AE: Syllabus for Civil Engineering

Mechanics:
Bending moment and shear force in statically determinate beams. Simple stress and strain relationship: Stress and strain in two dimensions, principal stresses, stress transformation, Mohr's circle. Simple bending theory, flexural and shear stresses, unsymmetrical bending, shear center. Thin walled pressure vessels, uniform torsion, buckling of column, combined and direct bending stresses.

Structural Analysis:
Analysis of statically determinate trusses, arches, beams, cables and frames, displacements in statically determinate structures and analysis of statically indeterminate structures by force/ energy methods, analysis by displacement methods (slope deflection and moment distribution methods), influence lines for determinate and indeterminate structures. Basic concepts of matrix methods of structural analysis.

Concrete Structures:
Concrete Technology- properties of concrete, basics of mix design. Concrete design- basic working stress and limit state design concepts, analysis of ultimate load capacity and design of members subjected to flexure, shear, compression and torsion by limit state methods. Basic elements of prestressed concrete, analysis of beam sections at transfer and service loads.

Steel Structures:
Analysis and design of tension and compression members, beams and beam columns, column bases. Connections- simple and eccentric, beam–column connections, plate girders and trusses. Plastic analysis of beams and frames.

Soil Mechanics:
Origin of soils, soil classification, three-phase system, fundamental definitions, relationship and interrelationships, permeability &seepage, effective stress principle, consolidation, compaction, shear strength.

Foundation Engineering: Sub-surface investigations- scope, drilling bore holes, sampling, penetration tests, plate load test. Earth pressure theories, effect of water table, layered soils. Stability of slopes-infinite slopes, finite slopes. Foundation types-foundation design requirements. Shallow foundations-bearing capacity, effect of shape, water table and other factors, stress distribution, settlement analysis in sands & clays. Deep foundations–pile types, dynamic & static formulae, load capacity of piles in sands & clays, negative skin friction.

Fluid Mechanics and Hydraulics: Properties of fluids, principle of conservation of mass, momentum, energy and corresponding equations, potential flow, applications of momentum and Bernoulli's equation, laminar and turbulent flow, flow in pipes, pipe networks. Concept of boundary layer and its growth. Uniform flow, critical flow and gradually varied flow in channels, specific energy concept, hydraulic jump. Forces on immersed bodies, flow measurements in channels, tanks and pipes. Dimensional analysis and hydraulic modeling. Kinematics of flow, velocity triangles and specific speed of pumps and turbines.

Hydrology: Hydrologic cycle, rainfall, evaporation, infiltration, stage discharge relationships, unit hydrographs, flood estimation, reservoir capacity, reservoir and channel routing. Well hydraulics.

Irrigation: Duty, delta, estimation of evapo-transpiration. Crop water requirements. Design of: lined and unlined canals, waterways, head works, gravity dams and spillways. Design of weirs on permeable foundation. Types of irrigation system, irrigation methods. Water logging and drainage, sodic soils.

Water requirements: Quality standards, basic unit processes and operations for water treatment. Drinking water standards, water requirements, basic unit operations and unit processes for surface water treatment, distribution of water. Sewage and sewerage treatment, quantity and characteristics of wastewater. Primary, secondary and tertiary treatment of wastewater, sludge disposal, effluent discharge standards. Domestic wastewater treatment, quantity of characteristics of domestic wastewater, primary and secondary treatment Unit operations and unit processes of domestic wastewater, sludge disposal.

Air Pollution: Types of pollutants, their sources and impacts, air pollution meteorology, air pollution control, air quality standards and limits.

Municipal Solid Wastes: Characteristics, generation, collection and transportation of solid wastes, engineered systems for solid waste management (reuse/ recycle, energy recovery, treatment and disposal).

Noise Pollution: Impacts of noise, permissible limits of noise pollution, measurement of noise and control of noise pollution.

Highway Planning: Geometric design of highways, testing and specifications of paving materials, design of flexible and rigid pavements.

Traffic Engineering: Traffic characteristics, theory of traffic flow, intersection design, traffic signs and signal design, highway capacity.

Surveying:

Importance of Surveying , principles and classifications , mapping concept , co-ordinate system , map projections , measurements of distance and directions , levelling , theodolite traversing , plane table surveying , errors and adjustments , curves .

