

ST.JOSEPH'S UNIVERSITY

BENGALURU-27

DEPARTMENT OF INDUSTRIAL RELATIONS

SYLLABUS FOR UNDERGRADUATE PROGRAMME AS PER
THE NEW EDUCATION POLICY

SEMESTER ONE AND SEMESTER TWO

**DISCIPLINE SPECIFIC
CORE PAPERS**

(APPROVED BY THE BOS IN
INDUSTRIAL RELATIONS DURING
THE BOS MEETING HELD ON
21.03.2024)

For Batch 2024-2025

SYLLABUS FOR SEMESTER ONE: B.A. INDUSTRIAL RELATIONS

Proposed Scheme of Teaching and Evaluation

SEMESTER-I

Sl. No.	Course code	Title of the Course	Course Category	Teaching hours per week	Summative Assessment	CIA	Total Marks	Credits
1.	Industrial Relations DSC1	Indian Industrial Relations	DSC	03	60	40	100	03
2.	Industrial Relations DSC2	Organizational Behaviour	DSC	03	60	40	100	03
3.	Open Electives- Industrial Relations OE 1	Basics of Industrial Relations and Employee Relations	OEC	03	60	40	100	03

EVALUATION

Sl. No.	Course Category	Teaching Hours per week	Summative Assessment	CIA	Total Marks	Credits
1.	DSC	03	60	40	100	03
2.	DSC	03	60	40	100	03

SYLLABUS FOR SEMESTER TWO: B.A. INDUSTRIAL RELATIONS

Proposed Scheme of Teaching and Evaluation

SEMESTER-II

Sl. No.	Course code	Title of the Course	Course Category	Teaching hours per week	Summative Assessment	CIA	Total Marks	Credits
1.	Industrial Relations DSC3	Human Resource Management	DSC	03	60	40	100	03
2.	Industrial Relations DSC4	Compensation Management	DSC	03	60	40	100	03
3.	Open Electives- Industrial Relations OE 2	Introduction to Labour Welfare in India	OEC	03	60	40	100	03

EVALUATION

Sl. No.	Course Category	Teaching Hours per week	Summative Assessment	CIA	Total Marks	Credits
1.	DSC	03	60	40	100	03
2.	DSC	03	60	40	100	03

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SYLLABUS FOR SEMESTER ONE: B.A. INDUSTRIAL RELATIONS

Semester	I
Paper Code	DSC (DISCIPLINE SPECIFIC CORE PAPER) IR 1124
Paper Title	INDIAN INDUSTRIAL RELATIONS
Number of teaching hours per week	03
Total number of teaching hours per semester	42
Number of credits	03

Objectives:

To sensitize the students with the Industrial Relations scenario in India

To introduce students to Basic Concepts in Industrial Relations

To enable students, understand the dynamic nature of Indian Industrial Relations

Module 1: INTRODUCTION: (10 hours)

Concept of Industry and Industrial Relations.

Development of Industry and Industrial Relations with special reference to India.

Industries and Industrial Relations in Karnataka State.

Nature and Scope of Industrial Relations as an inter-disciplinary subject. Tripartite Scheme of Industrial Relations. Concept of Employee Relations.

Important Indian Industrial Relations Experts.

Industrial Relations Experts from Karnataka State.

Contributions of Mahatma Gandhi, Netaji Subhas Chandra Bose and Dr.V.V. Giri to Indian Industrial Relations.

Impact of Liberalization, Privatization and Globalization on Indian Industrial Relations.

Module 2: PROBLEMS OF INDIAN INDUSTRIAL RELATIONS (10 hours)

Types of Industrial Relations.

Good Industrial Relations and Bad/poor Industrial Relations. Reasons for Good Industrial Relations and its advantages.

Causes for poor industrial relations with special reference to India.

Major indicators of the state of Industrial Relations:

a. Absenteeism

b. Labour Turn Over

- c. Industrial Indiscipline
- d. Employee Grievances [with special reference to women employees in India]
- e. Strikes
- f. Lock outs.

Causes and effects of the above indicators. Measures to tackle the same.

Module 3: ROLE OF TRADE UNIONS IN INDIAN INDUSTRIAL RELATIONS (10 hours)

Definitions of Trade Unions.

Characteristics of Trade Unions.

Trade union movement in India-pre independent and post independent India.

Problems of Indian Trade Unions-Multiple Trade Unions, Low Membership, Low Finances, Outside Leadership in Trade Unions, Politicization of Indian Trade Unions. Positive effects of Role of Outside leadership in Indian Trade Unions.

Effects of liberalization on Indian Trade Unions.

Trade Union Federations in India-with special reference to major trade union federations:

All India Trade Union Congress, Indian National Trade Union Congress and Centre of Indian Trade Unions.

Future of Indian Trade Unions.

Module 4: COLLECTIVE BARGAINING IN INDIA (06 hours)

Concept/Definitions of Collective Bargaining.

Essential Pre requisites for collective bargaining.

Levels of Collective Bargaining-Plant Level, Industry Level and National Level, with special reference to India.

The collective Bargaining Process-with special reference to Charter of Demands, Sticking point, Integrative and Distributive Bargaining, Attitudinal Structuring.

Advantages and disadvantages of collective bargaining.

Module 5: INDIAN INDUSTRIAL RELATIONS-CHANGES AND CHALLENGES (06 hrs)

Liberalization and Indian Industrial Relations.

The future of Industrial Relations in the wake of changes in work culture.

