

# **BANGLADESH INSTITUTE OF MANAGEMENT**

4 Sobhanbag, Mirpur Road, Dhaka-1207



## **POST-GRADUATE DIPLOMA IN Human Resource Management**

**Session:2025-2026**

### **SYLLABUS**

### **Part I and II**

## Subjects and Credits

Part I			Part II		
No	Name of Subjects	Credits	No	Name of Subjects	Credits
1	Fundamentals of Human Resource Management	3	1	Human Resource Development	3
2	Management	3	2	Strategic Human Resource Planning	3
3	Organizational Behaviour	3	3	Labour Laws	3
4	Economics	3	4	Industrial Relations	3
5	a) Statistics b) ICT	3	5	Industrial Safety & Health	3
6	Viva-Voce	1.5	6	Term Paper a) Term Paper Proposal Presentation b) Term Paper Presentation c) Term Paper Evaluation	3
			7	Viva-Voce	1.5

## Evaluation Criteria

Class Attendance: 10%
Class Test: 20%
Midterm Exam: 30%
Final Exam: 40%

## Grade Point

Numerical Grade	Letter Grade (LG)	Grade Point (GP)
80% or above	A+	4.00
75% to <80%	A	3.75
70% to <75%	A-	3.50
65% to <70%	B+	3.25
60% to <65%	B	3.00
55% to <60%	B-	2.75
50% to <55%	C+	2.50
45% to <50%	C	2.25
40% to <45%	D	2.00
<40%	F	0.00

## Attendance Marks

Attendance (%)	Marks
90% - 100%	10
80% – 89%	09
70% – 79%	08
60% – 69%	07
50% – 59%	06
30% – 49%	03
Below 30%	00

## PART I

**Subject: Fundamentals of Human Resource Management**

**Full Marks: 100**

**Credits: 03**

**Session: 36**

Session	Topics
1-2	Introduction to the course Evaluation Systems. expectation and objectives of the course.
3-4	Human Resource Management: The nature and scope of HRM, Functions and objectives of HRM
5-6	The evolution of HRM Qualities of HR Managers
7-8	Responsibility for HRM: Line and Staff aspects of HRM Line manager's HR responsibilities. HR Department's HR responsibilities
9-10	HR policies: Why adopt HR Policies? Characteristics and benefits of sound HR policies Scope or coverage of HR Policies. Essentials of sound HR policies
11-12	HR planning: Meaning and importance of HR Planning Factors affecting HR planning. HR planning process
13-14	Recruitment and selection: Difference between recruitment and Selection Sources of Recruitment. Selection Process.
15-16	Employment tests and interview Barriers to effective selection Class Test/ Presentation/ Assignment/ Quiz- 1/Industry Visit
<b>Mid-Term</b>	
17-18	Performance Appraisal: Basic concept of performance management and appraisal. Methods of performance appraisal
19-20	Measurements errors in performance appraisal Types of appraisal Interview
21-22	Wage and Salary administration: Objectives of wages and salary Administration Essentials of sound wages and salary structure.
23-24	Factors affecting Wages and salary Methods of Wage Payment
25-26	Establishing pay plans: Establishing pay rates, Methods of job Evaluation, Current trends in compensation. Compensation Structure in Bangladesh.

<b>Session</b>	<b>Topics</b>
<b>27-28</b>	Financial Incentives: Types of Incentives plans Incentives For operations employee
<b>29-30</b>	Incentives For managers and executives Organization-wide incentive plans
<b>31-32</b>	Disciplining Employees: Principle and Procedure for disciplinary action. Essentials of a good disciplinary system. Red Hot Stove Rule
<b>33-34</b>	Meaning and cause of Grievance. Understanding employee grievances. Guideline for Handling Grievance.
<b>35-36</b>	Reviewing the whole course Class Test/ Presentation/ Assignment/ Quiz- 2/Industry Visit

