

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

MLW

PART – I

(APPLICABLE FROM ACAD. YEAR 2001 - 02)

PAPER – SOCIO-PSYCHOLOGICAL DIMENSION OF
INDUSTRY.

PAPER – MANAGERIAL ECONOMICS

PAPER – HUMAN RESOURCE INFORMATION
AND CONTROL SYSTEM

PAPER – INDUSTRIAL AND LABOUR LEGISLATIONS.

PAPER – GENERAL AND PERSONNEL
ADMINISTRATION.

PAPER – SURVEY METHODS AND LABOUR
STATISTICS.

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PART – I

SOCIO-PSYCHOLOGICAL DIMENSIONS OF INDUSTRY.

OBJECTIVES:

(a) INDUSTRIAL SOCIETY

- To introduce basic concepts of Industrial sociology with a view to help students understand the Social Dimension of industry.
- To explain Social group formation, characteristics and functioning in the organisational context.
- To explain the nature of problems faced by the industrial society and its effects on the functioning of the organization.

(b) GENERAL AND SOCIAL PSYCHOLOGY

- To introduce basic concepts of psychology with a view to help understand the human behaviour.
- To explain the patterns of human behavior in various circumstances in general and in the organisational context in particular.
- To explain inter relationships of individual, group and social behavior patterns and formation of culture.
- To understand the role of personality in formation of behavioural patterns.

(c) INDUSTRIAL PSYCHOLOGY

- To introduce basic concepts of industrial psychology with a view to help understand psychological dimensions of industry.
- To explain the role of psychologist in the organisation.
- To understand some important psychological phenomena in .the organizational context.

COURSE CONTENTS:

A. Industrial Sociology

1. Nature, scope and subject matter of Industrial Sociology: The development of Industrial Sociology.
2. Models of Industrial Development; Sociological and Ideological conceptions.
3. Industrial growth in developing societies with special reference to India; social organization of Indian factory; recruitment and commitment of workers in Indian factories.
4. Problems of Industrial society; Alienation and Anomie as consequences of Modern Industrial Society, Morale and productivity of the workers.

B. General and Social Psychology:

1. Nature and scope of Psychology; Methods and uses of psychology; Basic Psychological concepts; Individual difference. Role of heredity and environment. Learning, Forgetting, Thinking, Intelligence, Personality.
2. Interrelation between individual, society and culture. Group Behavior: Socialization of the individual; Group and Group behaviour, Group morale, Group conflict, Crowd behavior, pattern in different organized groups.

C. Industrial Psychology:

1. Nature and scope of Industrial Psychology; Role of psychologist in an industrial organization.
2. Work - Fatigue and Boredom, Work environment and productivity.
3. Psychological Testing - Nature, characteristics and types of psychological tests. Measurement of intelligence, aptitudes, proficiency, personality and interest for selection.

REFERENCES:

(a) INDUSTRIAL SOCIOLOGY:

- (1) Miller and Forri : Industrial Sociology.
- (2) Patterson : Social Aspects of Industry.
- (3) Schencider : Sociology of Industrial Relations.
- (4) Lambert : Workers, Factories and Social Change in India.
- (5) Moore W.E. : Industrialization and Society.

(b) INDUSTRIAL PSYCHOLOGY:

- (1) Edward D.C. : General Psychology.
- (2) Kagen J. Havemann.E. : Psychology: An Introduction.
- (3) Vingoke W.E. & Wilson W.R. : Dimension of Social Psychology.
- (4) Blum W.L. : Industrial Psychology its Social Foundations.
- (5) Chatterjee N.R. : Industrial Psychology.
- (6) Gisbert V. : Fundamentals of Industrial Psychology.
- (7) P.K.Ghosh : Industrial Psychology.
M.B.Ghorpade
- (8) Robert A. Beron : Social Psychology - understanding human
Dorm Byrne interaction.
- (9) B. Kappuswamy : An introduction to Social Psychology.
- (10)Srivastava & S. Kumar : Industrial Psychology.

