# B.A. (Vocational Studies) Human Resource Management Three-Year (6-Semester) CBCS Programme:

## Basic Structure: Distribution of Courses

<table>
<thead>
<tr>
<th></th>
<th>Course Title</th>
<th>Courses</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ability Enhancement Compulsory course</td>
<td>2 Papers of 2 Credit Hrs. each (Total Credit Hrs. 2×2)</td>
<td>04</td>
</tr>
<tr>
<td>2</td>
<td>Skill Enhancement Course</td>
<td>4 Papers of 4 Credit Hrs. each (Total Credit Hrs. 4×4) (4 Lectures and 1 Tutorial)</td>
<td>16</td>
</tr>
<tr>
<td>3</td>
<td>Core Discipline</td>
<td>12 Papers of 6 Credit Hrs. each (Total Credit Hrs. 12×6) (5 Lectures and 1 Tutorial)</td>
<td>72</td>
</tr>
<tr>
<td>4</td>
<td>Elective Courses (Core Discipline)</td>
<td>3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3×6) (5 Lectures and 1 Tutorial)</td>
<td>18</td>
</tr>
<tr>
<td>5</td>
<td>Elective Courses (Inter Disciplinary)</td>
<td>3 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3×6) (5 Lectures and 1 Tutorial)</td>
<td>18</td>
</tr>
</tbody>
</table>

|   | **Total Credit Hrs** | 128 |
## B.A. (Vocational Studies) Human Resource Management: Three-Year (6-Semester) CBCS Programme

### Course Structure

#### B.A. (VS) Human Resource Management

<table>
<thead>
<tr>
<th>Semester – I</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Environmental Studies/Language: English/Hindi/Modern Indian Language Ability Enhancement Compulsory Course (AECC)</td>
</tr>
<tr>
<td>1.2</td>
<td>English/ MIL I                                                  Core Discipline</td>
</tr>
<tr>
<td>1.3</td>
<td>Business Organization and Environment – I                      Core Discipline</td>
</tr>
<tr>
<td>1.4</td>
<td>Principles of Microeconomics                                   Core Discipline</td>
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<table>
<thead>
<tr>
<th>Semester – II</th>
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<tbody>
<tr>
<td>2.1</td>
<td>Language: English/Hindi/Modern Indian Language/ Environmental Studies Ability Enhancement Compulsory Course (AECC)</td>
</tr>
<tr>
<td>2.2</td>
<td>MIL / English I                                                 Core Discipline</td>
</tr>
<tr>
<td>2.3</td>
<td>Business Organization and Environment – II                      Core Discipline</td>
</tr>
<tr>
<td>2.4</td>
<td>Macroeconomics                                                  Core Discipline</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester – III</th>
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</thead>
<tbody>
<tr>
<td>3.1</td>
<td>English/ MIL II                                                  Core Discipline</td>
</tr>
<tr>
<td>3.2</td>
<td>Organizational Behaviour-I                                       Core Discipline</td>
</tr>
<tr>
<td>3.3</td>
<td>Indian Economy – Sectoral Issues                                 Core Discipline</td>
</tr>
<tr>
<td>3.4</td>
<td>Computer Concepts and Software Packages                          Skill Enhancement Course (SEC)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Semester – IV</th>
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</thead>
<tbody>
<tr>
<td>4.1</td>
<td>MIL / English II                                                 Core Discipline</td>
</tr>
<tr>
<td>4.2</td>
<td>Organizational Behaviour-II</td>
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<tr>
<td>4.3</td>
<td>Labour and Development in India</td>
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<tr>
<td>4.4</td>
<td>Business Communications</td>
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</table>

**Semester – V**

<table>
<thead>
<tr>
<th>5.1</th>
<th>Management of Human Resource-I</th>
<th>Elective Core – Discipline Based</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2</td>
<td>Internship Project / Project</td>
<td>Core Discipline</td>
</tr>
<tr>
<td>5.3</td>
<td>Financial Accounting</td>
<td>Elective Core – Generic</td>
</tr>
<tr>
<td></td>
<td>Corporate Laws</td>
<td></td>
</tr>
<tr>
<td>5.4</td>
<td>Labour Welfare and Legislative Framework</td>
<td>Skill Enhancement Course (SEC)</td>
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</tbody>
</table>

