

SYLLABUS OF M.A. IN PMIR

SEMESTER-I

Paper-101 - 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 - McClelland'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
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

Paper-102 - Labour Legislation 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, creation of international standards of Labour commenting and recommendation, Impact of I.L.O. on Indian Labour standards, Labour Law Reforms.
- Unit (III) Labour Welfare - Meaning definition concept of Labour Welfare, types of Labour Welfare, scope of Labour Welfare, Principles of Labour Welfare - Approaches to Labour Welfare, Agencies to Labour Welfare. Indian Constitution & Labour Welfare, National Commission on Labour recommendations 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, 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
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
Delhi, Universal Law Publishing Agency
8. Das, R.K. : Principles & Problems of Labour

9. Govt. of India : Legislation
Particular Enactments.
10. P.R.N. Sinha, Indu Bala & Priyadarshani : Industrial Relations & Trade Union & Labour Legislation

Paper-103 - 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.
- 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.
- 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.
- 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, Rechard, 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. Sinha, BC : Labour Economics, Delhi, Mayur Paper Book

Paper - 104 - 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.
- (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 ?

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 |

SEMESTER - II

Paper -201 - 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), Social Action Approach, Input – output Approach, Conditions for good Industrial Relations, Economic Reforms.
- 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 Industrial Actions strikes & lockouts, nature of strike, types of strikes, causes of strikes, effects of strikes, Legal framework of strikes & lockouts in India.

- (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.

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.

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

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 Practitce, 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

Paper-203 - 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.

(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.

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
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

Paper-204 - 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
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
Delhi, Universal Law Publishing Agency
8. Das, R.K. : Principles & Problems of Labour
Legislation
9. Govt. of India : Particular Enactments.

SEMESTER - III

Paper-301 - International Industrial Relations System

- Unit (I) **Industrial Relations Concept**
Meaning, Definition, Emerging trends in industrial relations at the international level, Boomer's framework in Industrial Relations at International Level, Participative Management, Functions and importance of the study of Participative Management Quality Circle. Need to study Industrial Relations at International Levels.
- 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 Union – a comparative reviewing of different countries
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
- .Unit (IV) Concept of Multinationals Corporations Labour Relations Practices of Multinational Companies
Multinational Companies and Industrial Relations – an approach
- Unit (V) **Technology and Industrial Relations** - Technological change and its impact on Industrial Relations, Industrial Relations & Information Technology, Organisational Structuring and strategic roles of Trade.
Futuristic Issues on Industrial Relations - HRD Dimension in Industrial Relations, Integrating HRD into Industrial Relations, Impacting Globalisation on Industrial Relations, Globalised issues and Trade Union demanding New Roles, Imperative for Multinational Companies and Industrial Relations

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.

Paper-302 - Human Resource Development

- Unit (I)** Human Resource Development Perspectives
- (a) HRD - Meaning and Concept, Evaluation 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.
 - (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.
- Unit (III)** Competency Development
- (a) 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.
- Unit (V)** Organisational Culture Building & Maintenance Issues
- (a) Organisational Culture - Concept, Importance, Elements, Process of maintaining culture, Business ethics and values - concept, importance, ethical concern in HRD, Generation of values in Management. Technology and cultures.
 - (b) Cultural Diversity - Concept, importance, Managing cultural diversity.

- (c) Corporate social responsibility - concept, importance, maintenance of corporate social responsibility.

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

Paper-303 - 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".

Paper - 304 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, Hirrrancal 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, Gatway, 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 Strategie 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

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

BOOK – RECOMMENDED

1. Computer Fundamental & Organization - Dr. B. Ram
BCE, Patna
2. Computer Fundamental - V.K. Jain
3. Fundamental of Computer & Information Technology - Dr. C.P. Gupta
- 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

SEMESTER - IV

OPTIONAL GROUPS

GROUP 'A'

INDIAN SOCIAL AND LABOUR PROBLEM

PAPER-401

SOCIAL INSTITUTIONS AND SOCIAL PATHOLOGY

- Unit-I (a) Social Pathology – definition-factors responsible for socio-pathological conditions.
(b) Crime : definition – causes – theories regarding causation of crime – control of crime
- Unit-II (a) Juvenile delinquency : concept, types, extent, causes – prevention and control of juvenile delinquency in India.
(b) Alcoholism and drug addiction – concept and impact – preventive measures adopted by the Government.
- Unit-III (a) Beggary – definition – types, causes, extent, effects – remedies and steps taken by the Government.
(b) Poverty – definition extent in India-factors responsible – problems rising out of poverty-effects and remedies.
- Unit-IV 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.
- Unit-V Caste in India – meaning – functions – impact of industrialization on caste and culture.

