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- 1 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 = 10 Marks
- 2 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 =15 Marks
- 3 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 =50 Marks

Unit-1

Introduction: Concept, Types of Research, Characteristics of Good Research; Research Process; Problem Identification, Formulation of Business Research Objectives

Unit-2

Research Designs: Exploratory, Descriptive and Causal Research Designs.

Sampling Design: Fundamentals of Sampling Design, Non-probability and Probability Sampling.

Unit-3

Methods of Data Collection: Primary and Secondary sources of data. Survey and Observation methods, Questionnaire Design: Techniques and Precautions

Unit-4

Interpretation and Report Writing: Data Interpretation, Techniques of Interpretation, Steps in Writing Report, Generic layout of a Research Report

Unit-5

Summarizing the Data: Mean, Median and Mode. Application of Research in the Functional Areas of Management: Marketing, Production, HR and Finance .

REFERENCES

- C.R.Kothari: Research Methodology, New Age International Publishers
- Cooper and Schindler: Business Research Methods, TMH
- Gupta S. P. and Gupta, M. P., Business Statistics, Sultan Chand and Sons, New Delhi, 1997.
- Sancheti S. C. and Kapoor, V. K, Statistics - Theory Methods and Applications, Sultan Chand and sons, New Delhi.

- Zeikmukund, Business Research Methods, Drden Press.
- Rajendra Nargundkar : Marketing Research
- Naresh Kumar Malhotra: Marketing Research

Paper – V

MBA (HRD) 205 - MARKETING MANAGEMENT

Maximum Marks – 75

Minimum Passing Marks – 30

Note – Scheme of Examination

- 1 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 = 10 Marks
- 2 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 =15 Marks
- 3 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 =50 Marks

Unit-1

Marketing: Concept, Nature and scope. Marketing Environment ,elements of Marketing mix

Unit-2

Marketing Information & Research, Market Segmentation, Targeting and positioning, Buying Behaviour of consumer.

Unit-3

Product Decisions- Types of Product, Product Life Cycle, New Product Development Stages, Branding and Pricing Methods, Factors Influencing Pricing Decisions

Unit-4

Promotion and Distribution decisions: Communication process; Promotion tools: Advertising, personal selling, publicity and sales promotion, Role of marketing channels, channel-management decisions; .

Unit-5

Marketing Control. Specific Marketing Issues : Rural Marketing, social marketing

Suggested Readings :

1. **Philip Kotler, Marketing Management Analysis, PHI, New Delhi.**
2. **R.S. Davar, Modern Marketing Management, Universal Book Sellers, New Delhi.**
3. **Stanton & Futrell, Fundamentals of Marketing, McGraw Hill, New York.**
4. **McCarthy, Basic Marketing, Universal Book Sellers, New Delhi.**
5. **Ramaswamy, V.S. I, Marketing Management : Analysis, Planning: Implementation & Control, Macmillan, Chennai.**
6. **Philip Kotler & Armstrong Jr., Principles of Marketing : PHI, New Delhi.**
7. **Ramswamy V.S. & Nama Kumari, S, Marketing Management Planning, Implementation & Control, McMillan India Ltd.**

Paper - VI

MBA(HRD) 206 - Consumer Behavior

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- 1 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 = 10 Marks
- 2 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 =15 Marks
- 3 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 =50 Marks

Unit-1

Introduction to consumer Behavior – Diversity of consumer behavior, concept and need for studying consumer behaviour, consumer research- value and process.

Unit-2

Consumer Modeling: - The economic model – Learning model- Psychoanalytic model – The sociological model- The Howard Seth model of Buying behavior – The Nicosia model- The Engel –Kollat-Blackwell Model.

Unit-3

Consumer decision-making and its process, adoption process of innovations ,Organizational buying meaning and definition, stages of industrial buying process, factors influencing industrial buying behavior.

Unit-4

Individual Determinants of Consumer behavior- Perception, Meaning of Perception- the perceptual process-Factor responsible for perceptual, Distortion, Learning - elements , process, Learning Theories and measures of consumer learning, Motivation- Consumer Motivation, Needs And goals, Characteristics , Types and system of needs, measurement of motives.

Unit-5

Influence of Social class –Definition, social stratification, Factors responsible for social stratification –characteristic features of social Classes, Social influence on consumer behavior. Definition and Meaning of Group- Reasons for formation of group –Types of Groups relevant to consumer behavior – Family life cycle- Friendship Group, Formal social clubs- Shopping, and Friends groups- Work group-Reference group.

