Recommendations of the Expert Committee

Sub: P.M. & I.R. and L.S.W.

We went throughs the prepared syllabus given to us of P.M. & I.R. and L.S.W.

We have made certain modifications in the syllabus wherever it was necessiated.

We recommend that the syllabus be presented for approval of the Hon'ble chancellor through proper channel.

Prabhakar Jha
12/06/18
(Prabhakar Jha)

Sudama Singh
12/6/18
(Dr. Sudama Singh)

P.G. (L.S.W) Curriculum in CBCS (Choice Based Credit System) as per UGC Guidelines Prepared by the Magadh University, BodhGaya (By the order of the HE Chancellor)

There is an urgent need to create new knowledge with organic links, to encourage, promote and strengthen the scientific temper and cater to the heterogeneous needs of our society. This can be done through creations of culture of knowledge & building critical higher order competencies of the human capital with social consciousness.

In changing global scenario, there is a need to prioritize cross-cultural, inter and multi disciplinary learning integrated with technology along with the development of multiple abilities and inclusion of missing perspective. New knowledge should be inclusive, integrated, value-based, skill-based, socially relevant, pluralistic and cutting edge to ensure that benefits reach one and all. New Knowledge should consent of application of existing knowledge to relevant needs of the society. Appropriate strategies should be adopted so that new and innovative methodologies of teaching & learning include ICT enabled Teaching-e- Learning, Online Courses.

Education, Research & Innovation are the coordinal means of Nation Building, essential for the preservation of social standard and social cohension. There is a need to formulate policy to develop mechanism to illustrate and highlight the benefits of Research & Innovation is addressing problems of National & International scale. There is a need to establish mechanisms for connecting and interacting with global research community.

P.G. curriculum should allow formation of collaborations and partnerships with industry for establishing centers for excellence in research & innovation. Course curricula should be redesigned with special emphasis on developing research temperament and innovative thinking.

Education, undoubtedly, play critical role in shaping the economy of both individual & the nation.

There is a need to provide for flexibility so that students, depending upon their interests, can chose inter-disciplinary, intra-disciplinary and skill-based courses. This can

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be possible when Choice Based- Credit System (CBCS), an internationally acknowledged system, is adopted. The CBCS not only offers opportunities and avenues to learn Core subject but also provide for additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will also facilitate us benchmarking of courses in accordance with best international academic practices.

Advantages of CBCS

(i) CBCS is globally acknowledges system. It allows mobility of students across institutions of higher learning.

(ii) CBCS focuses from Teacher-centric to Student centric education

(iii) In CBCS students may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more course).

(iv) CBCS allows greater freedom to students to chosen inter-disciplinary intra-disciplinary courses and also skill oriented papers.

(v) CBCS makes education broad-based and at par with global standards. One can earn credits by completing courses with different permutations and Δ combinations. For example, Physics with Economics, Microbiology with chem. Or environment science, Psychology with L.S.W. etc.

(vi) CBCS officers flexibility to students to earn credits at their own pace.

(vii) CBCS allows students to earn credits from across different institutions to complete their programs as credit earned from one institution as credit earned from one institution can be transferred to another.

(viii) CBCS allows integration of best coursed from best teachers through Massive Open Online Courses (MOOCS) by using ICT tools.

Thus, CBCS provides an opportunity for students to chosen course from prescribed course comprising Core, Elective/minor or skill based courses.

This courses can be evaluated following the grading system, which is considered to be better than the conventional marking system.

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Coursequently, it is necessary to introduce uniform grading system across the institutions of higher-learning. The main features of CBCS is to make P.G. education student centric rather than system centric or teacher centric for raising the employability of the students with more quality and value addition with innovative tools of knowledge in the global competative era.

1. **Academic Year :** Two consecutive (one (01) odd + one (01) even) semesters shall constitute one Academic Year.
2. **Course :-** Course unusually referred to as Paper, it is a component of a Programe. All courses need not carry the same weight. A course may be designed to comprise Lectures/Tutorials/Field work/ Project Wok/ Vocational Training/Viva/ Seminar/ Term Papers/ Assignments/ Presentations/ Self study work, etc. or a combination of some of these.
3. **Programme :** An educational Programme leading to the award of Degree.
4. **Semester :-** Each semester shall consist of **15-18 weeks** of academic work equivalent to **90 actual working days.**

   The Odd Semester (I or III) may be scheduled from **July to December** Even Semester (II/IV) from **January to June.**
5. **Credits :** Credit is a unit by which the course work is measured. It determines the number of hours of instruction required per week. One credit is equivalent to one hour of teaching (Lecture or tutorial) or two hours of practical/Field work per week. (4 to 5 Lecture in a Month and 15 in 90 days i.e. in a semester).

Thus, in each course credits one assigned on the basis of the number of Lectures/Tutorials/Field work and other from or Learning required for completing the contents in 15 week schedule. 02 hours of filed work/Labolatory work is generally considered equivalent to 01 hour of Lecture.

1. 01 **Credit – 01 hour** of institution per week (01 credit = **15** contact hours of instruction per semester.
2. 03 **Credits = 03 hours** or institution per week (03 credits course= **45** contact hours of Instruction per semester.

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3. 01 **Credit = 01 hour** of Tutorial per week (01 credit course = **15** contact hours of Instruction per semester).
4. A Core/Elective Course with Practical Component may carry up to 06 credits without practical may carry upto 05 credit Self-Study Course shall carry not more than 03 credits.

   A **Dissertation/Project work/ Field work** may carry upto 16 credits along with other Core/Elective, a Semester, Long, Dissertation may carry upto 24 credits. In this, it shall carry 9 credits.

Types of Courses :

Each program may have three types of course Vz (a) core course (b) elective course (c) self study/ Skill based courses.

(a) Core Courses – (i) The Core Courses are Courses whose knowledge is deemed essential for students registered for M.A. degree programme.

(ii) Core Course a mandatory for all the students registered for M.A. Degree Programme

(iii) Core Courses shall be spread over all the semester of programme.

(b) Elective Course :-

Elective Course can be chosen from a pool of Papers. Elective Courses are intended to:

(i) allow student to specialize in one or more branches of the broad subject area.

(ii) help the students to acquire knowledge and skills in a related area that may have applications in the broad subject area.

(iii) help students to bridge the gap in the curriculum and enable acquisition of essential skills.

(iv) help student to prove an area of interest

(v) One student may also chosen additional Elective Courses offered by the University to enable students to acquire extra credits from discipline, or across the discipline.

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(C) Self-Study/ Skill-based courses.

These courses are Optional, not Mandatory. Being non-Credit Courses the performance of students in these Courses shall be indicated either as Satisfactory or as Unsatisfactory.

- **Core/Elective/ Self- Study / Skill- based** course may also taken in the form of a Dissertation, Project work; Practical Training, Field work or Internship/ Seminar.

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M.A. L.S.W.

Semester- I

Sl. No.	Course Code	Course Paper	Credit
1.	(A) Core Course (CC) M.A- LSW- (CC)- 101	Labour Economics	05
2.	M.A- LSW- (CC)- 102	Fundamentals of Management	05
3.	M.A- LSW- (CC)- 103	Human Resource Management (HRM)	05
4.	M.A- LSW- (CC)- 104	Management of Trade Unionism	05
5.	(B) Open Elective Course A (OEC-A)	To be chosen from other Department (anyone from group A) students can chosen either from Open Elective (OEC) or Elective course (EC) as per flexibility of their choice	04
		Seminar on any topic/Subject	02
		Total	**26**

Semester- II

Sl. No.	Course Code	Course Paper	Credit
1.	M.A- LSW- (CC)- 201	Management of Industrial Relation	05
2.	M.A- LSW- (CC)- 202	Human Resource Development	05
3.	M.A- LSW- (CC)- 203	Organizational Behaviour	05
4.	M.A- LSW- (CC)- 204	Social Research	05
5.	M.A- LSW- (CC)- 205	To be chosen other Department	04
	M.A- LSW- (CC)- 206	Seminar	02
		Total	**26**

Semester- III

Sl. No.	Course Code	Course Paper	Credit
1.	M.A- LSW- (CC)- 301	Labour Welfare & Social Security	05
2.	M.A- LSW- (CC)- 302	Compensation Management	05
3.	M.A- LSW- (CC)- 303	Social & Labour Problems in India	04
4.	M.A- LSW- (CC)- 304	Computer Application & Information system	06
5.	M.A- LSW- (EC)- 305	To be chosen any one from Elective Course group A	04
		Total	**24**

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Semester- IV

Sl. No.	Course Code	Course/Paper	Credit
1.	M.A- LSW- (CC)- 401	Collective Bargaining	05
2.	M.A- LSW- (CC)- 402	Research Methodology	05
3.	M.A- LSW- (CC)- 403	Ideologies & Cooperative Labour Movement	05
4.	M.A- LSW- (EC)- 404	To be chosen any one from Elective Course Group – B.	04
5.	M.A- LSW- (CC)- 405	Project work/Dissertation	09
		Total	**28**

CC = Core Course – 16

EL = Elective Course – 02 (for specialization)

OEC = Open Elective Course- 02 (for students of other Departments: such students can chose either from OEC or from EC one each from group A & B respectively in both one Semester)

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Open Elective Course Group A (Semester- I)

1. Managerial Economics
2. Business Environment
3. Personality Development for Managerial Effectiveness
4. Principles of Counseling

Open Elective Course Group B (Semester- II)

1. Labour Welfare
2. Indian Economic
3. Social Justice and Human Rights
4. Introduction of ICT (Information Communication Technology)

Elective Course Group A (Semester- III)

1. Principles of Management
2. Labour Law
3. Corporate Social Responsibility
4. Stress Management
5. Social Policy and Social Development
6. Labour Legislation in India

Elective Course Group B(Semester- IV)

1. Managerial Communication Skills
2. Financial Management
3. Strategies Management
4. Industrial Health, Hygiene and Safety
5. Marketing Management
6. Social Work

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L.S.W.

SEMESTER WISE P.G. COURSES OF STUDY IN CBCS

Prepared by Magadh University, BodhGaya Department of L.S.W.)

M.A. 1st Semester

LABOUR ECONOMICS

(M.A.- L.S.W.- C- 101) **Full Marks : 100 (70+30)**

Credits - 5 **Contact Hours : 15X5 = 75**

Unit- 1 (a) **Labour Economics:** Concept, Nature and Scope, Methods of Study, and Relationship with other Social Sciences.

