

## Recommendations of the Expert Committee

Sub: P.M. & I.R. and L.S.W.

We went through the prepared syllabus given to us of P.M. & I.R. and L.S.W.

We have made certain modifications in the syllabus wherever it was necessitated.

We recommend that the syllabus be presented for approval of the Hon'ble Chancellor through proper channel.

Prabhakar Jha  
12/06/18  
(Prabhakar Jha)

Sudama Singh  
12/6/18  
(Dr. Sudama Singh)

**Programme: Master of Arts in Personnel Management and  
Industrial Relations (M.A. in PMIR)**

**Description of papers for M.A. (PMIR) degree in the Faculty of  
Social Science under Choice Based Credit System (CBCS)**

Semester	Course/ Paper Code	Nature of Course/ Paper	Marks	Marks of CIA	Marks of ESE	Passing Criteria	Qualifying Criterion
Semester I	CC-1	Fundamentals of Management	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	CC-2	Labour Legislations and Labour Administration in India	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	CC-3	Labour Economics and Environment	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	CC-4	Trade Unionism	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	AECC-1	Environment Sustainability & Swachchha Bharat Abhiyan Activities	100	50	50	45%in CIA 45% in ESE	Qualifying
Semester II	CC-5	Industrial Relations	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	CC-6	Human Resource Management	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	CC-7	Organisational Behaviour	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	CC-8	Social Security Legislations	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	CC-9	Industrial Management/Labour Studies	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	AEC-1	Life Skill & Skill Development	100	50	50	45%in CIA 45% in ESE	Qualifying
Semester III	CC-10	International Industrial Relations	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	CC-11	Human Resource Development	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	CC-12	Wage and Salary Management	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	CC-13	Computer Application and	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA

*Ravinder Singh*  
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*Sudhakar*  
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		Information System					
	CC-14	Business Ethics and Values	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	AECC-2	Human Values & Professional Ethics & Gender Sensitization	100	50	50	45%in CIA 45% in ESE	Qualifying
Semester IV	EC-1	Dissertation(Based on field work/Inplant Training)	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	EC-2	Viva Voce (Based on dissertation and theoretical aspects of various papers)	100	30	70	45%in CIA 45% in ESE	Marks decide class/CGPA
	DSE-1	Finance & Marketing Management (With Case Study)	100	50	50	45%in CIA 45% in ESE	Qualifying
	Or GE-1	Labour Planning & Social Institution (With Case Study)	100	50	50	45%in CIA 45% in ESE	Qualifying

- (CC)- Core Course  
 (EC)- Elective Course  
 (DSE)- Discipline Specific Elective Course  
 (AEC)- Ability Enhancement Course  
 (AECC)- Ability Enhancement Compulsory Course  
 (GE) - Generic Elective Course)

*Quil*  
10/5/18  
head

Department of Personnel Management  
and Industrial Relations  
Panna University, Panna

① Kamshwar Das - *AD*  
10/05/2018

*Pranabhar Das*  
12/06/18

*Arundhan Das*  
12/06/18

**NAAC Criteria – II**

**Name of Programme : M.A.IN PMIR (PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS).**

**Course Outcome**

Kindly provide information in the 'Course Outcome' Column according to the following parameters :

- Academic
- Research
- Applications-Environmental, Social, Scientific
- Employability

**Subject :PMIR**

**Semester – I**

Sl. No.	<u>Paper /Course</u>	<u>Title</u>	<u>Course Outcome</u>
1	<b>CC-1</b>	<b>Fundamentals of Management</b>	The New Millennium is at the threshold of new opportunities, threats and challenges for business world. The new generation entrepreneur and business aspirants would have equip themselves with modern fundamental principles and practices of management for gaining organisational goal. Hence the paper will provide the basic knowledge and understanding of the subject and will explore academic ,research and employability in new era.
2	<b>CC-2</b>	<b>Labour Legislations and Labour Administration in India</b>	Labour law seeks to regulate relations between an employer and employees. The purpose of this paper is to know the contextual and constitutional framework of labour laws and its administration. This paper will make employers and employees aware about rights ,responsibilities and obligations for smooth running of the industrial organisations and will create employability being a manager, practitioners and for H.R. Fraternity.
3	<b>CC-3</b>	<b>Labour Economics and Environment</b>	In the changing dynamic of global economy, Labour Economics are gradually becoming more complicated and complex. To move towards faster and more inclusive growth , the new dimensions of labour economics is the demand of the new era. The paper is being designed to study labour being is peculiar characteristics, in different economic system and different labour market segments both in organised and unorganised

			sector. This paper will create a vista area of research and its applications in Environmental, Social, Scientific segments of the economy.
4	CC-4	Trade Unionism	Trade unions an out comes of the Capitalist system. In the journey of industrial development, trade unions emerged as powerful organisations to protect the interest of working class. With the growth of LPG, the power of the Trade unions comes under severe treats. The basic purpose of this paper is to study the trade union movement in India and abroad and the challenges before the stakeholders of the industry . This paper will develop professionalism , practicers and create employability and wide field of reaserch.
5	AECC-1	Environment Sustainability & Swachchha Bharat Abhayan Activities	

Signature of Departmental Committee

(1) Komal Keshari - *Komal*  
10/05/2018

(2) Govind Kumar. *G.K.*  
10/05/2018

Signature of Head

*Head*  
10/05/18

Head  
NAAC-IPersonnel Management  
Department of Personnel Relations  
and Industrial Relations  
Panna University, Panna

**Name of Programme : M.A. IN PMIR (PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS)**

**Course Outcome**

Kindly provide information in the 'Course Outcome' Column according to the following parameters :

- Academic
- Research
- Applications-Environmental, Social, Scientific
- Employability

**Subject : PMIR**


**Semester – II**

Sl. No.	<u>Paper/Course</u>	<u>Title</u>	<u>Course Outcome</u>
1	<b>CC-5</b>	<b>Industrial Relations</b>	Industrial Relations play a pivotal role in establishing and maintaining the industrial democracy. Globalization of business is having a significant impact on industrial relations practices to be followed by multi-national corporations. The role of actors of industrial relations has changed or forced to change in the present economic scenario. Protection of Labour rights in the present globalizing world in under severe threat. In this context, the paper deals with the emerging pattern of industrial relations in the globalised world and role of the actors of industrial relations and its various dynamics with futuristic way of handling. This paper will create employability in the industrial word , develop academic per suite and research.
2	<b>CC-6</b>	<b>Human Resource Management</b>	Human Resources are key elements of the organisation. After the advent of globalization and expansion of the international business, the HR Professionals of today are experiencing the effects of change. This necessitates that Human Resource Management functions takes new roles and different goals. The paper is designed to

			study the fundamentals of HRM with consequential changes in people management approaches of organisations and the responses of HR professionals. The outcome of this subject is to equip the human being with professional skills and develop employ ability, and research in wide field of the organisations of both public & private sectors.
3	<b>CC-7</b>	<b>Organisational Behaviour</b>	The study and practices of organisational behaviour (OB) has become all the more pertinent in this era of continuously changing global business scenario. The increasing competitive and demanding business environment has created new challenges for organisations. It has become crucial for organisations to hire, motivate and retain the finest employees. Organisational behaviour is a growing field and has become more important in global economy as employees with diverse backgrounds and cultural values work together successfully and resourcefully. The paper has vast opportunities of research, Applications in business as well as social organisation and will create employability.
4	<b>CC-8</b>	<b>Social Security Legislations</b>	Social security is one of the major challenges before the organisation and society. The Government control state and organisations are bound to provide social security protections and have constitutional commitment to ensure social-economic justice for labour as well as weaker sections of the society. The fast changing economic equations of the present day throw open challenges that can be met by coordinated efforts of all three wings of the Govt. viz. Legislative, executive and judiciary and the preamble and Directive Principles of the State Policy enshrined in the constitution of India. The design of the subject will open a wide field of research for academia and will generate employability is various social


