

Subject Code: 610

Subject Name: Human Resource Management & Labour Laws

Unit I:

Human Resource Management **4 Hrs**

Introduction and Importance
Difference between Personnel Management and HRM

Unit II:

1) Manpower Planning **7 Hrs**

Concept
Estimating Manpower requirements

Recruitment and selection

Retention of manpower

2) Job Analysis **5 Hrs**

- Job Description
- Job Specification
- Job Evaluation

3) Training and Development **6 Hrs**

Meaning and Objectives
Methods of Training

4) Performance Appraisal **8 Hrs**

Definition and Importance
Methods of Performance Appraisal

Barriers to effective performance appraisal

UNIT III

Labour Laws **8 Hrs**

1) Nature and Scope of labour welfare- duties of labour welfare officer

Provisions of Factories Act, 1948

2) Nature of Industrial Relations

Concept of Industrial Relations **8 Hrs**

Industrial Unrest- Industrial Peace

Collective Bargaining-Need and Scope

3) Social Security

8 Hrs

Meaning of Social Security - The Employees' State insurance Act, 1948

The Workmen's Compensation Act, 1923- The Maternity Benefits Act, 1961

4) Profit sharing & Co partnership

6 Hrs

Concept of profit sharing – benefits & limitations, Payment of Bonus Act, 1965-

Allocable surplus-available surplus-set on and set off of allocable surplus - Esops

ESops and Incentives

Books Recommended

1. Human Resource Management : Gary Dessler

2. Human Resource Management : Mirza and Saiyadin

3. Managing Human Resources : Arun Monappa

4. Human Resource Management : Anjali Ghanekar

5. Human Resource Management- Text and Cases: VSP Rao

6. Personnel Management and Industrial Relations- BP Singh and TN Chhabra

7. Industrial Relations – Arun Monappa

8. Industrial Law – P.L.Malik

9. Elements of Mercantile Law – N.D.Kapoor