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Fundamentals of Social Sciences

Learning objectives: The student will be able to understand the nature, various approaches, organs of the state, social perspectives and application of ICT.

Learning Outcomes: On successful completion of the course the student will be able to:

1. Learn about the nature and importance of social science.
2. Understand the Emergence of Culture and History
3. Know the psychological aspects of social behaviour
4. Comprehend the nature of Polity and Economy
5. Knowledge on application of computer technology

Unit – I – What is Social Science?
1. Definition and Scope of Social Science – Different Social Sciences
2. Distinction between Natural Science and Social Sciences
3. Interdisciplinary Nature of Social Sciences
4. Methods and Approaches of Social Sciences

Unit -II: Understanding History and Society
1. Defining History, Its Nature and Scope
2. History- A Science or an Art
3. Importance of History in the Present Society
4. Types of History and Chronology of Indian History

Unit – III – Society and Social Behaviour
1. Definition, Nature and Scope of Psychology
2. Importance of Social Interaction
3. Need of Psychology for present Society
4. Thought process and Social Behavior

Unit – IV – Political Economy
1. Understanding Political Systems
2. Political Systems – Organs of State
3. Understanding over Economics - Micro and Macro concepts
4. Economic Growth and Development - Various aspects of development

Unit - V – Essentials of Computer
1. Milestones of Computer Evolution - Computer – Block Diagram, Generations of Computers
2. Internet Basics – Internet History, Internet Service Providers – Types of Networks – IP – Domain Name Services – Applications
3. Ethical and Social Implications – Network and Security concepts – Information assurance fundamentals

Reference Books
1. The social sciences: An Integrated Approach by James M. Henslin and Danniel F. Chambliss
2. The Wonder that was India – A.L.Bhasham
3. Introduction to Psychology – Morgan and King
4. Principles of Political Science – A.C. Kapoor
5. Contemporary Political Theory – J.C.Johari
7. ML Seth – Macro Economics - Lakshminarayana Agarawal, 2015
8. Fundamentals of Computers by V. Raja Raman

Activities:

1. Group Project Work
2. PPT Presentation, Participation in Webinars
3. Field visits
4. Group Discussion
5. Survey and Analysis
6. Charts and Poster presentation
7. Identifying the attributes of network (Topology, service provider, IP address and bandwidth of your college network) and prepare a report covering network architecture.
8. Identify the types of malwares and required firewalls to provide security.
9. Latest Fraud techniques used by hackers.
Paper – II

Perspectives on Indian Society

Learning objectives: The student is expected to demonstrate the significance of social sciences through better understanding of various fields of social experience and would be able to apply methods and approaches to social phenomena.

Learning Outcomes: On successful completion of the course the student will be able to:

1. Learn about the significance of human behavior and social dynamics.
2. Remembers the Indian Heritage and freedom struggle
3. Comprehend the philosophical foundations of Indian Constitution
4. Knowledge on Indian Economy

Unit – 1 – Man in Society
1. Human Nature and Real-Life Engagement
2. Social Groups and Social Dynamics
3. Individualism and Collectivism – Ethical Concerns

Unit-II: Indian Heritage and Freedom Struggle in India
1. Cultural & Heritage sites of Tourism in India
2. Indian Dance, Music and Yoga
4. Contemporary history of India-integration of Princely States, abolition of Zamindari, formation of linguistic states

Unit – 3 – Indian Constitution
1. Philosophical Foundations of Indian Constitution
2. Elements of Indian Constitution
3. Study of Rights in Indian Constitution
4. Directive principles to State

Unit – 4. Indian Economy
1. Indian Economy - Features – Sectoral contribution in income
2. Role of Financial Institutions - RBI - Commercial Banks
3. Monetary and Fiscal Policies for Economic Development
4. Economic Reforms - Liberalization - Privatization- Globalization

Unit – 5 - Impact on Society & Analytics
1. Role of Computer, impact of Computers on human behavior, e-mail,
2. Social Networking- WhatsApp, Twitter, facebook, impact of Social Networks on human behavior.
3. Simulating, Modeling, and Planning, Managing Data, Graphing, Analyzing Quantitative Data,
4. Expert Systems and Artificial Intelligence Applications in the Social Sciences

References
1. Introduction to Psychology – Atkinson RC
2. History of the freedom movement in India – Tarachand
3. India since Independence – Bipinchandra
4. Introduction to the Constitution of India D.D.Basu
7. Information and Communication Technology by APCCE
8. Computer Applications in the Social Sciences by Edward E. Brent, Jr. and Ronald E. Anderson

Activities:

1. Assignment
2. PPT Presentation, Participation in Webinars
3. Field visits
4. Group Discussion
5. Survey and Analysis
6. Charts and Poster presentation
7. Identify the peripherals connected to a system and label them as either Input or Output or both.
8. Identify the Operating System loaded in your system and compare the features with other existing Operating System.
9. Collect latest census data and draw a graph indicating the growth rate.
10. Predicting the risk of depression, substance dependency, drinking, obsessive compulsive disorders, and suicide using AI.
II SEMESTER

3. HUMAN RESOURCE MANAGEMENT

Course Objectives:
1. To introduce basic conception of HRM, its role and functions with reference to any business organisation.
2. To equip the students the core understanding of HR activities, policies and procedural guidelines.
3. Enable the students to learn both Managerial and operative functions of HRM in detail.
4. To create an awareness among the students about HR opportunities and challenges.

