

Semester	IV	Specialization	HRM
Course Code	411HR	Type	Subject - Elective
Course Title	Lab in Industrial Relations		

Course Objectives:

1	To expose students to drafting of various notice/ memos/ show cause etc.
2	To expose students to the working of Labour courts

Syllabus:

Unit Number	Contents	Number of Sessions
1	Study & Preparation of notice of strike & lockout (2 minimum each).	5 + 1
2	Study & drafting show cause notice (minimum 2)	5 + 1
3	Handling & drafting misconduct procedure	5 + 1
4	Inviting Trade Union leader to understand issues & functioning of Trade unions	5 + 1
5	Visit to Labour court & Industrial Tribunal	5 + 1

Learning Resources:

1	Text Books	Employee Relations Management by P.N. Singh, Neeraj Kumar, Pearson Publication
2	Reference Books	Industrial Relations, Trade Unions & Labour Legislation by P.R.N.Sinha, Indu Bala Sinha, Pearson Publication IR- Emerging Paradigms by B.D.Singh, Excel Books IR in India Shifting Paradigms by Ratna Sen, Macmillan India
3	Supplementary Reading Material	Industrial Relations by Arun Monappa, TMGH Personnel Management and Industrial Relations by R.S.Davar, Vikas Publishing Industrial Relations by A.M.Sarma, Himalaya Publishing House APS Labour Digest
4	Websites	www.india-laws.com www.ilo.org www.hrmguide.net www.nipm.in
5	Journals	Personnel Today


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