

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**CIRCULAR /SU/M.P.M./NEP/PG/34/2023**

It is hereby inform to all concerned that, on the recommendation of the Dean, Faculty of Commerce & Management; the Hon'ble Vice-Chancellor has accepted "**The Credit Distribution Structure & curriculum of Master of Personnel Management & Ph.D. Programme for Two Years/One Year Course with One Exit Option**" as per Guidance of New Education Policy-2020. under the Faculty of Commerce & Management in his emergency powers under Section-12(7) of the Maharashtra Public Universities Act, 2016 on behalf of the Academic Council.

This is effective from the Academic Year 2023-24 and Onwards as per appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.NO. SU/M.P.M./2023-24/13718-27

Date:- 14-09-2023.

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(Signature)
**Deputy Registrar,
Academic Section
Syllabus unit.**

Copy forwarded with compliments to :-

- 1] **The Principals, affiliated concerned Colleges, Dr. Babasaheb Ambedkar Marathwada University.**
- 2] The Director, University Network & Information Centre, UNIC, with **a request to upload this Circular on University Website.**

Copy to :-

- 1] The Director, Board of Examination & Evaluation,
- 2] **The Section Officer, [B.Com. Unit] Examination Branch,**
- 3] The Section officer, [Eligibility Unit],
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] The In-charge, [E-Suvidha Kendra], Rajarshi Shahu Maharaj Pariksha Bhavan, Dr. Babasaheb Ambedkar Marathwada University.
- 7] The Public Relation Officer,
- 8] The Record Keeper.

**D.R. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Curriculum of

CREDIT DISTRIBUTION SYLLABUS FOR

TWO YEAR/ONE YEAR PG AS PER NEP

M.P.M. AND PH.D. PROGRAM

MASTER OF PERSONNEL MANAGEMENT

I SEMESTER

APPLICABLE FOR AFFILIATED COLLEGES

under NEP 2020

[Effective from the Academic Year 2023-24 & onwards]

**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY
AURANGABAD.**



Curriculum of

Master of Personnel Management (MPM)/ Master of Commerce(HR)

I-YEAR:: FIRST SEMESTER

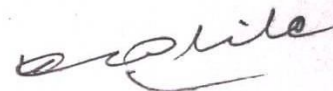
Under Choice Based Credit & Grading System

As per NEP-2020 guidelines

[Effective from the Academic Year 2023-24 & onwards]

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Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.



Illustrative Credit Distribution Structure for Two Year /One Year PG as per NEP 2020
MPM/M.Com.(HR) Programme

MPM/ M.COM(HR): FIRST YEAR

Level: 6.0

Semester-I	Paper Code	Paper Name	No. of Credits	Marking Scheme		
				UA	CA	Total
MAJOR	MHR-M1	Management Perspective	4	60	40	100
	MHR-M2	Labour Laws-I	4	60	40	100
	MHR-M3	Human Resource Management & Development	4	60	40	100
	ACTIVITY-1 (Choose any one from the basket)	1. R to R (Recruitment to Retirement) 2. Manpower Planning 3. Implementation of Labour Laws 4. Any other activity in consultation with Guiding Faculty	2	-	50	50
	MHR-E1 (Choose any one from the basket)	A. Industrial Psychology B. Industrial Economics C. Corporate Social Responsibility and Business Ethics (CSR&BE)	4	60	40	100
Research Methodology	RM-1	Research Methodology	4	60	40	100
On Job Training/ Field Project		--				
Research Project		--				
Total Credit for First Semester			22	300	250	550

Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.



Illustrative Credit Distribution Structure for Two Year /One Year PG as per NEP 2020

M.Com.(HR) Programme

MPM/ M.COM(HR): FIRST YEAR

Level: 6.5

Semester-II				Marking Scheme		
	Paper Code	Paper Name	No. of Credits	UA	CA	Total
MAJOR	MHR-M4	Labour Welfare & Industrial Hygiene	4	60	40	100
	MHR-M5	Labour Laws-II	4	60	40	100
	MHR-M6	HR Administration & Information Systems	4	60	40	100
	ACTIVITY-2 (Choose any one from the basket)	1. Preparation of Payrolls 2. Study of labour welfare schemes 3. Study of HRIS of any Business 4. Any Other Activity in Consultation with Guiding Teacher	2	-	50	50
	MHR-E2 (Choose any one from the basket)	A. Industrial Relations B. Labour Welfare C. Labour Economics	4	60	40	100
RESEARCH METHODOLOGY		--	-			
On Job Training/ Field Project		1. OJT in HR section of MSMSE/Malls/Big Retails Stores 2. Field Project on any domain of HR management	4			100
Research Project		--	-			
Total Credit for Second Semester			22			550
Cum Cr. For PG Diploma						
Credit Summary: First Year (Semester I & II)						
1. Major Mandatory (1 to 6): 24 Credits						
2. Major Activity (1 & 2): 04 Credits						
3. Major Elective(1 & 2): 08 Credits						
4. RM:1: 04 Credits						
5. On Job Training/ Field Project: 04 Credits			44			
Exit Option: PG Diploma (44 Credits) after Three Year UG Degree and First Year PG						