UNIT I: Human Resource Management: Meaning – Evolution of HRM Role: Functions – Role of HRM in the organization Duties of HR Manager – HR Scenario in India – Role of HR functional - contemporary challenges in HRM. CSR and business focused HRM.


Course Outcomes:
1. Students would be competent enough to understand basic HRM knowledge to manage the HR functions in Organisations. ( I)
2. Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes. (II)
3. Able to prepare the students on communication of the organisation’s performance planning and development. (III)
4. Facilitate and support effective compensation plan and labour management relations in both union and non-union environments. (IV) 5. Help them to gain insight on HR professional challenges and opportunities in the globalized era. (V)

Text books:
II SEMESTER
4. PRINCIPLES OF MANAGEMENT

Course Objectives:
1. To equip the students with basic understanding of nature of management and its evolution and functions of management.
2. To provide knowledge of management roles, management skills and ethical, environmental foundations of management. 3. To help them learn functions of management in detail.
4. To provide knowledge and understanding on production and project management areas.


UNIT - II: Directing: Definition, Nature, Leadership and Management; Motivation; Communication; Controlling: Concept and Importance, systems and process of control.


UNIT - V: Motivation Theories, Communication and Leadership, Studies of Leadership, Leadership development emotional intelligence, learning theories.

Course Outcomes:
1. Students are prepared to discuss and communicate about processes of management and how they impact future managers in organisation. ( I ) 2. Enable them to identify and evaluate social responsibility and ethical, environmental issues involved in business situations. (II)
3. Help them to practice the core functions of management such as planning, organising, leading and controlling.(III)
4. Prepare them to practice the functions of leadership and management by way of motivation at work place. (IV)
5. The knowledge of other functional areas enables them to practice the management science effectively at the work place.(V)

Text books:
III SEMESTER

5. LABOUR LEGISLATION

Course Objectives:
1. To impart students with the knowledge of industrial relations legislations in India (like Industrial disputes act, 1947 and its rules, Industrial employment standing orders act, 1946 and Trade unions act, 1926).
2. To equip the students with the basic understanding of wage legislations in India (such as Minimum wages act, 1948; Payment of wages act, 1936; Payment of bonus act, 1965 and Equal remuneration act, 1976).
3. To provide them with thorough knowledge on social security legislations in India (viz. Employee compensation act, 1923; Employee state insurance act, 1948; Employee provident fund and miscellaneous provisions act, 1952; Payment of gratuity act, 1972 and Maternity benefit act, 1961).
4. To create awareness on National Commission on Labour (NCL-II) recommendations and to make them learn various case laws pertaining to above legislations.

UNIT - IV: Industrial Disputes Act 1947 - Industrial Employment (Standing Orders) Act 1946 The Trade Union Act, 1926

Course Outcomes:
1. Able to learn the aspects of emergence and historical development of labour legislation in India. (I of LL-I)
2. Understand the ways to protect the interests of the employee’s environment of the organisation by implementing suitable labour laws. (II to V of LL-I) (I,II of LL-2)
3. Acquire the competencies to facilitate organisational compliances with the appropriate legal provisions governing labour management relations (Employees and Organisations) (III, IV, V of LL-II)
4. Enable them to learn the statutory framework and institutions regulating industrial relations, collective bargaining and working conditions in India. (II,IV,V of LL-I) (III,IV,V of LL-II)
5. Helps to consider the understanding of issues around ethnicity, class, gender and discrimination at work place. (II,III,IV,V of LL-II)

Text Books
III SEMESTER

6. GROUP DYNAMICS AND OB

Course Objectives:
1. To equip the students with the fundamental concepts and elements of Organisational Behaviour.
2. To help students learn individual behavioural dimensions of OB.
3. To provide an understanding of Group Behaviour at work place.
4. To understand the aspects of Conflict Management at work place.

UNIT – 1: Organizational Behaviour: Definition and Scope, Fundamental concepts of Organizational Behaviour; Elements of Organizational Behaviour; Approaches to Organizational Behaviour; Contribution of Social Sciences to OB; Historical Perspective of Organizational Behaviour: Scientific Management; The Human Relations Movement; Behaviourism.

