

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY****CIRCULAR /SU/M.P.M./NEP/PG/34/2023**

It is hereby inform to all concerned that, on the recommendation of the Dean, Faculty of Commerce & Management; the Hon'ble Vice-Chancellor has accepted **"The Credit Distribution Structure & curriculum of Master of Personnel Management & Ph.D. Programme for Two Years/One Year Course with One Exit Option"** as per Guidance of New Education Policy-2020. under the Faculty of Commerce & Management in his emergency powers under Section-12(7) of the Maharashtra Public Universities Act, 2016 on behalf of the Academic Council.

**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/M.P.M./2023-24/13718-27

Date:- 14-09-2023.

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*[Signature]*  
**Deputy Registrar,  
Academic Section  
Syllabus unit.**

**Copy forwarded with compliments to :-**

- 1] **The Principals, affiliated concerned 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, [ B.Com. 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. Babasaheb Ambekar 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. AND PH.D. PROGRAM**

**MASTER OF PERSONNEL MANAGEMENT**

**I SEMESTER**

**APPLICABLE FOR AFFILIATED COLLEGES**

**under NEP 2020**

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

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



Curriculum of

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

I-YEAR:: FIRST SEMESTER

Under Choice Based Credit & Grading System

As per NEP-2020 guidelines

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

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# 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                      |                                                |                                                                                                                                                                 |                | Marking Scheme |     |       |
|---------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|-----|-------|
|                                 | Paper Code                                     | Paper Name                                                                                                                                                      | No. of Credits | UA             | CA  | 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<br>(Choose any one from the basket) | 1. R to R (Recruitment to Retirement)<br>2. Manpower Planning<br>3. Implementation of Labour Laws<br>4. Any other activity in consultation with Guiding Faculty | 2              | -              | 50  | 50    |
|                                 | MHR-E1<br>(Choose any one from the basket)     | A. Industrial Psychology<br>B. Industrial Economics<br>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             | CA | 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<br>(Choose any one from the basket) | 1. Preparation of Payrolls<br>2. Study of labour welfare schemes<br>3. Study of HRIS of any Business<br>4. Any Other Activity in Consultation with Guiding Teacher | 2              | -              | 50 | 50    |
|                                                                                   | MHR-E2<br>(Choose any one from the basket)     | A. Industrial Relations<br>B. Labour Welfare<br>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<br>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                                     |                                                |                                                                                                                                                                    |                |                |    |       |
| Exit Option: PG Diploma (44 Credits) after Three Year UG Degree and First Year PG |                                                |                                                                                                                                                                    | 44             |                |    |       |



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

**Paper No. MHR-M1**

**Management Perspective**

**Credit 4**

**OBJECTIVES:**

- The objective of the course is to expose the students to the evolving concept of management and its functions.
- It also intends to develop within the students an eye for understanding organisations and approaches to managing the people who work within them.
- The theories and models in this course look at the organizational context.

|                  |                                                                                                                                                                                                                                                                                                                                                                           |             |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>UNIT -I</b>   | <b>INTRODUCTION TO MANAGEMENT:</b><br>Meaning, Definition, Nature, Need and Scope, Functions of management, Responsibilities & skills of managers.<br>Evolution of Management Thought, Management thinkers-F.W. Taylor- Henry Fayol-Elton Mayo-Peter Drucker                                                                                                              | 12 lectures |
| <b>UNIT -II</b>  | <b>PLANNING, DECISION MAKING &amp; ORGANISING:</b><br>Planning Forecasting vis Planning, Definition, Nature and Importance of Planning, Planning premises, Planning process, Limitations, MBO Decision making- Concept, process, techniques<br>Organising Definition, Nature, Importance, Departmentation, Centralization, Decentralization, Organization structures,     | 14 lectures |
| <b>UNIT -III</b> | <b>STAFFING, LEADING &amp; MOTIVATING</b><br>Staffing Meaning, Nature, importance, Functions<br>Leading: Meaning, nature, types of leaders, leadership styles, attributes of a good leader, Managers and Communication: Managers as Leaders; Leadership theories- Situational factors that influence leadership Motivating Employees- Concept, Need, Types, Significance. | 14 lectures |
| <b>UNIT -IV</b>  | <b>COORDINATING &amp; CONTROLLING</b><br>Coordination- Concept, Essence of management, features, Techniques for effective coordination<br>Controlling Meaning, definitions, Importance, Process, Techniques, MBO                                                                                                                                                          | 10 lectures |
| <b>UNIT -V</b>   | <b>ISSUES IN MANAGEMENT:</b><br>Managing in a Global Environment; Managing Diversity at workplaces; Managing Social Responsibility: Managing Change and Innovation                                                                                                                                                                                                        | 10 lectures |

