

MHRD

Annexure – 2

VEER NARMAD SOUTH GUJARAT UNIVERSITY

DEPARTMENT OF RESEARCH METHODOLOGY AND INTERDISCIPLINARY STUDIES
IN SOCIAL SCIENCES

**Master of Human Resource Development SYLLABUS UNDER THE CHOICE BASED
CREDIT SYSTEM (CBCS)**

(To be implemented from 2010-11 Academic Year)

Paper	Subjects	No. of <i>Credit</i>	Lectures	Tutorials
SEMESTER – I				
HR-C-01	Fundamentals of Psychology	4	3	1
HR-C-02	Applied Economics	4	3	1
HR-C-03	Industrial Sociology	4	3	1
HR-C-04	Human Resource Management	4	3	1
HR-C-05	Principles of Management	4	3	1
HR-C-06	Research Methodology	4	3	1
HR-GO-01	Business Communication	2	2	-
Total Credits of Semester I		26		
SEMESTER – II				
HR-C-07	Industrial Psychology	4	3	1
HR-C-08	Labour Economics	4	3	1
HR-C-09	Social Processes and Behavior Issues	4	3	1
HR-C-10	Organizational Development	4	3	1
HR-C-11	Human Resource Development	4	3	1
HR-C-12	Applied Statistics	4	3	1
HR-GO-02	Business Law	2	2	-
Total Credits of Semester II		26		
SEMESTER – III				
HR-C-13	Human Resource Information & Control System	4	3	1
HR-C-14	Economics of Human Resources	4	3	1
HR-C-15	Labour Legislation - I	4	3	1
HR-C-16	Industrial Relations	4	3	1
HR-C-17	Global Human Resource Management	4	3	1
HR-C-18	Human Development and Human Rights	4	3	1
HR-GO-03	HRD in Service Sector	2	2	-
Total Credits of Semester III		26		
SEMESTER – IV				
HR-C-19	Emerging Trends in HR	4	3	1
HR-C-20	Labour Legislation - II	4	3	1
HR-C-21	Project Work	8		
HR-C-22				
Total Credit of Semester IV		16		
Total Credits of the course		94		

Annexure – 3

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DEPARTMENT OF RESEARCH METHODOLOGY AND INTERDISCIPLINARY STUDIES
IN SOCIAL SCIENCES

Post Graduate Diploma in Human Resource Development SYLLABUS UNDER THE
CHOICE BASED CREDIT SYSTEM (CBCS)
(To be implemented from 2010-11 Academic Year)

Paper Code	Subjects	No. of Credits	Lectures per week	Tutorials per week
SEMESTER – I				
HR-C-04	Human Resource Management	4	3	1
HR-C-05	Principles of Management	4	3	1
SEMESTER – II				
HR-C-07	Industrial Psychology	4	3	1
HR-C-08	Labour Economics	4	3	1
HR-C-09	Social Processes and Behavior Issues	4	3	1
HR-C-10	Organizational Development	4	3	1
HR-C-11	Human Resource Development	4	3	1
SEMESTER – III				
HR-C-13	Human Resource Information & Control System	4	3	1
HR-C-15	Labour Legislation - I	4	3	1
HR-C-16	Industrial Relations	4	3	1
HR-C-17	Global Human Resource Management	4	3	1
SEMESTER – IV				
HR-C-21	Project Work	4		
Total Credits of the course		48		