(b) **Labour Problems:** Meaning and Scope, Classification, Causes, effects and remidies, Labour Problems in India.

Unit – 2 **Labour Force:** (a) Concept, determinations of Labour Force.

(b) Composition of Labour Force, factors responsible for labour force participation rate.

(c) Classification of Indian Labour Force.

Unit – 3 **Labour Market:** Concept, Features of Labour Market, Necessary of conditions for perfect labour market, factors for demand for and supply of labour in labour market, Indian Labour Market.

Unit – 4 (i) **Labour Productivity:** Concept, determinants of labour productivity, causes of low productivity of labour in India, measures for improvement.

Unit – 5 (i) **Employment:** Full Employment, unemployment and under employment, causes and remedies, problem of Unemployment in India.

Books Recommended

1. Bhagoliwal, T.N. : **Labour Economics and Industrial Relations**, Sahitya Bhawan, Agra.
2. Brown & Northrup, Richard D Irwin : **Readings in Labour Economics and Labour Relations.**
3. Beveridge, Sir W. : **Full Employment in a Free Society.**
4. Giri, V.N. : **Labour problems in Indian Industries,** Asia Publishing House, New Delhi.

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5. Letner : **Economics of Employment**.
6. Keynes, J.M. : **General Theory of Employment,** Interest and Money.
7. Reynolds, L.G., Masters, S.H. and Moser, C. : **Labour Economics and Labour Relations,** Prentice Hall, New Jersey.
8. Saxena, R.C. : **Labour Problem and Social Welfare**, J.P. Nath and Co. Meerut,
9. Sinha, P.R.N. : **Wage Determination**.
10. Richard A Lester : **Economics and Labour.**
11. Tyagi, B.P. : **Labour Economics and Social Welfare**, Jai Prakash Nath & Co., Meerut.
12. पी० आर० एन० सिन्हा एवं इन्दुबाला : **श्रम अर्थशास्त्र,** भारती भवन, पटना।
13. प्रो० गणेश प्रसाद सिन्हा, पी०आर०एन० सिन्हा एवं क्षेमेन्द्र कुमार सिंह, : **श्रम अर्थशास्त्र**।
14. पाण्डेय, श्रीधर : **श्रम एवं समाज कल्याण**, मोती लाल बनारसी दास, नई दिल्ली।

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M.A. 1st Semester

FUNDAMENTALS OF MANAGEMENT

(M.A – LSW – C-102) **Full Marks – 100 (70+30)**

Credits – 05 **Contact hours : 15x5 = 75 Hours**

Unit- 1 (a) **Conceptual Framework :** Concept, Scope, Nature, Significance and Social Responsibility of Management.

(b) **Approaches to Management :** Contributions of F.W. Taylor and Henri Fayol, Scientific Management School, Human relation-Behavioural School, System School (approad) Management.

Unit – 2 **Functions of Management :**

(a) Planning: Concept, Nature, Types, Importance, Objectives, Process and Principles, Decision Making Process and Planning. **Decision Making :** Concept, importance, Technique.

Unit – 3 **Organisation :** Concepts, Importance, Process, Principles, Decentralization of Authority, Delegation of Authority, Factors Determining the Degree of Centralization of Authority, Needs and Advantages.

Unit – 4 **Directing:**

(a) Concept, Principles, Features, Techniques and Importance.

(b) **Motivation:** Concept, Principles, Importance, Various Approaches to Motivation-Maslow's Need Hierarchy Approach, Herzberg's, Hygiene Approach to motivation, Mc Clelland's Theory- Job Enrichment.

(c) Leadership, Controlling and Budgeting : (a) Leadership : Meaning, Styles, Significance, Various Approaches of Leadership.

Unit– 5 (a) Controlling : Concept, Nature Techniques, Principles, and Process of Control and Importance.

(b) Budgeting : Concept, Types, Importance, Budgetary and Non-Budgetary Control, Special Control and Techniques.

Prabhakar Jha
12/06/19

Books Recommended :

1. Gupta, B.C. : **Principles and Practices of Management**, Mayur paper Book, Delhi.
2. Koontazod, O' doneel : **Principles of Management**.
3. Prasad, L.M. **Principles and Practice of Management**, S. Chand and Co- Delhi.
4. Saxena, S.C. : **Principles and Practices of Management**, Sahitya Bhawan Prakashan, Agra.
5. Sinha, P.R.N. and Indubala : **Industrial Relations, Trade union and Labour Legislation**.
6. Terry : **Principles of Management**
7. Tripathi, P.C. : **Principles of Management**
8. Jha, B. : **Fundamentals of Industrial Organisation and Management.**

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M.A. 1st Semester

PRINCIPLES OF HUMAN RESOURCE MANAGEMENT (PHRM)

M.A – LSW- C-103 **Full Marks- 100 (70+30)**

Credits – 05 **Contact hours – 15X5 = 75**

Unit- 1 (a) **Conceptual Framework of HRM :** Introduction-Meaning, Concept, Objectives, Importance, Scope, Functions and Responsibilities of HRM Challenges, Changing Role of HRM, Industry, Circle, Human Resource Vs Capital/Assets.

(b) **Significance of Human Resources :** Job Analysis Job Design-Meaning Methods, Problems and Suggestions, HR Forecasting, Work Load Analysis, Job Description and Specilization, Job Design Approaches, Job Characteristic.

Unit – 2 **Human Resource Planning :** Meaning, Objectives, Importance, Process, Problems, Technique of HR Planning, Measures of make Human Resource Planning Effective.

Unit – 4 **Procurement :**

(a) **Selection :** Factors, Process, Steps, Merits and Demerits, Basic Selection Model, Psychological Test, Interview Testing, E-recruitments.

(b) **Training and Skill Development :** Concept, Objectives, Significance, Methods of Training, Career Planning Concept, Objectives, Significance, Description, Grievance and Standing Orders.

Unit – V (a) **Promotion and Transfer :** Concept, Objectives, Types, Basis of Seniority : Merits and Demerits, Promotion and Transfer Policy.

(b) **Performance Appraisal of HRM :** Concept, Objectives, Planning, Development of Effective Performance Appraisal System, Methods and Benefits of Performance Appraisal, HR Audit. Scope of Personal Audit

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Books Recommended :

1. Armstrong, M. : **A Handbook of HRM Practice**, Kagam Page, New Delhi.
2. Aswathapa, K. : **Human Resource Management**, TMH, New Delhi.
3. Beard well, Ian and Holden, Len : HRM : **A contemporary Perspective,** Mc Millan, New Delhi.
4. Chhabra, T.N. : **HRM : Concept and Practice.**
5. Dessler, Gary : **HRM, Prentice Hall of India**, New Delhi.
6. Gupta, C.B. : **Human Resource Management.**
7. Kulkarni, M.U. : **HRM and IR**
8. Prasad, L.M. : **Human Resource Management**
9. Pandit, K : **Human Resource Management**, S. Chand, New Delhi.
10. Rao V.S.P. : **Human Resource Management**, Excel Books, New Delhi.
11. Sudha, G.S. : **Human Resource Management**, Makone Publication, New Delhi.
12. Tripathi, P.C. **Personnel Management and Industrial Relation**, S. Chand and Co, New Delhi.
13. Venkat Ratnam, C.S. : **P.M. and Human Resource**, Tata Mc Graw Hill, Delhi.
14. Ahuja, K.K. : **Human Resource Management**
15. Halder, V.K. : **Human Resource**, Himalaya Publication, Mumbai.

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M.A. 1st Semester
MANAGEMENT OF TRADE UNIONISM

M.A. – LSW-C.104 **Full Marks- 100 (70+30)**

Credits – 05 **Contact hours - 15X5 = 75**

Unit – 1 **Trade Unionism :** Concept, Meaning, Objectives, Methods and Functions, of Trade Unions.

Unit- 2 **Theories of Trade Unionism :** Perlman's Theory, Marxian Theory and Gandhian Theory.

Unit – 3 **Structure, Management and Government of Trade Unionism :**

(a) **Structure of Trade Unions** : Types of Trade Unions, Craft Union, Industrial Union, General Union, Trade Federation and Confederation.

(b) **Problems of Trade Unionism** : Problem of Leadership, Revalry, Political Affiliation of Trade Unions.

(c) **Managerial Trade Unionism**: Participation of Women in Trade Unionism.

(d) Management and Governance of Trade Unions :

(e) **Financing of Trade Unions :** Sources of Finance, Causes of Poor Finance, Measures to Strengthen Trade Union Finance, Political Funding of Trade Unions.

Unit – 4 **Trade Union Movement in India :**

(a) Trade Union Movement in India during Pre-Independence Period.

(b) Trade Union Movement during Post- Interpendence Period.

(c) Trade Union Act 1926, Employer Association in India. FICCI, All India Employer's Organization.

Unit- 5 **Democracy, Leadership and Politics in Trade Unionism-**

(a) Trade Union Leadership : Nature, Types, Internal and External Leadership, Causes and Consequences of Outside Leadership.

(b) Democracy in Trade Unions : Concept, Needs and Justification of Political Participation, Merits and Demerits of Politics in Trade Unionism, Dominance of Political Parties in India Trade Unionism, causes and consequences of politics in Trade Unionism.

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Books Recommended :

1. Bhagoliwal, T.N. : **Economics of Labour and Industrial Relations,** Sahitya Bhawan, Agra.
2. Cole, G.D.H : **An Introduction to Trade Unionism.**
3. Dhyani, S.N. : **Trade Union and Right to Strike**
4. Jha, S.N. : **Indian Trade Unions**
5. Karnik, V.B. : **Indian Trade Union Movement**
6. Dankert : **Contemporary Unionism.**
7. Perlman : **A Theory of Labour Movement**
8. Giri, V.V. : **Labour Problems in Indian Industries,** Asia Publishing House, New Delhi.
9. Ghosh, S. : **Trade Unionism in Underdeveloped Countries.**
10. Sharma, G.K. : **Trade Union Movement in India.**
11. Sinha, G.P., Sinha, P.R.N.: **Industrial Relations and Labour Legislation.**
12. Punekar, S.D. : **Indian Trade Unionism.**
13. Punekar, S. D. : **Labour Welfare, Trade Unions and Industrial relations** Himalaya, Mumbai.
14. Pandit, K. : **Industrial relations and Trade Unionism.**
15. Mathur : भारतीय श्रमिक वर्ग आन्दोलन
16. Pandit, K. : औधोगिक संबंध एवं श्रमसंघ

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M.A. 1st Semester
OEC (Open Elective Course)

(to be Chosen any one from A)

(i). MANAGERIAL ECONOMICS

(M.A. – LSW-105 (OEC) **Full Marks- 100 (70+30)**

Credits – 05 **Contact hours- 15X5= 75**

This paper intends to explain the application of economic concepts to the various management issues. It also highlights the relevance of various theories of economics viz., demand, cost of production and profit in solving the vexing issues of modern management.

