



**KRANTIGURU SHYAMJI KRISHNA VERMA
KACHCHH UNIVERSITY
BHUJ**

**SYLLABUS
MASTER OF LABOR WELFARE
(FULL TIME)
TWO YEARS (FOUR SEMESTERS) COURSE
[Choice Based Credit System]
SEMESTER I TO IV
FROM JUNE 2016**


CHAIRMAN


DEAN

**Krantiguru Shyamji Krishna Verma
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FACULTY OF ARTS
MASTER OF LABOR WELFARE
(FULL TIME)
TWO YEARS (FOUR SEMESTERS) COURSE

Semester -I					
Sr. No.	Course	Subject	Credit	College Assessment	University Assessment
1	CCLW101	Labor Economics	4	30	70
2	CCLW102	Forms of Business Organisation	4	30	70
3	CCLW103	Principles and practice of Management	4	30	70
4	ECLW101	Social and Industrial Psychology	4	30	70
5	ECLW102A	Industrial Sociology	4	30	70
	ECLW102B	(Or) Managerial Communication			
Total			20	150	350

Semester -II					
1	CCLW204	Human Resource management	4	30	70
2	CCLW205	Labor welfare	4	30	70
3	CCLW206	Research Methodology	4	30	70
4	ECLW203	Office Management	4	30	70
5	ECLW204A	Computer Application	4	30	70
	ECLW204B	(Or) NGO Management			
Total			20	150	350

Semester -III					
1	CCLW307	Environment & Ecosystem	4	30	70
2	CCLW308	Legislation for welfare and social security	4	30	70
3	CCLW309	Industrial relation	4	30	70
4	ECLW305	Organisational behavior	4	30	70
5	ECLW306A	Introduction to Industrial Finance	4	30	70
	ECLW306B	(or) Organisation development			
Total			20	150	350

Semester -IV					
1	CCLW410	Business Environment	4	30	70
2	CCLW411	Legislation for industrial relations	4	30	70
3	CCLW412	Legal Aspects of Business	4	30	70
4	DSLW401	Dissertation	8	60	140
5	FWLW401	Field Work practice in industries	8	60	140
Total			28	210	490
Total four semester			88	660	1540



SEMESTER- I
CCLW101
Labor Economics

Unit-1

Nature and characteristics of Labour Markets in developing countries. Labor Market analysis-classical, neo-classical, Demand for and supply of labour in relation to size and pattern of investment and growth of labour force. Mobility and Productivity of Labour Rationalization, Methods of Recruitment and Placement, Employment service organizations in India. Poverty and Unemployment, Employment and Development, Unemployment-concepts, types and Measurement

Unit-2

Technological change and employment in organized sector, educated unemployment Employment policy in five year plans-its evaluation. Theories of wage determination, Concepts of Minimum, Fair & living wage, Discrimination in Labor Markets, Wage determination in different sectors, Inflation-wage relationship, National Wage policy in India, Wage and Non-wage components in remuneration, Bonus system, Profit sharing.

Unit-3

Trade Unions as Economic Institutions, Trade Unions/goals and outcomes-the wage-employment trade off, Unions-Bargaining and Strikes, Unions and economic performance-Productivity, Growth and profitability. State Policies with respect to labour in India. Labour Market reforms-Exit Policy, safety net, flexibility in Labour markets, 2nd National commission on Labor, Globalization and Labour Markets.

Basic Reading List :

1. Singh, Jwitesh Kumar (1998) Labour Economic-Principles, Problems and Practices-Deep & Deep Publications Pvt. Ltd., New Delhi.
2. Hajela, P. D. (1998) "Labour Restructuring in India: A Critique of the New Economic Policies", Commonwealth publishers, New Delhi.
3. Dr. T. N. Bhagoliwal (2002) Economics of Labour and Industrial Relations, Sahitya Bhavan Publications, Agra.
4. Lester, R. A. (1964) Economics of Labour (2nd edition) Macmillan, New York.
5. Mc Connell, C. R. & S. L. Brue (1986) Contemporary Labour Economics, McGraw-Hill, New York.
6. Papola, T.S., P.P. Ghos and A. N. Sharma (Eds) (1993) Labour, Employment and Industrial Relations in India, B. R. Publishing Corp., New Delhi.
7. Rosenberg N.R. (1988) Labour Markets in Low Income Countries In Chenery, H. B. and T. N. Shrinivasan, (Eds), the Handbook of development Economics, North-Holland, New York.
8. Venkata Ratnam, C. S. (2001) 'Globalization and Labour-Management Relations, Dynamics of Change', Sage Publications/Response books, New Delhi.
9. 'Reform and Employment'-(2002)-Institute of Applies Manpower Research-Concept Publishing Company, New Delhi.
10. Planning Commission Reports on Labour and Employment-(2002)-Academic

Paper Style

Note- Paper to be drafted in Gujarati and English Version both.

