

To,

**The Principal Secretary**  
Raj Bhawan, Bihar, Patna

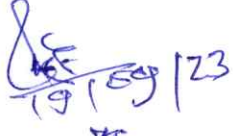
**Sub: Regarding submission of proposed course structure and uniform syllabus of Industrial Relations & Personnel Management/PMIR/LSW for 3<sup>rd</sup> to 8<sup>th</sup> Semester of 4-Year undergraduate.**


**Ref: Letter No.- BSU(UGC)-02/2023-1457/GS (1) Dated 14.09.2023**

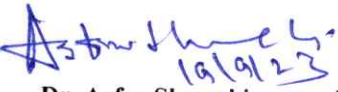
Sir,


In Compliance with your Letter No.-BSU(UGC)-02/2023-1457/GS (1) Dated 14.09.2023 followed by above mentioned letter no., we are submitting the proposed course structure and syllabus of Industrial Relations & Personnel Management/ PMIR/LSW for 3<sup>rd</sup> to 8<sup>th</sup> Semester of 4-Year undergraduate course system as per UGC regulations.

Yours faithfully,

  
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Associate Professor Munger  
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8252465781

***Syllabus***  
**For**  
**Bachelor of Arts Programme**  
**In**  
**Industrial Relations & Personnel Management**  
**(IRPM/PMIR/LSW)**  
***Under***  
**Choice Based Credit System (CBCS)**  
**(2023-24 onwards)**  
***Of***  
**NEW EDUCATION POLICY, 2020**

## SEMESTER III

PAPER	:	MJC-3	Full Marks : 100
TITLE OF THE PAPER	:	Principles of Management	ESE : 70
CREDIT	:	5	CIA : 30

### Course Objectives :

- To help the students in sensing new opportunities, threats and challenges for business world.
- To equip potential entrepreneurs and business aspirants with modern fundamental principles and practices of management for gaining organisational goal.

### COURSE OUTCOMES :

- On the successful completion of the course the student will have the basic knowledge and understanding of the subject to explore managerial skills.  
The students will be able to explore academic, research and employability in new era.

<u>MJC 3- Principles of Management</u>		
Unit	Topics to be covered -	No. of Lectures
1	<b>Introduction –</b> a) Meaning and Definitions of Management-concept, nature and importance b) Management Approaches-Taylor's Scientific Management, Henri Fayol Administrative Management theory, Mayo and Hawthorne Experiment. c) Functions of Managers, Skills and Roles of Managers, Managerial Functions.	10
2	<b>Planning –</b> a) Concept, nature and purpose of planning b) Planning Premises - concept and types of Planning Premises c) Types of Plan and Steps in Planning. d) Decision-making process: significance and steps. e) Making Planning Effective	10
3	<b>Organizing –</b> a) Meaning, importance and Principles of Organising b) Classification of organization Structure-line and staff Organization c) Departmentation - Meaning and Bases, Span of Control d) Centralization and Decentralization of authority- benefit and challenges.	10

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4	<b>Directing-</b> a) Concept, Importance and characteristics of Directing b) Principles and techniques c) Meaning and styles of Leadership d) Motivation - Concept, Need and process	10
5	<b>Controlling-</b> a) Nature and objectives of Control, b) Steps involved in Control Process c) Types of control Techniques- Traditional budgetary and non-budgetary techniques. d) Special control technique-PERT (Programme Evaluation and Review Technique)	10
<b>Total Lectures (L-50, T-10)</b>		50

### Books Recommended :

1. P.C. Tripathy and Reddy, Principles of Management, TMH
2. L.M. Prasad, Principles of Management, S. Chand & Sons Publication New Delhi.
3. Harold Koontz & O' Donell, Essentials of Management
4. Organization and Management- R.D. Agrawal
5. Devendra Kumar, Introduction of Management Concept and Organizational Behaviour, SIPH, Chennai
6. पी. के. साह एवं दी. डी. तालेड, प्रबंध अवधारण एवं संगठनात्मक व्यवहार, साहित्य भवन
7. एस. सी. सक्सेना, प्रबंध के सिद्धान्त साहित्य भवन पब्लिकेशन आगरा
8. जी. एम. सुधा, प्रबंध अवधारण एवं संगठनात्मक व्यवहार, रमेश बुक, जयपुर
9. योगेन्द्र प्र. वर्मा, व्यवसाय संगठन एवं प्रबंध, एस. चांद एण्ड सन्स पब्लिकेशन हाउस, नई दिल्ली
10. पी. एन. यादव, प्रबंध एवं संगठनात्मक व्यवहार, साहित्य भवन पब्लिकेशन, आगरा

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## SEMESTER III

PAPER	:	MIC-3	Full Marks : 100
TITLE OF THE PAPER	:	Principles of Management	ESE : 70
CREDIT	:	3	CIA : 30

### Course Objectives :

- To help the students in sensing new opportunities, threats and challenges for business world.
- To equip potential entrepreneurs and business aspirants with modern fundamental principles and practices of management for gaining organisational goal.

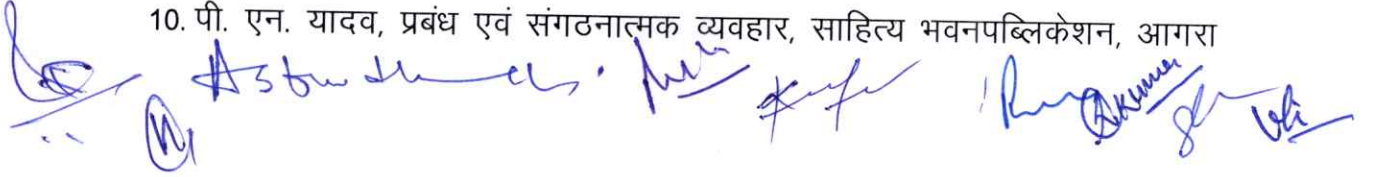
### COURSE OUTCOMES :

- On the successful completion of the course the student will have the basic knowledge and understanding of the subject.  
The students will be able to explore academic, research and employability in new era.

<u>MIC 3- Principles of Management</u>		
Unit	Topics to be covered -	No. of Lectures
1	<b>Introduction –</b> a) Meaning and Definitions of Management-concept, nature and importance b) Functions of Managers-Skills and Roles of Managers Managerial Functions.	10
2	<b>Planning and Organizing</b> a) Concept, nature and purpose of Planning and Organizing. b) Types of Plan and Steps in Planning, Principles of Organizing.	10
3	<b>Directing and Controlling</b> a) Concept, Importance and characteristics of Directing b) Principles and techniques. c) Types control techniques, Special control technique-PERT (Programme Evaluation and Review Technique)	10
<b>Total Lectures</b>		30

## Books Recommended :

1. P.C. Tripathy and Reddy, Principles of Management, TMH
2. L.M. Prasad, Principles of Management, S. Chand & Sons Publication New Delhi.
3. Harold Koontz & O' Donell, Essentials of Management
4. Organization and Management- R.D. Agrawal
5. Devendra Kumar, Introduction of Management Concept and Organizational Behaviour, SIPH, Chennai
6. पी. के. साह एवं दी. डी. तालेड, प्रबंध अवधारण एवं संगठनात्मक व्यवहार, साहित्य भवन
7. एस. सी. सक्सेना, प्रबंध के सिद्धान्त: साहित्य भवन पब्लिकेशन, आगरा
8. जी. एम. सुधा, प्रबंध अवधारण एवं संगठनात्मक व्यवहार, रमेशबुक, जयपुर
9. योगेन्द्रप्र. वर्मा, व्यवसाय संगठन एवं प्रबंध, एस. चांद एण्ड सन्स पब्लिकेशन हाउस, नई दिल्ली
10. पी. एन. यादव, प्रबंध एवं संगठनात्मक व्यवहार, साहित्य भवन पब्लिकेशन, आगरा



## SEMESTER III

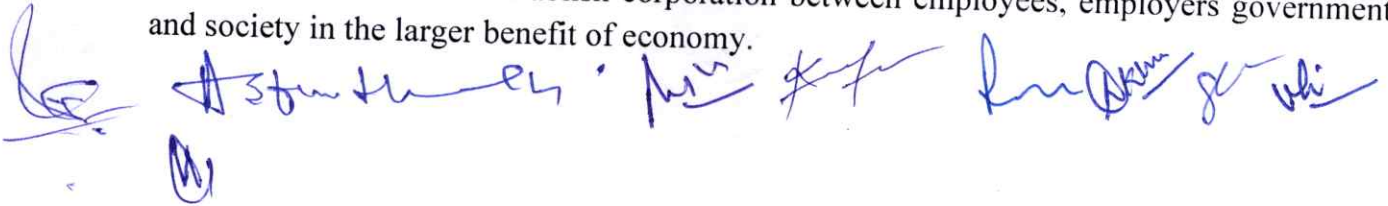
PAPER	:	MJC-4	Full Marks : 100
TITLE OF THE PAPER	:	Trade Unionism	ESE : 70
CREDIT	:	4	CIA : 30

### Course Objectives :

- To help the students to sense and keep the interest of working class as powerful organisations like trade unions whose functioning and power get influenced in the journey of industrial development by liberalisation, privatization and globalization.

