

09. B.A. DEGREE COURSE IN LABOUR MANAGEMENT (With effect from 2008-2009)

Course of Study and Scheme of Examination

Duration (Hours)	No. of Credit	Internal Assessment	University Examination	Total
(1)	(2)	(3)	(4)	(5)

First Semester:

Course of Study and Scheme of Examination

Duration (Hours)	No. of Credit	Internal Assessment	University Examination	Total
(1)	(2)	(3)	(4)	(5)

First Semester:

Paper 1. Tamil 1 (Language)	3	3	25	75	100
Paper 2. English 1	3	3	25	75	100
Paper 3. Principles of Economics	3	4	25	75	100
Paper 4. Principles of Management	3	4	25	75	100
Paper 5. Elements of Psychology	3	4	25	75	100

Second Semester:

Paper 6. Tamil II (Language)	3	3	25	75	100
Paper 7. English II	3	3	25	75	100
Paper 8. Introduction to Labour Economics	3	4	25	75	100
Paper 9. Public Administration	3	4	25	75	100
Paper 10. Industrial Sociology	3	4	25	75	100
7. Observation Visit:					

The students shall visit at least (i) 5 industries including

1. Engineering Industry
2. Hotel Industry
3. Petroleum & Oil Industry
4. I.T Industry
5. 2 Industries in other states

- i) Office of the Commissioner of Labour (2 visits)
- (ii) ESI Corporation (one visit)
- (iii) EPF Office (one visit)
- (iv) High Court / Tribunal (one visit)
- (v) Service / Social Organisation (one visit)
- (vi) 2 Industries in other States

The performance of the student will be assessed both by the faculty and field work supervisor. This will facilitate the students to prepare a report not exceeding 75 pages at the end of the visits.

The report shall be valued by the Institute by constituting a committee headed by the Professor and Head of Faculty/Department known as "Observation Evaluation Committee". The marks shall be distributed as follows:

Internal	: 25 marks (by the faculty/department supervisor)
External (a) Report	: 50 marks
(b) Viva voce	: 25 marks

Total	100 marks

The marks shall be sent to the University, before the commencement of the University Examination. A candidate failing to secure the minimum for a pass shall be required to resubmit this report to the Institute/college.

8. Field Work:

Each student is required to take up a field work in an industry for a period of 30 days or 240 hours and submit a report. The students would begin the field work activities in the beginning of the VI Semester and submit the report for evaluation by the Institute/college. The report shall not exceed 75 typed pages excluding tables, figures, bibliography and appendices.

The report shall be valued by the Institute/College by constituting a committee headed by the Professor and Head of Faculty/Department known as VIVA VOCE Exam Committee. The marks shall be distributed as follows:

Internal	: 25 marks (by the faculty/department supervisor)
External (a) Report	: 50 marks
(b) Viva voce	: 25 marks

Total	100 marks

Necessary guidance will be given to the students for the completion of field work. Wherever the Committees are formed for external evaluation, an external examiner shall be appointed with the approval of the Head of the Institute/Colleges.

THIRD SEMESTER

Course Components	Subjects	Credits	Exam Hours	Max. Marks		
				Ext. Marks	Int. Marks	Total
Labour Statistics (C)	Paper XI	4	3	75	25	100
Industrial Psychology (C)	Paper XII	4	3	75	25	100
Basic of Computer Education (C)	Paper XIII	4	3	75	25	100
Industrial Relations - I (C)	Paper XIV	4	3	75	25	100
Business Environment & Law (A)	Paper XV	4	3	75	25	100
Soft Skill - Personality Enrichment: Level – I		3	3	50	50	100
Environmental Studies		Examination will be held in IV Semester				

FOURTH SEMESTER

Course Components	Subjects	Credits	Exam Hours	Max. Marks		
				Ext. Marks	Int. Marks	Total
Human Resource Management (C)	Paper XVI	4	3	75	25	100
Industrial Relations - II (C)	Paper XVII	4	3	75	25	100
Trade Unionism in India (C)	Paper XVIII	4	3	75	25	100
Human Rights and Human Relations (A)	Paper XIX	4	3	75	25	100
Soft Skill - Computing Skills - Basic		3	3	50	50	100
Environmental Studies		2	3	75	25	100

FIFTH SEMESTER

Course Components	Subjects	Credits	Exam Hours	Max. Marks		
				Ext. Marks	Int. Marks	Total
Training and Development (C)	Paper XX	4	3	75	25	100
Labour Welfare (C)	Paper XXI	4	3	75	25	100
Industrial Hygiene & Safety (C)	Paper XXII	4	3	75	25	100
Labour Legislation I (C)	Paper XXIII	4	3	75	25	100
Observation Visit (C)	Paper XXIV	8	3	80	20	100
Value Education		2	-	75	25	100

SIXTH SEMESTER

Course Components	Subjects	Credits	Exam Hours	Max. Marks		
				Ext. Marks	Int. Marks	Total
Human Resource Development (C)	Paper XXV	4	3	75	25	100
Entrepreneurial Development (C)	Paper XXVI	4	3	75	25	100
Labour Legislation II (C)	Paper XXVII	4	3	75	25	100
Field Work (C)	Paper XXVIII	15	3	80	20	100
Extension Activities		1	-	75	25	100

9. B.A. DEGREE COURSE IN LABOUR MANAGEMENT

SYLLABUS SEMESTER - I

PAPER - III - PRINCIPLES OF ECONOMICS

Unit - I:

Nature of Economics: Definition - Method nature of economic problem - Capitalism; Mixed economy - Socialism.

Unit - II:

Theory of Demand and Supply: Law of diminishing Marginal utility - Demand schedule - Elasticity of demand - Elasticity of supply.

Unit - III

Production and costs: Production Function - law of diminishing constant - increasing returns - Nature and type of costs - costs in short run and long run.

Unit - IV

Market structure: Forms of business organisation - perfect competition - Monopoly - Oligopoly

Unit - V

Marginal productivity theory - Theories of rent, wages interest and profit.

National income - Circular flow of income - various classification of National income - National income trends.

