



Semester II
CCLW204
Human Resource management

Unit-1

HRM-definition, concept, scope, functions and characteristics, emergence of HRM. Concept definition and approaches of HRD. Function and skills of HR Manager. Inter relationship between HRM, HRD, IR and Labor welfare. HRM as a joint responsibility of line and staff management,

Unit-2

HRM functions: recruitment- its types sources, methods of selections, placement, induction process, promotion, demotion transfer, wage and salary administration. Man power planning job analysis, job description job evaluation, job specification, role analysis. Training and development - its concept, definition, types and process of training, evaluation of training,

Unit -3

Performance appraisal- concept, definition, importance, methods of performance appraisal, Potential appraisal concept, use of potential appraisal, feedback and counseling. , career planning, concept of Kaizan and MBO. Grievance redressal and employee discipline. HRM and HRD Audit- concept, need, importance and scope. Future challenge of HRM, Emerging issues and future of HRM

References:

1. C.B.Gupta- Human resource management- Sultan chand and sons
2. C. G. Basotiya.-Human Recourse Management, Shree Niwas Publication, Jaipur.
3. K. Aswathapa- Human resource management - McGraw Hill Publicing co.
4. A.B.Flippo- Human resource management - McGraw Hill Publicing co.
5. T.V.Rao -Reading in Human resource development- Oxford & IBH PUBLI.
6. Udai Pareek and T.V.Rao- Designing and managing human resource system Oxford & IBH PUBLI.
7. Batiya, S. K. 2008-Emerging human Resource Management, Deep & Deep Publications Pvt. Ltd. New Delhi.

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
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Q4	Answer in one or two lines, Definitions, Conceptual	1,2,3	10
	Total		70

Semester II
Core course CCLW - 205
Labor welfare (LW)



Unit: 1 Introduction

Origin and evolution of Labour Welfare-objectives of Labour Welfare need and importance of L.W Classification of L.W, Work agencies of L.W, Scope of L.W , Concepts, philosophy and principles of labour welfare, Plans and labour policy in India, Legislation and Labour Welfare in India.

Working condition and benefits.

Working conditions in the factory-safety and accident prevention, Health and hygiene. Canteen organization and management , Organization of credit and consumer co-operative societies-recreational and educational activities-workers education in India.

Unit: 2 Problems of Labour in India.

Problems of Indian labour- Industrial Housing-slums-illiteracy-indebtedness-alcoholism, absenteeism and turnover. Problems of child labour Problems of Women Labour Problems of Unorganized labour ,Problems of Workers education Recommendations of major commissions on Labour and employment.

Unit -3 Social Security .

Evolution, definition and objectives of Social security. Essential requirement of Social security. Growth of social security and social insurance in India and overview of social security in India. Social securities in developing countries and I.L.O Social security for unorganized sector

References:

3. Kohli, A. S. and Sarma S. R. (1977), Labour Welfare and Social security, Anmol Publications Pvt. Ltd., New Delhi.
4. Misra, L. (2000), Child Labour in India, Oxford University Press, New Delhi.
5. Mathur D. C. (1993), Personnel Problems and Labour Welfare, Mittal Publication. New Delhi.
6. Sharma Usha, (2006), Female Labour in India, Mittal Publication New Delhi.
7. Dayal, R. et al. – (1996) Industrial Sociology and Labour Welfare, Mittal Publication. New Delhi.

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Semester II
CCLW206
Research Methodology

Unit-1

Scientific inquiry, Definition and scope of social work research, importance of research work in social work. Structural parts of knowledge: facts, laws, concepts, variables, hypothesis its types, functions, characteristics, empirical generalization and theory hypothesis. Problem formulation: criteria for selection of a topic conceptualizing a specific researchable problem, Operationalisation, relevance, specificity, observability and feasibility of a research topic. Types of Research designs: exploratory and explanatory, surveys, experimental (natural or post facto, panel study, salmon four, field/laboratory) case studies, monitoring and evaluation.

Unit-2

Methods of data collection: tool construction observation, interview, questionnaires, secondary source of data. Sampling: some basic concepts and definitions, purpose of sampling, major types, steps in sampling process. Introduction to qualitative research: concept and emergence of qualitative research, relevance and importance of qualitative methods in social work research, comparison between quantitative and qualitative methods. Over view of qualitative research methods : general characteristics, unstructured/ semi-structured interviews, focus group discussions, social mapping/ body mapping, free lists, pile sort, direct observations, narratives, scenarios, drawing and dialogue, limitations of qualitative methods.

Unit-3

Data analysis: editing and coding, data classification, univariate and multivariate presentation and interpretation, tabulation, graphical presentation, bar- charts, pie-charts, histogram. Statistics: mean, median, mode, standard deviation, measures of variability range, advantage and disadvantage of range, association and correlation. Research proposal, steps in conducting a research study. Research report, it's essential contents, findings and bibliography. Evaluation of research. Application and utilization of research findings in social work practice and intervention.

Reference Books

- Ackoff, R.I. 1962-Scientific Method: Optimizing applied Research Designs, New York: John Wiley and Sons.
- Anderson, J. et al. 1970- Thesis and Assignment Writing, New Delhi: Wiley Eastern Limited
- Bailey, Kenneth, D. 1987 - Methods of social research, New York: the free press.
- Crabtree, B.F. and Miller, W.I. (eds.) 2000 - Doing qualitative research, New Delhi: Sage Publications.
- Cranstein, A. and Phillips, W.R. 1978 - Understanding social research an introduction, Boston: Allyn and Bacon.
- Kothari, C. R. - Research methodology, Himalaya publication. Bombay.