M.P.M/ M.Com(HR) (FIRST SEMESTER) (CBCS-NEP)

Paper No. MHR-M1 Management Perspective Credit 4

OBJECTIVES:

- The objective of the course is to expose the students to the evolving concept of management and its functions.
- It also intends to develop within the students an eye for understanding organisations and approaches to managing the people who work within them.
- The theories and models in this course look at the organizational context.

UNIT -I	INTRODUCTION TO MANAGEMENT: Meaning, Definition, Nature, Need and Scope, Functions of management, Responsibilities & skills of managers. Evolution of Management Thought, Management thinkers-F.W. Taylor- Henry Fayol-Elton Mayo-Peter Drucker	12lectures
UNIT -II	PLANNING, DECISION MAKING & ORGANISING: Planning Forecasting vis Planning, Definition, Nature and Importance of Planning, Planning premises, Planning process, Limitations, MBO Decision making- Concept, process, techniques Organising Definition, Nature, Importance, Departmentation, Centralization, Decentralization, Organization structures,	14 lectures
UNIT -III	STAFFING, LEADING & MOTIVATING Staffing Meaning, Nature, importance, Functions Leading: Meaning, nature, types of leaders, leadership styles, attributes of a good leader, Managers and Communication: Managers as Leaders; Leadership theories- Situational factors that influence leadership Motivating Employees- Concept, Need, Types, Significance.	14 lectures
UNIT -IV	COORDINATING & CONTROLLING Coordination- Concept, Essence of management, features, Techniques for effective coordination Controlling Meaning, definitions, Importance, Process, Techniques, MBO	10 lectures
UNIT -V	ISSUES IN MANAGEMENT: Managing in a Global Environment; Managing Diversity at workplaces; Managing Social Responsibility: Managing Change and Innovation	10 lectures

Reference Books:

1. Management (14e) by Robbins, S. P. & Coulter, M. (2017), New Delhi: Pearson/Prentice Hall.
2. Principles and Practices of management by Shejwalkar
3. Essential of management by Koontz 11 and Weihrich
4. Principles and practices of Management by T. N. Chabra
5. Management by Stoner and Jane

M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)

Paper No. MHR-M2Labour Laws-I Credit 4

OBJECTIVES:

- To provide students an understanding of the basic concepts of Industry and labour
- To orient the students about the legal framework of Industries in India.
- To enable students develop an indepth understanding of legal terms and provisions set under different laws.

UNIT -I	Industrial Disputes Act, 1947 Definition of Industry, Workman and Industrial Dispute lectures Authorities under the Act Dispute Resolution Machinery-Prevention & Settlement Procedure, Powers and Duties of Authorities-Strikes, lockouts, layoff, retrenchment,closure, downsizing, retrenchment.	14 lectures
UNIT -II	Maharashtra Recognition of Trade Unions & Prevention of Unfair Labour Practices Act, 1971 All provisions of the Act (Entire Act).	12 lectures
UNIT -III	The Industrial Employment (Standing Orders) Act, 1946 Objectives-Applicability-Definitions-Standing orders-matters to lecturesbe provided in standing orders, Procedures for submission and,certification of draft SO-Matters to be provided in standing orders under this act-Obligations of Employer.	12 lectures
UNIT -IV	The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Definition of SexualHarassment, Aggrieved woman Workplace, EmployerBehaviour that amounts for sexualharassment- Duties of employer- Policy of POSH- Measures to prohibit sexual harassment- Constitution of Internal Complaints Committee-Powers of ICC/LCC-Tenure and removal of members of ICC/LCC-Complaint Mechanism-False or maliciouscomplaint. Punishment for Non compliance.	12 lectures
UNIT -V	The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 (Entire Act)	10 lectures

Books Recommended:

1. Industrial Law-P. L Malik
2. Industrial Law-J. K. Bareja
3. Labour laws for Managers-B.D. Singh
4. Industrial & Labour Laws-S. P. Jain

M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)

Paper No.MHR-M3 Human Resource Management & Development Credit 4

OBJECTIVES:

- To familiarize students with the basic principles and techniques of human resource management.
- To equip the students with necessary skills and knowledge of the elements of the HR function (e.g.-recruitment, selection, training and development, etc.);
- To enable students, appreciate the importance of human resource management as a field of study and as a central management function.

