

## **POSTGRADUATE DIPLOMA IN MANAGEMENT (PGDM)**

Mode	Dual Mode University System
Duration	1 Year
Pattern of Examination	Annual
Eligibility	Graduation in relevant subject

### **SCHEME OF EXAMINATION**

<b>Subject Code</b>	<b>Title</b>
PGDM -101	MANAGEMENT FUNCTIONS AND BEHAVIOUR
PGDM -102	MANAGEMENT OF HUMAN RESOURCES
PGDM -103	ECONOMIC AND SOCIAL ENVIRONMENT
PGDM -104	ACCOUNTING AND FINANCE FOR MANAGERS
PGDM -105	INFORMATION SYSTEMS FOR MANAGERS
PGDM -106	QUANTITATIVE ANALYSIS FOR MANAGERIAL APPLICATIONS
PGDM -107	MANAGERIAL ECONOMICS AND STRATEGIC MANAGEMENT
PGDM -108	ORGANISATIONAL DESIGN, DEVELOPMENT AND CHANGE
PGDM -109	PROJECT REPORT

# **PGDM -101 MANAGEMENT FUNCTIONS AND BEHAVIOUR**

## **UNIT- I**

### **ROLE OF A MANAGER**

- 1 Task of a Professional Manager
- 2 Responsibilities of a Professional Manager
- 3 Management Systems and Processes
- 4 Managerial Skills

## **UNIT- II**

### **DECISION MAKING**

- 5 Organisational Context of Decisions
- 6 Decision Making Models Problem Solving
- 7 Decision Making-Techniques and Processes
- 8 Management by Objectives

## **UNIT- III**

### **ORGANISATIONAL CLIMATE AND CHANGE**

- 9 Organisational Structure and Managerial Ethos
- 10 Management of Organisational Conflicts
- 11 Managing Change

## **UNIT- IV**

### **ORGANISATIONAL STRUCTURE AND PROCESSES**

- 12 Organisational Structure and Design

13 Managerial Communication Communication

14 Planning Process

15 Controlling

16 Delegation and Interdepartment

## **UNIT- V**

### **BEHAVIOURAL DYNAMICS**

17 Analysing Interpersonal Relations Leadership

18 Leadership Styles and Influence Process

19 Group Dynamics

# **PGDM -102 MANAGEMENT OF HUMAN RESOURCES**

## **UNIT- I**

### **HUMAN RESOURCE MANAGEMENT: CONTEXT, CONCEPT AND BOUNDARIES**

- 1 The Changing Social Context and Emerging Issues
- 2 The Concept and Functions of Human Resource Management
- 3 Structuring Human Resource Management

## **UNIT- II**

### **GETTING HUMAN RESOURCE**

- 4 Job Analysis and Job Design
- 5 Human Resource Planning
- 6 Attracting the Talent: Recruitment, Selection, Outsourcing
- 7 Socialisation, Mobility and Separation

## **UNIT- III**

### **PERFORMANCE MANAGEMENT AND POTENTIAL ASSESSMENT**

- 8 Competency Mapping
- 9 Performance Planning and Review
- 10 Potential Appraisal, Assessment Centres and Career and Succession Planning
- 11 HR Measurement and Audit

## **UNIT- IV**

### **HUMAN RESOURCE DEVELOPMENT**

- 12 Human Resource Development System

13 Training

14 Mentoring and Performance Coaching

15 Building Roles and Teams

## **UNIT- V**

### **COMPENSATION AND REWARD MANAGEMENT**

16 Laws Covering Wages, Welfare and Benefits

17 Compensation Strategy, Structure, Composition

18 Reward Management

## **UNIT- VI**

### **EMPLOYER-EMPLOYEE RELATIONS**

19 Regulatory Mechanisms in Industrial Relations

20 Dealing with Unions and Associations

21 Industrial Democracy

22 Grievance Handling and Discipline

# **PGDM -103 ECONOMIC AND SOCIAL ENVIRONMENT**

## **UNIT- I**

### **ECONOMIC AND SOCIAL ENVIRONMENT**

- 1 Economic Environment of Business India's National
- 2 Socio-cultural and Politico-legal Environment Socio-economic
- 3 Changing Role of Government Scenario