UNIT – 2: Foundations of Individual Behaviour: Motivation; Personality; Intelligence Learning; Theories of Learning; Perception; Attitudes; Values; Job satisfaction; Implications of Work: Stress: Fatigue; Monotony; Boredom and Frustration; Causes and Consequences of Accidents; Alienation and Anomie.

UNIT – 3: Foundations of Group Behaviour: Key Group Concepts; Role, Status; Authority; Power; Group Dynamics; Process of Group formation types of groups; Group Norms; Group Cohesiveness; Sociometric analysis, Decision Making in Groups; Team Building.

UNIT – 4: Conflict: Concept, role, Sources and Manifestations; Classification of Conflicts; Functional and Dysfunctional Conflict. Intra-Personal Conflict, Goal Conflict, Role Conflict, Inter Personal Conflict.

UNIT – 5: Organizational Conflict: Approaches to conflict Management; Management of Conflict and Organizational Performance; Collaboration Concept, Basis and Interventions. Techniques of Understanding Behaviour, Transactional Analysis, Johari Window and life positions.

Case Study Is Compulsory

Course Outcomes:
1. Able to learn and understand the fundamental concepts and approaches of Organisational Behaviour for better practice in Organisations. (I)
2. Able to analyse individual behaviour and understand their impact on Organisational processes. (II)
3. Able to analyse and interpret the group behaviour and understand their impact on Organisational processes. (III)
4. Have knowledge of conflict management and able to evaluate the appropriateness of conflict management strategies in Organisations (IV)
5. Evaluate the appropriateness of various leadership styles and conflict management strategies used in organizations. (V)

References:
Course Objectives:
1. To introduce the basic framework of Industrial Relations system, Approaches of IR and understand the comparative analysis of IR systems in different countries.
2. To enable the students with a core understanding of State Policy on Industrial Relations with special focus on Evaluation and Implementation of various committees and Labour Conferences and their role in Joint consultation and Participative Management.
3. To discuss in detail the role of Employer Organisations and Worker Organisations (Trade Unions) and understand Trade Union Movement in India.
4. To provide a comprehensive understanding of Industrial Conflicts and discuss the Methods and Machinery for settlement of Industrial Disputes in India along with important recommendations of National Commission on Labour – II.


UNIT –II: Trade Unions – Concept and functions of Trade Unions, Types and Structure of Trade Unions, Trade Union Movement in India, Problems of Trade Unions. Employer Organizations – Origin and Growth in India. -Indian Labour conference.


Course Outcomes:
1. Demonstrate descriptive knowledge of the field of industrial relations. (I)
2. Apply the essential concepts of industrial relations and their interrelationship at the personal, organizational and national levels. (II)
3. Investigate solutions to industrial relations problems based on research and assessment of current practices. (III)
4. Able to understand the structural issues, leadership and problems of Trade Unions and can analyze the emerging trends in unionism at the work place (IV)
5. Identify different forms of industrial conflict and apply suitable conflict resolution mechanisms for promoting industrial peace and harmony. (V)

Text Books:
III SEMESTER

8. PERFORMANCE MANAGEMENT COUNSELLING

Course Objectives:

1. Enable the students to understand the basic conception of performance management system, process and linkages of reward and development plans.
2. To create awareness on integrated performance management frame work and multi rater appraisal system (360-degree appraisal).
3. To provide core knowledge on appraising and rewarding employee performance, and understanding of modern concepts of performance management (via; learning organisation, competency mapping, balance score card, etc).
4. To impart knowledge on performance counselling process.


UNIT – 2: Performance Management Process: Goal Setting: Key Performance Areas and Key Result Areas; Goal Setting Levels: Corporate, Department and Individual; Monitoring Performance: Performance Review; Coaching: Counselling and Mentoring.

UNIT – 3: Overview of Traditional Performance Management Framework; New Dimension to Integrated Performance Management; 360 Degree Appraisal.

UNIT – 4: Features of Effective Performance Appraisal System; Feedback Performance; Operationalizing Change through Performance Management; Building and Leading High Performance Terms; Competency Mapping; Learning Organizations: Balance scorecard.

UNIT – 5: Counselling: Meaning, Need of Counselling; Function of Counselling; Forms of Counselling; Counselling Process: Counselling Variables: Prerequisites of Effective Counselling; Skills of an Effective Councellor.

Course Outcomes:

1. Able to learn and understand the employee performance management system in the organisation and can draw effective reward and development plans for employees. (I)
2. Able to design integrated performance management frame work in the organisation by understanding goal setting process. (II)
3. Able to understand of traditional performance management frame work and align it to the new dimensions of integrated performance management system. (III)
4. Able to develop effective feedback mechanism in the organisation and can operationalize change through modern performance management systems like (learning organisation, balance score card, competency mapping etc). (IV)
5. Able to implement effective systems of counselling and mentoring for employee. (V)

References:

5. Mabey, Christopher and Salman, Graeme, Strategic HRM, Beacon Books, New Delhi.
Course Objectives:
1. To equip the students with an understanding of concept and significance of HRD and targets and dimensions of development.
2. To enable the students to have knowledge on (Activity areas, process mechanisms of HRD) Micro aspects of HRD.
3. To enrich the students on HRD trends and behaviour science organisation including leaning theories and instructional strategies for HRD.
4. To provide awareness among students on various training types and methods.

