Recommendations of the Expert Committee

Sub: P.M. & I.R. and L.S.W.

We went through the prepared syllabus given to us of P.M. & I.R. and L.S.W.

We have made certain modifications in the syllabus wherever it was necessitated.

We recommend that the syllabus be presented for approval of the Hon'ble Chancellor through proper channel.

Prabhat K. Jha  12/06/18
(Prabhat K. Jha)

Sudama Singh  12/6/18
(Dr. Sudama Singh)
P.G. (L.S.W) Curriculum in CBCS (Choice Based Credit System) as per UGC Guidelines Prepared by the Magadh University, BodhGaya (By the order of the HE Chancellor)

There is an urgent need to create new knowledge with organic links, to encourage, promote and strengthen the scientific temper and cater to the heterogeneous needs of our society. This can be done through creations of culture of knowledge & building critical higher order competencies of the human capital with social consciousness.

In changing global scenario, there is a need to prioritize cross-cultural, inter and multi disciplinary learning integrated with technology along with the development of multiple abilities and inclusion of missing perspective. New knowledge should be inclusive, integrated, value-based, skill-based, socially relevant, pluralistic and cutting edge to ensure that benefits reach one and all. New Knowledge should consent of application of existing knowledge to relevant needs of the society. Appropriate strategies should be adopted so that new and innovative methodologies of teaching & learning include ICT enabled Teaching-e-Learning, Online Courses.

Education, Research & Innovation are the coordinal means of Nation Building, essential for the preservation of social standard and social cohesion. There is a need to formulate policy to develop mechanism to illustrate and highlight the benefits of Research & Innovation is addressing problems of National & International scale. There is a need to establish mechanisms for connecting and interacting with global research community.

P.G. curriculum should allow formation of collaborations and partnerships with industry for establishing centers for excellence in research & innovation. Course curricula should be redesigned with special emphasis on developing research temperament and innovative thinking.

Education, undoubtedly, play critical role in shaping the economy of both individual & the nation.

There is a need to provide for flexibility so that students, depending upon their interests, can chose inter-disciplinary, intra-disciplinary and skill-based courses. This can
be possible when Choice Based- Credit System (CBCS), an internationally acknowledged system, is adopted. The CBCS not only offers opportunities and avenues to learn Core subject but also provide for additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will also facilitate us benchmarking of courses in accordance with best international academic practices.

**Advantages of CBCS**

(i) CBCS is globally acknowledges system. It allows mobility of students across institutions of higher learning.

(ii) CBCS focuses from Teacher-centric to Student centric education

(iii) In CBCS students may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more course).

(iv) CBCS allows greater freedom to students to chosen inter-disciplinary intra-disciplinary courses and also skill oriented papers.

(v) CBCS makes education broad-based and at par with global standards. One can earn credits by completing courses with different permutations and combinations. For example, Physics with Economics, Microbiology with chem. Or environment science, Psychology with L.S.W. etc.

(vi) CBCS officers flexibility to students to earn credits at their own pace.

(vii) CBCS allows students to earn credits from across different institutions to complete their programs as credit earned from one institution as credit earned from one institution can be transferred to another.

(viii) CBCS allows integration of best courses from best teachers through Massive Open Online Courses (MOOCS) by using ICT tools.

Thus, CBCS provides an opportunity for students to chosen course from prescribed course comprising Core, Elective/minor or skill based courses.

This courses can be evaluated following the grading system, which is considered to be better than the conventional marking system.
Consequently, it is necessary to introduce uniform grading system across the institutions of higher-learning. The main features of CBCS is to make P.G. education student centric rather than system centric or teacher centric for raising the employability of the students with more quality and value addition with innovative tools of knowledge in the global competitive era.

1. **Academic Year**: Two consecutive (one (01) odd + one (01) even) semesters shall constitute one Academic Year.

2. **Course**: Course unusually referred to as Paper, it is a component of a Program. All courses need not carry the same weight. A course may be designed to comprise Lectures/Tutorials/Field work/ Project Work/ Vocational Training/Viva/ Seminar/ Term Papers/ Assignments/ Presentations/ Self study work, etc. or a combination of some of these.

3. **Programme**: An educational Programme leading to the award of Degree.

4. **Semester**: Each semester shall consist of 15-18 weeks of academic work equivalent to 90 actual working days.
   - The Odd Semester (I or III) may be scheduled from **July to December** Even Semester (II/IV) from **January to June**.

5. **Credits**: Credit is a unit by which the course work is measured. It determines the number of hours of instruction required per week. One credit is equivalent to one hour of teaching (Lecture or tutorial) or two hours of practical/Field work per week. (4 to 5 Lecture in a Month and 15 in 90 days i.e. in a semester).
   - Thus, in each course credits one assigned on the basis of the number of Lectures/Tutorials/Field work and other from or Learning required for completing the contents in 15 week schedule. 02 hours of filed work/Laboratory work is generally considered equivalent to 01 hour of Lecture.
   1. **01 Credit** – **01 hour** of institution per week (01 credit = 15 contact hours of instruction per semester).
   2. **03 Credits = 03 hours** or institution per week (03 credits course = 45 contact hours of Instruction per semester).
3. **01 Credit = 01 hour** of Tutorial per week (01 credit course = 15 contact hours of Instruction per semester).

4. A Core/Elective Course with Practical Component may carry up to 06 credits without practical may carry upto 05 credit Self-Study Course shall carry not more than 03 credits.

A **Dissertation/Project work/ Field work** may carry upto 16 credits along with other Core/Elective, a Semester, Long, Dissertation may carry upto 24 credits. In this, it shall carry 9 credits.

**Types of Courses :**

Each program may have three types of course Vz (a) core course (b) elective course (c) self study/ Skill based courses.

(a) **Core Courses** –

(i) The Core Courses are Courses whose knowledge is deemed essential for students registered for M.A. degree programme.

(ii) Core Course a mandatory for all the students registered for M.A. Degree Programme

(iii) Core Courses shall be spread over all the semester of programme.

(b) **Elective Course :-**

Elective Course can be chosen from a pool of Papers. Elective Courses are intended to:

(i) allow student to specialize in one or more branches of the broad subject area.

(ii) help the students to acquire knowledge and skills in a related area that may have applications in the broad subject area.

(iii) help students to bridge the gap in the curriculum and enable acquisition of essential skills.

(iv) help student to prove an area of interest

(v) One student may also chosen additional Elective Courses offered by the University to enable students to acquire extra credits from discipline, or across the discipline.
(C) **Self-Study/ Skill-based courses.**

These courses are Optional, not Mandatory. Being non-Credit Courses the performance of students in these Courses shall be indicated either as Satisfactory or as Unsatisfactory.

- **Core/Elective/ Self-Study / Skill-based** course may also taken in the form of a Dissertation, Project work; Practical Training, Field work or Internship/ Seminar.
M.A. L.S.W.

