

SYLLABUS

IRPM

UNIT-I

INDUSTRIAL RELATIONS:

IR: Concept, approaches and Models of industrial relations.

Trade Unionism: types & structure, functions of trade unions, trade union registration & recognition, problems of trade unions during globalization.

ILO: Structure, function and its impact on IR; ILC & SLC:- Structure & Functions.

Grievance and Discipline management: concept, causes, model grievance procedure, legal framework of grievance redressal; types of indiscipline, domestic enquiry.

Industrial Disputes: concepts, types & causes, machineries for settlement of disputes.

Collective bargaining: nature, process, theories of collective bargaining, Nature of collective bargaining.

Workers participation in management: Concept, forms, Schemes of WPM in India.

NCL -II on Industrial Relations, Contemporary issues and challenges in IR

UNIT-II

LABOUR LEGISLATION:

Principles of labour legislation, Social, Natural and Distributive justice, Indian constitution and labour legislation, ILO and labour legislation.

Factories Act, 1948, Mines Act, 1952, Contract Labour Act, 1970, Interstate Migrant Workmen Act, 1979, Trade Union Act, 1926, Industrial Employment (Standing Orders) act, 1946, Industrial Disputes Act, 1947, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Equal Remuneration Act, 1976, Employees' Compensation Act, 1923, ESI Act, 1948, EPF & Misc. Provisions Act, 1952, Payment of Gratuity Act, 1972, Maternity Benefit Act, 1961. Building and Other Construction Workers (RECS) Act, 1996, Unorganised Workers' Social Security Act, 2008. Labor law reforms and Labour codes.

UNIT-III

HUMAN RESOURCE MANAGEMENT:

Concept and functions of HRM

Human Resource Planning: Process, demand & supply forecasting, career planning and succession planning

Job analysis & Design: Process and methods, relationship with other HR functions, work study

Recruitment & Selection: Recruitment process and methods, recent trends in recruitment and e-recruitment, selection process- tests & Interview

HRD & Training: Concept, Need analysis, methods, benefits of training, Evaluation, Role of Govt. in Skill Development Programmes.

Performance Management: Concept, process and methods, errors, competency mapping , Balanced Scorecard

Compensation Management: Concept, components, determinants, job evaluation, wage theories, process of wage determination, machineries for wage fixation, Benefits and Incentives, recent trends in Compensation Management.

Recent trends in HRM: HR audit, HR Accounting, HRIS, CSR, etc.

UNIT-IV

ORGANIZATIONAL BEHAVIOR:

OB: Concept, scope and Models

Personality- Determinants & Theories, Perception-Process & distortions, Learning-Principles & Theories, Learning cycle, Adult Learning theory, Attitude- Components, formation& measurement

Motivation: concept, process & theories

Leadership: Concept, styles, Theories, Contemporary leadership

Group Dynamics: Concept, types, Stages of group development, group norms, Group cohesiveness, Group vs. Teams, Types of teams, Team Building and Team effectiveness.

Conflict Management: Types & Resolution

Stress: Concept, Types, Causes and Management of Stress

Organization Change and Development, Organization Climate and Culture, Organizational Effectiveness.

UNIT-V

LABOUR ADMINISTRATION:

Labour machinery of Central Govt. and State Govt. Attach Offices, Sub-ordinate Offices, Autonomous Organizations, Adjudication Bodies, Inspectorate of Factories and Boilers. ILO and Labour Administration, Recommendations of NCL – I & II on Labour Administration.

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THE END