SYLLBUS

FOR

MHRD PART – 1

(APPLICABLE FROM ACAD. YEAR 2001 – 02 )

(PART-TIME THREE YEAR MHRD PROGRAMME)

PAPER – SOCIO- PSYCHOLOGICAL DIMENSION OF INDUSTRY.

PAPER – MANAGERIAL ECONOMICS

PAPER- HUMAN RESOURCE INFORMATION AND CONTROL SYSTEM.

PAPER – INDUSTRIAL AND LABOUR LEGISLATIONS.

PAPER – GENERAL AND PERSONAL ADMINISTRATION.

PAPER – SURVEY METHODS AND LABOUR STATISTICS.
OBJECTIVES

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

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

(c) INDUSTRIAL PSYCHOLOGY
- To introduce basic concepts of industrial psychology with a view to help understand psychological dimension of industry.
- To explain the role of psychologist in the organization
- To understand some important psychological phenomenon in the organizational context.

COURSE CONTENTS:
A. Industrial Sociology
2. Models of Industrial Development; Sociological and Ideological conceptions.
3. Industrial growth in developing societies with special reference to India; social organization of India factory; recruitment and commitment of workers in India factories.
4. Problems of Industrial society; Alienation and Anomie as consequences of Modern Industrial Society, Morale and Productivity of the workers.
B. General and Social Psychology:
1. Nature and scope of Psychology; Methods and uses of psychology; Basic Psychological concepts; Individual difference. Role of heredity and environment, Learning, Forgetting, Thinking, Intelligence, Personality.
   Interrelation between individual, society and culture.
2. Group Behavior: Socialization of the individual; Group and Group behaviour, Group morale, Group conflict, Crowd behaviour, pattern in different organized groups.

C. Industrial Psychology:
1. Nature and scope of Industrial Psychology; Role of psychology in an industrial organization.
2. Work – Fatigue and Boredom, Work environment and productivity.

REFERENCES:
(a) INDUSTRIAL SOCIOLOGY:
   (1) Miller and Forri : Industrial Sociology.
   (2) Patterson : Social Aspects of Industry.
   (3) Schencider : Sociology of Industrial Relation.
   (4) Lambert : Workers, Factories and Social Change in India.

(b) INDUSTRIAL PSYCHOLOGH:
   (1) Edward D.C. : General Psychology.
   (2) Kagen J. Havemann.E : Psychology: An Introduction.
   (6) Gisbert V. : Fundamentals of Industrial Psychology
   (7) P.H.Ghosh : Industrial Psychology.
     M.B. Ghorpade
     Donn Byrne
   (9) B. Kappuswamy : An introduction to Social Psychology.
OBJECTIVE:

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

COURSE CONTENTS:

3. Demand: Elasticity of Demand and Demand levels, Forecasting Demand method, Survey of Buyers intentions, Collective opinion trend projection, Criteria of a good forecasting method.
4. Cost: Cost, Inter relationship between cost curves, out put relationship in the short run and in the long run, cost size of the plant, economies and diseconomies of scale, production function, An introduction to Linear programming.
5. Pricing: Price and output decisions under perfect competition, monopolistic and Obligopolistic competition and monopoly, Concept of price leadership, Price discrimination.
6. Cost and Profit Forecasting: Break even analysis, usefulness and limitations of break even – points.

REFERENCES:

1. Davics and Hughes : Managerial Economics.
2. Hayness, Mote and Pual : Managerial Economics.
5. Joel Dean : Managerial Economics.
6. Habib Ur Rahman : Managerial Economics.
 OBJECTIVE:
In the Modern Age or information Technology, the future HR Professionals should be well aware of the information flow system in the Corporate Sectors. This course provide basic understanding of the Information & Control System and its application in Human resource field.

COURSE CONTENTS:

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

2. Introduction to Computers

3. Overview of System Development

4. Data Base Management System (DBMS)
   What is Data & Information, Advantages of Database, Database Concepts, Database Development, Data Structure for Database Processing, Database Design Models, Distributed Database & Data Security System.

