

# Syllabus

**Principal**, Government Industrial Training Institute

**Vice Principal**, Government Industrial Training Institute

**Inspector**, Vocational Education and Training

**Exam Controller**, Maharashtra State Board of Skill, Vocational Education and Training, Maharashtra Education Service, Group A (Junior) (Technical)

**Deputy Director**, Vocational Education, Maharashtra Education Service, Group A (Technical) (Senior) Skill, Employment, Entrepreneurship and Innovation Department

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The keywords marked in GREEN are covered in our course.

The keywords marked in RED are not covered in our course.

The keywords marked in YELLOW are not covered in our course, as of now, but we will create content on these keywords and make it available by 15 July 2025.

**For any queries, please call us at 9717781110**

## 1 General Education:

Evolution; Education as a tool of Human Resource Development and social change; Pre-primary to Higher Education; Problems and issues; Universalization of education; National Policies on Education in India and recommendations of Committees; Quality improvement; Impact of Globalization and Privatization on Indian education; etc.

## 2 Vocational Education:

Evolution; Objective and Scope; Stages for introduction of Vocational Education in regular educational stream; Policies for Skill Development and Vocational Education; Concept and meaning of work experience and socially useful productive work, Objective and scope of Pre- Vocational Education; Problems and Issues; etc.

## 3 Role of various apex Institutes in Human Resource Development:

Role of DGT; NCVET; Skill India; NSDA; NSDC; SSC; CSTARI; NIMI; ATI; NCERT; NIESBUD; NIEPA; PSSCIVE; TITI; AICTE; MHRD; RIE; UGC; IIT; Open Universities; Skill Universities; NERI; NITIE; SIVE; CBSE, ICSE, etc.

#### **4 Concepts related to Skill Development:**

Concepts: National Occupation Standard; Qualification Pack; Job Role; Skilling; Reskilling; Upskilling; RPL; NSQF; NCrF; ABC; DST; OJT; provisions of National Education Policy; etc.

#### **5 Government efforts for Skill Development:**

Scheme for Skill Development, Employment, Entrepreneurship and Innovation by International Agencies, Government of India, Government of Maharashtra, District Administration, Local Self Government, CSR; etc.

#### **6 Socio-Economic development of Society:**

Children, Youth, Women, Tribal, Socially and Economically deprived classes, Senior Citizen, Minorities, Person with Disability and Labour: Problems and issues related to education, health, economical and social aspects; Government Welfare Policies and schemes; Role of State, National and International agencies; Voluntary Organisations; People participation; Sustainable Development; Social Sector initiatives; etc.

#### **7 Industrial development:**

Evolution; Industry 1.0 to 5.0; Challenges: Poverty, Unemployment and Regional Imbalances; Locational factors and Growth Pattern; Structure, Problem and potential of Large, Small, Micro, Cottage and Village industries; Impact of liberalization, privatization and globalization; State Government Policy; etc.

#### **8 Sectoral Development:**

Trends in Sectoral Development and profile of agriculture, industry and service sector; Economic Sectors: Sectors, share in economy, issues, employment and self employment opportunities, projections; Emerging Sectors and required Future Skill; Crises and problems related to Infrastructure; etc.

#### **9 Human Resource Development in India:**

Present status of population; Quantitative and Qualitative aspects; Population policy and projections; Importance and need of Human Resource planning; Components and factors of Human Resources planning; Nature, types and problems of unemployment; Trends of Employment; Demand estimate of skilled manpower; Migration: effects on source and destination areas; Rural settlements and rural economy; Sustainable development of cities.

#### **10 Managerial Function and Process:**

Concept and foundations of management, Evolution of Management Thoughts; Managerial Functions: Planning, Organizing, Controlling; Managerial skills; Entrepreneurship; Management of innovation; Flexible Systems Management; Social responsibility and managerial ethics; Process and customer orientation; Managerial

processes on direct and indirect value chain; Gender balance; People participation and involvement; Important aspects of governance, transparency and accountability, e-governance: applications, models, successes, limitations, and potential; citizens charters, transparency and accountability and institutional and other measures; etc.

