

Master of Social Work (MSW) Programme

Semester – III

Specialization Group E: Human Resource Management

Group 15: Specialization Paper I - Organizational Behaviour and Social Aspects in Industry

Learner Objectives:

1. Develop an understanding about individual behaviour, inter personal behaviour and group dynamics within the organization.
2. To Gain knowledge in managing human behaviour in organizations.
3. To develop a better understanding of the “self” and professional behaviour in relation to others.
4. To develop understanding about CSR / social responsibility of managers and its various dimensions in an industrial organization.

1. Organizational Behaviour: Meaning; historical perspective; emerging perspectives on OB; importance of OB; other dimensions of OB; Industrial Psychology: Definition, nature, objectives/goals, scope, role & importance, practical application of psychology in industrial settings.

2. Motivation, Employees Morale & Employee Counselling : Definition, basic needs of human being, importance, fundamental theories of motivation and its relevance in present context, positive and negative motivation, motivation and performance. Meaning and importance of morale, measures and techniques of promoting morale, factors contributing high level of morale in the organization. Relationship between Motivation, Morale and efficiency / productivity. Employee Counselling: Concept, objectives, need, functions, techniques, methods/ types of EC, advantages and effectiveness of EC, role of social worker/ HR manager in Counselling.

3. Managing Occupational Stress: concept of occupational stress; stressors, fatigue; monotony; burnout; impact of stress on employees and employer; modern work-culture, setup; job-demands and stress; stress management; coping mechanisms/ strategies.

4. Industry and society: Industry as a part of social system; socio-cultural environment in industry; impact of industrialization; urbanization; LPG & technological changes on employees. Social problems/issues in industry- quality of life; gender issues; gender discrimination & sexual harassment at work place; human rights issues, new industrial policy & displacement, SEZ related issues.

5. Work-culture and Corporate Social Responsibility: Meaning, aspects, significance, its role in image building, goodwill of the organization. Concept of Corporate Social Responsibility; evolution, philosophy and principles of CSR; CSR-developmental projects; goals & implementation; Critical analysis of CSR approach; role of Social

Worker/ HR managers; Social obligations, social responsiveness and ethical aspects in CSR projects. Social auditing.

Recommended Readings:

1. Ahuja, K. K. (1990) - Organizational behaviour, New Delhi: Kalyani Publications.
2. Blum, Naylor (1988): Industrial Psychology, Delhi: Theoretical & Social foundation.
3. Dwivedi R.S. (1995): Human Relations and Organizational Behaviour, Delhi: MacMillan.
4. Ghorpade M.B. (1980) - Industrial Psychology, Bombay : Himalaya Publishing House.
5. Ghosh, P. K. & Ghorpade M.B. (1991): Industrial & Organizational Psychology, Bombay: Himalaya Publishing House.
6. Kalia, H. L.: Industrial and Organizational Psychology, 2006, Volume I & II, Delhi: Kalpaz Publications.
7. Khanka, S. S (2000): Organizational Behavior, New Delhi : Kitab Mahal Publication.
8. Korman Abraham (1971): Organizational Behaviour, Delhi: Prentice Hall of India.
9. Maier (Norman R F) (1955): Psychology in Industry, Boston : Houghten Mifun, Co.
10. Mc Shane, S. L. & Von Glinow, M. A. (2000) : Organizational Behavior, Tata McGraw-Hill,
11. Mohanty, Girishala (1988): Text book industrial and Organizational Psychology, New Delhi: Oxford Publishing Company, New Delhi.
12. Pareek, Udai : Organizational behaviour .
13. Rao, M.G: Organizational Behaviour.
14. Roger, Courtwright & Michael, Collins (2001): The Handbook for Managing Yourself, New Delhi: Infinity Books.
15. Shukla K.C. Tara Chand (2005): Industrial Psychology, Commonwealth Publication, New Delhi.
16. Shukla, M. (1996): Understanding Organizations, Organizational Theory & Practice, New Delhi : Prentice hall of India.
17. Wexley C Kenneth (1988): Organizational Behaviour and Personnel Psychology. Delhi: Surjeet Publications.

Group 16 : Specialization Paper II – Human Resource Development

Learner Objectives:

1. Develop an understanding about human resource development policies and practices for organization effectiveness.
2. Develop skills of professionals in performance management and employees training
3. Knowledge of human resource management in relation to OD and its intervention strategies.
4. Develop knowledge of various certifications & Quality Management systems in productivity.

