

**ELECTIVE I**  
**1. HUMAN RESOURCE MANAGEMENT**

**CHAPTER -1: HRD:** Meaning of Human Resource Development and Importance of Human Resource Development, Objectives of Human Resource Development. Scope of Human Resource Development. 6 hrs

**CHAPTER -2: Training:** Objectives of training, Importance of training, Meaning of orientation, Objectives of orientation, Difference between orientation and training, the process of training, Methods of training (Off the Job Training – Lectures, case study, role play, business game, in-basket exercise; on the Job-Job Instruction, Vestibule, training by Superiors, Simulation, Apprenticeship) designing training program performance appraisal as a tool. 12 hrs

**CHAPTER -3: Performance Appraisal:** Importance and Objectives of performance Appraisal; Approaches to performance Appraisal; The Evaluation Process; Tools for performance Appraisal – Traditional methods; Modern Methods; Free Essay Method; merits and Demerits of Traditional Method; modern methods of Appraisal and Career development; Evaluation and problems of appraisal; how to make performance Appraisal a success?

**CHAPTER -4: management Development:** Purpose and Objectives of management development Factors inhibiting Management Development; pedagogical approaches to and techniques of Management development – on the job techniques: under – study assignment or attachment method; Syndicate; Off-the –job techniques sensitivity training; Survey feedback. 6 hrs

**CHAPTER -5: Organizational Development:** Meaning & definition of OD, characteristics of OD, goals of OD, benefits and limitation of OD, Process of OD Program, what is a change process? Types of change, managing resistance. 8 hrs

**CHAPTER -6: Managing Quality and Productivity:** Alternative work arrangement; using quality circle programs; Total Quality management programs; IT and HR – attitude surveys; Creating self-directed team; Empowering Team work; extending participative decision making, HR & business process reengineering. 8 hrs

**CHAPTER -7: Recent trends in the area of HRD:** Personality quotient, Emotional quotient, The changing view of Global HRD, The use of computer and the internet 4 hrs

## **SKILL DEVELOPMENT**

Visit any organization and analyses the methods of bringing prevalent in that organization and examine its pros and com.

### *Books for reference*

1. *Pandey, HRD*
2. *C.B. Mamoria & S.V. Gankar, personnel Management*
3. *K.Aswathappa, Human Resource Management*
4. *Rao & T.V. Verma, HRD*
5. *Jean Marleen, Perfomance Oriented HRD*
6. *Gary Dessler, human Resource Management*

## 2. INDUSTRIAL RELATIONS

**CHAPTER -1: Introduction to Industrial Relation:** Definition & Meaning; Concepts; Factors of Industrial relations; Importance of Industrial relations, objective of industrial relations; Approaches to industrial relations, The Labour movement, Characteristics of Indian Labour. 8 hrs

**CHAPTER -2: Indian Trade Union Movement:** nature of Trade Unions; Functions of Trade Union; Objectives & Importance of Trade Union; Trade Union movement; Reasons for employees to join trade Unions; Problems of Trade Unions & Remedies; Trade union Act 1926; Trends in Trade Union movement in Indian. 8 hrs

**CHAPTER -3: Collective Bargaining:** Meaning & Definition of collective bargaining, Concept of collective bargaining, Prerequisites for collective bargaining, the collective bargaining process, Principles of Collective Bargaining, Essential Conditions for the success of collective bargaining, Collective Bargaining in India. 8 hrs

**CHAPTER -4: Grievance handling and Industrial Discipline:** Concept; Causes of grievance; Procedure for settlement; Indiscipline/ misconduct; Causes of Misconduct; Types of punishment under standing order.

**CHAPTER -5: Industrial Disputes:** Meaning of Industrial Conflicts, Causes of Industrial Conflicts, Types of Industrial conflicts – Strikes & Lockouts, machinery for resolving Industrial Disputes under the Industrial Disputes Act 1947, Arbitration, Adjudication, prevention of industrial Conflicts, Approaches to Settlement of Conflict. 6 hrs

**CHAPTER -6: Collaboration and Workers Participation in Management:** Bases of collaboration, Interventions for collaboration. Meaning of workers participation in management, concepts and objectives of workers participation in management, growth and development of workers participation in management, types of workers participation in management. 6 hrs

### SKILL DEVELOPMENT

Learn the procedure involved in setting industrial disputes by visiting any organization of student's choice.

#### *Books for reference*

1. *Daver, personnel management and Industrial Relations*
2. *C.B. memoira – Dynamics of industrial Relations in India*
3. *Johnson, Introduction to industrial Relations*
4. *Sharma A.M. Industrial Relations*
5. *Biswanth Ghosh, management and insutrial Relations*
6. *Bhagdiwall – Flippo, Personnel management and industrial Relations*
7. *M.V. Pylee, Industrial Relations*
8. *Ahuja, Industrial Relations.*

### 3. LABOUR WELFARE AND SOCIAL SECURITY

**CHAPTER – 1 : Interdiction:** Concept; Definition; Merits & Demerits of Welfare Measures, Concepts of Labour Welfare and Social Security, Types of Welfare Activities, Statutory and non-statutory, Growth of Labour Welfare and Social Security in India.

