

SAURASHTRA UNIVERSITY
RAJKOT
FACULTY OF ARTS
DEPARTMENT OF SOCIAL WORK
(BY NAAC)



Re-Accredited Grade 'A' By NAAC
(CGPA 3.05)

SYLLABYUS OF
MASTER OF LABOUR WELFARE

[IN FORCE FROM JUNE 2016]
SAURASHTRA UNIVERSITY
RAJKOT

SAURASHTRA UNIVERSITY
DEPARTMENT OF SOCIAL WORK
SEAL
MASTER OF LABOUR WELFARE
(FULL TIME)
AS PER C.B.C.S.
TWO YEARS FOUR SEMESTER COURSE
SYLLABUS OF M.L.W AS PER C.B.C.S

$$24+24+24+24=96$$

Semester-I					
No.	Course Code	Name Of Course	Hours/ Week	Credit	UNIQUE CODE
1	LWCC-1001	Principles Of Management	4	4	1601330102010100
2	LWCC-1002	Business Environment	4	4	1601330102010200
3	LWCC-1003	Labour Legislation	4	4	1601330102010300
4	LWECT-1004.1	Personal Management	4	4	1601330202010101
OR					
	LWECT-1004.2	Social entrepreneurship and innovation	4	4	1601330202010102
5	LWICT-1005	Interpersonal Communication	4	4	1601330502010100
6	LWP-1006	Industrial visit , Block Placement & Industrial Visit –tour (In Gujarat)	8	4	1601330602010100
	Total		30	24	

Semester-II					
No.	Course Code	Name Of Course	Hours/ Week	Credit	UNIQUE CODE
7	LWCC-2001	Labour Legislation – II	4	4	1601330102020400
8	LWCC-2002	Research Methodology	4	4	1601330102020500
9	LWCC-2003	Human Resource Management	4	4	1601330102020600
10	LWECT-2004.1	Labour Economics	4	4	1601330202020201
OR					
	LWECT-2004.1	Concept of planning of Human Resource Development	4	4	1601330202020202
11	LWICT-2005	Human Resource Management : Changing Eco-social Scenario	4	4	1601330502020200
12	LWP-2006	Block Placement, Industrial visit	8	4	1601330602020200
	Total		30	24	

Semester-III					
No.	Course Code	Name Of Course	Hours/Week	Credit	UNIQUE CODE
13	LWCC-3001	Labour welfare	4	4	1601330102030700
14	LWCC-3002	Labour Statistics	4	4	1601330102030800
15	LWCC-3003	I.R. and Trade Union	4	4	1601330102030900
16	LWECT-3004.1	Management of developmental and welfare services	4	4	1601330202030301
Or					
	LWECT-3004.2	Training and Development in Human Resource	4	4	1601330202030302
17	LWECT-3005.1	Environment and Eco-system	4	4	1601330302030101
Or					
	LWECT-3005.2	Industrialization, Globalization & Labour-	4	4	1601330302030102
18	LWP-3006	Industrial Visit -Study Tour (Out of Gujarat) ,- Block Placement	8	4	1601330602030300
	Total		30	24	

Semester-IV					
No.	Course Code	Name Of Course	Hours/Week	Credit	UNIQUE CODE
19	LWCC-4001	Organization behavior & Organization Development	4	4	1601330102041000
20	LWCC-4002	Social Security & relevant laws	4	4	1601330102041100
21	LWCC-4003	Ethics, Ethos and Corporate Governance	4	4	1601330102041200
22	LWECT-4004.1	Industrial sociology and changing perspective	4	4	1601330202040401
Or					
	LWECT-4004.2	Performance Management & Development	4	4	1601330202040402
23	LWECT-4005.1	Ngo Management	4	4	1601330302040201
Or					
	LWECT-4005.2	Conflict Mgt. & Building Collaboration	4	4	1601330302040202
24	LWP-4006	Dissertation –Block Placement	8	4	1601330602040400
	Total		30	24	

**SAURASHTRA UNIVERSITY
DEPARTMENT OF SOCIAL WORK
FACULTY OF ARTS
MASTER OF LABOUR WELFARE
(FULL TIME)
TWO YEARS (FOUR SEMESTER) COURSE**

List of Core Subjects

Semester-I				
No.	Course Code	Name Of Course	Hours/ Week	Credit
1	LWCC-1001	Principles Of Management	4	4
2	LWCC-1002	Business Environment	4	4
3	LWCC-1003	Labour Legislation	4	4
Semester-II				
4	LWCC-2001	Labour Legislation – II	4	4
5	LWCC-2002	Research Methodology	4	4
6	LWCC-2003	Human Resource Management	4	4
Semester-III				
7	LWCC-3001	Labour welfare	4	4
8	LWCC-3002	Labour Statistics	4	4
9	LWCC-3003	I.R. and Trade Union	4	4
Semester-IV				
10	LWCC-4001	Organization behavior & Organization Development	4	4
11	LWCC-4002	Social Security & relevant laws	4	4
12	LWCC-4003	Ethics, ethos and corporate governance	4	4

List of Elective Subjects

Semester-I				
No.	Course Code	Name Of Course	Hours/ Week	Credit
1	LWECT-1004.1.	Personnel Management	4	4
Or				
2	LWECT-1004.2.	Social entrepreneurship and innovation	4	4
Semester-II				
3	LWECT-2004.1.	Labour Economics	4	4
Or				
4	LWECT-2004.2.	Concept of planning of Human Resource Development	4	4
Semester-III				
5	LWECT-3004.1.	Management of developmental and welfare services	4	4
Or				
6	LWECT-3004.2.	Training and Development in Human Resource	4	4
7	LWECT-3005.1.	Environment and Eco-system	4	4
Or				
8	LWECT-3005.2.	Industrialization, Globalization & Labour-	4	4
Semester-IV				
9	LWECT-4004.1	Industrial sociology and changing perspective	4	4
Or				
10	LWECT-4004.2.	Performance Management & Development	4	4
11	LWECT-4005.1	Ngo Management	4	4
Or				
12	LWECT-4005.2	Conflict Mgt. & Building Collaboration	4	4

List of Inter Disciplinary Subjects

Semester-I				
No.	Course Code	Name Of Course	Hours/ Week	Credit
1	LWICT-1005	Interpersonal Communication	4	4
Semester-II				
2	LWICT-2005	Human Resource Management : Changing Eco-social Scenario	4	4

Total Credit - 24+24+24+24 = 96

O.M.L.W.-1

Graduation / Post Graduation applicant should have passed Degree-examination of any discipline of this University or any other University recognized by this University as equivalent thereto, with at least 48% marks with Second Class/Grade shall be eligible to seek admission to M.L.W. Semester-I.

No candidate will be admitted to Semester-III Course unless he passes in Semester-I Examination and also has not failed in more than two theory courses of Semester-II in the relevant academic year.

O.M.L.W.-2.

The course is full time course and duration is of Four Semesters regular course and no student will simultaneously be allowed to join any other course of this University or of any other Academic Institution. Candidate will be required to pass all four semester as prescribed in teaching scheme.

O.M.L.W.-3.

Candidates from the Govt.-Semi-govt./Grant-in-aid Institution or other registered company or registered establishment provided their qualifications are recognized by this University as equivalent to second class/Grade graduation for the purpose, will also be eligible to seek admission.

All candidates eligible to seek admission will be required to appear at an entrance test conducted for the purpose Those who secure at least 40% or marks in the written test will be called for oral interview, and group discussion etc. In their order of merit depending upon the availability of seats to be filled up.

Sponsor & Payment seat candidates those who secure 35% marks in written test, they will be called for group discussion and Personal interview.

O.M.L.W.-4

Besides the candidates having the qualification as per O.M.L.W sponsored candidate from Govt., Semi-Govt, Grants in aid Institution and candidate from registered company or establishment, having any other qualification which can be considered as equivalent to second class / Grade graduation can also be admitted to entrance test as per O.M.L.W-3, provided that they fulfill, the following conditions.

- (1) Employer of the said candidate will permit him/her for M.L.W. full time regular course for two consecutive academic years.
- (2) One who is a second class / Grade graduate with 48% marks or otherwise whose academic achievement is approved as equivalent to second class graduation by the Saurashtra University.

O.M.L.W.-5.

The total intake for this programme is of 35 students as per below gives detail :

- (1) General Category No. of seats 20
- (2) Sponsored Category No. of seats 10

(3) Payment Category No. of seats 05

Thirty five seats + Two seats for NRI candidate: Two Seats are reserved for NRI and if such candidates are not available, the said seats shall be treated as payment seats. Reservation policy for SC / ST & OBC Class will be observed as per Rules of The UGC and the State Government for the concerned academic year etc. In case any seat remains vacant in the sponsored category (No.2), equal numbers of Payment category seats will be increased accordingly and at the end of the admission process the remaining vacant seats will be transferred to category-I (General Category) and the General category seats will be increased to that extent.

O.M.L.W-6

All eligible candidates will be required to appear in the entrance test. The number of candidate to be called for group discussion and personal interview will be three times of approved intake (e.g. for 35 seats intake, 105 meritorious candidates will be given an opportunity to appear in the group discussion and personal interview). The entrance test shall comprises of :-

50 Marks for – Mental aptitude

25 Marks for – General Knowledge

25 Marks for – General English

50 Marks for – personal interview

50 Marks for – Group discussion etc.

200 Total – Marks

For qualifying applicants only. Final merit list will be prepared on the basis of earning of merits in entrance test as well as earning of marks in personal interview and group discussion.

O.M.L.W.-7

Regular Attendance in the class, fieldwork and department shall be the same as required by the U.G.C. norms & P.G. Rules of this University for the concerned Academic year.

O.M.L.W.-8

The admission of a candidate, who for some or any how leaves the first semester without fulfilling it's requirements, shall automatically stand cancelled, and he/she wants to get as fresh admission, he/she shall have to under go through the whole process of a fresh admission.

O.M.L.W.-9

The M.L.W. Department shall have the discretionary power to interchange the semester papers of the respective part, as and when so required, before the commencement of the new academic year.

R.M.L.W.-1

The following are the subject names of semester Course papers prescribed for the study of the M.L.W. full time two years course.

Semester-I						
No.		Name Of Course	Marks		Total	Duration of Examination
			External	Internal		
1	LWCCT-1001	Principles of Management	70	30	100	3 hrs
2	LWCCT-1002	Business Environment	70	30	100	3 hrs
3	LWCCT-1003	Labour Legislation	70	30	100	3 hrs
4	LWECT-1004.1	Personnel Management	70	30	100	3 hrs
	LWECT-1004.2	OR Social entrepreneurship & innovation				
5	LWICT-1005	Interpersonal Communication	70	30	100	3 hrs
6	LWP- 1006 Field Work	Industrial Visit, Block Placement and Study Tour (In Gujarat) <ul style="list-style-type: none"> • Viva-Voce-50 Marks • Report Writing-50 Marks 	100		100	
7	Total		450	150	600	

Semester-II

No.		Name Of Course	Marks		Total	Duration Of Examination
			External	Internal		
8	LWCCT-2001	Labour Legislation - II	70	30	100	3 hrs
9	LWCCT-2002	Research Methodology	70	30	100	3hrs
10	LWCCT-2003	Human Resource Management	70	30	100	3hrs
11	LWECT-2004.1	Labour Economics	70	30	100	3hrs
	LWECT-2004.2	OR Concept of Planning in Human resource Management				
12	LWICT-2005	Human resource Management: Changing Eco Scenario	70	30	100	3hrs
13	LWP- 2006 Field Work	Block Placement, Industrial Visit. <ul style="list-style-type: none"> • Viva-Voce-50 Marks • Report Writing-50 Marks 	100		100	
14	Total		450	150	600	

Semester-III

No.		Name Of Course	Marks		Total	Duration of Examination
			External	Internal		
15	LWCCT-3001	Labour Welfare	70	30	100	3hrs
16	LWCCT-3002	Labour Statistics	70	30	100	3hrs
17	LWCCT-3003	Industrial Relation & Trade Unionism	70	30	100	3hrs
18	LWECT-3004.1 LWECT-3004.2	Management of development and welfare Services. OR Training and development in Human Resource.	70	30	100	3hrs
19	LWECT-3005.1 LWECT-3005.2	Environment & Eco-system OR Industrialization, Globalization & Labour	70	30	100	3hrs
20	LWP-3006 Field Work	Block Placement, Industrial Visit, Study Tour (Out of Gujarat) • Viva-Voce- 50 Marks • Report Writing- 50 Marks	100		100	
21	Total		450	150	600	

Semester-IV

No.		Name Of Course	Marks		Total	Duration of Examination
			External	Internal		
22	LWCCT-4001	Organization Behaviour & Org. Development	70	30	100	3hrs
23	LWCCT-4002	Social Security & Relevant Laws	70	30	100	3hrs
24	LWCCT-4003	Ethics, Ethos & Corporate Governance	70	30	100	3hrs
25	LWECT-4004.1	Industrial Sociology and Changing Perspective OR	70	30	100	3hrs
	LWECT-4004.2	Performance Mgt. & Development				
26	LWECT-4005.1	Ngo Management OR	70	30	100	3hrs
	LWECT-4005.2	Industrialization, Globalization & Labour				
27	LWP-4006 Field Work	Dissertation, Block Placement.	200		200	
		<ul style="list-style-type: none"> • Dissertation Theory: 100 Marks • Dissertation based Viva-Voce: 100 Marks • (Total = 200 Marks) • Block Placement Report- 50 Marks • Block Placement Viva-Voce- 50 Marks 	100		100	
28	Total		650	150	800	
		Grand Total			2600	

R.M.L.W.-2

There shall be three core courses in each semester up to semester II and three core course in semester III and IV at M.L.W. course. There shall be also one elective course up to semester II, and there shall be two elective courses up to semester III and IV. There shall also be Interdisciplinary course in semester I and II. There shall be field work comprising of 400 marks as per R.M.L.W. -1. There shall also be a dissertation in Semester IV of 100 marks for theory and 100 marks for viva-voce. Each theory course shall be of 100 marks, (70 marks for external & 30 marks for internal). Therefore, the total marks for this programme shall be of 2600 marks. The details of which are classified in the following way.

