

Semester-wise Revised Syllabus under CBCS, 2020-21
IV-Year B.A
Domain Subject: PUBLIC ADMINISTRATION
Semester-V

COURSE-6A: HUMAN RESOURCE AND LOGISTIC MANAGEMENT
(Skill Enhancement Course (Elective), 4 Credits)

Max.Marks:100

I. Learning Outcomes:

On successful completion of the course the students will be able to;

- discuss the human resource management.
- Also understand the challenges of human resource planning and Problems.
- Also, to identify the systems and processes of financial and material management.
- Apply the knowledge to observe the field level phenomena.

II. Syllabus: (Hours: Teaching: 60, Skills Training: 10, others including unit tests: 05. Total:75)

UNIT-I

Introduction: Meaning, Nature, Scope and Significance of Human Resource Management, Objective and Functions of Human Resource Management, Qualities of Human Resource Manager

UNIT-II

Meaning, Objectives and Need of Human Resource Planning, Factors affecting Human Resource Planning, Human Resource Problems

UNIT-III

Procurement and Development Functions: Job Analysis, Job description, job specification, recruitment and selection, placement and induction and socialization

UNIT-IV

Logistic Management: Meaning, Objectives and Need of logistic Management, Concept, Principles and Forms, Procurement of material and inventory control, material handling and packing, transportation, Logistic Information System

UNIT-V

Emerging Trends: Logistic Management Emerging Trends, Green Logistic, Effective Logistic

Management, Challenges: Human Resource Management, Financial Management, Inventory/Material, Outsourcing, Customer Satisfaction etc.

III. References

1. Dr. C.B. Gupta - Sultan and Sons, Human Resource Management
2. P. Subba Rao, Personnel & Human Resource Management - - Himalaya Publishing House.
3. K. Aswathappa, Human Resource and Personnel Management - - Tata Mc Graw Hill Publishing Co. Ltd.
4. Allawadi, Satish Chand rakesh P. Singh, 2001, Logistic Management (Second Edition), Prentice Hall India, New Delhi.
5. Agarwal, D.K. 2012 Text book of Logistic and Supply Chain Management (Reprint), Macmillan, Delhi.
6. Bhattacharya, S.K. 2010 Logistic Management-Definition, Dimensions and Functional Applications (Reprint), Sultan Chand and Sons, Delhi.
7. Ismail Reji, 2013 Logistic Management, Excel Books India, Delhi.
8. Raghuram, G and N. Rangaraj, Logistics and Supply Chain Management –Case and Concepts, Macmillan India, Delhi.
9. Sople, Vinod, V.2013, Logistics Management 9Third edition, Dorling Kindersley India, New Delhi.

IV. Co-Curricular Activities (Training of students by the teacher: Total 10 hours):

a) Mandatory:

1. FOR TEACHER: Training of students by teacher in the classroom for a total of not less than 10 hours on various practical skills related to Human Resource Management and Logistic Management sector, with the help of local experts. The teacher shall also train the students to identify the best qualities of Manager and Human Resource Problems and Challenges to Logistic Management. The teacher shall lead students to visit local industrial sites and guide them to work with the local Human Resource Manager.

2. FOR STUDENT: Students have to go to the field, observe activities related to Human Resource Management and Logistic Management. Observe their functioning and problems to gain experience, including suggestions for improving the best qualities of the Human Resource Manager. These individual observations shall be written in the given format not exceeding 10 pages and submitted to the teacher as Fieldwork/Project work Report.

3. Suggested Fieldwork/Project work Format: Title Page, Student Details, Acknowledgements, Index page, Objectives, Step-wise process, Findings, Conclusion and References.

b) Suggested Co-Curricular Activities

- 1) Invited Lectures
- 2) Hands-on experience with the help of field experts.
- 3) Debates on interesting topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with Human Resource Managers

MODEL QUESTION PAPER

TIME :3HRS

MAX.MARKS :75

HUMAN RESOURCE AND LOGISTIC MANAGEMENT

ANSWER ANY FIVE QUESTIONS. EACH QUESTION CARRIES 10 MARKS 5X5=25

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**
- 6.**
- 7.**
- 8.**
- 9.**
- 10.**

ANSWER ALL QUESTIONS. EACH QUESTION CARRIES 10 MARKS 5X10=50

11. OR 12

13 OR 14

15 OR 16

17 OR 18

19 OR 20

Semester-wise Revised Syllabus under CBCS, 2020-21

**IV-Year B.A
Domain Subject: PUBLIC ADMINISTRATION
Semester-V**

**COURSE-7A: LEADERSHIP STYLES AND CONFLICT MANAGEMENT
(Skill Enhancement Course (Elective), 4 Credits)**

Max.Marks:100

I. Learning Outcomes:

On successful completion of the course the students will be able to;

- understand the different styles of leadership given by administrative thinkers.
- They will also understand the causes and level of conflicts in an organization.
- Students will also be able to understand the handling of inter-personal conflict
- Describe a leader's role in managing conflict in the Organization
- Understand how to turn conflict into an opportunity for redemption and reconciliation.

