

**DEPARTMENT OF SOCIAL WORK  
SARDAR PATEL UNIVERSITY  
VALLABH VIDYANAGAR**



**SYLLABUS EFFECTIVE FROM: 2017-18  
MASTER OF SOCIAL WORK (HR)  
Syllabus - Iist Semester**

<b>PA02CSHR21</b>	<b>BUSINESS AND HRM</b>	<b>3</b>
<b>LEARNER OBJECTIVE</b>	1. Understand the importance of Business Environment 2. Discuss the Concept of Disinvestment, Privatization and economic Reform and role of Public sectors units in Business and Hrm. 3. Get familiar with the use of corporate Governance	
<b>UNIT 1.</b>	Business environment and Business Ethics Types Of environment : Internal environment & External Environment, Micro and Macro Nature and Scope of Business Nature of Business Ethics and Sources of Ethics Case study related to Business ethics.	20%
<b>UNIT 2.</b>	Political & Government Environment Functions of state Ideal and real state functions Solutions of the Problems of Poverty The Constitutional Environment. Fundamental rights. Duties, Directive principles.	20%
<b>UNIT 3.</b>	Disinvestment of Public Enterprises Concept and Methods of Disinvestment , emergence of Disinvestment Policy Critique Of disinvestment Methodology for Disinvestment Changing Profile of PSU's.: Evolution of Public sectors in India Role of Public sector in India. Shortcomings of Public Sectors	20%
<b>UNIT 4.</b>	Privatization & Economic Reforms Meaning and Scope of Privatization Concept of De Regulation and De Reservation Economic Reform in India : Fiscal Policy and industrial reform Review of 55 years planning in India Accomplishment of Planning	20%
<b>UNIT 5.</b>	Case Study on Corporate Governance	20%

**RECOMNENDED READINGS**

- Aswathappa (Himalaya) - Essentials of Business Environment.
- Prasad L.M. - Organizational Behavior & Principal of Management.
- S Chand, Ruddar Datt, K.P.M.Sundharam - Indian Economy, 61th Revised Edition.
- Ashwani Mahajan - Indian Economy.
- A.N.Agrawal - Problems of Development and Planning (New age international Publication).

**Learner Objectives**

To develop an understanding of how to effectively manage people

To understand and carry out HR related responsibilities

To become conversant with latest trends as well as the basics of the theory of human resource management

Unit : I	<p>Understanding Concept of Human Resource Management 20%</p> <p>Human Resource Management: Definition, nature, scope and importance, Evolution of HRM, Objectives and functions. HRM and its Environment.</p> <p>PM &amp; HRM: Difference between PM and HRM, Role of HR Professional/ Manager, Qualities of successful HR.</p> <p>Organization of HR Department: Structure of HR Dept., line and staff aspects of HRM, relationship and linkages with other functional depts., personnel policies and principles.</p> <p>Model of HRM: Fombrun model, Harvard model, Guest model, Warwick model.</p> <p>HR's Strategic role: SHRM, HR's role as a strategic partner ,HR's role in executing strategy, HR's role in formulating strategy, HRIS, Human Capital Management, HR and Employee Performance and Commitment, Managing global HR</p>
Unit : II	<p>Procurement of Human Resources 20%</p> <p>Job Analysis: Nature and need of Job Analysis, steps in Job Analysis, methods of collecting information for Job Analysis, Quantitative Job Analysis techniques, Define Job Descriptions, Writing JD's, Define Job Specification, writing JS's.</p> <p>HRP: Meaning and significance of matching right abilities to the right job, importance of HRP, its Objectives and Process, factors affecting HRP, HR estimation- HR demand forecast.</p> <p>Recruitment: Definition and Meaning, Need, planning of Recruitment, Process and sources of Recruitment, recruiting yield pyramid, study of live recruitment process, Succession planning.</p> <p>Selection: Define selection, Process of selection , types of tests and selection, work sampling technique, test of cognitive ability, achievement tests, situational testing.</p> <p>Interview: Types Interview techniques, Designing and conducting an effective interview, matching the candidature to the job, Activity on Mock interview.</p> <p>V Induction &amp; Placement: Define Induction, Techniques requisites and evaluation of induction programmer, define placement, problems in placements</p>
Unit : III	<p>Training, Developing, Appraising Employees and Managing Performance. 20%</p> <p>Training: Define Orientation, Definition and importance of training, objective and needs, training process, gaps in</p>

training, training programme and its evaluation, analysis of training needs, methods of training, training for special purposes

Development: Define Development, need and importance of development, what is management development, EDP's/MDP's

Performance Management System: Define PMS, Explain self appraisals, Performance appraisals, objectives and methods of performance appraisals, Performance counseling, Performance coaching, Performance Mentoring, Performance interviews, Edward Deming's view on PA, Legal issues associated with PA.