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Paper Code	Subjects	No. of Credits	Lectures per week	Tutorials per week
SEMESTER – I				
HR-C-01	Fundamentals of Psychology	4	3	1
HR-C-02	Applied Economics	4	3	1
HR-C-03	Industrial Sociology	4	3	1
HR-C-04	Human Resource Management	4	3	1
HR-C-05	Principles of Management	4	3	1
HR-C-06	Research Methodology	4	3	1
	Any One from the following			
HR-ECT-01	Business Communication	2	2	-
HR-ECT-01	Management and Financial Accounting	2	2	-
	Total Credits of Semester I	26		
SEMESTER – II				
HR-C-07	Industrial Psychology	4	3	1
HR-C-08	Labour Economics	4	3	1
HR-C-09	Social Processes and Behavior Issues	4	3	1
HR-C-10	Organizational Development	4	3	1
HR-C-11	Human Resource Development	4	3	1
HR-C-12	Applied Statistics	4	3	1
	Any One from the following			
HR-ECT-01	Business Law	2	2	-
HR-ECT-02	Office Management	2	2	-
HR-ECT-03	Legal Framework Surrounding CSR	2	2	-
	Total Credits of Semester II	26		
SEMESTER – III				
HR-C-13	Human Resource Information & Control System	4	3	1
HR-C-14	Economics of Human Resources	4	3	1
HR-C-15	Labour Legislation – I	4	3	1
HR-C-16	Industrial Relations	4	3	1
HR-C-17	Global Human Resource Management	4	3	1
HR-C-18	Human Development and Human Rights	4	3	1
	Any One from the following			
HR-ECT-01	HRD in Service Sector	2	2	-
HR-ECT-02	Law and Economics	2	2	-
HR-ECT-03	Designing Effective CSR Strategy			
	Total Credits of Semester III	26		
SEMESTER – IV				
HR-C-19	Emerging Trends in HR	4	3	1
HR-C-20	Labour Legislation – II	4	3	1
HR-C-21	Compensation Management	4	3	1
HR-C-22	Strategic HRM	4	3	1
HR-C-23	Project Work	4	-	-
	Any One from the following			
HR-ECT-01	Data Mining	2	2	-
HR-ECT-02	Total Quality Management	2	2	-
HR-ECT-03	CSR Management & Sustainability Accounting	2	2	-
	Total Credits of Semester IV	22	-	-
	Total Credits of the course	100		

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HR-ECT-01: Business Communication

Semester –I

Course Objectives:

- To enable the student to become aware of their communication skills and sensitise them to their potential to become successful managers
- To introduce them to some of the practices in managerial communication that are in vogue
- To help them acquire some of the necessary skills to handle day-to-day managerial responsibilities, such as
 - making speeches,
 - controlling one-to-one communication,
 - enriching group activities and processes,
 - giving effective presentations,
 - writing letters, memos, minutes, reports and advertising,
- To help them in maintaining one's poise in private and in public
- To build their confidence and to install competitiveness by projecting a positive image of themselves and of their future.

Course Content:

UNIT I

Introduction: Role of communication – defining and classifying communication – purpose of communication – process of communication – characteristics of successful communication – importance of communication in management – communication structure in organization – communication in crisis.

Non-Verbal Communication: barriers to communication – non – verbal communication

Listening: Effective Listening – Telephone and Teleconferencing

UNIT II

Written Communication: Purpose of writing – clarity in writing – principles of effective writing – approaching the writing process systematically – The writing process for business communication – Prewriting – Writing – Revising – Specific writing features – coherence – electronic writing process.

Business Letters and Reports: Introduction to business letters – writing routine and persuasive letters – positive and negative messages- writing memos – what is a report purpose, kinds and objectives of reports- writing reports

UNIT III

Case Method of Learning: Understanding the case method of learning – different types of cases – overcoming the difficulties of the case method – reading a case properly (previewing, skimming, reading, scanning) – case analysis approaches (systems, behavioral, decision, strategy) – analyzing the case – do and don'ts for case preparation.

UNIT IV

Presentation Skills: What is a presentation – elements of presentation – designing a presentation; Advanced visual support for business presentation- types of visual aid.

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Negotiations Skills: What is a negotiation – nature and need for negotiation – factors affecting negotiation – stages of negotiation process – negotiation strategies.

Employment Communication: Introduction – writing CVs – Group discussions – interview skills – Impact of Technological Advancement on Business Communication – Communication networks – Intranet – Internet – e mails – SMS – teleconferencing – videoconferencing

Group Communication: Meetings – Planning meetings – objectives – participants – timing – venue of meetings – leading meetings.

Media Management: the press release – press conference – media interviews – Seminars – workshop – conferences.

Business etiquettes.

REFERENCES

1. Basic Business Communication – Lesikar Flatley
2. Essentials of Business Communication – Rajendrapal, J.S. Korlahalli, Sultanchand & sons
3. Business Communication today – Sushil Bahl, Sage Publications

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HR-ECT-02: Management and Financial Accounting

Semester -I

Course Content:

UNIT I

Financial Management Overview: Finance and related disciplines, Scope of Financial Management, Objectives of Financial Management, and Organisation of Finance function

Financial Accounting Framework: Framework of Financial Statements, Definitions of Assets Liabilities, Income & Expenses, Recognition of Elements of Financial Statements, Accounting approaches

UNIT II

Structure of Financial Statements: Accounting Equation, Classification of Assets, Classification of Liabilities, Presentation of Balance Sheet & Profit & Loss Account, Analysis of transactions