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PART – I

MANAGERIAL ECONOMICS

OBJECTIVE:

- The objectives of this course is to give the students an understanding and an appreciation of use of the concepts and tools of economic analysis in relation to managerial decision making and to enable them to understand the economic forces governing industry and business.

COURSE CONTENTS:

1. Scope and Subject matter of Managerial Economics, General Economics and Business Economics Compared, Role and Responsibilities of a Business Economist.
2. Fundamental Concepts of Managerial Economics, The fundamental concept of time perspective, discounting principles, opportunity cost equity, marginal principles.
3. Demand: Elasticity of Demand and Demand levels, forecasting Demand methods, Survey of Buyers intentions, Collective opinion, trend projection, Criteria of a good forecasting method.
4. Cost: Cost, Inter relationship between cost curves, out put relationship in the short run and in the long run, cost and size of the plant, economies and diseconomies of scale, production function, An introduction to Linear programming.
5. Pricing: Price and output decisions under perfect competition, monopolistic and Obligopolistic competition and monopoly, Concept of price leadership, Price discrimination.
6. Cost and Profit Forecasting: Break even analysis, usefulness and limitations of break even points.

REFERENCES:

1. Davics and Hughes : Managerial Economics.
2. Hayness, Mote and Pual : Managerial Economics.
3. Varshey R.L. and Maheswari K.L. : Managerial Economics.
4. P.L. Mehta : Managerial Economics, Sultan Chand & Sons.
5. Joel Dean : Managerial Economics.
6. Habib Ur Rahman : Managerial Economics.
7. Mukerjee & Mukhopadhyay : Managerial Economics for Professional Courses

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PART – I

HUMAN RESOURCE INFORMATION AND CONTROL SYSTEMS (HRICS)

Objective :

In the Modern Age of Information Technology, the future HR Professionals should be well aware of the information How system in the Corporate Sectors. This course provides basic understanding of the Information & Control System and its application in Human resource field.

COURSE CONTENTS:

1. Introduction :

Structure of MIS, Strategic Planning for Information Systems, What is a System, Steps in System Development, Concept of Information System & Control System, What is Human Resource Information & Control System, Determining Requirements of Information for various levels of Management, Application of Information System in the field of HR, Limitations of HRICS.

2. Introduction to Computers

Basic Concepts of Computer functioning, Various Input & Output Devices, Concepts of Hardware & Software, Concepts of Networking : LAN, WAN, VAN, MAN, GAN (Internet), Intranet, World Wide Web, Various Search Engines, Satellite & Microwave Communication, Basic Concepts of E – Commerce : On line application receipts, On line interviews & recruitment, Introduction to Enterprise Resource Planning, People Management

3. Overview of System Development

System Development Life Cycle, Prototyping, Software to improve System Development, Choice of Design Methodologies

4. Data Base Management Systems (DBMS)

What is Data & Information, Advantages of Database, Database Concepts, Database Development, Data Structures for Database Processing, Database Design. Design Models, RDBMS & its Models, Distributed Databases & Data Security System

5. System Analysis & Design

Overview, Structured Analysis, Data Flow Diagrams, Data Dictionary, Systems ' Design, System Implementation

6. Application of Information System in HR

Personnel Application, Salary Administration, Time Keeping Management, Skill Inventory, Medical History, Accident Monitoring, Performance Appraisal, Training & Development, Manpower Planning, Recruitment, Career Planning, Collecting Bargaining

7. Management Control Systems

Designing the Control Process, Key Variables, Control of Multinational Operations, Non-Profit Institutions, Service Organizations and Projects

8. Budget

What is Budget, Budget Preparation Procedure, Types of Budgets, Master Budget, Various Budgets of HR – Labour Cost Budget, Training & Development Budget, Manpower Recruiting Budget, Welfare Activity Budget

9. Variance Analysis

Types of Variance, Causes of Variance, How to reduce Variance

10. Responsibility Centers

Revenue Center, Expense Center, Profit Center, & Investment Center, Position of HR Department, How to convert HR Department into Profit Center

