Course Components of Management

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 Diagnosis - Issues and Concepts
   11 Diagnostic Methodology - Quantitative and Qualitative
   12 Interventions in Organisational Change
   13 Evaluation of Organisational Change

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

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
   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-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 Estabishments 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 Wards