

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
Chhatrapati Sambhajinagar.**



CIRCULAR /SU/CM/MPM/NEP-PG/48/2023

It is hereby inform to all concerned that, on the recommendation of the Dean, Faculty of Commerce & Management; the Academic Council at its meeting held on 30.11.2023 has accepted the syllabus of **“Master of Personnel Management (MPM) (Sem-II)” as per Guidance of National Education Policy-2020.** Under for the Faculty of Commerce & Management.

This is effective from the Academic Year 2023-24 and Onwards as per appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University Campus,
Aurangabad-431 004.

REF.NO. SU/MPM/2023-24/18925-34

Date:- 13-12-2023.

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(Signature)
**Deputy Registrar,
Academic Section
Syllabus unit.**

Copy forwarded with compliments to :-

- 1] **The Principals, all concerned affiliated Colleges, Dr. Babasaheb Ambedkar Marathwada University.**
- 2] **The Director, University Network & Information Centre, UNIC, with a request to upload this Circular on University Website.**

Copy to :-

- 1] The Director, Board of Examination & Evaluation,
- 2] **The Section Officer, [Concerd Unit] Examination Branch,**
- 3] The Section officer, [Eligibility Unit],
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] The In-charge, [E-Suvidha Kendra], Rajarshi Shahu Maharaj Pariksha Bhavan, Dr. Babasahcb Ambckar Marathwada University.
- 7] The Public Relation Officer,
- 8] The Record Keeper.

**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Curriculum of

CREDIT DISTRIBUTION SYLLABUS FOR

TWO YEAR/ONE YEAR PG AS PER NEP

M.P.M.

MASTER OF PERSONNEL MANAGEMENT

II SEMESTER

APPLICABLE FOR AFFILIATED COLLEGES

under NEP 2020

[Effective from the Academic Year 2023-24 & onwards]

**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY
Chhatrapati Sambhajnagar**



Curriculum of

Master of Personnel Management(MPM)/ Master of Commerce(HR)

I-YEAR:: SECOND SEMESTER

Under Choice Based Credit & Grading System

As per NEP-2020 guidelines

[Effective from the Academic Year 2023-24& onwards]


Dr. M. S. Desai







Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.



Illustrative Credit Distribution Structure for Two Year /One Year PG as per NEP 2020

MPM/M.Com.(HR) Programme

MPM/ M.COM(HR): FIRST YEAR

Level: 6.0

Semester-I	Paper Code	Paper Name	No. of Credits	Marking Scheme		
				UA	IA	Total
MAJOR	MHR-M1	Management Perspective	4	60	40	100
	MHR-M2	Labour Laws-I	4	60	40	100
	MHR-M3	Human Resource Management & Development	4	60	40	100
	ACTIVITY-1 (Choose any one from the basket)	1. R to R (Recruitment to Retirement) 2. Manpower Planning 3. Implementation of Labour Laws 4. Any other activity in consultation with Guiding Faculty	2	-	50	50
	MHR-E1 (Choose any one from the basket)	A. Industrial Psychology B. Industrial Economics C. Corporate Social Responsibility and Business Ethics (CSR&BE)	4	60	40	100
Research Methodology	RM-1	Research Methodology	4	60	40	100
On Job Training/ Field Project		--				
Research Project		--				
Total Credit for First Semester			22	300	250	550

M.Com.(HR) Programme

Level: 6.5

Semester-II				Marking Scheme		
	Paper Code	Paper Name	No. of Credits	UA	IA	Total
MAJOR	MHR-M4	Labour Welfare & Industrial Hygiene	4	60	40	100
	MHR-M5	Labour Laws-II	4	60	40	100
	MHR-M6	HR Administration & Information Systems	4	60	40	100
	ACTIVITY-2 (Choose any one from the basket)	1. Preparation of Payrolls 2. Study of labour welfare schemes 3. Study of HRIS of any Business 4. Any Other Activity in Consultation with Guiding Teacher	2	-	50	50
	MHR-E2 (Choose any one from the basket)	A. Industrial Relations B. Labour Welfare C. Labour Economics	4	60	40	100
RESEARCH METHODOLOGY		--	-			
On Job Training/ Field Project		1. OJT in HR section of MSMSE/Malls/Big Retails Stores 2. Field Project on any domain of HR management	4			100
Research Project		--	-			
Total Credit for Second Semester			22			550
Cum Cr. For PG Diploma						
Credit Summary: First Year (Semester I & II) 1. Major Mandatory (1 to 6): 24 Credits 2. Major Activity (1 & 2): 04 Credits 3. Major Elective(1 & 2): 08 Credits 4. RM:1: 04 Credits 5. On Job Training/ Field Project: 04 Credits			44			
Exit Option: PG Diploma (44 Credits) after Three Year UG Degree and First Year PG						

