

<b>MSW I</b>	<b>CORE</b>	<b>Max Marks 100</b>
<b>Semester – I</b>	<b>PROFESSIONAL SOCIAL WORK AND SOCIAL PROBLEMS</b>	<b>Int: 25 Ext: 75</b>
<b>18MSWC11</b>		<b>6 hrs week</b>
		<b>Credit: 4</b>

### **Objectives**

- To orient the students on the basic concepts related to professional social work
- To make the students to appreciate the professional values and ethics of social work
- To orient the students to Know about the various social problems and policy measures taken to address it

### **UNIT-I**

Understanding Social Welfare, Social Work, Social Policy, Social Security, Social Development, Social Policy. Evolution of Social Welfare in U.K. U.S.A. and in India. Approaches and Models in Social Welfare and Social Work practice Professionalization of Social Work Practice.

### **UNIT- II**

Principles, Objectives, Functions of Social Work. Components of Social Work practice -Social Work Process –Knowledge/Theoretical base-Values and ethical base-Skills base. Social work in the context of human service professions.

### **UNIT – III**

Social problem - Concept, Causes, Characteristics and Theories - Social Pathology, Social Labeling, Social Deviance, Social Disorganization.

### **UNIT- IV**

Major Social Problems - Poverty, Unemployment, Commercial Sex Work, Beggary, Substance Abuse, Delinquency, HIV/AIDS, Problems of the people with disabilities, Racial prejudice and Regional Disparity, Social Work and legislative Interventions to combat social problems.

### **UNIT – V**

Fields of Social Work - Community, Family, Health, School, Industry. International and National Associations for Social Work Education and Social Work Practice. Objectives and activities of IASSW, ISPSW, APASWE, NASW, IFSW, ASSWI. Problems and Challenges of Social Work Education in India. Role of Social Workers in Different Settings.

### **REFERENCES:**

1. Mishra, P.D & Mishra, Beena (2010), Social Work Profession In India, Lucknow, New Royal Book & co
2. Segal, A, Elizabeth, Gerdes, E., Karen, Steines, Sue, (2010), Professional Social Work, New Delhi, Rawat Publications.
3. Ahuja, Ram, (2014), Social Problems in India, New Delhi Rawat Publications
4. Sardar, N.K. (2010), Social Work-Intervention methods and Strategies, Delhi, NAVYUG publishers and distributors.
5. Gautham, P.R, Singh, R.S. (2011), Social Work -Methods, Practice & Perspective, New Delhi, Centrum Press,
6. Bhattacharya, Sanjay, (2012), Social Work and Integrated approach, New Delhi Deep & Deep publications

<b>MSW I</b>	<b>CORE</b>	<b>Max Marks 100</b>
<b>Semester – I</b>	<b>SOCIAL CASE WORK</b>	<b>Int: 25 Ext: 75</b>
<b>16MSWC14</b>		<b>6 hrs week</b>
		<b>Credit: 4</b>

**OBJECTIVES:**

- To help the students understand the concepts, principles, process of social case work and its applications.
- To develop the competence of students to practice Social Case Work.

**UNIT-I:**

Social case work - Concept, definition, meaning, objectives and history. Dynamics of human behaviour and its application to social case work. Basic components of social case work - Problem, Person, Place, Principle & Process. History of Social Case Work in India and Abroad.

**UNIT- II:**

Principles of Social Case Work Process – Intake (Types), Study (Case History Collection), Diagnosis (Prognosis), Treatment, follow up and termination. Understanding change and change process. Case History taking.

**UNIT- III:**

Models of Social case work- Social diagnostic (Richmond), Supportive (Hamilton), Problem Solving (Perlman), Crisis Intervention (Rappaport) and Competence Based (Elleen Gabriel). Approaches to Social Case Work.

**UNIT - IV.**

Tools of helping- listening, the art of probing, conditions promoting therapeutic relationship: unconditional positive regard, genuineness and empathy, managing reluctant and resistant clients, resources mobilization, home visits and collateral contact. Transference & Counter-Transference.

**UNIT V:**

Application of Social work in different settings: family, educational, medical, Correctional and Industry. Recording-importance, types: narrative, process, verbatim and summary.

Supervision- need and importance in the practice of Social Case Work.

**REFERENCES:**

1. Pearlman Helen (2011), Social Case Work, New Delhi, Rawat Publications
2. Aptaker, Herbert. (1982), Dynamics of Case Work and Counseling, Boston, Mifflin Pub.
3. Mathew, Grace, (1993), An Introduction to Social Case Work, Bombay, TISS.
4. Upadhyay, P.K. (2003), Social Case Work, New Delhi, Rawat Publications.

<b>MSW I</b>	<b>CORE</b>	<b>Max Marks 100</b>
<b>Semester – II</b>	<b>SOCIAL WELFARE ADMINISTRATION &amp;</b>	<b>Int: 25 Ext: 75</b>
<b>18MSWC22</b>	<b>LEGISLATION</b>	<b>6 hrs week</b>
		<b>Credit: 4</b>

**Objectives:**

- To make the students to understand various social policies and social welfare administration
- To throw more light on various legal aspects, acts which are applicable in the field.

**UNIT.I**

Definition and Scope of Social Policy and Social Welfare Administration. Administrative arrangements and constitutional base for Social Welfare / Policy in India. Functional areas of Ministries (Central and State), Boards (Central Social Welfare Board) and other National Institutions.

**UNIT.II**

Policy issues related to Nutrition and Food Security, Education, Health, Women and Children, Backward Classes, Senior Citizens, Unorganized sector workers. Project administration. Project Identification, Planning, Appraisal, Implementation Monitoring and evaluation. Guidelines to prepare project proposals

**UNIT.III**

Procedure for Registration of Human Service Organizations under Societies Registration Act, Trust Act. Memorandum of Association. Constitution and Bye - laws. Functions of Governing Board. Provisions in Income Tax Act. Overview of administrative process. POSDCORB. Planning, Organizing, Staffing, Directing, Controlling, Reporting and budgeting.

**Unit-IV**

Family Courts Act 1984, Protection of Women from Domestic Violence Act, 2005, Dowry Prohibition Act, 1961, Person with Disabilities Act 1995, Prohibition of Child Marriage Act, 2006. Compulsory Registration of Marriage Act, 2007, Pre-conception and Prenatal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994, Sexual Harassment at Work Place, (Prevention, Prohibition and Redressal) Act 2013, POSCO Act 2012.