Job Evaluation: Define Job evaluation, Scope and process of JE, methods of JE

Managing Careers: Career Management process Career planning, Career path, Career development roles, managing promotions and transfers, types of promotion and transfer.

Unit IV Compensation and Productivity Management

20%

Wage & Salary Administration: Define reward, compensation, wage, salary, establishing pay rates, compensation trends, factors affecting employee remuneration, wage and salary structure, minimum fair and living wage, wage policy in India, preparation of salary structure.

Benefits and Services: Nature and need of B & S, types of employee B & S, fringe benefits, administration of B & S, insurance – retirement-flexible benefits programmers.

Incentive schemes: nature of incentive schemes, scope and type of incentive schemes, wage incentive schemes and plans in India, team or group variable plans, incentive schemes for operation employees, managers & executives, salespeople.

Productivity Management: Performance productivity management-through TQM, Kaizen, Quality circles.

Unit V Case studies on :

Training practice in Corporates

Performance System in MNC

Wage and Salary

### **Recommended Readings:**

1. Human Resource Management by Gary Dessler
2. Human Resource Management by K Aswathappa
3. Personnel Management by C.B. Mamoria
4. Human Resource Management by R.S. Dwivedi
5. Human Resource Management by L.M.Prasad
6. Recent experiences in HRD by Rao T V
7. Designing and Managing HRS by Udai Pareek

**Learner Objectives**

To orient the learners to the profession of Social Work

To understand the emerging trends in social work practice

To understand Corporate Social Responsibility

To develop an understanding of workers and workplace with special emphasis on women at workplace

Unit : I	<b>SOCIAL WORK PROFESSION</b> Social Work : Concept, Values, Methods Similarities between HR and Social Work Profession Labor Welfare as a major area of Social Work Practice	20%
Unit II	<b>EMERGING TRENDS IN SOCIAL WORK PRACTICE</b> Industrial Social Work Present scenario of social work practice in industries in India. Occupational social work in India – concept and meaning Employee assistance program in India	20%
Unit : III	<b>CORPORATE SOCIAL RESPONSIBILITY AND ETHICS</b> CSR - Concept, Definitions, Models of CSR Role of stakeholders in CSR	20%
Unit : IV	<b>WORKERS AND WORK PLACE</b> Characteristics of workforce, Migration and problems of workforce, I.L.O and recent work-a new agenda, Social Security programmes for HIV/ Aids, Disabled workers	20%
Unit : V	<b>WOMEN AT WORKPLACE AND CASE STUDY</b> Changing employment scenario Policies governing women – National Policy for Empowerment of Women Vishakha Judgment - A case study	20%

**Learner Objectives**

- 1 To acquaint the students with methods of conducting systematic inquiry in the social science
2. To equip students with skills and knowledge needed to undertake the research project.
3. Use of Software in the basic requirement of the subject.

Unit : I	Hypothesis 1. Concept and significance 2. Types of Hypotheses 3. Type I and Type II Erros 4. Hypothesis Testing: Logic and Importance	20%
Unit : II	Measurement and Attitude of Scaling Technique (A) Measurement 1. Concept of Measurement 2. Levels of Measurement 3. Reliability and Validity B. Attitude of Scaling Techniques Concept of Scale – Rating scales viz. Likert scales, Semantic differential scales, constant sum scales, graphic rating scales- Ranking scales- paired comparision and forced comparision	20%
Unit : III	SAMPLING Purpose of sampling Concepts relating to sampling – Population, Universe, sampling frame and Sampling Unit. Meaning of Probability and Non-Probability Sampling Types of Probability and Non-Probability Sampling Techniques and Procedures in sample selection.	20%
Unit IV	REPORTING RESEARCH Research Proposal Research Synopsis Research Report: Planning outline of Report, Editing for accuracy and neatness, standard formats for referencing, footnotes and bibliography, preparing research abstract, dissemination of research findings.	20%
Unit V	APPLICATION OF CASE STUDY METHODOLOGY: ILLUSTRATION FROM THE FIELD	20%