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Q1	Descriptive Question (Any 1 out of 2)	1	20
Q2	Descriptive Question (Any 1 out of 2)	2	20
Q3	Descriptive Question (Any 1 out of 2)	3	20
Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70



SEMESTER-I
CCLW102
Forms of Business Organization

UNIT 1:-

Meaning and Features of Sole proprietorship, Partnership, Co-operative Societies, HUF, Public Enterprise. Forms of Co-operatives, Partnerships and Public enterprise- Meaning- Features-Merits & De-merits.

Unit 2:-

Meaning and Features of Joint Stock Company Types of Joint Stock Company, Difference between Public Ltd. and private Ltd. Company Formation procedure – Promotion, Incorporation, Subscription and Commencement. Classification of Capital Shares- Definition and Kinds of shares, Issue of Shares, pricing of shares, call, Forfeiture of shares

Unit 3:-

Definition of Director, Legal Position of Directors, Appointment of Directors, Removal of Directors, Meaning and Kinds of Company meetings, Requisites of valid Meeting – Quorum, Agenda, Proxies, motions, Resolutions, Voting, Minutes. Advantages and Evils of Business Combination, Types of Business combination

Reference Books

1. Study material of ICS (Foundation Course) – Elements of Business Law
2. Fundamentals of business organization and Management by Y. K. Bhushan published by sultan chand.
3. Modern Business organization and Management by Sherlekar and Sherlekar published by Himalaya Publishing House.
4. Indian Economy. By A. N. Agrawal
5. The Essence of Merger and Acquisition. By P. S. Sudarshan.

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Q3	Descriptive Question (Any 1 out of 2)	3	20
Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70



**Semester I
CCLW103**

Principles and practice of Management

Unit-1

Definition of management, science or art, management and administration, development of management, thought contribution of Taylor and Fayol, Functions of Management, Types of Business organization, Business ethics and social responsibility: Concept, shift to ethics, tools of ethics. Nature and purpose, stages involved in planning, objectives, setting objectives, process of managing by objectives, strategies, policies and planning premises, forecasting, decision-making.

Unit-2

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. Scope, Human Factors, creativity and innovation, harmonizing objectives, leadership, types of leadership motivation, Hierarchy of needs, motivation theories, motivational techniques, job enrichment, communication, process of communication, barriers and breakdown, effective communication, electronic media in communication.

Unit-3

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 management and global theory of management.

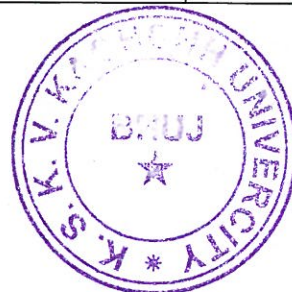
Reference

- 1: wehrich Heinz and Koontz- Management: A Global and Entrepreneurial perspective (Mc Graw hill, 12th edition)
- 2: Stoner, Freeman & Gilbert jr- Management (Prentice Hall of India, 6th Edition or later edition)
- 3: Stephen P. Robbins, Organization theory –structure, design and applications. (Prenticehall of India Latest edition)
- 4: Bateman, Management (SIE) Tata Mc Graw hill publishing company, New Delhi

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Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70



Semester-I
ECLW101
Social and Industrial psychology

Unit-1

Introduction to social psychology, Definition, Aim, Scope of social Psychology Method of social Psychology, social psychology and work role of theory in social life, meaning and effect of social cognition Social perception - meaning and definition, construction of perception, understanding the causes of others behavior, impression formation and management,

Unit-2

Understanding the self- personal and social identity, self-esteem and self-evaluation, meaning and formation of attitude, relationship between behavior and attitude, change in attitude. Meaning and type of personality, Nature, origin and meaning of stereotype and prejudice, Discrimination of behavior, social influence- meaning and effect, symbolic social effect and obedience on authority

Unit-3

Pro social behavior and helping others, importance of pro social behavior, aggression and deviant behavior its causes and control, Group Dynamics and Behavior, Collective behavior, pattern in different organized groups, crowd behavior, concept of group mind, group morale, group interaction, group decision, group conflict,.