Effects of changes in Labour Laws on Indian Industrial Relations

PAPER ONE: INDIAN INDUSTRIAL RELATIONS

BOOKS FOR REFERENCE:

1. *Gandhi, M.K., Capital and Labour, Bharatiya Vidya Bhavan, Mumbai, 1998*
2. *Gandhi M K: Satyagraha in South Africa, Bharatiya Vidya Bhavan, Mumbai, 1998*
3. *Karl Marx & Frederick Engels: Manifesto of the Communist Party, Progress Publishers, Moscow, 1986*
4. *Bose, Subhas Chandra, The Trade Union Movement, Selected Speeches of Subhas Chandra Bose, Publication Division, Government of India, New Delhi, 1992*
5. *Giri V V: Labour Problems in Indian Industry, Asia Publishing House, Mumbai, 1972*
6. *Yoder, Dale: Personnel Management and Industrial Relations, Oxford University*

- Press,1972
7. Davar R S: *Personnel Management and Industrial Relations in India*, Himalaya Publishing House, Mumbai, 1998
 8. Mamoria C B: *Industrial Relations in India*, Himalaya Publishing House, Mumbai, 1998
 9. Venkata Ratnam, C.S., *Industrial Relations*, Oxford University Press, New Delhi, 2006
 10. Schneider, Eugene V, *Industrial Sociology*, Tata McGraw Hill, New Delhi, 1983
 11. Lenin, V.I., *On Trade Unions*, Progress Publishers, Moscow, 1986
 12. Pylee M.V., *George Simon A, Industrial Relations And Personnel Management*, Vikas Publishing House, New Delhi, 1996
 13. Pylee M V: *Worker's participation in Management*, Vikas Publishing House, New Delhi, 1996
 14. Dayal, Sahab, *Industrial Relations Systems in India: A Study of Vital Issues*, Sterling Publishers, New Delhi, 1980
 15. ArunMonappa: *Industrial Relations*
 16. Sharma A M : *Industrial Relations*
 17. Ahuja K K : *Industrial Relations Theory and Practice*
 18. Jerome Joseph: *Strategic Industrial Relations Management*
 19. Kapoor, N.D., *Elements of Industrial Law*, Sultan Chand, New Delhi, 2020
 20. Garg, Ajay, *Labour Laws one should know*, Nabhi Publication, New Delhi, 2020

Course Outcomes: At the end of the course, the student should

CO1	Knowledge	Have developed a good knowledge of all the basic concepts associated with Industrial Relations
CO2	Understand	Have developed a very good understanding of the characteristics of Indian Industrial Relations and associated matters connected with Indian Industry and Contributions to the discipline by Prominent Indian National Leaders.
CO2	Apply	Be able to perform basic duties associated with HRM and Industrial Relations Management
CO3	Analyze	Be able to critically look at and explain the root cause of specific Labour Problems in Indian Industries and other aspects connected with work-conformity
CO4	Evaluate	Be able to evaluate work environment with reference to employee relations, objectively
CO5	Create	Be able to design work culture conducive to good Industrial Relations in the Indian Context.

SYLLABUS FOR SEMESTER ONE: B.A. INDUSTRIAL RELATIONS

Semester	I
Paper Code	DSC (DISCIPLINE SPECIFIC CORE PAPER) IR 1224
Paper Title	ORGANIZATIONAL BEHAVIOUR
Number of teaching hours per week	03
Total number of teaching hours per semester	42
Number of credits	03

Objective of the Paper:

1. To provide the students a foundation of knowledge of organizations and help them to become aware of the behaviour and performance of people working in organizations
2. To introduce the students to industrial group and Organizational Behaviour.
3. To develop insight on managerial decisions for potential outcomes
4. To develop insight into their own behaviour in interpersonal team/group working situations
5. To demonstrate knowledge and understanding of Organizational Behaviour

Module 1: INTRODUCTION: (10 hours)

Meaning of Behaviour, Organization and Management.

Organizational Structure and its importance.

Definitions of Organizational Behaviour. Introduction to Organizational Behaviour as an Applied Behavioural Sciences. Nature and Scope of Organizational Behaviour. Challenges and Opportunities of Organizational Behaviour.

Scope and application in Management. Interdisciplinary nature of Organizational Behaviour. Organizational Behaviour Models- Autocratic, Custodial, Supportive, Collegial and System Models.

Module 2: PERCEPTION: (10 hours)

Definitions. Perceptual Process-Receiving Stimuli, Selecting Stimuli [influence of internal and external factors], Process of Organization, Process of Interpreting, Process of Checking and the Process of Reacting. Perception and Organizational Behaviour.

Perception and Emotions-Importance of Study. Perceptual Errors and Distortion. Emotional Intelligence. Managing Emotions at work place.

Module 3: ATTITUDES: (7 hours)
Meaning/Definitions of Attitudes.
Various Features of Attitudes.
Components of Attitudes. Attitude and Behaviour.
Formation of attitude and change of attitude.
Importance of knowledge of Attitudes in Management.

Module 4: PERSONALITY: (7 hours)
Meaning/Definitions of Personality.
Various determinants of Personality-Biological factors, Cultural factors, Family and social factors, Situational factors.
Theories of Personality-Introverts and Extrovert.
Machiavellianism.
Importance of study of Personality in Management.

Module 5: MOTIVATION: (8 hours)
Meaning of Motivation. Motivation process.
Theories of Motivation-Maslow's Need Hierarchy Theory and
Mc Gregor's Theory X and Theory Y. Importance in Management Sciences.

