

**Proposal for conducting Semester based MLW Programme at
the Department of RMI SSS from Academic year 2009-2010.**

**Department of Research Methodology and Interdisciplinary Studies
in Social Sciences.**

Veer Narmad South Gujarat University, Surat.

Introduction: The department of Research Methodology and Interdisciplinary Studies in Social Science is playing a significant role in educating and providing a continuous stream of trained manager to industries at large. The department instituted first of its 2 years post graduate programme, Master of Labour Welfare in the academic year 1986-87. In the year 1995-96 the department instituted two year full-time Master of Human Resource Development Programme. (MHRD) the first of its kind in the Western Zone of India. Comprising of Rajasthan Madhya Pradesh, Gujarat and Maharashtra State. This course is receiving overwhelming response till date. The Department has also started 1 year Diploma in Research Methodology course in the current academic year 2007-08.

The department now look forward to convert the present two year MLW full time programme to two years MLW Semester based programme comprising of four semesters.

Objectives:

- (1) To provide students with an opportunity to study wide arena of subjects.
- (2) To incorporate the latest development in the field of Labour Welfare in MLW Syllabus.
- (3) To provide the students with the inputs which have a decisive bearing on their success in future.
- (4) To cater the need for qualified person for the industries in South Gujarat in the field of MLW

Programme Structure:

This programme will be 2 year (Four Semester) full time programme. The Course structure will be as follows.

SEMESTER – I

- 101 Fundamentals of Psychology
- 102 Applied Economics
- 103 Computer Application in Human Resource Management
- 104 Communication Skills
- 105 Business Law-I
- 106 Labour Legislations - I

SEMESTER – II

- 201. Labour Economics
- 202. Industrial Sociology
- 203. Research Methodology & Labour Statistics
- 204. HRM-I
- 205. Business Law - II
- 206. Labour Laws-II

2 months internship training

SEMESTER – III

- 301. Industrial Psychology
- 302. Principles of Administration
- 303. Industrial Relations
- 304. Organisational Behaviour
- 305. Business Law - III
- 306. Labour Laws-III

SEMESTER – IV

- 401. Remuneration and incentive Administration
- 402. Aspects of Labour Welfare & Social Security
- 403. Aspects of Trade unionism
- 404. HRM-II
- 405. Business Law - IV
- 406. Labour Law - IV

One month project training

Project, Internship report and dissertation Work

Total Seats: 30 (thirty)

Medium of Instruction: English.

Teaching faculties: The department is having one professor, one Reader and one lecturer. Besides this the department is also having two guest faculties. There are few visiting faculties from affiliated colleges and industries who are providing their services for running our MLW and MHRD full time course. Their help will also be taken to run this MLW Semester based programme.

Eligibility criteria: All the candidates who have secured atleast 50% marks in bachelor's Degree of a recognized University are eligible to apply for the admission to the course.

Selection Procedure: The Students to this course will be selected on the basis of their score at entrance test (100 marks) and personal interview (50 marks).

Fees Structure: Per semester fees for this MLW Semester based programme will be Rs.15000 (fifteen thousand)

Reservation: Reservation of seats as per University and Government rules.

Assessment: The Degree will be awarded on the basis of Performance of students in Internal and external Examination. Students are required to write test/semester examination/assignment only in English.

1. Internal Assessment for MLW Programme:

- a. Internal Assessment in each paper will be out of Fifty (50) marks.

Following three heads will be considered:

Internal Class Tests – 30 marks

Assignments/Class presentation – 10 marks

Class Participation – 10 marks

- b. There will be at least one written test (seen/unseen) for each paper in every semester.

- c. There shall be Assignment in each paper.

2. **External Assessment:** In External Examination (seen/unseen) each paper will be of 100 Marks. For Paper 103 Computer Application in Human Resource Management Semester I and Paper 203 Research Methodology and Labour Statistics Semester II the Semester Examination comprises of written project report and Viva Voce Examination.

3. **Teaching Pedagogy:** The teaching Pedagogy for all papers includes classroom lectures, workshops, seminars, self-study, academic and industrial tours and non-credit courses. The students will also be given exposure to E-Learning.

4. Passing Standard and Award of Class:

Minimum passing marks 40% marks in aggregate (Internal and External together) in semester examination.

Pass class – 40% to Less than 50% marks in aggregate.

Second Class – 50% to Less than 60% marks in aggregate.

First Class – 60% to Less than 70% marks in aggregate.

Distinction – 70% and above marks in aggregate.

5. **Students failing in any semester will be admitted to next semester irrespective of failing in any number of subjects. The result of Fourth semester will not be declared till students clear all semester examination.**

6. Project, Internship report and dissertation Work: Students will have to undergo 2 months Internship training after the competition of Semester-II as well as one month Project training during Semester-III

The students will have to submit report on Internship training as well as project training and a Viva Voce Examination will be held for both papers.