Reference;

- 1-Baron and Byrne: Social psychology" -Pearson publications India
- 2-Akbar Husain : "Social Psychology", Pearson publications India
- 3- Elliot Aronson : Social Psychology", Pearson publications India

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Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70



Semester-I
ECLW102A
Industrial Sociology

Unit - 1 :

Nature and scope of sociology, Socialization- meaning, agencies, Social Norms and social control, Social interaction - Conflict, Cooperation and Conformity. Nature and scope of Industrial sociology, Industrial dimension of society, Division of Labour

Unit - 2

Migratory character of Labour. The growth of industrial cities and social and environment issues. Work and Work-process, technology and labor, work culture and work-ethics. Bureaucracy. Industrial society-logic of industrialization. Conflict of culture in industrial society with specific reference to the culture of industrial man

Unit - 3

New industrial order and Conflict, major implications of mass society and alteration. Industrialization and social change in India, requirements, obstacles and Limitations. The factory as a social Organisation—relation between worker & workers, Management and worker and worker management and government. Role of Government and unions in social development of workers.

REFERENCES BOOK ;

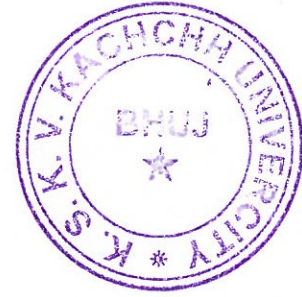
- (1) Miller and Forri : Industrial Sociology.
- (2) Patterson : Social Aspects of Industry.
- (3) Schencider : Sociology of Industrial Relations.
- (4) Lambert : Workers, Factories and Social Change in India.
- (5) Moore W.E. : Industrialization and Society.
- (6) Harlombus : themes and perspective of sociology, oxford publication. India

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Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70





Semester I
ECLW 102 B
Managerial Communication

Unit - 1

Concepts of Communications: Definition, Forms of Communication, Objectives of Communication, Characteristics of Communication, Process of Communication, Role of Verbal & Non-verbal Symbols in Communication, Barriers to Effective Communication, Overcoming Communication Barriers, Listening Skills: Definition, Anatomy of poor Listening, Features of a good Listener, Role Play.

Unit - 2

Spoken Communication: Telephone, Teleconferencing, Challenges and etiquette, Oral Presentation: Planning presentation, Delivering Presentation, Developing & displaying visual Aids, Handling questions from the audience, Audio-visual CD.

Unit - 3

Group Discussion & Interviews, Meetings: Ways and Means of conducting meeting effectively, Mock Meetings and Interviews Forms of Communication in Written mode: Basics Body language of Business Letters & Memos, Tone of writing, inquiries, orders & replying to them, sales letters, Job applications & resume, E-mail: How to make smart e-mail, Writing Business Reports and Proposals, Practice for Writing

Reference Books:

1. Bentley, T. J., *Report Writing in Business*, The Chartered Institute of Management Accountants, Viva books Pvt. Ltd., New Delhi, 2001
2. Boone, Kurtz, & Block, *Contemporary Business Communication*, Prentice Hall, New Jersey, US.
3. Chaturvedi, P. D. and Mukesh Chaturvedi, *Business Communication: Concepts, Cases and Applications*, Pearson Education, New Delhi, 2004.
4. Devlin, Frank J., *Business Communication*, Richard D. Irwin, Inc, Illinois, 1968
5. Kaul, Asha, *Effective Business communication*, Prentice Hall of India, New Delhi, 2000
6. Lesikar Raymond V. & M. E. Flatley, *Basic business Communication*, 10 ed., Tata McGraw-Hill, New Delhi, 2005

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Q1	Descriptive Question (Any 1 out of 2)	1	20
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Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70



Semester II
CCLW204
Human Resource management

Unit-1

HRM-definition, concept, scope, functions and characteristics, emergence of HRM. Concept definition and approaches of HRD. Function and skills of HR Manager. Inter relationship between HRM, HRD, IR and Labor welfare. HRM as a joint responsibility of line and staff management,

Unit-2

HRM functions: recruitment- its types sources, methods of selections, placement, induction process, promotion, demotion transfer, wage and salary administration. Man power planning job analysis, job description job evaluation, job specification, role analysis. Training and development - its concept, definition, types and process of training, evaluation of training,

Unit -3

Performance appraisal- concept, definition, importance, methods of performance appraisal, Potential appraisal concept, use of potential appraisal, feedback and counseling. , career planning, concept of Kaizan and MBO. Grievance redressal and employee discipline. HRM and HRD Audit- concept, need, importance and scope. Future challenge of HRM, Emerging issues and future of HRM

References:

1. C.B.Gupta- Human resource management- Sultan chand and sons
2. C. G. Basotiya.-Human Recourse Management, Shree Niwas Publication, Jaipur.
3. K. Aswathapa- Human resource management - McGraw Hill Publicing co.
4. A.B.Flippo- Human resource management - McGraw Hill Publicing co.
5. T.V.Rao -Reading in Human resource development- Oxford & IBH PUBLI.
6. Udai Pareek and T.V.Rao- Designing and managing human resource system Oxford & IBH PUBLI.
7. Batiya, S. K. 2008-Emerging human Resource Management, Deep & Deep Publications Pvt. Ltd. New Delhi.

