

**SYLLABUS
FOR
MSS IN
INDUSTRIAL RELATIONS AND LABOUR STUDIES (IRLS)**

**Institute of Social Welfare and Research (ISWR)
University of Dhaka, Dhaka-1205**

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FOR
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(Session: 2018-2019 & 2019-2020)**

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The Institute of Social Welfare and Research (ISWR)

The Institute of Social Welfare and Research (ISWR) was established in 1958 as a constituent College of the University of Dhaka. It was jointly sponsored by the then Central Government of Pakistan and the United Nations Technical Assistance Bureau. Subsequently, after the emergence of Bangladesh the then College of Social Welfare and Research Centre was merged with the University of Dhaka as an Institute named **Institute of Social Welfare and Research (ISWR)** in March 1973. More than 100 students get usually enrolled in the BSS Honors Program in each academic session. The Institute also offers Masters, M. Phill and PhD degrees. It also Provides the Evening Masters One Year Program, Evening Masters Two Year Program in Social Welfare and (Specialized) Masters Programs in Clinical Social Work (CSW), Victimology and Restorative Justice (VRJ), Gerontology and Geriatric Welfare (GGW) and Industrial Relations and Labour Studies (IRLS). The Institute, as a part of other academic programs, periodically organizes discussion sessions, workshops, seminars etc. As for professional awareness, there are scopes for training/workshop programs on Social Research Methodology, Disaster Management and other contemporary issues.

The Institute is located in a separate campus with many other Dhaka University establishments. It has a confined and excellent environment characterized by ongoing day and evening programs. There are ample opportunities for the academia, teachers and research fellows for searching secondary source materials. For teaching and research activities, the Institute has a rich library equipped with more than thirty thousand books, periodicals, and journals of national and international origin; and it is also well connected with the global world.

Industrial Relations and Labour Studies (IRLS) is one year (Specialized) MSS Program (in Social Welfare) under semester system. The course curricula will consist of theoretical classes, thesis, field practicum, practice research, seminar, presentation, examination, and viva-voce. The program will consist of 02 semesters each of 22 Credit Hours and Total of 44 Credit Hours.

Distribution of Marks

For 4 Credit Theoretical Course	100 Marks
For 2 Credit Theoretical Course	50 Marks
For 2 Credit Seminar	50 Marks
For 4 Credit Practice Research	50 Marks
For 3 + 1 = 4 Credit Thesis and Defense	(75+25) = 100 Marks
For 6 Credit Field Practicum	100 Marks
For 2 Credit Viva-Voce (Theoretical and Practical)	50 Marks

Distribution of Marks for a 4 Credit Theoretical Course

Semester and Final Examination	70 Marks
Mid Term Examination	20 Marks
Assignment and Attendance	10 Marks
Total	100 Marks

Distribution of Marks for a 2 Credit Theoretical Course

Semester and Final Examination	35 Marks
Mid Term Examination	10 Marks
Assignment and Attendance	05 Marks
Total	50 Marks

Academic Standard

Credit of the course passed X Grade Points earned

Credit all course attended

A student will get individual Grade point or Letter Grade for every completed course. Usually upon completion of each semester, a Grade Point Average (GPA) is calculated by using the following formula where individual GP and Credit of the course will be considered.

$$\text{GPA} = \frac{\text{Credit of the course passed X Grade Points earned}}{\text{Credit all course attended}}$$

The Cumulative Grade point Average (CGPA) will be calculated by the same formula where the only difference is that while calculating the GPA of a semester the credit and GP of only the courses of that particular semester be considered, whereas is calculating the CGPA the Grade Point and Credit of all courses completed shall be considered. The Grading Structure as given below will be followed:

Letter Grading Structure

Numerical Marks	Letter Grade	Grade Points
80 and above	A+ (A plus)	4.00
75% to less than 79%	A (A regular)	3.75
70% to less than 74%	A – (A minus)	3.50
65% to less than 69%	B+ (B plus)	3.25
60% to less than 64%	B (B regular)	3.00
55% to less than 59%	B – (B minus)	2.75
50% to less than 54%	C+ (C plus)	2.50
45% to less than 49%	C (C regular)	2.25
40% to less than 44%	D	2.00
Less than 40%	F	0.00
	I	Incomplete
	W	Withdrawn

In the Transcript/Grade sheet, only the Letter Grade and the Corresponding Grade Points, and finally, the CGPA, not the numerical marks, will be shown.

