

**KRANTIGURU SHYAMJI KRISHNA VERMA
KACHCHH UNIVERSITY
BHUJ**

**DEPARTMENT
OF
SOCIAL WORK**

**SYLLABUS
Post Graduate Diploma in IR & HRD
SEMESTER I & II**

**As par National Education Policy 2020
Effective from June 2026**


CHAIRMAN



DEAN

**Krantiguru Shyamji Krishna Verma
Kachchh University
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Post Graduate Diploma in Industrial Relation and Human Resource Development

Syllabus

As par National Education Policy 2020

Semester -I

Cours type	Code	Course	Credit	Total Teaching Hrs.	Internal Exam	External Exam	Passing 36 %	Total Marks
Discipline specific course Major	DSCMH R101	Human Resource Management	04	60	50	50	18/18	100
Discipline specific course Major	DSCMH R102	Industrial Relation and labor Welfare	04	60	50	50	18/18	100
Discipline specific course Major	DSCMH R103	Legislation for Industrial Relation and Labor Welfare	04	60	50	50	18/18	100
Minor	MIHR101	Principles and Practice of Management	04	60	50	50	18/18	100
SEC	SECHR101	Research Methodology	02	30	25	25	9/9	50
Discipline specific course Major	DSCMH R104	Project Assignment	04	60	50	50	18/18	100
		Total	22		275	275		550



Semester -II

SN	Code	Course	Credit	Total Teaching Hrs.	Int.	Ext.	Passing 36 %	Total Marks
Discipline specific course Major	DSCMHR 201	Legislation for Social Security and Wages	04	60	50	50	18/18	100
Discipline specific course Major	DSCMHR 202	Human Resource Development Strategies	04	60	50	50	18/18	100
Discipline specific course Major	DSCMHR 203	Organisation Development	04	60	50	50	18/18	100
Minor	MIHR201	Organisational Behavior	04	60	50	50	18/18	100
SEC	SECHR201	Corporate Social Responsibility	02	30	25	25	9/9	50
Discipline specific course Major	DSCMHR 204	Final Project Work	04	60	50	50	18/18	100
		Total	22		275	275		550

Evaluation System:

There will be internal and external evaluation respectively 50% internal and 50% external separately for all theoretical Courses except Project work.



Semester : I

Subject Name: Human Resources Management (HRM)

Subject Code: DSCMHR101

Course Objective: The objective of the course is to acquaint the students with Human Resources Management and to develop in them the ability to acquaint them in the corporate world. The main purpose is to assist the students in developing skills – soft and hard, and decision making in the organizations.

Course content:

Unit : I

Introduction to Human Resource Management, Concept, Definition. Evolution, Function, Strategic management of Human resources: An introduction, Business strategy- An introduction to market driven strategy, Resource driven strategy. Concept of HRD and IR and Inter relationship between HRM, HRD, IR and Labour Welfare.

Unit : II

HRM as Joint responsibility of line and staff management. Job Analysis, Job Description, Job Evaluation, Job Specification. HR Planning and Policy. Recruitment: source of recruitment, Method of Selection, placement, Induction.

Unit : III

Training and development. Performance appraisal and performance Management, Establishing Strategic Pay Plans, Pay for Performance and Financial incentives

Unit : IV

Job Changes : Purpose of Job Changes, Concept, objective and policy of transfer, Promotion and separation. Absenteeism and labour turnover. Work environment. Discipline and grievance.

Unit : V

Job Satisfaction and Quality of work life. Management of stress and burnout. HRM Strategies in Recent era : Human capital, emotional quotient, mentoring, kaizen, quality circle, and TQM, HRM audit and accounting

Reference

Gupta, C. B.

Human Resource Management, Sultanchand and sons, New Delhi.

Devis Keith

Human behavior at work, Tata McGraw Hill, New Delhi

Flippo, Edwin B.

Personnel Management, McGraw Hill, Tokyo

Das, Pulak

Strategic Human Resource management Cengage Learning 2011

Charles R. Greer

Strategic Human resource management Pearson

Jeffrey A Mello

Strategic HRM Cengage Cengage Learning



Paper Format

Total Marks: 50

Time: 2 Hours

- | | | |
|------------|---|----------|
| Q 1 | Answer in one or two sentence (Seven Questions of Each two Marks) | 14 marks |
| Q 2 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 3 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 4 | One out of Two Short note | 08 marks |



Semester I

Subject Name: Industrial Relations and labor Welfare

Subject Code: DSCMHR102

General objectives

- To enable an understanding of the concept of labor welfare, LW theories, features administration of welfare, approaches, scope and study of relevant welfare amenities under the labor enactment.
- To equip with knowledge for an in-depth perspective through the study of industrial relations. Concept, approaches and organization, evolution of IR, anatomy of industrial conflict, industrial unrest, TU scenario and role of trade unions in the Indian context.
- To develop an understanding in context of industrial disputes and preventive measures through study of the institution of labor welfare, labor welfare work tripartite of dipartite bodies, settlement machinery and legislation regarding industrial relation, IR models and intervention strategies.
- The purpose of this unit is to give an insight into the complexity of regulatory framework of labor legislation for labor welfare and industrial relation and to create an insight for learning more about the subject.