BOOKS RECOMMENDED : TEXT BOOKS

1. P.N. Prabha, Hindu Social Organization
2. Kapadia, Marriage and Family in India
3. Cox, Caste, Class and Race in India
4. Hutton, Caste in India
5. G.R. Madan, Indian Social Problems
6. Gillin and Gillin, Social Pathology
7. G.R. Madan, Social Disorganization in India
8. Taft - Criminology
9. Elliot and Merill – Social Disorganization
10. Gauri G. Banerjee – Sex Delinquent Women
11. Mathus and Gupta, Prostitutes and Prostitution

PAPER-402

PROBLEM OF LABOUR AND PLANNING

- Unit-I Problems of Industrial Labour in India
- (a) Number and Composition
 - (b) Housing
 - (c) Various Welfare amenities
- Unit-II Productivity –Meaning, factors determining level of productivity, causes of low productivity and remedies
- Unit-III Problems of Agricultural Labour in India
- (a) Number and Composition
 - (b) Under-employment and seasonal unemployment
 - (c) Imbalance in the conditions of Agricultural & Industrial labour in India
- Unit-IV Planning
- (a) Meaning of Economic Planning – Its needs, forms and objective
 - (b) Planning in India – Its history and present position
- Unit-V India's Five-year Plans-goals, priorities, financing

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. M.V. Moorthy, Labour Welfare in India

GROUP 'B'

SOCIAL SECURITY AND SOCIAL WELFARE

PAPER-401

SOCIAL SECURITY AND SOCIAL WELFARE ADMINISTRATION WITH SPECIAL REFERENCE IN INDIA

1. Social welfare: Meaning, and scope ,various approaches, to social welfare .
2. Social Problems: concept of social problems, problems arising out of –
 - (a) poverty
 - (b) unemployment
 - (c) old age

- (d) juvenile delinquency
 - (e) Prostitution
 - (f) divorce
 - (g) widowhood-nature of problems, steps taken to check the problems
3. Social Welfare Agencies: types of social welfare agencies :Governmental social welfare agency non-governmental social welfare agencies, administration and working of social welfare agencies in India i.e. Central Social Welfare Board, Bihar State Social Welfare Advisory Board.
4. Child Welfare: Meaning of child Welfare, problems of child, problems of normal child, problems of handicapped child, steps taken by the government and other agencies for child welfare, child welfare agencies operating at national level, child Welfare under different plans.
- 5 Women Welfare: Concept of women welfare, problems of women;-General problems of women ,problem of working women, women welfare measures in India, role played by different agencies .Women Empowerment: concept, need, measures to empower women in India.
- 6 Welfare of scheduled Caste and tribes :Meaning, Problems of scheduled caste and scheduled tribes, welfare measures for Scheduled Caste and scheduled tribes in India, role of voluntary agencies.
- 7 Social Security
- (a)Meaning of social security, scope, evolution and institutional growth, social insurance and social assistance, its meaning ,differences and resemblances,
 - (b)Minimum standard of social Security Benefits-Bases for determining quantum of benefits i.e. need, actual and assumed average needs, Contributions-previous earning
 - (c) Effects of social security benefits on willingness to work.
 - (d)Financing of Social Security Benefits : various methods of for raising fund i.e. contributions from employers ,employees and public revenues.
 - (e)International standards of social security- role of I.L.O.

BOOKS RECOMMENDED:TEXT BOOKS

- 1 Patterson ,Social Aspects of Industry
- 2 W.A..Friendlander, An Introduction to Social Welfare.
- 3 Ellwood and Streat, Public Welfare Administration.
- 4 Govt. of India, Social Welfare in India.
- 5. B.M.L.Moorthy, Social Security in India
- 6. S.D.Punekar.Social Insurance for industrial Workers in India.
- 7. I.L.O.Approaches to Social Security.
- 8. E.M.Burns.Social Security.
- 9. G.R.Madan,Indian Social Problems, vol.1&!!
- 10. D.R.Sachdeva , Social Welfare Administration in India.
- 11. G.P.SinhaP.R.N.Sinha& K.K.Sinha, Samajik Sansthaye awing Samaj Kalyan .
- 12. Dr P R N Sinha & InduBala sinha, Shram Awam Samaj Kalyan. ,

REFERENCE BOOKS

- 1 Govt. of India, Encyclopedia of social work in India Vol.1,11,111
- 2 Govt. of India, Indian Labour year Book

PAPER-402

Social Security in India, U.K.and U.S.A

Social Security in India:

1. Social Insurance Schemes-Benefits under Different Social Security Legislations-their financing. and administration.
2. Social Assistance Schemes :National Social Assistance Programmes1995, State Social Assistance Schemes with particular reference to the state of Bihar- Financing and administration of assistance schemes.

