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34 OUR RECRUITERS
The Department of Human Resource Development is an elevation of the “Social Science Methodology and Interdisciplinary Studies Cell” was established in the academic year 1978-79. The main objective of this department is to carry out teaching in the context of social change. The Department started Master of Labor Welfare Programme in 1987 and Master of Human Resource Development Programme in the year 1995. The students who have passed out from the Department with the degree of MA (HRD) or MA (Labour Welfare) are all well-placed in reputed organizations.

A Master Degree course: MA in Human Resource Management and Labour Relations has been launched in 2015. The Five Years Integrated Programme in Human Resource Development has been also launched in the year 2015, leading to the awards of MA (HRD) after five years and BA (HRD) after three years. The total intake of students in all courses is 240. Over and above, students are registered under the external mode and there is a provision for intake of foreign students. The Department introduces new courses and revises existing courses as per the changing needs of the industry.

A Centre for Human Development Studies is also set up in the Department to study the issues pertaining to various aspects of Human Development. The Department undertakes research-based projects from Government as well as from the corporates.
Major Milestones

- 1978 Establishment of the Department.
- 2001 Constructed Department’s own building.
- 2006 Commencement of Post-Graduate Diploma in Research Methodology.
- 2007 Phase II, Expansion of Department Building.
- 2011 Phase III, Expansion of Department Building.
- 2012 Commencement of a Certificate Course in SPSS.
- 2013 Commencement of Two Post-Graduate Diplomas in Human Resource Management and Corporate Legal Management are introduced.
- 2014 Commencement of Two Post-Graduate Diplomas: Training and Development and Corporate Social Responsibility.
- 2014 Commencement of Post-Graduate Certificate Course in Research Methodology and Advanced Certificate Course in SPSS.
- 2015 Phase IV, Expansion of Department Building.
- 2015 Commencement of The Five Years Integrated Programme in Human Resource Development leading to award of MA(HRD) after five years and BA(HRD) after three years.
- 2015 Centre for Human Development Studies is set up to study the issues pertaining to various aspects of Human Development. The Department undertakes research-based projects from the Government as well as from the corporates.
- 2016 Commencement of Certificate Course in Austrian Economics. Inauguration of the new (academic) block.
VISION
To be the institution of choice for those committed to building the future through quality education.

MISSION
To advance world-class human resource practices and build a culture of growth to attract, nurture and develop top talent.

OUR CORE VALUES
1. Student-Centeredness
2. Professional Development and Scholarship
3. Competence
4. Integrity and Ethics
5. Innovation and Flexibility
6. Quality Enhancement
7. Teamwork and Collaboration
8. Leadership Development
9. Diversity and Pluralism
10. Openness, Transparency and Trust

KEY THEMES
HRD and Organizational Learning, which explores:
- HR strategy and business partnership
- Organizational learning and knowledge management
- Change and organizational development
- Training development and evolution
- Management Learning, which focuses on:
  - Leadership Development
  - Management development
MESSAGE
FROM THE HEAD

The Department has launched the Five-Years Integrated Programme in Human Resource Development from the Academic Year 2015-16. This programme is unique in the entire region. This programme caters to the needs of HR professionals in one of the fastest growing regions of the country. The industry requires very competent professionals. This course is structured especially in consultation with HR professionals to meet the requirements of the industry.

Students will spend five crucial years of their life learning different aspects of human resource management. When they spend such a long time learning these subjects, they internalize the subjects. Then, human resource management ceases to be a separate function to be performed by them, rather, it gets integrated with their personality. The Five-Year Integrated Programme in HRD is aimed to shape the personality of students to suit the industry requirements.

The Department of Human Resource Development is successfully running two professional master degree programmes. The programmes are Master of Human Resource Development (MA (HRD)) and Master of Arts (Labour Welfare). Both these programmes are well-received by the industry and the students who after successfully completing these programmes get placements in renowned companies. In the present global scenario, the competitive edge requires to be maintained through the proper management of resources, human resources being the most important amongst all.

The classes in the Department and the training activities are scheduled such that the students have to put in longer hours of work. We welcome students who are prepared to work for longer hours, who have an aptitude for hard and focused work, and those who see them as future HR professionals.

I wish you great, exciting learning time at the Department and wishes you best for your life.

Dr. Kiran Pandya
Professor & Head
Title of the Programme: Five years [Integrated] Master of Arts Degree Programme in Human Resource Development

Duration of the Programme: The course shall consist of regular study for a minimum period of 10 semesters in five academic years for Master of Arts degree in Human Resource Development and after successfully completion of the first six semesters, students would be awarded Bachelor of Arts Degree in Human Resource Development.

Medium of Instruction: The medium of instruction and examination shall be English only.

Number of Seats: 60

Reservation of Seats: Reservation as per Government norms.

Fees Structure
An applicant who has:-
- Successfully completed i.e. passed HSC (10+2) Higher Secondary school certificate examination from recognized board by Government of India or any State government of Union of India. (CBSE/GSEB/ICSE/etc.),
- 11 +1 ‘A’ level senior school leaving certificate course from recognized university of India or outside or from Senior Secondary Board or equivalent constituted or recognized by Government of India or any State government of Union of India or any other equivalent institution from foreign country recognized by government of that country, for the purpose of issue of qualifying certificate on completion of the course,
- Any student who has passed Diploma from State council of vocational and Technical education established by Government of India or any State government of Union of India,
- In case of an foreign student, the decision for his eligibility to admission shall be taken by the admission committee.

Minimum marks in Qualifying examination for admission
The applicant should have passed the above mentioned any of the qualifying examination in Pass Class or Equivalent grade for Admission to 5 years Integrated programme in MA (HRD).

Provisional Eligibility Certificate (PEC)
Students passing qualifying examination other than Gujarat Education Board (GSEB) are compulsorily required to obtain Provisional Eligibility Certificate (PEC) from VNSGU.

Admission Procedure
The candidate should submit an application for admission in the prescribed form, attached with the prospectus, duly filled in within stipulated period with all necessary documents. The candidate will have to present the following documents at the time of counseling:
- Qualifying examination mark sheet
- Caste certificate [if applicable]
- Non creamy layer certificate [if applicable]
- For physically handicapped students’ a certificate from the civil surgeon is required.
- Students from other Universities are required to submit a provisional eligibility certificate upon getting admission. Without the submission of the certificate admission will not be confirmed.

Degree Awarded
BA (HRD) will be awarded on successful completion of first 6 semesters and MA (HRD) will be awarded on completion of all 10 semesters.

Pedagogy
- Integrated Learning through adapted text books and online resources.
- Learning through video-lectures, movie screening and study clubs.
- Continuous assessment through online tests.
- Participatory learning through field work, case studies, group discussions, group exercises, workshops, invited lecturers, etc.
# COURSE STRUCTURE

**FIVE YEARS INTEGRATED MASTER OF ARTS DEGREE PROGRAMME**

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<th>Subjects</th>
<th>Paper Code</th>
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Note: Elective courses are offered depending upon the number of students opting for these subjects.
POST GRADUATE PROGRAMMES

MA (HUMAN RESOURCE DEVELOPMENT)
MA (LABOUR WELFARE)
MA HRM & LR (MASTER OF ARTS IN HUMAN RESOURCE MANAGEMENT AND LABOUR RELATIONS)

Total Seats
60 for MA (HRD) Programme
30 for MA (Labour Welfare) Programme
30 + 10 sponsored candidates from industry for MA in HRM and Labour Relations

Eligibility
Any graduate with 45% marks in aggregate from a recognized University. The minimum marks should be without rounding off.