Unit-1

Content

- Historical background of industrial development and emergence of industrial working class in India.
- Characteristics of Indian labor, organized and unorganized labor, problems of unorganized labor, schemes and various measures undertaken for their welfare.

Unit-2

Content

- Concept, definition, principles and approaches to labor welfare. Importance and need of labor welfare, duties of labor welfare officer

Unit-3

Content

- Trade union its concept, definition, functions, Theories, Methods, factors affecting the trade union movement.
- History of trade Union movement in India and UK, USA
- Characteristics and features of Indian trade Union, It's Types and legislation.

Unit- 4

Content

- Industrial relation its concept, definition and functions, collective bargaining, disputes handling machinery. Factors leading to strikes, lock out, closure, lay off etc. and rules relating to them
- National commission on labor and ILO, national labor policy.

References:

C.B.Mamoriya-

Dynamics of personnel management and industrial relations Himalya Publishing co.

Moorthy-

Aspects of labor welfare - Himalya Publishing co

N.D.Kapoor-

Labor laws- Jain book publications

P.S.Patel

Majoor kaydani saral samjuti (Gujarati) Meet public. Ahmedabad

Punekar, Deodhar and Sankaran

Labour Welfare, Trade Unionism and Industrial Relation, Himalya Publication, Mumbai



Paper Format

Total Marks: 50

Time: 2 Hours

- | | | |
|------------|---|----------|
| Q 1 | Answer in one or two sentence (Seven Questions of Each two Marks) | 14 marks |
| Q 2 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 3 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 4 | One out of Two Short note | 08 marks |



Semester I

Subject Name: Legislation for Industrial Relation and labor Welfare

Subject Code: DSCMHR103

Course Objective

Provide in-depth operational knowledge and procedural requirement of specific act for welfare of labour and management of harmonious industrial relations

Course contents

Unit : I

Constitutional Provisions for Workers and Employers, Bombay Industrial Relation Act-1947 With Gujarat Rules, Industrial Dispute act 1947 with Gujarat Rules, Trade Union Act 1926,

Unit : II

Model Standing orders (Gujarat State) and industrial employment standing order act 1946, apprentice act 1961, Contract labour(abolition and regulation) act 1970, Employment Exchange (Notification of Vacancies) act 1959, Mines act.

Unit : III

Factory act 1948 with Gujarat Rules, Bombay labour welfare fund act 1953, Child labour (regulation and abolition) act 1986, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Reference

D.D.Basu;

Introduction to the Constitution of India, Wadhava Publication, Nagpur

N.D.Kapoor-

Labor laws- Jain book publications

P.S.Patel

Majoor kaydani saral samjuti (Gujarati) Meet public. Ahmedabad

Relevant Bare Act.

Paper Format

Total Marks: 50

Time: 2 Hours

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|------------|---|----------|
| Q 1 | Answer in one or two sentence (Seven Questions of Each two Marks) | 14 marks |
| Q 2 | Assay type general question
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Assay type general question | 14 marks |
| Q 3 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 4 | One out of Two Short note | 08 marks |



Semester : I

Subject Name: Principles and Practices of Management

Subject Code: MIHR101

Course Objective: This course presents a thorough and systematic coverage of management theory and practice. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievement of goals. The objective is to help the Learners to understand the fundamental concepts and principles of management; the basic roles, skills, and functions of management. It is also intended to give an overview of the historical development, theoretical aspects and practice application of managerial process.

Course Contents

Unit : I

Concepts of Management,

Science or Art, Management and Administration, Management thoughts by Management Gurus, Functions of Management, Types of Business Organization, Business Ethics and Social Responsibility: Concept, Shift to Ethics, Tools of Ethics

Unit : II

Planning

Nature & Purpose, Steps involved in Planning, Objectives, Setting Objectives, Management by Objectives, Strategies, Policies & Planning Premises, Forecasting, Decision-making

Unit : III

Organizing

Nature and Purpose, Formal and Informal Organization, Organization Chart, Structure and Process, Departmentation by difference strategies, Line and Staff authority – Benefits and Limitations – Decentralization and Delegation of Authority – Staffing – Selection Process - Techniques – HRD – Managerial Effectiveness

Unit : IV

Directing & Controlling

Scope, Human Factors, Creativity and Innovation, harmonizing objectives, system and process of Controlling, Requirements for effective control, The Budget as Control Technique, Information Technology in Controlling, Productivity, Problems and Management, Control of Overall, Performance, Direct and Preventive Control, Reporting, The Global Environment, Globalization and Liberalization, International Management and Global theory of Management.

