

Manonmaniam Sundaranar University

Tirunelveli – 627 012

Bachelor of Human Resource Development - BHRD

Program Regulations and Syllabus

For those who joined in 2021 – 2022 onwards

(With effect from the academic year 2021-2022 onwards)

Vision of the University

To provide quality education to reach the un-reached

Mission of the University

- To conduct research, teaching and outreach programmes to improve conditions of human living.
- To create an academic environment that honours women and men of all races, caste, creed, cultures and an atmosphere that values intellectual curiosity, pursuit of knowledge, academic freedom and integrity.
- To offer a wide variety of off-campus educational and training programs, including the use of Information Technology to individuals and groups.
- To develop partnership with industries and government so as to improve the quality of the workplace and to serve as catalyst for economic and cultural development.
- To provide quality/ inclusive education, especially for the rural and unreached segments of economically downtrodden students including socially oppressed and differently abled.

Introduction

Human resource is an integral part of any organization be it business , government or non government .Human resource management is considered to be a source of competitive and imitating unlike other sources used in framing organizations. The main aim of HRD is to develop a variety of competencies like knowledge, attitude .skill and technical areas, behavioral and human relation and conceptual ideas to perform various task or functions required for the job.HRD is a non core function for many organizations but not lose its importance. The requirement of expert in the field of HR is needed for man power planning, training, performance appraisal, compensation and compliance of welfare laws and maintenance of industrial relations.

Rani Anna Government College For Women, was established with the aim of providing quality education to under prevail aged girl students and economically backward areas in Tirunelveli District. It has been established in the year1970 and it has 15 UG Courses, 12 PG courses, 4 M.Phil and few doctoral research centers. Around 4700 students are studying in this campus.

Vision of Our College

The vision of our college is to impart literacy to students of economically backward, rural areas and weaker sections of the society.

Mission of Our College

The mission of our college is to improve the lives of rural girls, make them graduates and agents of social change.

Vision of the Department

To create variety of competencies to perform the task of human resource, its importance, empowerment and efficiency among the Women Folk. Eradication of unemployment among the rural .It also identifies competency gaps of employees to perform the job, functions effectively and create conditions to help the employees bridge these gaps through development.

Mission

Offered full opportunities and challenges to develop individually enabling career growth, encouraged to acquire knowledge to meet the challenges of new technologies and business needs in the changing scenario. Educated and guided to include and practice right values as are nurtured by the organization. Through strategic partnerships and collaboration, the Human Resources Department recruits, develops and retains a high performing and diverse workforce and fosters a healthy, safe, and productive work environment for employees, their families, departments, and the public in order to maximize individual and organizational potential and position as an employer of choice.

Goals:

- Valuing, Encouraging, and Supporting a Diverse Workforce;
- Continually Improving Individual and Organizational Effectiveness;
- Anticipating and Meeting the Changing Needs of the Workforce / Family;
- Championing Career and Professional Growth;
- Creating and Enhancing Strategic Partnerships; and
- Enhancing Services through Technology.

Program Educational Objectives of HRD

1. To provide a comprehensive frame work for the development of human resources in the organization.
2. Development of a climate for employees to discover, develop and use their capabilities for the organization.
3. To develop the sense of team sprit, team work and inter team collaboration.
4. To felicitate systematic information on human resources for man power planning, developmental placements, career planning, etc.,.
5. To make management graduates conceptualize, critically analyze and acquire in-depth knowledge of business and management by imbibing in them the unique ability of synthesizing knowledge towards adding value areas of management.

6. To promote lateral thinking by way of enabling management graduates to see at the things from different perspectives there by making them to come out with simple solutions for complex managerial problems.
7. To inculcate a spirit of enquiry, so that management graduates search for facts and truths by developing methodologies that supports critical analysis and decision making.
8. To evaluate the role of HRD in driving sustained business performance.
9. To inculcate and a spirit of Ethics and Social Commitment in the personal and professional life of management graduates so that they add value to the society.

Program Outcomes (POs)

- POs-1 Apply knowledge of management theories and practices to solve business problems.
- POs-2 Foster analytical and critical thinking abilities for data-based decision making.
- POs-3 Ability to understand, analyze and communicate global, legal and ethical aspects of Business.
- POs-4 Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.
- POs-5 Management graduates to acquire in-depth knowledge of business management and
- POs-6 Entrepreneurship embedded with ethics and a sense of social commitment and to strive towards personal victory and value creation to the society.
- POs-7 Students studying management to be passionate about multidisciplinary approach for problem Solving, critical analysis and decision making by giving due importance for lateral thinking so that they see things from a perspective which are not just simple but effective.

Programme Specific outcomes (PSOs)

- PSOs-1 Ability to define, analyze the solutions for different business problems and using logical reasoning patterns of evaluating information ,materials and data for practical implementation
- PSOs-2 Provides verbal reasoning, data interpretation and communicative skill to solve the business problems and decision making.
- PSOs-3 Apply ethical principles and commitment towards professional ethics and responsibility.
- PSOs-4 Function effectively as a member, leader individual or group in diverse environment.
- PSOs-5 Ability to conceptualize a complex issue into a coherent written statement and oral presentation and communicate effectively on complex activities with technical community.
- PSOs-6 Providing opportunities for the students to gain practical exposure towards the work place and make them industry ready.
- PSOs-7 Promotes entrepreneurship by providing, understanding of fundamentals of creating and managing innovation, new business development and high growth potential entities.
- PSOs-8 Ability to demonstrate technical competence in domestic and global area of business through the study of major disciplines within the fields of business.

Preamble

Rani Anna Government College for women, Tirunelveli is affiliated to M.S University. B.A HRD is a full time three year programme. The curriculum takes B.A HRD program to next level. aims at the implementing outcome based education along with the choice based credit system. This program dedicated to imparting the knowledge, skill required to manage the people within the organization. This program aims to create the professionals that competent in handling imperative HR role in public and private firms, organization and business. Under this program, students learn about planning, arranging and managing various things through class activities, projects and case studies. In addition, they also study organizational psychology and work place learning. The course work of this program includes basics of HR, labour law, industrial relations, ways of improving employee performance, stress and emotional management organizational development, grievance addressal and more.

1. Program: Bachelor of Human Resource Development -BHRD

2. Duration: Three years Full Time (each year having Two Semesters)

3. Medium of Instruction and Examinations: English

4. Eligibility for Admission:

A candidate shall be eligible for admission to Bachelor of Human Resource Development - BHRD if he / she must have passed the Higher Secondary Examination of the Government of Tamil Nadu or any other Examination as recognized equivalent thereto.

5. During an academic year, a candidate shall be allowed to enroll for one program of study only and shall not appear for any other Graduate Examination of this or any other University.

6. The course content is given in the detailed syllabus (Annexure I).

7. End Semester Examination Question Paper Pattern:

As followed for all other BA Programs offered by the University

8. Internal Assessment:

As followed for all other BA Programs offered by the University

9. Internal, External and Passing Minimum:

- a) The Passing minimum for all courses is 40 out of 100.
- b) All courses of this program have uniform distribution of the Internal and External Marks.
- c) Internal Component is 25. There is no passing minimum for Internal.
- d) External Component is 75. The passing minimum is 30 out of 75.

10. The Rules and Regulations pertaining to the Teaching Learning Process and Evaluation for the Mini Project and the Main Project will be the same as followed for all other Under Graduate Arts program of the University.

11. The transitory provision is as follows: The student of this program has to complete the degree within **5 years** (3 years + 2 years) from the date of joining the course. After that period, one extension of One year can be applied for and obtained from the authorities of the university, on a case to case basis, in an extraordinary situation only. {Ref: UGC Letter DO No. 12 – 1/ 2015 (CPP – II) dated 15th Oct 2015}.

12 The semester-wise programmed Structure; credits assigned to each course are listed below.

Sem.	Part No.	Course No.	Course Status	Course Name	Contact Hours / Week	Credits
I	I	1	Language	Tamil / Others	6	4
	II	2	Language	English	6	4
	III	3	Core - 1	Fundamentals of Management	6	4
	III	4	Core - 2	Professional English	6	4
	III	5	Allied - I	Business Economics	3	3
	IV	6	Common	Environmental Studies	2	2
II	I	7	Language	Tamil / Others	6	4
	II	8	Language	English	6	4
	III	9	Core - 1	Human Resource Management	6	4
	III	10	Core - 2	Professional English	6	4
	III	11	Allied - I	Environment of Business	3	3
	IV	12	Common	Value Based Education / Social Harmony	2	2
III	I	13	Language	Tamil / Others	6	4
	II	14	Language	English	6	4
	III	15	Core - 1	Labour Laws	6	4
	III	16	Allied - III	Business Statistics	3	3
	III	17	Skill Based Course	Management Information System	4	4
	IV	18	Non Major Elective	Social Entrepreneurship	2	2
	IV	19	Common	Yoga	2	2
IV	I	20	Language	Tamil / Others	6	4
	II	21	Language	English	6	4
	III	22	Core – 1	Organizational Behavior	6	4
	III	23	Allied IV	Professional Ethics	3	3
	III	24	Skill Based Course	Human Resource Information System	4	4
	IV	25	Non Major Elective	Stress Management	2	2
	IV	26	Common	Computers for Digital Era	2	2
	V	-	Extension Activity	NCC / NSS / YRC / YWF	-	1
V	III	25	Core - 1	Human Resource Development	5	4
	III	26	Core - 2	Research Methodology	4	4
	III	27	Major Elective - I	Guidance and Counseling Skills / Public Relations	4	4
	III	28	Major Elective - II	Competency Mapping / Performance Appraisal System	4	4
	IV	29	Skill Based Course (Common)	Personality Development / Effective Communication / Youth Leadership	2	2
		30	Mini Project	Mini Project	11	6
VI	III	31	Core - 1	Industrial Psychology	6	4
	III	32	Core - 2	Entrepreneurship Development	5	4
	III	33	Core - 3	Organizational Development	4	4
	III	34	Core - 4	Corporate Social Responsibility	4	4
	III	35	Major Elective - III	Compensation Management / Industrial Relations	4	4
	III	36	Major Project	Main Project	7	10