**Reference Books:**

1. Management (14e) by Robbins, S. P. & Coulter, M. (2017), New Delhi: Pearson/Prentice Hall.
2. Principles and Practices of management by Shejwalkar
3. Essential of management by Koontz 11 and Weihrich
4. Principles and practices of Management by T. N. Chabra
5. Management by Stoner and Jane

**M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)**

**Paper No. MHR-M2Labour Laws-I Credit 4**

**OBJECTIVES:**

- To provide students an understanding of the basic concepts of Industry and labour
- To orient the students about the legal framework of Industries in India.
- To enable students develop an indepth understanding of legal terms and provisions set under different laws.

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>UNIT -I</b>   | <b>Industrial Disputes Act, 1947</b><br>Definition of Industry, Workman and Industrial Dispute lectures Authorities under the Act Dispute Resolution Machinery-Prevention & Settlement Procedure, Powers and Duties of Authorities-Strikes, lockouts, layoff, retrenchment, closure, downsizing, retrenchment.                                                                                                                                                                                   | 14 lectures |
| <b>UNIT -II</b>  | <b>Maharashtra Recognition of Trade Unions &amp; Prevention of Unfair Labour Practices Act, 1971</b><br>All provisions of the Act (Entire Act).                                                                                                                                                                                                                                                                                                                                                  | 12 lectures |
| <b>UNIT -III</b> | <b>The Industrial Employment (Standing Orders) Act, 1946</b><br>Objectives-Applicability-Definitions-Standing orders-matters to lectures be provided in standing orders, Procedures for submission and certification of draft SO-Matters to be provided in standing orders under this act-Obligations of Employer.                                                                                                                                                                               | 12 lectures |
| <b>UNIT -IV</b>  | <b>The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013</b><br>Definition of Sexual Harassment, Aggrieved woman Workplace, Employer Behaviour that amounts for sexual harassment- Duties of employer- Policy of POSH- Measures to prohibit sexual harassment- Constitution of Internal Complaints Committee-Powers of ICC/LCC-Tenure and removal of members of ICC/LCC-Complaint Mechanism-False or malicious complaint. Punishment for Non compliance. | 12 lectures |
| <b>UNIT -V</b>   | <b>The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979</b><br>(Entire Act)                                                                                                                                                                                                                                                                                                                                                                            | 10 lectures |

**Books Recommended:**

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) (FIRST SEMESTER) (CBCS-NEP)**

**Paper No.MHR-M3 Human Resource Management & Development Credit 4**

**OBJECTIVES:**

- To familiarize students with the basic principles and techniques of human resource management.
- To equip the students with necessary skills and knowledge of the elements of the HR function (e.g.-recruitment, selection, training and development, etc.);
- To enable students, appreciate the importance of human resource management as a field of study and as a central management function.