References:

- | | | |
|------------------------------|---|--|
| Samuelson and Nardhu | : | Economic: Tata McGraw Hill 12 th Edition |
| D.M.Mithani | : | Fundamentals of Economic Analysis,
Bombay, Himalaya Publishing House. |
| K.K.Dowelt | : | Price theory, New Delhi, Syamlal
Charitable Trust - 1987. |
| McConnell and Gupta | : | Economics - Part - I - Tata McGraw
Hill - 1989. |
| K.I.Son | : | An Introduction to Economics,
S.Chand and Sons, New Delhi. |
| Richard Lipsy and Posteniner | : | Positive Economics, Prentice Hall,
New Delhi. |
| J.K.Mehta and Mahesh Chand | : | A Guide to Modern Economics,
Somaya Publications, Bombay. |

PAPER - IV PRINCIPLES OF MANAGEMENT

SEMESTER - I

UNIT - I:

Management - Definition - Business Management - Public Administration - Distinctions and Complimentality - Role of Managers.

UNIT - II:

Importance of Management in development - Theory and Practice of Management - Evolution of Management Theories - F.W.Taylor and Scientific Management - Fayol and General Principles of Management.

UNIT - III:

Behavioural Approach to study of Management - Elton Mayo and Hawthorne experiments - Mc Gregors's X-Y theory.

UNIT - IV:

Managerial processes - Brief study of Planning - Organizing - Staffing - Directing - Controlling.

UNIT - V:

Relationships in Organizations - Line - Staff - Auxilliary - Formal and Informal Organizations.

Social Responsibility of Business - Social Responsibility of Managers - Ethics and Values in business.

References:

- Koontz, Hardid & O' donnel: Essentials of Management, Tata Mc Graw Hill, New Delhi, 1979.
- Drucker, Peter, F : An introductory view of Management, London, Honpur, 1977.
- Dale. E. : Management: Theory and Practice, Mc.Graw Hill International, New Delhi 1978.
- K.K.Ahuja : Personnel Management, Kalyani Publishers, New Delhi, 1980.
- LRustom S. Davar : Humanside of Management, Progressive Corporation, Bombay 1969.

PAPER - V ELEMENTS OF PSYCHOLOGY

SEMESTER - I

UNIT - I:

Nature of Psychology - Definition, Meaning and Scope of Psychology, Stimulus - Response Basis of Human Behaviour - Methods of Psychology - Introspection, Observation, Case - History, Experimental, Survey, Testing, Questionnaire, and Statistical methods, Schools of Psychology - Behaviouristic, Gestalt, Psycho Analytic. Cognitive, and Humanistic Schools of thought.

UNIT - II:

Personality and its assessment - Personality as basis of human behaviour. Meaning and definitions of personality, Approaches to personality - Psychoanalytic, Social learning and Humanistic approaches. Types, theories and measurement of personality.

UNIT - III:

Intelligence and its measurement - Intelligence as basis of behaviour definition and concept of intelligence, Theories of intelligence - Spearman, Thorndike, Thurstone, and Guilford's theories. Measurement of Intelligence - Various intelligence tests.

UNIT - IV:

Motivation and Emotion - Motivation as basis behaviour motivation: definition, meaning and concept. Development of motivational concepts - motive, instincts, needs and drives, drive and incentive theory, theories of motivation - psycho analytic theory, Social learning theory and Humanistic theory of Maslow's Hierarchy of needs. Types of motives - Maslow's Psychological, Sociological and Psychological motives, Intrinsic and Extrinsic motives.

Emotion - Meaning and definition, Basic emotions. Emotion and behaviour. Theories of Emotion - James Lange Theory and Canon Bard's Theory, Schachter's Cognitive - Psychological theory of emotion.

UNIT - V

Conflict - Frustration adjustment and Mental health - Concept of conflict and frustration - Reaction to frustration Anxiety - theory of anxiety - Defence mechanisms, concept and index of mental health.

References:

- Ernest R. Hilgard, Richard C. : Introduction to Psychology 7th Ed.
Atkinson Rita L. Atkinson
- Morgan, Kind & Robinson : Introduction to Psychology 6th Ed. Tata Mc Graw Hill
- S.K. Mangal : Introduction to Psychology
- M.B. Ghorpade : Essentials of Psychology, Himalaya Publications.

SEMESTER - II

PAPER - VIII INTRODUCTION TO LABOUR ECONOMICS

UNIT - I:

Nature and scope of Labour Economics - Labour as a factor of production characteristics of Labour - Employment pattern.

UNIT - II: LABOUR SUPPLY:

Size and compositions - Labour mobility - Labour turnover constraints on labour supply.

UNIT - III: LABOUR DEMAND:

Sectoral demand determinants of elasticity of demand for labour impact of technological change.

UNIT - IV:

Wages Differentials - Exploitation of Labour - Wage discrimination.

UNIT - V:

Wages and Productivity - Wage Policy.

References:

- B.P. Tyagi : Labour Economics & Social Welfare
Jai Prakash Nath & Co. Meerut - 1980.
- Desai & Rao : Labour Economics and Labour Relation, Labour
Economics and Welfare, Prentice Hall of India (P)
Ltd., New Delhi.
- Datar B.N. : Labour Economics, Allied Publishers, Madras -
1968.

PAPER - IX PUBLIC ADMINISTRATION

UNIT - I :

Public Administration - Nature and Scope of the subject - Approaches to the study of Public Administration - Relationship with other Social Sciences and Management - Public - vs - Private Administration - Development Administration.

UNIT - II :

Principles of Organisation - Plannings, Communication - Co-ordination - Hierarchy - Types of Organisation - Department - Company - Public Corporation. Relationships - Line - Staff - Auxillary Agencies.

UNIT - III :

Salient Features of Administration in India - President - Prime Minister - Council of Ministers - Supreme Court of India - Chief Justice of India.

UNIT - IV :

Main features of State Administration - Governor - Chief Minister - Council of Ministers - State Secretariat - High Court - Chief Justice of the High Court.

UNIT - V :

District Administration - Collector - His(HG) powers, functions and responsibilities. Panchayat Raj System - Jillapahishad - Panchayat - Village Panchayat.

