

**SEMESTER - II**  
**HR201: SOCIAL RESEARCH & STATISTICAL METHODS**

I. INTRODUCTION

- a) Nature and Importance of Social Science Research.
- b) Characteristics of Scientific Research.
- c) Selecting a problem: review of literature.
- d) Hypothesis - Meaning & Importance of Hypothesis - types of hypothesis.
- e) Research Design : Meaning and Types of Research Design

II. METHODS OF RESEARCH

- a) Survey of Methods.
- b) Observation.
- c) Questionnaire.
- d) Interview.
- e) Case Study.

III. SCALES OF MEASUREMENT

- a) Sampling Techniques.
- b) Scaling Techniques.
- c) Use of Computers.

IV. STATISTICAL METHODS AND PRESENTATION OF DATA

- a) Classification of data.
- b) Frequency distribution.
- c) Tabulation methods.
- d) Diagrams, Graphs, pictogram & cartogram.
- e) Measures of central tendency, measures of dispersion, correlation, regression analysis.

V. DATA ANALYSIS AND PRESENTATION

- a) Data Processing, Data Analysis and Research Report Drafting,
- b) References & Footnotes, Bibliography, Indexing.

**Suggested Readings**

- 1) Ackoff. R. the Design of Social Research.
- 2) Agnihotri, Vidhyadhar, Techniques of Social Research.
- 3) Backstrom. C.K. & Hursh. G., Survey Research.
- 4) Bajpai. S.R., Methods of Social Survey Research.
- 5) Carroll. M., Carole & Carre, Frederic, Methods of Social Research.
- 6) Dasgupta & Sengupta., Methodology of Social Science Research.
- 7) Moser, C.A., Survey Methods in Social Investigation.
- 8) Parameshwaran.E.G., & Rechichandra. K., Experimental Psychology.
- 9) Philips. EX., Social Research: Strategy and Tactics.
- 10) Plutchik. R., Foundations of Behavioral Research.
- 11) Wilkinson & Bhandarker, Methodology and Techniques of Social Research.

**SEMESTER - II**  
**HR202: INDUSTRIAL AND LABOUR ECONOMICS**

I. INTRODUCTION

- a) Meaning, and Importance of Labour Economics and Industrial Economics.
- b) Industrialization and Economic Development with reference to India.

II. INDUSTRIAL LABOUR IN INDIA

- a) Origin, Growth, Socio-economic Characteristics and Role of Labour Force in India.
- b) Division of Labour, Labour as Factor of Production, Concept of Labour.
- c) Occupational Distribution of Work Force - Labour in organized and unorganized Sectors.

III. INDUSTRIAL POLICY

- a) Industrial Policy Resolutions and their impact on Labour.
- b) Economic Policy, 1991.

IV. LABOUR MARKET

- a) Concept, Nature and types of Labour Market, Characteristics of Labour Market in India: Supply and Demand - Unemployment in India - Extent - Causes and remedies.
- b) Labour Statistics - Sources, Shortcomings, Agencies Compiling Labour Statistics, Compilation of Consumer Price Index for Industrial Workers.

V. LABOUR WAGES

- a) Concept and Theories of wages
- b) Types of wages - Wage Differentials - Wage Determination - wage Standardization.

**Suggested Readings**

- 1) T.N. Bhagoliwal., Economics of Labour and Industrial Relations.
- 2) Aggarwal, A.N., (ed), Labour Problems in India.
- 3) Gadgil, D.R., The Regulation of Wages and other Problems of Industrial Labour in India.
- 4) V.V.Giri, Labour Problems in Indian Industry.
- 5) C.B. Mamoria., Dynamics of Industrial Relations in India - 1981.
- 6) M.C.Kuchal., Industrial Economics.
- 7) Mishra & Puri., Indian Economy.
- 8) ILO., Labour Economics - The Workers Education Manual.

**SEMESTER – II**  
**HR203: EMPLOYEE WELFARE AND LABOUR ADMINISTRATION**

- I. SOCIAL AND LABOUR WELFARE IN INDIA
  - a) Social Policy, Social Development and Social Welfare.
  - b) Labour Welfare - Concept, Scope, Principles and Approaches.
  - c) Difference between Social Welfare and Labour Welfare.
  - d) Latest Trends in Labour Welfare work.
  