Suggested Readings :

- 1 **Consumer Behavior in Indian Perspective – Suja R. Nair Himalaya Publishing House.**
- 2 Schiff man & Kanuk, “Consumer Behavior”, Pearson Education
2. Laudon & Bitta: Consumer Behaviour Tata McGraw Hill
- 3 M.R. Solomon, “Consumer Behavior”, Pearson Education

Paper - VII

MBA (HRD) 207 - ORGANIZATIONAL DEVELOPMENT

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

The field of Organizational development, Definitions and Historical Overview of OD, Values , assumptions and beliefs in OD, characteristics of OD, Objectives of OD.

Unit-2

Foundations of OD, Managing the OD process, Action research and OD , Team Building ,Planning & Goal setting, OD interventions.

Unit-3

OD interventions, Need for interventions, Classifying OD interventions , Team interventions, Comprehensive OD interventions, Training experiences.

Unit-4

Organizational change: Basic Concept and definition; Nature of Organizational Change
Organizational conflicts: Causes, nature, measures to resolve organizational conflicts;
Transactional analysis .

Unit-5

Organizational Culture and Climate: Organizational learning, power and politics in the organization, Cross culture dynamics, Power , politics and OD, the future of OD.

TEXT BOOKS

- French and Bell, Organisational Development, Pearson Education
- D.R. Brown, An Experimental Approach to Organization Behavior, Pearson Education
- Carol P Harvey and M.June Allard, Understanding and managing diversity, PHI India
- F. Luthans , Organisational Behaviour TMH, New Delhi
- • S.P.Robbins, "Organisational Behaviour", Pearson Education
- Prasad, Organisation Development for Excellence, McMillan, India.
- Madhukar Shukla, Understanding Organization : Organization Theory and Practices in India, PHI

Paper - VIII

MBA (HRD) 208- Introduction to Media Management

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- 1 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 = 10 Marks
- 2 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 =15 Marks
- 3 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 =50 Marks

Unit-1

Definition of Journalism, Nature, Scope and Purpose of Journalism, Duties and Responsibilities of Journalists, Journalism as a career.

Unit-2

History of Print and Broadcasting Media

Newspapers and Magazines in India

Introduction to major News Agencies: Reuters, AFP, AP,PTI, UNI, ANI, Hindustan samachar.

Unit-3

Origin and development of Radio in India

Development of public broadcasting in India

Radio: development of private radio

Introduction to major radio channels: 'Radio Mirchi', 'Radio City', Red.F.M. MY F.M.

Unit-4

Doordarshan : organizational structure

Three tier service system of DD (National, Regional and Local)

Role of DD in national development (SITE project and Educational TV)

Educational Media: Gyan Darshan, EduSAT, DD news and news based programs.

Prasar Bharti: **All India Radio: structure** and functions

Unit-5

Television: growth and development of private channels in India

Introduction to major news channels: Zee News, Aaj Tak etc. Regional / Local channel of Chhattisgarh

Reference:

- Mass Communication in India by Kewal J. Kumar
- New communication Technologies by Michael Mirabeto
- Doordarshan Vikas Se Bazaar Tak by Sudheesh Pachauri
- Svayatta Aur Prasar Bharti by Ram Mohan Pathak
- Satellite Invasion by SC Bhatt, Gyan Pub. Delhi
- Internet and Web design by Pragya
- Web Design by John Mcloy

Paper -IX

MBA (HRD) 209- T.V Program Production

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- 1 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 = 10 Marks
- 2 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 =15 Marks
- 3 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 =50 Marks

Unit-1

Introduction to Video Production

- Video production: definition and scope
- Video production process: pre production, production, post production
- Production personnel with their duties and responsibilities
- Types of video production
- Television studio and ENG production
- TV interview, Discussion

Unit-2

Introduction to Video Camera

- Working principle of video camera
- Components of video camera - lens, CCD and viewfinder
- Types of lenses
- Basic functions of video camera
- White balance and black balance
- Basic shots and their composition
- Concept of looking space, head room and walking space

Unit-3

Lighting and Audio for Television

- Importance of lighting in television
- Lighting equipment and control
- Lighting techniques and problems
- Types of microphone
- Selection and placement of microphone

Unit-4

Editing Concepts and Fundamentals

- Editing - meaning and significance
- Principles of editing – eye line, point of view and continuity type tempo, transition,
- Match cut, jump cut, juxtaposition
- Importance of cut away and cut in shots
- Editing problems and ethics

