

UNIVERSITY OF MADRAS
SCHOOL OF SOCIAL SCIENCES
DEPARTMENT OF ADULT AND CONTINUING EDUCATION
M.A HUMAN RESOURCES MANAGEMENT
CBCS PATTERN
SYLLABUS-2017-18

Examination Pattern: CBCS Pattern

Sl. No	Course Code	Course Title	Semester	C/E/S	Credits
1	SSS C601	Managerial Concepts	I	C	4
2.	SSS C602	Organisation Behaviour	I	C	4
3.	SSS C603	Total Quality Management	I	C	4
4.	SSS C604	Business Communication	I	C	4
5.	SSS E601	MIS for HRM	I	E	3
6.	SSS E602	Health Education	I	E	3
7.	SSS E405	Extension Education	I	E	3
8		Soft Skill	I	S	2
9	SSS C605	Human Resource Management	II	C	4
10	SSS C606	Organisation Development	II	C	4
11	SSS C607	Management Training and Development	II	C	4
12	SSS C608	Legal Framework Governing Human relations	II	C	4
13	SSS E602	Labour Welfare	II	E	3
14	SSS E401	Life Skills Education	II	E	3
15		Soft Skill	II	S	2
16	SSS C609	Human Resource Development	III	C	4
17	SSS C610	Industrial Relation	III	C	4
18	SSS C611	Manpower Development for Technological changes	III	C	4
19	SSS C612	Research Methods	III	C	4
20	SSS E603	Management Accounting	III	E	3
21	SSS E407	Environmental Education	III	E	3
22		Soft skill	III	S	2
23	UOM I001	Internship	III	I	2
24	SSS C613	Entrepreneurship and Management in Small Business	IV	C	4
25	SSS C614	Business Policy and Strategic Management	IV	C	4
26	SSS C615	Project – viva	IV	C	6
27	SSS E604	Managerial Economics	IV	E	3
28	SSS E406	Adolescence Education	IV	E	3
29		Soft Skill	IV	S	2

University of Madras
School of Social Sciences
Department of Adult and Continuing Education
M.A Human Resources Management
Detailed Syllabus

Semester – I	SSS C601	MANAGERIAL CONCEPTS	4 Credits
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Unit- I

Management defined – Basic Principles and process of Management. The evolution of Management. The evolution of Management Science.

Planning: Planning as the first step in the process of Management cycle – Basic techniques of Planning – Basic factors involved in planning – Key planning points – Psychological hazards to rational planning – Strategic consideration in planning.

Policy Making: Policy making as a guide to action in the organization – General policies and specific policies in an organization – Basic areas of policy making.

Unit – II

Need for organization – Organizational hierarchy in large concerns – Top Management organization – Staff units and Committee – Factors to be considered in the establishment of an organization.

Basic division of Functional activities – Methods of grouping activities – Typical patterns used – Use of organizational charts and manuals.

Authority, relationship – Line function and staff – Basics of delegation of responsibility and authority. Centralization and decentralization of authority and the pros and cons of each. Span of control – Pros and cons of narrow and wide spans of control – Optimum span.

Unit –III

Communication – Traits of good communication – Formal and informal channel – Follow up – Standard indoctrination – Explaining why consultative direction links in the chain of command, MIS – Basics

Co-ordination – Need for co-ordination – techniques of securing co-ordinations.

Unit-IV

Concept of control – Application of the process of control at different levels of management (top, middle and first line). Performance standards – Measurements of performance – Remedial action. An integrated control system in an organization.

Unit-V:

Motivation – determination of behaviour- Employee as a “Total Person” – Primary incentives.

Management by objectives – Management by exception – Decision making theory in management.

Reference books:

1. Chandrabose. D. Principles of Management and Administration PHI, 2002.
2. Koontz o'Dohnel, Principles of Management McGraw Hill publishing co., Ltd.,
3. SathyaRaju, Management: Text & Cases, PHI, 2002.
4. Stoner: Management, 6 Th Editions, PHI, 2002.
5. Robbins:Management,7th Edition,PHI,2002
6. Certo: Modern Management, 9th Edition, PHI, 2002.
7. Govindarajan M., and Natarajan S., Principles of Management, PHI Learning Pvt. Ltd., 2009.
8. Griffin, R. W., Management, 11th Edition, South-Western College Publication, January 2012
9. . Mukherjee, K., Principles of Management, 2nd Edition, Tata McGraw Hill Education Pvt. Ltd., 2009.
10. Schmerhorn, J.R., Management, 11th Edition, Wiley, July 2012
11. . Schmitz, D. and Willott, E., Environmental Ethics, Oxford University Press,2011.

Semester – I	SSS C602	ORGANISATIONAL BEHAVIOUR	4 Credits
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UNIT – I

Behaviour - Personality, Perception, Learning, Values and Introduction of Organisational Behaviour: Foundations of Individual Attitudes.

UNIT – II

Motivation -Early theories, Contemporary theories, Motivation at work -Designing Motivating Jobs

UNIT – III

Group Dynamics -Group Behaviour, Communication and Group Decision making, Intergroup relations.

UNIT – IV

Leadership – trait, Behavioural and contingency theories; Power and Politics; Trait, Behavioural Analysis (T.A.); Work stress.

UNIT – V

Organisational structure and Design; Organisational change and development; Organisational Culture and climate.

Organisational conflict; causes, types of conflict, Management conflict.

References:

1. Staw, B.M. Psychological Dimensions of Organizational Behaviour, 2nd Edition, and Engle Wood Cliffs, Prentice Hall 1995.
2. Stephen P. Robbins, Organizational Behaviour, 9th Edition, Pearson Education, New Delhi, 2002.
3. Steven L. Mc Shane, Mary Ann Von Glinow, Organizational Behaviour, Tata McGraw Hill.
4. Hersey & Blanchard: Management of Organisational Behaviour, 8th Edition, PHI, 2002.
5. Blanchard, K.H., Hersey, P. and Johnson, D.E., Management of Organizational Behavior: Leading Human Resources, 9th Edition, PHI Learning, 2008.
6. Khanka, S.S., Organisational Behaviour, 4th Edition, S. Chand, 2010.
7. Luthans, F. Organizational Behavior, 12th Edition, Tata McGraw Hill Education, 2011.
8. Sharma, S., Organisational Behaviour, Tata McGraw-Hill Education, 2012.
9. Robbins, S.P., Judge, T. and Vohra, Organizational Behavior, 14th Edition, Pearson, 2011.
10. McShane, S.L., Von Glinow, M.A., and Sharma, R.R., Organizational Behavior, 5th Edition, Tata McGraw-Hill Education Pvt. Ltd., 2011.

