

# POST GRADUATE DIPLOMA IN PERSONNEL AND HUMAN RESOURCE MANAGEMENT (Labour Laws) PGDPHRM [LL]

## PROGRAM CURRICULUM

### Semester I

#### 1. Personnel Administration

1. Personnel Administration concept and Scope
2. Strategic Importance and Diagnostic Approach to Personnel Administration
3. Human Resource Planning – Recruitment and Selection
4. Training & Development and Personnel Manual
5. Employee Wage and Salary Administration
6. Compensation and Benefits, Promotions, Transfer, Demotions and W.P.M.
7. Career Development
8. Employee Welfare and Wellness Programme
9. Learning and Motivation
10. Employee Relations and Leadership / Teambuilding
11. Industrial Relations and Management of Conflicts
12. Disciplinary Actions and Labour Laws
13. Information Technology and Personnel Administration

#### 2. Employee Relations

1. Industrial Relations – Evolution, Concept and Approach
2. Evolution of Industrial Relations Policies
3. Industrial Disputes
4. Mediation and Conciliation, Arbitration and Adjudication
5. Grievance Procedure
6. Trade Unions
7. Collective Bargaining
8. Workers' Participation in Management
9. Domestic Enquiry

#### 3. Laws Related to Industrial Relation

1. Trade Unions Act, 1926
2. Industrial Employment (Standing Orders) Act, 1946
3. Industrial Disputes Act, 1947
4. Prevention of Unfair Labour Practices Act, 1971

#### 4. Submission – I

Students will be required to submit an online submission.

### Semester II

#### 1. Human Resource Management

1. Human Resource Development
2. Human Resource Planning
3. Job Evaluation
4. Recruitment, Selection, Promotion and Transfer
5. Training and Development
6. Performance Improvement
7. Planning Performance Appraisal
8. Career and Succession Planning
9. Quality Management
10. HRD Audit
11. Managing Change through Continuous Improvement
12. Good HR Practices
13. Recent Techniques in Human Resource Management
14. Human Resource Practices in Information Technology Industry

#### 2. Laws Related to Social Security

1. Employees' State Insurance Act, 1948
2. Workmen's Compensation (Amendment) Act, 2010
3. Employees' Provident Fund & Miscellaneous Provisions Act, 1952
4. Payment of Gratuity Act, 1972

#### 3. Laws Related to Specific Industries

1. Factories Act, 1948
2. Shops and Establishments Act, 2017
3. Contract Labour (Regulation & Abolition) Act, 1970 / Migrant Worker
4. Building & Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996
5. Motor Transport Workers Act, 1961
6. Sales Promotion Employees (Conditions of Service) Act, 1976
7. Mines Act, 1952
8. Plantation Labour Act, 1951

#### 4. Submission – II

Students will be required to submit an online submission.

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**PROGRAM CURRICULUM**

**Semester III**

**1. Organisational Behaviour**

1. Historical Evolution of Organisational Behaviour
2. Understanding Organisational Behaviour:
3. Perception
4. Personality
5. Attitudes
6. Motivation: The Driving Forces of Human Behaviour
7. Work Motivation Theories
8. Morale
9. Work and Conditions of Work
10. Conflict Management
11. Group Dynamics
12. Stress Management
13. Leadership
14. Management of Organisational Change
15. Organisational Culture
16. Organisational Power and Politics

**2. Laws related to Employment & Training**

1. Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959
2. Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1959
3. Apprentices Act, 1961

**3. Laws Related to Wages**

1. Payment of Wages Act, 1936
2. Minimum Wages Act, 1948
3. Working Journalist (Fixation of Rates of Wages) Act, 1958
4. Payment of Bonus Act, 1965

**4. Submission – III**

Students will be required to submit an online submission.

**Semester IV**

**1. Labour Welfare**

1. Introduction to Labour Welfare
2. Labour Welfare Officer
3. Workers' Participation in Management
4. Workers' Education Scheme
5. Statutory Labour Welfare Activities
6. Non-Statutory Welfare Measures
7. International Labour Organization & International Labour Conference
8. Industrial Accidents and Industrial Safety

**2. Laws related to Equality and Empowerment of Women and Laws related to Deprived and Disadvantaged Sections of Society**

1. Prevention of sexual harassment Act, 2013
2. Maternity Benefit Act, 1961
3. Equal Remuneration Act, 1976
4. Bonded Labour System (Abolition) Act, 1976
5. Child Labour (Prohibition & Regulation) Act, 1986
6. The Maharashtra Mathadi Hamal and other Manual Workers (Regulation of Employment and Welfare) Act, 1969

**3. Project**

Students will be required to submit a Project in the end of semester IV.