Selection
Admission to MA (HRD), MA (Labour Welfare) and MA in HRM and Labour Relations Programme is given on the basis of the Students' Performance in the written Entrance Test.

Admission Procedure
The candidate should submit an application for admission in the prescribed form, attached with the prospectus, duly filled in within stipulated period with all necessary documents. The candidate will have to present the following documents at the time of counseling.

- Bachelor's degree marks sheet
- Caste certificate [if applicable]
- Non creamy layer certificate [if applicable]
- For physically handicapped student a certificate from the civil surgeon is required.
- Students from other Universities are required to submit a provisional eligibility certificate upon getting admission. Without the submission of the certificate admission will not be confirmed.
- Students are admitted on the basis of the marks scored in the entrance test, if the seats are vacant. Then, the admission is given on the basis of students CAT score. In the absence of above mentioned criteria, the admission is given on the basis of PI [personal interview].
- Students are required to submit application form in prescribed format. Application form can be downloaded from the website (www.hrdvnsgu.ac.in) of the department / university. Filled up application form along with necessary documents should be submitted with processing fees (non-refundable) of Rs. 200/-.

Medium of Instruction: English

Reservation of Seats:
Reservation as per Government norms.

Fees Structure
Fees for MA (HRD)/MA (Labour Welfare) programme is ₹20000 per semester plus University Registration Fees ₹1740. Students are required to pay the fees fixed by the University. Fees for MA in HRM and Labour Relations are ₹20000 per semester plus University fees. Fees for foreign students is US $1000 per semester plus University Registration Fees.

Duration of the Programme
The MA (HRD), MA (Labour Welfare) and MA in HRM and Labour Relations courses are two year full time Post Graduate Degree courses leading to the Master's Degree.

Entrance Test
The entrance test is based on the tests like GRE and GMAT. Students can refer the Model Test of Competition Success Review and other such tests published in other magazines and books. The students are required to tick an appropriate option. Questions are based on general Knowledge, General English, Current events [sports, Literature, History, Science, Politics, Economics, etc] and Reasoning.

Procedure for the selection
Admission to MA (HRD), MA (Labour Welfare) and MA (HRM & LR) shall be through a merit list prepared through an admission test. The admission test may be conducted by any external agency or by the Department of HRD. The test consists of 100 objective type multiple choice questions, which may include:

- 25 marks for English language skills
- 50 marks for General Knowledge and Current Events.
- 25 marks for Test of Reasoning.
The admission test shall comprise questions of graduate level.

For Foreign Students
Those foreign students who wish to get admission in the department, are requested to see the detailed admission procedure guideline on the department website at: www.hrdvnsgu.ac.in

08
Syllabus Outline of MA (HRD) and MA (Labour Welfare) according CBCS (Choice Based Credit System)

The MHRD degree is now renamed to M.A. (HRD) as per the UGC guidelines from the academic year 2017-18. The subjects and syllabus remain same for this course.

MA (HRD) Programme

M.A. (HUMAN RESOURCE DEVELOPMENT)

SEMESTER - I
HR-C-01 Fundamentals of Psychology
HR-C-02 Applied Economics
HR-C-03 Industrial Sociology
HR-C-04 Human Resource Management
HR-C-05 Principles of Management
HR-C-06 Research Methodology
Elective courses
HR-ECT-01 Business Communication
HR-ECT-01 Management and Financial Accounting

SEMESTER - II
HR-C-07 Industrial Psychology
HR-C-08 Labour Economics
HR-C-09 Social Processes and Behavior Issues
HR-C-10 Organizational Development
HR-C-11 Human Resource Development
HR-C-12 Applied Statistics
Elective courses
HR-ECT-02 Business Law
HR-ECT-02 Office Management
HR-ECT-03 Legal Framework Surrounding CSR

SEMESTER - III
HR-C-13 Human Resource Information & Control System
HR-C-14 Economics of Human Resources
HR-C-15 Labour Legislation - I
HR-C-16 Industrial Relations
HR-C-17 Global Human Resource Management
HR-C-18 Human Development and Human Rights
Elective courses
HR-ECT-01 HRD in Service Sector
HR-ECT-02 Law and Economics
HR-ECT-03 Designing Effective CSR Strategy

SEMESTER - IV
HR-C-19 Emerging Trends in HR
HR-C-20 Labour Legislation - II
HR-C-21 Compensation Management
HR-C-22 Strategic Human Resource Management
HR-C-23 Project Work
Elective courses
HR-ECT-01 Data Mining
HR-ECT-02 Total Quality Management
HR-ECT-03 CSR Management and Sustainability Accounting

MA (LW) Programme

M.A. (LABOUR WELFARE)

SEMESTER - I
LW-C-01 Fundamentals of Psychology
LW-C-02 Applied Economics
LW-C-03 Principles of Management
LW-C-04 Human Resource Management - I
LW-C-05 Labour Laws - I
LW-C-06 Research Methodology & Labour Statistics
Elective courses
LW-ECT-01 Business Communication
LW-ECT-02 Financial and Cost Accounting
LW-ECT-03 Computer Application

SEMESTER - II
LW-C-07 Organisational Psychology
LW-C-08 Labour Economics
LW-C-09 Social Processes and Behavioral Issues
LW-C-10 Industrial Relations
LW-C-11 Labour Laws - II
LW-C-12 Organisational Development
Elective courses
LW-ECT-01 Knowledge Management
LW-ECT-02 Legal Framework Surrounding CSR
LW-ECT-03 Industrial Sociology
### MA(HRM and LR)
**MAstEr of ArtS in Human Resource Management and Labour Relations**

#### SEMESTER - I
- **HRM-C-01** Fundamentals of Psychology
- **HRM-C-02** Applied Economics
- **HRM-C-03** Principles of Management
- **HRM-C-04** Human Resource Management - I
- **HRM-C-05** Labour Laws - I
- **HRM-C-06** Research Methodology & Labour Statistics

**Elective courses**
- **HRM-ECT-01** Business Communication
- **HRM-ECT-02** Financial and Cost Accounting
- **HRM-ECT-03** Computer Application

#### SEMESTER - III
- **HRM-C-13** Labour Laws III
- **HRM-C-14** Economics of Human Resources
- **HRM-C-15** Human Resource Development
- **HRM-C-16** Business Laws
- **HRM-C-17** Human Resource Management - II
- **HRM-C-18** Human Development and Human Rights

**Elective courses**
- **HRM-ECT-01** HRD in Service Sector
- **HRM-ECT-02** Industrial Safety
- **HRM-ECT-03** Designing Effective CSR Strategy

#### SEMESTER - IV
- **HRM-C-19** Labour Welfare and Social Security
- **HRM-C-20** Compensation Management
- **HRM-C-21** Strategic HRM
- **HRM-C-22** Corporate Leadership
- **HRM-C-23** Project Work

**Elective courses**
- **HRM-ECT-01** Training and Development
- **HRM-ECT-02** Emerging Trends in HRM
- **HRM-ECT-03** CSR Management and Sustainability Accounting
1. **Post-Graduate Diploma in Human Resource Management (Regular) & (External)**

**Objectives:**
- To make students aware of the real needs of the fast growing and changing HR environment.
- To provide an opportunity to study to those who are working in HR field but do not possess a professional qualification.
- To provide an opportunity to study to those who want to make career in HR field.
- To cater the need for HR qualified person for the industries in South Gujarat.