Semester - I

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Course Paper</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>(A) Core Course (CC) M.A - LSW - (CC) - 101</td>
<td>Labour Economics</td>
<td>05</td>
</tr>
<tr>
<td>2.</td>
<td>M.A - LSW - (CC) - 102</td>
<td>Fundamentals of Management</td>
<td>05</td>
</tr>
<tr>
<td>3.</td>
<td>M.A - LSW - (CC) - 103</td>
<td>Human Resource Management (HRM)</td>
<td>05</td>
</tr>
<tr>
<td>4.</td>
<td>M.A - LSW - (CC) - 104</td>
<td>Management of Trade Unionism</td>
<td>05</td>
</tr>
<tr>
<td>5.</td>
<td>(B) Open Elective Course A (OEC-A)</td>
<td>To be chosen from other Department (anyone from group A) students can chosen either from Open Elective (OEC) or Elective course (EC) as per flexibility of their choice Seminar on any topic/Subject</td>
<td>04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Course Paper</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>M.A - LSW - (CC) - 201</td>
<td>Management of Industrial Relation</td>
<td>05</td>
</tr>
<tr>
<td>2.</td>
<td>M.A - LSW - (CC) - 202</td>
<td>Human Resource Development</td>
<td>05</td>
</tr>
<tr>
<td>3.</td>
<td>M.A - LSW - (CC) - 203</td>
<td>Organizational Behaviour</td>
<td>05</td>
</tr>
<tr>
<td>4.</td>
<td>M.A - LSW - (CC) - 204</td>
<td>Social Research</td>
<td>05</td>
</tr>
<tr>
<td>5.</td>
<td>M.A - LSW - (CC) - 205</td>
<td>To be chosen other Department</td>
<td>04</td>
</tr>
<tr>
<td></td>
<td>M.A - LSW - (CC) - 206</td>
<td>Seminar</td>
<td>02</td>
</tr>
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<td></td>
<td></td>
<td>Total</td>
<td>26</td>
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</tbody>
</table>

Semester - II

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Course-Paper</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>M.A - LSW - (CC) - 301</td>
<td>Labour Welfare &amp; Social Security</td>
<td>05</td>
</tr>
<tr>
<td>2.</td>
<td>M.A - LSW - (CC) - 302</td>
<td>Compensation Management</td>
<td>05</td>
</tr>
<tr>
<td>3.</td>
<td>M.A - LSW - (CC) - 303</td>
<td>Social &amp; Labour Problems in India</td>
<td>04</td>
</tr>
<tr>
<td>4.</td>
<td>M.A - LSW - (CC) - 304</td>
<td>Computer Application &amp; Information system</td>
<td>06</td>
</tr>
<tr>
<td>5.</td>
<td>M.A - LSW - (EC) - 305</td>
<td>To be chosen any one from Elective Course group A</td>
<td>04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Course-Paper</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>M.A - LSW - (CC) - 301</td>
<td>Labour Welfare &amp; Social Security</td>
<td>05</td>
</tr>
<tr>
<td>2.</td>
<td>M.A - LSW - (CC) - 302</td>
<td>Compensation Management</td>
<td>05</td>
</tr>
<tr>
<td>3.</td>
<td>M.A - LSW - (CC) - 303</td>
<td>Social &amp; Labour Problems in India</td>
<td>04</td>
</tr>
<tr>
<td>4.</td>
<td>M.A - LSW - (CC) - 304</td>
<td>Computer Application &amp; Information system</td>
<td>06</td>
</tr>
<tr>
<td>5.</td>
<td>M.A - LSW - (EC) - 305</td>
<td>To be chosen any one from Elective Course group A</td>
<td>04</td>
</tr>
</tbody>
</table>

Total: 26

Semester - III
### Semester- IV

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Course/Paper</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>M.A- LSW- (CC)- 401</td>
<td>Collective Bargaining</td>
<td>05</td>
</tr>
<tr>
<td>2.</td>
<td>M.A- LSW- (CC)- 402</td>
<td>Research Methodology</td>
<td>05</td>
</tr>
<tr>
<td>3.</td>
<td>M.A- LSW- (CC)- 403</td>
<td>Ideologies &amp; Cooperative Labour Movement</td>
<td>05</td>
</tr>
<tr>
<td>4.</td>
<td>M.A- LSW- (EC)- 404</td>
<td>To be chosen any one from Elective Course Group – B.</td>
<td>04</td>
</tr>
<tr>
<td>5.</td>
<td>M.A- LSW- (CC)- 405</td>
<td>Project work/Dissertation</td>
<td>09</td>
</tr>
</tbody>
</table>

**Total** | **28**

CC = Core Course – 16  
EL = Elective Course – 02  
(OEC = Open Elective Course- 02)  
(for specialization)  
(for students of other Departments: such students can chose either from OEC or from EC one each from group A & B respectively in both one Semester)
Open Elective Course Group A (Semester-I)

1. Managerial Economics
2. Business Environment
3. Personality Development for Managerial Effectiveness
4. Principles of Counseling

Open Elective Course Group B (Semester-II)

1. Labour Welfare
2. Indian Economics
3. Social Justice and Human Rights
4. Introduction of ICT (Information Communication Technology)

Elective Course Group A (Semester-III)

1. Principles of Management
2. Labour Law
3. Corporate Social Responsibility
4. Stress Management
5. Social Policy and Social Development
6. Labour Legislation in India

Elective Course Group B (Semester-IV)

1. Managerial Communication Skills
2. Financial Management
3. Strategies Management
4. Industrial Health, Hygiene and Safety
5. Marketing Management
6. Social Work
LABOUR ECONOMICS

Full Marks: 100 (70+30)
Contact Hours: 15X5 = 75

Credits - 5

Unit- 1 (a) Labour Economics: Concept, Nature and Scope, Methods of Study, and Relationship with other Social Sciences.

(b) Labour Problems: Meaning and Scope, Classification, Causes, effects and remedies, Labour Problems in India.


(b) Composition of Labour Force, factors responsible for labour force participation rate.

(c) Classification of Indian Labour Force.

Unit – 3 Labour Market: Concept, Features of Labour Market, Necessary of conditions for perfect labour market, factors for demand for and supply of labour in labour market, Indian Labour Market.

Unit – 4 (i) Labour Productivity: Concept, determinants of labour productivity, causes of low productivity of labour in India, measures for improvement.

Unit – 5 (i) Employment: Full Employment, unemployment and under employment, causes and remedies, problem of Unemployment in India.

Books Recommended


5. Letner: Economics of Employment.
12. पीो आरो एनो सिन्हा एवं इन्दुबाला: श्रम अर्थशास्त्र, भारती भवन, पटना।
13. प्रो गणेश प्रसाद सिन्हा, पीोआरोएनो सिन्हा एवं केमेन्ट्र कुमार सिंह: श्रम अर्थशास्त्र।
14. पाण्डेय, श्रीधर: श्रम एवं समाज कल्याण, मोती लाल बनारसी दास, नई दिल्ली।
M.A. 1st Semester
FUNDAMENTALS OF MANAGEMENT

(M.A – LSW – C-102)  
Credits – 05

Full Marks – 100 (70+30)
Contact hours : 15x5 = 75 Hours

Unit- 1 (a) **Conceptual Framework** : Concept, Scope, Nature, Significance and Social Responsibility of Management.

