

G.S. COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS), JABALPUR

PG SUBJECT CODE & EXAMINATION MARKS SCHEME

GRO UP	SUBJECT CODE	SUBJECT	INTERNAL MARKS		EXTERNAL MARKS		VIVA	
			MAX.	MIN.	MAX.	MIN.	MAX.	MIN.
		M.A- (HRA) - I SEMESTER						
	HR101	MANAGEMENT CONCEPTS	25	10	75	30		
	HR102	ECONOMICS and BUSINESS ENVIRONMENT	25	10	75	30		
	HR103	PRINCIPLES OF PERSONNEL MANAGEMENT	25	10	75	30		
	HR104	INDUSTRIAL RELATIONS	25	10	75	30		
	HR105	LABOUR LEGISLATION	25	10	75	30		
		M.A- (HRA) - II SEMESTER						
	HR201	HUMAN RECORCE MANAGEMENT	25	10	75	30		
	HR202	INDUSTRIAL RELATIONS-II	25	10	75	30		
	HR203	BUSINESS COMMUNICATION	25	10	75	30		
	HR204	RESEARCH METHODOLOGY	25	10	75	30		
	HR205	COMPUTER CONCEPTS & PROGRAMMING	25	10	75	30		
		M.A- (HRA) - III SEMESTER						
	HR301	ORGANISATIONAL BEHAVIOUR	25	10	75	30		
	HR302	INDUSTRIAL PSYCHOLOGY	25	10	75	30		
	HR303	HUMAN RESOURCE DEVELOPMENT	25	10	75	30		
	HR304	BUSINESS LAW	25	10	75	30		
	HR305	PROJECT REPORT					50	20
		VIVA-VOCE					50	20
		M.A- (HRA) - IV SEMESTER						
	HR401	ORGANISATIONAL CHANGE & DEVELOPMENT	25	10	75	30		
	HR402	LABOUR LEGISLATION - II	25	10	75	30		
	HR403	MANAGEMENT INFORMANTION SYSTEM	25	10	75	30		
	HR404	BUSINESS POLICY & STRATEGIC MANAGEMENT	25	10	75	30		
	HR405	PROJECT REPORT					50	20
		VIVA-VOCE					50	20

G.S. College of Commerce & Economics (Autonomous)

South Civil Lines, Jabalpur (M.P.)

Department of Management

M. A. (H.R.A.) - II Semester Syllabus Recommended by Board of Studies

Session : 2020-21 Onwards

Internal Max. Marks : 25

Main Exam Max. Marks : 75

Min. Marks : 10

Min. Marks : 30

Title of Subject : 201 - Human Resource Management

Unit - I

Historical development of HRM in the west and in India. Personnel Management Vs HRM. Scope of HRM. HR policy and planning. HR planning ; Concepts and techniques. HR policy :- Definition formulation, implementation and evaluation.

Unit - II

Job analysis, Job design - Job rotation, Job enrichment, Job evaluation, Empowerment, Supervision meaning. scope of supervision. Principles of supervision. Role of supervisions and middle management in the employee development.

Unit - III

Time Management, Counselling and Mentoring, Total Quality Management, Career Planning and Development.

Unit - IV

Conflict Management, Leadership : Definition, theories and styles, Motivation : Concept, theories and application.

Unit - V

HR Research, HR Information System. HR budgeting, HR accounting, Need, Scope and Frequency of HR audit.

Books Recommended :

Human Resource Management	:	Industrial & Labour Laws of India
Human Resource at work	:	Keith Davis
Human Resource Management	:	R.S. Dwivedi
Human Resource Management	:	Dessler
Human Resource Management & Personnel Management	:	K. Ashwatthapa
Human Resource Management	:	Fisher S Shaw
Organizational Behaviour	:	Stephen P Robbins

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Title of Subject : 202 - Industrial Relations-II

Unit - I

Misconduct and indiscipline, Grievance Resolution, Machinery handling and settlement, code of discipline, departmental enquiries, Drafting of enquiry report. Its impact on industrial peace.

Unit - II

Cause of Industrial disputes, Industrial Disputes Act, Preventive measures, i.e. WC, JMC, JCM of disputes, Settlement measures, IR machinery, Evaluation and effectiveness,

Unit - III

Collective bargaining, wasteful and restrictive work practices, Productivity bargaining, Recent trends in bargaining.

Unit - IV

Labour welfare meaning, Scope, Importance of Labour Welfare, Agencies for Labour Welfare Works in India, Evaluation & Welfare measures, Labour Welfare Officer, Central Board of Workers Education, Methods of Training, Importance of Training.

Unit - V

Negotiations with Trade Unions - Skill & leadership qualities, Worker education, ILO and its role in I.R. New trends in I.R. on account of globalisation and privatisation, Future of I.R. in India & World.