While offering this program, a perfect balance is maintained between the intellectual stimulation, practical application and theoretical studies.

**Course duration:**
One year consisting of two semesters.

**Eligibility criteria:**
Graduate from any UGC recognized University.

**Number of seats:**
Regular: 30  
External: 30

**Assessment:**
The Degree will be awarded on the basis of Performance of students in Internal and external Examination. Students can write test/semester examination/assignment in English or Gujarati language.

**Programme Structure:**
This programme will be 1 year (two Semester) programme. The Course structure will be as follows.

**SEMESTER - I**

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<tr>
<th>Paper Code</th>
<th>Subjects</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGDHRM-01</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>PGDHRM-02</td>
<td>Organisational Behaviour</td>
<td>4</td>
</tr>
<tr>
<td>PGDHRM-03</td>
<td>Organisational Development</td>
<td>4</td>
</tr>
<tr>
<td>PGDHRM-04</td>
<td>Labour Laws</td>
<td>4</td>
</tr>
<tr>
<td>PGDHRM-05</td>
<td>Industrial relations</td>
<td>4</td>
</tr>
</tbody>
</table>

**SEMESTER - II**

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Subjects</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGDHRM-06</td>
<td>Project report.</td>
<td>4</td>
</tr>
<tr>
<td>PGDHRM-07</td>
<td>Viva-voce</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits of Semester II**

Project and dissertation Work: The students will have to undergo in semester II, one month project training in any establishment and will have to prepare project report on the same.

2. **Post-Graduate Diploma in Corporate Social Responsibility (Regular) & (External)**

**Objectives:**
One year Post Graduate Diploma in Corporate Social Responsibility is focused on providing knowledge regarding responsibilities of corporate sector towards society and environment. This course focuses on CSR programme designing evaluating and monitoring. The programme also makes students aware of the legal aspects of CSR implications.

**Course duration:**
One year consisting of two semesters.

**Eligibility criteria:**
Graduate from any UGC recognized University.
Number of seats:  
Regular: 30  
External: 30  

Programme Structure:  
This programme will be 1 year (two Semester) programme. The Course structure will be as follows.

### SEMESTER - I

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Subjects</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGDCSR-01</td>
<td>Corporate Social Responsibility (CSR)</td>
<td>4</td>
</tr>
<tr>
<td>PGDCSR-02</td>
<td>Legal Framework surrounding CSR</td>
<td>4</td>
</tr>
<tr>
<td>PGDCSR-03</td>
<td>Designing effective CSR strategy</td>
<td>4</td>
</tr>
<tr>
<td>PGDCSR-04</td>
<td>CSR Management and Sustainability Accounting</td>
<td>4</td>
</tr>
<tr>
<td>PGDCSR-05</td>
<td>CSR: Business model for development</td>
<td>4</td>
</tr>
<tr>
<td>PGDCSR-06</td>
<td>Social Research</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Credits of Semester I</td>
<td>24</td>
</tr>
</tbody>
</table>

### SEMESTER - II

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Subjects</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGDCSR-07</td>
<td>Industry Internship</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Total Credits of Semester II</td>
<td>8</td>
</tr>
</tbody>
</table>

Project and dissertation Work: The students will have to undergo in semester II, one month project training in any establishment and will have to prepare project report on the same.

Selection Procedure for all Post Graduate Diploma Courses:
If the number of students’ applications exceeds number of seats for this Post graduate diploma course, than Students to this course will be selected on the basis of their score in written Test and personal interview organized by the Department of Human Resource Development. Students pursuing any other course can simultaneously pursue this post graduate diploma in Human Resource Management as per the norms of the Veer Narmad South Gujarat University. Student can pursue this course as an external student and can appear in examination fulfilling other requirements of the course. Students found weak in certain skills will have to pursue foundation courses offered on at the Department of Human Resource Development Veer Narmad South Gujarat University Surat.

Medium of Instruction:
English

### Fees Structure all Post Graduate Diploma Courses:

#### Regular Students:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>I:</td>
<td>Rs. 10,000 (Ten Thousand)</td>
</tr>
<tr>
<td>II:</td>
<td>Rs. 5,000 (Five Thousand)</td>
</tr>
</tbody>
</table>

Semester I: Rs. 10,000 (Ten Thousand) Semester II: Rs. 5,000 (Five Thousand) to be paid as per the dates prescribed by the Department of Human Resource Development Veer Narmad South Gujarat University Surat. Students will also have to pay other fees as per VNNGU regulations.

#### For External Students:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>I:</td>
<td>Rs. 5,000 (Five Thousand)</td>
</tr>
<tr>
<td>II:</td>
<td>Rs. 2,500 (Two thousand five hundred)</td>
</tr>
</tbody>
</table>

Semester I: Rs. 5,000 (Five Thousand) Semester II: Rs. 2,500 (Two thousand five hundred) to be paid as per the dates prescribed by the Department of Human Resource Development Veer Narmad South Gujarat University Surat. Students will also have to pay other fees as per VNNGU regulations.
### 3. Post-Graduate Diploma Course in Research Methodology

**Course Contents**

#### SEMESTER - I

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Subjects</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Research Process and Philosophical Foundations</td>
<td>4</td>
</tr>
<tr>
<td>102</td>
<td>Statistical Methods</td>
<td>4</td>
</tr>
<tr>
<td>103</td>
<td>Survey Methods</td>
<td>4</td>
</tr>
<tr>
<td>104</td>
<td>Qualitative Research</td>
<td>4</td>
</tr>
<tr>
<td>105</td>
<td>Indian Statistics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits of Semester I</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

#### SEMESTER - II

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Subjects</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>106</td>
<td>Dissertation / Project Report</td>
<td>8</td>
</tr>
<tr>
<td>107</td>
<td>Viva-voce</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits of Semester II</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Eligibility and Admission**

Any Graduate with minimum 50% from recognized university will be eligible for admission to the diploma course. A person who is already enrolled for any other course in the university will also be eligible to get admission to this course. A person who is working in any research institute, NGO or in any organization will also be considered for admission.

- Candidate will be admitted on the basis of scrutiny of his or her application forms and personal interview, if necessary.
- Preference will be given to post-graduate students in social sciences and those who are pursuing research.

**Medium of Instruction:** English  
**Fee Structure:** Nominal  
**Duration:** One year consisting of two semesters.

Students are required to submit application form in prescribed format. Application form can be downloaded from the website (www.hrdvnsngu.ac.in) of the department / university. Filled up application form along with necessary documents should be submitted with processing fees (non-refundable) of Rs. 200/-

### CERTIFICATE COURSES IN SPSS

**Programme Objectives**

- To provide students with the hands-on experience to work with SPSS.
- To give them the basic understanding of statistics and methodology required to understand analytical tools and interpretation of results.
- To encourage the students for a career in statistical analysis using SPSS.

**Eligibility**

Candidates who have passed bachelor degree in any field, preferably in social science with minimum of 50% of marks will be eligible for the admission to this certification course. The departmental committee will admit the students on the basis of merit. The students of the Department, postgraduate students and faculty will be given preference in admission. Reservation as per the University rules will be applicable.

