Pune District Education Association's

MAHATMA PHULE INSTITUTE OF MANAGEMENT & COMPUTER STUDIES

(Affiliated to Savitribai Phule Pune University, Recognised by D.T.E. Govt. of Maharashtra, Approved by A.I.C.T.E. New Delhi)

Annasaheb Magar College Campus, Manjari Road, Hadapsar, Pune-411 028.
Tel. : (020) 26993020, 26992611   E-mail : directorpdeampim@gmail.com   Web : pdeampim.edu.in

PUN Code - IMMP010720   DTE Code - MB6107   AISHE Code : C - 41697

1.3.1: Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

INDEX
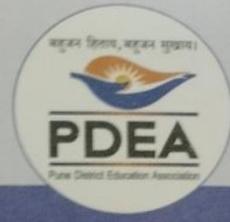
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List of the course that address the crosscutting issues

The list of courses in MBA programme which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum is as given below

 MBA

Sr.No.	Core Course	Course Name
1.	MBA 1st Year	GC-02: Organizational Behaviour
2.	MBA 1st Year	Human Rights
3.	MBA 1st Year	206 HRM Employee Relations and Labour Legislations
4.	MBA1ST Year	210 Life Skills
5.	MBA 2nd Year	401 Managing for Sustainability
6.	MBA 2nd Year	402 GC – 15 Indian Ethos & Business Ethics
7.	MBA 2nd Year	408 GE - UL - 22 Corporate Social Responsibility & Sustainability

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Links for the Documents that gives description of courses which address the crosscutting issues

The links given in the table below provides the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum for various programmes.

Sr. No.	File Description	Link to Open
1.	Link of courses syllabus which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	https://pdeampim.s3.us-east-2.amazonaws.com/NAACSSR/39/Syllabus%20of%20subjects%20which%20addresses%20cross%20cutting%20issues%20SSR.pdf

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Description of courses which address the crosscutting issues

MBA 1st Year	GC-02: Organizational Behaviour	Professional ethics, Moral & ethical values, Gender equality	Course focuses on crosscutting issues such as Human values, conflict management, stress management. Course covers areas like personality, attitude, perception, leadership, group & team dynamics.
MBA 1st Year	Human Rights	Human Values, Gender Equality	Fundamental Human rights of a human being, Human Values- Dignity, Liberty, Equality, Justice, Unity in Diversity, Ethics and Morals Gender quality at work place, equal opportunity to male and female, equal pay for equal work
MBA 1st Year	206 HRM Industrial Relations and Labour Laws	Professional ethics, Moral & ethical values, Gender equality	Various Labour Laws like Factories Act 1948, Maharashtra Recognition of Trade Union and Prevention of Unfair Labour Practices Act 1971, Minimum Wages Act 1948, The Contract Labour (Regulation and Abolition) Act 1970 addresses cross cutting issues like professional ethics, Moral Values and gender equality.
MBA 2nd Year	401: Managing for Sustainability	Professional ethics, Environmental awareness, Moral & ethical values.	Course focuses on crosscutting issues such as Environment, Sustainability, and Ethics. Course contains areas such as Corporate Social responsibility, Practice of Sustainable Development, Corporate Governance, Business ethics & values.

MBA 2nd Year	402 GC – 15 Indian Ethos & Business Ethics	Professional ethics, Moral and ethical Values	Indian Ethos and Values : Its relevance at Workplace, Business Ethics as Applied ethics, Ethical decision making in business matrix, Applications of Ethical Principles to Contemporary, Moral and Ethical problems / issues related to Business
MBA 2nd Year	408 GE - UL - 22 Corporate Social Responsibility & Sustainability	Business ethics, Environmental aspect, Natural resources, Air and water pollution, waste management	environmental aspects, best practices, related to CSR, business ethics & sustainability development, implementation & monitoring of CSR activities & Sustainability and its impact on corporate culture & society at large, Dimensions of Sustainable Development: (a) Environmental: Natural Resources & Resource Depletion, Management of human energy consumption, Solid waste generation & waste management, Air & Water Pollution and Climate Change
MBA 2nd Year	Skill Development	Soft skill development, Professional ethics, gender quality.	➢ COMMUNICATION SKILLS ➢ INTERPERSONAL SKILLS ➢ PUBLIC SPEAKING ➢ LEADERSHIP AND TEAM MANAGEMENT
MBA 2nd Year	Introduction to Constitution	Constitutional provisions to protect human values	Fundamentals rights given to human being by constitution and various laws passed in country to protect them, Directive policies and state principles content, Preamble of Indian constitution