**Unit-V**

Right to Information Act 2005, The Maintenance and Welfare of Parents and Senior Citizens Act, 2007, The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act 1989, Right of Children to free education and compulsory Education Act 2009, Consumer Protection Act of 1986. Public Interest Litigation in India: Growth, issues to be raised in PIL, Legal Services Authority Act 1987

**REFERENCE BOOKS:**

1. Gautam et al, (2011), Social Work, Social Policy , Concept and Methods, Centrum Press, New Delhi
2. Goel, S.L., ( 2013), Social Welfare Administration, Deep & Deep, New Delhi
3. Gangrade, K.D. (2011), Social Legislations in India, Concept Publishing, Bhatiya & Dingh (2009), Social Policy In India, New Royal Book Company, Lucknow.
4. Sachdev, ( 2012), Social Welfare Administration in India, Kitab Mahal, N.D.
5. Bose. A.B, (2001), Social Welfare Planning in India, Bangkok, United Nations.
6. Chowdhry, Paul, (1993), Hand Book on Social Welfare in India, Delhi, Atmaram
7. Suresh Murugan (2016) , Social problem and Social legislation, E book

<b>MSW II</b>	<b>CORE</b>	<b>Max Marks 100</b>
<b>Semester – III</b>	<b>Specialisation: Human Resource Management</b>	<b>Int: 25 Ext: 75</b>
<b>18MSWHR31</b>	<b>HUMAN RESOURCE MANAGEMENT-I</b>	<b>6 hrs week</b>
		<b>Credit: 5</b>

**Objectives :**

- To explain the basic concepts of HR and their application in students
- To impart the knowledge about various HR practices which are applicable in industry

**UNIT I**

Management - Definition, Concept, Principles. Human Resource Management: Definition , Concept, philosophy, principles, role and importance in general management. Functions of Human Resource Manager, qualities, and competencies of HR Manager.

**UNIT II**

Human Resources Planning – Concept and Process. Job analysis- Job description- Job specification- Job evaluation - techniques in job evaluation - Job enrichment - Job enlargement,

**UNIT III**

Human Resource Acquisition: Recruitment – Concept ,Theories, Selection Process and problems: Modern Technology & recruitment: Social Media, Selection policy, Psychometric testing – Purposes, Nature, type of testing .Interview – Types, technique, Guideline for effective Interview. Attrition analysis, Retention Management: Need & objectives, method, Exit interviews

**UNIT IV**

Performance Management: Performance Appraisal, Performance Management System – History, Concepts, Philosophy, Process – New techniques & methods of PA.- Organizational goal setting process, Key Result Area (KRA) and Key Performance Indicator (KPI), Competency Mapping, Skill Matrix, 360 Degree Appraisal, Balanced Score Card, Assessment Centre, Potential Appraisal, Performance Counselling, Mentoring and Coaching

**UNIT IV**

Training and Development: Definition, need and Scope of Training, Training Need Analysis, Assessment of Return-on- Investment (ROI) on training; Methods of training, On-the-Job Training, Coaching, Mentoring, Management Games, Case Study, Role Plays, Job Rotation, Simulation Training, Training for workers, supervisors and managers. Evaluation of Training.

**Reference**

1. Bhattacharya, Dipak Kumar, (2013), Human Resource Management, Jain Book Agency,
2. Prasad,L.M ( 2015), Human Resource Management, Jain Book Agency,
3. Aswathappa, K (2010), Human Resource Management, New Delhi, Tata- McGraw Hill.
4. Chatterjee, Baskar (2007), Human Resource Management, New Delhi,
5. Ghosh, Biswath ( 2014), Human Resource Development and Management, Jain Book, New Delhi
6. Tripathi, P.C.(2015), Human Resource Development, Jain Book, New Delhi

<b>MSW II</b>	<b>CORE</b> <b>Human Resource Management</b>	<b>Max Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester – III</b>	<b>INDUSTRIAL RELATIONS AND</b> <b>EMPLOYEE WELFARE</b>	<b>6 hrs week</b>
<b>18MSWHR32</b>		<b>Credit: 5</b>

**Objectives:**

- To enable the students to understand concepts of industrial relations, trade unions and collective bargaining
- To enable the students to understand various issues in the field of Industrial Relations.

**UNIT-I**

Industrial Relations - Concept, Objectives, Need, and Scope- Bipartite and Tripartite bodies in Industrial Relations; Role of Government, Employers and Unions in Industrial Relations. Concept of grievance, conflict and dispute. Recent trends in industrial relations in India. Approaches to Industrial Relations.

**UNIT-II**

Trade Unions -Concepts, Objectives, Functions, Structure, Administration, Growth of trade unions in India. Recent trends in union movement in India.

Employer's Association - aims, objectives and activities.

**UNIT-III**

Industrial unrest – types, impact, causes and prevention, Collective Bargaining - concept, objectives, principles, scope, type, problems and process of bargaining; Difficulties in implementing collective agreements. Cases of Collective Bargaining based on field work experience. Process of Domestic Enquiry.

**UNIT-IV**

Employee Welfare - Concept, Definition, Principles, Theories, Non-Statutory Welfare facilities- Personal Health Care, Employee Assistance Programmes, Harassment Policy, Maternity & Adoption Leave, Medi-claim Insurance Scheme, Employee Referral Scheme, Education, Safety, HSE and SA 8000.

**UNIT-V**

Employee Involvement Programme- Various Policies on Welfare – Welfare Schemes for unorganized Sectors- Scope of Social Work Practice in Industrial Settings, Industrial Counselling, Meaning, Definition and Process of Industrial Counseling, Support services to members of the family.

**References:**

1. Punekar, S.D. (2011), Labour Welfare Trade Unions and Industrial Relations, Himalaya Publisher, New Delhi.
2. Jerome Joseph, (2013), Industrial Relations, Sage Publishers, New Delhi.
3. SubbaRao, (2008), Labour Welfare and Social Security, Himalaya Publisher, ND.
4. Neil Anderson, (2014), Employee Selection Performance Management, Sage
5. Sarma A M (2011), Industrial Relations – Conceptual and legal framework, Mumbai: Himalaya
6. Mamoria, Mamoria and Gankar, (2013), Dynamics of Industrial Relations, Mumbai: Himalaya
7. Bhatia SK,(2003), Constructive Industrial Relations and Labour laws, New Delhi: Deep & Deep.

<b>MSW II</b>	<b>Core- Human Resource Management</b>	<b>Max Marks 100 Int: 25 Ext: 75</b>
<b>Semester – IV</b>	<b>ORGANISATIONAL BEHAVIOUR</b>	<b>6 hrs week</b>
<b>18MSWHR43</b>		<b>Credit: 5</b>

### **Objectives**

- To explain the application of theories of psychology in industrial setting
- To make the students to understand the various concepts relating to the Organisational Behaviour.

### **UNIT I**

Organizational Behaviour- Concepts, Definition, History, Methods. Understanding of human behavior - Process of Behaviour. Behavior Models - Individual Behaviour and Group Behaviour - influence of group behaviour in an organizational environment.

### **UNIT II**

Group Dynamics - Formal and Informal Group - Interaction process and group standards. Leadership in industry- Functions, types, theories. Leadership skills

### **UNIT III**

Industrial Psychology - meaning and scope. Use of psychological tests. Job Satisfaction – Determinants, Measurement - Influence on behavior. Employee Morale - definitions, concepts and effects, Human Engineering in Industry. Role and functions of Industrial Psychologist;

### **UNIT IV**

Motivation – Meaning, Definition and Types. Theories of Motivation- Abraham Maslow’s Need Hierarchy Theory, Douglas McGregor’s Theory X and Theory Y. Elton Mayo’s Human Relations model. David McClelland’s Motivational Needs Theory, Victor Vroom’s Expectancy Theory of Motivation. Frederick Herzberg’s Motivation - Hygiene Theory

### **UNIT V**

Stress – Meaning, causes and effects. Organizational, Group and Individual stresses. Coping strategies. Work – Life balance.. Conflict Management - definition, role, goals, types and techniques. Organizational Climate – Importance, Factors affecting Organizational climate. Emotional Intelligence- concept and theories

### **REFERENCES:**

1. Kakani.S.L, MamtaPandey, (2011), Organizational Behaviour and HRM”, AITBS Publishers, New Delhi.
2. Ram Narayan. S, (2012 “Organizational Development”,), Sage publisher, New Delhi.
3. Yogendrasingh (2013 “Organizational behavior”,, AITBS Publishers, New Delhi.
4. “Organizational behavior”, Mustafa. A (2011), AITBS Publishers, New Delhi.
5. Fred, Luthans, (1988), Organizational Behaviour, Singapore, McGraw Hill Book company. .
6. John W Newstron& Davis, Keith, (2002), Organizational Behaviour, New Delhi
7. UdaiPareek (2010), “Understanding Organizational behavior”, Oxford and IBM Publishers, New Delhi.

