

KAKATIYA UNIVERSITY
U.G OFFICE MANAGEMENT (Under CBCS)
B.A. Final Year
SEMESTER – VI
(Discipline Specific Course)

Paper - VI: Materials Management

Unit – 1: Introduction

1. Meaning, Scope and Importance of Materials Management
2. Functions of Materials Management.
3. Objectives and Advantages of Material Management.

Unit – II: Supply Chain Management

1. Importance of Supply Chain Management.
2. Objectives of supply – production and distribution system.
3. Role and Management of flow of material in supply chain management.

Unit – III: Material Management Linkages - I

1. Production Management.
2. Marketing Management.
3. Human Resources Management.

Unit – IV: Elements of Production Processes

1. Categories of Production Processes used in industries.
2. Productivity plan
3. Role of Machines and Tools in industries

Unit – V: Material Management Linkages - II

1. Accounting and Finance
2. Information Technology (IT)
3. Total Quality Management (TQM)

Suggested Readings:

1. Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
2. Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
3. Varma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.
4. Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
5. .Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
6. Arnold, Champman and Ramakrishnan, Introduction to Materials Management 5th ed., 2007 Pearson Education, Inc.
7. Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman & Hall, 1997.
8. Moore, J.M., Plant layout and Design, Macmillan New York.

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B.A. OFFICE MANAGEMENT
FINAL YEAR - SEMESTER – VI
(Discipline Specific Elective)
Paper – IIA (Optional – A)

Paper – IIA: Organizational Behaviour

Unit – I: Introduction

1. Organizational Behaviour – Concept, Scope and Importance
2. Evolution and Foundations of Organizational Behaviour
3. Models of Organizational Behaviour – Cognitive, Reinforcement and psycho analytical models

Unit – II: Aspects of Individual Behaviour

1. Importance of individual behavior
2. Foundations of individual behavior; personality, perception, values, attitudes
3. Frustration and Alienation – Defense Mechanisms

Unit – III : Aspects of Group Behaviour

1. Importance of group behavior
2. Nature of groups, Reasons for Group Formation, Groups in Decision making
3. Concept of team building and team creations

Unit – IV: Leadership and Supervisory Behaviour

1. Leadership and its importance and approaches of leadership theories, Leadership styles and Leadership development
2. Theories of Motivation – Maslow, Herzberg, Mac Gregor, Alderfer
3. Communication – Importance of communication and types of communication, barriers of communication

Unit – V: Organizational Change & Development

1. Concept of Organizational Changes – Factors responsible, resistance to change and overcoming
2. Organizational conflict – Reasons for conflict, Conflict resolution methods
3. Organizational Development Training – Sensitivity Training and Rational training, Job enrichment as development intervention

Suggested Readings:

1. Fred Luthans, Organizational Behaviour
2. John B. Minor, Organizational Behaviour
3. Robbins.P., Organizational Behaviour
4. Megginson, Organizational Behaviour
5. Williams & Huber, Organizational Behaviour
6. Benarjee.M., Organizational Behaviour
7. Udai Pareek, Organizational Behaviour Process
8. R.D. Pathak, Organizational Behaviour in changing Environment
9. Peter.F. Frue, Managing in Turbulent Time
10. Lorsch, J.W., (Ed.), Hand Book of Organizational Behaviour
11. LM Prasad, Organization Behaviour, Sulston Chand & Sons, New Delhi, 2009

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(Discipline Specific Elective)

Paper – IIB (Optional – B)

Paper – IIB: Industrial Relations

Unit – 1: Introduction to industrial Relations:

- i. Industrial Relations: concept, Models, and its Evolution
- ii. Objectives and Importance of Industrial relations
- iii. Approaches to Industrial Relations

Unit – 2: Grievance Management

- i. Meaning and causes of grievance
- ii. The need for a Grievance Procedure
- iii. Grievance management in industry

Unit – 3: Managerial and Employers Associations in India

- i. Meaning and objectives of employers associations
- ii. The Origin and Growth of Employers Associations
- iii. The Structure, Finances, Memberships, Activities and Services of Organizations
- iv. Future Challenges

Unit – 4: Industrial conflicts

- i. Meaning, definition and features of industrial conflicts
- ii. Causes of industrial conflicts
- iii. Prevention of industrial conflicts

Unit – 5: Labour – Management Conflicts

- i. Importance of Labour Management
- ii. Trends, Causes, Manifestations and Impact
- iii. Settlement Machinery – Conciliation, Arbitration and Adjudication

Suggested Readings:

1. Sarma AM, “Industrial Relations” Himalaya Publication
2. CS Venkataratnam, “Industrial Relations” Oxford Publishers, New Delhi
3. Dr P.Subba Rap “Essentials of Human Resource Management and Industrial Relations” Himalaya Publishing House, New Delhi
4. Sinha PRN Et al “Industrial Relations, Trade Unions and Legislation”, Pearson Education
5. Singh B.D. “Industrial Relations emerging Paradigms”, Excel Books, New Delhi