Unit I: Meaning and scope of Managerial Economics - fundamental concepts - scarcity, Marginalism, opportunity cost - discounting - risk and uncertainty - profits - objectives - basic techniques - derivatives - partial derivatives - optimisation.

Unit II: Demand Decisions - Demand concepts - demand analysis - demand elasticity and demand estimates and demand forecasting.

Unit III: Input and Output Decisions - Law of variable proportion - ISO quants - optimal product mix - cost and revenue functions - BEP and its applications.

Unit IV: Price and Output Decisions - Market environment - price and output determination - pricing under Perfect and Imperfect Competition - pricing strategies.

Unit V: The Firm in Theory and Practice -Economic Theory of the Firm - Behavioural Theory of the firm - Theories of Profit - Recent trends in the Industrial Policy (1991) - Emerging Industrial Scenario and International Organisations, IMF, IBRD and WTO, etc.

REFERENCES :

1. Webb, S.C., : **Managerial Economics,** Houghton Miflin, 1976.
2. Varshney and Maheswari, **Managerial Economics**, New Delhi: Chapman, 1999.
3. Habib-Ur-Rehman, **Managerial Economics**, New Delhi: Himalaya Publishing House, 1988.
4. Dutt and Sundaram, **Indian Economy**, New Delhi: Sultan Chand Co., 2004.

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M.A. 1st Semester
OEC (Open Elective Course)

(ii). BUSINESS ENVIRONMENT

(M.A. – LSW-105 (OEC) **Full Marks- 100 (70+30)**

Credits – 05 **Contact hours- 15X5= 75**

1. **Business Environment :** Concept, objectives and characteristics; Business Environment: Concept, Nature And Dimensions; Business Environment and Stretegic Management.
2. Social and Cultural Environment: Demographic and social environment, business and society, business and culture, business and ethics, social responsibility of business, social audit, consumerism in India.
3. Economic Environment: Economic systems, pattern and trends in the economic development in India, broad features of industrial policy. Fiscal policy and monetary policy and their relevance to business; capital and money markets in India and their instruments.
4. International Economic Environment: Economic internation among countries, free – Trail area; common market, economic union, global economic alliances: UNCTAD, WTO, regional economic alliances.

   Globalizatiopn: Concept and consequences; multinational companies, globlisation of Indian business.
5. Constitutional and Legal Environment: Indian Partnership Act, Indian Companies Act, Negotiable Instruments Act: Negotiable instruments, Provision of FEMA Competition

   Act, Indian Contract Act 1972, Sales of Goods Act.

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Recommended Books:

1. Aswathappa K.(1997).Essentials of Business Environment. New Delhi; Himalaya Publishing.
2. Francis C. (1996). Business and Government. Mumbai: Himalaya Publishing
3. Kapoor N.D. (1999).Elements of Mercantile Law New Delhi:Sultan Chand
4. Kumar, R. (2009). Legal aspects of Business. New Delhi:Cengage
5. Methews, M.J. (2003). Business Enviornment. Jaipur RBSA
6. Peny, M.W. (2007).International Business. New Delhi:Cengage

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M.A. 1st Semester
OEC (Open Elective Course)

(iii). FUNDAMENTALS OF COMPUTER

(M.A. – LSW-105 (OEC) **Full Marks- 100 (70+30)**

Credits – 05 **Contact hours- 15X5= 75**

UNIT-I:- **Overview of Computer:**, Concept of Hardware & Software, Major Components of Computers, Input/Outputs devices. Components of CPU, Generalisation of Computers.

UNIT-II:- **Classification of Memory** :, Primary Memory & Secondary Memory- RAM, ROM, PROM, EPROM, E^2Prom, Cache Memory, Back up Memory.

UNIT-III :- **Computer Arithmetic & Codes Number System** – Decimal Number to Binary No, Binary No to Decimal No, Decimal No to Octal Number, Octal No to Decimal No. Decimal no.to Hexadecimal number Vice-Versa. Addition & Substraction of Binary No.Hexa No to Octal Number

UNIT-IV :- **Operating System-** Function of OS. Booting- Cold & Warm Booting, Compiler Interpreter, Assembler ,Machine language, High language, Low level language. MS-Dos-Internal & External Command, Command & Program, Windows, Operating SystemMultitasking , Multiprogramming, Multiprocessing.

UNIT-V :- Introduction in MS office ,MS word, MS Excel & MS Powerpoint.

Books- Recommended

1. Fundamental of Computer Architecture & Organisation– Dr. B. Ram (NIT PATNA)
2. Computer Fundamental – P.K. Sinha
3. Fundamentals of Computer- V.Raja Raman
4. Fundamentals of Computer- ITL Publication

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M.A. 1st Semester
PRINCIPLES OF COUNSELLING

M.A-LSW- OEC -105 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Unit-I: **Introduction to Counselling** Basic concepts of counselling and guidance Objectives, types and principles of Counselling Theories of Counselling: Humanistic theory, Psycho-analytic theory, Behavioural theory Counselling and modern trends.

Unit-II: **Occupational Health Hazards :** Meaning, nature, types of occupational disease, sickness and ill health Legal framework - Health and Safety at work - workmen's compensation Act, 1923 Management of occupational health hazards - Technical control activity - motivational activity Worker's role in hazard prevention.

Unit-III: **Problems of workers :** Causes of problem situation Deviation behaviour among workers - emotionally disturbed, psychotic and neurotic Alcoholism and drug addiction Indiscipline and absenteeism Fatigue and monotony Work stress/Employee stress & frustration, management of stress

Unit-IV: **Employee counseling:** Definition, Principles and functions Counselling in industry: Goals, needs and programmes Prerequisites for employee Counselling Types - Directive vs. Non-directive, Preventive vs. Curative, Referral services to experts Process - Study, diagnosis, treatment, follow up Fields of Industrial counseling T.A. in industrial counselling Performance appraisal and counselling Retirement counseling

Unit-V: **Industrial social work :** Social work practice in industry Working with individual, group and industrial community Qualities and Skills of Industrial Counseller

Reference

1. Patterson, C. H., Theories of Counselling and Psychotherapy, New York, Harper & Row, 1966.
2. Prasantham, B.J., Therapeutic Counselling, Vellore. Christian Counselling Centre, 1987.
3. Rimm C. David and Masters C. John, Behaviour Therapy, New York, Academic Press, 1974.
4. Veeraraghavan and Vimala, A Textbook of Psychotherapy, New Delhi, Sterling Publishers.

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M.A. 2nd Semester
MANAGEMENT OF INDUSTRIAL RELATIONS

M.A-LSW-C- 201 **Full Marks- 100 (70+30)**

Credits – 05 **Contact hours 15X5= 75**

Unit – 1 **Industrial Relations :** Concept, Scope, Aspects, Models, Dunlop's Model of Industrial Relations System.

Unit- 2 **Approaches to Industrial Relations :** Psychological, Sociological, Humanitarian, Socio-ethical approaches.

Unit – 3 (a) **Industrial Disputes : Meaning, Nature, Causes, Effects and Trends of Industrial Disputes.**

(b) Industrial Relation Problem in India, Settlement of Industrial Disputes, Negotiations and Collective Bargaining Three-Tier System of Industrial Disputes in India.

(c) Industrial Disputes Act, 1947, The Industrial Employment (Standing Orders) Act, 1946.

Unit – 4 (a) **Negotiation, Grievances and Discipline :** Concept, Nature, Causes and types of Negotiations.

(b) Collective Bargaining-Nature, Function, Types, of Negotiation.

(c) Nature of Grievances and Procedures of Grievance Handling, Industrial Indiscipline, An overview of Disciplinary Enquiries.

Unit- 5 (a) **Workers Participation and Empowerment in Management** : Meaning, Methods of Cooperation.

(b) Role of Bipartite and Tripartite bodies in India.

(c) Code of Conduct, Code of Discipline-Concept, Needs, Forms Merits and Demerits of Worker's Participation in Management in India.

Books Recommended :

1. Memoria, C.B. : **Dynamics of Industrial Relations**, Himalaya Publications, Mumbai
2. Monappa, Arun : **Industrial Relation**, TMH, Delhi
3. Sharma, A.M. : **Industrial Relations**, Himalaya Publication, Mumbai

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4. Sinha, P.R.N. : **Industrial Relations** and Trade Unions, Pearson, Delhi.

5. Ratman, C.S. : **Industrial Relation**, Oxford, New Delhi.

6. Singh, Nirmal & Bhatia, S.K. : **Industrial Relations** and Collective Bargaining.

7. Tripathi, P.C. : **P.M. and IR**, S. Chand, New Delhi.

8. Sen., Ratna : **IR : Shifting Paradigni**, Mc Millan, Delhi.

9. Venkat Ratnam, P. : **Industrial Relations**, Asian Publication, New Delhi.

10. Chhabra T.N. and Suri R.K : IR Concept and Issues.

11. Nowlakha, R.L. : Industrial Relations and Social Security, New Delhi.

12. Srivastava, C.B. : **I.R. and Labour Law**, Vikash, New Delhi.

13. Sinha, P.R.N. Indubala and Priadarshini : IR, Trade Unions and Labour Legislation.

14. Shukla B.N. and Bimla : Collective Barganing.

15. Pandit, K. : Industrial Relations and Trade Unionism.

16. Pandit, K. : औधोगिक संबंध एवं श्रमसंघ

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M.A. 2nd Semester
HUMAN RESOURCE DEVELOPMENT (HRD)

M.A-LSW-C-202 **Full Marks- 100 (70+30)**

Credits – 05 **Contact Hours- 15X5= 75**

Unit – 1 **HRD-** Concept., Trends and Practices of HRD

Unit- 2 **Perspective of HRD :** Attitude of Top Management towards HRD, Motivational Aspects of HRD, Career Development, Organizational Climate, Technological Change and HRD, TQM, (Total Quality Management) Application for HRD.

Unit – 3 **HRD Activities :** Organisation of HRD Activities, Determination of HRD Needs, Design of HRD strategies, HRD for workers and Executives.