11. Utilization of HRICS

Transaction Processing, Decision Support Systems (DSS), Executive Information System (EIS), Expert System (ES)

12. Practical

MS Office – Word, Excel, PowerPoint, MS Access (RDBMS Tool)

REFERENCES:

1. Human Resource Management, by Biswajeet Pattanayak, PHI New Delhi, 2001.
2. Analysis & Design of Information Systems, by V. Rajaraman, PHI, New Delhi
3. Information Systems – Analysis, Design & Implementation, by Hussain & Hussain
4. Management Information Systems, by G B Davis & M H Olson, by McGraw Hill Publication
5. Database Systems Concepts, by Scott, Sudarshan & Silberchatz, McGraw Hill Publications
6. Introduction To Computers, by Rajaraman
7. Analysis & Design of Information Systems, by James Senn, McGraw Hill Publications
8. Principles of Information Systems, by R M Stair & G W Reynolds, Press : Thomson Learnings
9. Management Control Systems, by Subhash Sharma, TMH Publications, New Delhi
10. Management Control Systems, by Robert Anthony, TMH Publications, New Delhi

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PART – I

INDUSTRIAL AND LABOUR LEGISLATIONS - 1

OBJECTIVES:

- To introduce the students major industrial and labour laws and procedural laws applicable to Indian industries with latest amendments.
- To make them capable to understand legal aspects related with employment and to comply periodically necessary information to appropriate authorities.
- To give them exposure of functioning of legal system with the help of case studies, presentation, seminar and visit to legal authorities.

COURSE CONTENTS:

1. Introduction to Labour Legislation, Major principles of legislations, Sources of labour legislations, Classification of labour legislation, Development of labour legislations in India, International Labour Standards and Indian Labour Laws, Indian constitution and Labour Laws.
2. Union and State Legislation relating to factories, Industrial employment and Industrial Relations. :
 - a) Factories Act, 1948 and its Rules.
 - b) Industrial Employment (Standing Orders) Act, 1946 with their Rules.
 - c) Employment Exchange (Comulsory Notification of Vacancies) Act, 1959.
 - d) Apprentices Act, 1961.
 - e) Introduction to the Bombay Industrial Relations Act, 1948.with special orders to Standing orders, Unions and Employer's associations.
 - f) Trade Union Act, 1926.
 - g) Labour Contract Act, 1947.
 - h) Industrial Disputes Act, 1947.
 - i) Payment of Wages Act, 1935 and Rules.
 - j) The Equal Remuneration Act 1976.
3. Laws relating to New Economy involving People Management, Changes in the wake of Globalisation.

REFERENCES:

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|----------------|---|
| 1. Vaid K.N. | : State & Labour in India. |
| 2. Chopra | : Industrial and labour law. |
| 3. Malik P.L. | : Industrial Law. |
| 4. Misra S.N. | : Labour Laws. |
| 5. Jain & Jain | : Industrial & Labour Legislation in India. |
| 6. Kapoor | : Handbook of Industrial Law. |

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PART – I

GENERAL AND PERSONNEL ADMINISTRATION

OBJECTIVES:

- To introduce all the aspects of Personnel Management Systems, functions and the feedback mechanism in a modern business and industrial organizations.
- To develop basic skills in designing implementing and administering personnel policies and programmes.
- To provide the students with the key knowledge, skills and attitudes to be able to operate competently within the area of employee resourcing.
- To introduce methods used by HRD department to enhance the business by effective utilisation of Human Resources.

COURSE CONTENTS:

A. **General Administration**

1. Nature and scope of Administrative: Definition and meaning; Administration and Management; Approaches to Management; Management as a process.
2. Administrative Functions: Planning, Organizing, Communicating; Motivating; Directing and Controlling.
3. Significant Administrative ideas – Weber, Taylor, Elton Mayo, Barnard, Henry Grante, Henry Focol, F.A. Helsey.
4. Role of managers, his work, skills and effectiveness; Top management, its structure, strategies, role in administrations.