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-M4

Labour Welfare & Industrial Hygiene

Credit 4

OBJECTIVES:

- The objective of the course is to expose the students to the evolving concept of labour welfare.
- To acquaint the students with the statutory and non-statutory framework of labour welfare & industrial hygiene.

UNIT -I	INTRODUCTION TO LABOUR WELFARE & INDUSTRIAL HYGIENE History, Definition, Scope, Objectives, Principles, Theories & Limitations of labour welfare, inter-relationship between welfare and Productivity, Relationship between Mental, Physical, Social & Industrial Health, Impact of industrialization, pollution, urbanization & social health.	14 lectures
UNIT -II	LABOUR WELFARE OFFICER Role, Qualifications, Functions, Duties of Labour Welfare Officer & Difference between Personnel Manager & Welfare Officer.	10 lectures
UNIT -III	WORKERS PARTICIPATION IN MANAGEMENT (WPM) Workers Participation in Management, Role of WPM in Labour Welfare & Industrial Hygiene. Workers Education Scheme, its relationship with Labour Welfare & Industrial Hygiene.	12 lectures
UNIT -IV	STATUTORY WELFARE PROVISIONS (SWP) Statutory Welfare Amenities. Government approaches & practices in Labour Welfare (Welfare & Health) with reference to: The Factories Act-1948, Plantation Labour Act-1951. The Mines Act-1952, The Motor Transport Act & etc.	12 lectures
UNIT -V	NON-STATUTORY WELFARE MEASURES Non-Statutory Welfare Amenities Role of Trade Union, NGO's & Local Govt. ILO & ILC: Introduction. History, Scope & Objectives, Structure of Organisations, Functions, Provisions- Women & Children Corporate Social responsibility, Ethics and Welfare, Industrial Social Work, Maharashtra Workers Welfare Board -The Bombay Labour Welfare Fund Act-1953	12 lectures

Reference Books:

- Labour welfare. Trade unionism & Industrial relations - S.D. Punekar
- Aspects of Labour Welfare & Social Security - A. M. Sarma
- Labour Problems & Social welfare - R.C. Saxena
- Economics of Labour & Worker's Participation in Mgmt N. Bhagoliwal
- Labour Economics and Social welfare - Dr. B.P. Tyagi

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-M5 Labour Laws-II Credit 4

OBJECTIVES:

- To enhance the understanding of students about the legal framework of Industries in India.

UNIT -I	Factories Act, 1948 Approval, Licensing and registration - Inspecting Staff-Safety-Health-Welfare-Working Hours-Annual Leave with wages-Periodical Returns- Registers and Records	14 lectures
UNIT -II	Bombay Shops and Establishments Act, 1948 All provisions under the Act (Entire Act)	12 lectures
UNIT -III	Information Technology Act, 2000 Digital Signature-Electronic Governance-Secure Digital Signature-Regulation of Certifying Authorities - Digital signature Certificates-Duties of Subscribers	12 lectures
UNIT -IV	Contract Labour (Regulation and Abolition) Act, 1970 All provisions under the Act (Entire Act)	10 lectures
UNIT -V	Maternity Benefit (Amendment) Act, 2017 All provisions under the Maternity Benefit Act, 1961 act with latest lectures amendments (2017)	12 lectures

Reference Books:

1. Industrial Law-P. L. Malik
2. Industrial Law-J. K. Bareja
3. Labour Laws for managers- B. D. Singh
4. Industrial & Labour Laws-S, P. Jain

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-M6 HR Administration & Information Systems Credit 4

OBJECTIVES:

- To equip the students with effective methods of HR administration.
- Demonstrate a thorough understanding of the strategic value of HRIS and how contributes to organizational effectiveness and efficiency.
- Understand and apply the basic concepts and principles of HRIS to human resource situations and Decisions.