Internship training report Exam

Project Work	-	50 marks
Viva Voce	-	<u>50</u> marks
Total		<u>100</u> marks

Project training report Exam

Project Work	-	50 marks
Viva Voce	-	<u>50</u> marks
Total		<u>100</u> marks

**DEPARTMENT OF RESEARCH METHODOLOGY AND
INTERDISCIPLINARY STUDIES IN SOCIAL SCIENCES
VEER NARMAD SOUTH GUJARAT UNIVERSITY**

**PROPOSE LIST OF SUBJECTS FOR SEMESTER BASE PROGRAMME.
EFFECTIVE FROM ACADAMIC YEAR 2009-2010**

SEMESTER – I

101. Fundamentals of Psychology
102. Applied Economics
103. Computer Application in Human Resource Management
104. Communication Skills
105. Business Law-I
106. Labour Legislations - I

SEMESTER – II

201. Labour Economics
202. Industrial Sociology
203. Research Methodology & Labour Statistics
204. HRM-I
205. Business Law - II
206. Labour Laws-II

2 months internship training

SEMESTER – III

301. Industrial Psychology
302. Principles of Administration
303. Industrial Relations
304. Organisational Behaviour
305. Business Law - III
306. Labour Laws-III

SEMESTER – IV

401. Remuneration and incentive Administration
402. Aspects of Labour Welfare & Social Security
403. Aspects of Trade unionism
404. HRM-II
405. Business Law - IV
406. Labour Law - IV

One month project training

Paper – 101 Fundamentals of Psychology**Course Objectives:**

The course provides an outline on basic concepts of psychology. It is designed to help students to understand patterns of human behavior in various circumstances. It also provides the students with the inputs related to the topics like learning, motivation, intelligence, personalities etc.

Course Content:

Psychology: Introduction, Definition, Nature of Psychology, Psychology and other sciences, subfields of Psychology, Methods of Psychology.

Learning: Nature, Definition, Basic Factors in Learning, Learning theories, Reinforcement, Types of Reinforcement.

Sensory Process: Characteristics of senses, Receiving process

Perception: Definition, Perceptual process and perception selectivity.

Thinking: Meaning, Definition, Nature of Thinking, Thinking- problem solving and creative thinking, factors in problem solving.

Personality: Introduction, Meaning, Definition, Personality theories, Determinant of Personality.

Social Influence on Human Behavior: Socialization culture, social structure, Positions, Roles status, Social class system and social groups.

REFERNCES

1. Mahmud Jugar, 2004 Introduction to Psychology- APH Publishing Corporation, New Delhi
2. Kalat James ,1990 W: Introduction to Psychology-Wads Worth Publishing Co., California
3. Robert Barren, 2002 Psychology- Prentice Hall of India Pvt. Ltd., New Delhi
4. Jarnald John, 1996 Work Psychology- McMillan India Ltd., New Delhi
5. Ghorpade M.B, 1999 Essentials of Psychologies- Himalaya Publishing House, Mumbai

Paper-102 Applied Economics**Course Objectives:**

1. To provide students with a better understanding of microeconomics and how the parts of the economy function.
2. To learn about economic principles and the interaction of the individual units in our economy (individuals, households, businesses, and government).
3. To discuss and develop on awareness of current economic issues and problems.

Course Content:

Basic concepts and Mathematics

Introduction: Markets and Prices

The Basics of Demand and Supply

Choice Under Uncertainty

Production

Cost of Production

Analysis of Competitive Markets

Market Structure and Competitive Strategy

Game Theory and Competitive Strategy

Markets for Inputs

Information, Market Failure and the Role of Government

Markets with Asymmetric Information

REFERENCES:

1. Pindyck R S and D L Rubinfeld (2007), Microeconomics, Pearson.
2. Hirschey (2004), Managerial Economics, Thomson South Western.
3. Peterson, Lewis and Jain (2006), Managerial Economics, Pearson.
4. Mankiw G (2002), Principles of Economics, 3rd Edition, Thomson South Western.
5. Salvatore Dominick (2003), Microeconomics, 4th Edition, Oxford University Press.
6. Salvatore Dominick (2007), Managerial Economics, 4th Edition, Thomson South Western.
7. Mankiw George (2007), Principles of Microeconomics, Thomson South Western, New Delhi.
8. George J Borjas, (2005) Labour Economics, McGrawHill, Newyork
9. Salvatore (2008) Managerial Economics, Oxford University Press, New Delhi.

Paper: 103 Computer Application in Human Resource Management

Course Objectives: This course aims at acquainting the Students with the use of computers in human resource management. This course also aims at providing hands-on experience to students in applications like Microsoft Excel in for functional specializations of HR.

Fundamentals of Computer

An overview of Hardware, Software, Networks and Operating Systems

Microsoft Excel: Data entry, use of financial, statistical, logical and string functions

Microsoft Word for report writing, drafting official letters etc.

Microsoft Power Point for making a business presentation, kiosk etc.

Practical in Applications of Microsoft Excel in HR - Personnel Application, Salary Administration, Inventory Management, Medical History, Accident Monitoring, Performance Appraisal, Training & Development, Manpower Planning, Recruitment, Career Planning, Budget preparation.

Lectures and Practical

Lectures - 3 Hours per Week

Practical in Computer Laboratory - 2 Hours per Week

Assessment

Total Assessment: 150 Marks

Internal Assessment: 50 Marks

On the basis of written assignments/ presentation and written test (Seen/Unseen).

External Examination: 100Marks

Written project and Viva Voce examination, of which written project will be of 70 marks and viva voce examination of 30 marks.

Text Books:

(to be formatted)

Rajaramann for computer fundamentals.

Microsoft publication for Excel, word power point etc.

PAPER:104 COMMUNICATION SKILLS**OBJECTIVES:**

- To help students to enhance their business communication skills.
- To provide great detailed knowledge for preparing different types of notifications and smoothen the office operations.
- To provide them with guidelines for the future interviews to be faced.