AE: Syllabus for Electrical Engineering

Electric Circuits and Fields:
Network graph, KCL, KVL, node and mesh analysis, transient response of dc and ac networks; sinusoidal steady-state analysis, resonance, basic filter concepts; ideal current and voltage sources, Thevenin's, Norton's and Superposition and Maximum Power Transfer theorems, two-port networks, three phase circuits; Gauss Theorem, electric field and potential due to point, line, plane and spherical charge distributions; Ampere's and Biot-Savart's laws; inductance; dielectrics; capacitance.

Signals and Systems:

Representation of continuous and discrete-time signals; shifting and scaling operations; linear, time-invariant and causal systems; Fourier series representation of continuous periodic signals; sampling theorem; Fourier, Laplace and Z transforms.

Electrical Machines:

Single phase transformer – equivalent circuit, phasor diagram, tests, regulation and efficiency; three phase transformers – connections, parallel operation; autotransformer; energy conversion principles; DC machines – types, windings, generator characteristics, armature reaction and commutation, starting and speed control of motors; three phase induction motors – principles, types, performance characteristics, starting and speed control; single phase induction motors; synchronous machines – performance, regulation and parallel operation of generators, motor starting, characteristics and applications; servo and stepper motors.

Power Systems:
Basic power generation concepts; transmission line models and performance;cable performance, insulation; corona and radio interference; distribution systems; per-unit quantities; bus impedance and admittance matrices; load flow; voltage control; power factor correction; economic operation; symmetrical components; fault analysis; principles of overcurrent, differential and distance protection; solid state relays and digital protection; circuit breakers; system stability concepts, swing curves and equal area criterion; HVDC transmission and FACTS concepts.

Control Systems:

Principles of feedback; transfer function; block diagrams; steady-state errors; Routh and Niquist techniques; Bode plots; root loci; lag, lead and lead-lag compensation; state space model; state transition matrix, controllability and observability.

Electrical and Electronic Measurements:
Bridges and potentiometers; PMMC, moving iron, dynamometer and induction type instruments; measurement of voltage, current, power, energy and power factor; instrument transformers; digital voltmeters and multimeters; phase, time and frequency measurement; Q-meters; oscilloscopes; potentiometric recorders; error analysis.

Analog and Digital Electronics:

Characteristics of diodes, BJT, FET; amplifiers – biasing, equivalent circuit and frequency response; oscillators and feedback amplifiers; operational amplifiers – characteristics and applications; simple active filters; VCOs and timers; combinational and sequential logic circuits; multiplexer; Schmitt trigger; multi-vibrators; sample and hold circuits; A/D and D/A converters; 8-bit microprocessor basics, architecture, programming and interfacing.

Power Electronics and Drives:

Semiconductor power diodes, transistors, thyristors, triacs, GTOs, MOSFETs and IGBTs – static characteristics and principles of operation; triggering circuits; phase control rectifiers; bridge converters – fully controlled and half controlled; principles of choppers and inverters; basis concepts of adjustable speed dc and ac drives.

AE: Syllabus for Sig. & Telecommunication Engineering

Networks:

Network graphs: matrices associated with graphs; incidence, fundamental cut set and fundamental circuit matrices. Solution methods: nodal and mesh analysis. Network theorems: superposition, Thevenin and Norton's maximum power transfer, Wye-Delta transformation. Steady state sinusoidal analysis using phasors. Linear constant coefficient differential equations; time domain analysis of simple RLC circuits, Solution of network equations using Laplace transform: frequency domain analysis of RLC circuits. 2-port network parameters: driving point and transfer functions. State equations for networks.

Electronic Devices:
Energy bands in silicon, intrinsic and extrinsic silicon. Carrier transport in silicon: diffusion current, drift current, mobility, and resistivity. Generation and recombination of carriers. p-n junction diode, Zener diode, tunnel diode, BJT, JFET, MOS capacitor, MOSFET, LED, p-I-n and avalanche photo diode, Basics of LASERs. Device technology: integrated circuits fabrication process, oxidation, diffusion, ion implantation, photolithography, n-tub, p-tub and twin-tub CMOS process.

Analog Circuits:

Small Signal Equivalent circuits of diodes, BJTs, MOSFETs and analog CMOS. Simple diode circuits, clipping, clamping, rectifier. Biasing and bias stability of transistor and FET amplifiers. Amplifiers: single-and multi-stage, differential and operational, feedback, and power. Frequency response of amplifiers. Simple op-amp circuits. Filters. Sinusoidal oscillators; criterion for oscillation; single-transistor and op-amp configurations. Function generators and wave-shaping circuits, 555 Timers. Power supplies.