UNIT -I	Human Resource Management & Development: Concept & Scope of HRM, Objectives, Evolution, Components of lectures HRM, HR Functions, Strategic HRM; Role of HR Manager Human Resource Development Conceptual framework of HRD, objectives and significance of HRD, Evolution of HRD, HRD movement in India.	12lectures
UNIT -II	Human Resource Planning: Meaning, objectives, importance of HR Planning. Steps in HRP lectures process, HR Forecasting techniques, Strategic HRP; Job analysis, Job description. Job specification, Job Design, Job enrichment .	12 lectures
UNIT -III	Procurement of Human Resources: Recruitment: Concept, objectives, Sources Internal, External, lectures Employer Branding Selection: Meaning definition. Objectives, Steps, Process, Interviews, Common errors; Placement. Induction, Mobility & Separation	12 lectures
UNIT -IV	Training and Development: Meaning, Objectives and importance of training & development. Lectures Training needs assessment, training process, methods of training- Tools and Aids, Methods of Executive Development, Training and Development in Indian industry. Career planning. Succession Planning	12 lectures
UNIT -V	Performance Management System: Concept, Definition, Types and Methods of Performance appraisal, lectures Rating errors, Performance metrics Dimensions of Performance, Building performance Management System, Performance Audit.	12 lectures

Books Recommended:

- Human Resource Management-Gary Dessler
- Personnel Management-C. B. Mamoria
- Human Resource Management-V.S.P Rao
- Human Resource Management-L. M. Prasad
- Human Resource Management - Ashwathappa
- Managing Human Resources-Arun Monappa

M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)
Paper No. MHR-E1 (A) Industrial Psychology Credit 4

OBJECTIVES:

- To familiarize students with the basics of Industrial Psychology.
- To learn about theories of motivation and role of effective communication.
- To develop among students proper understanding of emerging trends in Industrial Psychology.

UNIT -I	Introduction to Industrial Psychology Definition, meaning, scope, historical development, major subfields, lectures Role of Industrial Psychology, challenges, need, factors responsible. Mental psychology its impact on behaviour Personality differences-causes- it's impact on behaviour.	12lectures
UNIT -II	Applied Motivation Motivation. kinds of motivation, motivation through job design, incentives, choosing an appropriate motivational model.	12 lectures
UNIT -III	Organizational Communication Meaning, elements. Types of organizational communication, lectures interpersonal communication, improving employee communication skills. Communication challenges in present context, Role of effective Communication in Industrial Psychology.	12 lectures
UNIT -IV	Employee Satisfaction and Commitment Employee attitudes, factors ensuring satisfaction and commitment amongst employees, measuring job satisfaction and commitment, consequences of dissatisfaction and other negative work attitude, organization climate and it's impact.	12 lectures
UNIT -V	Emerging Trends in Industrial Psychology Emotional Intelligence, Spiritual Intelligence Concept & Application in Industry, Work From Home- Concept. need, features, impact on employee-employer psychology. Virtual organizations, challenges of telecommuting and impact on productivity.	12 lectures

Books Recommended:

Ghosh P.K, & Ghorpade M.B. (1999), Industrial Psychology, Himalaya Publishing house. Schultz, D., & Schultz, S. E. (2004), Psychology and Work Today, (8th Ed) Delhi, India: Pearson Education Pvt. Ltd.
 Luthans, Fred, Organizational Behavior, McGraw Hill 2008
 Udai Pareek. Understanding Organizational Behavior, Oxford University Press
 Robbins, Stephen, Organizational Behavior, Prentice Hall, India
 Ahuja, K. K. (1997). "Organizational Behaviour. (2nd Ed). New Delhi India :Kalyanipublishers,
 Chandan. J. S. (1997). Organizational Behaviour (4th Ed). New Delhi, India Publication House.
 Khanka, S. S. (2002) Organizational Behaviour, (ZedEd). New Delhi: S. Chand and Co.
 Mishra, M. N. (2001), Organizational Behaviour, New Delhi Vikas Publication House.

