

**VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.**

**MLW**

**PART – II**

PAPER – ORGANISATIONAL BEHAVIOUR

PAPER – INDUSTRIAL AND LABOUR LEGILATIONS – II

PAPER – INDUSTRIAL RELATIONS

PAPER – HUMAN RESOURCE DEVELOPMENT – I

PAPER – LABOUR MOVEMENT, LABOUR WELFARE &  
LABOUR PLOICY

PAPER – ECONOMIC DIMENSIONS OF INDUSTRY

PAPER – INTERNSHIP REPORT AND OBSERVATION VISITS

# VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

## MLW

### PART – II

#### ORGANISATIONAL BEHAVIOUR

##### OBJECTIVES:

- To introduce students the concepts pertinent to such central topics as organization processes, personality, perception, attitudes, group dynamics, work motivation, leadership, planned change, and organization structure, strategy and design.
- To familiarize students with some of the basic theories and relevant research in the field of management and organizational behaviour.

##### COURSE CONTENTS:

1. Organisation: Nature, structure and process, Historical nature of studies of organizations and O.B., Classical approach, Rise of human relation movement with special reference to Hawthorne and Michigan studies, Contemporary approaches.
2. Concepts of Organisational Behaviour, Role of Behavioural factors in management, Foundations of Organisational Behaviour.
3. Human Behaviour: Human Psychological factors in human behaviour.
4. Perception: Perceptual selectivity, managerial implications, theories of personality development, Personality and performance.
5. Attitude: Its formation and change, Stereo typed, Prejudice and ideologies, customs, traditions, rituals and laws, religion, public opinion and propaganda, measurement of attitudes.
6. Organisational Culture/Climate, components, process and effects, Work culture as part behavioural foundation, Ethical issues in O.B., Institutionalization (Socialisation) How Work culture evolves, retains and also made task oriented.
7. Motivation: Motivation and Performance, Theories of motivation, Need Hierarchy, Two Factors theory, Theory X and Theory Y and Z, Expectancy models, Immaturity – Maturity.
8. Job Satisfaction and Morale: Concept of Job Satisfaction, factors relating to job satisfaction, Determination of Morale, Improving Morale.
9. Concept of Self: Interpersonal Behaviour and Transactional Analysis, Role Analysis, Conflict, Frustration and Stress management, Group dynamics, Types of Groups, Functions, Working and Influence of Informal Organization.
10. Leadership: Theories, styles of Leadership effectiveness, Interaction of Individuals and organization, Organisational effectiveness, concept and Approaches.

##### REFERENCES:

1. Fred Luthans : Organisational Behaviour.
2. Keth davis : Human Behaviour at Work.
3. Hersy and Blanchard : Management of Organisational Behaviour.
4. Edgar H. Schein : Organisational Psychology.
5. K. Aswathappa : Organisational Behaviour.
6. Anselm M. : Organisational Behaviour.
7. Hugh Arnold : Organisational Behaviour.
8. Stephen Robbins : Organisational Behaviour.
9. Laurie Mullions : Management and Organisational Behaviour.
10. Udai Pareek : Organisational Behaviour processes.
11. Moorhead : Organisational Behaviour.
12. Toisi Henry, Riggo Johr : Organisational Behaviour – A Conceptual Framework.

# VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

## MLW

### PART – II

#### INDUSTRIAL AND LABOUR LEGISLATION

##### OBJECTIVES:

- To introduce the students major industrial and labour laws and procedural laws applicable to Indian industries with latest amendments.
- To make them capable to understand legal aspects related with employment and to comply periodically necessary information to appropriate authorities.
- To give them an exposure of functioning of legal system with the help of case studies, presentation, seminar and visit to legal authorities.

##### COURSE CONTENTS:

1. General:
  - 1) Workmen's Compensation Act, 1923.
  - 2) Employees State Insurance Act, 1948.
  - 3) Employees Provident Funds and Miscellaneous Provisions Act, 1952 and scheme.
  - 4) Maternity Benefit Act, 1961.
  - 5) Payment of Gratuity Act, 1972.
  - 6) Payment of Bonus Act, 1965 and its rules.
  - 7) Industrial Statistics Act, 1942.
  - 8) The Child Labour [Prohibition and Regulation ] Act, 1986.
1. Bombay Shops and Establishment Act, 1948.
2. Trade Union Act, 1926.
3. Minimum Wages Act.
4. International Labour Code and current legislation proposals and amendments, New labour bill, if any.
5. Nature and scope and industrial jurisprudence, Principles of industrial jurisprudence, Nature of industrial judiciary and ordinary court of law and their respective jurisdiction.
6. Study of impotent judgment delivered by the Supreme Court, High Courts and tribunals and principles regarding transfers, promotions, dismissal discharges, retrenchment, wages, bonus, and various allowances.