**Subject: Management**

**Full Marks: 100**

**Credits: 03**

**Session: 36**

<b>Session</b>	<b>Topics</b>
<b>1-2</b>	Introduction to the course. Evaluation Systems, expectation, and objectives of the course Concept of Management: The nature and purpose. Goals, Organization hierchy.
<b>3-4</b>	Managerial Skills and roles. Functions of Management: Planning, Organizing, Leading and Controlling.
<b>5-6</b>	The Evolution of Management Thoughts Scientific Management.. Modern Management Theory, Hawthorne studies
<b>7-8</b>	Management and society: External environment. Social responsibilities and responsiveness. Ethics in managing.
<b>9-10</b>	Planing:The nature and purpose.Steps in Planning. Plan vs Planning. Types of plans: Mission, Objectives, Policies, Strategies, Programs, Projects, Budgets
<b>11-12</b>	Decision Making: Rationality, Importance. Types: Programmed vs Non-Programmed. Stages in Decision Making. Decision-Making Conditions
<b>13-14</b>	Strategic planning, SWOT Analysis. TOWS Matrix.
<b>15-16</b>	Management by Objective: Concepts. Benefits and Weakness.
<b>Mid-Term</b>	

<b>Session</b>	<b>Topics</b>
<b>17-18</b>	Organizing: Nature Definition, Stages.
	Organizational Level and span of Management. Factors, merit and demerits.
	Departmentation: Concepts, 4basises, strategic Business units and matrix organization
	Line and Stuff authority. Decentralization: Nature. Merits and demerits. The art and process of delegation of authority. Overwhelming weak delegation.
<b>19-20</b>	Motivation: Human factors in managing. Motivators: Types. Theory X & Theory Y.
	Theories of Motivation. factor model. Maslow's Hierarchy of needs. Herzberg's two factor model.
<b>21-22</b>	Special Motivational Techniques: Money, Participation, Quality of work life (QWL), Job enlargement and job enrichment.
<b>23-24</b>	Alderfer's E-R-G Model. Comparison of the Maslow, Herzberg and Alderfer Models
	Leadership: Nature, Management and Leadership, Traits. Leaders: Born or Made.
<b>25-26</b>	Leadership Theories: Managerial Grid.
	Leadership styles based on the use of authority: Autocratic, Consultative and Participative.
<b>27-28</b>	Communication: Nature, purpose and process. Types: Oral- Written, Verbal-nonverbal.
	Communication flows (Directions)in Organizations.
<b>29-30</b>	Barriers and breakdowns in communication. Guidelines for improving communication
	Controlling: Systems and processes/Stages.
<b>31-32</b>	Critical Control points, Standard and benchmarking.
	Control as a feedback system and feedforward control.
<b>33-34</b>	Production and Operation Management: Tools and techniques for improving productivity. Quality measurement in the information age.
<b>35-36</b>	<b>Class Test/ Presentation/ Assignment/ Quiz- 1/Industry Visit</b>

**Text:**

- Management: A Global Entrepreneurial Perspective. Latest edition, Wehrich, H:Tata McGraw-Hill.
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Reference	Principles of Management, Latest edition, Griffm, R.W.; Cengage Learning.
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**Subject: Organizational Behaviour****Full Marks: 100****Credits: 03****Session:36**

<b>Session</b>	<b>Topics</b>
<b>1-2</b>	Introduction to the course. Evaluation Systems, expectation and objectives of the course. Why to study human behavior at work? Causes of difference in individual behavior.
<b>3-4</b>	Understanding Organization Behavior. Definition, Goals and Forces. Characteristics, Limitations and Challenges of Organization Behavior.
<b>5-6</b>	Fundamental concepts of Organization Behavior: Nature of people and organizations. Perception and Personality. Organization Behavior System. Elements of OB system.
<b>7-8</b>	Models of Organization Behavior. Characteristics of different OB models.
<b>9-10</b>	Social Systems: Understanding social systems, social equilibrium, functional and dysfunctional effects. Psychological and economic contracts. Social culture and effects of cultural diversity on behavior.
<b>11-12</b>	Role and Status: Role perception, conflict, ambiguity. Status symbols, sources and significance. Organizational culture and changing culture.
<b>13-14</b>	Theories of Motivation. Expectancy Theory, Equity Theory Reinforcement Theory. Interpreting behavior modification. The expectancy model. Implementing Expectancy Model.
<b>15-16</b>	<b>Class Test/ Presentation/ Assignment/ Quiz- 1/Industry Visit</b>
<b>Mid-Term</b>	
<b>17-18</b>	Leadership styles- Situational Leadership, Transformational Leadership.
<b>19-20</b>	Empowerment. 5 approaches for empowerment, Process and Importance.
	Participation. Definition: involvement, contribution and responsibility. Benefits
	How participation works? Prerequisites of and Program for participation.
<b>21-22</b>	Employee Attitudes. Nature and Effects.
	Studying Job Satisfaction
<b>23-24</b>	Conflict in Organization. Nature, Levels, Sources and Effects.
	A Model of conflict. Conflict resolution process.

