

**POST GRADUATE DIPLOMA IN INDUSTRIAL RELATIONS AND LABOUR LAWS**

<b>Semester - I</b>	
<b>Subjects</b>	<b>No. of Hrs per Week</b>
1.1 Human Resource Management	03 Hrs/Week
1.2 Organizational Behavior	03 Hrs/Week
1.3 Management Concept	03 Hrs/Week
1.4 Labour Laws – I	03 Hrs/Week
1.5 Industrial Relations	03 Hrs/Week
<b>Semester - II</b>	
2.1 Human Resource Development	03 Hrs/Week
2.2 Compensation Management	03 Hrs/Week
2.3 Labour Laws - II	03 Hrs/Week
2.4 Organizational Development	03 Hrs/Week
2.5 Strategic HRM	03 Hrs/Week

## **1.1 HUMAN RESOURCE MANAGAMENT**

- UNIT 1** : HRM – Meaning, Nature, Scope, Objectives and Functions – Comparisons of HRM with personal Management and HRD – Organization of HR Department – HR Policies – Recent trends in HRM.
- UNIT 2** : Man power planning – Job Design, Analysis, Job Description, Job Specification, Job evaluation, Job Rotation, Job Enlargement, Job engineering.
- UNIT 3** : Recruitment and Selection – sources of recruitment, methods of selection, interview proce, Induction.
- UNIT 4** : Training and Development – Training Methods, Process of Training, career Development, Individual growth, Succession planning and internal mobility.
- UNIT 5** : Performance appraisal – Nature, objectives and Importance appraisal process – types of Appraisal (360 degree appraisal) total quality in HRM – HR information system.

### **Books for Reference:**

1. HRM – Dwivedi R S
2. HRM – Sheswani and Khana
3. HRM – Kishori Lal
4. HRM – Beardwell
5. HRM – Bhallachavya
6. HRM – Sharma
7. HRM – Khanna S.A

## **1.2 ORGANIZATIONAL BEHAVIOR**

- UNIT 1** : Introduction to Organizational Behavior – Definition – Features – nature, scope, need Contributing Disciplines to OB-Process of OB.
- UNIT 2** : Foundation of Individual Behavior – Causation – Models of Values, Attitudes and Job Satisfaction – Personality and Perception – Motivation – Concepts and Theories of motivation.
- UNIT 3** : The Group – Foundation of Group Behavior – Group conflicts and Negotiation – Reasons for conflicts and types – Conflict Management.
- UNIT 4** : Organizational effectiveness – Approaches to OE - Factor influencing OE.
- UNIT 5** : Team and Team work – Factors of teams, teams V/s Group, Team building, how teams are effective.

### **Books for Reference:**

1. Organizational Behavior – S.S Kanaka
2. Organizational Behavior – Stephen. P Robbins
3. Organizational Behavior – Ashwathappa
4. Organizational Behavior – Edwin Flippo
5. Organizational Behavior – Terry

### **1.3 MANAGEMENT CONCEPTS AND THEORY**

- UNIT 1** : Management – Meaning and Scope – Functions of Management – Significance – Management as Science, Arts and Profession, Role of Managers.
- UNIT 2** : Management Thoughts – Taylor, Henry Fayol, Peter F. Drucker, Elton Mayo, Mc Gregors and Likerts.
- UNIT 3** : Social Responsibility and Business Ethics – Meaning, Nature, Barriers, Strategies and Limitations.
- UNIT 4** : Functional Areas of Management – Management, Financial Management, Production Management and Material Management (Meaning, Scope and Importance)
- UNIT 5** : A brief history of Management Techniques, CPM, PERT, MIS, MBE, MBO, TQM (Six Sigma)

#### **Books for Reference**

1. Concept of Management - L.M. Prasad
2. Concept of Management - S.S. Kanaha
3. Management - Chavala
4. Management - Grewal
5. Management - Madhukar Shukla

## **1.4 LABOUR LEGISLATION**

- UNIT 1** : Guiding Principles of labour legislation, evaluation of labour legislation in India. Fundamental Rights and Directive Principles of State Policy under Indian Constitution – Constitutional provisions and labour laws.
- UNIT 2** : Payments of Wages act 1936 – Minimum wages act 1948, Payment of Bonus 1965. (Concept, features, objectives and provisions).
- UNIT 3** : Industrial Dispute act 1947, Industrial Employment act 1947.
- UNIT 4** : Workmen Compensation Act 1923 – definition – provisions regarding compensation – doctrine of national extension, doctrine of added peril, doctrine of contributory negligence.
- UNIT 5** : ESI Act 1948, Maternity benefit Act, Provident Fund Act 1952 and gratuity Act 1972.

