Choice Based Credit System (CBCS)

UNIVERSITY OF DELHI

FACULTY OF SOCIAL SCIENCES

UNDERGRADUATE PROGRAMME
(Courses effective from Academic Year 2015-16)

SYLLABUS OF COURSES TO BE OFFERED
Core Courses, Elective Courses & Ability Enhancement Courses

Disclaimer: The CBCS syllabus is uploaded as given by the Faculty concerned to the Academic Council. The same has been approved as it is by the Academic Council on 13.7.2015 and Executive Council on 14.7.2015. Any query may kindly be addressed to the concerned Faculty.

Undergraduate Programme Secretariat
Preamble

The University Grants Commission (UGC) has initiated several measures to bring equity, efficiency and excellence in the Higher Education System of country. The important measures taken to enhance academic standards and quality in higher education include innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems, besides governance and other matters.

The UGC has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards and quality across the Higher Educational Institutions (HEIs) in India. The academic reforms recommended by the UGC in the recent past have led to overall improvement in the higher education system. However, due to lot of diversity in the system of higher education, there are multiple approaches followed by universities towards examination, evaluation and grading system. While the HEIs must have the flexibility and freedom in designing the examination and evaluation methods that best fits the curriculum, syllabi and teaching–learning methods, there is a need to devise a sensible system for awarding the grades based on the performance of students. Presently the performance of the students is reported using the conventional system of marks secured in the examinations or grades or both. The conversion from marks to letter grades and the letter grades used vary widely across the HEIs in the country. This creates difficulty for the academia and the employers to understand and infer the performance of the students graduating from different universities and colleges based on grades.

The grading system is considered to be better than the conventional marks system and hence it has been followed in the top institutions in India and abroad. So it is desirable to introduce uniform grading system. This will facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of students. To bring in the desired uniformity, in grading system and method for computing the cumulative grade point average (CGPA) based on the performance of students in the examinations, the UGC has formulated these guidelines.
CHOICE BASED CREDIT SYSTEM (CBCS):
The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student’s performance in examinations, the UGC has formulated the guidelines to be followed.

Outline of Choice Based Credit System:

1. **Core Course**: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

2. **Elective Course**: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate’s proficiency/skill is called an Elective Course.
   - 2.1 **Discipline Specific Elective (DSE) Course**: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
   - 2.2 **Dissertation/Project**: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.
   - 2.3 **Generic Elective (GE) Course**: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.
     P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

3. **Ability Enhancement Courses (AEC)/Competency Improvement Courses/Skill Development Courses/Foundation Course**: The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC). “AECC” courses are the courses based upon the content that leads to Knowledge enhancement. They ((i) Environmental Science, (ii) English/MIL Communication) are mandatory for all disciplines. AEEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.
   - 3.1 **AE Compulsory Course (AECC)**: Environmental Science, English Communication/MIL Communication.
   - 3.2 **AE Elective Course (AEEC)**: These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

**Project work/Dissertation** is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.
### Details of Courses Under Undergraduate Programme (B.A./ B.Com.)