Semester – I	SSS C603	TOTAL QUALITY MANAGEMENT	4 Credits
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UNIT I : INTRODUCTION

Introduction - Need for quality - Evolution of quality - Definition of quality - Dimensions of manufacturing and service quality - Basic concepts of TQM - Definition of TQM – TQM Framework - Contributions of Deming, Juran and Crosby – Barriers to TQM.

UNIT II : TQM PRINCIPLES

Leadership – Strategic quality planning, Quality statements - Customer focus – Customer orientation, Customer satisfaction, Customer complaints, Customer retention - Employee involvement – Motivation, Empowerment, Team and Teamwork, Recognition and Reward, Performance appraisal - Continuous process improvement – PDSA cycle, 5s, Kaizen - Supplier partnership – Partnering, Supplier selection, Supplier Rating.

UNIT III : TQM TOOLS & TECHNIQUES- I

The seven traditional tools of quality – New management tools – Six-sigma: Concepts, methodology, applications to manufacturing, service sector including IT – Bench marking – Reason to bench mark, Bench marking process – FMEA – Stages, Types.

UNIT IV: TQM TOOLS & TECHNIQUES -II

Quality circles – Quality Function Deployment (QFD) – Taguchi quality loss function – TPM – Concepts, improvement needs – Cost of Quality – Performance measures.

UNIT V: QUALITY SYSTEMS

Need for ISO 9000- ISO 9000-2000 Quality System – Elements, Documentation, Quality auditing- QS 9000 – ISO 14000 – Concepts, Requirements and Benefits – Case studies of TQM implementation in manufacturing and service sectors including IT.

References:

1. Suganthi,L and Anand Samuel, “Total Quality Management”, Prentice Hall (India)Pvt.Ltd.,2006.
2. Janakiraman, B and Gopal, R.K, “Total Quality Management – Text and Cases”, Prentice Hall (India) Pvt. Ltd., 2006
3. Fox, Roy, “Making Quality Happen. Six steps to Total Quality Management” McGraw-Hill, 1991
4. H.Lal “Total Quality Management: A Practical Approach”, New Age International Private Ltd., 2002
5. Charantimath, P., Total Quality Management, 2nd Edition, Pearson, 2011.
6. Evans, J., and Lindsay, W.M., The Management and Control of Quality, 8th Edition, South Western, 2012.
7. Gupta, S. and Valarmathi, Total Quality Management, 2nd Edition, Tata McGraw-Hill Education Pvt. Ltd., 2009.
8. Montgomery, D., Statistical Quality Control – A Modern Introduction, 6th Edition, Wiley India Pvt. Ltd., 2010.

Semester – I	SSS C604	BUSINESS COMMUNICATION	4 Credits
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UNIT I

Definition- Methods - Types- Principles of effective communication - Business Letter-Layout (Examples of banking, Insurance, & Agency Letters) - Kinds of Business Letters: Enquiry and Reply - Order Letters - Sales Letters - Sales Letters- Dealing with non payment problems (Collection Letters) – Complaints - Circular Letters.

UNIT II

Advertisement - Application Letters - Curriculum Vitae - Invitation to Interview- Acknowledgement - Offer Letter - Letter of acceptance - Letter of Resignation - Testimonial.

UNIT III

Reports – Structure - Formal Report, Informal report - Checklist for compiling reports - Executive Summary – Comprehension - Agenda, Minutes of Meeting - Compiling a Press Release.

UNIT IV

Face- to- face Communication: Basic skills and techniques for talking to people in business situation - Telephonic conversation- Role Play - Body Language.

UNIT V

Role of Technology in Communication: Fax- Email - Video Conferencing – Internet- Websites - Public Address System - Cell Phones – Intercom - Dictaphone.

References:

1. Guffey, Business Communication, Thomson, 2002.
2. Essentials of Business Communication- Rajendra Pal & J.S. Koralahalli
3. Communication for Business – Shirley Taylor
4. Business Communication Today- Bovee, Thill, Schatzman
5. Advanced Business Communication- Penrose, Rasberry, Myers
6. Doing Business on the Internet- Simon Collins
7. Business Communication- Process and Product- Mary Ellen Guffey

Semester – I	SSS E601	MIS FOR HUMAN RESOURCE MANAGEMENT	3Credits
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UNIT – I

System, Meaning, Nature and types of systems, systems approach to management. Introduction to MIS, Types of information and information systems, business process

UNIT – II

MIS with specific reference to Human Resource Management, uses, resistance to MIS, ethical practices in MIS.

UNIT – III

Information technology for MIS, recent developments in IT sector that facilitate MIS, software support packages for MIS. Information in decision making communicating Organisation as social technical systems, decision support systems.

UNIT – IV

Computer Languages, Visual Basic, C and C+, Database management system, database concepts, FoxPro and MS Access.

UNIT – V

Protecting MIS storage, backup and safeguarded of information, accessibility and confidentiality, training and awareness creation on MIS. Cost benefit analysis of MIS, newer applications of MIS in the HR function.

References:

1. Shoshana Zuboff - In the age of the smart machine, New York Basic Books, 1988
2. Michael Hammer and James Campy - Reengineering the Corporation, New York, HarperCollins, 1993.
3. Venkatesa Murthy - Management Information System, Himalayas Publishing House, 1999
4. Azam, M., Management Information System, McGrawHill Education, 2012.
5. Badgi, S., Practical Guide to Human Resource Information System, PHI, 2012.
6. Balagurusamy, E., Object Oriented Programming with C++, 5th Edition, Tata McGraw-Hill Education, 2011.
7. Mohapatra, S., Cases in Management Information Systems, PHI Learning, 2008.

Semester – I	SSS E405	EXTENSION EDUCATION	3Credits
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Unit – I

Origin and Development of the concept of extension Education: Scope and Objectives of Extension education. History of Extension Activities in India: Guiding Principles and Philosophies of Extension; education and allied concepts (basic Edn, Social Edn, adult Edn, non-formal)

Unit – II

Methods and techniques of extension education; Individual, group and mass Contact methods – indigenous methods.

Unit – III

Role of leaders in diffusion; – “adoption Process” – Qualities of an effective extension: – worker training facilities – agencies of training.

Unit – IV

Role of Extension Education in development; – education and awareness of rural mass of agriculture, health, economics, and culture: – recent trends and possible developments.