Course Outline

MSS in Industrial Relations and Labour Studies (IRLS)

Session: 2018-2019 & 2019-2020

1ST SEMESTER

Course No.	Course Title	Unit	Marks	Credit /Hour
IRLS 101	Introduction to Industrial Social Work	1	100	4
IRLS 102	Sociological Perspective of Industrial Work	1	100	4
IRLS 103	Human Resource Management	1	100	4
IRLS 104	Industrial and Labour Relations	1	100	4
IRLS 105	Social Research in Industrial Settings	1	100	4
IRLS 106	Seminar and Presentation	1/2	50	2
			Total Credits	22

2ND SEMESTER

Course No.	Course Title	Unit	Marks	Credit /Hour
IRLS 201	Social Compliance and Labour Welfare Services	1	100	4
IRLS 202	Labour Administration and Management	1	100	4
IRLS 203	Industrial Psychology and Counseling	1	100	4
IRLS 204	Labour Rights and Labour Policy	1	100	4
IRLS 205	Practical Research in Industrial Settings	1	100	4
IRLS 206	Viva Voce	1/2	50	2
			Total Credits	22

Master of Social Science (MSS) in Industrial Relations and Labour Studies

Course objective

General objective

This course entitled MSS in Industrial Relations and Labour Studies (IRLS) is a specialized Masters course under the Institute of Social Welfare & Research, University of Dhaka, Bangladesh. This Masters programme is designed to provide a wide spectrum of knowledge and skills for those with professional interests in industrial and employment relations. The participants will be exposed to national and comparative industrial and employment relations systems with a view to better understanding the implications for current industrial relations systems and practices. This is a multidisciplinary Masters programme preparing students for careers in both labor relations and human resources. Our graduates work for business, nonprofit organizations, government agencies and labor unions. The programme consists of 12 courses (22 credits) including seminar presentation & viva voce, which are used to develop a specialization in industrial relations and labour studies.

Specific objectives

The specific objective of this Masters programme are to-

- Describe the industrial and employment relations structure and systems with a comparative approach;
- Critically reflect upon theoretical approaches and analyses their application to achieve effective industrial and labour relations strategies, approaches and theories;
- Apply multi-disciplinary knowledge to industrial relations-related decision making;
- Represent employers or workers in industrial relations, including negotiation, interpretation, and administration of collective agreements;
- Assist employers or workers in conciliation/mediation procedures;
- Apply tools and methodologies for effective labour-management relations at different levels of the economy from enterprise to the national and international level;
- Advise government, employers' and workers' representatives on industrial and employment relations issues.

Learning outcomes

On successful completion of the course, the students will be able to:

- Developing in-depth knowledge of the academic literature on organizations and work relations in order to make contributions to the field;
- Demonstrate descriptive knowledge of the field of industrial relations;
- Apply the essential concepts of industrial relations and labour studies, and their interrelationship at the personal, organizational, national and international levels;
- Recognize and consider the social, historical and equity issues and relations within industrial relations;
- Recognize the institutional oppression and discrimination within the industrial and labour relation setting and challenge all forms of injustices;
- Investigate solutions to industrial relations problems based on research and assessment of current practices;

- Contribute towards to the expansion of industrial sector towards to create greater employment for poverty alleviation and manpower development;
- Mastering research methodologies and analytic skills required for the collection of data, analysis of those data and interpretation of findings;
- Communicate knowledge of industrial relations in both written and verbal formats reactive to both audience and purpose.