PAPER TWO: ORGANISATIONAL BEHAVIOUR

BOOKS FOR REFERENCE:

1. *Aswathappa, K., Organizational Behaviour, Himalaya Publishing House, Mumbai, 2007*
2. *Steven L. Mcshane and Mary Ann VonGlinow, Organizational Behaviour, Tata McGraw-Hill, 2000*
3. *Stephen P Robbins, Organizational Behaviour-Concepts, Controversies and Applications, PHI, 1989*
4. *Gregory B Northcraft and Margaret A Neale, Organisational Behaviour, The Dryden Press, 1990*
5. *Gregory Moorhead and Ricky W Griffin, Organizational Behaviour, Jaico, 2000*
6. *Robert A Baron, Behaviour in Organizations, Allyn and Bacon, 1986*
7. *Helga Drummond, Introduction to Organizational Behaviour, Oxford University Press, 2000*
8. *Keith Davis and J.W. Newstrom, Human Behaviour at Work, McGraw-Hill, New York, 1989*
9. *Fred Luthans, Organizational Behaviour, New York, McGraw-Hill, 1989*
10. *Richard M Hodgetts, Organizational Behaviour, Macmillan, 1991*
11. *Eugene V. Schneder, Industrial Sociology, Mc Graw-Hill, 1971*

12. Debra L. Nelson, *Organizational Behaviour*, Thomson, 2003

13. Khanka S.S., *Organizational Behaviour*, S.Chand, 2019

Course Outcomes: At the end of the course, the student should

CO1	Knowledge	Have developed a good knowledge of all the basic concepts associated with Organizational Behaviour
CO2	Understand	Have developed a very good understanding of the characteristics of Behavioural and Applied Behavioural Sciences and associated matters connected with Organizational Behaviour as an Applied Behavioural Science.
CO2	Apply	Be able to perform basic duties associated with HRM and Public Relations Management
CO3	Analyze	Be able to critically look at and explain the root cause of behaviour at work/connected with work-conformity and deviance
CO4	Evaluate	Be able to evaluate work environment with reference to employee behaviour objectively
CO5	Create	Be able to design work culture conducive to good Industrial Relations

SYLLABUS FOR SEMESTER TWO: B.A. INDUSTRIAL RELATIONS

Semester	II
Paper Code	DSC (DISCIPLINE SPECIFIC CORE PAPER) IR 2124
Paper Title	HUMAN RESOURCE MANAGEMENT
Number of teaching hours per week	03
Total number of teaching hours per semester	42
Number of credits	03

Objective of the Paper:

- 1. To introduce the students to the concept of Human Resource & Human Resource Management.**
- 2. To make students aware of various aspects of Human Resource Management.**
- 3. To prepare the students to understand the implications of Human resource Management in the organizations.**

Module 1: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT: (08 hours)

Meaning of Human Resource.

Important definitions of Human Resource Management.

Nature and scope of Human Resource Management.

Objectives of Human Resource Management.

Human Resource Audit-meaning, purpose, method and limitations of HR Audit.

Module 2: TALENT ACQUISITION AND CAREER PROGRESSION: (08 hours)

Human Resource Planning.

Recruitment-Types of recruitment and sources of recruitment-with special reference to advertisements in print media and audio-visual media-including web sites.

Selection Process.

Promotion-meaning and types. Merit Vs Seniority criteria.

Demotion-meaning and reasons.

Transfers-meaning, types and reasons for transfer.

Module 3: LEARNING AND DEVELOPMENT: (08 hours)

Meaning of Learning,

Features of Learning

Importance of Learning

Meaning of Development and its features

Role of Human Resource Managers in learning and development

Learning and Training

Differences between Learning and Training

Importance of Training

Types of Training, Meaning of Development and its role in HRM.

Skilling, upskilling and reskilling:(8 hours)

Module 4: PERFORMANCE MANAGEMENT SYSTEMS: (08 hours)

Meaning and importance of Performance Appraisal

Process of Performance Appraisal

Advantages and Disadvantages of Performance Appraisal

Methods of Performance Appraisal with special reference to The Management By Objectives [MBO] and 360 Degree Method of Performance Appraisal.

Module 5: CURRENT TRENDS IN HRM:(10 hours)

Present status. Trends in Human resource Management in India. New Challenges of Human Resources Management. E- HRM with reference to Recruitment, Selection, Training of employees, challenges in talent acquisition, digitalization of HRM-Human Resource Information Systems, Work Life Balance with reference to Work from Home and Regulation of Individual Personal Space.

PAPER II: HUMAN RESOURCE MANAGEMENT

BOOKS FOR REFERENCE:

1. *Yoder, Dale, Personnel Management and Industrial Relations, Prentice-hall of India, 1975*
2. *Aswathappa K, Human Resource and Personnel Management, Tata McGraw-Hill, 2002*
3. *Peter J Dowling, International Human Resources Management, South Westem, 1999*
4. *Aswathappa K, Human Resource Management, Text and Cases, Tata McGraw-Hill, 2008*
5. *Edwin B Flippo, Personnel Management, McGraw-Hill, New York, 1984*
6. *Jeffrey A Mello, Strategic Human Resource Management, Thomson, 2003*
7. *Wayne F Cascio, Managing Human Resources, McGraw-Hill, 1995*
8. *Ian Beandwell and Len Holden, Human Resource Management, Macmillan, 1996*

9. *John M Ivahernich, Human Resource Management, Tata McGraw-Hill, 1996*
 10. *John Bernardin, Human Resource Management, TMH, 2004*
 11. *William P Anthony, Strategic Human Resource Management, The Dryden Press, 1993*
 12. *Charles R Greer, Strategic human Resource Management, Pearson, 2002*
 13. *Richard M Hodges and Fred Luthans, International Management, McGraw-Hill, 2000*
 14. *Monir H Tayeb, International Human Resource Management, Oxford University Press, 2005*
 15. *Agarwal, R.D., Dynamics of Personnel Management in India, New Delhi, Tata McGraw-Hill, 1977*
 16. *Venkatratnam, C.S. and Srivastava, B.K., Personnel Management and human Resources, Tata Mcgraw-Hill, 1991*
 17. *R.C.Sharma, Nipun Sharma, Human Resource Management- Theory and Practice, , SAGE, 2019*
 18. *Amitabha Sengupta, Human Resource Management, concepts, practices and new paradigms, SAGE, 2019*
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Course Outcomes: At the end of the course, the student should