- II. EVOLUTION OF LABOUR WELFARE POLICY
  - a) Industrialization and Rise of Labour Problems.
  - b) Characteristics of Indian Labour Force.
  - c) Evolution of Labour Welfare Policies.
  - d) ILO - Organization, Objectives, Functions and its Impact on Labour Welfare in India.
  
- III. LABOUR WELFARE AND SOCIAL SECURITY MEASURES
  - a) Programs: Statutory and Non-Statutory, Intra-mural and Extra-mural.
  - b) Safety and working conditions, Canteen, Crèches.
  - c) Housing, Workers' Education, Health, Recreation, Co-operatives, Welfare Centers, Transportation.
  - d) Social Security: Concept and Scope, Social Insurance and Social Development; Social Security Measures; ESI, Workmen's Compensation, Provident Fund, Gratuity.
  
- IV. LABOUR ADMINISTRATION IN INDIA
  - a) History of Labour Administration.
  - b) Central and State Labour Departments
  - c) Special Agencies of Labour Administration: Director General of Employment and Training, Chief Inspector of Factories, Director General of Mines Safety, Central Board for Workers' Education, NPC, Labour Bureau, etc.
  - d) Role of Labour Welfare Officer and Labour Inspectors.
  
- V. WELFARE OF SPECIAL GROUPS
  - a) Women work force.
  - b) Child Labour.
  - c) Physically Handicapped Labour.
  - d) Contract Labour.

**Suggested Readings**

- 1) K.N. Vaid, Labour Welfare in India.
- 2) A.M. Sharma, Aspects of Labour Welfare and Social Security.
- 3) J.N. Mongia, Labour Economics and Social Welfare.
- 4) B.P. Tyagi, Labour Economics and Social Welfare.
- 5) T.N. Bhagoliwal, Economics of Labour and Social Security.
- 6) V.V. Giri, Labour Problems in Indian Industry.
- 7) A.B. Rawat, Labour Welfare in India.
- 8) I.L.O., Approaches to Social Security.
- 9) M.B. Murthy, Principles of Labour Welfare.
- 10) S.C. Pant, Indian Working Class.

**SEMESTER – II**  
**HR204: ORGANIZATIONAL BEHAVIOUR – II**

I. ORAGANISATION

Concept – Characteristics – Formal Vs Informal Organization – Organizational Behaviour: Concept – Significance – Scope – Relationship with other Sciences – Evolution of Organizational Behaviour: the Hawthorne Studies. Models of Organizational Behaviour – SOBC Model – Cognitive Model – Reinforcement Model – Psycho-Analytical Model.

II. GROUP DYNAMICS

Nature of Groups – Reasons for Group Formation – Stages of Formation – Types – Group Decision Making – Group Cohesiveness – Small Groups: Functions - Small Group Behaviour – Models of Small Group Behaviour – Homans – Sayles and Socio-metric Analysis - Teams Work Building.

III. ORGANISATIONAL COMMUNICATGION

Barriers to Communication - Overcoming barriers – Leadership Theories: Trait – Behavioral and Contingency Theories; Decision – Leadership Styles – Leadership continuum - Managerial Grid; Motivation – Concept – Motivation Theories: Maslow – Herzberg – Theory 'X' – Theory 'Y' - Theory 'Z' - ERG Model – McClelland Model.

IV. ORGANISATION CHANGE

Factors responsible for change – Resistance to change – Overcoming resistance to change - Organizational conflict – Reasons for conflict – Conflict resolution methods – Organizational effectiveness - Strategies to achieve Organizational effectiveness.

V. ORGANISATION DEVELOPMENT

Concept of Organization Development; Industrial Democracy and Organization Development; Sensitivity Training and Rational Training; Job Enrichment as Development Intervention.

**Suggested Readings**

- 1) Fred Luthans, Organizational Behaviour.
- 2) Jhon B. Minor, Organizational Behaviour.
- 3) Robbins, P., Organizational Behaviour.
- 4) Megginson, Organizational Behaviour.
- 5) Williams and Huber, Organizational Behaviour.
- 6) Benerjee, M., Organizational Behaviour.
- 7) Udai Pareek, Organizational Behaviour Process.
- 8) R.D. Pathak, Organizational Behaviour in Changing Environment.
- 9) Peter F. Fruc, Managing in Turbulant Times.
- 10) Lorsch, J.W., (ed), Handbook of Organisation Behaviour.