Social Security in U.K.

1. (a)(i)the state and problem of poverty-economic and social condition of poor- Black Death of 1348and its effect-statute of 1349.,1531,1536 and 1562.
(ii)Poor Law of 1601,Settlement Act of 1662,Speenhumland Act,1795,New Poor Law,1834.
(b) Royal Commission On Poor Law ,1905- its recommendations and implementations.
2. Beveridge Committee—its recommendations and implementations.
3. Existing Social Security benefits pertaining Sickness, Maternity, Retirement, Unemployment, Survivors, Industrial Injury, Child Benefit
4. Financing of social security measures
5. Administration of Social Security .
- 6.

Social Security in U.S.A.

- 1 History and main features of social Security In U.S.A.
- 2 Existing Schemes Of Social Security Benefits pertaining to: Sickness, Maternity, Unemployment, Health, Old Age, Death, Invalidity, Blind.
3. Financing Of Social Security Measures.
4. Administration of Social Security.

BOOKS RECOMMENDED

1. W.A.Friedlander,An Introduction to Social Welfare.

- 2 Robson , Social Security
- 3 Ogus and Barendt,the law of Social Security.
- 4 I.L.O,British Social Security System, I.L.O. Legislative series
- 5 Bloom and Northup , Labour Economics and Industrial Relations.
- 6 E.M.Burns, American Social Security System.
- 7 C.B Memoria, Principles of Social Security.
- 8 Child Poverty Action Group, Welfare benefits and tax Credits Handbook
- 9 Stephen McKay and Karen Rowlingson, Social Security in Britain
- 10 Social Security Legislation .

GROUP 'C'

COMPARATIVE INDUSTRIAL RELATIONS PAPER-401

THEORY AND PRACTICE OF COLLECTIVE BARGAINING IN DIFFERENT ECONOMIC SYSTEMS

- A. 1. Origin development and scope of collective bargaining process-issues and problems involved
2. Theories of Collective Bargaining i.e.
 - (a) Marketing theory
 - (b) Managerial theory and
 - (c) Governmental theory
3. Determinants of Collective Bargaining Power
4. Units Collective Bargaining and parties to it – Determination of Collective Bargaining Unit
5. Subject matter of Collective Bargaining management's prerogatives –productivity Bargaining, coalition bargaining.
6. Union security and other typical clauses in collective agreements
7. Bargaining agents
- B.1. Main features of Collective Bargaining in the U.K. and U.S.A.
 2. Taft Hartley Act, 1947 (USA) and T.U. & Labour Relations Act, 1974 (Great Britan) wigh amendments.
- C.1. Growth and development of Collective Bargaining in India.
 2. Hindrances to the growth of Collective Bargaining – economic, political, legal and social attitude of trade unions- management and the State.
 3. New trends in Collective Bargaining in India.

BOOKS RECOMMENDED :TEXT BOOKS

1. Neil W. Chamberjain, Collective Bargaining
2. Davey, Collective Bargaining
3. Charles A. Myers, Industrial Relations in India
4. Mary Sur, Collective Bargaining
5. Flander and Clegg, Industrial Democracy
6. B.C. Roberts, Industrial Relations

7. B.K. Tandon, Collective Bargaining and the Indian Scene
8. B.N. Shukla & Bimla Shukla, Collective Bargaining

REFERENCE BOOKS

1. N.W. Chamberlain, Labour
2. N.W. Chamberlain, The Union challenges to management control
3. V.V. Giri, Labour Problems in Indian Industries
4. Summer Slitcher, Union Polics and Industrial Management
5. I.L.O. Collective Bargaining

PAPER-402

COMPARATIVE LABOUR MOVEMENT & LABOUR MANAGEMENT CO-OPERATION

1. Various ideologies of Labour movement e.g., Business unionism, guild socialism, syndicalism, Marxism and Gandhism
2. History and present position of labour movement in Great Britain
3. History and present position of Labour Movement in the USA
4. International Labour Movement. Three International WFTU, ICFTU
5. Labour Management Cooperation in :
 - (a) Great Britain
 - (b) Federal Republic of Germany
 - (c) Yugoslavia