Department of HRD

B.A First Year,

First Semester

Fundamentals of Management

Marks: 75

Time: 3hours

Answer all the questions

Choose the correct answer from the options given below (10*1=10)

1. Management is not
a) an applied science b) a pure science c) an art d) an art and science both
2. Co-ordination is considered to be the essence of management because
a) It is a common thread that runs through all the activities within the organization.
b) It is implicit and inherent in all functions of the organization.
c) It is a force that binds all the functions of management.
d) All of the above.
3. Organizing as a function of management involves deciding
a) What activities and resources are required.
b) Who will do a particular task.
c) Where will it be done.
d) All of the above.
4. Which of the following management functions are closely related?
a) Planning and organizing.
b) Staffing and control.
c) Planning and control.
d) Planning and staffing.
5. Control function of management cannot be performed without;
a) Planning b) Organizing c) Staffing d) Motivation
6. Organization structure establishes relationships between
a) Organization and environment b) People ,work and resources.
c) Organization and society. d) Suppliers and customers.
7. In staffing function ,which combination of activities in sequential order is correct?
a) Recruitment ,selection , training, placement
b) Selection, training, recruitment, placement
c) Recruitment ,selection, placement, training
d) Recruitment , training, selection, placement
8. Need hierarchy theory of motivation has been given by
a) Maslow b) Fayol c) Taylor d) Koontz
9. Leadership is based on a supervisor's
a) authority b) responsibility c) accountability d) persuasive communication.
10. Directing flows in ---- direction.
a) upward b) Downward c) Diagonal d) Both a and b

Part-B

Answer all the questions

(5*5=25)

11. Explain the importance of management (CO-1)
Or
How external factors affect planning.(CO-2)
12. What are the different steps in decision making?(CO-2)
Or
Explain the term Formal organization.(CO-3)
13. State the factors of span of management.(CO-3)
Or
Write a short note on the characteristics of Organization chart.(CO-3)
14. Discuss the principles of direction.(CO-4)
Or
Describe the requisites of an effective performance appraisal.(CO-4)
15. What are the different types of leadership.?(CO-4)
Or
Explain the barriers to communication.(CO-4)

Part-C

Answer all the Questions

8*5=40

16. Explain different process of management.(CO-1)
Or
Describe the factors responsible for the development of management thought.(CO-1)
17. Enumerate the steps in the process of planning.(CO-2)
Or
Define decision making ,explain the need for and factors involved in decision making.(CO-2)
18. Distinguish between delegation and decentralization of authority, what are the obstacles to delegation of authority.(CO-3)
Or
Describe the steps in recruitment and selection, what should be the features a sound promotion policy(CO-4)
19. Explain the various types of training, Is training essential.(CO-4)
Or
Describe the different types and the importance of communication.(CO-5)
20. Narrate the importance and short comings of control.(CO-4)
Or
Discuss the technique for achieving co-ordination, problems are to be encountered in the process. (CO51)

SEMESTER-I

L	T	P	C
6	-	-	4

FUNDAMENTALS OF MANAGEMENT

COURSE OBJECTIVES:

To help the students gain knowledge on the evolution, functions in management and contemporary perspectives in management.

To enable them to analyze the nature, purpose of management and tools for planning and decision making process.

To enable them to analyze and understand the types of the organization, and delegation of authority.

To help the students develop cognizance of the importance of staffing, system of performance management, training and development.

The student's acquainted vast knowledge about need and techniques followed in controlling and reporting.

COURSE OUTCOMES:

CO-1. On completion of this course, the students will be able to understand the concepts, evolution, Contemporary perspectives related to Business

CO-2. Demonstrate the roles, skills and functions of management and analyze the nature, purpose of management and tools for planning and decision making process.

CO-3. Analyze and understand the types of the organization, and delegation of authority at various levels.

CO-4. Understand the complexities associated with management of human resources in the organization and integrate the learning in handling these complexities.

CO-5. The students acquainted vast knowledge about need and techniques followed in controlling and performance and reporting.

Course Code & Title : Fundamentals of Management														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	2	0	2	3	1	3	2	1	1	0	0	1	3	3
CO -2	3	2	2	2	3	3	1	2	2	3	0	2	3	2
CO -3	2	3	2	1	2	1	3	3	0	1	1	2	1	0
CO -4	2	0	1	1	1	0	2	2	1	1	3	2	2	1
CO -5	0	3	2	1	0	1	1	0	2	2	0	1	2	1

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (1)

No Correlation - (0)

FUNDAMENDALS OF MANAGEMENT

Unit-I

Evolution of management thought – Management – Science or Art – Different Types of managers – Managerial roles – Levels of Management - Recent trends and contemporary perspectives in management.

Unit-II

Planning: Nature and purpose of planning – Types of Planning - Planning premises – Planning Tools and Techniques – Objectives and Policies - Decision making process.

Unit-III

Organizing: Purpose and Structure – Formal and informal organization - organization chart - departmentalization - delegation of authority – centralization and decentralization - Span of Control – Line and Staff functions

Unit-IV

Staffing: Recruitment and selection - Training and Development- Performance Management - Career planning. Directing: Foundations of individual and group behavior - types and theories of leadership - process of communication - motivational theories and techniques

Unit-V

Controlling: Need and techniques - System and process of controlling- control and performance – Direct and preventive control - Reporting.

References:

1. Stephen A. Robbins & David A. Decenzo & Mary Coulter, “Fundamentals of Management” 7th Edition, Pearson Education,2011.
2. Koontz and O’ Donnel, Management: A System Approach, Tata McGrawHill.
3. Weihrich and Koontz, Management: A Global Perspective, McGrawHill.
4. Tripathy PC & Reddy PN, “Principles of Management”, Tata McGraw Hill,1999.
5. Robert Kreitner & Mamata Mohapatra, “ Management”, Biztantra,2008.

BUSINESS ECONOMICS

L	T	P	C
4	-	-	3

COURSE OBJECTIVES:

1. To familiarize the students with the basic concept of micro economics.
2. To make students to understand the demand and supply analysis and relationship between price elasticity and sales curve in business applications.
3. To familiarize students with the production and cost structure under different strategies of production.
4. To understand the supply and cost analysis under various market structure.
5. To help the students understand and apply the various decisions tools to understand the market structure.

Course outcomes:

- CO-1.** To understand the concepts and basic concept related to micro economies.
- CO-2.** The students demonstrate various factors on demand and supply analysis and relationship between price elasticity and sales curve in business applications
- CO-3.** The students analyze the concept, factors about production, gross investment and depreciation.
- CO-4.** The students understand about various types of markets, competition analysis in market structure.
- CO-5.** The students understand and apply the various, decisions tools to understand the market structure.

Course Code & Title : Business Economics														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	3	2	3	2	1	2	2	2	1	1	2	1	1	2
CO -2	2	2	1	1	1	2	2	2	1	1	2	2	2	2
CO -3	1	2	1	1	1	1	2	1	2	1	3	2	2	2
CO -4	2	2	3	3	3	2	2	2	1	2	1	2	2	2
CO -5	3	3	2	2	1	2	3	3	2	2	1	2	1	2

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (1)

No Correlation - (0)

BUSINESS ECONOMICS

Unit-I

Business Economics- Meaning, Nature and Significance of business Economics – Role of business economics in decision making – Production function - Industry equilibrium - Factor pricing theory.

Unit-II

Demand and Supply - Demand determinants – Law of demand and demand curves – Types of demand – Elasticity of Demand – Measuring price elasticity of demand – Relationship between price elasticity and sales revenue.

Unit-III

Production Analysis- Factors of production– Production possibility curves – Concepts of total product, Average product and Marginal Product – Fixed and variable factors – Consumption goods, capital goods, final goods, intermediate goods; stocks and flows; gross investment and depreciation.

Unit-IV

Supply and Cost analysis- Factors affecting supply – Law of supply – Elasticity of supply and types– Concepts of cost – Sunk cost and future cost, direct cost and indirect cost – Total, Average, Marginal cost curves – Fixed and variable cost curves.

Unit-V

Forms of Market and Price Determination - Perfect competition - Features; Determination of market equilibrium and effects of shifts in demand and supply - Other Market Forms - monopoly, monopolistic competition, oligopoly - their meaning and features.

Reference:

1. Karl E. Case and Ray C. Fair, Principles of Economics, Pearson Education Inc., 8th Edition, 2007.
2. Chaturvedi. D.D., Gupta. S.L, and Sumitra. A.L., Business Economics-Test and cases, Galgotia publishing company, New Delhi,2001.
3. N. Gregory Mankiw, Economics: Principles and Applications, India edition by South Western, a part of Cengage Learning, Cengage Learning India Private Limited, 4th edition,2007.
4. Manab Adhkary, Business Economics (2nd Edition), Excel Books, New Delhi, 2002.

II nd semester

Human Resource Management

L	T	P	C
6	-	-	4

Course objectives:

1. To enable the students to understand the HR management , concept, scope ,objectives and importance in HR practices.
2. To help the students focus on analyze HRP strategies, and describe difference between HR and personal management.
3. To makes the students to know about recruitment system and process of selection and application in HR related issues .
4. To enable the students to analyze the need of induction and problems faced during induction.
5. The students are aware of performance management, employee relation, counseling and employee empowerment.