CO1	Knowledge	Have developed a good knowledge of People at work as human resource and HRM as a specialized Management Discipline
CO2	Understand	Have developed a very good understanding of the functions of HRM, H.R. Planning aspects and work environment.
CO2	Apply	Be able to perform basic People Management Duties professionally and objectively
CO3	Analyze	Be able to contrast and explain the useful and harmful activities of the microorganisms.
CO4	Evaluate	Be able to critique the contribution as well as short fall of human resource.
CO5	Create	Be able to design an excellent Human Resource Management policy ensuring peaceful and productive Industrial Relations.

SYLLABUS FOR SEMESTER TWO: B.A. INDUSTRIAL RELATIONS

Semester	II
Paper Code	DSC (DISCIPLINE SPECIFIC CORE PAPER) IR 2224
Paper Title	COMPENSATION AND BENEFITS MANAGEMENT
Number of teaching hours per week	03
Total number of teaching hours per semester	42
Number of credits	03

To enable students, understand the important concepts of wage, salary and compensation management

To enable students to understand the laws connected with compensation in India.

To enable students to understand the importance of Compensation Management in Industrial Relations and Human Resource Management.

Module 1: INTRODUCTION TO COMPENSATION MANAGEMENT (08 hours)

Concept of Compensation and Compensation Management.

Importance of an ideal Compensation Plan.

Compensation Plan and Business Strategy.

Factors affecting Compensation.

Legal Provisions for Payment of wages in India {as per the Payment of Wages Act, 1936}

Module 2: WAGE CONCEPT AND WAGE THEORIES (08 hours)

Concept of Minimum Wages; Statutory Minimum Wage {with reference to The Minimum Wages Act, 1948}

Concepts of Fair Wage and Living Wage.

Systems of Wage Payment-Piece Wage and Time Wage.

Advantages and Disadvantages of Piece Wage and Time Wage.

Wage Theories- Subsistence Theory of Wages

Exploitation Theory of Wages

Bargaining Theory of Wages.

Module 3: WAGE POLICY (08 hours)

Concept of Wage Policy

Importance of wage policy with special reference to India.

Determinants of Wage Policy

Wage Boards and Pay Commissions in India-with special reference to Seventh Pay Commission.

Module 4: COMPENSATION PACKAGE (08 hours)

Constituents of Pay Packet-

Basic Wage

Dearness Allowance

House Rent Allowance

City Compensatory Allowance

Other Allowances –with reference to Public Sector and MNCs in India.

Module 5: PAY-FOR-PERFORMANCE & FINANCIAL INCENTIVES (10 hours)

Meaning. Definitions.

Pre-requisites of effective incentive system.

Role of Performance Appraisal in fixing compensation.

Types of incentives with special reference to India.

Group incentive plans.

Incentives for indirect workers.

Incentives for sales personnel.

Executive Compensation-Compensation for Managers and Professionals.

Cafeteria Compensation package.

Performance Linked Compensation: Statutory Bonus {as per The Payment of Bonus Act, 1965}.

BOOKS FOR REFERENCE: COMPENSATION AND BENEFITS MANAGEMENT

1. Sarma, A. M: Understanding Wage System, Himalaya Publishing House, Mumbai, 2005
2. Das Gupta, A.K., A Theory of Wage Policy, Oxford University Press, New Delhi, 1976
3. Hicks, J.R., The Theory of Wages, Macmillan, London, 1972
4. I.L.O., Problems of Wage Policy in Asian Countries, Geneva, 1956
5. I.L.O., Minimum Wage Fixing, Geneva, 1981
6. Labour Bureau, Ministry of Labour, Government of India, Report on the Working of Minimum Wages Act, 1948
7. Kapoor, N.D., *Elements of Industrial Law*, Sultan Chand, New Delhi, 2020
8. Garg, Ajay, *Labour Laws one should know*, Nabhi Publication, New Delhi, 2020
9. Dunlop, John T, The Theory of Wage Determination, Mcmillan & Co, New York, 1957
10. Mathur, A.N., Dynamics of Wages, Popular Prakashan, Mumbai, 1986
11. Mongia, J.N., Patterns of Wage Policy in India, Neera Enterprises, New Delhi, 1982
12. Suri, G.K., Productivity, Wages and Industrial Relations, East-West Press, New Delhi, 1967
13. Turner, H.A., Prices, Wages and Income Policies, ILO, Geneva, 1966
14. Subramanian, K.N., Wages in India, tata McGraw-Hill Publishing, New Delhi, 1977
15. International Labour Organization, Wages-A Workers' Education Manual, Geneva, 1982

Course Outcomes: At the end of the course, the student should

CO1	Knowledge	Have developed a good knowledge various concepts connected with Compensation and Compensation Management with special reference to India
CO2	Understand	Have developed a very good understanding of the functions of H.R./Finance Managers with reference to Compensation Management and legal aspects connected with Compensation in India.
CO2	Apply	Be able to perform basic Compensation Management related Duties professionally and objectively and create policies for the same
CO3	Analyze	Be able to understand wage related issues and explain the usefulness of various methods of wage/compensation administration
CO4	Evaluate	Be able to critique the contribution as well as short fall of wage policy and other associated matters
CO5	Create	Be able to design an excellent, Industry/Organization Specific Compensation Management policy ensuring peaceful and productive Industrial Relations.