B.A. OFFICE MANAGEMENT
FINAL YEAR - SEMESTER – VI

(Discipline Specific Elective)

Paper –IIC (Optional – C)

Paper - IIC: FINANCIAL MANAGEMENT

Unit – I: Introduction:

1. Financial Management: Meaning-Nature-Scope-Functions-Importance-Objectives
2. Profit Maximization-Wealth Maximization-Implications of wealth maximization
3. Organization of Finance Function – Financial Decisions- Role of a Financial Manager

Unit –II: Financial Planning:

1. Financial Planning: Meaning and Definition –Objectives-Characteristics-Process-Factors
2. Steps in Financial Planning – Principles of a Sound Financial Planning
3. Sources of Finance – Long term finance – Shares, Debentures and Term Loans- Mutual Funds. Short term finance –Money Market Instruments-Commercial paper- Certificates of Deposit-Bills

Unit – III. Capitalization:

1. Meaning of Capital and Capitalization-Source of Capital- Theories of Capitalization
2. Over Capitalization: Meaning – Causes-Consequences –Remedies
3. Under Capitalization: Meaning – Causes-Consequences-Remedies-Comparison of Under and Over Capitalization

Unit- IV: Working Capital Management:

1. Working Capital Management: Meaning-Concept-Classification-Significance-Determinants of Working Capital
2. Sources of Working Capital – Cash Management-Receiveables Management-Inventory Management
3. Cash Management-Cash Forecasting and Budgeting-Optimum Credit Policy

Unit – V: Dividend Decision:

1. Meaning-Need and Significance of dividends- Types of dividends
2. Dividend Policy of Corporations – Factors influencing dividend Policy
3. Dividend theories: a) Walter’s Model b) Gordon’s Model c) MM Hypothesis

Suggested Readings:

1. Pandey I.M: Financial Management. 2). Khan & Jain: Financial Management
3. Van Horne J.C. Fundamentals of Financial Management
4. Van Horne J.C. Financial Management & Policy
5. Maheshwari S.N. Elements of Financial Management
6. Chandra Prasanna: Financial Management
7. Shashi K. Gupta & R.K. Sharma: Financial Management
8. Banerjee: Fundamentals of Finance Management

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SEMESTER – VI
(GE-2) GENERIC ELECTIVE-II
(FOR ALL SOCIAL SCIENCE FACULTY DEPARTMENTS)

PUBLIC HEALTH AND HYGIENE
Credits: 2

Theory : hours/week

Marks:

UNIT – I : NUTRITION AND ENVIRONMENT

- 1.1 Balanced diet and Malnutrition.
- 1.2 Nutritional deficiencies and disorders- Carbohydrates, proteins, lipids, vitamins and minerals.
- 1.3 Occupational, Industrial, agricultural and urban Health-Exposure at work place, urban areas, industrial workers, farmers and agricultural labourers, Health workers and health disorders and diseases.
- 1.4 Environmental pollution and associated Health hazards, Water borne diseases and Air borne diseases.

UNIT-II : DISEASES AND HEALTH CARE

- 2.1 Causes, Symptoms, Diagnosis, Treatment and Prevention - Malaria, Filariasis, Measles, Polio, Chicken pox, Rabies, Plague, Leprosy,.
- 2.2 Causes, Symptoms, Diagnosis, Treatment and Prevention of non communicable diseases - Hypertension, Coronary Heart diseases, Stroke, Diabetes, Obesity and Mental ill-health.
- 2.3 Health care legislation in India – Termination of pregnancy act, Maternity benefit act, Biomedical waste act, ESI act.
- 2.4 First Aid and Health awareness, personal health care record maintenance.

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Paper – IV (Skill Enhancement Course)
Paper - IV: Personality Development & Soft Skills

Unit-I:

Personality Development: Personality Development: Meaning- Characteristics – Determinants – Ingredients of pleasing personality. Learning: Meaning – Characteristics – Significance – Principles of learning. Self esteem: Meaning – Characteristics – Significance - Building self esteem.

Unit-II:

Self Management: Attitude Development: Meaning – Characteristics – Significance – Building Positive Attitude. Achievement Motivation: Meaning – Characteristics – Significance – Goal setting for achievement – Strategies of achievement motivation. Emotional Intelligence: Meaning – Characteristics – Significance – Strategies of developing emotional intelligence: Fear, Anger and Anxiety.

Recommended Books:

Sarma V S Veluri & Muralidhar D., Personal Empowerment: LOTUS Series - Interactive Learning, CAMEL Limited, 2017.

Sarma V S Veluri and Others., Jeevan nipunyalu: LOTUS Series, (Telugu), CAMEL Limited, 2017.

K Alex, Soft Skills, S. Chand & Company, 2013

Narula, S S., Personality Development & Communication Skills, Taxman Publications Pvt. Ltd. New Delhi.

Arora, A., Communication Skills and Personality Development, Kalyani Publishers, Ludhiana, 2015.