UNIT 1: Human Resource Development Macro-Perspective; Concept, Origin and Need for HRD; Human Development and Human Resource Development; Dimensions and Targets of Development.


UNIT 3: HRD Trends: Behavioral science; organizational development; assessment center; Behavioral Modeling and Self Directed Learning; Concept of learning; Learning theories; T.V. Rao and Abraham Model of HRD Climate; HRD experience in Indian organizations; Future of HRD.

UNIT 4: Human Resource Training: Concept and Importance; Assessing Training Needs; Process of Training; Designing and Evaluating Training and Development Programs; krrick Patrick’s Model of Training; Competency; Types of competencies; Competency based Training; UNIT 5: Types and Methods of Training: Training within the Industry (TWI); On the Job Training Methods: Job Rotation; Job Instruction Training; Coaching; Committee Assignments; Off the Job Training Methods: Lecture Method, Role Play, In Basket Exercise, Simulation, Vestibule Training, Management Games, Case Study, Programmed Instruction, Sensitivity Training.

Course Out Comes:
1. Students would be able to understand the significance, Scope and dimensions of HRD for the basic operation of HRD systems.(I)
2. Students would be able to practice the functions of HRD effectively in the organisation.(II)
3. They would be able to blend learning theories and practice for better organisational performance. (III)
4. Students will have deeper understanding of T&D activities of the organisation and contribute for developing competencies.(IV)
5. Students will have through knowledge of T&D activities of the organisation and contribute for leadership building .(V)

Suggested Readings:
IV SEMESTER

10. EMPLOYEE COMPENSATION MANAGEMENT

Course Objectives:
1. To equip students with the basic knowledge of Employee Compensation and Wage concepts.
2. To enable the students with the understanding of wage determinants and wage fixation mechanism.
3. To create awareness among students about wage incentive systems, schemes in selected industries and its benefits.
4. To equip the students with the knowledge of wage and salary policies, preparation of payroll and its packages.

UNIT – 4: Incentives: Principles and Procedures for Installing Incentive Systems; Types of Wage Incentive Systems, Linking Wages with Productivity; Fringe Benefits: Concept and Types; Incentives Schemes in Selected Industries
UNIT – 5: Wage and Salary Policies in Organization: Role of HR Department in Wage and Salary Administration, Preparation of Payroll and Payroll Packages.

Case Study Is Compulsory Course

Outcomes:
Able to learn the basic compensation concepts and the context of compensation practice. (I)
1. Able to implement and administer a compensation system according to the firm’s policies and needs. (II)
2. Able to design and maintain an equitable and pay system which is consistent for employees in the organisation. (Internal equity & Consistency) (III)
3. Identify and describe a variety of Incentives and reward systems used to determine the organisational performance effectiveness. (IV)
4. Develop a compensation structure that ensures firm’s competitiveness with other similar firms and discuss recent trends executive remuneration. (V)
SEMESTER -4

11. PARTICIPATIVE MANAGEMENT

Course Objectives:
1. To provide students with an understanding of basic concepts of Participative Management along with forms and levels of participation.
2. To impart knowledge of various Participative Management schemes in different countries (U.S.A, U.K, Germany etc.)
3. To introduce the concept of Collective Bargaining process and various theories.
4. To prepare them to learn to make trends and practices of Collective Bargaining within the nation.

UNIT – 1:
Participative Management: Concept, Objectives, Importance and Evolution, Industrial Democracy, Participative Models, Workers Control, Co-partnership, Co-determination, and Trusteeship, Participative Management and Employee Empowerment.

UNIT – 2: Forms of Participative Management: Informative, Consultative, Associative, Administrative and Decisive, Levels of Participative Management, Job Level, Shoplevel Unit level, Board level, Industry level and National level, Worker Director, Barriers to Participative Management.

UNIT – 3: Working of Participative Management Schemes in India: Workers Committees, JointManagement Councils, Shop Councils and Joint Councils, Worker Director.