Accounting Cycle: Journal Cash Book, General Ledger & Trial Balance, Debit Credit Rule, Accounting cycle, Journalisation, Petty Cash Book, General Ledger, Trial Balance

UNIT III

Recognition & Measurement of Assets & Liabilities: General Principles, Recognition of Tangible Fixed Assets, Intangible Assets, Investments, Current Assets, Provisions, Contingent Liabilities, Contingent, Assets, Revenue Recognition, Post Balance sheet events

UNIT IV

Completion of Accounting cycle: Preparation of Profit & Loss Account & Balance Sheet, Rectification of Errors, Adjustments, Provisions, Depreciation, Doubtful Debts, Discounts, Bank reconciliation, statements, Structure of Profit & Loss Account, Closing entries

Statement of Changes in Financial position: Meaning, Cash Flow statement

REFERNCES

1. Agrawal, P. K (2008), SAP HR India Payroll: Technical Reference and Learning Guide, PHI Learning Pvt. Ltd., New Delhi.

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HR-ECT-01:BusinessLaw

Semester –II

Course Objectives:

- This course aims at making the student understand the legal aspects of business. It also aims at making students aware of the functioning of legal system with reference to business and familiarizes them with the latest amendments in various Business Laws.

Course Content:

UNIT I

Contract Act, 1882

UNIT II

The Companies Act, 1956

UNIT III

Sale of Goods Act, 1930

Partnership Act, 1932

UNIT IV

The Consumer Protection Act, 1986

The Negotiable Instrument Act, 1882

REFERENCES

- (1) Kapoor N.D., Elements of Merchantile Law, Sultan Chand & Sons, New Delhi, 2007
- (2) Yusuf Amina, The Consumer Protection Act, C. Jamnadas & Co. Mumbai, 2008
- (3) Jabhwala N.H., The Law of contracts, C. Jamnadas & Co. Mumbai, 2008
- (4) Kapoor N.D., Elements of Company Law, Sultan Chand & Sons, New Delhi 2007
- (5) Jabhwala N.H., The Partnership Act, C. Jamnadas & Co. Mumbai 2007

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HR-ECT-02:OfficeManagement

Semester-II

Course Objectives:

- The subject will allow students with little or no prior knowledge of a working office Management function to understand the methods and techniques of the discipline and to allow the student to move into a greater analysis of the specialized functions.

Course Content:

UNIT I

Introduction: Meaning, functions and importance of office management; office management and organization. Principles of office management and organization, Principal departments of modern office, Centralization vs decentralization of office services, Scope and Importance – Functions of Office Manager – The significance of Office management.; Human Resource Management – Nature – Objectives and Importance of HRM – Role of HR Managers.

UNIT II:

Office Manager: Qualifications and qualities of office manager, the status of office manager in total organization, the authorities and responsibilities of an office manager.

Stationery and forms: The design and control of office forms Control over stationery, forms and supplies. Measurement of Office work – setting of standards – work simplification – Office cost – Reduction and control – Methods of cost control – Records management Office Stationery and supplies – Purchases, recording, storage and issue of stationery, Office Furniture and Machinery – Different types of furniture.

UNIT III:

Office Automation: Uses and abuses of labour saving appliances. A study of various types of commonly used appliances i.e. typewriter, duplicator, accounting machines, addressing machines, calculator, franking machine, weighting and folding machine, Dictaphone, cash register, coin sorter, time recorder, photocopier, telephone, facsimile, computer, scanner, printer, letter opener, time and date stamps etc.

UNIT IV:

Correspondence: Routine of handling mail, Importance of correspondence in business and Govt. offices, essentials of good business and official correspondence, various forms of correspondence.

Office personnel relations – Morale and Productivity – Motivation of Office staff – staff Welfare Measures – Handling staff grievances. – Right to Information Act- 2001 – Nature Significance of RTI. Methods of obtaining data and recording procedures – Collecting information by interview and observation – presentation of information – procedure of statement of recording – kinds of office reports – Report writing.