Unit – 4 Acquisition and Retaining Talent : E- Recruitment, Multimedia Interview, Employee Retention- Concept, Developing Retention Strategy, Strategies for work life Balance, Quality of work life concept and Purpose. Exit polity of India : Its impact on employee relation.

Unit – 5 **Organisational Context of HRD :**

(a) HRD Outsourcing : Reasons and Challenges, BPO- Challenges faced by HR professionals in BPO.

(b) Organizational Culture : Concept, Important, Elements, Process, Ethical Concern in HRD.

(c) Corporate Social Responsibility : Concept, Importance, Maintenance of Corporate Social Responsibility .

Books Recommended :

1. Rudra Dutta : Human Development and Economic Development, Deep and Deep Publications, New Delhi.
2. S.C. Gupta : International Human Resource Management, Mc Millan.
3. Gary Desler : Human Resource Management
4. Battia, S.K. : Emerging Issues of HRD.

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M.A. 2nd Semester

ORGANIZATIONAL BEHAVIOUR

M.A-LSW-C-203 **Full Marks- 100 (70+30)**
Credits – 05 **Contact Hours- 15X5= 75**

Unit – 1 **Organization Behaviour :** Concept, Meaning, Significance, Determinants of Organizational Behaviour, Neo- Classical and Modern Theorien/Models of Organizational Behaviour.

Unit- 2 **Foundations of Organizational Behavior**

(a) **Personality:** Concept, Nature, Role, Determinants.

(b) **Perception:** Meaning, Definitations, Factors, Process.

(c) **Learning:** Meaning, Definitations, Explicit and Tacit Knowledge.

(d) **Value and Attitude:** Concept, Nature and Components.

(e) **Motivation:** Concept, Determinants, Theories- Malsow's Need Hierarchy, Herbg's Two Factor Theory and Vrom's Expectancy Theory.

Unit – 3 **Foundation/Dynamics of Group Behaviour:** Concept, Types, Usefulness, Pitfalls, Determinants of Group Behaviour, Team Dynamics, Organization of Power and Political Behaviour, Power Dynamics Source of Power, Power Tactics, Ethics in Power and Politics.

Conflicts and Negotiation: Concept, Nature of Conflict, Source of Conflict, Conflict Management Style.

Leadership: Concept and Style, Leadership Effectiveness.

Unit – 4 **Organizational Process:**

(a) **Communication:** Meaning, Scope, Types, Factors Influencing communication, Role of IT in Communication.

(b) **Work stress and Management :** Concept Sources of Stress, Individual and Group level stress, Organizational Stress, Stress Management and Strategies.

(c) **Organizational Development :** Concept Pre-requisites, for Organizational Development and Interventions.

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(d) **Organizational Climate :** Concept, Determinants, Emerging Issues of Organizationl Change.

Unit-5 **Cross Cultural Management and Organizational Changes.**

(a) **Organizational Change** : Meaning, Nature, Level of Organizational Changes, Emerging Issues.

(b) **Cross Cultural** and **Multi-Cultural Management** in Organizational Behaviour.

(c) **Cross Cultural Leadership**, Cross Cultural Communication, Negotiation, **Diversity of Work :** Meaning, Causes and Paradox of Diversity, Cross Cultural Research, Global Business and Cross Cultural Management.

Books Recommended :

1. Keith Davis : **Human Behaviour at Work.**
2. Hersey and Blanchart : **Management of Organizational Behaviour**
3. Scheim : **Organizational Psychology**
4. Korman : **Organizational Behaviour**
5. Dwivedi, R.S. : **Organizational Behaviour,** Mc Millan.

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M.A. 2nd Semester
SOCIAL RESEARCH

M.A. LSW-C-204 **Full Marks- 100 (70+30)**
Credits – 05 **Contact Hours -15X5= 75**

Unit – 1 Social Research:

(a) Meaning, Objectives,

(b) Methods,

(c) Steps

(d) Significance in the field of Labour Problems, IR and HRM.

Unit- 2 Planning of Social Research :

(a) Formations/ Selection of Research Problem.

(b) Determination of Research Objectives.

(c) Development of Hypothesis.

(d) Preparing the Research Design.

(e) Pilot Study.

Unit- 4 Processing of Data and Report Writing.

(a) Classification, Tabulation and Presentation of Data.

(b) Analysis of Data.

(c) Report Writing.

Unit – 5 Essential Qualities of a Social Investigator.

(a) Personal Qualities.

(b) Intellectual Qualities.

(c) Qualities related to specific research Problem.

Books Recommended

1. B.N. Ghosh : **Scientific Method and Social Research** Sterling Publication Pvt. Ltd. New Delhi

2. S.R. Bajpai : **Social Survey and Research**, Kitab Ghar, Kanpur

3. S. Dandapani : **Fundamentals of Social Survey and Research Methods.**

4. M. Gopal : **An Introduction to Research Procedure in Social Science,** Asia Publishing House, New Delhi.

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5. Lin, Nam : **Foundations of Social Research**, Mc Graw Hill Book Co. New York.

6. S.S. Srivastava : **Survey Research Techniques** Chaitanya Publishing House, Allahabad.

7. Santosh Gupta : **Research Methodology and Statistical Technique**, Deep and Deep Publications, New Delhi.

8.S.P. Gupta : **Statistical Methods**, S. Chand and Sons. Delhi

9. P. Young : **Scientific Social Survey and Research.**

10. Goode, W.J. Hatt : **Methods in Social Research**

11. Jogoda : **Social Research**

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M.A. 2nd Semester

Open Elective Course

(To be chosen any one from Group-B)

LABOUR WELFARE

M.A-LSW- OEC-205 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Note :

(i) The syllabus has been divided into five units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.

UNIT-1: **Concept of Social Justice**, Working conditions in Organised and Unorganised sectors: Origin and growth of State Regulation Concept of Labour Welfare: Scope of Labour Welfare within and outside Factory premises. Theories of Labour Welfare.

UNIT-2: **Labour Welfare** with special reference to Indian Constitution, Environmental Pollution vis a vis Labour Welfare Factories Act, 1948: Aims, objectives and scope; Important definitions and authorities under the Act

UNIT-3: **Provisions of Health**, Safety and Welfare under the Factories Act Provisions relating to working hours, Young persons, Annual Leave with wages

UNIT-4: **Indian Mines Act, 1952** : Scope, Definitions, Inspecting Staff, Board and Committee Regulation of working conditions under the Act referring to health, safety, working hours, leave etc.

UNIT-5: **Role of Government** employers and worker trade union vis-à-vis Labour Welfare Role of Labour Welfare Officer, Industrial Hygiene; Child-labour; Bondedlabour, Worker's Education.

Recommended Books:-

1. Saxena, R.C. : **Labour Problems and Social Welfare in India**
2. Barwell and Kar : **Law of Service in India**, Vol. II (1956), Service in Industries
3. Vaid, K.N. **: Labour and State in India**
4. Kumar, Govind (2017) ShramKalyanAwam Prasshan.

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M.A. 2nd Semester
Open Elective Course
INDIAN ECONOMY

M.A-LSW- OEC-205 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Note :

(i) The syllabus has been divided into five units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.

UNIT-1: **Structure of Indian Economy** – Concept of economic growth economic development, Basic characteristics of Indian economy, Changes in Structure of Indian economy

UNIT-2: **Trends in National Income in India**, Work force participation and Changesin Occupational Structure in India

UNIT-3: **Planning and Economic Development** – Objective of Economic Planning I India, Industrial Policy- 1991, Disinvestments of public enterprises. New Economic Policy

UNIT-4: **Indian Economy and Foreign Trade-** Concept, Significance, Foreign Exchange Reserve, Balance of Payment, Balance of Trade, Current Foreign policy, Foreign Exchange Management Act, Export promotion

UNIT-5: **Indian Economy- Emerging issues-**WTO and various agreement and Indian economy, Assessment of Indian Planning. Targets and Achievements of Plans, Establishment of NITI Aayog.

Recommended Books:

1. Datt, and Sundhram, R (2017-18), **Indian Economy**, Sultan Chand
2. Prakash, B. A., The Indian Economy since 1991- **Economic Reform and Performances,** Pearson Education
3. Dhingra, I.C., **Indian Economy**, Sultan Chan & Sons
4. Mishra, S.K. And Puri, V.K.,(2016) **Problems of Indian Economy**, Himalaya Publishing House
5. **Economic Survey**: Government of Indore,(Various years)
6. **Annual Budget-** Govt. of Indore(Various years)
7. **Kurukshetra** (Eng, Hindi) Monthly Journal
8. **Yojana** (English & Hindi) Monthly Journal.

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M.A. 2nd Semester

Open Elective Course

Social Justice and Human Rights

M.A-LSW- ELC-205 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Objectives:

1. Develop insights into the history and evolution of human rights discourse.
2. Understand legislative provisions involved in establishing and maintaining human rights.
3. Delineate the role of professional social workers in legal aid, legal assistance and social advocacy.

Course Content

Unit 1: Understanding Human Rights

- Human Rights: Introduction
- Three Generations of Human Rights: Positioning Social Work
- Social Movements & Human Rights in India
- Social Ideals of Indian Constitution: Fundamental rights and duties

Unit 2: Social Justice and Human Rights

- Approaches to Social Justice (Marx, Gandhi, Friere).
- Human Rights and Social Justice Concerns in Indian Society.
- Universal Human Rights: Covenant on Civil, Political, Economic, Social and Cultural Right
- Rights of Migrant workers and Refugees.

Unit 3: Social Legislation and Social Change

- Social Legislation, Nature and Scope.
- Law, Society and Social Change

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□ Emerging Issues and concerns of lesbians, gays, bi-sexuals, trans-gendered (LGBT)

□ Legal and public advocacy, PIL, legal literacy, free legal aid and RTI

Unit 4: Legal Provisions-I

□ Legal Provision for women regarding marriage, dowry, and domestic violence

□ Legal provision for marginalized groups in the Indian society: SC/ST/OBC and Minorities people

□ Legal Provision for disable and elderly people, children, and commercial sex workers

□ Statutory bodies-National Human Rights Commission, National Commission for Women,

National Commission for Minorities, National Commission for SC/ST.

Unit 5: Mechanism and Strategies of Social Work practice

□ Human Rights perspective in social work practice: ethnic sensitive practice, feminist practice, social work with diverse groups

□ Laws and social advocacy

□ Human rights activism and civil society initiatives in India

Readings:

Freeman, M. 2002 Human Rights: An Interdisciplinary Approach. Cambridge Polity Press (Indian Reprint, 2003).