|                  |                                                                                                                                                                                                                                                                                                                                     |             |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>UNIT -I</b>   | <b>Human Resource Management &amp; Development:</b><br>Concept & Scope of HRM, Objectives, Evolution, Components of lectures HRM, HR Functions, Strategic HRM; Role of HR Manager<br><b>Human Resource Development</b><br>Conceptual framework of HRD, objectives and significance of HRD, Evolution of HRD, HRD movement in India. | 12lectures  |
| <b>UNIT -II</b>  | <b>Human Resource Planning:</b><br>Meaning, objectives, importance of HR Planning. Steps in HRP lectures process, HR Forecasting techniques, Strategic HRP;<br>Job analysis, Job description. Job specification, Job Design, Job enrichment .                                                                                       | 12 lectures |
| <b>UNIT -III</b> | <b>Procurement of Human Resources:</b><br>Recruitment: Concept, objectives, Sources Internal, External, lectures Employer Branding<br>Selection: Meaning definition. Objectives, Steps, Process, Interviews, Common errors;<br>Placement. Induction, Mobility & Separation                                                          | 12 lectures |
| <b>UNIT -IV</b>  | <b>Training and Development:</b><br>Meaning, Objectives and importance of training & development. Lectures Training needs assessment, training process, methods of training- Tools and Aids, Methods of Executive Development, Training and Development in Indian industry. Career planning. Succession Planning                    | 12 lectures |
| <b>UNIT -V</b>   | <b>Performance Management System:</b><br>Concept, Definition, Types and Methods of Performance appraisal, lectures Rating errors, Performance metrics Dimensions of Performance, Building performance Management System, Performance Audit.                                                                                         | 12 lectures |

**Books Recommended:**

- Human Resource Management-Gary Dessler
- Personnel Management-C. B. Mamoria
- Human Resource Management-V.S.P Rao
- Human Resource Management-L. M. Prasad
- Human Resource Management - Ashwathappa
- Managing Human Resources-Arun Monappa



**M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)**  
**Paper No. MHR-E1 (A) Industrial Psychology Credit 4**

**OBJECTIVES:**

- To familiarize students with the basics of Industrial Psychology.
- To learn about theories of motivation and role of effective communication.
- To develop among students proper understanding of emerging trends in Industrial Psychology.

|                  |                                                                                                                                                                                                                                                                                                            |             |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>UNIT -I</b>   | <b>Introduction to Industrial Psychology</b><br>Definition, meaning, scope, historical development, major subfields, lectures Role of Industrial Psychology, challenges, need, factors responsible.<br>Mental psychology its impact on behaviour Personality differences-causes- it's impact on behaviour. | 12lectures  |
| <b>UNIT -II</b>  | <b>Applied Motivation</b><br>Motivation. kinds of motivation, motivation through job design, incentives, choosing an appropriate motivational model.                                                                                                                                                       | 12 lectures |
| <b>UNIT -III</b> | <b>Organizational Communication</b><br>Meaning, elements. Types of organizational communication, lectures interpersonal communication, improving employee communication skills. Communication challenges in present context, Role of effective Communication in Industrial Psychology.                     | 12 lectures |
| <b>UNIT -IV</b>  | <b>Employee Satisfaction and Commitment</b><br>Employee attitudes, factors ensuring satisfaction and commitment amongst employees, measuring job satisfaction and commitment, consequences of dissatisfaction and other negative work attitude, organization climate and it's impact.                      | 12 lectures |
| <b>UNIT -V</b>   | <b>Emerging Trends in Industrial Psychology</b><br>Emotional Intelligence, Spiritual Intelligence Concept & Application in Industry, Work From Home- Concept. need, features, impact on employee-employer psychology.<br>Virtual organizations, challenges of telecommuting and impact on productivity.    | 12 lectures |

**Books Recommended:**

Ghosh P.K, & Ghorpade M.B.(1999), Industrial Psychology, Himalaya Publishing house. Schultz, D., & Schultz, S. E. (2004), Psychology and Work Today, (8th Ed) Delhi, India: Pearson Education Pvt. Ltd.  
 Luthans, Fred, Organizational Behavior, McGraw Hill 2008  
 Udai Pareek. Understanding Organizational Behavior, Oxford University Press  
 Robbins, Stephen, Organizational Behavior, Prentice Hall, India  
 Ahuja, K. K. (1997). "Organizational Behaviour. (2<sup>nd</sup> Ed). New Delhi India :Kalyanipublishers,  
 Chandan. J. S. (1997). Organizational Behaviour (4<sup>th</sup> Ed ). New Delhi, India Publication House.  
 Khanka, S. S. (2002) Organizational Behaviour, (Zed Ed). New Delhi: S. Chand and Co.  
 Mishra, M. N. (2001), Organizational Behaviour, New Delhi Vikas Publication House.