5	<b>CC-9</b>	<b>Industrial Management/Labour Studies</b>	organisations. In modern times Industrial organisations (business) is considered as an economic and social institutions. It has become an integral part of our economic and social life. New business is regarded as a means, not an end. Industrial organisations are major parts of business, the study of industrial organisation will develop the basic understanding of business activities and its components. The paper is designed to develop the entrepreneurial ability with a wide vision of "make in India" and "Startup India" and will generate self employment in the country.
6	<b>ABC-1</b>	<b>Life Skill &amp; Skill Development</b>	

Signature of Departmental Committee

① Dr. Kamalakaran Jambhikar —   
 ② Govind Kumar

10/05/2018  
 10/05/18

Signature of Head

  
 Department of Personnel Management  
 and Industrial Relations  
 Patna University, Patna



**Name of Programme : M.A. IN PMIR (PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS).**

**Course Outcome**

Kindly provide information in the 'Course Outcome' Column according to the following parameters :

- Academic
- Research
- Applications-Environmental, Social, Scientific
- Employability

**Subject : PMIR**

**Semester – III**

Sl. No.	<u>Paper/Course</u>	<u>Title</u>	<u>Course Outcome</u>
1	<b>CC-10</b>	<b>International Industrial Relations</b>	<p>Business is increasingly becoming international or global in its competitive environment. The globalisation and IT along with changed priorities and attributed value addition has changed the mindset of actors of Industrial Relations. The integration of HRD in Industrial Relations system has changed the industrial relations scene. The paper is designed with a vision to make a comparative study of the changed scenario of industrial relations systems of India and its compared with USA, U.K., Japan and other Industrially developed country. The emerging issues of Industrial relations systems have raised several challenges before stakeholders. Hence the basic purpose of this subject is to develop understanding IR system globally to students, researchers, professional, practitioners etc. This paper has vast applicability in business environments and will provide a vast field of research and employability.</p>

2	<b>CC-11</b>	Human Resource Development	<p>HRD is new emerging area in the business world. The organisations effectiveness would largely depend on their ability to develop mechanisms for coping with changes due to environmental pressures. Long-term competitive advantages of international corporations depends on their ability to attract, manage, retain and develop high quality talent. Multinational corporations have to face various challenges in the changed dynamics of business. The basic purpose of this paper is make the human resource equipped to be sensitive to cultural diversity and make able to cope with the changes. The development of HRD in global business made the global business to design distinct human resource programmes to manage human resources of their concerns efficiently. The paper will develop wide field of research and employability is global business in changed dynamics.</p>
3	<b>CC-12</b>	Wage and Salary Management	<p>Compensation (Wages &amp; Salary) is the amount of remuneration paid to an employee by the employer in return the employee's services to the company. Compensation is extrinsic reward for an employee. Wage and salary management function is more critical and complex functions of management, as the salary and benefits levels vary from organisation to organisation and country to country. Cost of living varies widely among countries. Hence, this paper is designed to study the components of wages and salary, the intrinsic and extrinsic rewards with respect to national and international business organisations. The study of this subject will develop research applicability and employability is various</p>

4	<b>CC-13</b>	Computer Application and Information System	persuite.
5	<b>CC-14</b>	Business Ethics and Values	The third Industrial revolutions is Informational Technology. With the advent of IT and digitalisation of the country, Computer application is integral part of our curriculum. We cannot imagine life without computer and IT. To handle the global business skill and knowledge with proficiency, computer application is highly required. Computer & IT has no end and will explore new area of research & innovation. IT knowledge and application will generate employability in various field. Business ethics now occupies a centre stage in management education. Business ethics, corporate social responsibility and corporate governance has developed separately during different periods. The basic purpose of this paper is to inculcate codes to build skills and develop mind of the young entrepreneurial managers for better tomorrow. They must realise their social responsibility and global values, wisdom and way of life to handle corporate governance. This will explore employability and wide area of research and applicability.
6	<b>AECC-2</b>	Human Values & Professional Ethics & Gender Sensitization	

Signature of Departmental Committee

(1) Kamal Kumar Pandey - (K)

(2) Govind Kumar

10/05/2018

10/05/2018

Signature of Head

Head

Department of Personnel Management

and Industrial Relations

P. O. Box No. 10, Shiv, Pauri

**Name of Programme : M.A. IN PMIR (PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS)**

**Course Outcome**

Kindly provide information in the 'Course Outcome' Column according to the following parameters :

- Academic
- Research
- Applications-Environmental, Social, Scientific
- Employability

**Subject :PMIR  
Semester – IV**

Sl. No.	<u>Paper/Course</u>	<u>Title</u>	<u>Course Outcome</u>
1	<b>EC-1</b>	Dissertation(Based on field work/Inplant Training	The purpose of this paper is to develop practical experience and knowledge of organisations / Industry. The interactions with professionals, managers, practitioners employers, and entrepreneurs will develop confidence and ability to handle the situation and manage the organisations.
2	<b>EC-2</b>	Viva Voce (Based on dissertation and theoretical aspects of various papers	The purpose of this paper is to assess the quality of mind and knowledge, experiences of the students which he has acquired during the course periods. This will develop the confidence level of these students and build up their mind and personality.
3	<b>DSE-1</b>	Finance & Marketing Management (With Case Study)	Finance is the life blood of the organisations. Finance management aims to assist the reader to develop a thorough understanding of the concepts and theories underlying financial management in a systematic way. To accomplish this purpose the recent thinking in the field of

			<p>finance has been presented in this syllabus. Marketing is not only an indispensable tool in the hands of business executive but it has also become an essential technique in the hands of consumers. The paper is designed to make an attempt to provide fundamental knowledge and understanding of marketing. The designed course will develop the skill knowledge and understanding of finance and marketing which will create employability and research in business world.</p>
4	GE-1	Labour Planning & Social Institutions (With Case Study)	<p>Labour is one of the most sensitive and active factors of production, suffering a lot due to growing complexities. Labour problems and social problems are most critical issues of the present economy. To safeguard the interest, to make protection to provide social security and to lead a decent life and decent work. Labour planning &amp; social Institutions have to play a vital role. The Government policy and programme will be beneficial to handle the complexities. Hence the paper will explore a wide area of academic, research application in environmental and social field and generate employability.</p>

Signature of Departmental Committee

1) Kamal Kumar Pandey - *KP*  
 2) Gopinath Kumar - *GK*  
 10/05/2018  
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Signature of Head

*Head*  
 10/5/18  
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 Department of Personnel Management  
 and Industrial Relations  
 Panjab University, Patiala

**Name of Programme : M.A. IN PMIR (PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS)**

**Programme Outcome**

Subject :

Kindly provide information in the 'Course Outcome' Column according to the following parameters :

- Academic
- Research
- Applications-Environmental, Social, Scientific
- Employability

The objective of the M.A. Course in Personnel Management & Industrial Relations is to provide professional education to those who want to prepare for the jobs of Labour Officers, Personnel Officers, HRD and Administrative Officers. The other objectives are to provide background knowledge of social work, to provide practical experience of field-work concerned with personnel management, industrial relations and social welfare, to develop leadership qualities among students to be used in HR fields; and to train the students in social research. Those who are trained in the Department get preference in employment for jobs connected with labour welfare, personnel management, industrial relations, human resource development, labour administration, social welfare etc. The course avoids, extreme specialization and yet provides the trainees special knowledge of the subjects connected with personnel management, industrial relations and labour and social welfare. The student of the Programme are may employed in various capacities in different industry, organizations and government departments in different parts of the country and many of them are holding top positions in the fields of personnel management, industrial relation, administration, and human resource development in both public and private sectors including multinationals.