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Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70



Semester II
CCLW206
Research Methodology

Unit-1

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

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-3

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

Reference Books

- Ackoff, R.I. 1962-Scientific Method: Optimizing applied Research Designs, New York: John Wiley and Sons.
- Anderson, J. et al. 1970- Thesis and Assignment Writing, New Delhi: Wiley Eastern Limited
- Bailey, Kenneth, D. 1987 - Methods of social research, New York: the free press.
- Crabtree, B.F. and Miller, W.I. (eds.) 2000 - Doing qualitative research, New Delhi: Sage Publications.
- Cranstein, A. and Phillips, W.R. 1978 - Understanding social research an introduction, Boston: Allyn and Bacon.
- Kothari, C. R. - Research methodology, Himalaya publication. Bombay.

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Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70





Semester II
ECLW203
Office Management

UNIT –1

Meaning of office – principles of management office management – elements of office management functions of office management – scientific office management – office manager. Office Administration: - Administrative office management – Objectives of Administrative office Management – functions of administrative office manager office Accommodation: principles – location of office – office building – office layout – preparing the layout new trends in office layout.

UNIT –2

Records management filing – essentials of goods filing system classification and Arrangement office –Filing Equipment – methods of filing –modern filing devices –centralized vs Decentralized filing. Indexing – types of Indexing – Selection of suitable indexing systems modern techniques in Record Making.

UNIT –3

Office stationery and supplies : importance of stationary – need to control office stationary and supplies standardization of office supplies – purchasing supplies – purchasing procedure – Issue of stationery and supplies – control of consumption – office manager and stationery control. Report writing: types of reports – report writing – specimen of reports – précis writing– office communication importance, barriers, types of communication.

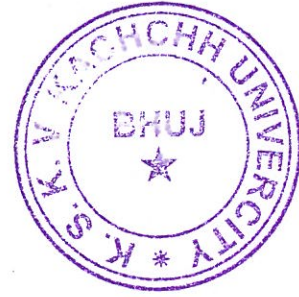
Reference Books:

- 1) R.k.Chopra –Office Management
- 2) J.C.Denyer – Office Management
- 3) Johnson & Savage : Administrative office Management

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	Total		70



Semester II
ECLW204A
Computer Application

Unit-1

Introduction to Computers and MS Office: Introduction to Computers, Operating Systems and Software's, Windows operating system, MS Office – Excel and PowerPoint, Introduction to Internet and its applications. Introduction to SPSS Package, Create – Data file, Syntax file and Output file, Open Data files, Print – Data, Output and Chart, Editing Data file, Copying – Data file, Output file and chart, search and replace Data, Preferences, SPSS utilizes.

Unit-2

Data: Variable- Labels and Values, Insert – Variable and Cases, Sort and Search cases, Merge files – Add variables, Split file, Select cases, Calculate Scores, Pseudo – random numbers, Coding the Data – same variable and Different variable, Rank cases and missing Values.

Unit-3

Analysis :Frequency Calculation, Quartiles, Percentiles, Standard Deviation, Variance, Range, Minimum, Maximum, Mean, Median, Mode, Sum, Skewness, Kurtosis, Cross table preparation, chi-square, Correlation, Contingency Coefficient, Phi & Cramers V, lambda, Uncertainty, Gamma, Somers D, Compare Mean, Independent samples T-test, Paired samples T-test, ANOVA – One way, Simple Factorial, General factorial, Multivariate and repeated measures, Correlation – Bivariate, Partial and Distances, Regression –Linear, Curve estimation, Logistic, probit, Nonlinear, Weight estimation, 2 Stage Least squares, Log linear – General, Hierarchical cluster ND Discriminate, Factor analysis, Reliability analysis, Multidimensional scaling, Non parametric Tests – Chi-square, Binominal and Runs.

References

1. Kiran Pandya, Smruti Bulsari, Sanjay Sinha : SPSS in Simple Steps, willey publication.
2. Varsha Bhosale, Deepali Vora : Data Warehousing & Data Mining, willey publication.
3. James B Cunningham: Using SPSS: An Interactive Hands-On Approach, Sage publication.

