

## II SEMESTER

### **GENERAL MANEAGEMENT, LEADERSHIP & ORGANISATIONAL BEHAVIOUR**

**UNIT-I:** Nature of Business: Survival and development, economic cycles, optimum firm- Management: Definition, Management functions-Nature, Role & Principles of Management, Approaches In managing people and organizational resources, Scientific Management, Behavioral approach, Human relations approach and Hawthorne experiments.

**UNIT-II:** Functions of manager, Management & Society, challenges of management, methodology for Corporate Social Responsibility and ethics- International Management and Multinational corporations, Strategic HRM.

**UNIT-III:** Process of Management: Planning, organizing, directing and controlling and quality-Planning:MBO, Decision making, Strategic planning. Nature, Enterpreneuring and Reengineering.

**UNIT-IV:**Organizational Behaviour: Nature and type of organizations- OB; Definition, Nature and Scope – Fundamental concepts of organizational Behaviour – Elements of Organizational Behaviour. Organizational change, organizational culture as a management model. Organizational effectiveness.

**UNIT-V:**

**Text Books:** Direction: Motivation Theories, Communication & Leadership, Studies of Leadership, Leadership development emotional intelligence, Kolb's learning styles of leaders, Thomas kilman's conflict resolution. –Mayer and Briggs Type Indicator. McClelland achievement motivation.

1. T. Ramasamy “Principles of management” Himalaya Publishing house, Mumbai.
2. Aswathappa.k, Organizational Behaviour, Himalaya Publishing Co., Pvt., Ltd., Mumbai.
3. Link for kilman’s:<http://www.kilmanndiagnostics.com/overview-thomas-kilman-conflict-mode-instrument-tki>
4. Link for MBTI: [https://en.wikipedia.org/wiki/Myers%E2%80%93Briggs\\_Type\\_Indicator](https://en.wikipedia.org/wiki/Myers%E2%80%93Briggs_Type_Indicator)  
<https://www.cpp.com/products/mbti/index.aspx>
5. Link:Kolb’s:  
  
[https://en.wikipedia.org/wiki/Learning\\_styles#David\\_Kolb.27s\\_model](https://en.wikipedia.org/wiki/Learning_styles#David_Kolb.27s_model)  
  
<http://www.simplypsychology.org/learning-kolb.html>
- 6.[https://en.wikipedia.org/wiki/Emotional\\_intelligence](https://en.wikipedia.org/wiki/Emotional_intelligence)

### **Suggested Readings:**

1. Samuel C. Cereto & ST Cereto: “Modern Management” 12<sup>th</sup> ED Pearson Education (Para.1).
2. Harold Koontz and Cyril O’Donnell: Principles of management, Tata Mc Graw, Delhi.
3. Stoner, James A.F., Freeman “Management”, Pearson Education.
4. Robbins, Stephen, “Organizational Behavior”, Pearson Education, Pvt Ltd., New Delhi.

## Semester - III

### LABOUR WELFARE AND COMPENSATION

**Unit-I:** Globalisation and competition - Characteristics of Indian Industrial Labour: Labour Commitment and labour welfare, Indian Constitution and labour welfare.

**Unit – II:** Labour Welfare: Concept, Scope : Approaches to Philosophy of Labour Welfare; Principles of Labour, Agencies of Labour Welfare: Management, Trade Unions, Voluntary Organizations, State Government, Central Government Administration and role of NGOs, NTUC.

**Unit – III:** Classification of Labour Welfare Programmes: Statutory and Non-statutory; Intra-mural and Extra-mural Welfare facilities, Factories Act and duties of statutory Labour Welfare Officer, Role of ILO in Labour Welfare.

**Unit –IV:** Wage Theories. Wage Structure – Basic, Dearness Allowance, Fringe Benefits. Incentives –classification of Incentives. Wage Incentive Systems, Software Package and online service for Pay- roll Administration and attendance management.

Wage Calculations in software and other sectors, Statutory Deductions – Provisions relating to payment of wages act-1936

**Unit – V:** Social Security: Concept and scope: Social Assistance and Social Insurance Social Security measures in India. Calculation of PF, ESI, Gratuity, workmen's compensation(coverage, contributions and benefits.)

#### Text books:

1. Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Mumbai.
2. Punekar, Deodhar and others, Labour welfare and industrial relations
3. Link NTUC:  
[https://en.wikipedia.org/wiki/National\\_Trades\\_Union\\_Congress](https://en.wikipedia.org/wiki/National_Trades_Union_Congress)

### **Suggested Readings:**

4. Sarma A.M. Understanding Wage System in India, Himalaya Publishing House, Mumbai.
5. Sarma A.M. Labour Administration in India., Himalaya Publications, New Delhi.
6. Saxena, R.C., Labour Problems and Social welfare K, Nath and Co., Meerut,

### **Semester-IV**

#### **LABOUR LEGISLATION**

**Unit – I:** Indian constitution and Labour Legislation, Classification of Labour Laws: Recruitment and working conditions, welfare and social security and industrial relations. Agencies for implementation of labour legislation

**Unit – II:** The Factories Act, 1948 and A.P. Rules, The Mines Act, 1952

(Hours of work, overtime, Health, safety, welfare, and leaves).

**Unit – III:** The A.P. National and Festival Holidays Act, 1974, The A.P. Shops and Establishments Act, 1988 and its rules.

**Unit – IV:** The Employees State Insurance Act, 1948, The Employees Provident Fund and miscellaneous Provisions Act, 1952, Maternity Benefit Act.1961,The Payment of Gratuity Act, 1972. (calculation of contributions and benefits).

**Unit – V:** Industrial Disputes Act 1947 - definitions, provisions methods of dispute settlement , conciliation,types of agreements and settlement, strike, lockout, lay-off, retrenchment), Industrial Employment (Standing Orders) Act 1946(method of framing standing orders of a company). The Trade Union Act, 1926(provisions regarding: definition of a union and registration) and government procedure for recognition of union as a bargaining agent.

**Text Books:**

1. Malik, P.L., Industrial Law, Eastern Book Co., Lucknow.
2. Sharma, A.M., Industrial Jurisprudence and Labour Legislation, Himalaya Publishing House, Mumbai.
3. Srivastava S.C.,Industrial Relations and Labour Laws. Vikas Publishing house, 2012.
4. Andhra Pradesh Labour rules.