Course outcomes:

- CO-1** To students develop the quality of understanding of the concept ,scope and importance of human resource management.
- CO-2** To develop necessary skill set for application of various HR issues and HR planning and the difference between HR and personal management.
- CO-3** To makes the students to know about recruitment system and process of selection and application in HR related issues followed in the organization.
- CO-4** The students understand the system of performance management, employee relation, need of induction and problems faced during induction.
- CO-5** To integrate the knowledge of Human Resource concept with personality attitude and employee relations and analyze the strategic issues and strategies required to select and develop man power resources.

Course Code & Title : Human Resource Management														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	2	2	3	2	3	3	3	2	2	2	2	3	3	2
CO -2	2	2	2	3	3	3	3	2	2	2	3	2	3	3
CO -3	2	2	1	2	2	2	3	3	1	2	1	2	3	2
CO -4	3	3	2	3	2	3	3	3	2	2	3	3	2	3
CO -5	2	2	3	3	3	3	2	2	3	2	3	3	3	3

Strongly Correlated - (3)

Moderately Correlated – (2)

Weakly Correlated - (1)

No Correlation - (0)

HUMAN RESOURCE MANAGEMENT

Course Objective:

To make understand the applications of human resource and its effective utilization in the organization.

Unit-I

Concept of Human Resource Management – Objectives and Functions - Scope and Development of Human Resource Management- Importance of Human Resource Management - Human Resource Practices.

Unit-II

Human Resource Planning – HRP Process – Functions of Human Resource Manager - Difference Between Personnel Management and Human Resource Management.

Unit-III

Concept of Recruitment - Factors Affecting Recruitment - Types of Recruitment - Concept of Selection, Processor Selection-Selection Tests-Barriers in Selection.

Unit-IV

Definition of Induction - Need for Induction - Problems Faced during Induction - Induction Programme Planning - Concept and Significance of Training - Training Needs and Methods- Types of Training.

Unit-V

Introduction, Concept of Performance Appraisal, Purpose of performance appraisal, Process, Methods of Performance Appraisal, Major Issues in Performance Appraisal - Introduction, Concept of Employee Relations, Managing Discipline, Managing Grievance , Employee Counseling - Concept of Employee Empowerment

References:

1. K. Aswathappa, Human Resources and Personnel Management, TMH, NewDelhi.
2. Kaushal Kumar, Human Resources Management – ABD Publishers.
3. Personnel the Management of Human Resources, Robbins, Stephen.P
4. G.R. Bassotia, Human Resources Management, Mangal Deep Publications.
5. J. Jayasankar, Human Resource management, Margham Publications, Chennai.

Environment of Business

L	T	P	C
6	-	-	3

Course objectives:

1. To understand the different environment in the business climate.
2. To know the minor and major factors effecting the business in various streams.
3. To know the different environment like political, technological and economic environment in the
4. To acquire in depth knowledge about trade policy.
5. To acquire in depth knowledge on economic reforms and globalization.

Course outcomes:

- CO-1. Familiarize the nature of business environment and its components.
- CO-2. The students will be able to demonstrate and develop conceptual, frame work of business environment.
- CO-3 Demonstrate the various factories like political economic and technical development.
- CO-4 Integrate the knowledge of economic reforms with globalization liberalization ,collaboration of direct investment.
- CO-5 Understand the trade policy both National and Inter National level and economic reforms introduced in recent years.

Course Code & Title : Environment of Business														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	2	1	3	2	3	2	2	1	2	2	2	3	2	2
CO -2	2	2	3	2	3	2	3	2	2	2	3	1	2	3
CO -3	2	1	2	2	2	2	2	2	1	2	2	2	2	2
CO -4	3	2	2	2	3	3	2	2	2	3	2	3	2	3
CO -5	2	1	2	3	2	3	3	2	1	2	3	3	2	3

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (2)

No Correlation - (0)

ENVIRONMENT OF BUSINESS

Course Objective:

To understand various environmental factors affecting business.

Unit-I

Business environment Meaning – various environments affecting Business - Economic and Social Environment - Socio cultural and political environment - Legal environment - Changing role of government.

Unit-II

Structural differences of Indian economy – Business and Culture – elements of culture - Social responsibilities of Business - Business Ethics.

Unit-III

Planning goals and Strategies, Evolution of Industrial Policy, Regulatory and Promotional frame work - Impact of technological changes in business

Unit-IV

Foreign trade in Indian context – Export and Import Policy – Foreign capital and collaborations – Foreign Direct Investment.

Unit-V

Economic Reforms: Liberalization - Globalization and Privatization – Economic reforms and Social Justice – Socialism – Capitalism – Mixed economy.

References:

1. Justin Paul, “Business Environment” Tata Mc Graw Hills, New Delhi, 2010.
2. Saravana Vel P “International Marketing” Himalaya Publications, New Delhi, 1987.
3. Cherunilam Francis, “Business Environment” Himalaya Publications, New Delhi, 2017.
4. Ghosh P.K., Business and Government
5. Sampath, Mukerji, Economic Environment of Business

Semester-III

Labour laws

L	T	P	C
6	-	-	4

Course objectives:

1. To know the features and functions of factories act of 1948
2. To learn the salient features of welfare and wage legislation under minimum wages act.
3. To learn the laws related to in industrial relation, social security and provident fund and its implementation.
4. To understand the laws related to Bonus and its Settlement.
5. Te students able to analyse the important features of insurance and registration of establishments.

Course outcomes:

- CO-1 Students will know the development and the judicial set up labour law.
- CO-2 They will learn the silent features of welfare and wage legislation.
- CO-3 They integrate labour legislation with HR practice.
- CO-4 Students learn the laws relating to industrial relations and working condition.
- CO-5 They also understand the laws on social security, enquiring protocol and industrial discipline.

Course Code & Title : Labour laws															
CO/PO	PO						PSO								
	1	2	3	4	5	6	1	2	3	4	5	6	7	8	
CO -1	2	1	2	2	3	2	3	2	2	21	2	2	3	2	
CO -2	2	1	3	2	2	3	2	3	2	2	2	3	2	2	
CO -3	3	2	3	3	2	3	3	2	3	2	3	2	3	2	
CO -4	1	1	3	2	3	3	3	1	2	3	2	3	2	3	
CO -5	2	2	2	2	2	3	2	2	3	3	2	2	3	3	

Strongly Correlated- (3)

Moderately Correlated –(2)

Weakly Correlated - (1)

No Correlation - (0)

LABOUR LAWS

Unit-I

Factories Acts, 1948 – Licensing and registration of factories – Manager and occupier – Powers of the authorities under the Act – Penalty provisions.

Unit-II

Employee's State Insurance Act, 1948 - Registration of Factories and Establishments - Employees State Insurance Corporation – Functions of Inspectors – Miscellaneous provisions.

Unit-III

Minimum Wages Act, 1948 - Appointment of Advisory Board – Payment of minimum wages – maintenance of registers and records – Powers of appropriate government offences and penalties.

Unit-IV

Employees Provident Fund and Miscellaneous provisions Act, 1952 - Employees Provident Fund and other Schemes – Provisions relating to transfer of account and liability in case of transfer of establishment – Exemption under the Act – Court's power under the Act.

Unit-V

Payment of Bonus Act, 1965 - Eligibility for bonus and payment of bonus – Deduction from bonus payable — Set on and Set of allocable Surplus - Presumption about accuracy of balance sheet and profit and loss account.

References:

1. M.R. Srinivasan, Industrial relation and labour legalization, Margham Publication, Chennai.
2. R.D. Agarwal, Dynamics of Labour Relations in India, Tata McGraw Hill, New Delhi, India.
3. P. Chowdry, Workers welfare and Law, National Printers, New Delh

Business Statistics

L	T	P	C
4	-	-	3

Course objectives:

1. To develop the students ability to deal with numerical and quantitative issues in business.
2. To enable them to analyze set theory, domin its functions and business applications of matrix.
3. The students understand the probability distribution and measures of central tendency.
4. The students demonstrate measures of dispersion, formulation and testing hypothesis.
5. To students analyze arithmetic and geometric progression, understand about datas, data collection, classification and tabulation and types of index number and business for costing techniques.

Course outcomes:

- CO-1 Describe the factors on data collection its classification and tabulation for analyzis.
- CO-2 Critically evaluate the underlying assumptions on set theory, domain its functions and business applications of matrix.
- CO-3 Demonstrate the application of probability distribution and measures of central tendency.
- CO-4 Evaluate the measures of dispersion, formation of hypothesis and testing it. Solve a range of problems using the techniques covered.
- CO-5 Analyse the arithmetic and geometric progression in business research.

Course Code & Title : Business Statistics															
CO/PO	PO						PSO								
	1	2	3	4	5	6	1	2	3	4	5	6	7	8	
CO -1	2	3	2	3	2	3	3	2	2	2	2	2	2	3	
CO -2	2	3	2	2	2	3	2	3	2	2	2	2	3	2	
CO -3	2	3	1	2	2	2	2	2	1	2	1	2	2	3	
CO -4	3	3	1	2	2	3	2	3	2	1	2	2	3	2	
CO -5	2	3	2	1	2	3	2	3	2	1	2	2	2	3	

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (1)

No Correlation - (0)

BUSINESS STATISTICS

Unit- I

Statistics - Meaning and Limitation - Primary and secondary data - Data collection methods – Scaling Techniques - Classification and tabulation - Frequency Distribution – Graphical representation of data,

Unit – II

Set theory – Venn Diagrams – Domain and Co-domain Functions – Linear and nonlinear – Maxima and minima - Business Applications of Matrix.