### Course Outcomes :

This paper will develop the sense regarding importance of unity and awareness. Students will be able to establish corporation between employees, employers government and society in the larger benefit of economy.

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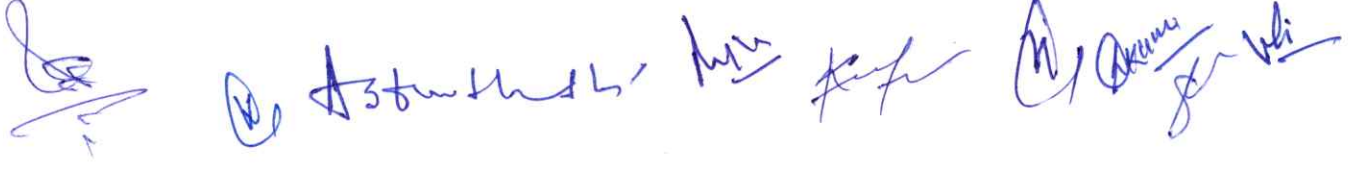
<b><u>MJC-4- Trade Unionism</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> a) Meaning and Definitions of Trade Union b) Type of Trade Union c) Functions of Trade Union	08
2	<b>Objectives And Methods Of Trade Union-</b> a) Short terms Objective b) Long term Objective c) Different Method of Trade Union d) Recent Trends of Trade Unions	06
3	<b>Trade Union Movement In India-</b> a) Trade Union Movement in Pre-Independence Period b) Trade Union Movement in Post-Independence Period c) Trade Unionism after Liberalization	08
4	<b>Trade Union Problems-</b> a) Problem of Trade Union Leadership b) Trade Union Rivalries c) Problem of Trade union Recognition d) Code of Discipline and Code of Conduct	08
5	<b>Trade Union Legislation-</b> a) The Trade Union Act, 1926 b) Registration of Trade Union c) Rights of Registered Trade Union d) Liabilities of Registered Trade Union	10
<b>Total Lectures (L-40, T-10)</b>		40

### **Books Recommended :**

1. G.P. Sinha and P. R. N. Sinha- Industrial Relations and Personnel Management
2. P. R. N. Sinha and Indubala- Shram evam Samaj Kalyan
3. P. L. Mallick-Industrial Laws
4. G.D. H. Cole- An Introduction to Trade Unionism.
5. S. D. Punekar - Indian Trade Unionism
6. P. L. Mallick -Industrial Laws
7. Devendra Kumar, ShramevamSamaaj Kalyan
8. B. L. Mrhta, Trade union movement in India, Kanishka Pub. House
9. Kameshwar Pandit – Indian Trade Union Movement, Novelty and Company
10. कामेश्वर पंडित – औद्योगिक संबंध, नोवेल्टी एण्ड कम्पनी
11. पी. एन. यादव एवं रचना कुमारी, सामुहिक सौदेबाजी एवं अन्तराष्ट्रीय श्रम आन्दोलन, साहित्य भवन पब्लिकेशन, आगरा

10. डॉ. मुहम्मद सुलेमान एवं डॉ. विनय कुमार चौधरी, आधुनिक औद्योगिक एवं संगठनात्मक मनोविज्ञान, मोतीलाल बनारसीदास ।

11. डॉ. प्रियव्रत नारायण यादव, प्रबन्ध एवं संगठनात्क व्यवहार, साहित्य भवन पब्लिकेशन

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## SEMESTER IV

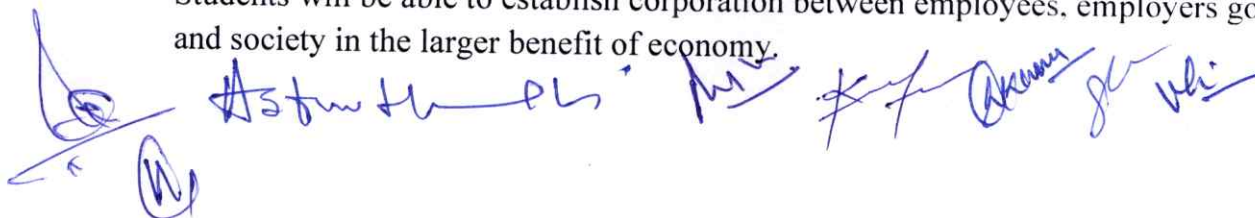
PAPER	:	MIC-4	Full Marks : 100
TITLE OF THE PAPER	:	Trade Unionism	ESE : 70
CREDIT	:	3	CIA : 30

### Course Objectives :

- To help the students to sense and keep the interest of working class as powerful organisations like trade unions whose functioning and power get influenced in the journey of industrial development by liberalisation, privatization and globalization.

### Course Outcomes :

This paper will develop the sense regarding importance of unity and awareness. Students will be able to establish corporation between employees, employers government and society in the larger benefit of economy.

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<b><u>MIC-4 Trade Unionism</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction</b> Objectives and Methods of Trade Union a) Meaning and Definitions of Trade Union b) Type of Trade Union c) Functions of Trade Union d) Short terms Objective e) Long term Objective f) Different Method of Trade Union g) Recent Trends of Trade Unions	12
2	<b>Trade Union Problems-</b> a) Problem of Trade Union Leadership b) Trade Union Rivalries c) Problem of Trade union Recognition	08
3	<b>Trade Union Legislation-</b> a) The Trade Union Act, 1926 b) Registration of Trade Union c) Rights and Liabilities of Registered Trade Union	10
<b>Total Lectures</b>		30

### **Books Recommended :**

1. G.P. Sinha and P. R. N. Sinha- Industrial Relations and Personnel Management
2. P. R. N. Sinha and Indubala- Shram evam Samaj Kalyan
3. P. L. Mallick-Industrial Laws
4. G.D. H. Cole- An Introduction to Trade Unionism.
5. S. D. Punckar- Indian Trade Unionism
6. P. L. Mallick-Industrial Laws
7. Devendra Kumar, ShramevamSamaaj Kalyan
8. B. L. Mrhta, Trade union movement in India, Kanishka Pub. House
9. Kameshwar Pandit – Indian Trade Union Movement, Novelty and Company
10. कामेश्वरपंडित-औद्योगिक संबंध, नोवेल्टी एण्ड कम्पनी
11. पी. एन. यादव एवं रचना कुमारी, सामुहिक सौदेबाजी एवं अन्तर्राष्ट्रीय श्रम आन्दोलन, साहित्य भवन पब्लिकेशन, आगरा

## SEMESTER IV

PAPER	:	MJC-5	Full Marks : 100
TITLE OF THE PAPER	:	Human Resource Management	ESE : 70
CREDIT	:	5	CIA : 30

### Course Objectives :

- To enable the students to understand the HR Management and system at various levels in industries or organizations.
- To help the students focus on and analyse the issues and strategies required to select and develop manpower resources.
- To develop relevant skills necessary for application in HR related issues and to demonstrate a basic understanding of different tools used in forecasting and planning HR needs.
- To enable the students to integrate the understanding of various HR concepts in order to take correct business decisions.