Assignment: Select an organization and study the planning, organizing, directing, staffing & controlling, etc., functions and prepare a short report or presentation and give public presentation in the class

References :

- T1: weihrich Heinz and Koontz- Management: A Global and Entrepreneurial perspective (Mc Graw hill, 12th edition)
- T2: Stoner, Freeman& Gilbert jr- Management (Prentice Hall of India, 6th Edition or later edition)



- T3: Stephen P. Robbins, Organization theory –structure, design and applications.
(Prentice hall of India Latest edition)
- T4: Prasad, L. M. Principal and practice of Management, Sultanchand and sons
Publication, New Delhi.

Paper Format

Total Marks: 50

Time: 2 Hours

- | | | |
|------------|---|----------|
| Q 1 | Answer in one or two sentence (Seven Questions of Each two Marks) | 14 marks |
| Q 2 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 3 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 4 | One out of Two Short note | 08 marks |



Semester I

Subject Name : Research Methodology

Subject Code : SECHR101

General Objective

- Teach the basic concepts and procedure of quantitative, qualitative and participatory research methods for understanding social work research.
- Inculcate understanding of the significance of using basic concepts and procedures of social work research for the improvement of social work practice.
- Develop student's ability to conceptualize and conduct simple research projects.

Unit-1 20%

- Scientific inquiry, Definition and scope of social work research, importance of research work in social work.
- Structural parts of knowledge: facts, laws, concepts, variables, hypothesis its types, functions, characteristics, empirical generalization and theory hypothesis.
- Problem formulation: criteria for selection of a topic conceptualizing a specific researchable problem, operationalisation, relevance, specificity, observability and feasibility of a research topic..
- Types of Research designs: exploratory and explanatory, surveys, experimental (natural or post facto, panel study, salmon four, field/laboratory) case studies, monitoring and evaluation.

Unit-2 & 3 40%

- Methods of data collection: tool construction observation, interview, questionnaires, secondary source of data.
- Sampling: some basic concepts and definitions, purpose of sampling, major types, steps in sampling process.
- Introduction to qualitative research: concept and emergence of qualitative research, relevance and importance of qualitative methods in social work research, comparison between quantitative and qualitative methods.
- Over view of qualitative research methods : general characteristics, unstructured/ semi-structured interviews, focus group discussions, social mapping/ body mapping, free lists, pile sort, direct observations, narratives, scenarios, drawing and dialogue, limitations of qualitative methods.

Unit-4 20%

- Data analysis: editing and coding, data classification, univariate and multivariate presentation and interpretation, tabulation, graphical presentation, bar- charts, pie-charts, histogram.
- Statistics: mean, median, mode, standard deviation, measures of variability range, advantage and disadvantage of range, association and correlation

Unit-5 20%

- Research proposal, steps in conducting a research study
- Research report, its essential contents, findings and bibliography
- Evaluation of research. Application and utilization of research findings in social work practice and intervention.

Reference

Kothari, C. R.

Research Methodology: Methods and Techniques , New age publications, New Delhi

Ahuja, Ram

Research Methods, Rawat Publication, Jaipur

Laldas D. K. and Bhaskaran V.



Paper Format

Total Marks: 25

Time: 01 Hours

- Q 1** Answer in one or two sentence (Five Questions of two Marks) 10 Marks
- Q 2** Three Short note out of Five (in 150 to 200 words) 15 Marks



Semester I

Subject Name: Project work (Practical)

Subject Code: DSCMHR104

General Objective:

The main objective of project assignment is to develop critical thinking and analytical abilities. Learners expected to understand the process of decision-making in rational ways based on proper interpretation of reliable facts and data.

Every candidates are require to prepare a comprehensive project assignment on subject assigned by the faculty guide in note less than five thousand words and submitted to his/her guide 20 days before end semester examination.

Viva will conducted by the department of social work after the submission of assignment.



Semester II

Subject : Legislation for Social security and Wages

Code : DSCMHR201

Course Objective

Provide in-depth operational knowledge and procedural requirement of specific act that provides social security measures for employees and managing compensation process that fulfills statutory requirement and motivates employees.