##### REFERENCES:

- |                 |   |
|-----------------|---|
| (1) Vaid K.N.   | : State & Labour in India.                  |
| (2) Chopra      | : Industrial and Labour Law.                |
| (3) Malik S.N.  | : Industrial Law.                           |
| (4) Misra S.N.  | : Labour Laws.                              |
| (5) Jain & Jain | : Industrial & Labour Legislation In India. |
| (6) Kapoor      | : Handbook of Industrial Law.               |

# VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

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### PART – II

#### INDUSTRIAL RELATIONS

##### OBJECTIVES:

- To introduce concept, system, and practices of Industrial Relations in Indian context.
- To introduce major industrial Relations functions at various levels of organisations and to develop their skill to analyse present and future trends in Industrial Relations practices.
- To provide knowledge, skills and attitude necessary for HR managers to work competently in changing organisational and social environments.

##### COURSE CONTENTS:

1. Industrial Relation Systems: Concept, theory, determinants and systems of industrial relations, Evolution of the problem of industrial relations, in India and abroad, Historical perspective.
2. Industrial Relations of the work place: Individual and collective relations and methods to handle them, Major problems on the shop floor, Implementation and administration of Standing Order, Grievance handling- Procedures and practices, Communication channels, Role of first line supervisor and trade union in Industrial relation at the shop floor.
3. Industrial peace and industrial conflicts: Forms, causes and effects of industrial disputes, Collective bargaining- Meaning, pre-requisites, principles, practices strategies and skill, Methods of settlement of industrial disputes-Negotiation, mediation, conciliation, arbitration and adjudication, Joint consultation-Workers participation in management, Joint committees, Workers and Joint councils, Concept of Industrial Democracy, Legal framework and its limitations.
4. ILO: Its introduction and contribution in shaping the IR system in India.
5. Indian labour Conference- Its importance and role in maintaining industrial relations, Code affecting industrial relations, Impact of International Labour Code on industrial relations.
6. Industrial Relations in Public, Government and Cooperative sectors.
7. Contemporary trends and future of industrial relations in India.

##### REFERENCES:

- (1) Agarwal R.D. : Dynamics of Labour Relations in India.
- (2) Micheal V.P. : Industrial Relations in India and Workers Involvement in Management.
- (3) Memoria C.B. : Dynamics of Industrial Relations In India.
- (4) Semers G. & Geroge : Essays in Industrial Relations.
- (5) Agarwal S.L. : Labour Relation Law in India.
- (6) Tanden B.K. : Collective Bargaining and The Indian scene.
- (7) Dunlop J.T. : Industrial Relations System.
- (8) M. Arrora : Industrial Relations.
- (9) A.M. Sarma : Industrial Relations.
- (10) Dr. Jerome Josph : Industrial Relations towards a Transformational process Model.

# VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

## MLW

### PART – II

#### HUMAN RESOURCE DEVELOPMENT – 1

##### OBJECTIVES:

- To introduce the students to the basic concepts of HRD, Designing and Planning HRD activities such as manpower planning, performance appraisal.
- To understand the Role of HRD Manager, Role of Line Manager, and Role of Chief Executive in HRD activities.
- To acquaint the students with the trends in HRD practices in Indian Industries.
- To introduce the students with concept of performance appraisal, and its various methods.

##### COURSE CONTENTS:

1. Nature of HRD in industry, Planning for HRD, Designing HRD systems, Integrating HRD with corporate plans, HRD practices of organizations.
2. Strategies of implementing HRD, Roles and responsibilities of HRD managers, Role of Line manager in HRD, Role of Chief Executive in HRD, Structuring the HRD functions, HRD and Personnel functions, Assessing HRD effectiveness, critical attributes of HRD staff, Developing HRD staff, Challenges for HRD professionals.
3. Manpower planning and forecasting, manpower supply, inventory etc. manpower standard.
4. Performance Appraisals and HR: Performance planning through Key Performance Areas (KPA's), Tasks and Targets, Various methods of performance: appraisal by supervisors.
5. Performance Analysis, Performance Rating, Performance Counseling or Coaching.
6. Using Appraisal for Development, Implementing performance appraisal systems, monitoring for development of organizational processes facilitating appraisals.
7. General idea about performance appraisal practices in India.

##### REFERENCES:

- (1) R. Jaygopal : Human Resource development.
- (2) T.V. Rao : HRD Missionary.
- (3) Udai Pareek & T.V. Rao : Designing and Managing HRD Systems.
- (4) D.M. silveria & T.V. Rao : HRD in the New Economic Environment.
- (5) T.V. Rao : Human resource Development.
- (6) M.P. Srivastava : Human resource Development.
- (7) P.C. Tripathi : Human resource Development.
- (8) Laxmi Devi : Human Resource Management.
- (9) Ishwardayal : Designing HRD Systems.
- (10) B.S. Bhatia : HRD Policies: as simulation & Implications.
- (11) B.S. Bhatia : Understanding HRD.

# VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

## MLW

### PART – II

#### LABOUR MOVEMENT, LABOUR WELFARE & LABOUR POLICY

#### OBJECTIVES:

- To introduce the students concept of Trade Union Movement and NIDL theory.
- To understand the role of Trade Union Movement.
- To introduce the concept of Labour Welfare.
- To acquaint the students with impact of technological change on Labour Welfare.
- To acquaint the students with Social Security Policies in India.

#### COURSE CONTENTS:

1. ILO Introduction Objectives and Functions. Core Conventions Human Rights and Duties in the context of ILO Core Conventions – Status of India as a nation.
2. Labour Movement and Trade Union Movement.
  - Evolution and Development in India & Abroad.
  - Characteristics and Limitations of Indian Trade Union Movement.
  - An introduction of NIDL theory.
3. Role of Trade Union Movement.
  - Industrial Relations
  - Welfare and Productivity.
  - Social Responsibility.
4. Evolution of Labour Welfare.
  - Concept, Philosophy and principles of Labour Welfare.
  - Growth of Industrial Welfare in India and Abroad.
  - Technological change and Labour Welfare.
5. Working Condition and Labour Welfare.
  - Study of plan layout
  - Provisions regarding Health and Hygiene and Prevention of accidents
  - Industrial Health Unit and Counseling services
6. Social Security.
  - Provident Fund, Pension, Gratuity etc.
7. Administration of various welfare services.
  - Canteen, Crèches, Housing, Consumer/Credit Co. Operatives
  - Personnel and Finance for Welfare services
8. Sources, Objectives and Evolution of Labour Policy in India.

## **NIDL – New International Division of Labour.**

The enormity of the present economic crisis, which in the advanced industrialized countries of the west has enriched an apparently permanent high rate of unemployment and thrown organized labour on to the defensive, has greatly sharpened the focus upon how changing global conditions affect conditions of employment specially in the third world. Because capital accumulation occurs unevenly spatially, spectrally and temporally. Today capital expansion is faster and at global level. Therefore there is a shift in production process moving towards internationalization/globalization of production under the sway of MNC/TNCs.

## **REFERENCES:**

1. Punekar, Deodhar : Labour Welfare, Trade Union and Industrial Relations.
2. Sarma A.M. : Aspects of Labour Welfare
3. Memoria C.B. : Labour Welfare Social Security and Industrial Relations in India
4. I.L.O. : Welfare facilities for workers in India and Asia
5. Bhatnagar D. : Labour Welfare and Social Security Legislations in India
6. Johri C.K. : Issues in Indian Labour Policy
7. Mathur A.S. : Labour Policy and Industrial Relations in India

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### PART – II

#### ECONOMIC DIMENSIONS OF INDUSTRY

##### OBJECTIVES:

- To Study the impact of Globalisation on Indian Industries.
- To acquaint the students with the various industrial location theories and industrial financial institutions.
- To understand the mechanism of labour market.
- To study labour market theories in Indian context.

##### COURSE CONTENTS:

1. Perspective of Industrial Economics: Economic Development, Factors facilitating economic development, Role of industry, Framework of Industrial economics.
2. Industrial Location: Approaches to location of different industries, Allocations Vs. Location, Centralised Vs. balanced regional development, Location policy in India since 1951.
3. Organisation of Industry: Relative importance of different form of organization, Growth of corporate sector.
4. Principal sources of Industrial Finance: Financial institutions, Mobilisation of rupee resources, relations with government and banks, Foreign exchange credit, Appraisal of projects and Borrowers, Trends in company finances in India.
5. Industrial and Labour Policy: Industries and Plans, Public and Private sector, Foreign Capital, Taxation, Fixation of fair price for industrial products, Controls of Distribution, Protection.
6. Labour Force: Labour force as a part of the population, Characteristics of labour migration, Structure of labour, Size and composition of Indian labour.
7. Functioning of the labour market: Characteristics of demand and supply of labour, Allocative functions of the labour markets, The informal sector, Economic development and structure of employment, Economics of information and migration.
8. Employment : Economics of un-employment, theories of employment, full employment, Un-employment and Under-employment, nature, scoper and the problems, types and causes of unemployment, employment policy under the plans.
9. Wages: Theories of wage determination, Classical, Neo – Classical and Bargaining theories, Wage – differentials, Components of wages, Systems of wage payments, Theories of exploitation of labour, Share of wages in national income, Effects of Trade Union on level of wages, Wage differentials and allocation of labour. Wage Policy during Five Year Plans.
10. Labour productivity: Meaning, measurement and gains from increase in labour productivity, sharing of gains, Methods of improving labour productivity.

##### REFERENCES:

1. R.R. Barthwal : Industrial Economics.
2. A. Marshal : Principles of Economics.
3. A. Marshal : Elements of Economics of Industry.
4. Richardson J.H. : The Minimum Wage.
5. Jiwitesh Kumar Singh : Labour Economics.