References:

1. Dahama, O.P., and Bhatnager O.P., (1985), Education and communication for Development, Oxford & IBH Publication Co.,ND.
2. Dahama, O.P., (1985), Extension and rural Welfare, Oxford & IBH Publication Co.,ND.
3. Aid Reddi, (1987) Extension Education, Sri lakshmi Press.
4. Regems and Bapatia, A.P., (1988), Adoption of innovations.
5. Supe, S.V. (1987), An introduction of Extension Education, Oxford.
6. Madan, GR., (1983) India’s Developing Villages, Print House India, Lucknow.
7. Waghmore, SK.& Vanashree W., (1986) , Extension Education Elixirs in Rural Development, Metropolitan Book Co, N.D.
8. Rundramoorthy .B.(1980), Extension in Planned Social change, Allied Publication, Bombay
9. Camillo Bonanni, (1982), Education for Human needs (NPE field Experiences and designs Indian Adult Education Association : ND
10. Susan Krauss white Bouene & Comilda.S -Weinstock (1975), Adult development, Holt Rinchart & Winsten,NY
11. Molcom. Knowels (1978), The K; Adult learners – A. Neglected Species, Gulf Pubco;London
12. Tom Lovett;(1975)Adult Education Community Development & working Class, Ward lock education , London

Semester – I	SSS E402	HEALTH EDUCATION	3 Credits
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**Unit – I:
Health Education Concepts**

Health-definition and concepts. Health Education-Modern concepts, aims and objectives. Determinants of Health, Health Indicators- Quality of Life- Health for All.

**Unit-II:
Health Policies and Programmes**

The National Youth Policy (2003).The National Health Policy (2002).The National Population Policy (2000) and the National Policy for the Empowerment of Women (2001)The National AIDS Prevention and Control Policy (2000) - National Rural Health Mission. The National Policy on Education (1986, modified in 1992) Health Programmes of India. Health Status in India. Mother and Child programmes, Immunization programmes, Health and Family welfare programmes through Five Year Plans.

**Unit-III:
Community Health**

National Rural Health Mission, Role of Panchayat Raj Institutions in Rural Health, Health Communication- Personal Hygiene practices for optimum Health, Health and Nutrition, Environmental Health.

**Unit –IV:
Health Education**

Formal and Nonformal Educational approaches, curricular and co curricular approaches in Health Education, Extension and Field outreach approaches. Role of mass media, Role and functions of International Organizations.

References:

1. WHO.1997,'World Health,
2. Govt. of India, 2006.Annual Report, Ministry of Health and Family Welfare, New Delhi
3. India's Five year Plans, Complete Documents, Academic Foundation, New Delhi.
4. UNICEF-WHO, 1987. Joint committee on Health Policy
5. Centre for Environment Planning and Technology (CEPT),1981.'Rural Health Care System' CEPT, Ahemedabad.
6. Shivendra Prasad, Singh Ryal,1990. 'Health and Rural Development' Amar Prakasham, Delhi.
7. Goel.S.L, 2005. 'Population policy and family welfare, Deep & Deep Publications Pvt.Ltd.New. New Delhi
8. Goel.S.L, 2008. 'Rural Health Education' Deep & Deep Publications Pvt.Ltd.New Delhi.

Semester – II	SSS C605	HUMAN RESOURCES MANAGEMENT	4 Credits
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UNIT – I

Introduction of Human Resources Management: Definition, Importance of Human Resources, Objectives of Human Resources Management, Qualities of a good personnel manager – Evolution and growth of Personnel Management in India.

Human Resource Policies: Need, type and scope – Advantage for a written policy - Human Resources policies and work Culture.

Human Resources Planning: Long and Short term planning, Job Analysis, Skills inventory, Job Description and Job Specification.

UNIT – II

Recruitment and selection: Purposes, types and methods of recruitment and selection, Relative merits and demerits of the different methods; Personnel Search, Selection Instruments, Reduction of recruitment costs.

Functions of Human Resources Management from Procurement to Separation: Placement, Induction, Transfers, Promotions, Disciplinary actions, Termination of Services: Resignation, Dismissal, Retrenchment and Voluntary Retirement Schemes, Exit Interviews, Prevention of employee turnover.

UNIT – III

Performance Evaluation: Ranking, rating scales, critical incident method, removing subjectivity from evaluation, MBO as a method of appraisal, Job evaluation, Criteria for Promotions and job enrichment.

Wage and Salary Administration: Meanings, Calculation of Wage, Salary, Perquisites, Compensation Packages, Cost of Living Index and Calculation of Dearness Allowance, Rewards and Incentives: Financial and non-financial incentives, Productivity – linked Bonus, Compensation Criteria.

UNIT – IV

Employee's Safety and Health: Preventive approaches including health education, Audit of safety programs and safety training, Work-stress: Causes and Consequences, Stress-Management programs.

Personnel Office Management: Functions of the office, correspondence, O & M in personnel departments, Maintenance of Personnel records.

UNIT – V

Time Management: Importance of Time factor, Time waster, Prioritizing Work Scheduling, Functions of the Time Office, Flexible Work arrangements.

References:

1. Luis R. Gomez – Mejia, David B. Balkin and Robert L. Cardy. Managing Human Resources, PHI, 2002.
2. Hersey and Blanchard, Management of Organizational Behaviour, 8th Ed. PHI 2002.
3. Performance Appraisal, Theory and Practice – AIMA VIKAS Management Series, New Delhi, 1986.
4. Decenzo/Robbins: Personnel / Human Resource Management, PHI, 2002.
5. Pattanayak: Human Resource Management, PHI, 2002
6. Ashwathappa, K., Human Resource Management, 6th Edition, Tata McGraw-Hill Education Pvt. Ltd., 2010.
7. Hill Education Pvt. Ltd., 2010.
8. DeCenzo, D.A. and Robbins, S.P., Human Resource Management, 10th Edition, Wiley India Pvt. Ltd., 2011.
9. Dessler, G., Human Resource Management, 12th Edition, Pearson, 2011.
10. Ivancevich, J.M., Human Resource Management, 10th Edition, Tata McGraw-Hill Education Pvt. Ltd., 2010.
11. Mamoria, C.B. and Gaonkar, S.V., Personnel Management, Himalaya House, 2011.
12. Mathis, R.L., Jackson, J. and Johnson, R., Human Resource Management, 10th Edition, South Western, 2010.
12. Noe, R.A., Hollenbeck, Gerhart and Wright, Fundamentals of Human Resource Management, 3rd Edition, McGrawHill Education Ltd., 2012.
14. Rao, V.S.P., Human Resource Management, 3rd Edition, Excel Books, 2010.