**Duration of the Course**

Duration of the course is 3 months (or 40 sessions of one and a half hour) with total 60 contact hours. Department provides course in two different batches:

- **Regular (Monday to Wednesday) Batch**  
  Time: 4:30 pm - 6:30 pm (Department will have discretion to change the timings)

- **Sunday Batch**  
  Time: 9:30 am - 3:30 pm (Department will have discretion to change the timings)

Minimum required strength of students in each batch is 10. However, the department will have the discretion to change this minimum required number of students.

**Medium of Instruction:** English
Programme Fees

- INR 5000 for the entire course
- The Programme fees must be paid in full at the time of admission.
- Mode of Payment: Cash / Multi-City Cheque / Demand Draft favouring HRD Programme Fund. Payable at Surat.
- The maximum attempts for clearing the course is three.
- Cancellations are entitled to a refund of the paid fee with a 30 per cent cancellation charges.
- Cancellations made 7 days or less before the commencement of the course is non-refundable.
- Examination fees Rs. 500.

Course fees include expenditure towards reading material and ancillary charges to be incurred on consumables.

Course fees for the students of the Department pursuing MHRD, MA (Labour Welfare), PGDRM, PhD, MPhil or any other degree, diploma or certificate course is Rs. 2000. Besides, examination fees will be same (Rs. 500). Fees for the Students, teachers or any staff serving in any constituent Department of the University will also be Rs. 2000 plus examination fees. For cancellation of the admission within one week of the commencement of the will be charged 30% of the paid fees. Examination fees are non-refundable.

The department also offers certificate course in Advance SPSS

Syllabus

Introduction
Introduction to Different Data Types, Scale of Measurements, Classification Techniques.

Basics Of SPSS
Data Entry in SPSS, Missing Values, Multi Response.

Exploratory Data Analysis
Frequency Tables and Different Types of Charts, Measures of Central Tendency, Measures of Dispersion, Distribution of Data Set.

Parametric Tests
Hypothesis, Logic Behind Hypothesis Testing, Procedure Of Hypothesis Testing, p-Value, Logic And Assumptions For Parametric Test, Normal Probability Plot, One Sample t-Test, Two Independent Sample t-Test, Paired t-Test, One-Way ANOVA, Two-Way ANOVA, Post Hoc Test.

Non Parametric Tests
Logic and Assumptions for Non-Parametric Tests, Wilcoxon Test, Mann-Whitney U Test, Kruskal Wallis H Test, Run Test, Chi-Square Test.

Correlation And Regression
Simple Correlation, Partial Correlation, Simple Linear Regression, Assumptions of Regression Analysis, Residual Analysis, Multiple Linear Regression, Curve Linear Regression, Logistic Regression.

Data Reduction Techniques
Factor Analysis, Discriminant Analysis, Cluster Analysis.

Time Series Analysis
Stationary Time Series, Auto Correlation Function, Partial Autocorrelation, Model Fitting Through Expert Modeler.

CERTIFICATE COURSE IN AUSTRIAN ECONOMICS

The Austrian School of Economics is a very important school of thought within the sphere of Economic science. Since the beginning of its foundation by Carl Menger in 1871, this school of thought has seen many ups and downs. Before the beginning of the Keynesian Revolution in the mid 1930s, this school was a prominent part of the mainstream economic science. The ideas of Austrian economics are very important in understanding myriads of economic phenomena like the working of the Laissez Faire (free market) economy, business cycles (boom-bust cycles), unemployment, inflation, banking (commercial and central banking), finance, entrepreneurship etc. etc.

Eligibility

Anyone who is 12th pass and interested in learning the ideas of Austrian economics can apply for this course. Admission will be given on the basis of a personal interview.

Course duration: 3 months (February to April, 2 days a week, Minimum 40 hours of lectures)
Total seats: maximum 30
Medium of instruction: English
Cost: Rupees 2500/-
Ph.D
DOCTOR OF PHILOSOPHY

The students who have completed post graduation in Social Sciences with 55 percent of marks can pursue research work in the Department for the award of Doctor of Philosophy. The department encourages research in areas of Human Resource Development, Economics of Human Resources, Personnel Management, Labour Economics and related areas. The students can also pursue research in any other areas in consultation with supervisor.

The department has excellent environment for undertaking research. The department has started 'Working Paper' series to disseminate the research work done by the research scholars and faculty. The students can have access to computer laboratory, electronic journals and departmental library. The department is developing Centre for Documentation and Database. The Centre will cater to the needs of research students, particularly those who are going to use secondary data.

The department has procured the latest softwares like SPSS, E-Views and Minitab. These packages are extremely useful for cross-section and time series analysis. These packages are widely used by research institutions and other academic institutions of excellence.

M.Phil.

The department has introduced Master of Philosophy programme from the academic year 2009-2010. Students who have completed post graduation in Social Sciences with 55 percent of marks from any recognized university are eligible for this programme. The programme is organized into two semesters. It provides an excellent platform to the students who wish to initiate research into the areas related to human resources, labour welfare and interdisciplinary subjects in social sciences. The programme includes intensive course work, regular lectures-seminars, research paper presentations and a dissertation. It encourages self-study among students by providing excellent facilities for research.
RESEARCH AND INDUSTRY INTERFACE CELL

The department has launched three different Cells in the year 2016. These are:

1. Training and Development Cell
2. HR Analytics Cell

1. Training & Development Cell

OBJECTIVES
- To organize workshops, conference and seminar with joint participation of the Department and the industries.
- To involve experts from industries in curriculum development as per the global competency requirement.
- To provide professional consultancy by the faculty members.
- To arrange carrying out project works in industries under joint guidance of the faculty members and experts from industries.
- To conduct soft skills training programme for industries.

2. HR Analytics Cell

OBJECTIVES
- Providing consultation to corporate houses on big-data analytics, in general and HR analytics, in particular.
- Conducting training programmes, workshops, Faculty Development Programmes etc. in big data analytics and HR analytics.
- Undertake research projects involving study of big data/ HR analytics.
- Organising conferences/ seminars on big data/ HR analytics.
- Publications of working papers on big data/ HR analytics.
- Any programme as per the need of industry/ academia from time to time.

3. Corporate Social Responsibility (CSR) Cell

OBJECTIVES
- To establish a research based institute/Cell to assist corporates and other organisations in Corporate Social Responsibility (CSR).
- Building a bridge and rapport between industry and academic interface and providing practical exposure to students in ground of CSR.
- Provide CSR consultancy services to corporates and non-corporate sectors.
- Assisting corporates to make CSR policy, design CSR activities, process of implementation and framing CSR monitoring mechanism.
- To provide awareness on CSR and its legal requirements and other trainings on international standards on CSR like ISO 26000 on Social Responsibility.
- Baseline Survey/Need Assessment and Social Impact Evaluation on CSR, Mapping community needs to company resources and interest and making suggestions and recommendations for CSR programs.
- Conducting CSR related Seminars/Conferences/Expert talk from industry.
INFRASTRUCTURE

Classrooms
The department has nine spacious and well ventilated classrooms with a capacity of 100 students in each classroom with LCD projectors and multimedia devices.

Computer Laboratories
The department has two excellent air-conditioned computer laboratories with 30 computers in each laboratory. All these computers are equipped with latest software for data processing, data analysis and documentation. Structured cabling is done in both the computer laboratories to have a sound internet as well as good internet connections. The computers in both these laboratories have internet connection with access to e-journals subscribed by University under the Infibnet and the department. The computers are equipped with both kinds of softwares - licensed as well as open source. The students make use of computer laboratory for learning, working on their project reports, preparing the documentation of their term paper, doing data analysis and accessing e-journals. There is a dedicated server room with two IBM X-series servers with a high storage capacity.