Master of Labour Welfare

Semester-I

(I)	Core Course	210	Marks of three Core Course (70*3)
(II)	Elective Course	70	Marks of one Elective Course
(III)	Interdisciplinary Course	70	Marks Of one Interdisciplinary Course
(IV)	Internal	150	Marks from each theory course (30*5)
(V)	Field Work	100	Marks to be obtained in the relevant components

Semester-II

(VI)	Core Course	210	Marks of three Core Course (70*3)
(VII)	Elective Course	70	Marks of one Elective Course
(VIII)	Interdisciplinary Course	70	Marks Of one Interdisciplinary Course
(IX)	Internal	150	Marks From each theory course (30*5)
(X)	Field Work	100	Marks to be obtained in the relevant components

Semester-III

(XI)	Core Course	210	Marks of three Core Course (70*3)
(XII)	2Elective Course	140	Marks of one Elective Course (70*2)
(XIII)	Internal	150	Marks From each theory course (30*5)
(XIV)	Field Work	100	Marks to be obtained in the relevant components

Semester-IV

(XV)	Core Course	210	Marks of three Core Course (70*3)
(XVI)	2Elective Course	140	Marks of one Elective Course (70*2)
(XVII)	Internal	150	Marks From each theory course (30*5)
(XVIII)	Dissertation	100	Marks(Research Report Writing)
(XIX)	Viva- Voce	100	Based On Dissertation
(XX)	Field Work	100	Marks to be obtained in the relevant components
(XXI)	Semester I to IV (Grand Total)	2600	

R.M.L.W.-3

M.L.W. Semester I Students shall have to go for a study tour in the Gujarat State itself at their own cost and the students of third semester shall have to undergo an educational tour at their own cost outside Gujarat State, Visiting at least four Labour Work Departments / Institution of four separate Universities that are situated Outside Gujarat but functioning in rest of India. Educational Tour is compulsory for every student and it is binding on him or her to submit a complete report thereof as per instruction of M.L.W. Head. The departments within two weeks after the completion of study camp or educational tour as the case may be.

R.M.L.W.-4

In each semester thirty days block field work is mandatory for every student. He/She will have to go for the same for thirty days as per the directions of the department. A student will be entitled to have his result only after presenting the certificate of having undergone a satisfactory block field work from the concerned institute. The certificate shall have to be obtained by the student on completion of his/her satisfactory block field work and the student will have to submit the same to the department.

R.M.L.W.-5

Each student will be required to prepare FOUR assignments in each of the semester, failing which; his/her application for University Examination will not be entertained.

R.M.L.W.-6

A student who fails in the concerned field work or dissertation shall not be admitted to higher semester course and will be required to keep a fresh term of the concerned semester by paying fresh tuition and other fees.

R.M.L.W.-7**NORMS FOR PASSING/STUDYTOUR /CAMP**

- (1) It is compulsory to obtain a minimum 50 % marks in each theory of courses & field work and dissertation separately.
- (2) Any student failing in field work shall have to repeat the field work and will have to reappear in all subject examinations. However, he/she entitled for a class/Grade.
- (3) However student failing in maximum of two theory courses of the relevant semester, will be allowed to seek admission by keeping fresh term to higher semester.
- (4) A candidate who has not cleared Semester-I in all respects shall not be admitted to semester-III and candidate who has not cleared semester-II in all respects will not be admitted to semester-IV.
- (5) The result of the 3rd semester will be declared after passing semester 1st – 2nd & the result of the semester- IV will be declared only after passing semester-III examination.
- (6) No class/Grade will be awarded up to First-Three Semesters. Class will be awarded after passing the final semester (i.e. Semester-IV). Marks of Semesters I to III will be carried forward to semester-IV. And a consolidated class/Grade shall be awarded accordingly to the respective rules.
- (7) A candidate failing in three / or more Courses (Excluding field work) will have to Re-appear in the whole examination of the concerned semester.

R.M.L.W.-8

Class will be awarded as per following provisions successful candidates at the end of semester-IV Examination.

- [1] Student obtaining more than 50% but less than 60% of marks in aggregate of all Semesters shall be placed Second Class/ Grade.
- [2] Student getting more than 60% but less 70% aggregate marks shall be given First Class / Grade.
- [3] Those obtaining more than 70% or more marks in aggregate shall be placed in First Class with Distinction/Grade

SEMESTER - I

Course (Paper) Unique Code CORE 1601330102010100
PRINCIPLES OF MANAGEMENT- (4 credit)

1. Course Objectives:

1. This course presents a thorough and systematic coverage of management theory and practice.
2. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievements of goals.
3. The objective is to help the students understand the fundamental concepts and principles of management; the basic roles, skills, and functions of management.
4. It is also intended to give an overview of the historical development, theoretical aspects and practice application of managerial process.

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
PRINCIPLES OF MANAGEMENT	1001.1.Introduction & Historical Development, Social Responsibilities of ethics	1.1.1 Meaning & Definition of mgt 1.1.2. Nature and function of mgt. 1.1.3 Development of Mgt. thought 1.1.4 Ethics, Tools of ethics 1.1.5 Social Performance of Business in India 1.1.6 Social Audit	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%

		1.1.7 Business ethics concern with corporate governance			
	1.2 Planning	1.2.1 Nature of Planning 1.2.2. Imp. Of Planning 1.2.3 Forms of Plans 1.2.4 Steps in Plans 1.2.5 Limitations Of Planning 1.2.6 Making planning effective 1.2.7 Strategic planning in Indian industry 1.2.8 Forecasting 1.2.9 Decision marketing	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	1.3 Organization / Organizing	1.3.1 Meaning & definition 1.3.2 Process of organizing 1.3.3 Types of organization 1.3.4 Principles of organizing 1.3.5 Organization Structure 1.3.6 Departmentalization 1.3.7 Role of a manager	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	1.4 Directing	1.4.1 Meaning & Definition 1.4.2 Creativity & innovation 1.4.3 Leadership's meaning, definition, characteristics, features & its effectiveness 1.4.4 Motivation 1.4.5 Process of	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

		communication 1.4.6 Training and development			
	1.5 Controlling	1.5.1 Meaning and definition 1.5.2 System and Process for controlling 1.5.3 Managerial Control 1.5.4 Performance Appraisal System 1.5.5 Globalization & Liberalization 1.5.6 Productivity 1.5.7 Reporting	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

Recommended Books for Papers. :

- (1) Wehrich Heinz and Koontz Harold- Management - A Global and Entrepreneurial Perspective Mc Graw Hill 12th Edition 2008.
- (2) Stoner, Freeman & Gilbert Jr – Management Organizational Behaviour Prentice Hall of India 6th Edition or later edition.
- (3) Rao VSP Management, Text & Cases Excel Books Latest edition.
- (4) Bateman *Management (SIE)* Tata McGraw-Hill Publishing Company, New Delhi Latest Edition
- (5) Decenzo David, Robbin Stephen A Personnel and Human Resources Management Prentice Hall of India, 1996
- (6) Fraidoon Mazda “Engineering Management”, Addison Wesley,- 2000
- (7) Hillier Frederick S. and Hillier Mark S Introduction to Management Science: A Modeling and Case Studies Approach with Spreadsheets Tata Mc Graw Hill 2nd Edition 2008
- (8) JAF Stoner, Freeman R. E and Daniel R Gilbert Organizational Behaviour Pearson Education Sixth Edition, 2004
- (9) Koontz Principles of Management Tata Mc Graw Hill 1st Edition 2008
- (10) Massie, Joseph L. Essentials of Management Pearson Education Robbins & Coulter Management Prentice Hall of India 8th Edition

8. List of Journals/Periodicals/ Magazines/ Newspapers etc.:

Harvard Business Review, Business India / Business Today / Business World, “Vikalpa” – Journal of Indian Institute of Management, Ahmedabad, and Effective Executive

Course (Paper) Unique Code CORE 1601330102010200

BUSINESS ENVIRONMENT- (Credit-4)

1. Course Objective

1. This course is designed to impart knowledge of the concepts and principles of Economics, which govern the functioning of a firm/organization under different market conditions.
2. Through the environment, how the entrepreneur or risk taker has to being take a strategy that would be learn by this course.

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
BUSINESS ENVIRONMENT	1002.1. Organization and their environment, The Organization in context	2.1.1 What is the environment 2.1.2. Analyzing the environment 2.1.3 Why do we need to understand the manage the environment 2.1.4 The nature of organization 2.1.5 The strategy of process 2.1.6. MRTP Act,1969(Monopoli stic And Restrictive Trade practice Act,1969.	<ul style="list-style-type: none">• Lecture• Discussion with audio-visual aid	4	20%

	<p>2.2 The organization Landscape, Political environment & economic system</p>	<p>2.2.1. The international environment (Globalization) culture & structure 2.2.2. LPG Strategy(liberalization, privatization, Globalization) 2.2.3. Mixed Economys 2.2.4 History of economic thought & economic system</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Roll Play 		<p>20%</p>
	<p>2.3 Technological Environment</p>	<p>2.3.1 Impact of technology on Organization 2.3.2 Process of Technological Adaptation and Development 2.3.3 Technological Collaborations 2.3.4 Government Guidelines 2.3.5 Technology Assessment at government level (concern with ISO)</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Case- study • Roll- Play 		<p>20%</p>
	<p>2.4 Industrial Policy</p>	<p>2.4.1 Five year planning 2.4.2 Industrial Policy 2.4.3 Industrial Licensing</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio- 		<p>20%</p>

		Policy 2.4.4 Competition Policy 2.4.5 Exim Policy	visual aid		
	2.5 Social Environment in India	2.5.1. Social environment 2.5.2. Poverty and poverty alleviation programme 2.5.3. Labour and employment 2.5.4. Women in the workforce 2.5.5. Health, population & family welfare 2.5.6. Corporate social responsibility	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Case- study • Roll-Play 		20%

Recommended Books for Papers. :

- (1) Cherunilam Francis International Business Environment Himalaya Publishing House, Mumbai, 2006
- (2) Mithani D.M. International Economics Tata McGraw Hill. 2005 or Latest edition.
- (3) Shaikh Saleem Business Environment Pearson Latest edition
- (4) Vivek Mital Business Environment Excel Books Latest Edition
- (5) David Kreps Microeconomics for managers Norton, W. W. & Company, Inc. 2007
- (6) Bedi Suresh Business Environment Excel Books 2005
- (7) Principles of Economics Microeconomics Publisher Thomson South- western Pearson Edition and Year of Publication
2nd edition, 2002
Indian reprint 5th edition
- (8) Christopher R. Thomas, S. Charles Maurice Managerial Economics – Concepts and Applications Tata McGraw Hill
Latest Edition.
- (9) Managerial Economics in a Global Economy Publisher Thomson South Western Edition and Year of Publication Latest
Edition
- (10) Ravindra H. Dholakia and Ajay N. Oza G. S. Gupta Microeconomics for Management Students Managerial
Economics Oxford University Press Tata Mc Graw Hill Latest Edition

Course (Paper) Unique Code CORE 1601330102010300

LABOUR LEGISLATION- (Credit-4)

Objectives of the paper :

1. In a rapidly industrializing country like India, Balancing the conflicting interest of Labour and Capital is a delicate task.
2. The Legal system pertaining to Labour – management relations requires careful study by students of labour welfare.

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
LABOUR LEGISLATION	1003.1 Constitutional Perspectives and foundations	3.1.1 Constitutional authorization (Legislative entries, Article 323-B	<ul style="list-style-type: none">• Lecture• Discussion with audio- visual aid• Case- study	4	20%
		3.1.2. Constitutional goal protecting capital and labour in the fundamental rights and duties and directive principles			
	3.2 History of Labour	3.1.3 Brief History of Labour Legislation in India			
		3.2.1. The Employment Exchanges (Compulsory	<ul style="list-style-type: none">• Lecture• Discussion with audio- visual aid		20%

	Legislation in India	Notification of vacancies)Act,1959			
	3.3 Industrial Relations Legislations	3.3.1. The Trade Unions Act, 1926 (up to amendments) 3.3.2. The industrial employment (standing orders) Act, 1946 (up to amendments)	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Case- study 		20%
	3.4. The Industrial Relation Act	3.4.1. The industrial Dispute Act, 1947 (up to amendment)	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Case- study 		20%
	3.5 Comparative study of state level and central level IR legislation	3.5.1. Apperentice Act,1961 3.5.2 Bombay labour Welfarefund Act,1953	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Case- study 		20%

SUGGESTED READING : (LABOUR LEGISLATION 1 & 2)

1. Malik, P.L.(2001) Industrial Law, Vol, 1 & 2 Easter Book Company.
2. Malhotra, The Law of Industrial Disputes, (1988)
3. ILI, Labour Law and Labour Relations, Parts II,IV,VI,VII,IX and XI.
4. Misra S. N. Labour and Industrial Laws (1997), Central Law Publications, Allahabad.
5. Robert A. Gorman, Basic Text on Labour Law, Ch. 23, 24, 25 (1976).
6. Relevant Portions of the Report of the National Commission on Labour-2002- 1991-1967- Academic Foundation, New Delhi.
7. Chaturvedi R. G. (1997), Law and Procedure of Departmental Enquiries and Disciplinary Actions.
8. S. C. shrivastava (1985), Social Security and Labour Laws.
9. Raval. K. C. (1999). The Bombay Shops and Establishments Act, 1948, Bharati Sahitya Sangh Ltd., Mumbai
10. Davies. Paul and Freedland, Mark (1983), Labour and the Law, Stevens & Cons Ltd., London.