COURSE CONTENT:**A. Communication**

Concept and importance of communication; Nature & scope of communication; Communication process; Barriers of effective communication

B. Communication Network

- Formal communication;
- Types of Formal oral communication:
 1. Meeting,
 2. Committee – executive committee, advisory committee, sub committee, ad- hoc committee, standing committee,
 3. Discussions – brainstorming, conference, seminars, conventions, panel discussions, group discussion,
 4. Stages- testing & dependence, inter group conflict, cohesion & problem solving,
 5. Speeches – stages, profile of good speaker, essentials of an effective speech, different types of speeches,
 6. Presentation;
- Types of formal written communication:
 1. Presentation in written form
 2. Tools & aids for written form of presentation
 3. Presenting oneself through job application & CV/ resume
 4. Notice
 5. Agenda
 6. Minute writing
 7. Report writing
 8. Note making & talking

C. Interview

- Concept;
- Types;
- Candidates preparation;
- Drafting of an interview letter;
- Guidelines for a good interview;

D. Importance of Body Language

- Effective use of body language
- Advantages & limitations

REFERENCE:

- Basic Business Communication – Lesikar Flatley
- Essentials of Business Communication – Rajendra pal, J.S. Korlahalli, Sultan chand & sons
- Business Communication today – Sushil Bahl, Sage Publications

Paper 105 Business Law-I

Objective: 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.

(1) Contract Act, 1882

Nature of Contract: Definition of Contract - Essential Elements of a Valid Contract - Classification of Contracts

Offer and Acceptance: Offer: Legal rules as to offer - Special Terms in a contract

Acceptance: Who can accept? - Legal rules as to acceptance

Communication of Offer, Acceptance and Revocation: Contracts over telephone or telex or oral communication - When does an offer come to an end?

Consideration: Definition of Consideration - Legal rules as to consideration - contract without consideration

Capacity to contract: Minors - Persons of Unsound Mind - Other Person

Free Consent: Meaning of consent and free consent - coercion - undue influence - misrepresentation - fraud - distinction between fraud and misrepresentation - mistake

Legality of Object: When is consideration or object unlawful? Unlawful and illegal Agreement - Agreements Opposed to Public Policy.

Void Agreements: Void Agreements - Agreements the meaning of which is uncertain - Wagering agreement or wager - Restitution

Contingent contracts: Meaning - Rules Regarding Contingent Contracts.

(2) Partnership Act, 1932

Nature of Partnership: Definition of Partnership - Law of partnership - extension of law of agency - Formation of Partnership - Partners, Firm, Firm Name,

Partnership and other association - Partnership and joint Hindu family - Partnership and co-ownership

Duration of Partnership - Registration of Firm - Relations of Partners - Relations of Partners to one another: Rights of a Partner, Duties of a Partner - Property of the Firm - Relations of Partners to Third Parties - Types of Partners - Reconstitution of a Firm.

Dissolution of Firm: Dissolution without the order of court - Dissolution by court - Rights of a Partner on Dissolution - Liabilities of a partner on Dissolution

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

Paper: 106 Labour Legislations – I

OBJECTIVES: The objective is to enable the participants to familiarize themselves with important provisions of Industrial and labour laws which have substantial bearing on business decisions. Attempts will be made a) to give broad conceptual ideas of the laws taken for discussion, and b) to develop an insight into legal implications of their more important provisions.

- Industrial Disputes Act, 1947
- The Factories Act, 1948
- Introduction to Labour Legislations
- Payment of Wages
- Child Labour Prohibition Act

References:

1. Prasad H and Kharbanda V.K. (1987) Labour Laws Digest, Law Publication.
2. Misra Surya Nrayan, Misra Sudhir Kumar (2001) Labour and Industrial Laws, Cenral Law.
3. Garg Ajay (1989) Labour Laws one should know, Nabhi.
4. Bhatia S.K (2001) Labour and Industrial laws, Deep and Deep.
5. Malik P.L. (2004) labour Laws, ECB.
6. Misra S.N. (2006) labour Laws, Central lawhouse.

Paper – 201 Labour Economics**Aims**

- To give an overview and understanding of the fundamental issues, insights, concepts and theories of labor economics.
- To learn the principles of wage determination and compensating wages.
- To understand the role of excess market power, employer and employee, on the labor market.
- To analyze the major policy issues in labor economics. Such as the minimum wage, wage discrimination, and international competitiveness.
- To provide the student with a better understanding of the interrelationships between economics and human resource management.

Course Contents

Demand and Unemployment
Capital shortage and Unemployment
Efficiency Wages
Immigration and Unemployment
The Wage Curve
Employment Effects of Minimum Wages
Loss of Human Capital and Long-Term Unemployment
The Labor Market Assimilation of Immigrants
Subsidizing Employment
Active Labor Market Policy

References:

1. Borjas, G. (1996): Labor Economics, New York: McGrawHill Companies.
2. Filter, R. K., D. S. Hamermesh and A.E. Rees (1996): The Economics of Work and Pay, 6th Edition, New York: HarperCollins College Publishers.
3. Snower, D. J. and D. de la Dehesa (1996): Unemployment Policy: Government Options for the Labour Market, Cambridge: Cambridge Press.

Paper – 202 Industrial Sociology**Course Objectives:**

The course provides an opportunity to the student to understand the social dimension of the industry. This course is designed to make the students understand the process of group formation, human relations approach and the dynamics of Industrial Society.

Course Content:

Industrial Sociology: Definition, Nature and Scope of Industrial Sociology, Importance of Industrial sociology, Importance of Industrial Sociology in India, Current trends in Industrial Sociology.

Social Survey: Meaning, Aims of Social Survey, Stages of Social Survey, Types of Social Survey.

Industrialization and Its impact: (a) On the Caste system, (b) on the system of marriage and (c) on family system.

