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	OURSES FOR D			MISTR	AL M	ANAG	EMEN	TT -	11.0	_
	4612 - 1	RODUC	TIVITY & I	10031	Fram	ination S	chedule	(Mar	ks)	
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DDO	CEDURE: S	election, R	nd Definition ecording, Brie Development	of Impro	oved-me	thods,	Juon		4	
PRO	ination &	Analysis,	ecording, Brie Development Method. y, Purpose of idy, including			: 	enidy E	auip	ment,	
exam	osals. Maint	aining New	Method.	work meas	uremen	t, lime	study -			
TEC	HNIOUES:	Work study	y, Purpose of dy, including eaning and as tion, Intensifie	compilation	n stand	and till	s - Sin	plific	cation	
Ster	s in conduct	ing time stu	idy, including caning and as tion, Intensific nancial aspect	nects, techr	ologica	1 aspect	tidrialis	ation	(ii)	
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SYLLABI OF COURSES FOR DIPLOMA PROGRAMME IN MODERN OFFICE PRACTICES LEVEL I-V, FOR BTE	GOA	35
5. TRADE UNIONISM ETC. What is Trade Union, Functions, Weakness, Collective Bargaining, Concept of Industrial Democracy, Workers Participation and method, (to be taught through case	14	25
study and lectures) 6. LABOUR TURN OVER	10	10
Labour turnover, Labour absentism, Labour welfare	64	100
Total		100

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NOTE: Question asked in examination should be applied through a situation or a brief case study. At the end some brief replied can be sought. It is especially for unit 5 & 6. For unit 1,2,3,4, &7 short answer type questions should be set with adequate internal choices.

REFERENCE BOOKS

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1. Robbins Stefan, "Organisational Behaviour" (PHI), 2. Gasy John, "Organisational Behaviour (HARDER). 1. KOODINS Steran, Organisational Benaviour (FII), 2. Gasy John, Organisational Benaviour (FIARDER). 3. Gupta, C.B. "Principles & Practice of Management" (Mayur), 4. Saksena, S.C., Business Administration & Management (Sahitya), 5. Mali, Borkar & others, "Industrial Organisation & Management". (VIPUL).