Course (Paper) Unique Code ELECTIVE-1 1601330202010101
PERSONNEL MANAGEMENT- (Credit-4)

Course Objectives:-

1. In a complex world of industry, Organizational efficiency is largely dependent on the contribution made by the members of the organisation.
2. To familiarize the students with basic concept of industrial relations and personnel management.
3. To sensitize students to the various facets of managing people
4. To create understanding of the various policies and practices of human recourse management.

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
Personnel Management	1004.1.1. Introduction	1.1.1 Meaning, definition and function of personnel management 1.1.2. Manpower planning (Including job analysis, job description, job specification)	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 	4	20%
	1.2 Functions	1.2.1 Recruitment and selection 1.2.2. Induction and placement 1.2.3. Employee Mobility (Promotion, transfer, VRS (Voluntary Retirement Scheme, demotion discharge etc.)	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%

		1.2.4. Personnel audit and information system			
	1.3 Human Resource Development	1.3.1. HRD Nature, concept, goal and challenges 1.3.2. Importance & Objective Of HRD. 1.3.3. Instrument or Mechanism Of HRD 1.3.4 Principles in Designing HRD System 1.3.5. Performance Appraisal – Potential Appraisal 1.3.6. Employee counseling, coaching and mentoring	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%
	1.4 Human Resource Development & Its Functions	1.4.1. Carrier Planning and Carrier Succession 1.4.2 Exit Policy-its Effects 1.4.3. management of grievances 1.4.4. Employee Empowerment 1.4.5. HR accounting Audit	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%
	1.5 Wage & Salary Administration	1.5.1. Nature and significance of wage and salary administration 1.5.2. Essential of wage and salary administration 1.5.3. Job evaluation	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%

		Concept, process and methods 1.5.4. Incentives and fringe benefits			
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Suggested Reading :

1. Personnel Management in Indian Enterprises-R. S. Dwivedi, Galgotia publishing company, New Delhi. 1997.
2. The essence of Personnel Manageemnt and Industrial Relation – Alan Cowing & Phillip James Prentice Hall of India. Pvt. Ltd., 1997.
3. Inderstrial Relations- Arun Monappa, sixth ed. 1993- Tata McGraw Hill Publishing Co. Ltd., New Delhi.- 15 -
4. Human Resource and Personnal management-Text and cases, K. Aswathappa, Tata Mc Graw Hill, 2002. 5. Personnal Management, Arun Monappa and Mirza Saiyadain, 2nd Ed., Tata McGraw Hill, 2002.
6. Personnel Management and Industrial Relations, N. G. Nair and Latha Nair, S.chand and Co. Ltd., New Delhi, 2001.
7. Human Resources Development and Managemetn, A. M. Sheikh, S. Chand & Co. Ltd. 2003.
8. Managing Human resources – A Contemporary Text, E. A. Ramaswamy, Oxford India Paper Backs, 1999.
9. International Practices in Industrial Relations, S. K. Bhatia, Deep and Deep Publications, 2003.
- 10Contemparary Business , Kurtz & block Wiley Publication, Latest Edition.

Course (Paper) Unique Code ELECTIVE-1 1601330202010102
SOCIAL ENTREPRENEURSHIP AND INNOVATION- (Credit-4)

Objectives:

- 1.The objective of this course is to teach students different concepts regarding social entrepreneurship and innovation.
- 2.The point is to introduce students to different theories of entrepreneurship in detail.

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
Social Entrepreneurship And innovation	1004.2.1.1 Introduction	2.1.1 Definition of Social entrepreneurship 2.1.2. Role of Social Entrepreneur.	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%
	1.2 Theories	2.2.1. New theories of Social Entrepreneurship 2.2.2. Theories of Action/ Agency	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	1.3 Qualities of innovation	2.3.1. meaning & concept of innovation 2.3.2. Definitions of innovation 2.3.3. Qualities of social	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

		organization			
	1.4 Innovation	2.4.1. concept of innovation 2.4.2. Different types of innovation 2.4.3. correlates of innovation	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	1.5 Innovation	2.5.1. Rural innovation 2.5.2. Entrepreneur in economic theory	<ul style="list-style-type: none"> • Lecture Discussion with audio-visual aid 		20%

Reference Books:-

- (1) Enterprising nonprofits : a toolkit for Social entrepreneurs; Wiley e Book;
- (2) Social Entrepreneurship : New Models of sustainable social change; By:- Alex Nicholls; Oxford University Press
- (3) How to change the world Social Entrepreneurs and the power of new Ideas – By: David Bornstein – Oxford Press
- (4) The New Social Entrepreneurship What awaits social entrepreneurial ventures? Edited By: Francesco Perrini; Published By: Edward Elgar Publishing Ltd.
- (5) Entrepreneurship As social Change- A third Movements in Entrepreneurship Book – Edited By:- Chris Steyaert and Daniel Hjorth ; Edward Elgar Publishing Limited
- (6) Social Entrepreneurship : A modern Approach to social value Creation ; Arthur C. Brooks ;
- (7) Principles of Labour Welfare.... M.V.Murthy.
- (8) Human Resource Management – Gargy Dessler & Biju varkkery Prentice Hall India/ Pearson Education. -2003. Eleventh Edition.
- (9) Human Resource Management - Chandra prasanna, pearson education, second edition 2006.
- (10) Human Resource Management - John M. Ivancewitch – Tata Mc graw Hill Ninth Edition

Course (Paper) Unique Code FOUNDATION/ICT
1601330502010100INTERPERSONAL COMMUNICATION-
(Credit-4)

OBJECTIVES:-

- 1.To understand the dynamics of interpersonal Communication in Social Work.
- 2.To develop the necessary skills to improve Interpersonal Communication in social Work practice.
- 3.To understand the role of Interpersonal Communication in methods of Social Work.
- 4.To enable students to understand themselves to enhance Interpersonal Communication.

ICT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
Interpersonal Communication	1005.1 Introduction	1.1.1 Interpersonal Communication: Significance, Need – Personal awareness & Self-esteem, improving relationship, Achieving goals, Interpersonal communication as a basic activity. Characteristics of Interpersonal Communication. 1.1.2. Interpersonal	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%

		<p>Process : Schrams Model of Communication, Brooks-Emmert Interpersonal communication Model, Friendship formation process, Mate formation process.</p>			
	<p>1.2 verbal & Non- verbal Interpersonal communication</p>	<p>1.2.1. Non-verbal interpersonal Communication: Concept, Importance, Influence. Measurement of bodily Cues- Facial expression, Gaze, Pupil size, Posture & gesture. Emotional Expressions- Functions, regulation of emotion, expression of emotion. Body</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		<p>20%</p>

		<p>Movement & Speech- Greeting, Turn-taking, Parting. Individual Differences- Culture, Personality, Sex, Psychopathology Feelings- Importance, Consequences of suppression of feelings, Ways of expressing Feelings. Nonverbal Behaviour – Proxemic, Kinesic, Paralinguistic.</p> <p>1.2.2. Verbal Interpersonal Communication -Language strengthening, Special language, Defensive &</p>			
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		<p>Supportive Communication, Effective Feedback</p> <p>1.2.3. Self-concept & Communication, Role of Self Concept in Interpersonal communication process, Self-concept in understanding myself.</p> <p>Components of Self-concept- Self Image, Self Esteem, the 'Third-Level' Factor, Self-Identity versus Identity Crisis, Fully functioning self, Improving Self Concept.</p>			
	1.3 Perceiving	1.3.1. Perceiving & Understanding others, Perception and	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

		<p>Communication , Perceptual process, Interpersonal Communication in developing Relationship – Types, Stages in relationship Initiating. Experimenting, Intensifying, Integrating, Bonding. Differentiation, Circumscribing, Stagnating, Avoiding, Terminating</p>			
	<p>1.4 Skills in Interpersonal Communication</p>	<p>1.4.1. Listening – Types, Barriers, Bad Listening, Principles of good listener. Interviewing – types & techniques. Observation – self Reports, Rating Scales,</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		<p>20%</p>

		<p>Group outcome, Observing Communication behaviour. Analysis : Self – analysis, Analysing group episodes</p>			
	<p>1.5 Small group communication</p>	<p>1.5.1 Dynamics of Small group Communication – Network, Feedback, Openness, Gate Keeping, Social Structure, Barriers & breakdown. Types- Guided group Interaction, Brain Storming, Buzz groups, Case Studies, Role play, in basket exercise</p>			<p>20%</p>

REFERENCES :

1. **Brooks William, D. & Emmert Philip** : Interpersonal Communication, Wm. C. Brown Company Publishers, 1976, U.S.A.
2. **Bull Peter** : Body Movement and Interpersonal Communication, Wiley & Sons, 1984, U.S.A.
3. **Cushman Donald.P & Cahn.D Dudley Jr** : Communication in Interpersonal Relationships Sunny Publications, 1985, U.S.A.
4. **Fisher Aubrey. B & Ellis Donald G** : Small Group Decision Making, McGraw-Hill International Editions, 1990, U.S.A.
5. **Knapp Mark. L.** : Interpersonal Communication and Human Relationships, Allyn and Bacon Publishers, 1984, U.S.A.
6. **Mortensen David.C**: Communication – the study of human interaction McGraw – Hill Company, 1972, U.S.

Course (Paper) Unique Code PRACTICAL 1601330602010100
BLOCK PLACEMENT

- (1) Where the H.R.Manager/ Personnel Manager/ I.R.Manager are available, at that place student can take their placement for thirty days in an industry.
- (2) In which industry the welfare officer is available, or the post would be vacant, in that industry student can take the placement. (If any industry has good performance, may be new mgt. would be establish, as per this where labour welfare officer may be not available, but student would be take their placement with permission from department.
- (3) In this semester student have to make project report on Activities which are running in industry.
- (4) They have to write daily report of their work.
- (5) Students have to make Logbook, and they have to take signature of their head from the industry.
- (6) After completing placement students must take signature on their project report of their head from the industry.
- (7) On the very second day after completing block placement student must submit their project report & daily report in the department.

SEMESTER - I

Course (Paper) Unique Code CORE 1601330102020400

LABOUR LEGISLATION – II

Objectives of the paper :

1. In a rapidly industrializing country like India, Balancing the conflicting interest of Labour and Capital is a delicate task.
2. The Legal system pertaining to labour – management relations require careful study by students of labour welfare.

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
LABOUR LEGISLATION II	2001.1 Legislation Pertaining to wages	1.1.1 The Mines Act, 1952.	<ul style="list-style-type: none">• Lecture• Discussion with audio-visual aid• Case-study	4	20%
	1.2 Legislation Pertaining to wages II	1.2.1. The minimum wages Act, 1948 1.2.2. The payment of wages Act, 1936 1.2.3. The payment of Bonus Act, 1965 1.2.4. The equal remuneration Act, 1976	<ul style="list-style-type: none">• Lecture• Discussion with audio-visual aid• Case-study		20%
	1.3 Legislation Pertaining to working	1.3.1. The Factories Act, 1948	<ul style="list-style-type: none">• Lecture• Discussion with audio-		20%

	conditions		visual aid • Case-study		
	1.4 Legislation Pertaining to working conditions	1.4.1. The Bombay Shops and Establishment Act, 1948.	• Lecture • Discussion with audio-visual aid • Case-study		20%
	1.5 Role of I.L.O.	1.5.1. Role of ILO conventions and recommendations relating to wages	• Lecture • Discussion with audio-visual aid • Case-study		20%

REFERENCES:-

1. Malik, P.L.(2001) Industrial Law, Vol, 1 & 2 Easter Book Company.
2. Malhotra, The Law of Industrial Disputes, (1988)
3. ILI, Labour Law and Labour Relations, Parts II,IV,VI,VII,IX and XI.
4. Misra S. N. Labour and Industrial Laws (1997), Central Law Publications, Allahabad.
5. Robert A. Gorman, Basic Text on Labour Law, Ch. 23, 24, 25 (1976).
6. Relevant Portions of the Report of the National Commission on Labour-2002-1991-1967- Academic Foundation, New Delhi.
7. Chaturvedi R. G. (1997), Law and Procedure of Departmental Enquiries and Disciplinary Actions.
8. S. C. shrivastava (1985), Social Security and Labour Laws.
9. Raval. K. C. (1999). The Bombay Shops and Establishments Act, 1948, Bharati

Sahitya Sangh Ltd., Mumbai

10. Davies. Paul and Freedland, Mark (1983), Labour and the Law, Stevens & Cons Ltd., London.

Suggested Readings :

1. Memoria, C. B. (1966) Labour Problems and Social Welfare in India, Kitab mahal, Allahabad.
2. Punekar, S. D. (1978) Labour Welfare, Trade Unionism and Industrial Relation, Himalaya Publishing House, Bombay.
3. Kohli, A. S. and Sharma S. R. (1977), Labour Welfare and Social security, Anmel publications Pvt. Ltd. New Delhi.
4. Venkat Ratnam, C. S. (2001), Globalisation and Labour-management Relation : Dynamics of change, Sage Publication response books, New Delhi.
5. Jrabvala, R. and R. K. Subrahmanya (Eds) (2000), The unorganized sector : Work security and Social protection, sage Publication, New Delhi.