**M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)**  
**Paper No. MHR-E1 (B)      Industrial Economics      Credit 4**

**OBJECTIVES:**

1. To provide students an understanding of the basic concepts of Industrial Economics.
2. To orient the students about the structure, prospects and problems of Industrialization in India.
3. To enable students, comprehend the impact of Industrialization on Indian Economy.

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>UNIT - I</b>   | <b>INTRODUCTION:</b><br>Meaning, Definition, Nature, Scope, Significance and Limitations of Industrial Economics, Relationship between Industrial Development and Economic Development; Changes in Indian Economy Policy after 1990-91 features and Economic problems; Industrial Combinations- causes, mergers and amalgamations, industrial monopoly-control of monopolies,                                                                                         | 12lectures  |
| <b>UNIT - II</b>  | <b>INDUSTRIAL LOCATION:</b><br>Meaning of industrial Location; Factors/Determinants of Industrial Location Alfred Weber's Theory of Industrial Location: Sargent Florence's Theory of Location:Central place theory of Location;<br>Industrial imbalances-causes and remedies:Need for balanced regional development of industries:<br>Government policy and approach for the development of backward regions in India.                                               | 10 lectures |
| <b>UNIT - III</b> | <b>INDIAN INDUSTRIAL PROFILE ANDPROBLEMS:</b><br>Private, Public, Joint & Co-operative Sector<br>Disinvestment PoliciesEnterprises: Role, Functions and Problems. Micro, Small and Medium Enterprises (MSME) Role and Problems. Service Sector in India: Role, Present positionand problems - Challenges and opportunities in Service Industries.                                                                                                                     | 14 lectures |
| <b>UNIT - IV</b>  | <b>INDUSTRIAL PRODUCTIVITY &amp;INDUSTRIAL EFFICIENCY:</b><br>Meaning, Definition and Measurement of Industrial Productivity.<br>Factors determining Industrial Productivity. Measures adopted by the Indian Government toImprove Industrial Productivity. Meaning Definition, Measurement of Industrialefficiency.<br>Factors affecting Industrial Efficiency. Measures adopted by Indian Government,Industries and other agencies to improve Industrial efficiency. | 14 lectures |
| <b>UNIT - V</b>   | <b>INDUSTRIAL FINANCE:</b><br>Meaning. Need, Types Short term and Long Term capital<br>Choice of funding-External versus Internal sources Institutional finance: Public Sector Banks and Private Sector Banks, ICICI, IDBI, IFCI, SIDBI<br>Foreign Capital- need, government's policy, direct investment, foreign institutional investment.                                                                                                                           | 10 lectures |

**Reference Books:**

- S.C. Kuchal-Industrial Economy of India.
- K.V. Sivayya and V.B.M.Das-Indian Industrial Economy, Chand and Co. Ltd. NewDelhi 1999
- S.C. Kuchal-Major Industries in India, Chaitanya Publishing House, Allahabad.
- Desai, B (1999), Industrial economy of India, Himalaya Publishing House, Mumbai.
- Cherunilam, F. (1994), Industrial Economics: Indian Perspective (3rd Edition), Himalaya Publishing House, Mumbai
- Bagchi and Banerjee : Change and Choice in Indian industry, Centre for studies in social science in Calcutta.
- A Donald Hay Dereck, Mouris: Industrial Economics: Theory and Evidence. Oxford
- K.N.Prasad: Indian Economy Since Independence.
- Sivaya, K V and Das, V B M (latest edition), Indian industrial economy, Sultan Chand.
- Mishra and Puri (latest edition), Indian economy, Himalaya publisher.



