



FACULTY OF SOCIAL WORK

The Maharaja Sayajirao University of Baroda

P.G. DIPLOMA IN INDUSTRIAL RELATIONS & PERSONNEL MANAGEMENT (EVENING PROGRAMME)

PROSPECTUS

About Faculty Of Social Work :

Faculty of Social Work, The Maharaja Sayajirao University of Baroda is one of the pioneering institutes in Social Work Education of the country. Being the 3rd in chronological order of establishment, the Faculty has catered to the needs of its stakeholders by offering various programmes. Making a modest beginning as the Baroda College of Social Work in 1949, it is the only institute in the country to be elevated at a Faculty level in 1951. The Faculty which began by offering a Masters program in Social Work slowly expanded its wings to imparting Diploma Program in Industrial Relations and Personnel Management in 1976, Master of Human Resource Management in 1999, Diploma in Human Resource Management in 2003, Bachelor of Social Work in 2013 and very recently introduced PG Diploma in Corporate Social Responsibility in 2014.

Our mission is to contribute in the areas of Development and Empowerment of the People.

About Post Graduate Diploma in Industrial Relations & Personnel Management:

The course is designed (a) to provide professional preparation to the prospective personnel executives, (b) to increase the professional effectiveness of the practicing personnel executive in the functions he is now performing (c) to develop their potentialities for shouldering responsibilities in future as a member of the corporate management team.

The course is intended to equip the participants with a) an understanding of the changing environment in which organization and its personnel component operate, (b) knowledge of principles and practices of business management,

(c) the insights and skills required for managing industrial relations, and planning, developing and utilizing human resources, (d) the competence to develop and apply appropriate programmes and techniques and (e) the ability to use analytical tools for planning and evaluating the functions.

Objective of I.R.P.M. Programme:

The broad objective of the course is to offer education in the field of I.R. and P.M.

Specific Objectives:

1. To improve effectiveness of functionaries on the job.
2. To develop potentialities of students for shouldering future responsibilities.
3. To promote career prospects of candidates and confer professional qualifications.
4. To provide working experience to candidates with educational input.

Admission Eligibility Criteria:

The admission is open for both male and female. In order to be eligible for admission, a candidate should be

1. Any graduate from a recognized University as a regular student is eligible to apply.
2. Candidate should have passed S.S.C., H.S.C and graduate level examination with English as one of the subject. However, candidates who have graduated with English as medium of Instruction and are not having English as one of the subject at graduation can also apply.
3. Candidates appearing at the final degree examination can apply.
4. Admission will be based on the performance in the admission test.
5. Candidates coming from outside of the M. S. University of Baroda need to obtain eligibility certificate from the M. S. University of Baroda for conforming of their admission.
6. Seats for SC and ST candidates, Normadic Tribes and Denotified Tribes and SEBC shall be reserved as per Government rules.

Programme Level: P.G Diploma

Programme Mode: Higher Payment Programme

Intake: 50 Students

Duration: 01 Year

Registration Fee: 700/-

Programme Fees: For Boys & Girls Rs.20,960/- (subject to revision)

Mode Of Admission:

The admission will be based on the Written Entrance Test. The Syllabus of the same would be available on the University Website.

Requirements for The Degree At A Glance:

- Regular attendance in the class-room and field work,
- Timely submission of various assignments, field work reports and guided Project Work.
- Active and meaningful participation in class-room and seminar discussions.
- Satisfactory performance in each of the theory class-room courses and field work.
- A guided and acceptable research project report.

Unique Features of the Programme:

1. It is an evening course designed for persons aspiring to work in an industrial organization or similar agency.
2. The programme follows semester system of teaching
3. It is postgraduate level intensive training.
4. It has four major components and all are compulsory :
 - (a) Theory- (20 credits)
 - (b) Field placement - (4 credits)
 - (c) Project report - (2 credits)
 - (d) Viva Voce - (4 credits)

Teaching Programme :**Semester-I**

Sr. No	Subject	Credit
1	Methods & Processes of Working with People	2
2	Personnel Management Concepts & Procedures	2
3	Industrial Relations & Trade Unions	2
4	Human Behaviour in an organization	2
5	Research & Computer Application in Industry	2
	Total	10

Semester-II

S.No	Subject	Credit
1	H.R.D. Concepts and Procedures	2
2	Labour Welfare Philosophy & Approaches	2
3	Wage and Salary Administration	2
4	Business Environment & Management	2
5	Labour Legislations	2
6	Field Work	4
7	Project Report	2
8	Viva-Voce	4
	Total	20
	Total Credits	30

Field Placement (4 credit points) :

Professional education is based on tested knowledge derived from the text of literature and on experience from the live situations. Opportunities are provided to the students to practice and internalize the basic values in professional work. For this purpose, students are placed with agencies for four weeks under the guidance of a competent placement supervisor. In field placement students also does recording, attends supervisory conferences and undertake collateral activities from time to time. No student is excused from field placement. Supervision for field training is in groups and for individuals. Supervisory conferences as a teaching method in social work education are unique. In addition to development of skills and knowledge, the student is called to the understand himself and other people.

Project Report (2 crédit points) :

Each student is required to write Project Report and submit on scheduled date. After the first term student is placed with a Faculty member for guidance. The project report is assessed by two examiners internal and external, the guide and expert respectively. The Board of Examiners finalizes the result of Project Report.

Collateral Readings:

This programme is meant for supplementing learning derived from field placement and project report. Some special assignments are planned to fill in the missing exposure to knowledge and/or experience of students. The student for the diploma course being working people usually possess first had experience in the field of management.

EVALUATION:

Grade System Type: Direct Grading

Grade Scale: 10

No of Intervals: 7

Sr. No.	Grade Abbreviation	Status	Grade Point	Description
1	O	Pass	10.00	Outstanding
2	A	Pass	9.00	Excellent
3	B	Pass	8.00	Very Good
4	C	Pass	7.00	Good
5	D	Pass	6.00	Fair
6	E	Pass	5.00	Average
7	F	Pass	4.00	Dropped

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