1ST SEMESTER

Course No. IRLS 101: Introduction to Industrial Social Work

- 01. Basic Concepts of Social Work and Industrial Social Work:** Emergence of Industrial Social Work as a Profession, Understanding of Social Work and Industrial Social Work, Scopes and Subject Matter of Industrial Social Work, Use of Social Work Knowledge, Skills, Values and Code of Ethics in Industrial Settings.
- 02. Globalization and Industrial Social Work:** Concept, Dimensions of Globalization, Globalization and Its Impacts on Workers and Industrial Social Work Practices.
- 03. Industrial Revolution and Industrial Social Work:** Conceptual Framework, Underlying Message of Industrial Revolution, Impact of Industrial Revolution on Social Work and Industrial Social Work.
- 04. Emerging Challenges and Problems in the Workplace:** Relocation, Financial Problems, Industrial Accidents and Occupational Hazards, Violence and Sexual Harassment in the Workplace, Mental Health Issues, Discrimination. Assessment of Worker's Problems.
- 05. Structures and Services Models of Industrial Social Work:** Employee Assistance Programs (EAP), Labour Union Social Services (LUSS), Human Resource Management (HRM), Community Relations, and Organizational Development. Context and Service Models of Industrial Social Work: Employee Service Model, Consumer Service Model, and Corporate Social Responsibility Model.
- 06. Industrial Social Work Practices in the Work Place:** Scope of Social Work Practice in Industrial Settings, Changing Nature of the Work and Workplace, Role of Industrial Social Workers in Industrial Settings; Social Workers and their Changing Role in Applying Systems/ Ecological Perspective. Prospects and Problems of Industrial Social Work Practices in Bangladesh.

Suggested Readings:

- Ambrosino, Rosalie and Others, 2001. Social work and Social Welfare. Australia: Thomson Books.
- Bogardus, SE. The Development of Social Thought. Bombay: Allied Pacific.
- Day, Phyllis J. 2005. A New History of Social Welfare (5th Ed). Boston, USA.

Friedlander, W.A. and Apte, Robert, Z., 1997. Introduction to Social Welfare. India: Prentice Hall.

Macarov, David., 1995. Social Welfare – Structure and Practice. California: Sage Publication.

Morales, A, and Sheafor, B., 2011. Social Work: A profession of Many Faces, 12th ed. Boston: Allyn and Bacon.

Mullaly, Bob., 2007. The New Structural Social Work: Ideology, Theory, Practice. Canada: OUP.

Segal, Elizabeth A., Gerdes, Karen E. and Steiner, Sue, 2007. An Introduction to the Profession of Social Work: Becoming a Change Agent. Australia: Thomson Books.

Course No. IRLS 102: Sociological Perspective of Industrial Work

1. **Industrial Sociology:** Concept, Nature, Scope and Importance, Major Trends and Issues in Contemporary Industrial Sociology: Global and Bangladesh Context
2. **Industrialization:** Meaning and Characteristics, Causes and consequences of Industrialization, Major Barriers to Industrialization, Urban and Rural Industrialization, Rise and Development of Modern Industrial System, Impact of Globalization on Industrial Settings.
3. **Industrial Society and its Problems:** Features of Industrial Society, Emergences of Industrial Society, Types of Industrial Society, Marginality and Individualism, Alienation and Anomie, Technological Change and Automation, Problems of unemployment and Underemployment, Divorce, Substance Abuse, Social Pathology and Social Disorder, Mental Health Issues, Person with Disabilities, Aged Workers etc.
4. **Industrial Work:** Industrial Work as a Group Work, Group Dynamics and Group Cohesion in Industrial Work, Leadership in Industrial Work, Types of Leadership and Conditions of Effective Leadership in Industrial Undertakings.
5. **Industrialization and Socio-Economic Development in Bangladesh:** Historical Perspective, Problems and Prospects of Industrialization in Bangladesh. Foreign Direct Investment (FDI), Foreign Aid and Assistance, Foreign Trade, Public-Private Partnership (PPP), Small and Medium Enterprise (SME) Development.
6. **Industrial Organization and Culture:** Nature of Industrial Organization, Principles of Industrial Organization, Culture, Values and Ethical Dimensions in Industrial Organization, Measures for Positive and Ethically Sound Culture in Industrial Organization.

Suggested Readings:

Mathur, Deepak., 2010. Industrial Sociology-Text and Practice, biztantra.

Giddens, Anthony., 2005. Sociology. Cambridge: Polity Press.

Gisbert, P., 1982. Fundamentals of Industrial Sociology, Tata Mc Graw-Hill, New Delhi.5th reprint.

Schneider, E. V., 1983. Industrial Sociology, Tata Mc Graw-Hill, New Delhi. Indian.

Hirszowicz ,M., 1985. Industrial Sociology, St. Martin's Press, New York Paperback.

Narang,B.S and Dhawan,R.C,.1983. Introduction to Social Science, CBS Publishers and Distributors, Delhi.

Karp, David A et.al, 2003. Sociology in Everyday Life. Waveland Press.

Schumpeter, Joseph. 2003. Capitalism, Socialism and Democracy. George Allen & Unwin (Pubilications) Ltd. USA.