<b>MSW II</b>	<b>CORE</b> <b>Medical &amp; Psychiatric Social Work</b>	<b>Max Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester –III</b>	<b>HOSPITAL ADMINISTRATION</b>	<b>6 hrs week</b>
<b>18MSWMP33</b>		<b>Credit: 5</b>

### Objectives

- To inform the students about the fundamental concepts of hospitals, hospital organization and hospital administration
- To help the students in learning about various hospital departments and their services, quality assurance in hospital service and Laws pertaining to hospitals.

### UNIT -I

Hospital: Definitions, meaning, functions, history, growth and classification of Hospitals in India. Hospital Administration: Concept Definition, general principles , importance , functions.. Difference between Gneral and Hospital Administration.

### UNIT -II

Hospital Organization: The Governing Boards, Committees. Hospital administrator , Role functions and duties. The Hospital Auxiliary Services.Role of Hospital in the Health Care Delivery System.

### UNIT -III

Hospital Departments: Out-patient services, Dietary services, Nursing and Ward Management, Medical records, Laboratory services, Radiological services ,Casualty and Emergency services., Human Resources Management( HRM) Department.

### UNIT -IV

Quality Assurance in Hospital Service. Control of Hospital acquired infection and associated problems .Use of Computers in Hospitals.Ethics in Hospitals-HUDAS.Application of MIS in Health care Management, Rights of the patients.

### UNIT- V

Laws pertaining to Hospital: Prevention of Food Adulteration Act 1954 - The Drugs and Cosmetics Act 1940 - The Births, Deaths and- Marriages Registration Act - The Epidemic Diseases Act 1897 - The Employees' Provident Fund Act 1952 - The Employees Pension Scheme 1995 - Employees Deposit Linked Insurance Scheme 1976 - The Employees State Insurance Act 1948.

### REFERENCES:

1. Sharma D.K., Goyal R.C (2013) Hospital Administration and Human Resource Management, New Delhi, PHI learning Pvt ltd
2. [Lawrence F. Wolper](#)2010, Health Care Administration: Managing Organized Delivery Systems, 5th Edition
3. Donald J.Griffin (2010) Hospitals: What they Are and how they work?4<sup>th</sup> edition, London, Jones &Barlett
4. Francis C.M (2004) Hospital Administration, New Delhi, Jaypee Publishers
5. [Sharma R.C. ,Goyal](#) D.K., 2013 Hospital Administration And Human Resource Management, Kindle Publication.
6. Anand K K, (1996) Hospital Management: a new perspective, New Delhi, Vikas Publishing House.
7. Desai VA, (1985) Hospital Administration, Miraj, Wanless Hospital.
8. Goyal,RC (2006) Hospital Administration and Human Resource Management,

<b>MSW II</b>	<b>CORE</b> <b>Specialisation: Family &amp; Child Welfare</b>	<b>Max Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester – III</b>	<b>FAMILY WELFARE MANAGEMENT</b>	<b>6 hrs week</b>
<b>18MSWFC31</b>		<b>Credit: 5</b>

## **OBJECTIVES**

- To provide the basic concepts about family welfare management
- To make the students to understand their roles in enhancing the capacity of the family

### **UNIT.I**

Family-definition, origin, type, values, functions and its importance. Role of family in the development of its members. Joint and Nuclear family, Women headed families and its characters, strengths and weaknesses. Single parent family and its problems. Marriage and its role in the family process. Changing pattern of family.

### **UNIT.II**

Family disorganization - causes, impact and remedies. Marital problems and ways to manage it. Dysfunctional family, Broken family. Communication in families. Nature and blocks in decision making. Communication skills for day to day living. Impact of migration and urbanization on family, Families with problems and ways to manage them.

### **UNIT.III**

Family welfare – Concept, Communication pattern of interaction among family members and programmes organized by national, international organizations. Family Court. International day of the families – objectives. Role of non-governmental organization in family welfare.

### **UNIT.IV**

Family life management. Family life cycle - Growth, Needs and Development tasks for each phase. Family Life Education - meaning, objectives and its content. Sex Education. Population education and Family Health Education.

### **UNIT.V**

Laws related to adoption ( –Hindu, Muslim, Christian ), Inter Country Adoption( Guardianship and Wards Act)

Role of Social worker in enhancing the capacity of the family to cope with the changing trends. Marital and family counselling. Family counseling center and its function.

### **REFERENCES:**

1. Systematic Family Therapy from Theory & Practice – Winek (John) – 2011- Sage Publication (New Delhi)
2. Family Life Education with Diverse Population – Ballard (Sharon) – 2012 – Sage Publication (New Delhi)
3. Social Work and Social Welfare – Shankar Pathak – 2012 – Nirmal Publication (New Delhi)
4. Encyclopedia of Social Work: Social Welfare and Social Work – Kumar Jha – 2002 – Anmol Publication (New Delhi)
5. Krishna Kant Singh & Ram Shankar Singh, (2011), Social Work and Family Intervention, ABD Publishers, Jaipur, Rajasthan.
6. Rao, Shankar C.N. (2007). Indian Society, New Delhi: S S Chand



<b>MSW II</b>	<b>Core Specialisation: Family &amp; Child Welfare</b>	<b>Max Marks 100 Int: 25 Ext: 75</b>
<b>Semester – III</b>	<b>WOMEN &amp; CHILD WELFARE</b>	<b>6 hrs week</b>
<b>18MSWFC32</b>		<b>Credit: 5</b>

### Objectives

- To offer the basic concepts, approaches and programmes for child welfare.
- To provide the basic concepts, approaches and programs for women welfare.

#### UNIT.I

Definition of Child, The place of child in the family and in society. Status of Children in India - Stages of child development .Child rearing pattern. Needs and behavioral problems of different types of children – Infants, Destitute, Gifted, Neglected, Dependent, Exploited, Child labor, Street children, Sexually exploited, Dropouts, Delinquent children, Physically handicapped and Emotionally disturbed children, Mentally challenged children

#### UNIT.II

Child Welfare - meaning, objectives and scope. Mother and Child Health Services. Child Guidance Clinics. Importance of recreation in child development. Substitute family care - Adoption, Foster Care, Institutional care and its scope and limitations.