1. Human Resource Development: HRD Concept, objectives & goals; HRD sub-system, principles, policies and practices; functions of HRD; HRD for organizational effectiveness; evolution and changing scenario. Role of HRD managers: Role & functions of HRD manager in public, private, service, co-operative, banking and BPO, IT - Industries. Impact of HRD on the organizational development, changing role & challenges before HRD managers.

2. Performance Management: Merit Rating and Performance Appraisal Systems: Meaning, objectives, need, process, importance, tools and modern techniques of merit rating and performance appraisal, New trends in PAS, PA- 360 degree method, various other new techniques & methods of PA.

3. Organizational development & Management by Objectives: Concept and scope of OD Historical perspective of OD, theory and practice of OD, learning & growth, organizational culture, process & OD intervention strategies- survey feedback, action research, sensitivity training, TA, process consultation, third-party peacemaking, open system planning, other interventions methods, major problems & managing OD, key areas of OD. Concept, MBO philosophy, the process of MBO, benefits and limitations of MBO.

4. Human Resource Audit & Employees Training: Concept of HR audit, nature, scope, need & significance, approaches to HR audit. Meaning of training, education and development, identification of training needs, types and methods of training- Lecture, Case-study, Role-play, management games, use of Audio-Visual Aids, essentials of good training programme, importance of T & D activities in the organization, role of motivation in training of trainers and trainees, training evaluation. Recent trends in Employees training programme.

5. Supervisory and Management Development: Identification & Assessment of Training needs; importance of training; recent trends in executive/ management Development/ Training programmes; developing and designing effective HRD training programme; skills of effective trainer.

Recommended Readings:

1. Abel, M. (1989): Human Resources Development. Institute of Social Science & Research.
2. Chhabra, T. N. (2005): Human Resource Management, Delhi: D.R. & Co.
3. Chopra, R.K. (2001): Management of Human Resource, (Text & Cases), Allahabad : Kitab Mahal.
4. Dale, h. Besterfield (2001) : Total Quality Management, Delhi : Pearson Education Asia.
5. Dayal, Ishwar (1993) : Designing HRD Systems, New Delhi : Concept Publication Com.
6. Ian, Beardwell & Len, Holden (1996): Human Resource Management: A Contemporary Perspective, New Delhi: Macmillan.
7. John, Story (1997): Human Resource & Change Management, (International Cases), Delhi: Efficient Printer.

8. Kandula, S. R. (2001): Human Resource Development, Delhi: Prentice Hall Publication.
9. Maheshwari, B. L & Sinha D. P., (Eds.) (1991): Management of Change Through Human Resources Development; New Delhi: Tata MCG raw Hill pub. Com. Ltd.
10. Maier, Noiman R : Principles of Human Relations.
11. Nagpal, C. S. & Mittal, A. C. (1993) : HRD, New Delhi : Anmol Publications
12. Nayak, A.K., (Ed.) (1996) : HRD Management, New Delhi : Common Wealth Publication
13. Rao, T. V. (Ed.) (2006): Alternative Approaches and Strategies of HRD, Jaipur : Rawat Publications.
14. Rao, T. V. (1996): Human Resources Development; New Delhi: Sage Publications.
15. Rao, T. V. (1991): Readings in Human Resource Development; Oxford & IBH Publication Co. New Delhi
16. Sheikh, A.M. (1999) Human Resource Development and Management, S. Chand & Co. Delhi.
17. Thomas, L. W & J David, Humger (2002): Strategic Management & Business Policy, Delhi: Pearson Education Asia.

Group 17: Specialization Paper III - Labour Economics and Indian Labour Problems

Learner Objectives:

1. To develop an understanding of labour economics and its scope in industry.
2. To learn about recent economic developments and industrial policies.
3. To be familiar with labour problems and its impact economic development.

1. Labour Economics: Concept, nature, scope and importance of labour economics for welfare of personnel. Labour force as a part of population; structure, composition and characteristics of labour i.e. demand and supply aspects.

2. Recent Economic & Industrial Policies and Labour economics: New economic & industrial Policies; Technological advancement; Rationalization; Modernization; Automation and change in industrial organization; Production sectors; global scenario LPG, WTO Policy etc. and its impact of labour market, job opportunities, employment status, and job security; Concept of employees turnover/ attrition; labour-drain and gain; Outsourcing in India.