### Course Outcomes :

- On completion of this course, the students will be able:
- To develop the understanding of the concept of human resource management and to understand its relevance in organizations. To develop necessary skill set in various H.R. fields.
- To analyse the strategic issues and strategies required to select and develop manpower resources.
- To integrate the knowledge of different HR concepts to take rational business decisions

*Red* *(K)* *Asst. Prof., HR* *Dr. Anurag Singh*

<b><u>MJC 5- Human Resource Management</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> a) Concept, Meaning and definition b) Scope and Importance of HRM c) Functions and Role of H.R.M. in modern business d) Importance and Recent Challenges of H.R.M.	08
2	<b>Human Resource Planning-</b> a) Meaning and Definitions and objectives and Importance b) Steps of H.R.P process c) Job Analysis, Job Description and job Specifications d) Human Resource Information System	12
3	<b>Staffing –</b> a) Introduction to Recruitment and Selection : Concept and Meaning b) Methods of Recruitment-External and Internal c) Process of Selection methods d) Induction & Socialisation e) Outsourcing and Contractualization	08
4	<b>Training and Development-</b> a) Meaning & definitions of Training and Development, Differences Between Training and Development, b) Methods of Training c) Performance Appraisal : Need, Importance Method d) Promotion and Transfer meaning, concept and Types	10
5	<b>Discipline and Grievance Handling-</b> a) Concept of Discipline and Grievances b) Causes of Grievance c) Model grievance Handling	12
<b>Total Lectures (L-50, T-10)</b>		<b>50</b>

**Books Recommended :**

1. C.B. Mamoria, Personnel Management:
2. T. N. Bhogoliwal, Personnel Management and Industrial Relations
3. L.M. Prasad, Human Resource Management, S. Chand & Sons, New Delhi
4. T. N. Chhabra, Human Resource Management, Sun India Publications
5. Ravi Prakash Yadav, Globalization and Indian Labour. Manglans Publications Delhi.
6. Dr. Nirmala Kumari, New Trends in Personnel Management, New generation

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press New Delhi.

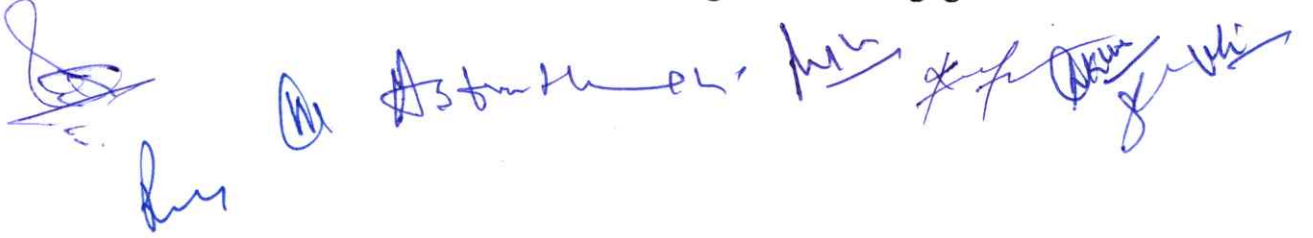
7. Devendra Kumar, An Introduction to HRM, AGPH, Bhopal

8. डॉ. जी. एल. श्रीवास्तव, मानव संसाधन प्रबंध, शिवांक प्रकाशन

9. अग्रवाल – फौजदार, मानव संसाधन प्रबंधन, संजय साहित्य भवन

10. डॉ. कामेश्वर पंडित एवं प्रीति रैना, मानव संसाधन प्रबंध, साहित्य भवन पब्लिकेशन्स

11. P.R.N. Sinha, Human Resource, Management, Cenogege Publication

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## SEMESTER V

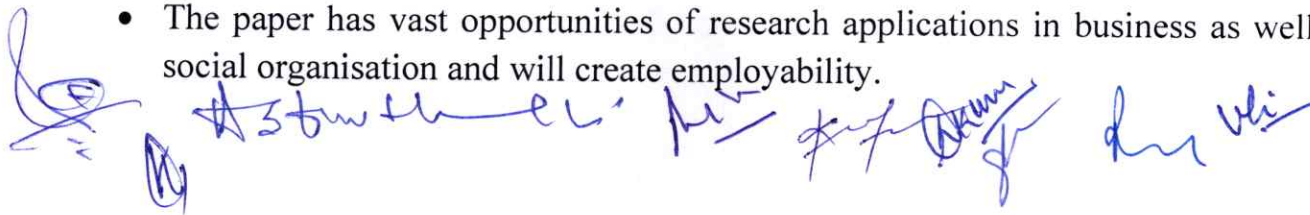
PAPER	:	MIC-5	Full Marks : 100
TITLE OF THE PAPER	:	Organizational Behaviour	ESE : 70
CREDIT	:	3	CIA : 30

### Course Objectives :

- To help students understand organisational behaviour and management practices by examining psychological principles at individual, group and organisational levels.
- To facilitate a critical evaluation of organisational practices and their impact on work behaviours, attitudes and performance.

### Course Outcomes

- To understand the main theories of Organisational Behaviour.
- To be able to analyse how these theories and empirical evidence can help to understand contemporary organisational issues.
- To apply theories to practical problems in organisations in a critical manner resourcefully.
- The paper has vast opportunities of research applications in business as well as social organisation and will create employability.



<b>MIC 5- Organizational Behaviour</b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> a) Meaning, Definitions and Concept of Organizational Behavior b) Importance of Organizational Behaviour	08
2	<b>Fundation of Individual Behaviour-</b> a) Personality – Meaning Nature and Types b) Perception – Meaning, Factors and Perceptual Process c) Learning – Meaning, Definitions, Types of learning d) Attitude – Nature and components of Attitude.	14
4	<b>Motivation and Job Satisfaction.</b> a) Concept, Determinants, Theories, Maslow Hierarchy of needs, Herzberg's Theory b) Meaning and Determinants of Job Satisfaction	08
<b>Total Lectures</b>		30

### **Books Recommended :**

12. Fred Luthans, Organizational Behaviour
13. B. N. Mishra, Organizational Behaviour, Vikas Publication, New Delhi
14. Human Behaviour at work – Keith Davis
15. Devendra Kumar, Introduction of Management Concept and Organizational Behaviour, SIPH, Chennai
16. Nirmala Kumari :Behavioural Dynamics in organization, New Generation
17. पी. सी. जैन संगठनात्मक व्यवहार राजस्थान हिन्दी ग्रंथ अकादमी, जयपुर
18. अरूण कुमार सिंह : औद्योगिक एवं संगठनात्मक व्यवहार भारती भवन, पटना
19. दिनेश चन्द्र कोचर, उद्योग एवं संगठन मनोविज्ञान, हिन्दी ग्रंथ अकादमी, पटना
20. रवीन्द्र कुमार एवं पी. एन. यादव संगठनात्मक व्यवहार, साहित्य भवन, आगरा
21. डॉ. मुहम्मद सुलेमान एवं डॉ. विनय कुमार चौधरी, आधुनिक औद्योगिक एवं संगठनात्मक मनोविज्ञान, मोतीलाल बनारसीदास ।
22. डॉ. प्रियव्रत नारायण यादव, प्रबन्ध एवं संगठनात्मक व्यवहार, साहित्य भवन पब्लिकेशन



## SEMESTER IV

PAPER	:	MJC-6	Full Marks : 100
TITLE OF THE PAPER	:	Labour Laws & Administration	ESE : 70
CREDIT	:	5	CIA : 30

### Course Objectives :

In general, Labour Legislation is the study of various types of Labour Laws. The students will get Knowledge of maintain industrial Peace. Protection and improvement of living standards of the labours, also protection in workers from all sorts of exploitation and creating a better working environment.

### Course Outcomes :

- On the successful completion of the course the student will get aware about rights, responsibilities and obligations for smooth running of the industrial organisations.
- It will make the students employable in various National & Multi-National firms.

