

Course Components of Management

Block Unit Unit Title
Nos.

MS-25: Managing Change in Organisations

I		Concept of Managing Change
	1	Understanding Change
	2	Types of Change
	3	Factors Critical to Change
	4	Organisational Culture and Change — Cross Cultural Experiences
II		Forms of Organisational Change
	5	Emerging Organisational Forms and Structures
	6	Mergers and Acquisitions
	7	Turn Around Management
	8	Process Based Change
	9	Group Based Approaches to Change
III		Diagnosis and Intervention
	10	Organisational Disgnosis - Issues and Concepts
	11	Diagnostic Methodology - Quantitative and Qualitative
	12	Interventions in Organisational Change
	13	Evaluation of Organisational Change
Nos.		
IV		Role of Change Agent
	14	Key Roles in Managing Change
	15	Skills for Managing Change
	16	Managing Resistance to Change
	17	Role of Leadership in Managing Change
	18	Managing Transition

MS-26: Organisational Dynamics

I		Group Dynamics
	1	Understanding Groups
	2	Phases of Group Development
	3	Group Cohesion and Alienation
	4	Conformity and Obedience
II		Role Dynamics
	5	The Concept and Systems of Roles
	6	Role Analysis
	7	Organisational Stress and Burnout
	8	Coping with Stress and Burnout
III		Power Dynamics
	9	Bases of Power
	10	The Process of Empowerment
	11	Decentralisation & Delegation
	12	Transformational Leadership
IV		Organisational Dynamics
	13	Organisational Culture
	14	Social Responsibilities of Organisations
	15	Organisational Ethics and Values
	16	Process of Learning Organisations
V		Inter-organisational Dynamics
	17	Cross Cultural Dynamics
	18	Management of Diversity
	19	Strategic Alliances and Coalition Formation

Block Unit Unit Title Nos.

	14	Incentives for Blue and White Collars
	15	Bonus, Profit Sharing and Stock Options
	16	Allowances and Benefits
	17	Downsizing and Voluntary Retirement Scheme

V		Emerging Issues and Trends
	18	Tax Planning
	19	Comparative International Compensation
	20	Overview of Future Trends in Compensation Management

MS-27: Wage and Salary Administration

I		Compensation — Concept and Context
	1	Role of Compensation and Rewards in Organisation
	2	Economic and Behavioural Issues in Compensation
	3	Framework of Compensation Policy
II		Legal Framework of Wage and Salary Administration
	4	Wage Concepts and Definition of Wages Under Various Labour Legislation
	5	Constitutional Perspective, International Labour Standards, and Norms for Wage Determination
	6	Law relating to Payment of Wages and Bonus
	7	Regulation of Minimum Wages and Equal Remuneration
	8	Law Relating to Retiral Benefits
III		Compensation Structure and Differentials
	9	Pay Packet Composition
	10	Institutional Mechanism for Wage Determination
	11	Job Evaluation and Internal Equity
	12	External Equity and Pay Surveys
IV		Reward System, Incentives and Pay Restructuring
	13	Design of Performance-linked Reward System

MS-28: Labour Laws

I		Industrial Jurisprudence
	1	Industrial Jurisprudence-An Overview
	2	Principles of Industrial jurisprudence
	3	Constitutional Aspects of Industrial Jurisprudence
II		Laws on Working Conditions
	4	The Factories Act, 1948
	5	The Mines Act, 1952
	6	The Shops and Establishments Law
	7	The Plantation Labour Act, 1951
	8	The Contract Labour (Regulation and Abolition Act, 1970)
	9	The Child Labour (Prohibition and Regulation Act, 1986)
III		Laws on Industrial Relations
	10	The Trade Union Act, 1926
	11	The Industrial Disputes Act, 1947
	12	The Industrial Employment (Standing Orders) Act, 1946
	13	Domestic Enquiry
IV		Laws on Wages
	14	The Minimum Wages Act, 1948
	15	The Payment of Wages Act, 1936

- 16 The Payment of Bonus Act, 1965
- 17 The Equal remuneration Act, 1976

V

Laws on Social Security

- 18 The Workmen's Compensation Act, 1923
- 19 The Employees' State Insurance Act, 1948
- 20 The Maternity Benefit Act, 1961
- 21 The Employee's Provident Fund and Miscellaneous Provisions Act, 1952
- 22 The Payment of Gratuity Act, 1972

VI

- 23 the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959

- 24 The Apprentices Act, 1961

Appendix A

Recommendations of the Second National Commission on Labour, 2002

Appendix B

Selected Legal Terms

Appendix C

Glossary of Latin and French Words