**Semester – VI**

<table>
<thead>
<tr>
<th>6.1</th>
<th>Industrial Relations</th>
<th>Elective Core – Discipline Based</th>
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</thead>
<tbody>
<tr>
<td>6.2</td>
<td>Globalization</td>
<td>Elective Core – Discipline Based</td>
</tr>
<tr>
<td></td>
<td>Management of Human Resource-II</td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Business Law</td>
<td>Elective Core – Generic</td>
</tr>
<tr>
<td></td>
<td>Financial management</td>
<td></td>
</tr>
<tr>
<td>6.4</td>
<td>Human Resource Information System</td>
<td>Skill Enhancement Course (SEC)</td>
</tr>
</tbody>
</table>
B.A. (VS) Human Resource Management

Semester I

Paper 1.3 Business Organization and Environment I

Duration: 3 hours  Marks: 100  lectures: 65

Objectives: The objective of the course is to give a general orientation to the student about the different forms of organizations (business and non-business) and business environment, which will enable better appreciation and understanding of the human resource function.

Unit I:  15
Definition of business (quantitative, qualitative, economic, organizational, human, social, relevance of profit) concept of mission statements and vision. Business system and its environment (systems approach-characteristics of a business system, interaction between sub systems and integration) interface between business and environment (economic systems, ecological, sociological, technological, cultural, international, government) response of business (exchange of info, influence, competition).

Unit II:  10
Corporate social responsibility of business (growing concern, arguments for and against, stakeholders and reconciliation of interests, degree of social responsibility and enforcement, examples from the Indian context).

Unit III:  15
Business ethics (concept, need, benefits, sources of ethical behavior, problems and dilemmas in following, responses of customers, corporations, legislation). Corporate Governance: Concept, Codes & Standards, Initiative in India, Reforms. Values in Business and their role in decision making

Unit IV: Organization and ownership patterns  15

Unit - V: Emerging trends in business  10
Virtual organization, Business Process Outsourcing (BPO), e-commerce, Learning organization. KPO, LPO, LLP
Suggested Readings

Objectives: This course intends to expose the student to the basic concepts in Microeconomics, which is the study of the economic behaviour of small economic groups such as families and firms. The broad subject matter of Microeconomics is making decisions on the allocation of limited resources available with individuals, firms and organizations. Typically, it applies to the markets where goods and services are bought and sold with a goal of maximizing benefits.

Unit- I
Introduction: Scarcity, choice, opportunity cost and production possibility frontier;
Demand and supply: law of demand, determinants of demand, shifts of demand curve versus movements along a demand curve, market demand; law of supply, determinants of supply, shifts of supply versus movements along a supply curve, market supply, market equilibrium.

Unit- II
Demand and Supply: Applications of demand and supply: price rationing, price floors, consumer surplus, producer surplus.
Elasticity: price elasticity of demand, calculating elasticity, determinants of price elasticity, cross and income elasticity.

Unit- III
Consumer Theory: Budget constraint, concept of utility, diminishing marginal utility, indifference curves, Price, income and substitution effects.

Unit- IV
Production and Costs: Production: production functions, law of variable proportions, returns to scale, isoquant and isocost lines, producer equilibrium
Costs: costs in the short run, costs in the long run, revenue and profit maximizations, economies and diseconomies of scale,
Unit- V

Market Structures

**Perfect Competition:** theory of a firm under perfect competition, equilibrium of the firm in the short run and long run

**Imperfect Competition:** Monopoly: short run and long run equilibrium; comparison of perfect competition and monopoly, price discrimination;

**Suggested Readings:**

B.A. (VS) Human Resource Management

Semester II

Paper 2.3 Business Organization and Environment II

Duration: 3 hours Marks: 100 lectures: 65

Objectives

The objective of the course is to give a general orientation to the student about the functions in organizations and business growth strategies, which will enable better appreciation and understanding of the human resource function.

Unit I

An overview of the finance function: nature, scope, significance of financial management, financial planning and management decisions – sources of funds, investments of funds, disposal of profits.

