FACULTY OF ECONOMICS & BUSINESS

Syllabus

For

Post Graduate Diploma in Personnel Management & Industrial Relations (P.G.D.P.M & I.R)

(SEMESTER: I & II)

Session: 2019-20

GURU NANAK DEV UNIVERSITY
AMRITSAR

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## COURSE SCHEME

### SEMESTER – I

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject</th>
<th>Marks</th>
<th>Number of Periods in a Week</th>
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</thead>
<tbody>
<tr>
<td>PGDPM101</td>
<td>Personnel Management</td>
<td>50</td>
<td>6</td>
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<tr>
<td>PGDPM102</td>
<td>Business Environment</td>
<td>50</td>
<td>6</td>
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<tr>
<td>PGDPM103</td>
<td>Business Communication</td>
<td>50</td>
<td>6</td>
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<tr>
<td>PGDPM104</td>
<td>Management Concepts</td>
<td>50</td>
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<tr>
<td>PGDPM105</td>
<td>Industrial Relations and Industrial Law –I</td>
<td>50</td>
<td>6</td>
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<tr>
<td>PGDPM106</td>
<td>Seminar Based on Term Paper</td>
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### SEMESTER – II

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<tr>
<td>PGDPM201</td>
<td>Human Resource Development</td>
<td>50</td>
<td>6</td>
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<tr>
<td>PGDPM202</td>
<td>Union Management Relationship</td>
<td>50</td>
<td>6</td>
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<tr>
<td>PGDPM203</td>
<td>Labour Policy</td>
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<td>6</td>
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<tr>
<td>PGDPM204</td>
<td>Corporate Legal Environment</td>
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<tr>
<td>PGDPM205</td>
<td>Industrial Relations and Industrial Law –II</td>
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<td>6</td>
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<td>PGDPM206</td>
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<td><strong>Total:</strong></td>
<td><strong>300</strong></td>
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</table>
PGDPM101: PERSONNEL MANAGEMENT

Time Allowed: 3 Hours Maximum Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION A

SECTION B
Planning and Staffing Policy: Job Evaluation, Job Analysis, Job Description, Manpower Planning.

SECTION C
Action Areas: Selection, recruitment, placement, performance appraisal, transfer, promotion, demotion and discharge.

SECTION D

Recommended Readings:
PGDPM102 BUSINESS ENVIRONMENT

Time Allowed: 3 Hours  Maximum Marks: 50

Instructions for the Paper Setters:-
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SECTION A

SECTION B

SECTION C
Industrial Environment: Industrial Policy (Recent), IDRA Act 1951, The Planning Machinery, Industrial Development during five years plans – Achievements and Impediments, Industrial Sickness, MRTP Act 1969 (as amended upto date).
Economic Environment – SEBI – its Role, FIPB- its Role, Fiscal and Monetary Policies,

SECTION D
Policy of Liberalization and Globalization, Foreign Capital and Technology, Export and Import Policy, FEMA.
Technological and Ecological Environment – Choice of appropriate technology, Technology transfer-status of technology in India, Role of MNCs in India an Economy, Problem of pollution and its control, Role of business and management in controlling pollution.
Recommended Readings:

7. Govt. of India, Five Years Plan Documents.
8. Govt. of India, Various Issues of Annual Economic Survey of India.

Note: It is Mandatory for the students to consult Economic Times, Financial Express, Annual Budget and Economic Survey to understand this paper.
PGDPM103 BUSINESS COMMUNICATION

Time Allowed: 3 Hours

Maximum Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION A
Oral Communication Skills- Concept and Process of Communication, Barriers to communication, 7”c in communication Oral Communication Skills, Listening and Feedback Skills, Effective Presentation, Meetings, Committees, Conference, Public Speech, Interviews. Verbal and non verbal communication.

SECTION B

SECTION C
Report Writing – Structure & Style.
Transaction analysis

SECTION D
Company meetings- Notice, Agenda, Minutes, Director’s Report
International Communication- Internet, E-commerce, E-business.

Recommended Readings:
PGDPM104

MANAGEMENT CONCEPTS

Time Allowed: 3 Hours
Maximum Marks: 50

Instructions for the Paper Setters:-
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SECTION A
Financial Management: Meaning and Sources of Finance (Shares, Debentures)
Capital Structure: Types, Factors Affecting Capital Structure, Leverage

SECTION B
Marketing Management: Meaning of Marketing, Difference between Marketing and Selling, Marketing Mix, Advertisement and Marketing, Types of Advertisement, Legal and Ethical Issues in Advertisement.