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Q1	Descriptive Question (Any 1 out of 2)	1	20
Q2	Descriptive Question (Any 1 out of 2)	2	20
Q3	Descriptive Question (Any 1 out of 2)	3	20
Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70



Semester II
ECLW204B
NGO Management

Unit 1

Need for welfare and developmental organizations. Registration of non-government organizations.

Constitution and policy of non-government Organisation. Organizational design and structure in its environmental context. Type of services. Programme delivery: eligibility criteria. Management of programme and evaluation. Proposal for small programme.

Unit 2

Creating a work oriented climate. Understanding authority, relationship and interpersonal relationships. Working with boards, committees, and other staff. Working in professional teams. Policies and practices for personnel in organizations, Volunteers, professionals, Para-professionals,

Communication in an organization - its importance, components, types and barriers. Conditions for effective communication.

Unit 3

Unit of work, time allotment, workload, responsibilities, coordination Staff-client relation, Teamwork, supervision, directing, monitoring, evaluation, Conflict resolution. Programme management, maintenance of record, Documentation, Budgets and accounts, Public relations, impact analysis-qualitative and quantitative.

Reference

Schmale, M. 1993.- The Role of Local Organizations in third world development, England, Avebury.

Lewis, D. and Ravichandra, N. 2008 -NGOs and Social Welfare, Rawat Publication, Jaipur.

Popple, Philip R. and Leslie Leighninger (2008). -The Policy-Based Profession: An Introduction to Social Welfare Policy Analysis for Social Workers (4th ed.). Boston, MA: Pearson/Allyn and Bacon

Thopson Paul & Mchuge, D. - Work Organization, Palgrave Publication.

Redding, W. Charles. 1985. -"Stumbling Toward Identity: The Emergence of Organizational Communication as a Field of Study" in McPhee and Tompkins, Organizational Communication: Traditional Themes and New Directions

Kerzner, Harold (2003). -Project Management: A Systems Approach to Planning, Scheduling, and Controlling (8th Ed. ed.). Wiley

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Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70



Semester - III
CCLW307
Environment & Ecosystem

UNIT – 1

Basic ecology of earth: Vegetation pattern, Biotic factors, Abiotic factors, Climatic Factors (El Niño, La Niña) food chain, food web, Bio-Geo chemical cycles (N₂, CO₂, S₂, phosphorus and calcium).

Pollution and its effects:

AIR: composition and types of air pollution, ozone layer depletion, greenhouse effect

WATER: Types of water bodies, sources and types of water pollution, Marine pollution.

LAND: Soil structures and types of soil pollution, agricultural pollution, and chemical pollution.

SOLID WASTE POLLUTION: Types, Bio degradable and non-biodegradable waste and urban waste management.

THERMAL POLLUTION: Role of industries, Energy Consumption and its effect.

INDUSTRIAL POLLUTION: Types, effects and effluent treatment.

NUCLEAR POLLUTION: Radiation, effects and waste disposal.

NOISE POLLUTION: sources, types and its effects on health.

UNIT – 2

Environmental conservation: Conservation and preservation, Methods of Environmental conservation, Methods like drip irrigation, Water shed management, waste land reclamation, Bio-farming, Social forestry and afforestation. Peoples' participation in environmental movements CHIPKO, APIKO, NARMADHA BACHAO ANDOLAN movements and global Summits. Concepts of disaster, its types and disaster management preparation.

UNIT – 3

Environmental legislation

- a. The Water (prevention and control of pollution) act 1974.
- b. The Air (prevention and control of pollution) act 1981.
- c. The Environment (prevention) Act 1986.
- d. The forest Conservation Act.

REFERENCES BOOK :

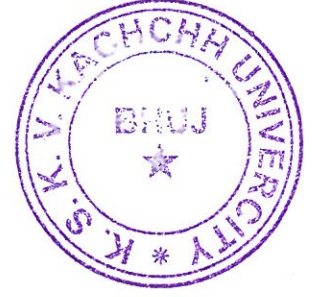
1. **Environment and Development;** amirtava Mukherjee, V. K. Agnihotri.
2. **Environmental Challenges and ecological disaster :** Gopal Bhargava.
3. **Environment, Man and Nature :** Gautham Sharma.
4. **Appropriate Technology for Rural Development in India :** Flories P. Blankenberg.
5. **The Global Environment Movements :** B.D.Nagohadhari
6. **Environment Economics :** R. Srinivasan
7. **Pollution control legislations (Tamilnadu Pollution Control Board)**
8. Special issues by 'The Hindu' on Environment.
9. **Environmental Economics :** S. Sankaran



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	Total		70



Semester - III
CCLW- 308
Legislation for welfare and social security

Unit : 1

Indian constitution and Labour Legislation.