After completion of the course the students will be able :

- To understand Industrial Business, Economic, Social Political, legal and cultural framework of the Industrial society.

- To address the challenges with suitable responses for the identified Industrial and business society.
- Engage in the management of Industrial organization (Public & private sectors) community organizations, government organization, skill development.
- To develop professional approach, H.R. Practitioners, legal practitioners in labour law & social welfare field.
- To develop entrepreneurial abilities to linked with 'Make in India', 'Startup India' and 'Digital India'
- Different careers options in different field of organizations such as Industry, business, banking, insurance, Finance, NGO's, Micro-finance, marketing, business development, Agriculture and other commercial organization.
- To make students, professionally equipped skilled knowledgeable and responsive towards business profession, organizations, society community and government.

Signature of Departmental Committee

① *Pranmohan Pandit - KP*  
 10/05/2018  
 10/05/18

*Govind Kumar*  
 10/05/18

*Pranmohan Pandit*  
 12/06/18

*Sudhanshu Kumar*  
 12/06/18

Signature of Head

*Dr. Pradipta*  
 Department of Personnel Management  
 and Industrial Relations  
 Patna University, Patna

**PROGRAMME: M.A. IN PMIR  
SYLLABUS**

**SEMESTER-I**

**Course/Paper Code-1 (CC-1)  
Fundamentals of Management**

- Unit (I) **Introduction to Management & Management Thought** : Concept, significance and nature, science or an Art, Social responsibility of Management - School of Management thought - Contribution of F.W. Taylor and Henri - Fayol - Scientific Management School - Human Relation and Behavioural School - System School (approach), Management Process (operational) school.
- Unit (II) **Planning** : Concept, Nature, types, importance, steps in planning process, objectives, management by objectives, its nature and benefits, decision making - concept, characteristics, significant steps in the process of decision making, making planning effective.
- Unit (III) **Organisation** : Meaning of Organisation - formal and informal organizations, Principles of span of control, Departmentation - Various bases of Departmentation, Decentralization of authority, benefits and obstacles in delegation of authority, principles of delegation of authority, factors determining the degree of centralization of authority, committees - needs and advantages.
- Unit (IV) **Directing - Concept, Principles, Techniques, Importance & Characteristics.**  
**Motivation** : Motivation - Maslow's Need Hierarchy approach - Herzberg's Motivation - Hygiene approach, expectancy Theory - Mc Clelland's Need theory - Job enrichment.  
Leadership - Meaning, different approach to leadership - leadership style.
- Unit (V) **Controlling** :  
Nature and Process of Controlling - requirement of adequate control.  
Traditional budgetary and non-budgetary control devices.  
Special control techniques - PERT.

**BOOKS RECOMMENDED :**

1. Saxena, SC : Principles and practice of Management, Agra, Sahitya Bhawan Prakashan
2. Gupta, CB : Principles and Practice of Management Delhi, Mayur Paper Book

  
12/06/18



3. LM Prasad : Principles and Practice of Management  
Delhi, Sultan Chand
4. Koontazad O'doneel : Principles of Management
5. Terry : Principles of Management
6. Tripathi, P.C. : Principles of Management
7. Jha B. & Jha S.N. : Fundamentals of Management

*Rahhah Singh*  
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**Course/Paper Code-2 (CC-2)**  
**Labour Legislations and Labour Administration in India**

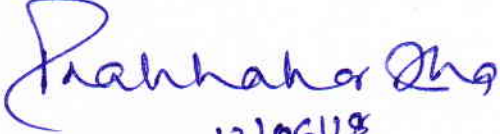
- Unit (I)      **Labour Legislation** - Meaning & definition, types of labour legislation, Factors responsible for the growth of labour legislation. History and growth of labour legislation in India. Principles and problems of labour legislation in India.
- Unit (II)      (a) Indian constitution and labour, (b) Labour administration in India at central level (c) Labour Administration at state level with particular reference to the state of Bihar (d) International Labour Organization - Structure, Activities, International Standards of Labour, Impact of I.L.O. on Indian Labour Legislations, Labour Law Reforms.
- Unit (III)      Labour Welfare – Meaning, definition, concept of Labour Welfare, Types and scope of Labour Welfare, Principles of Labour Welfare - Approaches to Labour Welfare, Agencies to Labour Welfare. Indian Constitution & Labour Welfare, Recommendations National Commission on Labour Welfare.
- Unit (IV)      **Protective Labour Legislation in India -**  
(1)      Factories Act, 1948  
(2)      Plantations Labour Act, 1951  
(3)      Mines Act, 1952
- Unit(V)      (1)      Contract Labour (Regulation & Abolition) Act, 1970  
(2)      Child Labour (Prohibition & Regulation) Act, 1986  
(3)      Bihar Shops & Establishment Act, 1953  
(4)      Inter State Migrant Workmen (Regulation of Employment & conditions of Service) Act, 1979

**BOOKS RECOMMENDED :**

- |     |  |   |  |
|-----|--|---|--|
| 1.  | Srivastava, SC                             | : | IR and Labour Laws, New Delhi, Vikash  |
| 2.  | Saiyed, I.A.                               | : | Labour Laws – Mumbai, Himalaya   |
| 3.  | Goswami, V.G.                              | : | Labour and Industrial Laws, Allahabad<br>Central Law Agency                      |
| 4.  | Mishra, SN                                 | : | Labour and Industrial Laws   |
| 5.  | Malik, PL                                  | : | Industrial Laws  |
| 6.  | Taxmann                                    | : | Labour Laws, New Delhi   |
| 7.  | Universal                                  | : | Labour and Industrial Laws Manual, New<br>Delhi, Universal Law Publishing Agency |
| 8.  | Das, R.K.                                  | : | Principles & Problems of Labour<br>Legislation                                   |
| 9.  | Govt. of India                             | : | Particular Enactments.   |
| 10. | P.R.N. Sinha, Indu Bala &<br>Priyadarshani | : | Industrial Relations & Trade Union &<br>Labour Legislation                       |

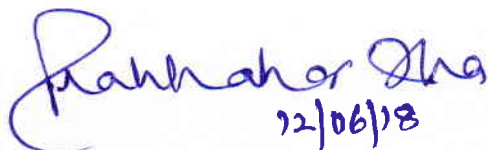
  
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11. Govind Kumar and Ritu Rani : Sharam-Kalyan Awam Sanrakshan Vidhyan  
(Labour Welfare and Protective  
Legislations)
12. Govind Kumar and Ritu Rani : Sharam-Kalyan Awam Prashasan  
(Labour Welfare and Administration)