Semester – II	SSS C606	ORGANISATIONAL DEVELOPMENT	4 Credits
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UNIT I

Approaches to Understanding Organisation - Key Organisational Designs, Procedures, Differentiation & Integration, Basic Design – Dimensions - Determination of structure - Forces reshaping Organisation – Life Cycles in Organisation.

UNIT II

Organisational culture – key role of Organisational Culture - Functions & Effects of Organisational Culture - Leaders role in shaping and reinforcing culture, Developing a Global Organisational Culture.

UNIT III

Work Groups & Teams - Preparing for the world of work Group Behaviour - Emerging issues of Work Organisation and Quality of Working life – Career stage model – Moving up the career ladder.

UNIT IV

Stress and Well Being at Work - Four approaches to stress - Sources of stress at work, consequences of stress - Prevalent Stress Management - Managerial implications.

UNIT V

Organisational Development and Change - Organisational Development - Alternative Interventions - Change Agents: Skills - Resistance to change - Managerial the resistance - Levin's change model - Organisational reality.

References:

1. Organisational Behaviour Foundations, Realities and Challenges – Debra L Nelson, James Campbell Quick.
2. Organisational Behaviour – Fred Luthans – Mc Graw Hill (International Edition).
3. Cheung-Judge, M. and Holbeche, L., Organization Development: A Practitioner's Guide for OD and HR, Kogan Page, 2011.
4. Cummings, T., Theory of Organization Development and Change, 9th Edition, South-Western, 2011.
5. Ramanarayan, S. and Rao, T.V., Organization Development: Accelerating Learning and Transformation, 2nd Edition, Sage India, 2011.
6. Sen, R., Industrial Relations: Text and Cases, 2nd Edition, Macmillan Publishers India, 2009.
7. Sinha, S.I. and Sankar, P., Industrial Relations, Trade Unions and Labour Legislation, Pearson, 2003.
8. VenkataRatnam, C. S., Industrial Relations, Oxford University Press, 2006.

Semester – II	SSS C607	MANAGEMENT TRAINING AND DEVELOPMENT	4 Credits
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MANAGEMENT TRAINING AND DEVELOPMENT

UNIT: 1

Training and Development: Meaning – objectives – process – techniques – pros and cons – training aids. Designing and implementation of training programme.

Learning: Meaning – nature – factors determining learning – theories – principles – learning curve – doctrines of learning.

UNIT: 2

Training for trainers – role and responsibilities of Trainers. Organizational set-up for training. Training Operations.

Training Need Assessment: Meaning – purpose – levels – process – techniques for determining specific training needs – training needs matrix.

UNIT: 3

Management Development: Meaning – features – objectives – need – process – importance – methods.

E-Learning: Meaning – features – advantages and disadvantages. E-Training and Development: Meaning – merits and demerits.

UNIT: 4

Training Evaluation: Meaning – process – dimensions – models – post training evaluation – techniques. Transfer of training.

UNIT: 5

Training and Development in India – Current practices – Future of Training – Critical analysis of training programmes in India. Challenges of training. ROI in training. Marketing the Training Function.

References:

1. Lynton R Pareek U Training to Development 2nd Ed. New Delhi, Vistaar, 1990.
2. Reid M.A. etc. Training interventions, Managing Employee Development, 3rd ed. London IPM 1992
3. Serge P The Fifth Discipline, The Art and Practice of the learning organization London Century, 1992
4. Lynton, R. and Pareek, U., Training for Development, 3rd Edition, Sage Publications India Pvt. Ltd., 2011.
5. Nakkiran, S., Training Techniques for Management Development, Deep & Deep Publication, 2007.
6. Noe, R. and Kodwani, A.D., Employee Training and Development, 5th Edition, Tata McGraw-Hill Education, 2012.
7. Saks, A.M. and Haccoun, R.R., Performance Management through Training and Development, Nelson Canada, 2010.
8. Carbonnara, S., Manager's Guide to Employee Engagement, McGraw-Hill, 2012.
9. Gibb, S., Human Resource Development: Foundations, Process, Context, 3rd Edition, Palgrave Macmillan, 2011.
10. Mankin, D., Human Resource Development, Oxford University Press USA, 2009.
11. McGuire, D. and Jorgensen, K., Human Resource Development, Sage South Asia, 2011.
12. Werner, J.M. and DeSimone, R.L., Human Resource Development, 5th Edition, Cengage Learning, 2012.
13. Saks, A., Performance Management through Training and Development, Cengage Learning, 2010.
14. Ramadoss, S. and Sengupta, D., Employee Engagement, Dreamtech Press, 2011.
15. Rishipal, Training and Development Methods, S.Chand, 2011.
16. Noe, R. and Deo, A., Employee Training and Development, 5th Edition, Tata McGraw-Hill Education, 2012.

Semester – II	SSS C608	LEGAL FRAMEWORK GOVERNING HUMAN RELATIONS	4 Credits
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UNIT – I

Emergence and objectives of labour laws and their socio-economic environment, relations law, laws relating to industrial disputes.

UNIT – II

Trade unions and standing orders, laws relating to discharge, misconduct, domestic enquiry, disciplinary action, social security laws.

UNIT – III

Laws relating to workmen compensation, employees stage insurance, provident fund, gratuity and maternity relief.

UNIT – IV

Wages and bonus laws, the law of minimum wages, payment of wages, payment of bonus.

UNIT – V

Laws relating working conditions, the laws relating to factories, establishment, and contract labour, interpretations of labour laws, their working, and implications for management, union, workmen, the economy and the industry.

References:

1. Ghaiye B.R Law and Procedure of Departmental Equity in private and public sector, lucknow, Eastern Law Company, 1994.
2. Malhotra O.P. The law of Industrial Disputes, Vol I & II, Bombay, N.M.Tripathy 1985.
3. Malik P.L. Hand Book of Industrial Law, Lucknow, Eastern Book, 1995.
4. Saini, Debi S. Labour Judiciary, Adjunction and Industrial Justice, New Delhi, Oxford, 1995.
5. Saini, Debi S. Redressal of labour Grievences, Claims and Disputes, New Delhi, Oxford IBH, 1995.
6. Seth D.D Industrial Dispute Act, 1947, Vol I & II Bombay, Thipathi, 1995.
7. Srivastava S.C. Industrial relations Labour Law, New Delhi, Vikas, 1994.

Semester – II	SSS E602	LABOUR WELFARE	3 Credits
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UNIT – I

Labour Welfare: Concept, scope, objectives, functions, responsibilities for providing labour welfare, labour welfare measures, labour welfare officer, appointment, functions, role and powers.