M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)
Paper No. MHR-E1 (B) Industrial Economics Credit 4

OBJECTIVES:

1. To provide students an understanding of the basic concepts of Industrial Economics.
2. To orient the students about the structure, prospects and problems of Industrialization in India.
3. To enable students, comprehend the impact of Industrialization on Indian Economy.

UNIT - I	<p>INTRODUCTION: Meaning, Definition, Nature, Scope, Significance and Limitations of Industrial Economics, Relationship between Industrial Development and Economic Development; Changes in Indian Economy Policy after 1990-91 features and Economic problems; Industrial Combinations- causes, mergers and amalgamations, industrial monopoly-control of monopolies,</p>	12lectures
UNIT - II	<p>INDUSTRIAL LOCATION: Meaning of industrial Location; Factors/Determinants of Industrial Location Alfred Weber's Theory of Industrial Location: Sargent Florence's Theory of Location: Central place theory of Location; Industrial imbalances-causes and remedies: Need for balanced regional development of industries: Government policy and approach for the development of backward regions in India.</p>	10 lectures
UNIT - III	<p>INDIAN INDUSTRIAL PROFILE AND PROBLEMS: Private, Public, Joint & Co-operative Sector Disinvestment Policies Enterprises: Role, Functions and Problems. Micro, Small and Medium Enterprises (MSME) Role and Problems. Service Sector in India: Role, Present position and problems - Challenges and opportunities in Service Industries.</p>	14 lectures
UNIT - IV	<p>INDUSTRIAL PRODUCTIVITY & INDUSTRIAL EFFICIENCY: Meaning, Definition and Measurement of Industrial Productivity. Factors determining Industrial Productivity. Measures adopted by the Indian Government to Improve Industrial Productivity. Meaning Definition, Measurement of Industrial efficiency. Factors affecting Industrial Efficiency. Measures adopted by Indian Government, Industries and other agencies to improve Industrial efficiency.</p>	14 lectures
UNIT - V	<p>INDUSTRIAL FINANCE: Meaning, Need, Types Short term and Long Term capital Choice of funding-External versus Internal sources Institutional finance: Public Sector Banks and Private Sector Banks, ICICI, IDBI, IFCI, SIDBI Foreign Capital- need, government's policy, direct investment, foreign institutional investment.</p>	10 lectures

Reference Books:

- S.C. Kuchal-Industrial Economy of India.
- K.V. Sivayya and V.B.M.Das-Indian Industrial Economy, Chand and Co. Ltd. New Delhi 1999
- S.C. Kuchal-Major Industries in India, Chaitanya Publishing House, Allahabad.
- Desai, B (1999), Industrial economy of India, Himalaya Publishing House, Mumbai.
- Cherunilam, F. (1994), Industrial Economics: Indian Perspective (3rd Edition), Himalaya Publishing House, Mumbai
- Bagchi and Banerjee : Change and Choice in Indian industry, Centre for studies in social science in Calcutta.
- A Donald Hay Dereck, Mouris: Industrial Economics: Theory and Evidence. Oxford
- K.N.Prasad: Indian Economy Since Independence.
- Sivaya, K V and Das, V B M (latest edition), Indian industrial economy, Sultan Chand.
- Mishra and Puri (latest edition), Indian economy, Himalaya publisher.

M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)

Paper No. MHR-E1 (C) Corporate Social Responsibility and Business Ethics (CSR&BE) Credit 4

OBJECTIVES:

1. To introduce students to concept of CSR.
2. To equip the students with knowledge of corporate governance.
3. To enable students develop an indepth understanding of business ethics and their compliance

Units	Particulars	
Unit-I	Corporate social responsibility- Concepts, conflicts & contemporary thinking; Role of corporation as part of community-basic human rights, constitutional obligations, social practice—Social Accounts Matrix—Social Indicators (SA 8000, GRI)	12 Lectures
Unit-II	Sustainable value addition to corporate culture-global driver of sustainability, interconnecting the unconnected, repositioning by clean technology	12 Lectures
Unit-III	Corporate strategy for prosperity-creative destruction, disrupted potential, global abstractions & local solutions— Concept of Corporate Governance: Perspectives and Practices	12 Lectures
Unit-IV	Calibration to gain from corporate social responsibility-centrality, specificity, proactively, voluntarism, visibility, value creation; UN global compact-global corporate citizenship, compact framework, mission.	12 Lectures
Unit-V	Ethical responsibility-business & ethics interface, ethical theories, planning, organizing and communicating with ethics; Ethics compliance management system ECS 2000; Ethics compliance standard 2000.	12 Lectures

Books Recommended:

1. H.H, Johnson, , Business in contemporary society-framework & issues, Wadsworth Publishing Co Ltd
2. J Wempe and M Kaptain, , The balanced company: A theory of corporate integrity, Oxford University
3. JA Patric and J.F Quinn, , Management Ethics: Integrity at Work, Response Book
4. M Goebbels, , Reframing Corporate Social Responsibility: The Contemporary Concepts of a Fuzzy Notion, Erasmus University Rotterdam.