Constitutional goals for Labour Legislations. History of Labour Legislations. Constitutional protection to civil servants. Constitutional Remedies.

Unit- 2

Factory act 1948, Minimum Wages act 1948. Payment of Wages act 1948. Equal remuneration act, mines act

Workmen's compensation act 1923. Employees state insurance act 1948. . Maternity benefit act 1961. Payment of Bonus act 1965.

Unit: 3

Employee's provident fund and miscellaneous provisions act 1952. Payment of Gratuity act 1972. 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

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Semester - III
CCLW - 309
Industrial Relation

Unit: 1

Industrial Relations: Definition, Importance, Scope and Components of Industrial Relations, Factors affecting Industrial Relations, Characteristics of Indian Industrial Relations System. **Industrial Disputes:** Definition, Classification of Industrial Disputes, Causes of Industrial disputes, Impact of Industrial dispute. **Industrial Unrest:** Strike, Lockouts, Topologies of Strikes, Illegal strikes, Prevention of strikes.

Unit: 2

Tripartite Bodies: The Indian Labour conference, Its importance and role in maintaining industrial relations, code affecting industrial relations, Impact of International Labour Code in industrial relations. **Bipartite Bodies:** Work committee and Joint, Management councils-its compositions and Functions. **Standing Orders:** Meaning, Objectives and Evolution of Standing orders.

Unit: 3

Grievances: Meaning, Definition, Causes of grievances, Procedure for Settlement and Model grievance procedure. **Collective Bargaining:** Meaning, Main Features of Collective bargaining, Importance, Principles of Collective Bargaining, Collective Bargaining agreements at different levels. **Settlement Machinery:** Conciliation, Arbitration and Adjudications. **Labour Welfare:** Concept, Features and Need of Labour Welfare officers, His contribution in Industrial Relation maintenance.

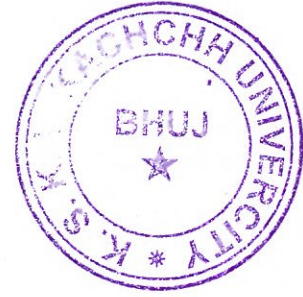
Reference:

1. Mishra L.: Case laws on Industrial Relations issues and implications- Excel Books, New Delhi 2006
2. Bhalia S.K.: Constructive Industrial Relations and Labour Laws- Deep and Deep, New Delhi 2003
3. Mathur T.N: Industrial Relations in Public Sector- Arihant Publishers, Jaipur 1990.

Paper Style

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Q1	Descriptive Question (Any 1 out of 2)	1	20
Q2	Descriptive Question (Any 1 out of 2)	2	20
Q3	Descriptive Question (Any 1 out of 2)	3	20
Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70



Semester - III
ECLW305
Organisational behavior

Unit – 1

What is Organizational Behavior. Understanding the national culture and the Indian setting. Changes occurring in the Context and their impact on Organizational Behavior. Understanding Personality, Values, Attitude and their Impact on behavior at work Understanding Motivation at work.

Unit - 2

Understanding the process of Perception: How we make sense of our environment Understanding Interpersonal Communication and Transactions. Understanding Groups and Teams. Negotiation Understanding Decision-making

Unit – 3

Understanding Power and Organizational Politics. Understanding Organizational Culture and changing it for effectiveness Basic Theories of Leadership Contemporary Issues in Leadership Practice

REFERENCES BOOK:

1. Organizational Behavior (Latest Edition), Fred Luthans, McGraw-Hill
2. Organizational Behaviour by Gregory Moorhead & Ricky W. Griffin, Jaico Publication.
3. Organizational Behaviour by K. Aswathappa, Himalaya Publishing House Pvt. Ltd.
4. Organizational Behaviour by Niraj Kumar, Himalaya Publishing House Pvt. Ltd.

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	Total		70



Semester - III
ECLW306A
Introduction to Industrial Finance

Unit - 1:

Concepts of Industrial economics, its scope Concept of firm, plant, industry and market. Organization of a firm – ownership, control and its objectives Alternative theories of firm – Theory based on profit maximization and other objectives of firm Growth of a firm.

