

Department of Labour Welfare
Gujarat University

Semester-3 (Revised curriculum from academic year -2020-21)

PAPER –MLW 501 Organizational Behaviour-1

Objectives:

- 1) To help students understand human behaviour in organizations and their attitudes
- 2) To help students understand about personality development in motivation.

Learning outcomes:

At the end of the course students should be able to understand the basic organizational process, the behavioral aspects and sharpen their skills so as to enable them to act as change agents for organizational effectiveness and change.

Module – 1 Introduction

- 1.1 Organizational Behaviour - Meaning & Nature
- 1.2 Challenges and Opportunities for OB
- 1.3 Personality- types, models of personality and Personality Traits
- 1.4 Values – Importance of Values, terminal values and instrumental values

Module – 2 Perception & Decision making.

- 2.1 Attitude, Components and functions of attitude
- 2.2 Major Job attitude and job satisfaction
- 2.3 Emotions and Moods
- 2.4 Emotional Labour and emotional intelligence

Module – 3 Perception

- 3.1 Nature and importance of perception
- 3.2 Factors that influence perception
- 3.3 Pearson perception, making judgement about others
- 3.4 Social perception and individual perception

Module – 4 Motivation

- 4.1 Motivation : definition and meaning
- 4.2 Need and process of motivation
- 4.3 Theories of motivation
- 4.4 Motivation and employee involvement

Texts:

1. Robbin Stephen P, Timothy Judge and Neharika Vohra, Organizational Behaviour, Pearson,
2. Organisational Behaviour by Fred Luthans, McGraw Hill, Irwin, 2011
3. Organizational Behaviour, A. K. Chitale, R. P. Mohanty, N. R. Dubey, PHI Learning Private Limited, 2015

E Book:

1. Management & Organizational Behaviour, Laurie J. Mullins, Pearson (11th Edition) (pdfdrive.com)

References:

- (1) Organization Theory and Behaviour, N. S. Gupta, Himalaya Publishing House, 2014

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PAPER -503 INDUSTRIAL ORGANIZATION AND FINANCE

Objectives:

1. To study Industrial growth and market structure in India.
2. To study Industrial Policies in pre independence and post independence period.
3. To study sources of Industrial Finance in India.

Learning outcomes:

At the end of the course students should be able to understand implications of industrial policies and factors affecting location and finance on growth of industrialization.

Module-1: Industrial Economics

- 1.1 Introduction of Industrial Economics.
- 1.2 Concept and scope of Industrial Economics.
- 1.3 Concept of Market, Industry, firm, plant
- 1.4 Growth and alternative theories of Firm.

Module-2: Industry and Market

- 2.1 Sellers' concentration, entry conditions
- 2.2 Economies of scale, market structure and profitability
- 2.3 Location- theories and factors of influence
- 2.4 Location of different industry in India and abroad

Module-3: Industrial Policies and its Impact

- 3.1 Evolution and trends of Indian Industrial policies
- 3.2 Policies for public sector and private sector
- 3.3 Start-ups and ease of doing business
- 3.4 Recent amendment in Indian Industrial policies

Module-4 Industrial Finance.

- 4.1 Introduction to Industrial Finance
- 4.2 Role, nature, types, institutions for Industrial Finance
- 4.3 Modern sources of finance
- 4.4 International Financial Institutions

- Texts:** 1. S. S. M. Desai & Nirmal Bhalerao (1999) Himalaya Publishing House, Mumbai
2. Kuchhal, S. C. (1980) Industrial Economy of India (15th Edition), Chaitanya

Suggested Readings:

1. Barthwal, R.R. (1998), Industrial Economics, New Age International P. Ltd. New Delhi.
2. 6. Kapila Uma (Ed.) (2002) Indian Economy since Independence, Academics Foundation, New Delhi.

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PAPER-504 **RESEARCH METHODOLOGY**

Objectives:

- 1) To train the students to use the techniques of statistical analysis.
- 2) To apply it to understand and analyse the economic phenomena.
- 3) To help the future managers in decision-making process.

Learning outcomes:

Students should be able to deal with simple statistical tools and techniques which will help in data collection, presentation, analysis and drawing inferences about various statistical hypotheses.

Module-1 Introduction & Measures of Central Tendency

- 1.1 Planning of Research.
- 1.2 Techniques of data collection- Sampling V/s Population
- 1.3 Statistical Inquiries
- 1.4 Measures of central tendency-mean, mode, geometric mean and harmonic mean

Module-2 Correlation and dispersion

- 2.1 Measures of dispersion; Ranges, Mean deviation, Quartile deviation, standard deviation, coefficient of variation.
- 2.2 Correlation; Simple co-efficient of correlation-Scatter diagram, Karl Pearson, Concurrent deviation and rank correlation..