Sharma,R.N.,1993. Labour Problems, Social welfare and Security, Delhi: Surjeet Publications.

Course No. IRLS 103: Human Resource Management

1. **Human Resource Management:** Concept, Scope, Importance and Functions of Human Resource Management.
2. **Organization and Human Resource Development:** Job and Work Design, Job Analysis, Job Description, Job Specification, Job Evaluation, Recruitment and Hiring, Staff Training and Development, Designing and Organizing a Training Course. Disciplinary procedure: Retrenchment, Discharge, Dismissal. Steps for disciplinary procedure– Termination, Resignation, Laid-off, Retirement. Grievance procedure, Promoting Productive Work Environment.
3. **Human Resource Planning:** Concept, Purpose, Importance, Process and Approaches, Components and Analysis, Short Range and Long Range Analysis, Problems of Human Resource Planning.
4. **Performance Appraisal:** Concept, Objectives, Importance, Methods of Performance Appraisal, Problems of Performance Appraisal, Ethics of Appraisal.
5. **Executive and Personnel Career Development:** Concept, Types and Role of Executive, Need for Executive Development, Executive Development Process, Role and Development Procedure of Executive and Personnel in Social Work Agency.
6. **Supervision:** Supervision as an Administrative Process, Objectives, Techniques and Functions of Supervision, Supervision as Educational and Evaluative Process.

Suggested Readings:

Decenzo, David A. and Robbins, Stephen P., 2002. Personnel/Human Resource Management. 3/e. New Delhi: Prentice – Hall of India.

Dessler, Gary., 2009. A Framework For Human Resource Management. 5th ed. N.J: Pearson/Prentice Hall.

Dessler, Gary., 2009. Fundamentals of Human Resource Management: Content, Competencies and Applications. N.J: Prentice Hall.

Khan, A Awal and Taher, MA 2013. Human Resource Management, Dhaka, Abir Publication.

Memoria, C.B. 1996. Personnel Management (Management of Human Resources). Himalaya Publishing House, Bombay, India.

Course No. IRLS 104: Industrial and Labour Relations

1. **Industrial Relations:** Concept, Objectives, Factors, Actors, and Scope; Evolution of Industrial Relations: Global and Bangladesh Perspective. Theories of Industrial Relations: Unitary, Pluralist and Radical Perspective, Dunlop’s Model and Gandhian Approach.
2. **Broader Perspective of Industrial Relations:** Setting, Framework and Systems; Importance of Industrial Relations in Modern Industrial Systems; International Legal Framework for Industrial and Labour Relations, Legal Framework for the Industrial Relations System in Bangladesh. Situation of Industrial Relations in Bangladesh; Measures to Improve Industrial Relations in Bangladesh.
3. **Industrial Disputes:** Meaning and Causes of Industrial Disputes, Forms and Effects; Preventing Industrial Disputes; Settlement of Industrial Disputes: Negotiation, Conciliation, Arbitration, and Labor Courts and Role of Bangladesh Labour Administration in Industrial Dispute Settlement.
4. **Trade Union:** Concept, Development, Objectives, Functions and Methods of Trade Union; Trade Union Movement in Bangladesh; Weaknesses of Trade Union in Bangladesh; Impact of Trade Union on Labour Management Relations. Participation Committee.
5. **Collective Bargaining:** Nature and Importance of Collective Bargaining; Determination, Process, Methods, Theories and Forms of Collective Bargaining; Collective Bargaining Machinery; Administration and Implementation. ILO Guiding Principles of Collective Bargaining. Rights and Privileges of Collective Bargaining Agents in Bangladesh.

6. **Social Dialogue and Tripartism:** Legal and Institutional Framework for Tripartite Social Dialogue, Social Dialogue and Employment Policies, Wages, Social Protection, Gender Equality, Migration; Social Dialogue and Labour Law Reforms.

Suggested Readings:

Faruque, Abdullah. (2009). Current Status and Evolution of Industrial Relations System in Bangladesh. India: ILO.

Rahman, Rushidan Islam. (2007). Labour Market in Bangladesh. Dhaka: BIDS.

Sharma, R.N. (1993). Labour Problems, social welfare and Security, Delhi: Surjeet Publications.

Sing, Nirmal and Bhatia, S.K. (2000). Industrial Relations and Collective Bargaining: Theory and Practice. New Delhi: Deep and Deep Publications Pvt. Ltd.