Case Study Is Compulsory

Course Out Comes:
1. Students would be able to gain insight on practices of Participative Management for the smooth conduct of ER/IR system at workplace(I)
2. Able to understand different forms and levels of participative management to ensure harmonious IR.(II)
3. Students will gain an insight on working of participative management schemes at various levels of participative in both India and other nations (Germany, UK etc.)(III)
4. They would be able to process Collective Bargain agreements in the organisation harmoniously.(IV)
5. Able to differentiate the challenges for unions and employers and address them separately.(V)

References:

References:
6. ILO, Payment by Results, ILO Geneva Ltd., New Delhi.
IV SEMESTER

12. LABOUR WELFARE AND WOMEN AND CHILD LABOUR

Course Objectives:

1) Developing understanding and skills to effectively handle legal aspects of Labour Management relations.
2) Develop understanding of constitutional provisions and industrial relations legislation relating to Labour.
3) To understand labour problems and welfare oriented remedial measures.
4) To identify various factors impinging upon women’s health
5) To understand the health inequalities in girl children and women


UNIT – IV: Human Rights and Unorganized Labour; Employment of Women and Children; Pattern of Women Employment – Wages Legal Provision;

UNIT-V: Social Status; Women and Trade Unions; Employment of Children; Nature and Extent; Legal Provisions; Problems of Girl Child; ILO Conventions and Recommendations.

COURSE OUTCOMES:

1) To analyse and understand need for gender sensitive health care services.
2) To develop critical understanding about the health care infrastructure in India.
3) To locate the issues related to violence against women and understand its multifarious dimensions and contexts.
V SEMESTER

13. MANAGERIAL ECONOMICS

Course Objectives:
1. To enable students to understand the dynamic conception and nature of Labour Economics and equip them with the knowledge of Indian Labour Market situation along with Labour force participation.
2. To Enrich them on Economics of Employment Theories and provide them basic understanding of Frame work of Industrial Economics.
3. To impart knowledge of Managerial Economics and to discuss the role and responsibilities of Managerial Economist.
4. To provide them with an understanding of Theory of Production and Cost Analysis, Demand Forecasting and the concepts of Inflation and Deflation.


Unit – 2: Employment: Economics of employment Theories of employment, full employment, employment and development relationship. Unemployment: Concept, Types and measurement.

Unit – 3: Frame work of Industrial economics: Concept and organization of firms, Optimum firm, Factors influencing optimum firms, Location of Industry: Factors, Theories and state Policy.

Unit – 4: Managerial economics: Nature and Scope of Managerial Economics, Chief Characteristics of Managerial Economics, Significance of Managerial Economics, Role and Responsibilities of Managerial Economist.


Course Outcomes:
1. Understand basic labour economics theory and modelling techniques and able to apply them to ‘real world issues’. (I)
2. Construct and evaluate the theories of employment to comprehend work situations. (II)
3. Investigate the significance of industrial economics and apply them for the location advantage of industrial organisations. (III)
4. Able to understand the role of managers in firms by way of analysing real time business problems with a systematic theoretical framework of managerial economics. (IV)
5. Able to understand the techniques of demand forecasting and different costs of production and measure their effects on short run and long run decisions. (V)

References:
7. Joel Dean – Managerial Economics.
V SEMESTER

14. INTERNATIONAL HUMAN RESOURCE MANAGEMENT

Course Objectives:
1. To provide students with the knowledge and Basic Understanding of International HRM conception, scope and equip them with cross-cultural models, theories, strategies and structures of MNC’s.
2. To impart knowledge on cross-national differences in personnel and organisational policies and make them understand adaptability to cultural change.
3. To enable the students to understand cross-cultural HR Practices in MNC’s (such as T&D, compensation and performance management etc.).
4. To create awareness among students on International and challenges of IHRM and make them understand IHRM practices in different nations along with cross border Mergers and Acquisitions.

Unit – 1: International Human Resource Management: Concept, Scope and Significance, Approaches to International Human Resource Management, Differences between Domestic and International HR activities, Strategy and Organizational Structure of Multinational Corporations,


Unit – 4: Compensation: Rewards and Benefits, Multinational Corporations and Compensation Systems, Performance Management in MNC’s.


Case Study Is Compulsory Course

Outcomes:
1. Recognize, outline and illustrate the enduring global/International context of HRM Activities. (I)
2. Develop, Prepare International staffing operations (Recruiting and selecting staff) for sustained global growth. (II)
3. Use concepts and tools for explaining and developing methods which can be integrated into practical applications of IHRM with regard to International training and development, Repatriation. (III)
4. Make use of an in depth understanding of research in IHRM to critically analyze approaches, perspectives and practical problems of International compensation and rewards in the context of multi-national firm’s (MNC’s) performance Management. (IV)
5. Systematically illustrate and define, categorise and analyze a broad range of issues and problems faced by MNC’s in the matters of labour-Management relations and conflict resolution in MNC’s and also to understand IHRM practices in different countries. (V)

References:
5. Torrington, D., International HRM: Think Globally and Act Locally, Hemel Hempstead, Prince Hall.
V SEMESTER

15. MANAGEMENT OF UNORGANIZED LABOUR

Course Objectives:
1. To equip the students with basic understanding of concept with basic understand of concept of unorganised labour, problems of unorganised labour and their role in National Economy.
2. To explain the nature, employment status and wage levels for the unorganised labour working in different sectors. (Agriculture, forest, plantation and domestic workers)
3. To discuss relevant acts and legal provisions pertaining to unorganised workers working in various sectors (such as Mines, construction, Quarry, Fishers and Beedi making)
4. To provide knowledge on Human rights and unorganised labour, pattern of employment of women and children including ILO conventions and Recommendations.
5. To create awareness among students about HRD interventions for unorganised Labour (like skill and knowledge upgradation, leadership development etc.;) and to discuss the role of NGO’s, Trade Unions and government agencies involvedin organizing the informal labour.