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<b><u>MJC 6- Labour Laws &amp; Administration</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> a) Meaning and Definitions of Legislation b) Growth and Development of modern Labour legislation c) Principles and Types of Labour Legislations d) Labour Provisions in Indian Constitution	08
2	<b>International Labour Organisation (ILO)-</b> a) Origin and Functions of ILO b) Conventions and Recommendations of ILO. c) Impact of ILO on Indian Labour Legislations.	08
3	<b>Protective Labour Legislations (A)-</b> a) The Factories Act, 1948 b) The Bihar Shops and Establishment Act, 1953 c), The Beedi and Cigar Workers (Conditions of Employment) Act, 1966	14
4	<b>Protective Labour Legislations (B)-</b> a) The Contract Labour (Regulation and Abolition) Act, 1970 b) The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979. c) The child Labour (Prohibition and Regulation) Act, 1986	12
5	<b>Labour Administration-</b> a) Meaning and Concept of Labour Administration b) Labour Administration at Central Level c) Labour Administration in Bihar	08
<b>Total Lectures (L-50, T-10)</b>		<b>50</b>

### **Books Recommended :**

1. P. R. N. Sinha- Industrial Relations and Labour Legislation : Pearson
2. P. R. N. Sinha and Indubala- Shram evam Samaj Kalyan
3. P. L. Mallick-Industrial Laws
4. P. C. Tripathi and C. B. Gupta, Industrial Relations and Labour Laws, Sultan Chand & Sons, New Delhi
5. O. P. Gupta, Industrial and Labour Laws, Sahitya Publication
6. प्रो. बी. के. कुमावत, श्रम कल्याण कानून, साहित्य भवन पब्लिकेशन्स आगरा
7. शिव प्रसाद बोस और जय बोस, श्रम कानूनों का परिचय
8. Piyali Ghosh, Industrial Relations and Labour Laws, McGrew

## SEMESTER V

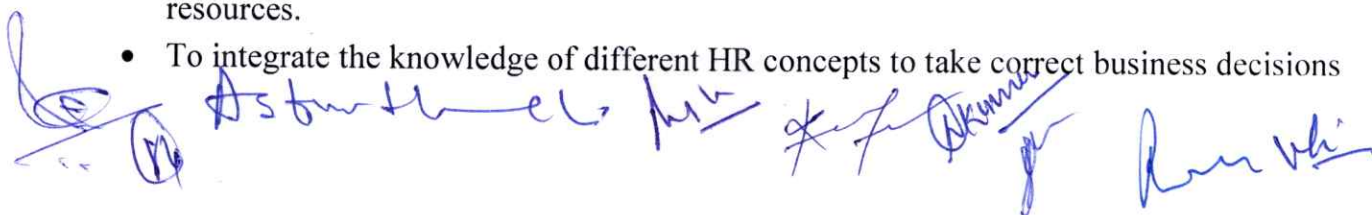
PAPER	:	MIC-6	Full Marks : 100
TITLE OF THE PAPER	:	Human Resource Management	ESE : 70
CREDIT	:	3	CIA : 30

### Course Objectives :

- To enable the students to understand the HR Management and system at various levels in specific industries or organizations.
- To help the students focus on and analyse the issues and strategies required to select and develop manpower resources.
- To develop relevant skills necessary for application in HR related issues and to demonstrate a basic understanding of different tools used in forecasting and planning HR needs.
- To enable the students to integrate the understanding of various HR concepts along with the domain concept in order to take correct business decisions.

### Course Outcomes :

- On completion of this course, the students will be able:
- To develop the understanding of the concept of human resource management and to understand its relevance in organizations. To develop necessary skill set in various H.R. fields.
- To analyse the strategic issues and strategies required to select and develop manpower resources.
- To integrate the knowledge of different HR concepts to take correct business decisions

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<b>MIC 6- Human Resource Management</b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> a) Concept, Meaning and definition, Importance, b) Scope of HRM c) Functions and Role of H.R.M.	08
2	<b>Human Resource Planning-</b> a) Meaning, Definitions, objectives and Importance b) Steps of H.R.P process c) Job Analysis, Job Description and job Specifications	10
3	<b>Staffing, Training and Development.</b> a) Introduction to Recruitment and Selection : Concept and Meaning b) Methods of Recruitment-External and Internal c) Process of Selection methods. d) Meaning & definitions of Training and Development, Differences between Training and Development, e) Methods of Training and Development.	12
<b>Total Lectures</b>		<b>30</b>

### **Books Recommended :**

1. C.B. Mamoria, Personnel Management:
2. T. N. Bhogoliwal, Personnel Management and Industrial Relations
3. L.M. Prasad, Human Resource Management, S. Chand & Sons, New Delhi
4. T. N. Chhabra, Human Resource Management, Sun India Publications
5. Dr. Nirmla Kumari, New Trends in Personnel Management, New generation press New Delhi.
7. Devendra Kumar, An Introduction to HRM, AGPH, Bhopal
8. डॉ. जी. एल. श्रीवास्तव, मानव संसाधन प्रबंध, शिवांक प्रकाशन
9. अग्रवाल-फौजदार, मानव संसाधन प्रबंधन, संजय साहित्य भवन
10. डॉ. चतुर्भुज मेमोरिया, डॉ. कामेश्वर पंडित एवं प्रीतिरैना, मानव संसाधन प्रबंध, साहित्य भवन पब्लिकेशन
11. P.R.N. Sinha, Human Resource, Management, Cenogege Publication

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## SEMESTER IV

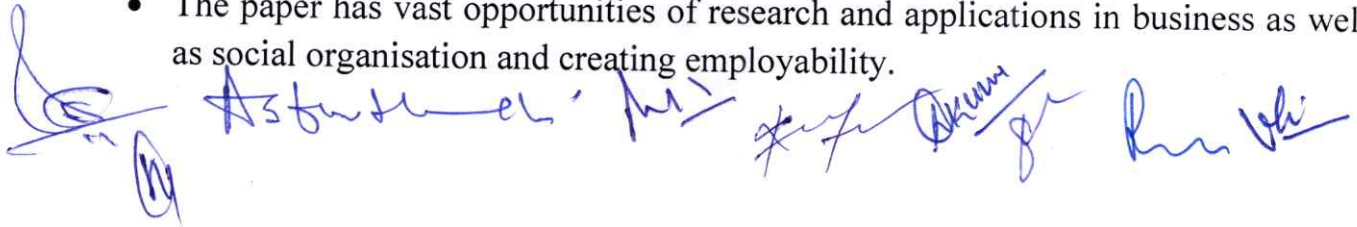
PAPER	:	MJC-7	Full Marks : 100
TITLE OF THE PAPER	:	Organizational Behaviour	ESE : 70
CREDIT	:	5	CIA : 30

### Course Objectives :

- To help students understand organisational behaviour and management practices by examining psychological principles at individual, group and organisational levels.
- To facilitate a critical evaluation of organisational practices and their impact on work behaviours, attitudes and performance.

### Course Outcomes

- To understand the students will understand about various dimensions of Organisational Behaviour.
- Students will be able to analyze the behavior of employees and manager in reshaping the organization and creating best organizational culture and bonding.
- The paper has vast opportunities of research and applications in business as well as social organisation and creating employability.



<b><u>MJC 7- Organizational Behaviour</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> a) Meaning, Definitions and Concept of Organizational Behavior b) Importance of Organizational Behaviour c) Models of Organizational Behaviour (Autocratic Model, Custodial Model)	10
2	<b>Fundation of Individual Behaviour-</b> a) Personality – Meaning Nature and Types b) Perception – Meaning, Factors and Perceptual Process c) Learning – Meaning, Definitions, Types of learning d) Attitude – Nature and components of Attitude.	10
3	<b>Group Dynamics –</b> a) Meaning, Definitions and Characteristics b) Type of Groups c) Functions of Group d) Meaning of Conflict, Level of Conflict and Conflict Handling, Stress Management	10
4	<b>Motivation-</b> a) Concept, Determinants and process b) Theories- Maslow Hierarchy of needs, Herzberg's Theory	10
5	<b>Job Satisfaction and Morale-</b> a) Meaning and Determinants of Job Satisfaction b) Meanings and Determinants of Morale c) Measures to Improve Employees' Satisfaction and Morale	10
<b>Total Lectures (L-50, T-10)</b>		<b>50</b>

### **Books Recommended :**

1. Fred Luthans, Organizational Behaviour
2. B. N. Mishra, Organizational Behaviour, Vikas Publication, New Delhi
3. Human Behaviour at work – Keith Davis
4. Devendra Kumar, Introduction of Management Concept and Organizational Behaviour, SIPH, Chennai
5. Nirmala Kumari : Behavioural Dynamics in organization, New Generation
6. पी. सी. जैनसं गठनात्मक व्यवहार राजस्थान हिन्दी ग्रंथ अकादमी, जयपुर
7. अरूण कुमार सिंह : औद्योगिक एवं संगठनात्मक व्यवहार भारती भवन, पटना
8. दिनेशचन्द्र कोचर, उद्योग एवं संगठन मनोविज्ञान, हिन्दी ग्रंथ अकादमी, पटना
9. रवीन्द्र कुमार एवं पी. एन. यादव संगठनात्मक व्यवहार, साहित्य भवन, आगरा

## SEMESTER VI

PAPER	:	MIC-07	Full Marks : 100
TITLE OF THE PAPER	:	Labour and Social Welfare	ESE : 70
CREDIT	:	3	CIA : 30

### Course Objectives :

- The Student will be able to understand the importance of Labour as well as Social Welfare.
- It will enable then to explain the various dimensions / aspects of Labour and Social Welfare.
- They will be utilise their Knowledge in the identification of problems arising out of child, women, unemployments and enable them to find solutions.
- This Course will clarify the welfare problems issues in the Society/Industry and growth and development of the welfare in this regard.

