

**Veer Narmad South Gujarat University**  
**HSE-4: 604 - Management of Industrial Relations**  
**(HRM Elective Group)**

<b>Course</b>	HSE-4: 604
<b>Course Title</b>	Management of Industrial Relations
<b>Credit</b>	4
<b>Teaching hours per Week</b>	4
<b>Review / Revision</b>	June, 2022
<b>Minimum weeks / Semester</b>	15 (Lectures, Guest Lectures, Case Study, Presentations, Group Assignments)
<b>Medium of Instruction</b>	English
<b>Purpose of Course</b>	<ul style="list-style-type: none"> <li>The main objective of this course is to introduce students to the theories, institutions and practices of Industrial Relations.</li> </ul>
<b>Course Objective</b>	<ul style="list-style-type: none"> <li>The subject will give basic understanding about the relationship between the three participants in Industrial Relations - Employer, Employee and Government.</li> <li>The subject will enable the students to understand Employee Discipline and Grievance procedures and various aspects of Industrial conflicts.</li> <li>The students will also get exposed towards the Organisational Health and Safety Issues and its legislative matters.</li> </ul>
<b>Course Outcome</b>	<ul style="list-style-type: none"> <li>The students will be able to connect various issues of IR with management and its implications.</li> </ul>
<b>Course Content</b>	
<b>Unit 1: Industrial Relations</b> <span style="float: right;"><b>(20%)</b></span> <ul style="list-style-type: none"> <li>Meaning, Objectives and Importance of Industrial Relations</li> <li>Parties to Industrial Relations</li> <li>Approaches to Industrial Relations</li> <li>Conditions for good Industrial Relations</li> <li>Industrial Relations in India- History, Present and Future</li> </ul>	
<b>Unit 2: Employee Discipline and Grievance Management</b> <span style="float: right;"><b>(30%)</b></span> <ul style="list-style-type: none"> <li>Discipline – Meaning, Types</li> <li>Causes of Indiscipline</li> <li>Preventive Measures for Discipline</li> <li>Disciplinary Action - Guidelines, Hot Stove Rule, Procedure</li> <li>Punishment - Types, Progressive Penal System, Employee's right to challenge punishment</li> <li>Code of Discipline</li> <li>Grievance Management: Meaning, Causes, identification</li> <li>Grievance procedure</li> <li>Features of Good Grievance procedure</li> </ul>	

<b>Unit 3: Industrial Dispute</b>	<b>(20%)</b>
<ul style="list-style-type: none"> <li>● Introduction and Definition</li> <li>● Causes of Industrial Dispute</li> <li>● Types of Industrial Dispute - Strikes and Lockout</li> <li>● Prevention of Industrial Dispute (Collective Bargaining, Grievance Procedure, Standing Order, Counselling, Labour Welfare Officer, Bi-partite and Tri-partite Bodies)</li> <li>● Settlement of Industrial Dispute - Conciliation, Arbitration and Adjudication</li> </ul>	
<b>Unit 4: Industrial Health &amp; Safety</b>	<b>(30%)</b>
<ul style="list-style-type: none"> <li>● Meaning, Definition and Importance of Industrial Health</li> <li>● Occupational Hazards (Chemical, Biological, Environmental and Psychological Hazards)</li> <li>● Occupational Diseases – Meaning, Protection against Occupational Diseases (Preventive Measures &amp; Curative Measures)</li> <li>● Statutory Provisions to maintain Health &amp; Safety (as per Factories Act, 1948)</li> <li>● Accidents – Introduction, Definitions (Accident, Industrial Injury, Disablement, Personal Injury, Accident Proneness), Causes of Accidents (Intrinsic, Extrinsic, Personal &amp; Exogenous), Cost of Accidents (Direct &amp; Indirect), Accident Prevention (3E's Approach)</li> <li>● Absenteeism – Concept, Definition, Causes (Organisational, Environmental &amp; Personality Factors), Remedial Measures for Reducing Absenteeism (Organisational, Environmental and Personal)</li> <li>● Turnover – Meaning, Reasons and Remedial Measures</li> </ul>	

### **Suggested Reading:**

- 1) Human Resource Management by **S.S. Khanka** (S. Chand & Company)
- 2) Essentials of Human Resource Management and Industrial Relations by **P. Subba Rao** (Himalaya Publishing House)
- 3) Human Resource Management by **L.M. Prasad** (Sultan Chand & Sons)
- 4) Personnel Management and Industrial Relations by **N.G. Nair** and **Latha Nair** (S. Chand & Company)
- 5) Human Resource Management by **C.B. Gupta** (Sultan Chand & Sons)
- 6) Human Resource Management by **K. Ashwathappa** (Tata McGraw Hill)
- 7) Dynamics of Industrial Relations by **C.B. Mamoria**, **Satish Mamoria** and **S.V. Gankar** (Himalaya Publishing House)