Course (Paper) Unique Code CORE 1601330102020500

RESEARCH METHODOLOGY- (Credit-4)

INTRODUCTION

This course is to equip learners to utilize and conduct research as service managers to improve services, evaluate, develop new services and intervention methods; strategies techniques and also, be an effective consumer of other researches.

OBJECTIVES

- a. Develop an understanding of scientific approach to human inquiry in comparison to the native or common sense approach in various aspects, and its process.
- b. Understand major research strategies, meaning, scope and importance of Labour work research.
- c. Develop an ability to see the linkages between practice, research and theory and their role in enriching one another.
- d. Develop attitudes consonant with the scientific approach-Concern for accuracy, specificity and authenticity, awareness of ones own prejudices or biases; honesty and being open to correction.
- e. Develop attitudes favorable to the judicious integration of practice, research, and theory.
- f. Develop ability to conceptualize, formulate and conduct simple research projects exercises (This would include a broad range of basic research skills such as conceptualization of a research strategy and problem; writing a research proposal; developing tools for collecting data; use of sampling strategies; data collection, processing, presentation, analysis and interpretation; and writing research report etc.)
- g. Make informed assessment and judicious use of research studies and findings.
- h. Develop skills for use of library and documentation services for research.

The semester course for the semester system OR full paper in the annual examination system in the first year of the two-year postgraduate programme.

COURSE	UNIT	CONTENT	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
	2002.1 Scientific inquiry, Concepts - hypotheses	2.1.1. Attitudes consonant with the scientific approach. 2.1.2. Variables and indicators. 2.1.3. Hypothesis-meaning; attributes of a sound hypothesis; role in explanatory research 2.1.4. Hypothesis testing – null hypothesis; the sampling distribution; level of significance; critical region; Type-1 and Type-II errors.	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%
	2.2. Research Method	2.2.1. Research Method – Meaning, purposes, the research process, research and theory, linkages in practice. 2.2.2. Qualitative Research 2.2.3. Qualitative research-general characteristics; Use of qualitative methods in inquiry-	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

		The scope and importance of labour work research.			
	2.3. Research Designs	<p>2.3.1 Basic Research Questions – meaning and importance, problem – formulation in research, some strategies used for research.</p> <p>2.3.2. Surveys, Case Studies, Unobtrusive research strategies (including content analysis, existing data analysis, historical analysis)</p> <p>2.3.3. Experiments including pre-experimental Quasi-experimental strategies; Use of single subject designs</p> <p>2.3.4. The computer: Its Role in Research</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	2.4. Data and its measurement	2.4.1. Source of data; Primary and Secondary. Methods	<ul style="list-style-type: none"> • Lecture • Discussion with 		20%

		<p>and instruments of data collection. Qualitative and quantitative, observation; participant observation life histories, group interview, (including telephone interviews).; Participatory and Rapid Appraisal Techniques; Participatory and Rapid Appraisal Techniques; Triangulation. Levels of measurement. Scales-Need for scales. Some prominent scaling procedures (Thurston-type, Likert-type; Bogardus-type, Semantic Differentials).</p> <p>2.4.2. Graphical, Tabular, Analysis and</p>	<p>audio-visual aid</p>		
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		<p>Interpretation</p> <p>2.4.3. Conducting participatory research-Monitoring and research</p> <p>2.4.4. Research Report-Writing Research Abstracts – Research Proposals.</p>			
	2.5. Ethics	<p>7.5.1. Ethics in Research</p> <p>2.5.2. Use of Statistical tools and techniques- Statistics – Descriptive and Inferential Uses and limitations of Statistics</p> <p>2.5.3. Measures of Central Tendency; mean, Mode, Median</p> <p>2.5.5. Deviation, Standard Deviation.</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

REFERENCE:-

1. Ackoff, R.L. 1962 Scientific Method: Optimising Applied Research
2. Designs, New York: John Wiley and Sons.
3. Anderson, J. et. Al. 1970 Thesis and Assignment Writing, new Delhi: Willey
4. Eastern Limited.
5. Bailey, Kenneth, D. 1987 Methods of Social Research, new York : The Free Press.
6. Blalock, H.M. 1972 Social Statistics, New York : McGraw Hill
7. Blalock, H.M. and Blalock, A.M. (Eds.) 1968. Methodology in Social Research, New York McGraw- Hill.
8. Coolidge, Frederick, L. 2000 Statistics : A Gentle Introduction, New Delhi : Sage Publications.
9. Crabtree, B.F. and Miller, W.L. (Eds.) 2000 Doing Qualitative Research, new Delhi : Sage Publications.
10. Cranstein, A. and Phillips, W.R. 1978.
11. Understanding Social Research An Introduction. Boston : Allwyn and Bacon.
12. Denzin, Norman, K. and Lincoln, Y.S.(Eds.) 2000 Handbook of Qualitative Research (IInd eds.) New Delhi : Sage Publications.
13. Field, Andy, 2000. Discovering Statistics Using SPSS for Windows Advanced Techniques for Beginning, new Delhi : Sage Publications.
14. Foster, J.J. 1998. Data Analysis Using SPSS Windows: A Beginner's Guide New Delhi : Sage Publications.
15. Gahan, Celis and Hannibal, Mike. 1998. Doing Qualitative Research Using QRS NUD, IST, new Delhi : Sage Publications.
16. Geltung, J. 1967. Theory and Methods of Social Research, London : George Allen & Unwin. Goode, W.J. and Hatt, P.K. 1952.
17. Methods in Social Research, Tokyo : McGraw Hill Kagakusha. Jefferies J. and Diamons, I. 2000
18. Beginning Statistics : An Introduction for Social Scientists, new Delhi : Sage Publications.
19. Manheim, Henry, L. 1977. Sociological Research : Philosophy and Methods,
20. Illinois: The Dorsey Press. Marshall, Gatherine and Rosaman, G.B. 1999
21. Designing Qualitative Research, IIIrd Edn. New Delhi : Sagar Publications.
22. May, Tim. 1997. Social Research : Issues, Methods & Process Buckingham: Open University Press
23. Moser, C.A. & Kalton, G. 1977 Survey Methods in Social Investigation, London Heinemann Educational Books.

24. Mukherji, Partha N. (edn.) 2000 Methodology in Social Research : Dilemma and Perspectives, new Delhi : Sage Publications.
25. Nagel, Earnest 1984 The Structure of Science : Problems in the Logic of Scientific Explanation.
26. Padgett, Deborah, K. 1988 Qualitative Methods in Social Work Research, New Delhi : Sage Publications.
27. Ramchandran, P. 1990. Issues in Social Work Research in India, Bombay: Institute for Community Organization Research.
28. Reichman, W.J. 1981. Use and Abuse of Statistics, Penguin. Reid, William J. and Smith, Andrey D. 1981.
29. Research in Social Work, New York: Columbia University Press.
30. Rosenberg, M. 1968 The Logic of Survey Analysis, New York : Basic Books.

Course (Paper) Unique Code CORE 1601330102020600
HUMAN RESOURCE MANAGEMENT- (Credit-4)

OBJECTIVES:-

- (1) To get the knowledge and acquaintance regarding human factor in the organization.
- (2) To understand the crucial role of H.R.M.as the unique coordinator of manpower, machine & money.
- (3) To understand the changing role of H.R.M. in the context of changing global scenario.

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
HUMAN RESOURCE MANAGEMENT	2003.1 H. R. M. – Introduction	3.1.1 Human Resource Management:An introduction and why is it Important. Important Trends and Human Resource Management	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%
	3.2 maneging HR systems,Procedure s,And Paperwork.	3.2.1.Introduction. basic components of manual Hr Systems .Automating Individual Hr Task. Human resource Management information	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

		Systems(HRIS)			
	3.3 Conceptual Analysis	3.3.1. Understanding the H.R.M. in a broader perspective people at work – an asset. Of the organization. Mr. J. H. Richardson’s concept of cross-road of the society.	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	3.4 Human Resource Mgt. and Environment factors	3.4.1. Impact of environmental factors upon H.R.M. External factors and Internal factors. 3.4.2. Impact of environmental principles of H.R.M. and other principles.	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	3.5 Human Resource Mgt and Challenges.	3.5.1 Human Resource Mgt. an advance concept , personnel mgt. a comparative analysis of H.R.M. and personnel mgt. 3.5.2.The Small Business	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

		Challenge. Why HRM is Important to Small Businesses. Quality and Quantity Mgt.			
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Recommended Books for Papers. :

1. **Human Resources Mgt and Industrial Relations ...** By. : Dr. J. B. Thakore & Associates.
2. **Personnel Management ...** C.B.Memoria.
3. **Dynamics of Ind. Relations...** C.B.Memoria.
4. **Personnel Management ...** Edwin Flippo.
5. **Human Resources Development and Management. ...** Biswan Nath Ghosh.
6. **Human Resources Mgt....** Subba Rao.
7. **Principles of Labour Welfare....** M.V.Murthy.
8. **Human Resource Management – Gargy Dessler & Biju varkkery Prentice Hall India/ Pearson Education. -2003. Eleventh Edition.**
9. **Human Resource Management - Chandra prasanna, pearson education, second edition 2006.**
10. **Human Resource Management - John M. Ivancewitch – Tata Mc graw Hill Ninth Edition.**

Course (Paper) Unique Code ELECTIVE-1 1601330202020201
LABOUR ECONOMICS- (Credit-4)

OBJECTIVES:-

- (1) To enrich the knowledge about the labour market & its values & trends.
- (2) To get information regarding National Policy
- (3) To be aware about the wage determination & employment point of views.

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
LABOUR ECONOMICS	2004.1.1 Labour Markets	2.1.1 Nature and characteristics of Labour Markets in developing countries. 2.1.2. Labour Market analysis-classical, neo-classical, Demand for and supply of labour 2.1.3 Relation to size and pattern of investment and growth of labour force. 2.1.4. Mobility and	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%

		Productivity of Labour 2.1.5. Rationalization, Methods of Recruitment and Placement, Employment service organizations in India. 2.1.6. Labour Market Policies			
	2.2 Employment	2.2.1. Poverty and Unemployment 2.2.2. Employment and Development 2.2.3. Unemployment-concepts, types and Measurement 2.2.4. Technological change and employment in organized sector 2.2.5. Educated unemployment 2.2.6. Employment	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

		<p>policy in five year plans-its evaluation.</p> <p>2.2.7. Employment</p>			
	<p>2.3 Wage Determination</p>	<p>2.3.1. Theories of wage determination</p> <p>2.3.2. Concepts of Minimum, Fair & living wage</p> <p>2.3.3. Discrimination in Labour Markets</p> <p>2.3.4. Wage determination in different sectors</p> <p>2.3.5. Inflation-wage relationship</p> <p>2.3.6. National Wage policy in India</p> <p>2.3.7. Wage and Non-wage components in remuneration, Bonus system, Profit sharing.</p> <p>2.3.8. Wage Determination</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		<p>20%</p>

	<p>2.4 Trade Unions and Labour Markets</p>	<p>2.4.1. Trade Unions as Economic Institutions 2.4.2. Trade Unions/goals and outcomes-the wage-employment trade off 2.4.3. Unions- Bargaining and Strikes 2.4.4. Unions and economic performance- Productivity, Growth and profitability 2.4.5. Trade Unions and Labour Markets</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		<p>20%</p>
	<p>2.5 State and Labour</p>	<p>2.5.1 State Policies with respect to labour in India 2.5.2 Labour Market reforms-Exit Policy, safety net, flexibility in</p>			<p>20%</p>

		<p>Labour markets, 2nd National commission on Labour</p> <p>2.5.3 Globalization and Labour Markets</p>			
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REFERENCE:-

1. Singh, Jwitesh Kumar (1998) Labour Economic-Principles, Problems and Practices-Deep & Deep Publications Pvt. Ltd., New Delhi.- 13 -
2. Hajela, P.D. (1998) “Labour Restructuring in India : A Critique of the New Economic Policies”, Commonwealth publishers, New Delhi.
3. Dr. T. N. Bhagoliwal (2002) Economics of Labour and Industirla Relations, Sahitya Bhavan Publications, Agra.
4. Lester, R. A. (1964) Economics of Labour (2nd edition) Macmillan, New York.
5. Mc Connell, C. R. & S. L. Brue (1986) Contemporary Labour Economics, Mc Graw-Hill, New York.
6. Papola, T.S., P.P. Ghos and A. N. Sharma (Eds) (1993) Labour, Employment and Industrial Relaitons in India, B. R. Publishing Corp., New Delhi.
7. Rosenberg N.R. (1988) Labour Markets in Low Income Countries In Chenery, H. B. and T. N. Shrinivasan, (Eds), the Handbook of development Economics, North-Holland, New York.
8. Venkata Ratnam, C. S. (2001) ‘Gloabalization and Labour-Management Relations, Dynamics of Change’, Sage Publications/Response books, New Delhi.
9. Cherunilam Francis International Business Environment Himalaya Publishing House, Mumbai, 2006
- (10) Mithani D.M. International Economics Tata McGraw Hill. 2005 or Latest edition.

