

4615 - MAN-MANAGEMENT IN OFFICE										
Teaching Schedule Per Week			Progressive Assessment		Examination Schedule (Marks)					
Lectures	Practical	Credits			Theory			Practical Ex.		Total
5	-	5	25		3Hrs	100	-			125
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total	
-		MOP		75	25	100	25	-	125	

RATIONALE: Students of Modern Office Practices are expected to oversee the human resources in their offices. The awareness of various tools and Techniques of man-management is the prime motive of this course to be taught through lecturing and case analysis work.

COURSE CONTENT		Hrs	Mks
1. WORK MOTIVATION		16	20
Definition and characteristics, Maslow's Need hierarchy, Role of money in motivation.			
2. JOB SATISFACTION		16	20
Morale and job satisfaction, Measurement of job satisfaction, Work Behaviour.			
3. SUPERVISORY BEHAVIOUR		16	20
Leadership, Effective.			
4. ORGANISATIONAL CHANGE		16	20
Change defined. Pre-requisite for change, Resistance to change, Effective change in India.			

SYLLABI OF COURSES FOR DIPLOMA PROGRAMME IN MODERN OFFICE PRACTICES LEVEL I-V, FOR BTE GOA 37

5. PERFORMANCE APPRAISAL	16	20
Objectives, Methods, - a) Graphic Rating Scale, b) Ranking method, c) MBO., - Performance counselling & Potential Appraisal, effective performance Appraisal		
Total	80	100

NOTE: 1. Questions must be short answer type only. 2. Adequate Internal choices must be provided. 3. One small case study may be given with brief answer type questions from the case.

REFERENCE BOOKS

1. Saiyadain Mirza: Human resources Management (TMH).
2. Drucker P. : The Practice of Management (Mercury),
3. Dwivedi RS: Supervisors Personality & Performance (Somaiya) (or/and any other book suggested by the faculty)