Labour Welfare in India: historical development, welfare legislations, welfare provisions under the factories act 1948, mines act 1952, motor transport workers act 1961, plantation labours act 1951.

UNIT - II

Social Security: Concept, scope, objectives, social insurance versus social assistance, social security measures, origins and growth of social security in India. Agencies of social security, a brief study of social security legislation in India.

Social Problems affecting Industrial Labour: Role's and duties of a professional social worker in the industry in dealing with victims of alcoholism, absenteeism, indebtedness, sexual harassment and other maladaptive behaviour of employees.

UNIT – III

Corporate Social Responsibilities: Community work by the industry, purposes, concept of community, community development, NGO corporate partnership in development activism, advocacy and social change.

UNIT – IV

Problems facing Labour Welfare Activities in Indian Industries: Deep rooted cultural values, beliefs and superstitions, social stratification, the concepts of karma and Dharma, poverty, migration, population explosion, child labour etc. the status of a social worker.

UNIT – V

Counseling: Need for counseling, techniques and skills of counseling, preventive counseling, the knowledge base of counseling and social work, human service delivery systems. Skills of a labour welfare officer, simulator, supporter, guide, interpreter, ameliorator.

References:

1. Developing the Practice of Counseling - Windy Dryden and Colin Feltham, 1994, Sage Publication, New Delhi.
2. RC Saxena - labour Problems and Social Welfare, K.Nath and Co, Meerut, 1995.
3. Kumar, H.L., Laws relating to Dismissal, Discharge and Retrenchment, Universal Law Publishers, 2012.
4. Monappa, A., Nambudiri, R. and Selvaraj, P., Industrial Relations and Labour Laws, 2nd Edition, Tata McGraw-Hill Education, 2012.
5. Padhi, P.K., Labour and Industrial Laws, 2nd Edition, PHI, 2012.
6. Srivastava, S.C., Industrial Relations and Labour Laws, 6th Edition, Vikas Publishing House, 2012.
7. Taxmann, Labour Laws, Taxmann's Publication, 2013.
8. Tiwari, G., Labour Law, Oxford University Press, 2012.

Semester – II	SSS E401	LIFE SKILLS EDUCATION	3 Credits
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Unit – I

Life Skills Education Concepts – Definition – Methods Kinds of Life Skills

Unit – II

Adolescent Reproductive and Sexual Health – ARSH – Understanding Adolescence
 Profile of Adolescents in India – Needs and Concern of Adolescents HIV – AIDS
 Adolescents Education & Life skill Education – National Policies and programme
 Addressing Adolescents Health – Peer educator as Change Makers – Adolescents
 And Family Support

Unit – III

Reproductive Health – Reproductive Health Rights –Human Sexuality and
 Reproduction – Human Conception and Contraceptives – STI

Unit – IV

HIV /AIDS – The facts – preventing HIV Transmission – Being Tested-
 Living with HIV/AIDS Global overview of pandemic - Staying
 Informed and getting help

Unit – V

Environmental Education – goals and objectives – Conservation and Enrichment of
 Environment

Unit – VI

Human Rights – RTI – RTE, Domestic Violence – Community Awareness on - Legal issues

Unit – VII

Non Formal Education – Extension and Field out reach Methodologies

Unit – VIII

Population Education – Need, Policy, Educational measure, students in Extension Activities –
 Population Control and paradigm Shift – Post ICPD.

References:

1. HIV/AIDS Control using Extension Methodology Monitoring and Documentation
 Centre, New Delhi. 1996, Dr.N.V.R.Kapali
2. AIDS/HIV infection UNAIDS Sources Book 1999
3. Adolescents & Reproductive Health Education Sources Book Dr.N.Nagarajan,
 Department of Adult and Continuing Education , 2001
4. Healthy Adolescents & Empowering Adolescents, UNPF, Government of India,
 References Material 2005.

Semester – III	SSS C609	HUMAN RESOURCES DEVELOPMENT (HRD)	4 Credits
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UNIT I

HRD: Definition, Evolution of HRD from Personnel management, Developmental Perspective of HRD, HRD at macro and micro levels: Outcomes of HRD in the national and organizational contexts. Qualities and Competencies required in a HRD professional. Importance of HRD in the present context. Development of HRD Movement in India.

Theory and Practice of HRD: HRD concepts, Subsystems of HRD: Human Resource Planning, Potential, Potential Appraisal, Assessment Center, Performance appraisal including 360 degree.

Organizational Culture and Climate: Meaning and type of Organizational culture and climate; Role of HRD in promoting a development oriented Culture and climate in the Organizations.

UNIT II

Development Human Capacity: Aptitude, Knowledge, Values, Skills of Human Relations, Responsiveness, Loyalty and Commitment, Transparency, Leadership development.

Training and Development: Meaning and Scope of training, education and development; Training need analysis, Types of training Internal and external, Outbound Training, Attitudinal training, Training effectiveness.

Learning Organization: Organizational Learning, Importance of Experiential Learning, Learning Organization, Knowledge Management, Achieving Organizational Effectiveness and Excellence.

UNIT III

Evaluating HRD: Human Resource Accounting, HR Audit and Bench marking, Impact-assessment of HRD initiatives on the bottom-line of an organization.

UNIT IV

Organizational Development (OD): Meaning of OD, OD Interventions, OD Programs and Techniques: Behaviour Modeling, gaming, Encounter Groups, Quality of Work life (QWL) and Quality of Life Programs, Grid training, Benefits of OD; OD consultants.

Organizational Development Process: Phases in OD – Initial Diagnosis – Survey and Feedback, Action Planning, Problem Solving, Team Building, Developing Creativity and Innovation, Managing organizational Change.

UNIT V

Recent Trends in HRD and OD: Training for trainers and HRD professionals, Promoting Research in HRD and OD. Impacts of developments in the other fields such as Psychology, Business Management, Communication and Information Technology appraisal, Training and Development, Career Planning & Succession Planning.

References

1. D.L. KIRKPATRICK (Ed), How to Manage Change Effectively – San Francisco: Josseybass, 1985.
2. T.V. RAO and UDAI PAREEK (1989). Developing and Managing Human Resource System.
3. D.M. SILVERA (1988), Human Resource Development: The Indian Experience, New Delhi: New India Publications.
4. LEONARD NADIER, (1984) the Handbook of HRD, USA: John Wiley.
5. RAO TV and DF PEREIRA (1986), Recent Experiences in Human Resources Development, New Delhi: Oxford and IBH.
6. ROBINSON, KENNETH R., A Handbook of Training Management – (2nd Ed) Kogan Page, Great Britain, (1982).
7. FRENCH W.L. & BELL, Jr, C.H. (1982), Organization Development: Behavioural Science Interventions for Organization Development, New Delhi: Prentice Hall of India – 6th Edition 2002.
8. SIKULA A.F.P., Administration and HRD – John Wiley, New York.
9. ARGYRIS, CHRIS (1978): Organizational Learning: A Theory of Action Perspective. Readings, Mass – Addison – Wesley.
10. SANGE DATER M (1990) The Fifth Discipline: The art and Practice of the Learning.