13.1 - SYLLABUS OF MBA SUBJECTS WHICH ADDRESSES CROSS CUTTING ISSUES

Semester I		102 - Organizational Behaviour
3 Credits	LTP: 2:1:1	Compulsory Generic Core Course

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO102.1	REMEMBERING	DESCRIBE the major theories, concepts, terms, models, frameworks and research findings in the field of organizational behavior.
CO102.2	UNDERSTANDING	EXPLAIN the implications of organizational behavior from the perspectives of employees, managers, leaders and the organization.
CO102.3	APPLYING	MAKE USE OF the Theories, Models, Principles and Frameworks of organizational behavior in specific organizational settings.
CO102.4	ANALYSING	DECONSTRUCT the role of individual, groups, managers and leaders in influencing how people behave and in influencing organizational culture at large.
CO102.5	EVALUATING	FORMULATE approaches to reorient individual, team, managerial and leadership behaviour inorder to achieve organizational goals.
CO102.6	CREATING	ELABORATE UPON the challenges in shaping organizational behavior, organizational culture and organizational change.

1. Fundamentals of OB: Evolution of management thought , five functions of management, Definition, scope and importance of OB, Relationship between OB and the individual, Evolution of OB, Models of OB (Autocratic, Custodial, Supportive, Collegial & SOBC), Limitations of OB. **Values, Attitudes and Emotions**: Introduction, Values, Attitudes, Definition and Concept of Emotions, Emotional Intelligence - Fundamentals of Emotional Intelligence, The Emotional Competence Framework, Benefits of Emotional Intelligence , difference between EQ and IQ. **Personality & Attitude**: Definition Personality, importance of personality in Performance, The Myers-Briggs Type Indicator and The Big Five personality model, Johari Window , Transaction Analysis , Definition Attitude Importance of attitude in an organization, Right Attitude, Components of attitude, Relationship between behavior and attitude. **(7+2)**

2. Perception: Meaning and concept of perception, Factors influencing perception, Selective perception, Attribution theory, Perceptual process, Social perception (stereotyping and halo effect). **Motivation:** Definition & Concept of Motive & Motivation, The Content Theories of Motivation (Maslow's Need Hierarchy & Herzberg's Two Factor model Theory), The Process Theories (Vroom's expectancy Theory & Porter Lawler model), Contemporary Theories- Equity Theory of Work Motivation. **(8+2)**

3. Group and Team Dynamics : The Meaning of Group & Group behavior & Group Dynamics, Types of Groups, The Five -Stage Model of Group Development Team Effectiveness & Team Building. **Leadership:** Introduction, Managers V/s Leaders. Overview of Leadership- Traits and Types, Theories of Leadership.- Trait and Behavioral Theories. **(8+2)**

4. Conflict Management – Definition and Meaning, Sources of Conflict, Types of Conflict, Conflict Management Approaches. **Organizational Culture:** Meaning and Nature of Organization Culture - Origin of Organization Culture, Functions of Organization Culture, Types of Culture, Creating and Maintaining Organization Culture, Managing Cultural Diversity. **(7+2)**

5. Stress at workplace: Work Stressors – Prevention and Management of stress – Balancing work and Life, workplace spirituality. **Organizational Change:** Meaning, definition & Nature of Organizational Change, Types of Organizational change, Forces that acts as stimulants to change. Kurt Lewin's- Three step model, How to overcome the Resistance to Change, Methods of Implementing Organizational Change, Developing a Learning Organization. **(5+2)**

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The syllabus

Course I

Credit: 1

I)   Basic Concept
   a) Human Values- Dignity , Liberty, Equality , Justice, Unity in Diversity, Ethics and Morals
   b) Meaning and significance of Human Rights Education

II)   Perspectives of Rights and Duties
   a) Rights: Inherent-Inalienable-Universal- Individual and Groups
   b) Nature and concept of Duties
   c) Interrelationship of Rights and Duties

III)   Introduction to Terminology of Various Legal Instruments
   a) Meaning of Legal Instrument- Binding Nature
   b) Types of Instruments: Covenant-Charter-Declaration-Treaty-Convention-Protocol-Executive Orders and Statutes

IV)   United Nations And Human Rights
   a) Brief History of Human Rights- International and National Perspectives
   b) Provision of the charters of United Nations
   c) Universal Declaration of Human Rights- Significance-Preamble
   d) Civil and Political Rights-(Art. 1-21)
   e) Economic, Social and Cultural Rights-(Art.22-28)
   f) Duties and Limitations-(Art. 29)
   g) Final Provision (Art. 30)