Session	Topics
25-26	Informal and Formal Groups. Group Dynamics Types of Groups How does informal group/ organization emerge? Problem with informal groups.
	Formal Group. Systems Factors. How does formal group/organization emerge?
27-28	Team Building.Team vs Group. Life Cycle of a team. Team development stages.
29-30	Managing Change. Nature. Resistance to Change: Reason and Types. Implementing change.
31-32	Stress. Definition and Causes. Approaches to stress management
33-34	Open Session for Industry Expert
35-36	Class Test/ Presentation/ Assignment/ Quiz- 2/Industry Visit

Text: Organization Behavior: human bahvior at work; Newstrom, J. W.; Latest Edition.

Reference	Reference: Tata McGraw-Hill.
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**Subject: Economics**

**Full Marks: 100**

**Credits: 03**

**Session: 36**

Session	Topics
1-2	Introduction to the course.Evaluation Systems, expectation and obiectives of the course.
	Introduction to economics- Basic concepts: Economic Efficiency Economic & Productive. Microeconomics & Macroeconomics, Positive & Normative Economics. Incentives.
3-4	Basic concepts: Economic Structure: Market-Command-Mixed Economics, Problems of Economic Organization.
	Societies Technological Possibilities: The Production-Possibility Frontier and Opportunity Cost, Inputs & Outputs.
5-6	Introduction to labour economics
	Introduction to personnel economics
7-8	Concept of market and major markets in a economy
	Circular flow of economic activities
9-10	Demand and supply analysis
	Market equilibrium

<b>Session</b>	<b>Topics</b>
<b>11-12</b>	Demand and Supply in a labour market
	Concept and elasticity and use of labour demand elasticity
<b>13-14</b>	Firm level production analysis
	Concept of marginality
<b>15-16</b>	<b>Class Test/ Presentation/ Assignment/ Quiz- 1/Industry Visit</b>
<b>Mid-Term Exam</b>	
<b>17-18</b>	Firm level cost concepts
	Use of marginal revenue and marginal cost in determining workforce
<b>19-20</b>	Concepts of wages
	Wage theories and reality
<b>21-22</b>	Wage discrimination-1
	Wage discrimination-2
<b>23-24</b>	Wage determination under different market structure
	Wage bargaining and wage determination under collective bargaining
<b>25-26</b>	Types of and groups in a labour market and labour force composition
	Occupational distribution of labour.
<b>27-28</b>	Employment theory - determinants of employment
	Public policy and employment
<b>29-30</b>	Growth and Composition of Labour Force in Bangladesh
	Characteristics of the Bangladesh Employment Market.
<b>31-32</b>	Bangladesh labour policy-1
	Bangladesh labour policy-2
<b>33-34</b>	Applications of economic concepts in Human Resource Management
	Outsourcing or permanent appointment, Investing in Human Capital
<b>35-36</b>	<b>Class Test/ Presentation/ Assignment/ Quiz- 2/Industry Visit</b>

**Subject: Statistics**

**Full Marks: 50**

**Credits: 1.5**

**Sesion:18**

<b>Session</b>	<b>Topics</b>
<b>01-02</b>	<b>Foundations of Statistics for HR &amp; Management</b> <ul style="list-style-type: none"><li>• Definition and scope of statistics</li><li>• Importance of statistics in management</li><li>• Descriptive vs inferential statistics</li><li>• Role of statistics in HR decision-making:<ul style="list-style-type: none"><li>▪ Recruitment planning</li><li>▪ Performance evaluation</li><li>▪ Compensation decisions</li></ul></li></ul>
<b>03-04</b>	<b>HR Data – Types &amp; Data Collection:</b> <b>HR Data – Types:</b> <ul style="list-style-type: none"><li>• Types of data</li><li>• HR data examples</li><li>• Levels of measurement</li></ul> <b>Data Collection:</b> <ul style="list-style-type: none"><li>• Primary vs secondary data</li><li>• HR data sources</li></ul>
<b>05-06</b>	<b>Sampling in HR Studies</b> <ul style="list-style-type: none"><li>• Census vs sampling</li><li>• Sampling techniques</li><li>• Sampling errors</li><li>• Non-sampling errors</li><li>• Practical HR survey issues</li></ul>
<b>07-08</b>	<b>Data Presentation</b> <ul style="list-style-type: none"><li>• Classification of data</li><li>• Frequency distribution</li><li>• Tabulation &amp; cross-tabulation</li><li>• Charts &amp; diagrams</li></ul>
<b>Mid-Term</b>	
<b>09-10</b>	<b>Measures of Central Tendency &amp; Dispersion</b> <ul style="list-style-type: none"><li>• Central Tendency</li><li>• Dispersion</li></ul>
<b>11-12</b>	<b>Correlation &amp; Regression Analysis</b> <ul style="list-style-type: none"><li>• Correlation</li><li>• Regression</li><li>• HR Use Cases</li></ul>
<b>13-14</b>	<b>Probability for HR Decision-Making</b> <ul style="list-style-type: none"><li>• Concept of probability</li><li>• Sample space &amp; events</li><li>• Probability axioms</li></ul>