REFERNCES

Reference Books:

1. Arora S.P.; Office Organization and Management; Vikas Publishing house 2009
2. Basu M.L.; Office Methods and General Knowledge of Commerce; Basu Publishers, 1972
3. Terry G. R.; Office Automation Bombay Taraporevala publishing co.
4. Terry G.R.; Office Management & Control; Illinois: Richard D. Irwin, Inc., 1958
5. Ghosh P. K.; Office Management Principles & Practice Edition : 12th edn., 2010
6. Modern Office Management - I. M. Sahai, Kitab Mahal, Allahabad.
7. Office Management & Secretarial Practice - Sing SP & Sing B. 1987, Gyan Publishing House, Delhi.
8. Office Organization and Management - Arora, S.P. 1990, Vikas Publishing house Pvt. Ltd, New Delhi.

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HR-ECT-03 Legal Frameworks surrounding CSR

MHRD Semester -II

Course Content:

UNIT I: Introduction

Introduction, Legal provisions of CSR in other countries, Mandatory provisions by companies act 2013, Director's duties on CSR, CSR spends obligation, Companies under CSR spend obligation, CSR committee of directors, FAQs on CSR

UNIT II: CSR Policy Formation

CSR Policy Formation, Mandatory CSR spends, CSR through trusts/NGOs etc. Annual CSR report and disclosures, Auditors, secretarial auditor's duties in relation with CSR

UNIT III: Tax Treatment of CSR

Surplus from CSR activity, Deductibility of CSR spends, Integration and shared value, CSR governance guidelines and CSR audits

UNIT IV: Business Reports

Business Reports by listed companies, CSR Reporting vis-a-vis Indian companies

REFERENCES

1. Garg Kamal, (2014). Corporate Social Responsibility with Companies Rules, 2014, w.e.f. 1/4/2014, Bharat Law House, New Delhi
2. CII-PwC Handbook on Corporate Social Responsibility in India
3. Anand Srinivasan, (2014). Guide to Corporate Social Responsibilities, Taxmann Publications, New Delhi

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HR-ECT-01:HRDinServiceSector

Semester -III

Course Objectives:

- To understand the context and characteristics of the service sector relevant to HRD, the special role of HRD in the service sector and the types of HRD interventions relevant to service organizations.

Course Content:

UNIT I

Introduction–Nature and Role of the Service Sector–Importance of HRD in the Service Sector–Role of HRD in the Service Sector.

UNIT II

HRD in Banks–HRD in the LIC–HRD in Education–HRD in Health Sector and HRD in Tourism.

REFERENCES

1. T.V.Rao:HRD in the New Economic Environment, Tata McGraw Hill, New Delhi.
2. M.B. Athreya: "HRD in the Service Sector," Indian Journal of Training and Development, XV(1) Jan–Mar 1985, pp46-48.

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HR-ECT-02 Law and Economics

Semester –III

Course Content:

UNIT I

Introduction to Law and Economics: What is the economic analysis of law? The Primacy of Efficiency over Distribution in analyzing Private Law, Why should Lawyers Study Economics? Why Should Economists Study Law

Review of Microeconomic Theory: Overview of Microeconomic Theory, Mathematical Tools, The theory of consumer choice and demand, The theory of supply, Market equilibrium, Game theory The theory of assets pricing

UNIT II

Introduction to Law and Legal Institutions: The civil law and the common law traditions, the nature of a legal dispute, How legal rules evolve

Economic Theory of Property: The Legal Concept of Property, Bargaining Theory, The origin of Institutions of Property, Economic theory of property, How property rights are protected? What can be privately owned?

UNIT III

Economic Theory of Contract: Bargain Theory: An Introduction to Contracts, An economic theory of contract, Remedies as Incentives, Formation Defenses and Performance Excuses

UNIT IV

Economic theory of Legal Process: Why sue? Exchange of information Settlement bargaining Trial, Appeals

REFERENCES

1. Robert Cooter-Thomas Ulen, Law and Economics, 5th ed.

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HR-ECT-03 Designing effective CSR strategy

MHRD Semester -III

Course Content:

UNIT I: Creating CSR Framework

Introduction, Relevance of history and culture, Creation of strategy, Creating a framework for CSR, Creating an implementation framework, Case Study

UNIT II: Framework for Rating Corporate Social Responsibility

Introduction, Understanding CSR ratings, Accepted rating framework i.e. GRI, Specialized Securities Indexes, Regulatory bodies and stock exchanges, Structure of BITC's CR Index, Experts in responsible investment solutions, Infosys sustainable solution, TATA Group CSR rating framework, Assessment process,

UNIT III: Sustainability and its Challenges

Capitalism, Humanizing capitalism, Sustainability, Brundtland Report, Integrating CSR: Guidelines to effective change, ISO 26000, Triple Bottom Line, Triple Loop