#### UNIT.III

Concept of Women's Welfare - Changing role and status of women in India with reference to religion, family economy and in the Media. Women's movement with special reference to India and abroad, Women Rights - Gender justice and CEDWA- objectives ,Feminism: Concept and types, Women empowerment

#### UNIT.IV

Problems of woman - Marriage, Educational backwardness, Working women, Women deprived of normal home life, Adolescent mothers, Traffic in Women and Girls. Problems of maternity, childcare, Menopause. Violence against women - infanticide, rape, Wife battering, dowry death, sexual abuse and victimization.

#### UNIT.V

Programs for Women and Child Welfare –Creative use of play therapy ,dance,art, drama, mediums helping children . Central Social Welfare Board, State Social Welfare Boards, NCPCR, SCPCR . Role of SHGS, National Commission for Women ,Rights of Children. National Policy on Children - National Institute for Public Cooperation and Child development. Integrated Child Development Services (ICDS), WHO, CARE, UNICEF. Legislations related to Women and Children.

#### REFERENCES:

1. Helen Cahalane (2016), Contemporary Issues in Child Welfare Practice (Contemporary Social Work Practice) , Springer, New Delhi
2. Ajit K. Singh (2011) Family and Child Welfare, Centrum Press. New Delhi
3. Geeta Chopra (2015), Child Rights in India: Challenges and Social Action, Springer, New Delhi
4. Susan C. Mapp, (2011) Global Child Welfare and Well-Being, Oxford University Press, Chennai
5. Sameera Maiti (2016), Women Empowerment And Development, Sage ,New Delhi
6. Gurpreet Bal (2016), CONTEMPORARY GENDER ISSUES : Identity, Status and Empowerment, Sage ,New Delhi
7. G. Madhavi (2011) ,Women Welfare Programmes, Sage ,New Delhi
8. Mamta Rao (2018), Law relating to Women & Children, Eastern Book Company, Lucknow, Uttar Pradesh.

<b>MSW II</b>	<b>Core</b>	<b>Max Marks 100</b>
<b>Semester – III</b>	<b>Specialisation: Family &amp; Child Welfare</b>	<b>Int: 25 Ext: 75</b>
<b>18MSWFC33</b>	<b>YOUTH &amp; MARGINALIZED SECTIONS</b>	<b>6 hrs week</b>
		<b>Credit: 5</b>

## Objectives

- To provide the knowledge about the concepts, approaches and programmes for youth welfare.
- To orient the students about the concepts of people from marginalized section.

### UNIT.I

Concept of Youth Welfare. Youth in contemporary Indian society. Perspectives of youth ,Different groups of youth. Problems of Youth - Psychological, Cultural, Social, Educational, Health, Occupational and Recreational.

### UNIT.II

International Year of the Youth.Youth and Sports Policy. Challenges and oppurtunites of Youth Existing service for youth- Youth clubs, Youth forums, Youth hostels, National Service Scheme, National Cadet Corp, Scouts and Guides, Youth exchange program, Leadership program. National Organizations - Structure and functions - Nehru Yuvak Kendra, YMCA , YWCA, VishwaYuvak Kendra.

### UNIT.III

Differently abled-Concept, Attitude, Types, Causes, psycho-social effect, myths and misconceptions and stigma.Rehabilitation of the handicapped - psycho - social, vocational, educational.Various rehabilitation programs.National Policy for Handicapped. Agencies working for institutional care. National and International Organizations.Legal provisions- Persons with Disability Act 1995.Rehabilitation Council of India Act, National Trust Act.

### UNIT.III

Marginalized communities - Meaning, criteria and classification - SC, ST and BC.Problems of the SC, ST & BC. Constitutional provisions, safeguards & welfare programmes for SC, ST & BC in five year plans.Role of NGOs and social workers for the welfare and development of weaker sections .

### UNIT.V

The status of aged in India.Special needs and problem of the aged - Physical, emotional, social, occupational and adjustment problems.Programmes for the aged – Social Security for the aged, medical and institutional care.retirement benefits. Legislations related to aged, pension, provident fund and social security.

### REFERENCES:

1. Children and Youth with Asperger Syndrome – Myles (Brenda Smith) – 2008 – Sage (New Delhi)
2. India Youth in a Transforming World Attitudes and Perspective – SankarDaha – 2009 – Sage (New Delhi)
3. Sociology of Childhood and Youth: Reading in Indian Sociology – BulaBhadra – 2014 – Sage (New Delhi)
4. Chaturvedi TN, (1981), Administration for the Disabled – Policy and Organizational Issues, New Delhi, IIPA.

<b>MBA I</b>	<b>Core</b>	<b>Max. Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester – 1</b>	<b>PRINCIPLES OF MANAGEMENT</b>	<b>5 hrs week</b>
<b>16 MBAC11</b>		<b>4 Credits</b>

**Objectives:**

The subject will provide a fundamental exposure to the theories in management and practice by contemporary executives with international perspective.

**Unit I: Management**

Management: Definition - Nature, Scope and Functions - Evolution of management thought -Relevance of management to modern industry, government, university, hospital & other institutions. Management and society.

**Unit II: Planning**

Planning: Nature and importance – procedure - Types of planning, Techniques & strategies. MBO - Meaning, Objectives, process. Forecasting: Meaning, Objectives, and Process. Decision making – policy, strategy & techniques.

**Unit III: Organizing**

Organizing: Nature, purpose, Organizational Structure, theories of organization - Span of control, Line & Staff functions. Authority & Responsibility, Centralization and Decentralization - Delegation of Authority – Span of control - pros and cons, factors to be considered in the establishment of organization.

**Unit IV: Staffing, Directing & Coordination**

Directing - Nature of directing - Leadership qualities – styles – Motivation - morale and discipline – incentive for motivation – Nature & purpose of coordination - Techniques of coordination.

**Unit V: Controlling**

The system and process of Controlling - Control Techniques. Information Technology - Productivity and Operations Management - overall control and future through preventive control - global controlling strategies.

**REFERENCES:**

1. R.C .Bhatia (2013) “ Principles of Management” Sterling Publishers, New Delhi
2. [Dr. Neeru Vasishth & Vibhuti Vasishth](#) 4th edition (July 2014), “Principles of Management”. Taxmann, New Delhi.
3. .P.C.Tripathi & P.N.Reddy, (2008) 4th edition 'Principles of Management', Tata Mcgraw Hill, New Delhi.
4. Charles W L Hill, Steven L McShane, (2007) 'Principles of Management', Mcgraw Hill Education, New Delhi.

1. [www.shrm.org](http://www.shrm.org)
2. [www.shrmindia.org](http://www.shrmindia.org)
3. [www.ipma-hr.org](http://www.ipma-hr.org)

<b>MBA I</b>	<b>Core</b>	<b>Max. Marks 100</b>
<b>Semester – 2</b>	<b>HUMAN RESOURCE MANAGEMENT</b>	<b>Int: 25 Ext: 75</b>
<b>16MBAC21</b>		<b>5 hrs week</b>
		<b>4 Credits</b>

**Objectives:**

To provide an in depth understanding on the subject covering all the recent developments like entry of MNC'S, strategic orientation and to highlight the changing role of Human Resource Management. To provide an ethical perspective in the decision making areas in human Resource Management.

**UNIT I: Introduction**

Definition, History of HRM-Scope, Importance of HRM to organizational performance-Functions of HRM -Decision Areas in HRM, Strategic Human Resource Management.