Session	Topics
	<ul style="list-style-type: none"> <li>• Laws of probability</li> <li>• HR applications</li> </ul>
15–16	<b>Index Numbers: Concept &amp; Applications</b> <ul style="list-style-type: none"> <li>• Key concepts &amp; Definition</li> <li>• Types &amp; Methods</li> <li>• Applications in HR &amp; Business Decision Making</li> <li>• Limitations</li> </ul>
17-18	<b>Class Test/ Presentation/ Assignment/ Quiz- 2/Industry Visit</b>
Reference	<ol style="list-style-type: none"> <li>1. Business Statistics , S.P. Gupta &amp; M.P. Gupta</li> <li>2. Statistics for Management, Levin &amp; Rubin</li> <li>3. Statistics for Business and Economics, Anderson, Sweeney &amp; Williams</li> </ol>

**Subject: ICT**  
**Full Marks: 50**  
**Credits: 1.5**  
**Session: 18**

Session	Topics
01–02	<b>Introduction to ICT, Computer Hardware and Software Basics:</b> <ul style="list-style-type: none"> <li>• Introduction to the course.</li> <li>• Importance and Evolution of ICT,</li> <li>• ICT in Various Sectors (Education, Health, Business, Government)</li> <li>• Ethical, Legal. and Social Issues in ICT</li> <li>• Types of Computers (Supercomputers, Mainframes, PCs, Laptops, Mobile Devices)</li> <li>• Basic Computer Components (CPU, RAM, Storage Devices, Input/Output Devices)</li> <li>• Operating Systems (Windows, macOS, Linux, Mobile OS)</li> <li>• Software and Hardware Basics</li> </ul>
03–04	<b>Networking &amp; Telecommunication :</b> <ul style="list-style-type: none"> <li>• Evolution of Telecommunication</li> <li>• Types of Networks (LAN, WAN, MAN, PAN)</li> <li>• Network Devices (Routers, Bridges, Switches, Modems)</li> <li>• Internet Basics (IP Address, DNS, Domain Names, Browsers)</li> </ul>
05–06	<b>Networking &amp; Telecommunication:</b> <ul style="list-style-type: none"> <li>• Internet, Intranet, Extranet, VPN, VAN, VOIP</li> <li>• Cellular network and its generation</li> <li>• Evolution of Cellular Networks</li> <li>• FDMA/TDMA</li> <li>• 2G(GSM) Network, GSM Architecture</li> <li>• SMS, VAS, Handoff, Roaming</li> <li>• 3G, 3.5G and 4G (LTE)</li> </ul>
07–08	<b>Digital Communication, Collaboration &amp; Cyber Security</b>