Module-3 Sampling & Sampling distribution

- 3.1 Basic Concepts of sampling, Random and non-random sampling
- 3.2 Brief idea of sampling distribution
- 3.3 Formulation of statistical hypothesis-Null and alternative Hypothesis; Level of Significance.
- 3.4 Hypothesis and Types of Hypothesis.

Module-4 Index Nos, Diagrammatic Representation of Data, Labour Statistics

- 4.1 Concepts of price relative, quantity relative Laspeyers and Fishers index nos.
- 4.2 Family Budget inquiry method.
- 4.3 Cost of living index number and its construction.
- 4.4 Measures of absenteeism, labour turnover and unemployment

Texts:

- (1) Gupta S C (1993) Fundamentals of applied statistics ,S.Chand and sons ,New Delhi

References:

1. Research Methodology (methods and techniques) Second Revised Edition, C.R.Kothari,New age International (P) ltd.
2. Bhattacharya Dipak Kumar ,Human Resource Research Methods, Oxford University Press.

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MLW 505 PR MINOR RESEARCH PROJECT

Every student will be required to undertake a minor project during summer internship training with industries.

Objectives:

Objective of this course is to enable students to formulate the simple research proposal and write their project report on the basis of empirical study carried out by them on any relevant topic of their choice concerned with their theory subjects.

Learning outcome:

They have to do minor research project pertaining to their selected subject under the guidance of an executive of industries where they undertake summer training and in consultation with concerned departmental guide.

Guidelines for minor research project:

1. For Minor Research Project, students have to relate their theoretical studies to Industrial environment.
3. Students are required to submit their research proposal to their respective guides.

Research proposal will contain:

1. Objectives of the study
2. Research methods
3. Conclusion

Final Project Report:

- a. Title page
- b. Certificate
- c. Acknowledgements
- d. contents
1. Introduction
2. Analysis
3. Findings/Conclusion
4. Suggestions

Criteria for evaluation:

- Clarity about subject
- Presentation /Innovativeness
- Learning derived

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MLW 506PR

SUMMER INTERNSHIP TRAINING.

Guidelines:

All the students must undergo internship training with any industrial organization for minimum 8 weeks up to maximum 10 weeks in 3rd semester of the course during June-August.

It is desirable that the students work individually for this internship training. They are required to work under the guidance and supervision of an executive of the industry/unit concerned and are required to study the following:

- (1) Brief history, Aims & objectives of the organisation,
- (2) Administrative set up.
- (3) Production Process
- (4) Conditions of work
- (5) Job descriptions of various occupations
- (6) Wage structure
- (7) Organization and working of the personnel/HR department
- (8) Industrial Relations climate- Union-management relations
- (9) Communication Process and Mechanisms
- (10) Grievance Machinery
- (11) Social Security-Welfare measures and their administration
- (12) Employee Development Functions

Evaluation Parameters for Summer Training:

Students will be evaluated on the basis of the following parameters:

1. Attendance/regularity
2. Presentation
3. Report submission

Department of Labour Welfare
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Semester-4 (Revised curriculum from academic year -2020-21)
PAPER – MLW507 ORGANISATION DEVELOPMENT

Objectives:

The objectives of this course are to make students understand the process of increasing effectiveness of organization as a whole through various interventions.

Learning outcomes:

At the end of this course students should be able to (1) Manage organizational change by using different Organizational Development intervention (2) Manage the culture of the organization (3) Understand organization & environment interface.

Module-1 : Organisation and environment

- 1.1 Organisation – what is?
- 1.2 Organisation – Environment interface
- 1.3 Types of organisation structures
- 1.4 Organisation Design

Module-2 : Organisation Development

- 2.1 Meaning and Definition of OD
- 2.2 Values, Assumptions and Beliefs in OD
- 2.3 An Overview of OD Interventions
- 2.4 Process of OD

Module-3 : Managing Change

- 3.1 Defining change & Forces of change
- 3.2 Types of change & Reactions to change
- 3.3 Theories of change & Process of change
- 3.4 Strategies to manage change

Module-4 : Organisation Culture

- 4.1 Meaning and Definition of organisation culture
- 4.2 Types of organisation culture
- 4.3 Effects of culture
- 4.4 Managing culture change

Text:

- (1) Understanding Organisations – Madhukar Shukla (202) – PHI (Prentice-Hall) India Ltd.
- (2) Organisation Development, Wendell French, Cecil Bell, Veena Vohra, 2006, Pearson.