UNIT – 1: Unorganized Labour; Concept; Nature: Size and Structure; its Role in the National Economy; Causes and Problems.


UNIT – 3: Construction Workers, Mines and Quarry Workers; Fisheries, Beedi Workers, Inter State Migrant Workers; Workers in Shops and Commercial Establishments, Employees in Small and Medium Enterprises. Relevant Acts and Legal Provisions for all Sectors.

UNIT – 4: Human Rights and Unorganized Labour ; Employment of Women and Children; Pattern of Women Employment – Wages Legal Provision ; Social Status ; Women and Trade Unions ; Employment of Children ; Nature and Extent ; Legal Provisions ; Problems of Girl Child ;ILO Conventions and Recommendations .

UNIT – 5: HRD Interventions for unorganized Labour ; Skill and Knowledge Upgradation ; Leadership Development ; Creating Awareness for Cooperative Organization; Involvement of Community Leaders ; Non - Government Organizations Government Schemes ; Organizing the Unorganized Labour ; Role of trade Unions ; Role of ILO, CBWE and Jana SikshanSamsthan.

Case Study Is Compulsory Course

Out Comes:
1. Able to Understand the basic conception of unorganized labour, problems of informal sector and its role in the national economy.(I)
2. Able to Improve productivity and wage levels that influence living standards of workers in informal (Unorganized) sector.(II)
3. Enable the establishment of flexible mechanism with the help of legal provisions that respond to the characterises of various categories of unorganised workers.(III)
4. Students will have comprehensive knowledge of special categories of unorganised labour(Women and child) including the legal provisions and various ILO conventions and recommendations pertaining to them.(IV)
5. Able to attract investments in skill development, creating opportunities for disadvantaged groups to acquire skills and thereby strengthening the competitiveness of informal sector and facilitating coordination between various agencies of central and state for the development of informal sector.(V)

References:
2. Lakshmin DharMishra , Child Labour in India ,Oxford University Press, New Delhi.
V SEMESTER

16. HR SKILLS AND ORGANIZATIONAL COMMUNICATION

Course Objectives:
1. To equip the students with the basic knowledge of organisational communication process and techniques.
2. To enrich them with the techniques of Inter-personal effectiveness and equip them with written common skills.
3. To help the students study learn different HR Skills such as Interviewing skills, negotiation skills etc;
4. To provide awareness on the organisation of meeting.

UNIT – 1: Communication: Meaning, Objectives, Functions; Types, Media and Networks of Communication. Communication Process and Barriers; Physical Noise, Semantic Noise, Selective Perception, Distortion and Filtering; Problems in Modern Techniques of Communication; Qualities of Ideal Communication.

UNIT – 2: Interpersonal Effectiveness; Coping with Nervousness, Body Language, Techniques of Understanding Interpersonal Behaviour- Transactional Analysis, Johari Window. Written Communication: Letter Formats, Good letter writing; Business HR Letters. Resume Writing; Job ad, Offer Letter Drafting a Contract; Resignation Letter; Leave and Station leaving letter; Termination Orders; Report Writing on HR issues.


UNIT – 4: Oral Communication, Negotiation, Agenda, Demands and Counter Demand, Preparation for the Meeting and Negotiation Table. Toughness, Bluff, Adjournments, Table Founding, Compromise, Integration, win – win Model.

UNIT – 5: Effective Meetings: Preparation; Agenda; Conduct of Meetings; Preparation of Minutes of Meeting; Group Discussion; Team Building Skills; Business Etiquette; Liaison Skills; E-Mail Writing Skills.

