

- Methods for improving motivation.
 - Incentives, pay, promotion, rewards.
 - Job satisfaction and job enrichment.
5. Leadership (4 hrs)
- Need for leadership.
 - Functions of a leader.
 - Factors for accomplishing effective leadership.
 - Manager as a leader.
6. Human Resource Development (4 hrs)
- Introduction.
 - Staff development and career development.
 - Training strategies and methods
7. Wage Payment (4 hrs)
- Introduction
 - Classification of wage payment scheme.
8. Labour, Industrial and Tax Laws (4 hrs)
- Importance and necessity of industrial legislation.
 - Types of labour laws and disputes.
 - Brief description of the following Acts: The Factory Act 1948; Payment of Wages Act 1936; Workmen Compensation Act 1923; Industrial Dispute Act 1947; Employee' State Insurance Act, 1948; Provident Fund Act.
 - Various types of Taxes-Production Tax, Local Tax, Sales Tax, Excise Duty, Income Tax.
 - Labour Welfare schemes.
9. Accidents and Safety (4 hrs)
- Classification of accidents; according to nature of injuries i.e. fatal, temporary; according to event and according to place.
 - Causes of accidents-psychological, physiological and other industrial hazards.
 - Effects of accidents.
 - Accidents-prone workers.
 - Action to be taken in case of accident with machines, electric shock, road accident, fires and erection and construction accidents.
 - Safety consciousness & publicity.
 - Safety procedures.
 - Safety measures-Do's and don'ts & good housekeeping (5S).
 - Safety measures during executions of Electrical Engineering works.
10. Environmental Management (4 hrs)
- Basics of environmental pollution, various management techniques for control of environmental pollution, various control acts for air, water, solid waste and noise.

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