Books Recommended :

- | | | | |
|---|---------------------------------|---|------------------------------------------------------------------------------------------|
| 1 | Arun Monappa | : | Industrial Relations |
| 2 | Pradeep Kumar | : | Personnel Management & Industrial Relations |
| 3 | R.S. Dawar | : | Personnel Management & Industrial Relations |
| 4 | Shrivastava S.C. | : | Industrial relations & Labour Law |
| 5 | Pawar S.S. | : | Personnel Management & Industrial relations |
| 6 | Panekar, Deodhar
& Shankaran | : | Labour Welfare, Trade Union & Industrial relations
(Bomnay Himalaya publishing House) |
| 7 | Mathur J.S. | : | Working Class Movement in India
(Central Book Depot, Allahabad) |

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Min. Marks : 30

Title of Subject : 203 - Business Communication

Unit - I

Communication : Definition, Importance & process of Communication, Channels of Communication, Types of Communication, Verbal & Non-verbal Communication, Formal & Informal Communication.

Unit - II

Interpersonal communication, Oral and Written Communication, Pronunciation, Runcuation, Sentence & Paragraph writing, Barriers to communication, Guidelines for effective Communication.

Group discusstions, presentations, Interviews.

Unit - III

Intra-Organisational Communication-meetings, seminars, conferences, Memoranda notices, circulars, orders, Agenda and minutes, Report writing, proposal writing periodical publication, staff suggestion & complaints.

Unit - IV

Business Correspondence - Essentials of effective, Correspondence, Lay-out of business letters, Enquiries, Replies, Placing and order, Complaint, Collection letters, reminders, status enquires, sales letters, Application for employment, Agency letter.

Unit - V

Exter Communication - Press releases & notices, Invitation to tender, bid etc, Press conferences, Exhibition, Launches, Magazines, Brochures, Mail shots & reply, coupons, Telegram, Telex, Fax Messages & electronic mail, Internet & E-commerce.

Books Recommended :

- | | | | |
|---|------------------------------------|---|------------------------|
| 1 | K.K. Sinha | : | Business Communication |
| 2 | C.S. Rayudu | : | Communication |
| 3 | Asha Kaul | : | Business Communication |
| 4 | M.S. Ramesh &
C.C. Pattenshetti | : | Business Communication |

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Title of Subject : 204 - Research Methodology

Unit - I

Meaning, Objectives and types of research, Research process, Criteria of a good research, Problems encountered by research in India.

Unit - II

Defining the research problem Research design - Features of a good research. design, Survey techniques- Census Vs Sampling. Sampling design. Characteristics of a good sampling design. Steps in formulating a sampling design.

Unit - III

Methods of data collection. Primary Vs Secondary. Techniques of primary data collection. Difference between a questionnaire and a schedule. Characteristics of a good questionnaire scaling techniques.

Unit - IV

Tabulation and analysis. Classification and tabulation of collected data. Statistical devices - Central Tendency, dispersion co-relation and regression.

Unit - V

Interpretation and report writing. Techniques of interpretation. Significance of report writing. Layout of a research report. Types of reports - Written and Oral.

Books Recommended :

C.R. Kothari	:	Research Methodology
D.D. Sharma	:	Marketing Research
Boyd Jr. Westfall Stasch	:	Marketing Research
Luck Rubin	:	Marketing Research

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Title of Subject : 205 - Computer Concepts & Programming

Unit - I INTRODUCTION COMPUTERS :

Block diagram, CPU, I/O, ALU memory and control unit, Characteristics of computers, generation & classification, Applications in modern society, (I/O & memory units :- MICR, OMRR, OCR, Bar code, Voice recognition, Printers - Impact & Non - impact printers, floppy, Hard dist, CD Rom, Magnate & Cartridge tapes, DVD, MD.)

Types and need, Computer languages, compilers, & Interpreters, Operating system need, functions & types, Introduction to windows.

Unit - II WORD PROCESSING :

Meaning, Characteristics, Creating, Editing, Formatting and printing documents, spell checking, Global search and replacement of text using MS-Word, Introduction to Power Point, Preparing business presentations using Power Point.

Unit - III SPREADSHEETS :

Various parts, Rows, Columns, Cell, Cell entries, Values, Label, Formula, Referencing, Creation, Editing, Printing a worksheet, Application area, Data analysis, Data Filters, Pi-vote Table, Graphical representation of data using MS-Excel.

Unit - IV DATA PROCESSING :

Data & information, Business data processing, Field, Record- Record length Files, Master & Transaction files; Files organisation- sequential, random, index files, Introduction to DBMS, Applications in pay-rolls, Inventory, Financial accounting using FOXPRO (Creation, Editing, Structures, Reports sorting & indexing, Searching & updation, SQL (Programming not included)

Unit - V WEB DESIGNING :

Data communication, Need for computer communication, Networking, E-mail, FTP, Remote login, Introduction to Internet, WWW Advantage of Internet. Introduction to WEB Designing, HTML, Front Page, Preparing & hosting simple WEB Pages using HTML & Front page.

Books Recommended :

1	V. Rajarraman	:	Fundamentals of computers
2	R.K. Taxali	:	PC Software for windows
3	ABC of Microsoft office	:	T.Mc. Publication
4	R.K. Taxali	:	FOXPRO - 2.6
5	Sinha & Sinha	:	Fundamentals of computers
6	Tata MC Graw Hill	:	MS Windows 98