(b) **Approaches to Management** : Contributions of F.W. Taylor and Henri Fayol, Scientific Management School, Human relation-Behavioural School, System School (approach) Management.

Unit – 2 **Functions of Management** :


Unit – 4 **Directing**:
(a) Concept, Principles, Features, Techniques and Importance.

(b) **Motivation**: Concept, Principles, Importance, Various Approaches to Motivation-Maslow’s Need Hierarchy Approach, Herzberg’s, Hygiene Approach to motivation, Mc Clelland’s Theory- Job Enrichment.

(c) Leadership, Controlling and Budgeting : (a) Leadership : Meaning, Styles, Significance, Various Approaches of Leadership.


(b) **Budgeting** : Concept, Types, Importance, Budgetary and Non-Budgetary Control, Special Control and Techniques.
Books Recommended:

5. Sinha, P.R.N. and Indubala : *Industrial Relations, Trade union and Labour Legislation*.
M.A. 1st Semester
PRINCIPLES OF HUMAN RESOURCE MANAGEMENT (PHRM)

M.A – LSW- C-103
Credits – 05

Full Marks- 100 (70+30)
Contact hours – 15X5 = 75


(b) Significance of Human Resources : Job Analysis Job Design-Meaning Methods, Problems and Suggestions, HR Forecasting, Work Load Analysis, Job Description and Specialization, Job Design Approaches, Job Characteristic.


Unit – 4 Procurement :
(a) Selection : Factors, Process, Steps, Merits and Demerits, Basic Selection Model, Psychological Test, Interview Testing, E-recruitments.

(b) Training and Skill Development : Concept, Objectives, Significance, Methods of Training, Career Planning Concept, Objectives, Significance, Description, Grievance and Standing Orders.

Unit – V (a) Promotion and Transfer : Concept, Objectives, Types, Basis of Seniority : Merits and Demerits, Promotion and Transfer Policy.

Books Recommended:

M.A. 1st Semester
MANAGEMENT OF TRADE UNIONISM

M.A. – LSW-C.104

Credits – 05

Unit – 1  Trade Unionism : Concept, Meaning, Objectives, Methods and Functions, of Trade Unions.

Unit- 2  Theories of Trade Unionism : Perlman’s Theory, Marxian Theory and Gandhian Theory.

Unit – 3  Structure, Management and Government of Trade Unionism :
(a)  Structure of Trade Unions : Types of Trade Unions, Craft Union, Industrial Union, General Union, Trade Federation and Confederation.
(b)  Problems of Trade Unionism : Problem of Leadership, Revalry, Political Affiliation of Trade Unions.
(c)  Managerial Trade Unionism: Participation of Women in Trade Unionism.
(d)  Management and Governance of Trade Unions :
(e)  Financing of Trade Unions : Sources of Finance, Causes of Poor Finance, Measures to Strengthen Trade Union Finance, Political Funding of Trade Unions.

Unit – 4  Trade Union Movement in India :
(a)  Trade Union Movement in India during Pre-Independence Period.
(b)  Trade Union Movement during Post-Independence Period.
(c)  Trade Union Act 1926, Employer Association in India. FICCI, All India Employer’s Organization.

Unit- 5  Democracy, Leadership and Politics in Trade Unionism -
(a)  Trade Union Leadership : Nature, Types, Internal and External Leadership, Causes and Consequences of Outside Leadership.
(b)  Democracy in Trade Unions : Concept, Needs and Justification of Political Participation, Merits and Demerits of Politics in Trade Unionism, Dominance of Political Parties in India Trade Unionism, causes and consequences of politics in Trade Unionism.
Books Recommended:

3. Dhyani, S.N. : Trade Union and Right to Strike
4. Jha, S.N. : Indian Trade Unions
5. Karnik, V.B. : Indian Trade Union Movement
7. Perlman : A Theory of Labour Movement
10. Sharma, G.K. : Trade Union Movement in India.
15. Mathur : भारतीय श्रमिक वर्ग आन्दोलन
16. Pandit, K. : औद्योगिक संबंध एवं श्रमसंघ
M.A. 1st Semester
OEC (Open Elective Course)
(to be Chosen any one from A)

(i). MANAGERIAL ECONOMICS

(M.A. – LSW-105 (OEC) 
Credits – 05

Full Marks- 100 (70+30)
Contact hours- 15X5= 75

This paper intends to explain the application of economic concepts to the various management issues. It also highlights the relevance of various theories of economics viz., demand, cost of production and profit in solving the vexing issues of modern management.

Unit I: Meaning and scope of Managerial Economics - fundamental concepts - scarcity, Marginalism, opportunity cost - discounting - risk and uncertainty - profits - objectives - basic techniques - derivatives - partial derivatives - optimisation.

Unit II: Demand Decisions - Demand concepts - demand analysis - demand elasticity and demand estimates and demand forecasting.


REFERENCES:
M.A. 1st Semester
OEC (Open Elective Course)

(ii). BUSINESS ENVIRONMENT

(M.A. – LSW-105 (OEC)

Full Marks- 100 (70+30)

Contact hours- 15X5= 75

Credits – 05


2. Social and Cultural Environment: Demographic and social environment, business and society, business and culture, business and ethics, social responsibility of business, social audit, consumerism in India.

3. Economic Environment: Economic systems, pattern and trends in the economic development in India, broad features of industrial policy. Fiscal policy and monetary policy and their relevance to business; capital and money markets in India and their instruments.


Globalization: Concept and consequences; multinational companies, globalisation of Indian business.

Recommended Books:
M.A. 1st Semester
OEC (Open Elective Course)

(iii). FUNDAMENTALS OF COMPUTER

(M.A. – LSW-105 (OEC))

Full Marks- 100 (70+30)
Credits – 05
Contact hours- 15X5 = 75


UNIT-II:- Classification of Memory : Primary Memory & Secondary Memory- RAM, ROM, PROM, EPROM, E²Prom, Cache Memory, Back up Memory.

UNIT-III :- Computer Arithmetic & Codes Number System – Decimal Number to Binary No, Binary No to Decimal No, Decimal No to Octal Number, Octal No to Decimal No. Decimal no.to Hexadecimal number Vice-Versa. Addition & Substraction of Binary No. Hexa No to Octal Number


UNIT-V :- Introduction in MS office ,MS word, MS Excel & MS Powerpoint.

Books- Recommended

1. Fundamental of Computer Architecture & Organisation– Dr. B. Ram (NIT PATNA)
2. Computer Fundamental – P.K. Sinha
3. Fundamentals of Computer- V.Raja Raman
4. Fundamentals of Computer- ITL Publication
M.A. 1st Semester
PRINCIPLES OF COUNSELLING

M.A-LSW- OEC -105

Credits – 04

Unit-I: Introduction to Counselling  Basic concepts of counselling and guidance
Objectives, types and principles of Counselling  Theories of Counselling: Humanistic theory, Psycho-analytic theory, Behavioural theory Counselling and modern trends.