## **UNIT- II**

### **STRUCTURE OF THE INDIAN ECONOMY**

- 4 Structural Dimensions of Indian Economy
- 5 Structure of Indian Industry
- 6 Public Sector in India Management Business and
- 7 Private Sector in India
- 8 Small Sector in India
- 9 Sickness in Indian Industry

## **UNIT- III**

### **PLANNING AND POLICIES**

- 10 Planning Goals and Strategies National Planning
- 11 Evolution of Industrial Policy Process
- 12 Regulatory and Promotional Controls and ReguFramework

## **UNIT- IV**

## **EXTERNAL SECTOR**

13 India's Foreign Trade

14 India's Balance of Payments

15 Export and Import Policy

16 Foreign Capital and Collaborations

17 India's External Debt

## **UNIT- V**

### **ECONOMIC REFORMS SINCE 1991**

18 Industrial Policy of 1991

19 Economic Reforms: Liberalisation, Globalisation and Privatisation

20 Financial Sector Reforms Fiscal System

21 Fiscal Sector Reforms

22 Economic Reforms and Social Justice

# **PGDM -104 ACCOUNTING AND FINANCE FOR MANAGERS**

## **UNIT- I**

### **ACCOUNTING FRAMEWORK**

- 1 Accounting and its Functions Introduction to Course Understanding Financial Statements
- 2 Accounting Concepts and Standards Role of Accounting and Finance Function in different types of Organisations
- 3 Accounting Information and its Emerging Horizons in Applications Accounting and Finance (EHIAF) – Human Resource Accounting

## **UNIT- II**

### **UNDERSTANDING FINANCIAL STATEMENTS**

- 4 Construction and Analysis of EHIAF–Inflation Understanding Balance Sheet Accounting Financial
- 5 Construction and Analysis of Profit and Loss Account
- 6 Construction and Analysis of Funds Flow and Cash Flow Statement

## **UNIT- III**

### **COST MANAGEMENT**

- 7 Understanding and Classifying Costs
- 8 Absorption and Marginal Costing
- 9 Cost-Volume-Profit Analysis
- 10 Variance Analysis

## **UNIT- IV**

### **FINANCIAL AND INVESTMENT ANALYSIS**



11 Financial Management : Role and Project Appraisal: An Introduction Regulation of An Institutional

12 Ratio Analysis

13 Leverage Analysis

14 Budgeting and Budgetary Control

15 Investment Appraisal Methods

## **UNIT- V**

### **FINANCIAL DECISIONS**

16 Management of Working Capital EHI AF–Lease Financing Management of

17 Capital Structure

18 Dividend Decisions EHI AF

## **UNIT- I**

### **INFORMATION TECHNOLOGY FOR MANAGERS**

- 1 Information Technology : An Overview
- 2 Computer Systems
- 3 Computer Software
- 4 Networking Technologies

## **UNIT- II**

### **INFORMATION SYSTEMS - I**

- 5 In MIS Perspectives
- 6 Information Systems Economics
- 7 Management Information and Control Systems
- 8 Information Systems Security

## **UNIT- III**

### **INFORMATION SYSTEMS - II**

- 9 Information Systems and Functional Area Applications
- 10 Transaction Processing Systems-I: Human Resource and Marketing Management
- 11 Transaction Processing Systems-II: Operations and Financial Management
- 12 Integrated Applications