Kohli, A.S. (Ed). 2004 Human Rights and Social Work: Issues, Challenges and response. Kanishka Publishers, New Delhi.

(Unit I & V)

Naseema, C. 2002 Human Rights Education: Conceptual and Pedagogical aspects. Kanishka Publishing House, New Delhi. (Unit II & III)

Centre for Development of Human Rights 2004 The Right to Development: A primer, Centre for Development of Human Rights. Sage Publications, New Delhi.

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Reichert, E 2003 Social Work and Human Rights: A Foundation for Policy and Practice. Columbia University Press, New York (Unit I)

Nirmal, C.J. 1999 Human Rights in India-Historical, social and political perspectives, Oxfored University Press. (Unit II)

Parker, J 2004 Effective Practice Learning in Social Work. Learning Matters Ltd, Southernhay East U.K (UnitV)

Conrnoyer, B 1996 The Social Work Skills Workbook. Brooks/Cole Publishing Company, Califonia (Unit V)

Raju, C.B 2006 Social Justice & The Constitution of India, Serials Publications, New Delhi

Chandra, A. 2000 Human Rights Activism and Role of NGO's. Rajat Publications, Delhi (Unit V)

Mohapatra, A.R 2001 Public Interest Litigation and Human Rights in

India. Radha Publication, New Delhi (Unit III)

Rehman, K 2002 Human Rights and the Deprived. Commonwealth Publishers, New Delhi

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M.A. 3rd Semester
CORE COURSE
COMPENSATION MANAGEMENT

M.A-LSW- ELC-205 **Full Marks- 100 (70+30)**

Credits – 05 **Contact Hours 15X5=75**

Unit – 1

(a) **Compensation Management,** Concept Meaning, Components of Wages, D.A., Allowance, Bonus, Fringe Benefits.

(b) Types of Wages, Money Wage, Real Wage, Living Wage, Fair Wage, Minimum Wage.

(c) National Minimum Wage. Objective and Feasibility in India.

(d) Incentives : Meaning, Types, Incentives in India. Objectives merits & demerits

(e) Methods of Wage Payment : Time Rate, Piece Rate, Their Merits and Demerits.

(f) Fixation of Wage and Salary : Job Evaluation Methods, Merit and Demerit.

Unit- 2 **Analysis of Wage Theories.**

(a) Subsistence Theory of Wages.

(b) Marginal Theory of Wages.

(c) Modern Theory of Wages

(d) Collective Bargaining Theory of Wages.

Unit – 3 **Govt. Regulation of Wages :**

(a) Needs, Objectives, Principles

(b) State Regulation of Wage in India (Wage Boards- Composition and Function)

Unit- 4 **Wage Differentials : Concept and Meaning, Importance, Types, Causes and** Justification.

Unit- 5 **Legislative Provisions in India for wage payments.**

(a) The Payment of Wages Act, 1936

(b) The Minimum Wages Act, 1945

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(c) The Equal Remuneration Act, 1976

(d) The Payment of Bonus Act, 1965.

Reference:-

1. Bhattachary , D.K. (2009) Compensation managements, U.S.A oxford
2. Sharma, A.M. wage & wages policy
3. Sinha, PRN Shram Artharhertra
4. Memoria C.B Personal Management
5. I.L.O : Minimum Wage fixing and Economic Development, International Labour Office, Geneva
6. I.L.O. : Payment by results, International Labour Office, Geneva.
7. I.L.O. : Wages, International Labour Office, Geneva
8. Lanham : Administration of Wages and Salaries, Harper and Row Publishers, London.
9. Sidney, W. : Some Aspects of Wage Theory and Policy, Chilton Book, New York.
10. Subramaniam : Wages in India.
11. Reynolds and others : Labour Economics and Labour Relations, PH-I, New Delhi.
12. D.N. Dwibedi : Managerial Economics, Vikas Publishing House, New Dlhi.
13. Saiyed, I.A. : Labour Laws, Himalaya, Mumbai.
14. Garg, Ajay : Labour Laws, Nabhi Publications, New Delhi.
15. Mishra, S.N. : Labour and Industrial Laws.
16. Malik, P.L. : Industrial Laws.
17. Das R.K. : Principles and Problems of Labour Legislation.
18. Sinha, R.R..N. Indubala : Industrial Relation, Trade Union and Labour Legislation.
19. Sinha, P.R.N. and Indubala : श्रम एवं समाज कल्याण, भारती भवन, पटना।

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M.A. 3rd Semester

CORE COURSE

LABOUR WELFARE AND SOCIAL SECURITY

M.A-LSW- C-301 **Full Marks- 100 (70+30)**

Credits – 05 **Contact Hours 15X5=75**

Unit- 1 **Labour Welfare : Meaning and Concept, Definition, Types, Scope, Approaches to Labour Welfare.**

Unit –2 **Labour Welfare Policy and Practices in India.**

(a) Labour Welfare Activities Undertaken by Employer, Trade Unions and Government in India.

(b) Legislative Provision regarding Labour Welfare in India.

(i) The Factories Act, 1948

(ii) The Mines Act, 1952

(iii) The Plantation Labour Act, 1951

(iv) The Labour Welfare Fund Acts.

Unit- 3 **Social Security :** Meaning Scope, Evolution and Institutional Growth, Need of Social Security.

Unit – 4 Social Insurance and Social Assistance : Meaning, Significance and Differences, Financing of Social Security, concept of Employer's Liability.

Unit- 5 **Legislative Provision regarding Social Security in India.**

(a) The Employees Compensation Act, 1923

(b) The Employee's state Insurance Act, 1948.

(c) The Employee's Provident Fund and Miscellaneous Provision Act, 1952

(d) The Maternity Benefit Act, 1961.

(e) The Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948.

(f) The Unorganized Workers Social Security Act, 2008.

Books Recommended/References

1. Bhattacharya, D.K. (2009) : **Cooperation Management**, USA Oxford
2. Sharma A.M. : **Wages & Wege Policy**

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3. Sinha, PRN	:	श्रम अर्थशास्त्र
4. Memoria C.B.	:	**Personal Management**
5. S.D.	:	**Labour Welfare and Social Welfare in India.**
6. Ram Ahuja	:	**Social Problem in India**, Rawat Publication, New Delhi
7. G.R. Madan	:	**Indian Social Problem**, Allied Publications, New Dlhi.
8. Garg, Ajay	:	**Labour Laws,** Nabhi Publications, New Delhi.
9. Saiyed, I.A.	:	**Labour Laws**, Himalaya, Mumbai.
10. Goswami, V.G.	:	**Labour and Industrial Laws**, Central Law Agency, Allahabad.
11. Mishra S.N.	:	**Labour and Industrial Laws**
12. Universal	:	**Labour and Industrial Laws Manual,** Universal law Publishing Agency.
13. Das, R.K.	:	**Principles and Problems of Labour Legislation.**
14. Govt. of India	:	**Repot of National Commission on Labour Welfare**
15. Govt. of India	:	**Repot of 2nd National Commission on Labour**
16. P.R.N. Sinha and Indubala		श्रम एवं समाज कल्याण, भारती भवन, पटना।
17. S. Vadhava	:	प्रारंभिक समाज कल्याण, अर्जून पब्लिशिंग हाउस, नई दिल्ली।
18. M.V. Moorthy	:	**Labour Welfare in India.**
19. K.N. Vaid	:	**Labour Welfare in India.**
20. Srivastava, C.B.	:	**IR and Industrial Laws**, Vikash, New Delhi.

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M.A. 3rd Semester

CORE COURSE

SOCIAL & LABOUR PROBLEMS IN INDIA

M.A-LSW-C-303 **Full Marks- 100 (70+30)**

Credits – 05 **Contact Hours 15X5= 75**

Unit- 1 **Poverty :** Concept, Measurement, Extent of Poverty in India. Multi-Dimensional Poverty, Causes, Effects, measures and Government Steps for removal of the problem.

Unit –2 **Problems of Women and Women Empowerment in India :** Present position and status of the Women in India, Problems, Government steps for improvement in their socio economic conditions, National Commissions, for Women, Voluntary Agencies for women welfare.

Unit- 3 **Problem of Scheduled Castes/Scheduled Tribes :** Nature of their Problems, causes, Statutory Provisions and Government steps for the Welfare of SC/STs.

Unit- 4 **Labour Problems.**

(a) (i) Problems of Child Labour : causes and Effects.

(ii) Problems of contract labour

(iii) Problems of Bonded Labour

(iv) Labour Migration : Causes and Effects.

(b) Protective Legislative Measures for Labour

(i) Child Labour (Prohibition and Regulation) Act, 1986

(ii) The Contract Labour (Regulation and Abolition) Act, 1970.

(iii) The Bonded Labour System (Abolition) Act, 1976

(iv) The Equal Remuneration Act (1976)

(v) The Suppression of Immoral Traffics in Women and Girls Act, 1956.

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Unit- 5 **Major Social Welfare schemes in India :** Working and Achievements of Sarvashiksha Abhiyan (SSA), Mid Day Meal Scheme, Integrated Child Development Service, Adivasi Mahila Welfare Agencies.

Books Recommended :

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

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M.A. 3rd Semester
CORE COURSE

COMPUTER APPLICATIONS & INFORMATION SYSTEM

M.A-LSW- C-304 **Full Marks- 100 (70+30)**

Credits – 06 **Contact Hours 15X6= 90**

Unit- 1 **Introduction to Computers :**

What is computer ? Characteristics of computers, Evolution of Computer, Classification of Computers (Notebook, P.C., Workstation, Mainframe, Supercomputer, Client Server Computer, handheld Computers), Basic functions of Computer, Basic Computer Organization, Computer memory (RAM, ROM, Cache,), CPU and its components, Secondary storate, 1/0 devices, Basic concepts of a communication system (elements, Transmission modes, Transmission speed, Transmission system (elemetns, Transmission modes, Transmission speed, Transmission media), Digital & Analog Data Transmission, Modern, Network Types (PAN, LAN, CAN, MAN and WAN).

Unit –2 **Computer Software :**

Introduction to computer software, classification of computer software, system software (computer BIOS) and Device Drives, Operating System, Utility Software) Working with MS-Office (MS-Word, MS- Excel, MS-Power point, MS- Outlook, Word Processor, Spread sheet, Characteristics and used of words processor (MS- Word) & Spread sheet (MS- Excel.)

