

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH**

[Established under the Central Universities Act 2009]

PO Box: 21, Dharamshala, District Kangra - 176215 (HP)

[www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)

**Course Code:** SWR 713

**Course Name:** Human Resource Management and Industrial Relations

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

**Course Objectives:** The Course is designed to

- Comprehend the concept and importance of Human Resource Management
- Understanding Human Resource Development instruments & techniques
- To understand the functioning of Industrial Relations Machinery.

**Attendance Requirements:**

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

**Evaluation Criteria:**

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%
  - Class Participation: 5%
  - Home Assignments: 10%
  - Group Discussion: 10%

**Course contents:**

**UNIT I: Human Resource Management and HRD (12 hours)**

- Human Resource Management: Meaning, function, objectives
- Human Resource Development: Meaning, function and scope
- Human Resource Development Instruments
- Relation between HRM and HRD

**UNIT II: HR Planning and selection process (12hours)**

- HR planning: meaning and objectives and process
- Recruitment and Selection Process.
- Job Description and Job Specification
- Concept of human resource and information system(HRIS)

**UNIT III: Performance management and development- (12hours)**

- Performance appraisal- concept and methods
- MBO: Objectives and Methods
- Career planning and development

**UNIT IV: Management of jobs and compensation**

**(12hours)**

- Job analysis and Job Design
- Job evaluation: objectives and methods
- Wage determination: Factors, Principles and Theories.

**UNIT V:Industrial Relations**

**(12hours)**

- IR:Concept and models
- IR: machinery preventive and curative
- Collective Bargaining: Concept, Strategies and process

**Text Books:**

- Saiyadain, M. S. (2003). *Organisational behaviour*. Tata McGraw-Hill Education.
- Rao, T. V. (1986). Recent experiences in human resources development.
- Pettinger, R. (2013). Introduction to management.
- Pettinger, R. (2000). *The future of industrial relations*. Thomson Learning

**Additional Readings:**

Pareek, U. (2006). *Designing And Managing Human Resource Systems, 3/E*. Oxford and IBH publishing.

Flippo, E. B. (1976). *Principles of personnel management*. McGraw-Hill.

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**Course Code:** SWR 715

**Course Name:** NGO and Social Work

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

**Course Objectives:** The course is designed to:

- How to form & Register an NGO
- To introduce the students to NGO Sector.
- To introduce the Basic Concepts of NGOs.
- To provide an overview of NGOs.
- To provide basic managerial skills of NGO.
- To equip the students for formation of NGO.

**Evaluation Criteria:**

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment( CIA) : 25%
  - a. Project Proposal: 10%
  - b. Presentation: 10%
  - c. Assignments: 5%

**Course Contents:**

**UNIT - I: NGOs – An Introduction, Concepts and Functions** **(8 Hours)**

- Concepts, Typology of Non Governmental Organization.
- Functions and Roles of Non Governmental Organizations.
- Problem Definition
- Problem Solving.

**UNIT - II: Societies, Trusts and Companies** **(10 Hours)**

- How to register a Society.
- Matters included in Bye - Laws of a Society.
- Matters included in Rules & Regulations.
- Duties & Liabilities of Trustees; Income Tax-Exemptions & FCRA

**UNIT - III: Project Proposal and its Evaluation**

**(10 Hours)**

- Strategy: Vision / Mission Statements, Differentiation and Organizational Alignment.
- Best Practice Case Study.
- Strategy Formulation.
- Proposal Writing
- Mechanics of Proposal Writings, General Lineation for Formulation of Project Proposals.

**UNIT – IV: Budgeting**

**(6 Hours)**

- Definition, Purpose and Preparation of a Good Budget.
- Guiding Principles of Budgeting.
- A Good Budget –Desirability, Feasibility, Possibility, Continuity and Impact.

**UNIT – V: Fund Raising**

**(8 Hours)**

- Principles of Fund Raising.
- Searching & Role of Fund Raiser.
- Factors affecting Fundraising.

**Prescribed Text Books:**

1. Accenture - Stiftung, Germany, School of Communication Management, International University in Germany, Bruchsal, The Banyan, India. (2009) Strategic Research and Political Communications for NGOs: Initiating Policy Change. New Delhi, Sage Publications India Pvt. Ltd.

**Suggested Additional Readings:**

2. Fr. Emmanuel S. Fernando (2001), Project From Problems, Emmanuel Sylvester., Mumbai.