Course II

Credit: 1

I) General Introduction
   a) Meaning and Concept of Vulnerable and Disadvantaged
   b) Groups, Customary, Socio-Economic and Cultural Problems of
   c) Vulnerable and Disadvantaged Groups

II) Social status of women and children in International and national perspective

   a) Human Rights and Women's Rights –International and National Standards
   b) Human Rights of Children-International and National Standards

III) Status of Social and Economically Disadvantaged people

   a) Status of Indigenous People and the Role of the UN
   b) Status of SC/ST and Other Indigenous People in the Indian Scenario
   c) Human Rights of Aged and Disabled
   d) The Minorities and Human Rights

IV) Human rights of vulnerable groups

   a) Stateless Persons
   b) Sex Workers
   c) Migrant Workers
   d) HIV/AIDS Victims

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Course III

<mark>Human Rights and Duties in India: Law, Policy, Society and Enforcement</mark>

<mark>Mechanism</mark>

Credit: 1

I.   Human Rights in Indian Context
     a) Indian Bill of Rights And Sarvodaya
     b) Preamble- Fundamental Rights- Directive Principles-Fundamental Duties

II. Human Rights- Enforcement Mechanism
     a) Human Rights Act, 1993
     b) Judicial Organs- Supreme Court (Art 32) And High Courts(Art 226)
     c) Human Rights Commission- National and State of Maharashtra
     d) Commission of Women, children , Minority, SC/ST
     e) Survey of International Mechanism

III. Human Rights Violations and Indian Polity
     a) Inequalities in society-population-illiteracy-poverty-caster-inaccessibility of legal redress
     b) Abuse of Executive Power-Corruption-Nepotism and favoritism
     c) Human Rights and Good Governance
     d)
IV. Role of Advocacy Groups
     a) Professional Bodies: Press, Media, Role of Lawyers-Legal Aid
     b) Educational Institutions
     c) Role of Corporate Sector
     d) NGO's

Semester IV		402 – Indian Ethos & Business Ethics
3 Credits	LTP: 2:1:1	Compulsory Generic Core Course

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO402.1	REMEMBERING	DESCRIBE major theories, concepts, terms, models and framework of Indian ethos and business ethics. DISCOVER the contemporary Issues in Business Ethics
CO402.2	UNDERSTANDING	CLASSIFY and RECOGNIZE Karma, Karma Yoga and discover its relevance in business setting, ILLUSTRATE the business ethical decision rationale derived from Indian Heritage Scriptures.
CO402.3	UNDERSTANDING	APPLY Principles, Theories, Models and Framework of Indian ethos and business ethics in order to incorporate value system in work culture and work place.
CO402.4	APPLYING	DEVELOP and EXHIBIT analytical, problem solving skills, and work ethos by COMPREHENSION and PRACTICE of Indian ethos and value system
CO402.5	ANALYSING	IMPLEMENT, EVALUATE, and FACILITATE ethical business behavior and promote sustainable business ecology, improve profitability, foster business relation and employee productivity.
CO402.6	CREATING	ELABORATE Ethical dilemmas in different business areas of marketing, HRM and Finance and ADAPT dilemma resolution interventions by referring to certain norms, theories and models of Eastern Management.

1. **Indian Ethos and Values : Its relevance at Workplace: Indian Ethos-** Meaning, Features, Need, Evolution, Relevance, Principles Practiced by Indian Companies, Requisites, Elements, Role of Indian Ethos in Managerial Practices, Triguna Theory-OSHA Model. Work Ethos meaning, dimensions of Work Ethos. **Values -** Concepts, Values in business, Value system in work culture, and Values of Indian Managers, Relevance of Value Based Management in Global Change; Impact of values on Stakeholders; Trans-Cultural Human Values, Ethics v/s Ethos, Eastern Management v/s Western Management. (8+1)

2. **Indian Model of Management:** Concept of Indian Model of Management in the Indian socio-political environment, Laws of Karma and its relevance in business settings, Indian Heritage in Business-Management. Production and Consumption: Management lessons from Indian heritage scriptures (like Mahabharata & Ramayana), Leadership Pointers from Kautilya's Arthashastra, VEDA Model of Leadership, Corporate Rishi Model, Theory K, WE theory (West- East Theory) (8+1)