M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)

Paper No. RM-I

Research Methodology

Credit 4

Objectives:

- a. To orient students with research process.
- b. To equip students with understanding of sampling techniques, data collection, analysis, data presentation and report writing.

UNIT -I	Introduction: Definition, Meaning, Nature, Scope, Objectives of Research, Benefits of quality research	10 Lectures
UNIT -II	Planning Research Project: Identification, selection & formulation of problem, Research design- Types of Research	10 Lectures
UNIT -III	Research Process: Hypothesis: Concept, objectives, Primary synopsis, methods of investigation, survey method, case study method, experimental method and scientific method	10 Lectures
UNIT -IV	Data Collection: Data- Concept, Types-Primary, Secondary, Data collection methods, Schedules, Questionnaires, Pilot Study	10 Lectures
UNIT -V	Sampling: Classification, Tabulation & Sampling of data, Advantages & limitation of sampling- theoretical basis of sampling- probability & non-probability sampling, errors in sampling, Objectives & determinants of classification, Tabulation of data, Analysis & Interpretation of data.	12 Lectures
UNIT-VI	Report Writing- Nature, Types & Contents of Reports- Steps in drafting reports	8 Lectures

Refernces:

1. Kothari C.K, Research Methodology, Himalaya Publishing House
2. Michael V.P, Research Methodology in Management, Himalaya Publishing House
3. Nandgopal R., Research Methodology, Himalaya Publishing House
4. Gupta S.P, Statistical Methods in Business, Himalaya Publishing House

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
Chhatrapati Sambhajinagar.**



CIRCULAR /SU/CM/MPM/NEP-PG/48/2023

It is hereby inform to all concerned that, on the recommendation of the Dean, Faculty of Commerce & Management; the Academic Council at its meeting held on 30.11.2023 has accepted the syllabus of **“Master of Personnel Management (MPM) (Sem-II)” as per Guidance of National Education Policy-2020.** Under for the Faculty of Commerce & Management.

This is effective from the Academic Year 2023-24 and Onwards as per appended herewith.


All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University Campus,
Aurangabad-431 004.

REF.NO. SU/MPM/2023-24/18925-34

Date:- 13-12-2023.

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**Deputy Registrar,
Academic Section
Syllabus unit.**

Copy forwarded with compliments to :-

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Dr. Babasaheb Ambedkar Marathwada University.**
- 2] The Director, University Network & Information Centre, UNIC, with **a request to upload this Circular on University Website.**

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**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Curriculum of

CREDIT DISTRIBUTION SYLLABUS FOR

TWO YEAR/ONE YEAR PG AS PER NEP

M.P.M.

MASTER OF PERSONNEL MANAGEMENT

II SEMESTER

APPLICABLE FOR AFFILIATED COLLEGES

under NEP 2020

[Effective from the Academic Year 2023-24 & onwards]

**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY
Chhatrapati Sambhajinagar**



Curriculum of

Master of Personnel Management(MPM)/ Master of Commerce(HR)

I-YEAR:: SECOND SEMESTER

Under Choice Based Credit & Grading System

As per NEP-2020 guidelines

[Effective from the Academic Year 2023-24& onwards]


Dean







Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.



Illustrative Credit Distribution Structure for Two Year /One Year PG as per NEP 2020

MPM/M.Com.(HR) Programme

MPM/ M.COM(HR): FIRST YEAR

Level: 6.0

Semester-I	Paper Code	Paper Name	No. of Credits	Marking Scheme		
				UA	IA	Total
MAJOR	MHR-M1	Management Perspective	4	60	40	100
	MHR-M2	Labour Laws-I	4	60	40	100
	MHR-M3	Human Resource Management & Development	4	60	40	100
	ACTIVITY-1 (Choose any one from the basket)	1. R to R (Recruitment to Retirement) 2. Manpower Planning 3. Implementation of Labour Laws 4. Any other activity in consultation with Guiding Faculty	2	-	50	50
	MHR-E1 (Choose any one from the basket)	A. Industrial Psychology B. Industrial Economics C. Corporate Social Responsibility and Business Ethics (CSR&BE)	4	60	40	100
Research Methodology	RM-1	Research Methodology	4	60	40	100
On Job Training/ Field Project		--				
Research Project		--				
Total Credit for First Semester			22	300	250	550

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.