Organisation and Functions of the Union Ministry of Labour - Ministry of Labour in the States - Organisation and Functions - Administrative Personnel of the Labour Department in the States.

References:

- Dwight Waldo : Ideas and Issues in Public Administration
New York, Mc. Graw Hill, 1953.
- Rumki Basu : Public Administration: Concepts and theories, New Delhi, Sterling, 1986.
- Paramatma Saram : Modern Public Administration, New Delhi
Meenakshi Prakasam, 1981.
- A.R.Tyagi : Public Administration, Principles and Practice, Delhi, Atmaram & Sons,1989.
- S.R. Maheswari : Local Government in India, New Delhi,
Orient Longman, 1971(I Ed.)
- H.D. Pathak etal (Ed) : Bharat Labour Year Book, 1981-82
New Delhi, Central News Agency, 1982.
- P.R. Dubasri : Essays in Public Administration, New Delhi
NBO Publishers, 1985.

PAPER - X INDUSTRIAL SOCIOLOGY

Unit - I:

Sociology of Industry - Types of productive systems - Guild systems, putting - out system, factory system - History of Industrial Sociology in India - Impact of Industrialisation on society.

Unit - II:

Organisational Analysis of Industry - Models for organisational analysis, Types Industrial organisation and Bureaucratic model - The Executive in the Industrial Bureaucracy - The specialists, Foremen, workers, organisational leadership.

Unit - III:

The Role of workers in Industrial Production - Technology and Worker's Role - Mechanisation, Strains in the worker's role - Boredom and Monotonys - Automation and the worker.

Unit - IV:

Relationship at Work - Informal Social relations, Informal groups - Formal Group - Primary, Secondary - Trade Union and other types of production relationships - Changing work relationships, Behaviour of workgroups.

Unit - V:

Industry and Community - Types of Industrial Communities - Individual and the community effects of industrialisation on the community Urban - Industrial communities - Implications on the social systems - culture - Group classification in Industrial society.

Industry and the family - Industrialism and the family system - Theories of social change - Marxist and Non-Marxist theories - theories of barriers to change.

References:

- Schnelder Eugene V. : Industrial Sociology: The Social Relations of Industry and the Community, Tata McGraw Hill Publication, New Delhi 1979.
- Anderson, Nels : Dimensions of work, Sociology of a work culture, David Mc. Kay Co., Inc., New York 1964.
- Likert, Rensis : The Human Organisations, Its Management and Values Mcgraw Hill Publication, New York 1967.
- Sheth N.R.Patal P.J. : Industrial Sociology in India, Publication, Jaipur, 1979.
- Delbert C.Miller & William H. Eorur : Industrial Sociology: The Sociology of Work Organisation, Harper and Row, New York, 1964.
- Elbert W. Stewart & James a. Glysn : Introduction to Sociology, Tata Mcgraw Hill, New Delhi 1979.
- Rajendra Pandy : Sociology of Development, Concepts Theories and issues, Miltol Publications, New Delhi.

SEMESTER III

PAPER - XI - LABOUR STATISTICS (C)

Unit - I:

Nature and scope of statistics - Classification and presentation of data - Graphical and diagrammatic presentation.

Unit - II:

Measure of central tendency: Mean, Median and Mode - Measure of Dispersion: Standard Deviation - Co-efficient of variation - Correlation Co-efficient.

Unit - III:

Index Numbers: Nature and purpose - Consumer price index - Lespeyr's, Paasche's and Fisher's index.

Unit - IV:

Time Series Analysis: Secular variation and Seasonal variations: Simple average and ratio to trend method.

Unit - V:

Labour Statistics in India - Sources. Sampling: Various types - Random - Stratified Random, systematic and cluster.

References:

- S.P. Gupta : Statistical Methods, Sultan Chand & Co.
S.C. Gupta : Fundamentals of Statistics, Bombay:
Himalaya Publishing House.
M. Sivathanu Pillai : Economic & Business Statistics,
Madras: Progressive Corporation
Private Limited.
C.B Gupta : An Introduction to Statistical Methods.
Vikas Publishing House, Private Limited,

References:

- B.P. Tyagi : Labour Economics & Social Welfare
Jai Prakash Nath & Co. Meerut
Desai & Rao : Labour Economics and Labour Relation, Labour
Economics and Welfare, Prentice Hall of India (P)
Ltd., New Delhi.
Datar B.N. : Labour Economics, Allied Publishers, Madras -

PAPER - XII INDUSTRIAL PSYCHOLOGY (C)

UNIT - I:

INTRODUCTION TO INDUSTRIAL PSYCHOLOGY AND INDIVIDUAL DIFFERENCES

Nature, Definition, Objectives, Sub-fields, scope of Industrial Psychology, Role of Psychologist in industry.

Individual differences:

Areas of individual differences - Human ability - measurement - Mental abilities, Mechanical abilities, Psychomotor abilities, Visual skills, Personality Tests, Belief and attitude of a worker.

UNIT - II: MOTIVATIONAL THEORIES RELATED TO WORK BEHAVIOUR

Motivation - Financial and Non financial motives - Theories of Motivation - Maslow, Herzberg, McGregor, Argyris, McClelland, Vroom, Stacy Adams, Porter - Lawler theories - Reinforcement Theory - Morale and Job Satisfaction.

UNIT - III: WORKING CONDITIONS, WORK CLIMATE, ACCIDENTS AND SAFETY

Importance of working condition - Illumination, Atmospheric conditions, Noise, Music, Work schedule, Rest period, Work climate - Physical, Sociological and Psychological climates.

ACCIDENTS AND SAFETY

Definition and causes of accidents in industry - Situational and Individual factors related to accidents, Accident proneness, Reduction of accidents and Safety Measures.

UNIT - IV: PERSONNEL TRAINING & COUNSELLING:

Need for training, training methods - Lecture, Audio - visual aids, conference methods, case study method, Human Relations Laboratory training, Role play and Management games.

Meaning, definition and objectives of counselling - Types of counselling - Need for industrial counselling. Behaviour Modification - Frustration and aggression cycle.

UNIT - V: PERFORMANCE AND JOB EVALUATION:

Job description, job analysis and job evaluation, steps in job evaluation and methods of job evaluation. Performance evaluation - meaning and purpose, performance evaluation system and Assessment centre.