Alienation and Anomie: Meaning, Causes of alienation and Solutions to the problem, Marx's theory of Alienations, Anomie- Meaning, types of anomies.

Employee Morale: Meaning, Definition, Measurement of Morale, Factors affects morale, Attempts to improve morale.

Survey Work: Survey work is to be conducted on some specific selected topic of social relevance.

REFERENCES

1. Paul Hersey, Kenneth H Blanchard, Dewey E Johnson 2006 Management of organizational Behavior, 8th edition. Pearson Printice Hall New Delhi
2. Gisbert Pauscual 1972: Fundamentals of Industrial Sociology- Tata Mcgraw- Hill Publishing House, New Delhi.
3. Sharma, Pandey 2001: Industrial Sociology- Surjeet Publications, New Delhi.
4. Dayal Raghubir 1996: Industrial Sociology and Labour Welfare- Mittal Publications, New Delhi.

Paper: 203 Research Methodology and Labour Statistics

A. Research Methodology

Scientific Method – Scientific enquiry – formal science and empirical science
logic of scientific method – models

Overview of Research Process – Identification of problem- Research design –
Research proposal

Sample Design- Sampling Process – Probability and Non Probability Sampling –
Determination of sample size

Data Collection Procedures – Primary and Secondary Data – Primary Data
Collection Methods – Source of Secondary Data

Report Writing

B. Labour Statistics

Nature and Scope of Statistics

Organisation of Statistical data

Univariate Analysis

Bivariate Analysis

Chi square, t and f tests

Index numbers

Indian Labour statistics – unemployment – Absenteeism etc.

Paper: 204 Human Resource Management - I

Objectives: The subject will allow students with little or no prior knowledge of a working Personnel Management function to understand the methods and techniques of the discipline and to allow the students to move into a greater analysis of the specialize functions.

Introduction:

Definition, Objectives and Significance of Personnel management, Evolution of Personnel Management, Nature, Scope and Functions of Personnel management, Role of Personnel Management In Industry, Challenges of personnel management

Manpower Planning:

Meaning and Definition of Manpower Planning, Objectives and Importance, Process of Manpower Planning

Recruitment and Selection:

Concept of Recruitment, Sources of recruitment, Method or Technique of Recruitment, Recruitment Practices in India, Selection and Selection Procedure.

Training and Development:

Concept of Training and Development, Objectives and Importance of Training, Identification of Training Needs, Designing and Conducting training, Types of Training Methods, Evaluation of Training.

REFERENCES:

1. Tripathi P.C; (1999) Personnel Management and Industrial Relations, Sultan Chand.
2. Kumar N; (2001) Personnel Management and Industrial Relations, Anmol.
3. Davar Rustom;(1996) Personnel management and Industrial relations, Vikas.
4. Monappa Arun;(1995) Personnel Management, TMH.
5. Dwivedi R.S;(1997), Managing Human Resources Personnel Management in Indian Enterprises Galgotia.
6. Mirza Saiyadin; (1994) Personnel Management, TMH.
7. Aggarwal L.N; (1998) Personnel management, Excel.
8. Memoria C.B; (2000) Personnel Management, Himalaya.
9. Rao V.S.P; (2002) Human Resource Management, Excel.
10. Aswathappa K. (2006) Human Resource Management, TMH.

Objective: 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.

(1) Contract Act, 1882

Performance of Contract: Contracts which need not be performed - By whom must contracts be performed - Devolution of Joint liabilities and rights - Who can demand performance? - Time and Place of Performance - Reciprocal Promises - Time as the Essence of Contract - Appropriation of Payments - Assignment of Contracts

Discharge of Contract: Discharge by Performance - Discharge by agreement or Consent - Discharge by Impossibility of Performance - Discharge by Lapse of Time - Discharge by Operation of Law

Remedies for Breach of Contract: Where there is a right, there is a remedy - Damages: Rules as to damages - Liquidated damages and penalty - Quantum meruit - specific performance - injunction - rectification or cancellation

Quasi Contracts: Meaning - kinds of Quasi-Contracts

Indemnity and Guarantee: Contract of Indemnity: Rights of indemnity-holder when sued - Contract of Guarantee: Distinction between indemnity and guarantee - Kinds of Guarantee - Rights of surety - Discharge of Surety

Bailment and Pledge: Classification of Bailments - Duties of Bailor - Duties of Bailee - Rights of Bailor - Rights of bailee - Law Relating to Lien - Finder of Goods - Termination of Bailment - Pledge: Difference between pledge and bailment - Rights and Duties of Pawnor and Pawnee: Rights of Pawnee - Rights of Pawnor - Pledge by Non-Owners

Contract of Agency: Definition of Agent and Principal - Creation of Agency - Classification of Agents - Relations of Principal and Agent

(2) Sale of Goods Act, 1930

Sale of Goods: Formation of Contract of Sale - Contract of sale of goods - Sale and agreement to sell - sale and hire-purchase agreement - Sale of barter or exchange - sale and bailment - sale and contract for work and materials - Subject-matter of Contract of Sale - Document of Title to Goods - Stipulations as to time

Conditions and Warranties: Express and Implied Conditions and Warranties - Caveat Emptor - Rights and Duties of the Buyer

Rights of and unpaid Seller: Who is an unpaid seller? - Rights of an unpaid seller against the goods - Right of Withholding Delivery - Remedies for Breach of Contract of Sale - Auction

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

Paper – 206 Labour Legislation – II

OBJECTIVES: The objective is to enable the participants to familiarize themselves with important provisions of Industrial and labour laws which have substantial bearing on business decisions. Attempts will be made a) to give broad conceptual ideas of the laws taken for discussion, and b) to develop an insight into legal implications of their more important provisions.