UNIT IV: Best practices of CSR

Introduction, Choosing a social problem to alleviate, Social initiative to support the cause, Developing social initiative programs, Best practices to evaluate efforts, Summary of best practices, Marketing approach to winning corporate funding and support initiatives

REFERENCES

1. Chatterji Madhumita. (2014), Corporate Social Responsibility, Oxford University Press, New Delhi
2. Cohen Elaine, CSR for HR: A Necessary Partnership for Advancing Responsible Business Practices
3. Kotler Philip and Nancy Lee. (2008). Corporate Social Responsibility: Doing the Most Good for Your Company and Your Cause, Wiley Publications, Ghaziabad

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HR-ECT-01 Data Mining

Semester -IV

Unit – I: Introduction

What is Data Science?, Getting started with R, Exploratory Data Analysis, Review of probability and probability distributions, Bayes Rule

Unit – II: Learning and Classification

Supervised Learning: Regression, polynomial regression, local regression, k-nearest neighbours, model selection and validation; Unsupervised Learning: Kernel density estimation, Clustering, Naive Bayes, Data and Data Scraping; Classification, ranking, logistic regression

Unit – III: Trees

Classification and Regression Trees: Best practices, feature selection; Sampling, data leakage, data incest, Bootstrap sampling and bagging; Introduction to data engineering, sharding, Hadoop, mapreduce and protobufs.

Unit – IV: Machine Learning

Recommendation engines, dimensionality reduction, indexing large-scale data, and implementing / optimizing machine learning algorithms.

References

- Brown, Bruce; et. al. (2014), Hadoop for Dummies, Wiley India Pvt Ltd.
Dunham, Margaret H. (2008), Data Mining: Introductory and Advanced Topics, Pearson India.
Gardener, Mark (2012), Beginning R: The Statistical Programming Language, Wiley India Pvt. Ltd.
Gardener, Mark (2013), The Essential R Reference, Wiley India Pvt Ltd. Holmes, Alex (2013), Hadoop in Practice, Dreamtech Press.
Lam, Chuck (2011), Hadoop in Action, Dreamtech Press.
Larose, Daniel T (2006), Data Mining: Methods and Models, Wiley India Pvt. Ltd.
Linoff, G S (2012), Data Mining Techniques: For Marketing, Sales and Customer Relationship Management, Wiley India Pvt. Ltd.
Meys, Joris; De Vries, Andrie (2012), R for Dummies, For Dummies.
Mount, John; Zumel, Nina (2014 June), Practical Data Science with R, Dreamtech Press.
Pace, Larry (2012), Beginning R: An Introduction to Statistical Programming, Apress.
Pei, Jain; Han, Jiawei; Kamber, Micheline (2011), Data Mining: Concepts and Techniques, Elsevier.

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HR-ECT-02 Total Quality Management

Semester -IV

Course Objectives:

Objectives: This paper enables students

- To understand the principle concepts of TQM,
- Focusing on quality planning, models of TQM, customer satisfactions, quality audits and SPC quality tools.
- Enabling the students to apply them in the field of human resources management

Course Content:

UNIT I

INTRODUCTION TO TQM:

Definition of Quality, Dimensions of Quality, Quality planning, Quality cost, Analysis techniques for Quality cost, Basic concepts of TQM, TQM- meaning, definition and fundamental concepts, Historical review – W. Edwards Deming, Joseph .M. Juran and Phili .B. Crosby

UNIT II

TQM PRINCIPLES:

Customer satisfaction, Customer perception of quality, customer complaints, service quality, customer retention, employee involvement- motivation, empowerment, teams, recognitions, rewards, performance appraisal, benefits, continuous process improvements- Juran trilogy, PDSA cycle, 5S kaizen and supplier partnership.

UNIT III

MODELS OF TQM

Fuji Xerox model, Norman Rickad model, Eicher group model, Basic frame move model, Operational model, Diamond model, Umbrella model, Accelerated Business improvement model, Kano's basics of TQM model, Westinghouse model of TQM, Itoh model, Peratech model, Kehoe's model - an integrated model, Eighty components model, Building block model and Dhruv model.