Sinha, P.R.N. et al. 2004, Industrial Relations, Trade Unions And Labour Legislation. Pearson, India.

Course No. IRLS 105: Social Research in Industrial Settings

1. **Social Research:** Concepts of Research, Social Research, Social Work Research, Scientific Method and Steps of Scientific Method, Variable, Hypothesis; Characteristics of Social Research, Types of Research—Inductive and Deductive, Basic/ Pure and Applied/ Empirical, Research Approaches: Quantitative, Qualitative and Mixed Methods; Importance of Social Research; and Ethical Concerns in Research.
2. **Methods of Social Research:** Quantitative Methods---Descriptive Studies—Survey Research, Observational Research, Correlational Research, Experimental & Quasi-Experimental (Causal-Comparative) Research. Qualitative Methods--Case Study, Focus Group, Observation, Ethnography and Content (Textual) Analysis, and Grounded Theory.
3. **Research Designs:** Concept of Research Design, Basic Components and Types of Research Design: Quantitative Research Designs and Qualitative Research Designs and Mixed-Methods Research Design; Functions of Research Design in Social Research. Sampling Method: Concept of Sampling and Sample, Types of Sampling--Probability Sampling—Simple Random Sampling, Systematic Random Sampling or Systematic sampling: Stratified Random Sampling or Stratified Sampling, Cluster or Area or Multistage Sampling, Non-Probability Sampling Methods—Purposive or Judgmental Sampling, Convenience Sampling, Quota Sampling and Snowball/Chain Sampling.
4. **Methods Of Data Collection: Quantitative Methods:** Observation, Interview, Questionnaire, Qualitative Methods-- Focus Group Discussions (FGDs), Key Informants' Interviews (KIIs), Documentation, Use of Multiple Techniques of Data Collection, Construction of Data Collection Instrument. Data Analysis Techniques, Validity and

Reliability of Data in Social Research: Techniques of Data Analysis such as 1. Quantitative Analysis—Descriptive and Inferential; 2. Qualitative Analysis-- Thematic, Interpretative/Narrative, and Verbatim analysis (Open-ended Text Analysis); Triangulation; Techniques of Reliability and Validity Measurement of Qualitative and Quantitative Data.

5. **Research Proposal:** Meaning, Basic Components of Writing a Research Proposal on Labour Relations and Labour Studies e.g., Introduction and Background, Statement of the Problem, Research Questions; Objectives, or Hypothesis, Significance of the Study, Literature Review: Conceptual/Theoretical Framework, Scope of the Study, Research Design, Methods of Data Collection and Data Analysis, Work Schedule and References.
6. **Use of Social Research:** Generation of Theoretical or Conceptual Knowledge, Policy Formulation, Service Planning, Project Proposal and Evaluation of Development Plans, Problems Analysis and Solutions in the Fields of Industrial Work, Production and Development.

Suggested Readings:

- Bhattacharjee, A. (2012) Social Science Research: Principles, Methods, and Practices. 2nd Ed. University of South Florida, Scholar Commons.
- Bickman, Leonard and Rog, Debra J, (2009). The SAGE Handbook of Applied Social Research Methods. London: SAGE Publications,
- Bryman, A. (2012). Social Research Methods. Oxford University Press.
- Dawson Catherine (2002). Practical Research Methods: A User-friendly Guide to Mastering Research Techniques and Projects. UK, How To Books Ltd.
- Islam, M. R. (ed.) (2019). Social Research: A Handbook for Students in Developing Countries. (London: Cambridge Scholars Publishing/Proposal submitted).
- Islam, M. R. (Ed.). (2018) Social Research Methodology and New Techniques in Analysis, Interpretation and Writing (USA: IGI Global).
- Islam, M. R., & Faruque, C. J. (Eds.) (2016 & 2017). Qualitative Research: Tools and Techniques. USA: Farwood Publishing and Dhaka: AH Development Publishing House.
- Islam, M. R., and HAJAR, A. B. S. (2013). Methodological Challenges on Community Safe Motherhood: A Case Study on Community Level Health Monitoring and Advocacy Programme Bangladesh. *Revista de Cercetare si Interventie Sociala*, 42, 101-119
- Kalaf L. Dan A. and Diez T. (2008). Essentials of Social Research. New York: Open University Press.
- Punch, Keith F. (2005). Introduction to Social Research: Quantitative and Qualitative Approaches. London: SAGE Publications Ltd.
- Rubin, Allen and Babbie, Earl (2013). Research Methods for Social Work. USA: Cengage Learning.