Unit II

Introduction to the concept of capital and money market. Capital and money market instruments, Major participants in Money market and capital market. Role and Functions of RBI, SEBI, NSE, BSE,

Unit III

An overview of the marketing function: concept, difference between marketing and selling, marketing mix, functions of marketing.

Unit IV

An overview of the human resources function: nature, objectives, significance and functions. The production function: Production, planning and control (objectives, importance, limitations, steps, various production processes). Location of a business: factors affecting location, decision making and government policy.

Unit V


Suggested Readings

B.A. (VS) Human Resource Management

Semester II

Paper 2.4 Macroeconomics

Duration: 3 hours
Marks: 100
lectures: 65

Objectives: This course introduces students to the basic concepts in Macroeconomics. In this course the students are introduced to the definition, measurement of the macroeconomic variables. It explains how and why the economy grows and fluctuates over time based on the decisions made, in the aggregate, by consumers, businesses, and governments. As the world is shifting toward a global economy, the study of Macroeconomics helps the student to understand the overall macroeconomic environment under which one has to take economic decisions.

Unit-I

Introduction: Basic concepts and issues of Macroeconomics.

Unit-II

National Income Accounting: Concepts of GDP and National Income; measurement of national income and related aggregates; nominal and real income; limitations of the GDP concept.

Unit-III

Determination of GDP: consumption and saving functions, investment function, equilibrium GDP; concepts of MPS, APS, MPC, APC; Concept of multiplier, fiscal and monetary policies.

Unit-IV

IS-LM Analysis: Derivations of the IS and LM functions; effects of fiscal and monetary policies on equilibrium income

Unit-V

Balance of Payments and Exchange Rate: Meaning, Factors, current account and capital account, determination of exchange rate.

Suggested Readings:
Objectives: The objective of the course is to provide a foundation for understanding individual, group and organizational behaviour, which is essential for better management of human resources in an organization.

Unit I: Overview of the concept and relevance of organizational behaviour: meaning, features, approaches, model, challenges and opportunities.

Unit II: Foundation of individual behaviour: Biography, ability, personality (determinants and models), perception (definition, components, factors affecting, perception in decision making).

Unit III: Individual behaviour

Attitude: types - Job satisfaction, involvement, commitment, effects of employee attitude, changing attitudes.


Unit IV: Motivation: Concept and theories (Maslow, Mc Gregor, Herzberg, ERG).


Unit V: Communication: Definition, interpersonal communication, process of communication, networks, formal & informal communication, rumour & grapevine, barriers to effective communication, building effective communication, recent trends in communication.

Suggested Readings:

B.A. (VS) Human Resource Management

Semester III

Paper 3.3 Indian Economy – Sectoral Issues

<table>
<thead>
<tr>
<th>Duration: 3 hours</th>
<th>Marks: 100</th>
<th>lectures: 65</th>
</tr>
</thead>
</table>

**Objectives:** This paper provides an overview of the development of the different sectors and their interrelations of the Indian economy. The study of the three broad sectors namely agriculture, industry and services would help the students understand the developments in different policy environment.

**Unit-I**  
**15**

**Agriculture:** Trends in production and productivity, land reforms, land tenure system, land distribution. Agricultural labour, wages and employment and issue of under-employment. Capital investment, credit, Irrigation and supply of other inputs.

**Unit-II**  
**10**

**Agricultural Policies**- Green revolution, pricing and procurement policies, PDS and support price.

**Unit – III**  
**15**

**Industry:** Growth and Structure of industry. Industrial and licensing policies, large, small and cottage industries.

**Unit-IV**  
**10**

Industrial finance, capital and multinationals. Cost of each source of finance

**Unit –V**  
**15**

Service Sector: Growth and Structure of service sector – major components, linkages with other sectors, and importance in the national economy, informal sector.

**Suggested Readings**

- Uma Kapila Indian Economy: Performance and Policy: Performance and Policy
- Dutt&Sundaram - Indian Economy
B.A. (VS) Human Resource Management

Semester III

Paper 3.4 Computer Concepts and Software Packages

Duration: 3 hours  Marks: 75  lectures: 50

Unit I

Basic Concepts: Meaning, characteristics and applications of a Computer, Advantages and limitations of a computer, Meaning of Data, Information and Knowledge, Data types, data storage, data representation such as ASCII.