Unit –III

Introduction to Probability distribution – Binomial, Poisson and normal distribution - Measures of Central tendency - Arithmetic mean - median – mode.

Unit – IV

Measures of dispersion – Range – Moments - Standard deviation - Skewness and Kurtosis -. Introduction to Hypothesis formulation and testing.

Unit – V

Arithmetic and Geometric Progression – Types of Index Numbers - Time series analysis- Trend analysis– Business forecasting techniques.

References:

1. Richard I.Levin & David S.Rubin, Statistics for Management, Tata Mc.Graw Hill
2. SP Gupta, Statistical Methods
3. R.P. Hooda, Statistics for Business and Economics
4. Elhanse -Statistics.
5. Gupta, SP and Gupta MP, Business Statistics

Management Information System

L	T	P	C
4	-	-	4

Course objective

1. To makes the students to understand introduction to MIS, structure and technological requirement for implementation.
2. The students acquire knowledge on elements of planning and information on decision making and human element in information process.
3. The students know the concept of system design constrain, selection documentation.
4. They demonstrate the implementation, evaluation and limitation of MIS.
5. To provide the knowledge on system control, social implications, e-business and its system.

Course outcome:

- CO-1 Relate the basic concepts and technologies used in the field of management information systems.
- CO-2 Acquire knowledge on elements of planning, and information on decision making and human element in information process.
- CO-3 Demonstrate the features of system design, documentation and reporting.
- CO-4 They analyse the process and implementation, evaluation and limitations of MIS.
- CO-5 Gain knowledge on system control, social implications, e-business and its system in MIS.

Course Code & Title : Management Information System														
CO/PO	PO								PSO					
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	1	2	2	2	1	2	2	2	2	1	2	3	3	3
CO -2	2	2	1	2	2	3	3	2	1	2	2	2	2	2
CO -3	3	1	2	2	3	2	2	1	2	2	2	2	2	2
CO -4	2	1	2	3	2	3	2	2	1	2	2	3	2	2
CO -5	2	2	3	2	3	2	2	2	1	1	2	3	2	3

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (1)

No Correlation - (0)

MANAGEMENT INFORMATION SYSTEMS

Unit - I

Data Base Management System - Introduction to Management Information System - Structure of MIS - Technology requirements for implementing MIS.

Unit - II

Planning for MIS - Information system for decision making – Concepts of planning and control - Human element in information process.

Unit - III

Conceptual System Design – System objectives – Constraints – Sources – Alternatives – Selection – Documentation – Reporting.

Unit - IV

Detailed System Design – Implementation and evaluation of MIS Maintenance of MIS – Limitations of MIS.

Unit - V

System Control – Organizational and social implications - Business applications - e-Business enterprise – e-Business system-e-Commerce.

References:

1. Information system for Modern Management – Robert. G.Murdick,Joel.E.Ross
2. Management Information System – James.A.O'Brien
3. Management Information System –Davis andOlson
4. Management Information System- Jawadekar

Semester-IV

Organizational Behavior

L	T	P	C
6	-	-	4

Course Objectives

1. To help the students to understand the concept , importance ,challenges and opportunities in Organizational behavior.
2. To enable students to describe how people behave under different condition and understand why people behave as they do
3. To provide the students to analyze group behavior like dynamics and cohesiveness and organization practice.
4. To enable students to synthesize the nature and meaning of interpersonal and transactional analysis.
5. To makes the students to understand the concept of organizational control, organizational change and emerging issues in OB.

Course Outcome:

Demonstrate the applicability of the concept of organization behavior to understand the behavior of the people in the organization.

Demonstrate the applicability of analyzing the complexities associated with management of individual behavior in the organization.

Analyze the complexities associated with management of the group behavior in the organization.

Synthesize the nature and meaning of interpersonal and transactional analysis.

Understand the concept of organizational control, organizational change and emerging issues in OB.

Course Code & Title : Organizational Behavior														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	3	2	3	2	2	3	3	2	2	2	3	2	3	2
CO -2	2	2	1	3	2	2	2	2	3	2	3	2	2	3
CO -3	3	2	2	3	3	2	2	2	2	3	3	3	2	2
CO -4	2	2	1	3	2	3	3	3	2	3	2	3	2	3
CO -5	3	2	2	2	2	3	3	2	3	2	3	2	2	3

Strongly Correlated - (3)

Moderately Correlated – (2)

Weakly Correlated - (2)

No Correlation - (0)

ORGANIZATIONAL BEHAVIOUR

Unit: I

Concept of Organizational Behaviour - Importance of Organizational Behaviour → Key Elements of Organizational Behavior - Foundations or Approaches to Organizational Behavior - Challenges and Opportunities for Organizational Behaviour.

Unit: II

Individual Behaviour: Personality – Learning - Perception and Individual Decision-making, Values and Attitudes. Chris Argyr's Behaviour Pattern- Motivation: Maslow's Need Hierarchy - Vroom's Expectancy Theory. Organizational Behaviour Model.

Unit: III

Group Behaviour: Group Dynamics - Cohesiveness and Productivity- Resistance to Change. Conflict: Source – Pattern - Levels and Resolution - Organizational Politics. Leadership: Concept and Styles. Fielder's Contingency Model, House's Path-Goal Theory.

Unit: IV

Nature and meaning of Interpersonal Behaviour - Concept of Self - Transaction Analysis (TA) - Benefits and uses of Transactional Analysis -Johari Window Model.

Unit: V

Organizational Processes: Control - Process and Behavioural Dimensions of Control. Organizational Climate - Concept and Determinants Organizational Culture. Organizational Effectiveness - Concept and Measurement. Organizational Change: Emerging Issues in Organizational Behaviour,

Reference:

1. Robbins, Stephen P., Organizational Behaviour, Prentice-Hall, NewDelhi.
2. Luthans, Fred, Organizational Behaviour, McGraw-Hill, New York2000
3. Gregory, Moorhead and Ricky W. Griffin, Organizational Behaviour, AITBS Publishers and Distributors, 1st ed.1999
4. Newstrom, John W. And Keith Davis, Organizational Behaviour: Human Behaviour at work, Tata McGraw-Hill Pub. Co. Ltd. NewDelhi,
5. Kast, F.E. and Rosenzweig, J.E., Organisational and Management: A System and Contingency Approach, McGraw-Hill, New York,1985

Professional Ethics

L	T	P	C
4	-	-	3

Course objective

1. To makes the students to know the meaning ,standard ,scope of ethics and factors affecting professional ethics and its need , responsibility .
2. They acquired knowledge on types of ethics, ethics in HRM and decision making.
3. To makes the students realise the significance of ethics environmental management system.
4. The students analysed local and global issues ,causes and its implications.
5. The students clearly demonstrate the idea of sustainable development and waste management.

Course outcome

1. Understand the meaning ,standard ,scope of ethics and factors affecting professional ethics and its need , responsibility .
2. Acquired knowledge on types of ethics, ethics in HRM and decision making.
3. Demonstrate the significance of ethics environmental management system.
4. Analysed local and global issues ,causes and its implications.
5. Demonstrate the idea of sustainable development and waste management.

Course Code & Title : Professional Ethics														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	2	1	3	2	3	3	3	1	2	2	3	3	3	2
CO -2	2	2	2	3	2	3	3	2	3	2	2	3	2	3
CO -3	2	2	2	2	3	2	2	2	2	3	3	2	3	3
CO -4	3	2	3	3	3	2	2	2	3	2	3	3	2	3
CO -5	3	2	1	2	2	3	3	1	2	3	2	3	3	3

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (2)

No Correlation - (0)

PROFESSIONAL ETHICS

Unit-I

Professional Ethics – Meaning – Standards and scope – Principles of Professional Ethics – Factors affecting professional ethics.

Unit-II

Managerial Ethics – Ethics in Production- Ethics in Marketing – Ethics in Human Resource Management – Ethics in financial decision making and pricing.

Unit-III

Social Responsibility of Business – Need for Social Responsibility – Responsibility towards various stake holders.

Unit-IV

Local and global ethical issues – Poverty Ecological Crisis – Causes and Implications – Environmental Management System.

Unit-V

Concept of Sustainable Development – Waste Management – Waste Disposal – Waste Treatment.

Reference:

1. The Ethics of Management, La Rue Tone Horner, Universal Book Stall, Delhi.
2. Principles of Commerce, C.D. Balaji & G. Prasad, Margham Publications, Chennai.
3. Essential of Business Environment, Aswathappa.K, Himalaya publishing house, Mumbai.
4. Management Today Principles and Practice, Gene Burton, Manab Thakur, tata Mc Graw Hill Publishing Co Ltd., Delhi.
5. Business Ethics, R.V. Badi and N.V. Badi, Vrinda Publication, Delhi.

Human Resource Information system

L	T	P	C
4	-	-	4

Course Objectives:

To understand what is the role of information system, HR information system, and current scenario of business.

To help the students to understand the concept of HRIS, planning, designing and its Implementation maintaining and developing HRIS.

To enable them to know how the managers use information system effectively in employee engagement, compensation and training and development.

To understand the implementation of decision support system and artificial intelligence.

To instill the technological updates in information system thereby making decision making process more easy.

Course Outcomes:

To gain knowledge on how information systems are effectively used in organization for achieving their goals.

To use modern information technology in planning, designing and help them to solve the problems in business.

To manage global workforce by attracting, engaging and retaining talent across borders using technology.

It helps to understand how organization to streamline processes likes recruiting selection, payroll, training projection, career pathing and productivity evaluation.

It demonstrates a through understanding of the strategic value of HRIS and how it contributes to organizational success.