UNIT -I	Human Resource Administration Definition-nature-scope - objectives Structure of HR department - its changed objectives in recent years HR Policy - Objectives-Scope - Process-need	10 lectures
UNIT -II	Drafting Communication in HR department Drafting of Letter of Appointment-promotion-transfer- Lectures deployment and such other letters relating to all service matters Communications about disciplinary measures-memo-warning- cautions-show- cause notice-charge sheet - Inquiry procedurecorrespondence.	14 lectures
UNIT -III	Statutory Returns Maintenance of statutory returns- TDS-Gratuity-Professional Tax-Form 16A-PF and ESI Returns.	12 lectures
UNIT -IV	Domestic Enquiry Procedure of conducting domestic enquiry by observing principles of natural justice.	10 lectures
UNIT -V	Human Resource Information System Meaning, Objectives, need, role of HRIS, components of HRIS, Setting up HRIS. Computerised HRIS, Future applications.	14 lectures

Sessionals: Test/Seminar: 10 Marks,

Assignment: 10 Marks

Reference Books:

1. Guide on Labour Management forms and precedents (Law, Practiceand Procedure) by S.D. Puri (Snow white publications)
2. Human Resource Management- C.B.Gupta
3. Personnel Management-C. B. Mamorin
4. Dynamics of Personnel Administration - Rudrabaswaraj
5. Human Resource Management- V.S.P Rao
6. Personnel & HR Management- A.M.Sarma

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. Activity-2

Activities related to mandatory subject-II

Credit 2

OBJECTIVES:

- To enhance understanding of implementation of HR systems pertaining to administration and welfare of employees.

Activity-2	Preparation of Pay Rolls	
	Study of Labour Welfare Schemes	
	Study of HRIS of any business	
	Any other activity in consultation with guiding teacher	

- Student should prepare and submit a duly verified report on the activity undertaken.
- The report should be certified by HOD and Guiding teacher.

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-E2 (A) Industrial Relations Credit 4

OBJECTIVES:

- To orient the students about importance of harmonious industrial relations, collective bargaining.
- To provide students with insights in the legal framework for resolving industrial disputes and grievances.

UNIT -I	Overview of Industrial Relations- Concept, history and theoretical perspective of Industrial Relations, Nature and Importance of IR, approaches to IR, organization of IR in India, IR in modern era, IR and HRM/HRD Employers Organization: ILO	12 lectures
UNIT -II	Trade Union Definition, objectives, functions, reasons for joining, types of TU, structure of TU, Theories of TU, evolution of TU, functions of TU, Changing Role of Trade Union in the context of globalization, IT, trade union and productivity.	12 lectures
UNIT -III	Industrial disputes & Settlement Nature & causes of industrial disputes, industrial discipline. Machinery for solving industrial disputes under Industrial Disputes Act, 1947 at state and national level Role of Judiciary & its impact on industrial relations.	12 lectures
UNIT -IV	Collective bargaining- Meaning, characteristics, need, importance, process, causes for failure of collective bargaining, Alternatives to collective bargaining. Importance of employee stock option plans. Worker participation in management-concept, pre-requisites, forms & levels of participation, benefits	12 lectures
UNIT -V	Grievance Redressal- Discipline and Grievance Redressal Machinery - Purposes and Procedures of Disciplinary Action - Grievance Redressal Procedures - Conciliation - Arbitration and Adjudication - Collective Bargaining - The Bargaining Process - Strengths and Skills.	10 lectures

Reference Books:

1. Personnel Management and Industrial relations-P. C. Shejwalkar and S. B. Malegaonkar
2. Labour Management relations in India - K.M. Subramanian
3. Trade Unionism Myth and Reality, New Delhi, Oxford University Press, 1982
4. Collective Bargaining & Industrial- Kochan T. A. & Katz Henry 2nd ed. Homewood, Illinois, Richard D Irish, 1988.
5. Labour Management Relations in India-K. M. Subramanian
6. Industrial Relations- Arun Monappa
7. Management of Industrial Relations-Pramod Verma

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-E2 (B) Labour Welfare Credit 4

OBJECTIVES:

- To orient the students about importance of harmonious industrial relations, collective bargaining.
- To provide students with insights in the legal framework for resolving industrial disputes and grievances.