  
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**Course/Paper Code-3 (CC-3) -  
Labour Economics and Environment**

- Unit (I) (a) **Labour Economics** - meaning, nature and scope, method of study  
(b) **Labour problems** - meaning, origin, evaluation, causes, classification, effects, remedies, labour problems in India (c) **Economic system** - their constituents and fundamental institution, inequality in the distribution of wealth and income - its causes and effect, New Economic Policy- Labour policy and Indian Labour, Bonded Labour.  
Environmental impact on Labour Problems.
- Unit (II) **Labour Market** - Its peculiarities and their implication analysis of Indian Labour force and Indian Labour market. Labor force participation rate means - factors determining labour force participation rate. Economic Reforms & Indian Labour Market. Global Perspectives of Labour.  
Changing environment and its impact.
- Unit (III) **A Survey of Wage Theories** -  
(a) Subsistence theory  
(b) Marginal Productivity theory  
(c) Modern Theory of Wages  
(d) Collective bargaining theory  
(e) Exploitation theory - Their assumption & limitations
- Unit (IV) **State regulation of wages** - Objective, principle - Living wage, Fair wage, capacity to pay, National Minimum wage, wage policy and wage regulation in India, Wage differential - meaning, definition, nature and type - based on skill, occupation, region, industry, say their causes justification and effect with special reference to India.

  
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Unit (V)      **Unemployment** : Concept, types, causes and remedies of unemployment - Globalization and employment trends in India, Productivity- meaning, factors determining level of productivity, causes for low productivity remedies. Hours of work.

**BOOKS RECOMMENDED :**

1. Bloom and Northrup : Economics of Labour Relations
2. Laster, Rechar, A : Labour Economics
3. Bhagdiwal, TN : Labour Economics and IR Agra – Sahitya Bhawan
4. Tyagi, BP : Labour Economics and Social Welfare, Meerut, Jai Prakash Nath & Co.
5. Saxena, RC : Labour Problems and Social Welfare, Meerut, K. Nath
6. McConnell, CR & Bruc, Stanly L : Contemporary Labour Economics, New York, McGraw Hill
7. Fleisher, Belmont M & Kniesner, Thomas, J : Labour Economics Theory, evidence and Policy, New Jersey Prentice Hall
8. Reynolds, LG, Masters, SH : Labour Economics and Labour Relations, New Jersey, Prentice Hall
9. Moser, CH
10. Butler, Arthur D : Labour Economics and institutions
10. Ehrenberg, Ronodd. G & Smith : Modern Labour Economic : Thoery and Public Policy
11. Robert S
11. Pandit , K. : New Dimensins of Labour Economics, Novelty & Co. Patna.

  
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Course/Paper Code-4 (CC-4) -

## Trade Unionism

### Unit-I Trade Unionism : Theoretical & Legal Framework

- (a) Origin and growth of Trade Union. Meaning, Objectives, Functions, Methods of Trade Unions
- (b) Major Theories of Trade Unionism
- (c) Trade Unions Act, 1926 : Main Provisions

### Unit-II Trade Union Structure, Management & Governance

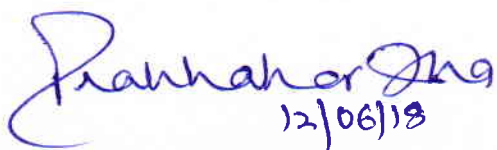
- (a) Trade Union Structure - Types of Trade Union - Craft Union, Industrial Union, General Union, Federation and Confederations.
- (b) International Trade Union Federation, Global Union Federations.
- (c) Trade Union Structure at the National Level Managerial Trade Unions- Reason for formation of management Unions. Participation of women in Trade Union - Why women do not join Trade Union ?
- (d) Management and Government of Trade Unions - Bye laws or constitution of Trade Union
- (e) Trade Union and Finances & Funds - Source, Causes of Poor finances, Measures to strengthen Trade Union Finance, Political Funds.

### Unit-III Trade Union Recognition & Multiplicity of Trade Unions

- (a) Trade Union Recognition - Concept of recognition, statutory & voluntary practices of recognition, Method of Recognition of Trade Unions, Rights to Recognized Trade Unions.
- (b) Multiplicity and Rivalry Trade Unions, Causes of Rivalries, affects of Rivalries, Measures to prohibit trade Union Rivalries.
- (c) Trade Union unity and union mergers.

### Unit-IV Trade Union Leadership, Politics and Democracy

- (a) Trade Unions Leadership - nature of leadership, types of leadership. Internal and outside leadership. Situation & causes of outside leadership. Consequences of outside leadership.

  
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- (b) Trade Union and Politics - Necessity for participating in politics, methods and forms of participation. Dominance by political parties in Indian Trade Unions - Advantage and Disadvantages
- (c) Trade Union and Democracy - Concept of democracy, why trade union should be democratic ?  
Recommendations of 2<sup>nd</sup> National Commission as Labour.

**Unit-V Trade Union Movement in India**

- (a) History and growth of Trade Union in India - Pre-Independence Period, Post Independence Period - Post Economic Reform period of Trade Union Movement.
- (b) Challenges before Trade Unions in India - Internal & External Challenges, Measures to Strengthen Trade Unions.
- (c) Changing Approaches and Roles Trade Union for Survival in Globalised economy.

**BOOKS RECOMMENDED ;**

- |     |                        |   |   |
|-----|------------------------|---|---|
| 1.  | Mamoria, CB            | : | Dynamics of Industrial Relations, Mumbai, Himalaya                      |
| 2.  | Sinha, PRN             | : | IR and Trade Unions Labour Legislation, Delhi, Pearson                  |
| 3.  | Punuka, SD             | : | Labour Welfare, Trade Unions and Industrial Relations, Mumbai, Himalaya |
| 4.  | Dhyani, SN             | : | Trade Union and Right to Strike   |
| 5.  | Jha, SN                | : | Indian Trade Unions   |
| 6.  | Karnic, VB             | : | Strikes in India  |
| 7.  | Sinah G.P. & PRN Sinha | : | Industrial Relations & Labour Legislation                               |
| 8.  | Karnik, V.B.           | : | Indian Trade Union Movement.  |
| 9.  | Dankert                | : | Contemporary Unionism   |
| 10. | Pandit K.              | : | Industrial Relations and Trade Unionism                                 |

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**Ability Enhancement Compulsory Course -1 (AECC-1)  
Environment Sustainability & Swachchha Bharat  
Abhiyan Activities**

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**Semester - II**  
**Course/Paper Code-5 (CC-5)**

**Human Resource Management**

**Unit-I Introduction to Human Resource Management**

- (a) Meaning & Concept of HRM, objectives & scope of HRM, Importance of HRM, Functions and Responsibilities of Human Resource Management, Evaluation & growth of HRM, Challenges of HRM.
- (b) Organisational Structure and Human Resource Management

**Unit-II Acquisition of Human Resource**

- (a) Human Resource Planning - Meaning, Objectives and Importance, Process of HRP, Problems/Barriers of HRP, Measures to make HRP effective, Impact of Technology on HRP.
- (b) Job Analysis - Meaning and Concept, Methods, Problems & suggestions.
- (c) Human Resource Information System - Concept, objectives and importance, Benefits and Limitations
- (d) Recruitment and Selection - Concepts, Sources, Process & Steps, Merits & Demerits. Outsourcing.