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Semester II
ECLW203
Office Management

UNIT –1

Meaning of office – principles of management office management – elements of office management functions of office management – scientific office management – office manager. Office Administration: - Administrative office management – Objectives of Administrative office Management – functions of administrative office manager office Accommodation: principles – location of office – office building – office layout – preparing the layout new trends in office layout.

UNIT –2

Records management filing – essentials of goods filing system classification and Arrangement office –Filing Equipment – methods of filing –modern filing devices –centralized vs Decentralized filing. Indexing – types of Indexing – Selection of suitable indexing systems modern techniques in Record Making.

UNIT –3

Office stationery and supplies : importance of stationary – need to control office stationary and supplies standardization of office supplies – purchasing supplies – purchasing procedure – Issue of stationery and supplies – control of consumption – office manager and stationery control. Report writing: types of reports – report writing – specimen of reports – précis writing– office communication importance, barriers, types of communication.

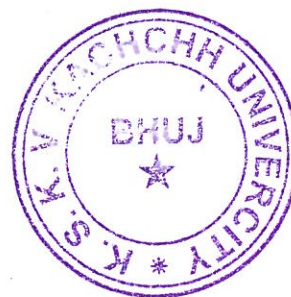
Reference Books:

- 1) R.k.Chopra –Office Management
- 2) J.C.Denyer – Office Management
- 3) Johnson & Savage : Administrative office Management

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Semester II
ECLW204A
Computer Application

Unit-1

Introduction to Computers and MS Office: Introduction to Computers, Operating Systems and Software's, Windows operating system, MS Office – Excel and PowerPoint, Introduction to Internet and its applications. Introduction to SPSS Package, Create – Data file, Syntax file and Output file, Open Data files, Print – Data, Output and Chart, Editing Data file, Copying – Data file, Output file and chart, search and replace Data, Preferences, SPSS utilizes.

Unit-2

Data: Variable- Labels and Values, Insert – Variable and Cases, Sort and Search cases, Merge files – Add variables, Split file, Select cases, Calculate Scores, Pseudo – random numbers, Coding the Data – same variable and Different variable, Rank cases and missing Values.

Unit-3

Analysis :Frequency Calculation, Quartiles, Percentiles, Standard Deviation, Variance, Range, Minimum, Maximum, Mean, Median, Mode, Sum, Skewness, Kurtosis, Cross table preparation, chi-square, Correlation, Contingency Coefficient, Phi & Cramers V, lambda, Uncertainty, Gamma, Somers D, Compare Mean, Independent samples T-test, Paired samples T-test, ANOVA – One way, Simple Factorial, General factorial, Multivariate and repeated measures, Correlation – Bivariate, Partial and Distances, Regression –Linear, Curve estimation, Logistic, probit, Nonlinear, Weight estimation, 2 Stage Least squares, Log linear – General, Hierarchical cluster ND Discriminate, Factor analysis, Reliability analysis, Multidimensional scaling, Non parametric Tests – Chi-square, Binominal and Runs.

References

1. Kiran Pandya, Smruti Bulsari, Sanjay Sinha : SPSS in Simple Steps, willey publication.
2. Varsha Bhosale, Deepali Vora : Data Warehousing & Data Mining, willey publication.
3. James B Cunningham: Using SPSS: An Interactive Hands-On Approach, Sage publication.

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**Semester II
ECLW204B
NGO Management**

Unit 1

Need for welfare and developmental organizations. Registration of non-government organizations.

Constitution and policy of non-government Organisation. Organizational design and structure in its environmental context. Type of services. Programme delivery: eligibility criteria. Management of programme and evaluation. Proposal for small programme.

Unit 2

Creating a work oriented climate. Understanding authority, relationship and interpersonal relationships. Working with boards, committees, and other staff. Working in professional teams. Policies and practices for personnel in organizations, Volunteers, professionals, Para-professionals,

Communication in an organization - its importance, components, types and barriers. Conditions for effective communication.

Unit 3

Unit of work, time allotment, workload, responsibilities, coordination Staff-client relation, Teamwork, supervision, directing, monitoring, evaluation, Conflict resolution. Programme management, maintenance of record, Documentation, Budgets and accounts, Public relations, impact analysis-qualitative and quantitative.

Reference

Schmale, M. 1993.- The Role of Local Organizations in third world development, England, Avebury.

Lewis, D. and Ravichandra, N. 2008 -NGOs and Social Welfare, Rawat Publication, Jaipur.

Popple, Philip R. and Leslie Leighninger (2008). -The Policy-Based Profession: An Introduction to Social Welfare Policy Analysis for Social Workers (4th ed.). Boston, MA: Pearson/Allyn and Bacon

Thompson Paul & Mchuge, D. - Work Organization, Palgrave Publication.

Redding, W. Charles. 1985. -"Stumbling Toward Identity: The Emergence of Organizational Communication as a Field of Study" in McPhee and Tompkins, Organizational Communication: Traditional Themes and New Directions

Kerzner, Harold (2003). -Project Management: A Systems Approach to Planning, Scheduling, and Controlling (8th Ed. ed.). Wiley

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