Case Study Is Compulsory

Course Outcomes:
1. Students will become familiar with the main aspects involved in creating a comprehensive communication plan for any organisation. (I)
2. Able to gain and understanding of interpersonal communication effectiveness and learn to use written communication appropriate at workplace. (II)
3. Understand and effectively make use of specific HR management skills for a better practice in organisational environment. (III)
4. Gain an understanding of oral communication and learn to use for the conduct of meetings, negotiate and resolve conflicts at workplace. (IV)
5. Would be able to organise effective meeting at workplace by making use of appropriate skill sets. (V)

References:
7. E H McGrath S.J Basic Managerial Skills for All Pub Co. Ltd., PHI
VII SEMESTER

7.1 HR ANALYTICS

Course Objectives:
The concepts and significance of HR analytics
The tools, methods, approaches and techniques of HR analytics
Application of analytics in various HR sub-systems

UNIT-I: HR Measurement: Need for HR Measurement, Significance and concept of HR Analytics, HR Analytics and business linkages,
Prerequisites of HR Analytics; Models and frameworks of HR Analytics; Measuring intellectual capital, need and rationale for HR Accounting & Audit, Approaches and methods of HR Accounting & Audit.

UNIT-II HRIS for HR Analytics, What is Human Resource Information System; Role of HRIS in analytics; HRIS development and Implementation,
The development process- need analysis, systems design, structure and culture; HRIS Applications-Making HRISwork.

UNIT-III Analytics for HR sub-systems

UNIT-IV Analytics for HR system
HR performance frameworks and measurement systems; Measuring HR Climate and People Management Capabilities; Competency Management Frameworks & Competency Mapping, Integration of competency-based HRSystem. Measuring HR Effectiveness, The HR Scorecard

UNIT V Trends and Future Challenges, Technology and changes in HR Analytics, Role of Social Media, Big Data and Predictive Analytics in HR, Assessing the effectiveness of HR Analytics, Post analysis steps, Review and monitoring, Issues in HR valuation and measurement; Emerging challenges: Global and Indian Experience.

Course Outcomes:
1. Analyze problems and issues in HR and the relevance of HR analytics.
2. Logically synthesize the tools, methods and techniques of HR analytics to understand real world corporate scenario.
3. Identify the application and uses of HR analytics in various HR sub-systems

Suggested Readings:
VII SEMESTER

7.2 MANAGEMENT OF DISCIPLINE

Course Objectives:
1. To enable the students with the core knowledge of Discipline in Industry, Principles and types of Discipline.
2. To introduce to different approaches of Discipline and enable them to understand Industrial Conflicts, Approaches and Machinery for Conflicts resolution.
3. To provide a comprehensive understanding on Disciplinary procedure in the Industry.
4. Top Discuss in detail the Judicial Interference in the matters pertaining to Industry Discipline.
5. To impart the Knowledge on positive Disciplinary Interventions along with Employee Discipline in the context of Liberalisation, constitution and Judicial Activism.


UNIT – 2: Approaches to Discipline: Judicial; Human Relation; Human Resources; Group Discipline and Leadership Approach. Industrial Conflict; Manifestation, Approaches and Machinery for Conflict Resolution.


UNIT – 5: Positive Disciplinary Interventions: Organizational Change and Creation of Congenial Environment, Transparency, Equity, and Fair Deal; Communication; Rationalization of Discipline; Empowerment, Quality Circles; Quality of Work Life, Counselling; Employee Discipline in the Contest of Liberalization; Constitution and Judicial Activities. Study and Presentation of 2 Cases of Indiscipline and how they are Resolved. Case Study Is Compulsory

Course Out Comes:
1. Students would be able to understand the principles and aspects of discipline industry for an object implementation at workplace.(I)
2. Students would be able to demonstrate the knowledge of discipline in Industry and apply the essential concepts and approaches for the amelioration of Industrial Relations.( II)
3. Investigate solutions to disciplinary issues / Problems in Industry with a pragmatic approach of Judicial Interference. (III)
4. Identify and understand various disciplinary matters in Industry with judicial interference and develop the ways to handle industrial disputes.(IV)
5. Identify various positive disciplinary interventions and apply them with a blend of judicial activism for promoting peaceful Industrial action. (V)

References:
4. Ramakrishna Rao, Organizational Stress, University Press, Hyderabad.
VII SEMESTER

7.3 Human Resources Management in IT and ITES Sector

Course Outcomes
Knowledge of service sector and its activities.
- Comprehensive understanding of IT and ITES sector.
- The student shall understand the recruitment, selection, theory, procedures and practices in IT and ITES sector.
- Able to design training and development programs for IT and ITES professionals.
- Understand the formation of associations, grievances and compensation management in IT and ITES sector.

Syllabus
Unit I: Services Management: Concept, Nature and Characteristics of Service Services Manufacturing - Types of services, Service sector Environment.
Unit III: Human Resource Management in IT and ITES: Concept, Functions, Utilization, Organizing HRM Functions in IT and ITES Sector, HRP, Recruitment and Selection Performance.
Unit V: Grievance Redressal Mechanism – Employee Relations – Employee Engagement and Empowerment – Problems and Challenges.