3. Employment, Wages & Productivity: Concept and theories of employment and under-employment; dimensions of unemployment and full employment; problems of unemployment; causative factors and remedies. Current Trends in employment market and need for multi-skills and skill upgradation; Concept of wages and its types; economics of wages; theories of wages and methods of wage payment. Concept, indicators, factors affecting productivity; measurement tool and techniques of productivity; Time and Motion study.

4. Problems of Organized & Unorganized Labour in India, Problems of Migratory and Rural Labour : Meaning of labour; rise of labour problems; nature and causes of labour problems; Migration; Absenteeism; Indebtedness; Bonded labour; Woman &

child Labour; Contract Labour; Agricultural labour; Mathadi workers. Characteristics of Migratory and Rural Labour in India; up-gradation and redundancy in Labour force; Indian labour and problems of housing & slums in Industrial Metropolis.

5. Industrial Unrest: Concept, nature, factors responsible for labour unrest in India. New dimensions, emerging problems and employees unrest in modern industrial organizations. Wage discrimination and gender diversity.

Recommended Readings:

1. Bhagoliwal, T. N. (1976) Economics of Labour & Social Welfare, Agra : Sahitya Bhawan.
2. Kumar, H. L. (1990) Labour Problems & Remedies, Delhi : University Book Traders.
3. Mamoria, C. B. & Mamoria S. (1991) Dynamics of Industrial Relations in India, Bombay :
4. Himalaya Publication House.
5. Mathur, D. C. (1992) Personnel Problems & Labour Welfare; New Delhi : Mittal Publications.
6. Mathur, D.C (1993) Personnel Problems and Labour Welfare, New Delhi : Mittal Publications.
7. Mehrotra, S. N (1981 Ed3) Labour Problems in India; New Delhi : S. Chand and Co.
8. Mamoria, C. B. (1966) Labour Problems & Social Welfare in India; Alahabad : Kitab Mahal Publications.
9. Pant, S. C. (1976) Indian Labour Problems; Alahabad : Chaitanya Publication House.
10. Pratap, K. (1992) Rural Labour in India; Problems & Welfare Scheme; New Delhi : Deep & Deep Publications.
11. Saxena, R. C. (1974) Labour Problems and Social Welfare; Meerut : K. Nath and Co.
12. Sharma, A.M. (1994. Ed. 5th) Aspects of Labor Welfare & Social Security; Mumbai : Himalaya Publications.
13. Tyagi, B. P. (1986) Labour Economics and Social Welfare, Meerut : Jai Prakash Nath & Co.

Group 17: Specialization Paper III - Labour Welfare and Labour Economics

Learner Objectives:

1. To develop an understanding of labour economics and its scope in industry.
2. To learn about recent economic developments and industrial policies.
3. To be familiar with labour problems and its impact economic development.

Unit- 1: Labour welfare/Development and quality of life

1. Labour Welfare: concept, Need, goals & objectives, scope, importance and principles of labour welfare. Statutory and Non-statutory provisions. Evolution of Labour Welfare: Indian and Global perspectives, Globalization, LPG and its impact on welfare and working conditions Historical development of labour welfare in India, National policy on labour welfare. Changing concept of Labour Welfare in contemporary world. Welfare Measures:-1.Labour welfare legislation:-concept of canteen, crèche, Safety and accident prevention. Co-operatives, Housing, Health care, Family counseling

2. Machinery of Labour Welfare in India: Central & State Government machinery. Salient features of The Maharashtra Labour Welfare Fund Act 1953. The Maharashtra Labour Welfare Board, Structure and functions, objectives and programmes. Welfare Officer: provisions, duties, role & responsibilities, functions of welfare/ labour welfare officer in industry. Changing role and challenges before labour welfare officer in emerging industrial environment. 1. Occupational health and safety: concept, nature, scope and types. 2. Health, Hygiene, Accidents and Safety management 1. Workers' Education: History of workers education, concept, goals and organizations. 2. Quality of Work Life: meaning and indicators of QWL, Programmes & Strategies for enriching QWL. 3 Employees engagement: Concept, activities and recent trends in various sectors.