Unit-5

Editing Techniques

- Criteria for editing - picture, narration and music
- Editing equipment - recorder, player, vision mixer, audio mixer, monitor, speaker, special effect generator.
- Types of editing - assemble and insert editing, on line and off line editing, cut to cut and AB roll editing
- Non linear editing

Reference:

- *Video Editing- A post production primer by Steven E. Browne*
- *Video production by Gerald Millerson*
- *Video Production by Wurtzel*
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**MBA (Human Resource Development)
THIRD SEMESTER**

Paper – I

MBA(HRD) 301 – Business Law

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

The Indian Contract Act 1872:- Essentials of a valid Contract, void & voidable agreements, Contingent Contracts, Performance of Contracts, Quasi Contracts, Breach of Contracts & its Remedies, Indemnity, Guarantee, Bailment & Pledge

Unit-2

Indian Partnership Act 1932:- Nature of Partnership, Relations of Partners and with third Persons, Incoming and outgoing partners, Dissolution. Competition Act 2002:- Competition Commission of India, Powers, Functions & Duties of Commission, Prohibition of certain Agreements, Penalties

Unit-3

Law of Intellectual Property:- Patent, copyright, trade mark.

The Companies Act 2013: Definition of Company, Nature of Company, Kinds of Companies, Formation and Incorporation of Company, Memorandum of Association, Articles of Association, Prospectus, membership in a Company .

Unit-4

Law relating to consumer protection: Consumer and consumer dispute- consumer protection courts – consumer dispute redressal agencies (District Forum, State Commission, National Commission). FEMA, FERA

Unit-5

Banking Law:- History, nature & development of Banking in India, Kinds of Banks and functions, Reserve Bank Of India, functions of RBI , SEBI: - Objective, Powers & Functions, guideline – for investors protection .

Text Reading

1. Chawala and Garg, **Mercantile Law**, New Delhi, Kalyani Publications, Latest Edition.
2. M.C. Shukla, **A Manual of Mercantile Law**, New Delhi, S. Chand & Co. Ltd., Latest Edition.
3. S.K. Mishra and V.K. Puri, **Economic Environment of Business**, New Delhi, Himalaya Publishing House, Latest Edition.
4. Francis Cherunilam, **Business Environment**, New Delhi, Himalaya Publishing House

Paper - II

MBA(HRD) 302 - BUSINESS ETHICS AND MANAGEMENT BY INDIAN VALUES

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- 1 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 = 10 Marks
- 2 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 =15 Marks
- 3 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 =50 Marks

Unit-1

Meaning and nature of business ethics, need for business ethics, Scope of business ethics, business values..

Unit-2

Corporate Social Responsibility : Meaning, need for CSR, benefits of CSR, Case Studies.

Unit-3

Environmental issues ; Social issues ; Labor and related issues, ethical and governance issues, Social responsibility of business stakeholders(owners, employees, consumers and community), response of Indian firms towards CSR.

Unit-4

Management lessons from Shri Ramcharitmanas, Shrimadbhagwadgita.

Unit-5

Teachings of various religions Hinduism, Buddhism, Islam, Christianity , Jainism and Sikhism .

Suggested Readings

- P B Deshmukh “consciousness Development and value education,2012 SSTC Publication.
- Peter Pratley,“ **The Essence of Business Ethics**”, New Delhi, Prentice Hall of India, 1997.
- S.K. Chakraborty, “**Ethics in Management-Vedantic Approach**”, New Delhi, Oxford India Ltd., 1999
- Swami Someswarananda, “**Business Management Redefined-the Gita Way**”, Mumbai, Jaico Publishing House, 2000
- Swami Jitatmananda, “**Indian Ethos for Management**”, Rajkot, Ramakrishna Ashrama, 1996
- S. K. Chakraborty, “**Managerial Transformation by Values**”, New Delhi, Sage Publication, 1990
- S. K. Chakraborty, “**Management by Values**”, New Delhi, Oxford University Press, 1992 Ahmedabad Management Association (AMA), “**Ancient Indian Wisdom for Self-development**”, Ahmedabad, AMA, 1995

Paper - III

MBA(HRD) 303 – EMERGING ISSUES IN HR MANAGEMENT

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

International Industrial relations, International strategic human resource management, Changing Role of HRM, New practice in International Human Resource Management. International HRM.

Unit-2

Human Resource records, HR audit, process, benefits and scope in Globalization.

Unit-3

Recent techniques in HRM, work life quality and related issues , Total quality management and HRM , HR Accounting meaning and objectives.

