

**Title: Women and Human Resource Management**

**Paper Code: GS-18307GE**

**Credits: 02**

**Marks: 50**

**Teaching Hours: 2 Hours**

**Objectives:**

- *To understand the concept of human resource management from gender perspective.*
- *To explore how human resource management can work equally to the benefit of men and women.*
- *To understand the role of women managers and the barriers they are encountering.*

**Unit 1: Human Resource Management**

Definition – Objectives – Functions – Scope-Importance – HRM in India – Evolution of HRM – Quality of a Good Human Resource Managers – Human Resource Planning – Job Analysis, Job Description and Job Specification. Gender Just Recruitment and Selection – Sources of Recruitment – Selection Process – Test Types – Interview Types- Career Planning – Vs Man Power Planning and Succession Planning – Career Planning – Process- Career Development – Placement and Induction.

**Unit 2: Communication Skills for Women Managers**

Correspondence – Norms For Business Letters – Letter for Different kinds of Situations – Personalized Standard Letters, Enquiries, Customers Complaints, Collection Letters – Sales Promotion Letters, Report Writing- Structure of Reports – Long and Short Reports –Formal and Informal Reports – Writing Research Reports, Technical Reports – Norms For Including Exhibits & Appendices.

**Reading List:**

1. **Aima –Vikas Management Series.** (1986). *“Performance Appraisal, Theory and Practice”*. New Delhi.
2. **Anderson & others.** *“Thesis Writing”*.
3. **C.S. Venkata Rathnam&B.K.SrivastavaTmpl.** *“Personnel Management & Human Resources”*.
4. **Dr.C.B.Gupta.** *“Human Resource Management”*. Sultan and Sons.
5. **Dr.C.B.Memoria, Dr.Satish Memorial & S.V. Gankar.** *“Dynamics of Industrial Relations”*. Himalaya Publishing House.
6. **Jane Whney Gibson.** *“Oral Communication: Arrangement Perspective”*.

7. **K.A Swathappa.** *“Human Resource and Personnel Management”*. Tata McGraw Hill Publishing Co. Ltd.
8. **Krishna Mohan & Meera Bannerjee.** *“Developing Communication Skill”*. Macmillan.
9. **Murphy Herta A and Peck, Charles.** (1976) *“E-Effective Business Communication”*. 2nd Ed. Tata McGraw Hill. New Delhi.
10. **P. Subba Rao.** *“Personnel & Human Resource Management”*. Himalaya Publishing House.
11. **Pattanayak Ph.** (2002) *“Human Resource Management”*.
12. **Woolcott & Unwin.** *“Mastering Business Communication”*.

**Title: Women's Participation in Media and Media Ethics**

**Paper Code: GS-18308GE**

**Credits: 02**

**Marks: 50**

**Teaching hours: 2 Hrs per Week**

**Objectives:**

- *To explore the relationship between women and media. It also look at how media influences women's lifestyle choices*
- *To explore the extent to which women as consumers and citizens are being informed.*

**Unit – 1: Empowerment of women in Media**

- Alternative efforts in print, Running Magazines, community radio, participatory video, construction of new women in Indian cinema (Content analysis of any movie video or women's magazine or literature).
- Women's participation in censor board. Women professionals in Media: Job opportunities, constraints, challenges, role of advertisement Media as a liberating instrument.

**Unit –2 Media ethics, law and Gender**

- Guidelines for Journalistic Conduct as laid down by the Press Council of India Code for self-regulation in Advertising as laid down by the Advertising Standards Council of India The Broadcasting Bill
- Law of Obscenity, Section 292-293 of the Indian Penal Code, Indecent Representation of Women (Prohibition) Act, 1986, Law of Defamation, Section 499-502 of the Indian Penal Code, Cable Television Networks (Regulation) Act, 1995, Cinematograph Act, 1952

**Reading List:**

1. **Butlet, Matilda.** (1980).*“Women and Mass Media: Sourcebook for Research and Action”*. Human Science Press, New York.
2. **Gomen, Janina.**(1980).*“Women in Media”*. UNESCO, Paris.
3. **Joseph, Ammu.** (2000). *“Women in Journalism: Making News”*. Konark Pulishers Pvt. Ltd, Delhi.
4. **Kosambi, Meera (ed).** (1994). *“Women's Oppression in the Public Gaze: An Analysis of Newspaper Coverage, State Action and Activist Response”*. Research Centre for Women's University, Mumbai.
5. **Pande, Mrinal.** (1990). *“The Subject is Woman”*. Sanchar Publishing House, New Delhi.

6. **Poonacha, Veena.** (1988). *“Coverage of Women in the Print Media: Content Analysis Of the Sunday Observer”*. Research Centre for Women’s Studies, SNDT Women’s University, Bombay.
7. **Vedara.** *“Issues devoted to women and Mass Media”* February – March, 1976). And October 1984 New Delhi.

**Title: Women and Disability**

**Paper Code: GS-18309OE**

**Credits: 02**

**Marks: 50**

**Teaching Hours: 2 Hrs per Week**

**Objectives:**

- *To provide an overview on the unequal power-relations in the context of gender and disability*
- *To understand the double discrimination faced by women with disabilities*
- *To understand the cultural notions of disabilities and the challenges faced by disabled women in India.*

**Unit 1: Disability and Feminism**

- Feminist Perspectives on Disability
- Issues Related to Victimization and Vulnerability of Physically/Mentally Challenged Women
- Addressing Gender Equality in the Context of Disability (UN Women)

**Unit 2: Women and Disability in India**

- Addressing Vulnerabilities of Women with Disabilities in India
- Disabled Women and Sexuality Issues
- Bollywood Portrayal of Women with Disabilities

**Reading List:**

1. **Begum, Nasa.** (1992). *“Disabled Women and Feminist Agenda, Feminist Review, 40(1):71-84”*
2. **Hillyer, Barbara.** (1993), *“Feminism and Disability”*. Norman and London: university of Oklahoma Press
3. **Ghai, Anita.** (2003). *“Disembodied Form: Issues of Disabled Women”*. New Delhi, Shakti Books, Har-Anand Publications.
4. **Renu Addlakha,** (2013), *“Disability Studies in India”*, Routledge, New Delhi.