ST. JOSEPH'S UNIVERSITY

BENGALURU-27

DEPARTMENT OF INDUSTRIAL RELATIONS

SYLLABUS FOR UNDERGRADUATE PROGRAMME AS PER
THE NEW EDUCATION POLICY

SEMESTER THREE AND SEMESTER FOUR

***SYLLABUS OF DISCIPLINE
SPECIFIC CORE PAPERS***

**(APPROVED BY THE BOS IN
INDUSTRIAL RELATIONS DURING
THE BOS MEETING HELD ON
21.03.2024)**

From Batch 2024-2025

SYLLABUS FOR SEMESTER THREE: B.A. INDUSTRIAL RELATIONS

Proposed Scheme of Teaching and Evaluation

SEMESTER-III

Sl. No.	Course code	Title of the Course	Course Category	Teaching hours per week	Summative Assessment	CIA	Total Marks	Credits
1.	I R 3124	Industrial Relations Laws in India	DSC	03	60	40	100	03
2.	I R 3224	Social Security Laws in India	DSC	03	60	40	100	03
3.	Open Electives- IROE 3	Introduction to Human Resource Management	OEC	03	60	40	100	03

EVALUATION

Sl. No.	Course Category	Teaching Hours per week	Summative Assessment	CIA	Total Marks	Credits
1.	DSC	03	60	40	100	03
2.	DSC	03	60	40	100	03

SYLLABUS FOR SEMESTER FOUR: B.A. INDUSTRIAL RELATIONS

Proposed Scheme of Teaching and Evaluation

SEMESTER-IV

Sl. No.	Course code	Title of the Course	Course Category	Teaching hours per week	Summative Assessment	CIA	Total Marks	Credits
1.	IR 4124	Labour Welfare And Social Security	DSC	03	60	40	100	03
2.	IR 4224	Public Relations Management	DSC	03	60	40	100	03
3.	Open Electives-IR 04	Social Security And Associated Legal Provisions In India	OEC	03	60	40	100	03

EVALUATION

Sl. No.	Course Category	Teaching Hours per week	Summative Assessment	CIA	Total Marks	Credits
1.	DSC	03	60	40	100	03
2.	DSC	03	60	40	100	03

SYLLABUS FOR SEMESTER THREE: B.A. INDUSTRIAL RELATIONS

Semester	III
Paper Code	DSC (DISCIPLINE SPECIFIC CORE PAPER) IR 3124
Paper Title	INDUSTRIAL RELATIONS LAWS IN INDIA
Number of teaching hours per week	03
Total number of teaching hours per semester	42
Number of credits	03

Objectives:

To sensitize the students with select Industrial Relations Laws in India

To introduce students to Basic Concepts in Industrial Relations Laws

To enable students understand the role of Indian Industrial Relations Laws in Industrial Relations.

MODULE ONE: (6 hours)

Introduction to Labour Legislations with special reference to Industrial Relations Laws.

Importance of Industrial Relations Laws with special reference to India.

The New Labour Codes and its effects on Industrial Relations Laws in India.

MODULE TWO: (10 hours)

THE FACTORIES ACT, 1948.

Introduction. Scope/Applicability of the Act. Objectives of the Act.

Important Definitions- Factory, Manufacturing Process, Worker, Power, Hazardous Process.

Statutory Provisions under the Act.

Statutory Provisions dealing with Health of Workers

Statutory Provisions dealing with Safety of Workers

Statutory Provisions dealing with Welfare of Workers

Statutory Provisions dealing with Hours of Work and Holidays.

MODULE THREE: (10 hours)

THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946.

Introduction. Scope/Applicability of The Industrial Employment (Standing Orders) Act, 1946.

Objectives of The Industrial Employment (Standing Orders) Act, 1946.

Important Definitions-Appropriate Government, Certifying Officer, Employer, Industrial Establishment, Standing Orders.

Matters to be provided in Standing Orders

Procedure for submission of Draft Standing Orders
Procedure for Certification of Standing Orders
Other Provisions Relating to Standing Orders.

MODULE FOUR: (16 hours)
THE INDUSTRIAL DISPUTES ACT, 1947

Introduction. Scope/Applicability of the Act. Objectives of the Act.

Important Definitions- Appropriate Government, Industry, Industrial Disputes, Award.

Important Machineries for settling Industrial Disputes in India and various Authorities under each Machinery.

1. Voluntary Settlement and Conciliation Machinery
 - a) Works Committees
 - b) Conciliation Officers
 - c) Boards of Conciliation
 - d) Courts of Inquiry
2. Adjudication Machinery
 - a) Labour Courts
 - b) Industrial Tribunals
 - c) National Tribunals
3. Arbitration Machinery
Role of Arbitrators.

Details pertaining to:

- a. Lay Off
- b. Retrenchment
- c. Closure
- d. Strikes
- e. Lockouts

BOOKS FOR REFERENCE:

1. Kapoor, N.D., *Elements of Industrial Law*, Sultan Chand, New Delhi, 2020
2. Garg, Ajay, *Labour Laws one should know*, Nabhi Publication, New Delhi, 2020
3. Srivastava S C, *Industrial Relations And Labour Laws*, Vikas Publishing House, Noida
4. Kumar H.L., *Labour Laws Everybody Should Know*, Universal Law Publishing Co., New Delhi, 2020
5. Kumar H.L. , *Practical Guide to Factories Act*, Universal Law Publishing Co., New Delhi, 2020
6. Kumar H.L., *Practical Guide to Industrial Disputes*, Universal Law Publishing Co., New Delhi, 2020
7. Kumar H.L., *Compliances under Labour Law*, Universal Law Publishing Co., New Delhi, 2020
8. Venkata Ratnam, C.S., *Industrial Relations*, Oxford University Press, New Delhi, 2006
9. Sarma A.M., *Industrial Relations- Concepts and Legal Frame Work*, Himalaya Publishing House, Mumbai, 1989
10. Piyali Ghosh, Shefali Nandan, *Industrial Relations and Labour Laws*, McGraw Hill, New Delhi, 2015

OTHERS: Labour Law Journal and Legal News and Views

Course Outcomes: At the end of the course, the student should

CO1	Knowledge	Have developed a good knowledge of all the basic concepts associated with Industrial Relations Laws
CO2	Understand	Have developed a very good understanding of the characteristics of Indian Industrial Relations Laws and associated matters connected with Indian Industry and associated amendments and related issues
CO2	Apply	Be able to perform basic duties associated with HRM and Industrial Relations Management involving legal matters
CO3	Analyze	Be able to critically look at and explain the root cause of specific Labour Problems in Indian Industries and other aspects connected with work-conformity as per statutory provisions
CO4	Evaluate	Be able to evaluate Industrial Relations issues with reference to legal provisions, objectively
CO5	Create	Be able to design work culture conducive to good Industrial Relations in the Indian Context following all associated legal provisions

**SYLLABUS FOR SEMESTER THREE:
B.A. INDUSTRIAL RELATIONS**

Semester	III
Paper Code	DSC (DISCIPLINE SPECIFIC CORE PAPER) IR 3224
Paper Title	SOCIAL SECURITY LAWS IN INDIA
Number of teaching hours per week	03
Total number of teaching hours per semester	42
Number of credits	03

Objective of the Paper:

1. To provide the students a foundation in Legal Aspects connected with Social Security for workers in India.
2. To introduce the students to statutory social security measures under important labour laws.
3. To develop insight on managerial decisions for potential outcomes in Industrial Relations Management.
4. To demonstrate knowledge and understanding of all social security issues in the Industrial Relations scenario.

MODULE ONE: (6 hours)

Meaning of Social Security.

Emergence of Statutory Social Security with special reference to workers.

Introduction to Social Security Laws in India.

Importance of Social Security Laws for Indian Workers.

The effects of the New Labour Codes on Social Security Laws in India.

MODULE TWO: (12 hours)

THE EMPLOYEES STATE INSURANCE ACT, 1948

Introduction. Scope/Applicability of The ESI Act, 1948.

Objective of THE ESI Act, 1948.

Administration of The Employees State Insurance Corporation (ESIC).

Important Definitions: Appropriate Government, Contribution, Contribution Period, Benefit Period, Corporation, Employee, Insured Person, Family, Dependent, Exempted Employee, Sickness, Employment Injury, Temporary Disablement, Permanent Partial Disablement, Permanent Total Disablement, Confinement, Miscarriage.

- a) Sickness Benefit
- b) Maternity Benefit
- c) Disablement Benefit
- d) Dependants' Benefit
- e) Medical Benefit
- f) Funeral Expenses
- g) Unemployment Benefits

MODULE THREE: (14 hours)

THE EMPLOYEES PROVIDENT FUND (AND MISCELLANEOUS PROVISIONS) ACT, 1952

Introduction. Scope/Applicability of The EPF (And Miscellaneous Provisions) Act, 1952

Objectives of The EPF (And Miscellaneous Provisions) Act, 1952.

The Employees Provident Funds Organisation (EPFO).

Important Definitions: Appropriate Government, Authorised Officer, Basic Wages, Contribution, Employer, Employee, Exempted Employee, Exempted Establishment, Factory, Industry, Pension Fund, Pension Scheme, Superannuation.

Various Schemes Under The Employees Provident Funds (And Miscellaneous and Provident Funds) Act, 1952:

1. The Employees Provident Fund Scheme
2. The Employees Pension Scheme
3. The Employees Deposit Linked Insurance Scheme.

MODULE FOUR: (10 hours)

THE PAYMENT OF GRATUITY ACT, 1972

Introduction. Scope/Applicability of The Payment of Gratuity Act, 1972

Objectives of The Payment of Gratuity Act, 1972

Important Definitions: Appropriate Government, Wages, Completed Years of Service, Continuous Service, Controlling Authority, Employee, Employer, Family, Notification, Retirement, Superannuation,

Rules relating to Payment of Gratuity on termination of employment

Rate of Gratuity

Forfeiture of Gratuity

Compulsory Insurance And Protection of Gratuity

Nomination

Determination And Recovery of Gratuity

Appointment of Inspectors, Offenses and Penalties.