Course (Paper) Unique Code ELECTIVE-1 1601330202020202
CONCEPT AND PLANNING OF HUMAN RESOURCE DEVELOPMENT- (Credit-4)

Course Objectives:-

- (1) Understand the nature, concepts and functions of HRD in detail.
- (2) Become familiar with HRD
- (3) Know methods of performance and potential appraisal
- (4) Know assessment and requirement of HR planning

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
Concepts and planning of HRD	2004.2.1. Introduction	2.1.1 Various definitions and concept of HRD 2.1.2. Various functions of HRD 2.1.3. Structuring HRD department 2.1.4. Rationale of HRD 2.1.5. Factors affecting HR	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 	4	20%
	2.2 Systems of HRD	2.2.1 Various methods of HRD 2.2.2. Functions and components 2.2.3. Out-put of components 2.2.4. Limitation of system	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%

		2.2.5. Evolving new system			
	2.3 Human Resource Planning	2.3.1. HR Planning Models 2.3.2. Techniques of HR Planning 2.3.3. Estimating Needs and Supply of HR 2.3.4. Manpower Planning in practice	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%
	2.4 Performance and potential appraisal	2.4.1. Performance Appraisal 2.4.2. Potential Appraisal 2.4.3. Relation of Performance and potential Appraisal 2.4.4. Impact of appraisal	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%
	2.5 Assessment and Requirement of HRD Planning	2.5.1. Information need of various use in HRD 2.5.2. Organization and Statistical System 2.5.3. Institutional Arrangement for HRD planning 2.5.4. Organizational approach to HRD planning 2..5.5. Sector specific approach to HRD	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%

Suggested Reading :

1. Personnel Management in Indian Enterprises-R. S. Dwivedi, Galgotia publishing company, New Delhi. 1997.
2. The essence of Personnel Management and Industrial Relation – Alan Cowing & Phillip James Prentice Hall of India. Pvt. Ltd., 1997.
3. Industrial Relations- Arun Monappa, sixth ed. 1993- Tata McGraw Hill Publishing Co. Ltd., New Delhi.- 15 -
4. Human Resource and Personnel management-Text and cases, K. Aswathappa, Tata Mc Graw Hill, 2002.
5. Personnel Management, Arun Monappa and Mirza Saiyadain, 2nd Ed., Tata McGraw Hill, 2002.
6. Personnel Management and Industrial Relations, N. G. Nair and Latha Nair, S.chand and Co. Ltd., New Delhi, 2001.
7. Human Resources Development and Management, A. M. Sheikh, S. Chand & Co. Ltd. 2003.
8. Managing Human resources – A Contemporary Text, E. A. Ramaswamy, Oxford India Paper Backs, 1999.
9. International Practices in Industrial Relations, S. K. Bhatia, Deep and Deep Publications, 2003.
10. Contemporary Business , Kurtz & block Wiley Publication, Latest Edition.

Course (Paper) Unique Code FOUNDATION/ICT 1601330502020200
HUMAN RESOURCE MANAGEMENT: CHANGING ECO-SCENARIO- (Credit-4)

OBJECTIVES:-

- (1) To get the knowledge and acquaintance regarding human factor in the organization.
- (2) To understand the crucial role of H.R.M.as the unique coordinator of manpower, machine & money.
- (3) To understand the changing role of H.R.M. in the context of changing global scenario.

ICT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
HUMAN RESOURCE MANAGEMENT	2005.1 Globalization & Human Resource Mgt.	2.1.1 Introduction. International H.R.M. A comparative Concept Factors attempting H.R.M. climate.	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 	4	20%
	2.2 The International Bodies & H.R.M.	2.2.1.Bodies in the development of H.R.M. 2.2.2. The I.L.O. Standards . The Human Rights Commission'	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Case-study 		20%

		s Impact, U.N.O.'s Impact.			
	2.3 Human Resource Development of functions of H.R.M.	<p>2.3.1. The concept of work-culture the factors leading work-culture, the role of trade unions in work. Culture, the inter personal study of work culture and sound Human Resource Mgt.</p> <p>2.3.2. Employee Safety and health: management's Role in Safety, Occupational Health and Safety in India.</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%

	<p align="center">2.4 H.R.D. functions and Counseling</p>	<p>2.4.1. The meaning of Employee counseling. The identification of employees issues / problems relations to employment and / or personal and family life and to provide counseling to employees.</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		<p align="center">20%</p>
	<p align="center">2.5 Human Resource Mgt and Challenges.</p>	<p>2.5.1.Managing HR in Challenging Times:Getting a handle on global compensation: International Labour Relations. HR. the Manager's global challenge.</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		<p align="center">20%</p>

Recommended Books for Papers. :

1. **Human Resources Mgt and Industrial Relations ...** By. : Dr. J. B. Thakore & Associates.
2. **Personnel Management ...** C.B.Memoria.
3. **Dynamics of Ind. Relations...** C.B.Memoria.
4. **Personnel Management ...** Edwin Flippo.
5. **Human Resources Development and Management. ...** Biswan Nath Ghosh.
6. **Human Resources Mgt....** Subba Rao.
7. **Principles of Labour Welfare....** M.V.Murthy.
8. **Human Resource Management – Gargy Dessler & Biju varkkery Prentice Hall India/ Pearson Education. -2003. Eleventh Edition.**
9. **Human Resource Management - Chandra prasna, pearson education, second edition 2006.**
10. **Human Resource Management - John M. Ivancewitch – Tata Mc graw Hill Ninth Edition.**

Course (Paper) Unique Code PRACTICAL 1601330602020200
BLOCK PLACEMENT

- (1) Where the H.R.Manager/ Personnel Manager/ I.R.Manager are available, at that place student can take their placement for thirty days in an industry.
- (2) In which industry the welfare officer is available, or the post would be vacant, in that industry student can take the placement. (If any industry has good performance, may be new mgt. would be establish, as per this where labour welfare officer may be not available, but student would be take their placement with permission from department.
- (3) In this semester students have to make project report on Research base.
- (4) They have to write daily report of their work.
- (5) Students have to make Logbook, and they have to take signature of their head from the industry.
- (6) After completing placement students must take signature on their project report of their head from the industry.
- (7) On the very second day after completing block placement student must submit their project report & daily report in the department.

SEMESTER - II

Course (Paper) Unique Code CORE 1601330102030700

LABOUR WELFARE- (Credit-4)

Objectives:

1. To know and understand major chunk of the labour forces struggling for visibility in the vast organized and unorganized sector.
2. To understand and study the efforts which calls for greater attention towards the conditions of labour and their welfare.
3. To understand and study inevitable for the progress and development of our country to provide them with decent environment of work and life.
4. This paper examines the traditional concept of Labour Welfare Industry as well as problems of marginalized groups like—child Labour and Women Labour.

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
LABOUR WELFARE	3001.1. Introduction	1.1.1 labour welfare: Meaning, Definition, Scope, Types, principles and Approaches. 1.1.2. statutory and non- statutory Labour Welfare: Intra-mural and Extra-mural welfare. 1.1.3. Agencies of Labour Welfare: State, Employer, Trade Unions, Voluntary Agencies.	<ul style="list-style-type: none">• Lecture• Discussion with audio-visual aid	4	20%
	1.2 State and	1.2.1. Labour Policy in India 1.2.2. Plans and Labour Welfare	<ul style="list-style-type: none">• Lecture• Discussion		20%

	Labour Welfare	1.2.3. Legislation and Labour Welfare in India	with audio-visual aid		
	1.3 Working condition and Benefits	1.3.1. Working conditions in the factory-safety and accident prevention 1.3.2. Health and Hygiene 1.3.3. Canteen Organization and management 1.3.4. Organization of credit and consumer co-operative societies-recreational and educational activities Workers education in India 1.3.5. Functions of Labour welfare officers in Industry	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Roll-play • Case-study 		20%
	1.4 Problems of Labour in India	1.4.1. Problems of Indian Labour Industrial Housing Slums Illiteracy Indebtedness alcoholism. Absenteeism and turnover 1.4.2. Problems of child labour 1.4.3. Problems of women labour 1.4.4. Problems of un-organized labour	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	1.5 Functions of Labour	1.5.1. History of Labour welfare 1.5.2. Function of Labour welfare officer 1.5.3. Duties & rights of Labour welfare officer	<ul style="list-style-type: none"> • Lecture • Discussion with audio- 		20%

	welfare officers in Industry		visual aid		
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Suggested Readings :

1. Memoria, C. B. (1966) Labour Problems and Social Welfare in India, Kitab mahal, Allahabad.
2. Punekar, S. D. (1978) Labour Welfare, Trade Unionism and Industrial Relation, Himalaya Publishing House, Bombay. - 28 -
3. Kohli, A. S. and Sharma S. R. (1977), Labour Welfare and Social security, Anmel publications Pvt. Ltd. New Delhi.
4. Venkat Ratnam, C. S. (2001), Globalisation and Labour-management Relation : Dynamics of change, Sage Publication response books, New Delhi.
5. Jrabvala, R. and R. K. Subrahmanya (Eds) (2000), The unorganized sector : Work security and Social protection, sage Publication, New Delhi.
6. Misra. L. (2000) Child Labour in India, Oxford University Press, New Delhi.
7. Mathur, D. C. (1993), Personnel Problems and Labour Welfare, Mittal Publications, New Delh

Course (Paper) Unique Code CORE 1601330102030800

LABOUR STATISTICS- (Credit-4)

Objectives :

1. The main objective of this part of paper is to train the students to use the techniques of statistical analysis, which commonly, apply to understand and analyze the economic phenomena.
2. The part of paper also deals with simple tools and techniques, which will help a student in data collection, presentation, analysis and drawing inferences about various statistical hypotheses.

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
LABOUR STATISTICS	3002.1 Introduction to Statistics	2.1.1 Basic Concepts: Population-sample-parameter-frequency distribution, cumulative frequency.	<ul style="list-style-type: none">• Lecture• Discussion with audio-visual aid	4	20%
		2.1.2. Graphic & diagrammatic representation of data			
2.1.3 Techniques of data collection-sampling Vs population					
	2.2. Central Tendency and Dispersion	2.2.1. Measures of Central Tendency-mean, median, mode, geometric mean and	<ul style="list-style-type: none">• Lecture• Discussion with audio-visual aid		20%

		<p>harmonic mean.</p> <p>2.2.2. Advantages, disadvantages and uses of mean</p> <p>2.2.3. Measures of dispersion: Ranges, Mean deviation, Quartile Deviation, Standard Deviation, coefficient of variation</p>			
	<p>2.3. Correlation and Regression</p>	<p>2.3.1. Correlation : Simple coefficient of correlation-scatter diagram, Karl Pearson, concurrent deviations and Rank Correlation.</p> <p>2.3.2. Regression analysis- Estimation of regression line in a bivivariate distribution- least squares method, interpretation of</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		<p>20%</p>

		<p>regression coefficients</p> <p>2.3.3. The balance scorecard</p>			
	<p>2.4 Sampling and Sampling Distribution</p>	<p>2.4.1. Basic concepts of Sampling-random and non random sampling</p> <p>2.4.2. Brief idea of Sampling distribution</p> <p>2.4.3. Formulation of statistical hypothesis-Null and alternative; level of significance</p> <p>2.4.4. Hypothesis testing bases on Z. t and χ^2 (chi-square) and F test, type 1 and type 2 errors</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		<p>20%</p>
	<p>2.5. Index Number</p>	<p>2.5.1 Concepts of price relative, quantity relative, Laspeyer's Paasche's and Fisher's. Index Numbers</p> <p>2.5.2 Family budget Inquiry Method</p> <p>2.5.3 Cost of living index, numbers</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		<p>20%</p>

		<p>and its construction</p> <p>2.5.1 Wage Statistics</p> <p>2.5.2 Measurement of absenteeism.</p> <p>2.5.3 Labour turnover and unemployment</p> <p>2.5.4 Sources of labour Statistics in India and their use</p>			
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REFERENCE:-

1. Sukhtme. P. V. and B. V. Sukhatme (1970), Sampling theory of survey with applications, IOWA State Uni. Press, Ames.
2. Gupta, S. C. (1993) Fundamentals of applied Statistics, s. Chand and Sons, New Delhi.
3. Levin. I Richard and Rubin, S. David (19912), Statistics for management, 7th Pranice Hall of India, New Delhi.
4. Nagar, A. L. and Das, R. K. (1997) Basic Statistics, 2nd Ed. Oxford University Press, New Delhi.
5. Monga, G. S.(1993), Mathematics and Statistics for Economics, Vikas Publishing House, New Delhi.
6. Beginning Statistics : An Introduction for Social Scientists, new Delhi : Sage Publications.
7. Manheim, Henry, L. 1977. Sociological Research : Philosophy and Methods,
8. Illinois: The Dorsey Press. Marshall, Gatherine and Rosaman, G.B. 1999
9. Designing Qualitative Research, IIIrd Edn. New Delhi : Sagar Publications.
10. May, Tim. 1997. Social Research : Issues, Methods & Process Buckingham: Open University Press
11. Moser, C.A. & Kalton, G. 1977 Survey Methods in Social Investigation, London Heinemann Educational Books.