References:

- McCormick & Tiffin : Industrial Psychology, Prentice Hall of India,
Harrell : Industrial Psychology, Oxford & IBH Publishing Company
Maier, Norman, R.F. : Psychology in industry, Oxford & IBH
Publishing Company
Girish Bala Mohanty : Industrial Psychology
M.B. Ghorpade : Industrial and Organisational Psychology
Lowrence L. Steinmetz : Human Relations: People and Work, Harper &
Row, New York

PAPER XIII - BASICS OF COMPUTER EDUCATION (C)

Unit - I

Computer Fundamentals: Introduction to Computers - Classification of Digital Computer System - Anatomy of a Digital Computer - Computer Architecture - Number System - Memory Units - Auxiliary storage devices - Input Devices - Output Devices - Operating Systems - Programming Languages - Introduction to Database Management Systems - Fox Pro Applications.

Unit - II

Windows - Features of Windows - MS Word: Word Basic - Creating a document/template - Mail Merge - Tamil Word Processor.

Unit - III: Excel

Introduction to Excel - Data Sort - Data filters - Valid criteria - Invalid criteria - Redundant Criteria - Functions.

Unit IV: Power Point

Working with Power Point - Parts of Power Point Window - Various tool bars - Slide manipulation - Fonts - Graph - Table - Templates

Unit - V

Introduction to Telecommunications - Computer Networks - Communications Systems - Distributed Systems - Internet and World Wide Web - Electronic Mail - Internets.

Computer in HRM

Information - Need - uses - use of computer in HRM - Time keeping, wage and salary administration, man power planning - Application of Window based DTP, simple CBT and CD packages - Structure of Human Resource Information System - Problems and prospects.

Books for study

1. Sanjay Saxena : "A first course in computers" - Vikas Publishing House Pvt. Ltd.
2. Alexis Leon, Mathews Leon : "Fundamentals of Information Technology"
: Vikas Publishing House Pvt. Ltd
3. Kurinji Tamil Software
4. Basker J and Trucker R.N.
Kogan page London : The Interactive Learning Revolution
5. Chambers J.A. Sprecher J.W. : CAI - its uses in the class room,

PAPER XIV - INDUSTRIAL RELATIONS - I (C)

UNIT - I

Industrial Relations - Definition - Concept Nature and Scope of Industrial Relations
Socio - Economic and Political Ideologies and Industrial Relations - Limitation of Industrial Relations in India - Positive Industrial Relation

UNIT - II

Industrial Relations in India - Historical Perspective - Pre Independence period - Independence period and after.

UNIT - III

Four Pillars of Industrial Relations - Their Role - Approaches to Industrial Relations - Psychological - Sociological - Economical.

UNIT - IV

Trade Unionism and Industrial Relations - Role of Trade Unions in Industrial Relations - Typology of Trade unions - Central Organisation of Trade Unions.

UNIT - V

Code of Discipline - Principles of the code - salient Features - Objectives of the code of Discipline - Code of Discipline in Industry.

Conflict - Origin of Industrial Conflict - Industrial Disputes - Causative Factors - Dispute Resolution Machineries - Conciliation - Voluntary Arbitration - Adjudication.

References:

- AGARWAL A.N. : Indian Labour Problems, Kitabistan, Allahabad
- AGARWAL.D. : Industrial Relations and Collective Bargaining
Deep Publishers, New Delhi
- MICHAEL V.P. : Industrial Relations in India and Workers Involvement in
Management, Himalaya Pub. House, Bombay
- RAMANUJAM.G. : Indian Labour Movement, Sterling Publishers,
Bangalore
- GIRI V.V. : Labour Problems in Indian Industry, (Asia, Bombay)
- PUNEKAR,DEODHAR : Labour Welfare, Trade Unionism and Industrial
& SANKARAN Relations, Himalaya Publications, Bombay
- N.P.C : Industrial Relations - A Managerial Guide,
National Productivity Council, New Delhi

PAPER - XV BUSINESS ENVIRONMENT AND LAW (A)

UNIT - I Introduction

Historical background of Indian Business, professional management vs family management, corporate culture, value system, managerial ethics - managerial education in India.

UNIT - II Political Environment

Forms of Government Administration, federal, united systems, Indian political philosophy towards business enterprises, business policies, public control on business and evolution of Government control in India - Government and business relationship.

UNIT - III Legal Environment

Industrialisation - The Companies Act 1956 and its amendments. Foreign Exchange Management Act 1992, Law of Contracts, Intellectual Property Rights, Consumer Protection Act

UNIT - IV Economic Environment

Industrial concentration - Industrial sickness - reasons - MRTP, IRB, etc. Economic Liberalisation, privatisation, new industrial policy, economic prosperity - Role of GATT, IFCI, LIC, UTI, IDBI, ICICI, IMF

UNIT - V Social, Cultural and Technological Environment

Concept and impact of social, cultural and technological environment - Role of WTO, TQM, zero defects, social audit and social responsibility of business.

Suggested Readings:

1. Wilson : The Business Environment of the seventies, Dunkel Road
2. N.D. Kapoor : Elements of Company Law.
3. Fancis Cherunilam : Business Environment and Policy, Himalayan
4. Peter F. Drucker : Technology, Management and Society, Tata Mc Graw Hill
5. Kuchhal S.C. : Industrial Economy in India, Chaitanya Publishing Allahabad
6. Das Gupta A. and Sengupta N.K. : Govt. and Business - Vitas Publishing House Pvt. Ltd., New Delhi

SOFT SKILL - PERSONALITY ENRICHMENT: LEVEL - I

Objectives

1. To make students understand the concepts and components of personality, thereby to apply the acquired knowledge to themselves and to march towards excellence in their respective academic careers.
2. To enable students to keep themselves abreast of general knowledge and current information.
3. To bring out creativity and other latent talents with proper goal setting so that self-esteem gets enhanced.
4. To sharpen memory skills and other study skills which are vital for academic excellence.
5. To give training for positive thinking which will keep the students in a good stead at the time of crisis.