Course No. IRLS 106: Seminar and Presentation

Students will require to prepare a seminar paper on topics of their own interest based upon classroom discussion and reading referred books and journals. This will be a group interactive work under the active supervision of a faculty with a view to accomplishing the objective of knowing something new as an additional search for knowledge.

2ND SEMESTER

Course No. IRLS 201: Social Compliance and Labour Welfare Services

1. **Social Compliance:** Introduction of Social Compliance, History of Social Compliance in industries, Major compliance issues: Conditions of Appointment, Appointment letter & ID Card, Workers Classification. Service rule Submission & Approval procedure, Personal file, Service book. Job Description of Social Compliance Officer/Welfare Officer.
2. **Economic Compensation:** Wages, Compensation & Deduction: Definition of Wages, Money Wage and Real Wage, Minimum Wage, Living Wage and Fair Wage, Theories of Wages, Wage Policy, Time of payment of wages, Pay slip, Salary sheet, Overtime calculation, Deductible matters from the wages, Fines. Working Hours & Leave:-Daily working hours, Interval for rest or meal, Weekly working hour, Spreading over of working time, Limited working hours for the female workers. Classification of leave & leave procedure. Advantage of leave, Calculation of wages for the period of leave or holidays. Workers participation in company's profit, Provident fund.
3. First aid appliance, Drinking water, Washing room & Toilets, Dining room, Canteen, Child care room, Doctor's Room, Maternity Benefit, Worker's Compensation for injury or accident, Compulsory group insurance.
4. **Health Hygiene and Safety:** Cleanliness, Ventilation and Temperature, Disposal of wastes and effluents, Overcrowding, Sufficient lighting, Noise Measurement, Vibration, Latrines and Urinals, Dustbin and Spittoon. Occupational Diseases, Definition of PPEs, Necessity of using PPEs, PPEs in different section, Responsibility for using PPEs. Ergonomics, Fire safety -Definition of fire, Classification of fire, Reason of fire incident, Electrical safety & Electrical safety measures, Chemical Safety and safety measures. Law Discussion, Building Code. Risk Assessment.
5. **Security Compliance/ C-TPAT :** Introduction to Security Compliance/ C-TPAT, Purpose of C-TPAT, How to implement C-TPAT, Fundamentals of Social Standards & Code of Conduct , ILO Convention, Well-known buyer CoC, Comparison among the International Standards (i.e. BSCI, SA8000, WRAP)& How to take these certificates or meet the standards. CSR Activities: Introduction to Corporate Social Responsibility (CSR) and its scope in RMG industries.
6. **Labour Welfare Services:** Classification, Aim and Importance of Labour Welfare. Agencies of Labour Welfare. GO, NGO and INGO Initiatives, Ministry of Labour and Employment, Directorate of Labour, Department of Factory Inspection, Minimum Wage Board, Labour Appellate Tribunal, Bangladesh Labour Welfare Foundation, Central Fund, ILO, BILS, Oishee, Bangladesh Labour Welfare Foundation, Role of Labour Welfare Officer in Industrial Setting.

Suggested Readings:

Faruque,Abdullah.(2009). Current Status and Evolution of Industrial Relations System in Bangladesh. India: ILO.

Rahman,Rushidan Islam.(2007). Labour Market in Bangladesh.Dhaka:BIDS.

Sharma,R.N.(1993). Labour Problems, social welfare and Security, Delhi: Surjeet Publications.

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=2ahUKEwjzudvEI5_hAhW57nMBHSIADEwQFjAAegQIABAB&url=https%3A%2F%2Fwww.researchgate.net%2Fpublication%2F320554784_Social_Compliance_in_Ready-Made_Garment_Industry_in_Bangladesh_Challenges_for_HR_Personnel&usg=AOvVaw0SXLwqSsjTmWFotUDL67LE