Session	Topics
	<ul style="list-style-type: none"> <li>• Email, Video Conferencing, social media, and Online Communication</li> <li>• Cybersecurity Basics (Threats, Firewalls, Antivirus, Encryption)</li> <li>• Digital Citizenship and Online Safety</li> <li>• Data Privacy and Cyber Ethics</li> <li>• Introduction to Cloud Computing, Types of cloud services</li> <li>• Cyber Security, Common Cyber Threats, Importance of Password, Privacy</li> <li>• Setting &amp; protection</li> </ul>
<b>Mid-Term</b>	
<b>09–10</b>	<b>Office Productivity Tools</b> <ul style="list-style-type: none"> <li>• Word Processing (Microsoft Word, Google Workspace)</li> <li>• Spreadsheets (Excel, Google Sheets)</li> <li>• Presentation Software</li> <li>• Database Management Basics</li> </ul>
<b>11–12</b>	<b>Management Information System(MIS)</b> <ul style="list-style-type: none"> <li>• Introduction to MIS Components and scope of MIS</li> <li>• Types of Information Systems</li> <li>• Information Systems Development</li> <li>• Information Security and Ethics</li> <li>• MIS in Business Strategy</li> <li>• System testing and Quality assurance, System monitoring.</li> </ul>
<b>13–14</b>	<b>ICT Applications &amp; Future Trends</b> <ul style="list-style-type: none"> <li>• ICT in Education, Business, Healthcare and Government</li> <li>• Smart cities and Smart Homes</li> </ul>
<b>15–16</b>	<b>4IR &amp; Emerging Technologies</b> <ul style="list-style-type: none"> <li>• Artificial Intelligence and Machine Learning Basics</li> <li>• Internet of things(IoT)</li> <li>• Virtual Reality (VR ) and Augmented Reality (AR)</li> <li>• Blockchain and Cryptocurrency</li> </ul>
<b>17-18</b>	<b>Assessment &amp; Practical Work</b> <ul style="list-style-type: none"> <li>• Hands-on Assignment (MS Office, Basic Coding, Internet Usage)</li> <li>• ICT Project and Report Writing</li> </ul>
<b>Class Test/ Presentation/ Assignment/ Quiz</b>	

**Subject: Viva Voce**  
**Full Marks: 50**  
**Credits: 1.5**

## PART II

**Subject: Human Resource Development**

**Full Marks: 100**

**Credits: 03**

**Session: 36**

<b>Session</b>	<b>Topics</b>
<b>1-2</b>	Introduction to the Course Discussion and Outline, Assessment Criteria, etc. Concepts of HRD; Features and importance of HRD;
<b>3-4</b>	Strategic HRD and Its Contribution; Modelsof SHRD; HRD Process;
<b>5-6</b>	Organizational HRD framework and its systems and subsystems.
<b>7-8</b>	Concept of training, development, & education;Distinction between training and development; Understanding training cycle principles of adult learning.
<b>9-10</b>	Setting Learning Objectives; Identifying learning nee ds;
<b>11-12</b>	Conducting Training Needs Assessment (TNA); Sources of TNA data Methods of TNA; Factors Affecting TNA;
<b>13-14</b>	Steps in development of course curriculum; Management of training: sourcing and budgeting.
<b>15-16</b>	<b>Class Test/ Presentation/ Assignment/ Quiz- 1</b>
<b>Mid-Term</b>	
<b>17-18</b>	Selection of appropriate training methods; Use of various training equipment's and aids'
<b>19-20</b>	Concept and Importance of Training Evaluation
<b>21-22</b>	Methods of Training Evaluation
<b>23-24</b>	Career Planning Concepts Stages of Life and Career Development; The Process of Career Management; HRD Competencies.
<b>25-26</b>	Coaching and Performance Improvement
<b>27-28</b>	Stages of OD
<b>29-30</b>	Strategies of OD
<b>31-32</b>	Talent Development and Managemen;
<b>33-34</b>	Counselling and Mentoring
<b>35-36</b>	<b>Class Test/ Presentation/ Assignment/ Quiz- 2</b>

Reference	Human Resource Developmentl, R.L. Desimone and J.M. Werner, Effective Training, P. Nick Blanchard, Eastern Michigan University, James Thacker, University of Windsor,
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**Subject: Strategic Human Resource Planning****Full Marks: 100****Credits: 03****Session: 36**