Unit-IV: Employee counseling: Definition, Principles and functions Counselling in industry: Goals, needs and programmes Prerequisites for employee Counselling Types - Directive vs. Non-directive, Preventive vs. Curative, Referral services to experts Process - Study, diagnosis, treatment, follow up Fields of Industrial counseling T.A. in industrial counselling Performance appraisal and counselling Retirement counseling

Unit-V: Industrial social work: Social work practice in industry Working with individual, group and industrial community Qualities and Skills of Industrial Counsellor

Reference
M.A. 2\textsuperscript{nd} Semester

MANAGEMENT OF INDUSTRIAL RELATIONS

M.A-LSW-C- 201

Credits – 05

Unit – 1  Industrial Relations : Concept, Scope, Aspects, Models, Dunlop’s Model of Industrial Relations System.

Unit- 2  Approaches to Industrial Relations : Psychological, Sociological, Humanitarian, Socio-ethical approaches.

Unit – 3 (a)  Industrial Disputes : Meaning, Nature, Causes, Effects and Trends of Industrial Disputes.

(b)  Industrial Relation Problem in India, Settlement of Industrial Disputes, Negotiations and Collective Bargaining Three-Tier System of Industrial Disputes in India.

(c)  Industrial Disputes Act, 1947, The Industrial Employment (Standing Orders) Act, 1946.


(c)  Nature of Grievances and Procedures of Grievance Handling, Industrial Indiscipline, An overview of Disciplinary Enquiries.

Unit- 5 (a)  Workers Participation and Empowerment in Management : Meaning, Methods of Cooperation.

(b)  Role of Bipartite and Tripartite bodies in India.

(c)  Code of Conduct, Code of Discipline-Concept, Needs, Forms Merits and Demerits of Worker’s Participation in Management in India.

Books Recommended :

1. Memoria, C.B. :  Dynamics of Industrial Relations, Himalaya Publications, Mumbai

2. Monappa, Arun :  Industrial Relation, TMH, Delhi

16. Pandit, K. : औद्योगिक संबंध एवं श्रमसंबंध
M.A. 2nd Semester  
HUMAN RESOURCE DEVELOPMENT (HRD)  

M.A-LSW-C-202  
Credits – 05  
Full Marks- 100 (70+30)  
Contact Hours- 15X5= 75  

Unit – 1  HRD- Concept., Trends and Practices of HRD  

Unit- 2  Perspective of HRD : Attitude of Top Management towards HRD, Motivational Aspects of HRD, Career Development, Organizational Climate, Technological Change and HRD, TQM, (Total Quality Management) Application for HRD.  


Unit – 5  Organisational Context of HRD : 

(a)  HRD Outsourcing : Reasons and Challenges, BPO- Challenges faced by HR professionals in BPO.  
(b)  Organizational Culture : Concept, Important, Elements, Process, Ethical Concern in HRD.  
(c)  Corporate Social Responsibility : Concept, Importance, Maintenance of Corporate Social Responsibility .  

Books Recommended :  

M.A. 2nd Semester

ORGANIZATIONAL BEHAVIOUR

M.A-LSW-C-203
Credits – 05

Full Marks- 100 (70+30)
Contact Hours- 15X5= 75

Unit – 1 Organization Behaviour: Concept, Meaning, Significance, Determinants of Organizational Behaviour, Neo- Classical and Modern Theorien/Models of Organizational Behaviour.

Unit- 2 Foundations of Organizational Behavior
(a) Personality: Concept, Nature, Role, Determinants.
(b) Perception: Meaning, Definitations, Factors, Process.
(c) Learning: Meaning, Definitations, Explicit and Tacit Knowledge.
(d) Value and Attitude: Concept, Nature and Components.
(e) Motivation: Concept, Determinants, Theories- Malsow’s Need Hierarchy, Herbg’s Two Factor Theory and Vrom’s Expectancy Theory.


Conflicts and Negotiation: Concept, Nature of Conflict, Source of Conflict, Conflict Management Style.

Leadership: Concept and Style, Leadership Effectiveness.

Unit – 4 Organizational Process:
(a) Communication: Meaning, Scope, Types, Factors Influencing communication, Role of IT in Communication.
(b) Work stress and Management: Concept Sources of Stress, Individual and Group level stress, Organizational Stress, Stress Management and Strategies.
(c) Organizational Development: Concept Pre-requisites, for Organizational Development and Interventions.
Unit-5 Cross Cultural Management and Organizational Changes.

(a) Organizational Change : Meaning, Nature, Level of Organizational Changes, Emerging Issues.

(b) Cross Cultural and Multi-Cultural Management in Organizational Behaviour.


Books Recommended :

2. Hersey and Blanchart : Management of Organizational Behaviour
3. Scheim : Organizational Psychology
4. Korman : Organizational Behaviour
M.A. 2nd Semester
SOCIAL RESEARCH

M.A. LSW-C-204
Credits – 05

Full Marks- 100 (70+30)
Contact Hours -15X5= 75

Unit – 1 Social Research:
(a) Meaning, Objectives,
(b) Methods,
(c) Steps
(d) Significance in the field of Labour Problems, IR and HRM.

Unit- 2 Planning of Social Research :
(a) Formations/ Selection of Research Problem.
(b) Determination of Research Objectives.
(c) Development of Hypothesis.
(d) Preparing the Research Design.
(e) Pilot Study.

Unit- 4 Processing of Data and Report Writing.
(a) Classification, Tabulation and Presentation of Data.
(b) Analysis of Data.
(c) Report Writing.

Unit – 5 Essential Qualities of a Social Investigator.
(a) Personal Qualities.
(b) Intellectual Qualities.
(c) Qualities related to specific research Problem.

Books Recommended
2. S.R. Bajpai : Social Survey and Research, Kitab Ghar, Kanpur
M.A. 2nd Semester
Open Elective Course
(To be chosen any one from Group-B)
LABOUR WELFARE

M.A-LSW- OEC-205
Credits – 04

Full Marks- 100 (70+30)
Contact Hours 15X4= 60

Note:
(i) The syllabus has been divided into five units. Questions will be set from each unit with provision for internal choice.
(ii) In order to ensure that students do not leave out important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.


UNIT-2: Labour Welfare with special reference to Indian Constitution, Environmental Pollution vis a vis Labour Welfare Factories Act, 1948: Aims, objectives and scope; Important definitions and authorities under the Act

UNIT-3: Provisions of Health, Safety and Welfare under the Factories Act Provisions relating to working hours, Young persons, Annual Leave with wages

UNIT-4: Indian Mines Act, 1952 : Scope, Definitions, Inspecting Staff, Board and Committee Regulation of working conditions under the Act referring to health, safety, working hours, leave etc.

UNIT-5: Role of Government employers and worker trade union vis-à-vis Labour Welfare Role of Labour Welfare Officer, Industrial Hygiene; Child-labour; Bondedlabour, Worker’s Education.

Recommended Books:-
1. Saxena, R.C. : Labour Problems and Social Welfare in India
3. Vaid, K.N. : Labour and State in India
MA. 2nd Semester
Open Elective Course
INDIAN ECONOMY

MA-LSW- OEC-205

Credits – 04

Note:

(i) The syllabus has been divided into five units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.