Course No. IRLS 202: Labour Administration and Management

1. Labour Administration: Understanding of administration, social administration, social welfare administration, public administration, labour administration, Importance of labour administration, national and international legal framework (ILO) for labour administration; Labour Administration in Bangladesh.
2. Labour Inspection: Definition and importance of Labour Inspection in Modern Industrial System; ILO Guidelines for Labour Inspection
1. Labour market and wage: Unemployment, Underemployment. Wages – Money Wage and Real Wage, Minimum Wage, Living Wage and Fair Wage, Theories of Wages, Wage Policy, Minimum Wage Board.
3. Labour management: Meaning and importance; theories, approaches and models of labour management and labour administration e.g., Scientific Management Theory, Bureaucracy, Abraham Maslow's Hierarchy of Needs, Human Relations Approach.
4. Management process: Planning, Organizing, Controlling, Staffing and Directing; Manger and his/her roles in management process; social, psychological and human skills of a good manager.
5. Managing Finance: Budgeting Issues in Social Services; Revenue Sources; Resource Allocation; Accounts Keeping and Auditing.
6. Managing Data and Information: Integrated Management Information System (IMIS); Steps to developing an IMIS; Using Data and Information to ensure Organizational Consistency and Integrity.
7. Monitoring and Supervision of labour administration and management: Definitions and characteristics, types, techniques and importance.

Suggested Readings:

Arrigo, G., Casale, G., & Fasani, M. (2011). A Guide to Selected Labour Inspection Systems. Geneva, ILO.

Cásale, G. and Sivananthiran, A. (2010). The Fundamentals of labour administration. Geneva: ILO.

Department of Inspection for Factories and Establishments (DIFE) (2015). The Labour Inspection Systems in Bangladesh- Development, Achievements and Challenges. Dhaka:

Department of Inspection for Factories and Establishments (DIFE), Ministry of Labour and Employment, Peoples' Republic of Bangladesh.

International Labour Organization (2003) Changing meeting needs Labour Administration Convention No. 150. Geneva: ILO.

International Labour Organization (2011) Labour administration and labour inspection. Geneva: ILO.

Jatobá, V. (2002). Labour inspection within a modernized labour administration. Lima: OIT.

Khan, T. I. M. N. (1996). Labour administration: Profile of Bangladesh. Dhaka: IO Office

Weil, D. (2008). A strategic approach to labour inspection. *International Labour Review*, 147(4), 349-375.

Luthans, F. (2011). *Organizational Behavior: An Evidence- Based Approach*. Twelfth Edition, Singapore: The McGraw-Hill Companies.

Newstrom, J. W. (2007). *Organizational Behavior: Human Behavior at Work*. Twelfth Edition, New Delhi: Tata McGraw Hill Education Private Limited.

Robbins, S. P., (2000). *Organizational Behavior*, Ninth Edition. New Delhi: Prentice- Hall of India private Limited.

Robbins, S. P. et al., (2009). *Organizational Behavior*. 13th Edition. New Delhi: Pearson Prentice Hall.

Course No. IRLS 203: Industrial Psychology and Counseling

1. Industrial Psychology: Definition, Aims, Historical Development and Characteristics of Industrial Psychology. Industrial Psychology as an Applied Science, Nature and Scope of Industrial Psychology, Key Pillars/ Principles of Industrial Psychology: Individual Differences, Causation of Human Behavior. Applications of Industrial Psychology, Future Challenges of Industrial Psychology in Global and Bangladesh Context.

2. Worker Issues: Job Satisfaction, Job Performance and Organizational Commitment. Nature, Factors, Measurement of Job Satisfaction. Potential Effects of Job Satisfaction. Productive Behavior and Job Performance, Conditions of Job Performance. Job Stress, Monotony and Fatigue Management, Work Motivation. Positive and Negative Employee Attitudes and Behaviors.

3. Employee Health, Safety and Accident in Industry: Occupational Health and Work-related Diseases, Physical Conditions in industry, Work Schedule, Fatigue, Accidents, Causes of Accidents, Safety and Prevention of Industrial Accidents. Managing Health and Safety in Work Place, Health and Safety Education and Training for Workers.

4. Industrial Morale: Concept, Characteristics, Determiners of Morale, Morale Types- Individual and Group Morale, High and Low Morale. Measurement of Morale- Subjective and Objective Measure, Indicators of Morale, Socio-psychological Factors Affecting Industrial Morale, Methods of Raising Employee Morale, Impact of Morale on Employee Behavior.

5. Industrial Counseling: Basic Concept, Purpose and Scope of Industrial Counseling, Types of Industrial Counseling, Background of Industrial Counseling, Process and Techniques of Industrial Counseling, Vocational Guidance and Counseling in Industry. Ethics and Essential Values in Industrial Counseling.