**Unit-III Developing Human Resource**

- (a) Socialisation, orientation and Induction - Concept Importance and process.
- (b) Training & Development - Meaning, Concept, objectives, concept of Development, Significance, Types, Difference between Training & Development.
- (c) Promotion & Transfer - Meaning and concept, objectives, types, basis of promotion seniority Vs merit - Promotion & Transfer Policy.
- (d) Knowledge Management.

**Unit-IV Performance Management**

- (a) Performance Appraisal - Concept, Objectives, Planning and Development of an effective performance Appraisal, Methods, Benefits and Pitfalls.
- (b) Potential Appraisal and succession planning, Meaning, Potential attributes, significance causes of failure of succession planning in Indian Industries.
- (c) Career Planning

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**Unit-V          Discipline, Grievances and Standing orders**

- (a) Discipline in Industry – concept and definitions – objectives, Acts and omissions constituting misconduct – Domestic enquiry.
- (b) Standing orders –meaning and concepts, Industrial Employment (Standing Orders) Act, 1946.
- (c) Grievances in Industry – Nature of grievances, concept and definition – significance – causes of grievances – Grievance Handling.

**BOOKS RECOMMENDED :**

1. L.M. Prasad : Human Resource Management, New Delhi, S.Chand
2. Rao, VSP : Human Resource Management, New Delhi, Excel Books
3. Aswathapa K. : Human Resource Management, New Delhi, TMH
4. Gupta, CB : Human Resource Management
5. Kulkarni MU : HRM and IR
6. Sudha, GS : Human Resource Management, New Delhi, Makone Publication
7. Chhabra, TN : HRM, Concept and Practice
8. Dessler, Gary : HRM, N Delhi, Prentice Hall of India
9. Beard Well, Ian & Holden, Len : HRM : A contemporary perspective, New Delhi, MacMillan
10. Armstrong, M : A Hand Book of HRM Pracitce, New Delhi, Kagam Page
11. Tripathi, PC : PM & IR, New Delhi, Sultan Chand and Sons.
12. Venkata Ratnam, C.S. : PM & Human Resource, Delhi, Tata MacGrow Hill
13. Pandit K. : Human Resource Management

  
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**Course/Paper Code-6 (CC-6)**  
**Industrial Relations**

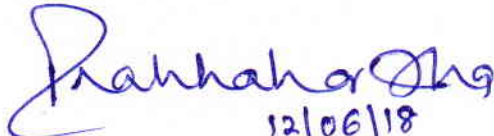
- Unit -I**      **Concept & Approaches** :- Meaning of Industrial Relations, Actors in Industrial Relations and their objectives & Changing roles of actors of Industrial Relations. (a) Aspects of Industrial Relations : Cooperation and conflict (b) Approaches to Industrial Relations :- System approach (Dunlop's), Input – output Approach, Conditions for good Industrial Relations, Economic Reforms and Industrial Relations.
- Unit-II**      **Management of Industrial Conflict -**
- (a) Industrial Conflict : Meaning, nature, causes, extent and methods of settling industrial disputes, Industrial Disputes Act, 1947.
  - (b) **Conciliation/Mediation :**
    - (i) Meaning and definition
    - (ii) Merits and demerits of conciliation/mediation as a method of settling industrial disputes.
    - (iv) Weaknesses of conciliation in India
  - (c) **Adjudication :**
    - (i) Meaning, definition and significance
    - (ii) Merits, demerits and methods of settling industrial disputes.
    - (iii) Adjudicating authorities in India.
    - (iv) Weakness of adjudication in India
  - (d) **Voluntary Arbitration**
    - (i) Meaning, definition and significance
    - (ii) Voluntary Arbitration in India-Strength and weaknesses
- Unit -III**      **Collective Bargaining :**
- (i) Meaning and Definition
  - (ii) Pre-condition for success of Collective Bargaining
  - (iii) Subject matter of Collective Bargaining
  - (iv) Process/Procedure of Collective Bargaining
  - (v) Merits and demerits of Collective Bargaining as a method of settling disputes.
  - (vi) Hindrances to the Growth of Collective Bargaining in India.
- Unit -IV**      **Industrial Action** :- Meaning and definition, Functions, Forms of strikes & lockouts, nature of strike, types of strikes, causes & effects of strikes, Legal framework of strikes & lockouts in India. Lay off, Retrenchment, Dismissal, Unfair Labour Practices.
- Unit -V**      **Management of Industrial Cooperation** - Meaning and definition of different terms used in this regard : Labour Management co-operation, worker's Participation in Management, Industrial Democracy - Levels and forms of Cooperation/Participation, Schemes of Workers Participation in

  
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Management in India and their legal status, Obstacles in the way of worker's participation in Management in India. Economic Reforms and New Trends of Workers Participation. Tripartite consultations. Recommendations of 2nd National Commission on Labour pertaining to conflict and cooperation.

**BOOKS RECOMMENDED :**

1. Mamoria, CB : Dynamics of Industrial Relations Mumbai, Himalaya
2. Monappa, Arun : IR, Delhi, TMH
3. Sarma, AM : Industrial Relations, Mumbai, Himalaya
4. Sinha, PRN : IR and Trade Unions, Delhi, Pearson
5. Ratnam, CS : IR, New Delhi, Oxford
6. Singh, Nirmal, Bhatia, SK : IR & Collective Bargaining, New Delhi, Deep and Deep
7. Tripathi, PC : PM&IR, New Delhi, Sultan Chand
8. Sen, Ratna : IR, Shifting Paradigm, Delhi, MacMillan
9. Venkata Ratnam, P : IR, New Delhi, Asain Publication
10. Chhabra, TN, Suri RK : IR Concept and Issues
11. Nowlakra, RL : Industrial Relations and Social Security, Jaipur, Ramesh Book Depot
12. Srivastava, CB : IR and Labour Law, New Delhi, Vikash
13. Sinha, PRN & Indu Bala : IR, Trade Unions & Labour Legislations  
Pridarshini
14. Shukla, BN & Bimla Shukla : Collective Bargaining
15. Pandit K. : Industrial Relations & Trade Unionism

  
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**Course/Paper Code-7 (CC-7)**  
**Organisational Behaviour**

- Unit-I** (a) Organisational Behaviour - Meaning and Importance. Foundation of OB. Models of OB.
- Unit-II** Foundations of Individual Behaviour  
(a) Personality - Context, Nature, Determinants  
(b) Perception - Meaning & Definitions, Factors, Perceptual Process.  
(c) Learning - Meaning & Definitions, explicit and tacit knowledge.  
(d) Attitudes - Concept, Nature, components of Attitudes.
- Unit-III** (a) Group Dynamics - Concept group, Types of group, usefulness of group in organization. Pitfalls of groups, Determinants of group, Behaviour, External conditions, Group cohesiveness, Team Dynamics. Motivation of Techno-structure.  
(b) Power and Political Behaviour, Power Dynamics, Sources of Power. Power Tactics, Ethics in Power and Politics.  
(c) Conflict and Negotiations - Concept, Nature of conflict, conflict management style.
- Unit-IV** (a) Communication - Meaning and Definition, Significance, Types, Barriers to effective communication, Factors influencing communication, Role of I.T. in Communication.  
(b) Work stress & Management - Concept, Sources of stress, Individual Levels stress, Groups level stress, organizational stress, Burnout stress of syndrome. Stress Management and strategies.  
(c) Organisational Culture - Meaning & Definitions, cultural dimensions, changing organizational culture, Effects of culture, creating and Innovation, work culture.
- Unit-V** (a) Organisational change - Meaning and nature of change, levels of change, Importance of change, obstacles to change  
(b) Organisational Development - Concept, Pre-requisites for OD, OD Interventions.  
(c) Cross-culture and Multi-culture, Multicultural teams& Management.

