

Program Curriculum

SEMESTER – I

Management Science

1. Business - the Purpose of Management
2. Designing Organization for Business
3. Need for Managing Organization & Business
4. Management of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organizing
9. Staffing
10. Leading: Directing • Communicating • Motivating
11. Controlling
12. Coordinating (Synchronizing)
13. Evolution of Management Thought
14. Pursuing Managerial Career

Individual & Group Dynamics

1. Historical Evolution of Individual & Group Dynamics
2. Understanding Organisational Behaviour:
3. Perception
4. Personality
5. Attitudes
6. Motivation: The Driving Forces of Human Behaviour
7. Work Motivation Theories
8. Morale
9. Work & Conditions of Work
10. Conflict Management
11. Group Dynamics
12. Stress Management
13. Leadership
14. Management of Organisational Change
15. Organisational Culture
16. Organisational Power & Politics

Human Capital Management

1. Introduction to Human Capital Management
2. Aligning HR practices with organizational goals
3. Talent Acquisition & Recruitment
4. Employee Onboarding & Orientation
5. Performance Management
6. Learning & Development
7. Compensation & Benefits
8. Employee Engagement
9. Workplace Diversity & Inclusion
10. Employee Relations
11. Workforce Planning
12. HR Metrics & Analytics
13. HR Technology & Automation of HR processes.
14. Legal & Ethical Considerations in HCM
15. Global Human Capital Management
16. Future challenges & opportunities.

Industrial & Labour Economics

1. Nature & Scope of Labour Economics
2. Elasticity & Mobility of Labour
3. The Nature of Labour Market & its Problems
4. Efficiency of Labour
5. Wage Management
6. Employment Policy
7. Emerging issues in Labour Economics
8. Introduction Nature & Scope of Industrial Economics
9. Indian Industrial Growth
10. Theories of Industrial Location
11. Industrial Finance
12. Planning & Industrialization

Case Submission I

Student is required to submit a case submission by the end of the semester I

Program Curriculum

SEMESTER II**Employee Relations**

1. Industrial Relations – Evolution, Concept & Approach
2. Evolution of Industrial Relations Policies
3. Industrial Disputes
4. Mediation & Conciliation, Arbitration & Adjudication
5. Grievance Procedure
6. Trade Unions
7. Collective Bargaining
8. Workers' Participation in Management
9. Domestic Enquiry

Code on Wages, 2019

1. Background & Key Definitions
2. Prohibition of Discrimination on the Ground of Gender
3. Minimum Wages
4. Payment of Wages
5. Payment of Bonus
6. Central Advisory Board & State Advisory Boards
7. Payment of Dues, Claims & Audit
8. Appointment of Inspector-cum-Facilitators & their Powers
9. Offences & Penalties
10. Miscellaneous Provisions

Code on Social Security, 2020 Part-I

1. Introduction
2. Social Security Organisations
3. The Employees Compensation Act, 1923
4. The Employees State Insurance Act, 1948
5. The Employees Provident Funds & Misc. Provisions Act, 1952
6. Employment Exchanges (Compulsory Notice of Vacancies) Act, 1959
7. Important formats
8. Case Studies

The Occupational Safety, Health & Working Conditions Code 2020 Part-I

1. Factories Act, 1948;
2. Mines Act, 1952;
3. Dock Workers (Safety, Health & Welfare) Act, 1986;
4. Building & Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996;
5. Important Formats
6. Case Studies

Case Submission II

Student is required to submit a case submission by the end of the semester II

SEMESTER III**Human Resource Development**

1. Introduction to Human Resource Development
2. Training & Organisation Environment
3. Training Needs Analysis
4. Learning Principles & Conditions
5. The Training Program: Selection, Design & Delivery
6. Assessing the Effectiveness of Training
7. Training Audit & Cost Benefit Analysis
8. Training for a New Economy & Skills of a Trainer
9. Emerging Trends in Training
10. Recruitment & Selection
11. Performance Appraisal, Feedback & Reward Systems
12. Quality of Work Life & Career Development

Code on Social Security, 2020 Part-II

1. The Payment of Gratuity Act, 1972
2. The Maternity Benefit Act, 1961 & policies relating to Maternity Benefit
3. Cine-workers Welfare Fund Act, 1981;
4. Building & Other Construction Worker's Welfare CESS Act, 1996; & Unorganized Workers Social Security Act, 2008
5. Important Formats
6. Case studies

The Occupational Safety, Health & Working Conditions Code 2020 Part II

1. Plantations Labour Act, 1951;
2. Contract Labour (Regulation & Abolition) Act, 1970;
3. Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979;
4. Working Journalist & other Newspaper Employees (Conditions of Service & Misc. Provision) Act, 1955;
5. Important Formats
6. Case Studies

The Industrial Relations Code, 2020 Part I

1. Trade Unions Act, 1926;
2. Industrial Employment (Standing Orders) Act, 1946, &
3. Industrial Disputes Act, 1947
4. Important Formats
5. Case Studies

Case Submission III

Student is required to submit a case submission by the end of the semester III

Program Curriculum**SEMESTER IV****The Occupational Safety, Health & Working Conditions Code 2020 Part-III**

1. Working Journalist (Fixation of Rates of Wages) Act, 1958;
2. Motor Transport Workers Act, 1961;
3. Sales Promotion Employees (Condition of Service) Act, 1976;
4. Beedi & Cigar Workers (Conditions of Employment) Act, 1966; & Cine-Workers & Cinema Theatre Workers (Regulation of Employment) Act, 1981
5. Important Formats
6. Case Studies

The Industrial Relations Code, 2020 Part II

1. The Industrial Disputes Act, 1947 (downsizing, retrenchment, lay-off, bench employees & termination)
2. Industrial discipline & domestic inquiry
3. Protection of Women from Sexual Harassment Act, 2013
4. Other Labour Laws
5. Important Formats
6. Case Studies

Research Methodology

Understanding Research

Scientific Methods & Research

Formulating Research Problem & Hypothesis

Research Design

Data Collection & Measurement

Sampling & Sampling Technique

Observation

The Interview Method

The Questionnaire Method

The Survey Method

The Experimental Method

Scaling Techniques & Attitudes Measurement Techniques

Data Presentation, Processing & Analysis

Hypothesis Testing & Interpretation of Data

Project

Student is required to submit a project by the end of the semester 4 depend on all courses learning.