UNIT-1: Structure of Indian Economy – Concept of economic growth economic development, Basic characteristics of Indian economy, Changes in Structure of Indian economy

UNIT-2: Trends in National Income in India, Work force participation and Changes in Occupational Structure in India


UNIT-4: Indian Economy and Foreign Trade- Concept, Significance, Foreign Exchange Reserve, Balance of Payment, Balance of Trade, Current Foreign policy, Foreign Exchange Management Act, Export promotion

UNIT-5: Indian Economy- Emerging issues-WTO and various agreement and Indian economy, Assessment of Indian Planning. Targets and Achievements of Plans, Establishment of NITI Aayog.

Recommended Books:

1. Datt, and Sundhram, R (2017-18), Indian Economy, Sultan Chand
3. Dhingra, I.C., Indian Economy, Sultan Chan & Sons
5. Economic Survey: Government of Indore,(Various years)
6. Annual Budget- Govt. of Indore(Various years)
7. Kurukshetra (Eng, Hindi) Monthly Journal
M.A. 2nd Semester
Open Elective Course
Social Justice and Human Rights

M.A-LSW- ELC-205
Credits – 04

Objectives:

1. Develop insights into the history and evolution of human rights discourse.
2. Understand legislative provisions involved in establishing and maintaining human rights.
3. Delineate the role of professional social workers in legal aid, legal assistance and social advocacy.

Course Content

Unit 1: Understanding Human Rights

- Human Rights: Introduction
- Social Movements & Human Rights in India
- Social Ideals of Indian Constitution: Fundamental rights and duties

Unit 2: Social Justice and Human Rights

- Approaches to Social Justice (Marx, Gandhi, Friere).
- Universal Human Rights: Covenant on Civil, Political, Economic, Social and Cultural Right
- Rights of Migrant workers and Refugees.

Unit 3: Social Legislation and Social Change

- Law, Society and Social Change
Emerging Issues and concerns of lesbians, gays, bi-sexuals, trans-gendered (LGBT)

Legal and public advocacy, PIL, legal literacy, free legal aid and RTI

Unit 4: Legal Provisions-I

Legal Provision for women regarding marriage, dowry, and domestic violence

Legal provision for marginalized groups in the Indian society: SC/ST/OBC and Minorities people

Legal Provision for disable and elderly people, children, and commercial sex workers


Unit 5: Mechanism and Strategies of Social Work practice

Human Rights perspective in social work practice: ethnic sensitive practice, feminist practice, social work with diverse groups

Laws and social advocacy

Human rights activism and civil society initiatives in India

Readings:


(Unit I & V)


Nirmal, C.J. 1999 Human Rights in India-Historical, social and political perspectives, Oxfored University Press. (Unit II)

Parker, J 2004 Effective Practice Learning in Social Work. Learning Matters Ltd, Southernhay East U.K (Unit V)


Raju, C.B 2006 Social Justice & The Constitution of India, Serials Publications, New Delhi

Chandra, A. 2000 Human Rights Activism and Role of NGO’s. Rajat Publications, Delhi (Unit V)

Mohapatra, A.R 2001 Public Interest Litigation and Human Rights in India. Radha Publication, New Delhi (Unit III)

M.A. 3rd Semester
CORE COURSE
COMPENSATION MANAGEMENT

M.A.-LSW- ELC-202

Full Marks- 100 (70+30)
Credits – 05
Contact Hours 15X5=75

Unit – 1

(a) **Compensation Management**, Concept Meaning, Components of Wages, D.A., Allowance, Bonus, Fringe Benefits.
(b) Types of Wages, Money Wage, Real Wage, Living Wage, Fair Wage, Minimum Wage.
(c) National Minimum Wage, Objective and Feasibility in India.
(d) Incentives: Meaning, Types, Incentives in India. Objectives merits & demerits
(e) Methods of Wage Payment: Time Rate, Piece Rate, Their Merits and Demerits.
(f) Fixation of Wage and Salary: Job Evaluation Methods, Merit and Demerit.

Unit- 2 **Analysis of Wage Theories**.

(a) Subsistence Theory of Wages.
(b) Marginal Theory of Wages.
(c) Modern Theory of Wages
(d) Collective Bargaining Theory of Wages.

Unit – 3 **Govt. Regulation of Wages**:

(a) Needs, Objectives, Principles
(b) State Regulation of Wage in India (Wage Boards- Composition and Function)

Unit- 4 **Wage Differentials**: Concept and Meaning, Importance, Types, Causes and Justification.

Unit- 5 **Legislative Provisions in India for wage payments**.

(a) The Payment of Wages Act, 1936
(b) The Minimum Wages Act, 1945
The Equal Remuneration Act, 1976
The Payment of Bonus Act, 1965.

Reference:
2. Sharma, A.M. wage & wages policy
3. Sinha, PRN Shram Artharhertra
4. Memoria C.B Personal Management
10. Subramaniam : Wages in India.
19. Sinha, P.R.N. and Indubala : श्रम एवं समाज कल्याण, भारती भवन, पटना।
M.A. 3rd Semester

CORE COURSE

LABOUR WELFARE AND SOCIAL SECURITY

M.A-LSW- C-301

Full Marks- 100 (70+30)

Credits – 05

Contact Hours 15X5=75

Unit-1 Labour Welfare : Meaning and Concept, Definition, Types, Scope, Approaches to Labour Welfare.

Unit-2 Labour Welfare Policy and Practices in India.
   (a) Labour Welfare Activities Undertaken by Employer, Trade Unions and Government in India.
   (b) Legislative Provision regarding Labour Welfare in India.
   (i) The Factories Act, 1948
   (ii) The Mines Act, 1952
   (iii) The Plantation Labour Act, 1951

Unit-3 Social Security : Meaning Scope, Evolution and Institutional Growth, Need of Social Security.

Unit-4 Social Insurance and Social Assistance : Meaning, Significance and Differences, Financing of Social Security, concept of Employer’s Liability.

Unit-5 Legislative Provision regarding Social Security in India.
   (a) The Employees Compensation Act, 1923
   (b) The Employee’s state Insurance Act, 1948.
   (c) The Employee’s Provident Fund and Miscellaneous Provision Act, 1952
   (f) The Unorganized Workers Social Security Act, 2008.

Books Recommended/References

2. Sharma A.M. : Wages & Wege Policy

36
3. Sinha, PRN : श्रम अर्थशास्त्र
6. Ram Ahuja : Social Problem in India, Rawat Publication, New Delhi
11. Mishra S.N. : Labour and Industrial Laws
16. P.R.N. Sinha and Indubala : श्रम एवं समाज कल्याण, भारती भवन, पटना।
17. S. Vadhava : प्रारंभिक समाज कल्याण, अर्जुन प्रकाशन हाउस, नई दिल्ली।
M.A. 3rd Semester

CORE COURSE

SOCIAL & LABOUR PROBLEMS IN INDIA

M.A-LSW-C-303

Full Marks- 100 (70+30)

Credits – 05

Contact Hours 15X5= 75

Unit- 1 Poverty : Concept, Measurement, Extent of Poverty in India.

Multi-Dimensional Poverty, Causes, Effects, measures and Government Steps for removal of the problem.

