

ANDHRA PRADESH

RECRUITMENT OF ASSISTANT PROFESSORS IN THE UNIVERSITY

SYLLABUS FOR THE SCREENING TEST

Paper – II

Paper II will cover 180 Objective Type Questions (Multiple Choice, Matching type, True/False, Assertion – Reasoning type) carrying 180 marks of 3 hours duration. Each question carries 1 mark. There will be negative marks for wrong answers. Each wrong answer will be penalized @ 1/3rd of the marks prescribed for the question.

Labor Welfare/ Human Resource Management

Unit – I :

- Schools of Management thought – Scientific Management School, Human Relations School, Behaviour School, System Approach.
- **Function of Management – Planning** : Types, Steps, Organising.
- Direction, Control, Coordination, Communication.

Unit – II :

- **Personnel Management** : Functions, Structure of Personnel Department, Line and Staff, Job Analysis, Manpower Planning, New Challenges.
- Recruitment and Selection, Placement and Induction.
- Wage and Salary Administration, Job evaluation, Methods of Wage payment linking wages with productivity.
- Grievance handling and Disciplinary action.

Unit – III :

- HRD Concept, Importance, Evolution, Functions, Organisation of HRD Function.
- Performance appraisal, Training and Development, Quality of worklife, Career planning, Quality circles.
- Training Programmes for workers, Management Development Programmes, Evaluation of training.

Unit – IV :

- **Organisational Behaviour** : Concept, Importance, Evolution, Role, Group dynamics.
- Motivation, Leadership, Job satisfaction, Morale, Fatigue and Monotony.
- Organisational change and Development, Organisational effectiveness.

Unit – V :

- **Industrial Relations** : Concept, Scope, Approaches, Industrial Relations System.
- **Industrial disputes** : Causes, Effects, Trends, Methods and Machinery for the settlement of Industrial disputes.
- Workers participation in Management, Code of discipline, Tripartite bodies, ILO, Industrial relations and the new economic reforms.

Unit – VI :

- **Trade Unions** : Meaning, Objectives, Functions, Theories, Structure of Trade Unions.
- Trade Union Movement in India, Leadership, Finance, Union Politics, Inter and intra – union Rivalry.

Unit – VII :

- Labour legislation, Objectives, Principles, Classification, Evolution of labour' legislation in India, Impact of ILO, Labour legislation and Indian Constitution.
- Factories Act, 1948.
- Employees State Insurance Act, 1948; Workmen's Compensation Act, 1923; Maternity Benefit Act, 1961.

Unit – VIII :

- Trade Unions Act, 1926; Industrial Employment (Standing orders) Act, 1946; Industrial Disputes Act, 1947.
- Minimum Wages Act, 1948; Payment of Wages Act, 1936; Equal Remuneration Act, 1976; Payment of Bonus Act, 1965.

Unit – IX :

- **Labour Welfare** : Meaning, Definition, Scope, Theories, Principles and approaches.
- Statutory and Non – statutory labour welfare : Intra – mural and extra – mural welfare.
- **Agencies of Labour Welfare** : State, Employer, Trade Unions, Voluntary Agencies.

Unit – X :

- Labour Market, Features, Demand and Supply of Labour, Nature and Composition of Indian Labour Force, Unemployment and Under employment.
- Concepts of wages, State Regulation of wages, Fixation of wages, Wage theories, Wage differentials.