5. System Analysis & Design
6. Application of Information System in HR.
   Personal Application, Salary Administration, Time Keeping Management, Skill Inventory,
   Medical History, Accident Monitoring, Performance Appraisal, Training & Development,
   Manpower Planning, Recruitment, Career Planning, Collecting Bargaining.

7. Management Control Systems
   Design the Control Process, Key Variables, Control of Multinational Operations, Non-
   Profit Institutions, Service Organizations and Projects.

8. Budget
   What is Budget, Budget Preparation Prouder, Type of Budgets, Master Budget, Various
   Budget of HR – Labour Cost Budget, Training & Development Budget, Manpower
   Recruiting Budget, Welfare Activity Budget.

9. Variance Analysis
   Type of Variance, Causes of Variance, How to reduce Variance

10. Responsibility Centers
    Revenue Center, Expense Center, Profit Center, & Investment Center, Position of HR
    Department, How to convert HR Department into Profit Center.

11. Utilization of HRICS
    Transaction Processing, Decision Support System (DSS), Executive Information System
    (EIS), Expert System (ES)

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

REFERENCES:
3. Information System – Analysis, Design & Implementation, by Hussain & Hussain.
   Publication.
    Learnings.
OBJECTIVES:

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

COURSE CONTENTS:

1. Introduction to Labour Legislation, Major principles of legislations, Sources of labour Legislations, Classification of labour legislation, Development of labour legislation in India, International Labour Standards and Indian Labour Laws, Indian constitution and labour laws.
2. Union and State Legislation relating to factories, Industrial employment and Industrial Relations.
   b) Industrial Employment (Standing Order) Act, 1946 with their Rules.
   e) Introduction to the Bombay Industrial Relations Act, 1948 with special order to Standing orders, Union and Employer’s associations.
   f) Trade Union Act, 1926.
   h) Industrial Disputes Act, 1947.
   i) Payment of Wages Act, 1935 and Rules

REFERENCES:

2. Chopra : Industrial and labour law.
OBJECTIVES:

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

COURSE CONTENTS:

A. General Administration.

1. Nature and scope of Administrative : Definition and meaning ; Administration and Management; Approaches to Management; Management as a process.
2. Administrative Functions: Planning, Organizing, Communicating; Motivating; Directing and Controlling.
4. Role of managers, his work, skills and effectiveness; Top management, its structure, Strategies, role in administrations.

B. Personal Administration

2. Organizational set – up and functions of Personal Administration, its historical back Ground and the factors influencing on the personal functions, Profile of a good Personal manager.
6. Conditions of services, Hour of work, Leave, Overtime, Benefits, Retirement and Old age benefits, Housing Medical care and other welfare measures.


8. Future of Personal Management Introduction to Concept and Philosophy of HRD.

REFERENCES:

(A) GENERAL ADMINISTRATION

(2) Avasthi A. : Public administration.
(4) R. Prasad : Administration Thinkers.
(5) L.M. Prasad : Principles of Management.
(6) S. A. Sheralkar : Management.
(7) Peter F. Drucker : Art of Management
(8) P.C. Tripathi : Essential of Management.

(B) PERSONAL ADMINISTRATION

(2) V. P. Micheal : Human Resource Management.
(4) D.Agawala : Manpower Planning, Selection, Trg, and Development.
(5) P.C. Tripathi : Personal Management and Industrial Relations.
(6) Arun Monappa : Managing Human Resources.
(8) P.C.Tripathi : Personal Management and Industrial Relations.
(9) A.M. Sarma : Personal and Human Resource Management.
(10) R.S.Davar : Personal Management and Industrial Relation.
(12) Rudrabasvaraj M. N. : Dynamics of Personal Administration.
OBJECTIVES:

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

COURSE CONTENTS

A. Survey Methods
   2. Survey Design
   5. Processing of data

B. Labour Statistics
   1. Nature and scope of Statistics
   2. Organization of statistical data.
   3. Analysis of variable and multi-variable data. (Correlation and regression analysis.)
   4. Analysis of unvariable and data: Measures of central tendency, measures of dispersion and awareness.
   5. Statistical inference.
   6. Index numbers.

REFERENCES: