

III B.COM: ELECTIVE SUBJECT
PERSONNEL MANAGEMENT & INDUSTRIAL RELATIONS -PAPER II

1. **INDUSTRIAL RELATIONS:** Concepts – objectives – causes – measures for improving industrial relations – conditions for congenial industrial relations.
2. **TRADE UNIONISM IN INDIA:** Definition – objectives – functions – problems – measures to strengthen trade unions.
3. **EMPLOYEE GRIEVANCE:** Causes – model grievance procedure – redressal of grievance – effects of grievance.
4. **EMPLOYEE DISCIPLINE:** Causes of indiscipline – objectives – types – disciplinary procedure and essentials of a good disciplinary system – principles of industrial discipline – red hot-stove rule.
5. **COLLECTIVE BARGAINING:** Objectives – process – types – functions – essential conditions for the success of collective bargaining – prerequisites.
6. **WORKERS PARTICIPATION IN MANAGEMENT:** Objectives – forms of WPM – essential conditions for successful working of WPM.
7. **INDUSTRIAL DISPUTES:** Forms of industrial disputes – strikes and lockouts – causes of industrial dispute – preventive measures – settlement of industrial disputes.
8. **HEALTH AND SAFETY MEASURES:** significance – statutory provisions – fringe benefits.
9. **WELFARE AND SOCIAL SECURITY:** types of welfare services – statutory provisions – labour welfare office – types of social security – social security in India.
10. **EMPLOYEE EMPOWERMENT AND QUALITY CIRCLES:** elements of empowerment – empowerment process – objectives of quality circles – organisational structure of quality circle – benefits and problems of quality circle.

References:

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