**UNIT II: Human Resource Planning, Acquisition and Retention of Employees**

H R Planning, Fore Casting Demand, Job Analysis: Definition, Various methods Recruitment, Sources, Selection, Induction, Position and Transfer Retention & Rewarding of the employees – Compensation Policy – Perks & Benefits -CTC, Executive Compensation & Indirect Compensation Group incentive Competency Mapping-Application Blank, Job Evaluation methods.

**UNIT III: Performance Appraisal & Human Resource Development**

Appraisal of the employees, various methods, potential or shortfall to take-up additional responsibility, Training and Promotion Concept of HRD – Training and Development - Types of Training -Job changes and issues.

**UNIT IV: Grievance, Discipline, Employee Participation & Broader Aspects of HRM:**

Developing Grievance Redressal Models & Procedure. Need and Concept of Discipline – Standing Orders & Procedure for Domestic Enquiry & Natural Justice.

Concepts, benefits - Forms of Participation - Quality of Work Life - Quality Circle Emerging issues in HRM - Strategic HRM – HRIS - Personnel Audit & Research - Human Resource Accounting - Future of HRM. The Role of Employees/Employers/Government in the changing Global/Business Scenario

**UNIT V: Industrial Relation& Compensation:**

Industrial Relation Causes for Industrial Conflict, Machinery for Prevention, Settlements, Arbitration, Labour Courts, Strikes, Lockouts, Lay-off, Retrenchment, Closer Collective Barraging – Concept Process Strategies & Tektites. Compensation Policy – Perks & Benefits - CTC, Executive Compensation & Indirect Compensation Group incentive Competency Mapping.

**TEXT BOOKS:**

1. Gary Dessler 13th Edition (2014)“Human Resource Management” Pearson, London
2. [Aswathappa.K](#) “Human Resource Management”: Text and Cases (English) 7th Edition , McGraw Hill Education, New Delhi.
3. Ronald R.Sims (2014) “Human Resource Management “ , Information age publishing, North California.

<b>MBA II</b>	<b>Core</b>	<b>Max. Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester IV</b>	<b>INTERNATIONAL BUSINESS MANAGEMENT</b>	<b>5 hrs week</b>
<b>16MBAC41</b>		<b>4 Credits</b>

### **Objectives:**

It enables the students to understand the aspects and importance of international business management in the current border less business scenario. To provide an in-depth perspective into the international business operations and its complexities, decision making process.

#### **UNIT I: Introduction**

Definition – trade and investment flow – economic theories – forms of international business – Trade Policy – Export promotion – Export procedures and documents – FOREX management – exchange rate determination – Exchange risk – Managing exchange rate.

#### **UNIT II: International Business Environment**

Globalization of business – economic, political and cultural environment of international business – WTO and trade liberalization – emerging issues – implications for India –regional trade blocks – inter – regional trade among regional groups.

#### **UNIT III: Global Strategic Management**

Structural design of MNEs – strategic planning – strategic considerations – national Vs global competitiveness.

#### **UNIT IV: Control and International Business Environment**

Control of MNEs – approaches to control – the role of information systems – performance measurement – mechanics of measurement – various performance indicators – evaluation and evaluation systems.

#### **UNIT V: Conflict In IB &Negotiation**

Factors causing conflict – conflict resolution actions – the role of negotiations in international business – the role of international agencies in conflict resolution.

### **TEXT BOOKS:**

1. Helen Deresky (Jan 17, 2010) (7th Edition) “International Management: Managing Across Borders and Cultures, Text and Cases” .
2. [Charles W. L. Hill](#) (Feb 10, 2014) “International Business: Competing in the Global Marketplace”
3. Michael Czinkota and Iikka A. Ronkainen (Aug 23, 2010 )“International Business”
4. John J. Wild and Kenneth L. Wild (Jan 25, 2015) (8th Edition) “International Business: The Challenges of Globalization”
5. Dr. Mrs.Jeyarathnam (2015)” International Business Management” Himalaya Publications, NewDelhi.

<b>MBA II</b>	<b>Elective – Human Resource Management</b>	<b>Max. Marks 100 Int: 25 Ext: 75</b>
<b>Semester –IV</b>	<b>INDUSTRIAL RELATIONS</b>	<b>5 hrs week</b>
<b>16MBAH41</b>		<b>4 Credits</b>

**Objective:**

This course aims to understand a total scenario of HR situation and its trend handle through effective process of IR, bargaining and negotiation.

**UNIT I: Industrial Relations**

Concepts – Importance – Industrial Relations problems in the Public Sector – Growth of Trade Unions – Codes of conduct.

**UNIT II: Industrial Conflicts**

Disputes – Impact – Causes – Strikes – Prevention – Industrial Peace – Government Machinery – Conciliation – Arbitration – Adjudication.

**UNIT III: Labour Welfare**

Concept – Objectives – Scope – Need – Voluntary Welfare Measures – Statutory Welfare Measures – Labour – Welfare Funds – Education and Training Schemes.

**UNIT IV: Industrial Safety**

Causes of Accidents – Prevention – Safety Provisions – Industrial Health and Hygiene – Importance – Problems – Occupational Hazards – Diseases – Psychological problems – Counseling – Statutory Provisions.

**UNIT V: Welfare of Special Categories of Labour**

Child Labour – Female Labour – Contract Labour – Construction Labour – Agricultural Labour – Disabled – Welfare of knowledge workers - Social Assistance – Social Security – Implications.

**References:**

1. Trevor Colling and Mike Terry (Mar 9, 2010) “Industrial Relations: Theory and Practice”
2. John Fossum (Feb 10, 2014)“Labor Relations: Development, Structure, Process”
3. B D SINGH( Dec 3, 2012) “Industrial Relations: Emerging Paradigms”
4. P. R. N. Sinha and Indu Bala Sinha (Aug 25, 2012) “Industrial Relations, Trade Unions, and Labour Legislation”

<b>BSW I</b>	<b>Core</b>	<b>Max Marks 100</b>
		<b>Int: 25Ext:75</b>
<b>Semester – I</b>	<b>INTRODUCTION TO PROFESSIONAL SOCIAL WORK</b>	<b>5 hrs week</b>
<b>16 BSWC11</b>		<b>Credit:4</b>

## OBJECTIVES

- To help the students understand the concept and the historical evolution of social work.
- To develop their understanding about professional social work.
- To enable them to understand the status of social work education in India.

### Unit-I

Social Work- Meaning, Definition, Objectives, Functions, Principles, Values and Professional Ethics. Voluntary Social work, Radical Social Work and Constructive Social Work.

### Unit-II

Historical Development of Social work - UK, USA and in India. Social Work Approaches – Charity approach, Welfare approach, Right based approach, Developmental Approach.

### Unit-III

Introduction to Methods of Social work -Social Case Work, Social Group Work, Community Organization, Social Welfare Administration, Social Work Research, Social Action.

### Unit-IV

Introduction to Fields of social work- meaning and concept. Scope of Social Work in different fields- family, community, Health, educational, Correctional and industry.

### Unit-V

Social work education in India-Nature and Status of Social Work training institutions in India. Structure and functions of IASW, NASW, ASSWI.

