

**Subject Code: 604**

**Subject Name: Labour Laws and Industrial Relations**

**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