Library
The Department has its own library which has a collection of more than 10000 books, 30 journals and magazines, international reports, educational CDs and DVDs, etc. It also subscribes to 10 major local and national level newspapers. Books belong to wide ranging subjects like management, economics, sociology, psychology, law, research methodology, statistics, history etc. It is equipped with a computer desk for students where two PCs with a broadband internet connection are ready to cater to any educational and research needs of the students. The library has all the furniture required for a comfortable reading experience and research environment for the students. It also has a separate research room for the research scholars; this room is also equipped with two PCs with broadband internet connection. Excellent e-resources for doing good research work is available through Sage Research Methods Online. Library has photocopying and scanning facilities. Student Desk computers have an Intranet database of all the available books in the library. Students can use this database to easily search the books of their choice. Library also has a well-furnished reading room. The reading room gives an experience of studying/ reading amidst nature.
Career Guidance and Placement Cell
The department has a full-fledged placement office to take care of career guidance and placement activities. The placement cell undertakes the activities like organizing interactive sessions on placement-related activities, mock interviews, over and above placements of students in various organizations/companies. The students of this department are well-placed and are holding good positions in reputed organizations. The placement cell also undertakes the activity of organizing alumni meets.

Seminar Hall
The Department has seminar hall equipped with LCD projector, multimedia devices and is air conditioned. Workshops, faculty development programmes, seminars, guest lectures and students’ co-curricular and extra-curricular activities are organized in the hall. The Department regularly conducts HR meet – an industry-academia interaction - regularly.

Conference Room
The Department has a conference room to accommodate around 50 participants. The conference room is equipped with LCD projector, a flat-screen TV, multimedia devices and is air-conditioned. Students, teachers and experts from different areas regularly use conference room for meetings, discussions and deliberations. Saturday Movie Club and Socratic Club sessions are arranged in the conference room.

Girls Common Room
This is the age of women empowerment. Girl students of this Department are privileged to have a modest facility of Girls Common Room in the Department, well furnished and comfortable.

Students’ Activity Room
“All work and no play makes Tom a dull boy”. An activity center is set up in the Department in order to allow students to rejuvenate themselves by participating in sports and cultural activities. The activity center has facilities for indoor games like table tennis, carrom, chess and possesses equipment for outdoor games like cricket, football, volley ball etc. Inter-class sports tournament is organized once a year in the department.

Recreation Area and Gym
The students and faculty come to the department at early in the morning and work for the whole day. The department has made arrangements for the students and faculty to have lunch, watch television for a while and have informal interactions, during the break. Modest facilities for gym are available.
**Faculty Development Programmes**

The Department organizes national & international seminars, training programmes, faculty development programmes in various areas like HR, human development, economics, econometrics, statistical and quantitative analysis. The Department is organizing a series of five Faculty Development Programmes on various areas of economics since past five years. The Faculty Development Programme organized in this present academic year 2015-16 was the fifth consecutive programme in the series. The Faculty Development Programmes in Economics are sponsored by the Gujarat Economic Association Silver Jubilee Trust. Faculties and research scholars from various parts of Gujarat participate in programme. A Faculty development programme on HRM was also organized in collaboration with Ahmedabad Management Association earlier. In the past, the department organized faculty development programme, training programmes, workshops etc. to develop competence of teachers and research scholars. Eminent experts from different parts of the state and outside state have delivered lectures in these programmes.

**Research Projects**

The Department has undertaken various research projects sponsored by Government and by industries. At present, the faculty members of the Department are working on preparation of District Human Development Reports of Surat and Tapi Districts. These projects are funded by the UNDP and are channeled to us through the Government of Gujarat. The Department has undertaken many such projects in the past on impact assessment of MGNREGA, traffic survey in Surat city, flood survey, baseline survey of socioeconomic infrastructure in villages of Surat and Tapi districts, identifying data gap in district-level data and on many such socioeconomic issues concerning common people. At present one UGC minor project on Analysis of Demand for Telecommunications is undertaken by the department. The faculty members of the department are also workings on Social Impact Evaluation of CSR Activities of NTPC, Kawas.

**Publication of Working Papers**

The Department publishes the working papers and invites suggestions from experts on taking further, the research work. The are sent to various stakeholders and comments / suggestions are invited on methodology, issues to be covered, the representativeness of the sample, statistical techniques used etc. These are then incorporated while proceeding further with the research work.

**Internship Training and Project Work**

To acquire practical knowledge the students of MA (HRD) and MA (Labour Welfare) are sent to industrial organizations and they undergo an eight-week training. This provides them an exposure to a real working environment. The students are required to undertake a project in an industrial organization. The project work is taken up by the students in consultation with the officials of the organization. The project report is prepared under the guidance of faculty members. On completion of the training they are required to submit a report and make a presentation of the same.
CURRICULAR AND CO-CURRICULAR ACTIVITIES

Research Work
The students of MA (Labour Welfare) and MA (HRD) are also involved in the Research projects undertaken by the Department from time to time. They are involved in survey work as well as in the analysis of the data. Recently the department has undertaken a project on the study of the impact of recent floods in Surat City wherein the students’ involvement was encouraged at all stages. The department conducts special training sessions before conducting such projects.

Term Paper Assignments and Presentation
In order to develop the depth in each subject and to enhance the communication skills, students are allotted different topics by the respective faculty members. The students either work individually or in groups, depending upon the nature of the subject and topic of term paper assignment. The students thus, inculcate the habit of working in groups and practically experience the group dynamics and learn to handle the same.

Observation Visit and Industrial Trips
To ensure overall development of the students, and to provide them an exposure to the functioning of an industry / organization, observation visits and industrial trips are organized. The workplace interaction is an integral part of these courses. Here the students are expected to spend a whole day in an industrial set-up, observing and interacting with people, trying to assimilate and understand its working. These interactions inculcate a desire, among the students, to know more and to get acquainted with the latest innovations that are taking place.

Seminars / Special Lectures / Development Programmes for Students
Seminars are organized in the Department on a regular basis. Experts from different fields are invited to present their research work. This helps the students to keep themselves abreast with the latest trends and developments taking place in the concerned fields.

Study Circle
The Department runs a study circle on different themes every year. Teachers from various disciplines participate in this study circle. Presentations on different topics of econometrics take place and they are followed by discussions. The objective of study circles is to generate multiplier effect through mutual learning. First round of Study circle organised by the department on "Publish or Perish" on January 5, 2017.

During 2016-17, Study Circle organized various discussion on vibrant subjects like 'Importance of Travelling', 'Not without My Daughter', a book review session, "Social Media and Professional Growth" and various others.
Socratic Club

Socratic club is a discussion group of students run by Dr. Madhusudan Raj in the department. This semester students are reading and discussing Frederic Bastiat's book, The Law. The club meets every Saturday. There are 20 student members in this club. The book that students are using is generously donated by Mr. Barun Mitra, President of The Liberty Institute, New Delhi.

Gurupurnima Celebrations

Celebration of Gurupurnima was arranged by students of the department. The celebration was organised at Chanky Hall. Students thanked all teachers on this occasion with a small bouquet, cake and sweets. The students organized a quiz competition and Poster Making event at the class level.