BOOKS RECOMMENDED : TEXT BOOKS

1. G.D.H. Cole, A Short History of the British Working Class Movement
2. G.D.H. Cole, Introduction to British Trade Unionism
3. Henry Pelling, British Trade Union Movement
4. B. Morais, A History of American Labour Movement
5. Foster R. Dulles, Labour in America
6. Isaac Deutscher, Soviet Trade Unions
7. Price, International Labour Movement
8. Coker, Recent Political Thought

REFERENCE BOOKS

1. G.D.H. Cole, British Trade Unions Today
2. I.L.O., Trade Unions Situations in U.K., USA and USSR
3. Lewis L. Lorwin, The International Labour Movement
4. W.Z. Foster, History of the Three Internationals
5. C.E.M. Joad, Modern Political Theory
6. Galenson, Comparative Labour Movement
7. Lemin, Trade Unions and International Working Class Movement

GROUP 'D'
**SOCIAL WORK IN RELATION TO FAMILY
AND CHILD WELFARE**
PAPER-401
PHILOSOPHY AND METHODS OF SOCIAL WORK

1. Historical background of welfare work with reference to changing conditions : ideologies and methods for taking care of the needy and destitute : religious, social, political, economic, and cultural forces, influencing, social work, philosophy with special reference to India- the reforms movement
2. Present day philosophy of social work- concept of individual and social responsibility – different approaches to social welfare emergence of social work from cause to function – University of social work ideology : knowledge and skill in human relations in the evolution of the profession of social work.
3. Social Case Work – Principles and process-interviewing-skill in diagnosis and treatment need for professional ethics.
4. Social Group Work – Characteristics of Group process-principal role of group leader method of recording in social group work – interaction processes among individuals and groups.
5. Community Organization – Nature and Characteristics, principles of community organization work, its tools, techniques and skill-community organization at local, state and international levels, socio-economic problems of urban, rural and tribal areas.

BOOKS RECOMMENDED : TEXT BOOKS

1. W.A. Friendlander, Concept and Methods of Social Work
2. W.A. Friendlander, An Introduction to Social Welfare
3. Gordon Hamilton, Theory and Practice of Social Case Work
4. H. Tracker – Social Group Works – Principles and Practices
5. Wayner McMillan, Community Organization

REFERENCE BOOKS

1. N.A. Polansky, Social Work Research
2. Wilson & Pyland, Social Group Work Practices
3. Hilman, Community Organization
4. Government of India, Encyclopedia of Social Work in India Vols. I, II, III
5. P.V. Young, Scientific Social Surveys and Research.

PAPER-402
FAMILY AND CHILD WELFARE

1. Family – The Primary unit of Social organizations, changing structure and functions of family as a result of urbanization, industrialization and ideological influences.
2. Family disorganization – Instability, desertion, divorce, causes, symptoms and treatment.
3. Family Planning – meaning, need-its special importance in the Indian context. Five Year Plans in relations to Family Planning- Evaluation of the programme of Family Planning – Analysis of Hindrances to Family planning.
4. Women in the family – problems of maternity-role from paid work and home work – analysis of their economic rights and social status.
5. Problems of the Aged in the Family – Their health, economic and psychological needs, problems of adjustment-leisure time activities.
6. Agencies working in the field of women and family welfare National and International.
7. Growth of Child – Socialization-influence of heredity and environment-psychology of normal and exceptional children.
8. (a) Children in need of social services – Health, education and recreation
(b) Needs of handicapped children and the programme for their protection and rehabilitation
(d) Problems of destitute and orphans.
9. Juvenile delinquency – meaning, types of delinquents, causes, remedial measures.
10. Historical Survey of the care of children in India-present trends in the field of child welfare – voluntary and Governmental agencies working in the field child welfare in Five Year Plans.
11. Integrated Child Development Services – Aims and objects – beneficiaries – programmes and services e.g., supplementary nutrition, immunization, health check up, referral services, non- formal pre-school education-administration and organizational set-up, role and responsibilities of main functionaries and concerned departments future prospects.