## REFERENCES

1. Gautam.PR, 2011, Social Work and Social Development , Centurmpress
2. P.D.Misra, BeenaMisra, (2010), Social Work Profession in India, New Royal Books & Co.
3. Krishnakanth Sing (2011) An Introduction to Social Work, ABD Publishers
4. Kumar Jha (2011) An Introduction to Social Work, Anmol ,NewDelhi.
5. M.S. Gore, 2011, [Social Work And Social Work Education](#) , Rawat Publications
6. SethuramaSubbaiah, Emerging trends in social work education in India (2016)
7. SethuramaSubbaiah (2011) Professional social work in India, Western Press, New York.
8. Ponnusamy. C (2011) Professional social work, Chennai.
9. Elizabet. A. Segal (2011) Professional social work, Crescent, New Delhi.

<b>BSW I</b>	<b>Core</b>	<b>Max Marks 100 Int: 25 Ext: 75</b>
<b>Semester –II</b>	<b>INTRODUCTION TO SOCIAL CASE WORK &amp; GROUP WORK</b>	<b>5 hrs week</b>
<b>18BSWC21</b>		<b>Credit: 4</b>

## OBJECTIVES

- To help the students understand the components of Social Case Work and Group Work.
- To foster their understanding about the process of Social Case Work and Group Work.
- To help them understand the applications of Social Case Work and Group Work in different settings.

### Unit I

Social Case Work: Definition, Meaning, Concept, Objectives and History of Social Case work in India and Abroad. Basic components of Social Case Work - Problem, Person, Place, Process and Principles.

### Unit II

Case Work Process – Study (Case recording, Interview, Collateral contacts etc) Diagnosis. Treatment (Direct & Indirect), Follow – up and termination. Relationship - nature, establishment, maintenance, termination. Transference and Counter transference. Recording in Case Work: Importance and methods.

### Unit III

Social Group Work - Definition, Meaning, Concept, Scope, Objectives and history. Principles of Group Work. Dynamics of group: Group formation, Structure and Functions of group.

### Unit IV

Group work Processes: Planning phase, Beginning phase, Middle phase, Ending phase. Recording in Group work: Importance and methods. Program planning in Social Group work - Meaning, principles, planning stages. Basics of Programme Laboratory (Art, Music, Storytelling, Group Discussion, Play) Roles of group worker, Skills of Social group worker.

### Unit V

Application of Social Case Work in family, educational institutions, community, industries hospitals and Correctional setting.

Application of Social Group Work among children, youth, aged and women.

## REFERENCES

1. Mathew, Grace, (1993), An Introduction to Social Case Work, Bombay, TISS.
2. Upadhyay, P.K. (2003), Social Case Work, New Delhi.
3. Ratna Guha, (2012) Social Work with Individual and Groups, Centrum press, New Delhi
4. Gisela, Konopka. (1970), Group Work in the Institution, New York, Associated Press.
5. Bhattacharya. S (2009), Social Case Work Administration & Development, Rawat Publications, New Delhi.
6. Charles. H. Zastrow (2009) Social Work with Groups, Cengage Learning, New Delhi
7. H.Y. Siddiqui (2008), Group Work: Theories and Practices, Rawat Publications, Jaipur.



<b>BSW II</b>	<b>Core</b>	<b>Max Marks 100 Int: 25 Ext: 75</b>
<b>Semester –III</b>	<b>INTRODUCTION TO SOCIAL WELFARE ADMINISTRATION</b>	<b>5 hrs week</b>
<b>18 BSWC32</b>		<b>Credit: 4</b>

## **OBJECTIVES**

- To introduce students to the concepts of administration.
- To familiarize students with administrative process.
- To enable students to understand the functions of social welfare ministries.

### **UNIT -I**

Social Policy, Social welfare, Social Defence,– Concept .

Administration - Meaning, Definition and characteristics.

Social Welfare Administration – Definition, Nature and scope.

### **UNIT –II**

Ministry of Social Justice and Empowerment: History, structure and Functions.

Functions of Department of Social Justice and Empowerment , Department of Disability Affairs,

Ministry of Women & Child Development : History, Function

Structure and functions of Department of Social Welfare: Central Social Welfare Board, State Social Welfare Board and District Social Welfare Board.

### **UNIT-III**

Basic Administrative Processes - Planning, Organizing, Staffing, Decision making, Co-ordination, Recording and Budgeting. NGO management through Societies and Trust Act.

### **UNIT-IV**

Personnel Administration - Staff selection, Induction, Training, Orientation, Placement, Service conditions, Discipline, Staff morale, Supervision and Evaluation.

### **UNIT-V**

Public Relations – Meaning, need, Principles, use of different media. Fund raising. Communication system in the office. Application of computers and Records management in office.

## **REFERENCES**

1. Shankar Pathak (2012) Social Work and Social Welfare, Nirmal Pub
2. Kumar Jha(2002) Encyclopaedia of Social Work: Social Welfare and Social Work, Anmol ,NewDelhi
3. Goel(SL),2010, Social Welfare Administration- Voll &Vol 2 Deep & Deep.
4. Sanjay Bhattacharya,2009, Social Work Administration and Development RaualJaipur.ABD Publishers.

<b>BBA III</b>	<b>PART- III - Allied</b>	<b>Max Marks 100 Int: 25 Ext: 75</b>
<b>Semester V 18BBAA51</b>	<b>STRATEGIC MANAGEMENT</b>	<b>2 hrs week Credits: 2</b>

### **Unit – I**

Strategic Management : An Introduction:- Strategy/ Strategic Management; Definitions; Levels of Strategy; Core of competence – Approaches to strategy Making; Roles of different strategies; Strategic Management Process; Benefits and Relevance of Strategic Management; Limitation – Principles of Good Strategy – Strategic Management in India.

### **Unit – II**

Vision - Mission, Objectives and Social Responsibilities:- Mission – Elements of Mission statement; Mission and Strategy- Objectives, Goals and Targets; Factors affecting objectives; Top-down and Bottom-up Approaches

### **Unit – III**

SWOT Analysis and strategy formulation:- SWOT Analysis; Techniques for Environmental Analysis; TOWS Matrix

### **Unit –IV**

Strategy Implementation - Steps in strategy Implementation – Leadership implementation; communicating the strategy; annual objectives; Functional Strategies; Role of Leadership in Strategy Implementation

### **Unit – V**

Strategy and Structure:- Strategy structure Relationship – Organisation – Principles and Types; Strategic control – premise control; implementation control; Strategic Surveillance; Special alert Control – Business portfolio Analysis – Trends in portfolio strategy.

### **Text Book:**

1. Azar Kazmi, “Strategic Management”, “Tata McGraw – Hill Pvt., Ltd”

### **Reference Book:**

1. R.Nanjudeiah ,(2003) , “Strategic planning and business policy” Himalaya Publishing house Pvt ltd, New Delhi.
2. P.SubbaRao, (2011),” Business policy & Strategic Management” Himalaya Publishing house Pvt ltd, New Delhi.
3. R.M.Srivastava (2014)” Management policy & Strategic Management “Himalaya Publishing house Pvt ltd, New Delhi.

<b>BBA III</b>	<b>PART- III- Core</b>	<b>Max Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester – VI</b>	<b>MARKETING MANAGEMENT</b>	<b>5hrs week</b>
<b>18BBAC61</b>		<b>Credits: 4</b>

**OBJECTIVES:**

1. To enable the students to understand the modern concept of marketing.
2. To understand how pricing can be fixed to achieve the objectives at each stage of the product life cycle.