3. **Business Ethics as Applied ethics:** Meaning, Characteristics of Business Ethics, Importance of Business Ethics (Long Term growth, Cost reduction, Risk mitigation, Limited resources, etc.) Types of Business Ethics (Transactional Ethics, Participatory Ethics, Recognition Ethics), Factors influencing business ethics. Categories of Ethics (Personal, Professional, Managerial) Business Code of Conduct), Approaches to Business Ethics: Consequentialist & Non- Consequentialist Theories of Ethics - Deontological Theory & Teleological Theory, Kohlberg Six stage moral development. (8+1)

4. **Ethical decision making in business matrix:** Framework of Ethical decision making, Ethical dilemmas in different functional areas of Business (Finance, Marketing HRM and International Business), Intellectual Property Rights and Business Ethics, Ethical challenges for Managers, Ethical Decision Making process, it's Model -STEP Model, PLUS Filter Model. (8+1)

5. **Applications of Ethical Principles to Contemporary, Moral and Ethical problems / issues related to Business:** Contemporary cases on Corporate Strategy and Climate Change, Corporate Strategy and Natural resource depletion, Corporate Social Responsibility, transparency and accountability, Social Media and E-Platforms. Current ethical issues like Bank scams, Airlines etc. (8+1)

Suggested Text Books:
1. Business Ethics (Concept, Application, Framework and Cultural Impact) k. Aswathappa, J. Ushar Rani, Sunanda Gundavajhala, Himalaya Publishing House
2. Ethics in Management and Indian Ethos, Biswanath Ghosh , Vikas Publishing House
3. Indian Ethos of Management, Tushar Agarawal and Nidhi Chandorkar, Himalaya Publication House.
4. Indian Ethos and Values for Managers, Khandelwal , Himalaya Publishing House

Suggested Reference Books:
1. Indian Ethos & Values In Management, Nandagopal R, Ajith Sankar, Tata McGraw Hill Publishing Co. Ltd.
2. New Mantras in Corporate corridors From Ancient Routes to Global Roots, Subhas Sharma, New Age International Publishers
3. Business Ethics: Concepts and Cases, Velasquez, Pearson Education India.
4. Corporate Chanakya , Radhakrishnan Pillai , Jaico Publishing House

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|---|---|---|
| 2 Credits | LTP: 2:0:0 | Generic Elective – University Level |

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO408.1	REMEMBERING	Enumerate the different concepts, legislative provisions, environmental aspects, best practices, complexity, scope, reports, social framework etc. related to CSR, business ethics & sustainability development.
CO408.2	UNDERSTANDING	Compare different CSR theories, cases, dimensions of Sustainability and demonstrate a multi stake holder perspective in viewing CSR, Business ethics & Sustainability issues etc.
CO408.3	APPLYING	Apply the different models, theories, approaches, cases etc. for implementation & monitoring of CSR activities & Sustainability and its impact on corporate culture & society at large.
CO408.4	ANALYSING	Analyze the different reports, cases, various legal issues relating to CSR, different sustainability reports and various national and global initiatives related to CSR, Business ethics & Sustainability.
CO408.5	EVALUATING	Evaluate the level of commitment of different organizations to CSR, Business ethics in attaining Sustainability development & show its competitive advantages.
CO408.6	CREATING	Create & Implement a CSR policy in attaining Sustainability development and its impact on various stakeholders.

1. **Corporate Social Responsibility**: Fundamental Concepts, Nature and Significance of CSR.Principles of CSR: Accountability-Transparency-Sustainability. Concept of Charity, Corporate Philanthropy, Difference between Charity and Philanthropy, CSR as a key to business success. CSR as a Marketing and Brandingtool for the businesses, Strategic advantage of CSR, Corporate Citizenship, and Sustainable Business. Other main aspects: CSR and Corporate Governance, Environmental Aspects of CSR. Evolution and Implementation of CSR in India. Best Global Practices of CSR, OECD principles and CSR. **CSR Projects**: Conducting CSR activity by involving students at Institute level.(5 + 1)

2. **CSR Legislations in India**: Section 135 of Companies Act 2013. Scope of CSR, Activities under schedule VII, Leadership and CSR. Identifying the key Stakeholders of CSR, CSR & Triple Bottom Line- 3 aspects (Economic, Social, and Environmental). Role of Public sector, Non Profit Organizations and Local self-Governments in implementation of CSR projects. Contemporary issues andhurdles in CSR. Current Trends and Opportunities in CSR, including a Strategic Business tool for sustainable Development. CSR and Business Ethics, Effect of Globalization on CSR, CSR Funds- Criteria & Policies with legal framework. **Case studies**: Major CSR Initiatives. **Project Work**: Interview of CSR head of any Organization. (5+1)