Suggested readings:

Case Study Is Compulsory Course

Outcomes:
1. Have knowledge and understanding about history of computers and digital logic. (I)
2. Able to get Familiarity with Management Information systems. (II)
3. Gains the knowledge about Enterprise Resource Planning (III)
4. Proficient with Human Resource Information System models. (IV)
5. Able to work with MS-Office Applications. (V)

References:
VIII SEMESTER

8.1. TALENT MANAGEMENT

I. COURSE LEARNING OUTCOMES:
1) Illustrate the connections between factors identified, the strategy of the company and the talent management system
2) Develop talent management strategies for the organization chosen
3) Defend the talent management strategy plan for the organization chosen
4) Identify and acquire talents that meet organizational needs by sourcing the right candidate for the right role
5) Enhance performance of talent within the organization for development, retention, and succession planning
6) Coach leaders within the organization to nurture talent and uplift capability within their work teams.

UNIT-1 Introduction to Talent Management
Talent Management: Definition, Meaning of Talent Management, Objectives & Role of Talent Management in building sustainable competitive advantage to a firm, Key Processes of Talent Management, Consequences of Failure in Managing Talent, Benefits of Talent Management.

UNIT-2 Talent Management Planning

UNIT-3 Talent Acquisition

UNIT-4 Talent Retention
"SMR Model" (Satisfy, Motivate and Reward) – The Formula to Win Your Employees & Retain Them, Employee Retention Programs, Career Planning & Development, Return on Investment (ROI) on Talent Management, Employee Engagement, Best Practices in Employee Retention.

UNIT-5 Opportunities and Challenges in Talent Management:

II. Reference Text Books:

Course Outcomes:
1. Developing an understanding of how to manage other people (i.e. their subordinates or peers) and themselves with regard to career-related issues.
2. Students in a group of 2-4 to study and submit a spiral-bound report on 
3. Talent Management Strategy in any organization of their choice.
VIII SEMESTER

8.2. STRATEGIC HUMAN RESOURCE MANAGEMENT

Course Objectives:

1. To impart knowledge on concept of strategy of a business and make them understand various types of strategies and how HR Strategy can be integrated to business strategy.
2. To equip the students with the knowledge of Environmental scanning of business and related organisational structure.
3. To enable them to learn and understand the contribution of HRM in strategic business environment and integration of strategic HRM and its process.
4. To enable the students to understand the impact of Human Resource practices and evaluate the performance of the employees.


Case Study Is Compulsory Course

Out Comes:

1. Able to identify the key HRM functions and operations and their impact on business performance. (I)
2. Describe the Dynamic nature of global competition and social, technological trends and their significance for HRM practice. (II)
3. Identify the linkages between HRM functions and operations and organisational strategies, structures and culture. (III)
4. Describe how HR strategies can be informed by knowledge of manpower requirement and utilization. (IV)

5. Recognize and understand the performance impact of HR practices on business and evolution of strategic contribution of HRM on business performance. (V)

References:

5. Joel Dean, Managerial Economics.

References:

7. E H McGrath S.J Basic Managerial Skills for All Pub Co. Ltd., PHI
Course Objectives:

1. To enable students to provide basic understanding with the knowledge of changing environment of HRM in the globalised economy and make them aware of emerging challenges and prospects of HRM.

2. To equip them with the knowledge of modern and contemporary HR trends and practices (like HR Architecture, Knowledge Management, Talent management, New People Management etc.)

3. To create awareness among them on human problems at workplace and make them learn to deal with them.

4. To provide a comprehensive understanding of technology and HR interface along with the understanding of contemporary HR issues in business (like outsourcing – BPO, ERP, TQM, Learning organisation, E-Learning, E.I etc.)

UNIT – 1: Changing Environment of HRM in the Globalised Economy, Emerging Challenges and Prospects - Managing Global Diversity, Gender Diversity, HR in IT & IT enabled Services and SEZs.


Case Study Is Compulsory Course

Out Comes:

1. Able to understand the changing Human Resource environment, describe and address the emerging issues, challenges of HRM. (I)

2. Able to Summarize the ways in which the New People Management practices support organisational flexibility and expansion. (II)

3. Able to understand the new practices of HRM in the contemporary areas such as knowledge management, Talent Management, Mentoring and new people management (NPM) etc. (III)

4. Discuss how technological developments at workplace can address human problems in organisations. (V)

5. Explain how the natures of employment relationships are changing at workplace. (IV)

References:

FIELD WORK is mandatory for this course so we request you to include them where it can be applicable

* INDUSTRIAL VISIT --- includes orientation, visit, group discussion and report submission, VIVA-100 MARKS

**Observation visit to government organisation/ establishments- includes orientation, visit, group discussion and report submission, VIVA-100 MARKS

***17 DAYS COMPLUSORY FIELD WORK- includes orientation, visit, group discussion and report submission, VIVA-100 MARKS

*******60 DAYS BLOCK PLACEMENT FIELD WORK- includes orientation, visit, group discussion and report submission, VIVA-100 MARKS