Unit –2 Problems of Women and Women Empowerment in India : Present position and status of the Women in India, Problems, Government steps for improvement in their socio economic conditions, National Commissions, for Women, Voluntary Agencies for women welfare.


Unit- 4 Labour Problems.

(a) (i) Problems of Child Labour : causes and Effects.

(ii) Problems of contract labour

(iii) Problems of Bonded Labour

(iv) Labour Migration : Causes and Effects.

(b) Protective Legislative Measures for Labour

(i) Child Labour (Prohibition and Regulation) Act, 1986


(iii) The Bonded Labour System (Abolition) Act, 1976

(iv) The Equal Remuneration Act (1976)


Books Recommended:
2. Ram Ahuja: Social Problem in India, Rawat Publication.
5. P.R.N. Sinha:
6. S. Vadhava: प्रारंभिक समाज कल्याण, अर्जून पंडित ग्रंथ, हाउस, नई दिल्ली।
8. G.R. Madan: भारतीय सामाजिक समस्याएँ, एलाएड प्रकाशकों न्स, नई दिल्ली।
M.A. 3rd Semester
CORE COURSE
COMPUTER APPLICATIONS & INFORMATION SYSTEM

M.A-LSW- C-304
Credits – 06

Unit- 1 Introduction to Computers :

Unit –2 Computer Software :
Introduction to computer software, classification of computer software, system software (computer BIOS) and Device Drives, Operating System, Utility Software) Working with MS-Office (MS-Word, MS- Excel, MS-Power point, MS- Outlook, Word Processor, Spread sheet, Characteristics and used of words processor (MS- Word) & Spread sheet (MS- Excel.)

Unit- 3 Data systems :
Data Vs Information, Data storage Hierarchy, file oriented Approach, Data base Oriented Approach (Components of Data base system, Advantage of Database Approach, Disadvantages of Database Approach, Application of Database systems)
Unit – 4  **The Internet**

Concept of Internet, History of Internet, Internet service (e-mail, FTP, Chatting, internet conferencing, www.online shopping, Search engine)
Types of Internet connection (Dial-up connection), Integrated services, Digital network, leased connection, DSL modern, very small Aperture.

Unit- 5  **Computer Security & Emerging Trends in IT.**

Computer Security, Malicious Programs, Cryptography, Digital Signature, Firewall, Users Indentification and Authentication, Security awareness and policies, E-commerce, Electronic data Interchage (EDI), Mobile communication.

**Books Recommended:**

4. V.K. Jain :  *Computer Fundamental*
5. Dr. C.P. Gupta :  *Fundamental of Computer and Information Technology*, Laxmi Narayan Agarwal, Agra
6. B.C. Desai :  *Data Base System*
7. 2016BPB :  *MS-Office*
8. C.S.V. Murthy :  *MIS*
M.A. 3rd Semester

CORE COURSE

PRINCIPLES OF MANAGEMENT

M.A-LSW- C-305

Credits – 04

Full Marks- 100 (70+30)

Contact Hours 15X4= 60

Note:

(i) The syllabus has been divided into five units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave our important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.

UNIT-1: Concept of Management: Meaning, Nature and Scope of Management.

Management: Science or art; Evolution of management Thought: Fredrick Taylor’s Scientific Management; Henry Fayol’s General Principals of Management;

UNIT-2: Planning and Management Process: Nature and purpose of planning;

Types of Plans; Basic steps in Planning; Tools and Techniques for Planning.

UNIT-3: Organizing: The nature and purpose of organizing; formal and informal organizations; Departmentation; Span of Management; Centralization and Decentralization of Authority; Delegation of Authority.

Staffing: Nature and purpose of staffing; different phases in procurement process, approaches to management development, conflict management.

UNIT-4: Decision Making: Decision Making process and selection of the best alternative; decision making under certainty; decision making under uncertainty.

UNIT-5: Controlling: Meaning and purpose of control; process; different methods of control; characteristics of an effective control system.

Books Recommended:

2. Essentials of Management by Harold Kooutz&Oddonell.
Objectives

A worker is not merely a stimulus-response mechanism who is motivated by some economic incentives. He is a social being and as such must be provided with the necessary facilities to perform his tasks. In order to ensure this, governments enact and enforce laws that help promote the welfare of the workers in different establishments. Our special concern is the Indian situation.

Unit-I: Basic Concepts Labour Law: History - nature scope and object of and labour legislation special features of labour legislation: social security, social assistance, social insurance. 2. Labour Policy: Need for such a policy Enactment of various laws Relevance of these laws to society at large 3. Labour Welfare: Meaning - features - scope - importance types - principles.


Unit-III: Laws Relating To Industrial Relations 1. The Industrial Disputes Act 1947. 2. The Industrial Employment (Standing Orders) Act 1946


References


In this paper an attempt is made to drive home to the prospective personnel management, that he needs to possess certain basic principles of life which in the long run will guide him to have a sense of social responsibility in doing his business.


Unit III: Ethical Dilemmas 1. Relationship between law and moral standards 2. Meaning of ethical dilemma 3. Managers facing an unethical - options open to them - Whistleblowing and institutional loyalty

Unit IV: Local and Global Issues in Management 1. Ethics of marketing research - hoarding, adulterating food - Bluffing in business - misleading advertisement. 2. Ethics and global poverty, population explosion, illiteracy, black money, ecology, genetic engineering, multinational business. 3. Structural causes of unethical behaviour - solutions to get rid of them.

Unit V: Corporate Social Responsibility 1. Social obligations industry - Role of govt. employers, trade unions with regard to this 2. Employer’s rights and responsibilities 3. Social responsibilities of management to owners, employees, consumers, community - the responsibilities of private enterprise - role of consumer courts. 4. The manager as an agent of social change.
REFERENCES

M.A. 3rd Semester
STRESS MANAGEMENT

M.A-LSW- EC(I)-305

Credits – 04

Full Marks- 100 (70+30)

Contact Hours 15X4= 60

1. **Stress**: Concept, different perspectives, theories, symptoms, occupational stress.
2. Sources and consequences of occupational stress: Personal attributes, behaviour, patterns, job and organizational factors.
   **Consequences of occupational stress**: Job behavioural consequences, health consequences, stress-diseases.
3. **Management of occupational stress**: Individual centered interventions; job and organization centred interventions.
4. **Coping with stress**: Coping strategies functional dysfunctional.
5. **Moderation of stress and consequent strains**: therapeutic interventions for occupational strains.

**Recommended Books:**

M.A. 3rd Semester

SOCIAL POLICY AND SOCIAL DEVELOPMENT

M.A-LSW- EC(i) -305

Credits – 04

Full Marks- 100 (70+30)
Contact Hours 15X4= 60

Objectives:
1. Understand the concept, process, indicators and determinants of social development.
2. Develop capacity to formulate strategies necessary for social development.

Unit I: Understanding Social Policy • Social policy: Concept and significance • Social policy and social welfare policy • Models of Social Policy • Social Policy of India

Unit II: Introduction to Social Development • Concept of Social Development • Theories of Development • Models of Social Development

Unit III: Perspectives on Social Development • Perspectives on social development: Gandhi, Vinoba and Ambedkar. • Approaches and strategies – Growth with equity, minimum needs and quality of life. • Political economy of social structure, change and development.