3. **Introduction to Sustainability & Sustainable Development:** Definition & Concept of Sustainability & Sustainable development, need, importance, education, Philosophical development, Gandhian Thought on Sustainable Development, Sustainable Development and social framework, equitable distribution, difference between sustainable development and green development, criticism, 17-Point charterunder United Nations agenda for Global Peace and Sustainable Development – 2030. Sustainability report. **Stakeholder Impact:** Stakeholders and the power they wield, Reducing socio-environmental costs and risks: managing the downside, driving revenues and creating intangible value: managing the upside. **Cast Study** – Bhutan Case for Inclusive Growth on Environment protection and Reducing carbon footprints, IKEA Company & Sustainability (5+1)

4. **Dimensions of Sustainable Development: (a) Environmental:** Natural Resources & Resource Depletion, Management of human energy consumption, Solid waste generation & waste management, Global Greenhouse

emission, Air & Water Pollution and Climate Change, Ozone Hole NASA report. Understanding ecological "footprint": Eco-tracking, carbon marketing, carbon credits, economics of sustainability, Designing for the environment and 'greening' the supply chain, regulation. **(b) Economic:** Achieving economic growth with minimal Environmental degradation, Nature as an economic externality, economic opportunity, introduction & implementation of inclusive growth models for rural development, Sustainable livelihoods for tribal communities. **(c) Social:** Peace, Security, Social equity & justice, Sustainability and poverty, Human relationship with nature, Human-Nature conflicts, human settlements. **Role of Stakeholders:** Stakeholder's Engagement, Study of business models for sustainable development: Indian & Global perspectives **Role of Volunteers:** Role of NGO's, Industries & citizens' participation in sustainable development **Project:** Prepare a report on how the countries like Sweden, Denmark etc. are achieving the UN sustainable development goals by performing well in Social & economic issues (5+1)

5. **Sustainable Development & Business Ethics: Sustainability reporting:** Triple bottom line reports - The content of sustainability reports (also CSR reports, ESG reports, social and environmental reports) **Social accountability standard - ISO 26000:** Social responsibility guidance standard, Global Compact Principles, Environmental Impact Assessment, Life Cycle Analysis, Social Impact Assessment. **Indian Values and Ethics:** Respect for Elders, Hierarchy and Status, Need for Security, Non – Violence, Cooperation, Simple Living high Thinking, Rights and Duties, Ethics in Work life, Holistic relationship between Man and Nature, Attitudes and Beliefs. **Project:** Student to study the Covid-19/ any other current crisis, do a desk research and submit the report.(5+1)

Suggested Text Books:
1. CSR & Sustainability by Michael Hopkins
2. Corporate Social Responsibility by David Crowther and Guler Aras
3. Corporate Social Responsibility in India by Sanjay K Agarwal
4. Triple Bottom Line Reporting and Corporate Sustainability by S Singh, PHI – Eastern Economy Edition.
5. Ethics, Business & Society Edited by Ananda Das Gupta, Response Books
6. Business Ethics by Crane and Matten, Oxford University Press, 2nd Edition.
7. Business Ethics – An Indian Perspective, by Ronald Francis and Mukti Mishra, TMGH.

Suggested Reference Books:
1. Corporate Social Responsibility in India, Cases and Developments after the legal Mandate, Nayana Mitra and Rene Schmidpeter
2. CSR Strategies-for a competitive edge in emerging markets by Sri Urip
3. The Sustainable Enterprise –Profiting from best practice by Simmons and Simmons, Kogan Page,2nd Edition.
4. Business Ethics – Text and Cases by CSV Murthy, Himalaya Publications, 2nd Revised Edition.
5. Case Studies on Ethics and Corporate Governance Vol I and II, ICFAI Books
6. Target 3 Billion- Innovative Solutions Towards Sustainable Development , A.P.J. Abdul Kalam, Srijan Pal Singh

Websites
www.india.gov.in
https://www.un.org

Journals
1. Business & Society
2. Journal of Business Ethics
3. Ethics & Accountability in a Context of Governance & New Public Management

E-Resources

https://www.youtube.com/watch?v=dy8kit9gnbM
https://www.youtube.com/watch?v=47Wtk0sGOng
https://www.youtube.com/watch?v=elPdTts3La4
https://www.youtube.com/watch?v=PDyzNBcD2nM
https://www.youtube.com/watch?v=yv_e1fy3Gsk
https://www.youtube.com/watch?v=FqyaYljTjEw