Digital circuits:

Boolean algebra, minimization of Boolean functions; logic gates; digital IC families (DTL, TTL, ECL, MOS, CMOS). Combinatorial circuits: arithmetic circuits, code converters, multiplexers, decoders, PROMs and PLAs. Sequential circuits: latches and flip-flops, counters and shift registers. Sample and hold circuits, ADCs, DACs. Semiconductor memories. Microprocessor (8085): architecture, programming, memory and I/O interfacing.

Signals and Systems:

Definitions and properties of Laplace transform, continuous-time and discrete-time Fourier series, continuous-time and discrete-time Fourier Transform, DFT and FFT, z-transform. Sampling theorem. Linear Time-Invariant (LTI) Systems: definitions and properties; causality, stability, impulse response, convolution, poles and zeros, parallel and cascade structure, frequency response, group delay, phase delay. Signal transmission through LTI systems.
Control Systems:

Basic control system components; block diagrammatic description, reduction of block diagrams. Open loop and closed loop (feedback) systems and stability analysis of these systems. Signal flow graphs and their use in determining transfer functions of systems; transient and steady state analysis of LTI control systems and frequency response. Tools and techniques for LTI control system analysis: root loci, Routh-Hurwitz criterion, Bode and Nyquist plots. Control system compensators: elements of lead and lag compensation, elements of Proportional-Integral- Derivative (PID) control. State variable representation and solution of state equation of LTI control systems.

Communications:

Random signals and noise: probability, random variables, probability density function, autocorrelation, power spectral density. Analog communication systems: amplitude and angle modulation and demodulation systems, spectral analysis of these operations, superheterodyne receivers; elements of hardware, realizations of analog communication systems; signal-to-noise ratio (SNR) calculations for amplitude modulation (AM) and frequency modulation (FM) for low noise conditions. Fundamentals of information theory and channel capacity theorem. Digital communication systems: pulse code modulation (PCM), differential pulse code modulation (DPCM), digital modulation schemes: amplitude, phase and frequency shift keying schemes
(ASK, PSK, FSK), matched filter receivers, bandwidth consideration and probability of error calculations for these schemes. Basics of TDMA, FDMA and CDMA and GSM.

Electromagnetics:

Elements of vector calculus: divergence and curl; Gauss' and Stokes' theorems, Maxwell's equations: differential and integral forms. Wave equation, Poynting vector. Plane waves: propagation through various media; reflection and refraction; phase and group velocity; skin depth. Transmission lines: characteristic impedance; impedance transformation; Smith chart; impedance matching; S parameters, pulse excitation. Waveguides: modes in rectangular waveguides; boundary conditions; cut-off frequencies; dispersion relations. Basics of propagation in dielectric waveguide and optical fibers. Basics of Antennas: Dipole antennas; radiation pattern; antenna gain.

JE_ Civil Engineering

Building Materials:

Physical and Chemical properties, Classification, Standard tests, Uses and manufacture/quarrying of materials e.g. building stones, silicate based materials, cement (Portland), Asbestos products, Timber and Wood based Products, laminates, bituminous materials, paints, varnishes.

Surveying:

Principles of surveying, working of prismatic compass and bearings, Plane table surveying, Theodolite traverse, Adjustment of theodolite, Levelling and contouring, Curvature, Refraction correction, Permanent adjustment of dumpy level, Methods of contouring and uses of a contour map, Tachometric survey.

Soil Mechanics:

Origin of soil phase diagram, Definitions, Of void ratio porosity, Degree of saturation, Water content specific gravity of soil grains and unit weights, Grain size distribution curves for different solid and their uses, Atterjerg's limits isi soil classification, Plasticity chart, Coefficient of permeability, Effective stress, Consolidation of soils.

Soil:

Calculation shear strength of soils, direct shear test, Vane shear test, Triaxial test, Soil compaction, Lab compaction Lab compaction test, Moisture content and bearing capacity of soils, Plate load test, and Standard penetration test.

Hydraulics:

Fluid properties, Hydrostatics, Measurements of flow, Bernoulli's theorem and its application, Floor through pipes, Flow in open channels, Weirs, Flumes, Spillways, Pumps and turbines.

Environmental Engineering:

Quality of water, Source of water supply, Purification of water, Distribution of water, Need of sanitation, Sewerage systems, Circular sewers, Oval sewer, Sewer appurtenances, Surface water drainage sewage treatments.