**II. Syllabus: (Hours: Teaching: 60, Skills Training: 10, others including unit tests: 05.
Total:75)**

UNIT-I

Introduction: Meaning, Nature and Scope of Leadership, Types of Leadership and Importance of Leadership.

UNIT-II

Qualities and Functions: Qualities and Functions of Leadership, Leadership Styles Viz Autocratic Style, Democratic Style and Laizzez Faire Styles.

UNIT-III

Organization Conflicts: Nature and causes of Organizational Conflicts, Types and Levels of Conflicts and Criteria for Conflicts Management.

UNIT-IV

Negotiations: Bargaining strategies in negotiation, negotiation process stages. Techniques of Negotiations and Third Party Negotiations.

UNIT-V

Case Studies: Styles of Handling Inter-Personal Conflicts and Managing Conflict Management Process-Case Studies, The Arbitration and Conciliation (Amendment) Act, 2015.

III. References

1. Bernard M. Bass, 1985, Leadership and Performance Beyond Expectations, Free Press, New York.
2. C.K.W. DeDreu & E.Van de Vliert (Eds.), 1997, Using Conflict in Organizations, Sage, London.
3. D.G. Pruitt & P.J. Carnevale, 1993, Negotiation and Social Conflict, Open University Press, England.
4. Deepak Malhotra, 2016, Negotiating the Impossible: How to Break Deadlocks and Resolve Ugly Conflicts (without Money or Muscle).BerrettKoehler Publishers, Oakland CA
4. Deepak Malhotra and Max H. Bazerman, 2008, Negotiation Genius: How to Overcome Obstacles and Achieve Brilliant Results at the Bargaining Table and Beyond, Bantam Dell, Random House Inc., New York.
5. I William Zartman, 2007, Negotiation and Conflict Management: Essays on Theory and Practice (Security and Conflict Management), Routledge, New York.
6. L.D. Brown, 1983, Managing Conflict at Organizational Interfaces, Reading, Addison-Wesley, M.A.
7. M.Afzalur.Rahim, 2001, Managing Conflict in Organizations (3rd Ed.), Quorum Books, Westport, CT.
8. Disagreements and Develop Trust and Understanding, How to Books Ltd., U.K.
9. Wendel.L. French & Cecil.H. Bell Jr, 1999, Organization Development : Behavioral Science Interventions for Organization Improvement(6th Ed.) Englewood Cliffs, Prentice-Hall, N.J.
11. William W.Wilmot and Joyce L. Hocker, 2005, Interpersonal Conflict, Mc Graw-Hill Higher Education.

IV. Co-Curricular Activities (Training of students by the teacher: Total 10 hours):

a) Mandatory:

1. FOR TEACHER: Training of students by teacher in the classroom for a total of not less than 10 hours on different types of leaders, qualities and functions of Leaders and conflict management skills and techniques to effectively manage conflicts at the work place and community. And also train them to understand the different approaches and methods of conflict management. The teacher shall also train the students to acquire various skills and techniques for conflict Management and to cultivate in them effective leadership and managerial skills. The teacher shall lead students to visit and meet local Leaders and interact with them.

2. FOR STUDENT: Students have to go to the field, observe activities of different types of leaders and managing conflict and bargaining strategies in negotiation. Observe their functioning and problems to gain experience, including suggestions for the improving the best qualities of Leader and conflict management in organization. These individual

observations shall be written in the given format not exceeding 10 pages and submit to the teacher as Fieldwork/Project work Report.

3. Suggested Fieldwork/Project work Format: Title Page, Student Details, Acknowledgements, Index page, Objectives, Step-wise process, Findings, Conclusion and References.

b) Suggested Co-Curricular Activities

- 1) Invited Lectures
- 2) Hands on experience with the help of field experts.
- 3) Debates on interesting topics
- 4) Seminars, Group Discussions, Quiz, etc.
- 5) Assignments
- 6) Alumni Interactions
- 7) Periodical interactions with local leaders.

MODEL QUESTION PAPER

TIME :3HRS

MAX.MARKS :75

LEADERSHIP STYLES AND CONFLICT MANAGEMENT

ANSWER ANY FIVE QUESTIONS. EACH QUESTION CARRIES 10 MARKS 5X5=25

- 1.
- 2.
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- 10.

ANSWER ALL QUESTIONS. EACH QUESTION CARRIES 10 MARKS 5X10=50

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