UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

M.Com. (Human Resource Management)

Annual Scheme

Part-I (Previous) Examination  2020
Part-II (Final) Examination   2021

Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR
MASTER of HUMAN RESOURCE MANAGEMENT

SCHEME of EXAMINATIONS

(Annual Scheme)

1. The aggregate of marks for the whole course will be 1100 consisting eleven papers [Five in Part-I and Six in Part-II].
2. Each Theory paper shall be of 3 hours duration and will carry 100 marks.
3. There will be 10 (Ten) questions in all, 2 (two) from each unit. Students will be required to attempt any 1 (one) question from each unit.
4. For a pass in MIB Part-I and Part-II, a candidate must:
   (a) obtain 36% pass marks in every individual paper.
   (b) obtain 48% marks in aggregate of passing papers.
5. Two papers (not cleared) be carried forward as due papers to the next year examination only once for one time.
6. At the end of MIB examination, each candidate shall be required to go through a summer training of 6 weeks in a business/industrial organization and submit a project report under the guidance of duly approved supervisor of the Department of Business Administration.
MASTER of HUMAN RESOURCE MANAGEMENT

PART - I

(Annual Scheme)

Paper 1 - Human Resource Management
Paper 2 - Human Resource Development
Paper 3 - Labour Economics and Labour Welfare
Paper 4 - Industrial Relations and Social Security
Paper 5 - Labour Legislation

PAPER-I:

HUMAN RESOURCE MANAGEMENT

(Principles and Practice)

Duration 3 hrs.                         Max Marks: 100

Unit - I


Unit-II

Unit - III


Unit - IV

Employee Communication. Employee Discipline. Leadership and Morale.

Unit - V

Informal Relations and Group Dynamics, Management of Conflicts and Resistance to Change.

Books Recommended:

6. Dwivedi, R.S.: Managing Human Resources: Personnel Management in Indian Enterprises, Galgotia Publishing Company,
PAPER -II:

HUMAN RESOURCE DEVELOPMENT

Duration 3 hrs.  

Unit -I

Conceptual framework, issues is HRD, HRD-A multidimensional and new concept, objects of HRD, HRD and HRM, agents of HRD.

Unit-II

Strategy for HRD, HRD Culture, Mechanism and Subsystems of HRD, HRD Barriers, frame work of HRD.

Unit-III


Unit-IV

Executive-development Career Advancement, Career Planning, Succession Planning and Counseling, Feedback. HRD in India-Recent Scenario

Unit-V

HRD in Different Sectors, Study of HRD Organizations- SBI, SAIL, L&T.

Books Recommended:


Dy. Registrar (Academic)  
University of Rajasthan  
JAIPUR

PAPER – III:

LABOUR ECONOMICS AND LABOUR WELFARE

Duration 3 hrs. Max Marks: 100

Unit-I

Indian Labour: Chief Characteristics and Economic background, Sources of supply of Labour in Indian Industries.

Unit-II


Unit-III


Unit-IV


Unit-V

Books Recommended:


PAPER-IV:

INDUSTRIAL RELATIONS AND SOCIAL SECURITY

Unit-I

Duration 3 hrs.

Max. Marks : 100

Parties to Industrial Relations, Changing Pattern of Industrial Relations. Industrial Disputes-causes and effects, Machinery for prevention and settlement of Industrial Disputes.

Unit-II

Workers Organisations- Main Features and Problems Employers. Organisations Main Features, Problems and Remedies.
Unit-III

Recent trends in Trade Union Movements in India Employers Organisation and their Role.

Unit-IV


Unit-V


Books Recommended:

4. Paul Edwards (Ed) (1997), Labour Adjudication in India. ILO. New Delhi
PAPER-V:
LABOUR LEGISLATION

Duration 3 hrs
Max. Marks: 100

Unit-I
Factory Act, 1948.

Unit-II
Industrial Employment (Standing Order) Act, 1936; Trade Union Act, 1926.

Unit-III
Industrial Disputes Act, 1947; Payment of Wages Act 1936.