SOCIAL SECURITY LAWS IN INDIA

BOOKS FOR REFERENCE:

1. Kapoor, N.D., *Elements of Industrial Law*, Sultan Chand, New Delhi, 2020
 2. Garg, Ajay, *Labour Laws one should know*, Nabhi Publication, New Delhi, 2020
 3. Kumar H.L., *Practical Guide to Employees' Provident Funds*, Universal Law Publishing Co., New Delhi, 2020
 4. Srivastava S C, *Industrial Relations And Labour Laws*, Vikas Publishing House, Noida
 5. Kumar H.L., *Labour Laws Everybody Should Know*, Universal Law Publishing Co., New Delhi, 2020
 6. Kumar H.L. , *Practical Guide to Payment of Gratuity*, Universal Law Publishing Co., New Delhi, 2020
 7. Kumar H.L., *Practical Guide to Labour Management*, Universal Law Publishing Co., New Delhi, 2020
 8. Kumar H.L., *Compliances under Labour Law*, Universal Law Publishing Co., New Delhi, 2020
 9. Venkata Ratnam, C.S., *Industrial Relations*, Oxford University Press, New Delhi, 2006
 10. Sarma A.M., *Industrial Relations- Concepts and Legal Frame Work*, Himalaya Publishing House, Mumbai, 1989
 11. Monappa, Sivaraj, Ranjeet, *Industrial Relations and Labour Laws*, McGraw Hill, Chennai, 2016
 12. Vaidhyanathan N, *ILO Conventions and India*, Jana Bani Printers, Kolkatta, 1975
- OTHERS: Labour Law Journal and Legal News and Views*

Course Outcomes: At the end of the course, the student should

CO1	Knowledge	Have developed a good knowledge of all the basic concepts associated with Social Security and its Statutory Provisions in India
	Understand	Have developed a very good understanding of the characteristics of Social Security and associated matters connected with Indian Labour Laws
CO2	Apply	Be able to perform basic duties associated with HRM and Industrial Relations Management in Indian Industries and other Organizations
CO3	Analyze	Be able to critically look at and explain the root cause of Industrial Relations Problems at work place/connected with work-conformity , dissatisfaction, job stress etc. and settle the grievance
CO4	Evaluate	Be able to evaluate work environment with reference to employee satisfaction, productivity etc.objectively
CO5	Create	Be able to design work culture conducive to good Industrial Relations through adherence to Social Security Laws

SYLLABUS FOR SEMESTER FOUR: B.A. INDUSTRIAL RELATIONS

Semester	IV
Paper Code	DSC (DISCIPLINE SPECIFIC CORE PAPER) IR 4124
Paper Title	LABOUR WELFARE AND SOCIAL SECURITY IN INDIA
Number of teaching hours per week	03
Total number of teaching hours per semester	42
Number of credits	03

Objective of the Paper:

- 1. To introduce the students to the concept of Labour Welfare & Social Security**
- 2. To make students aware of various aspects of Human Resource Management with special reference to Labour Welfare and Social Security-both Statutory and Non-Statutory.**

- 3. To prepare the students to understand the implications of compliance to Labour Welfare and Social Security Provisions in the organizations.**
- 4. To prepare the students to understand the concepts of Welfare and social Security and its various facets with special reference to India in the era of Globalization.**

Module One: (12 hours)
CONCEPT OF LABOUR WELFARE & SOCIAL SECURITY
Introduction.
Meaning of Labour Welfare and Social Security.
Origin/History of Labour Welfare & Social Security.
Merits and Demerits of Labour Welfare and Social Security in the Indian Context.
Types of Welfare Activities-Statutory Labour Welfare and Non-Statutory Labour Welfare in India.
Growth of Labour Welfare and Social Security in India post-independence.
Labour Welfare and Social Security during Covid-19 Pandemic.

Module Two: (12 hours)
SAFETY AND HEALTH IN INDUSTRIES/ORGANIZATIONS
Meaning.
Occupational Hazards, Industrial Health and Industrial Safety in the Indian context.
Industrial Accidents-causes and prevention. Need for safety and measures to ensure safety in Industries. Provisions for safety as per law in India.
Health-Industrial Health and Occupational Diseases.
Job stress. Measures to tackle stress.
Alcoholism and Drug abuse among workers. Remedies.
Provisions for Health as per law in India.

Module Three: (12 hours)
COUNSELLING
Meaning.
Origin of Industrial Counselling and topics under Industrial counselling.
Need for counselling in Industries.
On line counselling- in the context of Pandemic and Work From Home.
Conditions for counselling-Techniques and skills for effective counselling.
Problems in counselling.
Role of H.R. Managers in counselling.
Counselling during Covid-19 Pandemic.

Module Four: (12 hours)
QUALITY OF WORK LIFE
Introduction.
Meaning of QWL.
Emergence and growth of QWL.
Specific issues in QWL.
QWL and Industrial Relations with reference to QWL and Productivity.
Barriers in QWL.
Strategies for improvement of QWL.

LABOUR WELFARE AND SOCIAL SECURITY IN INDIA

BOOKS FOR REFERENCE:

1. *Sarma A.M., Aspects of Labour Welfare and Social Security, Himalaya Publishing Hous, Mumbai, 2016*
2. *Subba Rao P, Labour Welfare And Social Security, Himalaya Publishing House, Mumbai, 2009*
3. *Parry Jonatha, Breman, Kapadia, The Worlds of Industrial Labour, Sage Publications, New Delhi, 1999*
4. *Board Robert, Counselling People at Work, Gower Publishing , England, 1983*
5. *Rawat, B.D., Labour Welfarism in India-Problems and Prospects, EBSA Publishers, Jaipur, 1988*
6. *Dhyani, S.N., International Labour Organisation and India, National Publishing House, New Delhi, 1977*
7. *Hallen, G.C., Dynamics of Social Security, Rastogi Publication, Delhi, 1984*
8. *Introduction to Social Security, ILO Office, Geneva, 1984*
9. *R.C.Sharma, Nipun Sharma, Human Resource Management- Theory and Practice, , SAGE, 2019*
10. *Amitabha Sengupta, Human Resource Management, concepts, practices and new paradigms, SAGE, 2019*

11.Piyali Ghosh, Shefali Nandan, Industrial Relations and Labour Laws, McGraw Hill, New Delhi, 2015

12.Sparrow Paul, Cooper Cary, The Employment Relationship, Key challenges for HR, Butterworth-Heinemann, -Elsevier, New Delhi, 2008