### **11 Organisational Behavior and Design:**

Conceptual model of organization behavior; The individual processes: personality, values and attitude, perception, motivation, learning and reinforcement, work stress and stress management; The dynamics of Organization behaviour: power and politics, conflict and negotiation, leadership process and styles, communication; The Organizational Processes: decision making, job design; Classical, Neoclassical and Contingency approaches to organizational design; Organizational theory and design: Organizational culture, managing cultural diversity, learning Organization; Organizational change and development; Knowledge Based Enterprise: systems and processes; Networked and virtual organizations.

### **12 Human Resource Management:**

HR challenges; HRM functions; The future challenges of HRM; Strategic Management of human resources; Human resource planning; Job analysis; Job evaluation; Recruitment and selection; Training and development; Promotion and transfer; Performance management; Compensation management and benefits; Employee morale and productivity; Management of Organizational climate and Industrial relations; Human resources accounting and audit; Human resource information system; International human resource management; Demand estimation of skilled manpower; Apprenticeship engagement; Process of Placement; Orientation and Training of new recruits; etc.

### **13 Quantitative Techniques in Decision Making:**

Classification of data; Measures of central tendency and dispersion; correlation and regression; Time series analysis; Forecasting techniques; Elementary concepts of Binomial, Poisson and normal distribution; Linear programming; problem formulation; Simplex method and graphical solution; PERT and CPM; SWOT analysis; value analysis; Decision making under certainty; etc.

### **14 Total Quality Management:**

Reengineering, Empowerment, Benchmarking, Down Sizing, Learning Organisations; Latest Trends in Management: Quality Circles, Kaizen, 5-S, Just in Time, ISO, Six Sigma,

### **15 Financial Management:**

Goal of Finance Function; Concepts of value and return; Management of working capital: Estimation and Financing; Management of cash, receivables, inventory and current liabilities; Cost of capital; Capital budgeting; Financial and operating leverage;

Venture capital; State Government Budget; State Government Budgetary process and control; Performance Budgeting; Zero-based budgeting; Audit and Cost Benefit Analysis; Cost reduction techniques; Job and process costing; etc.

#### **16 Management Information System:**

Conceptual foundations of information systems; Information theory; Information resource management; Types of information Systems; Systems Development: Overview of Systems and Design; System Development management life-cycle; Designing online and distributed environments; Implementation and control of project; Trends in information technology; Managing data resources; Enterprise Resource Planning (ERP); e-Business architecture; e-Governance; User involvement; Evaluation of information systems; Cyber Laws.

#### **17 Development Administration:**

Meaning and Features; Scope and Significance; Public Administration as a tool for Development; Changing role of Bureaucracy in development; Role of Various Agencies in Development; Peoples Participation and Development; State participation in business, Interaction between Government, Business and different Chambers of Commerce and Industry in India; Public Relation; Public Distribution System; Pressure Groups; etc.

#### **18 Managerial Ethics and Challenges in the Future:**

Ethics in the Workplace; Formulation of ethics; Managerial ethics; Managing ethical behaviour; Codes of Ethics; Ethics training; Encouraging ethical behaviour, Management of Change;

Organizational Development; Globalization; Demographic Change Resource Availability; Social Responsibility; Areas of social responsibility; Managing social responsibility; Entrepreneurship and Intrapreneurship.

#### **19 Office Administration:**

Meaning; Nature; Importance and Functions of Office Administration; Elements of Office Administration; Office Procedure and Method; Disposal of cases; Working of Office Administration; Administrative Reforms; Right to Information Act, 2005; Right To Services Act 2015; etc.

#### **20 Training Planning and Implementation**

Role of training coordinator, Mode of training; New trends in training; Teachers training program; Linkage with Industries; importance and development of curriculum; development of media for instructions; Mode of evaluation/ assessment; Importance of Industry Institute-Interaction; Apprenticeship Act; Factory Act; Workmen's Compensation Act Unauthorized Institution; Entrepreneurship Development Program;

Safety at workplace; Fire protection; First-aid techniques; Impact of Industrialization and globalization on Training; etc.