

**SARDAR PATEL UNIVERSITY**  
**Programme & Subject: M.Sc (QPM)**  
**Semester: I**  
**Syllabus with effect from: June - 2014**

<b>Paper Code: QP - 104</b>	<b>Total Credit:</b>
<b>Title Of Paper: Management of Productivity</b>	

Unit	Description in Detail	Weightage (%)
I	The concepts of Management: Its nature and purpose, Levels and functions of management. Planning: Essential of planning, Types of plan and planning process. Policy and strategies Decision making: Rational decision-making process, Decision making under certainty, uncertainty, and risk. Creativity and problem solving.	[8]
II	Organizing: The nature of organizing, Formal and informal organization, the departmentation. Staffing–Recruitment and selection process, Performance appraisal and satisfaction.	[8]
III	Leading: Motivation: Maslow’s Hierarchy of needs, Hergberg’s Hygiene theory, The Expectancy theory of motivation. Leadership styles, Trait approach to leadership, Contingency approach to leadership. Controlling: Control process, Control technique and Information technology.	[8]
IV	Productivity, Effectiveness and Efficiency. Meaning nature and importance of productivity. Factors affecting productivity. Measures to enhance productivity. Managing change and innovation for increased productivity.	[16]

**Basic Text & Reference Books:-**

- Joseph Prokopenko(1987)Productivity Management: A Practical Handbook, International Labour Organization
- Mukherjee,P.N. and Kachwala,T.T.( 2009) Operations Management And Productivity Techniques, PHI
- John R. Schermerhorn(1993)Management for productivity, Wiley.
- Raghubir Dayal, Peter Zachariah and Kireet Rajpal(1996)Product Management and Productivity(Volume 14 of Encyclopaedia of economics, commerce & management),Mittal Publications
- V.S.Bagad(2008)Management Science, Technical Publications.
- M. Govindarajan and S. Natarajan(2005) Principles Of Management,PHI
- M.Sakthivel Murugan(2007 )Management Principles And Practices, New Age International