Unit- 3 **Data systems :**

Data Vs Information, Data storage Hierarchy, file oriented Approach, Data base Oriented Approach (Components of Data base system, Advantage of Database Approach, Disadvantages of Database Approach, Application of Database systems)

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Unit – 4 The Internet

Concept of Internet, History of Internet, Internet service (e-mail, FTP, Chatting, internet conferencing, www.online shopping, Search engine) Types of Internet connection (Dial-up connection), Integrated services, Digital network, leased connection, DSL modern, very small Aperture.

Unit- 5 Computer Security & Emerging Trends in IT.

Computer Security, Malicious Programs, Cryptography, Digital Signature, Firewall, Users Indentification and Authentication, Security awareness and policies, E-commerce, Electronic data Interchage (EDI), Mobile communication.

Books Recommended:

1. Reema Thoreja : **Fundamental of Computer**, Oxford University Press, New Delhi
2. Pradeep Kr. Sinha : **Fundamental of Computing**, BPB Publications
3. Ddr. B.Ram, BCE, Patna : **Computer Fundamental and Organisation**.
4. V.K. Jain : **Computer Fundamental**
5. Dr. C.P. Gupta : **Fundamental of Computer and Information Technology,** Laxmi Narayan Agarwal, Agra
6. B.C. Desai : **Data Base System**
7. 2016BPB : **MS-Office**
8. C.S.V. Murthy : **MIS**
9. ITLES-P : **Introduction to Information Technology,** Person Publication.

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M.A. 3rd Semester

CORE COURSE
PRINCIPLES OF MANAGEMENT

M.A-LSW- C-305 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Note :

(i) The syllabus has been divided into five units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave our important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.

UNIT-1: **Concept of Management:** Meaning, Nature and Scope of Management. Management: Science or art; Evolution of management Thought: Fredrick. Taylor's Scientific Management; Henry Fayol's General Principals of Management;

UNIT-2: **Planning and Management Process**: Nature and purpose of planning; Types of Plans; Basic steps in Planning; Tools and Techniques for Planning.

UNIT-3: **Organizing:** The nature and purpose of organizing; formal and informal organizations; Departmentation; Span of Management; Centralization and Decentralization of Authority; Delegation of Authority.

Staffing: Nature and purpose of staffing; different phases in procurement process, approaches to management development, conflict management.

UNIT-4: **Decision Making**: Decision Making process and selection of the best alternative; decision making under certainty; decision making under uncertainty.

UNIT-5: **Controlling**: Meaning and purpose of control; process; different methods of control; characteristics of an effective control system.

Books Recommended:

1. **Principles & Practices of Management** by L.M. Prasad.
2. **Essentials of Management** by Harold Kooutz&Oddonell.
3. **Organisation and Management** – R.D.Agarwal.

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M.A. 3rd Semester
LABOUR LAWS

M.A-LSW- EC(I)-305 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Objectives

A worker is not merely a stimulus-response mechanism who is motivated by some economic incentives. He is a social being and as such must be provided with the necessary facilities to perform his tasks. In order to ensure this, governments enact and enforce laws that help promote the welfare of the workers in different establishments. Our special concern is the Indian situation.

Unit-I: **Basic Concepts Labour Law: History** - nature scope and object of and labour legislation special features of labour legislation: social security, social assistance, social insurance 2. Labour Policy: Need for such a policy Enactment of various laws Relevance of these laws to society at large 3. **Labour Welfare: Meaning** - features - scope - importance types - principles.

Unit-II: **Safety and Welfare 1.** The Factories Act 1948: Health, safety and welfare - hours of work - holidays and leave with pay - employment of women and children inspection and regulation. **2.** The Employees Provident Fund Act 1952.

Unit-III: **Laws Relating To Industrial Relations 1.** The Industrial Disputes Act 1947. **2.** The Industrial Employment (Standing Orders) Act 1946

Unit-IV: **Laws Relating to Wages Important legislations concerning these: 1.** The Payment of Wages Act 1936 **2.** The Minimum Wages Act 1948 **3.** The Payment of Bonus Act 1965 **4.** The Equal Remuneration Act 1976.

Unit-V: **Miscellaneous Act 1.** The Contract Labour (Regulation and Abolition) Act 1970 and rules. **2.** The Tamil Nadu Payment of Subsistence Allowance Act 1981 and rules. **3.** The Employment Exchanges (Compulsory Notification of Vacancies) Rules 1960

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References

1. Srikanta Mishra, **Labour Laws & Industrial Relations**, New Delhi: Deep & Deep Publications, 1995.
2. Mehta,P.L. &Tasmal,S.G., **Child Labour & The Law**, New Delhi: Deep & Deep Publications, 1996.
3. Vaidyanathan,S., **Factory Laws Applicable in Tamil Nadu** - 5 Volumes, Chennai: Madras Book Agency, 1997.
4. Agarwal,S.L., **Labour Relations Law**, New Delhi: Macmillan, 1980.
5. Puri,S.K., **An Introduction to Labour and Industrial Laws**, Allahabad: Allahabad Law Agency, 1998.

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M.A. 3rd Semester
CORPORATE SOCIAL RESPONSIBILITY

M.A-LSW- EC(I) -305 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Objectives

In this paper an attempt is made to drive to drive home to the prospective personnel management, that he needs to possess certain basic principles of life which in the long run will guide him to have a sense of social responsibility in doing his business.

Unit I: **Basic Concepts** 1. Society in transition - challenges of modern personnel management. 2. Need for values in management : mutual relationship of values and management : Organisational and managerial values 3. Impact of Indian values and culture on work ethics.

Unit II: **Managerial Ethics** 1. Meaning, need 2. Foundations of managerial ethics: interests, self, society 3. Ethical standards - work culture 4. Ethical standards - work culture 5. Problems in management : characteristics, examples, analysis

Unit III: **Ethical Dilemmas** 1. Relationship between law and moral standards 2. Meaning of ethical dilemma 3. Managers facing an unethical - options open to them - Whisteblowing and institutional loyalty

Unit IV: **Local and Global Issues in Management** 1. Ethics of marketing research - hoarding, adulterating food - Bluffing in business - misleading advertisement. 2. Ethics and global poverty, population explosion, illiteracy, black money, ecology, genetic engineering, multinational business. 3. Structural causes of unethical behaviour - solutions to get rid of them.

Unit V: **Corporate Social Responsibility** 1. Social obligations industry - Role of govt. employers, trade unions with regard to this 2. Employer's rights and responsibilities 3. Social responsibilities of management to owners, employees, consumers, community - the responsibilities of private enterprise - role of consumer courts. 4. The manager as an agent of social change.

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REFERENCES

1. Frederick and others, Business and Society, New York: McGraw Hill.
2. Fritzsche, Business Ethics - A Global and Managerial Perspective, New York: McGrawHill, 1997.
3. Hosmer, Larne Tone, The Ethics of Management, Universal Book Stall, New Delhi, 1987.
4. Sekhar,R.C., Ethical Choices in Business, New Delhi, Response Books, 1997.
5. XLRI Papers, Ethics for Business, Jamshedpur, XLRI, 1988.

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M.A. 3rd Semester

STRESS MANAGEMENT

M.A-LSW- EC(I)-305 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

1. **Stress:** Concept, different perspectives, theories, symptoms, occupational stress.
2. Souces and consequences of occupational stress: Personal attributes, behaviour, patterns, job and
   organizational factors.
   Consequences of occupational stress: Job behavioural consequences, health consequences, stress-diseases.
3. **Management of occupational stress**: Individual centered interventions; job and organization centred interventions.
4. **Coping with stress:** Coping strategies functional dysfunctional.
5. **Moderation of stress and consequent strains**; therapeutic interventions for occupational strains.

Recommended Books:

1. Pestonjee, D. M. (1992). **Stress and coping**. Sage Publications: New Delhi.
2. Matteson, M. T., & Ivancevich, J.M. (1987). **Controlling work stress**- Effective resources and management strategies. San Francisco, C. A.: Jessy Boss.
3. Ross, R. R., &Altmair, E. M. (1994). **Intervention in occupation stress**. Sage Publications: New Delhi.
4. Sethi, A. S., & Schuler, R. S. (1984). **Handbook of organizational stress and coping strategies.** Cambridge, M.A. Baltinger Publishing Co.
5. Srivastava, A. K. (1999). **Management of occupational stress:** Theories and practice. Gyan Publishing House: New Delhi.
6. T. Hindel (1998). **Reducing stress London**: Dorling Kindersley.

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M.A. 3rd Semester

SOCIAL POLICY AND SOCIAL DEVELOPMENT

M.A-LSW- EC(i) -305 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Objectives:

1. Understand the concept, process, indicators and determinants of social development.
2. Develop capacity to formulate strategies necessary for social development.

Unit I: **Understanding Social Policy** • Social policy: Concept and significance • Social policy and social welfare policy • Models of Social Policy • Social Policy of India

Unit II: **Introduction to Social Development** • Concept of Social Development • Theories of Development • Models of Social Development

Unit III: **Perspectives on Social Development** • Perspectives on social development: Gandhi, Vinoba and Ambedkar. • Approaches and strategies – Growth with equity, minimum needs and quality of life. • Political economy of social structure, change and development.

Unit IV: **Understanding Human Development** • Human Development • Indicators of Human Development • Models of Human Development

Unit V: **Contemporary Concerns Related to Social and Human Development** • Globalization, human development, sustainable development and social work. • Problems of social and human development in India. • Overview of Human Development Reports with special reference to India.

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Suggested Readings

1. Midgle, James, **Social Development**, Delhi Sage Publications, 1995.
2. Titmus Richard **M. Social Policy, London**, George Allen & Unwin Ltd., 1974.
3. Sharma, P.N. &Shastri C., Social Planning, Lucknow, Print House (India) 1984.
4. Singh, R.R., Whither Social Development? New Delhi, ASSWI, 1995.
5. Bhat K.S. ed, Towards Social Development, Delhi, Rawat Publications, 2008.
6. SACHS Jeffry D., The End of Poverty, London, Delhi Penguin Books, 2005.
7. UNDP, Human Development, Report 2010, Delhi, Oxford University Press, 2011.
8. ICSD, Social Development Issues, Lombard IL, International Cosortium for Social Development, 2006, Volume 28, 2006 Number 3.
9. SenAmartya, The Idea of Justice, London, Penguin Books, 2009.
10. Crrie Bob, The Politics of Hunger in India, Chennai, MacMillan India Ltd. 2005.
11. Drez Jean and SenAmartya, Indian Development, New Delhi, Oxford University Press, 2007. 31
12. Narayan Deepa, ed, Empowerment and Poverty Reduction, New Delhi, Rawat Publication, 2005.
13. MarkandeyKalpana and Simhandri S. Globalization, Environment and Human Development, Jaipur and Delhi, Rawat Publications, 2011.
14. Government of India, INDIA-2010, Delhi Publications Division, Govt. of India, 2011.
15. Haggard Stephen and Kaufman Robert R. Development, Democracy and Welfare States, Jew Jersey, U.a. Princeton University, Press, 2008.
16. Spence Michael and Buckley Robert M. Urbanization and Growth, Delhi & Jaipur Rawat Publications, 2010.
17. SINGH, Sheobehal, Sociology of Development, Delhi & Jaipur, Rawat Publications, 2010. 18. Introduction Marks Stephen P. Harward University, "The Right to Development A Primer" Centre for Development and Human Rights, London & Delhi, Sage Publications, 2004.

