

APPENDIX – I

**POST GRADUATE DIPLOMA IN HUMAN RESOURCES
DEVELOPMENT LAW**

(PGDHRDL)

Sr. No.	Name of the Paper	No. of Credits	Max. Marks	Min. Marks
1	Human Resources Development.	4	Theory 80 I. A. 20	40 10
2.	Organisational Behavior	4	Theory 80 I. A. 20	40 10
3.	Labour Management Laws.	4	Theory 80 I. A. 20	40 10
4.	Field work , practical training and project work: 1. Project Work/ Dissertation 75marks (External Examiner) 2. Viva – Voce. 25 marks (External Examiner) 3. Field Visits 50 marks (Internal Evaluation) 4. Group Discussion 50 marks (External Examiner)	8	200	100

APPENDIX – II
DETAILED SYLLABUS FOR
POST GRADUATE DIPLOMA IN HUMAN RESOURCES
DEVELOPMENT LAW
PAPER I
HUMAN RESOURCES DEVELOPMENT

1. Introduction

Broader Concept, Nature and Significance of HRD Personnel Management and Human Resource Development, HRD perspective. Need for HRD – Need for HRD in the Indian Context. Difference between the Traditional Personnel Management function & HRD, HRD Methods. HRD Process. HRD Outcomes.

2) Planning and Organising the HRD system

Corporate H. R. Planning, Planning the HRD System, HRD Philosophy, HRD Sub-systems, HRD Policies, HRD action plans, Integration of HRD policy with Corporate Policy, Organizing the HRD system, form or HRD Organizing, task of HRD Department, Attributes of HRD Managers, HRD in Indian Industry, HRD Budgeting and Controlling, Planning long term and short term.

3) Job Analysis and Design

Meaning and definition, the process, Methods of collecting job data, potential problem with job analysis, job design, factors affecting job design and techniques of job design.

4) Recruitment and Selection

Purposes and importance, factors governing recruitment, recruitment process, role of selection, organization for selection, selection process, new methods of selection, selection in India, international hiring.

5) Orientation and Placement

Orientation programme, problem of orientation, typical orientation programme, placement and placement problem.

6) Training and Development

Nature of training and development, inputs in training and development, gaps in training, importance of training and development, the training process, impediments to effective training, training for international assignment.

7) Performance Appraisal and Job Evaluation

Performance appraisal process, organisational strategy and performance appraisal, job evaluation and job evaluation process, methods of job evaluation.

8) Challenges of Human Resources Development

HRD key to productivity and economic growth, HRD-Job enrichment and quality improvement, Quality circle approach, HRD and Leadership management, HRD-Research and application, Training within industry and skill development.

9) H.R. Professional role in Industrial Scenario.

Organisation survival. Quality, Policy, Customer satisfaction, organizational values and objectives, Zero compromises, Team work, expansion and growth, Monetary benefits, Designing and Developing work culture. Enjoying work, continuous improvement, effective communication, opportunity for growth, believing people, cost awareness, safety and Welfare, H.R. Audit.

10) H.R. Ethics :

Management of labour and out-sourcing, business ideologies, Concept of Trusteeship, Agreement and adherence to employee ethics.

BOOKS FOR (REFERENCE)

1. Human Resource and Personnel Management by K. Aswathappa
2. Human Resource Development by P.C. Tripathi, S. Chand and Sons. New Delhi.
3. Personnel Human Resource Management by Heneman schools fossum Dyer, Universal New Delhi.
- 4) Human Resource Management Environmental Influence- By Subhap
- 5) Managing Human Resources- A Contemporary Text by E.A. Ramaswamy
- 6) Human Resource Management and Industrial Relations – By Subba Rao, Himalaya Publishing House.

PAPER – II

ORGANISATIONAL BEHAVIOUR

1. Understanding Behavior

The Individual : Values and Attitudes, Personality, Perception, Motivation and Learning.

The Group : Foundation of Group Behavior, Group Dynamics. Communication, Leadership, Power Conflict.

2. Employee's Motivation - Various Theories

Human needs, Motives, employees wants and expectations from the organisation. Maslow's hierarchy, McGregor's, X and Y theory, Herzberg's theory, Two Factor Model, McClelland's theory, Alderfer's ERG theory, Vroom's Expectancy theory.

3. The Organization System:

Organization structure, Organizational Culture and Climate, Organizational Development. Change Management and its objectives.

4) Organizational System:

Organisational power, structure, scientific approach to organizational behavior, work resolution and work Involvement, Development of New Work Ethic.

5) Organisational Behaviour :

The Indian Scenario, Scientific Approach.

