

## II B.COM:ELECTIVE SUBJECT

### PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS –PAPER I

1. **PERSONNEL MANAGEMENT:** Concept – origin and development – definition – objectives – functions.
2. **HUMAN RESOURCE PLANNING:** Concept – objectives – process – job analysis – job description and job specification.
3. **RECRUITMENT AND SELECTION PROCESS:** Recruitment, sources of recruitment – selection procedure – induction and placement.
4. **EMPLOYEE TRAINING AND EXECUTIVE DEVELOPMENT:** Objectives – methods of training and development – principles – evaluating training effectiveness.
5. **PERFORMANCE APPRAISAL:** Concept and objectives – essentials of appraisal system – methods of performance appraisal – problems of appraisal.
6. **PROMOTIONAL POLICIES:** Concept – bases of promotion – promotion policy – demotion – transfer – transfer policy – job satisfaction – job enlargement and job enrichment.
7. **ABSENTEEISM AND LABOUR TURNOVER:** Causes and effects and remedial measures.
8. **JOB EVALUATION:** Definition – objectives – principles – methods and limitations.
9. **WAGE AND SALARY ADMINISTRATION:** Methods of wage payment – minimum, fair and living wage concepts – wage incentive schemes – profit sharing – payment of bonus.
10. **CAREER PLANNING AND DEVELOPMENT:** career planning process – advantages and limitations – counselling – functions – types.

#### References:

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6. Mamoria and Mamoria : Dynamics of Industrial relations in India (Bombay Himalaya Publishing House)
7. Srivastava .S.C : Industrial relation & labour law (Delhi Vikas Publishing House)
8. John C.K : Unionism in Developing Economy (Delhi Sree

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9. Punchar, Deodhar and Sanker : Labour Welfare, Trade Unionism, Industrial Relation (Bombay, Himalaya Publishing)
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  11. Mc Farland : Personnel Management: Theory and Practice
  12. Edwin B. Flippo : Personnel Management
  13. M.N. Rudrabasavaraj : Dynamic Personnel Management
  14. T.N.Chhobra, K.K.Ahuja and S.P.Jain : Managing People at Work
  15. R.D.Agarwal : Dynamics of Personnel Management
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