- Disciplinary Actions and Domestic Inquiry
- Bombay Industrial Relation Act
- Contract Labour Abolition
- Payment of Bonus Act, 1965
- Introduction to Law of Dept. Inquiry and Principles of natural Justice

References:

1. Prasad H and Kharbanda V.K.(1987) Labour Laws Digest, Law Publication.
2. Misra Surya Nrayan, Misra Sudhir Kumar(2001) Labour and Industrial Laws, Cenral Law.
3. Garg Ajay (1989) Labour Laws one should know,Nabhi.
4. Bhatia S.K (2001) Labour and Industrial laws, Deep and Deep.
5. Malik P.L. (2004) labour Laws, ECB.
6. Misra S.N. (2006) labour Laws, Central lawhouse.

Paper – 301 Industrial Psychology**Course Objectives:**

The course aims at providing the student an opportunity to understand the psychological dimensions of the industry. It covers the topics related to psychological testing measurement of intelligence which are of immense importance in the process of employee selection.

Course Content:

1. **Industrial Psychologies:** Definition, Nature, Scope of Industrial Psychology, Subfields of Industrial Psychology.
2. **Psychological Test:** Definition, Nature, Steps in test development, Classifications of psychological test, Advantages and disadvantages of testing.
3. **Intelligence:** Test of intelligence, the standford-Binet Test and the Wechsler scale, Otis test, Multifactor tests, Test of Mechanical ability, Test of Clerical ability, Personality tests.
4. **Evaluation of Employer Performance:** Judgmental methods of Employee performance, Errors in ratings.
5. **Engineering Psychology:** Motion and Time study, Principals of motion economy, Best method of work.
6. **Fatigue:** Definition, Its effect on human performance, techniques of lessening physical fatigue.
7. **Boredom:** Definition, Effect of Boredom, Countering effect of Boredom.
8. **Counseling:** Definition, Need for counseling, objective of counseling, Steps in counseling process.

REFERENCES

1. Blum W.L: Industrial Psychology- CBS Publisher and Distributors, New Delhi 1984
2. P.K. Gosh & M.B. Ghorpade: Industrial Psychology- Himalaya Publishing House, Mumbai 1998
3. Srivastava & S. Kumar: Industrial Psychology- Printwell Publishers, Jaipur 1990
4. Chaube SP: Industrial Psychology- Himalaya Publishing House, Mumbai 2000.

Paper: 302 Principles of Administration

Objectives: The objectives are to acquaint the students with the theory of administration as far as it has been built up on body of knowledge and to develop in him an integrated approach to Administrative problems.

- **Nature and scope of Administration:** Definition and meaning of Administration and Management, Difference between Administration and management, Administration is an Art and Science or both.
- **Administrative Functions:** Planning, organizing, Directing (Leadership, Communication and Motivation), Controlling.
- **Significant Administrative Ideas** – Max Weber, Fredric Taylor, Henry Fayol, Elton Mayo, Douglas McGregor (Classical and Neo Classical Theories)
- **Role of Managers, His work, skills and effectiveness:** Top management, its structure, strategies, role in Administrations.

REFERENCES:

1. Prasad Ravindra; (1998) Administrative Thinkers, Sterling.
2. Prasad L.M; (2002) Principles of Management, Sultan Chand.
3. Sheralkar S.A; (1997) Management, Himalaya.
4. Rustomji M.K; Art of Management, McMillan India.
5. Tripathi P.C; (1998) Essential of Management, Himalaya.
6. Terry George; (1929) Principles of Management, Taraporwala.
7. Avasthi & Maheshwari; (1996) Public Administration in India, Himalaya.

Paper – 303 Industrial Relations**Course Objectives:**

The main objective is to introduce concept, system, and practices of Industrial Relations in Indian context and to make students understand major industrial Relations functions at various levels of organization and to develop their skill to analyze present and future trends in Industrial Relations practices. It also focuses on providing knowledge and skills necessary for HR managers to work competently in changing organizational and social environment.

Course Content:

1. **Industrial Relations:** Definition, Importance, Scope and Components of Industrial Relations, Factors affecting Industrial Relations, Characteristics of Indian Industrial Relations System.
2. **Industrial Disputes:** Definition, Classification of Industrial Disputes, Causes of Industrial disputes, Impact of Industrial dispute.
3. **Industrial Unrest:** Strike, Lockouts, Topologies of Strikes, Illegal strikes, Prevention of strikes.
4. **Tripartite Bodies:** The Indian Labour conference, Its importance and role in maintaining industrial relations, code affecting industrial relations, Impact of International Labour Code in industrial relations.
5. **Bipartite Bodies:** Work committee and Joint, Management councils-its compositions and Functions.
6. **Standing Orders:** Meaning, Objectives and Evolution of Standing orders.
7. **Grievances:** Meaning, Definition, Causes of grievances, Procedure for Settlement and Model grievance procedure.
8. **Collective Bargaining:** Meaning, Main Features of Collective bargaining, Importance, Principles of Collective Bargaining, Collective Bargaining agreements at different levels.
9. **Settlement Machinery:** Conciliation, Arbitration and Adjudications.
10. **Labour Welfare:** Concept, Features and Need of Labour Welfare officers, His contribution in Industrial Relation maintenance.