BOOKS RECOMMENDED : TEXT BOOKS

1. P.N. Prabhu, Hindu Social Organization
2. Kapadia, Marriage and Family in India
3. Government of India, Social Welfare in India
4. K.K. Jacob, Social Work in India
5. Taffan, P.W., Juvenile Delinquency
6. G.R. Madan, Indian Social Problems
7. D.Paul Choudhary, Child Welfare Manual
8. Govt. of India, Reports on the working of ICDS

REFERENCE BOOKS

1. Government of India, Encyclopedia of Social Work in India
2. Elliot and Merrill, Social Disorganization
3. Frederickser, The Child and his Welfare
4. A.R. Wadia, The Handicapped child
5. Shock, problems of Ageing
6. Government of India, Five Year Plans
7. J.W. McConcell, Problems of the Ageing Population

GROUP 'E'

AREAS OF MANAGEMENT

PAPER-401

MARKETING AND PRODUCTION MANAGEMENT

- Unit-I Marketing Management :
- (a) Meaning of Marketing Management
 - (b) Philosophy of marketing management –product concept, selling concept, marketing concept and societal marketing concept
 - (c) The Marketing System
- Unit-II Marketing Opportunities
- (a) Consumer Market and buying behaviour
 - (b) Current Demand Measurement
 - (c) Market Forecasting
- Unit-III Planning Marketing Strategies :
- (a) Marketing Planning –Components of Marketing Plan
 - (b) Product life-cycle strategy
- Unit-IV Some Marketing Mix Decisions :
- (a) Meaning and Components of Marketing mix
 - (b) Product decisions and brand decision
 - (c) Sales Promotion and Publicity decision
- Unit-V (A) Marketing Organization and Marketing Research
- (a) Marketing organization – evolution of the Marketing dept. basis of organizing the modern marketing department
 - (b) Marketing Research – Importance – steps in marketing Research-uses.
- (B) Production Management :
- (a) Definition and scope of production management, production management cycle, problems of multiple objectives, faced by a production manager.
 - (b) Plant location factors influencing location of a plant
 - (c) Plant layout concept types, advantage and disadvantages

- (d) Production planning and control fundamental concept, steps in planning and control, advantages
- (e) Quality control – Basis concept-phase of quality control, fundamental concept of control of quality in production.

PAPER-402
FINANCIAL MANAGEMENT AND COMMERCIAL LAW
(FINANCIAL MANAGEMENT)

- Unit-I (a) Meaning, scope and Objectives of Financial Management
(b) Organization for Financial Management
Long Term Investment Decisions :
- (a) Meaning and importance of Capital Budgeting Factors, Determining Capital Budgeting
 - (b) Concept, Measurement and Factors determining cost capital
 - (c) Capital Structure- Concept and theories of capital structure
- Unit-II. Current Assets Management :
- (a) Concept of Working Capital Management
 - (b) Planning of working Capital
 - (c) Source of Working Capital-External and Internal Sources
 - (d) Management of cash including objective and factors determining cash need.
 - (e) Concept, objectives and Importance of Book-keeping and Accounting
 - (f) Cash flow and fund flow statements.

COMMERCIAL LAW

- Unit-III Companies Act, 1956
- (a) Meaning and Nature of company
 - (b) Types of companies
 - (c) Formation of a company
 - (d) Role of promoters
 - (e) Memorandum of Association
 - (f) Articles of Association
 - (g) Registration
 - (h) Prospectus and raising of capital
 - (i) Winding up of a company functions and powers of the liquidators-consequences of winding up.
- Unit-IV Partnership Act, 1932 :
- (j) Features of partnership
 - (k) Registration of partnership
 - (l) Rights and duties of partnership
 - (m) Admission of new partners
- Unit-V Contract Act, 1872 :
- (n) Definition and essential features of a valid contract

- (o) Offer and acceptance
- (p) Consideration
- (q) Capacities of parties
- (r) Free consent
- (s) Legality of object and consideration
- (t) Performance of contract
- (u) Discharge of contract
- (v) Contingent of contract
- (w) Quasi-contract
- (x) Remedies of breach of contract

BOOKS RECOMMENDED : TEXT BOOKS

1. Philip Kotler, Marketing Management
2. R.S. Davar, Modern Marketing Management
3. Elwoods, Buffa, Baisc Production Management
4. Martin K. Starr, Production Management
5. Goel & Gupta, Production Management

REFERENCE BOOKS

1. Ashoy and others, Sales Manager Hand Book
2. Board, How to Develop Successful Salesman Selling
3. Neclameghan, Marketing Management and the Indian Economy
4. Russel & Beach, Salesmanship
5. Daris and Mayard, Sales Management
6. Candiff & Stiff, Marketing Management

PAPER –403

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

PAPER-404

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