

SEMESTER -III

MDC-III (A) Principles of Human Resource Management

Course Objectives:

- ✓ Understand HRM Fundamentals
- ✓ Master Recruitment and Selection
- ✓ Excel in Training and Development

UNIT -I

Introduction to HRM: Definition, Meaning, Objective and Scope of HRM, Historical Evolution of HRM, Role of HRM in Organizational Success, HRM Trends and Challenges.

UNIT -II

Recruitment and Selection: Job Analysis and Description, Recruitment Methods and Sources, Selection meaning, process, Techniques and Interview process and its limitations.

UNIT -III

Training and Development: Meaning, Objectives, Importance Training Needs Analysis, Training Methods and Techniques, Employee Development Programs, Evaluating Training Effectiveness

UNIT -IV

Performance Management: Meaning, Objectives, Importance, Methods of Performance Appraisal Systems, Challenges and best practices in Performance appraisal.

Books Recommended:

1. T.V. Rao: "The Future of HRD: Strategies and Practices".
2. P. Subba Rao: "Essentials of Human Resource Management and Industrial Relations".
3. V.S.P. Rao: "Human Resource Management: Text and Cases".
4. P. C. Tripathi and P. N. Reddy: "Principles of Management".

Course Objectives:

- ✓ The course aims to define CSR and explore its significance, theoretical foundations, and role in promoting sustainable business practices.
- ✓ By integrating CSR into organizational operations, students will develop strategic skills to implement sustainable practices that create value for both the organization and society.

UNIT -I

Introduction to Corporate Social Responsibility: Definition and Concept of Corporate Social Responsibility (CSR), Historical Evolution of CSR, Importance and Benefits of CSR for Businesses.

UNIT -II

CSR Strategy and Implementation in Organisation: Developing a CSR Strategy: Setting Goals and Objectives, Stakeholder Engagement and Management in CSR, Integration of CSR into Business Operations, Corporate Governance and Ethics in CSR

UNIT -III

CSR Initiatives and Best Practices: Environmental Sustainability Initiatives (e.g., Sustainable sourcing, Renewable energy adoption), Social Impact Initiatives (e.g., Community development programs, Employee volunteering), Ethical Business Practices (e.g., Fair labour practices, Anti-corruption measures), Corporate Philanthropy and Charitable Giving

UNIT -IV

CSR Reporting and Accountability: Transparency and Disclosure in CSR Reporting, Global Reporting Initiatives (GRI) Standards, Assurance and Verification of CSR Reports, Stakeholder Communication and Engagement through CSR Reporting

Books Recommended:

1. **"Corporate Social Responsibility: Indian Perspectives"** by Sanjay K. Agarwal
2. **"Corporate Social Responsibility in India: Cases and Developments After the Legal Mandate"** by Pushpa Sundar
3. **"Corporate Social Responsibility in India: An Evaluation"** by C. B. Mamoria and Preeti Mamoria
4. **"Corporate Social Responsibility: A Case Study Approach"** by Satya Ranjan Acharya and Gauri Shankar Gupta
5. **"Corporate Social Responsibility: Strategy, Communication, Governance"** by André Habisch, Jan Jonker, and Martina Wegner
6. **"Strategic Corporate Social Responsibility: Sustainable Value Creation"** by David Chandler and William B. Werther Jr.
7. **"Corporate Social Responsibility: Readings and Cases in a Global Context"** edited by Andrew Crane and Dirk Matten
8. **"Business Ethics and Corporate Governance"** by A.C. Fernando

Course Outcome (ପାଠ୍ୟପତ୍ର ପ୍ରସ୍ତୁତି):

ସାହିତ୍ୟ ବିବିଧ ବିଷୟର ଏକ ସମନ୍ୱିତ ରୂପ। ଏଥିରେ ଇତିହାସ, ରାଜନୀତି, ଭୂଗୋଳ, ଦର୍ଶନ ଆଦିର ତାତ୍ତ୍ୱିକ ଅନୁଶୀଳନ କରାଯାଇପାରେ। **Arts**
ବା କଳା ବିଷୟ ସହିତ ସାହିତ୍ୟର ସମ୍ପର୍କ ଓ ସ୍ୱାତନ୍ତ୍ର୍ୟ ଜାଣିବାନିମିତ୍ତ ଏହି ପ୍ରକୃତି ସହାୟକ ହେବ।