JE_Electrical Engineering

Basic Electrical Engg. And Electt. Measurements:

Concepts of currents, Voltage, Resistance, Power and energy, their units, Ohm's law. Circuit Law: Kirchhoff's law Solution of simple network problems, Network theorems and their applications, Electro-magnetism concept of flux, Emf, Reluctance, Magnetic circuits, Electro-magnetic induction, Self and mutual inductance.,A.C. fundamentals Instantaneous, Peak, R.m.s. And average values of alternating waves, Equation of sinusoidal wave form, Simple series and parallel a.c. Circuits consisting of R.L. and C. Resonance, Measurement and measuring instruments Moving coil and moving iron ammeters and voltmeters, Extension of range, Watt meters, Multimeters, Megger, Basic Electronics.

Electrical machines:

Basic principles D, C motors of generators, their characteristics, Speed control and starting of D.C. motors, Losses and efficiency of D.C. machines.

1-phase and 3-phase Transformers:

Principles of Operation, Equivalent Circuit, Voltage Regulation O.C. And S.C. Tests, Efficiency, Auto Transformers, Synchronous Machines, Generation Of Three Phase Emf, Armature Reaction, Voltage Regulation, Parallel Operation Of Two Alternators, Synchronizing, Staring And Applications Of Synchronous Motors, 3-Phase Induction Motor, Rotating Magnetic Field, Principle Of Operation, Equivalent Circuit, Torque Speed Characteristics, Starting And Speed Control Of 3-Phase Induction Motors, Fractional Kw Motors, 1-Phase Induction Motors A.C. Series Motor, Reluctance Motor.

General, Transmission and Distribution:

Different types of power stations, Load factor, Diversity factor, Demand factor, Simple problems thereon, Cost of generation inter connection of power stations, Power factor improvement, Various types of tariffs, Types of faults Short circuit current for symmetrical faults, Switchgears-rating of circuit breakers: Principles of a are extinction by oil and air, H.R.C. fuses, Protection earthier leakage, Over current Buchhotgz relayMerz-Prince system of protection of generators & transformers, Protection of feeders and bus bars., Lightning arresters, Various transmission and distribution systems, Comparison of conductor materials. Efficiency for different systems.

Utilization of Electrical Energy:

Illumination, Electric heating, Electric welding, Electroplating, Electric drivers and motors.

JE: Diploma in Sig & Telecomm

Basic Electronics
Basics of Semiconductor-type & N-type Semiconductor. Classification of Semiconductors & comparison between Semiconductor, Insulators & Conductors. Concept of diode & formation of PN Rectifying diode, Review of P-type and N-type

Electrical Technology

Basics of Atomic Theory. Concept of Active & passive Devices. Concept of Voltage source & current source. Series & Parallel Circuits. Different types of circuits (series, parallel, Networks etc).Classify networks and concepts of all Network Theorems, Compare A.C & D.C and all its Parameters Concept of resonance & types of resonance circuits.

Principles of Digital Techniques
Fundamental concepts of Boolean algebra, Fundamental concepts of different number system, Conversion of different number system, Compare different logic families, explain the operation of basic logic gates, Design basic digital circuits, Design of combinational logic circuits

Instrumentation & Measurement

Define the physical quantities with proper units to ensure precise technical communication, Use correct units for given Measurement. Compare different types of transducer on their performance characteristics and applications, learn the operating principles of transducers for Measurement of pressure flow.

ASSISTANT MANAGER _ FINANCE

Accounting

Accounting Standards, Introduction to Accounting Standards, Overview of Accounting Standard AS 1: Disclosure of Accounting Policies, AS 2: Valuation of Inventories
AS 3: Cash Flow Statements, AS 6: Depreciation Accounting, AS 7: Construction Contracts, AS 9: Revenue Recognition, AS 10: Accounting for Fixed Assets, AS 13: Accounting for Investments, AS 14: Accounting for Amalgamation - Financial statements of Company- Preparation of financial statements- Cash flow Statement (Profit and Loss Account, Balance Sheet and Cash Flow Statement)-Profit/Loss prior to incorporation-Accounting for Bonus Issue, Amalgamation and Reconstruction, Average Due Date and Account Current, Self-Balancing Ledgers, Financial Statements of Not-for-Profit Organizations, Accounts from Incomplete Records, Accounting for Special Transactions

(a) Hire purchase and installment sale transactions

(b) Investment accounts

(c) Insurance claims for loss of stock and loss of profit.