3. Labour Economics: Concept, nature, scope and importance of labour economics for welfare of personnel. Labour force as a part of population; structure, composition and characteristics of labour i.e. demand and supply aspects. **Recent Economic & Industrial Policies and Labour economics:** New economic & industrial Policies; Technological advancement; Rationalization; Modernization; Automation and change in industrial organization; Production sectors; global scenario LPG, WTO Policy etc. and its

impact of labour market, job opportunities, employment status, and job security; Concept of employees turnover/ attrition; labour-drain and gain; Outsourcing in India.

4. Employment, Wages & Productivity: Concept and theories of employment and under-employment; dimensions of unemployment and full employment; problems of unemployment; causative factors and remedies. Current Trends in employment market and need for multi-skills and skill upgradation; Concept of wages and its types; economics of wages; theories of wages and methods of wage payment. Concept, factors affecting productivity; measurement tool and techniques of productivity. Wage discrimination and gender diversity. **Industrial Unrest:** Concept, nature, factors responsible for labour unrest in India. New dimensions, emerging problems and employees unrest in modern industrial organizations.

Recommended Readings:

1. Bhagoliwal, T. N. (1976) Economics of Labour & Social Welfare, Agra: Sahitya Bhawan.
2. Kumar, H. L. (1990) Labour Problems & Remedies, Delhi: University Book Traders.
3. Mamoria, C. B. & Mamoria S. (1991) Dynamics of Industrial Relations in India, Bombay :
4. Himalaya Publication House.
5. Mathur, D. C. (1992) Personnel Problems & Labour Welfare; New Delhi: Mittal Publications.
6. Mathur, D.C (1993) Personnel Problems and Labour Welfare, New Delhi: Mittal Publications.
7. Mehrotra, S. N (1981 Ed3) Labour Problems in India; New Delhi: S. Chand and Co.
8. Mamoria, C. B. (1966) Labour Problems & Social Welfare in India; Allahabad: Kitab Mahal Publications.
9. Pant, S. C. (1976) Indian Labour Problems; Alahabad : Chaitanya Publication House.
10. Pratap, K. (1992) Rural Labour in India; Problems & Welfare Scheme; New Delhi: Deep & Deep Publications.
11. Saxena, R. C. (1974) Labour Problems and Social Welfare; Meerut: K. Nath and Co.
12. Sharma, A.M. (1994. Ed. 5th) Aspects of Labor Welfare & Social Security; Mumbai : Himalaya Publications.
13. Tyagi, B. P. (1986) Labour Economics and Social Welfare, Meerut: Jai Prakash Nath & Co.

Master of Social Work (MSW) Programme

Semester – IV

Specialization Group E: Human Resource Management

Group 22: Specialization Paper IV - Labour Legislation

Learner Objectives:

1. To understand labour legislation & the areas of legislative intervention.
2. To gain knowledge about labour administration and mechanisms.
3. To develop skills to deal with legislative functions.

1. Growth of Labour Legislation in India: Historical perspective; Philosophy underlying labour legislation before and after independence. Review of labour administration in India. **Protective Labour Legislation:** The Factories Act 1948, The Apprentices Act 1961, The Contract Labour (Regulation and Abolition) Act 1970; The Mathadi Workers Act 1969; The Mines Act 1952; The Plantation Labour Act 1951; The Bombay Shops and Establishment Act 1948.

2. Employee Welfare, Social Security and Welfare Legislations: Employee Welfare : Concept, Definition, Philosophy, Principles, Scope and Machinery; Role, Duties and Functions of Labour Welfare Officer in Industry: The Workmen's Compensation Act 1923; The Maternity Benefits Act 1961; The E S I Act 1948; The E P F Act 1952; Family Pension Scheme; The Payment of Gratuity Act 1972; The Maharashtra Labour Welfare Fund Act 1953.

3. Industrial Relations Legislation & Wage Legislation: Bombay Industrial Relations Act 1946; Industrial Employment Standing Order Act 1946; Model Standing Order; Trade Union Act 1926; MRTU & PULP Act 1971; The Payment of Wages Act 1936; The Minimum Wages Act 1948; The Payment of Bonus Act 1956.

4. Environment Protection Related Legislation: The Environment Protection Act 1986: Salient features; definition of environment and environment protection; Offences in handling of hazardous substances by companies and its penalties. Air Pollution Act 1987 & Water Pollution Act 1974: Salient features, definition of air pollution, chimney, water pollution, approval of fuels, and emissions; Power and functions of Central and State Pollution Control Boards; Type of offences by companies, procedures, and penalties.