The students of Five Years Integrated Programme in HRD sem-III have decided to adopt the space for plantation and its subsequent maintenance in the new building of Department of HRD.

The efforts of students were well appreciated by all the faculty members of the Department.

A Unique Initiative by L&T Hazira with the Department of Human Resource Development. The faculty members were invited by the Larsen and Turbo, Hazira on June 30, 2016 to attend the presentations of students (who are interns at L&T) as a part of their curriculum and to exchange the ideas to strengthen industry academia interaction.

Department of HRD conducted the activity called "Job Advert Competition." Students who are in semester-3 of MA (Labour Welfare), MA HRM& LR and MA (HRD) took part in the event.

A special seminar on ‘CV Writing techniques’ was organized on August 13 2016 for the students of MA (Labour Welfare) Batch 2014-16 and MA(HRD) Batch 2014 2016.

HR Club Activity

The Department of HRD conducts HR Club where students learn from international experts via video lectures. In last week, the course was about ‘How to search for the job online?’ where students learn to create appealing profile on social media platforms such as LinkedIn. Students also learned the importance of publishing their own articles to increase their credibility.

As a part of HR club activities, the special lecture was organized on the topic of Build the perfect corporate CV/Resume on 16th September 2016 at Seminar Hall.

Industrial Tour to Adani Hazira Port Pvt Ltd (AHPPL)

An industrial tour to Adani Hazira Port Pvt Ltd (AHPPL) was scheduled under their CSR initiative “Project Udaan” on February 3, 2017. The students of Five-Years Integrated Programme in HRD participated in this industrial tour.
National HRD Network

- Students' along with faculties attended the monthly meet of National HRD Network (NHRDN) at Schmitten Chocolates, Kosamba on October 18, 2016. The meet was followed by a plant visit.
- Students' Participation in National HRD Network Meet at Solvay, Panoli on November 22, 2016. The basic focus of the presentation was how Solvay involves beneficiaries and professional bodies like Gujarat CSR Authority (GCSRA) to identify the CSR activities that would benefit the community.
- Students are participated in National HRD Network's monthly meet that was scheduled on December 5, 2016 at Britannia Industries, Jhaghadia, Bharuch District.
- Students' Engagement at National HRD Network Meet at Dahej
- The Department of Human Resource Development (DHRD) team attended the National HRD Network meet at the Hotel Fortune Park, Dahej on September 21, 2016.
- The meet is held every month and the Department participates in these meets in various ways in many of these meets. This meets provide a very good platform of industry-academia interface.

Students are participated in Bharuch District Management Association (BDMA) during the launch of HR Fourm and the first meet of this Forum was scheduled on January 18, 2017.

News Magazine

The department publishes monthly news magazine - "Explorer", by the collaborative efforts of the students and the faculties. The main objective behind this is to inculcate the habit of reading and develop writing skills of students. This activity helps in bringing out the hidden potentialities, creativity and analytical ability of students. Faculty members also contribute articles on regular basis to share their experience/research work with fellow-colleagues and students.

Debates

Debates on various important issues are organized on a regular basis. The arguments in favor as well as against a particular issue are discussed and debated upon. The topics of debate could be of relevance to HR or any current issues.

Elocution Competition

Department organizes elocution competition every year. Topics of day-to-day influence like, Inflation, Rapes, War, Meaning of Human Life etc. are discussed and deliberated. This year 2014-15, an inter-collegiate competition was organized and topics “Justice”, “Truth” and “Ethics and Morals” were debated. In 2016 and inter school Elocution Competition was also organized to appreciate and recognize the untapped potentials among children.

Quizzes

Quiz competitions are held to test the general knowledge of students. Such competitions are held on regular basis. Also, on various occasions, quiz takes place as an evaluation process of some subjects as well.

Extempore

Extempore competitions are organized in the Department. The students get an opportunity to show their talents in such competitions. The students thereby, would always keep themselves updated with the latest developments in various sectors.
Cultural Programmes
Apart from the co-curricular activities, the students participate in extra-curricular activities like drama, singing, dancing, garba etc. These activities provide them with a platform to express their innate qualities and help in grooming their inherent talents. The students show their talents by celebrating various events like teachers’ day, annual day and other cultural fests.

Campaigns
As a part of campaign, "Beti Bachao Beti Padhao" Save Girl Child, the department organised an event to create awareness among youth about the importance of girl child in society. The purpose of the program was to highlight about the imbalance of gender ratio in our society and the possible consequences of that. The department also invited the crew members of the Gujarati movie called, "Chhokri Vina Nu Gaam" for this purpose.
The Department also celebrated the World Population Day on July 11, 2016, by running an awareness campaign regarding burning issue of population. More than 250 students were address by experts on the subject.

Annual Function
The department organizes Annual Function on a grand scale. Faculties from different departments, members of the executive council and general body of the University and our Department Alumni attend this function. Students have an opportunity to express their talents and they do so by different individual / group dances, mono acting, one act plays, skits etc. The objective of annual function is to depict Indian Culture and HR practices through various cultural art forms.

The Movie Club
Audio video medium of communication helps shape the young mind as it has a lasting impact. Movies and documentaries depict the culture, society, polity, economy etc. To acquaint the young minds and leave a lasting impact on them, a movie club is formed and is functional since last five years. The movies and documentaries screened are of social, humanitarian, and educational importance. These movies help in understanding the current scenario of the world. Around 10-15 students from the department regularly attend this movie club.

Garba Competition
Department celebrates Garba competition every year just before beginning or soon after the end of Navratri. All the students of the Department come beautifully dressed in traditional attire for Garba and enthusiastically celebrate the festival. Even foreign students of the department participate in the competition.

Picnic
The department organises a picnic every year. In 2016-17 the students of the department along with teachers and non-teaching staff enjoyed a trek at National Park, Vansda, the Dangs on January 7.

Sports Day
One day in February is announced as the sports day. On this day, students play different sports like Badminton, Cricket, Table Tennis, Valley Ball, Chess, Carom etc. Different rounds of matches are played in each game before a winner team / individual winner is declared.
**FACULTY PROFILE**

**Dr. Kiran Pandya**  
MA, MPhil, PhD (UK)  
Dr. Kiran Pandya is a Professor and Head in the Department. He has more than thirty years of teaching and research experience. He has published number of papers in national and international journals and has co-authored books on quantitative methods and computer applications. He obtained M.Phil degree from University of Poona, for which he studied at Gokhale Institute of Politic & Economics. He was awarded the degree of Doctor of Philosophy by the University of Sussex (U.K.). Commonwealth Commission in U.K. awarded the Academic Staff scholarship to pursue his doctor studies.

**Dr. D G Thakore**  
MPA, PHD (HRD)  
Dr. Dignijay Singh Thakore obtained a Master’s Degree in Public Administration and Ph.D. Degree in the subject area of Human Resource Development. He has also obtained Diploma in IR & PM from Indian School of Labour Education and Diploma in Training & Development from Indian Society for Training & Development. Currently, he is a Professor in the department; teaching subjects like Personnel Management, Organizational Behaviour and Human Resource Development. He has also published articles in Journals. He has more than sixteen years of teaching and research experience.

