

# **Revised Syllabus for the session 2020-21**

## **INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT (IRPM)**

### **FIRST YEAR, PAPER-1 (INDUSTRIAL RELATIONS)**

**Full marks - 100**

#### **Unit-I**

##### **Industrial Relations and Trade Unionism:-**

**(25 marks) 11 periods**

- (a) Meaning and Definitions of Industrial Relations
- (b) Objectives and Scope of Industrial Relations
- (c) Significance of Industrial Relations
- (d) Meaning, Aims and Objectives of Trade Union
- (e) Functions of Trade Union
- (f) Types of Trade Union-Craft Union, Industrial Union and General Union
- (i) National Federations of Trade union in India .

#### **Unit-II**

##### **Industrial Disputes in India :-**

**(25 marks) (11 periods)**

- (a) Meaning and Definitions of Industrial Disputes
- (b) Causes of Industrial Disputes
- (c) Consequences of Industrial Disputes
- (d) Meaning of Strikes and Lockouts- Legal and Illegal
- (e) Mechanisms for the Settlement of Industrial Disputes
- (f) Grievances Settlement Authority
- (g) Works Committee
- (h) Conciliation Officer
- (i) Voluntary Arbitration
- (j) Labor Court
- (k) Industrial Tribunal and
- (l) National Tribunal

#### **Unit-III**

##### **Collective Bargaining Periods)**

**(25 marks)(11**

- (a) Meaning, Objectives and Scope of Collective Bargaining
- (b) Prerequisites of Collective Bargaining
- (c) Collective Agreement

#### **Unit-IV**

##### **Workers Participation in Management: (11 Period)**

**(25 Marks)**

- (a) Meaning and Definitions of Workers Participation in Management
- (b) Forms of Workers Participation in Management
- (c) JOINT FORUMS:-
  - i) Joint management Councils.(JMC)
  - ii) Canteen Committee
  - iii) Safety Committee

- iv) Welfare Committee
- v) Production Committee.

## **INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT SECOND YEAR, PAPER-II**

### **(Personnel Management)**

#### **Unit-I**

#### **Personnel Management. period)**

**(25 Marks) (11**

- (a) Meaning and Definition of Personnel Management
- (b) Objectives and Scope of Personnel Management
- (c) Importance of Personnel Management
- (d) Functions of Personnel Management
- (e) Personnel Management v/s Human Resource Management

#### **UNIT II**

#### **Recruitment, Selection and Training periods)**

**(25 Marks) (11**

- (a) Meaning and Definition of Recruitment
- (b) Sources of Recruitment-Internal and External with their Merits and Demerits

#### **Unit-III**

**(25 Marks) (11 periods)**

#### **Labour Welfare and Social Security**

- a) Meaning and Definition of Labour Welfare
- b) Aims and objectives of labour welfare
- c) Concept and Scope of Labour Welfare
- d) Philosophy of Labour Welfare
- e) Principles of labour Welfare
- f) Meaning and Definitions of Social Security
- g) Social Assistance and Social Insurance

#### **Unit-IV**

**(25 Marks) (11 periods)**

- a) Statutory Labor Welfare measures with special reference to welfare, working hours and Annual leave with wages under the Factories Act, 1948
- b) Functions of Welfare Officer in industry
- c) Labor Administration in Odisha, Structure and Functions of the District, Zonal and State Level