Course Code & Title : Human Resource Information system															
CO/PO	PO						PSO								
	1	2	3	4	5	6	1	2	3	4	5	6	7	8	
CO -1	3	2	2	3	2	3	2	2	3	2	3	2	3	2	
CO -2	2	3	2	2	3	3	3	2	1	3	2	3	2	3	
CO -3	3	2	1	2	2	3	2	2	3	2	2	2	2	3	
CO -4	2	2	2	2	3	2	3	2	1	2	3	3	2	3	
CO -5	3	2	2	3	3	2	3	3	3	2	3	2	2	3	

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (1)

No Correlation - (0)

HUMAN RESOURCE INFORMATION SYSTEMS

Unit – I

Organizations and Information Systems – HR System Development – Managerial Decision Making - Information Systems and Business Strategy.

Unit – II

Concept of Human Resource Information System (HRIS) —HRIS Planning and Designing - Hardware and Software of HRIS Implementation- Maintaining and developing HRIS.

Unit – III

Application of HRIS in Employee Engagement - Compensation Management - Training and Development - Grievance Redressal -Payroll.

Unit – IV

Decision Support System (DSS) – Business Intelligence - Expert System - Artificial Intelligence (AI) – Managing Human Resource Information Systems.

Unit –V

Introduction to HRIS software - HRIS in different types of organizations – Networking – Internet - Intranet - Telecommunications in HRIS functions.

Reference:

1. Jaiswal & Mittal. Management Information System. Oxford University Press.
2. Keen, PeterGW. Decisionsupportsystem: AnOrganizationalPerspective. Addison-WesleyLaudon, K.C. & Laudon, J.P. Management Information Systems. Pearson Education.
3. Turba Efrin. Decision Support & Expert Systems - Management Perspective. Macmillan
4. incent R. Ceriello, Human Resource Management System –Strategies, Tactics and Techniques,
5. Lexington.Hcas M. Awad, Casico, Human Resource Management, An Information Systems Approach, Reston Publishing

Stress Management

L	T	P	C
2	-	-	2

Course Objectives:

1. To make the students understand the concept of stress and stressor, types of stress and dimensions of stress level.
2. To expose the students to basic features of stress and emotional and sleep disorders.
3. To make the students to describe general features of dealing with stress.
4. To makes the students to understand the components of time management, social support and relaxation techniques.
5. To make the students to analyze the role of communication, components of health diet and conflict management system.

Course Outcomes:

1. Understand the concept of stress and stressor, types of stress and dimensions of stress level.
2. Analyse the basic features of stress and emotional and sleep disorders.
3. Describe general features of dealing with stress.
4. Understand the components of time management, social support and relaxation techniques.
5. Analyse the role of communication, components of health diet and conflict management system.

Course Outcomes:

Course Code & Title : Stress Management														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	2	1	2	3	2	3	2	2	3	2	3	2	3	2
CO -2	2	3	2	3	3	2	2	2	3	2	2	3	2	3
CO -3	2	1	2	3	2	3	3	2	2	3	3	2	3	3
CO -4	2	1	2	1	2	2	2	1	2	2	2	2	2	3
CO -5	3	2	2	3	2	3	3	2	2	3	2	3	3	2

Strongly Correlated - (3)

Moderately Correlated – (2)

Weakly Correlated - (2)

No Correlation - (0)

STRESS MANAGEMENT

Unit - I

Definition of the terms stress and stressor - Eustress and Distress - Chronic stress - common stressors - Dimensions of stress levels.

Unit - II

Causes of Stress - Impact of Stress on Cognitive Process - Sleep disorders - Eating disorders - Emotional disorders.

Unit - III

Stress management practices - General features of dealing with stress - Stress-patterns – Discovering and transformation of habitual stress.

Unit - IV

Time management and Stress – Stress Busters – Meditation – Yoga – Social support and stress.

Unit – V

Role of communication and relationships in managing stress - Components of healthy diet - Impact of sleep habits - Emotional intelligence and conflict management frameworks.

Reference:

1. Paul M. Lehrer, Robert L. Woolfolk, and Wesley E. Sime, Principles and Practices of Stress Management, New York: Guilford Press
2. Anita Singh, Stress Management, Global India Publications Pvt.Limited
3. Seaward B.L. Managing Stress: Principles and Strategies for Health and Wellbeing, Jones and Bartlett Publishers.
4. Simmons M., Daw W. Stress, Anxiety, and Depression: a Practical Workbook, Winslow Press.
Steinmetz J. Managing Stress Before it Manages You, Bull Publishing.

Semester-V

Human Resource Development

L	T	P	C
5	-	-	4

Course Objectives:

1. To develop the understanding of the concept of human resource development.
2. Demonstrate an understanding of key terms theories and practices within the field of HRD.
3. Demonstrate competence in development and problem solving provides innovative solutions to problems in the fields of HRD.
4. Demonstrate an understanding the process, implementation of HRD and its evaluating process.
5. To develop the students to gain knowledge about competency mapping and recent technologies emerging trends in HRD.

Course Outcomes

- CO-1 Demonstrate the applicability of the concept mechanism, HRD interventions and role of HR and their challenges.
- CO-2 Analyse the complexities in the process, design and develop effective evaluation.
- CO-3 The students understand rules to build an organization excelling in people, processes, products, and profits.
- CO-4 It makes the students more competent and develop skills and knowledge.
- CO-5 Demonstrate the applicability of HR practices in various organization at National and Inter National level.

Course Code & Title : Human Resource Development														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	3	2	2	3	3	3	3	2	2	1	2	3	2	3
CO -2	2	2	3	3	2	2	2	3	2	3	2	2	3	3
CO -3	3	1	3	2	3	3	3	2	2	2	3	3	2	2
CO -4	2	3	2	3	3	2	2	3	1	3	2	2	3	3
CO -4	3	2	3	2	2	3	3	3	2	2	3	2	3	3

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (1)

No Correlation - (0)

HUMAN RESOURCE DEVELOPMENT

Unit I:

Introduction to Human Resource Development: Concept; Relationship between human resource management and human resource development; HRD mechanisms, processes and outcomes; HRD matrix; HRD interventions; Roles and competencies of HRD professionals; Challenges in HRD.

Unit II:

HRD Process: Assessing need for HRD; Designing and developing effective HRD programs; Implementing HRD programs; Evaluating effectiveness of HRD Programs; HRD audit; HRD culture and climate.

Unit III:

HRD Activities: Employee development activities- Approaches to employee development, leadership development, action learning, assessment and development centres; Intellectual capital and HRD; HRD mechanisms for workers; Role of trade unions; Industrial relations and HRD; Influence of motivation on development activities.

Unit IV:

HRD Applications and Trends: Coaching and mentoring; Career management and development; Employee counseling; Competency mapping; PCMM, Balanced Score Card, Appreciative inquiry; Integrating HRD with technology, Employer branding and other emerging trends.

Unit V:

HRD in Organizations: Selected cases covering HRD practices in government organizations, manufacturing and service industries and MNCs; International experiences of human resource development

References:

1. Goldstein Irwin L, Training In Organizations - Needs Assessment, Development & Evaluation, Wordsworth Publication.
2. Lynton & Parekh, Training for Development, Sage Publication.
3. Robert L. Craig, ASTD Training and Development, McGraw Hill Publication.
4. Dugan laird- Approaches to Training and Development, Perseus Publishing.

Research methodology

L	T	P	C
4	-	-	4

Course objective

1. To familiarize the students about meaning of research and significance research process.
2. To enable the participants in conducting research work to find research problem through proper solution.
3. The students demonstrate different types of research design to find out the truth.
4. To impart knowledge for enabling students to develop data analytics skills and meaningful interpretation to the data sets so as to solve the business research.
5. To makes the students to prepare report writing ,significance of report writing and its different types.

Course outcome

- CO-1 Develop understanding on various kinds of research, objectives of doing research, research process research design and sampling.
- CO-2 Gain basic knowledge on quantitative research techniques.
- CO-3 Acquire adequate knowledge on measurement and scaling techniques as well as the quantitative data analysis
- CO-4 Create basic awareness on data analysis and hypothesis testing procedures
- CO-5 Develop the skill in the preparation of report writing ,significance of report writing and its different types.

Course Code & Title : Research methodology															
CO/PO	PO						PSO								
	1	2	3	4	5	6	1	2	3	4	5	6	7	8	
CO -1	2	2	2	3	2	<u>3</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>3</u>	
CO -2	3	2	1	2	2	<u>3</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>2</u>	
CO -3	3	2	2	2	2	<u>3</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	
CO -4	3	2	1	2	1	<u>3</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>2</u>	
CO -5	2	3	2	3	2	<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>2</u>	

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (2)

No Correlation - (0)

RESEARCH METHODOLOGY

Unit I:

An introduction meaning of research, objectives of research, significance of research, types of research.

Unit II:

Research Problem – what is research problem, selection of research, necessity of defining a problem.

Unit III:

Research Design – Meaning of research design, need for research design, features of research design, different types of research design.

Unit IV:

Methods of Data Collection – Primary data, data collection through questionnaires, Schedules and other methods of data collection, primary data Vs secondary data, appropriate method of data collection.

Unit V:

Interpretation and report writing – meaning of interpretation, techniques of interpretation, precautions in interpretation, significance of report writing, different steps of report writing.