Unit II


Unit III

Operating System: Need and functions of an Operating System, Graphic user interface and character user interface. Windows environment: application and document, Windows interface such as icons, lists, menus, dialog box, etc. Desktop, control panel, system tools, utilities such as calculator, calendar, etc. Explorer: file types, attributes, names, folders, drives, devices. File functions: create, open, close, delete, rename, move, cut, copy, paste, etc.

Unit IV


Unit V

Office Applications: Meaning and applications of word processing,


MS-Excel – creating a workbook, saving a workbook, editing a workbook, creating a series, use of basic formulae in Excel, use of functions in Excel, sorting data, creating simple charts.Meaning and applications of presentation.

MS-PowerPoint – creating simple presentation including slide transitions, bullets, etc.
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The Theory paper will be based on Units 1-4 only and the practical component will be based on Unit 5 only.

Suggested Readings

- Absolute Beginner's Guide to Computer Basics by Michael Miller
- Fundamental of Computers by Akash Saxena, Kratika Gupta
- Fundamentals of Information Technology, Alexis and Mathew
- Computers Today, Donald H. Sanders.
- Basic Financial Accounting, J.R. Monga
- Computer Fundamentals, P.K. Sinha
- Double Entry Book-Keeping, T.S. Grewal and Grewal.

GUIDELINES FOR THE CONDUCT OF PRACTICAL EXAMINATION

Computer Concepts, Software Packages and Computerized Accounting

<table>
<thead>
<tr>
<th>Time: 60 Minutes</th>
<th>Practical 20</th>
<th>Maximum Marks: 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ques. No.</td>
<td>Description of Question</td>
<td>Marks</td>
</tr>
<tr>
<td>1</td>
<td>Lab testing of various concepts MS word, PPT and Excel as mentioned in Unit V.</td>
<td>25</td>
</tr>
</tbody>
</table>

Note 1. There will be no internal assessment in Practical component of this Paper.
2. 10 minutes time may be given to the examinees for adjustment of computers before the practical.
3. Hard Copy of evaluation sheet and question paper will be given to examinees And they will produce soft copy as answer sheet for evaluation.
B.A. (VS) Human Resource Management

Semester IV

Paper 4.2 Organizational Behaviour-II

Duration: 3 hours Marks: 100 lectures: 65

Objectives: The objective of the course is to provide a foundation for understanding individual, group and organizational behaviour, which is essential for better management of human resources in an organization.

Unit I: Working with others

Leadership: Meaning, skills needed, basic leadership styles, theories of leadership - Trait theory, behavioural, contingency, select recent theories.

Power and politics: Concepts, bases of power, power and leadership, causes and consequences of politics.

Conflict: Meaning, process, types.

Negotiation: Concept, process, approaches - traditional, modern.

Unit II: Life in organizations

Change: Forces stimulating change, resistance to change, managing change.


Unit III: Organizational System

Organizational culture: Definition, types, maintaining and changing cultures, organizational climate - features, dimensions, significance.

Organizational Development: Concept, importance, techniques.

Suggested Readings

B.A. (VS) Human Resource Management

Semester IV

Paper 4.3  Labour and Development in India

Duration: 3 hours  Marks: 100  lectures: 65

Objectives: The course is intended to equip the students with conceptual, legal, and empirical issues pertaining to labour in India. The focus of the course would be on the changing profile and position of labour in modern India. The role of the state, nation and International labour organisations will be emphasized.

Unit-I

Patterns of development and changing forms of labour in India, Labour, employment and work – Meanings and changing forms.