Recommended Readings :

1. Arora, R. (2000) Labour Laws, Mumbai : Himalaya Publishing House.
2. Balchandani, K. R. (1977) Labour & Industrial Laws, Mumbai : Jeevan Deep Prakashan.
3. Central Board of Workers Education (1976) Labour Legislation, Nagpur : CBWE Publications.

4. Chakrabarti, B. K. (1974) Labour Laws of India, Calcutta : International Law Book Centre.
5. Goswami, V. G. (1986) Labour & Industrial Law, Allahabad : Central Law Agency.
6. Jain, S. P. & Agrawal, Simmi (1997) Industrial & Labour Law, Delhi : Dhanpat Rai & Co.
7. Kumar, H. L. (1996) Employers rights under Labour Laws, Delhi : Universal Law Pub. Co.
8. Malik P. L. (1992) Industrial Law, Lucknow : Eastern Book Company.
9. Mehrotra, S. H. (1981) Labour Problems in India, New Delhi : S. Chand & Company.
10. Mongia, J. N. (1976) Readings in Indian Labour & Social Welfare, Delhi : Atma Ram & Sons.
11. Prakash, Anand et al, (Eds) (1987) Labour Law & Labour Relations : Cases & Materials, Bombay : N. M. Tripathi, Pvt. Ltd.
12. Saharay, H. K. (1987) Industrial & Labour Laws of India, New Delhi : Prentice Hall of India.
13. Saini, Debi S. Ed. (1994) Labour Judiciary Adjudication and Industrial Justice, New Delhi : Oxford & IBH Publishing Co.
14. Saiyed, I. A. (2001) Labour Laws, Mumbai : Himalaya Publishing House.
15. Saxena, R. C. (1974) Labour Problems and Social Welfare, Meerut : K. Nath & Co.
16. Sharma, A. M. (1996) Industrial Jurisprudence and Labour Legislation, Mumbai : Himalaya Publishing House.
17. Shintre, V. P. (1979) Hand Book on Labour Laws : Labour Law Agency, Bombay.
18. Sing and Singal (1966) Labour Problems, Delhi: Ratan Prakashan Mandir.
19. Singh, D. etc (2000) Commercial & Labour Laws, Chandigarh: Abhishek Publications.
20. Tietenben, T H: Environment and Natural Resources Economics.
21. Tripathi, P. C. & Gupta, C. B. (1990) Industrial Relations & Labour Laws, New Delhi : Sultan Chand & Sons.
22. Trivedi. P R: Pollution Management in Industries.
23. Trivedi. R K : Hand book on Environmental laws Guidelines Compliance of Standards: Vol 1 & 2.
24. Varghese, V. G. (1987) Industrial Jurisprudences, Mumbai: TISS.

Group 23: Specialization Paper V – Human Resource Management

Learner Objectives:

1. To understand the importance of human resources in industry and various applications of strategies of HRM.
2. To gain insights of various policies, practices, importance and relevance of HRM.
3. Develop knowledge and understanding about functions of PM/HRM.

1. Human Resource Management: Definition, objectives, goals, scope, principles; importance of HRM, changing concept of HRM, Human factor in Management, importance of Human Resource in industry, Human Relations Movement, evolution of HRM in India, Functions of HRM: Form and structure of HRM department, changing forms, specific functions and role of HR department in modern industrial organizations.

2. Personnel Policies & Role of Personnel/ HR Manager: Meaning, objectives & contents of personnel policies, principles & essentials of sound personnel policies, developing of personnel policies. Role & importance of personnel policies in managing human resource. Essential qualities, core competencies, role, Functions and importance of Personnel Managers/ H R managers in industrial organizations. Changing role and emerging challenges before HR managers in the context of HRM.

3. Recruitment, Selection, Placement & Induction: Meaning, objectives, types, internal & external sources of recruitment and process of recruitment. Selection process, criteria, steps & methods, importance of systematic and scientific selection procedures, modern practices of recruitment and selection adopted by various organization. Placement - basic principles, criteria & process of placement. Induction - meaning, objectives and importance of induction programme, new approaches.

4. Promotions and Transfer: Meaning, goals, principles, policies, criteria/ parameters, types, essentials & salient features of sound promotion and transfer policies. Demotion, discharge, dismissal and lay-off policy and practices, reasons, terms & conditions.