### Course Learning Outcomes :

- To provide the students assistance to safeguard the interest and provide social security to weaker and marginalised section of society.
- To help the Vulnerable section in the society to get up decent life and decent work.
- To safe guard the interest of Labour and workers as per the statutory provisions.

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<b>MIC 07 Labour and Social Welfare</b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction Labour Welfare –</b> a) Labour Welfare – Concepts, Scope and Objectives, Principles b) Statutory & Non-Statutory welfare provisions c) Agencies of Labour Welfare, Role of Labour welfare officer.	10
2	<b>Social Welfare-</b> a) Meaning, Scope & Characteristics of Social Welfare b) New Social welfare Schemes run by State & Central Government	08
3	<b>Child and Women Welfare-</b> a) Rights of Children and Problems of Children b) Child Welfare Scheme of State and Central Government, ICDS c) Role of NGO for Child and Women Welfare. d) Problems of Women in India & Bihar. e) Welfare Schemes of State & Central Government.	12
Total		30

### **Books Recommended :**

1. P. V Joshi-Labour Welfare, Somaiya Publication Pvt. Ltd.
2. M. V. Moorthi Principles of Labour Welfare, Oxford & IBH Publishing Co.
3. Dr. P. R. N. Sinha & Indubal-Shram Evam Samaaj Kalyan, Bharti Bhawan
4. Dr. Devendra Kumar- Shram Evam Samaaj Kalyan (Hindi)- Gyanalaya (P&D) Books
5. Ravi Prakash Yadav, Women Empowerment in India, Aavishkar Publication, Jaipur
6. Ravi Prakash Yadav, Bharat me Mahila Shramik, Atlantic Publisher, New Delhi
7. डॉ. रवि प्रकाश यादव, भारत के बालमजदूर, मंगलम पब्लिशर्स एण्ड डिस्ट्रीब्यूटर्स
8. डॉ. रवि प्रकाश यादव, महिलाओं की समस्याएँ आविष्कार पब्लिशर्स एवं डिस्ट्रीब्यूटर्स जयपुर
9. कामेश्वर पंडित, श्रम अर्थशास्त्र के नये आयाम, नोबेल्टी एण्ड कम्पनी, पटना



## SEMESTER V

PAPER	:	MJC-8	Full Marks : 100
TITLE OF THE PAPER	:	Wage & Salary Administration	ESE : 70
CREDIT	:	5	CIA : 30

### Course Objectives :

- To enable students to establish and maintain an equitable wage and salary system. This is so because only a properly developed salary administration system enables an employer to attract, obtain, retain and motivate people of required calibre and qualification in his/her organisation.
- To develop theoretical and practical knowledge of wage & salary management to handle globally.

### Course Outcomes :

- 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 in various pursuit.

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<b>MJC 8- Trade Unionism</b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> a) Meaning and Definitions of Trade Union b) Type of Trade Union c) Functions of Trade Union	08
2	<b>Objectives And Methods Of Trade Union-</b> a) Short terms Objective b) Long term Objective c) Different Method of Trade Union d) Recent Trends of Trade Unions	06
3	<b>Trade Union Movement In India-</b> a) Trade Union Movement in Pre-Independence Period b) Trade Union Movement in Post-Independence Period c) Trade Unionism after Liberalization	08
4	<b>Trade Union Problems-</b> a) Problem of Trade Union Leadership b) Trade Union Rivalries c) Problem of Trade union Recognition d) Code of Discipline and Code of Conduct	08
5	<b>Trade Union Legislation-</b> a) The Trade Union Act, 1926 b) Registration of Trade Union c) Rights of Registered Trade Union d) Liabilities of Registered Trade Union	10
<b>Total Lectures (L-40, T-10)</b>		40

**Books Recommended :**

1. G.P. Sinha and P. R. N. Sinha- Industrial Relations and Personnel Management
2. P. R. N. Sinha and Indubala- Shram evam Samaj Kalyan
3. P. L. Mallick-Industrial Laws
4. G.D. H. Cole- An Introduction to Trade Unionism.
5. S. D. Punckar - Indian Trade Unionism
6. P. L. Mallick -Industrial Laws
7. Devendra Kumar, ShramevamSamaaj Kalyan
8. B. L. Mrhta, Trade union movement in India, Kanishka Pub. House
9. Kameshwar Pandit – Indian Trade Union Movement, Novelty and Company
10. कामेश्वर पंडित – औद्योगिक संबंध, नोवेल्टी एण्ड कम्पनी
11. पी. एन. यादव एवं रचना कुमारी, सामुहिक सौदेबाजी एवं अन्तरराष्ट्रीय श्रम आन्दोलन, साहित्य भवन पब्लिकेशन, आगरा

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## SEMESTER VI

PAPER	:	MIC-8	Full Marks : 100
TITLE OF THE PAPER	:	Labour Laws & Administration	ESE : 70
CREDIT	:	3	CIA : 30

### Course Objectives :

In general, Labour Legislation is the study of various types of Labour Laws. The students will get Knowledge of maintaining industrial Peace. Protection and improvement of living standards of the labours, also protection of workers from all sorts of exploitation and creating a better working environment.

### Course Outcomes :

- On the successful completion of the course the student will get aware about rights, responsibilities and obligations for smooth running of the industrial organisations.
- It will make the students employable as a professionals.

<u>MIC 8- Labour Laws &amp; Administration</u>		
Unit	Topics to be covered -	No. of Lectures
1	<b>Introduction –</b> a) Meaning and Definitions of Legislation b) Growth and Development of modern Labour legislations c) Labour Provisions in Indian Constitution	08
2	<b>Protective Labour Legislations -</b> a) The Factories Act, 1948 b) The Bihar Shops and Establishment Act, 1953 c) The child Labour (Prohibition and Regulation) Act, 1986,	14
3	<b>Labour Administration-</b> a) Meaning and Concept of Labour Administration b) Labour Administration at Central Level c) Labour Administration in Bihar	08
<b>Total Lectures</b>		30

### **Books Recommended :**

1. G.P. Sinha and P. R. N. Sinha- Industrial Relations and Personnel Management
2. P. R. N. Sinha and Indubala- Shram evam Samaj Kalyan
3. P. L. Mallick-Industrial Laws
4. P. C. Tripathi and C. B. Gupta, Industrial Relations and Labour Laws, Sultan Chand & Sons, New Delhi
5. O. P. Gupta, Industrial and Labour Laws, Sahitya Publication



## SEMESTER V

PAPER	:	MJC-9	Full Marks : 100
TITLE OF THE PAPER	:	Social Security	ESE : 70
CREDIT	:	5	CIA : 30

### Course Objectives :

- To sensitize students briefly about the historical evolution of social security laws in India.
- To enable students to examine in brief the challenges associated with the administration of social security schemes to ensure social-economic justice for labour as well as weaker sections of the society 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.

### Course Outcomes:

- The Students will be able to handle the Social Security dimensions in organisations as well as society.
- The design of the subject will open a wide field of research for academia and will generate employability in various social organisations.