**BOOKS RECOMMENDED ;**

1. Dwevedi, RS : Organisational Behaviour Delhi, McMillan
2. LM Prasad : Organisational Behaviour, New Delhi, Sultan Chand
3. Luthan, F : Organisational Behaviour, New Delhi, McGraw Hill

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4. Davis, Keith : Organisational Behaviour, New Delhi, TMH
5. Robbins, Stephen, P : Organisational Behaviour, New Delhi, PHI
6. Aswathapa, K : Organisational Behaviour, Mumbai, Himalaya
7. Jain, PK : Organisational Behaviour, Jaipur, Rajasthan, Hindi Granth Academy
8. Hersey & Blanchart : Management of Organisational Behaviour
9. Scheim : Organisation Psychology
10. Korman : Organisational Behaviour.
11. Udai Pareek & Sushma Khanna : Organisational Behaviour, Understanding Organizational Behaviour, Oxford University.

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**Course/Paper Code-8 (CC-8)**  
**Social Security Legislations**

- Unit -I** Social Security - Meaning, Scope, Evolution and institutional growth, need of social security.
- Unit -II** Social Insurance and Social Assistance - Its meaning, significance and differences, Financing of social security, concept of employer's Liability.
- Unit -III** (a) Employees Compensation Act, 1923  
(b) Maternity Benefits Act, 1961  
(c) Payment of Gratuity Act, 1972
- Unit -IV** Employees Provident Fund & Miscellaneous Provisions Act, 1952  
(a) Employees P.F. Scheme  
(b) Employees Pension Scheme  
(c) Deposit Linked Insurance Scheme - Its financing administration.
- Unit -V** Employees State Insurance Act, 1948 - Scope, Benefits (a) Sickness (b) Maternity (c) Disablement (d) Dependent (e) Medical (f) Funerals (g) Others. Its Financing, Administration. Unorganised Workers Social Security Act, 2008.

**BOOKS RECOMMENDED :**

- |    |                |   |  |
|----|----------------|---|--|
| 1. | Srivastava, CB | : | IR and Labour Laws, New Delhi, Vikash  |
| 2. | Saiyed, I.A.   | : | Labour Laws – Mumbai, Himalaya   |
| 3. | Goswami, V.G.  | : | Labour and Industrial Laws, Allahabad<br>Central Law Agency                      |
| 4. | Mishra, SN     | : | Labour and Industrial Laws   |
| 5. | Malik, PL      | : | Industrial Laws  |
| 6. | Taxmann        | : | Labour Laws, New Delhi   |
| 7. | Universal      | : | Labour and Industrial Laws Manual, New<br>Delhi, Universal Law Publishing Agency |
| 8. | Das, R.K.      | : | Principles & Problems of Labour<br>Legislation                                   |
| 9. | Govt. of India | : | Particular Enactments.   |

  
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**Course/Paper Code-9 (CC-9)**  
**Industrial Organization and Management**

- Unit-I (a) Industrial Organization- Concept, Scope, Significance, Classification, Industrial Organization in India,  
(b) Evolution of Modern Factory System – Historical development of Industry, Industrial Revolution, Scientific Revolution, Technological Revolution, IT and Digitalization.
- Unit II Entrepreneurship Development- Concept, Types, Characteristics, Entrepreneurial process, Theory of Entrepreneurship, Factors promoting Entrepreneurship, Role and functions of Entrepreneur, qualities of successful Entrepreneur, Entrepreneurship Development Programme.
- Unit III (a) Plant Location– Meaning and Aspect of Plant Location, Advantages and Disadvantages, factors, Theory of Plant Locations, Dynamics of Industrial Locations,  
(b) Plant layout – Meaning, objective, factors, Techniques and Principles, Size of Industrial Unit – Factors determining size of Industrial Unit, Determination of Optimum size.
- Unit IV (a) Rationalization – Concept, Features, Objectives, Causes, Principles, Benefits, Rationalization vs Nationalization, Rationalization of Indian Industries.  
(b) Scientific Management – Concept, Characteristics, Principles, Techniques, Benefits of Scientific management, Rationalization vs Scientific management.
- Unit V (a) Industrial Financial Planning – Meaning, need, essential of good financial planning, Classification of Capital, Capitalization – Theories – Over capitalization – Under capitalization, Capital Structure.  
(b) Sources of Industrial Finance – Financial Requirements, Sources of raising finance, Traditional and institutional industrial finance.

**BOOKS RECOMMENDED :**

1. Bishwambhar Jha Fundamentals of Industrial Organization and Management, Novelty and Company.
2. P.N. Yadav Industrial Organization and Management.

  
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**Course/Paper Code-10 (CC-10)**  
**Human Resource Development**

- Unit (I)** Human Resource Development Perspectives
- (a) HRD - Meaning and Concept, Evolution and emergence of HRD, Functions of HRD Department, Role of HRD Manager/ professionals, significance of HRD.
  - (b) Technological Change and HRD. Total Quality Management (TQM) Applications for HRD. Digitalization in HRD
  - (c) Global Business Environment and HRD.
- Unit (II)** Acquisition and Retaining Talent
- (a) e-recruitment and multi-media Interviews.
  - (b) Employee Retention - Concept, Developing Retention Strategy in an organization. Life-friendly organization (LFO), Strategies for work-life balance, Quality of Work life- Concept, Purpose. Concept of Wellness.
- Unit (III)** Competency Development
- Competency Mapping and Development - Concept, Methods & Process of identification of competencies. Methods of Mapping competencies, Methods of Developing Competency. Strategies for Developing Employees Capabilities.
- Unit (IV)** Organisational context and HRD - HR out sourcing - Reasons and challenges, futuristic scenario, BPO-challenges faced by HR Professional in BPO. Effective Team Work
- Unit (V)** Organisational Culture Building & Maintenance Issues
- (a) Organisational Culture - Concept, Importance, Elements, Process of maintaining culture. (b) Cultural Diversity - Concept, importance, Managing cultural diversity.
  - (b) Problems of Cross- Culture and Its Management.