Illustrative Credit Distribution Structure for Two Year /One Year PG as per NEP 2020

M.Com.(HR) Programme

MPM/ M.COM(HR): FIRST YEAR

Level: 6.5

Semester-II				Marking Scheme		
	Paper Code	Paper Name	No. of Credits	UA	IA	Total
MAJOR	MHR-M4	Labour Welfare & Industrial Hygiene	4	60	40	100
	MHR-M5	Labour Laws-II	4	60	40	100
	MHR-M6	HR Administration & Information Systems	4	60	40	100
	ACTIVITY-2 (Choose any one from the basket)	1. Preparation of Payrolls 2. Study of labour welfare schemes 3. Study of HRIS of any Business 4. Any Other Activity in Consultation with Guiding Teacher	2	-	50	50
	MHR-E2 (Choose any one from the basket)	A. Industrial Relations B. Labour Welfare C. Labour Economics	4	60	40	100
RESEARCH METHODOLOGY		--	-			
On Job Training/ Field Project		1. OJT in HR section of MSMSE/Malls/Big Retailers Stores 2. Field Project on any domain of HR management	4			100
Research Project		--	-			
Total Credit for Second Semester			22			550
Cum Cr. For PG Diploma						
Credit Summary: First Year (Semester I & II)						
1. Major Mandatory (1 to 6): 24 Credits						
2. Major Activity (1 & 2): 04 Credits						
3. Major Elective(1 & 2): 08 Credits						
4. RM:1: 04 Credits						
5. On Job Training/ Field Project: 04 Credits			44			
Exit Option: PG Diploma (44 Credits) after Three Year UG Degree and First Year PG						

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-M4

Labour Welfare & Industrial Hygiene

Credit 4

OBJECTIVES:

- The objective of the course is to expose the students to the evolving concept of labour welfare.
- To acquaint the students with the statutory and non-statutory framework of labour welfare & industrial hygiene.

UNIT -I	INTRODUCTION TO LABOUR WELFARE & INDUSTRIAL HYGIENE History, Definition, Scope, Objectives, Principles, Theories & Limitations of labour welfare, inter-relationship between welfare and Productivity, Relationship between Mental, Physical, Social & Industrial Health, Impact of industrialization, pollution, urbanization & social health.	14 lectures
UNIT -II	LABOUR WELFARE OFFICER Role, Qualifications, Functions, Duties of Labour Welfare Officer & Difference between Personnel Manager & Welfare Officer.	10 lectures
UNIT -III	WORKERS PARTICIPATION IN MANAGEMENT (WPM) Workers Participation in Management, Role of WPM in Labour Welfare & Industrial Hygiene. Workers Education Scheme, its relationship with Labour Welfare & Industrial Hygiene.	12 lectures
UNIT -IV	STATUTORY WELFARE PROVISIONS (SWP) Statutory Welfare Amenities. Government approaches & practices in Labour Welfare (Welfare & Health) with reference to: The Factories Act-1948, Plantation Labour Act.1951. The Mines Act-1952, The Motor Transport Act & etc.	12 lectures
UNIT -V	NON-STATUTORY WELFARE MEASURES Non-Statutory Welfare Amenities Role of Trade Union, NGO's & Local Govt. ILO & ILC: Introduction. History, Scope & Objectives, Structure of Organisations, Functions, Provisions- Women & Children Corporate Social responsibility, Ethics and Welfare, Industrial Social Work, Maharashtra Workers Welfare Board -The Bombay Labour Welfare Fund Act-1953	12 lectures

Reference Books:

- Labour welfare. Trade unionism & Industrial relations - S..D. Puneekar
- Aspects of Labour Welfare & Social Security - A. M. Sarma
- Labour Problems & Social welfare - R.C. Saxena
- Economics of Labour & Worker's Participation in Mgmt N. Bhagoliwal
- Labour Economics and Social welfare - Dr. B.P. Tyagi

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-M5 Labour Laws-II Credit 4

OBJECTIVES:

- To enhance the understanding of students about the legal framework of Industries in India.