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M.A. 3rd Semester
LABOUR LEGISLATIONS IN INDIA

M.A-LSW- EC(i)-305 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Note :

(i) The syllabus has been divided into six units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.

UNIT-1: **Labour Legislations:** Meaning and Types, Principles of Labour legislations. Indian Constitutions and Labour-**International Labour Organisation** – Origin, Principles, Objectives, Structure, Functions, Impact on labour legislations.

UNIT-2: **Protective Labour legislations** – The Factories Act, 1948, The Bihar Shops and Establishment Act, 1953'

UNIT-3: **Wage Legislations-** The Payment of Wages Act, 1936, The Minimum Wages Act, 1948

UNIT-4: **Social Security Legislations-** The Employees State Insurance Act, 1948, The Employees Compensation Act.

UNIT-5: **Regulative Labour Legislations-** The Trade Unions Act, 1926, The Industrial Disputes Act, 1947

Recommended Books:

1. Kumar Devendra, **Shram Avum Samaj Kalyan**, Gyanalya (P & D) Books
2. Mishra, S.N. (2009). **Labour and industrial law**, New Delhi: Central Law Publication
3. Malik, P.L. (2007). **Industrial law**, New Delhi: Eastern Book Company.
4. Chaturvedi, S.M. (2001). **Labour and industrial law**. Allahabad: Central Law Agency
5. Srivastava, S.C. (2009). **Industrial relations and labour law**. New Delhi: Vikas Publishing
6. Kumar Govind, **Shramkalyan Awan Sanrakshan Vidhayan**, Novelty & Co.

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M.A. 4th Semester

THEORY AND PRACTICES OF COLLECTIVE BARGAINING

M.A-LSW- C-401 **Full Marks- 100 (70+30)**

Credits – 05 **Contact Hours 15X5= 75**

Unit- 1 **(a)** Growth and Development of collective Bargaining with special reference to India.

(b) Definition, Characteristics and Functions of Collective Bargaining.

(c) Bargaining Units

(d) Status of Barganining

Unit –2 **Theories of Collective Bargaining.**

(a) Marketing (b) Government (C) Managerial

Unit – 3 **Bargaining Agent and Bargaining Power**

(a) Concept and Types of bargaining agent.

(b) Selection of Bargaining Agent in U.K., U.S.A. and India

(c) Concept, determinants and manipulation of Bargaining power subject matters.

(d) Negoliations- Type of Negoliations-Problems solving exit policy

Unit- 4 **Case Study of Collective Agreements**

(a) ATLA & ATMA

(b) TISCO (TATA STEEL) & TWU

(c) Collective Bargaining in Public Sector, Undertaking- CIL and SAIL.

(d) Problems and Prospectus of Collective Bargaining in India.

(e) Suggestions to improve collective Bargaining.

Unit- 5 **Worker's Participation in Management**

(a) Concept- Practices in India : Joint Management Council in India

(b) The Voluntary schemes for worker's Participation.

Inventory circles, Practices of Germany & U.K.

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(c) Present day industrial worker- International Cooperation; Importee of better Labour Management & Industrial Relation

(d) Directives of State Policy

Books Recommended :

1. Neil W. Chamberlein : **Collective Bargaining**
2. Davey : **Contemporary Collective Bargaining.**
3. S. Slitcher : **Union Politics & Industrial Management.**
4. Neil W. Chambelein : **The Union Challenges & Management Control**
5. George, W. : **Government Regulation of Industrial**
6. Sidney & Beatrice Webbs : **Industrial Democracy**
7. Clegg : **Industrial Democracy & Nationalization**
8. V.V. Giri : **Labour Problems in Indian Industries**
9. C.E. Giri : **Contemporary Trade Union**
10. Beke & Kerr : **Union Management & The Public**
11. Current Indian Labour Journal
12. K. Pandit : औधौगिक संबंध एवं श्रम संघ

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M.A. 4th Semester

RESEARCH METHODOLOGY AND STATISTICAL APPLICATION MANAGEMENT

M.A-LSW- C-402 **Full Marks- 100 (70+30)**

Credits – 05 **Contact Hours 15X5= 75**

Note :

(i) The syllabus has been divided into six units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.

UNIT-1: **Research Methods:** Meaning, objectives and significance of research, steps involved in research.

UNIT-2: **Formulation of Research Problem and Hypothesis**, Research Design, Sampling. Formulation of Hypothesis and its testing.

UNIT-3: **Tools and Techniques of Data Collection:** Development of questionnaire/ tests, reliability, validity; methods of data collection, research report.

UNIT-4: **Descriptive Statistics**: Mean, median and mode; range, quartile deviation; standard deviation; graphical representation of data.

UNIT-5: **Correlation and Regression:** Computation and interpretation of product moment and rank order correlation, bi-variant regression analysis.

Recommended Books:

1. Kothari, C.R. Research Methodology: **Methods and Techique**
2. Mishra, R.P. **Research Methodology**
3. Breakwell, G.M., Hammond, S., & Fife-Schaw, C. (2000), **Research methods in psychology** (2nd Ed.). London: Sage Publications.
4. Broota, K.D. (1989). **Experimental design in behavioural research**, New Delhi: Wiley Eastern.
5. Gravetter, F.J &Forzano, L.B. (2006), **Research Methods for behavioural sciences.** Singapore: Thomson-Wadsworth

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M.A. 4th Semester

IDEOLOGIES AND COMPARATIVE LABOUR MOVEMENT

M.A-LSW- C-403 **Full Marks- 100 (70+30)**

Credits – 05 **Contact Hours 15X5= 75**

Unit- 1 Ideologies

(a) Gandhism,

(b) Guild Socialism

(c) Syndicalism

(d) Marxism.

(e) Business Unionism.

Unit –2 (A) History of Labour Movement in Great Britain

(a) Features of British Labour Movement,

(b) Growth and Development of Labour Movement before 1925.

(c) Relationship between British Trade Union Congress and Labour Party.

Unit –3 History of Labour Movement in U.S.A.

(a) Early growth and development of Labour movement,

(b) Growth & Development of AFL,

(c) Formations of CIO.

(d) Formation of AFL-CIO,

Unit- 4 British Labour Movement after 1825

(a) Chartist Movement

(b) Model Unionism

(c) New Unionism

(d) Present Position.

Unit- 5 Indian Labour Movement.

(a) Labour Movement during Pre-Independence Period.

(b) Labour Movement during Pre-Reform Period.

(c) Labour Movement during Post Reform Period.

(d) Emerging Trends in Labour Movement : Challenges and Prospects.

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M.A. 4th Semester

Elective Course (B)

MANAGERIAL COMMUNICATION SKILLS

M.A-LSW- EC-404 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Objectives

To help the students prepare themselves to effectively communicate in organisations and in society.

Unit-I **Effective professional communication** - Communication process - Congruence Listening, Listening with eyes - communication TRIAD - Inverted curve.

Unit-II **Problem behaviour** - Transfer of pain - change of problem behaviour - Realistic expectation - Description / Evaluation statements. Effective criticism statement - 'I' statement - Dealing with feelings.

Unit-III **Communicative Language Teaching** (with Basic Language patterns) - Parts of speech; Types of questions; phrases that express one's emotions and feelings; Types of sentences; Making sentences; Describing Animals, Places, Objects and Persons; Introducing oneself to others; Dialogue at the context given.

Unit-IV **Interview :** Types- Preparing for interview - facing an interview - Skills for participating in Group discussions and brain-storming.

Unit-V **a.Public speaking** : Preparing a speech - Effective presentation. **b.** Body Language.

References

1. Vilanilam,J.V., More Effective Communication, Response Books, 2001.

2. Modi,Y.K., Increase Your Word Power, Hind Pocket Books, 2000.

3. Carissie Wright, Handbook of Practical Communication Skills, Jaico, 2001.

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M.A. 4th Semester

FINANCIAL MANAGEMENT

M.A-LSW- EC-404 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

1. **Concept and Dimensions of Financial Management**: Objectives and functions of financial management, forms of business organizations and financial considerations underlying the choice of form of business organization.
2. **Capital Structure:** Concept, principles criteria of its determination; trading enquiry, Leverages: Operating and financial, indifference point. **Acquisition of Funds:** External and internal forms of corporate financing, shares and debentures, ploughing back of profits, forms of dividends, factors affecting dividend policy, dividend pay-out decision.
3. **Concept of Financial Institutions:** Indian financial system, financial institutions, types, nature and functions.
4. **Working Capital Management**: Meaning, significance and factors influencing the level of working capital, working capital management, cash receivables and inventory management.
5. **Concept of Cost of Capital and Capital Budgeting**: Concept of significance of cost of capital and its computation; concept and significance of capital budgeting.

Recommended Books

1. James Van Horne (1995) Essentials of finance management Prentice Hall
2. P. Chandra (2008) Financial management (7th Ed.). New Delhi: TataMcGraw -Hill
3. Pandey, I.M. (1999) Fiancial management (8th Ed.). New Delhi: Sangam Books
4. Srivastava, R.M. (1987) Essentials of business finance. Bombay: Himalaya
5. Srivastava, R.M. (2005) Financial management and policy. Bombay: Himalaya

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M.A. 4th Semester

STRATEGIC MANAGEMENT

M.A-LSW- EC-404 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

1. **Nature and Scope of Strategic Management**, levels of strategies, process of strategic management, role of top management.
2. **SWOT-Analysis:** External and internal analysis.
3. **Strategy formulation:**

   a Business level strategy: Competitive advantages, market focus, market life cycle, business strategy for turnaround.

   b: Operational level strategy: The strategic role of operations, approaches, total quality management, core processes, re-engineering; shared and managerial guide lines to TQM and CPR, The best practices in primary core processes.

   c. Corporate level strategy: Roles, forms, means, and benefits of diversification, role of managerial behaviour.
4. **Implementation of Strategies**: Organization structure, design, forms, & change, tools and areas of strategy implementation; leadership, functional policies & allocation of resources
5. **Evaluation and Control of Strategy**; Issues, types and techniques; role of organizational systems.

