

PAPER VIII : INDUSTRIAL RELATIONS AND PERSONAL MANAGEMENT: ^{NS8}

- UNIT I : Industiral Relations : Meaning, nature and significance
Theories on Industrial Relations by J.D.Dunlop, Mayo,
Craig-Psychology of Human Behaviour-Work Enviroment-
Fatigue and Accidents - Industrial -Industrial Codes-
Code of Discipline in Industry-Working of the code
in India. Current Trends Need for a comprehensive
legislation.
- UNIT II : Collective Bargaining : Concept, Philosophy, Rationals
and process-Emerging Trends in Collective Bargaining
India: Industrial conflicts - Industrial dispute
settlements-Workers' participation in Management
Grievance Handling - Necessity for grievance procedure
Grievance Redressal Machinery.
- UNIT III: Personnel Management-Meaning, scope and significance-
nature and organisation of Personnel division in
different Organisational settings, changing perspective
of personnel management.
- UNIT IV : Employee Development : Manpower Inventory and succe-
sion Planning - Selection Techniques-Recruitment-
Tranining - Performance Appraisal - Promotion Policies
Executive Development Programme.
- UNIT V : Incentives and performance standars: Job analysis and
Job evaluation - Merit rating - Employee Morale and
Motivation - Executive stress- Compensation-
Compensation Policy - Variable Compensation - Fringe
Benefits.

BOOKS FOR REFERENCE:

1. Dr.Bhagoliwal, T.N. : Personnel Management & Industrial
Relations
2. Mathur : Human Resources Development
3. Edwin B.Flipe : Personnel Management
4. Karnik V.C. : -do-
5. Drivedi, R.S. : Man Power Management
6. Mamoria, C.B. : Personnel Management
7. John B.Minor & M.G.Minar : Fersonnel & Industrial Relations
8. S.C.Pant : Indian Labour Problems
9. O.K.Laldas : Industrial Relations in India
10. G.P.Sihna and P.R.N.Sihna: Industrial Relation and Labour
Legislation
11. C.B.Mamoria : Industrial Labour and Industrial.
Relations in India