5. Wage and Salary Administration: Various aspects of wage & salary administration, peculiarities and structure of ideal wage & salary policy, concept of dearness allowance, method of computing D A and Consumer Price Index, Fringe benefits and perquisites, Piece-rate and Time-rate wage system, modern criteria & methods of payment of wage and salaries/ pay package. Financial and non-financial Incentives, Incentive schemes and its impact on the employees' performance and the work.

Recommended Readings:

1. Akhilesh, K. B. and Nagaraj, D. R. Edu. (1990) Human Resource Management 2000, New Delhi :
2. Wiley Eastern Ltd.
3. Armstrong, Michael Baron, Angela (2006) Handbook of Strategic HRM, Mumbai : Jaico Publishing House.
4. Aswathappa, K (2001) Human Resource Management, Text & Cases, New Delhi : Tata McGraw-
5. Hill.
6. Bhagoliwel, T. N. (1990) Personnel Management and IR, Agra : Sahitya Bhavan.
7. Batia, S. K. (2006) Human Resource Management, New Delhi : Deep & Deep Publication
8. Botton, Trevor (2001) An Introduction to Human Resource Management, New Delhi : Infinity Books.
9. Cursen Ron (1980) Personnel Management; New York : Hadder and Stoughton.
10. Dale, B. G. et al. (2001) Managing Quality and Human Resources, New Delhi : Infinity Books
11. Flippo, Edwin B. (1971) Principles of Personnel Management Ed. 4, Tokyo : McGraw Hill Publication.
12. Ghosh, Subrathesh (1980) Personnel Management Text & Cares; New Delhi : Oxford and IBH Pub.

13. Gokhale, Shyamkant (1981) Personnel Management & Org. Behavior; Poona : Susheel Prakashan
14. Gupta, R. M. Ed. et al (1976) Personnel Management in India; Personnel Management Mumbai : Asia Publication House.
15. Jucius, Michel (1997) Personnel Management; Mumbai : Oxford University Press
16. Kumar, Prem & Ghosh, Asit, K. (Eds.) (1991) Personnel Management and IR, New Delhi : Anmol Publications.
17. Mamoria, C. B. (1994) Personnel Management. Mumbai : Himalaya Pub. House.
18. Monappa, Arun & Saiyadain, Mirza, S. (1999) Personnel Management; New Delhi : Tata
19. McGraw Hill.
20. Moorthy, M. V. (1992) Human Resource Management, Bangalore : R & M Associates.
21. Pattanayak, B. & Verma, Harish C. (1998) : Human Resource Management, New Delhi : Wheeler Publications.
22. Pattanayak, Biswajeet (2002) Human Resource Management, New Delhi : Prentice- Hall of India.
23. Rao, P. Subba (1999) Essentials of Human Resource Management & I. R; Mumbai : Himalaya Pub.
24. Saiyadain, Mirza S. (1988) Human Resource Management; New Delhi : Tata McGraw Hill Publications.
25. Scott, Walter Dill, et al. (1977) Personnel Management. New Delhi : Tata McGraw Hill Publication.
26. Sarma, A. M. (1998) Personnel & Human Resource Management; Mumbai : Himalaya Publication House.
27. Sehgal, Seema (2006) Handbook on Competency Mapping, New Delhi : Sage Publications.
28. Singh, M. K. & Bhattacharya, A. (Eds.) (1990) Personnel Management, New Delhi : Discovery Publishing House.
29. Tripathi, P. C. (1978) Personnel Management; Theory & Practice; New Delhi : Sultan Chand & Sons.

Group 24 : Specialization Paper VI – Trade Unionism & Industrial Relations

Learner Objectives:

1. To gain knowledge about trade unionism and industrial relations perspectives.
2. To understand the intervention strategies and role of government.
3. To develop an understanding about the various factors influencing the industrial relations.

1. Concept, Philosophy & History of Trade Unionism: Growth & Development of Trade Unionism in India – Historical Retrospect. Labour Movement in India and abroad: Philosophy & ideology of labour movement, phases, trends and growth of labour movement in India and abroad. **Trade Unionism:** Meaning, types, structure and functions of Trade Unions, Associations, Federations & Confederation; Local, Regional, National and International Level Unions; Growth & Development of Central organization of workers in India, their membership strategies and policies. Union's Role

in-Job Security, Wage Determination, Labour Welfare, Workers education, Productivity, and Economic Development; Social Responsibility under taken by Trade Unions. ILO & Indian labour movement: ILO - its structure, functions & role in labour movements and industrial development, future of labour movement

2. Industrial Relations & Workers Participation in Management: Concept of industrial relations; its philosophy, evolution, principles, key elements, scope, nature and importance in industrial development in India. Role of Government, Trade Unions and Employees in developing harmonious relationships in industries; I R and policies related to employers and employees. Workers Participation in management: Meaning, objectives, need, principles, various forms and levels, critical evaluation of WPM/participative management schemes in India.