Course (Paper) Unique Code CORE 1601330102030900
INDUSTRIAL RELATION AND TRADE UNIONISM – (Credit- 4)

OBJECTIVE OF THE PAPER:-

- (1) To make the Students understand the importance of industrial relations.
- (2) To familiar the Students about the trade unionism and its role in IR system.
- (3) To understand the study , the changing function and role of trade unions in the context of changing global scenario.

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
INDUSTRIAL RELATION AND TRADE UNIONISM	3000.1 Management of Industrial relations	3.1.1 Industrial relation perspectives in the emerging socio-economic scenario, approaches to IR. 3.1.2. Industrial relation and the state-legal framework of IR 3.1.3 Industrial conflicts- causes and effects, remedial techniques- collective bargaining and negotiations emerging trends 3.1.4. Discipline and Grievance management 3.1.5. Participative	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%

		<p>management and Co-ownership</p> <p>3.1.6. Productivity bargaining and Gain sharing Distributive bargaining</p> <p>3.1.7. Comparative industrial relation-IR in U.K., U.S.A., U.S.S.R., Japan</p>			
	3.2. Labour Movement	<p>3.2.1. Guiding principles of trade unionism, * Theories of trade unions</p> <p>3.2.2. Types and structures of trade unions</p> <p>3.2.3. Trade unions, their functions and role</p> <p>3.2.4. Trade unions, their administration and finances</p> <p>3.2.5. History of Trade union movement in India</p> <p>3.2.6. The Trade unions in U.K./ U.S.A./ Germany</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
		3.3.1. The growth of National Trade	<ul style="list-style-type: none"> • Lecture • Discussion 		20%

	3.3.Indian Trade Unions	<p>13Unions (INTUC, AITUC, HMS, UTUC, etc)</p> <p>3.3.2. The growth of white collar unionism in India</p> <p>3.3.3. Indian Trade Unions, Their problems and prospects</p> <p>3.3.4. The ILO and Indian Trade Unions movement</p>	on with audio-visual aid		
	3.4 Indian Trade Unions : Modern Context	<p>3.4.1. Indian Trade Unions : Political Affiliation</p> <p>3.4.2. Trade union leadership</p> <p>3.4.3. Trade union Rivalry</p> <p>3.4.4 Economics crisis: 113130 and working class response.</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	3.5 Trade union rivalry & crisis	<p>3.5.1. Trade union Rivalry</p> <p>3.5.2 Economics crisis: 113130 and working</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

Suggested Reading :

1. Karnik V. B. (11370) : Indian Trade Union—A survey, Popular Prakashan, Mumbai.
2. Mamoria C. B. and Mamoria (113132) : Dynamics of Industrial Relations in India, Himalaya Publishing House, Mumbai.
3. Ramaswamy E. A. (113137) : The Worker and Trade Union, Allied Publishers, New Delhi.
4. Agarwal R.D. (11372) : Dynamics of Labour Relation in India—A Book of readings, Tata McGraw Hill Co. Ltd.
5. Laxmanna C. et All (113130) : Workers participation and Industrial democracy, Global perspective Publication, Ajanta.
6. Aziz Abdul (11384) : Labour Problems of Developing Economy, Ashish Publishing House. - 20 -
7. Punekar S. D. (11378) : Labour Welfarw, Trade Unionism and Industrial Relations, Himalaya Publishing House, Bombay.
8. Sen Sukomal (113137) : Working class of India – History of emergence and movement 1830-113130. K. P. Bagchi and company, Calcutta.
13. Verma Pramod and Mookherjee Surya (11382), trade Unions in India – Concepts, cases and case-Law, Oxford & IBH Publishing Co.
10. Ramaswamy E. A. : & Ramaswamy Uma (11381), Industry and Labour, Oxford University Press.

Course (Paper) Unique Code ELECTIVE-1 1601330202030301

MANAGEMENT OF DEVELOPMENTAL AND WELFARE AND SERVICES-
(Credit-4)

1. Course Objective

3. Acquire knowledge of the basic processes of managing and administrating developmental services in the context of social work profession.
4. Acquire skills to participate in managerial and administrative processes, and programme delivery.
5. Develop the ability see relationship between policy, and programmes, analyze the process as applied in specific settings, and specific programmes.
6. Understand the need for, and develop accountability to the public and the profession.

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
MANAGEMENT OF DEVELOPMENTAL AND WELFARE AND SERVICES	3004.1.1. Services, Organizations and environment	1.1.1 Need for welfare and developmental organizations	<ul style="list-style-type: none">• Lecture• Discussion with audio-visual aid	4	20%
		1.1.2. Registration of organizations constitution and policy			
1.1.3. Organizational design and structure in its environmental context					
	4.1.2 Services and their	1.2.1. Types of services	<ul style="list-style-type: none">• Lecture• Discussion		20%
		1.2.2. Programme delivery eligibility criteria			

	delivery	1.2.3. Management of programmes and evaluation 1.2.4. Proposals for small programmes	n with audio-visual aid		
	4.1.3 Organizational climate and mgt. processes	1.3.1. Creating a work oriented climate 1.3.2. Understanding authority, relationship and interpersonal relationships 1.3.3. Working with Boards, committees, and other staff. 1.3.4. Working in professional team.	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	4.1.4 Policies and practices	1.4.1. Policies and practices for personnel in organizations; 1.4.2. Volunteers, professionals, Para-professionals 1.4.3. Communication in an organization- essential component, type's barriers, decision making levels and methods.	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	4.1.5 Work	1.5.1 Unit of work, time allotment, workload,	<ul style="list-style-type: none"> • Lecture • Discussion 		20%

	processes task	responsibility, coordination 1.5.2 Staff-client relation 1.5.3 Teamwork, supervision, directing, monitoring, evaluation 1.5.4 Conflict resolution	n with audio- visual aid		
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Reference:-

- (1) Koontz. H. and Weihrich, H. 1998 Essential of management, New Delhi: Mc Graw hill.
- (2) Denyer, J.C. 1979 Office Administration, Plymouth : McDonald and Evana
- (3) Lauffer, A. 1977 Understanding your Social Agency, London: Sage Publication
- (4) Narkwilboonwang, W and Tips, W.E.J. 1986 Project identification, Formulation and start up Non- governmental Rural development Orgazations in Thailand, Bangkok : AIT.
- (5) Neiner, M.1982 Human Service Management, Illinois: Dorsal press
- (6) Norad 1998 Guide to Planning and Evaluating NGO projects
- (7) Patti, R. 1983 Social Administration in India, Englewood Cliffs: Prentice Hall
- (8) Sachdeva, D.R. 1992-93 Social welfare Administration, Allahabad: Kitab Mahal.
- (9) Skidamore, 1983 Social work Administration, New Jersey: Prentice Hall.
- (10) Steiner, R. 1977 Managing Human Service Organization, From Survival to Achievement Beverly Hills: Sage Publications.

Course (Paper) Unique Code ELECTIVE-1 1601330202030302
Training & Development in Human Resource - (Credit-4)

Course Objectives:-

1. Define the concept of training and development of Human Resources.
2. Explain the functions, models and context of planning.
3. Execute the basic English

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
Training and Development of Human Resources	3004.2.1. Introduction	2.1.1 Concepts of training and development	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 	4	20%
		2.1.2. Various definition of training and development			
		2.1.3. Models of training			
2.1.4. Context of training					
	4.2 Approaches	2.2.1 Analysis and design and developmental programmes	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%
	2.2.2. Development of training programme				
	2.2.3. Evolution of training programmes				
	4.3 Strategy	2.3.1. Methods of training : Case Method,	<ul style="list-style-type: none"> • Lecture • Discussion with 		

		<p>Coaching and counseling , role playing and games</p> <p>2.3.2. Methods of training: Related Reading, Correspondence study, conference method</p> <p>2.3.3. Training Technology</p> <p>2.3.4. Management, Supervisor and employee entrepreneur training development</p>	<p>audio- visual aid</p> <ul style="list-style-type: none"> • Roll-play • Case-study 		20%
	4.4 Competency- Based pay.	<p>2.4.1.Introduction</p> <p>2.4.2. What is competency-based Pay?</p> <p>2.4.3. Why use competency-based pay?</p> <p>2.4.4. Competency-based Pay in Practice.</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%
	4.5 Computer	<p>2.5.1.Components of computer</p> <p>2.5.2. Application of</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%

	Literacy	computer 2.5.3. Special uses of computer for human resource development			
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Reference Books:-

- (1) The ASTD training and development handbook; a guide to human resource; Robert L. Craig, American Society for training and Development.
- (2) Human Resource Development- Learning & training for individuals & Organizations Edited By:-John P. Wilson; British Library Cataloguing In publication Data
- (3) Managing Human Resource – George W. Bohlander, Scott Snell
- (4) International Labour Conference 88th Session 2000 Report V Training for Employment : Social inclusion, Productivity and Youth employment- International Labour office- Geneva
- (5) Managing Human Resource By :- Bohlander & Snell
- (6) Human Resource Management Twelfth Edition- By :- Robert L. Mathis ; John H. Jackson
- (7) Student Service ; A handbook for the profession Fourth Edition – By Susan R. Komives , Dudley B. Woodard , Jr. and Associates.
- (8) Approaches to training and Development By Dugan Laired , Sharon S. Naquin, Elwood F. Holton; The training and Development By:- Craig Eric Schneier
- (9) Using Sensitivity training and the laboratory method: an organizational case By Richard L. Batcheleder, James M. Hardy, Young Men’s Christian Association.
- (10) Human Resource Management for Publication and non- profit Organization; Second Edition ; Joan E. Pynes.

Course (Paper) Unique Code ELECTIVE-2 1601330302030101
ENVIRONMENT AND ECO-SYSTEM- (Credit-4)

Objectives:

1. To sensitize students about Environmental issues and its impact on peoples development.
2. To enable students develop Social Work intervention strategies.
3. To motivate students to be Proactive and develop Human Rights perspective in Environmental Issues.

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
ENVIRONMENT & ECO-SYSTEM	3005.1.1 Basic ecology of earth	1.1.1 Vegetation pattern, Biotic factors, Abiotic factors, Climatic factors (EL nino, La Nina) food chain, food web, Bio-Geo chemical cycles (N ₂ , CO ₂ , S ₂ , phosphorus and calcium).	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%
	5.1.2 Pollution and its effects :	1.2.1. AIR : composition and types of air pollution, ozone layer depletion, green house effect 1.2.2. WATER : Types of water bodies, sources and types of water pollution,	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

		<p>Marine pollution.</p> <p>1.2.3. LAND : Soil structures and types of soil pollution, agricultural pollution, and chemical pollution</p> <p>1.2.4. SOLID WASTE POLLUTION: Types, Bio degradable and non-biodegradable waste and urban waste management.</p> <p>1.2.5. THERMAL POLLUTION : Role of industries</p> <p>1.2.6. INDUSTRIAL POLLUTION : Types</p> <p>1.2.7. NUCLEAR POLLUTION : Radiation</p> <p>1.2.8. NOISE POLLUTION : sources</p>			
	5.1.3. Population	1.3.1. Population pyramids, causes	<ul style="list-style-type: none"> • Lecture • Discussion 		20%

	and ecology, Environmental conservation	for population explosion, resource depletion and sharing of resources. 1.3.2 Conservation and preservation, Methods of Environmental conservation, Methods like drip irrigation, Water shed management, waste land reclamation, Bio-farming, Social forestry and a forestation.	with audio-visual aid		
	5.1.4. Energy ecology, Peoples' participation in environmental movements	1.4.1 Sources and types of energy and energy crisis 1.4.2. Environmental costs – benefit analysis (Environmental accounting) 1.4.3. CHIPKO, APIKO, NARMADHA BACHAO ANDOLAN	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Case-study 		20%

		movements and global Summits.			
	5.1.5. Environmental legislation	1.5.1. a. The Water (prevention and control of pollution) act 1974. 1.5.2. b. The Air (prevention and control of pollution) act 1981. 1.5.3. c. The Environment (prevention) Act 1986 1.5.4. d. The forest Conservation Act	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Case-study 		20%

REFERENCES :

1. Environment and Development; amirtava Mukherjee, V. K. Agnihotri.
2. Environmental Challenges and ecological disaster : Gopal Bhargava.
3. Environment, Man and Nature : Gautham Sharma.
4. Appropriate Technology for Rural Development in India : Flories P. Blankenberg.
5. The Gobal Environment Movements : B.D.Nagohaudhari
6. Environment Economics : R. Srinivasan
7. Pollution control legislations (Tamilnadu Pollution Control Board)
8. Special issues by 'The Hindu' on Environment.
9. Environmental Economics : S. Sankaran.
10. Cherunilam Francis International Business Environment Himalaya publishing House, Mumbai, 2006
11. Mithani D.M. International Economics Tata McGraw Hill, 2005 or Latest edition.

