

VEER NARMADSOUTH GUJARAT UNIVERSITY, SURAT.

SYLLBUS

FOR

MHRD PART – 1

(APPLICABLE FROM ACAD. YEAR 2001 – 02)

(PART-TIME THREE YEAR MHRD PROGRAMME)

PAPER – SOCIO- PSYCHOLOGICAL DIMENSION OF INDUSTRY.

PAPER – MANAGERIAL ECONOMICS

PAPER- HUMAN RESOURCE INFORMATION AND CONTROL SYSTEM.

PAPER – INDUSTRIAL AND LABOUR LEGISLATIONS.

PAPER – GENERAL AND PERSONAL ADMINISTRATION.

PAPER – SURVEY METHODS AND LABOUR STATISTICS.

VEER NARMADSOUTH GUJARAT UNIVERSITY, SURAT
MHRD
PART – I
SOCIO – PSYCHOLOGICAL DIMENSIONS OF INDUSTRY.

OBJECTIVES

(a) INDUSTRIAL SOCIOLOGY

- To introduce basic concepts of Industrial sociology with a view to help students understand the Social Dimensions of Industry
- To explain social group Formation ,characteristics and functioning in the organizational context.
- To explain the nature of problem faced by the industrial society and its effects on the functioning of the organization

(b) GENERAL AND SOCIAL PSYCHOLOGY

- To introduce basic concept of psychology with a view to help understand the human behaviour.
- To explain the partners of human behaviour in various circumstances in general and in the organizational context in particular.
- To explain internal relationship of individual ,group and social behaviour partners and the formation of cultures
- To understand the rule of personality in formation of the behavioral patterns

(c) INDUSTRIAL PSYCHOLOGY

- To introduce basic concepts of industrial psychology with a view to help understand psychological dimension of industry.
- To explain the role of psychologist in the organization
- To understand some important psychological phenomenon 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 India factory; recruitment and commitment of workers in India 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.

Interrelation between individual, society and culture.

2. Group Behavior: Socialization of the individual; Group and Group behaviour, Group morale, Group conflict, Crowd behaviour, pattern in different organized groups.

C. Industrial Psychology:

1. Nature and scope of Industrial Psychology; Role of psychology in an industrial organization. .
2. Work – Fatigue and Boredom, Work environment and productivity.
3. Psychology Testing – Nature, characteristics and type 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 Relation.
- (4) Lambert : Workers, Factories and Social Change in India.
- (5) Moore W.E. : Industrialization and Society.

(b) INDUSTRIAL PSYCHOLOGH:

- (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.H.Ghosh : Industrial Psychology.
M.B. Ghorpade
- (8) Robert A.Beron : Social Psychology – understanding human
Donn Byrne interaction.
- (9) B. Kappuswamy : An introduction to Social Psychology.
- (10) Srivastava & S. Kumar : Industrial Psychology.

VEER NARMADSOUTH GUJARAT UNIVERSITY, SURAT
MHRD
PART – I
MANAGERIAL ECONOMICS

OBJECTIVE:

- The objective of this course is to give the students an understanding and an appreciation of use of the concepts and tools 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 principle.
3. Demand: Elasticity of Demand and Demand levels, Forecasting Demand method, 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 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 Oligopolistic 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.

VEER NARMADSOUTH GUJARAT UNIVERSITY, SURAT
MHRD
PART – I
HUMAN RESOURCE INFORMATION AND CONTROL SYSTEMS (HRICS)

Objective:

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

COURSE CONTENTS:

1. Introduction :

Structure of MIS, Strategic Planning for Introduction Systems, What is a System, Steps in System Development, Concept of Information System, Determining Requirement of information System in the field of HR, Limitation of HRICS.

2. Introduction to Computers

Basic Concept of computer functioning, Various Input & Output devices, Concept of Hardware & Software, Concepts of Networking: LAN, WAN, VAN, MAN, GAN, (Internet), Intranet, World Wide Wed, 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 System (DBMS)

What is Data & Information, Advantages of Database, Database Concepts, Database Development, Data Structure for Database Processing, Database Design Models, Distributed Database & Data Security System.

5. System Analysis & Design

Overview, Structured Analysis, Data Flow Diagram, Data Dictionary, Systems Design, System Implementation.

6. Application of Information System in HR.
Personal 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
Design the Control Process, Key Variables, Control of Multinational Operations, Non-Profit Institutions, Service Organizations and Projects.
8. Budget
What is Budget, Budget Preparation Prouder, Type of Budgets, Master Budget, Various Budget of HR – Labour Cost Budget, Training & Development Budget, Manpower Recruiting Budget, Welfare Activity Budget.
9. Variance Analysis
Type 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 System (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 System – Analysis, Design & Implementation, by Hussain & Hussain.
4. Management Information Systems, by G B Davis & M H Olson, by Mc Graw Hill Publication.
5. Database System Concepts, by Scott, Sudarshan & Silberchatz, McGraw Hill Publication.
6. Introduction To Computers, by Rajaraman.
7. Analysis & Design of Information Systems, by James Senn, McGraw Hill Publication.
8. Principle of Information Systems, by R M Stair & G W Reynolds, Press: Thomson Learnings.
9. Management Control Systems, by Subhash Shrama, TMH Publications, New Delhi
10. Management Control Systems, by Robert Anthony, TMH Publications, New Delhi.

VEER NARMADSOUTH GUJARAT UNIVERSITY, SURAT
MHRD
PART – I

INDUSTRIAL AND LABOUR LEGISLATIONS – 1

OBJECTIVES:

- To introduce the student major industrial and labour laws and procedural laws applicable to India 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 exposé 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 legislation 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 Order) Act, 1946 with their Rules.
 - c) Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.
 - d) Apprentices Act, 1961.
 - e) Introduction to the Bombay Industrial Relations Act, 1948 with special order to Standing orders, Union 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 Globalization.

REFERENCES:

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.

VEER NARMADSOUTH GUJARAT UNIVERSITY, SURAT
MHRD
PART – I
GENERAL AND PERSONAL ADMINISTRATION

OBJECTIVES:

- To introduce all the aspects of Personal Management Systems, functions and the feedback mechanism in a modern business and industrial organization.
- To development basic skills in designing implementing and administering personal policies and programmes.
- To provide the students with the key knowledge, skill and attitude to be able to operate competently within the area of employee resourcing.
- To introduce method used by HRD department to enhance the business by effective utilization 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. Personal Administration

1. Nature, Concept. Definition, status, scope, and significance of Personal Administration in India.
2. Organizational set – up and functions of Personal Administration, its historical back Ground and the factors influencing on the personal functions, Profile of a good Personal 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 Evaluation of Training, Performances Appraisal, Promotion, Transfer and Separation.
5. Wage and salary administration : Fixation of salary, Method of payment wages, Jobs evaluation, Financial and non- financial incentives.

6. Conditions of services, Hour 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 Personal 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 : Administration Thinkers.
- (5) L.M. Prasad : Principles of Management.
- (6) S. A. Sheralkar : Management.
- (7) Peter F. Drucker : Art of Management
- (8) P.C. Tripathi : Essential of Management.
- (9) George R. Terry : Principles of Management.

(B) PERSONAL ADMINISTRATION

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

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MHRD
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 student developing their problem solving skill with the help of survey method and statistical tools in the area of Personal, Industrial Relation 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 :

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| (1) Kerlinger F.N | : Foundation of Behavioral 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. |