Unit - 2:

Seller's concentration, entry conditions. Economics of scale, market structure and profitability, Significance of location, forces influencing location. theories of location by Alfred Weber and Sergeant Florence. location problems in the Indian Industry. Transportation for Industrial development

Unit - 3:

Industrial Policy during planning, period – Liberalization and Privatization – Policy issues, Regional industrial growth in India, Industrial Sickness. Economic concentration. Role, nature and types of Industrial Finance. Agencies providing industrial finance. volume of institutional finance – IDBI, IFCI, SFC, SIDC, Commercial bank, stock exchanges, investment trusts and international finance corporation

REFERENCES BOOK

1. Barthwal, R.R (1998), industrial economics, new age International P. Ltd. New Delhi
2. Cherunilam, F. (1994), Industrial Economics, : Indian Perspective (3rd edition), Himalaya Publishing house, Mumbai Hay, D& D J Morris (1979) Industrial Economics : Theory & evidence, oxford University Press, New Delhi Divine, F. J & R. M. Jones Et. At

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	Total		70



Semester - III
ECLW306B
Organisation development

Unit – 1

Organization development and Reinventing the organization: Meaning and evolution of OD, Who Does OD, Organizational Culture and Socialization Process, Psychological Contracts, A Model for OD. Organizational renewal and Challenge of change: Challenges of Change, Organizational Renewal, The Systems approach to change, Socio technical System, Future Shock and Change, Organizational Transformation and development, OD: Planned Change Process. Change of the Organizational Culture: Creating a culture of change, Understanding corporate culture, Cultural resistance to change, tools for change, Goals and Values of OD

Unit – 2

OD Practitioner: Role, Styles: Haphazard vs. planned change, External vs internal change agents, OD practitioner styles, The intervention process, Forming the Client-consultant relationship, creating and using of rules, the red flags practitioner-client relationship. Diagnosis Process: Diagnosing Problem areas, meaning of diagnosis, the data collection process, processing of collected data, Diagnostic models, and red flags in diagnosis. Overcoming Resistance to Change: Life cycle of resistance to change, Leading change, Model of change, driving forces, restraining forces, Strategies of dealing with resistance

Unit - 3

Process Intervention Skills: Process interventions, Group process, types of process interventions, results of process interventions Strategies for OD Intervention: Basic Strategies to change, integration of change strategies, stream analysis, selecting OD interventions, Major OD intervention techniques. Empowerment and Interpersonal Intervention: Empowering the individuals and employees, Laboratory learning, Interpersonal styles, Career Life Planning Interventions

REFERENCES BOOK

1. Tupper cawsey Tool kit for Organization Change Sage Latest Edition
2. Managing Change & Transition HB Press Latest Edition
2. Brown, D. R. Experiential Approach to Organization Development, Pearson publication.

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	Total		70



Semester - IV
CCLW410
Business Environment

Unit - 1

Concepts and significance of economic environment – at national and international level, Economic System: Lassiez faire, capitalism, socialism and mixed economy, National Income, Monetary and Fiscal Policy (finance commission), Industrial Policy, Latest five year plan, State Industrial Policy, Union Budget.

Concept and significance of social environment, Interdependence of business and society, Culture and organization,

Unit - 2

Technological Development and social Change, Social Responsibility of Business and Trusteeship management, Business Ethics, Management education in India, Population and Census, Consumer Rights, Consumerism and Business, Corporate Governance.

Impact of technology on Organization, Process of Technological Adaptation and Development, Patents, Technological Collaborations, Government Guidelines, Technology Assessment at government level, ISO Standards and Bureau of Indian Standards

Unit - 3

International Business: An Overview, types of International Business, Balance of Payments and Macroeconomic Management, Theories and Institutions: Trade and Investment, Government Influence on Trade and Investment, EXIM Policy, Foreign Exchange Management Act (FEMA), Bilateral and Commodity Agreements, Tariff and non-tariff barriers, WTO, Regional Blocks, EPZs, EOUs,TPs and SEZs.

Changing role of Government, Regulations and its impact on business & industry, Green Marketing, Environmental Technology, Ecological implications of technology, Sustainable Development

REFERENCES BOOK

- 1 Paul, Justine Business Environment: Text & Cases Tata McGraw- Hill Publishing Company, 2nd edition or later edition
- 2 Cherunilam, Francis Business Environment: Text & Cases Himalaya Publishing House Latest edition.
- 3 Shaikh Saleem Business Environment Pearson Latest edition
- 4 Vivek Mital Business Environment Excel Books Latest Edition
- 5 Cherunilam Francis International Business Environment Himalaya Publishing House, Mumbai, 2006
- 6 Mithani D.M. International Economics Tata McGraw Hill. 2005 or Latest edition.

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	Total		70



Semester - 4
CCLW- 411



Legislation for industrial relations

Unit: 1

Constitutional Provisions for Workers and Employers, Bombay Industrial Relation Act-1947 with Gujarat Rules, Bombay labor welfare fund act 1953.