3. Industrial Discipline, Disciplinary Action & Enquiry Procedures: Meaning, principles, goals, tools of industrial discipline; Causes of indiscipline; Principles and procedure of disciplinary action; Drafting disciplinary action letters, Show Cause Notices, Charge sheets; domestic enquiry; Principle of natural Justice; Code of discipline and its implementation. Grievance handling procedures and practices in Industries: Meaning, goals, principles, process, methods, model grievance handling procedures.

4. Mechanisms of Industrial Relations : Negotiation and Collective bargaining, productivity bargaining, multi-union bargaining, patterns of negotiation, bargaining relationship – process procedures, subject matter, legal and psychological aspects of collective bargaining, its advantages and limitations.

Recommended Readings :

1. Ahuja, K. K. (1988) Industrial relations - Theory & Practice. New Delhi : Kalyani Publications.
2. Ahuja, K. K. (1990):Personnel Management & Industrial Relations. New Delhi : Kalyani Publications.
3. Chand, K. V. (1989) Industrial Relations. New Delhi : Ashish Publishing House.
4. Chatterjee N. N. (1984) : Industrial relations in India's developing economy; Allied book Agency.
5. Davar R. S. (1990):Personnel Management and Industrial relations in India; Vikas Publication House Pvt. Ltd. New Delhi.
6. Dhingra O. P. and Chellappa, H V. V. Ed. Cases in Industrial relations; Shri. Ram Centre for Industrial Relations.
7. Ghosh, B. (2001) Industrial Relations of Developing Economy; Mumbai : Himalaya Publications.
8. Kautman, B. E. (2006) Industrial relations; New Delhi : International Labour Office.
9. Kale D. G. (1971) :Trade Unions in Maharashtra, Labour Research Cell, Mumbai.
10. Moappa, Arun (1989) : Industrial relations; Tata McGraw-Hill publishing Com. Ltd, New Delhi.
11. Matoria, C. B. (1990) Dynamics of Industrial relations in India; Mumbai : Himalaya Publication House.
12. Parida, S. C. (1990) Management of Conflict in Industrial relations, Delhi : D. P. House, Geeta Colony.

13. Punekar S. D. et al. (1994) : Labour Welfare, Trade Unionism and IR; Ed. 5. Mumbai: Himalaya Publications.
14. Pylee, M. V. & George (1995) Industrial Relations & Personnel Management; New Delhi : Vikas Publications.
15. Ramaswamy, E. A. (1978) Industrial relations in India; Bombay : Macmillan Co.
16. Reddy, R. Ram (1990) Industrial relations in India; New Delhi : Mittal Publications.
17. Shejwalkar P. C. (1994) : Personnel Management & Industrial Relations; Malegaonkar S Ameya Prakashan, Pune.
18. Singh, H (1977) Personnel Management and Industrial Relations; New Delhi : Verma Brothers.
19. Singh, Hirmal and Bhatia (2005): Industrial relations and collective Bargaining: New Delhi : Deep & Deep Publications.
20. Verma, P (1979) Impact of economic development on Industrial relations; Ahmadabad : Academic Book Centre.
21. Yoder, Dale (1975) : Personnel Management and Industrial relations. Prentice Hall of India, New Delhi.

Recommended Readings (Trade Unions) :

1. Dayal, Ishwar and (1976) Management Trade Unions; New Delhi : Shri. Ram Centre for IR & HR.
2. Masihi, Edwin J. (1985) Trade Union leadership in India; New Delhi : Ajantha Publications.
3. Mccarthy W. E. Year Trade Unions; Penguin Education.
4. Srivastava, K. D. (1982) Law relating to trade unions in India, Ed. 2, Lucknow : Eastern Book Co.
5. Vaed, K. H. (1962) Growth and Prazctice of Trade Unionism; Delhi : Delhi School of Social Work.
6. Verma, Pramod & Mookherjee (1982) Trade Unionism in India, New Delhi : Oxford &IBH Publications.

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