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<b><u>MJC 9- Social Security</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> a) Meaning, Definitions and Concept of Social Security b) Nature and Objectives of Social Security c) Methods and Importance of Social Security	10
2	<b>Methods of Social Security-</b> a) Social Insurance b) Social Assistance c) Social Services. d) Relief	08
3	<b>Social Security and ILO –</b> a) Impact of ILO on Social Security System in India b) Social Security Schemes in India c) Social Security Schemes in Bihar	12
4	<b>Social Security (Laws-1)</b> a) The Employees Compensation Act, 1923 b) The Employees State Insurance Act, 1948 c) The Maternity Benefits Act, 1961	12
5	<b>Social Security (Laws-2)</b> a) The Employees Provident Funds and Miscellaneous Provisions Act, 1952 b) The Payment of Gratuity Act, 1972	08
<b>Total Lectures (L-50, T-10)</b>		50

### **Books Recommended :**

1. H.O.: Problems of Social Security
2. C.B. Memoria : Social Security in India
3. N. Hassan : Social Security in India
4. A. M. Sharma, Labour Welfare and Social Security, Himalaya Publication, Mumbai
5. Ravi Prakash Yadav, Social Security in India, Aavishkar Publication, Jaipur
6. राजा राम शास्त्री समाज कार्य परिचय उत्तर प्रदेश हिन्दी संस्थान
7. मिर्जाउद्दीन अहमद समाज कार्य दर्शन एवं प्रणालियाँ ब्रिटिश बुक
8. कृपाल सिंह समाज कार्य सिद्धांत एवं अभ्यास नवज्योति साइंटिफिक
9. रवि प्रकाश यादव सामाजिक समस्याएँ पोइन्टर पब्लिशर्स
10. कामेश्वर पंडित, श्रम अर्थशास्त्र के नये आजाम, नोबेल्टी एण्ड कम्पनी

## SEMESTER VII

PAPER	:	MIC-9	Full Marks : 100
TITLE OF THE PAPER	:	Wages & Salary Administration	ESE : 70
CREDIT	:	4	CIA : 30

### Course Objectives :

- To enable students to establish and maintain an equitable wage and salary system. This is so because only a properly developed compensation system enables an employer to attract, obtain, retain and motivate people of required calibre and qualification in his/her organisation.
- To develop theoretical and practical knowledge of wage and salary administration to handle globally.

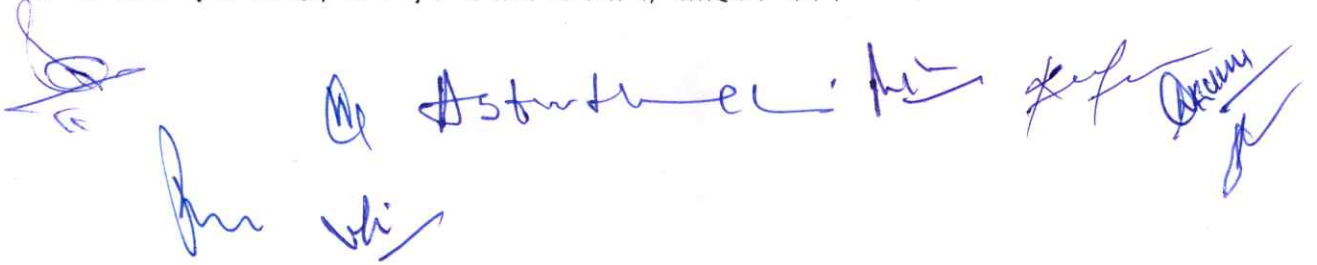
### Course Outcomes :

- 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 in various pursuits.

<u>MIC 09-Wages &amp; Salary Administration</u>		
Unit	Topics to be covered -	No. of Lectures
1	<b>Introduction –</b> a) Meaning of Wage and Salary b) Factors Affecting Wages c) Concept of Minimum Wages, Fair Wage and Living Wage	10
2	<b>Wage, Reward and Incentives-</b> a) Basic Wage, Dearness Allowances b) Fringe Benefits c) Bonus	10
3	a) Financial and Non-financial Incentives b) Recent Trends in Rewards, Benefits, and Services: c) Characteristics of Good Incentive Plan	10
4	<b>Wage Legislations-</b> a) The Minimum wages Act, 1948 b) The Payment of wages Act, 1936	10
	Total	40

### Books Recommended :

1. Richard A. Lester- Economics of Labour
2. B. P. Tyagi - Labour Economics and Social Welfare
3. R. C. Sharma, Compensation Management, Sage Publication, New Delhi
4. डॉ बी सी सिन्हा एवं डॉ पुष्पा सिन्हा, श्रम अर्थशास्त्र, मयूर पेपरबैक्स
6. श्रीधर पाण्डेय, श्रम अर्थशास्त्र एवं सामाजिक सुरक्षा
7. टी एन भगोलीवाल, श्रम अर्थशास्त्र एवं औद्योगिक संबंध
8. पी. आर. एन. सिन्हा, श्रम एवं समाज कल्याण, साहित्य भवन

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## SEMESTER VI

PAPER	:	MJC-10	Full Marks : 100
TITLE OF THE PAPER	:	Labour and Social Welfare	ESE : 70
CREDIT	:	4	CIA : 30

### Course Objectives :

- The Student will be able to understand the importance of Labour as well as Social Welfare.
- It will enable then to explain the various dimensions / aspects of Labour and Social Welfare.
- They will be utilise their Knowledge in the identification of problems arising out of child, women, unemployment and enable them to find solutions.
- This Course will make a clarity regarding the welfare problems issues in the Society/Industry and growth and development of the welfare in this regard.

### Course Learning Outcomes :

- To provide the students assistance to safeguard the interest and provide social security to weaker and marginalised section of society.
- To help the vulnerable section in the society to get up decent life and decent work.
- To safe guard the interest of Labour and workers as per the statutory provisions.

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<b><u>MJC 10- Labour and Social Welfare</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction Labour Welfare –</b> a) Labour Welfare – Concepts, Scope , Objectives and its Principles b) Statutory & Non-Statutory welfare provisions c) Agencies of Labour Welfare, Role of Labour welfare officer d) Labour Welfare Challenges & prospects in India e) National Commission on Labour	10
2	<b>Social Welfare-</b> a) Meaning, Scope & Characteristics of Social Welfare b) New Social welfare Schemes run by State & Central Government	06
3	<b>Child Welfare-</b> a) Rights of Children by the Indian Constitution b) Problems of Children c) Welfare of Children-Role of Central Social Welfare Board, Scheme of State and Central Governmental Programmes, Role of UNICEF, ICDS d) Role of NGOs for Child Welfare e) Bonded labour and rehabilitation.	10
4	<b>Women Welfare-</b> a) Problems of Women in India & Bihar b) Role of Government and NGO for Women Welfare c) Welfare Schemes of State & Central Government for women	06
5	<b>Unorganized Worker</b> a) Meaning and Concept of unorganised workers, Types. Problems of unorganised workers b) Unorganised Workers Social Security Act, 2008 c) Gig Workers- (Flipkart, Zomato, Pizza Delivery workers etc)	08
Total (L-40, T-05)		40

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### Books Recommended :

1. P. V Joshi-Labour Welfare, Somaiya Publication Pvt. Ltd.
2. M. V. Moorthi Principles of Labour Welfare, Oxford & IBH Publishing Co.
3. Dr. P. R. N. Sinha & Indubal-Shram Evam Samaaj Kalyan, Bharti Bhawan
4. Dr. Devendra Kumar- Shram Evam Samaaj Kalyan (Hindi)- Gyanalaya (P&D) Books
5. Ravi Prakash Yadav, Women Empowerment in India, Aavishkar Publication, Jaipur
6. Ravi Prakash Yadav, Bharat me Mahila Shramik, Atlantic Publisher, New Delhi
7. डॉ. रवि प्रकाश यादव, भारत के बाल मजदूर, मंगलम पब्लिशर्स एण्ड डिस्ट्रीब्यूटर्स
8. डॉ. रवि प्रकाश यादव, महिलाओं की समस्याएँ आविष्कार पब्लिशर्स एवं डिस्ट्रीब्यूटर्स जयपुर
9. कामेश्वर पंडित, श्रम अर्थशास्त्र के नये आयाम, नोबेल्टी एण्ड कम्पनी, पटना

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A circled "10" in the middle.  
The word "Astute" written in a cursive script.  
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## SEMESTER VIII

PAPER	:	MIC-10	Full Marks : 100
TITLE OF THE PAPER	:	Industrial Organisation and Management	ESE : 70
CREDIT	:	4	CIA : 30

### Course Objectives :

- To familiarize with the various principles & practices, structures, locational & establishing factors of Industrial Organisations.
- To equip knowledge about strategies and opportunities of business environment in the country to attain ultimate country's goal.