Semester II		206HRM: Employee Relations and Labour Legislations
3 Credits	LTP: 2:1:1	Subject Core (SC) Course – Human Resource Management

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO206HRM.1	REMEMBERING	SHOW awareness of important and critical issues in Employee Relations
CO206HRM.2	UNDERSTANDING	INTERPRET and relate legislations governing employee relations.
CO206HRM.3	APPLYING	DEMONSTRATE an understanding of legislations relating to working environment.
CO206HRM.4	ANALYSING	OUTLINE the role of government, society and trade union in ER.
CO206HRM.5	EVALUATING	EXPLAIN aspects of collective bargaining and grievance handling.
CO206HRM.6	CREATING	DISCUSS the relevant provisions of various Labour Legislations.

1.   Introduction: Background of Employee Relations, Concept, definition, scope, objectives, factors, participants&importance of ER, Approaches to employee relations – The Dunlop's approach, The Social Action Approach, The Human Relations Approach and The Gandhian Approach, Labour policies, role of ILO and its influence on legislation in India. **(5+3)**

2.   Mechanism for harmonious ER: Collective bargaining - definition, meaning, nature, essential conditions, functions and importance, process and its implementation, Workers participation in management& Problem solving attitude, Grievance,meaning and forms, sources, approaches, procedures, model grievance procedure and grievance handling committees. **(6+3)**

3.   Legislations governing Employee Relations: The Industrial Disputes Act 1947 – Definition of industry, workmen and industrial dispute, authorities under the act, procedure, powers and duties of authorities, strikes and lockouts, layoff, retrenchment and closure, The Contract Labour (Regulation and Abolition) Act 1970 – Advisory boards, registration of establishment, Licensing of Contractors, Welfare and health of contract labour, registers and other records to be maintained. **(6+3)**

4.   Legislation governing Unions and wages: The Trade Union Act 1926- Formation and registration of Trade Unions, Principle privileges of a registered trade union, rights of recognised trade unions, types and structure of trade unions, impact of globalisation on trade union movement, Maharashtra Recognition of Trade Union and Prevention of Unfair Labour Practices Act 1971 – Unfair labour practices on the part of Employers and Employees, authorities and punishments under the act, Minimum Wages Act 1948 – Definition of wages, fixation and revision of minimum wages, advisory boards and committees, fixing hours for a normal working day, wages for worker who works for less than normal working day, maintenance of registers and records. **(6+3)**

5.   Legislation governing working environment: The Factories Act 1948 – Definitions of factory, manufacturing process, worker, occupier; provisions under health, safety and welfare, working hours, annual leave with wages, prohibition of employment of young children, Maharashtra Shops & Establishment (Regulation of Employment and Conditions of Service) Act, 2017 – Scope, Registration of establishments, opening and closing hours, hours of work, interval for rest, spread over, wages for overtime and weekly off, leave with pay and payment of wages and welfare provisions, offences and penalties, Maternity benefit Act, 1961 – Entire Act and latest amendment, The Sexual harassment of women at workplace(Prevention, prohibition and Redressal) Act, 2013 – Definitions of sexual harassment, employee, workplace, complaints committee, complaint mechanism, Aggrieved Woman, Chairperson; Constitution of Internal Complaints Committee, Complaint, Inquiry into complaint, duties of employer. **(7+3)**

Suggested Text Books:
1.   Personnel Management, C B Mamoria
2.   Dynamics of Personnel Administration, Rudrabaswaraj
3.   Personnel Management, Edwin Flippo
4.   Industrial and Labour Laws, S. P. Jain

Suggested Reference Books:
1.   Guide on Labour Management forms and precedents (Law, Practice and Procedure), S D Puri, Snow white publication
2.   Introduction of Labour and Industrial Laws, Avatar Singh
3.   Elements of Mercantile Law, N. D. Kapoor, Sultan Chand
4.   Bare Acts

Semester	II	Specialization	NA
Course Code	210	Type	Generic - Elective
Course Title	**Life Skills**		

Course Objectives:

1	To encourage students to develop and use balanced self-determined Behavior.
2	To help students in enhancing self, increasing life satisfaction and Improving relationships with others.
3	To develop new ability to practice new problem solving skills in group and use these skills in personal life.