**Dr. Mehernosh Zaveri**  
MLW, LLB, PhD, FDP (ICFAI)  
Dr. Mehernosh R. Zaveri has more than fourteen years of Professional experience out of which he has twelve years of Post-graduate teaching experience. His area of specialization is Human Resource Management, Organizational Development and Labour Laws. He has actively participated in various workshops and seminars. He has published papers in journals. He has also participated in faculty development programmes in the area of management.
Dr. Smruti Bulsari
MBA, MA, PGDRM, PhD
Dr. Smruti Bulsari has more than 12 years of teaching experience and more than 8 years of research experience. She has obtained her PhD in the subject of economics and holds a Master degree in Business Management as well as Economics. Her research papers are published in reputed journals and she has co-authored books on SPSS. She is a guest faculty to various training programmes / workshops on use of computers in quantitative techniques and time-series analysis. She has worked as a team member in several research projects undertaken by the department.

Dr. Madhusudan Raj
PhD
Dr. Raj is an Austrian School Economist. He holds a Ph.D. in Economics from the Veer Narmad South Gujarat University, Surat. He also holds a graduate degree in Austrian Economics from the Mises University, Ludwig von Mises Institute, Auburn, Alabama, U.S.A. His area of interest is Praxeology. He presently works as an assistant professor of economics at the Department of Human Resource Development, Veer Narmad South Gujarat University, Surat.

Dr. Bhavesh Vanpariya
MBA, LLB, PGDRM, PGDHRM, PhD
He holds MBA with Gold Medal and PhD in Management. He also did LLB, Post Graduate Diploma in Research Methodology and Post Graduate in HRM. Dr. Vanpariya started his career in the corporate world with HCL and moved on to academics with a special focus on research since last nine years. Being academically inclined, he holds the credit of presenting research papers in 50 International and National Conferences and has published 35 research papers and articles in various reputed refereed National and International journals. He was awarded Best Doctoral Research Award by AIMMS International, USA and Nirma University, Ahmadabad, India. His areas of interest include Research Methods, Quantitative Analysis, Service Economy, Neuromarketing, Behavioural Science, Marketing Research, and Marketing Management. He has conducted many workshops, seminars and FDPs on Research Methodology, SPSS, AMOS and Quantitative analysis. He is on the editorial boards and reviewers’ panel of many prominent international journals.
TEACHING ASSISTANT

Ms. Neha Raval  
BSc, MSc(Mathematics), MSc (Statistics)

Dr. Minasree Saikia  
M.A, PGDHRD, PhD

Mayur Bardolia  
PGD, MS

Tusharika Rajguru  
MA - English

VISITING FACULTIES

Adv Hemant Desai  
MCom, LLM

Adv Mayank Mehta  
BCom, LLM

Dr. Gaurang Rami  
MA, MPhil, PGDRM, PhD

Ms Kiran Nagarsheth  
CA

Ms Irmala Dayal  
LLM, GSLET

Ms Dilshad Bhathena  
MA (HRD)

Dr Jayesh Desai  
MBA, MA, PGDRM, PhD

Ms Aditi Acharya  
MSW, PGDRM, NET

Ms. Nidhi Sanghvi  
MBA-HR

Dr. Pankaj Gandhi  
M.S.W, Ph.D.
LEARNING AND DEVELOPMENT

- We help lead organizational development and change toward the University’s strategic vision, mission, and goals through training, facilitation, and consulting services.
- We help people to work productively by facilitating growth and development of their knowledge, skills, and attitudes.
- We make learning accessible, enjoyable, interesting, and relevant.
- We invest in our own professional development.

People

- We recognize and respect the inherent value of each individual.
- We encourage the growth and development of people in all respects, including capabilities, ideas, interests, goals, and perspectives.
- We capitalize on the diverse contributions that derive from differences among people.

Teamwork and cooperation

- We recognize the importance of working with others to achieve common goals.
- We are sensitive to the needs and preferences of other employees and work units.
- We cultivate cooperative working relationships and capitalize on the synergy of collaborative efforts.

Innovative practices

- Integrated learning through adapted textbooks and online resources
- Learning through video-lectures, movie screening and study clubs
- Continuous assessment through online tests
- Participatory learning through fieldwork, case studies, group discussion and invited lectures.
- Special training programmes for capacity building in communication and use of computer in research.

Gold medals

Students passing the whole examinations in first class and receiving highest percentage marks shall be eligible for gold medals sponsored by Hari Om Ashram, Surat:
MLW: Late Shri Jugatram Dave Gold Medal
MA (HRD): Late Shri Godhandas Chokhawala Gold Medal

Scholarship and Free studentships

Some Scholarships and free studentships are awarded by University to encourage the post graduates in different subjects for which MERIT shall be the primary criteria.
In addition, a considerable number of students will be in a position to get the benefit of Government Merit Scholarships for which they shall apply directly. Also there is a provision of Scholarships from U.G.C.
The detail s regarding the terms & conditions for University Scholarship will be circulated to the students at the proper time when academic year commences.

Hostel facilities

Students of the department who desire to take hostel accommodation in the university shall apply in the prescribed form which can be had from the university office. No guarantee is given for hostel accommodation as the numbers of seats available are limited.
PUBLICATIONS

Books

5. Pandya, Kiran; Bulsari, Smruti [2010], Economics of Telecommunication Development, VDM VerlagDr. Müller, Germany. [ISBN: 978-3-639-28928-2].
6. Pandya, Kiran; Sheth, Neha and Bulsari, Smruti [2010], SPSS for Beginners in Gujarati, Popular Prakashan, Surat, [ISBN: 978-81-910491-0-7].
7. Pandya, Kiran; Bulsari, Smruti [2009], SPSS for Beginners, Popular Prakashan, Surat.

Working Papers

PROJECTS

Completed

- An analysis of demand for telecommunication (December 2016).
- Baseline Survey of Socioeconomic Infrastructure in Villages of Surat District” (2011).
- Statistics and Data Gaps at District Level (2011).
- Social Audit of NREGA, sponsored by DRDA (2010).
- A Project on Survey for Asian Climatic Change Resilience Network (ACCRN) for assessing the impact of climatic change in Surat city (2009).
- Project on ‘Surat Flood Survey’ jointly carried out by the Department of Research Methodology and Interdisciplinary Studies in Social Sciences and Centre for Social Studies, Surat (2006).

INTERFACE

- SPSS South Asia Pvt. Ltd.
- Oxford University Press.
- Entrepreneurship Development Institute of India, Ahmedabad
  - National HRD Network
  - National Institute of Personnel Management.
- Center for Social Studies, Surat.
- BRCM College, Surat.
- Department of Economics, Veer Narmad South Gujarat University, Surat.
- Art of Living.

2. In association with Department of HRD, Career Counseling Cell of VNSG University had organized a seminar on ‘CV writing’ on August 9, 2016.

3. A special lecture was organised by Dr. Andrew Carrothers, on August 26 from University of Prince Edward Island of Canada.

4. A guest lecture on How to succeed in Human Resource Development was organized by the department on 30th August 2017.

5. On 30th September, Department organised an seminar on “How to crack competitive exams?” in association with Banking Academy, Surat and National Career Service, Government of India initiative (Ministry of Labour and Employment).

6. Training and development cell at Department of HRD organised a seminar on ‘Team Building’ on 30th September.


9. First round of Study circle organised by the department on "Publish or Perish" on January 5, 2017.

10. A special lecture delivered by Govindji Dholakia ji, CEO of SRK diamonds on January 5, 2017.

11. A special lecture organised on 27th January 2017 by industrial experts on "Best practices in HR in JK Paper Mills".

12. The second round of Study Circle lecture on 'Importance of Travelling' organised on 27th January 2017.


14. A special talk has been organised with Dr.R. N. Verma, ex- scientist at Bhabha Atomic Research Centre and was a member of Pokharan Nuclear test on 11th February 2017.