Semester – III	SSS C610	INDUSTRIAL RELATIONS	4 Credits
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UNIT I

Industrial Relations: The changing concepts of Industrial relations, Factors affecting employee stability. Application on Psychology to industrial relations.

UNIT II

Industrial Harmony and Conflict: Harmonious relations in industry, importance and means; cause of industrial disputes, Machinery for settling of disputes, Negotiation, Conciliation, Mediation, Arbitration and Adjudication, Strikes, Lock-outs, Layoff and Retrenchment codes of discipline, Grievance procedure, Labour management co-operation; Worker's participation in management.

UNIT III

Industrial relations in government level, Role of state in regulating I.R, government labour policy. Bipartite approaches to industrial relations, workers, participation in Management, meaning, work committees, joint management councils, industrial democracy, Indian labour conference, industrial committees. Industrial disputes, concepts, causes, dynamics, forms, prevention, settlement, prevention and settlement machinery in India, Industrial disputes Act.

UNIT IV

Trade Unions: Trade Unions and their growth, economic, social and political conditions leading to the development of trade unionism, Theories of trade unionism, Aim and objectives of trade unions, Structure and governing of trade unions.

Problems and Role of Indian Trade Unions: Recognition and leadership, Finances and Membership, Compulsory versus free membership, Political activities, Welfare, Legislation, Majority and Minority unions, Social responsibilities, positive role in economic and social development.

UNIT V

Collective Bargaining: Meaning, Scope, Subject matter and parties, Methods and tactics, Administrations of collective bargaining agreements; Fair and unfair labour practice.

Tripartite Machinery: At the center and in the states; I.L.O. – Its functions and role in labour movement – Industrial health and safety; Industrial legislations.

References:

1. 1. Mamoria C.B and Sathish Mamoria, Dynamics of Industrial Relations, Himalaya Publishing House, New Delhi,1998
2. Pylee.M.V and Simon George ,Industrial Relations and Personnel Management ,Vikas Publishing House (P) Ltd.,New Delhi,1995
3. Srivastava, Industrial Relations and Labour Laws, Vikas, 4TH edition, 2000
4. C.S.Venkata Ratnam, Globalisation and Labour Mangement Relations, Response Books,2001.
5. Bray, M. and Walsh, J., Industrial Relations: A Contemporary Approach, Tata McGraw Hill Education, 2011.
6. Monappa, Nambudri and Selvaraj, Industrial Relations and Labour Laws, 2nd Edition, Tata McGraw-Hill, 2012.
7. Sen, R., Industrial Relations: Text and Cases, 2nd Edition, Macmillan Publishers India, 2009.
8. Sinha, S.I. and Sankar, P., Industrial Relations, Trade Unions and Labour Legislation, Pearson, 2003.
9. Sivarethinamohan, Industrial Relations and Labour Welfare, PHI Learning, 2010.
10. VenkataRatnam, C. S., Industrial Relations, Oxford University Press, 2006

Semester – III	SSS C611	MANPOWER DEVELOPMENT FOR TECHNOLOGICAL CHANGE	4 Credits
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UNIT – I

Manpower management in the 21st century, New Trends in HRM. Environmental context of human resource management.

UNIT – II

The emerging profile of human resources/special features of new technology concept - process of technological innovation, organizational implications of technological change, human resource implications of technological change.

UNIT – III

Performance evaluation- Meaning, Types, E-Recruitment- Process, E-Selection, E-Test used in E-selection. E-Performance Management-Meaning and process. E-Learning: Meaning- features- advantages and disadvantages. E-Orientation- Meaning- Advantages and Disadvantages.

UNIT – IV

Technology transfer with human face, , E-Training and Development- Meaning, merits and demerits.

Human Resource Information System- Meaning and need- Development and Implimentation of HRIS.

UNIT – V

Career concept- Career development, Career planning, models– steps involved.

References:

- 1.Clark Jon - Managing Innovation and Change, University of Southampton, 1995.
- 2.Clark Jon - Human Resource management and Technological Change, London, Sage, 1993
- 3.Campbell A and Warner M - new technology, Skills and Management, London, Routledge, 1992.
4. Rastogi P.N, - Management of Technology and Innovation, New Delhi, Sage, 1995.
5. Warner M. - new Technology and Manufacturing Management, London, Wiley, 1990.
6. Womack J.P. etc - The Machine that Changed the World, New York, Maxwell Macmillan, 1990.
7. Whittaker D.H - managing Innovation Cambridge, Cambridge University Press, 1990.

Semester – III	SSS C612	RESEARCH METHODS	4 Credits
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Unit I

Research meaning, scope and objectives – types of research and research design - exploratory, descriptive, Experimental ,case study research - Problem definition, - operationalising the research problem. - Relevance of research for decision making in various functional areas of management.

Unit II

Methods of data collection - Questionnaire design, interview , Scheduling – Scaling techniques – Nominal, Ordinal, ratio, interval -Sampling techniques and sample size determination for survey research Formulation of hypothesis – hypothesis testing.

Unit III

Data analysis- Editing and coding of data- Univariate, bivariate - chi-Square test – Correlation and regression analysis – Single and two factor analysis of variance- Application

and statistical tests – Parametric and non parametric and interpretation of test results. (No need of theory and computational techniques).

Unit IV

Multivariate analysis - Elementary Concepts of factor analysis, multiple regression analysis, discriminant analysis, Cluster analysis and Co-joint analysis in marketing problems.