<b>Session</b>	<b>Topics</b>
<b>01-02</b>	Introduction to the Course: Concepts of strategy and planning, The concept and importance of strategic HRM. Characteristics of an effective HRM strategy,
<b>03-04</b>	Aligning HR with strategy: Types of strategies, Linking HR processes to strategy, The strategic HR planning model, HR Business Partner
<b>05-06</b>	Environmental Scanning: Environmental scanning sources and methods, Challenges in environmental scanning.
<b>07-08</b>	Job Analysis: The process of job analysis Job Designing: Factors affecting job design, Job design approaches, Contemporary issues in job design.
<b>09-10</b>	The HR Forecasting Process: Overview of HR Planning Process, Forecasting Activity categories, Outcomes of HR forecasting,
<b>11-12</b>	Environmental and organizational factors affecting HR forecasting, Determining net HR requirements.
<b>13-14</b>	The Demand for HR: Factors that determine the demand for human resources, Qualitative and quantitative techniques of demand forecasting. Delphi Technique
	The Demand for HR: Index/ Trend Analysis, Regression Analysis for HR Demand
<b>15-16</b>	<b>Class test/presentation/Quiz-1</b>
<b>Mid-Term</b>	
<b>17-18</b>	Case Study
<b>19-20</b>	The Supply of Human Resources: Factors that determine the future supply of human resources, Replacement chart, Succession Planning
<b>21-22</b>	Markov analysis, Linear programming and Movement analysis
<b>23-24</b>	Succession Management: Concept and importance, Succession Management process, Employee role in succession management
<b>25-26</b>	Human Resources Audit: Skills inventories, Management inventories.
<b>27-28</b>	Downsizing and Restructuring: Concepts and definition. Why do organizations downsize? Complexity of the downsizing decision, Effective downsizing planning.

Session	Topics
29-30	Mergers and Acquisitions: Various types of mergers and acquisitions, Methods used to achieve a merger.
31-32	Mathematical Problem Solving
33-34	International Human Resource Management: Global Staffing, Cultural Management, Expatriates Management
35-36	<b>Class Test/ Presentation/ Assignment/ Quiz- 2</b>

Reference	1. Strategic Human Resource Planning (- Kenneth J. McBey & Monica Belcourt)
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**Subject: Labour Laws**

**Full Marks: 100**

**Credits: 03**

**Session: 36**

Session	Topics
1-2	Introduction to the Course Discussion about Course Outline, Assessment Criteria etc. Introduction to <ul style="list-style-type: none"> <li>• Bangladesh Labour Act 2006</li> <li>• Bangladesh Labour Law (as amended)</li> <li>• Bangladesh Labour Rules 2015 (as amended)</li> </ul>
3-4	Introduction to Bangladesh Labour Code, 2006 <ul style="list-style-type: none"> <li>• Application of Bangladesh Labour Act, 2006 [Section 1(4)]</li> <li>• Definition of Worker [Section 2(65)]</li> <li>• Definition of "Person Employed in a Managerial or Administrative Capacity" [Section 2(e); BLR 2015]</li> <li>• Definition of "Person Employed in a supervisory Capacity" [Section 2(j); BLR 2015]</li> </ul>
5-6	Chapter-01: Preliminary Definitions of Industry, Shop, Factory, Commercial Establishment, Industrial Establishment, and Manufacturing Process [Section 2(2)(7)(21)(31)(41)(61)]
7-8	Chapter-02: Conditions of Employment and Service <ul style="list-style-type: none"> <li>• Conditions of service (Section 3)</li> <li>• Classification of Workers and Period of Probation (Section 4)</li> <li>• Appointment letter and identity card (Section 5)</li> <li>• Case Study &amp; Presentation</li> </ul>
9-10	<ul style="list-style-type: none"> <li>• Stoppage of Work, Lay Off (Section 12, 16-18)</li> <li>• Closure of Establishment (Section 13)</li> <li>• Retrenchment and Re-employment of Retrenched workers (Section 20-21)</li> </ul>
11-12	<ul style="list-style-type: none"> <li>• Discharge from Service (Section-22)</li> <li>• Termination of Employment by the Employer (Section-26)</li> <li>• Termination of Employment by the Worker (Section-27)</li> <li>• Retirement of Worker (Section-28)</li> </ul>