15. Three days training programme organised on Leadership, Goal Setting and Effective Communication on 1st March to 3rd March 2017.

16. Fourth round of Study Circle Session organised on March 24, 2017 on "Social Media and Professional Growth".


18. The Department announces a 10-days ICSSR-Sponsored National Level Workshop on Research Methodology and Data Analysis during June 12-21, 2017.
REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

“Ragging” means any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Punishable ingredients of Ragging
- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or even unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- All other offences following from the definition of “Ragging”.

Punishments
Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be anyone or any combination of the following:
- Cancellation of admission
- Suspension from attending classes
- Withholding/ withdrawing scholarship/ fellowship and other benefits
- Debarring from appearing in any test/ examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution
- Fine of Rupees 25,000/
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- School Leaving Certificate
- Character Certificate
- Undertaking by the Candidate/Student in prescribed format
- Undertaking by Parent/Guardian in prescribed format
OUR RECRUITERS

Aarti drugs Ltd. Tarapur
ABB India, Pune.
Adani Group of Industries Ltd
Atul Co. Ltd. Valsad
Banswara Syntex Ltd.
Blue Star India Ltd., Dadra
Checkmate Services Pvt. Ltd.
Colortext Industries, Ltd.
Dharmanandan Diamond Pvt. Ltd.
DONEAR INDUSTRIES LTD,
Enercon Pvt. India Ltd., Daman
Essar Limited, Hazira Surat
Fountain head School, Surat
Gujarat Enviro. Protection and Infrastructure Ltd.
Gujarat Fluorochemicals Ltd – Dahej,
Gujarat Gas Company Ltd.
Gujarat Industrial Power Co. Ltd.
Gujarat infrapipes Pvt Ltd, Vadodara.
Gujarat Reclalm & Rubber Products Ltd,
Heubach Colour Pvt. Ltd.,
Hindustan Lever Ltd, Silvassa
HL Engineering, Maroli
Ipca Laboratories Limited,
J M Huber India Pvt. Ltd.,Jhagadia
Jainam Share Consultants Pvt. Ltd,
Kaneria Granite Ltd. Dahej,
Karpura Project Engineering Pvt Ltd,
Kataria Automobiles Ltd.
Kaya Limited (Marico Group)
Kiran Exports, Surat
Kohler India Corp. Pvt. Ltd.,
Larsen & Toubro Ltd.,haziraworks Surat.
Larsen & Toubro Ltd. Vadodara
List of company.
M/s. Batliboi Ltd., Pandesara
Mahendra Brothers Export Pvt Ltd

Micro Inks, Vapi
Munjal Auto Industries Ltd, Vadodara
N.J. India. Invest Pvt., Ltd.
Navin Flourine International, Ltd.
P.M. Diesels Pvt Ltd, Rajkot
Parmes Diamonds Exp. Pvt. Ltd
Peoplepro trainers & consultant s pvt. ltd.
PMC Projects (I) Pvt. Ltd., Adani Group.
PVN Fabrics, Nani Daman,
R.Wadiwala Securities Pvt. Ltd.
Rajashree Polyril, B.K. Birla Group
Rama Newsprints and Papers Ltd.
Reliance Industries Limited, Hazira, Surat
Rishi Laser Ltd.
S. Kumars Nationwide Ltd, Jhagadia,
Sahjanand Chemicals, Ankleshwar.
Sahjanand Technologies (P) Ltd.
Schablonia India Ltd. (Somany Group) Kadi
Shell Co. Ltd. Hazira
Shripad Conchem Pvt. Ltd.,Surat
Shree Ramkrishna Exports Pvt. Ltd.
Sodexo Group, Vadodara
Span Diagnostics Ltd.,
Subhashri Pigments Pvt. Ltd.
Suchi Fasteners Pvt. Ltd,
Sun Pharmaceutical Industries Ltd.
Suzlon Energy Ltd
The Grand Bhagawati Group.
Torrent Pharma, Ahmedabad
Torrent Power, Kamrej
Ultratech Cement Ltd.
United phosphorus ltd., Jhagadia, GIDC
Valson Industries Ltd,
GIDC, Vapi
Welspun India Ltd.
Wockhardt Hospital,
Wockhardt Ltd.
<table>
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<tr>
<th>કોડ</th>
<th>કામગીરીનો પ્રકાર</th>
<th>વિભાગ</th>
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</table>
| 1    | પ્રોવીઝનબોલ વિભાગની, લેખનદર્શક વિભાગની, માન્યતા વિભાગની, અને પ્રોનીસિયો વિભાગની | ઓસ્પીટલિસ |}
| 2    | અનુસારન (પી.લી.) વિભાગની માટે : પી.લી. એન્ટીઅસ અને રાજકોટ વિભાગ, અનુસારન કોન્સ૊લિટેટ વિભાગ, અનુસારન તમામ વિભાગો, પી.લી. રાજકોટ વિભાગ, પી.લી. સ્ટેટ્સ વિભાગ, પી.લી. ડી ભેકી | પી.લી. અંજાલનાલક |}
| 3    | હી રીઢણ યોજના | હિસાબની |}
| 4    | રૂપાન્તર, સામાન્ય સુરતી વિભાગ અને કંપનીના શ્રી. એન. ની યુંક્ટીને વિભાગી સાથે અને પ્રશાસક પસચાત | યુવક કર્મચારી અને સામર્થ હિસાબની |}
| 5    | પી.લી. સ્ટેટ્સ બેઠતી વિભાગ તમામ કામગીરી | પરીલક્ષન |}
| 6    | ભારત સેવા પ્રૂટીના વિભાગ અનુસાર કામગીરી (પ્રૂટીના માધ્યમની સેવા, નવી ગુજરાતની માધ્યમની સેવા, પૂર્વભાગી) | પરીલક્ષન |}
| 7    | કોલીના સેવા અને સેવાદાતા વિભાગ અનુસાર કામગીરી | પરીલક્ષન |}
| 8    | કોલીના સેવા અનુસાર કામગીરી | હિસાબની |}

નામ: યુનિવર્સિટી ક્રિયાશાસનની સમાપ 10.30 બી. એ. 5.10 સુપિયોથી છે. હિસાબની કામગીરીનો સમય: 11.30 બી. એ. 3.00 સુપિયો સુવિધા ક્રિયાશાસન તેમજ સરકારની વિભાગ નિયમ અને નિયમો. (યુનિવર્સિટી ક્રિયાશાસન ક્ષેત્રનું નામ: 2222141 બી. 2222145)
COURSES OFFERED
BY THE DEPARTMENT IN 2017-18

Master Degree Courses
Five-Year Integrated Programme in Human Resource Development
M.A. (Human Resource Development)
M.A. (Labour Welfare)
M.A. (Human Resource Management & Labour Relations)

Post-Graduate Diploma Courses
Post-Graduate Diploma in Human Resource Management (Regular) & (External)
Post-Graduate Diploma in Corporate Social Responsibility (Regular) & (External)
Post-Graduate Diploma Course in Research Methodology

Certificate Course
Certificate Course in SPSS
Certificate Course in Advance SPSS
Certificate Course in Austrian Economics

Research Courses
Ph.D.
M.Phil.