Reference:

1. Gupta S.C., Fundamentals of Statistics, (Six Reviseds & Enlarged Edition) Himalaya Publishing House, Mumbai, 2006.
2. Hans Raj, Theory and Practice in Social Research, Surjeet Publications, Delhi, 2002
3. Krishnaswami O.R., Ranganatham M., Methodology of Research in Social Sciences, Himalaya Publishing House, Mumbai,2005
4. Kothari C.R, Research Methodology, Wishva Prakashan, New Delhi, 2001.
5. Manoharan M., Statistical Methods, Palani Paramount Publishers, Tamil Nadu, 1997

Guidance and counseling Skills

L	T	P	C
4	-	-	4

Course objectives

1. To impart knowledge on concept, nature, function, importance, limitations and types of counselling.
2. To familiarize the students with the areas of counselling and communicative skills.
3. To provide practical training in psychological assessment, conducting Guidance and Counseling programs sessions and hands on in work settings.
4. Prepare the students understand types, occupational family and group counselling.
5. The students analyse the recent trends like e-counselling and tele counselling and its applications.

Course outcome

- CO-1 Gain knowledge on concept, nature, function, importance, limitations and types of counseling
- CO-2 Familiarize the students with the areas of counselling and communicative skills.
- CO-3 Provide practical training in psychological assessment, conducting Guidance and Counseling programs sessions and hands on in work settings.
- CO-4 Understand types ,occupational family and group counselling.
- CO-5 Analyse the recent trends like e-counselling and tele counselling and its applications.

Course Code & Title : Guidance and counseling																
CO/PO	PO								PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8		
CO -1	2	3	1	2	3	2	2	1	1	2	2	2	2	1		
CO -2	3	2	2	1	1	2	3	3	1	2	2	3	3	2		
CO -3	3	2	2	1	2	2	3	3	2	2	3	2	3	1		
CO -4	2	3	3	2	2	2	1	2	2	2	2	2	1	2		
CO -4	3	3	2	2	2	1	3	2	2	1	2	3	2	1		

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (1)

No Correlation - (0)

GUIDANCE AND COUNSELLING SKILLS

Unit I:

Concept of Guidance & Counseling: Definition, nature, functions, Importance, limitations, types and kinds of Guidance and Counseling. Difference between Guidance & Counseling.

Unit II:

Areas of Counseling Skills: Basic knowledge of Psychology & ability to make rapport, communication skills, observational power and empathy. Probing skill; through questioning and organizing facts.

Unit III:

Skills: Sensitivity & practicing ethical issues, Listening skills - patience. Honesty - confidentiality. Crisis management - facilitating self-disclosure - problem-solving - Ice breaking - monitoring and closure.

Unit IV:

Types: Educational & Vocational (School and College), Occupational Counseling, Marital, Family, Group Counseling.

Unit V:

Recent trends: Current forms of e-Counseling and Tele-Counseling and their applications in areas of rehabilitation.

References

1. Gibson, Robert L. & Mitchell, Marianne H. (2012). Introduction to Guidance and Counseling, Prentice Hall of India, New Delhi.
2. Gupta, Manju (2003). Effective Guidance & Counseling modern Methods and Techniques, Mangal Deep Publications, India.
3. Kinra, Asha K. (2012). Guidance and Counseling, Pearson Publication.
4. Nag, Dr. Subir (2012-13). Counseling and Guidance, Rita Publication, Kolkata
5. Rao, S. Narayana & Sahajpal, Prem (2013). Counseling and Guidance, McGraw Hill Education, New Delhi.
6. Sharma, Ramnath and Sharma, Rachana (2007). Guidance and Counseling in India, Atlantic Publishers and Distributors, New Delhi.

Public Relations

L	T	P	C
4	-	-	4

Course objectives

1. To makes the students to understand, the concept ,brief history on public relation and emergence of corporate communications.
2. The students understand the process followed in public relation with case studies.
3. To makes the students analyse various tools used in public relations and the factors affected to reach public.
4. The students able to differentiate the public relations and environment, recent trends and consequences.
5. To makes the students to acquainted knowledge about public relations writings, Needs of media and value of information though various positions

Course outcomes

- CO-1 The students gain knowledge on ,the concept ,brief history on public relation and emergence of corporate communications.
- CO-2 The students understand the process followed in public relation with case studies.
- CO-3 The students analyse various tools used in public relations and the factors affected to reach public.
- CO-4 The students able to differentiate the public relations and environment, recent trends and consequences.
- CO-5 The students to acquainted knowledge about public relations writings, Needs of media and value of information though various positions

		Course Code & Title : Public Relations													
CO/PO	PO	PSO													
	1	2	3	4	5	6	1	2	3	4	5	6	7	8	
CO -1	3	2	2	3	2	2	3	2	3	3	3	1	2	2	
CO -2	2	3	3	2	2	3	2	2	3	2	3	2	2	3	
CO -3	2	2	3	2	3	3	2	3	3	3	2	1	2	2	
CO -4	2	2	3	2	2	3	2	2	2	2	1	2	2	3	
CO -5	3	2	3	2	2	3	2	2	2	2	2	2	3	2	

Strongly Correlated- (3)

Moderately Correlated –(2)

Weakly Correlated - (1)

No Correlation - (0)

PUBLIC RELATIONS

Unit I:

Understanding Public Relations – Concepts, Definitions and Theory, Brief History of Public Relations and Emergence of Corporate Communication - The Evolution of Public Relations- The Pioneers and their Works, Understanding Various Concepts, viz., Public Relations, Publicity, Propaganda and Advertising.

Unit II:

The Public Relations Process: Defining the Problem, Media Selection, Feedback and Evaluation; Case Studies

Unit III:

Tools of Public Relations: Media Relations – Steps in Organizing Press Conferences/Meets, Press Releases - Barriers in organizing and Media Relations management – Factors influencing the Selection of Media, Difficulties faced in reaching out to Publics.

Unit IV:

The Public Relations Environment: Trends, Consequences, Growth and Power of Public Opinion, Political Public Relations, Sports Public Relations, Entertainment and Celebrity Management.

Unit V:

Public Relations and Writing: Understanding Media Needs - New Value of Information Printed Literature, Newsletters, Position Papers/Opinion Papers and White Papers and Blogs.

References

1. Jefkins, Frank: Public Relations Is Your Business (Nd, Excel Books,1995)
 2. Jethwaney J &Sarkar N N: Public Relations Management (Nd, Sterling,2009)
 3. L'etang Jacquie: Public Relations, Concepts, Practice And Critique (Sage Publications India,2008)
 4. TheakerAlison : The Public Relations Handbook (4 Edition) (Routledge, Uk,2012)
- Brown, Rob: Public Relations And The Social Web (New Delhi: Kogan Page India,2010)

Competency Mapping

L	T	P	C
4	-	-	4

Course objectives

1. To help the students to explain the basic concept, usage and classification of competency at various levels.
2. To make the students understand the process of competency.
3. To enable the students to understand various methods of competency mapping.
4. To provide the students to analyse requirements, skills and training given to the employees.
5. To enable the students to know the concept of self-awareness, self-management and relationship management.

Course outcomes

- CO-1 Explain the basic concept, usage and classification of competency at various levels.
- CO-2 Understand the process of competency.
- CO-3 Demonstrate various methods of competency mapping.
- CO-4 Analyse requirements, skills and training given to the employees.
- CO-5 Know the concept of self-awareness, self-management and relationship management.

Course Code & Title : Competency Mapping														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	3	2	2	2	2	3	2	2	2	3	2	2	2	3
CO -2	2	3	2	3	2	2	3	2	3	2	2	2	2	2
CO -3	3	2	3	2	2	3	2	3	2	3	3	3	2	2
CO -4	2	3	2	3	2	3	2	2	2	3	2	3	2	3
CO -5	2	3	2	2	2	3	3	2	2	2	3	2	3	2

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (1)

No Correlation - (0)

COMPETENCY MAPPING

Unit I:

Competency – Concept, Meaning, Types/Classification and usage of competencies at entry and mid-career level. Competency Mapping – Meaning, purpose and Benefits,

Unit II:

Process of Competency Mapping – Identifying competency requirement for various sectors of employment / various jobs IT, ITeS, Insurance, Banking and other Financial Service, Entertainment, Health Service, Private Education and Training,

Unit III:

Defining competency requirements - skills, tasks, activities and technologies, Competency mapping at different levels. Training and Development: Need for training, performance appraisal and standards.

Unit IV:

Methods of Competency Mapping – Assessment Centre, Critical Incident Techniques, Questionnaire method, Psychometric tests, etc.

Unit V:

Competency Models – Steps in Developing a valid competency model – Goleman's emotional intelligence model – Aspects of emotional intelligence – Self-awareness – Social awareness – Self management – Relationship management.

References:

1. McClelland, David Competence at Work, Spencer and Spencer, 1993.
2. Shermion, Ganesh. Competency based HRM. 1st edition, Tata McGrawHill.
3. Sanghi, Seema. The Handbook of Competency Mapping: Understanding, Designing and Implementing Competency Models in Organizations, 2nd edition, Sage Publications Pvt. Ltd 2007
4. Radha R. Sharma, 2004, 360 Degree Feedback, Competency Mapping and Assessment Centres for Personal and Business Development, Tata McGraw-Hill Publishing Company Limited, New Delhi

Performance Appraisal System

L	T	P	C
4	-	-	4

Course objectives

1. To makes the students to understand the frame work, concept, process and objectives of performance appraisal system.
2. To makes the students to analyse the components, measures of evaluation and methods of performance appraisal system.
3. The students gain knowledge on implementation and characteristics of effective performance appraisal system.
4. The students know the concept, approaches and frame work of talent management.
5. The students understand the managing employee engagement, key factors and different aspects of talent management.

Course outcomes

- CO-1 Understand the frame work,concept ,process and objectives of performance appraisal system.
- CO-2 Analyse the components,measures of evaluation and methods of performance appraisal system.
- CO-3 Gain knowledge on implementation and characteristics of effective performance appraisal system.
- CO-4 Understand the concept , approches and frame work of talent management.
- CO-5 Understand the managing employee engagement,key factors and different aspects of talent management.