**BOOKS RECOMMENDED :**

1. Rudra Dutta – Human Development & Economic Development – Deep & Deep Publications, New Delhi-110027
2. S.C. Gupta – International Human Resource Management, MacMillan.  
International HRM - A cross cultural approach – Trence, Sage Publication
3. Gary Dessler – Human Resource Management
4. Battia S.K. - Emerging Issues of HRD

  
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**Course/Paper Code-11 (CC-11)**

**International Industrial Relations System**

**Unit (I) Industrial Relations Concept**

- (a) Meaning, Definition, Emerging trends in industrial relations at the international level, Boomer's framework in Industrial Relations at International Level. Need to study Industrial Relations at International Levels.
- (b) Concept of Multinationals Corporations & Labour Relations Practices of Multinational Companies.  
Multinational Companies and Industrial Relations – an approach
- (c) Impacting Globalisation on Industrial Relations, Globalised issues and Trade Union demanding New Roles,

**Unit (II) Industrial Relations and Comparative Practices**

- 1. A brief account of historical development of Trade Union in U.K., USA, Japan.
- 2. The system of recognition of Trade Unions – a comparative reviewing of different countries U.K., USA, Japan
- 3. Union Security Measures, Wagner Act, 1935. The Taft- Hartley Act, 1947.

**Unit (III) Collective Bargaining**

Meaning, Definition, subject – Matter of Collective Bargaining, Unit of Collective Bargaining, Collective Bargaining Power, Theories of Collective Bargaining.

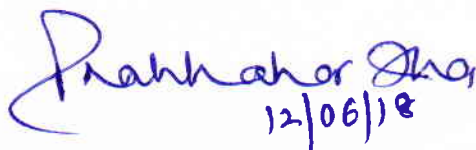
Negotiation Process and Agreements in Collective Bargaining & Govt. interventions

- (a) Negotiation process – Management & union strategies  
Preparatory process – Negotiating agreement management & union
- (b) Drafting and agreement and implementation
- (c) Contemporary Collective Bargaining in UK, USA and Japan.

Unit (IV) Participative Management, Concept, Objectives & importance, Schemes of Participative Management, Contemporary Worker's Participations in U.K., U.S.A. & Japan. Quality Circle.

Unit (V) **Technology and Industrial Relations** – (a) Technological change and its impact on Industrial Relations, Industrial Relations & Information Technology.

- (b) Futuristic Issues on Industrial Relations - HRD Dimension in Industrial Relations, Integrating HRD into Industrial Relations, Strategic Human Resource Management & Industrial Relations.

  
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**BOOKS RECOMMENDED :**

1. S.K. Bhatia – International Practices in Industrial Relations
2. C.B. Mamoria – Industrial Relations
3. ILO – Labour Relations
4. C.S. Venkata Ratnam – Globalisation & Labour Management Relations
5. C.S. Venkata Ratnam – Negotiated Change
6. Kazuo Okochi & Bernard – Workers & Employees in Japan, Prinction, Press.
7. Pandit K. – International Industrial Relations, Himalaya Publishing House , New Delhi.

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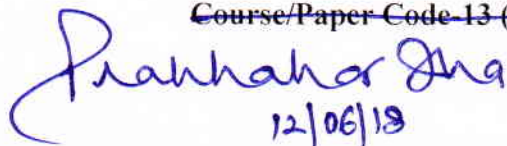
**Course/Paper Code-12 (CC-12)**  
**Wage and Salary Management**

- Unit (I) Wage and Salary and Component of Wages**  
Concept, Difference between wages and salary, types of wages – Money Wage, Real Wage, Method of Wage payment – Time Rate, Piece Rate, Purpose of Wage and Salary Administration.  
**Components of Wages**  
Basic Wage, Dearness Allowances, Consumers Price Index Number.
- Unit (II) Compensation Management**  
Compensation Management - concept & objectives, factors affecting compensation management, approaches to compensation management.  
**Incentives** – Meaning, types – financial and non-financial, Incentive plans
- Unit (III)** (a) **Bonus** – Concept, payment of bonus in India – Payment of Bonus Act 1965  
(b) Fringe Benefits and Services
- Unit (IV)** (a) **Wage Related Issues :**  
(i) Trade Unions and Wages  
(ii) Wages and Productivity  
(iii) Wages and Standard of Living/Concept of Decent Life  
(iv) Wages and Women  
(b) **Wage board** – Concept, Appointment and Constitution, Power and functions
- Unit (V) Wage Legislations in India**  
(i) Payment of Wages Act, 1936  
(ii) Minimum Wages Act, 1948  
(iii) Equal Remuneration Act, 1976

**BOOKS RECOMMENDED :**

1. I.L.O. ‘Minimum Wages Fixing and Economic Development’ International Labour Office, Geneva.
2. I.L.O. ‘Payment by Results’ : International Labour Office, Geneva.
3. I.L.O. “Wages” International Labour Office, Geneva.
4. Lanham ‘Administration of Wages and Salaries’ : Harper & Row Publishers, London.
5. Sidney Weintraule ‘Some Aspects of Wage Theory and Policy’ Chilton Book, New York.
6. Subramanian “Wages in India”.

~~Course/Paper Code-13 (CC-13)~~

  
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Course / Paper Code - 13 (CE 13)

## Computer Application and Information System

### Unit (I) Computer Fundamental

Introduction to Computer, Generation of Computers, Major Component of Computer, Input/Output devices, Classification of Memory, Computer Arithmetics Codes (Conversion), 1's & 2's Complements, Classification of Computer According to their Sizes, Type of Computer. Software and Hardware, Application & System Software, Operating System, Compiler. Type of processing –Batch, Real time & On line processing, Compiler, High Level Language, Low level language, Assembly Language, Compiler, interpreter, Assembler, Multiuser, Multitasking, Multiprogramming & Multiprocessing Command & Program.

### Unit (II) Data Base System

Introduction to Data and Information, Data, Field, Record and Files. Purpose of Data Base Management System – Entity Model Relationship Model, Relationship Sets, Attribute, Triple data value and data elements. Data Model – Relational Model, Hierarchy Model & Network Model. File Organisation – Sequential File, Random Access File, Index Sequential File.

### Unit (III) Introduction to Information Technology (Networking & Internet)

Introduction to Networking, Advantages of Networking, LAN, MAN, WAN, Topology – Bus, Star, Ring, Hybrid. ATM, EFT & ECS, EDI. Internet and its application, Internet Operation, HTTP, WWW, TCP/IP, EFT, Routers, URL, Gopher, ISP, Modem, Telnet, DNS, Client/server, Web server, Web Browsers, Gateway, HTML, Firewall, Uploading & Downloading, Concept of Cloud Computing.

### Unit (IV) System Analysis & Design (SAD) & Management Information System (MIS)

Introduction to MIS : Information System for Operational Control, Management Control Strategic Planning etc. MB Based organization function. Concept of System Analysis & Design, Characteristics of System, Type of System, Data flow Diagrams, Different Stages of SDLC.

- Unit (V)
- (I) Introduction to Operating System MS-Dos and Series of Window O.S.
  - (II) Introduction to MS-Office :
    - MS- Word
    - MS-Excel
    - MS-Power Point

Practical

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Practical

1. MS DOS (Internal Command)
2. MS-Office (MS Word, Excel, Power Point)
3. Internet Operation

**BOOKS – RECOMMENDED**

- |    |   |   |   |
|----|---|---|---|
| 1. | Computer Fundamental & Organization                 | - | Dr. B. Ram<br>BCE, Patna                        |
| 2. | Computer Fundamental                                | - | V.K. Jain                                       |
| 3. | Fundamental of Computer & Information<br>Technology | - | Dr. C.P. Gupta<br>Lakshmi Narayan Agrawal, Agra |
| 4. | Introduction to Information Technology              | - | ITLES- Pearson Publication                      |
| 5. | MIS   | - | C.S.V. Murthy                                   |
| 6. | Data base System                                    | - | B.C. Desai                                      |
| 7. | SAD   | - | E.Award   |
| 8. | MS-DOS  | - | Russell A Stultz (6.22)                         |
| 9. | MS-Office   | - | 2000 BPB  |

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**Course/Paper Code-14 (CC-14)**  
**Business Ethics and Values**

Unit-I.(a) Business ethics and values - concept, ethical concern in HRD, Emerging Issues in Business Ethics, Why Business Ethics is vital for Managers ?, Improving Ethical Decision-making.