E Book:

1. Armstrong's Hand Book of Management and Leadership, Michael Armstrong, 2009, KoganPage (pdfdrive.com)

References:

- (1) Managing change in Organisation, Nilanjan Sengupta, Mousumi Bhattachary, R.N. Sengupta, PHI, 2006
- (2) Change Management, V. Nilakanth & S. Ramnarayan, Response Books (Sage Publications 2006.
- (3) Organization Development, Krishnamacharyulu, L. Ramakrishnan, PHI Learning Private Limited, 2014

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Semester-4

PAPER- MLW 508 STRATEGIC HUMAN RESOURCE MANAGEMENT

Objectives:

The objective of this course are to be understand the link between HRM and business performance and bridging the gap between policy and practice of Human Resource Management.

Learning outcomes:

At the end of this course students should be understand meaning of strategy and strategic HRM. They should understand various theories of SHRM and the link between SHRM and business performance.

Module-1: Introduction

- 1.1 Strategy, strategic management and Strategic Human Resource Management
- 1.2 Evolution of strategic HRM
- 1.3 Nature and Aims of SHRM
- 1.4 Impact of SHRM

Module-2: Approaches to SHRM

- 2.1 Foundations of Strategic HRM
- 2.2 The resource based view of SHRM
- 2.3 Concepts of Strategic fit and competitive Advantage
- 2.4 Basic models of strategic HRM-(best fit, best practice)

Module-3: HR strategies

- 3.1 Types of HR strategy
- 3.2 Linking Organizational and HR strategies
- 3.3 Human Capital Management
- 3.4 Knowledge management

Module-4: Special issues in SHRM

- 4.1 Strategic diversity management
- 4.2 Cross culture HRM
- 4.3 Managing work-life balance
- 4.4 Corporate Social Responsibility

Texts:

1. Armstrong's handbook of SHRM; Michael Armstrong, Koganpage, 2011
2. Strategic HRM – An Indian perspective – Sharma Anuradha, Aradhana Khandekar, Response Books, New Delhi, 2006.

References:

1. Strategy & HRM (Second Edition) Peter Boxall and John Purcell, Palgrave, Macmillan, 2008.
2. Regis Richards, Strategic HRM & Development, Excel Books, 2008.
3. Stragic Human Resource Management, The Aston Centre for Human Resources, JAICO Publishing House, Mumbai, 2008.
4. J. Sadri, S Sadri, N. Nayak, A Strategic approach to HRM, JAICO, 2011.
5. Jeffrey Melo, Strategic Human Resource Management, Cengage Learning (India ed.) 2011.

DEPARTMENT OF LABOUR WELFARE

School of Social Sciences

Gujarat University (Revised curriculum from academic year -2020-21)

Semester-4

Course-MLW509

Labour Legislation-4

Objective:

- 1-to understand law relating to occupational health and safety in India
- 2- to understand international dimensions of labour legislations.

Learning outcomes: Students should be able to handle problems of occupational health and safety of labour in various types of establishments.

**Module-1 THE OCCUPATIONAL SAFETY, HEALTH AND WORKING CONDITIONS
CODE, 2020 (OSHWC Code 2020)**

- 1.1 Preliminary & Registration
- 1.2 Duties Of Employer And Employees, Etc.
- 1.3 Occupational Safety And Health
- 1.4 Health, Safety And Working Conditions, Welfare Provisions, Hours Of Work And Annual Leave With Wages

**Module-2 THE OCCUPATIONAL SAFETY, HEALTH AND WORKING CONDITIONS
CODE, 2020 (OSHWC Code 2020)**

- 2.1 Special Provision Relating To Employment Of Women
- 2.2 Special Provisions For Contract Labour And Inter-State Migrant Worker,
- 2.3 Special Provisions For audio visual workers and Mine workers,
- 2.4 Special Provisions For Bidi and Cigar workers, BOCW and Factories

**Module-3 THE OCCUPATIONAL SAFETY, HEALTH AND WORKING CONDITIONS
CODE, 2020 (OSHWC Code 2020)**

- 3.1 Inspector-Cum-Facilitators And Other Authority
- 3.2 Offences And Penalties
- 3.3 Maintenance Of Registers, Records And Returns
- 3.4 The Sexual Harassment of Women at Workplace Act, 2013

Module-4 : International dimensions of Labour Legislations

- 4.1 ILO and India
- 4.2 ILO Conventions & recommendations
- 4.3 International Labour Standards, WTO and social clause
- 4.4 Rights of Labour protected by Human Rights Instruments

Website: <http://egazette.nic.in/WriteReadData/2020/222118.pdf>

Texts:

1. **Text:** Taxmann's, New Labour & Industrial Laws (2020), Taxmann PLtd New Delhi

Department of Labour Welfare
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Semester-4

PAPER-MLW510 ORGANIZATION BEHAVIOUR – 2

Objectives:

1. To help students develop understanding about power and politics
2. To study process of conflict management, stress management and leadership

Learning Outcome:

At the end of the course, students should be more aware about behavioural problems in organization and have better decision Making and conflict resolution.