Course Code & Title : Performance Appraisal system														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	3	2	2	2	2	3	2	2	2	3	2	2	2	3
CO -2	2	3	2	3	2	2	3	2	3	2	2	2	2	2
CO -3	3	2	3	2	2	3	2	3	2	3	3	3	2	2
CO -4	2	3	2	3	2	3	2	2	2	3	2	3	2	3
CO -5	23	3	2	2	2	3	3	2	2	2	3	2	3	2

Strongly Correlated- (3)

Moderately Correlated –(2)

Weakly Correlated - (1)

No Correlation - (0)

PERFORMANCE APPRAISAL SYSTEM

Unit I:

Conceptual Framework of Performance Appraisal System: Concept, Meaning, Performance Appraisal System process; Objectives of Performance Appraisal System; Historical development in India;

Unit II:

Components of Performance Appraisal System: Performance planning; coaching; Performance measurement and evaluation; Methods of performance appraisal; Identifying potential for development; Linking pay with performance.

Unit III:

Implementation of Performance Appraisal System: Characteristics of effective Performance Appraisal System; Performance management as an aid to learning and employee empowerment; Use of technology and e- Performance Appraisal System.

Unit IV:

Talent Management: Concept and approaches; Framework of talent management; Talent identification, integration, and retention.

Unit V:

Talent Management Practices and Process: Managing employee engagement; Key factors and different aspects of talent management; Talent management in India;

References:

1. Chadha: Performance management, ExcelBooks
2. Hartle: Transforming Performance Management Process, Koganpage.
3. Srinivas R. Khandula: Performance Management: Strategies, Interventions and Drivers, Prentice Hall of India
4. Herman Aguinis: Performance Management, PearsonEducation
5. S. Kohli and Tapomoy Deb, Performance Management, Oxford UniversityPress

MiniProject

L	T	P	C
4	-	7	6

Semester-VI

Industrial Psychology

L	T	P	C
6	-	-	4

Course objectives

1. To help the students to understand the basic concepts, and evolution of industrial psychology principles of learning and motivation.
2. To enable the students to explain theories of motivation and its impacts.
3. To provide the students to analyse the nature and functions of groups and teams.
4. To makes the students to understand industrial morale and counselling.
5. To enable the students to understand about personality and organization.

Course Outcomes

CO-1 Demonstrate the applicability of concept, evolution of industrial psychology.

CO-2 Analyze the implementation of theories of motivation with proper examples.

CO-3 Describe the nature and functions of teams and groups.

CO-4 Understand the importance of morale and counselling for employee efficiency.

CO-5 Analyze various factors about personality and its impact on organization, challenges in the future.

Course Code & Title : Industrial Psychology														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	2	2	1	3	2	3	3	2	2	3	2	2	3	2
CO -2	2	2	2	2	3	2	3	2	3	2	2	3	2	3
CO -3	3	2	3	2	3	3	3	3	3	3	2	3	2	2
CO -4	2	2	2	3	2	3	3	1	2	3	3	2	2	3
CO -5	3	3	2	3	2	2	2	2	3	3	2	2	3	2

Strongly Correlated- (3)

Moderately Correlated –(2)

Weakly Correlated - (1)

No Correlation - (0)

INDUSTRIAL PSYCHOLOGY

Unit-I

Nature and Meaning of Industrial Psychology- Evolution of Industrial Psychology- Learning Process - Principles of learning - Classical and Instrumental conditioning - Motivational factors in learning.

Unit-II

Motivation and work behavior - Theory X and Y - McClelland's Need Theory - Herzberg's Two Factor Theory, Cultural Differences in Motivation.

Unit-III

Groups and work teams - Group Behavior - Group formation and development - Decision making process - Group decision process - Forces reshaping organizations - Organizational design process - Functions of organizational culture - Organizational Socialization

Unit-IV

Industrial Morale and Counseling - Attitude - Job Satisfaction - Factors influencing job satisfaction - Determinants and measurement- Types of counseling - Ergonomics: Concept and Importance.

Unit-V

Personality and Organization - Meaning, Application of Personality theory in organization - traits, Common personality measurement tools - Complexity, challenges and choices in the future.

References:

1. Nelson, Quick and Khandelwal, ORGB : An innovative approach to learning and teaching Organizational Behaviour. A South Asian Perspective, Cengage Learning, 2012
2. Luthans, Fred, Organizational Behavior, McGraw Hill 2008.
3. Ghiselli, Edwin E. And Brown C.W. Personnel and Instruct psychology. McGraw-Hill Book Co.Inc: New York.
4. Blum, M.L. and Naylor, J.C. Industrial Psychology; Its theoretical and social foundations. Harper and row: New York.
5. Dunnette M.D. and Hough, L.M. Handbook of Industrial Organizational Psychology. Vol.2 and 3, Jaico Publishing House, Delhi.

Entrepreneurship development

L	T	P	C
6	-	-	4

Course Objectives

1. The students develop and can systematically apply an entrepreneurial way of thinking that will allow them to identify and create business opportunities that may be commercialized successfully.
2. Students acquire detail knowledge n entrepreneurial development program in India women entrepreneurs.
3. To values students able to understand the evaluation of entrepreneurship, entrepreneurial traits, types and functions of entrepreneurs.
4. To make the students to gain knowledge abut the entrepreneurial process.
5. The students realize and apply various theories of motivation, role of entrepreneurs in economic and social development.

Course outcomes

CO-1 Understand the evolution traits, types and functions of entrepreneur.

CO-2 Analyse the entrepreneur process and role of women entrepreneur.

CO-3 Demonstrate the innovative ideas and preparation of successful business plan.

CO-4 Understand the entrepreneurial development in India and role of women entrepreneur.

CO-5 Understand the theories of motivation and role of entrepreneurs in economical development.

Course Code & Title : Entrepreneurship development														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	3	2	3	3	2	3	3	1	2	3	3	3	3	3
CO -2	2	3	3	3	2	3	2	2	2	3	1	2	3	3
CO -3	3	3	3	2	3	2	2	1	3	2	3	3	2	3
CO -4	2	3	2	3	2	3	3	3	2	3	2	3	3	2
CO -5	2	3	2	3	3	2	2	2	2	3	2	3	3	3

Strongly Correlated- (3)

Moderately Correlated –(2)

Weakly Correlated - (1)

No Correlation - (0)

ENTREPRENEURSHIP DEVELOPMENT

Unit I:

Entrepreneurship: Concept, Evolution- Entrepreneurship and Small Business owners: Distinction, Approaches to Entrepreneurship.. Entrepreneurs: Role, Entrepreneurial Traits – Entrepreneurial Types– Qualities and Functions of Entrepreneurs.

Unit II:

Entrepreneurial Process: Critical factors for starting a new enterprise, recognizing and evaluating opportunities, Entrepreneurial Financing sources-Determining the financial needs, Sources of finance- Debt, Venture Capital and other forms of Financing.

Unit III:

Innovation and Entrepreneur – Sources and Processing of Business Ideas –Basic Business Research - Creating a successful business plan-Financial Projections-Preparation of Feasibility Reports.

Unit IV:

Entrepreneurial Development Programme (EDP) in India – Issues in the designing of a successful entrepreneurship development programmes – External Assistance Programmes. MSME's -Sickness of Units –Women Entrepreneurs

Unit V:

Entrepreneurial Behaviours and Motivation – N-Achievement and Management Success – Role and Importance of Entrepreneurs in Economic Growth – Social Entrepreneurship.

Reference:

1. Desai, A.N. Entrepreneur & Environment. Ashish, NewDelhi.
2. Drucker, P. Innovation and Entrepreneurship. Heinemann, London.
3. Jain, R. Planning a Small Scale Industry: A Guide to Entrepreneurs. S. S. Books,Delhi.
4. Kumar, S A. Entrepreneurship in Small Industry. Discovery, NewDelhi.
5. Pareek, Udai and Venkateswara, Rao. T. Developing Entrepreneurship – A Handbook on Learning Systems,Delhi.

Organizational Development

L	T	P	C
6	-	-	4

Course objective

1. To understand the concept , importance ,agents of change, they also understand the types of change.
2. To comprehend the main derives and approaches of the change.
3. To realize and apply the stage of the organizational change programmes and its effectiveness.
4. To equip students with knowledge and skills required for implementation of organizational development programs.
5. To provide students analyse various interventions practiced in OD to improve the effectiveness of the organization.

Course outcomes

- CO-1 Gaining knowledge about organizational development process.
- CO-2 How to change and develop organizations.
- CO-3 Better understanding of the organizational change programmes and its effectiveness, change management model.
- CO-4 Skills needed to develop an action plan for the development process.
- CO-5 To analyse various interventions practiced in OD to improve the effectiveness of the organization.

Course Code & Title : Organizational Development														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	3	2	1	3	3	3	3	2	2	2	3	2	2	3
CO -2	3	2	3	3	1	2	2	1	2	2	3	3	2	2
CO -3	2	3	2	2	3	2	2	2	1	1	2	3	2	3
CO -4	3	2	2	3	3	3	3	2	2	3	3	3	2	3
CO -4	2	1	2	2	2	3	2	3	2	2	3	2	2	3

Strongly Correlated- (3)

Moderately Correlated – (2)

Weakly Correlated - (1)

No Correlation - (0)

ORGANIZATIONAL DEVELOPMENT

Unit-I:

Change – meaning, importance, Stimulating Forces - Change Agents - Planned Change - Unplanned Change – Models of Organizational Change - Lewin's Three Step Model.

Unit-II:

Resistance to Change - Individual Factors - Organizational Factors – Techniques to Overcome Change.

Unit-III:

Change Programs – Effectiveness of Change Programs - Change Process - Job Redesign - Socio-Technical Systems.