Issues in Partnership Accounts

Accounting in Computerized Environment

Business Laws
The Indian Contract Act, 1872, the Negotiable Instruments Act, 1881, The Payment of Bonus Act, 1965, The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Payment of Gratuity Act, 1972

Company Law
The Companies Act, 2013, Preliminary, Prospectus, Share and Share capital

Ethics
Principles of Business Ethics, Environment Issues, Ethics in Workplace, Ethics in Marketing and Consumer Protection, Ethics in Accounting and Finance

Communication

Elements of Communication, Communication in Business Environment, Basic Understanding of Legal Deeds and Documents

Cost Accounting

Introduction to Cost Accounting, Materials, Labor, Overheads, Non-Integrated Accounts, Methods, Job and Batch, Contract, Operating, Process and Operation, Standard Costing, Marginal Costing, Budgets and Budgetary Control

Financial Management

Scope and Objectives of Financial Management, Time Value of Money, Financial Analysis and Planning, Financing Decisions, Types of Financing, Investment Decisions, Management of working capital

Income-tax

The Income-tax Act, 1961, Basic concepts, Residential status and scope of total income, Incomes which do not form part of total income (Sec 10), 5 Heads of income, Provisions of Clubbing, Set-off and carry forward of losses, Deductions from gross total income, Computation of total income and tax payable. Provisions concerning Advance tax and TDS, Provisions for filing of return of income.

Service tax

Concepts and general principles, Charge of service tax and Valuation, Payment of service tax and filing of returns

VAT

Concepts and general principles, Input Tax Credits and Composition Scheme for Small Dealers, VAT Procedures

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Advanced Accounting

Conceptual Framework for Preparation and Presentation of Financial Statements
Accounting Standards
AS 4: Contingencies and Events occurring after the Balance Sheet Date

AS 5: Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies

AS 11: The Effects of Changes in Foreign Exchange Rates

AS 12: Accounting for Government Grants

AS 16: Borrowing Costs

AS 19: Leases

AS 20: Earnings per Share

AS 26: Intangible Assets

AS 29: Provisions, Contingent Liabilities and Contingent Assets

Advanced Issues in Partnership Accounts, Company Accounts, Employee stock option plan and Buy back of securities, Amalgamation and Reconstruction, Underwriting of shares and debentures, Redemption of debentures, Accounting for Special Transactions, Insurance Companies, Banking Companies, Electricity Companies, Departmental accounts, Branch accounts including foreign branches

Auditing and Assurance

Auditing Concepts, Auditing and Assurance Standards, Preparation for an Audit, Internal Control, Vouching, Verification of Assets and Liabilities, Company Audit, Audit Report, Special Audits

Information Technology

Computer software, Data Storage, Retrievals and Data Base Management Systems, Computer Networks & Network Security, Internet and other technologies, Flowcharts, Decision Tables

Strategic Management

Business Environment, Business Policy and Strategic Management, Strategic Analyses Strategic Planning, Formulation of Functional Strategy, Strategy Implementation and Control, Reaching Strategic Edge

SYLLABUS FOR ACCOUNT ASSISTANT

B. COM: COMMERSE

Financial Accounting :

Accounting as a Financial Information System; Impact of Behavioral Sciences. Accounting Standards e.g., Accounting for Depreciation, Inventories, Research and Development Costs, Long-term Construction Contracts, Revenue Recognition, Fixed Assets, Contingencies, Foreign Exchange Transactions, Investments and Government Grants, Cash Flow Statement, Earnings Per Share. Accounting for Share Capital Transactions including Bonus Shares, Right Shares, Employees Stock Option and Buy- Back of Securities. Preparation and Presentation of Company Final Accounts. Amalgamation, Absorption and Reconstruction of Companies.

Cost Accounting :

Nature and Functions of Cost Accounting. Installation of Cost Accounting System. Cost Concepts related to Income Measurement, Profit Planning, Cost Control and Decision Making.

Methods of Costing: Job Costing, Process Costing, Activity Based Costing. Volume – cost – Profit Relationship as a tool of Profit Planning.

Incremental Analysis/ Differential Costing as a Tool of Pricing Decisions, Product Decisions, Make or Buy Decisions, ShutDown Decisions etc. Techniques of Cost Control and Cost Reduction: Budgeting as a Tool of Planning and Control. Standard Costing and Variance Analysis. Responsibility Accounting and Divisional Performance Measurement.