Module-1 : Group Behaviour and decision making

- 1.1 Foundation and reasons for Group Behaviour
- 1.2 Group decision Making
- 1.3 Phases of the decision making process & types of managerial decision
- 1.4 Models and errors in decision making and overcoming its barriers

Module-2 : Leadership

- 2.1 Introduction
- 2.2 Theories of Leadership
- 2.3 Types of Leadership
- 2.4 Mentoring

Module-3 : Stress Management

- 3.1 Meaning of Stress
- 3.2 Causes of Stress
- 3.3 Effects of Occupational Stress
- 3.4 Coping Strategies for Stress

Module-4 : Power & Politics, Conflict Management

- 4.1 Meaning of Power
- 4.2 Political Implication of Power
- 4.3 Intra – individual Conflict, interpersonal Conflict
- 4.4 Organizational Conflict, Inter group Behavior and Conflict

Text Book:

1. Organization Behaviour by Stephen Robbins, Timothy Judge and Neharika Vora, Pearson,
2. Organisational Behaviour by Fred Luthans, McGraw Hill, Irwin, 2011
3. Organizational Behaviour, A. K. Chitale, R. P. Mohanty, N. R. Dubey, PHI Learning Private Limited, 2015

E Book:

1. Management & Organizational Behaviour, Laurie J. Mullins, Pearson (11th Edition) (pdfdrive.com)

Reference Books:

1. Aswathappa K.G. Sudarsana Reddy, Management and Organizational Behaviour HPH (2012)
2. Organization Theory and Behaviour, N. S. Gupta, Himalaya Publishing House, 2014

Department of Labour Welfare

Gujarat University

Semester-4

MLW - 511 PR

WORKSHOPS-SEMINARS

Objectives:-

1. To learn presentation skills.
2. To develop soft skills along with conceptual subject clarity.
3. To facilitate practical applicability of various theoretical subjects.

Learning Outcomes:

At the end of this paper students will be able to understand current issues in the field of labour welfare. Students will be able to explore more possibilities in various areas of labour welfare.

As Master of Labour Welfare is a professional job oriented degree programme, students will be required to prepare seminars and participate in workshops as per the following guidelines.

Seminars:

Each students of 4th semester will be required to present a seminar on any topic related to curriculum or related topics under the guidance and supervision of faculty members. A copy of the text of all such seminars presented by each student should be submitted to practical work faculty and the guide/supervisor. The seminar should be of minimum 30 minutes and each student should present minimum two seminars in the semester.

Workshops:

Department proposes to organize skill oriented workshops for students in the 4th semester related to following themes:

- 1. Communication skills**
- 2. Inter Personal Skills**
- 3. Personality and Professional Development Skills.**

The Department will organize workshops in independently as well as in collaboration with other social organisations to enhance the skills of its students.

Evaluation:

Students will be evaluated jointly by the Fieldwork faculty and faculties supervising Seminars/ workshops out of 100 marks.

The criteria for evaluation will be:

- 1. Regularity / Attendance**
- 2. Selection of topic.**
- 3. Presentation style and Contents**
- 4. Participation And Interaction**

Department of Labour Welfare
Gujarat University
Semester-4
MLW 512 PR MAJOR PROJECT

Objective

The purpose of Project Study for students is to enable them to have an integrated view and understanding of any industry and/or specific organizational problems/issues related to Labour Welfare/Industrial Relations/Human Resource management.

Learning outcomes:

Students will be able to prepare research proposal for research study that would lead to recommendations and implementable plans of action.

Guidelines for Major project:

1. For major Project, a student should be able to establish the interrelationship among different concepts learnt through various courses that he/she has studied.
2. Select a specific topic and make an in depth analysis of the issues related to that topic based on secondary data collection and validate the same with the help of primary data collection and findings drawn from the same.
3. **Report outline:**

The report should demonstrate the capability of the student for some creative potential and original approach to solve the practical problems in to-day's business or industry

- Certificate, Acknowledgements, Contents/Index
- Executive Summary
- Introduction / statement of problem
- survey of literature
- Methodology / Focus / Scope / Limitations
- Text of the study including analysis
- Conclusions and Recommendations including plan of action.
- Bibliography

Method for Evaluation:

The following parameters should be considered for evaluating the Project Report of a candidate:

- a. Theme & Objective
- b. Clarity & Presentation
- c. Focus & Conclusion
- d. Innovativeness
- e. Learning derived
- f. Methodology used

The internal marks for the ajor project should be allotted out of a 30 by the respective guide of the project .Final evaluation of 70 marks will be through viva voce examination.