### **Books for Reference**

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|-------------------------------------|-------------|
| 1. Industrial Relations             | - Ramaswamy |
| 2. Industrial Relations             | - T.V. Rao  |
| 3. Dynamics of Industrial Relations | - Memoria   |
| 4. Industrial Relations             | - Sharma    |

## **1.5 Industrial Relations**

- UNIT 1** : Industrial Relations – Meaning relevance – forms of disputes – causes, Prevention and settlement of disputes in industrial unrest.
- UNIT 2** : Collective bargaining – meaning – objectives – benefits. Conditions and essentials for successful collective bargaining – Negotiation.
- UNIT 3** : Workers participation in Management – meaning – objectives – factors influencing participation. Works committee, Joint Management Councils-Democratic supervision, employee director, Consultative supervision.
- UNIT 4** : Productivity an labour welfare-concept of productivity-Measurement – factors affecting productivity.
- UNIT 5** : Trade Union- Trade Union Act 1926 – important provisions, A brief study of trade unions at national level

### **Books for Reference**

1. Industrial Relations - Ramaswamy
2. Industrial Relations - T.V. Rao
3. Industrial Relations - Memoria
4. Industrial Relations - Sharma

## **2.1 HUMAN RESOURCE DEVELOPMENT**

- UNIT 1** : HRD – Features, objectives and benefit of HRD.
- UNIT 2** : Learning – Learning process – reinforcement of learning, role of punishment – behavior modification – Perception Mechanism and its application in organization.
- UNIT 3** : Type of Training Apprentership training within Industry vestibule training, supervisory and Management, development E learning, class room lectures, Conferences, Seminars, out bound learning.
- UNIT 4** : Career planning and development – concept, stages, career planning, process, development Programme.
- UNIT 5** : Stress management – types of stress, coping with stress, Sources – functional and dysfunctional aspects.

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1. HRM - Dwivedi R.S
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3. HRM - Kishori Lal
4. HRM - Beardwell
5. HRM - Bhallachavya
6. HRM - Sharma
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## **2.2 COMPENSATION MANAGEMENT**

- UNIT 1** : Introduction – Meaning, objectives, nature of compensation, types – Approaches to compensation (various approaches), Minimum wages, fair wage, living wage, wages links to performance.
- UNIT 2** : Managing compensation – strategic compensation planning – Determining compensation – the wage mix.
- UNIT 3** : Development of Base pay system – job wage curve, pay grades and rate ranges, preparing salary matrix, Government regulation on compensation, significant compensation issue – Compensation as a retention strategy.
- UNIT 4** : Rationale of incentive plans, administering incentive plans-Time and piece rate incentive plans – Halsey, Rowan, Taylor's, Emerson's Efficiency and Gantt's plans.
- UNIT 5** : Managing employees benefit – Meaning, strategic perspective on benefit – Goals for benefits – Need Analysis – Funding benefits. Benefits programs – Security, Retirement, Health, Accident and Death. (Preparation of Payrolls, Maintenance of wage sheets, Computations of Retirement Benefits, Accident and Death Claims, Bonus and Tax liability of Employees)

### **Books for Reference**

1. Compensation and reward management : B.D. Singh
2. Compensation : Milkovich & Newan
3. Strategic Compensation : Joseph
4. Compensation management and knowledge based world : Richarl & Anderson



## **2.3 LABOUR LAW**

- UNIT 1** : Factories Act 1948 - object, applicability, obligation
- UNIT 2** : Employee's Provident Fund and Miscellaneous provision Act 1952 – Object, Applicability, Provision
- UNIT 3** : Employees State Insurance Act 1948  
Provision, applicability, main benefits, etc.,
- UNIT 4** : Payment of Gratuity Act 1972  
Scope, applicability, benefits, etc.,
- UNIT 5** : Contract Labour (Regulation and abolishment) Act 1970.  
Object, applicability, intent, provisions, etc.,

## **2.4 ORGANIZATIONAL DEVELOPMENT AND CHANGE MANAGEMENT**

- UNIT 1** : Organizational development – Meaning, Characteristics, Objectives, Models – Organizational values, Assumptions, Beliefs in OD.
- UNIT 2** : Theory and Management of OD – Foundations of OD – Managing the OD development process – Action Research and OD – Latest development in OD process.
- UNIT 3** : OD intervention – Factors influencing the Choice of an OD intervention (Team intervention, Comprehensive interventions, Structural interventions)
- UNIT 4** : Organizational Change – Meaning, Importance, Types – Resistance to Change – Managing Resistance to change, Organizational changes in India.
- UNIT 5** : Organizational culture – Types, Functions – Creating, Sustaining and changing a culture –Theory.

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1. HRM – Dwivedi R S
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3. HRM – Kishori Lal
4. HRM – Beardwell
5. HRM – Bhallachavya
6. HRM – Sharma
7. HRM – Khanna S.A

## **2.5 STRATEGIC HRM**

- UNIT 1** : Meaning of Strategic HRM
- UNIT 2** : HRM – Linkage to Business Goals
- UNIT 3** : Strategic Approach to IR
- UNIT 4** : HRD audit and HRIS
- UNIT 5** : Virtual learning organizations and change management