Unit IV: Understanding Human Development • Human Development • Indicators of Human Development • Models of Human Development

Unit V: Contemporary Concerns Related to Social and Human Development • Globalization, human development, sustainable development and social work. • Problems of social and human development in India. • Overview of Human Development Reports with special reference to India.
Suggested Readings

M.A. 3rd Semester
LABOUR LEGISLATIONS IN INDIA

M.A-LSW- EC(i)-305
Credits – 04

Full Marks- 100 (70+30)
Contact Hours 15X4= 60

Note:
(i) The syllabus has been divided into six units. Questions will be set from each unit with provision for internal choice.
(ii) In order to ensure that students do not leave out important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.


UNIT-4: Social Security Legislations- The Employees State Insurance Act, 1948, The Employees Compensation Act

UNIT-5: Regulative Labour Legislations- The Trade Unions Act, 1926, The Industrial Disputes Act, 1947

Recommended Books:
1. Kumar Devendra, Shram Avum Samaj Kalyan, Gyanalya (P & D) Books
M.A. 4th Semester

THEORY AND PRACTICES OF COLLECTIVE BARGAINING

M.A-LSW- C-401

Credits – 05

Full Marks- 100 (70+30)

Unit- 1 (a) Growth and Development of collective Bargaining with special reference to India.

(b) Definition, Characteristics and Functions of Collective Bargaining.

(c) Bargaining Units

(d) Status of Bargaining

Unit – 2 Theories of Collective Bargaining.

(a) Marketing (b) Government (C) Managerial

Unit – 3 Bargaining Agent and Bargaining Power

(a) Concept and Types of bargaining agent.

(b) Selection of Bargaining Agent in U.K., U.S.A. and India

(c) Concept, determinants and manipulation of Bargaining power subject matters.

(d) Negotiations- Type of Negotiations-Problems solving exit policy

Unit- 4 Case Study of Collective Agreements

(a) ATLA & ATMA

(b) TISCO (TATA STEEL) & TWU

(c) Collective Bargaining in Public Sector, Undertaking- CIL and SAIL.

(d) Problems and Prospectus of Collective Bargaining in India.

(e) Suggestions to improve collective Bargaining.

Unit- 5 Worker’s Participation in Management

(a) Concept- Practices in India : Joint Management Council in India

(b) The Voluntary schemes for worker’s Participation.

Inventory circles, Practices of Germany & U.K.
(c) Present day industrial worker- International Cooperation; Importee of better Labour Management & Industrial Relation
(d) Directives of State Policy

Books Recommended:

4. Neil W. Chambelein : The Union Challenges & Management Control
5. George, W. : Government Regulation of Industrial
7. Clegg : Industrial Democracy & Nationalization
8. V.V. Giri : Labour Problems in Indian Industries
9. C.E. Giri : Contemporary Trade Union
10. Beke & Kerr : Union Management & The Public
11. Current Indian Labour Journal : औद्घोषिक संबंध एवं श्रम संघ
12. K. Pandit :
M.A. 4th Semester

RESEARCH METHODOLOGY AND STATISTICAL APPLICATION MANAGEMENT

M.A-LSW- C-402

Full Marks- 100 (70+30)

Credits – 05

Contact Hours 15X5= 75

Note:

(i) The syllabus has been divided into six units. Questions will be set from each unit with provision for internal choice.

(ii) In order to ensure that students do not leave out important portions of the syllabus, examiners shall be free to repeat the questions set in the previous examination.

UNIT-1: Research Methods: Meaning, objectives and significance of research, steps involved in research.


UNIT-3: Tools and Techniques of Data Collection: Development of questionnaire/tests, reliability, validity; methods of data collection, research report.

UNIT-4: Descriptive Statistics: Mean, median and mode; range, quartile deviation; standard deviation; graphical representation of data.

UNIT-5: Correlation and Regression: Computation and interpretation of product moment and rank order correlation, bi-variant regression analysis.

Recommended Books:

1. Kothari, C.R. Research Methodology: Methods and Technique
2. Mishra, R.P. Research Methodology
M.A. 4th Semester

IDEOLOGIES AND COMPARATIVE LABOUR MOVEMENT

M.A-LSW- C-403

Credits – 05

Unit- 1 Ideologies

(a) Gandhism,
(b) Guild Socialism
(c) Syndicalism
(d) Marxism.
(e) Business Unionism.

Unit –2 (A) History of Labour Movement in Great Britain

(a) Features of British Labour Movement,
(b) Growth and Development of Labour Movement before 1925.
(c) Relationship between British Trade Union Congress and Labour Party.

Unit –3 History of Labour Movement in U.S.A.

(a) Early growth and development of Labour movement,
(b) Growth & Development of AFL,
(c) Formations of CIO.
(d) Formation of AFL-CIO,

Unit- 4 British Labour Movement after 1825

(a) Chartist Movement
(b) Model Unionism
(c) New Unionism
(d) Present Position.

Unit- 5 Indian Labour Movement.

(a) Labour Movement during Pre-Independence Period.
(b) Labour Movement during Pre-Reform Period.
(c) Labour Movement during Post Reform Period.
(d) Emerging Trends in Labour Movement : Challenges and Prospects.
M.A. 4th Semester
Elective Course (B)
MANAGERIAL COMMUNICATION SKILLS

M.A-LSW-EC-404
Credits - 04

Full Marks - 100 (70+30)
Contact Hours 15X4 = 60

Objectives
To help the students prepare themselves to effectively communicate in organisations and in society.

Unit-I Effective professional communication - Communication process - Congruence Listening, Listening with eyes - communication TRIAD - Inverted curve.

Unit-II Problem behaviour - Transfer of pain - change of problem behaviour - Realistic expectation - Description / Evaluation statements. Effective criticism statement - 'I' statement - Dealing with feelings.

Unit-III Communicative Language Teaching (with Basic Language patterns) - Parts of speech; Types of questions; phrases that express one's emotions and feelings; Types of sentences; Making sentences; Describing Animals, Places, Objects and Persons; Introducing oneself to others; Dialogue at the context given.

Unit-IV Interview: Types - Preparing for interview - facing an interview - Skills for participating in Group discussions and brain-storming.


References
M.A. 4th Semester

FINANCIAL MANAGEMENT

M.A-LSW- EC-404

Full Marks- 100 (70+30)

Credits – 04

1. **Concept and Dimensions of Financial Management**: Objectives and functions of financial management, forms of business organizations and financial considerations underlying the choice of form of business organization.

2. **Capital Structure**: Concept, principles criteria of its determination; trading enquiry. Leverages: Operating and financial, indifference point. **Acquisition of Funds**: External and internal forms of corporate financing, shares and debentures, ploughing back of profits, forms of dividends, factors affecting dividend policy, dividend pay-out decision.

3. **Concept of Financial Institutions**: Indian financial system, financial institutions, types, nature and functions.

4. **Working Capital Management**: Meaning, significance and factors influencing the level of working capital, working capital management, cash receivables and inventory management.