<table>
<thead>
<tr>
<th>Course</th>
<th>*Credits</th>
<th>Paper+ Practical</th>
<th>Paper + Tutorial</th>
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<tbody>
<tr>
<td>I. Core Course</td>
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<tr>
<td>(12 Papers)</td>
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<tr>
<td>Two papers – English</td>
<td>12X4= 48</td>
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<tr>
<td>Two papers – MIL</td>
<td>12X5=60</td>
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<tr>
<td>Four papers – Discipline 1.</td>
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<tr>
<td>Four papers – Discipline 2.</td>
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<tr>
<td>Core Course Practical / Tutorial*</td>
<td>12X2=24</td>
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<td>12X1=12</td>
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<tr>
<td>(12 Practicals)</td>
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<tr>
<td>II. Elective Course</td>
<td>6x4=24</td>
<td>6X5=30</td>
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<tr>
<td>(6 Papers)</td>
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<tr>
<td>Two papers - Discipline 1 specific</td>
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<td>Two papers - Discipline 2 specific</td>
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<tr>
<td>Two papers - Inter disciplinary</td>
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<tr>
<td>Two papers from each discipline of choice</td>
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<tr>
<td>and two papers of interdisciplinary nature.</td>
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<tr>
<td>Elective Course Practical / Tutorials*</td>
<td>6 X 2=12</td>
<td>6X1=6</td>
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<tr>
<td>(6 Practical/ Tutorials*)</td>
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<tr>
<td>Two papers - Discipline 1 specific</td>
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<tr>
<td>Two papers - Discipline 2 specific</td>
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<tr>
<td>Two papers - Generic (Inter disciplinary)</td>
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<tr>
<td>Two papers from each discipline of choice</td>
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<tr>
<td>including papers of interdisciplinary nature.</td>
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<tr>
<td>• Optional Dissertation or project work in</td>
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<tr>
<td>place of one elective paper (6 credits) in</td>
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<tr>
<td>6th Semester</td>
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<tr>
<td>III. Ability Enhancement Courses</td>
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</tr>
<tr>
<td>1. Ability Enhancement Compulsory</td>
<td>2 X 2=4</td>
<td>2 X 2=4</td>
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<tr>
<td>(2 Papers of 2 credits each)</td>
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<tr>
<td>Environmental Science</td>
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<tr>
<td>English Communication/MIL</td>
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<tr>
<td>2. Ability Enhancement Elective</td>
<td>4 X 2=8</td>
<td>4 X 2=8</td>
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<td>(Skill Based)</td>
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<tr>
<td>(4 Papers of 2 credits each)</td>
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**Total credit= 120**

Institute should evolve a system/policy about ECA/ General Interest/Hobby/Sports/NCC/NSS/related courses on its own.

*wherever there is a practical there will be no tutorial and vice-versa.
## 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>
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<tr>
<td>2.4</td>
<td>Macroeconomics Core Discipline</td>
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</table>

<table>
<thead>
<tr>
<th>Semester – III</th>
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<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>
</table>

<table>
<thead>
<tr>
<th>Semester – IV</th>
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<tbody>
<tr>
<td>4.1</td>
<td>MIL / English II Core Discipline</td>
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<tr>
<td>Semester – V</td>
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<tr>
<td><strong>5.1</strong></td>
<td>Management of Human Resource-I</td>
</tr>
<tr>
<td><strong>5.2</strong></td>
<td>Internship Project / Project</td>
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<tr>
<td><strong>5.3</strong></td>
<td>Financial Accounting, Corporate Laws</td>
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<tr>
<td><strong>5.4</strong></td>
<td>Labour Welfare and Legislative Framework</td>
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</tbody>
</table>

<table>
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<tr>
<th>Semester – VI</th>
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<tbody>
<tr>
<td><strong>6.1</strong></td>
<td>Industrial Relations</td>
</tr>
<tr>
<td><strong>6.2</strong></td>
<td>Globalization, Management of Human Resource-II</td>
</tr>
<tr>
<td><strong>6.3</strong></td>
<td>Business Law, Financial management</td>
</tr>
<tr>
<td><strong>6.4</strong></td>
<td>Human Resource Information System</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: 75

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                   15
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 15
Virtual organization, Business Process Outsourcing (BPO), e-commerce, Learning organization. KPO, LPO, LLP
Suggested Readings

B.A. (VS) Human Resource Management

Semester I

Paper 1.4 Principles of Microeconomics

Duration: 3 hours  Marks: 100  lectures: 75

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  15
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  15
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  15
Consumer Theory: Budget constraint, concept of utility, diminishing marginal utility, indifference curves, Price, income and substitution effects.

Unit- IV  15
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: 75  

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: 75

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  15
Introduction: Basic concepts and issues of Macroeconomics.

Unit-II  15
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  15
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  15
IS-LM Analysis: Derivations of the IS and LM functions; effects of fiscal and monetary policies on equilibrium income

Unit-V  15
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 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:
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 15