BOOKS FOR REFERENCE

- 1) organization Development – by Wendell French, Cecil H. Bell Jr. Prentice- Hall of India Private Ltd, New Delhi.
- 2) Organisational Designs for Excellence by Pradip M. Khandwalla, Tata Mc Graw- Hill Publishing Co. Ltd.
- 3) organization Theory and Behavior- N.S. Gupra, Himalaya Pub.
- 4) Human Behaviour at work, Organisational behaviour by Davis. Keith and Newstrom , John, McGraw- Hill Bode Company New York.
- 5) Organisationa behaviour by Luthans, Fred, McGraw- Hill Bode Company New York.
- 6) Organisational behaviour by Sahni, Pradeep and Sharma K.K. Deep and Deep Publ, New Delhi.
- 7) Organisational behaviour by Stene L. McGraw mary ann von Gilinow tat McGraw Hills

PAPER – III

LABOUR MANAGEMENT LAWS.

1. Labour Legislation

Nature, Scope, Character of Labour Legislation. Growth and Development of labour legislation in India. Labour legislation and Constitution of India. I.L.O. and Labour Legislation in India. Principles of Labour Laws.

2) Industrial Relations Laws.

Industrial Disputes Act, 1947. Industrial Employment (Standing Orders) Act, 1946. Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971. BIRA and the state laws proposed industrial Relations Act.

3) Wage Laws

Minimum Wages Act, 1948. Payment of Wages Act, 1936. Payment of Bonus Act, 1965. Equal Remuneration Act, 1976.

4) Social Security and Welfare Laws.

Workmen's Compensation Act, 1923. Maternity Benefit Act, 1961. Employee's State Insurance Act, 1948. Employee's Provident Fund Act, 1952, Payment of Gratuity Act, 1972. Mica Mines and Coal Mines Labour Welfare Fund Act, 1946-47. Maharashtra Labour Welfare Fund Act, 1953. Plantation Act.

5) Normative Labour Laws.

Factories Act, 1948. Contract Labour Act, 1971. Child Labour (Prohibition and Regulation) Act, 1986. Bombay Shops and Establishment Act, 1948. Mines Act, 1952. Dock Labour (Regulation and Employment) Act, 1948.

6) Challenges of Industrial Law Administration

Termination of Employment, Discharge, Dismissal, Resignation, Compulsory Retirement, Retirement. Justified Dismissal, closure under Industrial Dispute Act, 1947. Social Justice, Principles of Natural Justice and Industrial Jurisprudence. Industrial Jurisprudence for developing economic initiatives, reconciliation. Reforming Industrial Tribunal Procedures. Developing Mediation Services. Reforming Industrial Relation Machinery. Training for Improving and developing labour administration.

REFERENCE BOOKS

1. industrial and Labour Law – S.P. Jain & Simmi Agrawal 2002 Dhanpat Rai & Comm. Delhi.
2. Labour Administration – by Husband J.I. Oxford PBH Publishing Co. New Delhi
- A. Labour Administration – A.M. Shirma Himalaya,
3. Manual on Labour and Industrial Laws- Commercial Law Publishing (India)
4. Management of Labour (Practice & Procedures) – Dr. R.s. Akulkarni Publication. Pune
5. Human Resource Management in India – Legal Persective. By Vivek Paranjpe, Capital International. New Delhi.
- 6) Industrial Law – P.L. Malliki, Eastern Book Co. Lukhnow.

PAPER – IV

FIELD WORK , PRACTICAL TRAINING AND PROJECT WORK

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| 1. Project Work/ Dissertation | 75marks (External Examiner) |
| 2. Viva – Voce. | 25 marks (External Examiner) |
| 3. Field Visits | 50 marks (Internal Evaluation) |
| 4. Group Discussion | 50 marks (External Examiner) |

- 1) HRD. System: Human Resources Planning. Training Policy. Training Budget.
- 2) Training Needs Assessment system
- 3) Training and other Development programme and their evaluation
- 4) Strategy for improving HRD activity in the organization

FIELD WORK PRACTICAL TRAINING

1. One Weeks Training in office of Labour Industrial Court/tribunals
2. Observation visit
 - a) Three visits at Labour offices like Chief Inspector of Factory. Provident Fund, Commissioner and Labour Commissioner office.
 - b) Two Training and Professional institutions
 - c) One visit to Hotel Industry
 - d) One visit to IT Industry
 - e) One plastic industry visit
 - f) One pharmaceutical/ Fertilizer/Food stuff industry visit
 - g) One Chemical / Engineering/ Petroleum Industry visit
 - h) One Electronic industry visit
 - i) Two engineering concern (Heavy. Light machine. Manufacturing boundary, transport workshop (Rail, Road, Air)
 - j) One visit to Trade Union office
3. One Week's Training in ESIC Regionals & Local office
4. Computer Training
5. Four Paper Presentation

(The candidate will be required to maintain the specific form journal of the record of the practical training done by them during the course)