Course contents

Unit : I

Concept and definition of Social Security. Concept, Definition, and type of Wages. Factors that affects Wages, Methods of Wage determinations. Minimum Wages act 1948. Payment of Wages act 1948.

Unit: II

Workmen's compensation act 1923. Employees state insurance act 1948. Payment of Bonus act 1965. Employee's provident fund and miscellaneous provisions act 1952. Payment of Gratuity act 1972. Maternity benefit act 1961. Unorganized workers social security act 2008

Reference

N.D.Kapoor-

Labor laws- Jain book publications

P.S.Patel

Majoor kaydani saral samjuti (Gujarati) Meet public. Ahmedabad

Sharma, A. M.

Principles of Labour welfare, Himalaya Publication, Mumbai

Paper Format

Total Marks: 50

Time: 2 Hours

- | | | |
|------------|---|-----------------|
| Q 1 | Answer in one or two sentence (Seven Questions of Each two Marks) | 14 marks |
| Q 2 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 3 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 4 | One out of Two Short note | 08 marks |



Semester II

Subject Name: Human Resources Development strategies

Subject Code: DSCMHR202

Course Objective: The objective of the course is to acquaint the learners with System, Technique and Process of Human Resources development and to develop in them the ability to acquaint them in the corporate world. The main purpose is to assist the learners to implement theoretical knowledge to develop organizations human resources as per need.

Course contents

Unit : I

Introduction, Definitions of HRD, Evolution of HRD, HRD and HRM, HRD Functions, Role of HRD Professional, Challenges to organizations and HRD Professionals, Framework for HRD Process, Definitions, Strategic/Organizational Analysis, Context and system designing, Organisational context and culture, Reactive and proactive strategy.

Unit : II

Task analysis, Role analysis, Role set, Induction, Performance appraisal its concept, definition and methods. Designing and managing performance appraisal system. Review, feedback and counseling of the performance appraisal system. Competency Mapping and Career Management.

Unit : III

Concept, definition, Types and methods of Training. Need identification of the training. Designing, delivery and Evaluation of training programme.

Unit : IV

Socialisation process- communication and coaching, development need of workers Job enrichment and role efficacy, Role of HRD department and personnel management in HRD.

Reference

Pareek, Udai and Rao, T. V.

Designing and managing Human resource system, Oxford & IBH Publishing Co. New Delhi
Rao, T. V., Verma, K. K., Khandelwal, Anil K.

Alternative approaches and strategies of Human Resource Development. Rawat Publication
Jaipur

Lynton, R. and Pareek, Udai.

Training for Development, Sage Publication. New Delhi,



Paper Format

Total Marks: 50

Time: 2 Hours

- | | | |
|------------|---|----------|
| Q 1 | Answer in one or two sentence (Seven Questions of Each two Marks) | 14 marks |
| Q 2 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 3 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 4 | One out of Two Short note | 08 marks |



Semester II

Subject Name: Organizational Development (OD)

Subject Code: DSCMHR203

Course Objective:

- To sensitize the students about how organizations can be made more effective and dynamic through improving its human resource.
- To develop basic behavioral science skills of the students as future practitioners of OD.
- Help students to understand and apply basic concepts and processes that form the core of organization development

Course contents

Unit : I

- Organization development and Reinventing the organization
- Organizational renewal and Challenge of change
- Change of the Organizational Culture

Unit : II

- OD Practitioner: Role, Styles
- Diagnostic Process
- Overcoming Resistance to Change
- Process Intervention Skills

Unit : III

- Strategies for OD Intervention
- Empowerment and Interpersonal Intervention Interventions for Team Development

Unit : IV

- Work team development
- High Performing Systems and Learning Organizations
- Organizational Transformation and Strategic Management
- Changing the culture OD for Future

Reference

French, W. and Bell, Cecil.

Organization Development- behavioural science intervention for organizational development, Prentice Hall of India.

Backhard, R.

Organizational Development strategies and Models, Addition Wesley Publication Co.

Bennis, W.

Organizational Development, Its Nature, Origins and prospects. Addition Wesley Publication Co.