Taxation :

Income Tax: Definitions; Basis of Charge; Incomes which do not form Part of Total Income. Simple problems of Computation of Income (of Individuals only) under Various Heads, i.e., Salaries, Income from House Property, Profits and Gains from Business or Profession, Capital Gains, Income from other sources, Income of other Persons included in Assessee's Total Income .
Set - Off and Carry Forward of Loss.Deductions from Gross Total Income.
Salient Features/Provisions Related to VAT and Services Tax.

Business Law

The Indian Contract Act, 1872, The Negotiable Instruments Act, 1881, The Payment of Bonus Act, 1965, The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Payment of Gratuity Act, 1972

Auditing :
Company Audit: Audit related to Divisible Profits, Dividends, Special investigations, Tax audit. Audit of Banking, Insurance, Non-Profit Organizations and Charitable Societies/ Trusts/Organizations.

Financial Management :

Finance Function: Nature, Scope and Objectives of Financial Management: Risk and Return Relationship.

Tools of Financial Analysis: Ratio Analysis, Funds-Flow and Cash-Flow Statement.Capital Budgeting Decisions: Process, Procedures and Appraisal Methods. Risk and Uncertainty Analysis and Methods.

Cost of capital: Concept, Computation of Specific Costs and Weighted Average Cost of Capital. CAPM as a Tool of Determining Cost of Equity Capital.

Financing Decisions: Theories of Capital Structure - Net Income (NI) Approach, Net Operating Income (NOI) Approach, MM Approach and Traditional Approach. Designing of Capital structure: Types of Leverages (Operating, Financial and Combined) EBIT- EPS Analysis, and other Factors.

Dividend Decisions and Valuation of Firm: Wal ter 's Model , MM Thesis, Gordan's Model Lintner's Model. Factors Affecting Dividend Policy.Working Capital Management: Planning of Working Capital. Determinants of Working Capital. Components of Working Capital - Cash, Inventory and Receivables. Corporate Restructuring with focus on Mergers and Acquisitions (Financial aspects only)

Financial Markets and Institutions :
Indian Financial System: An Overview Money Markets: Participants, Structure and Instruments. Commercial Banks. Reforms in Banking sector. Monetary and Credit Policy of RBI. RBI as a Regulator.

Capital Market: Primary and Secondary Market. Financial Market Instruments and Innovative Debt Instruments; SEBI as a Regulator.

Financial Services: Mutual Funds, Venture Capital, Credit Rating Agencies, Insurance and IRDA.
Organisation Theory and Behaviour, Human Resource Management and Industrial Relations

Organisation Theory :

Nature and Concept of Organisation; External Environment of Organizations -Technological, Social, Political, Economical and Legal; Organizational Goals - Primary and Secondary goals, Single and Mul t iple Goals; Management by Objectives.

Evolution of Organisation Theory: Classical, Neo-classical and Systems Approach. Modern Concepts of Organisation Theory:Organisat ional Design, Organisat ional Structure and Organisational Culture.

Organisational Design–Basic Challenges; Differentiation and Integration Process; Centralization and Decentralization Process; Standardization / Formalization and Mutual Adjustment. Coordinating Formal and Informal Organizations. Mechanistic and Organic Structures

Designing Organizational structures–Authority and Control; Line and Staff Functions, Specialization and Coordination. Types of Organization Structure –Functional. Matrix Structure, Project Structure. Nature and Basis of Power , Sources of Power, Power Structure and Politics. Impact of Information Technology on Organizational Design and Structure. Managing Organizational Culture

Organisation Behaviour:
Meaning and Concept; Individual in organizations: Personality, Theories, and Determinants;

Perception - Meaning and Process.

Motivation: Concepts, Theories and Applications. Leadership-Theories and Styles. Quality of Work Life (QWL): Meaning and its impact on Performance, Ways of its Enhancement. Quality Circles (QC) – Meaning and their Importance. Management of Conflicts in Organizations. Transactional Analysis, Organizational Effectiveness, Management of Change.

Human Resources Management(HRM):

Meaning, Nature and Scope of HRM, Human Resource Planning, Job Analysis, Job Description, Job Specification, Recruitment Process, Selection Process, Orientation and Placement, Training and Development Process, Performance Appraisal and 360° Feed Back, Salary and Wage Administration, Job Evaluation, Employee Welfare, Promotions, Transfers and Separations.