(b) Managing Ethical Organization – Elements of Building Ethical Organization, Role of Managers in Influencing Ethical Climate, Codes of Ethics, Codes of Conduct, Ethical Leadership.

Unit-II.(a) Values and Culture- Meaning of values, Developing Managerial Values, Emerging Values of Corporates, Values of Indian Culture, Meaning and Types of corporate culture, Building and Maintaining Organization Culture.

(b) Indian Ethos in Management – Indian Ancient Ethos in Management, Core Values in Indian Culture, Karma Yoga and Nishkham Karma, Ethos of Mahatama Gandhi and Sri Aurobindo.

Unit-III (a) Business Ethics and Professions – Ethical Concerns in Human Resource Management (HRM), Marketing, Finance, Work Ethics, Business Ethics of Tata's Group, Patanjali, Infosis and other Indian organization.

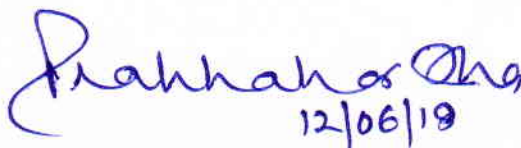
(b) Global Values – Ethics in Global Business, Managing Cultural Diversity.

Unit-IV Corporate Governance - Meaning, Objectives, Importance, Corporate Governance in the global context, Codes of Corporate Governance, Factors for Success of Corporate Governance, Evaluation of Corporate Governance, Whistle Blowing.

Unit-V Corporate social responsibility - concept, importance, maintenance of corporate social responsibility, Social Responsibility of Business, Core Moral Responsibility of Enterprise towards Stakeholders, Value based Governance in Organization.

**BOOKS – RECOMMENDED**

1. S.K. Bhatia Business Ethics and Global Values  
Deep & Deep Publication Pvt. Ltd., New Delhi.
2. Dr. Neeru Vasishth & Namita Rajput Business Ethics and Values, Taxmann Publications.
3. S.K. Bhatia International Human Resource Management,

  
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Deep & Deep Publication Pvt. Ltd., New Delhi,

**Ability Enhancement Compulsory Course-2 ( AECC-2)**

**Human Values & Professional Ethics &  
Gender Sensitization**

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## SEMESTER - IV

### Elective Course-1 (EC-1)

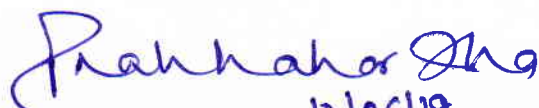
#### Dissertation (Based on Field Work/In-plant Training)

### Elective Course-2 (EC-2)

#### Viva-Voce (Based on dissertation and theoretical aspects of various papers)

### Discipline Specific Elective Course-1 (DSE-1) Finance & Marketing Management (With Case Study)

- Unit-I (a) Finance Management- Meaning, Scope, Importance, Objectives and Functions Organization for Financial Management.  
(b) Long Term Investment Decisions :  
(i) Meaning and importance of Capital Budgeting Factors, Determining Capital Budgeting  
(ii) Concept, Measurement and Factors determining cost capital  
(iii) Capital Structure- Concept and theories of capital structure
- Unit-II. Current Assets Management :  
(a) Working Capital Management, Concept, Planning , Sources of working Capital -External and Internal Sources,  
(b) Management of cash including objective and factors determining cash need.  
(e) Concept, objectives and Importance of Book-keeping and Accounting
- Unit-III- Corporate Laws and Provisions  
(a) Indian Companies Act, 2013- Provisions relating to formation, registration and winding up.  
(b) Partnership Act, 1932 – Creation, registration, Rights and Duties of Partners, Admission, Retirement of Partners and winding . Features of partnership  
(c) Indian Contract Act, 1872 - Definition and essential features of a valid contract, Offer and acceptance, Considerations, Free consent, Quasi – contract etc
- Unit-IV. Marketing Management :  
(a) Meaning & Concepts of Marketing Management, Philosophy of marketing management –product concept, selling concept, The Marketing System, Marketing Opportunities  
(b) Consumer Market and buying behavior, Current Demand Measurement, Market Forecasting
- Unit-V Marketing Strategies :

  
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- (a) Marketing Planning –Components of Marketing Plannig, Product life-cycle strategy, Some Marketing Mix Decisions.
- (b) Product decisions and brand decision, Sales Promotion and Publicity decision, Marketing Organization and Marketing Research.
- (c)

**BOOKS RECOMMENDED : TEXT BOOKS**

- 1. I.M. Pandey – Financial Management, Vikas Publication House
- 2. Philip Kotler, Marketing Management
- 3. R.S. Davar, Modern Marketing Management
- 4. S.N. Jha – Fundamentals of Marketing, Novelty and Company.

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**Generic Elective Course -1 (GE-1)**

**Labour Planning & Social Institutions  
( With Case Study)**

- Unit-I- Problems of Industrial Labour in India-
- (a). Number and Composition, Housing, Various Welfare amenities and Securities.
  - (b) Labour Productivity –Meaning, factors determining level of productivity, causes of low productivity and remedies
- Unit-II- Problems of Agricultural Labour in India
- Number and Composition, Under-employment and seasonal unemployment, Imbalance in the conditions of Agricultural & Industrial labour in India
- Unit-III- Labour Planning & Reforms
- (a) Meaning of Economic Planning – Its needs, forms and objectives & Labour Planning under Economic reforms
  - (b) Labour Planning in India under five- years plan – history and present position , Priorities and futuristic goals.
- Unit-IV
- (a) Social Pathology – definition-factors responsible for socio-pathological conditions.
  - (b) Social Problems- Crime, Juvenile Delinquency, Alcoholism, Beggary and Poverty- Types, causes, extent, effects Prevention and Control.
- Unit-V Society and Social Institutions.
- (a) Marriage – types of marriage, social customs governing marriage
  - (b) Family – Origin, growth and subsequent changes-joint family system. Disintegrating process, Modern Family.
  - (c) Caste in India – meaning – functions – impact of industrialization on caste and culture .definition – causes – theories regarding causation of crime – control of crime

**BOOKS RECOMMENDED : TEXT BOOKS**

1. J.N. Mongia (ed.). Reading in India Labour and Social Welfare
2. K.N. Vaid, Labour Welfare in India
3. V.K.R.V. Rao, Agricultural Labour Year Book
4. Government of India, Indian Labour Year Book
5. D.R. Gadgil, Planning and Economic Development in India
6. S.K.S. Iyenger, Fifteen Years of Democratic Planning
7. Government of India, Five Year Plans
- 8 P.N. Prabha, Hindu Social Organizations
- 9 Hutton, Caste in India
- 10 G.R. Madan, Indian Social Problems

  
12/06/19