UNIT IV

Statistical Process Control

Statistical Process Control, Specification & Limits, Charts for variables & attributes, Process Control (X, R & P chart), Summary of Control Chart Construction, Designing Control Charts, Product control acceptance sampling and Curve, Process Improvement Methodologies, Basic Tools for Process Improvement, Other Tools for Process Improvement, Engaging the Workforce in Process Improvement

REFERNCES

1. Bank , John (1995), "The Essence Of Total Quality Management", Prentice-Hall of India Pvt.Ltd., New Delhi, Reprint
2. Mody , Suresh M (1993), " Total Quality Management", National Centre For Quality Management , Bombay, First edition
3. Besterfield, Dale H .(2005), " Total Quality Management", Prentice-Hall of India Pvt.Ltd. , New Delhi, Third Edition
4. Janakiraman, B.(2006), "Total Quality Management Text And Cases", Prentice-Hall of India Pvt.Ltd. , New Delhi

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HR-ECT-03CSRManagementandSustainabilityAccounting **MHRD Semester -IV**

Course Content:

UNIT I: Monitoring and Evaluation

Purpose of monitoring and evaluation, various processes of CSR implementation, NGO partnerships in India, obstacles of business-NGO collaboration, Need assessment/impact assessment

UNIT II: Strategic Choice for CSR

CSR and profit, Strategic issues on CSR, Centrality, Specificity, Proactive, Voluntarism, Visibility, Value creation as strategic outcome and implications, CSR governance and attributes, CSR: organizational check, CSR decision matrix

UNIT III: Sustainability Accounting

Need and demand for sustainability accounting, corporate sustainability performance, Areas of social performance, Disclosure by AAA, Abt's Social Audit

UNIT IV: Indian Saga

Introduction, Post-independent India, Government initiatives, Challenges, Community development and empowerment, Case Study

REFERENCES

1. Bhattacharya Jayanta, (2007). Corporate Social Responsibility: Ethical and Strategic Choice, New Delhi
2. Chatterji Madhumita. (2014), Corporate Social Responsibility, Oxford University Press, New Delhi
3. Sapru RK, Public Policy: Formulation, Implementation and Evaluation



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વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉદ્દના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭

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ક્રમાંક : એકે./પરિપત્ર/૮૦૨૯/૧૦

તા. ૩૦-૦૭-૧૦

પ્રતિ,
વડાશ્રી,
ડિપાર્ટમેન્ટ ઓફ હ્યુમન રીસોર્સ ડેવલપમેન્ટ,
વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી,
સુરત - ૭.

વિષય :- MHRD અને MLW ના ચોઈસ બેઈઝડ ક્રેડીટ સીસ્ટમ મંજૂબના અભ્યાસક્રમ ધ્યાબત

શ્રીમાન,

સવિનય જણાવવાનું કે, શૈક્ષણિક વર્ષ ૨૦૧૦-૧૧ થી શરૂ થનાર MHRD અને MLW ના ચોઈસ બેઈઝડ ક્રેડીટ સીસ્ટમ પ્રમાણેના અભ્યાસક્રમો MHRD અને MLW ની અભ્યાસસમિતિના અધ્યક્ષશ્રીએ પ્રસ્તુત અભ્યાસસમિતિ અને વિનયન વિદ્યાશાખાના અધ્યક્ષશ્રીએ વિનયન વિદ્યાશાખાવતી સ્વીકારેલ છે. જે અનુસ્નાતક શિક્ષણ મંડળે તેની તા. ૨૪-૬-૨૦૧૦ની સભામાં અને એકેડેમિક કાઉન્સિલે તેની તા.૦૬-૦૭-૧૦ ની સભામાં સ્વીકારી સિન્ડિકેટને તે મંજૂર કરવા કરેલ ભલામણ સિન્ડિકેટે તેની તા.૧૨-૦૭-૧૦ ની સભાના ઠરાવ ક્રમાંક : ૧૧૮ અન્વયે મંજૂર કરેલ છે. તેની જાણ સંબંધકર્તા શિક્ષકો અને વિદ્યાર્થીઓને કરવી, તદ્ઉપરાંત તેનો અમલ કરવા વિનંતી.