B. **Personnel Administration**

1. Nature, concept, definition, status, scope and significance of Personnel Administration in India.
2. Organizational set-up and functions of Personnel Administration, its historical background and the factors influencing on the personnel functions, Profile of a good personnel manager.
3. Manpower planning, Job analysis, Job descriptions and Job specification, Rank and position classification, Evaluation of jobs.
4. Human Resources Development: Problems and procedure of Recruitment, Training and Development, Identification of training needs, Methods of training and Evaluation of training, Performance Appraisal, Promotion, Transfer and Separation.
5. Wage and salary administration: Fixation of salary, Methods of payment of wages, Job evaluation, Financial and non-financial incentives.
6. Conditions of services, Hours of work, Leave, Overtime, Benefits, Retirement and Old age benefits, Housing, Medical care and other welfare measures.
7. Code of conduct: Discipline maintenance, Political right to demonstration and strike, Disciplinary action and procedures, Provision for appeals, Labour participation in management.
8. Future of Personnel Management, Introduction to Concept and Philosophy of HRD.

REFERENCES:

(A) GENERAL ADMINISTRATION

- (1) Marx F.M. : Elements of Public Administration.
- (2) Avasthi A. : Public administration.
- (3) Handy C.B. : Understanding Organisation.
- (4) R. Prasad : Administrative Thinker.
- (5) L.M. Prasad : Principles of Management.
- (6) S.A. Sheralkar : Management.
- (7) Peter F. Drucker : Art of Management.
- (8) P.C. Tripathi : Essentials of Management.
- (9) George R. Terry : Principles of Management.

(B) PERSONNEL ADMINISTRATION

- (1) Mirza S. Saiyaddin : Human Resource Management.
- (2) V.P. Micheal : Human Resource Management.
- (3) S.K. Bhatia : Principles and Techniques of personnel Management.
- (4) D. Agarwala : Manpower Planning, Selection, Trg. And Development.
- (5) P.C. Tripathi : Personnel Management and Industrial Relations.
- (6) Arun Monappa : Manaing Human Resources.
- (7) P. Subbarao : Essential of Human Resource Management and Industrial Relations.
- (8) P.C. Tripathi : Personnel Management and Industrial Relations.
- (9) A.M. Sarma : Personnel and Human Resource Management
- (10) R.S. Davar : Personnel Management and Industrial Relations.
- (11) C.B. Memoria : Personnel Management.
- (12) Rudrabasvaraj M.N. : Dynamics of Personnel Administration.

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PART – I

SURVEY METHODS AND LABOUR STATISTICS

OBJECTIVES:

- Offer an overview of research methods.
- To develop the skill of the students to collect the information to arrange them and analyse with the appropriate tools and to learn interpretation of findings and report writing.
- To help students developing their problem solving skill with die help of survey methods and statistical tools in the area of Personnel, Industrial Relations and Human Resource Development.

COURSE CONTENTS

A. Survey Methods

1. Nature and Scope of Survey Method.
2. Survey Design.
3. Sampling in Social Surveys.
4. Methods of collecting information.
5. Processing of data.
6. Preparation of survey report.

B. Labour Statistics

1. Nature and scope of Statistics.
2. Organization of statistical data.
3. Analysis of variable and multi-variable data. (Correlation and regression analysis.)
4. Analysis of unvariable and data: Measures of central tendency, measures of dispersion and awareness.
5. Statistical inference.
6. Index numbers.
7. Labour statistics: Unemployment, Absentism, Labour turnover and Statistics in India and their uses.

REFERENCES:

- (1) Kerlinger F.N. : Foundations of Behavioural Research.
- (2) Galtug Johan : Theory of Methods in Social Research.
- (3) Hyman H. : Survey Design and Analysis.
- (4) Moser C.A. : Survey Methods in Social Investigator.
- (5) Cronton and Cowden : Applied General Statistics.
- (6) Gopal lal Jain : Research Methodology Methods.
- (7) B.L. Raktoe, J.J. Hubert : Basic Applied Statistics.
- (8) R.S. Bhardwaj : Business Statistics.