

B.A. (VS) Modern Office Management
Semester VI
DISCIPLINE SPECIFIC ELECTIVE COURSE – 6.2 (DSE-6.2)
Industrial Relations
CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
INDUSTRIAL RELATIONS DSC- 6.2	4	3	1	-	12th Pass	-

Learning Objective: To acquaint students with concepts of Industrial Relations and various legislations related to Labour Welfare and Industrial Relations.

Learning Outcomes: After completion of the course, learners will be able to:

1. examine the implications of employer-employee relations on effective organisational functioning
2. examine the scope of trade unions
3. apply the understanding of the implications of the various social security measures such as provident fund, employee state insurance, gratuity, maternity benefit, and other welfare measures
4. evaluate the significance of various legal provisions for safety & welfare in organisations
5. discuss the benefits provided by various legal provisions protecting the wages & conditions of employment

Unit 1: Overview of Industrial Relations

9 hours

Concept of industrial relations, aspects of industrial relations, conflict and cooperation, parties in industrial relations, workers employers and government, trade unions, objectives collective bargaining. Workers' participation in management, levels of participation, mode of participation works committee, joint management councils, worker director, grievance procedure, quality circles

Unit 2: Code on Industrial Relations

9 hours

Understanding the Industrial Relations Code, 2020; Provisions related to recognition of trade unions; Negotiation and settlement of industrial disputes: conciliation, arbitration, and adjudication; Retrenchment, layoffs, and closures: legal framework and implications; Unfair labour practices: types and consequences; Provisions related to unfair labour practices under the Industrial Relations Code; Code on Industrial Relations and its impact on labour-management relations in organisations

Unit 3: Code on Social Security**9 hours**

Understanding the Code on Social Security, 2020; Social security for workers: provident fund, employee state insurance, gratuity, maternity benefit, and other welfare measures; Role of organisations in ensuring social security of workers; Compliance with the Code on Social Security in organisations

Unit 4: Code on Occupational Safety, Health, and Working Conditions**9 hours**

Understanding the Occupational Safety, Health, and Working Conditions Code, 2020; Occupational safety and health: legal provisions, safety policies, and practices in organisations; Working conditions: regulations related to working hours, leaves, holidays, and other conditions of work; Role of organisations in ensuring safety, health, and working conditions of workers; Compliance with the Occupational Safety, Health, and Working Conditions Code in organisations

Unit 5: Code on Wages**9 hours**

Understanding the Code on Wages, 2019; Provisions related to payment of wages: minimum wages, payment modes, and time limits; Equal remuneration for men and women workers: concepts, importance, and legal provisions; Ensuring fair wages and equal remuneration in organisations; Central Advisory Board and State Advisory Boards: composition, functions, and role in wage-related matters; Compliance with the Code on Wages in organisations

Practical Exercises:

The learners are required to:

1. explore power dynamics in the context of employer-employee relations in India
2. examine the powers of trade unions in India by discussing the notable cases
3. present the significance of social security in organisations with examples and cases
4. conduct a thorough analysis of the current safety measures in the company and identify any gaps or areas for improvement.
5. present the latest judgments pertaining to various compensation related legal provisions in India

Suggested Readings:

- Jha G.K. (2022). *Labour Laws and Industrial Relations*, New Delhi: Notion Press
- Mallik P L, (2021). *Handbook of Labour and Industrial Laws*, New Delhi: Eastern Book Company
- Singh B. P., Chhabra T. N., Taneja P. L. (2021). *Personnel Management and Industrial Relations*, New Delhi: Dhanpat Rai Publishing House
- Srivastava S C, (2022). *Industrial Relations and Labour Laws*, New Delhi: Vikas Publishing House
- Taxmann (2023). *New Labour & Industrial Laws*, New Delhi: Taxmann Publication Pvt. Ltd.

Note:

- 1. Suggested Readings will be updated and uploaded on college website from time to time.**
- 2. Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.**