**Unit I:**

Marketing – Definition – Nature – Scope – Functions – Role of Marketing – Marketing Management – Definition – Role of Marketing Management – Types of Consumers – Consumer Behaviour Model.

**Unit II:**

Product – Classification – Planning and Modification – Diversification of Product – Elimination – New product development – Product Life Cycle.

**Unit III:**

Pricing - Meaning – Objectives – Factors influencing price determination – Methods of price determination – Cost oriented pricing – Demand oriented pricing – Competitive pricing – New product pricing - Product line pricing - Geographical pricing – Psychological pricing – Price discounts.

**Unit IV**

Channels of distribution – Channel functions – Factors to be considered in channel selection – retailing, wholesaling, direct marketing and internet marketing.

**Unit V:**

Advertising – Objectives – Types – Benefits – Criticism against advertising – Advertising as a process of communication – Media selection.

**Text Book:**

1. “Rajan Nayar”, “Marketing Management”, “PHI Publishing Pvt., Ltd”
2. Philip Kotler and Kevin Lane Keller (2011),”Marketing Management “(14th Edition), Pearson education, New Delhi.

**Reference Books:**

1. Greg Marshall and Mark Johnston (2014), “Marketing Management”, McGraw Hill Publication, New Delhi.

<b>BBA I</b>	<b>PART-IV - Non Major Elective</b>	<b>Max Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester – 1</b>	<b>INTRODUCTION TO BUSINESS</b>	<b>2 hrs week</b>
<b>18BBAN11</b>	<b>ADMINISTRATION</b>	<b>Credits: 2</b>

**Objectives:**

1. To make the students to understand the evolution of management thought.
2. To familiarize the students with the staffing.
3. To acquire knowledge in the various functions of management.

**Unit I:**

Management – definition – nature of business administration – principle. Planning – Definition – characteristic – importance – advantages – limitations – steps in planning.

**Unit II:**

Organising – definition – steps – importance – bases – function. Territory – customer – uses of staff – delegation of authority.

**Unit III:**

Staffing – definition – recruitment – sources. Selection – techniques – training – methods – performance appraisal – importance.

**Unit IV:**

Directing – definition – elements – orders. Motivation – importance. Leadership – style – importance. Communication – meaning – process – importance – barriers – ways to overcome.

**Unit V:**

Controlling – meaning – steps – qualities of good control system – benefits of controlling.

**Text Book:**

1. L.M.Prasad, (2013) "Principles and Practice of Management", Sultan Chand & Sons, New Delhi.

**Reference Books:**

1. Stephen P Robbins, (2002), "Organisational Behaviour", Prentice Hall of India Private Limited, New Delhi.
2. Tripathi & C.N. Reddy, (2003), "Principles of Management", Tata MacGraw Hill Publishing Co. Ltd., New Delhi.
3. C.B. Gupta, "Management Theory & Practice", Sultan Chand & Sons, New Delhi,.
4. Dinkarparagare, (2001), "Business Management", Sultan Chand & Sons, New Delhi.

<b>B.Com I</b>	<b>Core</b>	<b>Max Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester – 1</b>	<b>PRINCIPLES OF MANAGEMENT</b>	<b>5 hrs week</b>
<b>18B COMRC12</b>		<b>Credits: 4</b>

1. To make the students to understand the evolution of management thought.
2. To familiarize the students with the principles of management.
3. To acquire knowledge in the various functions of management.

#### **UNIT – I**

Management – Meaning, Nature, Level of Management – Schools of Management Thought – F.W. Taylor, Henry Fayol - Administration vs Management.

#### **UNIT -II**

Planning – Meaning- Importance – Process of planning – Forecasting – Techniques of Forecasting – Decision making – Importance and process.

#### **UNIT -III**

Organization – Meaning – Importance – Principles of Organizations – Types of Organization – Departmentation – Basis of Departmentation – Centralization and decentralization of authority – Merits and Demerits – Delegation – Barriers to delegation – Span of control.

#### **UNIT -IV**

Staffing –Introduction – Meaning – Recruitment, Selection, Training – Direction – Leadership- Importance – Qualities- styles- Communication – Importance types – Barriers to communication - Motivation, Financial and Non Financial.

#### **UNIT V:**

Co-ordination and controlling – Introduction – Meaning – Need for co-ordination – Nature and process of control – Tools of management control.

#### **TEXT BOOK:**

1.L.M.Prasad, Principles and Practice of Management, Sultan Chand & Sons, 2015.

#### **REFERENCE BOOKS:**

1. Dinkarpagare, Business Management, Sultan Chand & Sons, 2014.
2. Tripathi& C.N. Redy, Principles of Management, Tata MacGraw Hill Publishing Co. Ltd., New Delhi, 2015.

C.BGupta, Management Theory & Practice, Sultan Chand

<b>B.Com II</b>	<b>Core</b>	<b>Max Marks 100</b>
<b>Semester –III</b>	<b>MARKETING MANAGEMENT</b>	<b>Int: 25 Ext: 75</b>
<b>18BCOMRC32</b>		<b>5hrs week</b>
		<b>Credits: 4</b>

**OBJECTIVES:**

- 1) To enable the students to understand the modern concept of marketing.
- 2) To understand how pricing can be fixed to achieve the objectives at each stage of the product life cycle.
- 3) To familiarize with physical distribution system.

**Unit -I**

Marketing Management – – Introduction – Meaning –Definition – Objectives – Functions – Role – Principles.

**Unit II:**

Market segmentation – Introduction – Meaning –bases for segmenting the market – need for segmentation - Product – Classification – Planning and Modification – Diversification of Product – Elimination – New product development – Product Life Cycle.

**Unit III:**

Pricing - Meaning – Objectives – Factors influencing price determination – Methods of price determination – Cost oriented pricing – Demand oriented pricing – Competitive pricing – New product pricing - Product line pricing - Geographical pricing – Psychological pricing – Price discounts.

**Unit IV**

Introduction – Meaning –Channels of distribution – Channel functions – Factors to be considered in channel selection – retailing, wholesaling, direct marketing – Logistics management

**Unit V:**

Introduction – Meaning – Internet marketing – marketing challenges of the liberalized economy – global marketing strategies for Indian firms– Green Marketing (Basic theory only).

**Text Book:**

1. G.B. Gupta & Rajan Nair, Marketing Management, Sultan Chand, New Delhi, 2014.

**Reference Books:**

1. Philip Kotler, Marketing Management, Sultan chand, New Delhi, 2013.
2. Dr.S.N.Maheswari, Marketing Management, Sultan Chand, New Delhi, 2015.
3. P.L Varshney& S.L. Gupta, Marketing Management, Sultan Chand, New Delhi, 2014.

<b>B.Com III</b>	<b>Core</b>	<b>Max Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester – V</b>	<b>HUMAN RESOURCE MANAGEMENT</b>	<b>5 hrs week</b>
<b>18BCOMRC51</b>		<b>Credits: 4</b>

## Objectives

1. To understand the meaning and concept of Human resource management.
2. To understand the role of human resource management in real situation.
3. To enlighten on the problems while handling people.