Industrial Dispute act 1947 with Gujarat Rules, Trade Union Act 1926, interstate migrant workers act. Bombay shop and establishment act -1948. Motor transport workers act 1961.

Unit: 2

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: 3

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 Style

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	Total		70



Semester - IV
CCLW412
Legal Aspects of Business

Course Objectives:

The objectives of the course are: 1. to sensitize the students as also help they appreciate the overall legal Framework within which business activities are carried out.
2. To create awareness in respect of rules and regulations affecting various managerial functions.

Unit – 1

Indian Contract Act – 1872-General Principles of Contract Act- Sections 1 TO 75 of the act. Introduction, Essentials of a valid contract, performance and discharge of a contract, remedies on breach of a contract, quasi contracts, etc
Companies act, 1956 - Introduction, Formation of a company (M/A & A/A), Prospectus, Meetings, Appointment and removal of directors, etc.
Negotiable Instruments Act – 1881 – Instruments, Types of Negotiable instruments
And their essential features,

Unit – 2

Sale of Goods act, 1930- Contract of sale and its features, conditions & warranties, Rights of an unpaid seller, etc.
Consumer Protection Act, 1986 – Introduction, Consumer & consumer disputes, Consumer protection councils, various, Consumer disputes redressal agencies.

Unit - 3

Information Technology act, 2000- Introduction, Digital Signature, Electronic Governance, cyber crimes and remedies. Electronic records, Controlling and certifying authority, cyber regulation appellate tribunals.
Intellectual Property Rights (IPRs)- Introduction, their major types like Patents, Trademarks, Copyrights, Industrial designs, etc.

Reference Books:

T1 - K.R.Bulchandani Business Laws for management, Himalaya Publication, Latest Edition
T2- N.D.Kapoor Mercantile Law Sultan Chand & Sons, Latest Edition
T3- Prof Akhileshkumar, Legal Aspects of business, Tata McGraw Hill

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Semester - IV
DSLW401 Dissertations

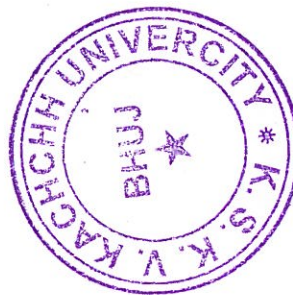
Each student requires undertaking a dissertation under the guidance of faculty members. The learner is to engage meaningfully in the process of problem formulation, reviewing related literature, preparing the research proposal, choosing an appropriate research strategy and developing tools of data collection, processing analyzing and interpreting the data and preparing the research report. The length of research project may be between 75 to 100 pages.

Evaluation

Internal evaluation by Guide 30% i.e. 60 Marks

External evaluation - there will be viva voice by three examiners, one from respective College, one from University department of Social work and one from other than Kachchh University.

External evaluation 70% i.e. 140 Marks



Semester - IV
FWLW401 Field Work practice in industries



1. Observation visits:

- (a) Visit to industrial units in the local area
- (b) Visit to social institutions working for welfare issues of labor
- (c) Visit to govt. offices connected with implementation of labor laws, education of labor etc.

During the visits, depending upon the nature of the organization, the following aspects of the organization should be studied:

- (1) Aims & objectives of the organization
- (2) Policies, functions and administrative set up
- (3) Production process and working conditions
- (4) Labor problems-labor management relations
- (5) Wage structure
- (6) Welfare activities
- (7) Special contribution of the organization toward the cause of industrial harmony.

2. Summer internship training

The students must undergo internship training with industrial organization for minimum 4 weeks up to maximum 6 weeks of the course. The students to work under the guidance and supervision of an executive of the concerned Department of the Organization and are required studying the following:

- (1) Brief history, aims & objectives of the organization,
- (2) Administrative set up,
- (3) Production process-conditions of work
- (4) Job descriptions of various occupations
- (5) Wage structure
- (6) Organization and working of the HR department
- (7) Industrial relation climate- union-management relations
- (8) Communication process and mechanisms
- (9) Grievance machinery
- (10) Social security-welfare measures and their administration
- (11) Employee development functions

Each student requires writing daily reports of observation visit and summer internship training and producing the same to the evaluation team with certificate of completion of internship from organisation where student has completed his internship, failing in it will disqualify for viva.

Evaluation

Internal evaluation by Guide 30% i.e. 60 Marks

External evaluation - there will be viva voice by three examiners, one from respective College, one from University department of Social work and one from other than Kachchh University.

External evaluation 70% i.e. 140 Marks