UNIT -I	Factories Act, 1948 Approval, Licensing and registration - Inspecting Staff-Safety-Health-Welfare-Working Hours-Annual Leave with wages-Periodical Returns- Registers and Records	14 lectures
UNIT -II	Bombay Shops and Establishments Act, 1948 All provisions under the Act (Entire Act)	12 lectures
UNIT -III	Information Technology Act, 2000 Digital Signature-Electronic Governance-Secure Digital Signature-Regulation of Certifying Authorities - Digital signature Certificates-Duties of Subscribers	12 lectures
UNIT -IV	Contract Labour (Regulation and Abolition) Act, 1970 All provisions under the Act (Entire Act)	10 lectures
UNIT -V	Maternity Benefit (Amendment) Act, 2017 All provisions under the Maternity Benefit Act, 1961 act with latest lectures amendments (2017)	12 lectures

Reference Books:

1. Industrial Law-P. L. Malik
2. Industrial Law-J. K. Bareja
3. Labour Laws for managers- B. D. Singh
4. Industrial & Labour Laws-S, P. Jain

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-M6 HR Administration & Information Systems Credit 4

OBJECTIVES:

- To equip the students with effective methods of HR administration.
- Demonstrate a thorough understanding of the strategic value of HRIS and how contributes to organizational effectiveness and efficiency.
- Understand and apply the basic concepts and principles of HRIS to human resource situations and Decisions.

UNIT -I	Human Resource Administration Definition-nature-scope - objectives Structure of HR department - its changed objectives in recent years HR Policy - Objectives-Scope - Process-need	10 lectures
UNIT -II	Drafting Communication in HR department Drafting of Letter of Appointment-promotion-transfer- Lectures deployment and such other letters relating to all service matters Communications about disciplinary measures-memo-warning- cautions-show- cause notice-charge sheet - Inquiry procedurecorrespondence.	14 lectures
UNIT -III	Statutory Returns Maintenance of statutory returns- TDS-Gratuity-Professional Tax-Form 16A-PF and ESI Returns.	12 lectures
UNIT -IV	Domestic Enquiry Procedure of conducting domestic enquiry by observing principles of natural justice.	10 lectures
UNIT -V	Human Resource Information System Meaning, Objectives, need, role of HRIS, components of HRIS, Setting up HRIS. Computerised HRIS, Future applications.	14 lectures

Sessionals: Test/Seminar: 10 Marks,

Assignment: 10 Marks

Reference Books:

1. Guide on Labour Management forms and precedents (Law, Practiceand Procedure) by S.D. Puri (Snow white publications)
2. Human Resource Management- C.B.Gupta
3. Personnel Management-C. B. Mamorin
4. Dynamics of Personnel Administration - Rudrabaswaraj
5. Human Resource Management- V.S.P Rao
6. Personnel & HR Management- A.M.Sarma

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. Activity-2

Activities related to mandatory subject-II

Credit 2

OBJECTIVES:

- To enhance understanding of implementation of HR systems pertaining to administration and welfare of employees.

Activity-2	Preparation of Pay Rolls	
	Study of Labour Welfare Schemes	
	Study of HRIS of any business	
	Any other activity in consultation with guiding teacher	

- Student should prepare and submit a duly verified report on the activity undertaken.
- The report should be certified by HOD and Guiding teacher.

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-E2 (A) Industrial Relations Credit 4

OBJECTIVES:

- To orient the students about importance of harmonious industrial relations, collective bargaining.
- To provide students with insights in the legal framework for resolving industrial disputes and grievances.

UNIT -I	Overview of Industrial Relations- Concept, history and theoretical perspective of Industrial Relations, Nature and Importance of IR, approaches to IR, organization of IR in India, IR in modern era, IR and HRM/HRD Employers Organization: ILO	12 lectures
UNIT -II	Trade Union Definition, objectives, functions, reasons for joining, types of TU, structure of TU, Theories of TU, evolution of TU, functions of TU, Changing Role of Trade Union in the context of globalization, IT, trade unions and productivity.	12 lectures
UNIT -III	Industrial disputes & Settlement Nature & causes of industrial disputes, industrial discipline. Machinery for solving industrial disputes under Industrial Disputes Act, 1947 at state and national level Role of Judiciary & its impact on industrial relations.	12 lectures
UNIT -IV	Collective bargaining- Meaning, characteristics, need, importance, process, causes for failure of collective bargaining, Alternatives to collective bargaining. Importance of employee stock option plans. Worker participation in management-concept, pre-requisites, forms & levels of participation, benefits	12 lectures
UNIT -V	Grievance Redressal- Discipline and Grievance Redressal Machinery - Purposes and Procedures of Disciplinary Action - Grievance Redressal Procedures - Conciliation - Arbitration and Adjudication - Collective Bargaining - The Bargaining Process - Strengths and Skills.	10 lectures