5. **Concept of Cost of Capital and Capital Budgeting**: Concept of significance of cost of capital and its computation; concept and significance of capital budgeting.

**Recommended Books**

M.A. 4th Semester

STRATEGIC MANAGEMENT

M.A-LSW- EC-404 Full Marks- 100 (70+30)

Credits – 04

1. **Nature and Scope of Strategic Management**, levels of strategies, process of strategic management, role of top management.

2. **SWOT-Analysis**: External and internal analysis.

3. **Strategy formulation**:
   
a. **Business level strategy**: Competitive advantages, market focus, market life cycle, business strategy for turnaround.

   b. **Operational level strategy**: The strategic role of operations, approaches, total quality management, core processes, re-engineering; shared and managerial guidelines to TQM and CPR, The best practices in primary core processes.

   c. **Corporate level strategy**: Roles, forms, means, and benefits of diversification, role of managerial behaviour.

4. **Implementation of Strategies**: Organization structure, design, forms, & change, tools and areas of strategy implementation; leadership, functional policies & allocation of resources.

5. **Evaluation and Control of Strategy**: Issues, types and techniques; role of organizational systems.

**Recommended Books:**


M.A. 4th Semester

INDUSTRIAL HEALTH, HYGIENE, AND SAFETY

M.A-LSW- EC-404

Full Marks- 100 (70+30)

Contact Hours 15X4= 60

Credits – 04

1. **Industrial Health**: Statutory health provisions, industrial medical officer, ancillary health services, mental health. **Industrial Hygiene**: Hygiene education, occupational hazard, occupational diseases, statutory provisions.


3. **Work Environment**: Role of music, noise, illumination, and colour in industry.

4. **Fatigue**: Concept, related phenomena, hours of work and production, absenteeism and control.

5. **Human Engineering**: Man – machine model, automation, adaptive automation, costs and trade offs; performance: time and motion study, perceptual and motor skills, information processing, performance measures.

**Recommended Books:**


M.A. 4th Semester

MARKETING MANAGEMENT

M.A-LSW- EC-404

Credits – 04

1. Understanding Marketing Management: Marketing process, role of marketing in organizations.


5. Implementing Marketing Programs: Selecting marketing channels, designing effective advertising programs, sales promotion and public relations, evaluating marketing performance, current issues in marketing.

Recommended Books:


M.A. 4th Semester

INTRODUCTION TO INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

M.A-LSW- EC-404  
Credits – 04

UNIT-I Overview of Information Technology Introduction to Networking Advantage of Networking.

UNIT-II Internet, Application of Internet ,LAN, MAN, WAN. Differentiate between LAN&WAN, Inter processor Distance with Scale


Book Recommended:-

1. Internet for Every one –ALEXISAEON & MATHEWS LEON Vikash Publication House Pvt. Ltd.
2. Introduction of Information technology – ITL Pearson Publication
M.A.-LSW- EC-404

Credits – 04

Unit- 1 (A) Introduction to Social Work :
   (a) Meaning, Nature
   (b) Objectives, Scope
   (c) Philosophies involved in Social Work.

Unit-2 (a) Social work as profession.
   (b) Social Case work,
   (c) Social Group Work.
   (d) Community Organisation.
   (e) Social Administration.

Unit- 3 Governmental Agencies – Central Social Welfare Board :
   (a) Historical Background
   (b) Features, Objectives
   (c) Core Competencies and Administration Structure.
   (d) Functions and Activities.

Unit- 4 Non- Government Agencies
   (a) Historical background
   (b) Features, Objectives
   (c) Core- Competencies and Administration Structure.
   (d) Functions and Activities
   (e) Achievements

Unit - 5 History of Social Work in India
   (a) Social work in Ancient India.
   (b) Social Work in Medieval India.
   (c) Social Work in Modern India.
Books Recommended:

M.A. 4th Semester

PERSONALITY DEVELOPMENT FOR MANAGERIAL EFFECTIVENESS

M.A-LSW- EC-404
Credits – 04

Full Marks- 100 (70+30)
Contact Hours 15X4= 60

Objectives
To make the students understand the determinants of a successful and integrated Personality and help them to grow with the optimum realization of individual potentialities and capacities

Unit 1: Understanding the self

Unit 2: Developing the Self
Positive Psychology - optimism - Dimensions of Optimizing - Emotional Management: Emotions of Intelligence Roles -Emotional Intelligence in workplace - Self Efficacy - Process, & Impact of Implications - Self assertiveness

Unit 3: Behavioral Development

Unit 4: Personal and Managerial Effectiveness
Time Management, Organizing Life, Burn Out and Stress Management, Career Identification and Career Development. Steps to Effectiveness: Proactive, put first things first, Think win- win, Understand than being to be understood, Synergy, Sharpen the saw.
Unit 5: Developing Soft Skills

Developing Leadership Potentials - Effective Communication skills, Development of positive thinking, Interpersonal relationships, Consensus building, Business and Social Etiquette

References:
3. Steven R Covey, Seven Habits of Highly effective people.
4. Fred Luthans, Organizational Behavior
5. Steven R Covey - First things first
M.A. 4th Semester

PROJECT/DISSERTATION BASED ON FIELD WORK /IN PLANT TRAINING

M.A-LSW- CC-405

Credits – 09

For Training/Project Work, a student will be attached with industrial establishment, trade union organization and government offices. During this period the students will take training on different aspects such as working conditions, welfare activities, trade unions, Industrial relations, Human Resource management, Grievances, Social responsibilities etc. which will be taken under the guidance and supervision of the Department. After the training is over a written covering the work done during this period will be submit by candidates in the department. This will carry 70 marks, 30 marks will be allotted for internal assessment.

Dissertation : Master of Arts

General Guidelines

1. Selection of Topic
2. Pilot Survey. If needed
3. Significance of the Study
4. Review of Literature
5. Research Gap (Optional)
6. Conceptual Framework- Conceptualization & Operationalization (precise and specific meaning of the terms and concepts.
7. Theoretical framework (Optional)
8. Formulation of Research Question/ Issues
9. Research Objectives
10. Hypothesis (Optional)
11. Coverage (Universe/Simple & Period of Study)
12. Data source (Primary/ Secondary)
13. Tools of analysis (Analytical Framework)
14. Social Relevance of the Study
15. Limitations of the Study
16. Chapter outlines
17. Introduction of the study
18. Result Chapter
19. Conclusion Chapter
20. Appendices
21. Bibliography/References & Webliography

Structure of the Report

Title page Cover Page
  a. Title page
  b. Title of the project
  c. Name of the candidate
  d. Name and designation of the supervisor
  e. Degree for which project is submitted
  f. Name of the College
  g. Month and year the project is presented
  h. Declaration of the student & supervisor

1.2 Preface
1.3 Table of Contents
  a. List of Contents
  b. List of Figures
  c. Glossary
  d. List of abbreviations
  e. Acknowledgement
VIVA-VOCE (COMPULSORY)

(Credit – 02) Lectures 40

The oral examinations carrying 100(70+30) marks will be held completing all the
above requirements of the course. The internal evaluation carrying (30 marks) will be
awarded on the basis of maintaining discipline during the course of practical training.