

# 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.

**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; **Apprentice 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.