અનુસ્નાતક શિક્ષણ મંડળની તા. ૨૪-૬-૨૦૧૦ની સભાએ તેના ઠરાવ ક્રમાંક (૫૦)

:: આથી ઠરાવવામાં આવે છે કે શૈક્ષણિક વર્ષ ૨૦૧૦-૧૧થી શરૂ થનાર MHRD અને MLW ના ચોઈસ બેઈઝડ ક્રેડીટ સીસ્ટમ પ્રમાણેના અભ્યાસક્રમો MHRD અને MLW ની અભ્યાસસમિતિના અધ્યક્ષશ્રીએ પ્રસ્તુત અભ્યાસસમિતિ અને વિનયન વિદ્યાશાખાના અધ્યક્ષશ્રીએ વિનયન વિદ્યાશાખાવતી મંજૂર કરેલ છે, જે એકેડેમિક કાઉન્સિલની મંજૂરી માટે ભલામણ કરવી. ::

એકેડેમિક કાઉન્સિલની તા. ૦૬-૦૭-૧૦ ની સભાની ભલામણ ક્રમાંક : ૪૬

:: આથી ઠરાવવામાં આવે છે કે, અનુસ્નાતક શિક્ષણ મંડળની તા. ૨૪-૦૬-૨૦૧૦ની સભાની ભલામણ ક્રમાંક : ૫૦નો યથાવત સ્વીકાર કરી ચાલુ શૈક્ષણિક વર્ષ ૨૦૧૦-૧૧થી અમલમાં આવે તે રીતે મંજૂર કરવા સિન્ડિકેટને ભલામણ કરવામાં આવે છે.

સિન્ડિકેટની તા. ૧૨-૦૭-૧૦ ની સભાની ભલામણ ક્રમાંક : ૧૧૮

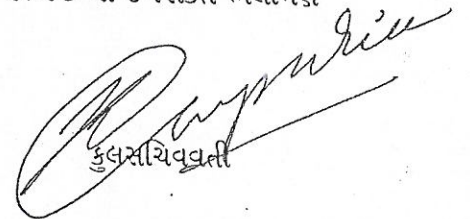
:: આથી ઠરાવવામાં આવે છે કે, એકેડેમિક કાઉન્સિલની તા. ૦૬-૦૭-૨૦૧૦ ની ઉપરોક્ત ભલામણ ક્રમાંક : (૪૬) નો યથાવત સ્વીકાર કરવો.

બિડાણ : ઉપર મુજબ

પ્રતિ,

- ૧) અધ્યક્ષશ્રી, વિનયન વિદ્યાશાખા
- ૨) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.
- ૩) લાયબ્રેરી વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.

...તરફ જાણ તેમજ ઘટતી કાર્યવાહી સારૂ.


કુલસચિવવતી

Department of Human Resource Development
Veer Narmad South Gujarat University, Surat
Master of Arts in Human Resource Development

	Master of Arts in Human Resource Development
Abbreviation	MAHRD
Duration	Two Years Full Time
	Any Graduate with 45% marks in aggregate from a Recognized University. The minimum marks should be without rounding off.
Objective of the Programme	<p>The Master of Arts in Human Resource Development (MAHRD) designed to develop students into professionally competent and socially sensitive management graduates, fully equipped to take on the challenges of the corporate world. The programme explores the critical areas of contemporary human resources management, in conjunction with a comprehensive knowledge and understanding of the key functions of management and business.</p> <p>The broad objectives of this M.A. programme are to sensitise students to the social, political, economic, and ecological environments of the society; to enable students to become effective business leaders and decision-makers to contribute to organisational effectiveness; to facilitate the use of systems thinking among the students to evolve possibilities while addressing various personal and organisational challenges; to develop a global perspective among students to respond to global challenges; and to impart values of intellectual honesty, justice and fairness.</p>
Programme Outcome	<p>PO1:- To understand human resource issues and management trends in a competitive global economy as well as a broad spectrum of state and federal employment legislation.</p> <p>PO2:- To equip students with the tools necessary to effectively meet the challenges of an ever-changing business climate.</p> <p>PO3:- To inculcate specialized knowledge and skills required by managers who are responsible primarily of managing human resources and improving industrial relations</p> <p>PO4:- To develop a sound theoretical base in the domain of Human Resource Management.</p> <p>PO5:- To develop communication, interpersonal skills and leadership qualities to work in and with teams in organizations.</p>




