



**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.

Question No.	Question Type	Unit	Marks
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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	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.

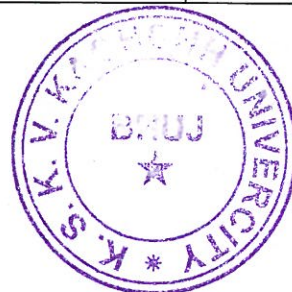
Reference

- 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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	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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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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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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