Paper Format

Total Marks: 50

Time: 2 Hours

- | | | |
|------------|---|----------|
| Q 1 | Answer in one or two sentence (Seven Questions of Each two Marks) | 14 marks |
| Q 2 | Assay type general question | 14 marks |
| | Or | |
| | Assay type general question | |
| Q 3 | Assay type general question | 14 marks |
| | Or | |
| | Assay type general question | |
| Q 4 | One out of Two Short note | 08 marks |



Semester II

Subject Name: Organizational Behavior

Subject Code: MIHR201

Course Objective:

- Help the student understand how the 'people' side of the organizations affects effectiveness through concepts
- Develop the student's ability to observe, understand and analyze the behaviour within the organizational context
- Help the student develop basic skills to deal with the ongoing behavioral dynamics and contribute to organizational effectiveness

Course contents

Unit : I Basic Understanding of the context of OB:

- What is Organizational Behaviour
- Understanding Organizational Culture and changing it for effectiveness
- Basic Theories of Leadership
- Contemporary Issues in Leadership Practice

Unit : II Understanding dynamics of Individual behavior:

- Understanding Personality, Values, Attitude and their impact on behaviour at work
- Transactional Analysis
- Understanding Motivation at work

Unit : III Understanding dynamics of Group behavior

- Understanding the process of Perception: How we make sense of Our environment
- Understanding Groups and Teams, Group Dynamics
- Resistance to Change and Change Management

Unit : IV Understanding Organizational dynamics of behaviour:

- Managing Conflict
- Stress and Negotiation
- Understanding Decision-making
- Understanding Power and Organizational Politics

Unit : V

Small project on individual Role Model (famous Indian or International Leaders)

- Case studies on Leadership Styles
- Organizational study on Monetary and Non-Monetary Motivation given to their employees at all levels
- Making students understand Group Dynamics by assigning group & team building exercises

Reference

Udai Pareek

Understanding Organizational Behavior (2nd Ed), by, Oxford University Press, New Delhi

Stephan Robbins

Organizational Behavior, Pearson Education.

Fred Luthans

Organizational Behavior, McGraw-Hill



Paper Format

Total Marks: 50

Time: 2 Hours

- | | | |
|------------|---|----------|
| Q 1 | Answer in one or two sentence (Seven Questions of Each two Marks) | 14 marks |
| Q 2 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 3 | Assay type general question
Or
Assay type general question | 14 marks |
| Q 4 | One out of Two Short note | 08 marks |



Semester II

Subject Name: Corporate Social Responsibility

Subject Code: SECHR201

Course Objective:

To Equip students with strategic aspects of CSR like legal and morale duties of corporate and plan and execute programs for implementing CSR policies.

Unit I

Concept and Definition of Corporate social Responsibility, Evolution of Corporate social Responsibility,

Gandhian Economic thought and Principles of trusteeship.

Need and Importance of Corporate social Responsibility. Legal Aspects of Corporate social Responsibility under Companies act 2013.

Unit II

CSR Planning and strategies, Global Principles and guidelines for CSR like ISO 26000. UN Guiding principles on business and Human Right. Principles of UN Global Compact. Need assessment and project planning, partnership with local Government bodies and grass root Non Government Organizations.

Unit III

Concept of Development and sustainable development. Approach and parameters of social development. Role of Corporate in Social Development.

Unit IV

Environment and sustainable development. Social Responsibility towards stakeholders. Business environment and CSR. Use of Media in CSR.

Reference

Confederation of Indian Industries

Handbook on Corporate Social Responsibility in India

Werther, W. and Chandler, D.

Strategic Corporate Social Responsibility; Sage South Asia Edition.

Nabhis Board of Editors,

Nabhis Handbook for NGO's Vol. I and II (Encyclopedia for NGO's and vol. Age) Nabhis

Publication Delhi.

Snehlata Chandra

Guidelines For NGO's Management In India, Krnisha Publishinners distributors.

B.R. Nanda

NGO Management : With Case Studies, Surendra Publication.

Santap Sanhari Mishri

NGO an Introduction By ICFAI University Press.

J.M. Ovasdi

Management of Non-Governmental Organizations- Towards a Developed Civil Society,

Macmillon Publications.

S. Rengasamy

NGO Management Mobilizing Managing financial Resource, Madurai Institute of Social Science.

Devid Lewis

The Management of Non-Governmental Development Organizations, Routeledge

Publication.



Paper Format

Total Marks: 25

Time: 01 Hours

- Q 1** Answer in one or two sentence (Five Questions of two Marks) 10 Marks
- Q 2** Three Short note out of Five (in 150 to 200 words) 15 Marks



Semester II

Subject Name: Project work (Practical)

Subject Code: DSCMHR204

General Objective:

The main objective of project assignment is to develop critical thinking and analytical abilities. Learners expected to understand the process of decision-making in rational ways based on proper interpretation of reliable facts and data.

Every candidates are require to prepare a comprehensive project assignment on subject assigned by the faculty guide in note less than five thousand words and submitted to his/her guide 20 days before end semester examination.

Viva will conducted on assignment by the department of social work after the submission of assignment.