Unit-IV

Unit-V

Books Recommended:

MASTER IN HUMAN RESOURCE MANAGEMENT

PART - II

(Annual Scheme)

Paper 1 - Management Concepts and Organisational Behaviour
Paper 2 - Organisation Development
Paper 3 - Business Research Methods
Paper 4 – Human Resource Information System
Paper 5 - Contemporary Issues in H.R.M.
Paper 6 – Project Report & Viva-Voce

PAPER-I:

MANAGEMENT CONCEPTS AND ORGANISATIONAL BEHAVIOUR

Duration 3 hrs. 

Max. Marks : 100

Unit -I

Unit-II

Communication: meaning and types, communication channels, barriers and breakdown in communication, effective communication. Control: process, requisites and techniques.

Unit-III

Organizational behavior: meaning, basic assumptions, significance, scope and Limitations. Motivation: Nature significance and theories.

Unit-IV

Leadership: functions of leader, approaches and leadership styles, Interpersonal relations and group dynamics.

Unit-V

Organisational conflicts, corporate culture and corporate ethics. Organisational health.

Books Recommended:


PAPER-II:

ORGANISATION DEVELOPMENT

Duration 3 hrs. Max. Marks: 100

Unit-I

Organization Development: introduction, history, nature, characteristics assumptions and values.

Unit-II

Components: meaning, need and importance, nature, overview, diagnostic, action and process of OD, organizational interventions.

Unit-III

OD Interventions: Planned intervention: conflict and conflict resolution. Laboratory method, team development, intergroup building, personnel, interpersonal and group process interventions, comprehensive intervention: survey feedback, Likert’s System and Grid, OD contingency model.

Unit-IV

Managing change: concept, process and key roles of organizational change. Managing resistance to change and effective implementation of change.

Unit-V

Role approaches and skills of manager as agent of change. Training for trainers, steps leading to successful OD programme and organizational effectiveness. Possible reasons of failure.
Books Recommended:


PAPER-III:

BUSINESS RESEARCH METHODS

Unit-I

Duration 3 hrs

Max. Marks: 100

Meaning and objectives of Research, Need and Importance of Research in Business. Types of Research, Problems in Social Science Research. Identification of Research Problem.

Unit-II

Framing of Hypothesis. Research Design- Important concepts, Sampling Design steps.

Collection of Data- Primary and Secondary Sources.
Unit -III

Questionnaire and Codes Schedule, Interviews and code, Observation. Scaling: Importance and Techniques Editing Coding, Classification and Tabulation.

Unit-IV


Unit-V


Books Recommended:


PAPER-IV:

HUMAN-RESOURCE INFORMATION SYSTEM

Unit - I

Duration 3 hrs

Max. Marks : 100

Management Information System: An introduction, historical background, status of MIS in organization, framework for understanding MIS.

Unit-II

Information needs and economics: growing need for information date, information from data, information economics.

Unit-III

Systems view, role of MIS at various management levels structure of MIS, Information network and Essentials of MIS.

Unit-IV


Unit-V

Uses of HRIS and HRD with special reference to performance appraisal, training need identification and career planning.

Books Recommended:

1. Michael J. Kavanagh: Human Resource Information Systems
2. James O’Brien: Management Information Systems
PAPER-V:

CONTEMPORARY ISSUES IN H.R.M.

Unit-I
Duration 3 hrs.  Max. Marks : 100

An Introduction to globalization: meaning globalization and its implications for HRD. Globalization and work force diversity in different organizations (including MNCS).

Unit-II

Work Organizations in 21st century: changing world, changing attitude, feelings about jobs, organizations and people.

Unit-III

Career development and Stress: Management of stress-conflict and cooperation in organizations.

Unit-IV

Culture and technology. Creativity in organizations and organizational effectiveness.

Unit-V

Ethics in organizations: basic need and importance influence of power and politics. An overview about Indian ethos in HRM and relevance to present scenario.

Books Recommended:


PAPER-VI:

PROJECT REPORT and VIVA-VOCE

<table>
<thead>
<tr>
<th>Project Report</th>
<th>50 Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viva-Voce</td>
<td>50 Marks</td>
</tr>
</tbody>
</table>

Dy. Registrar (Academic)
University of Rajasthan
Jaipur