Recommended Books:

1. Cherunilam, F. (2008). Strategic Management.New Delhi: Himalaya Publishing House.

2. David, F. R. (2011). Strategic Management. New York: Prentice Hall.

3. Dess, G., Eisner, A., & Lumpkin, G. T. (2010). Strategic Management: Text and cases (5th Ed.). New York: McGraw Hill.

4. Kazmi, A. (2008). Strategic Management and Business Policy. New Delhi: Tata McGraw-Hill

5. Prasad, L. M. (2009). Strategic Management. New Delhi: Sultan Chand and Sons

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M.A. 4th Semester

INDUSTRIAL HEALTH, HYGIENE, AND SAFETY

M.A-LSW- EC-404 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

1. **Industrial Health:** Statutory health provisions, industrial medical officer, ancillary health services, mental health. **Industrial Hygiene**: Hygiene education, occupational hazard, occupational diseases, statutory provisions.
2. **Industrial Safety:** Causes of industrial accidents, prevention of accidents, accident proneness, safety provisions, Factory Act 1948.
3. **Work Environment:** Role of music, noise, illumination, and colour in industry.
4. **Fatigue:** Concept, related phenomena, hours of work and production, absenteeism and control.
5. **Human Engineering**: Man – machine model, automation, adaptive automation, costs and trade offs; performance: time and motion study, perceptual and motor skills, information processing, performance measures.

Recommended Books:

1. Dunnette, M.D. & Hough, L.M. (1998). Handbook of Industrial & Organizational Psychology. Palo Alto, Calif. : Consulting Psychologists Press
2. Hammer, W. & Price D. (2000). Occupational safety management and engineering. N.J.: Prentice Hall
3. HimalayaSrivastava, A. K. (1999). Management of occupational stress.New Delhi: Gyan Publishing
4. Maier, N.R.F. (1982). Industrial Psychology.Boston: HougtonMiffin
5. Ross, R. R. &Altmair, E.M. (1994). Interventions in occupational stress. New Delhi: Sage Publications
6. Sarma, A. M (2007). Aspects of labour welfare and social security.New Delhi:

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M.A. 4th Semester

MARKETING MANAGEMENT

M.A-LSW- EC-404 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

1. **Understanding Marketing Management:** Marketing process, role of marketing in organizations.
2. **Analyzing Marketing Opportunities:** Marketing environment, consumer markets and buyer behaviour, Analyzing competitors.
3. **Selecting Target Markets:** Forecasting marketing demands, identifying market segments.
4. **Designing Marketing and Pricing Strategies:** Managing product life cycle, designing strategies for local and global market place, designing pricing strategies.
5. **Implementing Marketing Programs:** Selecting marketing channels, designing effective advertising programs, sales promotion and public relations, evaluating marketing performance, current issues in marketing.

Recommended Books:

1. Czinkota & Kotabe (2004). Marketing management. Atomic Dog publication
2. Hollensen (2003). Marketing managemen : A relationship approach. Prentice Hall
3. Kotler (2008). Marketing management: Analysis planning, implementation and control. New Delhi: Prentice Hall of India Pvt. Ltd.
4. Mullins & Walker (2003). Marketing managemen : A strategic decision-making approach. McGraw Hill Higher Education.
5. U.S. Ramaswamy (2006). Marketing management. New Delhi: MCMillan India Ltd.

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M.A. 4th Semester

INTRODUCTION TO INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

M.A-LSW- EC-404 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

UNIT-I Overview of Information Technology Introduction to Networking Advantage of Networking.

UNIT-II Internet, Application of Internet ,LAN, MAN, WAN. Differentiate between LAN&WAN, Inter processor Distance with Scale

UNIT-III Topology (LAN topology)Bus, Star, Ring, Hybrid, Topology. Differentiate between Bus, Star, Ring & Hybrid with Example.

UNIT-IV Tools of Internet – HTTP, EFT, TCP/IP, MODEM, WWW, Routers and Repeater, URL, Gopher. DNS, Client-Server.ISP, Telnet. Internet Operation- Email, Web Server, Web Browser, Website, Uploading & Downloading. Send, Compose etc, HTML, Web Designing.

UNIT-V E-Commerce, B_2B, C_2B, ATM, EFT & ECS, ED9 Cloud Computing.

Book Recommended:-

1. Internet for Every one –ALEXISAEON & MATHEWS LEON Vikash Publication HousePvt. Ltd.
2. Introduction of Information technology – ITL Pearson Publication

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M.A. 4th Semester

SOCIAL WORK

M.A-LSW- EC-404 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Unit- 1 (A) **Introduction to Social Work :**

(a) Meaning, Nature

(b) Objectives, Scope

(c) Philosophies involved in Social Work.

Unit-2 (a) Social work as profession.

(b) Social Case work,

(c) Social Group Work.

(d) Community Organisation.

(e) Social Administration.

Unit- 3 Governmental Agencies – Central Social Welfare Board :

(a) Historical Background

(b) Features, Objectives

(c) Core Competencies and Administration Structure.

(d) Functions and Activities.

Unit- 4 Non- Government Agencies

(a) Historical background

(b) Features, Objectives

(c) Core- Competencies and Administration Structure.

(d) Functions and Activities

(e) Achievements

Unit - 5 History of Social Work in India

(a) Social work in Ancient India.

(b) Social Work in Medieval India.

(c) Social Work in Modern India.

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Books Recommended :

1. W.A. Friendlander : Introduction to Social Welfare, Priencticell, New York, 1995
2. Helen Clarke : Principles & Practice of Social; Application Century Crotts Inc. New York 1947
3. Helen Wetmer : Social Wrok : An Analysis of Social Institution; 1942
4. J.P. Anderson : Social Work as a Profession "in social work year Book. Rural sege foundation . New York 1945.

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M.A. 4th Semester

PERSONALITY DEVELOPMENT FOR MANAGERIAL EFFECTIVENESS

M.A-LSW- EC-404 **Full Marks- 100 (70+30)**

Credits – 04 **Contact Hours 15X4= 60**

Objectives

To make the students understand the determinants of a successful and integrated Personality and help them to grow with the optimum realization of individual potentialities and capacities

Unit 1: Understanding the self

Personality - Meaning, Types. Theories- Trait Factor Theory, Psychoanalytic Theory, Socio- Psychological Theory, Self Theory, Personality Factors, Process of Personality Development, Vision and Goal in Life. Introduction to Briggs - Myers personality types.

Unit 2: Developing the Self

Positive Psychology - optimism - Dimensions of Optimizing - Emotional Management: Emotions of Intelligence Roles -Emotional Intelligence in workplace - Self Efficacy - Process, & Impact of Implications - Self assertiveness

Unit 3: Behavioral Development

Behavioral Performance Management - Behaviouristic Theory/ Longnitive/ Social Learning and Social Longnitive Theories - Laws of Behavior - Positive and Negative Reinforcement - Role of Financial / Non- Financial rewards - Behavioral Performance Management or OB Modification - Application Exercises.

Unit 4: Personal and Managerial Effectiveness

Time Management, Organizing Life, Burn Out and Stress Management, Career Identification and Career Development. Steps to Effectiveness: Proactive, put first things first, Think win- win, Understand than being to be understood, Synergy, Sharpen the saw.

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Unit 5: Developing Soft Skills

Developing Leadership Potentials - Effective Communication skills, Development of positive thinking, Interpersonal relationships, Consensus building, Business and Social Etiquette

References:

1. Hurlock. B, Elizabeth(2001), Personality Development, New Delhi, Tata McGraw Hill.
2. Shiv Khera (2002), You can Win, Macmillan India Ltd., New Delhi.
3. Steven. R Covey, Seven Habits of Highly effective people.
4. Fred Luthans, Organizational Behavior
5. Steven R Covey - First things first

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M.A. 4th Semester

PROJECT/DISSERTATION BASED ON FIELD WORK /IN PLANT TRAINING

M.A-LSW- CC-405 **Full Marks- 100 (70+30)**

Credits – 09

For Training/Project Work, a student will be attached with industrial establishment, trade union organization and government offices. Dur8ing this period the students will take training on different aspects such as working conditions, welfare activities, trade unions, Industrial relations, Human Resource management, Grievances, Social responsibilities etc. which will be taken under the guidance and supervision of the Department. After the training is over a written covering the work done during this period will be submit by candidates in the department. This will carry 70 marks, 30 marks will be allotted for internal assessment.

Dissertation : Master of Arts

General Guidelines

1. Selection of Topic
2. Pilot Survey. If needed
3. Significance of the Study
4. Review of Literature
5. Research Gap (Optional)
6. Conceptual Framework- Conceptualization & Operationalization (precise and Specific meaning of the terms and concepts.
7. Theoretical framework (Optional)
8. Formulation of Research Question/ Issues
9. Research Objectives
10. Hypothesis (Optional)
11. Coverage (Universe/Simple & Period of Study)
12. Data source (Primary/ Secondary)
13. Tools of analysis (Analytical Framework)

Prabhakar Jha 12/06/18

Sandeep 12/6/18

16/5/18

16/5/18

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14. Social Relevance of the Study
15. Limitations of the Study
16. Chapter outlines
17. Introduction of the study
18. Result Chapter
19. Conclusion Chapter
20. Appendices
21. Bibliography/References & Webliography

Structure of the Report

Title page Cover Page

a. Title page
b. Title of the project
c. Name of the candidate
d. Name and designation of the supervisor
e. Degree for which project is submitted
f. Name of the College
g. Month and year the project is presented
h. Declaration of the student & supervisor

1.2 Preface

1.3 Table of Contents

a. List of Contents
b. List of Figures
c. Glossary
d. List of abbreviations
e. Acknowledgement

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VIVA-VOCE (COMPULSORY)

(Credit – 02 Lectures 40

The oral examinations carrying 100(70+30) marks will be held completing all the above requirements of the course. The internal evaluation carrying (30 marks) will be awarded on the basis of maintaining discipline during the course of practical training.

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