

Industrial Relations and Human Resource Management

B.E. Sem. VIII [PROD]

EVALUATION SYSTEM

	Time	Marks
Theory Exam	3 Hrs.	100
Practical Exam	–	–
Oral Exam	–	–
Term Work	–	25

SYLLABUS

1. Evolution and Developments of thought

Evolution of managements thought, behavioural, contingency, and contemporary management approach.

Organization structure

Definition, need, types of organization responsibility, authority, accountability, delegation, span of control.

2. Decision Making

Types of decision, steps in rational decision making

Functions of personnel Management

Managerial and operative functions.

3. Planning

Definition, characteristics of good plan, steps in planning, strategic planning.

Communication

Principles of effective communication, Barriers of communication.

Leaderships

Different styles of leadership, Their suitability, Manager as a leader

4. Human Behavior

Perception, attitude, Groups, Types of groups, Groups behavior, Morale, Job satisfaction.

Motivation

Theories of Motivation, Job design, Job enlargement and enrichment, Performance appraisals.

5. Human resource development

a) Human resource planning, Job description, Job analysis and job evolution, Recruitment and selection procedure.

b) Training and Development: Concepts and difference between training and development, Methods, Steps, Types of training.

c) Promotion: Basis for promotion and their merit and demerits.

Maintenance of human resource

Safety, steps in safety programme, Occupational hazard, Accident prevention.

6. Compensation and salary Administration

Factory act, Industrial dispute act, Salary and wage fixation, Machinery for setting grievances, Collective bargaining, Industrial relations, and Trade unions, Conflicts management.

References Books :

1. Personnel Management and Human Resources (*C.S. Venkataratnam, B,K, Srivastava*)
2. Principles of Management (*P.C. Tripathi, P.N. Reddy*)
3. Industrial and Business Management (*Martand T. Teslang*)
4. Organization Behavior, Text and case (*Uma Sekram*)
5. Oraganizational Behavior (*F. Luthans*)
6. Personnel Management (*C.B. Memoria*)
7. Factory Administration and Management (*A.S.Deshpande*)
8. The Change in world of the Executive (*Peter Drucker*).
9. In search of excellence (*Tom Peter and R, H.Waterman Harper*).

