

7.1.15 The institution offers a course on Human values and professional ethics.

BC 505: GOVERNANCE, ETHICS AND SOCIAL RESPONSIBILITY OF BUSINESS

Time allowed : 3 hours

Pass Marks : 35%

Periods per week : 6

Max Marks: 100

Internal Assessment: 30

External Assessment: 70

Instructions for Paper-Setters/Examiners

The question paper covering the entire course shall be divided into three sections as follows:

SECTION-A

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

SECTION-B

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

SECTION-C

It will consist of 12 very short answer questions from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks

UNIT – I

Concept of Business Ethics, Corporate Code of Ethics: Environment, Accountability, Diversity, and Discrimination. Principles and Theories of Business Ethics: Principles of Business Ethics, Characteristics of Ethical Organisation, Theories of Business Ethics, Globalization and Business Ethics, Stakeholder's Protection.

Corporate Governance: Conceptual framework of Corporate Governance, Insider Trading, Rating Agencies, Whistle Blowing, Corporate Governance Reforms; Initiatives in India including clause 49 of Listing Agreement and Kumar Mangalam Birla Committee on Corporate Governance.

UNIT – II

Codes & Standards on Corporate Governance: Sir Adrian Cadbury Committee (UK), 1992, Greenbury Committee (UK), 1995, Hampel Committee on Corporate Governance (UK), 1997, Blue Ribbon Committee (USA), 1999, OECD Principles of Corporate Governance, 1999, Smith Report, 2003 (UK), Green Governance, clause 49 & Listing agreement.

Corporate Social Responsibility (CSR): Arguments for and Against; Strategic Planning and Corporate Social Responsibility; CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, Drivers of CSR, ISO 26000. CSR provisions under companies Act. 2013.

Suggested Readings:

1. Bhanu Murthy, K. V. and Usha Krishna: Politics Ethics and Social Responsibilities of Business, Pearson Education, New Delhi.
2. J. P. Sharma: Corporate Governance, Business Ethics & CSR, Ane Books Pvt. Ltd., New Delhi.
3. Christine A Mallin: Corporate Governance (Indian Edition), Oxford University Press, New Delhi.
4. Bob Tricker : Corporate Governance-Principles, Policies, and Practice (Indian Edition), Oxford University Press, New Delhi.

PAPER: MC 401 : HUMAN RESOURCE MANAGEMENT

Lectures Delivered : 60
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I

Human Resource Management : Meaning, Definition, Scope of HRM, Objectives and functions of HRM, Role and qualities of HRM Manager, HRM Policies and Principles, HRM Model.

Evolution of HRM, Organisation of HRM Department.

Environment of HRM, Role of Government and other external and internal forces which effect HRM functions.

Human Resource Planning and Development of Human Resource Information System (HRIS), Job analysis, Job Description and Job specification.

Human Resource (Procurement) : Recruitment Process and its effectiveness, Selection Process & its effectiveness, Orientation & Placement. Human Resource Training and Development & its effectiveness.

UNIT- II

Human Resource Potential Appraisal System, Performance Appraisal (Meaning, Definition, Appraisal Process, Past Oriented Methods, New approaches like 360 degree, Assessment Centres, MBO).

Compensation Management: Employee Remuneration Incentive Payments (individual as well as group incentive plans), Employee Benefits and Executive Remuneration. Employee Welfare, Safety and Health, Internal Mobility (Promotion Transfer).

Work Redesigning, Job enlargement, Job relation, Job evaluation, job satisfaction-importance and measurement, Work Life Balance.

“ कॉलेज ” स्तर की परीक्षाओं के लिए कक्षा अनुसार पाठ्यक्रम

कक्षा	पाठ्यक्रम	अंक
10 + 1	धर्म शिक्षा - भाग ग्यारहवां	100
10 + 2	धर्म शिक्षा - भाग बारहवां	100
बी0 ए0 प्रथम वर्ष/ एन0 टी0 टी0	(1) महात्मा हंसराज महात्मा खुशहाल चन्द लिखित (2) ईशोपनिषद	60 } 40 } 100
बी0 ए0 द्वितीय वर्ष	(1) सरल संक्षिप्त सत्यार्थ प्रकाश 1 - 5 समुल्लास (2) गीता सुमन	60 } 40 } 100
बी0 ए0 तृतीय वर्ष	(1) सरल संक्षिप्त सत्यार्थ प्रकाश 6 - 10 समुल्लास (2) केनोपनिषद	60 } 40 } 100
एम0 ए0 / बी0 एड/ एम0 एड	- सरल संक्षिप्त सत्यार्थ प्रकाश	100

सभी कक्षाओं की पाठ्य पुस्तकें प्रकाशन विभाग, डी.ए.वी. कॉलेज प्रबन्धकर्तृ समिति, चित्रगुप्त मार्ग, पहाडगंज, नई दिल्ली-110055, फोन नं. 23625335 में उपलब्ध है। आप इन्हें सीधे आर्डर भेज कर अपनी आवश्यकतानुसार पुस्तकें मंगवा सकते हैं।

English Version of Dharam Shiksha Syllabus

Classwise syllabus for "College" level examination:-

Class	Syllabus	Marks
10+1	Dharam Shiksha-Part Eleven	100
10+2	Dharam Shiksha-Part Twelve	100
B.A. Part 1/NTT	i) Mahatama Hans Raj Written by Mahatama Khushal Chand 60 ii) Ishopanishad 40	100
B.A. Part II	i) Saral Sankshipt Satyarth Prakash 1-5 whole 60 ii) Gita Suman 40	100
B.A Part III	i) Saral Sankshipt Satyarth Prakash 6-10 whole 60 ii) Keshopanishad 40	100


Principal
D.A.V. Collage, Bathinda