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 15

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

<table>
<thead>
<tr>
<th></th>
<th>Marks: 100</th>
<th>lectures: 50</th>
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<tbody>
<tr>
<td><strong>Unit I</strong></td>
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<tr>
<td>Basic Concepts:</td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>Unit II</strong></td>
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<tr>
<td>Components of Computers:</td>
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<tr>
<td>Hardware components: input devices, output devices, system unit. Software components: Application software: general purpose packaged software and tailor – made software, System software: operating system, interpreter, compiler, linker, loader.</td>
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<tr>
<td><strong>Unit III</strong></td>
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<tr>
<td>Operating System:</td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>Unit IV</strong></td>
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<tr>
<td>Introduction to Networks and Internet:</td>
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<td><strong>Unit V</strong></td>
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<td>Office Applications:</td>
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<tr>
<td>Meaning and applications of word processing,</td>
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**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.
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>Ques. No.</th>
<th>Description of Question</th>
<th>Marks</th>
<th>Time Allowed</th>
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<tbody>
<tr>
<td>1</td>
<td>Lab testing of various concepts MS word, PPT and Excel as mentioned in Unit V.</td>
<td>25</td>
<td>60 minutes</td>
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</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: 75

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: 75

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 organizations 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:

- SukomalSen, 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 Communication and Personality Development

Duration: 3 hours  Marks: 100  lectures: 60

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  5

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  10

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  5

Report Writing Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports. Vocabulary Words often confused, Words often misspelt, common errors in English.

Unit IV  15

Business Etiquettes, Business manners. Body language gestures, Etiquette of the written word, Etiquette of the telephone, Handling business meetings, Role play on selected topics with case analysis and real life experiences. Aids to correct Business writing, Practical Grammar (basic Fundamentals), Sentence errors-Punctuation, Vocabulary building.

Unit V  25

Oral Presentation, Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids. How to make a presentation, the various presentation tools, along with guidelines of effective presentation, boredom factors in presentation and how to overcome them, interactive presentation & presentation as part of a job interview, art of effective
listening. Leadership – quality of a leader, leadership quiz with case study, knowing your skills and abilities. Introduction to group discussion techniques with debate and extempore, increase your professionalism. Audio Video recording and dialogue sessions on current topics, economy, education system, environment, politics.

**Suggested Readings:**

5. Sinha, K.K., Business Communication, Galgotia and Sons, New Delhi.
8. Stephen R. Covey; *The seven habits of highly effective people*

**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: 75

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 15
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 15

Unit - V 15
Suggested Readings

B.A. (VS) Human Resource Management

Semester V

Paper 5.2 Internship Project/ Project

Marks: 100

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: 75

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  15

Unit- IV  15
Partnership: Admission, Retirement, Dissolution of Partnership Firms: Legal Position, Accounting for simple dissolution.

Unit- V  15

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: 75

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

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

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

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

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
- Dagar Inderjeet and Agnihotri Anurag “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”.
B.A. (VS) Human Resource Management

Semester V

Paper 5.4 Labour Welfare and Legislative Framework

Duration: 3 hours  Marks: 100  lectures: 60

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  12


Unit II  12


Unit III  12


Unit IV  12


Unit V  12

Suggested Readings:

B.A. (VS) Human Resource Management

Semester VI

Paper 6.1  Industrial Relations

Duration: 3 hours  Marks: 100  lectures: 75

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


Unit I

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

Unit III

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

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

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: 75 |

**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**

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<th>Unit I</th>
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<tbody>
<tr>
<td>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).</td>
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<th>Unit II</th>
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<td>Role of globalisation in reducing inequality and poverty. Distribution of benefits of globalisation shared by developed and developing countries</td>
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<th>Unit III</th>
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<td>Globalisation and the world economy - production, global value chains - a case of simultaneous integration and segmented production.</td>
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<th>Unit IV</th>
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<td>Critique of globalisation – To what extent globalisation implies a rise of neo-liberalism. To understand the decline in the authority of the Nation-sate and reduction of policy space. Major brunt borne by social spending and decline of safety nets.</td>
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<th>Unit V</th>
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<td>Global governance - IMF, World Bank and the WTO. Role of the WTO in governing the world trading systems.</td>
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<tr>
<td>The way forward - stress on local/regional/national (context-specific) than global economy</td>
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**Suggested Readings**

- Deepak Nayyar, Globalisation
- Joseph Stiglitz, Globalisation and its discontents
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:

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.
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 15

Unit IV 15

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: 60

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

12


Unit II

12

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

Unit III

12

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

12

Implementation of HRIS:

- Tools in HRIS Development
- Cases and Exercises
Unit V


Suggested Readings