**M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)**

**Paper No. MHR-E1 (C)**      Corporate Social Responsibility and Business Ethics (CSR&BE)    Credit 4

**OBJECTIVES:**

1. To introduce students to concept of CSR.
2. To equip the students with knowledge of corporate governance.
3. To enable students develop an indepth understanding of business ethics and their compliance

| Units           | Particulars                                                                                                                                                                                                                                    |             |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Unit-I</b>   | Corporate social responsibility- Concepts, conflicts & contemporary thinking; Role of corporation as part of community-basic human rights, constitutional obligations, social practice—Social Accounts Matrix—Social Indicators (SA 8000, GRI) | 12 Lectures |
| <b>Unit-II</b>  | Sustainable value addition to corporate culture-global driver of sustainability, interconnecting the unconnected, repositioning by clean technology                                                                                            | 12 Lectures |
| <b>Unit-III</b> | Corporate strategy for prosperity-creative destruction, disrupted potential, global abstractions & local solutions—<br>Concept of Corporate Governance: Perspectives and Practices                                                             | 12 Lectures |
| <b>Unit-IV</b>  | Calibration to gain from corporate social responsibility-centrality, specificity, proactively, voluntarism, visibility, value creation; UN global compact-global corporate citizenship, compact framework, mission.                            | 12 Lectures |
| <b>Unit-V</b>   | Ethical responsibility-business & ethics interface, ethical theories, planning, organizing and communicating with ethics; Ethics compliance management system ECS 2000; Ethics compliance standard 2000.                                       | 12 Lectures |

**Books Recommended:**

1. H.H, Johnson, , Business in contemporary society-framework & issues, Wadsworth Publishing Co Ltd
2. J Wempe and M Kaptain, , The balanced company: A theory of corporate integrity, Oxford University
3. JA Patric and J.F Quinn, , Management Ethics: Integrity at Work, Response Book
4. M Goebbels, , Reframing Corporate Social Responsibility: The Contemporary Concepts of a Fuzzy Notion, Erasmus University Rotterdam.

**M.P.M / M.COM(HR) (FIRST SEMESTER) (CBCS-NEP)**

**Paper No. RM-I**

**Research Methodology**

**Credit 4**

**Objectives:**

- a. To orient students with research process.
- b. To equip students with understanding of sampling techniques, data collection, analysis, data presentation and report writing.

|                  |                                                                                                                                                                                                                                                                                                        |             |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>UNIT -I</b>   | <b>Introduction:</b><br>Definition, Meaning, Nature, Scope, Objectives of Research, Benefits of quality research                                                                                                                                                                                       | 10 Lectures |
| <b>UNIT -II</b>  | <b>Planning Research Project:</b><br>Identification, selection & formulation of problem, Research design- Types of Research                                                                                                                                                                            | 10 Lectures |
| <b>UNIT -III</b> | <b>Research Process:</b><br>Hypothesis: Concept, objectives, Primary synopsis, methods of investigation, survey method, case study method, experimental method and scientific method                                                                                                                   | 10 Lectures |
| <b>UNIT -IV</b>  | <b>Data Collection:</b><br>Data- Concept, Types-Primary, Secondary, Data collection methods, Schedules, Questionnaires, Pilot Study                                                                                                                                                                    | 10 Lectures |
| <b>UNIT -V</b>   | <b>Sampling:</b><br>Classification, Tabulation & Sampling of data, Advantages & limitation of sampling- theoretical basis of sampling- probability & non-probability sampling, errors in sampling, Objectives & determinants of classification, Tabulation of data, Analysis & Interpretation of data. | 12 Lectures |
| <b>UNIT-VI</b>   | <b>Report Writing-</b><br>Nature, Types & Contents of Reports- Steps in drafting reports                                                                                                                                                                                                               | 8 Lectures  |

**References:**

1. Kothari C.K, Research Methodology, Himalaya Publishing House
2. Michael V.P, Research Methodology in Management, Himalaya Publishing House
3. Nandgopal R., Research Methodology, Himalaya Publishing House
4. Gupta S.P, Statistical Methods in Business, Himalaya Publishing House