10 hrs

**CHAPTER – 2 : occupational Hazards, Industrial Health & Safety:** Types of accidents, Causes accidents, prevention of accidents.  
Health – Physical health and Mental health, Problems and remedies, noise control, job stress, communicable diseases, Alcoholism and drug abuse, Violence in the work place, Use of computers to monitor health and safety.

2 hrs

**CHAPTER -3 : Living Conditions:** Living conditions of employees and his family, continual education, housing for employees, recreation for employees.

8 hrs

**CHAPTER -4 : Counseling:** Meaning of counseling, manager as a counselor, conditions for counseling, counselor's relation with the counselee, methods, Techniques and skills for counseling, principles of personal counseling, Cordial relationship, mutual recognition, respect and congruence, empathy, Types of problems for counseling.

10 hrs

**CHAPTER -5: Post – retirement benefits :** Provident Fund – purpose of provident fund, employee obligation to employee towards provident fund, Public Provident fund, Gratuity, statutory provisions regarding gratuity, Pension.

5 hrs

#### SKILL DEVELOPMENT

Visit any organization and understand the various social security measures the organization has implemented.

Also understand the significance of employee counseling

#### *Books for reference*

1. Arora, Labour law
2. D. Sanjeeviah, labour problems and industrial Development in India.
3. Sharma A.M Aspects of labour welfare and social security.
4. Prasanna Chandra, labour problem Social Security and Welfare
5. Punekar and Deodhan, Labour welfare, Trade Unionism and industrial relations.

## 4. LABOUR LAWS

**CHAPTER -1:** Payment of Wages act – 1936 – Short title and Extent, Definitions; Responsibility for payment of wages; fixation of wage period; Time of Payment of Wages; Mode of Payment; Deductions from wages for absence from duty, damage or loss, for services rendered, recovery of advances and loans; maintenance of registers and records; Penalty for offences; Payment of underused wages in case of death. 6 hrs

**CHAPTER -2:** Payment of Bonus Act – 1965 Short title and Extent, Definitions, eligibility for bonus, payment of minimum and maximum bonus, disqualification for bonus, set on and set off allocable surplus, time limit for payment of bonus. 6 hrs

**CHAPTER -3:** Equal remuneration act – 1976 – short title and Extent; Definitions, duty of employer to pay equal remuneration to men and women workers for same work or work of similar nature, No discrimination to be made while recruiting men and women workers, duty of employers to maintain registers. 6 hrs

**CHAPTER -4:** ESI Act – 1948 – Short title and Extent; Definitions. Contributions :- who is to be insured, principle employer to pay contribution in the first instance, general provisions as to payment of contributions, method of payment.  
Benefits:- Sickness benefit, maternity benefit, disablement benefit, presumptions as to accidents arising in course of employment, dependants benefit, medical benefits.  
Penalties: - Punishment for false statement, punishment for failure to pay contributions and prosecutions., 8 hrs

**CHAPTER -5:** Maternity benefit Act 1961- short title and application, Definitions, employment of, or work by, women prohibited during certain period, right to payment of maternity benefit, continuance of payment of maternity benefit in certain cases, Leave for miscarriage, leave for illness arising out of pregnancy/ delivery/ premature birth of child etc., nursing breaks.

**CHAPTER -6:** Payment of Gratuity Act – 1972 – short title and Extent; Definitions, continuous service, payment of gratuity, compulsory insurance, nomination, determination of the amount of gratuity.

**CHAPTER -7:** Factories Act – 1948 – Short title and Extent; Definitions. Health:- cleanliness, disposal of waste, ventilation, dust and fume, artificial humidification, over crowding, lighting, drinking water, toilets, spittoons.  
Safety:- Fencing of machinery, work on or near machinery in motion, employment of young persons on dangerous machines, Safety officer.

Welfare:- Washing facilities, facilities for storing and drying clothing, facilities for sitting, first aid appliances canteens, shelters and restrooms, crèches.

Working hours for adults, annual leave with wages. 6 hrs

**CHAPTER – 8:** Industrial Employment (Standing Orders) Act – 1946-Short title & Extent; definitions, register of standing orders, posting of standing orders, duration and modification of standing orders payment of subsistence allowance. 4 hrs

**CHAPTER – 9:** Minimum Wage Act – 1948 – Short title & Extent; Definitions, fixing of minimum rates of wages, minimum rate of wages, procedure for fixing and revising minimum wages,, wages in kind, payment of minimum rates of wages, fixing hours a normal working day, over time. 6 hrs

**CHAPTER – 10:** Employees provident fund and miscellaneous provisions act 1952: - Short title & Extent; Definitions, Employment provident fund scheme, employees pension scheme, employees deposit linked insurance scheme. 2 hrs

### **SKILL DEVELOPMENT**

Visit any organization and familiarize with various forms and procedures followed under various labour legislation.

#### *Books for reference*

1. *AM Sarma, Aspects of labour Welfare and Social Security*
2. *MS Pandit and Shobha Pandit, Business Law*
3. *P.I. malik, Industrial law*
4. *N.D. Kapoor, Industrial law*