### Course Outcomes :

The paper is designed to develop the entrepreneurial ability with a wide vision of "make in India" and "Start-up India" and will generate self employment in the country.

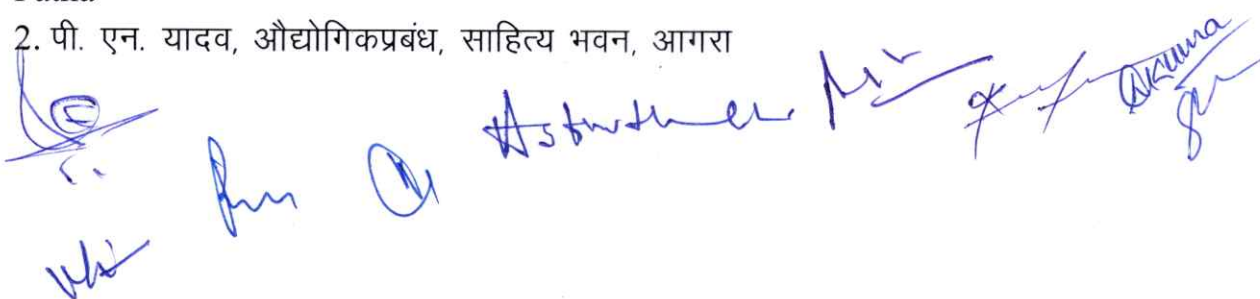
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<b>MIC 10-Industrial Organisation and Management</b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> a) Concept of Business and Industrial organization – Meaning, Scope, Significance, Classification of Industrial Organisation in India.	10
2	a) Plant Location – Meaning and Aspects of Plant Location, Advantages and Dis-advantages, Factors of Location. b) Plant Layout – Meaning objectives, Factors determining size of Industrial Unit.	10
3	a) Rationalization – Concept, features, objectives, causes and Principles. b) Scientific Management – Concept, Characteristics, Principles, Technique, Benefits	10
4	a) Industrial Financial Planning – Meaning, need, essential of Good financial Planning. b) Sources of Industrial Finance – Traditional and institutional industrial Finance	10
<b>Total Lectures</b>		<b>40</b>

### **Books Recommended :**

1. Jha Bishmbhar : Industrial Organisation and Management Novelty & Company, Patna
2. पी. एन. यादव, औद्योगिकप्रबंध, साहित्य भवन, आगरा



## SEMESTER VI

PAPER	:	MJC-11	Full Marks : 100
TITLE OF THE PAPER	:	Social Problems & Social Institutions	ESE : 70
CREDIT	:	5	CIA : 30

### Course Objectives :

1. To make the students aware of the ground realities of the society.
2. To Sensitize students about the challenges evils and problems of society .
3. To Provide the students about the feature of various social institution.

### Course Learning Outcomes :

1. The course will make the students aware of the social framework, problems and institutions.
2. The student will be acquainted with the problems associated with different section of the society.
3. They will be able to eradicate various evils of society through different welfare agencies and schemes.

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<b><u>MJC 11- Social Problems &amp; Social Institutions</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Social problems-</b> a) Definition, Nature and Causes of Social Problems b) Types of Social Problems in Indian Context.	10
2	<b>Cast and Religion -</b> a) Caste System- Nature and Characteristics- Origin, Functions, Role of Cast in Democracy, Decastisation b) Religion- Meaning, Characteristics. Types, Problems and Solution.	10
3	<b>Social Problems</b> a) Poverty Meaning, Causes, types, Prevention and Control of Poverty. b) Beggary Meaning, Causes, Types and Methods or Remedies. c) Prostitution- Meaning, Impact and Evaluation of Prohibitions, Prevention and Control. d) Prohibition- Meaning, Impact and Evaluation of Prohibitions, Prevention and Control.	10
4	<b>Social Institution-</b> a) Family- Meaning, Types, Importance, Role and Functions. b) Juvenile delinquency – Meaning, Causes and control of Juvenile, Delinquency, Legislations relating to Juvenile.	10
5	<b>Social Schemes</b> a) Welfare of SC, ST and Other Backward Classes. b) Agencies and Scheme for welfare of SC, ST, OBC etc. c) Various Welfare Schemes run by Bihar Government- Old age Pension, Group Insurance, Unemployment allowances etc.	10
<b>Total Lectures (L-50, T-10)</b>		50

### **Books Recommended :**

1. G.R. Madan : Indian Social Problem, Allied Publication, New Delhi
2. Ram Ahuja : Social Problem in India, Rawat Publication
3. Govt. of India, Pub. Division : Social Welfare, in India
4. J. N. Mongia (ed) : Reading in India's Labour and Social Welfare
5. P. R. N. Sinha : श्रम एवं समाज कल्याण, भारती भवन, पटना
6. S. Vadhava : प्रारंभिक समाज कल्याण, अर्जून पब्लिसिंग हाउस, नई दिल्ली
7. Gard, Ajay : Labour Laws, Nabhi Publication, New Delhi
8. G.R. Madan : भारतीय सामाजिक समस्याएँ, एलाएड पब्लिकेशन, नई दिल्ली



## SEMESTER VI

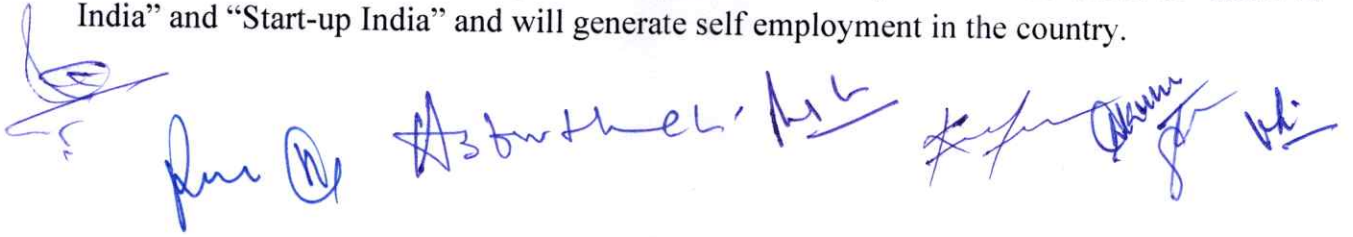
PAPER	:	MJC-12	Full Marks : 100
TITLE OF THE PAPER	:	Industrial Organisation and Management	ESE : 70
CREDIT	:	5	CIA : 30

### Course Objectives :

- To familiarize with the various principles & practices, structures, locational & establishing factors of Industrial Organisations.
- To equip knowledge about strategies and opportunities of business environment in the country to attain ultimate country's goal.

### Course Outcomes :

The paper is designed to develop the entrepreneurial ability with a wide vision of "make in India" and "Start-up India" and will generate self employment in the country.