## Unit – I

Introduction – Meaning – Human resource management – definition – concept – nature and scope - objectives – functions – organization of personnel department

## Unit – II

Human Resource Planning - Introduction – Meaning – objectives and steps. Job analysis – description – specification - evaluation

## Unit – III

Introduction – Meaning – Recruitment & Selection process – merits and demerits – training and development – wage and salary administration – sources

## Unit – IV

Introduction – Meaning – Performance appraisal – methods, Collective Bargaining – Workers participation in management – criteria for a good appraisal

## Unit – V

Introduction – Meaning – Trade Union – industrial relations – significance causes for poor relations – remedies. Industrial disciplinary system – grievance handling system – machinery and procedures

## Text Book:

SubbaRao, Personal Management, Sultan Chand, New Delhi, 2014.

## Reference Books:

1. Shasi K. Gupta & Rosy Josi, Human Resource Management, Kalyani Publishers, New Delhi, 2015.
2. A. Memoria, Personal Management, Himalaya Publishing House, New Delhi, 2014.
3. A. Monappa and M.S. Saiyadain, Personal Management, Tata McGraw Hill, New Delhi, 2015.
4. Tripati & Reddy, Personal Management and Industrial Relations, Himalaya Publishing House, New Delhi, 2013.

<b>BSW II</b>	<b>VALUE EDUCATION</b>	<b>Max Marks 100</b>
<b>Semester III</b>		<b>Int: 25 Ext: 75</b>
<b>18 BSW V31</b>		<b>2 hrs week</b>
		<b>Credits: 2</b>

**Objectives:**

1. To impart the basic knowledge on cultural heritage of India
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System: The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**UNIT IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, Corruption, sexual harassment, domestic violence, dowry.

**UNIT V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

Reference:

1. Awakening Indians to India, Chinmayananda Mission, 2003
2. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
3. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002
- 4.G.R.Madanindian social problems (2009) Allied publishers pvt.Ltd.
5. [Mohammed KamalunNabi](#), [Kishore C. Raut](#) ,Consumer Rights and Protection in India, New Century Publications (2015)



<b>B.ComII</b>	<b>VALUE EDUCATION</b>	<b>Max Marks 100</b> <b>Int:25 Ext: 75</b>
<b>Semester III</b>		<b>2 hrs week</b>
<b>18BCOMRV31</b>		<b>Credits: 2</b>

**Objectives:**

1. To impart the basic value system in life.
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world. Value

System : The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values : Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

Unit IV

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, corruption, sexual harassment, domestic violence, dowry.

Unit V

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

Reference:

1. Awakening Indians to India, Chinmayananda Mission, 2003
2. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
3. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.

<b>B.Sc.-II Psychology</b>	<b>VALUE EDUCATION</b>	<b>Max Marks 100 Int: 25 Ext: 75</b>
<b>Semester III</b>		<b>2 hrs week</b>
<b>18BSCPSY V31</b>		<b>Credits: 2</b>

**Objectives:**

4. To impart the basic knowledge on cultural heritage of India
5. To inculcate traditional values
6. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System: The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**UNIT IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, Corruption, sexual harassment, domestic violence, dowry.

**UNIT V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

**References:**

3. Awakening Indians to India, Chinmayananda Mission, 2003
4. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
5. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.

<b>BBA II</b>	<b>Value Education</b>	<b>Max Marks 100</b>
<b>Semester – III</b>		<b>Int: 25 Ext: 75</b>
<b>18BBAV31</b>		<b>2 hrs week</b>
		<b>Credits: 2</b>

**Objectives:**

1. To impart the basic value system in life.
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System : The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit II**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**Unit IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, corruption, sexual harassment, domestic violence, dowry.

**Unit V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj,

**EVR. Reference:**

1. Awakening Indians to India, Chinmayananda Mission
2. M.G.Chitakra, (2003) "Education and Human Values", New Delhi A.P..H.Publishing Corporation
3. Mani Jacob (Ed) (2002), "Resource Book for Value Education", New Delhi, Institute for Value Education.

<b>B.A.(Eng.)- II</b>	<b>Value Education</b>	<b>Max Marks 100</b>
<b>Semester III</b>		<b>Int: 25 Ext: 75</b>
<b>18BAELV31</b>		<b>2 hrs week</b>
		<b>Credits: 2</b>

**Objectives:**

1. To impart the basic value system in life.
2. To inculcate traditional values
3. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System : The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

Unit IV

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, corruption, sexual harassment, domestic violence, dowry.

Unit V

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

Reference:

1. Awakening Indians to India, Chinmayananda Mission, 2013.
2. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi, 2015.
3. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2015.

<b>B.Sc (CS)- II</b>	<b>VALUE EDUCATION</b>	<b>Max Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester – III</b>		<b>2 hrs week</b>
<b>18BSCCSV31</b>		<b>Credits: 2</b>

**Objectives:**

7. To impart the basic knowledge on cultural heritage of India
8. To inculcate traditional values
9. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System: The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

Unit IV

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, Corruption, sexual harassment, domestic violence, dowry.

Unit V

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

Reference:

6. Awakening Indians to India, Chinmayananda Mission, 2003
7. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
8. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.

<b>B.Sc(IT)-II</b>	<b>VALUE EDUCATION</b>	<b>Max Marks 100</b> <b>Int: 25 Ext: 75</b>
<b>Semester – III</b>		<b>2 hrs week</b>
<b>18BSCITV31</b>		<b>Credits: 2</b>

**Objectives:**

10. To impart the basic knowledge on cultural heritage of India
11. To inculcate traditional values
12. To make the students inculcate values from Indian Leaders.

**Unit I:**

Value: Definition, Meaning, Concept, Types of Values.

Value Education: Its Purpose and significance in the present world.

Value System: The role of culture and civilization.

**Unit II:**

Family Values: Components, Structure and responsibilities of family in value formation.

**Unit III**

Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

**Unit IV**

Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, Corruption, sexual harassment, domestic violence, dowry.

**Unit V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

**Reference:**

9. Awakening Indians to India, Chinmayananda Mission, 2003
10. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
11. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.

<b>BCOM (CA) II Year</b>	<b>VALUE EDUCATION</b>	<b>Max Marks 100</b>
<b>Semester III</b>		<b>Int: 25 Ext: 75</b>
<b>18BCOMCV31</b>		<b>2 hrs week</b>
		<b>Credits: 2</b>

**Objectives:**

13. To impart the basic knowledge on cultural heritage of India
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Family Values: Components, Structure and responsibilities of family in value formation.

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Social Values: Social sense and commitment, students and politics, social awareness and responsibilities, consumer rights and awareness.

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Social problems: Beggary, Child labour, child marriage, child abuse, trafficking, Corruption, sexual harassment, domestic violence, dowry.

**UNIT V**

Values from Indian Leaders: Sri Ramakrishna Paramahansa, Swami Vivekananda, Anni Besant, Mahatma Gandhi, Pandit Jawaharlal Nehru, Vinobabave, Ambedkar, Kamaraj, EVR.

**REFERENCE:**

12. Awakening Indians to India, Chinmayananda Mission, 2003
13. M.G.Chitakra: Education an Human Values, A.P..H.Publishing Corporation, New Delhi,2003
14. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.