Unit-4

Human Resource Information System-Need for HRIS, Advantages of HRIS, Uses of HRIS, designing of HRIS, Computerized HRIS, Limitations of HRIS, e-human resource management system.

Unit-5

Evaluation of Performance for Development: Competency Mapping, 360 Degree Concept, Six Sigma Practices, Flexi Work and Benefit to Organization, ethics in HRM , contemporary issues in HRM.

REFERENCES

- Luis R, Gomez Mejia, Managing Human Resource, Pearson Education
- Michel V P, Human Resource Management & Relation, Himalaya Publication
- Punnett, International Perspectives on Organizational Behavior and Human Resource Management, ISBN: 978-81-203-2615-6, PHI
- Rao T V, HRD Instruments, Response Books, New Delhi
- Subba Rao P, Essential of HRM and Industrial Relation, Himalaya Publication
- Wayne Mondy, Human Resource Management, Pearson Education
- Rao T V, HR Audit, Response Books, New Delhi
- Bhattacharya S K, Achieving Managerial Excellence, McMillan India, New Delhi
- Satish Pai Ed., "HRD Skills for Organizational Excellence", Bombay, Himalaya
- McNurlim , Information Systems management in Practice, Pearson Education.
- Khanka, S.S. Human Resource Management, S. Chand Publications

Paper - IV

MBA (HRD) 304 Training and Performance Management

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Training and Development: definition, Scope, Nature and Importance, Motivation, Establishing Training Objectives, training process.

Unit-2

Implementing the Training Programs: Training design, Training Methods (off the job and on the job), Trainers and training styles , implementation of training program, Evaluation of training program .

Unit-3

Performance Management: Introduction to Performance Management, nature, scope, importance , Performance appraisal, meaning , need and purposes, methods of performance appraisal.

Unit-4

Performance Appraisal process, challenges of performance appraisal , Job evaluation, methods of job evaluation.

Unit-5

Appraisal Methods on the basis of approaches – Ranking –Check List–Graphic Rating Scale– BARS–MBO. - 360 degree Feedback– Definition & Uses of 360 degree feedback, Advantage and disadvantage of 360 degree feedback

REFERENCES

- Rolf P. Lynten and Udai Pareek, Training for Organizational Transformation Part - 2, Sage Publications, 2000.
- . Bohlander, Snell and Sherman, Managing Human Resources, Lachina Publishing Services, 2000.
- Michael Armstrong: Performance Management- Key Strategies and Practical Guide, Kogan Page.
- Murphy and Cleaveland: Performance Appraisal, Sage Publication Chadha: Performance management, Excel Books
- Hartle: Transforming Performance Management Process, Kogan page.
- Srinivas R. Khandula: Performance Management: Strategies, Interventions and Drivers, Prentice Hall of India
- Herman Aguinis: Performance Management, Pearson Education

Paper - V

MBA(HRM) 305 – Global Business Environment

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

International marketing, benefits of international marketing Basics of International trade, Balance of Payment Environment of international business; tariffs, quotas.

Unit-2

Institutional set-up for export promotion in India, salient features of the current EXIM policy, Multinationals (MNCs) in India: Role of Multinationals in the development of developing countries.

Unit-3

Problems and Prospects of Indian Businesses in abroad, Anti – Dumping Duties, regulatory framework of International Trade.

Unit-4

International Marketing: Marketing Research, Planning for Overseas Market-Product Strategy, International Product Life Cycle, Pricing Decisions, Distribution Channel Decisions and Promoting Products for Exports.

Unit-5

WTO: Origin of WTO, Main sections of WTO agreement; Implications of enforcement of WTO on Indian business, Foreign Investments in India: Foreign Direct Investment (FDI) and Foreign Institutional Investment (FII). Brief study of International Economic Institutions - World Bank, GATT, UNCTAD, IMF.

Suggested Readings :

1. **Francis Cherunilam, International Business**
2. Cherunilam, **Business Environment.**
3. Bhalla, V.K. and Shivramu **International Business Environment and business , New Delhi , Anmol.**
4. Eiteman, D.K. & Stopnehill, **Multinational business Finance , New York Wesley**
5. **International marketing R.Srinivasan. PHI Learning**

Paper – VI

MBA(HRD) 306 International HRM

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit 1

International business an overview, Globalization, Drivers of globalization, Globalization and India.

Unit 2

Social and cultural context of IHRM- Culture and its factors, Multiculturalism, Cultural dimensions, Managing across cultures.

Unit 3

IHRM an overview, nature of IHRM, Functional positioning of IHRM, Organizational context of IHRM.