Unit I- Introduction

- Definition of Personality
- Components of Personality – structural and functional aspects.
- Determinants of Personality- biological, psychological and socio-cultural factors.
- Assessment of Personality – observation, interview and psychological tests.
- Misconceptions and Classifications.
- Need for personality development.

Unit II- Self-Awareness and Self Motivation

- Self analysis through SWOT and Johari window.
- Elements of motivation.
- Seven rules of motivation.
- Techniques and strategies for self motivation.
- Motivation checklist and Goal setting based on the principle of SMART.
- Self motivation and life.

Unit III- General Knowledge and current affairs

- Regional, National and International events.
- Geographical, political and historical facts.
- Information on sports and other recreational activities.
- Basic knowledge with regard to health and health promotion.

Unit IV- Memory, decision making and study skills

- Definition and importance of memory.

- Causes of forgetting.
- How to forget (thought stopping), how to remember (techniques for improving memory)
- The technique of passing exams.
- The rational decision making process.
- Improving creativity in decision making and components of creativity.

Unit V- Power of positive thinking

- Thinking power- seven steps for dealing with doubt.
- Traits of positive thinkers and high achievers,\
- Goals and techniques for positive thinking.
- Enhancement of concentration through positive thinking.
- Practicing a positive life style.

PRACTICAL TRAINING

The course would include the following practical exercises.

Ice-breaking, Brainstorming and stimulation exercises. Thought stopping. Memory and study skills training.

REFERENCES

1. Mile, D.J. Power of positive thinking. Delhi: Rohan Book Company.
2. Pravesh Kumar. All about self-motivation. New Delhi: Goodwill Publishing House.
3. Dudley, G.A. Double your learning power. Delhi: Konark Press. Thomas publishing Group Ltd.
4. Lorayne, H. How to develop a super power memory. Delhi: Konark Press. Thomas publishing Group Ltd.
5. Hurlock, E.B. Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill.

SEMESTER - IV

PAPER XVI - HUMAN RESOURCE MANAGEMENT (C)

UNIT - I:

Personnel Management as a field of study and practice - Nature and scope of Personnel Management - An overview of activities under the Personnel Management function.

UNIT - II:

Personnel Department in an organisation - Organising the personnel unit - Planning the personnel programme - Controlling the Personnel Unit - Role of a Personnel Manager - Concept of Labour and personnel policies.

UNIT - III:

Job analysis - Human Resource requirements - quality of personnel - Job terminology - job classification - job description - job evaluation.

UNIT - IV:

Recruitment and Hiring - Sources of supply - Recruitment evaluation - Hiring process - Interminuing - Induction - Training - Principles of Training - System of operative training - evaluating the training - Compensation.

UNIT - V:

Career Advancement - Lines of promotion - Incentives - Formal bases for promotion - merit, seniority - Merit vs. seniority - Promotion of managers - Personnel out placement.

Performance appraisal - Traditional and modern systems of appraisal - Ranking - Grading - Scales - critical incidents method - Management by objectives - Discipline and Morale - Grievances Handling - Disciplinary action procedure - Development of people - Personnel Research.

References:

- | | |
|--|---|
| Edwin B. Flippo | : Principles of Personnel Management, New Delhi
McGraw Hill, Kogakusha Ltd., |
| K.K. Ahuja | : Personnel Management, New Delhi, Kalyani Publishers |
| George Straness and
Leonard R. Sayees | : Personnel - the Human problems of management
New Delhi, Prentice Hall of India Ltd |
| C.G.Memoria | : Personnel Management, Bombay, Himalaya |
| William F. Guleck | : Foundations of personnel, Daller-Taxes, Indian- Dorsey Ltd., |
| Jayagopal | : Fundamental of HRD Sterling Publishers, New Delhi |
| R.D. Agarwal | : Dynamics of Personnel Management in India,
New Delhi, Tata Mcgraw Hill |
| Dale | : Personnel Management, and Industrial Relations,
New Delhi, Prentice Hall |
| Walter Dill Scott(etal) | : Personnel Management, Mc Graw Hill, New Delhi. |

PAPER XVII - INDUSTRIAL RELATIONS - II (C)

Unit - I

Collective Bargaining - Definition - Scope and Principles of Collective Bargaining - Process Do's and Dont's in Collective Bargaining - Coverage of Collective Bargaining Forms of Collective Bargaining - Importance of Collective Bargaining in Industrial Relations.

Unit - II

Settlement - Bipartite settlements (Sec.18(1)) and tripartite settlements (Sec.12(3)) of Industrial Disputes Act. Binding effects on the parties.

Unit - III

Labour Participation in Management - Meaning and Scope - Different forms of Labour Participation in India - Works Committees - JMC - Shop Councils - Unit Councils etc. Workers Involvement in Management - Productivity - Participative Management.

Unit - IV

Grievances - Meaning - Genesis of grievances - Grievance settlement procedure code of discipline - Model Grievance settlement machinery - National commission on Labour and its view.

International Labour Organisation (ILO) and Objectives - Structure of International Labour Organisation - International Labour Conference - Studies - Conventions - recommendations - Ratification etc.

Unit - V

Misconduct - Causes of Misconduct - forms of Misconduct - Disciplinary actions - Charge sheets - Domestic enquiry - Notice of enquiry - Enquiry Officers - Enquiry Proceedings - Finding and conclusion - Punishment.

References:

- Agarwal D. : Industrial Relations and Collective Bargaining, Deep & Deep Publication, New Delhi
- Clark R.O. etc. : Worker's Participation in Management, Huneman, London
- Mamoria C.B. : "Dynamics of Industrial Relations" Himalaya Publishing House, Bombay
- Michael V.P : Industrial Relations in India and workers involvement in management, Himalaya Publication House, Bombay
- Punekar, Deodhar : Labour Welfare, Trade Unionism and Industrial Relations, Himalaya, Bombay
- NPC : Industrial Relations, A Managerial Guide, National Productivity Council, New Delhi
- Muthusamy and Brinda : Swamy's Manual on Disciplinary Proceedings - Swamy Publishers (P) Ltd, Chennai – 28
- G.B. Singh's : Hand Book for Disciplinary Authorities G.B. Sing's Books (P) Ltd, Gurdaspur - 143521 (Punjab)

PAPER XVIII - TRADE UNIONISM IN INDIA (C)

UNIT - I:

Industrialisation and evaluation of organisation of Indian industry - Political, economic and Sociological aspects of Indian Labour.