Reference Books:

1. Personnel Management and Industrial relations-P. C. Shejwalkar and S. B. Malegaonkar
2. Labour Management relations in India - K.M. Subramanian
3. Trade Unionism Myth and Reality, New Delhi, Oxford University Press, 1982
4. Collective Bargaining & Industrial- Kochan T. A. & Katz Henry 2nd ed. Homewood, Illinois, Richard D Irish, 1988.
5. Labour Management Relations in India-K. M. Subramanian
6. Industrial Relations- Arun Monappa
7. Management of Industrial Relations-Pramod Verma

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-E2 (B) Labour Welfare Credit 4

OBJECTIVES:

- To orient the students about importance of harmonious industrial relations, collective bargaining.
- To provide students with insights in the legal framework for resolving industrial disputes and grievances.

UNIT -I	Labour Legislations in India Labour Welfare Facilities National Commission on Labour and Labour Welfare Labour Laws of the Elimination of Child Labour	12 lectures
UNIT -II	Agencies of Labour welfare: Agencies of Labour welfare in India (Central govt. , State govt., Employers & Trade- Unions) Labour Welfare Officer: role and functions. Labour Administration in India	10 lectures
UNIT -III	Social Security: Meaning, Definition & Objective of Social Security. Various Social Security provisions made in India (Employees provident fund Act, Maternity benefit Act, Family Pension Scheme, Provision of Gratuity Act 1972) Trade Union – Structure, Types & Functions.	16 lectures
UNIT -IV	Labour Force in India Factors determining Labour Force. Labour Force & Human Development in India Participation of workers in Management	10 lectures
UNIT -V	Globalization & Labour: Labour force & Human Resource Development in India. Globalisation & Labour Markets in India. Impact of Labour Migration. ILO- Aims & objectives & impact on Labour Welfare.	12 lectures

Reference Books:

1. Personnel Management and Industrial relations-P. C. Shejwalkar and S. B. Malegaonkar
2. Labour Management relations in India - K.M. Subramanian
3. Trade Unionism Myth and Reality, New Delhi, Oxford University Press, 1982
4. Collective Bargaining & Industrial- Kochan T. A. & Katz Henry 2nd ed. Homewood, Illinois, Richard D Irish, 1988.
5. Labour Management Relations in India-K. M. Subramanian
6. Industrial Relations- Arun Monappa
7. Management of Industrial Relations-Pramod Verma

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-E2 (C) Labour Economics Credit 4

OBJECTIVES:

- To orient the students about importance of harmonious industrial relations, collective bargaining.
- To provide students with insights in the legal framework for resolving industrial disputes and grievances.

UNIT -I	Labour Economics: Indian Labour- Characteristics, Socio-economic background, Sources of labour supply, Labour problems Nature and scope of Labour Economics-Rise of economic problems in Labour Management.	12 lectures
UNIT -II	Wage Management: Nominal and real wages, factors affecting them- Wages, Incentives, D.A., and other allowances, Consumer Price Index- Wage differentials.	12 lectures
UNIT -III	Labour Market Labour market analysis- Demand for and supply of labour- determinants of demand for and supply of labour- mobility of labour- problems for labour market- migratory, casual, probationary consequences of new information technology- efficiency of Indian labour and effort to improve.	12 lectures
UNIT -IV	Employment issues Nature, causes and measures to solve problems of unemployment- Employment Policy- different programmes undertaken by Govt. after independence to increase employment like IRDP, DPAD, NREP- Problems of Agricultural labour, Child Labour and Female Labour. Unemployability- Causes, Solutions	12 lectures

Reference Books:

- The Changing Profile of India's Industrial Economy by Biswanath G Publication- The World Press Pvt.Ltd., Calcutta
- The Industrial Economy of India by Kuchhal S.C. Publication- Chaitanya Publishing House, Allahabad
- Industrial Economics and Management by Singh S.P. Publication-A.I.T.B.S. Publishers
- Indian Economy by Agarwal A.N. Publication- Wishwa Prakashan
- Indian Economy by Ruddar Datt and K.P.M.Sundharam, Publication-S.Chand and Company Ltd.
- Labour Economics by F.Ray Marshall, Vernon M.Briggs, Jr.and Allan
- Labour Welfare, Trade Unionism and Industrial Relations by Punekar, Deodhar and Sankaran Publication-Himalaya Publishing House.