Course Outcomes: At the end of the course, the student should

CO1	Knowledge	Have developed a good knowledge of benefits of Labour Welfare and Social Security on People at work as human resource and HRM as a specialized Management Discipline
CO2	Understand	Have developed a very good understanding of the functions of HRM, H.R. Planning aspects and work environment with reference to Labour Welfare and Social Security.
CO2	Apply	Be able to perform basic People Management Duties professionally and objectively conforming to legal requirements.
CO3	Analyze	Be able to contrast and explain the useful and harmful effects of Labour Welfare and Social Security measures in the Indian Context.
CO4	Evaluate	Be able to critique the contribution as well as short fall of Welfare measures.
CO5	Create	Be able to design an excellent Human Resource Management policy with emphasis on Labour Welfare and Social Security-ensuring peaceful and productive Industrial Relations.

SYLLABUS FOR SEMESTER FOUR: B.A. INDUSTRIAL RELATIONS

Semester	IV
Paper Code	DSC (DISCIPLINE SPECIFIC CORE PAPER) IR 4224
Paper Title	PUBLIC RELATIONS MANAGEMENT
Number of teaching hours per week	03
Total number of teaching hours per semester	42
Number of credits	03

Objective of the Paper:

To enable students, understand the important concepts connected with Public Relations and its management

To enable students to understand the Art and Science of Public Relations in the Indian Context

To enable students, understand the importance of Public Relations Management along with H.R. in the administration of Organizations/Industries.

Module One: (6 hours)

INTRODUCTION TO PUBLIC RELATIONS MANAGEMENT
Meaning of Public Relations and Public Relations Management.
Nature and Scope of Public Relations. Objective of Public Relations.
Role of Public Relations Management.
Public Relations as Relationship Management.

Module Two: (8 hours)

THEORIES USED IN PUBLIC RELATIONS

Systems Theory
Situational Theory
Social Exchange Theory
Diffusion Theory.

Module Three: (14 hours)

TOOLS AND MEDIA OF PUBLIC RELATIONS MANAGEMENT

Classification of tools and media of Public Relations
Print Media-types and their effectiveness.
House Journals, specialized newspapers and magazines.
Sections and supplements, advertisements, features and photographs.
Radio-history and development-its use and effectiveness.
Television-use, effectiveness and advantages.
All India Radio and Doordarshan.
Documentaries, Feature Films-Role in Public Relations
Direct Mailing-post, Cyberspace-web sites and e-mail, social media.

Module Four: (14 hours)

CORPORATE PUBLIC RELATIONS MANAGEMENT

Meaning.
PR Department and its functions.
Internal Public-communication with internal public.
Press Relations-need to develop in the interest of the organization.
Need for Press Conference.
Financial Relations-Role of PR at the time of AGM. Annual Report.
Government Relations-need for maintaining them and advantages.
Public Relations and information system of Government of India.
Community Relations-need. PR for promoting community consciousness-
Corporate Social Responsibility and its role in Public Relations Management
Customer Relations-Sales oriented Public Relations.
Advertising and its role in Public Relations with special reference to India.

BOOKS FOR REFERENCE: PUBLIC RELATIONS MANAGEMENT

1. DeSanto Barbara, Moss Danny, Public Relations-A Managerial Perspective, SAGE, New Delhi, 2011
2. Wilcox Dennis, Ault Philip, Agee Warren, Public Relations-Strategies And Tactics, Harper Collins, New York, 1995
3. Watson Tom & Noble Paul, Evaluating Public Relations, Kogan Page India, New Delhi, 2005
4. Mike Beard, Running a Public Relations Department, Kogan Page India, New Delhi, 2008
5. Sharma Seema, Public Relations, Anmol Publications, New Delhi, 2005
6. Sengupta Sailesh, Management of Public Relations And Communication, Vikas Publishing, Noida, 2009
7. Mehta D.S., Hand Book of Public Relations in India, Allied Publishers, New Delhi, 2006
8. Vilanilam J.V., Public Relations in India-New Tasks And Responsibilities, Sage SPublications, New Delhi, 2011
9. Frazier Moore, Kalupa Frank, Public Relations-Principles, Cases and Problems, Surjeet Publications, Delhi,2005
10. Butterick Keith, Introducing Public Relations, Sage Publications India Ltd., New Delhi, 2011
11. Grunig, J & Hunt T, (1984), Managing Public Relations, Thomson Learning, London
12. L'Etang, J, (2008), Public Relations Concepts, Englewood Cliffs, Erlbaum
13. Parsons, P (2004) Ethics in Public Relations, Kogan Page, London
14. Sam Black, Role of PR in Management, Pitman, 2009
15. Paul Winner, Effective PR Management, Jaico, New Delhi, 2009

Course Outcomes: At the end of the course, the student should

CO1	Knowledge	Have developed a good knowledge various concepts connected with Public Relations and Public Relations Management with special reference to India
CO2	Understand	Have developed a very good understanding of the functions of Public Relations Officers/ Managers with reference to Industries and other organizations.
CO2	Apply	Be able to perform basic Public Relations Management related Duties professionally and objectively and create policies for the same, with the goal of establishing Good Industrial Relations.
CO3	Analyze	Be able to understand Public Relations related issues in Industries/Organizations and explain the usefulness of various methods of Public Relations administration
CO4	Evaluate	Be able to critique the contribution as well as short fall of Public Relations policy and other associated matters in the Organization/Industry
CO5	Create	Be able to design an excellent, Industry/Organization Specific Public Relations Management policy ensuring peaceful and productive Industrial Relations.