SECTION C
Production Management: Meaning, Objectives and Functions of Production Management, Objective of Production Planning and Control, Objective of Inventory Control, Meaning and Importance, Discount Models.
Operations Research: Meaning, Assignment Problems,

SECTION D
Operations Research: Transportation Problem, CPM/PERT.

Recommended Readings:

PGDPM105 INDUSTRIAL RELATIONS AND INDUSTRIAL LAW -I

Time Allowed: 3 Hours  Maximum Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION A
Labour Management Relations: Concept, Importance, Causes of poor Industrial Relations, Requirements for Harmonious Industrial Relations.

SECTION B
Discipline: Misconduct, Various Approaches to deal with Indiscipline.

SECTION C

SECTION D

Recommended Readings:

PG DIPLOMA IN PERSONNEL MANAGEMENT & INDUSTRIAL RELATIONS (SEMESTER-I)

PGDPM-106

(SEMINAR BASED ON TERM PAPER) Max. Marks: 50
PGDPM201 HUMAN RESOURCE DEVELOPMENT

Time Allowed: 3 Hours Maximum Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION A
Planning and Staffing Policy: Job Evaluation, Job Analysis, Job Description, Manpower Planning.

SECTION B
Action Areas: Selection, recruitment, placement, performance appraisal, transfer, promotion, demotion and discharge.

SECTION C

SECTION D

Recommended Readings:
PGDPM202 UNION MANAGEMENT RELATIONSHIP

Time Allowed: 3 Hours                                                                             Maximum Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four
Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are
required to attempt five questions, selecting at least one question from each Section. The fifth
question may be attempted from any Section.

SECTION A
Trade Union: Development, Structure Recognition, Objectives, Functions, Registration of
Trade Union Organization and Management. Concept Objective Function Registration & Stages
of Trade Union Movement Development in India.

SECTION B
Trade Union in India: Historical Background, Management in Trade Union, Types of Trade
Union, White Collar and Management.
Trade Union Difficulties & Obstacles in the Development of Trade Union: Code of Conduct.
Industrial Conflict: Concept of industrial conflict, Conflict and Cooperation.

SECTION C
Bargaining Practice in India.
Workers Participation in Management: Industrial Democracy- Purpose, Importance,
Prerequisites Of Industrial Democracy, Level and Forms of Participation,

SECTION D
Employee Counseling: Definition, Need, Method and Process
Negotiation Skills and Process: Role of Labour Administration, Conciliation and
Recommended Readings:

PGDPM203

LABOUR POLICY

Time Allowed: 3 Hours

Maximum Marks: 50

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION A

State and Labour: theoretical aspects, framework, evolution and dimensions of labour policy in India, labour policy especially in the context of terms and conditions of employment.

SECTION B

Industrial Relations and Wages Policy: Labour policy and growth of legislative framework in India, Labour administrative framework implementation of labour policy and laws, government as an employer.

SECTION C

New Economic Policy and Labour: Social clause and WTO, role of WTO in Labour policy

SECTION D

Legal Framework, Voluntary/Early retirement Schemes (VRS).

Recommended Readings:

PGDPM204  CORPORATE LEGAL ENVIRONMENT

Time Allowed: 3 Hours  Maximum Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION A

SECTION B
Limited Liability Partnership Act, 2009

SECTION C
Fundamentals of Indirect Taxes-Excise and Custom Duties

SECTION D
Company Meetings: general provisions, statutory meeting, AGM, EGM, Board meetings, Prevention of oppressions and mismanagement of companies
Compulsory Winding up of a Company

Recommended Books:

PGDPM205 INDUSTRIAL RELATIONS AND INDUSTRIAL LAW-II

Time Allowed: 3 Hours

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION A
Industrial Relations: Concepts, origin, scope, determinants and theories, system approach - actors, context, web of rules and ideology, trade unions and industrial relations, human resource management and industrial relations, social-economic, technical, political factors affecting IR in changing environment.

SECTION B
Voluntary and statutory efforts on prevention and settlement of industrial disputes, industrial relations and rationalization, modernization and automation.

SECTION C
Industrial Conflict: Theories, forms, causes, right to strike,
Payment of Gratuity Act 1972
ESI Act 1948

SECTION D
Workmen’s Compensation Act,

Recommended Readings:
PGDPM-206

(SEMINAR BASED ON TERM PAPER)  M.M: 50