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SHIVAJI UNIVERSITY, KOLHAPUR-416 004. MAHARASHTRA

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शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४.

दुरध्वनी: (ईपीएबीएक्स) २६०९००० (अभ्यास मंडळे विभाग- २६०९०९४) तार : युनिशिवाजी

फॅक्स: ००९१-०२३१-२६९१५३३ व २६९२३३३.e-mail:bos@unishivaji.ac.in

SU/BOS/Social Sc. /3753

Date : 24/08/2011

**The Principal,  
All Affiliated Colleges/Institutions  
Shivaji University, Kolhapur.**

Subject : Regarding the revised syllabi, nature of question paper and equivalence as per Semester System of B.A. Part II (I.D.S. subjects) under the Faculty of Social Sciences.

**Sir/Madam,**

With reference to the subject mentioned above, I am directed to inform you that the university authorities have accepted and granted approval to the revised syllabi, nature of question paper & equivalence of the following B.A. Part II (I.D.S.) subjects under the Faculty of Social Sciences as mentioned below :

Sr.No.	Name of the syllabi
1.	B.A.Part II - Business Administration (IDS) Sem.III &IV
2.	B.A.Part II - Secretarial Practice and Commerical Corresspondence (IDS) Sem.III &IV
3.	B.A.Part II - Industrial Psychology (IDS) Sem.III &IV

- 1) The revised syllabi will be implemented from the academic year 2011-2012, i.e. from June, 2011 onwards. A soft copy i.e.C.D. containing all these syllabi is enclosed herewith and also available on university website [www.unishivaji.ac.in](http://www.unishivaji.ac.in).
- 2) Further, it is hereby informed that the question papers on the pre-revised syllabi of above mentioned subjects will be set for the examinations to be held in October / November 2011, March/April 2012, October/November 2012 and March / April 2013. These chances are available for repeater students, if any.

You are therefore, requested to bring this to the notice of all students and teachers concerned.

Thanking you,

**Yours faithfully,  
Sd/-  
Dy. Registrar  
( Board of Studies Section )**

**Encl: - As above**

**Copy to:-**

1	Dean, Faculty of Social Science	5	B.A. Section
2	Chairman, Respective B.O.S./ Ad-hoc Board	6	Centre for Distance Education
3	Appointment Section	7	Computer Center
4	Affiliation Section (U.G.) (P.G.)	8	Eligibility Section

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Bachelor of Arts in Psychology**  
**(Part-II) Sem-III Syllabus and Sem.-IV Syllabus (New)**  
**REVISED SYLLABUS FROM JUNE -2011**

**Year of implementation:** The revised syllabus will be implemented from June – 2011 on ward.

**Patter:-** Pattern of examination will be semester

**Medium of instruction:** The medium of instruction shall be in English/Marathi

**Structure of course : Sem-III**

**Title-Industrial Psychology (IDS)**

**Sem.-III Paper-I**

**4 Hrs.per week 50 marks**

**Title – Industrial Psychology (Organizational Behaviour)**

**Sem.- IV Paper- II**

**4 Hrs. per week 50 marks**

**समकक्ष विषय**

<b>Old Subject</b>	<b>New Subject</b>
<b>Industrial Psychology</b>	<b>Sem.-III- Industrial Psychology Paper-I</b>
	<b>Sem.-IV- Industrial Psychology (Organizational Behaviour) Paper-II</b>

**Nature of Question Paper**

**B.A.-II Industrial Psychology (IDS)**

**Sem.- III & IV**

**Total- 40 Marks**

<b>Question -1</b>	<b>Objective (Multiple Choice)</b>	<b>05 Mark</b>
<b>Question -2</b>	<b>Short Note (3 Out of 5)</b>	<b>15 Mark</b>
<b>Question -3</b>	<b>Broad question (2 Out of 3)</b>	<b>20 Mark</b>

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**REVISED SYLLABUS (Implemented From June 2011)**  
**FOR B.A. PART - II**  
***INDUSTRIAL PSYCHOLOGY***  
**INTERDISCIPLINARY SUBJECT**  
**Semester - III (Paper - I)**

**UNIT I : INTRODUCTION TO INDUSTRIAL PSYCHOLOGY**

**(15 Periods)**

- 1.1 Definition of Industrial Psychology
- 1.2 Scope of Industrial Psychology
- 1.3 History & Development of Industrial Psychology
- 1.4 Major Problems of Industrial Psychology
- 1.5 Industrial Psychology in India

**UNIT II : MOTIVATION AND WORK**

**(15 Periods)**

- 2.1 Complexity of Motivation
- 2.2 Maslow's theory of human motivation
- 2.3 Motivation and Frustration
  - i) The importance of frustration in industry
  - ii) Goals
- 2.4 Why people work ?