Unit 4

Organization structure and HRM, International human resource planning, Recruitment and selection.

Unit 5

Performance management, Training and development, International compensation management.

Suggested Readings

1. HRM:- Fisher, Schoenfeldt & Shaw
2. Managing HR -Luis Gomfz-Mejia
3. Strategic HRM- R S Schuler, S E Jackson
4. Internationalization the peoples dimension -Stephen J Porter
5. Managing HR in the 21 Century - E E Kossek.

Paper - VII

MBA (HRD) 307 - INDUSTRIAL AND SERVICE MARKETING

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Nature of Industrial Marketing; Differences between Industrial Marketing and Consumer Marketing; Nature of Demand in Industrial Markets; Nature of Industrial Buying, Industrial market segmentation, target marketing & Positioning.

Unit-2

Industrial marketing channel participants, logistics, developing the industrial sales force, planning, organizing and controlling the selling function, managing advertising, sales promotion and publicity.

Unit-3

Defining Services, categories of services, marketing Challenges, Service Classification

Unit-4

Marketing Mix in Service Marketing, consumer behavior in service encounters.

Unit-5

Segmentation , positioning and branding of services , marketing communications mix for services .

Suggested Readings :

1. **Hill, Richard etc. Industrial Marketing. Homewood Illinois, Richard D. Irwin Corey, E. Raymond.**
2. **Lovelock, Christopher H. Service Marketing. Englewood Cliffs, New Jersey, Prentice Hall Inc.**
3. **Industrial Marketing : Cases and Concepts., Englewood Cliffs, New Jersey, Prentice Hall Inc.**
4. Gross, A.C. etc. **Business Marketing**, Boston, Houghton Mifflin.
5. Reeder, Robert R etc. **Industrial Marketing : Analysis, Planning and Control.** Englewood Cliffs, New Jersey, Prentice Hall Inc.
6. Webster, F.E. **Industrial Marketing Strategy**, New York, John Wiley.
7. Lovelock, Christopher H. **Managing Services : Marketing Operations and Human Resources.** Englewood Cliffs, New Jersey, Prentice Hall Inc.
8. Lovelock, Christopher H. **Service Marketing.** Englewood Cliffs, New Jersey, Prentice Hall Inc.

Paper – VIII

MBA(HRD) 308 - Event Management

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Introduction to event management

Defining an event, Event as a marketing tool, Importance and scope of events. Diverse marketing needs addressed by events –brand building, focusing the target market, implementation of marketing plan.

Unit-2

Key elements of events, Event infrastructure, core concept, and core people, core talent, core structure. Concept of markets in events: revenue and Non-revenue generating customers, segmentation and targeting of the markets for events.

Unit-3

Concept of pricing in events, Concept of promotion in events: networking components- Print media, Radio, Television ,The internet, Cable network, outdoor media, direct marketing, public relations.

Unit-4

Activities in Event Management : Pre-event, during event , post event, planning , organizing, staffing, leading and controlling, the qualities of a good event planner

Unit-5

Evaluating and measuring event performance , Writing event proposals, Event proposal format, Sample event proposal,.

Suggested Readings :

- 1. Event marketing & mgt – Sanjaya Singh Gaur, Sanjay V. Saggere**
2. Hospitality marketing & mgt- J.M. Mrthews I st ed.-2006-Avishkar Publisher
3. Media & Communication Marketing mgt. –Rapuda-Himalaya Publishing House
4. Best Practices in Modern Event Mgt.-Goldblatt-, John Wiley & Sons

Paper - IX

MBA (HRD) 309 - Radio Program Production

Maximum Marks – 75

Minimum Passing Marks – 30

Note – Scheme of Examination

- 1 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 = 10 Marks
- 2 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 =15 Marks
- 3 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 =50 Marks

Unit-1

Audio Technology

- Nature and types of microphones
- Selection and placement of micro phone
- Audio control and sound effect
- Stereo and mono sound

Unit-2

Format of Radio Program

- Generic element: content and format
- News, Spot light, talk, discussion, news reel Interactive program
- Special audience program
- Entertainment program,

Unit-3

Radio and Voice

- Role and responsibilities of a news reader
- Do's and don'ts for news reader
- Common errors in pronunciation
- Modulation and voice quality

Unit-4

Field based Program

- Radio interview definition and Importance of radio interview
- Preparation of interview questioning
- Types of interview and question