UNIT V

Presentation of Research Results: Tabulation – need, nature and guidelines – Ungrouped and grouped frequency tables, charts and diagram organizing a research report: Use of executive summary, appendix and bibliography

References:

1. Anderson, Quantitative Methods in Business, Thomson, 2002.
2. Richard I Levin and David S. Rubin Statistics for Management. Pearson Education Asia 2002.
3. David M. Levin, Simothy C Krehbiel and Mark L Berenson. Business Statistics – A first course. Pearson Education Asia – 2002.
4. Gupta S.P and Gupta M.P., Business Statistics, New Delhi, Sultanchand 1997.
5. Sharma J.K., Quantitative Techniques for Managerial Decision, Macmillan India Ltd., 2001.
6. Cooper, Schindler, Business Research Methods; New Delhi, Tata MaGraw Hill.2001.
7. Johnson, R.A., and Wichern, D.W., Applied Multivariate Statistical Analysis, 6th Edition, PHI Learning Pvt. Ltd., 2012.
8. Kumar, R., Research Methodology: a Step-by-Step guide for Beginners, Sage South Asia, 2011.
9. Levin, R. I. and Rubin, D.S., Statistics for Management, 7th Edition, Pearson, 2011.
10. Srivastava, T.N. and Rego, S., Statistics for Management, 2nd Edition, Tata McGraw Hill, 2012

Semester – III	SSS E603	MANAGEMENT ACCOUNTING	3 Credits
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UNIT – I

Management Accounting – Meaning and purpose - Financial Accounting – Preparation of Income statement and Balance Sheet – Interpretation and use of these statements by management - Ratio Analysis and Funds Statement.

UNIT – II

Capital Expenditure Evaluation – Capital budgetary concept – Methods – Limitations – Capital Expenditure control.

Budgetary Control – Nature and Objective of budgetary control – Limitations.

UNIT - III

Cost Accounting – Elements of cost – Cost of goods manufactured – Pricing of elements – Basis of allocation – Standard costing and variance analysis – Job and process costing.

UNIT – IV

Marginal Costing – Cost volume – Profit relationship – Break – Even Analysis – Direct costing v/s Absorption costing.

UNIT – V

Reporting to management – Uses of Accounting information in Managerial decision-making.

References:

1. **Louder back**, Managerial Accounting, Thomson, 2004.
2. **J.R. Batliboi**, Double entry Book – Keeping - The Standard Accounting Publication Pvt. Ltd., India.
3. **Horngren. Sundem Sralton**, ‘Introduction to Management Accounting, New Delhi, Prentice Hall of India Pvt. Ltd., yr.1999.
4. **Man Mohan & S.N. Goyal**, Principal of Management Accounting – Sahityabhavan, Agra, India.
5. **I.M. Pandey**, Management Accounting, 3rd edition New Delhi, Vikas Publication, yr. 2000.
6. **Robert N. Antony**, Management Accounting Principles – D.B. Tareporevala Sons & Co. Ltd.
7. **Ronald N. Hilton**, Managerial Accounting, 5th edition New Delhi, Tata McGraw Hill yr.2002.
8. **Srinivasan N.P.** Management Accounting Sterling Publications, 1996.

Semester – III	SSS E407	ENVIRONMENTAL EDUCATION	3 Credits
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Unit-I: Man and Environment:

Dimensions of environment- physical, biological and social. Human being as a rational and social partner in environmental actions. Society and environment in India; Indian traditions, customs and culture- past and present. Population and environment. Impact of human activities on environment. Environmental problems of urban and rural areas. Natural resources and their depletion- vehicular emissions- Urbanization – land use, housing, migrating and floating population.

Unit –II:Environment and Development

Economic and social needs- as basic considerations for development. Social factors affecting development – poverty, affluence, education, employment, child marriage and child labour, human healing – HIV/AIDS, social, cultural and ethical values. Impact of development on

environment- changing patterns of land use, land reclamation, deforestation, resource depletion, pollution and environmental degradation. Role of society in development and environment- public awareness through education, eco-clubs, population education programme, campaigns, public participation in decision making. Role of Educational Institutions.

Unit-III: Environmental Pollution and Global Issues

Air, water, soil pollution –sources and consequences. Noise and radiation pollution sources and consequences Solid , liquid and gaseous pollutants. Handling of hazardous materials and process; handling and management of hazardous wastes. Ozone layer depletion and its effects. Greenhouse effect; global warming and climatic changes and their effects on human society, agriculture, plants and animals. Pollution related diseases. Strategies for reducing pollution and improving the environment.

Unit-IV:Sustainable Development

Concept of sustainable Development. Need for sustainable development for improving the quality of life for the present and future. Education for sustainable development. Role of individual and community. Role of national and international agencies (both governmental and non-governmental)

Reference:

1. **V.S.Sharma, 2006**, Environmental Education, Anmol publications pvt Ltd. NewDelhi-
2. **Palmer J.& N.Philips: 1994**, The Handbook of Environmental Education, Routledge, London & New York,
3. **Canter,E.W,1977**. Environmental impact Assessment, McGraw Hill Co., Newyork.
4. **Fedron, E.1980**, Man and Nature, Progress publishers, Moscow.
5. **Gupta,V.K.1998**, Environmental Education, New Academic Publishing House, Mail Hiran Gate, Jalandhar.
6. **Saxena,A.B.1996**. Education for the Environmental Concerns, Implications and Practices, Radha Publication, New Delhi.

Semester–IV	SSS C613	ENTREPRENEURSHIP AND MANAGEMENT IN SMALL BUSINESS	4 Credits
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UNIT I

The Entrepreneur – Definition – Characteristics of Successful entrepreneur. Entrepreneurial scene in India: Analysis of entrepreneurial growth in different communities – Case histories of successful entrepreneurs. Identification of potential entrepreneurs.

UNIT II

Development and Training of Entrepreneur – Cultural and Social environment in promoting entrepreneurship – Entrepreneurial environment. Checklist for organizing and operating small business – Entrepreneur and Business Executive personnel administration and Management Development.

UNIT III

Small Scale Industries – Definition – Classification of Small Industries – Organisation structure and plant location of small scale industries. Planning for production and inventory project counselling and technical feasibility. The significance in the Indian Economy – Problems and possibilities of ancillary industries – Sickness in small scale industries – Causes and Remedies.

UNIT IV

Capital structure and working capital: Financial appraisal of new project, Role of Banks – Credit appraisal by banks. Institutional Finance to Small Industries – Incentives – Institutional arrangement and encouragement of entrepreneurship.

Unit V

Marketing Feasibility – New Product ideas and evaluation – Marketing Methods – Pricing policy and distribution channels – Exports – Problems of Small Scale Units.

References:

1. Vasant desai, Problems and Prospects of Small Scale Industries in India – Himalaya Publishing House, Bombay.
2. Khan, Management of Small Scale Industries – Sultan Chand Publication.
3. H.N. Pathak, the Entrepreneur, Technician and Manager in Small Scale Unit.
4. K.L. Sharma, Entrepreneurial Performance in Role Perspectives.
5. Schumacher, E.F. Small is Beautiful, New Delhi, Rupa, 1990.
6. Stokes, D., and Wilson, N., Small Business Management and Entrepreneurship, 7. 6th Edition, Engage Learning, 2010.
8. Roy, R., Entrepreneurship, 2nd Edition, Oxford University Press, 2011.
9. Desai, V., Small Scale Industries and Entrepreneurship, Himalaya Publishing House, 2011.