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Programme Specific Outcome	<p>Programme Specific Outcomes (PSO)</p> <p>PSO1:- Understand the basic concepts of Human resources management and its applications in the individual, team and organizational levels.</p> <p>PSO2:- Theoretical Knowledge in Human Resource Planning, Organization Development, Organizational Behavior, Labour Laws, Employee Engagement and Talent Management, Corporate Social Responsibility and Interdisciplinary Subjects.</p> <p>PSO3:- Practical knowledge and training in various areas of HR such as recruitment, selection, induction, communication, performance appraisal, etc</p> <p>PSO4:- Practical exposure to the real life organizational situations and opportunities of Human resources management through the practical project studies Internship and a Problem centered study.</p>																														
Mapping Between Po's and PSO's	<table border="1"> <thead> <tr> <th></th> <th>PSO1</th> <th>PSO2</th> <th>PSO3</th> <th>PSO4</th> </tr> </thead> <tbody> <tr> <th>PO1</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>PO2</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>PO3</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>PO4</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>PO5</th> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		PSO1	PSO2	PSO3	PSO4	PO1					PO2					PO3					PO4					PO5				
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PO1																															
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PO3																															
PO4																															
PO5																															
Medium of Instruction	English																														

Programme Structure Semester – I

Course Code	Title	Teaching Per Week	Course Credits	University Examination		Internal Marks	Total Marks
				Duration	Marks		
HR-C- 01	Fundamentals of Psychology	4	4	3 Hrs	70	30	100
HR-C- 02	Applied Economics	4	4	3 Hrs	70	30	100
HR-C- 03	Industrial Sociology	4	4	3 Hrs	70	30	100
HR-C- 04	Human Resource Management	4	4	3 Hrs	70	30	100
HR-C- 05	Principles of Management	4	4	3 Hrs	70	30	100
HR-C- 06	Research Methodology	4	4	3 Hrs	70	30	100
	Any One from the following						
HR-ECT-01	Business Communication	2	2	3 Hrs	70	30	100
HR-ECT-01	Management and Financial Accounting	2	2	3 Hrs	70	30	100
	Total Credits		26				



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Programme Structure Semester – II

Course Code	Title	Teaching Per Week	Course Credits	University Examination		Internal Marks	Total Marks
				Duration	Marks		
HR-C- 07	Industrial Psychology	4	4	3 Hrs	70	30	100
HR-C- 08	Labour Economics	4	4	3 Hrs	70	30	100
HR-C- 09	Social Processes & Behavioural Issues	4	4	3 Hrs	70	30	100
HR-C- 10	Organizational Development	4	4	3 Hrs	70	30	100
HR-C- 11	Human Resource Development	4	4	3 Hrs	70	30	100
HR-C- 12	Applied Statistics	4	4	3 Hrs	70	30	100
	Any One from the following						
HR-ECT- 01	Business Law	2	2	3 Hrs	70	30	100
HR-ECT- 02	Office Management	2	2	3 Hrs	70	30	100
HR-ECT- 03	Legal Framework Surrounding CSR	2	2	3 Hrs	70	30	100
	Total Credits		26				

Programme Structure Semester – III

Course Code	Title	Teaching Per Week	Course Credits	University Examination		Internal Marks	Total Marks
				Duration	Marks		
HR-C- 13	Human Resource Information and Control System	4	4	3 Hrs	70	30	100
HR-C- 14	Economics of Human Resources	4	4	3 Hrs	70	30	100
HR-C- 15	Labour Legislation - I	4	4	3 Hrs	70	30	100
HR-C- 16	Industrial Relations	4	4	3 Hrs	70	30	100
HR-C- 17	Global Human Resource Management	4	4	3 Hrs	70	30	100


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HR-C- 18	Human Development and Human Rights	4	4	3 Hrs	70	30	100
	Any One from the following						
HR-ECT-01	HRD in Service Sector	2	2	3 Hrs	70	30	100
HR-ECT-02	Law and Economics	2	2	3 Hrs	70	30	100
HR-ECT-03	Designing Effective CSR Strategy	2	2	3 Hrs	70	30	100
	Total Credits		26				

Programme Structure Semester – IV

Course Code	Title	Teaching Per Week	Course Credits	University Examination		Internal Marks	Total Marks
				Duration	Marks		
HR-C- 19	Emerging Trends in HR	4	4	3 Hrs	70	30	100
HR-C- 20	Labour Legislation - II	4	4	3 Hrs	70	30	100
HR-C- 21	Compensation Management	4	4	3 Hrs	70	30	100
HR-C- 22	Strategic HRM	4	4	3 Hrs	70	30	100
HR-C- 23	Project Work	4	4	3 Hrs	70	30	100
	Any One from the following						
HR-ECT-01	Data Mining	2	2	3 Hrs	70	30	100
HR-ECT-02	Total Quality Management	2	2	3 Hrs	70	30	100
HR-ECT-03	CSR Management & Sustainability Accounting	2	2	3 Hrs	70	30	100
	Total Credits		22				



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