<b>Session</b>	<b>Topics</b>
<b>13-14</b>	<ul style="list-style-type: none"> <li>• Punishment for Conviction and Misconduct (Section 23)</li> <li>• Procedure for Punishment (Section-24)</li> <li>• Special Provisions relating to Fine (Section-25)</li> <li>• Grievance Procedure (Section-33)</li> </ul>
<b>15-16</b>	<b>Class Test/ Presentation/ Assignment/ Quiz- 1</b>
<b>Mid Term</b>	
<b>17-18</b>	Chapter-04: Maternity Benefit <ul style="list-style-type: none"> <li>• Maternity Benefit (Section 45-50)</li> <li>• Case Study</li> </ul>
<b>19-20</b>	Chapter-05: Health and Hygiene Provisions relating to Health and Hygiene Section (51-60)
<b>21-22</b>	Chapter-08: Welfare Measures Welfare Measure (Section 89-94, 99)
<b>23-24</b>	Chapter-09: Working Hour and Leave <ul style="list-style-type: none"> <li>• Working Hours and Leave (Section 100-104, 108, 109, 114-119)</li> </ul>
<b>25-26</b>	Chapter-10: Wages and Payment Thereof <ul style="list-style-type: none"> <li>• Definition of Wage [Section 2(45)]</li> <li>• Special Definitions of Wages (Section-120)</li> <li>• Responsibility for payment of Wages (Section-121)</li> <li>• Fixation of Wage Periods (Section-122)</li> <li>• Time of Payment of Wages (Section-123)</li> <li>• Matters deductible from the Wages (Section-125)</li> <li>• Deduction for absence from duty (Section-126)</li> <li>• Deductions for damage or loss (Section-127)</li> </ul>
<b>27-28</b>	Chapter-12: Compensation for Injury Caused by Accident <ul style="list-style-type: none"> <li>• Definitions of Partial disability and total disablement [Section2(1a)]</li> <li>• Liability of the employer to pay compensation (section 150)</li> <li>• Amount of compensation (section 151)</li> <li>• Method of calculating wages (section 152)</li> <li>• Calculation of compensation</li> </ul>
<b>29-30</b>	Chapter-15: Participation of Workers in the profit of the Companies Application of the Chapter (Section 232) Establishment of Participation Fund and Welfare Fund (Section 234) Eligibility to benefits (Section 241) Utilization of Participation Fund (Section 242)
<b>31-32</b>	Chapter-17: Provident Fund Provident funds for workers in private sector establishments [section 264 (1-10)]
<b>33-34</b>	Review Session
<b>35-36</b>	<b>Class Test/ Presentation/ Assignment/ Quiz- 2</b>

Reference	<ul style="list-style-type: none"> <li>• Human Resource Management, 5th edition, Gupta, C.B., Sultan Chand and Sons.</li> <li>• Human Resource &amp; Personnel Management. Text and Cases, 4<sup>th</sup> edition Aswathappa, k., Tata- McGraw Hill</li> </ul>
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**Subject: Industrial Relations****Full Marks: 100****Credits: 03****Session: 36**

<b>Session</b>	<b>Topics</b>
<b>01–02</b>	Introduction to the Course
	Discussion about Course Outline, Assessment Criteria etc.
<b>03–04</b>	Concepts of Industrial Relations.
	Participants in Industrial Relations.
<b>05–06</b>	Importance of Industrial Relations in Bangladesh
	Evolution of Industrial Relations. IR Models
	Industrial Relations in Developed Countries.
<b>07–08</b>	Trade Unionism: Nature, Objectives & Types
	Impact of Trade Unionism on Management.
<b>09–10</b>	BLA 2006: Registration of Trade Union
<b>11–12</b>	Duties and Responsibilities of Registered Trade Union.
	BLA 2006: Rights & Privileges of Registered Trade Unions
<b>13–14</b>	BLA 2006: Cancellation of Registration of Trade Union
	Procedure against The Cancellation of Registration of TU
	Case Study
<b>15–16</b>	<b>Class Test / Assignment / Presentation / Quiz – 1</b>
<b>Mid-Term</b>	
<b>17–18</b>	Management Cooperation & Workers participation in Management
	BLA 2005: Workers' Participation in Management
<b>19–20</b>	Collective Bargaining. Nature, Features, Process, Objectives & Challenges.
	Collective Bargaining: Economic and Non-economic Issues.
<b>21–22</b>	Determination Procedure (Election Procedure) of CBA. (BLA 2006)
	Functions and Authorities of CBA. (BLA 2006)
<b>23–24</b>	Unfair Labor Practices on part of the Employer
	Unfair Labor Practices on part of the Employee
<b>25–26</b>	Industrial Disputes: Nature, Causes and Effects.
	Preventing Industrial Disputes
<b>27–28</b>	Methods of Settling Industrial Disputes. (BLA 2006)
	Case Study
<b>29–30</b>	Strike : Nature, Causes, Effects and Forms
	Strike and Lock-out. (BLA 2006)

Session	Topics
31–32	How To Prevent Strike
	Lock-out: Nature, Causes & Effects.
33–34	Distinction between Lock-out, Lay-off and Closure
	Workers Claim for Wages for The Period of Strike and Lock-out. (BLA 2006)
35–36	<b>Class Test / Assignment / Presentation / Quiz – 2</b>

#### Text

- Industrial Relations: Arun Monappa.
- Industrial Relations: Iqbal Ahmmmed.