## **UNIT- IV**

### **SYSTEM ANALYSIS AND COMPUTER LANGUAGES**

13 Building Information Systems

14 System Analysis and Design

15 Computer Programming and Languages

## **UNIT- V**

### **SUPPORT SYSTEMS FOR MANAGEMENT DECISIONS**

16 Database Resource Management

17 Data Ware Housing and Data Mining

18 Tactical and Strategic Information Management: DSS and ESS

19 Intelligent Support Systems

20 Emerging Trends in IT

## **PGDM -106 QUANTITATIVE ANALYSIS FOR MANAGERIAL APPLICATIONS**

## **UNIT- I**

### **BASIC MATHEMATICS FOR MANAGERS**

- 1 Quantitative Decision Making : An Overview
- 2 Function and Progressions
- 3 Basic Calculus and Applications
- 4 Matrix Algebra and Applications

## **UNIT- II**

### **DATA COLLECTION AND ANALYSIS**

- 5 Collection of Data
- 6 Presentation of Data
- 7 Measures of Central Tendency
- 8 Measures of Variation and Skewness

## **UNIT- III**

### **PROBABILITY AND PROBABILITY DISTRIBUTIONS**

- 9 Basic Concepts of Probability Probability
- 10 Discrete Probability Distribution
- 11 Continuous Probability Distributions
- 12 Decision Theory Probability Applications

## **UNIT- IV**

### **SAMPLING AND SAMPLING DISTRIBUTIONS**

- 13 Sampling Methods

14 Sampling Distributions

15 Testing of Hypotheses

16 Chi Square Tests

## **UNIT- V**

### **FORECASTING METHODS**

17 Business Forecasting

18 Correlation Applications of

19 Regression

20 Time Series Analysis

# **PGDM -107 MANAGERIAL ECONOMICS AND STRATEGIC MANAGEMENT**

## **UNIT- I**

### **INTRODUCTION TO MANAGERIAL ECONOMICS**

- 1 Scope of Managerial Economics
- 2 The Firm : Stakeholders, Objectives & Decision Issues
- 3 Basic Techniques

## **UNIT- II**

### **DEMAND AND REVENUE ANALYSIS**

- 4 Demand Concepts and Analysis
- 5 Demand Elasticity
- 6 Demand Estimation and Forecasting

## **UNIT- III**

### **PRODUCTION AND COST ANALYSIS**

- 7 Production Function
- 8 Cost Concepts and Analysis I
- 9 Cost Concepts and Analysis II
- 10 Estimation of Production and Cost Functions

## **UNIT- IV**

### **PRICING DECISIONS**

- 11 Market Structure and Barriers to Entry
- 12 Pricing Under Pure Competition and Pure Monopoly

13 Pricing Under Monopolistic and Oligopolistic Competition

14 Pricing Strategies

**UNIT- V**

**COMPREHENSIVE CASE**

Competition in Telecommunication Service Provision

**PGDM -108 ORGANISATIONAL DESIGN, DEVELOPMENT AND  
CHANGE**

## **UNIT- I**

### **UNDERSTANDING ORGANISATIONS**

- 1 Approaches to Understanding Organisations
- 2 Factors Affecting Organisation Structures

## **UNIT- II**

### **ORGANISATIONAL DESIGN**

- 3 Typology of Organisation Structures
- 4 Some Basic Organisation Design and Restructuring Strategies

## **UNIT- III**

### **APPROACHES TO WORK DESIGN**

- 5 Organising and Analysing Work
- 6 Job Design
- 7 Emerging Issues of Work Organisation and Quality of Working Life

## **UNIT- IV**

### **ORGANISATIONAL ANALYSIS**

- 8 Organisational Diagnosis: Tools and Techniques
- 9 Questionnaire as a Diagnostic Tool
- 10 Interview as a Diagnostic Tool
- 11 Workshops, Task-forces and other Methods

## **UNIT- V**

### **ORGANISATIONAL DEVELOPMENT AND CHANGE**

- 12 Organisational Development



13 Alternative Interventions

14 Process of Change

15 Change Agents: Roles and Competencies

16 Institution Building

**PGDM -109 PROJECT REPORT**