Semester–IV	SSS C614	BUSINESS POLICY AND STRATEGIC MANAGEMENT	4 Credits
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UNIT – I

Business as a social System/Economic System: Objective of Business; Business Environment – Socio economic sector. Technology Sector, Government Sector. The industry Environment – Customer Sector/Supplier Sector/Competitor Sector.

The International Environment – Opportunities for International activities / Threats from International activities.

UNIT – II

Society and Business: Business ethics, Social responsibility of Business / Indian Businessmen, Social Audit.

Business Policy in Various Economic Systems: Capitalist Economy: Economic System of Socialism and mixed Economic system.

UNIT – III

Business Policy and Corporate Strategy: How to make policy corporate strategy: Policies: Strategies and Tactics: Policies and procedures.

Policy Formulation and Implementation: Policy Formulation: Objectives, Direction: Consideration of change: Business Policy concepts. Business Policy – Characteristics importance. Different Types of policies: Classification, Strategies, programmes, procedures and rules M.B.O. / M.B.E. Major and Minor policies: Supporting composite and contingency policies: Parameter of policy: Development of Business Policy: SWOT Analysis: Elements of Business Policy: Implementation of Policy.

UNIT – IV

Major Business Policies: Man Power planning, Product Policies, Marketing Policies, Production and Purchase Policies, Financial Policies, Capital Procurement and distribution.

Administration and Control of Policy: Communication System: Policy Implementation, Rules and procedures: GPI policy: Appended implied and imposed policy: Oral and written Policies: control and review.

UNIT – V

Corporate Strategy: Functions and importance, strategy alternatives, considering strategy variations, Strategic choice, implementation.

References

1. **Hitt**, Strategic Management, Thomson, 2001.
2. Lawrance, Jauch and William Blucck Business Policy and Strategic Mgt., - McGraw Hill Intl 1998.
3. **Mamoria and Mamoria** – Business planning and Policy, Himalaya Publishing house – 1998.
4. **Budhiraja SB and Athreya MB**, Cases in Strategic Management, Tata McGraw Hill 1996.
5. **Christensen CR**, Business Policy: Text and cases, Illinois, Richdar Irwin 1987.
6. **David Fred**, Strategic Management, Prentice Hall of India, 1997.
7. **R. Srinivasan**, Strategic Management the Indian context, Prentice Hall of India, 2002.

Semester–IV	SSS E604	MANAGERIAL ECONOMICS	3 Credits
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UNIT - I

The Scope and Methods of Managerial Economics, Risk, Uncertainty and Probability Analysis.

Optimization techniques: Total, Average and Marginal Relationships, Optimization Analysis. Multivariate Optimization – Partial Derivatives; Conraint Optimization – by substitution, by Lagrangion Multiplier Method.

Approach to Managerial Decision Making and the theory of firm.

UNIT - II

Demand Analysis, Basic Concepts, and tools of analysis for demand forecasting. Use of business indicators; Demand forecasting for consumer, Consumer Durable and Capital Goods.

Concepts in resource allocation, cost analysis; break even analysis, short run and long run cost functions; production functions; cost-price output relations – Capital Investment Analysis.

Economics of size and capacity utilization; Input-Output Analysis.

UNIT - III

Market Structure, Pricing and output; General Equilibrium.

Pricing – Objectives – Pricing Methods and Approaches Product Line Pricing – Differential Pricing.

Advertising – Contribution of Economic Theory, Methods of Determining Total Advertising Budget, Cyclical Fluctuations of Advertising, Measuring the Economic Effects of Advertising

UNIT - IV

Capital Budgeting – Capital Management and Financial Policy – Monopoly Policy – Restrictive Agreements – Price Discrimination – Measurement of Economic Concentration – Policy against Monopoly and Restrictive Trade Practices.

UNIT - V

National Income and Product; Saving, Consumption, Investment, the theory of income determination.

References:

1. **Dominick Salvatore**, Managerial Economics in a Global Economy, 4th Edition, Thomson, 2001.
2. **H. Craig Petersen, W. Cris Lewis**, Managerial Economics, 4th Edition, Pearson Education, Asia, 2001.
3. **Joel Dean**, Managerial Economics, Prentice Hall India Ltd., 2001.
4. **O.P. Chopra**, Managerial Economics, New Delhi, Tata McGraw Hill 1985.
5. **Paul A. Samuelson and William D. Nordhans**, Economics, Tata McGraw Hill, New Delhi, 1998.
6. **Maheswari** : Managerial Economics, PHI, 2002

Semester–IV	SSS E606	ADOLESCENCE EDUCATION	3 Credits
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Unit-I: Adolescence –Process of Growing Up

Adolescence Education-Definition, objectives, concepts and needs. Adolescents population status - global and national. Developmental stages of adolescents-physiological and psychological. Problems and issues of adolescents.

Unit-II:Family life Education

Marriage, Pregnancy, child birth and contraceptives. Abortions- risks and complications.

Unit-III: Adolescents Health:

Adolescents risk behaviors – Interpersonal relationships. Sex and sexuality. Sexually Transmitted Diseases (STDs) – Common symptoms and signs. HIV/AIDS- Nature of HIV, Transmission, symptoms, testing for HIV/AIDS. Prevention of AIDS.

Unit-IV: Policies and Programmes:

National youth policy-2003, National Population policy, National AIDS prevention and control policy 2000. Adolescents Health programmes in India, Adolescents Reproductive and Sexual Health Programme, ICDS Nutritional services, National policy for the Empowerment of women-2001. Role of International organizations-UNFPA,WHO etc. Role of Educational Institutions.

Reference books and sources:

1. **Conger, John, 1979.** Adolescence-Generation under Pressure, Newyork- Harper and Row Publishers.
2. **Nag,Moni, 1994.** ‘Sexual Behaviour and AIDS in India: State of the Art’. NCERT, 1994. ‘Adolescence Education: Report of the National seminar, New Delhi
3. **Ragavan Gilbert, Praema, 1997.** ‘Adolescent Reproductive Health: Issues and Challenges:S.I.S.
4. **UNESCO, 1998.** ‘Family Life Education: package one, Bangkok.
5. **UNFPA, 1999.** ‘A time between Health, Sexuality and Reproductive Rights of Young People’ New York.
6. **WHO, 1989.** ‘The Reproductive Health of Adolescents- A strategy for Action’ Geneva.

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