Reference	• Bangladesh Labour Act-2005 and Bangladesh Labour Rules-2015.
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### Subject: Industrial Safety & Health

**Full Marks: 100**

**Credits: 03**

**Session: 36**

Session	Topics
1-2	<b>Fundamentals of Safety Management:</b> Definition of Accident, Hazard, Safety Management Causes of Accident Means of Safety Management preventing accident
3-4	Functions of Safety Management, Role of a Safety Manager, Safety Planning & Safety Audit
5-6	<b>Control of major accident:</b> Component failure, Deviation from normal operating conditions, Human and organizational error, Outside accidental interference, Natural forces, Acts of mischief and sabotage.
7-8	<b>Concept Personnel Protective equipment (PPE)</b> Ergonomics and their uses in Industries.
9-10	Chemical, Biological, Physical Hazards, Psychological Hazards control methods
11-12	Methods of accident prevention: Causes of Industrial Accident and their prevention, Unsafe working condition,
13-14	Measurement of accidents. Frequency Rate, Severity Rate, Function o Manager/officers, Measures against occupational hazards, measures for protection against accidents to be taken by management.
15-16	<b>Class Test / Assignment / Presentation / Quiz – 1</b>
<b>Mid-Term</b>	

Session	Topics
17-18	<b>Emergency Planning:</b> Emergency Management Cell, identification and analysis of hazard, Formulation of the plan,
19-20	Alarm & communication, Resource requirement for emergency center Appointment of personnel and definition of duties, Job responsibilities of Site Incident Controller and Site Main Controller.
21-22	ISO:45001 Introduction to ISO 45001, Discussion different types of Clause
23-24	<b>Occupational Health &amp; Diseases:</b> Fundamental of occupational health, Diseases, Its' sources, causes, prevention techniques and remedies
25-26	<b>Fire Safety</b> Definition, Fire awareness, Smoke, Types of Fire, Basic fire triangle, Causes of fire, Fire detection, Fire prevention (Types of fire extinguisher, evacuation Plan, Fire door, Emergency exit), Fire alarm, safety Gadgets, First aid, Fire drill, Fire evacuation plan
27-28	<b>Electrical Safety</b> Definition of electricity, Characteristics of electricity, Human Body's resistance to electricity, Electrical faults result in shock, burns or fire, Causes of electric shock, Low Voltage Lethal Shock Computations, Overcurrent Devices, Ground Fault Circuit Interrupter, Electrical Safety Policy, Electrical Safety Rules, Emergency Power.
29-30	<b>Chemical Safety</b> Material safety data sheet, routes of chemical exposure, classification of hazardous chemical, eye wash cum safety shower, guideline for handling chemicals, container labelling, NFPA hazard rating diamond, Mining safety, construction safety
31-32	<b>Confined Space</b> Confined Space, Characteristics of Confined Space, Immediately Dangerous to Life and Health (IDLH), Potential Hazards in confined Space, Entrant, Types of Confined Space, Explosive limit for safe entry, Entry Procedure for confined Space (Permitted & non permitted), Alternative entry procedure, Attendant Responsibility, Entrant Responsibility, Supervisor Responsibility, Oxygen Level at confined space, Effect of CO.
33-34	<b>Civil Safety</b> Internal Control Plan (ITCP), Principle of an ITCP, Steps of developing of an ITCP, Responsibility of Different internal Stakeholders (Project Manager, Supervisor, Workers, Truck Driver, Equipment Operator, Stoppers), Elements of an ITCP
35-36	<b>Class Test / Assignment / Presentation / Quiz – 2</b>

**Subject: Term Paper**  
**Full Marks: 100**  
**Credits: 03**

	<b>Approved Marks</b>
<b>Term Paper Proposal</b>	<b>25</b>
<b>Term Paper Presentation</b>	<b>25</b>
<b>Term Paper Evaluation</b>	<b>50</b>

<p><b>Subject: Viva Voce</b> <b>Full Marks: 50</b> <b>Credits: 1.5</b></p>
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