UNIT - II:

Origin and growth of Trade Union Movement in India.

UNIT - III:

Employee expectations - Wage Policy during plans and employees' reactions and part - played by the Government.

UNIT - IV:

Role of Trade Unions in settlements, agreements and consent awards merits and demerits of agreements - Technique of negotiation.

UNIT - V:

Structure of trade union - Labour movement - Problems of Indian Trade Unions and suggested solutions.

References:

- John Goodman : Employment Relations in Industrial Society: Heritago, Delhi
Karnik V.R : Indian Labour: Problems and Prospects,
Calcutta, Minerva Associates
Karnik V.B. : Indian Trade Unions, Popular Prakashen, Bombay
Karnik V.B. : Strikes in India, Manaktalaas, Bombay
G. Ramanujam : Story in Indian Labour, Jaico Publishing House, Bombay
Prom Sagar Gupta : A short history of All India Trade Union Congress AITUC
B.R.Sabade and : Chambers of Commerce and Trade Associations
M.V.Namjoshi in India, Poona Shubada Saraswat
S.N.Dhyani : Crisis in Indian Industrial Relations, New Delhi
R.D. Agarwal : Dynamics of Labour relations in India,
Tata Mc Graw Hill, Bombay .
V.V. Giri : The Labour Problems in Indian Industry, Asia, Bombay
B.K.Tandon : Collective Bargaining and the Indian Scene, Sultanchand, Delhi
Sahab Dayal : Industrial Relations system in India, Sterling New Delhi
B.R. Patil : Conciliation in India, Changh Publications, Allahabad
S.D.Punekar Deodhar : Labour Welfare Trade Unionism and Industrial and Sankaran
Relations, Himalaya, Bombay
G.K. Sharma : Labour Movement in India, Sterling, New Delhi

PAPER XIX - HUMAN RIGHTS AND HUMAN RELATIONS (A)

UNIT - I Introduction

Definition of Human Rights and Human Relations - Scope of Human Rights - Need for the study of Human Rights

UNIT - II Categories of Human Relations and Human Rights

Civil and Political rights - Economic Relations and Human Rights - Social Relations and Human Rights

UNIT - III Human Rights Institutions - International and National

United Nations Human Rights Commission - National Human Rights Commission - State Human Rights Commission

UNIT - IV Instruments

UDHR, International Covenant on Civil and Political Rights, International Covenant on Economic and Social Rights, National Human Rights Act - National Commission for Minorities, S.C./S.T. and Women.

UNIT - V Students Activity

Assignment/Case study/Term paper, etc. relating to the above including Right to Information Act.

Reading list:

1. UNHDP - Programme - Annual Reports, OUP
2. Aravind Kumar (ed), Human Rights and Social Movements, Anmol Publishers
3. P.L. Mehta Meena Urma, Human Rights under the Indian Constitution
4. Arun Kumar Palai, National Human Rights Commission of India, Atlantic Publisher,

SOFT SKILL - COMPUTING SKILLS - BASIC

Objective:

The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel, MS Access, Power point etc., at two levels based on their knowledge and exposure. It provides essential skills for the user to get adapted to any work environment, as most of the systems in any work place have MS Office installed for their day to day activities. The course is highly practice oriented rather than regular class room teaching.

Pre-requisite: NIL.

Unit I: *Introduction to Computers* – Classification of Computers; Role of Computers in society; Inside the Computers – Hardware (processing, memory, i/o, storage), Software (systems, application), CPU, OS, (DOS, Windows, Unix, Linux), Storage Devices; Programming – Overview, need for languages, skills; Networking Basics; Virus; Hacking.

Unit II: *Word Processing* – Open, Save and close word document; Editing text – tools, formatting, bullets; Spell Checker; Navigating in word – keyword, Mouse; document formatting – paragraph alignment, indentation, headers and footers, numbering; printing – preview, options.

Unit III: *File Management* – Understanding the importance of file management; backing of files, navigating thru My Computer and Windows Explorer; Files and Folders – editing, retrieving, deleting, renaming, subfolders – manipulate windows – maximize, minimize; Power point basics – terminology, templates, viewing.

Unit IV: *Spreadsheets* – MS Excel – opening, entering text and data, formatting, navigating; Formulas – entering, handling and copying; Charts – creating, formatting and printing, header and footer, centering data, printing.

Unit V: *Networks* – Internet Explorer – components; www – working, browsing, searching, saving – Bookmark – favorite, create, delete – Printing a web page; email – creating, receiving, reading and sending messages.

Note: Unit II to Unit V needs exposure thru practicals.

References:

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill.
2. Microsoft 2003 – Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, Tata McGraw-Hill.

Examination:

1. Internal assessment could be based on Theory and/or practicals.
2. End semester is based on practicals.

SEMESTER - V

PAPER XX - TRAINING AND DEVELOPMENT (C)

Unit - I

Meaning, Definition, Objectives, Need and Importance of Training and Development - Distinction between Training and Development, education. Training as a Learning process. MDP - Objectives, needs and its importance. Training and Development in Indian Scenario.

Unit - II : Policies and Approaches:

Training policy - steps in training programmes - identifying training needs - Evolving training policy preparing to instruct - preparation of the learner, training courses, training period, support materials, Follow up - training aids.

Unit III

Preparing to instruct: Display summaries, visual aids - boards, projected aids, charts, televisual aids, models, on the job aids.

Unit IV

Methodology: Lecture, Group discussion, case studies, communication exercises, Inbasket, transaction analysis (T.A) Programmed instructions, coverdale, Festalt, Transcendental Meditation (T.M) Erhard Seminar Training (EST).

Unit V

Typology: On the job training (OJT), Off the job training, supervisory; Managerial Training - Objectives, advantages, disadvantages appropriate tools and techniques.