**UNIT III : PERSONNEL SELECTION - INTERVIEW**

**(15 Periods)**

- 3.1 Interviews as a tool of selection
- 3.2 Types of selection interview
- 3.3 Enhancing Effectiveness of Interview
- 3.4 Qualities of Good Interviewer
- 3.5 Errors in interviewing

**UNIT IV : TRAINING IN INDUSTRY**

**(15 Periods)**

- 4.1 Some training guidelines
- 4.2 Experience Vs Training
- 4.3 Kinds of training
- 4.4 Special Training areas
  - i) Executive Training
  - ii) Team Training

**\* Basic Books For Study :**

1. Blum, M. L. and Naylor, J. C.(1984) :  
Industrial Psychology - Its Theoretical and Social Foundations. CBS  
Publications & Distributors. 485, Jain Bhavan, Bhola Nath Nagar,  
Shahdra, Delhi.
2. Ghosh, P. K. & Ghorpade, M. B.(1999) :  
Industrial Psychology, Himalaya Publishing House, Mumbai.

**• Reference Books :**

पंडीत , र. वि. , कुलकर्णी, अ. वि., गोरे, चं. वि. (1999) मानसशास्त्र –  
औद्योगिक आणि व्यावसायिक उपयोजन, पिंपळापुरे आणि कं., पब्लिशर्स,  
नागपूर

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**REVISED SYLLABUS (Implemented From June 2011)**  
**FOR B.A. PART - II**  
***INDUSTRIAL PSYCHOLOGY(ORGANIZATIONAL BEHAVIOUR)***  
**INTERDISCIPLINARY SUBJECT**  
**Semester - IV (Paper - II)**

**UNIT I : LEADERSHIP (15 Periods)**

- 1.1 The Nature of Leadership
- 1.2 Behavioural Approaches to leadership style
- 1.3 Contingency Approaches to leadership style
- 1.4 Emerging Approaches to leadership

**UNIT II : EMPOWERMENT AND PARTICIPATION (15 Periods)**

- 2.1 The nature of empowerment & participation
- 2.2 How participation works
- 2.3 Programmes for participation
- 2.4 Important considerations in participation

**UNIT III : MANAGING CHANGE (15 Periods)**

- 3.1 Change at work
- 3.2 Resistance to change
- 3.3 Implementing change successfully

**UNIT IV : STRESS AND COUNSELLING (15 Periods)**

- 4.1 Employee Stress
- 4.2 Employee Counselling
- 4.3 Types of Counselling

• **Basic Reading Books :**

1. Newstrom John. W.(2008) : Organizational Behaviour - Human Behaviour at work 12th edition;  
Tata - McGraw Hill, New Delhi ( ISBN - 13: 978-10-07-063552  
ISBN - 10: 0-07-063552-8)  
Special Indian Edition

• **Reference Books :**

1. Schermerhorn, Hunt, Osborn (2006): Organizational Behaviour ; 9th Edi.  
John Wiley and Sons, Inc. New Delhi.  
( ISBN - 10 : 81 -215 - 0867 - 1  
ISBN -13 : 978 - 81 - 265 - 0867 - 9)  
Wiley Student Edition.
2. Lathans Fred (2005) : Organizational; 10th Edi., Behaviour; Mc Graw Hill Inc. US.  
ISBN : 007 - 12476240
3. Robbins Stephen & Judge Timothy(2009) : Organizational Behaviour ; PHI Learning Pvt. Ltd. ; New Delhi.  
ISBN : 978 - 81 - 203 - 3565 - 3

• **Reference Books :**

पंडीत , र. वि. , कुलकर्णी, अ. वि., गोरे, चं. वि. (1999) मानसशास्त्र —

औद्योगिक आणि व्यावसायिक उपयोजन, पिंपळापुरे आणि कं., पब्लिशर्स,  
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**SHIVAJI UNIVERSITY, KOLHAPUR**  
**REVISED SYLLABUS FOR B.A. PART - II [I.D.S.]**  
***BUSINESS ADMINISTRATION***  
**To be introduced from June 2011**  
**Semester - III**  
***BUSINESS ADMINISTRATION***  
**Part - I (Paper - I)**

**UNIT I : BUSINESS - (15 Periods)**

- 1.1 Meaning and Concept of business.
- 1.2 Characteristics of business.
- 1.3 Divisions of business.
- 1.4 Economic and Social objectives of business.