Unit-II


Unit-III

Labour protest and Trade Union Movement: Evolution of Trade Union Movement, Trade Union Movement in India. Labour protest and Industrial action

Unit-IV

State and Labour: Labour administration- union Govt. and State Govt., Mechanism of wage settlement, National commission on labour

Unit-V

International labour Organisation in India: Role and structure of ILO, India and ILO

Suggested Readings:

- Sukomal Sen, Working Class movement in India
- Empowering Rural labour in India (ed), 1998, New delhi, R. RadhaKrishna and A.N Sharma
- Rehabilitation of Child labour in India V.V Giri National Labour Institute, NOIDA.
B.A. (VS) Human Resource Management

Semester IV

Paper 4.4 Business Communications

Duration: 3 hours Marks: 100 lectures: 50

Objectives: To equip students of the B.A(VS) course to effectively acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

Unit I

Nature of Communication Process of Communication, Types of Communication (verbal & Non Verbal), Importance of Communication, Different forms of Communication, Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

Unit II

Business Correspondence: Letter Writing, presentation, Inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter-office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

Unit III

Report Writing Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

Unit IV

Vocabulary Words often confused, Words often mis-spelt, Common errors in English.

Unit V

Oral Presentation Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.

Suggested Readings

- Bovee, and Thill, *Business Communication Today, Pearson Education*
- Shirley Taylor, *Communication for Business, Pearson Education*

Note: Latest edition of text books may be used.
B.A. (VS) Human Resource Management

Semester V

Paper 5.1 Management of Human Resource-I

Duration: 3 hours       Marks: 100       lectures: 65

Objectives: The objective of the course is to acquaint the student with the growth and operations of human resource management and its functions within an organization.

Unit - I 15


Unit - II 15

Challenges of HR (the changing profile of the workforce - knowledge workers, employment opportunities in BPOs, IT and service industries, Flexi options), Workforce diversity (causes, paradox, resolution of diversity by management).

Unit III 10

HRD; Human resource management as a profession. Concepts of line-staff in the structure of human resource department and the role of human resource manager.

Unit - IV 10


Unit - V 15

**Suggested Readings**

B.A. (VS) Human Resource Management

Semester V

Paper 5.2 Internship Project/ Project

Marks: 100  
lectures: 20

Objectives: to provide basic and hand on understanding of the industry.

Each student of Vocational Courses shall undergo Practical Internship of four weeks during the vacations after fourth semester in an approved Business/Industrial/Govt./Service organization. The objective of this training is to make the student acquainted with the industrial / business working environment. After completion of the training they will have to submit a training report. The internship/project reports will carry 100 marks. It will be evaluated by two examiners (one internal and one external). The training report is part of the fifth semester. It is to be submitted by the date fixed by the College.

The students will also have to submit a performance certificate from the company where he/she undertook the training. This report will also be considered while evaluating the training report by examiners.

Alternatively, if it is not possible to do industrial internship the students will prepare a project report on a topic assigned to him/ her by the college. The project report will be evaluated as above.
B.A. (VS) Human Resource Management

Semester V

Paper 5.3 Financial Accounting

Duration: 3 hours Marks: 100 lectures: 65

Objectives:
To make the student familiar with generally accepted accounting principles of financial accounting and their applications in business organizations excluding corporate entities.

Unit- I 15


Unit- II 15

(i) Consignments: Features, Accounts treatment in the books of the consignor and consignee.

(ii) Joint Ventures: Accounting procedures: Joint Bank Account, Records Maintained by co-venturer of (a) all transactions (b) only his own transactions. (Memorandum joint venture account).

(iii) Inland Branches: Dependent branches only and Ascertainment of Profit by Debtors method and Stock and Debtors method.

Unit- III 10


Unit- IV 10
B.A. (VS) Human Resource Management CBCS

Partnership: Admission, Retirement, Dissolution of Partnership Firms: Legal Position, Accounting for simple dissolution.

Unit- V

Analysis of financial statements, Common size balance sheet, Ratio analysis, Cash Flow statement.

List of Reading

1. J.R. Monga, Basic Financial Accounting, Mayur Paper backs, Darya Gang, New Delhi
2. S.N. Maheshwari, Financial Accounting, Vikas Publication, New Delhi

Note: Latest edition of text book may be used.
B.A. (VS) Human Resource Management

Semester V

Paper 5. 3 Corporate Laws

Duration: 3 hours  Marks: 100  lectures: 65

Objectives

The objective of the course is to impart basic knowledge of the provisions of the Companies Laws and the Depository Laws along with relevant case law.