REFERENCES

1. Mishra L.: Case laws on Industrial Relations issues and implications- Excel Books, New Delhi 2006
2. Bhalia S.K.: Constructive Industrial Relations and Labour Laws- Deep and Deep, New Delhi 2003
3. Mathur T.N: Industrial Relations in Public Sector- Arihent Publishers, Jaipur 1990.

Paper – 304 ORGANISATIONAL BEHAVIOUR

OBJECTIVES: The objective of this paper is to familiarize the students with basic behavioral process in the organization.

- **Introduction to Organisational Behaviour:**
Organisation as Social System, Definition and Scope of Organisational behaviour, Discipline contributing to Organisational Behaviour, Models of organizational behaviour and Challenges for Organisational Behaviour.
- **Historical perspective of Organisational Behaviour:**
Scientific management, Behavioural approach to management, Contingency approach.
- **Foundations of Individual Behaviour:**
Biological foundations of behaviour, Causes of human behaviour, Inherited characteristics of behaviour, Environmental effect on behaviour, Behaviour as an input-output system, Behaviour and performance.
- **Personality:**
Personality an Introduction, Type A and Type B personality, Personality dimensions, Introvert and Extrovert personalities, Personality Theories.
- **Perception:**
Definition of Perception, Major influences on the perception process, Perceptual selectivity, Factors affecting perception, Perception and attribution, organization implication with regard to perception.
- **Attitudes, Values and Job Satisfaction:**
Meaning, Importance and Relevance of values to organizational behaviour, Types of values, Types, components and functions of Attitudes, Link between Attitudes and Organisational behaviour, Overcoming barriers to change attitudes, Concept of Job satisfaction, factors affecting Job satisfaction, Ways of measuring Job satisfaction, Impact of job satisfaction on work performance.
- **Foundations of Group Behaviour:**
Basic attribution of groups, Reasons for group formation, Types of groups, group cohesiveness, Group norms.
- **Conflict:**
Inter dependence of groups, Differentiation of groups, Nature of conflict in organizations, changing view of conflict, Types of conflict, Levels of conflict, causes of conflict, Conflict management.

References:

1. Singh Nirmal(1983) Managing behaviour in Organisations, Deep & Deep.
2. Feldman Daniel C, Arnold Hugh J (1988) organizational Behaviour, McGrawhill.
3. Robins Stephen P. (1994) Essentials of Organisational Behaviour Prentice Hall.
4. Pareek Udai (1996) Organisational Behaviour Processes, Rawat.

5. Rao V S P (1991) Contemporary Studies in Organisational behaviour, Discovery.
6. Tyagi Aehna (1998) Organisational Behaviour, Excel.
7. Greenberg Jerald, Baron Robert A (2004) Behaviour in organizations, Pearson.
8. R.S.Dwivedi (2005) Human Relations and Organisational Behaviour, McMillan.
10. Newstrom John W, Davis Keith (1998) Organisational Behaviour: Human Behaviour at Work, TMH.

Paper: 305 Business Law-III

Objective: 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.

(A) The Companies Act, 1956

Nature of Company: Definition of Company – Characteristics of a Company – Lifting or piercing the Corporate Veil – Company Distinguished from Partnership – Company Law in India: The Companies Act, 1956

Kinds of Companies: Classification on the Basis of Incorporation : Statutory companies, registered companies – Classification on the Basis of Liability – Companies with limited liability – Unlimited companies

Formation of Company: Incorporation of Company – Certificate of Incorporation – Pre-Incorporation or Preliminary Contracts

Memorandum of Association: Contents of Memorandum – Alteration of Memorandum – Doctrine of Ultra Vires

Articles of Association: Contents of Articles – Alteration of Articles – Articles and Memorandum-their relation – Articles and Memorandum-distinction – Legal Effect of Memorandum and Articles – Doctrine of Indoor Management

Prospectus: Registration of prospectus – Contents of prospectus – offer for sale-deemed prospectus – Misstatements in Prospectus and their consequences – Statement in lieu of Prospectus – commencement of Business – Underwriting Commission – Brokerage

Membership in a Company: Who can Become a Member? – How can one become a Member? – Cessation of Membership – Rights of Members – Liability of Members –Register of Members – Annual Return

(B) The Consumer Protection Act, 1986

The Consumer Protection Act, 1986: Central Consumer Protection Council – State Consumer Protection Councils – Consumer Disputes Redressal Agencies – Consumer Disputes redressal Forum – Consumer Disputes Redressal Commission – National Consumer Disputes Redressal.

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

Paper: 306 Labour Laws – III

OBJECTIVES: The objective is to enable the participants to familiarize themselves with important provisions of Industrial and labour laws which have substantial bearing on business decisions. Attempts will be made a) to give broad conceptual ideas of the laws taken for discussion, and b) to develop an insight into legal implications of their more important provisions.

1. Employees P.F. Act, 1952
2. Payment of Bonus Act
3. Workmen's Compensation Act
4. Bombay Shops & Establishment
5. Maternity Benefit Act

References:

1. Prasad H and Kharbanda V.K. (1987) Labour Laws Digest, Law Publication.
2. Misra Surya Nrayan, Misra Sudhir Kumar (2001) Labour and Industrial Laws, Central Law.
3. Garg Ajay (1989) Labour Laws one should know, Nabhi.
4. Bhatia S.K (2001) Labour and Industrial laws, Deep and Deep.
5. Malik P.L. (2004) labour Laws, ECB.
6. Misra S.N. (2006) labour Laws, Central lawhouse.

