

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

**PG SUBJECT CODE & EXAMINATION MARKS SCHEME**

| GRO<br>UP | SUBJECT<br>CODE | SUBJECT                                | INTERNAL<br>MARKS |      | EXTERNAL<br>MARKS |      | VIVA |      |  |  |
|-----------|-----------------|--|-------------------|------|-------------------|------|------|------|--|--|
|           |                 |  | MAX.              | MIN. | MAX.              | MIN. | MAX. | MIN. |  |  |
|           |                 | <b>M.A- (HRA) - I SEMESTER</b>         |                   |      |                   |      |      |      |  |  |
|           | 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   |      |      |  |  |
|           |                 | <b>M.A- (HRA) - II SEMESTER</b>        |                   |      |                   |      |      |      |  |  |
|           | HR201           | HUMAN RECOURCE 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   |      |      |  |  |
|           |                 | <b>M.A- (HRA) - III SEMESTER</b>       |                   |      |                   |      |      |      |  |  |
|           | 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   |  |  |
|           |                 | <b>M.A- (HRA) - IV SEMESTER</b>        |                   |      |                   |      |      |      |  |  |
|           | 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.) - I Semester Syllabus Recommended by Board of Studies**

Session : 2020-21 Onwards

Internal Max. Marks : 25

Min. Marks : 10

Main Exam Max. Marks : 75

Min. Marks : 30

**Title of Subject : 101 - Management Concepts**

#### **Unit - I**

Process, functions and nature of management. Universality of management. Social responsibility of management. Management as a profession, Professionalisation of management in India.

#### **Unit - II**

Nature and process of planning. Types of plans. Effective planning. Determination of objectives. Management by objectives. Management by exception. Nature, process and types of decision making.

#### **Unit - III**

Theory and principles of organisation. Process of organising. Span of management. Line and Staff relationship. Delegation of authority. Centralization and decentralization.

#### **Unit - IV**

Concept, nature and scope of directing. Principles and techniques of direction. Types and techniques of Co-ordination. Nature, process and areas of control. Various control techniques.

#### **Unit - V**

Understanding Groups and Teams : Concept, Development and Elements of Group, Turning Groups into Effective Teams. Concept of Six Sigma. International Management and Future: Towards a Unified, Global Management Theory.

#### **Books Recommended:**

- 1. Principles and practices of Management by L.M. Prasad**
- 2. Principles and practices of Management by T.N. Chhabra**
- 3. Principles and practices of Management by Sherlekar & Sherlekar**
- 4. Essentials of Management by Koontz & Weihrich**
- 5. Management by Robbins & Coulter**

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Min. Marks : 30

**Title of Subject : 102 - Economic and Business Environment**

**UNIT-1 INTRODUCTION**

Concept, Nature and significance of Business Environment - Internal & External, Functioning of an Economic System, Salient features of Capitalism Socialism and Mixed Economy.

**UNIT-2 SOCIAL & CULTURAL ENVIRONMENT**

Social Interests and Values, their implications for Industrialisation and Economic Growth, Ecology and Social Responsibility, Ethics and culture of business.

**UNIT - 3 INDUSTRIAL ENVIRONMENT**

Role of State, Participation in Business, New Industrial Policy and Licensing Policy, Industrial Development during Five Year Plans, Achievements and Failures.

**UNIT-4 ECONOMIC ENVIRONMENT**

Indian Economic System, New Economic Policy, Present Monetary & Fiscal Policies, Multinationals and Government Policy towards them. FERA 1973 & FEMA 1999, MRTP Act 1969.

**UNIT-5 TECHNICAL ENVIRONMENT**

Choice of Appropriate Technology, Problems in selection, Appropriate Technology, Technology Transfer, Import of Foreign Technology and its Adoption. The Information Technology Revolution, Global Business Environment.

**BOOKS RECOMMENDED**

1. Francis Cherunilam : Business Environment.
2. Khera S.S. : Govt. & Business.
3. Amarchand D. : Govt. & Business.
4. Adhikari M. : Economic Environment of Business.
5. Parag Diwan & Agrawal L.N. : Business Environment.
6. K. Aswathappa : Essentials of Business Environment.