Syllabus:

Unit Number	Contents	Number of Sessions
1	Definition of Life Skills , Assumptions about Life Skills, Concept of skill in Life Skills, Concept of Skill in Life Skills, Primary goal of Life Skills programme, Life Skills Process model, Group development and group behaviors.	5 + 1
2	Cognition, Meaning , Piaget's theory of Cognitive Development, role of Goal Orientation, Meaning, Big Five personality characteristics, extraversion, Openness to experience, emotional stability, consciousness and agreeableness, Personal knowledge management, meaning, Wright's model, Four domains, Analytical, information, social and learning.	5 + 1
3	Coping, Meaning, Types of coping strategies, 1) appraisal focused (adaptive Cognitive) 2) problem focused (adaptive behavior) 3) emotion focused Empathy, meaning and definitions, Difference between empathy and sympathy, Anger and distress, Meaning, overcoming.	5 + 1
4	Moral development, Meaning, Interpersonal influences on Moral development, Moral development and social exclusion, Morality and culture, Morality and Intergroup attitudes, moral emotions.	5 + 1
5	Study Skills, Meaning, Types of study skills, Methods based on : Memorization such as rehearsal and role learning Communication Skills e.g. reading, listening, Cues e.g. flashcard training Condensing information, summarizing and use of key words..	5 + 1

		Visual imagery	
		Exam strategies	
		Time management, organization and life style changes.	

Learning Resources:		
1	Text Books	Critical thinking skills : developing effective analysis and argument by Stella Cottrell
		Academic writing: a handbook for international students by Stephen Bailey
		Effective Study Skills: Step-by-Step System to Achieve Student Success by Semones
2	Reference Books	Critical thinking and analysis by Mary Deane
		Developing and applying study skills : writing assignments, dissertations and management reports by Donald Currie
		Assignment and thesis writing by Jonathan Anderson
3	Supplementary Reading Material	-
4	Websites	-
5	Journals	-

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Hadapsar,Pune-28

Semester	IV	Specialization	NA
Course Code	401	Type	Generic Core
Course Title			Managing for Sustainability

Course Objectives:	
1	Apply general ethical principles to particular cases or practices in business.
2	Think independently and rationally about contemporary moral problems.
3	Recognize the complexity of problems in practical ethics.
4	Demonstrate how general concepts of governance apply in a given situation or given circumstances.

Syllabus:

Unit Number	Contents	Number of Sessions
1	**Corporate social responsibility:** Concept, The nature of corporate responsibility and corporate citizenship, Relevance in the present day business environment. **Corporate social responsibility and stakeholders:** Internal and external stakeholders, Responsibility to various stakeholder groups, Interest and influence of various stakeholder groups, Formulating and implementing a policy for corporate social responsibility **Bottom of the pyramid opportunities:** Issues and opportunities for business in socially and environmentally sensitive world, Social and environmental problems and how they shape markets.	7 + 2
2	**Sustainable Development:** concept, definition of sustainable development, need, importance, education, Philosophical development, Gandhian Thought on Sustainable Development, Sustainable Development and social framework, equitable distribution, difference between sustainable development and green development, criticism. **Stakeholder Impact:** Stakeholders and the power they wield, Reducing socio-environmental costs and risks: managing the downside, Driving revenues and creating intangible value: managing the upside.	7 + 2
3	**3.1 Business case for sustainable development:** Three dimensions of sustainable development 1) Environmental: Atmosphere, fresh water and oceans, land use, management of human consumption, energy, food, waste management, Understanding ecological "footprint": Eco-tracking, carbon marketing, carbon credits, economics of sustainability, Designing for the environment and "greening' the supply chain, regulation, case studies.	7 + 2