**SEMESTER – II**  
**HR205: MARKETING MANAGEMENT**

- I Introduction to Marketing , Definition, Concepts, Marketing Philosophies, Importance of Marketing Business and Market Economy: Marketing Environment, Macro Environment, Micro Environment, Marketing Information System and Marketing Research.
- II Consumer Behaviour; Behavioural Determinants, Purchase Decision Process, Organizational Consumer Behaviour: Market Segmentation, Market Targeting and Positioning, Marketing mix.
- III Product Policies and Strategies, New Product development, Product Mix Management, Product life Cycle, Branding and Packaging Decisions.
- IV Pricing: Objectives, Methods, Policies and Strategies, Pricing a New Product, Distribution, Factors Influencing choice of Distribution, Channel Designing and Management, Channel Conflicts.
- V Promotion Mix Decisions, Marketing Communications, Advertising, personal selling, sales Promotion, public/Public Relations, Direct Marketing, Designing Global market Offerings, Selection of Markets, Market Entry decisions, Developing Global Market program.

Suggested readings :

1. Kotler, Philip, Marketing Management.
2. Gandhi. J.C., Marketing management.
3. Stanton, Fundamentals of Marketing, Mc Graw Hill Publishing Co. Ltd., New Delhi.
4. Christopher, Martin Marketing, Macmillan press, UK.

Journals :

1. Indian Journal of Marketing
2. Advertising and Marketing.
3. Journal of the Academy of Marketing Science.
4. Marketing.

**SEMESTER – II**  
**HR206: LABOUR LEGISLATION – II (Wage & Social Security Legislation)**

- I. a) MINIMUM WAGES ACT, 1948: Object & Scope of the Act, Minimum Wage, Fair-wage and Living Wage. Constitutionality of the Minimum Wages; Machinery for fixation of Wages; Enforcement of the Act.
- b) PAYMENT OF WAGES ACT, 1936: Definitions, Rules for payment of wages, Deductions from wages, Maintenance of Registers & Records, Enforcement of the Act, Obligation of Employer under the Act.
- II. a) PAYMENT OF BONUS ACT, 1965: Meaning of Bonus, Bonus Formulae, Bonus Commission, Abolition of Bonus, Restoration of minimum bonus, Object of the Act, Eligibility for bonus, Computation of Gross Profit, Determination of available surplus and allocable surplus, Set-on and Set-off principle.
- b) PAYMENT OF GRATUITY ACT, 1972: Scope & Coverage; Definition, Payment and Protection of Gratuity; Determination & Recovery of the Amount of Gratuity.
- III. EMPLOYEES' STATE INSURANCE ACT, 1948: Scope & Applicability of the Act, Definitions, who is Insurable Workman? Administration of the scheme: Employees State Insurance Corporation, Standing Committee; Medical Benefits Council and its Constitution: Different kinds of Benefits; adjudication of Disputes & Claims; Constitutions of ESI Courts; ESI Courts: Functions & Powers.
- IV. EMPLOYEES' PROVIDENT FUND ACT, 1952 & FAMILY PENSION ACT, 1971: Provident Fund Schemes; Scope & Object of the Act; Application; Employees Family Pension Scheme and Fund; Employees De-linked Insurance Scheme and Fund, Administration of the Scheme, Inspectors; Penalties & Offences.
- V. a) MATERNITY BENEFIT ACT, 1961: Scope & Coverage of the Act; Prohibition of Employment; Leave & Nursing breaks & its evaluation.
- b) National Festivals & Holidays Act, 1974  
Scope & Object of the Act, Definitions of Employer, Employee, Establishment & Wages; Grant of National Festivals & Other Holidays, Wages; Appointment of Inspectors; Rights & Privileges under other laws not affected; Power to make rules

### **Suggested Readings**

- 1) ILO. Labour Legislation in India, 1957
- 2) Indian Law Institute, Labour Law and Labour Relations
- 3) Kulkarni, R.S., Industrial Adjudication, 1973
- 4) Mathurubutham, R. & Srinivasan. R., Indian Factories & Labour Manual, The Madras Law Journal Office, 1958
- 5) Sharaym. H., Industrial and Labour Laws in India, Book Syndicate Pvt. Ltd., Calcutta, 1972,
- 6) Sen, A.K.S., Indian Labour Law-I: Supervisor Should Know, AIMA, 1980 Vol. I & II
- 7) Sen, A.K., Indian Labour Legislation, 1980
- 8) Sharma, G.S., Labour Law and Labour Relations, Bombay
- 9) Somasekar, S.S., Implementation of Labour Enactments, 1976