Course (Paper) Unique Code ELECTIVE-2 1601330302030102
INDUSTRIALIZATION, GLOBALIZATION & LABOUR - (Credit-4)

Course Objectives:-

1.To make awareness among students about globalization.

2.To understand about how the labour force is important in industry and how to tackle it.

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
Industrialization, Globalization & Labour	3005.2.1. Introduction	2.1.1 Growth & sectoral development 2.1.2. Meaning of Labour 2.1.4. Work and employment	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 	4	20%
	5.2.2 Development	2.2.1 Perspectives on Employment and economic development: 2.2.2. Industrialization in developing countries; 2.2.3.Industrialization & social change	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%
	5.2.3 Theories	2.3.1. Labour market theories 2.3.2. Labour Supply	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%

		2.3.3. Determinates of labour force participation			
	5.2.4 Quality of Labour	2.4.1. Human Capital Theory 2.4.2. Productivity and earning linkages 2.4.3. Demand of Labour 2.4.4. The Determinates of the elasticity of labour demand	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%
	5.2.5 Industrialization & Post	2.5.1. Role of Industry – 2.5.2. Impact of industry on existing social relations and social institutions 2.5.3. Sociological approaches to labour market analysis.	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%

Reference Books:- ‘

1. **Human Resources Mgt and Industrial Relations ...** By. : Dr. J. B. Thakore & Associates.
2. **Personnel Management ...** C.B.Memoria.
3. **Dynamics of Ind. Relations...** C.B.Memoria.
4. **Personnel Management ...** Edwin Flippo.
5. **Human Resources Development and Management. ...** Biswan Nath Ghosh.
6. **Human Resources Mgt....** Subba Rao.
7. **Principles of Labour Welfare....** M.V.Murthy.
8. **Human Resource Management – Gargy Dessler & Biju varkkery** Prentice Hall India/ Pearson Education. -2003. Eleventh Edition.
9. **Human Resource Management - Chandra prasanna,** pearson education, second edition 2006.
10. **Human Resource Management - John M. Ivancewitch –** Tata Mc graw Hill Ninth Edition.

Course (Paper) Unique Code PRACTICAL 1601330602030300
BLOCK PLACEMENT

- (1) Where the H.R.Manager/ Personnel Manager/ I.R.Manager are available, at that place student can take their placement for thirty days in an industry.
- (2) In which industry the welfare officer is available, or the post would be vacant, in that industry student can take the placement. (If any industry has good performance, may be new mgt. would be establish, as per this where labour welfare officer may be not available, but student would be take their placement with permission from department.
- (3) Students have to make project report on two specific subjects – whether it is welfare services, various types of industrial relations, training & development.
- (4) They have to write daily report of their work.
- (5) Students have to make Logbook, and they have to take signature of their head from the industry.
- (6) After completing placement students must take signature on their project report of their head from the industry.
- (7) On the very second day after completing block placement student must submit their project report & daily report in the department.

SEMESTER - IV

Course (Paper) Unique Code CORE 1601330102041000
ORGANIZATION BEHAVIOUR
&
ORGANIZATION DEVELOPMENT
(Credit- 4)

Objective:-

1. The introduction of OB and OD studies aims at sensitizing the students about the basic organizational process.
2. The behavioral aspects and sharpen their skills so as to enable them to act as change agents striving for organizational effectiveness and change.

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
ORGANIZATION BEHAVIOUR & ORGANIZATION DEVELOPMENT	4001.1. Organization Behaviour	16.1.1 Introduction to OB 16.1.2. Definition of OB 16.1.3. Concept & nature of OB in the organization	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 	4	20%
	4001.2 Organizational Development	16.2.1. Organizational change, intervention strategies 16.2.3. HRD approaches for coping with Organizational	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%

		change and HRD for workers			
	4001.3 Organizational development	16.3.1. Emergence of counseling-with a focus on performance counseling 16.3.2. Stress Management	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Case study • Roll play 		20%
	4001.4 Organizational design principles	16.4.1. Workers' Participation In management 16.4.2. Strategies/ Method s/ Schemes/ Forms Of WPM 16.4.3. 5 Level Of WPM 16.4.4. Case Study	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%
	4001.5 Organizational Behaviour and other related factors	16.5.1. Personality, Attitude and Perception 16.5.2 Motivation concepts 16.5.3. Group processes, Team building and interpersonal communication, conflict and negotiations 16.5.4. Decision making-	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll Play • Case study 		20%

		Empowerment 16.5.5. Organizational Culture and change			
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REFERENCE:-

1. Luthans F. (2002) Organizational Behaviour, Mc Graw Hill, International Edition.
2. Robbin, S. P. Organizational Behavior (2002) Prentice Hall of India, New Delhi.
3. Khandwalla, P. N. (1992), Organization design for excellence, New Delhi, Tata Mc Graw Hill,
4. Senge, P. 'The Fifth Discipline : The Art and Practice of the Learning Organization' (2002), London Century.
5. French, W. H. and Bell.C. H. Organizational Development, Prentice Hall of India, 1991. New Delhi.
6. Psychology in Industry-Norman R. F. Maier, George G. Harrap & Co. Ltd., London. - 31 -
7. Industrial Psychology, B. Von. Haller Gilmer, Mc Graw Hill Company.
8. Personnel and Industrial Psychology, Ghiselli & Brown, Mc Graw Hill & Company.
9. Khanka S. S. (2002) Organisational Behaviour, S. Chand & Company Ltd., New Delhi.

Course (Paper) Unique Code CORE 1601330102041100
SOCIAL SECURITY & RELEVANT LAWS
(Credit-4)

Objectives:-

1. In a rapidly industrializing country like India, Balancing the conflicting interest of Labour and Capital is not a delicate task that's why they need social security.
2. For the social security, Some of the laws are made, through it students can get rapid knowledge.

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
SOCIAL SECURITY & RELEVANT LAWS	4002.1. Social Security Concept	4.1.1 Evolution of Social security 4.1.2. Definition and objectives of Social Security 4.1.3 Essential requirement of Social security 4.1.4. Growth and development of social Security and social Insurance in India	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%
	4.2 Social Security	4.2.1. Social Security in India-overview of legislations 4.2.2. Social Security in	<ul style="list-style-type: none"> • Lecture • Discussion with audio- 		20%

	Present and Proposed Perspectives	developing countries 4.3.3. ILO & Social Security 4.3.4. Social Security measures under consideration 4.3.5. Social Security for the unorganized sector	visual aid		
	4.3 Social Security Legislations	4.3.1. Constitution perspective on Social Security 4.3.2. The Maternity Benefit Act. 1961 4.3.3. The Employees' Provident Funds and Misc. Provisions Act, 1952 4.3.4. The Payment of Gratuity Act, 1948 4.3.5. The Employees State Insurance Act, 1948. 4.3.6. Employees's compensation Act, 1923	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

	4.4 Legislation Pertaining to marginalized Groups	4.4.1. Bonded Labour system (Abolition) Act, 1976 4.4.2. Contract labour (Regulation and Abolition) Act, 1970 4.4.3. Inter-state Migrant workmen (Regulation of Employment and conditions of service) Act, 1959. 4.4.4 The Weekly Holiday Act, 1942.	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	4.5 Legislation Pertaining to marginalized Groups	4.5.1. Inter-state Migrant workmen (Regulation of Employment and conditions of service) Act, 1959. 4.5.2. The Plantations Labour Act, 1951	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

SUGGESTED READING: (LABOUR LEGISLATION 1 & 2):-

1. Malik, P.L. (2001) Industrial Law, Vol, 1 & 2 Easter Book Company.
2. Malhotra, the Law of Industrial Disputes, (1988)
3. ILI, Labour Law and Labour Relations, Parts II, IV, VI, VII, IX and XI.
4. Misra S. N. Labour and Industrial Laws (1997), Central Law Publications,

Allahabad.

5. Robert A. Gorman, Basic Text on Labour Law, Ch. 23, 24, 25 (1976).
6. Relevant Portions of the Report of the National Commission on Labour-2002- 1991-1967- Academic Foundation, New Delhi.
7. Chaturvedi R. G. (1997), Law and Procedure of Departmental Enquiries and Disciplinary Actions.
8. S. C. shrivastava (1985), Social Security and Labour Laws.
9. Raval. K. C. (1999). The Bombay Shops and Establishments Act, 1948, Bharati Sahitya Sangh Ltd., Mumbai - 40 -
10. Davies. Paul and Freedland, Mark (1983), Labour and the Law, Stevens & Cons Ltd., London.
17. Memoria, C. B. (1966) Labour Problems and Social Welfare in India, Kitab mahal, Allahabad.
12. Punekar, S. D. (1978) Labour Welfare, Trade Unionism and Industrial Relation, Himalaya Publishing House, Bombay.
13. Kohli, A. S. and Sharma S. R. (1977), Labour Welfare and Social security, Anmel publications Pvt. Ltd. New Delhi.
14. Venkat Ratnam, C. S. (2001), Globalization and Labour-management Relation: Dynamics of change, Sage Publication response books, New Delhi.
15. Jrabvala, R. and R. K. Subrahmanya (Eds) (2000), the unorganized sector: Work security and Social protection, sage Publication, New Delhi.
16. Misra. L. (2000) Child Labour in India, Oxford University Press, New Delhi.
17. Mathur, D. C. (1993), Personnel Problems and Labour Welfare, Mittal Publications, New Delhi.
18. Universal's Labour & Industrial Laws, Universal Law Publishing Co. Pvt. Ltd. New Delhi - India

Course (Paper) Unique Code CORE 1601330102041200
ETHICS, ETHOS AND CORPORATE GOVERNANCE – (Credit-4)

Objectives:-

- 1.To make an understanding regarding ethics
- 2.To get knowledge related to corporate governance and their rules, policies etc..

COURSE	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
ETHICS, ETHOS AND CORPORATE GOVERNANCE	4003.1. Introduction of Ethics	18.1.1 Meaning and definition of ethics 18.1.2. Concept of ethics 18.1.3 Changes & Choice of ethics	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%
	4003.2 Ethos	18.2.1. Meaning & definition 18.2.2. Importance of ethos in business 18.2.3. Concept of ethos	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	4003.3 Morality	18.3.1. Meaning, definition, concept of morality 18.3.2. Morality consist of universal rules 18.3.3. Egoism & Altruism concern with business 18.3.4. Why be moral? Self	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

		<p>interest, motivation and justification</p> <p>18.3.5. Rules and virtues</p> <p>18.3.6. The problem of relativism</p>			
	<p>4003.4</p> <p>The concept ‘Corporate Governance’ and essential corporate governance principles</p>	<p>18.4.1 Introduction</p> <p>18.4.2 The meaning of corporate governance</p> <p>18.4.3 Generally , definition & concept of corporate governance</p> <p>18.4.4 Origins of the corporate governance</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Roll-play • Case-study 		<p>20%</p>
	<p>4003.5</p> <p>Board functions and corporate governance</p>	<p>18.5.1 The organs of governance</p> <p>18.5.2 Board functions</p> <p>18.5.3 Board structures</p> <p>18.5.4 Board structures in the broader context of a good corporate governance model</p> <p>18.5.5 Effective Board structure</p> <p>18.5.6. Effective statutory provisions</p> <p>18.5.7. Effective</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		<p>20%</p>

		regulators 18.5.8. Effective charters. Policies and codes of best practice and conduct			
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REFERENCE:-

1. Ethics, ethos & corporate governance - Walther Christoph Zimmerli, Klaus Richter, Markus Holzinger - Business & Economics
2. **Corporate**, public and global **governance**: the G8 contribution
Michele Fratianni, Paolo Savona, John J. Kirton - Business & Economics
3. CIMA Official Learning System Fundamentals of **Ethics, Corporate Governance** ...
Larry Mead, David Sagar, Kevin Bampton - Business & Economics
5. Mc Connell, C. R. & S. L. Brue (1986) Contemporary Labour Economics, Mc Graw-Hill, New York.
6. Papola, T.S., P.P. Ghos and A. N. Sharma (Eds) (1993) Labour, Employment and Industrial Relations in India, B. R. Publishing Corp., New Delhi.
7. Rosenberg N.R. (1988) Labour Markets in Low Income Countries In Chenery, H. B. and T. N. Shrinivasan, (Eds), the Handbook of development Economics, North-Holland, New York.
8. Venkata Ratnam, C. S. (2001) 'Globalization and Labour-Management Relations, Dynamics of Change', Sage Publications/Response books, New Delhi.
9. Cherunilam Francis International Business Environment
Himalaya Publishing House, Mumbai, 2006
10. Mithani D.M. International Economics Tata McGraw Hill. 2005 or Latest edition

Course (Paper) Unique Code ELECTIVE-1 1601330202040401
INDUSTRIAL SOCIOLOGY CHANGING PERSPECTIVE-
(Credit-4)

Objectives:-

1. To understand and study which are indivisible indispensable part of the industrial society and the wider frame work of society as a whole.
2. They constantly interact with other organizations of society.
3. Therefore, their functions and role need to be re-examined in the wider context of technological changes, management values and globalization etc.