	2) Economic: environment degradation and economic growth, nature as an economic externality, economic opportunity. 3) Social: Peace, security, social justice, sustainability and poverty, human relationship to nature, human settlements. **3.2 Study of business models for sustainable development**: Indian & Global perspectives. **3.3 Sustainability reporting:** Triple bottom line reports - The content of sustainability reports (also CSR reports, ESG reports, social and environmental reports) **3.4 Social accountability standard - ISO 26000:** Social responsibility guidance standard, Global Compact Principles, Environmental Impact Assessment, Life Cycle Analysis, Social Impact Assessment.	
4	**4.1 Corporate Governance :** Meaning – OECD principles, Difference between governance and management, Purpose of good governance, Potential consequences of poor corporate governance, Business failure and the contribution of poor governance **4.2 Relevant Theories:** Agency theory, transaction cost theory, stakeholder theory. Friedman's theory of CSR. **4.3 Stakeholder value approach:** Stakeholder value approach, Enlightened stakeholder approach, stakeholder approach to Governance, risk and financial stability. The balancing of conflicting objectives **4.4 Key issues in corporate governance:** Role and composition of the board, remuneration of directors and senior executives, accounting and audit, internal controls, checks and governance, relations with shareholders and other stakeholders. Clause 49 of Listing agreement & Corporate Governance Code, CEO, CFO Certification. Role of regulators – SEBI, IRDA, RBI, ED, etc. **4.5 Applying best practice in governance:** Voluntary and regulatory approaches, rules or principles, concept of 'comply or explain'. Governance problems for global companies and groups. Governance issues in the public sector. Governance issues in the voluntary sector (NGOs and charitable organizations) **4.6 Governance aspects:** Sarbanes-Oxley Act 2002: Section 302: CEO/CFO certifications, Section 404(a): internal control report, Governance and role of auditors and audit committee. **4.7 Case Studies on Corporate Governance:** Satyam, Infosys, Tata, Wipro.	7 + 2
5	**Corporate Ethics:** **5.1 The Ethical Value System:** Universalism, Utilitarianism, Distributive Justice, Social Contracts, Individual Freedom of Choice, Professional Code,	7 + 2

| | 5.2 **Values:** Importance, Sources of Value Systems, Values across Cultures

5.3 **Indian Values and Ethics:** Respect for Elders, Hierarchy and Status, Need for Security, Non – Violence, Cooperation, Simple Living high Thinking, Rights and Duties, Ethics in Work life, Holistic relationship between Man and Nature, Attitudes and Beliefs.

5.4 **Business Ethics:** Nature, Characteristics and Needs, Ethical Practices in Management, Ethical Values in different Cultures, Culture and Individual Ethics, Relationship between Law and Ethics, Impact of Laws on Business Ethics.

5.5 **Ethics and Corporate Excellence:** Code of Ethics in Business Houses, Strategies of Organizational Culture Building, Total Quality, Customer Care, Care of the Employees as per Statutes, Objective and Optimistic Approach.

5.6 **Indian and Global case studies.** | |

Note:

Introductory treatment of all topics is expected to sensitize the students.

Compliance / Regulatory aspects should not be overemphasized.

Learning Resources:

1	Text Books	Corporate Governance by Christine A Mallin, Oxford University Press.
		Corporate Governance in India – An Evaluation by S C Das, PHI – Eastern Economy Edition.
		Corporate Governance Codes, Systems and Practices by S C Das, PHI – Eastern Economy Edition.
		Triple Bottom Line Reporting and Corporate Sustainability by S Singh, PHI – Eastern Economy Edition.
		Ethics, Business & Society Edited by Ananda Das Gupta, Response Books
		Business Ethics by Crane and Matten, Oxford University Press, 2nd Edition.
		Business Ethics – An Indian Perspective, by Ronald Francis and Mukti Mishra, TMGH.
		Corporate Governance Values and Ethics by Dr. Neeru Vasishth &Dr. Namita Rajput, Taxman
		Corporate Governance – Principles, Mechanisms & Practice, Swami Dr. Partasarathy, Biztantra Publications.
2	Reference	The Satyam Saga – Business Standard Publication

	Books	Ethics for the Real World by Howard and Korver, Harvard Business Press.
		Ethics in Practice by Kenneth Andrews, Harvard Business School Press.
		Mastering Business in Asia by Peter Wallace and John Zinkin, Wiley India.
		The Sustainable Enterprise – Profiting from best practice by Simmons and Simmons, Kogan Page, 2nd Edition.
		Corporate Governance – Principles, Policies & Practices, by Bob Tricker, Oxford University Press.
		Corporate Governance – Principles, Policies & Practices, by A C Fernando, Oxford University Press.
		Corporate Governance by K Prasad, PHI – Eastern Economy Edition.
		Corporate Governance – Global Concepts & Practices, Dr. S Singh, Excel Books.
3	Supplementary Reading Material	An Introduction to Business Ethics by Joseph DesJardins, TMGH, 2nd Edition.
		Business Ethics – Text and Cases by C S V Murthy, Himalaya Publications, 2nd Revised Edition.
		Case Studies on Ethics and Corporate Governance Vol I and II , ICFAI Books
4	Websites	www.icgn.org/
		http://www.oecd.org/document/49/0,3343,en_2649_34813_31530865_1_1_1_1,00.html
5	Journals	Business & Society
		Corporate Governance: An International Review
		Corporate Governance: The International Journal of Effective Board Performance
		Journal of Business Ethics
		Ethics & Accountability in a Context of Governance & New Public Management