Unit I  15

Introduction: Characteristics of a company, concept of lifting of corporate veil, Types of companies, association not for profit, illegal association, Formation of company – Promoters, their legal position, pre-incorporation contract and provisional contracts. Documents – Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management, Prospectus and Book Building process.

Unit II  15

Share Capital – issue, allotment and forfeiture of share, demat of share, transmission of shares, buyback, share certificate and share warrant, Members and shareholder – their rights and duties. shareholders meetings, kinds, convening and conduct of meetings, AGM, EGM, Class meetings.

Unit III  10

Management – Directors, classification of directors, dis-qualifications, appointment, legal position, powers and duties, disclosures of interest, removal of directors, board meetings, Key managerial personnel and remuneration, Dividend Provisions and issue of bonus shares. Investigations. Audit and accounts

Unit IV  15

Winding up – concept and modes of winding up, Emerging issues in company law: One Person Company (OPC), Small Company, Postal Ballot, Small Shareholders on Board, Director Identity Number (DIN), Corporate Identity Number (CIN), MCA-21, Online Filing of Documents, Online Registration of Company, National Company Law Tribunal (NCLT), Limited Liability Partnership (LLP), Insider Trading, Rating Agencies, Producer Company – concept and formation.
Unit V:

**Depositories Act 1996**: Definitions, Rights and Obligations of Depositories, Participants Issuers and Beneficial Owners, Inquiry and Inspections, Penalty.

**Suggested Readings:**

- Kuchhal MC “Company law” Mahavir Publications
- DagarInderjeet and AgnihotriAnurag “Corporate laws” Galgotia publishing company, New Delhi
- Singh Avtar “Company Law” Allahabad Law House
- Bharat Law House, New Delhi, "Manual of Companies Act, Corporate Laws and SEBI Guidelines”.
Objectives:

The objective of the course is to enable the student to understand the significance of labour welfare and labour legislation in maintaining industrial relations.

Unit I


Unit II


Unit III


Unit IV


Unit V

Suggested Readings:

B.A. (VS) Human Resource Management

Semester VI

Paper 6.1  Industrial Relations

Duration: 3 hours  Marks: 100  lectures: 65

Objectives:

The objective of the course is to enable the student to become familiar with the concept of industrial relations and its approaches as well as key institutions.

Unit I  10


Unit I  15

Contemporary issues: quality circles, labour and ILO, WTO. Reports of the National Labour Commission.

Unit III  15

Causes and effects. Methods of settling disputes (conciliation, mediation, arbitration, adjudication).

Collective bargaining: concepts, necessity and significance, process, limitations, productivity types of bargaining, negotiation.

Unit IV  15

Nature (structure and leadership) role, emergence, functions, problems, relevance and evolution of trade union movement (including in management in India, contemporary role of trade union in service sector organizations).

Unit V  10

Empowerment and worker participation (including reference to India).

Future direction of IR (implications of contractual labour).
Suggested Readings

B.A. (VS) Human Resource Management

Semester VI

Paper 6.2 Globalization

Duration: 3 hours          Marks: 100          lectures: 65

Objectives: The Paper is designed to familiarise the students with the concept of globalisation and integration of developing countries with the world economy. The aim of the paper is to provide a critique of globalisation and stress on local/national policies than follow the one-size-fits-all approach.

Globalisation

Unit I 15

Meaning and contents of globalization- First and second phases of modern economic globalization. Benefits of globalization, expansion of markets, freer movement of goods, services and factors (labour and capital).

Unit II 10

Role of globalisation in reducing inequality and poverty. Distribution of benefits of globalisation shared by developed and developing countries

Unit III 10

Globalisation and the world economy - production, global value chains - a case of simultaneous integration and segmented production.

Unit IV 15

Critique of globalisation – To what extent globalisation implies a rise of neo-liberalism. To understand the decline in the authority of the Nation-state and reduction of policy space. Major brunt borne by social spending and decline of safety nets.