**UNIT II : BUSINESSMAN AND SOCIAL RESPONSIBILITIES OF BUSINESS (15 Periods)**

- 2.1 Essential qualities for successful businessman.
- 2.2 Social responsibilities of business.

**UNIT III : FORMS OF BUSINESS ORGANISATION (15 Periods)**

- 3.1 Sole Trader - Meaning, characteristics, advantages and disadvantages.
- 3.2 Partnership - Meaning, characteristics, advantages and disadvantages.
- 3.3 Joint Stock Company - Meaning, characteristics, advantages and disadvantages.

**UNIT IV : CO-OPERATIVE SOCIETY AND STATE ENTERPRISES (15 Periods)**

- 4.1 Co-operative Society - Meaning, characteristics, merits and demerits.
- 4.2 State Enterprises - Meaning, characteristics, merits and demerits.

**\* Recommended Books :**

Text-book of Commerce - Shejwalkar, Sherlekar and Desai  
Text-book of Commerce - J. C. Sinha and Mugali  
Business Organization and Management - Sinha and Mugali  
Essentials of Management - Koontz and O'Dannel  
The Management Process - R. Davar  
Essentials of Business Administration : K. Ashwathappa.

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**REVISED SYLLABUS FOR B.A. PART - II [I.D.S.]**  
***BUSINESS ADMINISTRATION***  
**To be introduced from June 2011**  
**Semester - IV**  
***BUSINESS ADMINISTRATION***  
**Part -II (Paper -II)**

**UNIT I : ADMINISTRATION AND MANAGEMENT (15 Periods)**

- 1.1 Administration - Concept, Meaning and Characteristics.
- 1.2 Management - Concept, Meaning and Characteristics.
- 1.3 Distinction between Administration and Management.

**UNIT II: PRINCIPLES OF MANAGEMENT (15 Periods)**

- 2.1 Principles of Management - Meaning and Importance.
- 2.2 14 Principles of Management by Henry Fayol.

**UNIT III: FUNCTIONS OF MANAGEMENT (15 Periods)**

- 3.1 Planning - Meaning and Importance
- 3.2 Organising - Meaning and Importance
- 3.3 Directing - Meaning and Importance
- 3.4 Motivating - Meaning and Importance
- 3.5 Co-ordinating - Meaning and Importance
- 3.6 Controlling - Meaning and Importance

**UNIT IV : LEVELS OF MANAGEMENT (15 Periods)**

- 4.1 Top Management - Meaning and Functions
- 4.2 Middle Management - Meaning and Functions
- 4.3 Lower Management - Meaning and Functions

**\* Recommended Books :**

Text-book of Commerce - Shejwalkar, Sherlekar and Desai  
Text-book of Commerce - J. C. Sinha and Mugali  
Business Organization and Management - Sinha and Mugali  
Essentials of Management - Koontz and O'Dannel  
The Management Process - R. Davar  
Essentials of Business Administration : K. Ashwathappa.

EQUIVALENCE FOR B.A. PART - II [I.D.S.]

Old Name	New Name
Business Administration	<b>Sem. III (Paper I)</b> Business Administration Part I (Paper - I)
	<b>Sem. IV (Paper II)</b> Business Administration Part II (Paper - II)

Nature of Question Paper  
B.A. Part - II (I.D.S.)

University Examination : 40 Marks  
Internal Assessment : 10 Marks

Sem.- III & IV

Total- 40 Marks

Question -1	Objective (Multiple Choice)	05 Mark
Question -2	Short Note (3 Out of 5)	15 Mark
Question -3	Broad question (2 Out of 3)	20 Mark

Internal Assessment : 10 Marks  
Home Assignments : 02 10 Marks



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**REVISED SYLLABUS FOR B.A. PART - II [I.D.S.]**

***SECRETARIAL PRACTICE AND COMMERCIAL  
CORRESPONDENCE***

**To be introduced from June 2011**

**Semester - III**

***SECRETARIAL PRACTICE AND COMMERCIAL  
CORRESPONDENCE***

**Part - I (Paper - I)**

**UNIT I : SECRETARY (15 Periods)**

- 1.1 Meaning and Definitions.
- 1.2 Importance
- 1.3 Types

**UNIT II : ROLE OF SECRETARY IN ORGANIZATION (15 Periods)**

- 2.1 Daily Routine Duties
- 2.2 Handling of Mail
- 2.3 Taking Dictation
- 2.4 Transcription
- 2.5 Composing Letters
- 2.6 Filing and Recording