References:

1. Taylor and Lippitt : Management Development and Training Hand Book
2. ZW Humble : Management Development
3. Lynton and Pareek : Training and Development

PAPER XXI - LABOUR WELFARE (C)

UNIT - I

Concept of Labour Welfare - Need, Scope - Historical Development Types of Labour Welfare - Statutory and non statutory Labour Welfare

UNIT - II

Agencies for Labour Welfare - employer, union, State - Labour Welfare office functions and role - Labour Welfare practices in Indian Industries.

UNIT - III

Approaches to Labour Welfare by employer and State - Welfare for special categories of employees child labour, women labour, handicapped, etc.

UNIT - IV

Labour Welfare Funds - functions, finance and Administration in various States in India - Tamilnadu Labour Welfare Fund Act 1972 - Labour Board in Tamilnadu.

UNIT - V

Social and Community Development - Socio economic problems of Indian Workers - Social and Community Welfare - Community Projects - Visit to community centres and NGOs and presentation of reports.

REFERENCES:

- A.M. Sarma : Aspects of Labour Welfare and Social Security - Himalaya Publishing House, Ramdoot, Bombay
- K.R.Bulchandani : 'Labour Welfare', Himalaya Publishing House, Bombay - 4.
- Tyagi B.P. Nath Co. : Labour Economics and Social Welfare, Meerut, Jai Prakash
- Datar B.N. Labour Economics : Allied Publishing, Chennai
- Saxena R.C. : Labour Problems and Social Welfare - K. Nath and Co. Publishers, Meerut (UP)
- Punekar, Deodhar Sankaran : 'Labour Welfare Trade Unions & Industrial Relations' Himalaya Publishing House, Bombay - 4.

PAPER - XXII INDUSTRIAL HYGIENE AND SAFETY (C)

UNIT - I

The scope of organisational safety - communicating safety message - Economics - Skin care and eye protection.

UNIT - II

Sewage disposal and treatment. Refuse sanitation - importance - refuses collection and disposal; water pollution and air pollution.

UNIT - III

Health and Environmental safety - Industrial hazards - Protective equipment - Plant layout.

UNIT - IV

Safety concepts - Symptoms vs causes - safety policy - safety committee - accidents and other operational problems, accident investigation records.

UNIT - V

Accident prevention and first aid - fire prevention and control - Industrial hygiene - common occupational diseases - Malaria etc. - Practical Training (Self supporting) in first aid.

REFERENCES:

- Cmer Bin Sayeed : "Correlates of organisational health productivity and effectiveness". Himalaya Publishing House, Ramdoot, Dr.Phalerai Marg, Girigaon, Bombay - 400 004.
- William Handley : "Industrial Safety Handbook" Second Edition, Mc Graw Hill - Book Company (U.K) Ltd., London.
- K.N. DIGGAL : 'Elements of Public Health Engineering' S.Chand & Company Ltd., Ram Nagar, New Delhi 110 055.
- THIRD EDITION : 'Principles for First Aid for the infured' London - Hoston.
- Dr.A.N.SAZEN : 'Industrial Safety' - Training Manual - 4. National Productivity Council, Productivity House, Lodi Road, New Delhi-3.
- SR.BANARJEE & K.M. DAS : 'Modern Industrial Security' Volume-1 Firma KLM Private Ltd., Calcutta.
- DAVID L. BERGER : 'Industrial Security' Security World Publishing Co., Inc. 2639 S.La Cienega Bivd./Los Angeles CA 90034.
- DAN PETERSEN : 'Techniques of Safety Management' Hill Second Edition.Mc Graw Kogakusha Ltd., Tokyo.
- Dr.A.N.SARMA : 'Aspects of Labour Welfare and Social Security' Himalaya Publishing House.
- B.ANANTHAKRI-SHNAN : Store Keeping - Management Guide, National Productivity Council, Productivity House, Lodi Road, New Delhi 110 003.
- G.CHANDRASEKARAN : 'Plant Layout and Materials Handling' Management Guide - 20 National Productivity Council.

PAPER XXIII - LABOUR LEGISLATION - I (C)

- UNIT - I : Factories Act, 1948
- UNIT - II : The Plantation Labour Act 1951
The Tamilnadu Shop and Establishment Act
- UNIT - III : The Contract Labour (Regulation and Abolition)
Act, 1970.
- UNIT - IV : The Workmen's Compensation Act 1923.
- UNIT - V : The Employee's Provident Fund and Miscellaneous
Provisions Act, 1952.
- The Employees' State Insurance Act, 1948.

References:

- K.D.SRIVASTAVA : Commentaries on 'Employees Provident Funds &
Miscellaneous Provisions Act, 1952 4th Edition.
Eastern Book Company, Law Publishers and
Booksellers, Lucknow.
- K.D.SRIVASTAVA : Commentaries on 'Workmen's Compensation Act'
- Third Edition. Eastern Book company, Lucknow.
- G. SARAN : Commentaries on 'Contract Labour (Regulation
& Abolition) Act, 1970 - Third Edition.
Eastern Book Company, Lucknow.
- K.D.SRIVASTAVA : Commentaries on 'Payment of Gratuity Act, 1972
- Second Edition. Eastern Book Co., Lucknow.
- R.Venkataraman, : 'Labour Law Journal Digest'
C.R.P.Raman, Volumes I to III Agra Wadha and Company,
S.Viswanathan & Nagpur.
B.R. Dolic
- K.D.Srivastava : Commentaries on 'Employees State Insurance
Act' - Second Edition, Eastern Book Company,
Lucknow.
- D.P. MALHOTRA AND : 'The Law of Industrial Disputes' Volume I & II
K.R.MALHOTRA N.M. Tripathi Pvt. Ltd., Bombay.
- K.D.SRIVASTAVA : 'Industrial Disputes Act' Fifth Edition. Eastern
Book Company, Lucknow.

PAPER XXIV - OBSERVATION VISIT (C)

The students shall visit at least (i) 5 industries including

1. Engineering Industry
2. Hotel Industry
3. Petroleum & Oil Industry
4. T Industry
5. Industries in other states

- (i) Office of the Commissioner of Labour (2 visits)
- (ii) ESI Corporation (one visit)
- (iii) EPF Office (one visit)
- (iv) High Court / Tribunal (one visit)
- (v) Service / Social Organisation (one visit)

The performance of the student will be assessed both by faculty and field work supervisor. This will facilitate the students to prepare a report not exceeding 75 pages at the end of the visits.

