

**SARDAR PATEL UNIVERSITY**  
**Programme: MSW**  
**Semester: III**  
**Syllabus with effect from: June 2016**

<b>Paper Code:</b> PA03CMSW06	<b>Total Credits: 3</b>
<b>Title Of Paper:</b> Labour Welfare and Human Resource Management	

Unit	Description in detail	Weightage (%)
	<b>Learner Objectives</b> <ul style="list-style-type: none"> <li>• To achieve a sound Theoretical understanding about Labour welfare and Human Resource Management.</li> <li>• To develop knowledge and skill in handling and resolving different types of problems in an organization.</li> <li>• To orient the student about the importance of “people” dimension in an organization.</li> </ul>	
<b>1</b>	<b>Labour Welfare:</b> Concept, Scope, Approaches and Principles of Labour Welfare	<b>20 %</b>
<b>2</b>	<b>Human Resource Management:</b> Concept, definition, scope, philosophy, objectives and principles. Concept of Management; contributions of Taylor, Fayal, Elton Mayo. Approaches to the study of Management. Span of control, decentralisation, delegation of authority. Line and staff relationship and functions.	<b>20 %</b>
<b>3</b>	<b>Human Resource Planning:</b> Concept, objectives and process. Forecasting and determination of current and future human resource requirements. Career planning. Recruitment, selection, placement and induction, Job analysis, job description and job specification.	<b>20 %</b>
<b>4</b>	<b>Training and Development:</b> Training and development: establishment of training needs strategies, training inputs, evaluation of training needs, training methodology. Job analysis, job description, job specification, selection, induction and Placement. HRD sub system.	<b>20 %</b>
<b>5</b>	<b>Wage and salary Administration:</b> Meaning, scope, concepts and principles. Wage determination. Wage Boards, Pay Commissions, incentives, types and methods – employee compensation	<b>20 %</b>

**Basic Text & Reference Books:**

- Ashwappa, K. Human Resource and Personnel Management, New Delhi: Tata Mcgraw Hill Publications.
- Dale, S. Beach (1975). Personnel – The Management of People at Work.
- Drucker Peter, F. (1989). Management Tasks, Responsibilities and Practices.
- Fisher, Scheoenfeldt and Shaw: Human Resource Management; New Delhi: Tata Mcgraw Hill Publications.
- Flippo, E.B. (1980). Principles of Personnel Management.
- Ghosh, P. (1975). Personnel Administration in India.
- Koontz O'Donnel. Principles of Management Tokyo: Mcgraw Hill Pub.
- Monappa, Arun and Saiyadain, Mirza: Personnel Management, New Delhi: TataMcgraw Hill Pub.
- Pigon, P. & Mynes, C.A. (1961). Personnel Administration, New York: Mcgraw Hill Pub.
- Venkata Ratnam, C.S. and Shrivastav. Personnel Administration and Human Resources, New Delhi: Tata Mcgraw Hill Pub