**UNIT III : OFFICE EQUIPMENTS (15 Periods)**

- 3.1 Office Furniture - Meaning, Importance
- 3.2 Office Machines - Meaning, Importance
- 3.3 Electronic Computers - Meaning, Importance

**UNIT IV : COMMUNICATION AND TRAVEL (15 Periods)**

- 4.1 Greeting the visitors
- 4.2 Meeting the public
- 4.3 Telephone and Postal Services
- 4.4 Travel and Hotel Management

**\* Recommended Books :**

1. Johnh Harrison - Secretarial Duties - Piman Publishing House, London
2. Jain and Dugar - Secretarial Practice and Business Correspondence World Press, Calcutta.
3. Beamer, Hanna and Pophm-Effective Secretarial Practice-South Western Publishing Co., New York.
4. D. C. Finklhor - College Course in Secretarial Duties - Prentice Hall, New York
5. L. I. Hutchinson - Standard Hand Book for Secretaries, Mac Graw Hill Book Co., New York
6. L. E. Fraiby - Hand Book of Business Letters - Super Book House, Bombay
7. S. P. Arora - Office Organisation and Management - Vikas Publishing House Pvt. Ltd. New Delhi
8. Nagamia and Bahi - Modern Business Correspondence and Writing- Hind Kitabs Ltd. Bombay - 1
9. J. Stephenson - Priciples and Practice of Commercial Correspondence - Issac Pitman and Sons Ltd. , London
10. Dixit and Goud - Advanced Commercial Correspondence - U Publications, Kolhapur

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**REVISED SYLLABUS FOR B.A. PART - II [I.D.S.]**

***SECRETARIAL PRACTICE AND COMMERCIAL  
CORRESPONDENCE***

**To be introduced from June 2011**

**Semester - IV**

***SECRETARIAL PRACTICE AND COMMERCIAL  
CORRESPONDENCE***

**Part - II (Paper - II)**

**UNIT I : MEETINGS** **(15 Periods)**

- 1.1 Meaning and Definitions.
- 1.2 Organising and Recording of Meetings
- 1.3 Drafting Notices and Minutes
- 1.4 Report Writing

**UNIT II : COMMERCIAL LETTERS** **(15 Periods)**

- 2.1 Physical Aspects and Structure
- 2.2 Essentials of a Good Business Letter
- 2.3 Types of Commercial Letters - Letters of Enquiry, Quotations, Orders, Compliance of Orders, Complaints and their settlements, Collection of letters

**UNIT III : CORRESPONDENCE WITH BANKS** **(15 Periods)**

- 3.1 Granting of Loans
- 3.2 Opening Saving Account
- 3.3 Enquiry of Bank Balance

**UNIT IV : INSURANCE** **(15 Periods)**

- 4.1 Meaning and Definitions
- 4.2 Types of Insurance

**\* Recommended Books :**

1. Johnh Harrison - Secretarial Duties - Piman Publishing House, London
2. Jain and Dugar - Secretarial Practice and Business Correspondence World Press, Calcutta.
3. Beamer, Hanna and Pophm-Effective Secretarial Practice-South Western Publishing Co., New York.
4. D. C. Finklhor - College Course in Secretarial Duties - Prentice Hall, New York
5. L. I. Hutchinson - Standard Hand Book for Secretaries, Mac Graw Hill Book Co., New York
6. L. E. Fraiby - Hand Book of Business Letters - Super Book House, Bombay
7. S. P. Arora - Office Organisation and Management - Vikas Publishing House Pvt. Ltd. New Delhi
8. Nagamia and Bahi - Modern Business Correspondence and Writing- Hind Kitabs Ltd. Bombay - 1
9. J. Stephenson - Priciples and Practice of Commercial Correspondence - Issac Pitman and Sons Ltd. , London
10. Dixit and Goud - Advanced Commercial Correspondence - U Publications, Kolhapur

EQUIVALENCE FOR B.A. PART - II [I.D.S.]

Old Name	New Name
Secretarial Practice and Commercial Correspondence (IDS)	<b>Sem. III (Paper I)</b> Secretarial Practice and Commercial Correspondence Part I (Paper - I)
	<b>Sem. IV (Paper II)</b> Secretarial Practice and Commercial Correspondence Part II (Paper - II)

Nature of Question Paper  
B.A. Part - II (I.D.S.)

University Examination : 40 Marks  
Internal Assessment : 10 Marks

Sem.- III & IV

Total- 40 Marks

Question -1	Objective (Multiple Choice)	05 Mark
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Internal Assessment : 10 Marks  
Home Assignments : 02 10 Marks