

SYLLABUS**BUSINESS ADMINISTRATION PAPER - 1****1: Theory and Practice of Management-**

- Nature and Importance of Management, Process of Management, Managerial Roles, Functions of Management, Skills of Effective Manager Schools of Management Thought.
- Planning, Managerial Decision making, MBO, Departmentalization, Power and Distribution of Authority.
- Leadership styles, Group Behavior and Team Building, Effective Communication System, Designing Control System, MIS.
- Motivation: Concepts, Contemporary Views on Motivation, Management of Change, Conflict Management, Management of Stress, Time Management, Total Quality Management.
- Global Environment of Management, Ethics in Management, Corporate Social Responsibility, Corporate Culture.
- Strategic Management: Role and functions of Strategic Management, Process of Strategic Management, Organizational Mission, Vision and Objectives, strategy and structure.
- Emerging trends in Management.

2: Organization Behavior

- Organization Behavior: Definition, Scope, Importance, Concepts of organizational behavior, Models of organizational behavior.
- Individual behavior: Perception, Attribution, Personality, Attitude, Learning, Values, Motivation, Job satisfaction.
- Group Dynamics and Team Building: Theories of group formation, formal and informal groups, Importance of team building, Conflict- Definition, Traditional Vs Modern view of Conflict, Types of conflict- Intra personal, Interpersonal, Organizational, Constructive and Destructive Conflict, Conflict Management.
- Stress Management: Definition, causes, types, Management of stress, Interpersonal Relations.
- Personality- Development of personality attributes of personality, Egostate, Transactional Analysis.
- Organization Cultures and climate; Organization effectiveness.

3: Human Resource Management-

- Human Resource Management: Concept, Objectives, Scope and Importance of Human Resource Management, Human Resource Environment in India, Changing Role of HRM, Organization of Human Resource Department.

- Job Analysis and Job Design: Human Resource Planning, Job Analysis, Job Description and Specifications, Job Design Approaches.
- Recruitment and Selection: Factors affecting Recruitment, Sources of Recruitment (Internal and External) Selection Process, Psychological tests for selection, Requirement of a good test for selection, Interviewing, Placement and Induction.
- Human Resource Development: Theories of Learning, Learning interventions, Transfer of learning, Coaching and Mentoring.
- Performance Appraisal: Concept and Objectives, Traditional and Modern Methods, Promotion, Transfer, Separation.
- Compensation Management, Job Evaluation, Base Compensation and Supplementary Compensation, Innovations in Compensation Management.
- Career Planning, Succession Planning.
- Grievances Redressal: Mechanism and Procedure of grievance redressal.
- Trade Unions: Status, Regulations, Union and Management Relations.