UNIT -I	Labour Legislations in India Labour Welfare Facilities National Commission on Labour and Labour Welfare Labour Laws of the Elimination of Child Labour	12 lectures
UNIT -II	Agencies of Labour welfare: Agencies of Labour welfare in India (Central govt. , State govt., Employers & Trade- Unions) Labour Welfare Officer: role and functions. Labour Administration in India	10 lectures
UNIT -III	Social Security: Meaning, Definition & Objective of Social Security. Various Social Security provisions made in India (Employees provident fund Act, Maternity benefit Act, Family Pension Scheme, Provision of Gratuity Act 1972) Trade Union – Structure, Types & Functions.	16 lectures
UNIT -IV	Labour Force in India Factors determining Labour Force. Labour Force & Human Development in India Participation of workers in Management	10 lectures
UNIT -V	Globalization & Labour: Labour force & Human Resource Development in India. Globalisation & Labour Markets in India. Impact of Labour Migration. ILO- Aims & objectives & impact on Labour Welfare.	12 lectures

Reference Books:

1. Personnel Management and Industrial relations-P. C. Shejwalkar and S. B. Malegaonkar
2. Labour Management relations in India - K.M. Subramanian
3. Trade Unionism Myth and Reality, New Delhi, Oxford University Press, 1982
4. Collective Bargaining & Industrial- Kochan T. A. & Katz Henry 2nd ed. Homewood, Illinois, Richard D Irish, 1988.
5. Labour Management Relations in India-K. M. Subramanian
6. Industrial Relations- Arun Monappa
7. Management of Industrial Relations-Pramod Verma

M.P.M/ M.Com(HR) (SECOND SEMESTER) (CBCS-NEP)

Paper No. MHR-E2 (C) Labour Economics Credit 4

OBJECTIVES:

- To orient the students about importance of harmonious industrial relations, collective bargaining.
- To provide students with insights in the legal framework for resolving industrial disputes and grievances.

UNIT -I	Labour Economics: Indian Labour- Characteristics, Socio-economic background, Sources of labour supply, Labour problems Nature and scope of Labour Economics-Rise of economic problems in Labour Management.	12 lectures
UNIT -II	Wage Management: Nominal and real wages, factors affecting them- Wages, Incentives, D.A., and other allowances, Consumer Price Index- Wage differentials.	12 lectures
UNIT -III	Labour Market Labour market analysis- Demand for and supply of labour- determinants of demand for and supply of labour- mobility of labour- problems for labour market- migratory, casual, probationary consequences of new information technology- efficiency of Indian labour and effort to improve.	12 lectures
UNIT -IV	Employment issues Nature, causes and measures to solve problems of unemployment- Employment Policy- different programmes undertaken by Govt. after independence to increase employment like IRDP, DPAD, NREP- Problems of Agricultural labour, Child Labour and Female Labour. Unemployability- Causes, Solutions	12 lectures

Reference Books:

- The Changing Profile of India's Industrial Economy by Biswanath G Publication- The World Press Pvt.Ltd., Calcutta
- The Industrial Economy of India by Kuchhal S.C. Publication- Chaitanya Publishing House, Allahabad
- Industrial Economics and Management by Singh S.P. Publication-A.I.T.B.S. Publishers
- Indian Economy by Agarwal A.N. Publication- Wishwa Prakashan
- Indian Economy by Ruddar Datt and K.P.M.Sundharam, Publication-S.Chand and Company Ltd.
- Labour Economics by F.Ray Marshall, Vernon M.Briggs, Jr.and Allan
- Labour Welfare, Trade Unionism and Industrial Relations by Punekar, Deodhar and Sankaran Publication-Himalaya Publishing House.