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Min. Marks : 30

#### **Title of Subject : 103 - Principles of Personnel Management**

##### **Unit - I**

Concept, definition, objectives and functions of personnel management. Process approach to P.M., Principles of PM, Organisation Of Personnel Department, Characteristics & Qualities of personnel manager. Historical development of personnel management.

##### **Unit - II**

Manpower planning. Process and methods of recruitment, selection, induction, promotion, demotion. transfer.

##### **Unit - III**

Training vs Education, Training and Development- Concept, needs. Objectives, importance and types. Identifying training needs. Designing a training programme, Role of Training Manager, Methods, tools and techniques of training. Executive development: process, need and prerequisites of successful development programmes.

##### **Unit-IV**

Wage and salary administration- Nature and purpose. Process. Concept of basic wage, fair & minimum wage. Kinds of wages. Methods of payment. Non-monetary and monetary incentives, rewards.

##### **Unit - V**

Performance Appraisal - Scope and methods. Advantage of Performance Appraisal. Ethics of Performance Appraisal. 360 degrees Performance Appraisal. Potential appraisal : Concept and importance. Difference between Performance Appraisal and Potential Appraisal. Absenteeism and Lay off. Retaining and redeployment. Golden handshake. Voluntary retirement schemes- procedure. Its merits and demerits.

##### **BOOKS RECOMMENDED:**

1. Personnel Management : T N Chabbra
2. Personnel Management : C B Mamoria
3. Personnel Management : Flippo
4. Personnel Management : Singh & Sur
5. Human Relations at work : Keith Davis

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Min. Marks : 10

Min. Marks : 30

### **Title of Subject : 104 - Industrial Relations**

#### **UNIT - 1**

Concept of Industrial relations & Human relations, Definition of I.R., Historical Development of I.R., Employees psychology & I.R. Elements effecting I. R., Objectives, Approaches & determinants of I.R., Steps for Improving I.R.

#### **UNIT - 2**

Role of Govt. in shaping I.R., Public policies, I.R. in India before & after Independence, Post 1991 Industrial world, Problems of I.R. in developed & under-developed Economies.

#### **UNIT - 3**

Trade Union development, Functions & Objectives, Its structure, Central Trade Union Organisation & its role.

#### **UNIT - 4**

Trade Union Act-1926, Recognition, Verification of Unions, Multiplicity & Politicalisation of trade Union, Leadership management of T.U., Recommendations of National Commission on Labour.

#### **UNIT - 5**

Industrial Democracy, Prerequisites for industrial democracy, Participative Management, Need and Significance of Workers Participation in Management, Effectiveness and Scope of WPM, Workers Participation in India, Findings of National Commission on Labour.

#### **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  
(Himalaya publishing House, Mumbai)
7. Mathur J.S. Working Class Movement in India  
(Central Book Depot, Allahabad)

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**Title of Subject : 105 - Labour Legislation**

#### **UNIT- 1**

A brief history of labour legislation in India, Fundamental Rights (Arti. 12 to 32) as provided in part - III of Indian Constitution, Directive Principles of State Policy of Government of India as provided in Indian constitution.

#### **UNIT- 2**

Pre-Independence and Post-Independence Labour policy of Government of India, I.L.O. & Indian Labour, current Labour Problems and Labour Jurisprudence.

#### **UNIT- 3**

Factories Act - 1948

Mines Act-1952

#### **UNIT- 4**

Minimum Wages Act - 1948,

Payment of Wages Act - 1936,

Payment of Bonus Act - 1965.

#### **UNIT- 5**

#### **WELFARE LEGISLATION**

Workmen Compensation Act -1923,

Employees State Insurance Act - 1948,

Employees Provident Fund and Family Pension Act - 1952.

#### **BOOKS RECOMMENDED**

- |                  |                                   |
|------------------|-----------------------------------|
| 1. H.K.Sharan    | Industrial & Labour Laws of India |
| 2. Malik P. L.   | Handbook of Industrial & Labour   |
| 3. Agrawal S. L. | Labour Relations in India.        |
| 4. Balchandani   | Industrial Law.                   |
| 5. V. G. Goswami | Labour & Industrial Law.          |
| 6 S. N. Mishra   | Labour & Industrial Law.          |