ECT	UNIT	SUBUNITS	TEACHING METHODS	CREDIT	PAPER WEIGHTAGE
INDUSTRIAL CHANGING PERSPECTIVE	4004.1. 1 Industrial Sociology	1.1.1 Industrial dimension of society, Division of Labour, migratory character of Labour	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Roll-play 	4	20%
		1.1.3 Work and Work-process, technology and labour, work culture and work-ethics.			
	4.1.2. Industrial	1.2.1. The growth of industrial cities and social and	<ul style="list-style-type: none"> • Lecture • Discussion with audio- 		20%

	sociology issues	environment issues	visual aid • Roll-play		
	4.1.3 Work Culture with process	1.3.1 Work and Work- process, technology and labour, work culture and work- ethics.	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Roll-play • Case-study 		20%
	4.1.4 Industry and Society : Interrelationship Approach	1.4.1. Nature and scope of Industrial sociology 1.4.2. Industrial society-logic of industrialization . Conflict of culture in industrial society with specific reference to the culture of industrial man, New industrial order and Conflict, major implications of mass society and alteration	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Roll-play 		20%

		1.4.3. Industrialization and social change in India, requirements, obstacles and limitations			
	4.1.5 Relativism	1.5.1. Relativism between workers & workers, management & workers 1.5.2. The factory as a social organization—relation between worker & workers, Management and worker and foreman & worker	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Roll-play • Case-study 		20%

Suggested Reading :

1. Karnik V. B. (1970) : Indian Trade Union—A survey, Popular Prakashan, Mumbai.
2. Mamoria C. B. and Mamoria (1992) : Dynamics of Industrial Relations in India, Himalaya Publishing House, Mumbai.
3. Ramaswamy E. A. (1997) : The Worker and Trade Union, Allied Publishers, New Delhi.
4. Agarwal R.D. (1972) : Dynamics of Labour Relation in India—A Book of readings, Tata McGraw Hill Co. Ltd.
5. Laxmanna C. et All (1990) : Workers participation and Industrial democracy, Global perspective Publication, Ajanta.
6. Aziz Abdul (1984) : Labour Problems of Developing Economy, Ashish Publishing House.
7. Punekar S. D. (1978) : Labour Welfarw, Trade Unionism and Industrial Relations, Himalaya Publishing House, Bombay.
8. Sen Sukomal (1997) : Working class of India – History of emergence and movement 1830-1990. K. P. Bagchi and company, Calcutta.
9. Verma Pramod and Mookherjee Surya (1982), trade Unions in India – Concepts, cases and case-Law, Oxford & IBH Publishing Co.
10. Ramaswamy E. A.: & Ramaswamy Uma (1981), Industry and Labour, Oxford University Press.

Course (Paper) Unique Code ELECTIVE-1 1601330202040402
PERFORMANCE MANAGEMENT AND DEVELOPMENT- (Credit-4)

Course Objectives:-

- 1.To become aware about the level of performance mgt.
- 2.To know the process of goal setting, performance mapping etc.

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	WEIGHTAGE OF PAPER
Performance Management	4004.2.1. Introduction	2.1.1 Introduction about performance management 2.1.2. Philosophy of performance mgt. 2.1.3. Conceptual framework and different approaches to performance measurement & management.	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 	4	20%
	4.2.2 Changing Environment	2.2.1 Significance of performance mgt. in the fast changing	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%

		environment. 2.2.2. Mgt. of performance at multiple levels. 2.2.3. human : individual and team group			
	4.2.3 Performance mgt.	2.3.1. Process or operation of performance mgt. 2.3.2. goal setting 2.3.3. Process mapping	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid 		20%
	4.2.4 Performance mgt.	2.4.1. Identification of performance measures 2.4.2. rating scales 2.4.3. Measurement and normalization method	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%
	4.2.5 Theories	2.5.1. Different theories & models of performance mgt. 2.5.2. systems thinking 2.5.3. lateral relationship 2.5.4. Bench marking	<ul style="list-style-type: none"> • Lecture • Discussion with audio- visual aid • Roll-play • Case-study 		20%

Reference Books:-

- (1) Performance Mgt. – Robert Bascall, McGraw – Hill by CWL Publishing Enterprises
- (2) Performance Management, Key strategies and Practical Guidelines – Michael Armstrong – Second Edition.
- (3) Performance Management – Harvard Business Essentials, American National Standard for Performance of Paper for publications and Document.
- (4) Performance Management : Work and Development – A.E. Schwartz Printed in the United States of America, 1st Edition 2003; Revised 2006.
- (5) Performance Management- Australian Public Service Commission, Publisher AusInfo, 2002
- (6) Performance Management: Concepts, Skills and Exercises, Robert L. Cardy.
- (7) Performance Management: A Business Process Benchmarking Approach, Edited By: Asbjorn Rolstadas, Kluwer Academic Publishers
- (8) Performance Management : Finding the missing pieces – Gary Cokins; Publisher – John Wiley
- (9) IT Performance Management – Piter Wiggers, Henk Kok, Meritha de Boer-de Wit ; Computer Weekly Professional Series; First Published 2004.
- (10) Performance Management Improving Quality and Productivity through Positive; Aubrey C. Daniels, Theodore A. Rosen.

Course (Paper) Unique Code ELECTIVE-2 1601330302040201
NGO Management- (4 credit)

2. Course Objectives:

On successful completion of the course the students would enrich their knowledge about the i) structure, development and establishment of NGOs, ii) contents of project identification, budgeting, and funding, iii) project personnel empowerment and monitoring and evaluation.

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
NGO Management	4005.1.1 NON-GOVERNMENTAL ORGANIZATIONS	1.1.1. Non-Governmental Organizations: Concept, Meaning, Need, Classification, Structure, Functions, Philosophies, Principles, Significance, Strategies, and Role of NGOs. Historical Development of NGOs in India.	❖ Lecture ❖ Discussion with audio- visual aid	4	20%
	5.1.2 ESTABLISHMENT OF NGOS	1.2.1 Registration and Establishment of NGOs: Societies Act, Trust Act, Company's Act (Sec. 25), Bylaws Preparation and Legal Status of NGO. Monitoring Mechanism adopted by Governments - FCR Act. Administration Policy Making: Membership Classification, Aims and Objectives of	❖ Lecture ❖ Discussion with audio visual aid		20%

		the Executive Committee, Office Bearers and Governing Counsel, and Rights, Power and Duties.			
	5.1.3 PROJECT IDENTIFICATION AND BUDGETING	<p>1.3.1. Project Identification and Feasibility Studies / Base Line Surveys, Project Formulation, Planning and Policy-making, Strategy Formation and Preparation of Project Proposals and Project Implementation.</p> <p>Budgeting: Meaning, Steps and Important Items in Budget. Resource Mobilization: Central and State Government Assistance and other Assistance. Fund Raising: Meaning, Techniques and Income Generation Programmes (IGP). Financial Management, Financial Collaboration between Funding Organization and Non-Profit Organizations.</p>	<ul style="list-style-type: none"> ❖ Lecture ❖ Discussion with audio visual aid 		20%
	5.1.4. FUNDING OF NGOS	<p>1.4.1. Funding: Sources of Funding – Government Grants, Foreign Aid, Donations, Membership fees and NGOs Contribution. Project Approach to Funding: Donor Consortium Approach, Funding</p>	<ul style="list-style-type: none"> ❖ Lecture ❖ Discussion with audio visual aid 		20%

		Criteria and Conditionality. Managing Relationships with Donors, Working with Governments, Aspects of Financial Management relevant for NGOs and Networking Strategies.			
	5.1.5 PROJECT PERSONNEL EMPOWERMENT AND MONITORING AND EVALUATION	<p>1.5.1. Training: Meaning, Need, Importance, Purpose, Significance and Training Needs: NGO functions in different Fields: Health, Rural Development, Child Health and Welfare, Women Welfare, Youth Welfare and Aged Welfare. Role of NGOs in Administering the Social Welfare Programmes. Project Evaluation and Monitoring: Aims, Objectives, Purposes and Creating Management Information System. Project Appraisal: Meaning and Techniques: Logical Frame Analysis (LFA), Participatory Rural Appraisal (PRA) - Principles, Methods of PRA and Network Analysis.</p>	<ul style="list-style-type: none"> ❖ Lecture ❖ Discussion with audio visual aid 		20%

References:

1. Clark, John, 1991 Voluntary Organisations: Their Contribution to Development. London, Earth Scan.
2. Dorothea, Hilhorbt, 2003 The real World of NGOs: Discourses, Diversity and Development. Zed Books Ltd.
3. Drucker, Peter, 1993 Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
4. Ginberg, Leon, H., 2001 Social Work Evaluation: Principles and Methods. Singapore: Allyn and Bacon.
5. Julie Fisher, 2003 Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.
6. Kandasamy, M., 1998 Governance and Financial Management in Non-Profit Organizations. New Delhi: Caritas India.
7. Kapoor, K. K., (Ed.), 1986 Directory of Funding Organizations. New Delhi: Information and News Network.
8. Kumar, A., 2003 Social Change through NGOs. New Delhi: Anmol Publishers.
9. Lawant, B. T., 1999 NGOs in Development. Jaipur: Rawat Publications.
10. Mukherjee, Amitara (Ed.), 1995 Participatory Rural Appraisal: Methods and Application in Rural Planning. New Delhi: Vikas Publishing Co.
11. Mukherjee, K. K, and Voluntary Organization: Some Perspectives Mukherjee Sutapa, 1986 Hyderabad: Gandhi Peace Centre.
12. Mukherjee, Neela, 1995 Participatory Rural Appraisal and Questionnaire Survey. New Delhi.

Course (Paper) Unique Code ELECTIVE-2 1601330302040202
CONFLICT MANAGEMENT & BUILDING COLLABORATION – (Credit-4)

Objectives:-

- 1.To make an understanding regarding ethics
- 2.To get knowledge related to corporate governance and their rules, policies etc..

ECT	UNIT	SUBUNITS	TEACHING METHOD	CREDIT	PAPER WEIGHTAGE
Conflict Mgt. and Building Collaboration	4005.2.1. Introduction	2.1.1 Introduction about conflict mgt. 2.1.2. Definition & concept of Conflict mgt. 2.1.3 Types of conflict 2.1.4. Attitudes towards conflict	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 	4	20%
	5.2.2 Levels of Conflict	2.2.1. Interpersonal conflict 2.2.2. Intra- group conflict 2.2.3. Sources of conflict: Functional and Dysfunctional conflict	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%
	5.2.3 Models of conflict mgt.	2.3.1. Process and structural Models 2.3.2. Measurement and diagnosis of conflict	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		20%

		<p>2.3.3. Egoism & Altruism concern with business</p> <p>2.3.4. Why be moral? Self interest, motivation and justification</p> <p>2.3.5. Rules and virtues</p> <p>2.3.6. The problem of relativism</p>			
	<p>5.2.4 Collaboration</p>	<p>2.4.1 Developing Collaboration</p> <p>2.4.2 Organizational Intervention Strategies for Collaboration for enhanced Competitiveness</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid • Roll-play • Case-study 		<p>20%</p>
	<p>5.2.5 Assessment of conflict Mgt. Style</p>	<p>2.5.1 Avoiding</p> <p>2.5.2 Forcing</p> <p>2.5.3 Accommodating</p> <p>2.5.4 Collaborating</p> <p>2.5.5 Compromising</p> <p>2.5.6. Empirical Research in conflict mgt.</p>	<ul style="list-style-type: none"> • Lecture • Discussion with audio-visual aid 		<p>20%</p>

Reference Books:-

- (1) Construction Conflict management and Resolution – By Peter Fenn, Rod Gameson
- (2) Construction conflict Management – the role of Education and Training- James Franks
- (3) Dispute Resolution and conflict management in Construction An international review ; Edited by ;- Peter Fenn, Michal O'shea and Edward Davies.; British Library Cataloguing in publication
- (4) Construction conflict Management and resolution Edited Peter Fenn and Rod Gameson; Published by E & F N spon
- (5) Essential of construction Project Management By martin Loosemore, Thomas E. Uher
- (6) Essential of construction Project Management by Thomas E. Uher & marin Loosemore
- (7) Conflict Management by Peter Condliffe ; 3, revised Edition ; Publisher; LexisNexis Butterworths, 2008
- (8) Collective Conflict Management and changing world politics – Edited by Joseph Leggold and Thomas G. Weiss ; Published State University Of New York Press, Albany.
- (9) Organizational Change Source book II : Cases in Conflict Management edited By: Leonard D. Goodstein; Bernard lubin; alice w. lubin.
- (10) The Executive way Conflict Management in corporations; By Calvin Morrill; Library congress cataloging – in – publication data

Course (Paper) Unique Code PRACTICAL 1601330602040400
BLOCK PLACEMENT

- (1) Where the H.R.Manager/ Personnel Manager/ I.R.Manager are available, at that place student can take their placement for thirty days in an industry.
- (2) In which industry the welfare officer is available, or the post would be vacant, in that industry student can take the placement. (If any industry has good performance, may be new mgt. would be establish, as per this where labour welfare officer may be not available, but student would be take their placement with permission from department.
- (3) In this semester students have to make project report on two specific subjects --- Performance mgt., Organizational Behaviour, Mgt. system.
- (4) They have to write daily report of their work.
- (5) Students have to make Logbook, and they have to take signature of their head from the industry.
- (6) After completing placement students must take signature on their project report of their head from the industry.
- (7) On the very second day after completing block placement student must submit their project report & daily report in the department.