

PAPER – XI – PERSONNEL MANAGEMENT INDUSTRIAL RELATIONS:

Objectives:

This course aims at (1) providing a conceptual framework on Personnel Management and Industrial Relations, (2) acquainting the participants with the Personnel and Industrial Relations policies and practices observable in industry, and (3) testing the Indian policies and practices against the conceptual framework referred to with respect to enhancing their effectiveness in utilizing human resources.

UNIT – I

The personnel function – evolution of personnel Management – status and role of personnel manager – Organization of personnel department.

UNIT – II

Training and Development with special reference to methodologies of training – job changes – job enlargement – job enrichment. Performance Appraisal methods.

UNIT – III

Wage and Salary administration including emerging compensation structure like ESOP etc. – incentive payments – employee, health, safety and welfare – social security – personnel research – separation.

UNIT – IV

Industrial relations theories –state and industrial relations labour policy and legislative framework – administrative dimensions of labour laws – trade unions, functions, structure and policy – Employers Associations.

UNIT – V

Labour Management relations – industrial conflict – collective bargaining – participative management – personnel management in small and medium organizations.

SUGGESTED READINGS:

1. EDWIN B.FLIPPO – Personnel Management.
2. MONAPPA & SAIYADIN – Personnel Management.
3. R.S.DWIVEDI – Man Power Management.
4. JOHN B.MINER & MAY GREEN MINER – Personnel and Industrial – A Managerial Approach.
5. M.N.CHATTERJEE – Management of Personnel in Indian Enterprise – Concepts, Practices and Emerging Trends.
6. ANDREW F.SIKLA – Personnel Administration and Human Resources Management.
7. Y.N.RUDRABASAVARAJ – Dynamic Public Administration.
8. C.D.Mamoria – Personnel Management.