UNIT-I: ସାହିତ୍ୟ ଓ ସମାଜ

UNIT-II: ସାହିତ୍ୟ ଓ ରାଜନୀତି

UNIT-III: ସାହିତ୍ୟ ଓ ଇତିହାସ

UNIT-IV: ସାହିତ୍ୟ ଓ ଦର୍ଶନ

Books of Reference (ସହାୟକ ଗ୍ରନ୍ଥସୂଚୀ):

୧. ସାହିତ୍ୟର ସମ୍ବିଧାନ - ପୂର୍ଣ୍ଣ ଚନ୍ଦ୍ର ମହାନ୍ତି, ପ୍ରେସ୍‌ବ୍ ଏମ୍ପୋରିଅମ୍, ସମ୍ବଲପୁର
୨. ସାହିତ୍ୟର ସୂଚୀପତ୍ର - ବିଭୂତି ପଟ୍ଟନାୟକ, ପ୍ରେସ୍‌ବ୍ ପବ୍ଲିଶର୍ସ, କଟକ
୩. ଓଡ଼ିଆ ଉପନ୍ୟାସରେ ସମାଜ ଚର୍ଚ୍ଚା - କୈଳାଶ ପଟ୍ଟନାୟକ, ବିଦ୍ୟାପୁରୀ, କଟକ
୪. ସାହିତ୍ୟ ଚର୍ଚ୍ଚା : ପ୍ରାଚ୍ୟ ପାଶ୍ଚାତ୍ୟ - ଜ୍ୟୋତ୍ସ୍ନାମୟୀ ପ୍ରଧାନ, ପ୍ରେସ୍‌ବ୍ ପବ୍ଲିଶର୍ସ, କଟକ
୫. ସାହିତ୍ୟର ରୂପରେଖ - ନୀଳାଦ୍ରି ଭୂଷଣ ହରିଚନ୍ଦନ, ବିଦ୍ୟାପୁରୀ, କଟକ
୬. ସାହିତ୍ୟ ଚର୍ଚ୍ଚା - ଧନେଶ୍ୱର ମହାପାତ୍ର, ଗ୍ରନ୍ଥ ମନ୍ଦିର, କଟକ

Course Objectives:

- ✓ To provide students a basic understanding of the evolution of Indian Administration
- ✓ To help students to gain knowledge about structural and functional dynamics of Indian administration.
- ✓ To Know the evolutionary period of Indian Administration.
- ✓ Define the concept of the fundamental rights and duties of Indian Citizens

UNIT -I*Evolution of Indian administration*

- Genesis of Indian Administration
- Government of India Act(s) of 1909, 1919, 1935.

UNIT -II*Salient Features of Indian Constitution*

- Fundamental Rights - its features and limitations
- Directive Principles of State Policy
- Fundamental Duties

UNIT -III*Federal Structure in India*

- Centre-state relations: Legislative, Administrative and Financial

UNIT -IV*Union Administration*

- Central Secretariat, Cabinet Secretariat,
- Prime Minister's Office (PMO)

Books Recommended:

- ✓ B.L. Fadia and Kuldeep Fadia, (2014) "Indian Administration" Sahitya Bhawan, Agra;
- ✓ Bidyut Chakrabarty, Prakash Chand, (2016), "Indian Administration : Evolution and Practice" , SAGE Publications, New Delhi;

Reference Books:

- ✓ Amita Singh, (2005), Administration Reforms, Sage Publications, New Delhi
- ✓ Kuldeep Mathur, (2015), Government to Governance, National Book Trust
- ✓ Hoshier Singh and Pankaj Singh (2011), Indian Administration, Pearson, Delhi.
- ✓ S.R. Maheswari (2011), Indian Administration, New Delhi, Orient Longman.
- ✓ Pratap Bhanu Mehta & Nirja Gopal Jayal (2011), The Oxford Companion to Politics in India, Oxford University Press, New Delhi.
- ✓ Padmalaya Mahapatra, (2013), "Indian Administration: Central – State – District", Gyanayuga, Bhubaneswar