PAPER: 401 REMUNERATION AND INCENTIVE SYSTEM**OBJECTIVES:**

- In part one; we would understand the basic wage and remuneration system prevailing in the organisations.
- Part two would give details of reward, benefits and services provided to the employees in organisations.
- Study of the above would help students to become competent managers and frame a structural organisation.

COURSE CONTENT:**A. Commission and Compensation**

- Commission; Definition, features
- Compensation : 1. Executive compensation - Types & levels of compensation - Regulation
2. Deferred compensation

B. Remuneration

Components; Theories; Importance; Factors influencing employee remuneration; Devising remuneration plan & business strategy; Challenges remuneration.

C. Wage & Salary Administration

Concepts of wage; Levels & structure of wage; Components of wage; Wage policy of India; Wage determination process; Factors influencing wage & salary structure & administration; Theories of wage; Minimum, fair & living wage; Kinds of wage plans; Elements of good wage plan; Types of wage; Wage differentials; Importance & existence of wage differentials in India.

D. Rewards & Incentives

Meaning, Nature & Determinants of incentives; Classification of rewards-incentive payments; Prerequisites of an effective incentive system; Scope & types of incentive system; Merits & demerits; Group incentive plans; Installing as incentive scheme; Incentive system & schemes in Indian industries.

E. Employee Benefits and Services

Meaning, Nature, Terminology, Importance & Types of Benefits and Services; Principles of fringe benefits; Special features of fringe benefits; History & growth factor; Coverage & objectives of fringe benefits & service program; Administration of benefits and services; Future of fringe benefits; guidelines of an effective benefit programme.

REFERENCE:

1. Personnel Management- Text & Cases - C.B. Memoria
2. Human Resource Management- Text & Cases - K. Aswathappa

Paper: 402 Aspects of Labour Welfare & Social Securities

Objectives:

- To introduce to students the concept of Labour Welfare and Social Securities.
- To make students know the historical development of Labour Welfare.
- To acquaint Students with statutions and Volantary measures of welfare, health and safety.
- To acquaint students with the social securities system in India.

Philosophy of Labour Welfare

Concept - Definition - Scope - Aims and Objectives - Theories of Labour Welfare - Necessary - Principles - Financing - Welfare Department.

Historical Development of Labour Welfare

Before Independence - After Independence.

Statutory Welfare Provisions

Washing Facilities - Facilities for Storing and Drying Clothing - Facilities for Sitting - First-Aid Appliances - Shelters, Rest Rooms and Lunch Rooms - Canteen Creche - Welfare Officer - Act-wise Outline of Welfare Facilities - Inter State Migrant Workmen (Regulation of Employment and Conditions of Services) Act, 1979.

Voluntary Welfare Funds

Welfare Work by Employers - Welfare Work by Workers' Organisations.

Industrial Safety

Theoretical Perspectives - Trends of Accidents - Costs of Accidents - Causes of Accidents - Prevention of Accidents - Statutory Safety Provisions.

Industrial Health

Background of Industrial Health - Health and Welfare - Statutory Health Provisions.

Scheme of Social Security

Definition - Aims and Objectives - Social Assistance - Social Insurance - Financing of Social Security Schemes - Social Security and the National Economy - Evolution of Social Security in Industrial Countries - Schemes in Different Countries - Conclusion - Principal Social Security Laws of India.

Industrial Social Work

Is Social Work a Profession - The Skills of Social Work - Social Work Practice - Evolution - Health Care Social Worker - Personnel Social Worker - Counselling Service.

REFERENCES

1. Punekar, Deodhar and Sankaran: Labour Welfare, Trade Unionism and Industrial Relations- Himalaya Publishing House, Mumbai 1996
2. Sharma A.M.: Aspects of Labour Welfare and Social Securities- Himalaya Publishing House, Mumbai 1999.
3. Bhagaliwal T.N.: Economies of Labour and Industrial Relations- Sahitya Bhavan Agra, 1995.

4. Memoria C.B., Memoria Satish, Gankar S.V.: Dynamics of Industrial Relations- Himalaya Publishing House, Mumbai 1998.
5. I.L.O.: Welfare facilities for workers in India and Asia.

Paper: 403 Aspects of Trade Unionism**Objective:**

- To provide students knowledge about Historical development of Labour movement and trade union movement.
- To make the student aware of development and growth in developed as well as developing countries
- To make student aware of present practices of managing trade unions
 - (1) Labour movement & trade union movement - growth & Development pre-independence & Post-independence.
 - (2) Trade Unions
Definition and Characteristics - Principles of Trade Unionism - Why do Workers Join a trade Union? - Objectives and Functions of a Trade Union - How Trade Union Objectives are Achieved.
 - (3) Features of Trade Union
Trade union theories, Trade union methods, factors affecting growth of Trade unions, Weakness of Trade unions, Essentials of successful trade union. What trade union should do?
 - (4) Trade unionism in developed countries UK, USA, Germany
 - (5) Trade unionism in developing countries, India, China
 - (6) Formation and development of federation of trade union - AITUC, INTUC, HMS, UTUC, CITU
 - (7) ILO - Its Birth, growth, structure, functions and its contribution to Indian Trade union system.

REFERENCES

6. Punekar, Deodhar and Sankaran: Labour Welfare, Trade Unionism and Industrial Relations- Himalaya Publishing House, Mumbai 1996
7. Sharma A.M.: Aspects of Labour Welfare and Social Securities- Himalaya Publishing House, Mumbai 1999.
8. Bhagaliwal T.N.: Economies of Labour and Industrial Relations- Sahitya Bhavan Agra, 1995.
9. Memoria C.B., Memoria Satish, Gankar S.V.: Dynamics of Industrial Relations- Himalaya Publishing House, Mumbai 1998.
- 10.I.L.O.: Welfare facilities for workers in India and Asia.
- 11.Bhatnagar D.: Labour Welfare and Social Security Legislation in India.
- 12.Johri C.K.: Issues in Indian Labour Policy.
Mathur A.S.: Labour Policy and Industrial Relations in India.