6. Approaches to Employee Counseling in Industrial Settings:

Behavioural, Humanistic, Psychoanalytical and Psychodynamic Approaches: Psychoanalytic and Psychodynamic Counseling, Behavioural Counseling, Cognitive-Behavioural Counseling, Existential Counseling, Person-centered Counseling, Gestalt/Integrative Counseling. Individual and Group Counseling, Advantages and Disadvantages of Individual and Group Counseling in Industrial Settings.

Suggested Readings:

Anderson, Sinangil and Viswesvaran (Eds) (2011). Handbook of Industrial Work and Organizational Psychology: Volume-2 Organizational Psychology. London: Sage Publications Ltd.

Blum, M.L and Naylor J.C (2004). Industrial Psychology: Its Theoretical and Social Foundations. New York: Harper and Row Publishers. Inc.

Gelso, C and Fretz, B (1995) Counseling Psychology: Practice, Issues and Intervention. Harcourt, Inc.

Levy, Paul. (2009). Industrial/Organizational Psychology. Worth Publications.

Richard Nelson-Jones (2001). Theory and Practice of Counseling and Therapy. 3rd Ed. New York: Continuum.

Riggio, Ronald E. (2012). Introduction to Industrial/Organizational Psychology. 6th Ed. New York: Pearson.

Singh, N. (2011). Industrial Psychology. Tata McGraw-Hill Education (India) Pvt. Limited.

Course No. IRLS 204: Labour Rights and Labour Policy

- 1. Labour Rights:** Definition, Scope and Importance. Labour Rights and ILO Framework, Fundamental Principles and Rights at Work. ILO Policies and Tools for the Promotion of Labour Rights. Structure and Functions of ILO, Influence of ILO on Labour Movement, ILO and Labour Standards, Appraisal of ILO. Situation of Labour Rights in Bangladesh: Problems and Prospects.
- 2. Labour Legislation:** Conceptual Analysis, Objectives, Scope, Importance and Necessity of Labour Legislation, Principles of Labour Legislation. Evolution of Social and Labour Legislation.
- 3. Major labour Rights Laws and Rules in Bangladesh:** Bangladesh Labour Act 2006 (amendment 2018), Bangladesh Labour Rules 2015; Bangladesh Labour Welfare Foundation Act 2006 (amendment 2013), Bangladesh Labour Welfare Foundation Rules

2010 (amendment 2015); Private Road Transport Workers Welfare Fund Act 2005, Private Road Transport Workers Welfare Fund Rules 2012. The Bangladesh Export Processing Zone Authority Act, 1980, The EPZ Workers' Welfare Association and Industrial Relations Act, 2010 (amendment 2016).

4. **Labour Policy:** Concept, Objectives, Scope and Importance, ILO, IOM and Asian Framework for Labour Policy.
5. **Major Labour Rights Policies in Bangladesh:** Historical Background of Labour Policy in Bangladesh, National Labour Policy 2012, National Child Labour Elimination Policy 2010, National Skill Development Policy 2011, National Occupational Health and Safety Policy 2013, Domestic Workers Protection and Welfare Policy 2015, Bangladesh Industrial Policy 2016.

Suggested Readings:

Casale, Giuseppe and Sivananthiran, A. 2010. Fundamentals of Labour Administration. International Labour Office.

GOB, Bangladesh Industrial Policy 2010.

Halim and Rahman, 2009. Bangladesh Labour Code 2006

Ministry of Labour, GOB. Labour Policy in Bangladesh – 1955, 1959, 1969, 1972, 1980 and 2012.

National Child Labour Elimination Policy 2010.

Singh, Balwant. 1996. Labour Policy and Administration. M D Publications, New Delhi, India.

Course No. IRLS 205: Practical Research in Industrial Settings

The lab work or field study will take place in different government and non-government organizations in and outside Dhaka City under the guidance of a faculty. Moreover, there will be a lab at the institute where the students may do their lab work. This will facilitate the students to earn practical experience in the lab applying their theoretical knowledge taught in the classroom. Through this lab work, students will acquire knowledge and skill which may enhance confidence in using their knowledge base in professional life.

Course No. IRLS 206: Viva-Voce

The Concerned examinations committee will take viva-voce.