Unit-5

Studio Production

- Recording of programs, selection of sound effects, editing and mixing techniques,
- Process of planning, scheduling and transmission,
- Evaluation of programs and quality control.
- Codes and ethics in broadcasting,

Reference:

- *Awasthy G.C.: Broadcasting in India, Allied publishers, Mumbai, 1965.*
- *Chatterji, P.C.: Broadcasting in India, Sage, New Delhi, 1988.*
- *Masani, Mehra: Broadcasting and People, National Book Trust, New Delhi, 1997.*
- *Luthra, H.R. Indian Broadcasting, Publication Division, New Delhi, 19986.*
- *Akash Bharti National Broadcast Trust: Publication Division, New Delhi, 1987.*

- *White, Ted et al, Broadcast News, writing, reporting and production. Macmillan, NY. 1984.*
- *Stuart W. Hyde, Television and radio announcing, Kanishka Publishers, Delhi.*
- *MacLiesh Robert, Radio Production Techniques. Macmillan. NY.*
- *Nostrum William J. Van. The Script Writers' Handbook.*
- *Sim Harris & Paul Chantler, Local Radio, Focal press.*
- *Ash, William, The Way to Write radio Drama, BBC, Crook, Tim, Radio Drama; Theory and Practice, London.*

MBA (Human Resource Development)
FOURTH SEMESTER

Paper - I

MBA(HRD) 401 – Strategic HRM

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Evolution of strategic management and Business Policy, concept of strategy, strategic decision-making, Issues in strategic decision-making, strategic management and elements in strategic management process.

Unit-2

Defining strategic intent: Vision, Mission, Business definition, Goals and Objectives. Environmental Appraisal—Concept of environment, components of environment (Economic, legal, social, political and technological). Environmental scanning techniques—ETOP and SWOT.

Unit-3

Corporate level strategies-- Stability, Expansion, Retrenchment and Combination strategies. Business level strategies—Porter's framework of competitive strategies; Conditions, risks and benefits of Cost leadership, Differentiation and Focus strategies. Strategic Analysis and choice—Corporate level analysis (GE Nine cell). Industry level analysis; Porters' five forces model.

Unit-4

Strategy implementation: Resource allocation, Projects and Procedural issues.

Unit-5

Strategic control and operational Control. Organizational systems and Techniques of strategic evaluation.

Suggested Readings :

1. **Azhar Kazmi, Business Policy & Strategic Management, TMH, New Delhi.**
2. Keen, Peter and Mark McDonald, **The e-Process Edge**, Delhi. Tata McGraw Hill.
3. P.K. Ghosh, **Business Policy-Strategic Planning and Mgmt.**, Sultan Chand and Sons, New Delhi.
4. V.P. Michael, **Business Policy and Environment**, Sultan Chand and Sons, New Delhi.
5. R.M. Srivastava, **Corporate Strategy and Planning**, Himalaya, Mumbai.
6. R. Nanjundaiah, **Strategic Planning and Business Policy**, Himalaya, Mumbai

Paper - II
MBA(HRD) 402 - ENTREPRENEURSHIP

Maximum Marks – 75
Minimum Passing Marks – 30

Note – Scheme of Examination

- | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | 10 Objective Questions (Covering 5 Units) -1 Marks each =10×1 | = 10 Marks |
| 2 | 05 Short Answered questions (Covering 5 Units)
(Not more than 50 words) -3 Marks each =05×3 | =15 Marks |
| 3 | 05 long Answered questions of 10 Marks each
With internal choice of one question from each unit
(Not more than 500 words) -10 Marks each =05×10 | =50 Marks |

Unit-1

Entrepreneurship: evolution, concept , growth, role entrepreneurship in economic development, women entrepreneurship, rural entrepreneurship, Entrepreneurial decision process.

Unit-2

Entrepreneur: evolution of the concept, characteristics, decision process, functions, need for an entrepreneur, types of entrepreneurs.

Unit-3

Entrepreneurial environment: factors affecting entrepreneurship growth, entrepreneurial motivation.

Unit-4

Opportunity identification and selection, Formulation of business plans, Project appraisal.

Unit-5

Financing of enterprise, Institutional finance to entrepreneurs, Institutional support to entrepreneurs.

REFERENCES

- David H. Holt Entrepreneurship: New Venture Creation, PHI Mary Coulter Entrepreneurship in Action, PHI
- B.K. Mohanty Fundamentals of Entrepreneurship, PHI

MBA(HRD) 403 - Project Work

The students will be required to undergo training in a media organization or any business organization or undertake a comprehensive study of a media organization or any business organization and submit a report at the end of the semester.