Unit V 15

- Global governance - IMF, World Bank and the WTO. Role of the WTO in governing the world trading systems.
- The way forward - stress on local/regional/national (context-specific) than global economy

Suggested Readings

- Deepak Nayyar, Globalisation
- Joseph Stiglitz, Globalisation and its discontents
B.A. (VS) Human Resource Management

Semester VI

Paper 6.2 Management of Human Resource-II

Duration: 3 hours  Marks: 100  lectures: 65

Objectives: The objective of the course is to acquaint the student with the role of human resource management in the development and compensation of human resources in an organization and contemporary developments in HR.

Unit I


Unit II

Quality of work life: concept, significance / benefits of QWL (to employees, organization, and society) Issues in QWL (job content, job context and relational factors). Mobility (transfer, promotion). Separation.

Unit III

Performance Appraisal: concept, nature, methods – traditional, MBO, 360 degrees, potential appraisal, necessity.

Unit IV

Compensation: elements –base and supplementary, factors affecting, principles and problems in wage administration, sound wage policy, package, financial and non financial incentives, incentive plans for executives-ESOPs and variable pay).

Maintenance (employee safety, health and welfare- type of working environment - safety in industry, types of welfare services, agencies, concept and scope of social security). Morale and productivity.

Unit V

Contemporary developments: HR information systems, HR research and audit.

Globalisation and HR.
Suggested Readings:

B.A. (VS) Human Resource Management

Semester VI

Paper 6.3 Business Law

Duration: 3 hours   Marks: 100   lectures: 65

Objectives: The objective of the course is to impart basic knowledge of the important business laws along with relevant case law.

Unit I: The Indian Contract Act, 1872

Contract - meaning, characteristics and kinds, Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects, Void agreements, Discharge of contract – modes of discharge including breach and its remedies, Contingent contracts, Quasi contracts

Unit II: The Indian Contract Act, 1872: Specific Contracts

Contract of Indemnity and Guarantee, Contract of Bailment, Contract of Agency

Unit III: The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell, Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale, Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Unit IV: Partnership Law

The Partnership Act, 1932: Nature and Characteristics of Partnership, Registration of Firms, Types of Partners, Rights and Duties of Partners, Implied Authority of a Partner, Incoming and outgoing Partners, Mode of Dissolution of Partnership

The Limited Liability Partnership Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company, LLP Agreement, Partners and Designated Partners, Incorporation Document, Incorporation by Registration, Partners and their Relations, winding up
Unit V: The Negotiable Instruments Act, 1881

Meaning and Characteristics of Negotiable Instruments: Promissory Note, Bill of Exchange, Cheque, Holder and Holder in due Course, Privileges of Holder in Due Course, Negotiation: Types of Endorsements, Crossing of Cheque, Bouncing of Cheques

Suggested Readings


Note: Latest edition of text books may be used.
B.A. (VS) Human Resource Management

Semester VI

Paper 6.3  Financial Management

Duration: 3 hours  Marks: 100  lectures: 65

Objective: To familiarize the students with the principles and practices of financial management.

Unit I 15
Scope and objective, Time value of money, Risk and return, Valuation of securities – Bonds and Equities.

Long Term Investment Decisions: The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index.

Unit II 15

Unit III 10

Unit IV 10

Unit V 15
Working Capital Decisions: Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management.
Suggested Readings


**Note:** Spreadsheet is the recommended software for doing basic calculations in finance and hence can be used for giving students subject related assignments for their internal assessment purposes.
B.A. (VS) Human Resource Management Semester VI

Paper 6.4 Human Resource Information System

Duration: 3 hours Marks: 100 lectures: 50

Objectives

The Human Resource Information Systems elective is designed to improve student’s understanding of this technology, the people who work with it, and its role in organizational performance. With the advent of this technology, comes a need for its use in the human resources function, which this course particularly focuses on.

Unit I

Unit II
Management Concepts and CBIS / Case Study, Management Information Systems Functional Applications / Exercise

Unit III
HRIS Life Cycle/HR responsibility in each phase of HRIS development, Pre implementation stage of HRIS:

- HRIS Planning
- HRIS Expectation
- Productivity Through HRIS
- HRIS Cost-benefit Value Analysis
- Getting Management Support for HRIS
- Limitations of Computerisation of HRIS

Unit IV
Implementation of HRIS:

- Tools in HRIS Development
- Cases and Exercises
Unit V


Suggested Readings