Paper: 404 Human Resource Management – II**➤ Performance Appraisal:**

Concept of Performance appraisal, Importance of Performance appraisal, Process and methods of Performance appraisal, Limitations of performance appraisal.

➤ Promotion, Transfer and Separation:

Concept of promotion, Types of Promotion, Promotion Policy, Types of Transfer and Separation.

➤ Career Planning and Career Development

The Concept of Career, Career Stages, How do People choose Careers, Career Anchors, Process of Career Planning, career development, Career Management, Effective Career Planning.

➤ Potential Appraisal:

Concept of Potential Appraisal, Objectives of Potential Appraisal, factors affecting Potential Appraisal, Step to develop Potential Appraisal, Potential Appraisal in Indian Organization.

➤ Empowerment:

Introduction to Empowerment, Definitions of Empowerment, Basis of Empowerment, Ways to achieve Empowerment, Empowerment process, Merits and Demerits of Empowerment.

REFERENCES:

1. Rao.T.V.(1991) Readings in Human Resource Development, Oxford & IBH.
2. Rao.V.S.P. (2002) Human Resouce Management, Excel.
3. Aggarwal Dharma Vira (1999) Manpower Planning, Training and Development, Deep & Deep.
4. Singh P.N. (1998) Training for Management Development, Suchandra.
5. Lynton & Pareek Udai (1999) Training for Development, Vistaar.
6. Parthsarathi S (2002) Planning, Auditing and Developing Human Resources, Manak.
7. Sahu R.K (2005) Training for Development, Excel.
8. Indian Journal for Training and Development, ISTD.

Paper: 405 Labour Laws-IV

OBJECTIVES: The objective is to enable the participants to familiarize themselves with important provisions of Industrial and labour laws which have substantial bearing on business decisions. Attempts will be made a) to give broad conceptual ideas of the laws taken for discussion, and b) to develop an insight into legal implications of their more important provisions.

- (1) ESI Act
- (2) Minimum Wages Act
- (3) Payment of Gratuity Act
- (4) Study of important Case laws Group Discussion- Seminar
- (5) Equal Remuneration Act

References:

1. Prasad H and Kharbanda V.K. (1987) Labour Laws Digest, Law Publication.
2. Misra Surya Nrayan, Misra Sudhir Kumar (2001) Labour and Industrial Laws, Cenral Law.
3. Garg Ajay (1989) Labour Laws one should know, Nabhi.
4. Bhatia S.K (2001) Labour and Industrial laws, Deep and Deep.
5. Malik P.L. (2004) labour Laws, ECB.
6. Misra S.N. (2006) labour Laws, Central lawhouse.

Paper 405 Business Law-IV

Objective: 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.

(A) The Companies Act, 1956

Shares: Application and Allotment of Shares – Calls on Shares – Share Certificate – Share Warrant – Transfer of Shares – Forfeiture of Shares – Nomination of Shares – Transmission of Shares – Issue of Shares at a Premium – Issue of Shares at a Discount – Issue of Sweat Equity Shares – Dividends – Rules Regarding Dividend – Payment of Interest out of Capital.

Borrowing Powers, Debentures and Charges: Debentures – Kinds of Debentures – Remedies of Debenture Holders – Creation of Charges – Mortgages and Charges – Registration of Charges

Company management: Definition of Director – Appointment of Directors – Number of Directorships – Disqualifications of Directors – Vacation of Office and Removal of Directors – Loans to Directors – Powers of Directors – Duties of Directors – Liabilities of Directors – Disabilities of Directors – Managing Director: Appointment, Disqualifications of managing director.

Meetings and Proceedings: General Meetings of Shareholders: Statutory Meeting, Annual general meeting, Extraordinary general meeting – Requisites of a Valid Meeting – Proxies – Resolution

Compromises, Arrangements and Reconstructions: Compromise: Compromise when a company is going concern, Compromise during the winding up of a company – Reconstruction and Amalgamation – Amalgamation of Companies in National Interest

Winding up: Meaning of Winding up – Modes of Winding up – Winding up by the court – Powers of Court – Consequences of winding up order – Procedure of winding up by the court – Contributory – Voluntary winding up – Winding up subject to supervision of court – Consequences of Winding up – Defunct Company.

(B) The Negotiable Instrument Act, 1882

Negotiable Instruments: Types of Negotiable Instruments

Notes, Bills and Cheques: Promissory Note – Bill of Exchange – Cheque – Classification of Negotiable Instruments – Bills in Sets – Maturity and Days of Grace – Payment in Due Course

Parties to a Negotiable Instrument: Capacity of Parties – Parties to Negotiable Instruments – Holder and Holder in Due Course – Liability of Parties

Presentment of a Negotiable Instrument: Presentment for acceptance – Presentment for sight – Presentment for Payment

Dishonour of a Negotiable Instrument: Meaning – Notice of Dishonour – Noting – Protest – Rules as to Compensation

Discharge of a Negotiable Instrument: Discharge of an Instrument – Discharge of a Party or Parties

Rules of Evidence, Estoppel: Presumptions as to Negotiable Instruments – Estoppel

Hundis: Kinds of Hundis.

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