VEER NARMAD SOUTH GUJARAT UNIVERSITY,SURAT
M.COM.PART-1
SEMESTER-I
MANAGEMENT THEORY & PRACTICE
(SYLLABUS EFFECTIVE FROM YEAR 2020-2021 AND ONWARDS)

UNIT: 1 Management **(20%)**

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 **(15%)**

UNIT: 3 KNOWLEDGE MANAGEMENT **(15%)**

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 (30%)

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 CASE STUDY (Cases are to be framed from the above mentioned topics) **(10%)**

Reference Books:

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

05-8-2020

05-08-2020