Unit-IV:

OD - Basic Values - Phases of OD - Entry - Contracting - Diagnosis – Feedback - Change Plan - Intervention - Evaluation - Termination.

Unit-V:

OD Interventions - Sensitivity Training - Survey Feedback - Process Consultation - Team Building - Inter- group Development - Innovations - Learning Organizations.

References

1. Kondalkar, Organization Effectiveness And Change Management, Phi Learning, NewDelhi,2009
2. French & Bell, Organisational Development,Mcgraw-Hill.
3. Dipak Bhattacharyya, Organizational Change And Development, Oxford University Press, New Delhi,2011

Corporate Social Responsibility

L	T	P	C
6	-	-	4

Course Objectives:

To makes the students understandvarious corporate social responsibilities,business ethics and practice in their professional life.

To make the students to understand evolution,development,dimension and other aspects of CSR

To make the students to understand the approaches of CSR and , its role in business.

To makes the students to analyse the management and implementation of CSR .

To inbibe the ethical issues in corporate governance and ,understand future of CSR and its impact on business.

Course Outcomes:

CO-1 Understandvarious corporate social responsibilities,business ethics and practice in their professional life.

CO-2 Demonstrate theevolution,development,dimension and other aspects of CSR

CO-3 Understand the approaches of CSR and , its role in business.

CO-4 Analyse the management and implementation of CSR .

CO-5 To inbibe the ethical issues in corporate governance and ,understand future of CSR and its impact on business.

Course Code & Title :Corporate Social Responsibility														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	2	2	3	2	1	3	2	3	1	2	3	2	3	2
CO -2	0	1	1	2	2	2	1	2	2	1	2	2	0	1
CO -3	1	2	3	2	2	0	2	2	3	2	2	1	1	3
CO -4	2	3	2	1	2	1	2	1	3	2	2	3	2	1
CO -5	2	3	1	2	1	2	2	1	2	3	2	2	2	3

Strongly Correlated- (3)

Moderately Correlated –(2)

Weakly Correlated - (1)

No Correlation - (0)

CORPORATE SOCIAL RESPONSIBILITY

Unit I:

Business ethic vs. corporate social responsibility: History and origin of business ethics, relationship between business ethics and corporate social responsibility (CSR), Ethical decision making.

Unit II:

Evolution and Development of CSR: The introduction to CSR, .Origin of CSR, Conceptual Dimensions of CSR: Theoretical Approaches, Developmental Models, Multi-Dimensional View.

Unit III:

Approaches to CSR: Risk & Opportunities , Drivers & Challenges, Strategic investment, Triple Bottom Line Approach of CSR: Economic, Social, Environmental, Stake holders and Social Preferences: Customer, Employees, Communities, Investors.

Unit IV:

Managing and implementation of CSR: How to manage CSR, position of CSR in leadership of a company, Social accounting, Stakeholder management, Responsible investment, CSR in small and medium sized enterprises

Unit V:

Impact, criticism and future of CSR: The impact of CSR, Criticism of CSR, Future and development of CSR in India.

References:

1. Agrawal Sanjay K Corporate Social Responsibility, Sage Publications, NewDelhi
2. Katamba David, Zipfel Christoph and Haag David, Principles of Corporate Social Responsibility (CSR): A Guide for Students and Practicing Managers in Developing and Emerging Countries, Strategic Book Publishing
3. Prasenjit Maiti ,Corporate Social Responsibility. - Vol. – I & II Sharda Publishing House, Jodhpur (India),2010
4. Sumati Reddy Corporate Social Responsibility, “The Environmental Aspects” The ICAI University, ICAIBooks

Compensation Management

L	T	P	C
6	-	-	4

Course objectives

1. To makes the students to understand the compensation system and its approaches.
2. To makes them to analyse the compensation classification, system pay and fringe benifits.
3. To enable them to describe the theories of wages and other compensation plans.
4. To enable the students to understand methods of rewarding system executed for the employees
5. To makes the students to understand the implementation of employee benefit packages.

Course outcomes

- CO-1 Understand the compensation system followed in the organization and the approaches existed in the administration.
- CO-2 Analyse the implementation of paysystem and fringe benefits existed in the organization.
- CO-3 Demonstrate the applicability of various theories of wages.
- CO-4 Understand the rewarding system followed in the organization
- CO-5 Describe the pros and corns in the implementation of benefit packages in the organization.

Course Code & Title : Compensation Management

CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	3	2	1	2	3	2	3	2	2	3	3	2	3	2
CO -2	3	2	2	3	2	3	2	2	1	2	3	2	3	3
CO -3	2	1	3	2	3	3	2	1	3	3	2	3	3	3
CO -4	3	2	2	3	2	3	3	2	2	3	2	3	3	2
CO -5	3	2	3	2	3	3	2	3	2	3	2	3	2	3

Strongly Correlated- (3)

Moderately Correlated –(2)

Weakly Correlated - (1)

No Correlation - (0)

COMPENSATION MANAGEMENT

Unit-I:

Compensation - Definition - Compensation Responsibilities – Compensation System Design Issues – Compensation Philosophies – Compensation Approaches.

Unit-II:

Compensation Classification - Types - Incentives - Fringe Benefits– Development of Base Pay Systems – Pay Grades – Salary Matrix – Compensation as a Retention Strategy.

Unit-III:

Theories of Wages - Wage Structure - Wage Fixation - Wage Payment - Salary Administration - Executive Compensation – Incentive Plans – Team Compensation – Gain Sharing Incentive Plan– Profit Sharing Plan- ESOPs.

Unit-IV:

Methods of Rewarding of Sales Personnel - Pay - Commission - Pay and Commission – Performance Based Pay Systems - Incentives - Executive Compensation Plan and Packages.

Unit-V:

Employee Benefits – Benefits Need Analysis – Funding Benefits - Employee Benefit Programmes – Security Benefits – Designing Benefit Packages.

References

1. DewakarGoel, Performance Appraisal And Compensation Management, PHI Learning, New Delhi,2008
2. Richard.I. Henderson, Compensation Management In A Knowledge Based World, Prentice Hall India, NewDelhi.
3. Richard Thrope& Gill Homen, Strategic Reward Systems, Prentice Hall India, NewDelhi.
4. Michael Armstrong & Helen Murlis, Hand Book Of Reward Management, Crust PublishingHouse.

Industrial Relations

L	T	P	C
6	-	-	4

Course objective

1. The course helps the students understand and apply the concept of industrial relation.
2. To makes the students to understand the various processes and procedures of handling employee relations.
3. The students understand the role of workers participation in Management and its forms in India
4. To makes the students to evaluate the concept of discipline aspects and objectives ,disciplinary action and employee grivence redressal procedures.
5. Be aware acquainted with the concepts principles and issues connected with trade unions.

Course outcomes

- CO-1 Students should able to elaborate the concept of Industrial Relation.
- CO-2 Understand the various processes and procedures of handling employee relations.
- CO-3 Understand the role of workers participation in Management and its forms in India
- CO-4 Evaluate the concept of discipline aspects and objectives ,disciplinary action and employee grivence redressal procedures.
- CO-5 Be aware acquainted with the concepts principles and issues connected with trade unions

Course Code & Title : Industrial Relations														
CO/PO	PO						PSO							
	1	2	3	4	5	6	1	2	3	4	5	6	7	8
CO -1	3	2	2	3	2	2	3	2	3	3	3	1	2	2
CO -2	2	3	3	2	2	3	2	2	3	2	3	2	2	3
CO -3	2	2	3	2	3	3	2	3	3	3	2	1	2	2
CO -4	2	2	3	2	2	3	2	2	2	2	1	2	2	3
CO -5	3	2	3	2	2	3	2	2	2	2	2	2	3	2

Strongly Correlated- (3)

Moderately Correlated –(2)

Weakly Correlated - (1)

No Correlation - (0)

INDUSTRIAL RELATIONS

Unit I:

Concept of Industrial Relations – Characteristics, Objectives, Significance & Factors of Industrial Relations — Employment and Indian Labour - Globalization and Industrial Relations - Indian Industrial Relations – HRM and IR.

Unit II:

Industrial Disputes in India: Meaning–Difference between Industrial Disputes and Industrial conflict –Forms of Industrial Disputes – Difference between Human Relations and Industrial Relations – Prevention and settlement of industrial disputes.

Unit III:

Worker’s Participation in Management: Concept, Origin & Growth of Worker’s Participation in Management – Forms of Workers’ Participation in India.

Unit IV:

Employee Discipline : Concept of Discipline – Aspects & Objectives of Discipline – Causes of Indiscipline – Essential of Good Disciplinary System – Disciplinary Action. Employee Grievance: Concept and Causes of Grievances – Sources of Grievance – Grievance Redressal Procedure.

Unit V:

Trade Unionism, Collective Bargaining: Concept, Functions of Trade Unions– Types of Trade Unions - Problems of Trade Unions in India. Collective Bargaining –Concept, Principles– Forms of Collective Bargaining – Collective bargaining in practice.

References

1. C. B. Mamoria, Satis Mamoria & S. V. Gankar, Dynamics of Industrial Relations.
2. G. A. Armstrong: Industrial Relations-An Introduction ,George G. Harrap& Co. Ltd.,London.
3. RatnaSen, Industrial Relations in India: Shifting Paradigm,Macmillan
4. P. C. Tripathy: Personnel Management and Industrial Relations , Sultan Chand & Sons, NewDelhi.
5. S. C. Srivastava: Industrial Relations and Labour Laws, Vikas Publishing House, NewDelhi
6. Arun Monappa, Industrial Relations, TataMcGraw-Hill,Delhi

Major Project

L	T	P	C
7	-	-	10