<b><u>MJC 12- Industrial Organisation and Management</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> a) Concept of Business and Industrial organization – Meaning, Scope, Significance, Classification of Industrial Organisation in India. b) Industrial Revolution, Technological Revolution Information Technology and Digitalisation.	10
2	a) Plant Location – Meaning and Aspects of Plant Location, Advantages and Dis-advantages, Factors effecting Location of plant. b) Plant Layout – Meaning objectives, Factors determining size of Industrial Unit, Determination of optimum size.	10
3	a) Rationalization – Concept, features, objectives, causes and Principles. b) Scientific Management – Concept, Characteristics, Principles, Technique, Benefits	10
4	a) Industrial Financial Planning – Meaning, need, essential of Good financial Planning. b) Sources of Industrial Finance – Traditional and institutional industrial Finance	10
5	a) Entrepreneurship – Meaning, Types, Characteristics, Factors b) Role and functions of Entrepreneur, qualities of successful entrepreneur, entrepreneurship development Programme.	10
<b>Total Lectures (L-50, T-10)</b>		<b>50</b>

### **Books Recommended :**

1. Jha Bishmbhar : Industrial Organisation and Management Novelty & Company, Patna
2. पी. एन. यादव, औद्योगिक प्रबंध, साहित्य भवन, आगरा

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## SEMESTER VII

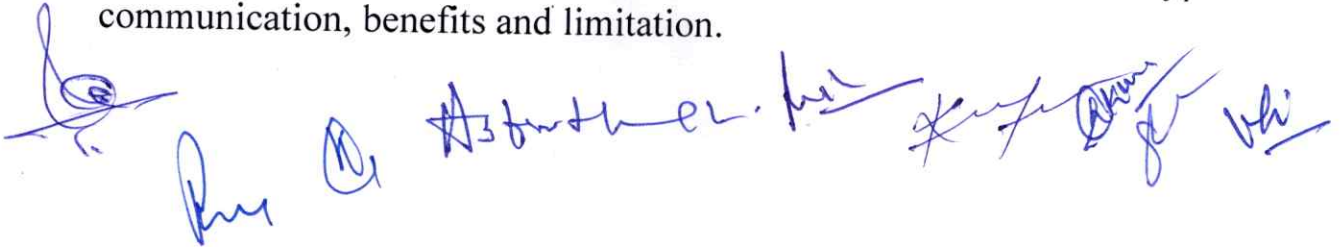
PAPER	:	MJC-13	Full Marks : 100
TITLE OF THE PAPER	:	Organisational Communication	ESE : 70
CREDIT	:	5	CIA : 30

### Course Objectives:

- To help students understand organizational communication and enable them to know its principles and process of communication.
- To develop the ability to use different tools and techniques of communication
- It will also help students to develop communication skills by adopting speaking, listening, feedback and technical skills.

### Course Outcomes

- The students will be able to know the fundamentals of communication.
- The student will understand the importance of communication in organizational structure.
- The students will get the knowledge about the different types of communication, benefits and limitation.

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<b><u>MJC 13- Organisational Communication</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Basic of Communication-</b> a) Meaning & Definition- Characteristic, Process, Importance and functions b) Principles of communication c) Channels of Communication	08
2	<b>Types of Communication-</b> a) Downward Communication- Meaning, objective and importance b) Upward Communication – Meaning, objective and limitation c) Horizontal Communication - Meaning and objective d) Formal and internal communication – Meaning, functions, objectives and advantages e) Written communication, Verbal and Non-Verbal Communication	12
3	<b>Communication Management-</b> a) Barriers of Communication, types of barriers b) Ways to overcome communication barriers. c) Modern Communication – Internet and Social Media. d) Methods of Effective Communication	12
4	a) Tools and techniques of communication b) e-communication – importance and limitations of e-communication and mode of e-communication	10
5	a) Communication Skill – Speaking Skill, Listening Skill, feedback Skill, Technical Skills	08
<b>Total Lectures (L-50, T-10)</b>		<b>50</b>

### **Books Recommended:**

1. Vilanilum, J.V. More: Effective Communication, Response Books 2001
2. Modi, Y.K., Increase Your Word Power, Hindi Pocket Books, 2000.
3. Carissie Wright, Handbook of Practical Communication Skills.

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## SEMESTER VII

PAPER	:	MJC-15	Full Marks : 100
TITLE OF THE PAPER	:	Human Resource Development	ESE : 70
CREDIT	:	6	CIA : 30

### Course Objectives :

- To make the student understand the basic concepts, terminology and holistic process of developing human resources and the major HRD functions and application areas.
- The course will also address the competency mapping framework of HRD, role of HRM in career planning, development and organizational learning process.
- It will be helpful in developing ethical behaviour and give insight on the future of HRD in Indian organizational context.

### Course Outcomes :

- Students will be Sensitive towards cultural diversity and be able to cope with the changes.
- To design distinct human resource programmes to manage human resources efficiently.
- The paper will develop wide field of research and employability in global business in the changed dynamics.

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<b>MJC 15-Human Resource Development</b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	Human Resource Development- Meaning, Concept, Evaluation and Emergence of HRD Functions of HRD Department, Role of HRD Manager. HRD Mechanism and changing environment	10
2	Employee retention – Concept, Developing retention Strategies Work life balance HRD Intervention	15
3	Competency mapping and development- Concept, Methods Process of Competency mapping	10
4	HR Accounting and auditing. Knowledge Management	10
5	HR Outsourcing and BPO, Concept features and objectives of HR outsourcing, Need and Types of HR outsourcing. BPO (Business Process Outsourcing)	15
<b>Total Lectures (L-60, T-10)</b>		<b>60</b>

### **Books Recommended :**

1. यू० सी० गुप्ता, मानव संसाधन विकास, प्रगुन पब्लिकेशन
2. आर. बी. एस. वर्मा अतुल प्रताप सिंह, मानव संसाधन विकास एवं प्रबंधन की रूपरेखा, न्यू रॉयल वचक कंपनी,
3. Dr. D.K. Bhattacharyya, Human Resource Development, Himalaya Publishing House
4. C.B. Mamoria, Personnel Management
5. Mukund Chandra Mehta, Human Resource Development, Bharti Publication, New Delhi
6. Bhogoliwal, Personnel Management and Industrial Relations
7. P. C. Tripathi, Human Resource Development, Sultan Chand & Sons, New Delhi
8. Sumit Kumar Mathur, Human Resource Development, Notion Press
9. मानव संसाधन प्रबंध-कामेश्वर पंडित
10. मानव संसाधन विकास-कामेश्वर पंडित

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## SEMESTER VIII

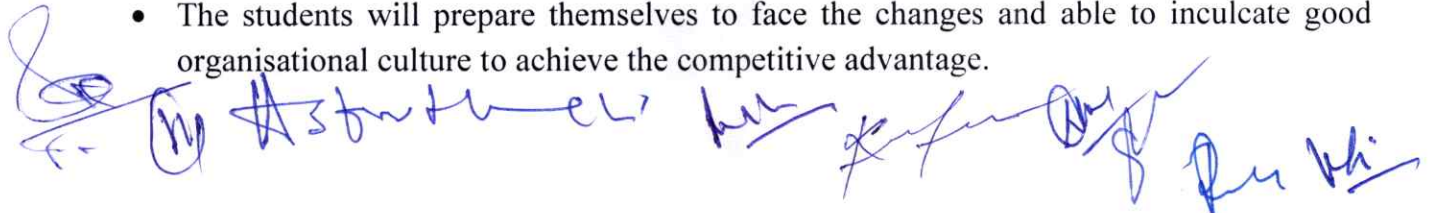
PAPER	:	MJC-16	Full Marks : 100
TITLE OF THE PAPER	:	Organisational Change and Management ESE	: 70
CREDIT	:	4	CIA : 30

### Course Objectives :

- To enable the students to understand the changing environment of organisations and their stake holders.
- To understand the students about changes in organisational structure due to Information Technology Revolutions and reshape the organisation to make it more effective.
- To understand organisational culture & corps-culture in the changed perspectives.

### Course Learning Outcomes :

- On Completion of this course the Students will be able to understand changing perspective in the globalised world.
- The students will prepare themselves to face the changes and able to inculcate good organisational culture to achieve the competitive advantage.

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<b><u>MJC 16- Organisational Change and Management</u></b>		
<b>Unit</b>	<b>Topics to be covered -</b>	<b>No. of Lectures</b>
1	<b>Introduction –</b> Organisational Change – Meaning and nature of organizational change, levels of change, Importance of change, obstacles to change in organisation	5
2	Change Dynamics due to Information Technology and digitalization, Strategic change management - Concept and importance.	10
3	Organisational Development – Concept, pre-requisites for organizational Development, O. D. Interventions.	10
4	Organisational Culture- Meaning, Definition and Types Effects of culture, Creating and maintaining organizational culture	10
5	Cross-culture and multi culture, Multi-cultural teams & Management of Multi-cultural training.	05
<b>Total Lectures (L-40, T-10)</b>		<b>40</b>

### **Books Recommended :**

1. Dewevedi R.S. Organisational Behaviour, MC Millan.
2. L.M. Prasad, Organisational Behaviour, New Delhi, Sultanchand.
3. कामेश्वर पंडित – मानव संसाधन प्रबंध, साहित्य भवन, आगरा
4. Organisation Development, Pearson

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