The report shall be valued by the Institute by constituting a committee headed by the Professor and Head of Faculty/Department known as "Observation Evaluation Committee". The marks shall be distributed as follows:

Internal	: 20 marks (by the faculty/department supervisor)
External (a)	: 50 marks (by the University)
Report (b)	: 30 marks (by field work evaluation committee)
Total	:100 marks

The marks shall be sent to the University, before the commencement of the University Examination. A candidate failing to secure the minimum for a pass shall be required to resubmit this report to the Institute/college.

SEMESTER VI

PAPER XXV - HUMAN RESOURCE DEVELOPMENT (C)

Unit - I

Concept, scope and objectives of HRD at the macro level - Human being as a source of unlimited potential - HRD as a source of nation building.

Unit - II

Problems and issues in the educational system of India - Concept of life long education - Human Resource Development Policy and social change.

Unit - III

Concept, nature, scope and objectives of HRD at the micro-level - HRD and traditional personnel functions - Activities of HR Department - HRD Audit - Role of HR managers.

Unit - IV

Mechanisms of HRD: Training & Development - Career planning and Development - Potential & Performance Appraisal - Feed back and counselling - Organisational Development - Human Resource Information System (HRIS)

Unit - V

Impact of globalisation on HR Practices.

References:

1. Encyclopaedia of Human Resource Development Volume 3 - S.K. Singh and P.R. Jalan, Sarup & Sons, New Delhi
2. K.N. Mathur, Managing Human Resource Development, Gyan Publishing House, New Delhi
3. T.V. Rao & Udhai Pareek - Human Resource Development - Recent Experiences in Indian Industries

PAPER XXVI - ENTREPRENEURIAL DEVELOPMENT (C)

Unit I - Conceptual framework:

Meaning and definitions - Scope - Difference between Intrapreneur and Entrepreneur - Entrepreneur and Manager, Entrepreneur and Inventor, Entrepreneur and Promoter Types of Entrepreneur, Characteristics of Entrepreneur, Social Entrepreneur, Entrepreneurial Managers.

Unit II: Functions of Entrepreneur

Idea generation, Planning, Organising, Motivation - Types of motivation, Project Identification - Project classification - Project evaluation - Problems and constraints - Role of Government, Financial Institutions, IFCI, IDBI, ICICI, SIDBI, SISI, IFCI, SBI.

Unit III: Entrepreneur Development Programme (EDP)

Concept - Objectives - Important features - factors influencing entrepreneurship. Internal, external and socio economic factors. Programmes - Education, Training, consultancy, skill development, information, marketing, Role of Government and Non Government agencies.

Unit IV: Management of Projects

Capital required - working and fixed - sources of funds - cost and benefit analysis BEP Sickness of small scale industries - Measures to prevent. Government protection - Role of IRCI, BIFR, IDBI, SIPCOT etc.

Unit V: Developing Entrepreneurial Skill

Dialogue with industrial promotion agencies - Preparing Model Projects - Diagnostic Study - Panel discussion.

Suggested Reading:

1. Dr. V. Balu : Entrepreneurial Development - Venkateswaran Publication, Chennai - 4.
2. P. Saravanavel : Entrepreneurial Development Principles, Policies and Programmes - Kay Ess Pee Kay publishing house
3. Dr.G.B.Gupta : Entrepreneurship Development - Sultan Chand and Sons in India
4. Peter F. Drucker : Innovation and Entrepreneurship - Practice and Principles - Affiliated East West Press Ltd Publication of SISI Govt of India

PAPER XXVII - LABOUR LEGISLATION - II (C)

Unit - I

The Industrial Disputes Act, 1947

Unit - II

The Industrial Employment (Standing Orders) Act 1946.

Unit - III

The Trade Unions Act 1926.

Unit - IV

The Payment of Wages Act, 1936.
The Minimum Wage Act, 1948

Unit - V

The Payment of Bonus Act, 1965.

The Payment of Gratuity Act, 1972.

References:

- K.D. Srivastava : Commentaries on 'Employees Provident Funds & Miscellaneous Provisions Act 1952
- K.D. Srivastava : Commentaries on 'Workmen's Compensation Act' - Third Edition. Lucknow: Eastern Book Co., Law Publishers & Book Sellers.
- G. Saran : Commentaries on 'Contract Labour (Regulation & Abolition) Act 1970 - Lucknow: Eastern Book Company
- K.D. Srivastava : Commentaries on 'Payment of Gratuity Act' 1972 - Lucknow: Eastern Book Co.
- R.Venkataraman : 'Labour Law Journal Digest' (1966-1975) -
C.R.P. Raman : Volumes I to III Agrawadhwa and Company, Nagpur.
S. Vishwanathan : B.R.Dolia
- K.D. Srivastava : Commentaries on 'Employees State Insurance Act' Eastern Book Co., Lucknow.
- O.P. Malhotra and : 'The Law of Industrial Disputes' Vol. I & II
K.R. Malhotra : N.M. Tripathi Pvt. Ltd., Bombay
- K.D. Srivastava : 'Industrial Disputes Act' Eastern Book Co., Lucknow.

PAPER XXVIII - FIELD WORK (C)

Each student is required to take up a field work in an industry for a period of 30 days or 240 days and submit a report. The students would begin the field work activities in the beginning of the VI Semester and submit the report for evaluation by the Institute/college. The report shall not exceed 75 typed pages excluding tables, figures, bibliography and appendices.

The report shall be valued by the Institute/College by constituting a committee headed by the Professor and Head of Faculty/Department known as VIVA VOCE Exam Committee. The marks shall be distributed as follows:

Internal	: 20 marks (by the faculty/department guide)
External	: 50 marks (by the University)
Report	: 30 marks by the VIVA VOCE Exam Committee
Total	:100 marks

Necessary guidance will be given to the students for the completion of field work. Wherever the Committees are formed for external evaluation, an external examiner shall be appointed with the approval of the Head of the Institute/Colleges.
